



AGENDA
REGULAR MEETING OF THE
WINDSOR HEIGHTS CITY COUNCIL
MONDAY, MARCH 2, 2020 – 6:00 P.M.
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th 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 Hearings:

- A. Considering the Maximum Tax Dollars for Certain Levies for the City's Proposed Fiscal Year 2020-2021 Budget
 - i. Consideration of Resolution No. 2020-21 – A Resolution to Adopt the Fiscal Year 2020-2021 Maximum Property Tax Dollars for Certain Levies
- B. Public hearing on proposal to enter into a General Obligation Corporate Purpose and Refunding Loan Agreement, Series 2020A (College-Allison-69th)
 - i. Consideration of Resolution No. 2020-22 - Resolution taking additional action on proposal to enter into a General Obligation Corporate Purpose and Refunding Loan Agreement and providing for the levy of taxes to pay the same
- C. Public hearing on proposal to enter into a General Obligation Urban Renewal Loan Agreement, Series 2020B (University Avenue)
 - i. Consideration of Resolution No. 2020-23 - Resolution taking additional action on proposal to enter into a General Obligation Urban Renewal Loan Agreement, Series 2020B
- D. Regarding the plans, specifications, form of contract and estimate of costs for 2020 Street Improvement Project - Allison Avenue between 64th and 69th Streets and 69th Street between School Street and University Avenue
 - i. Consideration of Resolution No. 2020-24 - A Resolution Awarding Contract for 2020 Street Reconstruction Projects - Allison and 69th Streets (\$2,634,369.85)
- E. Regarding the plans, specifications, form of contract and estimate of costs for College Drive Improvements between Harbach Blvd. and 73rd Street
 - i. Consideration of Resolution No. 2020-25 - A Resolution Awarding Contract for College Drive Improvements (\$1,969,869.00)

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 February 17, 2020
- B. Approve Payment of Claims

The agenda was posted on the official bulletin boards and email on February 28, 2020 in compliance with the requirements of the open meetings law.

6. **New Business:**
 - A. Consideration of Resolution No. 2020-26 - A Resolution Setting a Public Hearing on the Plans, Specifications, Form of Contract and Estimate of Costs for the University Avenue Project
 - B. Consideration of Resolution No. 2020-27 – Resolution Setting Date for Public Hearing on Designation of the Expanded Windsor Heights Consolidated Urban Renewal Area and on Urban Renewal Plan Amendment
 - C. Consideration of Resolution No. 2020-28 - A Resolution authorizing and approving the Des Moines Metropolitan Area Solid Waste Agency d/b/a Metro Waste Authority to enter into a loan agreement and providing for the issuance and securing the payment of a Material Recovery Facility Solid Waste Disposal Revenue Note, Series 2020, in a principal amount not to exceed \$24,500,000, refund current outstanding indebtedness and maintain outstanding indebtedness in an aggregate principal amount not to exceed \$50,000,000
 - D. Consideration of Resolution No. 2020-29 - A Resolution Accepting a Proposal from Key Elements Consulting for Personnel Services (\$6,365)
 - E. Consideration of Resolution No. 2020-30 - A Resolution Authorizing the Mayor to enter an Agreement for the City’s Audit For Fiscal Years 2019-2020, 2020-2021, And 2021-2022 (\$61,800)
 - F. Consideration of Resolution No. 2020-31 - A Resolution Accepting the Proposal from Safe Building Compliance and Technology (Safe Building) for Rental Inspections and Related Services
 - G. Consideration of Resolution No. 2020-32 - A Resolution Waiving Fees for the Community Center for the Windsor Heights Chamber Of Commerce to Auction Off a Free Community Center Rental at the Celebrate Windsor Heights Event on March 26th 2020 (\$500)
 - H. FY 2020-21 Budget Review
 - i. Consideration of Resolution No. 2020-33 - A Resolution Setting Time and Place for a Public Hearing on the Proposed Budget for Fiscal Year 2020-2021
7. **Reports:**
 - A. Mayor and Council Reports and Committee Updates
 - B. Interim City Administrator Report
 - C. City Clerk Report
8. **Closed Session.** Pursuant to Iowa Code Section 21.5 (1) (c) To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.
9. **Convene Into Open Session**
10. **Adjourn to 6:00 pm on Monday, March 16, 2020 for a Regular Council Meeting at the Council Chambers.**

The agenda was posted on the official bulletin boards and email on February 28, 2020 in compliance with the requirements of the open meetings law.

CITY NAME Windsor Heights	NOTICE OF PUBLIC HEARING -PROPOSED PROPERTY TAX LEVY Fiscal Year July 1, 2020 - June 30, 2021	CITY CODE 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:

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

City Web Site (if available): windsorheights.org		City Telephone Number: 515-279-3662		
Iowa Department of Management	Current Year Certified Property Tax 2019/2020	Budget Year Effective Property Tax 2020/2021**	Budget Year Proposed Maximum Property Tax 2020/2021	Annual % CHG
Regular Taxable Valuation 1	223,894,853	235,610,949	235,610,949	
Tax Levies:				
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	
*Total 384.15A Maximum Tax Levy 14	\$3,010,845	\$3,010,845	\$2,865,022	-4.84%
Calculated 384.15A Maximum Tax Rate 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

RESOLUTION NO. 2020-21

**A RESOLUTION TO ADOPT THE FISCAL YEAR 2020-2021
MAXIMUM PROPERTY TAX DOLLARS FOR CERTAIN LEVIES**

WHEREAS, the City Council of the City of Windsor Heights have considered the proposed Fiscal Year 2020-2021 City Maximum Property Tax Dollars for Certain Levies for the affected levy total; and

WHEREAS, a notice concerning the proposed City Maximum Property Tax Dollars for Certain Levies was published as required and posted on the City’s website and social media accounts, if applicable; and

WHEREAS, a public hearing concerning the proposed City Maximum Property Tax Dollars for Certain Levies was held on March 2, 2020.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windsor Heights, Iowa, that the Maximum Property Tax Dollars for Certain Levies for the affected tax levies for Fiscal Year 2020-2021 shall not exceed the following total:

1. Total Maximum Levy for affected property tax levies - \$12.15997.
2. The Maximum Property Tax Dollars for Certain Levies requested in the total maximum levy for affected property tax levies for Fiscal Year 2020-2021 does not represent an increase of greater than 102% from the Maximum Property Tax Dollars requested for Fiscal Year 2020-2021.

Passed and approved this 2nd day of March, 2020.

Dave Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk

Roll Call Vote:

_____	Yea/Nay

MINUTES TO HOLD HEARING ON
GENERAL OBLIGATION LOAN
AGREEMENT AND TO AUTHORIZE
PRELEVY

503155-10

Windsor Heights, Iowa

March 2, 2020

The City Council of the City of Windsor Heights, Iowa, met on March 2, 2020, at 6 o'clock p.m., at the Council Chambers, 1133 66th Street, in the City.

The meeting was called to order by the Mayor, and the roll being called, the following named Council Members were present and absent:

Present: _____

Absent: _____.

This being the time and place specified for taking action on the proposal to enter into a General Obligation Corporate Purpose and Refunding Loan Agreement in a principal amount not to exceed \$8,500,000, the City Clerk announced that no written objections had been placed on file. Whereupon, the Mayor called for any written or oral objections, and there being none, the Mayor closed the public hearing.

After due consideration and discussion, Council Member _____ introduced the resolution next hereinafter set out and moved its adoption, seconded by Council Member _____. The Mayor put the question upon the adoption of said resolution, and the roll being called, the following Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the resolution duly adopted as hereinafter set out.

RESOLUTION NO. 2020-22

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

WHEREAS, the City of Windsor Heights (the “City”), in Polk County, State of Iowa, previously issued its \$3,090,000 General Obligation Capital Loan Notes, Series 2014A, dated January 6, 2014 (the “2014A Notes”), a portion of which currently remain outstanding, maturing on June 1 in each of the years and in such amounts and bearing interest at such rates as follows:

<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate Per Annum</u>	<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate Per Annum</u>
2021	\$145,000	2.10%	2028	\$180,000	3.50%
2022	\$150,000	2.30%	2029	\$190,000	3.60%
2023	\$155,000	2.50%	2030	\$195,000	4.00%
2024	\$155,000	2.65%	2031	\$205,000	4.00%
2025	\$165,000	2.85%	2032	\$215,000	4.00%
2026	\$170,000	3.00%	2033	\$220,000	4.00%
2027	\$175,000	3.20%			

; and

WHEREAS, pursuant to the resolution (the “2014A Note Resolution”) authorizing the issuance of the 2014A Notes, the City reserved the right to prepay part or all of the principal of the 2014A Notes maturing in each of the years 2021 through 2033 (the “Callable 2014A Notes”), inclusive, prior to maturity on June 1, 2020 or on any date thereafter, subject to the provisions of the 2014A Note Resolution; and

WHEREAS, the City heretofore proposed to enter into a loan agreement (the “Loan Agreement”), pursuant to the provisions of Section 384.24A of the Code of Iowa, and to borrow money thereunder in a principal amount not to exceed \$8,500,000 for the purpose of paying the costs, to that extent, of (1) constructing street improvements and incidental water utility system, sanitary sewer system, storm water drainage and sidewalk improvements; (2) acquiring and installing street lighting, signage and signalization; and (3) current refunding the Callable 2014A Notes; and pursuant to law and duly published notice of the proposed action has held a hearing thereon on March 2, 2020; and

WHEREAS, the City intends to enter into the Loan Agreement in the future and to issue one or more series of General Obligation Corporate Purpose and Refunding Bonds, Series 2020A (the “Bonds”) in evidence of its obligations thereunder and anticipates that principal and interest will come due on the Bonds before July 1, 2021; and

WHEREAS, it is now necessary to make provision for the levy of a debt service property tax in the 2020-2021 fiscal year for the payment of such anticipated principal and interest;

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

Section 1. The City Council hereby determines to enter into the Loan Agreement in the future and orders that the Bonds be issued at such time, in evidence thereof. The City Council further declares that this resolution constitutes the “additional action” required by Section 384.24A of the Code of Iowa.

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

For collection in the fiscal year beginning July 1, 2020,
sufficient to produce the net annual sum of \$885,575.

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

Section 3. A certified copy of this resolution shall be filed with the Polk County Auditor and said Auditor is hereby instructed to enter for collection and assess the tax hereby authorized. When annually entering such taxes for collection, the County Auditor shall include the same as a part of the tax levy for Debt Service Fund purposes of the City and when collected, the proceeds of the taxes shall be converted into the Debt Service Fund of the City and set aside therein as a special account to be used solely and only for the payment of the principal of and interest on the Bonds hereby authorized and for no other purpose whatsoever.

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

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

Passed and approved March 2, 2020.

Mayor

Attest:

City Clerk

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On motion and vote, the meeting adjourned.

Mayor

Attest:

City Clerk

ATTESTATION CERTIFICATE

STATE OF IOWA
COUNTY OF POLK
CITY OF WINDSOR HEIGHTS

SS:

I, the undersigned, City Clerk of the City of Windsor Heights, do hereby certify that as such I have in my possession or have access to the complete corporate records of the City and of its City Council and officers and that I have carefully compared the transcript hereto attached with those corporate records and that the transcript hereto attached is a true, correct and complete copy of all the corporate records relating to the public hearing and additional action on the loan agreement and the authorization of a debt service property tax levy for the payment of principal of and interest on certain General Obligation Corporate Purpose and Refunding Bonds and that the transcript hereto attached contains a true, correct and complete statement of all the measures adopted and proceedings, acts and things had, done and performed up to the present time with respect thereto.

WITNESS MY HAND this _____ day of _____, 2020.

City Clerk

COUNTY FILING CERTIFICATE

STATE OF IOWA

SS:

COUNTY OF POLK

I, the undersigned, County Auditor of Polk County, in the State of Iowa, do hereby certify that on the _____ day of _____, 2020, the City Clerk of the City of Windsor Heights filed in my office a certified copy of a resolution of such City shown to have been adopted by the City Council on March 2, 2020, entitled: "Resolution taking additional action on proposal to enter into a General Obligation Corporate Purpose and Refunding Loan Agreement and providing for the levy of taxes to pay the same," and that I have duly placed the copy of the resolution on file in my records.

I further certify that the taxes provided for in that resolution will in due time, manner and season be entered on the State and County tax lists of this County for collection in the fiscal year beginning July 1, 2020, as provided in the resolution.

WITNESS MY HAND this _____ day of _____, 2020.

County Auditor

February 26, 2020

Via Email

Mark Arentsen
City Administrator /City Hall
Windsor Heights, Iowa

Re: General Obligation Corporate Purpose and Refunding Bonds, Series 2020A –
Prelevy Resolution
Our File No. 503155-10

Dear Mark:

We have prepared and attach proceedings to be used at the March 2nd City Council meeting covering the public hearing and additional action on the Loan Agreement and providing for the authorization of a property tax levy for the fiscal year beginning on July 1, 2020 in the amount of \$885,575 for the payment of debt service on the General Obligation Corporate Purpose and Refunding Bonds, Series 2020A (the “Bonds”).

The proceedings attached include the following items:

1. Minutes of the March 2nd City Council meeting covering the hearing and additional action on the Loan Agreement and providing for the adoption of the resolution authorizing the debt service property tax levy in the next fiscal year.
2. Attestation Certificate with respect to the validity of the transcript.
3. County Filing Certificate of the Polk County Auditor relating to the filing of a certified copy of the resolution in that office.

After it is adopted, a certified copy of the attached resolution must be filed with the Polk County Auditor by **no later than close of business on March 31, 2020**. Please print an extra copy of the resolution for this purpose.

When the City is ready to issue the Bonds, we will prepare proceedings to enable the City Council to supplement this resolution to provide for the actual repayment structure, interest rate on the Bonds, and the additional tax levies and to make a supplemental filing with the County Auditor.

As these proceedings are completed, please return one fully executed copy to our office.

If you have any questions, please contact Cheryl Ritter or me.

Best regards,

John P. Danos

Attachments

cc: Tionna Pooler
Diana VanVleet
Travis Cooke
Rachelle Swisher

MINUTES FOR HEARING AND
ADDITIONAL ACTION ON ENTERING
INTO A LOAN AGREEMENT

503155-12

Windsor Heights, Iowa

March 2, 2020

The City Council of the City of Windsor Heights, Iowa, met on March 2, 2020, at 6 o'clock p.m., at the Council Chambers, 1133 66th Street, Windsor Heights, Iowa.

The meeting was called to order by the Mayor, and the roll being called, the following named Council Members were present and absent:

Present: _____

Absent: _____.

This being the time and place specified for taking action on the proposal to enter into a General Obligation Urban Renewal Loan Agreement in a principal amount not to exceed \$7,500,000, the City Clerk announced that no written objections had been placed on file. Whereupon, the Mayor called for any written or oral objections, and there being none, the Mayor declared the public hearing closed.

After due consideration and discussion, Council Member _____ introduced the resolution next hereinafter set out and moved its adoption, seconded by Council Member _____. The Mayor put the question upon the adoption of said resolution, and the roll being called, the following Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the resolution duly adopted as hereinafter set out.

RESOLUTION NO. 2020-23

Resolution taking additional action on proposal to enter into a General Obligation Urban Renewal Loan Agreement in a principal amount not to exceed \$7,500,000

WHEREAS, the City of Windsor Heights (the “City”), in Polk County, State of Iowa, heretofore proposed to enter into a loan agreement (the “Loan Agreement”), pursuant to the provisions of Section 384.24A of the Code of Iowa, and to borrow money thereunder in a principal amount not to exceed \$7,500,000 for the purpose of paying the costs, to that extent, of constructing street improvements and incidental water utility system, sanitary sewer system, storm water drainage and sidewalk improvements; and acquiring and installing street lighting, signage and signalization; and pursuant to law and duly published notice of the proposed action has held a hearing thereon on March 2, 2020;

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

Section 1. The City Council hereby determines to enter into the Loan Agreement in the future and orders that General Obligation Urban Renewal Bonds, Series 2020B (the “Bonds”) be issued at such time, in evidence thereof. The City Council further declares that this resolution constitutes the “additional action” required by Section 384.24A of the Code of Iowa.

Section 2. Further action with respect to the Loan Agreement and the issuance of the Bonds is hereby adjourned to the City Council meeting on March 16, 2020.

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

Section 4. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved March 2, 2020.

Mayor

Attest:

City Clerk

• • • •

On motion and vote, the meeting adjourned.

Mayor

Attest:

City Clerk

February 26, 2020

Via Email

Mark Arentsen
City Administrator/City Hall
Windsor Heights, Iowa

Re: General Obligation Urban Renewal Loan Agreement, Series 2020B
Our File No. 503155-12

Dear Mark:

We have prepared and attach proceedings related to the action to be taken on the City's General Obligation Urban Renewal Loan Agreement at the March 2nd City Council meeting.

The proceedings attached include the following items:

1. Minutes of the meeting covering the public hearing, followed by the resolution taking additional action in connection with the Loan Agreement. This resolution sets forth the City Council's determination to enter into the Loan Agreement in the future, and its adoption constitutes the "additional action" required by the Iowa Code.
2. Attestation Certificate with respect to the validity of the transcript.

On March 2nd the City Council should meet as scheduled, hold the hearing on its intention to enter into the Loan Agreement and adopt the attached resolution. The minutes as drafted assume that no objections will be filed or made.

As soon as possible after the City Council meeting, please return one fully executed copy of all of the completed pages in these proceedings. If you have any questions, please contact Cheryl Ritter or me.

Best regards,

John Danos

Attachments

cc: Tionna Pooler
Diana VanVleet
Travis Cooke
Rachelle Swisher

RESOLUTION NO. 2020-24

A RESOLUTION AWARDING CONTRACT FOR 2020 STREET RECONSTRUCTION PROJECTS (ALLISON AND 69TH STREETS)

WHEREAS, pursuant to notice duly published in the manner and form as required by law, bids and proposals were received by the City Clerk and reported to this Council for the Project (the “Project”); and

WHEREAS, all of the said bids and proposals have been carefully considered by the City Engineer in the attached Recommendation of Award, and it is necessary and advisable that provision be made for the award of the contract for the Project; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windsor Heights, Iowa, as follows:

1. The bid for the Project submitted by the following contractor is fully responsive to the plans and specifications for the Project, heretofore approved by the City Council, and is the lowest responsible bid received, such bid being as follows:

Absolute Concrete Slater, IA	\$2,634,369.85
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2. The contract for the Project is hereby awarded to such contractor at the total estimated cost set out above, the final settlement to be made on the basis of the unit prices therein set out and actual final quantities, the said contract to be subject to the terms of the aforementioned resolution, the plans and specifications and the terms of the bidder’s written proposal.

3. The Mayor and City Clerk are hereby authorized and directed to enter into a written contract with said contractor for the Project, but only after the contractor submits the required insurance certificates which are required by the contract documents. No additional City Council action shall be required to approve the executed contract.

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

Passed and approved the 2nd day of March, 2020.

Dave Burgess, Mayor

Attest:

Travis Cooke, City Clerk



Real People. Real Solutions.

Item #3D
309 E 5th Street
Suite 202
Des Moines, IA 50309-1981

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

February 21, 2020

City of Windsor Heights
Travis Cooke, City Clerk
1145 66th St Suite 1
Windsor Heights, IA 50324

RE: 2020 Street Improvements
Recommendation of Award
Project No.: A13.118668

Dear Mr. Cooke:

At 2:00 PM on February 20, 2020 bids were received for the 2020 Street Improvements project. The Engineer's Estimate for the base bid plus bid alternate 1 of the project was \$3,314,615.10. Four bids were received, all bidders were responsive, and bids for base bid are summarized as follows:

Bidder	City	Total Base Bid Amount	Total Base Bid Plus Alt 1	Total Base Bid Plus Alt 2
Absolute Concrete	Slater	\$2,154,475.85	\$2,634,369.85	Did Not Submit
Alliance Construction Group	Urbandale	\$2,353,698.75	\$2,913,180.75	Did Not Submit
Jasper Construction	Newton	\$2,709,162.05	Did Not Submit	\$502,130.00
Rognes Corporation	Ankeny	\$2,739,453.20	\$3,310,333.20	3,261,826.20

The bid received from Absolute Concrete was 20.52% below the engineers estimate for the project, and was determined to be the lowest responsive, responsible bidder. Bolton & Menk, Inc. has reviewed the bid documents submitted and checked references on this bidder, and was satisfied with responses given.

Therefore, Bolton & Menk, Inc. recommends award of the 2020 Street Improvements project to Absolute Concrete, for the base bid plus bid alternate 1 amount of \$2,634,369.85 (two million, six hundred thirty-four thousand, three hundred sixty-nine dollars and eighty-five cents).

The bid tabulation is attached for your use.

Feel free to contact me should there be any questions related to this project.

Sincerely,

Justin Ernst, P.E.
Project Manager

BOLTON & MENK, INC.

cc: File w/attachment

City of Windsor Heights
2020 Improvements Project
Windsor Heights, IA



Real People. Real Solutions.

309 E 5th Street
Suite 202
Des Moines, IA 50309-1981

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

TABULATION OF BIDS
Bid Letting February 20, 2020 @ 2:00 PM

Line No.	Description	Unit	Quantity	Engineer's Estimate		Absolute Concrete Slater		Alliance Construction Group Urbandale		Jasper Construction Newton		Rognes Corporation Ankeny	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	TOPSOIL, ON-SITE	CY	1131	\$15.00	\$16,965.00	\$10.25	\$11,592.75	\$20.00	\$22,620.00	\$25.00	\$28,275.00	\$25.00	\$28,275.00
2	EXCAVATION, CLASS 10	CY	738	\$15.00	\$11,070.00	\$3.80	\$2,804.40	\$15.00	\$11,070.00	\$35.00	\$25,830.00	\$20.00	\$14,760.00
3	EXCAVATION, CLASS 10 (BORROW)	CY	166	\$35.00	\$5,810.00	\$23.75	\$3,942.50	\$15.00	\$2,490.00	\$50.00	\$8,300.00	\$80.00	\$13,280.00
4	SUBGRADE PREPARATION	SY	9879	\$4.00	\$39,516.00	\$3.00	\$29,637.00	\$1.50	\$14,818.50	\$9.00	\$88,911.00	\$4.00	\$39,516.00
5	SUBGRADE TREATMENT, GEO-GRID	SY	4940	\$9.00	\$44,460.00	\$2.25	\$11,115.00	\$3.50	\$17,290.00	\$4.00	\$19,760.00	\$5.00	\$24,700.00
6	SUBBASE, MODIFIED, 6 IN.	SY	9879	\$11.00	\$108,669.00	\$9.00	\$88,911.00	\$13.75	\$135,836.25	\$13.00	\$128,427.00	\$10.00	\$98,790.00
7	SURFACE AGGREGATE	TON	200	\$150.00	\$30,000.00	\$47.50	\$9,500.00	\$40.00	\$8,000.00	\$50.00	\$10,000.00	\$38.00	\$7,600.00
8	REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL	CY	400	\$75.00	\$30,000.00	\$60.00	\$24,000.00	\$60.00	\$24,000.00	\$75.00	\$30,000.00	\$57.00	\$22,800.00
9	SANITARY SEWER SERVICE RELOCATION	EA	18	\$5,000.00	\$90,000.00	\$3,392.00	\$61,056.00	\$3,392.00	\$61,056.00	\$3,731.20	\$67,161.60	\$4,875.00	\$87,750.00
10	SANITARY SEWER SERVICE RELOCATION (STORM)	EA	1	\$5,000.00	\$5,000.00	\$3,858.00	\$3,858.00	\$3,858.00	\$3,858.00	\$4,243.80	\$4,243.80	\$7,000.00	\$7,000.00
11	CONNECTION TO EXISTING SANITARY SEWER	EA	15	\$1,000.00	\$15,000.00	\$721.00	\$10,815.00	\$721.00	\$10,815.00	\$793.10	\$11,896.50	\$1,850.00	\$27,750.00
12	STORM SEWER, TRENCHED, RCP, 12 IN.	LF	664	\$80.00	\$53,120.00	\$114.00	\$75,696.00	\$114.00	\$75,696.00	\$125.40	\$83,265.60	\$130.00	\$86,320.00
13	STORM SEWER, TRENCHED, RCP, 15 IN.	LF	649	\$90.00	\$58,410.00	\$139.00	\$90,211.00	\$139.00	\$90,211.00	\$152.90	\$99,232.10	\$135.00	\$87,615.00
14	STORM SEWER, TRENCHED, RCP, 18 IN.	LF	148	\$100.00	\$14,800.00	\$110.00	\$16,280.00	\$110.00	\$16,280.00	\$121.00	\$17,908.00	\$155.00	\$22,940.00
15	STORM SEWER, TRENCHED, RCP, 24 IN.	LF	72	\$140.00	\$10,080.00	\$187.00	\$13,464.00	\$187.00	\$13,464.00	\$205.70	\$14,810.40	\$175.00	\$12,600.00
16	STORM SEWER, TRENCHED, RCP, 36 IN.	LF	539	\$225.00	\$121,275.00	\$224.00	\$120,736.00	\$224.00	\$120,736.00	\$246.40	\$132,809.60	\$300.00	\$161,700.00
17	STORM SEWER, TRENCHED, RCP, 43" X 26" ARCH	LF	61	\$350.00	\$21,350.00	\$822.00	\$50,142.00	\$822.00	\$50,142.00	\$904.20	\$55,156.20	\$350.00	\$21,350.00
18	STORM SEWER, TRENCHED, RCP, 51" X 31" ARCH	LF	45	\$375.00	\$16,875.00	\$333.00	\$14,985.00	\$333.00	\$14,985.00	\$366.30	\$16,483.50	\$400.00	\$18,000.00
19	STORM SEWER, TRENCHED, RCP, 58" X 36" ARCH	LF	49	\$400.00	\$19,600.00	\$418.00	\$20,482.00	\$418.00	\$20,482.00	\$459.80	\$22,530.20	\$465.00	\$22,785.00
20	REMOVAL OF STORM SEWER	LF	370	\$20.00	\$7,400.00	\$23.00	\$8,510.00	\$23.00	\$8,510.00	\$25.30	\$9,361.00	\$18.00	\$6,660.00
21	TELEWISE EXISTING STORM SEWER	LF	2200	\$3.00	\$6,600.00	\$5.00	\$11,000.00	\$5.00	\$11,000.00	\$5.50	\$12,100.00	\$5.00	\$11,000.00
22	SUBDRAIN, TYPE 1, PERFORATED HDPE, 6 IN.	LF	3561	\$18.00	\$64,098.00	\$17.00	\$60,537.00	\$12.50	\$44,512.50	\$18.70	\$66,590.70	\$14.00	\$49,854.00
23	SUBDRAIN CLEANOUT, TYPE A-1, 6 IN.	EA	13	\$750.00	\$9,750.00	\$699.00	\$9,087.00	\$450.00	\$5,850.00	\$768.90	\$9,995.70	\$495.00	\$6,435.00
24	SUBDRAIN OUTLETS AND CONNECTIONS, CMP, 6 IN.	EA	13	\$500.00	\$6,500.00	\$777.00	\$10,101.00	\$250.00	\$3,250.00	\$854.70	\$11,111.10	\$263.00	\$3,419.00
25	CONNECTION TO SUBDRAIN PIPE	EA	5	\$300.00	\$1,500.00	\$319.00	\$1,595.00	\$350.00	\$1,750.00	\$350.90	\$1,754.50	\$400.00	\$2,000.00
26	SPOT REPAIRS BY PIPE REPLACEMENT, 8", SDR 26	LF	48	\$200.00	\$9,600.00	\$642.00	\$30,816.00	\$642.00	\$30,816.00	\$706.20	\$33,897.60	\$440.00	\$21,120.00
27	6" CL 52 DIP PIPE WITH TRACER WIRE	LF	10	\$90.00	\$900.00	\$149.00	\$1,490.00	\$149.00	\$1,490.00	\$163.90	\$1,639.00	\$135.00	\$1,350.00
28	8" CL 52 DIP PIPE WITH TRACER WIRE	LF	376	\$110.00	\$41,360.00	\$70.00	\$26,320.00	\$70.00	\$26,320.00	\$77.00	\$28,952.00	\$145.00	\$54,520.00
29	8" CL 52 DIP RESTRAINED JOINT PIPE WITH TRACER WIRE	LF	84	\$115.00	\$9,660.00	\$117.00	\$9,828.00	\$117.00	\$9,828.00	\$128.70	\$10,810.80	\$155.00	\$13,020.00
30	8" C900 DR18 PVC PIPE WITH TRACER WIRE	LF	1120	\$110.00	\$123,200.00	\$57.00	\$63,840.00	\$57.00	\$63,840.00	\$62.70	\$70,224.00	\$83.00	\$92,960.00
31	8" C900 DR18 PVC RESTRAINED JOINT PIPE WITH TRACER WIRE	LF	240	\$115.00	\$27,600.00	\$75.00	\$18,000.00	\$75.00	\$18,000.00	\$82.50	\$19,800.00	\$93.00	\$22,320.00
32	12" C900 PVC CASING PIPE	LF	20	\$150.00	\$3,000.00	\$119.00	\$2,380.00	\$119.00	\$2,380.00	\$130.90	\$2,618.00	\$465.00	\$9,300.00
33	FITTING, 8" BEND	EA	6	\$625.00	\$3,750.00	\$724.00	\$4,344.00	\$724.00	\$4,344.00	\$796.40	\$4,778.40	\$475.00	\$2,850.00
34	FITTING, 8" X 6" REDUCER	EA	1	\$1,000.00	\$1,000.00	\$492.00	\$492.00	\$492.00	\$492.00	\$541.20	\$541.20	\$419.00	\$419.00
35	FITTING, 6" SOLID SLEEVE	EA	1	\$600.00	\$600.00	\$829.00	\$829.00	\$829.00	\$829.00	\$911.90	\$911.90	\$404.00	\$404.00
36	FITTING, 8" SOLID SLEEVE	EA	2	\$725.00	\$1,450.00	\$889.00	\$1,778.00	\$889.00	\$1,778.00	\$977.90	\$1,955.80	\$748.00	\$1,496.00
37	FITTING, 8" X 8" TEE (STA 9+96)	EA	1	\$1,600.00	\$1,600.00	\$1,611.00	\$1,611.00	\$1,611.00	\$1,611.00	\$1,772.10	\$1,772.10	\$528.00	\$528.00
38	FITTING, 4" CAP/PLUG	EA	4	\$475.00	\$1,900.00	\$517.00	\$2,068.00	\$517.00	\$2,068.00	\$568.70	\$2,274.80	\$469.00	\$1,876.00
39	FITTING, 4" CAP/PLUG WITH MIN. 2" BLOWOFF	EA	3	\$600.00	\$1,800.00	\$2,065.00	\$6,195.00	\$2,065.00	\$6,195.00	\$2,271.50	\$6,814.50	\$830.00	\$2,490.00
40	FITTING, 8" CAP/PLUG	EA	2	\$1,000.00	\$2,000.00	\$696.00	\$1,392.00	\$696.00	\$1,392.00	\$765.60	\$1,531.20	\$350.00	\$700.00
41	8" VALVE	EA	3	\$5,750.00	\$17,250.00	\$2,145.00	\$6,435.00	\$2,145.00	\$6,435.00	\$2,359.50	\$7,078.50	\$3,082.00	\$9,246.00
42	HYDRANT ASSEMBLY	EA	5	\$8,000.00	\$40,000.00	\$5,236.00	\$26,180.00	\$5,236.00	\$26,180.00	\$5,759.60	\$28,798.00	\$5,422.00	\$27,110.00
43	HYDRANT ASSEMBLY WITH EXTRA BENDS	EA	1	\$9,000.00	\$9,000.00	\$8,424.00	\$8,424.00	\$8,424.00	\$8,424.00	\$9,266.40	\$9,266.40	\$5,469.00	\$5,469.00
44	PREPARE EXCAVATION FOR TAPPING SLEEVE & VALVE (8X8)	EA	1	\$5,000.00	\$5,000.00	\$8,208.00	\$8,208.00	\$8,208.00	\$8,208.00	\$9,028.80	\$9,028.80	\$3,150.00	\$3,150.00
45	PREPARE TEE AT SCHOOL ST & 69TH ST	EA	1	\$5,000.00	\$5,000.00	\$3,863.00	\$3,863.00	\$3,863.00	\$3,863.00	\$4,249.30	\$4,249.30	\$2,120.00	\$2,120.00
46	REMOVE 6" WATER MAIN & APPURTENANCES ON MOTT AVE	LF	37	\$20.00	\$740.00	\$40.00	\$1,480.00	\$40.00	\$1,480.00	\$44.00	\$1,628.00	\$33.00	\$1,221.00
47	NEW 1" WATER SERVICE (SAME SIDE)	EA	22	\$3,500.00	\$77,000.00	\$1,053.00	\$23,166.00	\$1,053.00	\$23,166.00	\$1,158.30	\$25,482.60	\$2,100.00	\$46,200.00
48	NEW 1" WATER SERVICE (OPPOSITE SIDE)	EA	29	\$5,000.00	\$145,000.00	\$3,246.00	\$94,134.00	\$3,246.00	\$94,134.00	\$3,570.60	\$103,547.40	\$3,667.00	\$106,343.00
49	CATHODIC PROTECTION TEST STATION	EA	1	\$3,000.00	\$3,000.00	\$3,518.00	\$3,518.00	\$3,518.00	\$3,518.00	\$3,869.80	\$3,869.80	\$820.00	\$820.00
50	MAGNESIUM ANODE, 32-POUND	EA	6	\$1,500.00	\$9,000.00	\$891.00	\$5,346.00	\$891.00	\$5,346.00	\$980.10	\$5,880.60	\$229.00	\$1,374.00

City of Windsor Heights
2020 Improvements Project
Windsor Heights, IA



Real People. Real Solutions.

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TABULATION OF BIDS
Bid Letting February 20, 2020 @ 2:00 PM

Line No.	Description	Unit	Quantity	Engineer's Estimate		Absolute Concrete Slater		Alliance Construction Group Urbandale		Jasper Construction Newton		Rognes Corporation Ankeny	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
51	TYPE 2 WATER MAIN ALTERATION (HORIZONTAL)	EA	4	\$15,000.00	\$60,000.00	\$6,861.00	\$27,444.00	\$6,900.00	\$27,600.00	\$7,547.10	\$30,188.40	\$6,900.00	\$27,600.00
52	NEW STOP BOX HOUSING	EA	8	\$600.00	\$4,800.00	\$599.00	\$4,792.00	\$599.00	\$4,792.00	\$658.90	\$5,271.20	\$875.00	\$7,000.00
53	NEW STOP BOX ROD	EA	8	\$600.00	\$4,800.00	\$419.00	\$3,352.00	\$419.00	\$3,352.00	\$460.90	\$3,687.20	\$875.00	\$7,000.00
54	CHECK DEPTH OF WATER SERVICE	EA	1	\$2,000.00	\$2,000.00	\$671.00	\$671.00	\$671.00	\$671.00	\$760.10	\$760.10	\$2,700.00	\$2,700.00
55	RELOCATION OF WATER SERVICE	EA	9	\$5,000.00	\$45,000.00	\$2,683.00	\$24,147.00	\$2,683.00	\$24,147.00	\$2,951.30	\$26,561.70	\$2,600.00	\$23,400.00
56	POLYSTYRENE INSULATION, 2 IN.	SF	200	\$10.00	\$2,000.00	\$9.00	\$1,800.00	\$9.00	\$1,800.00	\$9.90	\$1,980.00	\$54.00	\$10,800.00
57	VALVE BOX EXTENSION	EA	4	\$400.00	\$1,600.00	\$417.00	\$1,668.00	\$417.00	\$1,668.00	\$458.70	\$1,834.80	\$545.00	\$2,180.00
58	SANITARY MANHOLE, SW-301, 48 IN.	EA	1	\$5,000.00	\$5,000.00	\$20,369.00	\$20,369.00	\$20,369.00	\$20,369.00	\$22,405.90	\$22,405.90	\$8,800.00	\$8,800.00
59	STORM MANHOLE, SW-401, 48 IN. DIA.	EA	1	\$5,000.00	\$5,000.00	\$15,850.00	\$15,850.00	\$15,850.00	\$15,850.00	\$17,435.00	\$17,435.00	\$8,882.00	\$8,882.00
60	STORM MANHOLE, SW-401, 60 IN. DIA.	EA	3	\$9,000.00	\$27,000.00	\$8,757.00	\$26,271.00	\$8,757.00	\$26,271.00	\$9,632.70	\$28,898.10	\$13,920.00	\$41,760.00
61	STORM MANHOLE, SW-401, 84 IN. DIA.	EA	1	\$12,000.00	\$12,000.00	\$15,858.00	\$15,858.00	\$15,858.00	\$15,858.00	\$17,443.80	\$17,443.80	\$17,323.00	\$17,323.00
62	STORM MANHOLE, SW-406, MODIFIED	EA	1	\$18,000.00	\$18,000.00	\$13,239.00	\$13,239.00	\$13,239.00	\$13,239.00	\$14,562.90	\$14,562.90	\$20,246.00	\$20,246.00
63	INTAKE, SW-501	EA	3	\$4,500.00	\$13,500.00	\$3,724.00	\$11,172.00	\$3,724.00	\$11,172.00	\$4,096.40	\$12,289.20	\$4,017.00	\$12,051.00
64	INTAKE, SW-503	EA	2	\$7,000.00	\$14,000.00	\$9,161.00	\$18,322.00	\$9,161.00	\$18,322.00	\$10,077.10	\$20,154.20	\$7,417.00	\$14,834.00
65	INTAKE, SW-504 MODIFIED	EA	4	\$10,000.00	\$40,000.00	\$9,451.00	\$37,804.00	\$9,451.00	\$37,804.00	\$10,396.10	\$41,584.40	\$7,735.00	\$30,940.00
66	INTAKE, SW-505	EA	10	\$6,500.00	\$65,000.00	\$6,478.00	\$64,780.00	\$6,478.00	\$64,780.00	\$7,125.80	\$71,258.00	\$7,270.00	\$72,700.00
67	INTAKE, SW-506	EA	3	\$14,000.00	\$42,000.00	\$11,344.00	\$34,032.00	\$11,344.00	\$34,032.00	\$12,478.40	\$37,435.20	\$7,388.00	\$22,164.00
68	INTAKE, SW-545	EA	2	\$10,000.00	\$20,000.00	\$19,940.00	\$39,880.00	\$19,940.00	\$39,880.00	\$21,934.00	\$43,868.00	\$16,445.00	\$32,890.00
69	DROP CONNECTION	EA	1	\$4,000.00	\$4,000.00	\$6,168.00	\$6,168.00	\$6,168.00	\$6,168.00	\$6,784.80	\$6,784.80	\$8,963.00	\$8,963.00
70	MANHOLE ADJUSTMENT, MINOR	EA	11	\$1,000.00	\$11,000.00	\$4,148.00	\$45,628.00	\$4,148.00	\$45,628.00	\$4,562.80	\$50,190.80	\$1,800.00	\$19,800.00
71	CONNECTION TO EXISTING MANHOLE	EA	3	\$1,500.00	\$4,500.00	\$10,158.00	\$30,474.00	\$10,158.00	\$30,474.00	\$11,173.80	\$33,521.40	\$1,100.00	\$3,300.00
72	REMOVE MANHOLE	EA	5	\$1,500.00	\$7,500.00	\$1,442.00	\$7,210.00	\$1,442.00	\$7,210.00	\$1,586.20	\$7,931.00	\$1,429.00	\$7,145.00
73	REMOVE INTAKE	EA	14	\$1,250.00	\$17,500.00	\$1,414.00	\$19,796.00	\$1,414.00	\$19,796.00	\$1,555.40	\$21,775.60	\$1,500.00	\$21,000.00
74	REMOVAL OF SIDEWALK	SY	602	\$14.00	\$8,428.00	\$13.50	\$8,127.00	\$10.00	\$6,020.00	\$15.00	\$9,030.00	\$15.00	\$9,030.00
75	REMOVAL OF DRIVEWAY	SY	1580	\$14.00	\$22,120.00	\$12.50	\$19,750.00	\$10.00	\$15,800.00	\$15.00	\$23,700.00	\$15.00	\$23,700.00
76	SIDEWALK, PCC, 4 IN.	SY	615	\$60.00	\$36,900.00	\$40.00	\$24,600.00	\$38.00	\$23,370.00	\$60.00	\$36,900.00	\$52.00	\$31,980.00
77	SIDEWALK, PCC, 6 IN.	SY	31	\$100.00	\$3,100.00	\$60.00	\$1,860.00	\$95.00	\$2,945.00	\$80.00	\$2,480.00	\$57.00	\$1,767.00
78	DETECTABLE WARNING	SF	48	\$50.00	\$2,400.00	\$40.00	\$1,920.00	\$45.00	\$2,160.00	\$50.00	\$2,400.00	\$26.00	\$1,248.00
79	DRIVEWAY, PAVED, TYPE A, 6 IN.	SY	1805	\$70.00	\$126,350.00	\$50.00	\$90,250.00	\$47.00	\$84,835.00	\$80.00	\$144,400.00	\$57.00	\$102,885.00
80	PAVEMENT REMOVAL	SY	8359	\$12.00	\$100,308.00	\$9.50	\$79,410.50	\$10.00	\$83,590.00	\$15.00	\$125,385.00	\$12.00	\$100,308.00
81	TEMPORARY TRAFFIC CONTROL	LF	1	\$60,000.00	\$60,000.00	\$15,000.00	\$15,000.00	\$40,000.00	\$40,000.00	\$15,000.00	\$15,000.00	\$28,000.00	\$28,000.00
82	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING	AC	1.5	\$6,000.00	\$9,000.00	\$8,000.00	\$12,000.00	\$6,100.00	\$9,150.00	\$7,000.00	\$10,500.00	\$6,405.00	\$9,607.50
83	WATERING	MGAL	0.4	\$10,000.00	\$4,000.00	\$60.00	\$24.00	\$60.00	\$24.00	\$66.00	\$26.40	\$63.00	\$25.20
84	SWPPP PREPARATION	LS	1	\$5,000.00	\$5,000.00	\$1,250.00	\$1,250.00	\$2,000.00	\$2,000.00	\$3,000.00	\$3,000.00	\$2,100.00	\$2,100.00
85	SWPPP MANAGEMENT	LS	1	\$10,000.00	\$10,000.00	\$3,500.00	\$3,500.00	\$3,800.00	\$3,800.00	\$5,000.00	\$5,000.00	\$3,990.00	\$3,990.00
86	FILTER SOCK, 9 IN.	LF	7150	\$3.00	\$21,450.00	\$3.00	\$21,450.00	\$1.75	\$12,512.50	\$2.00	\$14,300.00	\$2.00	\$14,300.00
87	EROSION CONTROL MULCHING, HYDROMULCHING	AC	1.5	\$3,000.00	\$4,500.00	\$1,500.00	\$2,250.00	\$1,500.00	\$2,250.00	\$16.50	\$24.75	\$1,575.00	\$2,362.50
88	INLET PROTECTION DEVICE, MAINTENANCE, AND REMOVAL	EA	41	\$250.00	\$10,250.00	\$200.00	\$8,200.00	\$50.00	\$2,050.00	\$55.00	\$2,255.00	\$52.00	\$2,132.00
89	MOBILIZATION	LS	1	\$100,000.00	\$100,000.00	\$230,000.00	\$230,000.00	\$325,000.00	\$325,000.00	\$400,000.00	\$400,000.00	\$556,000.00	\$556,000.00
90	MAINTENANCE OF POSTAL SERVICE	LS	1	\$20,000.00	\$20,000.00	\$6,000.00	\$6,000.00	\$12,500.00	\$12,500.00	\$5,000.00	\$5,000.00	\$2,625.00	\$2,625.00
91	MAINTENANCE OF SOLID WASTE COLLECTION	LS	1	\$15,000.00	\$15,000.00	\$6,000.00	\$6,000.00	\$20,000.00	\$20,000.00	\$5,000.00	\$5,000.00	\$6,100.00	\$6,100.00
92	RESIDENT COURTESY CART	LS	1	\$30,000.00	\$30,000.00	\$15,000.00	\$15,000.00	\$60,000.00	\$60,000.00	\$2,000.00	\$2,000.00	\$85,000.00	\$85,000.00
93	CURBIDE MAILBOX	EA	24	\$1,000.00	\$24,000.00	\$419.80	\$10,075.20	\$550.00	\$13,200.00	\$300.00	\$7,200.00	\$310.00	\$7,440.00
94	TREE PROTECTION FENCE	LF	500	\$5.00	\$2,500.00	\$4.50	\$2,250.00	\$8.00	\$4,000.00	\$4.00	\$2,000.00	\$4.00	\$2,000.00
95	LANDSCAPE TIMBERS	SF	70	\$40.00	\$2,800.00	\$41.25	\$2,887.50	\$100.00	\$7,000.00	\$25.00	\$1,750.00	\$26.00	\$1,820.00
96	FOUNDATION ROCK	TON	50	\$35.00	\$1,750.00	\$75.00	\$3,750.00	\$75.00	\$3,750.00	\$82.50	\$4,125.00	\$55.00	\$2,750.00
97	MANUFACTURED SAND	TON	100	\$35.00	\$3,500.00	\$60.00	\$6,000.00	\$60.00	\$6,000.00	\$66.00	\$6,600.00	\$55.00	\$5,500.00
TOTAL BASE BID				\$2,397,814.00		\$2,154,475.85		\$2,353,698.75		\$2,709,162.05		\$2,739,453.20	

City of Windsor Heights
2020 Improvements Project
Windsor Heights, IA

TABULATION OF BIDS
Bid Letting February 20, 2020 @ 2:00 PM



309 E 5th Street
Suite 202
Des Moines, IA 50309-1981

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Line No.	Description	Unit	Quantity	Engineer's Estimate		Absolute Concrete Slater		Alliance Construction Group Urbandale		Jasper Construction Newton		Rognes Corporation Ankeny	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
ALTERNATE A													
A-1	PAVEMENT, PCC, 7 IN.	SY	8732	\$60.00	\$523,920.00	\$54.50	\$475,894.00	\$63.50	\$554,482.00		\$0.00	\$65.00	\$567,580.00
A-2	CONCRETE WASHOUT	LS	1	\$8,000.00	\$8,000.00	\$4,000.00	\$4,000.00	\$5,000.00	\$5,000.00		\$0.00	\$3,300.00	\$3,300.00
TOTAL ALTERNATE A COST					\$531,920.00		\$479,894.00		\$559,482.00	Did Not Submit			\$570,880.00
ALTERNATE B													
B1	PAVEMENT, PCC, 7 IN.	SY	244	\$80.00	\$19,520.00		\$0.00		\$0.00	\$90.00	\$21,960.00	\$82.00	\$20,008.00
B2	CURB AND GUTTER, 2 FT, 7 IN. THICK W/ 6" STANDARD CURB	LF	5620	\$35.00	\$196,700.00		\$0.00		\$0.00	\$30.00	\$168,600.00	\$33.00	\$185,460.00
B3	PAVEMENT, FULL DEPTH HMA PAVING, ST. PG 58-28S	SY	7335	\$50.00	\$366,750.00		\$0.00		\$0.00	\$42.00	\$308,070.00	\$43.00	\$315,405.00
B4	CONCRETE WASHOUT	LS	1	\$4,000.00	\$4,000.00		\$0.00		\$0.00	\$3,500.00	\$3,500.00	\$1,500.00	\$1,500.00
TOTAL ALTERNATE B COST					\$586,970.00		Did Not Submit		Did Not Submit		\$502,130.00		\$522,373.00
TOTAL BASE BID PLUS ALTERNATE A					\$3,314,615.10*		\$2,634,369.85		\$2,913,180.75		Did Not Submit		\$3,310,333.20
TOTAL BASE BID PLUS ALTERNATE B					\$3,375,170.10*		Did Not Submit		Did Not Submit		\$3,211,292.05		\$3,261,826.20

* Includes Contingency

21-Feb-20
H:\WINDSORH_CI_IA\A13118668\Task_03 69th Street\6_Plans-Specs\B_Bid Tabulation\2020 Improvements Bid Tab.xlsx\Bid Tabulation

RESOLUTION NO. 2020-25

A RESOLUTION AWARDING CONTRACT FOR COLLEGE DRIVE IMPROVEMENTS

WHEREAS, pursuant to notice duly published in the manner and form as required by law, bids and proposals were received by the City Clerk and reported to this Council for the Project (the “Project”); and

WHEREAS, all of the said bids and proposals have been carefully considered by the City Engineer in the attached Recommendation of Award, and it is necessary and advisable that provision be made for the award of the contract for the Project; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windsor Heights, Iowa, as follows:

1. The bid for the Project submitted by the following contractor is fully responsive to the plans and specifications for the Project, heretofore approved by the City Council, and is the lowest responsible bid received, such bid being as follows:

Absolute Concrete Slater, IA	\$1,969,869.00
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2. The contract for the Project is hereby awarded to such contractor at the total estimated cost set out above, the final settlement to be made on the basis of the unit prices therein set out and actual final quantities, the said contract to be subject to the terms of the aforementioned resolution, the plans and specifications and the terms of the bidder’s written proposal.

3. The Mayor and City Clerk are hereby authorized and directed to enter into a written contract with said contractor for the Project, but only after the contractor submits the required insurance certificates which are required by the contract documents. No additional City Council action shall be required to approve the executed contract.

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

Passed and approved the 2nd day of March, 2020.

Dave Burgess, Mayor

Attest:

Travis Cooke, City Clerk



Real People. Real Solutions.

Item #3E
309 E 5th Street
Suite 202
Des Moines, IA 50309-1981

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

February 21, 2020

City of Windsor Heights
Travis Cooke, City Clerk
1145 66th St Suite 1
Windsor Heights, IA 50324

RE: College Drive Improvements
Recommendation of Award
Project No.: A13.118668

Dear Mr. Cooke:

At 2:00 PM on February 20, 2020 bids were received for the College Drive Improvements project. The Engineer's Estimate for the base bid plus bid alternate 1 of the project was \$2,504,264.40. Four bids were received, all bidders were responsive, and bids for base bid are summarized as follows:

Bidder	City	Total Base Bid Amount	Total Base Bid Plus Alt 1	Total Base Bid Plus Alt 2
Absolute Concrete	Slater	\$1,514,291.50	\$1,969,869.00	Did Not Submit
Alliance Construction Group	Urbandale	\$1,709,611.50	\$2,194,721.50	Did Not Submit
Jasper Construction	Newton	\$1,994,556.00	Did Not Submit	\$2,434,406.00
Rognes Corporation	Ankeny	\$2,078,059.00	\$2,603,894.00	\$2,554,584.00

The bid received from Absolute Concrete was 21.34% below the engineers estimate for the project, and was determined to be the lowest responsive, responsible bidder. Bolton & Menk, Inc. has reviewed the bid documents submitted and checked references on this bidder, and was satisfied with responses given.

Therefore, Bolton & Menk, Inc. recommends award of the College Drive Improvements project to Absolute Concrete, for the base bid plus bid alternate 1 amount of \$1,969,869.00 (one million, nine hundred sixty-nine thousand, eight hundred sixty-nine dollars and zero cents).

The bid tabulation is attached for your use.

Feel free to contact me should there be any questions related to this project.

Sincerely,

Justin Ernst, P.E.
Project Manager

BOLTON & MENK, INC.

cc: File w/attachment

City of Windsor Heights
College Drive Improvements
Windsor Heights, IA



Real People. Real Solutions.

309 E 5th Street
Suite 202
Des Moines, IA 50309-1981

Ph: (515) 259-9190
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TABULATION OF BIDS
Bid Letting February 20, 2020 @ 2:00 PM

Line No.	Description	Unit	Quantity	Engineer's Estimate		Absolute Concrete Slater		Alliance Construction Group Urbandale		Jasper Construction Newton		Rognes Corporation Ankeny	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	CLEARING AND GRUBBING	LS	1.00	\$5,000.00	\$5,000.00	\$1,500.00	\$1,500.00	\$5,500.00	\$5,500.00	\$5,000.00	\$5,000.00	\$30,000.00	\$30,000.00
2	TOPSOIL, ON-SITE	CY	807.00	\$15.00	\$12,105.00	\$10.25	\$8,271.75	\$20.00	\$16,140.00	\$30.00	\$24,210.00	\$25.00	\$20,175.00
3	EXCAVATION, CLASS 10	CY	570.00	\$15.00	\$8,550.00	\$4.00	\$2,280.00	\$15.00	\$8,550.00	\$50.00	\$28,500.00	\$20.00	\$11,400.00
4	SUBGRADE PREPARATION	SY	9430.00	\$4.00	\$37,720.00	\$3.00	\$28,290.00	\$1.50	\$14,145.00	\$9.00	\$84,870.00	\$4.00	\$37,720.00
5	SUBGRADE TREATMENT, GEO-GRID	SY	4715.00	\$9.00	\$42,435.00	\$2.25	\$10,608.75	\$3.50	\$16,502.50	\$4.00	\$18,860.00	\$5.00	\$23,575.00
6	SUBBASE, MODIFIED, 6 IN.	SY	9430.00	\$11.00	\$103,730.00	\$9.00	\$84,870.00	\$13.75	\$129,662.50	\$13.00	\$122,590.00	\$10.00	\$94,300.00
7	SURFACE AGGREGATE	TON	100.00	\$150.00	\$15,000.00	\$47.50	\$4,750.00	\$45.00	\$4,500.00	\$50.00	\$5,000.00	\$38.00	\$3,800.00
8	REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL	CY	200.00	\$75.00	\$15,000.00	\$106.00	\$21,200.00	\$106.00	\$21,200.00	\$116.60	\$23,320.00	\$57.00	\$11,400.00
9	SANITARY SEWER GRAVITY MAIN, TRENCHED, SOLID WALL PVC SDR 26, 8 II	LF	44.00	\$150.00	\$6,600.00	\$280.00	\$12,320.00	\$280.00	\$12,320.00	\$308.00	\$13,552.00	\$225.00	\$9,900.00
10	SANITARY SEWER GRAVITY MAIN, TRENCHLESS, SOLID WALL PVC SDR 26, 1	LF	64.00	\$200.00	\$12,800.00	\$265.00	\$16,960.00	\$265.00	\$16,960.00	\$291.50	\$18,656.00	\$615.00	\$39,360.00
11	SANITARY SEWER SERVICE RELOCATION	EA	5.00	\$5,000.00	\$25,000.00	\$5,000.00	\$25,000.00	\$5,000.00	\$25,000.00	\$5,500.00	\$27,500.00	\$4,875.00	\$24,375.00
12	SANITARY SEWER SERVICE RELOCATION (STORM)	EA	1.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,500.00	\$5,500.00	\$4,500.00	\$4,500.00
13	CONNECTION TO EXISTING SANITARY SEWER	EA	9.00	\$1,000.00	\$9,000.00	\$775.00	\$6,975.00	\$775.00	\$6,975.00	\$852.50	\$7,672.50	\$1,850.00	\$16,650.00
14	TELEWISE EXISTING SANITARY SEWER	LF	175.00	\$3.00	\$525.00	\$6.00	\$1,050.00	\$6.00	\$1,050.00	\$6.60	\$1,155.00	\$5.00	\$875.00
15	STORM SEWER, TRENCHED, RCP, 15 IN.	LF	726.00	\$90.00	\$65,340.00	\$134.00	\$97,284.00	\$134.00	\$97,284.00	\$147.40	\$107,012.40	\$145.00	\$105,270.00
16	STORM SEWER, TRENCHED, RCP, 18 IN.	LF	83.00	\$100.00	\$8,300.00	\$180.00	\$14,940.00	\$180.00	\$14,940.00	\$198.00	\$16,434.00	\$150.00	\$12,450.00
17	STORM SEWER, TRENCHED, RCP, 24 IN.	LF	402.00	\$140.00	\$56,280.00	\$165.00	\$66,330.00	\$165.00	\$66,330.00	\$181.50	\$72,963.00	\$175.00	\$70,350.00
18	STORM SEWER, TRENCHED, RCP, 42 IN.	LF	284.00	\$250.00	\$71,000.00	\$220.00	\$62,480.00	\$220.00	\$62,480.00	\$242.00	\$68,728.00	\$310.00	\$88,040.00
19	REMOVAL OF STORM SEWER	LF	285.00	\$20.00	\$5,700.00	\$48.00	\$13,680.00	\$48.00	\$13,680.00	\$52.80	\$15,048.00	\$18.00	\$5,130.00
20	TELEWISE EXISTING STORM SEWER	LF	500.00	\$3.00	\$1,500.00	\$6.00	\$3,000.00	\$6.00	\$3,000.00	\$6.60	\$3,300.00	\$5.00	\$2,500.00
21	PIPE APRON, RCP, 42 IN.	EA	1.00	\$4,000.00	\$4,000.00	\$3,750.00	\$3,750.00	\$3,750.00	\$3,750.00	\$4,125.00	\$4,125.00	\$3,475.00	\$3,475.00
22	FOOTING FOR CONCRETE PIPE APRON, RCP, 42 IN.	EA	1.00	\$1,000.00	\$1,000.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,980.00	\$1,980.00	\$1,300.00	\$1,300.00
23	PIPE APRON GUARD	EA	1.00	\$600.00	\$600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,600.00	\$2,860.00	\$2,860.00	\$3,500.00	\$3,500.00
24	SUBDRAIN, TYPE 1, PERFORATED HDPE, 6 IN.	LF	2205.00	\$18.00	\$39,690.00	\$21.00	\$46,305.00	\$12.50	\$27,562.50	\$23.10	\$50,935.50	\$14.00	\$30,870.00
25	SUBDRAIN, TYPE 1, SOLID HDPE, 6 IN.	LF	75.00	\$20.00	\$1,500.00	\$18.00	\$1,350.00	\$12.50	\$937.50	\$19.80	\$1,485.00	\$18.00	\$1,350.00
26	SUBDRAIN CLEANOUT, TYPE A-1, 6 IN.	EA	9.00	\$75.00	\$6,750.00	\$850.00	\$7,650.00	\$450.00	\$4,050.00	\$935.00	\$8,415.00	\$495.00	\$4,455.00
27	SUBDRAIN OUTLETS AND CONNECTIONS, CMP, 6 IN.	EA	9.00	\$500.00	\$4,500.00	\$350.00	\$3,150.00	\$250.00	\$2,250.00	\$385.00	\$3,465.00	\$263.00	\$2,367.00
28	CONNECTION TO SUBDRAIN PIPE	EA	5.00	\$300.00	\$1,500.00	\$350.00	\$1,750.00	\$350.00	\$1,750.00	\$385.00	\$1,925.00	\$400.00	\$2,000.00
29	SPOT REPAIRS BY PIPE REPLACEMENT, 10", SDR 26	LF	20.00	\$200.00	\$4,000.00	\$530.00	\$10,600.00	\$530.00	\$10,600.00	\$583.00	\$11,660.00	\$440.00	\$8,800.00
30	8" C900 DR18 PVC PIPE WITH TRACER WIRE	LF	734.00	\$110.00	\$80,740.00	\$67.00	\$49,178.00	\$67.00	\$49,178.00	\$73.70	\$54,095.80	\$85.00	\$62,390.00
31	8" C900 DR18 PVC RESTRAINED JOINT PIPE WITH TRACER WIRE	LF	84.00	\$115.00	\$9,660.00	\$77.00	\$6,468.00	\$77.00	\$6,468.00	\$84.70	\$7,114.80	\$104.00	\$8,736.00
32	12" C900 PVC CASING PIPE	LF	20.00	\$150.00	\$3,000.00	\$430.00	\$8,600.00	\$430.00	\$8,600.00	\$473.00	\$9,460.00	\$465.00	\$9,300.00
33	FITTING, 6" BEND	EA	8.00	\$600.00	\$4,800.00	\$600.00	\$4,800.00	\$600.00	\$4,800.00	\$660.00	\$5,280.00	\$400.00	\$3,200.00
34	FITTING, 8" BEND	EA	1.00	\$625.00	\$625.00	\$650.00	\$650.00	\$650.00	\$650.00	\$715.00	\$715.00	\$475.00	\$475.00
35	FITTING, 8" X 6" REDUCER	EA	1.00	\$1,000.00	\$1,000.00	\$600.00	\$600.00	\$600.00	\$600.00	\$660.00	\$660.00	\$419.00	\$419.00
36	FITTING, 6" SOLID SLEEVE	EA	2.00	\$1,200.00	\$2,400.00	\$600.00	\$1,200.00	\$600.00	\$1,200.00	\$660.00	\$1,320.00	\$404.00	\$808.00
37	FITTING, 8" SOLID SLEEVE	EA	2.00	\$725.00	\$1,450.00	\$655.00	\$1,310.00	\$655.00	\$1,310.00	\$720.50	\$1,441.00	\$748.00	\$1,496.00
38	FITTING, 6" X 6" TEE	EA	2.00	\$1,250.00	\$2,500.00	\$900.00	\$1,800.00	\$900.00	\$1,800.00	\$990.00	\$1,980.00	\$450.00	\$900.00
39	FITTING, 8" X 6" TEE	EA	2.00	\$1,500.00	\$3,000.00	\$950.00	\$1,900.00	\$950.00	\$1,900.00	\$1,045.00	\$2,090.00	\$450.00	\$900.00
40	FITTING, 8" X 8" TEE	EA	1.00	\$1,600.00	\$1,600.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,100.00	\$1,100.00	\$500.00	\$500.00
41	FITTING, 6" CAP/PLUG	EA	4.00	\$475.00	\$1,900.00	\$750.00	\$3,000.00	\$750.00	\$3,000.00	\$825.00	\$3,300.00	\$250.00	\$1,000.00
42	FITTING, 6" CAP/PLUG WITH MIN. 2" BLOWOFF	EA	3.00	\$600.00	\$1,800.00	\$2,500.00	\$7,500.00	\$2,500.00	\$7,500.00	\$2,750.00	\$8,250.00	\$825.00	\$2,475.00
43	FITTING, 8" CAP/PLUG	EA	2.00	\$1,000.00	\$2,000.00	\$800.00	\$1,600.00	\$800.00	\$1,600.00	\$880.00	\$1,760.00	\$350.00	\$700.00
44	6" VALVE	EA	3.00	\$5,000.00	\$15,000.00	\$2,000.00	\$6,000.00	\$2,000.00	\$6,000.00	\$2,200.00	\$6,600.00	\$2,268.00	\$6,804.00
45	8" VALVE	EA	2.00	\$5,750.00	\$11,500.00	\$2,500.00	\$5,000.00	\$2,500.00	\$5,000.00	\$2,750.00	\$5,500.00	\$3,082.00	\$6,164.00
46	HYDRANT ASSEMBLY	EA	4.00	\$8,000.00	\$32,000.00	\$5,700.00	\$22,800.00	\$5,700.00	\$22,800.00	\$6,270.00	\$25,080.00	\$5,422.00	\$21,688.00
47	NEW 1" WATER SERVICE (SAME SIDE)	EA	1.00	\$3,000.00	\$3,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,200.00	\$2,200.00	\$2,100.00	\$2,100.00
48	NEW 1" WATER SERVICE (OPPOSITE SIDE)	EA	9.00	\$3,500.00	\$31,500.00	\$3,200.00	\$28,800.00	\$3,200.00	\$28,800.00	\$3,520.00	\$31,680.00	\$3,667.00	\$33,003.00
49	REMOVE EX 8" CONTROL VALVE & 8" BLOW-OFF PIPING	EA	1.00	\$5,000.00	\$5,000.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,800.00	\$1,980.00	\$1,980.00	\$1,640.00	\$1,640.00
50	TYPE 1 WATER MAIN ALTERATION (VERTICAL)	EA	5.00	\$15,000.00	\$75,000.00	\$10,500.00	\$52,500.00	\$10,500.00	\$52,500.00	\$11,550.00	\$57,750.00	\$7,225.00	\$36,125.00

City of Windsor Heights
College Drive Improvements
Windsor Heights, IA



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TABULATION OF BIDS
Bid Letting February 20, 2020 @ 2:00 PM

Line No.	Description	Unit	Quantity	Engineer's Estimate		Absolute Concrete Slater		Alliance Construction Group Urbandale		Jasper Construction Newton		Rognes Corporation Ankeny	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
51	TYPE 2 WATER MAIN ALTERATION (HORIZONTAL)	EA	6.00	\$15,000.00	\$90,000.00	\$8,000.00	\$48,000.00	\$8,000.00	\$48,000.00	\$8,800.00	\$52,800.00	\$6,900.00	\$41,400.00
52	RELOCATE WATER SERVICE STOP BOX	EA	1.00	\$6,000.00	\$6,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,200.00	\$2,200.00	\$1,100.00	\$1,100.00
53	NEW STOP BOX HOUSING	EA	9.00	\$600.00	\$5,400.00	\$450.00	\$4,050.00	\$450.00	\$4,050.00	\$495.00	\$4,455.00	\$875.00	\$7,875.00
54	NEW STOP BOX ROD	EA	9.00	\$600.00	\$5,400.00	\$450.00	\$4,050.00	\$450.00	\$4,050.00	\$495.00	\$4,455.00	\$875.00	\$7,875.00
55	CHECK DEPTH OF WATER SERVICE	EA	1.00	\$2,000.00	\$2,000.00	\$450.00	\$450.00	\$450.00	\$450.00	\$495.00	\$495.00	\$2,700.00	\$2,700.00
56	RELOCATION OF WATER SERVICE	EA	1.00	\$3,000.00	\$3,000.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,850.00	\$3,850.00	\$2,600.00	\$2,600.00
57	LOWER WATER SERVICE	EA	1.00	\$4,000.00	\$4,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,300.00	\$3,300.00	\$3,100.00	\$3,100.00
58	LOWER WATER SERVICE WITH COPPER	EA	1.00	\$5,000.00	\$5,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,300.00	\$3,300.00	\$3,450.00	\$3,450.00
59	POLYSTYRENE INSULATION, 2 IN.	SF	50.00	\$10.00	\$500.00	\$3.80	\$190.00	\$3.80	\$190.00	\$4.20	\$210.00	\$54.00	\$2,700.00
60	VALVE BOX EXTENSION	EA	16.00	\$400.00	\$6,400.00	\$550.00	\$8,800.00	\$550.00	\$8,800.00	\$605.00	\$9,680.00	\$545.00	\$8,720.00
61	SANITARY MANHOLE, SW-301, 48 IN. (<10 FT DEEP)	EA	1.00	\$5,000.00	\$5,000.00	\$9,500.00	\$9,500.00	\$9,500.00	\$9,500.00	\$10,450.00	\$10,450.00	\$7,000.00	\$7,000.00
62	SANITARY MANHOLE, SW-301, 48 IN. (>10 FT DEEP)	EA	1.00	\$10,000.00	\$10,000.00	\$15,800.00	\$15,800.00	\$15,800.00	\$15,800.00	\$17,380.00	\$17,380.00	\$11,300.00	\$11,300.00
63	STORM MANHOLE, SW-401, 60 IN. DIA.	EA	1.00	\$8,000.00	\$8,000.00	\$9,800.00	\$9,800.00	\$9,800.00	\$9,800.00	\$10,780.00	\$10,780.00	\$9,865.00	\$9,865.00
64	STORM MANHOLE, SW-401, 96 IN. DIA.	EA	2.00	\$18,000.00	\$36,000.00	\$20,000.00	\$40,000.00	\$20,000.00	\$40,000.00	\$22,000.00	\$44,000.00	\$19,425.00	\$38,850.00
65	INTAKE, SW-501	EA	7.00	\$4,500.00	\$31,500.00	\$3,700.00	\$25,900.00	\$3,700.00	\$25,900.00	\$4,070.00	\$28,490.00	\$4,017.00	\$28,119.00
66	INTAKE, SW-505	EA	6.00	\$6,500.00	\$39,000.00	\$5,200.00	\$31,200.00	\$5,200.00	\$31,200.00	\$5,720.00	\$34,320.00	\$7,270.00	\$43,620.00
67	INTAKE, SW-506	EA	2.00	\$7,500.00	\$15,000.00	\$9,800.00	\$19,600.00	\$9,800.00	\$19,600.00	\$10,780.00	\$21,560.00	\$7,388.00	\$14,776.00
68	INTAKE, SW-507	EA	2.00	\$5,000.00	\$10,000.00	\$7,000.00	\$14,000.00	\$7,000.00	\$14,000.00	\$7,700.00	\$15,400.00	\$7,300.00	\$14,600.00
69	INTAKE, SW-509	EA	1.00	\$8,000.00	\$8,000.00	\$7,200.00	\$7,200.00	\$7,200.00	\$7,200.00	\$7,920.00	\$7,920.00	\$11,500.00	\$11,500.00
70	INTAKE, SW-541	EA	1.00	\$10,000.00	\$10,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,600.00	\$6,600.00	\$9,175.00	\$9,175.00
71	MANHOLE ADJUSTMENT, MINOR	EA	8.00	\$1,000.00	\$8,000.00	\$2,800.00	\$22,400.00	\$2,800.00	\$22,400.00	\$3,080.00	\$24,640.00	\$1,800.00	\$14,400.00
72	CONNECTION TO EXISTING MANHOLE	EA	1.00	\$1,500.00	\$1,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$8,250.00	\$8,250.00	\$1,100.00	\$1,100.00
73	REMOVE MANHOLE	EA	2.00	\$1,500.00	\$3,000.00	\$1,300.00	\$2,600.00	\$1,300.00	\$2,600.00	\$1,430.00	\$2,860.00	\$1,429.00	\$2,858.00
74	REMOVE INTAKE	EA	5.00	\$1,250.00	\$6,250.00	\$850.00	\$4,250.00	\$850.00	\$4,250.00	\$935.00	\$4,675.00	\$1,500.00	\$7,500.00
75	REMOVAL OF SIDEWALK	SY	941.00	\$14.00	\$13,174.00	\$14.00	\$13,174.00	\$10.00	\$9,410.00	\$15.00	\$14,115.00	\$15.00	\$14,115.00
76	REMOVAL OF DRIVEWAY	SY	900.00	\$14.00	\$12,600.00	\$12.50	\$11,250.00	\$10.00	\$9,000.00	\$15.00	\$13,500.00	\$15.00	\$13,500.00
77	SIDEWALK, PCC, 4 IN.	SY	1162.00	\$60.00	\$69,720.00	\$40.00	\$46,480.00	\$49.00	\$56,938.00	\$60.00	\$69,720.00	\$52.00	\$60,424.00
78	SIDEWALK, PCC, 6 IN.	SY	94.00	\$100.00	\$9,400.00	\$60.00	\$5,640.00	\$75.00	\$7,050.00	\$80.00	\$7,520.00	\$60.00	\$5,640.00
79	DETECTABLE WARNING	SF	216.00	\$50.00	\$10,800.00	\$42.00	\$9,072.00	\$45.00	\$9,720.00	\$50.00	\$10,800.00	\$30.00	\$6,480.00
80	DRIVEWAY, PAVED, TYPE A, 6 IN.	SY	895.00	\$70.00	\$62,650.00	\$50.00	\$44,750.00	\$60.00	\$53,700.00	\$80.00	\$71,600.00	\$57.00	\$51,015.00
81	PAVEMENT REMOVAL	SY	7905.00	\$12.00	\$94,860.00	\$9.50	\$75,097.50	\$10.00	\$79,050.00	\$15.00	\$118,575.00	\$12.00	\$94,860.00
82	PAINTED PAVEMENT MARKINGS, SOLVENT/WATERBORNE	STA	8.00	\$50.00	\$400.00	\$325.00	\$2,600.00	\$425.00	\$3,400.00	\$350.00	\$2,800.00	\$355.00	\$2,840.00
83	PAINTED PAVEMENT MARKINGS, DURABLE	STA	5.00	\$100.00	\$500.00	\$1,300.00	\$6,500.00	\$950.00	\$4,750.00	\$1,450.00	\$7,250.00	\$1,385.00	\$6,925.00
84	TEMPORARY TRAFFIC CONTROL	LF	1.00	\$60,000.00	\$60,000.00	\$15,000.00	\$15,000.00	\$25,000.00	\$25,000.00	\$15,000.00	\$15,000.00	\$13,000.00	\$13,000.00
85	SALVAGE AND REINSTALL SIGN	EA	14.00	\$400.00	\$5,600.00	\$250.00	\$3,500.00	\$250.00	\$3,500.00	\$275.00	\$3,850.00	\$275.00	\$3,850.00
86	TYPE A SIGN, SHEET ALUMINUM	EA	4.00	\$500.00	\$2,000.00	\$150.00	\$600.00	\$150.00	\$600.00	\$165.00	\$660.00	\$180.00	\$720.00
87	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING	AC	1.10	\$6,000.00	\$6,600.00	\$8,000.00	\$8,800.00	\$6,700.00	\$7,370.00	\$10,000.00	\$11,000.00	\$6,560.00	\$7,216.00
88	WATERING	MGAL	0.40	\$10,000.00	\$4,000.00	\$60.00	\$24.00	\$5,000.00	\$2,000.00	\$1,100.00	\$440.00	\$90.00	\$36.00
89	SWPPP PREPARATION	LS	1.00	\$5,000.00	\$5,000.00	\$1,250.00	\$1,250.00	\$2,000.00	\$2,000.00	\$3,000.00	\$3,000.00	\$2,500.00	\$2,500.00
90	SWPPP MANAGEMENT	LS	1.00	\$10,000.00	\$10,000.00	\$3,500.00	\$3,500.00	\$3,800.00	\$3,800.00	\$5,000.00	\$5,000.00	\$4,200.00	\$4,200.00
91	FILTER SOCK, 9 IN.	LF	6250.00	\$3.00	\$18,750.00	\$3.00	\$18,750.00	\$1.75	\$10,937.50	\$3.00	\$18,750.00	\$2.00	\$12,500.00
92	TEMPORARY RECP, 3A	SY	100.00	\$5.00	\$500.00	\$5.00	\$500.00	\$10.00	\$1,000.00	\$5.50	\$550.00	\$8.00	\$800.00
93	RIP RAP, CLASS 'E' REVETMENT	TON	65.00	\$150.00	\$9,750.00	\$72.00	\$4,680.00	\$72.00	\$4,680.00	\$79.20	\$5,148.00	\$65.00	\$4,225.00
94	EROSION CONTROL MULCHING, HYDROMULCHING	AC	1.10	\$3,000.00	\$3,300.00	\$1,500.00	\$1,650.00	\$1,500.00	\$1,650.00	\$2,200.00	\$2,420.00	\$1,100.00	\$1,210.00
95	INLET PROTECTION DEVICE, MAINTENANCE, AND REMOVAL	EA	21.00	\$250.00	\$5,250.00	\$200.00	\$4,200.00	\$21.00	\$441.00	\$165.00	\$3,465.00	\$60.00	\$1,260.00
96	REMOVAL OF FENCE	LF	10.00	\$100.00	\$1,000.00	\$40.00	\$400.00	\$20.00	\$200.00	\$100.00	\$1,000.00	\$55.00	\$550.00
97	MOBILIZATION	LS	1.00	\$100,000.00	\$100,000.00	\$128,000.00	\$128,000.00	\$215,000.00	\$215,000.00	\$275,000.00	\$275,000.00	\$500,000.00	\$500,000.00
98	MAINTENANCE OF POSTAL SERVICE	LS	1.00	\$20,000.00	\$20,000.00	\$6,000.00	\$6,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$1,800.00	\$1,800.00
99	MAINTENANCE OF SOLID WASTE COLLECTION	LS	1.00	\$15,000.00	\$15,000.00	\$6,000.00	\$6,000.00	\$15,000.00	\$15,000.00	\$5,000.00	\$5,000.00	\$3,500.00	\$3,500.00
100	RESIDENT COURTESY CART	LS	1.00	\$30,000.00	\$30,000.00	\$15,000.00	\$15,000.00	\$65,000.00	\$65,000.00	\$2,000.00	\$2,000.00	\$85,000.00	\$85,000.00
101	CURBIDE MAILBOX	EA	15.00	\$1,000.00	\$15,000.00	\$418.90	\$6,283.50	\$500.00	\$7,500.00	\$300.00	\$4,500.00	\$310.00	\$4,650.00
102	TREE TRUNK PROTECTION	EA	3.00	\$500.00	\$1,500.00	\$450.00	\$1,350.00	\$350.00	\$1,050.00	\$385.00	\$1,155.00	\$550.00	\$1,650.00
103	TREE PROTECTION FENCE	LF	300.00	\$5.00	\$1,500.00	\$4.50	\$1,350.00	\$4.00	\$1,200.00	\$3.85	\$1,155.00	\$4.00	\$1,200.00
104	FOUNDATION ROCK	TON	50.00	\$35.00	\$1,750.00	\$63.00	\$3,150.00	\$63.00	\$3,150.00	\$69.30	\$3,465.00	\$55.00	\$2,750.00
105	MANUFACTURED SAND	TON	50.00	\$35.00	\$1,750.00	\$54.00	\$2,700.00	\$54.00	\$2,700.00	\$59.40	\$2,970.00	\$55.00	\$2,750.00
TOTAL BASE BID					\$1,770,904.00		\$1,514,291.50		\$1,709,611.50		\$1,994,556.00		\$2,078,059.00

City of Windsor Heights
College Drive Improvements
Windsor Heights, IA

TABULATION OF BIDS
Bid Letting February 20, 2020 @ 2:00 PM



309 E 5th Street
Suite 202
Des Moines, IA 50309-1981

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

Line No.	Description	Unit	Quantity	Engineer's Estimate		Absolute Concrete Slater		Alliance Construction Group Urbandale		Jasper Construction Newton		Rognes Corporation Ankeny	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
ALTERNATE A													
A-1	PAVEMENT, PCC, 7 IN.	SY	8295	\$60.00	\$497,700.00	\$54.50	\$452,077.50	\$58.00	\$481,110.00		\$0.00	\$63.00	\$522,585.00
A-2	CONCRETE WASHOUT	LS	1	\$8,000.00	\$8,000.00	\$3,500.00	\$3,500.00	\$4,000.00	\$4,000.00		\$0.00	\$3,250.00	\$3,250.00
TOTAL ALTERNATE A COST					\$505,700.00		\$455,577.50		\$485,110.00	Did Not Submit			\$525,835.00
ALTERNATE B													
B-1	CURB AND GUTTER, 2 FT, 7 IN. THICK W/ 6" STANDARD CURB	LF	5065	\$35.00	\$177,275.00		\$0.00		\$0.00	\$30.00	\$151,950.00	\$33.00	\$167,145.00
B-2	PAVEMENT, FULL DEPTH HMA PAVING, ST. PG 58-28S	SY	7160	\$50.00	\$358,000.00		\$0.00		\$0.00	\$40.00	\$286,400.00	\$43.00	\$307,880.00
B-3	CONCRETE WASHOUT	LS	1	\$4,000.00	\$4,000.00		\$0.00		\$0.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
TOTAL ALTERNATE B COST					\$539,275.00		Did Not Submit		Did Not Submit		\$439,850.00		\$476,525.00
TOTAL BASE BID PLUS ALTERNATE A					\$2,504,264.40*		\$1,969,869.00		\$2,194,721.50		Did Not Submit		\$2,603,894.00
TOTAL BASE BID PLUS ALTERNATE B					\$2,541,196.90*		Did Not Submit		Did Not Submit		\$2,434,406.00		\$2,554,584.00

* Includes Contingency

21-Feb-20
H:\WINDSORH_CI_IA\A13118668\Task_02 College Drive\6_Plans-Specs\B_Bid Tabulation\College Dr Bid Tab.xlsx Bid Tabulation

**City of Windsor Heights Regular Business Meeting Minutes
Monday, February 17, 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, Mike Loffredo, Mike Jones, and Threase Harms . Joseph Jones was absent. Staff present: Interim City Administrator Mark Arentsen, City Clerk Travis Cooke, Finance Director Rachele Swisher, Public Works Director Dalton Jacobus, Communications/Recreation Coordinator Whitney Tucker, City Engineer Justin Ernst, and City Attorney Erin Clanton. The Pledge of Allegiance was recited.
2. **Approval of the Agenda:** Motion by Harms to approve the agenda. Seconded by Loffredo. Motion passed 4-0.
3. **Public Forum:** Lauren Campbell, 1004 63rd St. gave updates on Chamber activities.
4. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
 - A. **Approve Minutes of the Regular Council Meeting on February 4, 2020**
 - B. **Approve Payment of Claims**
 - C. **Approve January 2020 Financial Reports**
 - D. **Approve Liquor License for CEC Event – Alija Hasancevic – Effective April 11, 2020 (Grandfathered Application)**

Motion by Mike Jones to approve the consent agenda. Seconded by Harms. Motion passed 4-0.
5. **Old Business:**
 - A. **Consideration of Second Reading of Ordinance No. 20-01:** Motion by Harms to approve the second reading of Ordinance No. 20-01. Seconded by Skeries. Motion passed 4-0.
 - B. **Consideration of Waiving the 3rd and Final Reading of Ordinance No. 20-01:** Motion by Loffredo to approve waiving the 3rd and final reading and to publish Ordinance No. 20-01. Seconded by Harms. Motion passed 4-0.
6. **New Business:**
 - A. **Consideration of Resolution No. 2020-18 – A Resolution setting the date for a public hearing on proposal to enter into a General Obligation Corporate Purpose and Refunding Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$8,500,000:** Motion by Harms to approve Resolution No. 2020-18. Seconded by Skeries. Motion passed 4-0.
 - B. **Consideration of Resolution No. 2020-19 - Resolution setting the date for a public hearing on proposal to enter into a General Obligation Urban Renewal Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$7,500,000:** Motion by Harms to approve Resolution No. 2020-19. Seconded by Mike Jones. Motion passed 4-0.
 - C. **Consideration of Resolution No. 2020-20 – A Resolution Approving the Purchase of an Asphalt Heater from Tristate Truck Equipment in the Amount of \$15,820:** Motion by Harms to approve Resolution No. 2020-20. Seconded by Mike Jones. Motion passed 4-0.
7. **Reports:**
 - A. **Mayor and Council Reports and Committee Updates:**
Threase Harms: Attended a meeting with Metro Net for the possibility of community fiber.
 - B. **Interim City Administrator Report**
Received proposals from 2 companies for rental inspections; RFPs are out for audit firms and personnel service firms; Bids for College/Allison/69th will be opened on 2/20; University on 2/18 but the process with DOT will take longer; nuisance abatement work at 5 different addresses in progress; BMI doing a presentation to the MPO for 73rd funding on 2/26.
 - C. **Staff Reports:** Reviewed.
8. **Closed Session.** Pursuant to Iowa Code Section 21.5 (1)(i) To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary and that individual requests a closed session. Motion by Harms to go into closed session at 6:15 PM. Seconded by Skeries. Roll call vote: Harms – aye, Skeries – aye, Loffredo – aye, and Mike Jones – aye. Motion passed 4-0.
9. **Convene Into Open Session**
Motion by Mike Jones to convene into open session at 7:41 PM. Seconded by Skeries. Motion passed 4-0.

10. Adjourn to 6:00 pm on Monday, March 2, 2020 for a Regular Council Meeting at the Council Chambers:
Motion by Harms to adjourn the meeting at 7:42 PM. Seconded by Skeries. Motion passed 4-0.

David Burgess, Mayor

Attest: Travis Cooke, City Clerk

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
AFLAC WORLD WIDE HEADQUARTERS	AFLAC DIS-POSTX	779.30		50286	2/21/20
AFLAC WORLD WIDE HEADQUARTERS	AFLAC DIS-POSTX	53.78	833.08	50290	2/22/20
AMERICAN ALARMS	QTRLY CEC ALARM MONITORING		129.00	50291	2/27/20
AMERITAS LIFE INS. CORP.	VISION INS	276.32		50284	2/21/20
AMERITAS LIFE INS. CORP.	VISION INS	3.68		50289	2/22/20
AMERITAS LIFE INS. CORP.	DENTAL INS	2,881.32	3,161.32	50292	2/27/20
ARNOLD MOTOR SUPPLY	SHOP TOWELS		26.88	50293	2/27/20
AUREON IT	PROACTIVE CARE MONTHLY/SERVICE		741.00	50294	2/27/20
BAKER ELECTRIC INC.	ELECTRIC LOCATES COLBY PARK		631.26	50295	2/27/20
CENTURY LINK	TELEPHONE		279.20	50296	2/27/20
CIVIC PLUS	WEBSITE CHANGES		160.00	50297	2/27/20
DIAMOND OIL CO.	DIESEL FUEL-SNOW PLOWS		980.57	50298	2/27/20
DIAMOND VOGEL PAINTS	CITY HALL REPAIRS		35.19	50299	2/27/20
FEDERAL TAX DEPOSIT	FED/FICA TAX	18,693.32		2190	2/21/20
FEDERAL TAX DEPOSIT	FED/FICA TAX	1,062.56		2194	2/22/20
FEDERAL TAX DEPOSIT	FED/FICA TAX	1,062.56	20,818.44	2197	2/22/20
GOVERNMENT FINANCE OFFICERS	ANNUAL DUES		160.00	50300	2/27/20
GRIMES ASPHALT & PAVING	COLD MIX		281.78	50301	2/27/20
ICMA RETIREMENT TRUST	ICMA		710.61	2188	2/21/20
INFINISOURCE	COBRA SETUP/CORE SERVICE		800.00	50302	2/27/20
INTERSTATE ALL BATTERY	CEC BATTERIES		31.30	50303	2/27/20
Iowa Fire Cheifs Association	ANNUAL MEMBERSHIP		25.00	50304	2/27/20
IOWA FIRE EQUIPMENT	FIRE EXT SERVICE		73.20	50305	2/27/20
IOWA ONE CALL	ONE CALL		37.80	50306	2/27/20
IPERS	PROTECT IPERS	25,913.24		2187	2/21/20
IPERS	PROTECT IPERS	587.33		2192	2/22/20
IPERS	PROTECT IPERS	587.33	27,087.90	2195	2/22/20
KABEL BUSINESS SERVICES	FLEX CLD BENEFI		924.99	2191	2/21/20
KOCH OFFICE GROUP	OFFICE SUPPLIES		450.10	50307	2/27/20
LEAF	COPIER LEASE		217.40	50308	2/27/20
LOCAL GOVERNMENT CONSULTING	WEEK OF 2/17/20-2/22/20		8,120.00	50309	2/27/20
METRO WASTE AUTHORITY	GARBAGE FEES		23,842.95	50310	2/27/20
MIDAMERICAN ENERGY	STREET LIGHTING	3,304.03		2179	2/19/20
MIDAMERICAN ENERGY	801 73RD ST	37.23		2199	2/27/20
MIDAMERICAN ENERGY	6410 HICKMAN RD	25.28		2200	2/27/20
MIDAMERICAN ENERGY	6440 HICKMAN RD	75.00		2201	2/27/20
MIDAMERICAN ENERGY	6900 SCHOOL ST STAGE	52.28		2202	2/27/20
MIDAMERICAN ENERGY	2227 63RD ST	26.01		2203	2/27/20
MIDAMERICAN ENERGY	6540 UNIVERSITY AVE	94.95		2204	2/27/20
MIDAMERICAN ENERGY	1145 66TH ST	319.60		2205	2/27/20
MIDAMERICAN ENERGY	6900 SCHOOL ST CEC	741.97		2206	2/27/20
MIDAMERICAN ENERGY	6900 SCHOOL ST	21.89		2207	2/27/20
MIDAMERICAN ENERGY	6739 UNIVERSITY AVE	105.27		2208	2/27/20
MIDAMERICAN ENERGY	1140 73RD ST	22.18		2209	2/27/20
MIDAMERICAN ENERGY	7290 UNIVERSITY AVE	26.07		2210	2/27/20
MIDAMERICAN ENERGY	1601 73RD ST	13.88		2211	2/27/20
MIDAMERICAN ENERGY	951 73RD ST	17.76		2212	2/27/20
MIDAMERICAN ENERGY	1133 66TH ST	1,075.21		2213	2/27/20
MIDAMERICAN ENERGY	7001 UNIVERSITY	24.20		2214	2/27/20
MIDAMERICAN ENERGY	6300 UNIVERSITY	27.16		2215	2/27/20
MIDAMERICAN ENERGY	1150 66TH ST	20.85		2216	2/27/20
MIDAMERICAN ENERGY	7116 UNIVERSITY	29.17		2217	2/27/20
MIDAMERICAN ENERGY	6800 SCHOOL ST	393.10		2218	2/27/20
MIDAMERICAN ENERGY	6800 SCHOOL ST	303.04	6,756.13	2219	2/27/20

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
O'REILLY AUTO PARTS	SUPPLIES		48.16	50311	2/27/20
POOLE, JAMES B.	IOWA BOARD OF PHARMACY		92.00	50312	2/27/20
RACOM CORPORATION	EDACS ACCESS		1,270.41	50313	2/27/20
SAM'S CLUB DIRECT	COFFEE/PAPER TOWELS/LYSOL		50.82	50314	2/27/20
SINNWELL, MEGAN	CEC REFUND		2,050.00	50315	2/27/20
SNAP-ON MARK STUCHEL	TOOLS		68.75	50316	2/27/20
STANDARD INSURANCE COMPANY	LIFE INS		1,022.89	50317	2/27/20
STIVERS FORD	16 FORD EXPLORER		2,636.24	50318	2/27/20
TREASURER STATE OF IOWA	STATE TAX	6,642.00		2189	2/21/20
TREASURER STATE OF IOWA	STATE TAX	159.00		2193	2/22/20
TREASURER STATE OF IOWA	STATE TAX	159.00	6,960.00	2196	2/22/20
VERIZON WIRELESS	CELL PHONES		925.67	2198	2/27/20
			=====		
	Accounts Payable Total		112,440.04		

Payroll Checks

001	GENERAL	47,237.37
110	ROAD USE TAX	6,853.42
610	SEWER	325.83
740	STORM WATER	431.17

	Total Paid On: 2/21/20	54,847.79
001	GENERAL	2,277.50

	Total Paid On: 2/22/20	2,277.50
		=====
	Total Payroll Paid	57,125.29
		=====
	Report Total	169,565.33
		=====

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

Payroll Checks: 2/17/2020- 2/28/2020

Item #5B

FUND	NAME	AMOUNT
001	GENERAL	119,393.47
110	ROAD USE TAX	20,662.74
112	EMPLOYEE BENEFITS	3,904.21
610	SEWER	756.12
670	LANDFILL/GARBAGE	23,842.95
740	STORM WATER	1,005.84

	TOTAL FUNDS	169,565.33

RESOLUTION NO. 2020-26

**A RESOLUTION SETTING A PUBLIC HEARING ON THE PLANS,
SPECIFICATIONS, FORM OF CONTRACT AND ESTIMATE OF COSTS FOR THE
UNIVERSITY AVENUE PROJECT**

WHEREAS, it is deemed advisable and necessary to construct certain public improvements described in general as the University Avenue Improvement Project, and

WHEREAS, The Code of Iowa requires cities to hold a public hearing on the plans, specifications, form of contract and estimate of costs prior to the award of construction contracts.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windsor Heights, Iowa, as follows: that the City Clerk be and is hereby directed to publish notice of hearing once in such newspaper, the publication to be not less than four days nor more than twenty days prior to the date hereinafter fixed as the date for a public hearing on the plans, specifications, form of contract and estimate of costs for the project, the hearing to be on March 16, 2020, at 6:00 p.m.

Passed and approved this 2nd Day of March, 2020.

Dave Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk

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

503155-9

Windsor Heights, Iowa

March 2, 2020

The City Council of the City of Windsor Heights, Iowa, met on March 2, 2020, at 6 o'clock, p.m., at the Council Chambers, 1133 66th Street, in the City, for the purpose of setting a date for a public hearing on the designation of an expanded urban renewal area and on a proposed urban renewal plan amendment. The Mayor presided and the roll being called, the following members of the Council were present and absent:

Present: _____

Absent: _____.

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

Ayes: _____

Nays: _____.

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

RESOLUTION NO. 2020-27

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

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

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

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

WHEREAS, an amendment (the “Amendment”) to the Plan has been prepared which (1) covers the addition of the Property to the Urban Renewal Area; and (2) authorizes the undertaking of new urban renewal projects in the Urban Renewal Area consisting of (a) using tax increment financing to pay the costs of the 73rd Street Reconstruction Project; and (b) using tax increment financing to pay the costs of planning and designing the Center Street Bike Hub Development Project; and

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

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

Section 1. This City Council will meet at the _____, Windsor Heights, Iowa, on April 6, 2020, at _____ o’clock __.m., at which time and place it will hold a public hearing on the designation of the expanded Urban Renewal Area described in the preamble hereof and on the Amendment.

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

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

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

Passed and approved March 2, 2020.

Mayor

Attest:

City Clerk

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

Notice Is Hereby Given: That at _____ o'clock ____m., at the _____, Windsor Heights, Iowa, on April 6, 2020, the City Council of the City of Windsor Heights will hold a public hearing on the question of amending the urban renewal plan (the "Plan") for the Windsor Heights Consolidated Urban Renewal Area and designating an expanded Windsor Heights Consolidated Urban Renewal Area (the "Urban Renewal Area"), pursuant to Chapter 403, Code of Iowa, by adding and including all the property (the "Property") generally described as follows:

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

801 73rd Street (Parcels - 48, 49, & VAC) Bk. 16000, Pg. 86 Inst#15-200551, PID 292/02126-002-002

All of that part of Lot 48 in Windsor Place, an official Plat, lying Southeasterly of the following described line: Beginning at a point on the Southeasterly line of said Lot 48 which is 80ft Northeasterly of the Southeasterly corner of said Lot 48, thence Northwesterly to a point on the West line of said Lot 48 which is 155ft Northerly of the Southwesterly corner of said lot 48;

All of that part of Lot 49 in Windsor Place, an official Plat, lying South and West of the following described line: Beginning at a point on the Northwesterly line of said Lot 49 which is 160ft normally distant North of the South line of said Lot 49, thence Southeasterly 42.0ft, thence South 59.22ft; thence West 27.0ft; thence South 38.74ft;

That part of the South 1/2 of the Northwest 1/4 of Section 2, Township 78 North, Range 25 West of the 5th P.M. described as follows: Beginning at a point on the West line of the Northwest 1/4 of said Section 2, 210.00 feet North of the West Quarter Corner of said Section 2, 61.6ft, thence Southeasterly along the Railroad Right of Way line 159.7ft to a point on the North line 116.85ft, thence North 22.21ft, thence Northwesterly 277.43 feet to the point of beginning;

A parcel of land in Lots 48 and 49 Windsor Place, an official Plat, City of Windsor Heights Polk County, Iowa, that is more particularly described as follows: Beginning at a point on the East line of Lot 19, Ashworth, an official Plat, said point being 215.0ft North of the Southeast corner of said Lot 19; thence N87°50'02"E, 95.0ft to a point; thence S38°52'54"E, 264.51ft to a point; thence S00°06'22"W 10.0ft to a point; thence N80°25'04"W, 42.0ft to a point on the Northwesterly line of said Lot 49 which is 160ft normally distant North of the South line of said Lot 49; thence N46°55'50"W 330.60ft to the point of beginning. All now included in and forming a part of the City of Windsor Heights, Polk County, Iowa.

803 73rd Street (Parcel - 19) Book 16000, Page 86-88 Inst#15-200551 PID 292/00080-002-000

That part of Lot 19 in Ashworth, an official Plat, described as follows: Beginning at the Southeast corner of said Lot 19, thence North 215.0ft on the East line thereof, thence West 192.0ft to the Southwesterly line of said Lot 19, thence Southeasterly 288.3ft on said line to the point of beginning.

953 73rd Street (Parcel - 19) Book 16875, Page 456 Inst#2017-76951 PID 292/00080-004-000

The North 575 feet of Lot 19 in Ashworth, except that part described as: Beginning at the N.E. corner of Lot 19 of Ashworth; thence S00°48'30"E, along the East line of said Lot 19, 545.61 ft to the approximate Centerline of Walnut Creek; thence N39°07'59"W, along the approximate Centerline of Walnut Creek, 57.80 feet; thence N12°48'16"W along the approximate Centerline of Walnut Creek 432.98 feet; thence N67°58'20"W, along the approximate Centerline of Walnut Creek, 238.21 feet to a point on the North line of said Lot 19 of Ashworth; thence S88°16'20"E, along the north line of said Lot 19, 344.67 feet to the point of beginning. All now included in and forming a part of the City of Windsor Heights Polk County, Iowa.

6901 Center St. (Parcel - 2016-206) Bk 17577, Pg 919 Inst# 2019-00071269 PID292/02126-004-002

An Irregular shaped portion of vacated Hoak Drive and Lot 49 Windsor Place, an Official Plat Windsor Heights, Polk County, Iowa, is more particularly described as follows: Commencing at the Southeast corner of the Parcel of land described in the Warranty Deed Recorded in Book 14275 at Page 202 in the Office of the Polk County Iowa Recorder; thence N89°58'34"W along the North Right of Way line of Center Street as it is presently established, a distance of 291.97 feet to the point of beginning; thence continuing N89°58'34"W along said North Right of Way line, a distance of 111.38 feet, thence N00°00'43"W a distance of 60.95 feet; thence S89°34'34"E, a distance of 27.00 feet; thence N00°00'43"W, a distance of 59.22 feet; thence S83°09'39"E, a distance of 81.85 feet; thence S01°37'52"E, a distance of 110.31 feet to the point of beginning.

Subject to and together with any and all easement and restrictions of record.

6899 Center St. (Parcel - 2016-207) Bk 17577, Pg 919 Inst# 2019-00041687 PID 292/02126-004-003

An irregular shaped portion of Lot 49 Windsor Place, an Official Plat, Windsor Heights, Polk County, Iowa, being more particularly described as follows: Beginning at the Southeast Corner of the Parcel of Land described in the Warranty Deed recorded in Book 14275 at Page 202 in the Office of the Polk County Iowa Recorder; thence N89°58'34"W along the North Right of Way line of Center Street as it is presently established, a distance of 291.97 feet; thence N01°37'52"W, a distance of 110.31 feet; the S83°09'39"E, a distance of 297.21 feet; thence S00°00'43"E, a distance of 75.00 feet to the point of beginning.

Subject to and together with any and all easements and restrictions of record.

Tract of Land, North of Center Street, South of I235, Bk 4799, Pg 78 PID 292/02125-002-001

A tract of land located in Lots 48 and 49 of Windsor Place and Outlot X of Windsor Park, Official Plats, in Windsor Heights, Polk County, Iowa, described as follows:

Commencing at the NE Corner of Lot 1 of Said Windsor Park; thence southerly 125 feet; thence southerly 330 feet on the east line of Lot 84, 85, 86, 87 and 88 of Windsor Park; thence westerly 885 feet to the Point of Beginning; thence southeasterly to a point 200 feet westerly from the SE Corner of Said Outlot X; thence westerly to a point 500 feet westerly and 33 feet northerly of the SE Corner of Lot 49 of Said Windsor Place; thence northerly to a point 500 feet west and 108 feet north of the SE Corner of Said Lot 49; thence northwesterly to a point on the northwesterly line of Said Lot 49 which is 160 feet normally distant from the south line of Said Lot 49; thence to a point on the southeasterly line of Lot 48, which is 80 feet northeasterly of the southeasterly corner of Said Lot 48; thence northwesterly to a point on the west line of Said Lot 48, which is 155 feet northerly of the southwest corner of Said Lot 48; thence easterly to the Point of Beginning, containing 5.9 acres, more or less.

I235 Right-of-Way

That part of Section 3, Township 78 North, Range 25 West of the 5th P.M., Polk County, Iowa, lying east of 73rd Street, that is now part of the Interstate #235 Right-of-Way;

And also;

That part Windsor Place, an Official Plat in the Town of Windsor Heights, Polk County, Iowa, that is now part of the Interstate #235 Right-of-Way.

The proposed amendment to the Plan brings the property described above in to the Urban Renewal Area and makes it subject to the provisions of the Plan. The amendment also authorizes the undertaking of new urban renewal projects in the Urban Renewal Area consisting of (i) using tax increment financing to pay the costs of the 73rd Street Reconstruction Project; and (ii) using tax increment financing to pay the costs of planning and designing the Center Street Bike Hub Development Project.

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

Travis Cooke
City Clerk

• • • • •

On motion and vote the meeting adjourned.

Mayor

Attest:

City Clerk

EXHIBIT A
Legal Description
Expanded Windsor Heights Consolidated Urban Renewal Area
(April, 2020 Addition)

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

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All of that part of Lot 49 in Windsor Place, an official Plat, lying South and West of the following described line: Beginning at a point on the Northwesterly line of said Lot 49 which is 160ft normally distant North of the South line of said Lot 49, thence Southeasterly 42.0ft, thence South 59.22ft; thence West 27.0ft; thence South 38.74ft;

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Subject to and together with any and all easement and restrictions of record.

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And also;

That part Windsor Place, an Official Plat in the Town of Windsor Heights, Polk County, Iowa, that is now part of the Interstate #235 Right-of-Way.

February 26, 2020

VIA EMAIL

Mark Arentsen
Interim City Administrator/City Hall
Windsor Heights, IA

Re: Windsor Heights Consolidated Urban Renewal Area (April, 2020 Addition)
Our File No. 503155-9

Dear Mark:

We have prepared the attached materials which will enable the City Council to act on March 2, 2020 to set April 6, 2020 as the date for a public hearing on the expansion of the Windsor Heights Consolidated Urban Renewal Area and on an amendment to the existing urban renewal plan for the Area.

The notice which is included in the attached resolution must be published once, not less than four (4) and not more than twenty (20) days prior to the date selected for the hearing. The last date on which the notice can effectively be published is April 2, 2020. Please print a separate copy of the notice for delivery to the newspaper and email a copy of the published notice to orngard.severie@dorsey.com.

In addition to publishing the notice of a hearing, a copy of the amendment to the urban renewal plan must be submitted to the Planning and Zoning Commission, and the Commission must provide a written recommendation to the City Council with respect to whether the amendment is in conformance with the City's general or comprehensive plans.

Also, a "consultation session" must be set up with Polk County, the Des Moines Independent Community School District, and the West Des Moines Community School District. Please refer to my separate letter attached for further details.

Please return one fully executed set of these proceedings, once all the actions have been taken, and contact John Danos or me if you have any questions.

Kind regards,

Amy Bjork

Attachments

cc: Travis Cooke

February 26, 2020

VIA EMAIL

Mark Arentsen
Interim City Administrator/City Hall
Windsor Heights, IA

Re: Windsor Heights Consolidated Urban Renewal Area Amendment/Consultation
Session
Our File Number: 503155-9

Dear Liz:

The Iowa Urban Renewal Law requires that the City provide information concerning a proposed urban renewal plan amendment to certain other governmental bodies which might be affected by the use of tax increment financing within the amended urban renewal area. Specifically, the City must send a copy of the urban renewal plan amendment and an invitation to attend a meeting to discuss the urban renewal plan amendment to any county and school district whose jurisdiction covers any property to be included within the amended urban renewal area. This consultation must be held at least two weeks before the public hearing.

It is our understanding that the property within the City's amended urban renewal area would affect Polk County, the Des Moines Independent Community School District, and the West Des Moines Community School District.

Attached is a draft letter which you may use in order to provide notification to these governmental entities of the date, time and place of a meeting at which they may discuss the urban renewal plan amendment. The law does not require that this be a meeting of the City Council, and you may use your discretion about who represents the City at the meeting.

Along with the letter, you should send a copy of the urban renewal plan amendment and a copy of the notice of the public hearing on the urban renewal plan amendment.

According to our records, here are the mailing addresses for the individuals who should receive the notification letter and the enclosures:

Board of Supervisors
c/o Polk County Auditor
Polk County Courthouse
111 Court Avenue
Des Moines, Iowa 50309



Page 2

Superintendent
Des Moines Independent Community School District
2323 Grand Avenue
Des Moines, Iowa 50312

Superintendent
West Des Moines Community School District
3550 Mills Civic Parkway
West Des Moines, Iowa 50265

Please call John Danos or me if you have questions.

Kind regards,

Amy Bjork

Attachment

cc: Travis Cooke

[City letterhead]

DATE: _____

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

FROM: City Council
City of Windsor Heights, Iowa

RE: Windsor Heights Consolidated Urban Renewal Area Amendment

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

The meeting to discuss our urban renewal plan amendment has been set for _____, 2020, at _____ o'clock __.m. at the _____ in Windsor Heights. If you are unable to send a representative to the meeting, we invite your written comments. In addition, Section 403.5 gives your designated representative the right to make written recommendations concerning the urban renewal plan amendment no later than seven days following the date of the meeting.

The City Council will also hold a public hearing on this urban renewal plan amendment at _____ o'clock __.m. on April 6, 2020, and a copy of the notice of hearing is enclosed for your information.

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

Enclosure

March 3, 2020

To: City of Windsor Heights Planning & Zoning Commission

From: John P. Danos and Amy Bjork, Bond Counsel

Re: Windsor Heights Consolidated Urban Renewal Area/Urban Renewal Plan Amendment

A public hearing will be held by the City Council on April 6, 2020 on a proposed amendment to the urban renewal plan for the Windsor Heights Consolidated Urban Renewal Area to add the property legally described in the proposed amendment and to approve a new urban renewal project. We have prepared this memorandum to assist the Commission in performing its role in this process.

Section 403.5 of the Code of Iowa requires that, before they hold a public hearing, the City Council must submit a copy of the proposed plan amendment to the Commission, “for review and recommendations as to its conformity with the general plan for the development” of the City. The statute does not require that the Commission hold a hearing on the proposed plan amendment, nor does it require that the Commission take any action to either approve or reject the proposed plan amendment. It directs that the Commission review the plan amendment and comment to the City Council as to whether the plan amendment conforms to, or is consistent with, the City’s Comprehensive Plan. Please complete your review and submit any comments to the City Council by Noon on April 6, 2020.

Please call us at (515) 283-1000 if you have questions about the statutory process.

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

April, 2020

The Urban Renewal Plan (the “Plan”) for the Windsor Heights Consolidated Urban Renewal Area (the “Urban Renewal Area”) is being amended for the purposes of (1) adding certain real property to the Urban Renewal Area and (2) identifying new urban renewal projects to be undertaken therein.

1) Addition of Property. The real property (the "Property") legally described on Exhibit A hereto includes the April, 2020 Addition to the Urban Renewal Area. With the adoption of this Amendment, the City will designate the April, 2020 Addition as an economic development area. The April, 2020 Addition will become subject to the provisions of the Plan for the Urban Renewal Area.

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

A.

Name of Project: 73rd Street Reconstruction Project

Name of Urban Renewal Area: Windsor Heights Consolidated Urban Renewal Area

Date of Council Approval of Project: April 6, 2020

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

It is expected that the completed 73rd Street Reconstruction Project will cause increased and improved ability of the City to provide adequate transportation infrastructure for the growth and retention of commercial enterprises in the City.

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

Description of Use of TIF for the Project: It is anticipated that the City will pay for the Project with either borrowed funds and/or the proceeds of an internal advance of City funds on-hand. In any case, the City's obligation will be repaid with incremental property tax revenues derived from the Urban Renewal Area. It is anticipated that the City's use of incremental property tax revenues for the Project will not exceed \$10,000,000.

B.

Name of Project: Center Street Bike Hub Development Project – Design Phase

Name of Urban Renewal Area: Windsor Heights Consolidated Urban Renewal Area

Date of Council Approval of Project: April 6, 2020

Description of the Project and Project Site: The City will hire the necessary consultants and professionals to undertake a bridge location study and to assist with the planning and design of the Center Street Bike Hub Development Project (the "Bike Hub Planning Phase Project"). It is anticipated the Bike Hub Planning Phase Project will consist of the construction of vehicle parking, shelter and restroom facilities to serve the Walnut Creek Trail on a portion of the Property (as described in Section 1 herein).

The City has found that provision of superior recreational facilities is necessary for the enhancement and maintenance of economic development in the community, and the City is hereby authorized to use its urban renewal powers to complete the Bike Hub Planning Phase Project.

Description of Use of TIF for the Project: It is anticipated that the City will pay for the Bike Hub Planning Phase Project with borrowed funds and/or the proceeds of an internal advance of City funds on-hand. In any case, the City's obligations will be repaid with incremental property tax revenues derived from the Urban Renewal Area. It is anticipated that the City's use of incremental property tax revenues for the Bike Hub Planning Phase Project will not exceed \$275,000.

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

Constitutional debt limit of the City:	<u>\$22,065,274</u>
Outstanding general obligation debt of the City:	<u>\$4,755,000</u>
Proposed debt to be incurred under this April, 2020 Amendment*:	<u>\$10,275,000</u>

*Plus any interest expense incurred by the City on any borrowing undertaken for the funding of the Project described in this Amendment.

EXHIBIT A
Legal Description
Expanded Windsor Heights Consolidated Urban Renewal Area
(April, 2020 Addition)

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

801 73rd Street (Parcels - 48, 49, & VAC) Bk. 16000, Pg. 86 Inst#15-200551, PID 292/02126-002-002

All of that part of Lot 48 in Windsor Place, an official Plat, lying Southeasterly of the following described line: Beginning at a point on the Southeasterly line of said Lot 48 which is 80ft Northeasterly of the Southeasterly corner of said Lot 48, thence Northwesterly to a point on the West line of said Lot 48 which is 155ft Northerly of the Southwesterly corner of said lot 48;

All of that part of Lot 49 in Windsor Place, an official Plat, lying South and West of the following described line: Beginning at a point on the Northwesterly line of said Lot 49 which is 160ft normally distant North of the South line of said Lot 49, thence Southeasterly 42.0ft, thence South 59.22ft; thence West 27.0ft; thence South 38.74ft;

That part of the South 1/2 of the Northwest 1/4 of Section 2, Township 78 North, Range 25 West of the 5th P.M. described as follows: Beginning at a point on the West line of the Northwest 1/4 of said Section 2, 210.00 feet North of the West Quarter Corner of said Section 2, 61.6ft, thence Southeasterly along the Railroad Right of Way line 159.7ft to a point on the North line 116.85ft, thence North 22.21ft, thence Northwesterly 277.43 feet to the point of beginning;

A parcel of land in Lots 48 and 49 Windsor Place, an official Plat, City of Windsor Heights Polk County, Iowa, that is more particularly described as follows: Beginning at a point on the East line of Lot 19, Ashworth, an official Plat, said point being 215.0ft North of the Southeast corner of said Lot 19; thence N87°50'02"E, 95.0ft to a point; thence S38°52'54"E, 264.51ft to a point; thence S00°06'22"W 10.0ft to a point; thence N80°25'04"W, 42.0ft to a point on the Northwesterly line of said Lot 49 which is 160ft normally distant North of the South line of said Lot 49; thence N46°55'50"W 330.60ft to the point of beginning. All now included in and forming a part of the City of Windsor Heights, Polk County, Iowa.

803 73rd Street (Parcel - 19) Book 16000, Page 86-88 Inst#15-200551 PID 292/00080-002-000

That part of Lot 19 in Ashworth, an official Plat, described as follows: Beginning at the Southeast corner of said Lot 19, thence North 215.0ft on the East line thereof, thence West 192.0ft to the Southwesterly line of said Lot 19, thence Southeasterly 288.3ft on said line to the point of beginning.

953 73rd Street (Parcel - 19)Book 16875, Page 456 Inst#2017-76951 PID 292/00080-004-000

The North 575 feet of Lot 19 in Ashworth, except that part described as: Beginning at the N.E. corner of Lot 19 of Ashworth; thence S00°48'30"E, along the East line of said Lot 19, 545.61 ft to the approximate Centerline of Walnut Creek; thence N39°07'59"W, along the approximate Centerline of Walnut Creek, 57.80 feet; thence N12°48'16"W along the approximate Centerline of Walnut Creek 432.98 feet; thence N67°58'20"W, along the approximate Centerline of Walnut Creek, 238.21feet to a point on the North line of said Lot 19 of Ashworth; thence S88°16'20"e, along the north line of said Lot 19, 344.67 feet to the point of beginning. All now included in and forming a part of the City of Windsor Heights Polk County, Iowa.

6901 Center St. (Parcel - 2016-206) Bk 17577, Pg 919 Inst# 2019-00071269 PID292/02126-004-002

An Irregular shaped portion of vacated Hoak Drive and Lot 49 Windsor Place, an Official Plat Windsor Heights, Polk County, Iowa, is more particularly described as follows: Commencing at the Southeast corner of the Parcel of land described in the Warranty Deed Recorded in Book 14275 at Page 202 in the Office of the Polk County Iowa Recorder; thence N89°58'34"W along the North Right of Way line of Center Street as it is presently established, a distance of 291.97 feet to the point of beginning; thence continuing N89°58'34"W along said North Right of Way line, a distance of 111.38 feet, thence N00°00'43"W a distance of 60.95 feet; thence S89°34'34"E, a distance of 27.00 feet; thence N00°00'43"W, a distance of 59.22 feet; thence S83°09'39"E, a distance of 81.85 feet; thence S01°37'52"E, a distance of 110.31 feet to the point of beginning.

Subject to and together with any and all easement and restrictions of record.

6899 Center St. (Parcel - 2016-207) Bk 17577, Pg 919 Inst# 2019-00041687 PID 292/02126-004-003

An irregular shaped portion of Lot 49 Windsor Place, an Official Plat, Windsor Heights, Polk County, Iowa, being more particularly described as follows: Beginning at the Southeast Corner of the Parcel of Land described in the Warranty Deed recorded in Book 14275 at Page 202 in the Office of the Polk County Iowa Recorder; thence N89°58'34"W along the North Right of Way line of Center Street as it is presently established, a distance of 291.97 feet; thence N01°37'52"W, a distance of 110.31 feet; the S83°09'39"E, a distance of 297.21 feet; thence S00°00'43"E, a distance of 75.00 feet to the point of beginning.

Subject to and together with any and all easements and restrictions of record.

Tract of Land, North of Center Street, South of I235, Bk 4799, Pg 78 PID 292/02125-002-001

A tract of land located in Lots 48 and 49 of Windsor Place and Outlot X of Windsor Park, Official Plats, in Windsor Heights, Polk County, Iowa, described as follows:

Commencing at the NE Corner of Lot 1 of Said Windsor Park; thence southerly 125 feet; thence southerly 330 feet on the east line of Lot 84, 85, 86, 87 and 88 of Windsor Park; thence westerly 885 feet to the Point of Beginning; thence southeasterly to a point 200 feet westerly from the SE Corner of Said Outlot X; thence westerly to a point 500 feet westerly and 33 feet northerly of the SE Corner of Lot 49 of Said Windsor Place; thence northerly to a point 500 feet west and 108 feet north of the SE Corner of Said Lot 49; thence northwesterly to a point on the northwesterly line of Said Lot 49 which is 160 feet normally distant from the south line of Said Lot 49; thence to a point on the southeasterly line of Lot 48, which is 80 feet northeasterly of the southeasterly corner of Said Lot 48; thence northwesterly to a point on the west line of Said Lot 48, which is 155 feet northerly of the southwesterly corner of Said Lot 48; thence easterly to the Point of Beginning, containing 5.9 acres, more or less.

I235 Right-of-Way

That part of Section 3, Township 78 North, Range 25 West of the 5th P.M., Polk County, Iowa, lying east of 73rd Street, that is now part of the Interstate #235 Right-of-Way;

And also;

That part Windsor Place, an Official Plat in the Town of Windsor Heights, Polk County, Iowa, that is now part of the Interstate #235 Right-of-Way.



Monday Communiqué

For several weeks, Metro Waste Authority has worked to finalize the details for financing the Material Recovery Facility (MRF). Most recently, I learned each voting member will be required to adopt a resolution, authorizing MWA's intent to enter into a loan agreement with Polk County.

Dorsey & Whitney LLP, bond counsel for MWA, prepared a resolution and memorandum, which I began distributing to city managers last week and will continue into this week, too. The resolution approves MWA's intent to borrow money in three respects:

- 1) \$24,500,000 to fund the MRF
- 2) \$8,000,000 to refund the outstanding Taxable Revenue Note (Grimes Transfer Station Project), Series 2014 either now, or in the future
- 3) Authority to issue additional indebtedness not to exceed an aggregate principal amount outstanding at any time of \$50,000,000

Should we decide to refinance the outstanding balance of the Taxable Revenue Note (Grimes Transfer Station Project), we plan to pay off the loan by 2021. Additionally, the \$50,000,000 limit allows MWA to fund additional indebtedness without requesting separate member approval. This provides MWA approximately \$17,000,000 for future projects or cell development, if necessary.

Timely approval of the resolution is critical to ensure the project remains on time to be fully operational by October 2021. If you anticipate any hesitation or questions from your respective city council, please let me know, as I am happy to make myself, or a member of my staff, available to attend the city council meeting to accompany the resolution on the agenda. We hope every member community will return an executed copy of the resolution by the end of March, so the loan disbursement will be available to MWA in early June this year.

The resolution and authorization from each member is one of the final procedural steps necessary to proceed with the Polk County loan agreement, but I'm overall very pleased with the progress we're making to design, build, and operate the MRF 19 months from now.

If you have questions or concerns about the resolution, please contact me as soon as possible.

Cheers,

Michael McCoy
515.323.6535
mmc@mwatoday.com

M E M O R A N D U M

To: Members of the Metro Waste Authority

From: Michael McCoy

Date: February 11, 2020

Re: Member resolution for financing authority granted to Board of the Metro Waste Authority

As previously discussed the Board of the Authority has begun the process of financing the construction of a material recovery facility and, in accordance with the Code of Iowa, each member of the Authority (a "Member") will be required to adopt a resolution that confirms the ability of the Board to complete the financing.

The attached resolution has been prepared by bond counsel in order for each Member of Metro Waste Authority to authorize the Board of the Metro Waste Authority to borrow money in three respects:

1. Granting to the Board the authority to borrow not to exceed \$24,500,000 for the purpose of funding a material recovery facility, and
2. Granting to the Board the authority for refunding now, or in the future, the outstanding approximate \$8,000,000 Taxable Note (Grimes Solid Waste Transfer Station Project), Series 2014, and
3. Granting to the Board the authority to issue additional indebtedness not to exceed an aggregate principal amount outstanding at any time of \$50,000,000.

The resolution confirms indebtedness of the Authority will be repaid solely from the net revenues of the Authority and is not a general obligation of any of the Members. In addition, each Member acknowledges the intent of the Authority to borrow on a federal tax-exempt basis and acknowledges the tax-exempt indebtedness will be apportioned amongst the Members and count against the annual \$10,000,000 bank-qualification of the Members.

Please present this resolution to your city council or board of supervisors as soon as possible, and return an executed copy of your resolution to the Authority office.

Please do not hesitate to contact Michael McCoy at 515.323.6535 or mmc@mwatoday.com to the extent you have any questions.

METRO WASTE AUTHORITY MEMBER RESOLUTION –CITY

RESOLUTION NO. 2020-28

Resolution authorizing and approving the Des Moines Metropolitan Area Solid Waste Agency d/b/a Metro Waste Authority to enter into a loan agreement and providing for the issuance and securing the payment of a Material Recovery Facility Solid Waste Disposal Revenue Note, Series 2020, in a principal amount not to exceed \$24,500,000, refund current outstanding indebtedness and maintain outstanding indebtedness in an aggregate principal amount not to exceed \$50,000,000

WHEREAS, the Metro Waste Authority (the “Authority”) has proposed to enter into a loan agreement (the “Loan Agreement”) in a principal amount not to exceed \$24,500,000 in accordance with the provisions of the Authority’s Intergovernmental Agreement pursuant to which the Authority was created (the “Intergovernmental Agreement”) for the purpose of financing a material recovery facility, related improvements, funding a debt service reserve fund, if necessary, and paying for costs of issuance of a note or bond (the “Series 2020 Note”) (collectively referred to as the “Project”); and

WHEREAS, the Authority currently has outstanding an approximately \$8,000,000 Taxable Revenue Note (Grimes Solid Waste Transfer Station Project), Series 2014 (the “Series 2014 Note”); and

WHEREAS, the Authority from time to time may find it necessary to fund additional indebtedness and/or to refund outstanding indebtedness for any lawful purpose and in accordance with the Authority’s Intergovernmental Agreement; and

WHEREAS, the City of Windsor Heights (the “City”) is a Member of the Metro Waste Authority and it is necessary for each Member of the Authority to approve incurring indebtedness payable from the net revenues of the Authority;

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

Section 1. It is hereby determined that the Authority may enter into a Loan Agreement and issue the Series 2020 Note in an aggregate principal amount not to exceed \$24,500,000 with such terms, reserves, provisions, covenants and requirements as shall be determined and approved by resolution of the Board of the Authority.

Section 2. It is hereby determined the Authority may revise, restructure, amend, refund and defease the Series 2014 Note with such terms, reserves, provisions, covenants and requirements as shall be determined and approved by resolution of the Board of the Authority.

Section 3. It is hereby determined the Authority shall be granted the authority to incur indebtedness in any form, in one or more series, and from time to time as shall be determined necessary to carry out the purposes of the Authority with such terms, reserves, provisions, covenants and requirements as shall be determined and approved by resolution of the Board of the Authority. Indebtedness may be issued by the Authority for any lawful purpose as set forth in the Code of Iowa and in accordance with the Intergovernmental Agreement in an aggregate principal amount not to be outstanding at any given time in excess of \$50,000,000.

Section 4. Repayment of any indebtedness, incurred pursuant to the authority granted by this Resolution, including the Series 2020 Note, shall be payable solely from net revenues of the Authority. Any indebtedness issued pursuant to this resolution shall not be an obligation of any Member of the Authority and shall not be payable from or constitute a lien against the general fund of any of the Members. No Member shall be in any manner liable by reason of the failure of the net revenues of the Authority to be sufficient for the payment in whole or in part of the indebtedness issued pursuant hereto and the interest thereon.

Indebtedness issued pursuant to the grant of authority provided hereto shall not be a general obligation of the Authority but, together with any additional obligations as may be hereafter issued by the Authority and outstanding from time to time ranking on a parity therewith is payable solely and only from net revenues of the Authority, a sufficient portion of which will be ordered set aside and pledged for that purpose by the Authority.

Section 5. It is the intention of the Authority, when possible, that interest on the Authority's indebtedness, including the Series 2020 Note, be and remain excluded from gross income for federal income tax purposes pursuant to the appropriate provisions of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations in effect with respect thereto (all of the foregoing herein referred to as the "Internal Revenue Code"). In furtherance thereof the Authority, and this Member, covenants to comply with the provisions of the Internal Revenue Code as they may from time to time be in effect or amended and further covenants to comply with applicable future laws, regulations, published rulings and court decisions as may be necessary to insure that the interest on the indebtedness of the Authority will remain excluded from gross income for federal income tax purposes. Any and all of the officers of the Authority are hereby authorized and directed to take any and all actions as may be necessary to comply with the covenants herein contained.

Section 6. The City further certifies when indebtedness of the Authority will be issued as a tax-exempt obligation the City shall recognize a percentage portion of the indebtedness incurred equal to the benefit provided to the City with respect to the indebtedness, to be determined by the Authority upon closing, and will be counted against the City with respect to the City's determination of its compliance with section 265 of the Internal Revenue Code for the calendar year in which the indebtedness is incurred, and to the extent the City plans to issue tax-exempt obligations for its own purposes the City's share of the percentage portion of the Authority's indebtedness will be included for the City's calculation of the City's requirements for compliance with section 265 of the Internal Revenue Code. The City further certifies it shall be the responsibility of the City to maintain compliance with the City's indebtedness regarding compliance with section 265 of the Internal Revenue Code.

Section 7. The City understands and agrees with respect to this resolution that Dorsey & Whitney LLP ("Dorsey") represents the Authority in connection with the purposes of this Resolution and pursuant to the Authority documents, and, the City hereby consents to such representation to the extent such a representation may be a conflict of interest with Dorsey's representation of the City with respect to other matters, and the City hereby waives any such conflict and consents to Dorsey's representation of the Authority with respect to the aforementioned matters.

Section 8. If any section, paragraph, clause or provision of this resolution shall be held invalid, the invalidity of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this resolution.

Section 9. All resolutions and orders or parts thereof in conflict with the provisions of this resolution are, to the extent of such conflict, hereby repealed.

Section 10. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved this 2nd day of March, 2020.

David Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk

RESOLUTION NO. 2020-29

**A RESOLUTION ACCEPTING A PROPOSAL FROM KEY ELEMENTS
CONSULTING SERVICES FOR PERSONNEL SERVICES IN AN AMOUNT
NOT TO EXCEED \$6,365**

WHEREAS, the City of Windsor Heights is a small city in the Des Moines Metropolitan Area; and

WHEREAS, the City of Windsor Heights competes with larger, surrounding municipalities for employees; and

WHEREAS, the City wishes to offer competitive wages, accurate job descriptions, and is in need of a complete review of its personnel policies.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Windsor Heights, Iowa, that the City Council hereby accepts the proposal from Key Elements Consulting dated February 21, 2020 for work involving a compensation/wage study, job description review, and personnel policies for an amount not to exceed \$6365 with completion to occur on approximately April 1, 2020.

PASSED AND APPROVED this 2nd day of March 2020.

David Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk

PERSONNEL SERVICES COSTS

FEBRUARY 27, 2020

<u>FIRM</u>	<u>WAGE REVIEW</u>	<u>JOB DESCRIPTIONS</u>	<u>PERS POLS</u>	<u>TOTAL</u>
Key Elements	\$2,600	\$1,300	\$2,800	\$6,700
		5% reduction (\$335)		<u>-\$335</u>
				\$6,365
Gov HR USA	\$6,750 +expenses	\$2,800	\$2,500	\$12,050 +



PERSONNEL CONSULTING SERVICES PROPOSAL

for

CITY OF WINDSOR HEIGHTS

February 21, 2020

We appreciate the mission of the City of Windsor Heights to provide your residents, businesses and visitors a safe environment and exceptional city services through a team-orientated and fiscally responsible approach, in order to create a unique, sustainable and vibrant community. Your desire to take a proactive approach to find sustainable human resource solutions that supports the growth and retention of key talent in order to continually provide exceptional services to your community is admirable. We would be honored to serve your City's goals and mission through our efforts as strategic human resource and organizational improvement consultants.

WHO WE ARE

Key Elements Consulting, LLC is an organizational excellence and strategic human resources consulting firm based in the Des Moines metro area and serves clients all across the Midwest. Kim Peterson and KC Claussen Tabor, managing partners, formed Key Elements Consulting after gaining over 30 years collective experience working in the business of people in the for profit, employee-owned and non-profit sectors. We've been on all sides of the table from optimizing operations to developing, facilitating and executing on visioning strategies. Along the way we've partnered with boards and senior executives as well as working teams and consultants on organizational development initiatives. Our goal is to add value through fundamental to innovative solutions based on each client's unique needs. We support these initiatives by ensuring a focus on the human side of change management.

OUR TEAM

Kim Peterson, MBA, SPHR, SHRM-SCP, CPC is an experienced strategic business operations professional. She is recognized for successfully developing, implementing, and managing programs including large-scale strategic change initiatives that align business strategies and goals, ensuring progressive and sustainable growth organization-wide. Kim is an effective communicator with outstanding consulting, facilitating, coaching, mentoring, and training skills. She's a complex problem solver who works collaboratively with all stakeholders to ensure widespread organizational support. Kim has an MBA in Organizational Development, a bachelor's in Accounting, is an iPEC Certified Professional Coach (CPC) with an emphasis in executive and corporate coaching and has multiple HR certifications. Kim previously served as a board member for a non-profit and is currently serving on a non-profit board's policy committee.

KC Claussen Tabor, MPA, PMP, PHR, SHRM-CP has been in the human resources field for over a decade, primarily within the retail/convenience and healthcare industries. She has implemented successful people strategies including talent management, employee relations, training and workforce planning. KC has experience on both small and large-scale projects including implementing new systems, policy and procedure development, event planning and leading communications surrounding change to broad and diverse audiences. She has effectively partnered with business leaders to identify and solve operational needs from a human capital perspective. KC has her Master's in Public Administration, bachelor's degree in Psychology and Business Management, is certified in Project Management and holds multiple HR certifications. KC currently serves as a board member for a non-profit organization and participates on their executive committee and organizational effectiveness committee.

WINDSOR HEIGHTS' GOALS & OBJECTIVES

The City of Windsor Heights is one of the smaller cities in the Des Moines area and competes for talent with larger, surrounding municipalities and business. We are addressing three key areas outlined in this proposal to build a solid human resources foundation to support the attraction and retention of key talent in a tight labor market.

Services provided under the first two key areas outlined below are focused on the seven positions listed in the RFP:

- Public Safety Director/Chief of Police
- Police Captain
- Public Works Director
- Public Works Supervisor
- City Clerk
- Finance Director
- Communications/Recreation Coordinator

Compensation/Wage Study (Fee: \$2,600.00)

A compensation/wage study is important to provide current, comparable data to benchmark an organization's pay practices against to determine where they are relative to market rates for similarly situation roles. Further, this information can help inform an organization's compensation philosophy and whether they lead, meet or lag the market in remuneration relative to their full value proposition as an employer.

- **Compensation/Wage Study** (Fee quoted above): Wage review for the seven identified positions as follows:
 - Conduct survey of wage rates for equivalent roles in similarly sized cities in Iowa;
 - Conduct survey of wage rates for equivalent roles in nearby larger cities that are likely a great source of direct competition for key talent;
 - Perform analysis of wage data and develop a compensation report for city officials.
 - Note, we recommend that the job description review process be completed prior to conducting the wage survey and pricing comparisons. This will ensure that the seven roles being quoted can be compared equitably with outside sources or if there are known differences in responsibility/authority level, this can be taken into account during the analysis.
 - Consultant will work closely with City to determine and meet their expected milestone and completion dates based upon City staff availability and organizational approval process.

Along with providing a comprehensive wage study, we also want to offer additional non-financial strategies to attract and retain key talent throughout your organization. Small to midsize municipalities

often times experience challenges keeping up with market demand as it relates to compensation for key talent. We advise clients in these situations to develop creative non-financial strategies in addition to financial remuneration to attract and retain key talent.

- **Additional Options** (Fees can be quoted based on scope after additional discussion):
 - **Ideal Career Vision Development Program** - Partner with team members to create individualized development programs that provide a defined: career path, investment in training (time/financial), mentoring plan, and identified areas of speciality for additional development opportunities and growth.
 - **Performance Management Program** - Well prepared and executed performance management programs create an environment where expectations are clearly defined and tied to assigned responsibilities and organizational objectives, performance is measured and rewarded, and growth opportunities are provided resulting in effective organizational performance.
 - **Succession Plans** - Develop succession plans that identify knowledge, skills and abilities needed to perform in current role along with identifying areas needed for growth over the next 1, 3 and 5 year time period to support continuity of effective leadership; support identified growth opportunities with specific developmental plans.
 - **Total Rewards Program Analysis** - A total rewards strategy brings together a holistic offering that provides a more comprehensive approach to rewarding and recognizing employees for performing well and reinforces behavior in alignment with the organization's strategic goals and values; a total rewards strategy considers compensation, benefits, work-life effectiveness, recognition, performance management and talent development.
 - **Employee Value Proposition** - Develop creative communication strategies to continually keep the City's value proposition as an employer of choice in front of employees.

Job Description Review (Price: \$1,300.00)

Clarity in roles, responsibilities and expectations provides the foundation employees need to be effective in their job performance and for organizations to measure performance - to reward strong performers and identify development opportunities where needed. Properly prepared job descriptions also provide the basis for solid performance management systems, career pathing opportunities and successful total rewards and recognition programs. As part of our job description review process, we will provide the following services:

- Attend or facilitate of a reasonable number of meetings (via onsite, telephonic, or video conference as needed) with identified City staff as well as email communication as necessary to:
 - Discuss overall organizational structure;
 - Discuss role responsibilities for clarification to ensure duties are described adequately and accurately;
 - Review knowledge, skills and abilities that may be needed now or in the future and determine if they should be included in the job descriptions;

- Provide a basis for a clear understanding by management, supervisors and employees of what is expected of employees in these positions;
- Utilize and apply a consistent job description template that includes a compliance focus.
- Consultant will work closely with City to determine and meet their expected milestone and completion dates based upon City staff availability and organizational approval process.

Personnel Policies Review (Price: \$2,800.00)

Policy manuals play a significant role in setting and maintaining an organization's culture. If done properly, the manuals answer basic employee questions, provide consistency, establish expectations (behavioral/performance) and provide a solid operational foundation. As part of our review process, we will provide the following services:

- Attend or facilitate a reasonable number of meetings (via onsite, telephonic, or video conference as needed) with identified City staff as well as email communication as necessary to:
 - Discuss overall organizational culture and how it relates to the expectations for the policy manual;
 - Review information provided by City as it relates to any policies that seem to provide the biggest questions or concerns for the organization;
- Perform a complete review of current policy manual to ensure:
 - City is complying with required federal or state employment practices;
 - The policies accurately describe existing City personnel practices;
 - Outdated policies and practices are removed;
 - Policies are properly drafted to separate benefits and requirements for various classifications of employees;
- Provide a finished product (policy manual) in the format directed by the City.
- Consultant will work closely with City to determine and meet their expected milestone and completion dates based upon City staff availability and organizational approval process.

Preferred Package Pricing

If contracted for all three projects (compensation/wage study, job description review and policy manual review), we will offer preferred package pricing with a 5% reduction in fees for the City.

RELATED EXPERIENCE

Many of the services Key Elements Consulting provides are relevant across all organization types starting with understanding their vision of the future, building a solid organizational foundation, and supporting a culture that drives a sense of excellence. These are key elements that are essential for all organizations to compete for and attract quality talent and provide excellent service to their customers.

- **Compensation/Wage**
 - Developed compensation strategies and implemented a compensation program for a nationwide organization with 1,700 employees requiring geographic differentials, long-term and short-term incentive programs, discretionary bonus programs, and tiered benefit programs for a diverse workforce.
 - Completed annual compensation benchmarking data compilation and analysis for a Fortune 500 retail convenience store chain based in Iowa.
 - Benchmarked total compensation packages for a nationwide publicly traded organization including long-term and short-term incentives, executive bonus programs, employee stock purchase plan and assorted benefit plans.

- **Job Descriptions**
 - Reviewed, updated and/or created job descriptions for roles in a Des Moines-based non-profit with approximately 100 employees last Fall. This entailed partnering with executive leadership at the organization to ensure a solid understanding of the core responsibilities, the experience and/or education needed for an individual to be successful in the role and formulating the descriptions in a template that also included legal compliance information.
 - The team at Key Elements Consulting also has prior experience in the corporate setting in developing and updating job descriptions to ensure they accurately and adequately describe a role's expectations and responsibilities. This has included at a Fortune 500 retail convenience store chain, a property management company, an insurance company and a mid-sized healthcare technology company.

- **Policy/Handbook Reviews**
 - Conducted a review and generated recommended updates to the policy manual for a Des Moines-based non-profit with approximately 100 employees last Fall. This entailed partnering with the executive team at the organization for a needs assessment and analysis of areas that needed strengthening, clarification or added/removed. We considered cultural desires, compliance and ease of use/clarity.
 - Through the years, the team at Key Elements Consulting has worked with organizations (mid-sized to Fortune 500) to perform annual/bi-annual reviews to: ensure policies are relevant, develop new policies, meet federal/state compliance standards, provide the necessary clarity, provide the foundation for cultural and leadership decision making and drive organizational performance as intended.

- **Professional Credentials/Education**
 - MBA and MPA graduate degrees
 - Multiple HR-related certifications including SPHR®/PHR® & SHRM-SCP®/SHRM-CP®
 - Project Management Professional (PMP®) certification
 - Certified Professional Executive Coach (CPC®)

- **Other Related Experience**

- Executive Leadership roles in Human Resources for nationwide organizations leading people-focused large change initiatives.
- Over 30 years of combined experience in providing strategic Human Resource consulting services in the corporate space. These services ranged from building entire HR departments to developing and implementing company and HR strategic plans that aligned human capital needs with those of the organization.
- Over 18 years of experience working in a leadership role for one of central Iowa's largest civil engineering firms with areas of speciality in: municipalities, transportation, aviation and land development.
- Identified, secured and managed over \$1.6 million in grant funding in multiple sectors including for a municipality north of Des Moines as well as for a private, employee-owned company.

STRENGTHS AND DISTINGUISHING SKILLS

Key Elements Consulting has 30 years collective professional business management, human resources and executive leadership experience in the for profit, employee-owned and non-profit sectors. This provides us with knowledge and insight into the importance of working on critical strategies that have the potential to impact an organization's ability to attract, motivate, engage and retain key talent. Our goal is to provide our clients with a one-stop solution where we add value through fundamental to innovative results based on each client's unique needs. Below is a summary of additional applicable strengths and distinguishing skills we offer our clients:

- **Consulting:** Professional consultation services, sharing of expertise and guidance in the areas of people and business strategies, employee relations, culture change and improvement, organizational structure development including foundational policies, procedures and systems, project and change management, grant writing and more.
- **Meeting Facilitation:** Provide unbiased and objective facilitation (meetings, brainstorming sessions, strategic planning, conflict resolution, etc.) to ensure all stakeholders are heard, questions are answered, clear agreements are made, and meeting objectives are achieved.
- **Strategic Visioning:** Key Elements Consulting uses visual graphic guides to create panoramic representations of an organization's environment, current situation, vision of a desired future state and the action plans and roadmaps needed to implement the strategic vision. Our process provides a structured meeting agenda and activities, but also gives several options for each phase of the program giving us the ability to tailor the experience to meet our client's specific needs as they envision their future potential.
- **Project Management:** A certified, objective project manager will facilitate effective change in an organization through proven project management methodologies while maintaining a focus on the human-side of change.
- **Professional Executive Coaching:** Customized coaching programs for executives, managers, and frontline supervisors to focus on specific leadership development areas and challenges.

- **Board Development:** Facilitate gaining clarity on Board roles and responsibilities along with developmental needs to effectively support and take the non-profit into the future. Developing successful Boards starts at selection, is fostered through a valuable orientation and continues through maintained engagement throughout board service.

SOCIAL RESPONSIBILITY

We feel it is important to incorporate our social philosophy and values into our approach to business. We endeavor to live and employ the “pay it forward” philosophy in all our personal and professional interactions. We value the opportunities we have professionally and personally to support enhancing the greater good in our society and in our communities through professional and volunteer engagements. We believe every interaction provides a chance to share knowledge, learn something new, show kindness and generally improve the lives of others by simply choosing to do so and acting accordingly.

THANK YOU!

Thank you for the opportunity to submit a proposal to provide strategic human resource consulting services for the City of Windsor Heights. We are excited about the prospect of assisting the City with sustainable human resource solutions that supports the growth and retention of key talent in order to continually provide exceptional services to your community.

Your goals become our goals and we look forward to celebrating successes with you!

Kim Peterson & KC Claussen Tabor

Key Elements Consulting, LLC

Kim: 515.669.1528 // KC: 515.314.8843

Kim@KeyElementsConsulting.com // KC@KeyElementsConsulting.com

www.keyelementsconsulting.com



RESOLUTION NO. 2020-30

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER AN AGREEMENT FOR THE CITY’S AUDIT FOR FISCAL YEARS 2019-2020, 2020-2021, AND 2021-2022

WHEREAS, the City of Windsor Heights strives to be fiscally sound and provide high quality financial management for its residents; and

WHEREAS, the City of Windsor Heights is required to complete an annual audit of its financial records.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Windsor Heights, Iowa, that the City Council authorizes the Mayor to enter into an agreement for audit services with Eide Bailly in an amount not to exceed \$20,000 for fiscal year 2019-2020, \$20,600 for fiscal year 2020-2021, and \$21,200 for fiscal year 2021-2022 unless a Single Audit is determined to be necessary in which case the fees will be \$22,000 for fiscal year 2019-2020, \$22,700 for fiscal year 2020-2021, and \$23,400 for fiscal year 2021-2022.

PASSED AND APPROVED this 2nd day of March 2020.

David Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk

AUDIT PROPOSAL PRICE QUOTATIONS

FEBRUARY 28, 2020

<u>FIRM</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>TOTAL</u>
Martens & Co.	\$14,300	\$14,800	\$15,300	\$44,400
Denman & Co.	\$14,900	\$15,200	\$15,500	\$45,600
Clifton, Larson, Allen	\$19,480	\$19,850	\$20,230	\$59,560
Eide Bailly	\$20,000	\$20,600	\$21,200	\$61,800
Auditor of State	\$15,865	\$16,325	\$16,805	\$48,995*

*Auditor of State proposal is considered non-responsive in that they did not provide all of the information requested in the Request for Proposals.

Cost Proposal

EXPECTED HOURS AND FEES

Our fees are based on the complexity of the issue and the experience level of the staff members necessary to address it. If you request additional services, we will obtain your agreement on fees before commencing work, so there are no surprises or hidden fees.

Level of Staffing and Number of Hours

Below is our proposed level of staffing and estimated hours for each segment of the audit.

	Partner	Manager	Staff	Other	Total
Financial Statement Audit	30	60	100	10	200
Single Audit (if applicable)	10	10	10	0	30
Total	40	70	110	10	230

We propose the following fees based on our understanding of the scope of work and the level of involvement of the City's staff:

Engagement Services and Fees

Professional Services	2020	2021	2022
Audit of Financial Statements	\$20,000	\$20,600	\$21,200
Single Audit (if applicable)	\$2,000	\$2,100	\$2,200
Total Fees	\$22,000	\$22,700	\$23,400

Out-of-Pocket Fees

The professional fees listed above are inclusive of all out-of-pocket expenses and you will not be billed for expenses such as travel time, mileage, and meals.

Billable Hourly Rates by Staff Level

Staff Level	2020
Partner	\$225 / hr.
Manager	\$175 / hr.
Associate	\$150 / hr.

FEES AND COMPENSATION

Our Firm is sensitive to your responsibility to control costs and we desire to help you achieve your business goals by providing cost-effective services. Our engagement team's experience with governmental entities enables us to deliver efficient service.

It is not our policy to bill you for responding to routine inquiries or questions requiring no significant commitment of research time on our part. We prefer our clients consider us as year round advisors, a resource to assist with issues and questions. Professional fees for special projects requiring significant amounts of time will be negotiated and billed separately.

Our fees are based on the estimated time required by the individuals assigned to the engagement. Our fee proposal including estimated out of pocket expenses is as follows:

	<u>FYE 6/30/20</u>		<u>FYE 6/30/21</u>		<u>FYE 6/30/22</u>	
	Hours	Amount	Hours	Amount	Hours	Amount
Audit of the cash basis financial statements	170-190	\$14,900	170-190	\$15,200	170-190	\$15,500
Uniform Guidance procedures, if applicable	25-30	<u>3,500</u>	25-30	<u>3,500</u>	25-30	<u>3,500</u>
Total		<u>\$18,400</u>		<u>\$18,700</u>		<u>\$19,000</u>

The following schedule reflects our estimated professional hours.

	<u>Audit</u>	<u>Uniform Guidance</u>
Partner	10	3
Manager	30	10
Supervisor	80	15
Staff	<u>60</u>	<u>—</u>
Totals	<u>180</u>	<u>28</u>

A schedule of hourly billing rates by staff levels is as follows:

Partner	\$200-250
Manager	140-180
Supervisor	120-140
Staff	90-100

Clifton Larson Allen

PROFESSIONAL FEES

Our fees are based on the timely delivery of services provided, the experience of personnel assigned to the engagement, and our commitment to meeting your deadlines. Our proposed fees are as follows:

	Hours	Standard Hourly Rates	Quotes Hourly Rates	Total
Partners	20	\$ 225	\$ 170	\$ 3,400
Senior	50	135	100	5,000
Staff	100	110	80	8,000
Other:				
Admin. Asst. specify	20	75	60	1,200
Subtotal	190			\$ 17,600
Technology fee (5% of engagement fee)				\$ 880
Other expenses not-to-exceed				\$ 1,000
Total all-inclusive maximum price for 2020 City Audit				\$ 19,480
Total all-inclusive maximum price for 2021 City Audit				\$ 19,850
Total all-inclusive maximum price for 2022 City Audit				\$ 20,230

Our fee for performing an federal compliance audit under Uniform Grant Guidance is \$3,000 per major program to be audited, plus a technology fee of \$150. This fee and compliance audit is only necessary if total expenditures of federal program funding equals or exceeds \$750,000, in a fiscal year.

The fees above include out-of-pocket costs, such as travel, meals, mileage, etc.



FEES AND COMPENSATION

AUDIT PROPOSAL - FISCAL YEAR 2020, 2021, 2022

Martens & Company, CPA, LLP

4949 Pleasant St., Suite 104
West Des Moines, Iowa 50266

ESTIMATED HOURLY RATES FOR INDIVIDUALS CONDUCTING AUDIT

<u>POSITION</u>	<u>HOURLY RATE</u>			
Partner	\$136			
Manager	115			
Clerical	40			
Estimated Hours - Audit & Review	150			
Estimated out of pocket expenses \$650.				
Maximum Total Fees		<u>2020</u>	<u>2021</u>	<u>2022</u>
Financial audit		\$14,300	\$14,800	\$15,300
Additional for single audit,		\$ 2,000	\$ 2,100	\$ 2,200

Billing shall be done monthly with final billing at the time of the audit report delivery. Payment shall be made within 30 days after receipt of invoice.

In the event that possible additional fees might become necessary, approval will be requested before commencement of the work. Examples of possible additional costs are as follows:

POSSIBLE ADDITIONAL COST - AUDIT SCOPE CHANGES

Examples of scope changes include:

- Federal funding sufficient to require a single audit
- Addition of new entities or funds to audit
- Addition of new debt and debt account activity to audit
- Significant difficulties encountered due to lack of adequate accounting records, incomplete records, turnover in staff, illegal activities, or fraudulent activities
- Passage of new auditing standards that would require additional auditing procedures

RESOLUTION NO. 2020-31

A RESOLUTION ACCEPTING THE PROPOSAL FROM SAFE BUILDING COMPLIANCE AND TECHNOLOGY (SAFE BUILDING) FOR RENTAL INSPECTIONS AND RELATED SERVICES

WHEREAS, the City of Windsor Heights has enacted by ordinance certain codes for rental property within the City, and

WHEREAS, the City Council desires to insure the proper inspection of rental properties to assure compliance with adopted codes, and

WHEREAS, the City Council has determined that third party rental inspection services through Safe Building to be the best means to conduct such inspections.

NOW, THEREFORE, BE IT RESOLVED by the city council of the City of Windsor Heights, that the City Council hereby accepts the proposal from Safe Building Compliance and technology dated January 29, 2020 for rental inspection services as described in the proposal; and

NOW, THEREFORE, BE IT FURTHER RESOLVED that fees for this work will not exceed \$80 for the first inspection, \$30 for each additional inspection in the same building , and \$50 for each re-inspection.

PASSED AND APPROVED this 2nd day of March 2020.

David Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk

Mark Arentsen

From: Ron Frazee <RFrazee@safebuildingiowa.org>
Sent: Wednesday, January 29, 2020 8:52 AM
To: Mark Arentsen
Cc: Karen Frazee; Ron Frazee
Subject: City of Windsor Heights - Rental Inspection Services Proposal
Attachments: Windsor Heights - Checklist.docx; Windsor Heights - Fee Schedule.docx; References.pdf; Windsor Heights rental workflow.docx

Dear Mr. Arentsen:

Safe Building is delighted to present the attached proposal in response to the City of Windsor Heights request for Rental Inspections. Safe Building looks forward to the opportunity to continue this type of work with the City of Windsor Heights. Our skills and previous experience in providing physical site inspections as well as other experience in building and property code consulting and inspections will ensure the effective, efficient and timely completion of physical site inspections as required for rental properties in the City of Windsor Heights.

Safe Building staff has conducted rental inspections since 2006. Currently, Safe Building does rental inspection for Iowa Finance Authority (IFA), City of Buffalo and occasionally the City of Montezuma. Previously, we did preform rental inspections for the City of Ankeny, but they decided to take these inspections in-house. (See attach references with history/length of time of services)

Safe Building understands the importance of our company to have Professional and General Liability insurance. Our company has a \$1,000,000 policy for both types of coverages which includes;

- Errors and Omissions Insurance
- General Liability Insurance
- Automobile Liability Insurance
- Workers Compensation Insurance

Safe Building staff has the training and experience in place to begin work on the rental projects immediately upon a signed Service Agreement. Our excellent reputation for superior quality, customer focused service and Iowa work ethic further enhances our ability to successfully implement physical site inspection services for the City of Windsor Heights. Our staff looks forward to the opportunity to continue partnering with the City of Windsor Heights in this important work for the safety in your community.

Please feel free to contact us at any time with questions regarding this proposal.

Sincerely,

Ron Frazee
SAFE BUILDING Compliance & Technology
103 S. 2nd Street
Polk City, IA 50226
Phone #515.333.4161



*Residential/Multi-family
Guidelines*

Rental Housing Inspection Checklist

RENTAL HOUSING INSPECTION CHECKLIST

Rental Housing inspectors look at many items. So that you may have a better idea and understanding of what to keep an eye on in regards to maintenance, we have listed a few of the most common items of concern. Please note: this list is not all inclusive.

Outside

- Are street numbers visible from the street?
- Is the dwelling and/or other structures in good condition?
- Does the roof leak and/or is it in good repair?
- Are the steps (uniform height and depth), decks and landings in good condition?
- Do balconies, decks and landings, 30 inches or more above the ground, have guardrails?
- Do stairs with more than 4 risers have handrails?
- Is the foundation in good repair?
- Is the yard free of rubbish, noxious and tall grass?
- Are sidewalks in a safe and sound condition (trip hazards)?

Inside the dwelling(s)

Smoke detectors, Fire Alarms, Fire Extinguishers, Egress and Combustibles

- Are functioning smoke detectors located in sleeping rooms, outside of each separate sleeping area in the immediate vicinity of the bedroom(s) and on each floor level?
 - New smoke alarms shall be dual sensor type.
- In multi-family dwellings, are detectors located every 30 feet in corridors and at the top of stairways?
- Is there a fully charged and properly mounted fire extinguisher in each unit not served by a common corridor, or if a corridor is there a 2A 10 BC extinguisher within 75 feet of each dwelling unit?
- If the building contains more than 16 dwellings with a common interior egress/exiting system and is not sprinklered or a rooming house contains more than 16 sleeping units with a common interior egress/exiting system and is not sprinklered is there a compliant manual fire alarm system?
- In buildings containing multiple units with common egress/exiting systems are there exit signs and emergency illumination provided?
- Are combustibles stored at least 3 feet from ignition sources?
- **Windows**
- Are there broken or cracked windows or panes?



- Are windows weather tight and in good working order (able to remain open without support)?
- Do windows have functioning locks?
- Do habitable rooms have an openable window?
- Are all openable windows provided with screens in good condition?
- Does each sleeping room have an *egress window?

***Egress Window(s)** must have a minimum openable area of 5.7 square feet with a minimum openable width of 20 inches and a minimum openable height of 24 inches. The bottom of the window must be no more than 44 inches above the floor or landing. Where a landing is provided the landing shall be not less than 36 inches wide, not less than 18 inches out from the exterior wall, and not more than 24 inches in height. The landing shall be permanently affixed to the floor below and the wall under the openable area of the window it serves.

Sleeping Rooms

- Is each sleeping room at least 70 square feet? If more than two persons occupy a room used for sleeping purposes, the required floor area is increased at a rate 50 square feet for each occupant in excess of two.

Doors

- Do exterior doors have functioning locks?
- Are screen and storm doors operable and weather tight?
- If an attached garage, does the door between the house and garage self-close and latch?
- In multi-unit buildings with a common hallway/stair/corridor if the hallway/stair/corridor doors have closers or self-closing hinges do they work and do the doors latch?

Wall, Ceilings & Floors

- Are walls and ceilings properly sealed, free of peeling paint and able to be maintained in a sanitary condition?
- Are floors structurally sound and are floors coverings in good condition (trip hazards)?
- Do habitable rooms have a ceiling height of at least 7 feet 6 inches?

Electrical System

- Does each habitable room have at least one switched light fixture and 2 duplex receptacles or a switched duplex outlet plus another duplex outlet?
- Are outlets located apart so that extension cords are not needed?
- Are cover plates for switches, outlets and junction boxes in place?
- Are there extension cords running through doorways or under floor coverings? This is not allowed.
- Are all outlets within 6 feet of water sources provided with ground fault protection (GFCI's)?
- Is service adequately sized for the loads with appropriate breakers/fuses and wire sizes?
- Are electrical panel circuits labeled?



- Does the electrical panel have unprotected openings where a breaker or fuse would otherwise be installed?
 - Any new or replaced receptacle(s) including GFCI's must be tamper-proof.

Mechanical System

- Does each room including bathrooms have adequate heat? Capable of maintaining 68°.
- Does the heating system operate properly?
- Does the water heater have a temperature relief valve with extension pipe that extends within 6 inches of the floor?
- Are flue pipes properly venting the combustion gases to the outside?
- Are there fuel burning devices in bathrooms or sleeping rooms? This is not allowed.
- Is the clothes dryer properly vented to the outside?
 - If the connector between the dryer and the vent to the outside is the white vinyl/plastic 'slinky' replace it with a metallic/foil type.

Plumbing System

- Does each dwelling unit contain a tub or shower, lavatory, water closet and kitchen sink in working order and free of leaks?
- Do any of the supply or drain lines leak?
- Do the fixtures have adequate water pressure when operating?

Basement

- Are steps, handrails and guardrails in a safe condition?
 - If there is an open side to the stair it must have a guardrail.
- Sleeping rooms must meet the requirements for finished walls and ceilings, ventilation, ceiling height, heating and egress. Smoke detectors are required.
- Is there a switched ceiling or wall-type light fixture?

Bathrooms

- Is there a ground fault circuit interrupted outlet (GFCI) near the sink?
- Are all outlets within 6 feet of water sources provided with ground fault protection (GFCI's)?
- Are plumbing fixtures working adequately with adequate pressure etc?
- Is the floor easily kept in a clean and dry condition?
- Is there an openable window and/or adequate mechanical ventilation?

Permits – Note: Permits and inspections are required for remodeling work including new wiring. Please call (515) 333-4161 if you are anticipating doing any work and have questions concerning this process.

Recycling - All multifamily dwellings which are not presently part of existing residential recycling collection programs shall be required to provide the facilities for the source separation of all designated recyclable materials generated on the premises and shall arrange for the collection of said materials to be transported to a recycling facility.



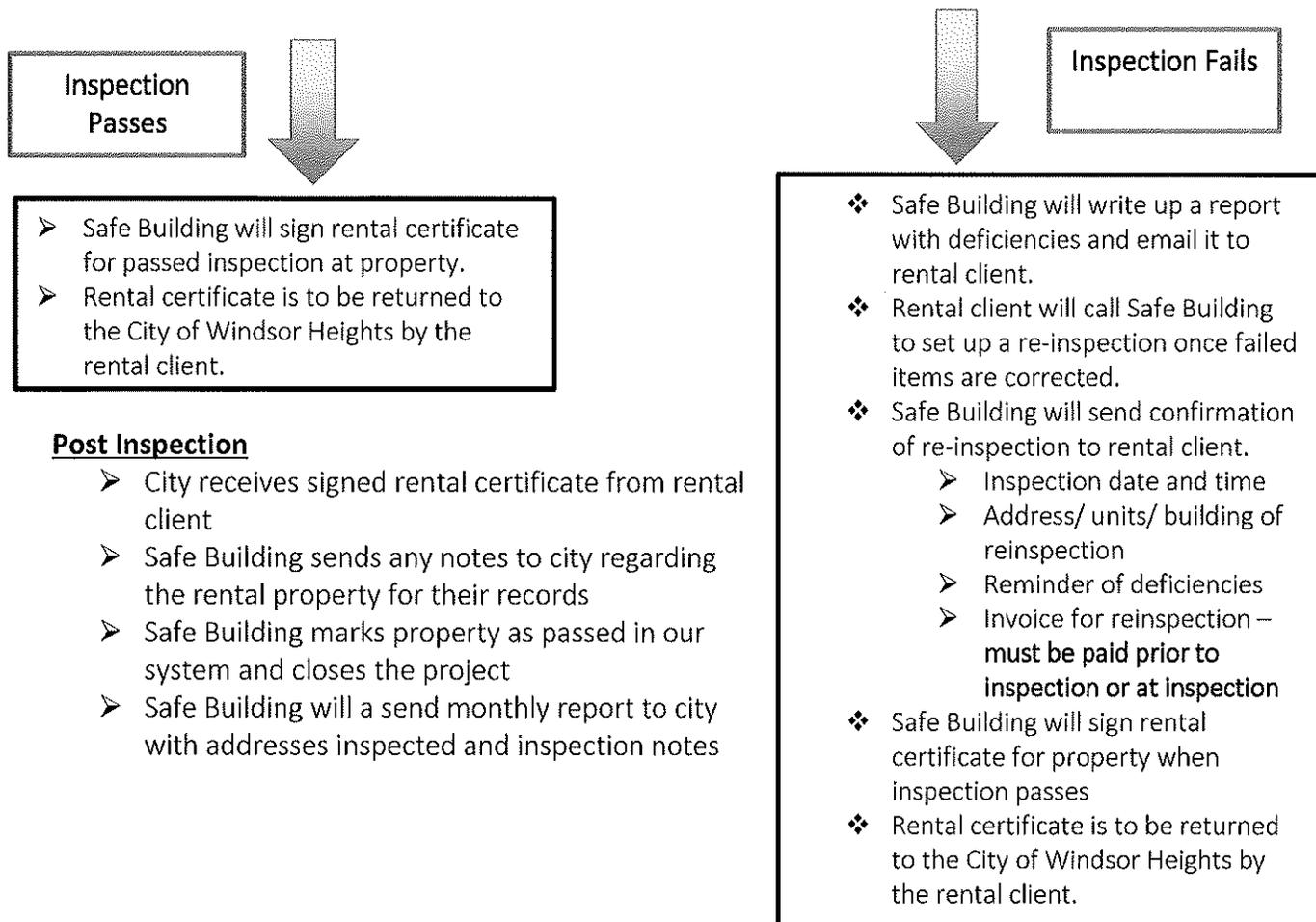
Rental Inspection Workflow

Pre-Inspection

- ❖ The owner/ tenant is notified by the city that their property is due for inspection.
- ❖ Owner/ tenant calls Safe Building to set up an inspection.
- ❖ We set up the project in our system (build property and create contact).
- ❖ Safe Building emails confirmation to rental contact with the following information:
 - Inspection date and time
 - Address we are meeting at
 - Rental inspection checklist
 - Service agreement
 - Invoice for inspection (**payment due prior to inspection or at time of inspection**)

Inspection

- ❖ Safe Building completes inspection. Someone must be present for us to complete inspection – *tenant/owner/ maintenance personnel/ property management representative*. At the time of inspection Safe Building will collect signed service agreement and payment.
(NO PAYMENT – NO INSPECTION and a travel fee will be added for next inspection)



Post Inspection

- City receives signed rental certificate from rental client
- Safe Building sends any notes to city regarding the rental property for their records
- Safe Building marks property as passed in our system and closes the project
- Safe Building will a send monthly report to city with addresses inspected and inspection notes



Safe Building

Fee Schedule

Initial inspection and first inspection in any unit or dwelling:	\$80.00
Each additional initial inspection in same building or same address (duplex):	\$30.00
Rental re-inspection per address:	\$50.00



To: Karen Frazee, HR Director Safe Building Compliance & Technology

From: Julie E. Noland, Compliance Director *Jen*

Date: January 22, 2020

Re: Letter of Recommendation

I highly recommend the services of Safe Building Compliance & Technology, who have been a partner with IFA since 2012.

Safe Building was the successful bidder in response to an RFP issued by IFA in June 2012 seeking an experience party to assist in meeting IFA's obligations for completing physical inspections of buildings and units which are part of the Multi-Family Rental Projects associated with over 600 properties across Iowa that were funded by the HOME, National Housing Trust Fund, and Low Income Housing Tax Credit programs we administer.

They were also the successful bidder to an RFP issued in July of 2016. Our current contract runs through the fall of 2020 with the possibility of an additional one-year extension if both parties so desire.

The length of our business association speaks for itself. The qualified inspection staff have surpassed our expectations in providing top of the line professional inspection services for all our programs. In partnership with Safe Building we have conducted between 200-300 inspections annually which includes an average of 1,900 units and 700 buildings.

Additionally, their staff are responsible for scheduling and reporting the results of those inspections to the IFA Compliance Officers. We are very pleased with the efficient, polite and professional way that the inspections are scheduled as well as the prompt submission of their findings from the inspections to my staff so that we may produce the required reports to both the property owners and the IRS.

Karen Frazee

From: Karen Frazee
Sent: Thursday, January 23, 2020 7:53 AM
To: Karen Frazee

From: Tanna Leonard [<mailto:buffalocityhall@mchsi.com>]
Sent: Sunday, January 19, 2020 9:55 AM
To: 'Karen Frazee'
Subject: RE: Safe Building Rental References

Hi Karen-

I am happy to share with anyone that is interested in using your rental inspection services that we are extremely pleased with your program. We are a city of 1260 population and have approximately sixty rental properties. We have had a rental program within our community since 2001 and in 2016 were faced with not having personnel to cover the inspections. Even though the inspection fees were higher we passed those fees along to the landlords with little objections. Our City Council was a little skeptical using a company for inspections located several hours from us but it has worked extremely well. Scheduling is simple, quick, and accurate. Inspections are thorough and reports that are provided have detailed information. If our staff or landlords have questions Safe Building staff are always friendly and happy to help. We have now been using Safe Building for four years now and are very pleased with the services provided.

If anyone has any specific questions that they would like to ask me please do not hesitate to provide them with my contact information.

Thanks,
Tanna Leonard
City Clerk
City of Buffalo
563-381-2226

Karen Frazee
Business Project Manager
Safe Building Compliance & Technology
103 S 2nd Street
Polk City, IA 50226
kfrazee@safebuildingiowa.org
515-333-4162

Karen Frazee

From: Karen Frazee
Sent: Tuesday, January 21, 2020 11:09 AM
To: Karen Frazee

From: Jeff Junker <JJunker@AnkenyIowa.gov>
Sent: Monday, January 20, 2020 7:36 AM
To: Karen Frazee <kfrazee@safebuildingiowa.org>
Subject: RE: Safe Building Rental References

Good morning Karen.

Safe Building performed rental inspections for the City of Ankeny for more than a decade. During that time our experience was that timely, thorough and professional inspections were performed. Based on that experience I am able to recommend their services.

Thank you

Jeff Junker | Building and Zoning Administrator
City of Ankeny

Karen Frazee
Business Project Manager
Safe Building Compliance & Technology
103 S 2nd Street
Polk City, IA 50226
kfrazee@safebuildingiowa.org
515-333-4162

RESOLUTION NO. 2020-32

A RESOLUTION WAIVING FEES FOR THE COMMUNITY CENTER FOR THE WINDSOR HEIGHTS CHAMBER OF COMMERCE TO AUCTION OFF A FREE COMMUNITY CENTER RENTAL AT THE CELEBRATE WINDSOR HEIGHTS EVENT ON MARCH 26th 2020

WHEREAS, the Windsor Heights Chamber of Commerce will be hosting their Celebrate Windsor Heights event in the Community Center on March 26th from 5-7 PM; and

WHEREAS, the Chamber of Commerce would like to auction off a free rental of the Community Center; and

WHEREAS, costs associated with this rental will total \$500; and

WHEREAS, the rental would be restricted to during the week and must not exceed four hours; and

WHEREAS, the rental must be used before 12/31/2020; and

WHEREAS, the renter has agreed to clean the facility themselves after the event and not serve alcohol or pay the additional \$150 alcohol fee; and

WHEREAS, the \$500 voucher has no cash value and cannot be returned to the City for any form of reimbursement.

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

That rental fees associated with an auctioned CEC rental at Celebrate Windsor Heights hosted by the Windsor Heights Chamber of Commerce on March 26th, 2020 be waived.

Passed and approved this 2nd day of March 2020.

Dave Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk

RESOLUTION NO. 2020-33

A RESOLUTION SETTING TIME AND PLACE FOR A PUBLIC HEARING ON THE PROPOSED BUDGET FOR FISCAL YEAR 2020-2021

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

WHEREAS, The Code of Iowa required cities to hold a public hearing on proposed budgets; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windsor Heights, Iowa, as follows:

Section 1. This Council will meet at the Council Chambers, 1133 66th Street, Windsor Heights, Iowa, on the 16th day of March, 2020, at 6:00 p.m. at which time and place it will hold a public hearing on the proposed Budget for Fiscal Year 2020-2021

Section 2. The City Clerk shall post notice of said hearing, which posting shall be at the three public places in said City which have been permanently designated by ordinance, 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.

Passed and approved this 2nd day of March, 2020.

Dave Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk

NOTICE OF PUBLIC HEARING BUDGET ESTIMATE

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

City of Windsor Heights, Iowa

The City Council will conduct a public hearing on the proposed Budget at 1133 66th Street
on 3/16/2020 at 6:00 pm
(Date) xx/xx/xx (hour)

The Budget Estimate Summary of proposed receipts and expenditures is shown below.
Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor,
City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property \$ 14.47611

The estimated tax levy rate per \$1000 valuation on Agricultural land is \$ 0

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

515-645-6830
phone number

Rachelle Swisher
City Clerk/Finance Officer's NAME

		Budget FY 2021	Re-estimated FY 2020	Actual FY 2019
		(a)	(b)	(c)
Revenues & Other Financing Sources				
Taxes Levied on Property	1	3,516,205	3,819,780	3,901,943
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	3	3,516,205	3,819,780	3,901,943
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	2,252,808	2,159,192	1,810,081
Other City Taxes	6	1,353,733	297,800	306,217
Licenses & Permits	7	65,400	71,900	46,992
Use of Money and Property	8	150,000	10,000	17,467
Intergovernmental	9	734,525	765,249	782,455
Charges for Fees & Service	10	1,166,490	1,101,459	1,041,636
Special Assessments	11	0	0	0
Miscellaneous	12	226,000	521,048	1,675,057
Other Financing Sources	13	13,375,000	0	1,536
Transfers In	14	3,771,619	2,151,663	3,272,853
Total Revenues and Other Sources	15	26,611,780	10,898,091	12,856,237
Expenditures & Other Financing Uses				
Public Safety	16	3,035,010	3,069,120	3,258,021
Public Works	17	899,772	831,713	668,060
Health and Social Services	18	3,000	3,000	0
Culture and Recreation	19	508,851	208,705	415,521
Community and Economic Development	20	7,737	7,737	54,031
General Government	21	788,802	746,371	703,573
Debt Service	22	3,196,945	1,600,156	1,606,669
Capital Projects	23	14,140,000	0	1,421,899
Total Government Activities Expenditures	24	22,580,117	6,466,802	8,127,774
Business Type / Enterprises	25	733,536	685,897	648,985
Total ALL Expenditures	26	23,313,653	7,152,699	8,776,759
Transfers Out	27	3,771,619	2,151,663	3,272,853
Total ALL Expenditures/Transfers Out	28	27,085,272	9,304,362	12,049,612
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-473,492	1,593,729	806,625
Beginning Fund Balance July 1	30	12,026,776	10,433,047	9,626,422
Ending Fund Balance June 30	31	11,553,284	12,026,776	10,433,047