



AGENDA
REGULAR MEETING OF THE
WINDSOR HEIGHTS CITY COUNCIL
Monday, August 3, 2026 - 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:**
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 7.13.26
 - B. Approve Minutes of the City Council Work Session on 7.13.26
 - C. Approve Financial Reports
 - D. Approve Amendment 1 to Agreement for Professional Services Between City of Windsor Heights and Bolton and Menk For Reconstruction of 74th Street
 - E. Approve Resolution No. 2026-53 A Resolution Authorizing the City of Windsor Heights to Submit an Application for Funding From the Federal Surface Transportation Block Grant Program (STBG) to the Des Moines Area Metropolitan Planning Organization for the Partial Funding of the Construction of 73rd St. Improvements and Further Approving the Application which obligates the City of Windsor Heights to Matching Funds for the Construction of Said Project
 - F. Approve Agreement for Professional Services Between Bolton and Menk and City of Windsor Heights for Design of 65th St. Storm Sewer Project
6. **Action Items:**

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.



- A. Discuss Windsor Heights Deer Population
- B. Discuss Fall 2026 Strategic Planning Options
- C. Discuss 2026 City Administrator Performance Review Process

7. **Reports:**

- A. Mayor, Council Reports and Committee Updates, and Administration Reports
 - i Mayor Report
 - ii Community Center End of Year Financial Report
 - iii GEMT Ambulance Revenue Report

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.



City of Windsor Heights Regular Business Meeting Minutes
Monday, July 13, 2026 - 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, Lauren Campbell, Fletcher Barry, Threase Harms. Staff present: City Administrator Adam Plagge, City Clerk Adam Strait, Finance Director Rachelle Swisher, Fire Chief Jim Mease, Police Chief Pete Roth, Public Works Director Andy Larson, City Attorney Erin Clanton, City Engineer Justin Ernst, City Planner Trey Rouse

2. Approval of the Agenda

Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. 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.

4. 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 June 15, 2026

B. Approve Financial Reports

C. Approve Liquor License - Super Quick Mart - 7690 Hickman Road

D. Approve Liquor License Ownership Update - Pump & Pantry - 7220 Hickman Road

E. Approve 68th Street Pay Request 11

F. Approve 73rd Street Phase 1 STP-U-8477(615)—70-77 Pay Request 21

G. Approve 74th Street Reconstruction Project Pay Request 2

H. Approve Resolution No. 2026-45 - A Resolution Authorizing Internal Advance for Funding of Urban Renewal Project (University Avenue and 70th Street Improvement, Maintenance and Beautification Project)

I. Approve Resolution No. 2026-49 - A Resolution Approving Fiscal Year 2026 Year End Transfer for the City of Windsor Heights

J. Approve Resolution No. 2026-50 - A Resolution Designating the Official Locations for Posting Notice of Meetings Pursuant to Iowa Code Section 21.4

5. Action Items:

- A. Consideration Resolution No. 2026-51 A Resolution Authorizing the ARL to Coordinate Intake, Veterinary Services and Reclaim Services Related To Community Cats In Windsor Heights
Adam Plagge presented the item. Plagge explained that, following the adoption of the City's updated Code of Ordinances, Windsor Heights now has the authority to implement a Trap-Neuter-Return (TNR) program for community cats. The Animal Rescue League (ARL) will serve as the City's initial partner in administering the program. Plagge reviewed the program process, explaining that residents will reserve traps, transport trapped cats to the ARL for evaluation and veterinary services, and return eligible cats to their original location. Cats unsuitable for return may be adopted or humanely euthanized based on the ARL's assessment. Participating residents will be responsible for the current \$60 service fee. Plagge noted that the City's involvement will primarily consist of providing and collecting live traps, with minimal anticipated involvement from the Police Department. Plagge also thanked the ARL for its collaboration in developing the program over the past year and noted that the program is modeled after the one currently used in Des Moines. Motion by Fletcher Barry to Approve. Seconded by Threase Harms. Motion passed 5-0.
- B. Consideration of Participation in the Mid-Iowa Narcotics Enforcement (M.I.N.E.) Task Force
Lieutenant Mike Irlbeck presented the item. Irlbeck proposed to continue the Police Department's participation in the Mid-Iowa Narcotics Enforcement (MINE) Task Force through July 1, 2028. He highlighted the benefits of Detective Davison's participation, including enhanced investigative capabilities, specialized training, regional partnerships, and support for complex investigations involving narcotics, firearms, human trafficking, and commercial sex services. Council discussed the value of the partnership, the City's financial commitment, participation by other metro communities, and the process for withdrawing from or rejoining the task force. Questions were also raised regarding a previously approved MOU that contained an incorrect expiration date. Staff explained that the error was administrative, the intended commitment was three years, and the agreement allows the City to withdraw at any time. Chief Roth emphasized the operational benefits of participation, including local control of investigations, access to specialized resources, officer training, and officer retention. Detective Davison gave comments regarding his experience. Officer Cody Brown spoke on the potential negative impact on morale and retention withdrawing from MINE would cause. Stating it would be a loss of opportunity for officers outside of regular patrol. Council members Jones and Campbell expressed support for continuing participation based on the Public Safety Committee's recommendation, while Council members Skeries and Harms requested additional information regarding the agreement, financial impacts, and return on investment before taking final action. Councilor Jones withdrew a motion to approve and Councilor Skeries withdrew her second. By consensus, the item was referred to the Personnel and Finance Committee for further review, including a financial analysis and clarification of the MOU history, before returning to the Council for consideration.
- C. Consideration of Resolution No. 2026-52 - A Resolution Approving the Site Plan for 900 64th Street - Walnut Creek Community Church
Trey Rouse presented the item. The project includes renovations to the eastern portion of the church, parking lot improvements, updated sidewalks and ADA ramps, landscaping enhancements, and correction of an existing parking lot encroachment into the public right-of-way. Rouse noted the project is consistent with the Comprehensive Plan and zoning requirements, and both staff and the Planning and Zoning Commission recommended approval with conditions. Council discussion focused on ADA-accessible parking. Rouse explained that while the site currently has four designated accessible parking spaces, the redevelopment will provide the required five ADA-compliant spaces. Nikki Neal, 4121 Northwest Urbandale Drive, with Civil Design Advantage, the project's engineer firm, gave clarified that the spaces are being relocated to provide an accessible route to the building. Council expressed concerns that the new location would require a longer walking distance for individuals with mobility challenges.

The engineer acknowledged the concerns and noted the design balances accessibility requirements with the site's existing topography. Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion passed 5-0.

D. Consideration of Purchase of Police Department Hybrid Fleet Vehicle

Chief Pete Roth presented a request to purchase a hybrid Ford Police Interceptor SUV from Stivers Ford to replace an older unmarked vehicle. He noted the purchase would remain within the approved ERP budget and result in cost savings through the discounted purchase price, grant funding for in-car camera equipment, and the sale of an existing vehicle. The purchase would also reduce the department's fleet from ten to nine vehicles while increasing the number of hybrid vehicles in service. Council briefly discussed the vehicle's mileage, warranties, and long-term fleet replacement schedule. Chief Roth stated the purchase should delay the need for additional vehicle replacements for several years, assuming normal vehicle use and maintenance.

E. Consideration of Tobacco License - Super Quick Mart - 7690 Hickman Road

Adam Plagge present the item. Plagge noted that Super Quick Mart had no tobacco compliance check failures since its current license was issued, although the business had previously appeared before the Council following an alcohol license suspension. Council discussed the timing of the license application and the State's determination that it was timely filed. City Attorney Erin Clanton explained that state law considers applications submitted by the statutory deadline to be timely, but noted staff is exploring ordinance amendments requiring earlier local submission deadlines to ensure adequate time for Council review. Council also discussed requesting age-verification policies and procedures from tobacco and alcohol license applicants as part of future license reviews. Clanton indicated the information could be requested, although state law limits the grounds for denying a license. Council expressed support for exploring ordinance amendments related to application deadlines and requesting age-verification procedures from applicants. City Clerk Adam Strait will begin asking for applicants to provide age-verification procedures for both tobacco and alcohol applicants. Councilor Harms also commented on the public health impacts of tobacco use and the concentration of tobacco retailers within the community. Motion by Joseph Jones to APPROVE. Seconded by Susan Skeries. Roll call vote: Aye - Susan Skeries, Joseph Jones, Lauren Campbell, Fletcher Barry, Nay - Threase Harms. Motion Passed 4-1.

F. Consideration of Tobacco License - AWS's Mediterranean Market - 7213 Apple Valley Drive

Adam Plagge presented the item. The applicant had no tobacco compliance violations during the previous 12 months and had successfully passed all compliance checks. Motion by Joseph Jones to APPROVE. Seconded by Susan Skeries. Roll call vote: Aye - Susan Skeries, Joseph Jones, Lauren Campbell, Fletcher Barry, Nay - Threase Harms. Motion Passed 4-1.

G. Discuss Subchapter 60.13 Bicycle and Electric Scooter Regulations

Adam Plagge presented the item. The proposed ordinance establishes where various devices may operate, sets speed and responsible riding requirements, and includes provisions intended to improve safety while remaining generally consistent with neighboring communities. Plagge also discussed anticipated enforcement challenges and noted the ordinance remains a work in progress. Council discussed several potential revisions to the draft, including refining definitions and terminology, addressing pedestrian conveyances on higher-speed roadways, considering helmet requirements for minors, and evaluating additional bicycle safety provisions. Council also discussed balancing enforceability with public education and maintaining consistency with surrounding metro communities while addressing Windsor Heights' unique needs. By consensus, Council directed staff to revise the draft ordinance, circulate an updated version to the Council for review and comment, and return it for further discussion prior to the first reading.

6. **Reports:**

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

- Mayor Mike Jones reported that he would be attending the Metro Advisory Council (MAC) meeting the following day and the Metropolitan Planning Organization (MPO) meeting later in the week. He also shared that City representatives met with Google Fiber earlier that day and that he planned to tour the DART facility on Friday.
- Councilmember Threase Harms reported that the Polk County Cancer Coalition will continue meeting monthly through December, with a countywide cancer prevention plan expected in January. She noted the plan will include recommendations for local governments related to education, programming, policy, and potential ordinance changes. Councilmember Harms also shared that planning for Windsor Wonderland is underway, the Benefits Ad Hoc Committee will meet again in the coming weeks, and she attended the recent Nights in the Heights event.
- Councilmember Lauren Campbell reported that she attended the Ice Cream Social and thanked Councilmember Joseph Jones and Andrea for hosting the event. She also attended the first two Nights in the Heights events hosted by the Windsor Heights Foundation. Councilmember Campbell participated in the Windsor Heights Fourth of July Parade alongside fellow City representatives and noted the City's bounce house was well received. The Benefits Ad Hoc Committee will meet on July 22. She encouraged attendance at Public Safety Night Out on July 28 at Colby Park. She also announced that registration is open for the WHAMM 5K, which will be held during Fall Fest.
- Councilmember Fletcher Barry reported that he attended the Chamber Celebration Business Dinner, where Dinner Dispatch was recognized as the Windsor Heights Business of the Year, and shared that he graduated from the Chamber's Leadership Program. He also noted that voting for the Windsor Heights Citizen of the Year is underway. Councilmember Barry assisted the Windsor Heights Foundation during the Ice Cream Social at Colby Park, attended the Wind Down in Windsor Heights networking event at Premium Solutions, and plans to participate in the DART facility tour later in the week.
- Councilmember Joseph Jones reported on recent DART activities, including approval of the Phase 2 Operations and Maintenance Facility project. He noted that Phase 1 was completed on time and under budget, and that the approved Phase 2 plan is expected to eliminate the need for a future Phase 3 expansion. Councilmember Jones also shared that DART's Reimagine transit network implementation is progressing well, with staff continuing to evaluate ridership and route performance. He reminded residents of changes to State Fair shuttle service, noting that DART will continue providing service from the Capitol and Center Street locations, while service from Southeast Polk has been discontinued. However, there will be service from Southridge Mall. He encouraged residents to use the Center Street location as a convenient option for traveling to the Iowa State Fair.
- Councilmember Susan Skeries reported that she attended a Catch Des Moines meeting, where it was announced that the region was not selected to host the NCAA Men's Basketball First and Second Rounds in 2027 and 2028. She noted that while the bid was unsuccessful, being named a finalist was a significant accomplishment and that the region remains scheduled to host the tournament in 2028 while continuing to pursue future NCAA events. Councilmember Skeries also attended a Metro Waste Authority work session and thanked the volunteers who participated in the Urbandale Fourth of July Parade. She recognized Councilmember Lauren Campbell for coordinating the City's parade entry. Looking ahead, she shared plans to volunteer at the Food Bank of Iowa with Women in Government, attend the Metro Waste Authority meeting and

Special Events Committee meeting, and participate in the DART facility tour. She also reminded residents that the next Movies in the Park event will feature The LEGO Movie and encouraged volunteers to assist with the event.

- City Administrator Adam Plagge reported that staff was unsuccessful in securing a 2026 BUILD Grant but noted the City received positive feedback through the evaluation process. He also recognized staff across all departments for their successful efforts in obtaining several other grant awards. City Administrator Plagge stated that staff will review the BUILD Grant feedback and return to the Council with recommendations for future grant opportunities.

B. Quarterly Metro Ordinance Review - Q2 2026 Report

C. Code Enforcement - Q2 2026 Report

D. Police Department - Q1 2026 Report

E. July 2026 Fireworks Calls For Service Report

F. FY26 Stormwater Best Management Practices Program Report

G. Municipal Separate Storm Sewer System (MS4) Report

H. 2026 BUILD Grant Report

I. Metro Home Improvement Program Report

J. 68th Street South On-Street Parking Report

7. Adjourn to Council Work Session Immediately Following the Regular Council Meeting

Motion by Susan Skeries to adjourn at 7:34 PM. Seconded by Threase Harms. Motion Passed 5-0.



**STAFF REPORT
CITY COUNCIL**
August 3, 2026

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Minutes of the City Council Work Session on 7.13.26

GENERAL INFORMATION

ATTACHMENTS

1. 7.13.26 Work Session Minutes

City of Windsor Heights Regular Business Meeting Minutes
Monday, July 13, 2026 - 6:00 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST

1. Call to Order/Roll Call

Mayor Mike Jones called the meeting to order at 7:38 PM. Members present: Susan Skeries, Joseph Jones, Lauren Campbell, Fletcher Barry, Threase Harms. Staff present: City Administrator Adam Plagge, City Clerk Adam Strait, Finance Director Rachelle Swisher, City Attorney Erin Clanton

2. Polk County Housing Trust Fund Discussion

A. Presentation and Discussion of Polk County Housing Trust Fund's Regional Affordable Housing Dashboard

Toby O'Berry, Executive Director of the Polk County Housing Trust Fund, and Johnny Vallejo presented a new regional affordable housing dashboard designed to assist local governments with housing planning and policy decisions. The dashboard provides community-specific data on housing affordability, cost-burdened households, housing production, and other housing trends, and will continue to be expanded as additional data becomes available. Vallejo reviewed Windsor Heights-specific housing data, including projected housing growth and affordable housing goals, emphasizing that the dashboard is intended as a planning and conversation tool. Council discussed opportunities to preserve naturally occurring affordable housing, expand senior housing options, promote existing Housing Trust Fund programs to local property owners, and consider future policy tools that could support affordable housing. O'Berry and Vallejo also introduced the Housing Sites of Opportunity initiative, which identifies redevelopment opportunities on underutilized properties, and offered to return for a future presentation on the project.

3. Adjourn

Motion by Susan Skeries to adjourn at 8:20 PM. Seconded by Joseph Jones. Motion Passed 5-0.



STAFF REPORT
CITY COUNCIL
August 3, 2026

TO: CITY COUNCIL
FROM:
SUBJECT: Approve Financial Reports

GENERAL INFORMATION

ATTACHMENTS

1. Claims Report



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*Check Detail Register©

Batch: 071026PAY,071026PAY-2,PRL-071726,PRL-071526,071726PAY,072426PAY,PRL-073126

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
1110 CASH					
1237 e	07/10/26	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$29.17	581676551	801 73RD ST
		Total	\$29.17		
1238 e	07/10/26	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$10.00	582434102	1804 73RD ST
		Total	\$10.00		
1239 e	07/10/26	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$3,165.22	582281716	582281716
		Total	\$3,165.22		
1240 e	07/10/26	MIDAMERICAN ENERGY CO			
E 001-620-6371		UTILITIES	\$184.33	582170350	1145 66TH ST
		Total	\$184.33		
1241 e	07/10/26	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$138.15	582167317	6540 UNIV AVE
		Total	\$138.15		
1242 e	07/10/26	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$26.64	582165437	7290 UNIV AVE
		Total	\$26.64		
1243 e	07/10/26	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$14.35	582164932	1601 73RD ST
		Total	\$14.35		
1244 e	07/10/26	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$104.56	582161528	6739 UNIV AVE
		Total	\$104.56		
1245 e	07/10/26	MIDAMERICAN ENERGY CO			
E 001-480-6371		UTILITIES	\$27.22	582156031	6900 SCHOOL ST
		Total	\$27.22		
1246 e	07/10/26	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$27.54	582147048	2227 63RD ST
		Total	\$27.54		
1247 e	07/10/26	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$45.00	582141312	1145 73RD ST
		Total	\$45.00		
1248 e	07/10/26	MIDAMERICAN ENERGY CO			
E 001-480-6371		UTILITIES	\$89.30	582140814	6900 SCHOOL ST
		Total	\$89.30		
1249 e	07/10/26	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$61.26	582139800	6440 HICKMAN RD
		Total	\$61.26		
1250 e	07/10/26	MIDAMERICAN ENERGY CO			



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***Check Detail Register©**

Batch: 071026PAY,071026PAY-2,PRL-071726,PRL-071526,071726PAY,072426PAY,PRL-073126

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E 110-230-6371		UTILITIES	\$16.87	582138558	6410 HICKMAN RD
		Total	\$16.87		
1251 e	07/10/26	MIDAMERICAN ENERGY CO			
E 001-480-6371		UTILITIES	\$206.03	582197317	6900 SCHOOL ST
		Total	\$206.03		
1252 e	07/10/26	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$28.08	582140314	6300 UNIV AVE
		Total	\$28.08		
1253 e	07/10/26	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$26.04	582140306	7001 UNIV AVE
		Total	\$26.04		
1254 e	07/10/26	MIDAMERICAN ENERGY CO			
E 001-150-6371		UTILITIES	\$804.52	582170013	1133 66TH ST
		Total	\$804.52		
1255 e	07/10/26	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$26.58	582160533	951 73RD ST
		Total	\$26.58		
1256 e	07/10/26	MIDAMERICAN ENERGY CO			
E 110-210-6371		UTILITIES	\$46.81	582155879	6800 SCHOOL ST
		Total	\$46.81		
1257 e	07/10/26	MIDAMERICAN ENERGY CO			
E 110-210-6371		UTILITIES	\$343.96	582155962	6800 SCHOOL ST
		Total	\$343.96		
1258 e	07/10/26	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$25.36	582155543	7116 UNIV AVE
		Total	\$25.36		
1259 e	07/10/26	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$25.02	582165784	1140 73RD ST
		Total	\$25.02		
1260 e	07/24/26	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$28.69	582840201	801 73RD ST TRAFFIC SIGNAL
		Total	\$28.69		
1261 e	07/24/26	METRONET			
E 001-615-6373		COMMUNICATIONS	\$179.90		INTERNET
		Total	\$179.90		
1262 e	07/24/26	METRONET			
E 001-615-6373		COMMUNICATIONS	\$415.56		INTERNET
		Total	\$415.56		
60535	07/10/26	UNITYPOINT HEALTH			
E 112-210-6150		INSURANCE	\$538.40		ACCT#450676143 GUARANTOR#1028566



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***Check Detail Register©**

Batch: 071026PAY,071026PAY-2,PRL-071726,PRL-071526,071726PAY,072426PAY,PRL-073126

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$538.40		
60536	07/17/26	ABSOLUTE CONCRETE CONSTRUCTION			
E 322-210-6761		CAP OUTLAY	\$146,015.10		73RD ST PHASE 1 PAY REQUEST #21
Total			\$146,015.10		
60537	07/17/26	MPS ENGINEERS DBA KINSTON SERVICES			
E 328-210-6761		CAP OUTLAY	\$260,734.97		74TH ST PAY REQUEST #
Total			\$260,734.97		
60538	07/17/26	SHEKAR ENGINEERING, P.L.C.			
E 326-210-6761		CAP OUTLAY	\$37,506.79		68TH ST S PAY REQUEST #11
Total			\$37,506.79		
60539	07/24/26	AIRGAS			
E 001-160-6498		MEDICAL SUPPLIES	\$5.40	5525446803	OXYGEN
E 001-160-6498		MEDICAL SUPPLIES	\$85.87	9173755535	OXYGEN
Total			\$91.27		
60540	07/24/26	AMAZON CAPITAL SERVICES			
E 001-150-6721		FURNITURE AND FIXTU	\$36.59	13LD-7F37-4	STORAGE ORGANIZER
E 001-150-6332		REPAIR - VEHICLES & E	\$41.73	16NK-J71R-L	C500 WIPERS
E 001-150-6310		BUILDING REPAIR	\$118.04	16Q1-VTJP-	GYM EQUIPMENT
E 001-150-6506		OFFICE SUPPLIES	\$279.98	1FNF-3JCR-	BUNK AND OFFICE TV
E 001-110-6506		OFFICE SUPPLIES	\$49.99	1PGW-WND	OFFICE SUPPLIES
E 336-460-6750		CAP OUTLAY	\$35.99	1TJC-HDDV-	BACKING BOARD FOR MURAL POSTERS
Total			\$562.32		
60541	07/24/26	BOLTON & MENK			
E 321-210-6407		PROF FEES/ENGINEERI	\$5,986.50	0398659	Walnut Creek Access Eng
E 001-620-6407		PROF FEES/ENGINEERI	\$5,745.50	0399582	Planning Services
E 326-210-6407		PROF FEES/ENGINEERI	\$23,565.00	0400682	68th St Eng
E 322-210-6407		PROF FEES/ENGINEERI	\$55,125.50	0400686	73rd St Eng
E 328-210-6407		PROF FEES/ENGINEERI	\$35,555.50	0400688	74th St Eng
E 001-620-6407		PROF FEES/ENGINEERI	\$3,220.00	0400697	GENERAL ENG
E 740-865-6407		PROF FEES/ENGINEERI	\$1,060.00	0400698	Wilshire Storm Eng
Total			\$130,258.00		
60542	07/24/26	BOUND TREE MEDICAL LLC			
E 001-160-6498		MEDICAL SUPPLIES	\$981.00	86276610	Medical Supplies
Total			\$981.00		
60543	07/24/26	BRICK GENTRY PC			
E 001-110-6411		LEGAL	\$2,460.00	483510	June Legal
E 001-110-6411		LEGAL	\$3,260.00	483511	PD Legal
Total			\$5,720.00		
60544	07/24/26	CE PRINT + PROMO			
E 001-620-6374		NEWSLETTERS	\$1,684.00	44476	July Newsletter
Total			\$1,684.00		
60545	07/24/26	CITY OF URBANDALE			
E 001-110-6411		LEGAL	\$4,000.71	2027-040000	CIT Program Fees



CITY OF WINDSOR HEIGHTS

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***Check Detail Register©**

Batch: 071026PAY,071026PAY-2,PRL-071726,PRL-071526,071726PAY,072426PAY,PRL-073126

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$4,000.71		
60546	07/24/26	CITY OF WAUKEE			
E 001-110-6373		COMMUNICATIONS	\$35.67	20260713-2	Active Comms Software
Total			\$35.67		
60547	07/24/26	CITY OF WEST DES MOINES			
E 001-110-6413		CONTRIBUTIONS & PAY	\$1,144.36	FN-2026-000	Contributions
Total			\$1,144.36		
60548	07/24/26	DES MOINES WATER WORKS			
E 001-480-6371		UTILITIES	\$93.79		6900 School St
E 001-430-6507		OPERATING SUPPLIES	\$57.63		1200 66th St
E 001-480-6371		UTILITIES	\$48.27		6800 School St
Total			\$199.69		
60549	07/24/26	EILEENS COOKIES			
E 001-470-6496		MOVIES IN THE PARK	\$162.50	1296	MOVIES IN THE PARK
Total			\$162.50		
60550	07/24/26	GLOCK, INC			
E 001-110-6230		TRAINING	\$300.00	TRP/1002261	GLOCK ARMORER RECERT FOR PALMER
Total			\$300.00		
60551	07/24/26	GREATER D.M. PARTNERSHIP			
E 001-460-6413		CONTRIBUTIONS & PAY	\$1,500.00	4024053	FY27 INVESTOR COMMITMENT
Total			\$1,500.00		
60552	07/24/26	INTERSTATE ALL BATTERY			
E 001-150-6332		REPAIR - VEHICLES & E	\$201.85	19246030487	C500 BATTERY
Total			\$201.85		
60553	07/24/26	LOGAN CONTRACTORS SUPPLY			
E 740-865-6765		STORM DRAINAGE CAPI	\$71.50	R599501	64TH ST STORM PROJECT
Total			\$71.50		
60554	07/24/26	MID-IOWA HEALTH FOUNDATION			
E 001-460-6413		CONTRIBUTIONS & PAY	\$10,000.00		CENTRAL IOWA EMERGENCY RENTAL ASSISTANCE STUDY
Total			\$10,000.00		
60555	07/24/26	POOLE, JAMES B.			
E 001-160-6413		CONTRIBUTIONS & PAY	\$47.00		DR POOLE CONTROLLED SUBSTANCE RENEWAL REIMBURSE
Total			\$47.00		
60556	07/24/26	PREMIER AUTOMOTIVE			
E 001-160-6332		REPAIR - VEHICLES & E	\$3,480.94	9077187	A553 NEW BRAKES
E 001-110-6332		REPAIR - VEHICLES & E	\$45.18	9077502	VEHICLE REPAIR
Total			\$3,526.12		
60557	07/24/26	ROGUE TRAINING CONSULTING			
E 001-150-6230		TRAINING	\$150.00	26-033	PEDERSEN DRIVER OPERATOR CLASS
Total			\$150.00		

Check printed after receipt of invoice, held subject to City Council feedback on rescheduled presentation 10.6.26



CITY OF WINDSOR HEIGHTS

07/29/26 12:39 PM

Page 5

***Check Detail Register©**

Batch: 071026PAY,071026PAY-2,PRL-071726,PRL-071526,071726PAY,072426PAY,PRL-073126

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
60558	07/24/26	SKERIES, SUSAN			
E 001-470-6497		FALL FESTIVAL	\$6.19		JULY 4TH PARADE REIMBURSE
E 001-470-6497		FALL FESTIVAL	\$59.41		JULY 4TH PARADE REIMBURSE
		Total	\$65.60		
60559	07/24/26	STRYKER SALES CORPORATION			
E 001-110-6504		MINOR EQUIPMENT	\$300.00	9212927524	AED REPLACEMENT BATTERIES
		Total	\$300.00		
60560	07/24/26	WEDDING SHOW PRODUCTIONS			
E 001-480-6402		ADVERTISING/MARKETI	\$700.00	20260830169	WEDDING SHOW - CEC PROMOTION
		Total	\$700.00		
60561	07/24/26	ZWC CONDO ASSOC			
E 001-620-6310		BUILDING REPAIR	\$53.50	788118	PEST CONTROL
		Total	\$53.50		
		1110	\$612,646.51		

Fund Summary

1110 CASH

001 GENERAL	\$42,261.96
110 ROAD USE TAX	\$4,189.30
112 EMPLOYEE BENEFITS	\$538.40
321 WALNUT CREEK STREAM PROJ	\$5,986.50
322 73RD STREET	\$201,140.60
326 68TH STREET SOUTH	\$61,071.79
328 74TH STREET	\$296,290.47
336 MURAL PROJ COLBY BLDG	\$35.99
740 STORM WATER	\$1,131.50
	\$612,646.51



**STAFF REPORT
CITY COUNCIL**

August 3, 2026

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Amendment 1 to Agreement for Professional Services Between City of Windsor Heights and Bolton and Menk For Reconstruction of 74th Street

GENERAL INFORMATION

Topic: 74th St. Construction Services Agreement Amendment 1

In August 2024, the City Council approved a \$240,000 Design Services Agreement with Bolton & Menk, Inc. (BMI) for the 74th Street Reconstruction Project. The remaining balance of design-services funding has since been used to provide construction management services during Stage 1. This agreement is being presented to authorize BMI to complete construction services for the remainder of the 74th St. reconstruction project, barring unforeseen circumstances, in an amount not to exceed \$250,000.

BMI typically assigns an engineer to the project for approximately eight hours each workday to monitor construction, facilitate communication with residents, and coordinate staking, potholing, utility conflicts, and other construction-related matters. Wyatt Klooster is the BMI engineer assigned to the 74th Street project.

The combined design and amendment 1 construction services agreements total \$490,000, representing approximately 24% of the current 74th St. construction contract amount of \$2,014,595.

Stage 1 of 74th Street has been prepared for paving, which is anticipated to occur early this week. The roadway may reopen to local traffic within the next few weeks. To date, the project has proceeded relatively smoothly, with few utility strikes, trash collection issues, or change orders.

The contractor did not meet the Stage 1 early-completion deadline and is therefore not eligible for the early-completion incentive. Staff continues to communicate with the contractor regarding the importance of completing the project before the end of the construction season.

Administration recommends approval of the Construction Services Agreement Amendment 1 with BMI in an amount not to exceed \$250,000.

ATTACHMENTS

1. [Amendment Owner-Eng]-[City of Windsor Heights]-[20260729]

**AMENDMENT #1 TO AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN CITY OF WINDSOR HEIGHTS AND BOLTON & MENK, INC.**

This AMENDMENT #1 ("Amendment") to the original Agreement for Professional Services between City of Windsor Heights ("OWNER") and Bolton & Menk, Inc. ("ENGINEER") dated August 19, 2024 (the "Agreement") is made and entered into on this 3rd day of August, 2026.

WHEREAS, OWNER has engaged ENGINEER, pursuant to the Agreement, to furnish OWNER with construction services in connection with the 74th Street Improvements (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 the "Scope Attachment". 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 the attached Scope Attachment.
2. FEE ATTACHMENT. The Scope 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 "Scope Attachment", 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 "Fee Attachment". 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. The following are attached and incorporated into the Agreement:
 - a) Scope Attachment
 - b) Fee Attachment
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 #1 to be executed by their duly authorized representatives on the dates written below.

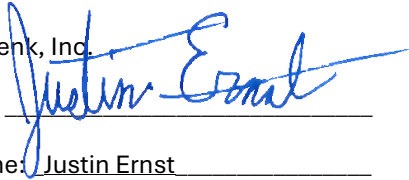
City of Windsor Heights

BOLTON & MENK, INC.

City of Windsor Heights

Bolton & Menk, Inc.

Signature : _____

Signature :  _____

Signer Name: _____

Signer Name: Justin Ernst _____

Signer Title : _____

Signer Title : Principal Engineer _____

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

ATTACHMENT A

SCOPE OF SERVICES

The work to be performed by Bolton & Menk, Inc. (CONSULTANT) under this agreement shall encompass and include detailed work, services, materials, equipment and supplies necessary to complete construction administration for the project.

The scope of services to be performed by the CONSULTANT shall be in accordance with generally accepted standards of practice and shall include the services to complete the following tasks:

TASK I - BASIC SERVICES OF THE CONSULTANT – Task completed.

TASK II – CONSTRUCTION ADMINISTRATION SERVICES

- A. Construction Administration: Construction administration shall be included for one (1) bid package. The project is anticipated to be City funded. For budgeting purposes, a maximum of 140 hours is anticipated for construction administration. CONSULTANT will provide the following construction administration activities:
1. Provide supervision and support to resident project representatives.
 2. Convene and preside over weekly construction scheduling meetings during the construction.
 3. Prepare change orders and written directives.
 4. Review, for conformance with design concept only, any shop drawings required to be furnished by the Contractor.
 5. Review any material lists, supplier's lists, or other submittals required to be furnished by the Contractor.
 6. Perform visits to the site at intervals appropriate for the various stages of construction, observe the progress and quality of the executed work of the contractors, and determine, in general, if such work is proceeding in accordance with the contract documents.
 7. Meet with affected property owners as required to answer specific questions or to address construction or design related concerns.
 8. Obtain additional information or clarifications from City when required for the proper execution of the work.
 9. Review and make a recommendation on the Contractor's request for partial payments. Such review will be based upon CONSULTANT'S on-site observations and such written documentation as may be available to CONSULTANT at the time of review. Such review will not include verification of unit price contract quantities by physical measurement of individual work items.
- B. Construction Observation: CONSULTANT will provide one full-time on-site representative during the construction of the project. For budgeting purposes, it is assumed that the construction period will be sixteen (16) weeks and that one 90%-time staff member of the CONSULTANT will be available for the construction observation services on this Project. A maximum of 850 hours is anticipated for construction observation. Services consist of the following:
1. Attend weekly construction progress meetings and prepare minutes
 2. Schedule and coordinate construction staking
 3. In coordination with the geotechnical and materials testing company, schedule and coordinate materials testing and maintain reports and documentation of testing performed and associated results
 4. Assist the project engineer with the preparation, review and approval of partial pay requests
 5. Meet with affected property owners, as required, to answer specific questions or to address construction or design related concerns. Resident project representative will be the primary contact person for property owners for addressing construction related concerns and issues.
 6. Serve as engineer's liaison with contractor, working principally through contractor's superintendent and assist in understanding the intent of the Contract Documents
 7. Assist project engineer in serving as City's liaison with contractor
 8. Assist in obtaining additional details or information from City, when required for proper execution of the work

9. Review of Work, Rejection of Defective Work, Inspections and Tests
10. Report to project engineer when clarifications and interpretations of the Contract Documents are needed and transmit to contractor clarifications and interpretations as issued by project engineer
11. Modifications: Consider and evaluate contractor's suggestions for modifications in Drawings or Specifications and report with RPR's recommendations to project engineer. Transmit to contractor decisions as issued by project engineer.
12. Maintain Construction Records, including construction correspondence; construction diary; record and documentation of quantities; record of measurements, ties, sketches or other documentation of buried construction items and underground utilities; photographic and video record during construction; materials testing reports and documentation
13. Records library – the resident project representative will work with the project engineer to establish and maintain a library of the records
14. On-site construction representative services do not constitute acceptance or approval of the Contractor's work, nor do they relieve any part of the contractor's responsibility under the construction documents.
15. All materials testing shall be provided by a consultant contracted with the City.

C. Construction Staking

Services consist of the following:

1. Set and/or verify vertical and horizontal control network necessary for accurate construction layout.
2. Perform computations required to set the required survey stakes.
3. Set stakes indicating the position of the pedestrian ramps for final placement.
4. Paving hub stakes indicating the position of the surfaces will be set every 25 feet on the curves and 50 feet on the straight-a-ways; additional stakes will be set indicating the position of the points of curvature, points of tangency, radius points, deflections, high and low points, and transitions.
5. Set offset stakes indicating the position for intakes and manholes.
6. Set offset line references stakes for storm sewer piping between structures at 50-foot stationing and bends.
7. Set offset line reference stakes indicating the positioning for water main piping at and between any valves and fittings.
8. Set offset line reference stakes indicating the location of fire hydrants, valves and fittings.
9. Set stakes indicating the position of one edge of sidewalks at 25' intervals, deflections, beginnings, ends and grade breaks.

D. Construction Closeout, Audit and Record Drawings:

1. The CONSULTANT will conduct an inspection of the project in the company of City to determine if the work is substantially complete and a final inspection to determine if the completed work is acceptable. A punch list will be developed from the inspection and be used to track completion of those items. The CONSULTANT may recommend, in writing, final payment to the Contractor and may give written notice to the City and the Contractor that the work is acceptable. A punch list will be developed from the inspection and be used to track completion of those items.

2. The CONSULTANT will prepare record drawings reflecting constructed conditions based on the marked-up drawings and other data furnished by the Contractor and the Resident Construction Observation. The CONSULTANT shall provide the City with one (1) reproducible copy of the record drawings.
3. CONSULTANT shall provide GPS data for all as-constructed improvements for sanitary sewer, storm sewer and water main infrastructure. Information collected to include manhole location, invert elevations, service location locations, fitting locations, valve locations, and water main top of pipe elevations every 50' or change in directions.
4. The CONSULTANT will update notes, record drawings (if required) and other materials documenting the project construction, and provide materials as required by the City, as final records of the work.

Material testing, plant monitoring, and other testing of materials to be incorporated into the Project including on-site sampling of concrete is not included. Consultant shall coordinate the frequency and timing of testing on behalf of the City and in coordination with the contractor.

ADDITIONAL SERVICES NOT INCLUDED IN THIS CONTRACT

Additional Services not included as part of this Scope. If authorized, under a supplemental agreement, the CONSULTANT shall furnish or obtain from others the following services:

1. Construction Period Testing Services
2. Utility Potholing
3. All other services not specifically identified in the scope.

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
Deliverable 1	Construction Services	\$250,000
THIS AMENDMENT Sub-Total		\$250,000
(Less Reduction in Fee -if any)		
THIS AMENDMENT TOTAL		\$250,000
AMENDMENT (IMPACT TO BUDGET)		
ORIGINAL AGREEEMNT		\$240,000
PREVIOUS AMENDMENTS		\$0
AMENDMENT #001 CHANGE	Construction Services	\$250,000
NEW PROJECT TOTAL, MAXIMUM FEE, NOT TO EXCEED		\$490,000

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 **4/1/2027**.

3. **MAXIMUM FEE.** The Maximum Fee will not exceed: \$490,000.



**STAFF REPORT
CITY COUNCIL**

August 3, 2026

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Resolution No. 2026-53 A Resolution Authorizing the City of Windsor Heights to Submit an Application for Funding From the Federal Surface Transportation Block Grant Program (STBG) to the Des Moines Area Metropolitan Planning Organization for the Partial Funding of the Construction of 73rd St. Improvements and Further Approving the Application which obligates the City of Windsor Heights to Matching Funds for the Construction of Said Project

GENERAL INFORMATION

The City of Windsor Heights previously received \$2.25 million for reconstruction of 73rd St. North and has been allocated \$2.7 million in STBG funds for future reconstruction of 73rd St. South. 73rd St. South reconstruction is currently scheduled in the CIP for 2030-2031 at a potential cost of approximately \$19 million. Additional discussion on 73rd St. south reconstruction cost, scope and timing is slated for City Council in August, aligning with the Department of Transportation's feedback on the recent BUILD Grant application.

Following the result of the 2025 BUILD Grant application and recent revisions to the MPO's STBG awarding criteria, the MPO suggested the City consider applying for another year of STBG funding for 73rd St. South. The Personnel and Finance Committee discussed whether to put forth an application and determined it was appropriate to do so. This Resolution authorizes submission of the \$1 million application and reaffirms the City's matching funds for the project. Bolton and Menk is completing small adjustments to the prior years STBG application and will work with city staff to submit an application requesting \$1 million. Applications are due August 6th.

ATTACHMENTS

1. Resolution No. 2026-53 73rd St. South STBG

RESOLUTION NO. 2026-53

A RESOLUTION AUTHORIZING THE CITY OF WINDSOR HEIGHTS TO SUBMIT AN APPLICATION FOR FUNDING FROM THE FEDERAL SURFACE TRANSPORTATION BLOCK GRANT PROGRAM (STBG) TO THE DES MOINES AREA METROPOLITAN PLANNING ORGANIZATION (MPO) FOR THE PARTIAL FUNDING OF THE CONSTRUCTION OF 73RD STREET IMPROVEMENTS PROJECT 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 the Des Moines Area Metropolitan Planning Organization; and

Whereas, the Federal Surface Transportation Block Grant Program provides funding to local jurisdictions for the construction of eligible projects; and

Whereas, the program is administered by the Des Moines Area Metropolitan Planning Organization 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 the application requesting \$1,000,000 in Federal Surface Transportation Block Grant Program funding for the 73rd Street Improvements Project. The City Council hereby commits to the City of Windsor Heights matching monies as required by the Federal Surface Transportation Block Grant Program funding. The City of Windsor Heights hereby commits to accepting and maintaining these improvements for a minimum of twenty (20) years following the completion. The Mayor and City Administrator are hereby authorized to approve and execute the application on behalf of the City Council.

PASSED AND APPROVED THIS date _____

Mike Jones, Mayor

ATTEST:

Adam Strait, City Clerk



**STAFF REPORT
CITY COUNCIL**

August 3, 2026

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Agreement for Professional Services Between Bolton and Menk and City of Windsor Heights for Design of 65th St. Storm Sewer Project

GENERAL INFORMATION

The up to \$25,000 of work to be performed by Bolton & Menk, Inc. (CONSULTANT) under this agreement shall encompass and include detailed work, services, materials, equipment and supplies necessary to complete analysis and design for the project.

The project involves the installation of storm sewer on 65th Street potentially from The Windsor level spreader to the Public Safety building. The CONSULTANT will carry out design surveys, legal surveys, preliminary and final storm sewer design, and preparation of bidding documents. This scope of services is based on the following project assumptions:

Project Assumptions

- Field surveys will extend along the south and rear property line of 1135 65th Street.
- Legal surveys will be limited to 2 parcels.
- New storm sewer, intakes and manholes will be constructed. A drainage report will be completed to determine improvement types and locations.
- The Statewide Urban Design and Specifications (SUDAS) shall apply to construction work on this Project.
- Project design and property acquisition will be completed in the calendar year 2026. It is anticipated that the project letting will be in December of 2027. The roadway construction will be completed in the 2027 construction season.

Staff is continuing to work to facilitate cooperation between The Windsor and the property owners of 1135 65th St. to incorporate joint improvements as part of this project that would help alleviate water issues experienced by 1135 65th St. Legal is preparing closing documents for 1122 65th St., being acquired to facilitate the storm sewer connection to Public Safety, the closing should occur early August.

ATTACHMENTS

1. 65th St. Storm Sewer Professional Services Agreement

CONTRACT SUMMARY PAGE

Term	Description	Section
"CONSULTANT"	Bolton & Menk, Inc.	Preamble
"CLIENT"	City of Windsor Heights	Preamble
"Project"	65th Street Storm Sewer	Preamble
Scope of Services	Services to be performed in connection with the Project	Exhibit A/Exhibit I
Fees	Consultant shall be compensated by (check one): ☒ on an hourly basis pursuant to the Schedule of Fees, but the total fees shall not exceed \$25,000.00	Section III.A, Schedule 1
Schedule of Fees	Hourly rates to be charged for the Project or for Additional Services	Schedule 1
Reimbursable Expenses	Consultant shall be reimbursed at cost plus an overhead fee not to exceed 10.00% for Direct Expenses incurred in the performance of the work.	Section III.A.6
Payment	Consultant shall invoice Client no more than monthly, with payments to be due within 45 days of invoice.	Section III.B
Limitation of Liability	Consultant's aggregate liability shall not exceed: ____[the total available insurance proceeds paid on behalf of or to Consultant in satisfaction of Client's claims, up to the then available amount of insurance under the applicable policy	Section IV.C.5
Term of Agreement	one (1) years or a longer identified completion period	Section IV.J

ATTACHMENTS:

- Schedule 1 Schedule of Fees
- Exhibit A Scope of Services

AGREEMENT FOR PROFESSIONAL SERVICES IA

STANDARD PROJECT-PUBLIC CLIENT

PUBLIC CLIENT and BOLTON & MENK, INC.

This Agreement, made this 13th day of July, 2026, by and between City of Windsor Heights, Windsor Heights, IA 50324, ("CLIENT"), and Bolton & Menk, Inc., 430 E. Grand Ave, Suite 101, Des Moines, IA 50309, ("CONSULTANT").

WITNESS, whereas the CLIENT requires professional services in conjunction with 65th Street Storm Sewer Improvements("Project") and whereas the CONSULTANT agrees to furnish the various professional services (the "Services"), including Basic Services and Additional Services as defined in Section I, as requested by the CLIENT.

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

SECTION I – CONSULTANT’S SERVICES

- A.** The CONSULTANT agrees to perform the various Basic Services in connection with the Project as described in Exhibit A.
- B.** Upon mutual agreement of the parties, professional services in addition to the Basic Services (the "Additional Services") may be authorized as described in Paragraph IV.B, and when so authorized, shall be included with the Services to be provided under this Agreement.

SECTION II - THE CLIENT'S RESPONSIBILITIES

- A.** The CLIENT shall promptly compensate the CONSULTANT for the Services in accordance with Section III of this Agreement.
- B.** The CLIENT shall place any and all previously acquired information related to the Project in its custody at the disposal of the CONSULTANT for its use. Such information shall include, but is not limited to: boundary surveys, topographic surveys, preliminary sketch plan layouts, building plans, soil surveys, abstracts, deed descriptions, tile maps and layouts, aerial photos, utility agreements, environmental reviews, and zoning limitations. The CONSULTANT may rely upon the accuracy and sufficiency of all such information in performing services unless otherwise instructed, in writing, by CLIENT.
- C.** The CLIENT will guarantee access to and make all provisions for entry upon public portions of the project and reasonable efforts to provide access to private portions and pertinent adjoining properties.
- D.** The CLIENT will give prompt notice to the CONSULTANT whenever the CLIENT observes or otherwise becomes aware of any defect in the proposed project.
- E.** The CLIENT shall designate a liaison person to act as the CLIENT'S representative with respect to services to be rendered under this Agreement. Said representative shall have the authority to transmit instructions, receive instructions, receive information, interpret and define the CLIENT'S policies with respect to the project and CONSULTANT'S services.

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

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

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

SECTION III - COMPENSATION FOR SERVICES

A. FEES.

1. The CLIENT will compensate the CONSULTANT in accordance with the Schedule of Fees for the time spent by CONSULTANT'S personnel in performance of the Services. Total fees for the Services shall not exceed \$25,000.00 without the prior consent of CLIENT. See the attached Schedule 1 for Schedule of Fees applicable to this Agreement.
2. The preceding Schedule of Fees shall apply for services provided through December 31, 2026. Hourly rates may be adjusted by CONSULTANT, in consultation with CLIENT, on an annual basis thereafter to reflect reasonable changes in its operating costs and other market factors. Adjusted rates will become effective on January 1st of each subsequent year, upon written acceptance by CLIENT.
3. Rates and charges do not include sales tax. If such taxes are imposed and become applicable after the date of this Agreement CLIENT agrees to pay any applicable sales taxes.
4. The rates in the Schedule of Fees include labor, general business and other normal and customary expenses associated with operating a professional business. Unless otherwise agreed in writing, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes and routine expendable supplies; and no separate charges will be made for these activities and materials.
5. Additional Services as outlined in Section I.B will vary depending upon project conditions and will be billed on an hourly basis at the rate described in Section III.A.1.
6. subject to the Total cost not to exceed fee or approved Additional Services

B. PAYMENTS AND RECORDS.

1. The payment to the CONSULTANT will be made by the CLIENT upon billing at intervals not more often than monthly at the herein rates and terms.

2. If CLIENT fails to make any payment due CONSULTANT for Services and expenses within 45 days after date of the CONSULTANT'S invoice, a service charge of one and one-half percent (1.5%) per month or the maximum rate permitted by law, whichever is less, will be charged on any unpaid balance.
3. In addition to the service charges described in preceding paragraph, if the CLIENT fails to make payment for Services and expenses within 60 days after the date of the invoice, the CONSULTANT may, upon giving seven days' written notice to CLIENT, suspend Services and withhold project deliverables due under this Agreement until CONSULTANT has been paid in full for all past due amounts for Services, expenses and charges, without waiving any claim or right against the CLIENT and without incurring liability whatsoever to the CLIENT.
4. Documents Retention. The CONSULTANT will maintain records that reflect all revenues, costs incurred and the Services provided in the performance of the Agreement. The CONSULTANT will also agree that the CLIENT, State, or their duly authorized representatives may, at any time during normal business hours and as often as reasonably necessary, have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., and accounting procedures and practices of the CONSULTANT which are relevant to this Contract for a period of six years.

SECTION IV – GENERAL

- A. **STANDARD OF CARE.** Professional services provided under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the CONSULTANT'S profession currently practicing under similar conditions. No warranty, express or implied, is made.
- B. **CHANGE IN PROJECT SCOPE.** In the event the CLIENT changes or is required to change the scope or duration of the Project from that described in Exhibit I, and such changes require Additional Services by the CONSULTANT, the CONSULTANT shall be entitled to additional compensation at the applicable hourly rates. To the fullest extent practical, the CONSULTANT shall give notice to the CLIENT of any Additional Services, prior to furnishing such Additional Services. The CONSULTANT shall furnish an estimate of additional cost, prior to authorization of the changed scope of work and this Agreement will be revised in writing.
- C. **LIMITATION OF LIABILITY**
 1. Liability of CONSULTANT. CONSULTANT shall indemnify CLIENT from losses, damages, and judgments arising from third-party claims or actions relating to the Project only to the extent caused by the negligent acts, errors or omissions (whether in the performance of professional services or otherwise) of CONSULTANT or CONSULTANT'S officers, employees, or subconsultants occurring during the scope of CONSULTANT's work on the Project and provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property. CONSULTANT's obligation to indemnify the CLIENT and CLIENT's officers and employees harmless does not include a duty to defend. This indemnification shall not apply to third-party claims or actions for consequential damages, lost revenues, increased expense, or lost profits, nor to any claim for punitive or exemplary damages.
 2. Liability of Client. To the fullest extent permitted by law and subject to the maximum limits of liability set forth by applicable law, CLIENT shall indemnify CONSULTANT from losses, damages, and judgments (including reasonable attorneys' fees and expenses of litigation) arising from claims or actions relating to the Project, provided that any such claim, action, loss, damages, or judgment is attributable to bodily

injury, sickness, disease, or death, or to injury to or destruction of tangible property, but only to the extent caused by the acts or omission of CLIENT or CLIENT'S employees, agents, or other consultants. This indemnification shall not apply to third-party claims or actions for consequential damages, lost revenues, increased expense or lost profits, nor to any claim for punitive or exemplary damages.

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

D. INSURANCE

1. The CONSULTANT agrees to maintain, at CONSULTANT'S expense a commercial general liability (CGL) and excess or umbrella general liability insurance policy or policies insuring CONSULTANT against claims for bodily injury, death or property damage arising out of CONSULTANT'S general business activities. The general liability coverage shall provide limits of not less than \$2,000,000 per occurrence and not less than \$2,000,000 general aggregate. Coverage shall include Premises and Operations Bodily Injury and Property Damage; Personal and Advertising Injury; Blanket Contractual Liability; Products and Completed Operations Liability.
2. The CONSULTANT also agrees to maintain, at CONSULTANT'S expense, a single limit or combined limit automobile liability insurance and excess or umbrella liability policy or policies insuring owned, non-owned and hired vehicles used by CONSULTANT under this Agreement. The automobile liability coverages shall provide limits of not less than \$1,000,000 per accident for property damage, \$2,000,000 for bodily injuries, death and damages to any one person and \$2,000,000 for total bodily injury, death and damage claims arising from one accident.
3. CLIENT shall be named Additional Insured for the above CGL and Auto liability policies, to the extent permitted by CONSULTANT'S insurers.
4. The CONSULTANT agrees to maintain, at the CONSULTANT'S expense, statutory worker's compensation coverage together with Coverage B, Employer's Liability limits of not less than \$500,000 for Bodily Injury by Disease per employee, \$500,000.00 for Bodily Injury by Disease aggregate and \$500,000 for Bodily Injury by Accident.
5. The CONSULTANT also agrees to maintain, at CONSULTANT'S expense, Professional Liability Insurance coverage insuring CONSULTANT against damages for legal liability arising from a negligent act, error or omission in the performance of professional services required by this Agreement during the period of CONSULTANT'S services and for three years following date of final completion of its services. The professional liability insurance coverage shall provide limits of not less than \$2,000,000 per claim and an annual aggregate of not less than \$2,000,000 on a claims-made basis.

6. CLIENT shall maintain statutory Workers Compensation insurance coverage on all of CLIENT'S employees and other liability insurance coverage for injury and property damage to third parties due to the CLIENT'S negligence.
 7. Prior to commencement of this Agreement, CONSULTANT will provide the CLIENT with certificates of insurance, showing evidence of required coverages. All policies of insurance shall contain a provision or endorsement that the coverage afforded will not be canceled or reduced in limits by endorsement for any reason except non-payment of premium, until at least 30 days prior written notice has been given to the Certificate Holder, and at least 10 days prior written notice in the case of non-payment of premium
- E. OPINIONS OR ESTIMATES OF CONSTRUCTION COST.** Where provided by the CONSULTANT as part of Exhibit I or otherwise, opinions or estimates of construction cost will generally be based upon public construction cost information. Since the CONSULTANT has no control over the cost of labor, materials, competitive bidding process, weather conditions and other factors affecting the cost of construction, all cost estimates are opinions for general information of the CLIENT and the CONSULTANT does not warrant or guarantee the accuracy of construction cost opinions or estimates. The CLIENT acknowledges that costs for project financing should be based upon contracted construction costs with appropriate contingencies.
- F. CONSTRUCTION SERVICES.** It is agreed that the CONSULTANT and its representatives shall not at any time supervise, direct, control, or have authority over any contractor's work, nor shall CONSULTANT have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at any Project site, nor for any failure of a Contractor to comply with Laws and Regulations applicable to that Contractor's furnishing and performing of its work. CONSULTANT shall not be responsible for the acts or omissions of any Contractor. CLIENT acknowledges that on-site contractor(s) are solely responsible for construction site safety programs and their enforcement.
- G. USE OF ELECTRONIC/DIGITAL DATA.**
1. Because of the potential instability of electronic/digital data and susceptibility to unauthorized changes, copies of documents that may be relied upon by CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by CONSULTANT. Except for electronic/digital data which is specifically identified as a project deliverable for this Agreement or except as otherwise explicitly provided in this Agreement, all electronic/digital data developed by the CONSULTANT as part of the Project is acknowledged to be an internal working document for the CONSULTANT'S purposes solely and any such information provided to the CLIENT shall be on an "AS IS" basis strictly for the convenience of the CLIENT without any warranties of any kind. As such, the CLIENT is advised and acknowledges that use of such information may require substantial modification and independent verification by the CLIENT (or its designees).
 2. Provision of electronic/digital data, whether required by this Agreement or provided as a convenience to the Client, does not include any license of software or other systems necessary to read, use or reproduce the information. It is the responsibility of the CLIENT to verify compatibility with its system and long-term stability of media. CLIENT shall indemnify and hold harmless CONSULTANT and its Subconsultants from all claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting from third party use or any adaptation or distribution of electronic/digital data provided under this Agreement, unless such third party use and adaptation or distribution is explicitly authorized by this Agreement.

H. REUSE OF DOCUMENTS

1. Drawings and specifications and all other documents (including electronic and digital versions of any documents) prepared or furnished by CONSULTANT pursuant to this Agreement are instruments of service in respect to the Project and CONSULTANT shall retain an ownership interest therein. Upon payment of all fees owed to the CONSULTANT, the CLIENT shall acquire a limited license in all identified deliverables (including reports, plans, and specifications) for any reasonable use relative to the Project and the general operations of the CLIENT. Such limited license to Owner shall not create any rights in third parties
2. CLIENT may make and disseminate copies for information and reference in connection with the use and maintenance of the Project by the CLIENT. However, such documents are not intended or represented to be suitable for reuse by CLIENT or others on extensions of the Project or on any other project. Any reuse by CLIENT or, any other entity acting under the request or direction of the CLIENT, without written verification or adaptation by CONSULTANT for such reuse will be at CLIENT'S sole risk and without liability or legal exposure to CONSULTANT and CLIENT shall indemnify and hold harmless CONSULTANT from all claims, damages, losses and expenses including attorney's fees arising out of or resulting from such reuse.

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

J. PERIOD OF AGREEMENT. This Agreement will remain in effect for the longer of a period of one (1) years or until such other expressly identified completion date, after which time the Agreement may be extended upon mutual agreement of both parties.

K. TERMINATION. This Agreement may be terminated:

1. For cause, by either party upon 7 days written notice in the event of substantial failure by other party to perform in accordance with the terms of this Agreement through no fault of the terminating party. For termination by CONSULTANT, cause includes, but is not limited to, failure by CLIENT to pay amounts owed to CONSULTANT within 120 days of invoice and delay or suspension of CONSULTANT's services for more than 120 days for reasons beyond CONSULTANT'S cause or control; or,
2. For convenience by CLIENT upon 14 days written notice to CONSULTANT.
3. Notwithstanding, the foregoing, this Agreement will not terminate under paragraph IV.K if the party receiving such notice immediately commences correction of any substantial failure and cures the same within 7 days of receipt of the notice.
4. In the event of termination by CLIENT for convenience or by CONSULTANT for cause, the CLIENT shall be obligated to the CONSULTANT for payment of amounts due and owing including payment for services performed or furnished to the date and time of termination, computed in accordance with Section III of this Agreement. CONSULTANT shall deliver and CLIENT shall have, at its sole risk, right of use of any completed or partially completed deliverables, subject to provisions of Paragraph IV. H.

5. In event of termination by CLIENT for cause and in addition to any other remedies available to CLIENT, CONSULTANT shall deliver to CLIENT and CLIENT shall have right of use of any completed or partially completed deliverables, in accordance with the provisions of Paragraph IV.H. CLIENT shall compensate CONSULTANT for all undisputed amounts owed CONSULTANT as of date of termination.
- L. INDEPENDENT CONTRACTOR.** Nothing in this Agreement is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the CONSULTANT or any of its employees as the agent, representative, or employee of the CLIENT for any purpose or in any manner whatsoever. The CONSULTANT is to be and shall remain an independent contractor with respect to all services performed under this Agreement.
- M. CONTINGENT FEE.** The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from award or making of this Agreement.
- N. NON-DISCRIMINATION.** The provisions of any applicable law or ordinance relating to civil rights and discrimination shall be considered part of this Agreement as if fully set forth herein. **The CONSULTANT is an equal opportunity employer and federal contractor or subcontractor. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. These regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.**
- O. ASSIGNMENT.** Neither party shall assign or transfer any interest in this Agreement without the prior written consent of the other party.
- P. SURVIVAL.** All obligations, representations and provisions made in or given in Section IV and Documents Retention clause of this Agreement will survive the completion of all services of the CONSULTANT under this Agreement or the termination of this Agreement for any reason.
- Q. SEVERABILITY.** Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon CLIENT and CONSULTANT, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.
- R. CONTROLLING LAW.** This Agreement is to be governed by the law of the Iowa and venued in courts of Iowa; or at the choice of either party, and if federal jurisdictional requirements can be met, in federal court in the district in which the project is located.
- S. DISPUTE RESOLUTION.** CLIENT and CONSULTANT agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice of dispute prior to proceeding to formal dispute

resolution or exercising their rights under law. Any claims or disputes unresolved after good faith negotiations shall then be submitted to mediation using mutually agreed upon a neutral from the American Arbitration Association Construction Industry roster. If mediation is unsuccessful in resolving the dispute, then either party may seek to have the dispute resolved by bringing an action in a court of competent jurisdiction.

[REMAINDER OF THIS PAGE IS INTENTIONALLY BLANK. SIGNATURE PAGE FOLLOWS.]

SECTION V - SIGNATURES

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

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

City of Windsor Heights

Bolton & Menk, Inc.

Signature : _____

Signature : _____

Signer Name: _____

Signer Name: _Justin Ernst_____

Signer Title : _____

Signer Title : _Municipal Assistant Group Leader_____

2026 FEE SCHEDULE

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

The fee schedule shall apply for the period through December 31, 2026. These rates may be adjusted annually thereafter to account for changed labor costs, inflation, or changed overhead conditions.

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

EMPLOYEE CLASSIFICATION	2026 HOURLY BILLING RATE
Administrative	\$70-177
Technician	\$77-188
Survey Technician	\$87-205
Senior Technician	\$140-232
Construction Manager	\$164-247
Design Engineer	\$126-204
Graduate Engineer	\$107-180
Graduate Surveyor	\$142-207
Landscape Designer	\$127-180
Landscape Architect	\$158-187
Licensed Project Surveyor	\$192-214
Planner	\$120-187
Project Engineer	\$150-212
Project Manager	\$142-260
Senior Landscape Architect	\$156-271
Senior Planner	\$174-252
Senior Project Engineer	\$172-222
Senior Project Manager	\$190-297
Architect	\$168-278
Two-Person Survey Crew	\$260-310
One-Person Survey Crew	\$175-210
Specialist*	\$102-220
Practice Expert**	\$127-351
Principal**	\$187-325
Senior Principal**	\$237-346
GPS/Robotic Survey Equipment ¹	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

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

*Specialized role not classified above otherwise.

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

EXHIBIT A

SCOPE OF SERVICES

The work to be performed by Bolton & Menk, Inc. (CONSULTANT) under this agreement shall encompass and include detailed work, services, materials, equipment and supplies necessary to complete analysis and design for the project.

The project involves the installation of storm sewer on 65th Street from The Windsor level spreader to Public Safety. The CONSULTANT will carry out design surveys, legal surveys, preliminary and final storm sewer design, and preparation of bidding documents. This scope of services is based on the following project assumptions:

Project Assumptions

- Field surveys will extend along the south and rear property line of 1135 65th Street.
- Legal surveys will be limited to 2 parcels.
- New storm sewer, intakes and manholes will be constructed. A drainage report will be completed to determine improvement types and locations.
- The Statewide Urban Design and Specifications (SUDAS) shall apply to construction work on this Project.
- Project design and property acquisition will be completed in the calendar year 2026. It is anticipated that the project letting will be in December of 2027. The roadway construction will be completed in the 2027 construction season.
-

The scope of services to be performed by the CONSULTANT shall be in accordance with generally accepted standards of practice and shall include the services to complete the following tasks:

TASK I - BASIC SERVICES OF THE CONSULTANT

The CONSULTANT shall consult on a regular basis with the City to clarify and define the City's requirements for the Project and review available data. The City agrees to furnish to the CONSULTANT full information with respect to the City's requirements, including any special or extraordinary considerations for the Project or special services needed, and to make available pertinent existing data. The CONSULTANT shall provide the following Basic Services regarding the Project.

A. Project Coordination

The CONSULTANT will complete the following project coordination tasks.

1. Project Management

This task will continue throughout the project. The Project Manager will oversee the budget and schedule for the project, act as the point of contact for City staff, and coordinate all work performed by the design team and sub-consultants.

The Project Manager will handle monthly progress reporting, meeting minutes, interoffice memoranda, and invoicing. Additionally, this task includes staff scheduling, coordination with sub-consultants, progress review, senior review of deliverables, and administration of the City's project SharePoint site.

2. Meetings with City staff

For budget purposes, the CONSULTANT will attend meetings with one (1) staff members of the CONSULTANT.

The following meetings with City staff are included with the scope of work:

- a. Preliminary (60%) Review Meeting
- b. Final (90%) Review Meeting

One additional meeting is included for miscellaneous purposes, and it is agreed by the parties that the CONSULTANT will attend additional meetings as necessary to complete the Project.

3. Coordination with Other Agencies/Projects

Communicate with Consultants on adjacent projects to review progress and discuss design elements. Coordinate to set schedules, establish design parameters, enhance decision-making, and speed up design development. Document meetings and other communications.

The following projects are known to be adjacent to the scope of work:

- N/A

4. Public Notice of Project

Prepare a project notice letter for property owners directly adjacent to the project. This letter will include a brief description of the project, notification of property surveys, the anticipated schedule, and contact information. Distribute the notice letter after receiving City review and approval. The notice should be sent before any field survey begins.

5. Public Involvement – Task not included

6. Individual Property Owner Meetings

Prepare for and attend individual meetings with property owners at the site to discuss the project and address any concerns. Assume three (3) meetings, one per property owner(s), attended by one CONSULTANT staff members.

7. Utility Coordination Meetings

Conduct meetings with utility companies to address specific conflicts. It is anticipated that there will be two (2) meetings with representatives of the various utility companies.

- Meeting 1 - Review the collected field data, identify any missing information, share with each utility the proposed preliminary layout of the project, and begin initial assessments of impacts to each utility.
- Meeting 2 - Review the utilities' relocation plans (if applicable).

This task does not include subsurface utility investigations to determine elevations of the existing utilities

B. Data Collection

Conduct field and office activities needed to gather topographic data essential for the project's completion. The City will supply aerial photographs and other existing maps of the project area. The detailed supplemental survey tasks to be carried out include the following:

1. Control Survey

Establish horizontal and vertical control for the Project area based on the permanent Horizontal (Iowa State Plane South) and Vertical Control monuments. Each permanent control point or benchmark shall have horizontal coordinates or elevation, recovery information and monument description. Accurate descriptions of the horizontal control points and benchmarks will be created and recorded on the plan sheets.

2. Topographic Survey

Perform topographic surveys required for the development of the projects. Horizontal and vertical accuracies shall be adequate to produce a map that is compatible with the topographic data for incorporation into the existing mapping and the digital terrain model. The topographic includes:

- a. Horizontal and vertical location of existing surface improvements.
- b. Types and locations of surfaces

- c. Landscaping and individual trees with diameters over 6 inches will be located. Areas that include multiple small trees will be clustered together and only the exterior limits will be displayed (tree lines).
- d. Ground contours (1 foot) and spot elevations; elevations will be measured on a 50-ft grid with spot elevations at important points including building corners, curbs, culverts, walks, road centerlines, and all manhole inverts.

3. Utility Survey

Perform utility surveys required for the development of the project. Contact utility owners of record or the "Iowa One Call" representative, request that buried utilities be marked in the field and obtain existing utility map. Establish coordinates and elevations (if possible) for utilities that fall within the limits of the project and are visible or have been marked on the ground by the utility owner.

The CONSULTANT will field locate utility locations established by others. Utilities to be surveyed include phone, gas, fiber optic, water main, overhead/underground electrical, sanitary sewer, and storm sewer (including power poles, pedestals, valves, and manholes). This includes establishing manhole and intake elevations for existing sanitary sewers, storm sewers, and roadway culverts.

Utility potholing is not anticipated to be necessary and is not a part of this task.

4. Boundary Survey

Perform right-of-way surveys required for the development of the project. The right-of-way surveys shall be in-depth legal surveys for which acquisition plats are to be developed.

This task also includes obtaining sufficient field data to locate or establish property lines affected by the project to enable the preparation of the improvement plans. This includes locating section corners, property pins, and visible lines of occupation such as fences, field divisions, or any other lines, indicating possession. A diligent effort must be made to recover existing land corner monuments necessary to describe the right-of-way along the project corridor.

Hire a title company subcontractor to provide an Ownership and Encumbrances report with copies of vesting deeds and easements. A forty-year search will be requested.

5. Project Base Map

Incorporate field surveys into an electronic base map to be used for the design of the project. Incorporate property lines, right-of-way lines, and property ownership for parcels located within the project limits into the base map.

6. Preparation of Acquisition Plats and Legal Descriptions

Prepare acquisition plats and legal descriptions for property to be acquired for the Project and perform land corner and lot surveys as needed for the preparation of the acquisition plats and legal descriptions for each parcel. Said plats and legal descriptions shall comply with requirements of the Iowa Code and shall be prepared by or under the direct supervision of a licensed land surveyor under the laws of the State of Iowa. Signed Plats will be provided to the City for the recording of the document at the Polk County Recorder's office. Monuments will be set at locations shown on the Acquisition Plat as required by Iowa Code

For estimating purposes, the following numbers of plats are assumed:

- Temporary Construction Easement = 2 (two) each (TE)
- Storm Sewer Easement = 1 each

The following table summarizes the anticipated project acquisitions, for which this scope of service task has been developed:

Parcel Name	Fee-Title ROW	Temporary Easements (TE)	Permanent Easements (PE)
Voigt, Brandy; Voigt, Hugh T Jr. Parcel ID: 782502129006	0	1	1
WJ Properties LLC GP: 782502129091	0	1	0

7. Right-of-Way/Easement Staking

This task involves staking the easement locations for right-of-way negotiations. The staking survey includes marking key easement location points to visualize the locations in the field, as well as marking existing property line locations. According to this agreement, all permanent and temporary easements will be staked once.

C. Geotechnical Services (by subconsultant) - Task not included.

D. Environmental Services — Task not included.

E. Traffic Engineering Services — Task not included.

F. 60% Preliminary Design and Plans

The CONSULTANT will provide preliminary design services for the improvements. The main objectives include developing storm sewer plans and profiles, identifying existing and proposed utility locations, determining existing and proposed right-of-way requirements, and creating a general staging concept for constructing the improvements. The consultant will consider

potential factors that may affect corridor improvements, such as property impacts, construction staging, and traffic control operations. Preliminary design plans will illustrate the proposed grading, drainage, paving, utility relocation, and other features of the project.

The work to be performed by the CONSULTANT under the Preliminary Design phase will consist of the following tasks:

1. Preliminary Drainage Analysis

Inventory existing hydraulic conditions and review as-built report for the The Windsor to verify design flows to the existing level spreader. Once the impacts have been quantified, develop two (2) alternative storm sewer system layout plan to capture stormwater discharge from the detention basin and level spreader and convey it through storm sewer. Analysis does not include hydraulic modeling to verify design flows from The Windsor. Rather, improvements will be designed to accommodate the design flows from The Windsor as reported by the developer's engineer.

A memo documenting recommendations and assumptions will be created.

2. Preliminary Water Main Design

Develop water main alignment and determine location of hydrants, valves, and other key connections.

3. Utility Research and Conflict Identification

The CONSULTANT will meet with the utility companies, including City utilities, for information within the project corridor regarding transmission, distribution, and service laterals. This includes information related to existing facilities and facilities planned for construction during the proposed improvements.

Identify utility conflicts based upon the preliminary design layout and develop a tabulation with plan sheet exhibits for purposes of working through conflict resolution. This task includes storm sewer, water main, and all private utilities including gas, electric and communications.

4. Identify Acquisition Requirements

The CONSULTANT will identify temporary and permanent easement needs based on preliminary design development. The requirements will take into consideration proposed utilities, construction staging and access, utility relocations, and other critical construction elements.

The CONSULTANT shall coordinate with the City's right-of-way agent through the acquisition process including staking existing right-of-way, proposed right-of-way and easements.

5. Preliminary Plan Preparation

Upon completion of the preliminary plans, the design plans will be approximately 60% complete. The preliminary plans will include but not be limited to the following tasks:

a. Preliminary Title and Legend Sheets (A Sheets)

Consists of assembling the preliminary title and general information sheets. The preliminary title sheets will include the following: Index of Sheets, Legend, Location Map, Project Number, Design Traffic data. The legend sheet will include descriptions of line types, symbols and other commonly used items.

b. Preliminary Typical Cross Sections and Details (B Sheets)

Consists of assembling the Typical Cross Sections to be used for the proposed improvements as well as a preliminary determination of the limits that each Typical Section will apply. The Typical Cross Sections will include but not be limited to the proposed grading, drainage, utilities, and paving improvements.

c. Preliminary Quantities and General Information (C Sheets)

Consists of a preliminary determination of the bid items to be included in the project, along with an estimate of quantities for each item.

d. Preliminary Removal Sheets (F Sheets)

Consists of assembling plans depicting removal limits of the existing infrastructure within the project area. The scale of these sheets will be 1" =20'.

e. Preliminary Survey Sheets (G Sheets)

Consists of assembling reference ties to the plan control points and the benchmark data used to develop the plans and to be preserved throughout construction of the project. This task also includes preserving any Government Corners that are found in the vicinity of the proposed construction.

f. Preliminary Right-of-Way Sheets (H Sheets)

Consists of assembling plans identifying existing and proposed right-of-way and easements. The scale of these sheets will be 1" =20'.

g. Preliminary Traffic Control, Staging, and Pavement Markings Sheets (J Sheets)

Develop suitable plan for construction scheduling and staging of the project and for traffic control measures to be implemented during construction. Staging plan shall include provisions for maintaining access to adjacent properties during construction.

Develop pavement marking plans to be placed into service following construction. The traffic control devices, procedures, and layouts shall be as per the Manual on Uniform Traffic Control Devices (MUTCD) and City requirements. It is assumed that the City will layout and install the permanent signing for the Project.

a. Preliminary Landscaping Sheets (K Sheets)

Develop landscaping plans associated with turf establishment, plantings and other project corridor enhancements.

b. Preliminary Buried Pipe Sheets (M Sheets)

Consists of the development of underground utility plans including storm sewer, sanitary sewer, and water main design. These drawings will show identified locations of

franchise utilities and critical crossings. Sheets may be combined depending on clarity of the plans. Plan view will be 1"=20' scale and profile view will be H: 1"=20', V: 1"=5'

i. Preliminary Storm Sewer Sheets (M1 Sheets)

Consists of the development of storm sewer layout and sizing based on proposed improvements and existing drainage patterns utilizing Chapter 2 of the SUDAS Design Manual. Plans to show storm sewer horizontal and vertical profiles, unless shown on applicable D sheets, that will show the existing topography, proposed improvements, storm sewer profile, and structure locations. Structure tables and storm sewer cross sections will be included.

c. Preliminary Erosion and Sediment Control (SWPPP) (R Sheets)

Consists of a preliminary erosion and sediment control layout

6. Preliminary Field Review

This task consists of the preparation of materials for a field exam, participation in the field exam, and reviewing results of the field exam with the City.

7. Preliminary Opinion of Probable Construction Cost

The CONSULTANT shall prepare a preliminary Opinion of Probable Construction Cost for the Project at the time of completion of the preliminary plans.

8. Quality Control

Involve ongoing quality control input from the project team and the design engineer's senior technical staff throughout the development of preliminary plans. The design engineer is responsible for making specific recommendations and ensuring that critical issues are discussed and resolved prior to submitting the preliminary plan set to the project team.

Review the preliminary engineering plan set for technical accuracy, as well as for general constructability and conformance with the project design criteria.

9. City Review

Plans will be provided to the City at 60% stage for their review of the plans and other submitted documents.

G. **Final Design**

Based upon approved preliminary design and field exam, the CONSULTANT shall subsequently proceed with final design, contract drawings, specifications, and opinion of probable construction costs for the award of a single Contract for the construction of the proposed improvements. The tasks to be performed include the following:

1. Incorporate City Comments from Preliminary Plan Review Submittal

The CONSULTANT will revise check construction plans and specifications to incorporate City review comments.

2. Final Construction Plans

The CONSULTANT shall provide the City with the following deliverables:

- a. *Final Title and Legend Sheets (A Sheets)*
Consists of the final title and general information sheets. The preliminary title sheets will include the following: Index of Sheets, Legend, Location Map, Project Number, Design Traffic data. The legend sheet will include descriptions of line types, symbols and other commonly used items.
- b. *Final Typical Cross Sections and Details (B Sheets)*
Consists of final design and drafting of typical cross sections and standard details to be utilized for the improvements.
- c. *Final Quantities and General Information (C Sheets)*
Consists of final bid items to be included in the Project, as well as final quantity tabulations, and the development of the general notes and estimate reference information.
- d. *Final Removal Sheets (F Sheets)*
Consists of the final design and drafting of removal limits of existing infrastructure within the project area. The scale of these sheets will be 1" =20'.
- e. *Final Survey Sheets (G Sheets)*
Consists of finalizing the plan control points and the benchmark data used to develop the plans and to be preserved throughout construction of the project. This task also includes tabulation for all alignments.
- f. *Final Right-of-Way Sheets (H Sheets)*
Consists of final design and drafting plans identifying existing and proposed right-of-way and easements. The scale of these sheets will be 1" =20'.
- g. *Final Traffic Control, Staging, and Pavement Markings Sheets (J Sheets)*
Consists of final design and drafting of the traffic control, staging, and permanent pavement marking plans.
- h. *Final Landscaping Sheets (K Sheets)*
Consists of the final design and drafting of plans associated with turf establishment, plantings and other project corridor enhancements.
- i. *Final Buried Pipe Sheets (M Sheets)*
Consists of the final design and drafting of underground utility plans including storm sewer, sanitary sewer, and water main design. These drawings will show identified locations of franchise utilities and critical crossings. Sheets may be combined depending on clarity of the plans. Plan view will be 1"=20' scale and profile view will be H: 1"=20', V: 1"=5'
 - i. *Final Storm Sewer Sheets (M1 Sheets)*
Consists of final design and drafting of storm sewers, storm sewer inlets, manholes, open ditches, culverts, and other storm drainage related facilities for the Project.

j. Final Erosion and Sediment Control (SWPPP) (R Sheets)

Consists of the final design, drafting and tabulations for the base erosion control measures to be provided on the Project.

3. Project Manual

Consists of providing a Project Manual for the Project in accordance with Iowa, including Notice of Hearing and Letting, Instruction to Bidders, Bid Forms, Bond Forms, Agreement Forms, General Conditions of the Construction Contract, Supplementary General Conditions, and Detailed Construction Specifications.

4. City Review (Check Plans)

Plans and project manual will be provided to the City at 90% stage for their review.

5. Incorporate City Comments from Check Plan Review Submittal

The CONSULTANT will revise final construction plans and specifications to incorporate City review comments.

6. Project Permitting

The CONSULTANT will assist the City in preparing applications for permits from governmental authorities that have jurisdiction to approve the design of the project and participate in consultations with such authorities, as necessary. The CONSULTANT shall prepare the following documents for the project:

a. None

Any fees for construction permits, licenses, or other costs associated with permits and approvals shall be the responsibility of the City. The CONSULTANT shall provide technical criteria, written descriptions, and design data for the City's use in filing the applications for permits. The CONSULTANT shall prepare the permit applications and other documentation.

7. Final Opinion of Probable Construction Cost

The CONSULTANT shall prepare a final Opinion of Probable Construction Cost for the Project at the time of completion of the final plans and specifications. The Opinion of Probable Construction Cost is intended for the use of the City in financing the Project.

8. Final Quality Control

Involve ongoing quality control input from the Project Team and the design engineer's senior technical staff throughout the development of final plans. The design engineer is responsible for making specific recommendations and ensuring that critical issues are discussed and resolved prior to submittal of the final plan set.

Review the final engineering plan set for technical accuracy, as well as for general constructability and conformance with the project design criteria.

H. **Project Bidding Phase**

The CONSULTANT will coordinate with the City Clerk's office for the letting process of the Project. The bid will be posted and managed by the CONSULTANT's site. For estimating purposes, one (1) local letting has been included as part of this Agreement. The work tasks to be performed or coordinated by the CONSULTANT shall include the following:

1. Printing of Final Plans and Specifications

Consists of printing the Plans and Specifications for City's use. For budget purposes it is estimated that five (5) half-size (11"x17") plan sets and specifications will be duplicated and assembled by the CONSULTANT. Electronic versions will also be submitted.

2. Notice of Project

Prepare the formal Notice of Hearing and Letting. The CONSULTANT shall be responsible for the posting of the Notice to Bidders on the Master Builders of Iowa and Iowa League of Cities website. The City shall be responsible for the publication of the Notice of Hearing and Letting. The CONSULTANT shall also prepare and disseminate an informal notice to contractors concerning the upcoming project.

3. Plan Clarification and Addenda

The CONSULTANT shall be available to answer questions from contractors prior to the letting and shall issue addenda as appropriate to interpret, clarify, or expand the bidding documents.

4. Letting, Bid Tabs and Award Recommendation

The CONSULTANT shall make tabulations of bid for the Owner, shall advise the Owner on the responsiveness of the bidders, and assist the Owner in making the award of contract, including preparation of necessary contract documents.

5. Construction Contract Documentation

Prepare and coordinate the preparation and securing of contract documents for the project, including construction agreement, bonds, and insurance certifications.

TASK II - RESIDENT CONSULTANT SERVICES - Task not included.

ADDITIONAL SERVICES NOT INCLUDED IN THIS CONTRACT

Additional Services not included as part of this Scope. If authorized, under a supplemental agreement, the CONSULTANT shall furnish or obtain from others the following services:

1. Real Estate Acquisition Services
2. Contaminated Soils investigations
3. Retaining Wall Structural Design
4. Streetscape Design
5. Construction Administration
6. Resident Construction Observation
7. Construction Surveys
8. Construction Period Testing Services
9. Sanitary Sewer Design
10. Water Main Design
11. Geotechnical Services
12. Phase II Cultural Resource Investigations
13. Biological Resource or Bat Acoustic Surveys
14. Alternatives Analysis if an Individual Section 404 Permit is needed



**STAFF REPORT
CITY COUNCIL**

August 3, 2026

TO: CITY COUNCIL

FROM:

SUBJECT: Discuss Windsor Heights Deer Population

GENERAL INFORMATION

Topic: Windsor Heights Deer Population

Staff and elected officials have received several communications from residents this year regarding Windsor Heights' significant deer population and resulting property damage which frequently involved trees, hostas and gardens. Staff also monitors traffic incident reports involving deer collisions, which remain relatively rare, although some incidents may go unreported.

The City currently has a [Special Bow Hunt Program](#) and an ordinance [prohibiting the feeding of deer](#). Reminders not to feed deer are periodically included in City communications. Participation in the Urban Bow Hunt Program has historically been limited, with only one property previously approved. The City's density, the difficulty of identifying suitable hunting locations, and the safety requirements imposed on program participants limit opportunities and participation in the program.

In early July, staff was contacted by a resident interested in allowing hunting on their property. Staff met with the resident onsite to evaluate whether the property could be hunted in compliance with the Special Bow Hunt Ordinance. The property owner and staff are continuing to work through the logistical requirements and the neighboring property owner approvals necessary prior to bringing the proposal forward to City Council.

Lt. Norris serves as the City's Urban Bow Hunt Administrator and represents Windsor Heights on the Polk County Urban Bow Hunt Task Force. Because deer frequently move between jurisdictions, expanding the urban bow hunt within Windsor Heights is unlikely to substantially reduce the overall deer population long-term. However, the program remains one of the few tools currently available to help address resident deer concerns and localized property damage.

Staff is supportive of finding safe opportunities to utilize the program to help address resident concerns.

This agenda item was requested for City Council discussion. Staff welcomes feedback regarding additional measures the City could consider to address concerns associated with the deer population.

ATTACHMENTS

None



**STAFF REPORT
CITY COUNCIL**

August 3, 2026

TO: CITY COUNCIL

FROM:

SUBJECT: Discuss Fall 2026 Strategic Planning Options

GENERAL INFORMATION

Topic: Strategic Planning

In June, administration contacted three consultants with experience providing strategic planning related services to Des Moines metro cities. Administration recommends engaging a consultant to facilitate sessions with department heads and then jointly with City Council during September and October. The resulting priorities would help focus staff efforts and guide the development of recommended budget reductions in future years.

The Finance Committee reviewed the proposals on July 29 and expressed support for conducting a strategic planning this fall. Administration believes all three consultants are capable of facilitating meaningful discussions and producing actionable outcomes.

Based on cost and proximity to Windsor Heights, Administration recommends working to incorporate some additional budgetary components into Chris Shires' proposal, and proceeding with finalizing an agreement with him. Strategic planning is not budgeted in the current year's budget. If the cost is approximately \$10,000, the cost can likely be absorbed in the City Hall professional services expense lines. If City Council prefers to move forward with the more in-depth \$30,000 plus travel expenses proposal from Mr. Sumek, Administration recommends allocating LOST funds for this project and incorporating the expense in a budget amendment.

Currently known scheduling conflicts for key City participants include September 15–25, October 2–3 (Fall Festival), and October 17.

Proposals:

- [Chris Shires](#) \$9,000. Experience: Indianola and Pleasant Hill. Based in Des Moines Metro. Draft proposal attached which includes a series of shorter workshops with the Council versus a ½ day work session, though this can be adjusted. This scope and fee can

be modified as needed to fit needs. General upcoming availability outside of Sept. 4th – 12th.

- [Lyle Sumek](#) \$30,000 Experience: Clive, Waukeez, Grimes and Johnston. Based in Florida. Draft proposal attached. Updated availability in September/October requested and will be provided at the dais if received.
- Tamara Kenworthy Wouldn't be able to start until late October due to other obligations. Pricing not pursued because of timing.

ATTACHMENTS

1. Shires Goal Setting and Strategic Plan Proposal 2026
2. SUMEK WINDSOR HEIGHTS PROPOSAL 2026

CITY OF WINDSOR HEIGHTS MAYOR & CITY COUNCIL GOAL SETTING

WORK PLAN

Our general approach to a City's goal setting should broadly encompass the range of issues facing the community related to growth, development, and fiscal health and resiliency. It should be a short-term plan (1 to 3 years) that identifies specific actions and an organizational framework for implementation. The plan should establish serve as a roadmap for approaching and addressing the community's most pressing issues and aspirations.

TASK 1 - KICK-OFF MEETING WITH CITY STAFF

The consultant will facilitate a project kick-off meeting with City Staff to confirm all aspects of the Project Work Plan and prepare of the half-day City Staff workshop.

TASK 2 - RESEARCH + HALF-DAY STAFF LEADERSHIP TEAM WORKSHOP

The consultant will review the existing planning/strategic planning document(s) and other related articles that define the mission, vision, and current goals of Windsor Heights. This process may also include one-on-one interviews with a few key individuals, at the City's discretion, to help our team better understand any potential areas of needed focus or reinforcement during the process.

The consultant will conduct a ½-day long workshop with City department heads and key staff members to set the groundwork for the Mayor/Council workshop. The workshop will be designed to review current priorities and goals and identify future goals, initiative, and impediments to be considered.

TASK 3 - MAYOR / COUNCIL WORKSHOP SERIES

The consultant will prepare a workshop packet for each City Council member which will include a summary of the staff workshop along with additional questions to be considered in preparation for a City Council workshop. This packet will be provided to Council members prior to the workshop to allow time to thoughtfully consider the information and answer the questions presented for increased engagement and interest by participants

The consultant will facilitate a series of workshops with the Mayor and City Council that engages them in identifying and establishing the Council goals. City department leaders will be in attendance to provide technical support/clarification as needed.

The workshops can be held during a weekday afternoon or evening before or after a Council meeting, lasting for 1 to 2 hours. The goal of the workshop series is to:

- Review and confirm the current mission and vision of the City of Windsor Heights.
- Review recently completed goals, current ongoing initiatives, and initiatives that were not completed.
- List and define future goals.
- Identify the top goals and priorities for the next year.
- Define timelines, phasing, partners, and project leaders for each of the top goals.

Council Workshop #1

- Review and confirm the current mission and vision of the City of Windsor Heights.
- Review recently completed goals, current ongoing initiatives, and initiatives that were not completed.
- List and define future goals.

Council Workshop #2

- Review and prioritize Council goals.

TASK 4 - SUMMARY DOCUMENT

Following the workshop, Confluence will prepare a summary of the conversations and decisions made and the goal priorities. The summary document will be graphically rich, suitable for printing and for posting to the City's website. Confluence will also create a summary brochure or document as may be desired for marketing purposes.

Council Workshop #3

- Review and confirm the summary goals document.

MEETING FACILITATOR

Christopher Shires, AICP, Principal and Vice President with Confluence.

FEE PROPOSAL

\$9,000, lump sum, expenses included.

PROPOSAL

LEADERSHIP, STRATEGIC BUSINESS PLANNING 2026-2027

**Mayor and City Council
City of Windsor Heights
July 2026**

Program Outcomes

- **STRATEGIC FRAMEWORK: VISION, GOALS, PLAN (5-YEAR), and MISSION FOR THE CITY OF WINDSOR HEIGHTS**
 - Vision 2042: A Vision Statement with defined, value-based and aspirational principles that describe the preferred future in 15 years for the Windsor Heights community
 - Goals for 2032: Six Goals with measurable objectives – five-year outcomes [linked to the principles] which become major focus areas for the City of Windsor Heights
 - Plan 2026 – 2032: A Plan to realize the Vision, to enhance the Mission and to achieve the Goals with an analysis of major challenges and opportunities and specific deliverable actions
 - Mission: A Mission Statement that defines what should be the primary purposes of the Windsor Heights City Government with operating guidelines and service priorities
- **CITY BUSINESS: CORE SERVICES AND QUALITY OF LIFE SERVICES**
 - Municipal Services Framework for City of Windsor Heights
 - Municipal Services Priorities
 - Budget Guidelines for FY 2028
- **ACTION AGENDA FOR 2026-2027**
 - Policy Agenda for 2026-2027: A Top “10” list of Top and High Priority policy related actions for the Mayor and City Council to address during the next year
 - Management Agenda for 2026-2027: A Top “10” List of Top and High Priority management or administrative actions for the next year

- Major Projects for 2026-2027: A list of key projects to be completed or requiring significant work for the next year
- Action Outlines 2026-2027: For prioritized actions including activities/milestones, timeframe, responsible party/team

➤ **MAKING THE STRATEGIC PLANNING PROCESS WORK FOR THE CITY OF WINDSOR HEIGHTS**

Institutionalizing an on-going process in the governance process and the organization

- Progress Matrix or Status Reports
- Marketing the Plan to the Community
- Incorporation into Policy Reports, Budget Plan Development, Program Development, Project Planning

➤ **BUILDING A HIGH PERFORMIN CITY TEAM**

Under the Council-Administrator Form of City Government, the Mayor-City Council are the “Board of Directors” who hire the City Administrator as the CEO – implementing the direction and decisions of the City Council.

- Effective Governance framework
- Mayor-City Council Success Statement
- House Rules: Code of Conduct and Civility
- Mayor-City Council Operating Protocols
- Roles and Responsibilities: Mayor, City Councilors and City Administrator

Program Outline – Option 1

ACTIVITY 1: Leadership and Strategic Planning Activity Outline for the City of Windsor Heights

The consultant will consult with the City Administrator/City Administrator's Office to finalize purposes, work products, activities, and time frames.

ACTIVITY 2: Mayor-City Council-Key Managers Background Interviews

The consultant will interview the Mayor, each City Council Members, City Administrator, Other Managers and City staff. The purposes of each interview are to:

- Gain background on the City of Windsor Heights and the community
- Discuss their vision for the future – the preferred outcomes
- Discuss mission of City of Windsor Heights
- If you leave and return to Windsor Heights in 2042, what would you like to see?
- Identify success in five years - 2032 focusing on outcomes for the City?
- Discuss and focus strengths/key assets, areas for improvement, major threats to the future and future opportunities
- Identify and discuss municipal services and priorities
- Identify specific action ideas and priorities for 2026-2027
- Mayor-City Council success means... and desired image in the community...
- How do you want to be treated?
- What other topics would you like to discuss in our Workshop(s)

Specific questions will be developed based upon further discussion.

ACTIVITY 3: Departmental Worksheets and Backgrounding

The consultant will request the department heads complete worksheets on:

- Departmental Successes
- Major Challenges Facing our Windsor Heights Community and Department
- Management in Progress – Current Work
- Departmental Services Prioritization
- New Initiatives for the Future

This information will be used and present in the Leader's Guide 2026 – Working Document.

The consultant will review and incorporate major planning documents, including the comprehensive plan, master plans, budget and capital improvement budget/plans.

ACTIVITY 4: Interview Analysis and Preparation of Leader's Guide 2026 – a Working Document for Management Team

The consultant will analyze the interview data and prepare a summary of:

- Vision 2042 Draft: Statement with defined principles
- City Government Mission Updated Draft: Statement with defined principles
- Working Draft Goals for 2032 with Objectives, Challenges and Opportunities and Potential Actions for 202-2027
- City Municipal Services Prioritization Framework

These drafts will be placed in a Leader's Guide 2026 – A Working Document for the Management Team that will be used and modified during the Strategic Planning process.

ACTIVITY 5: Strategic Planning Session 1 for Management Team

A one-day Strategic Planning Session 1 will be held. The purpose of this session is to:

- Provide background on Strategic Planning
- Performance Report 2026 – City Successes and Departmental Successes
- Windsor Heights – Today's Community Assessment
- Vision 2042 – aspirational principles for the future
- Mission for the Windsor Heights Government
- Plan 2026-2032
- Service Prioritization Framework
- Identify topics for Mayor and City Council Workshop

The specific agenda will be developed and submitted to the City Administrator. The Workshop should be flexible, adjusting to your needs, and should be fun in order to maximize the learning experience.

ACTIVITY 6: Preparation of Leaders' Guide 2026 for Mayor and City Council

The Consultant will analyze the interview data and prepare a summary of:

- Vision 2042 Draft: Statement with defined principles
- Mission Draft: Purpose of City Government with defined principles
- Working Draft Goals for 2032 with Objectives/Outcomes
- Actions 2026-2027
- Service Prioritization Framework

These drafts will be placed in a Leader's Guide 2026 – A Working Document that will be used and modified during the Mayor and City Council Workshop.

ACTIVITY 7: Leadership and Strategic Planning Workshop I for Mayor and City Council

A 2-days Leadership and Strategic Planning Workshop will be conducted for the Mayor and City Council. The specific agenda will be developed based upon the interviews. A typical outline for a Leadership and Strategic Planning Workshop follows:

1. City and Community as a TEAM - Effective Leadership and Teamwork
2. Realities for 2026-2027 for the City of Windsor Heights
3. Strategic Planning/Business Planning Model the for City of Windsor Heights
4. Performance Report 2025-2026
5. City of Windsor Heights Vision 2042
6. City of Windsor Heights: Updated Mission
7. Goals for 2032
8. City of Windsor Heights: Service Priority
9. Plan 2026 – 2032: Initial Draft and Initial Priorities
10. Governance: Mayor – City Council – City Administrator in Action

The consultant will prepare summary working documents

ACTIVITY 8: Strategic Planning Workshop 2 for Management Team

A 1-day Strategic Planning Workshop 2 is suggested for the Management Team. This workshop will focus on:

- Vision 2042: Review, Reality Test
- Goals 2032: Review, Reality Test
- Municipal Service Priorities: Review, Reality Test
- Plan 2026-2032: Review and Refinement
- Action Outlines 2026-2027: Who Is Responsible, What are the Key Issues, What are the Major Milestones and When

The consultant will prepare final working documents.

ACTIVITY 9: Leadership and Strategic Planning Workshop 2 for Mayor and City Council

A one day Leadership and Strategic Planning Workshop 2 will be conducted for the Mayor and City Council. The specific agenda will be developed based upon the interviews. A typical outline for a Leadership and Strategic Planning Workshop follows:

- Strategic Plan Model: Re-connecting the “Dots”
- Windsor Heights Vision 2041: Finalization
- City of Windsor Heights Mission: Finalization
- Plan 2026-2031: Finalization
- Action Outlines 2026: Review and Refinement
- Policy Actions 2026: Top Priority and High Priority
- Management Actions 2026: Top Priority and High Priority

ACTIVITY 10: Preparation of Final Reports

The consultant will prepare final document in consultation with City staff, including:

- Strategic Plan 2026-2032-2042
- Executive Summary (booklet format)
- Plan in Brief 2026-2027 (one-page lamented)
- Action Agenda 2026-2027 with Policy Calendar
- Budget Guidelines and Services Framework
- Leader’s Guide 2026: Final Report

STRATEGIC FRAMEWORK

VISION 2041

*“Desired Destination for the
City of Windsor Heights”*

PLAN 2031

“Map to the City of Windsor Heights’s Destination”

EXECUTION

“Route for Next Year”

MISSION

“Responsibilities of the City of Windsor Heights”

BELIEFS

“How the City of Windsor Heights Should Operate”

STRATEGIC FRAMEWORK BASIC ELEMENTS

VISION

**“What We Want to Become –
Our Preferred Future as Defined in Value-Based Principles.”**

PLAN

**“Our Road Map for 5 Years – How to Realize Our Vision with
Achievable Goals Defined Through: Objectives, Meaning to
Our Residents, Challenges and Opportunities, Actions 2024,
Major Projects 2024 and Actions on the Horizon.”**

EXECUTION

**“Actions to Implement the Plan – A Work Program for Next Year
with a “To Do” List for Mayor, City Council and Management – To
be Completed with Accountability for the Results.”**

MISSION

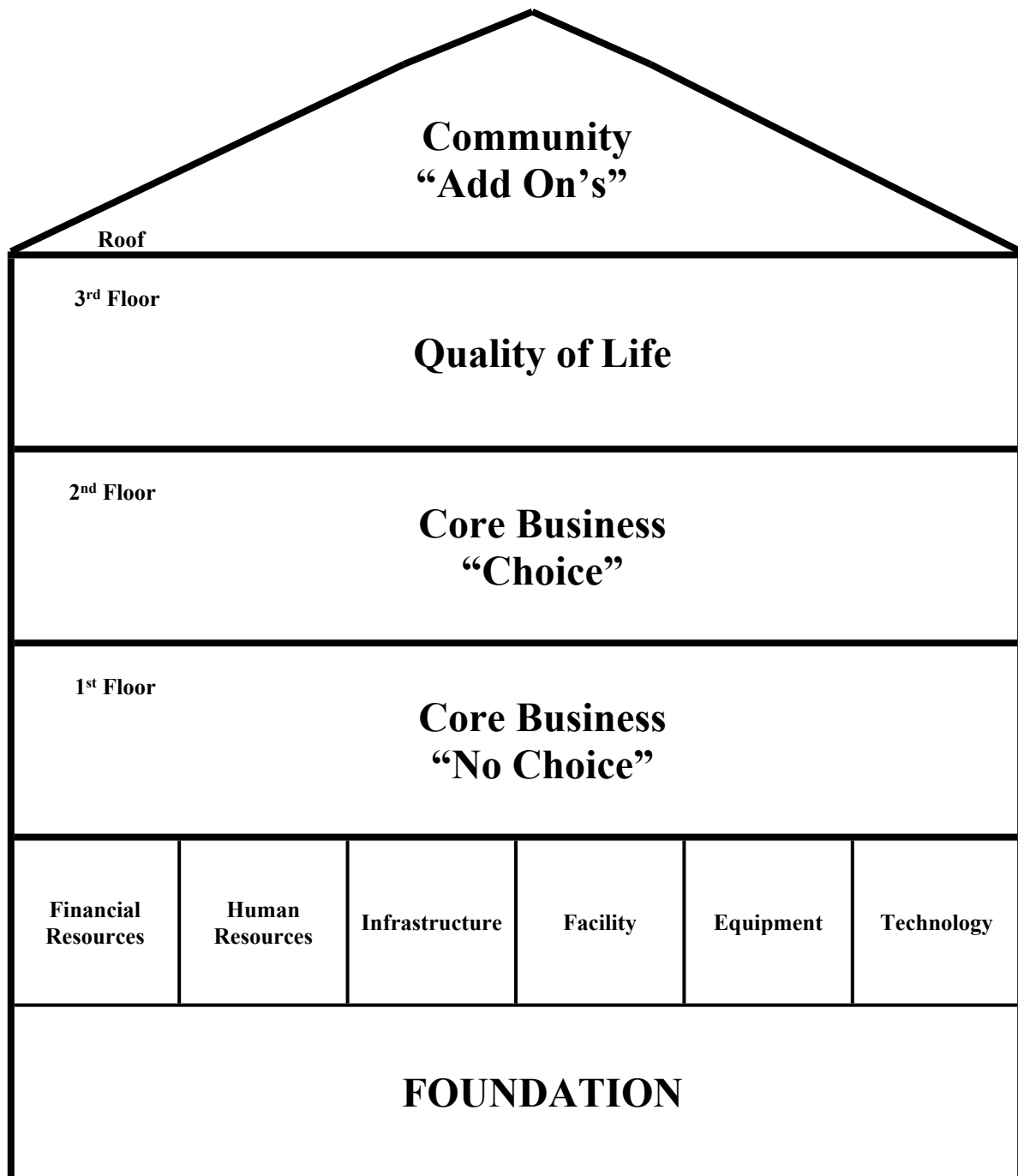
**“Purposes of City Government – Determined in Service Businesses
Defined in: Operating Elements, Business Successes, Challenges and
Opportunities and Service Improvements.”**

BELIEFS

**“Our Core Beliefs Which are the Foundation for Our City
Government – Creating a Corporate Culture of Action and
Accountability, the Primary Value, As Defined in Performance
Standards to Guide Behaviors and Actions.”**

HOW WE CONDUCT OUR BUSINESS

City: Service Responsibilities



City Service Hierarchy House Model

FOUNDATION

"INVISIBLE" FROM VIEW, BUT NECESSARY FOR THE DELIVERY OF CITY SERVICES

1st FLOOR - NO CHOICE

SERVICES REQUIRED BY STATE OR FEDERAL LAWS; IF NO COMPLIANCE, PEOPLE GO JAIL, FINES ARE LEVIED

2nd FLOOR - CHOICE FOR DAILY LIFE

SERVICES NECESSARY FOR LIVING IN A MODERN COMMUNITY

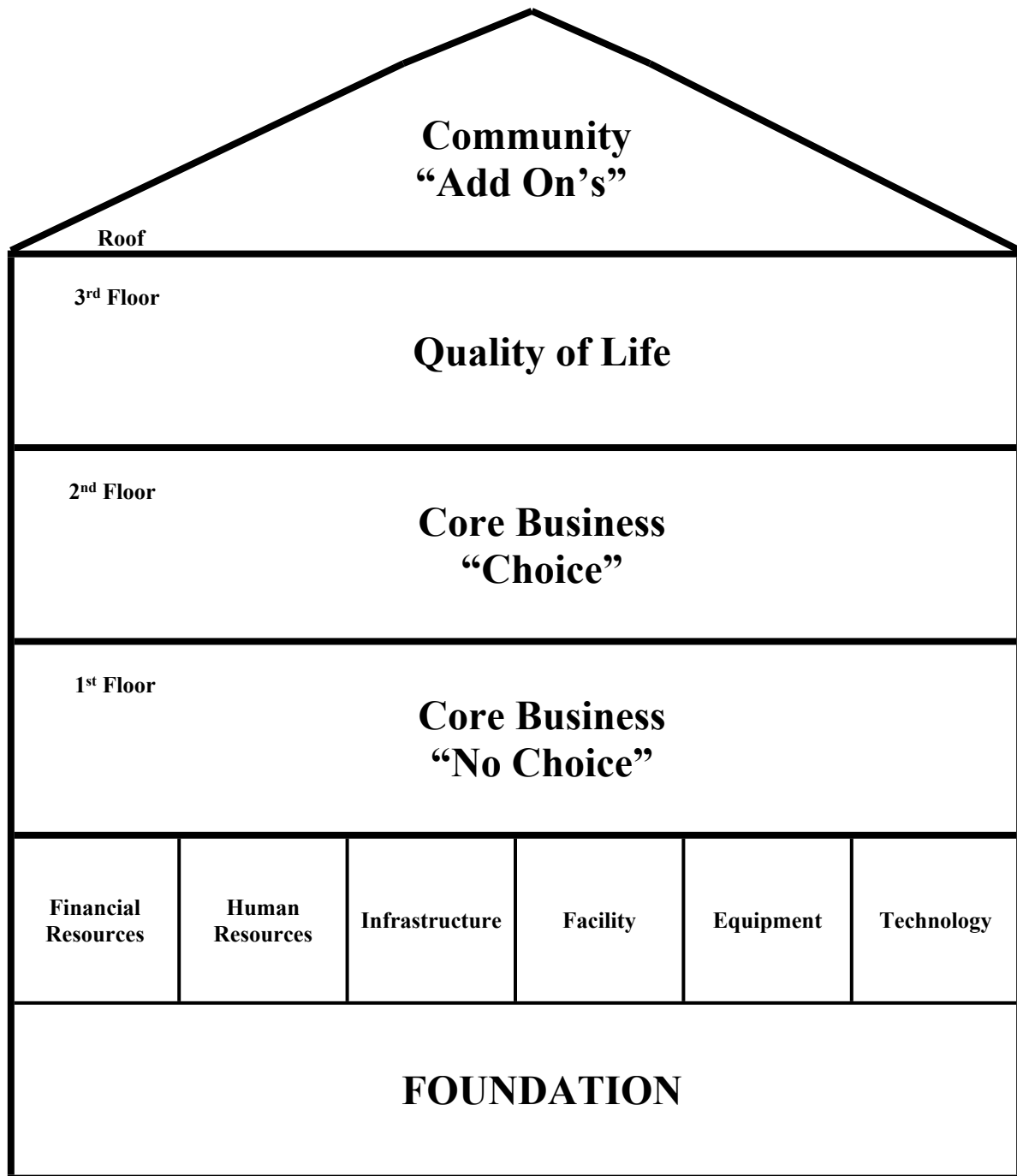
3rd FLOOR - QUALITY OF LIVING

SERVICES THAT MAKE THE COMMUNITY A DESIRABLE PLACE TO LIVE AND DISTINGUISH IT FROM OTHERS

ROOF - COMMUNITY ADD ON

SERVICES THAT ADD FURTHER VALUE TO THE RESIDENTS' LIVES

City: Service Responsibilities



City Service Hierarchy House Model

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ROOF - COMMUNITY ADD ON

SERVICES THAT ADD FURTHER VALUE TO THE RESIDENTS' LIVES

Consultant Resume and Qualifications

Lyle J. Sumek, President
Lyle Sumek Associates, Inc.
1803 Eleuthera Point J2
Coconut Creek, Florida
(386) 246-6250

Academic

A.B. in Public Administration, San Diego State College, 1967
M.S. in Public Administration, San Diego State College, 1968
Ph.D. in Public Administration, University of Southern California, 1977

Local Government

Management Intern, City of San Diego, 1965
Management Assistant, City of San Diego, 1965 – 1968
(Fire Department, Public Works Department, City Manager's Office)

University Teaching

Instructor, University of Southern California, 1970 – 1972
Assistant Professor, Northern Illinois University, 1972 – 1973
Associate Professor and Assistant Dean (Boulder Campus),
University of Colorado, 1973 – 1979

Consulting Services

President, Sumek Associates, Inc. (a Colorado Corporation), 1979 – 1991
President, Lyle Sumek Associates, Inc. (a Florida Corporation), 1991 – Present

Publications

Numerous Publications on Leadership, Strategic Planning, Team Building and
Aligning the Corporate Culture – High Performance Organization Accountable
for the Results

Fee Estimate

Leadership and Strategic Planning Program

City of Windsor Heights

October 2026

ESTIMATED TIME: 100 hours [depending on activities]

CONSULTATION: \$300.00 PER HOUR

COST ESTIMATE: \$30,000 plus Travel Expenses

Cancellation/unavailability of individuals may result in additional charges

EXPENSES:

Including, but not limited to:

- *Travel/Auto Expenses*
- *Accommodations and Meals*



**STAFF REPORT
CITY COUNCIL**
August 3, 2026

TO: CITY COUNCIL

FROM:

SUBJECT: Discuss 2026 City Administrator Performance Review Process

GENERAL INFORMATION

ATTACHMENTS

None



STAFF REPORT
CITY COUNCIL
August 3, 2026

TO: CITY COUNCIL

FROM:

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

GENERAL INFORMATION

ATTACHMENTS

None



**STAFF REPORT
CITY COUNCIL**
August 3, 2026

TO: CITY COUNCIL

FROM:

SUBJECT: Mayor Report

GENERAL INFORMATION

ATTACHMENTS

1. Mayor's Report 7-20-2026

MAYOR'S REPORT

May 15th, 2026 – July 20th, 2026

- The UpLift funders meet for the final time on May 18th. I was joined by Councilor Jones in his United Way capacity. Much of the discussion was about preparing for the upcoming presentation and community conversation.
- On May 20th I attended Polk County Emergency Management. Fire Chief Jared Ogbourne of Altoona was appointed as chair, Sheriff Kevin Schneider was appointed as Vice-Chair and the 28E between the Emergency Management Commission and the 911 Service Board was renewed.
- The MPO Bylaws Committee met on May 21st and further redlined the 28E and discussed changes to the executive committee. In general, the goal is to downsize the executive committee while still making sure that everyone receives fair representation. There's also the less important discussion about renaming the policy committee as no one really understands what that means, despite that actually being the decision-making body that truly is the MPO.
- On June 2nd, via Zoom, we heard from the research team about the UpLift findings. You can read the key takeaways here: https://upliftiowa.org/wp-content/uploads/2026/06/UpLift_TakeawaysReport_Final.pdf
- On June 9th the Communications and Art Committee met and went through all of the mural submissions. By now, Council has been made aware of the finalists and seen the proposals.
- Later, I attended the final UpLift Community Conversation, where Councilor Jones represented us wonderfully on a panel along with other esteemed guests.



- On June 10th I attended MIALG (mayor's meeting) at the Gold Star Military Museum at Camp Dodge. It was my first time visiting the museum and I highly recommend it as it is both educational and cautionary about war.
- On June 16th I attended the Urbandale/Windsor Heights Celebration of Business alongside Councilors Skeries, Campbell, Jones and Barry. Congratulations to all of the nominees and congratulations to Dinner Dispatch on winning business of the year. It is a well deserved honor.
- On June 18th I attended the MPO Bylaws committee to have a final conversation regarding the 28E and the recommendations surrounding the downsizing of the executive committee. That will eventually be brought to Policy Committee. Councilor Jones sat in for me on the Policy Committee meeting as I had to attend to a family matter.
- On June 28th I attended the Windsor Heights Ice Cream Social with Councilors Jones and Campbell. Thanks to Joseph for hosting. It was very warm.
- On July 8th we had a MIALG roundtable at Fresko in downtown Des Moines. Topics ranged from data centers, e-motos and libraries.
- On July 13th AJ and I once again met with GFiber via video conference to discuss a potential agreement to bring fiber to the community.
- On July 14th Councilor Harms and I met with MAC down at the new Des Moines City Hall or municipal building. Waukee gave a very thorough presentation on what the new property tax laws are projected to do to their community and gave us some ideas on how it could potentially impact ours.
- On July 17th I toured the new DART facility along with Councilors Campbell and Barry, along with Des Moines City Councilor Mandelbaum and Ankeny City Councilor Hollinrake. It is an extremely impressive facility and it will be great when they're able to transition everything to the new building.





**STAFF REPORT
CITY COUNCIL**
August 3, 2026

TO: CITY COUNCIL

FROM:

SUBJECT: Community Center End of Year Financial Report

GENERAL INFORMATION

ATTACHMENTS

1. CEC Financial Analysis FY26

CEC Financial Analysis

F Y	Total Income	Transfer s In (Included in Total Income)	Expense s	Net	Budgete d expense s	Budget over/und er	ERP Revenu e (included in Total Income)	Notes
2 6	\$168,320	\$30,000 (LOST)	\$158,372	\$9,948	\$180,953	\$22,581	\$27,165	
2 5	\$111,475	\$30,000 (LOST)	\$112,696	(\$1,221)	\$169,567	\$56,871	\$16,295	Park Construction
2 4	\$120,980	\$30,000 (LOST)	\$105,741	\$15,239	\$128,500	\$22,759	\$16,192	Park Construction
2 3	\$128,373	\$30,000 (LOST)	\$129,937	(\$1,564)	\$128,500	(\$1,437)	\$19,676	
2 2	\$158,741	\$30,000 (LOST)	\$113,512	\$45,229	\$177,341	\$63,829	\$20,112	Covid19 Impacts
2 1	\$153,950	\$30,000 (LOST)	\$116,032	\$37,918	\$140,895	\$24,863	\$12,731	Covid19 Impacts
2 0	\$118,387	-	\$106,788	\$11,599	\$129,280	\$22,491	\$11,854	Covid19 Impacts FT CEC Staff Departs
1 9	\$177,624	-	\$131,361	\$46,263	Unsure (different calculation for this FY)			CEC Fulltime Staff
1 8	\$174,900	\$15,000 (TIF)	\$151,803	\$23,097	Unsure (different calculation for this FY)			CEC Fulltime Staff

Rental revenues are received as follows: half at time of booking and the other half 60 days prior to the reservation date (or all at once if the rental is fewer than 60 days away)

Special Notes:

- In September 2025, staff learned of an issue in which E-check deposits made on CivicPlus were not properly being paid to the City. This issue affected revenue from August of 2020 to June of 2025. Staff received the total amount due (\$7,783.12) in September of 2025. Staff have manually added the amounts from each year to the correct years and deducted the income from FY26 (so as not to skew 2026's totals). The analysis figures reflect these changes, which is why they are slightly (albeit minimally) different from previous years' reports. The following amounts have been added to the Total Income column of the correct year, with an appropriate percentage (in parentheses) also being applied to the ERP Revenue column:
 - 2020: \$147.74 (\$29.55)
 - 2021: \$3,360.21 (\$672.06)
 - 2022: \$1,952.74 (\$390.54)
 - 2023: \$53.59 (\$10.72)
 - 2024: \$1,632.65 (\$326.52)
 - 2025: \$636.19 (\$127.24)

Notes for FY 2026:

- Total income increased by roughly 50% from last year! That said, expenses increased roughly 40% from last year as well. Still, this resulted in an increase of over \$11,000 in net income from FY25.
- The CEC was blocked for City purposes (such as Fall Fest, construction open houses, etc.) or maintenance items (such as floor buffing, window cleaning, etc.) for 19 full days and 18 partial days. The 18 partial days add up to 100 hours (~5.5 full rental days), for a total of 24.5 full days being used by the City, a slight decrease in use from FY25.
- New for this FY, we also began tracking fee waivers. Fees were waived in the CEC for 10 events, averaging just under 6 hours per event, for a total of 59 hours waived.
- Table purchases for the CEC from the ERP have been placed on hold. The 10 new tables received in FY25 did not have mechanisms for attaching the two half-rounds together. This year, staff attempted various solutions before landing on magnetic attachments. No tables were purchased in FY26, and they are not planned for FY27 at this time.
- The \$30,000 LOST income is still utilized to offset expenses and to offset the City's own use/blocks of time. The "true" total income is \$138,320 (still a substantial increase from previous years), with 20% of that income being diverted to the ERP (\$27,165, as seen in the ERP Revenue column).

Notes for FY 2025:

- The CEC was blocked for City events (ranging from Fall Fest to road reconstruction open houses) or maintenance items (such as floor buffing, duct cleaning, and solar installation) for 19 full days and 25 partial days. The 25 partial days add up to 147 hours (~8 full rental days), for a total of 27 full days being used by the City
 - This was an increase from the previous report, but closings have been better documented than in previous years.
 - Many of the partial days this FY were due to maintenance items and upgrades, such as receiving/assembling the new tables, installation of solar, floor waxing, etc.
- The tables mentioned above were replaced in April. The income from the CEC is partially diverted to the ERP fund, which is used to fund the table purchases (see "ERP Revenue" in table above). The remaining tables are scheduled to be replaced in FY26 and FY27.
- Solar panels have been installed on the CEC. The panels will reduce future expenses. Please note that this project was funded through the CIP and is not reflected in the expenses above.

- Total income was slightly lower than FY24 and fell just below operating expenses.
- The CEC operated more than \$61,000 under budget.
- Park construction affected the first FY quarter of operation as construction continued from July to September of 2024.

General notes:

- Multiple factors led to limited advertising and promotion prior to FY25: the full-time staff person at the CEC leaving in FY20, followed by COVID, followed by the Colby Park improvements.
 - With Colby Park's growing pains (mostly) in the past, staff have continued ramping up advertising and promotion and look forward to growing revenue in FY27 and beyond.
 - Staff are pleased to have hit their revenue goal of \$140,000. In FY27, the goal is to continue increasing revenue, aiming for \$170,000-\$190,000, and continuing to move in an upward trajectory year after year.
- Staff have implemented the following for promotion/advertising of the CEC:
 - Attended the Des Moines Wedding Show in August and the Iowa Bridal show in September; staff will return to the Des Moines Wedding Show again on 8/30/26.
 - Updated and reengaged the WeddingPro account, which includes access through theknot.com and weddingwire.com.
 - Created a QR code for easy access to rent the CEC, which is used in many of the items below.
 - Created a brochure for the CEC to hand out at the wedding shows; these can also be handed out at City events and/or placed in local businesses. Copies are also available in the CEC and are now provided to guests when they tour.
 - Created "Rent Me" banners, placed at each corner of the CEC, which include the QR code.
 - The CEC has a quarter-page listing in the Heartland Wedding Ideas magazine, distributed at various locations around the metro.
 - Periodic blurbs about the CEC are included in the WH Newsletter.
 - Posted more actively on social media regarding events and rental opportunities.
- The AV system that was updated in 2023 continues to pose a challenge. A piece of the AV system, specifically a wireless transmitter, has failed. Microphones also experience intermittent problems, though staff believe the worst of these have been resolved. The company that updated the AV system in 2023 had done some warranty work in 2024/early 2025, but they have since gone out of business. Staff are searching for vendors who can replace the part, repair the system, and/or update the system on a more holistic level. Temporary solutions are in place, though more substantial solutions are still forthcoming. Staff are also leveraging the expertise of current IT provider Iowa Solutions for potential repairs and/or more whole scale upgrades, should the more immediate repairs not be viable long-term solutions.
- Staff re-evaluated competitor locations in the metro and found that some competitors' pricing (Ankeny's Lakeside Center; Izaak Walton Banquet & Event Lodge) has decreased somewhat, while others have remained consistent. Staff do not currently recommend any changes to the CEC pricing. Staff will continue to monitor pricing and may change this recommendation in the future.
- For cleaning, Public Works staff conducts basic cleanings Monday-Thursday, unless a renter opts into the cleaning fee, and BullzEye conducts Friday-Sunday cleanings. This revised process has been successful in limiting cleaning costs.
- The ice maker is earmarked for replacement through the ERP for FY27.

Comparable Facilities Breakdown

Johnston: Simpson Barn

- Capacity: 170 (200 including exterior patio)
- Half-day or Full-day rental only.
 - \$700 for half-day rentals (8 AM to 3 PM or 4 PM to 11 PM)
 - \$1400 for full-day rentals (8 AM to 11 PM)
- Cleaning policy: Refundable deposit (less damages) equal to ½ the rental fee
 - Parks & Rec staff inspects, cleans, and bills for all cleaning/damages
 - Fees are based on a checklist given to renters; anything damaged or incomplete from the checklist is a separate charge
 - This is all done internally; no vendor
- Non-profits may use the facility for one 8-hour timeframe (Mon-Thurs only) per month at no cost with prior approval
- Overview
 - Cheaper than we are, but no hourly rate available
 - No AV system
 - No AC in their upstairs portion

West Des Moines: Nature Lodge at Raccoon River Park

- Capacity: 120
- Minimum 4-hour rental; 5- or 10-hour minimum on Saturdays (depending on time of year)
 - The space splits into 1/3, 2/3, and full spaces.
 - Full:
 - \$120/hour on evenings/weekends (\$480 minimum)
 - \$60/hour during the week (\$240 minimum)
 - Kitchen space available for \$35 (flat fee, not hourly; full space rentals only)
 - 2/3:
 - \$80/hour on evenings/weekends (\$320 minimum)
 - \$40/hour during the week (\$160 minimum)
 - 1/3:
 - \$40/hour on evenings/weekends (\$160 minimum)
 - \$20/hour during the week (\$80 minimum)
- Cleaning policy: guests may choose to clean themselves or pay the cleaning fee; any group serving alcohol MUST pay the cleaning fee prior to renting
 - Staff inspects, cleans, and bills for cleaning
 - This is all done internally (no vendor); cleaning takes place daily
 - Cleaning fee varies depending on amount of space booked and whether alcohol is present.
- Overview
 - Cheaper, but smaller than we are; in a 1:1 comparison, they would charge ~\$100/hour during the week and ~\$200/hour on weekends
 - Tables/chairs not set up in advance (adds to set-up and tear-down time)
 - Chairs are folding chairs and tables are smaller

Ankeny: Lakeside Center

- Capacity: 250
- Changed to an hourly rental rate with a 6-hour minimum
 - \$90/hour for non-residents
 - \$60/hour for residents
- Cleaning policy: renter must clean up/put away all items (chairs/tables must be put away)
 - \$50/hour of cleaning (higher on weekends)
 - Staff inspects and cleans, unless there are multiple weekend reservations
 - Mary's Cleaning cleans on weekends for them; Ankeny staff has reported that they have been unreliable about showing up
- Overview:
 - Cheaper than we are for similar size, but much longer minimum rental time
 - Tables/chairs must be set up and torn down by renters
 - No AV system

Des Moines Izaak Walton Banquet & Event Lodge

- Capacity: 350 (250 seated)
- Pricing was lowered in 2026:
 - \$1500 for a 12-hour rental (plus 4 hours of set-up)
 - \$2000 for a 16-hour rental (plus 8 hours of set-up)
 - Includes the space, water, tea, coffee, AV equipment, dishes/silverware, and cleaning/setup
 - Catering, drinks, tablecloths, chair covers, etc. available at additional cost and MUST be purchased from the Lodge (prices vary)
- Cleaning policy: cleaning/tear-down (aside from personal decorations) is included in the cost
 - All cleaning done internally (no vendor)
- Overview:
 - Private venue
 - Lower starting price with more space
 - More restrictions (catering, drinks, tablecloths/chair covers, no hourly rentals, etc.)
 - Not available every day (not available to rent on Tuesdays/Wednesdays)



**STAFF REPORT
CITY COUNCIL**
August 3, 2026

TO: CITY COUNCIL

FROM:

SUBJECT: GEMT Ambulance Revenue Report

GENERAL INFORMATION

ATTACHMENTS

1. GEMT Ambulance Revenue Staff Report



To: City Council

From: City Administrator Adam Plagge & Chief Mease

Date: July 21st, 2026

Topic: GEMT Revenue.

GEMT revenue refers to the additional funding that publicly owned or operated ambulance and emergency medical service (EMS) providers receive through Medicaid. It acts as supplemental income to bridge the gap between actual, documented operating costs and the standard, often lower Medicaid reimbursement rates.

Windsor Heights received an annual average of \$235,500 in GEMT revenue over the past three years. Last month Iowa Cities received a notification from the Iowa Department of Health and Human Services that GEMT reimbursements are expected to drop by 7.2%. This equates to a reduction in GEMT revenue for Windsor Heights of approximately \$17,000. This change creates a gap in anticipated revenues and creates additional financial pressures.

The Centers for Medicare and Medicaid Services have also proposed a rule that could substantially further reduce GEMT reimbursements starting on or after January 1st, 2029. Staff is continuing to monitor the situation and there is conflicting information about the potential financial impact this rule change, have implemented, could have to Iowa ambulance service providers.