



AGENDA
REGULAR MEETING OF THE
WINDSOR HEIGHTS CITY COUNCIL
Monday, April 6, 2020 - 6:00 PM
VIA ZOOM MEETING DUE TO THE COVID-19 PANDEMIC

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

1. **Call to Order/Roll Call/Pledge of Allegiance**
2. **Approval of the Agenda**
3. **Public Hearing(s):**
 - A. Designation of the Expanded Windsor Heights Consolidated Urban Renewal Area and on Urban Renewal Plan Amendment Public Hearing
 - B. Consideration of Resolution No. 2020-47 - Resolution to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan Amendment for the Windsor Heights Consolidated Urban Renewal Area
 - C. Ordinance No.20-02 - An Ordinance Amending the Code of Ordinances for Nuisance Abatement Charges Public Hearing
 - D. Consideration of the First Reading of Ordinance No. 20-02
 - E. Site Plan Review - Clive Learning Academy Parking Lot Public Hearing
 - F. Consideration of Resolution No. 2020-48 - A Resolution Approving Clive Learning Academy Parking Lot Site Plan
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 March 16, 2020
 - B. Approve Minutes of the Special Council Meeting on March 7, 2020
 - C. Approve Minutes of the Special Council Meeting on March 10, 2020
 - D. Approve Minutes of the Special Council Meeting on March 13, 2020
 - E. Approve Minutes of the Special Council Meeting on March 31, 2020

The agenda was posted on the official bulletin boards, posted to www.windsorheights.org, and city social media platforms in compliance with the requirements of city ordinances and the open meetings law.

- F. Approve Payment of Claims
 - G. Approve Resolution No. 2020-49 - A Resolution Approving Public Works Staffing Plan
 - H. Approve Resolution No. 2020-50 - A Resolution Extending Closure of CEC due to COVID-19
6. **New Business:**
- A. Consideration of Resolution No. 2020-51 - A Resolution Accepting Private Placement Proposal for General Obligation Corporate Purpose and Refunding Bonds, Series 2020A
 - B. Resolution No. 2020-52 - A Resolution Accepting Private Placement Proposal for General Obligation Urban Renewal Bonds, Series 2020B
 - C. Consideration of Resolution No. 2020-53 - A Resolution Approving Budget Transfers
 - D. Consideration of Resolution No. 2020-54 - A Resolution Approving Payment of Routine Bills
 - E. Consideration of Resolution No. 2020-55 - A Resolution Approving Repairs to the Parking Lot at the Public Safety Building in the Amount of \$16,000
 - F. Consideration of Resolution No. 2020-56 - A Resolution Approving Scope and Services Agreement with Bolton and Menk to Complete a Park Plan in the Amount of \$18,600
 - G. Consideration of Resolution No. 2020-57 - A Resolution Approving Fee Waiver for Nights in the Heights
 - H. Consideration of Resolution No. 2020-58 - A Resolution Approving Fee Wavier for Windsor Heights Foundation Ice Cream Social
 - I. Consideration of Resolution No. 2020-59 - A Resolution Approving Fee Waiver for Walnut Creek Church Mission to the City
 - J. Consideration of Resolution No. 2020-60 - A Resolution Authorizing Intergovernmental Transfer of Public Funds Agreement Between the Iowa Department of Human Services and the City of Windsor Heights
 - K. Consideration of Resolution No. 2020-61 - A Resolution Approving Police Union Contract
 - L. Discussion Regarding Filling City Administrator Position
7. **Reports:**
- A. Mayor and Council Reports and Committee Updates
 - B. Interim City Administrator Report
 - C. City Clerk Report
8. **Adjourn** Adjourn to 6:00 pm on Monday, April 20, 2020 for a Regular Council Meeting at the Council Chambers

The agenda was posted on the official bulletin boards, posted to www.windsorheights.org, and city social media platforms in compliance with the requirements of city ordinances and the open meetings law.



**STAFF REPORT
CITY COUNCIL**

April 6, 2020

TO: CITY COUNCIL

FROM:

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

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None



**STAFF REPORT
CITY COUNCIL**

April 6, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Resolution No. 2020-47 - Resolution to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan Amendment for the Windsor Heights Consolidated Urban Renewal Area

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. UR Plan Amend (Windsor Heights-9 2020)-v2
2. Resolution No. 2020-47 Urban Renewal Area and Plan Amendment
3. UR Plan Amendment Docs

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:	\$ _____
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.

RESOLUTION NO 2020-47

Resolution to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan Amendment for the Windsor Heights Consolidated Urban Renewal Area

WHEREAS, as a preliminary step to exercising the authority conferred upon Iowa cities by Chapter 403 of the Code of Iowa (the “Urban Renewal Law”), a municipality must adopt a resolution finding that one or more slums, blighted or economic development areas exist in the municipality and that the development of such area or areas is necessary in the interest of the public health, safety or welfare of the residents of the municipality; and

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 description set out in Exhibit A hereto; and

WHEREAS, the proposal demonstrates that sufficient need exists to warrant finding the Property to be an economic development area; 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, notice of a public hearing by the City Council on the question of amending the Plan and designating an expanded Urban Renewal Area, was heretofore given in strict compliance with the provisions of Chapter 403, Code of Iowa, and the Council has conducted said hearing on April 6, 2020; and

WHEREAS, the Planning and Zoning Commission of the City has reviewed and commented on the proposed Amendment; and

WHEREAS, copies of the Amendment, notice of public hearing and notice of a consultation meeting with respect to the Amendment were mailed to Polk County, the Des Moines Independent Community School District, and the West Des Moines Community School District; the consultation meeting was held on the ___ day of _____, 20__; and responses to any comments or recommendations received following the consultation meeting were made as required by law;

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

Section 1. An economic development area as defined in Chapter 403 of the Code of Iowa, is found to exist in the City on the Property.

Section 2. The Property is hereby declared to be an urban renewal area, in conformance with the requirements of Chapter 403 of the Code of Iowa, and is hereby designated the April, 2020 Addition to the Urban Renewal Area.

Section 3. The development of the Property is necessary in the interest of the public health, safety or welfare of the residents of the City.

Section 4. It is hereby determined by this City Council as follows:

A. The Amendment and the projects and initiatives described therein conform to the general plan of the municipality as a whole;

B. Proposed economic development projects described in the Amendment are necessary and appropriate to facilitate the proper growth and development of the City in accordance with sound planning standards and local community objectives.

C. It is not intended that families will be displaced as a result of the City's undertaking under the Amendment. Should such issues arise with future projects, then the City will ensure that a feasible method exists to carry out any relocations without undue hardship to the displaced and into safe, decent, affordable and sanitary housing.

Section 5. The Amendment, attached hereto and made a part hereof, is hereby in all respects approved.

Section 6. All resolutions or parts thereof in conflict herewith are hereby repealed, to the extent of such conflict.

Passed and approved April 6, 2020.

Mayor

Attest:

City Clerk

(Attach copy of the urban renewal plan amendment to this resolution.)

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, 238.21 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;

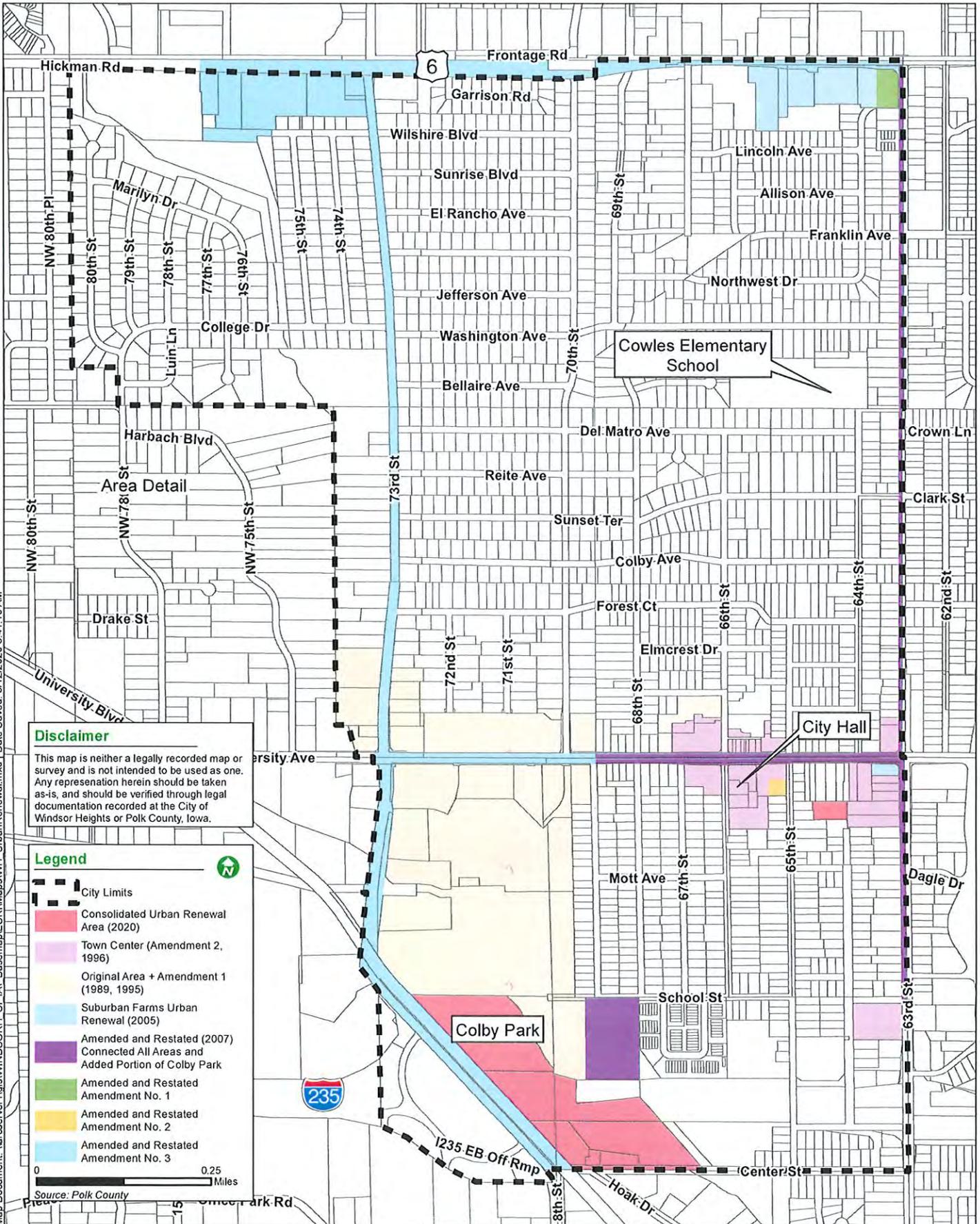
thence westerly 885 feet to the Point of Beginning; thence southeasterly to a point 200 feet westerly from the SE Corner of Said Outlot X; thence westerly to a point 500 feet westerly and 33 feet northerly of the SE Corner of Lot 49 of Said Windsor Place; thence northerly to a point 500 feet west and 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.



Map Document: \\arcserver1\gis\WINDSORH_CI_IAT_BaseMap\ESRI\Map\Windsor Heights Urban Renewal.mxd | Date Saved: 3/12/2020 8:41:10 AM



**WINDSOR
HEIGHTS**
the heart of it all

Mailed 3/6/20

DATE: March 6, 2020

TO: Board of Supervisors, Polk County
Superintendent, Des Moines Independent Community Schools
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 Wednesday, March 18, 2020 at 2:00 p.m. at the Windsor Heights City Hall, 1145 66th St. 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 6:00 p.m. on Monday, April 6, 2020, and a copy of the notice of the hearing is enclosed for your information.

Please call our Interim City Administrator, Mark Arentsen, at 515-645-6808 if you have questions.

Enclosure

32

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

Notice Is Hereby Given: That at 6:00 o'clock p.m., at 1133 66th St., 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) Blk. 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

DM
Register
3/20/20

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

Notice is hereby given: That at 6 o'clock p.m., at the Council Chambers, 133 6th Street, 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, & 50) VAC B 1-600 Pg. 66 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 Northwest to a point on the West line of said Lot 48 which is 155ft Northerly of the Southeasterly 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 Northwest 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 Northwest 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"W, 264.5ft to a point; thence S06°56'22"W, 10.0ft to a point; thence N80°25'04"W, 42.0ft to a point on the Northwest 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 Southwest line of said Lot 19, thence Southeasterly 138.31ft 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# 2019-00071249 PID292/02126-004-002 An irregular shaped portion of vacated Hook 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;

(General Zoning Provisions), Section 3 (Scope: Modifications and Exceptions), Subsection D (Exceptions and Modifications). The proposed amendment will allow the City Council to exempt from the zoning code improvements made by the City upon a determination that the benefit of the improvement to the health, safety and welfare of the community is greater than the burden created by exempting the improvement from the zoning code. The West Des Moines Plan and Zoning Commission will hold a public hearing on Monday, March 23, 2020, to review the request and make a recommendation to the City Council. The Council then will hold a public hearing on Monday, April 6, 2020, to consider the request. Each separate public hearing is held on Monday, March 23, 2020, at the Council Chambers of the West Des Moines City Hall located at 4200 Mills Civic Parkway, West Des Moines, Iowa. Comments may be given in person to the Commission and/or the Council during their respective public hearings, or written comments regarding this request may be submitted prior to the hearings to the Development Services Department, 4200 Mills Civic Parkway, P.O. Box 63320, West Des Moines, IA, 50265-0320. If you have any questions regarding this request, please contact City Attorney, Richard Scieszinski at 515-222-3523 or richard.scieszinski@wdm.iowa.gov. Development Services Director Published on March 20, 2020 in the Des Moines Register.

NOTICE TO CREDITORS, HEIRS AND BENEFICIARIES OF THE RONALD L. SUTPHIN REVOCABLE TRUST
To all persons regarding THE RONALD L. SUTPHIN REVOCABLE TRUST: You are hereby notified that Susan L. Sutphin is the Trustee of the Ronald L. Sutphin Revocable Trust, dated April 20, 2011 and amended December 30, 2013. Ronald L. Sutphin died on or about January 24, 2020. You are directed to contact the undersigned regarding matters relating to the administration of this trust. Any action to contest the validity of the trust must be brought in the District Court of Polk County, Iowa, within the later to occur of four months from the date of second publication of this notice, or thirty days from the date of mailing this notice to all heirs of the decedent section, or the spouse of the decedent settlor whose identities are reasonably ascertainable. Any suit not filed within this period shall be forever barred. Notice is further given that any person or entity possessing a claim against the trust must mail proof of the claim to the trustee of the address listed below via certified mail, return receipt requested, by the later to occur of four months from the second publication of this notice or thirty days from the date of mailing this notice if required, or the claim shall be forever barred, unless paid or otherwise satisfied. Ronald L. Sutphin Revocable Trust, c/o Margaret Van Houten Davis, Brown, Koehn, Shors & Roberts, P.C., 215 10th Street, Suite 1300 Des Moines, IA 50309 Attorney for Trustee Date of second publication: March 20, 2020.

NOTICE TO THE PUBLIC
The following list of motor vehicles is being held at Crow's Auto Service, 826 SE 21st St., Des Moines, IA 50317. The vehicles on this list and all property contained within them are declared abandoned. The trunk or compartment may not have been opened. Personal property may have been removed from the vehicles listed and is in the custody of the Des Moines Police Department, 401 First and Management Section, East First and Court, Des Moines, IA 50309-4891 (515-283-4850). The motor vehicles and personal property may be reclaimed within ten (10) days from the date of publication upon payment of all towing, preservation and storage charges, if any, resulting from placing the vehicle in custody and upon payment of the costs of this notice. Failure to exercise this right to reclaim the motor vehicle and any personal property within the time provided shall be deemed a waiver of all right, title, claim and interest in this vehicle and any personal property, and failure to reclaim is deemed consent to the sale of the vehicle and any personal property. If a party objects to or disputes the assessment of fees and charges have a right to an evidentiary hearing, except where this right has expired pursuant to a previous mailing of this notice. To exercise

2002	IGNDT13S9523299UB	THE BY
	CHEV L	ZON
	IGNDT13S72247767	DIS
2008	CHEV V	PRC
	IGNDU23118D203528	LOC
2003	DODG P	WAI
	ID7HG38N93S359023	WAI
1996	DODG P	SIN
	HOND L	UNI
2018	116Z4T1185603	BE
	7FARW2H55JE101178	COL
2001	BUIC 4	SEC
	1G4CW54K714201422	THE
2006	CHRY 4	2019
	1C3EL46X76N272926	CH
2000	1G6K5499YU137288	OF
2002	CHEV 4	herd
	2G1WF55E529149743	bod
2004	CHRY L	ame
	2CBGF68404R580819	the
2008	CHRY L	on I
	2G1WB58K789211536	pr
2001	SUZU L	(Str
	J3ST192V01A101098	to D
2005	CHEV 4	Dev
	1G6K5499YU137288	SEC
1998	1G6K5499YU137288	ZON
	CAD1 S	and
2005	1G6K5499YU137288	low
2004	JEEP L	LLC
	1J4GL58K34W161416	The
2001	SUBA L	and
	1J4SF65641H738004	Agri
1999	SAB L	City
	Y3SED45E9X3003454	her
2000	BUIC 4	affe
	1G4HP54K4Y4204727	Ma
2003	TOYT S	res
	4T1BE32K73U212624	suc
2002	FRIG 4	ent
	3FAHP13P42R128514	acc
2002	BUIC 4	Sec
	2G4WS52J221277095	low
2001	FORD L	SE
	1FMYU04011KC38930	par
2000	FORD N	CL
	2FAZA5249YBC8098	her
1997	GEO 4	SET
	1Y1SK5260V2452188	any
2008	FORD 4	clai
	3FAHP07Z68R255059	Or
1997	CHEV 2	inc
	1G1JJC1247VM111106	adj
2005	HYUN L	val
	KMHWF35H25A193337	whr
1982	CHEV P	pro
	1GCGC33M1CS135647	or
1989	GMC V	inv
	2GDHG31K1K4518832	Thi
2003	KIA 4	froi
	KNAFB121035222817	apr
2006	CHRY L	is a
	2A4GM48476R690890	Pa
2001	PONT 2	Ch
	1G2NV12E41M627319	Ma
2017	DODG U	Ma
	3A9DCBG2HT572412	Sci
2001	MITT 4	Or
	4A3AA46GB1E015859	this
2007	NISS 4	Ma
	1N4AL21E57C126192	Sci
2004	NISS V	Off
	5N1BV28U44N352788	of /
2005	FORD 4	CE
	1FMYU02Z85KA20636	Ma
2011	JEEP L	
	1J4BA5H14BL558204	
2001	CHEV L	
	1GNEK13T31R113831	
2003	CHEV L	
	1GHEK13Z13J262972	
2004	FORD L	
	1FMYU2114KA19499	
2005	NISS 4	
	1N4AL11DX5N407634	
2002	DODG 4	
	1B3E26C72D573438	
2000	CAD 4	
	1G6K5499YU252395	
2007	CHEV 4	
	2G1WTS8N17936320	
2013	JEEP L	
	1C4NJDEB0DD158387	
2013	CHEV 4	
	1GHEK13Z13J262972	
2004	CHR 4	
	2C3DD36MX4H632996	
1998	DODG P	
	1B7FL26X0WS569834	
1996	INFI 4	
	JNKA21D6T1001694	
1997	GEO 4	
	1Y1SK5264V2409327	
2000	HOND 2	
	1HGCG2250YA014887	
2015	CHEV P	
	3GCUKREC2FG136766	
2006	DODG V	
	2FAHP44L36R784366	
1999	FORD K	
	1FTRX17W5XKA58297	
1979	NOMA T	
	70370699M	
2015	TOYT S	
	2T1BURHE6FC360762	
2003	ACV 4	
	19UUA56643A003474	
2004	CHEV L	
	IGNDT13S642201866	
2003	HD M	
	1HD1GEV173K313942	
2019	JEEP U	
	3EJFDDB7K661715	
1991	BUIC 4	
	2G4W854TXM1878045	
2002	CAD1 4	
	1G6K5499YU127488	
1996	DODG P	
	1B7H16ZXTS654543	
1997	FORD 2	
	1FALP6240VH150152	
2000	MITT 2	
	4A3AC84L2YE095509	
2001	CHRY 4	
	2C3HE66G61H681147	
2010	CH 4	
	1G1ZC5EB6AF137408	

ORDINANCE NO. 1087
AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF CLIVE, IOWA, 2019 BY AMENDING THE OFFICIAL ZONING AND ZONING DISTRICT BOUNDARIES BY REZONING CERTAIN PROPERTY GENERALLY LOCATED NORTH OF LITTLE WALNUT CREEK AND FROM WARRIOR LANE TO R-T SINGLE-FAMILY RESIDENCE

Resolution approved at 4/1/20 P+Z meeting

RESOLUTION NO. PZC 2020-04

WHEREAS, the City of Windsor Heights has used Tax Increment Financing to provide financial assistance to a variety of community improvement projects,
AND,

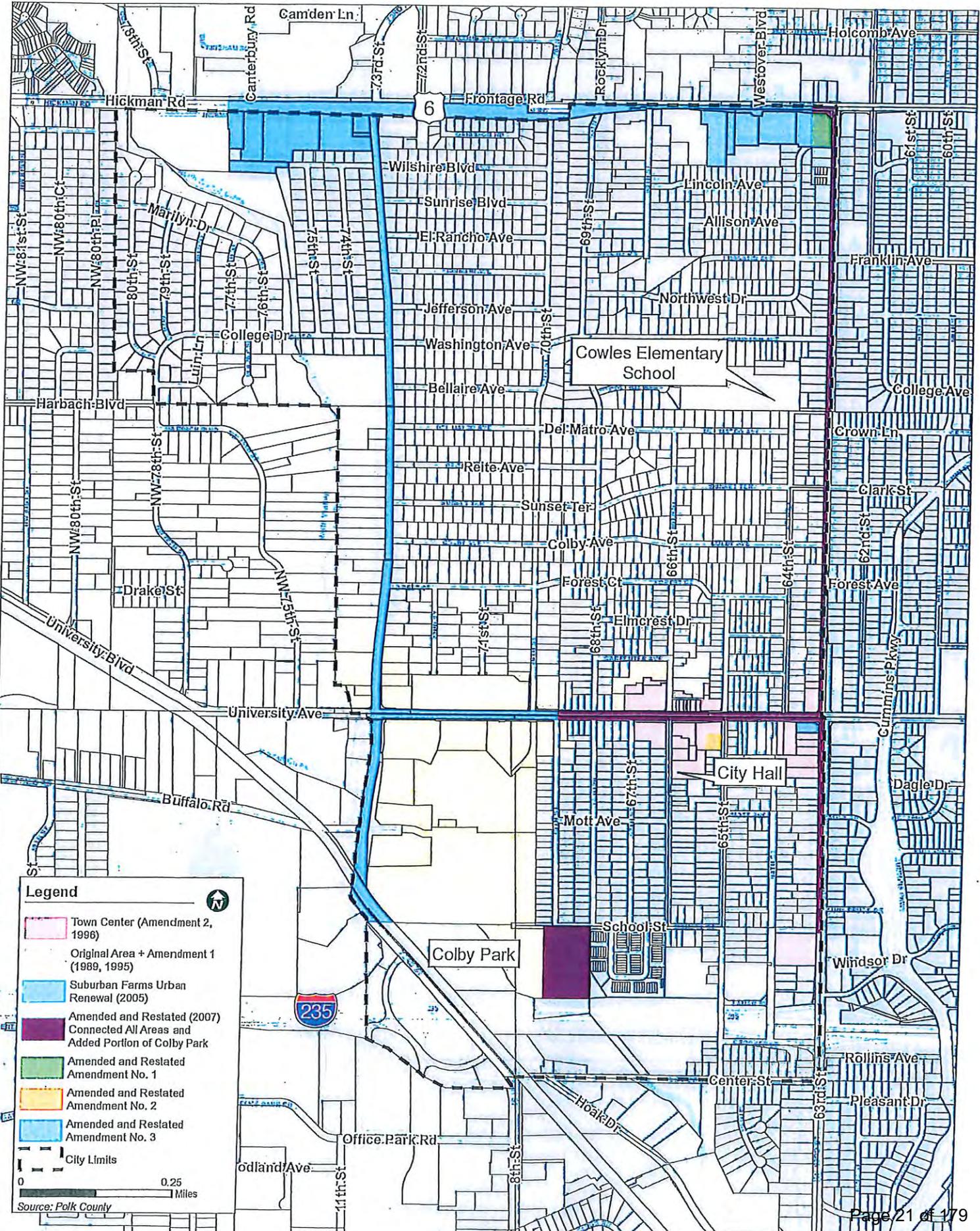
WHEREAS, the City has determined that the properties listed below, which are proposed for addition to the Urban Renewal Area, are underdeveloped at this time, **AND,**

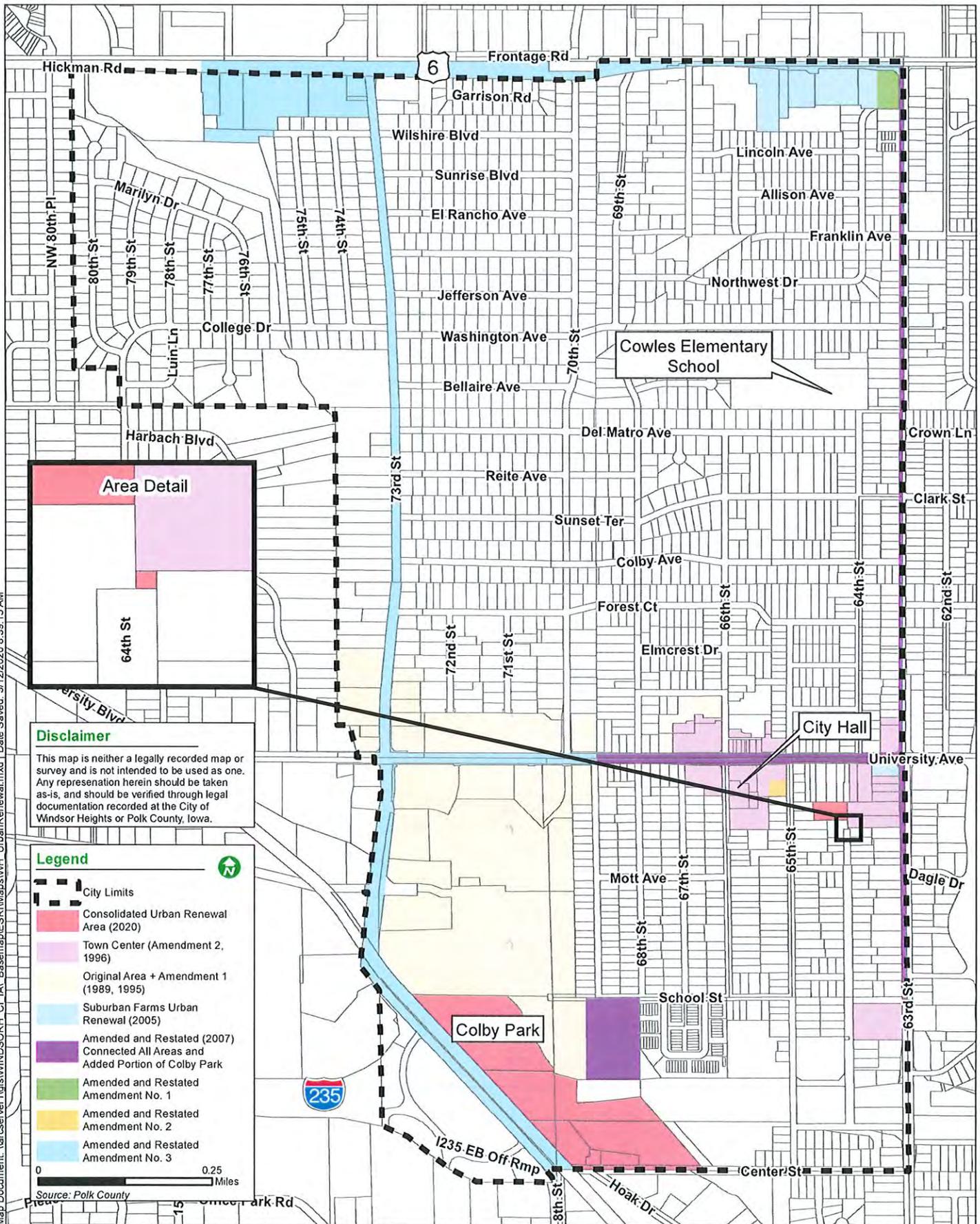
WHEREAS, adding these properties to the Urban Renewal Area is a proactive action by the City designed to indicate the City's interest in seeing redevelopment of these properties,

NOW THEREFORE BE IT RESOLVED, that the Windsor Heights Planning & Zoning Commission, in session this 1st day of April, 2020, finds that it is in the long term interest of the City of Windsor Heights to add the following properties to the Windsor Heights Urban Renewal Area;

1. 801 73rd St., parcel # 292/02126-002-002,
2. 803 73rd St., parcel # 292/00080-002-000,
3. 953 73rd St., parcel # 29200080-004-000,
4. 6901 Center St., parcel # 292/02126-004-002,
5. 6899 Center St., parcel # 292/02126-004-003,
6. A tract of land north of Center St., parcel # 292/02125-002-001,
7. I-235 Right of Way described as That part of Section 3, Township 78 North, Range 25 West of the 5th P.M., Polk County, Iowa lying east of the 73rd St., that is now part of the Interstate #235 Right-of-Way; And also;
8. 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.

Meeting Presiding Officer





Map Document: \\arcserver1\gis\WINDSOR\H_C\IA\Basemap\ESRI\Map\UrbanRenewal.mxd | Date Saved: 3/12/2020 8:39:15 AM



**STAFF REPORT
CITY COUNCIL**

April 6, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Ordinance No.20-02 - An Ordinance Amending the Code of Ordinances for
Nuisance Abatement Charges Public Hearing

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None



**STAFF REPORT
CITY COUNCIL**

April 6, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of the First Reading of Ordinance No. 20-02

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Ordinance No. 20-02 Nuisance Abatement Exhibit A

50.05 ABATEMENT OF NUISANCE BY WRITTEN NOTICE.

Any nuisance, public or private, may be abated in the manner provided for in this section:

(Code of Iowa, Sec. 364.12[3h])

1. Contents of Notice to Property Owner. The notice to abate shall contain:
 - A. Description of Nuisance. A description of what constitutes the nuisance.
 - B. Location of Nuisance. The location of the nuisance.
 - C. Acts Necessary to Abate. A statement of the act or acts necessary to abate the nuisance.
 - D. Reasonable Time. A reasonable time within which to complete the abatement.
 - E. Assessment of City Costs. ~~A statement that if the nuisance or condition is not abated as directed and no request for hearing is made within the time prescribed, the City will abate it and assess any and all costs associated with such effort, including (but not limited to) collection costs, against the property owner.~~ **The City Administrator shall send a statement of the total expense incurred to the property owner who has failed to abide by the notice to abate, and if the amount shown by the statement has not been paid within one (1) month, the City Administrator shall certify the costs to the County Treasurer and such costs shall then be collected with, and in the same manner, as general property taxes.**

(Code of Iowa, Sec. 364.12[3h])

2. Method of Service. The notice may be in the form of an ordinance or sent by certified mail to the property owner.

(Code of Iowa, Sec. 364.12[3h])

3. Request for Hearing. Any person ordered to abate a nuisance may have a hearing with the Council as to whether a nuisance exists. A request for a hearing must be made in writing and delivered to the Clerk within the time stated in the notice, or it will be conclusively presumed that a nuisance exists and it must be abated as ordered. The hearing will be before the Council at a time and place fixed by the Council. The findings of the Council shall be conclusive and, if a nuisance is found to exist, it shall be ordered abated within a reasonable time under the circumstances.

4. Abatement in Emergency. If it is determined that an emergency exists by reason of the continuing maintenance of the nuisance or condition, the City may perform any action that may be required under this chapter without prior notice. The City shall assess the costs as provided in subsection 6 of this section after notice to the property owner under the applicable provisions of subsection 1 and 2, and the hearing as provided in subsection 3.

(Code of Iowa, Sec. 364.12[3h])

5. Abatement by City. If the person notified to abate a nuisance or condition neglects or fails to abate as directed, the City may perform the required action to abate, keeping an accurate account of the expense incurred. The itemized expense account shall be filed with the Clerk, who shall pay such expenses on behalf of the City.

(Code of Iowa, Sec. 364.12[3h])

6. Collection of Costs. The Clerk shall send a statement of the total expense incurred, by certified mail, to the property owner who has failed to abide by the notice to abate, and if the amount shown by the statement has not been paid within 30 days after the statement was sent, the Clerk may retain attorneys and/or private collection agents for the purpose of collecting any default in payment of any fine or penalty or installment of that fine or penalty. Any fees or costs incurred by the City with respect to attorneys or private collection agents retained under this subsection shall be charged to the offender.

(Code of Iowa, Sec. 364.12[3h])

7. Installment Payment of Cost of Abatement. If the amount expended to abate the nuisance or condition exceeds five hundred dollars (\$500.00), the City may permit the assessment to be paid in up to ten (10) annual installments, to be paid in the same manner and with the same interest rates provided for assessments against benefited property under State law.

(Code of Iowa, Sec. 364.13)

8. Failure to Abate. Any person causing or maintaining a nuisance who shall fail or refuse to abate or remove the same within the reasonable time required and specified in the notice to abate is in violation of this Code of Ordinances.



**STAFF REPORT
CITY COUNCIL**

April 6, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Site Plan Review - Clive Learning Academy Parking Lot Public Hearing

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None



STAFF REPORT
CITY COUNCIL
April 6, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Resolution No. 2020-48 - A Resolution Approving Clive Learning Academy Parking Lot Site Plan

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2020-48 Approving Site Plan for Clive Learning Academy
2. P& Z Materials

RESOLUTION 2020-48

**A RESOLUTION APPROVING THE DEVELOPMENT SITE PLAN SUBMITTED BY
CLIVE LEARNING ACADEMY**

WHEREAS, Clive Learning Academy has submitted a site plan for review for redevelopment of 1600 73rd Street; and

WHEREAS, Clive Learning Academy site plans were considered by the Planning and Zoning Commission who recommends approval; and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Windsor Heights, Iowa that the City does hereby approve the proposed site plan for 1600 73rd Street.

Passed and Approved this 6th day of April, 2020.

David Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk



CITY OF WINDSOR HEIGHTS

PLANNING & ZONING COMMISSION MEETING MINUTES

APRIL 1, 2020, 6:00PM

CITY COUNCIL CHAMBERS, 1133 66TH ST.

WINDSOR HEIGHTS, IOWA

1. Call to Order
2. Roll Call: Diane Foss, Lauren Campbell, Patrick Boucher, Georgie Libbie, Geoff Woods present. Joe McConville absent.
3. Selection of Meeting Presiding Officer: Diane Foss selected.
4. Approval of Agenda: Libbie motion, Campbell second, all approved.
5. Approve Minutes of the January 22, 2020 Meeting: Geoff Wood stated that his last name does not include an "s" at the end. Motion to approve amended minutes as amended by Libbie, second by Wood, all approved.
6. Call for public hearing on site plan for Clive Learning Center parking lot addition. No members of the public were present. Introduction of new PZC member Pat Boucher. Motion to close Public Hearing by Wood, second by Boucher, all approved.
7. Consideration of Site Plan for Clive Learning Center Parking Lot Expansion: Joel Jackson of Bishop Engineering explained that the project includes removal and replacement of the asphalt parking lot on the north side of the building. It will be replaced with concrete and expanded slightly in size. Two new handicapped stalls will be located near the building entrance.

8. Resolution Recommending Approval of Clive Learning Center Parking Lot Expansion Site Plan. Motion Campbell, Wood second. All approved.
9. Consideration of Amendment to Windsor Heights Urban Renewal Area
10. Resolution Recommending Approval of Proposed Amendment to Windsor Heights Urban Renewal Area. Mark Arentsen explained possibility of Bike HUB. Motion to recommend approval of the Urban Renewal Amendment by Boucher, second by Campbell. All approved.
11. Status of Filling Vacant Commission Position. 1 Current applicant
12. Consider Selection of Commission Chairperson and Vice Chairperson per City Code Section 23.05 (1). Motion by Boucher to consider this at the next meeting, second by Libbie. All approved.
13. Adjourn: Motion by Libbie, second by Boucher, all approved.

Dianne Foss, Presiding Officer

RESOLUTION NO. PZC 2020-03

WHEREAS, the West Des Moines Community School District has had plans developed for expanding and improving the north parking lot at the Clive Learning Center, 1540 73rd St., Windsor Heights, **AND**,

WHEREAS, the City staff and City Engineer have reviewed these plans and have found them to be consistent with City Code requirements, **AND**,

WHEREAS, the Windsor Heights Planning & Zoning Commission believes that the proposed parking lot improvements are an asset to the City,

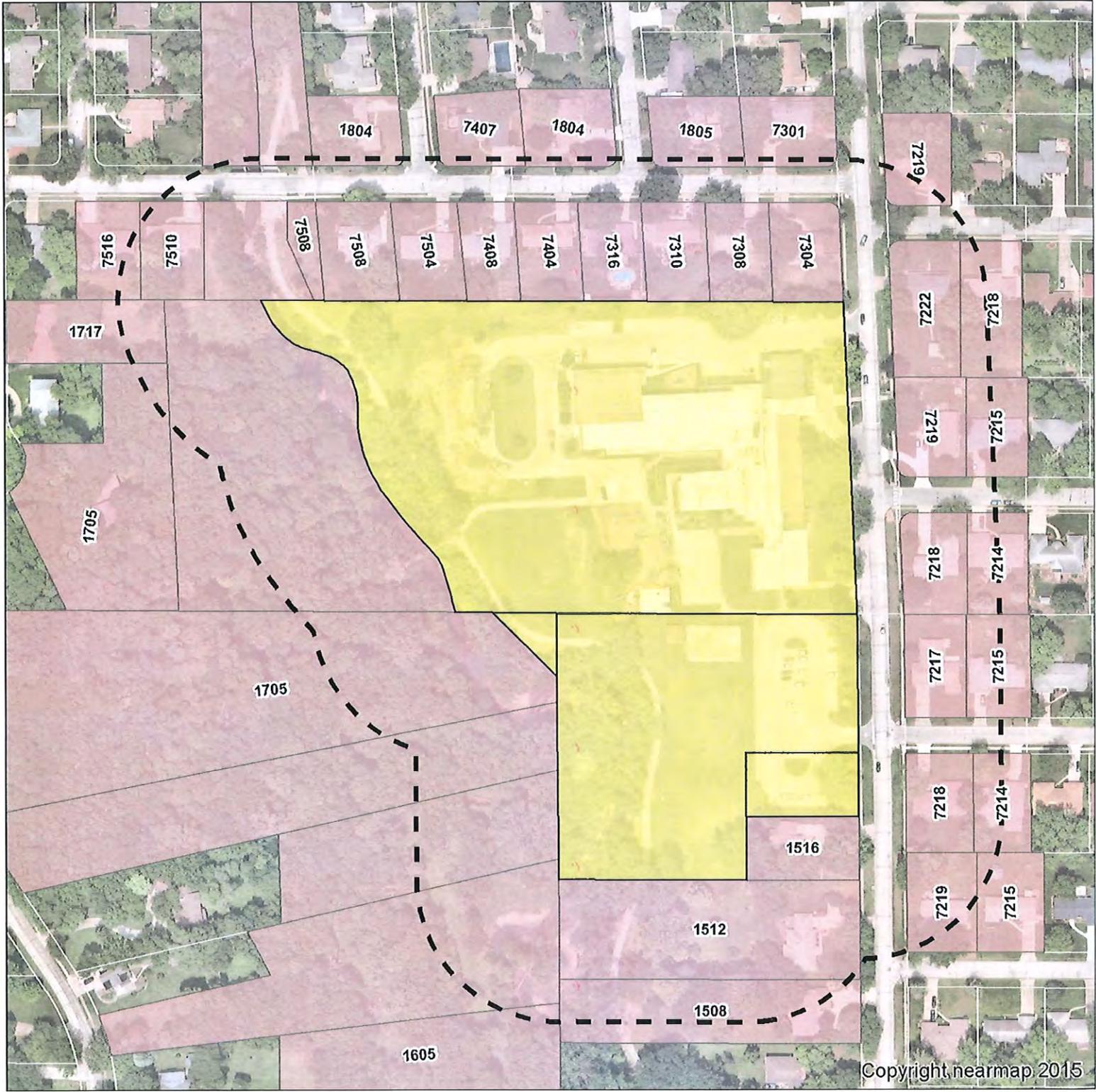
NOW THEREFORE BE IT RESOLVED, that the Windsor Heights Planning & Zoning Commission, in session this 1st day of April, 2020, finds that the parking lot improvements proposed for the Clive Learning Center are in conformance with City requirements and recommends approval of this project by the City Council.

PASSED AND ADOPTED this 1st day of April, 2020.

Meeting Presiding Officer

Resolution approved at 4/1/20
P+Z meeting

200' property radius for meeting notice





Mailed 3/24/20

PUBLIC HEARING NOTICE

The City of Windsor Heights Planning & Zoning Commission will hold a Public Hearing on a proposal from the West Des Moines Community School District to improve and enlarge the north parking lot at the Clive Learning Center, 1600 73rd St. in Windsor Heights. This Site Plan Review meeting will take place in the City Council Chambers, 1133 66th St., Windsor Heights, IA at 6:00 p.m., April 1, 2020. The proposal calls for increasing the area of the parking lot by approximately 710 sq. ft. The total number of stalls will be reduced from 59 to 56. Two new ADA handicapped will be added for a total of three ADA handicapped stalls. Storm water and landscaping improvements will also be installed. Members of the public are invited to attend and comment on this proposal.

M:\NO PROJ.ECTS\219-19540\DWG\08 DETAIL 1.DWG 3/12/2015 3:38 PM

1 SUBBRAIN DETAILS

1.1 SUBBRAIN UNDER PAVEMENT

1.2 SUBBRAIN BEHIND CURB

NOTES:

- Concrete shall be minimum 4000 psi.
- Subbrain shall be cured for 7 days.
- Subbrain shall be finished to match adjacent concrete.
- Subbrain shall be finished to match adjacent concrete.
- Subbrain shall be finished to match adjacent concrete.

2 TURNED DOWN WALK DETAIL

NOTES:

- Concrete shall be minimum 4000 psi.
- Concrete shall be finished to match adjacent concrete.
- Concrete shall be finished to match adjacent concrete.

3 CURB & CUTTER / TURNED DOWN WALK TRANSITION DETAIL

NOTES:

- Concrete shall be minimum 4000 psi.
- Concrete shall be finished to match adjacent concrete.
- Concrete shall be finished to match adjacent concrete.

4 INTEGRAL SPEED BUMP DETAIL

NOTES:

- Concrete shall be minimum 4000 psi.
- Concrete shall be finished to match adjacent concrete.
- Concrete shall be finished to match adjacent concrete.

5 CHAIN LINK FENCE GATE DETAIL

NOTES:

- Concrete shall be minimum 4000 psi.
- Concrete shall be finished to match adjacent concrete.
- Concrete shall be finished to match adjacent concrete.

6 RAIN GUARDIAN TUBERT PORTING DETAIL

NOTES:

- Concrete shall be minimum 4000 psi.
- Concrete shall be finished to match adjacent concrete.
- Concrete shall be finished to match adjacent concrete.

7 HANDICAP PARKING SIGN DETAIL

NOTES:

- Concrete shall be minimum 4000 psi.
- Concrete shall be finished to match adjacent concrete.
- Concrete shall be finished to match adjacent concrete.

8 JOINTING DETAILS

NOTES:

- Concrete shall be minimum 4000 psi.
- Concrete shall be finished to match adjacent concrete.
- Concrete shall be finished to match adjacent concrete.

9 TYPE 1 PAVEMENT SECTION

NOTES:

- Concrete shall be minimum 4000 psi.
- Concrete shall be finished to match adjacent concrete.
- Concrete shall be finished to match adjacent concrete.

10 TYPE 2 PAVEMENT SECTION

NOTES:

- Concrete shall be minimum 4000 psi.
- Concrete shall be finished to match adjacent concrete.
- Concrete shall be finished to match adjacent concrete.

11 STORM CLEANOUT DETAIL

NOTES:

- Concrete shall be minimum 4000 psi.
- Concrete shall be finished to match adjacent concrete.
- Concrete shall be finished to match adjacent concrete.

12 SUBBRAIN OUTLET INTO CONCRETE STRUCTURES DETAIL

NOTES:

- Concrete shall be minimum 4000 psi.
- Concrete shall be finished to match adjacent concrete.
- Concrete shall be finished to match adjacent concrete.

13 FENCE IN SIDEWALK DETAIL

NOTES:

- Concrete shall be minimum 4000 psi.
- Concrete shall be finished to match adjacent concrete.
- Concrete shall be finished to match adjacent concrete.

14 SPEED BUMP DETAIL

NOTES:

- Concrete shall be minimum 4000 psi.
- Concrete shall be finished to match adjacent concrete.
- Concrete shall be finished to match adjacent concrete.

15 SIDEWALK DETAIL

NOTES:

- Concrete shall be minimum 4000 psi.
- Concrete shall be finished to match adjacent concrete.
- Concrete shall be finished to match adjacent concrete.

16 SIDEWALK DETAIL

NOTES:

- Concrete shall be minimum 4000 psi.
- Concrete shall be finished to match adjacent concrete.
- Concrete shall be finished to match adjacent concrete.

17 SIDEWALK DETAIL

NOTES:

- Concrete shall be minimum 4000 psi.
- Concrete shall be finished to match adjacent concrete.
- Concrete shall be finished to match adjacent concrete.

18 SIDEWALK DETAIL

NOTES:

- Concrete shall be minimum 4000 psi.
- Concrete shall be finished to match adjacent concrete.
- Concrete shall be finished to match adjacent concrete.

PROJECT NUMBER: 190648
 PROJECT NAME: CLIVE LEARNING ACADEMY PARKING LOT IMPROVEMENTS
 SHEET NUMBER: C6.1

CLIVE LEARNING ACADEMY PARKING LOT IMPROVEMENTS

DETAILS SHEET

Bishop Engineering

"Planning Your Successful Development"

3501 104th Street
 Des Moines, Iowa 50322-5025
 Phone: 515-281-0609 Fax: 515-276-4217

Civil Engineering & Land Surveying Established 1959

March 19, 2020

**Clive Learning Academy
1600 73rd Street
Windsor Heights, IA
RE: Comment Response Letter**



We have reviewed the comments provided by the City Engineer (Bolton & Menk) for the Clive Learning Academy parking lot improvements and provided our responses below in **bold**:

Narrative Information to be provided (Code 170.10)

1. Total Area of Site: The total area of the site should be indicated in acres and square feet. **Added to the Cover Sheet.**
2. Indicate the total area of open space within the site, and its percentage of the total site. The calculation should include all open space pervious areas and permitted pedestrian plaza. **Added to the Cover Sheet.**
3. The total area of the site reserved for parking facilities, the open space within the defined parking area, and its percentage of the total parking area should be calculated and indicated in square feet. **Added to the Cover Sheet.**
4. Proposed use of site. Indicate all proposed uses for the site and building(s) as know at the time of application. **Added to the Cover Sheet.**
5. Parking Stalls. The total amount of parking stalls required based upon the proposed building use(s) of the site should be indicated. If more than one building use is proposed for the site, each individual parking stall requirement should be indicated separate of the total. Indicate the number of existing parking stalls, ADA accessible stalls along with the existing building stall requirements. **Schools are not in the city code, but the total number of full time employees was added to the Cover Sheet to show that there is adequate parking.**
6. Loading Areas. If applicable to the proposed building uses of the site, the number of required and provided loading stalls should be indicated. Indicate exiting loading areas. **Per section 174.07, there is no distribution of freight, merchandise, supplies, vehicles or equipment as part of the operation of the school, thus no loading areas are required. This has been stated on the Cover Sheet.**
7. 100-year Flood Elevation. The 100-year flood elevation should be indicated based upon the most recent FEMA Flood Insurance Study. **Flood elevation is 837.0 in the project area per map 19153c0327f. Note added to cover sheet.**

Plan Information (Code 170.10)

1. Soil Tests and Similar Information. **A geotechnical investigation is underway. Results will be shared once available.**

Building Footprint (Code 170.10)

1. Trash Enclosure. Provide a detail of the structure for review. **No trash enclosure is proposed. A trash enclosure was included in the recent building addition.**

Pedestrian Circulation (Code 170.10)

1. Connectivity. Pedestrian corridors should be indicated from any public street to all proposed principle buildings. **Building connects to the existing public sidewalk directly out the front door, as shown on plans.**
2. Stoops. All proposed emergency exits where a sidewalk is not indicated shall provide a stoop of an approved dimension determined to be adequate in providing a safe exit from the building. **No building work is proposed. All doors in the affected area will connect to the sidewalks on site.**

Lighting (Code 170.10)

1. A lighting plan should be provided with all site plans indicating the location, type, height, power rating, and any shielding methods required of all existing and/or proposed lighting fixtures. Lighting shall follow all applicable City ordinances including Dark-Sky standards. **All lighting on site is existing and will be protected. Existing lights on existing building walls have been added to plan. No new lighting is proposed.**
2. A manufacturer's cut-sheet shall be provided for each type of lighting fixture incorporated into the site layout including its material(s) and color. Information required from the cut-sheet shall include the description of lamps, supports, reflectors, and any other components of a particular lighting fixture. The Site Plan shall indicate all proposed lighting as depicted by the manufacturer. **All site lighting is existing**
3. A photometric plan shall also be required identifying the horizontal illumination of the site and the vertical light trespass along the perimeter of the site. The photometric plan shall show a point by point foot-candle reading for the entire site at a minimum spacing of 10 feet between each point, including 2 feet past the property line. The vertical photometric plan shall only be required along the property line with a maximum spacing of 10 feet. **All lighting on site is existing**

Storm Water Management Plan

1. Waiver Request Letter - Provide more information on why storm water detention cannot be met. **Included in revised calculations.**
2. Waiver Request Letter – It appears that the third paragraph about the conversation may have been misunderstood. The comment about small projects was never made and technically most, if not all, sites within Windsor Heights discharge into Walnut Creek. **Stormwater management plan has been revised accordingly.**
3. Provide construction cost estimate if detention was required to meet City code. Provide calculations on how the cost was derived. **Included in revised calculations.**
4. Provide measures/calculations showing water quality treatment is met for the site (Code 161.08). **Included in revised calculations.**

General Plan Comments

1. Sheet C0.1: Note 12 state City of Clive. **Revised.**
2. Verify if there is a storm intake on the NW side of the proposed project. If present, survey the feature and bring into the plan set. **Intake was no able to be located. Note referencing intake has been removed.**
3. If there is an intake, make a note that says, 'grade to drain to existing intake' and adjust intake. **Intake was not able to be located.**
4. Specifically call out which trees are to be saved and which trees are to be removed. **Tree removal and protection is called out on demo sheet**

5. Provide detail on the proposed speed bumps and reference detail on site layout sheet. **Speed bump detail added to detail sheet.**
6. Follow Commercial Parking Lot Design and Landscaping Standards (Code 170.16). **Parking lot has been revised accordingly.**
7. Follow Chapter 173 for Landscaping and Screening Standards. **Landscaping sheet has been updated.**
8. Spaces designated for persons with disabilities shall have a minimum width of 12 feet. Each space shall provide a barrier free route to an accessible building entrance, which shall not require users to walk or wheel behind parked cars. Such spaces shall be designated with an upright sign exhibiting the universal symbol for accessibility by the handicapped. All such spaces shall be designed in compliance with the standards of the Americans with Disabilities Act. (Code 174.06). **All ADA stalls have been revised. One stall to the north has been updated to 12 ft wide. Two stalls in front have been revised to have a sidewalk in front of the stalls and have been designed at 9' wide. We request that those two in front of the building be allowed at 9'. This is to protect the existing tree just SE of the stalls and reduce the chance of damage to the root system.**
9. Provide landscape and screening requirements per City Code 174.06. **Landscaping sheet has been updated.**
10. Standard parking stalls shall be 9 feet wide and 18 feet long (Code 174.06). **Updated.**
11. Show location of down spouts. **Added to plans.**
12. Paint 4" white lines designating the pedestrian path in front of the proposed dumpster area. **Area has been revised and crosswalk stripes are no longer needed.**
13. Spot elevations: state what needs to be added to get the true elevation. **Added to the Cover Sheet.**

General Comments

1. Confirm with Fire Department that fire access is being met. **The plan was sent to the fire chief and he had no issues.**
2. Include a dumpster enclosure. **A trash enclosure was included in the recent building addition.**
3. There is no loading dock called out on the plans. Where is the loading dock and will it be affected by this project? **Loading dock/area will not be affected by this project.**
4. Prepare and execute a 10-foot easement over the existing sanitary sewer on the entire property. **Working on getting the easement drawn up.**
5. Meet loading requirements of Section 174.07 in City Code. **Per section 174.07, there is no distribution of freight, merchandise, supplies, vehicles or equipment as part of the operation of the school, thus no loading areas are required.**
6. Obtain a City COSESCO permit. **Contractor information is needed to pull the permit. A note has been added to the Cover Sheet requiring the contractor to apply for the permit.**
7. City permit and inspection required for work in the ROW including the sidewalk and driveway approach replacements. **Contractor information is needed to pull the permit. A note has been added to the Cover Sheet requiring the contractor to apply for the permit.**
8. Additional screening needed on the north side of the parking lot between the school and the residential properties to the north. **Landscaping plan has been updated.**

Sincerely,

16

James Rodemyer, PE



TO: Joel Jackson, Bishop Engineering
Christine Maduro, West Des Moines Community School District
Kevin Long, West Des Moines Community School District

CC: Mark Arentsen, Windsor Heights Interim City Administrator
Justin Ernst, Windsor Heights City Engineer

FROM: Dalton Jacobus, Public Works Director

RE: Clive Learning Academy Site Plan

DATE: 20 March 2020

We have received and reviewed the second submittal for the Clive Learning Academy project. The City is agreeable to the comments and revisions made to the site plan as a result of our meeting on March 10th with the lone exception being the Stormwater Management Plan.

Municipal Code section 161.07 covers waiver criteria and requirements for postconstruction stormwater management features. The code is as follows:

161.07 WAIVERS.

Every applicant shall provide for storm water management as required by this chapter, unless a written request is filed to waive implementation of BMPs, in whole or in part, and such waiver is granted. Requests to waive implementation of BMPs in whole or in part shall be submitted to City for approval.

1. A waiver of BMPs required by this chapter may be granted provided that at least one of the following conditions is established by applicant based on authoritative written evidence satisfactory to City:

A. The proposed development is not likely to impair attainment of the objectives of this chapter.

B. Alternative minimum requirements for on-site management of storm water have been established in a storm water management final plan that has been approved by City and fully implemented.

C. Provisions are made to manage storm water by an off-site facility within the same watershed and that has been approved by the City. The off-site facility is required to be in place, to be designed and adequately sized to provide a level of storm water control that is equal to or greater than that which

would be afforded by on-site practices, and there is, in the City's sole judgment, a responsible entity legally obligated to monitor the performance of and maintain the efficiency of storm water BMPs in accordance with a written and recorded maintenance agreement.

D. In instances where one of the above conditions is established, the applicant must further establish by authoritative written evidence satisfactory to City that the partial waiver will not result in any of the following impacts to downstream waterways:

- (1) Deterioration of existing culverts, bridges, dams, and other structures; or
- (2) Degradation of biological functions or habitat; or
- (3) Accelerated stream bank or streambed erosion or siltation; or
- (4) Increased threat of flood damage to public health, life, property.

2. If the City finds that a waiver is appropriate because implementation of no on-site storm water BMPs is feasible due to the natural or existing physical characteristics of a site, or that one of the conditions specified in subsection 1 above cannot be established to a certainty, or that any one or more of the impacts to downstream waterways specified above cannot be entirely averted, the applicant shall execute a binding written agreement to accomplish one or more of the following mitigation measures selected by City:

A. The purchase and donation of privately owned lands, or the grant of an easement to be dedicated for preservation and/or reconstruction of native ecosystems of lands strategically located in the watershed consistent with the purposes of this chapter, of a sufficient quantity to enable City or others to achieve City storm water requirements with respect to a number of cubic feet of annual storm water equivalent to the estimated number of cubic feet of annual storm water that will not achieve City storm water requirements as a consequence of the waiver.

B. The creation of one or more storm water BMPs on previously developed properties, public or private, that currently lack storm water BMPs, having a capacity to achieve City storm water requirements with respect to a number of cubic feet of annual storm water equivalent to the estimated number of cubic feet of annual storm water that will not achieve City storm water requirements as a consequence of the waiver.

C. Monetary contributions (fee in lieu) to fund storm water management activities such as research and studies (e.g., regional wetland delineation studies, stream monitoring studies for water quality and macroinvertebrates, stream flow monitoring, threatened and endangered species studies, hydrologic studies, monitoring of storm water BMPs, and stream corridor stabilization practices). The monetary contribution required shall be in accordance with a fee schedule (unless the developer and the storm water authority agree on a greater alternate contribution) established by City, based on the estimated cost savings to the developer resulting from the waiver and the estimated future costs to City to achieve City storm water requirements with respect to a number of cubic feet of annual storm water equivalent to the estimated number of cubic feet of annual storm water that will not achieve City storm water

[Type text]

requirements as a consequence of the waiver. All of the monetary contributions shall be credited to an appropriate capital improvements program project, and shall be made by the developer prior to the issuance of any building permit for the development.

D. Dedication of land or granting of an easement by the applicant of a value equivalent to the cost to City of the construction of an off-site storm water management facility sufficient to achieve City storm water requirements with respect to a number of cubic feet of annual storm water equivalent to the estimated number of cubic feet of annual storm water that will not achieve City storm water requirements as a consequence of the waiver. The agreement shall be entered into by the applicant and City prior to the recording of plats or, if no record plat is required, prior to the issuance of the building permit.

E. Factors that may generate waivers:

- (1) Shallow bedrock.
- (2) High groundwater.
- (3) Hotspots or contaminated soils.
- (4) City owned construction that was designed prior to 2019.

////////////////////END////////////////////

If WDMCS is requesting that the City waive postconstruction stormwater management requirements on site there are several options which are all outlined in subsection 2 items A through D.

If the WDMCS is requesting that the requirements of subsection 2 items A through D are also waived, the request for waiver will need to be in writing. Please explain why the items are not feasible, reasonable, or realistic for this specific project.

This waiver request will be considered at the Planning and Zoning Commission meeting scheduled for April 1st and then the City Council meeting on April 6th.

STORM WATER MANAGEMENT PLAN

FOR

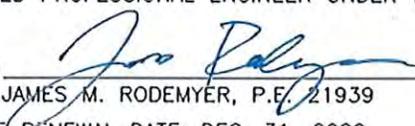
CLIVE LEARNING ACADEMY

PROJECT #190648

WINDSOR HEIGHTS, IA

MARCH 19, 2020



	I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.	
	SIGNED: 	DATE: 3/19/2020
	JAMES M. RODEMYER, P.E. 21939	
	LICENSE RENEWAL DATE: DEC. 31, 2020	ALL
PAGES OR SHEETS COVERED BY THIS SEAL: _____		

**CLIVE LEARNING ACADEMY
PARKING LOT IMPROVEMENTS
STORM WATER MANAGEMENT PLAN**

1. SITE CHARACTERISTICS

The project site is located at 1600 73rd Street in Windsor Heights. The existing site is an elementary school with the associated parking lots. The site currently drains north away from the school and into an existing grassed swale along the northern property line. The grassed swale then discharges directly into Walnut Creek. The project includes the removal and replacement of the parking lot and drop off lane on the east and north side of the building

2. RUNOFF ANALYSIS

Project Summary:

The entire school property is approximately 426,144 SF, of which there is roughly 174,000 SF of existing impervious surface. The proposed site improvements result in an increase of approximately 710 SF (0.01 acres) of impervious surface. On the entire site this is just an increase is 0.2%.

Detention Feasibility Analysis:

Spreadsheet A-1 attached in the Appendix shows the detention volume required for just the proposed impervious area to be 6,662 CF. Providing this detention volume would be extremely challenging at this site. There is not adequate space to provide dry detention storage due to the existing parking lot being close to the residential neighbors to the north. In addition, the site is extremely steep, with over 14-feet of fall from the street to the end of the parking lot. Providing detention in would be difficult due to the large grade change.

In addition, there are several utilities in the area where underground detention would be provided. There is a 66-inch public storm sewer and a corresponding 20-foot wide easement that runs parallel with the parking stalls. Just beyond the curb of the parking lot is the existing water service to the building. And roughly halfway down the parking lot is an existing public sanitary sewer. Avoiding all of these utilities would be very challenging.

The only option to provide detention would be underground detention. Using a rough cost of \$12/CF of underground detention the total cost of this option would be nearly \$80,000. This estimate is likely low due to the above utility and elevation issues as well as the export of the soil it is displacing. It's likely the cost would be upwards of \$100,000 or more.

Site Location and Detention Effectiveness:

The site is also located close to North Walnut Creek and does not discharge into the city storm sewer system but instead flows directly to the creek. If detention were added to this property for this parking lot and depending on where you were trying to reduce the flood risk, it could actually make the situation worse by holding back the water and releasing water at the same time the creek is cresting vs having the parking lot water already gone and downstream by the time the creek crests.

Waiver Request:

For the above reasons, we are requesting a waiver of the stormwater detention requirements from the City of Windsor Heights.

3. WATER QUALITY DESIGN

While stormwater detention is difficult and may not be advantageous, storm water quality treatment is possible on site. The majority of the proposed improvements are discharged to an existing grassed swale along the north property line. The WinSLAMM program was used to model to pollutant reduction of the grassed swale. As shown in the Appendix, the grassed swale achieves nearly a 60% reduction of suspended solids and phosphorus. In addition to the grassed swale, a rain guardian will be installed in the parking lot prior to discharging into the grassed swale. This stormwater BMP will capture debris and sediment in the stormwater from the parking lot. Note that the rain guardian structure is not modeled in the WinSLAMM program.

5. APPENDIX

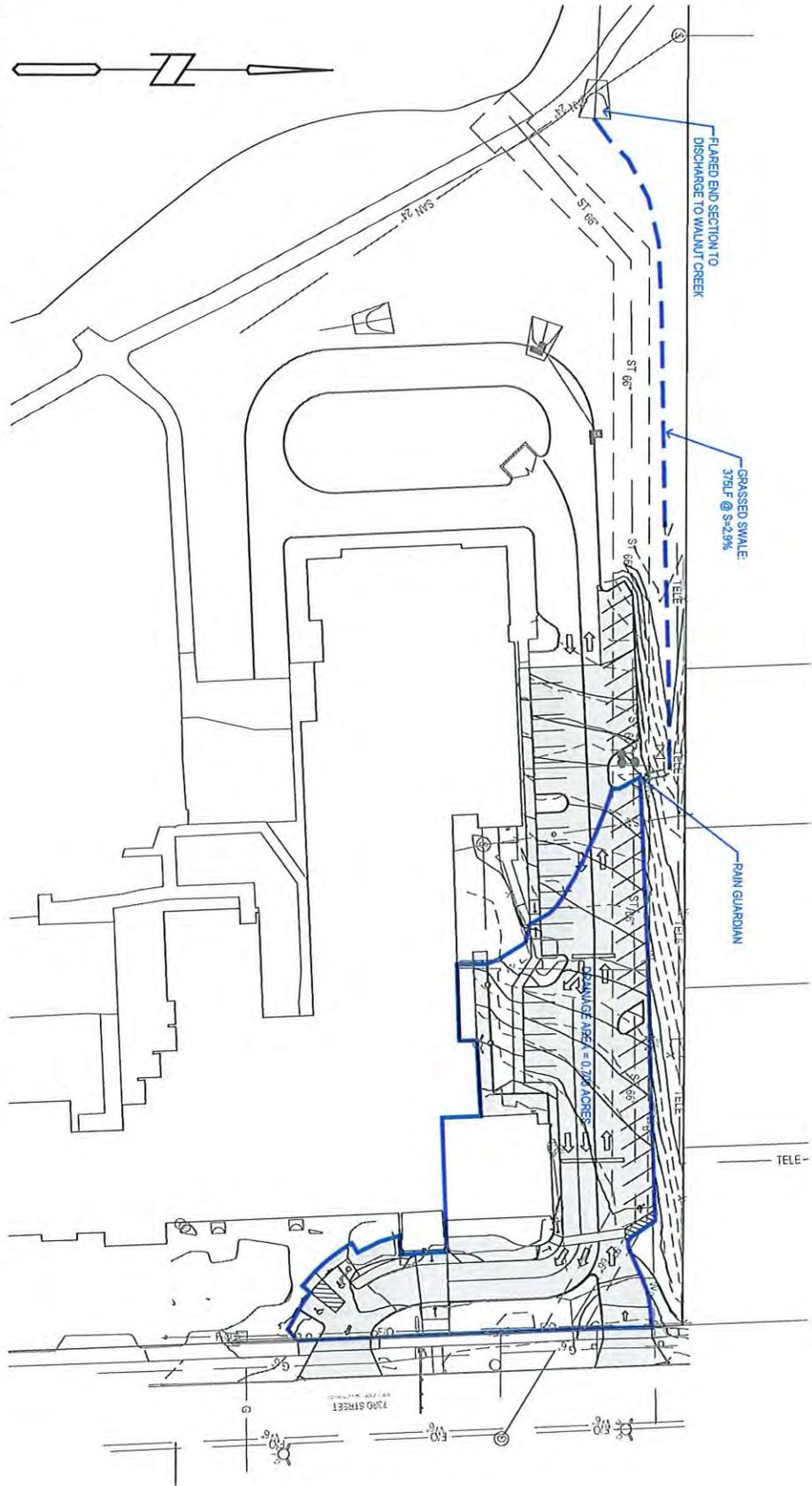
The following is a list of items included in the Appendix:

Drainage Map

Spreadsheet A-1: Detention Volume Required

WinSLAMM Calculations

APPENDIX



DRAWN BY: AJR	REFERENCE NUMBER:
PROJECT NUMBER: 190648	
SHEET NUMBER: 1 OF 1	

**CLIVE LEARNING ACADEMY
PARKING LOT IMPROVEMENTS**

DRAINAGE MAP

Bishop Engineering
"Planning Your Successful Development"

3501 104th Street
Des Moines, Iowa 50322-3825
Phone: (515)276-0467 Fax: (515)276-0217
Civil Engineering & Land Surveying Established 1959

25

92

DETENTION REQUIRED CALCULATIONS

CLIVE LEARNING ACADEMY
 WINDSOR HEIGHTS, IA
 SPREADSHEET A-1
 Date: 3/19/2020
 Project # 190648

DETENTION REQUIRED:

IMPERVIOUS 29,820 SF =
 PERVIOUS 0 SF =
 TOTAL AREA 29,820 SF

DEVELOPED RUNOFF COEFFICIENT
 0.68 Acres =
 0.00 Acres =
 0.68 Acres

C = 0.98
 Average
 A = 0.68
 Acres
 Q₁₀₀ = 4.99
 cfs

RELEASE RATE

C = 0.25
 I = 4.12 in/hr
 A = 0.68 acres
 Q = 0.71 cfs (ADJUSTED RELEASE)

DEVELOPED CONDITION

C = 0.98
 Average
 A = 0.68
 Acres
 Q₁₀₀ = 4.99
 cfs

DURATION	SECONDS	I	C*A	Q	RAINFALL	RELEASE	DETENTION
5 min.	300	12.40	0.671	8.32	2,496	212	2,284
10 min.	600	9.15	0.671	6.14	3,683	423	3,260
15 min.	900	7.44	0.671	4.99	4,492	635	3,858
20 min.	1200	6.72	0.671	4.51	5,410	846	4,564
30 min.	1800	5.27	0.671	3.54	6,364	1,269	5,095
40 min.	2400	4.70	0.671	3.15	7,568	1,692	5,875
50 min.	3000	4.13	0.671	2.77	8,312	2,115	6,197
60 min.	3600	3.55	0.671	2.38	8,574	2,538	6,035
70 min.	4200	3.33	0.671	2.23	9,383	2,961	6,421
80 min.	4800	3.11	0.671	2.09	10,015	3,385	6,630
90 min.	5400	2.89	0.671	1.94	10,470	3,808	6,662
100 min.	6000	2.67	0.671	1.79	10,748	4,231	6,517
110 min.	6600	2.45	0.671	1.64	10,848	4,654	6,194
120 min.	7200	2.23	0.671	1.50	10,772	5,077	5,695
180 min.	10800	1.69	0.671	1.13	12,245	7,615	4,630
240 min.	14400	1.34	0.671	0.90	12,945	10,154	2,792
360 min.	21600	0.99	0.671	0.66	14,346	15,230	-884
480 min.	28800	0.84	0.671	0.56	16,230	20,307	-4,077
600 min.	36000	0.69	0.671	0.46	16,665	25,384	-8,719
720 min.	43200	0.55	0.671	0.37	15,940	30,461	-14,521

MAXIMUM VOLUME AT DURATION = 90 min.
 TOTAL DETENTION VOLUME REQUIRED = 6,662 c.f.

City of Windsor Heights Regular Business Meeting Minutes
Monday, March 16, 2020 – 6:00 P.M. Council Chambers

1. **Call to Order:** Mayor Burgess called the meeting to order at 6:00 PM. Council members present: Susan Skeries, Joseph Jones, Mike Loffredo, Mike Jones, and Threase Harms. Staff present: Interim Administrator Mark Arentsen, Finance Director Rachelle Swisher, Public Works Director Dalton Jacobus, City Engineer Justin Ernst, and the City Attorney. The Pledge of Allegiance was recited.
2. **Approval of the Agenda:** Motion by Harms to approve the agenda removing Item H – Police Union Contract. Seconded by Mike Jones. Motion passed 5-0.
3. **Public Hearings:**
 - A. **FY 2020-2021 Budget Hearing:** Motion by Mike Jones to open the public hearing at 6:07 PM. Seconded by Joseph Jones. Motion passed 5-0. No comments written or oral. Motion by Loffredo to close the public hearing at 6:09 PM. Seconded by Joseph Jones. Motion passed 5-0.
 - i. **Consideration of Resolution No. 2020-34 – A Resolution Adopting the FY 2020-2021 Budget:** Motion by Mike Jones to approve Resolution No. 2020-34. Seconded by Joseph Jones. Motion passed 5-0.
 - B. **University Avenue Bid Award Hearing:** Motion by Mike Jones to open the public hearing at 6:10 PM. Seconded by Harms. Motion passed 5-0. John McKee -6616 Del Matro Ave submitted written comments in opposition to the University Avenue project. Motion by Harms to close the public hearing at 6:12 PM. Seconded by Harms. Motion passed 5-0.
 - i. **Consideration of Resolution No. 2020-35 – A Resolution Awarding the University Avenue Construction Project to Elder Corporation (\$6,743,000):** Motion by Harms to approve Resolution No. 2020-35. Seconded by Joseph Jones. Motion passed 5-0.
 - ii. **Consideration of Resolution No. 2020-36 – A Resolution Approving the Scope and Fee Proposal from BMI for University Avenue Construction Services not to Exceed \$697,788:** Motion by Harms to approve Resolution No. 2020-36. Seconded by Joseph Jones. Motion passed 5-0.
4. **Public Forum:** Lauren Campbell – Windsor Heights Chamber – reported that all Chamber events are cancelled due to COVID-19.
5. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
 - A. **Approve Minutes of the Regular Council Meeting on March 2, 2020**
 - B. **Approve Payment of Claims**
 - C. **Approve February Financial Reports**Motion by Joseph Jones to approve the consent agenda. Seconded by Harms. Motion passed 5-0.
6. **New Business:**
 - A. **Consideration of Bonding Resolutions**
 - i. **Resolution No. 2020-36A - Resolution Setting the Date for the Sale of General Obligation Urban Renewal Bonds, Series 2020B and Authorizing the use of a Preliminary Official Statement in Connection Therewith (\$7,500,000.00):** Motion by Harms to approve Resolution No. 2020-36A. Seconded by Joseph Jones. Motion passed 5-0.
 - ii. **Resolution No. 2020-36B – A Resolution Setting the date for Sale of General Obligation Corporate Purpose and Refunding Bonds, Series 2020A and Authorizing the use of a Preliminary Official Statement in Connection Therewith (\$8,500,000.00):** Motion by Harms to approve Resolution No. 2020-36B. Seconded by Loffredo. Motion passed 5-0.
 - B. **Resolution No. 2020-37 - A Resolution Approving the 2020 PCC Patching Project Plans and Specifications and Setting a Public Hearing to Award Bids:** Motion by Joseph Jones to approve Resolution No. 2020-37. Seconded by Harms. Motion passed 5-0.
 - C. **Consideration of Resolution No. 2020-38- A Resolution Setting Date for Public Hearing on Ordinance No. 2020-02 – An Ordinance Amending the Windsor Heights Code of Ordinances Relating to Nuisance Abatement Charges:** Motion by Harms to approve Resolution No. 2020-37. Seconded by Mike Jones. Motion passed 5-0.

- D. Consideration of Resolution No. 2020-39 – A Resolution Thanking Jim Egger for His Years of Service on the Planning and Zoning Commission:** Motion by Harms to approve Resolution No. 2020-39. Seconded by Skeries. Motion passed 5-0.
- E. Consideration of Resolution No. 2020-40 – A Resolution Approving and Authorizing Signatories on Behalf of the City of Windsor Heights, Iowa for the Bankers Trust Checking Account:** Motion by Loffredo to approve Resolution No. 2020-40 with the amendment that any two of the authorized signers can sign. Seconded by Joseph Jones. Motion passed 5-0.
- F. Consideration of Resolution No. 2020-42 - A Resolution Creating a Temporary Community Center Fee Reimbursement Policy due to the Public Health Threat of the Coronavirus (COVID-19):** Motion by Skeries to approve Resolution No. 2020-42 with the amendment that the CEC be closed for the next four weeks and reevaluate it at the 4/6/20 meeting. Seconded by Joseph Jones. Motion passed 5-0.
- G. Consideration of Resolution No. 2020-43 - A Resolution Approving a Soil Quality Restoration at 1919 69th Street in the amount of \$1,495.40:** Motion by Harms to approve Resolution No. 2020-43. Seconded by Skeries. Motion passed 5-0.
- H. Consideration of Police Union Contract:** Item removed.
- 7. Reports:**
- A. Mayor and Council Reports and Committee Updates:** Mayor Burgess congratulated Chief McCluskey on his graduation from the FBI Academy. Skeries toured public works facilities and thanked PW Staff for the work that they do. Joseph Jones reported the possibility of half cent levy increase for DART. Mike Jones reported on Bravo activities. Harms reported that the Metro Waste meeting is set for 3/25.
- B. Interim City Administrator Report:** Pre-construction meeting for College-Allison-69th Street on Friday. Park plan proposals received and are being evaluated. Ratings call with Moody's to issue their bond rating for the city. Urban renewal plan meetings with affected entities upcoming. No applications for Planning and Zoning Commission. COVID-19 planning meeting with school district. Monitoring proposals on property on 63rd and University.
- C. Staff Reports:**
- i. Public Safety Report
 - ii. Public Works Report
 - iii. Communications-Recreation Coordinator Report
- No questions from council on provided reports.
- 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: Motion by Harms to go into closed session at 6:47 PM. Seconded by Joseph Jones. Roll call vote: Harms- Aye, Joseph Jones – aye, Skeries – aye, Loffredo – aye, and Mike Jones – aye. Motion passed 5-0.
- 9. Convene Into Open Session**
Motion by Joseph Jones to convene into open session at 7:06 PM. Seconded by Harms. Motion passed 5-0.
- 10. Adjourn to 6:00 pm on Monday, April 6, 2020 for a Regular Council Meeting at the Council Chambers:** Motion by Harms to adjourn the meeting at 7:07 PM. Seconded by Skeries. Motion passed 5-0.

David Burgess, Mayor

Attest: Travis Cooke, City Clerk



**STAFF REPORT
CITY COUNCIL**

April 6, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Minutes of the Special Council Meeting on March 7, 2020

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 3.7.20 Special Council Meeting Minutes - CA Interviews

City of Windsor Heights Special Business Meeting Minutes
Saturday, March 7, 2020 – 8:00 A.M. Council Chambers

1. **Call to Order:** Mayor Burgess called the meeting to order at 8:15 AM. Council members present: Susan Skeries, Joseph Jones, Mike Loffredo, Mike Jones (8:47 a.m.), and Threase Harms. Staff present: City Clerk Travis Cooke. Also present: Charlene Stevens GovHR USA. The Pledge of Allegiance was recited.
2. **Approval of the Agenda:** Motion by Joseph Jones to approve the agenda. Seconded by Harms. Motion passed 4-0.
3. **Review Interview Process with GovHR USA – Charlene Stevens:** The council discussed the City Administrator interview process with Charlene Stevens.
4. **Closed Session:** Pursuant to Iowa Code Section 21.5 (1)(j) 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 – City Administrator Candidate #1: Motion by Harms to enter into closed session at 9:00 AM. Seconded by Skeries. Roll call vote: Skeries – aye, Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 5-0.
5. **Convene into Open Session:** Motion by Joseph Jones to convene into open session at 9:56 AM. Seconded by Skeries. Motion passed 5-0.
6. **Closed Session:** Pursuant to Iowa Code Section 21.5(1) (j) 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 – City Administrator Candidate #2: Motion by Mike Jones to enter into closed session at 10:01 AM. Seconded by Joseph Jones. Roll call vote: Skeries – aye, Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 5-0.
7. **Convene into Open Session:** Motion by Harms to convene into open session at 11:07 AM. Seconded by Joseph Jones. Motion passed 5-0.
8. **Closed Session:** Pursuant to Iowa Code Section 21.5(1)(j) 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 – City Administrator Candidate #3: Motion by Mike Jones to enter into closed session at 11:09 AM. Seconded by Skeries. Roll call vote: Skeries – aye, Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 5-0.
9. **Convene into Open Session:** Motion by Joseph Jones to convene into open session at 12:04 PM. Seconded by Harms. Motion passed 5-0.
10. **Lunch Break** – Council remained in session during the lunch break. No city business was conducted.
11. **Closed Session:** Pursuant to Iowa Code Section 21.5(1)(j) 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 – City Administrator Candidate #4: Motion by Harms to enter into closed session at 12:58 PM. Seconded by Joseph Jones. Roll call vote: Skeries – aye, Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 5-0.
12. **Convene into Open Session:** Motion by Joseph Jones to convene into open session at 2:05 PM. Seconded by Skeries. Motion passed 5-0.
13. **Closed Session:** Pursuant to Iowa Code Section 21.5(1)(j) 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 – City Administrator Candidate #5: Motion by Harms to enter into closed session at 2:17 PM. Seconded by Joseph Jones. Roll call vote: Skeries – aye, Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 5-0.
14. **Convene into Open Session:** Motion by Harms to convene into open session at 3:00 PM. Seconded by Joseph Jones. Motion passed 5-0.
15. **Discussion and Appropriate Follow up on Hiring a City Administrator:** After due consideration and discussion council came to the consensus to continue the hiring process with GovHR USA and to have a special council meeting on March 10, 2020.

16. Adjourn to 6:00 pm on Monday, March 16, 2019, for a Regular Council Meeting at the Council Chambers: Motion by Joseph Jones to adjourn to Monday, March 16, 2020 for a regular council meeting at 4:35 PM. Seconded by Skeries. Motion passed 5-0.

David Burgess, Mayor

Attest: Travis Cooke, City Clerk



**STAFF REPORT
CITY COUNCIL**

April 6, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Minutes of the Special Council Meeting on March 10, 2020

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 3.10.20 Special Council Meeting Minutes - CA Search

City of Windsor Heights Special Business Meeting Minutes
Tuesday, March 10, 2020 – 6:00 p.m. Council Chambers

1. **Call to Order:** Mayor Burgess called the meeting to order at 6:00 PM. Council members present: Susan Skeries, Joseph Jones, Mike Loffredo, Mike Jones, and Threase Harms (arrived after item #3). Staff present: Finance Director Rachelle Swisher. The Pledge of Allegiance was recited.
2. **Approval of the Agenda:** Motion by Joseph Jones to approve the agenda. Seconded by Skeries. Motion passed 4-0.
3. **Closed Session:** Pursuant to Iowa Code Section 21.5 (1) (j) 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 Mike Jones to convene into closed session at 6:02 PM. Seconded by Skeries. Roll call vote: Mike Jones – aye, Skeries – aye, Joseph Jones – aye, and Loffredo – aye. Motion passed 4-0.
4. **Convene into Open Session:** Motion by Harms to convene into open session at 6:42 PM. Seconded by Skeries. Motion passed 5-0.
5. **Discussion and Appropriate Follow up on Hiring a City Administrator:** Motion by Joseph Jones to have a second interview with Candidate #3 and set a special council meeting for March 13, 2020 at noon. Seconded by Harms. Motion passed 5-0.
6. **Adjourn to 6:00 pm on Monday, March 16, 2019, for a Regular Council Meeting at the Council Chambers:** Motion by Joseph Jones to adjourn the meeting at 6:48 PM. Seconded by Skeries. Motion passed 5-0.

David Burgess, Mayor

Attest: Travis Cooke, City Clerk



**STAFF REPORT
CITY COUNCIL**

April 6, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Minutes of the Special Council Meeting on March 13, 2020

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 3.13.20 Special Council Meeting Minutes - CA Search

City of Windsor Heights Special Business Meeting Minutes
Friday, March 13, 2020 – 12:00 p.m. Council Chambers

- 1. Call to Order:** Mayor Burgess called the meeting to order at 12:00 PM. Council members present: Susan Skeries, Joseph Jones, Mike Loffredo, Mike Jones, and Threase Harms (arrived at 12:09). Staff present: Finance Director Rachelle Swisher. Also present: Charlene Stevens, GovHR. The Pledge of Allegiance was recited.
- 2. Approval of the Agenda:** Motion by Loffredo to approve the agenda. Seconded by Mike Jones. Motion passed 4-0.
- 3. Closed Session:** Pursuant to Iowa Code Section 21.5 (1) (j) To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge being considered when necessary and that individual requests a closed session. Interview Candidate #3 - Motion by Skeries to convene into closed session at 12:09 PM. Seconded by Joseph Jones. Roll call vote: Mike Jones – aye, Skeries – aye, Joseph Jones – aye, Loffredo – aye, and Harms – aye. Motion passed 5-0.
- 4. Convene into Open Session:** Motion by Mike Jones to convene into open session at 1:03 PM. Seconded by Harms. Motion passed 5-0.
- 5. Discussion and Appropriate Follow up on Hiring a City Administrator:** Motion by Mike Jones to engage GovHR to make an offer to Candidate #3. Seconded by Harms. Roll call vote: Mike Jones – aye, Harms – aye, Skeries – nay, Joseph Jones – aye, and Loffredo – aye. Motion passed 4-1.
- 6. Adjourn to 6:00 pm on Monday, March 16, 2019, for a Regular Council Meeting at the Council Chambers:** Motion by Harms to adjourn the meeting at 1:24 PM. Seconded by Joseph Jones. Motion passed 5-0.

David Burgess, Mayor

Attest: Travis Cooke, City Clerk



**STAFF REPORT
CITY COUNCIL**

April 6, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Minutes of the Special Council Meeting on March 31, 2020

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 3.31.20 Special Council Meeting Minutes

**City of Windsor Heights Special Business Meeting Minutes
Tuesday, March 31, 2020 – 6:00 PM**

VIA ZOOM MEETING DUE TO COVID-19 PANDEMIC

- 1. Call to Order:** Mayor Burgess called the meeting to order at 6:00 PM. Council members present: Susan Skeries, Joseph Jones, Mike Loffredo, Mike Jones, and Threase Harms. Staff present: Interim City Administrator Mark Arentsen, City Clerk Travis Cooke, Finance Director Rachelle Swisher, Public Safety Director Chad McCluskey, Public Works Director Dalton Jacobus, Recreation-Communications Coordinator Whitney Tucker, and City Attorney Erin Clanton. Also present: Tionna Pooler, Independent Public Advisors and Paul Donna, Robert W. Baird and Co.
- 2. Approval of the Agenda:** Motion by Harms to approve the agenda. Seconded by Joseph Jones. Motion passed 5-0.
- 3. Consideration of Resolution No. 2020-44 – A Resolution Suspending Public Offering for Sale of General Obligation Corporate Purpose and Refunding Bonds, Series 2020A and Authorizing the Development of Private Placement Proposals (\$8,500,000):** Motion by Loffredo to approve Resolution No. 2020-44. Seconded by Harms. Motion passed 5-0.
- 4. Consideration of Resolution No. 2020-45 – A Resolution Suspending Public Offering for Sale of General Obligation Urban Renewal Bonds, Series 2020B and Authorizing the Development of Private Placement Proposals (\$7,500,000):** Motion by Harms to approve Resolution No. 2020-45. Seconded by Joseph Jones. Motion passed 5-0.
- 5. Consideration of Resolution No. 2020-46 - A Resolution Approving Robert W. Baird & Co. as Placement Agent for the City of Windsor Heights, Iowa:** Motion by Harms to approve Resolution No. 2020-46. Seconded by Skeries. Motion passed 5-0.
- 6. Adjourn to 6:00 pm on Monday, April 6, 2019, for a Regular Council Meeting via ZOOM meeting:** Motion by Mike Jones to adjourn the meeting at 6:12 PM. Seconded by Joseph Jones. Motion passed 5-0.

David Burgess, Mayor

Attest: Travis Cooke, City Clerk



**STAFF REPORT
CITY COUNCIL**

April 6, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Payment of Claims

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 4-3-20 CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
AFLAC WORLD WIDE HEADQUARTERS	AFLAC DIS-POSTX		801.74	50393	3/20/20
ALLEN, BRIAN	COMMUNITY CENTER REFUND		365.00	50384	3/18/20
AMERITAS LIFE INS. CORP.	VISION INS	280.00		50391	3/20/20
AMERITAS LIFE INS. CORP.	DENTAL INS	3,225.20	3,505.20	50540	4/02/20
ARCHER HOME CENTER	GAS DRYER		1,049.98	50541	4/02/20
ARDICK EQUIP. CO. INC.	STREET SIGNS AND POSTS		307.85	50542	4/02/20
ARNOLD MOTOR SUPPLY	2006 CHEVY SILVERADO		273.61	50543	4/02/20
AMERICAN TRAFFIC SOLUTIONS	PAID CITATIONS		5,486.00	50544	4/02/20
AUREON IT	MANAGED SERVICES		744.00	50471	4/03/20
AXON ENTERPRISE	PPM STANDARD BATTERY PACK		340.00	50472	4/03/20
BENEFITS, INC	HRA STOECKER		221.78	2245	4/03/20
BOB BROWN CHEVROLET INC.	PARTS		323.05	50473	4/03/20
BOUND TREE MEDICAL LLC	LATEX GLOVES		209.01	50474	4/03/20
BURNETT, ROCHELLE	COMMUNITY CENTER REFUND		450.00	50385	3/18/20
CDW GOVERNMENT INC.	EQUIPMENT		395.56	50475	4/03/20
CENTURY LINK	TELEPHONE		510.40	50476	4/03/20
CLIVE, CITY OF	FY 19/20 IMAGE TREND FEES		3,944.00	50477	4/03/20
CITY OF URBANDALE	LIBRARY 28E APRIL-JUNE 2020		12,500.00	50478	4/03/20
CONSTRUCTION & AGGREGATE PRODU	PLOW SUPPLIES		1,328.62	50479	4/03/20
CRYSTAL CLEAR WATER CO.	WATER		8.50	50480	4/03/20
DEPT OF HUMAN SERVICES	7/19-4/20 GEMT PAYMENT		14,193.53	50481	4/03/20
DES MOINES REGISTER	NEWSPAPER SUBSCRIPTION		54.00	50482	4/03/20
DMACC	HIPAA TRAINING		15.00	50483	4/03/20
DUMERMUTH, JARED	TUITION REIMBURSEMENT		1,350.00	50484	4/03/20
EARL MAY SEED & NURSERY	PEAT MOSS		109.90	50485	4/03/20
EMDR AND BEYOND	COMMUNITY CENTER REFUND		362.50	50486	4/03/20
ENES HASANCEVIC	COMMUNITY CENTER REFUND		1,227.50	50487	4/03/20
FEDERAL TAX DEPOSIT	FED/FICA TAX	17,734.30		2243	3/20/20
FEDERAL TAX DEPOSIT	FED/FICA TAX	17,920.96	35,655.26	2249	4/02/20
GALLS QUARTERMASTER	CLOTHING		532.43	50488	4/03/20
GRIMES ASPHALT & PAVING	COLD MIX		294.92	50539	4/02/20
HAAG TREE SERVICE	ASH TREE TRIMMING		600.00	50490	4/03/20
HANNAN, DANI	COMMUNITY CENTER REFUND		400.00	50386	3/18/20
HAPPY WELCH	ADMINISTRATOR TRAVEL EXPENSES		316.39	50491	4/03/20
O'DONNELL ACE HICKMAN	CEC TOILET REPAIR		12.45	50492	4/03/20
HOME DEPOT CREDIT SERVICES	SAFETY GLASSES		70.47	50493	4/03/20
HOMEFRONT PROTECTIVE GROUP	CONFERENCE AMANDA WOODS		500.00	50494	4/03/20
HY-VEE ACCOUNTS RECEIVABLE	STOP THE BLEED TRAINING		14.37	50495	4/03/20
ICMA RETIREMENT TRUST	ICMA	679.23		2241	3/20/20
ICMA RETIREMENT TRUST	ICMA	677.39	1,356.62	2248	4/02/20
INDEPENDENT PUBLIC ADVISORS	4/1-6/30/20 QUARTERLY RETAINER		2,250.00	50496	4/03/20
INTERSTATE ALL BATTERY	AA BATTERIES		8.34	50497	4/03/20
INTOXIMETERS INC.	SUPPLIES		115.00	50498	4/03/20
IOWA DES MOINES SUPPLY	SOAP/TOWELS		827.68	50499	4/03/20
IOWA MAYORS ASSOCIATION	DAVE BURGESS MEMBERSHIP		30.00	50500	4/03/20
IPERS	PROTECT IPERS		25,169.95	2240	3/20/20
IRLBECK, MICHAEL	CLOTHING REIMBURSEMENT		115.60	50501	4/03/20
JOE GAA	ADMINISTRATOR TRAVEL EXPENSES		784.45	50502	4/03/20
JOHNSON, KYLE	FLASHLIGHT/SHOES REIMBURSEMENT		188.83	50503	4/03/20
KABEL BUSINESS SERVICES	FLEX - BENEFITS	667.30		2244	3/20/20
KABEL BUSINESS SERVICES	FLEX - BENEFITS	667.30	1,334.60	2250	4/02/20
KEY ELEMENTS	WAGE SURVEY/JOB DESC/HANDBOOK		3,182.50	50504	4/03/20
KOCH OFFICE GROUP	PRINTER INK		150.62	50505	4/03/20
LEAF	COPIER LEASE		227.66	50506	4/03/20

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
LOCAL GOVERNMENT CONSULTING	3/8/20-3/14/20 ADMINISTRATOR		11,860.00	50507	4/03/20
LOWE'S	PSB BATHROOM REPAIR		775.29	50509	4/03/20
MARK ARENTSEN	POSTAGE REIMBURSEMENT		3.40	50510	4/03/20
MEDIACOM	INTERNET		570.00	50511	4/03/20
METRO WASTE AUTHORITY	GARBAGE FEES		25,882.95	50512	4/03/20
MIDAMERICAN ENERGY	801 73RD ST		31.59	2246	4/03/20
NEW BEGINNING CHRISTIAN CHURCH	COMMUNITY CENTER REFUND		378.13	50513	4/03/20
O'REILLY AUTO PARTS	TRUCK #1 AIRBAG REPAIR		133.69	50514	4/03/20
PEER SUPPORT FOUNDATION	2020 CONFERENCE DEREK MEYER		150.00	50515	4/03/20
PETER STEVENSON	COMMUNITY CENTER REFUND		550.00	50516	4/03/20
PLEXA	ANNUAL MEMBERSHIP		20.00	50517	4/03/20
PURCHASE POWER	POSTAGE		255.54	50518	4/03/20
QUALITY PEST CONTROL	PEST CONTROL		61.00	50519	4/03/20
QUEEN OF CLEAN, LLC	3/1-3/15 CLEANING		1,101.66	50520	4/03/20
RACOM CORPORATION	EDACS ACCESS		1,270.41	50521	4/03/20
RICH, JILL	COMMUNITY CENTER REFUND		1,481.25	50387	3/18/20
ROETMAN, JOE	CLOTHING ALLOWANCE		156.47	50522	4/03/20
SAFE BUILDING COMPLIANCE	BUILDING INSPECTIONS		1,567.95	50523	4/03/20
SAM'S CLUB DIRECT	SUPPLIES		195.53	50524	4/03/20
SARAH WORRELL	COMMUNITY CENTER REFUND		1,300.00	50525	4/03/20
SEACOAST UNIFORMS	BULK HAND SANITIZER		275.00	50526	4/03/20
SIMMERING-CORY, INC	MARCH 2020 SUPPLEMENT		128.00	50527	4/03/20
SNAP-ON MARK STUCHEL	WORK BENCH		1,150.00	50528	4/03/20
SPOTFREE CAR WASH	CAR WASHES		214.20	50529	4/03/20
STANDARD INSURANCE COMPANY	LIFE INS		974.71	50530	4/03/20
TEAMSTERS LOCAL 238	UNION DUES		637.92	50394	4/02/20
TRANSUNION RISK & ALTERNATIVE	TLOPX CHARGES		50.00	50531	4/03/20
TREASURER STATE OF IOWA	STATE TAX		6,438.00	2242	3/20/20
TRUCK EQUIPMENT INC.	PLOW REPAIR - TRUCK #8		415.28	50532	4/03/20
VAN WALL EQUIPMENT	SKID LOADER OIL		31.01	50533	4/03/20
VENDNOVATION LLC	SOFTWARE LICENSE - ONE YEAR		1,200.00	50534	4/03/20
WAL-MART	ADMINISTRATOR INTERVIEWS		108.08	50535	4/03/20
WILLIAMS, GWENN	COMMUNITY CENTER REFUND		550.00	50388	3/18/20
YMCA	COMMUNITY CENTER REFUND		331.25	50389	3/18/20
ZEHRING, ARRYN	COMMUNITY CENTER REFUND		2,150.00	50390	3/18/20
ZIMCO SUPPLY CO	DOG PARK GRASS SEED		420.00	50536	4/03/20
			=====		
Accounts Payable Total			187,033.18		

Payroll Checks

001	GENERAL	45,092.81
110	ROAD USE TAX	4,930.97
610	SEWER	1,069.64
740	STORM WATER	536.32
Total Paid On: 3/20/20		51,629.74

001	GENERAL	49,217.92
110	ROAD USE TAX	4,636.06
610	SEWER	937.85
740	STORM WATER	1,019.93

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
-------------	-----------	--------	--------------	--------	------------

	Total Paid On: 4/03/20		55,811.76		
--	------------------------	--	-----------	--	--

	Total Payroll Paid		107,441.50		
--	--------------------	--	------------	--	--

	Report Total		294,474.68		
--	--------------	--	------------	--	--

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

Payroll Checks: 3/18/2020- 4/03/2020

FUND	NAME	AMOUNT
001	GENERAL	233,041.56
110	ROAD USE TAX	22,067.52
112	EMPLOYEE BENEFITS	4,021.85
145	URBAN RENEWAL	2,250.00
610	SEWER	3,360.29
670	LANDFILL/GARBAGE	25,882.95
740	STORM WATER	3,850.51

	TOTAL FUNDS	294,474.68



STAFF REPORT
CITY COUNCIL
April 6, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Resolution No. 2020-49 - A Resolution Approving Public Works Staffing Plan

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Coronavirus Staffing Plan - Memo to Council
2. Resolution No. 2020-49 PW Staffing Proposal during Coronavirus



TO: Windsor Heights City Council

CC: Mark Arentsen, Interim City Administrator
Mayor Dave Burgess

FROM: Dalton Jacobus, Public Works Director

DATE: 6 April 2020

SUBJECT: Temporary Public Works Staffing Plan During the Coronavirus Pandemic

I am going to begin staffing the Public Works Department at 50% capacity in order to ensure that our mission essential tasks can continue uninterrupted while we navigate these uncertain waters.

I will have two teams of employees that will never physically overlap. Starting at noon tomorrow (3/25), I am going to have Team 1 cover daily duties. Team 2 will be sent home and will not come back in to the shop until Wednesday, 4/1. Starting at noon on 3/31, Team 1 will begin deep cleaning the shop and all equipment. When Team 2 arrives on Wednesday morning, they should have a more or less sterilized environment to work out of. This complete separation of my team ensures that we can continue to provide underground utility location services, street patches, sewer maintenance, debris clean up, facilities cleaning, sidewalk/driveway and sewer inspections, traffic utility maintenance, and citizen response and follow-up as necessary as well as any other mission essential tasks that need attention.

My concern is that if one of my team members gets infected that I would have to close the shop for two weeks which is not an acceptable outcome for our residents and customers. We also have a pretty huge amount of construction starting in the next couple weeks. We need to have someone from Public Works available at all times during these projects.

In the event that one of my team members or a member of their family must self-quarantine, that team will be taken out of rotation. I will split the remaining team into single man operations capable of fulfilling only our most basic needs until the other team's self-quarantine period is completed. The single man operation teams would rotate the same way that I am planning for Team 1 and Team 2. This way, even if (or when) we experience an infection in the Public Works Department we can at least meet our most basic needs and make sure that we don't completely grind to a halt.

This is going to be putting half of my employees at home against their will. It is my intention to pay them at 100% while they are off-rotation. I do not think it is fair to make them use their accrued PTO, Sick, or Vacation time during their off days since I will be ordering them to stay

home. While they are off rotation, they will be required to answer their phones and correspond with other team members, be ready and available to respond in case of emergency (snow, sewer back up, wind storm, flood, etc), and they would need to heed the recommendations of the IDPH on social distancing.

It is completely uncertain if we will be reimbursed by FEMA at a later date for these wages, but we will track them nonetheless. This staffing plan would not create any additional expense to the City but it would definitely decrease our productivity as long as the plan is in place. I'd like to get back to full staffing as soon as possible but it I can't really put an expiration date on this since it is uncertain what tomorrow has in store for us.

I plan on physically being at work every day. I am not allowing my team members to come into my office and am not interacting with them face to face in order to prevent any potential spread. I may also be working out of the vacant office at City Hall every now and again depending on the need.

I ran this by Erin and Matt and they said that it sounds reasonable and responsible from a legal perspective. They recommended that I bring this to the next Council meeting for ratification, which I will do.

The plan that I have described above is similar to what many other Metro Area Public Works Departments are doing, for what it's worth.

RESOLUTION No. 2020-49

A RESOLUTION APPROVING THE PUBLIC WORKS STAFFING PLAN DURING THE CORONAVIRUS PANDEMIC

WHEREAS, there are routine and regular operations fulfilled by the Public Works Department that need completed daily; and

WHEREAS, several large construction projects are set to begin in the next month; and

WHEREAS, completely ceasing Public Works Operations is not feasible; and

WHEREAS, the Public Works Staff must do everything they can to prevent the spread of the Coronavirus; and

WHEREAS, the Public Works Operators will work in two separate teams with no physical overlap between the teams; and

WHEREAS, the two teams will work opposite weeks; and

WHEREAS, team that is off rotation will be paid their full wages and benefits; and

WHEREAS, the attached memo provides more information on this staffing plan.

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

That the temporary Public Works Staffing proposal is approved until the end of the Coronavirus Pandemic.

PASSED and approved this 6th day of April 2020 by the City Council of the City of Windsor Heights, Iowa.

Dave Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk



**STAFF REPORT
CITY COUNCIL**

April 6, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Resolution No. 2020-50 - A Resolution Extending Closure of CEC due to COVID-19

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2020-50 Coronavirus Policy Extension - Resolution
2. Coronavirus Policy Extension- Council Memo

RESOLUTION 2020-50

A RESOLUTION EXTENDING THE TEMPORARY COMMUNITY CENTER FEE REIMBURSEMENT AND CLOSURE POLICY DUE TO THE PUBLIC HEALTH THREAT OF THE CORONAVIRUS (COVID-19).

WHEREAS, staff sees a need for a temporary exception to the 'no-refund' policy for the Community Center as result of the COVID – 19 pandemic;

WHEREAS, the CDC has recommended older adults and people with severe underlying chronic medical conditions avoid crowds and public gatherings;

WHEREAS, the WHO has named COVID-19 a pandemic;

WHEREAS, the City Council approved Resolution No 2020-42 which closed the Community Center until 4/13 and allowed for optional cancellations until May 15th;

WHEREAS, the City Council wishes to extend the deadlines for the closure and optional refund periods outlined in Resolution 2020-42;

WHEREAS, fees for rentals of the Community Center scheduled from 5/5/20 to 5/31/20 will be reimbursed upon request of the renter;

WHEREAS, fees for rentals of the Community Center scheduled between the date of this Resolution and 5/4/20 will be cancelled and fees refunded;

WHEREAS, the total amount reimbursed by the City for this period could reach \$17,474.13, not including credit card fees paid by the renter;

WHEREAS, the temporary policy will be renewed by the Council until there is no further public health guidance related to COVID-19;

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

That a temporary policy is approved to allow Community Center rental reimbursements until May 31st as a result of the COVID – 19 pandemic.

PASSED and approved this **6th day of April 2020** by the City Council of the City of Windsor Heights, Iowa.

Dave Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk



TO: Windsor Heights City Council

CC: Mark Arentsen, Interim City Administrator
Mayor Dave Burgess

FROM: Dalton Jacobus, Public Works Director
Whitney Tucker, Communications / Recreation Coordinator

DATE: 6 April 2020

SUBJECT: Continuation of Temporary Policy for Community Center Rental Reimbursements as a Result of the COVID – 19 pandemic.

At the 16 March 2020 City Council meeting, Council voted to approve Resolution No. 2020-42 Creating a Temporary Policy for Community Center Rental Reimbursements as a Result of the COVID – 19 pandemic.

This Resolution approved the complete closure of the Community Center from March 17th until April 13th. The resolution also allowed for the reimbursement of fees for rentals scheduled during that time frame and allowed renters for events scheduled between April 14th and May 15th to voluntarily cancel their events and receive a full refund.

Staff and the City Council agreed that it would be best to have the closure of the Community Center be a recurring agenda item until the pandemic was under control.

At this time, staff is recommending that the City Council approve extending the mandatory closure date to **May 4th** and the optional cancellation date to **May 31st**.

This recommendation is based on general advice and requests from the Governor, the President and the Iowa Department of Public Health on social distancing.

Mandatory closure of the Community Center until **May 4th** and full refund of fees associated with the closure will result in reimbursements totaling **\$5,096.63** Fees collected so far for the optional cancellation period total **\$12,377.50**.

We anticipate bringing extensions of this temporary policy to the Council until there is no further public health guidance related to COVID-19.



**STAFF REPORT
CITY COUNCIL**

April 6, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Resolution No. 2020-51 - A Resolution Accepting Private Placement Proposal for General Obligation Corporate Purpose and Refunding Bonds, Series 2020A

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2020-51 Accept Private Placement Proposal GO CP Rfdg Series 2020A (Windsor Heights 10-2020)-v2

RESOLUTION NO. 2020-51

Resolution accepting private placement proposal for General Obligation Corporate Purpose and Refunding Bonds, Series 2020A

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 General Obligation Corporate Purpose and Refunding Bonds, Series 2020A (the “Bonds”) in evidence of its obligations thereunder; and

WHEREAS, a Preliminary Official Statement (the “P.O.S.”) has been prepared and approved to facilitate a public offering for the sale of the Bonds, and the City has authorized its use by Independent Public Advisors, LLC as financial advisor (the “Financial Advisor”) to the City; and

WHEREAS, the City Council previously set April 6, 2020 as the initial date for the receipt of bids through the public offering of the Bonds; and

WHEREAS, recent conditions of volatility in the bond market have made it difficult to predict positive financial outcomes from a competitive sale at this time; and

WHEREAS, the City has been approached by Robert W. Baird & Co. Inc. (the “Placement Agent”) about the possibility of selling the Bonds through a negotiated private placement on terms favorable to the City; and

WHEREAS, the City previously determined to negotiate the sale of the Bonds to be issued under the Loan Agreement and has requested that the Placement Agent cause the development of private placement proposals for the Loan Agreement and the Bonds; and

WHEREAS, private placement proposals have been submitted by the Placement Agent for consideration by the City Council; and

WHEREAS, upon consideration of all proposals, the proposal of _____, _____, _____ (the “Purchaser”), is the best, such proposal being deemed to be in the best interest of the City;

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

Section 1. The proposal from the Purchaser is hereby accepted. The Mayor and City Clerk, with advice from Dorsey & Whitney, LLP, as bond counsel to the City, and the Financial Advisor, are hereby authorized to execute and deliver such documentation as may be necessary to lock-in the proposal of the Purchaser and fully engage the Placement Agent.

Section 2. Further action with respect to the Loan Agreement and the Bonds is hereby adjourned to the City Council meeting scheduled for April 20, 2020.

Section 3. All resolutions or parts of resolutions 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 April 6, 2020.

Mayor

Attest:

City Clerk



STAFF REPORT
CITY COUNCIL
April 6, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Resolution No. 2020-52 - A Resolution Accepting Private Placement Proposal
for General Obligation Urban Renewal Bonds, Series 2020B

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2020-52 Accept Private Placement Proposal GO UR LA Series 2020B
(Windsor Heights #12 2020)-v4

RESOLUTION NO. 2020-52

Resolution accepting private placement proposal for General Obligation Urban
Renewal Bonds, Series 2020B

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;

WHEREAS, the City intends to enter into the Loan Agreement in the future and to issue General Obligation Urban Renewal Bonds, Series 2020B (the “Bonds”) in evidence of its obligations thereunder; and

WHEREAS, a Preliminary Official Statement has been prepared and approved to facilitate a public offering for the sale of the Bonds, and the City has authorized its use by Independent Public Advisors, LLC as financial advisor (the “Financial Advisor”) to the City; and

WHEREAS, the City Council previously set April 6, 2020 as the initial date for the receipt of bids through the public offering of the Bonds; and

WHEREAS, recent conditions of volatility in the bond market have made it difficult to predict positive financial outcomes from a competitive sale at this time; and

WHEREAS, the City has been approached by Robert W. Baird & Co. Inc. (the “Placement Agent”) about the possibility of selling the Bonds through a negotiated private placement on terms favorable to the City; and

WHEREAS, the City previously determined to negotiate the sale of the Bonds to be issued under the Loan Agreement and has requested that the Placement Agent cause the development of private placement proposals for the Loan Agreement and the Bonds; and

WHEREAS, private placement proposals have been submitted by the Placement Agent for consideration by the City Council; and

WHEREAS, upon consideration of all proposals, the proposal of _____, _____, _____ (the “Purchaser”), is the best, such proposal being deemed to be in the best interest of the City;

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

Section 1. The Proposal from the Purchaser is hereby accepted. The Mayor and City Clerk, with advice from Dorsey & Whitney, LLP, as bond counsel to the City, and the Financial Advisor, are hereby authorized to execute and deliver such documentation as may be necessary to lock-in the proposal of the Purchaser and fully engage the Placement Agent.

Section 2. Further action with respect to the Loan Agreement and the Bonds is hereby adjourned to the City Council meeting scheduled for April 20, 2020.

Section 3. All resolutions or parts of resolutions 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 April 6, 2020.

Mayor

Attest:

City Clerk



STAFF REPORT
CITY COUNCIL
April 6, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Resolution No. 2020-53 - A Resolution Approving Budget Transfers

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Balance Transfer Memo
2. Resolution No. 2020-53 Approving FY 20 Balance Transfers



TO: Mayor and Council Members
FROM: Rachelle Swisher, Finance Director
DATE: March 30, 2020
SUBJECT: Balance Transfers

Included in the Council Packet for the April 6th meeting is a Resolution for Balance Transfers. This memo will explain why those transfers need to occur. Most of these transfers are an attempt to clean up our balance sheet.

From: Reserve Cash – Community Center 001-000-1115
To: Equipment Revolving Fund – Community Center 350-000-1186
Amount: \$43,133.57

This is a duplicate fund to 350-000-1186 Equipment Revolving Fund – Community Center. The transfer will be done and then account 001-000-1115 Reserve Cash – Community Center will be deactivated.

From: Cash – Emergency Fund 119-000-1110
To: Cash – General 001-000-1110
Amount: \$1,660.26

This is a normal transfer done at the end of the fiscal year. I am doing it now as there will not be any new revenue received into this account prior to the end of the fiscal year.

From: Cash – General 001-000-1110
To: Cash – Hickman Road Project 306-000-1110
Amount: \$.23

This is being done to bring the Hickman Road Project fund to a zero balance. The account will then be deactivated.

From: Cash – 63/Hickman Streetscape 312-000-1110
To: Cash – General 001-000-1110
Amount: \$.17

This is being done to bring the 63/Hickman Road Project Fund to a zero balance. The account will then be deactivated.

From: Cash – Equipment Revolving Fund 350-000-1110
To: Cash – Equipment Revolving Fund – Ambulance 350-000-1182
Amount: \$28,664.07

This is being done to bring the account balance from a negative to zero.

From: Cash – Equipment Revolving Fund 350-000-1110
To: Cash – Equipment Revolving Fund – Parks 350-000-1185
Amount: \$10,581.81

This is being done to bring the account balance from a negative to zero.

From: Cash – Equipment Revolving Fund 350-000-1110
To: Cash – Equipment Revolving Fund – I.T. Dept. 350-000-1187
Amount: \$40,148.32

This is being done to bring the account balance from a negative to zero.

From: Cash – General Fund 001-000-1110
To: Cash – Revolving Fund 810-000-1110
Amount: \$261,026.22

Funds will be transferred from the General Fund to bring the account balance to zero. \$100,000 of this money came from the Revolving Fund CD that was cashed out due to maturity. This account will then be deactivated. The Equipment Revolving Fund (350 Fund) was set up to take the place of this fund.

Please let me know if you have any questions regarding any of these transfers and I will be happy to get you answers.

Resolution No. 2020-53

A RESOLUTION APPROVING FISCAL YEAR 2020 BALANCE TRANSFERS FOR THE CITY OF WINDSOR HEIGHTS, IOWA

WHEREAS, the Windsor Heights City Council approves inter-fund transfers as needed for budget balancing purposes; and

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Windsor Heights, Iowa, that the transfers outlined below are hereby approved with an effective date of 4/6/2020 and the Finance Director is authorized to make the transfers in accord with this resolution.

From: Reserve Cash – Community Center 001-000-1115
To: Equipment Revolving Fund – Community Center 350-000-1186
Amount: \$43,133.57

From: Cash – Emergency Fund 119-000-1110
To: Cash – General 001-000-1110
Amount: \$1,660.26

From: Cash – General 001-000-1110
To: Cash – Hickman Road Project 306-000-1110
Amount: \$.23

From: Cash – 63/Hickman Streetscape 312-000-1110
To: Cash – General 001-000-1110
Amount: \$.17

From: Cash – Equipment Revolving Fund 350-000-1110
To: Cash – Equipment Revolving Fund – Ambulance 350-000-1182
Amount: \$28,664.07

From: Cash – Equipment Revolving Fund 350-000-1110
To: Cash – Equipment Revolving Fund – Parks 350-000-1185
Amount: \$10,581.81

From: Cash – Equipment Revolving Fund 350-000-1110
To: Cash – Equipment Revolving Fund – I.T. Dept. 350-000-1187
Amount: \$40,148.32

From: Cash – General Fund 001-000-1110
To: Cash – Revolving Fund 810-000-1110
Amount: \$261,026.22

Passed and approved this 6th day of April, 2020

Dave Burgess, Mayor

Attest: _____
Travis Cooke, City Clerk



STAFF REPORT
CITY COUNCIL
April 6, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Resolution No. 2020-54 - A Resolution Approving Payment of Routine Bills

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2020-54 Authorization for Payment of Monthly City Obligations

RESOLUTION NO. 2020-54

A RESOLUTION AUTHORIZING PAYMENT OF MONTHLY CITY OBLIGATIONS

WHEREAS, the City Council believes it to be in the best interest of the City to authorize the Finance Director or City Clerk to pay monthly obligations prior to Council approval, provided said obligations are of a nature which are regular and recurring, and which will be brought before the Council at the next council meeting for approval, and

WHEREAS, the City Council of the City of Windsor Heights, Iowa desires to avoid late payment penalties and believes authorizing approval for payment of its regular monthly obligations will result in savings to the city.

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

1. The Finance Director or the City Clerk are hereby authorized to pay the regular monthly obligations prior to receiving Council approval.
2. This resolution shall be effective immediately and the City Clerk is authorized to implement upon its final passage and approval, as provided by law.

Passed and approved this 6th day of April, 2020.

Dave Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk



STAFF REPORT
CITY COUNCIL
April 6, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Resolution No. 2020-55 - A Resolution Approving Repairs to the Parking Lot at the Public Safety Building in the Amount of \$16,000

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resoluiton No. 2020-55 Resolution Approving PSB Parking Lot Repair
2. PSB Parking Lot Repair - Memo to Council
3. Photos - 19 March 2020
4. Photos - 26 September 2019
5. Quote - Brittain and Sons
6. Quote - TK Concrete

RESOLUTION 2020-55

A RESOLUTION APPROVING REPAIRS TO THE PARKING LOT AT THE PUBLIC SAFETY BUILDING IN THE AMOUNT OF \$16,000

WHEREAS, the south side of the parking lot at the Public Safety Building is in need of repair; and

WHEREAS, the memo and attached photos supporting this resolution outline the need for this work; and

WHEREAS, ATE funds were originally budgeted to cover the cost of this repair, however the stormwater utility is a better funding mechanism for this project because it is driven by a stormwater issue; and

WHEREAS, Public Works staff has already spent a considerable amount of time repairing the parking lot and storm infrastructure to the best of their abilities.

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

That staff can authorize Brittain & Sons Concrete Construction to perform the work outlined in their proposal to repair the parking lot on the south side of the Public Safety Building in the amount of \$16,000.

PASSED and approved this 6th day of April 2020 by the City Council of the City of Windsor Heights, Iowa.

Dave Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk



TO: Windsor Heights City Council
CC: Mark Arentsen, Interim City Administrator
Mayor Dave Burgess
Chief McCluskey, Public Safety Director
FROM: Dalton Jacobus, Public Works Director
RE: Public Safety Building Parking Lot Repair
DATE: 6 April 2020

On November 4, 2019, Council unanimously voted to approve Resolution 19-1102 relating to expenditures associated with the unallocated FY19 automated enforcement program revenues. Included in the approved resolution was \$10,000.00 to facilitate the repair of the parking lot at the Public Safety building.

Bids were requested from 9 different contractors. There were two responses to the solicitation. TK Concrete bid the job at \$17,750 and Brittain & Sons bid the job at \$16,000. The other 7 contractors that I sent this project to either declined to provide an estimate or did not return my several phone calls. The bids came in higher than expected. However, there are sufficient funds in the stormwater utility to cover the full cost of this repair.

This project is needed because of insufficient storm sewer infrastructure on the south side of the parking lot. By installing a curb and forming the new pavement to drain to existing infrastructure we will better manage the stormwater coming off this property. It is my recommendation that instead of using \$10,000 of revenues from the ATE's to fund this project and cover the remaining \$6,000 with stormwater revenues that we cover the entire \$16,000 for this project out of the stormwater fund.

Public Works staff spent considerable time working on a fix for this issue at the beginning of October 2019. The work that we did in house last year has been enough to get through the winter, but substantial paving is needed to fix the problem more permanently.

Staff recommends approval of the bid from Brittain & Sons Concrete Construction in the amount of \$16,000 to be paid out of the stormwater utility. Work will begin shortly after approval is given.

ATTACHED:
Quotes
Photos of Site Conditions

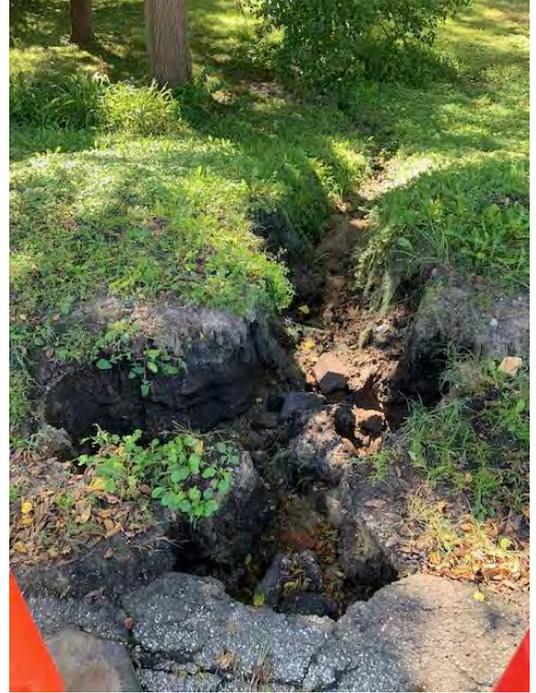
Photos taken on 19 March 2020



Photos taken on 19 March 2020



Public Safety Building Parking Lot – September 26, 2019





Brittain & Sons
Concrete Constr.
 RESIDENTIAL & COMMERCIAL
 CONCRETE
 REMOVAL & REPLACEMENT



3104 40th Street
 Des Moines, IA 50310
 (515) 277-8523

PROPOSAL

DATE 3/17/20 2196

314-1952

PROPOSAL SUBMITTED TO:

NAME City of Windsor Heights Dalton STREET 66th
 CITY Windsor Heights STATE IA ZIP _____ PHONE 491-1498

JOB SITE DESCRIPTION:

Place concrete Retaining wall and slab to manage water.
 Pour 6" Thick wall along South side of project with 6" curb.
 Pour 7" Thick drive Lane adjacent to wall, all draining to
 Intake. Use 4000lb. limestone concrete with wire mesh
 Reinforcement. Place expansion joints and saw cuts where
 necessary. Strip all forms and backfill with dirt on site.

JOB SITE DIMENSIONS:

- ① 100' long wall, varying in height from 1' to 3', reinforced with #4 bars
- ② 100' long slab, varying in width from 1' to 14', poured 7" thick

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of _____ DOLLARS (\$16,000.00) Any alteration or deviation from above specifications involving extra costs, will be executed upon written orders, and will become an extra charge over and above the estimate.

- with payments to be made as follows: Full payment upon completion
 _____ Respectfully submitted Jim Brittain
 _____ Per Brittain & Sons

Note: This proposal may be withdrawn by us if not accepted within _____ days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Signature _____
 Signature _____
 Date _____

TK CONCRETE INC.

ESTIMATE

PELLA, IA 50219
641-628-4590

DATE	ESTIMATE #
2/27/2020	6750

NAME / ADDRESS
City of Windsor Heights Public Works 1145 66th Street Windsor Heights, IA 50324

PROJECT	TERMS	PROPOSAL GOOD FOR
	Net 30	20 Days

ITEM	DESCRIPTION	QTY	COST	TOTAL
Concrete Work	<p>Contract to complete new curb and pavement project at Windsor Heights public works parking lot.</p> <p>Includes:</p> <ul style="list-style-type: none"> - Excavation of eroded soils - Forming and pouring 100' x 2' beam curb/knee wall with (2) horizontal #5 bar - 6" rolled curb on top of support wall x 100' - Approximately 800 SF of 7" PCC paving with #5 bar 3' OC - 2" average recycled 1.5" under paving and wall - Backfill poured wall - Saw cutting and cleaning up jobsite <p>Excludes:</p> <ul style="list-style-type: none"> - Hauling material off site - Sealing joints - Seeding disturbed soils - Performance bond - Federal wages - Staking <p>Thank you for the opportunity to bid your project. Please contact kirk@vermeergroup.com with your acceptance of our proposal.</p>	1	17,750.00	17,750.00

TOTAL \$17,750.00

Acceptance of Proposal Signature and Date: _____

Signature _____



**STAFF REPORT
CITY COUNCIL**

April 6, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Resolution No. 2020-56 - A Resolution Approving Scope and Services Agreement with Bolton and Menk to Complete a Park Plan in the Amount of \$18,600

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2020-56 A Resolution Approving Parks Plan - Resolution
2. Windsor Heights Parks Plan Scope
3. Windsor Heights Parks Plan PSA (002)
4. Parks Plan - Memo to Council
5. Windsor Heights Park Plan - Request for Proposals
6. Windsor Heights Park Plan - Request for Proposals, Addendum 1
7. Bolton & Menk Submittal_Windsor Heights_Comprehensive Parks System Plan
8. Proposal Review Sheet

RESOLUTION 2020-56

A RESOLUTION APPROVING A SCOPE OF SERVICES AGREEMENT WITH BOLTON & MENK, INC TO COMPLETE A PARKS SYSTEM PLAN IN THE AMOUNT OF \$18,600.

WHEREAS, staff requested proposals to conduct a parks system plan from eight different consultants on February 20th and proposals were received until March 13th;

WHEREAS, the proposal from BMI delivers what the City requested at a more competitive price point than what was proposed from the other respondent;

WHEREAS, planning would begin in the middle of April and a final report would be given to the City Council in September;

WHEREAS, the results of the parks system plan will be used to plan for capital expenditures and maintenance items;

WHEREAS, the proposal from BMI, the Scope of Services Agreement for BMI, a supporting memo to the City Council, and a proposal evaluation sheet are included with this resolution;

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

Bolton & Menk may proceed as described in their proposal and scope of services agreement to complete a parks system plan for the City of Windsor Heights.

PASSED and approved this **6th day of April 2020** by the City Council of the City of Windsor Heights, Iowa.

Dave Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk

SCOPE OF SERVICES

WINDSOR HEIGHTS

PARKS PLAN

Work Plan

The City of Windsor Heights can be assured our team will provide outstanding technical deliverables, exceptional leadership in public and stakeholder involvement, and superior project management in a timely and cost-effective manner.

Task 1: Information Gathering

Task 1.1: Kickoff Meeting

The kickoff meeting will facilitate introductions between our team and city staff and solidify the project timeline.

Task 1.2: Existing Park System Amenities Survey

Bolton & Menk will create an inventory of existing park system amenities including the Walnut Creek trails, Dog Park, Lion's Park, and Colby Park. Our team will also analyze existing planning and engineering studies such as the Walnut Creek Pedestrian Bridge and Bike Hub plan and the University Avenue Trail project. We will integrate these elements into the existing park survey.

Task 1.3: Neighboring Recreational Amenities Survey

To help the Windsor Heights park system stand out from surrounding communities, we will conduct a survey of public parks and schools within a 10-minute drive. This survey will emphasize opportunities for the city's parks system to differentiate itself from its neighbors.

Task 1.4: Safety and Accessibility Assessment

To help the city maintain park safety and accessibility, we will inventory any safety issues and ADA compliance.

Task 1.5: Public Input Meetings

Our team will facilitate a minimum of two online public input sessions, one in the form of a short survey, to gather feedback from residents on park system amenities they would like to see in their community.

We will present all feedback collected at these meetings to city staff in the form of a written report prior to the start of any improvement planning.

Task 1.6: Solicitation of Information from Staff and Council

We will create a questionnaire aimed towards city staff and city council to gather their input on future improvements, operations, and maintenance for the parks system.

Task 2: Plan Development

Task 2.1: Information Used to Develop a Plan

Our team will develop an understanding of the city's existing documents, surveys, and assessments. We will present our findings to the city before moving forward with the plan development.

Task 2.2: Plan Content

We will assemble a list of recommended projects that includes

- Narrative on why the project is recommended
- Estimated cost of implementation
- General location for the improvement
- Conceptual art (when applicable)

- Phasing for implementation

Task 2.3: Considerations

We will pay special attention to the considerations listed as part of the RFP when developing the Comprehensive Parks System Plan.

Task 2.4: 50 Percent Completion Plan Development Meeting

We will use this meeting to update city staff on project progress to date and answer questions.

Task 2.5: Post Plan Development Meeting

This meeting will take place three weeks after the 50 percent completion meeting; we will review the first draft of the plan.

Task 2.6: Public Comment Period

The draft plan will be posted to the City of Windsor Heights' website, providing the public with one month to review the draft and provide public comment.

Task 2.7: Review of Public Comments

Bolton & Menk will work with city staff to review public responses to the draft plan; city staff will provide final input.

Task 2.8: Presentation to City Council

After the public comment period, we will present the final plan to the city council and answer questions.

Project Schedule

We have developed a schedule detailing the anticipated work tasks, deliverable due dates, and completion dates. This schedule is based on our review of the project background, description, and scope of services included in the Request for Proposals and our experience on other similar projects.



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

City of Windsor Heights Parks Plan Project Schedule

Month	2020											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Kickoff Meeting												
Information Gathering												
Public Meetings												
Plan Design/Draft Plan												
City Staff Meetings												
Development Meetings												
Final Report Due												
Presentation to Council												

Detailed Cost Estimate

Client: City of Windsor Heights		
Project: Comprehensive Parks System Plan		

1.0	Information Gathering	\$7,084
2.0	Plan Development	\$11,516

Total Fee	\$18,600
------------------	-----------------

PROFESSIONAL SERVICES AGREEMENT

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

Date of Agreement: 4/6/2020
Agreement Number: (BMI Project Number)
Project Location: Windsor Heights, IA

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

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

Fee Arrangement
Hourly, Not-to-Exceed Design: \$18,600.00 as per the 2020 Bolton & Menk rate schedule

Scope/Intent and Extent of Services
See attached scope of services (exhibit 1) for the Windsor Heights Parks Plan

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

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

Offered by: Bolton & Menk, Inc.


 Jira Harbaugh, PLA, ASLA, Principal Landscape Architect

 4/6/2020
 Date

Accepted by: City of Windsor Heights,
 Iowa

 Dave Burgess, Mayor

 Date



TO: Windsor Heights City Council

CC: Mark Arentsen, Interim City Administrator
Mayor Dave Burgess

FROM: Dalton Jacobus, Public Works Director
Whitney Tucker, Communications / Recreation Coordinator

DATE: 6 April 2020

SUBJECT: Scope of Services Agreement with Bolton & Menk to complete a Parks System Plan in the amount of \$18,600.

As the popularity of our park and trail system continues to grow, staff has been maintaining a list of items that residents request for the park system. These items include a new playground, a basketball court, a soccer field, a fitness station circuit, improved parking for the dog park, and tennis court resurfacing. In order to best plan for improvements and large maintenance items in the park system, staff recommends approving the attached Scope of Services Agreement submitted by Bolton & Menk (BMI) in response to the City's Request for Proposals (RFP's).

Staff solicited proposals from eight different consultants that are well known for their works on similar projects. Of the eight consultants, we received two proposals – one from BMI and one from RDG. Both of the proposals are well organized and more or less deliver all of the items requested in the proposal. However, the BMI proposal was about half the price of the RDG proposal. I have checked the body of work submitted by BMI as a reference and am confident that they are capable of completing this plan.

If this plan is approved, work could begin immediately. If the project were to begin in April, we would anticipate a final report given to the City Council on September 21, 2020. We are anticipating a roughly four to five month planning process. Plan implementation could begin as early as the summer of 2021.

When I originally sent out RFP's for this project, I thought that we may be eligible for some grant funding to help pay for the plan. I have reached out to the Wellmark Foundation to inquire about this possibility and it does not sound like putting together a parks plan would be a competitive application. However, they have funded many applications that implement the recommendations of parks plans. Small MATCH grant applications are due on June 5th and notices of award are sent out in the middle of the August. If we wait until early September to begin the planning process, we would not have a final product put together until February of 2021. This end date would put us well past deadlines for putting together the FY22 budget.

If we begin the planning process this spring and complete the plan in the fall of 2020, we will have time to make requests in the FY22 budget for implementation beginning in the summer of 2021. If we decide to wait to start the plan, it is likely that we will not be implementing park improvements until the summer of 2022.

Grant applications that we would get would only fund 50% of the project. In other words, waiting for five or six months to begin the project in hopes of securing grant funding could *potentially* save the City about \$9,000. It is my opinion that getting this project started now is better than the *possibility* of saving \$9,000 and pushing back the implementation by a year and a half.

I have reached out to BMI about how we can ensure public input during the plan given the coronavirus situation. They have assured me that they can gather the input through online surveys, the City's website, and social media. Aside from the public input portion of the plan, there are no other special considerations of note in regards to the Coronavirus.

My recommendations are as follows:

1. Approve the Scope of Services Agreement with BMI for \$18,600
2. Move forward with the planning process without grant funding
3. Direct staff to seek grant funding for implementing the recommendations of the plan with implementation to begin in the summer of 2021.

Attached: Council Resolution
Evaluation Sheet
BMI Proposal
RFP



Request for Proposals

For

Windsor Heights Comprehensive Parks System Plan

Distributed: Thursday, February 20th, 2020

Responses Due: Friday, March 13th 2020 at Noon

Staff Contact: Dalton Jacobus
djacobus@windsorheights.org
Office: 515-645-6825
Mobile: 515-491-1498

INTRODUCTION

Community Profile

Location

The City of Windsor Heights is located generally between 63rd Street and 80th Street on the east and west boundaries, and Hickman Road and Center Street on the north and south boundaries. Windsor Heights is landlocked by Urbandale to the north, West Des Moines to the South, Des Moines to the east, and Clive to the west. The majority of Windsor Heights was developed and built out before the mid 1960's with minimal change to land use in the last six decades.

Demographics

There are just shy of 5,000 residents of Windsor Heights. The median age is 41.1 years old and appears to be trending younger in recent years. Windsor Heights residents are proud of the charm of their small town with big city amenities within a five minute drive.

Associated Organizations

The City has a solid working relationship with both the Windsor Heights Foundation and the Windsor Heights Chamber of Commerce. The Windsor Heights Foundation sponsors events such as a summer concert series and the Chamber of Commerce puts together the annual 4th of July parade, Movies in the Park, and other similar events. These two organizations along with a few others have provided support for upgrades and maintenance to the existing park system over the last decade.

Parks and Trails

Walnut and North Walnut Creek Trails

There are a total of 2.35 miles of existing trails in Windsor Heights. The trail runs along Walnut Creek and North Walnut Creek and stretches from the southernmost corporate boundary with Des Moines at Center Street to the northernmost corporate boundary with Clive and Urbandale at Hickman Road. The trail receives several hundred thousand annual users and is a key connection between the City of Des Moines trail system and the west suburbs trail systems.

The northernmost portion of the trail between College Drive and Hickman Road was resurfaced in the spring of 2018. There have been minor patches repaired along the trail, but no other major

work. The Des Moines Area MPO 2019 Data Bike Report indicates that Windsor Heights trails are in good condition with all portions of the trail receiving either a ‘smooth’ or ‘very smooth’ rating. <https://dmampo.org/wp-content/uploads/2020/01/2019-Data-Bike-Report.pdf>.

There is little opportunity for growth of the trail system except for what is referenced later in the **Current Plans, Studies, and Upcoming Projects** section on page 5 of this RFP. Amenities along the trail are limited, but include a bicycle repair station near the 73rd Street underpass and benches along the entire stretch of the trail.

Dog Park

The Windsor Heights Dog Park is the only dog park in the Des Moines metro that is free to use and does not require registration. The Dog Park is located on the east side of Walnut Creek between Interstate 235 and Center Street. Dog Park users utilize street parking on Center Street and access the park by walking 400 feet north on the trail to the gated entry. The dog parks sits on approximately 1.45 acres of land, all of which is highly prone to flooding by Walnut Creek.

The park receives a moderate amount of use but an actual count has not been conducted. Usage of the dog park is highly seasonal with hardly any users in the winter.

There are picnic tables, benches, shade trees, and a few dog agility obstacles in the dog park. The area is mostly surfaced with sod and woodchips that staff sources from local tree companies. Every two years, the dog park has to close for 14 days in order to re-seed the area and reestablish the sod. Aside from the occasional addition of woodchips and re-seeding, the dog park has been a relatively low cost and low maintenance asset in the Windsor Heights park system. There are no known water or electric services to the park at this time.

Lion’s Park

Lion’s Park is located at 1133 66th Street, directly to the northeast of the Windsor Heights Public Safety Building. Lion’s Park sits on approximately 0.2 acres of land between 65th Street and 66th Street and could be considered a ‘pocket’ or ‘neighborhood’ park. In the past, there has been a playground and more recently a pavilion and picnic table in Lion’s Park. The pavilion was demolished sometime around 2016 due to disrepair and safety concerns. There is a meandering sidewalk through well-established flower beds, which covers most of the park.

Residents can access Lion’s Park by parking in the rear lot of the Public Safety Building or by using the parking lot serviced by the driveway to Clair Family Dentistry at 1145 66th Street. The parking lot directly adjacent to the park to the west was replaced in 2018.

There is very minimal resident use of Lion’s Park, if any at all. The flower beds in the park require extensive maintenance by staff. There is both irrigation and electric utility located in the park.

Colby Park

Colby Park is the crown jewel of the City of Windsor Heights. The park is located in the vicinity of 6900 School Street and occupies roughly 8.6 acres of land between Wal Mart to the north, Interstate 235 to the South, 68th Street to the West, and Walnut Creek to the east. Colby Park underwent a major redevelopment between 2007 and 2010. Amenities at Colby Park include an outdoor pavilion, baseball field, playground, flower beds, trail access points, tennis and pickleball courts, and the City's Community Events Center (CEC). The majority of these amenities were either installed or rejuvenated with the park redevelopment approximately 10 years ago. Since the redevelopment, no major work has been done in the park.

There is irrigation in the majority of the park, water service, public restrooms, electric utility and a sound system that services the Pavilion. Staff is in the process of mapping out the location of all existing irrigation and electric lines in the Park as well as existing storm sewers.

The park is the site of the summer concert series and many other popular community events. The CEC is rented out for private events and is booked out almost every weekend for the next 12 months. The CEC is one of the larger sources of City revenue and is a popular venue for weddings, birthdays, graduations, bar mitzvahs, business meetings, and celebrations of life.

The parking lot for Colby Park has approximately 170 parking spaces. The south row of parking spots is a designated 'Food Truck Zone' for use during City approved events. There is a large stormwater management feature in the center of the parking lot that captures runoff from the parking lot, the CEC, and the large field north of the CEC. This feature has become unsightly due to lack of maintenance and several large flood events which have rendered it's stormwater management component ineffective.

The two large flower beds on the west side of the circular driveway in front of the CEC are maintained by a group called "Keep Windsor Heights Beautiful". This group volunteers their time and resources to maintain the bed. If it were not for the efforts of this group, staff would not be able to manage these two flower beds to such a high standard with the existing staffing levels and funding. Staff maintains the flower beds and planters surrounding the CEC, Pavilion, flagpole, and baseball field.

There are geothermal wells in the lawn on the north side of the CEC that are used as a part of the HVAC system for that building. There have also been Soil Quality Restorations (SQR's) done on this lawn and several other parts of the park over the last 5 years.

The playground at the Park was installed with the park redevelopment of 2010. Monthly safety inspections are conducted on the playground and items are fixed as needed. The existing playground surfacing is in poor condition and will need to be repaired or replaced in the next few years.

Much like the Dog Park and trail system, Colby Park frequently floods and is entirely located in the 100-year flood plain.

Current Plans, Studies, and Upcoming Projects

Walnut Creek Water Trails – Engineering Study

The Capital Crossroads Water Trails Incubator has recommended a water trail access point for Walnut Creek in Windsor Heights. Their recommended improvements “are aimed at providing a connection to the creek for park and trail users, and features a stream restoration demonstration project, public art, interpretive signage, soft trails, natural play features near the creek, respite areas, and a limestone stair access. The proposed improvements benefit numerous user groups including: park visitors, paddlers, waders, birders, and anglers.”

More information about this study can be found on the MPO’s website:

<https://dmampo.org/wp-content/uploads/2018/05/Walnut-Creek-Engineering-Study.pdf>

Walnut Creek Pedestrian Bridge and Bike Hub – Engineering Study

The City of Windsor Heights has partnered with the City of West Des Moines to do a feasibility study on a pedestrian bridge over Walnut Creek. Bolton & Menk was hired to do this study. There are three locations being studied to determine feasibility and estimated cost. All three locations are between Center Street and Interstate 235. This study will not be completed until summer of 2020.

The City has been approached by a developer about building a public/private bike hub facility on the north side of the Center Street ROW somewhere on the west side of Walnut Creek. The bridge study will determine where the bridge serving this facility would be built. The intent is for the bike hub and bridge to be located adjacent to each other. The proposed bridge would more efficiently and safely connect the Des Moines, West Des Moines, Windsor Heights, and western suburb trail systems.

University Avenue Trail – Scheduled Project

The University Avenue corridor between 63rd Street and 73rd Street is scheduled for reconstruction beginning in the spring of 2020. A portion of this project includes installation of a dedicated shared use trail on the south side of University Avenue from 63rd Street to 73rd Street. There will be DART bust stops, benches, public art, and stormwater management features along this stretch of trail.

The City expects the majority of the work for the trail to be completed by December of 2020, but final completion may not happen until the summer of 2021.

Services Needed

The City of Windsor Heights is requesting proposals to conduct the professional services described hereafter.

Information Gathering

Existing Park System Amenities Survey

Develop an inventory of the recreational amenities that are currently available for users of our park system. The inventory needs to include the trail, Dog Park, Lion's Park, and Colby Park.

Neighboring Recreational Amenities Survey

The City wishes to have a survey completed of nearby public parks and schools that shows what recreational opportunities exist within a 10 minute drive from Windsor Heights. The City wishes to provide unique recreation amenities to residents that are not available at other nearby parks facilities. The survey shall identify opportunities to differentiate the City's park system from its neighbors.

Safety and Accessibility Assessment

The chosen consultant will conduct a thorough inventory of all safety issues with the existing park system and items of noncompliance with the Americans with Disabilities Act (ADA). The City aims to make its park system safe and accessible for all people. Items to be inspected include, but are not limited to, entry and exit from the CEC, sidewalk and trail compliance, playground safety, lighting considerations, and any other items recommended by the chosen consultant.

Public Input Meetings

A minimum of two public input meetings must be held to solicit feedback on desired park system amenities. The meetings will be held at the CEC. The chosen consultant will facilitate these meetings. There will be comment and suggestion cards available for the public to complete. City staff and the Consultant will be present to collect feedback and ask questions of the public.

Findings from the public input meetings will be summarized and reported in writing to staff prior to beginning any improvement planning.

Solicitation of Information from Staff and Council

The consultant will develop a questionnaire to be distributed to staff and the City Council to gather input on desired improvements for the park system. The staff questionnaire will also need to have additional questions aimed at identifying operation and maintenance items with future improvements. These two sets of questionnaires will be used as tools when developing the Park System Plan.

Plan Development

Information Used to Develop a Plan

The Consultant will use information gathered from the items listed below to put together a plan for the Windsor Heights Park System.

- Existing Park System amenities survey
- Survey of neighboring recreational amenities
- Safety and accessibility assessment
- Public input meetings
- Solicitation of information from staff and council
- The three items from the **Current Plans, Studies, and Upcoming Projects** section described earlier

The plan cannot be developed until all information and fact finding has been completed and a written summary of the results has been discussed with staff.

Plan Content

The consultant will use the results of the four information gathering projects listed above to put together a list of recommended projects. Each of the recommended projects will need the following:

- Narrative on why the project is recommended
- Estimated cost of implementation
- General location for the improvement
- Conceptual art when applicable

The plan will also need to include recommendations on phasing the implementation. Phasing must consider financial constraints as well as maintaining at least some level of access to the Park System for residents while implementation is underway. At no time can Colby Park be entirely closed down for implementation of a project.

Considerations

The following list of items must be addressed as a part of this plan. This list of items is in no way all encompassing. These questions have been compiled by staff, requests from residents, and the City Council.

- What can be done with the stormwater management feature in the parking lot at Colby Park? It needs to be easily maintained, aesthetically pleasing, and flood resistant.
- What can be done to provide shade near the playground in Colby Park when the large ash tree is removed?
- Should the tennis court be resurfaced? Is there enough users to justify it? Is there a better use of the space?
- How can fitness and outdoor fitness equipment be incorporated into the park system?
- Should there be a basketball court in the Park System?
- Should the City repair the existing playground matting as it currently exists or is there a better design or option that will last longer and be more flood resistant?
- Is there anywhere the City could install a splash pad?
- Where can a B-Cycle station be located at Colby Park?

Proposed Schedule

The following is a schedule that is proposed for this project. It is important that this project is well thought out and thorough, so a 20 week timeline is provided below. If respondents think this timeline should or needs to be amended, please indicate as such in the proposal.

1. Kick-off meeting
 - a. WHEN: after City Council approves the professional services contract.
 - b. WHERE: City Hall. Travel to each of the 4 components of the Park System.
 - c. WHY: introductions between consultant team and City staff, familiarization with the Park System, confirm project timeline.
2. Public input meetings:
 - a. WHEN: after completion of all other information gathering. Approximately six weeks after the kick-off meeting. Minimum of two meetings to be held.
 - b. WHERE: Community Events Center (CEC)
 - c. WHY: gather public input on desired park amenities

- d. Staff recommends holding the public input sessions after all other initial information gathering has been completed.
3. Summary of information gathered:
 - a. WHEN: two weeks after the public input meeting
 - b. WHERE: City Hall
 - c. WHY: Consultant presents findings of the information gathering process. Staff provides input and gives notice to proceed with plan development.
4. 50% completion plan development meeting:
 - a. WHEN: three weeks after notice to proceed with plan development
 - b. WHERE: City Hall
 - c. WHY: Update City Staff on progress of the plan, answer any questions staff or consultants may have, make sure the deliverable plan is on target.
5. Post Plan Development meeting:
 - a. WHEN: three weeks after the 50% completion meeting
 - b. WHERE: City Hall
 - c. WHY: go through the first draft of the Park System Plan
6. Public Comment Period
 - a. The draft plan is posted on the City's website
 - b. Public is given a one month window to provide public comment
7. Review of Public Comments
 - a. Staff and consultant to review responses gathered during the public comment period. Staff to provide final input before presentation to, and adoption by, the City Council.
8. Presentation to City Council
 - a. WHEN: two weeks after the end of the public comment period. This is estimated to be roughly 20 weeks after the project kick-off meeting.
 - b. WHERE: Public Safety Building, City Council Chambers
 - c. WHY: Present the final product to the City Council and answer questions they may have.

Requirements

Consultant Team

Composition

Preference will be given to consultant teams that hold, or are working under the direct supervision of someone that does hold, at least two of the following four professional certifications.

1. Engineer (P.E., licensed in the state of Iowa)
2. Architect (licensed in the state of Iowa)
3. Landscape Architect (licensed in the state of Iowa)
4. Planner (AICP Certified)

Experience and References

Preference will be given to consultants that have experience developing actionable park plans. One example of previous work will be accepted to assist in choosing a consultant.

Consultants will need to provide at least two professional references as well.

Applications Due

Proposals are due by **noon on Friday, March 13th**. Proposals can be submitted by email to Dalton Jacobus at djacobus@windsorheights.org. Proposals can also be mailed to, or dropped off at, Windsor Heights City Hall:

City of Windsor Heights
c/o Dalton Jacobus
1145 66th Street, Suite 1
Windsor Heights, IA 50324

Proposals Valid Until

The City wishes to start this planning process as soon as possible, but the availability of funds may require that the planning process not begin until August of 2020. Proposals submitted for this project must be valid until September 1st, 2020. City staff will remain in contact with the prospective consultants on the status of the project if it is necessary to wait until the summer to award a contract.

It is the City's goal to also leverage grant funding to complete this plan as well as its implementation. There are a few grant opportunities that may allow this project to start sooner than the summer of 2020.

Staff Contact and Questions Regarding this RFP

This project will be managed by the Windsor Heights Public Works Department. The staff contact for this project and for questions regarding this RFP will be Dalton Jacobus.

Dalton Jacobus
Public Works Director
City of Windsor Heights
djacobus@windsorheights.org
1145 66th Street, Suite 1
Windsor Heights, IA
M: 515-491-1498
O: 515-645-6825



Addendum #1

For

Windsor Heights Comprehensive Parks System Plan

RFP Distributed: Thursday, February 20th, 2020

Addendum #1 Distributed: Friday, February 28th, 2020

Responses Due: Friday, March 13th 2020 at Noon

Staff Contact: Dalton Jacobus
djacobus@windsorheights.org
Office: 515-645-6825
Mobile: 515-491-1498

Addendum #1

Cost for Services

Description

The original Request for Proposals did not include a request for a cost associated with the professional services. The City would like to know an estimated cost to perform the services outlined in the RFP.

Consultants should provide a cost estimate for each of the individual tasks described in the RFP as well as a total project price.

Additional Work

Consultants may recommend additional work that is not specifically outlined in the original request for proposals if they believe that it will lead to a better park plan product. The scope and purpose of this additional work should be clearly spelled out and include an estimated price for the service.

March 13, 2020



WINDSOR
HEIGHTS
the heart of it all

Proposal for
**Comprehensive
Parks System Plan**



**BOLTON
& MENK**

Real People. Real Solutions.

Contact:

Justin Ernst, P.E.

515-318-8082

justin.ernst@bolton-menk.com

309 E 5th Street | Suite 202 | Des Moines, IA 50309-1981
Ph: (515) 259-9190 | Fax: (515) 233-4430 | Bolton-Menk.com



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

March 13, 2020

Dalton Jacobus
Public Works Director
City of Windsor Heights
1145 66th Street, Suite 1
Windsor Heights, IA 50324

RE: Proposal for Comprehensive Parks System Plan

Dear Mr. Jacobus:

Quality parks, open space, and trails are of immeasurable importance to the vibrancy of communities. They create a healthy, active, and social setting for all demographics and leave lasting memories in the mind of park users. The Comprehensive Parks System Plan will justify this paradigm and provide guidance for the future of recreational amenities in Windsor Heights. We appreciate your approach to your project for the following reasons:

Experienced Team – The Bolton & Menk team includes professionals who are experienced and passionate about parks and recreation planning, design, and construction. We are park planners with experience both as employees and consultants. Our experience, along with our local knowledge, makes us particularly suited to work with the City of Windsor Heights. The combination of our in-house planning, engineering, landscape architecture, and water resources expertise makes Bolton & Menk a committed and trusted partner.

Local Knowledge – Through previous work in Windsor Heights, we have developed an existing understanding of the Windsor Heights community. We are personally invested in your community and want to see the Windsor Heights parks system thrive for future generations of users.

Consensus-Building – Windsor Heights needs a consultant with experience building consensus among multiple agencies and stakeholders that may not always share the same goals or priorities. We will use the project's public comment period as an opportunity to better understand community member concerns and create collaborative and conscientious solutions. We believe your vision for your parks system can be supported.

In continued service to the City of Windsor Heights, we are excited at the opportunity to complete the Comprehensive Parks System Plan. Justin Ernst will serve as your lead client contact and project manager. Please contact him at 515-318-8082 or justin.ernst@bolton-menk.com if you have any questions regarding our proposal. **This proposal will remain valid until September 1st, 2020.**

Respectfully submitted,
Bolton & Menk, Inc.


Jim Harbaugh, PLA
Principal-in-Charge



TABLE OF CONTENTS

Understanding and Approach.....	1
Project Team.....	5
Project Experience.....	8
Professional References.....	13
Project Cost.....	14



UNDERSTANDING AND APPROACH

Section 1



UNDERSTANDING AND APPROACH

The City of Windsor Heights is facing the growing desire to update a multitude of park elements and implement new additions to their parks and trail system. This includes multiple requests for a variety of elements to be implemented in Colby Park, the jewel of Windsor Heights’ parks system. The goals of a comprehensive parks system plan are to provide a roadmap for smart growth and implementation for the parks and trail system, develop a phasing and funding plan for new park elements, and implement a long-term maintenance plan for the system as a whole.

Work Plan

The City of Windsor Heights can be assured our team will provide outstanding technical deliverables, exceptional leadership in public and stakeholder involvement, and superior project management in a . The detailed work plan below is outlined by tasks addressing all elements of the RFP. **Please see the last page of this section for our detailed schedule.**

Task 1: Information Gathering

Task 1.1: Kickoff Meeting

Task 1.2: Existing Park System Amenities Survey

Bolton & Menk will create an inventory of existing park system amenities including the Walnut Creek trails, Dog Park, Lion’s Park, and Colby Park. Our team will also analyze existing planning and engineering studies such as the Walnut Creek Pedestrian Bridge and Bike Hub plan and the University Avenue Trail project. We will integrate these elements into the existing park survey.

Task 1.3: Neighboring Recreational Amenities Survey

To help the Windsor Heights park system stand out from surrounding communities, we will conduct a survey of public parks and schools within a 10-minute drive. This survey will emphasize opportunities for the city’s parks



Task 1.4: Safety and Accessibility Assessment

To help the city maintain park safety and accessibility, we will inventory any safety issues and ADA compliance.

Task 1.5: Public Input Meetings

Our team will facilitate a minimum of two public input meetings to gather feedback from residents on park system amenities they would like to see in their community.

We will present all feedback collected at a written report prior to the start of any improvement planning.

The following page further details Bolton & Menk's public engagement strategies.

Task 1.6: Solicitation of Information from Staff and Council

We will create a questionnaire council to gather their input on future improvements, operations, and maintenance for the parks system.

Task 2: Plan Development

Task 2.1: Information Used to Develop a Plan

Our team will develop an understanding of the city's existing documents, surveys, and assessments. We will present our

forward with the plan development.

Task 2.2: Plan Content

We will assemble a list of recommended projects that includes

- Narrative on why the project is recommended
- Estimated cost of implementation
- General location for the improvement
- Conceptual art (when applicable)
- Phasing for implementation

Task 2.3: Considerations

We will pay special attention to the considerations listed as part of the RFP when developing the Comprehensive Parks System Plan.

Task 2.4: 50 Percent Completion Plan Development Meeting

We will use this meeting to update city

answer questions.

Task 2.5: Post Plan Development Meeting

This meeting will take place three weeks after the 50 percent completion meeting;

Task 2.6: Public Comment Period

The draft plan will be posted to the City of Windsor Heights' website, providing the public with one month to review the draft and provide public comment.

Task 2.7: Review of Public Comments

to review public responses to the draft

Task 2.8: Presentation to City Council

After the public comment period, we will

and answer questions.



Two-Fold Engagement

Engagement that meets you where you are.

Our Communication Team will develop and execute programs for guided messaging and strategically scheduled outreach efforts. We leverage both in person and digital engagement to maintain consistent messaging and the momentum of a project.

In-Person Engagement



Committees & Focus Groups



Agency Partnerships & Coordination



Partnership with Community Advocates



Open Houses



Audience Polling

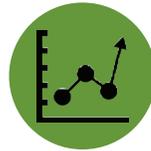


Event Pop-Ups



Community Demonstration Events

Digital Media Campaign



Market Analysis & Outreach Analytics



Branding & Messaging



Website & Social Media



Email & Text Subscription



Public Surveys



Online Comment Mapping

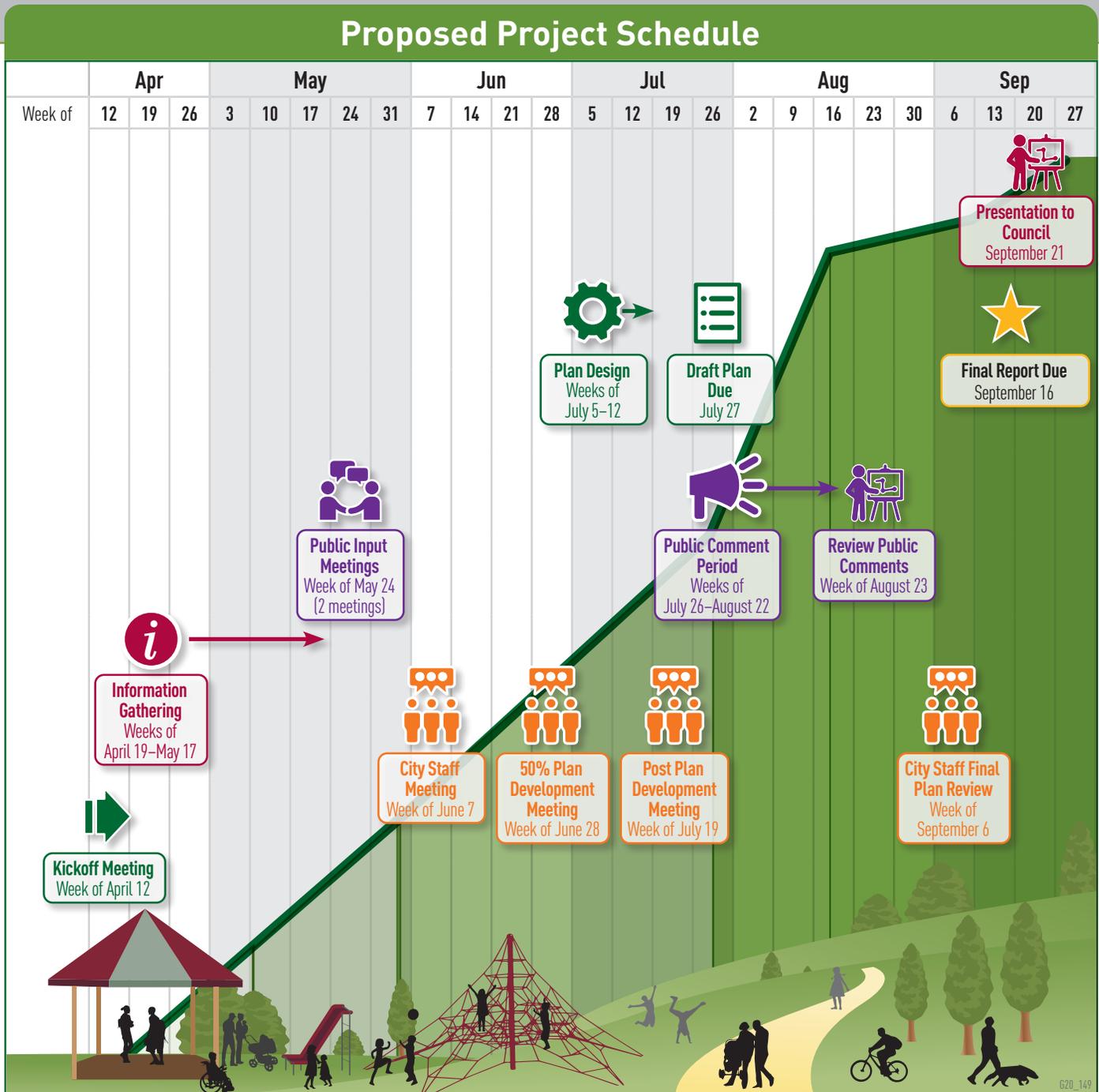


Videos, Infographics, Digital & Print Media



Project Schedule

We have developed a schedule detailing the anticipated work tasks, deliverable due dates, and completion dates. This schedule is based on our review of the project background, description, and scope of services included in the Request for Proposals and our experience on other similar projects. Upon selection, Bolton & Menk will work with city staff and other project partners to revise and update this schedule as needed to ensure successful project delivery.





PROJECT
TEAM
Section 2



PROJECT TEAM

The Bolton & Menk team serves as an extension of city staff, maintaining close coordination between the city and project team. The proposed team provides the optimum combination of accessibility, community knowledge, and specialized expertise. Our project manager, Justin Ernst, will be supported by key individuals and support staff. Bolton & Menk can draw upon more than 500 other team members throughout our firm, as needed, to meet your needs. Project team member bios are included below. Full résumés are available upon request.



Jim Harbaugh, PLA
Principal-in-Charge

As principal-in-charge, Jim will provide general oversight and guidance throughout the project.

Jim understands the long-term investment required for successful projects and approaches all of his design work with long-term maintenance in mind. He started his career in 1995, and as a lead landscape architect, has extensive experience in university projects; downtown redevelopment; trail, park, and recreation master planning;

challenges of complex urban projects and the problem-solving aspect of helping communities and clients realize their visions.

Similar Project Experience

- Canary Park Site Plan, City of Clive, IA
- 2018-2028 Strategic Parks Master Plan, City of Marshalltown, IA
- Hidden Point Park, City of West Des Moines, IA



Justin Ernst, P.E.
Project Manager/Municipal Engineer

Justin will provide municipal engineering services and general knowledge of the community based on his previous project experience in Windsor Heights.

As an engineer with Bolton & Menk since 2006, Justin has gained a range of experience in project administration from conception through construction. His background includes development and design of municipal reconstruction and utility projects, including street construction, sanitary sewer systems, water distribution systems, stormwater collection systems, and pedestrian facility construction. His project management administration

assistance, construction administration, preparing pay estimates, tracking project schedules, and serving as a liaison between the client and contractors.

Similar Project Experience

- Canary Park Site Plan, City of Clive, IA
- Hidden Point Park, City of West Des Moines, IA
- Greenways Master Plan, City of Norwalk, IA
- University Avenue, City of Windsor Heights, IA



Sam Kessel, PLA

Senior Project Landscape Architect

Sam will provide park design and master planning services for the project.

Sam is a landscape architect for Bolton & Menk, beginning his career in 2005. He has developed broad knowledge and extensive design experience with recreational parks in an urban setting, from park master planning through design. Sam has worked on a number of successful projects that incorporated innovative stormwater management strategies, from master planning of conceptual design and public involvement, through construction administration. His passion for landscape architecture

of creative solutions that have resulted in many successful public and private

support that produces a product that will stand the test of time.

Similar Project Experience

- University Avenue, City of Windsor Heights, IA
- Canary Park Site Plan, City of Clive, IA
- Grassmann Park, City of Jordan, MN
- Hidden Point Park, City of West Des Moines, IA



Casey Byers, PLA

Senior Project Landscape Architect

Casey will assist with park design, master planning services, and lead the public outreach portion of the project.

Casey is a senior landscape architect who began his career in 2006. With a focus on parks and recreation planning, his work comprises a range of services and scales, including community master planning, streetscape and urban design, stormwater best management practices, and detailed site design. He is experienced in both design and construction. His ability to

public facilitation has led to the successful adoption of many projects backed by community consensus. Casey is involved in project implementation and

reward in helping communities realize their visions; helping convey the value of high-quality, technically sound, and environmentally conscious design to the public. He believes in a thorough design process, one that explores opportunities outside of the box but also has long-term, maintainable solutions.

Similar Project Experience

- 2018-2028 Strategic Parks Master Plan, City of Marshalltown, IA
- Greenways Master Plan, City of Norwalk, IA
- West End Park, City of Marshalltown, IA
- Canary Park Site Plan, City of Clive, IA
- Hidden Point Park, City of West Des Moines, IA



Rose Schroder, AICP

Senior Urban Planner

Rose will provide municipal planning services for the project and assist in public outreach.

Rose is a senior urban planner who began her career in 2000. She has previous experience working at the county and city levels, where she was responsible for land use and community development, including managing the master planning of corridors and redevelopment areas, as well as development project review. Her primary areas of expertise include municipal planning, long range planning, and land use analysis. She serves as the advocacy and outreach coordinator for the American Planning Association - Iowa Chapter Board. Rose believes that quality of life is directly related to the quality of place. The built environment as well as the services and opportunities available to all residents, businesses, and visitors impacts the vitality of a community.

Similar Project Experience

- Mixed Use District Development, City of Marshalltown, IA
- Overlay District Development, City of Hiawatha, IA
- Square Streetscape Master Plan, City of Indianola, IA



Ryan Benjegerdes, P.E., CFM

Water Resources Engineer

Ryan will provide oversight on floodway and floodplain design on the master plan.

Ryan began his engineering career in 2012. He provides expertise in water resources engineering while working on multi-disciplinary teams to serve our clients' needs. His responsibilities include stormwater management planning, design and construction of stormwater

and various hydrologic and hydraulic analyses. Ryan also has experience with the design and construction of urban streets, rural roadways, and trails. This problems,

aspects of a project. Ryan is always up for a challenge and willing to take on new opportunities to see where they lead him.

Similar Project Experience

- West End Park Master Plan, City of Marshalltown, IA
- Pattee Park Expansion Phase I, City of Perry, IA
- Stormwater Master Plan, City of Windsor Heights, IA



PROJECT EXPERIENCE

Section 3



PROJECT EXPERIENCE

Bolton & Menk landscape architects create public spaces where people want to be. A successful design blends form and function, promotes health and happiness, and works well now and for many years. By listening to stakeholders, collaborating with other design disciplines, and applying creativity and innovation, we have improved the lives of thousands of people with our designs.

We have assembled an experienced and proven team eminently qualified to complete the project tasks required by the City of Windsor Heights. The following pages detail examples of past projects our team has completed with similar approaches and work tasks to the Comprehensive Parks System Plan.



WE WORK HARD.

We devote ourselves to delivering the best service and solutions possible to each client—whatever it takes.

CONSTRUCTION, SITE PLAN, AND COMPLETED PROJECT
CANARY PARK SITE PLAN, CITY OF CLIVE, IA



2018-2028 Strategic Parks Master Plan

City of Marshalltown, Iowa

Geoff Hubbard, Parks and Recreation Director, 641-754-5701

Marshalltown’s 2018-2028 Parks and Recreation Strategic Plan creates a vision to preserve, enhance, and grow the park and recreation opportunities within the city. The overarching goal for this plan is to serve as a comprehensive, usable document, that will aid the city’s growing and evolving recreational needs.

The community had multiple opportunities to engage throughout the planning process. With open house events, comment boxes placed alongside parks and trails, an English and Spanish community survey, and a National Recreation and Park Association department evaluation, residents of all ages and abilities had the opportunity to share their vision for the future of Marshalltown’s parks, trails, and open spaces.



underserved community groups, and determined future park improvement priorities. Through careful survey analysis, it was evident that teens, seniors, and those with special needs were underserved in terms of parks and recreation amenities. Recommendations to better serve community needs, Bolton & Menk also established short-, mid-, and long-term improvement strategies for Marshalltown



Similarities to Windsor Heights

- *Community engagement*
- *Long-term funding strategies*
- *Community needs assessment*



Canary Park Site Plan City of Clive, Iowa

Todd Seaman, Leisure Services Director, 515-223-6220

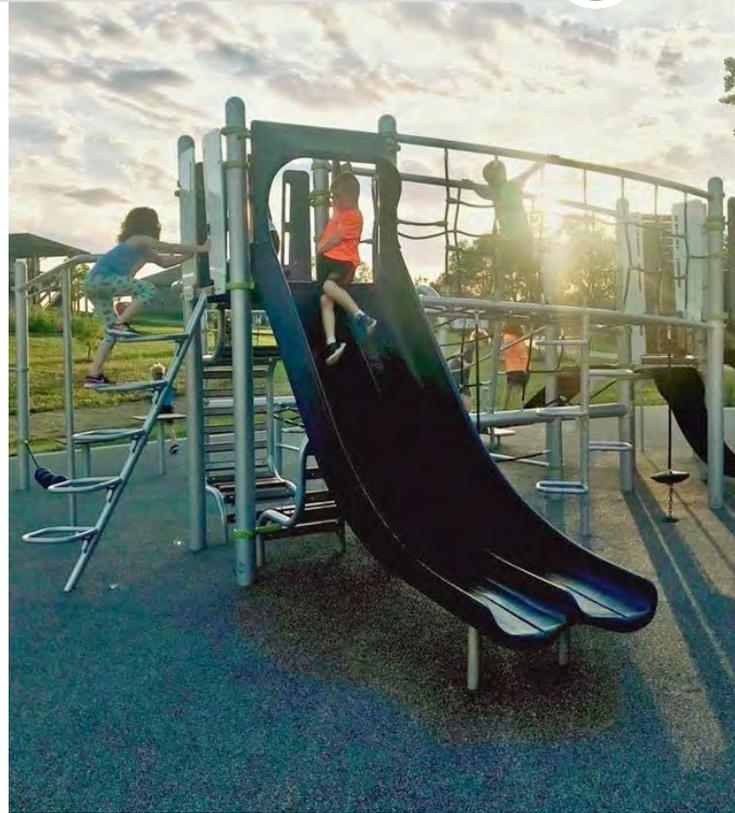
The City of Clive places value on providing open space opportunities for its citizens and visitors. The site for Canary Park resides within a growing neighborhood, is adjacent to the city’s trail network, and presents tremendous opportunities for innovative stormwater management practices.

As Clive’s

Bolton & Menk wanted to learn from residents about the types of experiences they wanted in a park. We crafted conceptual alternatives for the park site plan based on resident input. As this site plays a critical role in regional stormwater management, we walked residents and

how it can create aesthetically pleasing amenities within the park that serve an important ecological function.

The resulting site plan incorporates the desired recreational amenities of future park users, responds to concerns over aesthetics and visual quality, and seamlessly incorporates sustainable stormwater management solutions. Locations for educational and storytelling signage are planned into the site and trail experience, which expand the recreational opportunities beyond the playground amenities.



Similarities to Windsor Heights

- *Park planning*
- *Stormwater practices*
- *Neighborhood engagement*





Grassmann Park

City of Jordan, Minnesota

Tom Nikunen, City Administrator, 952-492-2535

The City of Jordan is experiencing residential growth. With this growth came a need for new park space. The city wanted something other than the standard, run-of-the-mill ‘tot lot’ type park and the community wanted something that would serve all ages and interests. Bolton & Menk created an innovative space with features to accommodate these demands.

The project design features a multi-generational ninja warrior
Two separate

facilities push a button to start, run through the course, and push a button upon completion while a scoreboard keeps track of their time. Users can compete against their friends and upload their times through a smart phone app to compete nationally. The park also features a trail loop and exercise

These features were designed with park expansion in mind as residential development continues.

The park’s grand opening received rave reviews and the park was featured on multiple news outlets. Since its opening, the city has received positive reviews from locals and via social media posts generated from around the region. The park has also ignited adjacent residential development.

Similarities to Windsor Heights

- *Park planning*
- *Design and construction*
- *Community engagement*



Hidden Point Park City of West Des Moines, Iowa

Kevin Conn, Landscape Architect, 515-222-3449

As new neighborhoods in the City of West Des Moines continues to grow and develop, so must the city's

The context of Hidden Point Park resides adjacent to an established “rural” subdivision and a newly established multi-family development. The programming for the park must cater to the needs of its users and the residents it serves, but also consider the established neighborhood it backs up to and be sensitive to the surroundings. This site also contains a wetland and serves a critical role in the stormwater management of the surrounding properties and park itself.



HIDDEN POINT PARK | CONCEPT 3 | PLAN RENDERING



Bolton & Menk created a site plan that responds to the existing conditions, celebrates the existing wetland and other site features, and can also support the required park programming. Elements of the park include a parking lot, basketball court, tennis/pickleball courts, shelter, restroom, and wetland overlook/boardwalk. We wanted to create a park experience that allows visitors to interact with the wetland and site features, but be sensitive to the wetland environment. Native prairie establishment, on-site stormwater detention, and carefully planned trail/path alignments are key components of the design.

Creative site planning, collection of neighborhood feedback through a transparent engagement process, and a thorough understanding of stormwater BMPs will lead to a successful outcome for Hidden Point Park.

Similarities to Windsor Heights

- *Neighborhood engagement*
- *Stormwater practices*
- *Park planning and design*





PROFESSIONAL REFERENCES

Section 4



PROFESSIONAL REFERENCES

Client satisfaction through quality deliverables, cost-effective rates, and timely project delivery are top priorities for Bolton & Menk on all projects. Please contact the following references to evaluate our performance on similar projects.



Geoff Hubbard
Parks & Recreation Director
641-754-5701
ghubbard@marshalltown-ia.gov

Jessica Kinser
City Administrator
641-754-5701
jkinser@marshalltown-ia.gov



Todd Seaman
Leisure Services Director
515-453-2221
tseaman@cityofclive.com



Kevin Conn
Landscape Architect
515-222-3449
kevin.conn@wdm.iowa.gov





PROJECT
COST
Section 5



PROJECT COST

The following table summarizes the hours and cost breakdown for each major work task item. The estimated fee includes labor, general business, and other normal and customary expenses associated with operating a professional business. **Unless otherwise noted, the fees include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials.** Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, out-sourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately.

Client: City of Windsor Heights Project: Comprehensive Parks System Plan		Bolton & Menk, Inc.								
Task No.	Work Task Description	Principal-in-Charge	Project Manager	Sr. Project Landscape Architect	Sr. Project Landscape Architect	Senior Urban Planner	Project Engineer	Clerical	Total Hours	Total Cost
1.0	Information Gathering	2	10	17	23	0	0	2	54	\$7,084
2.0	Plan Development	5	9	26	26	10	6	7	89	\$11,516
Total Hours		7	19	43	49	10	6	9	143	
Average Hourly Rate		\$175.00	\$138.00	\$130.00	\$130.00	\$135.00	\$125.00	\$77.00		
Subtotal		\$1,225	\$2,622	\$5,590	\$6,370	\$1,350	\$750	\$693		
Total Fee										\$18,600

Parks Plan Proposal Review

	BMI	RDG
Information Used	Y/N	Y/N
Confirm that they would inventory existing park system amenities?	yes	yes
Survey of nearby park amenities?	yes	yes
Safety and Accessibility inspection and assessment on all parks assets?	yes	yes
Two public input meetings?	yes	yes
Solicitation of information from staff and council via questionnaire?	yes	no
Incorporate current plans, studies, and upcoming projects?	yes	no
Plan Content		
narrative on why a project is recommended	yes	yes
estimated cost of implementation	yes	yes
general location for improvement	yes	yes
conceptual art (when applicable)	yes	yes
Phasing recommendations	yes	yes
Considerations		
What should we do with the bioretention cell in the parking lot at Colby Park?	Yes	yes
What can we do to provide shade near the playground in Colby Park?	Yes	no
Should we resurface the tennis court? Is there a better use for the space where the current tennis court is located?	Yes	yes
How can we install or incorporate an outdoor fitness circuit?	Yes	no
Should we install a basketball court?	Yes	no
Should we repair the existing playground matting or replace it with something different?	Yes	no
Should the City install a splash pad?	Yes	no
Where can we install a B Cycle station in our park?	Yes	no
Meeting Requirements and Deadlines		
Kick off meeting with staff?	Yes	yes
Public Input Meetings?	Yes	yes
Information summary meeting?	Yes	yes
50% plan completion meeting?	Yes	yes
Post-plan development meeting?	Yes	yes
Public comment period after plan development?	Yes	yes
Review of public comments?	Yes	yes
Presentation to Council?	Yes	yes
Misc. Requirements		
2 of the following 4? PE, LA, Architect, Planner	yes	yes
Example of previous work	yes	yes
2 References	yes	yes
Cost	\$18,600	\$34,860



**STAFF REPORT
CITY COUNCIL**

April 6, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Resolution No. 2020-57 - A Resolution Approving Fee Waiver
for Nights in the Heights

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2020-57 Nights in the Heights Waiver Extension - Resolution
2. Fee Waiver Extension - Memo to Council

RESOLUTION 2020-57

A RESOLUTION EXTENDING FEE WAIVING THE PAVILLION, PARK, AND COMMUNITY CENTER FOR THE WINDSOR HEIGHTS FOUNDATION FOR THE NIGHTS IN THE HEIGHTS CONCERT SERIES THROUGH THE END OF AUGUST

WHEREAS, the Windsor Heights Foundation will be hosting the Nights in the Heights on Tuesdays in June and July in Colby Park; and

WHEREAS, the City of Windsor Heights wishes to support the efforts of the Foundation and contribute to community betterment; and

WHEREAS, the Foundation would like to reserve Tuesdays in August as contingency dates because of postponements that may be caused by the Coronavirus; and

WHEREAS, fees associated with rental of the Community Center and Pavilion from 4-10 PM during the Tuesdays in August of 2020 are estimated to total \$2,025 ; and

WHEREAS, the Windsor Heights Foundation is requesting these fees be waived.

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

That rental fees associated with Nights in the Heights hosted by the Windsor Heights Foundation be waived;

PASSED and approved this 6th day of April 2020 by the City Council of the City of Windsor Heights, Iowa.

Dave Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk



TO: Windsor Heights City Council

CC: Mark Arentsen, Interim City Administrator
Mayor Dave Burgess

FROM: Dalton Jacobus, Public Works Director
Whitney Tucker, Communications / Recreation Coordinator

DATE: 6 April 2020

SUBJECT: Fee Waiver Extension for the Nights in the Heights Concert Series.

Staff is recommending the extension of the fee waiver approved with Resolution No. 2020-10 that waived fees associated with the facility rentals for the Nights in the Heights Concert Series hosted by the Windsor Heights Foundation.

We are recommending extending the reservations through the end of August in case any of the events need to be postponed due to COVID-19.

There is no actual incurred cost to the City for waiving these fees. The fees total \$2,025 for the four Tuesday nights in August.



STAFF REPORT
CITY COUNCIL
April 6, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Resolution No. 2020-58 - A Resolution Approving Fee Wavier
for Windsor Heights Foundation Ice Cream Social

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2020-58 Ice Cream Social Waiver Resolution
2. Fee Waiver Ice Cream Social - Memo to Council (002)

RESOLUTION 2020-58

A RESOLUTION WAIVING FEES FOR THE WINDSOR HEIGHTS FOUNDATION FOR THEIR ANNUAL ICE CREAM SOCIAL

WHEREAS, the Windsor Heights Foundation has indicated that they may be interested in hosting the Ice Cream Social in the Community Center this year; and

WHEREAS, the Windsor Heights Foundation would use the facility from 5-8 PM on August 25th; and

WHEREAS, fees associated with rental of the Community Center for this time period total \$331.25 ; and

WHEREAS, the Windsor Heights Foundation will be responsible for cleaning the facility when they are done; and

WHEREAS, the City wishes to support the Foundation in their mission to provide a family friendly environment in our community.

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

That rental fees associated with the Ice Cream Social hosted by the Windsor Heights Foundation on August 25th, 2020 from 5-8 PM be waived.

PASSED and approved this 6th day of April 2020 by the City Council of the City of Windsor Heights, Iowa.

Dave Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk



TO: Windsor Heights City Council

CC: Mark Arentsen, Interim City Administrator
Mayor Dave Burgess

FROM: Dalton Jacobus, Public Works Director
Whitney Tucker, Communications / Recreation Coordinator

DATE: 6 April 2020

SUBJECT: Fee Waiver for the Windsor Heights Foundation's Annual Ice Cream Social.

David Swartz and the Windsor Heights Foundation are exploring the possibility of hosting the Ice Cream Social in the Community Center this year instead of having it in people's living rooms like in years past.

We want to get the fee waiver approved and this date blocked off on the Community Center calendar so that it's available if the Foundation needs it.

There are no incurred costs for this fee waiver. The WH Foundation would need the facility from 5-8 PM on August 25th. The fee waiver request is for \$331.25.

The Foundation will be responsible for cleaning up the facility when they are finished.

Staff recommends approval.



STAFF REPORT
CITY COUNCIL
April 6, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Resolution No. 2020-59 - A Resolution Approving Fee Waiver
for Walnut Creek Church Mission to the City

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2020-59 Mission to the City Waiver Resolution
2. 4-6-20-Fee Waiver Walnut Creek Church

RESOLUTION 2020-59

A RESOLUTION WAIVING FEES FOR THE WALNUT CREEK CHURCH FOR THEIR ANNUAL MISSION TO THE CITY

WHEREAS, the Walnut Creek Church has indicated that they may be interested in hosting the Mission to the City this year; and

WHEREAS, the Walnut Creek Church would use the Pavilion in Colby Park on May 22-24; and

WHEREAS, fees associated with rental of the Pavilion for this time period total \$50; and

WHEREAS, the Walnut Creek Church plans to put mulch in the flower beds, pull weed in the flower beds, and pick up trash in Colby Park and along the creek.

WHEREAS, the City wishes to support the Walnut Creek Church in their mission to provide a clean Colby Park; and

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

That rental fees associated with the Mission to the City hosted by Walnut Creek Church on May 22-24, 2020 will be waived;

PASSED and approved this 6th day of April 2020 by the City Council of the City of Windsor Heights, Iowa.

ATTEST:

Dave Burgess, Mayor

Travis Cooke, City Clerk



TO: Windsor Heights City Council

CC: Mark Arentsen, Interim City Administrator
Mayor Dave Burgess

FROM: Dalton Jacobus, Public Works Director
Whitney Tucker, Communications / Recreation Coordinator

DATE: 6 April 2020

SUBJECT: Fee Waiver for the Walnut Creek Church of Windsor Heights

Emily Rector of the Walnut Creek Church in Windsor Heights would like to host their annual Mission to the City in Colby Park. They plan to put mulch in the flower beds, pull weed in the flower beds, and pick up trash in the park and along the creek.

The incurred cost for this fee waiver is \$50 for the use of the Pavilion. The event will be May 22-24.

Staff recommends approval.



STAFF REPORT
CITY COUNCIL
April 6, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Resolution No. 2020-60 - A Resolution Authorizing Intergovernmental Transfer of Public Funds Agreement Between the Iowa Department of Human Services and the City of Windsor Heights

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2020-60 Resolution Approving GEMT Intergovernmental Transfers

RESOLUTION No. 2020-60

A RESOLUTION AUTHORIZING INTERGOVERNMENTAL TRANSFER OF PUBLIC FUNDS AGREEMENT BETWEEN THE IOWA DEPARTMENT OF HUMAN SERVICES AND THE CITY OF WINDSOR HEIGHTS.

WHEREAS, the Ground Emergency Medical Transportation (GEMT) Program is a voluntary program that allows publicly owned or operated emergency ground ambulance transportation providers to receive supplemental payments which help cover the difference between a provider's actual costs per GEMT transport and the Medicaid base payment, mileage and other sources of reimbursement; and

WHEREAS, completion of the Intergovernmental Transfer of Funds Agreement is required for GEMT participation; and

WHEREAS, the City desires to provide for an intergovernmental transfer of funds to the Iowa Department of Human Services in order to provide the non-federal share of the reconciled cost reimbursement amount for the uncompensated Medicaid cost associated with GEMT services;

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

That the Resolution Authorizing Intergovernmental Transfer of Public Funds Agreement between the Iowa Department of Human Services and the City of Windsor Heights is hereby approved, the Mayor is hereby authorized to execute said Agreement on behalf of the City, and the City Clerk to attest to such signature, if necessary.

PASSED and approved this 6th day of April, 2020 by the City Council of the City of Windsor Heights, Iowa.

Dave Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk

COUNCIL ACTION FORM

AGENDA ITEM: APPROVE RESOLUTION AUTHORIZING INTERGOVERNMENTAL TRANSFER OF PUBLIC FUNDS AGREEMENT BETWEEN THE IOWA DEPARTMENT OF HUMAN SERVICES AND THE CITY OF WINDSOR HEIGHTS

HISTORY:

The State of Iowa Department of Human Services has implemented a program to supplement Medicaid payments for Ground Emergency Medical Transportation Programs (GEMT), or Ambulance services. Currently, Medicaid has flat rates they pay for various EMS services and those rates do not cover the actual cost to the EMS provider for services. The GEMT program is a method for additional reimbursement to EMS providers for services provided to Medicaid patients helping bridge the gap between the Medicaid rate paid and the actual cost of business for the EMS provider. Under the GEMT program, EMS providers are reimbursed the difference between the actual cost of transport and the Medicaid rate paid for transportation of Medicaid patients. 60% of the reimbursement is retained by the provider, and we must transfer the remaining 40% of the actual cost of transport through an Intergovernmental Transfer (IGT) to the State of Iowa.

Chief McCluskey has collaborated with Public Consulting Group (PCG) to complete our “cost reports” associated with the GEMT program. These cost reports calculate our actual cost per transport. The first two years (Fiscal 2018 and 2019) of cost reporting was completed by PCG. For FY18, PCG estimates the City will be reimbursed \$21,084.18 and for FY19 PCG estimates the reimbursement will be \$68,054.90. The difference between FY18 and FY19 is due to a significantly higher number of Medicaid transports in FY19 over FY18. A reminder, only Medicaid transports are reimbursed under this program.

As you may recall, the way the program was initially setup by the State of Iowa, the average cost per transport was estimated at \$1,183. Once our actual cost reports were completed, our FY18 cost per transport was \$1,133.55 and our FY19 cost per transport was \$2,100.46. As our call volume increases, so does our reimbursements. The use of PCG to complete our cost reports likely resulted in nearly doubling our calculated cost per transport from the \$1,300 to \$1,500 range to \$2,100.46 for FY19. Important to note, this calculation will fluctuate from year to year based on a number of factors, including our call volume and expenses related to EMS transports.

We are required to setup a separate account to transfer 40% of the reimbursements, which are the “State match funds,” to the State of Iowa Department of Human Services. The Intergovernmental Transfer (IGT) of Public Funds agreement is required to facilitate the process and is a requirement for participation in the program. On November 18, 2019, Council approved the IGT covering FY18 and FY19. Prior to April 30, 2020, we must obtain Council approval of the FY20 IGT and then we will be required to have the IGT approved annually going forward.

STAFF RECOMMENDATION:

Staff recommends approval of the Resolution as the program generates additional revenue to help offset the cost of providing EMS services to the community, at no additional cost to our patients or community.



**STAFF REPORT
CITY COUNCIL**

April 6, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Resolution No. 2020-61 - A Resolution Approving Police
Union Contract

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution Approving Teamsters Local 238 Agreement

Resolution No. 2020-61

A RESOLUTION APPROVING AN AGREEMENT BETWEEN THE CITY OF WINDSOR HEIGHTS AND TEAMSTERS LOCAL UNION NO. 238 FOR THE PERIOD OF JULY 1, 2020 TO JUNE 30, 2023 AS WELL AS AUTHORIZING AND DIRECTING SIGNING OF SAME

WHEREAS, the City of Windsor Heights has negotiated a Collective Bargaining Agreement with the Teamsters Local Union No. 238 concerning union-represented employee matters; and

WHEREAS, the employees of the Teamsters Local Union No. 238 have ratified the agreement; and

WHEREAS, the City Council has fully examined said agreement and has found the same to be in the best interests of the City of Windsor Heights and the union-represented employees.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Windsor Heights, Iowa that the Collective Bargaining Agreement with Teamsters Local 238 effective July 1, 2020 through June 30, 2023, shall be approved in all respects and particulars, and that the Mayor and City Clerk are hereby authorized and directed to execute said agreement on behalf of the City.

Passed and Approved this 6th Day of April, 2020.

Dave Burgess, Mayor

Attest:

Travis Cooke, City Clerk

2020-2023 – POLICE CONTRACT

THIS AGREEMENT entered into this 1st day of July 2020, by and between the CITY OF WINDSOR HEIGHTS, IOWA hereinafter referred to as “Employer,” and the Teamsters Local 238, hereinafter called the “Union,” represents the complete and final agreement on all bargainable issues between the Employer and the Union. Throughout this Agreement, wherever the word “Act” appears, this refers to the Iowa Public Employment Relations Act, identified as Senate file 531, which was signed into law on April 23, 1974.

ARTICLE 1 RECOGNITION

The Employer hereby recognizes the Union as the exclusive bargaining representative for all regular full-time employees of Windsor Heights Police Department but excluding the Chief of Police, Police Captain, Police Lieutenants, Sergeants, Chief Dispatcher and all other persons excluded by Iowa Code Section 20.4, as set forth in the December 13, 2016, Iowa Public Employment Relations Board Order of Certification Case No. 100779.

ARTICLE 2 EMPLOYER RIGHTS

Except as specifically modified by this Agreement, the Employer shall have, in addition to all powers, duties and rights established by law: the exclusive power, duty and right, including but not limited to: plan, direct and control the work of its employees; discipline, suspend or discharge employees for proper cause; to develop and enforce rules for employee discipline; to schedule working hours and require overtime work; layoff/demote employee from duties because of lack of work or for other legitimate reasons; determine what work or services shall be purchased or performed by the unit employees; change or eliminate existing methods, means, assignments, and personnel by which operations are to be conducted; establish work standards; establish, change, and enforce work schedules; abolish, create, or change jobs and their duties; determine the number and times of shifts; and manage the operation in the traditional manner, is vested exclusively with the Employer. It is agreed that the enumeration above shall not be deemed to exclude other areas not specifically enumerated, provided that the exercise of such areas shall not be in conflict with any provision of the Agreement.

ARTICLE 3 SEPARABILITY AND SAVINGS

If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority to be unlawful, unenforceable or not in accordance with applicable statutes or ordinances, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

**ARTICLE 4
IMPASSE PROCEDURE**

The parties shall utilize the statutory impasse procedure set forth in the Act and currently set forth in Iowa Code Sections 20.20 through 20.22.

**ARTICLE 5
NON-DISCRIMINATION IN EMPLOYMENT**

The Employer and Union agree to comply with any non-discrimination in employment laws that are applicable.

There shall be no discrimination in employment by the Employer or the Union toward any employee because of their membership in, or non-membership in, the Union. The parties will not discriminate against an employee because of an employee's support, or non-support, or participation, or non-participation, in Union affairs and/or activities.

All references to employees in the Agreement designate both sexes, and wherever the male gender is used, it shall be constructed to include male and female employees.

**ARTICLE 6
GRIEVANCE PROCEDURE AND ARBITRATION**

The parties agree that an orderly and expeditious resolution of grievances is desirable. Any matter of dispute that may arise regarding the violation of an expressed provision of this Agreement shall be handled in accordance with the following procedure:

Step 1: The employee or employee organization shall discuss a grievance orally with the Chief of Police, or in the exigent circumstances, the City Administrator, within seven (7) calendar days following its occurrence or knowledge of its occurrence, in an effort to resolve the problem in an informal manner.

Step 2: Within five (5) calendar days after the decision in Step 1, or if no decision has been made within five (5) calendar days of the informal conference, the employee or employee organization shall then present the written grievance to the Chief of Police. The Chief of Police shall respond in writing within ten (10) calendar days.

Step 3: Within ten (10) calendar days after the decision in Step 2, or if no decision has been made within ten (10) calendar days of Step 2, the employee or employee organization shall then present the written grievance to the City Administrator. The City Administrator shall respond within twenty (20) calendar days.

Step 4: If not resolved at Step 3, or if no written decision has been received by the employee organization within twenty (20) calendar days of Step 3, the grievance may be submitted to arbitration within twenty (20) calendar days by submitting written notice to the City

Administrator. Such notice shall specify the sections of the Agreement alleged to have been violated. The parties shall promptly meet to attempt to agree on an arbitrator. If they are unable to agree, they will jointly request the Iowa Public Employment Relations Board to submit to the parties a list of seven (7) arbitrators, from which list the parties shall select one (1) arbitrator. Such selection shall be by agreement, if possible; otherwise, by the parties alternately eliminating names from the list, with the moving party striking first. After each party has eliminated the names of three (3) arbitrators from the list, the arbitrator whose name remains on the list shall be accepted by both parties as the arbitrator to hear and decide the pending case.

Grievance awards and settlements shall not be made retroactive beyond the date on which the grievance was presented in written format in Step 2. If a grievance is not presented within the specified time limits, it shall be considered waived. If a grievance is not appealed within the specified time limits, it shall be considered settled on the basis of the Employer's last answer. If a grievance is not timely answered by the Employer at Step 2, it will automatically be referred to Step 3.

The fees and expenses of the arbitrator will be shared equally by the Employer and the Union. Each party shall pay its own cost of preparation and presentation for arbitration. The arbitrator shall have no power to change, alter, ignore, nullify, detract from or add to the provisions of this Agreement. The arbitrator's decisions shall be final and binding on both parties.

All grievance and arbitration meetings under this Article are to be held in private and are not open to the public.

The time limits at any step in the grievance and arbitration procedure may be extended on a specific case basis, upon mutual agreement of the Union and Employer.

If the employee files any claims or complaint in any forum other than under the grievance procedure of this Agreement, then the Employer shall not be required to process the same claim or set of facts through the grievance procedure.

ARTICLE 7
SENIORITY

Seniority means an employee's length of continuous service with the Employer since their last date of hire. Seniority shall be administered on a job classification basis.

Seniority shall be considered for shift selection and on-duty time slots. All members of the bargaining unit assigned to the Patrol Division shall have the opportunity of making shift bid thirty (30) days prior to the start of the fiscal year. Bidding shall be done on the basis of seniority for the following shifts and days off rotation:

1 st Shift	Day shift
2 nd Shift	Early Swing shift
3 rd Shift	Late Swing shift
4 th Shift	Night shift

Mon/Tues and every other Sat/Sun

Thu/Fri and every other Sat/Sun

If vacancies occur during the calendar year, employees interested in using their seniority to transfer to a different shift must submit their request to the Chief of Police in writing. Officers will not be permanently re-assigned, contrary to their selected shift bid, unless circumstances require based upon quantifiable needs of the department such as appointments to specialized positions.

All new employees shall serve a probationary period not to exceed twelve (12) months. Upon completion of the probationary period, they shall be put on the seniority list and their seniority shall be determined from their date of employment. They may be terminated for any reason during the probationary period without recourse to the grievance procedure.

An employee shall lose their seniority and the employment relationship shall be broken and terminated as follows:

- (a) Employee quits.
- (b) Employee is discharged unless reinstated through the grievance process.
- (c) Engaging in other work while on leave of absence or giving false reason for obtaining leave of absence.
- (d) Falsification of employment application.
- (e) An employee absent from work one (1) day without justifiable cause or notice to the Employer.
- (f) Failure to report for work at the end of leave of absence.

- (g) Failure to report to work within ten (10) days after being notified to return to work following layoff, when notice of recall is sent to employee's last known address according to Employer records. Extension of this time may be granted at the discretion of the Employer.
- (h) An employee is absent from work for any reason, except an on-the-job injury, for over one (1) year or the length of the employee's seniority, whichever is shorter.
- (i) Employee retires.
- (j) In the event an employee is promoted or transferred out of the bargaining unit and such employee returns to the bargaining unit, the seniority date shall be the original date of hire less time served in the non-bargaining unit position; however, there shall be no loss of seniority for an employee who returns to the bargaining unit during the twelve (12) month probationary period after a promotion or transfer.

It is the employee's responsibility to keep the Employer informed of his/her current address and phone number.

ARTICLE 8 PROMOTION

When filling a permanent promotional vacancy, the Employer shall consider the employee's qualifications, seniority, aptitude and work record. However, when these factors are reasonably equal between two (2) or more employees, in the judgment of the Chief of Police, then seniority shall prevail. Employees will be on a promotional probation for one year.

A permanent employee who vacated his/her position to accept probationary appointment to a higher level and who is rejected during the probationary period shall be reinstated in his/her former position and rate of pay.

An employee designated by the Chief of Police to assume the role of a supervisor for a uniformed shift shall, at the end of thirty (30) days after being so designated be compensated at a supervisor's rate of pay.

ARTICLE 9 PERFORMANCE APPRAISALS

It is agreed that an employee performance evaluation shall be used for the purpose of improving an employee's individual performance, acknowledging an employee's accomplishment, and to provide an opportunity for an employee to improve in a designated area of sub-standard performance.

Evaluations will occur annually and will be in writing with a copy provided to the employee. Said evaluations will occur annually on the anniversary of the employee's ILEA certification, if hired uncertified, and upon the date of hire, if ILEA certified when hired. The written evaluation of the employee will be followed within twenty (20) days by a personal conference between the employee and the Chief of Police or supervisory designee. The employee shall have the right, if he/she disagrees with the evaluation, to submit a written explanation to the Chief of Police and file copies with the City Administrator within five (5) calendar days of the evaluation conference. The written response of explanation to all evaluations will be attached to the file copy of the evaluation.

No written comments concerning an employee's performance shall be placed in the employee's official personnel file unless they have been copied to the employee. The employee will be provided a copy of his/her personnel file upon request and within five (5) calendar days of providing the request in writing.

ARTICLE 10 LAYOFF AND RECALL

In the event the work force is to be reduced, the Employer agrees to provide affected employees as much advance notice as is administratively practical, but in no case less than ten (10) calendar days. The employee with the least demonstrated skill, ability, and qualifications as determined by the Employer, in the job classification affected shall be the first laid off. The employees removed can then replace any employee who has less job classification seniority in a job classification for which he/she is the most qualified, as determined by the Employer. On recall from layoff, employees will be returned to work in the reverse order in which they were laid off, if they are qualified to perform the work available. Probationary employees have no recall rights.

Employees to be recalled after being laid off shall be notified at least ten (10) calendar days in advance by notice in writing sent by certified mail, return receipt requested, to the last address shown on the employee's record.

ARTICLE 11
HOURS OF WORK AND OVERTIME

The purpose of the Article is intended to define the normal hours of work and shall not be construed as a guarantee of hours of work per day or days of work per week. The regular workday and work schedule for officers shall consist of eight patrol officers assigned to one of four shifts and one of two days off rotations. Shift bid shall be by seniority other than special needs of the department (*ex:* K-9, Metro STAR, staff shortage).

Shifts shall be:

Days 0700-1700

Early Swing 1100-2100

Late Swing 1700-0300

Nights 2100-0700

Days off rotations shall be:

Mon/Tues and every other Sat/Sun

Thu/Fri and every other Sat/Sun

Officers wanting to take PTO on assigned weekends to work may be denied leave time based upon staffing needs and overtime considerations. Officers will be encouraged to plan their extended leave time according to their scheduled weekends off or seek to trade shifts with another officer. All time off requests will be evaluated on a case-by-case basis.

A normal shift or workday for patrol assignments shall be defined as ten (10) hours. Overtime and holiday compensation shall not begin until a shift exceeds ten hours; partial holiday shifts shall be regulated according to existing language in Article 14 of the collective bargaining agreement. Officers shall continue to work 80 hours per pay period.

For those working the 10-hour shift, paid lunches shall be 45 minutes. Each employee shall also be eligible to take two 15-minute rest periods per 10-hour shift. Employees remain subject to call back during any lunch or rest period.

All shifts will have a starting time assigned. Any variation in starting time in excess of two (2) hours shall be discussed with the employees.

Special Assignments: Personnel in special assignments (i.e. assigned to Support Services Division – Detective) that are assigned a patrol shift to backfill schedule openings due to short staffing on patrol, court time, special circumstance or needs of the department shall work the entire 10-hour patrol shift at a regular rate of pay. Overtime will not accrue until working beyond ten hours.

The Detective shall then flex the extra two hours worked off of their regular Support Services duty assignment on another day during the same pay period. Flex time and altering of work hours shall be coordinated and approved through the Support Services division commander.

If the Detective is unable to flex the additional hours worked on patrol within the same pay period due to workload in special assignment or other circumstance, then any combined hours over eighty (80) in that pay period may be charged back to the City as overtime or compensatory time.

Special Circumstance: Should the Department suffer the loss of more than one sworn, fulltime officer for any extended period due to resignation, temporary disability, military deployment, disciplinary action, or illness/injury, this schedule may be frozen, cut short, or dismissed in order to adequately meet the operational needs of the organization. In those cases, administration shall make every attempt to work with personnel on any existing leave scheduled.

Should an emergency incident/natural or man-made disaster occur that would require a heightened presence in the community for an extended period of time, this Agreement does not eliminate the potential of mandating 12 or 16 hour shifts to meet the needs of the incident and follow-up investigation.

Physical Fitness Time: Subject to sufficient staffing, and once daily paperwork is approved, employees may use the thirty (30) minutes of a work schedule for physical fitness/defensive tactics training, with approval on the grounds of the Police Department. The employee will be allowed out of uniform, but is subject to call back, shall respond promptly if requested, and must maintain police radio and/or cellular phone accessibility with on-duty officers and/or the Communications Center.

Compensation: Employees shall be paid every other Friday unless that Friday is a holiday, in which case the payday is the last City business day before the holiday. Full-time employee's bi-weekly compensation will be calculated by taking his/her hourly rate and multiplying that rate by eighty (80) hours.

Overtime: Overtime shall be paid for at the rate of time and one-half (1 ½) the employee's straight time hourly rate for all work performed in excess of the normal workday or work schedule. Overtime shall not be paid more than once for the same hours worked. Vacations and leaves are not considered time worked for the purpose of determining overtime.

Anticipated overtime shall generally be posted for sign-up a minimum of one week in advance. The Employer shall offer overtime work to bargaining unit employees based on seniority. Bargaining unit members shall have four days from the posted date to either accept or decline the posted overtime. After the most senior bargaining unit employee has refused the work, the Employer may then offer the work to the next employee(s) on the seniority list until such a time as the work has been accepted by a bargaining unit employee during this four-day period. After all bargaining unit employees have refused the overtime, the Employer may then offer the work to personnel outside of the bargaining unit (supervisory or part-time staff) or mandate the overtime by inverse seniority.

Detective Division: Employees assigned to the Detective Division shall work a forty (40) hour week. Overtime shall be paid for any time worked in excess of forty (40) hours in a given week (or in excess of 8 hours in a day). Overtime shall be paid at the rate of time and one-half (1 ½).

Compensatory Time: An employee may elect to receive overtime compensation in either cash payment or compensatory time off. An employee desiring compensatory time off rather than overtime pay shall notify the Employer in writing prior to the cutoff period for computing wages for the period in which the payment ordinarily would have been made. Compensatory time off shall be at the rate of one and one-half (1 ½) hours of compensatory time for one (1) hour of overtime worked.

All compensatory time shall be recorded in the employee's PTO bank. Once an employee reaches the maximum hours in his/her PTO bank, the employee will be paid at the rate of one and one-half (1 ½) times the employee's regular hourly rate.

Court Time: An employee who is required to appear for court in person or via telephone during off-duty hours shall be paid a minimum of two (2) hours of the overtime rate, unless the Court appearance and the beginning or end of an employee's scheduled workday shifts overlap. In that event, the employee shall be paid for actual time spent in accordance with Hours of Work and Overtime provisions of this Agreement. Time will be measured by portal-to-portal from the employee's home. If an employee's appearance has been cancelled and the employee receives less than two (2) hours' notice of the cancellation, the employee will receive two (2) hours of compensation at the regular rate.

Call Back Time: An employee who is called back to work by the Employer shall be paid a minimum of two (2) hours pay at the overtime rate unless such call back is tied to the beginning or end of his/her shift. Employees on special days off (*i.e.*, vacation, holiday, comp time, etc.) shall be called back only after all others on normal routine time off have been called.

On-Call Pay: For purposes of this section, an employee is on-call if he/she is restricted from engaging in their normal activities or otherwise required to remain available by telephone. Employees shall be paid \$1.25 per hour for each hour outside of normal working hours they are on call. Employees assigned to the Investigations Division, when assigned as the Investigator on-call, will be paid on-call pay for each hour the employee is on-call not including hours for which the employee is actually on-duty (*i.e.* scheduled shift and/or actual time working time during a call-out which the employee is being paid normal hourly wages).

Part-Time Officer(s). The Chief, at his discretion, may employ part-time officers. Part-time officers may be used to supplement the workforce but not replace full-time officers. Compensation of part-time officers shall not exceed the level of pay of a one-year officer after certification.

ARTICLE 12 LEAVE OF ABSENCE

Sick Leave: Effective July 1, 2006, all employees employed by the City prior to said date shall have his/her sick leave bank frozen. This bank of sick leave shall be referred to as the “frozen sick leave bank.” Employees will be required to use this sick leave pursuant to the provisions of the previous contract. Once this frozen sick leave bank is exhausted, all leaves will be governed by the PTO provisions of the contract unless there is another section of the contract applicable to this leave.

A medical doctor’s written verification of illness or injury may be required by the Employer for substantiation of an illness or injury.

Sick leave will not be granted if an employee is injured while gainfully employed by a different employer unless employment is approved by the Employer.

Bereavement and Family Illness Leaves:

Immediate Family: In case of death or serious illness in the immediate family (parents, spouse, child, sibling), a permanent employee may be granted a leave of absence with pay, up to five (5) workdays by the City Administrator.

Family: In the case of death or serious illness in the family (mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparents, grandchildren, uncles, aunts, nephews, nieces or any other relative living in the household), a permanent employee may be granted a leave of absence with pay up to two (2) calendar days by the City Administrator.

Extension: The City Administrator may, at his/her discretion, grant an additional two (2) days leave in instances where extensive travel or other circumstances warrant. Further, employees may elect to use up to twenty (24) hours of sick leave as personal leave in conjunction with Bereavement/Family Illness.

Military Leave: A full-time employee shall be granted a military leave of absence for a period of up to thirty (30) days with pay as prescribed by Section 29A.28 of the Code of Iowa.

The employer recognizes an employee’s re-employment rights in accordance with the Universal Military Training and Service Act.

Jury Duty/Legal Leave: An employee required to serve as a juror shall receive his/her regular wages. In order to receive payment for such duty, the employee must submit certification of service and assign all fees to the Employer. When released from duty during working hours, the employee will report to work immediately.

Retirement: Employees shall receive payment for 50% of all unused accumulated sick leave in the frozen sick leave bank upon retirement and 100% in the event of death.

Employees may elect at retirement to be paid for unused leave balances for which they qualify for payment in one lump sum or to use the remainder of the leave in increments of the normal forty (40) hour work week, with all applicable withholdings deducted. An employee who chooses to be paid for the balance of qualifying leave time in the forty (40) hour increments will be considered an “inactive” employee and does not qualify for the accrual of additional leave time or for the City’s contribution towards health insurance.

Employees on a paid leave of absence, exclusive of disability benefits, will continue to accrue all contractual benefits and seniority. An employee who is on disability leave, either short or long-term, shall not accrue PTO (Paid Time Off). A probationary employee, having begun employment, who is on an unpaid leave of absence shall not accrue PTO. After one (1) year of long-term disability an employee shall cease to accrue seniority until returning to duty. Employees on an unpaid leave of absence will continue to accrue seniority for the first thirty (30) days of the unpaid leave of absence. This does not include employees who are on what is considered to be “terminal leave” as defined in the City’s personnel policies.

ARTICLE 13 PAID TIME OFF (PTO)

All regular full-time employees shall accrue PTO as follows:

Years of Service	Accrual Per Pay Period
1 through 5	8.34 hours
6 through 10	9.92 hours
11 through 20	11.46 hours
21+	13.00 hours

The maximum accrual of PTO shall be four hundred (400) hours. If an employee reaches this maximum (including any compensatory time), the employee shall not be credited with any additional accrual until such time as the employee reduces his/her PTO bank. An employee may elect to cash out forty (40) hours of PTO four (4) times per year as long as he/she would still have a minimum of eighty (80) hours. The employee shall notify the Chief of this election.

PTO may be used in increments of one-half hour.

PTO requests will be made in writing to the Chief of Police or his/her designee. PTO requests of one (1) week duration or more must normally be made not less than thirty (30) days in advance. PTO requests of four (4) days or less can be made at any time but should normally be made forty-eight (48) hours in advance. An employee oral request for a decision on PTO leave shall be acted upon within five (5) days if made thirty (30) days or more in advance and within two (2) days if made less than thirty (30) days in advance. If two (2) or more employees request the same PTO

time off at the same time, and staffing levels will not permit all requests, seniority shall prevail in granting the PTO request. Nothing herein shall be construed so as to limit an employee's ability to use PTO on shorter notices when staffing levels permit.

An employee's scheduled PTO will not be cancelled during periods of normal operations of the City. In the event an employee's PTO is cancelled by the City, the employee shall be reimbursed any monetary loss suffered (*e.g.*, nonrefundable reservations) which, after due diligence, the employee is unable to recover. An employee should inform the City if he/she has a potential for a monetary loss.

PTO time used for an employee's illness or for an illness in the employee's immediate family shall be scheduled in advance when possible. The City recognizes that in certain instances it is impossible to schedule PTO in advance when an illness occurs. The City reserves the right to require a physician's certification for PTO time used for illness, when in the discretion of the City, it is determined the employee is abusing the benefits of PTO.

Upon resignation or termination, an employee shall be paid for all unused PTO left at the time of termination.

The City shall establish a short-term disability program for employees who have applied for and are eligible for long-term disability and do not have enough PTO or "frozen sick leave bank" to cover the ninety (90) day waiting period. In situations such as this, the employee will be required to exhaust his/her "frozen sick leave bank" and PTO, respectively. If the employee does not have enough paid leave to cover the waiting period, the City will continue to pay the employee his/her salary until the ninety (90) day waiting period is completed. An employee becomes eligible for the short-term disability benefit upon experiencing a condition that triggers the application for long-term disability. The Employer will begin payment of the short-term disability benefit upon the eligible application for the long-term benefit.

ARTICLE 14 HOLIDAYS

There shall be eight (8) paid holidays: New Years Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, and Christmas Day and the day before Christmas. If additional holidays are granted or designated as holidays to other employees of the City, such additional or designated holidays shall apply to this agreement. NOTE: Calculation for PTO includes credit for eighty-eight (88) hours of holiday time.

An employee who works an entire shift on a designated holiday shall be paid his/her regular hourly rate for the shift and be credited with eight (8) hours of pay or compensatory time as determined by the Employee. Any hours worked in excess of a scheduled shift (*i.e.*, not special assignments) on a holiday shall be compensated at double time (2x).

ARTICLE 15 DISCIPLINARY ACTION

Both parties of this Agreement recognize that a certain amount of discipline is necessary for the efficiency of the operation. Therefore, these certain penalties for infractions of rules and policies have been agreed upon as follows:

Disciplinary action or measures shall include the following:

1. Oral reprimand or warning.
2. Written reprimand or warning.
3. Suspension with loss of pay.
4. Discharge.
5. Certain misconduct may warrant immediate suspension or termination.

ARTICLE 16 CITIZEN COMPLAINTS

The City will comply with the requirements of Iowa Code Chapter 80F in responding to citizen complaints.

ARTICLE 17 WORK RULES

The Employer may, from time to time, develop, put into effect and enforce work rules. Said work rules will be distributed to employees fifteen (15) days prior to their effective date. Nothing herein shall be construed to conflict with or waive any provisions of this Agreement or the Act.

ARTICLE 18 LONGEVITY

An employee shall receive \$6.00 per pay period for each year of service with the Employer beyond his/her fifth year.

ARTICLE 19 UNIFORM AND CLOTHING PROVISIONS

General Provisions: Upon initial employment, each officer shall receive all necessary clothing and equipment as listed in the present Policy and Procedures manual.

Replacement: The City will replace each officer's soft body armor every five (5) years with no deduction to their clothing allowance or as directed by the manufacturer. In addition, each employee shall be entitled to spend his/her allowance, as determined by the Chief of Police, for: (a) items damaged through the performance of duty; (b) items worn and equipment used in the performance of duty; (c) articles worn for protection and comfort; (d) items used as protection from the elements; and (e) clothing allowance for officers in special assignments that are required to wear plain clothes. Officers shall be allowed to purchase duty related equipment so long as he/she does not exceed their annual stipend without authorization. Items purchased which are not Class 'A' uniforms or outer wear shall become property of the purchasing officer.

The uniform allowance shall be \$650 as of July 1, 2017, \$700 as of July 1, 2018, and \$750 as of July 1, 2019. New employees will receive the necessary uniforms and equipment upon his/her initial hiring. After completion of the employee's 2nd year of service, the employee will then become eligible for the uniform allowance as set forth in this contract.

The City will provide equipment required by the Metro STAR team for the officer who is assigned to Metro STAR with no deduction to the employee's uniform allowance.

In the event of damage pursuant to police activity, personal property required to be carried on duty, such as a watch, glasses, *etc.* shall be replaced or repaired at a reasonable price with no debit from an officer's uniform allowance, as determined by the Chief of Police.

ARTICLE 20 LABOR MANAGEMENT COMMITTEE

Labor Management Meetings shall be for the purpose of maintaining communications in order to cooperatively discuss and resolve problems of mutual concern to the parties. The structure and procedures of such meetings shall be mutually agreed upon.

The bargaining unit members will be released from work with pay to attend such meetings, if such Labor-Management meetings fall within their normal working hours. Unless mutually agreed to a different frequency, regular meetings of the Committee shall be held at least once every three months at a mutually convenient time.

ARTICLE 21 INSURANCE

The City will provide its employees with group health, major medical, prescription drug and dental insurance coverage. An employee on short or long-term disability leave will receive uninterrupted insurance coverage as long as the employment relationship is not severed and the individual continues to contribute his/her portion of the premium as outlined in Article 21.

Effective July 1, 2017 through June 30, 2018, employees shall pay 11% of their elected coverage, in an amount not to exceed \$85 per month for single coverage, \$101 per month for employee + child coverage, \$111 per month for employee + spouse coverage or \$166 for family coverage.

Effective July 1, 2018 through June 30, 2019, employees shall pay 13% of their elected coverage, in an amount not to exceed \$95 per month for single coverage, \$134 per month for employee + child coverage, \$144 per month for employee + spouse coverage or \$215 for family coverage.

Effective July 1, 2019 employees shall pay 15% of their elected coverage, in an amount not to exceed \$105 per month for single coverage, \$148 per month for employee + child coverage, \$158 per month for employee + spouse coverage or \$236 for family coverage.

The employee will be responsible for a \$250/\$500 deductible and a \$3,000/\$6,000 out-of-pocket maximum. The employer retains the right to select the insurance carrier and/or the insurance plan; however, the benefit levels shall remain equal to or better than the levels currently in effect, to the extent that a plan with those benefits is available at a reasonable cost.

If an employee elects to participate in the single Health and Major Medical Insurance Program or the employee elects to waive coverage altogether, the employee shall be entitled to an additional \$75.00 per month which will be paid into a tax-sheltered annuity by the Employer on behalf of the employee.

If any time during the term of this Agreement the annual premium increases by 20% or more, the Employer agrees to seek insurance alternatives to reduce the premium without reducing the current benefit level.

The parties shall create an insurance committee made up of members of the City, both union and non-union, along with the union bargaining representative. The purpose of the committee shall be to meet as needed to review current insurance coverage, proposed rate increases and potential changes to coverage to reduce costs.

Life Insurance: The Employer shall maintain a group term life insurance policy for each employee in the face amount of \$50,000 at no cost to the employee. The employee shall be eligible to purchase additional insurance or continue coverage beyond separation of employment pursuant to the terms of the insurance policy.

ARTICLE 22 WAGE RATE

Reference is made here to Exhibit A, Wage Rates. By this reference said Exhibit becomes a part of this Agreement. There will be no additional across the board or cost of living increase for the duration of this contract other than as stated in Exhibit A.

Starting Salary: New employees may be appointed above the first step of the wage scale, depending upon their experience, background, and present pay. However, new employees will not be appointed above “Step 4” on the wage scale.

Command Pay: In addition to other compensation, the City shall pay \$1.00 per hour for every supervised hour to any police officer without rank who is assigned “command duty” by the Chief of Police for a particular shift, in the absence of a higher-ranking officer. To be eligible for command pay, an officer must have command of the shift consisting of a least himself/herself and one other officer.

FTO Training: An employee designated by the Chief to train an employee and who completes a required Daily Operations Report shall have \$2.50 per hour added to their rate of pay for each hour spent training that employee.

Shift Differential: An officer who is permanently assigned to work late swing and night shifts shall be paid an additional \$.25 per hour for any shift worked in the overnight hours.

ARTICLE 23 EDUCATIONAL INCENTIVE

The Employer shall reimburse any employee for the actual cost of college tuition, provided the employee has declared a work-related major, according to the following schedule:

<u>Maximum credit hour reimbursement</u>	<u>Minimum required GPA</u>
\$175.00	3.0
\$125.00	2.5
\$50.00	2.0

The maximum reimbursement shall not exceed \$6,250 for each degree (Associate’s, Bachelor’s, or Master’s). Course work shall be reimbursed at the appropriate dollar amount equal to the grade earned as listed above on a per credit basis.

Should the employee leave the employment of the City for any reason during the four (4) month period immediately following the semester for which reimbursement is made, said employee shall repay the reimbursement amount in full to the Employer. The incentive is provided pending available funding, as determined by the department supervisor or City Administrator.

An officer who has successfully completed a graduate level degree (M.A., M.S. or higher) program at an accredited college or university, and who has served as a member of the Windsor Heights Police Department for a period of not less than three (3) years shall receive, in addition to his/her normal compensation, an additional payment of \$900 annually. An officer who has successfully completed a Bachelor of Science or Bachelor of Arts (B.S. or B.A.) program at an accredited college or university, and who has served as a member of the Windsor Heights Police Department for a period of not less than three (3) years, shall receive, in addition to his/her normal compensation, an additional payment of \$600 annually. An officer who has successfully completed an Associate of Science or Associate of Arts (A.S. or A.A.) program at an accredited

college, and who has served as a member of the Windsor Heights Police Department for a period of not less than three (3) years, shall receive, in addition to his/her normal compensation, an additional payment of \$300 annually. This payment shall be made in the pay period that includes July 1st after the requirements as set forth above have been met.

**ARTICLE 24
DEFERRED COMPENSATION**

The City shall contribute the following percentage of salary to a deferred compensation plan for employees pursuant to the following schedule:

% of salary	Years of Service
1.0%	3 through 5
1.5%	6 through 10
2.0%	11 through 20
2.5%	21+

To enroll in this benefit, employees must complete forms provided by the City.

**ARTICLE 25
PHYSICAL FITNESS INCENTIVE**

Once per fiscal year, upon successfully completing the City administered annual physical fitness test, any certified officer passing the ILEA approved Cooper Test standard (age and gender appropriate), shall receive a \$100 fitness bonus at the next available pay period. Officers who maintain a passing standard for five or more consecutive years shall receive an annual fitness incentive of \$250 per year.

**ARTICLE 26
FINALITY AND EFFECT**

THIS AGREEMENT constitutes the entire agreement between the parties, and concludes collective bargaining for its term.

The parties acknowledge that during the negotiations which resulted in this agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject not removed by applicable law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Union, for the life of this Agreement, voluntarily and unqualifiedly waives any right which might otherwise exist to negotiate over any matter during the term of the Agreement, and agrees that the Employer shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered by this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated this Agreement.

**ARTICLE 27
DURATION**

THIS AGREEMENT shall be effective from July 1, 2020, and shall continue in effect until June 30, 2023.

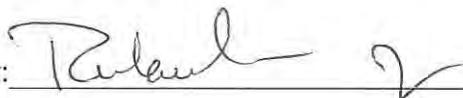
**ARTICLE 28
EXTRA CONTRACT AGREEMENTS**

The Employer agrees not to enter into any agreements or contracts with its employees, individually or collectively, concerning wages.

CITY OF WINDSOR HEIGHTS

TEAMSTERS LOCAL #238

By: _____

By:  _____

UNION STEWARD

By:  _____

Exhibit A - Windsor Heights Police Union Step and Wage Rates

Effective Date 7/1/19	Wage	Hourly Rate
Probationary	\$55,850.83	\$26.85
Step 1	\$58,006.67	\$27.89
Step 2	\$60,245.73	\$28.96
Step 3	\$62,571.22	\$30.08
Step 4	\$64,986.47	\$31.24
Step 5	\$67,494.94	\$32.45
Step 6	\$70,100.25	\$33.70
Step 7	\$72,806.12	\$35.00

Effective Date 7/1/20	Wage (3.25% Increase)	Hourly Rate
Probationary	\$57,665.98	\$27.72
Step 1	\$59,891.89	\$28.79
Step 2	\$62,203.72	\$29.91
Step 3	\$64,604.78	\$31.06
Step 4	\$67,098.53	\$32.26
Step 5	\$69,688.53	\$33.50
Step 6	\$72,378.51	\$34.80
Step 7	\$75,172.32	\$36.14

Effective Date 7/1/21	Wage (3.5% Increase)	Hourly Rate
Probationary	\$59,684.29	\$28.69
Step 1	\$61,988.10	\$29.80
Step 2	\$64,380.85	\$30.95
Step 3	\$66,865.95	\$32.15
Step 4	\$69,446.98	\$33.39
Step 5	\$72,127.62	\$34.68
Step 6	\$74,911.76	\$36.02
Step 7	\$77,803.35	\$37.41

Effective Date 7/1/23	Wage (3.75% Increase)	Hourly Rate
Probationary	\$61,922.45	\$29.77
Step 1	\$64,312.66	\$30.92
Step 2	\$66,795.13	\$32.11
Step 3	\$69,373.43	\$33.35
Step 4	\$72,051.24	\$34.64
Step 5	\$74,832.41	\$35.98
Step 6	\$77,720.95	\$37.37
Step 7	\$80,720.98	\$38.81



**STAFF REPORT
CITY COUNCIL**

April 6, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Discussion Regarding Filling City Administrator Position

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None



**STAFF REPORT
CITY COUNCIL**

April 6, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Interim City Administrator Report

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None



**STAFF REPORT
CITY COUNCIL**

April 6, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: City Clerk Report

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None