



AGENDA
REGULAR MEETING OF THE
WINDSOR HEIGHTS CITY COUNCIL
Monday, March 18, 2024 - 6:00 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST
ZOOM: <https://us02web.zoom.us/j/7832856334>
Meeting ID: 783 285 6334

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

1. **Call to Order/Roll Call/Pledge of Allegiance**
2. **Approval of the Agenda**
3. **Presentation from Stephanie Oppel with ICON**
4. **Public Hearing:**
 - A. Public Hearing on Proposal to Enter into a General Obligation Corporate Purpose Loan Agreement
 - B. Consideration of Resolution No. 2024-20 - A Resolution taking additional action on proposal to enter into a General Obligation Corporate Purpose Loan Agreement and providing for the levy of taxes to pay a General Obligation Corporate Purpose Bonds, Series 2024
 - C. Public Hearing on Proposal to Enter into a General Obligation Park Improvement Loan Agreement
 - D. Consideration of Resolution 2024-21 - A Resolution taking additional action on proposal to enter into a General Obligation Park Improvement Loan Agreement and repurposing bond proceeds
5. **Public Forum:** This is time set aside for comments from the public on topics of City business other than those listed on the agenda. No action may be taken. Please come to the podium, state your name and address for the record and keep your comments to no more than 5 minutes.
6. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
 - A. Approve Minutes of the Regular Council Meeting on March 4, 2024
 - B. Approve Financial Reports
 - C. Approve Liquor License - Puerto Rico Restaurant LLC - 6611 University Ave
 - D. Resolution Setting Date for Public Hearing on Designation of the Expanded Windsor Heights Consolidated Urban Renewal Area and on Urban Renewal Plan Amendment
 - E. Approve New Zoning Map Reflecting 2023 Zoning Changes
 - F. Approve Resolution No. 2024-22 - A Resolution Setting Date for Public Hearing on Designation of the Expanded Windsor Heights Consolidated Urban Renewal Area and on Urban Renewal

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.

Plan Amendment

- G. Approve Pay App 2 For 2023 Colby Park Improvements

7. **Action Items:**

- A. Discussion on Flood Response Plan
- B. Consideration of Professional Services Agreement with Bolton and Menkfor Salt Shed Construction
- C. Consideration of Right Of Way Work Permit At 63rd and University Ave and Discussion on Parkland
- D. Consideration of the 2nd Reading of Ordinance No. 2024-01 - An Ordinance Amending Chapter 156, Adding Subsection 102.11.23 to Section 156.04, of the Code of Ordinances for the City of Windsor Heights, with Regard to Enforcement Procedures for Rental Housing

8. **Reports:**

- A. Mayor, Council Reports and Committee Updates, and Administration Reports
 - i Police Report
 - ii Fire Report
 - iii Code Enforcement Report

9. **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.



STAFF REPORT
CITY COUNCIL
March 18, 2024

TO: CITY COUNCIL

FROM:

SUBJECT: Public Hearing on Proposal to Enter into a General Obligation Corporate Purpose Loan Agreement

GENERAL INFORMATION

We are proposing to enter into a General Obligation (GO) Corporate Purpose Loan Agreement in a principal amount not to exceed \$10,000,000 for the construction of 73rd Street, Phase 1 and 68th Street South. Engineering estimates have come in much lower than the \$10,000,000, but we put this amount into the agreement in case the bids come in higher.

The resolution authorizes a property tax levy for the FY25 fiscal year that will generate \$269,301 for the payment of debt service on the Series 2024 Bonds.

SUMMARY

ATTACHMENTS

None



**STAFF REPORT
CITY COUNCIL**
March 18, 2024

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Consideration of Resolution No. 2024-20 - A Resolution taking additional action on proposal to enter into a General Obligation Corporate Purpose Loan Agreement and providing for the levy of taxes to pay a General Obligation Corporate Purpose Bonds, Series 2024

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2024-20 Resolution taking additional action on proposal to enter into a General Obligation Corporate Purpose Loan Agreement and providi

RESOLUTION NO. 2024-20

Resolution taking additional action on proposal to enter into a General Obligation Corporate Purpose Loan Agreement and providing for the levy of taxes to pay General Obligation Corporate Purpose Bonds, Series 2024

WHEREAS, the City of Windsor Heights (the “City”), in Polk County, State of Iowa, proposes to enter into a General Obligation Corporate Purpose Loan Agreement (the “Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$10,000,000, pursuant to the provisions of Section 384.24A of the Code of Iowa, for the purpose of paying the cost, to that extent, of (a) constructing street, stormwater drainage, sanitary sewer system, sidewalk and water system improvements; and (b) acquiring and installing street lighting signage and signalization improvements, and has published notice of the proposed action and has held a hearing thereon on March 18, 2024; and

WHEREAS, the City intends to enter into the Loan Agreement in the future and to issue General Obligation Corporate Purpose Bonds, Series 2024 (the “Bonds”) in evidence of its obligations thereunder and anticipates that principal and interest will come due on the Bonds before July 1, 2025; and

WHEREAS, it is now necessary to make provision for the levy of a debt service property tax in the 2024-2025 fiscal year for the payment of such anticipated principal and interest;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Windsor Heights, Iowa, as follows:

Section 1. The City Council hereby determines to enter into the Loan Agreement in the future and orders that the Bonds be issued at such time, in evidence thereof. The City Council further declares that this resolution constitutes the “additional action” contemplated under Section 384.25 of the Code of Iowa.

Section 2. For the purpose of providing for the levy and collection of a direct annual tax sufficient to pay the principal of and interest on the Bonds as the same become due, there is hereby ordered levied on all the taxable property in the City the following direct annual tax:

For collection in the fiscal year beginning July 1, 2024,
sufficient to produce the net annual sum of \$269,301.

provided, however, that at the time the Bonds are issued, the actual tax levy amounts required to pay the principal of and interest on the Bonds in each year shall be determined based upon the interest rate or rates at which the Bonds are issued, and this resolution shall be supplemented by a resolution of the City Council to provide for such actual and necessary tax levy amounts.

Section 3. A certified copy of this resolution shall be filed with the Polk County Auditor and said Auditor is hereby instructed to enter for collection and assess the tax hereby authorized. When annually entering such taxes for collection, the County Auditor shall include the same as a part of the tax levy for Debt Service Fund purposes of the City

and when collected, the proceeds of the taxes shall be converted into the Debt Service Fund of the City and set aside therein as a special account to be used solely and only for the payment of the principal of and interest on the Bonds hereby authorized and for no other purpose whatsoever.

Section 4. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved March 18, 2024.

Mike Jones, Mayor

Attest:

Adam Strait, City Clerk



STAFF REPORT
CITY COUNCIL
March 18, 2024

TO: CITY COUNCIL

FROM:

SUBJECT: Public Hearing on Proposal to Enter into a General Obligation Park Improvement
Loan Agreement

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None



STAFF REPORT
CITY COUNCIL
March 18, 2024

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Consideration of Resolution 2024-21 - A Resolution taking additional action on proposal to enter into a General Obligation Park Improvement Loan Agreement and repurposing bond proceeds

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2024-21 Resolution taking additional action on proposal to enter into a General Obligation Park Improvement Loan Agreement and repurpos

RESOLUTION NO. 2024-21

Resolution taking additional action on proposal to enter into a General Obligation
Park Improvement Loan Agreement and repurposing bond proceeds

WHEREAS, the City of Windsor Heights (the “City”), in Polk County, State of Iowa, pursuant to the provisions of Section 384.24A of the Code of Iowa, heretofore proposed to enter into a General Obligation Park Improvement Loan Agreement (the “Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$1,300,000 for the purpose of paying the costs, to that extent, of undertaking improvements to Colby Park (the “Project”), and has published notice of the proposed action and has held a hearing thereon on March 18, 2024; and

WHEREAS, the City now proposes to use its authority to enter into the Loan Agreement, and in lieu of borrowing additional funds, to authorize the repurposing of unspent proceeds (the “Bond Proceeds”) from its prior General Obligation Urban Renewal Bonds, Series 2020B for paying the costs of the Project;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Windsor Heights, Iowa, as follows:

Section 1. The City Council hereby approves the Loan Agreement and declares that this resolution constitutes the “additional action” required by Section 384.24A of the Code of Iowa. It is hereby ordered that up to \$1,300,000 of the Bond Proceeds be expended to pay the costs of the Project.

Section 2. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Section 3. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved March 18, 2024.

Mike Jones, Mayor

Attest:

Adam Strait, City Clerk

City of Windsor Heights Regular Business Meeting Minutes
Monday, March 4, 2024 - 6:00 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST

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

Mayor Jones called the meeting to order at 6:00 PM. Council members present: Susan Skeries, Michael Libbie, Lauren Campbell, Threase Harms, and Joseph Jones. Staff present: City Administrator Adam Plagge, City Clerk Adam Strait, City Attorney Erin Clanton, Public Works Director Jason Roberts, Public Works Supervisor Andy Larson, Police Chief Pete Roth, and Finance Director Rachelle Swisher

2. **Approval of the Agenda**

Mike Jones requested to remove Item 6D until a future meeting. Motion by Threase Harms to APPROVE the Agenda and Remove Item 6D Consideration of Sister City Funding of \$7,600. Seconded by Susan Skeries. Motion passed 5-0.

3. **Public Hearing:**

A. Public Hearing on the 2025 - 2035 Capital Improvement Plan

Motion by Threase Harms to open the Public Hearing at 6:02 PM. Seconded by Michal Libbie. Passed 5-0. No Public Comment given. Motion by Threase Harms to close the Public Hearing at 6:04 PM. Seconded by Michal Libbie. Passed 5-0.

B. Consideration of Resolution No. 2024-15 - A Resolution Adopting the Fiscal Year 2025 - 2035 Capital Improvement Plan (CIP)

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

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

No public comments.

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

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

A. Approve Minutes of the Regular Council Meeting on February 19, 2024

B. Approve Minutes of the Council Work Session on February 19, 2024

C. Approve Finance Reports

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

University Ave

- E. Approve IMPACT General Services Agreement
- F. Approve Resolution No. 2024-17 - A Resolution Setting Time and Place for a Public Hearing for the Purpose of Considering the Proposed Property Tax Levy for the City's Proposed FY 2024-2025 Budget and the Proposed Tax Rate Levy to be Included in the Turth-in-Taxation Statement
- G. Approve Resolution No. 2024-18 - A Resolution setting the date for public hearing and additional action on proposal to enter into a General Obligation Corporate Purpose Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$10,000,000
- H. Approve Resolution No. 2024-19 - A Resolution setting the date for public hearing and additional action on proposal to enter into General Obligation Park Improvement Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$1,300,000
- I. Approve University Avenue Improvements Project Change Order 25
- J. Approve University Avenue Improvements Project Pay Request 18
- K. Approve University Avenue Improvements Project Statement of Completion and Final Acceptance of Work

6. **Action Items:**

- A. Consideration of Resolution No. 2024-16 - A Resolution Approving the Site Plan for Casey's General Stores at 6961 University Avenue
City Planner Trey Rouse from Bolton & Menk presented a staff report on the site plan. Jennifer McCoy from Bolton & Menk presented a summary report on the traffic plan done for this project. Property Owner Brian Sheriff spoke towards how the Caseys project came to be at the location. Applicant Aaron Wolfe spoke about the site plan answering questions from Council about the plan. The Mayor opened the floor for members of the public to provide comments as well. The following from the public spoke; Adam Lathrope - 1716 Plaza Circle, Steve Lowe - 1214 68th Street, Julie Earhardt - 1029 68th Street, Stephen Wilson - 7239 Apple Valley, and

Bob Bishop - 1128 64th Street. Aaron Wolfe, staff, and Council then addressed questions and comments posed by the public comments. Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion passed 4-1. Michael Libbie voted Nay. City Attorney Erin Clanton then asked due to the lengthy discussion, if Council would like to add any additional conditions to the site plan. Threase Harms then amended her motion, prompting a new roll call vote. Motion by Threase Harms to APPROVE Resolution No. 2024-16 - A Resolution Approving the Site Plan for Casey's General Stores at 6961 University Avenue with the addition of the following conditions; Continuing the fence along the East side of the property, Easement for public art determined by available space and sightline, Have continued discussions about installing solar panels, Include monument sign to match aesthetic of University Corridor, and Include conduit runs for future EV chargers. Seconded by Susan Skeries. Motion passed 5-0.

- B. Consideration of the 1st Reading of Ordinance No. 2024-01 - An Ordinance Amending Chapter 156, Adding Subsection 102.11.23 to Section 156.04, of the Code of Ordinances for the City of Windsor Heights, with Regard to Enforcement Procedures for Rental Housing

Erin Clanton spoke about the need for the Ordinance. Motion by Threase Harms to APPROVE. Seconded by Joseph Jones. Motion passed 5-0.

- C. Consideration of South 68th Street Design Contract

Adam Plagge spoke about the contract and timeline for 2025. Motion by Joseph Jones to APPROVE. Seconded by Michael Libbie. Motion passed 5-0.

- D. Consideration of Sister City Funding for \$7,600
Removed from Agenda.

- E. Discussion on 73rd Street Reconstruction

7. Reports:

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

Threase Harms - Participated in the Read Across Clive Learning program on Friday, Appreciated all City volunteers who participated as well

Lauren Campbell - Attended the DART budget workshop, Viewed the possible budget if Des Moines does not do their franchise fee, Attended Giggle Gala for the Children's Museum which raised \$14,000

Michael Libbie - Held a listening post at Grounds for Celebration, visited with a number of residents in and out Windsor Heights about 73rd Street and Caseys,

Joseph Jones - DART meeting tomorrow

Susan Skeries - Attended a food truck alley discussion about concerns made by the Special Events committee and Council, There were good options presented, Talked to Clive about their special events/food truck to help understand how to plan in the future, Thanks to staff and volunteer at Windsor Reads this morning, Saw many faces that attend special events and volunteer, The school exceeded goals and each student will receive a book in Spanish or English, Lauren and Adam S. have WHAMM sign up running, There is a lofty goal of 75 and will get there, Working on the Fall Festival parade sign up, Earth Day is coming up on April 20, The free Birdhouse sign up is live, Stream clean up will start at 8:30 AM and the rest of the celebration will begin at noon, The majority of big events for Fall Fest have sponsors lined up, TRC crew are still working on sponsorship and it ends Monday, This is not just for businesses and can do personal donations, April 1 yard waste begins and MWA have opened sticker sale

i Mayor's Report

8. **Closed Session** Closed Session pursuant to Iowa Code section 20.17(3), Negotiating sessions, strategy meetings of public employers, mediation, and the deliberative process of arbitrators shall be exempt from the provisions of chapter 21.

Motion by Threase Harms to enter closed session at 8:29 PM. Susan Skeries seconded. Motion passed 5-0.

Motion by Susan Skeries to exit closed session at 8:58 PM. Joseph Jones seconded. Motion passed 5-0.

9. **Closed Session** City Council will convene into closed session pursuant to Iowa Code 21.5(i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

Motion by Joseph Jones to enter closed session at 8:59 PM. Susan Skeries seconded. Motion passed 5-0.

Motion by Joseph Jones to exit closed session at 9:11 PM. Susan Skeries seconded. Motion passed 5-0.

10. **Adjourn**

Motion by Susan Skeries to adjourn at 9:12 PM. Seconded by Joseph Jones. Motion passed 5-0

Mike Jones, Mayor

Adam Strait, City Clerk



STAFF REPORT
CITY COUNCIL
March 18, 2024

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

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. BUDGET REPORT
2. REVENUE REPORT
3. CLAIMS REPORT
4. BALANCE SHEET

BUDGET REPORT

CALENDAR 2/2024, FISCAL 8/2024

PCT OF FISCAL YTD 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	2,427,200.00	282,743.61	1,430,517.00	58.94	996,683.00
	EMERGENCY MANAGEMENT TOTAL	10,200.00	.00	9,777.09	95.85	422.91
	FIRE TOTAL	424,420.00	40,403.67	286,015.61	67.39	138,404.39
	AMBULANCE TOTAL	916,175.00	61,175.53	464,244.13	50.67	451,930.87
	BUILDING INSPECTIONS TOTAL	75,000.00	2,007.92	26,149.18	34.87	48,850.82
	ANIMAL CONTROL TOTAL	5,500.00	.00	2,916.00	53.02	2,584.00
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	PUBLIC SAFETY TOTAL	3,858,495.00	386,330.73	2,219,619.01	57.53	1,638,875.99
	ROADS, BRIDGES, SIDEWALKS TOTA	664,984.00	52,417.54	414,477.33	62.33	250,506.67
	STREET LIGHTING TOTAL	67,000.00	5,252.69	31,111.75	46.44	35,888.25
	TRAFIC CONTROL & SAFETY TOTAL	.00	.00	.00	.00	.00
	SNOW REMOVAL TOTAL	158,000.00	24,247.15	110,994.52	70.25	47,005.48
	OTHER PUBLIC WORKS TOTAL	29,000.00	604.72	8,917.13	30.75	20,082.87
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	PUBLIC WORKS TOTAL	918,984.00	82,522.10	565,500.73	61.54	353,483.27
	WATER,AIR,MOSQUITO CONTRO TOTA	.00	.00	.00	.00	.00
	OTHER HEALTH/SOCIAL SERV TOTA	.00	.00	.00	.00	.00
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	HEALTH & SOCIAL SERVICES TOTA	.00	.00	.00	.00	.00
	LIBRARY TOTAL	65,564.00	.00	32,781.81	50.00	32,782.19
	PARKS TOTAL	184,621.00	11,483.18	85,928.35	46.54	98,692.65
	COMMUNITY CTR/ZOO/MARINA TOTA	7,250.00	.00	7,036.59	97.06	213.41
	SPECIAL EVENTS TOTAL	40,000.00	2,913.29	37,303.27	93.26	2,696.73
	COMMUNITY CENTER TOTAL	135,400.00	4,885.52	77,427.71	57.18	57,972.29
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	CULTURE & RECREATION TOTAL	432,835.00	19,281.99	240,477.73	55.56	192,357.27
	COMMUNITY BEAUTIFICATION TOTA	.00	.00	.00	.00	.00
	ECONOMIC DEVELOPMENT TOTAL	266,372.00	.00	.00	.00	266,372.00
	HOUSING & URBAN RENEWAL TOTAL	20,000.00	.00	18,707.00	93.54	1,293.00
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	COMMUNITY & ECONOMIC DEV TOTA	286,372.00	.00	18,707.00	6.53	267,665.00
	MAYOR/COUNCIL TOTAL	72,700.00	974.55	60,860.96	83.72	11,839.04
	IT DEPARTMENT TOTAL	55,000.00	3,396.05	36,170.23	65.76	18,829.77
	CLERK/TREASURER/ADM TOTAL	818,045.00	87,809.93	512,572.85	62.66	305,472.15
	ELECTIONS TOTAL	1,500.00	1,503.22	1,503.22	100.21	3.22-
	LEGAL SERVICES/ATTORNEY TOTAL	65,000.00	4,882.50	23,689.55	36.45	41,310.45
	OTHER GENERAL GOVERNMENT TOTA	15,000.00	.00	.00	.00	15,000.00
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	GENERAL GOVERNMENT TOTAL	1,027,245.00	98,566.25	634,796.81	61.80	392,448.19

BUDGET REPORT

CALENDAR 2/2024, FISCAL 8/2024

PCT OF FISCAL YTD 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	ROADS, BRIDGES, SIDEWALKS TOTA	1,118,188.00	.00	103,494.00	9.26	1,014,694.00
	PARKS TOTAL	.00	.00	.00	.00	.00
	HOUSING & URBAN RENEWAL TOTAL	406,921.00	.00	23,360.00	5.74	383,561.00
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	DEBT SERVICE TOTAL	1,525,109.00	.00	126,854.00	8.32	1,398,255.00
	POLICE TOTAL	130,000.00	.00	63,589.64	48.92	66,410.36
	FIRE TOTAL	9,000.00	.00	14,150.00	157.22	5,150.00-
	AMBULANCE TOTAL	.00	.00	.00	.00	.00
	ROADS, BRIDGES, SIDEWALKS TOTA	15,405,869.00	83,577.00	1,958,490.88	12.71	13,447,378.12
	PARKS TOTAL	600,000.00	32,884.29	416,467.27	69.41	183,532.73
	COMMUNITY CENTER TOTAL	.00	.00	14,152.50	.00	14,152.50-
	IT DEPARTMENT TOTAL	22,800.00	186.99	1,687.69	7.40	21,112.31
	CAPITAL PROJECTS TOTAL	.00	.00	.00	.00	.00
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	CAPITAL PROJECTS TOTAL	16,167,669.00	116,648.28	2,468,537.98	15.27	13,699,131.02
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER/SEWAGE DISPOSAL TOTAL	31,350.00	287.02	7,125.41	22.73	24,224.59
	LANDFILL/GARBAGE TOTAL	379,000.00	30,650.38	193,582.51	51.08	185,417.49
	STORM WATER TOTAL	292,544.00	6,991.31	61,304.92	20.96	231,239.08
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	ENTERPRISE FUNDS TOTAL	702,894.00	37,928.71	262,012.84	37.28	440,881.16
	TRANSFERS IN/OUT TOTAL	2,188,499.00	.00	.00	.00	2,188,499.00
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	TRANSFER OUT TOTAL	2,188,499.00	.00	.00	.00	2,188,499.00
		=====	=====	=====	=====	=====
	TOTAL EXPENSES	27,108,102.00	741,278.06	6,536,506.10	24.11	20,571,595.90
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REVENUE REPORT
CALENDAR 2/2024, FISCAL 8/2024**PCT OF FISCAL YTD 66.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	3,787,284.00	174,137.65	2,332,919.29	61.60	1,454,364.71
	ROAD USE TAX TOTAL	663,500.00	54,199.28	519,642.36	78.32	143,857.64
	EMPLOYEE BENEFITS TOTAL	586,530.00	2,622.61	303,243.49	51.70	283,286.51
	POLICE PENSION TOTAL	.00	.00	.00	.00	.00
	POLICE TRUST TOTAL	10,100.00	11,542.50	11,728.12	116.12	1,628.12-
	POLICE PREFORFEITURE TOTAL	1,005.00	.00	13.47	1.34	991.53
	EMERGENCY FUND TOTAL	70,224.00	.00	.00	.00	70,224.00
	LOCAL OPTION SALES TAX TOTAL	1,112,000.00	138,686.43	938,161.55	84.37	173,838.45
	TAX INCREMENT FINANCING TOTAL	1,532,443.00	18,930.73	988,365.64	64.50	544,077.36
	URBAN RENEWAL TOTAL	.00	.00	.00	.00	.00
	DEBT SERVICE TOTAL	1,531,129.00	4,955.51	470,873.98	30.75	1,060,255.02
	SIDEWALK PROGRAM TOTAL	.00	.00	.00	.00	.00
	COLBY PARK TOTAL	.00	.00	.00	.00	.00
	HICKMAN ROAD PROJECT TOTAL	.00	.00	.00	.00	.00
	2014A STREETS PROJECTS TOTAL	.00	.00	.00	.00	.00
	TRAIL CONNECTION TOTAL	.00	.00	.00	.00	.00
	63/HICKMAN ST SCAPE TOTAL	.00	.00	.00	.00	.00

REVENUE REPORT
CALENDAR 2/2024, FISCAL 8/2024**PCT OF FISCAL YTD 66.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	2017/18 Capital Projects TOTA	.00	.00	.00	.00	.00
	UNIVERSITY AVE ST PROJECT TOTA	.00	.00	.00	.00	.00
	2018 HMA RESURFACING PROJ TOTA	.00	.00	.00	.00	.00
	2018 PCC PATCHING PROJECT TOTA	.00	.00	.00	.00	.00
	WAL CREEK BIKE HUB/BRIDGE TOTA	.00	.00	.00	.00	.00
	2020 STREET PROJECTS TOTAL	.00	.00	.00	.00	.00
	2020 PCC PATCHING TOTAL	.00	.00	.00	.00	.00
	WAL CREEK STREAM PROJECT TOTA	.00	.00	.00	.00	.00
	73RD STREET PROJECT TOTAL	12,360,000.00	.00	.00	.00	12,360,000.00
	68TH ST TOTAL	.00	.00	.00	.00	.00
	2023 HMA OVERLAY PROJECT TOTA	.00	.00	.00	.00	.00
	2023 PCC PATCHING PROJECT TOTA	.00	.00	.00	.00	.00
	PUBLIC SAFETY PARKING LOT TOTA	.00	.00	.00	.00	.00
	DOG PARK UPDATES TOTAL	.00	.00	.00	.00	.00
	FLOOD MITIGATION TOTAL	.00	.00	.00	.00	.00
	AMERICAN RESCUE PLAN ACT TOTA	.00	.00	.00	.00	.00
	FUTURE STREET PROJECTS TOTAL	1,088,820.00	.00	.00	.00	1,088,820.00

REVENUE REPORT
CALENDAR 2/2024, FISCAL 8/2024**PCT OF FISCAL YTD 66.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	CAPITAL EQUIPMENT FUND TOTAL	371,500.00	1,254.20	10,414.80	2.80	361,085.20
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER TOTAL	.00	.00	.00	.00	.00
	LANDFILL/GARBAGE TOTAL	354,000.00	60.00	192,310.64	54.33	161,689.36
	STORM WATER TOTAL	375,000.00	.00	220,428.07	58.78	154,571.93
	INTERNAL SERVICE FUND TOTAL	.00	.00	.00	.00	.00
	REVOLVING FUND TOTAL	.00	.00	.00	.00	.00
	TOTAL REVENUE BY FUND	=====	=====	=====	=====	=====
		23,843,535.00	406,388.91	5,988,101.41	25.11	17,855,433.59
		=====	=====	=====	=====	=====

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
ACTIVE911, INC	EMERGENCY REPORTING SYSTEM		330.75	56539	3/05/24
AMAZON CAPITAL SERVICES	NAME PLATES FOR COUNCIL		84.15	56540	3/05/24
AMERICAN ALARMS	ALARM MONITORING		71.94	56541	3/05/24
ARDICK EQUIP. CO. INC.	SIGNS AND POSTS		476.85	56542	3/05/24
AUREON IT	OFFICE 365		2,125.50	56543	3/05/24
BOLTON & MENK	UNIV AVE		17,021.50	56544	3/05/24
BULLZEYE, INC	PSB FEB CLEANING		2,265.73	56545	3/05/24
CENTURY LINK	TELEPHONE		231.05	56546	3/05/24
CINTAS	SUPPLIES		7.15	56547	3/05/24
CLEARFLY	CELL PHONES		178.95	4758	3/04/24
CLIVE POWER EQUIP.	SAW BLADES		45.19	56548	3/05/24
DR ANTHONY TATMAN	APPLICANT FOLLOW UP		120.00	56549	3/05/24
CRYSTAL CLEAR WATER CO.	WATER		29.97	56550	3/05/24
DAIDA	RADIX		519.55	4759	3/04/24
DIAMOND VOGEL, INC	COLLEGE BRIDGE PAINT		497.10	56551	3/05/24
DM BUSINESS SERVICES LLC	TECH SERVICES		888.00	56552	3/05/24
ELDER CORPORATION	UNIV AVE PAY REQUEST #18 FINAL		30,000.00	56553	3/05/24
FEDERAL TAX DEPOSIT	FED/FICA TAX		27,884.46	4755	2/28/24
FIRE SERVICE TRAINING BUREAU	CERTIFICATION FEES		150.00	56554	3/05/24
GCMOA	ANNUAL DUES GCMOA		25.00	56555	3/05/24
GRIMES ASPHALT & PAVING	STREET MAINTENANCE SUPPLIES		153.00	56556	3/05/24
ICMA RETIREMENT TRUST	ICMA	412.69		4754	2/28/24
ICMA RETIREMENT TRUST	ICMA	1,219.83	1,632.52	4757	2/28/24
INTERSTATE ALL BATTERY	BATTERIES		58.20	56557	3/05/24
IOWA DEPT OF PUBLIC SAFETY	OCT-DEC 23 QTRLY BILL NCIC		351.00	56558	3/05/24
IOWA LAW ENFORCEMENT ACADEMY	EVAL OF MMPI		150.00	56559	3/05/24
IPERS	HEALTH PRETAX		32.50	4753	2/28/24
ISOLVED BENEFIT SERVICES	FLEX - BENEFITS	1,810.00		4756	2/28/24
ISOLVED BENEFIT SERVICES	HRA FEES	58.80	1,868.80	4760	3/04/24
JEO CONSULTING GROUP	CRS PROGRAM ASSISTANCE		1,186.25	56560	3/05/24
JP PARTY RENTALS	DEPOSIT FOR INTFLATABLES		996.13	56561	3/05/24
LIFEMED SAFETY INC	COT BATTERY		470.25	56562	3/05/24
MANHATTANLIFE	BENEFITS		99.77	56563	3/05/24
MEDIACOM BUSINESS	INTERNET		570.00	56564	3/05/24
MERCY ONE CLIVE PHARMACY	MEDICAL SUPPLIES		283.56	56565	3/05/24
METRO WASTE AUTHORITY	GARBAGE FEES		30,650.38	56566	3/05/24
METRONET	INTERNET		430.75	56567	3/05/24
MOTOROLA SOLUTIONS, INC	NEW RADIO BATTERIES		10,381.58	56568	3/05/24
PREMIER AUTOMOTIVE	7223 VEHICLE REPAIRS		159.43	56569	3/05/24
QPS EMPLOYMENT GROUP	2/17/24 DOUGLAS, LOUIS		535.68	56570	3/05/24
SAFE BUILDING COMPLIANCE	BUILDING INSPECTIONS		1,321.84	56571	3/05/24
SAM'S CLUB DIRECT	WATER/SPORTS DRINKS FOR FD		55.84	56572	3/05/24
STANDARD INSURANCE COMPANY	LIFE/LTD/STD		1,882.50	56573	3/05/24
STAPLES	CH OFFICE SUPPLIES		324.03	56574	3/05/24
STIVERS FORD	A553 REPAIRS		4,969.35	56575	3/05/24
TOMPKINS INDUSTRIES INC.	SUPPLIES		590.28	56576	3/05/24
TRANSUNION RISK & ALTERNATIVE	MONTHLY CHARGES		75.00	56577	3/05/24
VAN WALL EQUIPMENT	SUPPLIES		95.80	56578	3/05/24
VERIZON WIRELESS	CELL PHONES		381.53	4761	3/05/24

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
CAPITAL ONE	LIGHT BULBS		14.97	56579	3/05/24
			=====		
	Accounts Payable Total		142,673.78		

Payroll Checks

001	GENERAL	63,768.20
110	ROAD USE TAX	8,071.97
740	STORM WATER	1,873.69

	Total Paid On: 3/01/24	73,713.86
		=====
	Total Payroll Paid	73,713.86
		=====
	Report Total	216,387.64
		=====

CLAIMS REPORT
CLAIMS FUND SUMMARY

Payroll Checks: 2/28/2024- 3/11/2024

FUND	NAME	AMOUNT
001	GENERAL	108,563.71
110	ROAD USE TAX	12,502.30
112	EMPLOYEE BENEFITS	3,260.90
314	UNIVERSITY AVE ST PROJECT	37,058.50
319	2020 STREET PROJECTS	2,296.00
322	73RD STREET PROJECT	7,667.00
350	CAPITAL EQUIPMENT FUND	10,650.58
610	SEWER	40.01
670	LANDFILL/GARBAGE	30,650.38
740	STORM WATER	3,698.26

	TOTAL FUNDS	216,387.64

ERROR MESSAGE	PAID THRU	# EMP
PAYROLL NOT UPDATED:	3/08/2024	42 CHECKS

BALANCE SHEET

CALENDAR 2/2024, FISCAL 8/2024

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CASH - GENERAL	296,876.62-	528,102.22-
110-000-1110	CASH - RUT	4,783.38-	207,023.61
112-000-1110	CASH - EMP BENEFIT FUND	109,247.95-	26,758.14
113-000-1110	CASH - POLICE PENSION	.00	.00
114-000-1110	CASH - POLICE TRUST	.00	25,477.41-
115-000-1110	CASH - POLICE PREFORFEIT	.00	1,602.32-
119-000-1110	CASH - EMERGENCY FUND	.00	.00
121-000-1110	CASH - LOCAL OPTION SALES TAX	138,686.43	1,452,652.49
125-000-1110	CASH - TIF	18,930.73	993,536.48
145-000-1110	CASH - URBAN RENEWAL FUNDS	.00	80,387.92
200-000-1110	CASH - DEBT SERVICE	4,955.51	349,276.47
302-000-1110	CASH - SIDEWALK PROGRAM	.00	1,005.00-
303-000-1110	CASH - COLBY PARK	24,959.21-	377,835.64-
306-000-1110	CASH - HICKMAN ROAD PROJECT	.00	.00
309-000-1110	CASH - 2014 A STREET PROJECT	.00	.00
311-000-1110	CASH - TRAIL CONNECTION	.00	.00
312-000-1110	CASH - 63/HICKMAN STREETScape	.00	.00
313-000-1110	CASH - 2017/18 STREET PROJECTS	.00	.00
314-000-1110	CASH - UNIVERSITY AVE PROJECT	12,429.00-	136,986.22-
315-000-1110	CASH - 2018 HMA PROJ	.00	.00
316-000-1110	CASH - 2018 PCC PATCHING PROJ	.00	.00
317-000-1110	CASH - WAL CREEK BIKE HUB/BRID	.00	144,848.50
319-000-1110	CASH - 2020 STREET PROJECTS	8,148.00-	70,042.31-
320-000-1110	CASH - 2020 PCC PATCHING	.00	.00
321-000-1110	CASH - WAL CREEK STREAM PROJ	.00	.00
322-000-1110	CASH - 73RD ST	38,153.50-	185,061.80
323-000-1110	CASH - 68TH STREET	24,630.50-	1,505,725.24-
324-000-1110	CASH - 2023 HMA OVERLAY	216.00-	6,830.50
325-000-1110	CASH - 2023 PCC PATCHING PROJ	.00	47,386.74
329-000-1110	CASH - PUBLIC SAFETY PARKING L	.00	615.47-
333-000-1110	CASH - DOG PARK UPDATES	7,925.08-	41,543.92
347-000-1110	CASH - FLOOD MITIGATION	.00	.00
348-000-1110	CASH - ARPA FUNDS	.00	13,322.83
349-000-1110	CASH - FUTURE STREET PROJECTS	.00	40,827.53
350-000-1110	CASH - EQUIP REVOLVE FUND	.00	2,247.43
350-000-1180	CASH - EQUIP REVOLVE - POLICE	.00	72,926.94
350-000-1181	CASH - EQUIP REVOLVE - FIRE/EM	.00	30,021.88
350-000-1182	CASH - EQUIP REV - NOT USED	.00	.00
350-000-1183	CASH - EQUIP REV - PUBLIC WORK	.00	71,500.00
350-000-1185	CASH - EQUIP REVOLVE - PARKS	.00	.00
350-000-1186	CASH - EQUIP REVOLVE - CEC	1,254.20	102,853.49
350-000-1187	CASH - EQUIP REVOLVE - IT DEPT	186.99-	48,241.84
600-000-1110	CASH - WATER	.00	103,254.44-
610-000-1110	CASH - SEWER	287.02-	2,592.74-
670-000-1110	CASH - LANDFILL/GARBAGE	30,590.38-	7,329.58
740-000-1110	CASH - STORM WATER	6,991.31-	227,874.16
805-000-1110	CASH - INTERNAL SERVICE FUND	.00	.00
810-000-1110	CASH - REVOLVING FUND	.00	.00
CASH TOTAL		401,598.07-	1,399,213.24

BALANCE SHEET

CALENDAR 2/2024, FISCAL 8/2024

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1115	RESERVE CASH - COMM CENTER	.00	.00
	RESERVE CASH TOTAL	.00	.00
115-000-1120	PETTY CASH - POLICE FOREITURE	.00	1,000.00
	PETTY CASH TOTAL	.00	1,000.00
001-000-1150	IPAIT - GENERAL	56,420.92	2,781,874.64
110-000-1150	IPAIT - RUT	.00	991,799.53
112-000-1150	IPAIT - EMPLOYEE BENEFITS	.00	799,477.50
121-000-1150	IPAIT - LOCAL OPTION SALES TAX	.00	.00
125-000-1150	IPAIT - TIF	.00	369,988.14
145-000-1150	IPAIT - URBAN RENEWAL FUNDS	.00	206,971.89
200-000-1150	IPAIT - DEBT SERVICE	.00	445,146.53
303-000-1150	IPAIT - COLBY PARK	.00	1,505,899.97
314-000-1150	IPAIT - UNIVERSITY AVE PROJECT	.00	615,502.09
319-000-1150	IPAIT - 2020 STREET PROJECTS	.00	263,212.10
322-000-1150	IPAIT - 73RD STREET	.00	310,457.83
323-000-1150	IPAIT - 68TH STREET	.00	2,007,866.63
348-000-1150	IPAIT - ARPA FUNDS	.00	.00
349-000-1150	IPAIT - FUTURE STREET PROJECTS	.00	791,907.59
350-000-1150	IPAIT - EQUIP REVOLVING	.00	1,003,933.32
670-000-1150	IPAIT - LANDFILL/GARBAGE	.00	393,755.19
740-000-1150	IPAIT - STORM WATER	.00	1,503,000.51
	IPAIT TOTAL	56,420.92	13,990,793.46
001-000-1160	SAVINGS - 680-5592 - GENERAL	.00	.00
001-000-1161	SAVINGS - KWHB	.00	3,055.76
112-000-1160	SAVINGS - EMP BENEFIT 689-6237	.00	.00
113-000-1160	SAVINGS - 680-2292 - POLICE	.00	.00
114-000-1160	SAVINGS - POLICE TRUST	11,542.50	74,696.44
115-000-1160	SAVINGS - PREF/DEA	.00	3,897.97
	SAVINGS TOTAL	11,542.50	81,650.17
001-000-1170	CD 082009 - KWHB	.00	11,643.05
600-000-1170	CD 12062707- WATER	.00	107,401.50
810-000-1170	CD 050109 - REVOLVING FUND	.00	.00
	CD'S TOTAL	.00	119,044.55
	TOTAL CASH	333,634.65-	15,591,701.42



STAFF REPORT
CITY COUNCIL
March 18, 2024

TO: CITY COUNCIL

FROM:

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

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None



STAFF REPORT
CITY COUNCIL
March 18, 2024

TO: CITY COUNCIL

FROM:

SUBJECT: Resolution Setting Date for Public Hearing on Designation of the Expanded Windsor Heights Consolidated Urban Renewal Area and on Urban Renewal Plan Amendment

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. RESOLUTION NO. 2024-23 Urban Renewal Plan Amendment
2. UR Plan Amend (Windsor Heights-20 2024)-Council Version



DATE: 03/19/24

TO: Board of Supervisors, Polk County
Superintendent, Des Moines Independent Community School District
Superintendent, West Des Moines Community School District

FROM: City Council
City of Windsor Heights, Iowa

RE: Windsor Heights Consolidated Urban Renewal Area Amendment

The City of Windsor Heights is in the process of expanding its Windsor Heights Consolidated Urban Renewal Area, and amending the urban renewal plan for the area and, pursuant to Section 403.5 of the Code of Iowa, the City is sending you the enclosed copy of its urban renewal plan amendment and scheduling a meeting at which you will have the opportunity to discuss this amendment.

The meeting to discuss our urban renewal plan amendment has been set for March 26th, 2024, at 1:00 p.m. at the 1145 66th St. City Hall in Windsor Heights. If you are unable to send a representative to the meeting, we invite your written comments. In addition, Section 403.5 gives your designated representative the right to make written recommendations concerning the urban renewal plan amendment no later than seven days following the date of the meeting.

The City Council will also hold a public hearing on this urban renewal plan amendment at 06:00 p.m. on April 15, 2024, and a copy of the notice of hearing is enclosed for your information.

Please call our City Administrator at (515) 279-3662 if you have questions.

Enclosure

SET DATE FOR HEARING ON
EXPANDED URBAN RENEWAL AREA
DESIGNATION AND URBAN
RENEWAL PLAN AMENDMENT

503155-20

Windsor Heights, Iowa

March 18, 2024

The City Council of the City of Windsor Heights, Iowa, met on March 18, 2024, at ____:____ p.m., at the _____, in the City, for the purpose of setting a date for a public hearing on the designation of an expanded urban renewal area and on a proposed urban renewal plan amendment. The Mayor presided and the roll being called, the following members of the Council were present and absent:

Present: _____

Absent: _____.

The Mayor announced that an amendment to the boundaries of the Windsor Heights Consolidated Urban Renewal Area had been prepared, along with an amendment to the urban renewal plan for the area, and that it was now necessary to set a date for a public hearing on the proposed amended area and proposed amendment to the urban renewal plan. Accordingly, Council Member _____ moved the adoption of the following resolution entitled “Resolution Setting Date for a Public Hearing on Designation of the Expanded Windsor Heights Consolidated Urban Renewal Area and on Urban Renewal Plan Amendment,” and the motion was seconded by Council Member _____. Following due consideration, the Mayor put the question on the motion and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the resolution duly adopted as follows:

RESOLUTION NO. 2024-23

Resolution Setting Date for Public Hearing on Designation of the Expanded Windsor Heights Consolidated Urban Renewal Area and on Urban Renewal Plan Amendment

WHEREAS, this City Council of the City of Windsor Heights, Iowa (the “City”) by resolution previously established the Windsor Heights Consolidated Urban Renewal Area (the “Urban Renewal Area”) and adopted an urban renewal plan (the “Plan”) for the governance of projects and initiatives therein; and

WHEREAS, a proposal has been made which shows the desirability of expanding the Urban Renewal Area to add and include all the property (the “Property”) lying within the legal description set out in Exhibit A; and

WHEREAS, this City Council is desirous of obtaining as much information as possible from the residents of the City before making this decision; and

WHEREAS, an amendment (the “Amendment”) to the Plan has been prepared which (1) covers the addition of the Property to the Urban Renewal Area; (2) updates the City’s 73rd Street Reconstruction Project previously approved in the April, 2020 Amendment to the Plan; and (3) authorizes the undertaking of new urban renewal projects in the Urban Renewal Area consisting of (a) using tax increment financing to pay the costs of the construction of improvements to Colby Park; (b) using tax increment financing to pay the costs of the construction of street improvements; (c) using tax increment financing to pay the costs of the City’s Urban Renewal Administration and Professional Support Program; (d) providing tax increment financing support to Millang Properties, L.L.C., The Windsor, L.L.C., and Jensfam, LLC in connection with the construction of multiresidential housing; (e) providing tax increment financing support to Sherwood Forest Company in connection with the redevelopment of an existing building for use in the business operations of an entertainment facility catering to pedestrian and bicycle traffic; (f) using tax increment financing to pay the costs of recreational trail improvements; (g) providing tax increment financing support to a private developer in connection with the construction of public and private infrastructure improvements; and (h) using tax increment financing to pay the costs of acquiring certain real property and undertaking the demolition of existing buildings, site preparation and beautification improvements thereon; and

WHEREAS, it is now necessary that a date be set for a public hearing on the designation of the expansion of the Urban Renewal Area and on the Amendment;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Windsor Heights, Iowa, as follows:

Section 1. This City Council will meet at the _____, Windsor Heights, Iowa, on April 15, 2024, at _____ p.m., at which time and place it will hold a public hearing on the designation of the expanded Urban Renewal Area described in the preamble hereof and on the Amendment.

Section 2. The City Clerk shall publish notice of said hearing, the same being in the form attached hereto, which publication shall be made in a legal newspaper of general circulation in Windsor Heights, which publication shall be not less than four (4) and not more than twenty (20) days before the date set for hearing.

Section 3. Pursuant to Section 403.5 of the Code of Iowa, the City Administrator, or his designee, is hereby designated as the City's representative in connection with the consultation process which is required under that section of the urban renewal law. It is hereby directed that representatives of Polk County, the Des Moines Independent Community School District, and the West Des Moines Community School District be invited to participate in the consultation.

Section 4. The proposed Amendment is hereby submitted to the City's Planning and Zoning Commission for review and recommendations, as required by Section 403.5, Code of Iowa.

Passed and approved March 18, 2024.

Mayor

Attest:

City Clerk

NOTICE OF PUBLIC HEARING ON DESIGNATION OF EXPANDED
WINDSOR HEIGHTS CONSOLIDATED URBAN RENEWAL AREA AND
ON PROPOSED URBAN RENEWAL PLAN AMENDMENT

Notice Is Hereby Given: That at 06:00 p.m., at the Public Safety Building 1133 66th St, Windsor Heights, Iowa, on April 15, 2024, the City Council of the City of Windsor Heights, Iowa will hold a public hearing on the question of amending the urban renewal plan (the “Plan”) for the Windsor Heights Consolidated Urban Renewal Area and designating an expanded Windsor Heights Consolidated Urban Renewal Area (the “Urban Renewal Area”), pursuant to Chapter 403, Code of Iowa, by adding and including all the property (the “Property”) situated in the City of Windsor Heights, Polk County, State of Iowa more particularly described as follows:

All of the public right-of-way of 68th Street beginning at its intersection with University Avenue on the north and continuing south to and including its intersection with School Street; and

All of the public right-of-way of School Street beginning at its dead end south of Walmart on the west and continuing east to its intersection with 63rd Street; and

Certain real property situated in the City of Windsor Heights, Polk County, Iowa bearing Polk County Geoparcels Identification Numbers 782502129095, 782502129098, 782502129096, 782502129097, 782502129093, 782502129094, 782502129099, 782502129002, 782502129003, 782502129004, 782502127034, 782502127035, 782502127036, 782502103027, 782502103024, 782502103025, 782502103026, 782502103001, 782502102005, 782502102004, 782502102003, 782502102002, 782502102014, 792536376036, 792536376035, 792536376039, 792536376038, 792536376037, 792536376027, 792536379017, 792536379018, 792536379003, 792536379004, 792536455021, 792536455020, 792536455022, 792536455023, 792536455019, 792536455024, 792536455025, 792536456020, 792536456019 and 792536381017.

The proposed amendment to the Plan brings the property described above in to the Urban Renewal Area and makes it subject to the provisions of the Plan. The amendment also (1) updates the City’s 73rd Street Reconstruction Project previously approved in the April, 2020 Amendment to the Plan; and (2) authorizes the undertaking of new urban renewal projects in the Urban Renewal Area consisting of (a) using tax increment financing to pay the costs of the construction of improvements to Colby Park; (b) using tax increment financing to pay the costs of the construction of street improvements; (c) using tax increment financing to pay the costs of the City’s Urban Renewal Administration and Professional Support Program; (d) providing tax increment financing support to Millang Properties, L.L.C., The Windsor, L.L.C., and Jensfam, LLC in connection with the construction of multiresidential housing; (e) providing tax increment financing support to Sherwood Forest Company in connection with the redevelopment of an existing building for use in the business operations of an entertainment facility catering to pedestrian and bicycle traffic; (f) using tax increment financing to pay the costs of recreational trail improvements; (g) providing tax increment financing support to a private developer in connection with the construction of public and private infrastructure improvements; and (h) using tax increment financing to pay the costs of acquiring certain real property and undertaking

the demolition of existing buildings, site preparation and beautification improvements thereon. A copy of the amendment is on file for public inspection in the office of the City Clerk.

At said hearing any interested person may file written objections or comments and may be heard orally with respect to the subject matters of the hearing.

Adam Strait
City Clerk

• • • • •

On motion and vote the meeting adjourned.

Mayor

Attest:

City Clerk

EXHIBIT A
Legal Description
Expanded Windsor Heights Consolidated Urban Renewal Area
(April, 2024 Addition)

Certain real property situated in the City of Windsor Heights, Polk County, State of Iowa more particularly described as follows:

All of the public right-of-way of 68th Street beginning at its intersection with University Avenue on the north and continuing south to and including its intersection with School Street; and

All of the public right-of-way of School Street beginning at its dead end south of Walmart on the west and continuing east to its intersection with 63rd Street; and

Certain real property situated in the City of Windsor Heights, Polk County, Iowa bearing Polk County Geoparcels Identification Numbers 782502129095, 782502129098, 782502129096, 782502129097, 782502129093, 782502129094, 782502129099, 782502129002, 782502129003, 782502129004, 782502127034, 782502127035, 782502127036, 782502103027, 782502103024, 782502103025, 782502103026, 782502103001, 782502102005, 782502102004, 782502102003, 782502102002, 782502102014, 792536376036, 792536376035, 792536376039, 792536376038, 792536376037, 792536376027, 792536379017, 792536379018, 792536379003, 792536379004, 792536455021, 792536455020, 792536455022, 792536455023, 792536455019, 792536455024, 792536455025, 792536456020, 792536456019 and 792536381017.

STATE OF IOWA
POLK COUNTY
CITY OF WINDSOR HEIGHTS

SS:

I, the undersigned, City Clerk of the City of Windsor Heights do hereby certify that pursuant to the resolution of its City Council fixing a date of public hearing on the question of designating the expanded Windsor Heights Consolidated Urban Renewal Area for the City and on a proposed urban renewal plan amendment, the notice, of which the printed slip attached to the publisher's affidavit hereto attached is a true and complete copy, was published on the date and in the newspaper specified in such affidavit, which newspaper has a general circulation in the City, and copies were sent to the county and school district.

WITNESS my hand this ____ day of _____, 2024.

City Clerk

(Attach here publisher's affidavit of publication of notice.)

(PLEASE NOTE: This certificate must not be dated until the publication has been made and you have reviewed it to be sure that the notice was published on the date indicated in the attached affidavit.)

CITY OF WINDSOR HEIGHTS, IOWA
URBAN RENEWAL PLAN AMENDMENT
WINDSOR HEIGHTS CONSOLIDATED URBAN RENEWAL AREA

April, 2024

The Urban Renewal Plan (the “Plan”) for the Windsor Heights Consolidated Urban Renewal Area (the “Urban Renewal Area”) is being amended for the purposes of (1) adding certain real property to the Urban Renewal Area; (2) updating the City’s 73rd Street Reconstruction Project; and (3) identifying new urban renewal projects to be undertaken therein.

1) Addition of Property. The real property (the "Property") legally described on Exhibit A hereto includes the April, 2024 Addition to the Urban Renewal Area. With the adoption of this Amendment, the City will designate the April, 2024 Addition as an economic development area. The April, 2024 Addition will become subject to the provisions of the Plan for the Urban Renewal Area.

Blight Finding: An investigation has been conducted, the results of which indicate that conditions of blight, as described in Section 403.17(5) of the Code of Iowa, exist on some portions of the Property as a result of the deterioration of private properties, faulty land use and lot layout conditions, dilapidation and developing failure of public infrastructure and utility connections.

2) Update Description of the 73rd Street Reconstruction Project. The City approved the 73rd Street Reconstruction Project in the April 6, 2020 Amendment to the Plan, and it is now necessary to update the description of 73rd Street Reconstruction Project as follows:

Name of Project: 73rd Street Reconstruction Project

Date of Council Approval of Project: April 6, 2020, as updated on April 15, 2024

Description of Project and Project Site: The 73rd Street Reconstruction Project (the “Project”) will consist of street reconstruction and streetscaping; construction of storm water drainage system improvements; construction of sanitary sewer and water system improvements; construction of sidewalk and curb and gutter improvements; the installation of street lighting; and the incidental utility, landscaping, site clearance and cleanup work related thereto on and along 73rd Street from and including its intersection with University Avenue on the north and continuing southeast to and including its intersection with 8th Street.

It is expected that the completed Project will cause increased and improved ability of the City to provide adequate transportation infrastructure for the growth and retention of commercial enterprises in the City.

Description of Properties to be Acquired in Connection with Project: The City will acquire such easement territory and rights-of-way as are necessary to successfully undertake the Project.

Description of Use of TIF for the Project: It is anticipated that the City will pay for the Project with either borrowed funds and/or the proceeds of internal advances of City funds on-hand. In any case, the City's obligations (the "Obligations") will be repaid with incremental property tax revenues derived from the Urban Renewal Area. It is anticipated that the City's use of incremental property tax revenues for the Project will not exceed \$28,000,000 (increased from \$10,000,000 in the April, 2020 Amendment), plus any interest expense incurred by the City on the Obligations.

3) Identification of Projects. By virtue of this amendment, the list of authorized urban renewal projects in the Plan is hereby amended to include the following project descriptions:

A.

Name of Project: Colby Park Improvements Project

Date of Council Approval of Project: April 15, 2024

Description of the Project and Project Site: The Colby Park Improvements Project will consist of the construction of improvements to Colby Park in the Urban Renewal Area, including (1) the construction of a new splash pad; the installation of new park lighting, fencing, ADA accessibility improvements, concrete improvements, tennis courts and pickle ball courts; (2) the reconstruction of the playground; and (3) the installation of a new concrete food truck alley, including electrical banks, additional lighting, and benches (4) walkway improvements including accessibility to Walnut Creek

It is anticipated that the completed Colby Park Improvements Project will have a positive impact on commerce and economic development in the Urban Renewal Area through the provision of enhanced recreational amenities.

Description of Use of TIF for the Project: It is anticipated that the City will pay for the Colby Park Improvements Project with either borrowed funds and/or the proceeds of internal advances of City funds on-hand. In any case, the City's obligations (the "Obligations") will be repaid with incremental property tax revenues derived from the Urban Renewal Area. It is anticipated that the City's use of incremental property tax revenues for the Colby Park Improvements Project will not exceed \$3,500,000, plus any interest expense incurred by the City on the Obligations.

B.

Name of Project: 68th Street and School Street Blight Alleviation Project

Date of Council Approval of Project: April 15, 2024

Description of Project and Project Site: The 68th Street and School Street Blight Alleviation Project being undertaken by the City will consist of street reconstruction; the construction of sidewalk, sewer and water system improvements; and the incidental utility, landscaping, site clearance and cleanup work related thereto on and along the following rights-of-way in the Urban Renewal Area:

68th Street beginning at its intersection with University Avenue on the north and continuing south to and including its intersection with School Street; and

School Street beginning at its dead end near Wal-Mart on the west and continuing east to and including its intersection with 63rd Street.

It is expected that the completed 68th Street and School Street Blight Alleviation Project will alleviate and prevent the spread of blighted conditions in the Urban Renewal Area and cause increased and improved ability of the City to provide adequate transportation infrastructure for the growth and retention of commercial and industrial enterprises in the Urban Renewal Area.

Description of Properties to be Acquired in Connection with Project: The City will acquire such easement territory and rights-of-way as are necessary to successfully undertake the 68th Street and School Street Blight Alleviation Project.

Description of Use of TIF for the Project: It is anticipated that the City will pay for the 68th Street and School Street Blight Alleviation Project with borrowed funds and/or the proceeds of internal advances of City funds on-hand. In any case, the City's obligations (the "Obligations") will be repaid with incremental property tax revenues to be derived from the Urban Renewal Area. It is anticipated that the City's use of incremental property tax revenues for the 68th Street and School Street Blight Alleviation Project will not exceed \$4,500,000, plus any interest expense incurred on the Obligations.

C.

Name of Program: Urban Renewal Administration and Professional Support Program

Date of Council Approval of Program: April 15, 2024

Description of Program: The City will provide administrative and professional support to its urban renewal projects and initiatives in the City's 2025 through 2030 fiscal years (the "Admin Support Program"). The Admin Support Program will include planning, staffing, grant writing and administration, document support, record management, accounting, marketing, legal services and such other services as are necessary to carry out and effectuate the urban renewal initiatives and objectives of the City.

Description of Use of TIF for the Program: The City will fund its support contributions under the Admin Support Program from the proceeds of internal advances (the "Advances") of City funds on hand. The City's annual contributions will be determined from year to year. The City will repay the Advances from incremental

property tax revenues to be derived from the Urban Renewal Area. The total amount of incremental property tax revenues to be applied to the City's Admin Support Program for the City's fiscal years 2025 through 2030 shall not exceed \$750,000.

D.

Name of Project: Windsor Apartment Building Development Project

Date of Council Approval of Project: April 15, 2024

Description of Project and Project Site: Millang Properties, L.L.C., The Windsor, L.L.C., and Jensfam, LLC (the "Developers") have proposed to undertake the construction (the "Project") of a 90-110 unit apartment building on certain real property (the "Property") situated in Hopkins Place, an Official Plat and Hopkins-Woehler Place, an Official Plat in the Urban Renewal Area. The Project will also include the planting of approximately fifty (50) trees on the Property and throughout the City.

The property situated within the City's Urban Renewal Area has been identified by the City Council as property that is both in need of blight alleviation and economic development initiatives. The Project will alleviate the spread of blighted conditions in the Urban Renewal Area and facilitate economic development therein.

The Developers have requested that the City provide tax increment financing assistance to the Developers to reimburse their efforts to complete the Project.

The costs incurred by the City in providing tax increment financing assistance to the Developers will include legal and administrative fees (the "Admin Fees") in an amount not to exceed \$20,000.

Description of Properties to be Acquired in Connection with Project: The City will acquire a portion of certain real property from the Developers situated in Hopkins-Woehler Place, an Official Plat and identified in Exhibit B attached hereto.

Description of Use of TIF for the Project: The City intends to enter into a development agreement (the "Development Agreement") with the Developers with respect to the construction of the Project and to provide annual appropriation economic development payments (the "Payments") to the Developers thereunder. The Payments will be funded with incremental property tax revenues to be derived from the Property. It is anticipated that the City's total commitment of incremental property tax revenues with respect to the Project including the Payments and the Admin Fees will not exceed \$1,520,000.

E.

Name of Project: Sherwood Forest Building Redevelopment Project

Date of Council Approval of Project: April 15, 2024

Description of Project and Project Site: Sherwood Forest Company (the “Developer”) has proposed to undertake the redevelopment (the “Project”) of an existing building (the “Existing Building”) on certain real property (the “Property”) situated at in the Sherwood Forest retail complex in the Urban Renewal Area. It is intended that the Existing Building will be used in the business operations of an entertainment facility catering to pedestrian and bicycle traffic.

The property situated within the City’s Urban Renewal Area has been identified by the City Council as property that is both in need of blight alleviation and economic development initiatives. The Project will alleviate the spread of blighted conditions in the Urban Renewal Area and facilitate economic development therein.

The Developer has requested that the City provide tax increment financing assistance to the Developer to reimburse its efforts to complete the Project.

The costs incurred by the City in providing tax increment financing assistance to the Developer will include legal and administrative fees (the “Admin Fees”) in an amount not to exceed \$8,000.

Recreational Trail Improvements: The City will construct a recreational trail (the “Recreational Trail Project”) to facilitate pedestrian and bicycle traffic on the Property. The City will acquire such easement territory and rights-of-way as are necessary to successfully undertake the Recreational Trail Project.

Description of Use of TIF for the Project/Recreational Trail Project: The City intends to enter into a development agreement (the “Development Agreement”) with the Developer with respect to the construction of the Project and to provide annual appropriation economic development payments (the “Payments”) to the Developer thereunder. The Payments will be funded with incremental property tax revenues to be derived from the Property. It is anticipated that the City’s total commitment of incremental property tax revenues with respect to the Project including the Payments and the Admin Fees will not exceed \$508,000.

It is anticipated that the City will pay for the Recreational Trail Project with borrowed funds and/or the proceeds of internal advances of City funds on-hand. In any case, the City’s obligations (the “Obligations”) will be repaid with incremental property tax revenues to be derived from the Urban Renewal Area. It is anticipated that the City’s use of incremental property tax revenues for the Recreational Trail Project will not exceed \$200,000, plus any interest expense incurred on the Obligations.

F.

Name of Project: 66th Street and University Redevelopment Project

Date of Council Approval of Project: April 15, 2024

Description of Project and Project Site: A private developer (the “Developer”) owns certain real property (the “Property”) situated on the northwest side of the intersection of 66th and University. The Developer has proposed to undertake certain improvements on the Property consisting of the construction of certain public infrastructure improvements including the construction of sidewalk and curb improvements (the “Public Infrastructure Project”); the construction of a patio and six (6) parking stalls (the “Private Infrastructure Project” and sometimes hereinafter together with the Public Infrastructure Project, as the “Infrastructure Project”;) and the installation of a mural (the “Mural Project”)

WHEREAS, the Developer has requested that the City provide financial assistance in the form of an economic development grant (the “Grant”) to be used by the Developer in paying the costs of constructing the Infrastructure Project and the Mural Project.

The costs incurred by the City in providing the Grant to the Developer will include legal and administrative fees (the “Admin Fees”) in an amount not to exceed \$5,000.

Description of Use of TIF for the Project: The City intends to enter into a development agreement (the “Agreement”) with the Developer with respect to the Infrastructure Project and the Mural Project and to provide an economic development grant (the “Grant”) to the Developer thereunder. The Grant, in an amount not to exceed \$50,000 will be funded with either borrowed funds and/or an internal advance of funds on-hand. In any case, the City’s obligations (the “Obligations”) may be repaid with incremental property tax revenues to be derived from the Urban Renewal Area. It is anticipated that the City’s total commitment of incremental property tax revenues with respect to the Infrastructure Project and the Mural Project including the Grant and the Admin Fees will not exceed \$55,000, plus any interest expense incurred by the City on the Obligations.

G.

Name of Project: University Avenue Corridor Property Acquisition, Demolition and Site Preparation Project

Date of Council Approval of Project: April 15, 2024

Description of Project and Project Site: The University Avenue Corridor Property Acquisition, Demolition and Site Preparation Project (the “University Avenue Corridor Project”) will consist of the acquisition by the City of certain parcels (as identified below) situated in the Urban Renewal Area. The City will undertake the demolition of existing buildings, site preparation and beautification improvements on such parcels in order to alleviate certain blighted conditions thereon and to promote future economic development in the Urban Renewal Area

Description of Properties to be Acquired in Connection with Project: The City may acquire certain real property situated in the Urban Renewal Area and bearing Polk County Geoparcels Identification Numbers 782502129095, 782502129098, 782502129096, 782502129097, 782502129093, 782502129094, 782502129099, 782502129002, 782502129003, 782502129004, 782502127034, 782502127035, 782502127036, 782502103027, 782502103024, 782502103025, 782502103026, 782502103001, 782502102005, 782502102004, 782502102003, 782502102002, 782502102014, 792536376036, 792536376035, 792536376039, 792536376038, 792536376037, 792536376027, 792536379017, 792536379018, 792536379003, 792536379004, 792536455021, 792536455020, 792536455022, 792536455023, 792536455019, 792536455024, 792536455025, 792536456020, 792536456019 and 792536381017.

Description of Use of TIF for the Project: It is anticipated that the City will pay for the University Avenue Corridor Project with borrowed funds and/or the proceeds of an internal advance of City funds on-hand. In any case, the City's obligations (the "Obligations") will be repaid with incremental property tax revenues derived from the Urban Renewal Area. It is anticipated that the City's use of incremental property tax revenues for the University Avenue Corridor Project will not exceed \$5,000,000, plus any interest expense incurred by the City on the Obligations.

4) Required Financial Information. The following information is provided in accordance with the requirements of Section 403.17 of the Code of Iowa:

Constitutional debt limit of the City:	<u>\$25,924,617</u>
Outstanding general obligation debt of the City:	\$10,660,000
Proposed debt to be incurred under this April, 2024 Amendment*:	<u>\$44,303,000</u>

*It is anticipated that some of the debt incurred by the City hereunder will be subject to annual appropriation by the City Council.

EXHIBIT A
Legal Description
Expanded Windsor Heights Consolidated Urban Renewal Area
(April, 2024 Addition)

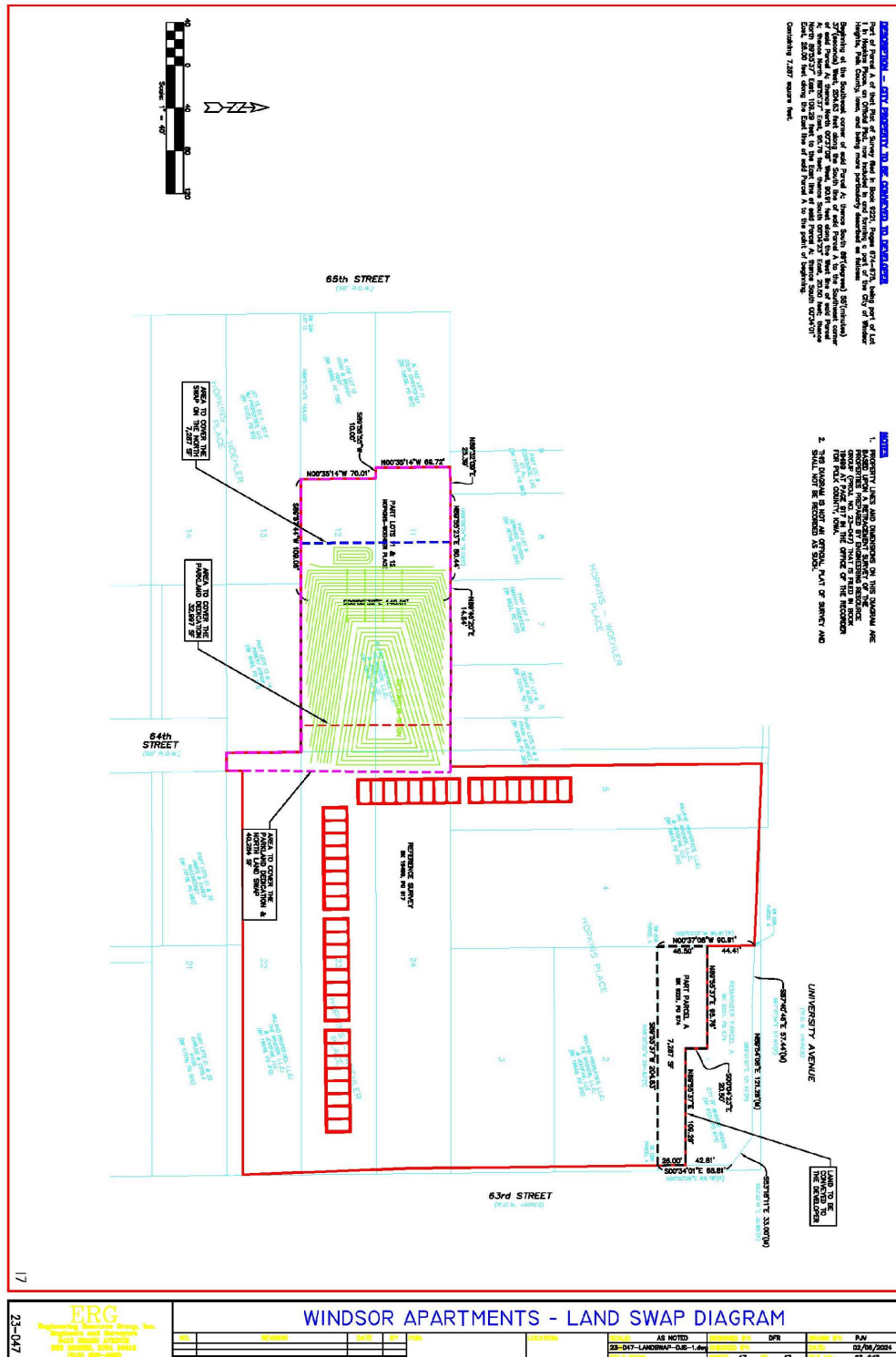
Certain real property situated in the City of Windsor Heights, Polk County, State of Iowa more particularly described as follows:

All of the public right-of-way of 68th Street beginning at its intersection with University Avenue on the north and continuing south to and including its intersection with School Street; and

All of the public right-of-way of School Street beginning at its dead end south of Walmart on the west and continuing east to its intersection with 63rd Street; and

Certain real property situated in the City of Windsor Heights, Polk County, Iowa bearing Polk County Geoparcels Identification Numbers 782502129095, 782502129098, 782502129096, 782502129097, 782502129093, 782502129094, 782502129099, 782502129002, 782502129003, 782502129004, 782502127034, 782502127035, 782502127036, 782502103027, 782502103024, 782502103025, 782502103026, 782502103001, 782502102005, 782502102004, 782502102003, 782502102002, 782502102014, 792536376036, 792536376035, 792536376039, 792536376038, 792536376037, 792536376027, 792536379017, 792536379018, 792536379003, 792536379004, 792536455021, 792536455020, 792536455022, 792536455023, 792536455019, 792536455024, 792536455025, 792536456020, 792536456019 and 792536381017.

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STAFF REPORT
CITY COUNCIL
March 18, 2024

TO: CITY COUNCIL
FROM: Adam Strait, City Clerk
SUBJECT: Approve New Zoning Map Reflecting 2023 Zoning Changes

GENERAL INFORMATION

Due to the absorption of the Town Center District into the Urban Center District, the City's zoning map was updated to reflect the change.

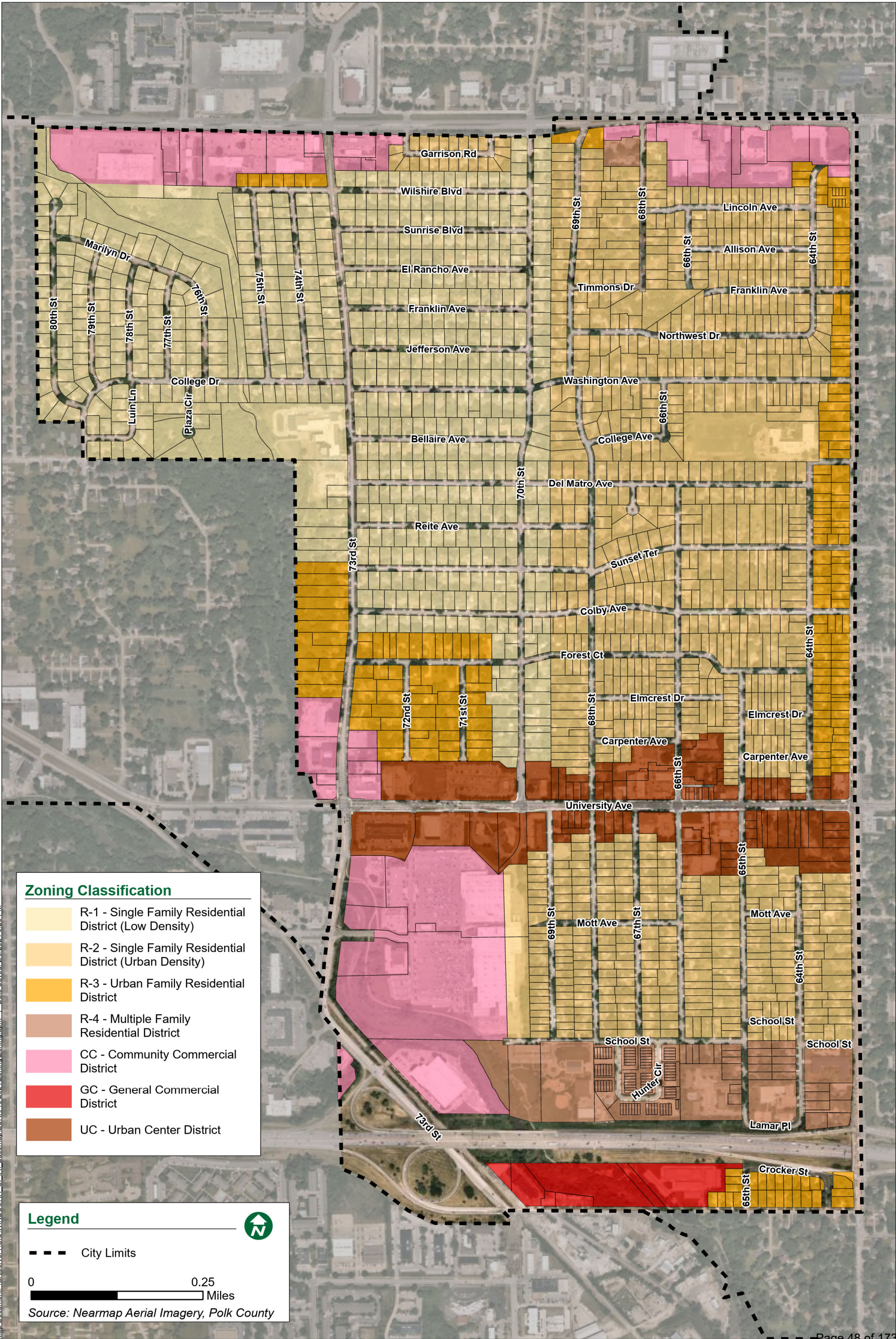
This technical update was a result of the Zoning updates made in 2023 by Ordinance 23-06.

The Planning and Zoning Commission reviewed and recommended for approval during their February 28 meeting.

SUMMARY

ATTACHMENTS

1. WINDSORH_CI_IA_Zoning_11x17P





STAFF REPORT
CITY COUNCIL
March 18, 2024

TO: CITY COUNCIL

FROM: Adam Strait, City Clerk

SUBJECT: Approve Resolution No. 2024-22 - A Resolution Setting Date for Public Hearing on Designation of the Expanded Windsor Heights Consolidated Urban Renewal Area and on Urban Renewal Plan Amendment

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2024-22 Resolution Setting Date for Public Hearing on Designation of the Expanded Windsor Heights Consolidated Urban Renewal Area and o

RESOLUTION NO. 2024-22

Resolution Setting Date for Public Hearing on Designation of the Expanded Windsor Heights Consolidated Urban Renewal Area and on Urban Renewal Plan Amendment

WHEREAS, this City Council of the City of Windsor Heights, Iowa (the “City”) by resolution previously established the Windsor Heights Consolidated Urban Renewal Area (the “Urban Renewal Area”) and adopted an urban renewal plan (the “Plan”) for the governance of projects and initiatives therein; and

WHEREAS, a proposal has been made which shows the desirability of expanding the Urban Renewal Area to add and include all the property (the “Property”) lying within the legal description set out in Exhibit A; and

WHEREAS, this City Council is desirous of obtaining as much information as possible from the residents of the City before making this decision; and

WHEREAS, an amendment (the “Amendment”) to the Plan has been prepared which (1) covers the addition of the Property to the Urban Renewal Area; (2) updates the City’s 73rd Street Reconstruction Project previously approved in the April, 2020 Amendment to the Plan; and (3) authorizes the undertaking of new urban renewal projects in the Urban Renewal Area consisting of (a) using tax increment financing to pay the costs of the construction of improvements to Colby Park; (b) using tax increment financing to pay the costs of the construction of street improvements; (c) using tax increment financing to pay the costs of the City’s Urban Renewal Administration and Professional Support Program; (d) providing tax increment financing support to Millang Properties, L.L.C., The Windsor, L.L.C., and Jensfam, LLC in connection with the construction of multiresidential housing; (e) providing tax increment financing support to Sherwood Forest Company in connection with the redevelopment of an existing building for use in the business operations of an entertainment facility catering to pedestrian and bicycle traffic; (f) using tax increment financing to pay the costs of recreational trail improvements; (g) providing tax increment financing support to a private developer in connection with the construction of public and private infrastructure improvements; and (h) using tax increment financing to pay the costs of acquiring certain real property and undertaking the demolition of existing buildings, site preparation and beautification improvements thereon; and

WHEREAS, it is now necessary that a date be set for a public hearing on the designation of the expansion of the Urban Renewal Area and on the Amendment;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Windsor Heights, Iowa, as follows:

Section 1. This City Council will meet at the City Council Chambers 1133 66th Street, Windsor Heights, Iowa, on April 15, 2024, at 6 p.m., at which time and place it will hold a public hearing on the designation of the expanded Urban Renewal Area described in the preamble hereof and on the Amendment.

Section 2. The City Clerk shall publish notice of said hearing, the same being in the form attached hereto, which publication shall be made in a legal newspaper of general circulation in Windsor Heights, which publication shall be not less than four (4) and not more than twenty (20) days before the date set for hearing.

Section 3. Pursuant to Section 403.5 of the Code of Iowa, the City Administrator, or his designee, is hereby designated as the City's representative in connection with the consultation process which is required under that section of the urban renewal law. It is hereby directed that representatives of Polk County, the Des Moines Independent Community School District, and the West Des Moines Community School District be invited to participate in the consultation.

Section 4. The proposed Amendment is hereby submitted to the City's Planning and Zoning Commission for review and recommendations, as required by Section 403.5, Code of Iowa.

Passed and approved March 18, 2024.

Mayor

Attest:

City Clerk

NOTICE OF PUBLIC HEARING ON DESIGNATION OF EXPANDED
WINDSOR HEIGHTS CONSOLIDATED URBAN RENEWAL AREA AND ON
PROPOSED URBAN RENEWAL PLAN AMENDMENT

Notice Is Hereby Given: That at 6:00 p.m., at the City Council Chambers 1133 66th Street, Windsor Heights, Iowa, on April 15, 2024, the City Council of the City of Windsor Heights, Iowa will hold a public hearing on the question of amending the urban renewal plan (the “Plan”) for the Windsor Heights Consolidated Urban Renewal Area and designating an expanded Windsor Heights Consolidated Urban Renewal Area (the “Urban Renewal Area”), pursuant to Chapter 403, Code of Iowa, by adding and including all the property (the “Property”) situated in the City of Windsor Heights, Polk County, State of Iowa more particularly described as follows:

All of the public right-of-way of 68th Street beginning at its intersection with University Avenue on the north and continuing south to and including its intersection with School Street; and

All of the public right-of-way of School Street beginning at its dead end south of Walmart on the west and continuing east to its intersection with 63rd Street; and

Certain real property situated in the City of Windsor Heights, Polk County, Iowa bearing Polk County Geoparcels Identification Numbers 782502129095, 782502129098, 782502129096, 782502129097, 782502129093, 782502129094, 782502129099, 782502129002, 782502129003, 782502129004, 782502127034, 782502127035, 782502127036, 782502103027, 782502103024, 782502103025, 782502103026, 782502103001, 782502102005, 782502102004, 782502102003, 782502102002, 782502102014, 792536376036, 792536376035, 792536376039, 792536376038, 792536376037, 792536376027, 792536379017, 792536379018, 792536379003, 792536379004, 792536455021, 792536455020, 792536455022, 792536455023, 792536455019, 792536455024, 792536455025, 792536456020, 792536456019 and 792536381017.

The proposed amendment to the Plan brings the property described above in to the Urban Renewal Area and makes it subject to the provisions of the Plan. The amendment also (1) updates the City’s 73rd Street Reconstruction Project previously approved in the April, 2020 Amendment to the Plan; and (2) authorizes the undertaking of new urban renewal projects in the Urban Renewal Area consisting of (a) using tax increment financing to pay the costs of the construction of improvements to Colby Park; (b) using tax increment financing to pay the costs of the construction of street improvements; (c) using tax increment financing to pay the costs of the City’s Urban Renewal Administration and Professional Support Program; (d) providing tax increment financing support to Millang Properties, L.L.C., The Windsor, L.L.C., and Jensfam, LLC in connection with the construction of multiresidential housing; (e) providing tax increment financing support to Sherwood Forest Company in connection with the redevelopment of an existing building for use in the business operations of an entertainment facility catering to pedestrian and bicycle traffic; (f) using tax increment financing to pay the costs of recreational trail improvements; (g) providing tax increment financing support to a private developer in connection with the construction of public and private infrastructure improvements; and (h) using tax increment financing to pay the costs of acquiring certain real property and undertaking the demolition of existing buildings, site

preparation and beautification improvements thereon. A copy of the amendment is on file for public inspection in the office of the City Clerk.

At said hearing any interested person may file written objections or comments and may be heard orally with respect to the subject matters of the hearing.

Adam Strait
City Clerk



**STAFF REPORT
CITY COUNCIL**
March 18, 2024

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Pay App 2 For 2023 Colby Park Improvements

GENERAL INFORMATION

This is the second pay request for Colby Park construction. Construction remains ahead of schedule. The remaining section of the cul-de-sak will be removed this week with pedestrian access retained to the CEC through the ramp poured last year and sidewalk.

SUMMARY

ATTACHMENTS

1. Pay App 2



**BOLTON
& MENK**

Real People. Real Solutions.

430 E Grand Avenue
Suite 101
Des Moines, IA 50309

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

March 11, 2024

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

RE: 2023 Colby Park Improvements
Pay Request 2

Dear Mr. Plagge:

Submitted for your approval is Pay Request 2 for the above-mentioned project. Pay Request 2 is for a total payment of \$8,935.94. The total value completed to date is \$176,757.81, minus 5% retainage of \$8,837.89. Please see Pay Request 2 for a full summary of the items completed that are included in this payment.

Bolton & Menk, Inc. recommends the approval of Pay Application 2. Upon approval of Pay Request 2, please sign 3 copies in the space provided. Return one executed copy of the pay request to our office.

Please let me know if you have any questions.

Sincerely,

Bolton & Menk, Inc.

Nate Weitz, PLA
Project Landscape Architect

Contractor's Application for Payment

Owner: <u>CITY OF WINDSOR HEIGHTS, IOWA</u> Engineer: <u>BOLTON & MENK, INC.</u> Contractor: <u>CALIBER CONCRETE, LLC</u> Project: <u>2023 COLBY PARK IMPROVEMENTS</u> Contract: _____	Owner's Project No.: _____ Engineer's Project No.: <u>OT6.128908</u> Agency's Project No.: _____																																				
Application No.: <u>2</u> Application Date: <u>3/18/2024</u> Application Period: From <u>1/1/2024</u> To <u>2/29/2024</u>																																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">1. Original Contract Price</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;">2,852,637.72</td> </tr> <tr> <td>2. Net Change By Change Orders</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">500.00</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>3. Current Contract Price (Line 1 + Line 2)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">2,853,137.72</td> </tr> <tr> <td>4. Total Work Completed And Materials Stored To Date (Sum of Column H Unit Price Total and Column M Stored Materials)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">176,757.81</td> </tr> <tr> <td>5. Retainage</td> <td></td> <td></td> </tr> <tr> <td> a. 5% X \$ 176,757.81 Work Completed</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">8,837.89</td> </tr> <tr> <td> b. 5% X \$ - Stored Materials</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td> c. Total Retainage (Line 5.a + Line 5.b)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">8,837.89</td> </tr> <tr> <td>6. Amount Eligible To Date (Line 4 - Line 5.c)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">167,919.92</td> </tr> <tr> <td>7. Less Previous Payments</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">158,983.98</td> </tr> <tr> <td>8. Amount Due This Application</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">8,935.94</td> </tr> </table>		1. Original Contract Price	\$	2,852,637.72	2. Net Change By Change Orders	\$	500.00				3. Current Contract Price (Line 1 + Line 2)	\$	2,853,137.72	4. Total Work Completed And Materials Stored To Date (Sum of Column H Unit Price Total and Column M Stored Materials)	\$	176,757.81	5. Retainage			a. 5% X \$ 176,757.81 Work Completed	\$	8,837.89	b. 5% X \$ - Stored Materials	\$	-	c. Total Retainage (Line 5.a + Line 5.b)	\$	8,837.89	6. Amount Eligible To Date (Line 4 - Line 5.c)	\$	167,919.92	7. Less Previous Payments	\$	158,983.98	8. Amount Due This Application	\$	8,935.94
1. Original Contract Price	\$	2,852,637.72																																			
2. Net Change By Change Orders	\$	500.00																																			
3. Current Contract Price (Line 1 + Line 2)	\$	2,853,137.72																																			
4. Total Work Completed And Materials Stored To Date (Sum of Column H Unit Price Total and Column M Stored Materials)	\$	176,757.81																																			
5. Retainage																																					
a. 5% X \$ 176,757.81 Work Completed	\$	8,837.89																																			
b. 5% X \$ - Stored Materials	\$	-																																			
c. Total Retainage (Line 5.a + Line 5.b)	\$	8,837.89																																			
6. Amount Eligible To Date (Line 4 - Line 5.c)	\$	167,919.92																																			
7. Less Previous Payments	\$	158,983.98																																			
8. Amount Due This Application	\$	8,935.94																																			
Contractor's Certification The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.																																					
Contractor: <u>Caliber Concrete LLC</u> Signature: <u>[Signature]</u> Date: <u>3.11.24</u> Name: <u>Michael Nolund</u> Title: <u>Office Controller</u>																																					
Recommended by Engineer: Bolton & Menk, Inc. 430 E GRAND, SUITE 101, DES MOINES, IA 50309 By: <u>Nate Weitz</u> By: _____ Name: <u>Nate Weitz</u> Name: _____ Title: <u>Project Landscape Architect</u> Title: _____ Date: <u>March 11, 2024</u> Date: _____																																					

Progress Estimate - Unit Price Work

Owner:	CITY OF WINDSOR HEIGHTS, IOWA	Owner's Project No.:	
Engineer:	BOLTON & MENK, INC.	Engineer's Project No.:	0T6.128908
Contractor:	CALIBER CONCRETE, LLC	Agency's Project No.:	
Project:	2023 COLBY PARK IMPROVEMENTS		
Contract:			

Contractor's Application for Payment

Application No.: 2		Application Period: From 01/01/24 to 02/29/24			Application Date: 3/18/2024						
A	B	C	D	E	F	F1	F2	G	H	I	J
Bid Item No.	Description	Item Quantity	Contract Information		Value of Bid Item (C X E) (\$)	Previous Estimate		Work Completed		% of Value of Item (H / F)	Balance to Finish (F - H) (\$)
			Units	Unit Price (\$)		Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in	Value of Work Completed to Date (E X G)		
Original Contract											
1	CLEARING AND GRUBBING	1.00	LS	30,850.00	30,850.00	1.00	30,850.00	1.00	30,850.00	100%	-
2	TOPSOIL, COMPOST AMENDED	500.00	CY	85.00	42,500.00	-	-	-	-	-	42,500.00
3	EXCAVATION, CLASS 10	2,500.00	CY	12.00	30,000.00	625.00	7,500.00	625.00	7,500.00	25%	22,500.00
4	SUBBASE, MODIFIED, BERM	255.00	TON	42.50	10,837.50	144.00	6,120.00	144.00	6,120.00	56%	4,717.50
5	LINEAR TRENCH DRAIN, 8 INCH	75.00	LF	150.00	11,250.00	-	-	-	-	-	11,250.00
6	SUBDRAIN, SOLID WALL PVC, 4 INCH	50.00	LF	32.00	1,600.00	-	-	-	-	-	1,600.00
7	BACKFLOW PREVENTER, SEWER, 4 INCH	1.00	EA	400.00	400.00	-	-	-	-	-	400.00
8	SUBDRAIN, SOLID WALL PVC, 8 INCH	288.00	LF	65.00	18,720.00	287.00	18,655.00	287.00	18,655.00	100%	65.00
9	SUBDRAIN, HDPE, 8 INCH	85.00	LF	100.00	8,500.00	108.00	10,800.00	108.00	10,800.00	127%	(2,300.00)
10	SUBDRAIN CLEANOUT, 8 INCH, TYPE A-1	2.00	EA	1,500.00	3,000.00	-	-	-	-	-	3,000.00
11	SUBDRAIN OUTLETS AND CONNECTIONS, 8 INCH, TYPE A-1	2.00	EA	500.00	1,000.00	-	-	-	-	-	1,000.00
12	WATER SERVICE	1.00	LS	8,000.00	8,000.00	-	-	-	-	-	8,000.00
13	WATER SERVICE, WATER FOUNTAIN	1.00	LS	8,000.00	8,000.00	-	-	-	-	-	8,000.00
14	VALVE, GATE, 4 INCH	1.00	EA	3,500.00	3,500.00	-	-	-	-	-	3,500.00
15	BACKFLOW PREVENTER	1.00	EA	20,000.00	20,000.00	-	-	-	-	-	20,000.00
16	METER PIT	1.00	EA	20,000.00	20,000.00	-	-	-	-	-	20,000.00
17	PRESSURE REDUCING VALVE	1.00	EA	12,000.00	12,000.00	-	-	-	-	-	12,000.00
18	FLUSHING DEVICE (BLOW OFF), 2 INCH	1.00	EA	2,000.00	2,000.00	-	-	-	-	-	2,000.00
19	PREPARE EXCAVATION FOR TAPPING SLEEVE AND VALVE	1.00	EA	2,500.00	2,500.00	-	-	-	-	-	2,500.00
20	TAP FEE	1.00	EA	12,000.00	12,000.00	-	-	-	-	-	12,000.00
21	INTAKE, SW-512, 48 INCH	2.00	EA	4,500.00	9,000.00	1.50	6,750.00	1.50	6,750.00	75%	2,250.00
22	NYLOPLAST DRAIN BASIN, 18 INCH	3.00	EA	2,700.00	8,100.00	2.25	6,075.00	2.25	6,075.00	75%	2,025.00
23	EXTERNAL DROP CONNECTION	1.00	EA	7,000.00	7,000.00	-	-	-	-	-	7,000.00
24	MANHOLE ADJUSTMENT, MINOR	1.00	EA	2,500.00	2,500.00	-	-	-	-	-	2,500.00
25	MANHOLE ADJUSTMENT, MAJOR	2.00	EA	3,500.00	7,000.00	-	-	-	-	-	7,000.00
26	MANHOLE ADJUSTMENT, MAJOR, WRA	1.00	EA	5,000.00	5,000.00	-	-	-	-	-	5,000.00
27	REMOVE INTAKE	2.00	EA	750.00	1,500.00	2.00	1,500.00	2.00	1,500.00	100%	-
28	PAVEMENT, PCC, 7 INCH	345.00	SY	97.22	33,540.90	-	-	-	-	-	33,540.90
29	PAVEMENT, PCC, 5 INCH, REINFORCED (SPLASHPAD)	258.00	SY	130.62	33,699.96	-	-	-	-	-	33,699.96
30	PAVEMENT, PCC, 7 INCH, INTEGRAL COLOR	305.00	SY	130.12	39,686.60	-	-	-	-	-	39,686.60
31	CURB AND GUTTER, 2 FT, 7 INCH	45.00	LF	51.60	2,322.00	-	-	-	-	-	2,322.00
32	REMOVAL OF SIDEWALK	1,275.00	SY	11.00	14,025.00	864.90	9,513.90	864.90	9,513.90	68%	4,511.10
33	SIDEWALK, PCC, 5 INCH	2,410.00	SY	76.79	185,063.90	112.10	8,608.16	112.10	8,608.16	5%	176,455.74

EICDC C-620 Contractor's Application for Payment

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Unit Price

Progress Estimate - Unit Price Work

Owner:	CITY OF WINDSOR HEIGHTS, IOWA	Owner's Project No.:	
Engineer:	BOLTON & MENK, INC.	Engineer's Project No.:	0T6.128908
Contractor:	CALIBER CONCRETE, LLC	Agency's Project No.:	
Project:	2023 COLBY PARK IMPROVEMENTS		
Contract:			

Contractor's Application for Payment

Application No.:		2	Application Period:			From	01/01/24	to	02/29/24	Application Date:				3/18/2024
A	B	C	D	Contract Information		E	F	F1	F2	G	H	I	J	
Bid Item No.	Description	Item Quantity	Units	Value of Bid Item (C X E)		Previous Estimate		Work Completed		Estimated Quantity Incorporated in	Value of Work Completed to Date (E X G)	% of Value of Item (H / F)	Balance to Finish (F - H) (\$)	
				Unit Price (\$)		Quantity Previous Estimate	Value Previous Estimate							
34	SIDEWALK, PCC, 6 INCH	175.00	SY	82.26		14,395.50	-	-	-	-	-	-	14,395.50	
35	PAVEMENT REMOVAL	895.00	SY	11.00		9,845.00	59.50	654.50	654.50	59.50	654.50	7%	9,190.50	
36	SALVAGE BRICK PAVERS	250.00	SY	30.00		7,500.00	250.00	7,500.00	7,500.00	250.00	7,500.00	100%	-	
37	CURB AND GUTTER REMOVAL	45.00	LF	9.00		405.00	-	-	-	-	-	-	405.00	
38	PCC EDGE RESTRAINT, FLUSH, 2 FEET	210.00	LF	52.00		10,920.00	-	-	-	-	-	-	10,920.00	
39	TEMPORARY TRAFFIC CONTROL	1.00	LS	1,000.00		1,000.00	0.40	400.00	400.00	0.40	400.00	40%	600.00	
40	CONVENTIONAL SEEDING, SEEDING, FERTILIZING, AND	1.00	AC	15,000.00		15,000.00	-	-	-	-	-	-	15,000.00	
41	SOD	250.00	SQ	100.00		25,000.00	-	-	-	-	-	-	25,000.00	
42	DECIDUOUS SHRUBS	195.00	EA	77.50		15,112.50	-	-	-	-	-	-	15,112.50	
43	ORNAMENTAL TREE	18.00	EA	346.50		6,237.00	-	-	-	-	-	-	6,237.00	
44	PERENNIAL GROUND COVER (1 GAL)	897.00	EA	36.00		32,292.00	-	-	-	-	-	-	32,292.00	
45	DECIDUOUS TREE	19.00	EA	517.50		9,832.50	-	-	-	-	-	-	9,832.50	
46	EVERGREEN TREE	7.00	EA	440.50		3,083.50	-	-	-	-	-	-	3,083.50	
47	SWPPP PREPARATION	1.00	LS	1,500.00		1,500.00	1.00	1,500.00	1,500.00	1.00	1,500.00	100%	-	
48	SWPPP MANAGEMENT	1.00	LS	7,800.00		7,800.00	-	-	-	-	-	-	7,800.00	
49	FILTER SOCK, 8", INSTALL, MAINTAIN, AND REMOVE	5,000.00	LF	3.25		16,250.00	900.00	2,925.00	2,925.00	1,025.00	3,331.25	21%	12,918.75	
50	HANDRAIL, PAINTED	401.00	LF	110.00		44,110.00	-	-	-	-	-	-	44,110.00	
51	MOBILIZATION	1.00	LS	110,000.00		110,000.00	0.25	27,500.00	27,500.00	0.25	27,500.00	25%	82,500.00	
52	CONCRETE WASHOUT	1.00	LS	1,500.00		1,500.00	1.00	1,500.00	1,500.00	1.00	1,500.00	100%	-	
53	TENNIS COURT PAVEMENT AND FENCE REMOVAL	1.00	LS	18,500.00		18,500.00	1.00	18,500.00	18,500.00	1.00	18,500.00	100%	-	
54	CONCRETE SURFACE STAIN	1,335.00	SF	10.00		13,350.00	-	-	-	-	-	-	13,350.00	
55	NON-SKID RUBBERIZED COATING (SPLASHPAD)	1,945.00	SF	13.00		25,285.00	-	-	-	-	-	-	25,285.00	
56	REINFORCED CAST-IN-PLACE CONCRETE RETAINING WALL	30.00	CY	1,250.00		37,500.00	-	-	-	-	-	-	37,500.00	
57	REINFORCED CAST-IN-PLACE CONCRETE PIERS (LEAF SEAT	36.00	EA	300.00		10,800.00	-	-	-	-	-	-	10,800.00	
58	REINFORCED CAST-IN-PLACE CONCRETE WALL (LEAF SEAT	785.00	CF	38.25		30,026.25	-	-	-	-	-	-	30,026.25	
59	CONCRETE STEPPING PLANKS	7.00	EA	300.00		2,100.00	-	-	-	-	-	-	2,100.00	
60	DRINKING FOUNTAIN	1.00	EA	10,000.00		10,000.00	-	-	-	-	-	-	10,000.00	
61	SPLASH PAD EQUIPMENT & INSTALLATION	1.00	LS	250,000.00		250,000.00	-	-	-	-	-	-	250,000.00	
62	SALVAGE & REINSTALL FURNISHINGS	1.00	LS	5,000.00		5,000.00	-	-	-	-	-	-	5,000.00	
63	PLAYGROUND EQUIPMENT & INSTALLATION	1.00	LS	690,490.00		690,490.00	-	-	-	-	-	-	690,490.00	
64	FALL ATTENUATION SURFACING, POUR-IN-PLACE	6,825.00	SF	37.09		253,139.25	-	-	-	-	-	-	253,139.25	
65	FALL ATTENUATION SURFACING, SYNTHETIC TURF	2,000.00	SF	39.96		79,920.00	-	-	-	-	-	-	79,920.00	
66	BIKE RACK	8.00	EA	800.00		6,400.00	-	-	-	-	-	-	6,400.00	
67	BENCH (WOOD)	4.00	EA	2,446.00		9,784.00	-	-	-	-	-	-	9,784.00	

ElCDC C-620 Contractor's Application for Payment

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Unit Price

Progress Estimate - Unit Price Work

Owner:	CITY OF WINDSOR HEIGHTS, IOWA	Owner's Project No.:	
Engineer:	BOLTON & MENK, INC.	Engineer's Project No.:	OT6.128908
Contractor:	CALIBER CONCRETE, LLC	Agency's Project No.:	
Project:	2023 COLBY PARK IMPROVEMENTS		
Contract:			

Contractor's Application for Payment

Application No.: 2		Application Period: From 01/01/24 to 02/29/24		Application Date: 3/18/2024							
A	B	C	D	E	F	F1	F2	G	H	I	J
Bid Item No.	Description	Contract Information			Value of Bid Item (C X E) (\$)	Previous Estimate		Work Completed		% of Value of Item (H / F)	Balance to Finish (F - H) (\$)
		Item Quantity	Units	Unit Price (\$)		Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in	Value of Work Completed to Date (E X G)		
68	STONE BLOCK BENCH	8.00	EA	1,512.50	12,100.00	-	-	-	-	-	12,100.00
69	ELECTRICAL IMPROVEMENTS, DEMO & SITE PREP	1.00	LS	9,000.00	9,000.00	-	-	-	1.00	100%	-
70	ELECTRICAL IMPROVEMENTS, CIRCUITS	1.00	LS	55,880.00	55,880.00	-	-	-	-	-	55,880.00
71	ELECTRICAL IMPROVEMENTS, POLETOP LIGHTS	1.00	LS	112,000.00	112,000.00	-	-	-	-	-	112,000.00
72	ELECTRICAL IMPROVEMENTS, BOLLARDS	1.00	LS	47,000.00	47,000.00	-	-	-	-	-	47,000.00
73	ELECTRICAL IMPROVEMENTS, SALVAGE & RELOCATE B-CYCLE	1.00	LS	1,000.00	1,000.00	-	-	-	-	-	1,000.00
A1	PAVEMENT, PCC, 7 INCH	227.00	SY	87.98	19,971.46	-	-	-	-	-	19,971.46
A2	CURB AND GUTTER, 2 FT, 7 INCH	64.00	LF	51.60	3,302.40	-	-	-	-	-	3,302.40
A3	PAVEMENT REMOVAL	155.00	SY	11.00	1,705.00	-	-	-	-	-	1,705.00
A4	CURB AND GUTTER REMOVAL	64.00	LF	9.00	576.00	-	-	-	-	-	576.00
B1	SPLASH PAD OVERHEAD STRUCTURES	3.00	EA	39,424.00	118,272.00	-	-	-	-	-	118,272.00
C1	CAST STONE CUSTOM WALLS (LEAF SEAT WALLS)	599.00	CF	78.50	47,021.50	-	-	-	-	-	47,021.50
D1	IRRIGATION MODIFY AND EXTEND	1.00	LS	51,112.00	51,112.00	-	-	-	-	-	51,112.00
E1	CHAIN LINK FENCE, GALVANIZED, 6'	87.00	LF	52.00	4,524.00	-	-	-	-	-	4,524.00
					Original Contract Totals \$		\$ 2,852,637.72				
					Original Contract Totals \$		\$ 166,851.56		\$		176,257.81
					6.0%		\$		2,676,379.91		
Change Orders											
CO1	CLEARING AND GRUBBING, TREE STUMP	1.00	LS	500.00	500.00	1.00	500.00	1.00	500.00		-
					Change Order Totals \$		\$ 500.00		\$		500.00
					100%		\$		100%		\$
Original Contract and Change Orders											
					Project Totals \$		\$ 2,853,137.72		\$		167,351.56
					6.2%		\$		2,676,379.91		



STAFF REPORT
CITY COUNCIL
March 18, 2024

TO: CITY COUNCIL
FROM: Adam Plagge, City Administrator
SUBJECT: Discussion on Flood Response Plan

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. City Council Presentation
2. DRAFT Walnut Creek Flood Response Plan - 2024_30_01

Overview of DRAFT Plan



ROE CONSULTING LLC

Rick Roe

515-238-7012

rickroe67@gmail.com

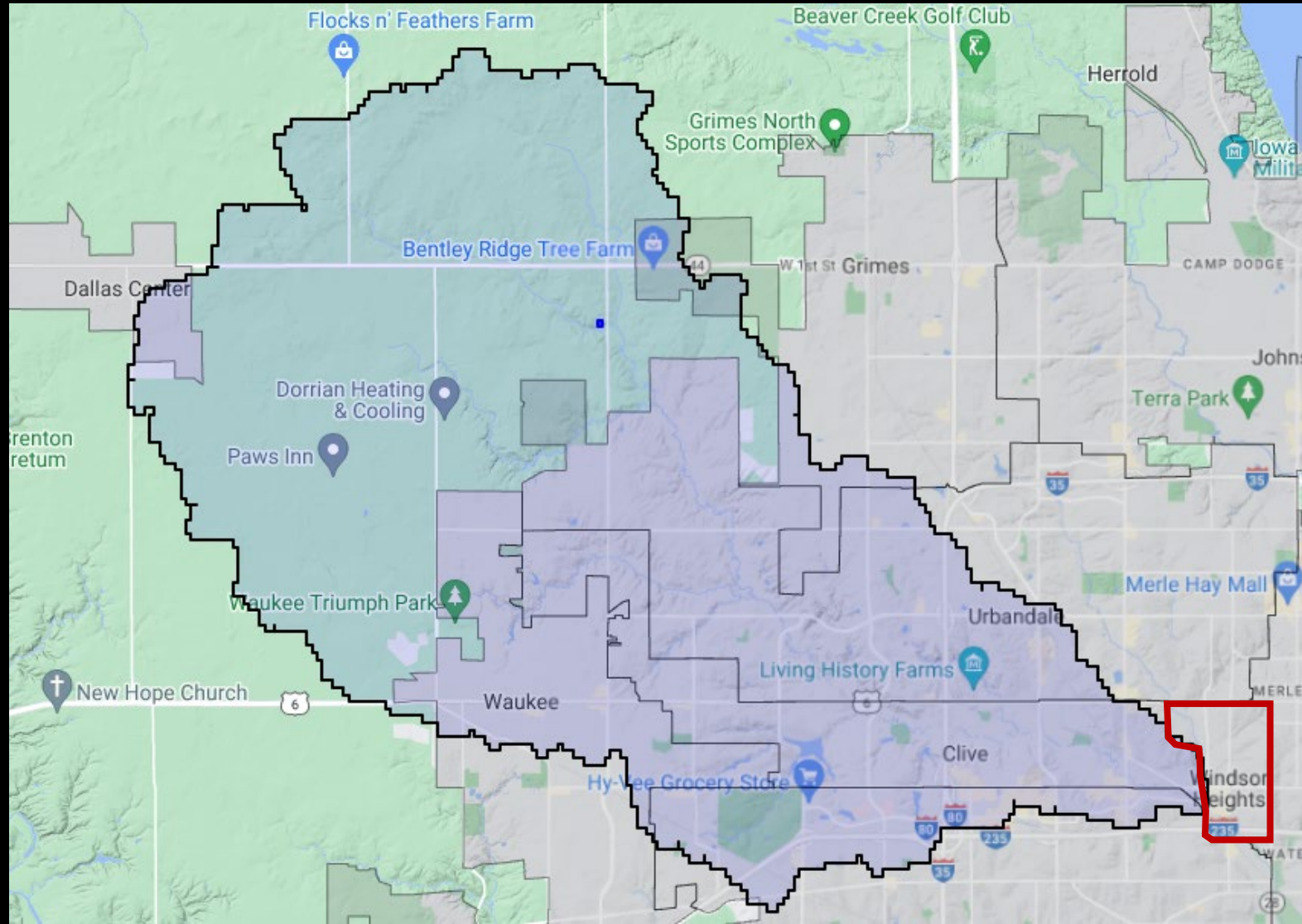
Walnut Creek Flood Response Plan



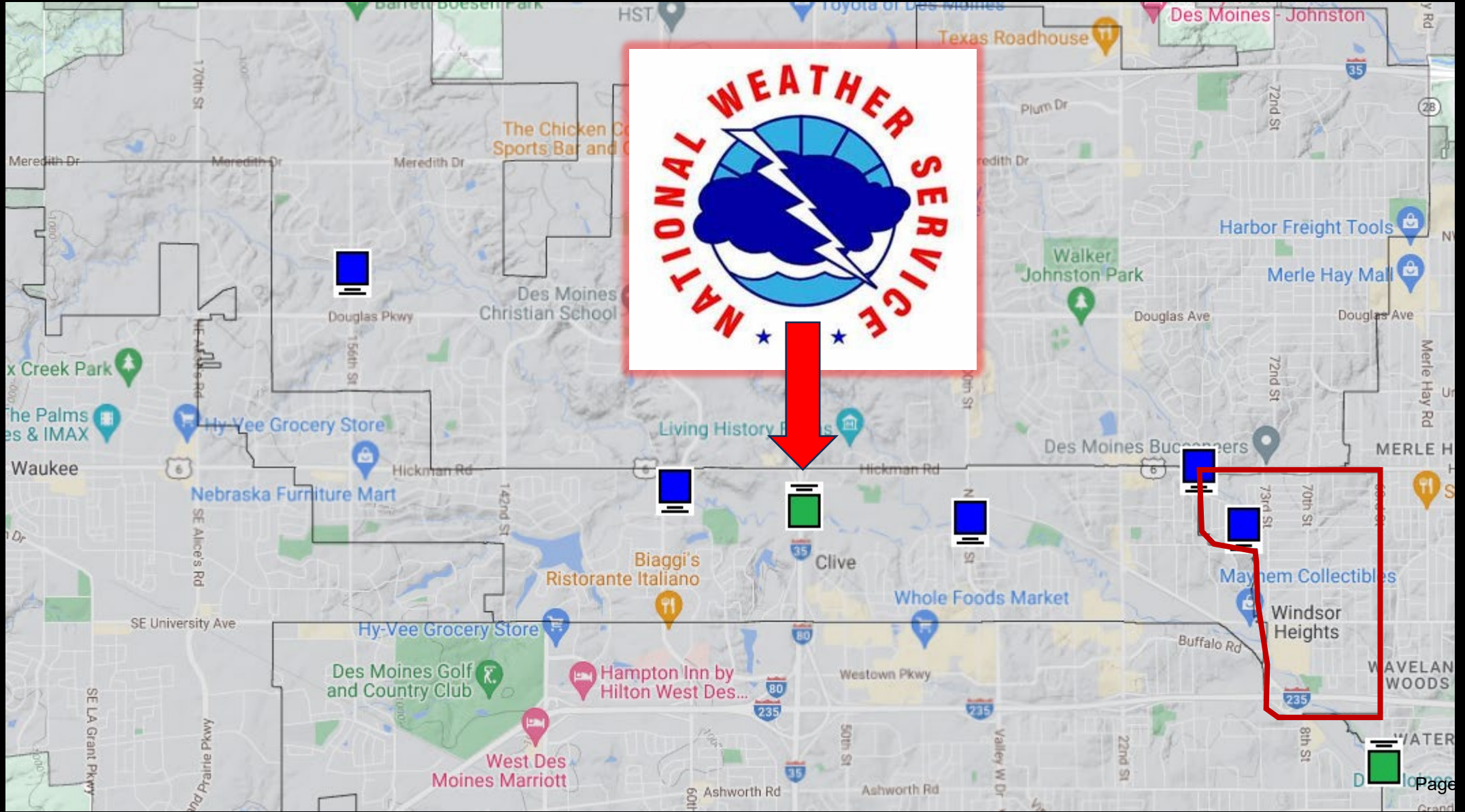
WINDSOR
HEIGHTS
the heart of it all

Where's the water coming from?

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



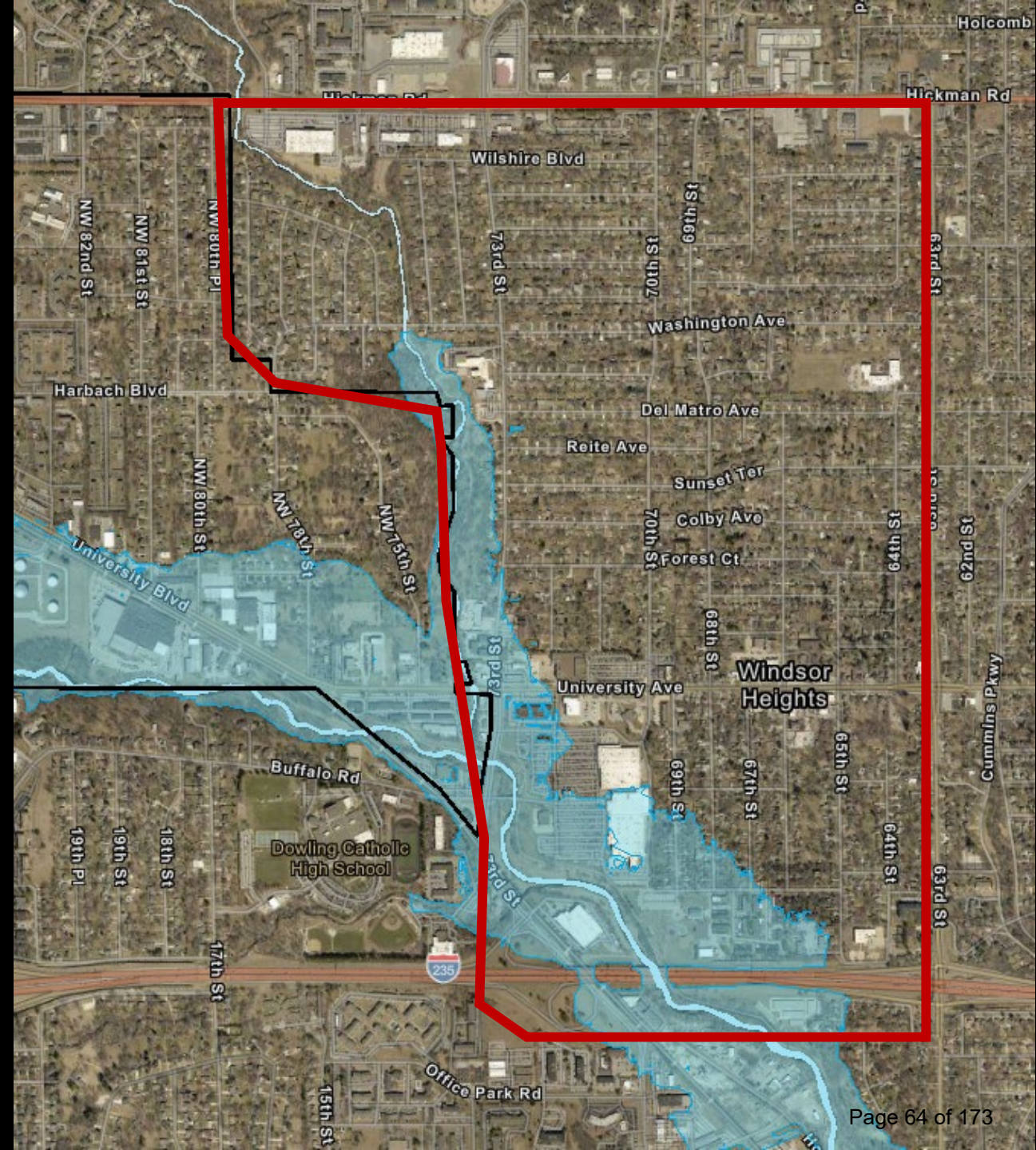
How high is the water going to get?



Where is the water going to go?

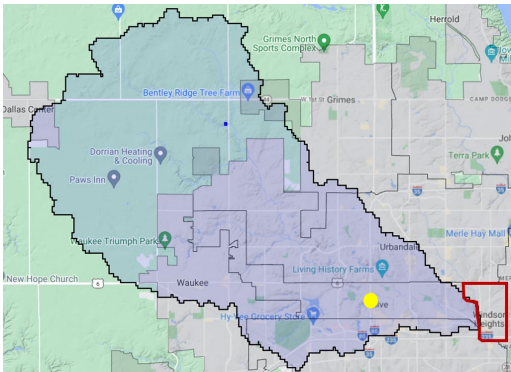
Inundation Mapping from

- City of Clive
- Iowa Flood Information Center



What are we going to do?

NWS makes prediction for
Walnut Creek @ 180



Windsor Heights
Leadership Team
Determines Flood
Response Level to
Implement

Flood Response Plan



Flood – Level 1

Flood – Level 2

Flood – Level 3

Windsor Heights Staff
Implement Designated
Flood Response Level
Actions

Three Primary Actions

Evacuation/Rescue/
Relocation

Road & Trail
Closures

Public
Information

Geographical Planning Areas

Area 8 – Marilyn Drive to Hickman Road

Area 7 – College Drive to Marilyn Drive

Area 6 – Reite Avenue to College Drive

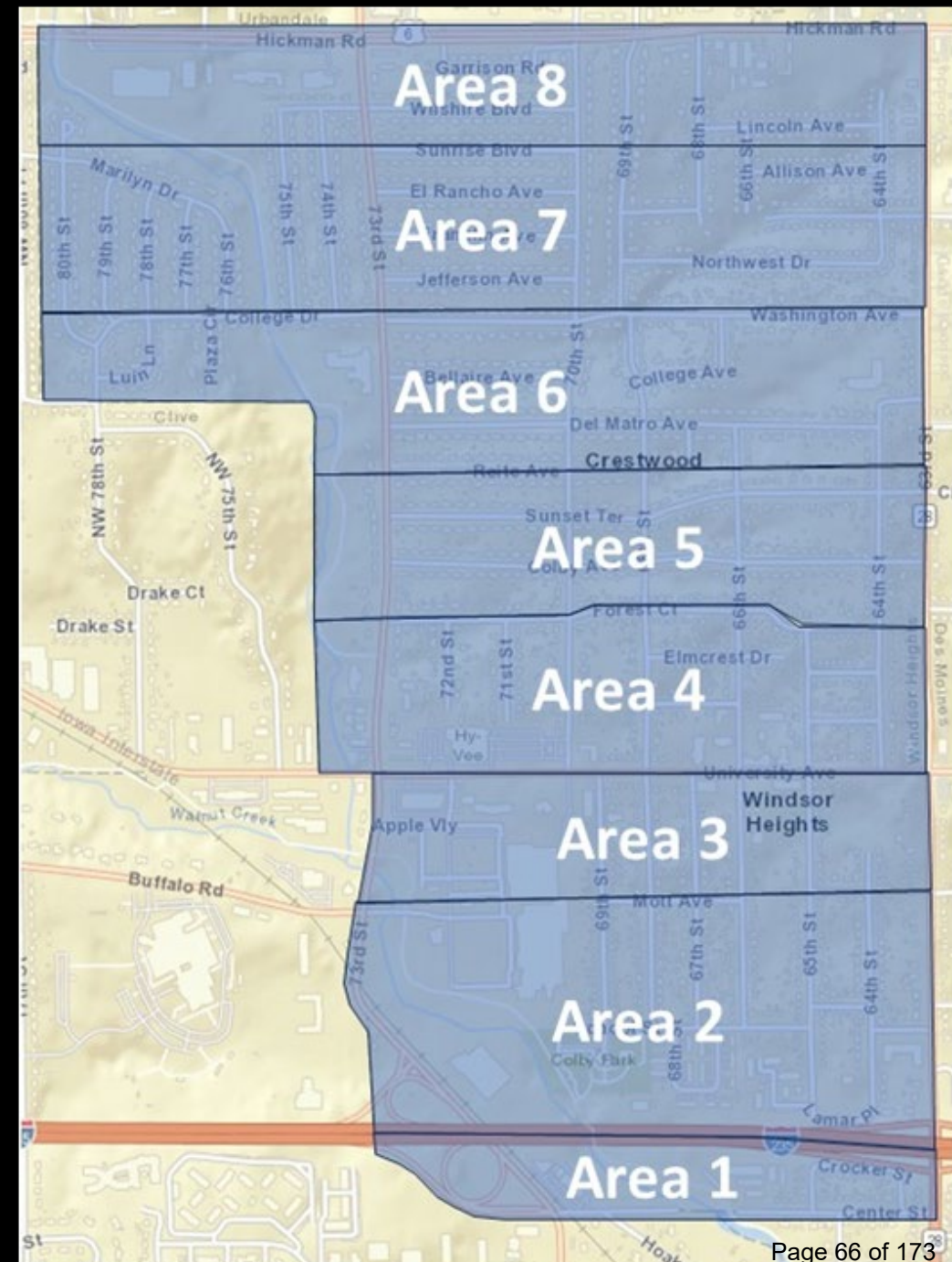
Area 5 – Forest Court to Reite Avenue

Area 4 – University Avenue to Forest Court

Area 3 – Mott Avenue to University Avenue

Area 2 – I235 to Mott Avenue

Area 1 – Center Street to I235



Inundation Mapping

Inundation Mapping

Area 1 – Center Street to I235

LEVEL 1

LEVEL 2

LEVEL 3

LEVEL 1

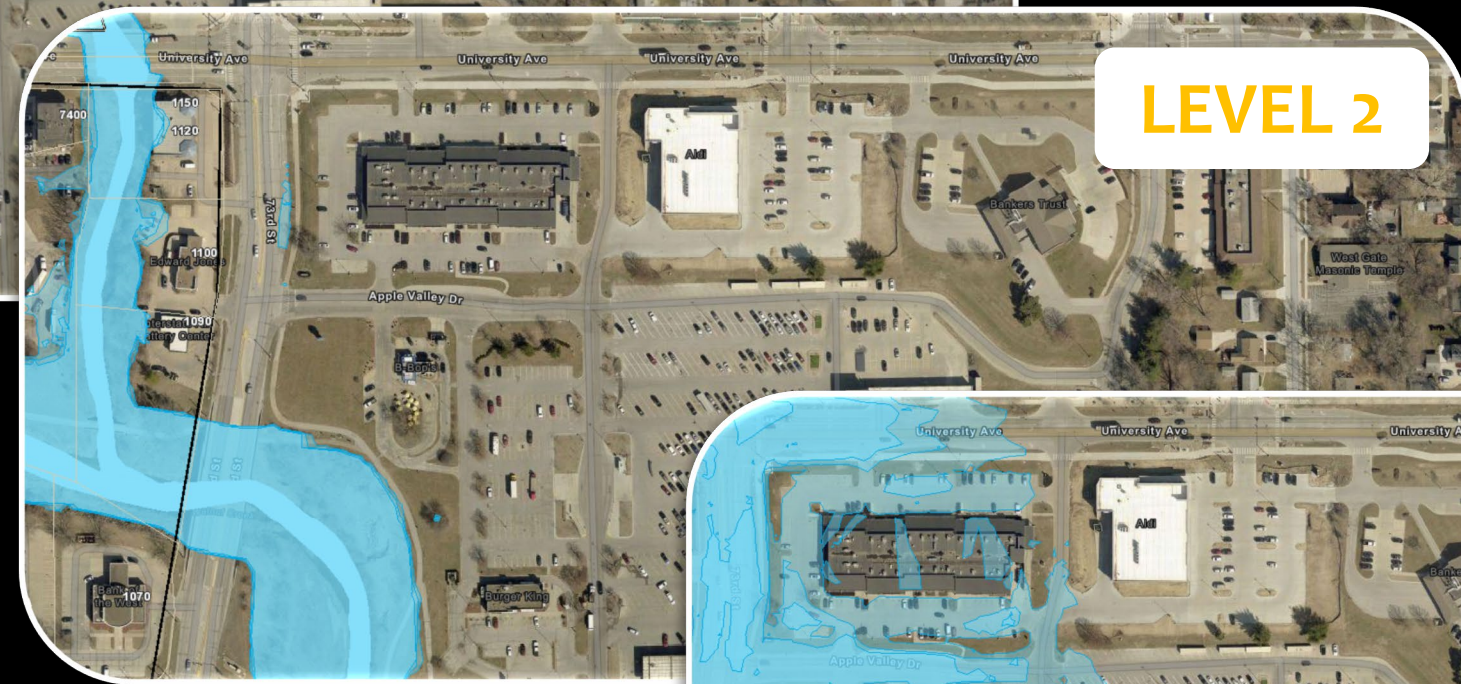
LEVEL 2

LEVEL 3

Inundation Mapping
Area 2 – I235 to Mott Avenue



Inundation Mapping Area 3 – Mott Avenue to University Avenue



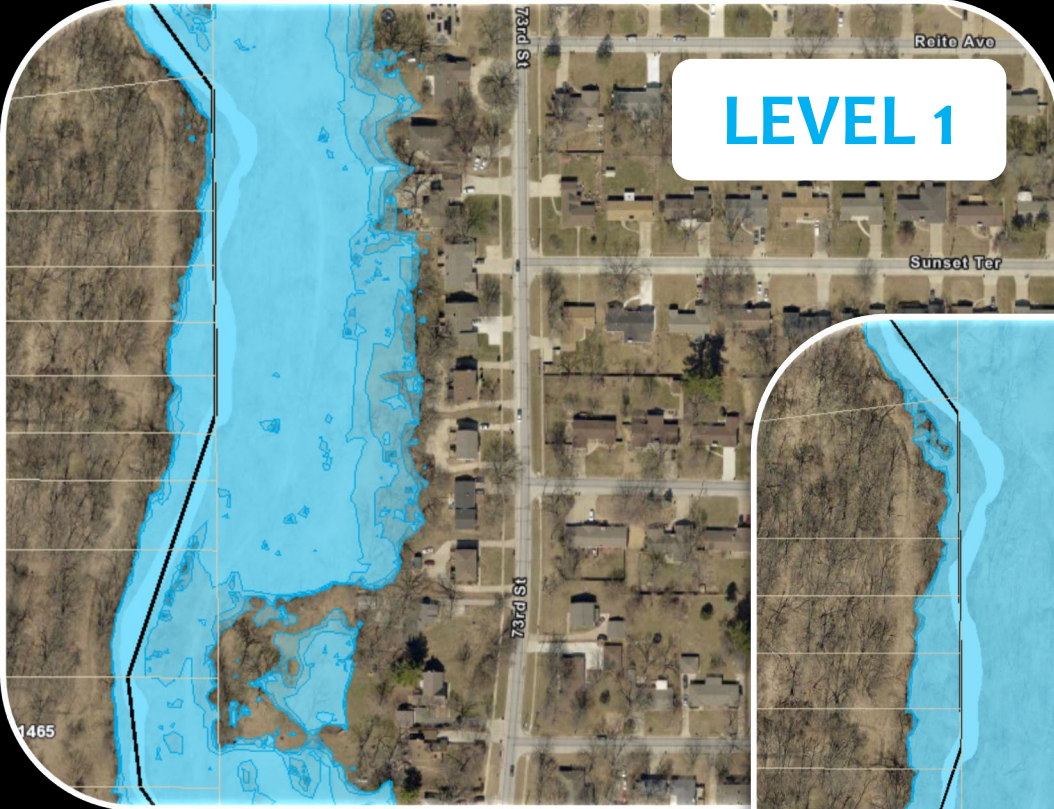
LEVEL 1

Inundation Mapping

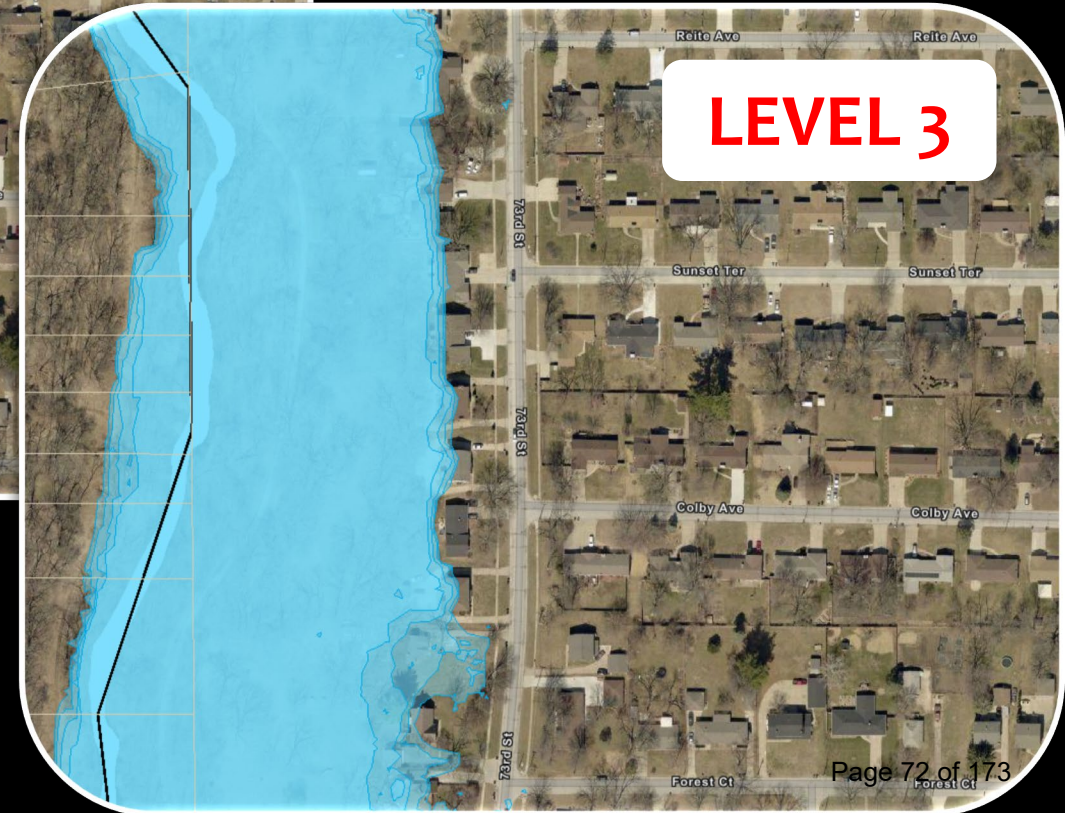
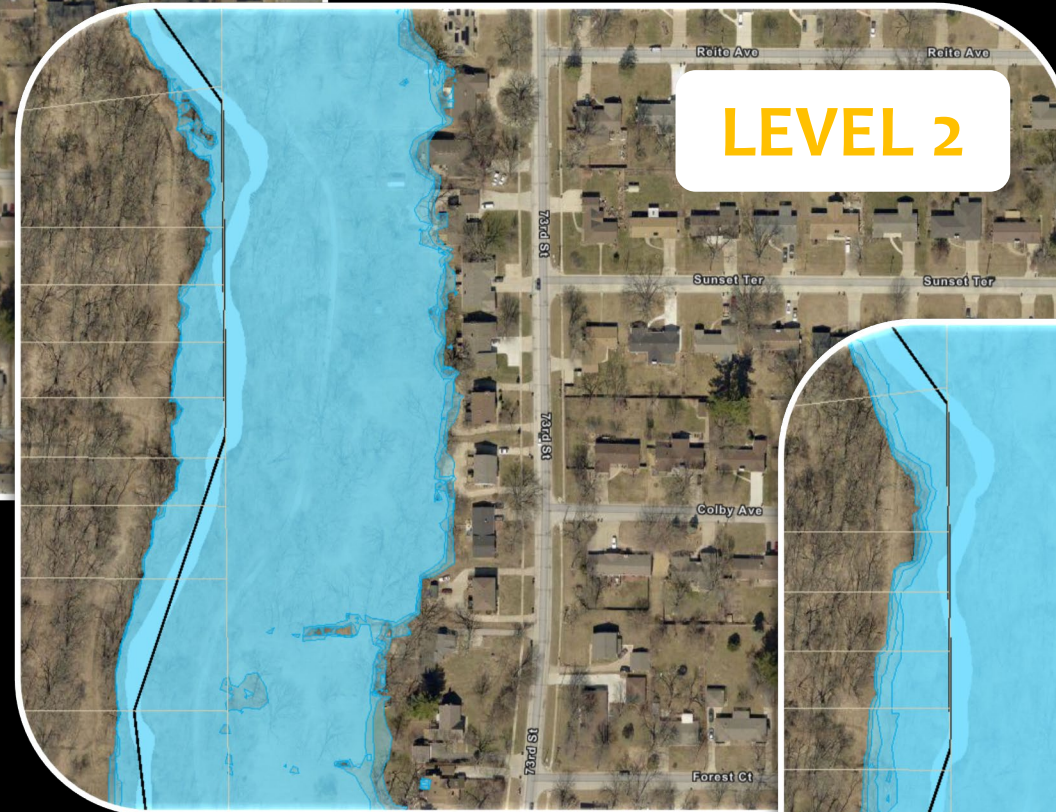
Area 4 – University Avenue to Forest Court

LEVEL 2

LEVEL 3



Inundation Mapping Area 5 – Forest Court to Reite Avenue



LEVEL 1

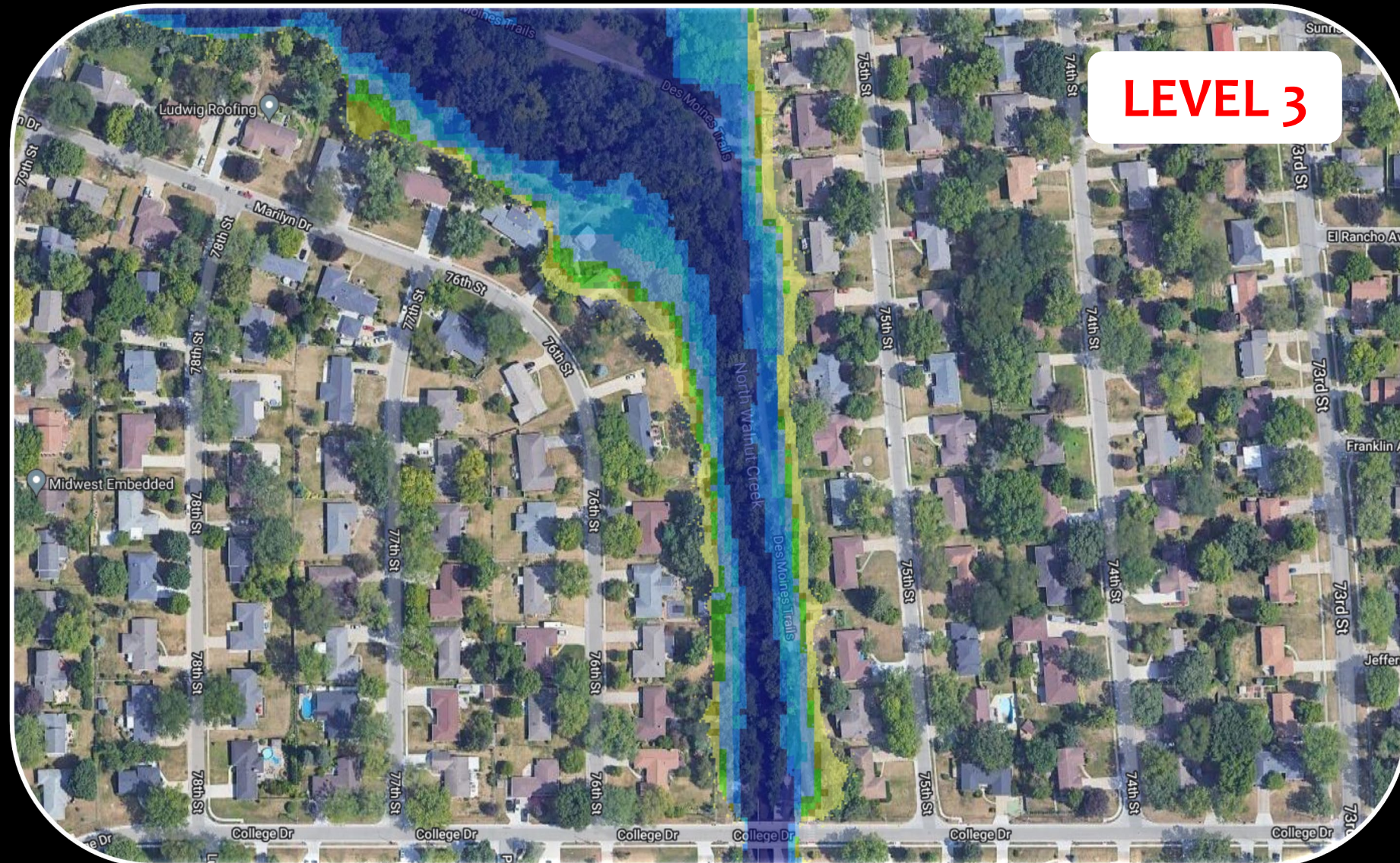
Inundation Mapping Area 6 – Reite Avenue to College Drive

LEVEL 2

LEVEL 3

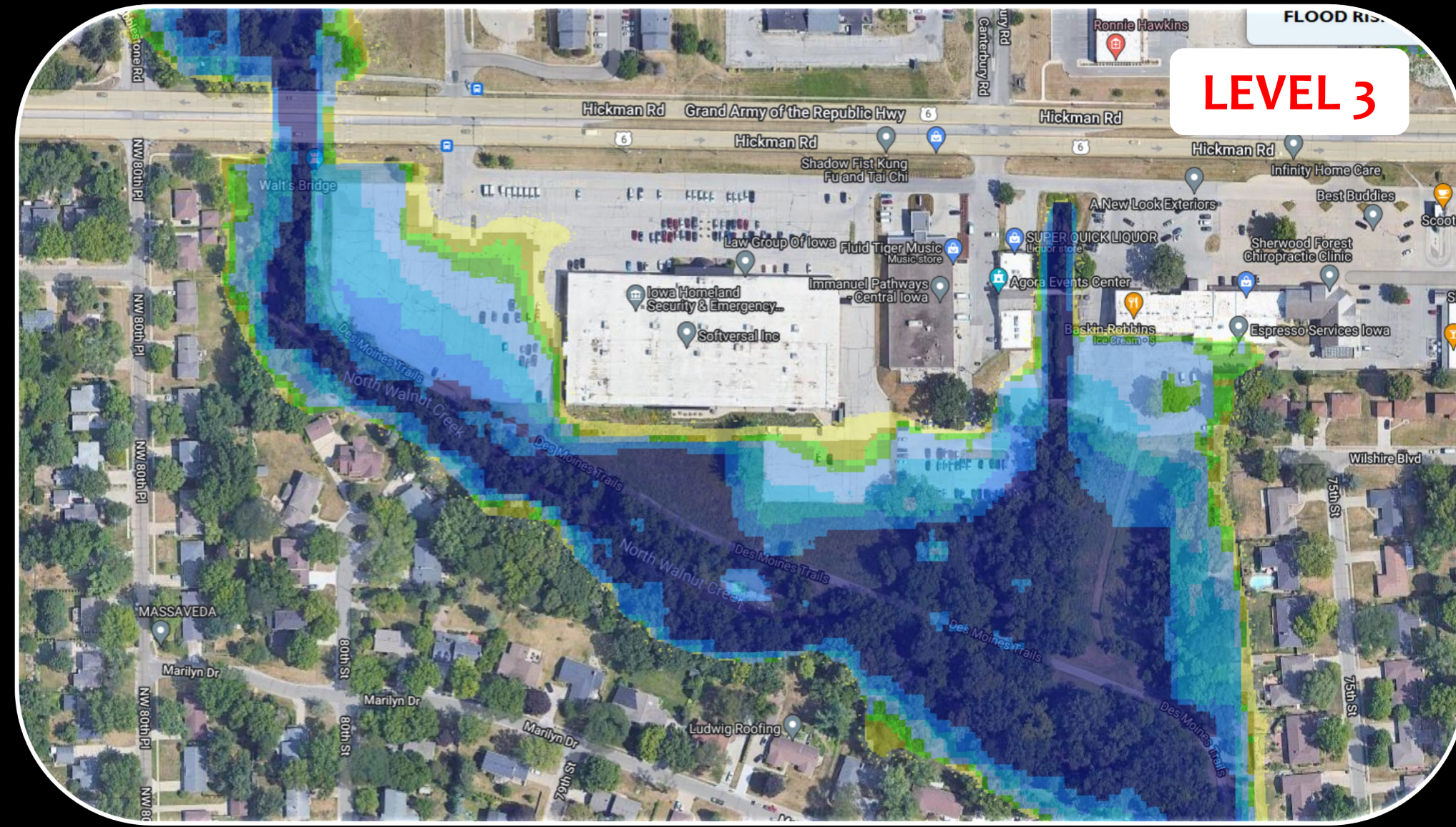
Inundation Mapping

Area 7 – College Drive to Marilyn Drive



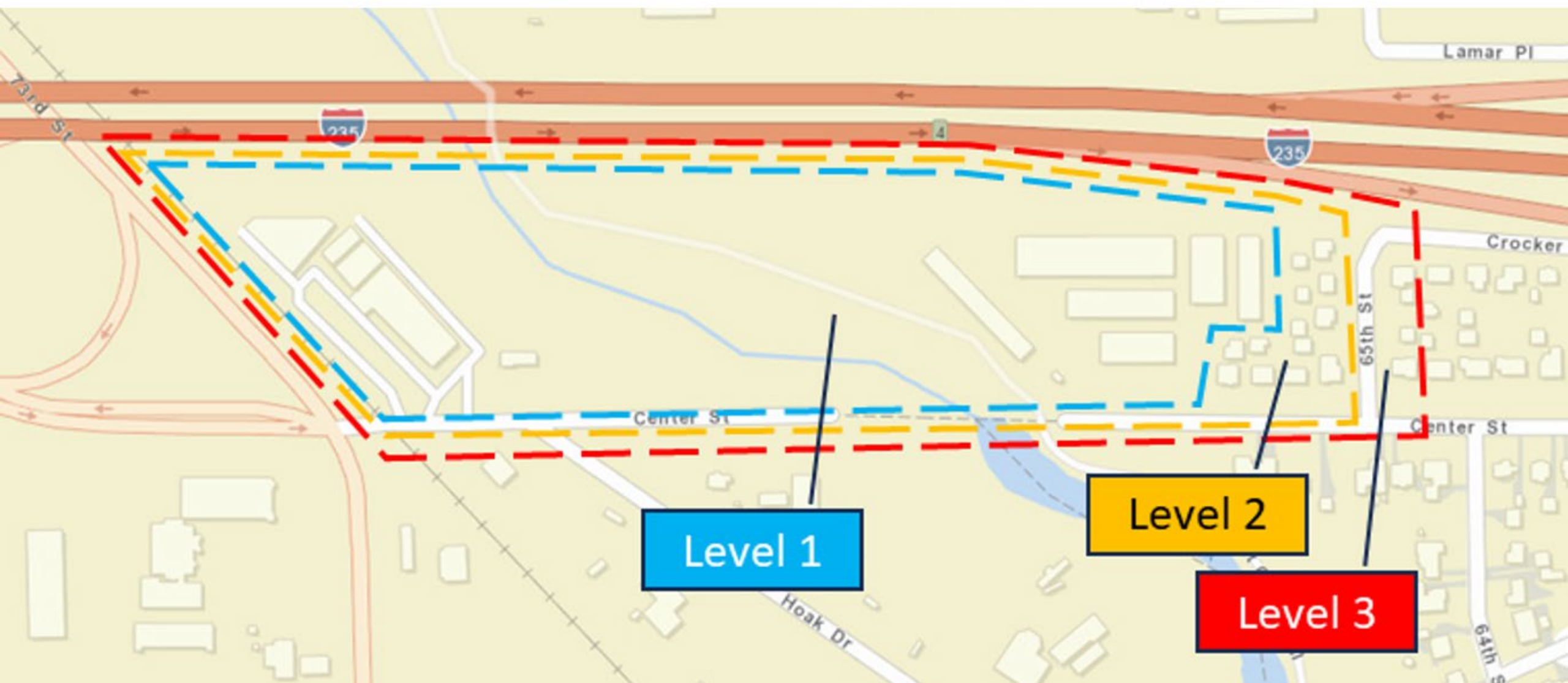
Inundation Mapping

Area 8 – Marilyn Drive to Hickman Road

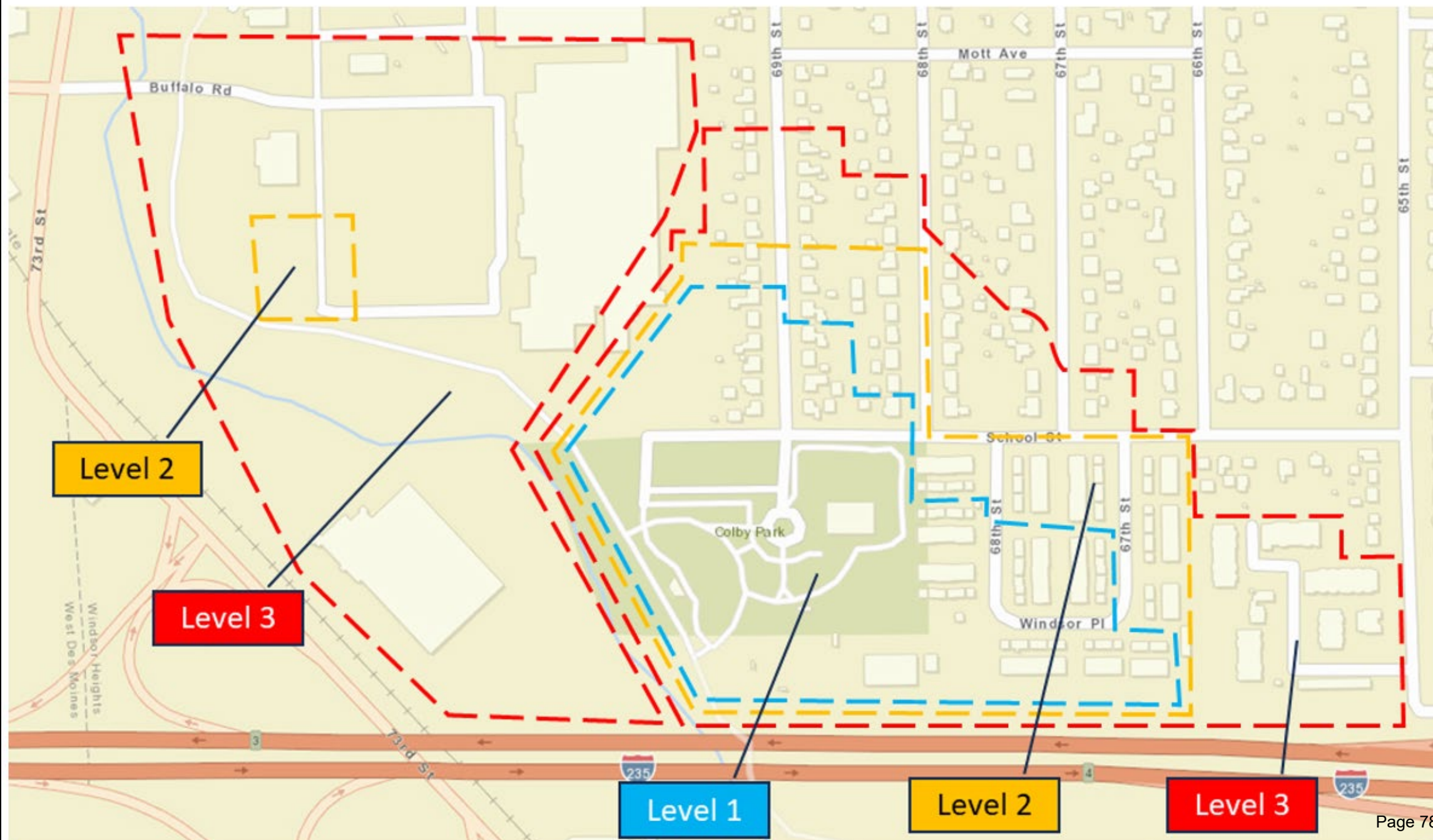


Evacuation Areas

11.1.1 Area 1 - Center Street to I235 - Evacuation Notifications



11.1.2 Area 2 - I235 to Mott Avenue - Evacuation Notifications



11.1.3 Area 3 - Mott Avenue to University - Evacuation Notifications



11.1.4 Area 4 - University to Forest Court - Evacuation Notifications



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



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



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



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



Road & Trail Closures

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



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



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



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



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



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



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



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



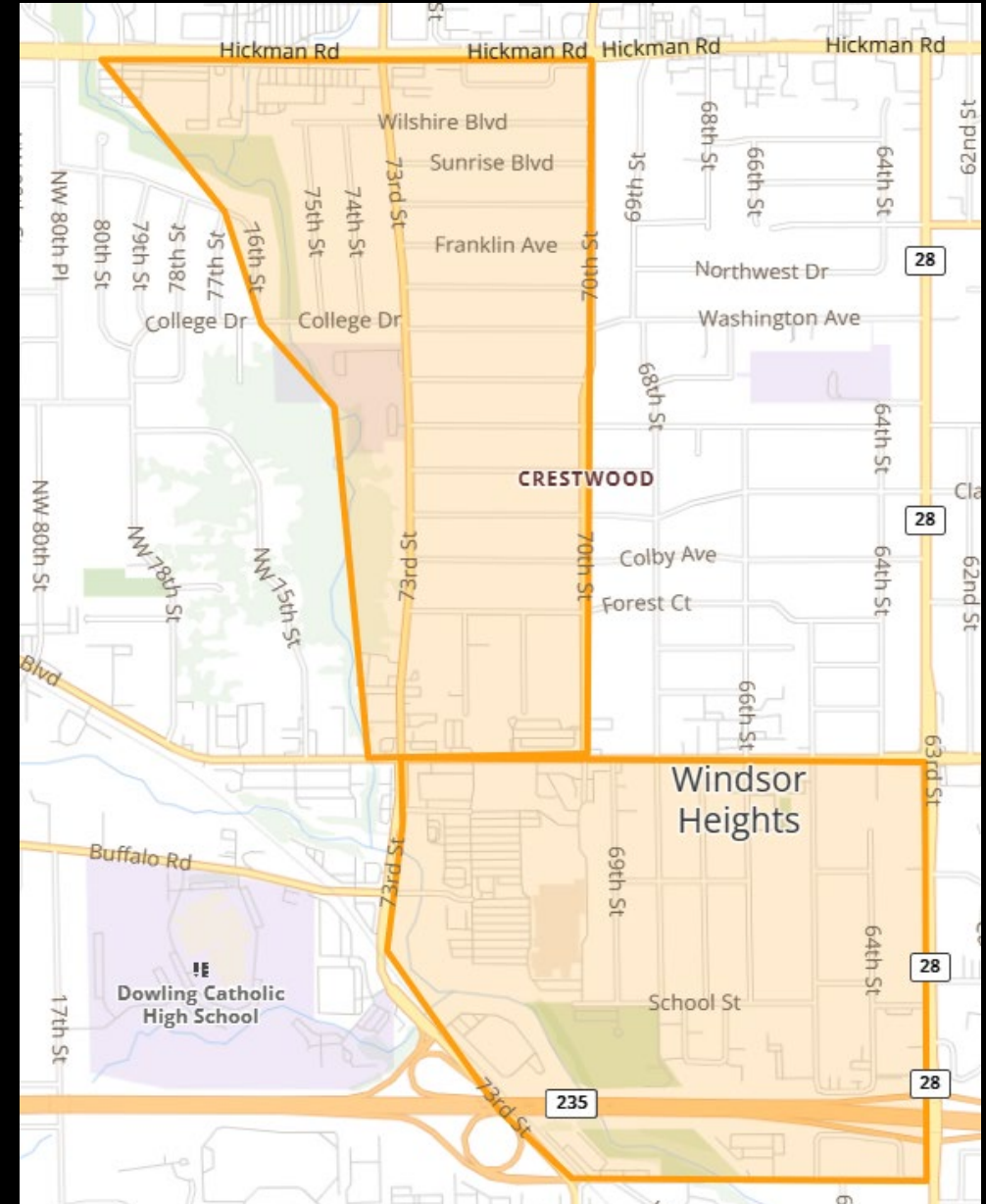
Public Information

Public Information – Example from Level 2/Alert Iowa

URGENT - WH - This is important flood related information from the City of Windsor Heights regarding Walnut Creek. The National Weather Service has issued a flash flood warning for Walnut Creek. Levels on Walnut Creek at I 80 are predicted to reach between: 13.1 feet and 13.9 feet. Flood stage at I 80 is 9 feet. You are receiving this message because your home, business, or travel may be impacted by flooding. Residents and businesses should monitor water levels and be prepared to evacuate quickly. Stay away from and stay out of flood waters. Call 9 1 1 if you are in a life threatening situation or cannot evacuate without assistance. For additional information go to the City of Windsor Heights's website www.windsorheights.org.

Text
Message
160 limit

URGENT-WH-Flash Flood Warning-Walnut Creek in Windsor Heights-Call 911 if in danger or unable to evacuate-www.cityofwindsorheights.com for additional info.



Impacted City Facilities

- Public Works Building
 - >12' – Relocate equipment
 - >13' – Elevate susceptible equipment and secure utilities
- Community Event Center
 - >10.9' – Cancel any CEC events
 - >13.5' – Secure utilities, flood protect doors



Windsor Heights Flood Operations Dashboard

	Date	Time
Start:		
End:		

NWS Predictions @ 180

WHTS Planning Level

Level

Time Closed	Time Opened
-------------	-------------

Road Closures

Time Closed	Time Opened
10:00	10:00
10:05	10:05
10:10	10:10
10:15	10:15
10:20	10:20
10:25	10:25
10:30	10:30
10:35	10:35
10:40	10:40
10:45	10:45
10:50	10:50
10:55	10:55
11:00	11:00
11:05	11:05
11:10	11:10
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21:35	21:35

[illegible]

Rainfall Data

Stream Levels

[illegible][illegible][illegible]

Questions?

DRAFT

Walnut Creek Flood Response Plan



WINDSOR
HEIGHTS
the heart of it all

1 Table of Contents

2	Introduction	2-1
3	Annual Plan Update Process	3-1
4	Leadership & Departmental Phone List.....	4-1
5	Elevation Levels - Walnut Creek at I80	5-1
6	Response Levels	6-1
7	Incident Management System (IMS).....	7-1
7.1	Emergency Operations Center (EOC).....	7-1
7.2	IMS Initial Flood Response – EOC Organized by Departmental Structure	7-1
7.3	IMS Modular Flood Response – EOC Organized by Incident Command System Structure	7-1
8	Role of Elected Officials.....	8-1
9	City Facilities.....	9-1
9.1	Public Works Building [Coordinated by Public Works Assistant Director]	9-1
9.2	Community Event Center [Coordinated by Deputy City Clerk]	9-1
10	Situation Monitoring	10-1
11	Evacuation, Search & Rescue, and Relocation – [Responsibility: Fire & Police Departments]	11-1
11.1	Evacuation Notifications	11-1
11.1.1	Area 1 - Center Street to I235 - Evacuation Notifications	11-2
11.1.2	Area 2 - I235 to Mott Avenue - Evacuation Notifications	11-2
11.1.3	Area 3 - Mott Avenue to University - Evacuation Notifications	11-3
11.1.4	Area 4 - University to Forest Court - Evacuation Notifications.....	11-3
11.1.5	Area 5 - Forest Court to Reite Ave - Evacuation Notifications.....	11-4
11.1.6	Area 6 - Reite Ave to College Drive - Evacuation Notifications.....	11-4
11.1.7	Area 7 - College Drive to Marilyn Drive - Evacuation Notifications.....	11-5
11.1.8	Area 8 - Marilyn Drive to Hickman Road - Evacuation Notifications	11-5
11.2	Search & Rescue	11-6
11.3	Short-Term Relocation.....	11-6
12	Road and Trail Closures – [Responsibility: Public Works Department]	12-1
12.1.1	Area 1 - Center Street to I235 - Road & Trail Closures.....	12-3
12.1.2	Area 2 - I235 to Mott Avenue - Road & Trail Closures.....	12-3
12.1.3	Area 3 - Mott Avenue to University - Road & Trail Closures	12-4
12.1.4	Area 4 - University to Forest Court - Road & Trail Closures	12-4
12.1.5	Area 5 - Forest Court to Reite Ave - Road & Trail Closures	12-5
12.1.6	Area 6 - Reite Ave to College Drive - Road & Trail Closures	12-5
12.1.7	Area 7 - College Drive to Marilyn Drive - Road & Trail Closures	12-6
12.1.8	Area 8 - Marilyn Drive to Hickman Road - Road & Trail Closures.....	12-6
13	Public Information – [Responsibility: City Administrator].....	13-1
13.1	Alert Iowa Messaging.....	13-1

14	Inundation Maps.....	14-1
14.1	Level 1 Inundation Maps.....	14-1
14.1.1	Level 1 - Area 1 - Center Street to I235 - Inundation Map	14-1
14.1.2	Level 1 - Area 2 - I235 to Mott Avenue - Inundation Map	14-1
14.1.3	Level 1 - Area 3 - Mott Avenue to University - Inundation Map	14-2
14.1.4	Level 1 - Area 4 - University to Forest Court - Inundation Map	14-2
14.1.5	Level 1 - Area 5 - Forest Court to Reite Ave - Inundation Map	14-3
14.1.6	Level 1 - Area 6 - Reite Ave to College Drive - Inundation Map.....	14-3
14.1.7	Level 1 - Area 7 - College Drive to Marilyn Drive - Inundation Map.....	14-4
14.1.8	Level 1 - Area 8 - Marilyn Drive to Hickman Road - Inundation Map	14-4
14.2	Level 2 Inundation Maps	14-4
14.2.1	Level 2 - Area 1 - Center Street to I235 - Inundation Map.....	14-4
14.2.2	Level 2 - Area 2 - I235 to Mott Avenue - Inundation Map.....	14-4
14.2.3	Level 2 - Area 3 - Mott Avenue to University - Inundation Map.....	14-5
14.2.4	Level 2 - Area 4 - University to Forest Court - Inundation Map.....	14-5
14.2.5	Level 2 - Area 5 - Forest Court to Reite Ave - Inundation Map.....	14-6
14.2.6	Level 2 - Area 6 - Reite Ave to College Drive - Inundation Map	14-6
14.2.7	Level 2 - Area 7 - College Drive to Marilyn Drive - Inundation Map	14-7
14.2.8	Level 2 - Area 8 - Marilyn Drive to Hickman Road - Inundation Map	14-7
14.3	Level 3 Inundation Maps	14-7
14.3.1	Level 3 - Area 1 - Center Street to I235 - Inundation Map.....	14-7
14.3.2	Level 3 - Area 2 - I235 to Mott Avenue - Inundation Map.....	14-7
14.3.3	Level 3 - Area 3 - Mott Avenue to University - Inundation Map.....	14-8
14.3.4	Level 3 - Area 5 - Forest Court to Reite Ave - Inundation Map.....	14-9
14.3.5	Level 3 - Area 6 - Reite Ave to College Drive - Inundation Map	14-9
14.3.6	Level 3 - Area 7 - College Drive to Marilyn Drive - Inundation Map	14-10
14.3.7	Level 3 - Area 8 - Marilyn Drive to Hickman Road - Inundation Map.....	14-10

2 Introduction

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

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

A thorough and well thought out flood response plan is essential to these actions. The focus of this document is flood response planning for the City of Windsor Heights.

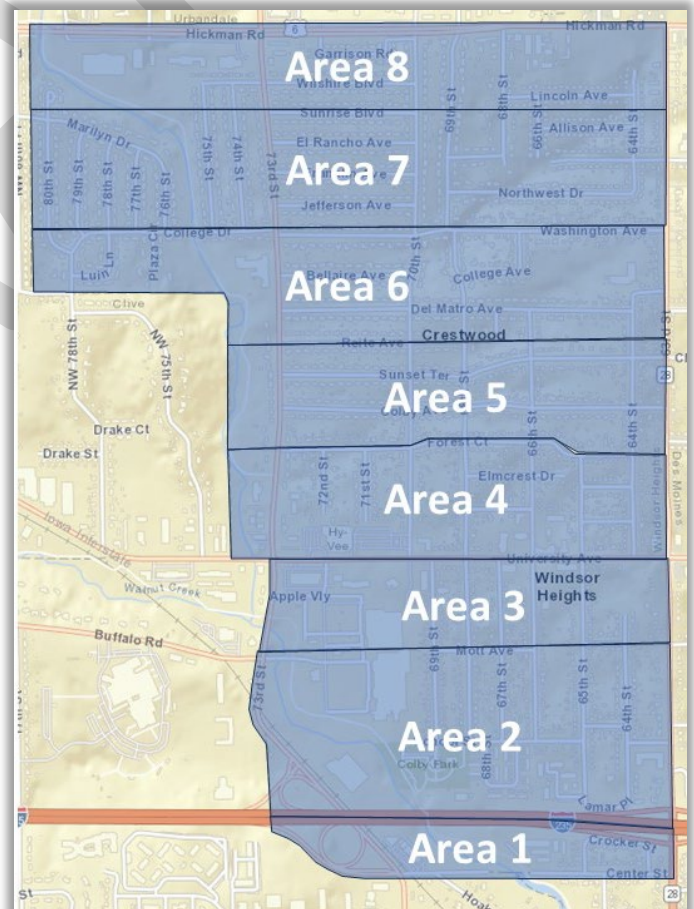
The objectives of this response and recovery plan include:

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

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

Eight geographical planning areas are utilized:

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



3 Annual Plan Update Process

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

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

Exercise Year	Date of Annual Exercise
2024	
2025	
2026	
2027	
2028	

After-Action Report - The purpose is an annual evaluation of the performance of the plan and recommended changes that may be needed as identified in an after-action report. The Fire Chief shall be responsible to ensure that any necessary changes are completed by the various departments/partners.

Plan Update - The Fire Chief shall be responsible to ensure that any necessary changes to the Flood Response Plan identified in the after-action report are completed by the appropriate department/partners.

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

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

Update Year	Date of Resolution Adoption
2024	April 1, 2024
2025	
2026	
2027	
2028	

4 Leadership & Departmental Phone List

	Name	Cell	Direct
Elected Officials			
Mayor	Mike Jones	515-238-5105	
Mayor Pro-Tem	Susan Skeries	515-250-2206	
Council Member	Lauren Campbell	515-418-0624	
Council Member	Threase Harms	515-975-5299	
Council Member	Joseph Jones	515-419-1151	
Council Member	Michael Libbie	515-570-2220	
Staff			
City Administrator	Adam Plagge	515-343-7424	515-645-6808
City Attorney	Erin Clanton	515-240-9503	515-274-1450
City Clerk/ Communications	Adam Strait	515-419-5903	515-645-6810
Finance	Rachel Swisher (Director)	515-778-6290	515-645-6830
Fire	Jim Mease (Chief)	515-402-1162	515-402-1162
	A-Shift – Brian Jones	515-418-6618	
	B-Shift – Jeff Price	929-666-3430	
	C-Shift – Nick Evans	515-771-3766	
Police	Pete Roth (Chief)	641-525-0152	515-645-6811
	Chad Norris (Patrol Lt.)	602-369-7556	515-645-6813
	Mike Irlbeck (Support Services Lt.)	515-321-9071	515-645-6814
Public Works	Jason Roberts (Director)	641-954-1392	515-645-6825
	Andy Larson (Asst. Director)	515-314-6590	
Water	Mike McCurnin		515-283-8731
Sanitary Sewer	Adam Pasker	515-954-8811	
	Tim Stovie	515-331-6823	

Department	Facility	General	Fax
City Administration	City Administration Building	515-279-3662	515-279-3664
Public Works	Public Works Building	515-645-6825	
Finance	City Administration Building	515-279-3662	
EOC/City Council Chambers	Public Safety Building	515-645-6842	
Police	Public Safety Building	515-277-4453	
Fire	Public Safety Building	515-279-9450	515-279-7760
Westcom Dispatch	West Des Moines Station 19	515-222-3321	515-222-3331
Water	DMWW	515-283-8700	
Sewer	City of Urbandale	515-278-3940	

5 Elevation Levels - Walnut Creek at I80

ID	Discharge (cfs) at I35/80	Surface Water Elevation at I35/80	Water Surface Elevation (Staff Gage ft) at I35/80	Probability
4T	4,000	860.9	10.8	
5T	5,000	861.5	11.4	
6T	6,000	862.1	12.1	
	6,430	862.3	12.3	1:10 years, (10%)
7T	7,000	862.6	12.6	
8T	8,000	863.1	13.1	
9T	9,000	863.5	13.5	
	9,039	863.6	13.6	1:25 years, (4%)
10T	10,000	863.9	13.9	
12T	12,000	864.6	14.6	1:50 years (2%)
15T	15,000	865.5	15.5	1:100 years (1%)
20T	20,000	866.7	16.9	
	23,760	867.5	17.5	1:500 years (0.2%)
24T	24,000	867.6	18.1	

6 Response Levels

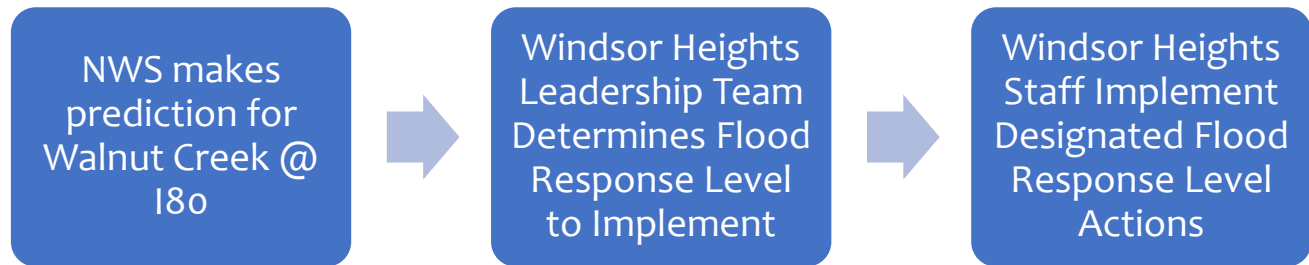
Response levels are based on National Weather Service (NWS) water crest predictions for Walnut Creek at I80 (Clive). 9' is the level at which a Flash Flood Warning is issued for Walnut Creek.

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

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

Response Level	NWS I80 Crest Prediction	Inundation Map Levels	Flood Chance Levels
Pre-Warning	>5'		
Flood – Level 1	10.9' thru 12.6'	4T-5T-6T-7T	1:10 _{yr} / 10% chance @ 6T
Flood – Level 2	13.1' thru 13.9'	8T-9T-10T	1:25 _{yr} / 4% chance @ 9T
Flood – Level 3	14.6' thru 17.6'	12T-15T-20T-24T	1:50 _{yr} / 2% chance @ 12T 1:100 _{yr} / 1% chance @ 15T 1:500 _{yr} / 0.2% chance @ 24T

Flood Response Plan Implementation Sequence:



Flood Response Plan Implementation Sequence EXAMPLE:



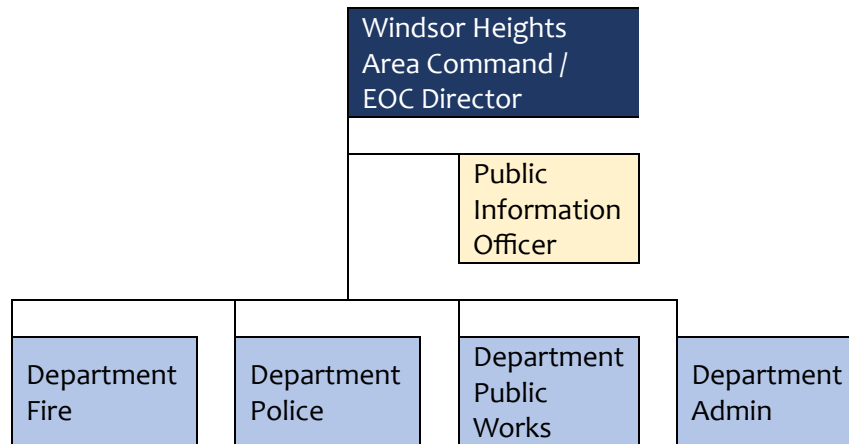
7 Incident Management System (IMS)

7.1 Emergency Operations Center (EOC)

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

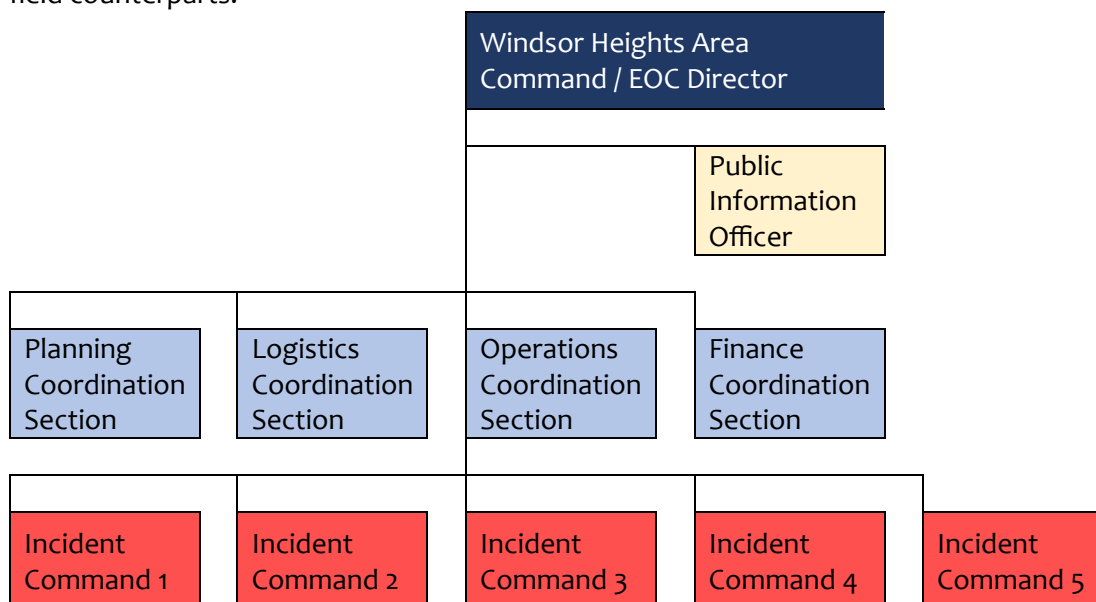
7.2 IMS Initial Flood Response – EOC Organized by Departmental Structure

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



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

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



8 Role of Elected Officials

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

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

9 City Facilities

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

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

Location: 6800 School Street

For any >12' (6T) predicted event at 180:

- Immediately call in staff and relocate PW equipment to City Hall and Public Safety or another prescribed location. This action should be done early given other essential flood response duties will quickly arise for Public Works staff.

For any >13' (8T) predicted event at 180:

- Elevate and unplug items susceptible to damage.
- Turn off electrical power at the main electrical panel, located _____.
- Turn off natural gas at the meter, located _____.
- Turn off water at the main valve, located _____.

9.2 Community Event Center [Coordinated by Deputy City Clerk]

Location: 6900 School Street

For any >10.9' (4T) predicted event:

- Cancel any scheduled CEC events

For any >13.5' (9T) predicted event [note facility elevation of 827.3', below the 100 year 828.9']:

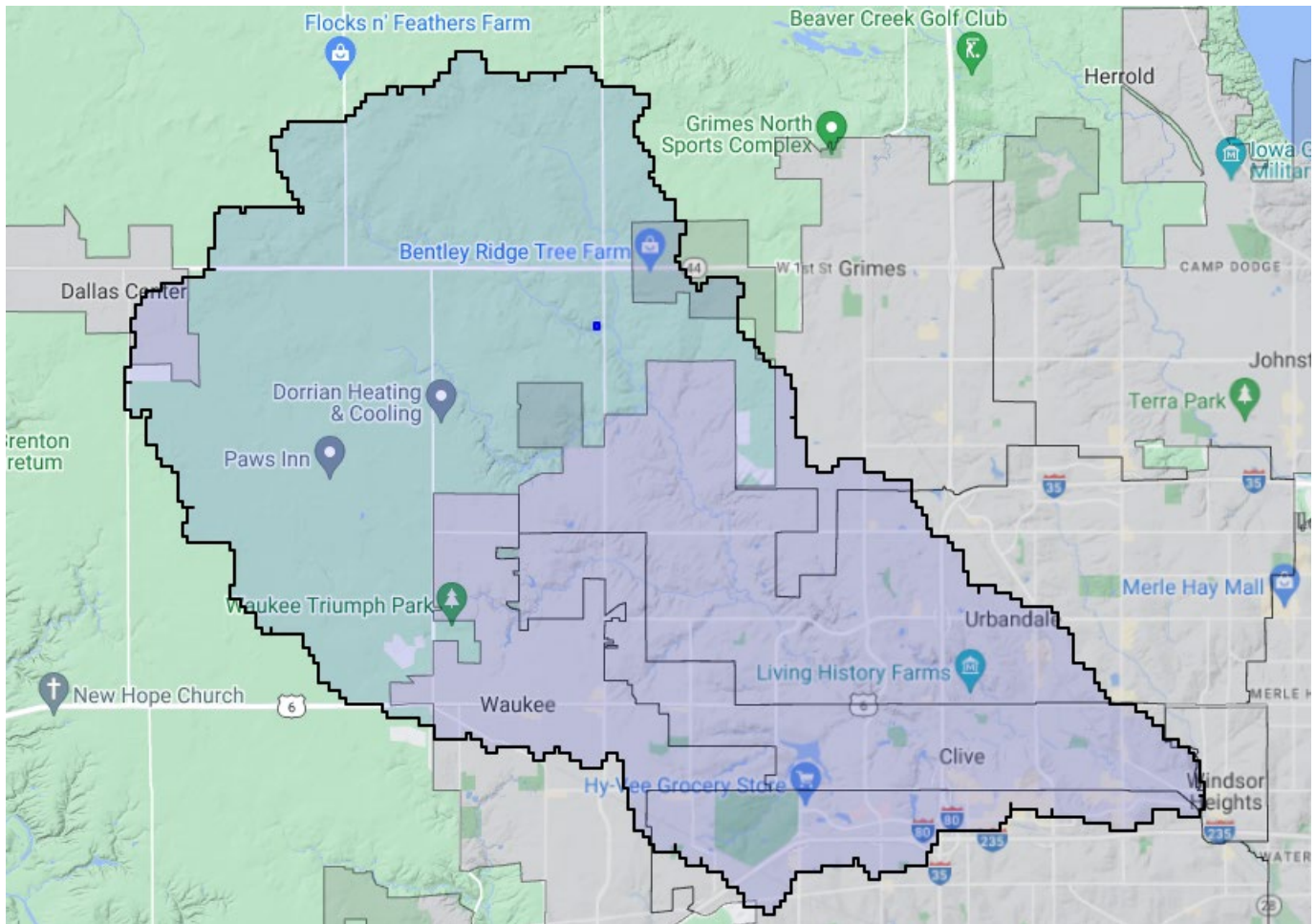
- Turn off electrical power at the main electrical panel, located _____.
- Turn off natural gas at the meter, located _____.
- Turn off water at the main valve, located _____.
- Install flood protection over doorways. Options include:
 - Sandbags

10 Situation Monitoring

Monitoring of potential flooding situations is coordinated by:

- FLASH Reports from Polk County Emergency Management
- Monitoring briefings, alerts, and communications from the National Weather Service
- Iowa Flood Information System (IFIS)
 - URL: <https://ifis.iowafloodcenter.org/ifis/>
 - Select LAUNCH IFIS
 - Select DATA RESOURCES icon 
 - Select Stream Gauges and Rain Gauges
 - Select WEATHER CONDITIONS icon 
 - Select Rainfall data, as desired
- National Weather Service (NWS) Advanced Hydrologic Prediction Service (AHPS)
 - URL: <https://water.weather.gov/ahps2/hydrograph.php?gage=CLVI4&wfo=dmx>
- National Weather Service Predictive Service
 - URL: <https://preview.water.noaa.gov/>  **Best for Stream Level Monitoring**

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



11 Evacuation, Search & Rescue, and Relocation – [Responsibility: Fire & Police Departments]

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

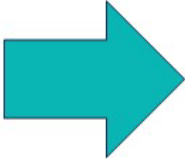
11.1 Evacuation Notifications

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

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



Flooding Emergency

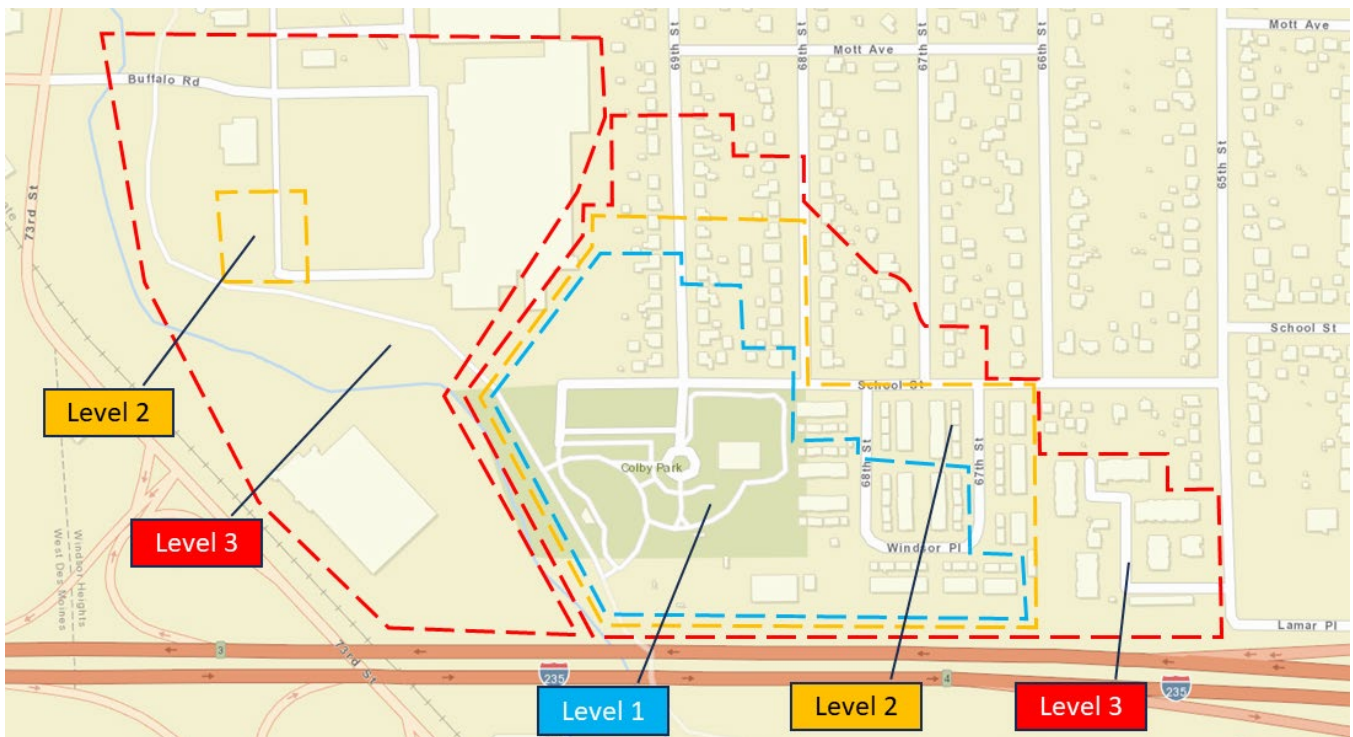




Walnut Creek is under a flood warning and is projected to flood. Your area will be impacted. You are advised to evacuate now or be prepared to evacuate quickly as flood waters rise. The most current flood information is available at the City of Windsor Heights website www.windsorheights.org.

11.1.1 Area 1 - Center Street to I235 - Evacuation Notifications



11.1.2 Area 2 - I235 to Mott Avenue - Evacuation Notifications



11.1.3 Area 3 - Mott Avenue to University - Evacuation Notifications



11.1.4 Area 4 - University to Forest Court - Evacuation Notifications



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



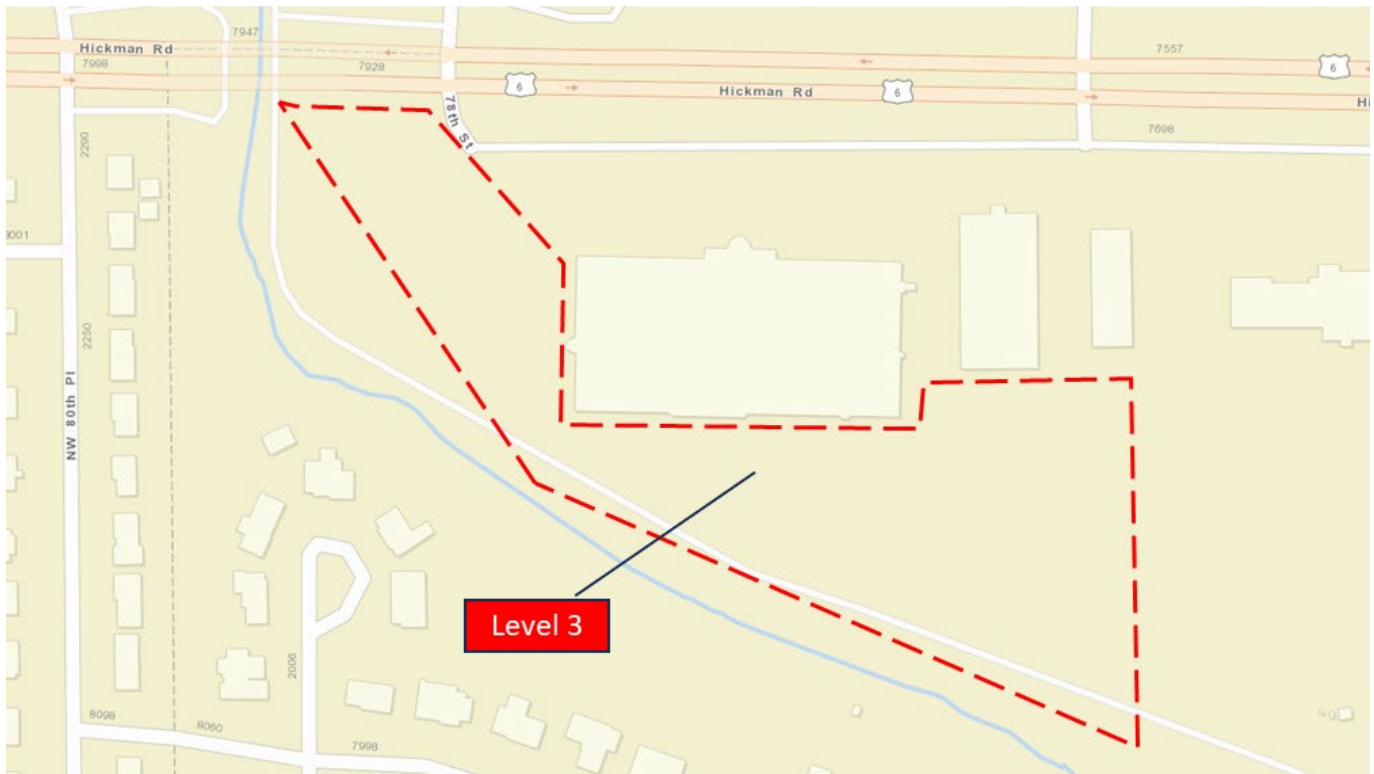
11.1.6 Area 6 - Reite Ave to College Drive - Evacuation Notifications



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



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



11.2 Search & Rescue

During Flood Response Level 3, a water rescue boat team will be staged at Station 55 for potential rescues.

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

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

11.3 Short-Term Relocation

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

Evacuation Centers - The initial action taken is to bring or direct citizens to an Evacuation Center, a safe location providing temporary shelter. The Evacuation Center for this plan is Giovannetti Shelter – Walker Johnston Park, 9000 Douglas Avenue, Urbandale 515-278-3963 [Access by contacting Urbandale Fire Department On-Duty Battalion Chief at 515-744-8709, if available. Otherwise contact another Urbandale Chief Officer]. Evacuation Center – Use for initial, short-term protection from the elements. Restrooms are provided. Food and sleeping arrangements are not provided.

Emergency Sheltering - The secondary action taken is to request access to an Emergency Shelter arrangement through Polk County Emergency Management. The Emergency Shelter could be a variety of solutions, depending on the overall number of people (both from Windsor Heights flooding and regional flooding) needing sheltering. Sheltering involves a longer timeframe, including the need to accommodate sleeping and food arrangements. [Sheltering coordinated by Polk County Emergency Management (515-286-2107).]

Relocation transportation can be provided by:

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

12 Road and Trail Closures – [Responsibility: Public Works Department]

Trail Closures

- Occur during the Pre-Warning Level.

Trail Closure Plan

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

Road Closures

- Occur during Warning Levels 1 - 3.

Road Closure Plan

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

Street Name	LEVEL 1				LEVEL 2			LEVEL 3			
	10yr/10% Chance				25yr/4% Chance			50yr/2% Chance	100yr/1% Chance	500yr/.02% Chance	
	4T	5T	6T	7T	8T	9T	10T	12T	15T	20t	24T
I235 EB 73rd St Off Ramp								at I235	→	→	→
I235 WB 73rd St Off Ramp							at I235	→	→	→	→
73rd St NB					N of Center St	→	N of Office Park Rd	→	→	→	→
73rd St SB							S of Uni	→	→	→	→
Center Street				W of 65th St	→	→	→	→	→	→	W of 63rd St
School Street			W of 68th St	→	→	W of 67th St	W of 66th St	→	→	→	→
69th Street			S of Mott Ave	→	→		→	→	→	→	→
68th Street						S of Mott Ave	→	→	→	→	→
67th Street							S of Mott Ave	→	→	→	→
University Avenue								W of Hy-Vee Entrance	→	→	→
Mott Avenue			S on 69th St	→	→	South on 68th St	South on 67th St	→	→	→	→
Walnut Creek Trail Location	4T	5T	6T	7T	8T	9T	10T	12T	15T	20t	24T
Center Street	W of Storage Entrance	→	→	W of 65th St (paired with Street closure)	→	→	→	→	→	→	W of 63rd St (paired with Street closure)
School Street	W of 69th St	→	W of 68th St (paired with Street Closure)	→	→	W of 67th St (paired with Street closure)	W of 66th St (paired with Street closure)	→	→	→	→
Colby Park	S of School St	→	→	→	→	→	→	→	→	→	→
City Wide Heating	W of 73rd St										
Walmart/Sams	N of Buffalo Rd W of B-Bops	→	→	→	→	→	→	→	Inundation reaches parking lot	→	→
Clive Elementary	Trail Head from School	→	→	→	→	→	→	→	Inundation reaches 73rd St	→	→
College Drive	N of College Dr	→	→	→	→	→	→	→	→	→	→
Hickman & 78th	NW of Parking Lot SW of Parking Lot	→	→	→	→	→	→	→	Inundation reaches parking lot	→	→
Hickman & 80th Place	Sidewalk W of NWC	→	→	→	→	→	→	→	→	→	→

Street Name	LEVEL 1 10yr/10% Chance					LEVEL 2 25yr/4% Chance					LEVEL 3 50yr/2% Chance 100yr/1% Chance 500yr/.02% Chance				
	4T	5T	6T	7T	8T	9T	10T	12T	15T	20T	24T				
1235 EB 73rd St Off Ramp															
1235 WB 73rd St Off Ramp															
73rd St NB															
73rd St SB															
Center Street															
School Street															
69th Street															
68th Street															
67th Street															
University Avenue															
Mott Avenue															
Walnut Creek Trail Location															
Center Street	4T	5T	6T	7T	8T	9T	10T	12T	15T	20T	24T				
	W of Storage Entrance	→	→	W of 65th St (paired with Street closure)	→	→	→	→	→	→	→				
School Street		→	W of 68th St (paired with Street Closure)	→	→	W of 67th St (paired with Street closure)	W of 66th St (paired with Street closure)	→	→	→	→				
Colby Park		→	→	→	→	→	→	→	→	→	→				
City Wide Heating															
Walmart/Sams		→	→	→	→	→	→	→	Inundation reaches parking lot	→	→				
Clive Elementary		→	→	→	→	→	→	→	Inundation reaches parking lot	→	→				
College Drive		→	→	→	→	→	→	→	73rd St	→	→				
Hickman & 78th		→	→	→	→	→	→	→	Inundation reaches parking lot	→	→				
Hickman & 80th Place		→	→	→	→	→	→	→	→	→	→				

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



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



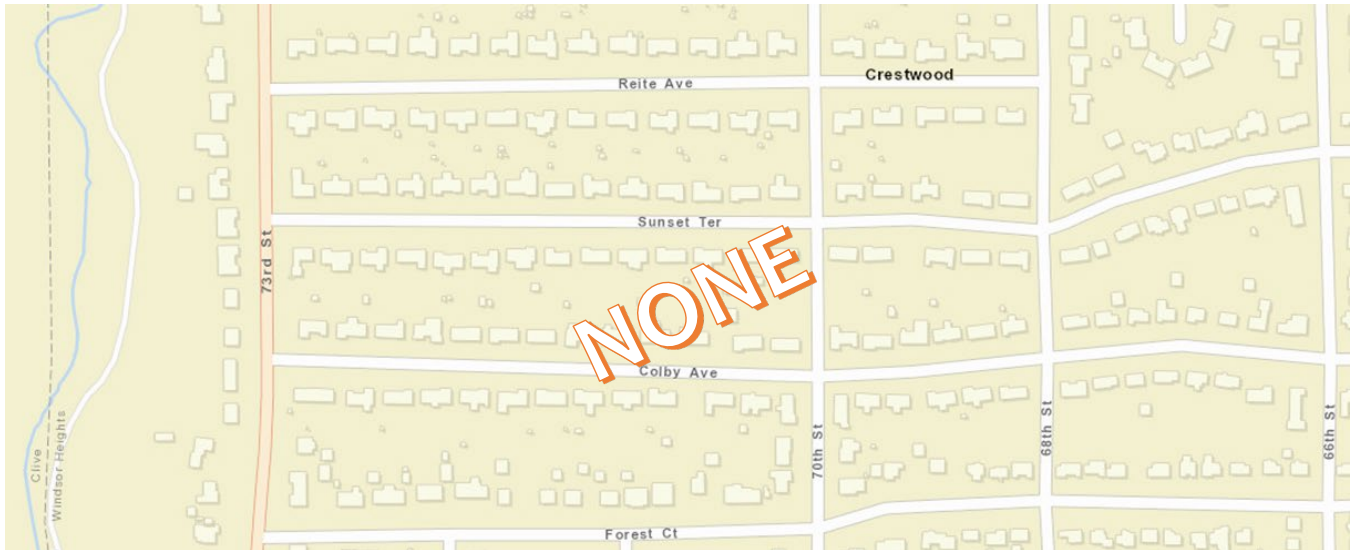
12.1.3 Area 3 - Mott Avenue to University - Road & Trail Closures



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



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



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



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



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



13 Public Information – [Responsibility: City Administrator]

Public Information can be distributed in the following methods:

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

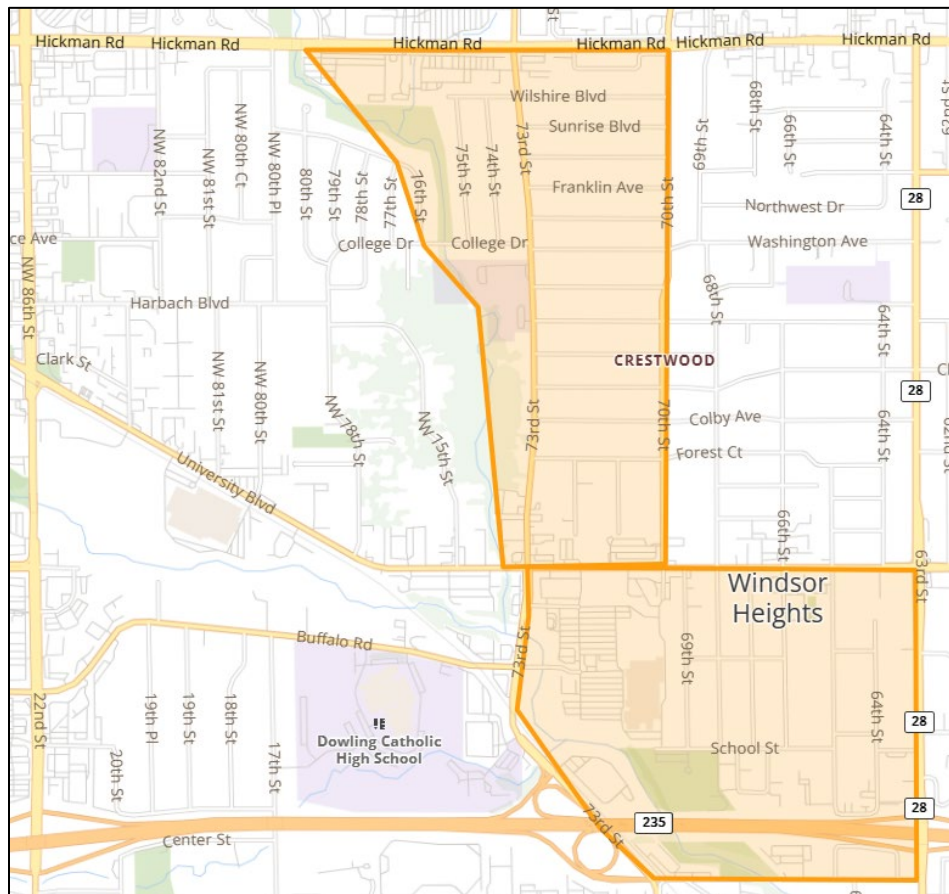
13.1 Alert Iowa Messaging

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

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

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

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



Pre-Built Alert Iowa Messages:

Level 1	
Message Type	Text
Voice TDD Email	URGENT - WH - This is important flood related information from the City of Windsor Heights regarding Walnut Creek. The National Weather Service has issued a flash flood warning for Walnut Creek in Windsor Heights. Levels on Walnut Creek at I 80 are predicted to reach between 10.8 feet and 12.6 feet. Flood stage at I 80 is 9 feet. You are receiving this message because your home, business, or travel may be impacted by flooding. Residents and businesses should monitor water levels and be prepared to evacuate quickly. Stay away from and stay out of flood waters. Call 9 1 1 if you are in a life threatening situation or cannot evacuate without assistance. For additional information go to the City of Windsor Heights' website www.windsorheights.org .
Text Message 160 limit	URGENT-WH-Flash Flood Warning-Walnut Creek in Windsor Heights-Call 911 if in danger or unable to evacuate- www.cityofwindsorheights.com for additional info.

Level 2	
Message Type	Text
Voice TDD Email	URGENT - WH - This is important flood related information from the City of Windsor Heights regarding Walnut Creek. The National Weather Service has issued a flash flood warning for Walnut Creek. Levels on Walnut Creek at I 80 are predicted to reach between: 13.1 feet and 13.9 feet. Flood stage at I 80 is 9 feet. You are receiving this message because your home, business, or travel may be impacted by flooding. Residents and businesses should monitor water levels and be prepared to evacuate quickly. Stay away from and stay out of flood waters. Call 9 1 1 if you are in a life threatening situation or cannot evacuate without assistance. For additional information go to the City of Windsor Heights's website www.windsorheights.org .
Text Message 160 limit	URGENT-WH-Flash Flood Warning-Walnut Creek in Windsor Heights-Call 911 if in danger or unable to evacuate- www.cityofwindsorheights.com for additional info.

Level 3	
Message Type	Text
Voice TDD Email	URGENT - WH - This is important flood related information from the City of Windsor Heights regarding Walnut Creek. The National Weather Service has issued a flash flood warning for Walnut Creek. Levels on Walnut Creek at I 80 are predicted to reach between 14.6 feet and 18.1 feet. Flood stage at I 80 is 9 feet. You are receiving this message because your home, business, or travel may be impacted by flooding. Residents and businesses should monitor water levels and be prepared to evacuate quickly. Stay away from and stay out of flood waters. Call 9 1 1 if you are in a life threatening situation or cannot evacuate without assistance. For additional information go to the City of Windsor Heights's website www.windsorheights.org .
Text Message 160 limit	URGENT-WH-Flash Flood Warning-Walnut Creek in Windsor Heights-Call 911 if in danger or unable to evacuate- www.cityofwindsorheights.com for additional info.

14 Inundation Maps

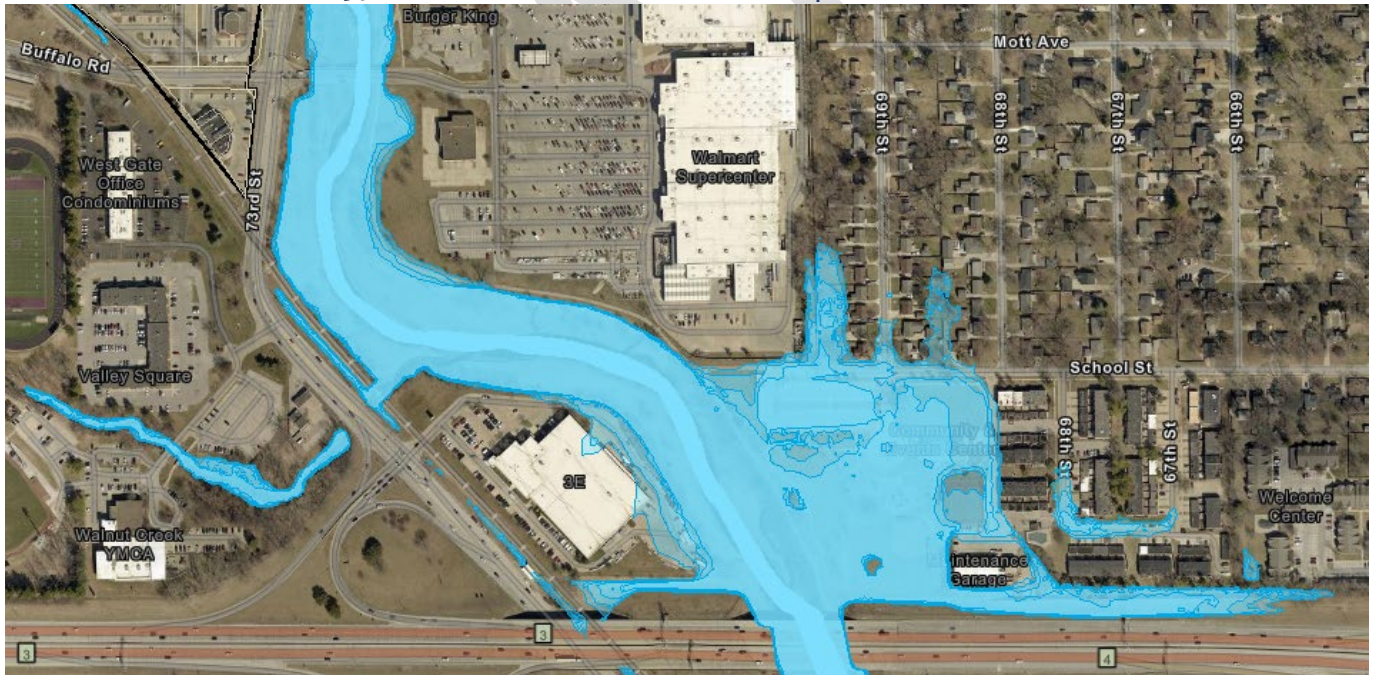
Sources: clive.maps.arcgis.com; ifis.iowafloodcenter.org

14.1 Level 1 Inundation Maps

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



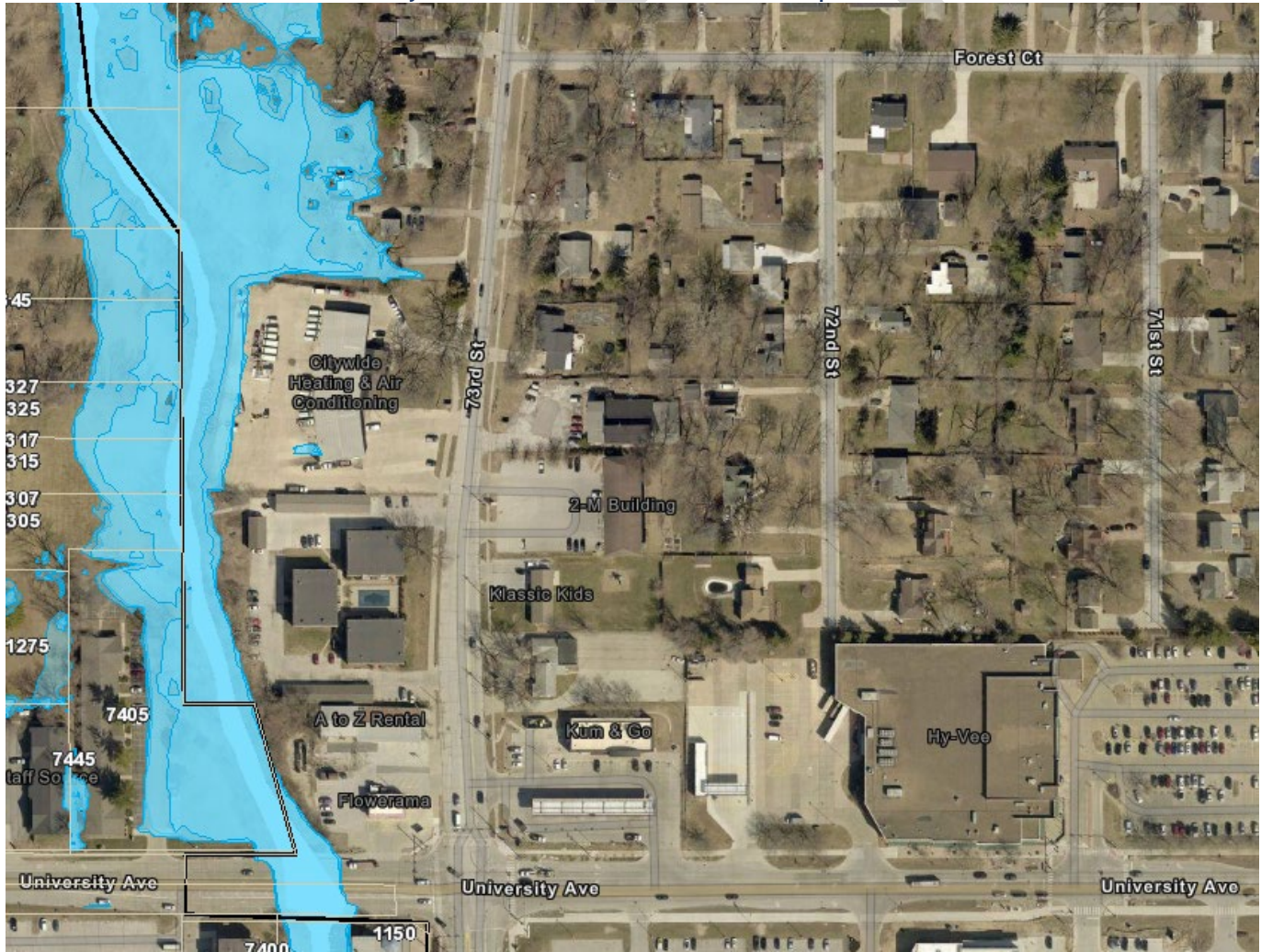
14.1.2 Level 1 - Area 2 - I235 to Mott Avenue - Inundation Map



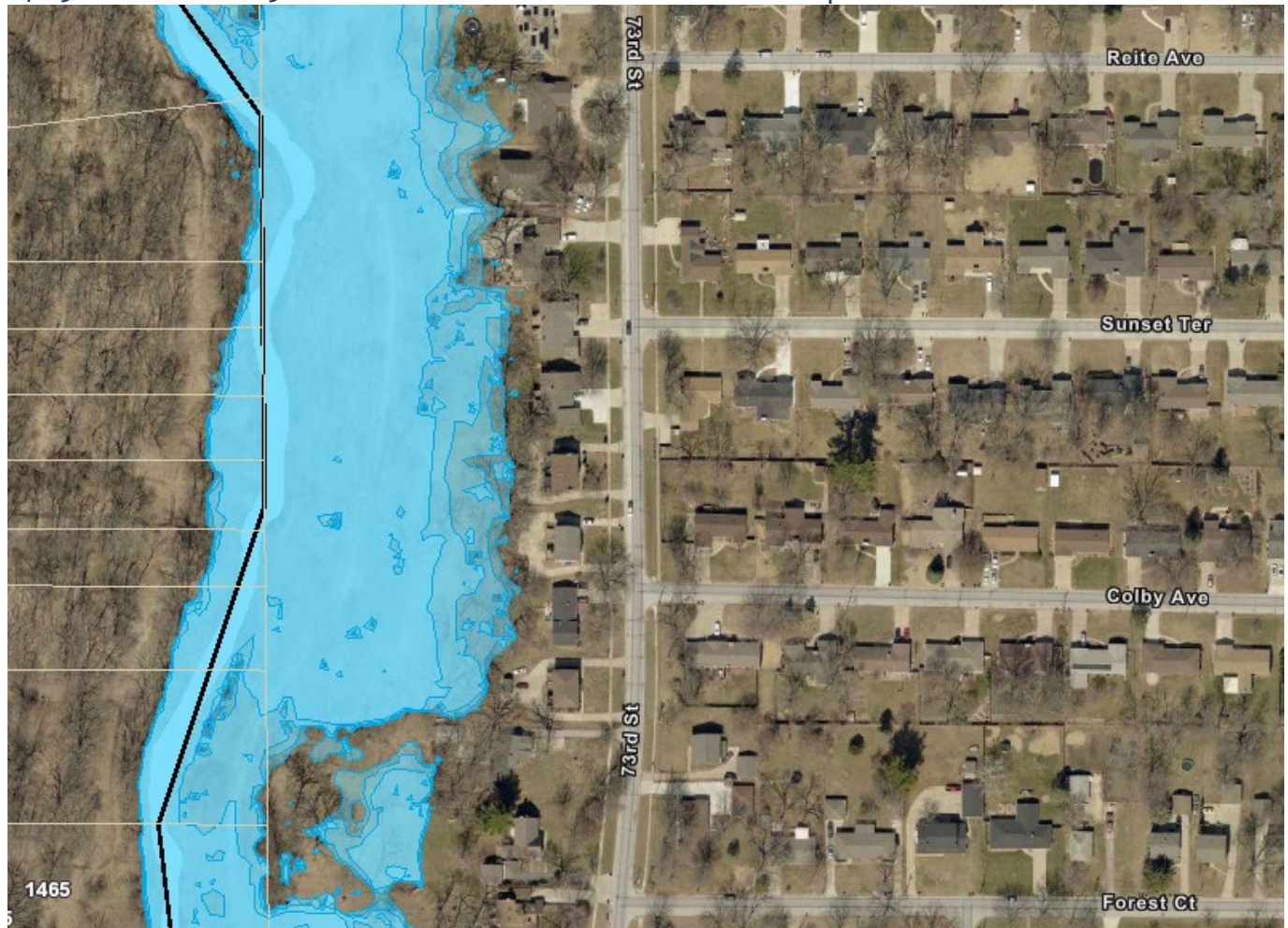
14.1.3 Level 1 - Area 3 - Mott Avenue to University - Inundation Map



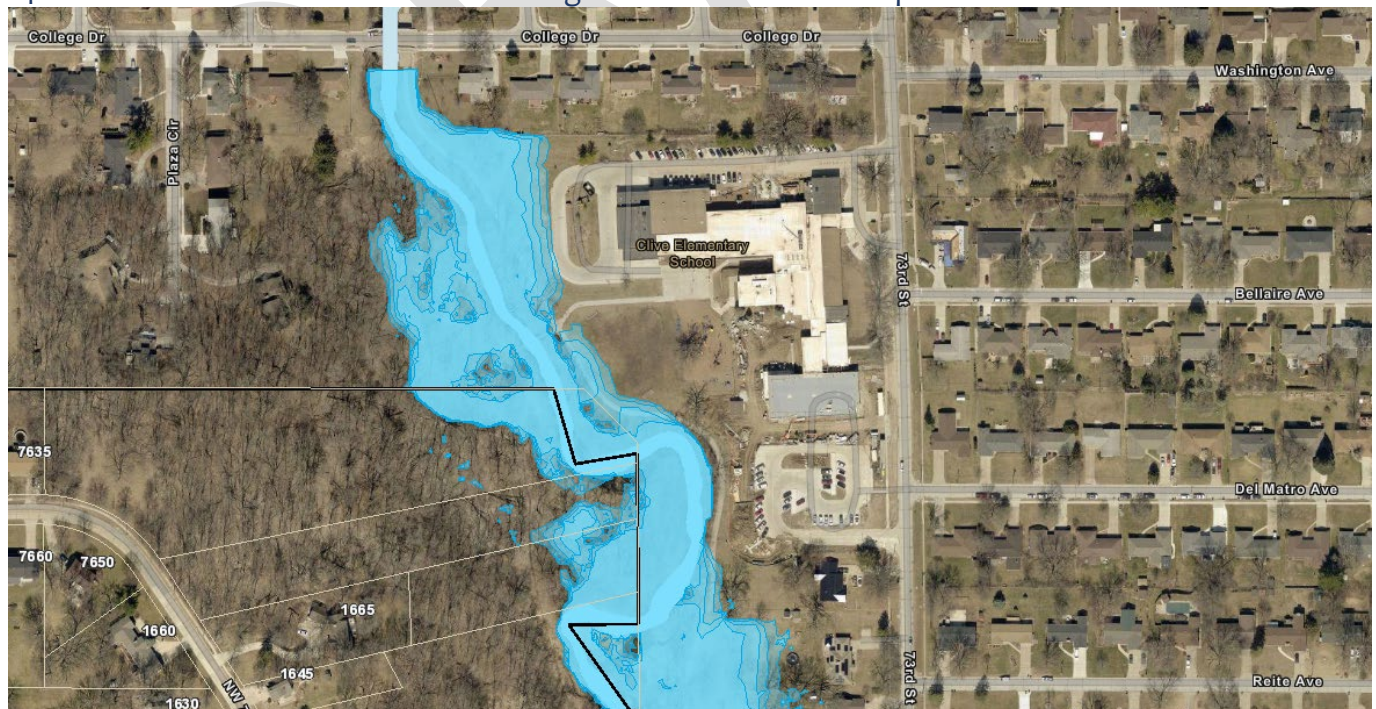
14.1.4 Level 1 - Area 4 - University to Forest Court - Inundation Map



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



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



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

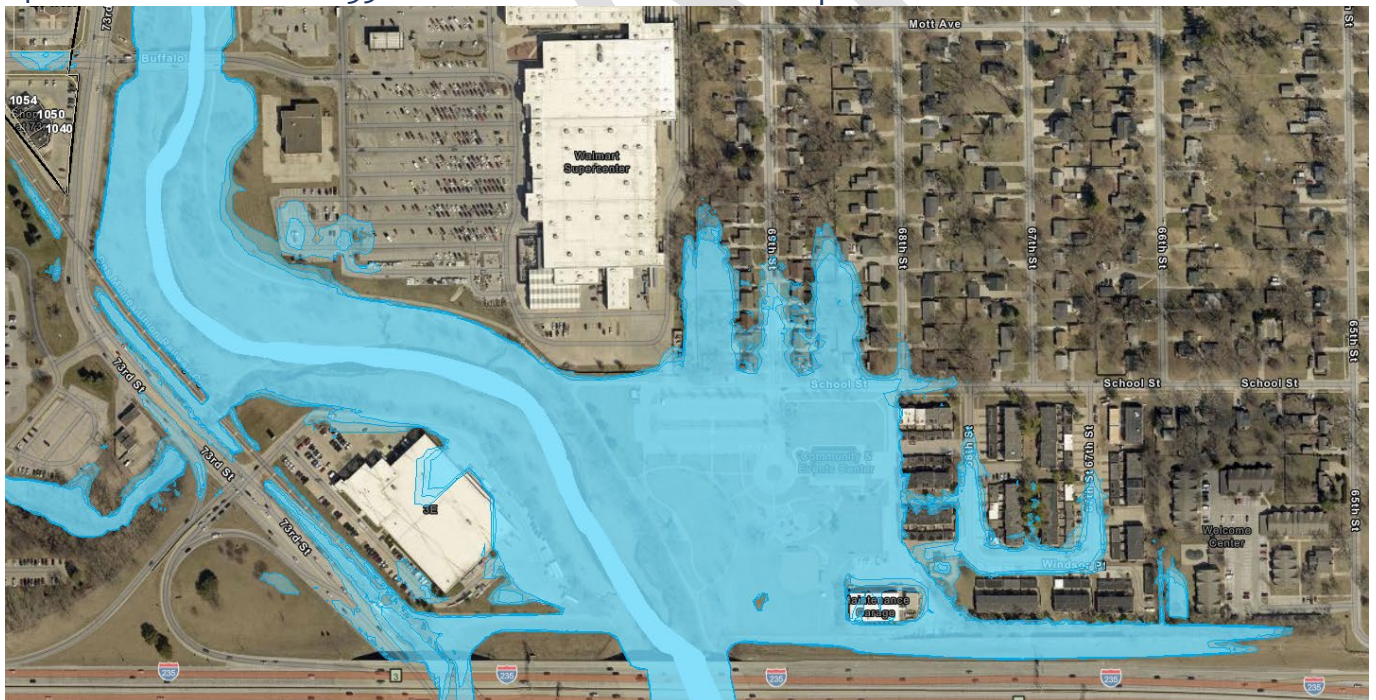
14.1.8 Level 1 - Area 8 - Marilyn Drive to Hickman Road - Inundation Map
Not available.

14.2 Level 2 Inundation Maps

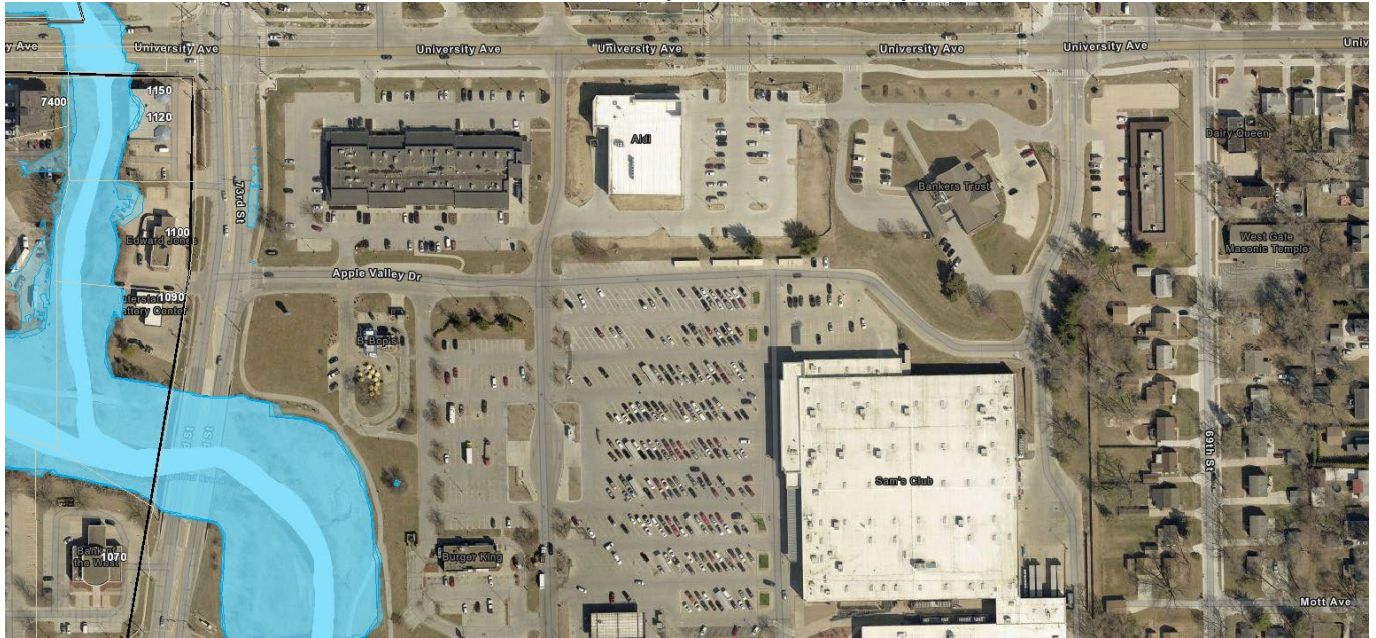
14.2.1 Level 2 - Area 1 - Center Street to I235 - Inundation Map



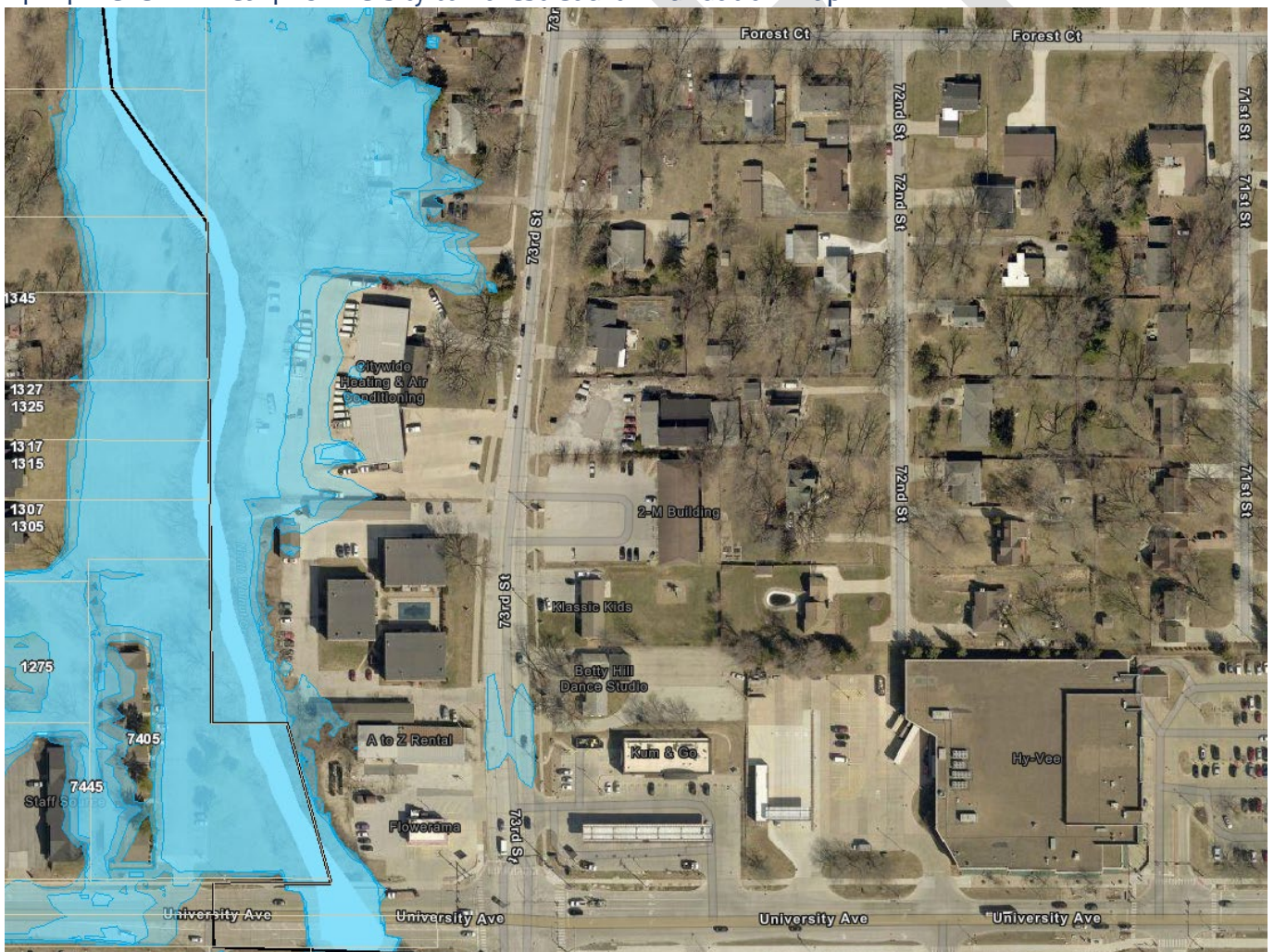
14.2.2 Level 2 - Area 2 - I235 to Mott Avenue - Inundation Map



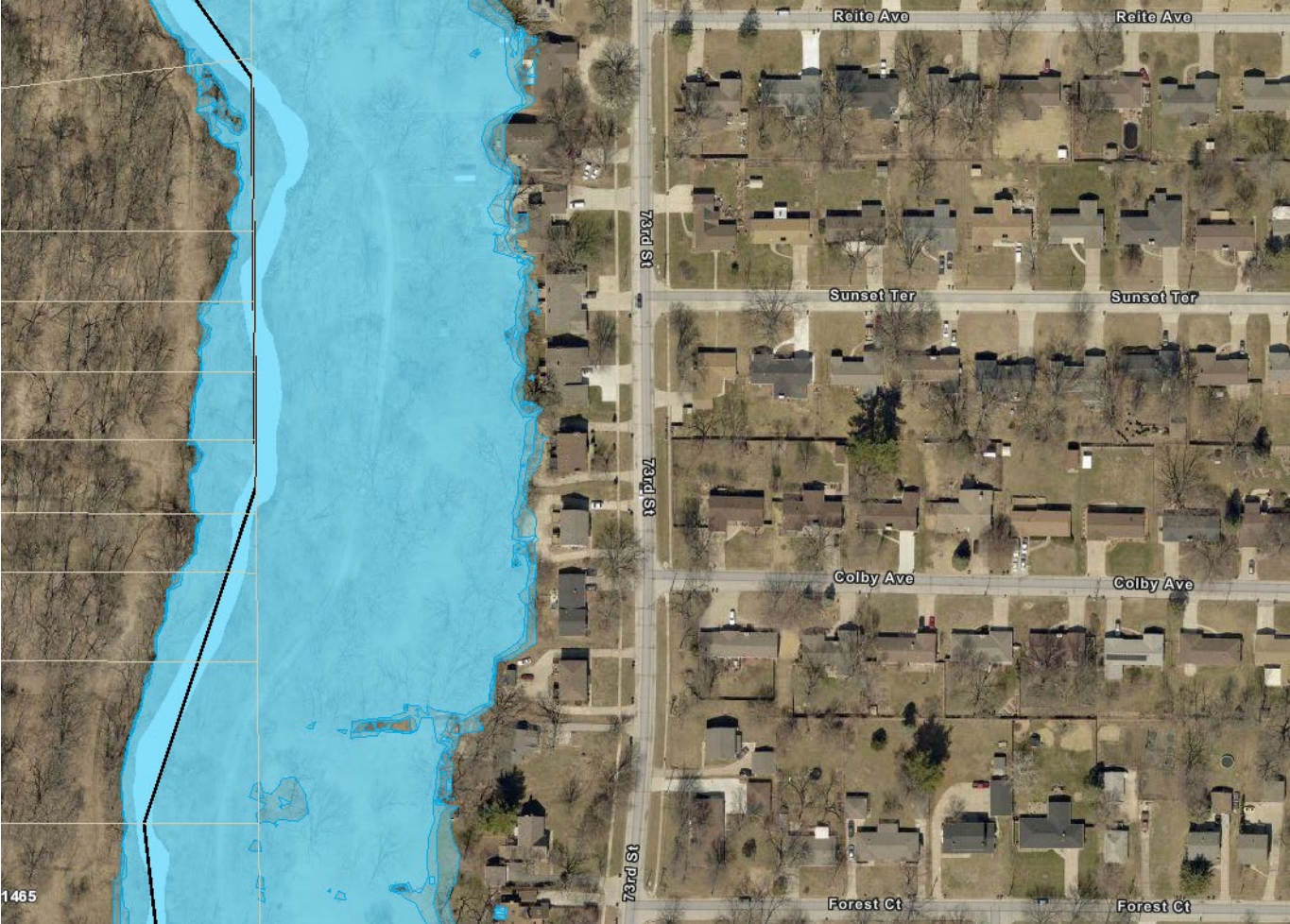
14.2.3 Level 2 - Area 3 - Mott Avenue to University - Inundation Map



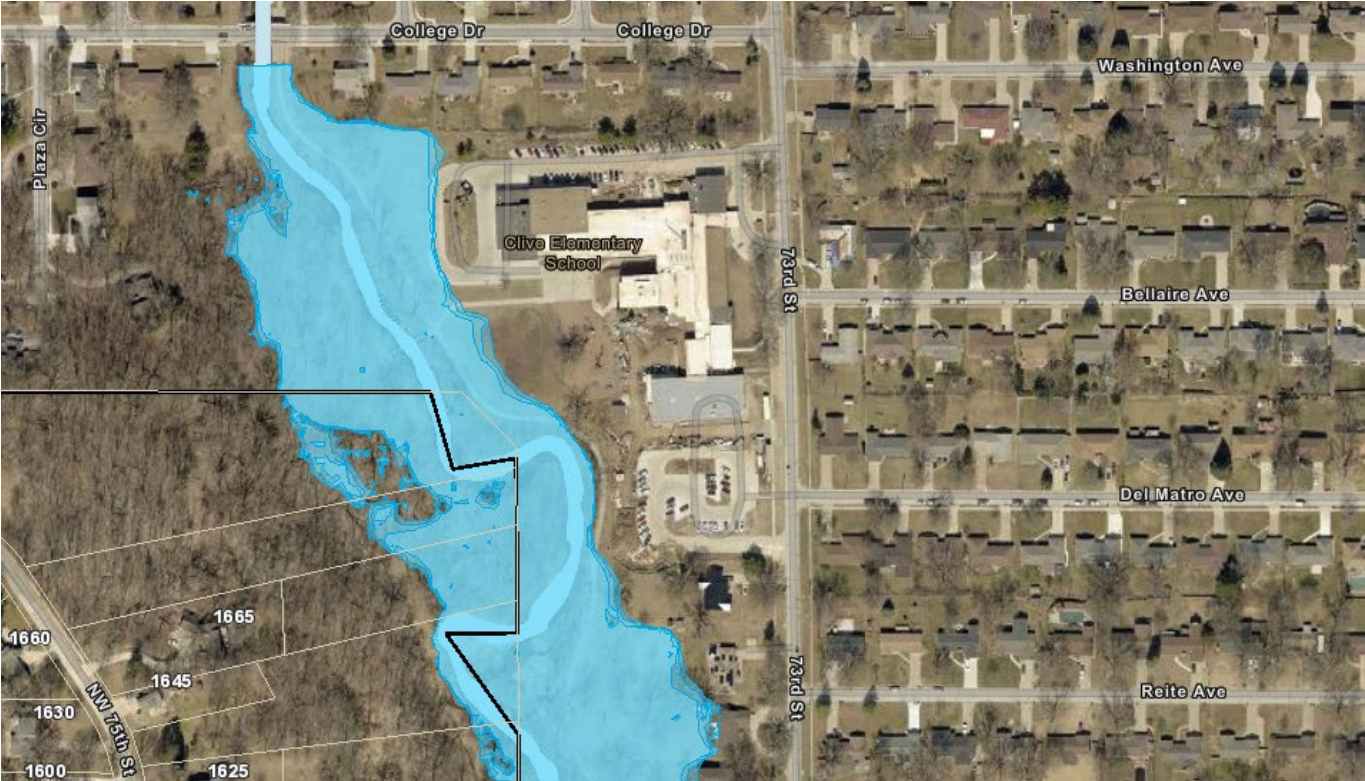
14.2.4 Level 2 - Area 4 - University to Forest Court - Inundation Map



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



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



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

Not available.

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

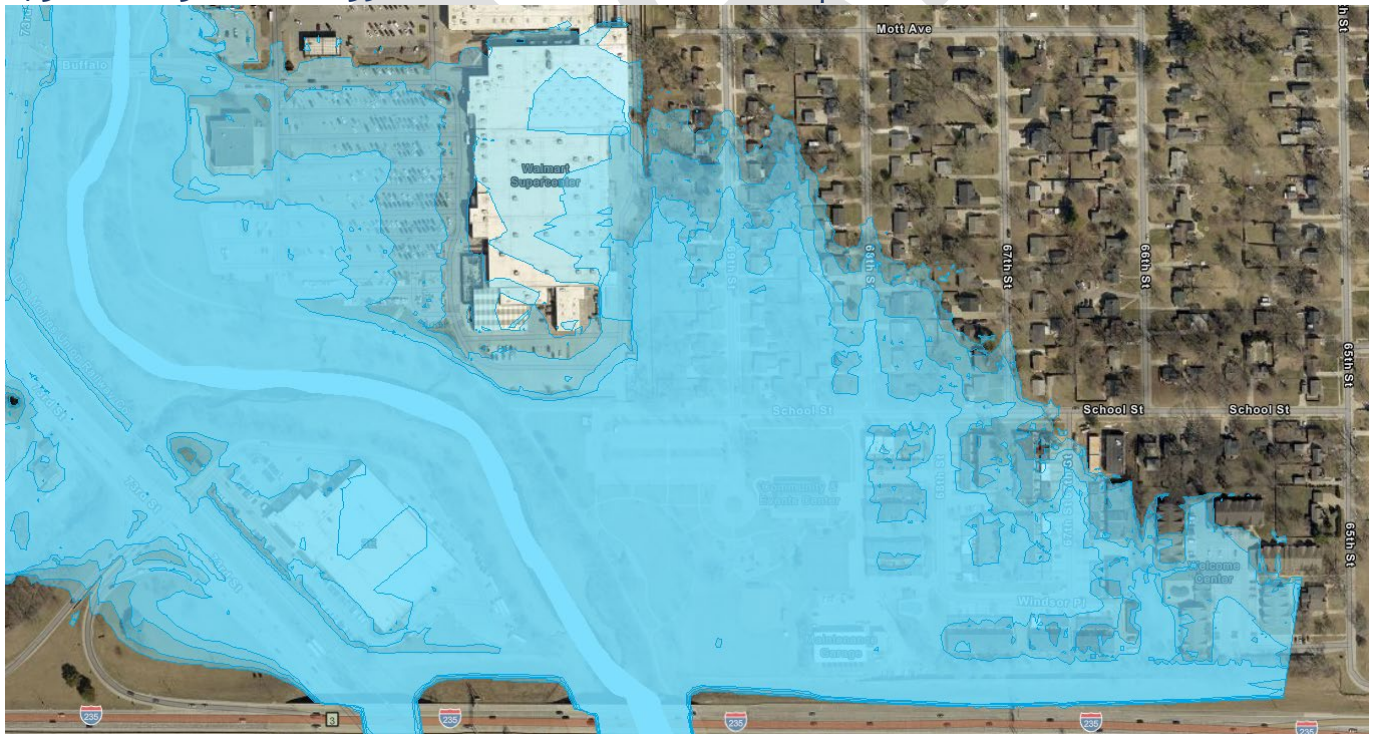
Not available.

14.3 Level 3 Inundation Maps

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



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



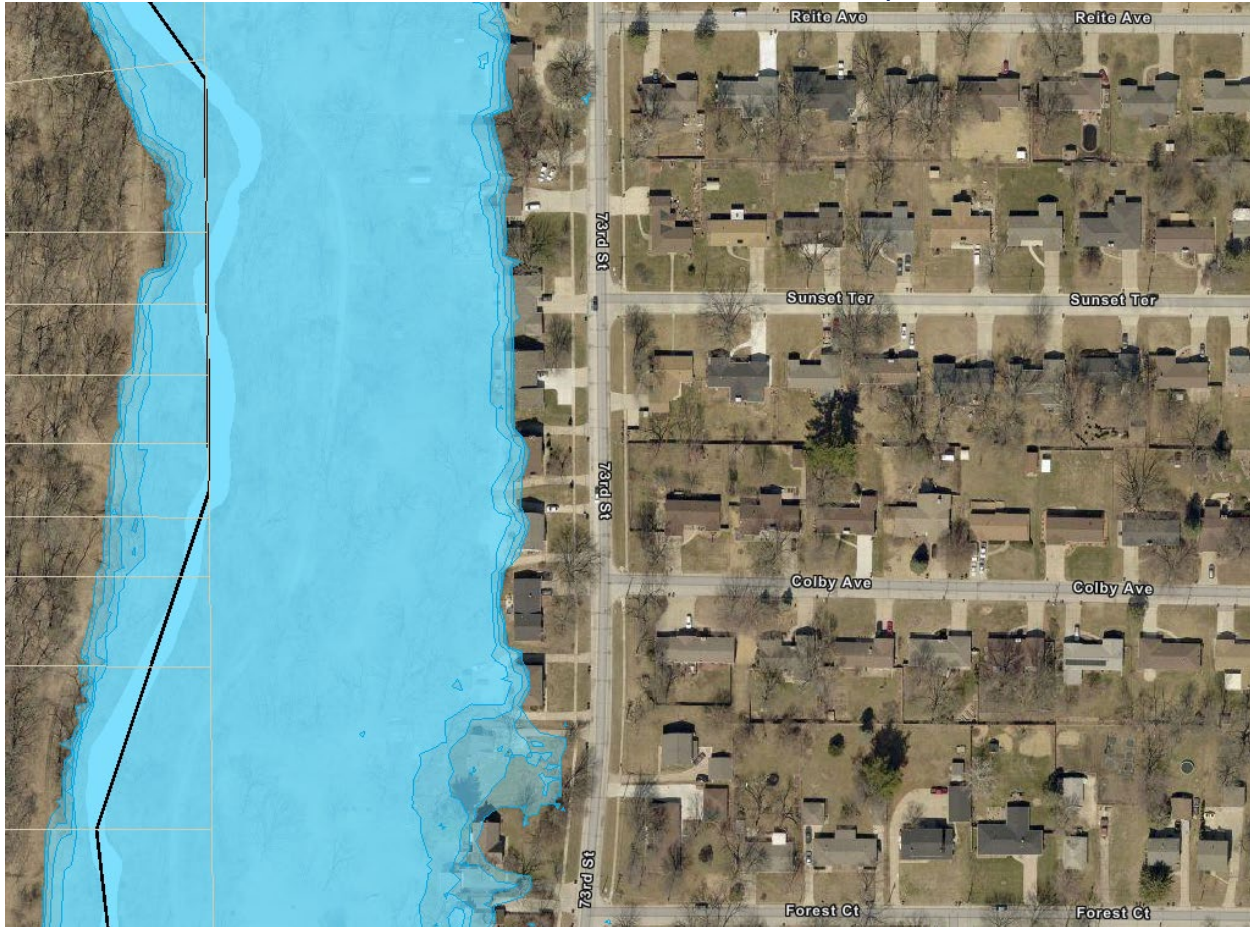
14.3.3 Level 3 - Area 3 - Mott Avenue to University - Inundation Map



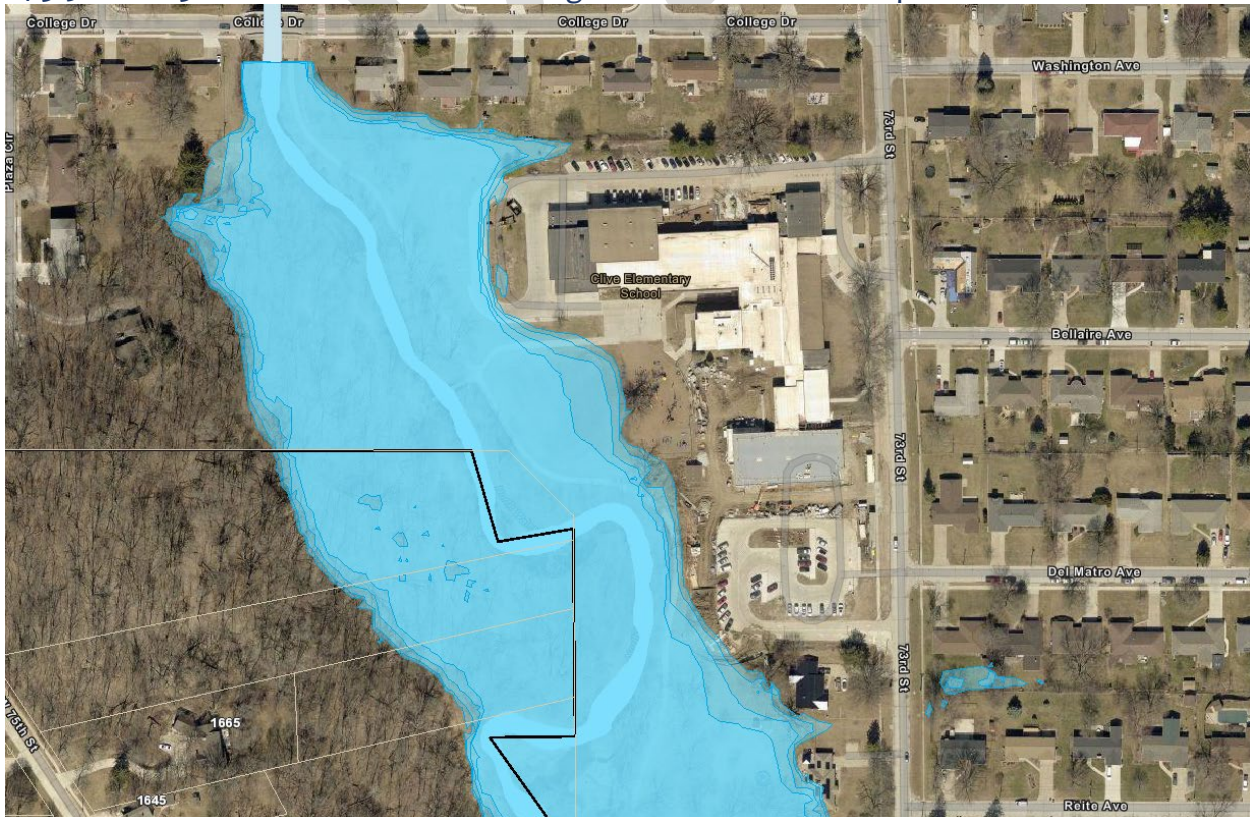
Level 3 - Area 4 - University to Forest Court - Inundation Map



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



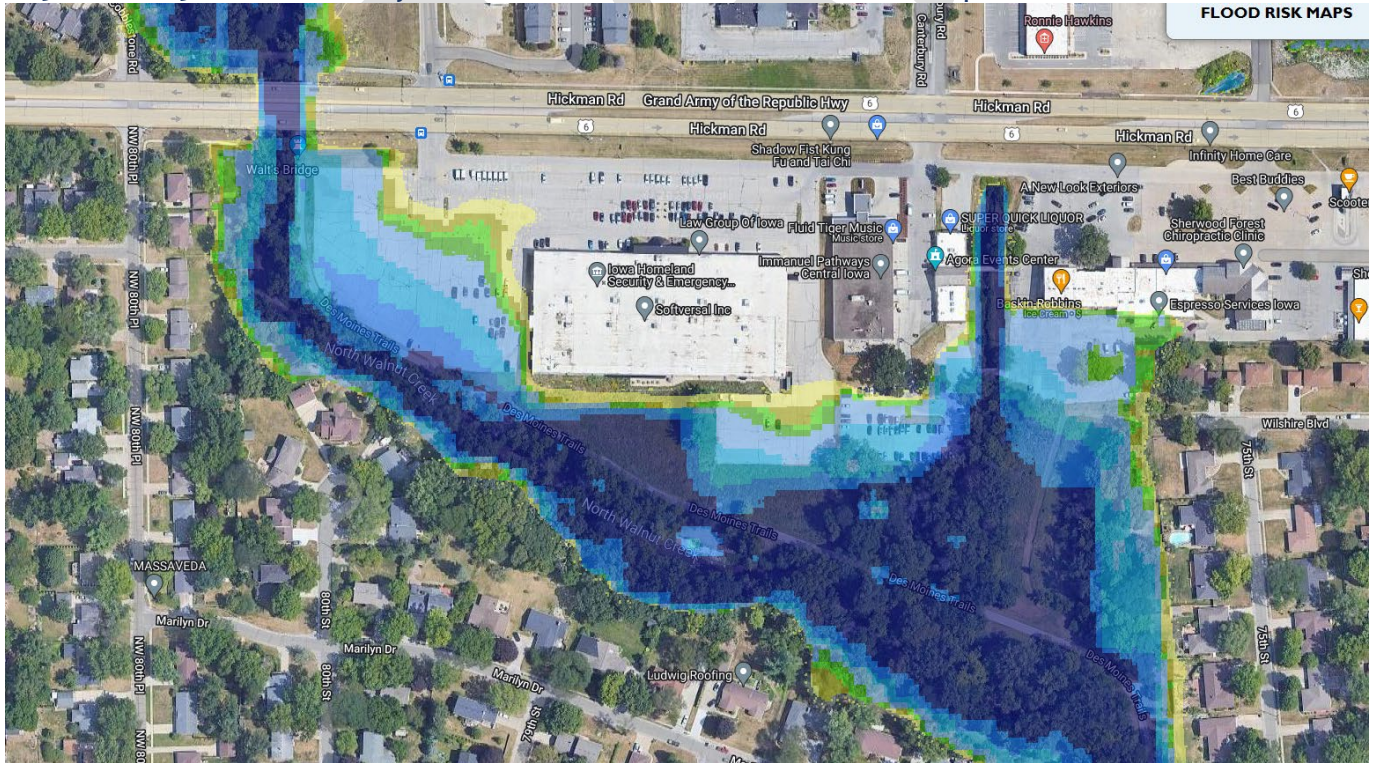
14.3.5 Level 3 - Area 6 - Reite Ave to College Drive - Inundation Map



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



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





STAFF REPORT
CITY COUNCIL
March 18, 2024

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Professional Services Agreement with Bolton and Menkfor Salt
Shed Construction

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Salt Shed Scope and Fee

PROFESSIONAL SERVICES AGREEMENT

Bolton & Menk, Inc.

Date of Agreement: 3/18/2024

**430 E Grand Ave, Suite 101
Des Moines, IA 50309
Ph. (515) 259-9190**

Bolton & Menk Project No: 0A1133895
Project Manager (PM): Justin Ernst
PM Phone No. or Ext.: 515-318-8082

(Hereinafter referred to as "BMI")

Client Name: City of Windsor Heights Phone No: 515-279-3662
Client Address: 1445 66th Street Other Phone: _____
Client Address: Suite 1 Email Contact: aplagge@windsorheights.org
City: Windsor Heights State: Iowa Zip: 50324

(Hereinafter referred to as "Client")

☐ Client is Property Owner ☐ Client is Agent or Other (Not Property Owner)

Billing Name: _____ Phone No: _____
Billing Address: _____ Other Phone: _____
Billing Address: _____ Email Contact: _____
City: _____ State: _____ Zip: _____

(Insert Billing Address if Different)

Property Owner Name: _____
Property Owner Address: _____
Legal Description (or attach): _____
Scope of Services (or attach): See attached scope of services (Exhibit I) for Salt Shed Improvement
Fee Arrangement: Hourly, Not-to-Exceed; \$19,000
Special Conditions: The services described in this Work Order will be consistent with the terms and conditions described in the Agreement for Professional Services between Bolton & Menk and the City of Windsor Heights dated February 6, 2017 and approved by the Windsor Heights City Council on February 6, 2017 unless modified by this Work Order.

☐ Payment Due Prior to Release of Deliverables ☐ Retainer & Amount \$ _____

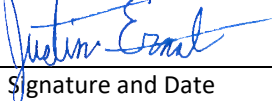
BMI and CLIENT agree to the Terms and Conditions as stated above and on the reverse side of this Agreement, including Limitation of Liability. The undersigned represents that it is the CLIENT and authorized to accept this Agreement. The undersigned accepts full financial responsibility for all services and costs of collection incurred by BMI, including reasonable attorney fees, in the event of CLIENT'S default, unless "Additional Guarantee of Payment" is also executed by a person(s) or firm guaranteeing payment.

CLIENT acknowledges that it is the owner of the property described above or is a legally authorized representative of the property owner with sufficient interest and authority to enter into this agreement for the purposes of making improvements to and upon the property.

OFFERED by Bolton & Menk, Inc.

Justin Ernst, PE, Principal Engineer

Print Name/Title



3/13/2024

Signature and Date

ACCEPTED by CLIENT:

Print Name/Title

Signature and Date

ADDITIONAL GUARANTEE OF PAYMENT: I/We accept the Terms and Conditions as stated above and on the reverse side of this Agreement and personally guarantee payment of all obligations for services to be provided by BMI under this Agreement. I/We further agree to pay all costs of collection incurred by BMI, including reasonable attorney's fees.

Print Name/Title

Signature and Date

Terms and Conditions

Bolton & Menk (BMI) shall perform the services outlined in this agreement for the stated fee arrangement.

Billings and Payments: Invoices for BMI's services shall be submitted, at BMI's option, either upon completion of such services or on a monthly basis. Unless credit to Client is approved, payment is due upon receipt of services and prior to release of deliverables. If, at sole discretion of BMI, credit is advanced to Client, invoices shall be due and payable within 30 days after the invoice date. If the invoice is not paid within 30 days, BMI may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of its services. BMI reserves the right to withhold any deliverables until all unpaid fees are paid in full. Amount of retainer (if applicable) will be applied to amount owed on final invoice. To pay by credit card, please contact us for project number and/or invoice number and enter into our credit card link at: <https://www.e-billexpress.com/ebpp/BoltonMenk/>

Late Payments: Accounts unpaid 30 days after the invoice date will be subject to a monthly service charge of 1.5% on the unpaid balance. If any portion or all of an account remains unpaid 60 days after billing, the Client shall pay all costs of collection, including reasonable attorney fees.

Access to Site: Unless otherwise stated, Client agrees to provide BMI with access to the site, including adjoining properties, for activities necessary for the performance of services. It is understood that in the normal course of work, unavoidable property damage may occur due to excavations, tree and brush trimming, marking lines, etc. BMI will take reasonable precautions to minimize damage due to its activities. The cost to correct resulting damage has not been included in the fee and the Client agrees to reimburse BMI for any costs associated with required restoration work.

Information from Client: Except as otherwise noted, Client agrees to provide BMI with all site information necessary to complete its services. This information should include current site property descriptions (from abstract, title opinion or title commitment); other legal documents affecting the site; copies of previous surveys, maps, engineering studies and plans; existing or required geotechnical reports; governmental, regulatory and utility reviews and determinations; and all other pertinent information. Client shall promptly inform BMI of any alleged defects in services provided on the project.

Ownership of Documents: All documents or electronic media prepared or furnished by BMI under this agreement shall remain the property of BMI. The Client may make and retain copies for its use in connection with this project. However, such documents may not be reused by the Client for any other project or use by others without the written consent of BMI.

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 BMI's profession currently practicing under similar conditions. **BMI makes no warranties, expressed or implied, or otherwise with respect to any services performed or furnished.**

Project Approvals: Due to site limitations, code interpretations, regulatory reviews, political considerations and Client directed design and improvements; BMI makes no representations as to acceptability or approvability of the project, or, zoning requests, permit applications, site and development plans, plats and similar documents. Payment of fees to BMI is not contingent upon project approval.

Certifications: Any certification provided by BMI is a professional opinion based upon knowledge, information and beliefs available to BMI at the time. Such certifications are not intended and shall not be construed as a guarantee or warranty. BMI shall not be required to certify the existence of conditions whose existence BMI cannot ascertain.

Waiver: To the fullest extent permitted by law, Client and BMI waive against each other, and the other's employees, partners, officers, agents, insurers and subcontractors, 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.

LIMITATION OF LIABILITY: In recognition of the relative risks, rewards and benefits of the project to both the Client and BMI, the risks have been allocated such that the Client agrees that BMI's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claimed expenses arising out of the performance of this agreement from any cause or causes, shall not exceed **total compensation paid to BMI**. Such claims include, but are not limited to, BMI's negligence, errors, omissions, strict liability, breach of contract, or breach of warranty.

LIEN RIGHTS - IA: Pursuant to the representations by the CLIENT and to the extent permitted by Iowa Law for the improvements to be made to the project property, BMI reserves the right to file a lien against the project property in the event of delinquent or non-payment of monies owed to BMI by the CLIENT.

Termination of Services: This agreement may be terminated by the Client or BMI should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay BMI for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

Dispute Resolution: Any claims or disputes made during or after the performance of services between BMI and the Client, with the exception of claims by BMI for non-payment of services rendered, shall first be submitted to mediation for resolution prior to initiating any other legal proceedings.

EXHIBIT I
SCOPE OF SERVICES BY CONSULTANT
SALT SHED IMPROVEMENT PROJECT
CITY OF WINDSOR HEIGHTS, IOWA

I. SCOPE OF SERVICES

Bolton & Menk, Inc., hereafter known as CONSULTANT, agrees to provide professional services required for the engineering design services for site grading and walls and floor slab of the proposed salt shed. The shed is preliminary sized as 30'x48' with an Accu-Steel prefabricated top/roof on concrete foundations/walls and opening flood mitigation barrier. The scope is broken into one task, Design Phase Services, and the work included is as follows:

TASK I – DESIGN PHASE SERVICES

For purposes of this specific project, Design Phase Services to be provided by CONSULTANT are as follows:

Subtask A – Project Initiation and Project Management

1. CONSULTANT will facilitate a project kick-off meeting with CLIENT staff to accomplish the following:
 - a. Review and confirm the scope of the project.
 - b. Review available information relative to the project.
 - c. Review and discuss specific infrastructure issues and CLIENT'S current design standards as they relate to the proposed improvements on this project.
 - d. Review and verify project schedules.
 - e. Conduct a field review of project area by CONSULTANT and CLIENT representatives.
2. CONSULTANT will coordinate progress with CLIENT after the initial kickoff meeting. These meetings will discuss findings, issues, schedule, and needs to keep the project progressing.
3. CONSULTANT will provide project and contract administration services throughout the duration of the project.
4. CONSULTANT will facilitate project communication throughout the duration of the project. (Including distributing meeting minutes in a timely manner).
5. CONSULTANT will identify private utility conflicts and required relocation during design. It is understood that existing utility locations will be taken from as constructed information or as marked in the field.
 - a. During the field data collection phase, CONSULTANT will complete an Iowa One Call to identify the utilities within the project corridor. CONSULTANT will attend up to two (2) in-person utility coordination meetings with affected utilities to review the proposed construction and identify conflicts and required relocation. Utility coordination will be discussed again at the preconstruction meeting.
 - b. CONSULTANT will prepare an existing conditions mapping, and project public utility removal plans for inclusion in the construction documents.

Subtask C – Data Collection

1. CONSULTANT will collect topographic survey of the salt shed area which will include:
 - a. Horizontal and vertical location of existing surface improvements
 - b. Horizontal and vertical location of CLIENT utilities – sanitary sewer, watermain and storm sewer

- c. Locate private utilities (natural gas, telephone, CATV, electric, watermain, etc.) based on field marking or other information from utility owners.
- d. Identify property corners to determine ROW limits.
- e. Survey existing ground to create surface model and contours for the site.
- f. CAD drafting to create project mapping of the project area.

Deliverables:

Base map in PDF and CAD format

Subtask D – Construction Drawings

1. CONSULTANT will perform aspects of design needed for the construction of 68th Street. 60% (Preliminary) and 90% (Final) plans and specifications will be provided to the City for review and approval.. The plan elements include:
 - a. **Title and General Information Sheets (A Sheets).** The title sheets will include the following: index of sheets, revisions, legend and location map.
 - b. **Typical Cross Sections (B Sheets).** The typical Cross Sections will include but not be limited to typical sections for the proposed grading, drainage and paving improvements. The Typical Cross Sections will be used for the proposed improvements as well as determination of the limits that each section will apply.
 - c. **Estimate of Quantities (C Sheets).** This includes determination of the bid items to be included in the project, along with an estimate of quantities for each item. Estimate Reference Notes (ERN) will be developed to assist the contractor in bidding on the project.
 - d. **Site Grading (D Sheets).** Grading of site to include salt shed finished floor elevation and adjacent grading elevations. The scale of these sheets will be 1"=20'.
 - e. **Removal Plans (F Sheets).** This includes the design and drafting of the removal limits of the existing infrastructure inside of the project area. The plan includes the removals of pavement and other items..
 - f. **Survey Plans (G Sheets).** This includes the drafting of the survey information for the project. The plan includes the bench marks, and control point data table
 - g. **Erosion and Sediment Sheets (R Sheets).** This task consists of design and drafting associated with erosion and sediment control.
2. **Project Manual:** CONSULTANT will prepare a project manual for the project in accordance with Iowa SUDAS and City of Windsor Heights standards. Project Manual will be provided at the 90% design phase.
3. **Engineer's Estimate:** CONSULTANT will prepare an Opinion of Probable Cost (OPC) with breakdowns provided for the various construction elements. An OPC will be provided at the 60% and 90% Design phases.
4. **CLIENT Review:** Plans will be reviewed with CLIENT at the 60%, and 90% complete stages. The project manual will be reviewed with CLIENT at the 90% complete stage. If required, changes will be made to the contract documents based on CLIENT's review and comments. The final contract documents will be presented to the CLIENT for approval.

Subconsultant Task: Structural Design

1. CONSULTANT will subcontract a structural engineering subconsultant to perform design of walls and foundations for a 30'x48' salt shed with 18'-24' opening and constructed in the flood plain. The structural engineering services for this task shall consist of:
 - a. Generate Revit based stamped structural drawings for permit and construction.
 - b. Generate stamped calculations for permit.
 - c. Roof loading to be provided by CLIENT per system chosen and provided for design.
 - d. Opening flood proofing system specification to be provided by CLIENT per system chosen and provided for design.

Deliverables:

Wall and foundation plans.

Subtask E – Site Plan Review Process

CONSULTANT will follow the City of Windsor Height's Site Plan Review process and submit the plans to Planning and Zoning Commission for approval.

Subtask F – Bidding Phase

CONSULTANT will provide the following bidding assistance for one bidding of the project:

- A. Assist CLIENT in the preparation of advertisement for bids and submittal to the local newspaper and other required publications, secure affidavits of publication.
- B. Post advertisement for bids on CONSULTANT's website.
- C. Upon request by prospective bidders, subcontractors or suppliers, CONSULTANT will distribute copies of the contract/bidding documents – hard copy or electronic documents, or both. A nominal refundable fee may be charged for bidding documents.
- D. Maintain and update plan holders list throughout bidding period.
- E. Address questions from prospective bidders, subcontractors and suppliers, and prepare and issue addenda as required.
- F. Assist CLIENT with the public opening and reading of the bids.
- G. Review bids and prepare bid tabulation and abstract of all bid items.
- H. Conduct pre-award review of the low bidder and significant subcontractors and perform other research to investigate capabilities and qualifications of the low bidder.
- I. Assist CLIENT in preparing recommendation for CLIENT Council regarding the award of the bid. CONSULTANT will attend CLIENT Council meeting to answer any questions regarding the recommendation.

II. ADDITIONAL SERVICES

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. Subsurface utility investigation
2. Existing building demolition
3. Construction administration
4. Construction staking.
5. Construction Materials Testing

III. PROPOSED SCHEDULE

The anticipated project schedule is as follows, with additional dates inserted to accommodate CLIENT review:

- Topographic Survey: March 2024
- 60% Design Review: April 2024
- 90% Design Review: April 2024
- Planning and Zoning Commission: April 2024
- City Council Approval: April/May 2024
- Bidding Phase: May/June 2024
- Construction Award: June/July 2024
- Construction Start: July/August 2024

IV. ESTIMATED FEES:

The fees for the completion of the above scope are:

Task I – Design Phase Services:	\$19,000.00
Total	\$19,000.00



**STAFF REPORT
CITY COUNCIL**
March 18, 2024

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Right Of Way Work Permit At 63rd and University Ave and
Discussion on Parkland

GENERAL INFORMATION

The Windsor LLC has applied for a ROW construction permit on City property at the SW corner of University Ave and 63rd Pl. Ownership of a portion of this City property will be proposed for sale and transfer as part of a forthcoming Development Agreement. In the interim, the developer wishes to begin grading work on their property and this adjoining City property. The City's sign, trail and trees adjacent to the trail will not be impacted by this work. The large tree on the south side of the City property will need to be removed due to proposed lowering of the grade.

The draft Development Agreement includes the following tree planting requirement, "*The Developer agrees to submit a site plan (the "Site Plan") for the development of the Project to the City. The Site Plan shall include a mix of at least fifty (50) overstory and understory trees of at least 1.5" in caliper. If the Site Plan is unable to accommodate fifty (50) trees, then the Developer shall be responsible for providing the City the deficit number of trees to be planted in other areas within the City. The Developer agrees to construct the Project substantially in accordance with the Site Plan and to complete such construction by no later than December 31, 2026.*"

Staff is supportive of this ROW work permit subject to receipt of required bonds insuring restoration of city property if any damage were to occur as a result of grading. Typically, a ROW construction permit would be approved at staff level but due to the extensive nature of this permit's request, it has been brought before City Council for any comment.

The draft Development Agreement also proposes an exchange of property shown in the attachments. In exchange for a portion of the City's property at the intersection, and to satisfy the parkland dedication requirement, the City would receive the property outlined in purple. Included in this property would be a pedestrian connection to 64th St. and an access easement back to University Ave (not shown). Staff has walked the property and the west 1/3rd of the proposed property swap area is wooded and potentially has some potential recreation usability. That said, the property is sloped and not visible from the street. However, if the properties to the north were

eventually purchased for redevelopment, the potential usable park area could be expanded, and the Windsor detention pond could be enlarged to service any redevelopment far more efficiently than through a second detention pond. A maintenance agreement would be established for the currently proposed detention pond so that the owner of The Windsor would be responsible for its maintenance. Staff, engineering and an architect intend to walk the property to further explore any potential utility this week. Council feedback on the conceptual land swap and any interest in establishing a park or walking trails in this area in the future would be useful for formulating and finalizing the development agreement for Council consideration.

The proposed Windsor project is anticipated to be brought before P&Z on March 27th for a site plan recommendation. The project will also likely need to go in front of the BOA April 17th for a façade variance.

Attached is the project's site plan which shows the intentions on the City ROW.

SUMMARY

ATTACHMENTS

1. Draft Site Plan WINDSOR APARTMENTS-2024-02-06
2. Conceptual Land Transfers

NOTE:
THE LOCATION OF ALL UTILITIES INDICATED ON THE PLANS ARE TAKEN FROM EXISTING PUBLIC RECORDS. THE EXACT LOCATION AND ELEVATION OF ALL PUBLIC UTILITIES MUST BE DETERMINED BY THE CONTRACTOR. IT SHALL BE THE DUTY OF THE CONTRACTOR TO ASCERTAIN WHETHER ANY ADDITIONAL FACILITIES OTHER THAN THOSE SHOWN ON THE PLANS MAY BE PRESENT.

DEVELOPER:

CALIBER IOWA
3611 NE OTTERVIEW CIRCLE
ANKENY, IA 50021
NICK JENSEN

IMPERVIOUS SURFACE:

SITE AREA = 219,559 SF
EXISTING IMPERVIOUS AREA = 24,948 SF
PROPOSED IMPERVIOUS AREA = 105,523 SF (48%)
MAXIMUM IMPERVIOUS = NA
BUILDING FOOTPRINT = 30,137 SF
TOTAL GARAGE AREA = 11,035 SF
PAVEMENT & SIDEWALK = 63,915 SF

SETBACKS SITE ADDRESS:

FY = 0'
SY = 0'
RY = 10'
1148 63RD ST
UC
ZONING:

UNITS:

101 UNITS
APARTMENT

UTILITIES OWNERSHIP:

STORM SEWERS CITY OF WINDSOR HEIGHTS
SANITARY SEWERS CITY OF WINDSOR HEIGHTS
WATER DUWVW
NATURAL GAS MID AMERICAN
ELECTRIC MID AMERICAN
TELEPHONE LUMEN

PARKING

REQUIRED:

1/UNIT
REQUIRED STALLS = 101

PROVIDED UNDERGROUND = 41
PROVIDED GARAGE = 40
SURFACE PARKING = 108
TOTAL PROVIDED = 189

BUILDING COVERAGE

60% MAXIMUM
PROVIDED = XX%

FLOOR AREA RATIO

1.00 MAXIMUM
PROVIDED = XX

SHEET INDEX

- 1 - PROJECT MAP
- 2 - GEOMETRIC PLAN
- 3 - GRADING PLAN - 1
- 4 - GRADING PLAN - 2
- 5 - STORM SEWER PLAN
- 6 - STORM DETAILS - 1
- 7 - STORM DETAILS - 2
- 8 - STORM DETAILS - 3
- 9 - STORM DETAILS - 4
- 10 - STORM DETAILS - 5
- 11 - STORM DETAILS - 6
- 12 - UTILITY PLAN
- 13 - DEMOLITION PLAN
- 14 - LANDSCAPING PLAN
- 15 - DETAIL SHEET
- 16 - EROSION CONTROL PLAN

BUILDING HEIGHT

60' MAX

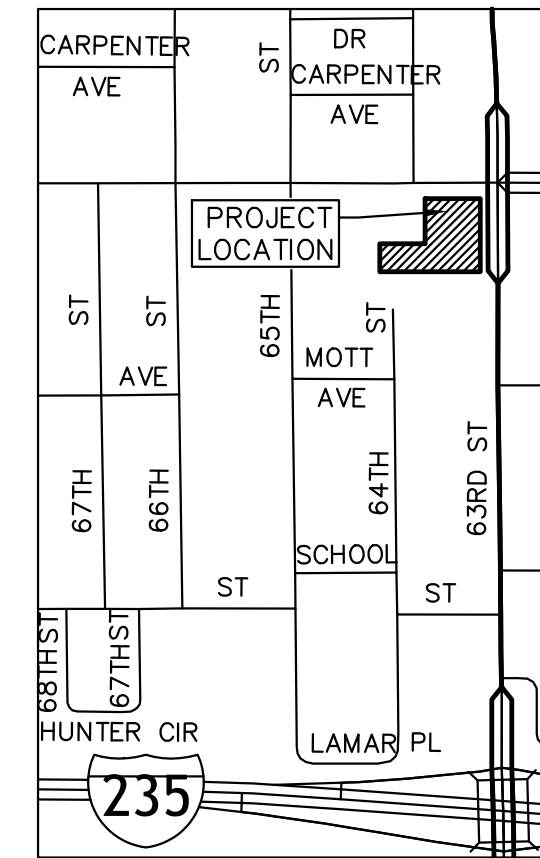
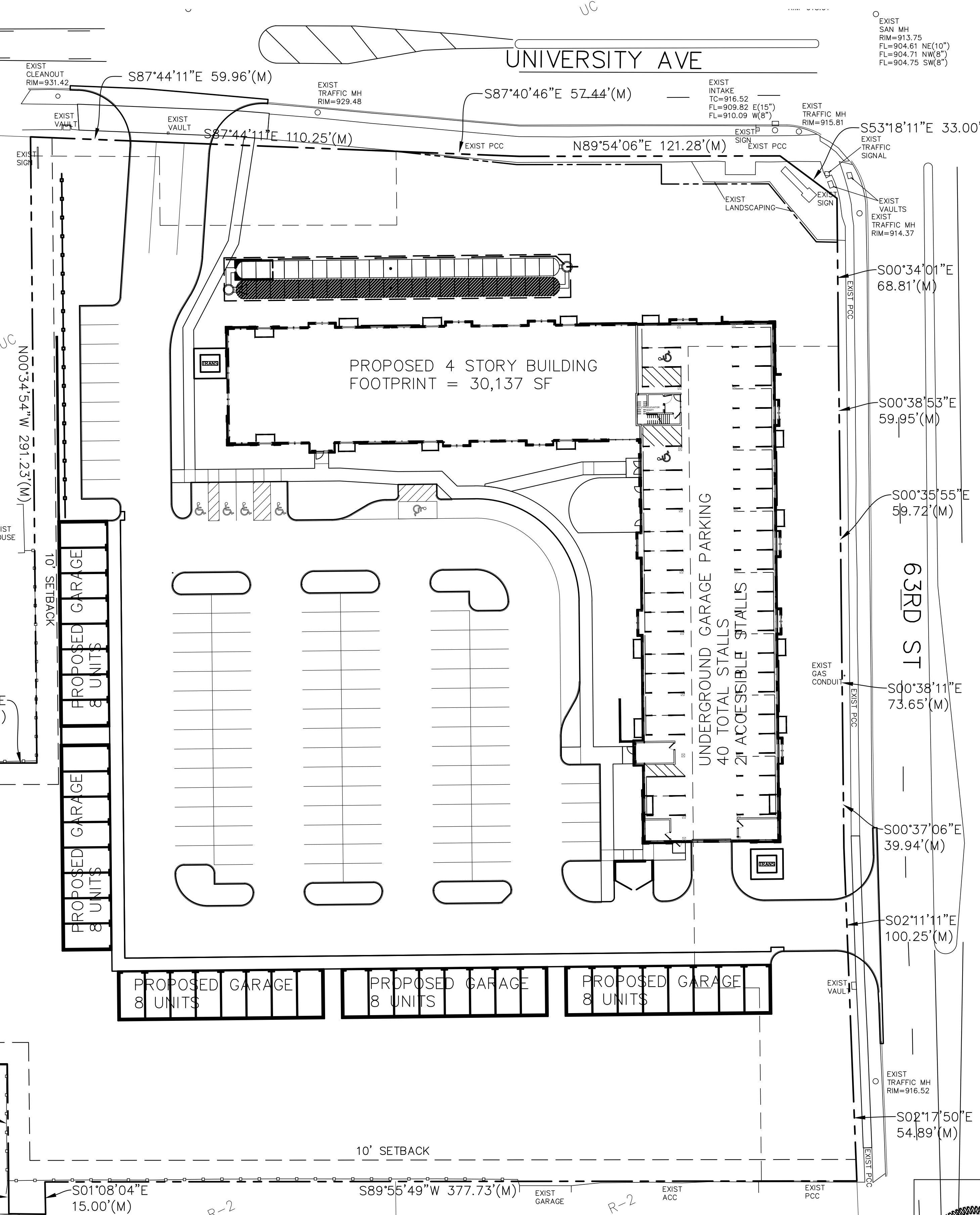
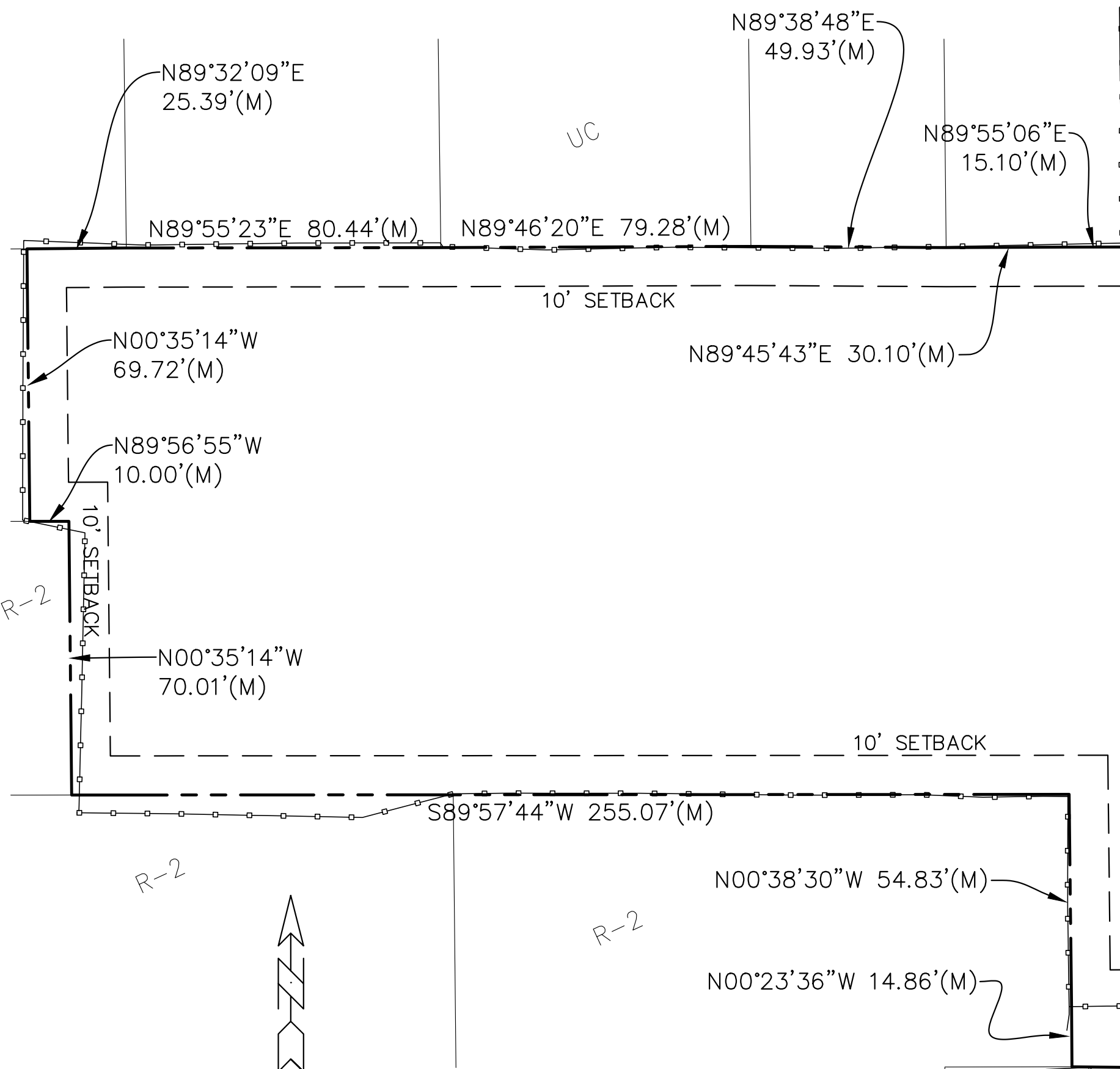
CONSTRUCTION SCHEDULE:

ITEM	BEGIN	COMPLETED
SITE DEMOLITION	03/24	05/24
PAVING	05/24	10/25
GRADING/EROSION CONTROL	02/24	10/25
BUILDINGS	04/24	10/25
LANDSCAPING	09/24	10/25

LEGAL DESCRIPTION

PARCEL "A" OF THAT PLAT OF SURVEY OF PART OF LOT 1 IN HOPKINS PLACE, AN OFFICIAL PLAT, FILED IN BOOK 9221, PAGE 674 IN THE OFFICE OF THE RECORDER FOR POLK COUNTY, IOWA; AND LOTS 2, 3 AND 4 IN HOPKINS PLACE, AN OFFICIAL PLAT, EXCEPT THOSE PORTIONS ACQUIRED IN FEE SIMPLE INTEREST BY CONDEMNATION RECORDED IN BOOK 7465 AT PAGE 428 IN THE OFFICE OF THE RECORDER FOR POLK COUNTY, IOWA; AND LOT 5 IN HOPKINS-WOEHLER PLACE, AN OFFICIAL PLAT, EXCEPT THAT PORTION ACQUIRED IN FEE SIMPLE INTEREST BY CONDEMNATION RECORDED IN BOOK 7465 AT PAGE 428 IN THE OFFICE OF THE RECORDER FOR POLK COUNTY, IOWA; AND THE EAST 265.4 FEET OF LOT 11 IN HOPKINS-WOEHLER PLACE, AN OFFICIAL PLAT; AND LOT 12 (EXCEPT THE WEST 155 FEET THEREOF) IN HOPKINS-WOEHLER PLACE, AN OFFICIAL PLAT; AND LOT 22 IN HOPKINS-WOEHLER PLACE, AN OFFICIAL PLAT, EXCEPT THE SOUTH 15 FEET THEREOF AND EXCEPT THAT PORTION ACQUIRED IN FEE SIMPLE INTEREST BY CONDEMNATION RECORDED IN BOOK 7465 AT PAGE 428 IN THE OFFICE OF THE RECORDER FOR POLK COUNTY, IOWA; AND THE WEST 17.5 FEET OF THE SOUTH 15 FEET OF LOT 22 IN HOPKINS-WOEHLER PLACE, AN OFFICIAL PLAT; AND LOTS 23 AND 24 IN HOPKINS-WOEHLER PLACE, AN OFFICIAL PLAT EXCEPT THAT PORTION ACQUIRED IN FEE SIMPLE INTEREST BY CONDEMNATION RECORDED IN BOOK 7465 AT PAGE 428 IN THE OFFICE OF THE RECORDER FOR POLK COUNTY, IOWA.

CONTAINING 5.04 AC 219,559 SF

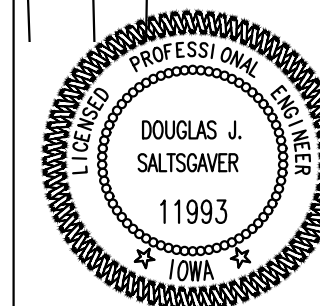


GENERAL NOTES:

1. ALL WORK SHALL BE DONE IN ACCORDANCE WITH URBAN STANDARDS SPECIFICATIONS FOR PUBLIC IMPROVEMENTS
2. ALL DEBRIS SPILLED ON THE STREETS OR ADJACENT PROPERTY SHALL BE PROMPTLY REMOVED BY THE CONTRACTOR.
3. ALL CONSTRUCTION PROCEDURES AND MATERIALS TO MEET OR EXCEED MINIMUM REQUIREMENTS OF THE CITY.
4. ALL WORK SHALL BE DONE IN ACCORDANCE WITH CURRENT OSHA CODES AND STANDARDS. NOTHING INDICATED ON THESE PLANS SHALL RELIEVE THE CONTRACTOR FROM COMPLYING WITH ANY AND ALL APPROPRIATE SAFETY REGULATIONS.
5. THE CONTRACTOR SHALL FURNISH AND PLACE ALL NECESSARY SIGNS AND BARRICADES DURING CONSTRUCTION IN ACCORDANCE WITH THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR GIVING THE CITY PROPER NOTICE FOR THEIR REQUIRED INSPECTIONS.
7. WORK SHALL INCLUDE CONNECTION TO EXISTING PUBLIC UTILITIES AND ANY AND ALL FITTINGS, CLEANOUTS AND APPURTENANCES REQUIRED BY CODES.
8. THE CONTRACTOR IS RESPONSIBLE FOR CLEARING & GRUBBING THE SITE, AND REMOVAL & DISPOSAL OF ANY DELETERIOUS AND EXCESS MATERIALS FROM THE SITE.
9. ANY DAMAGE DONE TO THE EXISTING FENCES, YARDS OR OTHER IMPROVEMENTS SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
10. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING ANY AND ALL REQUIRED PERMITS FOR PERFORMING THE WORK INCLUDING SIDEWALK AND DRIVEWAY APPROACH.
11. A SIDEWALK AND DRIVEWAY APPROACH PERMIT WILL BE REQUIRED OF THE DEVELOPER OR CONTRACTOR.
12. LIGHTING MUST BE LOW GLARE CUT-OFF TYPE FIXTURES TO REDUCE THE GLARE OF LIGHT POLLUTION ON SURROUNDING PROPERTIES.

P.C.C. PAVING:

1. ALL SUBGRADE UNDER SLAB TO BE COMPACTED TO 95% STANDARD PROCTOR DENSITY FOR A MINIMUM OF 24".
2. MOISTEN SUBGRADE PRIOR TO PLACING CONCRETE.
3. CONCRETE SHALL HAVE A MINIMUM 28-DAY COMPRESSIVE STRENGTH OF 4000 PSI.
4. AGGREGATE SHALL BE CLASS 3.
5. CONCRETE SURFACES SHALL BE BURLAP FINISH. CHECK SURFACE WITH TEMPLATE NO DEVIATION OVER 1/8" IN 10' IS PERMITTED. ALL CONCRETE SHALL SLOPE TO DRAIN.
6. ALL CONCRETE SHALL BE CURED WITH AN ASTM C309 TYPE 2, WATER BASED WHITE PIGMENTED CURING COMPOUND PER IDOT SEC. 4105.
7. SAW CUT JOINTS AS SOON AS CONCRETE HAS SET ENOUGH TO PREVENT RAVELING AND PRIOR TO ANY CRACKING.
8. SAW CUTS TO BE 1/8" TO 1/4" WIDE; DEPTH: LONGITUDINAL T/3, TRANSVERSE T/4.
9. LONGITUDINAL JOINT SPACING SHALL NOT BE GREATER THAN 12'. TRANSVERSE SPACING SHALL NOT BE GREATER THAN 15'. JOINT LAYOUT SHALL BE APPROVED BY THE ENGINEER.
10. BARS AT LONGITUDINAL JOINTS TO BE 1/2" X 30" DEFORMED AT 30" O.C.
11. ALL JOINTS SHALL BE FILLED.
12. THE CONTRACTOR TO BARRICADE SLAB FOR 14 DAYS AFTER PLACING.
13. ON SITE PAVING THICKNESS SHALL BE AS FOLLOWS: 4" SIDEWALKS, 6" DRIVEWAYS, AND PARKING STALLS. DRIVE PAVEMENT WITHIN R/W (CURB TO BACK OF WALK) SHALL BE 7" MIN. PERIMETER SIDEWALK SHALL BE 5" MIN EXCEPT WITHIN DRIVE PAVEMENT.
14. SUBMIT DESIGN MIX AS DESIGNED BY INDEPENDENT TESTING LABORATORY PRIOR TO PLACING ANY CONCRETE.
15. ALL WORK TO COMPLY WITH CURRENT ACI STANDARDS.
16. THE CONTRACTOR SHALL PAINT PARKING STALLS.
17. ALL DEBRIS SPILLED ON THE CITY STREETS OR ADJACENT PROPERTY SHALL BE PROMPTLY REMOVED BY THE CONTRACTOR. NOTIFY CITY OF PROPOSED BORROW OR FILL SITE LOCATIONS AND HAUL ROUTES.



ENGINEERING CERTIFICATION
I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT, SPECIFICATION OR REPORT WAS PREPARED BY ME, OR UNDER MY DIRECT PERSONAL SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.
DOUGLAS J. SALTSCAVER, P.E. #11993
DATE: 02/06/2024
MY REGISTRATION RENEWAL DATE IS DECEMBER 31, 2024
PAGES OR SHEETS COVERED BY THIS SEAL

WINDSOR APARTMENTS - PROJECT MAP

Engineering Resource Group, Inc.
2013 Grant Avenue
Des Moines, Iowa 50312
(515) 288-4823

23-047



ERG
Engineering Resource Group, Inc.
Engineers and Surveyors
2413 GRAND AVENUE
DES MOINES, IOWA 50312
(515) 288-4823

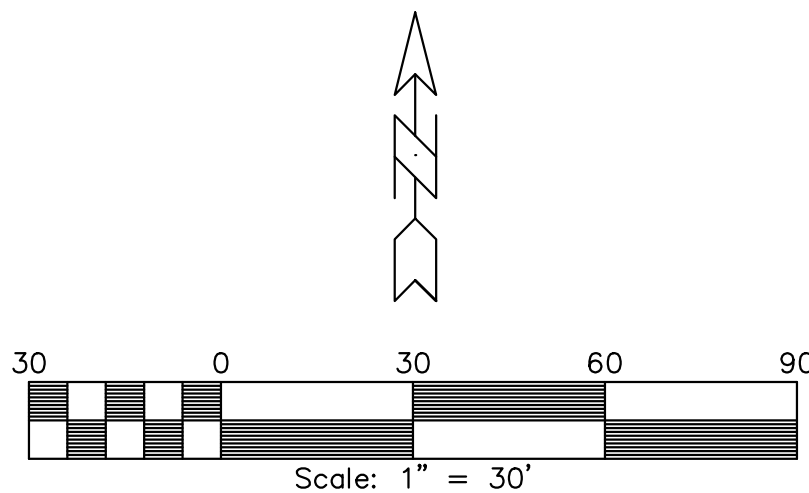
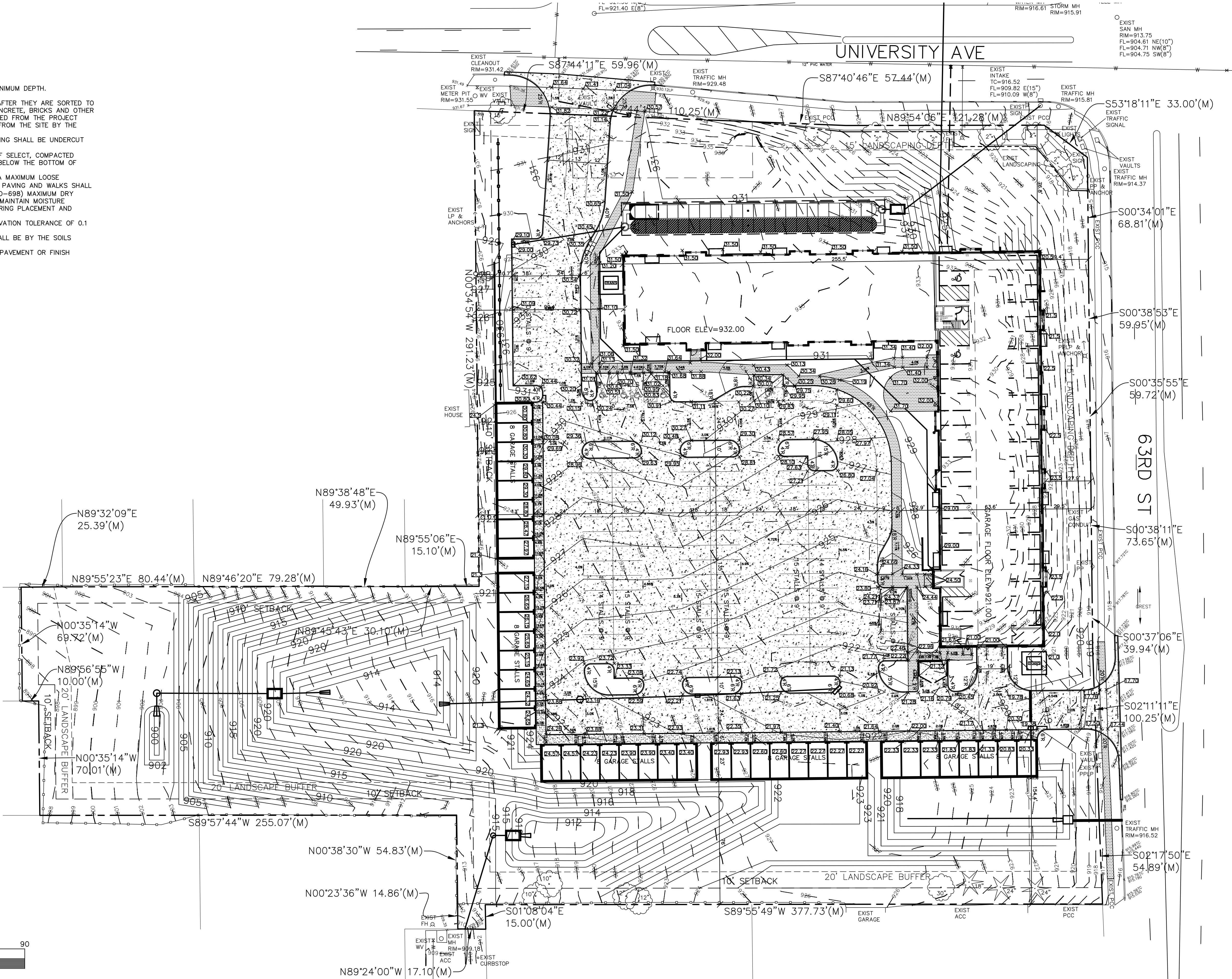
23-047

NO.	REVISION	DATE	BY	FOR:	LOCATION:	SCALE:	AS NOTED	DESIGNED BY:	DJS	DRAWN BY:	PJV
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						FIELD BOOK:	2	SHEET	2	OF	16
								FILE NO.:		23-047	

NOTE:
THE LOCATION OF ALL UTILITIES INDICATED ON THE PLANS ARE TAKEN FROM EXISTING PUBLIC RECORDS. THE EXACT LOCATION AND ELEVATION OF ALL PUBLIC UTILITIES MUST BE DETERMINED BY THE CONTRACTOR. IT SHALL BE THE DUTY OF THE CONTRACTOR TO ASCERTAIN WHETHER ANY ADDITIONAL FACILITIES OTHER THAN THOSE SHOWN ON THE PLANS MAY BE PRESENT.

GRADING NOTES:

1. REMOVE ALL EXISTING ORGANIC MATERIAL TO 6" MINIMUM DEPTH.
2. PROOF ROLL THE EXPOSED SUB GRADE.
3. NATIVE SOILS MAY BE REUSED FOR COMMON FILL AFTER THEY ARE SORTED TO REMOVE ALL DELETERIOUS MATERIALS SUCH AS CONCRETE, BRICKS AND OTHER RUBBLE. DELETERIOUS MATERIALS SHALL BE REMOVED FROM THE PROJECT SITE. ALL EXCESS MATERIALS SHALL BE REMOVED FROM THE SITE BY THE CONTRACTOR.
4. ANY SOFT SPOTS DISCOVERED DURING PROOF ROLLING SHALL BE UNDERCUT AND RECOMPACTED.
5. ALL PAVEMENTS SHALL HAVE A MINIMUM OF 12" OF SELECT, COMPACTED MATERIAL OF CL OR ML CLASSIFICATION DIRECTLY BELOW THE BOTTOM OF SLAB.
6. FILL SHALL BE PLACED IN UNIFORM LIFTS HAVING A MAXIMUM LOOSE THICKNESS OF 9". COMPACTION BELOW SLABS AND PAVING AND WALKS SHALL BE AT LEAST 95% OF STANDARD PROCTOR (ASTM D-698) MAXIMUM DRY DENSITY. COMPACT TO 90% AT OTHER LOCATIONS. MAINTAIN MOISTURE CONTENT OF CONTROLLED FILL ABOVE OPTIMUM DURING PLACEMENT AND COMPACTION.
7. THE ENTIRE SITE SHALL BE FINE GRADED WITH ELEVATION TOLERANCE OF 0.1 FOOT.
8. OBSERVATION AND TESTING OF FILL OPERATION SHALL BE BY THE SOILS ENGINEER HIRED BY THE CONTRACTOR.
9. ALL PROPOSED SPOT ELEVATIONS ARE TO TOP OF PAVEMENT OR FINISH GRADE, UNLESS OTHERWISE NOTED.



WINDSOR APARTMENTS - GRADING PLAN - I

ERG
Engineering Resource Group, Inc.
2013 GRANT AVENUE
DES MOINES, IOWA 50312
(515) 288-4823

WINDSOR APARTMENTS - GRADING PLAN - I															
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									DWG:	23-047-GRD.dwg	CHECKED BY:		DATE:	02/06/2024	
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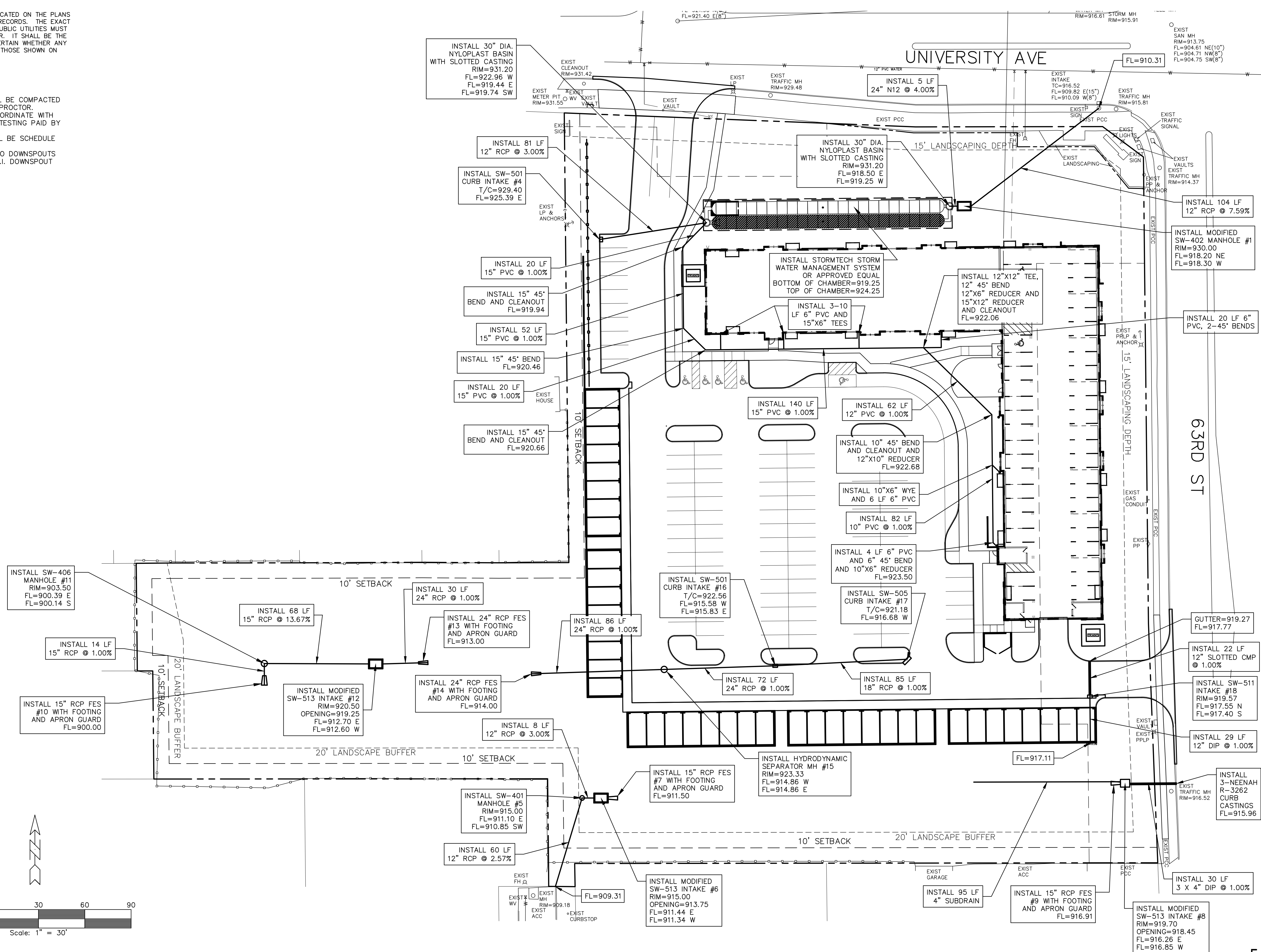


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DATE:	02/06/2008
FILE NO.:	23-047

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STORM SEWERS:

1. ALL BACKFILL SHALL BE COMPACTED TO 95% STANDARD PROCTOR. CONTRACTOR TO COORDINATE WITH TESTING COMPANY. TESTING PAID BY OWNER.
2. ALL PVC PIPE SHALL BE SCHEDULE 40.
3. ALL CONNECTIONS TO DOWNSPOUTS SHALL INCLUDE A C.I. DOWNSPOUT BOOT.



WINDSOR APARTMENTS - STORM SEWER PLAN

WINDSOR APARTMENTS - STORM SEWER PLAN												
NO.	REVISION		DATE	BY	FOR	LOCATION:	SCALE:	AS NOTED	DESIGNED BY:	DJS	DRAWN BY:	PJV
							DWG: 23-047-STW-1.dwg		CHECKED BY:		DATE:	02/06/2024
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											FILE NO.:	23-047

23-047

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Engineering Resource Group, Inc.

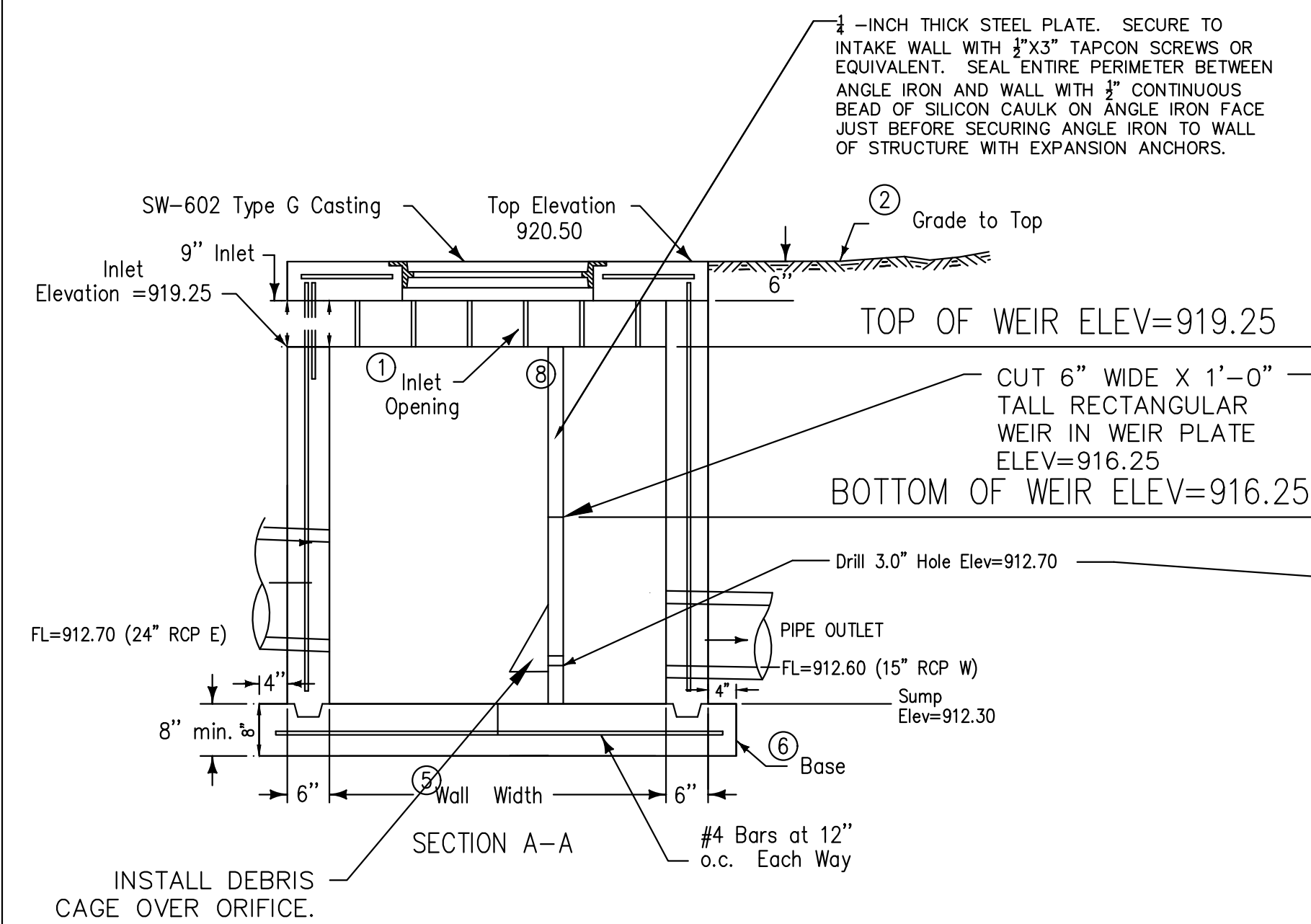
Engineers and Surveyors

2413 GRAND AVENUE

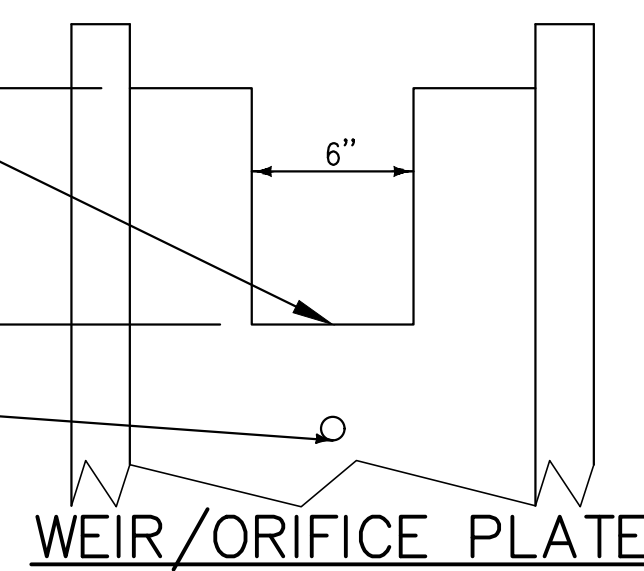
DES MOINES, IOWA 50312

(315) 288-4623

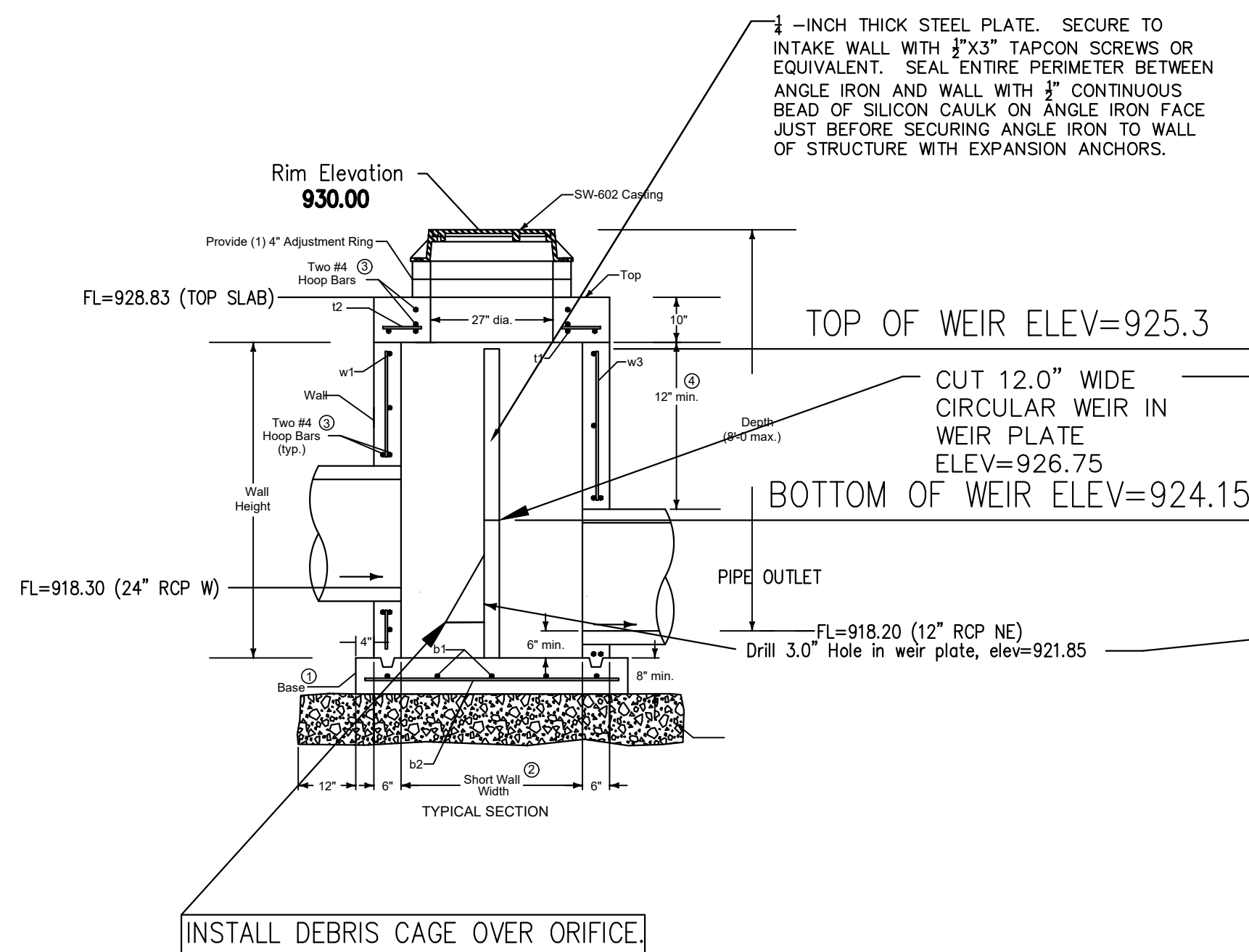
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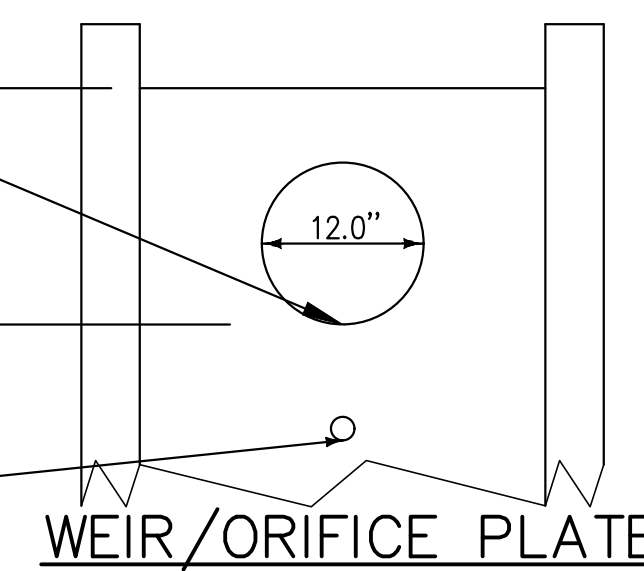
MODIFIED SW-513, OPEN SIDED
5'x8'
INTAKE # 12 (DETENTION BASIN) DETAIL
NO SCALE



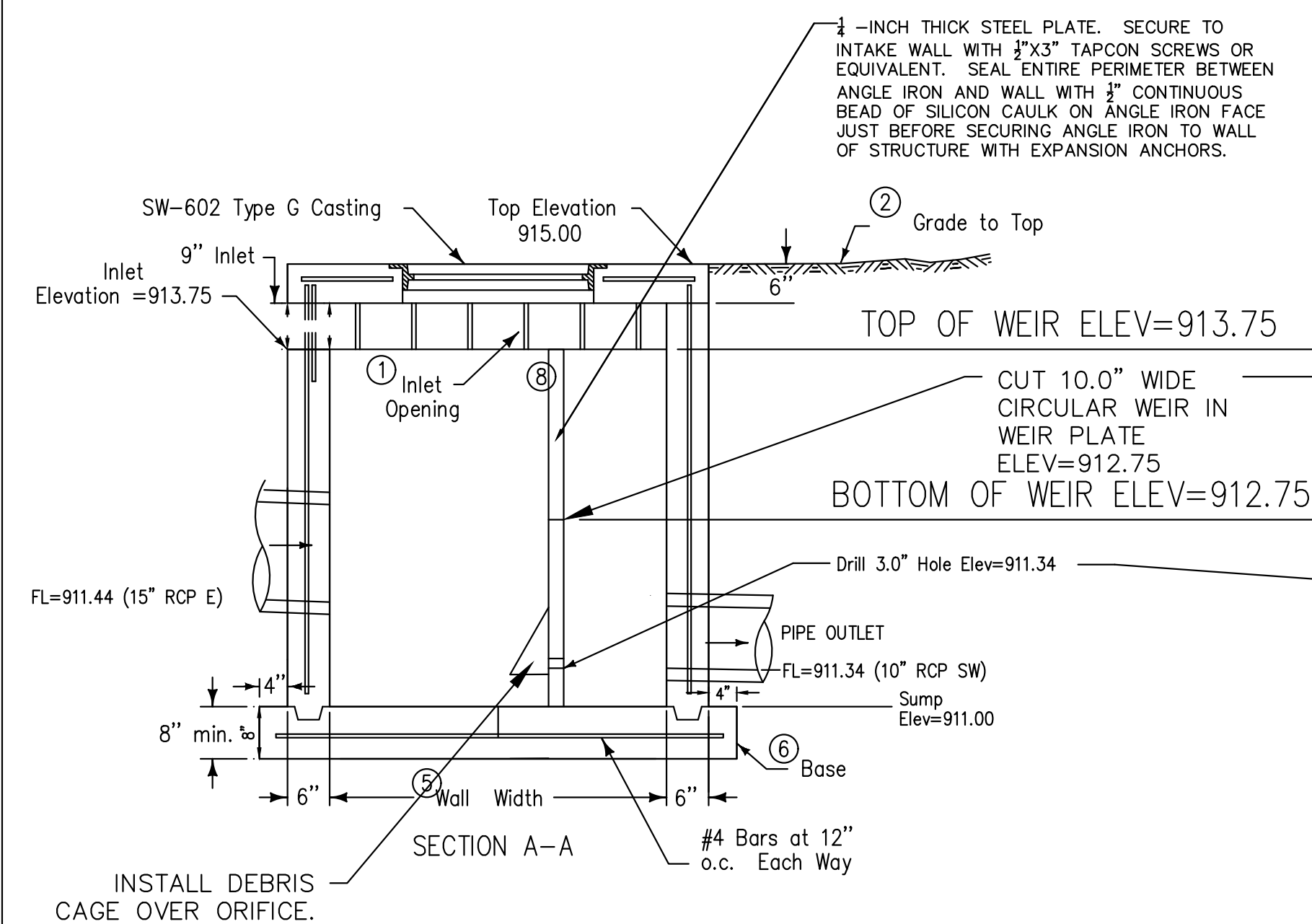
- ① Construct inlet openings with 15-inch #4 epoxy-coated bars at 8 inches on center. Embed bars a minimum of 3 inches into walls and top at all openings.
- ② Grade to inlet elevation on open sides. Grade to top elevation on closed sides.
- ⑤ Wall widths vary with pipe diameter. Provide 6 inches of wall width (minimum) each side of pipe opening. Minimum wall width is 36 inches. Maximum wall width is 72 inches.
- ⑥ Cast-in-place base shown. If base is precast integral with walls, the footprint of a base is not required to extend beyond the outer edge of the walls.
- ⑧ 12" minimum wall height above all pipes.



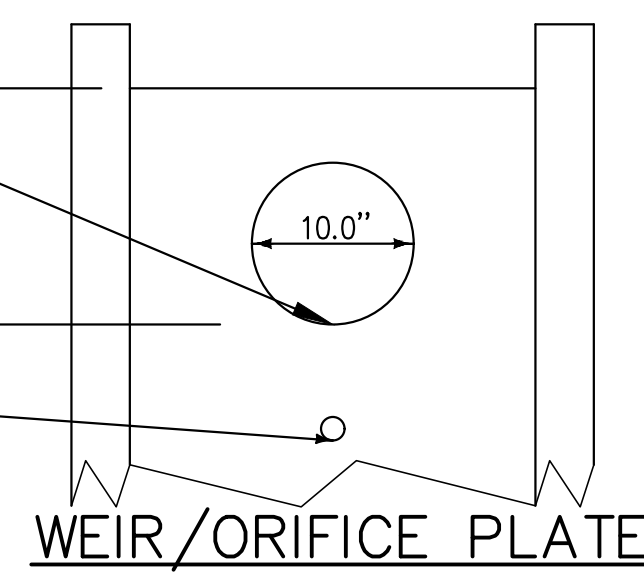
MODIFIED SW-402 RECTANGULAR STORM SEWER MANHOLE
6'x9'
MH # 1 (BASIN) DETAIL
NO SCALE



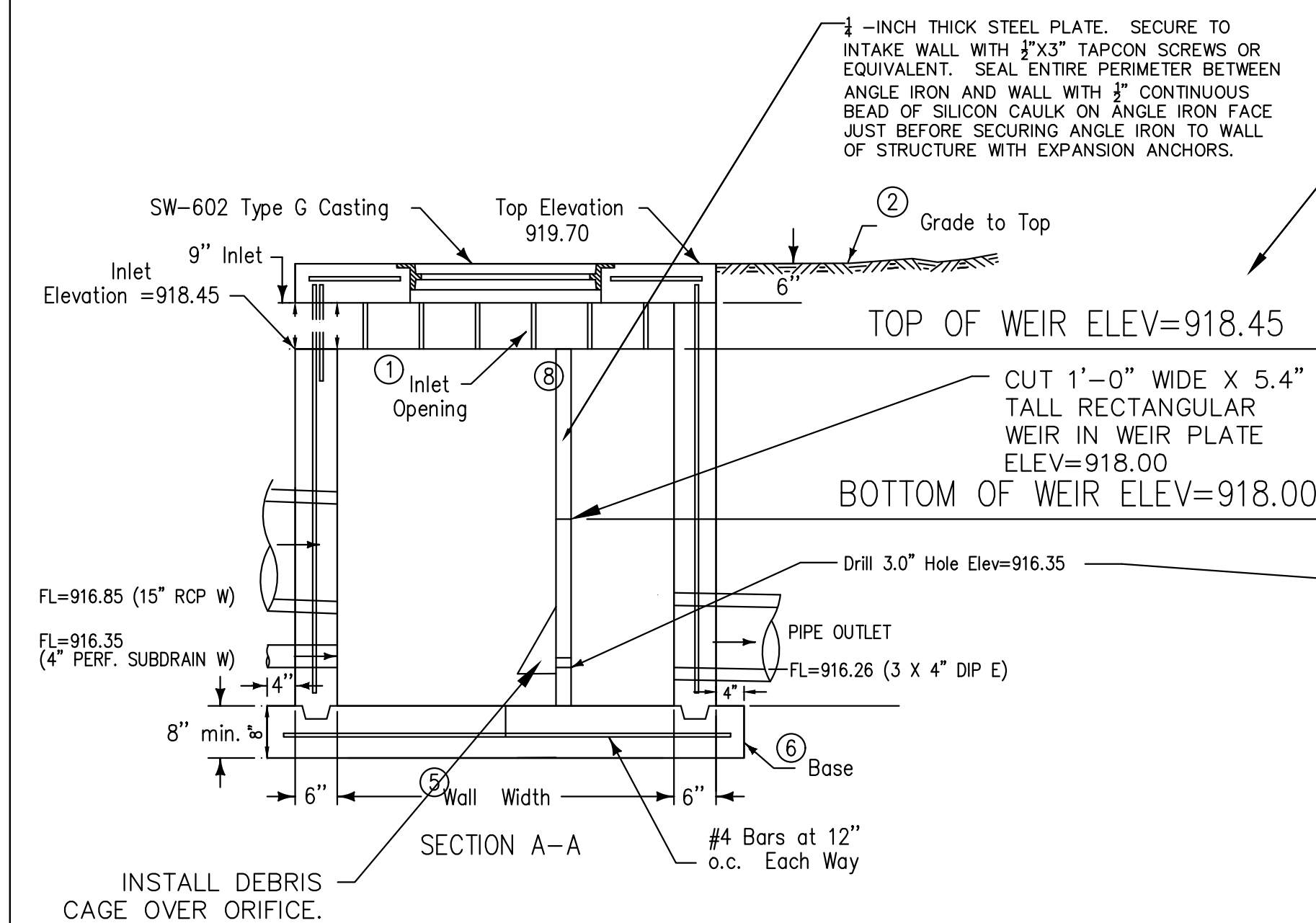
- Adjacent walls may have different widths based upon pipe configuration, but structure must be rectangular.
- ① Cast-in-place base shown. If base is precast integral with walls, the footprint of the base is not required to extend beyond the outer edge of the walls.
 - ② Wall widths vary with pipe diameter and range from 40 inches minimum to 77 inches maximum. Provide 6 inches of wall width (minimum) each side of pipe opening.
 - ③ Provide two #4 hoop bars at top opening and at all pipe openings.
 - ④ 12 inch minimum wall height above all pipes.



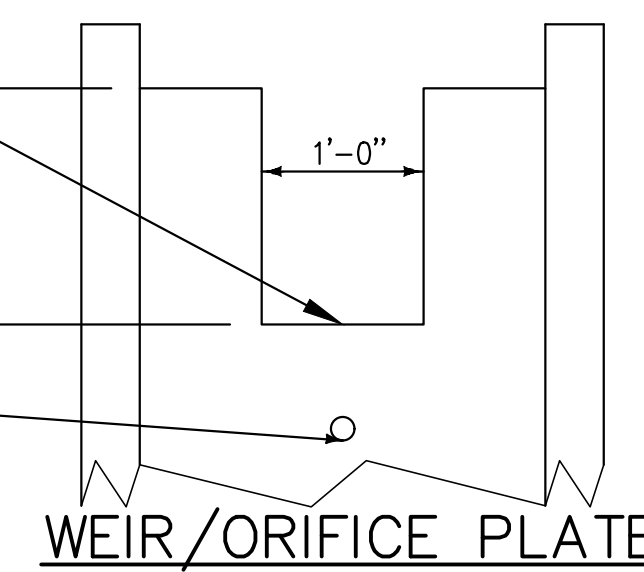
MODIFIED SW-513, OPEN SIDED
5'x8'
INTAKE # 6 (DETENTION BASIN) DETAIL
NO SCALE



- ① Construct inlet openings with 15-inch #4 epoxy-coated bars at 8 inches on center. Embed bars a minimum of 3 inches into walls and top at all openings.
- ② Grade to inlet elevation on open sides. Grade to top elevation on closed sides.
- ⑤ Wall widths vary with pipe diameter. Provide 6 inches of wall width (minimum) each side of pipe opening. Minimum wall width is 36 inches. Maximum wall width is 72 inches.
- ⑥ Cast-in-place base shown. If base is precast integral with walls, the footprint of base is not required to extend beyond the outer edge of the walls.
- ⑧ 12" minimum wall height above all pipes.



MODIFIED SW-513, OPEN SIDED
5'x6'
INTAKE # 8 (DETENTION BASIN) DETAIL
NO SCALE



- Adjacent walls may have different widths based upon pipe configuration, but structure must be rectangular.
- ① Construct inlet openings with 15-inch #4 epoxy-coated bars at 8 inches on center. Embred bars a minimum of 3 inches into walls and top at all openings.
 - ② Grade to inlet elevation on open sides. Grade to top elevation on closed sides.
 - ⑤ Wall widths vary with pipe diameter. Provide 6 inches of wall width (minimum) each side of pipe opening. Minimum wall width is 36 inches. Maximum wall width is 72 inches.
 - ⑥ Cast-in-place base shown. If base is precast integral with walls, the footprint of the base is not required to extend beyond the outer edge of the walls.
 - ⑧ 12" minimum wall height above all pipes.

—THE CLOUDED VALUES MAY
NEED TO BE CHANGED IN
THE HYDROCAD MODEL AS
SOME STRUCTURE
ELEVATIONS CHANGED
01/15/24

PROJECT INFORMATION	
ENGINEERED PRODUCT MANAGER	
ADS SALES REP	
PROJECT NO.	



63RD & UNIVERSITY 2 CHAMBER

WINDSOR HEIGHTS, IA, USA

MC-7200 STORMTECH CHAMBER SPECIFICATIONS

- CHAMBERS SHALL BE STORMTECH MC-7200.
- CHAMBERS SHALL BE ARCH-SHAPED AND SHALL BE MANUFACTURED FROM VIRGIN, IMPACT-MODIFIED POLYPROPYLENE COPOLYMERS.
- CHAMBERS SHALL MEET THE REQUIREMENTS OF ASTM F2418, "STANDARD SPECIFICATION FOR POLYPROPYLENE (PP) CORRUGATED WALL STORMWATER COLLECTION CHAMBERS" CHAMBER CLASSIFICATION 60x101.
- CHAMBER ROWS SHALL PROVIDE CONTINUOUS, UNOBSTRUCTED INTERNAL SPACE WITH NO INTERNAL SUPPORTS THAT WOULD IMPEDE FLOW OR LIMIT ACCESS FOR INSPECTION.
- THE STRUCTURAL DESIGN OF THE CHAMBERS, THE STRUCTURAL BACKFILL, AND THE INSTALLATION REQUIREMENTS SHALL ENSURE THAT THE LOAD FACTORS SPECIFIED IN THE AASHTO LRFD BRIDGE DESIGN SPECIFICATIONS, SECTION 12.12, ARE MET FOR: 1) LONG-DURATION DEAD LOADS AND 2) SHORT-DURATION LIVE LOADS, BASED ON THE AASHTO DESIGN TRUCK WITH CONSIDERATION FOR IMPACT AND MULTIPLE VEHICLE PRESENCES.
- CHAMBERS SHALL BE DESIGNED, TESTED AND ALLOWABLE LOAD CONFIGURATIONS DETERMINED IN ACCORDANCE WITH ASTM F2787, "STANDARD PRACTICE FOR STRUCTURAL DESIGN OF THERMOPLASTIC CORRUGATED WALL STORMWATER COLLECTION CHAMBERS". LOAD CONFIGURATIONS SHALL INCLUDE: 1) INSTANTANEOUS (<1 MIN) AASHTO DESIGN TRUCK LIVE LOAD ON MINIMUM COVER 2) MAXIMUM PERMANENT (75-YR) COVER LOAD AND 3) ALLOWABLE COVER WITH PARKED (1-WEEK) AASHTO DESIGN TRUCK.
- REQUIREMENTS FOR HANDLING AND INSTALLATION:
 - TO MAINTAIN THE WIDTH OF CHAMBERS DURING SHIPPING AND HANDLING, CHAMBERS SHALL HAVE INTEGRAL, INTERLOCKING STACKING LUGS.
 - TO ENSURE A SECURE JOINT DURING INSTALLATION AND BACKFILL, THE HEIGHT OF THE CHAMBER JOINT SHALL NOT BE LESS THAN 3".
 - TO ENSURE THE INTEGRITY OF THE ARCH SHAPE DURING INSTALLATION, a) THE ARCH STIFFNESS CONSTANT SHALL BE GREATER THAN OR EQUAL TO 450 LBS/FT/%. THE ASC IS DEFINED IN SECTION 6.2.8 OF ASTM F2418. AND b) TO RESIST CHAMBER DEFORMATION DURING INSTALLATION AT ELEVATED TEMPERATURES (ABOVE 73° F / 23° C), CHAMBERS SHALL BE PRODUCED FROM REFLECTIVE GOLD OR YELLOW COLORS.
- ONLY CHAMBERS THAT ARE APPROVED BY THE SITE DESIGN ENGINEER WILL BE ALLOWED. UPON REQUEST BY THE SITE DESIGN ENGINEER OR OWNER, THE CHAMBER MANUFACTURER SHALL SUBMIT A STRUCTURAL EVALUATION FOR APPROVAL BEFORE DELIVERING CHAMBERS TO THE PROJECT SITE AS FOLLOWS:
 - THE STRUCTURAL EVALUATION SHALL BE SEALED BY A REGISTERED PROFESSIONAL ENGINEER.
 - THE STRUCTURAL EVALUATION SHALL DEMONSTRATE THAT THE SAFETY FACTORS ARE GREATER THAN OR EQUAL TO 1.95 FOR DEAD LOAD AND 1.75 FOR LIVE LOAD, THE MINIMUM REQUIRED BY ASTM F2787 AND BY SECTIONS 3 AND 12.12 OF THE AASHTO LRFD BRIDGE DESIGN SPECIFICATIONS FOR THERMOPLASTIC PIPE.
 - THE TEST DERIVED CREEP MODULUS AS SPECIFIED IN ASTM F2418 SHALL BE USED FOR PERMANENT DEAD LOAD DESIGN EXCEPT THAT IT SHALL BE THE 75-YEAR MODULUS USED FOR DESIGN.
- CHAMBERS AND END CAPS SHALL BE PRODUCED AT AN ISO 9001 CERTIFIED MANUFACTURING FACILITY.

IMPORTANT - NOTES FOR THE BIDDING AND INSTALLATION OF MC-7200 CHAMBER SYSTEM

- STORMTECH MC-7200 CHAMBERS SHALL NOT BE INSTALLED UNTIL THE MANUFACTURER'S REPRESENTATIVE HAS COMPLETED A PRE-CONSTRUCTION MEETING WITH THE INSTALLERS.
- STORMTECH MC-7200 CHAMBERS SHALL BE INSTALLED IN ACCORDANCE WITH THE "STORMTECH MC-7200 CONSTRUCTION GUIDE".
- CHAMBERS ARE NOT TO BE BACKFILLED WITH A DOZER OR EXCAVATOR SITUATED OVER THE CHAMBERS. STORMTECH RECOMMENDS 3 BACKFILL METHODS:
 - STONESHOOTER LOCATED OFF THE CHAMBER BED.
 - BACKFILL AS ROWS ARE BUILT USING AN EXCAVATOR ON THE FOUNDATION STONE OR SUBGRADE.
 - BACKFILL FROM OUTSIDE THE EXCAVATION USING A LONG BOOM HOE OR EXCAVATOR.
- THE FOUNDATION STONE SHALL BE LEVELED AND COMPACTED PRIOR TO PLACING CHAMBERS.
- JOINTS BETWEEN CHAMBERS SHALL BE PROPERLY SEATED PRIOR TO PLACING STONE.
- MAINTAIN MINIMUM - 9" (230 mm) SPACING BETWEEN THE CHAMBER ROWS.
- INLET AND OUTLET MANIFOLDS MUST BE INSERTED A MINIMUM OF 12" (300 mm) INTO CHAMBER END CAPS.
- EMBEDMENT STONE SURROUNDING CHAMBERS MUST BE A CLEAN, CRUSHED, ANGULAR STONE MEETING THE AASHTO M43 DESIGNATION OF #3 OR #4.
- STONE SHALL BE BROUGHT UP EVENLY AROUND CHAMBERS SO AS NOT TO DISTORT THE CHAMBER SHAPE. STONE DEPTHS SHOULD NEVER DIFFER BY MORE THAN 12" (300 mm) BETWEEN ADJACENT CHAMBER ROWS.
- STONE MUST BE PLACED ON THE TOP CENTER OF THE CHAMBER TO ANCHOR THE CHAMBERS IN PLACE AND PRESERVE ROW SPACING.
- THE CONTRACTOR MUST REPORT ANY DISCREPANCIES WITH CHAMBER FOUNDATION MATERIAL BEARING CAPACITIES TO THE SITE DESIGN ENGINEER.
- ADS RECOMMENDS THE USE OF "FLEXSTORM CATCH IT" INSERTS DURING CONSTRUCTION FOR ALL INLETS TO PROTECT THE SUBSURFACE STORMWATER MANAGEMENT SYSTEM FROM CONSTRUCTION SITE RUNOFF.

NOTES FOR CONSTRUCTION EQUIPMENT

- STORMTECH MC-7200 CHAMBERS SHALL BE INSTALLED IN ACCORDANCE WITH THE "STORMTECH MC-7200 CONSTRUCTION GUIDE".
- THE USE OF EQUIPMENT OVER MC-7200 CHAMBERS IS LIMITED:
 - NO EQUIPMENT IS ALLOWED ON BARE CHAMBERS.
 - NO RUBBER TIRED LOADER, DUMP TRUCK, OR EXCAVATORS ARE ALLOWED UNTIL PROPER FILL DEPTHS ARE REACHED IN ACCORDANCE WITH THE "STORMTECH MC-3500/MC-7200 CONSTRUCTION GUIDE".
 - WEIGHT LIMITS FOR CONSTRUCTION EQUIPMENT CAN BE FOUND IN THE "STORMTECH MC-7200 CONSTRUCTION GUIDE".
- FULL 36" (900 mm) OF STABILIZED COVER MATERIALS OVER THE CHAMBERS IS REQUIRED FOR DUMP TRUCK TRAVEL OR DUMPING.

USE OF A DOZER TO PUSH EMBEDMENT STONE BETWEEN THE ROWS OF CHAMBERS MAY CAUSE DAMAGE TO CHAMBERS AND IS NOT AN ACCEPTABLE BACKFILL METHOD. ANY CHAMBERS DAMAGED BY USING THE "DUMP AND PUSH" METHOD ARE NOT COVERED UNDER THE STORMTECH STANDARD WARRANTY.

CONTACT STORMTECH AT 1-888-892-2694 WITH ANY QUESTIONS ON INSTALLATION REQUIREMENTS OR WEIGHT LIMITS FOR CONSTRUCTION EQUIPMENT.

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WINDSOR APARTMENTS - STORM DETAILS - 2

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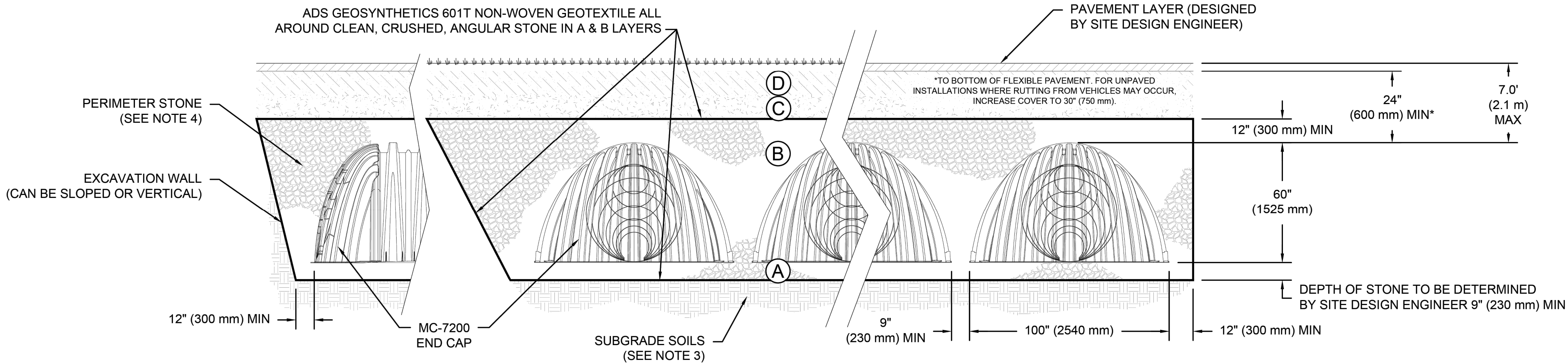
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						DWG: 23-047-STW-3.dwg		CHECKED BY:		DATE:	02/06/2024
						FIELD BOOK:		SHEET	7	OF	16
										FILE NO.:	23-047



ACCEPTABLE FILL MATERIALS: STORMTECH MC-7200 CHAMBER SYSTEMS

MATERIAL LOCATION		DESCRIPTION	AASHTO MATERIAL CLASSIFICATIONS	COMPACTION / DENSITY REQUIREMENT
D	FINAL FILL: FILL MATERIAL FOR LAYER 'D' STARTS FROM THE TOP OF THE 'C' LAYER TO THE BOTTOM OF FLEXIBLE PAVEMENT OR UNPAVED FINISHED GRADE ABOVE. NOTE THAT PAVEMENT SUBBASE MAY BE PART OF THE 'D' LAYER	ANY SOIL/ROCK MATERIALS, NATIVE SOILS, OR PER ENGINEER'S PLANS. CHECK PLANS FOR PAVEMENT SUBGRADE REQUIREMENTS.	N/A	PREPARE PER SITE DESIGN ENGINEER'S PLANS. PAVED INSTALLATIONS MAY HAVE STRINGENT MATERIAL AND PREPARATION REQUIREMENTS.
C	INITIAL FILL: FILL MATERIAL FOR LAYER 'C' STARTS FROM THE TOP OF THE EMBEDMENT STONE ('B' LAYER) TO 24" (600 mm) ABOVE THE TOP OF THE CHAMBER. NOTE THAT PAVEMENT SUBBASE MAY BE A PART OF THE 'C' LAYER.	GRANULAR WELL-GRADED SOIL/AGGREGATE MIXTURES, <35% FINES OR PROCESSED AGGREGATE. MOST PAVEMENT SUBBASE MATERIALS CAN BE USED IN LIEU OF THIS LAYER.	AASHTO M145 ¹ A-1, A-2-4, A-3 OR AASHTO M43 ¹ 3, 357, 4, 467, 5, 56, 57, 6, 67, 68, 7, 78, 8, 89, 9, 10	BEGIN COMPACTIONS AFTER 24" (600 mm) OF MATERIAL OVER THE CHAMBERS IS REACHED. COMPACT ADDITIONAL LAYERS IN 12" (300 mm) MAX LIFTS TO A MIN. 95% PROCTOR DENSITY FOR WELL GRADED MATERIAL AND 95% RELATIVE DENSITY FOR PROCESSED AGGREGATE MATERIALS.
B	EMBEDMENT STONE: FILL SURROUNDING THE CHAMBERS FROM THE FOUNDATION STONE ('A' LAYER) TO THE 'C' LAYER ABOVE.	CLEAN, CRUSHED, ANGULAR STONE	AASHTO M43 ¹ 3, 4	NO COMPACTION REQUIRED.
A	FOUNDATION STONE: FILL BELOW CHAMBERS FROM THE SUBGRADE UP TO THE FOOT (BOTTOM) OF THE CHAMBER.	CLEAN, CRUSHED, ANGULAR STONE	AASHTO M43 ¹ 3, 4	PLATE COMPACT OR ROLL TO ACHIEVE A FLAT SURFACE. ^{2,3}

- PLEASE NOTE:
- THE LISTED AASHTO DESIGNATIONS ARE FOR GRADATIONS ONLY. THE STONE MUST ALSO BE CLEAN, CRUSHED, ANGULAR. FOR EXAMPLE, A SPECIFICATION FOR #4 STONE WOULD STATE: "CLEAN, CRUSHED, ANGULAR NO. 4 (AASHTO M43) STONE".
 - STORMTECH COMPACTION REQUIREMENTS ARE MET FOR 'A' LOCATION MATERIALS WHEN PLACED AND COMPACTED IN 9" (230 mm) (MAX) LIFTS USING TWO FULL COVERAGES WITH A VIBRATORY COMPACTOR.
 - WHERE INFILTRATION SURFACES MAY BE COMPROMISED BY COMPACTION, FOR STANDARD DESIGN LOAD CONDITIONS, A FLAT SURFACE MAY BE ACHIEVED BY RAKING OR DRAGGING WITHOUT COMPACTION EQUIPMENT. FOR SPECIAL LOAD DESIGNS, CONTACT STORMTECH FOR COMPACTION REQUIREMENTS.
 - ONCE LAYER 'C' IS PLACED, ANY SOIL/MATERIAL CAN BE PLACED IN LAYER 'D' UP TO THE FINISHED GRADE. MOST PAVEMENT SUBBASE SOILS CAN BE USED TO REPLACE THE MATERIAL REQUIREMENTS OF LAYER 'C' OR 'D' AT THE SITE DESIGN ENGINEER'S DISCRETION.



NOTES:

- CHAMBERS SHALL MEET THE REQUIREMENTS OF ASTM F2418, "STANDARD SPECIFICATION FOR POLYPROPYLENE (PP) CORRUGATED WALL STORMWATER COLLECTION CHAMBERS" CHAMBER CLASSIFICATION 60x101
- MC-7200 CHAMBERS SHALL BE DESIGNED IN ACCORDANCE WITH ASTM F2787 "STANDARD PRACTICE FOR STRUCTURAL DESIGN OF THERMOPLASTIC CORRUGATED WALL STORMWATER COLLECTION CHAMBERS".
- THE SITE DESIGN ENGINEER IS RESPONSIBLE FOR ASSESSING THE BEARING RESISTANCE (ALLOWABLE BEARING CAPACITY) OF THE SUBGRADE SOILS AND THE DEPTH OF FOUNDATION STONE WITH CONSIDERATION FOR THE RANGE OF EXPECTED SOIL MOISTURE CONDITIONS.
- PERIMETER STONE MUST BE EXTENDED HORIZONTALLY TO THE EXCAVATION WALL FOR BOTH VERTICAL AND SLOPED EXCAVATION WALLS.
- REQUIREMENTS FOR HANDLING AND INSTALLATION:
 - TO MAINTAIN THE WIDTH OF CHAMBERS DURING SHIPPING AND HANDLING, CHAMBERS SHALL HAVE INTEGRAL, INTERLOCKING STACKING LUGS.
 - TO ENSURE A SECURE JOINT DURING INSTALLATION AND BACKFILL, THE HEIGHT OF THE CHAMBER JOINT SHALL NOT BE LESS THAN 3".
 - TO ENSURE THE INTEGRITY OF THE ARCH SHAPE DURING INSTALLATION, a) THE ARCH STIFFNESS CONSTANT SHALL BE GREATER THAN OR EQUAL TO 450 LBS/FT/%. THE ASC IS DEFINED IN SECTION 6.2.8 OF ASTM F2418. AND b) TO RESIST CHAMBER DEFORMATION DURING INSTALLATION AT ELEVATED TEMPERATURES (ABOVE 73° F / 23° C), CHAMBERS SHALL BE PRODUCED FROM REFLECTIVE GOLD OR YELLOW COLORS.

63RD & UNIVERSITY 2 CHAMBER
WINDSOR HEIGHTS, IA, USA
DATE: DRAWN: BH
PROJECT #: CHECKED: N/A

DATE DRW CHK DESCRIPTION
888-892-2694 | WWW.STORMTECH.COM

StormTech®
Chamber System

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HILLIARD, OH 43026
1-800-733-7473



SHEET
3 OF 5

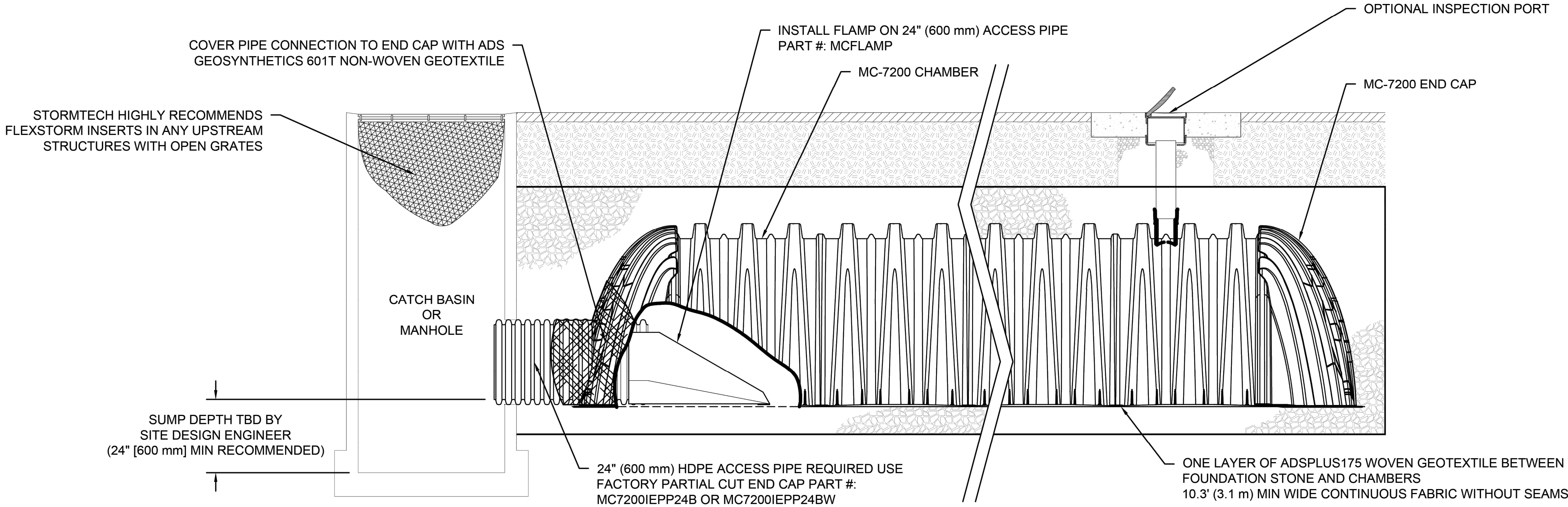
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WINDSOR APARTMENTS - STORM DETAILS - 4

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Engineers and Surveyors
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(515) 288-4823

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						DWG: 23-047-STW-5.dwg		CHECKED BY:		DATE:	02/06/2024
						FIELD BOOK:		SHEET	9	OF	16
										FILE NO.:	23-047

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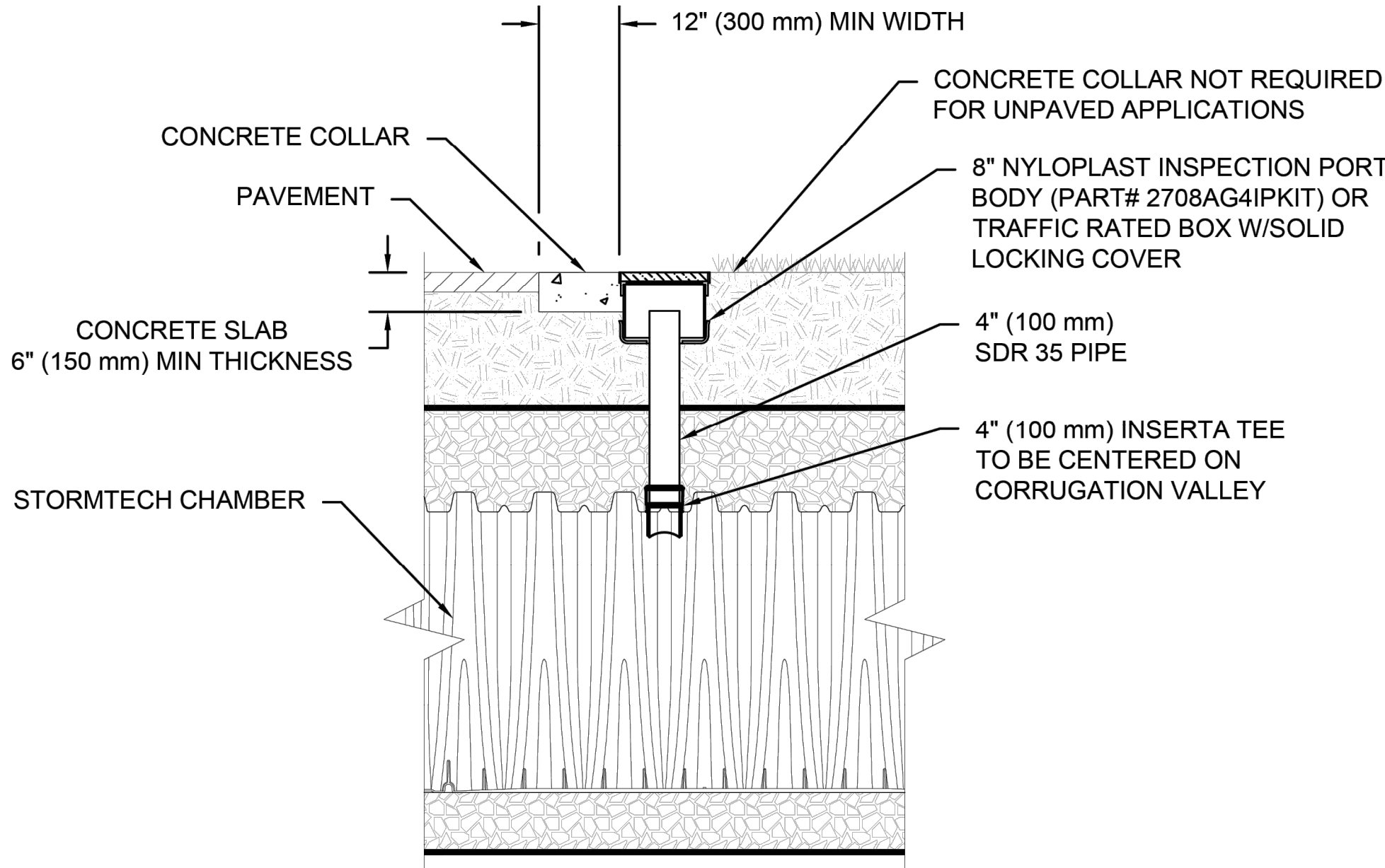
MC-7200 ISOLATOR ROW PLUS DETAIL
NTS

INSPECTION & MAINTENANCE

- STEP 1) INSPECT ISOLATOR ROW PLUS FOR SEDIMENT
- A. INSPECTION PORTS (IF PRESENT)
 - A.1. REMOVE/OPEN LID ON NYLOPLAST INLINE DRAIN
 - A.2. REMOVE AND CLEAN FLEXSTORM FILTER IF INSTALLED
 - A.3. USING A FLASHLIGHT AND STADIA ROD, MEASURE DEPTH OF SEDIMENT AND RECORD ON MAINTENANCE LOG
 - A.4. LOWER A CAMERA INTO ISOLATOR ROW PLUS FOR VISUAL INSPECTION OF SEDIMENT LEVELS (OPTIONAL)
 - A.5. IF SEDIMENT IS AT, OR ABOVE, 3" (80 mm) PROCEED TO STEP 2. IF NOT, PROCEED TO STEP 3.
 - B. ALL ISOLATOR PLUS ROWS
 - B.1. REMOVE COVER FROM STRUCTURE AT UPSTREAM END OF ISOLATOR ROW PLUS
 - B.2. USING A FLASHLIGHT, INSPECT DOWN THE ISOLATOR ROW PLUS THROUGH OUTLET PIPE
 - i) MIRRORS ON POLES OR CAMERAS MAY BE USED TO AVOID A CONFINED SPACE ENTRY
 - ii) FOLLOW OSHA REGULATIONS FOR CONFINED SPACE ENTRY IF ENTERING MANHOLE
 - B.3. IF SEDIMENT IS AT, OR ABOVE, 3" (80 mm) PROCEED TO STEP 2. IF NOT, PROCEED TO STEP 3.
- STEP 2) CLEAN OUT ISOLATOR ROW PLUS USING THE JETVAC PROCESS
- A. A FIXED CULVERT CLEANING NOZZLE WITH REAR FACING SPREAD OF 45" (1.1 m) OR MORE IS PREFERRED
 - B. APPLY MULTIPLE PASSES OF JETVAC UNTIL BACKFLUSH WATER IS CLEAN
 - C. VACUUM STRUCTURE SUMP AS REQUIRED
- STEP 3) REPLACE ALL COVERS, GRATES, FILTERS, AND LIDS; RECORD OBSERVATIONS AND ACTIONS.
- STEP 4) INSPECT AND CLEAN BASINS AND MANHOLES UPSTREAM OF THE STORMTECH SYSTEM.

NOTES

- INSPECT EVERY 6 MONTHS DURING THE FIRST YEAR OF OPERATION. ADJUST THE INSPECTION INTERVAL BASED ON PREVIOUS OBSERVATIONS OF SEDIMENT ACCUMULATION AND HIGH WATER ELEVATIONS.
- CONDUCT JETTING AND VACTORING ANNUALLY OR WHEN INSPECTION SHOWS THAT MAINTENANCE IS NECESSARY.



NOTE:
INSPECTION PORTS MAY BE CONNECTED THROUGH ANY CHAMBER CORRUGATION VALLEY.

4" PVC INSPECTION PORT DETAIL
(MC SERIES CHAMBER)
NTS

63RD & UNIVERSITY 2 CHAMBER
WINDSOR HEIGHTS, IA, USA
DATE: DRAWN: BH
PROJECT #: CHECKED: N/A

SCALE: AS NOTED
DWG: 23-047-STW-6.dwg
FIELD BOOK:

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Chamber System
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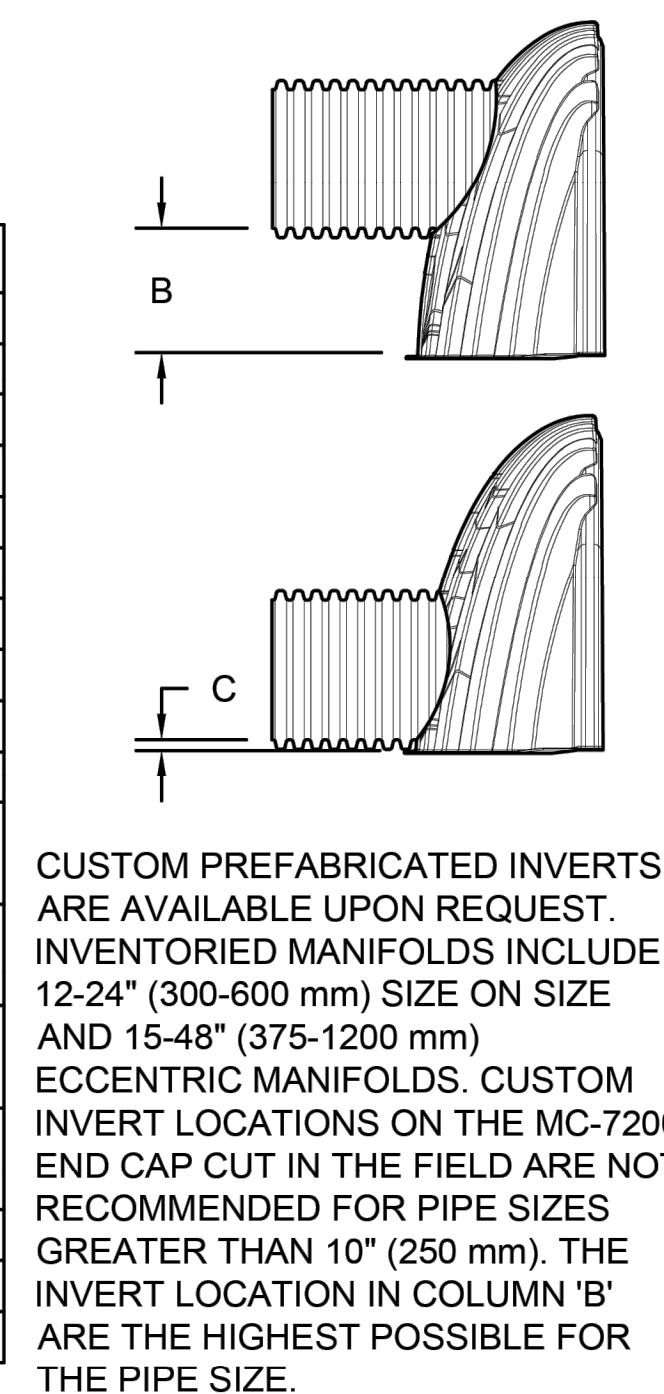
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Engineers and Surveyors
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SHEET
4 OF 5

WINDSOR APARTMENTS - STORM DETAILS - 5

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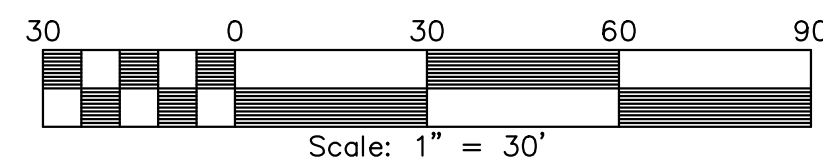
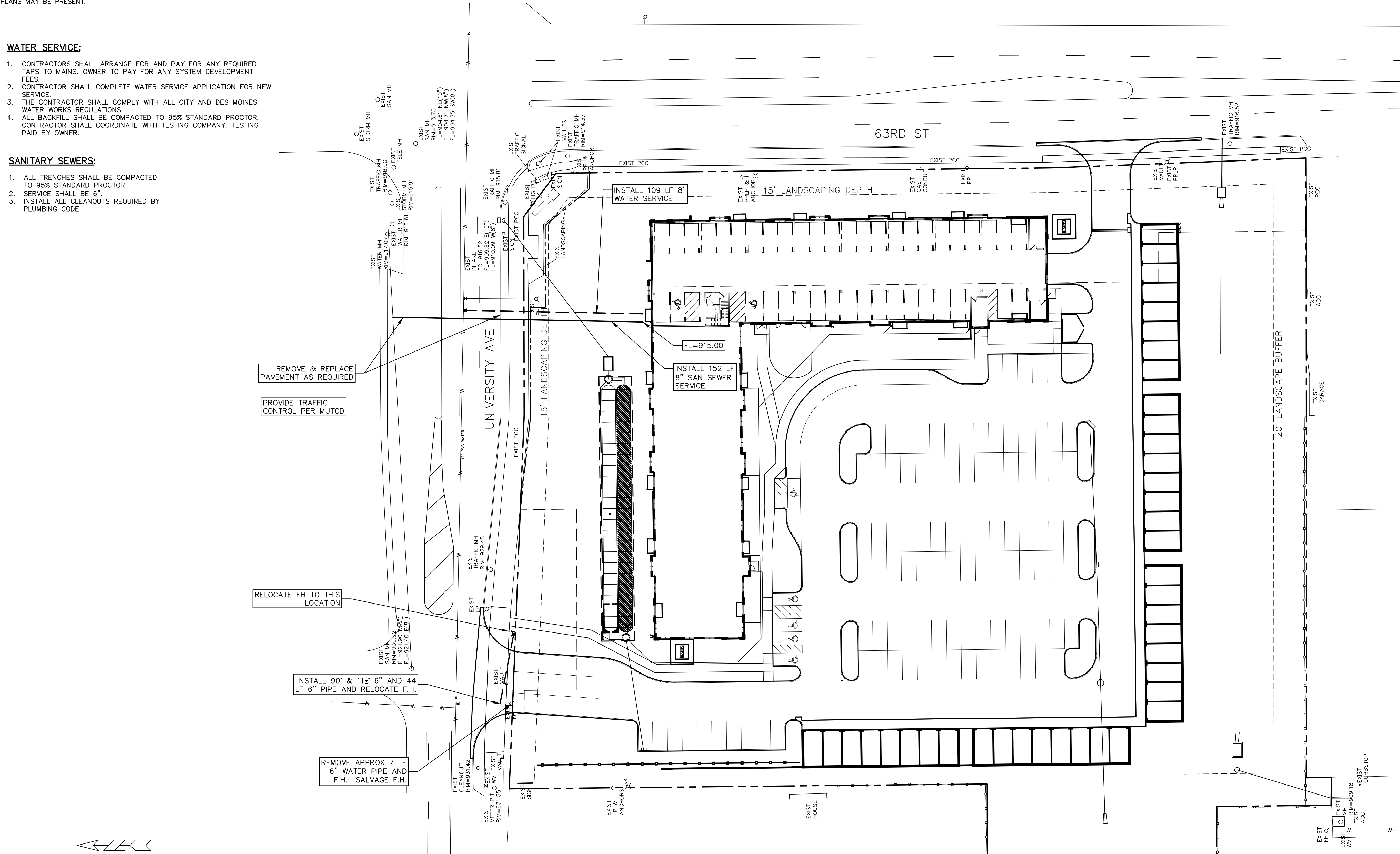
NOTE:
THE LOCATION OF ALL UTILITIES INDICATED ON THE PLANS ARE TAKEN FROM EXISTING PUBLIC RECORDS. THE EXACT LOCATION AND ELEVATION OF ALL PUBLIC UTILITIES MUST BE DETERMINED BY THE CONTRACTOR. IT SHALL BE THE DUTY OF THE CONTRACTOR TO ASCERTAIN WHETHER ANY ADDITIONAL FACILITIES OTHER THAN THOSE SHOWN ON THE PLANS MAY BE PRESENT.

WATER SERVICE:

1. CONTRACTORS SHALL ARRANGE FOR AND PAY FOR ANY REQUIRED TAPS TO MAINS. OWNER TO PAY FOR ANY SYSTEM DEVELOPMENT FEES.
2. CONTRACTOR SHALL COMPLETE WATER SERVICE APPLICATION FOR NEW SERVICE.
3. THE CONTRACTOR SHALL COMPLY WITH ALL CITY AND DES MOINES WATER WORKS REGULATIONS.
4. ALL BACKFILL SHALL BE COMPACTED TO 95% STANDARD PROCTOR. CONTRACTOR SHALL COORDINATE WITH TESTING COMPANY. TESTING PAID BY OWNER.

SANITARY SEWERS:

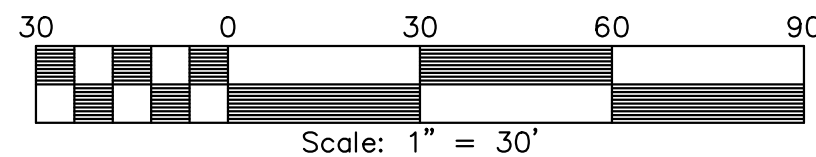
1. ALL TRENCHES SHALL BE COMPACTED TO 95% STANDARD PROCTOR
2. SERVICE SHALL BE 6".
3. INSTALL ALL CLEANOUTS REQUIRED BY PLUMBING CODE



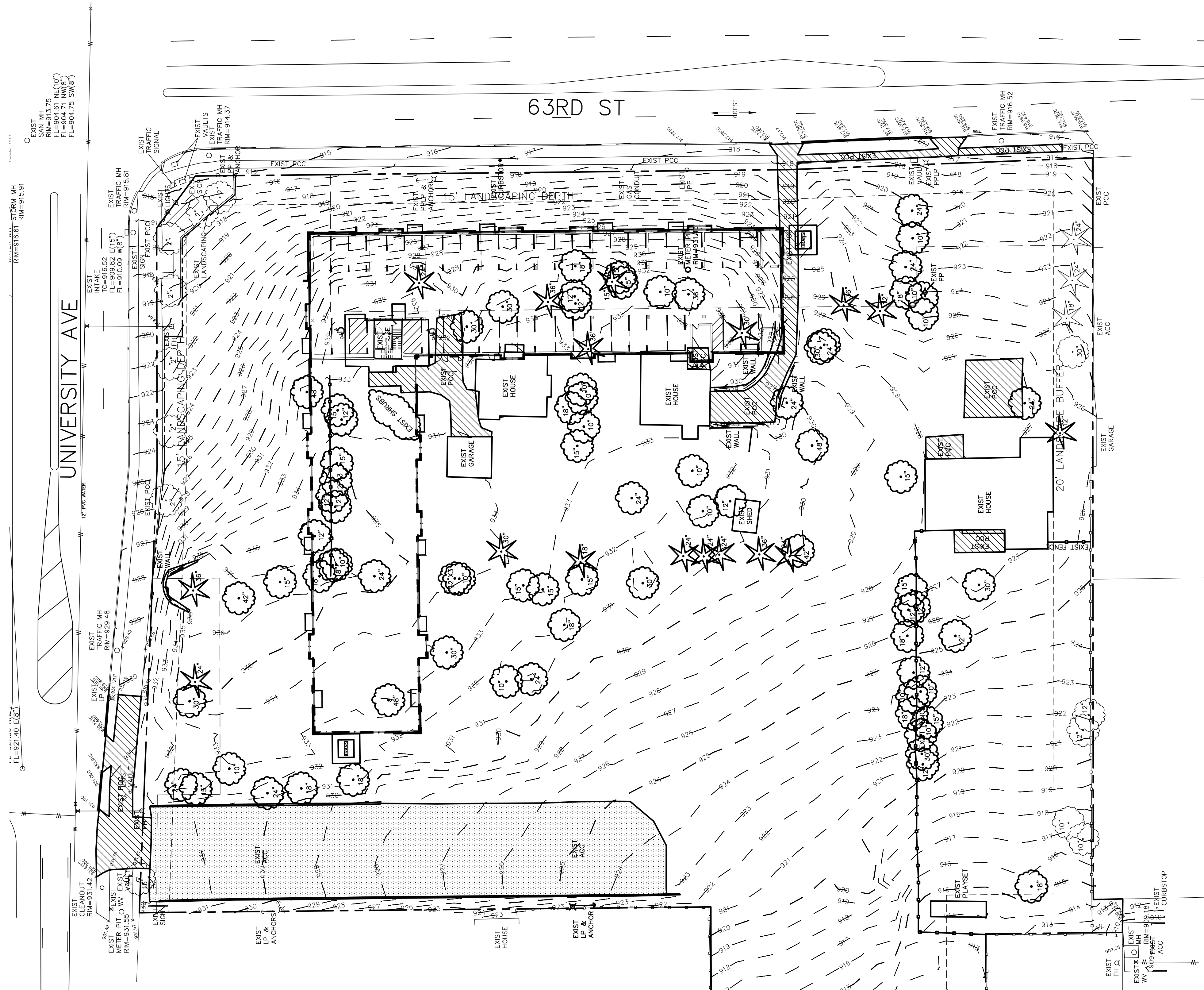
WINDSOR APARTMENTS - UTILITY PLAN

 Engineering Resources Group, Inc. Engineers and Surveyors 2413 GRAND AVENUE DES MOINES, IOWA 50312 (515) 288-4823	23-047
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NOTE:
THE LOCATION OF ALL UTILITIES INDICATED ON THE PLANS ARE TAKEN FROM EXISTING PUBLIC RECORDS. THE EXACT LOCATION AND ELEVATION OF ALL PUBLIC UTILITIES MUST BE DETERMINED BY THE CONTRACTOR. IT SHALL BE THE DUTY OF THE CONTRACTOR TO ASCERTAIN WHETHER ANY ADDITIONAL FACILITIES OTHER THAN THOSE SHOWN ON THE PLANS MAY BE PRESENT.



- DENOTES EXISTING PCC TO BE REMOVED
- DENOTES EXISTING ACC TO BE REMOVED
- DENOTES TREE TO REMAIN
- DENOTES TREE TO BE REMOVED



WINDSOR APARTMENTS - DEMOLITION PLAN

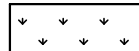
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(515) 288-4823

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								FIELD BOOK:		SHEET 13	OF 16	FILE NO.:	23-047	

NOTE:
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PLANT SCHEDULE:

Code	Common Name	Botanical Name	Quantity	Min. Planting Size
CO	Hackberry	Celtis occidentalis		1.5" cal. B&B
US	Hybrid Elm	Ulmus spp		1.5" cal. B&B
UID	Discovery Elm	Ulmus davidiana 'Discovery'		1.5" cal. B&B
RN	Nearly Wild Rose	Rosa 'Nearly Wild'		3 gallon
RR	Double Knockout Rose	Rosa x 'Radtko'		3 gallon
AH	September Charm Anemone	Anemone x hybrid 'September charm'		3 gallon
CA	Silky Dogwood	Comus amomum		3 gallon
DG	Cheddar Pinks	Dianthus gratianopolitanus 'Firewitch'		3 gallon
GM	Cranesbill	Geranium maculatum		3 gallon
CL	Buttonbush	Cephalanthus occidentalis L.		3 gallon
PD	Husker Red Beardtongue	Penstemon digitalis 'Husker Red'		3 gallon
PO	Ninebark Summer Wine	Physocarpus opulifoliosus		3 gallon
SM	Matrona Stonecrop	Sedum matrona		3 gallon
TZ	Zwanenburg's Blue Spidervort	Tradescantia 'Zwanenburb Blue'		3 gallon
VL	Long Leaf Speedwell	Veronica longifolia		3 gallon
KF	Feather Reed Grass	Calamagrostis x acutiflora 'Karl Foerster'		3 gallon
PV	Shenandoah Switchgrass	Panicum virgatum 'Shenandoah'		3 gallon

 DENOTES LANDSCAPE AREA WITHIN DEPTH/BUFFER

LANDSCAPE REQUIREMENTS (UC)

LANDSCAPE DEPTH

ZONING UC DEPTH ALONG STREET = 15'

REQUIRED
FIRST 80' OF STREET LANDSCAPED = 20% MIN
BEYOND 80' OF STREET LANDSCAPED = 5% MIN

UNIVERSITY AVE:

FIRST 80' LANDSCAPING AREA = 848 SF (75%)
FIRST 80' TOTAL AREA = 1,209 SF

BEYOND 80' LANDSCAPING AREA = 3,210 (79%)
BEYOND 80' TOTAL AREA = 4,033 SF

63RD ST:

FIRST 80' TOTAL AREA = 1,237
FIRST 80' LANDSCAPING AREA = 1,233 (99%)

BEYOND 80' TOTAL AREA = 5,668
BEYOND 80' LANDSCAPING AREA = 5,299 (93%)

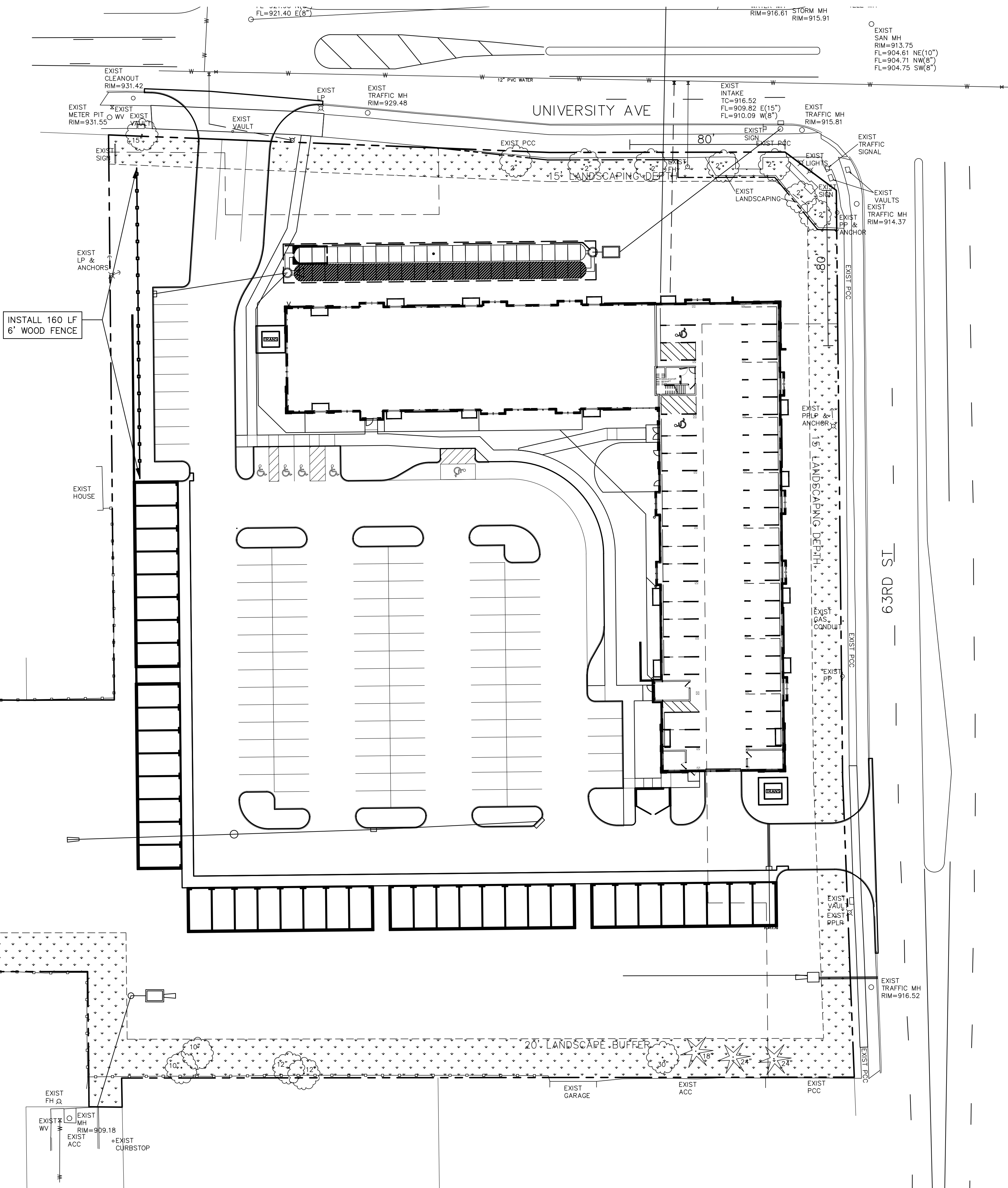
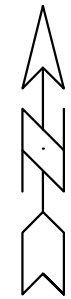
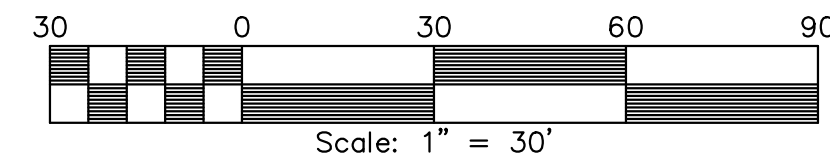
BUFFER YARDS:

SOUTH:
20' WIDE LANDSCAPE BUFFER (TABLE 173-2)

WEST:
20' WIDE LANDSCAPED BUFFER (TABLE 173-2)

PLANTS REQUIRED
= X SHADE TREES

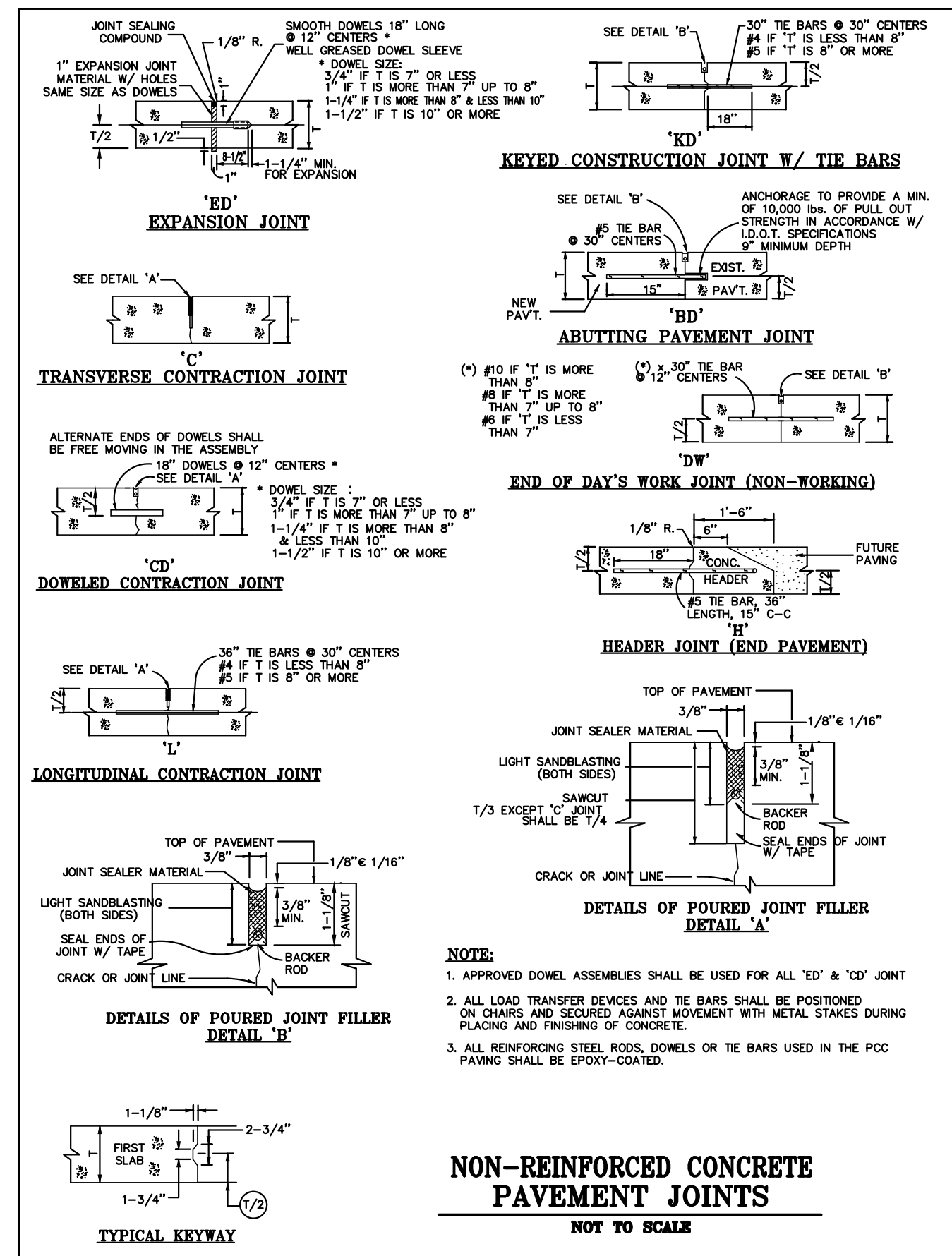
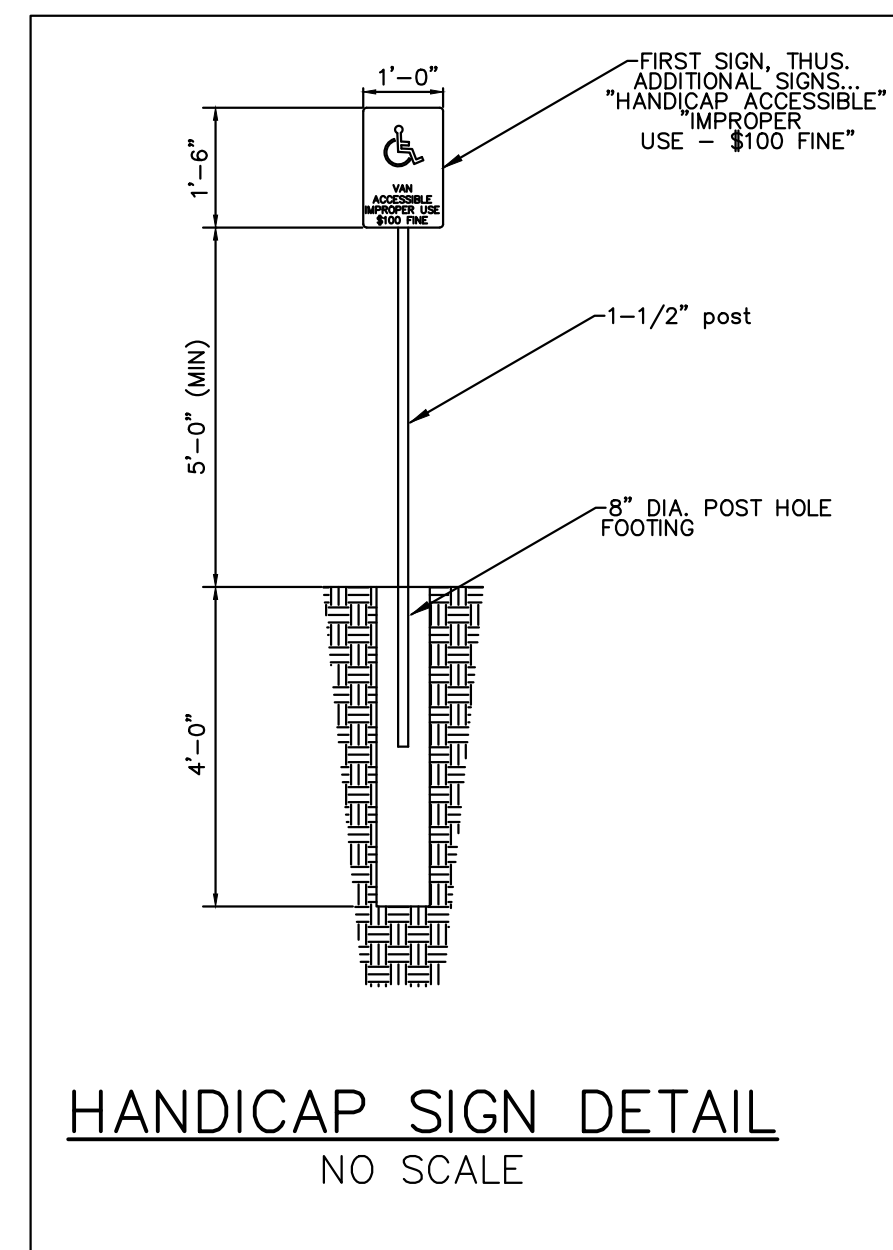
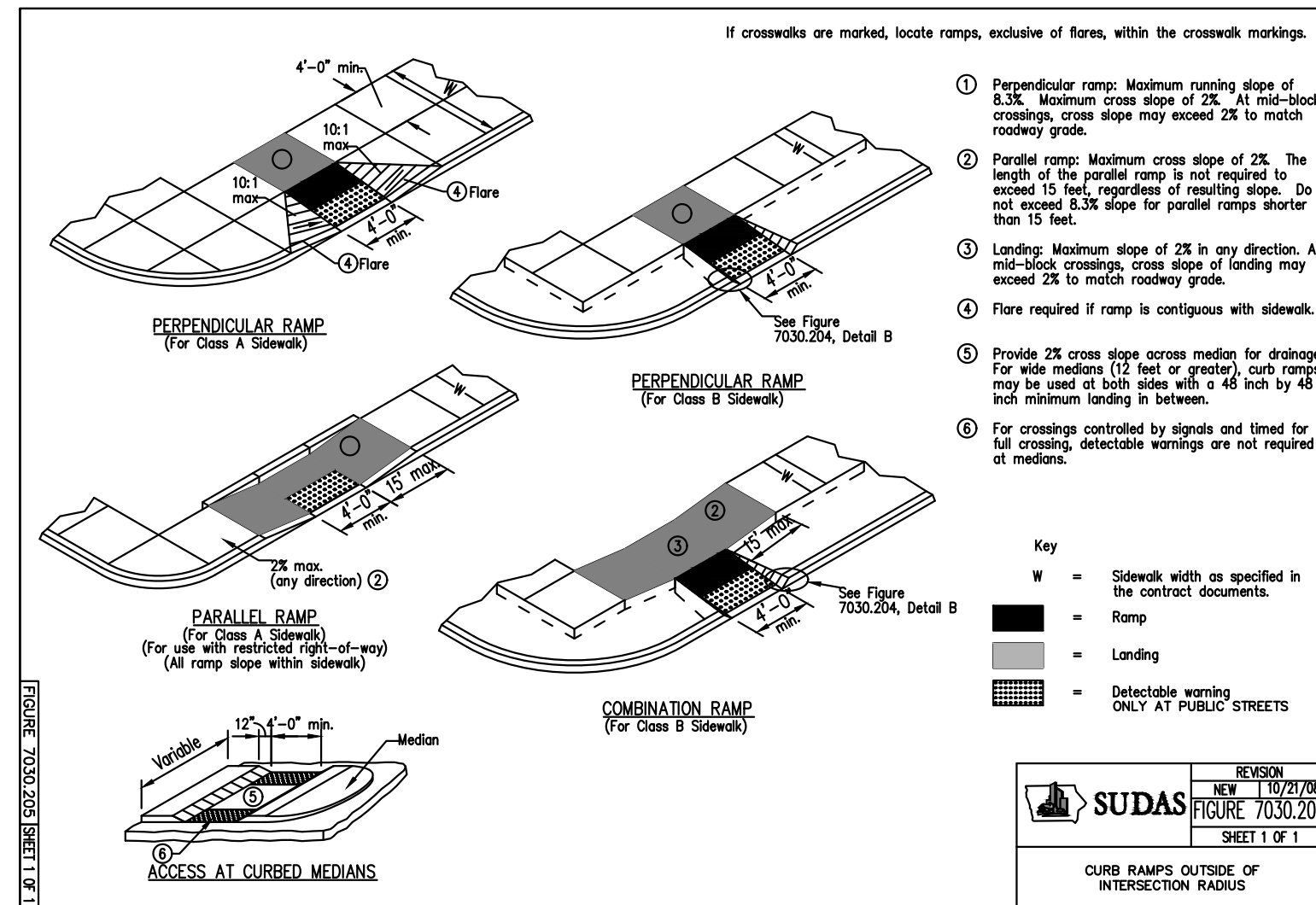
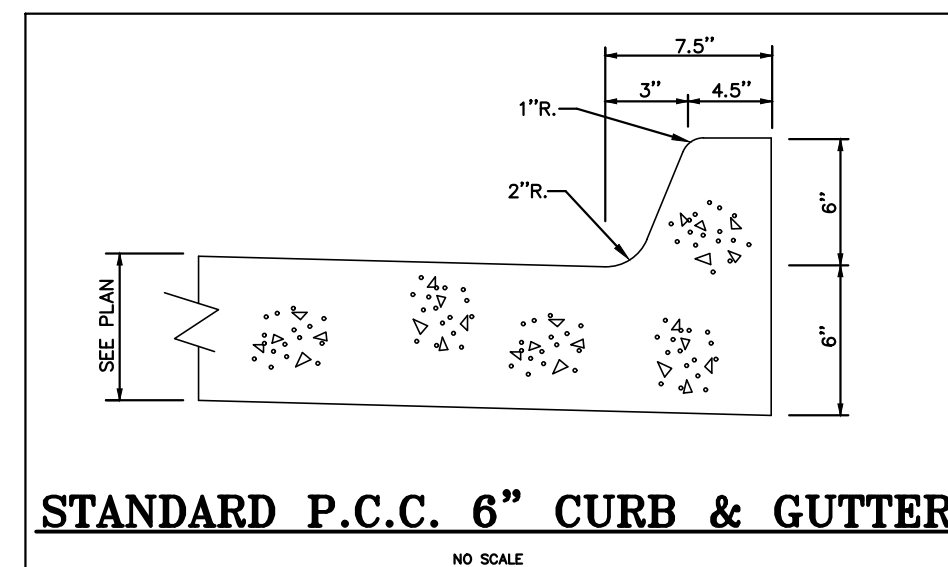
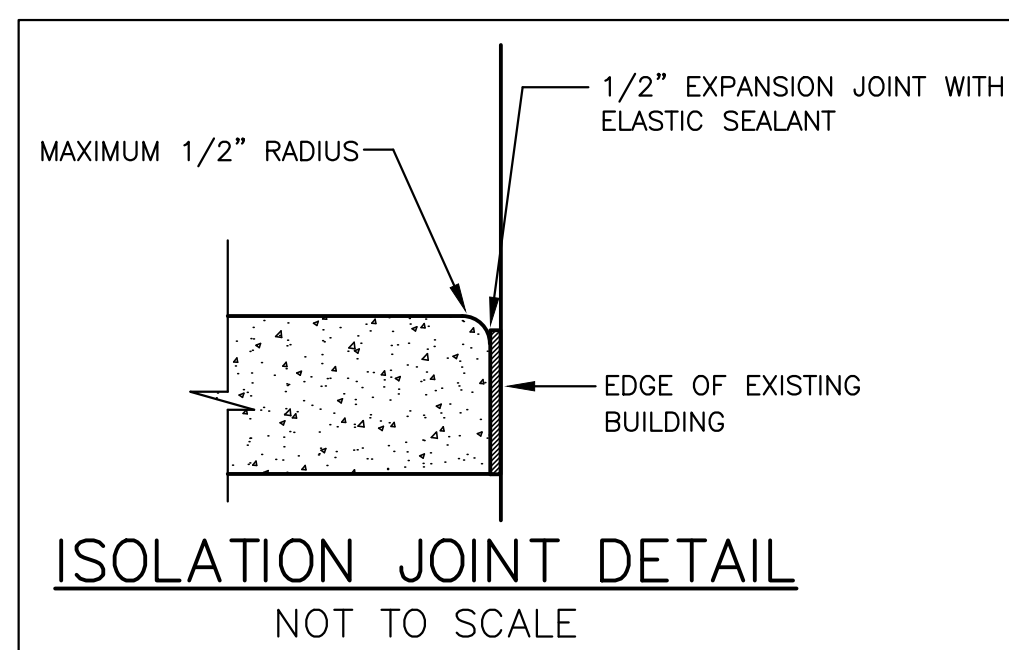
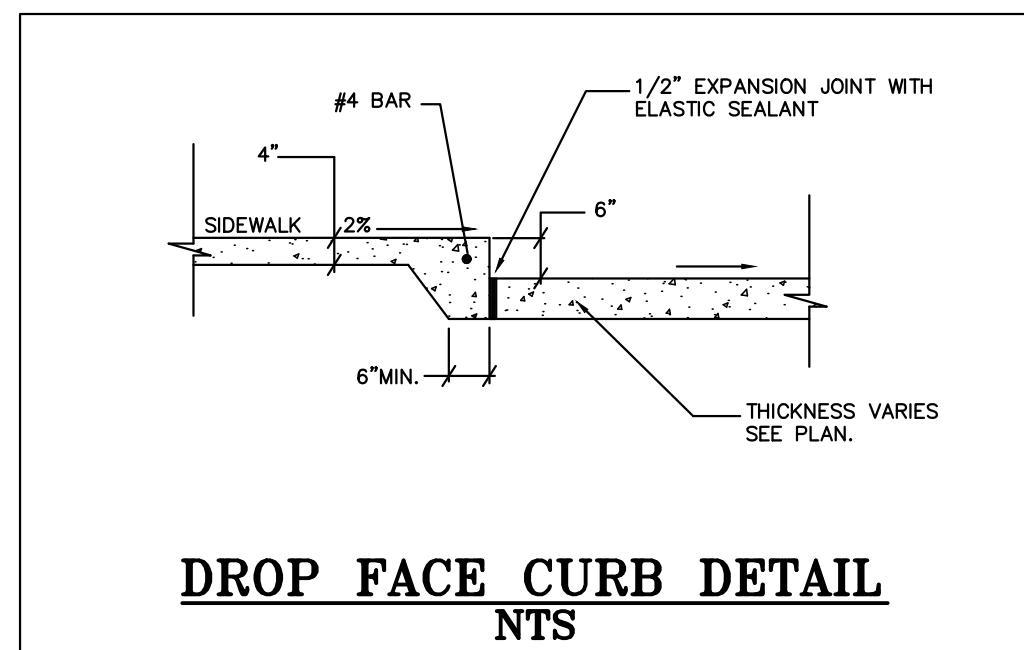
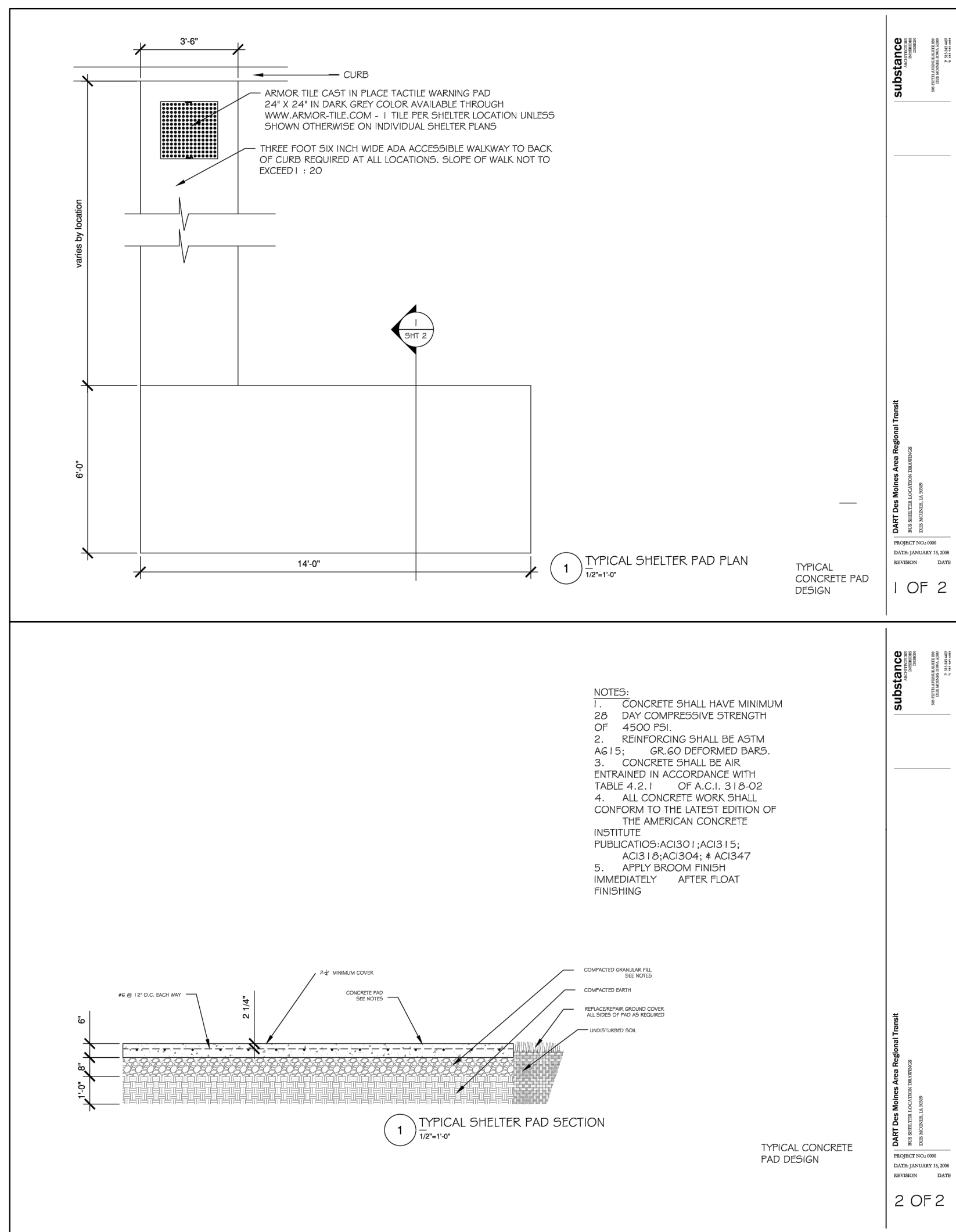
PLANTS PROVIDED
= X SHADE TREES
= X SHRUBS
= X ORNAMENTAL GRASS



WINDSOR APARTMENTS - LANDSCAPING PLAN

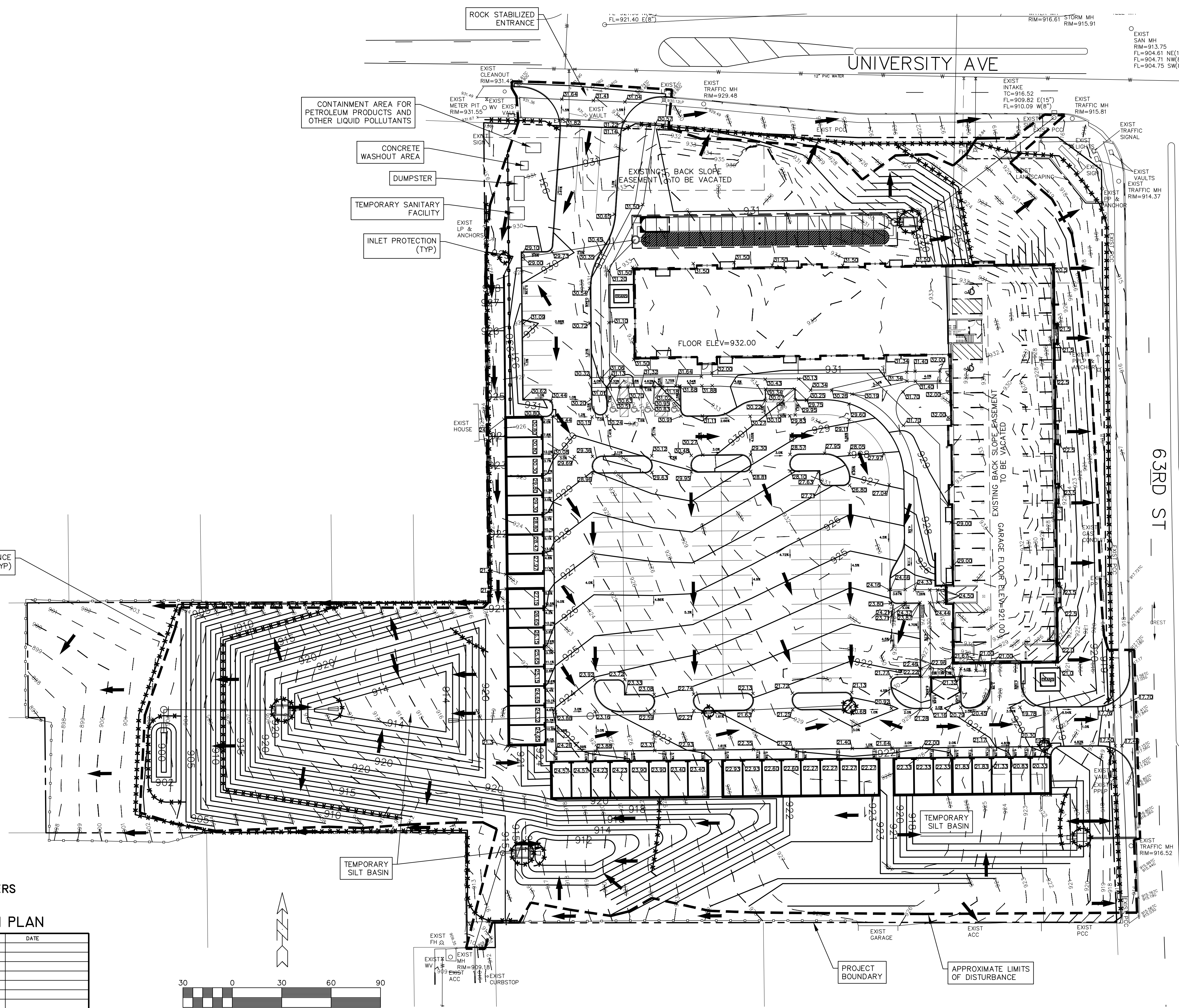
ERG
Engineering Resource Group, Inc.
2013 Grant Avenue
Des Moines, Iowa 50312
(515) 288-4823

NO.	REVISION	DATE	BY	FOR	LOCATION	SCALE:	AS NOTED	DESIGNED BY:	DJS	DRAWN BY:	PJV
						DWG:	23-047-LND.dwg	CHECKED BY:		DATE:	02/06/2024
						FIELD BOOK:		SHEET	14	OF	16
										FILE NO.:	23-047



— 153 —	DENOTES EXIST. CONTOUR
<u>155</u>	DENOTES PROPOSED CONTOUR
X [56.85]	DENOTES PROPOSED SPOT ELEVATION
T/W	DENOTES TOP OF WALL ELEVATION
B/W	DENOTES BOTTOM OF WALL ELEVATION
X=77.08G	DENOTES EXISTING GUTTER ELEVATION
X=74.02TC	
D.S.	DENOTES DOWNSPOUT LOCATION
	DENOTES TREE TO BE REMOVED

NOTICE:
ALL CONTRACTORS AND SUB-CONTRACTORS MUST SIGN THE NPDES CERTIFICATION STATEMENT PRIOR TO PERFORMING ANY WORK ON SITE. BY SIGNING THE CERTIFICATION STATEMENT, THE CONTRACTOR AND/OR SUBCONTRACTOR AGREES TO BECOME A CO-PERMITTEE WITH THE OWNER AND OTHER CO-PERMITTEES. AS A CO-PERMITTEE, YOU AND YOUR COMPANY ARE LEGALLY REQUIRED UNDER THE CLEAN WATER ACT AND THE CODE OF IOWA TO ENSURE COMPLIANCE WITH THE TERMS AND CONDITIONS OF THE STORM WATER POLLUTION PREVENTION PLAN DEVELOPED UNDER NPDES PERMIT NO. 0000000000. ANY VIOLATION IMPOSED BY THE EPA AND/OR THE IDNR SHOULD A PERMITTEE, CO-PERMITTEE, VIOLATE NPDES PERMIT REQUIREMENTS,



WINDSOR APARTMENTS – INITIAL EROSION CONTROL PLAN

DESCRIPTION - CITY PROPERTY TO BE CONVEYED TO DEVELOPER

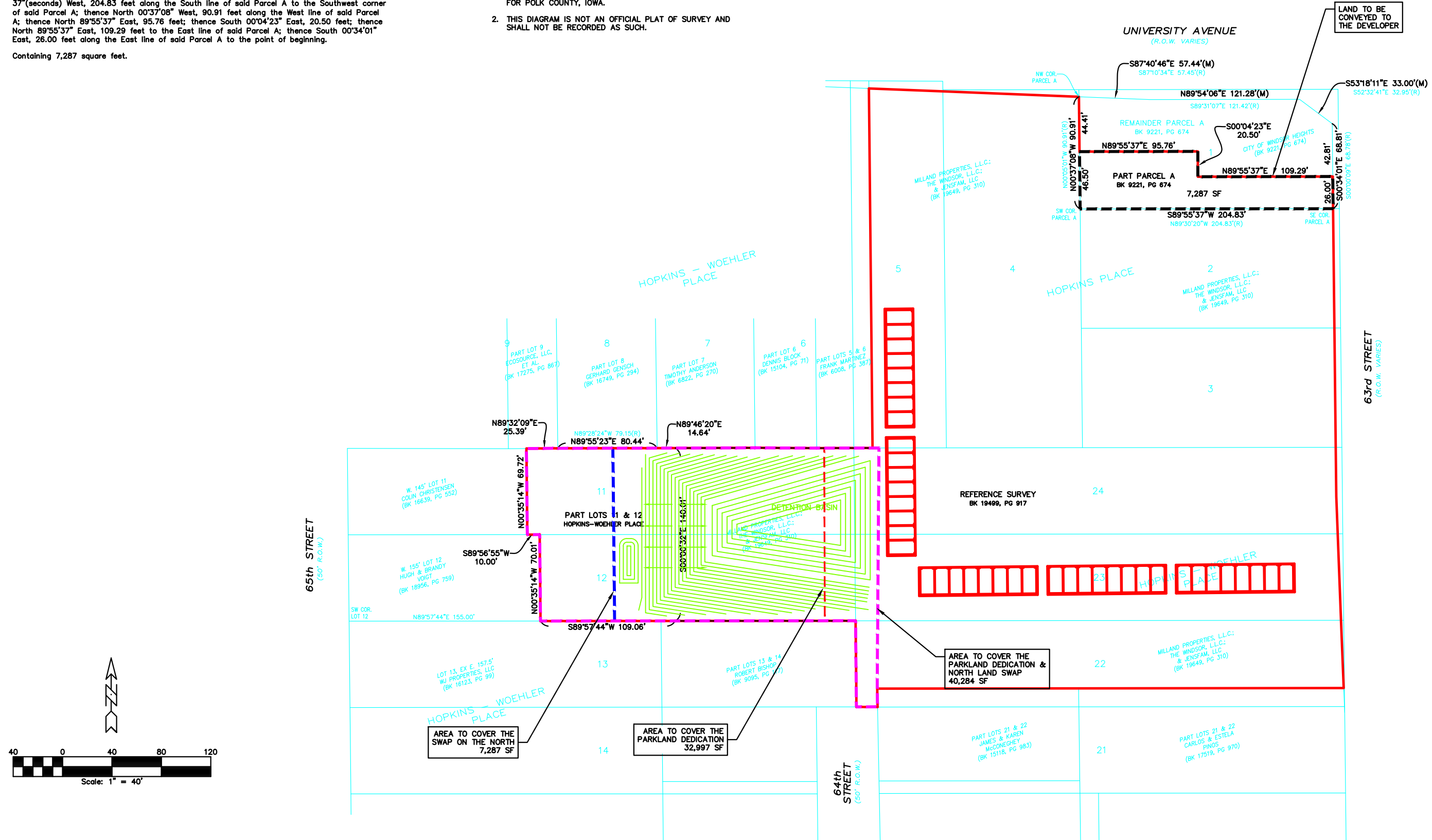
Part of Parcel A of that Plat of Survey filed in Book 9221, Pages 674-675, being part of Lot 1 in Hopkins Place, an Official Plat, now included in and forming a part of the City of Windsor Heights, Polk County, Iowa, and being more particularly described as follows:

Beginning at the Southwest corner of said Parcel A; thence South 89°(degrees) 55'(minutes) 37"(seconds) West, 204.83 feet along the South line of said Parcel A to the Southwest corner of said Parcel A; thence North 00°37'08" West, 90.91 feet along the West line of said Parcel A; thence North 89°55'37" East, 95.76 feet; thence South 00°04'23" East, 20.50 feet; thence North 89°55'37" East, 109.29 feet to the East line of said Parcel A; thence South 00°34'01" East, 26.00 feet along the East line of said Parcel A to the point of beginning.

Containing 7,287 square feet.

NOTES

1. PROPERTY LINES AND DIMENSIONS ON THIS DIAGRAM ARE BASED UPON A RETRACEMENT SURVEY OF THE PROPERTIES PREPARED BY ENGINEERING RESOURCE GROUP (PROJ. NO. 23-047) THAT IS FILED IN BOOK 19499 AT PAGE 917 IN THE OFFICE OF THE RECORDER FOR POLK COUNTY, IOWA.
2. THIS DIAGRAM IS NOT AN OFFICIAL PLAT OF SURVEY AND SHALL NOT BE RECORDED AS SUCH.



NO.	REVISION	DATE	BY	FOR:	LOCATION:	SCALE:	AS NOTED	DESIGNED BY:	DFR	DRAWN BY:	P/W
						23-047-LANDSWAP-DJS-1.dwg		CHECKED BY:		DATE:	02/06/2024
								SHEET	17	OF	17
								FIELD BOOK:		FILE NO.:	23-047



**STAFF REPORT
CITY COUNCIL**

March 18, 2024

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of the 2nd Reading of Ordinance No. 2024-01 - An Ordinance Amending Chapter 156, Adding Subsection 102.11.23 to Section 156.04, of the Code of Ordinances for the City of Windsor Heights, with Regard to Enforcement Procedures for Rental Housing

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 24.01 Ordinance-Rental Housing

ORDINANCE NO. 2024-01

AN ORDINANCE AMENDING CHAPTER 156, ADDING SUBSECTION 102.11.23 TO SECTION 156.04, OF THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS, WITH REGARD TO ENFORCEMENT PROCEDURES FOR RENTAL HOUSING

WHEREAS, the City Council of the City of Windsor Heights previously adopted Chapter 156, the City's Property Maintenance and Rental Housing Code; and

WHEREAS, the City has adopted the International Property Maintenance Code, subject to the amendments, modifications, additions and deletions set forth in Section 156.04; and

WHEREAS, Iowa Code §364.17(3) allows the City to adopt enforcement procedures, which have been included in Chapter 156; and

WHEREAS, the City wishes to add enforcement procedures as set forth in Iowa Code §364.17(3)(a)(8).

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

SECTION 1. Purpose. The purpose of this ordinance is to amend Chapter 156, Section 156.04, by adding Subsection 102.11.23 to the City Code to add additional enforcement procedures for rental housing.

SECTION 2. Added. Adding Subsection 102.11.23 (Rent Abatement) to Section 156.04, Chapter 156 (Property Maintenance and Rental Housing Code), as follows:

102.11.23 Rent Abatement. The City may order rent abated when the building official or its designee determines the owner has, after issuance of a notice of violation of this Chapter: (1) failed to provide an essential service (water, sewer, electricity, heat); (2) failed to remedy a condition that poses a substantial risk to the safety of the tenant; or (3) rented a dwelling unit without a rental certificate. Rent abatement means no rent shall be recoverable by the owner or lessee of the dwelling from the tenant. Rent shall be abated until the condition for which rent abatement was ordered has been remedied. The building official or its designee shall provide a copy of the rent abatement order to the owner at the address on the rental certificate and to the tenant by U.S. mail and by posting the order on the entrance door to the dwelling unit. Notice of termination of the rent abatement order will be given in the same manner.

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

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

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

Passed and Approved this ____ Day of _____, 2024.

1st Reading: 3.4.24

2nd Reading: _____

3rd Reading: _____

Publish Date: _____

Mike Jones, Mayor

(SEAL)

ATTEST:

Adam Strait, City Clerk



STAFF REPORT
CITY COUNCIL
March 18, 2024

TO: CITY COUNCIL

FROM:

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

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None



STAFF REPORT
CITY COUNCIL
March 18, 2024

TO: CITY COUNCIL

FROM:

SUBJECT: Police Report

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 2024 February Report

To: City Administrator Adam Plagge

From: Police Chief Pete Roth

Date: March 11, 2024

Re: Police Department February 2024 Monthly Report

Please find below the Police Department highlights.

Department Updates

Officer Palmer began teaching Code 411 to the 6th Grade Class at Clive Learning Academy on Wednesday, 2/21. This program teaches students topics such as drug abuse, alcohol, tobacco, vaping, internet safety, and bullying. Officer Palmer will teach the lessons throughout the spring semester.

Mayor Jones and Chief Roth attended the Polk County Emergency Management Commission Meeting on Wednesday, February 21.

On Tuesday, February 13, Chief Roth and Lieutenants Norris and Irlbeck attended an online panel discussion/training on Recruitment and Retention in Law Enforcement sponsored by the Iowa Police Chiefs Association.

Training

Officer Palmer presented on Active Threats to City Council Members and various city staff before the Monday, February 5 Council Meeting.

The department had an in-service on Wednesday, February 7. One session was on juvenile law instructed by Andrea Vitzhum, the Juvenile Bureau Chief from the Polk County Attorney's Office. The second session was an electronic search warrant update presented by Lt. Irlbeck, followed by a use of force review taught by Officer Palmer.

Lieutenants Norris and Irlbeck attended the Northwestern Center for Public Safety's Supervision of Police Personnel Training in West Des Moines. The two-week course began on February 19 and ended on March 1. The training discussed many issues and topics relating to police supervisors. Attendees came from as far as Georgia for the class.

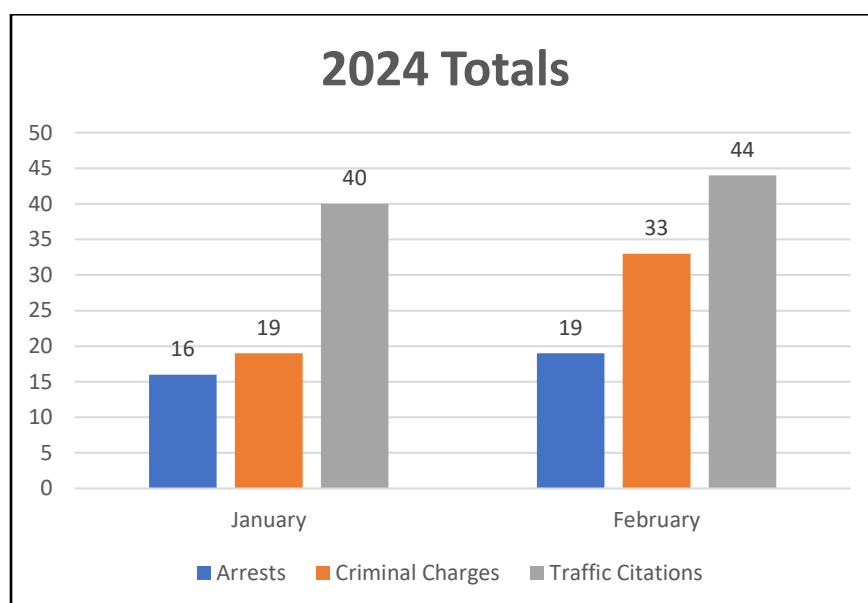
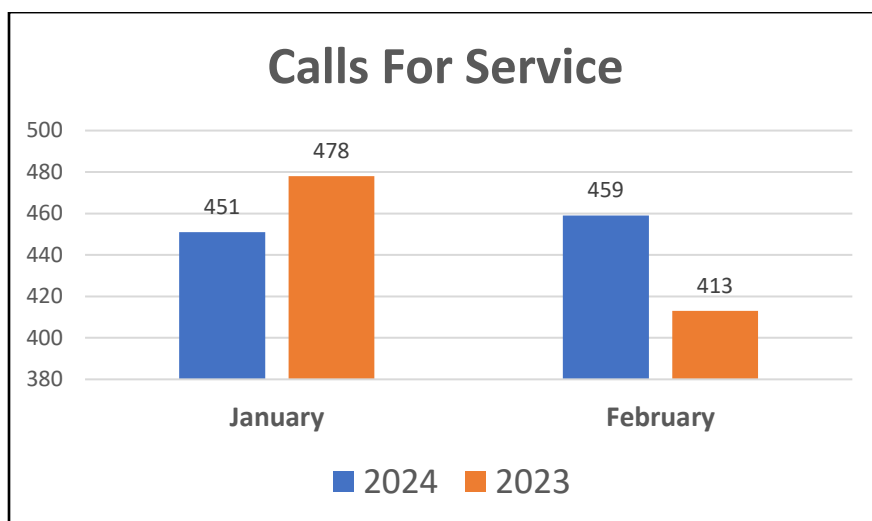
Incidents

On Monday, February 12, Detective Johnson coordinated the department's participation in I-PLEDGE. This is an annual program in cooperation with the Iowa Alcoholic Beverages Division to conduct tobacco compliance checks in Windsor Heights. We were pleased that all businesses were found to be in compliance. Visit <https://abd.iowa.gov/education/i-pledge> for more information on the program.

On Monday, February 12, officers were dispatched to HyVee on an ongoing forgery and fraud case with incidents dating back to fall 2023. A person was arrested and charged with eight counts of forgery, identity theft, and two counts of theft.

Department Statistics

Support Services processed 55 record requests and 60 pet license forms (for 81 pets) in February.





STAFF REPORT
CITY COUNCIL
March 18, 2024

TO: CITY COUNCIL

FROM:

SUBJECT: Fire Report

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 2024 February Monthly Report



Windsor Heights Fire Dept.

1133 66th Street
Windsor Heights, Iowa 50324

Office: 515-279-9450
Fax: 515-279-7760

February 2024 Monthly Report

Work Areas

1. A Shift

- The crew continues to process and update rental registrations.
- Medical supplies and medications ordered as needed.
- Replacement video laryngoscopes procured for demo.

2. B Shift

- FF/EMT Price and FF/Paramedic Merseal have finalized the POC Academy and prepared candidates for state testing.
- Continued work on both the Fire and EMS training programs.
- Attended the Guns vs. Hoses match, representing the WHFD.

3. C Shift

- FF/Paramedic Evans continued to work on the apparatus maintenance program, ensuring maintenance issues are resolved and tracking measures are met.
- FF/EMT Ahrens continued to work on the PPE tracking project.

4. Chief Mease

- Attended multiple meetings with Metro area agencies to include the Polk County Fire Chiefs, Westcom FOG Group, Chief Garcia with Clive Fire, Central Iowa EMS Directors, Westcom Sub-Ops Committee, WHFD Chaplains, ISICSB Interoperability Committee.
- Attending calls as needed with all crews to ensure appropriate mitigation.
- Conducted preliminary Union negotiations with City Administrator Plagge.

February Training Topics

- ACLS
- Patient assessment skills
- Cardiology

DUTY - PRIDE - TRADITION

The Windsor Heights Fire Department's mission is to deliver excellent EMS and Fire service to the public through continuous training, rapid response, public education, and fire prevention.



Windsor Heights Fire Dept.

1133 66th Street
Windsor Heights, Iowa 50324

Office: 515-279-9450
Fax: 515-279-7760

- HazMat Responses
- Forcible Entry
- Fire Ventilation
- Overhaul
- Apparatus Placement
- Scene Size-Ups
- Radio Familiarization
- EMS Simulation Trainer

Notable Calls

- 2/7: B-Shift responded to a call in Clive FD's district for a sprinkler flow alarm. After several attempts of gaining access to the building with no success (wrong keys placed in the KnoxBox), B-Shift had to use forced entry techniques that were trained on during a previous shift. Because of this training, no damage was done to the building by FD, and FD made access into the building to mitigate the water flow. (Merseal, Price)
- 2/20: A-Shift responded to a routine medical call, and while transporting the patient, A553 suffered mechanical issues. The transport arrived w/o issue and A553 was temporarily placed OOS.
- 2/24: B-Shift responded to I-235 for a patient who had jumped out of a moving vehicle to remove themselves from a domestic situation. WHFD was assisted by WDM EMS. (Merseal, Price, Jones, Mitchell)

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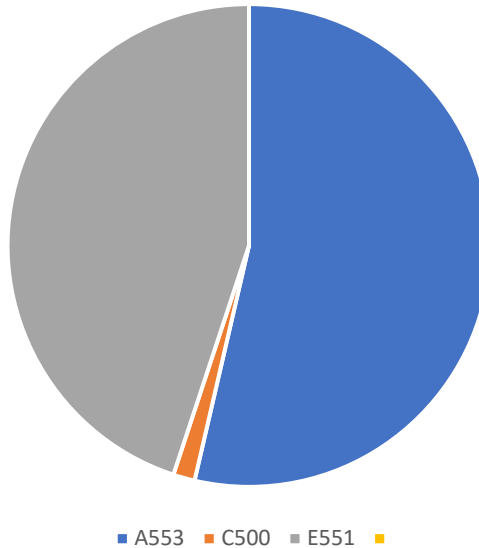
Windsor Heights Fire Dept.

1133 66th Street
Windsor Heights, Iowa 50324

Office: 515-279-9450
Fax: 515-279-7760

- Overall, February was an unusually slow month with limited major incidents.

February Monthly Unit Responses: 69 Total Responses



DUTY - PRIDE - TRADITION

The Windsor Heights Fire Department's mission is to deliver excellent EMS and Fire service to the public through continuous training, rapid response, public education, and fire prevention.



**STAFF REPORT
CITY COUNCIL**
March 18, 2024

TO: CITY COUNCIL
FROM: Nate Leuthold, Deputy City Clerk
SUBJECT: Code Enforcement Report

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Code Enforcement Report - Q4 2023

To: City Administrator Adam Plagge
From: Deputy City Clerk Nate Leuthold
Date: March 6, 2024
Re: Code Enforcement : Q4 2023 (10/1/23-12/31/23)

CODE ENFORCEMENT

Please see the below report for Q4 of 2023 for code enforcement. Note: some irrelevant sections (e.g. rental inspections) have been removed from this report for simplicity and clarity, but they may appear on future reports.

Code Enforcement Items				
Request Type	Period 10/1/2023 - 12/31/2023			
	Total Requests			
	Submitted During Period	Closed During Period	Avg. Days to Close a Request	Total In Progress (as of 1/1/24)
Abandoned / inoperable motor vehicles on private property	6	6	32	5
Dead or diseased trees	2	4	59	2
Nuisance or junk / debris / garbage	11	10	35	7
Other	11	9	23	4
Tree trimming or tree removal on private property	1	0	35	2
Unsafe building or structure	2	0	40	3
Vehicles parked on grass	13	16	30	6
Weeds / tall grass	0	2	44	0
Total :	46	49	40	34

OVERVIEW

Dead/diseased trees and tree trimming/removal are on hold until spring, when I can verify that trees are actually dead, rather than dormant. These remain somewhat tricky requests to enforce. Vehicles parked on grass became our most common complaint in Q4. All weeds/grass complaints were resolved prior to the winter season.