



AGENDA
REGULAR MEETING OF THE
WINDSOR HEIGHTS CITY COUNCIL
Tuesday, September 8, 2020 - 6:00 PM
VIA ZOOM

Meeting ID: 882 5126 3290|Passcode: 084772|Phone: 312 626 6799

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. **Welcome City Administrator Dennis Durham to Windsor Heights**
4. **United Way of Central Iowa Presentation - 21 Day Equity Challenge - Dave Stone & Elisabeth Buck**
5. **Public Forum:** This is time set aside for comments from the public on topics of City business other than those listed on the agenda. No action may be taken. Please come to the podium, state your name and address for the record and keep your comments to no more than 5 minutes.
6. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
 - A. Approve Minutes of the Regular Council Meeting on August 17, 2020
 - B. Approve Minutes of the Special Council Meeting on August 21, 2020
 - C. Approve Payment of Claims
 - D. Approve Class C Beer Permit - Maria Groceries - 7144 University Avenue
 - E. Approve Liquor License - Kathmandu Restaurant - 7229 Apple Valley
7. **Old Business:**

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 the open meetings law.

- A. Consideration of the Second Reading of Ordinance No. 20-07 - An Ordinance Amending the Code of Ordinances for the City of Windsor Heights, Iowa, by Amending City Code 174.08 to Further Define Surfaces Allowed for Parking on Private Property and to Add Parking Prohibitions for Vehicles Parked on Private Property for the Purpose of Sale
 - B. Consider Waiving the Third and Final Reading of Ordinance No. 20-07 - An Ordinance Amending the Code of Ordinances for the City of Windsor Heights, Iowa, by Amending City Code 174.08 to Further Define Surfaces Allowed for Parking on Private Property and to Add Parking Prohibitions for Vehicles Parked on Private Property for the Purpose of Sale and Move to Adopt Ordinance No. 20-07
8. **New Business:**
- A. Consideration of Resolution No. 2020-104 - A Resolution Retiring the Economic Development Grant Program
 - B. Consideration of Resolution 2020-105 - A Resolution Setting Time and Place for a Public Hearing for Ordinance No. 20-08 - An Ordinance Amending Chapter 156.04 of the Windsor Heights Code of Ordinances to Remove Requirements for Rental Property Signage to be Provided Solely by the City, and Setting Size and Placement Limitations on Private Rental Signage
 - C. Consideration of Resolution No. 2020-106 - A Resolution Providing Direction on the Engineering Design of the 73rd Street Corridor between University Avenue and Hickman Road
 - D. Consideration of Resolution No. 2020-107 - A Resolution Requesting Reimbursement from the Iowa COVID-19 Government Relief Fund
 - E. Consideration of Resolution No. 2020-108 - A Resolution Awarding a Contract to OPN Architects to Provide Concepts and Schematic Design of Community Center Flood Wall Improvements in the Amount of \$19,190
 - F. Consideration of Resolution No. 2020-108A - A Resolution Purchasing Flood Insurance for the CEC in the Amount of an Annual Premium of \$15,183 and a Deductible of \$25,000
 - G. Consideration of Resolution No. 2020-109 - A Resolution Approving a Scope and Fee for a Traffic Analysis on 69th Street between Hickman Road and Washington Ave in the Amount of \$5,500
 - H. Consideration of Resolution No. 2020-110 - A Resolution Approving a Request from Absolute Concrete to Work with the City Engineer to Determine Appropriate Stopping Points for Work on 69th Street and College Drive in the Fall of 2020 and the Allowance of Working Days to be Carried into 2021
 - I. Consideration of Pay Request No. 1 - 2020 PCC Patching Project
 - J. Consideration of Pay Request No. 5 - College Drive Improvements

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 the open meetings law.

- K. Consideration of Pay Request No. 5 - 2020 Street Improvement Project (Allison and 69th)
 - L. Consideration of Pay Request No. 4 - University Avenue Project
9. **Reports:**
- A. Mayor's Report
 - 1. For Informational Purposes Only: Temporary ASI Contract for Debris Removal due to the Derecho
 - B. Council Reports and Committee Updates
 - C. Interim City Administrator's Report
10. **Adjourn**

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

**City of Windsor Heights Regular Business Meeting Minutes
Monday, August 17, 2020 – 6:00 P.M. via ZOOM**

1. **Call to Order/Roll Call/Pledge of Allegiance:** Mayor Burgess called the meeting to order via Zoom at 6:00 PM. Council members present: Susan Skeries, Joseph Jones, Mike Loffredo, Mike Jones, and Threase Harms. Staff present: Interim Administrator Mark Arentsen, Public Safety Director Chad McCluskey, Finance Director Rachelle Swisher, Public Works Director Dalton Jacobus, Communications/Recreation Coordinator Whitney Tucker, City Engineer Justin Ernst, and City Attorney Matt Brick.
2. **Approval of the Agenda:** Motion by Loffredo to approve the agenda. Seconded by Harms. Motion passed 5-0.
3. **Public Hearings:**
 - A. **Public Hearing on Ordinance No. 20-07 – An Ordinance Amending the Code of Ordinances for the City of Windsor Heights, Iowa, by Amending City Code 174.08 to Further Define Surfaces Allowed for Parking on Private Property and to Add Parking Prohibitions for Vehicles Parked on Private Property for the Purpose of Sale:** Motion by Harms to open the public hearing at 6:01 PM. Seconded by Mike Jones. Motion passed 5-0. No comments written or oral. Motion by Mike Jones to close the public hearing at 6:02 PM. Seconded by Harms. Motion passed 5-0.
 - B. **Consideration of the First Reading of Ordinance No. 20-07 - An Ordinance Amending the Code of Ordinances for the City of Windsor Heights, Iowa, by Amending City Code 174.08 to Further Define Surfaces Allowed for Parking on Private Property and to Add Parking Prohibitions for Vehicles Parked on Private Property for the Purpose of Sale:** Motion by Mike Jones to approve the first reading of Ordinance No. 20-07. Seconded by Harms. Motion passed 5-0.
4. **Public Forum:** Matthew Wier 6501 Allison Ave, spoke to delays with the Allison Avenue project. Benton McClaren - 6518 Allison Ave, spoke to delays with the Allison Avenue project. Gregg Stearns - 6517 Allison Ave, spoke to the delays with the Allison Avenue project. City council held an extensive discussion on communications both regarding the construction projects and the storm response. Council instructed staff to prepare paper communications on the construction projects to be distributed by council members by the end of the week.
5. **Consent Agenda:**
 - A. **Approve Minutes of the Regular Council Meeting on August 3, 2020**
 - B. **Approve Payment of Claims**
 - C. **Approve Financial Reports**
 - D. **Consideration of Liquor License – RI Restaurant – 6587 University Ave**Motion by Mike Jones to approve the consent agenda. Seconded by Harms. Motion passed 5-0.
6. **New Business:**
 - A. **Consideration of Pay Request No. 4 -2020 Street Improvements Project:** Motion by Loffredo to approve Pay Request No. 4. Seconded by Mike Jones. Motion passed 5-0.

- B. Consideration of Pay Request No. 4 – College Drive Improvements Project:** Motion by Loffredo to approve Pay Request No. 4. Seconded by Mike Jones. Motion passed 5-0. Council held an extensive discussion on how to further communicate with residents directly impacted by and adjacent to the impacted areas of all street construction projects.
- C. Consideration/Discussion on Walnut Creek Bank Stabilization Public-Private Partnership:** Jim and Carol Langeness, 7609 Marilyn Dr. would like to partner with the city to help make Walnut Creek improvements on city property behind their home to prevent erosion that may cause issues to their property in the future. Council came to the consensus to start the process of a survey and preliminary design work this fall to further define the project and get cost estimates.
- D. Consideration of Resolution No. 2020-101 – A Resolution Waiving Fees for the Community Center for the Heartland Youth Choir on October 25th 2020:** Motion by Harms to approve Resolution No. 2020-101. Seconded by Loffredo. Motion passed 5-0.
- E. Consideration of Resolution No. 2020-102- A Resolution Allowing the Temporary Policy for Community Center Rental Reimbursements due the Public Health Threat of the COVID-19 Pandemic:** Motion by Loffredo to approve Resolution No. 2020-102. Seconded by Mike Jones. Motion withdrawn by Loffredo. Motion by Harms to table Resolution No. 2020-102. Seconded by Loffredo. Motion passed 5-0.
- F. Consideration of Resolution No. 2020-103 – A Resolution Declaring Derecho Disaster Emergency:** Motion by Loffredo to approve Resolution No. 2020-103. Seconded by Mike Jones. Motion passed 5-0.
7. **Reports:** Skeries – thank you to everyone for help with movie in the park night; economic development committee updates. Joseph Jones – MPO and DART updates. Loffredo – public works committee on the 26th; thanked Mayor Burgess for storm response. Mike Jones – congratulations to Travis for completing coursework. Harms – MetroWaste update; public safety committee to start up in the coming weeks to put a disaster communications and plan in place. Need an update on MetroNet – Mayor Burgess gave an update. Harms would like to have a formal presentation on an upcoming agenda. Mark Arentsen: close out of old projects and discontinuation of economic development grants. Mayor Burgess gave a debris pickup update.
8. **Adjourn:** motion by Harms to adjourn the meeting at 7:40 PM. Seconded by Mike Jones. Motion passed 5-0.

Dave Burgess, Mayor

Travis Cooke, City Clerk



STAFF REPORT
CITY COUNCIL
September 8, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Minutes of the Special Council Meeting on August 21, 2020

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 8.21.20 Special Council Meeting Minutes

**City of Windsor Heights Special Business Meeting Minutes – Informational Construction Meeting
Friday, August 21, 2020 – 2:00 P.M. via ZOOM**

1. **Call to Order and Roll Call:** Mayor Burgess called the meeting to order via Zoom at 2:00 PM. Council members present: Susan Skeries, Mike Jones, and Threase Harms. Absent: Joseph Jones and Mike Loffredo. Staff present: Interim Administrator Mark Arentsen, Public Works Director Dalton Jacobus, and City Engineer Justin Ernst.
2. **Approval of the Agenda:** Motion by Harms to approve the agenda. Seconded by Skeries. Motion passed 3-0.
3. **Discussion will be held on the following Construction Projects – NO ACTION WILL BE TAKEN:**
 - A. University Avenue
 - B. 69th Street south of University
 - C. Allison Avenue
 - D. Street Patching on 70th Street and two locations on 73rd Street

City Engineer Ernst gave an update on all street projects. Mayor Burgess read a list of 16 question and provided answers to those questions as of the August 20, 2020 contractor meetings.

Questions from the public:

Gregg Stearns, 6517 Allison Ave, spoke on the issue of cylinders being left on the street/driveways and asked whether the engineers on site are employees of the contractor or city employees. Mr. Stearns also asked for clarification on the timeline for storm debris pickup, questioned the city's aggressive timeline and asked why these meetings were being held at 2:00 PM on a Friday.

Matthew Wier, 6501 Allison Ave, asked why the utilities were not physically being verified during planning and whether or not the storm drains at the bottom of the hill would be opened up today (Friday).

Meggon John, 6714 University, asked a number of questions about traffic studies due to current traffic issues on University Avenue, who was responsible for the shoveling of the bike path, the placement of garbage cans and how traffic would be handled when garbage is being collected. Ms. John also asked about whether information would be distributed to the residents of University on future construction east of 68th.

An unidentified resident asked about whether or not there were budgetary issues with the projects and indicated that she would follow up with written questions.

Betty Glover, 6803 Del Matro, asked why the city would give such aggressive dates when they could give relaxed dates and look like "heroes" should the work be done early.

Barbara Fatino, 6518 Allison, asked how long a driveway takes to cure.

An unidentified resident asked what the anticipate timeframe was for phase 2 of College Drive.

Council member comments:

Threase Harms expressed frustration that she had put a number of questions in writing and had not received a response, as she had told the residents of Allison that she would be providing them answers to

their questions in writing. Ms. Harms also inquired with the Mayor when this information would be put in writing and expressed concern that the meeting was not being recorded so it would be difficult go back and make sure that all questions were answered.

Susan Skeries echoed this sentiment, asking why her previously asked questions were not responded to and asked specific questions, including resolving the sump pump issue.

Mayor Burgess responded that questions asked by residents and Council members was the reason for the informational meeting, and believed that most were answered and that both Council members would have their email questions answered.

4. **Adjourn:** Motion by Harms to adjourn the meeting at 3:30 PM. Seconded by Mike Jones. Motion passed 3-0.

Dave Burgess, Mayor

Attest:

Mark Arentsen, Interim City Administrator



STAFF REPORT
CITY COUNCIL
September 8, 2020

TO: CITY COUNCIL
FROM: Rachelle Swisher
SUBJECT: Approve Payment of Claims

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 8-28-20 CLAIMS REPORT
2. 9-4-20 Claims Report

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
AFLAC WORLD WIDE HEADQUARTERS	AFLAC DIS-POSTX	801.74	51145	8/21/20	
AMERICAN ALARMS	QTRLY ALARM MONITORING	195.00	51146	8/28/20	
AMERITAS LIFE INS. CORP.	VISION INS	280.00	51143	8/21/20	
AMERITAS LIFE INS. CORP.	DENTAL INS	2,958.64	51147	8/28/20	
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	134.75	51148	8/28/20	
CENTURY LINK	TELEPHONE	217.27	51149	8/28/20	
CONVENTION-VISITOR'S BUR	28E AGREEMENT	1,500.00	51150	8/28/20	
DEARRA FOSTER	REFUND DUE TO OVERPAYMENT	80.70	51151	8/28/20	
DWAYNE WEUVE	REFUND DUE TO OVERPAYMENT	77.95	51152	8/28/20	
FEDERAL TAX DEPOSIT	FED/FICA TAX	19,937.96	2495	8/21/20	
GALL'S INC.	ALLOWANCE	28.59	51153	8/28/20	
IA COMM. ASSURANCE POOL	CYBER BREACH INCREASE	2,680.00	51154	8/28/20	
ICMA RETIREMENT TRUST	ICMA	756.59	2493	8/21/20	
ICMA RETIREMENT TRUST	CITY CONTRIBUTION	888.55	1,645.14	2497	8/19/20
IOWA DES MOINES SUPPLY	FD CLOROX WIPES	84.24	51155	8/28/20	
IPERS	PROTECT IPERS	25,957.18	2492	8/21/20	
JODIE LEE GUMM	REFUND OF RENTAL SIGN DEPOSIT	195.00	51156	8/28/20	
KABEL BUSINESS SERVICES	FLEX CLD BENEFI	1,019.99	2496	8/21/20	
KABEL BUSINESS SERVICES	INSURANCE	919.22	1,939.21	2503	8/27/20
KOCH OFFICE GROUP	OFFICE SUPPLIES	30.28	51157	8/28/20	
LEAF	COPIER CONTRACT	227.66	51158	8/28/20	
LOCAL GOVERNMENT CONSULTING	WEEK OF 8/16/20 ADMINISTRATOR	7,560.00	51159	8/28/20	
MEDIA COM	INTERNET	570.00	51160	8/28/20	
METRO WASTE AUTHORITY	YARD WASTE STICKERS WIND STORM	3,159.00	51161	8/28/20	
MI DAMERICAN ENERGY	6300 UNIV AVE	24.08	2506	8/27/20	
MI DAMERICAN ENERGY	7001 UNIV AVE	21.82	2507	8/27/20	
MI DAMERICAN ENERGY	7116 UNIV AVE	23.36	2508	8/27/20	
MI DAMERICAN ENERGY	6800 SCHOOL ST	244.19	2509	8/27/20	
MI DAMERICAN ENERGY	6800 SCHOOL ST	37.88	2510	8/27/20	
MI DAMERICAN ENERGY	1140 73RD ST	21.42	2511	8/27/20	
MI DAMERICAN ENERGY	7290 UNIV AVE	25.11	2512	8/27/20	
MI DAMERICAN ENERGY	1601 73RD ST	13.68	2513	8/27/20	
MI DAMERICAN ENERGY	951 73RD ST	17.42	2514	8/27/20	
MI DAMERICAN ENERGY	6410 HICKMAN RD	24.92	2515	8/27/20	
MI DAMERICAN ENERGY	6440 HICKMAN RD	67.22	2516	8/27/20	
MI DAMERICAN ENERGY	2227 63RD ST	25.11	2517	8/27/20	
MI DAMERICAN ENERGY	6739 UNIV AVE	99.56	2518	8/27/20	
MI DAMERICAN ENERGY	6540 UNIV AVE	81.70	2519	8/27/20	
MI DAMERICAN ENERGY	6900 SCHOOL ST STAGE	65.00	2520	8/27/20	
MI DAMERICAN ENERGY	6900 SCHOOL ST CEC	1,053.77	2521	8/27/20	
MI DAMERICAN ENERGY	6900 SCHOOL ST	15.76	2522	8/27/20	
MI DAMERICAN ENERGY	1145 66TH ST	210.14	2523	8/27/20	
MI DAMERICAN ENERGY	1150 66TH ST	20.33	2524	8/27/20	
MI DAMERICAN ENERGY	801 73RD ST	26.14	2525	8/27/20	
MI DAMERICAN ENERGY	1133 66TH ST	1,014.84	2526	8/27/20	
MI DAMERICAN ENERGY	STREET LIGHTS	3,373.65	6,507.10	2528	8/28/20
NATIONWIDE OFFICE CLEANERS	PSB CLEANING	649.50	51162	8/28/20	
PALMER, MATT	ALLOWANCE	718.77	51163	8/28/20	
QUEEN OF CLEAN, LLC	CITY HALL CLEANING	400.00	51164	8/28/20	
RACOM CORPORATION	EDACS ACCESS	1,270.41	51165	8/28/20	
SAMANTHA PALMER	CEC REFUND	2,050.00	51166	8/28/20	
STANDARD INSURANCE COMPANY	LIFE INS	998.80	51167	8/28/20	
STIVERS FORD	U557 TIRES	692.42	51168	8/28/20	
TREASURER STATE OF IOWA	STATE TAXES	6,925.00	2494	8/21/20	

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
UPHDM OCCUPATIONAL MED	NON DOT DRUG SCREEN	23.00	51169	8/28/20	
VERI ZON WIRELESS	CELL PHONES	526.81	2527	8/27/20	
		=====			
	Accounts Payable Total	91,022.12			

Payroll I Checks

001	GENERAL	48,410.32
110	ROAD USE TAX	8,010.72
610	SEWER	402.38
740	STORM WATER	689.48
		=====
	Total Paid On: 8/21/20	57,512.90
		=====
	Total Payroll Paid	57,512.90
		=====
	Report Total	148,535.02
		=====

CLAIMS REPORT
CLAIMS FUND SUMMARY**Payroll Checks: 8/15/2020- 8/28/2020**

FUND	NAME	AMOUNT
001	GENERAL	117,475.59
110	ROAD USE TAX	20,569.67
112	EMPLOYEE BENEFITS	4,712.71
610	SEWER	1,063.38
670	LANDFILL/GARBAGE	3,159.00
740	STORM WATER	1,554.67

	TOTAL FUNDS	148,535.02

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
ABSOLUTE CONCRETE CONSTRUCTION	PAY REQUEST #5 2020 STREETS		408,726.66	51170	9/03/20
AMY WINEMAN	CEC REFUND		757.50	51171	9/03/20
ANKENY SANITATION	STORM CLEANUP THRU 8/31/20		116,320.00	51172	9/03/20
ARDICK EQUIP. CO. INC.	69TH ST SPEED LIMIT SIGNS		641.75	51173	9/03/20
ARNOLD MOTOR SUPPLY	GLOVES		156.32	51174	9/03/20
AUREON IT	BILLABLE TIME		1,295.10	51175	9/03/20
BITUMINOUS MATERIALS	5 GALLON PAILS CSS-1		140.00	51176	9/03/20
BOLTON & MENK	STORM SEWER ENGINEERING		1,162.50	51177	9/03/20
BOOT BARN INC	CLOTHING ALLOWANCE		49.94	51178	9/03/20
BOUND TREE MEDICAL LLC	SUPPLIES		327.89	51179	9/03/20
BRAVO GREATER DES MOINES INC.	28E 4TH QTR FY20		341.56	51180	9/03/20
BRICK GENTRY PC	JUNE LEGAL FEES	1,650.00		51230	9/03/20
BRICK GENTRY PC	JULY LEGAL FEES	36,254.50	37,904.50	51231	9/03/20
CARDEXCHANGE SOLUTIONS INC	LICENSE RECOVERY		25.00	51182	9/03/20
CHARLES WELLMAN	RENTAL SIGN DEPOSIT REFUND		65.00	51183	9/03/20
CITY OF DES MOINES	FY20 SISTER CITY COMMISSION		41.05	51184	9/03/20
CLEARFLY	CELL PHONES		172.78	51185	9/03/20
DAVE'S DOZING	STREAM BANK CLEAN UP		600.00	51186	9/03/20
DES MOINES WATER WORKS	1133 66TH ST		710.92	51187	9/03/20
DSM EXCAVATING	STORM DRAIN PIPING		578.50	51188	9/03/20
EDWARDS ENTERPRISES INC	SEWER MAIN 2031 64TH ST		4,989.98	51189	9/03/20
ELDER CORPORATION	CONTRACTOR PAY REQUEST #4		171,300.21	51190	9/03/20
FEDERAL TAX DEPOSIT	FED/FICA TAX		20,362.95	2531	9/04/20
FIRST UNITED METHODIST CHURCH	CEC REFUND		100.00	51191	9/03/20
AT&T MOBILITY	CELL PHONES		98.81	51192	9/03/20
GREG STEARNS	VEHICLE REPAIRS		73.86	51193	9/03/20
HAAG STUMP REMOVAL	TREE REMOVAL IN RIGHT OF WAY		900.00	51194	9/03/20
HAWKEYE PAVING CORP	PAY REQUEST #1 2020 PCC PATCHI		156,931.07	51195	9/03/20
O'DONNELL ACE HICKMAN	MEN'S ROOM DOOR HANDLE		29.69	51196	9/03/20
HOME DEPOT CREDIT SERVICES	PSB CEILING REPAIR		77.58	51197	9/03/20
HOTSY CLEANING SYSTEMS	OIL PUMP		148.40	51198	9/03/20
ICMA RETIREMENT TRUST	ICMA	756.59		2530	9/04/20
ICMA RETIREMENT TRUST	CITY CONTRIBUTION	888.55	1,645.14	2533	9/04/20
IMAGETek, Inc.	RADIX		496.00	2529	9/03/20
IMWCA	WORK COMP 3 OF 7		7,863.00	51199	9/03/20
IOWA DES MOINES SUPPLY	SUPPLIES		210.50	51200	9/03/20
IOWA ONE CALL	LINE LOCATION		128.20	51201	9/03/20
IOWA SIGNAL & ELECTRIC	SERVICE CALL 63RD & HICKMAN		100.00	51202	9/03/20
JACOBUS, DALTON	JULY-SEPT CELL PHONE REIMBURSE		150.00	51203	9/03/20
JOHNSON, KYLE	TUITION REIMBURSEMENT		1,575.00	51204	9/03/20
KABEL BUSINESS SERVICES	FLEX CLD BENEFIT		1,019.99	2532	9/04/20
KELTEK INCORPORATED	PD CAMERA SOFTWARE RENEWAL		3,552.51	51205	9/03/20
KOCH OFFICE GROUP	OFFICE SUPPLIES		20.32	51206	9/03/20
LOCAL GOVERNMENT CONSULTING	WEEK OF 8/22 ADMINISTRATOR		3,380.00	51207	9/03/20
LOGAN CONTRACTORS SUPPLY	SURVEYOR FLAGS/MARKING PAINT		187.27	51208	9/03/20
LOWE'S	CONCRETE PAD		132.92	51209	9/03/20
METRO WASTE AUTHORITY	CURB IT FEE		7,713.10	51210	9/03/20
MIDWEST AUTOMATIC FIRE SPRINKL	SERVICE		205.00	51211	9/03/20
PURCHASE POWER	POSTAGE		417.98	51212	9/03/20
QUALITY PEST CONTROL	PEST CONTROL		61.00	51213	9/03/20
QUALITY TRAFFIC CONTROL INC	SIGN RENTAL		136.00	51214	9/03/20
QUEEN OF CLEAN, LLC	CLEANING		150.00	51215	9/03/20
SAFE BUILDING COMPLIANCE	INSPECTIONS		780.37	51216	9/03/20
SANDRY FIRE SUPPLY LLC	COAT REPAIR - SETTLES		104.09	51217	9/03/20

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
SCOTT STROUD	SOIL QUALITY RESTORATION REIMB		728.80	51218	9/03/20
SIMMERING-CORY, INC	AUGUST 2020 SUPPLEMENT		430.00	51219	9/03/20
Strauss Security Solutions	CITY HALL FRONT DOOR		307.05	51220	9/03/20
THE STATION CORNER	NUISANCE ABATEMENT 1406 63RD		350.00	51221	9/03/20
TRANSUNION RISK & ALTERNATIVE	TLOXP CHARGES		50.00	51222	9/03/20
TRISTATE TRUCK EQUIPMENT	HOT PATCH HEATER UNIT		15,820.00	51223	9/03/20
TUCKER, WHITNEY	AUG CELL PHONE		68.66	51224	9/03/20
UNITYPOINT HEALTH-DES MOINES	CEC REFUND		100.00	51225	9/03/20
UNIVERSITY WEST PET CLINIC	ANNUAL SHOTS FOR EMBER		246.05	51226	9/03/20
VAN WALL EQUIPMENT	MOWER REPAIR PARTS		445.77	51227	9/03/20
WAL-MART COMMUNITY	FD SUPPLIES		149.48	51228	9/03/20
ZIEGLER INC.	GENERATOR REPAIR		152.63	51229	9/03/20
			=====		
Accounts Payable Total			973,906.35		

Payroll Checks

001	GENERAL	51,404.41
110	ROAD USE TAX	5,789.76
610	SEWER	571.38
740	STORM WATER	698.62

Total Paid On: 9/04/20		58,464.17
		=====
Total Payroll Paid		58,464.17
		=====
Report Total		1,032,370.52
		=====

**CLAIMS REPORT
CLAIMS FUND SUMMARY****Payroll Checks: 8/29/2020- 9/04/2020**

FUND	NAME	AMOUNT
001	GENERAL	125,007.10
110	ROAD USE TAX	10,830.76
112	EMPLOYEE BENEFITS	8,712.24
313	2017/18 Capital Projects	105.00
314	UNIVERSITY AVE ST PROJECT	171,510.21
319	2020 STREET PROJECTS	408,891.66
320	2020 PCC PATCHING	156,931.07
350	CAPITAL EQUIPMENT FUND	15,820.00
610	SEWER	6,299.44
670	LANDFILL/GARBAGE	124,033.10
740	STORM WATER	4,229.94

	TOTAL FUNDS	1,032,370.52



STAFF REPORT
CITY COUNCIL
September 8, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Class C Beer Permit - Maria Groceries - 7144 University Avenue

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Maria Groceries Beer Permit

Applicant License Application (BC0028617)

Name of Applicant: <u>Cheruvillil, Joseph V.</u>		
Name of Business (DBA): <u>Maria Grocerie's</u>		
Address of Premises: <u>7144 University Ave</u>		
City <u>Windsor Heights</u>	County: <u>Polk</u>	Zip: <u>50324</u>
Business <u>(515) 251-7465</u>		
Mailing <u>7144 university ave</u>		
City <u>Windsor Heights</u>	State <u>IA</u>	Zip: <u>50324</u>

Contact Person

Name <u>Joseph Cheruvillil</u>	
Phone: <u>(515) 251-7465</u>	Email <u>mgroceries@hotmail.com</u>

Classification Class C Beer Permit (BC)

Term:12 months

Effective Date: 08/18/2020

Expiration Date: 08/17/2021

Privileges:

Class C Beer Permit (BC)

Sunday Sales

Status of Business

BusinessType: <u>Sole Proprietorship</u>	
Corporate ID Number: <u>XXXXXXXXXX</u>	Federal Employer ID <u>XXXXXXXXXX</u>

Ownership

Joseph Cheruvillil

First Name: <u>Joseph</u>	Last Name: <u>Cheruvillil</u>	
City: <u>Urbandale</u>	State: <u>Iowa</u>	Zip: <u>50322</u>
Position: <u>Owner</u>		
% of Ownership: <u>100.00%</u>	U.S. Citizen: <u>Yes</u>	

Rosily Cheruvillil

First Name: <u>Rosily</u>	Last Name: <u>Cheruvillil</u>	
City: <u>Urbandale</u>	State: <u>Iowa</u>	Zip: <u>50322</u>
Position: <u>Spouse</u>		
% of Ownership: <u>0.00%</u>	U.S. Citizen: <u>Yes</u>	

Insurance Company Information

Insurance Company: <u>First Western Insurance</u>
--

Policy Effective Date:	Policy Expiration
Bond Effective	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration
Temp Transfer Effective Date:	Temp Transfer Expiration Date:



STAFF REPORT
CITY COUNCIL
September 8, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Liquor License - Kathmandu Restaurant - 7229 Apple Valley

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Kathmandu Restaurant Liquor License

Applicant License Application (BW0096395)

Name of Applicant: <u>KATHMANDU RESTAURANT.</u>		
Name of Business (DBA): <u>Kathmandu Restaurant</u>		
Address of Premises: <u>7225 and 7229 apple valley drive</u>		
City <u>Windsor Heights</u>	County: <u>Polk</u>	Zip: <u>50324</u>
Business <u>(515) 724-8817</u>		
Mailing		
City <u>Windsor Heights</u>	State <u>IA</u>	Zip:

Contact Person

Name <u>Thakur Neupane</u>	
Phone: <u>(515) 724-8817</u>	Email <u>tneupane5@gmail.com</u>

Classification Special Class C Liquor License (BW) (Beer/Wine)

Term:12 months

Effective Date: 09/20/2020

Expiration Date: 09/19/2021

Privileges:

Outdoor Service

Special Class C Liquor License (BW) (Beer/Wine)

Sunday Sales

Status of Business

BusinessType: <u>Limited Liability Company</u>	
Corporate ID Number: <u>XXXXXXXXXX</u>	Federal Employer ID <u>XXXXXXXXXX</u>

Ownership

thakur neupane

First Name: thakur

Last Name: neupane

City: desmoines

State: iowa

Zip: 50315

Position: owner

% of Ownership: 100.00%

U.S. Citizen: No

Insurance Company Information

Insurance Company: <u>Badger Mutual Insurance Company</u>	
Policy Effective Date:	Policy Expiration
Bond Effective	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration
Temp Transfer Effective Date	Temp Transfer Expiration Date:

ORDINANCE NO. 20-07

AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS, IOWA, BY AMENDING CITY CODE 174.08 TO FURTHER DEFINE SURFACES ALLOWED FOR PARKING ON PRIVATE PROPERTY AND TO ADD PARKING PROHIBITIONS FOR VEHICLES PARKED ON PRIVATE PROPERTY FOR THE PURPOSE OF SALE

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

WHEREAS, the City Council of the City of Windsor Heights do hereby find and declare that the amendments to Chapter 174.08 are necessary and will promote the aesthetics and general welfare of the community.

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

SECTION 1. Purpose. The purpose of this ordinance is to amend Chapter 174.08 of the Code of Ordinances for the City of Windsor Heights.

SECTION 2. Chapter 174.08 is hereby amended to read as follows:

174.08 PARKING FOR PERSONAL AND RECREATIONAL VEHICLES

1. Applicability. This section permits the parking of personal vehicles on a single lot in a residential district subject to specific conditions. Personal vehicles include: passenger cars; vans; pickup trucks, camper shells, toppers, and other similar appurtenances intended for attachment to a personal vehicle; trailers under 20 feet in length; and boats. Trucks, tractor cab units, trailers, recreational vehicles, and vehicles over 2.5 tons gross empty weight shall be defined as heavy commercial vehicles.
2. Location of Parking
 - A. Parking is permitted within any enclosed structure when such structure conforms to the regulations of its zoning district.
 - B. Parking of personal vehicles is permitted on a paved driveway (outside of an enclosed structure) within the front yard setback, but shall in no case encroach upon the public right-of-way.
 - C. Parking of personal vehicles may occur in the rear yard setback (outside of an enclosed structure and not on the front yard paved driveway) if such parking meets the following conditions:
 1. The parking space is provided on a surface consisting of asphalt, concrete, brick, or paving stones made of one of the aforementioned

substances. Parking is prohibited on gravel, regrind, crushed concrete/asphalt, sand, dirt, grass or other surfaces not mentioned in this section.

2. The parking surface does not exceed the maximum impervious coverage limit for the lot.

3. Any vehicle weighing two thousand (2000) pounds or more shall only be parked on a surface which is, at a minimum, as large as the vehicle parked upon the surface.

D. Heavy commercial vehicles, including tractor cab units weighing more than 2.5 tons gross empty weight, and recreational vehicles shall not be parked on any lot within the RI, R2, R3, R4 and MH residential zoning districts, except as provided below.

E. In areas not zoned for commercial use, parking of vehicles on private property for the purpose of sale of such vehicle is prohibited.

3. Special Provisions for Recreational Vehicles and Boats. Parking and storage of recreational vehicles and boats within residential districts is subject to the following additional conditions. These conditions are in addition to those requirements for the parking of Personal Vehicles.

A. Recreational vehicles and boats must be maintained in a clean, well-kept state.

B. Recreational vehicles and boats equipped with liquefied petroleum gas containers must ensure that such containers must meet the current standards of the Interstate Commerce Commission, the United States Department of Transportation, or the American Society of Mechanical Engineers. Any valves must be closed at all times that the vehicle is not in preparation for immediate use. Leaks in containers must be repaired immediately.

C. Recreational vehicles may be used as temporary housing by non-paying guests for a maximum of three consecutive days or 14 days total during any calendar year. Cooking in the recreational vehicle is prohibited at all times.

D. Recreational vehicles and boats may not be permanently connected to utility lines.

E. Recreational vehicles and boats may not be used for the storage of goods, materials, or equipment other than those items which pertain to the use of the vehicle.

F. If at all physically feasible on a lot, recreational vehicles and boats shall be parked outside of required front yard and street side yard setbacks and such parking shall meet the following conditions:

1. For all boats equal to or exceeding 16 feet in length, the parking space is provided on a surface consisting of asphalt, concrete, brick, or paving stones made of one of the aforementioned substances. Parking is prohibited on gravel, regrind, crushed concrete/asphalt, sand, dirt, grass or other surfaces not mentioned in this section..
2. For all boats less than 16 feet in length, the parking space provided is a separate or stand-alone surface meeting the requirements of section 1 above, with its width equal to or exceeding the width of the boat and with its length equal to or exceeding the length of the boat.
3. For all other recreational vehicles, the parking space is provided on a surface consisting of asphalt, concrete, brick, or paving stones made of one of the aforementioned substances. Parking is prohibited on gravel, regrind, crushed concrete/asphalt, sand, dirt, grass or other surfaces not mentioned in this section.
4. The parking surface does not exceed the maximum impervious coverage limit for the lot.

G. No more than two recreational vehicles and/or boats may be parked on a single property at any one time. Any recreational vehicle or boat parked on a property must be owned in whole or in part by the resident of the property.

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

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

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

Passed and Approved this ____ day of _____, 2020.

1st Reading: _____

2nd Reading: _____

3rd Reading: _____

Publish Date: _____

Dave Burgess, Mayor

(SEAL)

ATTEST:

Travis Cooke, City Clerk

COUNCIL ACTION FORM

AGENDA ITEM: CONSIDER SETTING PUBLIC HEARING FOR AMENDMENT TO CITY CODE 174.08 TO FURTHER DEFINE SURFACES ALLOWED FOR PARKING ON PRIVATE PROPERTY AND TO ADD PARKING PROHIBITIONS FOR VEHICLES PARKED ON PRIVATE PROPERTY FOR THE PURPOSE OF SALE.

HISTORY:

Recently, while fielding questions related to parking on private property, Chief McCluskey found some ambiguity in City Code 174.08 regarding parking regulations. The current language of the Code leaves some vagueness concerning what constitutes an allowable parking surface, especially concerning the use of gravel, the use of paving stones, or the use of bricks, for example.

City Code 174.08 addresses parking for personal and recreational vehicles on private property, and 174.08 contains language referring to “a paved surface connected by a paved surface to a dedicated public right-of-way and/or alley.” This wording is found in 174.08(2)(C)(1) and is directed at parking in the rear yard setback of a residence.

In an effort to clarify the Code and foster consistency in various sections of Code, Chief McCluskey recommends an amendment to 174.08 further defining allowable surfaces for parking, and moving wording related to parking vehicles on private property for the purpose of sale from 60.10.07 to 174.08 to align with other private property parking regulations.

Violations related to parking on private property should be handled through the nuisance abatement process versus being included in Chapter 60.10, which outlines parking violations for which police officers may issue municipal citations. Police officers cannot legally enforce parking violations on private property, thus adding confusion with the current wording in 60.10.07.

The recommended changes are redlined below:

174.08 PARKING FOR PERSONAL AND RECREATIONAL VEHICLES.

1. Applicability. This section permits the parking of personal vehicles on a single lot in a residential district subject to specific conditions. Personal vehicles include: passenger cars; vans; pickup trucks, camper shells, toppers, and other similar appurtenances intended for attachment to a personal vehicle; trailers under 20 feet in length; and boats. Trucks, tractor cab units, trailers, recreational vehicles, and vehicles over 2.5 tons gross empty weight shall be defined as heavy commercial vehicles.

2. Location of Parking

- A. Parking is permitted within any enclosed structure when such structure conforms to the regulations of its zoning district.
- B. Parking of personal vehicles is permitted on a paved driveway (outside of an enclosed structure) within the front yard setback, but shall in no case encroach upon the public right-of-way.
- C. Parking of personal vehicles may occur in the rear yard setback (outside of an enclosed structure and not on the front yard paved driveway) if ~~the Zoning Administrator determines that such parking conforms to the provisions of this Zoning Code,~~ meets the following conditions:
 - 1. The parking space is provided on a ~~paved~~ surface consisting of asphalt, concrete, brick, or paving stones made of one of the aforementioned substances. Parking is prohibited on gravel, regrid, crushed concrete/asphalt, sand, dirt, grass or other surfaces not mentioned in this section ~~connected by a paved surface to a dedicated public right-of-way and/or alley.~~
 - 2. The ~~paved~~ parking surface does not exceed the maximum impervious coverage limit for the lot.
- D. Heavy commercial vehicles, including tractor cab units weighing more than 2.5 tons gross empty weight, and recreational vehicles shall not be parked on any lot within the RI, R2, R3, R4 and MH residential zoning districts, except as provided below.
- E. In areas not zoned for commercial use, parking of vehicles on private property for the purpose of sale of such vehicle is prohibited.

3. Special Provisions for Recreational Vehicles and Boats. Parking and storage of recreational vehicles and boats within residential districts is subject to the following additional conditions. These conditions are in addition to those requirements for the parking of Personal Vehicles.

- A. Recreational vehicles and boats must be maintained in a clean, well-kept state.

- B. Recreational vehicles and boats equipped with liquefied petroleum gas containers must ensure that such containers must meet the current standards of the Interstate Commerce Commission, the United States Department of Transportation, or the American Society of Mechanical Engineers. Any valves must be closed at all times that the vehicle is not in preparation for immediate use. Leaks in containers must be repaired immediately.
- C. Recreational vehicles may be used as temporary housing by non-paying guests for a maximum of three consecutive days or 14 days total during any calendar year. Cooking in the recreational vehicle is prohibited at all times.
- D. Recreational vehicles and boats may not be permanently connected to utility lines.
- E. Recreational vehicles and boats may not be used for the storage of goods, materials, or equipment other than those items which pertain to the use of the vehicle.
- F. If at all physically feasible on a lot, recreational vehicles and boats shall be parked outside of required front yard and street side yard setbacks ~~if the Zoning Administrator determines that such parking conforms to the provisions of this Zoning Code~~ and if such parking shall ~~meets~~ the following conditions:
 - 1. For all boats equal to or exceeding 16 feet in length, the parking space is provided on a ~~paved~~ surface consisting of asphalt, concrete, brick, or paving stones made of one of the aforementioned substances. Parking is prohibited on gravel, regrind, crushed concrete/asphalt, sand, dirt, grass or other surfaces not mentioned in this section. ~~connected by a paved surface to a dedicated public right-of-way and/or alley.~~
 - 2. For all boats less than 16 feet in length, the parking space provided is a separate or stand-alone ~~paved~~ surface meeting the requirements of section 1 above, with its width equal to or exceeding the width of the boat and with its length equal to or exceeding the length of the boat.
 - 3. For all other recreational vehicles, the parking space is provided on a ~~paved~~ surface consisting of asphalt, concrete, brick, or paving stones made of one of the aforementioned substances. Parking is prohibited on gravel, regrind, crushed concrete/asphalt, sand, dirt, grass or other surfaces not mentioned in this section.
 - 4. The ~~paved~~ parking surface does not exceed the maximum impervious coverage limit for the lot.

- G. No more than two recreational vehicles and/or boats may be parked on a single property at any one time. Any recreational vehicle or boat parked on a property must be owned in whole or in part by the resident of the property.



STAFF REPORT
CITY COUNCIL
September 8, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Resolution No. 2020-104 - A Resolution Retiring the Economic Development Grant Program

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2020-104 -A Resolution Retiring the Economic Development Grant Program
2. 20200818094635570

RESOLUTION 2020-104

A RESOLUTION RETIRING THE ECONOMIC DEVELOPMENT GRANT PROGRAM

WHEREAS, on July 19, 2004, the City passed Resolution No. 04-180 approving the Windsor Heights Economic Development Program in an effort to build on the community's strength, to promote businesses, and to retain and create employment for the community; and

WHEREAS, on July 17, 2017 the City passed Resolution No. 17-0744 amending the Windsor Heights Economic Development Program application and supplemental guidelines; and

WHEREAS, the City continues to strive to maintain a superior quality of life for its citizens, develop a strong workplace, develop the community's resources, attract new capital investment, broaden the City's tax base and insure economic stability for the City of Windsor Heights; and

WHEREAS, the City Council with the recommendation of the Economic Development Committee has determined it to be in the best interest of the City to retire the Windsor Heights Economic Development Program and develop new methods to promote private and joint public and private investment that benefits the City's economic development goals.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDSOR HEIGHTS, IOWA, that the Windsor Heights Economic Development Program is hereby retired effective September 8, 2020.

Passed and approved this 8th day of September 2020.

Dave Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk



**Windsor
Heights**
the heart of it all

Mayor:
Jerry Sullivan

**Council
Members:**
Diana Willits (Mayor
Pro Tem)
Carole Tillotson
Flo Hunter
Steve Peterson
Charlene Butz

**City
Administrator:**
Marketa George Oliver

**Chief Financial
Officer:**
Colleen Pingrey

Community Services Director:
Josh Heggen

Fire Chief:
Christopher Cross

Police Chief:
Gary Walters

**Director of
Public Works:**
John Wiedman

**Administrative Support
Clerk/Code Enforcement:**
Judy Howard
Tammy Breese

City Attorney:
Matt Brick

1133 66th Street
Windsor Heights, IA 50311
515/279-3662
515/279-3664 fax
www.windsorheights.org

WINDSOR HEIGHTS ECONOMIC DEVELOPMENT PROGRAM

SECTION I GENERAL COMMUNITY AND ECONOMIC STRATEGY

The general strategy for the Economic Development Program and the effort to be undertaken pursuant to Chapter 15A of the Code of Iowa, is to build on the community's strength, to promote businesses, and to retain and create employment for the community. The City strives to maintain a superior quality of life for its citizens, develop a strong workplace, develop the community's resources, attract new capital investment, broaden the City's tax base and insure economic stability for the City of Windsor Heights.

Windsor Heights desires to accomplish these goals with a stronger city involvement and leadership role for future development, and by the use of Federal, State, City, and private resources.

SECTION II GENERAL INTENT OF WINDSOR HEIGHTS ECONOMIC PROGRAM

Windsor Heights is faced with the challenges of being a land-locked community, with little room for geographical growth. Therefore, the City must focus on enhancing the value of its homes and current businesses promoting growth in jobs and opportunities. Windsor Heights must, therefore, meet the challenge of this economic situation in order to replace and secure job opportunities within the community. Additional local dollars will be needed to compete with other sites available to industry and business and to garner financial participation of the State of Iowa and the Federal Economic Development Administration.

It will be necessary for the City of Windsor Heights to provide additional financial support to make it economically feasible to recruit, grow and expand industry and business for the community. It is the goal of this effort to secure essential local participation in the financial partnership required to carry out this Economic Development Program.

SECTION III ELIGIBLE ACTIVITIES

This Economic Development Program provides that monies may be used to fund any project or program providing direct or indirect financial assistance to a qualifying business, and the related costs and expenses as allowed by applicable City ordinances and State statutes.

Eligible activities under this program shall include:

1. Business and industry recruitment;
2. Incentives for business and industry investment and job creation;
3. Direct grants to qualifying business or industry;
4. Grants for public works and improvements essential to the location;
5. Grants for job training;
6. Purchase of real estate, or extension of such options;
7. Payment for salaries or support of City staff to implement the Economic Development Program or the contracting of such to an outside entity; and
8. Capital improvements to existing businesses; and
9. All other activities allowed by law and approved by the City Council.

The eligible activities described above are considered priority activities for the use of economic development funds. The City of Windsor Heights recognizes that the attraction of a new business or industry to a community or the expansion of an existing business takes place in a very competitive market place, and in the creation of jobs in the area, the City retains the right to include as eligible services, those additional activities allowable by law. In order to stay current with Iowa statutes, the City of Windsor Heights retains the right to amend the Economic Development Program when such amendment pertains to change in statutes that affect the Program. Such amendments can only be made by a majority vote of the City Council.

SECTION IV ELIGIBLE TYPES OF BUSINESSES

A qualifying business shall mean any corporation, partnership, or sole proprietorship, which derives its principal source of income from any of the following:

- a. The manufacture of articles of commerce;
- b. The conduct of research and development;
- c. The processing, storage, transport, or sale of goods or commodities, which are sold or traded in interstate commerce;
- d. The sale of services in interstate commerce;
- e. Headquarters facilities relating to eligible activities as listed in this section;
- f. Telecommunications activities;
- g. Tourism-related activities;
- h. Any business which creates or retains jobs in Windsor Heights; or
- i. Any other activity appropriate under State Law or deemed appropriate by the City Council.

SECTION V PROJECT REVIEW COMMITTEE

The Project Review Committee will be the Community Development Committee of the City Council. The Project Review Committee will recommend to the City Council that 1) the project be approved upon positive verification of applicant's information 2) the project be disapproved or 3) that the project be renegotiated and resubmitted for future consideration. The City Council may accept and follow the recommendation of the Project Review Committee. If disapproval is recommended, reasons may be cited.

The application process will be reviewed annually and updated as recommended by the Project Review Committee.

The City Administrator and Project Review Committee will be responsible for development of procedures to insure the confidentiality of business information received from applicants for financial assistance. These will include a restriction on the number of people with access to the files with the responsibility for their safe keeping and requiring personnel involved in the Program review to sign statements of confidentiality regarding all personal and private submission of applicants.

To be considered for direct financial assistance under the Economic Development Program an applicant must provide the following:

1. A detailed description of the proposed project.
2. A business plan, including employment and financial projects.
3. Current financial statements, financing requirements for the project, and total project cost.
4. A completed Economic Development Program Application for financial assistance.
5. Additional information, as necessary to determine the economic viability of all proposed project(s), may be requested by the Project Review Committee.

The Project Review Committee will review applications and requests for direct financial assistance in the order in which they are received. Applications received by the Project Review Committee will be reviewed based on project feasibility as determined by review of the applicant's plan and other requested information, and the potential future economic benefit to the community of Windsor Heights. Projects will be awarded assistance based on the availability of funds.

The Project Review Committee will be responsible for verification of information in the applications of those eligible businesses and industries that receive a recommendation for financial assistance. The City Council, based on the Project Review Committee's recommendation, has final say throughout the application process. A sample application form for prospective projects is attached hereto.

SECTION VI ADMINISTRATIVE SYSTEM

It is the intent of the City that the City Administrator will also administer the Economic Development Program.

The City Administrator will:

1. Provide the Project Review Committee with necessary information and advise the Committee on issues related to the Economic Development Program.
2. Review applications of qualifying business for direct financial assistance and making recommendations to the Project Review Committee.
3. Track employment figures or other community or economic impact for participating business or industry for two years as necessary or required by the agreement.
4. Additional responsibilities, as determined by the City, necessary to carry out the Program.

The City of Windsor Heights will retain the responsibility and final decision on purchase or sale of land and/or buildings. Existing City staff will carry out any additional administrative responsibilities related to the Economic Development Program.

SECTION VII PROCESS APPLICABLE LAWS

The City of Windsor Heights is responsible for ensuring that all applicable laws, regulations and requirements are met by the City and by any qualified business or industry. This process will include:

1. The City Administrator will be responsible for the procedures to ensure that the City and the qualifying businesses receiving assistance meet all applicable laws, regulations and requirements. These procedures will be subject to review and approval by the Project Review Committee.
2. The City will direct legal counsel to review all contracts, official documents, land transactions and other official actions related to the Economic Development Program to ensure compliance with existing laws and to monitor changes in the law to ensure future compliance.
3. The Project Review Committee will:
 - a. Review the function and programs of the Economic Development Program at regular meetings and advise the City Council with regard to the programs; and
 - b. Report to the City Council its findings and suggestions at a public hearing called for that purpose, at least once in every six-month period, or as requested by the City Council after the effective date of this Program.

SECTION VIII PURCHASE OF REAL ESTATE OR OPTION TO PURCHASE

If and when land is to be purchased or optioned under the Economic Development Program, it should meet the following criteria:

1. Be properly zoned with no excessive easements, covenants, or encumbrances, and
2. Should conform to the City's Comprehensive Plan, and
3. If program site is for a future speculative business location, the City shall contact the Business Recruitment Division of the Iowa Department of Economic Development.

SECTION IX GRANT PROGRAM REQUIREMENTS

The City Administrator, along with the Project Review Committee will make recommendations to the City Council, to determine

1. The maximum amount of financial assistance that will be provided to any single qualifying business and specifying the criteria that will be used to determine the appropriate level of assistance, and
2. The criteria and procedures that will be used to determine the necessary appropriations of permitting a qualifying business to participate in the Economic Development Program, and
3. The criteria for determining the time within which a qualifying business must meet the goals set for it under its participation agreement.

SECTION X SOURCE OF FUNDING

The Windsor Heights Economic Development Program will be funded by proceeds from property taxes with an established amount each year as determined by the City Council.

SECTION XI AUDIT PROCEDURES

The City shall annually provide for an annual, outside, independent audit of its Economic Development Program by a qualified private auditing business to be conducted during the City's annual audit.

**WINDSOR HEIGHTS
ECONOMIC DEVELOPMENT PROGRAM
GENERAL APPLICATION**

BUSINESS NAME: _____ TAX ID#: _____
BUSINESS REPRESENTATIVE: _____ SOC. SEC. #: _____
BUSINESS MAILING ADDRESS: _____ PHONE: _____
BUSINESS SITE/PHYSICAL LOCATION: _____

_____ NEW BUSINESS _____ EXISTING BUSINESS (How many years in operation? _____)

AMOUNT OF FUNDING REQUEST: _____

COMMUNITY/ECONOMIC IMPACT (#of local employees, community need,
noise/odor/pollution, etc.): _____

ALL FUNDING SOURCES AND AMOUNT (including Applicant and City of Windsor Heights):

REFERENCES (Please include name, address, and phone number):

Financial Institution _____ Acct # _____
Previous Employer _____
Personal/Character _____

PLEASE ATTACH THE FOLLOWING INFORMATION:

- **Business Program (including business history, expected profit/loss statement, customer base, budget summary, etc.)**
- **2 years of Federal Tax Records for Business and/or Applicant**
- **2 years of up-to-date Financial/Cash Flow Statements for Existing Business**
- **Signed Authorization for Credit History and Criminal Background Info.**

Some match may be required for grants.

Please return this application to the following address:

Marketa George Oliver, City Administrator
City of Windsor Heights
1133 66th Street
Windsor Heights, Iowa 50311
515/279-3662 phone
515/279-3664 fax



STAFF REPORT
CITY COUNCIL
September 8, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Resolution 2020-105 - A Resolution Setting Time and Place for a Public Hearing for Ordinance No. 20-08 - An Ordinance Amending Chapter 156.04 of the Windsor Heights Code of Ordinances to Remove Requirements for Rental Property Signage to be Provided Solely by the City, and Setting Size and Placement Limitations on Private Rental Signage

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2020-105 - A Resolution Setting A Public Hearing on Ord. 20-08 - Rental Signs
2. 2020 09 08 Council Action Form Rental Signs
3. Ordinance No. 20-08 Amending City Code Related to Rental Signs

RESOLUTION NO. 2020-105

**A RESOLUTION SETTING TIME AND PLACE FOR A PUBLIC HEARING FOR
ORDINANCE NO. 20-08 - AN ORDINANCE AMENDING CHAPTER 156.04 OF THE
WINDSOR HEIGHTS CODE OF ORDINANCES TO REMOVE REQUIREMENTS
FOR RENTAL PROPERTY SIGNAGE TO BE PROVIDED SOLELY BY THE CITY,
AND SETTING SIZE AND PLACEMENT LIMITATIONS ON PRIVATE RENTAL
SIGNAGE**

WHEREAS, the City Council of the City of Windsor Heights is considering Ordinance No. 20-08 Amending Chapter 156.04 of the Windsor Heights Code of Ordinances removing 102.11.7 requirements related to rental property signage being limited to only those signs provided by the City, and placing size and placement restrictions on private rental signs; and

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

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

Section 1. This Council will meet Via Zoom, Windsor Heights, Iowa, on the 21st day of September, 2020, at 6:00 p.m. at which time and place it will hold a public hearing on the proposed Ordinance No. 20-08 Amending Chapter 156.04 of the Windsor Heights Code of Ordinances removing subsection 102.11.7 requirements related to rental property signage being limited to only those signs provided by the City, and placing size and placement restrictions on private rental signs.

Section 2. The City Clerk shall post notice of said hearing, which posting shall be at the three public places in the City which have been permanently designated by ordinance, website and social media platforms, and published in the Des Moines Register

Passed and approved this 8th day of September, 2020.

Dave Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk

ITEM # _____
DATE: September 8, 2020

COUNCIL ACTION FORM

AGENDA ITEM: CONSIDER SETTING PUBLIC HEARING FOR AMENDMENT TO CITY CODE 156.04 REMOVING REQUIREMENTS RELATED TO RENTAL SIGNS BEING ONLY THOSE SUPPLIED BY THE CITY AND SETTING SIZE LIMITATIONS ON ANY PRIVATE SIGNS USED FOR RENTAL PROPERTIES.

HISTORY:

City Code 156.04, Subsection 102.11.7, currently requires any signage used to advertise rental property be only signs provided by the City of Windsor Heights. The City maintains a handful of these signs and checks them out to residents for rental properties. Residents are required to pay a deposit of \$65.00 per sign at the time of issuance of the signs.

In the past, deposits via cash or check were held in the Fire Department until the sign was returned. This practice was ceased by Chief McCluskey and all deposits are now deposited into the City account for tracking and accountability purposes. When a sign is returned, the City issues a refund of the deposit via check.

This process is cumbersome, unnecessary and a challenge to track with regards to sign rentals. While the City needs some restrictions on size and placement of the signs, the necessity for the City to actually provide the signs (and prohibit those not provided by the City) seems counterintuitive.

As such, the following amendments are being recommended for City Code 156.04:

156.04 AMENDMENTS, MODIFICATIONS, ADDITIONS AND DELETIONS.

102.11.7 Signage. Property owners shall be prohibited from placing any rental sign upon ~~the subject any rental~~ property without the property having first been inspected and approved by the City, as provided by this subsection. Once a rental inspection is complete and approved by the City, any rental sign used shall be no larger than 18 inches x 24 inches in size; signs shall only display necessary contact information for the rental contact; no signs shall be placed in any right-of-way; and signs shall be promptly removed once the unit is rented. ~~Upon approval and passage of the inspection, if the property is in search of renters and if the owner chooses to notify potential renters by a sign, owners must use a sign provided by the City, which can be collected at City Hall. Any sign used to advertise a rental property must be the official sign available from the City. A deposit fee of \$65.00 will be charged to the property owner that reflects the cost of the sign and will be refunded to the property owner upon return of the sign. If it is discovered that the property owner is using a sign that does not conform to this code, it will be replaced with a code-compliant sign. The non-compliant signage will be left by the front door of the property. The property owner shall remit the \$65.00 deposit to the City for the compliant sign within 10 days of receipt of notice. If the property owner refuses to pay the sign deposit of \$65.00, it will be added to the cost of the next rental registration and will be non-refundable. If a non-compliant sign is replaced by the City, the property owner will be notified by City personnel by placing a notice on the front door of the rental property. A notice will also be mailed to the property owner's address of record with the City.~~

ORDINANCE NO. 20-08

AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS, IOWA, BY AMENDING CITY CODE 156.04 REMOVING REQUIREMENTS RELATED TO RENTAL SIGNS BEING ONLY THOSE SUPPLIED BY THE CITY AND SETTING SIZE LIMITATIONS ON ANY PRIVATE SIGNS USED FOR RENTAL PROPERTIES

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

WHEREAS, the City Council of the City of Windsor Heights do hereby find and declare that the amendments to Chapter 156.04, Subsection 102.11.7 are necessary and will promote the aesthetics and general welfare of the community.

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

SECTION 1. Purpose. The purpose of this ordinance is to amend Chapter 156.04, Subsection 102.11.7 of the Code of Ordinances for the City of Windsor Heights.

SECTION 2. Chapter 156.04, Subsection 102.11.7 is hereby amended to read as follows:

156.04 AMENDMENTS, MODIFICATIONS, ADDITIONS AND DELETIONS

102.11.7 Signage. Property owners shall be prohibited from placing any rental sign upon any rental property without the property having first been inspected and approved by the City, as provided by this subsection. Once a rental inspection is complete and approved by the City, any rental sign used shall be no larger than 18 inches x 24 inches in size; signs shall only display necessary contact information for the rental contact; no signs shall be placed in any right-of-way; and signs shall be promptly removed once the unit is rented.

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

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

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

Passed and Approved this ____ day of _____, 2020.

1st Reading: _____

2nd Reading: _____

3rd Reading: _____

Publish Date: _____

Dave Burgess, Mayor

(SEAL)

ATTEST:

Travis Cooke, City Clerk



STAFF REPORT
CITY COUNCIL
September 8, 2020

TO: CITY COUNCIL

FROM: Dalton Jacobus

SUBJECT: Consideration of Resolution No. 2020-106 - A Resolution Providing Direction on the Engineering Design of the 73rd Street Corridor between University Avenue and Hickman Road

GENERAL INFORMATION

73rd Street Design Elements

SUMMARY

A traffic study for the 73rd Street corridor from Center Street to Hickman Road was received and filed at the July 6th Council meeting. The traffic study was conducted as a part of the preliminary work necessary to begin engineering on the 73rd Street Reconstruction project from University to Hickman Road. The traffic counts and incident history did not support the installation of a center turn lane in the vicinity of Clive Learning Academy. At the July 6th, 2020 city council meeting, the council directed staff and the Bolton & Menk team to conduct a public input survey to see what residents would like to see changed on this stretch of road as the engineers proceed with their design. There was minimal design work done before this survey as it is meant to help guide the design process.

The results of the public information survey are shown in the attached table. There is also a map with dots showing where people have concerns or would like to see changes. The majority of these comments are focused near the intersection of 73rd St and University Avenue and in the vicinity of the Clive Learning Academy.

At the July 6th meeting, the council also directed staff to reach out to staff at the West Des Moines Community School District to see if there would be interest in the WDMCS participating in some sort of partnership on the installation of a center turn lane. Staff at the WDMCS is generally agreeable to partnering with the City on this. The engineer's initial rough estimate for the increased engineering and construction cost for a center turn lane is approximately \$170,000. A better estimate of the cost will be available at approximately 50%

completion of the design of the project. WDMCS is generally agreeable to participating in a cost sharing for this work, especially since the work will not take place until 2023 at the earliest which will allow them time to incorporate this into their financial plans.

At this time, staff is requesting clarification on the Council's desires for the design on this project so that we can direct the engineers to continue with their design work. Based on the comments gathered during the public input period, the willingness to participate from the WDMCS, and the comments made by the council, it appears that the consensus is to install a center turn lane in the vicinity of Clive Learning Academy. Staff is requesting formal action to be taken by the council directing the design to reflect this.

ATTACHMENTS

1. Resolution No. 2020-106- A Resolution Providing Direction on the Engineering Design of the 73rd Street Corridor between University Avenue and Hickman
2. Public Comment Summary

RESOLUTION 2020-106

A RESOLUTION TO PROVIDING DIRECTION ON THE ENGINEERING DESIGN OF THE 73rd STREET CORRIDOR BETWEEN UNIVERSITY AVENUE AND HICKMAN ROAD

WHEREAS, Bolton & Menk presented their traffic engineering study to the City Council for the 73rd St. Corridor from Center Street to Hickman Road at the July 6th, 2020 council meeting, and

WHEREAS, the Council directed staff and the City Engineer to collect public input for the design of 73rd St between University Avenue and Hickman Road, and

WHEREAS, the public comment period was open for approximately one month; and

WHEREAS, there were 34 submitted comments; and

WHEREAS, the general consensus is that the public wants a center turn lane near Clive Learning Academy; and

WHEREAS, the responses to the public comment period are found in the attached document as well as a map showing the location of comments; and

WHEREAS, staff and the City Engineer need clear direction on the council's desire for a center turn lane near Clive Learning Academy and any other comments that they would like to address from the public comment period; and

NOW THEREFORE BE IT RESOLVED that the Council hereby directs the City Engineer and staff to design the 73rd St Corridor between University and Hickman with a turn lane in the vicinity of Clive Learning Academy.

Passed and Approved this 8th day of September 2020 by the City Council of the City of Windsor Heights, Iowa.

Dave Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk

ID	Comment	Approximate Location
2	Need a traffic circle for slower traffic	73rd and University
3	A middle turn lane down 73rd would be helpful. And for drivers headed southbound, a large turn lane into the schools parking lots would be nice. Traffic gets congested near the school before and after school.	Whole Corridor / Clive Learning Academy
4	add a turn lane the whole length between university and hickman	Whole corridor
5	Permanent speed sign indicating how fast cars are driving through. Lots of speeders on this street near school zone	73rd and Colby
6	The right turn only lane into Sherwood forest on southbound 73rd St at Hickman is not very useful. Drivers use this turn lane to go straight south when traffic is waiting in the travel lane to turn east into HyVee gas station. This area was re-paved a few years back and I never understood why they widened this roadway all the way to Wilshire but didn't make it any easier to get through when traveling south. Maybe change the right turn only lane into a travel lane and merge the two southbound travel lanes into one just past the Sherwood forest parking lot entrance. That's what drivers are doing anyway.	73rd and Hickman
7	Additional and bigger signage and roadway markings are needed at the 73rd St and University intersection when traveling north. Drivers constantly go straight north on 73rd from the number 2 left turn lane.	73rd and University
8	Street is so dark because street light is missing and curbs are very deteriorated. It would be really nice for residents and the city if something could be done about that.	Whole corridor / possibly outside project limits
9	Not sure what you plan to do at the 73rd and University corner but the 2 turn lanes and 1 forward lane cause frequent problems. Should be more clarity at this intersections to prevent cars from going straight ahead when in the right hand left turn lane. It seems like this intersection is too wide on the North side.	73rd and University
10	Will sidewalks and the parking between sidewalks and streets be addressed? Side walks frequently flood and water flows down off the street in this area.	73rd and Reite
11	Looks like the link to the design details is bringing up a partial schematic with only street names. May need to reload the map and send this request for feedback out again.	Whole corridor

12	<p>The city council should focus between University & Center st. There is no sidewalk on that section of 73rd by W.H. The only sidewalk being maintained is by City of Clive within their city limits & it ends at the train tracks heading south. Sidewalk appears again one you cross into WDM at Center st. There is a hug gap of no sidewalk within W.H. city limits. W.H. has a small section of bike trail between University and the bridge that leads to Walmart. People have to constantly walk on grass, dirt, side of the road, or I see people walking along the train tracks, it's dangerous & worse during the winter! Until a pedestrian gets hurt, killed, or sues the city will they finally pay attention. There has been this long debate of sidewalks but no one mentions this section because no one lives along that section of 73rd st. No one or no resident cares because it does not affect them personally. Lets create a sidewalk where it is needed to help incoming and outgoing pedestrian traffic. Please!</p>	Outside of proposed project limits
13	<p>Based on the attached drawing and your comment that the traffic lanes are proposed to remain similar to existing, this it appears to be nothing more that the long overdue resurfacing of the existing street and the access roads. The city communications have indicated that this was project was in a "design phase" this year. I fail to see any design changes or improvements to 73rd Street. I certainly hope the city did not waste money on this "design phase".</p>	Whole Corridor
14	<p>Since this is nearly 100% residential, I hope that it will stay the two lanes as it is currently. The surface, as I am sure you are aware, needs to be completely replaced. Patching has gone the limit of success - now it needs replaced. Perhaps a stop sign or signal could be placed mid-way in order to slow the traffic.</p>	73rd and Sunset
15	<p>I live at 7108 Washington. People are always j-walking from Washington, across 73rd to College to access the trail head that is at College and the creek. It is not safe yet MANY families with young kids consistently do it, despite there being the signal at Clive Learning Academy. I'd like to see that Washington/73rd/College intersection redesigned to be safer for pedestrians and bikers.</p>	73rd and Washington
16	<p>It is impossible to comment when no details of the proposed work are presented to us to review.</p> <p>Larry A. Wood 8004 College Drive.</p>	Whole corridor

17	<p>How much longer on this project? Is there still gonna be a camera? The lights and walk signal need to be different. I've almost gotten hit 3 different times in the short time I've lived in Windsor heights at 73rd and university. Not sure what's it store for the rest of the project as long as it don't make it inconvenient for drivers and people tht might have to walk.</p>	whole corridor / 73rd and University
18	<p>My comments concern the entire project: Will there be new curbing built to replace the current crumbling (in some places) curbs? Specifically, the curb along the portion of 73rd Street in front of my home (1912 73rd) is lower than the ground level of the lawn and with the downward slope of the ground, I have to walk in the street to mow the grass. This is not safe, but a taller curb would give better definition to the edge of the street and my yard.</p> <p>Also, I don't want just a new layer of pavement laid on top of the current street because that would make the street higher than my driveway which already has water pooling at the end of the driveway when it rains. A higher street would make this situation worse and not allow for good drainage in heavy rains. In some cases along 73rd Street the pavement is almost level with the top of the curbs causing poor storm water drainage.</p>	Whole corridor
19	<p>Hello, I would urge you to consider adding a crosswalk across 73rd Street, either at College Drive or at Washington Avenue. Since there is a popular trail access point off College drive (between 75th and 76th) and Washington is one of the very few streets in that area that runs through to 63rd, it would be helpful to have an easier intersection to navigate in that area. If this is too close to the existing crosswalk at Clive Elementary to support an additional crosswalk, then I would encourage you to take into consideration that numerous youth and adult cyclists, runners, and walkers will continue to cut across 73rd from Washington to College (and the reverse), and design the sidewalk interchanges on both sides to support these pedestrians/cyclists as they dart across often fast-moving, busy traffic -- for example, making the mouth of the sidewalk from the street bigger on each side. Thank you!</p>	73rd and College
20	<p>Would moving the bus pickup and drop-off closer to the parking lot that intersects Del Matro Ave. and away from Bellaire intersecting street location? This would allow additional room to move the drop off away from the 73rd street traffic! Also relocate the entrance/exit from the parking lot farther to the south.</p> <p>Thomas McMahon</p>	Clive Learning Academy, Del Matro, BelAire

21	Expanded sidewalks 5' width both sides, fix all noncompliant ADA issues on walk if reconstructing road. If concrete is selected no joint near gutter/curb to aid in ability for cyclist to ride closer to curb. Maybe make this a Shared Road and mark it with sharrows and signage. That could slow down the speedy traffic. No more or additional manhole structures within roadway paving. Maybe a speed table/raise pedestrian cross walk at the school crosswalk. Remove any and all fences along the back of walk which are outside the property lines allowing space for less accomplish cyclist to use sidewalks.	whole corridor
22	How will this effect businesses on 73rd? With loss of business covid 19 has created we do not need another nail in the coffin because of road closures.	73rd and University
23	I think it would serve the city better for this to be a four-lane road from University to Hickman. This would greatly assist in traffic easement. A one-way child pick-up line should be created that goes farther down along the area where the parking for the school is as well.	whole corridor and Clive Learning Academy
24	Given 73rd street's status as an arterial road, due to traffic volume, noise pollution in the abutting neighborhood is significant. The city should consider implementing noise mitigation measures as part of any road improvement project.	73rd and Forest Ct
25	The traffic around Clive school needs to be HIGHLY addressed. Please form some type of design that would prohibit left hand turns. Signs just aren't working. People ignore and road rage is the result, not to mention blocks of traffic backup. Thanks so much for asking for our opinion!!	Clive Learning Academy
26	All of the 73rd Street, from University to Hickman, side walks need to be fixed. There are many bumps, tripping hazards, as well as they are not wide enough. At one point across from the Clive school the sidewalk is right up against a steel fence which has some sharp points and can be dangerous for kids and people walking.	Whole Corridor
27	Traffic is horrible north and southbound during the school year at Clive elementary between 830-9am, 3:45-4:15pm. Turn lanes for the school or extra lanes near by. Traffic is blocked both ways and bad emergency vehicles and other drivers getting through. Also, if a car is turning on 73rd during morning or evening rush hour, the road can get backed up. I think a middle turn lane down 73rd would be wise and an extra long turn way into both school parking lots would be very beneficial.	Clive Learning Academy
28	Thanks Extra lane for school drop off/pick up	Clive Learning Academy

29	Its hard to see the proposed lanes in the photo in the link. But it would be nice if there was a lane expansion that included a middle lane or left turn lane from at least Del Matro Ave. To Hickman Rd. Thank you.	Del Matro to Hickman
30	I don't see any design. I realize that you have legal responsibilities to meet, but there are no viewable details available in this survey. Your writing is difficult to understand. I personally would like to see a center turn lane from University to Hickman.	Whole corridor
31	Can we have something that crosses bicycle traffic below or under street level???	73rd and University
32	Thank you for the opportunity. I've always thought that at College and 73rd it would be helpful if there might be more room made for a right hand turn going south on 73rd. Often I've seen vehicles turning right and moving into the northbound lane. If the intersection could be widened a bit that may help. And, because the school is right there the area gets very busy. Thanks again!	73rd and College
33	I would love to see some sort of plan for easing the congestion at drop off and pick up at Clive learning academy. Would a roundabout at both entrances be feasible?	Clive Learning Academy
34	If any changes, it should not be more the a third lane added between College Ave and Reite Ave. Otherwise, the speeding will increase a lot on 73rd (which is bad at times).	College to Reite
35	This section gets irritating when there are two lanes that turn west onto university from 73rd but only one lane goes north. Oftentimes cars in the middle lane don't realize (or don't care) that they are in a turning lane and will just go straight anyways, almost causing accidents. A redesign here would make entering/exiting the gas station safer, as well as a safer intersection in general would be ideal.	73rd and University





STAFF REPORT

CITY COUNCIL

September 8, 2020

TO: CITY COUNCIL

FROM: Rachelle Swisher

SUBJECT: Consideration of Resolution No. 2020-107 - A Resolution Requesting Reimbursement from the Iowa COVID-19 Government Relief Fund

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2020-107 - A Resolution Requesting Reimbursement from the Iowa COVID-19 Government Relief Fund

RESOLUTION NO. 2020-107

**A RESOLUTION REQUESTING REIMBURSEMENT FROM THE IOWA COVID-19
GOVERNMENT RELIEF FUND**

A resolution by the City of Windsor Heights to request reimbursement for eligible costs related to the COVID-19 public health emergency from the Iowa COVID-19 Government Relief Fund.

WHEREAS, the United States Congress approved the Coronavirus Aid, Relief, and Economic Security (CARES) Act to provide economic relief related to the COVID-19 pandemic.

WHEREAS, Governor Kim Reynolds allocated \$125 million of the State of Iowa's CARES Act funding to local governments for direct expenses incurred in response to the COVID-19 emergency.

WHEREAS, local government funding reimbursements may only be used for necessary expenditures incurred due to the COVID-19 pandemic, were not accounted for in the current fiscal year city budget, were incurred during the time period of March 1, 2020 through December 30, 2020 and have not been reimbursed from other sources.

NOW, THEREFORE BE IT RESOLVED, the City of Windsor Heights requests reimbursement of \$115,000 in eligible expenditures in response to the COVID-19 public health emergency.

BE IT FURTHER RESOLVED, the City of Windsor Heights affirms that the above requests for reimbursement follow all formal published Federal and State of Iowa guidance on how the funds should be spent, and understands if the reimbursements are misrepresented, the local government will be liable for any applicable penalty and interest.

Passed and approved this 8th day of September, 2020.

Dave Burgess, Mayor

Attest:

Travis Cooke, City Clerk



STAFF REPORT
CITY COUNCIL
September 8, 2020

TO: CITY COUNCIL

FROM: Dalton Jacobus

SUBJECT: Consideration of Resolution No. 2020-108 - A Resolution Awarding a Contract to OPN Architects to Provide Concepts and Schematic Design of Community Center Flood Wall Improvements in the Amount of \$19,190

GENERAL INFORMATION

CEC Floodproofing

SUMMARY

The CEC is currently sitting nearly 2 feet below the base flood elevation as indicated on the 2019 FEMA Flood Insurance Rate Maps (FIRMs). The City needs to take action to protect the CEC from flooding. The City Council instructed staff to work with the public works committee to come up with a recommendation for best next steps. The committee has met a few times over the last several months.

One of the recommendations that is coming from the committee is to hire OPN Architects to provide schematic and concept design as well as cost estimation on a perimeter wall flood proofing concept. OPN has also provided a proposal to complete all architectural and structural design of this project. However at this time, the Public Works Committee is just recommending approval of phase 1 of the contract in the amount of \$19,190. This work was not budgeted for during the FY21 budget process so this will cause a budget overrun in the CEC budget for the year. This will need amended for towards the end of the fiscal year. OPN's initial cost estimate for the project is \$382,310 but this is a high level estimate only and subject to change. At this time, it is also unclear how the City would pay for the work to actually be done.

Rick Seely from OPN Architects will be on the Zoom call for the council meeting on 9/8 to present his proposal and answer any questions.

ATTACHMENTS

1. Resolution 2020-108 - A Resolution Awarding Contract for Floodwall Design
2. CEC Floodproofing Estimate
3. CEC Floodproof Concept

RESOLUTION 2020-108

A RESOLUTION AWARDING A CONTRACT TO OPN ARCHITECTS TO PROVIDE CONCEPTS AND SCHEMATIC DESIGN OF COMMUNITY CENTER FLOOD WALL IMPROVEMENTS IN THE AMOUNT OF \$19,190

WHEREAS, the Community Center sits nearly 2 feet below the base flood elevation shown on the 2019 FEMA Flood Insurance Rate Maps (FIRMs), and

WHEREAS, the Council directed staff to work with the Public Works Committee to figure out the best path forward to protect this facility, and

WHEREAS, the Public Works Committee recommends approving part 1 of the attached contract; and

WHEREAS, the deliverable from this contract will be a cost estimate for design and construction and an idea of what the aesthetics of the floodproofing improvements would look like; and

WHEREAS, the attached documents show an initial mock up and rendering of what OPN is proposing to flood proof the building; and

NOW THEREFORE BE IT RESOLVED that the Council hereby approves part 1 of the attached proposal from OPN architects to put together concepts and schematic design as well as a construction cost estimate to flood proof the Community Center.

PASSED and approved this 8th day of September 2020 by the City Council of the City of Windsor Heights, Iowa.

Dave Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk

Windsor Heights Flood Mitigation - Activities Building

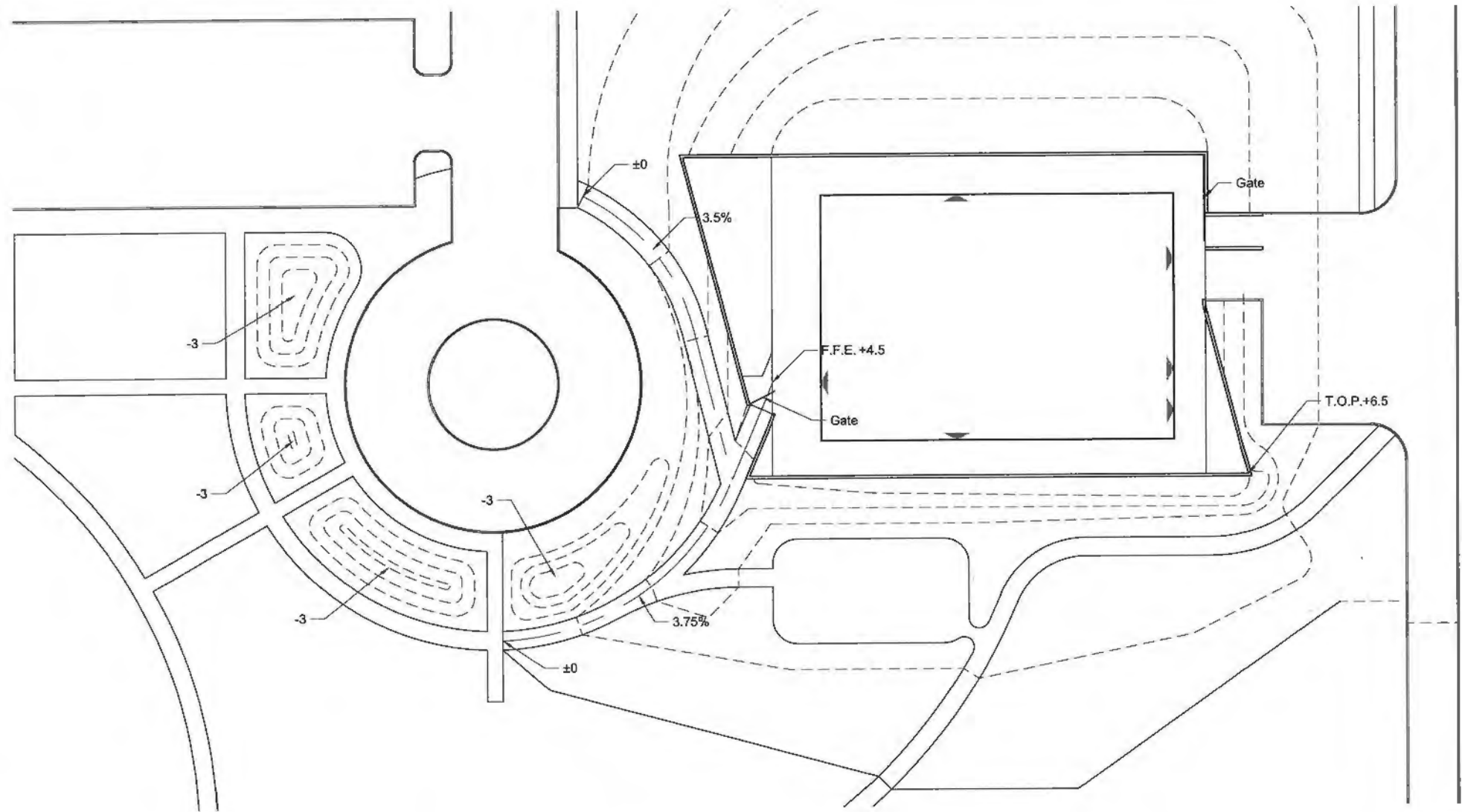


Concept Estimate
Date: July 28, 2020
Estimator:
Check:



Owner:	City of Windsor Heights
Architect:	
EST	Final-1
1st and 2nd Floor	
3rd and 4th Floor	
Gross SF	

DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL	REMARKS
Direct Construction Cost					
Activities Building Flood Mitigation					
Sawcutting	370	LF	\$ 15.00	\$ 5,550	
Paving Demo	4610	SF	\$ 4.00	\$ 18,440	
Plant Removal / Grading	1	LS	\$ 20,000.00	\$ 20,000	
Erosion Control	1	LS	\$ 5,000.00	\$ 5,000	
Excavation for Footings/Walls	578	CY	\$ 15.00	\$ 8,667	
Footings	58	CY	\$ 550.00	\$ 31,778	
Walls	116	CY	\$ 600.00	\$ 69,333	
Backfill	433	CY	\$ 25.00	\$ 10,833	
Sidewalks	3540	SF	\$ 6.00	\$ 21,240	
Drain Tile at Rain Gardens	1	LS	\$ 5,000.00	\$ 5,000	
Large Gate	1	LS	\$ 10,000.00	\$ 10,000	
Small Gate	1	LS	\$ 2,500.00	\$ 2,500	
Sod	11600	SF	\$ 0.58	\$ 6,728	
Plantings	1	LS	\$ 35,000.00	\$ 35,000	
Planting and Rain Garden Soil	1	LS	\$ 10,000.00	\$ 10,000	
Building Signage	1	LS	\$ 5,000.00	\$ 5,000	
Activities Building Flood Mitigation Total				\$ 265,069	
Construction (Direct) Cost Total				\$ 265,069	
Indirect Construction Cost					
General Conditions	15.0	%	\$ 265,069	\$ 39,760	
Contractor Fee	5.0	%	\$ 321,476	\$ 16,074	
Design Fees				Not Incuded	
Site Survey	1.0	LS	\$ 5,000	\$ 5,000	
Design Contingency	15.0	%	\$ 265,069	\$ 39,760	
Construction Contingency	5.0	%	\$ 265,069	\$ 13,253	
General Liability Insurance	1.00	%	\$ 265,069	\$ 2,651	
Builders Risk	0.28	%	\$ 265,069	\$ 742	
Indirect Construction Cost Total				\$ 117,241	
TOTAL PROJECT COST				\$ 382,310	



gēnus
[landscape architects]

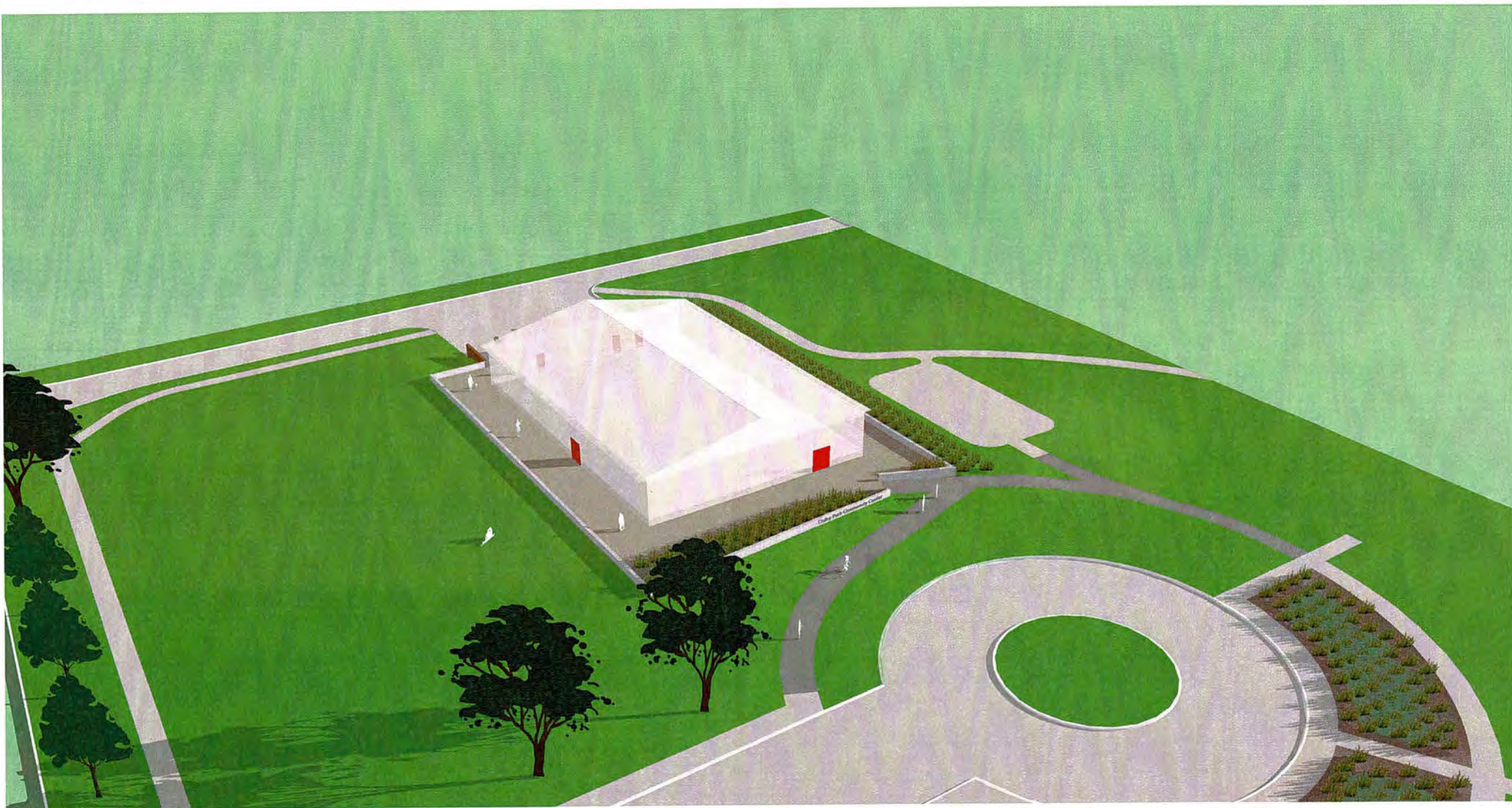
OPN
ARCHITECTS

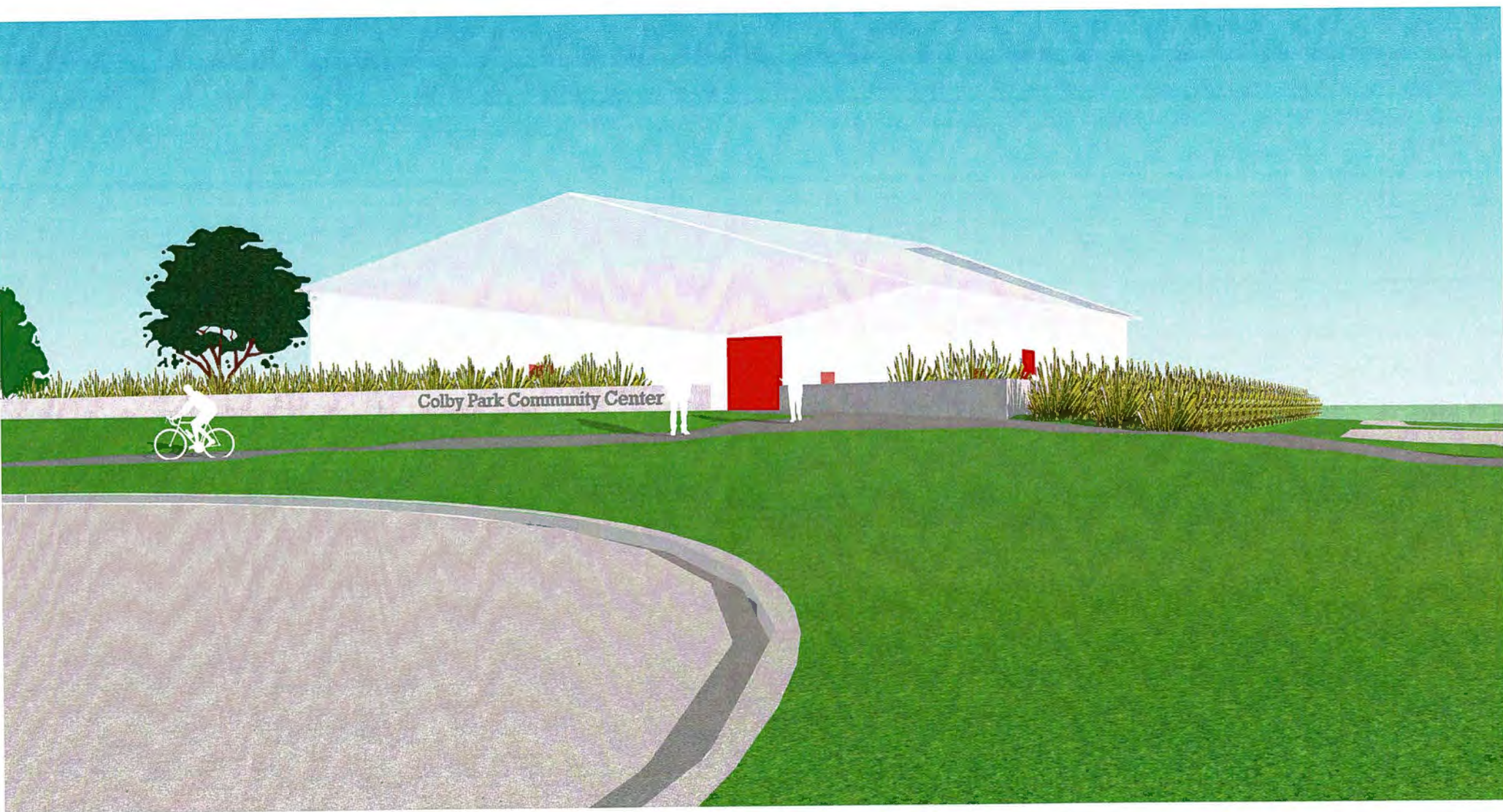
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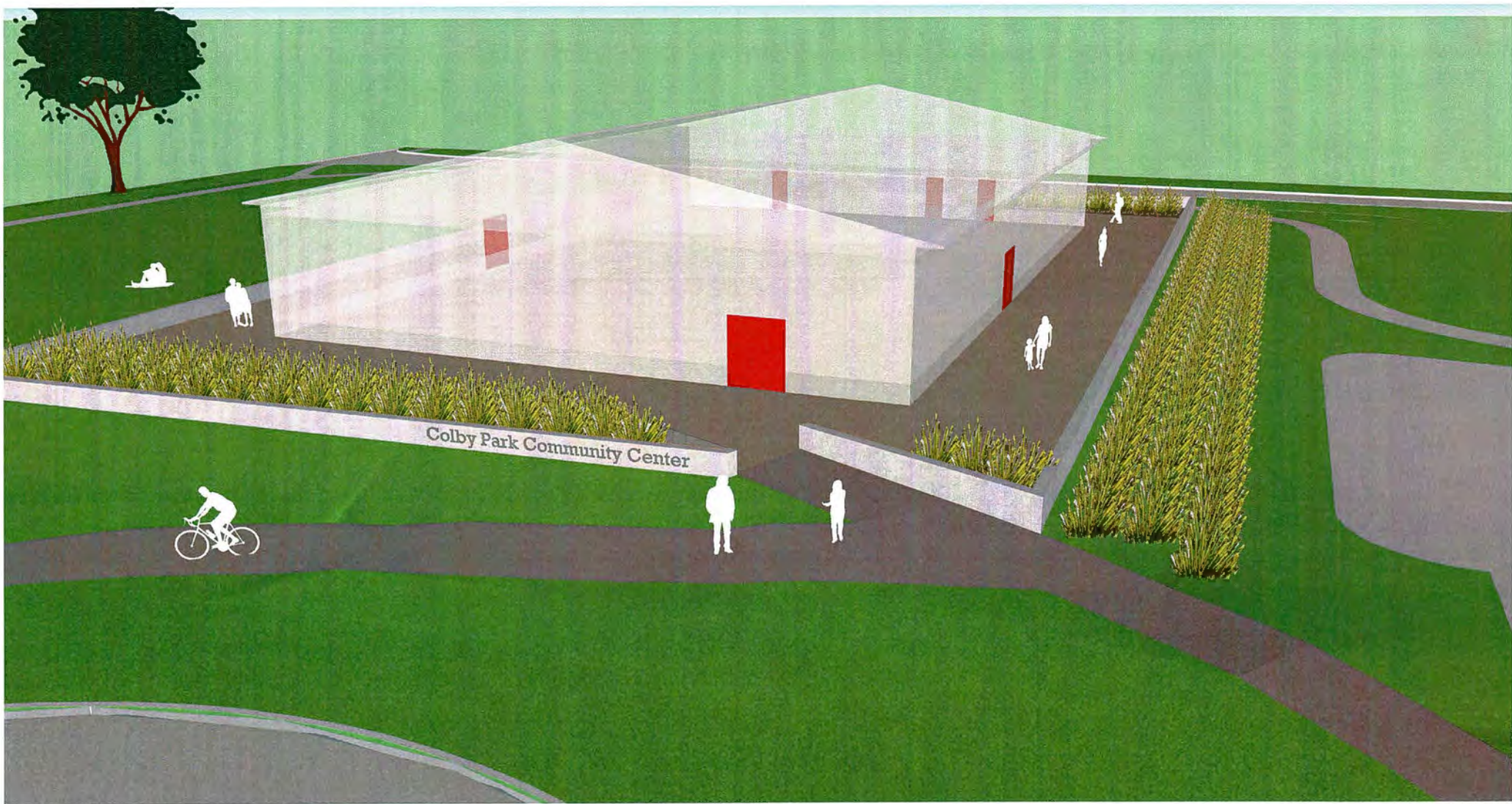
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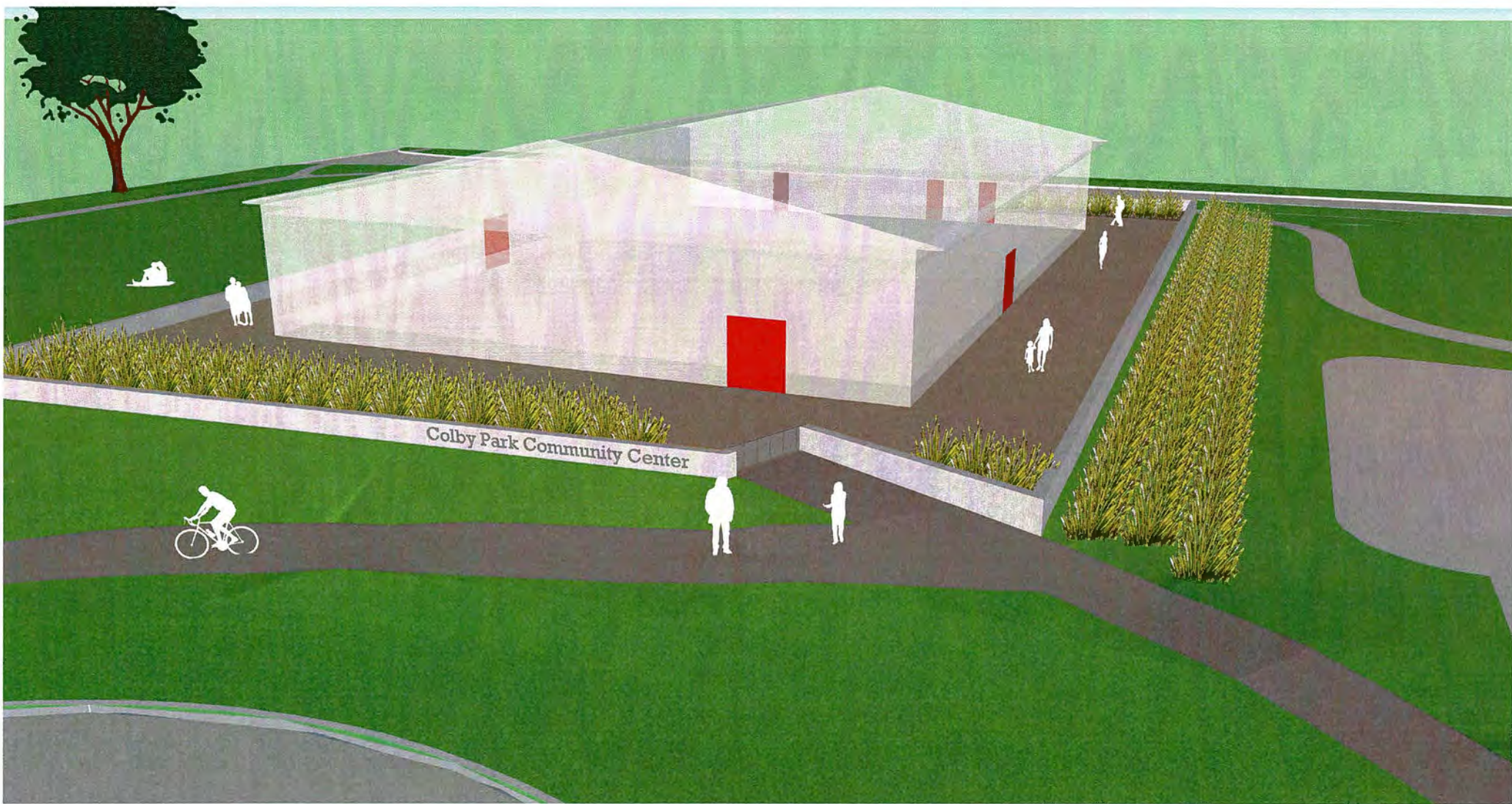
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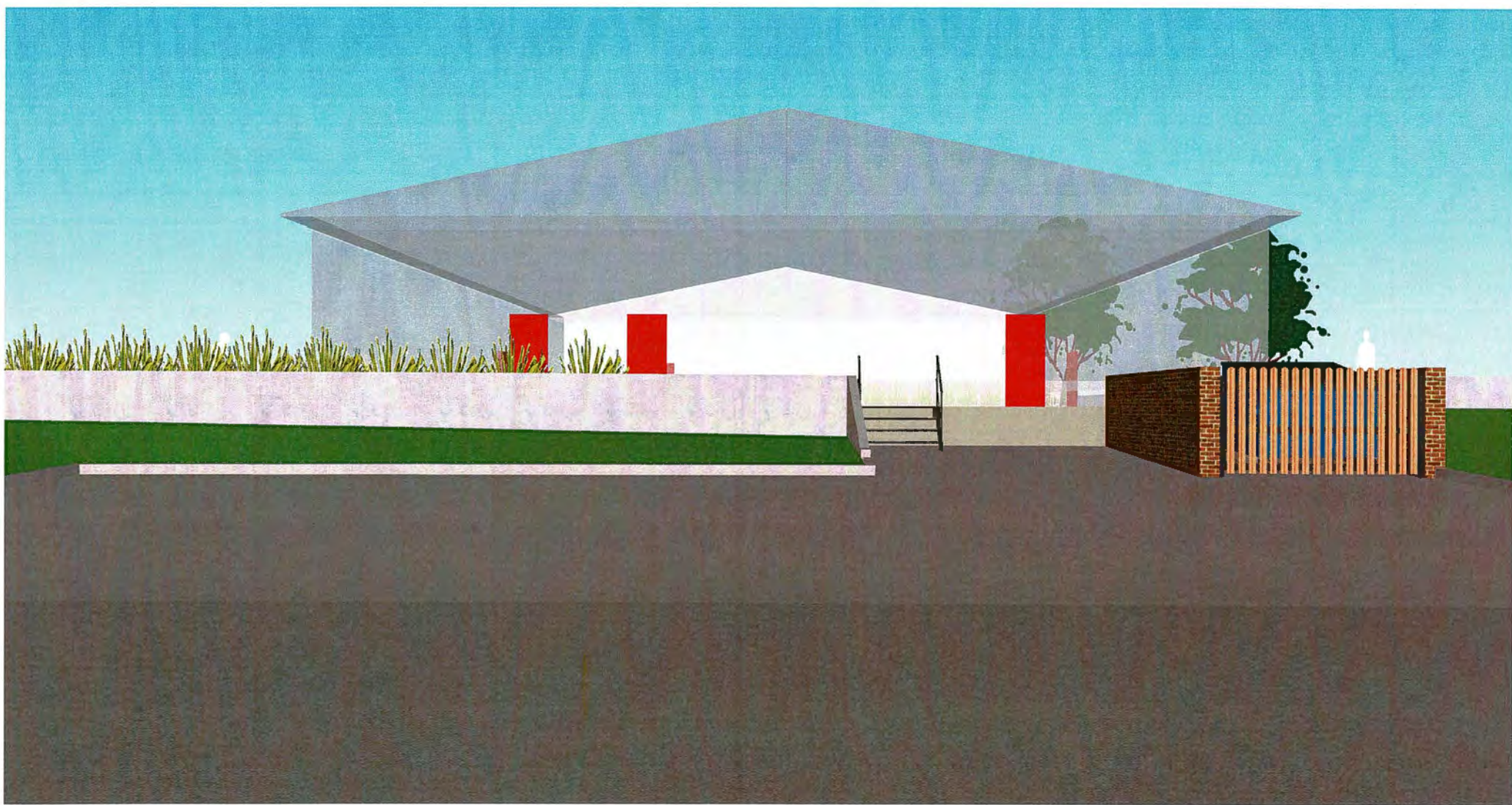
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ISSUED
7/15/20
SKETCH NO.
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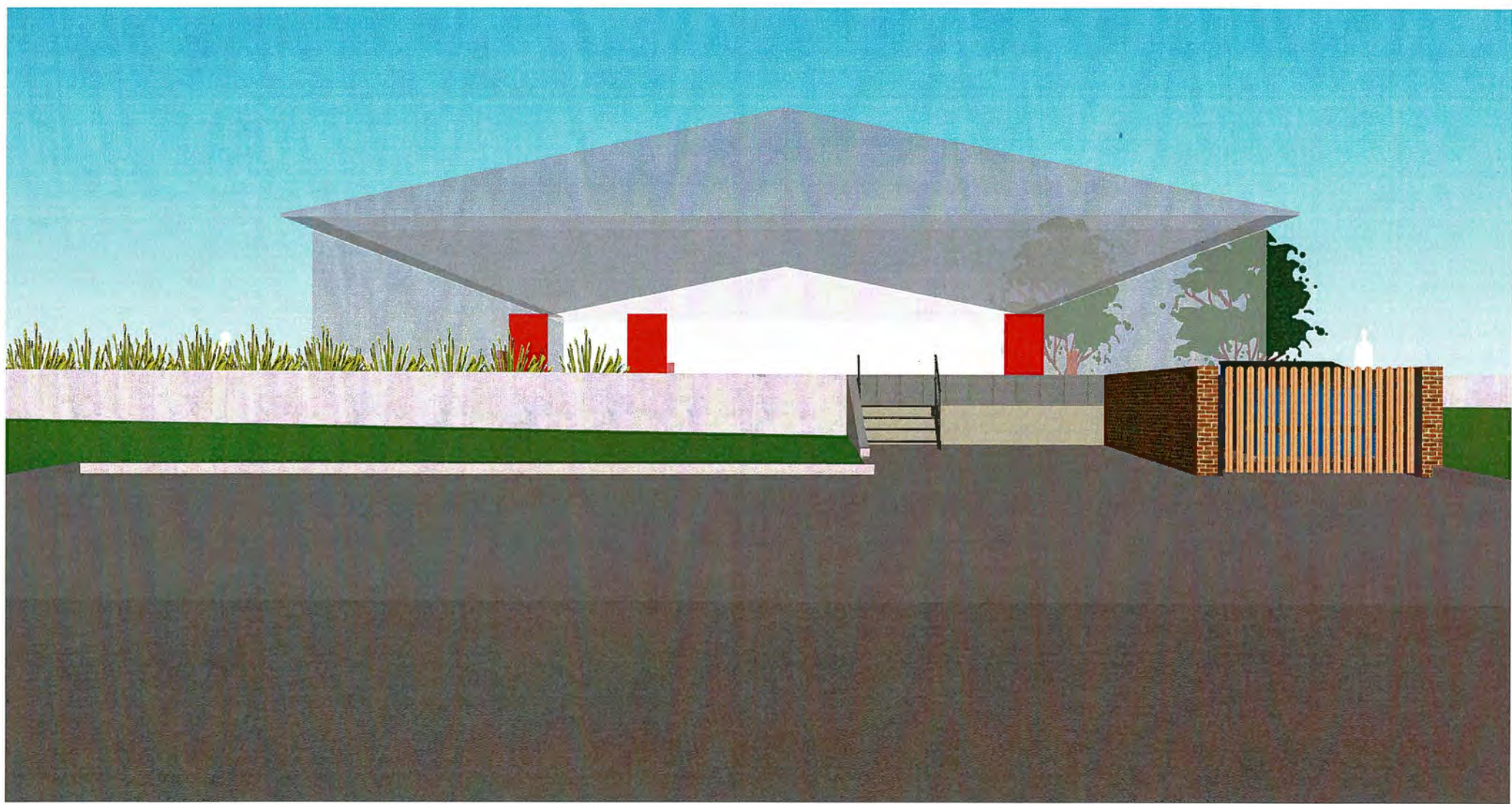


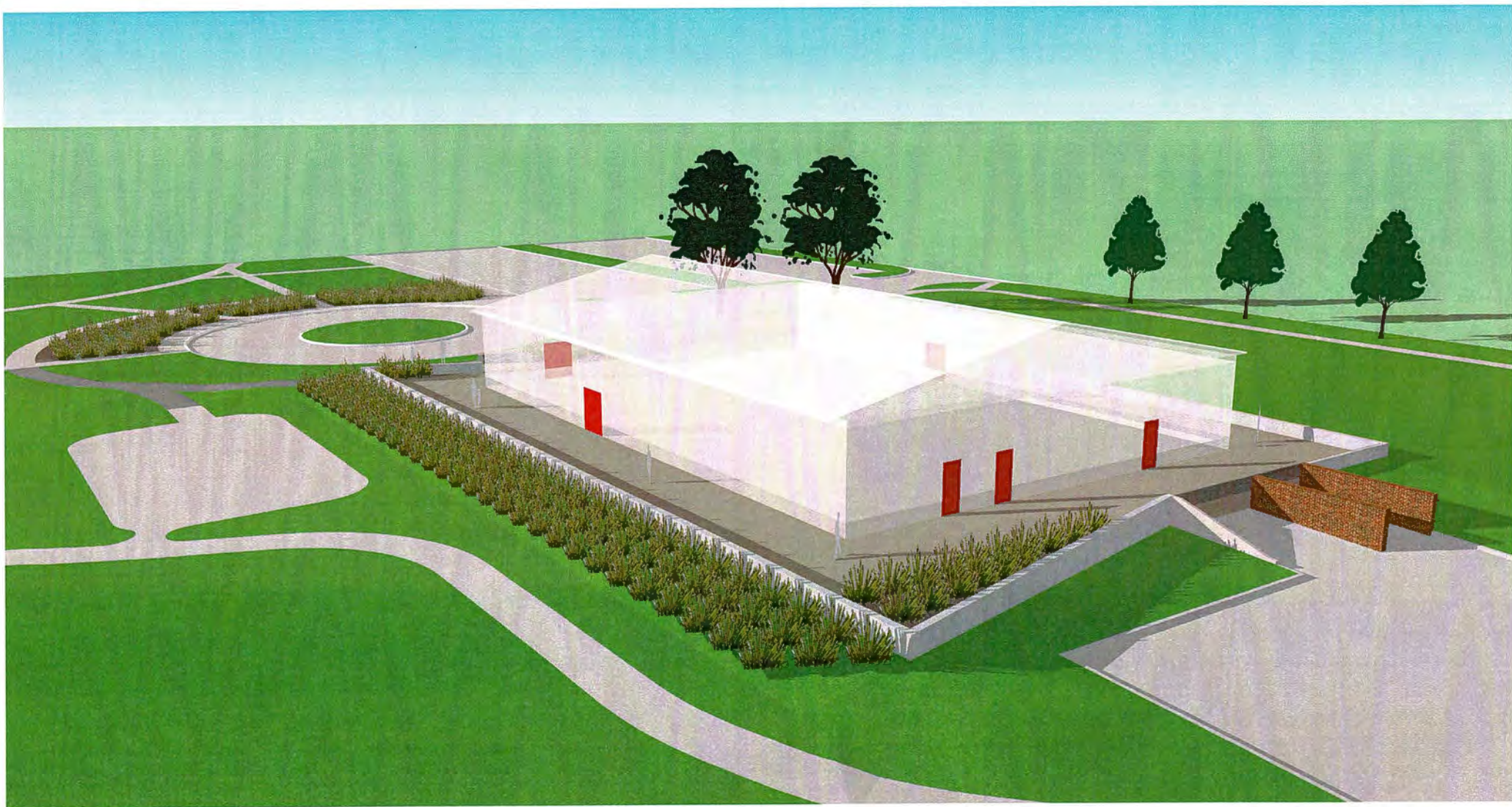














STAFF REPORT
CITY COUNCIL
September 8, 2020

TO: CITY COUNCIL

FROM: Dalton Jacobus

SUBJECT: Consideration of Resolution No. 2020-108A - A Resolution Purchasing Flood Insurance for the CEC in the Amount of an Annual Premium of \$15,183 and a Deductible of \$25,000

GENERAL INFORMATION

CEC Flood Insurance

SUMMARY

The Public Works Committee has met twice over the last few months to discuss flood insurance for the CEC. The committee wished to know what it would cost to recover the building from a flood in order to guide decision making on what level of flood insurance the City should purchase, if any. OPN architects visited the facility twice to look at key systems and structural elements and determine what amount of damage would be sustained from a 100-year flood. It was the architect's opinion that it would cost substantially more to recover the facility from a flood than the price of any of the deductibles on the flood insurance plans.

The PW Committee then agreed that some sort of coverage was necessary for the Community Center. They liked the coverage with a \$25,000 deductible because the deductible is half as high as the lowest premium plan, but the premium is only about \$2,400 more annually.

ATTACHMENTS

1. Resolution No. 2020-108A - A Resolution to purchase CEC Flood Insurance
2. Elevation Certificate_Community Center
3. Community Center - adjustable deductible

RESOLUTION NO. 2020-108A

A RESOLUTION PURCHASING FLOOD INSURANCE FOR THE CEC IN THE AMOUNT OF AN ANNUAL PREMIUM OF \$15,183 AND A DEDUCTIBLE OF \$25,000.

WHEREAS, council directed staff to present the flood insurance information to the Public Works Committee, and

WHEREAS, the Public Works Committee met twice to discuss insuring the CEC, and

WHEREAS, it is estimated that the CEC would be at or near a total loss if it were to suffer a 100 year flood; and

WHEREAS, the Public Works Committee sees value in purchasing flood insurance with this premium and deductible because they feel that it provides value to the City; and

NOW THEREFORE BE IT RESOLVED that the Council hereby approves the purchase of Flood Insurance with an annual premium of \$15,183 and a deductible of \$25,000.

PASSED and approved this 8th day of September 2020 by the City Council of the City of Windsor Heights, Iowa.

Dave Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk



FEMA

NATIONAL FLOOD INSURANCE PROGRAM

ELEVATION CERTIFICATE

AND

INSTRUCTIONS

2019 EDITION

U.S. DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
National Flood Insurance Program

ELEVATION CERTIFICATE AND INSTRUCTIONS

Paperwork Reduction Act Notice

Public reporting burden for this data collection is estimated to average 3.75 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street SW, Washington, DC 20742, Paperwork Reduction Project (1660-0008). **NOTE: Do not send your completed form to this address.**

Privacy Act Statement

Authority: Title 44 CFR § 61.7 and 61.8.

Principal Purpose(s): This information is being collected for the primary purpose of estimating the risk premium rates necessary to provide flood insurance for new or substantially improved structures in designated Special Flood Hazard Areas.

Routine Use(s): The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. This includes using this information as necessary and authorized by the routine uses published in DHS/FEMA-003 – National Flood Insurance Program Files System or Records Notice 73 Fed. Reg. 77747 (December 19, 2008); DHS/FEMA/NFIP/LOMA-1 – National Flood Insurance Program (NFIP) Letter of Map Amendment (LOMA) System of Records Notice 71 Fed. Reg. 7990 (February 15, 2006); and upon written request, written consent, by agreement, or as required by law.

Disclosure: The disclosure of information on this form is voluntary; however, failure to provide the information requested may result in the inability to obtain flood insurance through the National Flood Insurance Program or the applicant may be subject to higher premium rates for flood insurance. Information will only be released as permitted by law.

Purpose of the Elevation Certificate

The Elevation Certificate is an important administrative tool of the National Flood Insurance Program (NFIP). It is to be used to provide elevation information necessary to ensure compliance with community floodplain management ordinances, to determine the proper insurance premium rate, and to support a request for a Letter of Map Amendment (LOMA) or Letter of Map Revision based on fill (LOMR-F).

The Elevation Certificate is required in order to properly rate Post-FIRM buildings, which are buildings constructed after publication of the Flood Insurance Rate Map (FIRM), located in flood insurance Zones A1–A30, AE, AH, A (with BFE), VE, V1–V30, V (with BFE), AR, AR/A, AR/AE, AR/A1–A30, AR/AH, and AR/AO. The Elevation Certificate is not required for Pre-FIRM buildings unless the building is being rated under the optional Post-FIRM flood insurance rules.

As part of the agreement for making flood insurance available in a community, the NFIP requires the community to adopt floodplain management regulations that specify minimum requirements for reducing flood losses. One such requirement is for the community to obtain the elevation of the lowest floor (including basement) of all new and substantially improved buildings, and maintain a record of such information. The Elevation Certificate provides a way for a community to document compliance with the community's floodplain management ordinance.

Use of this certificate does not provide a waiver of the flood insurance purchase requirement. Only a LOMA or LOMR-F from the Federal Emergency Management Agency (FEMA) can amend the FIRM and remove the Federal mandate for a lending institution to require the purchase of flood insurance. However, the lending institution has the option of requiring flood insurance even if a LOMA/LOMR-F has been issued by FEMA. The Elevation Certificate may be used to support a LOMA or LOMR-F request. Lowest floor and lowest adjacent grade elevations certified by a surveyor or engineer will be required if the certificate is used to support a LOMA or LOMR-F request. A LOMA or LOMR-F request must be submitted with either a completed FEMA MT-EZ or MT-1 package, whichever is appropriate.

This certificate is used only to certify building elevations. A separate certificate is required for floodproofing. Under the NFIP, non-residential buildings can be floodproofed up to or above the Base Flood Elevation (BFE). A floodproofed building is a building that has been designed and constructed to be watertight (substantially impermeable to floodwaters) below the BFE. Floodproofing of residential buildings is not permitted under the NFIP unless FEMA has granted the community an exception for residential floodproofed basements. The community must adopt standards for design and construction of floodproofed basements before FEMA will grant a basement exception. For both floodproofed non-residential buildings and residential floodproofed basements in communities that have been granted an exception by FEMA, a floodproofing certificate is required.

Additional guidance can be found in FEMA Publication 467-1, Floodplain Management Bulletin: Elevation Certificate, available on FEMA's website at <https://www.fema.gov/media-library/assets/documents/3539?id=1727>.

ELEVATION CERTIFICATE

Important: Follow the instructions on pages 1–9.

Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner.

SECTION A – PROPERTY INFORMATION				FOR INSURANCE COMPANY USE	
A1. Building Owner's Name City of Windsor Heights				Policy Number:	
A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 6900 School Street (Community Center)				Company NAIC Number:	
City Windsor Heights		State Iowa		ZIP Code 50311	
A3. Property Description (Lot and Block Numbers, Tax Parcel Number, Legal Description, etc.) Parcel # 02124-000-000. See attached index map.					
A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.) <u>Non-Residential</u>					
A5. Latitude/Longitude: Lat. <u>41.594892</u> Long. <u>-93.711564</u> Horizontal Datum: <input type="checkbox"/> NAD 1927 <input checked="" type="checkbox"/> NAD 1983					
A6. Attach at least 2 photographs of the building if the Certificate is being used to obtain flood insurance.					
A7. Building Diagram Number <u>1A</u>					
A8. For a building with a crawlspace or enclosure(s): a) Square footage of crawlspace or enclosure(s) <u>N/A</u> sq ft b) Number of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot above adjacent grade _____ c) Total net area of flood openings in A8.b _____ sq in d) Engineered flood openings? <input type="checkbox"/> Yes <input type="checkbox"/> No					
A9. For a building with an attached garage: a) Square footage of attached garage <u>N/A</u> sq ft b) Number of permanent flood openings in the attached garage within 1.0 foot above adjacent grade _____ c) Total net area of flood openings in A9.b _____ sq in d) Engineered flood openings? <input type="checkbox"/> Yes <input type="checkbox"/> No					
SECTION B – FLOOD INSURANCE RATE MAP (FIRM) INFORMATION					
B1. NFIP Community Name & Community Number Windsor Heights 190687			B2. County Name Polk		B3. State Iowa
B4. Map/Panel Number 19153C0327	B5. Suffix F	B6. FIRM Index Date 02-01-2019	B7. FIRM Panel Effective/ Revised Date 02-01-2019	B8. Flood Zone(s) AE	B9. Base Flood Elevation(s) (Zone AO, use Base Flood Depth) 828.9
B10. Indicate the source of the Base Flood Elevation (BFE) data or base flood depth entered in Item B9: <input checked="" type="checkbox"/> FIS Profile <input type="checkbox"/> FIRM <input type="checkbox"/> Community Determined <input type="checkbox"/> Other/Source: _____					
B11. Indicate elevation datum used for BFE in Item B9: <input type="checkbox"/> NGVD 1929 <input checked="" type="checkbox"/> NAVD 1988 <input type="checkbox"/> Other/Source: _____					
B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Designation Date: _____ <input type="checkbox"/> CBRS <input type="checkbox"/> OPA					

ELEVATION CERTIFICATEOMB No. 1660-0008
Expiration Date: November 30, 2022

IMPORTANT: In these spaces, copy the corresponding information from Section A.			FOR INSURANCE COMPANY USE
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 6900 School Street (Community Center)			Policy Number:
City Windsor Heights	State Iowa	ZIP Code 50311	Company NAIC Number

SECTION C – BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)C1. Building elevations are based on: ☐ Construction Drawings* ☐ Building Under Construction* ☒ Finished Construction

*A new Elevation Certificate will be required when construction of the building is complete.

C2. Elevations – Zones A1–A30, AE, AH, A (with BFE), VE, V1–V30, V (with BFE), AR, AR/A, AR/AE, AR/A1–A30, AR/AH, AR/AO. Complete Items C2.a–h below according to the building diagram specified in Item A7. In Puerto Rico only, enter meters.

Benchmark Utilized: IA Vertical Control Network BM#66 Vertical Datum: NAVD88

Indicate elevation datum used for the elevations in items a) through h) below.

☐ NGVD 1929 ☒ NAVD 1988 ☐ Other/Source: _____

Datum used for building elevations must be the same as that used for the BFE.

Check the measurement used.

a) Top of bottom floor (including basement, crawlspace, or enclosure floor)	<u>827.30</u>	<input checked="" type="checkbox"/> feet	<input type="checkbox"/> meters
b) Top of the next higher floor	<u>N/A</u>	<input type="checkbox"/> feet	<input type="checkbox"/> meters
c) Bottom of the lowest horizontal structural member (V Zones only)	<u>N/A</u>	<input type="checkbox"/> feet	<input type="checkbox"/> meters
d) Attached garage (top of slab)	<u>N/A</u>	<input type="checkbox"/> feet	<input type="checkbox"/> meters
e) Lowest elevation of machinery or equipment servicing the building (Describe type of equipment and location in Comments)	<u>N/A</u>	<input type="checkbox"/> feet	<input type="checkbox"/> meters
f) Lowest adjacent (finished) grade next to building (LAG)	<u>827.22</u>	<input checked="" type="checkbox"/> feet	<input type="checkbox"/> meters
g) Highest adjacent (finished) grade next to building (HAG)	<u>827.41</u>	<input checked="" type="checkbox"/> feet	<input type="checkbox"/> meters
h) Lowest adjacent grade at lowest elevation of deck or stairs, including structural support	<u>N/A</u>	<input type="checkbox"/> feet	<input type="checkbox"/> meters

SECTION D – SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION

This certification is to be signed and sealed by a land surveyor, engineer, or architect authorized by law to certify elevation information. I certify that the information on this Certificate represents my best efforts to interpret the data available. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.

Were latitude and longitude in Section A provided by a licensed land surveyor? ☐ Yes ☒ No ☒ Check here if attachments.Certifier's Name
Ryan Benjegerdes, P.E.License Number
23767Title
Water Resources EngineerCompany Name
Bolton & Menk, Inc.Address
1519 Baltimore DrCity
AmesState
IowaZIP Code
50010Signature
*Ryan Benjegerdes*Date
05-22-2020Telephone
(515) 233-6100Ext.
3197

Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner.

Comments (including type of equipment and location, per C2(e), if applicable)

ELEVATION CERTIFICATE

OMB No. 1660-0008
Expiration Date: November 30, 2022

IMPORTANT: In these spaces, copy the corresponding information from Section A.			FOR INSURANCE COMPANY USE
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 6900 School Street (Community Center)			Policy Number:
City Windsor Heights	State Iowa	ZIP Code 50311	Company NAIC Number

SECTION E – BUILDING ELEVATION INFORMATION (SURVEY NOT REQUIRED) FOR ZONE AO AND ZONE A (WITHOUT BFE)

For Zones AO and A (without BFE), complete Items E1–E5. If the Certificate is intended to support a LOMA or LOMR-F request, complete Sections A, B, and C. For Items E1–E4, use natural grade, if available. Check the measurement used. In Puerto Rico only, enter meters.

- E1. Provide elevation information for the following and check the appropriate boxes to show whether the elevation is above or below the highest adjacent grade (HAG) and the lowest adjacent grade (LAG).
- a) Top of bottom floor (including basement, crawlspace, or enclosure) is _____ ☐ feet ☐ meters ☐ above or ☐ below the HAG.
- b) Top of bottom floor (including basement, crawlspace, or enclosure) is _____ ☐ feet ☐ meters ☐ above or ☐ below the LAG.
- E2. For Building Diagrams 6–9 with permanent flood openings provided in Section A Items 8 and/or 9 (see pages 1–2 of Instructions), the next higher floor (elevation C2.b in the diagrams) of the building is _____ ☐ feet ☐ meters ☐ above or ☐ below the HAG.
- E3. Attached garage (top of slab) is _____ ☐ feet ☐ meters ☐ above or ☐ below the HAG.
- E4. Top of platform of machinery and/or equipment servicing the building is _____ ☐ feet ☐ meters ☐ above or ☐ below the HAG.
- E5. Zone AO only: If no flood depth number is available, is the top of the bottom floor elevated in accordance with the community's floodplain management ordinance? ☐ Yes ☐ No ☐ Unknown. The local official must certify this information in Section G.

SECTION F – PROPERTY OWNER (OR OWNER'S REPRESENTATIVE) CERTIFICATION

The property owner or owner's authorized representative who completes Sections A, B, and E for Zone A (without a FEMA-issued or community-issued BFE) or Zone AO must sign here. The statements in Sections A, B, and E are correct to the best of my knowledge.

Property Owner or Owner's Authorized Representative's Name

Address City State ZIP Code

Signature Date Telephone

Comments

☐ Check here if attachments.

ELEVATION CERTIFICATE

OMB No. 1660-0008
Expiration Date: November 30, 2022

IMPORTANT: In these spaces, copy the corresponding information from Section A.			FOR INSURANCE COMPANY USE
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 6900 School Street (Community Center)			Policy Number:
City Windsor Heights	State Iowa	ZIP Code 50311	Company NAIC Number

SECTION G – COMMUNITY INFORMATION (OPTIONAL)

The local official who is authorized by law or ordinance to administer the community's floodplain management ordinance can complete Sections A, B, C (or E), and G of this Elevation Certificate. Complete the applicable item(s) and sign below. Check the measurement used in Items G8–G10. In Puerto Rico only, enter meters.

- G1. ☐ The information in Section C was taken from other documentation that has been signed and sealed by a licensed surveyor, engineer, or architect who is authorized by law to certify elevation information. (Indicate the source and date of the elevation data in the Comments area below.)
- G2. ☐ A community official completed Section E for a building located in Zone A (without a FEMA-issued or community-issued BFE) or Zone AO.
- G3. ☐ The following information (Items G4–G10) is provided for community floodplain management purposes.

G4. Permit Number	G5. Date Permit Issued	G6. Date Certificate of Compliance/Occupancy Issued
-------------------	------------------------	---

G7. This permit has been issued for: ☐ New Construction ☐ Substantial Improvement

G8. Elevation of as-built lowest floor (including basement) of the building: _____ ☐ feet ☐ meters Datum _____

G9. BFE or (in Zone AO) depth of flooding at the building site: _____ ☐ feet ☐ meters Datum _____

G10. Community's design flood elevation: _____ ☐ feet ☐ meters Datum _____

Local Official's Name	Title
Community Name	Telephone
Signature	Date

Comments (including type of equipment and location, per C2(e), if applicable)

☐ Check here if attachments.

BUILDING PHOTOGRAPHS

See Instructions for Item A6.

OMB No. 1660-0008

Expiration Date: November 30, 2022

ELEVATION CERTIFICATE**IMPORTANT: In these spaces, copy the corresponding information from Section A.**Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.
6900 School Street (Community Center)City
Windsor HeightsState
IowaZIP Code
50311**FOR INSURANCE COMPANY USE**

Policy Number:

Company NAIC Number

If using the Elevation Certificate to obtain NFIP flood insurance, affix at least 2 building photographs below according to the instructions for Item A6. Identify all photographs with date taken; "Front View" and "Rear View"; and, if required, "Right Side View" and "Left Side View." When applicable, photographs must show the foundation with representative examples of the flood openings or vents, as indicated in Section A8. If submitting more photographs than will fit on this page, use the Continuation Page.



Photo One

Photo One Caption Community Center East Side

Clear Photo One



Photo Two

Photo Two Caption Community Center North Side

Clear Photo Two

BUILDING PHOTOGRAPHS

ELEVATION CERTIFICATE

Continuation Page

OMB No. 1660-0008

Expiration Date: November 30, 2022

IMPORTANT: In these spaces, copy the corresponding information from Section A.

FOR INSURANCE COMPANY USE

Building Street Address (Including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.
6900 School Street (Community Center)

Policy Number:

City
Windsor Heights

State
Iowa

ZIP Code
50311

Company NAIC Number

If submitting more photographs than will fit on the preceding page, affix the additional photographs below. Identify all photographs with: date taken; "Front View" and "Rear View"; and, if required, "Right Side View" and "Left Side View." When applicable, photographs must show the foundation with representative examples of the flood openings or vents, as indicated in Section A8.



Photo Three

Photo Three Caption Community Center South Side

Clear Photo Three



Photo Four

Photo Four Caption Community Center West Side

Clear Photo Four



**** Quote Only, Not An Application ****

SELECTIVE

BE UNIQUELY INSUREDSM

SELECTIVE INSURANCE COMPANY OF THE SOUTHEAST

PO BOX 782747

PHILADELPHIA, PA 19178-2747

Date	Type	Tracking Number	EffectiveDate	Expiration Date	Waiting Period
05/27/2020	New	0002916433	06/26/2020	06/26/2021	Standard 30 Day Wait

PropertyAddress	Insured Name(s)	Mailing Address and Phone	Agency Name, Address, and Phone
6900 School Street Windsor Heights, IA 50311	CITY OF WINDSOR HEIGHTS	6900 SCHOOL STREET 1133 - 66TH STREET WINDSOR HEIGHTS, IA 50311 Home Phone: Work Phone: (515) 645-6825 Cell Phone: Email: DJACOBUS@WINDSORHEIGHTS.ORG	INSPRO INC 2501 WESTOWN PKWY STE 1104 WEST DES MOINES, IA 50266-1438 Phone Number: (515) 226-9565 Producer Code: 001402600000 Email: SFETTERMAN@INSPROINS.COM

Property Description
COMMUNITY CENTER

Flood Zone and Community Information

CommunityName: WINDSOR HEIGHTS, CITY OF
Current Flood Zone: AE
Community Number: 190687
Map Panel Suffix: F
Map Panel: 0327

FIRM Date: 06/15/1979
Program Status: Active and participating
Current Base Flood Elevation (BFE): 828.9
Prior Base Flood Elevation (BFE): N/A
County: POLK

Occupancy Information

Occupancy Type: Other Non-Residential

Foundation Information

Foundation: Slab on Grade

Available Options based on Selected Rate Method

Rate Method	Premium	Building Coverage	Contents Coverage	Deductibles
Submit for Rate	\$22,678.00	\$500,000.00	\$105,000.00	2000 / 2000
Submit for Rate	\$21,980.00	\$500,000.00	\$105,000.00	3000 / 3000
Submit for Rate	\$21,514.00	\$500,000.00	\$105,000.00	4000 / 4000
Submit for Rate	\$21,049.00	\$500,000.00	\$105,000.00	5000 / 5000
Submit for Rate	\$19,304.00	\$500,000.00	\$105,000.00	10000 / 10000
Submit for Rate	\$18,140.00	\$500,000.00	\$105,000.00	15000 / 15000
Submit for Rate	\$16,977.00	\$500,000.00	\$105,000.00	20000 / 20000
Submit for Rate	\$15,813.00	\$500,000.00	\$105,000.00	25000 / 25000
Submit for Rate	\$13,487.00	\$500,000.00	\$105,000.00	50000 / 50000

**** Quote Only, Not An Application ****

SELECTIVE

BE UNIQUELY INSUREDSM

SELECTIVE INSURANCE COMPANY OF THE SOUTHEAST, PO BOX 782747, PHILADELPHIA, PA 19178-2747

Date: 05-27-2020
Agent Name: CORI BEAMAN
Agent Address: 2501 WESTOWN PKWY STE 1104
WEST DES MOINES, IA 50266-1438

Applicant Name: CITY OF WINDSOR HEIGHTS
Mailing Address: 6900 SCHOOL STREET
1133 - 66TH STREET
WINDSOR HEIGHTS, IA 50311

Flood Insurance Acknowledgement Waiver of Agent's Responsibility

I hereby certify that my agent offered flood insurance coverage in the National Flood Insurance Program. I understand that because I declined this protection/coverage, my agent, and/or agency will be held harmless and not liable in the event that I suffer a flood loss. I understand that the rejection of this coverage will apply to all future renewals, continuations, and changes unless I notify the agent otherwise in writing. I certify that I am aware that there is a thirty (30) day waiting period before coverage takes effect, should I elect to purchase flood insurance at a later date.

- ☐ I reject building & contents coverage for flood protection
- ☐ I reject contents coverage for flood protection
- ☐ I reject condominium unit owners coverage for flood protection
- ☐ I reject excess flood insurance coverage
- ☐ I understand that this building is underinsured which may affect a claim settlement

Building Description: COMMUNITY CENTER
Property Location: 6900 School Street
Windsor Heights, IA 50311

The only appurtenant structure covered by the Standard Flood Insurance Policy is a detached garage, which is covered under the dwelling form. Coverage is limited to no more than 10% of the limit of liability on the dwelling. Use of this insurance is at the policyholder's option, but reduces the building limit of liability. This does not apply if the detached garage is used for residential (i.e. dwelling), business or farming purposes. In all other instances a separate policy is required for each building.

Signed: _____
Building Owner/Applicant

Signed: _____
Agent



STAFF REPORT
CITY COUNCIL
September 8, 2020

TO: CITY COUNCIL

FROM: Dalton Jacobus

SUBJECT: Consideration of Resolution No. 2020-109 - A Resolution Approving a Scope and Fee for a Traffic Analysis on 69th Street between Hickman Road and Washington Ave in the Amount of \$5,500

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2020-109 - 69th Street Traffic Study
2. 2020 08 23 69th St Speed Study Data Final Letter
3. PSA-shortform-Windsor Heights Traffic Study

RESOLUTION NO. 2020-109
A RESOLUTION APPROVING A SCOPE AND FEE FOR A TRAFFIC ANALYSIS ON 69TH
STREET BETWEEN HICKMAN ROAD AND WASHINGTON AVE IN THE AMOUNT OF \$5,500

WHEREAS, residents on 69th Street between Hickman Road and Washington Ave are concerned about speeding, and

WHEREAS, staff and Mr. Loffredo met with these residents on 8/24/2020, and

WHEREAS, as a result of that meeting, staff requested BMI to provide a scope of services agreement to conduct a traffic analysis on this stretch of road; and

WHEREAS, the total not to exceed price of the traffic analysis would be \$5,500 but the City may choose to select whichever of the tasks to analyze or not analyze independently; and

WHEREAS, staff wishes to ensure that this is the will of the council because of the price of the analysis; and

NOW THEREFORE BE IT RESOLVED that the Council hereby approves the professional services agreement from Bolton and Menk to conduct the tasks outlined in the scope of services to conduct a traffic analysis on 69th Street between Hickman Road and Washington Ave in the amount not to exceed \$5,500.

PASSED and approved this 8th day of September 2020 by the City Council of the City of Windsor Heights, Iowa.

Dave Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk

Windsor Heights Police Department

Chad McCluskey, Public Safety Director / Chief of Police

Derek Meyer, Captain – Support Services

Rob Pearson, Lieutenant – Patrol Division

Protection • Service • Education • Enforcement



August 24, 2020

69th Street Speed Survey Data – August 13 – August 20, 2020

Background:

On August 12, 2020, the Windsor Heights Police Department placed a mobile radar sign on 69th Street in the area of Northwest Drive following concerns from residents related to speed violations in the area. It should be noted, when the sign was placed, 70th Street south of Hickman was closed due to construction and a detour was setup leading traffic south on 69th from Hickman. On Friday, August 14, 2020, 70th Street was re-opened and a significant decline in traffic along 69th Street was realized as a result.

In addition to the mobile radar sign placement, officers with the Windsor Heights Police Department added this area to a targeted patrol area to assist with resolution of the concerns.

The Windsor Heights Police Department radar sign is a battery powered device which is moved from neighborhood to neighborhood to in response to community concerns. The device logs the total number of vehicles it tracks, the device logs the “peak speed” or highest speed of each vehicle, as well as tracks various data points useful in speed surveys.

Speed Survey Data Results:

Since the radar sign was placed on August 12th, mid-day, we do not count statistics for August 12th in our numbers, nor do we count August 21st as the sign was moved mid-day. The results of the data provided by the radar sign indicated the following:

Total Vehicle Count: 3815
Total Violations: 417* (*Any vehicle traveling over 25 mph)
Percentage of Violations: 11%* (*Includes any vehicle traveling over 25 mph)

* For speed enforcement, officers do not typically stop or cite drivers traveling less than 5-miles per hour over the speed limit.

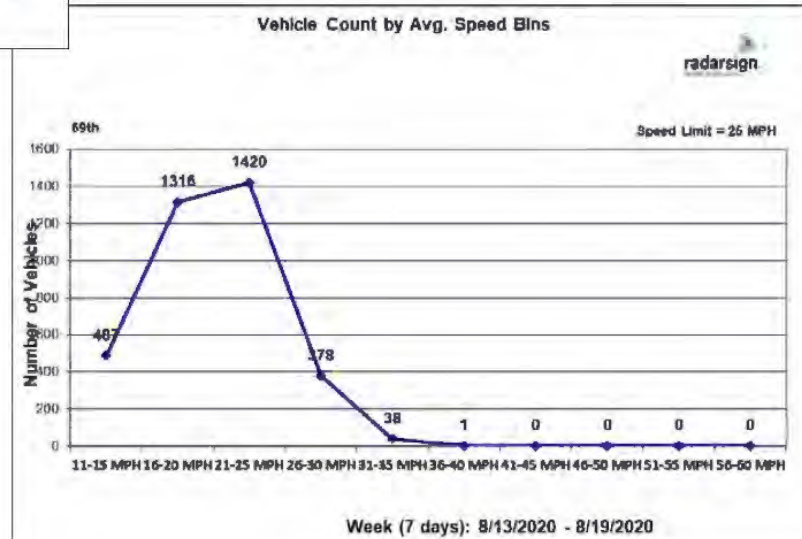
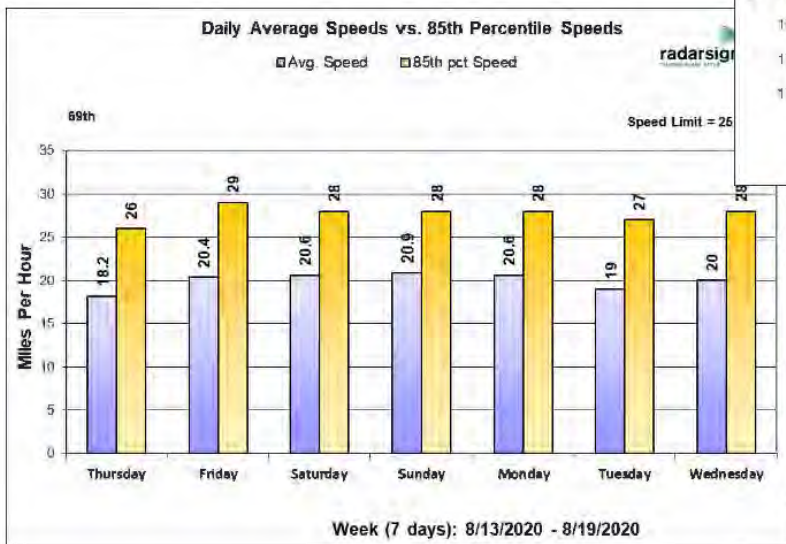
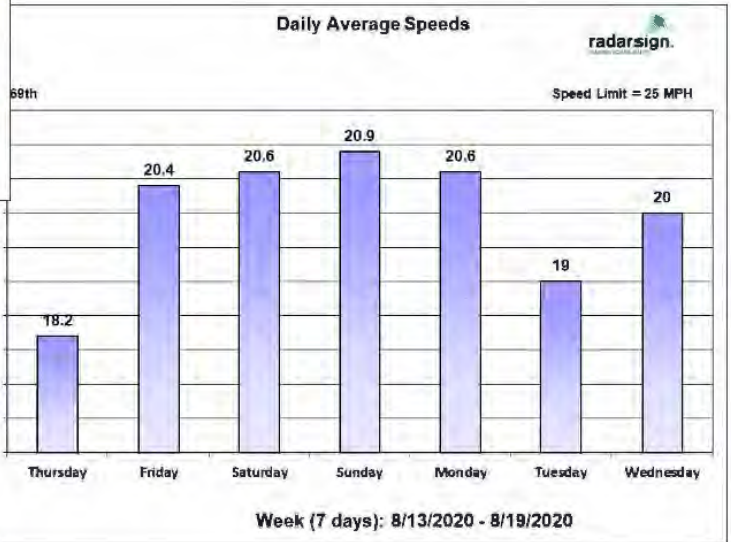
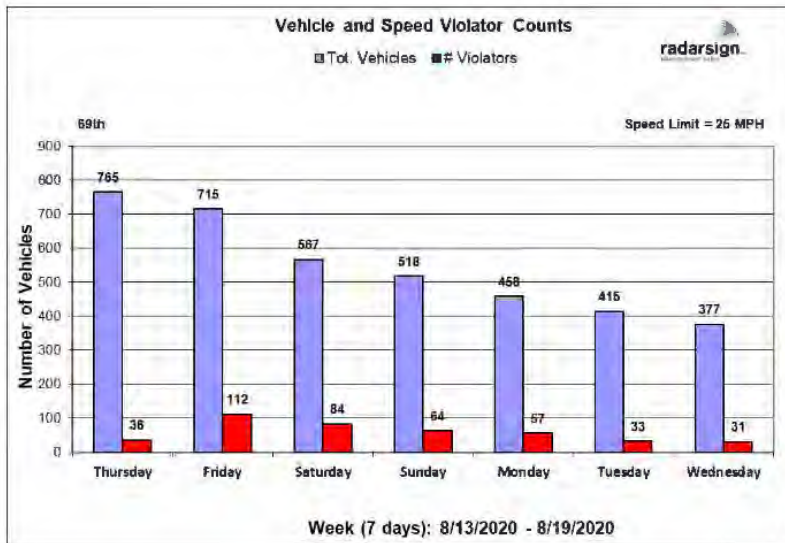
7-Day Average Speed: 19.96 mph
7-Day 85th Percentile Speed: 27.71 mph
Vehicles over 30 mph: 0.012%

Based on the data collected from the mobile radar sign, the fact that just over 1% of vehicles are traveling in excess of 5-mph over the posted speed limit, and the fact the 7-day average and 7-day 85th percentile speeds are less than 5-mph over the post speed limit, the Windsor Heights Police Department does not see a situation warranting additional traffic control devices in the area.

Respectfully,


Chad McCluskey
Public Safety Director / Chief of Police and Fire Services

Page 1 of 2



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:
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> (hereinafter referred to as Client)	Phone No.: 515-279-3662 Fax No.: 515-279-3664

<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, Interim City Administrator</u> Address: _____ City: _____ State _____ Zip _____	Phone No.: Fax No.:

Fee Arrangement
Hourly, Not-to-Exceed Traffic Study: \$5,500 as per the 2020 Bolton & Menk rate schedule

Scope/Intent and Extent of Services
See attached scope of services (Exhibit 1) for the Traffic Analysis

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

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

Offered by: Bolton & Menk, Inc.

Accepted by:

Rob Haaland, Transportation Project Engineer

signature and date

print name/title

signature and date

Initials required on the reverse side of this form

EXHIBIT 1

SCOPE OF SERVICES FOR AGREEMENT FOR PROFESSIONAL SERVICES TRAFFIC ANALYSIS SERVICES

SCOPE OF SERVICES

The City of Windsor Heights has received concerns from residents on 69th Street about traffic and requested all way stops at the intersections of 69th Street with Timmons Avenue and 69th Street with Northwest Avenue.

BASIC SERVICES

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

TASK 1: ALL WAY STOP WARRANT REVIEW AT TWO INTERSECTIONS

- Collect 13-hour approach counts
- Collect crash history at each intersection
- Review All-Way Stop warrants using the collected data

TASK 2: TRAFFIC SPEED REVIEW

- Perform a speed study of traffic on 69th Street reviewing traffic speeds for each direction at two locations (one north of Timmons and one south of Northwest Avenue)
- Collect speeds using Jamar radar recorder. Recommend getting 48 hours of data if possible

TASK 3: TRAFFIC CALMING REVIEW

- Collect site data including roadway width, lane assignments, parking limitations, slope, and intersection sight distances
- Review options for traffic calming with City
- Create exhibits for up to 2 options

TASK 4: MEMO

- Document results of warrant analysis and traffic calming review in memo

COMPENSATION

The compensation for the following:

All Way Stop Warrant Review at Two Intersections (Task 1):	\$1,750
Traffic Speed Review (Task 2):	\$400
Traffic Calming Review (Task 3):	\$1,800
Memo (Task 4):	\$1,550



STAFF REPORT
CITY COUNCIL
September 8, 2020

TO: CITY COUNCIL

FROM: Dalton Jacobus

SUBJECT: Consideration of Resolution No. 2020-110 - A Resolution Approving a Request from Absolute Concrete to Work with the City Engineer to Determine Appropriate Stopping Points for Work on 69th Street and College Drive in the Fall of 2020 and the Allowance of Working Days to be Carried into 2021

GENERAL INFORMATION

69th street and College Dr. Construction Extension

SUMMARY

Absolute Concrete has faced unforeseen obstacles on the 69th Street project and the College Drive project that are out of their control and have caused delays to the projects. There are provisions in SUDAS that directly address the types of situations that Absolute Concrete describes in their letter requesting an extension of working days into the spring of 2021. I have requested Absolute Concrete to put their request in writing and to explain exactly why they experienced the delays that they have. That letter is attached. I then asked Bolton and Menk to review the letter from Absolute Concrete to confirm technical details and compare their statements to the daily field logs from the projects. Bolton and Menk has affirmed that the delays in construction are beyond the control of Absolute Concrete and could not have been adequately planned for while bidding this project.

I then requested Brick Gentry to provide a legal opinion on the contractual implications of Absolute Concrete's request. Brick Gentry reviewed the letters from Bolton and Menk and Absolute Concrete, reviewed the contracts for the projects, and reviewed the language from Iowa SUDAS. Both the City's Engineer and the City's Attorney recommend approving Absolute's request for extension.

For the 69th Street project, the engineer and contractor will make a decision on stoppage as we get closer to winter. The number of working days remaining between the date of stoppage and November 27th (originally contracted completion date) plus the 12 weeks lost due to MidAmerican delays on phase 1 will be the working days remaining on the contract to finish work on the 69th Street project when winter breaks in the spring of 2021.

The contractor is still hopeful that they will be able to finish the entire College Drive project this fall. However, they will consult the engineers prior to beginning removals on phase 4 in order to prevent the street from sitting with a section of removed pavement over the winter. In the event that weather forecasts are unfavorable as they finish phases 2 and 3, they are requesting a continuation of working days for the number of days between the date of completion on phases 2 and 3 plus the time lost to poor soil conditions encountered during phase 1.

Staff, the City Engineer, and the City Attorney recommend approval of Absolute Concrete's request.

ATTACHMENTS

1. Resolution No. 2020-110 - Absolute Construction Extension
2. Absolute Request for Extension
3. BMI Response Letter - 2020 (69th and Allison)
4. Brick Gentry Response

RESOLUTION NO. 2020-110

A RESOLUTION APPROVING A REQUEST FROM ABSOLUTE CONCRETE TO WORK WITH THE CITY ENGINEER TO DETERMINE APPROPRIATE STOPPING POINTS FOR WORK ON 69TH STREET AND COLLEGE DRIVE IN THE FALL OF 2020 AND THE ALLOWANCE OF WORKING DAYS TO BE CARRIED INTO 2021.

WHEREAS, Absolute Concrete was delayed for 12 weeks by MidAmerican Energy Company on 69th St due to pole relocations and an unlocated gas main, and

WHEREAS, Absolute Concrete was delayed for 2 weeks on the College Drive project due to unfavorable soil conditions, and

WHEREAS, Absolute Concrete has requested accommodations in the form of project deadline extensions and continuation of working days due to these unforeseen situations; and

WHEREAS, the City Engineer has reviewed the request from Absolute Concrete, confirmed their assertions to be true and accurate, and recommends approval of their request; and

WHEREAS, the City Attorney has reviewed the request from Absolute Concrete and the construction contract as well as Iowa SUDAS and recommends approval of their request; and

NOW THEREFORE BE IT RESOLVED that the Council hereby approves of the request from Absolute Concrete to work with the City Engineer to determine a reasonable stopping point on the 69th Street and College Drive projects to end the 2020 construction season and allow continuation of working days into 2021 to accommodate losses due to utility conflicts, soil conditions, and time remaining between stoppage and the contracted completion date.

PASSED and approved this 8th day of September 2020 by the City Council of the City of Windsor Heights, Iowa.

Dave Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk

August 24, 2020


Absolute Concrete had work begin on the College Drive project's first phase mid-April of this year. Throughout the construction season this far, the project's efficiency has been notably decreased due to the wet and silty soil conditions around the culvert where this phase of work is taking place. It is also notable that as this phase is at the bottom of a hill from all directions, any amount of rain has a multiplied negative effect on the workability of the jobsite.

J&K contracting fought through these conditions when working on the utility reconstruction and repairs, trudging forward through the wet site and silty soils. Shryock Services did the same when preparing the site's subgrade and placing rock for the road's subbase. Absolute Concrete has also spent time unforeseen during the bid process working on drying the grade to be able to trim for paving operations, and also changed the project's sequence for this phase and installed subdrain before the road was placed in hopes that it would help make the grade workable faster. Almost two full weeks was lost waiting for the grade to dry after Shryock Services placed the rock and it was finally dry enough to trim for paving on August 12th, not to mention all the extra time spent by J&K and Shryock Services to work through their scopes of work, slowed by these same conditions.

Absolute Concrete feels as though the delays that have been faced on site have been out of our control, yet we have been doing what we can to remedy the situation and work towards project completion. On August 14th, the mainline on the East end of the first phase was slipped. Absolute Concrete's crew and operators stayed and worked late on that Friday evening to ensure that we were ready to slip the West end on Monday the 17th. We have sequenced our subcontractors to complete the rest of this phase on each other's heels to keep timing streamlined.

In another attempt to gain back time lost due to this phase's conditions, Absolute Concrete has asked that J&K, its utility subcontractor, provide two crews after phase one is complete so we may work on phase two and phase three simultaneously. All of this is to be done in hopes that we will complete the fourth phase after the third before Thanksgiving.

That said, to proceed onto phase four when the time comes without proper communication between the City, engineer, and ourselves would be unwise as we do not want to get caught partially through phase four if winter is quick to arrive this year. After the completion of phase three, Absolute Concrete will communicate with the City and the City's engineer to determine the best course of action in completing this project.



Eli Hartog
Project Manager

August 24, 2020

On the ninth of April, Absolute Concrete had traffic control set up for the first phase of the project on 69th street. Shryock Services mobed in to begin removals, and after removals were completed J&K mobed in to work on the utility reconstruction and repairs as planned for under the contract.

On the 17th of April, it was determined that in order to place the storm sewer, MidAmerican would need to relocate three poles located along the West end of the project, and as such they were notified that day to schedule this work. Another discovery was made on May 13th that would cause delay to the project. As J&K was getting ready to move to Allison Ave to work on that project while waiting for the pole relocations to be completed on 69th, they did some exploratory digging on 69th in preparation for their return. Through J&K's work it was found that MidAmerican had an unmarked gas line they (MidAm) had no record of. As the line was unknown to MidAm, no notification was given to the engineer or the city during the project design and it was a surprise to all. MidAm was also notified of this conflict that same day (May 13th).

It took MidAm until June 12th to remove the trees and relocate the poles to allow for storm sewer installation. At this point we would have been able to continue with storm sewer, however the process to test the unmarked gas main for asbestos and install a new main was not completed until the 13th of July. Absolute called and emailed MidAm weekly in attempts to keep pressure on them to complete their work and through this allow ours to continue. Even with this, 12 weeks were lost between April 17th and July 13th waiting on MidAm on 69th Street.

A similar situation presented itself on Allison Ave. While J&K was working on phase one utilities it was discovered that the gas services were in the same elevations as Shryock would be working to prep the dirt for the pavement's rock subbase. MidAm was notified of this, however they did not finish these relocations until July 8th, causing us to lose two weeks on Allison to MidAmerican as well.

Absolute Concrete will continue working on both of these projects with the intent to finish them this year, however we do not see how this could be possible, especially on 69th, where we lost 12 whole weeks due to circumstances out of our control. As winter comes closer, Absolute will need to talk with the City and the City's engineer to ensure that if we are to move on to another phase this season, it can be started and completed before winter hits and temperatures and weather do not catch us in an unworkable situation. If it is found that it is in the City's best interest to suspend work after phase two is completed for the year, Absolute Concrete requests that the contract be suspended after mainline paving is completed, and the time from this day of mainline completion till the November 27th substantial completion date be credited in addition to the 12 weeks lost by MidAm, with this work to resume with this timeframe in the spring after weather clears.


Eli Hartog
Project Manager



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& MENK**

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

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

August 27, 2020

Dalton Jacobus
Public Works Director
City of Windsor Heights

RE: 2020 Street Improvements Project Delays

Mr. Jacobus,

Upon review of the letter submitted by Absolute Concrete dated August 24, 2020 concerning substantial completion and the delays caused by utility relocation, I agree with the stated findings. I recommend allowance of 12 weeks extra working time for work on 69th Street in the 2021 construction season due to the unforeseen delays. We will work with the contractor this fall to determine the appropriate stopping point. This will be dependent on the weather at that time.

Please contact me with any questions.

Sincerely,

Bolton & Menk, Inc.

Justin Ernst
Project Manager

MEMORANDUM

Confidential—Attorney/Client Privileged—Attorney Work Product

TO: Windsor Heights

FROM: Erin Clanton

DATE: September 1, 2020

SUBJECT: Street Project Delays

The City has received letters from Absolute Concrete with regard to delays in the College Drive reconstruction project and the 69th Street reconstruction project. Specifically, the College Drive progress has been delayed due to wet and silty soil conditions, which required the contractor to spend two weeks drying the grade to perform paving operations. With regard to 69th Street, it was discovered that in order to place the storm sewer, MidAmerican would need to relocate poles, and further, that MidAmerican had an unmarked gas line that needed to be moved. These unforeseen issues caused a delay of 12 weeks for Absolute Concrete. The contractor has asked that (1) they be allowed to work with the City and engineer on College Drive to determine timing for phase 4 of the contract as it would be unwise to proceed with winter looming and (2) that they be credited 12 weeks of lost time for the project on 69th Street and work with the City and engineer to determine a new timeline to address winter concerns.

The completion date for both contracts is November 27, 2020. Thereafter, the City may be entitled to a liquidated damage amount of \$1,000 per day. Both contracts are governed by SUDAS standards, which provide the following with regard to extensions:

Section 1080 1.09 EXTENSION OF TIME

A. Allowances for Delays: The Contractor expressly covenants and agrees that in undertaking to complete the work within the contract time, it has taken into consideration and made allowance for all delays and hindrances that would ordinarily be anticipated in performing such work.

B. Request for Extension of Time: Whenever the Contractor becomes aware of its inability to complete the work under the contract within the contract period, it shall request an extension in writing. Such request shall be submitted to the Engineer at least two weeks prior to the expiration of the contract time to allow for the Jurisdiction's action before termination. The submission or

acceptance of a request for extension of time shall not guarantee such extension will be granted. The following items may be justification for extension of time:

- 1. Weather: Extension of time due to adverse weather conditions at the site, so unusual or severe as not to be reasonably anticipated, as determined by the Engineer, may be requested. An average or usual number of inclement working days when work cannot proceed are to be anticipated during the construction period and are not to be considered as warranting extension of time.*
- 2. Other Contractors: An extension of time may be requested for delays caused by the noncompletion of essential work of other contractors, provided such noncompletion is the sole and only cause of delay, and where the Contractor has available on the site of the work all equipment, material, and labor necessary to proceed with the work.*
- 3. Change Orders: An extension of time may be requested for delays caused by the issuance of a change order, where the work occasioned by the change order is the sole and only cause of the impossibility to complete the work within the specified time.*
- 4. Work Stoppage: An extension of time may be requested for delays caused by a general work stoppage in the area or a work stoppage affecting this project that is beyond the control of the Contractor, or where the Contractor has taken in good faith all steps made available to it by law to resolve the causes thereof and to terminate such work stoppage.*
- 5. Acts by U.S. Government: An extension of time may be requested for delays caused by any act taken by the United States government that would affect fabrication or delivery of materials or equipment to the work site.*
- 6. Court Proceedings: An extension of time may be requested for delays caused by any court proceedings.*
- 7. Other Delays: An extension of time may be requested for other delays encountered by the Contractor beyond its control and impossible for the Contractor to complete the contract within the specified time.*

C. Claims for Damages: The Contractor shall have no claim for damages for any extensions or delays provided or mentioned in the preceding portions of this section; but the Contractor shall, in such cases, be allowed to petition for such extension of time as the Jurisdiction may grant in writing on account of such delay, provided, however, the claim for such extension of time is made by the Contractor in writing to the Jurisdiction immediately after any such delay occurs.

D. Extension of Time Granted: No extension of time shall be granted or recognized except as specifically approved by the Jurisdiction in writing to the Contractor. Oral representations or agreements by Jurisdiction agents or employees regarding time extension shall not be binding on the Jurisdiction.

With regard to College Drive, the City Engineer has attested that there were weather and unfavorable site conditions that caused delay at this location. In accordance with SUDAS standard 1080 1.09(B)(1), as the Engineer has determined that weather conditions are an accepted justification for extension of time to complete the project, this request for extension should be granted by the City Council.

With regard to the 69th Street project, the delay was caused by other contractors (MidAmerican) and circumstances outside of their control. In accordance with SUDAS standard 1080 1.09(B)(2) and (3), as the circumstances were caused by situations outside their control, this request for extension should be granted by the City Council.



STAFF REPORT
CITY COUNCIL
September 8, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Pay Request No. 1 - 2020 PCC Patching Project

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Pay Request 1 Signed



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

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

September 1, 2020

Mark Arentsen
Interim City Administrator
1145 66th Street, Suite 1
Windsor Heights, Iowa 50324

RE: 2020 PCC Patching Project
Windsor Heights, Iowa
Contractor Pay Request No. 1

Enclosed are three (3) copies of Pay Request No. 1 for work completed on the 2020 PCC Patching project for work completed through August 28, 2020 under the contract between the City of Windsor Heights and Hawkeye Paving Corp. The work includes concrete patching of 70th Street between Hickman Road and Wilshire Blvd and pavement removal for the bridge approaches on 73rd Street. We have checked the pay request and recommend payment to Absolute Concrete Construction in the amount of \$156,931.07.

Upon approval of Pay Request No. 1, please sign all copies of Pay Request No. 1 in the space provided. Return one executed copy of the pay estimate to our office and one executed copy of the pay request to Absolute Concrete Construction with payment.

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

Sincerely,

Bolton & Menk, Inc.

Justin Ernst, P.E.
Project Manager

Enclosure

Partial Pay Estimate No.:

1

City of Windsor Heights
2020 PCC Patching Project
Windsor Heights, IA
BMI PROJECT NO.A15.119231
WORK COMPLETED THROUGH AUGUST 24, 2020

ITEM NO	SUDAS REF NO.	ITEM	UNIT PRICE	AS BIDD		PREVIOUS ESTIMATE		COMPLETED TO DATE	
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
1	0	MANHOLE ADJUSTMENT, MINOR	\$4,000.00	1 EA	\$4,000.00	0 EA	\$0.00	0.00 EA	\$0.00
2	0	CONCRETE MEDIAN, 6" PCC	\$90.00	90 SY	\$8,100.00	0 SY	\$0.00	0.00 SY	\$0.00
3	0	PCC PAVEMENT SAMPLES AND TESTING	\$500.00	3 LS	\$1,500.00	0 LS	\$0.00	0.25 LS	\$125.00
4	0	SIDEWALK, PCC, 8"	\$125.00	30 SY	\$3,750.00	0 SY	\$0.00	0.00 SY	\$0.00
5	0	FULL DEPTH PATCHES, 10" PCC	\$112.00	920 SY	\$103,040.00	0 SY	\$0.00	797.30 SY	\$89,297.60
6	0	PAVEMENT REMOVAL	\$20.00	580 SY	\$11,600.00	0 SY	\$0.00	574.90 SY	\$11,498.00
7	0	TRAFFIC DETECTION LOOPS	\$1,250.00	4 EA	\$5,000.00	0 EA	\$0.00	4.00 EA	\$5,000.00
8	0	PAINTED PAVEMENT MARKINGS, SOLVENT/WATERBORNE	\$200.00	6 STA	\$1,200.00	0 STA	\$0.00	5.25 STA	\$1,050.00
9	0	PAINTED SYMBOLS AND LEGENDS	\$100.00	3 EA	\$300.00	0 EA	\$0.00	3.00 EA	\$300.00
10	0	TEMPORARY TRAFFIC CONTROL	\$5,000.00	1 LS	\$5,000.00	0 LS	\$0.00	0.50 LS	\$2,500.00
11	0	MOBILIZATION	\$42,000.00	2 LS	\$84,000.00	0 LS	\$0.00	0.50 LS	\$21,000.00
12	0	PAVING NOTCH REPLACEMENT	\$250.00	80 LF	\$20,000.00	0 LF	\$0.00	0.00 LF	\$0.00
13	0	CONCRETE BARRIER, TAPERED END, 8A-10B	\$4,000.00	3 EA	\$12,000.00	0 EA	\$0.00	0.00 EA	\$0.00
14	0	CONCRETE REPAIR	\$140.00	20 SF	\$2,800.00	0 SF	\$0.00	0.00 SF	\$0.00
15	0	BRIDGE APPROACH PAVEMENT, BR-202	\$225.00	580 SY	\$130,500.00	0 SY	\$0.00	0.00 SY	\$0.00
16	0	STRUCTURAL CONC (BRIDGE)	\$4,000.00	4 CY	\$16,000.00	0 CY	\$0.00	0.00 CY	\$0.00
A-1	0	FULL DEPTH PATCHES, 10" PCC	\$114.00	730 SY	\$83,220.00	0 SY	\$0.00	730.00 SY	\$83,220.00
A-2	0	PAINTED PAVEMENT MARKINGS, SOLVENT/WATERBORNE	\$200.00	6 STA	\$1,200.00	0 STA	\$0.00	6.00 STA	\$1,200.00
A-3	0	TEMPORARY TRAFFIC CONTROL	\$10,000.00	1 LS	\$10,000.00	0 LS	\$0.00	1.00 LS	\$10,000.00
TOTAL AMOUNT:					\$464,210.00		\$0.00		\$165,190.60



STAFF REPORT
CITY COUNCIL
September 8, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Pay Request No. 5 - College Drive Improvements

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. College Drive Estimate 5



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

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

September 2, 2020

Mark Arentsen
Interim City Administrator
1145 66th Street, Suite 1
Windsor Heights, Iowa 50324

RE: College Drive Improvements Project
Windsor Heights, Iowa
Contractor Pay Request No. 5

Enclosed are three (3) copies of Pay Request No. 5 for work completed on the College Drive Improvements project for work completed through August 28, 2020 under the contract between the City of Windsor Heights and Absolute Concrete Construction. We have checked the pay request and recommend payment to Absolute Concrete Construction in the amount of \$171,401.99.

Upon approval of Pay Request No. 5, please sign all copies of Pay Request No. 5 in the space provided. Return one executed copy of the pay estimate to our office and one executed copy of the pay request to Absolute Concrete Construction with payment.

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

Sincerely,

Bolton & Menk, Inc.

Justin Ernst, P.E.
Project Manager

Enclosure

CONTRACTOR'S PAY REQUEST

City of Windsor Heights
College Drive Improvements
Windsor Heights, IA
BMI PROJECT NO. A13.118668

DISTRIBUTION:

CONTRACTOR (1)

OWNER (1)

ENGINEER (1)

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	\$1,984,249.70
TOTAL, COMPLETED WORK TO DATE	\$769,663.95
RETAINED PERCENTAGE (5%)	\$38,483.20
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$731,180.75
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$559,778.76
PAY CONTRACTOR AS ESTIMATE NO. 5	\$171,401.99

Certificate for Partial Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: Absolute Concrete Construction
1000 West 6th Avenue
Slater, IA 50244

By Eli Hartog Eli Hartog PM
Name Title

Date 09/02/20

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

ENGINEER: BOLTON & MENK, INC., ENGINEERS, 309 E 5th Street, Des Moines, IA 50309

By Justin Ewald, PROJECT ENGINEER

Date 9/2/2020

APPROVED FOR PAYMENT:

OWNER:

By _____
Name Title Date

And _____
Name Title Date

Partial Pay Estimate No.:

5

City of Windsor Heights

College Drive Improvements

Windsor Heights, IA

BMI PROJECT NO.A13.118668

WORK COMPLETED THROUGH DATE AUGUST 28, 2020

ITEM NO.	SUDAS REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
1	0	CLEARING AND GRUBBING	\$1,500.00	1 LS	\$1,500.00	1.0 LS	\$1,500.00	1.00 LS	\$1,500.00
2	0	TOPSOIL, ON-SITE	\$10.25	807 CY	\$8,271.75	0.0 CY	\$0.00	0.00 CY	\$0.00
3	0	EXCAVATION, CLASS 10	\$4.00	570 CY	\$2,280.00	287.0 CY	\$1,148.00	287.00 CY	\$1,148.00
4	0	SUBGRADE PREPARATION	\$3.00	9430 SY	\$28,290.00	1200.0 SY	\$3,600.00	1,200.00 SY	\$3,600.00
5	0	SUBGRADE TREATMENT, GEO-GRID	\$2.25	4715 SY	\$10,608.75	0.0 SY	\$0.00	0.00 SY	\$0.00
6	0	SUBBASE, MODIFIED, 6 IN.	\$9.00	9430 SY	\$84,870.00	2089.0 SY	\$18,801.00	2,089.00 SY	\$18,801.00
7	0	SURFACE AGGREGATE	\$47.50	100 TON	\$4,750.00	0.0 TON	\$0.00	0.00 TON	\$0.00
8	0	REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL	\$106.00	200 CY	\$21,200.00	0.0 CY	\$0.00	0.00 CY	\$0.00
9	0	SANITARY SEWER GRAVITY MAIN, TRENCHED, SOLID WALL PVC SDR 26, 8 IN.	\$280.00	44 LF	\$12,320.00	0.0 LF	\$0.00	0.00 LF	\$0.00
10	0	SANITARY SEWER GRAVITY MAIN, TRENCHLESS, SOLID WALL PVC SDR 26, 10	\$265.00	64 LF	\$16,960.00	42.6 LF	\$11,289.00	42.60 LF	\$11,289.00
11	0	SANITARY SEWER SERVICE RELOCATION	\$5,000.00	5 EA	\$25,000.00	1.0 EA	\$5,000.00	2.00 EA	\$10,000.00
12	0	SANITARY SEWER SERVICE RELOCATION (STORM)	\$5,000.00	1 EA	\$5,000.00	0.0 EA	\$0.00	0.00 EA	\$0.00
13	0	CONNECTION TO EXISTING SANITARY SEWER	\$775.00	9 EA	\$6,975.00	5.0 EA	\$3,875.00	5.00 EA	\$3,875.00
14	0	TELEWISE EXISTING SANITARY SEWER	\$6.00	175 LF	\$1,050.00	168.0 LF	\$1,008.00	168.00 LF	\$1,008.00
15	0	STORM SEWER, TRENCHED, RCP, 15 IN.	\$134.00	726 LF	\$97,284.00	209.0 LF	\$28,006.00	209.00 LF	\$28,006.00
16	0	STORM SEWER, TRENCHED, RCP, 18 IN.	\$180.00	83 LF	\$14,940.00	57.0 LF	\$10,260.00	57.00 LF	\$10,260.00
17	0	STORM SEWER, TRENCHED, RCP, 24 IN.	\$165.00	402 LF	\$66,330.00	299.0 LF	\$49,335.00	299.00 LF	\$49,335.00
18	0	STORM SEWER, TRENCHED, RCP, 42 IN.	\$220.00	284 LF	\$62,480.00	212.0 LF	\$46,640.00	212.00 LF	\$46,640.00
19	0	REMOVAL OF STORM SEWER	\$48.00	285 LF	\$13,680.00	74.0 LF	\$3,552.00	74.00 LF	\$3,552.00
20	0	TELEWISE EXISTING STORM SEWER	\$6.00	500 LF	\$3,000.00	235.8 LF	\$1,414.80	235.80 LF	\$1,414.80
21	0	PIPE APRON, RCP, 42 IN.	\$3,750.00	1 EA	\$3,750.00	1.0 EA	\$3,750.00	1.00 EA	\$3,750.00
22	0	FOOTING FOR CONCRETE PIPE APRON, RCP, 42 IN.	\$1,800.00	1 EA	\$1,800.00	1.0 EA	\$1,800.00	1.00 EA	\$1,800.00
23	0	PIPE APRON GUARD	\$2,600.00	1 EA	\$2,600.00	1.0 EA	\$2,600.00	1.00 EA	\$2,600.00
24	0	SUBDRAIN, TYPE 1, PERFORATED HDPE, 6 IN.	\$21.00	2205 LF	\$46,305.00	0.0 LF	\$0.00	578.00 LF	\$12,138.00
25	0	SUBDRAIN, TYPE 1, SOLID HDPE, 6 IN.	\$18.00	75 LF	\$1,350.00	0.0 LF	\$0.00	0.00 LF	\$0.00
26	0	SUBDRAIN CLEANOUT, TYPE A-1, 6 IN.	\$850.00	9 EA	\$7,650.00	0.0 EA	\$0.00	3.00 EA	\$2,550.00
27	0	SUBDRAIN OUTLETS AND CONNECTIONS, CMP, 6 IN.	\$350.00	9 EA	\$3,150.00	0.0 EA	\$0.00	4.00 EA	\$1,400.00
28	0	CONNECTION TO SUBDRAIN PIPE	\$350.00	5 EA	\$1,750.00	0.0 EA	\$0.00	0.00 EA	\$0.00
29	0	SPOT REPAIRS BY PIPE REPLACEMENT, 10", SDR 26	\$530.00	20 LF	\$10,600.00	24.3 LF	\$12,894.90	24.33 LF	\$12,894.90
30	0	8" C900 DR18 PVC PIPE WITH TRACER WIRE	\$67.00	734 LF	\$49,178.00	715.0 LF	\$47,905.00	715.00 LF	\$47,905.00
31	0	8" C900 DR18 PVC RESTRAINED JOINT PIPE WITH TRACER WIRE	\$77.00	84 LF	\$6,468.00	0.0 LF	\$0.00	0.00 LF	\$0.00
32	0	12" C900 PVC CASING PIPE	\$430.00	20 LF	\$8,600.00	20.0 LF	\$8,600.00	20.00 LF	\$8,600.00
33	0	FITTING, 6" BEND	\$600.00	8 EA	\$4,800.00	1.0 EA	\$600.00	1.00 EA	\$600.00
34	0	FITTING, 8" BEND	\$650.00	1 EA	\$650.00	5.0 EA	\$3,250.00	5.00 EA	\$3,250.00
35	0	FITTING, 8" X 6" REDUCER	\$600.00	1 EA	\$600.00	1.0 EA	\$600.00	1.00 EA	\$600.00
36	0	FITTING, 6" SOLID SLEEVE	\$600.00	2 EA	\$1,200.00	0.0 EA	\$0.00	0.00 EA	\$0.00
37	0	FITTING, 8" SOLID SLEEVE	\$655.00	2 EA	\$1,310.00	3.0 EA	\$1,965.00	3.00 EA	\$1,965.00
38	0	FITTING, 6" X 6" TEE	\$900.00	2 EA	\$1,800.00	1.0 EA	\$900.00	1.00 EA	\$900.00
39	0	FITTING, 8" X 6" TEE	\$950.00	2 EA	\$1,900.00	2.0 EA	\$1,900.00	2.00 EA	\$1,900.00
40	0	FITTING, 8" X 8" TEE	\$1,000.00	1 EA	\$1,000.00	1.0 EA	\$1,000.00	1.00 EA	\$1,000.00
41	0	FITTING, 6" CAP/PLUG	\$750.00	4 EA	\$3,000.00	1.0 EA	\$750.00	1.00 EA	\$750.00
42	0	FITTING, 6" CAP/PLUG WITH MIN. 2" BLOWOFF	\$2,500.00	3 EA	\$7,500.00	1.0 EA	\$2,500.00	1.00 EA	\$2,500.00
43	0	FITTING, 8" CAP/PLUG	\$800.00	2 EA	\$1,600.00	1.0 EA	\$800.00	1.00 EA	\$800.00
44	0	6" VALVE	\$2,000.00	3 EA	\$6,000.00	2.0 EA	\$4,000.00	2.00 EA	\$4,000.00

Partial Pay Estimate No.:

5

City of Windsor Heights

College Drive Improvements

Windsor Heights, IA

BMI PROJECT NO.A13.118668

WORK COMPLETED THROUGH DATE AUGUST 28, 2020

ITEM NO.	SUDAS REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
45	0	8" VALVE	\$2,500.00	2 EA	\$5,000.00	2.0 EA	\$5,000.00	2.00 EA	\$5,000.00
46	0	HYDRANT ASSEMBLY	\$5,700.00	4 EA	\$22,800.00	3.0 EA	\$17,100.00	3.00 EA	\$17,100.00
47	0	NEW 1" WATER SERVICE (SAME SIDE)	\$2,000.00	1 EA	\$2,000.00	0.0 EA	\$0.00	0.00 EA	\$0.00
48	0	NEW 1" WATER SERVICE (OPPOSITE SIDE)	\$3,200.00	9 EA	\$28,800.00	3.0 EA	\$9,600.00	3.00 EA	\$9,600.00
49	0	REMOVE EX 8" CONTROL VALVE & 8" BLOW-OFF PIPING	\$1,800.00	1 EA	\$1,800.00	0.0 EA	\$0.00	0.00 EA	\$0.00
50	0	TYPE 1 WATER MAIN ALTERATION (VERTICAL)	\$10,500.00	5 EA	\$52,500.00	1.0 EA	\$10,500.00	1.00 EA	\$10,500.00
51	0	TYPE 2 WATER MAIN ALTERATION (HORIZONTAL)	\$8,000.00	6 EA	\$48,000.00	1.0 EA	\$8,000.00	1.00 EA	\$8,000.00
52	0	RELOCATE WATER SERVICE STOP BOX	\$2,000.00	1 EA	\$2,000.00	0.0 EA	\$0.00	0.00 EA	\$0.00
53	0	NEW STOP BOX HOUSING	\$450.00	9 EA	\$4,050.00	0.0 EA	\$0.00	0.00 EA	\$0.00
54	0	NEW STOP BOX ROD	\$450.00	9 EA	\$4,050.00	0.0 EA	\$0.00	0.00 EA	\$0.00
55	0	CHECK DEPTH OF WATER SERVICE	\$450.00	1 EA	\$450.00	0.0 EA	\$0.00	0.00 EA	\$0.00
56	0	RELOCATION OF WATER SERVICE	\$3,500.00	1 EA	\$3,500.00	0.0 EA	\$0.00	0.00 EA	\$0.00
57	0	LOWER WATER SERVICE	\$3,000.00	1 EA	\$3,000.00	0.0 EA	\$0.00	0.00 EA	\$0.00
58	0	LOWER WATER SERVICE WITH COPPER	\$3,000.00	1 EA	\$3,000.00	0.0 EA	\$0.00	0.00 EA	\$0.00
59	0	POLYSTYRENE INSULATION, 2 IN.	\$3.80	50 SF	\$190.00	64.0 SF	\$243.20	64.00 SF	\$243.20
60	0	VALVE BOX EXTENSION	\$550.00	16 EA	\$8,800.00	0.0 EA	\$0.00	1.00 EA	\$550.00
61	0	SANITARY MANHOLE, SW-301, 48 IN. (<10 FT DEEP)	\$9,500.00	1 EA	\$9,500.00	1.0 EA	\$9,500.00	1.00 EA	\$9,500.00
62	0	SANITARY MANHOLE, SW-301, 48 IN. (>10 FT DEEP)	\$15,800.00	1 EA	\$15,800.00	0.0 EA	\$0.00	0.00 EA	\$0.00
63	0	STORM MANHOLE, SW-401, 60 IN. DIA.	\$9,800.00	1 EA	\$9,800.00	1.0 EA	\$9,800.00	1.00 EA	\$9,800.00
64	0	STORM MANHOLE, SW-401, 96 IN. DIA.	\$20,000.00	2 EA	\$40,000.00	2.0 EA	\$40,000.00	2.00 EA	\$40,000.00
65	0	INTAKE, SW-501	\$3,700.00	7 EA	\$25,900.00	2.0 EA	\$7,400.00	2.00 EA	\$7,400.00
66	0	INTAKE, SW-505	\$5,200.00	6 EA	\$31,200.00	3.0 EA	\$15,600.00	3.00 EA	\$15,600.00
67	0	INTAKE, SW-506	\$9,800.00	2 EA	\$19,600.00	1.0 EA	\$9,800.00	1.00 EA	\$9,800.00
68	0	INTAKE, SW-507	\$7,000.00	2 EA	\$14,000.00	2.0 EA	\$14,000.00	2.00 EA	\$14,000.00
69	0	INTAKE, SW-509	\$7,200.00	1 EA	\$7,200.00	1.0 EA	\$7,200.00	1.00 EA	\$7,200.00
70	0	INTAKE, SW-541	\$6,000.00	1 EA	\$6,000.00	0.8 EA	\$4,800.00	1.00 EA	\$6,000.00
71	0	MANHOLE ADJUSTMENT, MINOR	\$2,800.00	8 EA	\$22,400.00	0.0 EA	\$0.00	1.00 EA	\$2,800.00
72	0	CONNECTION TO EXISTING MANHOLE	\$7,500.00	1 EA	\$7,500.00	1.0 EA	\$7,500.00	1.00 EA	\$7,500.00
73	0	REMOVE MANHOLE	\$1,300.00	2 EA	\$2,600.00	2.0 EA	\$2,600.00	2.00 EA	\$2,600.00
74	0	REMOVE INTAKE	\$850.00	5 EA	\$4,250.00	3.0 EA	\$2,550.00	3.00 EA	\$2,550.00
75	0	REMOVAL OF SIDEWALK	\$14.00	941 SY	\$13,174.00	231.0 SY	\$3,234.00	231.00 SY	\$3,234.00
76	0	REMOVAL OF DRIVEWAY	\$12.50	900 SY	\$11,250.00	232.0 SY	\$2,900.00	232.00 SY	\$2,900.00
77	0	SIDEWALK, PCC, 4 IN.	\$40.00	1162 SY	\$46,480.00	0.0 SY	\$0.00	82.30 SY	\$3,292.00
78	0	SIDEWALK, PCC, 6 IN.	\$60.00	94 SY	\$5,640.00	0.0 SY	\$0.00	9.30 SY	\$558.00
79	0	DETECTABLE WARNING	\$42.00	216 SF	\$9,072.00	0.0 SF	\$0.00	20.00 SF	\$840.00
80	0	DRIVEWAY, PAVED, TYPE A, 6 IN.	\$50.00	895 SY	\$44,750.00	0.0 SY	\$0.00	82.50 SY	\$4,125.00
81	0	PAVEMENT REMOVAL	\$9.50	7905 SY	\$75,097.50	1826.0 SY	\$17,347.50	5,553.00 SY	\$52,753.50
82	0	PAINTED PAVEMENT MARKINGS, SOLVENT/WATERBORNE	\$325.00	8 STA	\$2,600.00	0.0 STA	\$0.00	0.00 STA	\$0.00
83	0	PAINTED PAVEMENT MARKINGS, DURABLE	\$1,300.00	5 STA	\$6,500.00	0.0 STA	\$0.00	0.00 STA	\$0.00
84	0	TEMPORARY TRAFFIC CONTROL	\$15,000.00	1 LF	\$15,000.00	0.6 LF	\$9,000.00	0.60 LF	\$9,000.00
85	0	SALVAGE AND REINSTALL SIGN	\$250.00	14 EA	\$3,500.00	0.0 EA	\$0.00	0.00 EA	\$0.00
86	0	TYPE A SIGN, SHEET ALUMINUM	\$150.00	4 EA	\$600.00	0.0 EA	\$0.00	0.00 EA	\$0.00
87	0	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING	\$8,000.00	1.1 AC	\$8,800.00	0.0 AC	\$0.00	0.00 AC	\$0.00
88	0	WATERING	\$60.00	0.4 MGAL	\$24.00	0.0 MGAL	\$0.00	0.00 MGAL	\$0.00
89	0	SWPPP PREPARATION	\$1,250.00	1 LS	\$1,250.00	1.0 LS	\$1,250.00	1.00 LS	\$1,250.00
90	0	SWPPP MANAGEMENT	\$3,500.00	1 LS	\$3,500.00	0.3 LS	\$1,050.00	0.30 LS	\$1,050.00
91	0	FILTER SOCK, 9 IN	\$3.00	6250 LF	\$18,750.00	290.0 LF	\$870.00	330.00 LF	\$990.00
92	0	TEMPORARY RECP, 3A	\$5.00	100 SY	\$500.00	0.0 SY	\$0.00	0.00 SY	\$0.00

Partial Pay Estimate No.:

5

City of Windsor Heights

College Drive Improvements

Windsor Heights, IA

BMI PROJECT NO.A13.118668

WORK COMPLETED THROUGH DATE AUGUST 28, 2020

ITEM NO.	SUDAS REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
93	0	RIP RAP, CLASS 'E' REVETMENT	\$72.00	65 TON	\$4,680.00	52.6 TON	\$3,787.20	52.60 TON	\$3,787.20
94	0	EROSION CONTROL MULCHING, HYDROMULCHING	\$1,500.00	1.1 AC	\$1,650.00	0.0 AC	\$0.00	0.00 AC	\$0.00
95	0	INLET PROTECTION DEVICE, MAINTENANCE, AND REMOVAL	\$200.00	21 EA	\$4,200.00	4.0 EA	\$800.00	12.00 EA	\$2,400.00
96	0	REMOVAL OF FENCE	\$40.00	10 LF	\$400.00	4.0 LF	\$160.00	12.00 LF	\$480.00
97	0	MOBILIZATION	\$128,000.00	1 LS	\$128,000.00	0.5 LS	\$64,000.00	0.50 LS	\$64,000.00
98	0	MAINTENANCE OF POSTAL SERVICE	\$6,000.00	1 LS	\$6,000.00	0.3 LS	\$1,800.00	0.30 LS	\$1,800.00
99	0	MAINTENANCE OF SOLID WASTE COLLECTION	\$6,000.00	1 LS	\$6,000.00	0.3 LS	\$1,800.00	0.30 LS	\$1,800.00
100	0	RESIDENT COURTESY CART	\$15,000.00	1 LS	\$15,000.00	0.3 LS	\$4,500.00	0.30 LS	\$4,500.00
101	0	CURBIDE MAILBOX	\$418.90	15 EA	\$6,283.50	0.0 EA	\$0.00	0.00 EA	\$0.00
102	0	TREE TRUNK PROTECTION	\$450.00	3 EA	\$1,350.00	0.0 EA	\$0.00	0.00 EA	\$0.00
103	0	TREE PROTECTION FENCE	\$4.50	300 LF	\$1,350.00	50.0 LF	\$225.00	50.00 LF	\$225.00
104	0	FOUNDATION ROCK	\$63.00	50 TON	\$3,150.00	0.0 TON	\$0.00	0.00 TON	\$0.00
105	0	MANUFACTURED SAND	\$54.00	50 TON	\$2,700.00	0.0 TON	\$0.00	0.00 TON	\$0.00
A-1	0	PAVEMENT, PCC, 7 IN.	\$54.50	8295 SY	\$452,077.50	0.0 SY	\$0.00	1,969.70 SY	\$107,348.65
A-2	0	CONCRETE WASHOUT	\$3,500.00	1 LS	\$3,500.00	0.0 LS	\$0.00	0.25 LS	\$875.00
CO 001	0	CHANGE ORDER 001	\$14,380.70	1 LS	\$14,380.70	1.0 LS	\$14,380.70	1.00 LS	\$14,380.70
TOTAL AMOUNT:					\$1,984,249.70		\$589,240.80		\$769,663.95



STAFF REPORT
CITY COUNCIL
September 8, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Pay Request No. 5 - 2020 Street Improvement Project (Allison and 69th)

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 2020 Pay Estimate 5



**BOLTON
& MENK**

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

September 2, 2020

Mark Arentsen
Interim City Administrator
1145 66th Street, Suite 1
Windsor Heights, Iowa 50324

RE: 2020 Street Improvements Project
Windsor Heights, Iowa
Contractor Pay Request No. 5

Enclosed are three (3) copies of Pay Request No. 5 for work completed on the 2020 Street Improvements (69th Street and Allison Avenue) project for work completed through August 28, 2020 under the contract between the City of Windsor Heights and Absolute Concrete Construction. We have checked the pay request and recommend payment to Absolute Concrete Construction in the amount of \$237,324.67.

Upon approval of Pay Request No. 5, please sign all copies of Pay Request No. 5 in the space provided. Return one executed copy of the pay estimate to our office and one executed copy of the pay request to Absolute Concrete Construction with payment.

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

Sincerely,

Bolton & Menk, Inc.

Justin Ernst, P.E.
Project Manager


Enclosure

CONTRACTOR'S PAY REQUEST		DISTRIBUTION:
City of Windsor Heights		CONTRACTOR (1)
2020 Street Improvements		OWNER (1)
Windsor Heights, IA		ENGINEER (1)
BMI PROJECT NO. A13.118668		
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	\$2,634,369.85	
TOTAL, COMPLETED WORK TO DATE	\$890,578.03	
RETAINED PERCENTAGE (5%)	\$44,528.90	
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	\$0.00	
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$846,049.12	
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$608,724.45	
PAY CONTRACTOR AS ESTIMATE NO. 5	\$237,324.67	

Certificate for Partial Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: Absolute Concrete Construction
1000 West 6th Avenue
Slater, IA 50244

By 

Name

Eli Hartog

Name

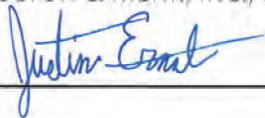
PM

Title

Date 09/02/20

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

ENGINEER: BOLTON & MENK, INC., ENGINEERS, 309 E 5th, Des Moines, IA 50309

By , PROJECT ENGINEER

Date 9/2/2020

APPROVED FOR PAYMENT:

OWNER:

By _____

Name
Title
Date

And _____

Name
Title
Date

5

Height: 15.1A
Improvements:

10. A13.118568
TED THROUGH DATE AUGUST 28, 2020

SUDAS REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
			ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTI AM
0	TOPSOIL, ON-SITE	\$10.25	113.1	\$11,592.75	0.0	\$0.00	0.0	
0	EXCAVATION, CLASS 10	\$3.80	738	\$2,804.40	0.0	\$0.00	267.2	
0	EXCAVATION, CLASS 10 (BORROW)	\$23.75	166	\$3,942.50	0.0	\$0.00	0.0	
0	SUBGRADE PREPARATION	\$3.00	9879	\$29,637.00	0.0	\$0.00	1,300.0	
0	SUBGRADE TREATMENT, GEO-GRID	\$2.25	4940	\$11,115.00	0.0	\$0.00	0.0	
0	SUBBASE, MODIFIED, 6 IN.	\$9.00	9879	\$88,911.00	0.0	\$0.00	1,070.0	
0	SURFACE AGGREGATE	\$47.50	200	\$9,500.00	96.4	\$4,574.48	207.9	
0	REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL	\$60.00	400	\$24,000.00	137.0	\$8,220.00	137.0	
0	SAINTARY SEWER SERVICE RELOCATION	\$3,392.00	18	\$61,056.00	3.0	\$10,176.00	3.0	
0	SAINTARY SEWER SERVICE RELOCATION (STORM)	\$3,858.00	1	\$3,858.00	0.0	\$0.00	0.0	
0	CONNECTION TO EXISTING SAINTARY SEWER	\$722.00	15	\$10,815.00	2.0	\$1,442.00	2.0	
0	STORM SEWER, TRENCHED, RCP, 12 IN.	\$114.00	664	\$75,696.00	0.0	\$0.00	0.0	
0	STORM SEWER, TRENCHED, RCP, 15 IN.	\$139.00	649	\$90,211.00	588.0	\$81,732.00	588.0	
0	STORM SEWER, TRENCHED, RCP, 18 IN.	\$110.00	148	\$16,280.00	0.0	\$0.00	0.0	
0	STORM SEWER, TRENCHED, RCP, 24 IN.	\$187.00	72	\$13,464.00	0.0	\$0.00	0.0	
0	STORM SEWER, TRENCHED, RCP, 36 IN.	\$524.00	539	\$120,736.00	26.0	\$5,824.00	26.0	
0	STORM SEWER, TRENCHED, RCP, 43" X 26" ARCH	\$882.00	61	\$50,142.00	0.0	\$0.00	0.0	
0	STORM SEWER, TRENCHED, RCP, 51" X 31" ARCH	\$333.00	45	\$14,985.00	37.0	\$12,321.00	37.0	
0	STORM SEWER, TRENCHED, RCP, 58" X 36" ARCH	\$418.00	49	\$20,482.00	49.0	\$20,482.00	49.0	
0	REMOVAL OF STORM SEWER	\$23.00	370	\$8,510.00	140.0	\$3,220.00	140.0	
0	TELEVIEW EXISTING STORM SEWER	\$5.00	2200	\$11,000.00	1,681.6	\$8,408.00	1,681.6	
0	SUBDRAIN, TYPE 1, PERFORATED HOPE, 6 IN.	\$11.00	3561	\$60,537.00	910.0	\$15,470.00	1,127.0	
0	SUBDRAIN CLEANOUT, TYPE A-1, 6 IN.	\$699.00	13	\$9,087.00	0.0	\$0.00	5.0	
0	CONNECTION TO SUBDRAIN PIPE	\$319.00	5	\$1,595.00	0.0	\$0.00	5.0	
0	SPOT REPAIRS BY PIPE REPLACEMENT, 8", SDR 26	\$641.00	48	\$30,816.00	6.2	\$3,980.40	6.2	
0	6" CL 52 DIP PIPE WITH TRACER WIRE	\$149.00	10	\$1,490.00	0.0	\$0.00	0.0	
0	8" CL 52 DIP PIPE WITH TRACER WIRE	\$117.00	376	\$26,320.00	0.0	\$0.00	0.0	
0	8" C900 DRI8 PVC PIPE WITH TRACER WIRE	\$57.00	84	\$9,828.00	107.0	\$12,519.00	107.0	
0	8" C900 DRI8 PVC PIPE WITH TRACER WIRE	\$75.00	1120	\$84,840.00	801.0	\$45,657.00	1,340.0	
0	12" C900 PVC CASING PIPE	\$135.00	240	\$18,000.00	67.0	\$5,025.00	67.0	
0	FITTING, 8" BEND	\$724.00	6	\$4,344.00	8.0	\$5,792.00	8.0	
0	FITTING, 8" X 6" REDUCER	\$492.00	1	\$492.00	0.0	\$0.00	0.0	
0	FITTING, 6" SOLID SLEEVE	\$829.00	1	\$829.00	2.0	\$1,658.00	2.0	
0	FITTING, 8" X 8" TEE (STA 9196)	\$1,611.00	1	\$1,611.00	1.0	\$1,611.00	1.0	
0	FITTING, 4" CAP/PLUG	\$517.00	4	\$2,068.00	1.0	\$517.00	1.0	
0	FITTING, 4" CAP/PLUG WITH MAIN, 2" BLOWOFF	\$2,065.00	3	\$6,195.00	0.0	\$0.00	0.0	
0	FITTING, 8" CAP/PLUG	\$596.00	2	\$1,192.00	0.0	\$0.00	0.0	
0	8" VALVE	\$2,145.00	3	\$6,435.00	4.0	\$8,580.00	5.0	
0	HYDRANT ASSEMBLY WITH EXTRA BENDS	\$8,424.00	1	\$8,424.00	0.0	\$0.00	0.0	
0	PREPARE EXCAVATION FOR TAPPING SLEEVE & VALVE (8X8)	\$8,208.00	1	\$8,208.00	1.0	\$8,208.00	1.0	

5

Day Estimate No.:

Height's
Improvements

55, 1A

RD, A13.13868

TTED THROUGH DATE: AUGUST 28, 2020

SUDAS REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
			ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	EST AM
0	PREPARE TIE AT SCHOOL ST & 69TH ST	\$3,863.00	1 EA	\$3,863.00	1.0 EA	\$3,863.00	1.0 EA	
0	REMOVE 6" WATER MAIN & APPURTENANCES ON MOTT AVE	\$40.00	37 LF	\$1,480.00	0.0 LF	\$0.00	0.0 LF	
0	NEW 1" WATER SERVICE (SAME SIDE)	\$1,053.00	22 EA	\$23,166.00	5.0 EA	\$5,265.00	16.0 EA	\$
0	NEW 1" WATER SERVICE (OPPOSITE SIDE)	\$3,246.00	29 EA	\$94,134.00	6.0 EA	\$19,476.00	6.0 EA	\$
0	CATHODIC PROTECTION TEST STATION	\$3,518.00	1 EA	\$3,518.00	0.0 EA	\$0.00	0.0 EA	\$
0	MAGNESIUM ANODE, 32-POUND	\$891.00	6 EA	\$5,346.00	1.0 EA	\$891.00	1.0 EA	\$
0	TYPE 2 WATER MAIN ALTERATION (HORIZONTAL)	\$6,861.00	4 EA	\$27,444.00	1.0 EA	\$6,861.00	1.0 EA	\$
0	NEW STOP BOX HOUSING	\$599.00	8 EA	\$4,792.00	0.0 EA	\$0.00	0.0 EA	
0	NEW STOP BOX ROD	\$419.00	8 EA	\$3,352.00	0.0 EA	\$0.00	0.0 EA	
0	CHECK DEPTH OF WATER SERVICE	\$671.00	1 EA	\$671.00	0.0 EA	\$0.00	0.0 EA	
0	RELOCATION OF WATER SERVICE	\$2,683.00	9 EA	\$24,147.00	0.0 EA	\$0.00	0.0 EA	
0	POLYSTYRENE INSULATION, 2 IN.	\$9.00	200 SF	\$1,800.00	0.0 SF	\$0.00	0.0 SF	
0	VALVE BOX EXTENSION	\$417.00	4 EA	\$1,668.00	0.0 EA	\$0.00	0.0 EA	
0	SANITARY MANHOLE, SW-301, 48 IN.	\$20,369.00	1 EA	\$20,369.00	1.0 EA	\$20,369.00	1.0 EA	\$
0	STORM MANHOLE, SW-401, 48 IN. DIA.	\$15,850.00	1 EA	\$15,850.00	0.0 EA	\$0.00	0.0 EA	
0	STORM MANHOLE, SW-401, 60 IN. DIA.	\$8,757.00	3 EA	\$26,271.00	0.0 EA	\$0.00	0.0 EA	
0	STORM MANHOLE, SW-401, 84 IN. DIA.	\$15,858.00	1 EA	\$15,858.00	0.0 EA	\$0.00	0.0 EA	
0	STORM MANHOLE, SW-406, MODIFIED	\$13,239.00	1 EA	\$13,239.00	0.0 EA	\$0.00	0.0 EA	
0	INTAKE, SW-501	\$3,724.00	3 EA	\$11,172.00	2.0 EA	\$7,448.00	2.0 EA	
0	INTAKE, SW-503	\$9,161.00	2 EA	\$18,322.00	0.0 EA	\$0.00	0.0 EA	
0	INTAKE, SW-504 MODIFIED	\$9,451.00	4 EA	\$37,804.00	0.0 EA	\$0.00	0.0 EA	
0	INTAKE, SW-505	\$6,478.00	10 EA	\$64,780.00	2.0 EA	\$12,956.00	2.0 EA	\$
0	INTAKE, SW-506	\$19,344.00	3 EA	\$58,032.00	0.0 EA	\$0.00	0.0 EA	
0	INTAKE, SW-545	\$19,940.00	2 EA	\$39,880.00	2.0 EA	\$39,880.00	2.0 EA	\$
0	DROP CONNECTION	\$6,168.00	1 EA	\$6,168.00	1.0 EA	\$6,168.00	1.0 EA	
0	MANHOLE ADJUSTMENT, MINOR	\$4,148.00	11 EA	\$45,628.00	0.0 EA	\$0.00	0.0 EA	
0	CONNECTION TO EXISTING MANHOLE	\$10,158.00	3 EA	\$30,474.00	3.0 EA	\$30,474.00	3.0 EA	\$
0	REMOVE MANHOLE	\$1,442.00	5 EA	\$7,210.00	1.0 EA	\$1,442.00	1.0 EA	
0	REMOVE INTAKE	\$1,414.00	14 EA	\$19,796.00	4.0 EA	\$5,656.00	4.0 EA	
0	REMOVAL OF SIDEWALK	\$13.50	602 SY	\$8,127.00	353.2 SY	\$4,768.20	479.7 SY	
0	REMOVAL OF DRIVEWAY	\$12.50	1580 SY	\$19,750.00	573.1 SY	\$7,163.75	777.1 SY	
0	SIDEWALK, PCC, 4 IN.	\$40.00	615 SY	\$24,600.00	0.0 SY	\$0.00	0.0 SY	
0	SIDEWALK, PCC, 6 IN.	\$60.00	31 SY	\$1,860.00	0.0 SY	\$0.00	0.0 SY	
0	DETECTABLE WARNING	\$40.00	48 SF	\$1,920.00	0.0 SF	\$0.00	0.0 SF	
0	DRIVEWAY, PAVED, TYPE A, 6 IN.	\$50.00	1805 SY	\$90,250.00	0.0 SY	\$0.00	0.0 SY	
0	PAVEMENT REMOVAL	\$9.50	8359 SY	\$79,410.50	2,666.6 SY	\$25,332.70	2,666.6 SY	\$
0	TEMPORARY TRAFFIC CONTROL	\$15,000.00	1 EA	\$15,000.00	0.7 EA	\$10,500.00	0.7 EA	\$
0	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING	\$8,000.00	1.5 AC	\$12,000.00	0.0 AC	\$0.00	0.0 AC	
0	WATERING	\$60.00	0.4 MGAL	\$24.00	0.0 MGAL	\$0.00	0.0 MGAL	
0	SWPPP PREPARATION	\$1,250.00	1 LS	\$1,250.00	1.0 LS	\$1,250.00	1.0 LS	
0	SWPPP MANAGEMENT	\$3,500.00	1 LS	\$3,500.00	0.2 LS	\$630.00	0.2 LS	
0	FILTER SOCK, 9 IN.	\$3.00	7150 LF	\$21,450.00	20.0 LF	\$60.00	20.0 LF	
0	EROSION CONTROL, MULCHING, HYDROMULCHING	\$1,500.00	1.5 AC	\$2,250.00	0.0 AC	\$0.00	0.0 AC	
0	INLET PROTECTION DEVICE, MAINTENANCE, AND REMOVAL	\$200.00	41 EA	\$8,200.00	5.0 EA	\$1,000.00	13.0 EA	\$1
0	MOBILIZATION	\$230,000.00	1 LS	\$230,000.00	0.5 LS	\$115,000.00	0.5 LS	\$1
0	MAINTENANCE OF POSTAL SERVICE	\$6,000.00	1 LS	\$6,000.00	0.2 LS	\$1,080.00	0.3 LS	\$1
0	MAINTENANCE OF SOLID WASTE COLLECTION	\$6,000.00	1 LS	\$6,000.00	0.2 LS	\$1,080.00	0.3 LS	\$1
0	RESIDENT COURTESY CART	\$15,000.00	1 LS	\$15,000.00	0.7 LS	\$3,000.00	0.4 LS	\$1
0	CURBIDE MAILBOX	\$419.80	24 EA	\$10,075.20	0.0 EA	\$0.00	0.0 EA	

ay Estimate No.:

5

r Heights
Improvements

IS, IA

NO. A13.118688

ATED THROUGH DATE AUGUST 28, 2020

SUDAS REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
			ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	EST AM
0	TREE PROTECTION FENCE	\$4.50	500 LF	\$2,250.00	42.0 LF	\$189.00	42.0 LF	
0	LANDSCAPE TIMBERS	\$41.25	70 SF	\$2,887.50	0.0 SF	\$0.00	0.0 SF	
0	FOUNDATION ROCK	\$75.00	50 TON	\$3,750.00	0.0 TON	\$0.00	0.0 TON	
0	MANUFACTURED SAND	\$60.00	100 TON	\$6,000.00	0.0 TON	\$0.00	0.0 TON	
0	PAVEMENT, PCC, 7 IN.	\$54.50	8732 SY	\$475,894.00	270.9 SY	\$14,764.05	2,779.9 SY	\$1
0	CONCRETE WASHOUT	\$4,000.00	1 LS	\$4,000.00	0.0 LS	\$0.00	0.3 LS	
TOTAL AMOUNT:				\$2,634,369.85		\$640,762.58		\$8



STAFF REPORT
CITY COUNCIL
September 8, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Pay Request No. 4 - University Avenue Project

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. University Pay Estimate 4



**BOLTON
& MENK**

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

September 2, 2020

Mark Arentsen
Interim City Administrator
1145 66th Street, Suite 1
Windsor Heights, Iowa 50324

RE: University Avenue Improvements Project
Windsor Heights, Iowa
Contractor Pay Request No. 4

Enclosed are three (3) copies of Pay Request No. 4 for work completed on the University Avenue Improvements project for work completed through August 28, 2020 under the contract between the City of Windsor Heights and Elder Corp. We have checked the pay request and recommend payment to Elder Corp in the amount of \$171,300.21.

Upon approval of Pay Request No. 4, please sign all copies of Pay Request No. 4 in the space provided. Return one executed copy of the pay estimate to our office and one executed copy of the pay request to Elder Corp with payment.

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

Sincerely,

Bolton & Menk, Inc.

Justin Ernst, P.E.
Project Manager

Enclosure

CONTRACTOR'S PAY REQUEST

University Avenue
City of Windsor Heights, Iowa
Windsor Heights, Iowa
BMI PROJECT NO.A13.114724

DISTRIBUTION:

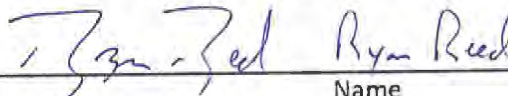
CONTRACTOR (1)
OWNER (1)
ENGINEER (1)
BONDING CO. (1)

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	\$6,755,374.20
TOTAL, COMPLETED WORK TO DATE	\$1,127,811.55
RETAINED PERCENTAGE (3%)	\$33,834.35
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	\$1,093,977.20
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	\$922,676.99
PAY CONTRACTOR AS ESTIMATE NO. 4	\$171,300.21

Certificate for Partial Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

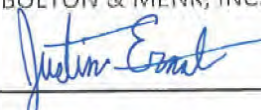
Contractor: Elder Corporation
5088 E University Avenue
Pleasant Hill, IA 50327

By  Controller
Name Title

Date 9/2/20

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

ENGINEER: BOLTON & MENK, INC., 309 E 5th Street, Ste 202, Des Moines, IA 50309

By , PROJECT ENGINEER

Date 9/2/20

APPROVED FOR PAYMENT:

OWNER:

By _____
Name Title

And _____
Name Title

Partial Pay Estimate No.:

4

University Avenue

City of Windsor Heights, Iowa

Windsor Heights, Iowa

BMI PROJECT NO. A13.114724

WORK COMPLETED THROUGH DATE AUGUST 28, 2020

ITEM NO.	SUDAS REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
1	0	CLEARING AND GRUBBING	\$172.00	29 UNIT	\$4,988.00	0.00 UNIT	\$0.00	0.00 UNIT	\$0.00
2	0	EXCAVATION, CLASS 10, ROADWAY AND BORROW	\$52.00	2949 CY	\$153,348.00	1047.80 CY	\$54,485.60	1,047.80 CY	\$54,485.60
3	0	TOPSOIL, FURNISH AND SPREAD	\$37.00	1300 CY	\$48,100.00	40.30 CY	\$1,491.10	40.30 CY	\$1,491.10
4	0	SPECIAL COMPACTION OF SUBGRADE	\$6,100.00	16.22 STA	\$98,942.00	3.31 STA	\$20,191.00	3.31 STA	\$20,191.00
5	0	MODIFIED SUBBASE	\$54.00	2200 CY	\$118,800.00	920.80 CY	\$49,723.20	920.80 CY	\$49,723.20
6	0	SHOULDER FINISHING, EARTH	\$600.00	32.5 STA	\$19,500.00	2.62 STA	\$1,572.00	2.62 STA	\$1,572.00
7	0	PATCHES, FULL-DEPTH REPAIR	\$118.00	4237.3 SY	\$500,001.40	0.00 SY	\$0.00	0.00 SY	\$0.00
8	0	PATCHES BY COUNT (REPAIR)	\$270.00	29 EACH	\$7,830.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
9	0	REMOVAL OF CURB	\$3,200.00	0.9 STA	\$2,880.00	0.00 STA	\$0.00	0.00 STA	\$0.00
10	0	PAVEMENT SCARIFICATION	\$6.50	1873.3 SY	\$12,176.45	0.00 SY	\$0.00	0.00 SY	\$0.00
11	0	STANDARD OR SLIP FORM PORTLAND CEMENT CONCRETE PAVEMENT, CL	\$73.00	11722.2 SY	\$855,720.60	3530.60 SY	\$257,733.80	4,790.40 SY	\$349,699.20
12	0	MEDIAN, P.C. CONCRETE, 6 IN	\$129.00	13 SY	\$1,677.00	0.00 SY	\$0.00	0.00 SY	\$0.00
13	0	PORTLAND CEMENT CONCRETE PAVEMENT SAMPLES	\$7,900.00	1 LS	\$7,900.00	0.00 LS	\$0.00	0.00 LS	\$0.00
14	0	HOT MIX ASPHALT STANDARD TRAFFIC, SURFACE COURSE, 1/2 IN. MIX, FRIC	\$58.00	1392.2 TON	\$80,747.60	0.00 TON	\$0.00	0.00 TON	\$0.00
15	0	ASPHALT BINDER, PG 64-22S, STANDARD TRAFFIC	\$510.00	84 TON	\$42,840.00	0.00 TON	\$0.00	0.00 TON	\$0.00
16	0	TEMPORARY PAVEMENT	\$90.00	500 SY	\$45,000.00	0.00 SY	\$0.00	316.50 SY	\$28,485.00
17	0	REMOVAL OF CONCRETE FOOTINGS OF LIGHT POLES	\$214.00	68 EACH	\$14,552.00	1.00 EACH	\$214.00	2.00 EACH	\$428.00
18	0	REMOVAL OF LIGHT POLES	\$720.00	46 EACH	\$33,120.00	2.00 EACH	\$1,440.00	2.00 EACH	\$1,440.00
19	0	MODULAR BLOCK RETAINING WALL	\$84.00	150 SF	\$12,600.00	0.00 SF	\$0.00	0.00 SF	\$0.00
20	0	MANHOLE, STORM SEWER, SW-401, 48 IN	\$2,700.00	10 EACH	\$27,000.00	1.00 EACH	\$2,700.00	1.00 EACH	\$2,700.00
21	0	MANHOLE, STORM SEWER, SW-401, 60 IN	\$4,200.00	7 EACH	\$29,400.00	1.00 EACH	\$4,200.00	1.00 EACH	\$4,200.00
22	0	MANHOLE, STORM SEWER, SW-401, 72 IN	\$5,400.00	1 EACH	\$5,400.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
23	0	INTAKE, SW-501	\$2,500.00	3 EACH	\$7,500.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
24	0	INTAKE, SW-503	\$4,000.00	2 EACH	\$8,000.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
25	0	INTAKE, SW-505	\$3,900.00	16 EACH	\$62,400.00	1.00 EACH	\$3,900.00	1.00 EACH	\$3,900.00
26	0	INTAKE, SW-506	\$7,800.00	3 EACH	\$23,400.00	2.00 EACH	\$15,600.00	2.00 EACH	\$15,600.00
27	0	MANHOLE ADJUSTMENT, MINOR	\$1,100.00	57 EACH	\$62,700.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
28	0	MANHOLE ADJUSTMENT, MAJOR	\$3,100.00	7 EACH	\$21,700.00	5.00 EACH	\$15,500.00	6.00 EACH	\$18,600.00
29	0	CONNECTION TO EXISTING MANHOLE	\$1,900.00	2 EACH	\$3,800.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
30	0	CONNECTION TO EXISTING INTAKE	\$1,900.00	1 EACH	\$1,900.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
31	0	SUBDRAIN, PERFORATED PLASTIC PIPE, 4 IN. DIA.	\$16.50	3483 LF	\$57,469.50	624.00 LF	\$10,296.00	624.00 LF	\$10,296.00
32	0	SUBDRAIN, PERFORATED PLASTIC PIPE, 6 IN. DIA.	\$52.00	38 LF	\$1,976.00	0.00 LF	\$0.00	0.00 LF	\$0.00
33	0	SUBDRAIN, PVC, STANDARD, NON-PERFORATED, 6 IN	\$48.00	17 LF	\$816.00	32.00 LF	\$1,536.00	32.00 LF	\$1,536.00
34	0	SUBDRAIN RISER, 6 IN., AS PER PLAN	\$670.00	13 EACH	\$8,710.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
35	0	SUBDRAIN OUTLET, DR-303	\$440.00	13 EACH	\$5,720.00	2.00 EACH	\$880.00	2.00 EACH	\$880.00
36	0	STORM SEWER GRAVITY MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC)	\$45.00	16 LF	\$720.00	0.00 LF	\$0.00	0.00 LF	\$0.00
37	0	STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (R)	\$79.00	155 LF	\$12,245.00	2.00 LF	\$158.00	2.00 LF	\$158.00
38	0	STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (R)	\$81.00	1003 LF	\$81,243.00	38.00 LF	\$3,078.00	38.00 LF	\$3,078.00
39	0	STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (R)	\$92.00	367 LF	\$33,764.00	31.00 LF	\$2,852.00	31.00 LF	\$2,852.00
40	0	STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (R)	\$78.00	32 LF	\$2,496.00	0.00 LF	\$0.00	0.00 LF	\$0.00
41	0	STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (R)	\$87.00	330 LF	\$28,710.00	32.00 LF	\$2,784.00	32.00 LF	\$2,784.00
42	0	STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (R)	\$119.00	334 LF	\$39,746.00	0.00 LF	\$0.00	0.00 LF	\$0.00
43	0	REMOVE STORM SEWER PIPE LESS THAN OR EQUAL TO 36 IN.	\$29.00	1714 LF	\$49,706.00	263.00 LF	\$7,627.00	263.00 LF	\$7,627.00
44	0	STORM, SEWER ABANDONMENT, FILL AND PLUG, LESS THAN OR EQUAL TO	\$26.50	403 LF	\$10,679.50	0.00 LF	\$0.00	0.00 LF	\$0.00

Partial Pay Estimate No.:

4

University Avenue

City of Windsor Heights, Iowa

Windsor Heights, Iowa

BMI PROJECT NO.A13.114724

WORK COMPLETED THROUGH DATE AUGUST 28, 2020

ITEM NO.	SUDAS REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
45	0	EROSION OF STONE	\$83.00	6 TON	\$498.00	0.00 TON	\$0.00	0.00 TON	\$0.00
46	0	REMOVAL OF PAVEMENT	\$10.75	14151 SY	\$152,123.25	6269.50 SY	\$67,397.13	8,007.70 SY	\$86,082.78
47	0	REMOVAL OF INTAKES AND UTILITY ACCESSSES	\$920.00	44 EACH	\$40,480.00	5.00 EACH	\$4,600.00	5.00 EACH	\$4,600.00
48	0	REMOVAL OF SIDEWALK	\$8.00	3201.3 SY	\$25,610.40	301.30 SY	\$2,410.40	485.30 SY	\$3,882.40
49	0	SIDEWALK, P.C. CONCRETE, 4 IN	\$45.00	1543.7 SY	\$69,466.50	66.00 SY	\$2,970.00	159.20 SY	\$7,164.00
50	0	SIDEWALK, P.C. CONCRETE, 6 IN	\$43.00	386.3 SY	\$16,610.90	28.00 SY	\$1,204.00	112.80 SY	\$4,850.40
51	0	SIDEWALK, REINFORCED P.C. CONCRETE, 6 IN	\$64.00	38 SY	\$2,432.00	0.00 SY	\$0.00	0.00 SY	\$0.00
52	0	DETECTABLE WARNINGS	\$86.00	855 SF	\$73,530.00	0.00 SF	\$0.00	56.30 SF	\$4,841.80
53	0	CURB AND GUTTER, P.C. CONCRETE, 2.0 FT	\$36.00	4621.4 LF	\$166,370.40	0.00 LF	\$0.00	0.00 LF	\$0.00
54	0	DRIVEWAY, P.C. CONCRETE, 6 IN	\$25.50	743.7 SY	\$18,954.35	0.00 SY	\$0.00	0.00 SY	\$0.00
55	0	REMOVAL OF PAVED DRIVEWAY	\$18.50	530.3 SY	\$9,810.55	0.00 SY	\$0.00	78.10 SY	\$1,444.85
56	0	LIGHTING POLES	\$7,900.00	36 EACH	\$284,400.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
57	0	REMOVE AND REINSTALL SIGN AS PER PLAN	\$158.00	27 EACH	\$4,266.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
58	0	REMOVAL OF TYPE A SIGN ASSEMBLY	\$105.00	33 EACH	\$3,465.00	1.00 EACH	\$105.00	1.00 EACH	\$105.00
59	0	PERFORATED SQUARE STEEL TUBE POSTS	\$16.00	260 LF	\$4,160.00	0.00 LF	\$0.00	0.00 LF	\$0.00
60	0	PERFORATED SQUARE STEEL TUBE POST ANCHOR, BREAK-AWAY SOIL INSTA	\$53.00	26 EACH	\$1,378.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
61	0	TYPE A SIGNS, SHEET ALUMINUM	\$10.50	198 SF	\$2,079.00	0.00 SF	\$0.00	0.00 SF	\$0.00
62	0	TRAFFIC SIGNALIZATION	\$505,000.00	1 LS	\$505,000.00	0.01 LS	\$5,555.00	0.03 LS	\$16,665.00
63	0	PAINTED PAVEMENT MARKINGS, DURABLE	\$142.00	236.3 STA	\$33,554.60	26.90 STA	\$3,819.80	26.90 STA	\$3,819.80
64	0	PAINTED SYMBOLS AND LEGENDS, DURABLE	\$147.00	58 EACH	\$8,526.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
65	0	TRAFFIC CONTROL	\$27,268.00	1 LS	\$27,268.00	0.40 LS	\$10,907.20	0.50 LS	\$13,634.00
66	0	TEMPORARY LANE SEPARATOR SYSTEM	\$10.50	3895 LF	\$40,897.50	520.00 LF	\$5,460.00	520.00 LF	\$5,460.00
67	0	PORTABLE DYNAMIC MESSAGE SIGN (PDMS)	\$84.00	200 CDAY	\$16,800.00	75.00 CDAY	\$6,300.00	75.00 CDAY	\$6,300.00
68	0	MOBILIZATION	\$688,588.15	1 LS	\$688,588.15	0.50 LS	\$344,294.08	0.50 LS	\$344,294.08
69	0	REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL	\$35.00	300 CY	\$10,500.00	0.00 CY	\$0.00	0.00 CY	\$0.00
70	0	WATER SERVICE CURB STOP AND BOX, WATER SERVICE CURB STOP AND BO	\$2,800.00	20 EACH	\$56,000.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
71	0	VALVE BOX EXTENSION OR ADJUSTMENT	\$480.00	40 EACH	\$19,200.00	1.00 EACH	\$480.00	1.00 EACH	\$480.00
72	0	('CUBIC YARDS' ITEM) ENGINEERED SOIL MIX (BIOCELLS)	\$70.00	25 CY	\$1,750.00	0.00 CY	\$0.00	0.00 CY	\$0.00
73	0	('CUBIC YARDS' ITEM) STRUCTURAL SOIL MIX	\$260.00	315 CY	\$81,900.00	0.00 CY	\$0.00	0.00 CY	\$0.00
74	0	('CUBIC YARDS' ITEM) TOPSOIL COMPOST AMENDED (PLANTING BEDS)	\$61.00	500 CY	\$30,500.00	0.00 CY	\$0.00	0.00 CY	\$0.00
75	0	('EACH' ITEM) 10 INCH WATERMAIN ALTERATION- BUS SHELTER	\$7,300.00	1 EACH	\$7,300.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
76	0	('EACH' ITEM) 6 FOOT BENCH	\$2,600.00	8 EACH	\$20,800.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
77	0	('EACH' ITEM) BIKE RACK	\$1,100.00	12 EACH	\$13,200.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
78	0	('EACH' ITEM) BULBS	\$2.00	1334 EACH	\$2,668.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
79	0	('EACH' ITEM) CHARGING STATION	\$2,700.00	3 EACH	\$8,100.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
80	0	('EACH' ITEM) COLUMN MONUMENT	\$34,000.00	2 EACH	\$68,000.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
81	0	('EACH' ITEM) ENTRY MONUMENT	\$45,000.00	2 EACH	\$90,000.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
82	0	('EACH' ITEM) GFCL (INCL. PEDESTAL AND ENCLOSURE)	\$600.00	19 EACH	\$11,400.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
83	0	('EACH' ITEM) RH-1	\$740.00	5 EACH	\$3,700.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
84	0	('EACH' ITEM) RH-2	\$710.00	10 EACH	\$7,100.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
85	0	('EACH' ITEM) LITTER RECEPTACLE	\$2,100.00	7 EACH	\$14,700.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
86	0	('EACH' ITEM) NYLOPLAST DRAIN BASIN 12 INCH (BIOCELLS)	\$1,400.00	2 EACH	\$2,800.00	2.00 EACH	\$2,800.00	2.00 EACH	\$2,800.00
87	0	('EACH' ITEM) PERENNIAL GROUND COVER (1 GALLON)	\$9.50	1764 EACH	\$16,758.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
88	0	('EACH' ITEM) POLE BASE FOOTING (TYPES S1 S2 S3 & S4 FIXTURES	\$3,500.00	35 EACH	\$125,000.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
89	0	('EACH' ITEM) RECYCLING RECEPTACLE	\$2,400.00	7 EACH	\$16,800.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
90	0	('EACH' ITEM) REFINISH EXISTING TRAFFIC SIGNAL POLES & ARMS	\$13,000.00	4 EACH	\$52,000.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
91	0	('EACH' ITEM) REINFORCED MONOLITHIC CONCRETE FOREBAY (BIOCELLS)	\$6,300.00	2 EACH	\$12,600.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
92	0	('EACH' ITEM) RELOCATE HYDRANT ASSEMBLY	\$4,100.00	4 EACH	\$16,400.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
93	0	('EACH' ITEM) REMOVE AND REPLACE HYDRANT ASSEMBLY	\$8,400.00	2 EACH	\$16,800.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
94	0	('EACH' ITEM) SIGN UPLIGHTS (TYPE SS FIXTURE)	\$1,400.00	8 EACH	\$11,200.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00

Partial Pay Estimate No.:

4

University Avenue

City of Windsor Heights, Iowa

Windsor Heights, Iowa

BMI PROJECT NO.A13.114724

WORK COMPLETED THROUGH DATE AUGUST 28, 2020

ITEM NO.	SUDAS REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
95	0	('EACH' ITEM) SINGLE HEAD ROWY LIGHT (TYPE S6 FIXTURE)	\$620.00	12 EACH	\$7,440.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
96	0	('EACH' ITEM) STONE BLOCK BENCH	\$1,800.00	19 EACH	\$34,200.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
97	0	('EACH' ITEM) STON BLOCK CUBE	\$1,100.00	27 EACH	\$29,700.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
98	0	('EACH' ITEM) TREE GRATE AND FRAME	\$3,200.00	15 EACH	\$48,000.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
99	0	('EACH' ITEM) TYPE 1 WATERMAIN ALTERATION	\$6,100.00	4 EACH	\$24,400.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
100	0	('EACH' ITEM) TYPE 3 WATERMAIN ALTERATION	\$7,300.00	1 EACH	\$7,300.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
101	0	('EACH' ITEM) WATER SERVICE CURB STOP & BOX ADJUSTMENT	\$2,800.00	20 EACH	\$56,000.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
102	0	('EACH' ITEM)WAYFINDING SIGN KIOSK	\$11,000.00	3 EACH	\$33,000.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
103	0	('LINEAR FEET' ITEM) #10 AWG CU	\$2.50	1629 LF	\$4,072.50	0.00 LF	\$0.00	0.00 LF	\$0.00
104	0	('LINEAR FEET' ITEM) #12 AWG CU	\$5.25	4005 LF	\$21,026.25	0.00 LF	\$0.00	0.00 LF	\$0.00
105	0	('LINEAR FEET' ITEM) #14 AWG CU	\$4.75	3560 LF	\$15,960.00	0.00 LF	\$0.00	0.00 LF	\$0.00
106	0	('LINEAR FEET' ITEM) #16 AWG CU	\$4.75	7599 LF	\$36,095.25	0.00 LF	\$0.00	0.00 LF	\$0.00
107	0	('LINEAR FEET' ITEM) #18 AWG CU	\$4.25	9105 LF	\$38,700.50	0.00 LF	\$0.00	0.00 LF	\$0.00
108	0	('LINEAR FEET' ITEM) #20 AWG CU	\$4.00	26580 LF	\$106,320.00	0.00 LF	\$0.00	0.00 LF	\$0.00
109	0	('LINEAR FEET' ITEM) CONCRETE BAND 8 INCH WIDTH	\$87.00	360 LF	\$31,320.00	0.00 LF	\$0.00	0.00 LF	\$0.00
110	0	('LINEAR FEET' ITEM) LIMESTONE EDGER	\$26.50	600 LF	\$15,900.00	0.00 LF	\$0.00	0.00 LF	\$0.00
111	0	('LINEAR FEET' ITEM) TRENCHING CONDUIT	\$12.25	19553 LF	\$239,524.25	1310.00 LF	\$16,047.50	1,540.00 LF	\$18,865.00
112	0	('SQUARE YARDS' ITEM) CONCRETE UNIT PAVERS	\$247.00	325 SY	\$80,275.00	0.00 SY	\$0.00	0.00 SY	\$0.00
113	0	('TONS' ITEM) FOUNDATION ROCK	\$77.00	10 TON	\$770.00	0.00 TON	\$0.00	0.00 TON	\$0.00
114	0	('TONS' ITEM) NO. 57 STONE (AGGREGATE CHAMBER)	\$90.00	16 TON	\$1,440.00	0.00 TON	\$0.00	0.00 TON	\$0.00
115	0	('TONS' ITEM) NO. 8 STONE (CHOCKER LAYER)	\$77.00	3 TON	\$231.00	0.00 TON	\$0.00	0.00 TON	\$0.00
116	0	MULCHING	\$2,100.00	1.6 ACRE	\$3,360.00	0.05 ACRE	\$105.00	0.05 ACRE	\$105.00
117	0	SEEDING AND FERTILIZING (URBAN)	\$1,000.00	1.6 ACRE	\$1,600.00	0.00 ACRE	\$0.00	0.00 ACRE	\$0.00
118	0	SLOPE PROTECTION, WOOD EKCELSIOR MAT	\$9.50	115 SQ	\$1,092.50	0.00 SQ	\$0.00	0.00 SQ	\$0.00
119	0	STABILIZED CONSTRUCTION ENTRANCE, EC-303	\$76.00	300 LF	\$22,800.00	120.00 LF	\$9,120.00	120.00 LF	\$9,120.00
120	0	PERIMETER AND SLOP SEDIMENT CONTROL DEVICE, 9 IN. DIA.	\$2.00	5540 LF	\$11,080.00	145.00 LF	\$290.00	145.00 LF	\$290.00
121	0	REMOVAL OF PERIMETER AND SLOPE SEDIMENT CONTROL DEVICE	\$0.50	5540 0	\$2,770.00	0.00 0	\$0.00	0.00 0	\$0.00
122	0	OPEN-THROAT CURB INTAKE SEDIMENT FILTER, EC-602	\$10.50	20 LF	\$210.00	8.00 LF	\$84.00	12.00 LF	\$126.00
123	0	MAINTENANCE OF OPEN-THROAT CURB INTKE SEDIMENT FILTER	\$26.50	4 EACH	\$106.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
124	0	REMOVAL OF OPEN-THROAT CURB INTAKE SEDIMENT FILTER	\$26.50	4 EACH	\$106.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
125	0	GRATE INTAKE SEDIMENT FILTER BAG	\$205.00	43 EACH	\$8,815.00	0.00 EACH	\$0.00	4.00 EACH	\$820.00
126	0	MAINTENANCE OF GRATE INTAKE SEDIMENT FILTER BAG	\$26.50	43 EACH	\$1,139.50	0.00 EACH	\$0.00	0.00 EACH	\$0.00
127	0	REMOVAL OF GRATE INTAKE SEDIMENT FILTER BAG	\$10.50	43 EACH	\$451.50	0.00 EACH	\$0.00	0.00 EACH	\$0.00
128	0	MOBILIZATION, EROSION CONTROL	\$500.00	10 EACH	\$5,000.00	1.00 EACH	\$500.00	1.00 EACH	\$500.00
129	0	MOBILIZATION, EMERGENCY EROSIONS CONTROL	\$1,000.00	1 EACH	\$1,000.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
130	0	SHRUBS	\$48.00	53 EACH	\$2,544.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
131	0	TREES	\$470.00	48 EACH	\$22,560.00	0.00 EACH	\$0.00	0.00 EACH	\$0.00
132	0	MODIFIED SUBBASE	\$60.00	630 CY	\$37,800.00	0.00 CY	\$0.00	0.00 CY	\$0.00
133	0	RECREATIONAL TRAIL, PORTLAND CEMENT CONCRETE, 6 IN	\$51.00	4525.1 SY	\$230,780.10	0.00 SY	\$0.00	0.00 SY	\$0.00
CO-2	0	SUBGRADE STABILIZATION MATERIAL, POLYMER GIRD	\$3.85	722 SY	\$2,779.70	696.70 SY	\$2,682.30	696.70 SY	\$2,682.30
CO-3	0	PAINTED PAVEMENT MARKINGS, WATERBORNE OR SOLVENT-BASED	\$75.00	27.82 STA	\$2,086.50	14.86 STA	\$1,114.50	28.63 STA	\$2,147.25
CO-4	0	SAW PAVEMENT (FULL DEPTH)	\$4.05	800 LF	\$3,240.00	1236.00 LF	\$5,005.80	1,236.00 LF	\$5,005.80
TOTAL AMOUNT:					\$6,755,374.20		\$951,213.40		\$1,127,811.55



STAFF REPORT
CITY COUNCIL
September 8, 2020

TO: CITY COUNCIL
FROM: Mayor Burgess
SUBJECT: Mayor's Report

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None



STAFF REPORT
CITY COUNCIL
September 8, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: 1. For Informational Purposes Only: Temporary ASI Contract for Debris
Removal due to the Derecho

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 20.09.01 Windsor Heights 2020 Temp Agreement Final

ANKENY SANITATION - ASI

PO Box 487

Ankeny, IA 50021

Phone: 515-964-5229 Fax: 515-964-7021

www.ankenysanitation.com

Billing Information

NAME: City of Windsor Heights

ADDRESS: 1145 66th Street

ADDRESS:

CITY: Windsor Heights

STATE: IA

ZIP CODE: 50324

PHONE: 515-279-3662

CELL:

CONTACT:

E-MAIL:

Service Information

NAME: City of Windsor Heights

ADDRESS: 1145 66th Street

ADDRESS:

CITY: Windsor Heights

STATE: IA

ZIP CODE: 50324

PHONE: 515-279-3662

CELL:

CONTACT: Dave Burgess

E-MAIL:

Service Specifications

WASTE TYPE/JOB DESCRIPTION /EQUIPMENT	QTY	SIZE IN YDS	WGT/ CU YD	LIDS/WHEELS/ LOCKS	FREQUENCY	RATE/MONTH
Excavator/per hour					Per hour	\$185/per hour
End Dump/per hour/per unit					Per hour	\$130/per hour
Disposal/per load					Per load	\$180/per load
Hauling Equipment/per trip					Per trip	\$140/per trip

Effective Date:

County Tax Fee

County: Polk

Fuel Surcharge

Equipment Delivery Date:

TOTAL Monthly Costs

Garbage First Pick-up Date:

Special Instructions:

This agreement is a legally binding contract on part of both Ankeny Sanitation – ASI and the CUSTOMER and their respective heirs, successors and assigns in accordance with the terms and conditions on the reverse side. Above rates do not include special pick-ups, appliances, electronics, tires or additional trash volume over and above the volume specified herein. Commodity adjustments will fluctuate based on the market values of paper, fiber and rigids.

PAYMENT TERMS: NET 15 DAYS.

By signing this agreement, I acknowledge and agree that Ankeny Sanitation - ASI is not responsible for any damage to pavement, asphalt, dirt/gravel or subsurface thereof; and hereby release, discharge and waive any and all actions, and causes of actions, and claims for property damage to driveways, sidewalks, parking areas, and associated structures and sub-grade that may be caused by Ankeny Sanitation – ASI's equipment when utilizing a route necessary to perform the services requested.

Ankeny Sanitation - ASI	Customer Name-City of Windsor Heights
<i>x Juli Accola</i>	X
	Customer Authorized Signature
Juli Accola-Senior Commercial Sales Rep	Title
Date: 8/25/2020	Date:

TERM: Temporary Service
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CONTRACTOR'S DUTIES: Contractor agrees to provide the expertise, personnel, tools, materials, equipment, transportation, supervision and all other services necessary to complete the timely removal and lawful disposal of storm-generated debris caused by the August 10, 2020 storm event in Windsor Heights, Iowa. These contracted services shall provide for the cost-effective and efficient removal and lawful disposal of debris accumulated on all identified public properties, streets, roads and other rights-of-way as directed by the Customer. The Agreement shall be effective until all cleanup efforts have been completed and the City declares that services are no longer necessary. When the work is complete the services will be discontinued, and any equipment owned by Ankeny Sanitation will be retrieved.

COLLECTIONS:

1. Road Clearance: The Contractor shall accomplish the cutting, tossing and/or pushing of debris from the primary transportation routes as identified and directed by the Customer.
2. ROW Clearance: Once road clearance is complete, the Contractor shall remove all debris from the ROW as directed by the Customer. The Contractor shall use reasonable care not to damages any City or private property not already damaged by the storm event. Should any property be damaged due to negligence on the part of the Contractor or their subcontractors, the Contractor will be liable for the damage. The Customer may either bill the Contractor for the damages or withhold funds due the Contractor. The Contractor shall exercise caution when working around public utilities (i.e. gas, water, electric). Efforts will be made by the Customer to mark these utilities, but the City does not warrant that all will be located before debris removal begins.

EQUIPMENT AND OPERATION USAGE: All equipment, tools and materials to perform the services set forth herein shall be owned, maintained and repaired by the Contractor. The Contractor agrees to indemnify, defend and hold harmless the Customer against all claims, fines, suits, damages and penalties and any other liability for injury or death to persons or loss or damage to property due to the Contractor's operation or possession of equipment.

TIME TO COMPLETE AND TERMINATION: Contractor agrees to work diligently to complete these services at the earliest possible date; however, in no event shall the time period for completion exceed 90 days from the Notice to Proceed, unless extended at the direction of the Customer to include additions to the agreement by written order. The Contractor may conduct debris removal operations from sunup to sundown, seven days per week. The City shall have the right to terminate this contract without cause and at its convenience, with immediate notice to the Contractor.

CHARGES AND PAYMENT TERMS: The Customer shall pay the Contractor for the services provided by the Contractor including all fees for collection and disposal of storm debris. Payments shall be made by the Customer within fifteen (15) days after receipt of an invoice from the Contractor. A late charge will be assessed on any past due balances. Contractor may suspend service or remove equipment from the Customer's property if payment terms are not fulfilled, without prejudice to any Contractor's other rights. Suspension of service ("placed on-stop") or removal of equipment due to non-payment shall not void the terms, conditions or obligations of this agreement by Contractor.

FORCE MAJEURE & ASSIGNMENT: If, and to the extent that either the Contractor or the Customer is precluded from performing its duties and/or obligations under this Agreement as the result of acts of God, strikes, lockouts, authority of laws, riots or labor disputes, or other causes beyond its control, such non-performing party shall be excused to the extent that its performance continues to be precluded by such acts. The Customer may not assign its rights and/or obligations under this Agreement without the prior written consent of the Contractor.

OWNERSHIP AND DISPOSAL OF DEBRIS: All debris shall become the property of the Contractor for removal and lawful disposal. The debris will consist of, but limited to vegetative and construction and demolition. The Contractor shall be responsible for determining and executing the method and manner for lawful disposal of all eligible debris.

BINDING AGREEMENT: This Agreement is a legally binding contract on the part of the Contractor and the Customer and their respective heirs, successors and assigns in accordance with the terms and conditions set out herein.



STAFF REPORT
CITY COUNCIL
September 8, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Council Reports and Committee Updates

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None



STAFF REPORT
CITY COUNCIL
September 8, 2020

TO: CITY COUNCIL
FROM: Mark Arentsen
SUBJECT: Interim City Administrator's Report

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None