



AGENDA
REGULAR MEETING OF THE
WINDSOR HEIGHTS CITY COUNCIL
Monday, September 15, 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. **Public Hearing:**
 - A. Public Hearing on the Leasing of 1151 65th Street to Nancy's Place
 - B. Consideration of Resolution No. 2025-68 - A Resolution Approving the Dwelling Unit Rental Agreement Between The City of Windsor Heights, Iowa and Nancy's Place
 - C. Public Hearing on the Contract, Estimated Cost, and Scope of Work (Inclusive of Contesting Property Owners) of the 2025 Tree Removal Project
 - D. Consideration of Resolution No. 2025-69 - A Resolution of Necessity Pursuant to Section 384.49 of the Iowa Code Covering the 2025 Tree Removal Project
 - E. Consideration of Resolution No. 2025-70 - A Resolution Approving and Accepting the Bid from Wright Outdoor Solutions for Tree Removal and Related Services
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.
5. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
 - A. Approve Minutes of the Regular Council Meeting on August 18, 2025
 - B. Approve Financial Reports
 - C. Approve Liquor License - Reclaimed Rails Brewing Co - 6900 School Street
 - D. Approve Liquor License - Aldi - 7100 University Avenue

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.



- E. Approve Resolution No. 2025-71 - A Resolution Waiving CEC Fees for Isaiah 117 House
 - F. Approve Walnut Creek Water Access Contract Amendment 1
 - G. Approve Wilshire Blvd Storm Sewer Change Order 1
 - H. Approve Forest Court Mill & Overlay Pay Request 2
 - I. Approve 73rd Street Phase 1 STP-U-8477(615)—70-77 Pay Request 14
 - J. Approve 68th Street Improvements Project Pay Request 5
6. **Action Items:**
- A. Consideration of Resolution No. 2025-72 - A Resolution to Provide for a Notice of Public Hearing on the Proposed Plans, Specifications, Form of Contract, and Estimated Total Cost for the Walnut Creek Access Project and for the Taking of Bids on Said Project
 - B. Consideration of Resolution No. 2025-73 - A Resolution Authorizing the City of Windsor Heights to Submit an Application for Grant Funding from Bravo for the Public Art Mural and Further Obligations to Matching Funds
 - C. Consideration of City Administrator Evaluation Process
 - D. Consideration of the 3rd Reading of Ordinance 2025-02 - An Ordinance Amending Chapters 166, 168, 172, 175, and 179 of the Code of Ordinances for the City of Windsor Heights, With Regard to Accessory Dwelling Units and General Amendments; and to Adopt and Publish
7. **Reports:**
- A. Mayor, Council Reports and Committee Updates, and Administration Reports
 - B. Mayor's Report
 - C. Code Review Update
 - D. August 26th Communications and Public Art Committee Minutes
8. **Adjourn**

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.





**STAFF REPORT
CITY COUNCIL**

September 15, 2025

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Public Hearing on the Leasing of 1151 65th Street to Nancy's Place

GENERAL INFORMATION

A Public Hearing was set August 18th to consider entering into a two-year Agreement with Nancy's Place for the use of City owned 1151 65th St. by Nancy's Place for housing of up to five individuals. Per the proposed agreement, individuals listed on the sex offender registry are ineligible for tenancy, tenants causing disruptive behavior are subject to removal. The rent is \$1 per year. Nancy's Place will be responsible for property maintenance and utilities. The agreement may be extended by written mutual agreement.

The Public Notice has been published and provided to neighboring property owners. No public comment has been received at the time of drafting of this staff report.

Attached:

1. Information on Nancy's Place
2. Proposed Lease Agreement

STAFF RECOMMENDATION:

Approval.

ATTACHMENTS

1. Nancy's Place Proposal
2. Nancy's Place supplemental materials
3. WH Rental Agreement Signed

Nancy's Place Proposal for Lease of 1151 65th St., Windsor Heights

Interest Statement: Nancy's Place is officially expressing its interest in leasing the property at 1151 65th St., Windsor Heights, under the terms outlined by the City of Windsor Heights. As a nonprofit organization dedicated to providing housing and support for individuals with intellectual and developmental disabilities who are eligible for Medicaid waivers, we believe this property aligns with our mission and offers a unique opportunity to meet urgent housing needs in the area.

This would be our first residential property and represents a perfect opportunity for Nancy's Place to begin fulfilling the core purpose for which our organization was founded. We are eager to establish a stable, supportive home that exemplifies our commitment to inclusive, community-based housing. We have already conducted a walkthrough of the property and found it suitable for our nonprofit purpose.

Organizational Capacity: Nancy's Place partners closely with managed care organizations, social workers, and community support staff. We are equipped to assume all maintenance, repair, and utility responsibilities outlined in the term sheet. Our staff is experienced in maintaining compliance with local housing codes and rental certificate regulations.

In addition to our housing mission, Nancy's Place is proud of our educational outreach efforts. We successfully created and distributed WAVES (Waiver and Voucher Education Support) guides to every family of students with an Individualized Education Plan (IEP) in the Des Moines Public School District. These guides are also available in additional school districts across Central Iowa to ensure families have access to critical information on navigating waiver programs and disability-related resources.

Property Use Plan: We propose utilizing the property as a single-family residence to accommodate up to five eligible individuals, subject to the occupancy restrictions outlined below. These tenants will be low-income individuals with intellectual or developmental disabilities who qualify for Home and Community-Based Services (HCBS) waiver funding. Our nonprofit partners will provide any necessary support services to their clients, while Nancy's Place will ensure respectful, quiet, and consistent tenancy through responsible property management.

Planned Improvements: Before occupancy, Nancy's Place will complete the following minor improvements at our own expense:

- Interior painting
- Replacement of upstairs carpets

- Any repairs needed for code compliance
- Use of the property as a single-family unit; no external stairs will be constructed, as the upstairs is accessible via an interior doorway

Compliance and Commitment:

- We will maintain a valid rental certificate at all times.
- We understand and agree to the maximum occupancy of five individuals.
- We will not allow any tenant listed on the sex offender registry.
- We agree to the City's authority to remove tenants in cases of disruptive behavior, provided that all legally required steps are followed.

Community Benefit: Leasing this home to Nancy's Place will directly address the shortage of accessible, stable housing for people with disabilities in the Metro area. Additionally, this agreement ensures the City is not burdened with maintenance or vacancy while also affirming Windsor Heights' commitment to inclusive and community-minded development during the redevelopment period.

This partnership also provides tangible benefits for Windsor Heights by maintaining the residential character of the neighborhood, reducing the likelihood of blight, and generating a meaningful community impact without incurring city expenses. The property's proximity to the commercial district enhances the independence and accessibility of tenants, placing them near grocery stores, public transportation, employment opportunities, and other essential services that improve their quality of life and community integration.

Next Steps: We have already completed a walkthrough of the property and are confident it will meet our program's needs. We welcome the opportunity to move forward with a lease agreement at your earliest convenience.

W.A.V.E.S Program Overview

WAIVER AND VOUCHER EDUCATION SUPPORT

Origin

This collaboration is spearheaded by Hunter Cook, the Executive Director of Nancy's Place, and Kristin Tague, a social worker based out of East High School. She indicated a need for this education guide as it is a necessary resource currently unavailable to Des Moines Public School faculty and families of students with special needs.

Key Metrics

The W.A.V.E.S Program provides education to families of the over 4,500 students that require special education in the Des Moines Public School district. It can also be utilized by special education instructors.



8,100+
Families of special
education students



796
Special education
instructors

CHALLENGES

Nancy's Place has partnered with community school districts to address the large education gap in specialized services that affect its special education students. There is over a four-year waiting list for lowans with disabilities to obtain vital waiver services. Many social workers and educators do not have the informational resources available to help families properly apply for them.

SOLUTIONS

Nancy's Place is collaborating with the community to provide educational programming to help parents acquire and better understand the services their children with disabilities will need to live independently in the community as adults.

COMMUNITY PARTNERS:



Nancy's Place



Des Moines
Community
Schools



Ankeny
Community
Schools



Madrid
Community
Schools



Perry
Community
Schools



Boone
Community
Schools



DES MOINES
PUBLIC LIBRARY



Evelyn K. Davis Center
FOR WORKING FAMILIES



Perry
Public Library
More than just books!



Pleasant Hill
Public Library



ANKENY KIRKENDALL
PUBLIC LIBRARY



Preparation, Participation, Power



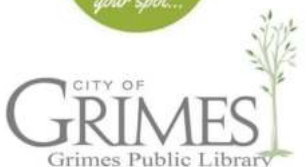
WOODWARD PUBLIC LIBRARY
your spot...



MADRID
LIBRARY



Urbandale
Public
Library



CITY OF
GRIMES
Grimes Public Library



Clive
PUBLIC LIBRARY



WAUKEE
PUBLIC
LIBRARY



Johnston
PUBLIC LIBRARY

SUPPORTS PROVIDED:

1

Applying for Medicaid

Assisting families on what Medicaid is and how to apply for it in order access mental health services

2

Understanding and obtaining legal services

It provides a network of legal professionals that will be available to give counsel regarding guardianship and conservatorship matters.

3

Applying for Early ACCESS

Learn to apply for the ICEA, an Iowa-based council advising the Department of Education to provide early intervention services for infants and toddlers with developmental delays.

4

Applying for a habilitation waiver

This project explains the scope of a habilitation waiver, how to apply for it, and the services they provide.

5

Applying for a Home and Community Based (HCBS) Waiver

Explains the scope of the following 7 different habilitation waivers, understanding the difference between them and how to apply:

- Health and disability (HD)
- Intellectual disability (ID)
- Brain injury (BI)
- Physical Disability (PD)
- Children's mental health (CMH)
- Aids/HIV (AH)
- Elderly (E)

6

Explanation of the following necessary Medicaid services:

- Adult day care
- Assistive devices
- Assisted living
- Behavioral programs
- Case management services
- Chore
- Consumer Choice Options (CCO)
- Consumer Directed Attendant Care (CDAC)
- Counseling
- Day habilitation
- Emergency response
- Environmental modifications and adaptive devices
- Family and community support
- Family counseling and training
- Home delivered meals
- Home health aide
- Homemaker
- Home and vehicle modifications
- In-home family therapy
- Interim Medical Monitoring and Treatment (IMMT)
- Mental Health outreach
- Respite care
- Transportation

7

Explaining the Special Education process and programs

- What is special Education?
- The Six Principles of IDEA
- Free and Appropriate Public Education
- Iowa Area Education Agencies
- Open Enrollment Options
- Graduation requirements
- Parental Rights and Protections
- Understanding Parental Consent
- Prior Written Notice
- Dispute Resolution
- Requesting an Accommodation Plan
- Transition Planning
- Age of Majority
- Roadmap to Post-Secondary Life

FUTURE ADDITIONS

Below are some of our future short and long term additions to better enhance this project

- Translating this guide to accommodate the many diverse languages spoken in the DMPS school district
- Adding financial literacy and planning resources specifically for individuals with disabilities
- Hiring a full-time community outreach liaison to work with families acquiring these services. This is important as DMPS does not have the resources or staff to work on this necessary service.

BOARD OF DIRECTORS



Lindsay Foster

Board President

Cybersecurity Manager
Allstate



Elizabeth Blind

Board Secretary

Owner and Labor Doula
Embracing Birth Iowa



Damarcus Taylor

Board Treasurer

Child Protective Assessment Worker
Iowa Department of Health and Human Services



Kristin Tague

Board Member

Childhood Special Education Consultant
Heartland AEA



Nikki King

Board Member

Instructional Strategist
Des Moines Public Schools



**COME HERE.
BECOME HERE.**

12 March, 2024

DeMarco Lowery
2820 Center Street
Des Moines, Iowa 50321

My name is DeMarco Lowery, and I am the District Community School Coordinator supporting K-12 schools at Des Moines Public Schools. I am here to express my extreme gratitude for Nancy's Place and the service and resources they provide for our students and families in DMPS. Nancy's Place is designed to provide safe and secure housing for individuals with intellectual and mental disabilities. In addition, they provide a resource guide for all students and families to empower them in achieving and maximizing their educational opportunities.

I first had the privilege to meet with the director and founder, Hunter Cook, last fall, where we met to go over what his non-profit will provide for students and families within DMPS. It was at this meeting that I learned the power this resource guide has, and next, I offered opportunities for him to get these guides/books into the hands of staff so that they can intentionally distribute them to the right students and families. Students are suffering, and there are insufficient staff around DMPS to help students and families.

This guide provides a list of resources that are easily accessible to those who need them. The work that DMPS staff play will be able to meet with students and families during their IEP and 504 planning meetings and, from there, share the guide with those who need the assistance. This will empower those individuals in the initial meetings and connect them with resources in their community. It is my goal that this resource is shared on an annual basis with DMPS staff and that families and students have consistent access to the resources and opportunities that Nancy's Place has to offer.

Best regards,

DeMarco Lowery

515-745-6452

Demarco.lowery@dmschools.org

Office of the School Climate and Culture

2820 Center Street | Des Moines, Iowa 50321 | P: 515-745-6452

www.dmschools.org

My name is Al Perez, and I'm a community leader in Des Moines. I've worked with State and Local Governmental Agencies in our region. I've worked on initiatives at the state level and have sat on boards locally. My background has also reached the public schools. I've worked within the Des Moines School District for several years.

As a Latino, I have served as a commissioner for Latino Affairs in the State of Iowa. I mention my background here to point out that I am at the gates of several silos of community. I'm not an individual who is aware of many organizations that support individuals with disabilities. I'm on a journey with a daughter with special needs. She is now 14 years old. I cannot stress how grateful I am that Hunter Cook and his organization, Nancy's Place, have met a long-overdue vacancy in community engagement. People with access to his guides are discovering a treasure trove of resources and support. Now, this is the most important point to make. As I am at many community meetings with organizations representing people of all ethnicities, sadly, organizations representing people with disabilities are not present. They are ignored or not deemed necessary to sit at the table.

I find this disturbing—an inequitable fact here in Iowa. This guide would have been immensely valuable as a community resource worker when I worked in the public school system. Moreover, this is the most important factor in Hunter's work. He is engaging with families of color who don't know where to go or where to look for this support. One must understand that dealing with disabilities in communities of color has its taboos and complexities. Hunter has come to these tables in the community to share collaborative information and support. A little-known fact is that Iowa's Immigrant and Refugee populations are growing.

Along with growth are children who are undiagnosed with disorders and disabilities. Several organizations that work with the assimilation of these groups need a resource guide like W.A.V.E.S. It is now being translated into a second language. School systems across the state of Iowa need access to the information within this guide. School Systems are the first institutions we have introduced to when it comes to new families in our communities. And this work is crucial to genuinely transforming a narrative that communities are unaware of

Al Perez

Strategic Engagement Director

Safe Families for Children

Student Ministries Director

New Dawn Ministries Outreach Center

Chaplain

Iowa Law Enforcement Academy

To Whom it may concern,

My name is Denis Scott and I am a parent of a child with special needs (Aiden is 12 years old and has Down Syndrome), an advocate for the special needs community and also a board member for Easterseals Iowa. I am writing to express my enthusiastic support for the work that Hunter Cook and the Nancy's Place organization has done with the development of the W.A.V.E.S resource guide.

As a parent of a child with a special need I have experienced firsthand how difficult it is to find the right resources let alone, understand the resources that are available for assisting special needs families. When Aiden was born we were very lucky to have a social worker who was very knowledgeable about the services that we would need early for Aiden's care and she helped us to get the "ball rolling" with getting approval for the Waiver. Getting the waiver was just a scratch on the surface of what we were faced with for Aiden's future. We quickly learned that there just wasn't a source that provides parents with a guide of what are the things we should be thinking about (short and long term) for Aiden, what services are available for Aiden (Medical, Occupational, Legal, Educational, Social). This is overwhelming for any parent to try to figure out on their own while still trying to provide the best care for their child. I can personally attest to the urgent need for the availability and visibility of the W.A.V.E.S guide in our community. I believe that this guide will make a tremendous impact for any parent who are beginning the special needs parenting journey.

The main problem that myself and other special needs parents are facing is the lack of awareness of available resources. There are so many different types of resources available based on the child's diagnosis, age, level of need, etc. Each one has its own requirements and restrictions that ultimately creates a tremendous amount of complexity for any parent to try to understand. This causes undue stress on parents and impacts the child's well-being, development, and ability to strive in the community. Hunter and his team at Nancy's Place understand the challenges that individuals like myself face every day. They have been a trusted resource and source of support for me and my family. I referenced the guide myself and have learned about resources that no other professional that we have spoken to has mentioned. So now I am equipped with the knowledge of what resources are available and how to get them. I now know what questions to ask.

I strongly believe that the W.A.V.E.S guide needs to be made available at every medical and educational institutions.

Thank you for considering this proposal. Your support will make a meaningful difference in the lives of current and future special needs parents.

Sincerely,

Denis Scott



To Whom It Concerns,

I am writing a letter of support for Nancys Place in regards to their initiatives to expand their W.A.V.E.S guides beyond their current reach and into school districts across the state of Iowa. This will increase awareness to families across the state of resources and supports that are available within their communities and surrounding areas that they desperately need to support their loved ones with disabilities in accessing services.

I am currently the Chief Operating Officer for Optimae LifeServices and have been employed with this organization for 19 years. Optimae LifeServices offers a wide array of services to persons with disabilities currently in 40 counties across the state of Iowa including, but not limited to: Nursing Home level of care, Residential Services, Supported Community Living Services, and Supportive Employment.

In addition to these services we also offer behavioral health, home health, and occupation/rehabilitation services to this vulnerable population and without these services the ability to live as independently as possible and have a meaningful live is significantly diminished.

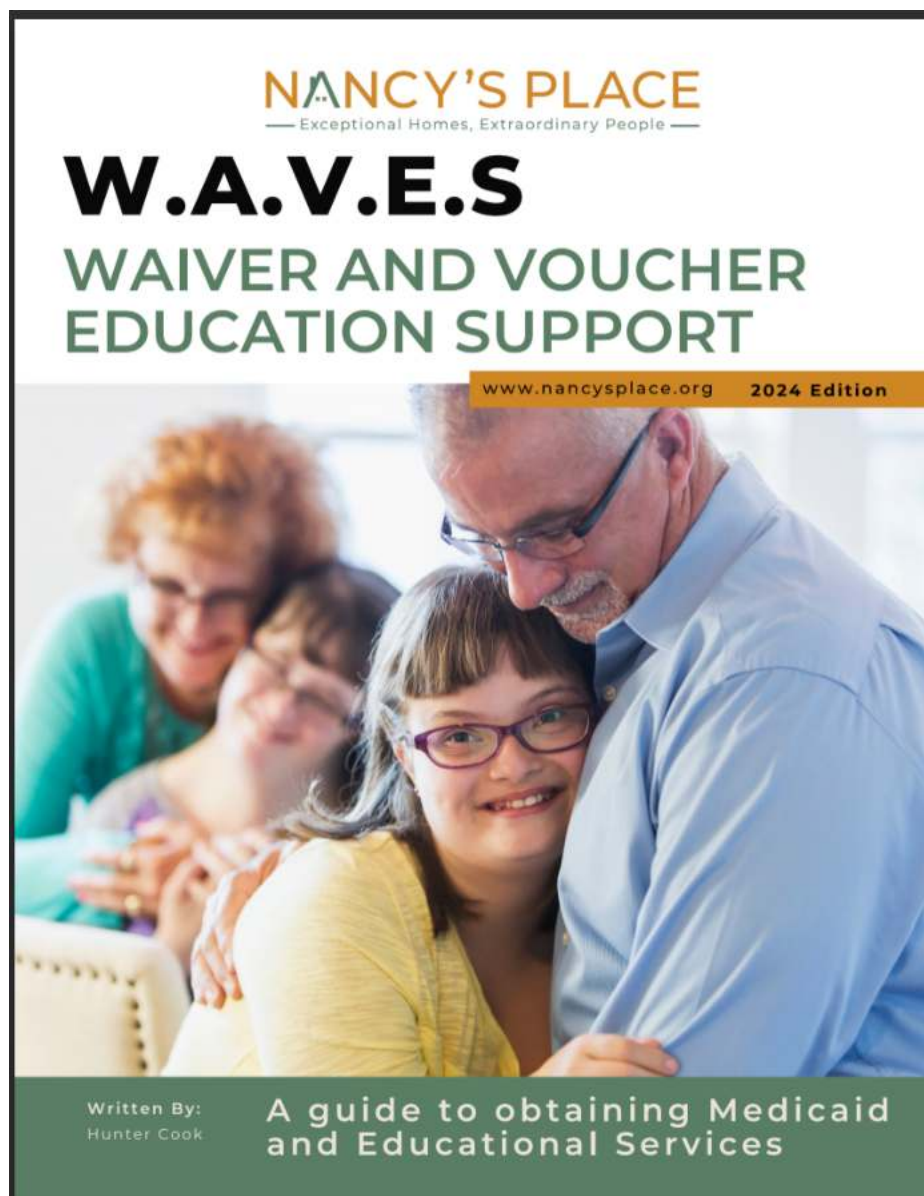
In providing all of these services I have worked very closely with many families and various education settings within these 40 counties and I am repeatedly told that there is a lack of knowledge, awareness, and understanding of the services and resources that are available to support families and our education institutions.

The current system that one has to navigate through to identify supports and resources that may be available is complicated to say the least. Nancy's Place and their W.A.V.E.S guides make the process of identifying resources and supports available to families and school districts in a more simple and organized manner. I truly believe that Nancy's Place initiatives will ensure people in Iowa are able to access and receive the services they need to be as successful as possible in the communities they live and improving our health care system overall.

Respectfully,

Meghan Foster – COO
Optimae LifeServices
mfoster@optimaelifeservices.com

Our W.A.V.E.S Guide is too large to upload to the application. However, you can use the QR code provided to see the actual material that will be used. It is also available in the resource section at www.nancysplace.org





Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

NANCYS PLACE
5111 68TH STREET
URBANDALE, IA 50322-6935

Date:
05/23/2022
Employer ID number:
86-3053502
Person to contact:
Name Eric Kaye
ID number: 31612
Telephone: (877) 829-5500
Accounting period ending:
December 31
Public charity status:
170(b)(1)(A)(vi)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
April 2, 2021
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053687005291

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

DWELLING UNIT RENTAL AGREEMENT

IT IS AGREED, by and between City of Windsor Heights, Iowa ("Landlord"), and Nancy's Place ("Tenant") that Landlord hereby lets to Tenant, and Tenant hereby leases from Landlord, the following described premises situated in Polk County, Iowa, to-wit:

The North 60 feet of the South 210 feet of Lot 10 in Hopkins-Woehler Place, an Official Plat, now included in and forming a part of the City of Windsor Heights, Polk County, Iowa.

hereinafter referred to as the "dwelling unit," in consideration of the mutual promises of the parties herein, and upon the following terms, provisions and conditions:

1. **TERM.** The duration of this Rental Agreement shall be for a period of two (2) years from the date of final approval of this Agreement by the Windsor Heights City Council. The duration of this Rental Agreement may be extended by written mutual agreement of both Parties.
2. **RENT.** Tenant agrees to pay to Landlord, as rental for said term, as follows: \$1.00 per year, in advance, the first rent payment becoming due upon October 1, 2025, and the same amount per year, in advance, on the 1st day of each month thereafter during the term of this Rental Agreement. All sums shall be paid to the Landlord at 1145 66th Street, Suite 1, Windsor Heights, Iowa or at such other place as Landlord may, from time to time, direct.
3. **USE-ABSENCES.** Unless otherwise agreed in writing, Tenant shall occupy and use the above-described property as a dwelling unit. Tenant shall notify Landlord of any anticipated extended absence from the premises not later than the first day of the extended absence.
4. **UTILITIES.** Utilities shall be furnished and paid for by the party indicated on the following:

Electricity	Tenant
Gas	Tenant
Water	Tenant
Garbage	Tenant
Trash Removal	Tenant
Other	Tenant (snow removal, trash removal, mowing, maintenance)

5. **MAINTENANCE BY TENANT.** Tenant shall:
 - (a) Comply with all obligations primarily imposed upon tenants by applicable provisions of building and housing codes materially affecting health and safety.
 - (b) Keep that part of the premises that Tenant occupies and uses as clean and safe as the condition of the premises permit.
 - (c) Dispose from the dwelling unit all ashes, rubbish, garbage and other waste in a clean and safe manner.
 - (d) Keep all plumbing fixtures in the dwelling unit or used by Tenant as clean as their

condition permits.

- (e) Use in a reasonable manner all electrical, plumbing, sanitary, heating, ventilating, air-conditioning and other facilities and appliances, including elevators in the premises.
- (f) Not deliberately or negligently destroy, deface, damage, impair or remove a part of the premises, or knowingly permit a person to do so.
- (g) Conduct himself or herself in a manner that will not disturb a neighbor's peaceful enjoyment of the premises.
- (h) Bear full responsibility for all property maintenance and repairs.

6. RULES.

- (a) Maximum occupancy of five individuals for the entire building on the Premises.
- (b) Individuals listed on the sex offender registry are ineligible for tenancy.
- (c) Landlord retains authority to require the removal of tenants for disruptive behavior, with the tenant obligated to vacate premises within the legally permissible timeframe upon Landlord request.
- (d) Additionally, Landlord may, from time to time, and in the manner provided by law, adopt further or amended written rules concerning the Tenant's use and occupancy of the premises.

7. ACCESS. Landlord shall have the right, subject to Tenant's consent, which consent shall not be unreasonably withheld, to enter the dwelling unit in order to inspect the premises, make necessary or agreed repairs, decorations, alterations or improvements, supply necessary or agreed services, or exhibit the dwelling unit to prospective or actual purchasers, mortgagees, tenants, workmen or contractors; provided, however, that Landlord may enter the dwelling without Tenant's consent, in case of emergency and as otherwise provided in the Iowa Uniform Residential Landlord and Tenant Act.

8. ASSIGNMENT AND SUBLETTING. Tenant shall not assign this Rental Agreement, nor sublet the dwelling unit, or any portion thereof, without the written consent of Landlord.

9. FIRE OR CASUALTY DAMAGE. If the dwelling unit or premises are damaged or destroyed by fire or other casualty to the extent that enjoyment of the dwelling unit is substantially impaired, Tenant may immediately vacate the premises and notify Landlord within fourteen (14) days of Tenant's intention to terminate this Rental Agreement, in which case this Rental Agreement shall terminate as of the date of vacating.

10. NONPAYMENT OF RENT. In addition to Landlord's other remedies provided by law, and without prejudice thereto, if rent is unpaid when due, and Tenant fails to pay the rent within three (3) days after notice by Landlord of nonpayment and the Landlord's intention to terminate this Rental Agreement if the rent is not paid within that period of time, then Landlord may terminate this Rental Agreement.

11. PRESENT AND CONTINUING HABITABILITY. Tenant has inspected the property and fixtures, and acknowledges that they are in a reasonable and acceptable condition of habitability for their intended use, and that the rent agreed upon is fair and reasonable in this

community for premises in their condition. In the event that the condition changes so that, in Tenant's opinion, the habitability and rental value of the premises are affected, then Tenant shall promptly give reasonable notice to Landlord.

12. NOTICES. Any notice, for which provision is made in this Rental Agreement, shall be in writing, and may be given by either party to the other, in addition to any other manner provided by law, in any of the following ways pursuant to the Iowa Uniform Residential Landlord and Tenant Act: Landlord shall serve notice on Tenant by one or more of the following methods, except as provided in Iowa Code Section 562A.29A:

1. Hand delivery to Tenant.
2. Delivery evidenced by an acknowledgment of delivery that is signed and dated by a resident of the dwelling unit who is at least eighteen years of age.
3. Personal service pursuant to Rule of Civil Procedure 1.305, Iowa Court Rules, for the personal service of original notice.
4. Mailing by both regular mail and certified mail to the address of the dwelling unit or to an address provided by Tenant for mailing.
5. Posting on the primary entrance door of the dwelling unit.
6. A method of providing notice that results in the notice actually being received by Tenant.

Tenant shall serve notice on Landlord by one or more of the following methods:

1. Hand delivery to Landlord or Landlord's agent.
2. Delivery evidenced by an acknowledgment of delivery that is signed and dated by Landlord or Landlord's agent.
3. Personal service pursuant to Rule of Civil Procedure 1.305, Iowa Court Rules, for the personal service of original notice.
4. Delivery to an employee or agent of Landlord at Landlord's business office.
5. Mailing by both regular mail and certified mail to the address of Landlord's business office or to an address designated by Landlord for mailing.
6. A method providing notice that results in the notice actually being received by Landlord.

For purposes hereof, the place for the payment of rental as provided in Paragraph 2 above, shall be the place designated by Landlord for the receipt of any such notice; and, unless otherwise provided herein, Landlord shall receive and receipt for all notices and demands upon the owner of the premises. Notice served by mail is deemed completed four days after the notice is deposited in the mail and postmarked for delivery, whether or not the recipient signs a receipt for the notice. (Note: a three day Notice to Quit is governed by Iowa Code Section 562A.27).

13. CONSTRUCTION. Words and phrases herein shall be construed as in the single or plural number, and as masculine, feminine or neuter gender, according to the context.

14. ENTIRE AGREEMENT. This writing, including any addendum attached hereto, constitutes the entire agreement between the parties hereto with respect to the subject matters hereof; and no statement, representation or promise with reference to this Rental Agreement, or the premises leased, or any repairs, alterations or improvements, or any change in the term of this Rental Agreement, shall be binding upon either of the parties unless in writing and

signed by both Landlord and Tenant.

- 15. LEAD-BASED PAINT.** If the dwelling unit was constructed before 1978, Tenant acknowledges that Landlord has delivered to Tenant copies of the form Disclosure of Information on Lead-Based Paint and/or Lead/Based Paint Hazards, and the EPA pamphlet Protect Your Family From Lead in Your Home.
- 16. CERTIFICATION.** Tenant certifies that it is not acting, directly or indirectly, for or on behalf of any person, group, entity or nation named by any Executive Order or the United States Treasury Department as a terrorist, “Specially Designated National and Blocked Person” or any other banned or blocked person, entity, nation or transaction pursuant to any law, order, rule or regulation that is enforced or administered by the Office of Foreign Assets Control; and it is not engaged in this transaction, directly or indirectly on behalf of, or instigating or facilitating this transaction, directly or indirectly on behalf of, any such person, group, entity or nation. Tenant hereby agrees to defend, indemnify and hold harmless Landlord from and against any and all claims, damages, losses, risks, liabilities and expenses (including attorney’s fees and costs) arising from or related to any breach of the foregoing certification.
- 17. TERMINATION.** In addition to the termination rights under this Rental Agreement, Landlord and Tenant may terminate this Rental Agreement as provided by the Iowa Uniform Residential Landlord and Tenant Act or as otherwise provided by law.
- 18. COMPLIANCE WITH LAW; PARTIAL INVALIDITY.** Nothing contained in this Rental Agreement shall be construed as waiving any of Landlord’s or Tenant’s rights under the law. In all respects, the terms and provisions of this Rental Agreement are to be construed to comply with all requirements of the Iowa Uniform Residential Landlord and Tenant Act (IURLTA) and all applicable laws. If any term or provision of this Rental Agreement is determined to be invalid pursuant to IURLTA or other law, such invalid term or provision shall be severed from the contract, and the remainder of the contract shall continue in full force and effect as though the invalid term or provision was not contained herein. If any part of this Rental Agreement shall be in conflict with the law, the conflicting part shall be invalid and unenforceable to the extent that it is in conflict, but shall not invalidate this Rental Agreement or affect the validity or enforceability of any other provision of this Rental Agreement. Any term of this Rental Agreement that provides for any numerical amount that would be in conflict with a legal limitation amount shall be construed to be equal to the legal limitation amount.
- 19. RENTER'S INSURANCE.** Tenant is advised and understands that the personal property of Tenant is not insured by the Landlord against any damage or loss. Tenant is advised to procure renter’s insurance to protect the Tenant’s property and for liability claims.
- 20. SMOKE DETECTORS.** Tenant shall inspect the smoke detectors within three (3) days after taking possession of the dwelling unit. If such detector(s) are not working, Tenant shall

notify Landlord promptly. Tenant shall be responsible for keeping smoke detector(s) in working order and with working batteries. Tenant shall not disable or alter such detectors.

21. SMOKING. There shall be no smoking or vaping anywhere within the dwelling unit and any common areas. Tenant shall not permit any occupant, guest or invitee to violate this provision.

Dated: 8/21/2025

LANDLORD:

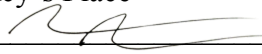
City of Windsor Heights

By: _____

Its: _____

TENANT:

Nancy's Place

By:  _____

Its: Hunter Cook, Executive Director

RESOLUTION NO. 2025-68

A Resolution Approving the Dwelling Unit Rental Agreement Between The City of Windsor Heights, Iowa and Nancy's Place

WHEREAS, the City of Windsor Heights, Iowa ("City") is the owner of certain real property legally described as:

The North 60 feet of the South 210 feet of Lot 10 in Hopkins-Woehler Place, an Official Plat, now included in and forming a part of the City of Windsor Heights, Polk County, Iowa; and

WHEREAS, Nancy's Place has agreed to lease said premises for residential use under the terms and conditions set forth in the Dwelling Unit Rental Agreement attached hereto and incorporated herein by reference; and

WHEREAS, the agreement provides for a two (2) year lease term commencing upon final approval of this Resolution, at a rental rate of One Dollar (\$1.00) per year, with the Tenant bearing responsibility for utilities, property maintenance, and compliance with all applicable laws and City regulations; and

WHEREAS, the Windsor Heights City Council finds that entering into this Agreement is in the best interests of the City and its residents.

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

- The City of Windsor Heights hereby approves and accepts the Dwelling Unit Rental Agreement between the City and Nancy's Place, a copy of which is attached hereto.
- The Mayor is hereby authorized and directed to execute the Agreement on behalf of the City.
- This Resolution shall take effect immediately upon its passage and approval.

Passed and approved the 17th day of September, 2025.

Mike Jones, Mayor

Attest:

Adam Strait, City Clerk

DWELLING UNIT RENTAL AGREEMENT

IT IS AGREED, by and between City of Windsor Heights, Iowa ("Landlord"), and Nancy's Place ("Tenant") that Landlord hereby lets to Tenant, and Tenant hereby leases from Landlord, the following described premises situated in Polk County, Iowa, to-wit:

The North 60 feet of the South 210 feet of Lot 10 in Hopkins-Woehler Place, an Official Plat, now included in and forming a part of the City of Windsor Heights, Polk County, Iowa.

hereinafter referred to as the "dwelling unit," in consideration of the mutual promises of the parties herein, and upon the following terms, provisions and conditions:

1. **TERM.** The duration of this Rental Agreement shall be for a period of two (2) years from the date of final approval of this Agreement by the Windsor Heights City Council. The duration of this Rental Agreement may be extended by written mutual agreement of both Parties.
2. **RENT.** Tenant agrees to pay to Landlord, as rental for said term, as follows: \$1.00 per year, in advance, the first rent payment becoming due upon October 1, 2025, and the same amount per year, in advance, on the 1st day of each month thereafter during the term of this Rental Agreement. All sums shall be paid to the Landlord at 1145 66th Street, Suite 1, Windsor Heights, Iowa or at such other place as Landlord may, from time to time, direct.
3. **USE-ABSENCES.** Unless otherwise agreed in writing, Tenant shall occupy and use the above-described property as a dwelling unit. Tenant shall notify Landlord of any anticipated extended absence from the premises not later than the first day of the extended absence.
4. **UTILITIES.** Utilities shall be furnished and paid for by the party indicated on the following:

Electricity	Tenant
Gas	Tenant
Water	Tenant
Garbage	Tenant
Trash Removal	Tenant
Other	Tenant (snow removal, trash removal, mowing, maintenance)

5. **MAINTENANCE BY TENANT.** Tenant shall:
 - (a) Comply with all obligations primarily imposed upon tenants by applicable provisions of building and housing codes materially affecting health and safety.
 - (b) Keep that part of the premises that Tenant occupies and uses as clean and safe as the condition of the premises permit.
 - (c) Dispose from the dwelling unit all ashes, rubbish, garbage and other waste in a clean and safe manner.
 - (d) Keep all plumbing fixtures in the dwelling unit or used by Tenant as clean as their

condition permits.

- (e) Use in a reasonable manner all electrical, plumbing, sanitary, heating, ventilating, air-conditioning and other facilities and appliances, including elevators in the premises.
- (f) Not deliberately or negligently destroy, deface, damage, impair or remove a part of the premises, or knowingly permit a person to do so.
- (g) Conduct himself or herself in a manner that will not disturb a neighbor's peaceful enjoyment of the premises.
- (h) Bear full responsibility for all property maintenance and repairs.

6. RULES.

- (a) Maximum occupancy of five individuals for the entire building on the Premises.
- (b) Individuals listed on the sex offender registry are ineligible for tenancy.
- (c) Landlord retains authority to require the removal of tenants for disruptive behavior, with the tenant obligated to vacate premises within the legally permissible timeframe upon Landlord request.
- (d) Additionally, Landlord may, from time to time, and in the manner provided by law, adopt further or amended written rules concerning the Tenant's use and occupancy of the premises.

7. ACCESS. Landlord shall have the right, subject to Tenant's consent, which consent shall not be unreasonably withheld, to enter the dwelling unit in order to inspect the premises, make necessary or agreed repairs, decorations, alterations or improvements, supply necessary or agreed services, or exhibit the dwelling unit to prospective or actual purchasers, mortgagees, tenants, workmen or contractors; provided, however, that Landlord may enter the dwelling without Tenant's consent, in case of emergency and as otherwise provided in the Iowa Uniform Residential Landlord and Tenant Act.

8. ASSIGNMENT AND SUBLETTING. Tenant shall not assign this Rental Agreement, nor sublet the dwelling unit, or any portion thereof, without the written consent of Landlord.

9. FIRE OR CASUALTY DAMAGE. If the dwelling unit or premises are damaged or destroyed by fire or other casualty to the extent that enjoyment of the dwelling unit is substantially impaired, Tenant may immediately vacate the premises and notify Landlord within fourteen (14) days of Tenant's intention to terminate this Rental Agreement, in which case this Rental Agreement shall terminate as of the date of vacating.

10. NONPAYMENT OF RENT. In addition to Landlord's other remedies provided by law, and without prejudice thereto, if rent is unpaid when due, and Tenant fails to pay the rent within three (3) days after notice by Landlord of nonpayment and the Landlord's intention to terminate this Rental Agreement if the rent is not paid within that period of time, then Landlord may terminate this Rental Agreement.

11. PRESENT AND CONTINUING HABITABILITY. Tenant has inspected the property and fixtures, and acknowledges that they are in a reasonable and acceptable condition of habitability for their intended use, and that the rent agreed upon is fair and reasonable in this

community for premises in their condition. In the event that the condition changes so that, in Tenant's opinion, the habitability and rental value of the premises are affected, then Tenant shall promptly give reasonable notice to Landlord.

12. NOTICES. Any notice, for which provision is made in this Rental Agreement, shall be in writing, and may be given by either party to the other, in addition to any other manner provided by law, in any of the following ways pursuant to the Iowa Uniform Residential Landlord and Tenant Act: Landlord shall serve notice on Tenant by one or more of the following methods, except as provided in Iowa Code Section 562A.29A:

1. Hand delivery to Tenant.
2. Delivery evidenced by an acknowledgment of delivery that is signed and dated by a resident of the dwelling unit who is at least eighteen years of age.
3. Personal service pursuant to Rule of Civil Procedure 1.305, Iowa Court Rules, for the personal service of original notice.
4. Mailing by both regular mail and certified mail to the address of the dwelling unit or to an address provided by Tenant for mailing.
5. Posting on the primary entrance door of the dwelling unit.
6. A method of providing notice that results in the notice actually being received by Tenant.

Tenant shall serve notice on Landlord by one or more of the following methods:

1. Hand delivery to Landlord or Landlord's agent.
2. Delivery evidenced by an acknowledgment of delivery that is signed and dated by Landlord or Landlord's agent.
3. Personal service pursuant to Rule of Civil Procedure 1.305, Iowa Court Rules, for the personal service of original notice.
4. Delivery to an employee or agent of Landlord at Landlord's business office.
5. Mailing by both regular mail and certified mail to the address of Landlord's business office or to an address designated by Landlord for mailing.
6. A method providing notice that results in the notice actually being received by Landlord.

For purposes hereof, the place for the payment of rental as provided in Paragraph 2 above, shall be the place designated by Landlord for the receipt of any such notice; and, unless otherwise provided herein, Landlord shall receive and receipt for all notices and demands upon the owner of the premises. Notice served by mail is deemed completed four days after the notice is deposited in the mail and postmarked for delivery, whether or not the recipient signs a receipt for the notice. (Note: a three day Notice to Quit is governed by Iowa Code Section 562A.27).

13. CONSTRUCTION. Words and phrases herein shall be construed as in the single or plural number, and as masculine, feminine or neuter gender, according to the context.

14. ENTIRE AGREEMENT. This writing, including any addendum attached hereto, constitutes the entire agreement between the parties hereto with respect to the subject matters hereof; and no statement, representation or promise with reference to this Rental Agreement, or the premises leased, or any repairs, alterations or improvements, or any change in the term of this Rental Agreement, shall be binding upon either of the parties unless in writing and

signed by both Landlord and Tenant.

- 15. LEAD-BASED PAINT.** If the dwelling unit was constructed before 1978, Tenant acknowledges that Landlord has delivered to Tenant copies of the form Disclosure of Information on Lead-Based Paint and/or Lead/Based Paint Hazards, and the EPA pamphlet Protect Your Family From Lead in Your Home.
- 16. CERTIFICATION.** Tenant certifies that it is not acting, directly or indirectly, for or on behalf of any person, group, entity or nation named by any Executive Order or the United States Treasury Department as a terrorist, “Specially Designated National and Blocked Person” or any other banned or blocked person, entity, nation or transaction pursuant to any law, order, rule or regulation that is enforced or administered by the Office of Foreign Assets Control; and it is not engaged in this transaction, directly or indirectly on behalf of, or instigating or facilitating this transaction, directly or indirectly on behalf of, any such person, group, entity or nation. Tenant hereby agrees to defend, indemnify and hold harmless Landlord from and against any and all claims, damages, losses, risks, liabilities and expenses (including attorney’s fees and costs) arising from or related to any breach of the foregoing certification.
- 17. TERMINATION.** In addition to the termination rights under this Rental Agreement, Landlord and Tenant may terminate this Rental Agreement as provided by the Iowa Uniform Residential Landlord and Tenant Act or as otherwise provided by law.
- 18. COMPLIANCE WITH LAW; PARTIAL INVALIDITY.** Nothing contained in this Rental Agreement shall be construed as waiving any of Landlord’s or Tenant’s rights under the law. In all respects, the terms and provisions of this Rental Agreement are to be construed to comply with all requirements of the Iowa Uniform Residential Landlord and Tenant Act (IURLTA) and all applicable laws. If any term or provision of this Rental Agreement is determined to be invalid pursuant to IURLTA or other law, such invalid term or provision shall be severed from the contract, and the remainder of the contract shall continue in full force and effect as though the invalid term or provision was not contained herein. If any part of this Rental Agreement shall be in conflict with the law, the conflicting part shall be invalid and unenforceable to the extent that it is in conflict, but shall not invalidate this Rental Agreement or affect the validity or enforceability of any other provision of this Rental Agreement. Any term of this Rental Agreement that provides for any numerical amount that would be in conflict with a legal limitation amount shall be construed to be equal to the legal limitation amount.
- 19. RENTER'S INSURANCE.** Tenant is advised and understands that the personal property of Tenant is not insured by the Landlord against any damage or loss. Tenant is advised to procure renter’s insurance to protect the Tenant’s property and for liability claims.
- 20. SMOKE DETECTORS.** Tenant shall inspect the smoke detectors within three (3) days after taking possession of the dwelling unit. If such detector(s) are not working, Tenant shall

notify Landlord promptly. Tenant shall be responsible for keeping smoke detector(s) in working order and with working batteries. Tenant shall not disable or alter such detectors.

21. SMOKING. There shall be no smoking or vaping anywhere within the dwelling unit and any common areas. Tenant shall not permit any occupant, guest or invitee to violate this provision.

Dated: 8/21/2025

LANDLORD:

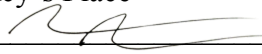
City of Windsor Heights

By: _____

Its: _____

TENANT:

Nancy's Place

By:  _____

Its: Hunter Cook, Executive Director

City of Windsor Heights

Tree Removal Request for Proposals (RFP)

Project Overview

The City of Windsor Heights (hereinafter "City") is seeking proposals from qualified contractors (hereinafter "Contractor") for the removal, trimming and stump grinding of an estimated 19 trees located on private property within the City of Windsor Heights.

All proposals must be received at Windsor Heights City Hall, 1145 66th Street, Windsor Heights, IA 50324, no later than 3:00 PM on August 13th. Proposals must be clearly marked "Tree Removal RFP – Windsor Heights." Proposals will be opened at that time.

Bidders may view trees proposed for removal from the Public ROW at their convenience or contact the city to schedule access to private property.

Inquiries should be directed to:

Adam Plagge

City Administrator City of Windsor Heights

Phone: 515-343-7424

Email: aplagge@windsorheights.org

Scope of Work

The selected Contractor will be responsible for:

- Notifying the City of the location of any work taking place 72 hours in advance.
- Removal or trimming of all designated trees marked with an "X."
- Grinding of all stumps.
- Backfilling stump holes with black dirt and reseeding the impacted area.
- Removal and proper disposal of all tree debris.
- Site cleanup and repair of any damage caused during removal.

Optional Residential Services

Proposals should indicate whether a residential discount will be offered for residents in Windsor Heights seeking tree removal services to trees outside the scope of this RFP during the contractual timeframe, and if so, specify the percentage discount. The City intends to share this information from the selected firm with Windsor Heights residents.

List of Trees For Removal or Trimming On Private Property

This list is subject to revision. If a tree is removed by a resident prior to work proceeding under this contract, that tree's removal cost will be subtracted from the total contracted amount. If a tree is listed for trimming, only dead or hazardous limbs should be removed.

Trees For Removal or Trimming

Address	Estimated Diameter	Location Description	Proposed Removal/Grinding Cost
6401 Lincoln Ave.	30"	Front yard, Ash	\$869-
6625 Washington Ave.	30-34"	Front yard, Black Cherry	\$555-
7804 Marilyn Dr. TRIMMING ONLY	24-34"	Front yard	N/A \$368.50
1305 66 th St. TRIMMING ONLY	30"	Front yard	N/A \$551.50
6407 Forest Ct.	27"	1 pine east side and one Ash on west.	\$1,803-
6415 School St.	32-36"	Front yard	\$1,030-
6416 Del Matro Ave.	24"-30"	West property line, two Ash	\$2,353-
1105 65 th St.	24"	Front yard (Trunk only)	\$711-
1810 79 th St.	36"	Back yard	\$1,396-
2015/2009 80 th St.	24"	Front yard	\$1,117-
6421 Del Matro	24"	Front yard, Locust Tree	\$2,495-
6315 Franklin Ave. TRIMMING ONLY	36"	Front yard	N/A \$551.50
6403 Northwest Dr.	32-38"	Back yard, Ash	\$1,742-
6604 Northwest Dr.	32-38"	2 Ash trees, front and back yard	\$2,569- \$1206.50
1914 80 th St.	22-26"	Front yard	\$932-
6622 Forest Ct	N/A	Front yard, Ash	\$779-
1056 63 rd St.	30-36"	Front yard	\$864-
7022 Jefferson Ave.	36"+	Front yard, 2 Ash	\$1,821-
1025 69 th St.	N/A	Backyard, Elm	\$1,504-

Front tree has been removed

\$24011.5
TOTAL

soil + seed
\$18,231-revised
total

Insurance Requirements

Only proposals from licensed contractors authorized to work in the State of Iowa will be considered. Proposals must contain contractor's license information as well as Certificate of Liability Insurance in an amount not less than the following:

\$2,000,000 Each Occurrence

\$4,000,000 General Aggregate

Workers Compensation State Statutory Limits

Selection Process

Selection of a Professional shall be made using the total price submitted. The City reserves the right to select the proposal that performs all the work necessary in the best interest of the City based on past performance and relevant experience. The City reserves the right to refuse any and all proposals; as well as the right to waive technicalities in proposals received.

Timeframe

Issuance of Request for Proposals: July 21st, 2025

Opening of Proposals: August 13th, 2025, at 3:00 PM

Anticipated Award of Proposal: On or before September 15, 2025

Deadline Completion of the Project: December 1st, 2025

Payment

Payment will be made by the City of Windsor Heights within 30 days upon completion of work and submission of an invoice.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/1/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brown & Brown Insurance Services, Inc. Dba Brown & Brown Retail Insurance Services 1200 N. Mayfair Road, Suite 100 Milwaukee, WI 53226 www.bbrown.com	CONTACT NAME: Brown & Brown Retail Insurance Services PHONE (A/C, No, Ext): 414-443-0000 FAX (A/C, No): E-MAIL: milcertificates@bbrown.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Acuity, A Mutual Insurance Company INSURER B: National Fire & Marine Insurance Co INSURER C: Accident Fund General Insurance Co INSURER D: INSURER E: INSURER F:
INSURED Wright Outdoor Solutions, Inc. 8000 Raccoon River Drive West Des Moines IA 50265	NAIC # 14184 20079 12304

COVERAGES

CERTIFICATE NUMBER: 86561716

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☒ LOC OTHER:		ZX9134	12/1/2024	12/1/2025	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$250,000 MED EXP (Any one person) \$50,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☒ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY ☒ AUTOS ONLY		ZX9134	12/1/2024	12/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	☒ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$25,000		42-UMO-314456-05	4/1/2025	4/1/2026	EACH OCCURRENCE \$2,000,000 AGGREGATE \$2,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	100036532	6/15/2025	6/15/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Umbrella Policy is excess the underlying General, Auto and Employer Liability policies.

CERTIFICATE HOLDER

CANCELLATION

City of Windsor Heights
1145 66th St
Suite 1
Washington Heights IA 50324

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Michael Sarnier

© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

WRIGHT OUTDOOR SOLUTIONS INC
8000 RACCOON RIVER DR BLDG
WEST DES MOINES, IA 50266



Department of Inspections,
Appeals, & Licensing

**CONTRACTOR REGISTRATION
CERTIFICATE**

STATE OF IOWA

Dept. of Inspections, Appeals, & Licensing

6200 Park Avenue Suite 100, Des Moines, IA 50321-1371

Phone: 515-242-5871 | FAX: 515-725-2427

www.iowacontractor.gov | contractor.registration@iwd.iowa.gov

DATE ISSUED

02/18/2025

DATE EXPIRES

03/31/2026

REGISTRATION NUMBER

C097027

WRIGHT OUTDOOR SOLUTIONS INC
8000 RACCOON RIVER DR BLDG
WEST DES MOINES, IA 50266

A handwritten signature in black ink, appearing to read "Larry Johnson".

Larry Johnson, Director

2025 Windsor Heights Tree Removal

RFP Tab

Opening 3PM August 13th, 2025

Bids were opened 8/13/25 at 3PM.

Respondents

1. Wright Tree Service \$24,011.5 (Presumed low bidder)
2. Family Tree Care LLC \$41,031.25

In Attendance

1. Adam Plagge
2. Seth Balvanz



STAFF REPORT
CITY COUNCIL
September 15, 2025

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Consideration of Resolution No. 2025-69 - A Resolution of Necessity Pursuant to Section 384.49 of the Iowa Code Covering the 2025 Tree Removal Project

GENERAL INFORMATION

ATTACHMENTS

1. Resolution No. 2025-69 Resolution of Necessity Pursuant to Section 384.49 of the Iowa Code Covering the 2025 Tree Removal Project

RESOLUTION NO. 2025-69

Resolution of Necessity Pursuant to Section 384.49 of the Iowa Code Covering the 2025 Tree Removal Project

WHEREAS, the City Council of the City of Windsor Heights, Iowa, has adopted a preliminary resolution in accordance with Section 384.42 of the Code of Iowa, covering the 2025 Tree Removal Project (the “Project”); and

WHEREAS, pursuant thereto, preliminary plans and specifications, an estimated total cost of the work and schedule, including the and the same have been prepared and are duly adopted and are now on file with the City Clerk;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Windsor Heights, Iowa:

Section 1. It is hereby found and determined to be necessary and for the best interest of the City and its inhabitants to proceed with the Project, and to assess a portion of the cost to the properties specially benefited thereby.

Section 2. The Project shall consist of approximately removal and/or trimming of approximately 20 diseased or dead trees that pose a hazard to the public and property.

Section 3. It is hereby found and determined that there are now on file in the office of the City Clerk an estimated total cost of the proposed work and a schedule showing the estimated amount proposed to be assessed to each lot by reason of the Project.

Section 4. Unless a property owner files objections with the City Clerk at the time of the hearing on this resolution of necessity, the property owner shall be deemed to have waived all objections pertaining to the regularity of the proceedings and the legality of using the special assessment procedure.

Section 5. Said improvements shall be constructed in accordance with the plans and specifications which have been approved by the City Council and are now on file with the City Clerk.

Section 6. All resolutions, parts of resolutions, or actions of the Council in conflict herewith are hereby repealed, to the extent of such conflict.

Passed and approved the 15th day of September, 2025.

Mayor, Mike Jones

Attest:

City Clerk, Adam Strait

RESOLUTION NO. 2025-70

A Resolution Approving and Accepting the Bid from Wright Outdoor Solutions for Tree Removal and Related Services

WHEREAS, the City of Windsor Heights, Iowa (“City”) issued a request for proposals for the removal, trimming, and stump grinding of approximately 19 trees located on private property within the City; and

WHEREAS, Wright Outdoor Solutions of West Des Moines, Iowa, submitted a qualified bid in response to the City’s request, providing a comprehensive scope of services including removal or trimming of designated trees, grinding of stumps, backfilling and reseeding, proper debris disposal, and site restoration Wright Bid; and

WHEREAS, the bid submitted by Wright Outdoor Solutions included itemized costs for tree removal and trimming totaling approximately **\$24,011.50** as set forth in the proposal (page 2 of bid document) Wright Bid; and

WHEREAS, Wright Outdoor Solutions has provided proof of insurance coverage, workers’ compensation compliance, and valid Iowa contractor registration (pages 4–5 of bid document); and

WHEREAS, the City Council finds that acceptance of this bid is in the best interests of the City and its residents to ensure safe and proper tree removal and maintenance.

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

1. The City of Windsor Heights hereby accepts the bid of **Wright Outdoor Solutions** for tree removal, trimming, stump grinding, and related services, in the total estimated amount of **\$24,011.50**, as detailed in the submitted proposal.
2. The City Administrator is authorized and directed to execute all necessary documents to carry out this project and add or remove trees from the contract as deemed necessary.
3. Payment shall be made by the City of Windsor Heights within thirty (30) days of satisfactory completion of the work and submission of an invoice, in accordance with the terms of the bid.
4. This Resolution shall take effect immediately upon its passage and approval.

Passed and approved the 15th day of September, 2025.

Mayor, Mike Jones

Attest:

City Clerk, Adam Strait

City of Windsor Heights

Tree Removal Request for Proposals (RFP)

Project Overview

The City of Windsor Heights (hereinafter "City") is seeking proposals from qualified contractors (hereinafter "Contractor") for the removal, trimming and stump grinding of an estimated 19 trees located on private property within the City of Windsor Heights.

All proposals must be received at Windsor Heights City Hall, 1145 66th Street, Windsor Heights, IA 50324, no later than 3:00 PM on August 13th. Proposals must be clearly marked "Tree Removal RFP – Windsor Heights." Proposals will be opened at that time.

Bidders may view trees proposed for removal from the Public ROW at their convenience or contact the city to schedule access to private property.

Inquiries should be directed to:

Adam Plagge

City Administrator City of Windsor Heights

Phone: 515-343-7424

Email: aplagge@windsorheights.org

Scope of Work

The selected Contractor will be responsible for:

- Notifying the City of the location of any work taking place 72 hours in advance.
- Removal or trimming of all designated trees marked with an "X."
- Grinding of all stumps.
- Backfilling stump holes with black dirt and reseeding the impacted area.
- Removal and proper disposal of all tree debris.
- Site cleanup and repair of any damage caused during removal.

Optional Residential Services

Proposals should indicate whether a residential discount will be offered for residents in Windsor Heights seeking tree removal services to trees outside the scope of this RFP during the contractual timeframe, and if so, specify the percentage discount. The City intends to share this information from the selected firm with Windsor Heights residents.

List of Trees For Removal or Trimming On Private Property

This list is subject to revision. If a tree is removed by a resident prior to work proceeding under this contract, that tree's removal cost will be subtracted from the total contracted amount. If a tree is listed for trimming, only dead or hazardous limbs should be removed.

Trees For Removal or Trimming

Address	Estimated Diameter	Location Description	Proposed Removal/Grinding Cost
6401 Lincoln Ave.	30"	Front yard, Ash	\$869-
6625 Washington Ave.	30-34"	Front yard, Black Cherry	\$555-
7804 Marilyn Dr. <i>TRIMMING ONLY</i>	24-34"	Front yard	N/A \$368.50
1305 66 th St. <i>TRIMMING ONLY</i>	30"	Front yard	N/A \$551.50
6407 Forest Ct.	27"	1 pine east side and one Ash on west.	\$1,803-
6415 School St.	32-36"	Front yard	\$1,030-
6416 Del Matro Ave.	24"-30"	West property line, two Ash	\$2,353-
1105 65 th St.	24"	Front yard (Trunk only)	\$711-
1810 79 th St.	36"	Back yard	\$1,396-
2015/2009 80 th St.	24"	Front yard	\$1,117-
6421 Del Matro	24"	Front yard, Locust Tree	\$2,495-
6315 Franklin Ave. <i>TRIMMING ONLY</i>	36"	Front yard	N/A \$551.50
6403 Northwest Dr.	32-38"	Back yard, Ash	\$1,742-
6604 Northwest Dr.	32-38"	2 Ash trees, front and back yard	\$2,569-
1914 80 th St.	22-26"	Front yard	\$932-
6622 Forest Ct	N/A	Front yard, Ash	\$779-
1056 63 rd St.	30-36"	Front yard	\$864-
7022 Jefferson Ave.	36"+	Front yard, 2 Ash	\$1,821-
1025 69 th St.	N/A	Backyard, Elm	\$1,504-

\$24011.5

soil + seed

Insurance Requirements

Only proposals from licensed contractors authorized to work in the State of Iowa will be considered. Proposals must contain contractor's license information as well as Certificate of Liability Insurance in an amount not less than the following:

\$2,000,000 Each Occurrence

\$4,000,000 General Aggregate

Workers Compensation State Statutory Limits

Selection Process

Selection of a Professional shall be made using the total price submitted. The City reserves the right to select the proposal that performs all the work necessary in the best interest of the City based on past performance and relevant experience. The City reserves the right to refuse any and all proposals; as well as the right to waive technicalities in proposals received.

Timeframe

Issuance of Request for Proposals: July 21st, 2025

Opening of Proposals: August 13th, 2025, at 3:00 PM

Anticipated Award of Proposal: On or before September 15, 2025

Deadline Completion of the Project: December 1st, 2025

Payment

Payment will be made by the City of Windsor Heights within 30 days upon completion of work and submission of an invoice.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/1/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brown & Brown Insurance Services, Inc. Dba Brown & Brown Retail Insurance Services 1200 N. Mayfair Road, Suite 100 Milwaukee, WI 53226 www.bbrown.com	CONTACT NAME: Brown & Brown Retail Insurance Services PHONE (A/C, No, Ext): 414-443-0000 FAX (A/C, No): E-MAIL: milcertificates@bbrown.com ADDRESS:
INSURED Wright Outdoor Solutions, Inc. 8000 Raccoon River Drive West Des Moines IA 50265	INSURER(S) AFFORDING COVERAGE INSURER A: Acuity, A Mutual Insurance Company NAIC # 14184 INSURER B: National Fire & Marine Insurance Co 20079 INSURER C: Accident Fund General Insurance Co 12304 INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER: 86561716

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☒ LOC OTHER:		ZX9134	12/1/2024	12/1/2025	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$250,000 MED EXP (Any one person) \$50,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000 \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☒ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		ZX9134	12/1/2024	12/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$25,000		42-UMO-314456-05	4/1/2025	4/1/2026	EACH OCCURRENCE \$2,000,000 AGGREGATE \$2,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N N N/A		100036532	6/15/2025	6/15/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Umbrella Policy is excess the underlying General, Auto and Employer Liability policies.

CERTIFICATE HOLDER**CANCELLATION**City of Windsor Heights
1145 66th St
Suite 1
Washington Heights IA 50324

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Michael Sarner

WRIGHT OUTDOOR SOLUTIONS INC
8000 RACCOON RIVER DR BLDG
WEST DES MOINES, IA 50266



Department of Inspections,
Appeals, & Licensing

**CONTRACTOR REGISTRATION
CERTIFICATE**

STATE OF IOWA

Dept. of Inspections, Appeals, & Licensing

6200 Park Avenue Suite 100, Des Moines, IA 50321-1371

Phone: 515-242-5871 | FAX: 515-725-2427

www.iowacontractor.gov | contractor.registration@iwd.iowa.gov

DATE ISSUED

02/18/2025

DATE EXPIRES

03/31/2026

REGISTRATION NUMBER

C097027

WRIGHT OUTDOOR SOLUTIONS INC
8000 RACCOON RIVER DR BLDG
WEST DES MOINES, IA 50266

A handwritten signature in black ink, appearing to read "Larry Johnson".

Larry Johnson, Director

City of Windsor Heights Regular Business Meeting Minutes
Monday, August 18, 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: Susan Skeries, Joseph Jones, Michael Libbie, Lauren Campbell, and Threase Harms. Staff present: City Administrator Adam Plagge, City Attorney Erin Clanton, City Clerk Adam Strait, Finance Director Rachelle Swisher, Fire Chief Jim Mease, Police Lieutenant Michael Irlbeck, Public Works Director Andy Larson, City Engineer Justin Ernst

2. Approval of the Agenda

Motion by Threase Harms to APPROVE. Seconded by Michael Libbie. Motion passed 5-0.

3. 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.

No public comment given.

Action Item:

Mayor Mike Jones moved item 6.A due to the Closed Session guest was not available yet.

A. Consideration of Approval of Liquor License - Super Quick Mart - 7690 Hickman Rd

City staff presented the previously tabled request for approval of a liquor license for Super Quickmark, noting the store's past violations but also that it recently passed a citywide compliance check. The store owner, Utkarsh Mahajan, attended along with Lieutenant Irlbeck to answer questions. Mahajan acknowledged prior issues, attributing them to employee misconduct and delayed notice of earlier violations, and described corrective measures including terminating responsible staff, requiring IPledge/IPAC training, implementing secret shopper checks, conducting daily oversight with video monitoring, as well as a willingness to upgrade point-of-sale systems for mandatory ID scanning. He emphasized his commitment to preventing underage alcohol and tobacco sales.

The Council expressed concerns about the business's history, community complaints, and the broader impact of youth access to alcohol and tobacco. Lieutenant Irlbeck reported that three of twelve locations in Windsor Heights failed compliance checks in March but corrected the issues upon re-inspection. Motion by Susan Skeries to APPROVE. Seconded by Threase Harms. Roll call vote: Aye - Susan Skeries, Michael Libbie, Joseph Jones, Lauren Campbell, Nay - Threase Harms. Motion passed 4-1.

4. 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 6:28PM. Seconded by Susan Skeries. Motion Passed 5-0.

Motion by Threase Harms to exit Closed Session at 6:45PM. Seconded by Michael Libbie. Motion Passed 5-0.

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 5-0.

- A. Approve Minutes of the Regular Council Meeting on August 4, 2025
- B. Approve Financial Reports
- C. Approve Liquor License (Ownership Update) - Hy-Vee - 7101 University Avenue
- D. Approve Liquor License (Ownership Update) - Hy-Vee Fast & Fresh - 7220 Hickman Road
- E. Approve FY25 Outstanding Debt Report
- F. Approve FY25 Street Finance Report
- G. Approve 2023 Colby Park Improvements Pay Request 12
- H. Approve Forest Court Construction Services Amendment 1
- I. Approve Diwali Parade Special Events Permit
- J. Approve Resolution No. 2025-66 - A Resolution Setting the Time and Place to Conduct a Public Hearing to Consider the Lease of City Property
- K. Approve 68th Street Improvements Pay Request 4
- L. Approve 73rd Street Phase 1 Pay Request 13
- M. Approve Resolution No. 2025-67 - A Resolution Authorizing the Mayor to Execute a Settlement Agreement on Behalf of the City of Windsor Heights
- N. Approve 64th Street ROW Ash Trees Emerald Ash Borer Treatment Proposal

6. **Action Items:**

B. Consideration of 2025 Employee Handbook

Adam Plagge presented the item. Discussion focused on the proposed PTO payout policy allowing employees to payout more than 40 hours per quarter, but not to surpass 160 hours a year. This was to address issues of employees with high levels of PTO with higher accrual rates hitting their maximum amount of PTO. Council favored keeping the policy in it's current state of 40 hours per quarter. Discussion was also held on drug testing and the acceptance of medical marijuana, which staff confirmed and clarified that some roles adhere to federal guidelines that a medical card may not protect against, as well as adding the term cannabis to instances of the word marijuana. Motion by Threase Harms to APPROVE the 2025 Employee Handbook retaining the current PTO payout police and adding the word "Cannabis" to uses of "marijuana".

Seconded by Susan Skeries. Motion passed 5-0.

- C. Consideration of the Second Reading of Ordinance 2025-02 - An Ordinance Amending Chapters 166, 168, 172, 175, and 179 of the Code of Ordinances for the City of Windsor Heights, With Regard to Accessory Dwelling Units and General Amendments

Adam Plagge presented the item. There has been no feedback or edits since the first reading.

Motion by Michael Libbie to APPROVE. Seconded by Susan Skeries. Motion passed 5-0.

7. Reports:

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

- Mayor Mike Jones reported that the Metropolitan Planning Organization (MPO) has not met since June. He noted that the MPO Policy Committee is scheduled to meet this Thursday, while the Polk County Agency Management group will convene on Wednesday. During that meeting, they will review and discuss a proposed funding method for future budgets.
- Councilor Threase Harms reported that on August 4th she attended the “Our Water, Our Future: Central Iowa Water Quality Report” event at Drake University. She noted that the event was well attended with over 600 participants and was recorded for later viewing. Councilor Harms encouraged others to watch or listen to the recording, as several scientists involved in the report presented their findings. She emphasized the importance of reviewing the executive summary, highlighting that there are significant health consequences tied to current water quality challenges, which will not diminish without action. In addition, Councilor Harms shared that she is working with Amanda at DART to co-chair a Habitat for Humanity Women Build team on November 21st. The effort will recruit up to 24 elected women leaders and CEOs from across the metro to participate in building a home for Habitat for Humanity. She further reported that most vendors and contractors have been secured for Windsor Wonderland.
- Councilor Lauren Campbell began by commending Councilman Skiers for leading the August 4th meeting as Mayor Pro Tem. Councilor Campbell reported attending the DART meeting on August 5th, where she noted that the Reimagine DART initiative is progressing, with opportunities for public input on new routes scheduled for the fall. She also thanked the police and fire departments for visiting the St. Teresa’s Child Care Lemonade Stand, remarking on how excited the children were to receive visitors and stickers. Campbell shared that the Special Events Committee met on Friday and that she volunteered with DART at the Capitol for the State Fair Park and Ride on the first Saturday, assisting with ticket sales and bus loading. She acknowledged the efforts of DART employees and commissioners in supporting the program. Finally, Campbell provided an update on Fall Fest planning, noting that while there have been some challenges, preparations are nearing completion. She encouraged everyone to visit WindsorHeightsFallFestival.com for volunteer opportunities, parade registration, and vendor sign-ups, and reminded council members at the dais to confirm golf cart arrangements as soon as possible.
- Councilor Michael Libbie reported that the Windsor Heights City podcast is now underway, with several local businesses invited to participate and highlight the benefits of doing business in Windsor Heights. He noted that the Bake Shop segment has already been recorded, with Matt Cale scheduled for taping this week, and that Dinner Dispatch and Always Grocery at Apple Valley have also been approached to participate. Councilor Libbie further reported on Icon Water Trails, stating that the last meeting failed to reach a quorum and therefore business had to be conducted through electronic voting. He concluded by noting that the Communications Committee will be meeting next week.

- Councilor Joseph Jones reported on updates from the Homeless Coordinating Council, referencing the Metro Blueprint to Address Homelessness introduced in May. He stated that significant structural changes have been made, including a shift to quarterly meetings of elected officials from across the metro. Governance of the initiative will now be more inclusive of community and business leaders, forming a new body called the Housing Solutions Alliance. This group will focus on coordinating and implementing strategies to address homelessness, with the goal of achieving broader buy-in from government, business, and community organizations. Councilor Jones offered to share the blueprint with anyone who has not yet seen it and noted that the new structure will begin next month. In addition, he shared experiences from his late-night volunteer shift with DART at the State Fair, remarking on the high level of energy among attendees.
- Councilor Susan Skeries reported attending the annual State Fair Breakfast, Chambers Bash, Wake Up Windsor Heights, and the Special Events Committee meeting, where she promoted the upcoming Fall Festival and noted increased registrations following recent outreach. She toured the new Edward Jones building and secured the Community Event Center for city events through 2027. She shared that the Windsor Heights Foundation will cover a quarter of the Fall Festival Band cost while a presenting sponsor is still being sought, with band negotiations ongoing. Looking ahead, she will attend the Metro Waste Authority board meeting, the virtual Get to Know Bravo session, and the World Food Festival Investor event, in addition to volunteering at the festival's Fruit Stand. Finally, she announced that Windsor Heights will host a Women in Government Lunch and Learn on August 27th, focused on homelessness, featuring a panel of community experts and updates from the Housing Solutions Alliance.
- City Administrator Adam Plagge reported that the splash pad is expected to reopen later this week, coinciding with favorable weather in the 70s. He provided an update on the 73rd Street project, noting that significant concrete work has been completed between Forest and College Drive, with sidewalks on the west side and the College Drive connection scheduled for completion in the coming days. This will restore north-south access to the Clive Learning Center in time for the start of school, while remaining side street work on Bel Air, Washington, and areas north of College Drive will follow in the next few weeks.

B. WHPD Quarterly Report

8. Adjourn

Motion by Threase Harms to adjourn at 7:23 PM. Seconded by Susan Skeries. Motion passed 5-0.

Mike Jones, Mayor

Adam Strait, City Clerk



STAFF REPORT
CITY COUNCIL
September 15, 2025

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

GENERAL INFORMATION

ATTACHMENTS

1. Budget Report
2. CLAIMS LIST



CITY OF WINDSOR HEIGHTS

09/11/25 9:54 AM

Page 1

*Budget Control Summary

Current Period: August 25-26

Account Descr	25-26 Cumulative Budget	25-26 Cumulative Actuals	25-26 Cumulative Variance	25-26 % Variance	25-26 Adopted Budget	25-26 Forecast	Variance at Completion	25-26 YTD Perf	25-26 Est to Complete
FUND									
Revenue Accounts									
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 950 GENERAL REVENUES	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 001 GENERAL									
Revenue Accounts									
DEPT 110 POLICE	\$102,750.00	\$2,537.62	\$100,212.38	97.53%	\$0.00	\$102,750.00	-\$102,750.00	0.01	-0.74
DEPT 130 EMERGENCY MANAGEMENT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 150 FIRE	\$22,500.00	\$625.00	\$21,875.00	97.22%	\$0.00	\$22,500.00	-\$22,500.00	0.01	-0.49
DEPT 160 AMBULANCE/EMS	\$429,000.00	\$49,168.32	\$379,831.68	88.54%	\$0.00	\$429,000.00	-\$429,000.00	0.02	-0.38
DEPT 170 BUILDING INSPECTIONS	\$120,000.00	\$330.00	\$119,670.00	99.73%	\$0.00	\$120,000.00	-\$120,000.00	0.00	-0.33
DEPT 190 ANIMAL CONTROL	\$8,000.00	\$0.00	\$8,000.00	100.00%	\$0.00	\$8,000.00	-\$8,000.00	0.00	-0.50
DEPT 210 ROADS, BRIDGES, SIDEWALKS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 240 TRAFFIC CONTROL/SAFETY	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 430 PARKS	\$16,500.00	\$0.00	\$16,500.00	100.00%	\$0.00	\$16,500.00	-\$16,500.00	0.00	-0.75
DEPT 470 SPECIAL EVENTS	\$19,500.00	\$2,500.00	\$17,000.00	87.18%	\$0.00	\$19,500.00	-\$19,500.00	0.03	-0.37
DEPT 480 COMMUNITY CENTER	\$200,000.00	\$4,604.40	\$195,395.60	97.70%	\$0.00	\$200,000.00	-\$200,000.00	0.01	-0.25
DEPT 520 ECONOMIC DEVELOPMENT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 610 MAYOR/COUNCIL	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 620 ADMINISTRATION	\$300,000.00	\$0.00	\$300,000.00	100.00%	\$0.00	\$300,000.00	-\$300,000.00	0.00	-0.33
DEPT 640 LEGAL SERVICES	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 699 COBRA/OTHER GEN GOV	\$7,500.00	\$0.00	\$7,500.00	100.00%	\$0.00	\$7,500.00	-\$7,500.00	0.00	-1.00
DEPT 910 TRANSFER IN/OUT	\$430,877.00	\$0.00	\$430,877.00	100.00%	\$0.00	\$430,877.00	-\$430,877.00	0.00	-1.00
DEPT 950 GENERAL REVENUES	\$3,146,301.00	\$114,764.34	\$3,031,536.66	96.35%	\$0.00	\$3,146,301.00	-\$3,146,301.00	0.04	-0.59
Total Revenue Accounts	\$4,802,928.00	\$174,529.68	\$4,628,398.32	96.37%	\$0.00	\$4,802,928.00	-\$4,802,928.00	0.02	-0.48
Expenditure Accounts									
DEPT	\$69,560.00	\$34,271.74	\$35,288.26	50.73%	\$0.00	\$69,560.00	-\$69,560.00	0.25	-0.26



CITY OF WINDSOR HEIGHTS

09/11/25 9:54 AM

Page 2

*Budget Control Summary

Current Period: August 25-26

Account Descr	25-26 Cumulative Budget	25-26 Cumulative Actuals	25-26 Cumulative Variance	25-26 % Variance	25-26 Adopted Budget	25-26 Forecast	Variance at Completion	25-26 YTD Perf	25-26 Est to Complete
DEPT 110 POLICE	\$2,185,580.00	\$390,025.52	\$1,795,554.48	82.15%	\$0.00	\$2,185,580.00	-\$2,185,580.00	0.14	-0.73
DEPT 130 EMERGENCY MANAGEMENT	\$10,700.00	\$7,151.09	\$3,548.91	33.17%	\$0.00	\$10,700.00	-\$10,700.00	0.36	-0.64
DEPT 150 FIRE	\$247,980.00	\$60,606.60	\$187,373.40	75.56%	\$0.00	\$247,980.00	-\$247,980.00	0.10	-0.72
DEPT 160 AMBULANCE/EMS	\$892,200.00	\$141,806.52	\$750,393.48	84.11%	\$0.00	\$892,200.00	-\$892,200.00	0.15	-0.79
DEPT 170 BUILDING INSPECTIONS	\$100,000.00	\$1,354.27	\$98,645.73	98.65%	\$0.00	\$100,000.00	-\$100,000.00	0.01	-0.99
DEPT 190 ANIMAL CONTROL	\$5,500.00	\$2,769.00	\$2,731.00	49.65%	\$0.00	\$5,500.00	-\$5,500.00	0.28	-0.73
DEPT 430 PARKS	\$188,217.00	\$55,499.63	\$132,717.37	70.51%	\$0.00	\$188,217.00	-\$188,217.00	0.24	-0.58
DEPT 460 CULTURAL SERVICES	\$27,450.00	\$10,270.83	\$17,179.17	62.58%	\$0.00	\$27,450.00	-\$27,450.00	0.14	-0.61
DEPT 470 SPECIAL EVENTS	\$56,500.00	\$17,314.18	\$39,185.82	69.36%	\$0.00	\$56,500.00	-\$56,500.00	0.00	-0.40
DEPT 480 COMMUNITY CENTER	\$180,953.00	\$32,728.59	\$148,224.41	81.91%	\$0.00	\$180,953.00	-\$180,953.00	0.11	-0.76
DEPT 520 ECONOMIC DEVELOPMENT	\$614,604.00	\$16,874.00	\$597,730.00	97.25%	\$0.00	\$614,604.00	-\$614,604.00	0.19	-0.81
DEPT 530 HOUSING & URBAN RENEWAL	\$9,237.00	\$10,025.00	-\$788.00	-8.53%	\$0.00	\$9,237.00	-\$9,237.00	1.09	0.09
DEPT 610 MAYOR/COUNCIL	\$83,600.00	\$21,602.72	\$61,997.28	74.16%	\$0.00	\$83,600.00	-\$83,600.00	0.57	-0.43
DEPT 615 IT DEPARTMENT	\$71,500.00	\$17,610.97	\$53,889.03	75.37%	\$0.00	\$71,500.00	-\$71,500.00	0.27	-0.73
DEPT 620 ADMINISTRATION	\$736,009.00	\$152,730.70	\$583,278.30	79.25%	\$0.00	\$736,009.00	-\$736,009.00	0.19	-0.65
DEPT 630 ELECTIONS	\$1,750.00	\$0.00	\$1,750.00	100.00%	\$0.00	\$1,750.00	-\$1,750.00	0.00	-1.00
DEPT 640 LEGAL SERVICES	\$48,000.00	\$12,555.00	\$35,445.00	73.84%	\$0.00	\$48,000.00	-\$48,000.00	0.26	-0.74
DEPT 699 COBRA/OTHER GEN GOV	\$7,500.00	\$0.00	\$7,500.00	100.00%	\$0.00	\$7,500.00	-\$7,500.00	0.00	-1.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$5,536,840.00	\$985,196.36	\$4,551,643.64	82.21%	\$0.00	\$5,536,840.00	-\$5,536,840.00	0.17	-0.67
Total FUND 001 GENERAL	-\$733,912.00	-\$810,666.68	\$76,754.68	-10.46%	\$0.00	-\$733,912.00	\$733,912.00		
FUND 110 ROAD USE TAX									
Revenue Accounts									
DEPT 210 ROADS, BRIDGES, SIDEWALKS	\$800,000.00	\$0.00	\$800,000.00	100.00%	\$0.00	\$800,000.00	-\$800,000.00	0.00	-0.40
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$800,000.00	\$0.00	\$800,000.00	100.00%	\$0.00	\$800,000.00	-\$800,000.00	0.00	-0.29
Expenditure Accounts									
DEPT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 210 ROADS, BRIDGES, SIDEWALKS	\$592,586.00	\$145,041.52	\$447,544.48	75.52%	\$0.00	\$592,586.00	-\$592,586.00	0.18	-0.65
DEPT 230 STREET LIGHTING	\$55,000.00	\$3,958.86	\$51,041.14	92.80%	\$0.00	\$55,000.00	-\$55,000.00	0.07	-0.93
DEPT 250 SNOW REMOVAL	\$174,813.00	\$24,070.03	\$150,742.97	86.23%	\$0.00	\$174,813.00	-\$174,813.00	0.17	-0.71
DEPT 299 FORESTRY	\$37,803.00	\$13,085.30	\$24,717.70	65.39%	\$0.00	\$37,803.00	-\$37,803.00	0.10	-0.62
DEPT 910 TRANSFER IN/OUT	\$75,000.00	\$0.00	\$75,000.00	100.00%	\$0.00	\$75,000.00	-\$75,000.00	0.00	-1.00



CITY OF WINDSOR HEIGHTS

09/11/25 9:54 AM

Page 3

*Budget Control Summary

Current Period: August 25-26

Account Descr	25-26 Cumulative Budget	25-26 Cumulative Actuals	25-26 Cumulative Variance	25-26 % Variance	25-26 Adopted Budget	25-26 Forecast	Variance at Completion	25-26 YTD Perf	25-26 Est to Complete
Total Expenditure Accounts	\$935,202.00	\$186,155.71	-\$749,046.29	80.09%	\$0.00	\$935,202.00	-\$935,202.00	0.15	-0.66
Total FUND 110 ROAD USE TAX	-\$135,202.00	-\$186,155.71	\$50,953.71	-37.69%	\$0.00	-\$135,202.00	\$135,202.00		
FUND 112 EMPLOYEE BENEFITS									
Revenue Accounts									
DEPT 620 ADMINISTRATION	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 950 GENERAL REVENUES	\$540,108.00	\$2,810.13	\$537,297.87	99.48%	\$0.00	\$540,108.00	-\$540,108.00	0.00	-0.62
Total Revenue Accounts	\$540,108.00	\$2,810.13	\$537,297.87	99.48%	\$0.00	\$540,108.00	-\$540,108.00	0.00	-0.45
Expenditure Accounts									
DEPT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 110 POLICE	\$552,000.00	\$91,331.92	\$460,668.08	83.45%	\$0.00	\$552,000.00	-\$552,000.00	0.09	-0.69
DEPT 150 FIRE	\$252,000.00	\$48,226.51	\$203,773.49	80.86%	\$0.00	\$252,000.00	-\$252,000.00	0.27	-0.61
DEPT 160 AMBULANCE/EMS	\$54,000.00	\$0.00	\$54,000.00	100.00%	\$0.00	\$54,000.00	-\$54,000.00	0.00	-1.00
DEPT 210 ROADS, BRIDGES, SIDEWALKS	\$220,000.00	\$37,567.42	\$182,432.58	82.92%	\$0.00	\$220,000.00	-\$220,000.00	0.12	-0.77
DEPT 250 SNOW REMOVAL	\$7,000.00	\$0.00	\$7,000.00	100.00%	\$0.00	\$7,000.00	-\$7,000.00	0.00	-1.00
DEPT 430 PARKS	\$8,000.00	\$0.00	\$8,000.00	100.00%	\$0.00	\$8,000.00	-\$8,000.00	0.00	-1.00
DEPT 480 COMMUNITY CENTER	\$3,000.00	\$0.00	\$3,000.00	100.00%	\$0.00	\$3,000.00	-\$3,000.00	0.00	-1.00
DEPT 610 MAYOR/COUNCIL	\$4,900.00	\$196.02	\$4,703.98	96.00%	\$0.00	\$4,900.00	-\$4,900.00	0.04	-0.96
DEPT 620 ADMINISTRATION	\$156,000.00	\$20,877.62	\$135,122.38	86.62%	\$0.00	\$156,000.00	-\$156,000.00	0.08	-0.79
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$1,256,900.00	\$198,199.49	-\$1,058,700.51	84.23%	\$0.00	\$1,256,900.00	-\$1,256,900.00	0.11	-0.73
Total FUND 112 EMPLOYEE BENEFITS	-\$716,792.00	-\$195,389.36	-\$521,402.64	72.74%	\$0.00	-\$716,792.00	\$716,792.00		
FUND 113 POLICE PENSION									
Revenue Accounts									
DEPT 110 POLICE	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 113 POLICE PENSION	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		



CITY OF WINDSOR HEIGHTS

09/11/25 9:54 AM

Page 4

*Budget Control Summary

Current Period: August 25-26

Account Descr	25-26 Cumulative Budget	25-26 Cumulative Actuals	25-26 Cumulative Variance	25-26 % Variance	25-26 Adopted Budget	25-26 Forecast	Variance at Completion	25-26 YTD Perf	25-26 Est to Complete
FUND 114 POLICE TRUST									
Revenue Accounts									
DEPT 110 POLICE	\$10,350.00	\$0.00	\$10,350.00	100.00%	\$0.00	\$10,350.00	-\$10,350.00	0.00	-1.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$10,350.00	\$0.00	\$10,350.00	100.00%	\$0.00	\$10,350.00	-\$10,350.00	0.00	-0.67
Expenditure Accounts									
DEPT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 110 POLICE	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 114 POLICE TRUST	\$10,350.00	\$0.00	\$10,350.00	100.00%	\$0.00	\$10,350.00	-\$10,350.00		
FUND 115 POLICE PREFORTEITURE									
Revenue Accounts									
DEPT 110 POLICE	\$1,020.00	\$0.00	\$1,020.00	100.00%	\$0.00	\$1,020.00	-\$1,020.00	0.00	-1.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$1,020.00	\$0.00	\$1,020.00	100.00%	\$0.00	\$1,020.00	-\$1,020.00	0.00	-0.67
Expenditure Accounts									
DEPT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 115 POLICE PREFORTEITURE	\$1,020.00	\$0.00	\$1,020.00	100.00%	\$0.00	\$1,020.00	-\$1,020.00		
FUND 119 EMERGENCY FUND									
Revenue Accounts									
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 950 GENERAL REVENUES	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 119 EMERGENCY FUND	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 121 LOCAL OPTION SALES TAX									



CITY OF WINDSOR HEIGHTS

09/11/25 9:54 AM

Page 5

*Budget Control Summary

Current Period: August 25-26

Account Descr	25-26 Cumulative Budget	25-26 Cumulative Actuals	25-26 Cumulative Variance	25-26 % Variance	25-26 Adopted Budget	25-26 Forecast	Variance at Completion	25-26 YTD Perf	25-26 Est to Complete
Revenue Accounts									
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 950 GENERAL REVENUES	\$1,540,800.00	\$0.00	\$1,540,800.00	100.00%	\$0.00	\$1,540,800.00	-\$1,540,800.00	0.00	-1.00
Total Revenue Accounts	\$1,540,800.00	\$0.00	\$1,540,800.00	100.00%	\$0.00	\$1,540,800.00	-\$1,540,800.00	0.00	-0.67
Expenditure Accounts									
DEPT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$1,540,800.00	\$0.00	\$1,540,800.00	100.00%	\$0.00	\$1,540,800.00	-\$1,540,800.00	0.00	-1.00
Total Expenditure Accounts	\$1,540,800.00	\$0.00	\$1,540,800.00	100.00%	\$0.00	\$1,540,800.00	-\$1,540,800.00	0.00	-0.50
Total FUND 121 LOCAL OPTION SALES TAX	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 125 TIF									
Revenue Accounts									
DEPT 750 CAPITAL PROJECTS	\$12,000.00	\$0.00	\$12,000.00	100.00%	\$0.00	\$12,000.00	-\$12,000.00	0.00	-1.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 950 GENERAL REVENUES	\$2,100,000.00	\$1,743.62	\$2,098,256.38	99.92%	\$0.00	\$2,100,000.00	-\$2,100,000.00	0.00	-0.25
Total Revenue Accounts	\$2,112,000.00	\$1,743.62	\$2,110,256.38	99.92%	\$0.00	\$2,112,000.00	-\$2,112,000.00	0.00	-0.33
Expenditure Accounts									
DEPT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$2,100,000.00	\$0.00	\$2,100,000.00	100.00%	\$0.00	\$2,100,000.00	-\$2,100,000.00	0.00	-0.50
Total Expenditure Accounts	\$2,100,000.00	\$0.00	\$2,100,000.00	100.00%	\$0.00	\$2,100,000.00	-\$2,100,000.00	0.00	-0.33
Total FUND 125 TIF	\$12,000.00	\$1,743.62	\$10,256.38	85.47%	\$0.00	\$12,000.00	-\$12,000.00		
FUND 145 URBAN RENEWAL FUNDS									
Revenue Accounts									
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 950 GENERAL REVENUES	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 750 CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00



CITY OF WINDSOR HEIGHTS

09/11/25 9:54 AM

Page 6

*Budget Control Summary

Current Period: August 25-26

Account Descr	25-26 Cumulative Budget	25-26 Cumulative Actuals	25-26 Cumulative Variance	25-26 % Variance	25-26 Adopted Budget	25-26 Forecast	Variance at Completion	25-26 YTD Perf	25-26 Est to Complete
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 145 URBAN RENEWAL FUNDS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 200 DEBT SERVICE									
Revenue Accounts									
DEPT 210 ROADS, BRIDGES, SIDEWALKS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 530 HOUSING & URBAN RENEWAL	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$1,064,933.00	\$0.00	\$1,064,933.00	100.00%	\$0.00	\$1,064,933.00	-\$1,064,933.00	0.00	-0.50
DEPT 950 GENERAL REVENUES	\$1,131,191.00	\$5,343.20	\$1,125,847.80	99.53%	\$0.00	\$1,131,191.00	-\$1,131,191.00	0.00	-0.43
Total Revenue Accounts	\$2,196,124.00	\$5,343.20	\$2,190,780.80	99.76%	\$0.00	\$2,196,124.00	-\$2,196,124.00	0.00	-0.36
Expenditure Accounts									
DEPT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 210 ROADS, BRIDGES, SIDEWALKS	\$1,772,539.00	\$600.00	\$1,771,939.00	99.97%	\$0.00	\$1,772,539.00	-\$1,772,539.00	0.00	-1.00
DEPT 530 HOUSING & URBAN RENEWAL	\$405,535.00	\$0.00	\$405,535.00	100.00%	\$0.00	\$405,535.00	-\$405,535.00	0.00	-1.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$2,178,074.00	\$600.00	\$2,177,474.00	99.97%	\$0.00	\$2,178,074.00	-\$2,178,074.00	0.00	-0.83
Total FUND 200 DEBT SERVICE	\$18,050.00	\$4,743.20	\$13,306.80	73.72%	\$0.00	\$18,050.00	-\$18,050.00		
FUND 302 SIDEWALK PROGRAM									
Revenue Accounts									
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 210 ROADS, BRIDGES, SIDEWALKS	\$47,995.00	\$0.00	\$47,995.00	100.00%	\$0.00	\$47,995.00	-\$47,995.00	0.00	-0.33
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$47,995.00	\$0.00	-\$47,995.00	100.00%	\$0.00	\$47,995.00	-\$47,995.00	0.00	-0.20
Total FUND 302 SIDEWALK PROGRAM	-\$47,995.00	\$0.00	-\$47,995.00	100.00%	\$0.00	-\$47,995.00	\$47,995.00		



CITY OF WINDSOR HEIGHTS

09/11/25 9:54 AM

Page 7

*Budget Control Summary

Current Period: August 25-26

Account Descr	25-26 Cumulative Budget	25-26 Cumulative Actuals	25-26 Cumulative Variance	25-26 % Variance	25-26 Adopted Budget	25-26 Forecast	Variance at Completion	25-26 YTD Perf	25-26 Est to Complete
FUND 303 COLBY PARK									
Revenue Accounts									
DEPT 750 CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$465,624.00	\$0.00	\$465,624.00	100.00%	\$0.00	\$465,624.00	-\$465,624.00	0.00	-0.50
Total Revenue Accounts	\$465,624.00	\$0.00	\$465,624.00	100.00%	\$0.00	\$465,624.00	-\$465,624.00	0.00	-0.20
Expenditure Accounts									
DEPT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 430 PARKS	\$350,000.00	\$7,901.64	\$342,098.36	97.74%	\$0.00	\$350,000.00	-\$350,000.00	0.01	-0.49
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$350,000.00	\$7,901.64	-\$342,098.36	97.74%	\$0.00	\$350,000.00	-\$350,000.00	0.01	-0.25
Total FUND 303 COLBY PARK	\$115,624.00	-\$7,901.64	\$123,525.64	106.83%	\$0.00	\$115,624.00	-\$115,624.00		
FUND 306 HICKMAN ROAD PROJECT									
Revenue Accounts									
DEPT 750 CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 950 GENERAL REVENUES	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 306 HICKMAN ROAD PROJECT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 309 2014 A STREET PROJECT									
Revenue Accounts									
DEPT 750 CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 309 2014 A STREET PROJECT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 311 TRAIL CONNECTION									
Revenue Accounts									
DEPT 430 PARKS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00



CITY OF WINDSOR HEIGHTS

09/11/25 9:54 AM

Page 8

*Budget Control Summary

Current Period: August 25-26

Account Descr	25-26 Cumulative Budget	25-26 Cumulative Actuals	25-26 Cumulative Variance	25-26 % Variance	25-26 Adopted Budget	25-26 Forecast	Variance at Completion	25-26 YTD Perf	25-26 Est to Complete
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 311 TRAIL CONNECTION	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 312 63/HICKMAN STREETSCAPE									
Revenue Accounts									
DEPT 750 CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 312 63/HICKMAN STREETSCAPE	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 313 2017/18 STREET PROJECT									
Revenue Accounts									
DEPT 750 CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 313 2017/18 STREET PROJECT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 314 UNIVERSITY AVENUE PROJECT									
Revenue Accounts									
DEPT 210 ROADS, BRIDGES, SIDEWALKS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$255,000.00	\$0.00	\$255,000.00	100.00%	\$0.00	\$255,000.00	-\$255,000.00	0.00	-0.50
Total Revenue Accounts	\$255,000.00	\$0.00	\$255,000.00	100.00%	\$0.00	\$255,000.00	-\$255,000.00	0.00	-0.14
Expenditure Accounts									
DEPT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 210 ROADS, BRIDGES, SIDEWALKS	\$255,000.00	\$0.00	\$255,000.00	100.00%	\$0.00	\$255,000.00	-\$255,000.00	0.00	-0.67
DEPT 750 CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$255,000.00	\$0.00	-\$255,000.00	100.00%	\$0.00	\$255,000.00	-\$255,000.00	0.00	-0.33



CITY OF WINDSOR HEIGHTS

09/11/25 9:54 AM

Page 9

*Budget Control Summary

Current Period: August 25-26

Account Descr	25-26 Cumulative Budget	25-26 Cumulative Actuals	25-26 Cumulative Variance	25-26 % Variance	25-26 Adopted Budget	25-26 Forecast	Variance at Completion	25-26 YTD Perf	25-26 Est to Complete
Total FUND 314 UNIVERSITY AVENUE PROJECT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 315 2018 HMA PROJECT									
Revenue Accounts									
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 315 2018 HMA PROJECT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 316 2018 PCC PATCHING PROJECT									
Revenue Accounts									
DEPT 210 ROADS, BRIDGES, SIDEWALKS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 430 PARKS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 316 2018 PCC PATCHING PROJECT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 317 WALNUT CREEK BIKE HUB/BRIDGE									
Revenue Accounts									
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 317 WALNUT CREEK BIKE HUB/BRID	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 318 CEC SOLAR PROJECT									
Revenue Accounts									
DEPT 480 COMMUNITY CENTER	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 480 COMMUNITY CENTER	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00



CITY OF WINDSOR HEIGHTS

09/11/25 9:54 AM

Page 10

*Budget Control Summary

Current Period: August 25-26

Account Descr	25-26 Cumulative Budget	25-26 Cumulative Actuals	25-26 Cumulative Variance	25-26 % Variance	25-26 Adopted Budget	25-26 Forecast	Variance at Completion	25-26 YTD Perf	25-26 Est to Complete
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 318 CEC SOLAR PROJECT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 319 2020 STREET PROJECTS									
Revenue Accounts									
DEPT 210 ROADS, BRIDGES, SIDEWALKS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 210 ROADS, BRIDGES, SIDEWALKS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 319 2020 STREET PROJECTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 320 2020 PCC PATCHING									
Revenue Accounts									
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 320 2020 PCC PATCHING	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 321 WALNUT CREEK STREAM PROJ									
Revenue Accounts									
DEPT 210 ROADS, BRIDGES, SIDEWALKS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 210 ROADS, BRIDGES, SIDEWALKS	\$0.00	\$17,211.00	-\$17,211.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00



CITY OF WINDSOR HEIGHTS

09/11/25 9:54 AM

Page 11

*Budget Control Summary

Current Period: August 25-26

Account Descr	25-26 Cumulative Budget	25-26 Cumulative Actuals	25-26 Cumulative Variance	25-26 % Variance	25-26 Adopted Budget	25-26 Forecast	Variance at Completion	25-26 YTD Perf	25-26 Est to Complete
Total Expenditure Accounts	\$0.00	\$17,211.00	\$17,211.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 321 WALNUT CREEK STREAM PROJ	\$0.00	-\$17,211.00	\$17,211.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 322 73RD STREET									
Revenue Accounts									
DEPT 210 ROADS, BRIDGES, SIDEWALKS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 210 ROADS, BRIDGES, SIDEWALKS	\$5,101,526.00	\$945,624.19	\$4,155,901.81	81.46%	\$0.00	\$5,101,526.00	-\$5,101,526.00	0.20	-0.31
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$5,101,526.00	\$945,624.19	\$4,155,901.81	81.46%	\$0.00	\$5,101,526.00	-\$5,101,526.00	0.13	-0.20
Total FUND 322 73RD STREET	-\$5,101,526.00	-\$945,624.19	\$4,155,901.81	81.46%	\$0.00	\$5,101,526.00	\$5,101,526.00		
FUND 323 68TH STREET NORTH									
Revenue Accounts									
DEPT 210 ROADS, BRIDGES, SIDEWALKS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 210 ROADS, BRIDGES, SIDEWALKS	\$150,000.00	\$0.00	\$150,000.00	100.00%	\$0.00	\$150,000.00	-\$150,000.00	0.00	-0.50
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$150,000.00	\$0.00	-\$150,000.00	100.00%	\$0.00	\$150,000.00	-\$150,000.00	0.00	-0.33
Total FUND 323 68TH STREET NORTH	-\$150,000.00	\$0.00	-\$150,000.00	100.00%	\$0.00	-\$150,000.00	\$150,000.00		
FUND 324 2023 HMA OVERLAY									
Revenue Accounts									
DEPT 210 ROADS, BRIDGES, SIDEWALKS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00



CITY OF WINDSOR HEIGHTS

09/11/25 9:54 AM

Page 12

*Budget Control Summary

Current Period: August 25-26

Account Descr	25-26 Cumulative Budget	25-26 Cumulative Actuals	25-26 Cumulative Variance	25-26 % Variance	25-26 Adopted Budget	25-26 Forecast	Variance at Completion	25-26 YTD Perf	25-26 Est to Complete
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 324 2023 HMA OVERLAY	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 325 2023 PCC PATCHING PROJ									
Revenue Accounts									
DEPT 210 ROADS, BRIDGES, SIDEWALKS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 325 2023 PCC PATCHING PROJ	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 326 68TH STREET SOUTH									
Revenue Accounts									
DEPT 210 ROADS, BRIDGES, SIDEWALKS	\$0.00	\$258.51	-\$258.51	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$258.51	-\$258.51	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 210 ROADS, BRIDGES, SIDEWALKS	\$3,132,129.00	\$577,326.78	\$2,554,802.22	81.57%	\$0.00	\$3,132,129.00	-\$3,132,129.00	0.11	-0.39
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$3,132,129.00	\$577,326.78	\$2,554,802.22	81.57%	\$0.00	\$3,132,129.00	-\$3,132,129.00	0.07	-0.26
Total FUND 326 68TH STREET SOUTH	-\$3,132,129.00	-\$577,068.27	\$2,555,060.73	81.58%	\$0.00	-\$3,132,129.00	\$3,132,129.00		
FUND 327 SALT SHED									
Revenue Accounts									
DEPT 210 ROADS, BRIDGES, SIDEWALKS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00



CITY OF WINDSOR HEIGHTS

09/11/25 9:54 AM

Page 13

*Budget Control Summary

Current Period: August 25-26

Account Descr	25-26 Cumulative Budget	25-26 Cumulative Actuals	25-26 Cumulative Variance	25-26 % Variance	25-26 Adopted Budget	25-26 Forecast	Variance at Completion	25-26 YTD Perf	25-26 Est to Complete
DEPT 210 ROADS, BRIDGES, SIDEWALKS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 327 SALT SHED	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 328 74TH STREET									
Revenue Accounts									
DEPT 000 ASSETS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 000 ASSETS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 210 ROADS, BRIDGES, SIDEWALKS	\$2,684,900.00	\$27,063.50	\$2,657,836.50	98.99%	\$0.00	\$2,684,900.00	-\$2,684,900.00	0.00	-0.33
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$2,684,900.00	\$27,063.50	\$2,657,836.50	98.99%	\$0.00	\$2,684,900.00	-\$2,684,900.00	0.00	-0.17
Total FUND 328 74TH STREET	-\$2,684,900.00	-\$27,063.50	\$2,657,836.50	98.99%	\$0.00	-\$2,684,900.00	\$2,684,900.00		
FUND 329 PUBLIC SAFETY BUILDING REPAIRS									
Revenue Accounts									
DEPT 210 ROADS, BRIDGES, SIDEWALKS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 329 PUBLIC SAFETY BUILDING REPA	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 330 FOREST COURT									
Revenue Accounts									
DEPT 210 ROADS, BRIDGES, SIDEWALKS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00



CITY OF WINDSOR HEIGHTS

09/11/25 9:54 AM

Page 14

*Budget Control Summary

Current Period: August 25-26

Account Descr	25-26 Cumulative Budget	25-26 Cumulative Actuals	25-26 Cumulative Variance	25-26 % Variance	25-26 Adopted Budget	25-26 Forecast	Variance at Completion	25-26 YTD Perf	25-26 Est to Complete
Expenditure Accounts									
DEPT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 210 ROADS, BRIDGES, SIDEWALKS	\$650,000.00	\$178,412.72	\$471,587.28	72.55%	\$0.00	\$650,000.00	-\$650,000.00	0.07	-0.18
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$650,000.00	\$178,412.72	-\$471,587.28	72.55%	\$0.00	\$650,000.00	-\$650,000.00	0.05	-0.12
Total FUND 330 FOREST COURT	-\$650,000.00	-\$178,412.72	-\$471,587.28	72.55%	\$0.00	-\$650,000.00	\$650,000.00		
FUND 331 PSB REPAIRS									
Revenue Accounts									
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT 750 CAPITAL PROJECTS	\$1,200,000.00	\$0.00	\$1,200,000.00	100.00%	\$0.00	\$1,200,000.00	-\$1,200,000.00	0.00	-0.25
Total Expenditure Accounts	\$1,200,000.00	\$0.00	-\$1,200,000.00	100.00%	\$0.00	\$1,200,000.00	-\$1,200,000.00	0.00	-0.25
Total FUND 331 PSB REPAIRS	-\$1,200,000.00	\$0.00	-\$1,200,000.00	100.00%	\$0.00	-\$1,200,000.00	\$1,200,000.00		
FUND 333 DOG PARK UPDATES									
Revenue Accounts									
DEPT 430 PARKS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 333 DOG PARK UPDATES	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 334 PATIO/STREET REDESIGN									
Expenditure Accounts									
DEPT 210 ROADS, BRIDGES, SIDEWALKS	\$50,000.00	\$0.00	\$50,000.00	100.00%	\$0.00	\$50,000.00	-\$50,000.00	0.00	-0.33
Total Expenditure Accounts	\$50,000.00	\$0.00	-\$50,000.00	100.00%	\$0.00	\$50,000.00	-\$50,000.00	0.00	-0.33
Total FUND 334 PATIO/STREET REDESIGN	-\$50,000.00	\$0.00	-\$50,000.00	100.00%	\$0.00	-\$50,000.00	\$50,000.00		



CITY OF WINDSOR HEIGHTS

09/11/25 9:54 AM

Page 15

*Budget Control Summary

Current Period: August 25-26

Account Descr	25-26 Cumulative Budget	25-26 Cumulative Actuals	25-26 Cumulative Variance	25-26 % Variance	25-26 Adopted Budget	25-26 Forecast	Variance at Completion	25-26 YTD Perf	25-26 Est to Complete
FUND 347 FLOOD MITIGATION									
Revenue Accounts									
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 347 FLOOD MITIGATION	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 348 ARPA FUNDS									
Revenue Accounts									
DEPT 750 CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 750 CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 348 ARPA FUNDS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 349 FUTURE STREET PROJECTS									
Revenue Accounts									
DEPT 210 ROADS, BRIDGES, SIDEWALKS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$1,199,366.00	\$0.00	\$1,199,366.00	100.00%	\$0.00	\$1,199,366.00	-\$1,199,366.00	0.00	-1.00
Total Revenue Accounts	\$1,199,366.00	\$0.00	\$1,199,366.00	100.00%	\$0.00	\$1,199,366.00	-\$1,199,366.00	0.00	-0.50
Expenditure Accounts									
DEPT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 210 ROADS, BRIDGES, SIDEWALKS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00



CITY OF WINDSOR HEIGHTS

09/11/25 9:54 AM

Page 16

*Budget Control Summary

Current Period: August 25-26

Account Descr	25-26 Cumulative Budget	25-26 Cumulative Actuals	25-26 Cumulative Variance	25-26 % Variance	25-26 Adopted Budget	25-26 Forecast	Variance at Completion	25-26 YTD Perf	25-26 Est to Complete
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 349 FUTURE STREET PROJECTS	\$1,199,366.00	\$0.00	\$1,199,366.00	100.00%	\$0.00	\$1,199,366.00	-\$1,199,366.00		
FUND 350 EQUIPMENT REVOLVING FUND									
Revenue Accounts									
DEPT 480 COMMUNITY CENTER	\$28,000.00	\$1,151.10	\$26,848.90	95.89%	\$0.00	\$28,000.00	-\$28,000.00	0.04	-0.96
DEPT 910 TRANSFER IN/OUT	\$300,000.00	\$0.00	\$300,000.00	100.00%	\$0.00	\$300,000.00	-\$300,000.00	0.00	-1.00
DEPT 950 GENERAL REVENUES	\$101,000.00	\$0.00	\$101,000.00	100.00%	\$0.00	\$101,000.00	-\$101,000.00	0.00	-0.67
Total Revenue Accounts	\$429,000.00	\$1,151.10	\$427,848.90	99.73%	\$0.00	\$429,000.00	-\$429,000.00	0.01	-0.79
Expenditure Accounts									
DEPT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 110 POLICE	\$80,000.00	\$0.00	\$80,000.00	100.00%	\$0.00	\$80,000.00	-\$80,000.00	0.00	-0.50
DEPT 150 FIRE	\$425,750.00	\$8,100.00	\$417,650.00	98.10%	\$0.00	\$425,750.00	-\$425,750.00	0.00	-0.50
DEPT 210 ROADS, BRIDGES, SIDEWALKS	\$235,000.00	\$0.00	\$235,000.00	100.00%	\$0.00	\$235,000.00	-\$235,000.00	0.00	-0.33
DEPT 430 PARKS	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 480 COMMUNITY CENTER	\$28,000.00	\$0.00	\$28,000.00	100.00%	\$0.00	\$28,000.00	-\$28,000.00	0.00	-1.00
DEPT 615 IT DEPARTMENT	\$23,700.00	\$7,172.77	\$16,527.23	69.74%	\$0.00	\$23,700.00	-\$23,700.00	0.30	-0.70
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$792,450.00	\$15,272.77	-\$777,177.23	98.07%	\$0.00	\$792,450.00	-\$792,450.00	0.02	-0.36
Total FUND 350 EQUIPMENT REVOLVING FUND	-\$363,450.00	-\$14,121.67	-\$349,328.33	96.11%	\$0.00	-\$363,450.00	\$363,450.00		
FUND 600 WATER									
Revenue Accounts									
DEPT 810 WATER	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 600 WATER	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 610 SEWER									
Revenue Accounts									
DEPT 815 SEWER	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00



CITY OF WINDSOR HEIGHTS

09/11/25 9:54 AM

Page 17

*Budget Control Summary

Current Period: August 25-26

Account Descr	25-26 Cumulative Budget	25-26 Cumulative Actuals	25-26 Cumulative Variance	25-26 % Variance	25-26 Adopted Budget	25-26 Forecast	Variance at Completion	25-26 YTD Perf	25-26 Est to Complete
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 815 SEWER	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 610 SEWER	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
FUND 670 GARBAGE/RECYCLING									
Revenue Accounts									
DEPT 840 GARBAGE/RECYCLING	\$358,000.00	\$83,819.07	\$274,180.93	76.59%	\$0.00	\$358,000.00	-\$358,000.00	0.11	-0.49
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$358,000.00	\$83,819.07	\$274,180.93	76.59%	\$0.00	\$358,000.00	-\$358,000.00	0.09	-0.41
Expenditure Accounts									
DEPT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 840 GARBAGE/RECYCLING	\$431,656.00	\$33,590.87	\$398,065.13	92.22%	\$0.00	\$431,656.00	-\$431,656.00	0.06	-0.56
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$431,656.00	\$33,590.87	-\$398,065.13	92.22%	\$0.00	\$431,656.00	-\$431,656.00	0.05	-0.45
Total FUND 670 GARBAGE/RECYCLING	-\$73,656.00	\$50,228.20	-\$123,884.20	168.19%	\$0.00	-\$73,656.00	\$73,656.00		
FUND 740 STORM WATER									
Revenue Accounts									
DEPT 865 STORM WATER	\$625,600.00	\$139,103.31	\$486,496.69	77.76%	\$0.00	\$625,600.00	-\$625,600.00	0.04	-0.16
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$625,600.00	\$139,103.31	\$486,496.69	77.76%	\$0.00	\$625,600.00	-\$625,600.00	0.04	-0.13
Expenditure Accounts									
DEPT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
DEPT 865 STORM WATER	\$496,802.00	\$44,666.69	\$452,135.31	91.01%	\$0.00	\$496,802.00	-\$496,802.00	0.10	-0.65
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00



CITY OF WINDSOR HEIGHTS

09/11/25 9:54 AM

Page 18

*Budget Control Summary

Current Period: August 25-26

Account Descr	25-26 Cumulative Budget	25-26 Cumulative Actuals	25-26 Cumulative Variance	25-26 % Variance	25-26 Adopted Budget	25-26 Forecast	Variance at Completion	25-26 YTD Perf	25-26 Est to Complete
Total Expenditure Accounts	\$496,802.00	\$44,666.69	-\$452,135.31	91.01%	\$0.00	\$496,802.00	-\$496,802.00	0.09	-0.57
Total FUND 740 STORM WATER	\$128,798.00	\$94,436.62	\$34,361.38	26.68%	\$0.00	\$128,798.00	-\$128,798.00		
FUND 805 INTERNAL SERVICE FUND									
Revenue Accounts									
DEPT 910 TRANSFER IN/OUT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Revenue Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Expenditure Accounts									
DEPT	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total Expenditure Accounts	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00	0.00
Total FUND 805 INTERNAL SERVICE FUND	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	\$0.00	\$0.00		
	-	-\$2,808,463.10	-	79.28%	\$0.00	-	\$13,554,354.00		
	\$13,554,354.00		\$10,745,890.9			\$13,554,354.0			

FILTER: None



CITY OF WINDSOR HEIGHTS

09/11/25 1:41 PM

Page 1

***Check Detail Register©**

Batch: PAY20250117.00,PAY20250117.01,PAY20250118.00,PAY20250118.01,PRL-081525,081525PAY,081825PAY,082225PAY,PRL-082925,PRL-82625,082925PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
1110 CASH					
485 e	08/12/25	FEDERAL TAX DEPOSIT			
G 001-2120		FEDERAL W/H PAYABLE	\$13,056.75		
G 001-2121		FICA W/H PAYABLE	\$17,671.90		
		Total	\$30,728.65		
486 e	08/12/25	ISOLVED BENEFIT SERVICES			
G 001-2131		FSA AND DEPENDENT C	\$1,510.83		
		Total	\$1,510.83		
487 e	08/12/25	IPERS			
G 001-2123		IPERS PAYABLE	\$17,825.81		
		Total	\$17,825.81		
488 e	08/12/25	STATE OF IOWA			
G 001-2122		STATE W/H PAYABLE	\$3,307.69		
		Total	\$3,307.69		
489 e	08/12/25	MANHATTANLIFE			
G 001-2132		MANHATTAN LIFE	\$31.25		DAVISON, MARK
G 001-2132		MANHATTAN LIFE	\$3.38		JONES, BRIAN
G 001-2132		MANHATTAN LIFE	\$22.42		MEASE, JAMES
G 001-2132		MANHATTAN LIFE	\$6.63		PRICE, JEFF
G 001-2132		MANHATTAN LIFE	\$21.60		ROBERTS, JASON
G 001-2132		MANHATTAN LIFE	\$11.13		ROTH, PETE
G 001-2132		MANHATTAN LIFE	\$10.00		STAPLETON, BRIAN
		Total	\$106.41		
490 e	08/12/25	ASSURITY			
G 001-2128		ASSURITY	\$10.21		SWISHER, RACHELLE ASSURITY
G 001-2128		ASSURITY	\$18.31		AHRENS, TYLER ASSURITY
G 001-2128		ASSURITY	\$5.88		BROWN, CODY ASSURITY
G 001-2128		ASSURITY	\$36.07		DAVISON, MARK ASSURITY
G 001-2128		ASSURITY	\$45.10		IRLBECK, MICHAEL ASSURITY
G 001-2128		ASSURITY	\$33.62		MEASE, JAMES ASSURITY
G 001-2128		ASSURITY	\$18.75		NORRIS, CHAD ASSURITY
G 001-2128		ASSURITY	\$19.70		PRICE, JEFF ASSURITY
G 001-2128		ASSURITY	\$16.84		ROBERTS, JASON ASSURITY
G 001-2128		ASSURITY	\$39.82		ROTH, PETE ASSURITY
G 001-2128		ASSURITY	\$9.84		STRAIT, ADAM ASSURITY
		Total	\$254.14		
491 e	08/12/25	ICMA RETIREMENT TRUST			
G 001-2125		DEF COMP PAYABLE IC	\$150.36		SWISHER, RACHELLE ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$39.39		BOWERS, RYAN ICMA DEFERRED COMP
G 001-2125		DEF COMP PAYABLE IC	\$55.99		BOWERS, RYAN ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$54.37		BREESE, TAMMY ICMA DEFERRED COMP
G 001-2125		DEF COMP PAYABLE IC	\$127.69		BREESE, TAMMY ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$75.00		BROWN, CODY ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$100.00		DAVISON, MARK ICMA DEFERRED COMP
G 001-2125		DEF COMP PAYABLE IC	\$55.99		DAVISON, MARK ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$100.00		IRLBECK, MICHAEL ICMA DEFERRED COMP

***Check Detail Register©**

Batch: PAY20250117.00,PAY20250117.01,PAY20250118.00,PAY20250118.01,PRL-081525,081525PAY,081825PAY,082225PAY,PRL-082925,PRL-82625,082925PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 001-2125		DEF COMP PAYABLE IC	\$62.71		IRLBECK, MICHAEL ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$75.00		JACKS, DANIEL ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$49.85		JONES, BRIAN ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$75.00		LEUTHOLD, NATHAN ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$75.00		MEASE, JAMES ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$75.00		MOON, ERIC ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$75.00		MUERNER, MARK ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$30.00		NISSSEN, ANDREW ICMA DEFERRED COMP
G 001-2125		DEF COMP PAYABLE IC	\$149.65		NISSSEN, ANDREW ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$83.61		NORRIS, CHAD ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$55.99		PALMER, MATTHEW ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$75.00		PEDERSEN, TYLER ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$25.00		PERKINS, JOSHUA ICMA DEFERRED COMP
G 001-2125		DEF COMP PAYABLE IC	\$75.00		PERKINS, JOSHUA ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$75.00		PLEINESS, CATHERINE ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$75.00		PRICE, JEFF ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$75.00		ROBERTS, JASON ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$55.99		ROETMAN, JOSEPH ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$75.00		ROTH, PETE ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$37.50		STAPLETON, BRIAN ICMA DEFERRED COMP
G 001-2125		DEF COMP PAYABLE IC	\$22.00		STAPLETON, BRIAN ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$75.00		STRAIT, ADAM ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$50.00		WARNE, JARED ICMA DEFERRED COMP
Total			\$2,281.09		
492 e	08/12/25	DELTA DENTAL OF IOWA			
G 001-2127		VISION/DENTAL	\$3,229.42		
Total			\$3,229.42		
495 e	08/15/25	BANKERS TRUST COMPANY			
E 001-620-6405		COURT & RECORDING F	\$37.90		CC FEES
Total			\$37.90		
496 e	08/15/25	BANKERS TRUST COMPANY			
E 001-620-6405		COURT & RECORDING F	\$156.82		CC FEES
Total			\$156.82		
497 e	08/15/25	BANKERS TRUST COMPANY			
E 001-620-6405		COURT & RECORDING F	\$125.98		CC FEES
Total			\$125.98		
498 e	08/15/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$29.18	570165031	801 73RD ST
Total			\$29.18		
499 e	08/15/25	PITNEY BOWES CREDIT CORP			
E 001-620-6508		POSTAGE & SHIPPING	\$191.28	3321134571	POSTAGE METER
Total			\$191.28		
500 e	08/29/25	FEDERAL TAX DEPOSIT			
G 001-2120		FEDERAL W/H PAYABLE	\$547.39		
G 001-2121		FICA W/H PAYABLE	\$833.06		

***Check Detail Register©**

Batch: PAY20250117.00,PAY20250117.01,PAY20250118.00,PAY20250118.01,PRL-081525,081525PAY,081825PAY,082225PAY,PRL-082925,PRL-82625,082925PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$1,380.45		
501 e	08/29/25	STATE OF IOWA			
G 001-2122		STATE W/H PAYABLE	\$174.21		
Total			\$174.21		
502 e	08/29/25	FEDERAL TAX DEPOSIT			
G 001-2120		FEDERAL W/H PAYABLE	\$13,532.95		
G 001-2121		FICA W/H PAYABLE	\$18,048.08		
Total			\$31,581.03		
503 e	08/29/25	ISOLVED BENEFIT SERVICES			
G 001-2131		FSA AND DEPENDENT C	\$1,510.83		
Total			\$1,510.83		
504 e	08/29/25	IPERS			
G 001-2123		IPERS PAYABLE	\$18,284.91		
Total			\$18,284.91		
505 e	08/29/25	STATE OF IOWA			
G 001-2122		STATE W/H PAYABLE	\$3,369.30		
Total			\$3,369.30		
506 e	08/29/25	MANHATTANLIFE			
G 001-2132		MANHATTAN LIFE	\$3.38		JONES, BRIAN
G 001-2132		MANHATTAN LIFE	\$22.42		MEASE, JAMES
G 001-2132		MANHATTAN LIFE	\$6.63		PRICE, JEFF
G 001-2132		MANHATTAN LIFE	\$21.60		ROBERTS, JASON
G 001-2132		MANHATTAN LIFE	\$11.13		ROTH, PETE
G 001-2132		MANHATTAN LIFE	\$10.00		STAPLETON, BRIAN
G 001-2132		MANHATTAN LIFE	\$31.25		DAVISON, MARK
Total			\$106.41		
507 e	08/29/25	ASSURITY			
G 001-2128		ASSURITY	\$10.21		SWISHER, RACHELLE ASSURITY
G 001-2128		ASSURITY	\$18.31		AHRENS, TYLER ASSURITY
G 001-2128		ASSURITY	\$5.88		BROWN, CODY ASSURITY
G 001-2128		ASSURITY	\$36.07		DAVISON, MARK ASSURITY
G 001-2128		ASSURITY	\$45.10		IRLBECK, MICHAEL ASSURITY
G 001-2128		ASSURITY	\$33.62		MEASE, JAMES ASSURITY
G 001-2128		ASSURITY	\$18.75		NORRIS, CHAD ASSURITY
G 001-2128		ASSURITY	\$19.70		PRICE, JEFF ASSURITY
G 001-2128		ASSURITY	\$16.84		ROBERTS, JASON ASSURITY
G 001-2128		ASSURITY	\$39.82		ROTH, PETE ASSURITY
G 001-2128		ASSURITY	\$9.84		STRAIT, ADAM ASSURITY
Total			\$254.14		
508 e	08/29/25	ICMA RETIREMENT TRUST			
G 001-2125		DEF COMP PAYABLE IC	\$150.36		SWISHER, RACHELLE ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$45.52		BOWERS, RYAN ICMA DEFERRED COMP
G 001-2125		DEF COMP PAYABLE IC	\$55.99		BOWERS, RYAN ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$54.37		BREESE, TAMMY ICMA DEFERRED COMP
G 001-2125		DEF COMP PAYABLE IC	\$127.69		BREESE, TAMMY ICMA - EMPLOYER

***Check Detail Register©**

Batch: PAY20250117.00,PAY20250117.01,PAY20250118.00,PAY20250118.01,PRL-081525,081525PAY,081825PAY,082225PAY,PRL-082925,PRL-82625,082925PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 001-2125		DEF COMP PAYABLE IC	\$75.00		BROWN, CODY ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$100.00		DAVISON, MARK ICMA DEFERRED COMP
G 001-2125		DEF COMP PAYABLE IC	\$55.99		DAVISON, MARK ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$100.00		IRLBECK, MICHAEL ICMA DEFERRED COMP
G 001-2125		DEF COMP PAYABLE IC	\$62.71		IRLBECK, MICHAEL ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$75.00		JACKS, DANIEL ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$49.85		JONES, BRIAN ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$75.00		LEUTHOLD, NATHAN ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$75.00		MEASE, JAMES ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$75.00		MOON, ERIC ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$75.00		MUERNER, MARK ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$30.00		NISSEN, ANDREW ICMA DEFERRED COMP
G 001-2125		DEF COMP PAYABLE IC	\$149.65		NISSEN, ANDREW ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$83.61		NORRIS, CHAD ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$55.99		PALMER, MATTHEW ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$75.00		PEDERSEN, TYLER ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$25.00		PERKINS, JOSHUA ICMA DEFERRED COMP
G 001-2125		DEF COMP PAYABLE IC	\$75.00		PERKINS, JOSHUA ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$75.00		PLEINESS, CATHERINE ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$75.00		PRICE, JEFF ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$75.00		ROBERTS, JASON ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$55.99		ROETMAN, JOSEPH ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$75.00		ROTH, PETE ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$37.50		STAPLETON, BRIAN ICMA DEFERRED COMP
G 001-2125		DEF COMP PAYABLE IC	\$22.00		STAPLETON, BRIAN ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$75.00		STRAIT, ADAM ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	\$50.00		WARNE, JARED ICMA DEFERRED COMP
Total			\$2,287.22		
58956	08/15/25	AMAZON CAPITAL SERVICES			
E 001-150-6504		MINOR EQUIPMENT	\$9.49	13VC-F9XC-J	TTL POUCHES
E 001-150-6507		OPERATING SUPPLIES	\$17.94	14TV-4KCP-	KNOX BOX MAINT LUBE
E 001-150-6506		OFFICE SUPPLIES	\$12.59	17CT-4NHX-	KEY TAGS
E 001-150-6504		MINOR EQUIPMENT	\$87.50	1CYV-1QFJ-	GAS O2 SENSOR
E 001-110-6504		MINOR EQUIPMENT	\$14.25	1FQL-W1PF-	LIGHT KEY
E 001-150-6504		MINOR EQUIPMENT	\$9.98	1HX9-TRD1-	PICK SET TTL
E 001-620-6506		OFFICE SUPPLIES	\$46.36	1KY3-4XQR-	TORK PAPER TOWEL ROLLS
E 001-150-6507		OPERATING SUPPLIES	\$9.98	1KYD-C7G6-	DRY LUBE
E 001-150-6506		OFFICE SUPPLIES	\$4.99	1MKT-L7G6-	CARIBINER CLIPS
E 001-150-6504		MINOR EQUIPMENT	\$18.80	1N1M-V74G-	PRY BAR TTL KIT
E 001-150-6504		MINOR EQUIPMENT	\$32.28	1NK7-LWL7-	TTL TOOLS
E 001-150-6504		MINOR EQUIPMENT	\$9.99	1PD9-V7HG-	PRY BAR TTL KIT
E 001-150-6504		MINOR EQUIPMENT	\$21.12	1RNY-HGKP-	TTL TOOL BOXES
E 001-150-6332		REPAIR - VEHICLES & E	\$4.64	1YN7-C4RG-	AUTO LIGHT BULBS
Total			\$299.91		
58957	08/15/25	BOLTON & MENK			
E 303-430-6407		PROF FEES/ENGINEERI	\$429.00	0369724	COLBY PARK ENG
E 321-210-6407		PROF FEES/ENGINEERI	\$6,492.00	0369726	WALNUT CREEK WATER ACCESS
E 322-210-6407		PROF FEES/ENGINEERI	\$19,118.00	0370314	73RD ST PHASE 2 ENG
Total			\$26,039.00		



CITY OF WINDSOR HEIGHTS

09/11/25 1:41 PM

Page 5

*Check Detail Register©

Batch: PAY20250117.00,PAY20250117.01,PAY20250118.00,PAY20250118.01,PRL-081525,081525PAY,081825PAY,082225PAY,PRL-082925,PRL-82625,082925PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
58958	08/15/25	BRICK GENTRY PC			
E 001-640-6411		LEGAL	\$5,635.00	453004	JULY LEGAL FEES
E 001-110-6411		LEGAL	\$105.00	453004	JULY LEGAL FEES
E 001-110-6411		LEGAL	\$2,090.00	453005	JULY LEGAL FEES
		Total	\$7,830.00		
58959	08/15/25	BULLZEYE, INC			
E 001-110-6409		JANITORIAL	\$955.00	9803	PSB JULY CLEANINGS
		Total	\$955.00		
58960	08/15/25	CINTAS			
E 001-150-6310		BUILDING REPAIR	\$39.02	5284359608	FIRST AID CABINET SUPPLIES
		Total	\$39.02		
58961	08/15/25	CONSTRUCTION MATERIALS TESTING			
E 326-210-6761		CAP OUTLAY	\$370.00	55769	68TH ST SOUTH TESTING
E 322-210-6761		CAP OUTLAY	\$1,476.50	55771	73RD ST TESTING
		Total	\$1,846.50		
58962	08/15/25	DAIDA			
E 001-110-6507		OPERATING SUPPLIES	\$545.53	207913	RADIX MONTHLY SUBSCRIPTION
		Total	\$545.53		
58963	08/15/25	DAVISON, MARK			
E 001-110-6180		ALLOWANCES	\$760.43		CLOTHING ALLOWANCE
		Total	\$760.43		
58964	08/15/25	DENTONS DAVIS BROWN PC			
E 001-640-6411		LEGAL	\$60.00	1609576	JULY LEGAL FEES
		Total	\$60.00		
58965	08/15/25	DES MOINES WATER WORKS			
E 001-430-6507		OPERATING SUPPLIES	\$15.27		1200 66TH ST
E 001-480-6371		UTILITIES	\$35.27		6900 SCHOOL ST
E 001-150-6371		UTILITIES	\$49.16		1133 66TH ST
E 001-480-6371		UTILITIES	\$23.10		6800 SCHOOL ST
E 001-620-6371		UTILITIES	\$3.95		1145 66TH ST
		Total	\$126.75		
58966	08/15/25	DINGES FIRE COMPANY			
E 001-150-6180		ALLOWANCES	\$99.00	74675	KLING FIRE GLOVES
		Total	\$99.00		
58967	08/15/25	GALLS LLC			
E 001-110-6180		ALLOWANCES	\$76.85	032122216	CLOTHING ALLOWANCE
		Total	\$76.85		
58968	08/15/25	GANNETT IOWA LOCALIQ			
E 001-620-6414		PUBLICATIONS	\$704.00	1250074	PUBLICATIONS
		Total	\$704.00		
58969	08/15/25	HELIX PEST SOLUTIONS LLC			
E 001-150-6310		BUILDING REPAIR	\$35.00	11661	PEST CONTROL



CITY OF WINDSOR HEIGHTS

09/11/25 1:41 PM

Page 6

***Check Detail Register©**

Batch: PAY20250117.00,PAY20250117.01,PAY20250118.00,PAY20250118.01,PRL-081525,081525PAY,081825PAY,082225PAY,PRL-082925,PRL-82625,082925PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$35.00		
58970	08/15/25	IOWA LEAGUE OF CITIES			
E 001-610-6407		PROF FEES/ENGINEERI	\$30.00		MAYORS ASSOC DUES
Total			\$30.00		
58971	08/15/25	LEXIPOL, LLC			
E 001-110-6507		OPERATING SUPPLIES	\$7,125.00	INVPR1125	LEXIPOL GRANT PROGRAM
Total			\$7,125.00		
58972	08/15/25	MERCY ONE CLIVE PHARMACY			
E 001-160-6498		MEDICAL SUPPLIES	\$79.05	146	MEDICATIONS
Total			\$79.05		
58973	08/15/25	METRONET			
E 001-615-6373		COMMUNICATIONS	\$179.90		INTERNET
Total			\$179.90		
58974	08/15/25	NAPA AUTO PARTS			
E 001-150-6332		REPAIR - VEHICLES & E	\$85.90	673398	AIR FILTER 551
Total			\$85.90		
58975	08/15/25	OMNI BILLING			
E 001-160-6413		CONTRIBUTIONS & PAY	\$815.23	7312025	JULY RECEIPTS
Total			\$815.23		
58976	08/15/25	PREMIER AUTOMOTIVE			
E 001-160-6332		REPAIR - VEHICLES & E	\$111.82		553 EXHAUST REPAIR
E 001-110-6332		REPAIR - VEHICLES & E	\$37.33	9072901	CAR 36 OIL CHANGE
E 001-110-6332		REPAIR - VEHICLES & E	\$37.33	9073350	CAR 25 OIL CHANGE
Total			\$186.48		
58977	08/15/25	QPS EMPLOYMENT GROUP			
E 001-620-6020		SALARIES - PARTTIME	\$460.80	0881692	HANKINS, ALLIE 8/2/25
E 001-620-6020		SALARIES - PARTTIME	\$460.80	0882550	HANKINS, ALLIE 8/9/25
Total			\$921.60		
58978	08/15/25	SAFE BUILDING COMPLIANCE			
E 001-150-6407		PROF FEES/ENGINEERI	\$560.00	04092370	JULY INSPECTIONS
Total			\$560.00		
58979	08/15/25	TRANSUNION RISK & ALTERNATIVE			
E 001-110-6507		OPERATING SUPPLIES	\$75.00		JULY BILLING
Total			\$75.00		
58980	08/15/25	UNITYPOINT CLINIC-OCCUPATIONAL			
E 112-210-6131		PHYSICALS	\$42.00	275891	DOT DRUG TEST
Total			\$42.00		
58981	08/15/25	UNITYPOINT HEALTH			
E 001-150-6411		LEGAL	\$778.54	276737	PHYSICAL
Total			\$778.54		
58982	08/15/25	UNIVERSITY WEST PET CLINIC			



CITY OF WINDSOR HEIGHTS

09/11/25 1:41 PM

Page 7

Check Detail Register©*Batch: PAY20250117.00,PAY20250117.01,PAY20250118.00,PAY20250118.01,PRL-081525,081525PAY,081825PAY,082225PAY,PRL-082925,PRL-82625,082925PAY**

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 001-150-6505		DOG EXPENSES	\$315.90	538641	VET CHECK UP
		Total	\$315.90		
58983	08/19/25	ABSOLUTE CONCRETE CONSTRUCTION			
E 322-210-6761		CAP OUTLAY	\$321,032.03		73RD ST PHASE 1 PAY REQUEST #13
		Total	\$321,032.03		
58984	08/19/25	AMAZON CAPITAL SERVICES			
E 110-210-6507		OPERATING SUPPLIES	\$99.00	16F1-9L3T-1	MANUAL
E 001-620-6506		OFFICE SUPPLIES	\$75.20	17MN-KK9X-	SUPPLIES
E 303-430-6760		CAP OUTLAY	\$746.64	1YT7-FQ9R-	SPLASH PAD RESURFACING MATERIALS
		Total	\$920.84		
58985	08/19/25	CORPORATE BILLING			
E 110-210-6332		REPAIR - VEHICLES & E	\$805.46	RA30100566	2014 INTERNATIONAL
E 110-210-6332		REPAIR - VEHICLES & E	\$13,542.81	RA30100575	2014 INTERNATIONAL REPAIRS
E 110-210-6332		REPAIR - VEHICLES & E	\$1,096.26	RA30100575	2014 INTERNATIONAL REPAIRS
		Total	\$15,444.53		
58986	08/19/25	BAKER ELECTRIC INC.			
E 326-210-6761		CAP OUTLAY	\$7,029.26	26015-01	LIGHING PIPE AND WIRE
		Total	\$7,029.26		
58987	08/19/25	BANKERS TRUST COMPANY			
E 001-620-6405		COURT & RECORDING F	(\$459.34)		CC FEES PAID IN ERROR
E 001-110-6180		ALLOWANCES	(\$1,468.96)		SERT HELMET PAID IN ERROR
E 110-210-6417		STREET MAINTENANCE	(\$1,064.00)		SIGNS PAID IN ERROR
E 110-210-6417		STREET MAINTENANCE	(\$319.77)		SIGNS PAID IN ERROR
E 001-150-6230		TRAINING	(\$42.58)		FDIC MEALS PAID IN ERROR
E 001-615-6419		TECHNOLOGY SERVICE	\$120.00	08192025 35	CHAT GPT
E 001-615-6419		TECHNOLOGY SERVICE	\$150.00	08192025 35	CHAT GPT
E 001-470-6499		MISC/REFUNDS	\$31.99	08192025 35	STORAGE UNIT
E 001-610-6507		OPERATING SUPPLIES	\$31.98	08192025 35	ZOOM
E 001-615-6507		OPERATING SUPPLIES	\$430.90	08192025 35	ADOBE
E 001-620-6373		COMMUNICATIONS	\$90.00	08192025 35	CONSTANT CONTACT
E 001-620-6373		COMMUNICATIONS	\$14.98	08192025 35	CUSTOM URL FOR PUBLIC GIS
E 001-615-6507		OPERATING SUPPLIES	\$339.96	08192025 35	NOVA BACKUP
E 001-110-6502		PROMO/COMMUNITY RE	\$190.00	08192025 84	WINDSOR PATCH STICKERS
E 001-110-6507		OPERATING SUPPLIES	\$250.00	08192025 84	EMPLOYEE ID CARDS
E 001-430-6332		REPAIR - VEHICLES & E	\$444.42	08192025 84	REPAIRS
E 110-210-6507		OPERATING SUPPLIES	\$108.47	08192025 84	SUPPLIES
E 110-210-6507		OPERATING SUPPLIES	\$57.30	08192025 84	SUPPLIES
E 110-210-6507		OPERATING SUPPLIES	\$456.99	08192025 84	SUPPLIES
E 001-430-6332		REPAIR - VEHICLES & E	\$100.72	08192025 84	REPAIRS
E 001-430-6511		BLDG & GROUNDS OPE	\$107.80	08192025 84	SUPPLIES
E 110-210-6507		OPERATING SUPPLIES	\$19.99	08192025 84	SUPPLIES
E 001-430-6332		REPAIR - VEHICLES & E	\$15.98	08192025 84	SUPPLIES
E 110-210-6180		ALLOWANCES	\$238.00	08192025 84	CLOTHING ALLOWANCE
E 740-865-6507		OPERATING SUPPLIES	\$144.75	08192025 84	SUPPLIES
E 110-210-6180		ALLOWANCES	\$124.90	08192025 84	CLOTHING ALLOWANCE
E 001-150-6504		MINOR EQUIPMENT	\$43.30	08192025 96	HAND TOOLS
E 001-150-6411		LEGAL	\$15.00	08192025 96	BACKGROUND CHECK



CITY OF WINDSOR HEIGHTS

09/11/25 1:41 PM

Page 8

Check Detail Register©*Batch: PAY20250117.00,PAY20250117.01,PAY20250118.00,PAY20250118.01,PRL-081525,081525PAY,081825PAY,082225PAY,PRL-082925,PRL-82625,082925PAY**

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 001-150-6180		ALLOWANCES	\$145.89	08192025 96	CLOTHING ALLOWANCE
E 001-160-6230		TRAINING	\$285.00	08192025 96	GEMT TRAINING
E 001-160-6210		DUES & MEMBERSHIPS	\$200.00	08192025 96	IEMSA MEMBERSHIP
E 001-150-6310		BUILDING REPAIR	\$248.62	08192025 96	POWER WASHER
E 001-615-6490		OTHER PROF SERVICE	\$828.00	08192025 99	MICROSOFT
E 001-615-6490		OTHER PROF SERVICE	\$41.29	08192025 99	MICROSOFT
E 001-615-6507		OPERATING SUPPLIES	\$339.96	08192025 99	NOVA BACKUP
E 001-615-6507		OPERATING SUPPLIES	\$339.96	08192025 99	NOVA BACKUP
E 001-110-6502		PROMO/COMMUNITY RE	\$65.94	08192025 99	COOKIES FOR PS NIGHT OUT
E 001-110-6502		PROMO/COMMUNITY RE	\$37.90	08192025 99	DRINKS FOR PS NIGHT OUT
Total			\$2,705.34		
58988	08/19/25	BEST WINDOW TINTING			
E 001-110-6331		MOTOR VEHICLE OPER	\$50.00	8320-12	TINT REMOVAL
Total			\$50.00		
58989	08/19/25	CALIBER CONCRETE LLC			
E 303-430-6760		CAP OUTLAY	\$6,726.00		COLBY PARK PAY REQUEST #12
Total			\$6,726.00		
58990	08/19/25	CLIVE POWER EQUIP.			
E 001-430-6507		OPERATING SUPPLIES	\$40.94	12249	TRIMMER LINE
Total			\$40.94		
58991	08/19/25	CONCRETE POLYFIX			
E 110-210-6417		STREET MAINTENANCE	\$900.00	2507-3111-8	MAINTENANCE
Total			\$900.00		
58992	08/19/25	CONCRETE SUPPLY INC.			
E 740-865-6765		STORM DRAINAGE CAPI	\$265.00	794674	66TH ST STORM
E 110-210-6417		STREET MAINTENANCE	\$1,218.00	794917	MAINTENANCE
Total			\$1,483.00		
58993	08/19/25	DES MOINES PUBLIC LIBRARY			
E 001-410-6413		CONTRIBUTIONS & PAY	\$17,389.11	081825-0126	1ST QTR FY26
Total			\$17,389.11		
58994	08/19/25	GALLS LLC			
E 001-110-6180		ALLOWANCES	\$77.34	032216989	CLOTHING ALLOWANCE
Total			\$77.34		
58995	08/19/25	HELIX PEST SOLUTIONS LLC			
E 110-210-6310		BUILDING REPAIR	\$28.00	11659	PEST CONTROL
E 001-480-6511		BLDG & GROUNDS OPE	\$30.00	11660	PEST CONTROL
Total			\$58.00		
58996	08/19/25	INROADS LLC			
E 110-210-6417		STREET MAINTENANCE	\$1,663.50	3124	HOT MIX ASPHALT
Total			\$1,663.50		
58997	08/19/25	INTERSTATE ALL BATTERY			
E 110-210-6507		OPERATING SUPPLIES	\$39.70	19246010748	BATTERIES
Total			\$39.70		



CITY OF WINDSOR HEIGHTS

09/11/25 1:41 PM

Page 9

*Check Detail Register©

Batch: PAY20250117.00,PAY20250117.01,PAY20250118.00,PAY20250118.01,PRL-081525,081525PAY,081825PAY,082225PAY,PRL-082925,PRL-82625,082925PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
58998	08/19/25	IOWA SOLUTIONS INC			
E 350-615-6727		OTHER CAPITAL EQUIP	\$4,020.33	95408	SERVER HARD DRIVES
		Total	\$4,020.33		
58999	08/19/25	JC MIDWEST SERVICES LLC			
E 740-865-6765		STORM DRAINAGE CAPI	\$245.00	10182	HAULING WALNUT CREEK TREES
		Total	\$245.00		
59000	08/19/25	KIRKHAM MICHAEL			
E 110-210-6407		PROF FEES/ENGINEERI	\$1,035.00	98339	BRIDGE INSPECTION
		Total	\$1,035.00		
59001	08/19/25	LASHIER GRAPHICS & SIGNS			
E 001-430-6511		BLDG & GROUNDS OPE	\$187.50	33280	PLAYGROUND SIGNS
		Total	\$187.50		
59002	08/19/25	LOUNSBURY LANDSCAPING			
E 110-210-6507		OPERATING SUPPLIES	\$508.78	9381	ROADSTONE
		Total	\$508.78		
59003	08/19/25	MANHATTANLIFE			
G 001-2132		MANHATTAN LIFE	\$212.79		BENEFITS
		Total	\$212.79		
59004	08/19/25	MENARDS			
E 001-430-6507		OPERATING SUPPLIES	\$27.00	12858	SUPPLIES
E 110-210-6180		ALLOWANCES	\$44.17	12858	SUPPLIES
		Total	\$71.17		
59005	08/19/25	METRONET			
E 001-615-6373		COMMUNICATIONS	\$415.56		INTERNET
		Total	\$415.56		
59006	08/19/25	MIDWEST MOM & WIFE LLC			
E 001-470-6497		FALL FESTIVAL	\$750.00	766	ADVERTISING
		Total	\$750.00		
59007	08/19/25	MID-IOWA PLANNING ALLIANCE			
E 001-530-6413		CONTRIBUTIONS & PAY	\$788.00	1418	FY26 MEMBERSHIP DUES
		Total	\$788.00		
59008	08/19/25	MUNICIPAL SUPPLY INC.			
E 740-865-6765		STORM DRAINAGE CAPI	\$1,361.00	0950289-IN	66TH STORM GRATES EAST SIDE
		Total	\$1,361.00		
59009	08/19/25	MURPHY TRACTOR & EQUIP. CO.			
E 110-210-6332		REPAIR - VEHICLES & E	\$2,502.78	2498333	JOHN DEERE REPAIRS
		Total	\$2,502.78		
59010	08/19/25	NICHOLS EQUIPMENT LLC			
E 001-430-6511		BLDG & GROUNDS OPE	\$1,242.00	55455	SUPPLIES
		Total	\$1,242.00		
59011	08/19/25	O'DONNELL ACE HICKMAN			



CITY OF WINDSOR HEIGHTS

09/11/25 1:41 PM

Page 10

***Check Detail Register©**

Batch: PAY20250117.00,PAY20250117.01,PAY20250118.00,PAY20250118.01,PRL-081525,081525PAY,081825PAY,082225PAY,PRL-082925,PRL-82625,082925PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 001-430-6507		OPERATING SUPPLIES	\$17.33	605091/6	SUPPLIES
		Total	\$17.33		
59012	08/19/25	O'REILLY AUTO PARTS			
E 001-430-6332		REPAIR - VEHICLES & E	\$64.15	0342-362562	SUPPLIES
		Total	\$64.15		
59013	08/19/25	PFM FINANCIAL ADVISORS LLC			
E 001-620-6490		OTHER PROF SERVICE	\$7,500.00	136738	2025 VALUATION ANALYSIS/HF718
		Total	\$7,500.00		
59014	08/19/25	PORTER DO-IT BEST HARDWARE			
E 001-430-6511		BLDG & GROUNDS OPE	\$70.00	550086	PRESSURE WASHER RENTAL
E 001-430-6511		BLDG & GROUNDS OPE	(\$35.00)	550120	CREDIT RETURN OF EQUIPMENT
		Total	\$35.00		
59015	08/19/25	SECTOR			
E 001-110-6331		MOTOR VEHICLE OPER	\$106.25	INV-000999	CAR 21 EQUIP REMOVAL
		Total	\$106.25		
59016	08/19/25	SHEKAR ENGINEERING, P.L.C.			
E 326-210-6761		CAP OUTLAY	\$227,939.00		68TH ST S PAY REQUEST #4
		Total	\$227,939.00		
59017	08/19/25	SMITH'S SEWER SERVICE			
E 326-210-6761		CAP OUTLAY	\$447.25	476399	TELEWISE AND TRACE LINES
		Total	\$447.25		
59018	08/19/25	TOP NOTCH TREE CARE			
E 110-299-6490		OTHER PROF SERVICE	\$2,135.00	1046	6714 UNIV TREE REMOVAL
		Total	\$2,135.00		
59019	08/19/25	UNIVERSITY DM ACE HARDWARE			
E 110-210-6507		OPERATING SUPPLIES	\$137.43	7070985/7	SUPPLIES
E 001-430-6507		OPERATING SUPPLIES	\$22.98	7070991/7	SUPPLIES
E 110-210-6507		OPERATING SUPPLIES	\$20.99	707859/7	SUPPLIES
E 110-210-6507		OPERATING SUPPLIES	\$26.38	707861/7	SUPPLIES
E 110-210-6507		OPERATING SUPPLIES	\$27.99	707875/7	SUPPLIES
E 110-210-6507		OPERATING SUPPLIES	\$49.98	707911/7	SUPPLIES
E 110-210-6507		OPERATING SUPPLIES	\$27.67	707923/7	SUPPLIES
E 001-430-6511		BLDG & GROUNDS OPE	\$61.98	707946/7	SUPPLIES
E 001-430-6511		BLDG & GROUNDS OPE	\$17.99	707956/7	SUPPLIES
E 110-210-6507		OPERATING SUPPLIES	\$16.69	707963/7	SUPPLIES
		Total	\$410.08		
59020	08/19/25	VAN WALL EQUIPMENT			
E 001-430-6332		REPAIR - VEHICLES & E	\$2,125.08	1126042	JOHN DEERE 60 REPAIRS
		Total	\$2,125.08		
59021	08/19/25	WEST DES MOINES TRUE VALUE			
E 001-430-6507		OPERATING SUPPLIES	\$28.85	A1257748	SUPPLIES
E 001-430-6507		OPERATING SUPPLIES	\$13.55	A1258759	SUPPLIES
E 001-480-6507		OPERATING SUPPLIES	\$17.08	A1261331	SUPPLIES



CITY OF WINDSOR HEIGHTS

09/11/25 1:41 PM

Page 11

***Check Detail Register©**

Batch: PAY20250117.00,PAY20250117.01,PAY20250118.00,PAY20250118.01,PRL-081525,081525PAY,081825PAY,082225PAY,PRL-082925,PRL-82625,082925PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 001-430-6511		BLDG & GROUNDS OPE	\$63.75	A1261965	SUPPLIES
E 110-210-6310		BUILDING REPAIR	\$163.91	B1200282	SUPPLIES
E 110-210-6507		OPERATING SUPPLIES	\$75.58	B1201304	SUPPLIES
E 110-210-6507		OPERATING SUPPLIES	\$18.89	B1201437	SUPPLIES
E 001-430-6507		OPERATING SUPPLIES	\$21.17	B1202161	SUPPLIES
E 001-430-6507		OPERATING SUPPLIES	\$22.47	B1202177	SUPPLIES
E 110-210-6507		OPERATING SUPPLIES	\$31.48	B1202765	SUPPLIES
		Total	\$456.73		
59022	08/19/25	WRIGHT OUTDOOR SOLUTIONS			
E 001-430-6511		BLDG & GROUNDS OPE	\$1,000.09	14534	BED MAINTENANCE/WATERING SERVICES
		Total	\$1,000.09		
59023	08/22/25	AIRGAS			
E 001-160-6498		MEDICAL SUPPLIES	\$8.37	5517931066	OXYGEN
		Total	\$8.37		
59024	08/22/25	AMAZON CAPITAL SERVICES			
E 001-150-6507		OPERATING SUPPLIES	\$81.95	1HX3-7CRF-	VEHICLE WASH
		Total	\$81.95		
59025	08/22/25	BOUND TREE MEDICAL LLC			
E 001-160-6498		MEDICAL SUPPLIES	\$573.06	85870089	MEDICAL SUPPLIES
E 001-160-6498		MEDICAL SUPPLIES	\$43.99	85870090	85870090
		Total	\$617.05		
59026	08/22/25	BREESE, TAMMY			
E 001-110-6373		COMMUNICATIONS	\$80.00		AUG CELL PHONE
		Total	\$80.00		
59027	08/22/25	GALLS LLC			
E 001-110-6180		ALLOWANCES	\$109.08	032263013	CLOTHING ALLOWANCE
		Total	\$109.08		
59028	08/22/25	GRIMES ASPHALT & PAVING			
E 330-210-6761		CAP OUTLAY	\$178,412.72		FOREST COURT PAY REQUEST #1
		Total	\$178,412.72		
59029	08/22/25	JONES, BRIAN			
E 001-150-6373		COMMUNICATIONS	\$80.00		AUG CELL PHONE
		Total	\$80.00		
59030	08/22/25	LARSON, ANDY			
E 110-210-6373		COMMUNICATIONS	\$80.00		AUG CELL PHONE
		Total	\$80.00		
59031	08/22/25	LEUTHOLD, NATE			
E 001-620-6373		COMMUNICATIONS	\$80.00		AUG CELL PHONE
		Total	\$80.00		
59032	08/22/25	MEASE, JIM			
E 001-150-6373		COMMUNICATIONS	\$80.00		AUG CELL PHONE
		Total	\$80.00		



CITY OF WINDSOR HEIGHTS

09/11/25 1:41 PM

Page 12

***Check Detail Register©**

Batch: PAY20250117.00,PAY20250117.01,PAY20250118.00,PAY20250118.01,PRL-081525,081525PAY,081825PAY,082225PAY,PRL-082925,PRL-82625,082925PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
59033	08/22/25	NORRIS, CHAD			
E 001-110-6373		COMMUNICATIONS	\$80.00		AUG CELL PHONE
		Total	\$80.00		
59034	08/22/25	PLAGGE, ADAM			
E 001-620-6373		COMMUNICATIONS	\$80.00		AUG CELL PHONE
		Total	\$80.00		
59035	08/22/25	PREMIUM SOLUTIONS			
E 001-620-6507		OPERATING SUPPLIES	\$1,246.30	25-1312	SUPPLIES
		Total	\$1,246.30		
59036	08/22/25	QPS EMPLOYMENT GROUP			
E 001-620-6020		SALARIES - PARTTIME	\$460.80	0883479	HANKINS, ALLIE 8/16/25
		Total	\$460.80		
59037	08/22/25	ROBERTS, JASON			
E 110-210-6373		COMMUNICATIONS	\$80.00		AUG CELL PHONE
		Total	\$80.00		
59038	08/22/25	STRAIT, ADAM			
E 001-620-6373		COMMUNICATIONS	\$80.00		AUG CELL PHONE
		Total	\$80.00		
59039	08/22/25	SWISHER, RACHELLE			
E 001-620-6373		COMMUNICATIONS	\$80.00		AUG CELL PHONE
		Total	\$80.00		
59040	08/22/25	WEX FLEET UNIVERSAL			
E 001-160-6331		MOTOR VEHICLE OPER	\$407.42		FUEL
E 001-150-6331		MOTOR VEHICLE OPER	\$435.76		FUEL
E 001-110-6331		MOTOR VEHICLE OPER	\$1,412.64		FUEL
E 110-210-6331		MOTOR VEHICLE OPER	\$912.01		FUEL
		Total	\$3,167.83		
59041	08/29/25	AMAZON CAPITAL SERVICES			
E 001-620-6506		OFFICE SUPPLIES	\$18.74		ORDER 113-2354019-9045855 OFFICE SUPPLIES
E 001-150-6721		FURNITURE AND FIXTU	\$17.92	16GV-PWHV	NIGHTSTAND
E 001-150-6510		HAZMAT SUPPLIES	\$199.00	1KLD-YGN3-	HELMETS
E 001-620-6506		OFFICE SUPPLIES	\$14.99	1Q1D-KJ43-	OFFICE SUPPLIES
		Total	\$250.65		
59042	08/29/25	ANIMAL RESCUE LEAGUE OF IOWA			
E 001-190-6413		CONTRIBUTIONS & PAY	\$125.00	INV0260	JULY SERVICES
		Total	\$125.00		
59043	08/29/25	AXON ENTERPRISE			
E 001-110-6230		TRAINING	\$1,790.00	INUS370393	TASER COURSE
		Total	\$1,790.00		
59044	08/29/25	BOLTON & MENK			
E 322-210-6407		PROF FEES/ENGINEERI	\$41,478.00	0371091	73RD ST ENG



CITY OF WINDSOR HEIGHTS

09/11/25 1:41 PM

Page 13

***Check Detail Register©**

Batch: PAY20250117.00,PAY20250117.01,PAY20250118.00,PAY20250118.01,PRL-081525,081525PAY,081825PAY,082225PAY,PRL-082925,PRL-82625,082925PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 328-210-6407		PROF FEES/ENGINEERI	\$15,324.50	0371094	74TH ST ENG
E 001-620-6407		PROF FEES/ENGINEERI	\$27,025.37	0371134	GEN GEN/PROF SERVICES
E 326-210-6407		PROF FEES/ENGINEERI	\$50,646.00	371088	68TH ST SOUTH ENG
E 740-865-6407		PROF FEES/ENGINEERI	\$1,608.00	371111	WILSHIRE STORM SEWER
		Total	\$136,081.87		
59045	08/29/25	DENTONS DAVIS BROWN PC			
E 001-640-6411		LEGAL	\$1,170.00	1612431	JULY LEGAL FEES
		Total	\$1,170.00		
59046	08/29/25	DINGES FIRE COMPANY			
E 350-150-6727		OTHER CAPITAL EQUIP	\$8,100.00	75283	2 SETS TURNOUT GEAR
		Total	\$8,100.00		
59047	08/29/25	EMERGENCY APPARATUS MAINTENANC			
E 001-150-6332		REPAIR - VEHICLES & E	\$2,130.08	136692	ENGINE 551 REPAIRS
E 001-150-6332		REPAIR - VEHICLES & E	\$1,014.27	137195	ENGINE 552 BATTERY
		Total	\$3,144.35		
59048	08/29/25	GALLS LLC			
E 001-110-6180		ALLOWANCES	\$62.96	032289115	CLOTHING ALLOWANCE
E 001-110-6180		ALLOWANCES	\$68.25	032306104	CLOTHING ALLOWANCE
		Total	\$131.21		
59049	08/29/25	IMWCA			
E 112-150-6160		WORKER'S COMP	\$2,965.65	INV95506	INSTALLMENT 3 WORK COMP 25-26
E 112-210-6160		WORKER'S COMP	\$697.80	INV95506	INSTALLMENT 3 WORK COMP 25-26
E 112-110-6160		WORKER'S COMP	\$2,093.40	INV95506	INSTALLMENT 3 WORK COMP 25-26
E 112-620-6160		WORKER'S COMP	\$2.91	INV95506	INSTALLMENT 3 WORK COMP 25-26
E 740-865-6160		WORKER'S COMP	\$55.24	INV95506	INSTALLMENT 3 WORK COMP 25-26
		Total	\$5,815.00		
59050	08/29/25	IOWA SOLUTIONS INC			
E 350-615-6727		OTHER CAPITAL EQUIP	\$3,152.44	95419	FY26 COMPUTER REPLACEMENTS
		Total	\$3,152.44		
59051	08/29/25	IRLBECK, MICHAEL			
E 001-110-6180		ALLOWANCES	\$108.62		CLOTHING ALLOWANCE
		Total	\$108.62		
59052	08/29/25	MANHATTANLIFE			
G 001-2132		MANHATTAN LIFE	\$212.79		SEPTEMBER BENEFITS
		Total	\$212.79		
59053	08/29/25	PURCHASE POWER			
E 001-620-6508		POSTAGE & SHIPPING	\$62.11		POSTAGE
		Total	\$62.11		
59054	08/29/25	QPS EMPLOYMENT GROUP			
E 001-620-6020		SALARIES - PARTTIME	\$460.80	0884150	HANKINS, ALLIE 8/23/25
		Total	\$460.80		
59055	08/29/25	SAM'S CLUB DIRECT			



CITY OF WINDSOR HEIGHTS

09/11/25 1:41 PM

Page 14

***Check Detail Register©**

Batch: PAY20250117.00,PAY20250117.01,PAY20250118.00,PAY20250118.01,PRL-081525,081525PAY,081825PAY,082225PAY,PRL-082925,PRL-82625,082925PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 001-620-6506		OFFICE SUPPLIES	\$78.42		OFFICE SUPPLIES
		Total	\$78.42		
59056	08/29/25	STANDARD INSURANCE COMPANY			
E 112-110-6150		INSURANCE	\$1,256.07		INSURANCE
E 112-620-6150		INSURANCE	\$364.77		INSURANCE
E 112-210-6150		INSURANCE	\$440.22		INSURANCE
E 112-150-6150		INSURANCE	\$387.09		INSURANCE
		Total	\$2,448.15		
59057	08/29/25	STAPLES			
E 001-620-6506		OFFICE SUPPLIES	\$226.56	6040803418	COPY PAPER
		Total	\$226.56		
59058	08/29/25	WADE C KRIEG D/B/A KKM MUSIC PRO			
E 001-470-6497		FALL FESTIVAL	\$600.00		BAND FOR FALL FEST
		Total	\$600.00		
59059	08/29/25	ZWC CONDO ASSOC			
E 001-620-6310		BUILDING REPAIR	\$384.00		PROPERTY TAXES
		Total	\$384.00		
1110			\$1,149,726.82		

Fund Summary**1110 CASH**

001 GENERAL	\$217,919.73
110 ROAD USE TAX	\$26,938.52
112 EMPLOYEE BENEFITS	\$8,249.91
303 COLBY PARK	\$7,901.64
321 WALNUT CREEK STREAM PROJ	\$6,492.00
322 73RD STREET	\$383,104.53
326 68TH STREET SOUTH	\$286,431.51
328 74TH STREET	\$15,324.50
330 FOREST COURT	\$178,412.72
350 EQUIPMENT REVOLVING FUND	\$15,272.77
740 STORM WATER	\$3,678.99
	\$1,149,726.82



STAFF REPORT
CITY COUNCIL
September 15, 2025

TO: CITY COUNCIL

FROM: Adam Strait, City Clerk

SUBJECT: Approve Liquor License - Reclaimed Rails Brewing Co - 6900 School Street

GENERAL INFORMATION

This is for a Fall Festival vendor, who will be operating at Colby Park.

ATTACHMENTS

1. Reclaimed Rails Liquor License Application



State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
ALTUS BREWING COMPANY LLC	Reclaimed Rails Brewing Co	(515) 720-5686		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
6900 School Street		Windsor Heights	Polk	50324
MAILING ADDRESS	CITY	STATE	ZIP	
101 Main Street Southeast	Bondurant	Iowa	50035	

Contact Person

NAME	PHONE	EMAIL
Nicole Hedgecock	(515) 777-1443	gm@rrbrewco.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
	Special Class C Retail Alcohol License	5 Day	Submitted to Local Authority
EFFECTIVE DATE	EXPIRATION DATE	LAST DAY OF BUSINESS	
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
Jake Neels	Coralville	Iowa	52241	Owner	10.00	Yes
Steve Wheeler	Pleasant Hill	Iowa	50327	Owner	16.00	Yes
Joshua Obrecht	Bondurant	Iowa	50035	Owner	28.00	Yes
Steve Boka	Muscatine	Iowa	52761	Owner	10.00	Yes
Jeremy Boka	Altoona	Iowa	50009	Owner	28.00	Yes

Insurance Company Information

INSURANCE COMPANY

Secura Insurance Company

POLICY EFFECTIVE DATE

Oct 2, 2025

POLICY EXPIRATION DATE

Oct 6, 2025



State of Iowa

Alcoholic Beverages Division

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
September 15, 2025

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Liquor License - Aldi - 7100 University Avenue

GENERAL INFORMATION

ATTACHMENTS

1. Aldi Liquor License Application



State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
ALDI INC	Aldi 116	(507) 291-7513		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
7100 University Avenue		Windsor Heights	Polk	50324
MAILING ADDRESS	CITY	STATE	ZIP	
4201 Bagley Avenue	Faribault	Minnesota	55021	

Contact Person

NAME	PHONE	EMAIL
Kara Anderson	(507) 291-7513	kara.anderson@aldi.us

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LG0001054	Class B Retail Alcohol License	12 Month	Submitted to Local Authority

EFFECTIVE DATE	EXPIRATION DATE	LAST DAY OF BUSINESS
Oct 30, 2025	Oct 29, 2026	

SUB-PERMITS
Class B Retail Alcohol License



Status of Business

BUSINESS TYPE

Corporation

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Teri Holicky						
David Behm	Elmhurst	Illinois	60126	President	0.00	Yes
Aldi Application Manager Account						
Phil Beattie	Sugar Grove	Illinois	60554	ASST TREASURER	0.00	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**

September 15, 2025

TO: CITY COUNCIL

FROM: Nate Leuthold, Deputy City Clerk

SUBJECT: Approve Resolution No. 2025-71 - A Resolution Waiving CEC Fees for Isaiah 117 House

GENERAL INFORMATION

Isaiah 117 House is a non-profit focused on providing physical and emotional support for children awaiting placement in foster homes. They are aiming to become the first house in the state of Iowa. They have requested the use of the CEC on December 11th, 2025, for a fundraising event in order to raise the needed funds to buy or build a home in the Des Moines metro in order to achieve their purpose.

Isaiah 117 House has requested the use of the full space in the CEC from 8:30 AM to 8:30 PM on December 11th, 2025. There are no events currently scheduled for this date.

The non-profit rate for the full space in the CEC is \$176 per hour on Thursdays, for a total amount of \$2112.00. They have committed to returning the spaces to the state in which they were found (no cleaning fees required). They are requesting that all rental fees be waived.

ATTACHMENTS

1. Resolution No. 2025-71 Waiving CEC for Isaiah 117 House
2. Isaiah 117 request to use space letter

RESOLUTION NO. 2025-71

A RESOLUTION WAIVING CEC FEES FOR ISAIAH 117 HOUSE

WHEREAS, Isaiah 117 House will be hosting a fundraising even to raise funds to buy or build a home to house children awaiting foster placement; and

WHEREAS, the organization will be using the Windsor Heights Community Event Center and Outdoor Pavilion for this event; and

WHEREAS, the organization is requesting that the City waive all fees for this event.

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

That rental fees associated with the rental of the Windsor Heights Community Event Center by Isaiah 117 House on December 11th, 2025, be waived.

Passed and approved this 15th day of September, 2025.

Mike Jones, Mayor

Adam Strait, City Clerk



August 25, 2025

Dear City Council members,

On behalf of Isaiah 117 House of Polk County Iowa, I hereby request that you waive the fee for use of the Windsor Heights Community Events Center on December 11, 2025.

Isaiah 117 House is a non-profit, 501(c3) with over 50 locations across the country. We are attempting to become the first house in the state of Iowa. Isaiah 117 House provides physical and emotional support in a safe and loving home for children awaiting placement in a foster home. Our mission is threefold:

- Reduce trauma for children who have been removed from their home and who are awaiting placement
- Lighten the load for child welfare services of Polk County
- Ease the transition for foster families

In addition to these focus areas, our home will also provide a private visitation space for birth families to have supervised visits with their children who are in state's custody. We believe this space allows for more effective visits and improves the chances of family reunification.

On December 11, 2025 we intend to have a fund-raising event in order to raise the funds needed to buy/build a home in the Des Moines area in order to achieve our purpose.

Please note: Isaiah 117 House, both nationally and locally, receives no funding from any city, state, or national government entity. We exist solely through the gifts of our donors.

Sincerely,

A handwritten signature in black ink, appearing to read "Megan Johnson", written over a solid black rectangular background.

Megan Johnson

Expansion Coordinator



STAFF REPORT
CITY COUNCIL
September 15, 2025

TO: CITY COUNCIL

FROM: Nate Weitzl
Justin Ernst, City Engineer

SUBJECT: Approve Walnut Creek Water Access Contract Amendment 1

GENERAL INFORMATION

This amendment request is to cover additional services for adding trees to the west bank of Walnut Creek, adding storm sewer repairs to the existing storm sewer outlet in the area, and construction administration services for the project.

ATTACHMENTS

1. Water Access_Amendment 1

**AMENDMENT #001 TO AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE CITY OF WINDSOR HEIGHTS AND BOLTON & MENK, INC.**

This AMENDMENT #001 ("Amendment") to the original Agreement for Professional Services between the City of Windsor Heights ("OWNER") and Bolton & Menk, Inc. ("ENGINEER") dated March 17th, 2025 (the "Agreement") is made and entered into on this 15th day of September 2025.

WHEREAS, OWNER has engaged ENGINEER, pursuant to the Agreement, to furnish OWNER with engineering, design, procurement, and construction services in connection with the WALNUT CREEK WATER ACCESS Project (the "Project");

WHEREAS, OWNER and ENGINEER have agreed to amend the Agreement as set forth in this Amendment and subject to the terms and conditions of this Amendment; and,

NOW THEREFORE, for good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. SCOPE ATTACHMENT. The Scope Attachment is attached and incorporated herein by reference as Exhibit A. If the OWNER requests or ENGINEER performs additional services for the Project, ENGINEER shall make such request to OWNER in writing, setting forth any changes or additions to the Scope of the Agreement, including any additional deliverables requested for the Project in Exhibit A.

2. FEE ATTACHMENT. The Fee Attachment is attached and incorporated herein by reference as Exhibit B. If the ENGINEER requests additional fees for the services for the Project or for services performed pursuant to Exhibit A, ENGINEER shall make such request to OWNER in writing, setting forth any changes in fees and all fees associated with such additional services, in the same or substantially similar format as Exhibit B. If OWNER agrees to the change in scope or fees proposed by ENGINEER in writing, the parties will adjust the Maximum Fee to account for such changes. No claim for extra services performed by ENGINEER will be allowed by OWNER except as provided in this Amendment nor will ENGINEER perform any services or work not previously approved by OWNER except upon receipt of a written amendment.

3. Additional Forms. Exhibits A and B are attached and incorporated into the Agreement.

4. All Other Terms and Conditions of the Agreement. Any conflict or inconsistency as to terms set forth in this Amendment and the Agreement or other writing will be governed by this Amendment.

IN WITNESS WHEREOF, the parties have caused this AMENDMENT #001 to be executed by their duly authorized representatives on the dates written below.

CITY OF WINDSOR HEIGHTS

BOLTON & MENK, INC.

SIGNED: _____

SIGNED:  _____

NAME: _____

NAME: Casey Byers, PLA, ASLA

TITLE: _____

TITLE: Urban Design Practice Leader, Principal

DATE: _____

DATE: September 9, 2025

EXHIBIT A – SCOPE ATTACHMENT TO AMENDMENT #001

This **SCOPE ATTACHMENT** is part of **AMENDMENT #001** to the Agreement. Unless otherwise agreed to in writing by the parties, any conflict or inconsistency as to the terms set forth in the Amendment and the Agreement shall be governed by the Amendment

TASK 4: FINAL DESIGN AND BIDDING

Additional fee is added to Task 4 for the addition of tree plantings to the west side of Walnut Creek and storm sewer repairs on the east bank of Walnut Creek.

TASK 5: CONSTRUCTION ADMINISTRATION (NEW TASK)

Project duration will extend beyond bidding services completed in October 2025. Construction will begin in November 2025 and complete in October 2026. Contract administration services will continue to November 2025.

The **CONSULTANT** shall provide construction administration and inspection services for the project. The items described below are the major tasks to complete the construction administration and inspection services. Inspection staff provided by the **CONSULTANT** shall have the required IDOT certifications for the type of inspection work being performed. The **CONSULTANT** is responsible for completing all construction administration and inspection work necessary to ensure the project is constructed in accordance with the approved plans and specifications.

10.1 Pre-construction Conference

The **CONSULTANT** shall conduct a pre-construction conference with the Contractor, **OWNER**, utility companies, affected entities, and all interested parties to review the contract requirements, details of construction, utility coordination, and work schedule. Meeting minutes shall be prepared and distributed by the **CONSULTANT**.

10.2 Design Interpretation Questions

The **CONSULTANT** shall answer design interpretation questions from the **OWNER**, contractor, inspector, utilities, and review agencies, and shall not be managed as an hourly allowance item.

10.3 Onsite Inspection

The **CONSULTANT** shall provide an onsite inspector for the project to ascertain the progress and quality of work, to determine if the work is being performed in accordance with the contract documents, and to document construction activities in a daily observation report, bid item logs, reports, and other forms as required to provide a complete and thorough record of the construction activities. The inspector shall observe and document on-site sampling and testing activities except as noted elsewhere in this amendment document, make measurements of completed work in accordance with the method of measurement requirements of the contract documents, and record said measurements on a daily basis. The inspector shall verify that all materials incorporated into the project have required certifications, tests

and/or approvals, and that said materials conform to the requirements of contract documents. The inspector shall prepare the daily observation report to be submitted weekly to the **OWNER**. The daily observation report shall include controlling operation of work, record of work completed, contractors or subcontractors onsite, quantities of construction completed that day, quantities of construction completed to date, and weather. Construction inspection services do not include responsibility for the contractor's construction means, controls, techniques, sequences, procedures, and safety, unless said items are required of the contractor in the contract documents.

10.4 Contractor Payment Requests

The **CONSULTANT** shall prepare progress payment applications based upon its review of construction progress by on-site observation and make a recommendation to the **OWNER** for payment of the appropriate amount for work completed since the last payment application. Payment applications shall be in a format approved by the **OWNER**. Prior to preparing a payment, the **CONSULTANT** shall review all material testing and certifications on the project and only recommend payment for items that have acceptable material documentation on file.

10.5 Extra Work and Change Orders

The **CONSULTANT** shall review and provide recommendations for extra work requests or changes in the scope of work. Prior to starting extra work, the **CONSULTANT** shall negotiate and prepare change orders for approval by the **OWNER**.

10.6 Minor Plan Modifications

The **CONSULTANT** shall provide minor design modifications as required during construction. It is anticipated this would include items such as adjustments to fit changed field conditions, changes in staging, and modifications to avoid utilities, etc. The **CONSULTANT** shall negotiate Major Plan Modifications required due to unforeseen field conditions with the **OWNER** and receive approval by the **OWNER** prior to making design plan changes.

10.7 Notification of Nonconformance

On the basis of on-site observations as a design professional, the **CONSULTANT** shall keep the **OWNER** informed of the progress and quality of the work and shall guard the **OWNER** against defects and deficiencies in the work. The **CONSULTANT** shall notify the **OWNER** of any work which is unsatisfactory, faulty, defective, incomplete or does not conform to the contract documents, advise and recommend action required to correct or complete such unsatisfactory, faulty, defective or incomplete work and, at the request of the **OWNER**, see that these recommendations are implemented by the Contractor.

10.8 Waiver of Provisions

If the Contractor requests a waiver of any provisions of the plans and specifications, the **CONSULTANT** will make a recommendation on the request to the **OWNER** for its determination. No waiver shall be granted if such waiver would serve to reduce the quality of the final product. The **OWNER** shall never be deemed to have authorized the **CONSULTANT** to consent to the use of defective workmanship or materials.

10.9 Periodic Site Observation

The **CONSULTANT's** Engineer and/or Landscape Architect shall make periodic visits to the construction site at intervals appropriate to the stage of construction to (a) observe the progress, (b) review the quality of the work, and (c) determine if the construction work conforms to the drawings and specifications in the construction contract. Periodic Site Observation is assumed 16 total hours per week for a total of 12 total active weeks of construction. If the construction process requires additional time per week or the

duration of the construction phase extends beyond 12 total weeks, the **CONSULTANT** will notify the **CLIENT** and additional services may be requested. The project substantial completion date is June 30, 2026 and the final completion date is October 30, 2026.

10.10 Materials Certifications and Testing

The **CONSULTANT** shall review and verify that all materials incorporated into the project have the required certifications, tests and/or approvals, and that said materials conform to the requirements of Contract Documents. The **CONSULTANT** shall coordinate and review all testing, including the testing services provided by the **CONTRACTOR**.

10.11 Construction Progress Meetings

The **CONSULTANT** shall coordinate and conduct construction progress meetings with the contractor, inspector, **OWNER**, and other interested parties. The meetings shall be held every two weeks, or as otherwise mutually agreed upon.

10.12 Final Inspection and Punch List; Final Acceptance

The **CONSULTANT** shall complete a final inspection and prepare a punch list of uncompleted items. On the basis of such inspection, the **CONSULTANT** shall determine if the project is substantially complete in accordance with the plans and specifications and shall make a recommendation to the **OWNER** regarding final payment. It is understood that the **OWNER** will accept the project only after recommendation by the **CONSULTANT**.

10.13 Project Close-out

At the end of the project, the **CONSULTANT** shall review the inspection, testing and material documentation to ensure compliance with **OWNER** acceptance requirements. The **CONSULTANT's** Engineer and/or Landscape Architect registered in the State of Iowa shall certify that the project has been completed in accordance with the contract documents. The **CONSULTANT** shall also complete all paperwork required for final acceptance by the **OWNER** and shall provide the **OWNER** with all original construction-related documentation at completion of the project.

EXHIBIT B – FEE ATTACHMENT

This **FEE ATTACHMENT** is part of **AMENDMENT #001** to the Agreement. Unless otherwise agreed to in writing by the parties, any conflict or inconsistency as to the terms set forth in the Amendment and the Agreement shall be governed by the Amendment.

1. The parties agree to the following additional services to complete the Project, as set forth below:

AMENDMENT (SERVICES AND DELIVERABLES)		Amount
Task 4	FINAL PLANS AND BIDDING	\$12,000.00
Task 5	CONSTRUCTION ADMINISTRATION	\$61,600.00
THIS AMENDMENT Sub-Total		
(Less Reduction in Fee -if any)		\$73,600.00
THIS AMENDMENT TOTAL		

AMENDMENT (IMPACT TO BUDGET)		
ORIGINAL AGREEMENT	Describe (if needed)	\$44,700.00
PREVIOUS AMENDMENTS	N/A	\$0.00
AMENDMENT #001 CHANGE (09/15/2025)	ADDITIONAL FINAL DESIGN SCOPE & CONSTRUCTION ADMINISTRATION	\$73,600.00
NEW PROJECT TOTAL, MAXIMUM FEE, NOT TO EXCEED		\$118,300.00

2. **SCHEDULE:** Schedule for performance of services will be modified as follows or as set forth in the Agreement, such that all services will be completed by October 30, 2026.

3. **MAXIMUM FEE.** The Maximum Fee will not exceed: \$118,300.00.



STAFF REPORT
CITY COUNCIL
September 15, 2025

TO: CITY COUNCIL

FROM: Justin Ernst, City Engineer

SUBJECT: Approve Wilshire Blvd Storm Sewer Change Order 1

GENERAL INFORMATION

See included letter and pay application.

This project remains under the \$150,000 budgeted in the CIP.

ATTACHMENTS

1. LTR-Wilshire-CO 001
2. ChangeOrder1Signed



**BOLTON
& MENK**

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

September 11, 2025

Mr. Adam Plagge
City Administrator
City of Windsor Heights, Iowa

RE: Wilshire Blvd Storm Sewer
Change Order 1

Dear Mr. Plagge

Submitted for your approval is Change Order 1 for the above-mentioned project. Change Order 1 includes the installation of subdrain to accommodate existing sump pump connections that were connected to intakes that will be removed. The subdrain will run along the north side of Wilshire Blvd. This line will also allow other permitted sump pump connections. It also includes repairing a driveway approach and sidewalk. The approved contract value of \$95,929.10 will be increased by \$26,510.00 for a revised contract value of \$122,139.00. Please see Change Order 1 for a full summary of the change items.

Bolton & Menk, Inc. recommends the approval of Change Order 1. Upon approval of Change Order 1, please sign 3 copies in the space provided. Return one executed copy of the change order to our office and one executed copy of the change order to Jet Drain.

Sincerely,

Bolton & Menk, Inc.

Justin Ernst, P.E.

Municipal Assistant Practice Leader | Principal

Enclosure



City of Windsor Heights - Iowa

Change Order Details

Wilshire Boulevard Storm Sewer - 24X.135937.000

Description	Storm sewer including storm sewer abandonment and removal, pipe and intake installation, PCC pavement, and sodding.
Prime Contractor	JET DRAIN
Change Order	1
Status	Pending
Date Created	09/11/2025
Type	Non-Significant - Non-Participating
Change Order Description	Installation of subdrain to accommodate existing sump pump connections.
Awarded Project Amount	\$95,629.10
Authorized Project Amount	\$95,629.10
Change Order Amount	\$26,510.00
Revised Project Amount	\$122,139.10

D - Justification for cost(s) (See I.M. 6.000 Attachment D, Chapter 2.36, for acceptable justification):

Includes Prime Contractor 10% markup

New Items

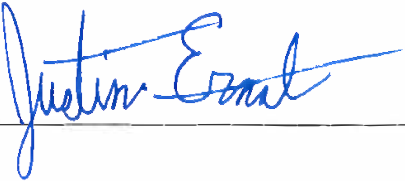
Line Number	Item ID	Unit	Quantity	Unit Price	Extension
Section: 1 - Description					

Line Number	Item ID	Unit	Quantity	Unit Price	Extension
8001	4040-108-A-0	LF	480.000	\$36.300	\$17,424.00
Subdrain: Perforated 6"					
8002	2435-0251218	EACH	1.000	\$5,500.000	\$5,500.00
INTAKE, SW-512, 18"					
8003	2599-9999010	LS	1.000	\$3,586.000	\$3,586.00
('LUMP SUM' ITEM): Remove & Replace Driveway Apron and Sidewalk					
3 items					Total: \$26,510.00

AGREED BY CONTRACTOR:

By:  _____ Date: 09-11-2025
Chantz Berstler
Estimator

RECOMMENDED BY ENGINEER:

By:  _____ Date: 9/11/2025

APPROVED BY WINDSOR HEIGHTS CITY COUNCIL:

By: _____ Date: _____



STAFF REPORT
CITY COUNCIL
September 15, 2025

TO: CITY COUNCIL

FROM: Justin Ernst, City Engineer

SUBJECT: Approve Forest Court Mill & Overlay Pay Request 2

GENERAL INFORMATION

ATTACHMENTS

1. LTR-Forest Ct-Pay App 2
2. Forest Court Overlay_Pay Application_002_Signed



**BOLTON
& MENK**

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

September 11, 2025

Mr. Adam Plagge
City Administrator
City of Windsor Heights, Iowa

RE: Forest Court Mill & Overlay
Pay Request 2

Dear Mr. Plagge:

Submitted for your approval is Pay Request 2 for the above-mentioned project. Pay Request 2 is for a total payment of \$1,900.00. The total payments to date: \$180,312.72. Please see pay request for a full summary of the completed items that are included in this payment.

Bolton & Menk, Inc., recommends the approval of Pay Request 2. Upon approval of pay request, please sign 3 copies in the space provided. Return one executed copy of the pay request to our office and one executed copy of the pay request to Grimes Asphalt and Paving Corporation with payment.

Please let me know if you have any questions.

Sincerely,

Bolton & Menk, Inc.

Justin Ernst, PE
Municipal Assistant Practice Leader, Principal

Enclosure



City of Windsor Heights - Iowa

Detailed Payment

Forest Court Mill & Overlay.

Description	Street resurfacing, patching, curb and driveway replacement
Payment Number	2
Pay Period	08/20/2025 to 09/11/2025
Prime Contractor	GRIMES ASPHALT AND PAVING CORPORATION
Payment Status	Pending
Awarded Project Amount	\$158,054.00
Authorized Amount	\$158,054.00

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
Section: 1 - Description										
0001	2010-D-3	CY	\$143.000	20.000	0.000	20.000	20.000	20.000	\$0.00	\$2,860.00
TOPSOIL, OFF-SITE										
0002	5020-F	EA	\$50.000	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
VALVE BOX ADJUSTMENT, MINOR										
0003	6010-E	EA	\$3,200.000	7.000	0.000	6.000	6.000	6.000	\$0.00	\$19,200.00
MANHOLE ADJUSTMENT, MINOR										
0004	7010-A	SY	\$96.000	64.000	0.000	59.400	59.400	59.400	\$0.00	\$5,702.40
PAVEMENT, PCC, 9 INCH										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0005	7010-E	LF	\$34.000	107.000	0.000	103.700	103.700	103.700	\$0.00	\$3,525.80
CURB AND GUTTER, PCC, 2.5', 7 INCH										
0006	7021-A	TON	\$134.000	367.000	0.000	504.590	504.590	504.590	\$0.00	\$67,615.06
ASPHALT OVERLAY, SURFACE COURSE, 1/2 IN. MIX, PG 58-28S										
0007	7030-A-3	SY	\$67.000	15.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL OF DRIVEWAY										
0008	7030-H-1	SY	\$118.000	15.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
DRIVEWAY, PAVED, PCC, 6 INCH										
0009	7040-A	SY	\$108.000	360.000	0.000	556.550	556.550	556.550	\$0.00	\$60,107.40
FULL DEPTH PATCHES, PCC, 9 INCH										
0010	7040-D	LF	\$1.700	2,400.000	0.000	2,400.000	2,400.000	2,400.000	\$0.00	\$4,080.00
CRACK AND JOINT CLEANING AND FILLING, HOT POUR										
0011	7040-G	SY	\$2.750	3,208.000	0.000	3,208.000	3,208.000	3,208.000	\$0.00	\$8,822.00
MILLING										
0012	7040-H	SY	\$36.000	64.000	0.000	59.400	59.400	59.400	\$0.00	\$2,138.40
PAVEMENT REMOVAL										
0013	7040-I	LF	\$14.000	107.000	0.000	103.700	103.700	103.700	\$0.00	\$1,451.80
CURB AND GUTTER REMOVAL										
0014	8030-A	LS	\$5,000.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$5,000.00
TEMPORARY TRAFFIC CONTROL										
0015	9010-D	MGAL	\$215.000	5.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
WATERING										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0016	9020-A	SY	\$20.000	100.000	100.000	0.000	100.000	100.000	\$2,000.00	\$2,000.00
SOD										
0017	11020-A	LS	\$7,300.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$7,300.00
MOBILIZATION										
Section Totals:									\$2,000.00	\$189,802.86
Total Payments:									\$2,000.00	\$189,802.86

Time Charges

Time Limit	Original Deadline	Authorized Deadline	Charges This Period	Damages This Period	Days Completed To Date	Days Remaining To Date	Damages To Date
Final Completion - Liquidated Damages \$500/Day	12/01/2025	12/01/2025	N/A	\$0.00	N/A	81.0 Days	\$0.00
Substantial Completion - Liquidated Damages \$500/Day	10/03/2025	10/03/2025	N/A	\$0.00	N/A	22.0 Days	\$0.00
Total Damages:							\$0.00

Summary

Current Approved Work:	\$2,000.00
Current Stockpile Advancement:	\$0.00
Current Stockpile Recovery:	\$0.00
Current Retainage:	\$100.00
Current Retainage Released:	\$0.00
Current Liquidated Damages:	\$0.00
Current Adjustment:	\$0.00
Current Payment:	\$1,900.00
Previous Payment:	\$178,412.72

Approved Work To Date:	\$189,802.86
Stockpile Advancement To Date:	\$0.00
Stockpile Recovery To Date:	\$0.00
Retainage To Date:	\$9,490.14
Retainage Released To Date:	\$0.00
Liquidated Damages To Date:	\$0.00
Adjustments To Date:	\$0.00
Payments To Date:	\$180,312.72
Previous Payments To Date:	\$178,412.72

SIGNATURE LINE FOR PAYMENT REPORTS

ENGINEER'S CERTIFICATION:

In accordance with the Contract Documents, based on on-site observations and the data comprising this Payment Application, the Construction Project Manager certifies to the City of Windsor Heights that to the best of the Construction Project Manager's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and Contractor is entitled to payment of Amount Certified.

AMOUNT CERTIFIED: \$ _____

By: _____ Date: _____

CONTRACTOR'S CERTIFICATION:

Contractor certifies that to the best of Contractor's knowledge, information and belief, the Work covered by this Payment Application has been completed in accordance with the Contract Documents, that all amounts have been paid by Contractor for Work for which payments were issued and payments received from the City of Windsor Heights, and that the current payment applied herein is now due.

By: Rob Lehman Date: 9/11/2025

CITY OF WINDSOR HEIGHTS REVIEW / APPROVAL:

By: _____ Date: _____



STAFF REPORT
CITY COUNCIL
September 15, 2025

TO: CITY COUNCIL

FROM: Justin Ernst, City Engineer

SUBJECT: Approve 73rd Street Phase 1 STP-U-8477(615)—70-77 Pay Request 14

GENERAL INFORMATION

ATTACHMENTS

1. LTR-73rd Street-Pay App 14
2. payment_14_20250905



**BOLTON
& MENK**

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

September 9, 2025

Mr. Adam Plagge
City Administrator
City of Windsor Heights, Iowa

RE: 73rd Street Phase 1
STP-U-8477(615)—70-77
Pay Request 14

Dear Mr. Plagge:

Submitted for your approval is Pay Request 14 for the above-mentioned project. The pay request is for a total payment of \$948,033.29. The total payments to date: \$4,066,562.87. Please see the pay request for a full summary of the items completed that are included in this payment.

Bolton & Menk, Inc., recommends the approval of Pay Application 14. Upon approval of the pay request, the City Clerk or City Administrator to electronically sign in DocExpress and mail payment to the Absolute Concrete Construction, Inc.

Please let me know if you have any questions.

Sincerely,

Bolton & Menk, Inc.

Justin Ernst, PE
Municipal Assistant Practice Leader | Principal

Enclosures



City of Windsor Heights - Iowa

Detailed Payment

77-8477-615

Description	STP-U-8477(615)--70-77, Letting Date- March 19, 2024 73rd st Phase 1
Payment Number	14
Pay Period	08/01/2025 to 08/31/2025
Prime Contractor	ABSOLUTE CONCRETE CONSTRUCTION, INC.
Payment Status	Pending
Awarded Project Amount	\$6,739,027.05
Authorized Amount	\$6,891,012.02

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
Section: 0001 - STP-U-8477(615)--70-77, Roadway Items - Division 1										
0010	2101-0850002	UNIT	\$440.000	22.300	0.000	58.000	58.000	58.000	\$0.00	\$25,520.00
CLEARING AND GRUBBING										
0020	2102-0425071	CY	\$50.000	50.000	0.000	234.000	234.000	234.000	\$0.00	\$11,700.00
SPECIAL BACKFILL										
0030	2102-2710070	CY	\$15.000	10,333.000	0.000	6,888.667	6,888.667	6,888.667	\$0.00	\$103,330.01
EXCAVATION, CLASS 10, ROADWAY AND BORROW										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0040	2102-2710080	CY	\$15.000	165.000	87.366	234.000	321.366	321.366	\$1,310.49	\$4,820.49
EXCAVATION, CLASS 10, UNSUITABLE OR UNSTABLE MATERIAL										
0050	2105-8425015	CY	\$8.000	2,124.000	0.000	354.000	354.000	354.000	\$0.00	\$2,832.00
TOPSOIL, STRIP, SALVAGE AND SPREAD										
0060	2109-8225100	STA	\$1,000.000	53.600	13.765	9.265	23.030	23.030	\$13,765.00	\$23,030.00
SPECIAL COMPACTION OF SUBGRADE										
0070	2113-0001100	SY	\$5.000	5,000.000	280.922	0.000	280.922	280.922	\$1,404.61	\$1,404.61
SUBGRADE STABILIZATION MATERIAL, POLYMER GRID										
0080	2115-0100000	CY	\$60.000	4,035.000	1,199.266	1,259.456	2,458.722	2,458.722	\$71,955.96	\$147,523.32
MODIFIED SUBBASE										
0090	2115-0100000	CY	\$60.000	181.000	0.000	68.519	68.519	68.519	\$0.00	\$4,111.14
MODIFIED SUBBASE: , TRAIL										
0100	2123-7450020	STA	\$150.000	81.700	0.000	23.500	23.500	23.500	\$0.00	\$3,525.00
SHOULDER FINISHING, EARTH										
0110	2301-1033080	SY	\$75.000	19,678.000	4,864.575	6,271.124	11,135.699	11,135.699	\$364,843.13	\$835,177.43
STANDARD OR SLIP FORM PORTLAND CEMENT CONCRETE PAVEMENT, CLASS C, CLASS 3 DURABILITY, 8 IN.										
0120	2301-6911722	LS	\$10,000.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PORTLAND CEMENT CONCRETE PAVEMENT SAMPLES										
0130	2304-0101000	SY	\$60.000	1,500.000	0.000	71.750	71.750	71.750	\$0.00	\$4,305.00
TEMPORARY PAVEMENT										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0140	2312-8260051	TON	\$40.000	500.000	135.810	458.010	593.820	593.820	\$5,432.40	\$23,752.80
GRANULAR SURFACING ON ROAD, CLASS A CRUSHED STONE										
0150	2435-0140148	EACH	\$5,500.000	6.000	0.000	3.000	3.000	3.000	\$0.00	\$16,500.00
MANHOLE, STORM SEWER, SW-401, 48 IN.										
0160	2435-0140160	EACH	\$7,800.000	7.000	0.000	5.000	5.000	5.000	\$0.00	\$39,000.00
MANHOLE, STORM SEWER, SW-401, 60 IN.										
0170	2435-0140172	EACH	\$10,000.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$10,000.00
MANHOLE, STORM SEWER, SW-401, 72 IN.										
0180	2435-0140196	EACH	\$17,000.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MANHOLE, STORM SEWER, SW-401, 96 IN.										
0190	2435-0250500	EACH	\$5,600.000	34.000	3.000	16.000	19.000	19.000	\$16,800.00	\$106,400.00
INTAKE, SW-505										
0200	2435-0250600	EACH	\$12,000.000	17.000	3.000	10.000	13.000	13.000	\$36,000.00	\$156,000.00
INTAKE, SW-506										
0210	2435-0250900	EACH	\$7,300.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INTAKE, SW-509										
0220	2435-0251000	EACH	\$8,500.000	3.000	0.000	2.000	2.000	2.000	\$0.00	\$17,000.00
INTAKE, SW-510										
0230	2435-0251230	EACH	\$4,100.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$4,100.00
INTAKE, SW-512, 30 IN.										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0240	2435-0251236	EACH	\$4,800.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INTAKE, SW-512, 36 IN.										
0250	2435-0600010	EACH	\$2,300.000	33.000	3.000	15.000	18.000	18.000	\$6,900.00	\$41,400.00
MANHOLE ADJUSTMENT, MINOR										
0260	2435-0600020	EACH	\$6,000.000	1.000	1.000	1.000	2.000	2.000	\$6,000.00	\$12,000.00
MANHOLE ADJUSTMENT, MAJOR										
0270	2435-0600110	EACH	\$1,800.000	2.000	0.000	1.000	1.000	1.000	\$0.00	\$1,800.00
INTAKE ADJUSTMENT, MINOR										
0280	2435-0600120	EACH	\$7,500.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$7,500.00
INTAKE ADJUSTMENT, MAJOR										
0290	2435-0700010	EACH	\$3,700.000	2.000	0.000	3.000	3.000	3.000	\$0.00	\$11,100.00
CONNECTION TO EXISTING MANHOLE										
0300	2502-8212206	LF	\$22.000	5,105.000	1,445.200	1,573.900	3,019.100	3,019.100	\$31,794.40	\$66,420.20
SUBDRAIN, PERFORATED PLASTIC PIPE, 6 IN. DIA.										
0310	2502-8221006	EACH	\$800.000	17.000	0.000	2.000	2.000	2.000	\$0.00	\$1,600.00
SUBDRAIN RISER, 6 IN., AS PER PLAN										
0320	2502-8221303	EACH	\$400.000	17.000	3.000	6.000	9.000	9.000	\$1,200.00	\$3,600.00
SUBDRAIN OUTLET, DR-303										
0330	2503-0114212	LF	\$200.000	8.000	0.000	16.000	16.000	16.000	\$0.00	\$3,200.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 12 IN.										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0340	2503-0114215	LF	\$80.000	991.000	67.000	615.000	682.000	682.000	\$5,360.00	\$54,560.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 15 IN.										
0350	2503-0114218	LF	\$85.000	778.000	114.000	54.000	168.000	168.000	\$9,690.00	\$14,280.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 18 IN.										
0360	2503-0114224	LF	\$110.000	2,556.000	200.000	1,707.000	1,907.000	1,907.000	\$22,000.00	\$209,770.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 24 IN.										
0370	2503-0114230	LF	\$130.000	543.000	0.000	416.000	416.000	416.000	\$0.00	\$54,080.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 30 IN.										
0380	2503-0114236	LF	\$170.000	144.000	0.000	33.000	33.000	33.000	\$0.00	\$5,610.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 36 IN.										
0390	2503-0114248	LF	\$450.000	8.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 48 IN.										
0400	2503-0114254	LF	\$610.000	8.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 54 IN.										
0410	2503-0114266	LF	\$850.000	8.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 66 IN.										
0420	2503-0200036	LF	\$25.000	3,335.000	0.000	1,440.400	1,440.400	1,440.400	\$0.00	\$36,010.00
REMOVE STORM SEWER PIPE LESS THAN OR EQUAL TO 36 IN.										
0430	2503-0200136	LF	\$45.000	79.000	0.000	38.000	38.000	38.000	\$0.00	\$1,710.00
REMOVE STORM SEWER PIPE GREATER THAN 36 IN.										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0440	2504-0200404	LF	\$130.000	160.000	0.000	54.000	54.000	54.000	\$0.00	\$7,020.00
SANITARY SEWER SERVICE STUB, POLYVINYL CHLORIDE PIPE (PVC), 4 IN.										
0450	2510-6745850	SY	\$10.000	17,965.000	0.000	12,360.281	12,360.281	12,360.281	\$0.00	\$123,602.81
REMOVAL OF PAVEMENT										
0460	2510-6750600	EACH	\$900.000	50.000	0.000	31.000	31.000	31.000	\$0.00	\$27,900.00
REMOVAL OF INTAKES AND UTILITY ACCESSES										
0470	2511-0300000	SY	\$10.000	550.000	0.000	370.596	370.596	370.596	\$0.00	\$3,705.96
REMOVAL OF RECREATIONAL TRAIL										
0480	2511-0302600	SY	\$49.000	715.000	0.000	412.801	412.801	412.801	\$0.00	\$20,227.25
RECREATIONAL TRAIL, PORTLAND CEMENT CONCRETE, 6 IN.										
0490	2511-0310100	STA	\$750.000	7.700	0.000	4.500	4.500	4.500	\$0.00	\$3,375.00
SPECIAL COMPACTION OF SUBGRADE FOR RECREATIONAL TRAIL										
0500	2511-6745900	SY	\$10.000	3,506.000	0.000	2,175.940	2,175.940	2,175.940	\$0.00	\$21,759.40
REMOVAL OF SIDEWALK										
0510	2511-7526004	SY	\$49.750	4,023.000	487.334	1,256.760	1,744.094	1,744.094	\$24,244.87	\$86,768.68
SIDEWALK, P.C. CONCRETE, 4 IN.										
0520	2511-7526006	SY	\$77.000	267.000	42.234	144.385	186.619	186.619	\$3,252.01	\$14,369.66
SIDEWALK, P.C. CONCRETE, 6 IN.										
0530	2511-7528101	SF	\$51.000	362.000	10.000	154.000	164.000	164.000	\$510.00	\$8,364.00
DETECTABLE WARNINGS										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0540	2512-1725206	LF	\$79.000	10.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
CURB AND GUTTER, P.C. CONCRETE, 2.0 FT.										
0550	2514-0000200	STA	\$1,000.000	0.500	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL OF CURB										
0560	2515-2475006	SY	\$52.500	2,550.000	334.401	770.670	1,105.071	1,105.071	\$17,556.05	\$58,016.23
DRIVEWAY, P.C. CONCRETE, 6 IN.										
0570	2515-2475007	SY	\$54.000	1,047.000	0.000	301.611	301.611	301.611	\$0.00	\$16,286.99
DRIVEWAY, P.C. CONCRETE, 7 IN.										
0580	2515-6745600	SY	\$10.000	3,212.000	0.000	1,223.590	1,223.590	1,223.590	\$0.00	\$12,235.90
REMOVAL OF PAVED DRIVEWAY										
0590	2523-0000310	EACH	\$1,235.000	6.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
HANDHOLES AND JUNCTION BOXES										
0600	2524-6765110	EACH	\$300.000	72.000	0.000	16.000	16.000	16.000	\$0.00	\$4,800.00
REMOVAL OF TYPE A SIGN										
0610	2524-6765210	EACH	\$100.000	21.000	0.000	4.000	4.000	4.000	\$0.00	\$400.00
REMOVAL OF TYPE A SIGN ASSEMBLY										
0620	2524-9276010	LF	\$35.000	390.000	0.000	100.000	100.000	100.000	\$0.00	\$3,500.00
PERFORATED SQUARE STEEL TUBE POSTS										
0630	2524-9276021	EACH	\$100.000	39.000	0.000	10.000	10.000	10.000	\$0.00	\$1,000.00
PERFORATED SQUARE STEEL TUBE POST ANCHOR, BREAK-AWAY SOIL INSTALLATION										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0640	2524-9325001	SF	\$35.000	392.500	0.000	120.500	120.500	120.500	\$0.00	\$4,217.50
TYPE A SIGNS, SHEET ALUMINUM										
0650	2525-0000100	LS	\$100,000.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
TRAFFIC SIGNALIZATION										
0660	2527-9263109	STA	\$86.000	136.000	0.000	18.610	18.610	18.610	\$0.00	\$1,600.46
PAINTED PAVEMENT MARKING, WATERBORNE OR SOLVENT-BASED										
0670	2527-9263117	STA	\$116.000	168.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PAINTED PAVEMENT MARKINGS, DURABLE										
0680	2527-9263137	EACH	\$130.000	25.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PAINTED SYMBOLS AND LEGENDS, WATERBORNE OR SOLVENT-BASED										
0690	2527-9263143	EACH	\$185.000	25.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PAINTED SYMBOLS AND LEGENDS, DURABLE										
0700	2527-9270111	STA	\$83.000	168.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
GROOVES CUT FOR PAVEMENT MARKINGS										
0710	2527-9270120	EACH	\$220.000	25.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
GROOVES CUT FOR SYMBOLS AND LEGENDS										
0720	2528-8445110	LS	\$75,000.000	1.000	0.000	0.670	0.670	0.670	\$0.00	\$50,250.00
TRAFFIC CONTROL										
0730	2528-9290050	CDAY	\$200.000	60.000	0.000	38.000	38.000	38.000	\$0.00	\$7,600.00
PORTABLE DYNAMIC MESSAGE SIGN (PDMS)										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0740	2529-5070110	SY	\$100.000	51.000	0.000	100.678	100.678	100.678	\$0.00	\$10,067.80
PATCHES, FULL-DEPTH FINISH, BY AREA										
0750	2533-4980005	LS	\$600,000.000	1.000	0.500	0.500	1.000	1.000	\$300,000.00	\$600,000.00
MOBILIZATION										
0760	2552-0000220	CY	\$75.000	975.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL										
0770	2599-9999010	LS	\$15,000.000	1.000	0.000	0.480	0.480	0.480	\$0.00	\$7,200.00
('LUMP SUM' ITEM): MAINTENANCE OF SOLID WASTE COLLECTION										
0780	2599-9999010	LS	\$1,850.000	1.000	0.000	0.500	0.500	0.500	\$0.00	\$925.00
('LUMP SUM' ITEM): REMOVE AND REINSTALL ELECTRONIC SPEED SIGN										
0790	2599-9999010	LS	\$7,200.000	1.000	0.000	0.660	0.660	0.660	\$0.00	\$4,752.00
('LUMP SUM' ITEM): SWPPP MANAGEMENT										
0800	2599-9999010	LS	\$80,000.000	1.000	0.000	0.440	0.440	0.440	\$0.00	\$35,200.00
('LUMP SUM' ITEM): VIBRATION MONITORING										
0810	2601-2634105	ACRE	\$4,110.000	2.630	0.000	0.310	0.310	0.310	\$0.00	\$1,274.10
MULCHING, BONDED FIBER MATRIX										
0820	2601-2639010	SQ	\$65.000	1,150.000	0.000	355.720	355.720	355.720	\$0.00	\$23,121.80
SODDING										
0830	2601-2643110	MGAL	\$75.000	690.000	0.000	49.000	49.000	49.000	\$0.00	\$3,675.00
WATERING FOR SOD, SPECIAL DITCH CONTROL, OR SLOPE PROTECTION										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0840	2602-0000150	LF	\$15.000	300.000	0.000	75.000	75.000	75.000	\$0.00	\$1,125.00
STABILIZED CONSTRUCTION ENTRANCE, EC-303										
0850	2602-0000309	LF	\$3.000	10,000.000	0.000	350.000	350.000	350.000	\$0.00	\$1,050.00
PERIMETER AND SLOPE SEDIMENT CONTROL DEVICE, 9 IN. DIA.										
0860	2602-0000351	LF	\$0.010	10,000.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL OF PERIMETER AND SLOPE OR DITCH CHECK SEDIMENT CONTROL DEVICE										
0870	2602-0000500	LF	\$10.000	32.000	0.000	16.000	16.000	16.000	\$0.00	\$160.00
OPEN-THROAT CURB INTAKE SEDIMENT FILTER, EC-602										
0880	2602-0000530	EACH	\$95.000	110.000	0.000	44.000	44.000	44.000	\$0.00	\$4,180.00
GRATE INTAKE SEDIMENT FILTER BAG, EC-604										
0890	2602-0010010	EACH	\$600.000	1.000	0.000	4.000	4.000	4.000	\$0.00	\$2,400.00
MOBILIZATIONS, EROSION CONTROL										
0900	2602-0010020	EACH	\$1,200.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MOBILIZATIONS, EMERGENCY EROSION CONTROL										
8001	2599-9999005	EACH	\$14,250.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$14,250.00
('EACH' ITEM): INTAKE, SW-506 MOD, CAST-IN-PLACE										
8002	2435-0250610	EACH	\$14,410.000	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INTAKE, SW-506 MOD										
8009	2599-9999018	SY	\$0.300	19,678.000	4,864.575	6,271.124	11,135.699	11,135.699	\$1,459.37	\$3,340.71
('SQUARE YARDS' ITEM): (REINFORCEMENT ADJ)										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
8010	2430-0000100	SF	\$74.000	144.000	0.000	144.000	144.000	144.000	\$0.00	\$10,656.00
MODULAR BLOCK RETAIN WALL										
8011	2599-9999005	EACH	\$4,325.750	2.000	0.000	2.000	2.000	2.000	\$0.00	\$8,651.50
('EACH' ITEM): INSTALLATION AND REMOVAL OF TEMPORARY INTAKE										
8013	2599-9999005	EACH	\$3,300.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
('EACH' ITEM): CONNECT TO EXISTING BOX CULVERT										
8014	2599-9999005	EACH	\$3,829.650	1.000	0.000	1.000	1.000	1.000	\$0.00	\$3,829.65
('EACH' ITEM): MODIFY EXISTING INTAKE										
8015	2599-9999005	EACH	\$1,925.000	2.000	0.000	1.000	1.000	1.000	\$0.00	\$1,925.00
('EACH' ITEM): REMOVE AND REINSTALL PUSHBUTTONS										
8016	2599-9999005	EACH	\$8,730.150	1.000	0.000	1.000	1.000	1.000	\$0.00	\$8,730.15
('EACH' ITEM): 18" NYLOPLAST INTAKE W/ CONNECTION										
8017	2599-9999010	LS	\$544.500	1.000	0.000	1.000	1.000	1.000	\$0.00	\$544.50
('LUMP SUM' ITEM): POTHOLE UTILITIES										
8018	2599-9999010	LS	\$1,485.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$1,485.00
('LUMP SUM' ITEM): STORM SEWER REMOVAL AND INSTALLATION										
8019	2599-9999010	LS	\$6,510.570	1.000	0.000	1.000	1.000	1.000	\$0.00	\$6,510.57
('LUMP SUM' ITEM): 6" SANITARY SEWER SERVICE										
8020	2599-9999005	EACH	\$562.650	13.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
('EACH' ITEM): MH CASTING (MECHANICAL)										
Section Totals:									\$941,478.29	\$3,296,725.62

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
Section: 0002 - STP-U-8477(615)--70-77, Roadway Items - Division 2										
0910	2554-0114004	LF	\$65.000	35.000	0.000	24.000	24.000	24.000	\$0.00	\$1,560.00
WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 4 IN.										
0920	2554-0114006	LF	\$60.000	101.000	0.000	148.000	148.000	148.000	\$0.00	\$8,880.00
WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 6 IN.										
0930	2554-0114008	LF	\$55.000	558.000	0.000	540.000	540.000	540.000	\$0.00	\$29,700.00
WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 8 IN.										
0940	2554-0114008	LF	\$80.000	455.000	0.000	99.000	99.000	99.000	\$0.00	\$7,920.00
WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 8 IN.: RESTRAINED JOINT										
0950	2554-0114012	LF	\$80.000	3,703.000	0.000	1,782.000	1,782.000	1,782.000	\$0.00	\$142,560.00
WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 12 IN.										
0960	2554-0114012	LF	\$105.000	631.000	0.000	779.000	779.000	779.000	\$0.00	\$81,795.00
WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 12 IN.: RESTRAINED JOINT										
0970	2554-0134008	LF	\$165.000	100.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
WATER MAIN WITH CASING PIPE, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 8 IN.										
0980	2554-0134012	LF	\$240.000	100.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
WATER MAIN WITH CASING PIPE, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 12 IN.										
0990	2554-0203000	LB	\$20.000	6,162.000	0.000	6,050.000	6,050.000	6,050.000	\$0.00	\$121,000.00
FITTINGS BY WEIGHT, DUCTILE IRON										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
1000	2554-0207008	EACH	\$2,700.000	12.000	0.000	9.000	9.000	9.000	\$0.00	\$24,300.00
VALVE, GATE, DIP, 8 IN.										
1010	2554-0207012	EACH	\$4,500.000	9.000	0.000	5.000	5.000	5.000	\$0.00	\$22,500.00
VALVE, GATE, DIP, 12 IN.										
1020	2554-0210201	EACH	\$8,500.000	15.000	0.000	10.000	10.000	10.000	\$0.00	\$85,000.00
FIRE HYDRANT ASSEMBLY, WM-201										
1030	2554-0211002	EACH	\$1,750.000	6.000	0.000	12.000	12.000	12.000	\$0.00	\$21,000.00
FLUSHING DEVICE (BLOWOFF), 2 IN.										
1040	2599-9999005	EACH	\$6,500.000	2.000	0.000	1.000	1.000	1.000	\$0.00	\$6,500.00
('EACH' ITEM): PREPARE EXCAVATION FOR TAPPING SLEEVE & VALVE										
1050	2599-9999005	EACH	\$410.000	51.000	0.000	24.000	24.000	24.000	\$0.00	\$9,840.00
('EACH' ITEM): TAP FEE, 1-IN, REPLACEMENT TAP FOR WATER SERVICE TRANSFER										
1060	2599-9999005	EACH	\$1,725.000	3.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
('EACH' ITEM): TAP FEE, 2-IN, REPLACEMENT TAP FOR WATER SERVICE TRANSFER										
1070	2599-9999005	EACH	\$3,800.000	11.000	0.000	5.000	5.000	5.000	\$0.00	\$19,000.00
('EACH' ITEM): WATER SERVICE TRANSFER, COPPER, 1-IN, OPPOSITE SIDE										
1080	2599-9999005	EACH	\$3,000.000	40.000	1.000	18.000	19.000	19.000	\$3,000.00	\$57,000.00
('EACH' ITEM): WATER SERVICE TRANSFER, COPPER, 1-IN, SAME SIDE										
1090	2599-9999005	EACH	\$5,400.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
('EACH' ITEM): WATER SERVICE TRANSFER, COPPER, 2-IN, OPPOSITE SIDE										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
1100	2599-9999005	EACH	\$3,400.000	2.000	0.000	1.000	1.000	1.000	\$0.00	\$3,400.00
('EACH' ITEM): WATER SERVICE TRANSFER, COPPER, 2-IN, SAME SIDE										
1110	2599-9999005	EACH	\$6,100.000	1.000	0.000	2.000	2.000	2.000	\$0.00	\$12,200.00
('EACH' ITEM): WATER SERVICE TRANSFER, EQUAL TO OR GREATER THAN 3, SAME SIDE										
1120	2599-9999009	LF	\$45.000	1,005.000	79.000	436.000	515.000	515.000	\$3,555.00	\$23,175.00
('LINEAR FEET' ITEM): REMOVAL OF EXISTING WATER MAIN IN CONFLICT WITH NEW CONSTRUCTION										
1130	2599-9999020	TON	\$65.000	100.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
('TONS' ITEM): FOUNDATION ROCK										
8003	2504-0114018	LF	\$572.000	20.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SAN SWR G-MAIN, TRENCHED, PVC, 18"										
8004	2554-0112008	LF	\$247.500	8.000	0.000	5.000	5.000	5.000	\$0.00	\$1,237.50
WATER MAIN, TRENCHED, DIP, 8"										
8005	2554-0112012	LF	\$154.000	260.000	0.000	280.000	280.000	280.000	\$0.00	\$43,120.00
WATER MAIN, TRENCHED, DIP, 12"										
8006	2554-0207006	EACH	\$3,509.000	3.000	0.000	2.000	2.000	2.000	\$0.00	\$7,018.00
VALVE, GATE, DIP, 6"										
8007	2554-0112012	LF	\$176.000	83.000	0.000	72.000	72.000	72.000	\$0.00	\$12,672.00
WATER MAIN, TRENCHED, DIP, 12": (RESTRAINED JOINT)										
8008	2599-9999005	EACH	\$1,760.000	8.000	0.000	10.000	10.000	10.000	\$0.00	\$17,600.00
('EACH' ITEM): 32 LB MAGNESIUM ANODE										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
8012	2599-9999005	EACH	\$10,859.750	1.000	0.000	1.000	1.000	1.000	\$0.00	\$10,859.75
('EACH' ITEM): WATER MAIN, CONNECT TO EXISTING MAIN										
Section Totals:									\$6,555.00	\$769,837.25
Section: 3 - Description										
Section Totals:									\$0.00	\$0.00
Total Payments:									\$948,033.29	\$4,066,562.87

Time Charges

Time Limit	Original Deadline	Authorized Deadline	Charges This Period	Damages This Period	Days Completed To Date	Days Remaining To Date	Damages To Date
Working Days, Late Start Date - 05/06/2024, Liquidated Damage Rate - 2,500	300.0 Days	298.0 Days	19.0 Days	\$0.00	229.5 Days	68.5 Days	\$0.00
Total Damages:							\$0.00

Stockpiles

Stockpile	Fund Package	Current Advancements	Advancements To Date	Current Recoveries	Recoveries To Date
#1 - 2554-0203000	77-8477-615-CAT-2 77-8477-615-CAT-2 77-8477-615	\$0.00	\$12,845.16	\$0.00	\$12,845.16
Totals:		\$0.00	\$58,873.55	\$0.00	\$26,041.09

Stockpile	Fund Package	Current Advancements	Advancements To Date	Current Recoveries	Recoveries To Date
FITTINGS BY WEIGHT, DUCTILE IRON					
#2 - 2554-0207008	77-8477-615-CAT-2 77-8477-615-CAT-2 77-8477-615	\$0.00	\$5,580.00	\$0.00	\$5,580.00
VALVE, GATE, DIP, 8 IN.					
#3 - 2554-0114012	77-8477-615-CAT-2 77-8477-615-CAT-2 77-8477-615	\$0.00	\$3,430.00	\$0.00	\$3,430.00
WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 12 IN.					
#4 - 2554-0211002	77-8477-615-CAT-2 77-8477-615-CAT-2 77-8477-615	\$0.00	\$185.93	\$0.00	\$185.93
FLUSHING DEVICE (BLOWOFF), 2 IN.					
#5 - 2599-9999005	77-8477-615-CAT-2 77-8477-615-CAT-2 77-8477-615	\$0.00	\$4,000.00	\$0.00	\$4,000.00
('EACH' ITEM): WATER SERVICE TRANSFER, COPPER, 1-IN, SAME SIDE					
#6 - 2525-0000100	77-8477-615-CAT-1 77-8477-615-CAT-1 77-8477-615	\$0.00	\$32,832.46	\$0.00	\$0.00
TRAFFIC SIGNALIZATION					
Totals:		\$0.00	\$58,873.55	\$0.00	\$26,041.09

Summary

Current Approved Work:	\$948,033.29
Current Stockpile Advancement:	\$0.00
Current Stockpile Recovery:	\$0.00
Current Retainage:	\$0.00
Current Retainage Released:	\$0.00
Current Liquidated Damages:	\$0.00
Current Adjustment:	\$0.00
Current Payment:	\$948,033.29
Previous Payment:	\$321,032.03

Approved Work To Date:	\$4,066,562.87
Stockpile Advancement To Date:	\$58,873.55
Stockpile Recovery To Date:	\$26,041.09
Retainage To Date:	\$30,000.00
Retainage Released To Date:	\$0.00
Liquidated Damages To Date:	\$0.00
Adjustments To Date:	\$0.00
Payments To Date:	\$4,069,395.33
Previous Payments To Date:	\$3,121,362.04

Funding Details

77-8477-615-CAT-1 77-8477-615-CAT-1 77-8477-615:	\$941,478.29
77-8477-615-CAT-2 77-8477-615-CAT-2 77-8477-615:	\$6,555.00
77-8477-615-CAT-3 NON-PARTICIPATING:	\$0.00
Current Payment:	\$948,033.29

77-8477-615-CAT-1 77-8477-615-CAT-1 77-8477-615 To Date:	\$3,389,232.87
77-8477-615-CAT-2 77-8477-615-CAT-2 77-8477-615 To Date:	\$677,330.00
77-8477-615-CAT-3 NON-PARTICIPATING To Date:	\$0.00
Payments To Date:	\$4,066,562.87

CONTRACTOR'S CERTIFICATION:

Contractor certifies that to the best of Contractor's knowledge, information and belief, the Work covered by this Payment Application has been completed in accordance with the Contract Documents, that all amounts have been paid by Contractor for Work for which payments were issued and payments received from the City of Windsor Heights, and that the current payment applied herein is now due.

By: _____ Date: _____

ENGINEER'S CERTIFICATION:

In accordance with the Contract Documents, based on on-site observations and the data comprising this Payment Application, the Construction Project Manager certifies to the City of Windsor Heights that to the best of the Construction Project Manager's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and Contractor is entitled to payment of Amount Certified.

AMOUNT CERTIFIED: \$ _____

By: _____ Date: _____

CITY OF WINDSOR HEIGHTS REVIEW / APPROVAL:

By: _____ Date: _____

Doc Express® Document Signing History

Contract: 77-8477-615 Document: payment-14-20250905

This document is in the process of being signed by all required signatories using the Doc Express® service. Following are the signatures that have occurred so far.

Date	Signed By
09/09/2025	Logan Petersen Absolute Concrete Construction Inc. Electronic Signature (Approved by Contractor (Optional))
09/09/2025	Justin Ernst Bolton & Menk, Inc. - Iowa Electronic Signature (Recommended by Engineer)
	(Approved by PIRC (when applicable))



STAFF REPORT
CITY COUNCIL
September 15, 2025

TO: CITY COUNCIL

FROM: Justin Ernst, City Engineer

SUBJECT: Approve 68th Street Improvements Project Pay Request 5

GENERAL INFORMATION

ATTACHMENTS

1. LTR-68th Street-Pay App 5
2. 133739_Pay Application_005



**BOLTON
& MENK**

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

September 11, 2025

Mr. Adam Plagge
City Administrator
City of Windsor Heights, Iowa

RE: 68th Street Improvements Project
Pay Request 5

Dear Mr. Plagge:

Submitted for your approval is Pay Request 5 for the above-mentioned project. Pay request is for a total payment of \$151,799.96. The total payments to date: \$841,400.52. Please see enclosure for a full summary of the items completed that are included in this payment.

Bolton & Menk, Inc., recommends the approval of Pay Request 5. Upon approval, please sign 3 copies in the space provided. Return one executed copy of the pay request to our office and one executed copy of the pay request to Shekar Engineering, P.L.C. with payment.

Please let me know if you have any questions.

Sincerely,

Bolton & Menk, Inc.

Justin Ernst, PE
Municipal Assistant Practice Leader, Principal

Enclosure



City of Windsor Heights - Iowa

Detailed Payment

68th Street Improvements

Description Reconstruction of 68th Street

Payment Number 5

Pay Period 08/01/2025 to 08/31/2025

Prime Contractor SHEKAR ENGINEERING, PLC

Payment Status Pending

Awarded Project Amount \$1,878,164.17

Authorized Amount \$1,886,537.86

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
Section: 0001 - Base Bid - Quantities										
0001	2010-C	LS	\$10,237.500	1.000	0.000	1.000	1.000	1.000	\$0.00	\$10,237.50
CLEARING AND GRUBBING										
0002	2010-D-1	CY	\$10.200	948.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
TOPSOIL, ON-SITE										
0003	2010-E	CY	\$15.300	2,606.000	464.000	870.000	1,334.000	1,334.000	\$7,099.20	\$20,410.20
EXCAVATION, CLASS 10										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0004	2010-F	CY	\$20.400	795.000	58.800	99.702	158.502	158.502	\$1,199.52	\$3,233.44
BELOW GRADE EXCAVATION (CORE OUT)										
0005	2010-G	SY	\$1.020	7,950.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SUBGRADE PREPARATION										
0006	2010-I	SY	\$2.040	795.000	0.000	438.756	438.756	438.756	\$0.00	\$895.06
SUBGRADE TREATMENT, GEOGRID, TYPE 2										
0007	2010-J	SY	\$16.830	7,950.000	1,466.000	2,804.301	4,270.301	4,270.301	\$24,672.78	\$71,869.17
SUBBASE, MODIFIED, 8 INCHES										
0008	3010-D	CY	\$81.600	100.000	58.800	0.000	58.800	58.800	\$4,798.08	\$4,798.08
REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL										
0009	4020-A-1	LF	\$44.280	12.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER, TRENCHED, PP, 8 INCH										
0010	4020-A-1	LF	\$46.890	1,550.000	225.000	815.900	1,040.900	1,040.900	\$10,550.25	\$48,807.80
STORM SEWER, TRENCHED, 15 INCH										
0011	4020-A-1	LF	\$83.040	27.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER, TRENCHED, 18 INCH										
0012	4020-A-1	LF	\$151.470	47.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER, TRENCHED, 36 INCH										
0013	4020-A-1	LF	\$232.490	50.000	0.000	40.000	40.000	40.000	\$0.00	\$9,299.60
STORM SEWER, TRENCHED, RCP, 37" X 23" ARCH										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0014	4020-D	LF	\$9.930	348.000	0.000	148.000	148.000	148.000	\$0.00	\$1,469.64
REMOVAL OF STORM SEWER, LESS THAN 36 INCH										
0015	4040-A	LF	\$14.520	3,330.000	721.000	1,230.000	1,951.000	1,951.000	\$10,468.92	\$28,328.52
SUBDRAIN, PERFORATED HDPE, 6 INCH										
0016	4040-C-1	EA	\$501.030	16.000	0.000	6.000	6.000	6.000	\$0.00	\$3,006.18
SUBDRAIN CLEANOUT, TYPE A-1, 6 INCH										
0017	4040-D-1	EA	\$475.310	14.000	2.000	6.000	8.000	8.000	\$950.62	\$3,802.48
SUBDRAIN OUTLETS AND CONNECTIONS, CMP, 6 INCH										
0018	4050-H-1	EA	\$5,397.010	3.000	0.000	7.000	7.000	7.000	\$0.00	\$37,779.07
SPOT REPAIRS BY PIPE REPLACEMENT, PVC, 4 INCH										
0019	SPEC. PROV.	LF	\$790.910	10.000	0.000	12.000	12.000	12.000	\$0.00	\$9,490.92
WATER MAIN, TRENCHED, PVC C900 (DR 18), 6 INCH WITH TRACER WIRE										
0020	SPEC. PROV.	LF	\$50.630	1,880.000	53.000	1,115.000	1,168.000	1,168.000	\$2,683.39	\$59,135.84
WATER MAIN, TRENCHED, PVC C900 (DR 18), 8 INCH WITH TRACER WIRE										
0021	SPEC. PROV.	LB	\$8.580	1,779.000	234.000	1,653.000	1,887.000	1,887.000	\$2,007.72	\$16,190.46
FITTING BY WEIGHT, DUCTILE IRON										
0022	SPEC. PROV.	EA	\$1,264.190	23.000	0.000	13.000	13.000	13.000	\$0.00	\$16,434.47
WATER SERVICE TRANSFER, COPPER, 1 INCH , SAME SIDE										
0023	SPEC. PROV.	EA	\$2,022.360	26.000	1.000	15.000	16.000	16.000	\$2,022.36	\$32,357.76
WATER SERVICE TRANSFER, COPPER, 1 INCH, OPPOSITE SIDE										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0024	SPEC. PROV.	LF	\$8.220	410.000	0.000	46.800	46.800	46.800	\$0.00	\$384.70
WATER MAIN REMOVAL										
0025	SPEC. PROV.	EA	\$2,210.620	1.000	1.000	2.000	3.000	3.000	\$2,210.62	\$6,631.86
VALVE, GATE, 6 INCH										
0026	SPEC. PROV.	EA	\$2,923.700	4.000	2.000	3.000	5.000	5.000	\$5,847.40	\$14,618.50
VALVE, GATE, 8 INCH										
0027	SPEC. PROV.	EA	\$7,946.350	5.000	0.000	4.000	4.000	4.000	\$0.00	\$31,785.40
FIRE HYDRANT ASSEMBLY										
0028	SPEC. PROV.	EA	\$1,439.150	5.000	1.000	2.000	3.000	3.000	\$1,439.15	\$4,317.45
FLUSHING DEVICE (BLOW OFF), 4 INCH										
0029	SPEC. PROV.	EA	\$727.440	5.000	0.000	2.000	2.000	2.000	\$0.00	\$1,454.88
FIRE HYDRANT ASSEMBLY REMOVAL										
0030	SPEC. PROV.	EA	\$92.130	3.000	0.000	1.000	1.000	1.000	\$0.00	\$92.13
VALVE BOX REMOVAL										
0031	SPEC. PROV.	EA	\$524.630	49.000	1.000	27.000	28.000	28.000	\$524.63	\$14,689.64
TAP FEE, 1", REPLACE TAP FOR WATER SERVICE										
0032	SPEC. PROV.	EA	\$2,228.390	3.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PREPARE EXCAVATION FOR TAPPING SLEEVE AND VALVE										
0033	6010-A	EA	\$6,546.880	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM MANHOLE, SW-401, 60 INCH										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0034	6010-A	EA	\$8,531.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$8,531.00
STORM MANHOLE, SW-401, 72 INCH										
0035	6010-B	EA	\$4,066.390	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INTAKE, SW-501										
0036	6010-B	EA	\$5,673.030	12.000	1.000	5.750	6.750	6.750	\$5,673.03	\$38,292.95
INTAKE, SW-505										
0037	6010-B	EA	\$4,046.560	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INTAKE, SW-507										
0038	6010-B	EA	\$2,042.730	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INTAKE, SW-512										
0039	6010-B	EA	\$11,693.510	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INTAKE, SW-516, MODIFIED										
0040	6010-E	EA	\$2,002.560	5.000	2.000	3.000	5.000	5.000	\$4,005.12	\$10,012.80
SANITARY MANHOLE ADJUSTMENT, MINOR										
0041	6010-E	EA	\$1,458.720	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM MANHOLE ADJUSTMENT, MINOR										
0042	6010-F	EA	\$3,385.790	3.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SANITARY MANHOLE ADJUSTMENT, MAJOR										
0043	6010-G	EA	\$784.810	1.000	0.000	1.000	1.000	1.000	\$0.00	\$784.81
CONNECTION TO EXISTING MANHOLE										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0044	6010-H	EA	\$889.920	9.000	0.000	5.000	5.000	5.000	\$0.00	\$4,449.60
REMOVE INTAKE										
0045	7010-A	SY	\$57.260	6,100.000	246.400	2,547.423	2,793.823	2,793.823	\$14,108.86	\$159,974.30
PAVEMENT, PCC, 7 INCH										
0046	7010-A	SY	\$123.170	200.000	167.000	0.000	167.000	167.000	\$20,569.39	\$20,569.39
PAVEMENT, PCC, 10 INCH										
0047	7010-999-A	LF	\$1.020	12,350.000	0.000	4,831.000	4,831.000	4,831.000	\$0.00	\$4,927.62
JOINT PREVENTATIVE SEALANT										
0048	7010-N	SY	\$5.250	1,800.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
COLD WEATHER PROTECTION										
0049	7030-A-1	SY	\$10.200	100.000	0.000	117.700	117.700	117.700	\$0.00	\$1,200.54
REMOVAL OF SIDEWALK										
0050	7030-A-3	SY	\$10.200	1,190.000	0.000	756.000	756.000	756.000	\$0.00	\$7,711.20
REMOVAL OF DRIVEWAY										
0051	7030-E	SY	\$45.900	820.000	0.000	340.260	340.260	340.260	\$0.00	\$15,617.93
SIDEWALK, PCC, 4 INCH										
0052	7030-E	SY	\$66.300	10.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SIDEWALK, PCC, 4 INCH, REINFORCED										
0053	7030-E	SY	\$56.100	130.000	84.800	15.400	100.200	100.200	\$4,757.28	\$5,621.22
SIDEWALK, PCC, 6 INCH										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0054	7030-G	SY	\$51.000	96.000	56.800	20.000	76.800	76.800	\$2,896.80	\$3,916.80
DETECTABLE WARNING										
0055	7030-H-1	SY	\$59.670	1,020.000	42.000	346.680	388.680	388.680	\$2,506.14	\$23,192.54
DRIVEWAY, PAVED, PCC, 6 INCH										
0056	7030-H-3	TON	\$45.900	50.000	11.500	0.000	11.500	11.500	\$527.85	\$527.85
TEMPORARY GRANULAR SURFACING, CLASS A ROAD STONE										
0057	7040-H	SY	\$12.140	5,630.000	512.300	3,373.800	3,886.100	3,886.100	\$6,219.32	\$47,177.25
PAVEMENT REMOVAL										
0058	8020-C	STA	\$1,785.000	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PAINTED PAVEMENT MARKINGS, DURABLE										
0059	8020-M	STA	\$918.000	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
GROOVES CUT FOR PAVEMENT MARKINGS										
0060	8030-A	LS	\$13,158.000	1.000	0.200	0.200	0.400	0.400	\$2,631.60	\$5,263.20
TEMPORARY TRAFFIC CONTROL										
0061	8040-A	EA	\$153.000	13.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
TRAFFIC SIGNS, TYPE A										
0062	8040-D	EA	\$204.000	13.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PERFORATED SQUARE STEEL TUBE POSTS										
0063	9010-D	MGAL	\$71.400	93.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
WATERING										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0064	9020-A	SQ	\$66.300	350.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SOD										
0065	9030-B	EA	\$408.000	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PLANTS WITH WARRANTY, ORNAMENTAL TREE										
0066	9030-B	EA	\$464.100	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PLANTS WITH WARRANTY, DECIDUOUS TREE										
0067	9040-A-1	LS	\$1,530.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$1,530.00
SWPPP PREPARATION										
0068	9040-A-2	LS	\$3,468.000	1.000	0.100	0.400	0.500	0.500	\$346.80	\$1,734.00
SWPPP MANAGEMENT										
0069	9040-D-1	LF	\$1.730	6,000.000	0.000	742.000	742.000	742.000	\$0.00	\$1,283.66
FILTER SOCK, 9 INCH										
0070	9040-O-1	SY	\$10.200	300.000	0.000	100.000	100.000	100.000	\$0.00	\$1,020.00
STABILIZED CONSTRUCTION ENTRANCE										
0071	9040-Q-2	AC	\$1,489.200	1.000	0.388	0.000	0.388	0.388	\$577.81	\$577.81
EROSION CONTROL MULCHING, HYDRO MULCHING										
0072	9040-T-1	EA	\$102.000	31.000	0.000	12.000	12.000	12.000	\$0.00	\$1,224.00
INLET PROTECTION DEVICE, MAINTENCE, AND REMOVAL										
0073	9070-A	SF	\$49.980	160.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MODULAR BLOCK RETAINING WALL										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0074	11020-A	LS	\$109,882.500	1.000	0.000	0.250	0.250	0.250	\$0.00	\$27,470.63
MOBILIZATION										
0075	9040-D-1	LS	\$4,725.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MAINTENANCE OF POSTAL SERVICE										
0076	9040-O-1	LS	\$5,250.000	1.000	0.000	0.200	0.200	0.200	\$0.00	\$1,050.00
MAINTENANCE OF SOLID WASTE COLLECTION										
0077	9040-Q-2	LS	\$3,150.000	1.000	0.000	0.800	0.800	0.800	\$0.00	\$2,520.00
TEMPORARY PEDESTRIAN RESIDENTIAL ACCESS										
0078	11030-A	LS	\$3,672.000	1.000	0.200	0.200	0.400	0.400	\$734.40	\$1,468.80
CONCRETE WASHOUT										
8010	2599-9999010	LS	\$2,410.320	1.000	0.000	1.000	1.000	1.000	\$0.00	\$2,410.32
('LUMP SUM' ITEM): Water Main Casing Pipe - School Street & 68th Street										
8020	2599-9999010	LS	\$4,058.400	1.000	0.000	1.000	1.000	1.000	\$0.00	\$4,058.40
('LUMP SUM' ITEM): Sanitary Sewer Wye Replacement										
8030	2599-9999005	EACH	\$1,904.970	1.000	1.000	0.000	1.000	1.000	\$1,904.97	\$1,904.97
('EACH' ITEM): Sump Connection with Yard Drain Box										
Section Totals:									\$143,934.01	\$857,544.34
Section: 0002 - Alternate A - Quantities										
A1	2010-C	LS	\$12,285.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$12,285.00
CLEARING AND GRUBBING										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
A2	2010-D-1	CY	\$10.200	156.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
TOPSOIL, ON-SITE										
A3	2010-E	CY	\$15.300	309.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
EXCAVATION, CLASS 10										
A4	2010-F	CY	\$20.400	102.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
BELOW GRADE EXCAVATION (CORE OUT)										
A5	2010-G	SY	\$1.020	1,020.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SUBGRADE PREPARATION										
A6	2010-I	SY	\$2.040	102.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SUBGRADE TREATMENT, GEOGRID, TYPE 2										
A7	2010-J	SY	\$16.830	1,020.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SUBBASE, MODIFIED, 8 INCHES										
A8	3010-D	CY	\$81.600	30.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL										
A9	4020-A-1	LF	\$109.720	145.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER, TRENCHED, 36 INCH										
A10	4020-A-1	LF	\$237.760	132.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER, TRENCHED, RCP, 44" X 27" ARCH										
A11	4020-D	LF	\$10.060	275.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL OF STORM SEWER, LESS THAN 36 INCH										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
A12	4040-A	LF	\$13.950	524.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SUBDRAIN, PERFORATED HDPE, 6 INCH										
A13	4040-C-1	EA	\$500.960	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SUBDRAIN CLEANOUT, TYPE A-1, 6 INCH										
A14	4040-D-1	EA	\$475.210	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SUBDRAIN OUTLETS AND CONNECTIONS, CMP, 6 INCH										
A15	SPEC. PROV.	LF	\$36.260	260.000	220.000	0.000	220.000	220.000	\$7,977.20	\$7,977.20
WATER MAIN, TRENCHED, PVC C900 (DR 18), 8 INCH WITH TRACER WIRE										
A16	SPEC. PROV.	LB	\$9.640	76.000	46.000	0.000	46.000	46.000	\$443.44	\$443.44
FITTING BY WEIGHT, DUCTILE IRON										
A17	SPEC. PROV.	LF	\$8.250	40.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
WATER MAIN REMOVAL										
A18	6010-A	EA	\$8,088.270	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM MANHOLE, SW-401, 72 INCH										
A19	6010-B	EA	\$12,150.330	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INTAKE, SW-516, MODIFIED										
A20	6010-E	EA	\$1,261.680	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INTAKE ADJUSTMENT, MINOR										
A21	6010-H	EA	\$917.530	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVE INTAKE										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
A22	7010-A	SY	\$57.260	800.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PAVEMENT, PCC, 7 INCH										
A23	7010-999-A	LF	\$1.020	1,804.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
JOINT PREVENTATIVE SEALANT										
A24	7030-A-1	SY	\$10.200	10.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL OF SIDEWALK										
A25	7030-A-3	SY	\$10.200	110.000	50.400	0.000	50.400	50.400	\$514.08	\$514.08
REMOVAL OF DRIVEWAY										
A26	7030-E	SY	\$45.900	150.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SIDEWALK, PCC, 4 INCH										
A27	7030-E	SY	\$56.100	10.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SIDEWALK, PCC, 6 INCH										
A28	7030-G	SF	\$51.000	20.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
DETECTABLE WARNING										
A29	7030-H-1	SY	\$61.200	110.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
DRIVEWAY, PAVED, PCC, 6 INCH										
A30	7030-H-3	TON	\$45.900	50.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
TEMPORARY GRANULAR SURFACING, CLASS A ROAD STONE										
A31	7040-H	SY	\$10.200	770.000	678.500	0.000	678.500	678.500	\$6,920.70	\$6,920.70
PAVEMENT REMOVAL										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
A32	8040-A	EA	\$459.000	3.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
TRAFFIC SIGNS, TYPE A										
A33	8040-D	EA	\$408.000	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PERFORATED SQUARE STEEL TUBE POSTS										
A34	9010-D	MGAL	\$71.400	14.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
WATERING										
A35	9020-A	SQ	\$66.300	50.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SOD										
A36	9040-D-1	LF	\$1.730	840.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
FILTER SOCK, 9 INCH										
A37	9040-T-1	EA	\$122.400	4.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INLET PROTECTION DEVICE, MAINTENCE, AND REMOVAL										
A38	9060-D	LF	\$57.750	80.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL AND REINSTALLATION OF EXISTING FENCE, CHAIN LINK FENCE, RESIDENTIAL										
A39	11040-A	LS	\$1,890.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
TEMPORARY PEDESTRIAN RESIDENTIAL ACCESS										
A40	11050-A	LS	\$3,672.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
CONCRETE WASHOUT										
Section Totals:									\$15,855.42	\$28,140.42
Total Payments:									\$159,789.43	\$885,684.76

Time Charges

Time Limit	Original Deadline	Authorized Deadline	Charges This Period	Damages This Period	Days Completed To Date	Days Remaining To Date	Damages To Date
Final Completion - Liquidated Damages \$500/Day	05/29/2026	05/29/2026	N/A	\$0.00	N/A	271.0 Days	\$0.00
Substantial Completion - Liquidated Damages \$500/Day	11/21/2025	11/21/2025	N/A	\$0.00	N/A	82.0 Days	\$0.00
Total Damages:							\$0.00

Summary

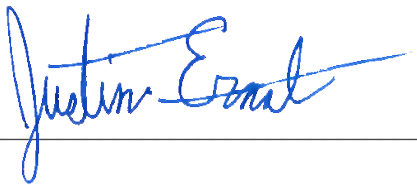
Current Approved Work:	\$159,789.43	Approved Work To Date:	\$885,684.76
Current Stockpile Advancement:	\$0.00	Stockpile Advancement To Date:	\$0.00
Current Stockpile Recovery:	\$0.00	Stockpile Recovery To Date:	\$0.00
Current Retainage:	\$7,989.47	Retainage To Date:	\$44,284.24
Current Retainage Released:	\$0.00	Retainage Released To Date:	\$0.00
Current Liquidated Damages:	\$0.00	Liquidated Damages To Date:	\$0.00
Current Adjustment:	\$0.00	Adjustments To Date:	\$0.00
Current Payment:	\$151,799.96	Payments To Date:	\$841,400.52
Previous Payment:	\$227,939.90	Previous Payments To Date:	\$689,600.56

SIGNATURE LINE FOR PAYMENT REPORTS

ENGINEER'S CERTIFICATION:

In accordance with the Contract Documents, based on on-site observations and the data comprising this Payment Application, the Construction Project Manager certifies to the City of Windsor Heights that to the best of the Construction Project Manager's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and Contractor is entitled to payment of Amount Certified.

AMOUNT CERTIFIED: \$ 227,939.90

By:  Date: 9/11/2025

CONTRACTOR'S CERTIFICATION:

Contractor certifies that to the best of Contractor's knowledge, information and belief, the Work covered by this Payment Application has been completed in accordance with the Contract Documents, that all amounts have been paid by Contractor for Work for which payments were issued and payments received from the City of Windsor Heights, and that the current payment applied herein is now due.

By: Chandra Shekar Digitally signed by Chandra Shekar Date: 2025.09.11 10:30:40 -05'00' Date: 09/11/2025

CITY OF WINDSOR HEIGHTS REVIEW / APPROVAL:

By: _____ Date: _____



**STAFF REPORT
CITY COUNCIL**

September 15, 2025

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator
Nate Weigl
Justin Ernst, City Engineer

SUBJECT: Consideration of Resolution No. 2025-72 - A Resolution to Provide for a Notice of Public Hearing on the Proposed Plans, Specifications, Form of Contract, and Estimated Total Cost for the Walnut Creek Access Project and for the Taking of Bids on Said Project

GENERAL INFORMATION

Project Narrative: This paved water access project includes approximately 260 SY of 5" PCC, 75 TONS of stacked natural stone, tree and shrub plantings, and seed surface restoration. The project is estimated to include more than 500 CY of excavation and is anticipated to require dewatering operations at the location where the water access meets the creek. Other miscellaneous construction items are required as defined in the bid documents.

Summary: The attached bid plans, project manual and cost estimate will be used to solicit bidders for the construction of the Walnut Creek Water Access. The project will provide pedestrian access for the public to Walnut Creek.

Project Cost: The engineer's estimated cost, excluding adjacent but unrelated to the water access storm water pipe repairs, is \$231,258. The total estimated cost including storm water repairs is \$266,258. The City received a \$125,000 grant from Mid American Energy for the project and \$180,000 was the original estimated construction cost in November 2024. Updates from the initial 2024 conceptualized water access design presented to City Council in March and August of 2025 include adjustments to the access path, additional native plantings adjacent to the water access and the addition of tree plantings to the west side of Walnut Creek, in partnership with 3E, in order to create a more natural setting for the water access given the proximity to I235 and 3E's parking lot. A small section of trail connected to the water access is also proposed to be replaced to avoid future disruption to the trail. The funding source for project beyond grant funds is TIF, the project is listed in the City's most recent Urban Renewal Plan.

- Wayfinding Sign: The last project plan included an ICON wayfinding sign design that is still being finalized by ICON. As a result, the design has been removed from the project for bidding. Options for future implementation include a change order to the project during construction or solicitation of competitive quotes after construction of the water access is completed. The estimated cost for this sign is currently \$20,000.
- Storm Sewer Improvements: An existing storm sewer outlet in the vicinity of the project is compromised and causing sinkhole conditions near the area of the Windsor Trail. The Walnut Creek Water Access project is an ideal opportunity for repair of the storm sewer and is incorporated into the bid set accordingly. This storm sewer repair adds roughly \$35,000.00 and is included in the estimated cost of the project. Storm sewer repair costs are planned to be paid for through the storm water fund. Below are photos of the sink hole and outlet.



Schedule: Anticipated construction start date is November 1. Construction will start with tree removal primarily until the ground thaws in the spring. Substantial completion of the project is scheduled for June 30, 2026 with final completion scheduled for October 30, 2026.

ATTACHMENTS

1. WALNUT CREEK ACCESS COST ESTIMATE
2. Walnut Creek Water Access PROJECT MANUAL 2025.9.11
3. 2025.09.11_Walnut Creek Water Access_Bid Plans
4. Resolution No. 2025-72 - A Resolution to Set a Public Hearing and Take Bids on Walnut Creek Water Access

ENGINEER'S ESTIMATE

WALNUT CREEK ACCESS
CITY OF WINDSOR HEIGHTS

BMI PROJECT NO. 25X.138271.000



Real People. Real Solutions.

#####

Item No.	Item Code	Item	Unit	Quantity	Unit Price	Total Amount
1	0000-999-BE	LIMESTONE STONE BLOCK BENCH	EA	4	\$2,000.00	\$8,000.00
2	0000-999-BI	LIMESTONE RETAINING WALL	TON	50	\$1,000.00	\$50,000.00
3	0000-999-A	DEWATERING	LS	1	\$20,000.00	\$20,000.00
4	2010-C	CLEARING AND GRUBBING	LS	1	\$6,500.00	\$6,500.00
5	2010-D-1	TOPSOIL, ON-SITE	CY	338	\$20.00	\$6,760.00
6	2010-E	EXCAVATION, CLASS 10	CY	585	\$30.00	\$17,550.00
7	4020-A-1	STORM SEWER, TRENCHED, RCP, 30 INCH	LF	20	\$200.00	\$4,000.00
8	4020-A-1	STORM SEWER, TRENCHED, RACP, 51X31 INCH	LF	16	\$300.00	\$4,800.00
9	4020-D	REMOVAL OF STORM SEWER, RCP	LF	32	\$50.00	\$1,600.00
10	4030-B	PIPE APRON, RCP, 30 INCH	EA	1	\$3,000.00	\$3,000.00
11	4030-B	PIPE APRON, RACP, 51X31 INCH	EA	1	\$5,000.00	\$5,000.00
12	4030-C	FOOTING FOR CONCRETE PIPE APRON, RCP, 30 INCH	EA	1	\$2,000.00	\$2,000.00
13	4030-C	FOOTING FOR CONCRETE PIPE APRON, RACP, 51X31 INCH	EA	1	\$3,500.00	\$3,500.00
14	7030-A-2	REMOVAL OF SHARED USE PATH	SY	75	\$20.00	\$1,500.00
15	7030-C	SHARED USE PATH, PCC, 6 INCH	SY	75	\$70.00	\$5,250.00
16	7030-E	SIDEWALK, PCC, 5 INCH	SY	260	\$65.00	\$16,900.00
17	8030-A	TEMPORARY TRAFFIC CONTROL	LS	1	\$5,000.00	\$5,000.00
18	8040-A	TRAFFIC SIGNS	EA	2	\$1,000.00	\$2,000.00
19	9010-B	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING, WETLAND MIX	AC	0.06	\$6,000.00	\$360.00
20	9010-B	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING, NATIVE MESIC PRAIRIE	AC	0.25	\$4,500.00	\$1,125.00
21	9020-A	SOD	SY	355	\$9.00	\$3,195.00
22	9030-B	PLANTS WITH WARRANTY, DECIDUOUS SHRUBS, #5 CONTAINER	EA	193	\$120.00	\$23,160.00
23	9030-B	PLANTS WITH WARRANTY, DECIDUOUS TREE, 2" CAL.	EA	22	\$650.00	\$14,300.00
24	9040-D-1	FLOATING SILT CURTAIN	LF	235	\$5.00	\$1,175.00
25	9040-D-1	FILTER SOCK, 6 INCH	LF	926	\$3.00	\$2,778.00
26	9040-E	TEMPORARY RECP, 2.D	SY	460	\$3.00	\$1,380.00
27	9040-J	RIP RAP, CLASS E	TON	130	\$75.00	\$9,750.00
28	9040-N-1	SILT FENCE OR SILT FENCE DITCH CHECK	LF	205	\$5.00	\$1,025.00
29	9040-O-1	STABILIZED CONSTRUCTION ENTRANCE	LS	1	\$4,000.00	\$4,000.00
30	9060-F	TEMPORARY FENCE, ORANGE PLASTIC, 48 INCH	LF	1130	\$5.00	\$5,650.00
31	11010-A	CONSTRUCTION SURVEY	LS	1	\$5,000.00	\$5,000.00
32	11020-A	MOBILIZATION	LS	1	\$25,000.00	\$25,000.00
33	11050-A	CONCRETE WASHOUT	LS	1	\$5,000.00	\$5,000.00

OPINION OF PROBABLE CONSTRUCTION COST:

\$266,258.00

PROJECT MANUAL

Walnut Creek Water Access

City of Windsor Heights

Windsor Heights, Iowa

September 2025

BMI Project No. 25X.138271



Real People. Real Solutions.

Bolton-Menk.com

SECTION 00005 - CERTIFICATION PAGE

**PROJECT MANUAL
FOR
WALNUT CREEK WATER ACCESS
CITY OF WINDSOR HEIGHTS
WINDSOR HEIGHTS, IOWA
SEPTEMBER 2025
BMI PROJECT NO. 25X.138271**

	I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa. _____ Date: _____ Nate Weidl License No. 00677 My renewal date is June 30, 2027 Pages or sheets covered by this seal: _____
--	--

SECTION 00010 - TABLE OF CONTENTS

Walnut Creek Water Access
City of Windsor Heights

CONTRACT DOCUMENTS:

PROJECT MANUAL:

Introductory Information, Bidding Requirements, Contract Forms and Conditions of Contract

00005 - CERTIFICATION PAGE
00010 - TABLE OF CONTENTS
00100 - NOTICE TO BIDDERS
00110 - NOTICE OF PUBLIC HEARING
00200 - INSTRUCTIONS TO BIDDERS
00410 - PROPOSAL
00420 - BID BOND
00500 - CONTRACT
00610 - PERFORMANCE, PAYMENT AND MAINTENANCE BOND
00800 - SPECIAL PROVISIONS
00900 - NOTICE OF AWARD
00910 - NOTICE TO PROCEED
00920 - LETTER OF TRANSMITTAL

Technical Specifications

Supplemental Specifications
City of Windsor Heights

DRAWINGS (UNDER SEPARATE COVER):

_____ sheets numbered _____ through _____, inclusive, dated _____, 20____, and with each sheet bearing the following general title:

Walnut Creek Water Access
City of Windsor Heights

APPENDICES

This project is based on
SUDAS STANDARD SPECIFICATIONS, 2025 EDITION
unless modified herein.

*****END OF SECTION*****

SECTION 00100 - NOTICE TO BIDDERS

Walnut Creek Water Access
City of Windsor Heights
Windsor Heights, Iowa

Receipt and Opening of Sealed Proposals. Sealed proposals for the work comprising the repair or improvement as stated below must be filed online through QuestCDN.com before 10:00 A.M. on October 14, 2025. Proposals will be opened and publicly read online through Microsoft Teams. Please use the Microsoft Teams Meeting Link or Call-In Number/Conference ID Number below to see and/or hear the bid opening results:

Microsoft Teams Meeting Link: _____
Call-In Number: _____ / Conference ID Number: _____

The results will be reported to the City of Windsor Heights at its meeting at 6:00 P.M. on October 20, 2025 at which time the Council may take action on the proposals submitted or at such time as may then be fixed. The City of Windsor Heights Council reserves the right to reject any or all bids, to waive informalities or technicalities in any bid, and to enter into such contract, or contracts, as it shall deem to be in the best interest of the City of Windsor Heights.

To access the electronic proposal form, download the project documents and click the online bidding button at the top of the advertisement. Prospective Bidders must be on the plan holders list through QuestCDN for bids to be accepted and pay the required fee for submission of the online bid.

Time for Commencement and Completion of Work. Work on the improvement shall commence upon approval of the contract by the Council and as stated in the Notice to Proceed. All work under the contract must be complete on or before October 30, 2026. Liquidated damages are as set forth in Section 00500 – Contract.

Bid Security. Each Bidder shall accompany its bid with bid security, as defined in Iowa Code Section 26.8, as security that the successful Bidder will enter into a contract for the work bid upon. The Bidder's security shall be in an amount equal to 3 percent of the total amount of the bid. The bid shall contain no condition except as provided in the specifications. If the Bidder fails to execute the contract and to furnish an acceptable Performance, Payment, and Maintenance Bond or provide a Certificate of Insurance within ten (10) days after acceptance of the bid by the City, the bid security may be forfeited or cashed by the City as liquidated damages.

Contract Documents. Copies of the project documents are available for a price of \$25.00 per set. This fee is refundable, provided the plans and specifications are returned complete and in reusable condition, and they are returned within fourteen (14) calendar days after the award of the project. Please make your check payable to Bolton & Menk, Inc. and send it to 430 E Grand Ave, Suite 101, Des Moines, Iowa 50309. Complete digital project bidding documents are available at www.bolton-menk.com or www.questcdn.com. You may view the digital plan documents for free by entering QuestCDN Project #9869540 on the website's Project Search page. Documents may be downloaded for \$0.00. Please contact QuestCDN.com at 952-233-1632 or info@questcdn.com for assistance in free membership registration, viewing, downloading, and working with this digital project information.

Preference of Products and Labor. By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa, to the extent lawfully required under Iowa statutes.

Sales Tax Exemption Certificates. The Bidder shall not include sales tax in the bid. The City of Windsor Heights will distribute tax exemption certificates and authorization letters to the contractor and all subcontractors who are identified. The contractor and subcontractor may make copies of the tax exemption certificates and provide a copy to each supplier providing construction materials. These tax exemption certificates and authorization letters are applicable only for this specific project under the contract.

PROJECT DESCRIPTION: This paved water access project includes approximately 260 SY of 5" PCC, 75 TONS of stacked natural stone, a metal custom wayfinding sign mounted to a cast-in-place concrete footing, tree and shrub plantings, and seed surface restoration. The project is estimated to include more than 500 CY of excavation and is anticipated to require dewatering operations at the location where the water access meets the creek. Other miscellaneous construction items are required as defined in the bid documents.

The Notice is given by order of the Council of the City of Windsor Heights.

Adam Plagge
City Administrator

SECTION 00110 - NOTICE OF PUBLIC HEARING

Walnut Creek Water Access
City of Windsor Heights
Windsor Heights, Iowa

Public Hearing on Proposed Contract Documents and Estimated Costs for Repair or Improvement. A public hearing will be held by the City of Windsor Heights on the proposed contract documents (plans, specifications and form of contract) and estimated cost for the improvement at its meeting at 6:00 P.M. on October 20, 2025, at 1133 68th Street, Windsor Heights, Iowa 50324.

PROJECT DESCRIPTION: This paved water access project includes approximately 260 SY of 5" PCC, 75 TONS of stacked natural stone, a metal custom wayfinding sign mounted to a cast-in-place concrete footing, tree and shrub plantings, and seed surface restoration. The project is estimated to include more than 500 CY of excavation and is anticipated to require dewatering operations at the location where the water access meets the creek. Other miscellaneous construction items are required as defined in the bid documents.

At said hearing, the Council will consider the plans, specifications, proposed form of contract, and estimated total cost for the project, the same now being on file in the office of the City Administrator, 1145 66th Street, Suite 1, Windsor Heights, Iowa 50324, reference to which is made for a more detailed and complete description of the proposed improvements, and at said time and place the said Council will also receive and consider any objections to said plans, specifications, estimate of cost, and form of contract made by any interested party.

SECTION 00200 - INSTRUCTIONS TO BIDDERS

Walnut Creek Water Access
City of Windsor Heights
Windsor Heights, Iowa

The work comprising the above referenced project shall be constructed in accordance with the SUDAS Standard Specifications, 2025 Edition, and as further modified by the supplemental specifications and special provisions included in the contract documents. The terms used in the contract version of the documents are defined in said standard specifications. Before submitting a bid, please review the requirements of Division One, General Provisions and Covenants. Please be certain that all documents have been completed properly, as failure to complete and sign all documents and to comply with the requirements listed below can cause a submitted bid not to be read.

ARTICLE 1—BID SECURITY

- 1.01 The bid security must be in the minimum amount of 3% of the total bid amount including all add alternates (do not deduct the amount of deduct alternates).
- 1.02 Bid security other than said bid bond shall be in accordance with Chapter 26 of the Iowa Code.
- 1.03 Bid security shall be in the form of a cashier's check or certified check drawn on a state chartered or federally chartered bank; or a certified share draft drawn on a state chartered or federally chartered credit union; or a bidder's bond with corporate surety satisfactory to the City of Windsor Heights, hereinafter called the "Jurisdiction".
- 1.04 All signatures on the bid bond must be original signatures in ink; electronic, copies, or facsimile (fax) of any signature on the bid bond is not acceptable.
- 1.05 The bid bond must be submitted on the enclosed Bid Bond form as no other bid bond forms are acceptable.

ARTICLE 2—SUBMISSION OF THE PROPOSAL AND IDENTITY OF BIDDERS

- 2.01 For this project, the City will only be accepting online electronic bids through QuestCDN. To access the electronic bid form, download the project documents and click the online bidding button at the top of the advertisement. Prospective Bidders must be on the plan holders list through QuestCDN for bids to be accepted. A bid shall be received no later than the date and time provided in the Notice to Bidders. Bids received after the date and time provided for the opening of bids, or not submitted in the designated manner, will not be accepted. It is the sole responsibility of the Bidder to see that its proposal is received online via QuestCDN prior to the time for opening bids along with the appropriate bid security.
- 2.02 The following documents shall be completed, signed, and returned in the proposal envelope. The bid cannot be read if any of these documents are omitted from the proposal envelope.
 - A. PROPOSAL – Complete each of the following parts:
 - Part B – Acknowledgment of Addenda, if any have been issued;
 - Part C – Bid Items, Quantities and Prices;
 - Part F – Additional Requirements; and
 - Part G – Identity of Bidder.
- 2.03 Sign the proposal. The signature on the proposal and all proposal attachments must be an original signature in ink signed by the same individual who is the company owner or an authorized officer of the company; copies or facsimile of any signature will not be accepted.
- 2.04 Documents must be submitted as printed. No alterations, additions, or deletions are permitted. If the Bidder notes a requirement in the contract documents which the Bidder believes will require a conditioned or unsolicited alternate bid, the Bidder must immediately notify the Engineer in writing. The Engineer will issue any necessary interpretation by an addendum.

2.05 Division 1 - General Provisions and Covenants of the 2025 SUDAS Standard Specifications is modified as follows:

A. Section 1020.1.09B, Unit Price Attachment.

A computer-generated unit price attachment may be submitted by the Bidder as specified by this section.

ARTICLE 3—PROSECUTION AND PROGRESS OF THE WORK

3.01 The work is located in the City of Windsor Heights.

Work on the improvement shall commence upon approval of the contract by the Council and as stated in the Notice to Proceed. All work under the contract must be completed as stated in Section 00500 - Contract. Liquidated damages will be assessed as detailed in Section 00500 - Contract.

3.02 Community Events.

Successful Bidder will be required to coordinate with the Jurisdiction and accommodate the Jurisdiction's requirements for the following list of events:

Contractor to coordinate with City on any events in Colby Park

3.03 Each successful Bidder will be required to furnish a corporate surety bond in an amount equal to 100% of its contract price. Said bond shall be issued by a responsible surety approved by City of Windsor Heights and shall guarantee the faithful performance of the contract, the terms and conditions therein contained, the prompt payment of all material and labor, protect and save harmless the City of Windsor Heights from claims and damages of any kind caused by the operations of the contract, and shall also guarantee the maintenance of the improvement caused by failures in materials and construction for a period of 4 years from and after acceptance of the work.

3.04 The City of Windsor Heights, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42U.S.C. 2000d to 2000d-4 and Title 49 Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all Bidders that it will affirmatively ensure that with any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

ARTICLE 4—PREFERENCE OF PRODUCTS AND LABOR

4.01 In accordance with Iowa statutes, a resident bidder shall be allowed preference against a nonresident bidder from a state or foreign country provided that state or foreign country gives or requires any preference to bidders from that state or foreign country. This includes, but is not limited to any preference to bidders, the imposition of any type of labor force preference, or any other form of preferential treatment to bidders or laborers from that state or foreign country. The preference allowed shall be equal to the preference given or required by the state or foreign country in which the nonresident bidder is a resident. In the instance of a resident labor force preference, a nonresident bidder shall apply the same resident labor force preference to a public improvement in this state as would be required in the construction of a public improvement by the state or foreign country in which the nonresident bidder is a resident. If it is determined that this may cause denial of federal funds which would otherwise be available or would otherwise be inconsistent with requirements of any federal law or regulation, this resident bidder preference shall be suspended, but only to the extent necessary to prevent denial of the funds or to eliminate the inconsistency with federal requirements.

ARTICLE 5—TAXES

5.01 The City will issue a sales tax exemption certificate and authorization letters to the contractor and all subcontractors for all materials purchased on the project. Tax exemption certificates are applicable only for the specific project for which the tax exemption certificate is issued.

5.02 The contractor shall provide a listing to the City identifying all appropriate subcontractors qualified for use of the tax exemption certificate. The contractor and subcontractors may make copies of the certificate and provide to each supplier providing construction material.

5.03 Income Tax:

- A. Successful Bidder is subject to payment of Iowa income tax on income from this work in amounts prescribed by law.
- B. If successful Bidder is a non-Iowa partnership, individual, or association, Bidder shall furnish evidence prior to execution of contract that bond or securities have been posted with the Iowa Department of Revenue in the amount required by law.

ARTICLE 6—ADDITIONAL ITEMS

6.01 Pre-Bid Conference (If pre-bid is held, should be added to the Notice to Bidders after last item.)

- A. A pre-bid conference will not be conducted for this Project.

******END OF SECTION******

SECTION 00410 - PROPOSAL

Walnut Creek Water Access
City of Windsor Heights
Windsor Heights, Iowa

PROPOSAL: PART A – SCOPE

The City of Windsor Heights, hereinafter called the “Jurisdiction”, has need of a qualified contractor to complete the work comprising of the below referenced repair or improvement. The undersigned Bidder hereby proposes to complete the work comprising of the below referenced repair or improvement as specified in the contract documents, which are officially on file with the Jurisdiction, in the office of the Mayor, at the prices hereinafter provided in Part C of the Proposal, for the improvements on the Walnut Creek Water Access.

PROPOSAL: PART B – ACKNOWLEDGMENT OF ADDENDA

The Bidder hereby acknowledges that all addenda become a part of the contract documents when issued and that each such addendum has been received and utilized in the preparation of this bid. The Bidder hereby acknowledges receipt of the following addenda by inserting the number of each addendum in the blanks below:

ADDENDUM NUMBER _____

ADDENDUM NUMBER _____

ADDENDUM NUMBER _____

ADDENDUM NUMBER _____

and certifies that said addenda were utilized in the preparation of this bid.

PROPOSAL: PART C – BID ITEMS AND QUANTITIES

UNIT PRICE CONTRACTS: The Bidder must provide the Unit Bid Price, the Total Bid Price, any Alternate Prices, and the Total Construction Costs on the Proposal Attachment: Part C – Bid Items and Quantities. In case of discrepancy, the Unit Bid Price governs. The quantities shown on the Proposal Attachment: Part C – Bid Items and Quantities are approximate only, but are considered sufficiently adequate for the purpose of comparing bids.

SEE INCLUDED PROPOSAL ATTACHMENT

PROPOSAL: PART D – GENERAL

The Bidder hereby acknowledges that the Jurisdiction, in advertising for public bids for this project reserves the right to:

1. Reject any or all bids. Award of the contract, if any, to be to the lowest responsible, responsive Bidder; and
2. Reject any or all alternates in determining the items to be included in the contract. Designation of the lowest responsible, responsive Bidder to be based on comparison of the total bid only, not including any alternates; and
3. Make such alterations in the contract documents or in the proposal quantities as it determines necessary in accordance with the contract documents after execution of the contract. Such alterations shall not be considered a waiver of any conditions of the contract documents, and shall not invalidate any of the provisions thereof; and

The Bidder hereby agrees to:

1. Enter into a contract, if this proposal is selected, in the form approved by the Jurisdiction, provide proof of registration with the Iowa Division of Labor in accordance with Chapter 91C of the Iowa Code, and furnish a performance, maintenance, and payment bond; and
2. Forfeit bid security, not as a penalty but as liquidated damages, upon failure to enter into such contract and/or to furnish said bond; and
3. Commence the work upon written Notice to Proceed; and
4. Complete the work in accordance with the completion dates defined in Section 00500 – Contract; and
5. Pay liquidated damages for noncompliance with said completion provisions at the rate detailed in Section 00500 – Contract for each calendar day thereafter that the work remains incomplete.

PROPOSAL: PART E – NON-COLLUSION AFFIDAVIT

The Bidder hereby certifies:

1. That this proposal is not affected by, contingent on, or dependent on any other proposal submitted for any improvement with the Jurisdiction; and
2. That no individual employed by the Bidder has employed any person to solicit or procure the work on this project, nor will any employee of the Bidder make any payment or agreement for payment of any compensation in connection with the procurement of this project; and
3. That no part of the bid price received by the Bidder was or will be paid to any person, corporation, firm, association, or other organization for soliciting the bid, other than the payment of their normal compensation to persons regularly employed by the Bidder whose services in connection with the construction of the project were in the regular course of their duties for the Bidder; and
4. That this proposal is genuine and not collusive or sham; that the Bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any Bidder or person, to submit a sham bid or to refrain from bidding; and
5. That the bid has not in any manner, directly or indirectly, sought, by agreement or collusion, or communication or conference, with any person, to fix the bid price of the Bidder or of any other Bidder; and
6. That all statements in this proposal are true; and
7. That the individual(s) executing this proposal have the authority to execute this proposal on behalf of the Bidder.

PROPOSAL: PART F – ADDITIONAL REQUIREMENTS

The Bidder hereby agrees to comply with the additional requirements listed below which are included in this proposal and identified as proposal attachments:

ITEM NO.	DESCRIPTION OF ATTACHMENT
1.	None

PROPOSAL: PART G - IDENTITY OF BIDDER

The Bidder shall indicate whether the bid is submitted by a/an:

- ☐ Individual,
Sole Proprietorship
- ☐ Partnership
- ☐ Corporation
- ☐ Limited Liability Company
- ☐ Joint-Venture; all parties must join-in and
execute all documents
- ☐ Other

Bidder

Signature

Name (Print/Type)

Title

Street Address

City, State, Zip Code

Telephone Number

E-Mail Address

The Bidder shall enter its
Public Registration Number

issued by the Iowa Commissioner of Labor
Pursuant Section 91C.5 of the Iowa Code.

**Type or print the name and title of the company's
owner, president, CEO, etc. if a different person
than entered above.**

Failure to provide said Registration
Number shall result in the bid being read
under advisement. A contract will not be
executed until the contractor is registered.

Name

Title

NOTE: The signature on this proposal must be an original signature in ink; copies, facsimiles, or electronic signatures will not be accepted.

All bidders must submit the following completed form to the governmental body requesting bids per 875 Iowa Administrative Code Chapter 156.

BIDDER STATUS FORM

To be completed by all bidders.

Part A

Please answer "Yes" or "No" for each of the following:

- ☐ Yes ☐ No My company is authorized to transact business in Iowa.
(To help you determine if your company is authorized, please review the worksheet on the next page).
- ☐ Yes ☐ No My company has an office to transact business in Iowa.
- ☐ Yes ☐ No My company's office in Iowa is suitable for more than receiving mail, telephone calls, and e-mail.
- ☐ Yes ☐ No My company has been conducting business in Iowa for at least 3 years prior to the first request for bids on this project.
- ☐ Yes ☐ No My company is not a subsidiary of another business entity or my company is a subsidiary of another business entity that would qualify as a resident bidder in Iowa.
- If you answered "Yes" for each question above, your company qualifies as a resident bidder. Please complete Parts B and D of this form.
- If you answered "No" to one or more questions above, your company is a non-resident bidder. Please complete Parts C and D of this form.

To be completed by resident bidders.

Part B

My company has maintained offices in Iowa during the past 3 years at the following addresses:

Dates: _____ to _____ Address: _____
(mm/dd/yyyy) City, State, Zip: _____

Dates: _____ to _____ Address: _____
(mm/dd/yyyy) City, State, Zip: _____

Dates: _____ to _____ Address: _____
(mm/dd/yyyy) City, State, Zip: _____

You may attach additional sheet(s) if needed.

To be completed by non-resident bidders.

Part C

- Name of home state or foreign country reported to the Iowa Secretary of State: _____
- Does your company's home state or foreign country offer preferences to bidders who are residents? ☐ Yes ☐ No
- If you answered "Yes" to question 2, identify each preference offered by your company's home state or foreign country and the appropriate legal citation.

You may attach additional sheet(s) if needed.

To be completed by all bidders.

Part D

I certify that the statements made on this document are true and complete to the best of my knowledge and I know that my failure to provide accurate and truthful information may be reason to reject my bid.

Firm Name: _____

Signature: _____ Date: _____

WORKSHEET: AUTHORIZATION TO TRANSACT BUSINESS

This worksheet may be used to help complete Part A of the Resident Bidder Status form. If at least one of the following describes your business, you are authorized to transact business in Iowa.

- ☐ Yes ☐ No My business is currently registered as a contractor with the Iowa Division of Labor.
- ☐ Yes ☐ No My business is a sole proprietorship and I am an Iowa resident for Iowa income tax purposes.
- ☐ Yes ☐ No My business is a general partnership or joint venture. More than 50 percent of the general partners or joint venture parties are residents of Iowa for Iowa income tax purposes.
- ☐ Yes ☐ No My business is an active corporation with the Iowa Secretary of State and has paid all fees required by the Secretary of State, has filed its most recent biennial report, and has not filed articles of dissolution.
- ☐ Yes ☐ No My business is a corporation whose articles of incorporation are filed in a state other than Iowa, the corporation has received a certificate of authority from the Iowa Secretary of State, has filed its most recent biennial report with the Secretary of State, and has neither received a certificate of withdrawal from the Secretary of state nor had its authority revoked.
- ☐ Yes ☐ No My business is a limited liability partnership which has filed a statement of qualification in this state and the statement has not been canceled.
- ☐ Yes ☐ No My business is a limited liability partnership which has filed a statement of qualification in a state other than Iowa, has filed a statement of foreign qualification in Iowa and a statement of cancellation has not been filed.
- ☐ Yes ☐ No My business is a limited partnership or limited liability limited partnership which has filed a certificate of limited partnership in this state and has not filed a statement of termination.
- ☐ Yes ☐ No My business is a limited partnership or a limited liability limited partnership whose certificate of limited partnership is filed in a state other than Iowa, the limited partnership or limited liability limited partnership has received notification from the Iowa Secretary of state that the application for certificate of authority has been approved and no notice of cancellation has been filed by the limited partnership or the limited liability limited partnership.
- ☐ Yes ☐ No My business is a limited liability company whose certificate of organization is filed in Iowa and has not filed a statement of termination.
- ☐ Yes ☐ No My business is a limited liability company whose certificate of organization is filed in a state other than Iowa, has received a certificate of authority to transact business in Iowa and the certificate has not been revoked or canceled.

PROPOSAL ATTACHMENT: PART C – BID ITEMS AND QUANTITIES

Walnut Creek Water Access
City of Windsor Heights
Windsor Heights, Iowa

This is a UNIT PRICE CONTRACT. The Bidder must provide the Unit Bid Price, the Total Bid Price, any Alternate Prices, and the Total Construction Costs on the Proposal Attachment: Part C – Bid Items and Quantities. In case of discrepancy, the Unit Bid Price governs. The quantities shown on the Proposal Attachment: Part C – Bid Items and Quantities are approximate only but are considered sufficiently adequate for the purpose of comparing bids.

ESTIMATED PROJECT QUANTITIES						
Item No.	Item Code	Item	Unit	Quantity	Unit Price	Total
1	0000-999-BE	LIMESTONE STONE BLOCK BENCH	EA	4	\$	\$
2	0000-999-BI	LIMESTONE RETAINING WALL	TON	50	\$	\$
3	0000-999-A	DEWATERING	LS	1	\$	\$
4	2010-C	CLEARING AND GRUBBING	LS	1	\$	\$
5	2010-D-1	TOPSOIL, ON-SITE	CY	338	\$	\$
6	2010-E	EXCAVATION, CLASS 10	CY	585	\$	\$
7	7030-A-2	REMOVAL OF SHARED USE PATH	SY	25	\$	\$
8	7030-C	SHARED USE PATH, PCC, 6 INCH	SY	25	\$	\$
9	7030-E	SIDEWALK, PCC, 5 INCH	SY	260	\$	\$
10	8040-A	TRAFFIC SIGNS	EA	2	\$	\$
11	9010-B	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING, WETLAND MIX	AC	0.06	\$	\$
12	9010-B	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING, NATIVE MESIC PRAIRIE	AC	0.25	\$	\$
13	9020-A	SOD	SY	355	\$	\$
14	9030-B	PLANTS WITH WARRANTY, DECIDUOUS SHRUBS, #5 CONTAINER	EA	193	\$	\$
15	9030-B	PLANTS WITH WARRANTY, DECIDUOUS TREE, 2" CAL.	EA	22	\$	\$
16	9040-D-1	FLOATING SILT CURTAIN	LF	235	\$	\$
17	9040-D-1	FILTER SOCK, 6 INCH	LF	926	\$	\$
18	9040-E	TEMPORARY RECP, 2.D	SY	460	\$	\$
19	9040-J	RIP RAP, CLASS E	TON	85	\$	\$
20	9040-N-1	SILT FENCE OR SILT FENCE DITCH CHECK	LF	205	\$	\$

(Continued)

Item No.	Item Code	Item	Unit	Quantity	Unit Price	Total
21	9040-O-1	STABILIZED CONSTRUCTION ENTRANCE	LS	1	\$	\$
22	9060-F	TEMPORARY FENCE, ORANGE PLASTIC, 48 INCH	LF	1130	\$	\$
23	11010-A	CONSTRUCTION SURVEY	LS	1	\$	\$
24	11020-A	MOBILIZATION	LS	1	\$	\$
25	11050-A	CONCRETE WASHOUT	LS	1	\$	\$
BID TOTAL:						\$

NOTE: IT IS UNDERSTOOD THAT THE ABOVE QUANTITIES ARE ESTIMATED FOR THE PURPOSE OF THIS BID. ALL QUANTITIES ARE SUBJECT TO REVISION BY THE JURISDICTION AS NOTED IN SECTION 00500 - "CONTRACT" OF THIS PROJECT MANUAL.

Bidder Name

THIS PAGE INTENTIONALLY LEFT BLANK.

SECTION 00420 - BID BOND

Walnut Creek Water Access
City of Windsor Heights
Windsor Heights, Iowa

KNOW ALL BY THESE PRESENTS:

That we, _____, as Principal, and _____, as Surety, are held and firmly bound unto, City of Windsor Heights as Obligee, (hereinafter referred to as "the Jurisdiction"), in the penal sum of _____ dollars (\$ _____), lawful money of the United States, for which payment said Principal and Surety bind themselves, their heirs, executors, administrators, successors, and assigns jointly and severally, firmly by these presents.

The condition of the above obligation is such that whereas the Principal has submitted to the Jurisdiction a certain proposal, in a separate envelope, and hereby made a part hereof, to enter into a contract in writing, for the following project:

Project Title: Walnut Creek Water Access

Project Description: This paved water access project includes approximately 260 SY of 5" PCC, 75 TONS of stacked natural stone, a metal custom wayfinding sign mounted to a cast-in-place concrete footing, tree and shrub plantings, and seed surface restoration. The project is estimated to include more than 500 CY of excavation and is anticipated to require dewatering operations at the location where the water access meets the creek. Other miscellaneous construction items are required as defined in the bid documents.

The Surety hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Jurisdiction may accept such bid or execute such Contract; and said Surety does hereby waive notice of any such extension.

In the event that any actions or proceedings are initiated with respect to this Bond, the parties agree that the venue thereof shall be Polk County, State of Iowa. If legal action is required by the Jurisdiction against the Surety or Principal to enforce the provisions of the bond or to collect the monetary obligation incurring to the benefit of the Jurisdiction, the Surety or Principal agrees to pay the Jurisdiction all damages, costs, and attorney fees incurred by enforcing any of the provisions of this Bond. All rights, powers, and remedies of the Jurisdiction hereunder shall be cumulative and not alternative and shall be in addition to all rights, powers, and remedies given to the Jurisdiction, by law. The Jurisdiction may proceed against Surety for any amount guaranteed hereunder whether action is brought against Principal or whether Principal is joined in any such action or actions or not.

NOW, THEREFORE, if said proposal by the Principal be accepted, and the Principal shall enter into a contract with Jurisdiction in accordance with the terms of such proposal, including the provision of insurance and of a bond as may be specified in the contract documents, with good and sufficient surety for the faithful performance of such contract, for the prompt payment of labor and material furnished in the prosecution thereof, and for the maintenance of said improvements as may be required therein, then this obligation shall become null and void; otherwise, the Principal shall pay to the Jurisdiction the full amount of the bid bond, together with court costs, attorney's fees, and any other expense of recovery.

Signed and sealed this _____ day of _____, 20_____.

SURETY:

PRINCIPAL:

Surety Company

Bidder

By:

Signature Attorney-in-Fact/Officer

By:

Signature

Name of Attorney-in-Fact/Officer

Name (Print/Type)

Company Name

Title

Company Address

Address

City, State, Zip Code

City, State, Zip Code

Company Telephone Number

Telephone Number

Company E-Mail

E-Mail

NOTE: All signatures on this bid bond must be original signatures in ink; electronic, copies or facsimile of any signature will not be accepted. This bond must be sealed with the Surety's raised, embossing seal or official adhesive seal. The Certificate or Power of Attorney accompanying this bond must be valid on its face and sealed with the Surety's raised, embossing seal or official adhesive seal.

SECTION 00500 - CONTRACT

Walnut Creek Water Access
City of Windsor Heights
Windsor Heights, Iowa

THIS CONTRACT, made and entered into this _____ day of _____, 20____, by and between the City of Windsor Heights hereinafter called the "Jurisdiction", and _____ hereinafter called the "Contractor".

WITNESSETH:

The Contractor hereby agrees to complete the work comprising the Walnut Creek Water Access as specified in the contract documents, which are officially on file with the Jurisdiction, in the office of the City Administrator, City of Windsor Heights, 1145 66th Street, Suite 1, Windsor Heights, Iowa. This Contract includes all such contract documents. All work under this Contract shall be constructed in accordance with the SUDAS Standard Specifications, 2025 Edition and as further modified by the Special Provisions, Technical Specifications and Supplemental Specifications included in said contract documents and the Contract Attachment which is attached hereto. The Contractor further agrees to complete the work in strict accordance with said contract documents, and to guarantee the work as required by law for the time required in said contract documents after its acceptance by the Jurisdiction.

This Contract is awarded and executed for completion of the work specified in the contract documents for the bid prices shown on the Contract Attachment: Bid Items and Quantities which were proposed by the Contractor in its Proposal submitted in accordance with the Notice to Bidders and Notice of Public Hearing for the following project:

Project Title: Walnut Creek Water Access

Project Description: This paved water access project includes approximately 260 SY of 5" PCC, 75 TONS of stacked natural stone, a metal custom wayfinding sign mounted to a cast-in-place concrete footing, tree and shrub plantings, and seed surface restoration. The project is estimated to include more than 500 CY of excavation and is anticipated to require dewatering operations at the location where the water access meets the creek. Other miscellaneous construction items are required as defined in the bid documents.

The Contractor agrees to perform said work for and in consideration of the Jurisdiction's payment of the bid amount of _____ dollars (\$_____), which amount shall constitute the required amount of the Performance, Payment and Maintenance Bond. The Contractor hereby agrees to commence work as stated in the written Notice to Proceed; and substantially complete the work in accordance with the following contract provisions:

CONTRACT PROVISIONS

A. Completion Date: Date

1. The work will be substantially completed on or before 6/30/2026, and completed and ready for final payment in accordance with General Conditions on or before 10/30/2026.

B. Liquidated Damages

1. Pay liquidated damages for noncompliance with said completion provisions in the amount of Five Hundred Dollars (\$500.00) for each calendar day the work remains incomplete.

C. Maintenance Bond & Warranty

1. To remedy any and all defects that may develop in or result from work to be performed under the Contract within the City of Windsor Heights, from the date of acceptance of the work under the Contract, by reason of defects in workmanship or materials used in construction of said work.
2. Shall also guarantee the maintenance of the improvement caused by failures in materials and construction for a period of 4 years from and after acceptance of the work.

D. Bid Quantity Revisions

1. All quantities are estimates and subject to revision by the Jurisdiction.
2. Quantity changes that do not materially change the character of the work to be performed and amount to less than Twenty (20) percent of a given bid item or less than Five (5) percent of the total contract amount shall not affect the unit price bid.

IN WITNESS WHEREOF, the Parties hereto have executed this instrument, in triplicate on the date first shown written.

JURISDICTION: City of Windsor Heights

CONTRACTOR:

By: _____
Mike Jones, Mayor

Company Name

(Seal)
ATTEST:

Signature

By: _____
Adam Plagge, City Administrator

Name (Print/Type)

Title

Street Address

City, State, Zip Code

Telephone

E-Mail

CONTRACTOR PUBLIC REGISTRATION INFORMATION to be Provided By:

1. All Contractors: The Contractor shall enter its Public Registration No. _____ issued by the Iowa Commissioner of Labor pursuant to Section 91C.5 of the Iowa Code.
2. Out-of-State Contractors:
 - A. Pursuant to Section 91C.7 of the Iowa Code, an out-of-state contractor, before commencing a contract in excess of five thousand dollars in value in Iowa, shall file a bond with the division of labor services of the department of workforce development. The Contractor should contact 515-242-5871 for further information. Prior to contract execution, the Jurisdictional Engineer may forward a copy of this contract to the Iowa Department of Workforce Development as notification of pending construction work. It is the Contractor's responsibility to comply with said Section 91C.7 before commencing this work.
 - B. Prior to entering into contract, the designated low bidder, if it is a corporation organized under the laws of a state other than Iowa, shall file with the Jurisdictional Engineer a certificate from the Secretary of the State of Iowa showing that it has complied with all the provisions of Chapter 490 of the Code of Iowa, as amended, governing foreign corporations. For further information contact the Iowa Secretary of State Office at 515-281-5204.

Bond No. _____
Name of Surety _____

NOTE: All signatures on this contract must be original signatures in ink; electronic, copies or facsimile of any signature will not be accepted.

CORPORATE ACKNOWLEDGMENT

State of _____)
) SS
_____ County)

On this _____ day of _____, 20_____, before me, the undersigned, a Notary Public in and for the State of _____, personally appeared _____ and _____, to me known, who, being by me duly sworn, did say that they are the _____, and _____, respectively, of the corporation executing the foregoing instrument; that (no seal has been procured by) (the seal affixed thereto is the seal of) the corporation; that said instrument was signed (and sealed) on behalf of the corporation by authority of the Board of Directors; that _____ and _____ acknowledged the execution of the instrument to be the voluntary act and deed of the corporation, by it and by them voluntarily executed.

Notary Public in and for the State of _____
My commission expires _____, 20_____

PARTNERSHIP ACKNOWLEDGMENT

State of _____)
) SS
_____ County)

On this _____ day of _____, 20_____, before me, the undersigned, a Notary Public in and for the State of _____, personally appeared _____ to me personally known, who being by me duly sworn, did say that the person is one of the partners of _____, a partnership, and that the instrument was signed on behalf of the partnership by authority of the partners and the partner acknowledged the execution of the instrument to be the voluntary act and deed of the partnership by it and by the partner voluntarily executed.

Notary Public in and for the State of _____
My commission expires _____, 20_____

INDIVIDUAL ACKNOWLEDGMENT

State of _____)
) SS
_____ County)

On this _____ day of _____, 20_____, before me, the undersigned, a Notary Public in and for the State of _____, personally appeared _____ and _____, to me known to be the identical person(s) named in and who executed the foregoing instrument, and acknowledged that (he) (she) (they) executed the instrument as (his) (her) (their) voluntary act and deed.

Notary Public in and for the State of _____
My commission expires _____, 20_____

LIMITED LIABILITY COMPANY ACKNOWLEDGMENT

State of _____)
) SS
_____ County)

On this _____ day of _____, 20_____, before me a Notary Public in and for said State, personally appeared _____, to me personally known, who being by me duly sworn did say that person is _____ of said _____, that (the seal affixed to said instrument is the seal of said _____ OR no seal has been procured by the said) _____, and that said instrument was signed and sealed on behalf of the said _____, by authority of its managers and the said _____ acknowledged the execution of said instrument to be the voluntary act and deed of said _____, by it voluntarily executed.

Notary Public in and for the State of _____
My commission expires _____, 20_____

CONTRACT ATTACHMENT: ITEM 1: GENERAL – NONE

CONTRACT ATTACHMENT: ITEM 2: BID ITEMS AND QUANTITIES

THIS CONTRACT IS AWARDED AND EXECUTED FOR COMPLETION OF THE WORK SPECIFIED IN THE CONTRACT DOCUMENTS FOR THE BID PRICES TABULATED BELOW AS PROPOSED BY THE CONTRACTOR IN ITS PROPOSAL SUBMITTED IN ACCORDANCE WITH NOTICE TO BIDDERS AND NOTICE OF PUBLIC HEARING. ALL QUANTITIES ARE SUBJECT TO REVISION BY THE JURISDICTION. THE JURISDICTION RESERVES THE RIGHT TO ADJUST QUANTITIES AS NECESSARY TO MAXIMIZE FUNDS BUDGETED FOR THIS PROJECT AS NOTED IN SECTION 00500 – CONTRACT.

[Insert Schedule of Unit Prices Standard Table Format]

THIS PAGE INTENTIONALLY LEFT BLANK.

SECTION 00610 - PERFORMANCE, PAYMENT AND MAINTENANCE BOND

Walnut Creek Water Access
City of Windsor Heights
Windsor Heights, Iowa

KNOW ALL BY THESE PRESENTS:

That we, _____, as Principal (hereinafter the "Contractor" or "Principal") and _____, as Surety are held and firmly bound unto _____, as Oblige (hereinafter referred to as "the Jurisdiction"), and to all persons who may be injured by any breach of any of the conditions of this Bond in the penal sum of _____ DOLLARS (\$ _____), lawful money of the United States, for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, legal representatives and assigns, jointly or severally, firmly by these presents.

The conditions of the above obligations are such that whereas said Contractor entered into a contract with the Jurisdiction, bearing date the _____ day of _____, hereinafter the "Contract" wherein said Contractor undertakes and agrees to construct the Walnut Creek Water Access, Windsor Heights, Iowa.

Project Description: This paved water access project includes approximately 260 SY of 5" PCC, 75 TONS of stacked natural stone, a metal custom wayfinding sign mounted to a cast-in-place concrete footing, tree and shrub plantings, and seed surface restoration. The project is estimated to include more than 500 CY of excavation and is anticipated to require dewatering operations at the location where the water access meets the creek. Other miscellaneous construction items are required as defined in the bid documents.

And to faithfully perform all the terms and requirements of said Contract within the time therein specified, in a good and workmanlike manner, and in accordance with the Contract documents. Provided, however, that one year after the date of acceptance as complete of the work under the above referenced Contract, the maintenance portion of this Bond shall continue in force for the stated maintenance period.

It is expressly understood and agreed by the Contractor and Surety in this Bond that the following provisions are a part of this Bond and are binding upon said Contractor and Surety, to-wit:

PERFORMANCE: The Contractor shall well and faithfully observe, perform, fulfill, and abide by each and every covenant, condition, and part of said Contract and Contract Documents, by reference made a part hereof, for the above referenced improvements and shall indemnify and save harmless the Jurisdiction from all outlay and expense incurred by the Jurisdiction by reason of the Contractor's default of failure to perform as required. The Contractor shall also be responsible for the default or failure to perform as required under the Contract and Contract Documents by all its subcontractors, suppliers, agents, or employees furnishing materials or providing labor in the performance of the Contract.

PAYMENT: The Contractor and the Surety on this Bond are hereby agreed to pay all just claims submitted by persons, firms, subcontractors, and corporations furnishing materials for or performing labor in the performance of the Contract on account of which this Bond is given, including but not limited to claims for all amounts due for labor, materials, lubricants, oil, gasoline, repairs on machinery, equipment and tools, consumed or used by the Contractor or any subcontractor, wherein the same are not satisfied out of the portion of the contract price which the Jurisdiction is required to retain until completion of the improvement, but the Contractor and Surety shall not be liable to said persons, firms, or corporations unless the claims of said claimants against said portion of the contract price shall have been established as provided by law. The Contractor and Surety hereby bind themselves to the obligations and conditions set forth in Chapter 573, Code of Iowa, which by this reference is made a part hereof as though fully set out herein.

MAINTENANCE: The Contractor and the Surety on this Bond hereby agree, at their own expense:

To remedy any and all defects that may develop in or result from work to be performed under the Contract as detailed in Section 00500 - Contract, from the date of acceptance of the work under the Contract, by reason of defects in workmanship or materials used in construction of said work;

To keep all work in continuous good repair; and

To pay the Jurisdiction's reasonable costs of monitoring and inspection to assure that any defects are remedied and to repay the Jurisdiction all outlay and expense incurred as a result of Contractor's and Surety's failure to remedy any defect as required by this section.

Maintenance Bond requirements shall not apply to the following: work that is not permanently incorporated into the project; pavement markings, seeding, sodding, and plant material and planting.

Contractor's and Surety's agreement herein made extends to defects in workmanship or materials not discovered or known to the Jurisdiction at the time such work was accepted.

GENERAL: Every Surety on this Bond shall be deemed and held bound, any contract to the contrary notwithstanding, to the following provisions:

To consent without notice to any extension of time to the Contractor in which to perform the Contract;

To consent without notice to any change in the Contract or Contract Documents, which thereby increases the total contract price and the penal sum of this Bond, provided that all such changes do not, in the aggregate, involve an increase of more than twenty percent of the total contract price, and that this Bond shall then be released as to such excess increase; and

To consent without notice that this Bond shall remain in full force and effect until the Contract is completed, whether completed within the specified contract period, within an extension thereof, or within a period of time after the contract period has elapsed and the liquidated damage penalty is being charged against the Contractor.

The Contractor and every Surety on the Bond shall be deemed and held bound, any contract to the contrary notwithstanding, to the following provisions:

That no provision of this Bond or of any other contract shall be valid which limits to less than five years after the acceptance of the work under the Contract the right to sue on this Bond.

That as used herein, the phrase "all outlay and expense" is not to be limited in any way but shall include the actual and reasonable costs and expenses incurred by the Jurisdiction including interest, benefits and overhead where applicable. Accordingly, "all outlay and expense" would include but not be limited to all contract or employee expense, all equipment usage or rental, materials, testing, outside experts, attorney's fees (including overhead expenses of the Jurisdiction's staff attorneys), and all costs and expenses of litigation as they are incurred by the Jurisdiction. It is intended the Contractor and Surety will defend and indemnify the Jurisdiction on all claims made against the Jurisdiction on account of Contractor's failure to perform as required in the Contract and Contract Documents, that all agreements and promises set forth in the Contract and Contract Documents, in approved change orders, and in this Bond will be fulfilled, and that the Jurisdiction will be fully indemnified so that it will be put into the position it would have been in had the Contract been performed in the first instance as required.

In the event the Jurisdiction incurs any "outlay and expense" in defending itself with respect to any claim as to which the Contractor or Surety should have provided the defense, or in the enforcement of the promises given by the Contractor in the Contract, Contract Documents, or approved change orders, or in the enforcement of the promises given by the Contractor and Surety in this Bond, the Contractor and Surety agree that they will make the Jurisdiction whole for all such outlay and expense, provided that the Surety's obligation under this Bond shall not exceed 125% of the penal sum of this Bond.

In the event that any actions or proceedings are initiated with respect to this Bond, the parties agree that the venue thereof shall be Polk County, State of Iowa. If legal action is required by the Jurisdiction to enforce the provisions of this Bond or to collect the monetary obligation incurring to the benefit of the Jurisdiction, the Contractor and the Surety agree, jointly and severally, to pay the Jurisdiction all outlay and expense incurred therefor by the Jurisdiction. All rights, powers, and remedies of the Jurisdiction hereunder shall be cumulative and not alternative and shall be in addition to all rights, powers

and remedies given to the Jurisdiction, by law. The Jurisdiction may proceed against surety for any amount guaranteed hereunder whether action is brought against the Contractor or whether Contractor is joined in any such action(s).

NOW THEREFORE, the condition of this obligation is such that if said Principal shall faithfully perform all the promises of the Principal, as set forth and provided in the Contract, in the Contract Documents, and in this Bond, then this obligation shall be null and void, otherwise it shall remain in full force and effect.

When a work, term, or phrase is used in this Bond, it shall be interpreted or construed first as defined in this Bond, the Contract, or the Contract Documents; second, if not defined in the Bond, Contract, or Contract Documents, it shall be interpreted or construed as defined in applicable provisions of the Iowa Code; third, if not defined in the Iowa Code, it shall be interpreted or construed according to its generally accepted meaning in the construction industry; and fourth, if it has no generally accepted meaning in the construction industry, it shall be interpreted or construed according to its common or customary usage.

Failure to specify or particularize shall not exclude terms or provisions not mentioned and shall not limit liability hereunder. The Contract and Contract Documents are hereby made a part of this Bond.

Project No. _____

(CON'T – PERFORMANCE, PAYMENT AND MAINTENANCE BOND)

Witness our hands, in triplicate, this _____ day of _____, 20____.

SURETY:

PRINCIPAL:

Surety Company

By: _____
Signature of Attorney-in-Fact/Officer

Name of Attorney-in-Fact/Officer

Company Name

Company Address

City, State, Zip Code

Company Telephone Number

Company E-Mail

Bidder

By: _____
Signature

Name (Print/Type)

Title

Address

City, State, Zip Code

Telephone Number

E-Mail

NOTE:

1. All signatures on this Performance, Maintenance & Payment Bond must be original signatures in ink; electronic, copies, or facsimile of any signature will not be accepted.
2. This Bond must be sealed with the Surety's raised, embossing seal or official adhesive seal.
3. The Certificate or Power of Attorney accompanying this Bond must be valid on its face and sealed with the Surety's raised, embossing seal or official adhesive seal.
4. The name and signature of the Surety's Attorney-in-Fact/Officer entered on this Bond must be exactly as listed on the Certificate or Power of Attorney accompanying this Bond.

SECTION 00800 - SPECIAL PROVISIONS

FOR

Walnut Creek Water Access
City of Windsor Heights
Windsor Heights, Iowa

TABLE OF CONTENTS

1)	<u>CONTRACT PROVISIONS</u>
2)	<u>DEFINITION AND INTENT</u>
3)	<u>GENERAL PROVISIONS AND COVENANTS</u>
4)	<u>WORK REQUIRED</u>
5)	<u>PLANS AND SPECIFICATIONS</u>
6)	<u>SUBMITTALS</u>
7)	<u>STANDARDS AND CODES</u>
8)	<u>EMPLOYMENT PRACTICES</u>
9)	<u>RESPONSIBILITY OF CONTRACTOR</u>
10)	<u>WORK HOURS/COMMUNITY EVENTS</u>
11)	<u>CONSTRUCTION FACILITIES</u>
12)	<u>PROJECT SUPERVISION</u>
13)	<u>COORDINATION WITH OTHERS</u>
14)	<u>CONSTRUCTION GENERAL</u>
15)	<u>CONSTRUCTION LIMITS</u>
16)	<u>CONSTRUCTION SCHEDULE</u>
17)	<u>CONSTRUCTION PHASING</u>
18)	<u>CONSTRUCTION STAKING</u>
19)	<u>CONSTRUCTION SURVEY DOCUMENTATION & RESPONSIBILITIES OF ENGINEER AND CONTRACTOR</u>
20)	<u>MATERIALS TESTS</u>
21)	<u>SOIL BORINGS</u>
22)	<u>EXISTING UTILITIES</u>
23)	<u>SALVAGE OF MATERIALS / DISPOSAL</u>
24)	<u>TRAFFIC CONTROL</u>
25)	<u>TEMPORARY FENCES</u>
26)	<u>EROSION CONTROL (No Permit)</u>
27)	<u>DEWATERING</u>
28)	<u>READY MIX CONCRETE USED ON PAVING PROJECTS</u>
29)	<u>INCIDENTAL CONTRACT ITEMS</u>

1) CONTRACT PROVISIONS

a) Completion Date

- i) All work under the Contract must be completed as detailed in Section 00500 – Contract.

b) Liquidated Damage

- i) Damages in the amount as detailed in Section 00500 – Contract will be assessed for each calendar or working day the work remains incomplete.

c) Maintenance Bond & Warranty

- i) To remedy any and all defects as detailed in Section 00500 – Contract.

d) Bid Quantity Revisions

- i) All quantities are estimates and subject to revision by the Jurisdiction.
- ii) Quantity changes that do not materially change the character of the work to be performed and amount to less than Twenty (20) percent of a given bid item or less than Five (5) percent of the total contract amount shall not affect the unit price bid.

2) DEFINITION AND INTENT

a) The Specifications that apply to the materials and construction practices for this project are defined as follows:

- i) The 2025 Edition of the SUDAS Standard Specifications, except as modified by these Special Provisions to the Technical Specifications.
- ii) Omissions of words or phrases such as “the Contractor shall”, “in accordance with”, “shall be”, “as noted on the Plans”, “according to the Plans”, “a”, “an”, “the” and “all” are unintentional; supply omitted words or phrases by inference.
- iii) “Final Acceptance” and “Final Completion” shall mean final approval of the project as defined in SUDAS 1090, 1.08, C.
- iv) “Owner”, “Jurisdiction” and “City” shall mean the City of Windsor Heights, acting through the Council.
- v) “Person” shall mean any individual, partnership, limited partnership, joint venture, society, association, joint stock company, corporation, limited liability company, estate, receiver, trustee, assignee, or referee, whether appointed by a court or otherwise, and any combination of individuals.
- vi) “Engineer” shall mean the Engineer of Record.
- vii) The intent of the Technical Specifications is to describe the construction desired, performance requirements, and standards of materials and construction.
- viii) “Standard Drawings” shall mean the Figures bound within the SUDAS Standard Specifications and/or the Typical Drawings bound within the Plans.
- ix) “Substantial Completion” shall be as defined by the Iowa Administrative Code Chapter 573.28.
- x) “Work” shall mean the work to be done and the equipment, supplies, and materials to be furnished under the Contract unless some other meaning is indicated by the context.
- xi) “Or equal” shall follow manufacturers names used to establish standards and, if not stated, is implied.

b) Engineer: Bolton & Menk, Inc., 430 E Grand Ave, Suite 101, Des Moines, Iowa 50309.

3) GENERAL PROVISIONS AND COVENANTS

a) Division 1 of the General Provisions and Covenants of the 2025 Edition SUDAS Standard Specifications is modified as follows:

- i) Section 1020.1.09B, Unit Price Attachment.

- (a) A computer-generated unit price attachment may be submitted by the Bidder as specified by this Section.
 - ii) Section 1050, 1.05 - Shop Drawings, Certificates, and Equipment Lists
 - (a) Electronic submittal of shop drawings will be allowed.
 - (b) If hardcopy submittals are used, the Contractor shall submit a minimum of three (3) copies plus any additional required by the Contractor.
 - iii) Section 1050, 1.15 – Additional Contractor Responsibilities
 - (a) No Changes.
- 4) WORK REQUIRED
- a) Work under this Contract includes all materials, equipment, transportation, traffic control, and associated work for the construction of the Walnut Creek Water Access as described in the Official Publication.
- 5) PLANS AND SPECIFICATIONS
- a) The Jurisdiction will furnish five (5) sets of plans and specifications to the Contractor after award of the Contract. The Contractor shall compensate the Jurisdiction for printing costs for additional copies required.
 - b) Contractor shall provide one set of plans and specifications for each foreman and superintendent in charge of each crew on the job.
- 6) SUBMITTALS
- a) Contractor shall provide a construction schedule showing dates of starting and completing various portions of work. Schedule shall be updated as needed or as requested by Engineer due to changes in progress of construction from original schedule. Updates shall be completed within one week of request.
 - b) Contractor shall submit the following information for Engineer's review. Three (3) copies plus any additional copies required by Contractor shall be submitted to the Engineer at the preconstruction conference or at least 14 days prior to utilization of the particular item on this project.
 - i) Testing reports.
 - ii) Manufacturer's data for materials that are to be permanently incorporated into the project.
 - iii) Details of proposed methods of any special construction required.
 - iv) Purchase orders and subcontracts without prices.
 - v) Traffic control and staging plan.
 - vi) Such other information as the Engineer may request to ensure compliance with contract documents.
 - vii) List of Subcontractors and Suppliers.
- 7) STANDARDS AND CODES
- a) Construct improvements with best present day construction practices and equipment.
 - b) Conform with and test in accordance with applicable sections of the following standards and codes.
 - i) American Association of State Highway and Transportation Officials (AASHTO).
 - ii) American Society for Testing and Materials (ASTM).
 - iii) Iowa Department of Transportation Standard Specifications (Iowa DOT).
 - iv) American National Standards Institute (ANSI).
 - v) American Water Works Association (AWWA).
 - vi) American Welding Society (AWS).

- vii) Federal Specifications (FS).
- viii) Iowa Occupational Safety and Health Act of 1972 (IOSHA).
- ix) Manual of Accident Prevention in Construction by Associated General Contractors of America, Inc. (AGC).
- x) Standards and Codes of the State of Iowa and the ordinances of the Jurisdiction.
- xi) Other standards and codes which may be applicable to acceptable standards of the industry for equipment, materials and installation under the Contract.

8) EMPLOYMENT PRACTICES

- a) Neither the Contractor nor the Contractor's subcontractors shall employ any person whose physical or mental condition is such that their employment will endanger the health and safety of anyone employed on the Project.
- b) The Contractor shall not commit any of the following employment practices and agrees to include the following clauses in any subcontracts:
 - i) To discharge from employment or refuse to hire any individual because of sex, race, color, religion, national origin, sexual orientation, marital status, age, or disability unless such disability is related to job performance of such person or employee.
 - ii) To discriminate against any individual in terms, conditions, or privileges or employment because of sex, race, color, religion, national origin, sexual orientation, marital status, age, or disability unless such disability is related to job performance of such person or employee.

9) RESPONSIBILITY OF CONTRACTOR

- a) Contractor shall provide supervision of the work.
- b) Contractor shall provide protection of all property from injury or loss resulting from construction operations.
- c) Contractor shall replace or repair objects sustaining any such damage, injury, or loss, to the satisfaction of the Jurisdiction and Engineer.
- d) Contractor shall cooperate with Jurisdiction, Engineer, and representatives of utilities in locating underground utility lines and structures. Incorrect, inaccurate, or inadequate information concerning location of utilities or structures shall not relieve the Contractor of responsibility for damage thereto caused by construction operations.
- e) Contractor shall keep cleanup current with construction operations.
- f) Contractor shall comply with all Federal, State of Iowa, and local laws and ordinances.

10) WORK HOURS/COMMUNITY EVENTS

- a) The Contractor will be required to limit work hours on the Project from 7:00 a.m. to 7:00 p.m., Monday through Saturday, unless otherwise directed by the Engineer.
- b) The following Community Events are scheduled. Contractor is required to coordinate with the Jurisdiction as needed to allow use of public property as necessary for the event(s). If Contract continues for multiple years, event is still in force even though dates and locations may change.
 - i) Contractor to coordinate with City on any events in Colby Park.

11) CONSTRUCTION FACILITIES

- a) Contractor shall provide telephone numbers where Contractor's representative can be reached during work days and on nights and weekends in event of emergency.
- b) Contractor shall provide and maintain suitable sanitary facilities for construction personnel for duration of work; remove upon completion of work.
- c) Contractor shall not store construction equipment, employee vehicles, or materials on streets open to traffic.

- d) Contractor shall provide suitable storage facilities necessary for proper storage of materials and equipment. Location for storage of equipment by Contractor is subject to approval of the Engineer.
- e) Contractor will be required to make arrangements for all services required during the construction period and pay for such services at no additional cost to the Jurisdiction.

12) PROJECT SUPERVISION

- a) The Contractor shall be represented in person at the construction site at all times that construction operations are proceeding. Representation constitutes a qualified superintendent or other designated, qualified representative capable of providing adequate supervision. The representative must be duly authorized to receive and execute instructions, notices, and written orders from the Engineer.
- b) Resolution of issues that arise during construction relating to traffic control, construction staging, etc. is the responsibility of the Contractor.
- c) Weekly progress meetings, if specified at the preconstruction conference, may be held at the project site to review project schedules, coordinate activities, resolve conflicts, and coordinate the construction work. The day and time for this meeting will be set at the preconstruction conference. The Contractor shall provide qualified representation at each meeting.
- d) Refer to Division 1 – General Provisions and Covenants, Section 1080 – Contractual Provisions, Part 1 – Prosecution and Progress of the Work, Section 1.10 Contractors Employees, Methods and Equipment for additional requirements.
- e) Contractor shall provide supervision of all sub-contractors and their personnel while on the site.

13) COORDINATION WITH OTHERS

- a) Contractor shall cooperate and coordinate construction with the Jurisdiction, utility companies, affected property owners, and other contractors working in the vicinity of this project.
- b) It is the Contractor's responsibility to schedule and coordinate work to minimize construction delays and conflicts.
- c) Contractor shall cooperate and coordinate with property owners prior to beginning work that will affect their parcel.

14) CONSTRUCTION GENERAL

- a) Procedures outlined herein are not intended to fully cover all special construction procedures but are offered as an aid to the Contractor in planning work.
- b) Contractor shall cooperate with the City of Windsor Heights, Iowa and the Engineer to minimize inconvenience to property owners, other jurisdictions and motorists and to prevent delays in construction and interruption to continuous operation of utility services and site access.
- c) The Contractor is expected to provide adequate personnel and equipment to perform work within the specified time of construction.
- d) Contractor shall install and maintain orange safety fence around all open trenches or open structures when left unattended.
- e) Contractor shall complete surface restoration and cleanup activities as construction progresses.

15) CONSTRUCTION LIMITS

- a) Contractor shall confine the construction operations within the construction limits shown on the plans.
- b) Contractor shall not store equipment, vehicles, or materials within the right-of-way of any streets open to traffic or on temporary access roads at any time.
- c) Areas disturbed outside of construction limits shall be restored at the contractor's expense to the satisfaction of the Jurisdiction.
- d) Contractor shall protect trees, fences and landscaping within the construction limits not marked for removal.

16) CONSTRUCTION SCHEDULE

- a) The Contractor will prepare and submit to the Engineer a project schedule that will assure the completion of the project within the time specified within the Contract.
- b) Adequate equipment and forces shall be made available by the Contractor to start work immediately upon receipt of the Notice to Proceed.
- c) Contractor shall submit a construction schedule at the preconstruction conference.
- d) Contractor shall periodically update the construction schedule as needed due to changes in progress of construction from the original schedule or as requested by the Engineer. Updates shall be completed within one week of request.
- e) The Contractor shall be required to meet the final completion date as specified in Section 00500 – Contract.
- f) Contractor shall notify the Jurisdiction and property owners at least 48 hours prior to any street closures.
 - i) Notification shall be provided by written notice placed on the front door. The following items shall be included within the notice:
 - (a) The street name, location and proposed date of street closure.
 - (b) The estimated schedule for completion of work.
 - (c) The estimated date for reopening of the street.
 - (d) Procedure for garbage collection recycling and postal service.

17) CONSTRUCTION PHASING

- a) Contractor shall refer to construction staging and traffic control plans when included in construction plans.
- b) Contractor shall include construction phasing on the required construction schedule submittal.

18) CONSTRUCTION STAKING

- a) Unless otherwise specified in the specific sections, Jurisdiction shall provide engineering surveys to establish reference points for construction as follows:
 - i) Storm Sewer: Staking will be furnished and set by the Engineer at 50.0-foot spacing (usually offset for construction) for the control of the underground construction herein described. Cuts to the proposed pipeline grade will be furnished by the Engineer. Manholes and catch basins will be staked with an offset and a witness with a cut to the lowest structure invert.
 - ii) Watermain: The staking interval for watermain shall be 25.0-feet. Cuts to the proposed pipeline grade will be furnished by the Engineer. Location staking shall be provided for valves and fittings. Hydrants will be staked with an offset and a witness with a cut to the ground elevation at the hydrant. The Engineer will provide horizontal and vertical control points on the project's datum.
 - iii) Street Grading, Form Grade and Top of Curb: A control line (usually offset from the curb line) with cuts and fills to proposed grade at 50.0-foot spacing on tangents, and 25.0-foot spacing on horizontal or vertical curves, shall be furnished and set on both sides for control of the construction herein described.
 - iv) Concrete Paving: Control lines for paving forms or stringline control with cuts and fills to proposed finished grade at 25.0 or 50.0-foot stations shall be furnished and set by the Engineer for control of the concrete construction herein described. The offset and actual form or stringline locations shall be in accordance with the paver manufacturer's recommendations and the approved paving strategy as determined at the preconstruction conference.

NOTE TO USER:

PM can choose to remove section a) if they choose not to define staking requirements

- b) The Engineer will provide stakes indicating the right of way and/or temporary easement construction limits.
- c) Contractor is responsible to have all areas where stakes need to be set to be clear of debris. The Contractor needs to also provide a clear line of sight for staking.
- d) The Contractor shall submit staking requests a minimum of two (2) working days, excluding Saturdays, Sundays and legal holidays, prior to the date requested stakes are needed on the project. Staking requests submitted after 2pm shall be recorded as being received the next business day.
- e) The stakes are an integral part of the project and the Contractor shall protect and preserve all such stakes and marks and will be charged with the expense of resetting all such stakes and marks destroyed or disturbed due to the Contractor's carelessness or negligence. Stakes that are destroyed due to vandalism, erosion or other incidents shall be re-staked by the Engineer and will not be at the Contractor's expense.
- f) In the event of apparent or questionable errors or inconsistencies in such stakes set for control of line and/or grade, the Contractor shall promptly notify the Engineer of such error or inconsistency and shall not proceed with the work until such stake, grade or mark shall have been verified or corrected by the Engineer.
- g) The Engineer will mark the existing boundary monuments prior to construction. The Contractor is responsible for protecting the monuments during construction. If monuments are removed, the Engineer will reset them post construction at the Contractor's expense.
- h) All other line and grade staking shall be the responsibility of the Contractor. The Contractor shall furnish sufficient equipment and personnel for determination of plan grades, cross sections, course thicknesses, etc. The survey cost of establishing stakes requested by the Contractor for the convenience of the Contractor, beyond those cited as basic project control, will be charged to the Contractor, or withheld from the amounts due to the Contractor.

19) CONSTRUCTION SURVEY DOCUMENTATION & RESPONSIBILITIES OF ENGINEER AND CONTRACTOR

- a) The Contractor shall maintain at the construction site one complete set of drawings suitably marked to show all deviations from the original set of drawings and other information as specified. Supplementary sketches shall be included, if necessary, to clearly indicate all work as constructed.
- b) All manholes and valves shall be located with tie-off dimensions to known items on the plans or in the field to enable the Contractor or City personnel to locate these structures for adjustment.
- c) Survey work documentation shall be a combination of digital and hard copy format and is the property of the Engineer.
- d) Tie-ins with existing pavements and utilities shall be verified for correctness of alignment and elevation prior to construction staking. Any discrepancies discovered during this verification process will be brought to the attention of the Engineer for review and assistance with resolution prior to staking.
- e) When survey work is done under traffic conditions, the traffic control shall be in place prior to commencement of survey work.
- f) The Engineer will have a representative at the preconstruction conference to discuss construction staking.
- g) The Jurisdiction and Engineer will not be responsible for delays due to lack of grade or line stakes unless the Contractor has given the Engineer a 48 hour, working day, notice that such stakes will be needed and the Contractor's work is being conducted in a satisfactory manner and at the specified rate of progress.

20) MATERIALS TESTS

- a) Testing shall follow the requirements of the SUDAS Standards Specifications. Contractor specified testing shall be completed by an independent testing laboratory retained by the Contractor and approved by the Engineer. Required testing not specified as Contractor or Supplier responsibility will be completed by an independent testing laboratory retained by the Jurisdiction or the Engineer.
- b) The Contractor shall coordinate all material testing with the Engineer.
- c) The Contractor shall not deliver materials to the project site until laboratory tests and/or certifications have been furnished which verify compliance of materials with specifications.

- d) Contractor shall provide gradation and materials certifications for all granular materials. Certify that sources of Portland Cement and aggregate sources are Iowa DOT approved.

21) SOIL BORINGS

- a) None

22) EXISTING UTILITIES

- a) Location of utility lines, mains, cables and appurtenances shown on plans are from information provided by utility companies and records of the Jurisdiction.
- b) Prior to construction, Contractor shall contact all utility companies and have all utility lines and services located. The Contractor is responsible for excavating and exposing underground utilities in order to confirm their locations ahead of the work.
- c) The Contractor is solely responsible for damage to utilities or private or public property due to utility disruption.
- d) The Contractor shall notify utility company immediately if utility infrastructure is damaged during construction.
- e) The Contractor shall support and protect all utilities that are not moved.
- f) Utility services are not generally shown on plans; protect and maintain services during construction. Notify Jurisdiction and affected property Jurisdictions 48 hours prior to any planned utility service interruptions.
- g) If private utility work occurs within/adjacent to the site during the construction period, Contractor shall coordinate work schedules with the Engineer.
- h) Existing utilities shall remain in substantially continuous operation during construction. Contractor shall select the order and methods of construction that will not interfere with the operation of the utility systems. Interrupt utility services only with approval of Jurisdiction and Engineer.
- i) No claims for additional compensation or time extensions will be allowed to the Contractor for interference or delay caused by utility companies.

23) SALVAGE OF MATERIALS / DISPOSAL

- a) The Contractor shall remove from the project site and dispose of trees, shrubs, vegetation, excess soil excavation, rubbish, concrete, granular materials and other materials encountered as shown on plans and as specified. Excess soil excavation not designated for waste locations shall be disposed of as directed by the Engineer.
- b) The City of Windsor Heights, Iowa retains first right of refusal for retaining any existing materials removed by the construction.
- c) The Contractor shall dispose of materials in accordance with applicable laws and ordinances. Disposal sites are subject to the review and approval of the Engineer.
- d) Burning of brush and other debris is not permitted. Contractor is responsible for selecting disposal location off site.
- e) The Contractor shall dispose of broken concrete, asphalt, granular material, rubble and excess or unsuitable excavated material. Contractor is responsible for selecting disposal location off site.
- f) The Contractor shall cooperate with all applicable City, State and Federal agencies concerning disposal of materials.
- g) The Contractor shall carefully remove, in a manner to prevent damage, all materials and equipment specified or indicated as salvage. The Contractor shall protect and store items specified.
- h) Any items damaged in removal, storage or handling through carelessness or improper procedures shall be replaced by the Contractor in kind with new items.

24) TRAFFIC CONTROL

- a) The Contractor shall provide sufficient surveillance of the traffic control devices to ensure compliance during the entire construction period. The Contractor shall furnish names, addresses, and phone numbers of at least two (2) local individuals capable of immediate response who will be responsible for the site security and traffic control devices to:
 - i) The Engineer;
 - ii) The Jurisdiction; and
 - iii) Local Law Enforcement Agencies.
- b) The Contractor shall schedule the work to cooperate fully with business property owners and occupants abutting the project to minimize the time of restricted access to their property during the construction period.
- c) The Contractor shall notify the City and property owners at least 48 hours prior to any street closures.
 - i) Notification shall be provided by written notice delivered to the business. The following items shall be included within the notice:
 - (1) The street name, location and proposed date of street closure;
 - (2) The estimated schedule for completion of work;
 - (3) The estimated date for reopening of the street; and
 - (4) Procedure for garbage collection/recycling and postal service.
 - ii) Contractor shall accommodate and maintain safe access to homes for property owners. Access to homes shall be considered incidental to the project.
- d) The cost of maintaining vehicular and pedestrian traffic on temporary surfaced drives and walkways, including the eventual removal of the temporary surfacing material, shall be considered incidental to traffic control.
- e) In the event that any of the above right-of-way require traffic to be detoured around the construction zone, the Contractor shall prepare the detour route with the appropriate Agency representatives. The Contractor shall provide and maintain all signing and other traffic control required. The affected Agency shall be notified by the Contractor before re-routing traffic. Dust control and road maintenance of the by-pass route shall be the Contractor's responsibility.
- f) Contractor shall furnish, erect and maintain traffic control devices as specified in the construction drawings and directed by the Engineer including signs, barrels, cones and barricades to direct traffic and separate traffic from work areas. Traffic control shall be in place prior to the closing of any streets.
- g) Contractor shall provide traffic control devices in accordance with the Iowa DOT Standard Specification, Section 2528, Traffic Control, and the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD).
- h) Adjustments to the traffic control or the addition of flaggers will be required if, in the opinion of the Engineer, undue traffic congestion occurs.
- i) Contractor shall provide continuous access for police, fire and other emergency vehicles.
- j) Contractor shall notify the Engineer in writing at least 72 hours prior to the start of any construction operation that will necessitate land closure or internal traffic control signing.

25) TEMPORARY FENCES

- a) Contractor shall install temporary fencing around open excavations or material storage areas and as directed by Engineer to prevent access of unauthorized persons to construction areas.
- b) Contractor shall provide orange plastic mesh safety fence with a nominal height of 48". Support fence securely on driven posts in vertical position without sagging.
 - i) Refer to Iowa DOT Section 4188.03 for fence materials.

- c) Temporary fencing installed around open excavations or material storage areas is incidental to construction and will not be measured for payment.
- d) Contractor shall remove temporary fencing upon completion of construction.

26) EROSION CONTROL (No Permit)

- a) A SWPPP Plan and NPDES Permit are not required for this project. Contractor shall still be responsible to protect against erosion and dust pollution on this project site and any off-site deposit or borrow area used for this project.
- b) Protect adjoining property including public sanitary and storm sewer systems and streets from any damage resulting from movement of earth or other debris from project site. Repair any damage immediately.
- c) Prevent accumulation of earth or debris on adjoining public or private property from project site. Remove any accumulation of earth or debris immediately. Prevent repetition of any instance where earth or debris moves from project site to adjoining public or private property.
- d) Provide erosion control measures necessary to protect against siltation and erosion from the flow of storm water. Maintain continuous operation of the storm sewer system throughout the construction period.
- e) Contractor shall use silt fence and similar Best Management Practices (BMP) at all drainage courses, swales and storm sewer system inlets/outlets to protect against siltation and erosion as shown in the construction drawings or directed by the Engineer.
- f) Erosion protection measures, other than those specified as unit price pay items are incidental.
- g) The Contractor will be fully liable for all damages to public and private property caused by their action or inaction in providing for handling of storm water flow during construction.
- h) After the detention basin construction is completed, the Contractor is required to immediately seed and mulch these locations.
- i) As construction progresses, sodding, seeding and mulching is required in those segments of the corridor that become available to do so. The Contractor shall not wait until all grading and paving operations are completed before commencing final surface restoration.
- j) The Contractor shall anticipate multiple mobilizations to complete seeding, sodding, mulching and surface restoration operations as areas of the project corridor become available to do so.

27) DEWATERING

- a) Contractor shall perform all construction work in dry conditions.
- b) Unless specified in the Bid Items, all costs associated with dewatering activities shall be incidental to the project.
- c) Contractor shall submit dewatering methods to the Engineer for review. Obtain the Engineer's approval on methods prior to construction.
- d) Groundwater levels are subject to variation. No additional compensation will be permitted due to high groundwater conditions.
- e) Should cohesive soils with no wet sand seams or layers be encountered, it may be possible to control water seepage by draining groundwater to temporary construction sumps and pumping it outside the perimeter of the excavation.
- f) The Contractor shall not pump water from open excavation in sand and gravel below the natural ground water level.
- g) Contractor shall maintain water levels 2 feet or more below the bottom of excavations in saturated cohesionless (sand and/or gravel) soils to prevent upward seepage, which could reduce subgrade support.
 - i) A dewatering system (well points or shallow wells) shall be installed when working in cohesionless soils.
 - ii) Costs of installing and operating dewatering system are incidental, unless specified otherwise.

- h) Contractor shall provide means for conveying surface water encountered during construction.
 - i) Surface water shall be prevented from flowing into excavation and accumulated water shall be removed.
 - ii) Surface water and storm sewer flows shall be diverted around areas of construction.
 - iii) Sanitary sewers shall not be used for the disposal of dewatering or trench water.
- i) Contractor shall backfill pipe and structures prior to stopping dewatering operations. Contractor shall not lay pipe or construct concrete structures on excessively wet soils.
- j) Costs of conveying both surface water and groundwater are incidental.

28) READY MIX CONCRETE USED ON PAVING PROJECTS

- a) Contractor will be required to provide plant/truck batch tickets as detailed in the Iowa DOT Construction Manual, Chapter 9, Section 9.03.
- b) Contractor shall be required to provide a batch ticket for each delivered load to the Engineer or their field staff at the time of delivery on site.

29) INCIDENTAL CONTRACT ITEMS

- a) The furnishing and installing of specific items and/or the performance of work under certain circumstances shall not be individually paid in the absence of a specific bid item for the work. These costs shall be included in the Unit Price Bid for the individual items associated with the stated specific item or work effort. Such items of work include, but are not limited to:

- Concrete header removal
- Connections to existing storm sewer structures and pipes unless specified for separate payment
- Construction and removal of temporary access roads
- Construction fencing
- Construction staging and phasing
- Coordination and cooperation with affected property owners
- Coordination and cooperation with the City of Windsor Heights
- Coordination and cooperation with other contractors
- Coordination and cooperation with other projects in the area
- Coordination and cooperation with utility companies
- Dewatering and handling storm water flow during construction
- Dust control measures
- Engineering fabric
- Excavation, verification and protection of existing utilities
- Field and wood fence removal
- Field testing
- Finish grading
- Full depth saw-cutting of existing pavement
- Grading for storm sewer outlets
- Granular backfill and bedding for storm and sanitary sewer installation
- Granular surfacing removal
- Maintenance and watering for seeding and sodding
- Maintenance of erosion control measures, including silt removal
- Material testing
- Monitoring weather conditions
- Mowing
- Overhaul
- Pipe and structure bedding material
- Porous backfill for subdrain
- Proof rolling

Protection of existing hydrant(s) and valve(s)
Protection of existing trees and plantings not shown as removals
Protection of existing utilities and light poles
Removing and reinstalling existing signs
Reseeding
Site cleanup/restoration
Temporary safety closures
Temporary sheeting and shoring
Water valve removal
Working backfill to reduce moisture content
Working subgrade to achieve acceptable moisture content
Wrapping of storm sewer pipe joints

******END OF SECTION******

SECTION 00900 - NOTICE OF AWARD

(To be executed after bid is awarded.)

TO: Contractor _____
Address 1 _____
Address 2 _____
City, State, Zip _____

PROJECT TITLE: Walnut Creek Water Access

PROJECT DESCRIPTION: This paved water access project includes approximately 260 SY of 5" PCC, 75 TONS of stacked natural stone, a metal custom wayfinding sign mounted to a cast-in-place concrete footing, tree and shrub plantings, and seed surface restoration. The project is estimated to include more than 500 CY of excavation and is anticipated to require dewatering operations at the location where the water access meets the creek. Other miscellaneous construction items are required as defined in the bid documents.

OWNER'S NAME: City of Windsor Heights

The OWNER has considered the BID submitted by you for the above-described WORK in response to its Notice to Bidders dated _____, 20____, and Instructions to Bidders.

You are hereby notified that your BID has been accepted for items in the amount of \$_____.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the OWNER within fifteen (15) days of this, the ____ day of _____, 20____.

You must deliver to the OWNER Three (3) fully executed counterparts of the Contract, including all the Contract Documents. Each of the Contract Documents must bear your signature. You must deliver with the executed Contract acceptable Contract Security (Bonds), Certificate(s) of Insurance, and other required information. Within ten days after you comply with the above conditions, the OWNER will return to you one fully executed counterparts of the Contract.

Dated this, the ____ day of _____, 20____.

City of Windsor Heights
Windsor Heights, Iowa

BY: _____

TITLE: _____

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged by _____,
this, the ____ day of _____, 20____.

BY: _____

TITLE: _____

SECTION 00910 - NOTICE TO PROCEED

(To be executed after Agreement, Bonds and Insurance Certificates are approved.)

TO: Contractor	Date:
Address 1	Project Title: Walnut Creek Water Access
Address 2	Project Owner: City of Windsor Heights
City, State, Zip	Project Location: Windsor Heights, Iowa

You are hereby notified to commence WORK in accordance with the Contract awarded on _____, 20____.
The Contract Time shall commence to run on Anticipated start date: _____, 20____. WORK shall proceed in accordance with the dates set forth in the Contract and all other provisions of the Contract Documents.

City of Windsor Heights

Windsor Heights, Iowa

BY: _____

TITLE: _____

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED is hereby acknowledged by _____,
this, the ____ day of _____, 20____.

BY: _____

TITLE: _____

TO BE PRINTED ON CONTRACTOR'S LETTERHEAD

LETTER OF TRANSMITTAL

Contractor Name
Contractor Address
Contractor City, State, Zip
Contractor Phone/E-Mail

DATE:	BMI # 25X.138271
ATTENTION: Nate Weigl	
RE: Walnut Creek Water Access	
SUBMITTAL NO.:	

WE ARE SENDING YOU

- ☐ Attached ☐ Under Separate Cover via ___ the Following Items:
- ☐ Shop Drawings ☐ Prints ☐ Specifications ☐ Copy of Letter
- ☐ _____

No. Copies Submitted	Specification Section	Subject of Shop Drawing or Other Submittal
Review Action: <i>(To be filled in by Engineer)</i>	☐ No Exceptions Taken ☐ Make Corrections Noted	☐ Amend - Resubmit ☐ Rejected - Resubmit ☐ Not Reviewed ☐ For Record

Comments: *(To be filled in by Engineer.)*

- ☐ The CONTRACTOR hereby notifies the OWNER that this Shop Drawing is in conformance with SUDAS Specifications Section 1050, 1.05 referenced in the Contract Documents.
- ☐ The CONTRACTOR hereby notifies the OWNER that this Shop Drawing is not in conformance with Section 1050, 1.05 of the SUDAS Specifications referenced in the Contract Documents and nevertheless asks approval thereof. The features not in conformance are as follows:

1. _____
2. _____
3. _____
4. _____
5. _____

CONTRACTOR SIGNED: _____

DATE: _____

COPY TO:

ENGINEER SIGNED:

DATE: _____

Distribution: ☐ Contractor ☐ Owner ☐ Project Engineer ☐ Field Office ☐ Other

TECHNICAL SPECIFICATIONS

SECTION 01 23 00 - ALTERNATES

PART 1 - GENERAL

1.1 SUMMARY

- A. This section shall govern the interpretation and evaluation of bid alternates and contractor proposed alternatives.
- B. The Owner reserves the right to reject any bids not complying with the requirements of this section.
- C. All bids must include a bid based on the "base bid" or the Contract Documents defined alternatives, as specified, without anticipation of the use of "or equal" items or contractor proposed alternatives. Bids solely based on the use of "or equal" items or contractor proposed alternatives may be rejected without consideration, at the discretion of the Owner.
- D. Qualification process
 - 1. Installers wishing to qualify alternate methods and/or materials for this project must submit a copy of the license or certificate verifying the manufacturer's or licensor's approval, and evidence of the installer's experience including the number, total length, and locations of trenchless construction projects installed to date using the proposed materials and methods together with the names and phone numbers of facility owners to the Engineer 10 days prior to the opening of bids to allow time for evaluation.
 - 2. The final decision to accept or reject the applicant lies solely with the Owner.

1.2 INTERPRETATION OF "OR EQUAL" CLAUSES

- A. The Contractor shall include in its base bid the items, as specified, without consideration of using the 'or equal' items and methods.
- B. The Contractor shall then include in its bid the amount of the deduction, increase or revised total bid to be applied if the 'or equal' items and methods are accepted.
- C. The Owner and Engineer shall evaluate the 'or equal' stature of the proposed materials and methods.
- D. The Owner reserves the right to accept or reject the proposed 'or equal' materials and methods at the appropriate adjustment to bid price.

1.3 PROPOSALS WITH SPECIFIED BID ALTERNATES

- A. The Owner reserves the right to select the bid alternate desired, regardless of the amount bid.
- B. The bid shall be awarded to the lowest and best bidder of the selected alternate.

1.4 CONTRACTOR PROPOSED ALTERNATIVES

- A. Contractor proposed alternative methods and techniques may be considered by the Owner, with the advice of the Engineer, after Award of Contract. No alternatives shall be accepted or considered as part of the bid.
- B. The Contractor shall include in its base bid the items, as specified, without consideration of using any proposed alternative materials and/or methods.
- C. The Contractor shall then include in its bid the amount of the deduction, increase or revised bid amount to be applied if the proposed alternative materials and methods are accepted.
- D. The Owner and Engineer shall evaluate the stature of the proposed materials and methods.
 - 1. Evaluation by the Owner and Engineer shall include the cost of modifying the design, as necessary and shall be at the discretion of the Owner and Engineer.
 - 2. If the Contractor is proposing trenchless technology that is not included as a contract alternative, the following modifications to the original design shall be anticipated by the Contractor and included in the price differential or revised contract amount, as proposed:

- (a) The actual inside pipe diameter included in the Contractor proposed alternative shall be equal to or larger than the original conduit design, as specified, unless approved by the Engineer.
- (b) The minimum grade of all conduits installed by trenchless technologies for gravity sewers shall be 0.80 percent. This minimum may increase the depth required for structures. The Contractor shall include in the price differential or revised contract amount the cost of any such increases in structure depth.
- (c) Proposed modifications which include changes in pipe size whether to meet the required actual inside pipe diameter or necessitated by proposed changes in pipe materials, etc. may require changes in manhole diameters to accommodate the necessary pipe entrances. The Contractor shall include in the price differential or revised contract amount the cost of any such increases in manhole size.

E. The Owner reserves the right to accept or reject "Contractor Proposed Alternatives".

1.5 SPECIFICATION REFERENCES

A. If the Bidder proposes an alternative:

- 1. The Bidder is required to request, in writing, a determination on the Specifications which will be enforced to govern the construction. This request shall be made directly to the Engineer at the time of bid opening or before.
- 2. The Engineer shall provide a written response prior to the end of the next working day to allow the Contractor time to withdraw its bid, if requested by the Contractor.

1.6 SUBMITTALS

A. "OR EQUAL" MATERIALS AND/OR METHODS

- 1. Unless otherwise specified, Contractors whose bids are based on "equal" materials and/or methods shall include with their bid the manufacturer name, address, product name, model, specification reference and/or testing certification of the items proposed to be used. The Contractor shall also include evidence of the 'equal' stature of the products proposed.

B. PROPOSALS FOR SPECIFIED BID ALTERNATES

- 1. Unless otherwise specifically requested, no submittals are required.
- 2. Unless otherwise specifically requested, the Contractor is required to bid at least one of the alternates included in the proposal form, and the Contractor may choose to bid other alternates or not.

C. CONTRACTOR PROPOSED ALTERNATIVES

- 1. The Contractor shall contact the Engineer prior to bidding the job to discuss its proposed alternative approach to the methods and materials used or execution of the job. The Engineer shall evaluate the proposed methods and may at the Engineer's discretion choose to issue an addendum to all contractors or accept the conversation as privileged communication.
- 2. Unless otherwise specified, the Contractors whose bid includes alternative materials and/or methods shall include with their bid the manufacturer name, address, product name, model, specification reference and/or testing certification of the items proposed to be used. The Contractor shall also include evidence of the 'equal' stature of the products and/or methods proposed.
- 3. The Contractor shall mark the outside of the bid envelope that alternative methods are included.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

****END OF SECTION****

SECTION 01 41 00 - REGULATORY REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. Applicable codes and standards referred to in these specifications shall establish minimum requirements and shall be superseded by more stringent requirements of drawings and specifications when and where they occur.
- B. Any conflicts between specifications and applicable codes and standards shall be referred to the Engineer.

1.2 SUBMITTALS

- A. The Contractor shall submit copies of Safety Data Sheets (SDSs) for each material on site to the Engineer.

PART 2 - PRODUCTS

2.1 EQUIPMENT

- A. All equipment furnished and installed under the contract shall be designed, fabricated, assembled, installed, and placed into service. The equipment will conform to the applicable provisions of the Federal and State Safety and Health Standards and ordinances of the City that apply to this work.

PART 3 - EXECUTION

3.1 CONSTRUCTION

- A. All construction methods and tools shall comply with commonly accepted standards for safety and health of personnel engaged on construction, and with all Federal State, and Local Safety and Health Standards that apply to this work.

*******END OF SECTION*******

SECTION 01 41 26 - PERMIT REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. Any conflicts between specifications and permits for this project shall be referred to the Engineer.

1.2 PERMITS OBTAINED BY OWNER

- A. The Owner has applied for the following permits from appropriate authorities. It is anticipated that permission to proceed will be authorized prior to execution of Contract. The Contractor shall perform all work and conduct itself in full accordance with the requirements of the applicable permit:

1. Iowa Department of Natural Resources General Permit No. 2, Storm Water Discharge Associated with Construction Activities.
2. Iowa Department of Natural Resources Wastewater Construction Permit
3. Iowa Department of Natural Resources Public Water Supply Construction Permit
4. Iowa Department of Natural Resources Sovereign Lands Construction Permit
5. Iowa Department of Transportation Utilities Accommodation Permit
6. Iowa Department of Transportation Work Within State Highway Right-of-Way Permit
7. Work within the <name of RR> Railroad Right-of-Way
8. Work within the <name of County> County Right-of-Way.
9. <name of County> Utilities Accommodation Permit.
10. Cultural Resources Monitoring Plan/Inadvertent Discoveries Plan.

- B. The Contractor shall be responsible for meeting any bonding or insurance requirements which may be required as a condition to any permit, listed above.

1.3 PERMITS OBTAINED BY CONTRACTOR

- A. The Contractor shall secure and pay the cost of any other permits not mentioned above, which may be required for work within the project limits including but not limited to:

1. None.

- B. The Contractor shall identify, secure, and pay for any required permission, fee, or permit for work not within the project limits, but which may be considered a connected action. A connected action shall be defined as including but not limited to:

1. Obtaining borrow for the project,
2. Disposal of any waste product or excess material resulting from the project, and
3. Any action by the Contractor that is closely related by proximity in location and time to the project that may be perceived by the public or any regulatory body to be part of the project.

1.4 SUBMITTALS

- A. Contractor shall provide a draft copy of all notifications, submittals, and permit applications to the Engineer for review a minimum of 5-business days prior to submittal to any regulatory or permitting agency.
- B. Contractor shall copy the Engineer on all notifications, submittals, and permit applications at the time of submittal to the agency or permitting authority.
- C. If requested by the Owner, the Contractor shall provide copies of permits and/or permissions acquired for work.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

******END OF SECTION******

SECTION 01 55 17 - HAUL ROUTES AND TEMPORARY ACCESS

PART 1 - GENERAL

1.1 MAINTENANCE

- A. The Contractor shall notify and obtain the approval of the local governmental authority for the use of all haul roads and construction easement areas within the City limits not specifically noted below. The Contractor will be required to deliver new materials and dispose of all excavated material plus removal items only on designated haul roads. This also applies to equipment entering and leaving the project site such as backhoes and front-end loaders.
- B. Allowable city street and project haul roads are described as follows:
 - 1. _____
 - 2. _____
 - 3. _____
- C. The Contractor shall confine all operations, ingress, and egress to the designated haul roads. The Owner may assess a fee of \$ 500 per day for each day that the Contractor occupies or travels on non-designated haul roads. The fee shall be in addition to damages assessed against the Contractor to repair damage caused to the roadway.
- D. The Contractor shall maintain and repair any damage to haul roads. Maintenance shall include, but not be limited to, the following: blading, patching, signing, graveling, and dust control. This work will be at the Contractor's expense, without any direct compensation being made other than the payment received for Contract items.
- E. The Contractor shall be responsible for all roadbed maintenance over backfilled trenches and roadbed subgrade during the construction period.

1.2 REFERENCED SPECIFICATION

- A. Iowa DOT 1105, Control of Work shall apply, except as modified herein.
- B. Unless noted otherwise, the provisions in this section are in addition to the referenced specification.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION

3.1 CONSTRUCTION REQUIREMENTS

- A. Reclaimed pavement and salvaged aggregate base may be used for temporary access surfacing. No additional compensation shall be granted for the installation, removal, and disposal of materials utilized in this way.

****END OF SECTION****

SECTION 01 57 13 - TEMPORARY EROSION AND SEDIMENT CONTROL

PART 1 - GENERAL

1.1 SUMMARY

- A. This section covers the furnishing of all labor, materials, tools, equipment, and performances of all work and services necessary or incidental to stormwater management as indicated on the plans, as specified herein or as directed by the Engineer.
- B. The Contractor and Owner shall identify a person(s) knowledgeable and experienced in the application of erosion and sediment control BMPs who will oversee the site erosion and sediment control.
- C. Iowa Department of Natural Resources (DNR) – NPDES General Permit No. 2 Storm Water Discharge Associated with Industrial Activity for Construction Activities
 - 1. This site as designed will disturb less than 1.0 acres, therefore a NPDES permit is not required.
 - 2. The Contractor shall contact the Owner if it is determined that additional work is required which will increase the total disturbance area to 1.0 acres or more.
 - (a) The Contractor applies for a NPDES permit from the Iowa DNR.
 - (b) A copy of the active permit has been posted on the site.
 - (c) The Contractor shall be responsible for all costs associated with increasing the total disturbance area to 1.0 acres or more except where the change is due to a work change that is directed by the Owner and not a result of recommendations made by the Contractor to accommodate changed work means or methods.
 - (d) The Contractor shall phase construction to minimize erosion and sediment potential during the project.

1.2 METHOD OF MEASUREMENT AND PAYMENT

- A. Measurement and compensation for erosion and sediment control will be paid according to the referenced specification or as modified below:
 - 1. Payment for all work associated with erosion and sediment control will be at the contract price bid and will be considered full compensation for furnishing, installing, maintaining, and utilizing stormwater best management practices and any work specified in conjunction therewith as well as removing temporary sediment control devices when no longer necessary, except for stormwater management devices identified for individual payment in the bidding schedule.
 - 2. Eighty percent of the payment will be made upon installation. The remaining 20 percent will be made upon complete removal of the control measure, removal of any accumulated sediment, and surface restoration.
- B. The furnishing and installing specific items and/or the performance of work under certain circumstances will not be individually paid in the absence of a specific bid item for the work. The costs will be included in the unit price bid for the associated erosion control and excavation items. Such items of work include but are not limited to:
 - 1. Providing trained Construction SWPPP Manager and BMP Installer.
 - 2. Inspect, maintain, repair, and remove (if necessary) temporary surface stabilization practices throughout the duration of the project.
 - 3. Maintaining clean exit areas or roads from the site.
 - 4. Sweeping adjacent streets clean of excess soil.
 - 5. Cleaning storm sewers, drain tiles, and culverts that have been partially or completely obstructed by sediment that originated from the site.

6. Geotextile fabric for rock installation.
7. Geotextile fabric to wrap prefabricated inlet protection devices.
8. Aggregate to anchor and act as a filter for prefabricated inlet protection devices.
9. Aggregate associated with the construction of temporary sediment traps.
10. Construction, maintenance, and removal of rock construction entrance.
11. Changing the type of inlet protection for different phases of construction.

NOTE TO USER

The following items are intended to delete measurement and payment provisions within Iowa DOT specifications 2601 and 2602 for specific pay items.

12. Removal of debris, rock, or boulders.
13. Application of water (including mobilization).
14. Mobilizations for erosion control and/or emergency erosion control.

- C. No additional payment will be made for Erosion Control BMPs necessary to accommodate Contractor phasing or work methods including increased quantities, alternative methods, and turf restoration impacts.

1.3 SPECIFICATION REFERENCES

- A. Iowa DOT Section 1107 – Legal Relations and Responsibility to the Public shall apply, except as modified herein.
- B. Iowa DOT Section 2601 – Erosion Control shall apply, except as modified herein.
- C. Iowa DOT Section 2602 – Water Pollution Control (Soil Erosion) shall apply, except as modified herein.
- D. Unless noted otherwise, the provisions in this section are in addition to the referenced specification.

1.4 SUBMITTALS

- A. No submittals for this section.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Bale checks will not be used.

PART 3 - EXECUTION

3.1 GENERAL

- A. Construction and/or installation of all appropriate erosion & sediment control devices shall be completed prior to any soil disturbing activities.
- B. Prior to construction, the Contractor shall observe and document the existing stormwater outfall system and discharge area. Sediment deposits not documented prior to the construction may be assumed to have originated from the project site and will be required to be removed and disposed of by the Contractor.
- C. Exit areas and connected roads shall be kept clean of tracking and sediment release from the site. All material will be cleaned up the sooner of within 24 hours of discovery or the end of each business day. Washing or sweeping of material into the storm sewer system will not be allowed.

3.2 CONSTRUCTION REQUIREMENTS

- A. The Contractor shall control drainage, erosion, and sediment on the project including haul roads, temporary construction, waste disposal sites, plant and storage locations, and borrow pits, other than commercially operated sources.

- B. If the Contractor fails to install, maintain, and/or perform the appropriate erosion and sediment control practices, as determined by the Engineer, the Engineer may issue a written notice to the Contractor. The Contractor shall correct the cause and alleviate all sediment deposition to the fullest extent possible within the timeframe in the written notice.
- C. The Contractor shall be responsible for removing all sediment deposits including, but not limited to, drainage ways, stormwater basins, or intakes and re-stabilize the areas where sediment removal results in exposed soil. The removal and stabilization shall take place within 7 calendar days of discovery unless precluded by legal, regulatory, or physical access restraints, regardless of whether a written notice has been issued by the Engineer. If precluded, removal and stabilization must take place within 7 calendar days of obtaining access. The Contractor is responsible for contacting all local, regional, state, and Federal authorities and property owners and obtaining applicable rights of entry, approvals, and/or permits.
- D. **A contract deduction will be made equal to the total of all costs incurred by the Owner due to the failure of the Contractor to take corrective action within the required timeframe(s). Such costs include but are not limited to labor, materials, equipment, and administrative costs.**

****END OF SECTION****

SECTION 01 77 00 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. This section provides information necessary to ensure the project is completed satisfactorily, all documentation is in order, and any outstanding issues are addressed before final payment and the beginning of the warranty period.

1.2 REFERENCES

- A. 7.12 Record Documents of 00 72 00 – GENERAL CONDITIONS of this project manual.
- B. SC-7.12 Record Documents of 00 73 00 - SUPPLEMENTARY CONDITIONS of this project manual.
- C. 15.06 Final Payment of 00 72 00 – GENERAL CONDITIONS of this project manual.
- D. SC-15.06 Final Payment of 00 73 00 - SUPPLEMENTARY CONDITIONS of this project manual.
- E. EXHIBIT A —SOFTWARE REQUIREMENTS FOR ELECTRONIC DOCUMENT EXCHANGE of 00 73 00 – SUPPLEMENTAL CONDITIONS.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION

3.1 RECORD DOCUMENTS

- A. Record documents shall be prepared and submitted in accordance with the requirements of the GENERAL CONDITIONS and SUPPLEMENTARY CONDITIONS before application for Final Payment.

3.2 FINAL INSPECTION

- A. After the cleaning up of the work, premises, and all other areas and structures connected with the performance of the contract, the work as a whole, will be examined by the Engineer and Owner; and, any workmanship or materials found which do not meet the specified requirements will be identified and included on a punch list given to the Contractor.
- B. The Contractor shall, at its own expense, promptly remove, replace, repair, or otherwise correct the deficiencies with good and satisfactory workmanship and material to the satisfaction of the Owner and Engineer.
- C. If the Contractor does not satisfactorily remove, replace, repair, or otherwise correct the deficiencies within thirty calendar days after receipt of the punch list, the Owner reserves the right to employ the services of other contractors and/or service organizations to conduct the necessary work and deduct any and all associated costs from final payment to the Contractor. The entry of such other agents on the project to perform this work will not relieve the Contractor from any of its warranty, maintenance, or start-up obligations.

3.3 PROJECT ACCEPTANCE

- A. The project will be accepted after the final inspection has been conducted and all settlement, defects, damages, etc., discovered during the previous inspections have been remedied.

3.4 FINAL PAYMENT

- A. Final payment will not be made until the Contractor has complied with all requirements of the GENERAL CONDITIONS and SUPPLEMENTARY CONDITIONS of this project manual.

****** END OF SECTION ******

APPENDIX
FOR
WALNUT CREEK WATER ACCESS
CITY OF WINDSOR HEIGHTS
WINDSOR HEIGHTS, IOWA

GOVERNING SPECIFICATIONS

THE 2025 EDITION OF THE "IOWA STATEWIDE URBAN SPECIFICATIONS FOR PUBLIC IMPROVEMENTS".

MUTCD 2009 AS ADOPTED BY IOWA DEPARTMENT OF TRANSPORTATION.

ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS AND ORDINANCES WILL BE COMPLIED WITHIN THE CONSTRUCTION OF THIS PROJECT.



NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY IOWA ONE CALL 1-800-292-8989 OR 811

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D UNLESS OTHERWISE NOTED. THIS UTILITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-22, ENTITLED "STANDARD GUIDELINE FOR INVESTIGATING AND DOCUMENTING EXISTING UTILITIES".

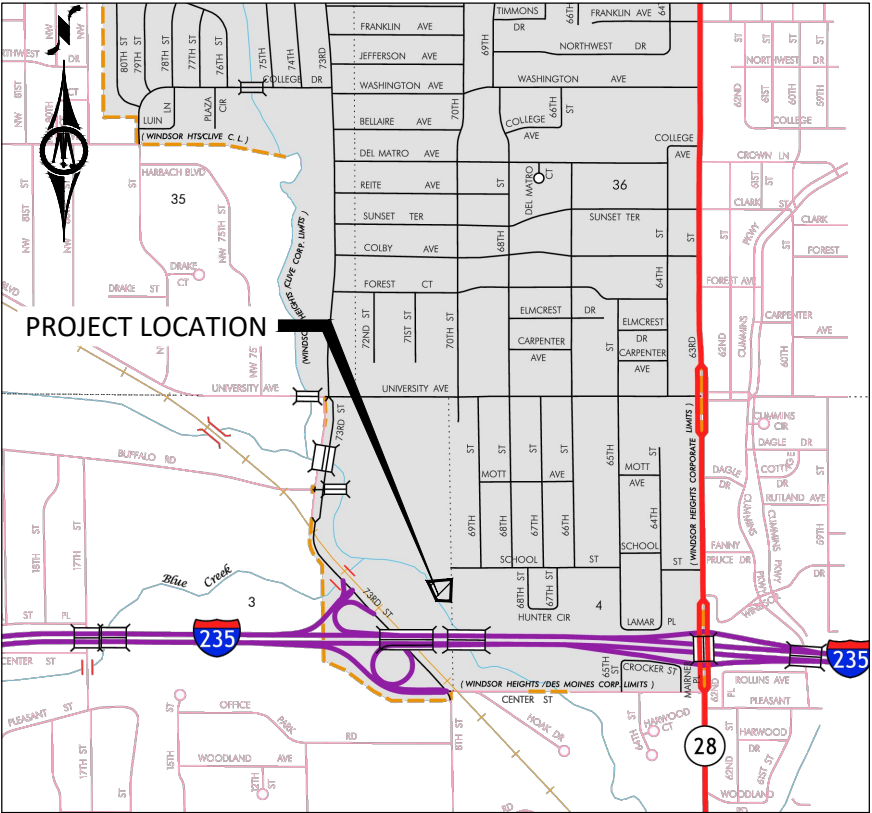
CITY OF WINDSOR HEIGHTS, IA

100% CONSTRUCTION PLANS FOR

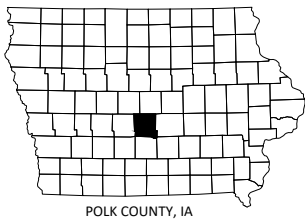
WALNUT CREEK
WATER ACCESS

6900 SCHOOL STREET,
WINDSOR HEIGHTS, IA 50324

SEPTEMBER, 2025

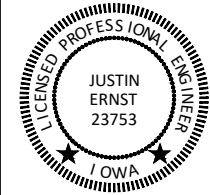


MAP OF THE
CITY OF WINDSOR HEIGHTS
POLK COUNTY, IA



PRELIMINARY
FOR PERMIT APPLICATIONS
ONLY. NOT FOR
CONSTRUCTION, RECORDING
PURPOSES, OR
IMPLEMENTATION.

SHEET INDEX			
SHEET NUMBER	SHEET TITLE	REVISION	ISSUE DATE
A.01	TITLE		A.01
A.02	LEGEND		A.02
B.01	DETAILS		B.01
B.02	DETAILS		B.02
B.03	DETAILS		B.03
C.01	GENERAL NOTES		C.01
C.02	GENERAL NOTES		C.02
C.03	QUANTITIES		C.03
C.04	ESTIMATE REFERENCE NOTES		C.04
D.01	LAYOUT & GRADING PLAN		D.01
F.01	EXISTING CONDITIONS & REMOVALS PLAN		F.01
G.01	CONTROL DATA		G.01
J.01	STAGING PLAN		J.01
J.02	TRAFFIC CONTROL		J.02
K.01	LANDSCAPE PLAN		K.01
K.02	LANDSCAPE		K.02
M.01	STORM SEWER PLAN		M.01
R.01	EROSION CONTROL PLAN		R.01
S.01	LAYOUT & GRADING PLAN ENLARGEMENT		S.01



I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.

JUSTIN ERNST, P.E.

LICENSE NUMBER: 23753 DATE: 9/11/2025

MY LICENSE RENEWAL DATE IS DECEMBER 31, 2025

PAGES OR SHEETS COVERED BY THIS SEAL:

G.01, M.01



I HEREBY CERTIFY THAT THE PORTION OF THIS TECHNICAL SUBMISSION DESCRIBED BELOW WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND RESPONSIBLE CHARGE. I AM A DULY LICENSED PROFESSIONAL LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF IOWA.

NATHAN M. WEITL, PLA

LICENSE NUMBER: 00677 DATE: 9/11/2025

MY LICENSE RENEWAL DATE IS JUNE 30, 2027

PAGES OR SHEETS COVERED BY THIS SEAL:

A.01, A.02, B.01, C.01, C.02, C.03, C.04, D.01, F.01, J.01, J.02, K.01, K.02, R.01

NOTE:
THIS SET IS INTENDED TO BE PRINTED IN COLOR. IF PRINTING IN BLACK AND WHITE, SOME LEGIBILITY MAY BE REDUCED.



430 E GRAND AVENUE, SUITE 101
DES MOINES, IA 50309
Phone: (515) 259-9190
Email: DesMoines@bolton-menk.com
www.bolton-menk.com

DESIGNED	REV	DESCRIPTION	DATE
NRJ			
DRAWN			
NRJ			
CHECKED			
NW			
CLIENT PROJ. NO.			

CITY OF WINDSOR HEIGHTS, IOWA
WALNUT CREEK WATER ACCESS

TITLE SHEET

SHEET

A.01

© Bolton & Menk, Inc. 2025. All Rights Reserved.
WINDSOR HEIGHTS, IA 50309 138271001 CAD (3-D) 138271101.dwg 9/11/2025 11:50:34 AM

EXISTING TOPOGRAPHIC SYMBOLS

	ACCESS GRATE		REGULATION STATION GAS
	AIR CONDITION UNIT		SATELLITE DISH
	ANTENNA		SIGN TRAFFIC
	AUTO SPRINKLER CONNECTION		SIGNAL CONTROL CABINET
	BARRICADE PERMANENT		SOIL BORING
	BASKETBALL POST		SIREN
	BENCH		TELEPHONE BOOTH
	BIRD FEEDER		TILE INLET
	BOLLARD		TILE OUTLET
	BUSH		TILE RISER
	CATCH BASIN RECTANGULAR CASTING		TRANSFORMER-ELECTRIC
	CATCH BASIN CIRCULAR CASTING		TREE-CONIFEROUS
	CURB STOP		TREE-DEAD
	CLEAN OUT		TREE-DECIDUOUS
	CULVERT END		TREE STUMP
	DRINKING FOUNTAIN		TRAFFIC ARM BARRIER
	DOWN SPOUT		TRAFFIC SIGNAL
	ELECTRIC CAR CHARGE STATION		TRASH CAN
	FILL PIPE		UTILITY MARKER
	FIRE HYDRANT		VALVE
	FLAG POLE		VALVE POST INDICATOR
	FLARED END / APRON		VALVE VAULT
	FUEL PUMP		VAULT
	GRILL		VENT PIPE
	GUY WIRE ANCHOR		WATER SPIGOT
	HANDHOLE		WELL
	HANDICAP SPACE		WETLAND DELINEATED MARKER
	IRRIGATION SPRINKLER HEAD		WETLAND
	IRRIGATION VALVE BOX		WET WELL
	LIFT STATION CONTROL PANEL		YARD HYDRANT

PROPOSED TOPOGRAPHIC SYMBOLS

	CLEANOUT
	MANHOLE
	LIFT STATION
	STORM SEWER CIRCULAR CASTING
	STORM SEWER RECTANGULAR CASTING
	STORM SEWER FLARED END / APRON
	STORM SEWER OUTLET STRUCTURE
	STORM SEWER OVERFLOW STRUCTURE
	CURB BOX
	FIRE HYDRANT
	WATER VALVE
	WATER REDUCER
	WATER BEND
	WATER TEE
	WATER CROSS
	WATER SLEEVE
	WATER CAP / PLUG
	RIP RAP
	DRAINAGE FLOW
	TRAFFIC SIGNS
	LIGHT POLE

SURVEY SYMBOLS

	BENCHMARK LOCATION		CAST IRON MONUMENT
	CONTROL POINT		STONE MONUMENT
	MONUMENT FOUND		

EXISTING TOPOGRAPHIC LINES

	RETAINING WALL
	FENCE
	FENCE-DECORATIVE
	GUARD RAIL
	TREE LINE
	BUSH LINE

SURVEY LINES

	CONTROLLED ACCESS
	BOUNDARY
	CENTERLINE
	EXISTING EASEMENT LINE
	PROPOSED EASEMENT LINE
	EXISTING LOT LINE
	PROPOSED LOT LINE
	EXISTING RIGHT-OF-WAY
	PROPOSED RIGHT-OF-WAY
	SETBACK LINE
	SECTION LINE
	QUARTER LINE
	SIXTEENTH LINE
	TEMPORARY EASEMENT

EXISTING UTILITY LINES

	FORCEMAIN
	SANITARY SEWER
	SANITARY SERVICE
	STORM SEWER
	STORM SEWER DRAIN TILE
	WATERMAIN
	WATER SERVICE
	RECLAIMED WATER

PROPOSED UTILITY LINES

	FORCEMAIN
	SANITARY SEWER
	SANITARY SERVICE
	STORM SEWER
	STORM SEWER DRAIN TILE
	WATERMAIN
	WATER SERVICE
	PIPE CASING
	TRENCHLESS PIPE (PLAN VIEW)
	TRENCHLESS PIPE (PROFILE VIEW)

GRADING INFORMATION

	EXISTING CONTOUR MINOR
	EXISTING CONTOUR MAJOR
	PROPOSED CONTOUR MINOR
	PROPOSED CONTOUR MAJOR
	PROPOSED GRADING LIMITS / SLOPE LIMITS
	PROJECT LIMITS
	PROPOSED SPOT ELEVATION
	RISE:RUN (SLOPE)

EXISTING PRIVATE UTILITY LINES

NOTE:
EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY IOWA ONE CALL 800-292-8888

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D UNLESS OTHERWISE NOTED. THIS UTILITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINE FOR INVESTIGATING AND DOCUMENTING EXISTING UTILITIES".

	UNDERGROUND FIBER OPTIC
	UNDERGROUND ELECTRIC
	UNDERGROUND GAS
	UNDERGROUND COMMUNICATION
	OVERHEAD ELECTRIC
	OVERHEAD COMMUNICATION
	OVERHEAD UTILITY

UTILITIES IDENTIFIED WITH A QUALITY LEVEL OTHER THAN D:

LINE TYPES FOLLOW THE FORMAT: UTILITY TYPE - QUALITY LEVEL
EXAMPLE: G-A G-A UNDERGROUND GAS, QUALITY LEVEL A
UTILITY QUALITY LEVEL (A,B,C,D) DEFINITIONS CAN BE FOUND IN CI/ASCE 38-22.

UTILITY QUALITY LEVELS:

LEVEL D - INFORMATION COMES SOLELY FROM EXISTING UTILITY RECORDS.

LEVEL C - SURVEYING ABOVE GROUND UTILITY FACILITIES, SUCH AS MANHOLES, VALVE BOXES, ETC; AND CORRELATING THIS INFORMATION WITH EXISTING UTILITY RECORDS.

LEVEL B - THE USE OF SURFACE GEOPHYSICAL TECHNIQUES TO DETERMINE THE EXISTENCE AND HORIZONTAL POSITION OF UNDERGROUND UTILITIES.

LEVEL A - THE USE OF NONDESTRUCTIVE DIGGING EQUIPMENT AT HORIZONTAL AND VERTICAL POSITION OF UNDERGROUND UTILITIES, AS WELL AS THE TYPE, SIZE, CONDITION, MATERIAL, AND OTHER CHARACTERISTICS.

ABBREVIATIONS

A	ALGEBRAIC DIFFERENCE	GV	GATE VALVE	SAN	SANITARY SEWER
ADJ	ADJUST	HDPE	HIGH DENSITY POLYETHYLENE	SCH	SCHEDULE
ALT	ALTERNATE	HH	HANDHOLE	SERV	SERVICE
B-B	BACK TO BACK	HMA	HOT MIX ASPHALT	SHLD	SHOULDER
BLDG	BUILDING	HP	HIGH POINT	STA	STATION
BMP	BEST MANAGEMENT PRACTICE	HWL	HIGH WATER LEVEL	STD	STANDARD
BR	BEGIN RADIUS	HYD	HYDRANT	STM	STORM SEWER
BV	BUTTERFLY VALVE	I	INVERT	TC	TOP OF CURB
CB	CATCH BASIN	K	CURVE COEFFICIENT	TE	TEMPORARY EASEMENT
C&G	CURB AND GUTTER	L	LENGTH	TEMP	TEMPORARY
CIP	CAST IRON PIPE	LO	LOWEST OPENING	TNH	TOP NUT HYDRANT
CIPP	CURED-IN-PLACE PIPE	LP	LOW POINT	TP	TOP OF PIPE
CL	CENTER LINE	LT	LEFT	TYP	TYPICAL
CL	CLASS	MH	MANHOLE	VCP	VITRIFIED CLAY PIPE
CMP	CORRUGATED METAL PIPE	MIN	MINIMUM	VERT	VERTICAL
C.O.	CHANGE ORDER	MR	MID RADIUS	VPC	VERTICAL POINT OF CURVE
COMM	COMMUNICATION	NIC	NOT IN CONTRACT	VPI	VERTICAL POINT OF INTERSECTION
CSP	CORRUGATED STEEL PIPE	NMC	NON-METALLIC CONDUIT	VPT	VERTICAL POINT OF TANGENT
CLVT	CULVERT	NTS	NOT TO SCALE	WM	WATERMAIN
DIA	DIAMETER	NWL	NORMAL WATER LEVEL	WS	WATER SERVICE
DIP	DUCTILE IRON PIPE	OHW	ORDINARY HIGH WATER LEVEL		
DWY	DRIVEWAY	PC	POINT OF CURVE		
E	EXTERNAL CURVE DISTANCE	PCC	PORTLAND CEMENT CONCRETE	AC	ACRES
ESMT	EASEMENT	PE	PERMANENT EASEMENT	CF	CUBIC FEET
ELEC	ELECTRIC	PED	PEDESTRIAN, PEDESTAL	CV	COMPACTED VOLUME
ELEV/EL	ELEVATION	PERF	PERFORATED PIPE	CY	CUBIC YARD
EOF	EMERGENCY OVERFLOW	PERM	PERMANENT	EA	EACH
ER	END RADIUS	PI	POINT OF INTERSECTION	EV	EXCAVATED VOLUME
EX	EXISTING	PL	PROPERTY LINE	LB	POUND
FES	FLARED END SECTION	PRC	POINT OF REVERSE CURVE	LF	LINEAR FEET
F-F	FACE TO FACE	PT	POINT OF TANGENT	LS	LUMP SUM
FF	FINISHED FLOOR	PVC	POLYVINYL CHLORIDE PIPE	LV	LOOSE VOLUME
F&I	FURNISH AND INSTALL	PVMT	PAVEMENT	SF	SQUARE FEET
FM	FORCEMAIN	R	RADIUS	SV	STOCKPILE VOLUME
FO	FIBER OPTIC	RCP	REINFORCED CONCRETE PIPE	SY	SQUARE YARD
F.O.	FIELD ORDER	RET	RETAINING		
GRAN	GRANULAR	R/W	RIGHT-OF-WAY		
GRAV	GRAVEL	RSC	RIGID STEEL CONDUIT		
GU	GUTTER	RT	RIGHT		



430 E GRAND AVENUE, SUITE 101
DES MOINES, IA 50309
Phone: (515) 259-9190
Email: DesMoines@bolton-menk.com
www.bolton-menk.com

DESIGNED	REV	DESCRIPTION	DATE
NRJ			
DRAWN			
NRJ			
CHECKED			
NW			
CLIENT PROJ. NO.			

CITY OF WINDSOR HEIGHTS, IOWA

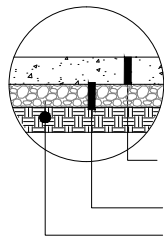
WALNUT CREEK WATER ACCESS

LEGEND SHEET

SHEET

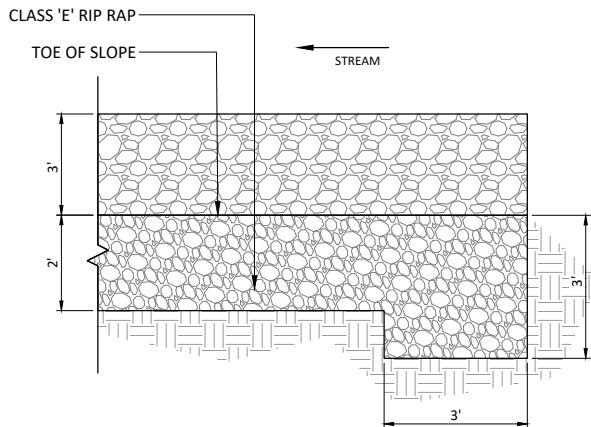
A.02

© Bolton & Menk, Inc. 2025. All Rights Reserved
WINDSOR HEIGHTS, IA 50309 9/1/2025 11:50:41 AM

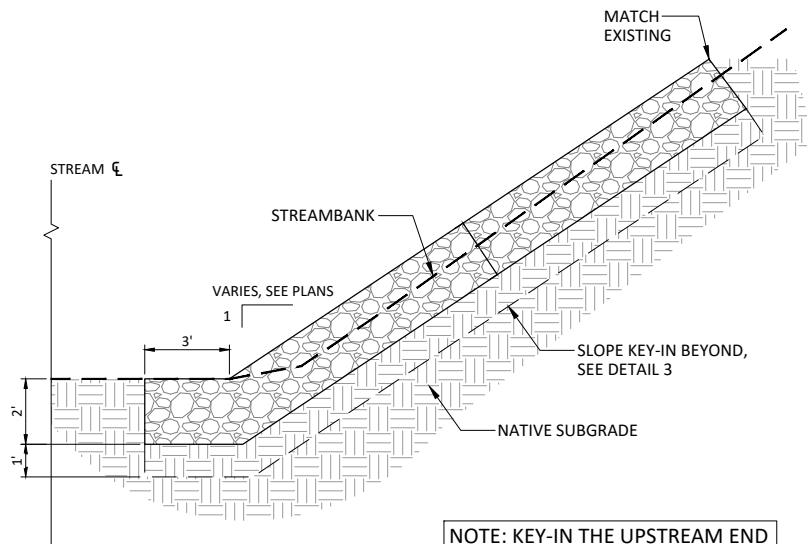


5" SIDEWALK PCC, MEDIUM BROOM FINISH,
PERPENDICULAR TO PATH OF TRAVEL
4" MODIFIED SUBBASE (INCIDENTAL)
6" COMPACTED SUBGRADE (INCIDENTAL)

1 SIDEWALK, PCC, 5"
SCALE: N.T.S.

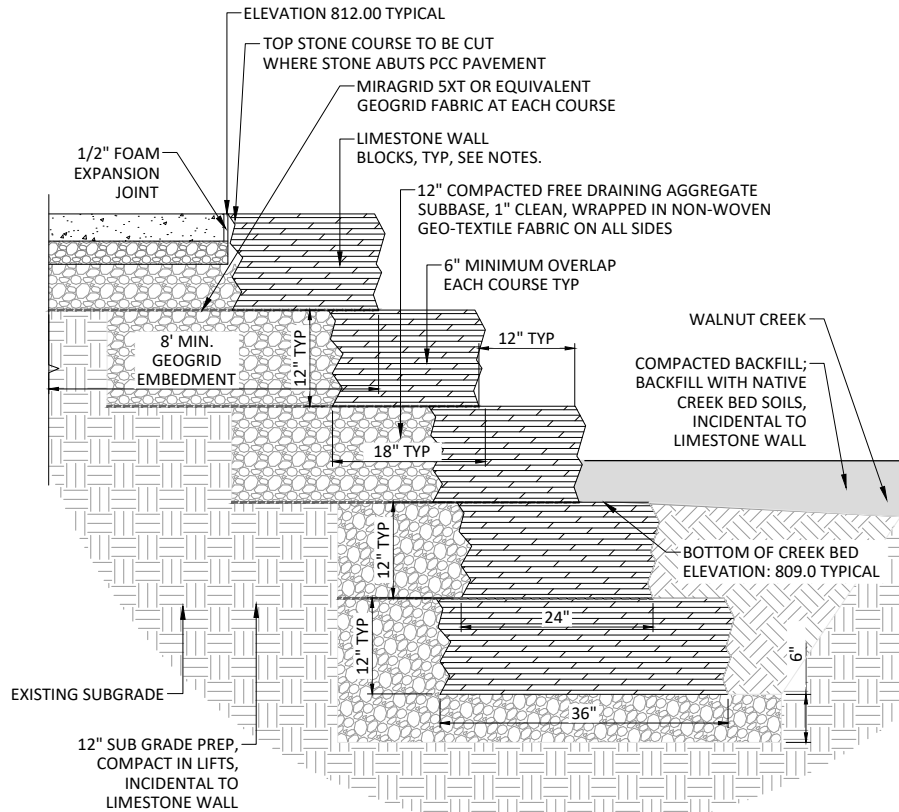


3 RIP RAP SLOPE KEY-IN PROFILE (PLAN VIEW)
SCALE: N.T.S.

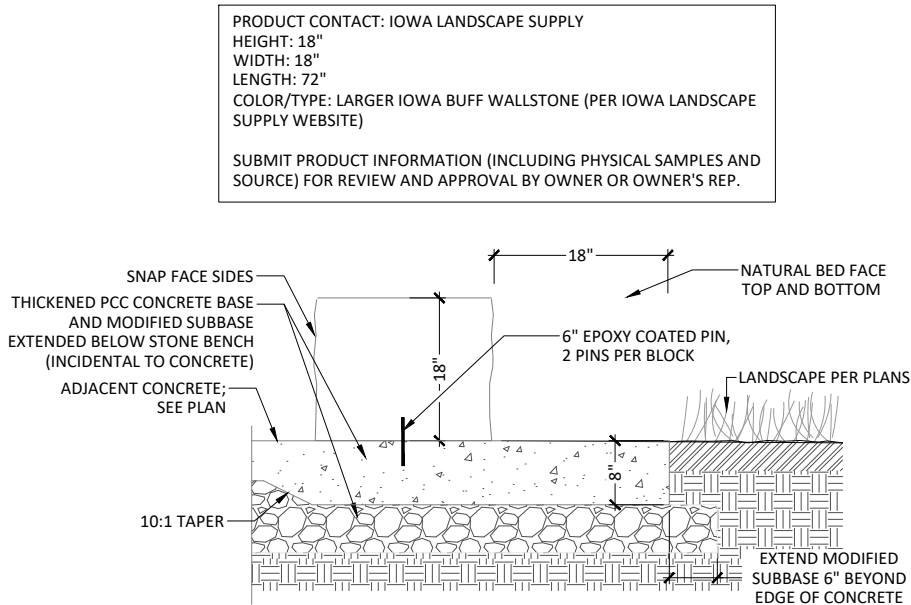


NOTE: KEY-IN THE UPSTREAM END
OF RIP RAP SLOPE, PER DETAIL 3.

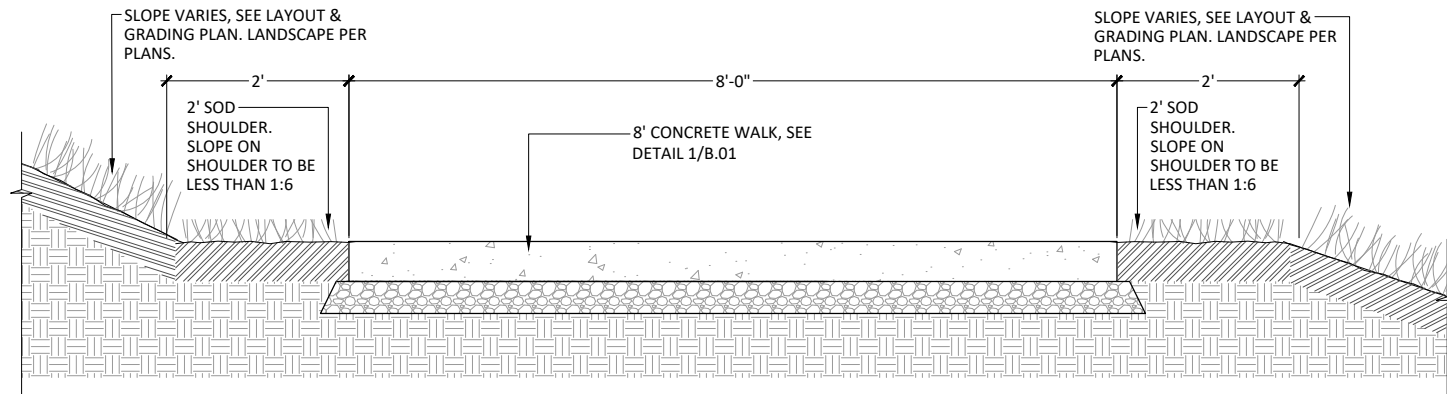
4 RIP RAP SLOPE
SCALE: N.T.S.



2 LIMESTONE RETAINING WALL AND RIP RAP REVETMENT
SCALE: N.T.S.



5 STONE BLOCK BENCH
SCALE: N.T.S.



6 SIDEWALK SECTION CUT
SCALE: N.T.S.

LIMESTONE RETAINING WALL BLOCK MATERIAL NOTES:

PRODUCT: WEBER STONE BERM BLOCK OR
APPROVED EQUAL.

SIZE:
LENGTH: (VARIES, 3')
WIDTH: PER DETAIL
HEIGHT: PER DETAIL

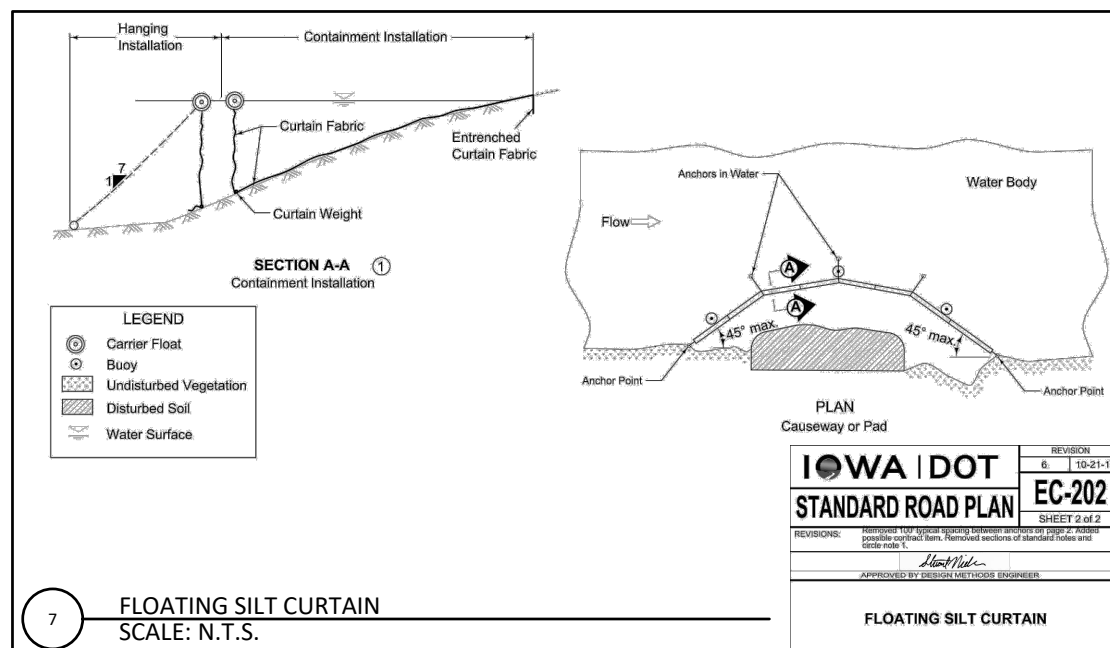
FINISH / CUT:
TOP & BOTTOM : BEDFACE, LEVEL
FRONT & BACK: SPLITFACE
ENDS: SAWN

STONE TYPE: DOLOMITIC LIMESTONE

COLOR: BUFF / TAN - CONTRACTOR TO
SUBMIT A SAMPLE TO ENGINEER FOR PRIOR
APPROVAL

LIMESTONE RETAINING WALL NOTES:

1. PRIOR TO STONE BEING PURCHASED OR DELIVERED TO SITE, CONTRACTOR SHALL PROVIDE SHOP DRAWINGS, PHOTOS, AND DIMENSIONS OF ALL STONE TO THE ENGINEER.
2. COURSES SHALL BE SORTED ACCORDING TO HEIGHT AND STACKED ACCORDINGLY
3. 6" MIN OVERLAP ON THE LEADING EDGE OF STACKED COURSES
4. VERTICAL SEEM OFFSETS SHALL BE A MINIMUM 18", EACH DIRECTION
5. ALL STONE SHALL BE ROTATED & PLACED ACCORDING TO PLANS & SPECIFICATIONS THEN FIELD APPROVED BY ENGINEER
6. HAND FIT BLOCKS TIGHT TOGETHER, REMAINING GAPS BETWEEN BLOCKS DUE TO IRREGULAR EDGES SHALL BE 4" MAXIMUM WIDTH. BACKFILL WITH COMPACTED MODIFIED SUBBASE MATERIAL.



7 FLOATING SILT CURTAIN
SCALE: N.T.S.



430 E GRAND AVENUE, SUITE 101
DES MOINES, IA 50309
Phone: (515) 259-9190
Email: DesMoines@bolton-menk.com
www.bolton-menk.com

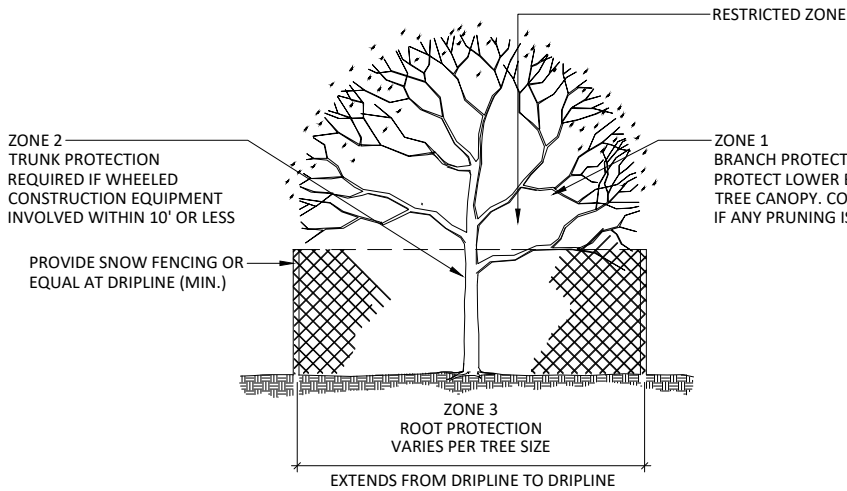
DESIGNED	REV	DESCRIPTION	DATE
NRJ			
DRAWN			
NRJ			
CHECKED			
NW			
CLIENT PROJ. NO.			

CITY OF WINDSOR HEIGHTS, IOWA
WALNUT CREEK WATER ACCESS

TYPICAL DETAILS

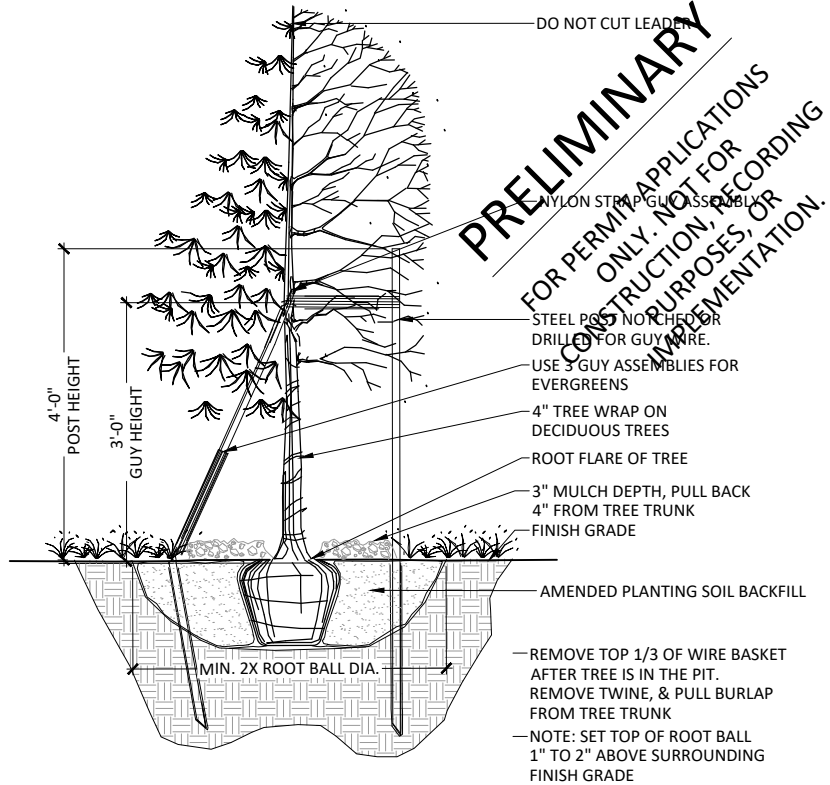
SHEET

B.01

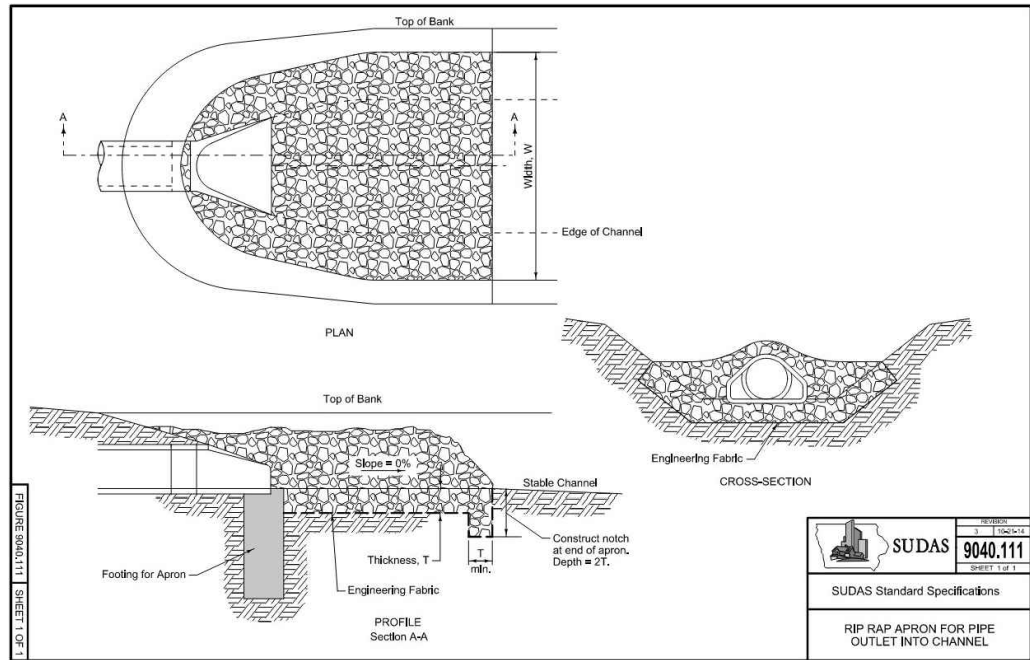


TREE PROTECTION NOTES

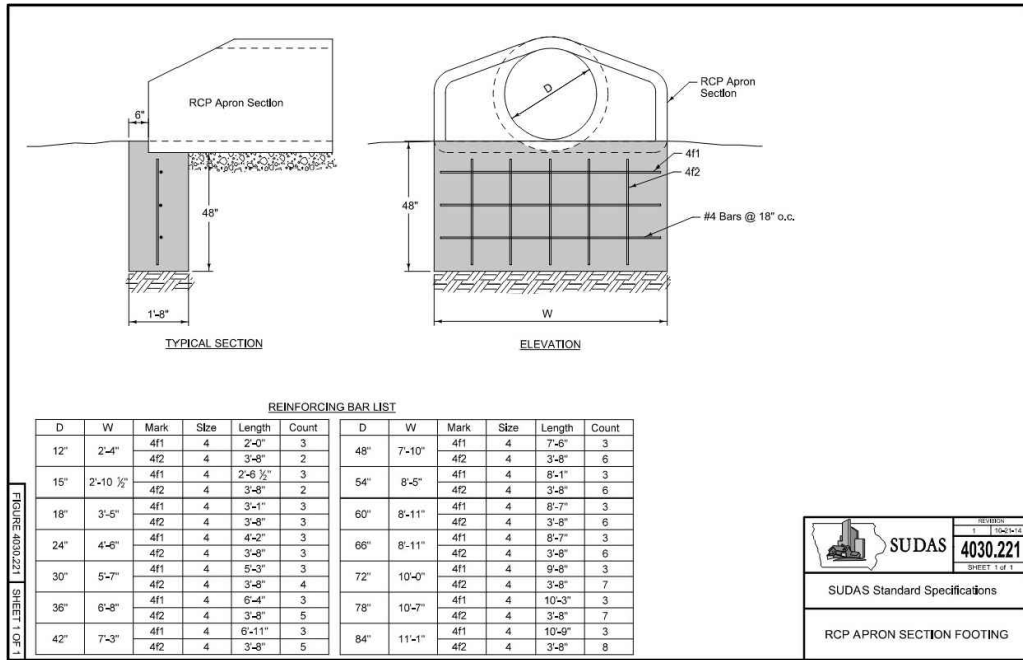
1. ALL TREES TO BE PROTECTED AND PRESERVED SHALL BE PER DETAIL. GROUPING OF MORE THAN ONE TREE MAY OCCUR.
2. TREES TO BE PROTECTED AND PRESERVED SHALL BE IDENTIFIED ON THE TRUNK WITH WHITE SURVEY TAPE.
3. TO PREVENT TREE ROOT SMOTHERING, SOIL STOCKPILES, SUPPLIES, EQUIPMENT OR ANY OTHER MATERIAL SHALL NOT BE PLACED OR STORED WITHIN A TREE DRIP LINE OR WITHIN 15 FEET OF A TREE TRUNK, WHICHEVER IS GREATER.
4. TREE ROOTS SHALL NOT BE CUT UNLESS CUTTING IS UNAVOIDABLE.
5. TRENCHES SHALL BE HAND DUG WITHIN THE DRIP LINE IN AREAS WHERE ROOTS TWO INCHES IN DIAMETER AND GREATER ARE PRESENT, OR WHEN IN CLOSE PROXIMITY TO LOW BRANCHING TREES. WHENEVER POSSIBLE, ROOTS TWO INCHES OR GREATER IN DIAMETER SHALL BE TUNNELED OR BORED UNDER AND SHALL BE COVERED TO PREVENT DEHYDRATION.
6. WHEN ROOT CUTTING IS UNAVOIDABLE, A CLEAN SHARP CUT SHALL BE MADE TO AVOID SHREDDING OR SMASHING. ROOT CUTS SHOULD BE MADE BACK TO A LATERAL ROOT. WHENEVER POSSIBLE, TREE ROOTS SHOULD BE CUT BETWEEN LATE FALL AND BUD OPENING, WHEN ROOT ENERGY SUPPLIES ARE HIGH AND CONDITIONS ARE LEAST FAVORABLE FOR DISEASE CAUSING AGENTS. EXPOSED ROOTS SHALL BE COVERED IMMEDIATELY TO PREVENT DEHYDRATION. ROOTS SHALL BE COVERED WITH SOIL OR BURLAP AND KEPT MOIST.
7. WATERING OF PROTECTED TREES IN WHICH ROOTS WERE CUT SHALL BE PROVIDED BY THE CONTRACTOR.
8. AUGER TUNNELING RATHER THAN TRENCHING SHOULD BE USED FOR UTILITY PLACEMENT WITHIN DRIP LINE OF TREE.
9. FENCING MATERIAL SHALL ENCIRCLE ANY TREE WHOSE OUTER DRIP LINE EDGE IS WITHIN 20 FEET OF ANY CONSTRUCTION ACTIVITIES.
10. FENCING MATERIAL SHALL BE BRIGHT, CONTRASTING COLOR, DURABLE, AND A MINIMUM OF FOUR FEET IN HEIGHT.
11. FENCING MATERIAL SHALL BE SET AT THE DRIP LINE OR 15 FEET FROM TREE TRUNK, WHICHEVER IS GREATER, AND MAINTAINED IN AN UPRIGHT POSITION THROUGHOUT THE DURATION OF CONSTRUCTION ACTIVITIES.
12. ANY GRADE CHANGES (SUCH AS THE REMOVAL OF TOPSOIL OR ADDITION OF FILL MATERIAL) WITHIN THE DRIP LINE SHOULD BE AVOIDED FOR EXISTING TREES TO REMAIN. RETAINING WALLS AND TREE WELLS ARE ACCEPTABLE ONLY WHEN CONSTRUCTED PRIOR TO GRADE CHANGE.



1 EXISTING TREE PROTECTION
SCALE: N.T.S.

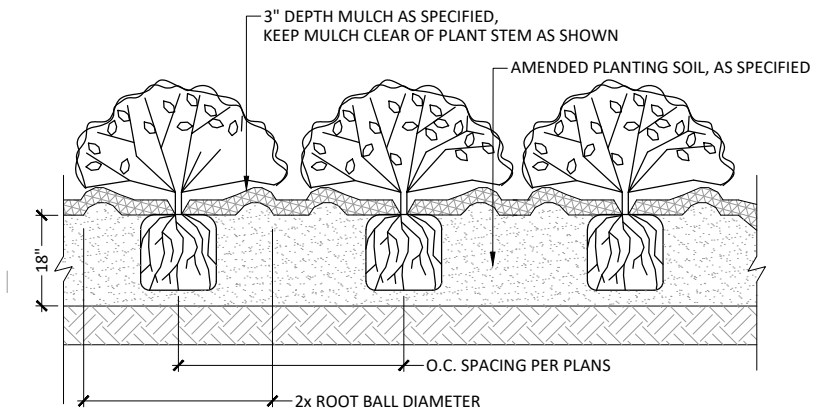


3 RIP RAP APRON FOR PIPE OUTLET INTO CHANNEL
SCALE: N.T.S.

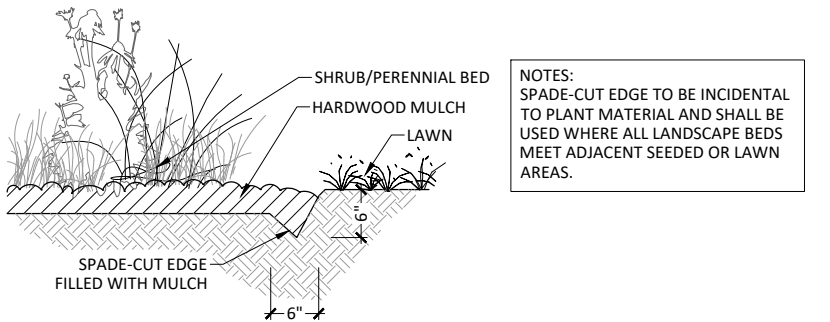


4 RCP APRON SECTION FOOTING
SCALE: N.T.S.

2 TREE PLANTING
SCALE: N.T.S.

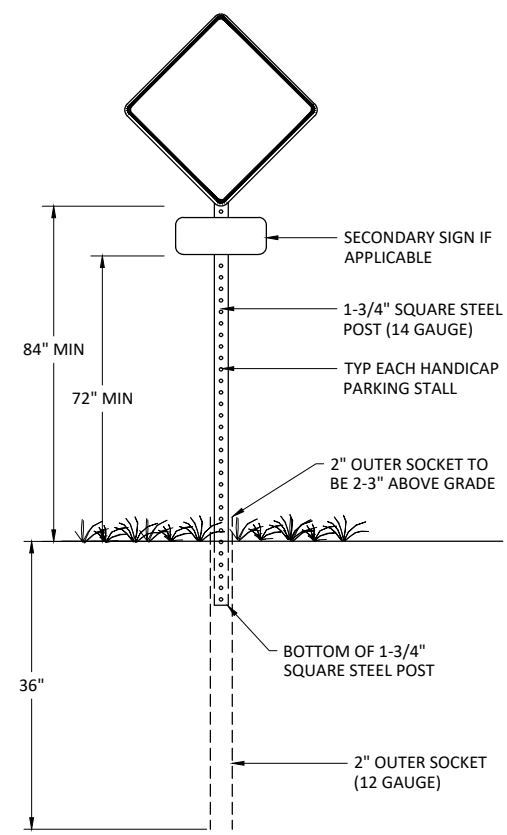


5 PERENNIAL / SHRUB PLANTING
SCALE: N.T.S.



6 SECTION: SPADE-CUT EDGE
SCALE: N.T.S.

PRELIMINARY
FOR PERMIT APPLICATIONS
ONLY. NOT FOR
CONSTRUCTION, RECORDING
PURPOSES, OR
IMPLEMENTATION.



1 STREET SIGN INSTALLATION DETAIL
SCALE: N.T.S.

© Bolton & Menk, Inc. 2025. All Rights Reserved.
WINDSOR HEIGHTS, IA 50309
9/17/2025 11:50:42 AM



430 E GRAND AVENUE, SUITE 101
DES MOINES, IA 50309
Phone: (515) 259-9190
Email: DesMoines@bolton-menk.com
www.bolton-menk.com

DESIGNED	REV	DESCRIPTION	DATE
NRJ			
DRAWN			
NRJ			
CHECKED			
NW			
CLIENT PROJ. NO.			

CITY OF WINDSOR HEIGHTS, IOWA
WALNUT CREEK WATER ACCESS
TYPICAL DETAILS

SHEET
B.03

STANDARD CONSTRUCTION NOTE:

1.

ALL IMPROVEMENTS, EXCEPT FOR WATER MAIN RELATED ITEMS, SHALL BE IN ACCORDANCE WITH THE 2025 EDITION OF THE IOWA STATEWIDE URBAN DESIGN AND SPECIFICATIONS (SUDAS) AND SHALL COMPLY WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS AND ORDINANCES. THE CONTRACTOR SHALL HAVE A COMPLETE SET OF THE CURRENT SUDAS STANDARD SPECIFICATIONS ON SITE DURING ALL CONSTRUCTION ACTIVITIES.
2.

WATER MAIN RELATED IMPROVEMENTS AND ITEMS TO FOLLOW PLANS AND DES MOINES WATER WORKS SPECIAL PROVISIONS.
3.

ANY DEFECTIVE WORK CONDEMNED BY THE ENGINEER SHALL BE REMOVED AND REPLACED AT THE CONTRACTOR'S EXPENSE IN ACCORDANCE WITH SUDAS SECTION 1050. FAILURE TO REMOVE DEFECTIVE WORK MAY RESULT IN SUSPENSION OF OPERATIONS AND/OR WITHHOLDING OF PAYMENTS UNTIL DEFECTIVE WORK HAS BEEN REMOVED AND REPLACED.
4.

PRIOR TO MOBILIZING OFF OF THE JOB SITE, THE CONTRACTOR SHALL NOTIFY THE ENGINEER TO REQUEST A FINAL INSPECTION IN ACCORDANCE WITH SUDAS SECTION 1050.
5.

THE CONTRACTOR SHALL PROCURE ALL NECESSARY PERMITS AND LICENSES IN ACCORDANCE WITH SUDAS SECTION 1070.
6.

THE CONTRACTOR IS RESPONSIBLE FOR SITE SAFETY AND COMPLYING WITH ALL CURRENT AND FUTURE FEDERAL AND STATE OSHA REQUIREMENTS IN ACCORDANCE WITH SUDAS SECTION 1070.
7.

LIMITS OF CONSTRUCTION ARE WITHIN THE CITY RIGHT OF WAY, UNLESS SHOWN OTHERWISE IN THE CONSTRUCTION DRAWINGS. WORK SHALL BE COMPLETED IN THE LIMITS OF CONSTRUCTION AND IN ACCORDANCE WITH SUDAS SECTION 1070.
8.

THE CONTRACTOR SHALL UPDATE THE TRAFFIC CONTROL PLAN, IN ACCORDANCE WITH SUDAS SECTION 1070, IF CONSTRUCTION ACTIVITIES DEVIATE FROM STAGING PLAN PROVIDED. ANY TRAFFIC CONTROL DEVICES OR SAFETY EQUIPMENT NEEDED TO CONSTRUCT THE PROJECT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL SUBMIT A CONSTRUCTION PHASING AND TRAFFIC CONTROL PLAN WITH PLANNED DETOURS TO THE CITY OF WINDSOR HEIGHTS PUBLIC SERVICES FOR APPROVAL BEFORE THE START OF ANY CONSTRUCTION ACTIVITIES.
9.

THE LOCATION OF ALL AERIAL AND UNDERGROUND UTILITIES MAY NOT BE INDICATED ON THESE PLANS. WORK SHALL BE COMPLETED IN ACCORDANCE WITH SUDAS SECTION 1070. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY OF ANY DAMAGE TO EXISTING UTILITIES.
10.

IN ACCORDANCE WITH SUDAS SECTION 1070, THE CONTRACTOR SHALL CONTINUOUSLY MAINTAIN ADEQUATE PROTECTION OF ALL ITS WORK FROM DAMAGE AND SHALL PROTECT THE JURISDICTION'S PROPERTY AND ADJACENT PRIVATE PROPERTY FROM INJURY OR LOSS ARISING IN CONNECTION WITH THE WORK. THE CONTRACTOR SHALL REPAIR OR RESTORE ANY SUCH DAMAGE, INJURY, OR LOSS TO JURISDICTION PROPERTY OR ADJACENT PROPERTY. THE CONTRACTOR SHALL PROTECT TREES AND OTHER PROPERTY NOT MARKED FOR REMOVAL . THE CONTRACTOR SHALL SALVAGE ANY LANDSCAPING WITHIN THE RIGHT OF WAY UPON REQUEST BY THE ADJACENT PROPERTY OWNERS.
11.

THE CONTRACTOR SHALL PRESERVE OR REPLACE ALL PROPERTY MONUMENTS ON THE PROJECT SITE IN ACCORDANCE WITH IOWA STATE CODE SECTION 355.6A AND SUDAS SECTION 1070.
12.

THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING SITE CLEANLINESS. UPON REQUEST BY THE ENGINEER, THE CONTRACTOR SHALL, AT ITS EXPENSE, CLEANUP AND REMOVE ALL REFUSE AND UNUSED MATERIALS OF ANY KIND RESULTING FROM THE WORK INCLUDING CLEANING AND SWEEPING OF ADJACENT STREETS. UPON FAILURE TO DO SO WITHIN THREE WORKING DAYS AFTER SUCH REQUEST BY THE ENGINEER, THE WORK MAY BE DONE BY THE JURISDICTION AND THE COST THERE OF CHARGED TO THE CONTRACTOR AND DEDUCTED FROM ITS FINAL PAYMENT IN ACCORDANCE WITH SUDAS SECTION 1070.
13.

THE CONTRACTOR SHALL SUBMIT TO THE ENGINEER FOR APPROVAL A PROGRESS SCHEDULE THAT WILL ENSURE THE COMPLETION OF THE PROJECT WITHIN THE TIME SPECIFIED. IF IT APPEARS THE RATE OF PROGRESS IS SUCH THAT THE CONTRACT WILL NOT BE COMPLETED WITHIN THE TIME ALLOWED, OR IF THE WORK IS NOT BEING EXECUTED IN A SATISFACTORY AND WORKMANLIKE MANNER, THE ENGINEER MAY ORDER THE CONTRACTOR TO TAKE SUCH STEPS AS NECESSARY TO COMPLETE THE WORK AS SPECIFIED IN THE CONTRACT IN ACCORDANCE WITH SUDAS SECTION 1080.
14.

IF THE PROJECT IS SUBSTANTIALLY COMPLETE AND ONLY CLEANUP AND MINOR WORK ITEMS REMAIN FOR MORE THAN 30 CALENDAR DAYS, THE ENGINEER MAY RESTART CHARGING OF WORKING DAYS OR CHARGE PENALTIES EQUAL TO THE CONTRACT LIQUIDATED DAMAGES UNTIL ALL CORRECTIVE ACTION HAS BEEN COMPLETED IN ACCORDANCE WITH SUDAS SECTION 1080.
15.

CONTRACTOR TO STORE EQUIPMENT WITHIN THE WORK ZONE AND NOT ON THE STREET. EMPLOYEES ARE NOT TO PARK IN AREAS WHERE THEY OCCUPY ON-STREET PARKING FOR RESIDENTS AFFECTED BY CONSTRUCTION.
16.

IN ORDER TO AVOID ANY UNNECESSARY SURFACE BREAKS OR PREMATURE SPALLING, THE CONTRACTOR IS CAUTIONED TO EXERCISE EXTREME CARE WHEN PERFORMING ANY OF THE NECESSARY SAW CUTTING OPERATIONS FOR THE PROPOSED PAVEMENT REMOVAL. ADJACENT PAVEMENT THAT IS CHIPPED OR DAMAGED DUE TO SAW OPERATIONS SHALL BE REPLACED AT THE CONTRACTOR'S COST IN ACCORDANCE WITH THE PROJECT SPECIFICATION DETAILS FOR STREET EXCAVATION AND PAVEMENT REPLACEMENT. ALL SAW CUTS ADJACENT TO EXISTING PAVEMENT AND CURBS SHALL BE FULL DEPTH.
17.

THE CONTRACTOR SHALL TAKE ALL PRECAUTIONS NOT TO DAMAGE ADJACENT PAVEMENT, SIDEWALKS, DRIVES, MEDIANS, CURBS, STRUCTURES, AND OTHER AREAS NOT DESIGNATED AS PART OF THE PATCHING WORK AREA. THE CONTRACTOR SHALL REPAIR ANY DAMAGE TO AREAS NOT DESIGNATED AS PART OF THE PATCHING WORK AT NO COST TO THE OWNER.

UTILITY COORDINATION NOTES:

1.

CONTRACTOR TO POTHOLE EXISTING UTILITIES A MINIMUM OF 3 WEEKS PRIOR TO COMMENCING WORK TO DETERMINE IF ANY CONFLICTS EXIST. THIS IS CONSIDERED INCIDENTAL TO THE PROJECT. IMMEDIATELY REPORT ANY CONFLICTS TO THE ENGINEER.
2.

THE CONTRACTOR IS REQUIRED TO UTILIZE THE UTILITY ONE-CALL SERVICE AT (800) 292-8989 TO LOCATE EXISTING UNDERGROUND UTILITIES AT LEAST 48 HOURS PRIOR TO EXCAVATING ANYWHERE ON THE PROJECT.
3.

ANTICIPATED UTILITY CONFLICTS HAVE BEEN IDENTIFIED AND EACH RESPECTIVE UTILITY OWNER HAS BEEN INFORMED OF THE POTENTIAL CONFLICTS. THE CONTRACTOR SHALL PROTECT ALL UTILITIES WITHIN THE PROJECT SITE.
4.

IF A CONFLICT IS DISCOVERED BY THE CONTRACTOR, NOTIFY THE ENGINEER IMMEDIATELY AND COORDINATE WITH OWNER OF UTILITY TO RESOLVE CONFLICT.
5.

UTILITY CONTACT NUMBERS:

WINDSOR HEIGHTS PUBLIC WORKS
DES MOINES WATER WORKS
MID-AMERICAN ENERGY (ELECTRIC)
MID-AMERICAN ENERGY (GAS)
MID-AMERICAN ENERGY (ELECTRIC) - EMERGENCY
MID-AMERICAN ENERGY (GAS) - EMERGENCY
MEDIACOM
LUMEN
METRONET

ANDY LARSON (515-314-5690)
CARLA SCHUMACHER (515-323-6227)
CHAD ERNST (515-252-5413)
CHAD ERNST (515-252-5413)
1-800-799-4443
1-800-595-5325
TIM HAWKINS (515-991-3765)
ASHLIE CLEMENTS (906-284-2821)
CLARK LUNDY (515-321-3336)

CSCHUMACHER@DMWW.COM
CHAD.ERNST@MIDAMERICAN.COM
CHAD.ERNST@MIDAMERICAN.COM

THAWKINS1@MEDIACOMMCC.COM
ASHLIE.CLEMENTS@LUMEN.COM

PROJECT SCHEDULE

1.

EARLY START: XX/XX/XXXX
LATE START: XX/XX/XXXX
WORKING DAYS: XXX DAYS
3.

SUBSTANTIAL COMPLETION: XX/XX/XXXX
LIQUIDATED DAMAGES: \$XXXX / CALENDAR/WORKING DAY
4.

FINAL COMPLETION: XX/XX/XXXX
LIQUIDATED DAMAGES: \$XXXX / CALENDAR/WORKING DAY

PROJECT NOTES:

1.

EXISTING SIDEWALKS WITHIN THE PROJECT ARE TO BE PROTECTED AND PEDESTRIAN ACCESS TO ALL ADJACENT PROPERTIES SHALL BE MAINTAINED AT ALL TIMES.
2.

CONTRACTOR SHALL STAGE WORK IN A MANNER TO MINIMIZE IMPACT TO RESIDENTS.
3.

THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING CONSTRUCTION STAKING IN ACCORDANCE WITH SECTION 11,010 OF THE STANDARD SPECIFICATIONS AND SHALL COMPLY WITH IOWA CODE 355 AND IOWA ADMINISTRATIVE CODE SECTION 193C FOR THE REPLACEMENT OF ALL DISTURBED MONUMENTS WITHIN THE PROJECT AREA.
4.

CONTRACTOR SHALL PROPERLY SECURE PROJECT SITE AT THE END OF EACH DAY.
5.

CONTRACTOR OPERATIONS CREATING OBJECTIONABLE LEVELS OF NOISE SHALL NOT BEGIN PRIOR TO 7:00 AM AND SHALL END PRIOR TO 7:00 PM.
6.

ALL DISTURBED AREAS SHALL BE SEEDED AND/OR MULCHED (DEPENDING ON DATE) UPON COMPLETION OF GRADING.
7.

THE CONTRACTOR SHALL LIMIT THEIR ACCESS TO THE PROJECT SITE TO THE STABILIZED ENTRANCE LOCATIONS SHOWN IN THE SWPPP.
8.

ANY TREES AND CROPS SHALL BE REMOVED ONLY BY APPROVAL OF THE ENGINEER.

STORM WATER POLLUTION PREVENTION PLAN NOTES:

1.

NPDES PERMIT IS NOT REQUIRED FOR THIS PROJECT. THE CONTRACTOR IS RESPONSIBLE FOR PREVENTING EROSION AND UNACCEPTABLE CONSTRUCTION RUNOFF FROM ENTERING STORM SEWERS. CONTRACTOR SHALL PROVIDE MEASURES AS DIRECTED BY ENGINEER. PREVENTATIVE MEASURES ARE INCIDENTAL TO CONSTRUCTION.
2.

THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING DISTURBED AREAS WITHIN THE PROJECT UNTIL STABILIZED. IF UNDESIRABLE VEGETATION IS ESTABLISHED BEFORE THE AREA IS SEEDED/SODDED OR STABILIZED, IT IS THE CONTRACTORS RESPONSIBILITY TO REMOVE ALL UNWANTED VEGETATION. FAILURE TO PROVIDE MAINTENANCE WITHIN THREE WORKING DAYS AFTER REQUESTED BY THE ENGINEER, THE WORK MAY BE DONE BY THE JURISDICTION AND THE COST THEREOF CHARGED TO THE CONTRACTOR AND DEDUCTED FROM THEIR FINAL PAYMENT.
3.

ALL DISTURBED AREAS SHALL BE SEEDED AND/OR MULCHED (DEPENDING ON DATE) UPON COMPLETION OF GRADING.
4.

THE CONTRACTOR SHALL LIMIT THEIR ACCESS TO THE PROJECT SITE TO THE STABILIZED ENTRANCE LOCATIONS SHOWN IN THE SWPPP.
5.

CONTACTOR SHALL FOLLOW ALL REQUIREMENTS OF IDNR NPDES GENERAL PERMITS #2.
6.

CONTRACTOR SHALL MINIMIZE THE AMOUNT OF SOIL EXPOSED DURING CONSTRUCTION ACTIVITY
7.

STABILIZATION OF DISTURBED AREAS MUST, AT A MINIMUM, BE INITIATED IMMEDIATELY WHENEVER ANY CLEARING, GRADING, EXCAVATING OR OTHER EARTH DISTURBING ACTIVITIES HAVE PERMANENTLY CEASED ON ANY PORTION OF THE SITE OR TEMPORARILY CEASED ON ANY PORTION OF THE SITE AND WILL NOT RESUME FOR A PERIOD EXCEEDING 14 CALENDAR DAYS. IN DROUGHT-STRICKEN AREAS AND AREAS THAT HAVE RECENTLY RECEIVED SUCH HIGH AMOUNTS OF RAIN THAT SEEDING WITH FIELD EQUIPMENT IS IMPOSSIBLE AND INITIATING VEGETATIVE STABILIZATION IMMEDIATELY IS INFEASIBLE, ALTERNATIVE STABILIZATION MEASURES MUST BE EMPLOYED AS SPECIFIED BY THE DEPARTMENT. IN LIMITED CIRCUMSTANCES, STABILIZATION MAY NOT BE REQUIRED IF THE INTENDED FUNCTION OF A SPECIFIC AREA OF THE SITE NECESSITATES THAT IT REMAIN DISTURBED.
8.

MINIMIZE THE DISCHARGE OF POLLUTANTS FROM EQUIPMENT AND VEHICLE WASHING, WHEEL WASH WATER AND OTHER WASH WATERS. WASH WATERS MUST BE TREATED IN A SEDIMENT BASIN OR ALTERNATIVE CONTROL THAT PROVIDES EQUIVALENT OR BETTER TREATMENT PRIOR TO DISCHARGE;
9.

MINIMIZE THE EXPOSURE OF BUILDING MATERIALS, BUILDING PRODUCTS, CONSTRUCTION WASTES, TRASH, LANDSCAPE MATERIALS, FERTILIZERS, PESTICIDES, HERBICIDES, DETERGENTS, SANITARY WASTE AND OTHER MATERIALS PRESENT ON THE SITE TO PRECIPITATION AND STORM WATER. MINIMIZATION OF EXPOSURE IS NOT REQUIRED IN CASES WHERE THE EXPOSURE TO PRECIPITATION AND TO STORM WATER WILL NOT RESULT IN A DISCHARGE OF POLLUTANTS, OR WHERE EXPOSURE OF A SPECIFIC MATERIAL OR PRODUCT POSES LITTLE RISK OF STORM WATER CONTAMINATION (SUCH AS FINAL PRODUCTS AND MATERIALS INTENDED FOR OUTDOOR USE)
10.

MINIMIZE THE DISCHARGE OF POLLUTANTS FROM SPILLS AND LEAKS AND IMPLEMENT CHEMICAL SPILL AND LEAK PREVENTION AND RESPONSE PROCEDURES.
11.

CONCRETE WASHOUTS SHALL BE PROVIDED ON SITE.
12.

QUALIFIED PERSONNEL SHALL INSPECT DISTURBED AREAS OF THE CONSTRUCTION SITE THAT HAVE NOT BEEN STABILIZED WITH A PERENNIAL, VEGETATIVE COVER OF SUFFICIENT DENSITY TO PRECLUDE EROSION AT LEAST ONCE EVERY SEVEN CALENDAR DAYS. UNLESS EROSION IS EVIDENT OR OTHER CONDITIONS WARRANT THEM, REGULAR INSPECTIONS ARE NOT REQUIRED ON AREAS THAT HAVE BEEN STABILIZED WITH A PERENNIAL, VEGETATIVE COVER OF SUFFICIENT DENSITY TO PRECLUDE EROSION.
13.

DISTURBED AREAS AND AREAS USED FOR STORAGE OF MATERIALS THAT ARE EXPOSED TO PRECIPITATION SHALL BE INSPECTED FOR EVIDENCE OF, OR THE POTENTIAL FOR, POLLUTANTS ENTERING THE DRAINAGE SYSTEM.
14.

EROSION AND SEDIMENT CONTROL MEASURES IDENTIFIED IN THE PLAN SHALL BE OBSERVED TO ENSURE THAT THEY ARE OPERATING CORRECTLY. WHERE DISCHARGE LOCATIONS OR POINTS ARE ACCESSIBLE, THEY SHALL BE INSPECTED TO ASCERTAIN WHETHER EROSION CONTROL MEASURES ARE EFFECTIVE IN PREVENTING SIGNIFICANT IMPACTS TO RECEIVING WATERS. LOCATIONS WHERE VEHICLES ENTER OR EXIT THE SITE SHALL BE INSPECTED FOR EVIDENCE OF OFFSITE SEDIMENT TRACKING.
15.

BASED ON THE RESULTS OF THE INSPECTION, POLLUTION PREVENTION MEASURES IDENTIFIED IN THE PLANS SHALL BE REVISED AT THE CONSTRUCTION SITE AS APPROPRIATE AS SOON AS PRACTICABLE AFTER THE INSPECTION AND TO THE PLAN AS SOON AS PRACTICABLE AFTER THE INSPECTION BUT IN NO CASE MORE THAN 7 CALENDAR DAYS FOLLOWING THE INSPECTION. IF THE PERMITTEE DETERMINES THAT MAKING THESE CHANGES AT THE CONSTRUCTION SITE OR TO THE PLAN LESS THAN 72 HOURS AFTER THE INSPECTION IS IMPRACTICABLE, THE PERMITTEE SHALL DOCUMENT IN THE PLAN WHY IT IS IMPRACTICABLE AND INDICATE AN ESTIMATED DATE BY WHICH THE CHANGES WILL BE MADE.
16.

A REPORT SUMMARIZING THE SCOPE OF THE INSPECTION, NAME(S) AND QUALIFICATIONS OF PERSONNEL MAKING THE INSPECTION, THE DATE(S) OF THE INSPECTION, MAJOR OBSERVATIONS RELATING TO THE IMPLEMENTATION OF THE STORM WATER POLLUTION PREVENTION PLAN, AND ACTIONS TAKEN SHALL BE MADE AND RETAINED AS PART OF THE STORM WATER POLLUTION PREVENTION PLAN FOR AT LEAST THREE YEARS AFTER FINAL STABILIZATION HAS BEEN ACHIEVED AND A NOTICE OF DISCONTINUATION HAS BEEN SUBMITTED TO THE DEPARTMENT.

TRAFFIC CONTROL NOTES:

1.

TRAFFIC CONTROL LAYOUTS SHOWN ON THESE PLANS ARE GENERAL TRAFFIC CONTROL LAYOUTS FOR INFORMATION ONLY.
2.

THE CONTRACTOR SHALL DEVELOP A TRAFFIC CONTROL PLAN IN ACCORDANCE WITH SECTION 1070, 2.06 'TRAFFIC CONTROL' OF THE STANDARD SPECIFICATIONS. ANY TRAFFIC CONTROL DEVICES OR SAFETY EQUIPMENT NEEDED TO CONSTRUCT THE PROJECT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL SUBMIT A CONSTRUCTION PHASING AND TRAFFIC CONTROL PLAN WITH PLANNED DETOURS, IF APPLICABLE, TO THE ENGINEER FOR APPROVAL BEFORE THE START OF ANY CONSTRUCTION ACTIVITIES.
3.

IF NECESSARY, STREETS WILL BE CLOSED IN ACCORDANCE WITH SECTION 1070, 2.06 'TRAFFIC CONTROL' OF THE STANDARD SPECIFICATIONS. ALL TRAFFIC CONTROL PLANS MUST BE REVIEWED AND APPROVED BY WEST DES MOINES PUBLIC SERVICES TRAFFIC DIVISION (JIM DICKINSON, 515-222-3482). COORDINATE WITH WEST DES MOINES PUBLIC SERVICE TRAFFIC DIVISION PRIOR TO PLACEMENT OF TRAFFIC CONTROL DEVICES AND SIGNS FOR EACH STAGE OF THE PROJECT.
4.

ALL TRAFFIC CONTROL DEVICES SHALL BE FURNISHED, ERECTED, MAINTAINED, AND REMOVED BY THE CONTRACTOR.
5.

PORTABLE MOUNTINGS FOR WARNING SIGNS MAY BE USED FOR TEMPORARY INSTALLATIONS OF 3 DAYS OR LESS ALL OTHER TRAFFIC CONTROL SHALL BE POST MOUNTED.
6.

THE PROPOSED SIGNAGE MAY BE MODIFIED TO MEET FIELD CONDITIONS, PREVENT OBSTRUCTIONS AND TO ACCOMMODATE CONSTRUCTION SCHEDULING UPON APPROVAL OF THE PROJECT ENGINEER
7.

ORANGE SAFETY FENCE SHALL BE PLACED ENTIRELY ACROSS THE TRAVELED PORTION OF THE ROADWAY AT ALL LOCATIONS WHERE TYPE III BARRICADES WITH "ROAD CLOSED" SIGNS ARE USED.
8.

SIGNAGE MAINTENANCE SHALL BE CONSIDERED INCIDENTAL TO TRAFFIC CONTROL AND REQUIRED AS DIRECTED BY THE ENGINEER.
9.

ALL CONSTRUCTION SIGNS SHALL BE DIAMOND GRADE FLUORESCENT ORANGE OR WHITE V.I.P. SHEETING OR EQUIVALENT. (IOWA DOT TYPE VII SHEETING).
10.

THE CONTRACTOR SHALL CONTACT THE WEST DES MOINES PUBLIC SERVICES TRAFFIC DIVISION (JIM DICKINSON, 515-222-3482) TO REMOVE ALL PERMANENT STREET SIGNS CONFLICTING WITH PROPOSED IMPROVEMENTS. THE CONTRACTOR SHALL REMOVE ALL OTHER SIGNS AS DETERMINED BY THE ENGINEER AND THEY SHALL REMAIN THE PROPERTY OF THE RESPECTIVE OWNERS. THIS WORK SHALL BE CONSIDERED INCIDENTAL TO OTHER WORK.
11.

AT THE TIME OF INITIAL SETUP OR AT THE TIME OF MAJOR STAGE CHANGES, 100 PERCENT OF EACH TYPE OF DEVICE (SIGNS, CONES, TUBULAR MARKERS, DRUMS, BARRICADES, VERTICAL PANELS, CHANGEABLE MESSAGE SIGNS, AND PAVEMENT MARKINGS) SHALL BE CLASSIFIED AS ACCEPTABLE BY THE REQUIREMENT OF THE AMERICAN TRAFFIC SAFETY SERVICES ASSOCIATION (ATSSA), "QUALITY STANDARD FOR WORK ZONE TRAFFIC CONTROL DEVICES 1992." THROUGHOUT THE DURATION OF THE PROJECT, UNACCEPTABLE DEVICES OR SITUATIONS THAT ARE FOUND ON THE JOBSITE AS DETERMINED BY BEFORE MENTIONED PUBLICATION SHALL BE REPLACED OR THE SITUATION CORRECTED WITHIN 12 HOURS OF INITIAL NOTIFICATIONS BY THE ENGINEER.
12.

THE LOCATION FOR STORAGE OF EQUIPMENT BY THE CONTRACTOR DURING NONWORKING HOURS SHALL BE AS APPROVED BY THE ENGINEER, AND THE CONTRACTOR SHALL PROVIDE A WRITTEN AGREEMENT WITH THE PROPERTY OWNER.
13.

AT EACH SIDEWALK CLOSURE LOCATION PLACE TYPE II BARRICADES WITH "SIDEWALK CLOSED" SIGNS AT EACH CLOSURE END AND PLACE "SIDEWALK CLOSED AHEAD" SIGNS ALONG THE SIDEWALK AT NEAREST STREET INTERSECTIONS ON EACH SIDE OF THE CLOSURE LOCATION IN ACCORDANCE WITH THE MUTCD.



430 E GRAND AVENUE, SUITE 101
DES MOINES, IA 50309
Phone: (515) 259-9190
Email: DesMoines@bolton-menk.com
www.bolton-menk.com

DESIGNED	REV	DESCRIPTION	DATE
NRJ			
DRAWN			
NRJ			
CHECKED			
NW			
CLIENT PROJ. NO.			

CITY OF WINDSOR HEIGHTS, IOWA

WALNUT CREEK WATER ACCESS

GENERAL NOTES

SHEET

C.01

PAVING NOTES:

- PAVING SHALL BE COMPLETED IN ACCORDANCE WITH DIVISION 7 OF THE SPECIFICATIONS.
- THE CONTRACTOR SHALL SUBMIT INFORMATION TO THE ENGINEER FOR APPROVAL IN ACCORDANCE WITH SECTIONS 1050, 1.05 AND 7010, 1.03 OF THE STANDARD SPECIFICATIONS:
 - PCC PAVING MIX DESIGN
 - MATURITY CURVES FOR PAVING MIXES AND MATURITY READING RESULTS
- PAVEMENT DESIGN SHALL INCLUDE A MINIMUM STRENGTH OF 4,000 PSI.
- QUALITY CONTROL SHALL BE PERFORMED IN ACCORDANCE WITH SECTION 7010, 3.08 'QUALITY CONTROL' OF THE STANDARD SPECIFICATIONS.
- IN ACCORDANCE WITH SECTION 7010, 3.02, K OF THE STANDARD SPECIFICATIONS, THE CONTRACTOR SHALL CLEAN AND SEAL ALL JOINTS BEFORE ANY PORTION OF THE NEWLY CONSTRUCTED PAVEMENT IS OPENED TO THE CONTRACTOR'S EQUIPMENT.
- THE CONTRACTOR SHALL OPEN NEWLY CONSTRUCTED PAVEMENT TO TRAFFIC IN ACCORDANCE WITH SECTION 7010, 3.06 OF THE STANDARD SPECIFICATIONS. ALL NEWLY CONSTRUCTED PAVEMENT SHALL BE SCRAPED AND SWEEP CLEAN PRIOR TO OPENING TO TRAFFIC.
- THE CONTRACTOR SHALL PROTECT PAVEMENT IN ACCORDANCE WITH SECTION 7010, 3.05 OF THE STANDARD SPECIFICATIONS AND SHALL NOT USE NEWLY CONSTRUCTED PAVEMENT AS AN AREA OF STOCKPILING MATERIALS.
- DROP CURBS SHALL BE CONSTRUCTED AT INTERSECTIONS FOR PEDESTRIAN RAMPS AND SHALL BE CONSIDERED INCIDENTAL TO PAVING.
- PEDESTRIAN RAMPS SHALL INCLUDE "DETECTABLE WARNING" PLATE.
- ALL UTILITY FIXTURES (WATER VALVE BOXES, MANHOLES, AND STORM SEWER INTAKES) SHALL BE SET TO THEIR CORRESPONDING PAVEMENT ELEVATIONS.

GRADING NOTES

- ALL GRADING OPERATIONS SHALL BE COMPLETED IN ACCORDANCE WITH DIVISION 2 OF THE SPECIFICATIONS.
- THE PROPOSED CONTOURS ARE SHOWN ARE TO FINISH GROUND/TOP OF PAVEMENT.
- THE CONTRACTOR SHALL SHAPE GRADE AREAS TO MAINTAIN SURFACE DRAINAGE AT ALL TIMES.
- THE CONTRACTOR SHALL BACKFILL CURBS AS SOON AS POSSIBLE UPON COMPLETION OF CURB INSTALLATION.
- DEWATERING (IF NECESSARY) IS CONTRACTOR'S RESPONSIBILITY AND SHALL BE CONSIDERED INCIDENTAL.
- CONTRACTOR SHALL MINIMIZE COMPACTION OF TOPSOIL TO THE EXTENT PRACTICABLE.

SANITARY SEWER NOTES

- SANITARY SEWER INSTALLATION SHALL BE COMPLETED IN ACCORDANCE WITH DIVISIONS 3, 4, AND 6 OF THE SPECIFICATIONS
- PRIOR TO INSTALLING PIPE, THE CONTRACTOR SHALL PLUG THE DOWNSTREAM CONNECTION POINTS AND LEAVE PLUGGED UNTIL NEW SEWER PIPE AND MANHOLE CASTINGS ARE IN PLACE. ALL WATER SHALL BE PUMPED OUT AND THE SEWER SHALL BE CLEAN BEFORE REMOVING PLUG.
- SANITARY SEWER BEDDING SHALL BE CLASS F-3 BEDDING UNLESS OTHERWISE SPECIFIED.
- SANITARY SEWER SERVICE STUBS SHALL BE STUBBED TO 10 FEET BEYOND THE ROW OF WAY.
- MANHOLE CASTINGS IN SHALL BE [2 PIECE FIXED CASTINGS/ 3 PIECE FLOATING CASTING]. ALL MANHOLE CASTINGS SHALL BE BOLTED TO THE STRUCTURE AT ALL ATTACHMENT HOLE LOCATIONS IN THE CASTING. ALL CASTINGS SHALL COMPLY WITH FIGURES SW-601. CONCRETE BOX OUTS FOR MANHOLES IN PCC PAVING SHALL COMPLY WITH FIGURE PV-103. CONCRETE BOX OUTS FOR MANHOLES IN HMA PAVING SHALL COMPLY WITH FIGURE PV-201. ALL MANHOLES IN PAVING SHALL BE GASKETED.
- UPON COMPLETION OF THE SANITARY SEWER MAIN INSTALLATION, THE CONTRACTOR SHALL FURNISH THE CITY A VIDEOTAPE OR DVD OF THE TELEVISED PIPE INSPECTION, TO BE USED AS A BASIS OF ACCEPTANCE OF THE WORK. TELEVISED PIPE INSPECTION SHALL BE COMPLETED WITHIN 30 DAYS OF THE PIPE INSTALLATION AND PRIOR TO THE PLACEMENT OF ANY PAVING.

STORM SEWER NOTES

- STORM SEWER INSTALLATION SHALL BE IN ACCORDANCE WITH DIVISIONS 3, 4, AND 6 OF THE SPECIFICATIONS.
- STORM SEWER SHALL BE BEDDING SHALL BE CLASS R-2
- MANHOLE CASTINGS IN PAVEMENT SHALL BE [2 PIECE FIXED CASTINGS/ 3 PIECE FLOATING CASTING]. ALL MANHOLE CASTINGS SHALL BE BOLTED TO THE STRUCTURE AT ALL ATTACHMENT HOLE LOCATIONS IN THE CASTING. ALL CASTINGS SHALL COMPLY WITH FIGURES SW-602. CONCRETE BOX OUTS FOR MANHOLES IN PCC PAVING SHALL COMPLY WITH FIGURE PV-103. CONCRETE BOX OUTS FOR MANHOLES IN HMA PAVING SHALL COMPLY WITH FIGURE PV-201. ALL MANHOLES IN PAVING SHALL BE GASKETED.
- STANDARD 48-INCH MANHOLES SHALL BE TYPE SW-301 (SANITARY SEWER), 60 INCH OR LARGER SHALL BE TYPE SW-401 (STORM SEWER).
- INTAKE CASTINGS SHALL BE SW-603 TYPE R OR Q.
- OVERALL PIPE LENGTHS FOR PIPES DO NOT INCLUDE FLARED END SECTIONS. STORM SEWER OUTLET LENGTHS SHOWN DO NOT INCLUDE FLARED END SECTIONS.
- FOOTINGS SHALL BE INSTALLED UNDER ALL FLARED END SECTIONS IN ACCORDANCE WITH SECTION 4030 OF THE SPECIFICATIONS AND WILL BE CONSIDERED INCIDENTAL TO FLARED END SECTIONS.
- THE LAST THREE PIPE CONNECTIONS AT FLARED END SECTIONS SHALL BE MADE WITH TYPE 3 PIPE CONNECTORS (I.D.O.T. STANDARD ROAD PLAN RF-14).
- UPON COMPLETION OF THE STORM SEWER INSTALLATION, THE CONTRACTOR SHALL FURNISH THE CITY A VIDEOTAPE OR DVD OF THE TELEVISED PIPE INSPECTION, TO BE USED AS A BASIS OF ACCEPTANCE OF THE WORK. TELEVISED PIPE INSPECTION SHALL BE COMPLETED WITHIN 30 DAYS OF PIPE INSTALLATION AND PRIOR TO THE PLACEMENT OF ANY PAVING.
- APRON GUARDS WILL BE INCIDENTAL TO FLARED END SECTIONS AND SHALL BE INSTALLED ON ALL FLARED END SECTIONS.
- RCP PLUGS SHALL BE CONSIDERED INCIDENTAL TO STORM SEWER CONSTRUCTION.
- THE CONTRACTOR SHALL REPAIR ANY FIELD TILE ENCOUNTERED DURING CONSTRUCTION OF THIS PROJECT (WHETHER SHOWN ON THE PLAN OR NOT) BY SPLICING OR CONNECTING THE TILE TO THE NEW STORM SEWER SYSTEM.

WATER MAIN NOTES

- WATER MAIN INSTALLATION SHALL BE COMPLETED IN ACCORDANCE WITH DIVISIONS 3 AND 5 OF THE SPECIFICATIONS.
- WATER VALVE BOXES SHALL BE CAST IRON IN ACCORDANCE WITH SECTION 5020 OF THE SPECIFICATIONS, OR "TRENCH ADAPTOR" WITH CAST IRON TOP SECTION. AN EXTENSION SHAFT SHALL BE FURNISHED THAT POSITIONS THE VALVE OPERATING NUT WITHIN 2 FEET OF PROPOSED GRADE.
- METAL WATER MAIN FITTINGS AND METAL ACCESSORIES SHALL BE WRAPPED WITH 8-MIL POLYETHYLENE SHEETING AND SECURED WITH TAPE.
- WATER MAIN SHALL BE INSTALLED WITH 5.5 FEET COVER (MINIMUM).
- WATER MAIN BEDDING SHALL BE CLASS P-1
- CURB STOP BOXES ON WATER SERVICES SHALL BE LOCATED MID-LOT AT THE RIGHT-OF-WAY LINE.
- A NO. 10 THHN COPPER TRACER WIRE SHALL BE ATTACHED TO ALL WATER MAINS. THE TRACER WIRE SHALL BE BROUGHT TO A TRACER WIRE STATION AT ALL FIRE HYDRANTS. TRACER WIRE TO BE INSTALLED ON TOP OF WATER MAIN PIPE.
- WATER MAINS SHALL BE CHLORINATED BY THE CONTRACTOR IN ACCORDANCE WITH CITY OF AMES REQUIREMENTS.
- WATER MAIN VALVES SHALL BE OPERATED BY CITY OF AMES PERSONNEL ONLY.
- CRITICAL CROSSINGS SHALL CONFORM TO CITY OF AMES SUPPLEMENTAL SPECIFICATIONS.

PRELIMINARY
FOR PERMIT APPLICATIONS
ONLY. NOT FOR
CONSTRUCTION, RECORDING
PURPOSES, OR
IMPLEMENTATION.

© Bolton & Menk, Inc. 2025. All Rights Reserved. WINDSOR_HG_C:\A\251327\100\CAD\3-D\13271C01.dwg, 9/11/2025 11:50:48 AM



430 E GRAND AVENUE, SUITE 101
DES MOINES, IA 50309
Phone: (515) 259-9190
Email: DesMoines@bolton-menk.com
www.bolton-menk.com

DESIGNED	NRJ	REV	DESCRIPTION	DATE
DRAWN	NRJ			
CHECKED	NW			
CLIENT PROJ. NO.				

CITY OF WINDSOR HEIGHTS, IOWA	SHEET C.02
WALNUT CREEK WATER ACCESS	
GENERAL NOTES	

© Bolton & Menk, Inc. 2025. All Rights Reserved
P:\WINDSOR\WH_CAD\251327100\CAD\3827101.dwg 9/11/2025 11:50:48 AM

ESTIMATED PROJECT QUANTITIES - BASE BID					
ITEM NO.	ITEM CODE	ITEM	UNIT	QUANTITY	AS-BUILT QTY.
1	0000-999-BE	LIMESTONE STONE BLOCK BENCH	EA	4	
2	0000-999-BI	LIMESTONE RETAINING WALL	TON	50	
3	0000-999-A	DEWATERING	LS	1	
4	2010-C	CLEARING AND GRUBBING	LS	1	
5	2010-D-1	TOPSOIL, ON-SITE	CY	338	
6	2010-E	EXCAVATION, CLASS 10	CY	585	
7	7030-A-2	REMOVAL OF SHARED USE PATH	SY	25	
8	7030-C	SHARED USE PATH, PCC, 6 INCH	SY	25	
9	7030-E	SIDEWALK, PCC, 5 INCH	SY	260	
10	8040-A	TRAFFIC SIGNS	EA	2	
11	9010-B	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING, WETLAND MIX	AC	0.06	
12	9010-B	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING, NATIVE MESIC PRAIRIE	AC	0.25	
13	9020-A	SOD	SY	355	
14	9030-B	PLANTS WITH WARRANTY, DECIDUOUS SHRUBS, #5 CONTAINER	EA	193	
15	9030-B	PLANTS WITH WARRANTY, DECIDUOUS TREE, 2" CAL.	EA	22	
16	9040-D-1	FLOATING SILT CURTAIN	LF	235	
17	9040-D-1	FILTER SOCK, 6 INCH	LF	926	
18	9040-E	TEMPORARY RECP, 2.D	SY	460	
19	9040-J	RIP RAP, CLASS E	TON	85	
20	9040-N-1	SILT FENCE OR SILT FENCE DITCH CHECK	LF	205	
21	9040-O-1	STABILIZED CONSTRUCTION ENTRANCE	LS	1	
22	9060-F	TEMPORARY FENCE, ORANGE PLASTIC, 48 INCH	LF	1130	
23	11010-A	CONSTRUCTION SURVEY	LS	1	
24	11020-A	MOBILIZATION	LS	1	
25	11050-A	CONCRETE WASHOUT	LS	1	

PRELIMINARY
FOR PERMIT APPLICATIONS
ONLY. NOT FOR
CONSTRUCTION, RECORDING
PURPOSES, OR
IMPLEMENTATION.



430 E GRAND AVENUE, SUITE 101
DES MOINES, IA 50309
Phone: (515) 259-9190
Email: DesMoines@bolton-menk.com
www.bolton-menk.com

DESIGNED	NRJ	REV	DESCRIPTION	DATE
DRAWN	NRJ			
CHECKED	NW			
CLIENT PROJ. NO.				

CITY OF WINDSOR HEIGHTS, IOWA
WALNUT CREEK WATER ACCESS

QUANTITIES

SHEET

C.03

© Bolton & Menk, Inc. 2025. All Rights Reserved.
P:\WINDSOR\G:\A\2513827100\CAD\3D\13827101.dwg, 9/11/2025 11:50:49 AM

ESTIMATE REFERENCE INFORMATION		
ITEM NO.	ITEM CODE	DESCRIPTION
1	0000-999-BE	LIMESTONE STONE BLOCK BENCH
		A. THIS ITEM INCLUDES LABOR, MATERIALS AND EQUIPMENT TO FURNISH AND INSTALL STONE BLOCK BENCHES. SEE D SHEETS FOR LOCATIONS AND B SHEETS FOR DETAILS. ITEM IS TO BE PAID ON A COUNT BASIS PER EACH STONE BLOCK BENCH INSTALLED. DOWELED CONNECTIONS TO CONCRETE BASE IN PAVED AREAS AND MODIFIED SUBBASE IN LANDSCAPED AREAS SHALL BE INCIDENTAL.
2	0000-999-BI	LIMESTONE RETAINING WALL
		INCLUDES ALL MATERIALS, LABOR, AND EQUIPMENT TO FURNISH AND CONSTRUCT LIMESTONE OUTCROPPING RETAINING WALLS COMPLETE WHERE THE WATER ACCESS MEETS THE CREEK. LOCATION IS INDICATED ON THE D SHEETS; SEE SHEET B.01 FOR DETAILS. INCIDENTAL TO THIS ITEM IS ALL OVER-EXCAVATION, AGGREGATE SUBBASE, SUBGRADE PREP, DELIVERY AND PLACEMENT OF STONE BLOCKS, MINOR ON-SITE SHAPING TO ENSURE FIT OF STONES, BACKFILLING, AND GEOGRID/FABRIC AS REQUIRED. MEASUREMENT AND PAYMENT SHALL BE BY THE TON OF LIMESTONE INSTALLED.
3	0000-999-A	DEWATERING
		THE DEWATERING OPERATIONS SHALL BE DONE IN A MANNER SO AS TO PROTECT ADJACENT WATERWAYS AND PROPERTY FROM EROSION, FLOODING, AND OTHER ADVERSE EVENTS. DEWATERING INCLUDING, BUT NOT LIMITED TO, ALL EQUIPMENT SUCH AS GENERATORS, PUMPS, ROCK FOR SUMP PITS, DISCHARGE PIPING, COFFER DAMNS OR SHORING, AND ANY EXTRA EXCAVATION NEEDED TO FACILITATE DEWATERING ACCORDING TO THE STORMWATER REGULATIONS AS APPLICABLE. INCLUDES DESIGN, PERMITTING, INSTALLATION, OPERATION, MAINTENANCE, AND REMOVAL OF A COMPLETE TEMPORARY DEWATERING SYSTEM FOR THE WORKING PROJECT AREA AS NEEDED TO LOWER WATER LEVELS, INTERCEPT WATER SEEPAGE FROM FACES OR BOTTOMS OF EXCAVATIONS, AND ELIMINATE HYDROSTATIC PRESSURES DURING CONSTRUCTION ACTIVITIES. IF REQUIRED, TREATMENT OF THE PUMPED WATER IS INCIDENTAL TO THIS ITEM. SELECTION OF THE METHOD OF DEWATERING IS THE RESPONSIBILITY OF THE CONTRACTOR. DEWATERING PLAN TO BE SUBMITTED TO THE ENGINEER FOR REVIEW.
4	2010-C	CLEARING AND GRUBBING
		THIS ITEM SHALL INCLUDE ALL NECESSARY TRIMMING AND CLEARING AND GRUBBING TO COMPLETE CONSTRUCTION. PROTECTION OF ALL TREES NOT MARKED FOR REMOVAL SHALL BE INCIDENTAL TO THIS ITEM.
5	2010-D-1	TOPSOIL, ON-SITE
		TOPSOIL WITHIN THE GRADING LIMITS OF THE PROJECT SHALL BE STRIPPED, SALVAGED, AND RESPREAD AT A MINIMUM DEPTH OF 6". ITEM INCLUDES HAULING OFF-SITE TO STORE AND HAULING BACK IN IF NEEDED. SALVAGED TOPSOIL SHALL REMAIN WITHIN THE PROJECT AREA UNLESS ALTERNATIVE AGREEMENTS ARE MADE WITH THE OWNER. CONTRACTOR TO PAY FOR RESTORATION COST IF LOCATED OUTSIDE OF THE PROJECT AREA. TOPSOIL AREA = 14,000 SF. 260 CY AT 6 INCH DEPTH WITH A FILL FACTOR OF 1.30 = 338
6	2010-E	EXCAVATION, CLASS 10
		THIS ITEM SHALL INCLUDE THE REMOVAL OF EXISTING SOIL, HAULING, DISPOSAL/EXPORT AND RE-GRADING AS PER PLAN TO FACILITATE ALL PROPOSED SECTIONS. ALL BORROW SHALL BE PROVIDED BY THE CONTRACTOR. EXCESS OR UNSUITABLE EXCAVATED MATERIAL WILL BECOME PROPERTY OF THE CONTRACTOR AND WILL BE HAULED OFF-SITE INCIDENTAL TO THE ITEM. NO ADDITIONAL PAYMENT WILL BE ALLOWED FOR OVERHAUL OF WASTE. TOPSOIL SHALL BE PLACED AND SPREAD TO A MINIMUM THICKNESS OF 6" IN ALL DISTURBED TURF AREAS AND PAID FOR AS TOPSOIL, ON-SITE. RAW CUT = 791 CY, RAW FILL = 158 CY, ADJUSTED FILL (1.30 FACTOR) = 206 CY, NET CUT (INCLUDING ADJUSTED FILL) = 585 CY RAW EARTHWORK QUANTITIES ARE FOR INFORMATIONAL PURPOSES ONLY AND ARE A COMPARISON OF EXISTING CONDITIONS AND PROPOSED CONDITIONS AND MAY INCLUDE MATERIALS AND OPERATIONS PAID FOR UNDER OTHER BID ITEMS E.G. PAVEMENT REMOVAL, PCC PAVEMENT, SUBBASE, TOPSOIL, ETC. MEASUREMENT WILL NOT BE MADE AND QUANTITY PAID WILL BE ON A PERCENT OF ITEM COMPLETE.
7	7030-A-2	REMOVAL OF SHARED USE PATH
		THIS ITEM IS INCLUDED TO SET A UNIT PRICE FOR REPLACEMENT OF THE EXISTING TRAIL IN THE EVENT THAT TRAIL DAMAGE OCCURS DURING CONSTRUCTION. ALL REMOVALS TO BE MARKED AND MEASURED BY THE ENGINEER. FULL DEPTH SAW CUTS ALONG THE REMOVAL LIMITS ARE INCIDENTAL TO THIS ITEM. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ADDITIONAL REMOVAL, EARTHWORK, SUBGRADE PREPARATION, MODIFIED SUBBASE AND PAVING EXPENSES DUE TO DAMAGED EDGES. ADDITIONAL REMOVAL TO BE DETERMINED BY ENGINEER. PAYMENT SHALL BE MADE FOR THE AREA OF PAVEMENT REMOVED REGARDLESS OF THICKNESS.

8	7030-C	SHARED USE PATH, PCC, 6 INCH
		THIS ITEM IS INCLUDED TO SET A UNIT PRICE FOR REPLACEMENT OF THE EXISTING TRAIL IN THE EVENT THAT TRAIL DAMAGE OCCURS DURING CONSTRUCTION. CONCRETE WILL BE C MIX WITH A MINIMUM COMPRESSIVE STRENGTH OF 4,000 PSI AT 28 DAYS. SLAG IS NOT ALLOWED. COMPACTION OF SUBGRADE AND 6" DEPTH OF MODIFIED SUBBASE IS INCIDENTAL TO THIS ITEM. CONCRETE TESTING WILL BE PROVIDED BY THE OWNER. NO EXTRA PAYMENT FOR COLD WEATHER PAVING.
9	7030-E	SIDEWALK, PCC, 5 INCH
		CONCRETE WILL BE C MIX WITH A MINIMUM COMPRESSIVE STRENGTH OF 4,000 PSI AT 28 DAYS. SLAG IS NOT ALLOWED. COMPACTION OF SUBGRADE IS INCIDENTAL TO THIS ITEM. CONCRETE TESTING WILL BE PROVIDED BY THE OWNER. NO EXTRA PAYMENT FOR COLD WEATHER PAVING.
10	8040-A	TRAFFIC SIGNS
		A. THIS ITEM INCLUDES LABOR, MATERIALS AND EQUIPMENT TO FURNISH AND INSTALL THE SIGN. B. REFER TO THE D SHEETS FOR LOCATIONS. C. REFER TO THE B SHEETS FOR DETAILS. D. THIS ITEM SHALL INCLUDE ALL ITEMS NECESSARY FOR COMPLETE INSTALLATION OF SIGN; INCLUDING BUT NOT LIMITED TO THE FOLLOWING: EXCAVATION FOR FOOTINGS, REMOVAL AND DISPOSAL OF EXCAVATED MATERIAL, REINFORCED CONCRETE FOOTING, AND INSTALLATION.
11	9010-B	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING, WETLAND MIX
		A. SEED ALL AREAS DISTURBED BY CONSTRUCTION AS INDICATED ON PLANS. B. THE COST FOR WATERING UNTIL SEED ESTABLISHMENT IS ACCEPTED SHALL BE CONSIDERED INCIDENTAL TO THIS ITEM. ROCK PICKING, FINISH GRADING, SEED BED PREP AND RESEEDING ARE CONSIDERED INCIDENTAL TO THIS ITEM. C. SEED AND FERTILIZER SHALL BE APPLIED PRIOR TO MULCHING. D. THE CONTRACTOR IS RESPONSIBLE FOR MOWING AND MAINTAINING SEEDED AREAS UNTIL THE PROJECT IS ACCEPTED BY THE OWNER. E. SEEDING OF AREAS DISTURBED OUTSIDE OF THE CONSTRUCTION LIMITS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AT NO ADDITIONAL COST TO OWNER. F. THE SEEDING RATE SHALL BE AT LEAST 260 LBS/ACRE. APPLY A 6-24-24, NITROGEN, PHOSPHATE, POTASH, COMMERCIAL FERTILIZER OR EQUIVALENT AT THE RATE OF 300 LBS PER ACRE. APPLY MULCHING PER MANUFACTURER'S RECOMMENDATIONS.
12	9010-B	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING, NATIVE MESIC PRAIRIE
		A. SEED ALL AREAS DISTURBED BY CONSTRUCTION AS INDICATED ON PLANS. B. THE COST FOR WATERING UNTIL SEED ESTABLISHMENT IS ACCEPTED SHALL BE CONSIDERED INCIDENTAL TO THIS ITEM. ROCK PICKING, FINISH GRADING, SEED BED PREP AND RESEEDING ARE CONSIDERED INCIDENTAL TO THIS ITEM. C. SEED AND FERTILIZER SHALL BE APPLIED PRIOR TO MULCHING. D. THE CONTRACTOR IS RESPONSIBLE FOR MOWING AND MAINTAINING SEEDED AREAS UNTIL THE PROJECT IS ACCEPTED BY THE OWNER. E. SEEDING OF AREAS DISTURBED OUTSIDE OF THE CONSTRUCTION LIMITS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AT NO ADDITIONAL COST TO OWNER. F. THE SEEDING RATE SHALL BE AT LEAST 260 LBS/ACRE. APPLY A 6-24-24, NITROGEN, PHOSPHATE, POTASH, COMMERCIAL FERTILIZER OR EQUIVALENT AT THE RATE OF 300 LBS PER ACRE. APPLY MULCHING PER MANUFACTURER'S RECOMMENDATIONS.
13	9020-A	SOD
		SOD ALL AREAS DISTURBED BY CONSTRUCTION UNLESS INDICATED OTHERWISE ON PLANS. COST FOR WATERING SHALL BE CONSIDERED INCIDENTAL TO THIS ITEM. ROCK PICKING, FINISH GRADING, AND REWORK, INCLUDING REGRADING AND ADJUSTING GRADING, ARE CONSIDERED INCIDENTAL TO THIS ITEM. CONTRACTOR RESPONSIBLE FOR PROTECTING ALL SODDED AREAS THRU ESTABLISHMENT AND ACCEPTANCE. CONTRACTOR RESPONSIBLE FOR MOWING AND MAINTAINING SODDED AREAS UNTIL PROJECT IS ACCEPTED BY OWNER. SODDING OF AREAS OUTSIDE OF CONSTRUCTION LIMITS SHALL BE RESPONSIBILITY OF CONTRACTOR AT NO ADDITIONAL COST TO OWNER. NO ADDITIONAL PAYMENT FOR RESODDED AREAS.
14	9030-B	PLANTS WITH WARRANTY, DECIDUOUS SHRUBS, #5 CONTAINER
		THIS ITEM INCLUDES LABOR, MATERIAL, AND EQUIPMENT TO FURNISH AND INSTALL SHRUBS AS INDICATED IN THE PLANS. PLANTINGS SHALL HAVE ONE YEAR WARRANTY FROM DATE OF FINAL ACCEPTANCE FOR ALL PLANTINGS IN THE PROJECT. ACCEPTANCE OF PLANT MATERIALS CONSTRUES FULL PAYMENT (MINUS ANY PROJECT RETAINAGE). INCLUDES EXCAVATION, INSTALLATION, MULCHING, HERBICIDE, WATERING, MAINTENANCE DURING ESTABLISHMENT PERIOD, AND WARRANTY AND REJECTION REPLACEMENTS.

15	9030-B	PLANTS WITH WARRANTY, DECIDUOUS TREE, 2" CAL.
		THIS ITEM INCLUDES LABOR, MATERIAL, AND EQUIPMENT TO FURNISH AND INSTALL TREES AS INDICATED IN THE PLANS. PLANTINGS SHALL HAVE ONE YEAR WARRANTY FROM DATE OF FINAL ACCEPTANCE FOR ALL PLANTINGS IN THE PROJECT. ACCEPTANCE OF PLANT MATERIALS CONSTRUES FULL PAYMENT (MINUS ANY PROJECT RETAINAGE). INCLUDES EXCAVATION, INSTALLATION, MULCHING, HERBICIDE, WATERING, MAINTENANCE DURING ESTABLISHMENT PERIOD, AND WARRANTY AND REJECTION REPLACEMENTS.
16	9040-D-1	FLOATING SILT CURTAIN
		THIS ITEM INCLUDES LABOR, MATERIAL, AND EQUIPMENT TO FURNISH AND INSTALL THE FLOATATION SILT CURTAIN PER 7E-29 OF CHAPTER 7, EROSION AND SEDIMENT CONTROL, OF THE SUDAS DESIGN MANUAL. CONTRACTOR IS RESPONSIBLE FOR SELECTING THE APPROPRIATE FLOATATION SILT CURTAIN TYPE (I, II, OR III) BASED ON THE FLOW RATE OF THE CREEK. INCLUDES MAINTENANCE AND REMOVAL.
17	9040-D-1	FILTER SOCK, 6 INCH
		INCLUDES MAINTENANCE AND REMOVAL.
18	9040-E	TEMPORARY RECP, 2.D
		MAINTENANCE AND REMOVAL OF RECP SHALL BE INCIDENTAL TO THIS ITEM. OVERLAPPING ENDS, OVERLAPPING EDGES, ANCHOR STAKES, AND ROCK REMOVAL SHALL BE INCIDENTAL TO THIS ITEM.
19	9040-J	RIP RAP, CLASS E
20	9040-N-1	SILT FENCE OR SILT FENCE DITCH CHECK
		INCLUDES MAINTENANCE AND REMOVAL.
21	9040-O-1	STABILIZED CONSTRUCTION ENTRANCE
22	9060-F	TEMPORARY FENCE, ORANGE PLASTIC, 48 INCH
		INCLUDES LABOR, MATERIALS, AND EQUIPMENT TO FURNISH AND INSTALL TEMPORARY ORANGE SAFETY FENCE AROUND THE PERIMETER OF THE CONSTRUCTION AREA. MAINTENANCE AND RELOCATION OF THE FENCE , IF NEEDED, THROUGHOUT THE CONSTRUCTION PERIOD IS INCIDENTAL TO THIS ITEM.
23	11010-A	CONSTRUCTION SURVEY
24	11020-A	MOBILIZATION
		THIS ITEM IS FOR ALL PREPARATORY WORK AND COSTS INCURRED BEFORE BEGINNING THE WORK ON THE PROJECT AND DURING THE PROJECT. THIS ITEM SHALL ALSO INCLUDE THE COSTS FOR ANY STAGED CONSTRUCTION AND EQUIPMENT SET UP TO COMPLETE THE WORK. NO CHANGE IN THE CONTRACT PRICE WILL BE MADE FOR ANY CHANGE IN STAGING OR COMBINATION THEREOF. CONTRACTOR IS RESPONSIBLE FOR PROTECTION OF THE EXISTING TRAIL ACROSS WHICH THE CONSTRUCTION SITE IS ACCESS. PAYMENT WILL NOT BE MADE FOR ANY REPAIRS TO THE TRAIL THAT ARE NECESSARY AS A RESULT OF CONSTRUCTION OPERATIONS. DAILY MAINTANANCE AND CLEANING OF THE EXISTING TRAIL, AND MORE OFTEN AS DIRECTED BY THE ENGINEER, IS INCIDENTAL TO THIS ITEM TO MAINTAIN A CLEAN AND SAFE ENVIRONMENT FOR TRAIL USERS.
25	11050-A	CONCRETE WASHOUT
		CONTRACTOR TO PROVIDE AND MAINTAIN A TEMPORARY CONCRETE WASHOUT CONTAINMENT AREA LOCATED WITHIN THE PROJECT AREA.

PRELIMINARY
FOR PERMIT APPLICATIONS
ONLY. NOT FOR
CONSTRUCTION, RECORDING,
OR IMPLEMENTATION.



430 E GRAND AVENUE, SUITE 101
DES MOINES, IA 50309
Phone: (515) 259-9190
Email: DesMoines@bolton-menk.com
www.bolton-menk.com

DESIGNED	REV	DESCRIPTION	DATE
NRJ			
DRAWN			
NRJ			
CHECKED			
NW			
CLIENT PROJ. NO.			

CITY OF WINDSOR HEIGHTS, IOWA
WALNUT CREEK WATER ACCESS
ESTIMATE REFERENCE NOTES

SHEET

C.04

© Bolton & Menk, Inc. 2025. All Rights Reserved.
WINDSOR HEIGHTS, IA 50309 138271001.dwg 0/1/2025 11:50:58 AM

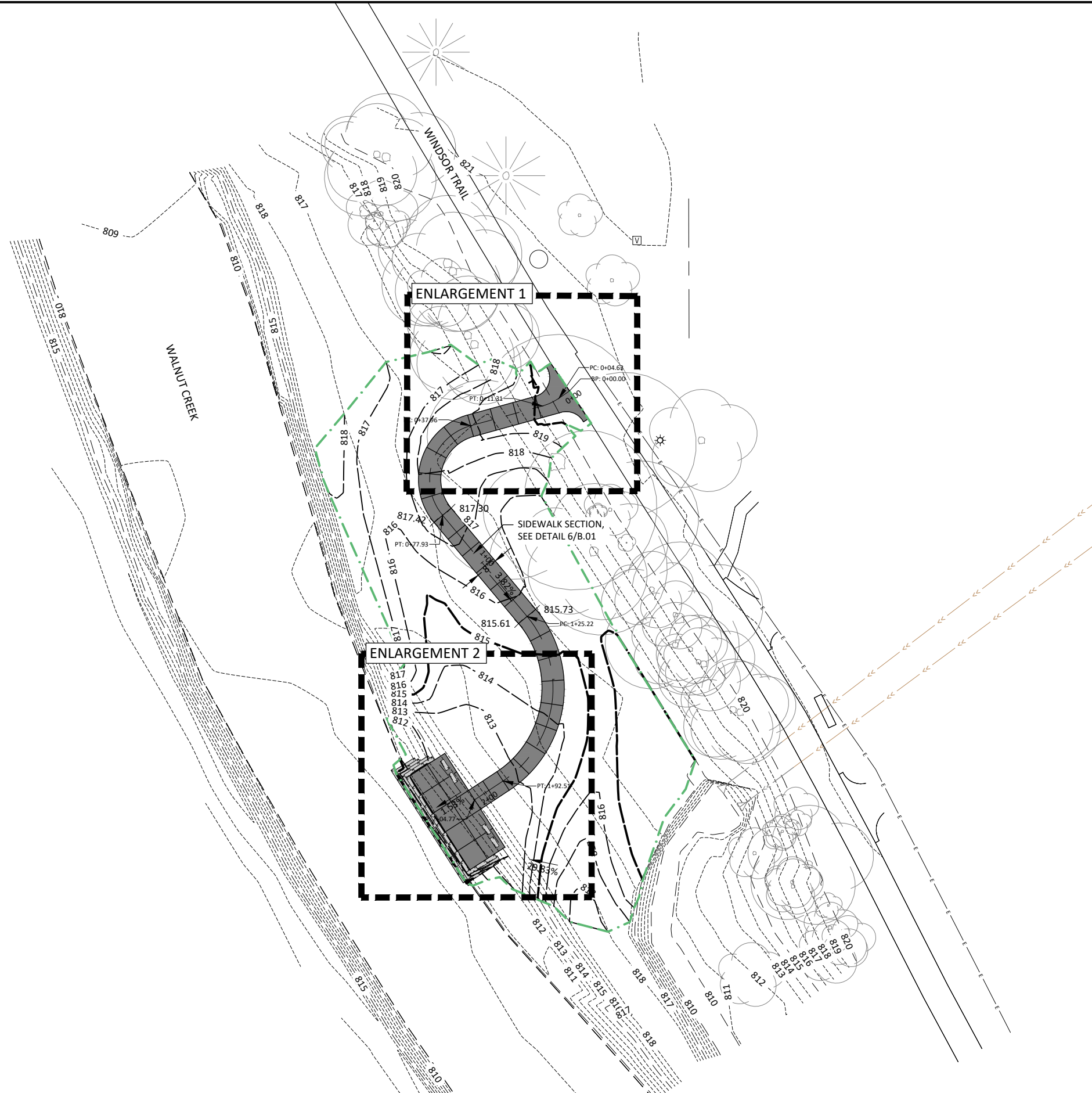


430 E GRAND AVENUE, SUITE 101
DES MOINES, IA 50309
Phone: (515) 259-9190
Email: DesMoines@bolton-menk.com
www.bolton-menk.com

DESIGNED	REV	DESCRIPTION	DATE
NRJ			
DRAWN			
NRJ			
CHECKED			
NW			
CLIENT PROJ. NO.			

CITY OF WINDSOR HEIGHTS, IOWA
WALNUT CREEK WATER ACCESS
LAYOUT & GRADING PLAN

SHEET
D.01



LAYOUT NOTES:

- UNDERGROUND UTILITIES: FIELD LOCATE UNDERGROUND UTILITIES PRIOR TO EXCAVATION FOR INSTALLATION OF SITE IMPROVEMENTS. IF A CONFLICT EXISTS BETWEEN PROPOSED SITE IMPROVEMENTS AND EXISTING OR PROPOSED UTILITIES, IMMEDIATELY ADVISE THE LANDSCAPE ARCHITECT.
- HORIZONTAL CONTROL: HORIZONTAL CONTROL FOR THE LAYOUT OF SITE IMPROVEMENTS WILL BE PROVIDED BY THE ENGINEER.
- ALL SIDEWALKS AND CONCRETE SURFACES TO HAVE A MEDIUM-BROOM FINISH PERPENDICULAR TO DIRECTION OF TRAVEL UNLESS OTHERWISE NOTED, TYPICAL.
- SAWCUTS TO BE MADE AS SHOWN ON PLANS UNLESS DIRECTED OTHERWISE BY LANDSCAPE ARCHITECT.
- CONTRACTOR IS TO PRESERVE AND PROTECT EXISTING VEGETATION TO REMAIN AT ALL STAGES OF CONSTRUCTION. DAMAGED PLANT MATERIAL WILL BE REPLACED AT CONTRACTOR'S EXPENSE.
- CONTRACTOR IS TO VERIFY THAT ALL SLOPES, CROSS SLOPES, LONGITUDINAL SLOPES, DROP CURB SLOPES, ETC. DO NOT EXCEED PROWAG MAXIMUMS. CONTRACTOR IS TO NOTIFY OWNER'S REPRESENTATIVE IF SLOPES EXCEED GUIDELINE RECOMMENDATIONS.
- HATCH PATTERNS ON PLAN DRAWINGS SHALL NOT BE USED FOR CONSTRUCTION OR SCALING PURPOSES. REFER TO CONSTRUCTION DETAILS FOR PAVER PATTERNS AND FINISHES.

LEGEND

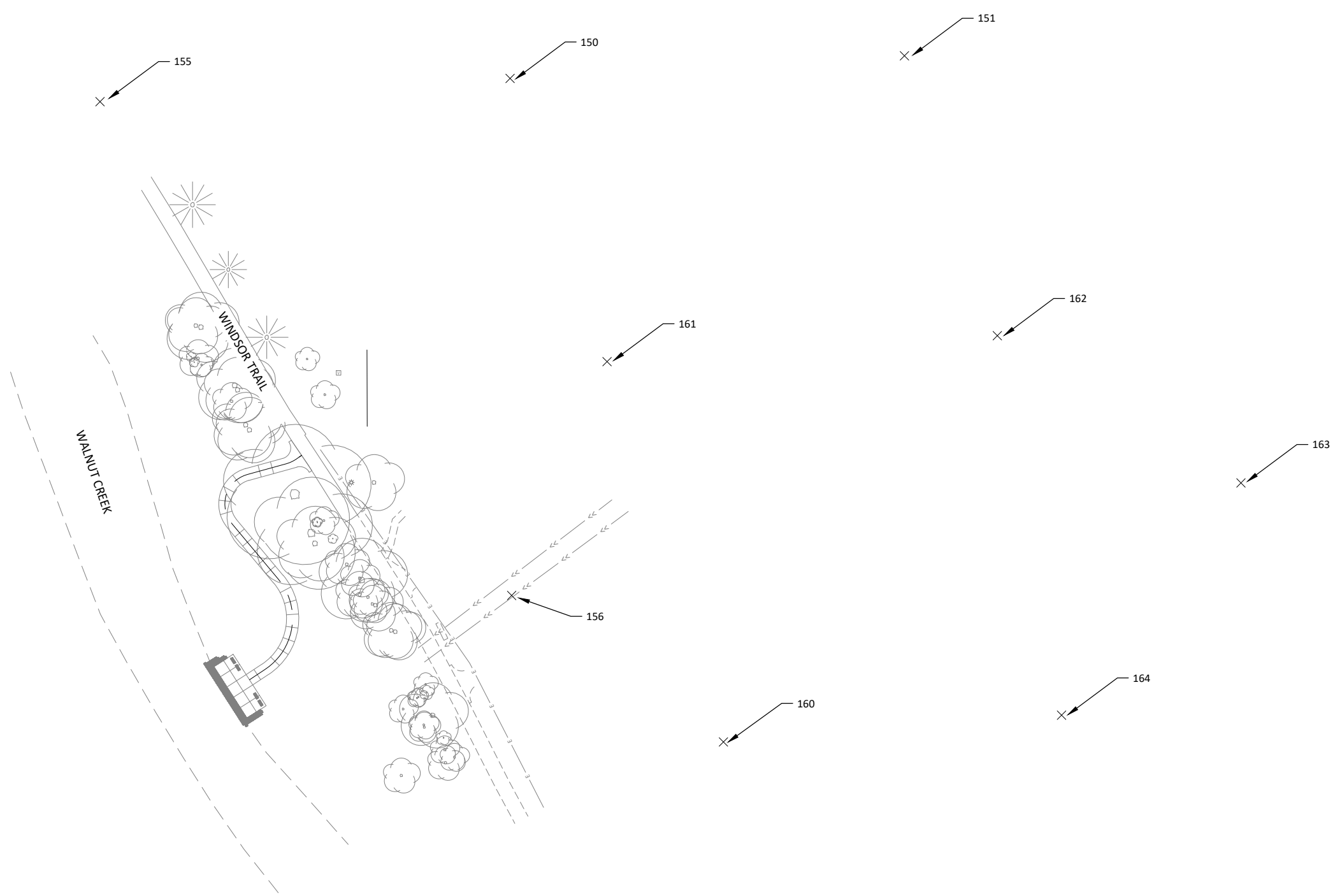
- SIDEWALK, PCC 5"
--- GRADING EXTENTS

SEE B SHEETS FOR ALL
CONSTRUCTION DETAILS

ALL ELEVATIONS ARE FORM GRADE
UNLESS OTHERWISE SPECIFIED



PRELIMINARY
FOR PERMIT APPLICATIONS
ONLY. NOT FOR
CONSTRUCTION, RECORDING
PURPOSES, OR
IMPLEMENTATION.



CONTROL POINT DATA				
POINT NUMBER	NORTHING	EASTING	ELEVATION	RAW DESCRIPTION
150	7490231.63	18500993.96	822.861	VFCP / CUT X BOC
151	7490246.39	18501251.82	823.732	VFCP / CUT X BOC
155	7490216.38	18500725.86	824.598	VFCP / 5/8" RBR BMI CAP
156	7489893.55	18500995.00	821.407	VFCP / 5/8" RBR BMI CAP
157	7489584.23	18501084.39	818.680	VFCP / 5/8" RBR BMI CAP
160	7489797.81	18501133.46	818.916	VFCP / CUT X
161	7490046.45	18501057.36	822.708	VFCP / CUT X
162	7490063.42	18501312.54	824.904	VFCP / CUT X
163	7489967.17	18501471.84	826.573	VFCP / CUT X
164	7489815.30	18501354.53	821.079	VFCP / CUT X

© Bolton & Menk, Inc. 2025. All Rights Reserved.
P:\WINDSOR\G1\WINDSOR_G1.dwg 9/11/2025 11:51:13 AM



HORZ. SCALE 0 20 40 FEET





BOLTON & MENK

430 E GRAND AVENUE, SUITE 101
DES MOINES, IA 50309
Phone: (515) 259-9190
Email: DesMoines@bolton-menk.com
www.bolton-menk.com

DESIGNED	PL	REV	DESCRIPTION	DATE
DRAWN	PL			
CHECKED	JE			
CLIENT PROJ. NO.				

CITY OF WINDSOR HEIGHTS, IOWA
WALNUT CREEK WATER ACCESS
CONTROL DATA

SHEET
G.01

REPLACEMENT OF DAMAGED TRAIL SHALL BE PAID FOR AS REMOVAL OF SHARED USE PATH AND SHARED USE PATH. PCC 6 INCH.

ACCESS ROUTE

THREE STALLS DEDICATED FOR CONSTRUCTION

LIMIT CONSTRUCTION ACCESS TO 20' SECTION SHOWN. DAMAGES BEYOND LIMITS WILL BE REPLACED BY CONTRACTOR AT NO EXPENSE TO OWNER.

WINDSOR TRAIL

STAGING AREA

INSTALL ORANGE CONSTRUCTION FENCE

STOCKPILE AREA

WALNUT CREEK

LEGEND



CONSTRUCTION STOCK ENTRANCE



TEMPORARY FENCE, ORANGE POSTS ENCLOSING CONSTRUCTION SITE. ALSO FOR TREE PROTECTION. FOR TREE PROTECTION, SEE DETAIL 1/8"

NOTE:

CONTRACTOR RESPONSIBLE FOR CLEANING EXISTING TRAIL ON A DAILY BASIS OR AS DIRECTED BY THE ENGINEER. CONTRACTOR TO CLEAN MORE OFTEN AS NECESSARY TO MAINTAIN A SAFE TRAIL SERVICE FOR TRAIL.

PRELIMINARY
FOR PERMIT APPLICATIONS
ONLY. NOT FOR
CONSTRUCTION RECORDING
PURPOSES, OR
IMPLEMENTATION.



430 E GRAND AVENUE, SUITE 101
DES MOINES, IA 50309
Phone: (515) 259-9190
Email: DesMoines@bolton-menk.com
www.bolton-menk.com

DESIGNED	REV	DESCRIPTION	DATE
NRJ			
DRAWN			
NRJ			
CHECKED			
NW			
CLIENT PROJ. NO.			

CITY OF WINDSOR HEIGHTS, IOWA
WALNUT CREEK WATER ACCESS

STAGING PLAN

SHEET

J.01

© Bolton & Menk, Inc. 2025. All Rights Reserved.
WINDSOR HEIGHTS, IA 50309 138271001.dwg 9/11/2025 11:51:27 AM



HORZ. SCALE 0 30 60 FEET



WINDSOR
HEIGHTS
the heart of it all



**BOLTON
& MENK**

430 E GRAND AVENUE, SUITE 101
DES MOINES, IA 50309
Phone: (515) 259-9190
Email: DesMoines@bolton-menk.com
www.bolton-menk.com

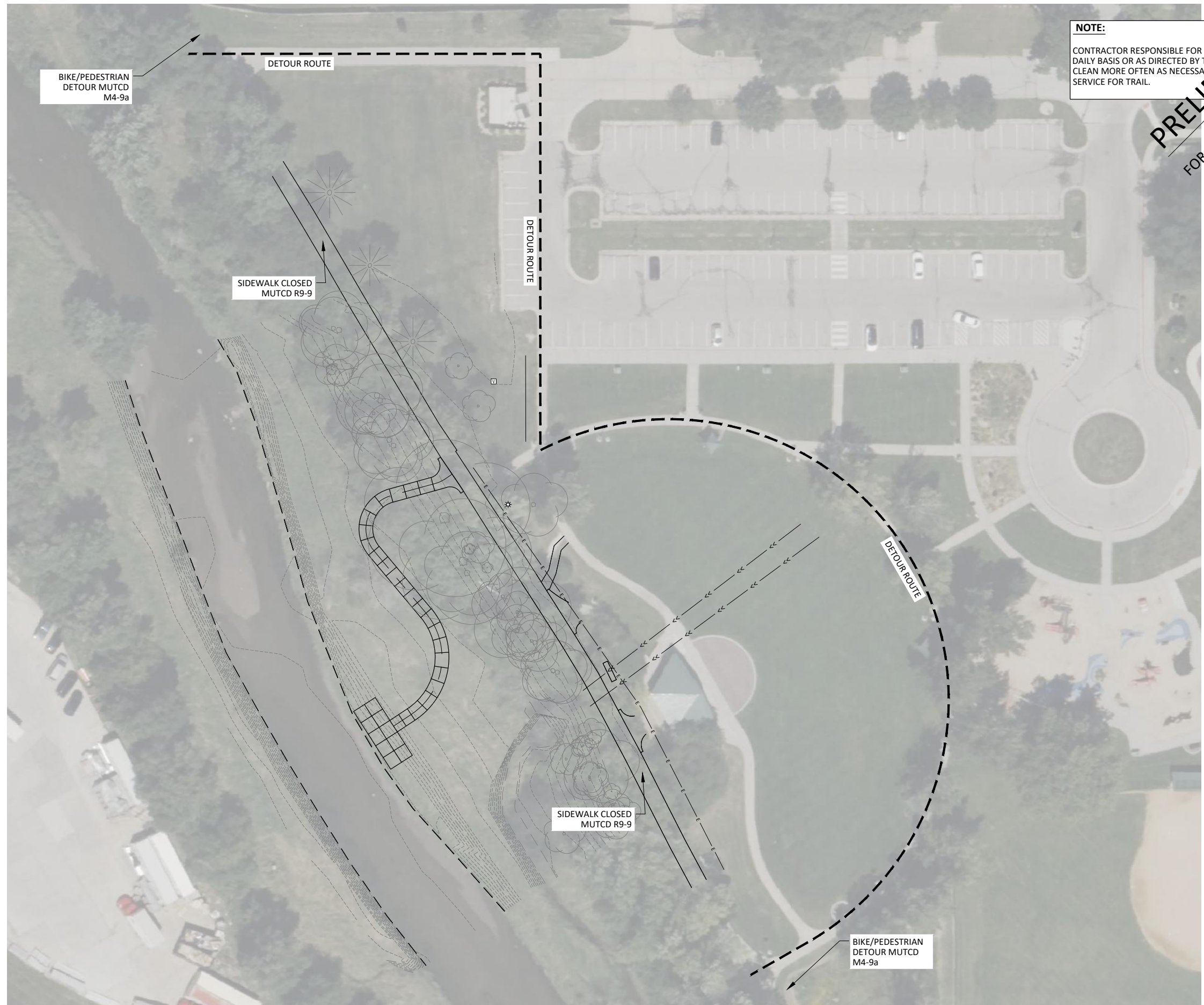
DESIGNED	REV	DESCRIPTION	DATE
NRJ			
DRAWN			
NRJ			
CHECKED			
NW			
CLIENT PROJ. NO.			

CITY OF WINDSOR HEIGHTS, IOWA
WALNUT CREEK WATER ACCESS

TRAFFIC CONTROL

SHEET

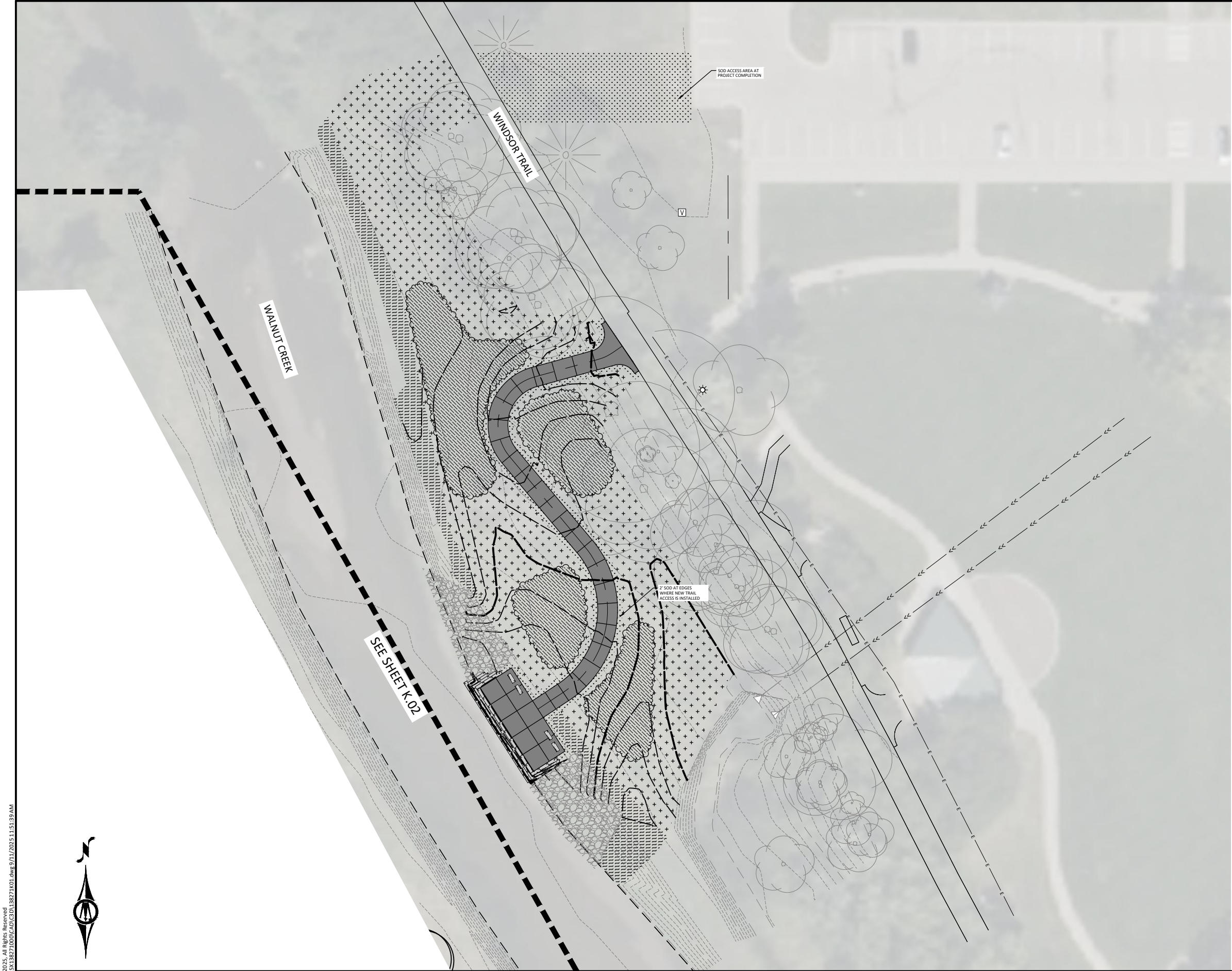
J.02



NOTE:

CONTRACTOR RESPONSIBLE FOR CLEANING EXISTING TRAIL ON A DAILY BASIS OR AS DIRECTED BY THE ENGINEER. CONTRACTOR TO CLEAN MORE OFTEN AS NECESSARY TO MAINTAIN A SAFE TRAIL SERVICE FOR TRAIL.

PRELIMINARY
FOR PERMIT APPLICATIONS
ONLY. NOT FOR
CONSTRUCTION, RECORDING
PURPOSES, OR
IMPLEMENTATION.



- PLANTING & SITE RESTORATION NOTES:**
1. TREES ARE LISTED IN THE MASTER PLANT SCHEDULE. IF THERE IS A CONFLICT BETWEEN THE QUANTITIES SHOWN ON THE DRAWINGS AND THE QUANTITIES SHOWN IN THE PLANT SCHEDULE, THE PLAN QUANTITIES SHALL PREVAIL.
 2. CONTRACTOR SHALL LAYOUT A TYPICAL PLANTING BED, BEDS SHALL BE MULCHED.
 3. HARDWOOD MULCH PER SUDAS TO BE LAYED IN ALL PLANTING BEDS. MULCH FOR TREES PLANTED ON THE PLANTING BED IS INCLUDED IN TREE UNIT COST.
 4. CONTRACTOR TO VERIFY LOCATIONS AND DEPTHS OF EXISTING UTILITIES AND AND NOTIFY OWNER'S REPRESENTATIVE OF ANY CONTACTS WITH TREE PLANTINGS.
 5. ALL DISTURBED AREAS NOT INDICATED AS PAVING, STRUCTURES, PLANTINGS, OR SIGNAGE SHALL BE SEEDED UNLESS NOTED OTHERWISE ON THE PLANS.
 6. PLANTING LOCATIONS ARE APPROXIMATE. FINAL LOCATIONS TO BE ESTABLISHED WITH LANDSCAPE ARCHITECT ON SITE.

NOTE:

SITE ACCESS: COORDINATE WITH CITY AND PRIVATE LANDOWNER AT COMMENCEMENT OF PROJECT CONSTRUCTION AND TWO WEEKS PRIOR TO PLANTING OPERATIONS.

NOTE:

PREFERRED INSTALLER OF TREES, SHRUBS, AND SEEDING:
PRAIRIE FIRE RESTORATION, LLC
DES MOINES, IA
CONTACT: ANDY JAMES
PHONE: 515-509-4981
EMAIL: prairiefire.restoration@gmail.com

OR APPROVED EQUAL

LEGEND	
NATIVE MESIC PRAIRIE	
WETLAND MIX	
SOD	
SANDBAR WILLOW	

PLANT SCHEDULE						
CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	SPACING
CANOPY TREES						
QB	2	QUERCUS BICOLOR	SWAMP WHITE OAK	2" CAL.	B&B	PER PLAN
QP	2	QUERCUS PALUSTRIS	PIN OAK	2" CAL.	B&B	PER PLAN
TD	5	TAXODIUM DISTICHUM	BALD CYPRESS	2" CAL.	B&B	PER PLAN
EVERGREEN TREES						
PA	13	PINUS ALBA	WHITE PINE	6' HT	B&B	PER PLAN
CODE	QTY	BOTANICAL NAME	COMMON NAME			
SHRUB AREAS						
SI	193	SALIX INTERIOR	SANDBAR WILLOW	5'	#5 GAL.	5'

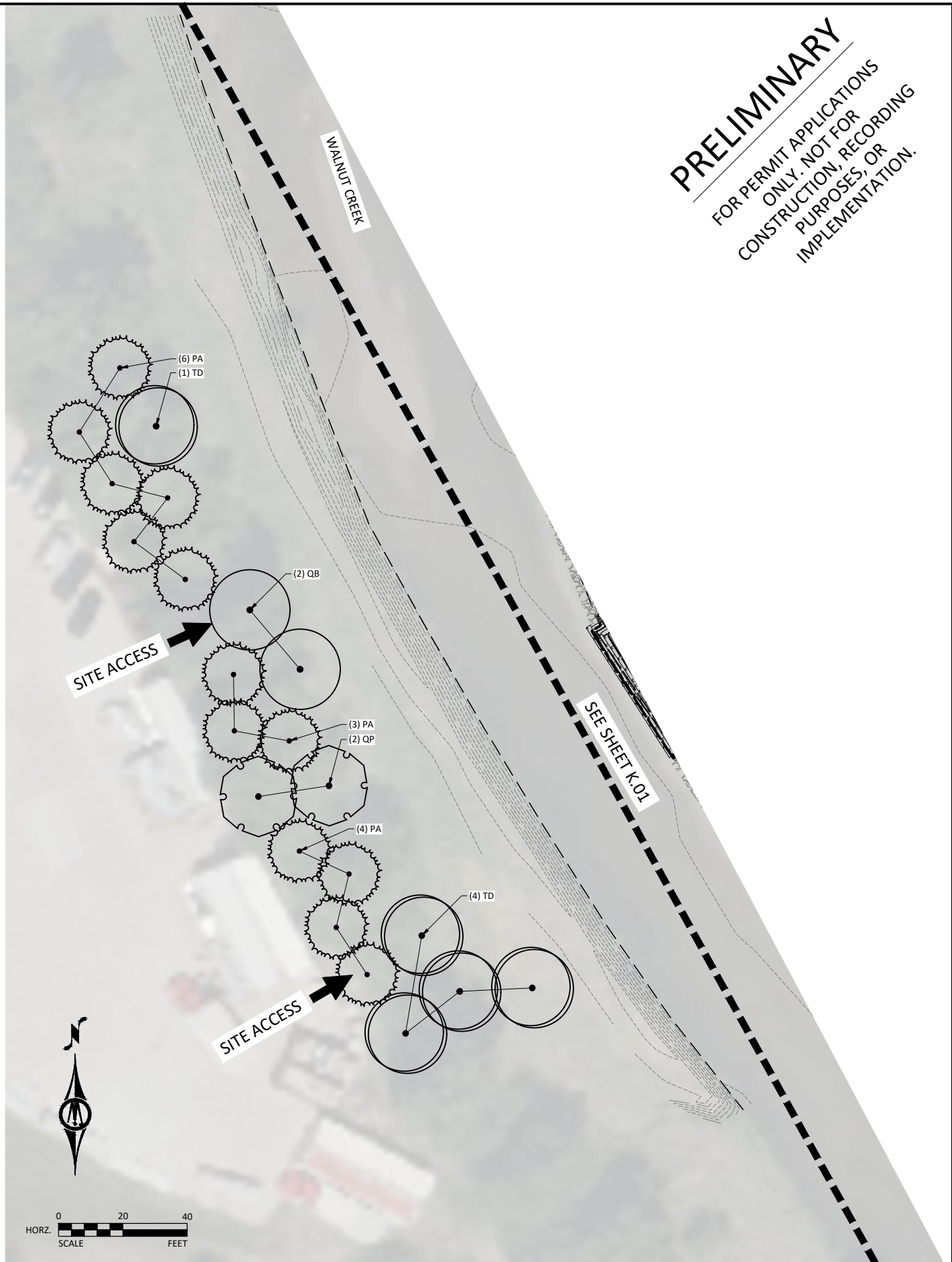
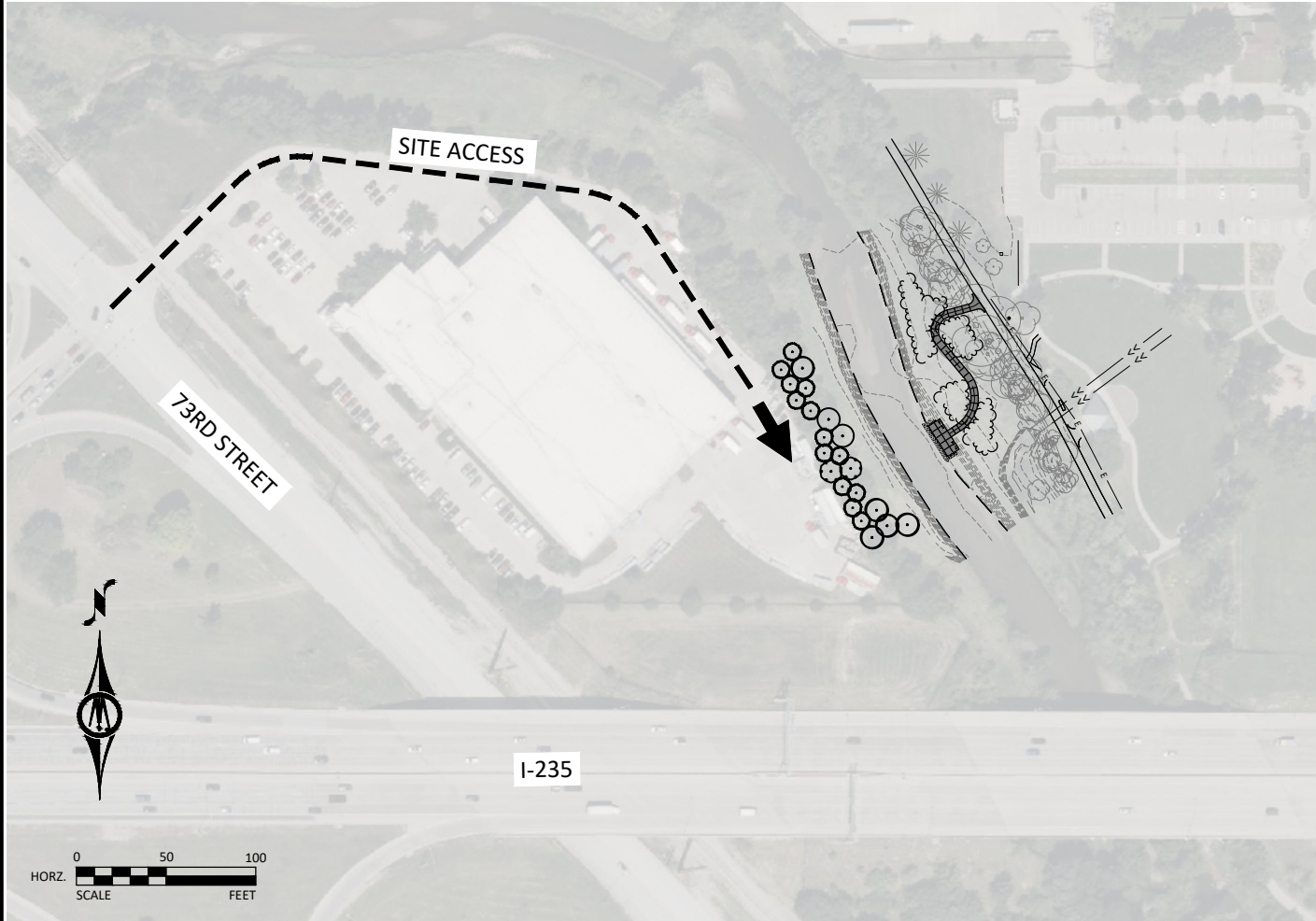


430 E GRAND AVENUE, SUITE 101
DES MOINES, IA 50309
Phone: (515) 259-9190
Email: DesMoines@bolton-menk.com
www.bolton-menk.com

DESIGNED	REV	DESCRIPTION	DATE
NRJ			
DRAWN			
NRJ			
CHECKED			
NW			
CLIENT PROJ. NO.			

CITY OF WINDSOR HEIGHTS, IOWA
WALNUT CREEK WATER ACCESS
LANDSCAPE PLAN

NOTE:
CONTRACTOR RESPONSIBLE FOR KEEPING PRIVATE
PROPERTY CLEAN AT ALL TIMES.



PRELIMINARY
FOR PERMIT APPLICATIONS
ONLY. NOT FOR
CONSTRUCTION, RECORDING
PURPOSES, OR
IMPLEMENTATION.

© Bolton & Menk, Inc. 2025. All Rights Reserved.
WINDSOR HEIGHTS, IA 50309
WINDSOR, IA 50309

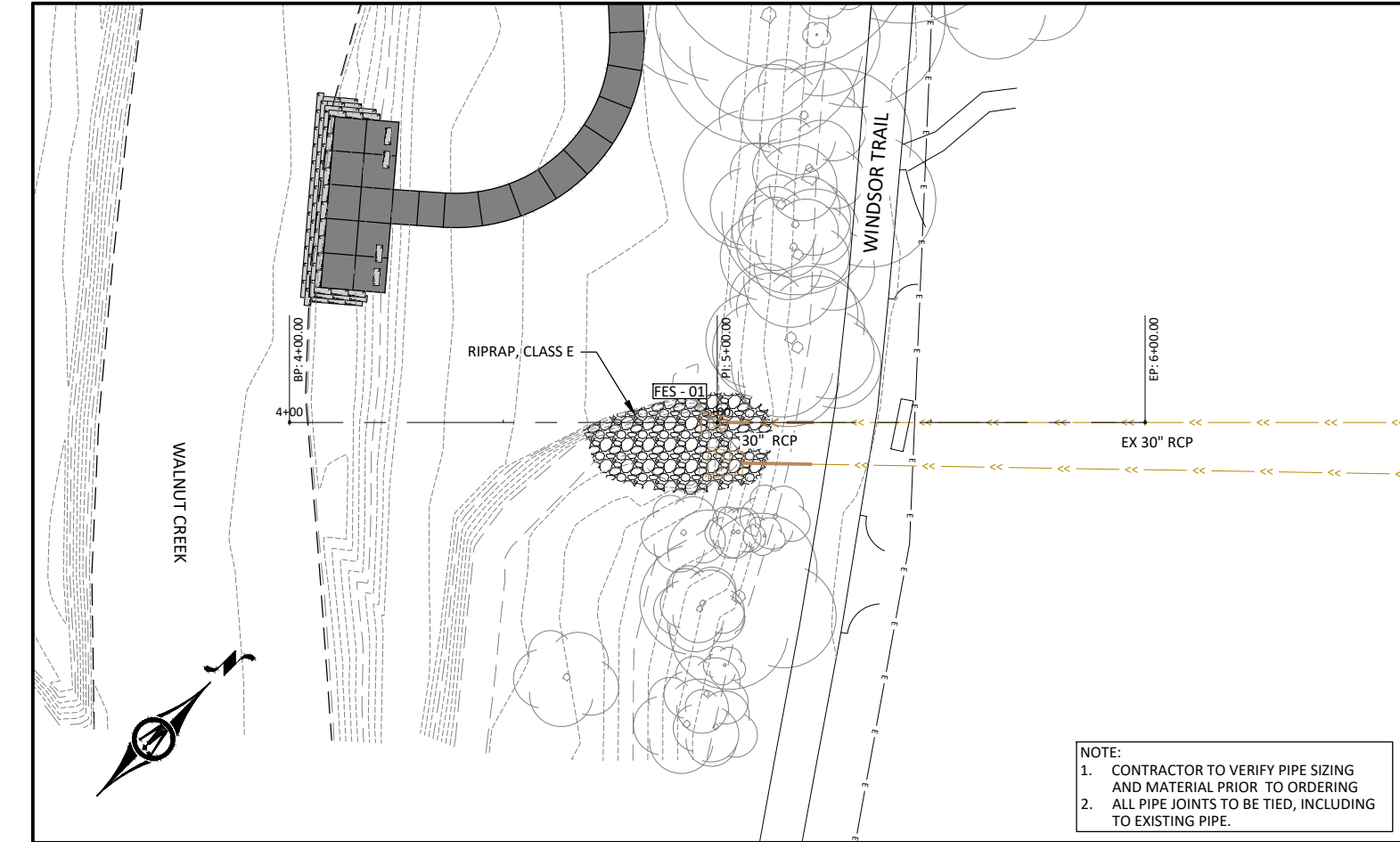


430 E GRAND AVENUE, SUITE 101
DES MOINES, IA 50309
Phone: (515) 259-9190
Email: DesMoines@bolton-menk.com
www.bolton-menk.com

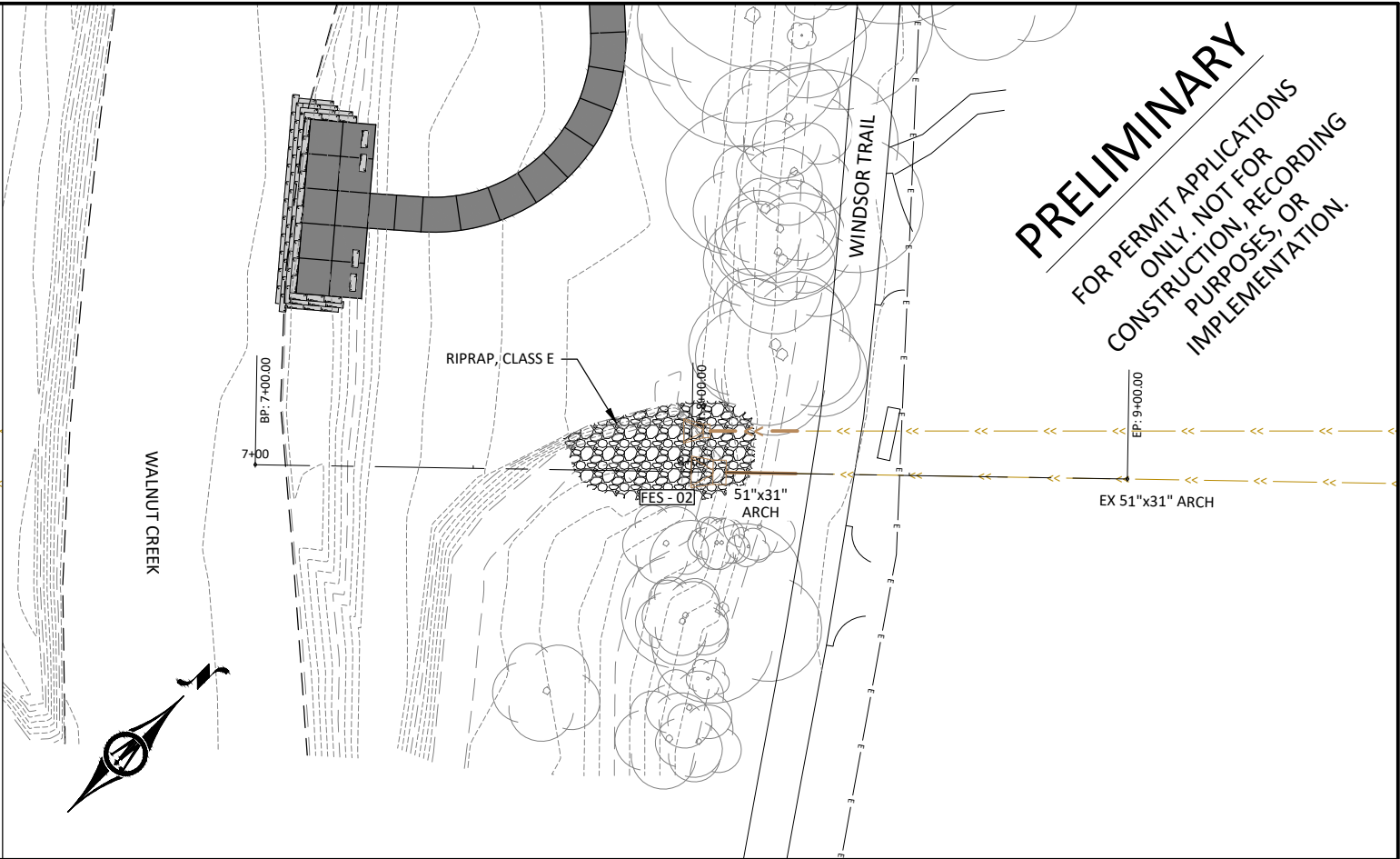
DESIGNED	REV	DESCRIPTION	DATE
NRJ			
DRAWN			
NRJ			
CHECKED			
NW			
CLIENT PROJ. NO.			

CITY OF WINDSOR HEIGHTS, IOWA
WALNUT CREEK WATER ACCESS
LANDSCAPE

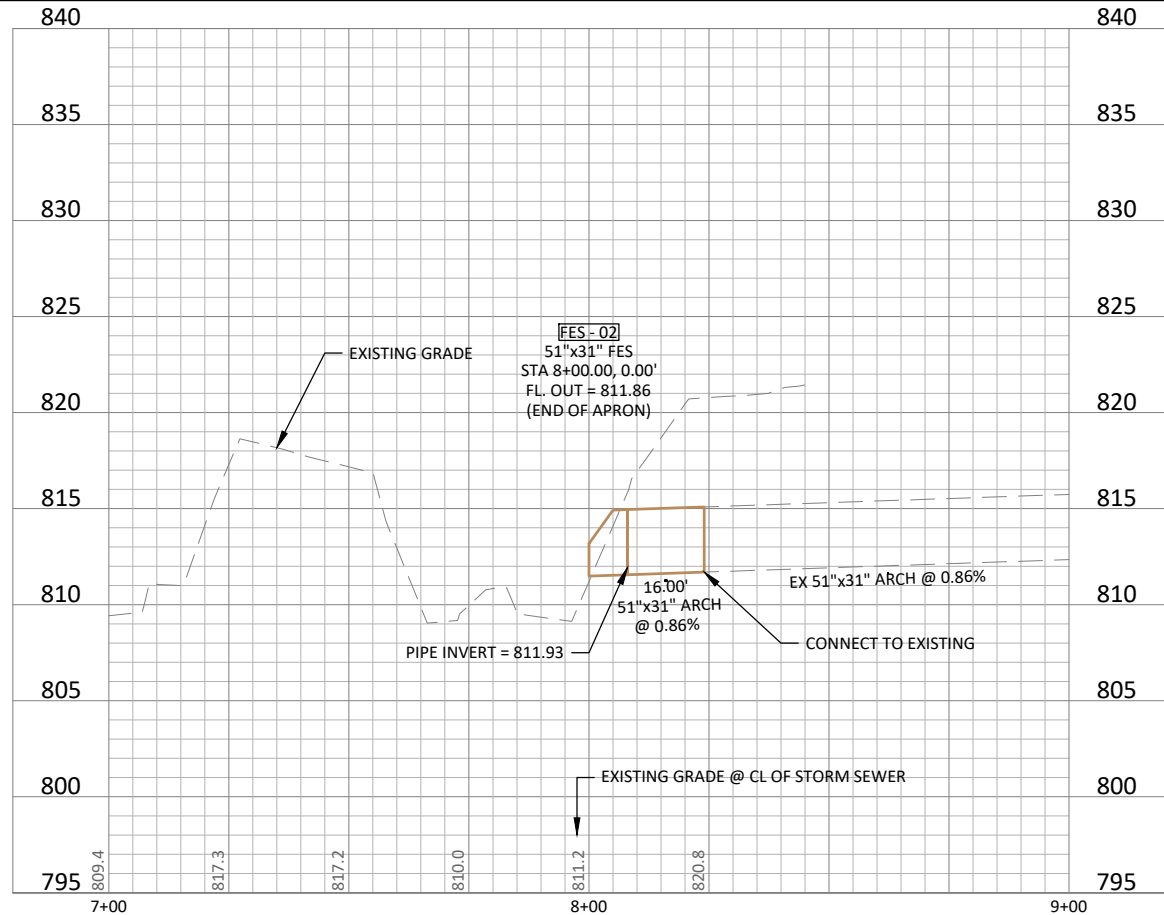
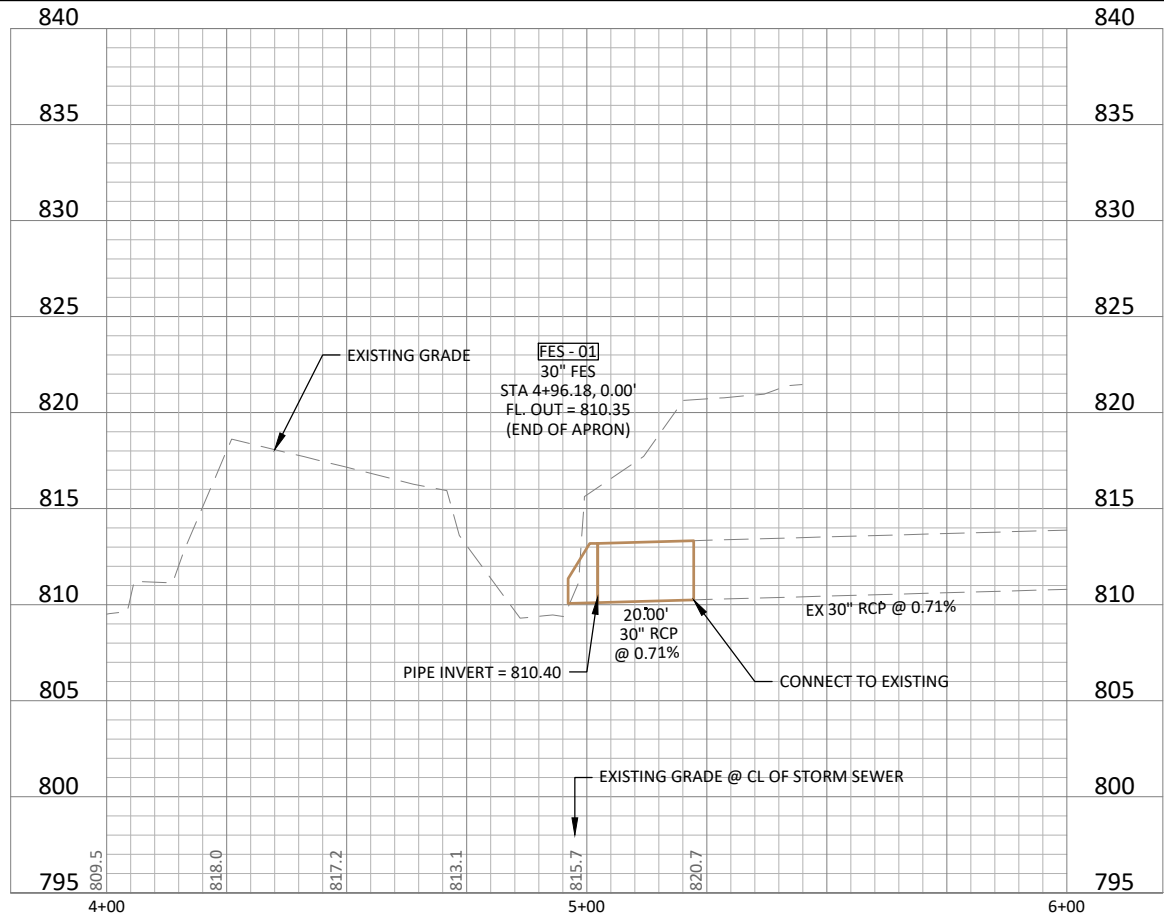
SHEET
K.02



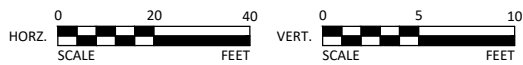
- NOTE:
1. CONTRACTOR TO VERIFY PIPE SIZING AND MATERIAL PRIOR TO ORDERING
 2. ALL PIPE JOINTS TO BE TIED, INCLUDING TO EXISTING PIPE.



PRELIMINARY
FOR PERMIT APPLICATIONS
ONLY. NOT FOR
CONSTRUCTION, RECORDING
PURPOSES, OR
IMPLEMENTATION.



© Bolton & Menk, Inc. 2025. All Rights Reserved.
WINDSORH.GA2513271000.DWG 9/11/2025 11:51:51 AM



WINDSOR HEIGHTS
the heart of it all



BOLTON & MENK

430 E GRAND AVENUE, SUITE 101
DES MOINES, IA 50309
Phone: (515) 259-9190
Email: DesMoines@bolton-menk.com
www.bolton-menk.com

DESIGNED	PL	REV	DESCRIPTION	DATE
DRAWN	PL			
CHECKED	JE			
CLIENT PROJ. NO.				

CITY OF WINDSOR HEIGHTS, IOWA
WALNUT CREEK WATER ACCESS
STORM SEWER PLAN

SHEET
M.01

© Bolton & Menk, Inc. 2025. All Rights Reserved.
WINDSOR HEIGHTS, IA 50309 138271001.dwg 9/11/2025 11:52:03 AM



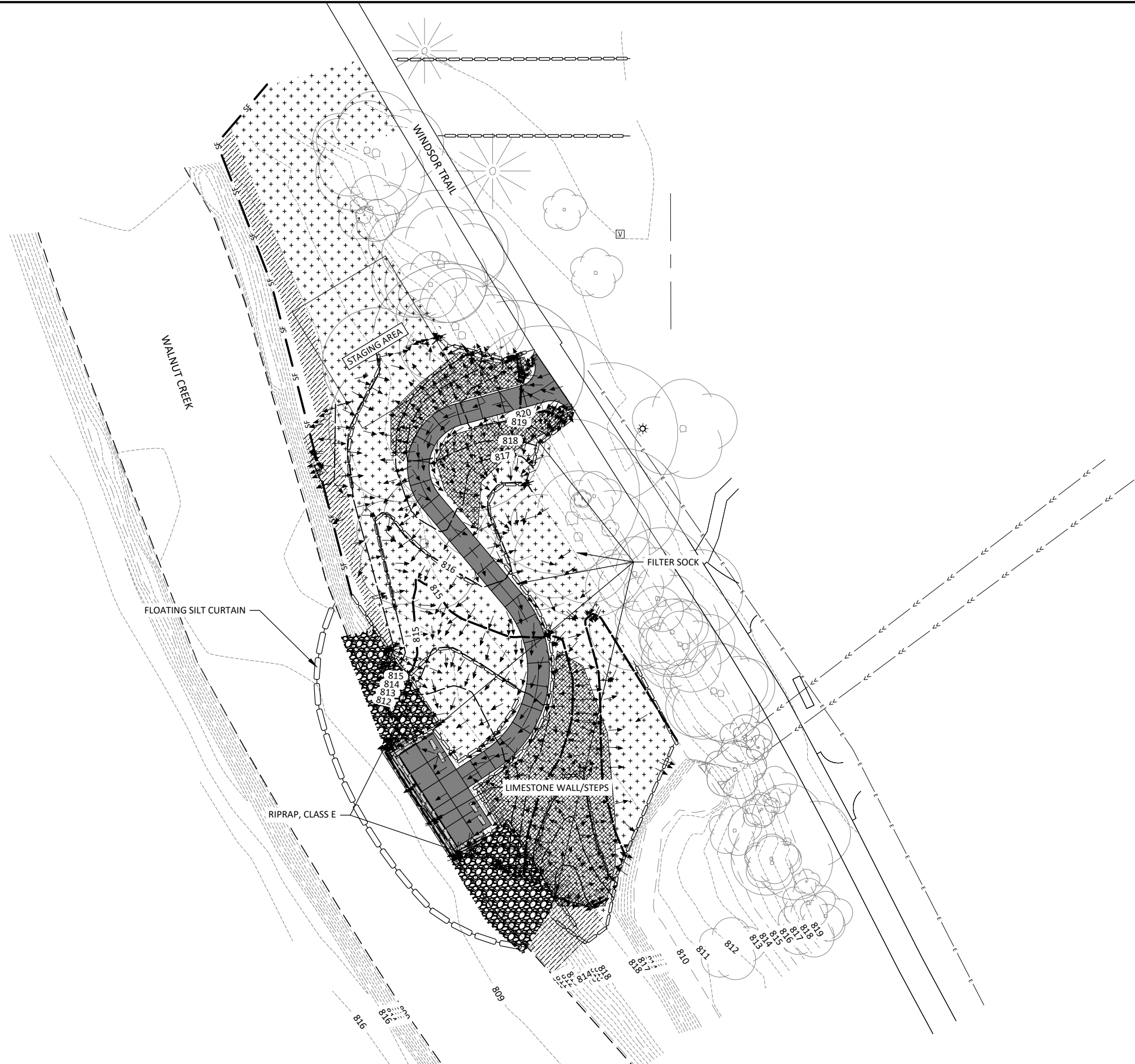
430 E GRAND AVENUE, SUITE 101
DES MOINES, IA 50309
Phone: (515) 259-9190
Email: DesMoines@bolton-menk.com
www.bolton-menk.com

DESIGNED	REV	DESCRIPTION	DATE
NRJ			
DRAWN			
NRJ			
CHECKED			
NW			
CLIENT PROJ. NO.			

CITY OF WINDSOR HEIGHTS, IOWA
WALNUT CREEK WATER ACCESS
EROSION CONTROL PLAN

SHEET

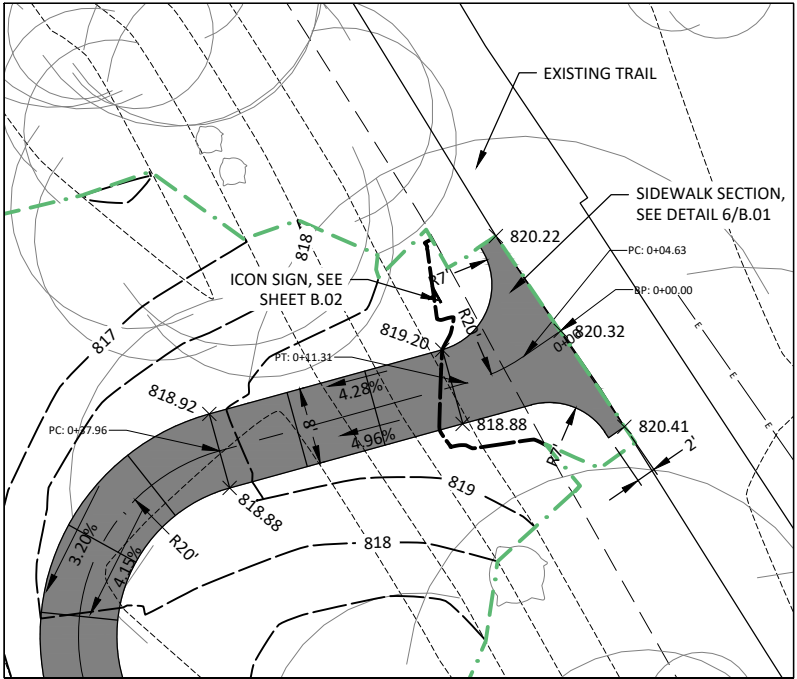
R.01



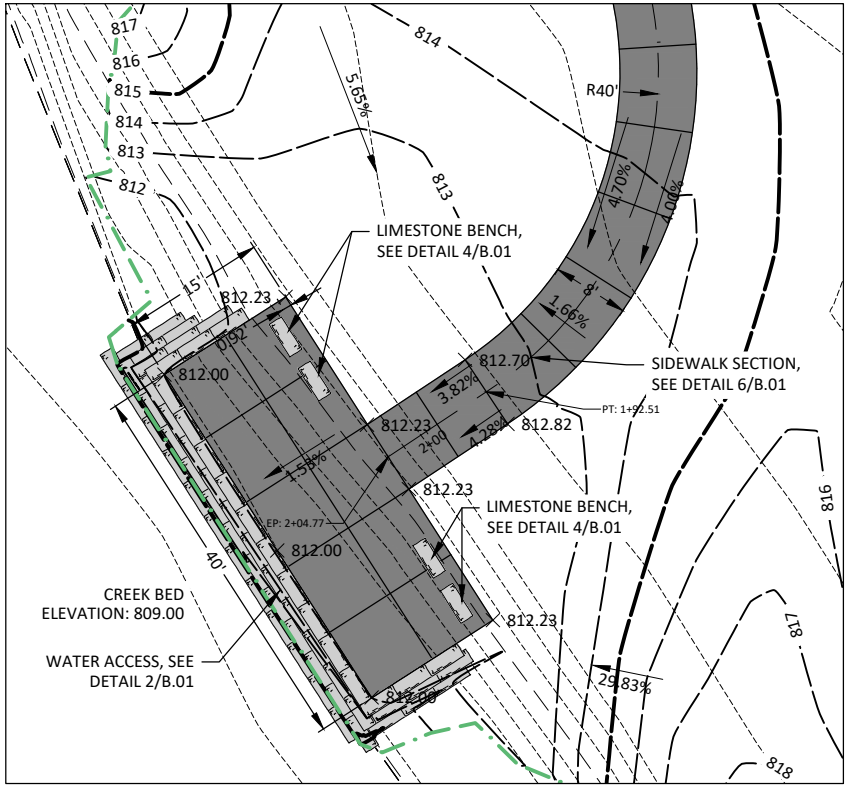
EROSION CONTROL LEGEND	
	MAJOR CONTOUR - EXISTING
	MINOR CONTOUR - EXISTING
	MAJOR CONTOUR - PROPOSED
	MINOR CONTOUR - PROPOSED
	SEALT FENCE
	FILTER SOCK
	FLOATING SILT CURTAIN
	2-D DOUBLE NET EROSION CONTROL BLANKET (RECP)
	CLASS 'E' RIP RAP

NOTE:
EROSION CONTROL BEST MANAGEMENT PRACTICES (BMPs) AS SHOWN ON THIS PLAN SHEET ARE RECOMMENDATIONS. THE CONTRACTOR IS RESPONSIBLE FOR DESIGNING, INSTALLING, AND MODIFYING BMPs AS NECESSARY TO PREVENT ILLICIT DISCHARGE FROM THE PROJECT SITE.

PRELIMINARY
FOR PERMIT APPLICATIONS
ONLY. NOT FOR
CONSTRUCTION, RECORDING,
OR IMPLEMENTATION.



ENLARGEMENT 1



ENLARGEMENT 2

LEGEND
 SIDEWALK, PCC 5"
 SEE B SHEETS FOR ALL CONSTRUCTION DETAILS

ALL ELEVATIONS ARE FORM GRADE UNLESS OTHERWISE SPECIFIED

PRELIMINARY
 FOR PERMIT APPLICATIONS ONLY. NOT FOR CONSTRUCTION, RECORDING PURPOSES, OR IMPLEMENTATION.

DESIGNED	REV	DESCRIPTION	DATE
NRJ			
DRAWN			
NRJ			
CHECKED			
NW			
CLIENT PROJ. NO.			

Resolution No. 2025-72

A RESOLUTION TO PROVIDE FOR A NOTICE OF PUBLIC HEARING ON THE PROPOSED PLANS, SPECIFICATIONS, FORM OF CONTRACT, AND ESTIMATED TOTAL COST FOR THE WALNUT CREEK ACCESS PROJECT AND FOR THE TAKING OF BIDS ON SAID PROJECT

WHEREAS, it is proposed that the City of Windsor Heights authorize the construction of public improvements as described in the proposed plans, specifications, and form of contract prepared by Bolten and Menk (the “Project Engineer”), which may be hereinafter referred to as the “Walnut Creek Access” (the “Project”); and

WHEREAS, the proposed plans, specifications, form of contract and estimated total cost for the project (the “Contract Documents”) are on file with the City Clerk; and

WHEREAS, it is necessary to set a time and place for a public hearing on the Contract Documents, to publish Notice of Public Hearing on the Contract Documents, and to advertise for sealed bids on the Project.

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

1. The City hereby approves the proposed Contract Documents referred to in this Resolution, as prepared by the Project Engineer, in their preliminary form.
2. The City hereby determines that the Project is necessary and desirable for the City and finds that it is in the best interest of the City to proceed towards construction of the Project.
3. The City shall hold a public hearing on the proposed Contract Documents on October 20, 2025 at 6:00 pm at City Hall, at which time any interested person may appear and file objections to the proposed Contract Documents, and, after hearing objections, the City may proceed with approval of said Contract Documents.
4. The City hereby authorizes and directs the City Clerk to publish the notice of public hearing on the Contract Documents for the Project at least once, not less than four (4) not more than twenty (20) days before the date of the hearing.
5. The City hereby delegates Bolten and Menk the duty of publishing notice to bidders not less than 13 or more than 45 days before the date of filing bids.
6. The City hereby sets October 14, 2025 at 10:00 AM in a virtual meeting room as outlined in the Notice to Bidders as the time and place that the City’s designee will open and announce the bids received for construction of the Project.
7. The City hereby authorizes and directs advertisement for sealed bids for the Project in accordance with Iowa Code Chapter 26.

Passed and approved this 15th day of September 2025.

Mike Jones, Mayor

Attest: _____
Adam Strait, City Clerk



**STAFF REPORT
CITY COUNCIL**

September 15, 2025

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Consideration of Resolution No. 2025-73 - A Resolution Authorizing the City of Windsor Heights to Submit an Application for Grant Funding from Bravo for the Public Art Mural and Further Obligations to Matching Funds

GENERAL INFORMATION

The Communications and Public Art Committee met with the building owner and future tenant of 6587 University Ave. to discuss drafting a RFQ to install a public mural on the west wall of the building and potentially under the awning on 6587-6567 University Ave. The Committee and other participants indicated support for moving forward with the project and Administration proposes the following steps to advance the potential project:

1. Commit up to \$40,000 towards the mural project to enable installation of a mural on the west wall of 6587 University Ave. and exceeding the 25% matching funds for the BRAVO Public Art Grant. Obtainment of the grant would ensure the mural could extend to the adjoining awning along University Ave. Primary funding for the project is recommended to be allocated from the previously proposed patio/mural project for 6587 University. The change in tenancy and use of 6587 University Ave. no longer supports the patio use case. Secondary funding sources could potentially include the BRAVO grant, remaining KWHB funds and/or additional fundraising efforts.
2. Apply for a \$50,000 BRAVO Public Art Grant to help support and expand the mural's scope, the grant is due September 26th. More information is attached.
3. Establish an agreement between the building owner and City regarding responsibilities for installation, maintenance and eventual removal of the mural. Colby Interests Trustees have indicated they are supportive of the wall and awning mural project, subject to being able to sign-off on the final artwork.
4. Release a RFQ for the wall mural, with the awning mural as a component alternate, and have the Communications and Public Art Committee, with participation from the

building owner and future tenant, provide a recommendation to City Council on an artist, thematic approach, mural scope and cost.

Mural Cost Information

This information was provided by a local muralist to help contextualize potential project cost.

West Wall (approx. 75 x 14ft) (1,050 sq.ft.)

Price Range:

\$40-\$45/ sq.ft. (high end/gallery pricing) \$42,000 - \$ 47,000

\$30-\$35/ sq.ft. (mid level pricing) \$31,500 -\$ 36,750

\$20-25/ sq.ft. (lower end pricing) \$21,000 - \$26,250

Under Awning (approx. 8ft x 160ft) (1,300 sq.ft.)

Price Range:

\$40-\$45/ sq.ft. (high end/gallery pricing) \$52,000 - \$58,500

\$30-\$35/ sq.ft. (mid level pricing) \$39,000 -\$45,500

\$20-25/ sq.ft. (lower end pricing) \$26,000 - \$32,500

Total for combined project components would likely cost at the low end \$47,000 up to \$105,500 at the high end. Pricing depends on the detail level of the mural and level of interest.

Other cost aspects to consider

* Design Fee (\$500-\$750)

* UV Protective Coat (\$500 - \$750)

* Wall Prep, Primer/Cement block filler Primer(for brick) (\$500 - \$1000)

ATTACHMENTS

1. BRAVO GC26 PAG Guidelines
2. Windsor Heights Public Art Plan
3. Communications Committee Minutes August 2025
4. Resolution No. 2025-73 A Resolution Authorizing the City to Submit an Application for Funding from Bravo

OVERVIEW

Bravo Greater Des Moines offers financial support to its local government partners for new public art plans and projects that generate more artistic and cultural expression in Greater Des Moines. Bravo defines “public art” as semi-permanent or permanent artwork that is free and accessible to the public and enhances and activates spaces in new and dynamic ways. Public art projects may be stand alone, integrated or applied installations. Priority will be given to projects that meaningfully involve both artists and the community intended to experience the artwork in design and development and projects which are unique to the individual community completing the application.

A total of up to \$200,000 is available for Public Art Grant (PAG) awards in grant cycle 2026 (GC26). This is a competitive grant program; it is likely not all funding requests will be approved.

APPLICANT ELIGIBILITY

Eligible PAG applicants (government partners) must meet each of the following criteria:

- Have a current 28E Agreement with Bravo Greater Des Moines.
- Meet with Bravo staff about their project or plan by September 19, 2025.

Failure to meet these criteria will result in ineligibility for funding in GC26. Government partner communities may submit only one PAG application per grant cycle.

Government partner communities that received a Bravo Public Art Grant in GC25 are eligible to apply in GC26. However, priority may be given to projects in government partner communities that did not receive funding from Bravo in GC25.

PROJECT ELIGIBILITY

Eligible PAG projects include concept development and the creation and/or installation of works of public art. Eligible artwork must have a useful life of at least six months and a total cost of at least \$10,000. The artwork may be part of a building, bridge or other permanent infrastructure, but grant funds are restricted to the costs associated with the artistic enhancement of the infrastructure project.

The creation of a comprehensive community public art plan is also an eligible PAG project. A comprehensive community public art plan is an actionable tool used as a road map for a city, including its commissions, city departments, program staff, artists and stakeholders, to maximize public art in supporting the goals, needs and future of its community.

Funding priorities for GC26 are:

1. Creation or revision of a comprehensive community public art plan
2. Public art projects that are a direct result of current comprehensive community public art plans
3. Other projects

Projects that are likely to be completed during the funding period may also be prioritized.



Bravo PAG funding may be used for the following:

- Artist fees and stipends or other eligible costs for project concept development, which can include the creation of detailed proposals for public art projects in the applicant city.
- Costs to create and to install public art, including land and site development directly associated with the public art installation.
- Consultant fees for the development and creation of a new or updated comprehensive public art plan.

Grant funds must be spent within the funding period and projects must be completed within 24 months of receiving funds:

	<u>Funding Period</u>	<u>Project Completion Date</u>
<u>GC26</u>	<u>January 1 – December 31, 2026</u>	<u>December 31, 2027</u>

Projects ineligible for PAG funding include, but are not limited to the following:

- Landscapes and gardens
- Signage, including welcome and wayfinding signs or any city-branded elements
- Public Art projects at water trail access points that are eligible for the Bravo/ICON Public Art Grant
- Projects previously funded by Bravo PAG or Bravo/ICON PAG
- Amphitheaters
- Freedom Rocks
- Bus shelters
- Play equipment or non-artistic park revitalization projects
- Installations that do not meaningfully engage artists or artisans

Ineligible expenses include, but are not limited to the following:

- City/County staff salaries and wages
- Equipment and fixtures that are not integral to the structure or operation of the artwork
- Maintenance/repair of existing public art collection
- Endowment
- Sponsorship
- Existing obligations, debts or liabilities
- Operational expenses related to marketing, promotion and merchandise
- Programming that activates a public art piece

GRANT AWARDS

Applicants may request 75% of eligible costs up to \$50,000 for a public art project or public art plan. Bravo may, at its discretion, award partial funding requests.



IMPORTANT DATES

- **August 18, 2025** - Application available by 10:00 a.m.
- **September 19, 2025** – Deadline to meet with Bravo staff
- **September 26, 2025** - Application due by 3:00 p.m.
- **December 8, 2025** - Award notifications sent
- **January 1, 2026** – Grant term begins
- **January 30, 2026** – Signed Grant Agreements & Resolutions due by 3:00 p.m.
- **December 31, 2026** – Grant term ends; all Bravo funds must be expended
- **December 31, 2027** – Project must be complete

APPLICATION ATTACHMENTS

Applicants will be asked to attach supplemental materials to their application. Failure to submit required documentation may result in disqualification from consideration. All attachments must be in PDF format. Documentation will include:

- **Budget** – One-page budget that details the costs to fully complete the project. Clearly identify any expenses already incurred and any contingency funds. Public art expenses must be clearly separated from other, non-public art-related expenses and fees paid to artists should be clearly called out.
- **Fundraising** – List of all confirmed, pending and potential/prospect sources (cash, pledges and in-kind) of funding to complete the project. Include the donor name, the amount and the date of donation/funding decision. Label donations that are in-kind.
- **Timeline** – One-page detailed timeline of major milestones for the project. Use specific dates when possible and include milestones already reached. Opportunities for community input and engagement should be included.
- **Images** (if available) – Up to three images for the project. These can be artist's renderings, sketches, photos of the site or equipment or stock photos of the materials to be used. Make the images compelling and part of the case for funding. **Although specific artist renderings of the final installation are not required, projects that create a clear and compelling picture of the planned public art generally perform better.**

APPLICATION REVIEW

An anonymous panel of reviewers will evaluate eligible applications based on information provided by the applicant prior to recommendation of awards. Review meetings are closed to the public, and the Bravo Board of Directors will make final funding decisions. Applicants should not directly contact Bravo Board or panel members to discuss applications or funding amounts.

GRANT AWARD PROCESS

Award notifications will be sent via email. Applicants awarded a GC26 Public Art Grant will be required to sign a grant agreement by January 30, 2026. Grant awards will be disbursed after execution of the grant agreement, and a final grant report will be due at the end of the funding term. Bravo staff will require final renderings of the project to ensure eligibility. Bravo is committed to a transparent, fair and consistent grantmaking process. There is no appeal of final funding decisions made by the Bravo Board of Directors.





WINDSOR HEIGHTS

PUBLIC ART PLAN

Enriching the Heart of it All



A vision for creativity,
connection, and
community

WHPAP



Table of Contents

04	Executive Summary	17-26	Goals and Strategies
05	Connection Point	27-40	Location Priorities
06	Community Input	41-44	Funding
07	Purpose of the Public Art Plan	45	Program Administration & Roles
08	Program Statement, Mission, Vision	46	City Roles
09	Established Program Goals	47	Public Art Committee Roles
10	Recommendations	48	Appendix
11	Introduction	49-50	Examples of Local Area Artwork
13	The Reason for Public Art	51-53	Considerations
14	The Public Art Plan Is	54	Plan for Maintenance
15-16	The Process Plus The Community	55-56	Example of Proposal
		57	Acknowledgements



Executive Summary

Windsor Heights, Iowa, is a small suburban community located in the Des Moines metropolitan area. Known for its friendly atmosphere and tight-knit neighborhood feel, the city offers a mix of residential charm and convenient access to urban amenities. Windsor Heights is home to Colby Park, which hosts community events and outdoor activities. Its central location and welcoming environment make it an attractive place for families, professionals, and retirees alike.

The Windsor Heights public art plan offers many benefits for the city to enrich its cultural landscape and further the sense of identity and pride among residents. By integrating art into public spaces, cities create vibrant engaging environments that enhance community well-being and attract visitors. This public art plan will also serve as a powerful tool for storytelling, reflecting a city's history, values, and diversity, while promoting dialogue and inclusivity.



Connection Point

Throughout the discovery process for this public art plan, the idea that Windsor Heights is a connection point was discussed. Windsor Heights is a community that acts as a hub for families and a connector to many other communities. This plan aims to create connections between viewer and art and create new connections that bring the community together and celebrates the unique tapestry of Windsor Heights. The restoration and development of Colby Park as a gathering point, along with the extensive trail system, also were frequently mentioned as opportunities for many people to enjoy and interact with art.



Community Input

Community input was an important factor to the development and success of this public art plan. Multiple focus groups, individual meetings with citizens, business owners, and elected officials were conducted over a period of time. Additionally, an online survey was also conducted in order to connect with many people throughout the Windsor Heights community. Consultants from Liz Lidgett Gallery in Des Moines, Iowa were hired to conduct the research and develop the Windsor Heights Public Art Plan. A grant from Bravo Greater Des Moines was awarded to the community of Windsor Heights to conduct this research. Additionally, consultants worked to research community plans already in development to further understand Windsor Heights and its opportunities and strengths.

This public art plan is poised to set the stage for public art growth. Once Windsor Heights determined that a guiding document was needed, it was also understood that goals and values would be required for the program to advance. These are strategies and guidelines that include utilizing public art as a vehicle for connection, education, place-making and community building.

Within the plan, there are recommendations for expanding community reach and engaging with citizens and visitors.



The Purpose of the Public Art Plan:

- Create connection points that maximise the potential for impactful and transformative public art engagement
- Honor the city's cultural fabric and history
- Provide a vision that offers ways to implement placemaking opportunities through elevated projects
- Provide art opportunities that are impartial and accessible
- Outline the Windsor Heights Public Art Program development and funding for the next decade.



Purpose



Program Statement

This Public Art Plan establishes the Windsor Heights Public Art Program's mission, vision, and goals while providing guidance on implementing and maintaining a public art program within the City.



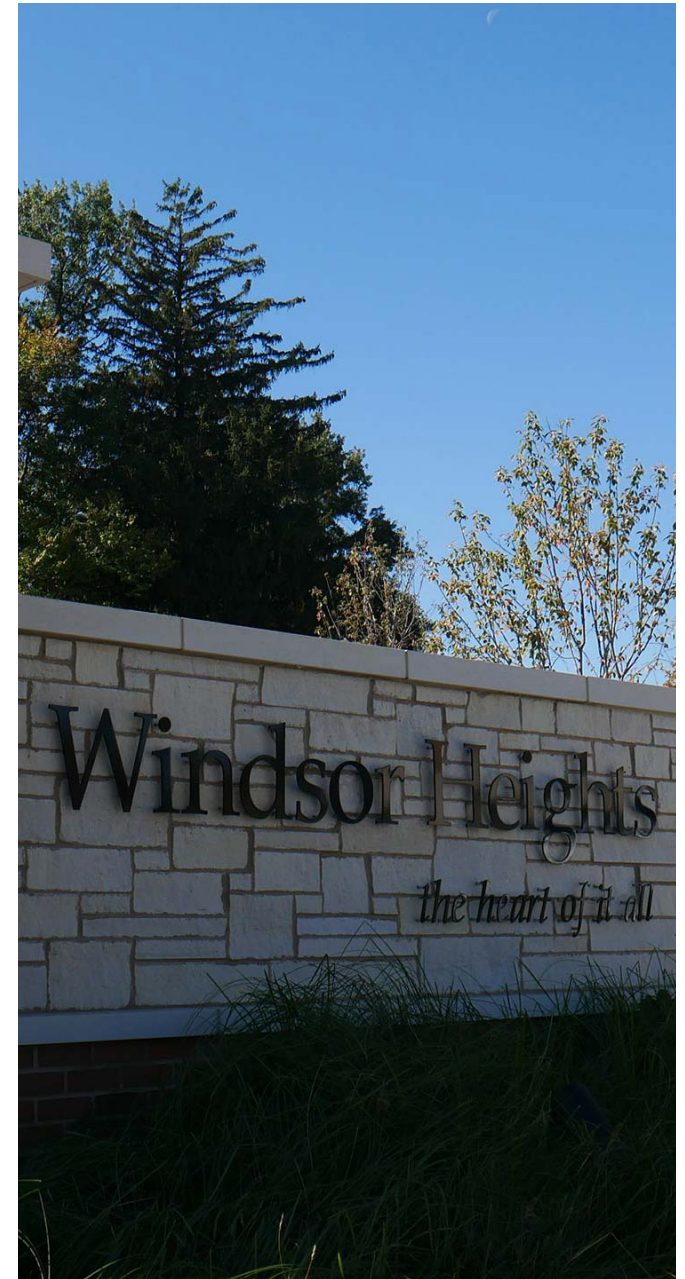
Mission

To create and operate an inspiring and transformative Public Art Program which develops quality public artwork through an equitable, accessible, and maintainable process.



Vision

The Public Art Program envisions a community where public art is one aspect of a city where citizens and visitors can experience quality artwork as a part of their daily lives. Public art will be integrated into City initiatives, private development and revitalization efforts.



Establishes Program Goals

Goal 1: Build and Maintain the Windsor Heights Public Art Program

Goal 2: Integrate art into infrastructure throughout Windsor Heights

Goal 3: Promote the local creative economy

Goal 4: Create artwork that provides connection points and is community-centric.

Goal 5: Create diverse, equitable, and inclusive artwork.

Working together to
build the best small
city in the metro.





WINDSOR HEIGHTS

Enriching the Heart of it All

The City of Windsor Heights is uniquely positioned within the Des Moines metro. As a land-locked suburb the community must think creatively about how to attract and retain businesses, customers, and residents as growth options will be required to be innovative and likely grass-roots efforts. In order to be proactive in learning and planning for the future, the city completed a visioning and data collection process to assist with future planning.



Recommendations

This public art plan should serve as a strategic framework to guide the creation, placement, and maintenance of art in public spaces. It outlines clear goals and objectives, such as enhancing cultural identity, fostering community engagement, and supporting Iowa artists when possible. The plan identifies key locations where public art can have the greatest impact, such as parks, transportation hubs, trails and highly-trafficked areas, while considering accessibility and inclusivity for all residents and visitors.

Additionally, it establishes processes for funding, selecting artists, and maintaining the artworks over time. This plan also encourages collaboration between artists, community members, and stakeholders to ensure the art resonates with this community it serves.

- Program Development
- Education and Outreach
- Public Art Created Through Development
- Maintenance of the Collection
- Funding Strategies
- Locations and Concentration Areas
 - Extensive Trail System
 - Parks
 - Commercial Business Partnerships
 - Infrastructure locations
 - City Activity Centers

introduction

what is public art?

Public art is artwork that is created and displayed in public spaces, accessible to everyone. It encompasses a wide range of forms, including sculptures, murals, installations, mosaics, digital art, performances, and even functional elements like artistically designed benches or bridges. Unlike art in private galleries or museums, public art is meant to enhance shared environments such as parks, streets, plazas, and buildings, often reflecting the history, culture, or identity of the community. It can be temporary or permanent and is typically funded by public or private partnerships, civic organizations, or art programs. Public art serves as a catalyst for community engagement, fosters dialogue, beautifies spaces, and contributes to the cultural and aesthetic richness of a location.



The Reason for Public Art

Public art is artwork that is created and displayed in public spaces, accessible to everyone. It encompasses a wide range of forms, including sculptures, murals, installations, mosaics, digital art, performances, and even functional elements like artistically designed benches or bridges. Unlike art in private galleries or museums, public art is meant to enhance shared environments such as parks, streets, plazas, and buildings, often reflecting the history, culture, or identity of the community. It can be temporary or permanent and is typically funded by public or private partnerships, civic organizations, or art programs. Public art serves as a catalyst for community engagement, fosters dialogue, beautifies spaces, and contributes to the cultural and aesthetic richness of a location.



Reason



This Public Art Plan is:



- A dynamic document intended to guide City staff, any stakeholders and elect officials when planning the city's artistic priorities and initiatives.
- Create a mission and vision for public art throughout Windsor Heights and encourage growth in the area.
- A framework to create beautiful and engaging spaces that invite connection for residents and visitors.
- A resource for the consideration of public art in private development and capital improvements throughout the city.

*What
is it?*

The Process + The Community

Multiple methodologies were used to gather information and feedback from residents, business owners and elected officials throughout Windsor Heights. It was a priority for the consultants Liz Lidgett Gallery and the City staff to hear from a diverse group of residents. Windsor Heights is created from a rich tapestry of people who live in the community and use its services. This process was intended to reach citizens from a variety of backgrounds to create a plan that supports the interests of many to do the most good. Community members who participated in the consultant's planning process identified many opportunities and gave feedback showing the interest in a public art plan.

Community members who participated in the consultant's planning process identified many opportunities and gave feedback showing the interest in a public art plan.



*Process +
Community*

Revealed the following key findings:

- A combined 88% of respondents to the public art survey said that they loved public art (64.7%) or liked public art (23.5%).
- 84.6% believed that the role of public art is beautification. 75% believe that another role of public art is to bring surprise and delight to a community. 71% believed that an additional role was to support artists. Combined there was also a strong response to promoting community pride and creating community identity. Participants were able to select more than one response and every respondent believed that public art has more than one role in a community.
- The highest response for location was parks and community land. The next was the trail system, and closely trailing those locations were commercial areas on buildings, high visibility areas along the road and unexpected, hidden places. Again participants were able to select more than one response and the majority did.
- It is clear that the respondents aligned with the idea of art throughout the community.
- Murals were the highest response for type of public artwork, followed by sculptures and community art projects.
- “Whimsical” was by far the strongest response for “which style of art speaks to you?”
- One respondent summed up the responses well with this comment. “Public art is extremely important to developing and nurturing a community identity. Windsor Heights is more than “Radar Heights”. It’s a hidden gem suburb of the Des Moines metro – the heart of it all. Small but cozy. A place where you know your neighbors. Conveniently located to everything. WH deserves public art that fosters our community identity!”
- Another respondent said, “I would love to see a variety of new art in our community. Sculptures, murals, and interactive installations would all be valuable. We have a diverse community and new artwork should reflect this through different styles and mediums. Thank you for considering these efforts in our city.”

goals & strategies

The strategies associated with each goal present a multi-stepped methodology from initiation to implementation. Program steps are, of course, contingent on funding availability and the approvals of building and land owners.

GOAL ONE



Build and Maintain the Windsor Heights Public Art Program

In order to maintain the program outlined in this document the creation of a Windsor Heights Public Art Committee is recommended. This committee should meet twice a year to outline priority projects that will be implemented by the staff of the City of Windsor Heights in conjunction with any other stakeholders and consultants.

Strategies

When prioritizing projects to be included in the annual work plan, it is important to consider the following:

- What does this project achieve?
- What does success look for this project?
- Does this project align with the goals and mission of the Public Art Plan?
- Does this project achieve the overarching criteria for excellence?

GOAL TWO



Integrate art into infrastructure throughout Windsor Heights

Incorporating public art into a city's infrastructure can seamlessly integrate creativity and functionality, enhancing both the aesthetic and practical value of public spaces.

Strategies

Possible ways to integrate art into the infrastructure include:

1. Artistic Streetscapes
 - Use creative designs for crosswalks, sidewalks, and bike lanes.
 - Install artist-designed streetlights, benches, trash bins, or bike racks.
2. Transit Enhancements
 - Incorporate murals, mosaics, or sculptures in bus stops, and parking garages.
 - Create art wraps for utility boxes.
3. Bridges and Overpasses
 - Design bridges with artistic railings or lighting installations.
 - Use murals or sculptures to transform underpasses into welcoming spaces.

Goal 2 Strategies Continued

4. Parks and Green Spaces

- Include sculptures, fountains, or interactive installations in parks.
- Design play structures or pathways with artistic elements.

5. Building Façades

- Incorporate murals, green walls, or art installations on public buildings.
- Use creative architecture or façade lighting to make buildings landmarks.

6. Gateway Features

- Install signature sculptures or installations at city entry points.
- Use artistic signage to highlight neighborhoods or districts.

7. Functional Infrastructure

- Create art-integrated stormwater systems, like decorative rain gardens or sculptural retention basins.
- Design bridges, walls, and fences with aesthetic appeal.

8. Temporary and Rotating Exhibitions

- Host rotating sculptures, installations, or performances in public plazas or streets.
- Use projection mapping for dynamic, temporary displays.

9. Community Engagement Projects

- Engage local artists and residents in creating public art that reflects the community's identity.
- Use participatory projects, such as mosaic walls or painted tiles, to involve citizens.

10. Smart Technology Integration

- Incorporate interactive digital displays or augmented reality experiences that blend art and innovation.
- Use solar-powered installations or kinetic sculptures to merge art with sustainability.

GOAL THREE



Promote the local creative economy

A driving force throughout the feedback from residents and business owners was the desire to work with local, state-wide and regional artists. Windsor Heights can become known as a creative, open-minded and diverse neighborhood while welcoming artists and creatives.

Strategies

- Establish a call for artist evaluation criteria that prioritizes local and regional artists.
- Partner with local and regional arts organizations on public art and placemaking grants and projects that support local artists in advancing their careers while also supporting the art in Windsor Heights.
- Leverage existing arts organizations as hubs of creative activity.
- Identify arts-driven businesses and developers for creative economic development.
- Once multiple pieces of public art have been placed, create an art walk program that invites local artists and artisan groups to temporarily display existing pieces while inviting residents and visitors to explore works of public art.

GOAL FOUR



Create artwork that provides connection points and is community-centric.

The idea of Windsor Heights as a hub or connection point for various parts of the city both by its location and trail system was also addressed several times during the discovery process. Additionally, the idea of art as a connection point for residents and visitors with each other but also new ways of thinking, new ideas, and new art.

Strategies

Potential types of artwork to focus on that promote engagement and connection include:

1. Murals and Street Art
 - Large-scale, colorful murals often captivate viewers and invite selfies or photos.
 - Community-created murals foster a sense of ownership and pride.
2. Interactive Installations
 - Art pieces that allow people to touch, climb, or manipulate components.
 - Examples include swings, kinetic sculptures, or puzzle-like structures.
3. Projection Mapping and Digital Art
 - Dynamic light shows or digital projections on buildings or landscapes.
 - Augmented reality experiences accessible via smartphones.

Goal 4 Strategies Continued

4. Performance-Based Art

- Flash mobs, street theater, or musical performances in public spaces.
- These ephemeral events create memorable, shared experiences.

5. Participatory Art

- Projects where the public contributes, such as writing wishes on a wall, painting tiles, or adding personal stories to a collective installation.
- Examples include chalkboard walls or “Before I Die” installations.

6. Functional Art

- Artistic benches, bike racks, or fountains that serve practical purposes.
- People engage with these daily, making art a part of their routine.

7. Immersive Environments

- Spaces transformed into whimsical, artistic worlds like art gardens, labyrinths, or tunnels covered in artwork.

- Examples include light-filled tunnels or rooms filled with colorful installations.

8. Sound Art

- Installations that produce music or soundscapes, such as wind chimes, sound sculptures, or motion-triggered audio.

9. Environmental Art

- Works integrated into nature, like earthworks, living sculptures, or artistic pathways.
- Examples include garden installations or eco-friendly structures.

10. Street or Sidewalk Art

- 3D chalk drawings, painted crosswalks, or pavement games like hopscotch.
- These create playful, unexpected encounters in everyday spaces.

Continued onto next page › › ›

Goal 4 Strategies Continued

11. Temporary and Rotating Art

- Pop-up installations, art festivals, or changing exhibits that create novelty and anticipation.
- Examples include art on shipping containers or seasonal displays.

12. Nature-based art

- Art that integrates natural elements such as trees, plants, rocks, or water features.
- Examples include living walls, tree carvings, sculptures made from natural materials, or artistic rain gardens that combine beauty with ecological function.



GOAL FIVE



Create diverse, equitable, and inclusive artwork.

Creating diverse, equitable, and inclusive public artwork involves intentional planning and collaboration to ensure the art reflects and serves the entire community.

By embedding diversity, equity, and inclusion at every stage of the process, public art becomes a shared resource that strengthens the community and fosters belonging for all.

Strategies

1. Engage Diverse Voices
 - Involve artists, designers, and stakeholders from various cultural, ethnic, and socioeconomic backgrounds.
 - Host community listening sessions to understand the values and stories of underrepresented groups.
2. Highlight Local Histories and Cultures
 - Create artworks that celebrate the history, heritage, and traditions of marginalized or historically overlooked communities.
 - Include storytelling elements that reflect diverse narratives.
3. Prioritize Accessibility
 - Ensure art is accessible to people with disabilities by considering physical, sensory, and cognitive needs.

Continued onto next page › › ›

Goal 5 Strategies Continued

- Incorporate braille descriptions, tactile features, and audio components where possible.
4. Use Multilingual Elements
 - Include text or signage in multiple languages spoken within the community to enhance inclusivity and engagement.
 5. Collaborate with Community Members
 - Invite community members to co-create artworks through workshops, participatory design, or collaborative installations.
 - Work with local schools, cultural organizations, and advocacy groups.
 6. Diversify Funding and Selection Processes
 - Establish equitable artist selection processes that provide opportunities for emerging and underrepresented artists.
 - Offer grants, residencies, or commissions specifically for minority or underfunded groups.
 7. Celebrate Diversity in Themes and Materials
 - Use themes that resonate with varied cultures, beliefs, and identities.
 - Incorporate traditional techniques, patterns, or materials significant to specific groups.
 8. Create Safe and Inclusive Spaces
 - Ensure public art projects provide welcoming environments for all, avoiding locations tied to historical or social exclusion.
 - Use art to reclaim and reimagine spaces for marginalized communities.
 9. Use Metrics for Inclusion
 - Evaluate the reach and impact of public art by gathering feedback from diverse groups.
 - Continuously improve based on community input to ensure inclusivity evolves over time.

location priorities

The following locations are chosen from discussions with City staff, residents, and business owners. This is not a complete list of locations where public art can reside but rather the priority locations where art will bring maximum outcomes for the Public Art Plan goals.



Location: 6857 University Ave.

Type: Mural

Notes: Large wall with high traffic that passes it each day. Accessible by car and foot for photography and viewing. Could be extended to the boards under the awnings as seen in the photo below. Could be done in one or two phases.



Mural



Location: 63rd and University

Type: Sculpture (3D element that can be static or interactive).

Notes: This location is a high traffic area specifically for cars. There is a higher elevation that makes it easier to see. Currently also a large Windsor Heights sign that is also on the corner.



Sculpture



Location: Colby Park

Type: Multiple opportunities of murals and sculpture elements

Notes: Colby Park is a high traffic location with a variety of events and activities for gathering. An important location for both residents and visitors.



Murals & Sculptures



Proposed artistic bridge being considered at Colby Park by Bridges of Iowa



Location: 70th and University, in Casey's easement

Type: A sculpture

Notes: This location is a high traffic area specifically for cars. There is an easement of land that is owned by the City for a location near the corner.



Sculpture



Location: Circle Structure at 66th and University

Type: A sculpture

Notes: This location is also a high traffic area specifically for cars. Would create an art destination with the mural across the street on the building. Would need to be made with Windsor Heights Beautiful plantings in mind.



Sculpture



Location: Trail path through Windsor Heights

Type: A sculpture

Notes: There are multiple locations along the trail path. The first location priority along the trail would be the access near Buffalo Rd.



Sculpture

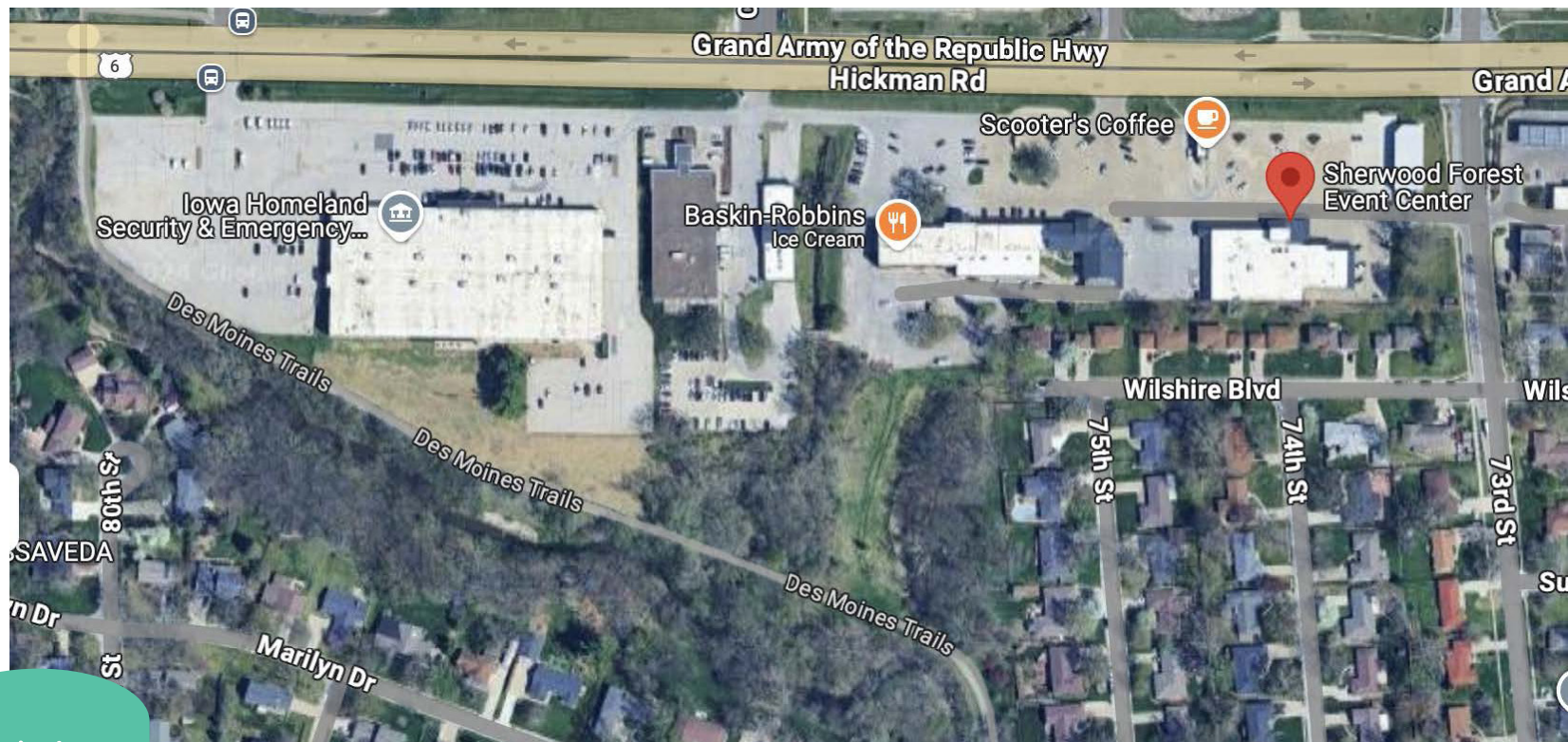


Location: Behind the Sherwood Forest development, former Eagle Scout Project

Type: Sculpture or natural work

Notes: The trail system cuts through the land so there people coming through the location.

Formerly an Eagle Scout Project to restore it to natural prairie. Large open area to be used.



Sculpture



Location: Sherwood Forest Location (Visible from street)

Type: A sculpture

Notes: This is a high-traffic area for the city with open areas that would not block the right of way.



Sculpture



Location: Lions Park

Type: Sculpture or mural

Notes: This is a pocket park tucked behind the Windsor Heights Public Safety building. A gazebo had resided in the park for many years but was removed in 2017 due to deterioration. Named in the Windsor Heights 2020 Park Plan.



Mural or
Sculpture



Location: Infrastructure points throughout the city

Type: Sculptural or designs created in conjunction with artists for items that could include anything from DART stations, bike racks, and signage.

Notes: Art can be seamlessly incorporated into a city's infrastructure by transforming functional elements like bridges, sidewalks, and transit hubs into visually engaging, creative spaces. From murals on retaining walls to sculptural bike racks and artist-designed street furniture, public art can enhance the urban landscape while reflecting the community's identity. These artistic integrations not only beautify the city but also foster pride, inclusivity, and a deeper connection to shared spaces.



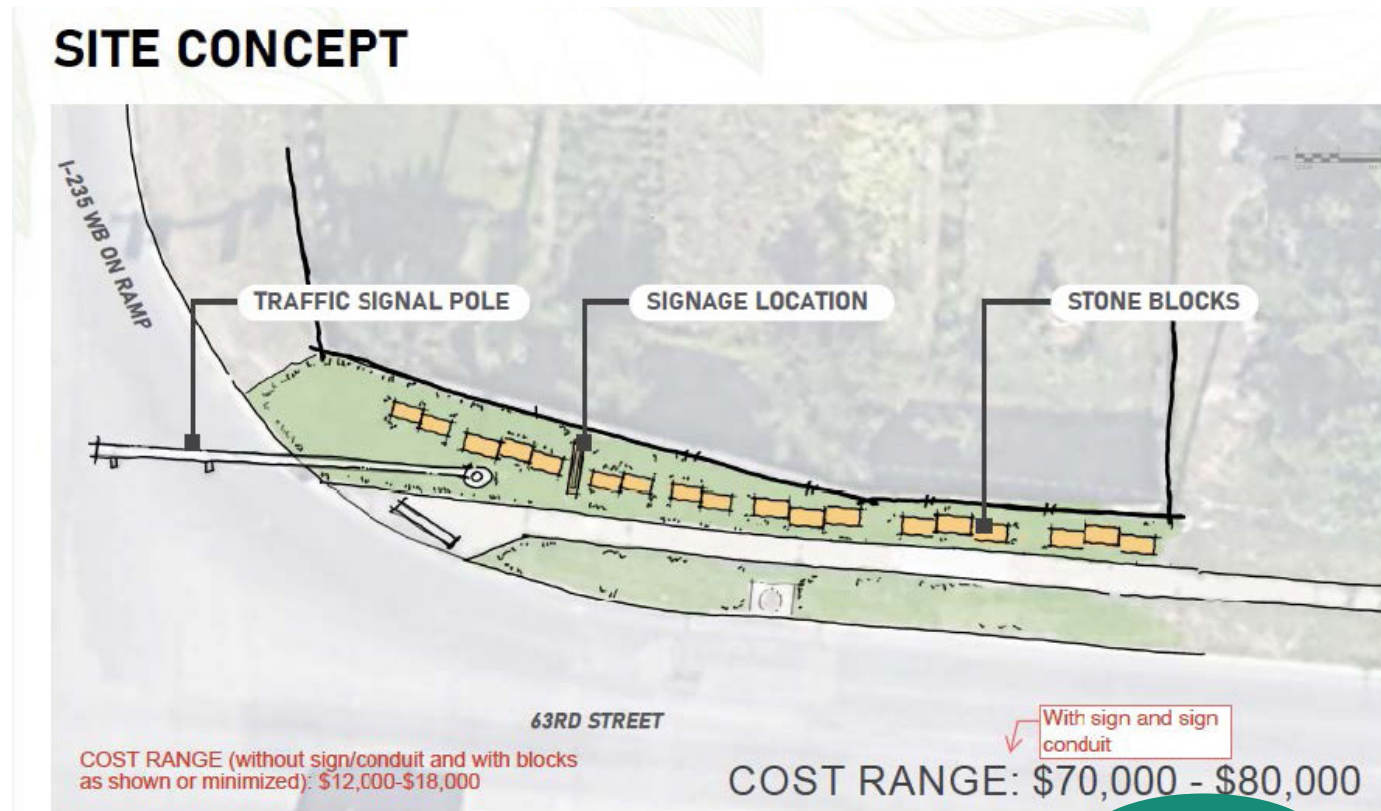
*Sculpture
& more*



Location: Interstate Exit Barrier (63rd and Lamar Pl.)

Type: Mural or sculpture near any potential limestone rocks

Notes: A retaining wall and sign are being erected near the 63rd St. exit of 235 and an artwork element can be used on or near the wall and sign.



Mural or Sculpture



Location: College Drive Bridge

Type: Mural

Notes: A mural along the bridge would add interest and energy to the pathway.



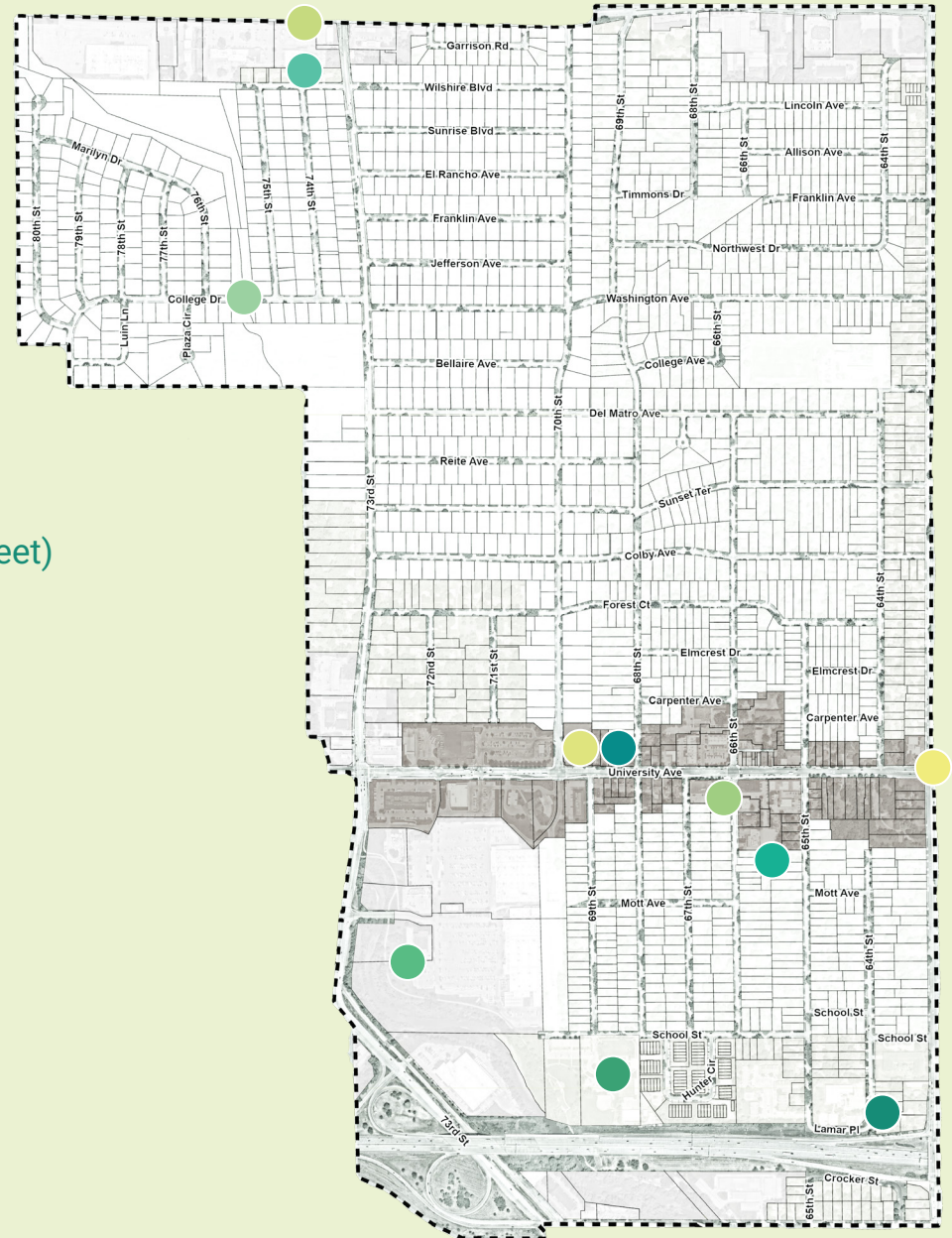
Mural

Map of Windsor Heights

Priority art locations

(not including Infrastructure points throughout the city)

-  Interstate Exit Barrier (63rd and Lamar Pl.)
-  Lions Park
-  Sherwood Forest Location (Visible from street)
-  Behind the Sherwood Forest development, former Eagle Scout Project
-  6857 University Ave.
-  Trail path through Windsor Heights
-  Circle Structure at 66th and University
-  70th and University, in Casey's easement
-  63rd and University
-  Colby Park
-  College Drive Bridge



funding

Funding for the Windsor Heights Public Art Plan should come from diverse sources to maximize opportunities. The City should create a Public Art Fund that can receive funding from these diverse sources as well from the City itself.

Public Art Funding:

It is recommended that the following methods be used to establish a public art fund for future projects. The Public Art Fund should be utilized to acquire and maintain public art and creative placemaking opportunities for the Windsor Heights Public Art collection. Each piece of artwork would need to meet the criteria outlined herein.

- all funds will be held with the city internally and earmarked for Public Art.



Usage:

- The design, acquisition, installation, maintenance and insurance of temporary and public artwork and any artwork displays needed by the City.
- Art education programs for the community conducted on City property. This should be limited to no more than five percent of the fund's annual budget.
- Administrative costs related to either of the preceding purposes. This should be limited to no more than ten percent of the fund's annual budget.
- No Public Art Fund funds may be used for projects outside of the scope of this plan or allocated to other City Departments for use on projects other than public art.
- The Windsor Heights Public Art program will utilize funds from the Public Art Fund in a manner that fosters fiscal responsibility and sustainability and supports the stability of the program over time.

Funding:

- Eligible developers building in the Windsor Heights city limits should plan to use a percentage of their building overall budget towards public art. 1% of the budget if they plan to coordinate the artwork themselves or .5% if they plan to distribute direct money to the Public Art Fund.
- Windsor Heights Public Art Staff will make efforts to leverage funds for matching grants and other opportunities to maximize the impact and stability of the fund over time.
- It is recommended that Windsor Heights will allocate 5% each year of the annual Cultural and Recreation budget for the City.
- At least 85% of the allocated 5% of Cultural and Recreation funds, along with any donations received, be placed in an art reserve program to work towards funding installations. The other 15% being the education and admin costs operating fund.

Grants:

- Public art, in collaboration with applicable City departments or community partners, should seek grants to help fund projects that support the goals, strategies and measures outlined in the Windsor Heights Public Art Plan.

Private Funding:

- The City should seek funding from individuals, corporations, foundations, or other organizations to support the acquisition or implementation of public art programming and any activities necessary to maintain those programs.
- If a fund is made with the Community Foundation, it is a tax-deductible donation for individuals.



Additional elements that will be included in the next draft once feedback has been received about the initial goals set forth.

program administration & roles

The Windsor Heights Public Art program will be absorbed under the current staffing and administration of the City. Consultants will be hired to manage additional duties specific to the acquisition of art when possible. Additionally, a Public Art Committee will be established consisting of members who are residents, business owners, and City staff.

City & City Council Roles:

City:

- Maintain relationship and communication with the Public Art Committee (PAC). Updating them on City Staff and news, issues, requests, and changes. Liaises between the PAC, other City departments and consultant.
- Organizing and facilitating PAC meetings
- Working with legal to prepare and negotiate contracts
- Convening necessary City staff for technical reviews of art proposals when needed
- Coordinating installations with Consultant and Artists and City departments
- Managing the City's public art catalog, including maintenance and conservation of City-owned public artwork
- Oversee the review of works being considered for deaccession or re-siting
- Ensure all City public art policies and procedures are followed.
- Submit an annual budget work plan to the PAC that included recommendations to the City Manager and Council regarding

public art acquisitions, placement, relocation, and deaccession, public art donations, revisions to Public Art Plan and administrative guidelines.

- Maintenance schedule created
- Art locations and mapping
- Community feedback and serve as a point of contact for inquiries about public art from members of the public.

City Council:

- Reviews and makes the final decision on whether to approve and adopt the Windsor Heights Public Art Plan
- Approves all permanent public art on City-owned property purchased with City funds.
- Approves all permanent public art donation
- Approves the deaccession of works of art
- Approves annual City budget that includes Public Art Funds and other applicable allocations to support the Public Art Plan.

Consultant & Public Art Committee Roles:

Consultant:

- Manage all aspects of commissioning, purchasing, installing and deaccessioning works of art in collaboration with City staff and the PAC. This includes, but is not limited to:
- Project plans for approval
- Managing all Request for Qualifications (RFQs) and Request for Proposals (RFPs) processes for commissioning public art
- Organizing artist responses
- Assist in writing necessary grant applications and managing grant awards to support the mission of the Windsor Heights Public Art Plan.

Public Art Committee:

The PAC consists of 10-15 members appointed by the City Council, with one acting as chair.

- Responsibilities include:
- Review and recommend the Windsor Heights Public Art Plan and any periodic revisions to procedure and guidelines for implementation.
- Analyze new locations and the priority list to create an annual work plan and budget recommended to the City Administrator and City Council.
- Participate in the selection of artists and art pieces through representation on ad hoc art selection panels led by Consultant.
- Meet two times a year to review and make recommendations to the City Administrator and Consultant.

APPENDIX



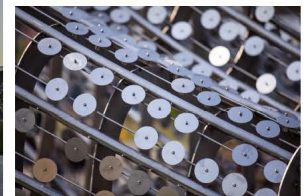
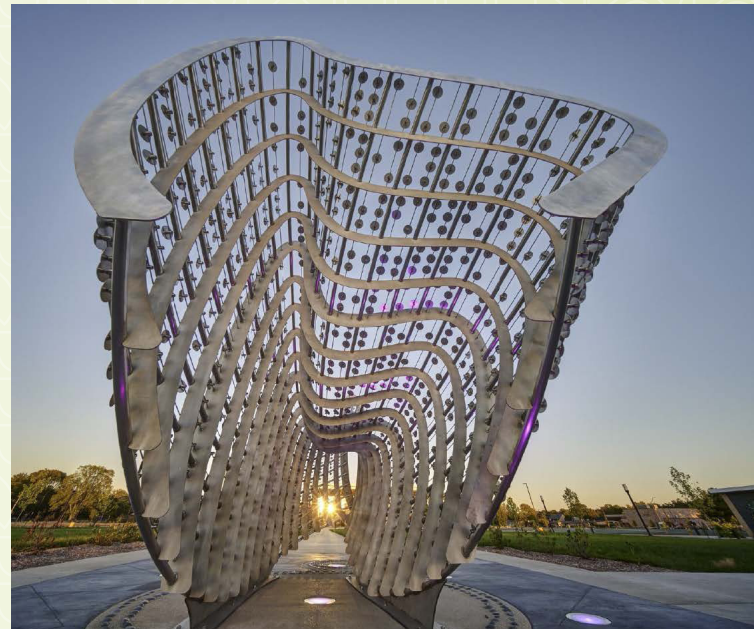


Examples of Local Area Artwork

In order to understand how to budget for future projects, the following three examples show works of different materials, engagement levels, and artists. These projects can give a sense of what to expect within the framework of 2020-2025 pricing, knowing that each year material costs fluctuate. These examples are meant to be a starting point for budget planning, not definitive examples.

Johnston Town Center

- Year completed: 2021
- Artist and title: Reinaldo Correa Studio
- Size: approximately 20' tall by 15' wide
- Completed cost: \$200,000



RoCA Mural

- Year completed: 2024
- Artist and title: Drew Etienne and Thomas Agran
- Size: 40' feet tall by 125' wide.
- Completed cost: \$50,000



Drake University, Griff replica

- Year completed: 2020
- Artist and title: Chris Bennett
- Size: With pedestal 6' tall and 3' wide.
- Completed cost: \$50,000



RECOMMENDED PROCESSES FOR THE PUBLIC ART PROGRAM

Considerations for Commissioning Public Art

1. Create a project scope

- a. The initial step for commissioning public art is to develop a project scope. This scope should include the full overview of the proposed art project and state the intended outcomes to use as a reference point. The project scope should be completed with the City staff and Consultant to ensure that it is following the Public Art Plan and working within the vision and mission of Windsor Heights.
- b. The project scope includes:
 - Location
 - Budget and Funding Sources
 - Goals
 - Artist scope for the RFP/RFQ
 - Artist Eligibility (if a residency is required, etc.)
 - Artist Selection Criteria
 - Schedule
 - Artist Selection Committee named
 - Community Engagement elements, marketing

2. RFP/RFQ Created and Publicized

- a. Based on the project scope an RFP or RFQ will need to be created.

- An RFQ or Request for Qualifications will ask the artists to show past examples of their work.
- An RFP or Request for Proposals will ask the artists for a design for the project, along with the examples of the work. In specific cases a stipend can be offered if the designs are being solicited or for the finalists.
- The RFP or RFQ process can be an open-call or closed-call based on the budget, eligibility for the artists, and the schedule.
- In the RFP or RFQ the following elements are needed: (see further in the Appendix for a RFP example.)
 - Project Summary and Description
 - Art Goals or Criteria
 - Deadline and preferred way to submit applications
 - Site Location Information
 - Budget
 - Artist Eligibility
 - Application Requirements such as images needed, etc.
 - Project Timeline
 - Sources for Additional Information
 - Deadline for questions when applicable

Continued onto next page >>>



3. Review Artist Applications and Select Finalists

- a. The art selection panel will review the applications with the Consultant. During that time they will first review the RFP and goals for the project. Then artwork images and applications will be reviewed to select either the winner or finalists.

4. Community Engagement

- a. Once a finalist is chosen, as the project design is being created and then finalized, meetings with stakeholders may be appropriate. Additionally, media interviews, workshops with residents or students, or an open house may be appropriate as well.

5. Create Artist Agreement

- a. Once the selection panel makes its final recommendation, the design will need to be approved by the City staff and City Council. Once approved, an artist agreement will need to be created between Windsor Heights and the artist(s).

6. Consult and City Monitor Final Design and Fabrication

- a. Once design approvals have been received and an agreement has been signed and put into place, the City and Consultant will disperse payments in accordance

to the schedule and work created by the artist.

- b. The Consultant will continue to work with the artist during the fabrication process to ensure that the schedule is on track between all parties.

7. Oversee Installation and Conclude the Project

- a. Once the artwork has been fabricated, if that is needed off-site, the Consultant will work with both the City and the artist to ensure a smooth installation process. If the work is a sculpture or 3-D element, there will need to be prep work completed beforehand. If the work is a mural, there may also be prep work, but most likely fabrication is not required beforehand.
- b. Once the artwork is installed, the City and Consultant will inspect the final work. Additionally, a maintenance plan will be created with the Artist to ensure that the work is properly cared for.

Considerations for Purchasing Existing Art

In specific instances, a piece of artwork that already exists and is not site-specific may be appropriate to purchase from an artist or gallery.

1. Develop a Project Scope
 - a. Include the same elements outlined in the Process for Commissioning Public Art section above.
2. Establish Selection Committee
 - a. This includes the same process as above.
3. Invite Artists or Galleries to share work
 - a. Through a formal or informal process, the Consultant will reach out to artists, private collections, galleries and curators to have them submit images and information about existing and available artwork for purchase.
 - b. Information submitted from these entities should be:
 - Images
 - Dimensions
 - Price
 - “Hidden” costs such as shipping information, installation information, and maintenance costs.
 - Select the Art

- The art selectional panel should review the artwork in a similar manner to the commissioning process. The consultant will lead the meeting with reviewing all of the submitted artwork and show the variances in cost, etc.
- Purchase artwork and installation
 - The Consultant will work with the City to purchase the artwork and have the site prepped, and installed. In some cases, art handlers or installers outside of the artist may need to be hired and that should be reflected in the overall budget.

Considerations for Accepting Donated Artwork

In specific instances, a piece of artwork that already exists and is not site-specific may be appropriate to purchase from an artist or gallery.



Plan for Maintenance

Establish a maintenance plan to preserve the artwork's integrity over time. Consider the following:

- **Material Assessment:** Identify the materials used and their specific care requirements.
- **Environmental Factors:** Assess the impact of weather, pollution, and other environmental conditions on the artwork.
- **Inspection Schedule:** Create a routine for regular inspections to identify damage or wear early.
- **Cleaning Guidelines:** Develop appropriate cleaning protocols, including approved methods and materials.
- **Repair Procedures:** Plan for professional repairs in case of damage, ensuring consistency with the original design.
- **Vandalism Response:** Establish a strategy for addressing vandalism, including graffiti removal and security enhancements.
- **Funding for Upkeep:** Allocate a portion of the budget for ongoing maintenance and unexpected repairs.
- **Community Involvement:** Encourage local stewardship through volunteer programs or partnerships with local organizations.

Proposal Sample

REQUEST FOR PROPOSAL (EXAMPLE)

PROJECT OVERVIEW

Artwork design for a public mural to be created on an exterior wall of the Community Foundation of Greater Des Moines (CFGDM). The wall for the mural is on the east facing wall of the new addition of the CFGDM expanded campus currently under construction. Estimation of wall is 20' tall by 140' wide. - Estimation of mural is 15-20' tall x 100' long.

DEADLINE

Friday, December 30 at 5:00pm to hello@lizlidgett.com

DESCRIPTION

- Location: 1910 Ingersoll Ave. Des Moines, IA, 50312 on the CFGDM campus building, alongside the east-facing wall.
- Objective: This mural is being commissioned and funded by the Community Foundation of Greater Des Moines (CFGDM) in memory of Monroe Colston. The design should capture the mission and vision of the Community Foundation and the spirit of Monroe Colston. Additional background information is included on the following pages.

TIMELINE

- Deadline for proposals: Friday, December 30 at 5:00 pm
- January: RFP review, artist finalists chosen.
- January/February: Finalists asked to create design for \$500 design stipend. Design selected and meet with Liz Lidgett to go over sketch, information from the client, timeline and budget, interviews with finalists if needed.
- Weather dependent (May/June): Mural completed

PAYMENT

\$25,000—50% to be paid upon starting and 50% within 2 weeks of completion of the mural. This fee includes materials and artist fee. A lift will be provided to the artist.
\$500 stipend to any artist finalists.

TO APPLY

- Email a .PDF to hello@lizlidgett.com including the following information:
 - Your name, phone number, email, and 2 references with contact info
 - A page including artwork photographs and descriptions of your past work, including any mural or large scale work if applicable.
 - A brief bio about you as an artist and your process.
 - A completed sketch will be asked of the artist finalists, with a stipend paid to each finalist for their time.

Current photo of wall (November 2022)



Proposal Sample

BACKGROUND

About the Community Foundation of Greater Des Moines: For over 50 years the Community Foundation has shaped the story of our community by working alongside countless partners to invest in critical needs and exciting opportunities to make Greater Des Moines greater. The Community Foundation's leadership, grantmaking and collaborations welcome new ideas and approaches to solve problems, inspire action and build a vibrant community.

At the core of the Community Foundation is the belief that we are better when we work together.

Grantmaking Impact: Through strategic Leadership Grants, funded by the [Better Together Fund](#), the Community Foundation provides significant funding to projects that strengthen Greater Des Moines by addressing community trends and opportunities. To learn more about recent Leadership Grants, [click here](#).

The Community Foundation's fingerprints can be seen across the Greater Des Moines community. Community assets like Gray's Lake, the Evelyn K. Davis Center for Working Families, the Blank Park Zoo, 80/35 Music Festival, Water Works Park's amenities, and more have been supported by the Community Foundation. Grantmaking also supports critical community services addressing issues like food insecurity, mental health, education and affordable housing. View a list of projects that have been supported through Community Foundation grantmaking [here](#).

Community Leadership: We are a planner, convener and catalyst to address the pressing needs and promising opportunities in our community. We develop partnerships and pool resources with others to create real and sustainable change to make our community not only better together, but better forever. [Click here](#) to watch our Connections with Kristi Knous video series and learn more about our community leadership work.

About Monroe Colston: Monroe Colston was a visionary business leader, a champion for civil rights and the first president of the Community Foundation of Greater Des Moines. Prior to his tenure at the Community Foundation, Monroe served as an executive leader at the Des Moines Chamber of Commerce (now the Greater Des Moines Partnership) and was the real estate commissioner for the State of Iowa. He also served the U.S. Army, the Boy Scouts of America and the U.S. Postal service.

Paving the way for people of color in Iowa, Monroe's family became the first Black family to purchase a home in Urbandale in 1964. He was the founder of Blacks in Management, Inc. and served on numerous boards and commissions, including the Mercy Medical Center Board, Bankers Trust Board (the first African American so elected), Federal Home Loan Bank of Des Moines, the Iowa Lottery Board, Human Services Coordinating Board, Rotary Club of Des Moines, National Alliance of Business, NAACP and the Brain Trust to the Congressional Black Caucus.

Monroe was a consummate gentleman. He was a gentle, yet effective community leader. He respected others and he strongly believed in standing up for what he believed in, even if he was the only one standing, and he encouraged others to do the same. He valued bringing all voices to the table and making connections that led to greater understanding and valuing different perspectives. He was known for bringing differing factions to the together and getting them to work together for a common cause. He knew the world needed to be a better place, and he truly believed he could make it just that through his influence. Learn more about Monroe Colston here: <https://dsmmagazine.com/remembering-monroe-colston/>.

Monroe passed away at the age of 77 in 2011.

His many achievements and accolades include:

- Kappa Man of the Year – 1978
- Who's Who in Black America recognition – 1979
- The first recipient of the Iowa United Negro College Fund's highest honor, the Frederick D. Patterson Award, for long and continuous service to the UNCF – 1989
- Iowa Minority Advocate Award – 1991
- Established the American Institute of Business Monroe Colston Minority Scholarship Fund – 1991
- President of Rotary Club of Des Moines – 1992
- Received the Distinguished Alumni Award from Texas College in Tyler, Texas (UNCF school) – 1993
- Black Child Development Service Award for Youth – 1999
- A. Arthur Davis Community Service Award – 1999
- Iowa African American Hall of Fame Inductee – 2007
- Des Moines Business Record Sage Over 70 – 2011
- Served as a consultant to the U.S. Justice Department during the 1970's and early 1980's as a Conflict Resolution Specialist
- Recipient of the Mary Louise Smith Human Rights Award from the Des Moines Civil and Human Rights Commission

ACKNOWLEDGEMENTS

A special thank you to those individuals who have contributed to the creation of the Windsor Heights Public Art Plan.

City Council:

Mayor Mike Jones

Lauren Campbell

Threase Harms

Joseph Jones

Micheal Libbie

Susan Skeries

City Staff:

Adam Plagge, *City Administrator*

Adam Strait, *City Clerk*

Art Program Consultant:

Liz Lidgett

Additional Thank Yous:

- Chaden Halfhill
- All focus group attendees
- All survey respondents





WINDSOR
HEIGHTS
the heart of it all

WH

Windsor Heights

the heart of it all

Adam Plagge, City Administrator for Windsor Heights | aplague@windsorheights.org

Communications Committee Minutes

City Hall Conference Room Tuesday, August 26 at 9AM

Committee Members Present: Adam Strait, Adam Plagge, Threase Harms, Kurt Bowermaster, Michael Libbie

Guests: LeAnn Thongvanh, Brian Sheriff

Public Art Plan - Mural

LeAnn Thongvanh, owner of Dinner Dispatch, and Brian Sheriff from Colby Interests were in attendance to discuss the mural as it the proposed location of 6857 University Ave is owned by Colby and will be leased by Dinner Dispatch.

Brian shared that the Colby Interest Trustees were supportive of the mural and would provide the wall space without further financial donations. He had not discussed the under awning portion of the project, but would share it at the next Trustees meeting, which will be the 2nd Tuesday in September. He will provide the City an update after this date.

The committee, along with LeAnn and Brian, were supportive of moving forward with a RFQ. The committee wanted the RFQ's to include the following keywords to help garner responses from artists that align with the committee's desired mural theme.

- Playful
- Uplifting
- Heart of It All
- Interactive Photo Opportunities
- Non-Controversial or Political
- Nature
- Colby Park

The City provided the following, now updated with additional recently received detail, estimates for the cost of the project citing grant opportunities and funds from the disbanded Keeping Windsor Heights Beautiful group to fund the project.

West Wall (approx. 75 x 14ft)

(1,050 sq.ft.)

- \$40-\$45/ sq.ft. (high end/gallery pricing) \$42,000 - \$ 47,000
- \$30-\$35/ sq.ft. (mid level pricing) \$31,500 -\$ 36,750
- \$20-25/ sq.ft. (lower end pricing) \$21,000 - \$26,250

Under Awning (approx. 8ft x 160ft)

(1,300 sq.ft.)

- \$40-\$45/ sq.ft. (high end/gallery pricing) \$52,000 - \$58,500
- \$30-\$35/ sq.ft. (mid level pricing) \$39,000 - \$45,500
- \$20-25/ sq.ft. (lower end pricing) \$26,000 - \$32,500

Total for both projects would probably cost at the low end \$47,000 - \$105,500 at the high end. Pricing also depends on the detail level of the mural.

Other aspects to consider:

- Design Fee (\$500-\$750)
- UV Protective Coat (\$500 - \$750)
- Wall Prep, Primer/Cement block filler Primer(for brick) (\$500 - \$1000)
- Surface to be painted - brick is a little more difficult so it would probably cost a few dollars more per Square foot. Brick may also need to be painted with stain as opposed to exterior paint.
- Scissor Lift/ Scaffolding (\$300-\$1000)

Brian asked for a mural prep list that Colby Interest maintenance could start on to help lower costs of the project. The City agreed to supply one.

Staff will prepare a RFQ for council consideration on September 15th

Strategic Communications Plan

Staff talked through the draft update of the strategic communications plan highlighting the following items:

1. Strengths and weaknesses of current communications commented on in the plan.
2. Upcoming requirements to ensure online information is reasonable to those with visual impairment.
3. Plans to utilize software to periodically check for dead links within the website.
4. Recent steps and additional plans to create and share communications templates to allow for unified style and to rapidly provide information in emergency situations.
5. Enhancements to the city calendar to ensure all events are assessable to the public.

The Committee voiced support for adopting the draft plan and discussed provided [analytics](#) regarding top viewed pages within the website.

Resolution No. 2025-73

A RESOLUTION AUTHORIZING THE CITY OF WINDSOR HEIGHTS TO SUBMIT AN APPLICATION FOR FUNDING FROM BRAVO FOR THE PARTIAL FUNDING OF THE CONSTRUCTION OF A PUBLIC ART MURAL AND FURTHER APPROVING THE APPLICATION WHICH OBLIGATES THE CITY OF WINDSOR HEIGHTS TO MATCHING FUNDS FOR THE CONSTRUCTION OF SAID PROJECT

Whereas, the CITY OF WINDSOR HEIGHTS is a full member of BRAVO; and

Whereas, the BRAVO public art grants provides funding to local jurisdictions for the construction of eligible projects; and

Whereas, the program is administered by BRAVO which prioritizes and ranks all project applications; and

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

The CITY COUNCIL supports and approves an application BRAVO funding of a public art mural.

The CITY COUNCIL hereby commits to the CITY OF WINDSOR HEIGHTS matching monies up to \$40,000 for the completion of the public art mural.

The CITY ADMINISTRATOR or designated staff member in his/her absence is hereby authorized to apply for and execute the application on behalf of the CITY COUNCIL OF WINDSOR HEIGHTS.

Passed and Approved on this 15th day of September 2025.

Mike Jones, Mayor

Adam Strait, City Clerk



**STAFF REPORT
CITY COUNCIL**

September 15, 2025

TO: CITY COUNCIL
FROM: Mike Jones, Mayor

SUBJECT: Consideration of City Administrator Evaluation Process

GENERAL INFORMATION

The current City Administrator contract provides in part that: The City Administrator and elected officials will work together to create performance goals for the City Administrator to accomplish as follows:

...

- b) The City Council will annually review the performance of the City Administrator subject to a process, form, criteria and format for evaluation which will be mutually agreed upon by the City Council and the City Administrator;
- c) At a minimum, the process will include: (1) a written evaluation; (2) meet and discuss the evaluation and (3) present a written summary of the evaluation results—the final written evaluation should be completed and delivered to the City Administrator, within forty-five (45) days of the evaluation meeting; and
- d) Upon a satisfactory annual evaluation, the City Administrator will be eligible for compensation adjustments.

With the City Administrator's official hire date being August 14th, 2023, the evaluation process should be "near" that date. As in years past, the process may include the following steps:

- Evaluation instrument approved by Council.
- Year-End Report of Accomplishments and Self-Evaluation Completed by the City Administrator.
- Evaluation forms completed by Council and turned into appointed Councilor or Mayor.
- Evaluation results are averaged and reviewed with the Administrator in closed session.
- Council meets in regular session to accept the results of the evaluation and approve any changes in compensation/benefits commensurate with the performance evaluation outcome.

In 2022, Council approved the attached Evaluation Instrument and the City Administrator completed a year-end report and self-evaluation. The Council appointed a Councilor as a single

point of contact to receive and compile the completed evaluation forms, which were consolidated, provided to Council and aided in developing performance goals. Individual meetings were held between the Mayor/Councilors and City Administrator and finally, Council and the City Administrator met in closed session to discuss the evaluation results and decide on compensation/benefit changes. If Council desires, they may adopt the same process and use the following timeline:

September 15, 2025 – Evaluation forms distributed to Council.

September 19, 2025 - Year-end report and self-evaluation due to Council from Administrator.

September 29, 2025 – Completed evaluation forms due to appointed Councilor/Mayor.

October 7, 2025 – Evaluation results shared with City Administrator and Council as a whole. Develop performance goals for next year.

October 8, 2025 – October 17, 2025 – Individual meetings between Mayor/Councilors and City Administrator (if desired).

October 20, 2025 – Council and Administrator to meet in closed session to discuss performance evaluation results, decide on compensation/benefit changes (if any), convene in open session to formally accept results.

SUMMARY

Council should decide upon the process used to evaluate the City Administrator and assuming the 2022 process is acceptable, appoint a central point of contact for the collection of evaluation forms and adopt the evaluation timeline.

ATTACHMENTS

1. City Administrator Evaluation Instrument



City of Windsor Heights, Iowa

Performance Evaluation Form

Employee Name: _____ Evaluator's Name: _____
 Title: _____ Title: _____
 Hire Date: _____ Evaluation Date: _____
 Prior Evaluation Date: _____

Rating Standards

Not Applicable (NA). The employee is not required to perform in a specific rating factor, and it cannot be measured.

Improvement Needed (IN). Work performance does not consistently meet the standards of performance for the position. Close supervision, guidance, and direction is often needed. Considerable effort is needed to improve performance.

Meets Expectations (ME). Work performance consistently meets the standards of performance for the position. Achievement is at a level normally expected for an individual in the job.

Exceeds Expectations (EE). Work performance is consistently above the standard of performance for the position. Individuals with solid experience and well-developed skills usually achieve this level.

Criteria

Note: (LY) represents the score the Administrator received in the respective category last year.

I. **Quality of Work** *(Manner in which the employee completes job assignments)*

LY	NA	IN	ME	EE	Criteria
					Accuracy and Precision
					Thoroughness and Neatness
					Reliability and Punctuality
					Timely Response to Requests for Service from Citizens
					Timely Follow Through / Follow Up to Mayor and Council
					Judgment / Decision Making

II. **Interpersonal Skills** *(Effectiveness of the employee's interactions with others and as a team participant)*

LY	NA	IN	ME	EE	Criteria
					Works to maintain relationships with elected officials, citizens and employees
					Prioritizes communication with the community to adequately share information and maintain transparency

					Represents the City at community events and activities
					Encourages/Respects Diverse Opinions, Options and Creative Ideas
					Develops Positive Working Relationships

III. Relations With Members of the Elected Body

LY	NA	IN	ME	EE	Criteria
					Carries out directives of the body as a whole as opposed to those of any one member or minority group
					Sets meeting agendas that reflect the guidance of the elected body and avoids unnecessary involvement in administrative actions
					Disseminates complete and accurate information equally to all members in a timely manner
					Assists by facilitating decision making without usurping authority
					Responds well to requests, advice and constructive criticism

IV. Communication Skills *(With Council, residents and staff)*

LY	NA	IN	ME	EE	Criteria
					Writing (Clear, Concise and Grammatically Correct)
					Oral (Clear, Concise and Grammatically Correct)
					Active Listener (Consistent Eye Contact, Inquisitive, Thankful and Reinforces Need for Input)
					Shares Information Willingly
					Use of Tact
					Timely Updates to Council, Staff and Residents
					Enthusiasm for the Job/City

V. Approach to Work

LY	NA	IN	ME	EE	Criteria
					Demonstrates Initiative/Self-Starter
					Organized and Detailed
					Seeks Methods to Increase Efficiency/Effectiveness of the Organization
					Proactive, Anticipating Obstacles, Prepares for "What-Ifs"
					Professionalism

VI. Organizational Management

LY	NA	IN	ME	EE	Criteria
					Recruits and retains competent personnel for staff positions
					Applies an appropriate level of supervision to improve areas of need
					Stays informed and appropriately concerned about employee relations
					Manages the compensation and benefits plan professionally
					Presents initiatives for improving the quality and efficiency of services
					Investigates the use of technology for improving services and reducing costs
					Ensures diligent management of City projects
					Implements cross-training opportunities when possible

VII. Fiscal Management

LY	NA	IN	ME	EE	Criteria
					Prepares a balanced budget to provide services at a level directed by Council
					Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
					Prepares a budget and budgetary recommendations in an intelligent and accessible format
					Ensures that actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
					Monitors and manages fiscal activities of the organization appropriately

VIII. Leadership

LY	NA	IN	ME	EE	Criteria
					Encourages organizational improvement
					Addresses problems with professionalism and quality decision-making
					Anticipates Problems and Responds Appropriately
					Keeps Abreast of Current Trends, Innovation, Cost Lowering Strategies
					Meets with and listens to members of the community to discuss their concerns, and strives to understand their interests
					Sets High Performance Standards for Self and Staff
					Works to implement the vision of the Council and adopted annual goals & objectives

IX. Community

LY	NA	IN	ME	EE	Criteria
					Shares responsibility for addressing the difficult issues facing the community
					Avoids unnecessary controversy
					Actively participates with community partners to pursue shared goals
					Helps the Council address future needs and develop plans to address long-term trends
					Cooperates with other government agencies

Summary

LY	NA	IN	ME	EE	Criteria
					I. Quality of Work
					II. Interpersonal Skills
					III. Relations With Members of the Elected Body
					IV. Communication Skills
					V. Approach to Work
					VI. Management Skills
					VII. Fiscal Management
					VIII. Leadership
					IX. Community
					Overall

Comments:

Proposed Goals for FY26:



STAFF REPORT
CITY COUNCIL
September 15, 2025

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of the 3rd Reading of Ordinance 2025-02 - An Ordinance Amending Chapters 166, 168, 172, 175, and 179 of the Code of Ordinances for the City of Windsor Heights, With Regard to Accessory Dwelling Units and General Amendments; and to Adopt and Publish

GENERAL INFORMATION

No public comment has been received.

ATTACHMENTS

1. 25.02 Accessory Dwelling Units and General Amendments

ORDINANCE NO. 2025-02

AN ORDINANCE AMENDING CHAPTERS 166, 168, 172, 175, AND 179 OF THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS, WITH REGARD TO ACCESSORY DWELLING UNITS AND GENERAL AMENDMENTS

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 of Windsor Heights Planning and Zoning Commission held a public hearing on June 25, 2025 and recommended that the City Council approve the amendments; and

WHEREAS, the City Council deems it necessary to adopt this ordinance to align accessory dwelling units language with State law and general amendments conformance and ease of use for city staff, developers, and residents alike; and

WHEREAS, the City Council of the City of Windsor Heights do hereby find and declare that the amendments will protect and preserve the rights, privileges and property of the City of Windsor Heights and its residents, business owners, and staff.

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 Chapters 166, 168, 172, 175, and 179 of the City Code is to align accessory dwelling units language with State law and general amendments conformance and ease of use for city staff, developers, and residents alike.

SECTION 2. Revised. Revised Chapters 166, 168, 172, 175, and 179, as follows:

Chapter 166 Zoning Code – Definitions

188. “Residential” means the use of a site for one or more dwelling units.

- a. “Residential, Single-Family Detached” means a single-family residential use in which one dwelling unit is located on a single lot, with no physical or structural connection to any other dwelling unit.
- b. “Residential, Townhomes” means a townhome residential use with six or more units, in which the dwelling units have a common wall with or abutting one or more adjacent dwelling units in a townhouse structure, with its own front and rear access to the outside, and neither above nor below any other dwelling unit.
- c. “Residential, Accessory Dwelling Unit” means ~~a non-principal dwelling unit that is separate from the principal dwelling.~~ **an additional, non-principal residential dwelling unit located on the same lot as a single-family residence that is either attached or detached from the single-family residence.**

- d. “Residential, Duplex” means a residential use with two dwelling units contained within the same structure. Units do not have to contain a common wall and may be above or below each other.
- e. “Residential, Multi-Family” means a residential use with more than three units on a single lot in which all units do not contain at least one common wall with another unit. Units do not have to contain a common wall and may be above or below each other. Also known as Residential, Multiple-Family.
- f. “Residential, Downtown” means the use of upper levels above the street level of a building within the Urban Center District of the City for single- or multiple-family residential uses.

Chapter 168 Zoning Code – Zoning District Regulations

168.02 Establishment of Districts.

The following base districts and overlay districts are hereby established. Table 168.08-01 displays the purposes of these districts.

<u>BASE ZONING DISTRICT</u>	<u>DISTRICT NAME</u>
R-1	Low Intensity Residential District
R-2	Urban Family Residential District
R-3	Multiple-Family Residential District
MH	Mobile Home Residential District
CC	Community Commercial District
UC	Urban Center District
LI	Limited Industrial District
<u>OVERLAY DISTRICT</u>	<u>DISTRICT NAME</u>
PUD	Planned Unit Development Overlay District
F	Floodplain/Floodway Overlay District

168.04 Development Regulations.

For each Zoning District: Purposes are set forth in Table 168.08-01; uses permitted are set forth in Table 168.08-02; and site development regulations are presented in Table 168.08-03. Supplemental regulations may affect specific land uses or development regulations in each zoning district. The applicable supplemental regulations are noted in Table 168.08-02.

Table 168.08-01: Purposes of Zoning Districts

Only change/update is to the title of the table.

Table 168.08-02: Permitted Uses by Zoning District

Use Types	R-1	R-2	R-3	MH	CC	UC	LI
-----------	-----	-----	-----	----	----	----	----

Residential, Accessory Dwelling Unit	CP	P	P	P		P	
--------------------------------------	----	---	---	---	--	---	--

Table 168.08-03 – Summary of Site Development Regulations

Regulator	R-1	R-2	R-3	MH
Minimum Lot Area (square feet)	7,200	7,200	7,200	See Section <u>1721.02</u>
Minimum Lot Width (feet)	50	50	50	See Section <u>1721.02</u>
Minimum Yards <u>Setbacks</u> (Feet)				
Front Yard <u>Setback</u>	25	25	25	See Section <u>1721.02</u>
Street Side Yard <u>Setback</u>	25	25	25	See Section <u>1721.02</u>
Interior Side Yard <u>Setback</u>	5	5	5	See Section <u>1721.02</u>
Rear Yard <u>Setback</u>	15	15	15	See Section <u>1721.02</u>
Maximum Height (feet)				
Main Building	35	35	35	See Section <u>1721.02</u>
Accessory Building	25	25	25	See Section <u>1721.02</u>

				<u>1721.0</u> <u>2</u>
Maximum Building Coverage	40%	50%	50%	See Section <u>1721.0</u> <u>2</u>
Maximum Impervious Coverage	65%	65%	65%	50%
Maximum Residential Units Per Acre (du/ac)	7.5	10	20	20
Lighting Zone	LZ-1	LZ-1	LZ-2	LZ-2

Chapter 172 Zoning Code – Supplemental Site Development Regulations

172.05 Maximum Permitted Sound Levels Adjacent to Residential Zoning Districts.

Table 171.056-01 displays the maximum permitted sound levels that may be generated by uses in the CC, UC, or LI zoning districts where adjacent to residential zoning districts. All measurements shall be taken at or within the boundary between the originating district and the adjacent residential zoning district with a sound level meter meeting American National Standards Institute (ANSI) specifications for a Type II or better general purpose sound level meter. The A-weighted response shall be used.

Table 172.05-01 – Maximum Permitted Sound Levels At Residential Boundaries

Originating Zoning District	Time	Maximum One Hour LEQ* (dBA)
CC, UC	7:00 a.m. – 10:00 p.m.	60
	10:00 p.m. – 7:00 a.m.	50
LI	7:00 a.m. – 10:00 p.m.	65
	10:00 p.m. – 7:00 a.m.	50
*LEQ (or equivalent continuous sound level) is the constant sound level that, in a given situation and time period, conveys the same sound energy as the actual time-varying A-weighted sound. It is the average sound level and accurately portrays the sound the human ear actually hears.		

Only change/update is to the title of the table.

172.06 Accessory Uses

1. Home-Based Businesses; Home Occupations. Each home-based business shall register with the City, on a form established by the Zoning Administrator. Home-based businesses and home occupations are permitted as an accessory use in residential units subject to the following conditions:

a. External Effects.

- A. There shall be no change in the exterior appearance of the building or premises housing the home occupation other than signage permitted within this section.
- B. No noise, odors, bright lights, electronic interference, storage, or other external effects attributable to the home occupation shall be noticeable from any adjacent property or public right-of-way.
- C. A home occupation that is run within a detached accessory building shall be approved by the Board of Adjustment in accordance with these zoning regulations. All “external effects” criteria in subparagraphs (1), (2), (4), (5), and (6) of this paragraph A are applicable for the detached accessory building. Signage is not allowed upon the detached accessory building.
- D. Mechanical or electrical equipment supporting the home occupation shall be limited to that which is self-contained within the structure and normally used for office, domestic or household purposes.
- E. No outdoor storage of materials or equipment used in the home occupation shall be permitted, other than motor vehicles used by the owner to conduct the occupation. Parking or storage of heavy commercial vehicles to conduct the home occupation is prohibited.
- F. No home occupation shall discharge into any sewer, drainage way, or the ground any material which is radioactive, poisonous, detrimental to normal sewer plant operation, or corrosive to sewer pipes and installations.

b. Employees. The home occupation shall employ no more than one full time or part time employee on site other than the residents of the dwelling unit.

c. Extent of Use. For all residential zoning districts, a maximum of 30% of the floor area of the dwelling may be devoted or used for a home based business/home occupation, inclusive of any attached garage or detached accessory buildings used for the home occupation.

d. Signage. Signage designating the home occupation shall be consistent with regulations for zoning districts set forth in Chapter 175 of this Zoning Code.

e. Traffic Generation.

- a. Delivery or service by commercial vehicles or trucks over ten tons gross empty weight is prohibited for any home-based business located on a local street.

f. Nuisance. No home occupation shall be noxious, offensive, or hazardous due to vehicular traffic generation or emission of noise, vibration, smoke, dust or other particulate matter, odorous matter, heat, humidity, glare, refuse, radiation, or other objectionable emissions that would cause an adverse impact on the neighborhood, as determined by the zoning administrator.

2. Accessory Dwelling Units (ADU). Each ADU shall go through the Site Plan review process to confirm conformity with the City of Windsor Heights Zoning Code. ADUs are a permitted accessory use on all single-family residential lots. The following standards are applied to the ADUs:

- a. An ADU shall not exceed one thousand (1,000) square feet or 50% of the square footage of the Single-Family residence on the property, whichever is larger.
- b. Any manufactured home that is being utilized on a property must meet all standards of the City of Windsor Heights Zoning Code pertaining to ADUs, converted to Real Property by being placed on a permanent foundation.
- c. If the ADU is intended to be a rental property, it must be registered as a rental property with the City of Windsor Heights and go through the appropriate inspections as per the Rental Property City Code.
- d. If utilities to the ADU can't be provided in their entirety from the existing utilities on the lot with the single-family residence, then a new set of utility connections is required for the ADU.
- e. If the ADU is attached and/or connected to the principal structure and/or single-family residential dwelling unit on the property, then it is required to have a connecting doorway between the ADU and principal structure that does not go outside either structure.
- f. The maximum number of ADUs permitted on any lot is one (1).

172.07 Accessory Structures

1. Accessory structures are enclosed, covered, or walled structures that are customarily incidental and subordinate to the principal use or structure. The accessory buildings and structures include free standing garages, trash enclosures, sheds, play structures, underground shelters, accessory dwelling units (detached), and above-ground and in-ground pools and hot tubs.
2. Standards.
 - a. Construction. No accessory structure shall be constructed upon a lot until the construction of the principal building has been commenced, and no accessory structure shall be used if the principal building has not completed construction within a 2 year period.
 - b. Setback. Structures shall maintain a minimum distance of five feet from any lot lines, alley lines, and adjoining lots.
 - A. Must have a greater front yard setback than the primary structure.
 - B. Accessory Dwelling Unit (ADU) structures will conform to the setbacks of the Single-Family Residential dwelling units within their respective Zoning District instead of the Accessory Structure setbacks established in 172.07(2)(b).
 - c. Height. All structures shall have a maximum height of 25 feet.
 - d. Zoning. Must comply with all underlying standards set forth in Chapter 168.
 - e. Exempt Structures.
 - A. Unwalled structures under 120 square feet in size and under 15 feet in height.
 1. This does not include carports or concrete slabs.
 - B. Accessory Dwelling Unit (ADU) structures are exempt from the Height Maximum of Accessory Structures and will conform to the Height

Maximum provided for Single-Family Residential dwelling units within their respective Zoning District.

172.15 Parkland Dedication.

No Table Title → *Table 172.15-01 Average Individuals Estimated Per Land Use Unit Type*

Land Use Type (Unit)	Individuals Per Residential Living Unit
Dwelling, Single-Unit	2.5 Individuals
Dwelling; Two, Three, or Four Unit; Townhouse,	2.0 Individuals
Dwelling; Apartment or Live-Work Unit	1.5 Individuals
Manufactured or Mobile Home	1.5 Individuals

Only change/update is to the title of the table.

Chapter 175 Zoning Code – Sign Regulations

Table 175.09-04 – Permitted Signs by Numbers, Dimensions, and Locations

Zoning District:		R-1 R-2	R-3 MH	CC UC	LI
	Detached Signs				
Number Permitted Per Premises		1	1	NA	NA
Maximum Size* (square feet)		8	32	90	90
Maximum Height (feet) of Structure Above Ground		10	10	10	10
Front Yard Setback (feet)		5	5	10	0
Side Yard Setback (feet)		10	10	5	0
	Attached Signs				
Maximum Size* (square feet)		8	32	150	200
		* For those uses only permitted a sufficient maximum sign area in Table 175.09-03-3			

Chapter 179 Zoning Code – Board of Adjustments

179.04 Powers.

The Board of Adjustment shall have the following powers:

1. To hear and decide appeals where it is alleged there is an error in any order, requirement, decision or determination made by the Administrator in the enforcement of this ordinance.

2. To grant a variation from the terms of this ordinance; provided, however, that all variations granted under this clause shall be in harmony with the intent of this ordinance and the applicable State Statute Iowa Code Section 414. In granting approval or conditional approval of a variance, the Board of Adjustment shall prepare written findings of fact that all of the conditions below apply to the application:
 - A. Special Circumstances. Special circumstances exist relating to the physical character of the property that are peculiar to the property and that do not apply generally to other properties in the same zoning district. And these circumstances are not of so general or recurrent a nature as to make it practical to provide, in the form of an amendment to this ordinance, a general rule to cover them.
 - B. ~~Hardship or~~ Practical Difficulties. Because of these special circumstances, the literal application of the provisions of this ordinance would, without a variance, result in unnecessary ~~and undue hardship or~~ practical difficulties for the applicant, as distinguished from mere inconvenience.
 - C. Not Resulting from Applicant Action. The special circumstances and either practical difficulties or hardship that are the basis for the variance have not resulted from any act, undertaken subsequent to the adoption of this ordinance or any applicable amendment thereto, of any party with a present interest in the property.
 - D. Reasonable Use and Return. Without the requested variance, the property cannot yield a reasonable return, or cannot be reasonably used consistent with the intent of the zoning district and the use of other properties therein, but the purpose of the variance is not otherwise to increase the return from the property or to confer special privileges not ordinarily enjoyed by other properties in the same district.
 - E. Not Alter Local Character. The variance will not alter the essential character of the locality or substantially impair public safety or welfare or property values in the area.
 - F. Minimum Variance Needed. The variance approved is the minimum required to allow reasonable use and enjoyment of the property.
3. In granting any variance, the Board of Adjustment may prescribe appropriate conditions and safeguards in conformity with this ordinance. Violation of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of this ordinance and punishable under this ordinance. Under no circumstances shall the Board of Adjustment grant a variance to allow a use not permissible under the terms of this ordinance in the district involved, or any use expressly or by implication prohibited by the terms of this ordinance in said district.
4. No nonconforming use of neighboring lands, structures, or buildings in the same district and no permitted or nonconforming use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.

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 15th day of September, 2025.

1st Reading: August 4, 2025

2nd Reading: August 18, 2025

3rd Reading: September 15, 2025

Publish Date:

Mike Jones, Mayor

(SEAL)

ATTEST:

Adam Strait, City Clerk



STAFF REPORT
CITY COUNCIL
September 15, 2025

TO: CITY COUNCIL

FROM:

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

GENERAL INFORMATION

ATTACHMENTS

None



STAFF REPORT
CITY COUNCIL
September 15, 2025

TO: CITY COUNCIL
FROM: Mike Jones, Mayor

SUBJECT: Mayor's Report

GENERAL INFORMATION

ATTACHMENTS

1. Mayor's Report 9-9-2025



MAYOR'S REPORT

July 2nd, 2025 – September 9th, 2025

- It was a slow couple of months, as many of the committees that I sit on, including the Des Moines MPO and Metropolitan Advisory Committee, did not have meetings in July.
- On July 9th, 2025 I attended the Mid Iowa Association of Local Governments (MIALG – Mayors Meeting) at Gilroy's in West Des Moines. We discussed a number of topics including housing, local elections and the Legislature.
- I received nothing but positive feedback from our July newsletter piece on the Tree of Heaven. A number of residents emailed asking how they could “raise awareness” for their neighbors, to encourage them to take action on trees on their property.
- On July 18th I sat down with an Iowa State student who was working with the Iowa Wildlife Federation as they are conducting a study to get the perspectives of elected city officials on wildlife in Iowa's cities. I obviously had strong feelings on deer.
- Congratulations to Dinner Dispatch for being named as part of the Scale DSM business accelerator program through the Greater Des Moines Partnership. Also, congratulations on moving into their new space.
- Some time ago I reached out to Amanda Wanke to gather some information about the growth of DART over the past decade. Basically, I found that the population of Polk County had increased by 74,615 from 2010-2023 but there were 86,000 more registered vehicles in the County in that same timeframe. So, the number of registered vehicles in the County is outpacing the number of people living here. Amanda gave me a couple of stats including:
 - When we compare expense growth to inflation just in the last four years when inflation has averaged 5%, expense growth has not kept pace since 2022 (averaging 4%). She did note that there were a few years where expense growth did outpace inflation, such as when they opened the Central Station.
 - DART's fleet size has reduced from 158 buses in 2010 to 141 today.
 - Since 2009 the population in the region has grown 29% and DART's hours of service have grown 1%. And they will be cut next year.
- There was an article in the Des Moines Register about the Community Crate.
<https://www.desmoinesregister.com/story/opinion/columnists/iowa-view/2025/07/27/exposing-the-myths-used-to-justify-ignoring-iowans-in-need-opinion/85349013007/>
- I was out of the State the first week of August and thus missed our meeting.

- I exchanged a number of emails with a property owner in-town who was having some issues getting their property inspected. It was resolved and seems like there will be a more streamlined process going forward.
- Attended MIALG on August 13th at Fresko and heard from Debi Durham, Director of Iowa Economic Development.
- Attended the Polk County Emergency Management meeting along with Chief Roth on August 20th. The primary point of discussion was how they were going to make up some funding gaps in the future. The proposal was through the County. The County representative there did not seem pleased.
- On August 21st I attended the MPO Policy Committee meeting. One of the most crucial parts of that meeting is the ongoing discussion about delaying funding of STBG and TAP funds by one year. This is being proposed for this year and then there will be a discussion about whether or not STBG funding should be awarded on an every other year basis.
- On August 23rd I volunteered from 5:00 PM – 9:00 PM at the World Food & Music Festival by checking people's IDs and making sure they had wristbands before ordering alcohol. Talk about an experience.
- We got a number of requests for patching on 70th Street that were quickly followed up on by public works. 73rd Street being closed has done a number on 70th Street, which was to be expected.
- I attended the elected official workshop on Zoom along with Susan for Reimagine DART on September 3rd. I am pleased with what has been proposed with the exception of the elimination of airport service.
- I attended the MPO Executive Committee meeting on September 4th. Perhaps the most informative thing to come out of that meeting was the report on the Regional Trail Pavement, seen here: <https://storymaps.arcgis.com/stories/ad101b1ccb484a8aaa8397cf194d3053>
- On September 9th Councilor Harms and I attended the MAC meeting where we heard from Elliot Anderson and received an extremely abridged version of the Central Iowa Source Water Research Assessment (CISWRA) Scientific Assessment of Source Water Research Report. There was discussion about everyone taking stock of what they are doing in their communities to improve stormwater/water quality. There was also discussion about universal regulations for e-bikes and motorized scooters.



**STAFF REPORT
CITY COUNCIL**

September 15, 2025

TO: CITY COUNCIL
FROM: Adam Strait, City Clerk
SUBJECT: Code Review Update

GENERAL INFORMATION

The final redline edits of the City Code review are progressing steadily. The current focus is on Chapters 101–163 and 178–185. These represent the final chapters under review in this process. Please note that this effort does not include the Zoning Code (Chapters 165–177), which will remain outside the scope of the current review.

Project Timeline

- **Week of September 15:** City staff will conduct an internal review of the redline edits to ensure accuracy, confirm incorporation of partner feedback, and verify alignment with current practices. Staff will also coordinate with the City Attorney to finalize these redlines.
- **October 20:** Redline edits will be presented to the City Council for review and feedback.
- **October 21–24:** Staff will incorporate any final revisions identified during Council discussion and forward the document to Simmering Cory for preparation of a consolidated draft code reflecting all approved changes.
- **Date TBD:** The next phase will depend on the efficiency of Simmering Cory in producing the draft code. Once received, the City will complete a final proof and address any questions or issues that arise during Simmering Cory's drafting process. Upon completion of the final proof, the adoption process will begin. The current target for final adoption is early 2026.

Acknowledgments

I am pleased to report that we are approaching the conclusion of this significant undertaking. I extend my sincere appreciation to City staff, Bolton & Menk, and Safe Building for their dedicated contributions throughout this process.

Next Steps and Strategic Plan

As part of this project, I will be drafting a strategic plan to ensure the City Code remains current and responsive to future needs. During this review, we identified several sections of the Code that had become outdated. The forthcoming plan will emphasize:

1. Proactive monitoring of state legislative changes that affect local government ordinances.
2. Regular evaluation of ordinances in peer metro communities to maintain consistency and cohesion across the region.

This approach will help ensure the Windsor Heights City Code remains a strong, up-to-date resource that supports effective governance and reflects best practices across the metro area.

ATTACHMENTS

None



STAFF REPORT
CITY COUNCIL
September 15, 2025

TO: CITY COUNCIL

FROM:

SUBJECT: August 26th Communications and Public Art Committee Minutes

GENERAL INFORMATION

ATTACHMENTS

1. Communications Committee Minutes August 2025

Communications Committee Minutes

City Hall Conference Room Tuesday, August 26 at 9AM

Committee Members Present: Adam Strait, Adam Plagge, Threase Harms, Kurt Bowermaster, Michael Libbie

Guests: LeAnn Thongvanh, Brian Sheriff

Public Art Plan - Mural

LeAnn Thongvanh, owner of Dinner Dispatch, and Brian Sheriff from Colby Interests were in attendance to discuss the mural as it the proposed location of 6857 University Ave is owned by Colby and will be leased by Dinner Dispatch.

Brian shared that the Colby Interest Trustees were supportive of the mural and would provide the wall space without further financial donations. He had not discussed the under awning portion of the project, but would share it at the next Trustees meeting, which will be the 2nd Tuesday in September. He will provide the City an update after this date.

The committee, along with LeAnn and Brian, were supportive of moving forward with a RFQ. The committee wanted the RFQ's to include the following keywords to help garner responses from artists that align with the committee's desired mural theme.

- Playful
- Uplifting
- Heart of It All
- Interactive Photo Opportunities
- Non-Controversial or Political
- Nature
- Colby Park

The City provided the following, now updated with additional recently received detail, estimates for the cost of the project citing grant opportunities and funds from the disbanded Keeping Windsor Heights Beautiful group to fund the project.

West Wall (approx. 75 x 14ft)

(1,050 sq.ft.)

- \$40-\$45/ sq.ft. (high end/gallery pricing) \$42,000 - \$ 47,000
- \$30-\$35/ sq.ft. (mid level pricing) \$31,500 -\$ 36,750
- \$20-25/ sq.ft. (lower end pricing) \$21,000 - \$26,250

Under Awning (approx. 8ft x 160ft)

(1,300 sq.ft.)

- \$40-\$45/ sq.ft. (high end/gallery pricing) \$52,000 - \$58,500
- \$30-\$35/ sq.ft. (mid level pricing) \$39,000 - \$45,500
- \$20-25/ sq.ft. (lower end pricing) \$26,000 - \$32,500

Total for both projects would probably cost at the low end \$47,000 - \$105,500 at the high end. Pricing also depends on the detail level of the mural.

Other aspects to consider:

- Design Fee (\$500-\$750)
- UV Protective Coat (\$500 - \$750)
- Wall Prep, Primer/Cement block filler Primer(for brick) (\$500 - \$1000)
- Surface to be painted - brick is a little more difficult so it would probably cost a few dollars more per Square foot. Brick may also need to be painted with stain as opposed to exterior paint.
- Scissor Lift/ Scaffolding (\$300-\$1000)

Brian asked for a mural prep list that Colby Interest maintenance could start on to help lower costs of the project. The City agreed to supply one.

Staff will prepare a RFQ for council consideration on September 15th

Strategic Communications Plan

Staff talked through the draft update of the strategic communications plan highlighting the following items:

1. Strengths and weaknesses of current communications commented on in the plan.
2. Upcoming requirements to ensure online information is reasonable to those with visual impairment.
3. Plans to utilize software to periodically check for dead links within the website.
4. Recent steps and additional plans to create and share communications templates to allow for unified style and to rapidly provide information in emergency situations.
5. Enhancements to the city calendar to ensure all events are assessable to the public.

The Committee voiced support for adopting the draft plan and discussed provided [analytics](#) regarding top viewed pages within the website.