

## **Council Packet Memo May 31, 2018**

### **4. PRESENTATION**

**Presentation from Greater Des Moines (DSM) Convention and Visitors Bureau (CVB):** Greg Edwards from the Greater DSM CVB will present their annual report.

### **5. PUBLIC HEARING (S)**

**A. i, ii and iii. Public Hearing and First Reading to an Ordinance amending Chapter 183 of the Code of Ordinances relating to Mobile Food Vendors:** Attached you shall find a redlined version of the proposed amendments to Chapter 183, which provides regulations to mobile food vendors. Staff recommends approval of first reading and waving of second and third readings is a consideration.

**B. i, ii and iii. Public Hearing and First Reading to an Ordinance amending Chapter 101 of the Code of Ordinances:** Attached you shall find a redlined version of the proposed amendments to Chapter 101, which cleans up a scrivener's error of recent storm water rates that were not codified during the last re-codification process. Staff and legal recommend approval of first reading and waving of second and third readings is a consideration.

### **6. PUBLIC FORUM**

**A. Swear In PSD/PC Chad McCluskey:** Mayor Burgess would like to publicly swear in Public Safety Director/Police Chief Eric Chad McCluskey. Please help us welcome Chad to our management team.

### **8. OLD BUSINESS**

#### **A. Sunset Terrace Project:**

##### **i. Approval of Change Order No. 9 decreasing the contract amount by**

**\$87,064.07:** Sternquist Construction submitted the attached change order request, which decreases the contract due to liquidated damages and less material quantities.

**ii. Approval of Pay Request No. 14 in the amount of \$2,156.50:** Sternquist Construction submitted the attached pay request for this project. This is the final bill to complete the project, except for the 5% overall project retainage amount. There remains some punch list items to be complete. Once complete, Bolton & Menk will review the work, sign the certificate of completion and ask the City Council to approve the project. Once acceptance has been done, the retainage amount would be sent after 30 days. For this final pay application Bolton & Menk and staff have inspected the work and recommends holding 5% retainage and submitting payment of the remaining amount of \$2,156.60.

**B. Approval of Pay Application No. 8 for Kingston Services for the 2017 Sidewalk Project:** Kingston Services submitted the attached pay request for this project. The total contract is \$923,634.00. To date about seventy eight percent (78%) of the total project has been completed. Bolton & Menk and staff have inspected the work and

recommends holding 5% retainage and submitting payment of the remaining amount of \$128,103.22.

**C. Approval of Pay Application No. 1 for Grimes Asphalt & Paving Corporation for the 2018 HMA Resurfacing Project:** Grimes Asphalt a& Paving submitted the attached pay request for this project. The total contract is \$426,336.50. To date about thirty nine percent (39%) of the total project has been completed. Bolton & Menk and staff have inspected the work and recommends holding 5% retainage and submitting payment of the remaining amount of \$159,280.12.

## **9. NEW BUSINESS**

**A. Approval of Purchase Agreement with J & M Displays for \$7,000 per year for three years - FY18, FY19, and FY20 in the total amount of \$21,000:** Attached you shall find a copy of Multi-Year Agreement Extension for fireworks. The Council Special Events Committee recommends increasing the fireworks display from \$5,000 to \$7,000 for FY18. If Council approves a multi-year agreement, a budget amendment will be required for FY19. Staff recommends approval.

**B. Discussion and Appropriate Follow up on Request for waiver of fees from the Windsor Heights Foundation in the amount of \$3,917.25:** Attached is a spreadsheet of city expenses the Windsor Heights Foundation would like the City to waive for the Nights in the Heights events this summer.

**C. Discussion and Appropriate Follow up on Request for waiver of fees from the Windsor Heights Chamber of Commerce in the amount of \$3,826.26:** Attached is a spreadsheet of city expenses the Windsor Heights Chamber of Commerce would like the City to waive for the 4<sup>th</sup> of July Parade.

**D. A Resolution Approving Fiscal Year 2017 Fund Transfers:** Enclosed you shall find a copy of a resolution approving the year-end budgeted transfers and a spreadsheet outlining all of the line items that are being proposed. Staff recommends approval.

**E. Discussion and Appropriate Follow up on Calendar Meeting Dates in July:** Attached is the calendar approved by Council on November 20, 2017. The first meeting in July is determined to be July 2<sup>nd</sup>. Last year, the City Council voted to cancel the first meeting in July. For consideration, a few options could be Monday, July 2, Monday, July 9 or canceling the first meeting of the month.