



AGENDA
REGULAR MEETING OF THE
WINDSOR HEIGHTS CITY COUNCIL
Monday, October 7, 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. **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.
4. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
 - A. Approve Minutes of the Regular Council Meeting on September 16, 2024
 - B. Approve Financial Reports
 - C. Approve Liquor License - Kathmandu - 7229 Apply Valley Drive
 - D. Approve Resolution No. 2024-60 - A Resolution Waiving CEC Fees For Mid-Iowa Association Of Local Governments On October 9th, 2024
 - E. Approve Colby Park Change Order 4
 - F. Approve Resolution No. 2024-61 - A Resolution Approving The City Of Grimes To Join The Metropolitan Des Moines Sister Cities Commission
 - G. Approve 802 63rd St. Tax Abatement Application
 - H. Approve 2024 Televising Pay Request 1
 - I. Approve Payment of CEC Solar Pay Request 2
 - J. Approve Community Planning Month Proclamation

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



K. Approve Salt Shed Improvement Project Change Order 1

5. **Action Items:**

- A. Consideration of 2004 69th St. Sidewalk Petition and Waiver Request
- B. Discuss Installation of Limestone Rock Barrier on 63rd Street
- C. Discuss And Consider Colby Park Change Order 5
- D. Discuss 68th Street South Reconstruction
- E. Consideration of the 2nd Reading of Ordinance No. 2024-07 - An Ordinance Amending Chapter 175, Revising Subsection 175.05 To 175.09-04, Of The Code Of Ordinances For The City Of Windsor Heights, With Regard To Design Elements For On-Premises Signs
- F. Consideration of the 2nd Reading of Ordinance No. 2024-08 - An Ordinance Amending Chapters 153 And 175, Revising Subsection 175.02 To 175.03, Of The Code Of Ordinances For The City Of Windsor Heights, With Regard To Design Elements For On-Premises Signs

6. **Reports:**

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

i Mayor's Report

- B. Traffic Counts Report

- 7. **Closed Session** CLOSED SESSION - Per Iowa Code §21.5.1 (j): To discuss the purchase of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property. The minutes and the tape recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed.
- 8. **Closed Session** CLOSED SESSION - Per Iowa Code §21.5 .1 (c) - Per Iowa Code §21.5 .1 (c): To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation
- 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.

10. **Adjourn**

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City of Windsor Heights Regular Business Meeting Minutes
Monday, September 16, 2024 - 6:00 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST

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

Mayor Mike Jones called the meeting to order at 6:00 PM. Members present: Susan Skeries, Joseph Jones, Michael Libbie, Lauren Campbell, and Threase Harms. Staff present: City Administrator Adam Plagge, City Attorney Erin Clanton, City Clerk Adam Strait, Police Chief Pete Roth, Fire Chief Jim Mease, Public Works Director Jason Roberts, Public Works Supervisor Andy Larson, City Planner Trey Rouse and City Engineer Justin Ernst with Bolton & Menk.

2. **Approval of the Agenda**

Motion by Susan Skeries to APPROVE. Seconded by Joseph Jones . Motion passed 5-0.

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

Keaton Weise - 1938 63rd Street - Spoke towards traffic concerns at 63rd Street and Franklin Avenue. Police Department will look into concerns anyhow to address them

Randy and Barbara Manning - 7254 El Rancho Avenue - Spoke about 73rd Street construction impacts on lawn and the impacts causing a need for a retaining wall to be installed. Staff will meet with the Mannings at their property to discuss resolutions.

4. **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 August 19, 2024
- B. Approve Financial Reports
- C. Approve Liquor License - Reclaimed Rails Brewing Co - 6900 School Street
- D. Approve 73rd Street Phase 1 STP-U-8477(615)—70-77 Pay Request 4
- E. Approve Replacement of Broken Glass Panel in the Community Center
- F. Approve 2023 Colby Park Improvements Pay Request 8
- G. Approve 68th Street Reconstruction Project Change Order 1
- H. Approve 68th Street Reconstruction Project Pay Request 9 -Final
- I. Approve 68th Street Reconstruction Project Certificate of Completion
- J. Approve Resolution No. 2024-58 - A Resolution Approving Lauren Probst's Special Events Committee Appointment

5. Action Items:

- A. Discussion on The Windsor's University Avenue Access
Jennifer McCoy, City Traffic Engineer, presented a traffic report and the impact of access on traffic and access. She supports the movement of The Windsor's access point west to improve safety. Susan Skeries expressed concerns about the lack of transparency regarding the right-in, right-out access for The Windsor, which was echoed by Joseph Jones. City Council was in support of moving the access west, but to leave all other details of the access point as was approved during the June 3, 2024 council meeting.
- B. Consideration of a Change Order to Wash, Caulk, Stain and Seal Community Event Center Patio
Adam Plagge presented the item. The project come at an opportune time as the park is finishing up Phase 1 renovations. The work will be done after the Fall Festival to not interrupt the event. Motion by Joseph Jones to APPROVE. Seconded by Michael Libbie. Motion passed 5-0.
- C. Consideration of Resolution No. 2024-55 - A Resolution Approving Deer Management Zone And Establishing Dates For The Special Bow Hunt As September 21st, 2024 Through January 19th, 2025
Adam Plagge presented the item. Daneille Slifka of 7119 Bellaire Avenue addressed Council with concerns about the impact on deer populations and residents opting into the program. Discussion also was on if there would be a fee with this program. Plagge stated there is not a fee at this time as the program is seen as doing a service for the City. Motion by Joseph Jones to APPROVE. Seconded by Susan Skeries. Motion passed 5-0.
- D. Consideration of Resolution No. 2024-56 - Resolution Terminating The Metro Home Improvement Program 28E Agreement By And Between The City Of Altoona, City Of Ankeny, City Of Bondurant, City Of Grimes, City Of Polk City, City Of Urbandale, City Of West Des Moines And City Of Windsor Heights, Iowa
Adam Plagge presented the item. Motion by Threase Harms to APPROVE. Seconded by Joseph Jones. Motion passed 5-0.
- E. Consideration of Resolution 2024-57 - A Resolution Approving And Authorizing The Execution Of A 28e Agreement Between The Cities Of Altoona, Ankeny, Bondurant, Grimes, Polk City, Urbandale, West Des Moines, Windsor Heights And The Mid Iowa Planning Alliance For Community Development
Adam Plagge presented the item. Motion by Threase Harms to APPROVE. Seconded by Susan Skeries . Motion passed 5-0.
- F. Consideration of Resolution No. 2024-59 - A Resolution Authorizing City Administration To Negotiate an Agreement With Walnut Creek Watershed Authority
Adam Plagge presented the item. Motion by Michael Libbie to APPROVE. Seconded by Threase Harms . Motion passed 5-0.
- G. Consideration of the 3rd Reading of Ordinance No. 2024-06 - An Ordinance Amending Chapter 156, Revising Subsection 102.11.6 To Section 156.04, Of The Code Of Ordinances For The City Of Windsor Heights, With Regard To Enforcement Procedures For Rental Housing; and to Adopt and Publish
Adam Plagge presented the item and stated their has been no changes or

feedback since the last reading. Motion by Threase Harms to APPROVE.
Seconded by Susan Skeries . Motion passed 5-0.

- H. Consideration of the 1st Reading of Ordinance No. 2024-07 - An Ordinance Amending Chapter 175, Revising Subsection 175.05 To 175.09-04, Of The Code Of Ordinances For The City Of Windsor Heights, With Regard To Design Elements For On-Premises Signs

Trey Rouse presented the item. Motion by Threase Harms to APPROVE.
Seconded by Michael Libbie. Motion passed 5-0.

- I. Consideration of the 1st Reading of Ordinance No. 2024-08 - An Ordinance Amending Chapters 153 And 175, Revising Subsection 175.02 To 175.03, Of The Code Of Ordinances For The City Of Windsor Heights, With Regard To Design Elements For On-Premises Signs

Adam Plagge presented the item. Susan Skeries expressed a concern on smaller sized business under the exempt size of 1,000 square feet needing to go through the permit process for signs that would be up for a short time such as a weekend sale. Council came to consensus to lower the exempt business size to 250 square feet. Concerns were also raised of the complicated fee formula for signs. Staff will also look into simplifying the current sign fee formula to a flat fee during the annual review of the City fee schedule. Staff was also directed to ensure clear communication to businesses. Motion by Threase Harms to APPROVE Consideration of the 1st Reading of Ordinance No. 2024-08 - An Ordinance Amending Chapters 153 And 175, Revising Subsection 175.02 To 175.03, Of The Code Of Ordinances For The City Of Windsor Heights, With Regard To Design Elements For On-Premises Signs and Amending the Ordinance to Allow up to One Temporary Sign for the First 250 sq. ft. of Commercial Space Down from 1,000 sq. ft. Seconded by Susan Skeries . Motion passed 5-0.

6. Reports:

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

Mike Jones - Stated he appreciates the council's leadership and speaking on justifications when voting on controversial items

Threase Harms - Has a MAC meeting the following day and then a Metro Waste Authority meeting Wednesday, Windsor Wonderland planning is ongoing and looking for carolers, Will be working on a special Windsor Heights ornament as well

Lauren Campbell - Parade and WHAMM registration is open and it's the last day to get a shirt with registration, Fall Fest yard signs will be going up soon, Still looking for volunteers for all jobs including handing out fliers at Hy-Vee the next two weekends, Attended the Pleasant Hill council meeting where it was voted to leave DART, Went to North Masedonia as part of a bipartisan delegation and brought back gifts for everyone, Also was given a seal from the City of Tetavo and brought it to be displayed in City Hall

Joseph Jones - Lauren represented us really well at the Pleasant Hill City Council meeting, the DART commission met two weeks ago, There have been a 4% rider increase year over year, Reimagine DART meeting the following day which will be the second conversation, Happy with how the City scored on the DART community survey and shows the City's commitment to public transportation as conversations continue

Susan Skeries - We're in Fall Festival mode, Still looking for volunteers for both Friday and Saturday, There are returning volunteers from last year's Fall

Festival which is great that we have volunteers returning since they had so much fun, Cumulus Radio will once again be helping promote the festival and there will start being radio spots soon, Will be on We Are Iowa on the 25th, We'll be out at Hy-Vee the next two weekends handing out fliers, Thank you to everyone who has signed up and is willing to help, Brought up the importance of volunteers from the community as they make these types of events possible and if there is no commitment the future state of these events will need to be looked at, Will be attending upcoming Chamber events to spread the message and build buy in from the business community, Wednesday through Friday will be at the League of Cities Annual Conference, Will attend the Catch Des Moines meeting on the 30th, Had a large audience for the latest Movies in the Park showing Trolls, Thank you to all the volunteers and staff, Counted around 352 in attendance, If anyone would like to purchase a WHAMM shirt without running the race see Susan or Lauren
Adam Plagge - Colby Park is looking great, Landscaping is happening now, There was a suggestion for recognition of previous mayors and public servants, Staff is looking into options and looking for recommendations, Will look into including something in the upcoming Public Art Master Plan

i Police Chief Report

ii Fire Chief Report

iii Mayor Report

7. Adjourn

Motion by Threase Harms to adjourn at 7:40 PM. Seconded by Susan Skeries. Motion passed 5-0.

Mike Jones, Mayor

Attest: Adam Strait, City Clerk



STAFF REPORT
CITY COUNCIL
October 7, 2024

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Financial Reports

GENERAL INFORMATION

ATTACHMENTS

1. CLAIMS REPORT
2. VENDOR ACTIVITY BANKERS TRUST

Vendor Checks: 9/10/2024- 9/26/2024

Payroll Checks: 9/10/2024- 9/26/2024

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK CHECK#	CHECK DATE
AHLERS COONEY P.C.	FF UNION AGREEMENT		90.00	57411	9/23/24
AIRGAS	MEDICAL SUPPLIES		7.44	57429	9/26/24
AMAZON CAPITAL SERVICES	DOG CRATE	241.57		57390	9/13/24
AMAZON CAPITAL SERVICES	CEC SUPPLIES	1,061.72	1,303.29	57430	9/26/24
ANIMAL RESCUE LEAGUE OF IOWA	AUGUST SERVICES		125.00	57431	9/26/24
ASSURITY	ASSURITY		724.60	5199	9/25/24
AUREON IT	SERVER INSTALL		16,618.75	57432	9/26/24
BANKERS TRUST COMPANY	CC FEES	27.90		5190	9/13/24
BANKERS TRUST COMPANY	CC FEES	231.37		5191	9/13/24
BANKERS TRUST COMPANY	CC FEES	314.62		5192	9/13/24
BANKERS TRUST COMPANY	SEE VENDOR ACTIVITY REPORT	4,953.04	5,526.93	57392	9/13/24
BITUMINOUS MATERIALS	STREET SUPPLIES COLBY PARK		400.00	57433	9/26/24
BOLTON & MENK	DESIGN MEDICAL SUPPLIES		30,424.00	57434	9/26/24
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	192.04		57393	9/13/24
BOUND TREE MEDICAL LLC		333.94	525.98	57412	9/23/24
BRAVO GREATER DES MOINES INC.	ADDITIONAL Q4 FY24		592.74	57435	9/26/24
BREESE, TAMMY	SEPT CELL PHONE		80.00	57413	9/23/24
BRICK GENTRY PC	AUG LEGAL FEES		6,097.50	57394	9/13/24
CINTAS	SUPPLIES		32.76	57395	9/13/24
CITY OF DES MOINES	SISTER CITY		53.80	57436	9/26/24
CITY OF WEST DES MOINES	WESTCOM		12,602.18	57437	9/26/24
CONSTRUCTION MATERIALS TESTING	MATERIALS TESTING		1,927.50	57396	9/13/24
CORELL RECYCLING	STREET SUPPLIES		66.28	57438	9/26/24
DES MOINES REGISTER	NEWSPAPER SUBSCRIPTION		91.98	57439	9/26/24
DES MOINES WATER WORKS	1133 66TH ST	73.71		57397	9/13/24
DES MOINES WATER WORKS	UTILITY - WATER	37.85	111.56	57440	9/26/24
DIAMOND VOGEL, INC	STREET SUPPLIES		341.69	57441	9/26/24
DMACC	CONTINUING ED HOURS TRAINING		60.00	57398	9/13/24
EO JOHNSON	CH COPIER		168.94	57399	9/13/24
FEDERAL TAX DEPOSIT	FED/FICA TAX	31,985.56		5178	9/11/24
FEDERAL TAX DEPOSIT	FED/FICA TAX	35,801.36	67,786.92	5197	9/25/24
FREEDOM TIRE & AUTO CENTER INC	VEHICLE REPAIR		30.00	57442	9/26/24
FULLERTON, AUTUMN	CEC REFUND		855.00	57443	9/26/24
GANNETT IOWA LOCALIQ	PUBLICATIONS		667.65	57400	9/13/24
GOODRICH, WILLIAM	SEPT CELL PHONE		80.00	57414	9/23/24
GRAINGER	EQUIPMENT REPAIR		308.96	57444	9/26/24
GRIMES ASPHALT & PAVING	STREET MAINTENANCE SUPPLIES		234.75	57445	9/26/24
HOTSY CLEANING SYSTEMS	CLEANING SUPPLIES		303.23	57446	9/26/24
ICMA RETIREMENT TRUST	ICMA	762.66		5177	9/11/24
ICMA RETIREMENT TRUST	ICMA	761.17	1,523.83	5195	9/25/24
INDEPENDENT PUBLIC ADVISORS	RETAINER		2,250.00	57447	9/26/24
INTERSTATE ALL BATTERY	BATTERIES		15.66	57401	9/13/24
IPERS	HEALTH PRETAX	32.50		5176	9/11/24
IPERS	PROTECT IPERS	36,954.96	36,987.46	5194	9/25/24
IRLBECK, MICHAEL	SEPT CELL PHONE		80.00	57415	9/23/24
ISOLVED BENEFIT SERVICES	FLEX - BENEFITS	1,810.00		5179	9/11/24
ISOLVED BENEFIT SERVICES	FLEX - BENEFITS	1,810.00	3,620.00	5198	9/25/24
ISU TREASURER'S OFFICE	OFFICE CALL FOR EMBER		17.56	57402	9/13/24
JOHNSON, KYLE	SEPT CELL PHONE	80.00		57416	9/23/24
JOHNSON, KYLE	CLOTHING ALLOWANCE	348.22	428.22	57448	9/26/24
LARSON, ANDY	SEPT CELL PHONE		80.00	57417	9/23/24
LEUTHOLD, NATE	SEPT CELL PHONE		80.00	57418	9/23/24
LOWE'S	SUPPLIES		43.66	57419	9/23/24
MANHATTANLIFE	BENEFITS	99.77		57403	9/13/24

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
MANHATTANLIFE	MANHATTAN LIFE	275.08	374.85	57428	9/25/24
MEASE, JIM	CELL REIMBURSEMENT		80.00	57449	9/26/24
MENARDS	BUILDING SUPPLIES		62.59	57450	9/26/24
MERCY ONE CLIVE PHARMACY	MEDICAL SUPPLES		111.96	57404	9/13/24
METRONET	INTERNET		594.96	57451	9/26/24
MIDAMERICAN ENERGY	801 73RD		31.31	5193	9/23/24
NORRIS, CHAD	SEPT CELL PHONE		80.00	57420	9/23/24
PLAGGE, ADAM	SEPT CELL PHONE		80.00	57421	9/23/24
PREMIER AUTOMOTIVE	VEHICLE REPAIR		873.76	57453	9/26/24
PUBLIC CONSULTING GROUP LLC	COST REPORTING		14,695.32	57454	9/26/24
QUEEN BEE FACE PAINTING LLC	FALL FEST VENDOR		750.00	57455	9/26/24
RANGEMASTERS TRAINING CTR	CLOTHING ALLOWANCE		216.56	57405	9/13/24
ROBERTS, JASON	SEPT CELL PHONE		80.00	57422	9/23/24
ROSALES, OSCAR	BALLOON ART FALL FEST		500.00	57406	9/13/24
ROTH, PETE	SEPT CELL PHONE		80.00	57423	9/23/24
SAYLORCREEK SAND COMPANY	SOIL		595.00	57456	9/26/24
SECTOR	VEHICLE REPAIR		310.00	57457	9/26/24
SNAP-ON MARK STUCHEL	EQUIPMENT		435.05	57407	9/13/24
STAR EQUIPMENT LTD	TAR MACHINE	65,817.46		57408	9/13/24
STAR EQUIPMENT LTD	BUILDING SUPPLIES	460.00	66,277.46	57458	9/26/24
STRAIT, ADAM	SEPT CELL PHONE		80.00	57424	9/23/24
SWISHER, RACHELLE	SEPT CELL PHONE		80.00	57425	9/23/24
TBL PRINT	LAMINATING		180.00	57409	9/13/24
TREASURER STATE OF IOWA	STATE TAX		10,131.84	5196	9/25/24
UPHDM OCCUPATIONAL MED	PHYSICAL		814.54	57410	9/13/24
WERTJES UNIFORMS	CLOTHING ALLOWANCE		134.97	57459	9/26/24
WEX FLEET UNIVERSAL	FUEL		3,210.54	57426	9/23/24
WORKFORCE SOLUTIONS	CONFERENCE		225.00	57460	9/26/24
WRIGHT OUTDOOR SOLUTIONS	STORM CLEANUP		10,732.85	57461	9/26/24
ZWC CONDOMINIUM ASSOC	PEST CONTROL		53.50	57427	9/23/24
			=====		
Accounts Payable Total			305,237.88		

Payroll Checks

001	GENERAL	68,786.41
110	ROAD USE TAX	14,958.36
670	LANDFILL/GARBAGE	143.06
740	STORM WATER	1,438.19

Total Paid On: 9/13/24		85,326.02
		=====
Total Payroll Paid		85,326.02
		=====
Report Total		390,563.90
		=====

CLAIMS REPORT
CLAIMS FUND SUMMARY

Payroll Checks: 9/10/2024- 9/26/2024

FUND	NAME	AMOUNT
001	GENERAL	231,502.61
110	ROAD USE TAX	37,517.02
112	EMPLOYEE BENEFITS	99.77
303	COLBY PARK	24,292.75
322	73RD STREET PROJECT	1,576.25
327	SALT SHED PROJECT	351.25
350	CAPITAL EQUIPMENT FUND	83,347.57
670	LANDFILL/GARBAGE	9,203.15
740	STORM WATER	2,673.53

	TOTAL FUNDS	390,563.90

9/10/2024 THRU 9/26/2024

INVOICE NO	LN	DATE	PO NO	REFERENCE	TRACK		1099	NET	CHECK	PD DATE	
					CD	GL ACCOUNT					
58 BANKERS TRUST COMPANY											
09132024 1	1	9/13/24		CC FEES		001-620-6405		27.90	5190	9/13/24	E
09132024 2	1	9/13/24		CC FEES		001-620-6405		231.37	5191	9/13/24	E
09132024 3	1	9/13/24		CC FEES		001-620-6405		314.62	5192	9/13/24	E
09132024 3526	1	9/13/24		CITY LOGO MERCHANDISE		001-520-6490		599.81	57392	9/13/24	
09132024 3526	2	9/13/24		STORAGE MART		001-470-6499		31.99	57392	9/13/24	
09132024 3526	3	9/13/24		DSM PARENT FALL FEST		001-470-6497		750.00	57392	9/13/24	
09132024 3526	4	9/13/24		ZOOM		001-610-6507		31.98	57392	9/13/24	
09132024 3526	5	9/13/24		ADOBE LICENSES		001-615-6507		251.91	57392	9/13/24	
09132024 3534	1	9/13/24		CONSTANT CONTACT		001-620-6373		81.00	57392	9/13/24	
09132024 3534	2	9/13/24		IA LEAGUE CONF LIBBIE		001-610-6240		245.00	57392	9/13/24	
09132024 8425	1	9/13/24		CHIEFS LUNCHEON		001-150-6599		18.83	57392	9/13/24	
09132024 8425	2	9/13/24		BACKGROUND CHECK		001-150-6411		15.00	57392	9/13/24	
09132024 8433	1	9/13/24		EQUIPMENT RENTAL		001-430-6511		242.00	57392	9/13/24	
09132024 8433	2	9/13/24		ICE		001-470-6496		18.57	57392	9/13/24	
09132024 8433	3	9/13/24		MANUAL TIRE CHANGER		110-210-6504		64.99	57392	9/13/24	
09132024 8433	4	9/13/24		PESTICIDE LICENSE		001-430-6230		50.00	57392	9/13/24	
09132024 8433	5	9/13/24		CDL TRAINING		001-110-6230		895.00	57392	9/13/24	
09132024 9969	1	9/13/24		SUPPLIES		001-620-6507		117.97	57392	9/13/24	
09132024 9969	2	9/13/24		STORAGE BINS		001-470-6499		26.24	57392	9/13/24	
09132024 9969	3	9/13/24		IA LEAGUE CONF SKERIES		001-610-6240		245.00	57392	9/13/24	
09132024 9969	4	9/13/24		MEETING		001-620-6240		39.10	57392	9/13/24	
09132024 9985	1	9/13/24		SHIPPING RADARSIGNS		001-110-6508		88.65	57392	9/13/24	
09132024 9985	2	9/13/24		NOTARY FOR JACKS		001-110-6120		30.00	57392	9/13/24	
09132024 9985	3	9/13/24		NOTARY FOR PLEINESS		001-110-6120		30.00	57392	9/13/24	
09132024 9993	1	9/13/24		TRAINING		001-110-6230		50.00	57392	9/13/24	
09132024 9993	2	9/13/24		NEW VEHICLE DEPOSIT		350-110-6710		1030.00	57392	9/13/24	

BANKERS TRUST COMPANY								5526.93			

***** REPORT TOTAL *****								5526.93			



STAFF REPORT
CITY COUNCIL
October 7, 2024

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Liquor License - Kathmandu - 7229 Apply Valley Drive

GENERAL INFORMATION

ATTACHMENTS

None



STAFF REPORT
CITY COUNCIL
October 7, 2024

TO: CITY COUNCIL

FROM: Adam Strait, City Clerk

SUBJECT: Approve Resolution No. 2024-60 - A Resolution Waiving CEC Fees For Mid-Iowa Association Of Local Governments On October 9th, 2024

GENERAL INFORMATION

The Mid-Iowa Association of Local Governments (MIALG) is an organization made up of 18 mayors from the Des Moines Metropolitan Area, as well as the mayor of Ames and a representative from the Polk County Board of Supervisors. Mayor Courtney Clarke of Waukee serves as Chair and I serve as Vice Chair. The organization meets monthly for informational presentations, to view new projects in our communities and twice a year for special events. As a recent example of informational presentations, it was at a MIALG meeting that I learned about Des Moines urban forestry plan from their City Forester, Shane McQuillan. This information and these ideas were developed, along with Administration, into our right of way tree program and Tiny Tree giveaway. Last month we visited Polk City, as they completed their new city hall/community center.

Per MIALG secretary Bridgette Uhlemann, Windsor Heights has only hosted the organization twice in the past 11 years: 2016 and 2019. With the completion of this stage of the Colby Park project, I believe it would be an appropriate time have them visit at the Community Events Center, on Wednesday, October 9th. The organization only meets for approximately two hours, from 6:00 PM – 8:00 PM. Food would be catered in. They (I) would be responsible for cleanup and returning the CEC to its previous condition.

SUMMARY

I would ask Council to authorize waiver of the full space CEC fees for the October 9th meeting of the Mid-Iowa Association of Local Governments.

ATTACHMENTS

1. Resolution No. 2024-60 Waiving CEC Fees for Mid-Iowa Association of Local Governments October 9th

RESOLUTION NO. 2024-60

**A RESOLUTION WAIVING CEC FEES FOR MID-IOWA ASSOCIATION OF
LOCAL GOVERNMENTS ON OCTOBER 9TH, 2024**

WHEREAS, Mid-Iowa Association of Local Governments will be holding its meeting on October 9th, 2024; and

WHEREAS, Mid-Iowa Association of Local Governments will be using the Windsor Heights Community Event Center for this event; and

WHEREAS, Mayor Mike Jones is requesting that the City waive the fees for this meeting.

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

That rental fees associated with the October 9th, 2024 rental of the Windsor Heights Community Event Center by Mid-Iowa Association of Local Governments be waived.

Passed and approved this 7th day of October, 2024.

Mike Jones, Mayor

Adam Strait, City Clerk



STAFF REPORT
CITY COUNCIL
October 7, 2024

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Colby Park Change Order 4

GENERAL INFORMATION

Brief explanation of change order items:

Perennial ground cover -(\$216): smaller plantings were identified in a few instances, resulting in cost savings

Turf Mound Playground modifications (+\$1,375): The rope and ladders that go up the slope of the turf mound were modified to be buried deeper to better fit the landscape.

Irrigation quick connect (\$1,100): Addition of a faucet to the food truck plaza for cleaning purposes.

Lowering electrical conduit (\$1,425.26): An existing electrical conduit was discovered that staff had contractor lower further into the ground.

Food truck electrical improvements (+\$41,227.78): Increasing the 100amp service to 300amp service, new pedestal electric and footings for light poles. Previously discussed in first April City Council.

Food Truck Catenary poles (\$40,341.38): Discussed in August 5th Council meeting when the Prairie Meadows \$10,000 grant was awarded. The original estimate for the catenary lights and poles was \$137,000. This was reduced by working with the contractor on pole selection and removing the catenary lights from the contractor's work due to the high cost and planning instead to order retail catenary lights to self-hang.

ATTACHMENTS

1. Change Order 004_Combined_Caliber Signed



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

October 3, 2024

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

RE: 2023 Colby Park Improvements
Change Order 4

Enclosed are three (3) copies of Change Order 4 for the 2023 Colby Park Improvements project under the contract between the City of Windsor Heights and Caliber Concrete.

Change Order No. 4 includes additional quantities and bid items associated with modifications to play equipment elements to conform to as-built conditions of the synthetic turf mound, deduct for smaller plants delivered by the contractor, irrigation quick connect at the food truck plaza, lowering of previously existing electrical conduit that was discovered too close to surface, and electrical improvements to the food truck plaza (including light poles and footings, masonry power pedestals and circuits for PR-05 & PR-06).

Upon approval of Change Order 4, please sign all copies in the space provided. Return one executed copy of the change order to our office and one executed copy of the change order to Caliber Concrete.

If you have any questions or comments, please contact me at 515-259-9190.

Sincerely,

Bolton & Menk, Inc.

Justin Ernst, P.E.
Project Manager

Enclosure

CHANGE ORDER FORM**NO.: 004**

Owner: City of Windsor Heights Owner's Project No.:
Engineer: Bolton & Menk, Inc. Engineer's Project No.: OT6.128908
Contractor: Caliber Concrete Contractor's Project No.:
Project: 2023 Colby Park Improvement
Contract Name:
Date Issued: September 30, 2024 Effective Date of Change Order: October 21, 2024

The Contract is modified as follows upon execution of this Change Order:

Description:

1. Plant size deduct
2. Turf mound playground equipment modifications
3. Irrigation quick-connect at the food truck plaza
4. Lowering of previously existing electrical conduit that was discovered too close to surface
5. Food truck plaza light poles and footings (PR-05 & PR-06)

Attachments: Attachment 1: Additional project items.

Change in Contract Price		Change in Contract Times	
Original Contract Price:		Original Contract Times:	
\$ 2,852,637.72		Substantial Completion: 9/30/2024	
		Ready for final payment:	
Increase from previously approved Change Orders No. 1 to No. 3:		Increase from previously approved Change Orders No. 1 to No. 3:	
\$ 300,548.82		Substantial Completion: 0	
		Ready for Final Payment: 0	
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$ 3,153,186.54		Substantial Completion: 9/30/2024	
		Ready for final payment:	
Increase this Change Order:		Increase this Change Order:	
\$ 85,253.42		Substantial Completion: 0	
		Ready for final payment: 0	
Contract Price incorporating this Change Order:		Contract Times with all approved Change Orders:	
\$ 3,238,439.96		Substantial Completion: 9/30/2024	
		Ready for final payment:	

Continued on next page

Recommended by Engineer

By:

Title: Principal Engineer

Date: 9/30/2024

Accepted by Contractor

Michael Miller

Office Controller

10.3.2024

Authorized by Owner

By:

Title:

Date:

Approved by Funding Agency (if applicable)

ATTACHMENT 1

BID ITEM #	DESCRIPTION	QUANTITY CHANGE	UNIT	UNIT PRICE (\$)	VALUE OF BID ITEM
44	PERENNIAL GROUND COVER (1 GAL)	-6	EA	36	\$(216.00)
81 (NEW)	TURF MOUND PLAYGROUND EQUIPMENT MODIFICATIONS	1	LS	\$1,375.00	\$1,375.00
82 (NEW)	IRRIGATION QUICK CONNECT	1	LS	\$1,100.00	\$1,100.00
83 (NEW)	LOWERING ELECTRICAL CONDUIT	1	LS	\$1,425.26	\$1,425.26
84 (NEW)	FOOD TRUCK ELECTRICAL IMPROVEMENTS	1	LS	\$41,227.78	\$41,227.78
85 (NEW)	FOOD TRUCK CATENARY POLES	1	LS	\$40,341.38	\$40,341.38
TOTAL					\$ 85,253.42



STAFF REPORT
CITY COUNCIL
October 7, 2024

TO: CITY COUNCIL

FROM: Mike Jones, Mayor

SUBJECT: Approve Resolution No. 2024-61 - A Resolution Approving The City Of Grimes
To Join The Metropolitan Des Moines Sister Cities Commission

GENERAL INFORMATION

ATTACHMENTS

1. Resolution No. 2024-61 Approving the City of Grime Joining Sister Cities
2. Mayor's Letter_Windsor Heights_SCC Grimes Add
3. Resolution 08-0424_Des Moines Sister Cities

RESOLUTION NO. 2024-61

**A RESOLUTION APPROVING THE CITY OF GRIMES TO JOIN THE
METROPOLITAN DES MOINES SISTER CITIES COMMISSION**

WHEREAS, The City of Windsor Heights recognizes the value of fostering international relationships and cultural exchanges to enrich the community and promote mutual understanding; and

WHEREAS, the Greater Des Moines Sister Cities Commission is dedicated to establishing and maintaining partnerships with cities around the world; and

WHEREAS, the City of Grimes desires to become an active participant in these international partnerships by joining the Greater Des Moines Sister Cities Commission.

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

Approves the City of Grimes joining the Greater Des Moines Sister Cities Commission per Article VII, Section 2 of the *Intergovernmental Agreement Creating the Metropolitan Des Moines Sister Cities Commission* and authorizes the Mayor to execute on behalf of the City.

Passed and approved this 7th day of October, 2024.

Mike Jones, Mayor

Adam Strait, City Clerk



September 10, 2024

Mike Jones, Mayor
City of Windsor Heights
1145 66th Street Suite 1
Windsor Heights, IA 50324

Dear Mayor Jones:

Your city, the City of Des Moines, and several others are parties to an *Intergovernmental Agreement Creating the Metropolitan Des Moines Sister Cities Commission*. Article VII, Section 2 of that Agreement provides, "Additional municipalities may be added to membership of the Commission upon approval of a majority of all parties signatory hereto."

A request has been received from the City of Grimes to be added to the Greater Des Moines Sister Cities Commission (Commission) in accordance with Article VII, Section 2, of the Agreement. As the Honorary Chair of the Commission, I would like to formally ask the City of Windsor Heights to approve the addition of the City of Grimes to the Greater Des Moines Sister Cities Commission (also known as the Metropolitan Des Moines Sister Cities Commission) by motion or resolution of your City Council.

Attached is a copy of the agreement which has been signed by Grimes Mayor, Scott Mikkelsen.

Respectfully,

A handwritten signature in black ink that reads "Connie Boesen".

Connie Boesen
Mayor, Des Moines

APPROVING THE CITY OF GRIMES TO JOIN THE METROPOLITAN DES MOINES SISTER
CITIES COMMISSION

Grimes Resolution No. 08-0424

WHEREAS, the City of Grimes recognizes the value of fostering international relationships and cultural exchanges to enrich the community and promote mutual understanding; and

WHEREAS, the Greater Des Moines Sister Cities Commission is dedicated to establishing and maintaining partnerships with cities around the world; and

WHEREAS, the City of Grimes desires to become an active participant in these international partnerships by joining the Greater Des Moines Sister Cities Commission; and

WHEREAS, Stefanie Wager has demonstrated a willingness to represent Grimes and possesses the necessary commitment and enthusiasm to be successful as the Commissioner for Grimes.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Grimes, Iowa, hereby approves the agreement pursuant to Iowa Code Chapter 28E, authorizes the Mayor to execute on behalf of the city, and approves the appointment of Stefanie Wager as the Grimes representative to the commission.

PASSED and APPROVED on August 27, 2024.


Scott Mikkelsen (Aug 29, 2024 11:31 CDT)

Scott Mikkelsen, Mayor

Attested:



Rachel Greving, City Clerk

**INTERGOVERNMENTAL AGREEMENT CREATING
METROPOLITAN DES MOINES SISTER CITIES COMMISSION**

THIS AGREEMENT is made and entered into by, between, and among the Cities of Des Moines, Iowa, and Grimes, Iowa. All parties to this and to prior agreements in the following form are hereinafter called "municipalities").

WHEREAS, the cities of Des Moines, Windsor Heights, Urbandale, Norwalk, Johnston, Cumming and Ankeny have entered into intergovernmental agreements in the following form for the purpose of establishing the Metropolitan Des Moines Sister Cities Commission, also known as the Greater Des Moines Sister Cities Commission; and,

WHEREAS, the City of Grimes, Iowa, desires to join into the Greater Des Moines Sister Cities Commission.

WITNESSETH:

I. AUTHORITY

The municipalities enter into this Agreement under and by virtue of the powers granted by Chapter 28E, Code of Iowa, 2013.

II. PURPOSES

The other municipalities wish to join and expand the Greater Des Moines Sister Cities Commission to allow for participation in its programs by citizens, schools, businesses, and civic organizations throughout the Des Moines Metropolitan area. To that end, the purposes of the Greater Des Moines Sister Cities Commission shall be:

1. To allow residents and citizens of the Des Moines Metropolitan area and the people of similar cities in foreign nations to acquire a mutual understanding of one another as individuals, as members of their communities, as citizens of their countries and as members of the family of nations.
2. To promote educational and cultural exchanges between institutions and citizens in the Des Moines Metropolitan area, and institutions and citizens of Des Moines' sister cities.
3. To coordinate and facilitate communication between businesses in the Des Moines Metropolitan area wishing to make contact with businesses in the sister cities, and to coordinate business and trade inquiries from the Commission's Sister Cities directed to potential trading and business partners in the municipalities.
4. To assist individuals and educational institutions in the Des Moines Metropolitan area in acquiring and exchanging professional and technical skills with individuals and institutions in sister cities.
5. To develop an awareness of the international Sister Cities Program, its goals, missions, and accomplishments, and to create a bridge of understanding between different cultures of the world.

III. POWERS AND DUTIES

The powers and duties of the Commission are as follows:

1. To further economic cooperation and cultural exchange on the basis of mutual friendship and amity between the municipalities in Metropolitan Des Moines and other cities of the free world.
2. To develop, compile, coordinate and exchange information with officials and citizens of such cities as Saint-Etienne, France; Kofu, Japan; Shijiazhuang, China; Pristina, Kosovo; and other cities and foreign visitors.
3. To plan, develop and carry out mutual economic and cultural activities with officials and citizens of Sister Cities and other cities and foreign visitors.
4. To encourage and cultivate mutual understanding of the respective economic problems and cultural development.
5. To recommend to the various city councils such cities as in the opinion of the Commission, are appropriate, in view of the goals of the Commission, for designation as sister cities.

IV. ORGANIZATION

1. The governing body of the organization shall be known as the Metropolitan Sister Cities Commission. The Commission shall be composed of fifteen (15) members ~~presently comprising from the City of Des Moines Sister Cities Commission,~~ and one (1) representative from each other municipality which becomes a signatory to this Agreement. Each municipality signatory to this Agreement shall determine its own criteria for appointment of members to the Commission, except that the term of membership shall not exceed five (5) years. No member shall be seated prior to receipt by the Commission of a copy of the formal action of the governing body of the municipality appointing such member to the Commission.
2. For purposes of taking action on any matter before the Commission, a quorum shall consist of a majority of the entire Commission membership, each member having one (1) vote on all matters coming before the Commission.
3. The Chairperson, Vice-Chairperson, and all other elected positions within the Commission shall be determined by the majority of the Commission membership. Those elected shall serve for terms set forth in such rules and regulations as the Commission may adopt.
4. The Commission shall hold not less than one (1) meeting during each quarter of the year, at such time and place as it shall determine. Special meetings may be held at the call of the Chairperson, Vice-Chairperson, or a majority of the membership of the Commission. The Commission shall, in its rules and regulations, adopt attendance standards, and all members shall abide by such attendance rules.
5. The Commission may establish committees, in number and size as it shall determine, to perform functions or tasks necessary to achieve the purposes of the Commission. The Commission may seek volunteers to serve on its committees, from the municipalities as well as from educational, civic, and cultural institutions located in the municipalities. Committee members who are not members of the Sister Cities Commission shall serve in an advisory

capacity only and shall have no vote on matters coming before the Commission. Each member who serves on a committee shall be formally appointed to such committee for a standard term to be defined by the Commission.

6. The Commission shall keep and maintain a true and complete record of its activities, including minutes of all meetings and actions, reflective of discussions and decisions on each issue or action, and showing the vote of each member on each question, or, if absent and failing to vote, indicating that fact. All Commission meetings shall be governed by the Iowa Open Meetings Law (Chapter 21 of the Code of Iowa).

V. POWERS

The Commission shall have and may exercise the following powers:

1. To make and enforce rules and regulations for the conduct of its business and affairs, and for the expenditure of funds available to the Commission.
2. To contract for the expenditure of funds for activities, supplies, travel, and events as necessary to promote the purposes of the Commission as set forth herein, up to but not exceeding the budget available to the Commission during any fiscal period.
3. To contract for personnel on a part time or full-time basis, subject to a specific allocation of funding for such purpose, and subject to the total yearly budgetary allocations available to the Commission from the municipalities.
4. To accept grants, gifts, and contributions from public bodies and private persons, firms, or corporations to assist the Commission in the accomplishment of its goals.
5. The Commission shall not have the power to purchase or contract for the purchase of real estate, nor to bind the municipalities to any expenditure of funds beyond that which is contained in the then current operating budget of the Commission.

VI. FINANCING

1. The Commission shall prepare a yearly operating budget based upon a fiscal year beginning July 1. The budget for the next succeeding fiscal year shall be adopted by the Commission no later than December 1st and shall thereafter be presented to each of the municipalities for their review and approval prior to December 15th of each year. The Commission shall request that each municipality provide in its operating budget for its share of the Commission budget based upon the formula set forth herein, or in an amendment to this agreement.
2. Each municipality's share of the Commission's general operating budget, exclusive of travel expenses, shall be based on a per capita levy, using the last available Federal census for each municipality, (i.e., population of municipality divided by total population of all participating municipalities). In addition to the general operating budget, each municipality may allocate funds to be used specifically for travel purposes for its representative or representatives to the Commission, or for elected and/or appointed representatives of the municipality who participate in Commission activities. No municipality may utilize or borrow against travel funds provided by another municipality without approval of that municipality. The Commission treasurer shall establish a separate travel account for each municipality. Any

funds remaining in the travel account of a municipality at the end of any fiscal year shall be kept in trust for that municipality, available to be spent for such purpose in succeeding years.

3. An official designated by the City Council of the City of Des Moines shall act as treasurer for the Commission and, upon request from any municipality participatory to this agreement, the treasurer shall provide an accounting of all Commission receipts and expenditures during the fiscal year, including travel funds.
4. Each municipality's share of Commission budget shall be due and payable to the treasurer in quarterly installments, no later than July 15, September 15, January 15, and April 15 of each fiscal year.
5. Payment of its share of the yearly operating budget shall be a membership requirement of each municipality. Failure of a municipality to pay its share of the yearly operating budget in a timely manner shall be considered a delinquency for purposes of this Agreement. During any period of delinquency by a municipality in the payment of its share of the operating budget, such municipality and all groups or organizations located in such municipality, shall not be entitled to the services of the Commission or benefits of Commission membership.

VII. DURATION

1. It is the intention of this Agreement that the Greater Des Moines Sister Cities Commission be a permanent organization.
2. Additional municipalities may be added to the membership of the Commission upon approval of a majority of all parties signatory hereto. In the event an additional municipality shall apply for membership to the Commission and said application is approved, then said municipality shall be added to the membership upon signing a copy of this Agreement.
3. The parties hereto shall cause this Agreement, and any amendments hereto, to be filed with the Secretary of State and the County Recorder.

VIII. WITHDRAWAL/DISSOLUTION

1. The withdrawal of any municipality may be accomplished by resolution of the governing body of such municipality, followed by notice from such withdrawing municipality in writing to each of the other municipalities, by certified mail, at least six (6) months prior to the end of the last Commission budget period as to which the municipality shall propose to maintain membership. Any withdrawal shall be effective only at the end of a fiscal year.
2. Any municipality withdrawing from the Agreement shall, in addition to written notification to each of the other municipalities, cause a copy of the formal action taken by its City Council to be filed with the Secretary of State and with the County Recorder.
3. Upon withdrawal, a municipality shall be entitled to receive only the unexpended and unobligated balance remaining in its travel account.
4. The Commission may be terminated and dissolved at any time by the vote of a majority of its membership. Upon termination, the treasurer shall pay any outstanding obligations of the Commission and shall remit to each municipality the excess operating funds, if any, in the same proportion as such municipalities contributed to the Commission budget for the then

current fiscal year. Any unused travel funds shall be remitted to the municipalities to which they belong.

IX. MISCELLANEOUS

1. All notices and other communications hereunder shall be in writing, and shall be hand delivered or sent by U.S. Mail, addressed as follows:

Attention: Mayor
City of Des Moines
400 Robert D. Ray Drive
Des Moines, Iowa 50309-1891

Attention: City Clerk
City of Grimes
101 NE Harvey Street
Grimes, Iowa 50111

2. This Agreement shall become effective upon filing with the Secretary of State of Iowa and the Recorder of Polk County, Iowa.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the days and dates set forth below.

Signed: August 27, 2024

CITY OF GRIMES, IOWA

By: 
Scott Mikkelsen (Aug 29, 2024 11:31 CDT)
Scott Mikkelsen, Mayor

Attest:



City Clerk

Authorized by Resolution 08-0424 passed by the Grimes City Council

on August 27, 2024.

Signed: _____, 2024

CITY OF DES MOINES, IOWA

By: _____
Connie Boesen, Mayor

Attest:

Laura Baumgartner, City Clerk

FORM APPROVED:

Thomas G. Fisher, Jr.
Deputy City Attorney

Authorized by Roll Call No. 24-_____ passed by the Des Moines City Council on
_____, 2024.



STAFF REPORT
CITY COUNCIL
October 7, 2024

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Approve 802 63rd St. Tax Abatement Application

GENERAL INFORMATION

Jim Goebel owner of 802 63rd St. has completed the attached Urban Revitalization residential tax abatement application. His permitted property improvements include a building addition (\$46,000), plumbing, drain line work, roof vent, hot water heater, A/C and furnace. He has also undertaken other improvements not requiring a permit. His property is within the Windsor Heights Urban Revitalization area, which covers the entire city, and is eligible to receive an exemption from taxation on the first \$75,000 of actual value added by improvements as follows: Year One 100%, year two 75%, year three 50% and year four 25%. Administration recommends approval.

Mr. Goebel has provided a summary of all his improvements below:

1. Lots of interior trim work, including door trim, closet doors, and some Walnut details
2. Addition of supplemental dedicated electric heater in the fireplace area for extremely cold winter stretches
3. Installation of Handrail for Patio Entry
4. Repair of steps for Patio + Repaint
5. Condensation Line for HVAC re-routed / placed under grade
6. Planted additional Trees and Dogwood Plants around property, including within growing privacy hedge along 63rd St
7. Addition of Concrete - Driveway Extension
8. Value Add storage and shelving in Basement/ Garage Spaces added
9. Entry to adjacent 'cellar' added, and some water management / Airflow accommodations
10. Carpet added to upstairs
11. Black Iron Handrail added for Stairs
12. Dedicated Furnishings such as Built in trim/decorations for Fireplace, planters etc.
13. Doors added for basement access, and entry to Washer Dryer area from Kitchen
14. Lots of misc Caulking and Paint Touch ups

15. Heat trace added for Upstairs Vanity Plumbing (had issues with freezing during < -10F winter days)
16. Heat trace added for Area underneath the 'Breezeway' - area connecting the original house and Extension

ATTACHMENTS

1. Goebel Abatement Application
2. Tax Abatement Program Information

Print

Application for Tax Abatement - Submission #2406

Date Submitted: 9/12/2024

Application Date*

9/12/2024

Applicant Name*

Richard Goebel

Applicant Email Address*

rjamesgoebel@gmail.com

Applicant Address*

2525 27th St

City*

Des Moines

State*

IA

Zip Code*

50310

Applicant Phone Number*

5157241095

Type of Abatement*

Residential - Improvement

Abatement Property Address*

802 63rd St Windsor Heights IA 50324

Parcel Number*

00831-001-000

RESOLUTION NO.19-0102

Resolution Stating the Intentions of the City Council with Regard to the Designation of the 2018 Windsor Heights Urban Revitalization Area and the Proposed Plan Therefor

WHEREAS, pursuant to the provisions of Chapter 404 of the Code of Iowa (the "Act") the City of Windsor Heights, Iowa, may designate an area of the City as an urban revitalization area, if that area meets the criteria of Section 1 of the Act; and

WHEREAS, the City Council of the City did find and determine that an area within the City identified by previous resolution as the 2018 Windsor Heights Urban Revitalization Area meets the criteria of Section 1 of the Act; and

WHEREAS, pursuant to the provisions of the Act, before designating any area as an urban revitalization area, the City must prepare a Proposed Plan for such revitalization area and hold certain public hearings thereon; and

WHEREAS, after mailed and published notice thereof was given, as required by the Code, the City Council of the City did, on January 7, 2019, hold a public hearing on the designation of the 2018 Windsor Heights Urban Revitalization Area and the Proposed Plan therefor and considered all objections, comments, and evidence there presented; and

WHEREAS, the Code gives owners or tenants of property within the proposed 2018 Windsor Heights Urban Revitalization Area thirty (30) days in which to petition for a second public hearing;

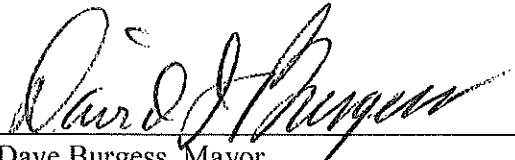
NOW, THEREFORE, Be It Resolved by the City Council of the City of Windsor Heights, Iowa, as follows:

Section 1. The Proposed Plan for the 2018 Windsor Heights Urban Revitalization Area is hereby tentatively approved, and it is the intention of the City Council to finally adopt the Proposed Plan for the 2018 Windsor Heights Urban Revitalization Area on February 18, 2019, following the expiration of the thirty-day period within which a petition may be filed requesting a second public hearing.

Section 2. The 2018 Windsor Heights Urban Revitalization Area as it is described in the Proposed Plan is tentatively approved, and it is the intention of the City Council to adopt a final authorizing resolution and an ordinance designating the 2018 Windsor Heights Urban Revitalization Area as a revitalization area under the Code on February 18, 2019, following the expiration of the thirty-day period within which a petition may be filed requesting a second public hearing.

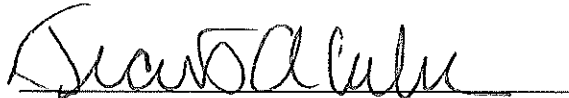
Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed, to the extent of such conflict.

Passed and approved January 7, 2019.



Dave Burgess, Mayor

Attest:



Travis Cooke, City Clerk

URBAN REVITALIZATION PLAN
CITY OF WINDSOR HEIGHTS, IOWA
WINDSOR HEIGHTS URBAN REVITALIZATION AREA
2018

INTRODUCTION

The Urban Revitalization Act, Chapter 404 of the Code of Iowa, is intended to encourage development, redevelopment and revitalization within a designated area of a city by authorizing property tax development incentives to the private sector. Qualified real estate within a designated area may be eligible to receive a total or partial exemption from property taxes on improvements for a specified number of years, with the goal of providing communities with a long-term increase or stabilization in the local tax base by encouraging new construction which might not otherwise occur.

Section 404.1 of the Code of Iowa provides that a City Council may designate an area of the City as a revitalization area, if that area is any of the following:

“An area in which there is a predominance of buildings or improvements, whether residential or nonresidential, which by reason of dilapidation, deterioration, obsolescence, inadequate provision for ventilation, light, air, sanitation, or open spaces, high density of population and overcrowding, the existence of conditions which endanger life or property by fire and other causes or a combination of such factors, is conducive to ill health, transmission of disease, infant mortality, juvenile delinquency or crime and which is detrimental to the public health, safety, or welfare.”

“An area which by reason of the presence of a substantial number of deteriorated or deteriorating structures, predominance of defective or inadequate street layout, incompatible land use relationships, faulty lot layout in relation to size, adequacy, accessibility or usefulness, unsanitary or unsafe conditions, deterioration of site or other improvements, diversity of ownership, tax or special assessment delinquency exceeding the actual value of the land, defective or unusual conditions of title, or the existence of conditions which endanger life or property by fire and other causes, or a combination of such factors, substantially impairs or arrests the sound growth of a municipality, retards the provision of housing accommodations or constitutes an economic or social liability and is a menace to the public health, safety, or welfare in its present condition and use.”

“An area in which there is a predominance of buildings or improvements which by reason of age, history, architecture or significance should be preserved or restored to productive use.”

“An area which is appropriate as an economic development area as defined in Section 403.17 of the Code of Iowa.”

“An area designated as appropriate for public improvements related to housing and residential development, or construction of housing and residential development including single or multifamily housing.”

Section 404.2 of the Code of Iowa requires that a city prepare a plan to govern activities within the proposed revitalization area, and the balance of this document is intended to set out the elements of a plan that are mandated by state law.

A. DESCRIPTION OF THE AREA AND MAP

The revitalization area shall be known as the Windsor Heights Urban Revitalization Area (the "Revitalization Area"), and the legal description of real property to be included within the Revitalization Area is as follows:

All real property situated within the incorporated municipal limits of the City of Windsor Heights, Polk County, State of Iowa as of November 1, 2018.

A map showing the real property to be included within the Revitalization Area is attached as Exhibit A.

B. DESIGNATION CRITERIA

In accordance with Section 404.1 of the Act, the City Council has made the following determinations with respect to the Revitalization Area:

1. The Revitalization Area is an area which is appropriate as an economic development area as defined in Section 403.17 of the Code of Iowa.

2. The Revitalization Area is an area which is appropriate for public improvements related to housing and residential development, or construction of housing and residential development, including single or multifamily housing.

3. The redevelopment, economic development and promotion of housing and residential development in the Revitalization Area is necessary in the interest of the public welfare of the residents of the City and the Revitalization Area substantially meets the criteria set forth in Section 404.1 of the Act.

C. OBJECTIVES

This plan is prepared in conformance with Section 404.2 of the Code of Iowa for the purpose of providing incentives and outlining procedures to enhance the potential for new residential development in the Revitalization Area. Planning goals include revitalizing the area through the promotion of new construction on vacant land, rehabilitation of existing residential property, stabilizing and increasing the tax base, and providing overall aesthetic improvement.

D. PRESENT ZONING AND PROPOSED LAND USE

The property within the Revitalization Area is zoned for residential, commercial and industrial purposes, and new and expanded residential development is proposed in the Revitalization Area.

E. PROPOSALS FOR EXPANDING CITY SERVICES

The City proposes that, as it becomes financially feasible, the provision of municipal services to the Revitalization Area will be expanded and improved to meet the demands of new residential development.

F. ELIGIBLE IMPROVEMENTS AND EXEMPTIONS

1. **Residential Improvements.** The construction of new residential facilities and the rehabilitation of and additions to existing residential facilities.

Exemption: All qualified real estate assessed as residential property is eligible to receive an exemption from taxation on the first \$75,000 of actual value added by the improvements for a period of four years, as follows:

For the first year, an exemption from taxation on 100% of the first \$75,000 of actual value added.

For the second year, an exemption from taxation on 75% of the first \$75,000 of actual value added.

For the third year, an exemption from taxation on 50% of the first \$75,000 of actual value added.

For the fourth year, an exemption from taxation on 25% of the first \$75,000 of actual value added.

2. **Multiresidential Improvements.** The construction of new multiresidential facilities and the rehabilitation of and additions to existing multiresidential facilities if such multiresidential property consists of three or more separate living quarters with at least seventy-five percent of the space used for residential purposes.

Exemption: All qualified real estate assessed as multiresidential property is eligible to receive an exemption from taxation on the first \$75,000 of actual value added by the improvements for a period of four years, as follows:

For the first year, an exemption from taxation on 100% of the first \$75,000 of actual value added.

For the second year, an exemption from taxation on 75% of the first \$75,000 of actual value added.

For the third year, an exemption from taxation on 50% of the first \$75,000 of actual value added.

For the fourth year, an exemption from taxation on 25% of the first \$75,000 of actual value added.

G. ACTUAL VALUE ADDED

Actual value added by improvements, as used in this plan, means the actual value added as of the first year for which the exemption was received. In order to be eligible for tax abatement for residential improvements, the increase in actual value of the property must be at least 10%.

All improvements, in order to be considered eligible, must be completed in conformance with all applicable regulations of the City of Windsor Heights, and must be completed during the time the Revitalization Area is designated by ordinance as a revitalization area.

H. TIME FRAME

Eligibility for tax abatement under this plan will exist after the date of the adoption of the ordinance designating the Revitalization Area, until, in the opinion of the City Council, the desired level of revitalization has been attained or economic conditions are such that the continuation of the exemption granted would cease to be of benefit to the City, in which case the City Council may repeal the ordinance, pursuant to Section 404.7 of the Code of Iowa. In the event the ordinance is repealed, all exemptions granted prior to such repeal shall continue until their expiration.

I. APPLICATION PROCEDURES

An application shall be filed for each new exemption claimed. The property owner must apply to the City for an exemption by February 1st of the assessment year for which the exemption is first claimed. The application shall contain, but not be limited to, the following information: The nature of the improvement, its cost, and the estimated or actual date of completion of the improvement.

J. APPROVAL OF APPLICATIONS

The City Council shall approve all applications submitted for completed projects if:

1. The project, as determined by the City Council, is in conformance with this plan;
2. The project is located within the Revitalization Area; and,
3. The improvements were made during the time the Revitalization Area was designated by ordinance as a revitalization area.

All approved applications shall be forwarded to the County Assessor for review, pursuant to Section 404.5 of the Code of Iowa. The County Assessor shall make a physical review of all properties with approved applications. The County Assessor shall determine the increase in actual value for tax purposes due to the improvements and notify the applicant of the determination, which may be appealed to the local board of review pursuant to Section 441.37 of the Code of Iowa. After the initial tax exemption is granted, the County Assessor shall continue

to grant the tax exemption for the time period specified on the approved application. The tax exemptions for the succeeding years shall be granted without the owner(s) having to file an application for succeeding years.

K. OTHER SOURCES OF REVITALIZATION FUNDS

The City anticipates no federal or state grants or loans for improvements in the Revitalization Area at this time other than those of conventional lending institutions at normal market rates.

However, it is not the intention of the City to prohibit the use of other appropriate federal or state revitalization or incentive programs within the area.

L. RELOCATION PROVISIONS

The City does not anticipate the displacement or relocation of any persons, families, or businesses as a result of the improvements to be made in the Revitalization Area.

M. OWNERS OF PROPERTY AND ASSESSED VALUATION

The names and addresses of the owners of the property located within the Revitalization Area and the assessed valuation of such property is set forth on Exhibit B attached hereto.

N. REVITALIZATION AREA ALSO INCLUDED IN WINDSOR HEIGHTS CONSOLIDATED URBAN RENEWAL AREA

A portion of the real property being included as part of the Revitalization Area has also been included in the City's existing Windsor Heights Consolidated Urban Renewal Area established pursuant to the Urban Renewal Act, Chapter 403 of the Code of Iowa. Properties from which incremental property tax revenues ("TIF Revenues") have been pledged for the payment of bonds, notes, contracts or other urban renewal obligations of the City are ineligible for tax exemption under Section F of this Plan.



STAFF REPORT
CITY COUNCIL
October 7, 2024

TO: CITY COUNCIL
FROM: Justin Ernst, City Engineer
SUBJECT: Approve 2024 Televising Pay Request 1

GENERAL INFORMATION

ATTACHMENTS

1. LTR-Storm Sewer Televising-Pay App 1



**BOLTON
& MENK**

Real People. Real Solutions.

430 E Grand Avenue
Suite 101
Des Moines, IA 50309

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

September 18, 2024

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

RE: 2024 Televising Pay Request 1

Dear Mr. Plagge:

Submitted for your approval is Pay Request 1 for the above-mentioned project. Pay Request 1 is for a total payment of \$27,170.96. Please see Pay Request 1 for a full summary of the items completed that are included in this payment.

Bolton & Menk, Inc. recommends the approval of Pay Application 1.

Please let me know if you have any questions.

Sincerely,

Bolton & Menk, Inc.

Justin Ernst, PE
Principal Engineer



Hydro-Klean, LLC
333 NW 49th Place
Des Moines, IA, 50313
Phone: 515-283-0500

INVOICE

Reference No.:	089865A
Date:	30-Jul-2024
Due Date:	29-Aug-2024
Customer ID:	100678
Terms:	Net 30 Days
Customer PO:	VERBAL

BILL TO:	SHIP TO:
City of Windsor Heights, IA 1133 66th Street Windsor Heights IA 50311 United States of America	City of Windsor Heights, IA Windsor Heights IA 50311 United States of America

RESC. QTY.	ITEM	QTY.	UOM	UNIT PRICE	DISC%	EXTENDED PRICE
Perform televising and locating.						
This invoice replaces invoice #089865.						
	Televising/Locating	10,054.00	FOOT	2.2400		22,520.96
	TV Inspection/Lateral Launch	31.00	EACH	150.0000		4,650.00

Sales Total:	27,170.96
Tax Total:	0.00
Total (USD):	27,170.96
*FINANCE CHARGE: 1 ½ % PER MONTH (ANNUAL RATE OF 18%) ON PAST DUE BALANCES.	



**STAFF REPORT
CITY COUNCIL**
October 7, 2024

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Approve Payment of CEC Solar Pay Request 2

GENERAL INFORMATION

ATTACHMENTS

1. Invoice 2 - Engineer Review
2. G702-1992 - Invoice 2
3. G703-1992 - Invoice 2



October 3, 2024

Adam Plagge
City of Windsor Heights
1145 66th St. Suite 1
Windsor Heights, IA 50324

RE: Invoice 2 Review

Dear Adam:

Review of invoice 2 dated 9/27/24 appears to be in line with the current project status and agreed upon payment schedule. Payment of invoice 2 is recommended for the total of \$55,490 which is 50% of the scheduled value.

Thank you.

KEDbluestone

By : Caleb Jens

Title : Project Manager

Date : October 3, 2024

AIA® Document G702™ – 1992

Application and Certificate for Payment

TO OWNER:
 City of Windsor Heights

PROJECT:
 Windsor Heights CEC Solar

FROM CONTRACTOR:
 1 Source Solar

VIA ARCHITECT:
 KEDbluestone Engineering

APPLICATION NO:

PERIOD TO:

CONTRACT FOR:

CONTRACT DATE:

PROJECT NOS:

Distribution to:
 OWNER ☒ ☐
 ARCHITECT ☐
 CONTRACTOR ☐
 FIELD ☐
 OTHER ☐

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM \$ 110,980
 2. NET CHANGE BY CHANGE ORDERS \$ 0.00
 3. CONTRACT SUM TO DATE (Line 1 & Line 2) \$ 110,980
 4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703) \$ 83,235
 5. RETAINAGE:

a. 0 % of Completed Work
 (Columns D + E on G703) \$ 0.00
 b. 0 % of Stored Material
 (Column F on G703) \$ 0.00

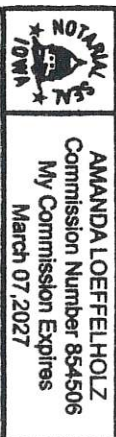
Total Retainage (Lines 5a + 5b, or Total in Column I of G703) \$ 0.00

6. TOTAL EARNED LESS RETAINAGE \$ 83,235
 (Line 4 minus Line 5 Total)
 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 27,745
 (Line 6 from prior Certificate)
 8. CURRENT PAYMENT DUE \$ 55,490
 9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 27,745
 (Line 3 minus Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$	\$
Total approved this month	\$	\$
TOTAL	\$	\$
NET CHANGES by Change Order	\$	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certifications for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.
CONTRACTOR:
 By: [Signature] Date: 9/27/24
 State of: _____ County of: _____

Subscribed and sworn to before me
 me this: 23rd day of September, 2024
 Notary Public: [Signature]
 My commission expires: March 7, 2027



ARCHITECT'S CERTIFICATE FOR PAYMENT
 In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.
 AMOUNT CERTIFIED \$ _____
 (Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation sheet that are changed to conform with the amount certified.)

ARCHITECT:
 By: _____ Date: _____
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CAUTION: You should sign an original AIA Document, on which this text appears in RED. An original assures that changes will not be obscured.
 AIA Document G702™ – 1992. Copyright © 1953, 1963, 1965, 1971, 1978, 1983, and 1992 by The American Institute of Architects. All rights reserved. **WARNING:** This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties and will be prosecuted to the maximum extent possible under the law. Purchasers are permitted to reproduce ten (10) copies of this document when completed. To report copyright violations of AIA Contract Documents, e-mail The American Institute of Architects' legal counsel, copyright@aia.org.



Continuation Sheet

AIA Document G702®, Application and Certification for Payment, or G732™, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:

APPLICATION DATE:

PERIOD TO:

ARCHITECT'S PROJECT NO:

[illegible]



STAFF REPORT
CITY COUNCIL
October 7, 2024

TO: CITY COUNCIL

FROM: Adam Strait, City Clerk

SUBJECT: Approve Community Planning Month Proclamation

GENERAL INFORMATION

ATTACHMENTS

1. Community Planning Month Proclamation



COMMUNITY PLANNING MONTH PROCLAMATION

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas, and other places; and

WHEREAS, community planning and plans can help manage this change in a way that provides better choices for how people work and live; and

WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and

WHEREAS, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October is designated as National Community Planning Month throughout the United States of America and its territories, and

WHEREAS, American Planning Association endorses National Community Planning Month as an opportunity to highlight how planning is essential to recovery and how planners can lead communities to equitable, resilient and long-lasting recovery; and

WHEREAS, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of planning commissions and other citizen planners who have contributed their time and expertise to the improvement of the City of Windsor Heights; and

WHEREAS, we recognize the many valuable contributions made by professional community and regional planners of the City of Windsor Heights and extend our heartfelt thanks for the continued commitment to public service by these professionals;

NOW, THEREFORE, BE IT RESOLVED THAT, the month of October 2023 is hereby designated as **Community Planning Month** in the City of Winsor Heights in conjunction with the celebration of National Community Planning Month.

Adopted this 7th day of October, 2024.

Mayor Mike Jones

(SEAL)

Adam Strait, City Clerk



**STAFF REPORT
CITY COUNCIL**
October 7, 2024

TO: CITY COUNCIL

FROM: Andy Larson

SUBJECT: Approve Salt Shed Improvement Project Change Order 1

GENERAL INFORMATION

Construction of the Salt Shed located at the Public Works Maintenance Facility is currently underway. A revised plan set of the project was issued to the Contractor on 8/19/2024 due to the dimensions of the roof structure package being finalized, resulting in the adjustment of the dimensions of the building itself slightly. The revision also included adding more structural steel reinforcement in two areas of the building. Public Works staff sought pricing proposals from the contractor after review of the revised plans. This change order also extends the completion date of the original contract by 14 days to October 18, 2024. This timeframe allows for the additional time needed by the contractor to procure the added material included in the revision.

Summary:

Staff recommends the approval of Salt Shed Improvements Change Order #1 in the amount of \$15,421.50. The new contract amount between the City and JC Midwest Services will be \$122,005.52. This project will be expensed from account 327-210-6761 - Salt Shed Improvements.

ATTACHMENTS

1. 0A1133895 Change Order No. 001
2. PW Staff Report Salt Shed Project Update October 7

CHANGE ORDER FORM

NO.: 1

Owner: City of Windsor Heights
Engineer: Justin Ernst
Contractor: JC Midwest Services, LLC
Project: Salt Shed Improvements
Contract Name:

Owner's Project No.:
Engineer's Project No.: 0A1.1133895
Contractor's Project No.:

Date Issued: October 3, 2024 Effective Date of Change Order: October 7, 2024

The Contract is modified as follows upon execution of this Change Order:

Description:

See attached.

Attachments:

Change in Contract Price		Change in Contract Times [State Contract Times as either a specific date or a number of days]	
Original Contract Price:		Original Contract Times:	
\$ 106,220.62		Substantial Completion:	May 31, 2024
		Ready for final payment:	
[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 0		[Increase] [Decrease] from previously approved Change Orders No.1 to No. :	
\$ N/A		Substantial Completion:	N/A
		Ready for final payment:	
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$ 106,220.62		Substantial Completion:	October 4, 2024
		Ready for final payment:	
Increase this Change Order:		Increase this Change Order:	
\$ 15,421.50		Substantial Completion:	
		Ready for final payment:	
Contract Price incorporating this Change Order:		Contract Times with all approved Change Orders:	
\$ 121,642.12		Substantial Completion:	October 18, 2024
		Ready for final payment:	

Recommended by Engineer (if required)

Accepted by Contractor

By: _____

Title: Principal Engineer

Date: _____

Authorized by Owner

Approved by Funding Agency (if applicable)

By: _____

Title: _____

Date: _____



STAFF REPORT
10/7/2024

TO: CITY COUNCIL

FROM: ANDY LARSON, ASSISTANT PUBLIC WORKS DIRECTOR

SUBJECT: SALT SHED IMPROVEMENT PROJECT UPDATE

General Information:

JC Midwest Services is currently working on the Salt Shed Improvement Project. To date, the footings have been excavated and the structural steel reinforcement has been installed. Footings will be poured on October 4, 2024. A plan revision was issued by the structural engineer on August 19, 2024 that altered the building dimensions slightly to accommodate the hoop truss roof system. Also included in the revision was additional rebar tying the wall to the slab, a tighter rebar layout in the slab itself, and an added PVC waterstop material between the wall and slab. The changes made will result in a stronger and increased protection from water infiltration and contamination of the salt commodity in the event of a flood event.

Public Works accepted delivery of our flood barrier system on October 2, 2024. Staff will install this system upon completion of the concrete construction that is currently underway. Public Works will train staff on proper deployment procedures and will integrate this system as part of the City's Flood Response Program.

The roof system is currently in production and will be completed within the next two weeks. This is great news for us, as the system can be immediately installed upon the completion of the concrete walls and slab.

The projected completion date of the building is November 18, 2024. An updated budget of this project is \$225,000.00. This amount is only an increase of 12.5% from the initial budget presented to Council last fall. That budget was created prior to any structural engineering design due to the site being in the floodplain.



STAFF REPORT
CITY COUNCIL
October 7, 2024

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Consideration of 2004 69th St. Sidewalk Petition and Waiver Request

GENERAL INFORMATION

2004 69th St. was recently split from the lot to the south and a new single-family house is being constructed there. Pedestrian Connectivity Section 174.03 of the City Code requires sidewalks to be designed to provide continuous circulation, unless otherwise exempted. In this instance, there is no sidewalk to the south of the property, there is an existing sidewalk to the north of the property. The property owner does not wish to construct a sidewalk in front of the new house and has provided the following statement.

"I am asking for an exemption regarding the addition of a sidewalk at my house being built at 2004 69th Street. Currently there are sidewalks only to the north of my lot and none to the south. Adding a sidewalk to my lot will not connect to anything to the south and will serve no purpose. My concern is that I would be required to shovel the sidewalk even though it doesn't connect. And in the future, if a sidewalk is added, it may be added to the other side of the street, and I would have to shovel a sidewalk that would never connect to anything. I ask that you approve not putting in a sidewalk on my lot until such time that the rest of that side of the street has sidewalks added. Thank you."

Administration seeks direction from City Council on this issue both for 2004 69th St. and general direction if a similar request is received in the future. If City Council wishes to waive the sidewalk requirement for the present, the recommendation is for the property owner to sign a petition and waiver which would be recorded against the property and allow for the city to assess the charge of sidewalk installation in the future. Legal's preference is for sidewalk installation to take place per code requirement but is supportive of the petition and waiver method if City Council desires to waive the requirement presently. Reconstruction of 69th St. is not currently in the CIP.

The property owner was invited to attend City Council this evening to provide any additional information.



Photo of the property shows the existing sidewalk to the north and no sidewalk to the south.

ATTACHMENTS

1. Resident Request

Resident Request:

From Jodi Bitterman,

2004 69th St.

I am asking for an exemption regarding the addition of a sidewalk at my house being built at 2004 69th Street. Currently there are sidewalks only to the north of my lot and none to the south. Adding a sidewalk to my lot will not connect to anything to the south and will serve no purpose. My concern is that I would be required to shovel the sidewalk even though it doesn't connect. And in the future, if a sidewalk is added, it may be added to the other side of the street, and I would have to shovel a sidewalk that would never connect to anything. I ask that you approve not putting in a sidewalk on my lot until such time that the rest of that side of the street has sidewalks added. Thank you.



**STAFF REPORT
CITY COUNCIL**
October 7, 2024

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Discuss Installation of Limestone Rock Barrier on 63rd Street

GENERAL INFORMATION

In 2015 and 2024 impaired drivers taking the westbound I235 offramp north onto 63rd St. crossed over 63rd St. and through the fence into 905 64th St.'s backyard. In 2024, the vehicle came through the fence and landed on the property owner's backyard greenhouse where he was actively gardening. The property owner has expressed concern over his safety and inquired whether additional protection could be installed to deter vehicles from coming onto his property. His property is unusually close to the offramp relative to other properties along I235 and his property is also at a fairly steep decline from 63rd St.



Post 2015 Accident

Engineering and Administration have held a series of meetings with the Iowa DOT to discuss potential solutions including extension of the existing 63rd St. median just north of I235 further south. The Iowa DOT informed the City on Tuesday that lengthening the median would be cost prohibitive due ADA requirements that would be required throughout the entire intersection, including signal modifications. The Iowa DOT will not

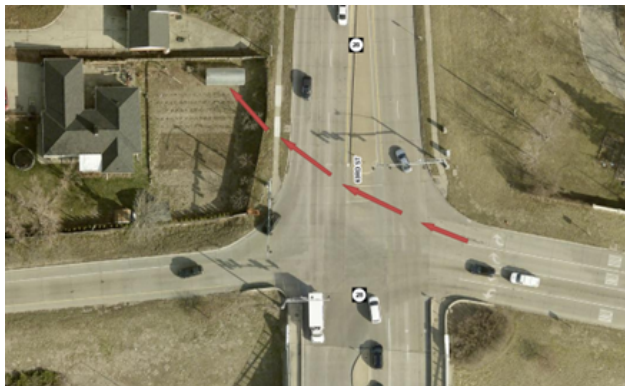
participate in cost sharing due to the cost/benefit.



Post 2024 accident

Cost sharing for the installation of bollards or limestone rock between the sidewalk and fence on the multi-jurisdictional government property was also discussed with the Iowa DOT. The Iowa DOT also declined to participate in any improvements west of the sidewalk due to the city's responsibility to maintain this area. The DOT has indicated they would permit improvements here. Engineering priced out a series of 15-18 bollards at a cost in excess of \$50,000. This number of bollards would be unsightly and is also a high-cost solution.

The best actionable option is the installation of a series of 18" height, 24" depth limestone rock between the fence and sidewalk. See attached graphic. The rocks are small enough, they would provide some give during a collision, and they would be the most aesthetically pleasing option tying into other limestone installations around the city. The cost to install the limestone rock with some perennial landscaping, the amount of landscaping to be determined, is estimated at between \$15,000 and \$45,000.

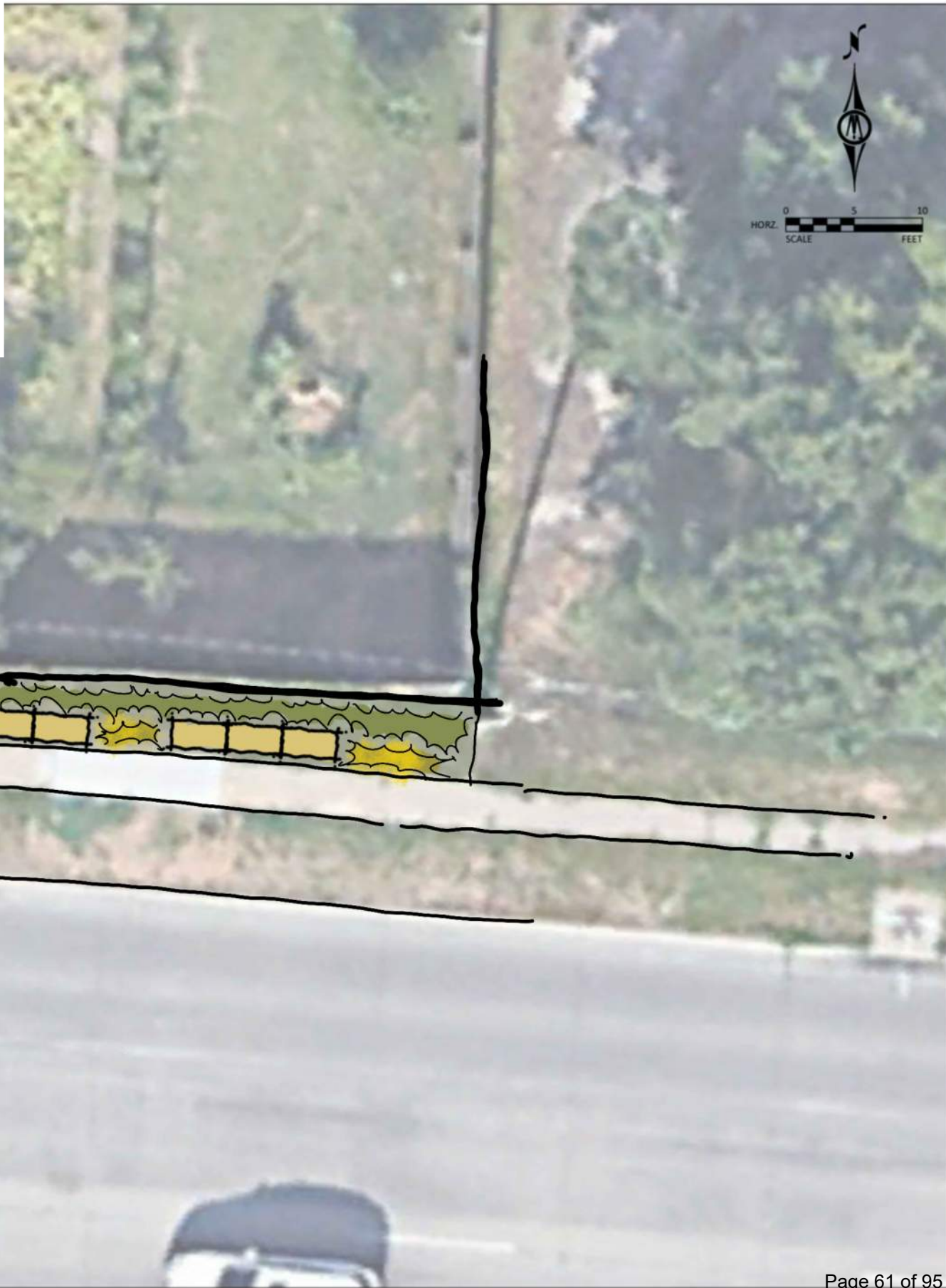
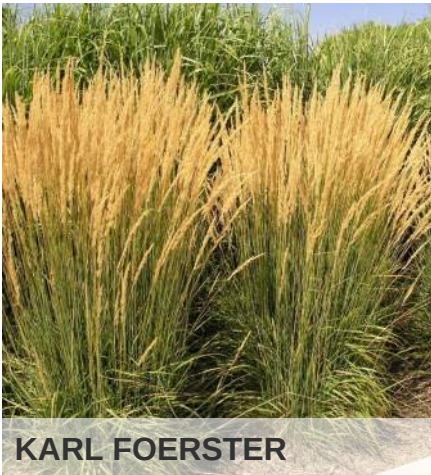


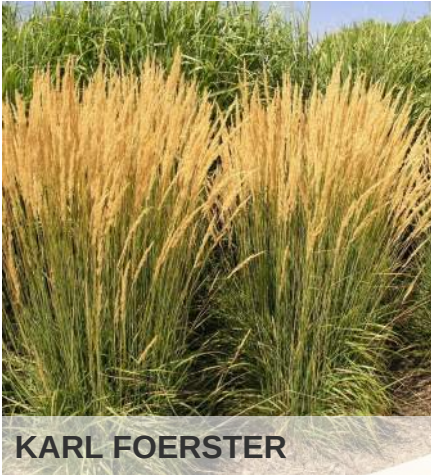
General trajectory of 2015 and 2024 accidents

Administration appreciates the property owner's safety concerns and while frustration was expressed to the Iowa DOT over their lack of participation in addressing issues on a road, they have jurisdiction over and for which they designed the median, Administration recommends City Council authorize staff to finalize the design and budget for the limestone installation project to take place next fiscal year.

ATTACHMENTS

1. 2024-09-27_Windsor Heights_Car Barrier Study_Reduced





ASTER

KARL FOERSTER

DAYLILY

STONE BLOCK BARRIER
(18" HEIGHT)



STAFF REPORT
CITY COUNCIL
October 7, 2024

TO: CITY COUNCIL

FROM:

SUBJECT: Discuss And Consider Colby Park Change Order 5

GENERAL INFORMATION

Pricing information has been received back from the contractor on the additional landscaping for the food truck plaza and for the custom leaf benches concepts that were created in 2022-2023. The three leaf benches are an intriguing aesthetic addition to the food truck plaza, but the price (\$50,493) is higher than the original estimate provided with the concept. Council direction is sought on whether to move forward with the benches.

Additionally, it has been noted that some seating or tables would be a logical addition to the food truck plaza. Jessie bar top images and pricing are included at the bottom of the leaf benches attachment. It is also noted that three of the repainted benches previously in Colby Park are planned to be installed in the food truck plaza. Picnic tables can be placed south of the food truck plaza on an as-needed basis as well.

ATTACHMENTS

1. Change Order 005_Combined_Caliber Signed
2. Leaf Benches



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

October 3, 2024

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

RE: 2023 Colby Park Improvements
Change Order 5

Enclosed are three (3) copies of Change Order 5 for the 2023 Colby Park Improvements project under the contract between the City of Windsor Heights and Caliber Concrete.

Change Order No. 5 includes additional quantities and bid items associated with the custom leaf benches in the food truck plaza and the landscape enhancements around them. Because of the schedule of the project and protection needed for the previous improvements, the contractor included restoration of the site and crane service to place the benches.

Upon approval of Change Order 5, please sign all copies in the space provided. Return one executed copy of the change order to our office and one executed copy of the change order to Caliber Concrete.

If you have any questions or comments, please contact me at 515-259-9190.

Sincerely,

Bolton & Menk, Inc.

Justin Ernst, P.E.
Project Manager

Enclosure

CHANGE ORDER FORM

NO.: 005

Owner: City of Windsor Heights
 Engineer: Bolton & Menk, Inc.
 Contractor: Caliber Concrete
 Project: 2023 Colby Park Improvement
 Contract Name:
 Date Issued: September 30, 2024
 Owner's Project No.:
 Engineer's Project No.: OT6.128908
 Contractor's Project No.:
 Effective Date of Change Order: October 21, 2024

The Contract is modified as follows upon execution of this Change Order:

Description:

1. Food truck plaza custom benches and associated landscape enhancements as defined in PR-07.

Attachments: Attachment 1: Additional project items.

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 2,852,637.72	Original Contract Times: Substantial Completion: 9/30/2024 Ready for final payment:
Increase from previously approved Change Orders No. 1 to No. 4: \$ 385,802.24	Increase from previously approved Change Orders No. 1 to No. 4: Substantial Completion: N/A Ready for Final Payment: N/A
Contract Price prior to this Change Order: \$ 3,238,439.96	Contract Times prior to this Change Order: Substantial Completion: 9/30/2024 Ready for final payment:
Increase this Change Order: \$ 65,043.00	Increase this Change Order: Substantial Completion: N/A Ready for final payment: N/A
Contract Price incorporating this Change Order: \$ 3,303,482.96	Contract Times with all approved Change Orders: Substantial Completion: 5/31/2025 Ready for final payment:

Recommended by Engineer
 By: Justin E. Smith
 Title: Principal Engineer
 Date: 9/30/2024

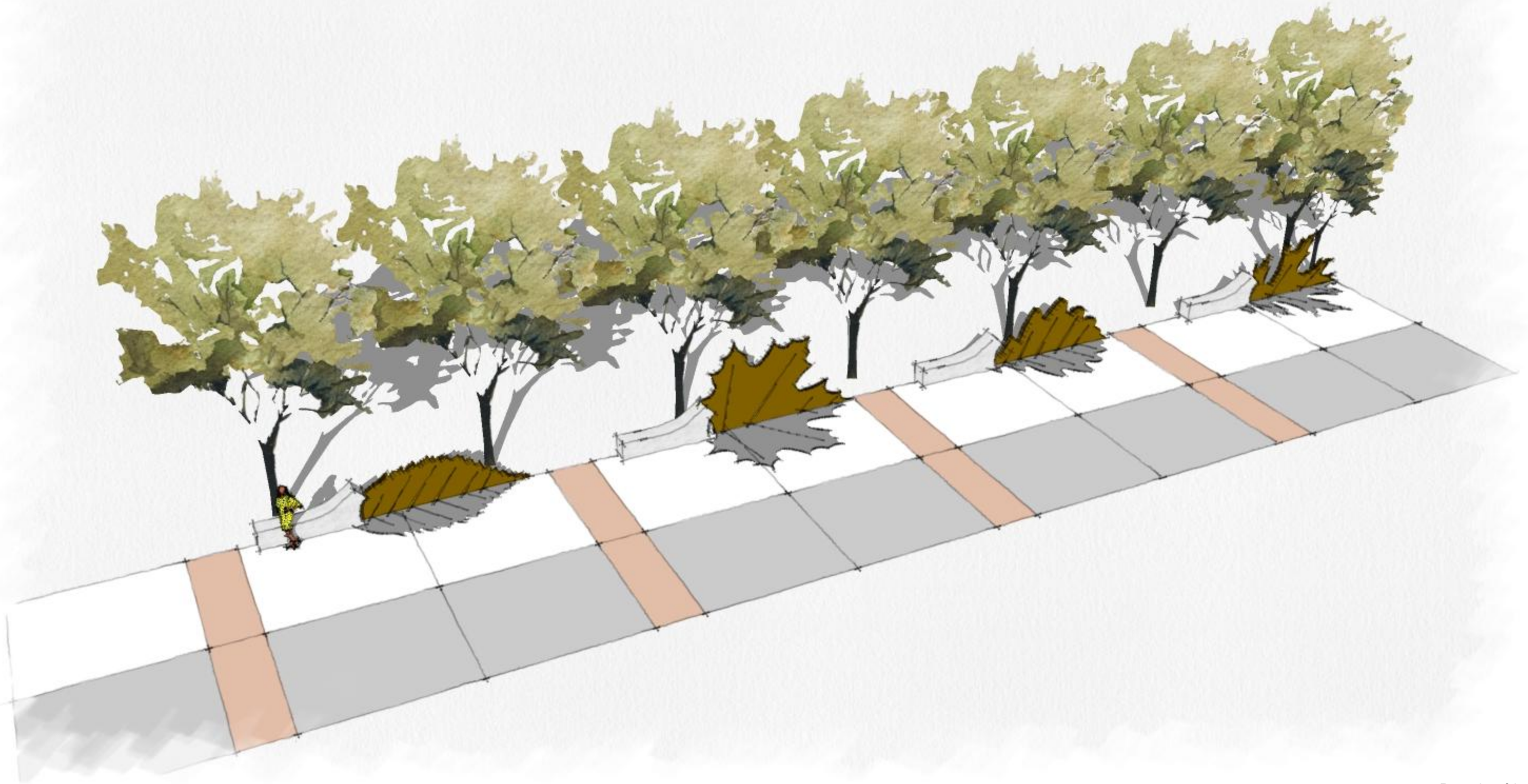
Accepted by Contractor
M. M. M. M. O.
 Office Controller
 10.3.2024

Authorized by Owner
 By: _____
 Title: _____
 Date: _____

Approved by Funding Agency (if applicable)
 By: _____
 Title: _____
 Date: _____

ATTACHMENT 1

BID ITEM #	DESCRIPTION	QUANTITY CHANGE	UNIT	UNIT PRICE (\$)	VALUE OF BID ITEM
2	TOPSOIL, COMPOST AMENDED	34	CY	\$135.00	\$4,590.00
44	PERENNIAL GROUND COVER (1 GAL)	73	EA	\$36.00	\$2,628.00
86 (NEW)	CUSTOM LEAF BENCHES	3	EA	\$16,831.00	\$50,493.00
87 (NEW)	BENCH PADS	3	EA	\$2,444.00	\$7,332.00
TOTAL					\$ 65,043.00

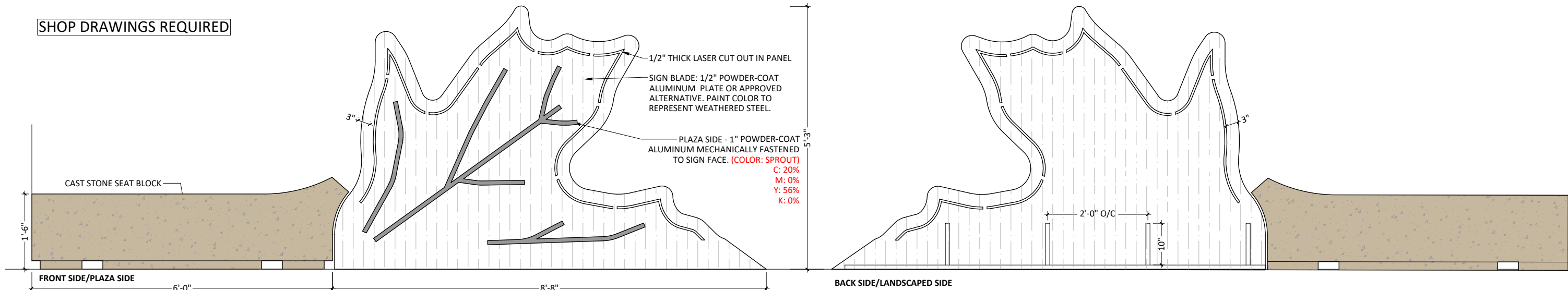


FOOD TRUCK PLAZA

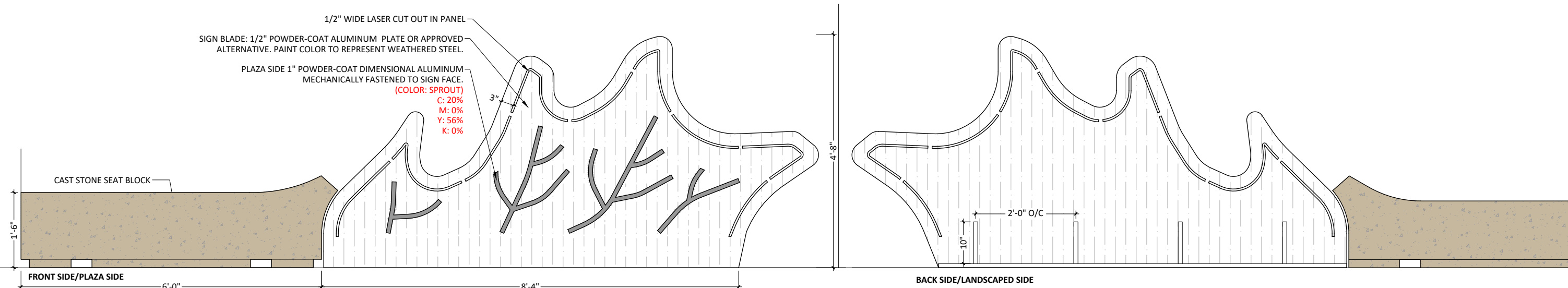
MAY 2023 | COLBY PARK



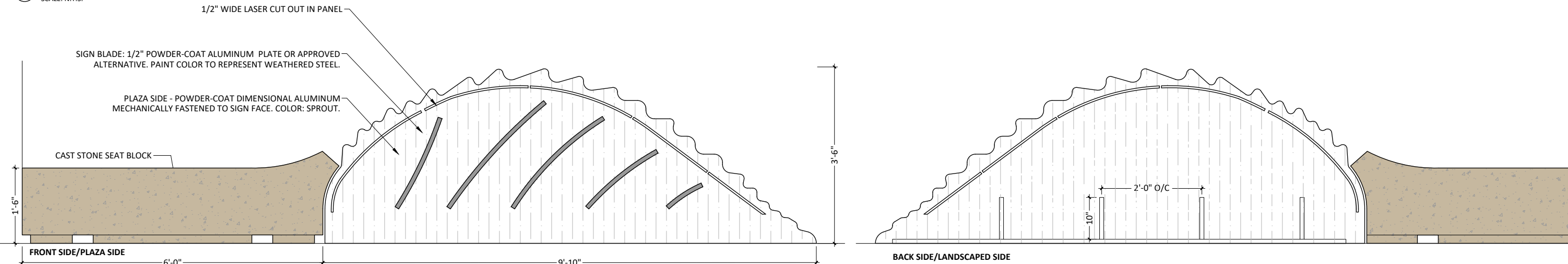
SHOP DRAWINGS REQUIRED



5 ELEVATION: CUSTOM LEAF BENCH - TYPE A
SCALE: N.T.S.



5 ELEVATION: CUSTOM LEAF BENCH - TYPE B
SCALE: N.T.S.



5 ELEVATION: CUSTOM LEAF BENCH - TYPE C
SCALE: N.T.S.

REV	ISSUED FOR	DATE
0	BID SET	10-03-2023
1	ADDENDUM #1	10-23-2023
0	PR-07	09-18-2024



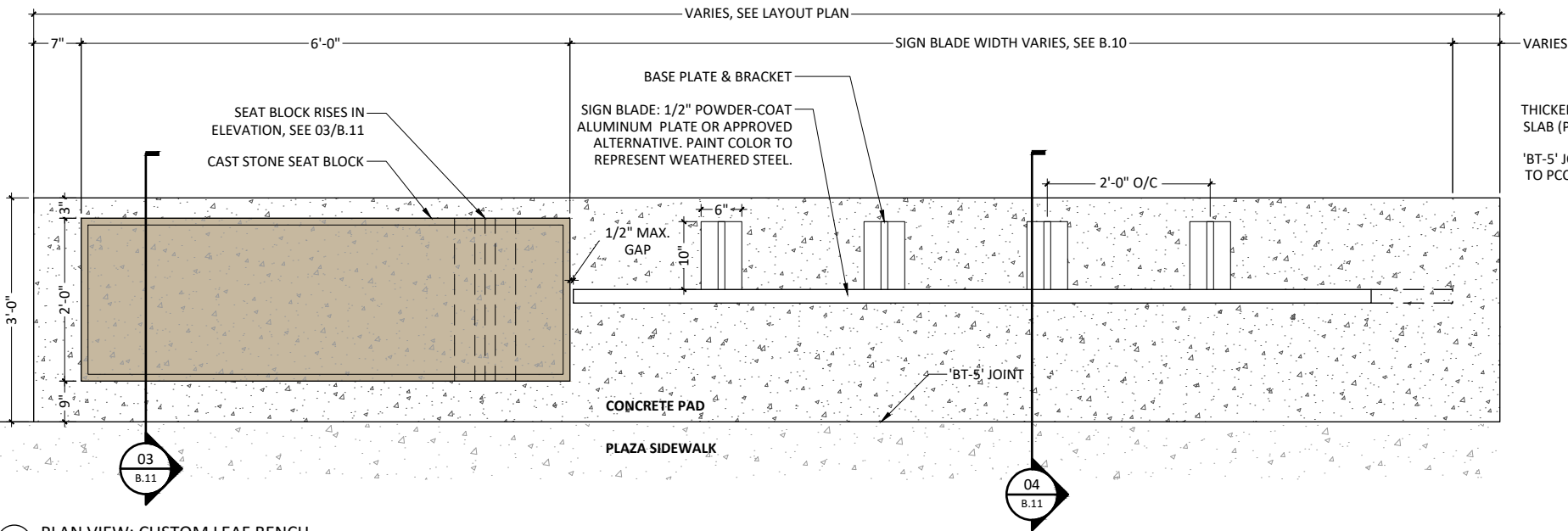
430 E GRAND AVE, SUITE 101
DES MOINES, IOWA 50309
Phone: (515) 259-9190
Email: DesMoines@bolton-menk.com
www.bolton-menk.com



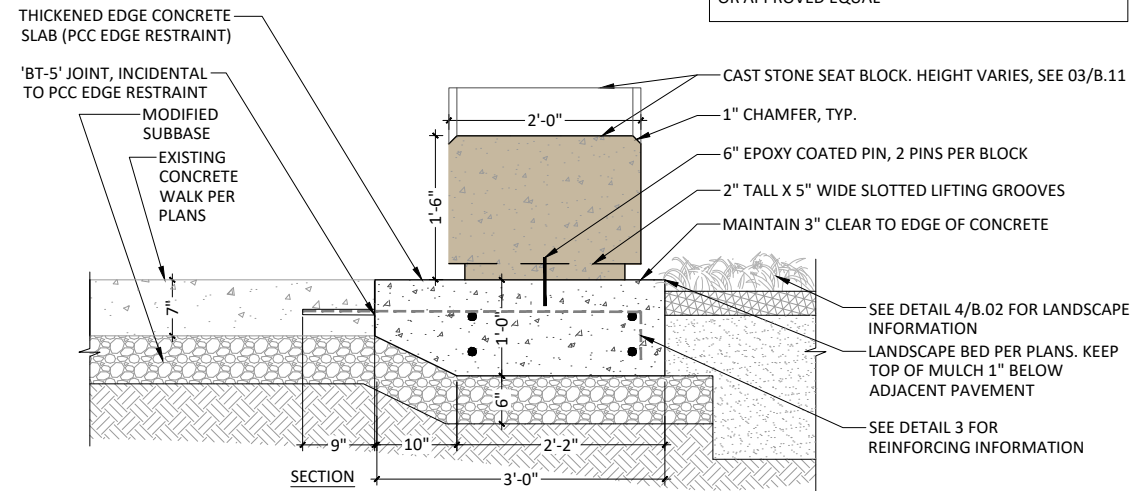
DESIGNED NW/NRJ/TJN
SEALED CB
CHECKED CB
CLIENT PROJ. NO. 076.128908

CITY OF WINDSOR HEIGHTS, IOWA
2023 COLBY PARK IMPROVEMENTS
DETAILS

SHEET
B.10

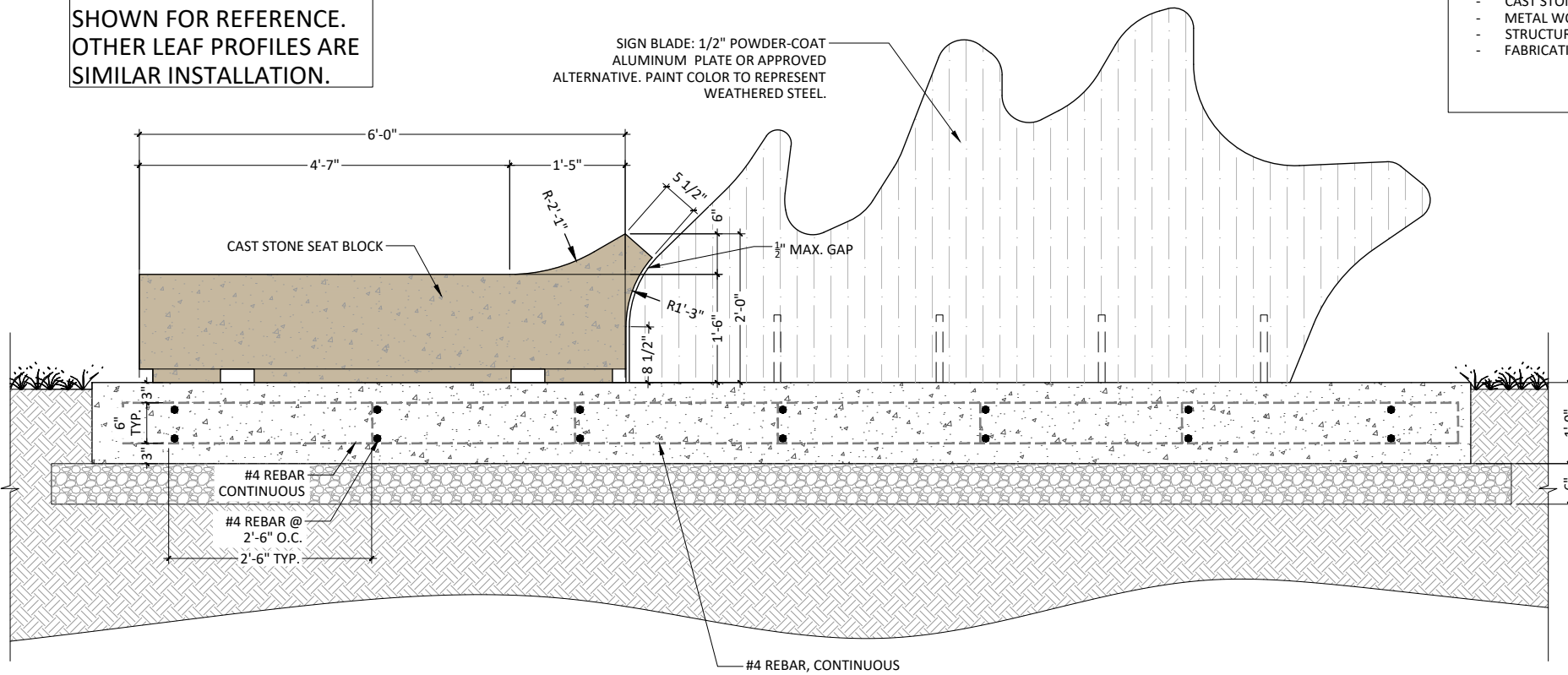


1 PLAN VIEW: CUSTOM LEAF BENCH
SCALE: N.T.S.



2 TYPICAL SECTION: CAST CONCRETE SEAT BLOCK
SCALE: N.T.S.

NOTE: LEAF PROFILE TYPE B SHOWN FOR REFERENCE. OTHER LEAF PROFILES ARE SIMILAR INSTALLATION.

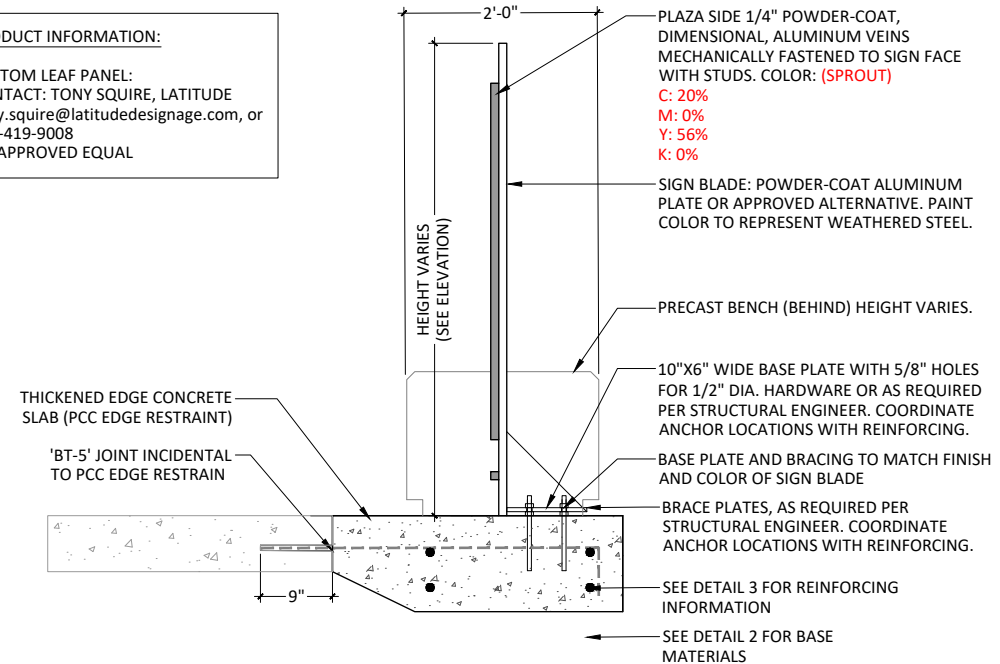


3 ELEVATION: CUSTOM LEAF BENCH
SCALE: N.T.S.

- CUSTOM LEAF BENCH GENERAL NOTES:
- CONTRACTOR SHALL PROVIDE SHOP DRAWINGS FOR ALL ELEMENTS RELATED TO CUSTOM LEAF BENCH, INCLUDING:
 - CAST STONE SEAT BLOCKS
 - METAL WORK
 - STRUCTURAL ELEMENTS
 - FABRICATION, FIT AND FINISH.
 - CONTRACTOR SHALL VERIFY ALL MEASUREMENTS OF SITE CONFIGURATION PRIOR TO SHOP DRAWINGS AND FABRICATION. SIZING FOR ALL WORK IS FOR AESTHETIC REFERENCE ONLY. STRUCTURAL INTEGRITY OF CUSTOM LEAF BENCH IS THE RESPONSIBILITY OF THE FABRICATOR. ADJUSTMENTS TO SIZES PER STRUCTURAL REQUIREMENTS ARE THE RESPONSIBILITY OF THE CONTRACTOR AND SHALL BE IDENTIFIED IN THE SHOP DRAWINGS.
 - ALL ELEMENTS OF METAL PANELS TO BE WEATHERED STEEL LOOK. CONTRACTOR TO PROVIDE PHYSICAL SAMPLES OF MANUFACTURER'S MATERIAL COLOR AND FINISH. PRODUCT INFORMATION AND PHYSICAL SAMPLE OF ALUMINUM PLATE WITH COATING TO BE SUBMITTED FOR APPROVAL. DIGITAL LEAF PATTERN TO BE PROVIDED BY LANDSCAPE ARCHITECT.
 - THREE (3) SEPARATE DIGITAL LEAF PATTERNS TO BE PROVIDED BY LANDSCAPE ARCHITECT FOR USE BY THE FABRICATOR.

PRODUCT INFORMATION:

CUSTOM LEAF PANEL:
CONTACT: TONY SQUIRE, LATITUDE
tony.squire@latitudedesignage.com, or
515-419-9008
OR APPROVED EQUAL



4 TYPICAL SECTION: CUSTOM LEAF BENCH
SCALE: N.T.S.

REV	ISSUED FOR	DATE
0	BID SET	10-03-2023
1	ADDENDUM #1	10-23-2023
0	PR-07	09-18-2024



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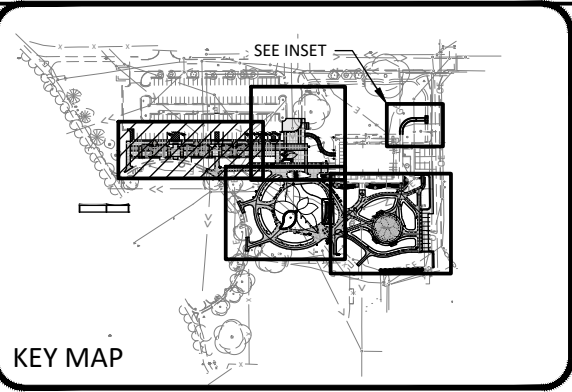
CITY OF WINDSOR HEIGHTS, IOWA

2023 COLBY PARK IMPROVEMENTS

DETAILS

SHEET

B.11



KEY MAP

SITE LAYOUT KEYNOTES:

- ① REINFORCED CAST-IN-PLACE CONCRETE WALL (LEAF SEAT WALLS) OR CAST STONE CUSTOM WALLS, SEE DETAIL 1/B.07
- ② CONCRETE STEPPING PLANKS, SEE DETAIL 5/B.07
- ③ RAMP WITH HANDRAIL, SEE GRADING SHEETS & DETAIL SHEET 8/B.01
- ④ NOT USED
- ⑤ BIKE RACK, SEE DETAIL 3/B.03
- ⑥ B-CYCLE STATION, (COORDINATE W/B-CYCLE BEFORE REMOVAL & NEW PLACEMENT)
- ⑦ LANDSCAPE BERM, SEE GRADING SHEETS
- ⑧ STONE BLOCK BENCH, SEE DETAIL 3/B.07
- ⑨ STONE BLOCK BENCH WITH BENCH (WOOD), SEE DETAIL 4/B.07
- ⑩ DRINKING FOUNTAIN, SEE DETAIL SHEET B.03 (WATER FOUNTAIN MUST BE INSTALLED BY MAY 2024)
- ⑪ TRASH & RECYCLING RECEPTACLES, BY OTHERS
- ⑫ DUMOR BENCH, BY OTHERS
- ⑬ LIGHTING, SEE ELECTRICAL SHEETS
- ⑭ EXISTING KIOSK, REMOVE AND REINSTALL (BY OWNER)
- ⑮ REINSTALL SALVAGED BUTTERFLY SCULPTURE AND CONCRETE BASE

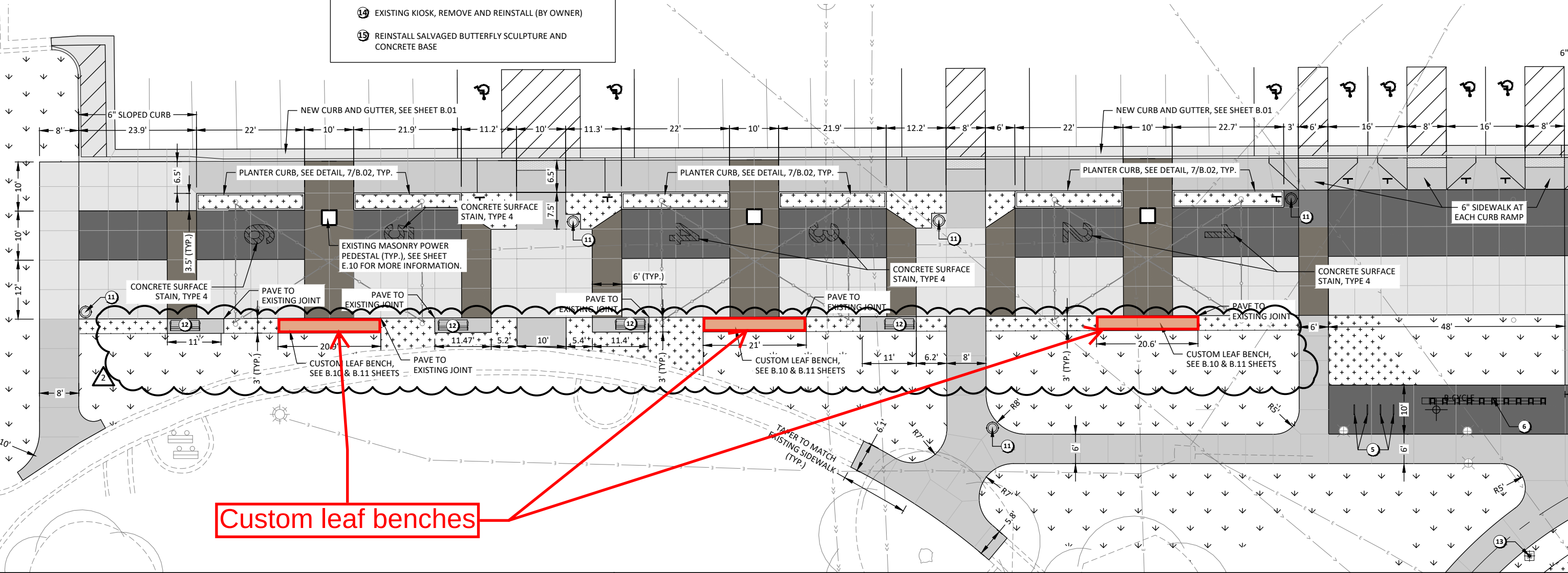
LEGEND

- PAVEMENT, PCC 7"
- SIDEWALK, PCC 5"
- SIDEWALK, PCC 6"
- PAVEMENT, PCC, 7" INTEGRAL COLOR CONCRETE, TYPE 1 (PER SPECS)
- PAVEMENT, PCC, 7" INTEGRAL COLOR CONCRETE, TYPE 2 (PER SPECS)
- CONCRETE SURFACE STAIN (PER SPECS)
- FALL ATTENUATION SURFACING, SYNTHETIC TURF. DEPTH VARIES.
- LANDSCAPE BED
- SOD
- FALL ATTENUATION SURFACING, POUR-IN-PLACE
- NON-SKID RUBBERIZED COATING (SPLASHPAD)

SEE B SHEETS FOR ALL CONSTRUCTION DETAILS

NOTE:

DIGITAL CAD FILE OF CONCRETE SURFACE STAIN NUMBERS TO BE PROVIDED BY LANDSCAPE ARCHITECT.
SEE SHEET B.09 FOR JOINTING REQUIREMENTS



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REV	ISSUED FOR	DATE
0	DIG SET	10-03-2023
0	PR-03	04-04-2024
1	PR-04	04-17-2024
2	PR-07	09-18-2024



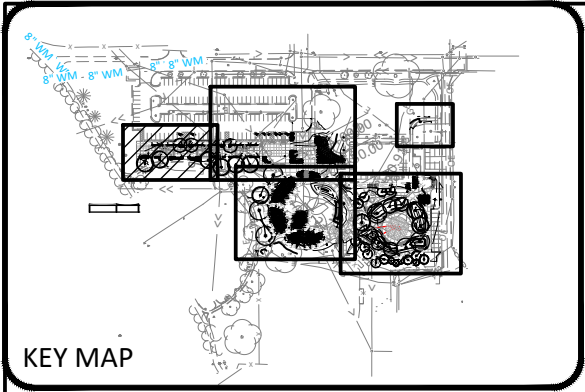
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076.128908

CITY OF WINDSOR HEIGHTS, IOWA
2023 COLBY PARK IMPROVEMENTS
LAYOUT PLAN

SHEET
D.09



LEGEND

LOW-GROW FESCUE
(SEE LANDSCAPE NOTES)

SOD PER SUDAS (TYP.)

EXISTING PLANTING BED

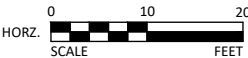
IRRIGATION EXTENTS
(ALTERNATE D)

NOTE: PLANT SCHEDULE CAN BE FOUND ON SHEET L.01.



Custom leaf benches

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L:\WINDSOR\2023\2023 COLBY PARK IMPROVEMENTS\DWG\2023 COLBY PARK IMPROVEMENTS L.04.DWG 9/18/2024 11:37 AM



REV	ISSUED FOR	DATE
0	BID SET	10-03-2023
0	PR-03	04-04-2024
1	PR-04	04-17-2024
2	PR-07	09-18-2024



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CITY OF WINDSOR HEIGHTS, IOWA
2023 COLBY PARK IMPROVEMENTS
LANDSCAPE PLAN

SHEET

L.04

Jessie Bar



JESSIE BAR TOP

OPEN

SURFACEMOUNT

BASIC UNITS = \$2900 EACH

EXPANSION UNITS = \$1090 EACH



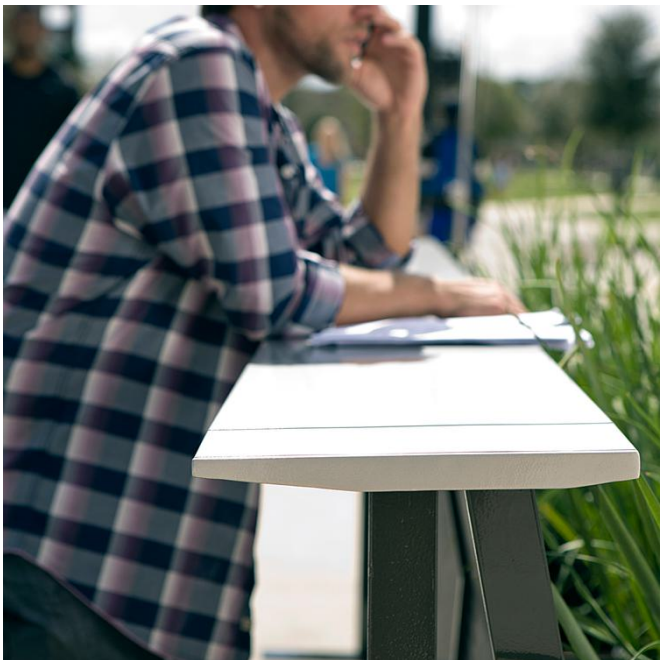
JESSIE BAR TOP

BACKREST

SURFACEMOUNT

BASIC UNITS = \$3560 EACH

EXPANSION UNITS = \$1410 EACH



BASIC UNITS: 6”D x 42”H x 106”L

EXPANSION UNITS: 6”D x 42”H x 50”L

****Can do special length units per your site**

landscapeforms

NOTES:

- Include approximately \$500 per rail for concrete slabs
- Add 15% for shipping.



STAFF REPORT
CITY COUNCIL
October 7, 2024

TO: CITY COUNCIL
FROM: Adam Plagge, City Administrator

SUBJECT: Discuss 68th Street South Reconstruction

GENERAL INFORMATION

68th St. between School Street and University Ave. is currently being designed for a Winter 2024 bidding and 2025 reconstruction. The current estimated engineer's estimate for the project is \$2,800,000. September 25th the City held its second open house with residents on the street to receive feedback on the draft design which includes installation of sidewalk on the west side of the street. Administration wishes to provide a few updates on the project and solicit feedback from City Council on a few items as planning proceeds.

The draft project schedule is attached.

1. Project Duration

- 69th St. took two construction seasons to complete, it is administration's desire to have 68th St. completed within one construction season if possible.
- Phasing. Staff is currently exploring having the project constructed in three phases as shown in the attachment. Because these phases are relatively short, staff is recommending the contractor be allowed to start sequential phases 2-3 weeks prior to completion of the prior phase. This will allow the project to move faster and encourage the contractor to stay on site to continue work, while still limiting the timeframe of a more substantial disruption for residents. This strategy, as opposed to having additional phases or requiring substantial completion of each phase prior to initiating the next, may produce cost savings estimated at between \$50,000-\$75,000 in bid results.
- Contractor Incentive Payment. Additionally, to help accomplish completion of the project within one construction season, City Council could consider providing a performance incentive to the contractor if it is completed within a specified timeframe. This incentive would encourage the contractor to prioritize the project

and complete water testing and other components in the most time-effective manner. This incentive tool has not been utilized by Windsor Heights in the past, but may be worth experimenting with on this project. If City Council is interested in pursuing this strategy, a 4-5% incentive would be recommended. The goal would be to make the completion deadline achievable and the incentive substantive enough to appropriately motivate the contractor.

2. Resident Access

- Staff recommends requiring the contractor to install a gravel walkway on both sides of the street (where possible) that would remain accessible to residents for the duration of the project, unless active grading or utility work is actively occurring in the walkway area. No golf cart service is being recommended due to the substantial cost associated with providing this service. Administration did reach out to other Iowa Cities on whether golf carts are a service provided elsewhere by cities, a half dozen cities replied that they do not and administration is not aware of any cities that provide this service for a typical reconstruction project.
- A mailing has gone out to all residents on the street inquiring about any special access needs. Through past public meetings, it has been observed there are several residents with mobility restrictions on the street and staff want to ensure none are missed. Staff will work to identify accommodations for any residents in need including ADA designated street parking proximate to their residence and/or otherwise reasonable accommodations.
- Staff is aware of one resident with an EV vehicle, the intention is to provide them with an extension cord on the west end of the food truck plaza power pedestals to allow for overnight charging, they have indicated would be an agreeable solution.

3. Bid Alternate

- Because 69th Street has been reconstructed already, Administration and engineering is interested in including reconstruction of Mott between 68th and 69th Street as a bid alternant for this project so that a short unimproved gap does not remain between the two streets. The engineers' estimate for the Mott alternate is \$200,000. Mott would be included in phase 2 of the project. While this section of Mott is in OK condition, it may be preferable to complete reconstruction work here in tandem with 68th St. as opposed to independently in the future.

4. Street Trees

1. Administration would like feedback from elected officials on whether there is interest in providing residents with the opportunity to have a tree planted on their property adjacent to the ROW to provide street/sidewalk shade as part of the project. Any residents interested in a ROW adjacent tree would need to sign a waiver providing contractor access to complete the planting and acknowledging the tree is on private property and their responsibility to maintain henceforth.

ATTACHMENTS

1. 68th Street_Schedule_v2
2. Phasing Plan

68th Street Improvement Project Project Schedule

October 3, 2024



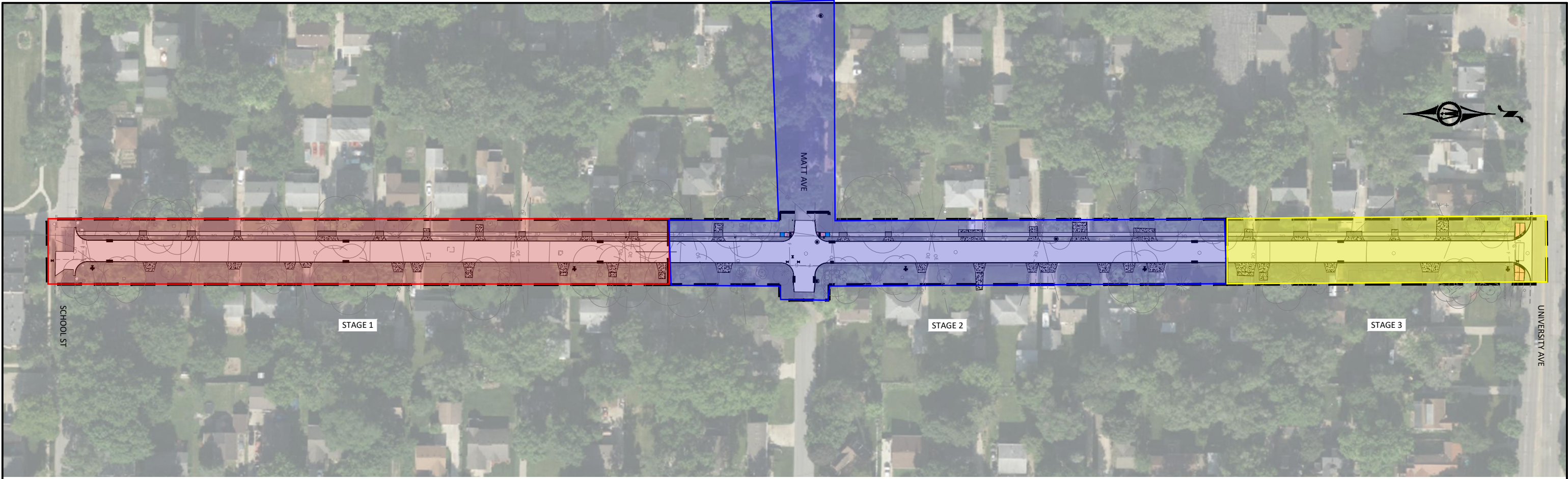
Project Timeline

- Survey Fieldwork/Drafting (April/May 2024)
- Preliminary Design (June-July, 2024)
- Public Meeting 2 (September 25, 2024)
- 60% Submittal (October 3, 2024)
- City & DMWW Review (October 3 –11, 2024)
- 90% Design (October– November 2024)
- City & DMWW Review (November 4 – 8, 2024)
- 100% Design (November-December 2024)
- City & DMWW Review (December 2-6, 2024)
- Wednesday Prior to Council Meeting (December 11, 2024)
 - ☐ Bidding Documents received by City for inclusion in packets
 - ☐ Public Hearing Notice assembled by Bolton & Menk and sent to City
 - ☐ Project Background assembled by Bolton & Menk and sent to City
- Council Meeting (December 16, 2024): Set Public Hearing
- Notice to Bidders (December 17, 2024)
 - ☐ Published at least once, **not less than 13 or more than 45 days** before date for filing bids by Bolton & Menk
 - Bolton & Menk to advertise on QuestCDN, Master Builders, & Iowa League of Cities
 - City to advertise on City website
- Notice of Public Hearing (Week(s) of December 30, 2024)
 - ☐ Published at least once, **not less than 4 or more than 20 days** prior to Public Hearing by City
- Bid Opening (January 15, 2025 @ 10:00 am in City Hall)
- Wednesday Prior to Council Meeting (January 15, 2025)
 - ☐ Award Recommendation received by City for inclusion in packets
 - ☐ Notice of Award and Draft Contract assembled by Bolton & Menk and sent to City
 - ☐ Project Background assembled by Bolton & Menk and sent to City
- Council Meeting (January 25, 2025): Public Hearing and Award Contract



Project Timeline, Cont.

- **Contract Executed (February 2025)**
 - ☐ *Bolton & Menk routes to Contractor, Contractor signs and returns to Bolton & Menk with attachments, Bolton & Menk routes to City*
- **Preconstruction Meeting (TBD)**
- **Construction Begins (April/May)**
- **Construction Substantially Complete (November 28, 2025)**
- **Construction Complete (May 2026)**
 - ☐ *No punchlist items remaining*
- **Tuesday prior to Council Meeting (May 2026 estimated)**
 - ☐ *Final Pay Application, Reconciliation Change Order, & related closeout documents provided to City*
- **Council Meeting (June 2026 estimated)**
 - ☐ *Council Approves Final Pay Application/Project close*
- **Record Drawings (June 2026 estimated)**



STAGING NOTES:

1. THE CONTRACTOR IS TO CONSTRUCT THE PROJECT IN 4 STAGES. THE CONTRACTOR SHALL PROVIDE A STAGING PLAN PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.
2. ANY ADJUSTMENT TO THE STAGING/TRAFFIC CONTROL SHALL BE COORDINATED WITH THE CITY OF WINDSOR HEIGHTS AND ENGINEER ON RECORD A MINIMUM OF TWO WEEKS IN ADVANCE.
3. THE CONTRACTOR SHALL REQUEST, IN WRITING, PERMISSION TO START EACH STAGE OF THE PROJECT AND SUBMIT AN UPDATED SCHEDULE FOR EACH STAGE UNDER CONSTRUCTION
4. THE ROAD SHALL BE SCRAPPED AND BROOMED PRIOR TO OPENING THE STREET TO TRAFFIC.
5. SITE RESTORATION SHALL BE COMPLETED PRIOR TO NEXT STAGE STARTING.
6. REFER TO WATER MAIN PLANS FOR WATER MAIN PHASING.

MAINTAINING MOBILITY FOR HANDICAPPED RESIDENTS:

1. DUE TO THE MOBILITY ISSUES OF SEVERAL RESIDENTS ALONG THE CORRIDOR, IT WILL BE THE RESPONSIBILITY OF THE CONTRACTOR TO PROVIDE A COURTESY CART FOR TRANSPORTING RESIDENTS TO AND FROM THEIR PARKED VEHICLES TO THEIR PLACE OF RESIDENCE WHILE THE ROADWAY IS CLOSED.
2. THE CONTRACTOR HAS THE OPTION REGARDING THE KIND OF CART PROVIDED (GOLF, GATOR, ETC.). ENGINEER ON RECORD SHALL APPROVE CART OPTION.
3. IT WILL BE THE CONTRACTORS RESPONSIBILITY TO PROVIDE A MOBILE PHONE NUMBER TO WHICH RESIDENTS CAN CALL BETWEEN THE HOURS OF 7:00 AM TO 7:00 PM, MONDAY THROUGH SUNDAY TO WHICH THEY WILL BE ABLE TO REACH THE COURTESY CART DRIVER, UNLESS OTHER ARRANGEMENTS HAVE BEEN MADE WITH THE RESIDENTS.
4. THE CART WILL OPERATE IN CONJUNCTION WITH GRADING AND PAVING OPERATIONS. THE MAXIMUM WAIT TIME FOR THE COURTESY CART SHALL BE 30 MINUTES.

60% Plan Set - For Review Only
Not for Construction
10/03/2024

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P:\WINDSOR\68TH ST\68TH ST CAD\101133739.dwg 10/3/2024 8:07:29 AM



430 E GRAND AVENUE, SUITE 101
DES MOINES, IA 50309
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Email: DesMoines@bolton-menk.com
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DESIGNED	REV	DESCRIPTION	DATE
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CLIENT PROJ. NO.	0A1.133739		

CITY OF WINDSOR HEIGHTS, IOWA
68TH STREET SOUTH RECONSTRUCTION
STAGING AND TRAFFIC CONTROL

SHEET
J.01



STAFF REPORT
CITY COUNCIL
October 7, 2024

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Consideration of the 2nd Reading of Ordinance No. 2024-07 - An Ordinance Amending Chapter 175, Revising Subsection 175.05 To 175.09-04, Of The Code Of Ordinances For The City Of Windsor Heights, With Regard To Design Elements For On-Premises Signs

GENERAL INFORMATION

ATTACHMENTS

1. 24.07 Design Elements On Premise Signage Update

ORDINANCE NO. 2024-07

AN ORDINANCE AMENDING CHAPTER 175, REVISING SUBSECTION 175.05 TO 175.09-04, OF THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS, WITH REGARD TO DESIGN ELEMENTS FOR ON-PREMISES SIGNS

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

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

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

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

SECTION 1. Purpose. The purpose of this ordinance is to amend Chapter 175, Section 175.05 to 175.09-04, of the City Code to support businesses and allows for said businesses to promote their services effectively.

SECTION 2. Revised. Revised Chapter 175, Section 175.05 to 175.09-04, as follows:

175.05 BASIC DESIGN ELEMENTS FOR ON-PREMISES SIGNS.

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

- g. Where allowable sign areas are determined by a building's frontage, the allowable sign area shall not be transferrable to other building frontages.
 - h. Where permitted, canopy signs are counted as wall signs when calculating the total permitted sign area.
- 3. Projecting Signs and Graphics. Projecting signs and graphics are subject to the following general regulations.
 - a. The maximum projection of any projecting sign shall be three feet.
 - b. A projecting sign may be no closer than two feet from the vertical plane of the inside curb line.
 - c. Each projecting sign must maintain at least the following vertical clearances:
 - A. 8 feet, 6 inches over sidewalks, except that a canopy may reduce its vertical clearance to 7 feet, 6 inches;
 - B. 14 feet over parking lots;
 - C. 18 feet over alleys or driveways;
 - D. Unless noted above, no projecting sign shall be placed over a roadway.
 - d. No projecting sign extending three feet from a property line may be located within 22 feet of any other projecting sign extending three feet from a property line.
 - e. The support structure for projecting signs cannot be visible.
- 4. Roof Signs. Roof signs are subject to the following regulations:
 - a. Where permitted, integral roof signs may be used interchangeably with wall signs.
 - b. Above peak roof signs are prohibited.
- 5. Detached Signs. Detached signs are subject to the following general regulations.
 - a. Where the maximum number and area of detached signs is determined by building frontage and if a parcel/ building fronts on multiple streets, the allowable number and size of detached signs shall not be transferrable across building frontages.

175.08 SIGN AREA.

- 1. Maximum Permitted Sign Area. Maximum permitted sign area for a premises is set forth as a numerical limit and is the combined total of all signs on the premise.
- 2. Sign Area.
 - a. Sign area includes the entire area within the perimeter enclosing the extreme limits of the sign, excluding any structure essential for support or service of the sign, or architectural elements of the building.
 - b. The area of double-faced signs is calculated on the largest face only.
 - c. The sign area for ground signs, monument signs, and architectural sign bands is calculated as the area enclosing the extreme limits of the copy only.
 - d. In the case of individual letters mounted to a wall, the total area in a simple shape such as a rectangle around the letters will be calculated.
- 2. Height. The height of a sign is measured from the average grade level below the sign to the topmost point of the sign or sign structure.
- 3. Setback. The setback of a sign is measured from the property line to the supporting frame, mast, pole, or base of the sign.
- 4. Building Frontage: Building frontage is measured as the linear dimension of the building line or parallel to a public street, private way, or court. For walls angled out of parallel to a public street, private way, or court a projected parallel line shall be used.

Table 175.09-03 - Permitted Signs by Maximum Permitted Area and District

The Maximum Permitted Area for all signs on a premises, excluding exempt signs:

Zoning district	Maximum total square feet
R-1, R-2	8
R-3	32
MH	48
CC, UC	N/A
LI	200

Table 175.09-04 – Permitted Signs by Numbers, Dimensions, and Locations

Each individual sign shall comply with the regulations for maximum quantity, maximum size, minimum setbacks, and height limits shown in this table:

Zoning District:	R-1 R-2	R-3 MH	CC UC	LI
Detached Signs				
Number Permitted Per Premises	1	1	N/A	NA
Number Permitted Per Building Frontage	N/A	N/A	1/250 LF of building frontage (minimum of 1)	N/A
Maximum Size* (square feet)	8	32	Lesser of 90 sq. ft. or 1 sq. ft. per linear foot of building frontage	90
Maximum Height (feet) of Structure Above Ground	10	10	10	10
Front Yard Setback (feet)	5	5	10	10
Side Yard Setback (feet)	10	10	5	0
Attached Signs				
Maximum Size* (square feet)	8	32	N/A	200
Maximum Size ¹ (SF/LF of 1 st floor building frontage)	N/A	N/A	1/1	N/A
Maximum Size ¹ (SF/LF of 2 nd floor building frontage)	N/A	N/A	1/1	N/A
* For those uses only permitted a sufficient maximum sign area in Table 175-3 Note 1: Maximum size (square footage) of sign is determined by linear feet of the building frontage for attached signs. This is calculated for each floor of the building separately.				

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: September 16, 2024

2nd Reading: October 7, 2024

3rd Reading:

Publish Date:

Mike Jones, Mayor

(SEAL)

ATTEST:

Adam Strait, City Clerk



STAFF REPORT
CITY COUNCIL
October 7, 2024

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Consideration of the 2nd Reading of Ordinance No. 2024-08 - An Ordinance Amending Chapters 153 And 175, Revising Subsection 175.02 To 175.03, Of The Code Of Ordinances For The City Of Windsor Heights, With Regard To Design Elements For On-Premises Signs

GENERAL INFORMATION

ATTACHMENTS

1. 24.08 Design Temporary SignUpdate

ORDINANCE NO. 2024-08

AN ORDINANCE AMENDING CHAPTERS 153 AND 175, REVISING SUBSECTION 175.02 TO 175.03, OF THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS, WITH REGARD TO DESIGN ELEMENTS FOR ON-PREMISES SIGNS

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

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

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

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

SECTION 1. Purpose. The purpose of this ordinance is to amend Chapters 153 and 175, Subsections 175.02 to 175.03, of the City Code to support businesses and allows for said businesses to promote their services effectively.

SECTION 2. Revised. Revised Chapters 153 and 175, Subsections 175.02 to 175.03, as follows:

CHAPTER 153 TEMPORARY SIGNS

See Chapter 175

175.02 GENERAL PERMIT PROCEDURES.

Any installation, modification, or expansion of any sign which is not exempt from the provisions of this chapter shall be subject to the following permit procedure.

1. Maintenance of Valid Sign Permit. The owner of a property containing signs requiring a permit under this Zoning Code shall at all times maintain in force a sign permit for such property. Sign permits may be issued for individual zoned lots, tenants, or sign owners. A sign permit may be revoked if the sign is not maintained in good condition.

2. Any person who displays a sign in compliance with this code may substitute the message on that sign without first securing any additional approval, permitting, or notice, provided that any such substitution would not result in the sign becoming noncompliant.

3. Nothing in this code is intended or shall be construed so as to prevent the strengthening or restoration to a safe condition of a nonconforming sign for purposes of public health and safety.

4. Sign Permit Applications. All applications for sign permits shall be submitted to the Zoning Administrator in accordance with application specifications established by the ordinance and as otherwise determined by the Zoning Administrator.

5. Application Fees. Each application for a sign permit shall be accompanied by any applicable fees, which shall be established by the Council from time to time by resolution.

6. Permit Expiration. If a permanent sign is not constructed in accordance with an approved permit within six months of the date of approval, such permit shall lapse. Permits on non-permanent signs lapse in accordance with the timeline identified on the permit. After 60 days, permits are required to maintain temporary signs.

7. Assignment of Sign Permits. A current and valid sign permit shall be freely assignable to a successor as owner of the property or holder of a business license for the same premises.

8. Temporary Sign Permit Approval. Temporary signs beyond those exempted under 175.03 for purposes of special events, grand openings, or other infrequent occurrences may be approved by the Zoning Administrator subject to the signs not being unsightly, obstructing view, or creating other issues and/or nuisances to a passersby.

175.03 EXEMPT SIGNS

The following signs are permitted in any zoning district and are exempt from other provisions of this chapter.

1) Temporary Non-Commercial Signs (R-1, R-2, R-3 and MH Zoning Districts)

- a) Up to three temporary or non-temporary signs on R-1, R-2, or R-3 zoned lots and parcels that are smaller than 4 square feet in area and not placed in the public right-of-way. These signs include, with regard to the size requirements previously stated, but are not limited to:
 - i) Garage Sale Signs
 - ii) Window Signs
 - iii) On-site real estate signs pertaining to the sale, rental, or development of the property it resides on
- b) Up to one temporary sign on R-1, R-2, or R-3 zoned lots and parcels that are smaller than 8 square feet in area and not placed in the public right-of-way.

2) Temporary Commercial Signs (UC, CC, LI Zoning Districts)

- a) Up to one temporary sign less than 8 square feet in area can be located in non-exclusive residential districts (UC, CC, LI Districts) for the first 250 sq. ft. of interior commercial/general service/retail/customer service space and one additional sign for each 3,000 sq. ft. thereafter. The interior space must be owned or exclusively leased by the business. The sign(s) cannot create any disruptions or visibility issues. A maximum of five temporary signs for each business or tenant can be exempt from permitting under this provision. Additional temporary signs up to a maximum of ten may be applied for through a temporary sign permit.
 - i) Signs shall not be placed in the public right-of-way.
 - ii) Temporary commercial wall and window signs must not cover more than 8 square feet or 20% of the commercial building façade (whichever is the smaller value) and no more than 50% of the window that a window sign is displayed in.

3) Other Temporary Signs

- a) Official signs authorized by a government or governmental subdivision, which give traffic, directional, or warning information, or other official information.
- b) Neighborhood or subdivision identification signs under 50 square feet.
- c) Street numbers or address signs that identify the address of a lot, structure, or establishment.
- d) Signs which are not visible from a public right-of-way, private way, or court or from a property other than that on which the sign is installed, such as window signs.
- e) Temporary emergency or special situation signs that the city may approve the construction of that is not specifically defined in this subchapter if a valid need is shown to exist by virtue of an emergency or special situation. The duration, location, size, and other conditions regarding the sign shall be established by the city at the time of the emergency or special situation.

4) Signs in Right-of-Way

Any sign installed or placed on public property or in the City right-of-way shall be subject to confiscation by city staff. In addition to other remedies in the municipal code, the City shall have the right to recover from the property owner the full costs of removal and disposal of such sign.

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: September 16, 2024

2nd Reading: October 7, 2024

3rd Reading:

Publish Date:

Mike Jones, Mayor

(SEAL)

ATTEST:

Adam Strait, City Clerk



STAFF REPORT
CITY COUNCIL
October 7, 2024

TO: CITY COUNCIL

FROM:

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

GENERAL INFORMATION

ATTACHMENTS

None



**STAFF REPORT
CITY COUNCIL**
October 7, 2024

TO: CITY COUNCIL
FROM: Mike Jones, Mayor

SUBJECT: Mayor's Report

GENERAL INFORMATION

ATTACHMENTS

1. Mayor's Report 10-3-2024

MAYOR'S REPORT

Report Covers September 13th – October 3rd, 2024

- On September 16th, I attended a ribbon cutting along with Councilors Skeries, Harms, Jones and Campbell for the DART art bus shelters. They are a beautiful addition to our community and the first step of our journey into public art.
- Metropolitan Advisory Council (MAC) meeting was held on September 17th. Councilor Harms and I attended in person at Polk County Emergency Management. We heard updates from the committees, which are: Social Issues and Housing, Legislative, Resident Education and Engagement, Budget Management and Beggar's Night. The plan is to distribute a universal survey on Beggar's Night. I volunteered to chair the Governance Committee, as well.
- I helped plant trees along with several MidAmerican employees and Trees Forever on September 19th. The first and last trees we planted were at Colby Park (I can only claim the one on the left):



- Public Safety Committee met later that day and I am working to get those minutes out to committee members as well as Council.

- On September 22nd I volunteered at Hy-Vee to hand out fliers for Fall Festival.
- The Des Moines Metropolitan Planning Organization (MPO) Policy Committee met on September 26th. The most notable item was adopting the governance assessment and personnel human capital plan that had been in the works for the past year (?). This included salary schedules, job titles, job chart, etc all being changed.
- On October 1st I had a conference call with the suburban mayors to get an update regarding our efforts to reach a compromise with Des Moines regarding their refusal to pay their previously agreed upon monies to DART and also got to see the look on Bill's face when we surprised him by naming him grand marshal of the Fall Festival Parade.
- Finally, on October 2nd, I attended the Windsor Heights Firefighters Association meeting where a badge pinning ceremony and life saving awards were presented. Congratulations to everyone who received a badge and to Gerritt Foreman and Brian Jones for their lifesaving awards.





STAFF REPORT
CITY COUNCIL
October 7, 2024

TO: CITY COUNCIL
FROM:
SUBJECT: Traffic Counts Report

GENERAL INFORMATION

ATTACHMENTS

1. Traffic Counts Staff Report

Staff Report

To: Mayor and City Council
From: Adam Plagge, City Administrator
Date: October 2nd, 2024
Subject: Traffic Counts Report

GENERAL INFORMATION

At the September 16th City Council meeting it was requested Administration bring back additional information regarding installation of a traffic signal at Franklin Ave. and 63rd St. Administration has corresponded with the DSM Engineering department, and they are reviewing their documentation to see if there is any history of studying the placement of a traffic signal here. It is worth noting the vast majority of the Franklin Ave. traffic is generated from the DSM side of Franklin Ave.

Relevant to placing a signal at Franklin or adjusting the timing of the signal at 63rd and University Ave. would be updating traffic counts for these corridors. Additionally, updated traffic counts from 70th and University Ave might be worth obtaining. The last full day average daily traffic count information from along University Ave. predates the conversion of the University Ave. into a three lane. Updating each intersection traffic count is estimated to cost \$1,200 per intersection. Administration will plan to incorporate updating traffic counts in the proposal for next year's budget for Council to consider, unless Council wishes to obtain the data sooner.



Annual Average Daily Traffic (Franklin 2016) (63rd 2023)