



**AGENDA**  
**REGULAR MEETING OF THE**  
**WINDSOR HEIGHTS CITY COUNCIL**  
**TUESDAY, FEBRUARY 4, 2020 – 6:00 P.M.**  
**WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66<sup>th</sup> ST**

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

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

**2. Approval of the Agenda**

**3. Public Hearing:**

- A. Public Hearing on Ordinance No. 20-01 – An Ordinance Amending the Code of Ordinances of the City of Windsor Heights, Iowa, By Amending Chapter 121.07 Related to the Sale, Giving, or Otherwise Supplying of Tobacco Products to Persons Under 21 Years of Age
- B. Consideration of the First Reading of Ordinance No. 20-01

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

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

- A. Approve Minutes of the Regular Council Meeting on January 20, 2020
- B. Approve Payment of Claims
- C. Approve Liquor License – Puerto Rico Restaurant LLC – 6611 University Ave. Suite 101

**6. New Business:**

- A. Consideration of Resolution No. 2020-13 – A Resolution Approving Phase 1 Design Work for 73<sup>rd</sup> Street Reconstruction in the Amount of \$539,170
- B. Consideration of Resolution No. 2020-14 - A Resolution Approving 2020 PCC Patching at an Estimated Cost of \$502,595
- C. Consideration of Change Order and Final Pay Request – 2018 PCC Patching Project in the Amount of \$11,231.63
- D. Consideration of Resolution No. 2020-15 – A Resolution Appointing Regular and Alternate Member Representatives to the Metropolitan Planning Organization (MPO) Including the Transportation Technical Committee for 2020
- E. Consideration of Resolution No. 2020-16 – A Resolution Appointing Patrick Boucher to the Planning and Zoning Commission
- F. FY 2020-2021 Budget Presentation
- G. Consideration of Resolution No. 2020-17 – A Resolution Setting Time and Place for a Public Hearing for the Purpose of Considering the Maximum Tax Dollars for Certain Levies for the City's Proposed Fiscal Year 2020-2021 Budget

The agenda was posted on the official bulletin boards and email on February 3, 2020 in compliance with the requirements of the open meetings law.

7. **Reports:**
  - A. Mayor and Council Reports and Committee Updates
  - B. Interim City Administrator Report
  - C. City Clerk Report
  
8. **Closed Session**, In accord with Chapter 21.5 1 (j), to discuss the purchase or sale 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 or reduce the price the governmental body would receive for that property.
  
9. **Convene Into Open Session**
  
10. **Adjourn to 6:00 pm on Monday, February 17, 2020 for a Regular Council Meeting at the Council Chambers.**

The agenda was posted on the official bulletin boards and email on February 3, 2020 in compliance with the requirements of the open meetings law.

## NOTICE OF PUBLIC HEARING

Notice is Hereby Given: That at 6:00 p.m., at the Windsor Heights City Council Chambers, 1133 66<sup>th</sup> Street in Windsor Heights, IA on Tuesday, February 4, 2020, the City Council will hold a public hearing on the question of the following amendments:

Public Hearing on amendments to City Code Chapter 121.07 Related to the Sale, Giving, or Otherwise Supplying of Tobacco Products to Persons Under 21 Years of Age. After said hearing the City Council will consider **Ordinance No. 20-01 – AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS, IOWA, BY AMENDING CHAPTER 121.07 RELATED TO THE SALE, GIVING, OR OTHERWISE SUPPLYING OF TOBACCO PRODUCTS TO PERSONS UNDER 21 YEARS OF AGE** At said meeting any interested person may file written objections or comments may be heard orally with respect to the subject matters of the hearing.

Comments may also be made prior to the meeting in written form at 1145 66<sup>th</sup> Street, Windsor Heights, Iowa or email directly to [tcooke@windsorheights.org](mailto:tcooke@windsorheights.org) 515-279-3662. More information can be found on the City's website at [www.windsorheights.org](http://www.windsorheights.org).

ITEM # \_\_\_\_\_  
DATE: January 20, 2020

**COUNCIL ACTION FORM**

**AGENDA ITEM: CONSIDER APPROVAL OF CHANGE TO ORDINANCE 121.07 RELATED TO THE SALE, GIVING, OR OTHERWISE SUPPLYING OF TOBACCO PRODUCTS TO PERSONS UNDER 21 YEARS OF AGE.**

**HISTORY:**

On December 20, 2019, the President of the United States signed legislation to amend the Federal Food, Drug, and Cosmetic Act, and raise the federal minimum age of sale of tobacco products from 18 to 21 years. It is now illegal, federally, for a retailer to sell any tobacco product – including cigarettes, cigars and e-cigarettes – to anyone under 21.

The law signed is federal law, however the State of Iowa has yet to enact local legislation necessary to enforce the federal standard. As such, it is the recommendation of Police Department staff that the City Council consider an amendment to City Code 40.07.01, 40.07.03, and 121.07.01 raising the legal age for the sale, giving or otherwise supplying of tobacco, tobacco products, alternative nicotine products, vapor products, or cigarettes to a minimum of twenty-one (21) years of age. The current City Code prohibits the sale, giving, or otherwise supplying those under 18 years of age with such products, which conflicts with the new federal law.

This Police Department is not able to easily enforce Federal law without engaging our Federal law enforcement partners, only State and local laws. As such, the proposed amendments of City Code would ensure our ability to enforce the 21-year-old standard for the sale, giving, or otherwise supplying of tobacco products. Without the City amending our local Code, we would be forced to wait on legislation at the State level to be able to enforce the rule.

An additional note, this amendment and the new Federal law surround **only** the sale, giving, or otherwise supplying of tobacco. There has been no change in any laws with regards to possession of tobacco at this point. We do not feel it would be a wise decision for the City to further restrict possession of tobacco as the conflict with Federal, State and surrounding communities' laws would cause confusion and be difficult to enforce.

Finally, should the State of Iowa enact legislation raising the minimum age for sale, giving, or otherwise supplying such products, the City Code would require an amendment to be in compliance with any legislation at the State level.

**POSSIBLE SOLUTIONS/OPTIONS:**

1. Set a public hearing for February 3, 2020 Council Meeting regarding proposed changes to Ordinance 40.07.01, 40.07.03, and 121.07.01 related to the legal age for the sale, giving or otherwise supplying of tobacco, tobacco products, alternative nicotine products, vapor products, or cigarettes.
2. Direct staff to make changes to the proposal and bring back before Council.
3. Direct staff to wait for State legislation before any changes are made to City Code.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS, IOWA, BY AMENDING CHAPTERS 40 AND 121 RELATED TO THE SALE, GIVING, OR OTHERWISE SUPPLYING OF TOBACCO PRODUCTS TO PERSONS UNDER 21 YEARS OF AGE**

WHEREAS, the City of Windsor Heights seeks to promote the public health, safety, general welfare and aesthetics of the community through consistent, content- neutral and nondiscriminatory code requirements within its city limits; and

WHEREAS, On December 20, 2019, the President of the United States signed legislation to amend the Federal Food, Drug, and Cosmetic Act, and raise the federal minimum age of sale of tobacco products from 18 to 21 years; and

WHEREAS, in conformance with federal law, the City Council of the City of Windsor Heights do hereby find and declare that the revisions to Chapters 40 and 121 ordinance are necessary and will promote the health, safety, general welfare and aesthetics of the community.

**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 40 and 121 of the Windsor Heights Code of Ordinances to increase the minimum age of sale of tobacco products within the City of Windsor Heights from 18 to 21.

SECTION 2. Amend Chapter 40.07 MINORS, Subsection 01 CIGARETTES AND TOBACCO. Chapter 40.07.01 of the Windsor Heights Code of Ordinances, Public Offenses, Minors is amended by adding and deleting the following language:

**40.07.01 CIGARETTES AND TOBACCO.** It is unlawful for any person under twenty-one (21) years of age to purchase, or attempt to purchase any tobacco, tobacco products, alternative nicotine products, vapor products, or cigarettes. It is unlawful for any person under eighteen (18) years of age to smoke, use, or possess, purchase, or attempt to purchase any tobacco, tobacco products, alternative nicotine products, vapor products, or cigarettes. Possession of tobacco, tobacco products, alternative nicotine products, vapor products, or cigarettes by a person under eighteen years of age shall not constitute a violation of this section if said person possesses the tobacco, tobacco products, alternative nicotine products, vapor products, or cigarettes as part of the person's employment and said person is employed by a person who holds a valid permit under Chapter 453A of the Code of Iowa or who lawfully offers for sale or sells cigarettes or tobacco products.

SECTION 3. Amend Chapter 40.07 MINORS, Subsection 03 PERSONS UNDER LEGAL AGE. Chapter 40.07.03 of the Windsor Heights Code of Ordinances, Public Offenses, Minors is amended by adding and deleting the following language:

**40.07.03 PERSONS UNDER LEGAL AGE.** See Section 121.07 of this Code of Ordinances for provisions relating to persons selling, giving, or otherwise supplying tobacco, tobacco products, or cigarettes to persons under ~~18~~ 21 years of age.

SECTION 4. Amend Chapter 121.07 CIGARETTE AND TOBACCO PERMITS, Subsection 07 PERSONS UNDER LEGAL AGE. Chapter 121.07.07 of the Windsor Heights Code of Ordinances, Cigarettes and Tobacco Permits, Person Under Legal Age is amended by adding and deleting the following language:

**121.07.01 PERSONS UNDER LEGAL AGE.** No person shall sell, give, or otherwise supply any tobacco, tobacco products, alternative nicotine products, vapor products, or cigarettes to any person under ~~eighteen (18)~~ twenty-one (21) years of age. The provision of this section includes prohibiting a minor from purchasing tobacco, tobacco products, alternative nicotine products, vapor products, and cigarettes from a vending machine. If a retailer or employee of a retailer violates the provisions of this section, the Council shall, after written notice and hearing, and in addition to the other penalties fixed for such violation, assess the following:

1. For a first violation, the retailer shall be assessed a civil penalty in the amount of three hundred dollars (\$300.00). Failure to pay the civil penalty as ordered under this subsection shall result in automatic suspension of the permit for a period of fourteen (14) days.
2. For a second violation within a period of two years, the retailer shall be assessed a civil penalty in the amount of one thousand five hundred dollars (\$1,500.00) or the retailer's permit shall be suspended for a period of thirty (30) days. The retailer may select its preference in the penalty to be applied under this subsection.
3. For a third violation within a period of three years, the retailer shall be assessed a civil penalty in the amount of \$1,500.00 and the retailer's permit shall be suspended for a period of 30 days.
4. For a fourth violation within a period of three years, the retailer shall be assessed a civil penalty in the amount of \$1,500.00 and the retailer's permit shall be suspended for a period of sixty (60) days.
5. For a fifth violation within a period of four years, the retailer's permit shall be revoked.

The Clerk shall give ten (10) days' written notice to the retailer by mailing a copy of the notice to the place of business as it appears on the application for a permit. The notice shall state the reason for the contemplated action and the time and place at which the retailer may appear and be heard.

SECTION 5. Repealer. All ordinances or parts of ordinances in conflict with the

provisions of this ordinance are hereby repealed.

SECTION 6. 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 7. Effective Date. This ordinance shall be effective after the final passage, approval and publication as provided by law.

Passed and Approved this \_\_\_ day of \_\_\_\_\_, 2020.

1<sup>st</sup> Reading: \_\_\_\_\_

2<sup>nd</sup> Reading: \_\_\_\_\_

3<sup>rd</sup> Reading: \_\_\_\_\_

Publish Date: \_\_\_\_\_

\_\_\_\_\_  
Dave Burgess, Mayor

(SEAL)

ATTEST:

\_\_\_\_\_  
Travis Cooke, City Clerk

**ORDINANCE NO. 20-01**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS, IOWA, BY AMENDING CHAPTERS 40 AND 121 RELATED TO THE SALE, GIVING, OR OTHERWISE SUPPLYING OF TOBACCO PRODUCTS TO PERSONS UNDER 21 YEARS OF AGE**

**WHEREAS**, the City of Windsor Heights seeks to promote the public health, safety, general welfare and aesthetics of the community through consistent, content- neutral and nondiscriminatory code requirements within its city limits; and

**WHEREAS**, on December 20, 2019, the President of the United States signed legislation to amend the Federal Food, Drug, and Cosmetic Act, and raise the federal minimum age of sale of tobacco products from eighteen (18) to twenty-one (21) years; and

**WHEREAS**, in conformance with federal law, the City Council of the City of Windsor Heights do hereby find and declare that the revisions to Chapters 40 and 121 ordinance are necessary and will promote the health, safety, general welfare and aesthetics of the community.

**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 40 and 121 of the Windsor Heights Code of Ordinances to increase the minimum age of sale of tobacco products within the City of Windsor Heights from eighteen (18) to twenty-one (21).

SECTION 2. Amend Chapter 40.07 MINORS, Subsection 01 CIGARETTES AND TOBACCO. Chapter 40.07.01 of the Windsor Heights Code of Ordinances, Public Offenses, Minors is hereby amended:

**40.07.01 CIGARETTES AND TOBACCO.** It is unlawful for any person under twenty-one (21) years of age to purchase, or attempt to purchase any tobacco, tobacco products, alternative nicotine products, vapor products, or cigarettes. It is unlawful for any person under eighteen (18) years of age to smoke, use, or possess any tobacco, tobacco products, alternative nicotine products, vapor products, or cigarettes. Possession of tobacco, tobacco products, alternative nicotine products, vapor products, or cigarettes by a person under eighteen (18) years of age shall not constitute a violation of this section if said person possesses the tobacco, tobacco products, alternative nicotine products, vapor products, or cigarettes as part of the person's employment and said person is employed by a person who holds a valid permit under Chapter 453A of the *Code of Iowa* or who lawfully offers for sale or sells cigarettes or tobacco products.

SECTION 3. Amend Chapter 40.07 MINORS, Subsection 03 PERSONS UNDER LEGAL AGE. Chapter 40.07.03 of the Windsor Heights Code of Ordinances, Public Offenses, Minors is hereby amended:

**40.07.03 PERSONS UNDER LEGAL AGE.** See Section 121.07 of this Code of Ordinances for provisions relating to persons selling, giving, or otherwise supplying tobacco, tobacco products, or cigarettes to persons under twenty-one (21) years of age.

SECTION 4. Amend Chapter 121.07 CIGARETTE AND TOBACCO PERMITS, Subsection 07 PERSONS UNDER LEGAL AGE. Chapter 121.07.07 of the Windsor Heights Code of Ordinances, Cigarettes and Tobacco Permits, Person Under Legal Age is hereby amended:

**121.07.01 PERSONS UNDER LEGAL AGE.** No person shall sell, give, or otherwise supply any tobacco, tobacco products, alternative nicotine products, vapor products, or cigarettes to any person under twenty-one (21) years of age. The provision of this section includes prohibiting a minor from purchasing tobacco, tobacco products, alternative nicotine products, vapor products, and cigarettes from a vending machine. If a retailer or employee of a retailer violates the provisions of this section, the Council shall, after written notice and hearing, and in addition to the other penalties fixed for such violation, assess the following:

1. For a first violation, the retailer shall be assessed a civil penalty in the amount of three hundred dollars (\$300.00). Failure to pay the civil penalty as ordered under this subsection shall result in automatic suspension of the permit for a period of fourteen (14) days.
2. For a second violation within a period of two years, the retailer shall be assessed a civil penalty in the amount of one thousand five hundred dollars (\$1,500.00) or the retailer's permit shall be suspended for a period of thirty (30) days. The retailer may select its preference in the penalty to be applied under this subsection.
3. For a third violation within a period of three years, the retailer shall be assessed a civil penalty in the amount of \$1,500.00 and the retailer's permit shall be suspended for a period of 30 days.
4. For a fourth violation within a period of three years, the retailer shall be assessed a civil penalty in the amount of \$1,500.00 and the retailer's permit shall be suspended for a period of sixty (60) days.
5. For a fifth violation within a period of four years, the retailer's permit shall be revoked.

The Clerk shall give ten (10) days' written notice to the retailer by mailing a copy of the notice to the place of business as it appears on the application for a permit. The notice shall state the reason for the contemplated action and the time and place at which the retailer may appear and be heard.

SECTION 5. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 6. 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 7. Effective Date. This ordinance shall be effective after the final passage, approval and publication as provided by law.

Passed and Approved this \_\_\_\_ day of \_\_\_\_\_, 2020.

1st Reading: \_\_\_\_\_

2nd Reading: \_\_\_\_\_

3rd Reading: \_\_\_\_\_

Publish Date: \_\_\_\_\_

\_\_\_\_\_  
Dave Burgess, Mayor

(SEAL)

ATTEST:

\_\_\_\_\_  
Travis Cooke, City Clerk

**City of Windsor Heights Regular Business Meeting Minutes**  
**Monday, January 20, 2020 – 6:00 P.M. Council Chambers**

1. **Call to Order:** Mayor Burgess called the meeting to order at 6:00 PM. Council members present: Susan Skeries, Joseph Jones, Mike Loffredo, Mike Jones, and Threase Harms. Staff present: Interim City Administrator Mark Arentsen, City Clerk Travis Cooke, Public Works Director Dalton Jacobus, Communications/Recreation Coordinator Whitney Tucker, and City Attorney Matt Brick. The Pledge of Allegiance was recited.
2. **Approval of the Agenda:** Motion by Harms to approve the agenda. Seconded by Mike Jones. Motion passed unanimously on a roll call vote.
3. **Public Comment:** None.
4. **Consent Agenda: Any item on the Consent Agenda may be removed for separate consideration.**
  - A. Approve Minutes of the Regular Council Meeting on January 6, 2020
  - B. Approve Payment of Cash Disbursements
  - C. Approve December Financial Reports
  - D. Approve Liquor License – Wal-Mart Supercenter #1764 – 1001 73<sup>rd</sup> Street
  - E. Approve Liquor License – Kum & Go #4098 – 7229 University Avenue

Motion by to approve the consent agenda. Seconded by Joseph Jones. Motion passed unanimously on a roll call vote.
5. **New Business:**
  - A. **Consider Approval of Change to Ordinance 121.07 Related to the Sale, Giving, or Otherwise Supplying of Tobacco Products to Persons Under 21 Years of Age:** Motion by Mike Jones to set the public hearing for the proposed ordinance amendment for Tuesday, February 4, 2020. Seconded by Loffredo. Motion passed unanimously on a roll call vote.
  - B. **Consideration of Resolution No. 2020-5 - A Resolution Approving Plans and Specifications for the 2020 Street Reconstruction Projects and Authorizing Publication of Bids (College-Allison-69<sup>th</sup> Streets):** Motion by Mike Jones to approve Resolution No. 2020-5. Seconded by Harms. Motion passed unanimously on a roll call vote.
  - C. **Consideration of Resolution No. 2020-6 – A Resolution Authorizing STBG Grant Funding Application for 73<sup>rd</sup> Street Construction:** Motion by Joseph Jones to approve Resolution No. 2020-6. Seconded by Harms. Motion passed unanimously on a roll call vote.
  - D. **Consideration of Resolution No. 2020-7 – A Resolution Approving the Site Plan for Hy-Vee Fast & Fresh – 7200-7220 Hickman Rd. (Formerly Quik Trip):** Motion by Loffredo to approve Resolution No. 2020-7. Seconded by Mike Jones. Motion passed unanimously on a roll call vote.
  - E. **Consideration of Resolution No. 2020-8 – A Resolution Approving Severance Agreement and General Release:** Motion by Mike Jones to approve Resolution No. 2020-8. Seconded by Joseph Jones. Motion passed unanimously on a roll call vote.
  - F. **Consideration of Resolution No. 2020-9 – A Resolution Appointing Emergency Management Commission Representatives:** Motion by Harms to approve Resolution No. 2020-9. Seconded by Joseph Jones. Motion passed unanimously on a roll call vote.
  - G. **Consideration of Resolution No. 2020-10 – A Resolution Waiving Fees for Nights in the Heights:** Motion by Loffredo to approve Resolution No. 2020-10. Seconded by Mike Jones. Motion passed unanimously on a roll call vote.
  - H. **Consideration of Resolution No. 2020-11 – A Resolution Waiving Fees for Celebrate Windsor Heights:** Motion by Mike Jones to approve Resolution No. 2020-11. Seconded by Loffredo. Motion passed unanimously on a roll call vote.
  - I. **Consideration of Resolution No. 2020-12 - A Resolution Waiving Fees for Movies in the Park:** Motion by Loffredo to approve Resolution No. 2020-12. Seconded by Joseph Jones. Motion passed unanimously on a roll call vote.
6. **Reports:**
  - A. **Mayor and Council Reports and Committee Updates**

Mayor Burgess – None.  
Susan Skeries – Participated in ride-alongs during snow removal. Appreciates the work done by the public works department. Economic Development Committee meeting on January 27<sup>th</sup>.  
Joseph Jones – DART updates.  
Loffredo – None.  
Mike Jones – None.

Harms – Metro Waste meeting updates. Public safety committee members are encouraged to do ride alongs with officers. Legislative session has started.

**B. Interim City Administrator Report and FY 21 Budget Preparation Status:** RFP sent out for rental inspection services. 2020 PCC patching project update. University bid process update. City administrator search update and process input from council. Budget updates.

**7. Adjourn to 6:00 pm on Tuesday, February 4, 2020 for a Regular Council Meeting at the Council Chambers.**

Motion by Harms to adjourn the meeting at 6:42 PM. Seconded by Joseph Jones. Motion passed unanimously on a roll call vote.

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David Burgess, Mayor

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Attest: Travis Cooke, City Clerk

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
AFLAC WORLD WIDE HEADQUARTERS	AFLAC ACC-PRETX	1,060.34		50169	1/24/20
AFLAC WORLD WIDE HEADQUARTERS	AFLAC	35.88	1,096.22	50170	1/28/20
AMERICAN ALARMS	ANNUAL FIRE ALARM TESTING		435.00	50171	1/30/20
AMERITAS LIFE INS. CORP.	VISION INS	291.22		50167	1/24/20
AMERITAS LIFE INS. CORP.	DENTAL INS	2,935.12	3,226.34	50172	1/30/20
ARNOLD MOTOR SUPPLY	ALTERNATOR TRUCK #9		308.68	50173	1/30/20
ARROWHEAD FORENSICS	LIFTING TAPE/SCALE KIT		55.80	50174	1/30/20
AUREON IT	IT SERVICES		297.00	50175	1/30/20
BENEFITS, INC	WOODS	1,066.24		2142	1/30/20
BENEFITS, INC	NORRIS	482.92	1,549.16	2143	1/30/20
BOUND TREE MEDICAL LLC	SUPPLIES		154.90	50176	1/30/20
CENTURY LINK	TELEPHONE		216.17	50177	1/30/20
EARL MAY SEED & NURSERY	SUPPLIES		87.92	50178	1/30/20
ELECTRICAL ENG. & EQ.	AIR COMPRESSOR HOOK UP		127.45	50179	1/30/20
EMERGENCY APPARATUS MAINTENANC	FILTERS, OIL		5,995.70	50180	1/30/20
FASTENAL COMPANY	FASTENER BIN REFILLS		18.00	50181	1/30/20
FEDERAL TAX DEPOSIT	FED/FICA TAX		45,372.57	2137	1/24/20
HAWKEYE TRUCK EQUIPMENT	HYDRAULIC FLUID FILTER SCREENS		111.09	50182	1/30/20
HOTSY CLEANING SYSTEMS	REPAIR PART		19.94	50183	1/30/20
ICMA RETIREMENT TRUST	ICMA		702.39	2141	1/27/20
INTERSTATE ALL BATTERY	BATTERIES		7.96	50184	1/30/20
IOWA DES MOINES SUPPLY	CEC CLEANING SUPPLIES		64.90	50185	1/30/20
IOWA FIRE EQUIPMENT	ANNUAL EXTINGUISHER INSPECTION		866.00	50186	1/30/20
IOWA NARCOTICS ASSOC.	CONFERENCE - DAVISON		550.00	50187	1/30/20
IOWA ONE CALL	LINE LOCATION		54.00	50188	1/30/20
IPERS	PROTECT IPERS		26,905.55	2136	1/24/20
JOHNSON, KYLE	CLOTHING/BOOTS		452.41	50189	1/30/20
KABEL BUSINESS SERVICES	FLEX CLD BENEFIT		859.93	2138	1/24/20
KOCH OFFICE GROUP	COPIER		106.78	50190	1/30/20
LEAF	COPIER LEASE		495.13	50191	1/30/20
LOCAL GOVERNMENT CONSULTING	01/20/20-01/25/20		7,860.00	50192	1/30/20
LOGAN CONTRACTORS SUPPLY	LOCATE PAINT		50.28	50193	1/30/20
LOWE'S	FACILITIES MAINT TOOLS		370.27	50194	1/30/20
METRO WASTE AUTHORITY	GARBAGE/RECYCLING		16,513.24	50195	1/30/20
MIDAMERICAN ENERGY	6800 SCHOOL ST	356.31		2144	1/30/20
MIDAMERICAN ENERGY	6540 UNIV AVE STREET LIGHT	168.83		2145	1/30/20
MIDAMERICAN ENERGY	6410 HICKMAN RD	26.52		2146	1/30/20
MIDAMERICAN ENERGY	6440 HICKMAN RD	87.53		2147	1/30/20
MIDAMERICAN ENERGY	2227 63RD ST	27.53		2148	1/30/20
MIDAMERICAN ENERGY	1601 73RD ST	14.28		2149	1/30/20
MIDAMERICAN ENERGY	7290 UNIV AVE	27.53		2150	1/30/20
MIDAMERICAN ENERGY	1140 73RD ST	23.27		2151	1/30/20
MIDAMERICAN ENERGY	1150 66TH ST	21.81		2152	1/30/20
MIDAMERICAN ENERGY	951 73RD ST	18.37		2153	1/30/20
MIDAMERICAN ENERGY	7001 UNIV AVE	25.44		2154	1/30/20
MIDAMERICAN ENERGY	6300 UNIV AVE	28.82		2155	1/30/20
MIDAMERICAN ENERGY	7116 UNIV AVE	30.93		2156	1/30/20
MIDAMERICAN ENERGY	6739 UNIV AVE	201.90		2157	1/30/20
MIDAMERICAN ENERGY	1145 66TH ST	315.00		2158	1/30/20
MIDAMERICAN ENERGY	6900 SCHOOL ST, STAGE	121.38		2159	1/30/20
MIDAMERICAN ENERGY	6900 SCHOOL ST, CEC	842.10		2160	1/30/20
MIDAMERICAN ENERGY	6900 SCHOOL ST	25.88		2161	1/30/20
MIDAMERICAN ENERGY	1133 66TH ST	1,122.64		2162	1/30/20
MIDAMERICAN ENERGY	6800 SCHOOL ST	390.66		2163	1/30/20

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
MIDAMERICAN ENERGY	801 73RD ST	34.34	3,911.07	2164	1/30/20
O'REILLY AUTO PARTS	SUPPLIES		66.77	50196	1/30/20
ON-TARGET SOLUTIONS GRP	TRAINING		275.00	50197	1/30/20
PEARSON, ROB	CELL PHONE JUNE-DEC 2019		350.00	50198	1/30/20
PREMIER AUTOMOTIVE	2015 FORD INTRCPTR		57.77	50199	1/30/20
PURCHASE POWER	POSTAGE		208.99	50200	1/30/20
RACOM CORPORATION	EDACS ACCESS		1,270.41	50201	1/30/20
SAM'S CLUB DIRECT	MEMBERSHIP		133.92	50202	1/30/20
SPOTFREE CAR WASH	CAR WASHES		222.70	50203	1/30/20
STANDARD INSURANCE COMPANY	LIFE INS		1,132.12	50204	1/30/20
STIVERS FORD	2016 FORD EXPLORER		554.12	50205	1/30/20
THE SHREDDER	ON-SITE SHREDDING		40.00	50206	1/30/20
TREASURER STATE OF IOWA	STATE TAXES	3,704.00		2139	1/24/20
TREASURER STATE OF IOWA	STATE TAX	6,445.00	10,149.00	2140	1/24/20
VERIZON WIRELESS	CELL PHONES		692.09	2165	1/30/20
WAL-MART	VACUUM		143.55	50207	1/30/20
WELLMARK	HEALTH PREMIUM		31,659.97	2166	1/30/20
WINDSOR HEIGHTS, CITY OF	HEALTH PRETAX		4,471.63	50168	1/24/20
WOODS, AMANDA	CLOTHING		356.48	50208	1/30/20
Accounts Payable Total			170,626.37		

Payroll Checks

001 GENERAL	62,920.96
110 ROAD USE TAX	7,450.11
610 SEWER	159.77
740 STORM WATER	15,321.61
Total Paid On: 1/24/20	85,852.45
Total Payroll Paid	85,852.45
Report Total	256,478.82

CLAIMS FUND SUMMARY

Payroll Checks: 1/24/2020- 1/30/2020

FUND	NAME	AMOUNT
001	GENERAL	153,317.24
110	ROAD USE TAX	18,402.37
112	EMPLOYEE BENEFITS	38,079.47
610	SEWER	482.54
670	LANDFILL/CARBAGE	16,513.24
740	STORM WATER	29,683.96
-----		
	TOTAL FUNDS	256,478.82

**Name of Applicant:** monica torres

**Name of Business (DBA):** puerto rico restaurant LLC

**Address of Premises:** 6611 university ave suite101

**City** Windsor Heights      **County:** Polk      **Zip:** 50324

**Business**      (515) 274-1690

**Mailing**      6611 university ave suite101

**City** Windsor Heights      **State** IA      **Zip:** 50324

**Contact Person**

**Name** monica torres

**Phone:** (787) 432-3045      **Email**      puertoricorestaurant@hotmail.com

**Classification** Class C Liquor License (LC) (Commercial)

**Term:** 12 months

**Effective Date:** 01/30/2020

**Expiration Date:** 01/01/1900

**Privileges:**

Class C Liquor License (LC) (Commercial)

Sunday Sales

**Status of Business**

**BusinessType:** Limited Liability Company

**Corporate ID Number:** XXXXXXXXXX      **Federal Employer ID** XXXXXXXXXX

**Ownership**

monica torres

**First Name:** monica      **Last Name:** torres

**City:** Des Moines      **State:** Iowa      **Zip:** 50315

**Position:** owner

**% of Ownership:** 90.00%      **U.S. Citizen:** Yes

**Insurance Company Information**

**Insurance Company:** Truck Insurance Exchange

**Policy Effective Date:** 01/30/2020      **Policy Expiration**      01/29/2021

**Bond Effective**      **Dram Cancel Date:**

**Outdoor Service Effective**      **Outdoor Service Expiration**

**Temp Transfer Effective**      **Temp Transfer Expiration Date:**

**RESOLUTION NO. 2020-13**

**A RESOLUTION APPROVING PHASE 1 DESIGN WORK FOR 73<sup>rd</sup> STREET  
RECONSTRUCTION IN THE AMOUNT OF \$539,170**

**WHEREAS**, it is deemed advisable and necessary to construct certain public improvements described in general as 73<sup>rd</sup> Street Reconstruction, and

**WHEREAS**, the City Engineer has prepared the attached Professional Services Agreement for the design of said improvements in the amount not to exceed \$539,170.

**NOW, THEREFORE BE IT HEREBY RESOLVED** that the City Council of the City of Windsor Heights, Iowa does hereby approve the attached Professional Services Agreement.

Passed and approved this 4<sup>th</sup> day of February 2020.

\_\_\_\_\_  
Dave Burgess, Mayor

ATTEST:

\_\_\_\_\_  
Travis Cooke, City Clerk

**From:** [Mark Arentsen](#)  
**To:** [Dave Burgess](#); [Mike Jones](#); [Threase Harms](#); [Joseph Jones](#); [Mike Loffredo](#); [Susan Skeries](#)  
**Cc:** [Rachelle Swisher](#); [Travis Cooke](#); [Dalton Jacobus](#); [Whitney Tucker](#); [Justin Ernst](#)  
**Subject:** Funding for 73rd St. Design Work & 2020 PCC Patching  
**Date:** Tuesday, January 28, 2020 11:33:25 AM

---

The 2/4 agenda includes a Resolution hiring Bolton & Menk to do the design work for the north section of the 73<sup>rd</sup> St. reconstruction and a separate Resolution approving proceeding with the 2020 PCC patching work. Funding for these projects is described below.

1. Design Work for North Section of 73<sup>rd</sup> St. – Design cost of \$539,170 for the north section of 73<sup>rd</sup> (between Hickman & University) will initially be funded with an advance from the Equipment Revolving Fund-Streets. This advance will be repaid with FY 22 TIF revenues. These revenues will be collected beginning in July, 2021 and the entire amount will be returned to the Equipment Revolving Fund-Streets by 6/30/22. This section is already in the Urban Renewal Area and the City should use TIF to pay for projects whenever possible.
2. 2020 PCC Pavement Patching – Estimated cost for this work is \$502,595. This work is scheduled to be bid in early March and awarded at the 3/16 Council meeting. Work will be funded with a combination of Road Use Fund fund balance, currently \$874,831, and allocation of undesignated 2020 LOSST revenues, estimated 6/30/20 balance of \$1,028,000.



**Mark Arentsen**  
**Interim City Administrator**  
**City of Windsor Heights**  
[1145 66<sup>th</sup> St Suite 1 Windsor Heights, IA 50324](#)  
 Office: 515-645-6808  
 Cell: 515-681-0606  
[marentsen@windsorheights.org](mailto:marentsen@windsorheights.org)

**From:** [Mark Arentsen](#)  
**To:** [Danos John@dorsey.com](#); [Tionna Pooler](#)  
**Cc:** [Dave Burgess](#); [Chad McCluskey](#); [Dalton Jacobus](#); [Travis Cooke](#); [Rachelle Swisher](#); [Whitney Tucker](#); [Justin Ernst](#)  
**Subject:** FW: 73rd Street Scope & Fees  
**Date:** Thursday, January 16, 2020 8:12:30 AM  
**Attachments:** [Detailed Scope of Work Design - Phase 1.pdf](#)  
[Detailed Scope of Work Design - Phase 2.pdf](#)  
[image001.png](#)

Attached are proposals for design work for reconstruction of 73<sup>rd</sup> St. in Windsor Heights. It will be my recommendation that the City Council approve a Resolution for the design work for the section between University Ave. and Hickman Rd (the north section). This section is already in the Urban Renewal Area (URA). The City would take out an inter-fund loan now from its Capital Projects Fund (CPF) and then reimburse the CPF with TIF revenues that would be requested when the next TIF asking is submitted in December this year. I would like to have any actions needed to proceed with this north section design ready for the 2/4 City Council meeting.

I will send a map of the Urban Renewal Area in a separate e-mail. It shows that the southernmost portion of 73<sup>rd</sup> St. in Windsor Heights is not currently in the URA. I would like to amend the URA to add this omitted section of 73<sup>rd</sup>. Once that's done the City could request TIF funds in the December, 2020 TIF asking for design work for the southern section of 73<sup>rd</sup> between University and the southern City limits (the south section). That design work would begin in 2021.



**Mark Arentsen**  
**Interim City Administrator**  
**City of Windsor Heights**  
[1145 66<sup>th</sup> St Suite 1 Windsor Heights, IA 50324](#)  
 office: 515-645-6808  
 cell: 515-681-0606  
[marentsen@windsorheights.org](mailto:marentsen@windsorheights.org)

**From:** Justin Ernst [mailto:Justin.Ernst@bolton-menk.com]  
**Sent:** Thursday, December 12, 2019 1:15 PM  
**To:** Mark Arentsen  
**Subject:** 73rd Street Scope & Fees

Mark,

Attached are the 73<sup>rd</sup> Street scope and fees for design up to 90%. Phase 1 is north of University and Phase 2 is south of University. Let me know if there are questions. Thanks.

**Justin L Ernst P.E.** (IA, MN, WI)  
 Project Manager  
**Bolton & Menk, Inc.**  
 309 E 5<sup>th</sup> Street, Suite 202

# PROFESSIONAL SERVICES AGREEMENT

Item #6A

by and between  
**BOLTON & MENK, INC.**  
**309 E 5<sup>th</sup> Street, Ste 202**  
**Des Moines, IA 50309**  
**Ph. (515) 259-9190 Fax (515) 233-4430**  
 (hereinafter referred to as BMI)  
 and

Date of Agreement: 12/716/2019
Agreement Number:  (BMI Project Number)
Project Location: Windsor Heights, IA

Client	
Name: <u>City of Windsor Heights</u>	Phone No.: 515-279-3662
Address: <u>1145 66<sup>th</sup> Street</u>	Fax No.: 515-279-3664
Address: <u>Suite 1</u>	
City: <u>Windsor Heights</u> State <u>Iowa</u> Zip <u>50324</u> (hereinafter referred to as Client)	

<input type="checkbox"/> Agent or Person Ordering Services and/or <input type="checkbox"/> Billing Address (if different)	
Agent or Person Ordering Services: <u>Mark Arentsen, Intern City Administrator</u>	Phone No.:
Address: _____	Fax No.:
City: _____ State _____ Zip _____	

Fee Arrangement
Hourly, Not-to-Exceed
Design: \$539,170
as per the 2020 Bolton & Menk rate schedule

Scope/Intent and Extent of Services
See attached scope of services (exhibit 1) for the 73 <sup>rd</sup> Street Improvement – Phase 1 design.

Special Conditions
The services described in this Work Order will be consistent with the terms and conditions described in the Agreement for Professional Services between Bolton & Menk and the City of Windsor Heights dated February 6, 2017 and approved by the Windsor Heights City Council on February 6, 2017 unless modified by this Work Order.

BMI and Client agree to the Terms and Conditions as stated above and on the reverse side of this Agreement. The below signed represents that he or she has been authorized to accept this agreement on behalf of the Client and assumes financial responsibility for all services in the event of default by the Client.

Offered by: Bolton & Menk, Inc.

Accepted by: City of Windsor Heights,  
Iowa

\_\_\_\_\_  
 Matthew Ferrier, PE, Principal Engineer

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Dave Burgess, Mayor

\_\_\_\_\_  
 Date



**BOLTON  
& MENK**

Real People. Real Solutions.

Item #6A  
309 E 5th Street  
Suite 202  
Des Moines, IA 50309-1981

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

## EXHIBIT 1

### CONSULTANT SERVICES

#### 73<sup>RD</sup> STREET IMPROVEMENT PROJECT – PHASE 1 WINDSOR HEIGHTS, IOWA

#### SCOPE OF SERVICES

The Consultant agrees to provide professional services required for the design and construction administration of 73<sup>RD</sup> Street Improvement Project – Phase 1 including the following street segment:

- 73<sup>rd</sup> Street between University Avenue and Hickman Road (excluding the University Avenue intersection)

The scope of work will include topographic survey, preliminary design and final plans up to 90%.

#### BASIC SERVICES

For purposes of this Project, Basic Services to be provided by the CONSULTANT are as follows:

#### TASK 1: DESIGN SURVEY AND MAPPING

##### Subtask 1.1 Topographic Survey

**Description:** This task will include the creation of a base map identifying above and below ground existing features in electronic format. The base map will be utilized as the basis and background for final design.

The survey will gather pertinent field information on existing infrastructure, adjacent buildings, signs, landscaping, trees, driveways, public utilities and private small utilities.

Perform utility surveys required for the development of the project. Contact utility owners of record or the “one call” representative, request that buried utilities be marked in the field and obtain existing utility map. Establish coordinates and elevations (if possible) for utilities that fall within the limits of the project and are visible or have been marked on the ground by the utility owner. Show utility name and describe the utility on the plans.

The Consultant shall field locate utility locations established by others; excavating to expose buried utility is not part of this contract. Utilities to be surveyed include phone, gas, fiber optic, water main, overhead/underground electrical, sanitary sewer and storm sewer (including power poles, pedestals, valves and manholes). The includes establishing manhole and intake elevations for existing sanitary, storm sewers and roadway culverts.

Date: 12/12/2019

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**Subtask 1.2 Right-of-way Survey**

**Description:** This task includes a thorough search of City, County and State records to review all surveys of record pertaining to the survey corridor, including County Auditor's Subdivisions Plats, all irregular land survey and road establishment records. Copies of such records are to be included in the project file for future reference.

This task also includes obtaining sufficient field data to locate or establish property lines affected by the project to enable the preparation of the improvement plans. This includes locating sections corners, property pins and visible lines of occupation such as fences.

**TASK 2: PROJECT COORDINATION & MANAGEMENT****Subtask 2.1 Project Kick-off Meeting**

**Description:** This task includes conducting a kick-off meeting with City staff to establish communication protocol, identify project goals and key design elements, and review key milestones.

**Subtask 2.2 Public Informational Meeting**

**Description:** This task includes conducting one (1) public informational meeting that will be attended by up to three (3) staff members of the Consultant. The purpose of the meeting will be to provide a brief overview of the proposed improvements and a discussion of the reconstruction plan, as well as gather information on the concerns and specific issues of the adjacent property owners and other affected parties. This task includes the preparation of the notification letter, display materials and handout information for the meeting.

**Subtask 2.3 Clive Elementary Meetings**

**Description:** This task includes conducting two (2) meetings that will be attended by up to three (3) staff members of the Consultant. The purpose of the meeting will be to provide a brief overview of the proposed improvements and discussions of the reconstruction plan, as well as gather information on the concerns and specific issues of the school and discuss potential concerns and solutions to school traffic (vehicle and pedestrian).

**Subtask 2.4 Design Utility Coordination Meetings**

**Description:** The Consultant will conduct meetings with individual utility companies to address specific conflicts. It is anticipated that there will be two (2) meetings with representatives of the various utility companies. The first will be to advise of the nature and extent of the improvements and any potential conflicts with existing or proposed utility systems (60% design) and the second will be final design review and coordination meeting (90% design).

**Subtask 2.5 Project Management**

**Description:** The project manager for the Consultant will be responsible for monthly progress reporting, minutes of meetings, interoffice memoranda, and invoicing. This task also includes scheduling of staff, coordinating with Sub-Consultants, review of progress, and senior review of deliverables.

Date: 12/12/2019

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### TASK 3: PRELIMINARY DESIGN

The Consultant will perform preliminary design services in the preparation of design plans and specifications depicting the proposed grading, drainage, paving, signing, utility relocation, and other features of the project. The preliminary plans will include but not limited to the following task:

#### Subtask 3.1 Preliminary Plans

**Description:** The Consultant shall provide the City with the following deliverables:

##### Title and General Information Sheets (A Sheets)

This task consists of assembling the preliminary title and general information sheets. The preliminary title sheets will include the following: index of sheets, revisions, legend, location map, project number, design traffic data.

##### Preliminary Typical Cross Sections (B Sheets)

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

##### Preliminary Estimate of Quantities (C Sheets)

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

##### Preliminary Plan and Profiles (D and E Sheets)

This task consists of the development of preliminary plan and profile sheets that will show the existing topography along with the proposed improvements based on the survey or the office relocation centerline. Proposed Right-of-Way and Construction Easement limits based on the catch point lines will be shown. Included will be the necessary CAD work to show the preliminary design features for the proposed improvements. The scale of these sheets will be 1"=20'.

##### Preliminary Traffic Control and Staging (J Sheets)

Develop suitable plan for construction scheduling and staging of the Project and for traffic control measures to be implemented during construction. Staging plan shall include provisions for maintaining access to adjacent properties during construction. For estimating purposes, it is assumed that the roadway will be closed during construction and a single detour plan will be implemented.

The traffic control devices, procedures, and layouts shall be as per the Manual of Uniform Traffic Control Devices (MUTCD).

##### Preliminary Intersection Geometrics (L Sheets)

Develop and refine geometric layouts and provide additional horizontal and vertical survey information needed to construct the intersections. The scale of these plans sheets will be 1"=20'.

Date: 12/12/2019

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Preliminary Storm Drainage Design (M Sheets)

Develop preliminary storm sewer layout and sizing based on proposed improvements and existing drainage patterns utilizing Chapter 2 of the SUDAS Design Manual. Resolve potential conflicts with underground utilities and other design elements. Vertical profiles are not developed as part of this task. The scale of these plans sheets will be 1"=20'.

Preliminary Sanitary Sewer Design (MSA Sheets)

Develop preliminary sanitary plan and profile sheets that will show the existing topography, proposed improvements, sanitary sewer profile, service and manhole locations. The design will be coordinated with Urbandale Windsor Heights Sanitary Sewer District. The scale of these plans sheets will be 1"=20'.

Preliminary Water Main Design (MWM Sheets)

Coordinate any water main work with Des Moines Water Works (DMWW).

Preliminary Removal Plans (R Sheets)

This item consists of preliminary design and drafting of proposed improvements and removals.

Preliminary Curb Ramp Design (S Sheets)

Develop preliminary curb ramp layout in accordance with Chapter 12 of Iowa SUDAS Design Manual. Design ramp geometric configurations alternatives, identify surface requirements, review general horizontal curb opening, cross slopes, running slope, and identify sidewalk width and passing space within the corridor.

Detailed Cross Sections (W & X Sheets)

This task consists of design and drafting associated with the assembly of detailed cross sections (25' increments) to illustrate typical conditions, drainage designs, and non-typical conditions as needed for guidance during design, review, and quantity estimating purposes.

**Subtask 3.2 Traffic Study (73<sup>rd</sup> Street Corridor – Hickman Rd to Center St.)**

**Description:** The task consists of a traffic analysis to determine appropriate lane configuration and intersection control. The study will review the existing roadway to identify existing transportation issues and recommend solutions to mitigate issues to provide a safe transportation facility for vehicular, pedestrian and bicycle traffic now and in the future. This task includes the intersection review of the following intersections:

- Del Matro Avenue
- Clive Learning Academy Entrance Drive
- Washington Avenue
- College Drive
- Center Street/I-235 Eastbound Ramp Termini
- I-235 Westbound Ramp Termini
- Buffalo Road
- Apple Valley Driveway
- University Avenue

Date: 12/12/2019

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The traffic review services for the proposed project include the following:

1. Existing Conditions Review
  - a. Turning movement traffic counts of study intersections
    - i. AM and PM peak hours with vehicle mix
  - b. Perform travel time studies for existing conditions during the AM and PM peaks
  - c. Perform AADT counts and speed checks for 2 locations along 73<sup>rd</sup> Street
    - i. South of Forest Street
    - ii. Between Sunrise Boulevard and Wilshire Boulevard
  - d. Observe existing traffic operations and queues for calibration of traffic model
  - e. Forecast future year growth based on existing volumes and MPO numbers
2. Crash Review
  - a. Review/analyze Iowa DOT CMAT crashes in past 5 years for the study intersections
  - b. Describe details of any fatal and injury crashes
3. Traffic Modeling
  - a. Perform traffic capacity analysis with Sychro/SimTraffic reporting delays using the Highway Capacity Manual (HCM) methodologies and queues from Sim Traffic (uncalibrated model using software default driving behavior) for the following scenarios
    - i. Existing conditions
    - ii. Current year with 3 lane section
    - iii. 20-year projected no-build
    - iv. 20-year projected with 3 lane section
  - b. Review mitigation scenarios for intersection delays exceeding acceptable threshold values (LOS D)
  - c. Perform warrant analysis of traffic control changes for study intersections
  - d. Review turn lane warrants for geometric changes for study intersections
4. Multimodal Review
  - a. Review pedestrian/bicyclist/transit accommodations and proposed changes
5. Conclusions
  - a. Discuss potential concerns or modifications to the following:
    - i. Roadway/intersection safety or operations
    - ii. Traffic control/geometric impacts to the streets/intersections
    - iii. Pedestrian/bicyclist/transit accommodations
  - b. Discuss any trends in crash data
  - c. Prepare a technical report that summarizes the findings of the traffic study and provides recommendations

### **Subtask 3.3 Soil Borings (Subconsultant Construction Materials Testing)**

**Description:** The task consists of securing a subsurface exploration based on existing alignment. This task includes mobilization of truck and all terrain drilling equipment, traffic control, utility locations (Iowa One Call), drill and sample 15 borings 5 feet deep of the existing roadway, laboratory testing, engineering analysis and written report. Engineering analysis shall include subsurface drainage, subgrade preparation, and pavement design.

Date: 12/12/2019

Page: 6

**Subtask 3.4 Preliminary Field Review**

**Description:** The task consists of preparation of materials for a field exam, participation in the field exam, and reviewing results of the field exam with the City.

**Subtask 3.5 Preliminary Design Review Meetings**

**Description:** It is estimated that the Consultant's staff will attend one (1) meeting with the City, and others to review progress, assist in decision-making, and receive direction from the City during the preliminary design phase.

**TASK 4: 90% DESIGN**

Based upon approved preliminary design, field exam, and public informational meeting, the Consultant subsequently will proceed with 90% design, and opinion of probable construction cost for the award of a single Contract for the construction of the proposed improvements. The work tasks to be performed include the following:

**Subtask 4.1 90% Plans**

**Description:** The Consultant shall provide the City with the following deliverables:

Title and General Information Sheets (A Sheets)

This task consists of assembling the preliminary title and general information sheets. The preliminary title sheets will include the following: index of sheets, revisions, legend, location map, project number, design traffic data.

Typical Cross Sections (B Sheets)

This task consists of final design and drafting of typical cross sections and standard details to be utilized for the improvements.

Estimate of Quantities (C Sheets)

This task consists of final bid items to be included in the Project, as well as final quantity tabulations, and the development of the general notes and estimate reference information.

Plan and Profiles (D and E Sheets)

This item consists of the final design and drafting of roadway plan and profile sheets, including the detail information required for plan approvals, permitting, and construction of the proposed improvements. This task also consists of the final design and drafting for the installation of new utilities and utility adjustments that can be determined from coordination with the utility companies at the time of design.

Erosion Control and Surface Restoration (EC Sheets)

This item includes the final design and drafting of erosion control measures and surface restoration to be provided on the Project.

Reference Plans (J Sheets)

This item consists of assembling reference ties to the plan control points and the benchmark data used to develop the plans and to be preserved throughout construction of the project.

Date: 12/12/2019

Page: 7

Traffic Control, Staging and Pavement Markings (J Sheets)

This item consists of final design and drafting of the traffic control, staging and permanent pavement marking plans.

The traffic control devices, procedures, and layouts shall be as per the Manual of Uniform Traffic Control Devices (MUTCD).

Intersection Geometrics (L Sheets)

This item consists of the final design and drafting of jointing details, spot elevations, and geometric layouts for all non-typical pavement areas.

Storm Drainage Design (M Sheets)

This item consists of final design and drafting of storm sewers, storm sewer inlets, manholes and other storm drainage related facilities for the Project.

Sanitary Sewer Design (MSA Sheets)

This item consists of final design and drafting of sanitary sewer, manholes and other sanitary sewer related facilities for the Project. The design will be coordinated with Urbandale Windsor Heights Sanitary Sewer District.

Water Main Design (MWM Sheets)

The design will be coordinated with Des Moines Water Works.

Pavement Marking Plans (N Sheets)

This item consists of final design and drafting of pavement markings for the Project.

Lighting Plans (P Sheets) – Task not used

Removal Plans (R Sheets)

This item consists of final design and drafting of proposed improvements and removals.

Curb Ramp Design (S Sheets)

Develop final curb ramp layout in accordance with Chapter 12 of Iowa SUDAS Design Manual. Final ramp geometric configurations alternatives, identify surface requirements, review general horizontal curb opening, cross slopes, running slope, and identify sidewalk width and passing space within the corridor.

Soils Design (T Sheets) – Task not used. Soils information will be provided as part of the geotechnical report.

Design Cross Sections (W & X Sheets)

This task consists of final design and drafting individual cross sections for the project. Cross sections will be designed and drawn at 25-foot maximum intervals, with additional cross-sections included as necessary.

Date: 12/12/2019

Page: 8

**Subtask 4.2 Opinion of Probable Construction Cost**

**Description:** The Consultant shall prepare an Opinion of Probable Construction Cost for the Project. An updated Opinion of Probable Construction Cost shall be prepared at the time of completion of the plans and specifications. The Opinion of Probable Construction Cost is intended for the use of the City in financing the Project.

**Subtask 4.3 90% Design Meeting**

**Description:** It is estimated that the Consultant's staff will attend one (1) meeting with the City, and others to review progress, assist in decision-making, and receive direction from the City.

**ADDITIONAL SERVICES NOT INCLUDED IN THIS CONTRACT**

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

1. 100% Plans and Specifications
2. Street Lighting Design
3. Bridge Design
4. Streetscape Design
5. Bidding Services
6. Construction Observation
7. Project Funding
8. Subsurface Utility Investigations
9. Real Estate Acquisition Services

**PROPOSED SCHEDULE**

The project team can start immediately after approval of contract by city council. The proposed anticipated schedule is as follows:

Council Considers Scope & Fee  
Design

December 16, 2019  
February 2020 – January 2021

**COMPENSATION**

**73<sup>rd</sup> Street Improvement Project – Phase 1**

**\$539,170**

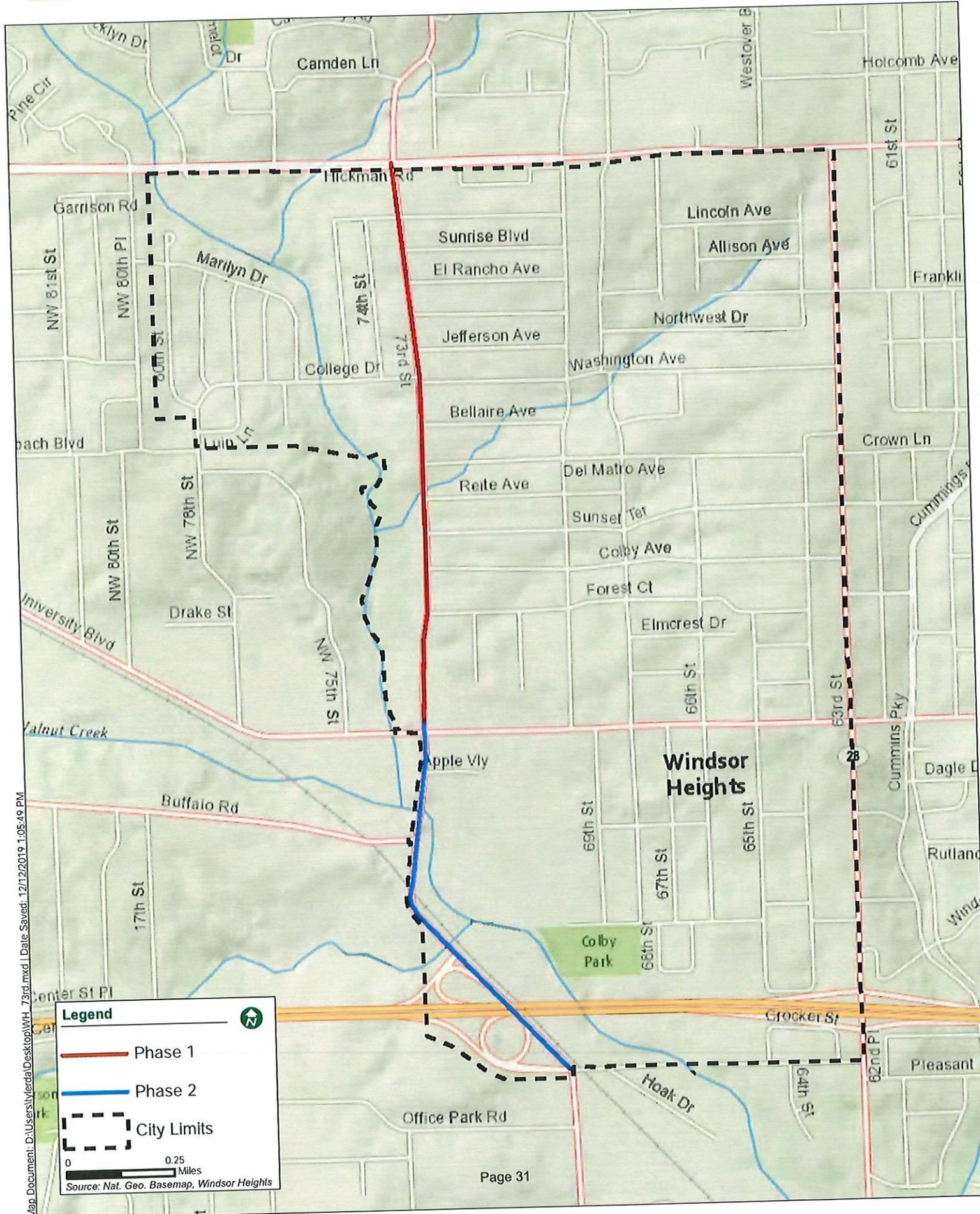
### Detailed Cost Estimate

Client: City of Windsor Heights  
 Project: 73rd Street Improvement Project - Phase 1

Bolton & Menk, Inc.

Task No.	Work Task Description	Principal Engineer	Project Manager	Design Engineer	Traffic Engineer	Traffic Design Engineer	Licensed Surveyor	Survey Crew/Technician	Clerical	Total Hours	Total Cost
1.0	Design Survey and Mapping	8	30	42	4	0	120	254	22	480	\$60,146
2.0	Public Coordination & Management	26	450	30	10	0	0	0	24	540	\$74,392
3.0	Preliminary Design	50	282	750	270	280	0	0	142	1774	\$225,040
4.0	Final Design	166	270	740	66	80	0	0	80	1402	\$179,592
<b>Total Hours</b>		250	1032	1562	350	360	120	254	268	4196	
<b>Average Hourly Rate</b>		\$172.00	\$140.00	\$120.00	\$140.00	\$110.00	\$150.00	\$115.00	\$80.00		
<b>Subtotal</b>		\$43,000	\$144,480	\$187,440	\$49,000	\$39,600	\$18,000	\$29,210	\$21,440		

**Total Fee** \$539,170



Map Document: D:\Users\tylerda\Desktop\WH\_73rd.mxd | Date Saved: 12/12/2019 1:05:49 PM

**Legend**

- Phase 1
- Phase 2
- City Limits

0 0.25 Miles

Source: Nat. Geo. Basemap, Windsor Heights

# PROFESSIONAL SERVICES AGREEMENT

Item #6A

by and between  
**BOLTON & MENK, INC.**  
309 E 5<sup>th</sup> Street, Ste 202  
Des Moines, IA 50309  
Ph. (515) 259-9190 Fax (515) 233-4430  
(hereinafter referred to as BMI)  
and

Date of Agreement: 12/16/2019
Agreement Number: (BMI Project Number)
Project Location: Windsor Heights, IA

Client	
Name: <u>City of Windsor Heights</u>	Phone No.: 515-279-3662
Address: <u>1145 66<sup>th</sup> Street</u>	Fax No.: 515-279-3664
Address: <u>Suite 1</u>	
City: <u>Windsor Heights</u> State <u>Iowa</u> Zip <u>50324</u> (hereinafter referred to as Client)	

<input type="checkbox"/> Agent or Person Ordering Services and/or <input type="checkbox"/> Billing Address (if different)	
Agent or Person Ordering Services: <u>Mark Arentsen, Intern City Administrator</u>	Phone No.:
Address: _____	Fax No.:
City: _____ State _____ Zip _____	

Fee Arrangement
Hourly, Not-to-Exceed
Design: \$744,752
as per the 2020 Bolton & Menk rate schedule

Scope/Intent and Extent of Services
See attached scope of services (exhibit 1) for the 73 <sup>rd</sup> Street Improvement – Phase 2 design.

Special Conditions
The services described in this Work Order will be consistent with the terms and conditions described in the Agreement for Professional Services between Bolton & Menk and the City of Windsor Heights dated February 6, 2017 and approved by the Windsor Heights City Council on February 6, 2017 unless modified by this Work Order.

BMI and Client agree to the Terms and Conditions as stated above and on the reverse side of this Agreement. The below signed represents that he or she has been authorized to accept this agreement on behalf of the Client and assumes financial responsibility for all services in the event of default by the Client.

Offered by: Bolton & Menk, Inc.

Accepted by: City of Windsor Heights,  
Iowa

\_\_\_\_\_  
Matthew Ferrier, PE, Principal Engineer

\_\_\_\_\_  
Dave Burgess, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Real People. Real Solutions.

Item #6A  
309 E 5th Street  
Suite 202  
Des Moines, IA 50309-1981

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

## EXHIBIT 1

### CONSULTANT SERVICES

#### 73<sup>RD</sup> STREET IMPROVEMENT PROJECT – PHASE 2 WINDSOR HEIGHTS, IOWA

#### SCOPE OF SERVICES

The Consultant agrees to provide professional services required for the design and construction administration of 73<sup>RD</sup> Street Improvement Project – Phase 2 including the following street segment:

- 73<sup>rd</sup> Street between Center Street and University Avenue (including the University Avenue intersection)

The scope of work will include topographic survey, preliminary design and final plans up to 90%.

#### BASIC SERVICES

For purposes of this Project, Basic Services to be provided by the CONSULTANT are as follows:

#### TASK 1: DESIGN SURVEY AND MAPPING

##### Subtask 1.1 Topographic Survey

**Description:** This task will include the creation of a base map identifying above and below ground existing features in electronic format. The base map will be utilized as the basis and background for final design.

The survey will gather pertinent field information on existing infrastructure, adjacent buildings, signs, landscaping, trees, driveways, public utilities and private small utilities.

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

The Consultant shall field locate utility locations established by others; excavating to expose buried utility is not part of this contract. Utilities to be surveyed include phone, gas, fiber optic, water main, overhead/underground electrical, sanitary sewer and storm sewer (including power poles, pedestals, valves and manholes). The includes establishing manhole and intake elevations for existing sanitary, storm sewers and roadway culverts.

Date: 12/12/2019

Page: 2

**Subtask 1.2 Right-of-way Survey**

**Description:** This task includes a thorough search of City, County and State records to review all surveys of record pertaining to the survey corridor, including County Auditor's Subdivisions Plats, all irregular land survey and road establishment records. Copies of such records are to be included in the project file for future reference.

This task also includes obtaining sufficient field data to locate or establish property lines affected by the project to enable the preparation of the improvement plans. This includes locating sections corners, property pins and visible lines of occupation such as fences.

**TASK 2: PROJECT COORDINATION & MANAGEMENT****Subtask 2.1 Project Kick-off Meeting**

**Description:** This task includes conducting a kick-off meeting with City staff to establish communication protocol, identify project goals and key design elements, and review key milestones.

**Subtask 2.2 Public Informational Meeting**

**Description:** This task includes conducting one (1) public informational meeting that will be attended by up to three (3) staff members of the Consultant. The purpose of the meeting will be to provide a brief overview of the proposed improvements and a discussion of the reconstruction plan, as well as gather information on the concerns and specific issues of the adjacent property owners and other affected parties. This task includes the preparation of the notification letter, display materials and handout information for the meeting.

**Subtask 2.3 Design Utility Coordination Meetings**

**Description:** The Consultant will conduct meetings with individual utility companies to address specific conflicts. It is anticipated that there will be two (2) meetings with representatives of the various utility companies. The first will be to advise of the nature and extent of the improvements and any potential conflicts with existing or proposed utility systems (60% design) and the second will be final design review and coordination meeting (90% design).

**Subtask 2.4 Project Management**

**Description:** The project manager for the Consultant will be responsible for monthly progress reporting, minutes of meetings, interoffice memoranda, and invoicing. This task also includes scheduling of staff, coordinating with Sub-Consultants, review of progress, and senior review of deliverables.

Date: 12/12/2019

Page: 3

### **TASK 3: PRELIMINARY DESIGN**

The Consultant will perform preliminary design services in the preparation of design plans and specifications depicting the proposed grading, drainage, paving, signing, utility relocation, and other features of the project. The preliminary plans will include but not limited to the following task:

#### **Subtask 3.1 Preliminary Plans**

**Description:** The Consultant shall provide the City with the following deliverables:

##### Title and General Information Sheets (A Sheets)

This task consists of assembling the preliminary title and general information sheets. The preliminary title sheets will include the following: index of sheets, revisions, legend, location map, project number, design traffic data.

##### Preliminary Typical Cross Sections (B Sheets)

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

##### Preliminary Estimate of Quantities (C Sheets)

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

##### Preliminary Plan and Profiles (D and E Sheets)

This task consists of the development of preliminary plan and profile sheets that will show the existing topography along with the proposed improvements based on the survey or the office relocation centerline. Proposed Right-of-Way and Construction Easement limits based on the catch point lines will be shown. Included will be the necessary CAD work to show the preliminary design features for the proposed improvements. The scale of these sheets will be 1"=20'.

##### Preliminary Traffic Control and Staging (J Sheets)

Develop suitable plan for construction scheduling and staging of the Project and for traffic control measures to be implemented during construction. Staging plan shall include provisions for maintaining access to adjacent properties during construction. For estimating purposes, it is assumed that the roadway will be closed during construction and a single detour plan will be implemented.

The traffic control devices, procedures, and layouts shall be as per the Manual of Uniform Traffic Control Devices (MUTCD).

##### Preliminary Intersection Geometrics (L Sheets)

Develop and refine geometric layouts and provide additional horizontal and vertical survey information needed to construct the intersections. The scale of these plans sheets will be 1"=20'.

Date: 12/12/2019

Page: 4

Preliminary Storm Drainage Design (M Sheets)

Develop preliminary storm sewer layout and sizing based on proposed improvements and existing drainage patterns utilizing Chapter 2 of the SUDAS Design Manual. Investigate potential conflicts with underground utilities and other design elements. Vertical profiles are not developed as part of this task. The scale of these plans sheets will be 1"=20'.

Preliminary Sanitary Sewer Design (MSA Sheets)

Develop preliminary sanitary plan and profile sheets that will show the existing topography, proposed improvements, sanitary sewer profile, service and manhole locations. Investigate potential conflicts with underground utilities and other design elements. The design will be coordinated with Urbandale Windsor Heights Sanitary Sewer District. The scale of these plans sheets will be 1"=20'.

Preliminary Water Main Design (MWM Sheets)

Coordinate any water main work with Des Moines Water Works (DMWW).

Preliminary Removal Plans (R Sheets)

This item consists of preliminary design and drafting of proposed improvements and removals.

Preliminary Curb Ramp Design (S Sheets)

Develop preliminary curb ramp layout in accordance with Chapter 12 of Iowa SUDAS Design Manual. Design ramp geometric configurations alternatives, identify surface requirements, review general horizontal curb opening, cross slopes, running slope, and identify sidewalk width and passing space within the corridor.

Preliminary Bridge Plans (V Sheets)

This task consists of preliminary design and drafting associated with protentional improvements to the two existing structures; bridge over Walnut Creek and the box culvert at Blue Creek.

Detailed Cross Sections (W & X Sheets)

This task consists of design and drafting associated with the assembly of detailed cross sections (25' increments) to illustrate typical conditions, drainage designs, and non-typical conditions as needed for guidance during design, review, and quantity estimating purposes.

**Subtask 3.2 Soil Borings (Subconsultant Construction Materials Testing)**

**Description:** The task consists of securing a subsurface exploration based on existing alignment. This task includes mobilization of truck and all terrain drilling equipment, traffic control, utility locations (Iowa One Call), drill and sample 12 borings 5 feet deep of the existing roadway, laboratory testing, engineering analysis and written report. Engineering analysis shall include subsurface drainage, subgrade preparation, and pavement design.

**Subtask 3.3 Preliminary Field Review**

**Description:** The task consists of preparation of materials for a field exam, participation in the field exam, and reviewing results of the field exam with the City.

Date: 12/12/2019

Page: 5

### Subtask 3.4 Preliminary Design Review Meetings

**Description:** It is estimated that the Consultant's staff will attend one (1) meeting with the City, and others to review progress, assist in decision-making, and receive direction from the City during the preliminary design phase.

## TASK 4: 90% DESIGN

Based upon approved preliminary design, field exam, and public informational meeting, the Consultant subsequently will proceed with 90% design, and opinion of probable construction cost for the award of a single Contract for the construction of the proposed improvements. The work tasks to be performed include the following:

### Subtask 4.1 90% Plans

**Description:** The Consultant shall provide the City with the following deliverables:

#### Title and General Information Sheets (A Sheets)

This task consists of assembling the preliminary title and general information sheets. The preliminary title sheets will include the following: index of sheets, revisions, legend, location map, project number, design traffic data.

#### Typical Cross Sections (B Sheets)

This task consists of final design and drafting of typical cross sections and standard details to be utilized for the improvements.

#### Estimate of Quantities (C Sheets)

This task consists of final bid items to be included in the Project, as well as final quantity tabulations, and the development of the general notes and estimate reference information.

#### Plan and Profiles (D and E Sheets)

This item consists of the final design and drafting of roadway plan and profile sheets, including the detail information required for plan approvals, permitting, and construction of the proposed improvements. This task also consists of the final design and drafting for the installation of new utilities and utility adjustments that can be determined from coordination with the utility companies at the time of design.

#### Erosion Control and Surface Restoration (EC Sheets)

This item includes the final design and drafting of erosion control measures and surface restoration to be provided on the Project.

#### Reference Plans (J Sheets)

This item consists of assembling reference ties to the plan control points and the benchmark data used to develop the plans and to be preserved throughout construction of the project.

Date: 12/12/2019  
Page: 6

Traffic Control, Staging and Pavement Markings (J Sheets)

This item consists of final design and drafting of the traffic control, staging and permanent pavement marking plans.

The traffic control devices, procedures, and layouts shall be as per the Manual of Uniform Traffic Control Devices (MUTCD).

Intersection Geometrics (L Sheets)

This item consists of the final design and drafting of jointing details, spot elevations, and geometric layouts for all non-typical pavement areas.

Storm Drainage Design (M Sheets)

This item consists of final design and drafting of storm sewers, storm sewer inlets, manholes and other storm drainage related facilities for the Project.

Sanitary Sewer Design (MSA Sheets)

This item consists of final design and drafting of sanitary sewer, manholes and other sanitary sewer related facilities for the Project. The design will be coordinated with Urbandale Windsor Heights Sanitary Sewer District.

Water Main Design (MWM Sheets)

The design will be coordinated with Des Moines Water Works.

Pavement Marking Plans (N Sheets)

This item consists of final design and drafting of pavement markings for the Project.

Lighting Plans (P Sheets) – Task not used

Removal Plans (R Sheets)

This item consists of final design and drafting of proposed improvements and removals.

Curb Ramp Design (S Sheets)

Develop final curb ramp layout in accordance with Chapter 12 of Iowa SUDAS Design Manual. Final ramp geometric configurations alternatives, identify surface requirements, review general horizontal curb opening, cross slopes, running slope, and identify sidewalk width and passing space within the corridor.

Soils Design (T Sheets) – Task not used. Soils information will be provided as part of the geotechnical report.

Bridge Plans (V Sheets)

This task consists of design and drafting associated with protentional improvements to the two existing structures; bridge over Walnut Creek and the box culvert at Blue Creek.

Design Cross Sections (W & X Sheets)

This task consists of design and drafting individual cross sections for the project. Cross sections will be designed and drawn at 25-foot maximum intervals, with additional cross-sections included as necessary.

Date: 12/12/2019  
Page: 7

**Subtask 4.2 Opinion of Probable Construction Cost**

**Description:** The Consultant shall prepare a preliminary Opinion of Probable Construction Cost for the Project. An updated Opinion of Probable Construction Cost shall be prepared at the time of completion of the plans and specifications. The Opinion of Probable Construction Cost is intended for the use of the City in financing the Project.

**Subtask 4.3 90% Design Meeting**

**Description:** It is estimated that the Consultant’s staff will attend one (1) meeting with the City, and others to review progress, assist in decision-making, and receive direction from the City.

**ADDITIONAL SERVICES NOT INCLUDED IN THIS CONTRACT**

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

1. 100% Plans and Specifications
2. Street Lighting Design
3. Streetscape Design
4. Bidding Services
5. Construction Observation
6. Project Funding
7. Subsurface Utility Investigations
8. Real Estate Acquisition Services

**PROPOSED SCHEDULE**

The project team can start immediately after approval of contract by city council. The proposed anticipated schedule is as follows:

Council Considers Scope & Fee	December 16, 2019
Design	February 2020 – June 2021

**COMPENSATION**

<b>73<sup>rd</sup> Street Improvement Project – Phase 2</b>	<b>\$744,752</b>
---	------------------

Detailed Cost Estimate

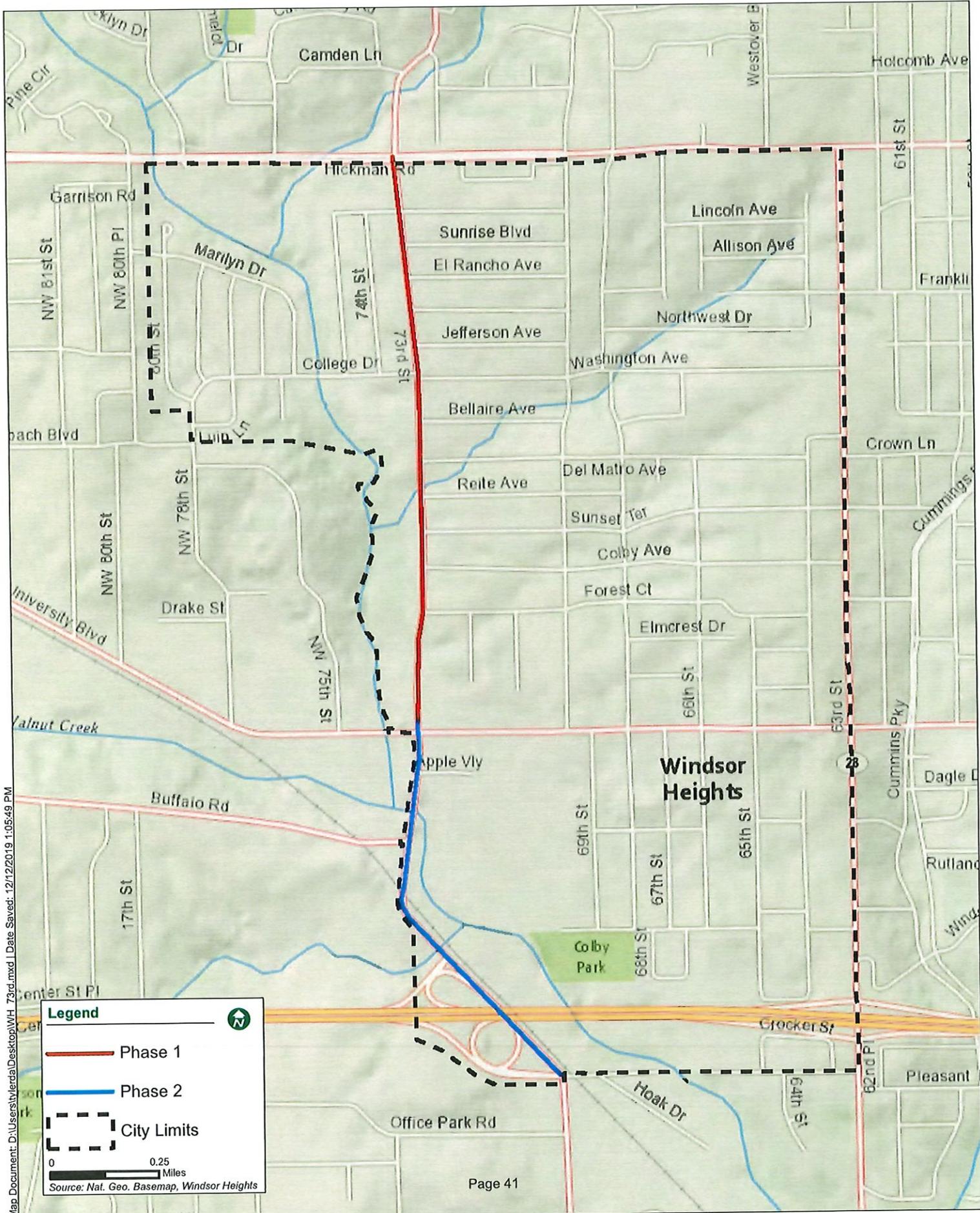
Client: City of Windsor Heights  
 Project: 73rd Street Improvement Project - Phase 2

Bolton & Menk, Inc.

Task No.	Work Task Description	Principal Engineer	Project Manager	Design Engineer	Traffic Engineer	Traffic Design Engineer	Structural Engineer	Water Resources Engineer	Licensed Surveyor	Survey Crew/Technician	Clerical	Total Hours	Total Cost
1.0	Design Survey and Mapping	8	22	26	4	0	0	0	90	204	32	386	\$47,656
2.0	Public Coordination & Management	40	670	30	10	0	0	0	0	0	24	774	\$107,600
3.0	Preliminary Design	56	292	940	300	500	100	120	0	0	162	2470	\$310,672
4.0	Final Design	222	280	920	136	320	160	40	0	0	100	2178	\$278,824
<b>Total Hours</b>		326	1264	1916	450	820	260	160	90	204	318	5808	
<b>Average Hourly Rate</b>		\$172.00	\$140.00	\$120.00	\$140.00	\$110.00	\$150.00	\$120.00	\$150.00	\$115.00	\$80.00		\$80.00
<b>Subtotal</b>		\$56,072	\$176,960	\$229,920	\$63,000	\$90,200	\$39,000	\$19,200	\$13,500	\$23,460	\$25,440		\$744,752

**Total Fee**

**\$744,752**



Map Document: D:\Users\jverda\Desktop\WH\_73rd.mxd | Date Saved: 12/12/2019 1:05:49 PM

**RESOLUTION NO. 2020-14**

**A RESOLUTION APPROVING 2020 PCC PATCHING AT AN ESTIMATED COST OF \$502,595**

**WHEREAS**, it is deemed advisable and necessary to construct certain public improvements described in general as 2020 PCC Patching, and

**WHEREAS**, the Public Works Director has prepared the attached construction estimates of said improvements at an estimated cost of \$502,595.

**NOW, THEREFORE BE IT HEREBY RESOLVED** that the City Council of the City of Windsor Heights, Iowa does hereby authorize the advertisement of bids for 2020 PCC Patching to be considered at the March 16, 2020 Regular Council Meeting.

Passed and approved this 4<sup>th</sup> day of February 2020.

\_\_\_\_\_  
Dave Burgess, Mayor

ATTEST:

\_\_\_\_\_  
Travis Cooke, City Clerk

**73rd St PCC Patching In the Vicinity of the YMCA Driveway****Staff Estimate**

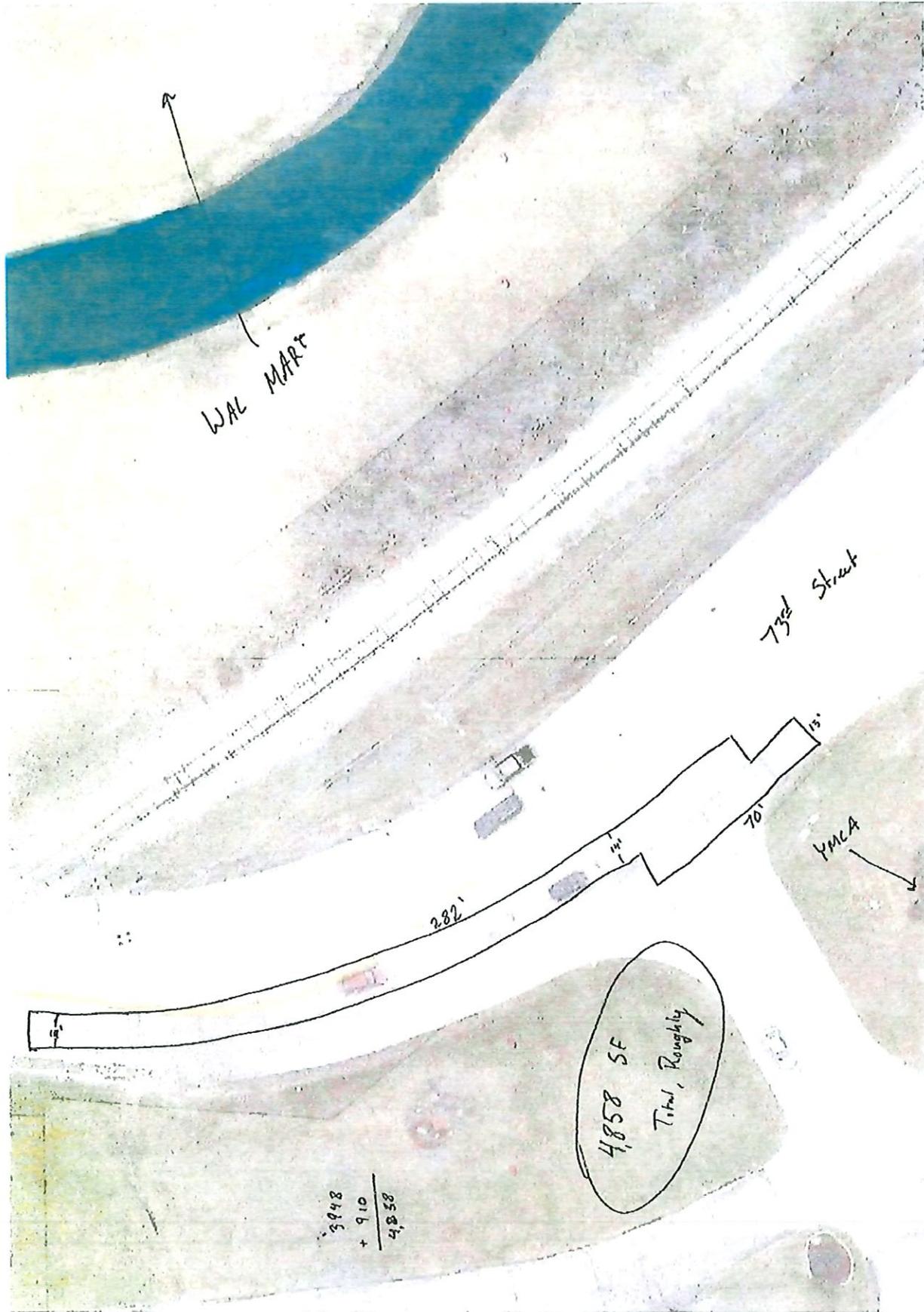
<b>Item</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Extended Price</b>
Traffic Control	LS	1	\$2,000	\$2,000
Full Depth Patch - 8", removal and replace	SY	540	\$145	\$78,300
Pavement Painting	LF	300	\$2	\$600
Mobilization	LS	1	\$2,000	\$2,000
				<b>\$82,900</b>

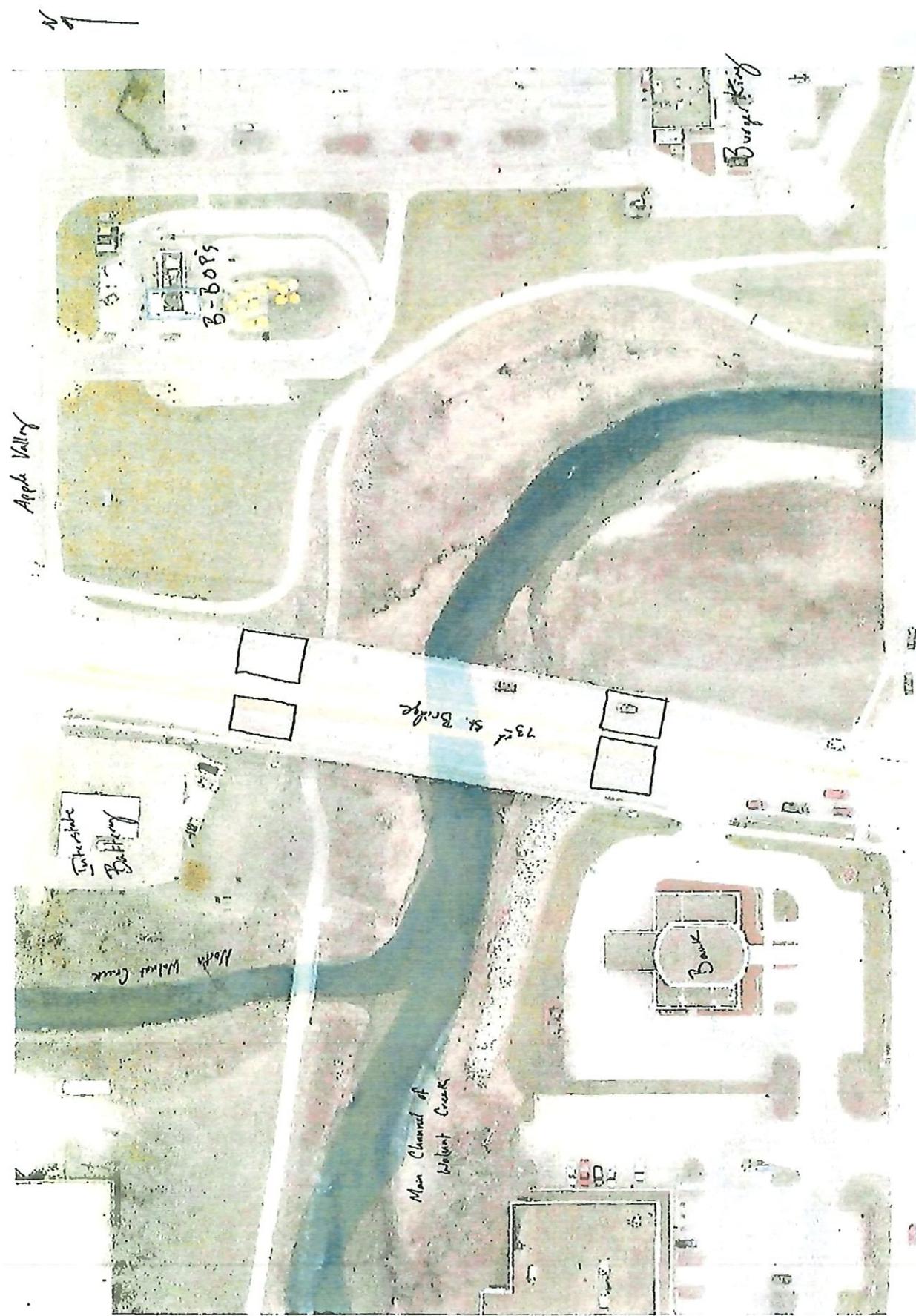
**73rd Street Bridge Approach Patching Over Walnut Creek****Staff Estimate**

<b>Item</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Extended Price</b>
Replacement	SY	573	\$200	\$114,600
Removal	SY	573	\$15	\$8,595
Mobilization	LS	1	\$5,000	\$5,000
Traffic Control	EA	2	\$500	\$1,000
				<b>\$128,195</b>

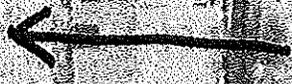
**70th and Hickman Intersection Patch****Staff Estimate**

<b>Item</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Extended Price</b>
Replacement	SY	1300	\$200	\$260,000
Removal	SY	1300	\$15	\$19,500
Mobilization	LS	1	\$5,000	\$5,000
Traffic Control	EA	2	\$500	\$1,000
Pavement Painting	EA	1	\$2,000	\$2,000
Traffic Loops	EA	4	\$1,000	\$4,000
				<b>\$291,500</b>
			<b>Total</b>	<b>\$502,595</b>





Hickman Rd.



~ 1,300 square  
Yards.

53



70th St

14th

Wilshire



**BOLTON  
& MENK**

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Item #6C  
309 E 5th Street  
Suite 202  
Des Moines, IA 50309-1981

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

January 27, 2020

Dave Burgess  
Mayor  
1145 66<sup>th</sup> Street, Suite 1  
Windsor Heights, Iowa 50324

RE: 2018 PCC Patching  
Windsor Heights, Iowa  
Change Order 1

Enclosed are three copies of Change Order No. 1 for the 2018 PCC Patching project under the contract between the City of Windsor Heights and Kingston Services dated February 19, 2018.

Change Order No. 1 balances the used and unused quantities per actual work completed. The change order finalizes the total contract amount for the project.

Upon approval of Change Order No. 1, please sign all copies in the space provided. Return one executed copy of the change order to our office and one executed copy to Kingston Services.

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

Sincerely,

**Bolton & Menk, Inc.**

**Justin Ernst, P.E.**  
Project Manager

Enclosures

**CHANGE ORDER**

No. 001

PROJECT: 2018 PCC Patching

OWNER: City of Windsor Heights

ENGINEER'S Project No.: A13.115164

CONTRACTOR: Kingston Services

ENGINEER: Bolton &amp; Menk, Inc.

You are directed to make the following changes in the Contract Documents.

**Description:**

Project quantity change:

Item No	Item	+ / - Amount	Unit Price	Cost Difference
4	Remove and Replace Sidewalk, PCC	-10	\$ 50.00	\$ (500.00)
5	Remove and Replace Driveway, 6", PCC	-29.2	\$ 50.00	\$ (1,460.00)
7	Full Depth Patch, 7", PCC, C-4 Mix	-200	\$ 68.00	\$ (13,600.00)
8	Full Depth Patch, 8", PCC, C-4 Mix	-90.1	\$ 76.00	\$ (6,847.60)
9	Full Depth Patch, 9", PCC, C-4 Mix	304.7	\$ 84.00	\$ 25,594.80
10	Partial Depth Patch, PCC	14.15	\$ 50.00	\$ 707.50
12	Diamond Grinding	-2377	\$ 6.00	\$ (14,262.00)
13	Painted Pavement Markings, Solvent/Waterborne	-5	\$ 20.00	\$ (100.00)
15	Bollards, Salvage and Reinstall	-3	\$ 700.00	\$ (2,100.00)
			<b>Total</b>	<b>\$ (12,567.30)</b>

**Reason for Change Order:**

Adjusting quantities due to project being finalized.

**Attachments: (List documents supporting change)**

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price	Original Contract Times
<u>\$237,200.00</u>	0
Net changes from previous Change Orders No.0 to No.1	Net changes from previous Change Orders No.0 to No.1
<u>\$0</u>	0
Contract Price Prior to this Change Order	Contract Times prior to this Change Order
<u>\$237,200.00</u>	August 31, 2018
Net <u>Decrease</u> of this Change Order	Net Increase of this Change Order
<u>\$-12,567.30</u>	0

City of Windsor Heights  
2018 PCC PatchingChange Order 1  
Page 1

Contract Price with all approved Change Orders <b>\$224,632.70</b>	Contract Times with all approved Change Orders <b>August 31, 2018</b>
---	--

RECOMMENDED:  
By:   
Engineer (Authorized Signature)  
Date: 1-27-2020

APPROVED:  
By: \_\_\_\_\_  
Owner (Authorized Signature)  
Date: \_\_\_\_\_

ACCEPTED:  
By:   
Contractor (Authorized Signature)  
Date: 01/24/2020

EJCDC No. 1910C8-B (1990 Edition)

Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractors of America.



**BOLTON  
& MENK**

Real People. Real Solutions.

Item #6C  
309 E 5th Street  
Suite 202  
Des Moines, IA 50309-1981

Ph: [515] 259-9190  
Fax: [515] 233-4430  
Bolton-Menk.com

January 27, 2020

Dave Burgess  
Mayor  
1145 66<sup>th</sup> Street, Suite 1  
Windsor Heights, Iowa 50324

RE: 2018 PCC Patching  
Windsor Heights, Iowa  
Pay Request 4 - FINAL

Enclosed are four copies of Pay Request No. 4 - FINAL for work completed on the 2018 PCC Patching project for work completed under the contract between the City of Windsor Heights and Kingston Services dated February 19, 2018. Also enclosed is the Certificate of Completion for the project to be signed.

Pay Estimate No. 4 is the final pay estimate for the project. This payment is releasing the 5% retainage and finalizing the project. Kingston Services has submitted all the required paper work.

Upon approval of Pay Estimate No. 4 and Certificate of Completion, please sign all copies of Pay Estimate No. 4 and Certificate of Completion in the space provided. Return one executed copy of the pay estimate and Certificate of Completion to our office and one executed copy of each to Kingston Services

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

Sincerely,

**Bolton & Menk, Inc.**

**Justin Ernst, P.E.**  
Project Manager

Enclosures

<b>CONTRACTOR'S PAY REQUEST</b>		<b>DISTRIBUTION:</b>
City of Windsor Heights, Iowa		CONTRACTOR (1)
2018 PCC Patching		OWNER (1)
BMI PROJECT NO.A13.115164		ENGINEER (1)
		BONDING CO. (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS		\$224,632.70
TOTAL, COMPLETED WORK TO DATE		\$224,632.70
RETAINED PERCENTAGE ( 0% )		\$0.00
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)		\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE		\$224,632.70
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES		\$213,401.07
PAY CONTRACTOR AS ESTIMATE NO. 4		\$11,231.63

**Certificate for Final Payment**

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the amount for the Final Estimate, that applicable provisions of the Iowa Administrative Code have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.

Contractor: Kingston Services PC  
 1444 Illinois Street  
 Des Moines, IA 50314

*Umesh Shetye*

Umesh Shetye, Project Manager

1/24/2020

*Justin Ewald*

Date 1-27-2020

**APPROVED FOR PAYMENT:**

**OWNER:**

By \_\_\_\_\_  
 Name Title Date

And \_\_\_\_\_  
 Name Title Date

**Partial Pay Estimate No.:**

4

City of Windsor Heights, Iowa  
 2018 PCC Patching  
 BMI PROJECT NO.A13.115164

WORK COMPLETED THROUGH JANUARY 24, 2020

ITEM NO.	SUDAS REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
1	0	TRAFFIC CONTROL	\$6,000.00	1	\$6,000.00	1	\$6,000.00	1.00	\$6,000.00
2	0	ADJUSTMENT OF FIXTURES	\$400.00	4	\$1,600.00	4	\$1,600.00	4.00	\$1,600.00
3	0	MANHOLE ADJUSTMENT, MINOR	\$1,000.00	1	\$1,000.00	1	\$1,000.00	1.00	\$1,000.00
4	0	REMOVE AND REPLACE SIDEWALK, PCC	\$50.00	10	\$500.00	0	\$0.00	0.00	\$0.00
5	0	REMOVE AND REPLACE DRIVEWAY, 6", PCC	\$50.00	50	\$2,500.00	20.8	\$1,040.00	20.80	\$1,040.00
6	0	REMOVE AND REPLACE DRIVEWAY, 7", PCC	\$55.00	440	\$24,200.00	440	\$24,200.00	440.00	\$24,200.00
7	0	FULL DEPTH PATCH, 7", PCC, C-4 MIX	\$68.00	200	\$13,600.00	0	\$0.00	0.00	\$0.00
8	0	FULL DEPTH PATCH, 8", PCC, C-4 MIX	\$76.00	200	\$15,200.00	109.9	\$8,352.40	109.90	\$8,352.40
9	0	FULL DEPTH PATCH, 9", PCC, C-4 MIX	\$84.00	450	\$37,800.00	754.7	\$63,394.80	754.70	\$63,394.80
10	0	PARTIAL DEPTH PATCH, PCC	\$50.00	800	\$40,000.00	814.15	\$40,707.50	814.15	\$40,707.50
11	0	CRACK AND JOING CLEANING AND FILLING, HOT POUR	\$2.00	900	\$1,800.00	900	\$1,800.00	900.00	\$1,800.00
12	0	DIAMOND GRINDING	\$6.00	8750	\$52,500.00	6373	\$38,238.00	6,373.00	\$38,238.00
13	0	PAINTED PAVEMENT MARKINGS, SOLVENT/WATERBORNE	\$20.00	70	\$1,400.00	65	\$1,300.00	65.00	\$1,300.00
14	0	MOBILIZATION	\$30,000.00	1	\$30,000.00	1	\$30,000.00	1.00	\$30,000.00
15	0	BOLLARDS, SALVAGE AND REINSTALL	\$700.00	13	\$9,100.00	10	\$7,000.00	10.00	\$7,000.00
CO 1	0	QUANTITY ADJUSTMENT	-\$12,567.30	1	-\$12,567.30	0	\$0.00	0.00	\$0.00
				TOTAL AMOUNT:		\$224,632.70		\$224,632.70	

*Ameesh Shetty*

**FINAL ACCEPTANCE  
AND  
CERTIFICATE OF COMPLETION**

2018 PCC Patching  
City of Windsor Heights, Iowa

Kingston Services PC  
1444 Illinois Street  
Des Moines, IA 50314

I hereby declare that this project has been completed in substantial compliance with the plans, specifications, contract documents, and change orders governing this project and recommend that the work completed be accepted by the Owner, with the following exceptions and conditions:

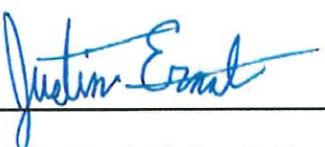
**Exceptions – None**

The undersigned accepts the work constructed under the conditions and guarantee of the contract with the exceptions noted above.

The final contract amount is \$224,632.70

Dated this 27<sup>th</sup> of January, 2020

Recommended by Engineer, Bolton & Menk, Inc.

By  \_\_\_\_\_  
Justin Ernst, Bolton & Menk, Inc.

Accepted by Owner, City of Windsor Heights

By \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

**RESOLUTION NO. 2020-15**

**A RESOLUTION APPOINTING REGULAR AND ALTERNATE MEMBER REPRESENTATIVES TO THE METROPOLITAN PLANNING ORGANIZATION (MPO) INCLUDING THE TRANSPORTATION TECHNICAL COMMITTEE FOR 2020**

**WHEREAS**, the City of Windsor Heights, Iowa, is a member community of the Metropolitan Planning Organization; and

**WHEREAS**, the City desires to appoint Council Member Joseph Jones as the regular primary representative member of the MPO, and Mayor Dave Burgess as an alternate representative member to act as a designee when the regular member is unable to attend a meeting(s); and

**WHEREAS**, the City desires to appoint Dalton Jacobus as the primary Transportation Technical Committee representative, and the City appoints Interim City Administrator Mark Arentsen as the alternate representative of the Transportation Technical Committee; and

**WHEREAS**, in order to make the above appointment it is required that the Council approve such appointment by resolution.

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

Council Member Joseph Jones is hereby appointed as the regular primary member representative of and Mayor Dave Burgess is appointed as an alternate member of the Metropolitan Planning Organization (MPO) effective for calendar year 2020.

**BE IT FURTHER RESOLVED** that Public Works Director Dalton Jacobus is hereby appointed as the regular primary representative and Interim City Administrator Mark Arentsen is appointed as the alternate representative to the Transportation Technical Committee effective for calendar year 2020.

Passed and Approved, this 4<sup>th</sup> day of February, 2020.

---

Dave Burgess, Mayor

Attest:

---

Travis Cooke, City Clerk

**RESOLUTION NO. 2020-16**

**A RESOLUTION APPOINTING PATRICK BOUCHER TO THE PLANNING AND ZONING COMMISSION**

**WHEREAS**, the City of Windsor Heights, Iowa is a duly organized municipality within Polk County; and

**WHEREAS**, the Mayor shall appoint or reappoint individuals as members to various boards, commissions and committees including the Planning and Zoning Commission; and

**WHEREAS**, there is a vacancy on the Planning and Zoning Commission for a term ending on December 31, 2021; and

**WHEREAS**, Patrick Boucher has expressed interest in serving on the Planning and Zoning Commission; and

**WHEREAS**, Mayor Burgess has reviewed Mr. Boucher's qualifications and desires to appoint him to the Planning and Zoning Commission.

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF WINDSOR HEIGHTS, IOWA** that Patrick Boucher is hereby appointed to the Planning and Zoning Commission for a term expiring on December 31, 2021.

Passed and Approved, this 4<sup>th</sup> day of February, 2020.

---

Dave Burgess, Mayor

Attest:

---

Travis Cooke, City Clerk

**Mark Arentsen**

---

**From:** Patrick Boucher <patricktboucher@gmail.com>  
**Sent:** Monday, November 11, 2019 10:46 AM  
**To:** Mark Arentsen  
**Subject:** Application for Planning & Zoning Commission  
**Attachments:** Patrick T Boucher - Boards and Commissions Application - 11-11-19.pdf; Patrick T Boucher - Resume - 11-08-19.docx

Hello Mr. Arentsen.

I hope this message finds you well.

I'm writing to introduce myself and to inform you of my interest in serving the residents of Windsor Heights as a member of the Planning & Zoning Commission. Attached you'll find a completed application as well as my current resume. Please confirm you've received both of these attached documents.

My wife and I purchased our first home in Windsor Heights six and a half years ago, and as our family continues to grow, we've come to appreciate the community activities, neighborhood character, and ease of access to various businesses our City affords. Now essentially a "long-term" resident, I've also come to understand some of the inherent challenges Windsor Heights faces given its locale within the Des Moines metro and its limited boundaries and inability to expand or grow beyond its current geographical footprint. I believe this underscores the importance of making decisions that are consistent with the Comprehensive Plan and City Code, and remaining mindful of the City's priorities as determined by our representative City Council.

By profession, I'm an attorney specializing in technology contracts, negotiation, and business process development. While I have organized my own solo law firm in Windsor Heights, my primary full-time work is for a small consulting company located in West Des Moines. My day-to-day tasks require that I think strategically and often develop "outside-the-box" solutions to both common and uncommon problems after first synthesizing, analyzing and considering multiple factors. I believe these skills will allow me to bring a unique, creative, and important perspective to Planning & Zoning Commission business and decisions, and are a great basis upon which to begin my service to Windsor Heights.

If you have any questions or would like to discuss my interest or candidacy at all, please don't hesitate to reach out.

I appreciate your time and your consideration.

Best Regards.

- Pat

--

Patrick T. Boucher  
Attorney at Law  
Boucher Law, PLLC  
6711 Carpenter Avenue  
Windsor Heights, IA 50324  
515.745.7942 (mobile)  
[patricktboucher@gmail.com](mailto:patricktboucher@gmail.com)



**WINDSOR  
HEIGHTS**  
the heart of it all

## City of Windsor Heights Boards and Commissions Application

1133 66<sup>th</sup> Street ▪ Windsor Heights, IA 50324 ▪ 515-279-3662 (P) ▪ 515-279-3664 (F) ▪  
www.windsorheights.org

<b>Boucher</b>	Patrick	
<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>
<b>Residence:</b> 6711 Carpenter Ave	Windsor Heights	IA 50324
Street Address	City	State Zip
<b>Business:</b> 1200 Valley West Dr, Ste 500	West Des Moines	IA 50266
Street Address	City	State Zip
(515) 745 - 7942	(515) 309 - 5600	patricktboucher@gmail.com
Home Telephone #	Work/Message Telephone #	E-Mail Address

**Windsor Heights Resident Since:** 2013

**Why would you like to be part of a Board or Commission?** To actively support and facilitate the achievement of the city's vision for the future of Windsor Heights.

**Education:** High School: North High (Dsm) / West Springfield High School (W. Springfield, MA)

College: University of Northern Iowa, 2007, BA in Political Science

Trade School or other: Drake Law School, 2012, Juris Doctorate

**Employment Background:** Resume attached. Prior to law school, I worked in state government, with temporary engagements at the DNR, Civil Rights Commission, and as a Claims Adjudicator at Iowa Workforce Development.

I also worked on political campaigns and in Iowa's First District for a former US Congressman.

**Civic Activities:** Volunteer for multiple political campaigns. Served on Iowa Central Committee and Platform Committee.

Have attended multiple City Council meetings for Windsor Heights and surrounding cities.

**Please check the Boards or Commissions in which you would be interested:**

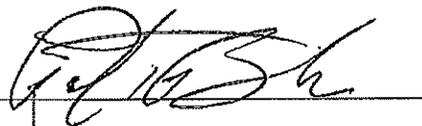
- Planning & Zoning Commission
- Board of Adjustment
- Development Committee
- Public Safety Committee
- Public Works Committee

**Related Experience and Interests:** Studied land use and zoning law while at Drake Law School.

Worked on a number of land use issues and cases. Interested in the future development of Windsor Heights, supporting the best use of our limited space to bring maximum value to Windsor Heights residents and our greater community, and ensuring the priorities of the Comprehensive Plan guide decision-making.

**References:**

Randy Roth, former supervisor	36782 Meadow Ln, Cumming, IA 50061	515-360-0283
Name	Address	Telephone
David Dvorak, Council Member, Polk City	520 Hansen Place, Polk City, IA 50226	515-979-6502
Name	Address	Telephone
Bob Hernandez, neighbor	6715 Carpenter Ave Windsor Heights, IA 50324	515-556-4246
Name	Address	Telephone

Signature: 

Date: 11/11/19

*This application will remain in an active file for a period of two (2) years.*

6711 Carpenter Avenue ~ Windsor Heights, Iowa 50324 ~ (515) 745-7942 ~ patricktboucher@gmail.com

A licensed attorney currently working as in-house counsel to a mid-size property casualty insurance company, handling matters pertinent to the corporate environment, including regulatory compliance, contracts, privacy, and other legal issues.

## EXPERIENCE

### IMT Insurance Company

West Des Moines, Iowa

*Counsel*

January 2020 – Present

- In-house legal counsel responsible for providing legal advice to company management
- Review, draft and negotiate agreements related to all aspects of the business
- Research and advise on legal issues, case law, regulatory or industry reports, and changes in laws and regulations

### Seprio, LLC

West Des Moines, Iowa

*Head of Consulting, Senior Negotiator*

January 2018 – Present

- **Lead service delivery** and account management of all consulting engagements
- **Negotiate all sell-side agreements** with prospective clients and current Seprio clients
- Regularly achieve **significant risk mitigation/avoidance** and multi-million-dollar cost savings for Seprio clients through effective contract negotiations
- **Advise Client Executive and Senior Management** on business strategy and risks related to important company initiatives, including high-value and high-visibility projects
- Develop, refine, and deliver multiple new lines of consulting services
- Daily management of **multiple ongoing projects** with competing priorities and multiple deadlines

### Seprio, LLC

West Des Moines, Iowa

*Senior Negotiator, Client Lead*

October 2016 – December 2017

- **Draft and negotiate agreements** related to emerging technologies (SaaS, Big Data, Converged Infrastructure, etc.) and knowledge management (information/content, data feeds, expert resources, etc.)
- **Draft custom Sourcing Methodologies**, guidance documents, and associated toolset
- **Direct supervision** of Staff Negotiator and oversee activities of Senior Negotiators assigned to key client engagements
- **Develop and refine multiple successful new lines of service**, including creation of client deliverables
- **Advise Client Executive and Senior Management** on important strategic initiatives, including high-dollar, high-value, and high-visibility projects

### Corporate Contracts, LLC

West Des Moines, Iowa

*Senior Corporate Negotiator*

June 2014 – October 2016

- **Negotiate terms and conditions, draft contract language, and provide risk assessment** for licensing, SaaS, professional services, staff augmentation, outsourcing, content, hosting, development and other agreements
- **Advise Executive and Senior level business professionals** on strategic procurement initiatives, including policy and process development, organizational structuring and operational advancements
- **Draft custom contract templates**, including master agreements, transactional documents, service level agreements, and other addenda, as well as associated guidance documents, tailored to comply with each client's specific business, regulatory, and legal requirements
- Lead Negotiator for key Corporate Contracts accounts and **manage all aspects of client relationship**, including project assignment, management and reporting
- Responsible for leading **negotiations of complex business deals** with values up to and exceeding \$10,000,000

### Corporate Contracts, LLC

West Des Moines, Iowa

*Drafting Specialist / Corporate Negotiator*

August 2012 – June 2014

- **Negotiated commercial, business, and legal terms** for all types of technology and services agreements
- **Created custom contract templates for clients**
- Worked with clients to identify procurement process improvements based on industry best practices
- **Maintained a diverse client list** of companies ranging from small local organizations, Fortune 500 corporations, and two of the "Big Four" global accounting and auditing firms

**Wandro & Associates, P.C.**

Des Moines, Iowa

*Law Clerk*

May 2010 – August 2012

- Drafted legal documents, including legal briefs, memoranda, discovery, pleadings and correspondence
- Researched legal matters primarily concerning business law, bankruptcy, estate disputes, medical malpractice, procedural issues, state and municipal codes and court rules

**Drake Legal Clinic**

Des Moines, Iowa

*Student Attorney*

August 2011 – December 2011

- Conducted all aspects of representation, including initial client meetings, legal assessment, settlement negotiations, mediation, and hearings
- Resolved business tax issue, settled contentious divorce, advised clients re: estate and end of life issues, drafted and executed advanced directives

**Iowa Legal Aid**

Des Moines, Iowa

*Legal Intern*

July 2011 – August 2011

- Drafted law article for publication, client letters, legal memoranda
- Interviewed clients, assessed legal issues, and advised clients of legal rights regarding lease agreements, home/auto repair contracts, banking and credit agreements, warranties, debt collection, estate and gift tax, Medicaid, and advanced directives

**EDUCATION**

**Drake University Law School**

Des Moines, Iowa

*Juris Doctorate*

May 2012

**University of Northern Iowa**

Cedar Falls, Iowa

*Bachelor of Arts, Political Science*

May 2007

**ADDITIONAL INFORMATION**

**Interests:** Technology, connected devices, innovation, ideas, writing, volleyball, basketball, drums/percussion

# 77-728

Item #6F

## Adoption of Budget and Certification of City Taxes

FISCAL YEAR BEGINNING JULY 1, 2020 - ENDING JUNE 30, 2021

Resolution No.: \_\_\_\_\_

The City of: Windsor Heights

County Name: POLK

Date Budget Adopted: \_\_\_\_\_  
(Date) xx/xx/xx

The below-signed certifies that the City Council, on the date stated above, lawfully approved the named resolution adopting a budget for next fiscal year, as summarized on this and the supporting pages. Attached is Long Term Debt Schedule Form 703 which lists any and all of the debt service obligations of the City.

515-645-6830  
Telephone Number

\_\_\_\_\_  
Signature

County Auditor Date Stamp

### January 1, 2019 Property Valuations

	With Gas & Electric	Without Gas & Electric	Last Official Census
2a Regular	235,610,949	233,447,597	4,860
3a DEBT SERVICE	294,670,669	292,507,317	
4a Ag Land			

### TAXES LEVIED

Code Sec.	Dollar Limit	Purpose	(A) Request with Utility Replacement	(B) Property Taxes Levied	(C) Rate
384.1	8.10000	Regular General levy	5 1,908,449	43 1,890,926	8.10000
(384)		Non-Voted Other Permissible Levies			
12(8)	0.67500	Contract for use of Bridge	6 0	44 0	0
12(10)	0.95000	Opr & Maint publicly owned Transit	7 0	45 0	0
12(11)	Amt Nec	Rent, Ins. Maint of Civic Center	8 0	46 0	0
12(12)	0.13500	Opr & Maint of City owned Civic Center	9 0	47 0	0
12(13)	0.06750	Planning a Sanitary Disposal Project	10 0	48 0	0
12(14)	0.27000	Aviation Authority (under sec.330A.15)	11 0	49 0	0
12(15)	0.06750	Levee Impr. fund in special charter city	13 0	51 0	0
12(17)	Amt Nec	Liability, property & self insurance costs	14 0	52 0	0
12(21)	Amt Nec	Support of a Local Emerg.Mgmt.Comm.	462 0	465 0	0
(384)		Voted Other Permissible Levies			
12(1)	0.13500	Instrumental/Vocal Music Groups	15 0	53 0	0
12(2)	0.81000	Memorial Building	16 0	54 0	0
12(3)	0.13500	Symphony Orchestra	17 0	55 0	0
12(4)	0.27000	Cultural & Scientific Facilities	18 0	56 0	0
12(5)	As Voted	County Bridge	19 0	57 0	0
12(6)	1.35000	Missi or Missouri River Bridge Const.	20 0	58 0	0
12(9)	0.03375	Aid to a Transit Company	21 0	59 0	0
12(16)	0.20500	Maintain Institution received by gift/devise	22 0	60 0	0
12(18)	1.00000	City Emergency Medical District	463 0	466 0	0
12(20)	0.27000	Support Public Library	23 0	61 0	0
28E.22	1.50000	Unified Law Enforcement	24 0	62 0	0
<b>Total General Fund Regular Levies (5 thru 24)</b>			25 1,908,449	43 1,890,926	
384.1	3.00375	Ag Land	26 0	63 0	0
<b>Total General Fund Tax Levies (25 + 26)</b>			27 1,908,449	43 1,890,926	Do Not Add
<b>Special Revenue Levies</b>					
384.8	0.27000	Emergency (if general fund at levy limit)	28 0	64 0	0
384.6	Amt Nec	Police & Fire Retirement	29 0	65 0	0
	Amt Nec	FICA & IPERS (if general fund at levy limit)	30 371,683	368,271	1.57753
Rules	Amt Nec	Other Employee Benefits	31 584,890	579,520	2.48244
<b>Total Employee Benefit Levies (29,30,31)</b>			32 956,573	65 947,791	4.05997
<b>Sub Total Special Revenue Levies (28+32)</b>			33 956,573	65 947,791	
<b>Valuation</b>					
386	As Req	With Gas & Elec	Without Gas & Elec		
SSMID 1	(A)	(B)	34 0	66 0	0
SSMID 2	(A)	(B)	35 0	67 0	0
SSMID 3	(A)	(B)	36 0	68 0	0
SSMID 4	(A)	(B)	37 0	69 0	0
SSMID 5	(A)	(B)	555 0	565 0	0
SSMID 6	(A)	(B)	556 0	566 0	0
SSMID 7	(A)	(B)	1177 0	### 0	0
SSMID 8	(A)	(B)	1185 0	### 0	0
<b>Total Special Revenue Levies</b>			39 956,573	65 947,791	
384.4	Amt Nec	Debt Service Levy 76.10(6)	40 688,013	40 682,961	2.33485
384.7	0.67500	Capital Projects (Capital Improv. Reserve)	41 0	41 0	0
<b>Total Property Taxes (27+39+40+41)</b>			42 3,553,035	42 3,521,678	14.49482

### COUNTY AUDITOR - I certify the budget is in compliance with ALL the following:

Budgets that DO NOT meet ALL the criteria below are not statutorily compliant & must be returned to the city for correction.

- 1) The prescribed Notice of Public Hearing Budget Estimate (Form 631.1) was lawfully published, or posted if applicable, filed proof was evidenced.
- 2) Budget hearing notices were published or posted not less than 10 days, nor more than 20 days, prior to the budget hearing.
- 3) Adopted property taxes do not exceed published or posted amounts.
- 4) Adopted expenditures do not exceed published or posted amounts in each of the nine program areas, or in total.
- 5) Number of the resolution adopting the budget has been included at the top of this form.
- 6) The budget file uploaded to the SUBMIT Area matched the paper copy certified by the city to this office.
- 7) The long term debt schedule (Form 703) was attached to the budget amounts to pay the G.O. debt certified by the city to this office.

\_\_\_\_\_  
(County Auditor)

EXPENDITURES SCHEDULE PAGE 1

Fiscal Year Ending 2021

Fiscal Years

GOVERNMENT ACTIVITIES (A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	BUDGET 2021 (J)	RE-ESTIMATED 2020 (K)	ACTUAL 2019 (L)	
												Fiscal Years
<b>PUBLIC SAFETY</b>												
Police Department/Crime Prevention	1	1,481,070	577,166						2,058,236	2,093,443	2,400,032	
Jail	2								0	0	0	
Emergency Management	3	9,870							9,870	8,870	9,534	
Flood Control	4								0	0	0	
Fire Department	5	162,300	251,064						413,364	667,484	728,730	
Ambulance	6	478,600	24,140						502,740	192,190	42,522	
Building Inspections	7	50,000	0						50,000	106,233	76,871	
Miscellaneous Protective Services	8								0	0	0	
Animal Control	9	800	0						800	900	332	
Other Public Safety	10								0	0	0	
<b>TOTAL (lines 1 - 10)</b>	<b>11</b>	<b>2,182,640</b>	<b>852,370</b>				<b>0</b>		<b>3,035,010</b>	<b>3,069,120</b>	<b>3,258,021</b>	
<b>PUBLIC WORKS</b>												
Roads, Bridges, & Sidewalks	12	0	551,381						551,381	496,152	409,997	
Parking - Meter and Off-Street	13								0	0	0	
Street Lighting	14	0	67,000						67,000	67,000	53,782	
Traffic Control and Safety	15	0	5,500						5,500	5,500	2,928	
Snow Removal	16	0	275,891						275,891	263,061	201,353	
Highway Engineering	17								0	0	0	
Street Cleaning	18								0	0	0	
Airport	19								0	0	0	
Garbage	20								0	0	0	
Other Public Works	21								0	0	0	
<b>TOTAL (lines 12 - 21)</b>	<b>22</b>	<b>0</b>	<b>899,772</b>				<b>0</b>		<b>899,772</b>	<b>831,713</b>	<b>668,060</b>	
<b>HEALTH &amp; SOCIAL SERVICES</b>												
Welfare Assistance	23								0	0	0	
City Hospital	24								0	0	0	
Payments to Private Hospitals	25								0	0	0	
Health Regulation and Inspection	26								0	0	0	
Water, Air, and Mosquito Control	27	0							0	0	0	
Community Mental Health	28								0	0	0	
Other Health and Social Services	29	3,000							3,000	3,000	0	
<b>TOTAL (lines 23 - 29)</b>	<b>30</b>	<b>3,000</b>	<b>0</b>				<b>0</b>		<b>3,000</b>	<b>3,000</b>	<b>0</b>	
<b>CULTURE &amp; RECREATION</b>												
Library Services	31	60,000							60,000	95,032	93,077	
Museum, Band and Theater	32								0	0	0	
Parks	33	259,758	10,599	0					270,357	110,473	159,074	
Recreation	34	140,895	10,599	0					151,494	0	152,795	
Cemetery	35								0	0	0	
Community Center, Zoo, & Marina	36	3,200							3,200	3,200	3,000	
Other Culture and Recreation	37	22,500							22,500	0	7,575	
<b>TOTAL (lines 31 - 37)</b>	<b>38</b>	<b>486,353</b>	<b>21,198</b>				<b>0</b>		<b>507,551</b>	<b>208,705</b>	<b>415,521</b>	

EXPENDITURES SCHEDULE PAGE 2  
Fiscal Year Ending 2021

Fiscal Years

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	
												GENERAL
<b>GOVERNMENT ACTIVITIES CONT.</b>												
<b>COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>												
39	Community Beautification	0								0	0	200
40	Economic Development									0	0	0
41	Housing and Urban Renewal	107,737	0	0					107,737	7,737	57,517	57,517
42	Planning & Zoning									0	0	0
43	Other Com & Econ Development									0	0	-3,686
44	TIF Rebates									0	0	0
45	TOTAL (lines 39 - 44)	107,737	0	0			0		107,737	7,737	54,031	54,031
<b>GENERAL GOVERNMENT</b>												
46	Mayor, Council, & City Manager	90,200	6,303	0					96,503	103,618	87,053	87,053
47	Clerk, Treasurer, & Finance Adm.	498,976	114,323						613,299	563,753	520,474	520,474
48	Elections	4,000							4,000	4,000	3,351	3,351
49	Legal Services & City Attorney	75,000							75,000	75,000	92,269	92,269
50	City Hall & General Buildings									0	0	0
51	Tort Liability									0	0	0
52	Other General Government									0	0	426
53	TOTAL (lines 46 - 52)	668,176	120,626	0			0		788,802	746,371	703,573	703,573
<b>DEBT SERVICE</b>												
54	Gov Capital Projects				3,401,529				3,401,529	1,600,156	1,606,669	1,606,669
55	TIF Capital Projects					14,140,000			14,140,000	0	1,421,899	1,421,899
56	TOTAL CAPITAL PROJECTS					14,140,000			14,140,000	0	1,421,899	1,421,899
57	TOTAL Government Activities Expenditures (lines 11+22+30+38+45+53+54+57)	3,447,906	1,893,966	0	3,401,529	14,140,000	0		22,883,401	6,466,802	8,127,774	8,127,774
<b>BUSINESS TYPE ACTIVITIES</b>												
<b>Proprietary: Enterprise &amp; Budgeted ISF</b>												
59	Water Utility									0	0	0
60	Sewer Utility								107,450	89,334	82,308	82,308
61	Electric Utility									0	0	0
62	Gas Utility									0	0	0
63	Airport									0	0	0
64	Landfill/Garbage								351,586	337,818	332,746	332,746
65	Transit									0	0	0
66	Cable TV, Internet & Telephone									0	0	0
67	Housing Authority									0	0	0
68	Storm Water Utility								274,500	258,745	200,397	200,397
69	Other Business Type (city hosp., ISF, parking, etc.)								0	0	0	0
70	Enterprise DEBT SERVICE									0	0	0
71	Enterprise CAPITAL PROJECTS									0	0	0
72	Enterprise TIF CAPITAL PROJECTS									0	0	0
73	TOTAL Business Type Expenditures (lines 59 - 73)								733,536	685,897	648,985	648,985
74	TOTAL ALL EXPENDITURES (lines 58+74)	3,447,906	1,893,966	0	3,401,529	14,140,000	0	733,536	23,616,937	7,152,699	8,776,759	8,776,759
75	Regular Transfers Out								1,041,418	148,000	1,299,488	1,299,488
76	Internal TIF Loan / Repayment								2,242,307	3,979,213	1,973,365	1,973,365
77	Total ALL Transfers Out								3,283,725	4,127,213	3,272,853	3,272,853
78	Total Expenditures & Fund Transfers Out (lines 75-78)	3,447,906	2,935,384	2,242,307	3,401,529	14,140,000	0	733,536	26,900,662	11,279,912	12,049,612	12,049,612
79	Ending Fund Balance June 30	4,218,669	1,824,201	53,896	392,030	5,097,575	0	1,135,979	12,722,350	13,009,971	10,433,047	10,433,047

\* A continuing appropriation is the unexpended budgeted amount from a prior year's capital project. The entry is made on the Con Approps page that must accompany the budget forms if used. SEE INSTRUCTIONS FOR USE.

The last two columns will fill in once the Re-Est forms are completed

REVENUES DETAIL  
Fiscal Year Ending 2021

Fiscal Years

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
		GENERAL REVENUES	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2021	RE-ESTIMATED 2020	ACTUAL 2019
		(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
<b>REVENUES &amp; OTHER FINANCING SOURCES</b>											
1	Taxes Levied on Property	1,890,926	947,791		682,961	0			3,521,678	3,819,780	3,901,943
2	Less: Uncollected Property Taxes - Levy Year								0	0	0
3	Net Current Property Taxes (line 1 minus line 2)	1,890,926	947,791		682,961	0			3,521,678	3,819,780	3,901,943
4	Delinquent Property Taxes								0	0	0
5	TIF Revenues			2,252,808					2,252,808	3,142,387	1,810,081
Other City Taxes:											
6	Utility Tax Replacement Excise Taxes	17,523	8,782		5,052	0			31,357	37,775	18,332
7	Utility franchise tax (lowa Code Chapter 364.2)	285,000							285,000	260,000	284,950
8	Parimutuel wager tax								0	0	0
9	Gaming wager tax								0	0	0
10	Mobile Home Taxes								0	0	0
11	Hotel/Motel Taxes	2,500							2,500	25	2,935
12	Other Local Option Taxes		1,028,418						1,028,418	0	0
13	Subtotal - Other City Taxes (lines 6 thru 12)	305,023	1,037,200		5,052	0			1,347,275	297,800	306,217
14	Licenses & Permits	65,400							65,400	71,900	46,992
15	Use of Money & Property	15,000	0	0	0	0	0	0	15,000	10,000	17,467
Intergovernmental:											
16	Federal Grants & Reimbursements	17,000	0						17,000	9,400	45,032
17	Road Use Taxes	610,000	610,000						610,000	622,000	627,843
18	Other State Grants & Reimbursements	60,014	30,081	0	17,570	0			107,665	133,849	109,580
19	Local Grants & Reimbursements								0	0	0
20	Subtotal - Intergovernmental (lines 16 thru 19)	77,014	640,081	0	17,570	0			734,665	765,249	782,455
Charges for Fees & Service:											
21	Water Utility								0	0	0
22	Sewer Utility								92,350	92,350	62,337
23	Electric Utility								0	0	0
24	Gas Utility								0	0	0
25	Parking								0	0	0
26	Airport								0	0	0
27	Landfill/Garbage								360,500	351,469	354,900
28	Hospital								0	0	0
29	Transit								0	0	0
30	Cable TV, Internet & Telephone								0	0	0
31	Housing Authority								0	0	0
32	Storm Water Utility								0	0	0
33	Other Fees & Charges for Service	357,500	11,140						345,000	345,000	339,018
34	Subtotal - Charges for Service (lines 21 thru 33)	357,500	11,140	0	0	0	0	0	368,640	312,640	285,381
35	Special Assessments								1,166,490	1,101,459	1,041,636
36	Miscellaneous	178,000	48,000						226,000	521,048	1,675,057
Other Financing Sources:											
37	Regular Operating Transfers In	279,209	13,000		424,209	325,000			1,041,418	148,000	1,299,488
38	Internal TIF Loan Transfers In	100,000			2,142,307				2,242,307	3,979,213	1,973,365
39	Subtotal ALL Operating Transfers In	379,209	13,000	0	2,566,516	325,000	0	0	3,283,725	4,127,213	3,272,853
40	Proceeds of Debt (Excluding TIF Internal Borrowing)	0	0	0	0	14,000,000	0	0	14,000,000	0	1,536
41	Proceeds of Capital Asset Sales	0	0	0	0	0	0	0	0	0	0
42	Subtotal-Other Financing Sources (lines 36 thru 40)	379,209	13,000	0	2,566,516	14,325,000	0	0	17,283,725	4,127,213	3,274,389
43	Total Revenues except for beginning fund balance (lines 3, 4, 5, 13, 14, 15, 20, 34, 35, 36, & 41)	3,268,072	2,697,212	2,252,808	3,272,099	14,325,000	0	797,850	26,613,041	13,856,836	12,856,237
44	Beginning Fund Balance July 1	4,398,503	2,062,373	43,395	521,460	4,912,575	0	1,071,665	13,009,971	10,433,047	9,626,422
45	TOTAL REVENUES & BEGIN BALANCE (lines 42-43)	7,666,575	4,759,585	2,296,203	3,793,559	19,237,575	0	1,869,515	39,623,012	24,289,883	22,482,659

CITY OF

Windsor Heights

Department of Management

ADOPTED BUDGET SUMMARY  
YEAR ENDED JUNE 30, 2021

Fiscal Years

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
		GENERAL REVENUES	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2021	RE-ESTIMATED 2020	ACTUAL 2019
		(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
<b>Revenues &amp; Other Financing Sources</b>											
Taxes Levied on Property	1	1,890,926	947,791		682,961	0			3,521,678	3,819,780	3,901,943
Less: Uncollected Property Taxes-Levy Year	2	0	0		0	0			0	0	0
Net Current Property Taxes	3	1,890,926	947,791		682,961	0			3,521,678	3,819,780	3,901,943
Delinquent Property Taxes	4	0	0		0	0			0	0	0
TIF Revenues	5			2,252,808					2,252,808	3,142,387	1,810,081
Other City Taxes	6	305,023	1,037,200		5,052	0			1,347,275	297,800	306,217
Licenses & Permits	7	65,400	0						65,400	71,900	46,992
Use of Money and Property	8	15,000	0	0	0	0	0	0	15,000	10,000	17,467
Intergovernmental	9	77,014	640,081	0	17,570	0	0	0	734,665	765,249	782,455
Charges for Fees & Service	10	357,500	11,140		0	0	0	0	1,166,490	1,101,459	1,041,636
Special Assessments	11	0	0		0	0	0	0	0	0	0
Miscellaneous	12	178,000	48,000		0	0	0	0	226,000	521,048	1,675,057
Sub-Total Revenues	13	2,888,863	2,684,212	2,252,808	705,583	0	0	797,850	9,329,316	9,729,623	9,581,848
<b>Other Financing Sources:</b>											
Total Transfers In	14	379,209	13,000	0	2,566,516	325,000	0	0	3,283,725	4,127,213	3,272,853
Proceeds of Debt	15	0	0	0	0	14,000,000	0	0	14,000,000	0	1,536
Proceeds of Capital Asset Sales	16	0	0	0	0	0	0	0	0	0	0
<b>Total Revenues and Other Sources</b>	17	3,268,072	2,697,212	2,252,808	3,272,099	14,325,000	0	797,850	26,613,041	13,856,836	12,856,237
<b>Expenditures &amp; Other Financing Uses</b>											
Public Safety	18	2,182,640	852,370	0			0		3,035,010	3,069,120	3,258,021
Public Works	19	0	899,772	0			0		899,772	831,713	668,060
Health and Social Services	20	3,000	0	0			0		3,000	3,000	0
Culture and Recreation	21	486,353	21,198	0			0		507,551	208,705	415,521
Community and Economic Development	22	107,737	0	0			0		107,737	7,737	54,031
General Government	23	668,176	120,626	0			0		788,802	746,371	703,573
Debt Service	24	0	0	0	3,401,529		0		3,401,529	1,600,156	1,606,669
Capital Projects	25	0	0	0		14,140,000	0		14,140,000	0	1,421,899
<b>Total Government Activities Expenditures</b>	26	3,447,906	1,893,966	0	3,401,529	14,140,000	0		22,883,401	6,466,802	8,127,774
Business Type Proprietary: Enterprise & ISF	27							733,536	733,536	685,897	648,985
<b>Total Gov &amp; Bus Type Expenditures</b>	28	3,447,906	1,893,966	0	3,401,529	14,140,000	0	733,536	23,616,937	7,152,699	8,776,759
<b>Total Transfers Out</b>	29	0	1,041,418	2,242,307	0	0	0	0	3,283,725	4,127,213	3,272,853
<b>Total ALL Expenditures/Fund Transfers Out</b>	30	3,447,906	2,935,384	2,242,307	3,401,529	14,140,000	0	733,536	26,900,662	11,279,912	12,049,612
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	31	-179,834	-238,172	10,501	-129,430	185,000	0	64,314	-287,621	2,576,924	806,625
	32										
<b>Beginning Fund Balance July 1</b>	33	4,398,503	2,062,373	43,395	521,460	4,912,575	0	1,071,665	13,009,971	10,433,047	9,626,422
<b>Ending Fund Balance June 30</b>	34	4,218,669	1,824,201	53,896	392,030	5,097,575	0	1,135,979	12,722,350	13,009,971	10,433,047

LONG TERM DEBT SCHEDULE  
 GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS  
 PAGE 1

Fiscal Year  
 2021

City Name: Windsor Heights

	Debt Name (A)	Amount of Issue (B)	Type of Debt Obligation (C)	Debt Resolution Number (D)	Principal Due FY 2021 (E)	Interest Due FY 2021 (F)	Total Obligation Due FY 2021 (G)	Bond Reg./ Paying Agent Fees Due FY 2021 (H)	Reductions due to Refinancing or Prepayment of Certified Debt (I)	Paid from Funds OTHER THAN Current Year Debt Service Taxes (J)	Amount Paid Current Year Debt Service Levy =(K)
(1)	2016A Bond (Refunding)	1,405,000	GO	16-0651	115,000	22,325	137,325	500	0	137,825	0
(2)	2016B Bond (Refunding)	2,815,000	GO	16-0649	230,000	43,885	273,885	500	0	274,385	0
(3)	2017B Bond (Refunding)	1,550,000	GO	17-0634	400,000	8,000	408,000	500	0	408,500	0
(4)	2014A Bond	3,090,000	GO	13-1277	145,000	76,420	221,420	500	0	221,920	0
(5)	2020 Street Projects	7,000,000	GO	PRELEVY	855,000	184,802	1,039,802	500	0	574,208	466,093
(6)	2020 University Street Project	7,000,000	NO SELECTION	PRELEVY	1,200,000	121,097	1,321,097	500	0	1,321,597	0
(7)			NO SELECTION								
(8)			NO SELECTION								
(9)			NO SELECTION								
(10)			NO SELECTION								
(11)			NO SELECTION								
(12)			NO SELECTION								
(13)			NO SELECTION								
(14)			NO SELECTION								
(15)			NO SELECTION								
(16)			NO SELECTION								
(17)			NO SELECTION								
(18)			NO SELECTION								
(19)			NO SELECTION								
(20)			NO SELECTION								
(21)			NO SELECTION								
(22)			NO SELECTION								
(23)			NO SELECTION								
(24)			NO SELECTION								
(25)			NO SELECTION								
(26)			NO SELECTION								
(27)			NO SELECTION								
(28)			NO SELECTION								
(29)			NO SELECTION								
(30)			NO SELECTION								
<b>TOTALS</b>					2,945,000	486,529	3,401,529	3,000	0	2,716,516	686,013

**City of Windsor Heights**  
**Local Option Sales Tax (LOST)**  
**Fiscal Year 2021 - estimated at \$1,028,418**

**Property Tax Relief - (50%)**

\$	334,209	Debt Service Levy
\$	30,000	Community Center
\$	90,000	Library (\$60,000), General Fund (\$30,000)
\$	51,000	Liability Insurance
\$	<u>9,000</u>	Emergency Management
\$	514,209	Total

**Other - (50%)**

\$	325,000	Equipment Revolving Plan
\$	90,000	Street Improvements via Debt Service Levy
\$	<u>99,209</u>	General Fund
\$	514,209	Total

# City of Windsor Heights Property Tax Examples

## Comparing City Tax Levy Rates - Fiscal Year 2020 and 2021

Item #6F

The Tax Levy Rate for 2021 is a PRELIMINARY number and is subject to change. This example compares City Tax Levy Rates only.

Assessed Value of Property	Residential Rollback - 2020	Taxable Value	Tax Levy Rate (per thousand)	Total Tax Liability
\$100,000	56.918%	\$ 56,918.00	16.52431	\$940.53
\$150,000	56.918%	\$ 85,377.00	16.52431	\$1,410.79
\$200,000	56.918%	\$ 113,836.00	16.52431	\$1,881.06
\$250,000	56.918%	\$ 142,295.00	16.52431	\$2,351.32
\$300,000	56.918%	\$ 170,754.00	16.52431	\$2,821.59

Assessed Value of Property	Residential Rollback - 2021	Taxable Value	Tax Levy Rate (per thousand)	Total Tax Liability	Amt of Decrease	% Decrease
\$100,000	55.0743%	\$ 55,074.30	14.49482	\$798.29	\$142.24	15.12%
\$150,000	55.0743%	\$ 82,611.45	14.49482	\$1,197.43	\$213.36	15.12%
\$200,000	55.0743%	\$ 110,148.60	14.49482	\$1,596.58	\$284.48	15.12%
\$250,000	55.0743%	\$ 137,685.75	14.49482	\$1,995.73	\$355.59	15.12%
\$300,000	55.0743%	\$ 165,222.90	14.49482	\$2,394.87	\$426.72	15.12%

Assessed Value of Property does not include any military or homestead credits. These would lower your taxable value and tax rate.

Assessed Value of Property	Commercial Rollback - 2020	Taxable Value	Tax Levy Rate (per thousand)	Total Tax Liability
\$300,000.00	90%	270,000.00	16.52431	\$4,461.56
\$350,000.00	90%	315,000.00	16.52431	\$5,205.16
\$400,000.00	90%	360,000.00	16.52431	\$5,948.75
\$450,000.00	90%	405,000.00	16.52431	\$6,692.35
\$500,000.00	90%	450,000.00	16.52431	\$7,435.94

Assessed Value of Property	Commercial Rollback - 2021	Taxable Value	Tax Levy Rate (per thousand)	Total Tax Liability	Amt of Decrease	% Decrease
\$300,000.00	90%	270,000.00	14.49482	\$3,913.60	\$547.96	12.28%
\$350,000.00	90%	315,000.00	14.49482	\$4,565.87	\$639.29	12.28%
\$400,000.00	90%	360,000.00	14.49482	\$5,218.14	\$730.61	12.28%
\$450,000.00	90%	405,000.00	14.49482	\$5,870.40	\$821.95	12.28%
\$500,000.00	90%	450,000.00	14.49482	\$6,522.67	\$913.27	12.28%

IA League of Cities Property Tax Model currently shows the following Property Tax Revenues by Class: K-12 Schools-41%, City-29%, County-22%, All Other-7%

**RESOLUTION NO. 2020-17**

**A RESOLUTION SETTING TIME AND PLACE FOR A PUBLIC HEARING FOR THE PURPOSE OF CONSIDERING THE MAXIMUM TAX DOLLARS FOR CERTAIN LEVIES FOR THE CITY'S PROPOSED FISCAL YEAR 2020-2021 BUDGET**

**WHEREAS**, the City Council of the City of Windsor Heights is preparing the annual budget for the Fiscal Year 2020-2021; and

**WHEREAS**, Iowa SF 634 requires a public hearing on the proposed City Maximum Property Tax Dollars for certain levies where any resident or taxpayer of the City may present to the City Council objections or arguments in favor of the tax dollars before the budget is adopted and certified to the County Auditor; and

**WHEREAS**, interested residents or taxpayers having comments for or against the proposed City Maximum Property Tax Dollars for Certain Levies may appear and be heard at the public hearing at the City Council Meeting on March 2, 2020, at 6:00 p.m. at City Hall, 1133 66<sup>th</sup> Street, Windsor Heights, Iowa.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Windsor Heights, Iowa, that this confirms that the City Council orders the publication of a notice of public hearing pertaining to the Maximum Property Tax Dollars for Certain Levies. The City Clerk shall post notice of said hearing designated by ordinance, such notice being in the form attached to this resolution, and such posting shall not be less than ten (10) days nor more than twenty (20) days prior to the date set for the hearing. A notice shall also be posted on the city website and social media platforms.

Passed and approved this 4<sup>th</sup> day of February, 2020.

\_\_\_\_\_  
Dave Burgess, Mayor

ATTEST:

\_\_\_\_\_  
Travis Cooke, City Clerk

<b>CITY NAME</b> Windsor Heights	<b>NOTICE OF PUBLIC HEARING -PROPOSED PROPERTY TAX LEVY</b> Fiscal Year July 1, 2020 - June 30, 2021	<b>CITY CODE</b> 77-728
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The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

<b>Meeting Date:</b> 3/2/2020	<b>Meeting Time:</b> 6:00 PM	<b>Meeting Location:</b> 1133 66th Street, Windsor Heights, IA 50324
----------------------------------	---------------------------------	---

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy. After adoption of the proposed tax levy, the Council will publish notice and hold a hearing on the proposed city budget.

<b>City Web Site (if available):</b> windsorheights.org		<b>City Telephone Number:</b> 515-279-3662		
<b>Iowa Department of Management</b>	<b>Current Year Certified Property Tax</b> 2019/2020	<b>Budget Year Effective Property Tax</b> 2020/2021**	<b>Budget Year Proposed Maximum Property Tax</b> 2020/2021	<b>Annual % CHG</b>
Regular Taxable Valuation	1 223,894,853	235,610,949	235,610,949	
<b>Tax Levies:</b>				
Regular General	2 \$1,813,548	\$1,813,548	\$1,908,449	
Contract for Use of Bridge	3 \$0	\$0	\$0	
Opr & Maint Publicly Owned Transit	4 \$0	\$0	\$0	
Rent, Ins. Maint. Of Non-Owned Civ. Ctr.	5 \$0	\$0	\$0	
Opr & Maint of City-Owned Civic Center	6 \$30,226	\$30,226	\$0	
Planning a Sanitary Disposal Project	7 \$0	\$0	\$0	
Liability, Property & Self-Insurance Costs	8 \$51,498	\$51,498	\$0	
Support of Local Emer. Mgmt. Commission	9 \$9,000	\$9,000	\$0	
Emergency	10 \$0	\$0	\$0	
Police & Fire Retirement	11 \$0	\$0	\$0	
FICA & IPERS	12 \$371,683	\$371,683	\$371,683	
Other Employee Benefits	13 \$734,890	\$734,890	\$584,890	
<b>*Total 384.15A Maximum Tax Levy</b>	14 \$3,010,845	\$3,010,845	\$2,865,022	<b>-4.84%</b>
<b>Calculated 384.15A Maximum Tax Rate</b>	15 \$13.44758	\$12.77888	\$12.15997	

Explanation of significant increases in the budget:

If applicable, the above notice also available online at:  
windsorheights.org

\*Total city tax rate will also include voted general fund levy, debt service levy, and capital improvement reserve levy

\*\*Budget year effective property tax rate is the rate that would be assessed for these levies if the dollars requested is not changed in the coming budget year