

7:01pm PUBLIC HEARING on FY 2011 Budget Amendment

AGENDA

City of University Heights, Iowa City Council Meeting

Tuesday, May 10, 2011

Horn School Media Center

7:00 – 10:00 P.M.

Meeting called by Mayor Louise From

Time		Topic	Owner
7:00	Call to Order Meeting	Roll Call Approval of Minutes April 12, 2011 -Consideration for Mayor to proclaim designation of the month of May as Older Americans Month in the city of University Heights. Proclamation to be presented to Bob Welsh.	Louise From
7:01	Call to Order Public Hearing	<u>Fiscal Year 2011 Budget Amendment</u>	
	Return to Regular Meeting	Consideration of Resolution No. 11-04 Adopting the budget amendments for the fiscal year ending June 30, 2011.	Steve Kuhl
7:15		Discussion of city's bus services by Iowa City Transit and SEATS paratransit.	Chris O'Brien Tom Brase
7:25		Second presentation by CPA/financial firm: Terry, Lockridge & Dunn	Tim Terry Michael Mesch
7:35		-Presentation of One University Place Planned Unit Development (PUD) application and computer generated views. -TIF update information	Kevin Monson Jeff Maxwell
		<u>Planning Staff comments & update</u>	Kent Ralston/John Yapp
8:00	Public Input	Public Comments	
	<u>Administration</u>		
	-Mayor	<u>Mayor's Report</u>	Louise From
	-City Attorney	<u>Legal Report</u>	Steve Ballard

Time	Topic	Owner
	-City Clerk <u>City Clerk Report</u>	Chris Anderson
	<u>Committee Reports:</u>	
	<u>Finance</u> Committee Report <u>-Consideration of retaining a consultant to review the city's budget/finances as well as provide city financial advice.</u> -Payment for video recording services -Discussion of transcribing city meeting minutes -Governor's Commercial rollback	Brennan McGrath
	<u>Treasurer's Report/ Payment of Bills</u>	Lori Kimura
	<u>Community Protection</u> Committee Report	R. Hopson/M. Haverkamp
	Police Chief report	Ron Fort
	<u>Streets and Sidewalks</u> Committee Report -Discussion to reconsider repair to Golfview intake.	Pat Yeggy
	<u>Engineer Report</u> (1) Pay App 2: 2009 Street Improvements Project (Eggleston Concrete Contractors) (2) Consider Tree Removal Quotes from Total Tree Care of Iowa City (Olive Court, Highland Drive, Prospect Pl.) (3) Consider Pavement Marking Quote from LL Pelling (2011 Pavement Markings) (4) Consider Storm Intake Cleanout Quote from Action Sewer Services (Golfview Ave.)	Josiah Bilskemper
	<u>Building, Zoning & Sanitation</u> Committee Report -Discussion of keeping chicken coops in the city	Stan Laverman
	Zoning Report	Pat Bauer
	<u>e-Government</u> Committee Report	Mike Haverkamp
	<u>MPO-JC (Metropolitan Planning Organization of Johnson Co.) - formerly known as JCCOG</u> Committee Report	Louise From
	Announcements	Anyone
10:00	Adjournment	Louise From

Next Regular Council Meeting: Tuesday, June 14, 2011.

2011

Older Americans Month Proclamation



WHEREAS, older adults with evolving needs living in LOCATION and throughout the nation are an increasing population; and

WHEREAS, the increasing number of baby boomers reaching traditional retirement age highlight the need for increased support of older adults; and

WHEREAS, older Americans are valuable members of our society who enhance our communities and personal lives; and

WHEREAS, it is the responsibility of this and all U.S. communities to work collaboratively to address older adults' unique health and long-term care challenges; and

WHEREAS, it is crucial that communities modernize systems of care to help empower older Americans and give them more control over their own lives; and

WHEREAS, communities can improve older citizens' overall quality of life by helping:

Make behavioral changes in their lifestyles that can reduce the risk of disease, disability, and injury;

Obtain the tools needed to make informed decisions about, and gain better access to, existing health and long-term care options in their communities;

Create more options to remain at home as long as possible and avoid placement in nursing homes;

NOW THEREFORE, I, Louise From, Mayor of University Heights do hereby proclaim May 2011 to be

Older Americans Month in University Heights

WE urge everyone to honor our older adults and the professionals, family members, and citizens who care for them. Our efforts will improve the lives of our older citizens and pave the way for future generations.

Dated this 10th day of May 2011

By _____

Louise From / University Heights

City of University Heights, Iowa

		FY 10/11 Original Budget	FY 10/11 Amended Budget
Income			
PROPERTY TAXES			
Transit Levy	amount needed	41,290.00	41,290.00
Library Services Levy	\$0.27/1,000 txbl	13,592.00	13,592.00
Regular Property Tax	\$8.10/1,000 txbl	407,768.00	407,768.00
Debt Service Levy	amount needed	32,810.00	32,810.00
Insurance Levy	amount needed	18,100.00	18,100.00
Benefits Levies	amount needed	42,702.00	42,702.00
Total PROPERTY TAXES		556,262.00	556,262.00
OTHER CITY TAXES			
Local Option Sales Tax		125,000.00	125,000.00
Utility Excise Tax (included in property taxes)			
Total OTHER CITY TAXES		125,000.00	125,000.00
LICENSES & PERMITS			
Beer/Wine/Liquor/Cig Permits		0.00	306.00
Building/Equipment Permits		8,000.00	8,000.00
Misc. Licenses/Permits		100.00	45.00
Rental Permits		12,000.00	12,000.00
Total LICENSES & PERMITS		20,100.00	20,351.00
USE OF MONEY & PROPERTY			
Interest on Cash Investments		3,000.00	2,600.00
Total USE OF MONEY & PROPERTY		3,000.00	2,600.00
INTERGOVERNMENTAL/SHARED REVENUE			
Federal Shared Revenues			
IDOT funds - sidewalk project		396,800.00	303,091.00
ARRA I-JOBS funds			5,245.00
Stimulus funding		50,000.00	45,875.00
		446,800.00	354,211.00
State Shared Revenues			
Road Use/Street Construction		84,000.00	95,000.00
Community Disaster		0.00	0.00
Traffic Safety Incentive		0.00	12,847.00
		84,000.00	107,847.00
Total INTERGOVERNMENTAL/SHARED REVENUE		530,800.00	462,058.00
CHARGES FOR SERVICE - rental inspections and police reports			
		1,000.00	1,000.00

SPECIAL ASSESSMENTS	<u>0.00</u>	<u>0.00</u>
MISCELLANEOUS REVENUES		
Cable TV Franchise	7,750.00	9,017.00
Fines		
Parking Fines	9,000.00	9,000.00
Traffic Fines-Clk of Ct	60,000.00	65,000.00
Misc. Income	2,000.00	2,000.00
Contributions		250.00
Legal fees/engineering fees reimbursements	0.00	32,000.00
Refunds and Reimbursements	1,000.00	1,000.00
Sale of Property & Merchandise	<u>0.00</u>	<u>620.00</u>
Total MISCELLANEOUS REVENUES	79,750.00	118,887.00
Total Income	1,315,912.00	1,286,158.00
OTHER FINANCING SOURCES		
Loan Draws for Sidewalk Project	356,500.00	150,000.00
Bond sale - City's share of wide sidewalk project	150,000.00	0.00
Repay Sidewalk Project loan draws	<u>-555,000.00</u>	<u>-150,000.00</u>
Total Income and Other Financing Sources	<u>1,267,412.00</u>	<u>1,286,158.00</u>
Expense		
PUBLIC SAFETY		
Police		
Holiday and Other Pay	12,200.00	12,200.00
Reserves/Special Events payroll	20.00	20.00
Police Gross Wages	<u>162,490.00</u>	<u>180,000.00</u>
Total Police Gross Wages	<u>174,710.00</u>	<u>192,220.00</u>
Police Benefits & Costs		
Police FICA	6.20%	10,832.00
Police Medicare	1.45%	2,533.00
Police IPERS	9.95% for 2010/11	17,384.00
Police Health Insurance		10,000.00
Police Workers Compensation		6,500.00
Police SUTA		<u>100.00</u>
Total Police Benefits & Costs		<u>52,997.00</u>
Staff Development		
Regular Officer Training		
Academy training	4,700.00	0.00
Officer Training	3,500.00	3,500.00
Training Supplies	<u>1,000.00</u>	<u>1,000.00</u>
Total Staff Development	<u>9,200.00</u>	<u>4,500.00</u>
Repair/Maint/Utilities		
Vehicle Operations		
Fuel	15,000.00	15,000.00

Washes	700.00	700.00
Total Vehicle Operations	<u>15,700.00</u>	<u>15,700.00</u>
Maintenance and Repairs		
Bicycle Maint/Repair	200.00	200.00
Car Maint/Repair	8,000.00	8,000.00
Total Maintenance and Repairs	<u>8,200.00</u>	<u>8,200.00</u>
Telecommunications Expense		
Radio Repairs	1,000.00	1,000.00
Pager Fees/Verizon	1,000.00	1,000.00
Racom Radio Fees	1,000.00	1,000.00
Total Telecommunications Expense	<u>3,000.00</u>	<u>3,000.00</u>
Total Vehicle, Repairs and Maintenance and Telecommunications	<u>26,900.00</u>	<u>26,900.00</u>
Contractual Services		
Police Insurance-Car/Liability	4,800.00	4,800.00
Special Events staff	0.00	1,285.00
Payments to Other Agencies		
Technology Services/Iowa System	2,600.00	2,600.00
Johnson Co. Sheriff - jail fee	200.00	200.00
Emergency Comm. Services-IC	42,275.00	0.00
Radio Fees-Iowa City	1,500.00	0.00
Total Payments to Other Agencies	<u>51,375.00</u>	<u>8,885.00</u>
Printing/Copying	800.00	300.00
Garage Rental	880.00	880.00
Prof Serv-Psych Testing-Physica	500.00	200.00
Total Contractual Services	<u>53,555.00</u>	<u>10,265.00</u>
Commodities		
Car Purchase	13,500.00	13,500.00
Minor Equipment		
Regular Officer Uniform	3,000.00	3,000.00
Operating Equipment	1,500.00	1,500.00
Total Minor Equipment	<u>4,500.00</u>	<u>4,500.00</u>
Major Equipment		
Light Bar	0.00	1,600.00
Radar	0.00	808.00
Stop Sticks	1,000.00	1,000.00
Car Equipment	3,000.00	3,000.00
Total Major Equipment	<u>4,000.00</u>	<u>6,408.00</u>
Supplies		
Office Supplies	2,000.00	2,000.00
Operating Supplies	3,000.00	3,000.00
Ammunition	3,000.00	7,200.00
Postage/Shipping	300.00	300.00
Other Supplies	1,000.00	1,000.00
Total Supplies	<u>9,300.00</u>	<u>13,500.00</u>
Total Commodities	<u>31,300.00</u>	<u>37,908.00</u>

Total Police	<u>343,014.00</u>	<u>324,790.00</u>
Fire		
Contracts w/Other Agencies		
Coralville Fire Dep't	29,718.00	29,718.00
Hydrant Flush-City of Iowa City	<u>1,600.00</u>	<u>2,000.00</u>
Total Fire	<u>31,318.00</u>	<u>31,718.00</u>
Hazmat-Johnson County	<u>256.00</u>	<u>256.00</u>
Building Inspections		
Building / Rental Inspection	<u>4,000.00</u>	<u>22,000.00</u>
Total PUBLIC SAFETY	<u>378,588.00</u>	<u>378,764.00</u>
PUBLIC WORKS		
Roads, Bridges, & Sidewalks		
Storm water permit/administration	5,000.00	3,500.00
Contractual Services		
Engineering Fees	36,000.00	64,000.00
Repairs/Improvements		
Street Repairs		
1-Melrose Ave. PCC Panel Repl.		
4-Sunset Street PCC Panel Repl.		
5-Highland Dr. Grind (Drainage)		
11-Hot mix patching		
Other Projects	22,500.00	4,500.00
Wide Sidewalk (555,000)	356,500.00	415,000.00
Arterial Street repair (stimulus)	57,500.00	53,500.00
Striping/Curb Renumbering	5,000.00	3,000.00
Street Lighting Electricity	7,500.00	7,600.00
Traffic Controls and Safety		
Traffic Light Electricity	1,000.00	900.00
Street Signs	0.00	600.00
Snow Removal-Contractual	25,300.00	23,775.00
Street Sweeping-Contractual	<u>5,000.00</u>	<u>5,000.00</u>
Total Roads, Bridges, & Sidewalks	<u>521,300.00</u>	<u>581,375.00</u>
Other Public Works		
Contracts-Other Agencies		
IC Bus Service	33,000.00	33,000.00
SEATS Service	<u>8,290.00</u>	<u>8,444.00</u>
Total Other Public Works	<u>41,290.00</u>	<u>41,444.00</u>
Sanitation		
Contractual		
Trash/Recycling	20,862.00	20,862.00
Leaf Bag pick up/dump fees	1,200.00	0.00
Leaf Vacuuming	<u>10,000.00</u>	<u>10,000.00</u>

Total Sanitation		<u>32,062.00</u>	<u>30,862.00</u>
Total PUBLIC WORKS		<u>594,652.00</u>	<u>653,681.00</u>
CULTURE & RECREATION			
Library		30,242.00	30,242.00
Chautauqua		0.00	400.00
Parks			
Park Expenses		<u>750.00</u>	<u>850.00</u>
Total CULTURE & RECREATION		<u>30,992.00</u>	<u>31,492.00</u>
COMMUNITY & ECONOMIC DEV.			
Tree Trimming		<u>5,000.00</u>	<u>5,000.00</u>
Total COMMUNITY & ECONOMIC DEV.		<u>5,000.00</u>	<u>5,000.00</u>
GENERAL GOVERNMENT			
Mayor/Council Operations			
Salaries-Regular Part Time			
Council		4,000.00	4,000.00
Mayor		<u>1,967.00</u>	<u>1,967.00</u>
Total Salaries-Regular Part Time		<u>5,967.00</u>	<u>5,967.00</u>
Employee Benefits & Costs			
FICA	6.20%	370.00	370.00
Medicare	1.45%	87.00	87.00
SUTA		<u>5.00</u>	<u>5.00</u>
Total Employee Benefits & Costs		<u>462.00</u>	<u>462.00</u>
Total Mayor/Council Operations		<u>6,429.00</u>	<u>6,429.00</u>
Clerk/Treasurer & Finance Admin			
Salaries-Regular Part Time			
Clerk and Treasurer		<u>9,000.00</u>	<u>9,000.00</u>
Employee Benefits & Costs			
FICA	6.20%	558.00	558.00
Medicare	1.45%	131.00	131.00
SUTA		10.00	10.00
IPERS	6.95% for 2010/11	<u>625.00</u>	<u>695.00</u>
Total Employee Benefits & Costs		<u>1,324.00</u>	<u>1,394.00</u>
Total Staff Development		<u>1,723.00</u>	<u>1,959.00</u>
Contractual Services			
Printing/Copying		700.00	700.00
Bank/credit card fees		0.00	50.00

Notary fees	0.00	60.00
Technology Services	300.00	300.00
Total Contractual Services	1,000.00	1,110.00
Commodities		
Minor Equipment/Supplies/Techno	700.00	700.00
Office Supplies and Postage	500.00	1,600.00
Total Commodities	1,200.00	2,300.00
Total Clerk/Treasurer & Finance Admin	14,247.00	15,763.00
Election Expenses	1,750.00	3,500.00
Legal Services	45,000.00	85,000.00
Accounting Fees	2,000.00	2,330.00
Legal Publications	3,000.00	3,000.00
City Hall & General Buildings		
Salaries-Regular Part Time		
Facilities Assistant	1,248.00	600.00
Employee Benefits & Costs		
FICA	6.20%	77.00
Medicare	1.45%	18.00
IPERS	6.95% for 2010/11	87.00
Total Employee Benefits & Costs	182.00	89.00
Repair/Maint/Utilities		
Utilities	1,500.00	1,200.00
Repairs	1,000.00	500.00
Telecommunications	1,600.00	1,650.00
Total Repair/Maint/Utilities	4,100.00	3,350.00
Contractual		
City Hall rental	10,404.00	10,580.00
Garage rental	440.00	420.00
Total Contractual	10,844.00	11,000.00
Commodities		
Supplies	200.00	200.00
Total City Hall & General Buildings	16,574.00	15,239.00
Claims and Reimbursements	0.00	1,750.00
Tort Liability Insurance	6,800.00	6,850.00
Total GENERAL GOVERNMENT	95,800.00	139,861.00
DEBT SERVICE		
Interest	7,810.00	11,190.00
Principal	25,000.00	25,000.00
Total DEBT SERVICE	32,810.00	36,190.00
Total Expense	1,137,842.00	1,244,988.00
NET SURPLUS OR (LOSS)	129,570.00	41,170.00



Date: May 9, 2011
To: University Heights Mayor & City Council
From: John Yapp; Executive Director
Kent Ralston; Assistant Transportation Planner
Re: Public Comment Regarding the One University Place Planned Unit Development

As discussed at your April Council Meeting, MPO staff has been collecting public input regarding the One University Place Planned Unit Development proposal. To date, we have received five comments related to the proposed development. Several comments are copied below and two are attached. We will continue to collect public comments through June 3, 2011. Correspondence received by June 3rd will be presented to the Council at your June 14th Council Meeting.

Public Comments Received:

1. Jeff Edberg - Ms. Mayor and University Heights Councilors, Please defer this important vote until after the General Election in November. If this is a good idea, it will still be a good idea in November. If it is not supported by the majority of the citizens of University Heights, a premature vote on this matter could be very bad for University Heights and not in accordance with the will of the people. There is no harm in waiting to make sure this is what the majority of the people of University Heights wants. If a vote is rushed I have to wonder why this developer has more influence with the elected officials than the citizens of this city. Thank you for your consideration.
2. John Streif, 1479 Grand Avenue - I am in support of the plans which were recently mailed to all residents. I appreciate everyone keeping us well informed. Thanks for all everyone is doing on this very important project.
3. June Braverman, Ph.d - Please correct spelling of Chautauqua on site map and REMOVE my name, June Braverman. And I would hope that the title of Chautauqua be removed because our August celebrations are not Chautauquas. According to Wikipedia, "The Chautauqua brought entertainment and culture for the whole community with speakers, teachers, music, entertainers, preachers and specialists of the day" It does not mention garden tours and bake-offs. For further information check Google. Thank you.
4. Larry Wilson - Dear Council Members and Staff, I have reviewed the One University Place PUD submission package as posted on the University Heights website so that I might have a better understanding of whether the project is being developed as promised and expected. Since I have conducted this type of plan submittal review for many years as campus planner for the UI's Planning Design and Construction department and also when employed by the Louisville & Jefferson County Planning commission as Director of Urban Design (which included Planning and Zoning, Board of Adjustments, etc.), I reviewed the One University Place plans in

the same way that I reviewed plans in those positions. My review covered how well, from my perspective, the plans met the PUD submittal requirements of Ordinance 180 Section D and whether development issues and concerns were fully addressed. I think it is very important for the UH City Engineer and MPO planners to review the submittal package for the council. My intent is to raise questions and concerns in my review for them to provide their perspective and/or assure they are answered by the developer and his architect. I would be happy to discuss my findings with you if you would like.

Dear Council Members and Staff, I have discovered that I switched two dimensions indicated in plan view on the C-101 Layout Plan (page 2 of the memo) as indicated below, so I have attached the corrected memo. My apology for the confusion.

Front Yard (Sunset--corner lot)

R-3: 25ft required, 20ft listed in plan notes, ~~409~~ 204ft provided in plan view

C: 30ft required, 20ft listed in plan notes, ~~204~~ 109ft provided in plan view

Attachments

MEMORANDUM

TO: University Heights City Councilors

DATE: May 8, 2011

FROM: Pat Bauer

RE: Initial Comments on Submitted PUD Application Materials

A. NO MENTION OF NEED FOR/TERMS OF TIF FINANCING

The submitted application materials include no mention of any request for TIF financing. It is unclear whether this omission is an indication such financing is not needed for the proposed project to proceed or instead effectively is a request for approval of the PUD application in advance of consideration and action upon a subsequently submitted request for TIF financing. To avoid the possibility of inappropriate sequential determinations, either the PUD application should not be approved until action upon any request for TIF financing is completed or any prior approval of the PUD application should bar any subsequent request for such financing.

B. LACK OF MEANINGFUL SPECIFICITY ON THREE CRITICAL CONCERNS

The submitted application materials are strikingly unspecific on three concerns central to meaningful control of the adverse effects the development will impose on surrounding residents and University Heights as a whole. Moreover, in two instances this lack of specificity explicitly is attributed to conditions caused by the application coming forward well in advance of Saint Andrew Church's decision to sell and/or any subsequent decision by the developer to actually begin construction either on one or both buildings.

1. Types and Hours of Operation of Businesses in the Commercial Portion of the Project

“Ordinance 180 provides that matters relating to the types of business and hours of operation of occupants in the commercial portion of the project will be addressed in covenants, easements, and restrictions (or, in this instance, more appropriately the Condominium Declaration). **It is anticipated that all of the uses specified in the Ordinance 180, Section 6.F(2)(b) will be permitted, along with any such further uses as may be identified during the course of the PUD Application review process. In terms of hours of operation, it is anticipated that there should be a balancing of the interests of commercial activities choosing to locate in the facility with the interests of the adjacent neighborhood, much in the same way as those interests have been reasonably balanced in connection with other commercial areas within the City of University Heights.** The PUD Application review process should include such discussions with the outcome being incorporated into the Development Agreement as future requirements for inclusion in the Condominium Declaration.” [Supplement, p. 3 (bolding added)]

2. Limitations on Leasing of Residential Units

“The other item under Section 13.E(2) of Ordinance 180 to be included in the development covenants (or again, in this case, the Condominium Declaration) are to be "whether and in what conditions some or all dwelling units may be leased". At the present time it is intended by the Developer, in the commercial/residential building, that the residential units will be a mixture of owner occupied and rental units thereby being able to respond to market demand for each within the City of University Heights. It is correspondingly anticipated that the circumstances (size, finish and price) associated with the residential building will likely favor owner-occupied units as opposed to rental units, but **the Developer at this time would not choose to preclude any possibility of leasing.** As such, it is anticipated that the Condominium Declaration will include provisions that will i) protect all unit owners and occupants in both buildings from undesirable circumstances constituting nuisances, and ii) protect the integrity of the residential units for pleasant residential use regardless of whether the occupants are owners or tenants. Certainly the Developer is willing to receive the Council's input on such matters and to consider mechanisms for assuring peaceful enjoyment and use of residential units by all occupants provided such mechanisms are not inappropriately discriminatory.” [Supplement, pp. 3-4 (bolding added)]

3. Timing of Commencement and Completion of Construction

“As is well understood, the current owner of the project has certain control over contingencies which will ultimately determine when the project might be commenced and completed. It is difficult for the Developer to pinpoint dates at this time. However, it would appear more critical that the Development Agreement include understandings as to the length of the construction process from commencement to completion. In this regard **it would be the Developer's intention, once construction commences, to complete the process as efficiently and in as timely a manner as the parameters of the project permit. This would apply to each phase of the project.**” [Supplement, p. 4 (bolding added)]

C. NEED FOR USE OF A PUD APPLICATION “PUNCH LIST”

The calculation of political advantage prompting last month’s 3-2 vote to press forward with consideration of Jeff Maxwell’s PUD application in advance of any decision to sell being made by Saint Andrew Church echoes last December’s 4-1 refusal to postpone a final rezoning action until after the January special election. On that earlier occasion, councilors supporting Jeff Maxwell’s rezoning request deflected various citizen concerns with statements that such matters would more appropriately be resolved at the point of a PUD application and TIF financing request. Although we now are approaching that point, the evident commitment to get the PUD application approved while the votes to do so remain available presents a considerable risk that important issues that need to be addressed will instead be conveniently ignored.

Most homeowners approaching the end of a major project recognize the importance of a “punch list” – things contractors need to do to fully perform the many commitments they’ve made along the way in the course of a complicated process extending over a substantial period of time. The attached sheet similarly attempts to ensure that various previously raised concerns will be explicitly considered and decided by formal votes in a process that clearly identifies instances where approval of Jeff Maxwell’s PUD application in advance of this November’s election results in the relaxation of requirements that could more effectively be imposed if the application instead was being considered at a point where the proposed redevelopment had matured to the point of a decision by the church to sell.

PUD APPLICATION “PUNCH LIST”

	MATTERS THAT SHOULD BE CONSIDERED	Required	Excused
1	Consideration of mass & scale supported by 3-D model including all structures on properties falling within 200 feet of boundaries of rezoned parcels		
2	Compliance with Sensitive Slopes Ordinance (both east and west ravines)		
3	Minimization of impact on north Sunset/Grand		
4	LEED certification		
5	Presence of businesses that UH citizens want and will frequent (e.g., coffee shop, grocery store)		
6	Configuration of plaza and terms and conditions of public use thereof		
7	Multi-use community center		
8	Other mentioned amenities (e.g., library book drop off, existence and public access to pedestrian walkway to UAC and dog park, snow removal from sidewalks on south side of Melrose Avenue)		
9	Other promised details (e.g., lighting requirements, specification of exterior materials)		
10	Development covenants, easements, and restrictions concerning types of businesses and hours of operation of businesses located in commercial space		
11	Adequacy of available surface parking to meet projected needs of permitted commercial uses		
12	Development covenants, easements, and restrictions concerning whether and on what conditions some or all dwelling units may be leased.		
13	Financial terms of TIF (including necessary provisions for low/moderate income housing assistance)		
14	Timing of commencement and completion of construction of buildings and improvements (PUD application supplement references “each phase of the project”)		
15	Indemnification ordinance protecting adjacent property owners from loss in values existing prior to rezoning		

MEMORANDUM

DATE: May 9, 2011 [Corrected 05-09-11](#)

TO: University Heights City Councilors

FROM: Larry Wilson

RE: Comments on Submitted One University Place PUD Plans Dated April 22, 2011

I have reviewed the One University Place PUD submission package as posted on the University Heights website so that I might have a better understanding of whether the project is being developed as promised and expected. Since I have conducted this type of plan submittal review for many years as campus planner for the UI's Planning Design and Construction department and also when employed by the Louisville & Jefferson County Planning commission as Director of Urban Design (which included Planning and Zoning, Board of Adjustments, etc.), I reviewed the One University Place plans in the same way that I reviewed plans in those positions. My review covered how well, from my perspective, the plans met the PUD submittal requirements of Ordinance 180 Section D and whether development issues and concerns were fully addressed. I think it is very important for the UH City Engineer and MPO planners to review the submittal package for the council. My intent is to raise questions and concerns in my review for them to provide their perspective and/or assure they are answered by the developer and his architect.

GENERAL COMPLIANCE WITH ORDINANCE SECTION "D" APPLICATION REQUIREMENTS

Sec. 13.D.3. Detailed Site Plan--showing all existing or proposed easements.

The submitted plans show none, but (a) easements will be needed for storm drain line and construction on UI property to north, and also for the Melrose north sidewalk and other walks; (b) an easement or right of way will be needed along the main access drive from Melrose north to UI property to provide legal and physical access for future development of that site to prevent it from being landlocked; and (c) a right of way will be needed for North Sunset.

Sec. 13.D.11. Design elevations showing all side of every building . . .

Sec. 13.D.12. Description of materials for all exterior building surfaces . . .

Sec. 13.D.13. Vertical and horizontal dimensions of the exterior of all buildings . . .

The submitted drawings are too small for the details to be understood and details are lacking in terms of materials, material locations, dimensions, etc. The drawings submitted in support of the Grandview Condominium PUD plan application were much more detailed.

Sec. 13.D.16. Location of existing and proposed utilities . . .

No electrical or natural gas utilities are shown.

Sec. 13.D.20. All other information reasonably required by the University Heights City Council or its designees to explain or illustrate the Plan Application.

A planting plan (including turf areas, plant names and planting details) needs to be submitted (proposed planting is shown in a conceptual way only on Plan A-2, application page 10). Proposed street/site furniture (lighting poles and fixtures, benches, waste receptacles, bus stop shelter and other furniture) that will serve the public need to be shown (proposed street/site furniture is shown in a conceptual way only on Plan A-2, p. 10). The application materials also do not include exterior lighting

and exterior lighting photometric plans (to determine light pollution) or any indication of the location and design details of any refuse stations.

REVIEW OF SPECIFIC DETAILS OF SUBMITTED PLANS

NOTE: The hard copies submitted in 11"x17" format generally were too small to permit effective review. In addition, because of data file size, full-sized sheets (24"x36") printed from the website PDF to scale by a printing company were fuzzy in places and did not always allow for accurate review of particular details.

Sheet C-101: LAYOUT PLAN (Application p. 2)

SETBACKS

1. Front Yard (Melrose)
 - R-3: 25ft required, 33ft listed in plan notes, 33ft provided in plan view
 - C: 30ft required, 33ft listed in plan notes, 33ft provided in plan view

2. Front Yard (Sunset--corner lot)
 - R-3: 25ft required, 20ft listed in plan notes, 204ft provided in plan view
 - C: 30ft required, 20ft listed in plan notes, 109ft provided in plan view

Setbacks listed in plan notes should match provided setbacks to prevent buildings from being moved closer to the property line than currently shown at some later date.

3. Side Yard Setback
 - R-3: 10ft required, 20ft listed in plan notes, 64ft front Building 1/69ft back Building 2 provided in plan view
 - C: 15ft required, 20ft listed in plan notes, 69ft front Building 1/NA back Building 2 provided in plan view

Setbacks listed in plan notes should match provided setbacks to prevent buildings from being moved closer to the property line than currently shown at some later date.

4. Rear Yard
 - R-3: 30ft required, 20ft listed in plan notes, 20ft provided
 - C: N/A

The setback listed in plan notes and shown in plan view do not conform to the R-3 setback requirement and there is a 10ft deficit

PARKING

1. Front Building 1
 - Residential
 - 21 residential units @1.5 spaces per unit = 32 required spaces
 - 55 underground private spaces provided (23 excess private spaces)
 - Commercial (total 49 surface public spaces provided)
 - Restaurant:
 - 4,238sf @1 space each 150sf = 29 spaces required spaces

29 surface public spaces provided
Other commercial spaces:
12,770 (as shown on application page 10) @1 space each 200sf = 64 required spaces
20 spaces surface public spaces provided

44 more spaces needed to meet requirements. Amount of commercial space needs to be reduced or developer needs to limit types of businesses to those that will not have a greater parking requirement than the 20 spaces available; parking needs of these business would need to be verified before allowing. Note: providing UH community space would reduce parking need due to walking and off-hours use of space.

2. Rear Building 2

Residential

59 residential units @1.5 spaces per unit = 89 required
112 underground private spaces provided, plus 3 surface visitor parking spaces =115
Spaces provided (26 excess private spaces)

GENERAL

1. ***Storm drain outlet and piping shown on UI property to north needs easement.***
2. ***Need easement or right of way provided along main access drive north to UI property to provide legal and physical access for future development of UI property to prevent it from being landlocked.***
3. ***Exit drive onto N. Sunset is 15ft wide -- will not prevent right-turning traffic from Melrose onto N. Sunset from entering exit drive (two cars could pass). Signing seems inadequate.***
4. ***The new portion of N. Sunset will become a public street and the street and sidewalks within the proposed right of way on both sides will need to be constructed to UH standards. Detailed construction plans are needed, including construction of the sidewalks on both sides, repair of the Belgium driveway and lawn, etc., and provision made for the right of way to be transferred to UH. This area will be maintained by the City in the future since it is within the right of way. These plans in particular will need to be reviewed by the City Engineer.***
5. ***Part of the retaining wall at intersection of the exit drive and N. Sunset will be within proposed right of way and needs to be constructed to UH standards. Detailed construction plans are needed including guard rail on top of retaining wall to protect pedestrians (retaining wall about 7-8ft. high on property side). Plans need to be reviewed by the City Engineer.***
6. ***The sidewalk on the north side of Melrose is partially within the right of way and partially on the building site. Will the right of way be widened or will the portion of walk on the site have an easement?***
7. ***Who will be responsible for paying for and maintaining the on-site bus shelter and walk within the right of way leading to it? Who will be responsible for***

walks in the right of way providing access to the front building? Where does the developer's responsibility begin and the City's end for constructing and maintaining the front building and Chautauqua plazas?

Sheet C-102: EXISTING CONDITIONS PLAN (Application p. 3)

Existing tree varieties need to be named and diameter of trunks provided so development impact can be understood.

Sheet C-103: GRADING & EROSION CONTROL PLAN (Application p. 4)

- 1. City Engineer should verify that a storm water detention pond is NOT required (initial developer presentation indicated a storm water detention pond would be provided).***
- 2. Apparently, nearly all of the area NW of the rear building will involve disturbance of steep and critical slopes listed in the UH Sensitive Slopes ordinance. A protective chain link construction fence should be provided around small area that apparently could be left undisturbed. The retaining wall at end of main access drive varies from 5-8ft in height, but no pedestrian or vehicle protection is being provided.***
- 3. Construction of the retaining wall at end of drive to the rear building, the north side terrace, grading in the area, and perhaps construction of the rear building itself apparently will require construction access on UI property to north, but no construction easement is indicated.***
- 4. Existing trees along Melrose are shown to be saved and apparently can be according to the grading plan, but there doesn't seem to be enough room to construct building 1 without damage to the trees. A chain link construction fence should be placed around the trees to keep contractor away from trees and roots.***
- 5. All existing trees to be saved should be protected by a chain link construction fence placed around the trees to keep contractor away from trees and roots.***
- 6. Place chain link construction fence around rim of east ravine and across ravine north of proposed retaining wall at the exit drive/N. Sunset intersection during construction to keep contractor away. The existing trees to be saved in that area should be inside the fence***
- 7. It appears that two of the three trees in the east ravine near the retaining wall proposed at the exit drive/N. Sunset intersection CANNOT be saved as indicated due to retaining wall construction.***
- 8. A storm drain outlet and piping is shown extended to the bottom of the east ravine cutting through a protected slope. It appears the outlet can be relocated to near the retaining wall at the exit drive/N. Sunset intersection in an area that will be disturbed by retaining wall construction anyway (but away from trees to be saved).***
- 9. The storm drain outlet in the east ravine will need outflow attenuation to***

prevent erosion--special design and careful installation will be need to be taken around trees to be saved to prevent tree damage. The drain outlet in UI property to the north also will need outflow attenuation.

- 10. As suggested by note on sheet C103, steep slopes proposed along the west side of the main entrance drive at the Melrose entrance will need to be reinforced/stabilized and protected from erosion.**

Sheet C-104 & C-105: GRADING & EROSION CONTROL PLANS (Application pp. 5 & 6)

These plans would be easier to understand if existing and proposed contours were also shown in accordance with format used on Grandview Court PUD plans.

Sheet C-106: UTILITY PLAN (Application p. 7)

- 1. Electrical and natural gas services not shown.**
- 2. A sanitary sewer connection to an existing sanitary sewer manhole is proposed to be constructed along the north side of Melrose from this site to the University Athletic Club property. Since it will be within the Melrose right of way, it will be a public utility and must meet UH sanitary sewer construction standards and developer will need construction approval. Detailed plans are needed, including impact on trees and existing wide sidewalk retaining wall in the ravine west of the main entrance drive and how access will be maintained to Birkdale Ct. and Athletic club entrance during construction.**

Sheets C-107 & C-108: DIMENSION PLANS (Application pp. 8 & 9)

Dimension of curb shift southward on south side of Melrose needs to be shown, including dimension of parking lawn between walk and curb. The amount of shift southward of sidewalk in the area of the Timmerman residence (corner lot) needs to be shown also.

Sheet A-2: NEIGHBORHOOD COMMERCIAL/CONDO BUILDING SITE CONCEPT ILLUSTRATION (Application p. 10)

- 1. Site materials, street furniture and proposed plantings are shown only conceptually. Also, note that plaza paving will be colored stamped concrete (not pavers).**
- 2. On-site walk on east side of buildings is listed as a trail--if it is to be a bike trail it is not wide enough at 6ft to meet trail standards (10ft-wide). If this walk is to provide access to properties to the north and the UI Athletics Club, there should be a public easement.**
- 3. Will there be public easement for use of the plaza in front of front Building 1?**

ARCHITECTURAL ELEVATIONS (Application pp. 11 & 18)

- 1. Drawings are too small to understand details of architecture. Plans need to be larger and more detailed indicating material types and where located on buildings. They should be as detailed as those submitted in support of the Grandview Court PUD plan.**

2. *Will there be functional balconies on the Melrose side of the front building (noise would impact on neighboring residences)?*
3. *Will roof garden be located only on the sixth level of the rear building (have the other roof gardens been eliminated)?*

May 2011- Mayor Report

April 14th- I was contacted by Johnson County Livable Community for Successful Aging about a proclamation request about Older Americans Month in University Heights. Bob Welsh will be present to accept the proclamation. I will attach a copy of the proclamation for council to review.

April 18th- Received proposal from Tim Oswald, of Piper Jaffray.

April 25th- Met with Don Saxton, Mayor of Oxford and Rod Sullivan, Board of Supervisor in sub-committee of Emergency Management Agency Board to discuss a performance evaluation of the Director. Report will be discussed at the May 25th EMA meeting.

May 3rd – RTBC (Regional Trails and Bicycle Committee) I was out of town and Pat Yeggy served as my alternate.

Next MPO-JC TTAC - Transportation Technical Advisory Committee meeting will be Wed. May 18th at Iowa City council chambers. The next MPO-JC Urbanized Area Policy Board will be Wed. May 25th at Coralville council chambers.

May '11 – City Attorney's Report

1. PUD Submittal.

- As you know, Jeff Maxwell submitted the PUD application concerning the proposal for redeveloping the St. Andrew Presbyterian Church property and the property to the east. Copies have been circulated, posted on the City website, and made available for inspection at the City Office and at MPO-JC.
 - A flier was mailed to each property address in the City and to those who own property in the City but do not reside there. The flier informed recipients about the PUD application, where to view it, and how to submit comments.
 - MPO-JC has collected and will continue to collect public comments that will be presented in advance of the June 14, 2011, Council meeting. Public comments will need to be received by June 3 for summary and inclusion in the MPO-JC report.
 - Staff reports will be completed and submitted to the Council in advance of the June 14 meeting, as well.
 - The Council may wish to set a public hearing on the PUD application for the June 14 meeting. Alternatively, the Council may wish to hold off setting that hearing until after it has reviewed public comments and staff reports. The Council has discretion to set the public hearing at a time it deems most appropriate; the hearing does not need to be set at a particular time or within a certain amount of time from the April 22 submission of the PUD application. The Council may not take action on the PUD application (approve it, deny it, etc.), however, until after the public hearing has been held.
2. **TIF Request.** The present PUD submittal does not include a TIF request. The City's TIF lawyer, John Danos, received a request from Jeff Maxwell to meet and discuss some TIF particulars so that Mr. Maxwell could complete his TIF request. At the time I am drafting this report, I have not heard anything further about this meeting.
3. **Agreement to Reimburse Fees.** As requested, Jeff Maxwell has signed and returned the Agreement to Pay Professional and Clerical Fees related to the City's expenses in considering the various issues surrounding the proposal for redeveloping the St. Andrew Presbyterian Church property and the property to the east. On behalf of the City, I will be submitting a request for reimbursement of legal, engineering, and clerk fees and expenses. Mr. Maxwell will then have 30 days to reimburse the City for these costs.

**City Clerk Report
May 10, 2011**

- **Three new building permits since the last meeting:**

**209 Ridgeview Avenue – Uncovered deck
228 Highland Drive – Replace foundation
21 Prospect Place – Addition/remodal**

- **One new rental permit received since last meeting:**

306 Highland Drive

- **Updates from Norm Cate, Rental Inspector:**

Rental property housing inspections were conducted at;

52 Olive Court, 1257 Melrose Avenue, 27 Prospect Place and 58 Olive Court.

Rental property housing re-inspections to insure code compliance were conducted at 16 Olive Court, 24 Olive Court, 28 Olive Court, 59.5 Olive Court, & 1257 Melrose Avenue.

58 Olive Ct. has reduced its occupancy from 4 tenants to two tenants.

Conducted footing inspection for a rear yard deck at 209 Ridgeland Avenue.

Upcoming rental property housing inspection for May;

211 Grandview Court, 624 Grandview Court, 900 Melrose Avenue and 1212 Melrose Avenue.

Betsy Irving, a California resident and potential University Heights rental property tenant, wanted to know what were the city regulations regarding the operation of a day care. Her question was forwarded to me and the following was my response.

This was in mid-April. There has been no further communication:

ORDINANCE #79.22 "Home Occupations" are an accessory use consisting of any occupation or profession carried on by a member of the family residing on the premises; provided that in connection with such occupation or profession, no sign other than one non-illuminated sign, no larger than one square foot in area is used, which sign is attached to the building; that nothing is done to make the building or premises appear in any way as anything but a dwelling; that no products are sold except those prepared on the premises; that no one is employed from outside the family residing on the premises; and that no mechanical equipment is used other than that which is permissible for purely domestic or household purposes.

A home day care is a permitted use within University Heights. The day care provider must be licensed by the state and he/she may have up to 8 children without any enhancement to the property. More than 8 children and the state will require additional appurtenances, such as fencing, etc.

**University Heights
Building Permits
January 1, 2011 - May 10, 2011**

Permit #	Building Address	Date Issued	Fee	Building Valuation	Description of Remodeling
BLD11-001	209 Ridgeview	4/17/2011	\$337.10	n/a	Uncovered deck
BLD11-002	228 Highland Drive	4/17/2011	\$565.90	n/a	Replace foundation
BLD11-002a	36 Olive Court	2/8/2011	\$50.00	n/a	Receptacles and circuits added to feeder panel
BLD11-003	21 Prospect Place	5/4/2011	\$1,123.50	\$112,000.00	Addition/remodel

Total	<u>\$2,076.50</u>	<u>\$112,000.00</u>
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19 January 2009

University Heights Municipality City Council

Re: Independent advisor to City Council

Dear City Council Members:

This letter confirms the engagement of Terry, Lockridge & Dunn, Inc. by The University Heights City Council as of May 10, 2011. We are engaged to assist the City Council with various financial planning, analysis and reporting issues, not limited to the following:

1. Our main objective will be to act as an independent third party advisor to the City Council. To provide insight into the financial aspect of the decision-making process as various projects are being considered.
2. Performing at least an annual review of the City's budget and projected (forward-looking) financial statements
3. Assisting with the preparation of the budget and projected statements on an as-needed basis
4. Performing as-needed analyses per the Council's direction on items such as:
 - a. Tax-Incremental-Financing projects
 - b. Long-term revenue and expenditure projections
 - c. Cost-benefit analyses
 - d. Comparisons to similar-sized cities

Engagement Letter
University Heights City Council
Re: Independent advisor to City Council
May 10, 2011
Page 2

In performing our analyses we will be relying on the accuracy and reliability of the city's historical financial statements, forecasts of future operations, and other financial data. We will not audit, review or compile those financial statements, forecasts or other financial data and we will not express an opinion or any other form of assurance on them. Additionally our services cannot be relied upon to disclose errors, fraud or other illegal acts, that may exist.

We will document the results of our services in a formal report when asked to do so. We have no responsibility to update our report(s) for events and circumstances that occur after the date of its issuance. We understand that our report(s) will be used by the Council for investment, revenue and expenditure analysis and these reports will not be distributed to anyone not involved in this process.

All work papers or other documents used by us during this engagement will be maintained in segregated files, and such originals and all copies will be returned to you upon the completion of our engagement.

Our billings will be sent to The University Heights City Council for payment. Our hourly billable rates for services will be between \$80 - \$345 per hour. We estimate our fees for services will not exceed \$5,000. That represents a total of 20-30 billable hours on a calendar year basis.

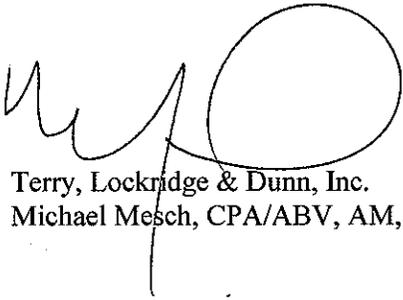
Since there is not a single identifiable project but, instead, the likelihood of multiple projects throughout the year we will be engaged on each project individually. As such, we will provide the City Council with an estimate of fees for each project prior to our initiation of the project. As we continue the engagement we will send monthly invoices for services rendered. We reserve the right to defer rendering further services until payment is received on past due invoices.

If information becomes known that would make our continued involvement in this engagement inappropriate, or if the parties involved change, we reserve the right to withdraw from this engagement. In addition, we will refuse to perform any requested act that we deem a violation of law, public policy, or our professional ethical standards, and may, as a result, withdraw from the engagement without penalty.

Engagement Letter
University Heights City Council
Re: Independent advisor to City Council
May 10, 2011
Page 3

If this is in accordance with your understanding and meets your approval, please sign and date in the space provided. This agreement will become affective when you return the signed copy to us. If the need for additional services arises, our agreement with you will be revised. It is customary for us to enumerate these revisions in an addendum to this letter.

Sincerely,



Terry, Lockridge & Dunn, Inc.
Michael Mesch, CPA/ABV, AM, CFF

Accepted by: _____
For the University Height's City Council

Date: _____

April 18, 2011

Honorable Louise From, Mayor
City of University Heights
1004 Melrose Ave.
University Heights, IA 52246-1925

Dear Mayor From:

Thank you for the interview last week and for the chance to follow up. Our proposal is as follows.

- Using the City's historical and FY12 budget, we will create a line by line pro-forma using agreed upon assumptions for revenue and expense growth, for an agreed upon period of time (ie, five years, or ten years). We will calculate an estimated ending balance for the funds of the City for the period of the pro-forma, including a calculation as a percentage of revenues.
- Using the proforma, we will estimate tax levies required to fund the City's operation and preserve the City's fund balances, using agreed upon assumptions regarding property valuations (including multiple scenarios if appropriate).
- If the proforma reveals instances where the City will be unable to fund its budget using the assumptions outlined, we will advise as to that instance and attempt to provide options for the City to consider to bridge any gap therein
- Using the proforma, we will include capital improvements plan of the City, if any, and calculate the tax rate required to implement said capital improvements plan.

Our hourly fee will be \$250/hour, including travel time required where necessary. We estimate that the amount of time required to implement the above is about four hours, assuming reasonable assistance from the City where necessary to compile historical data; this is an estimate; actual time will be tracked and billed.

As it relates to the proposed TIF project, if requested, we will review the request from the developer, calculate the taxes expected to be received, the TIF amount requested by the Developer, if any, and estimate the remaining surplus that would be available for the City. In conjunction with counsel to the City, we will advise as to any changes in the proposal from the Developer that we believe relevant for the City to consider such proposal.

Our efforts are not an audit; we are not a certified professional auditing firm. Our efforts shall not be considered as legal advice; we are not a law firm. This letter is not intended to be a written agreement; such agreement would be created at a later time if the Council selects us. Please feel free to contact me if you have any questions.

Very truly yours,

Via email

Timothy J. Oswald
Managing Director
TJO:

Treasurer's Report

April 2011

Our total revenue for the month of April was \$236,798.64 comprised of the following amounts:

Local Option Sales Tax	\$ 9,631.07
Property Taxes	\$212,326.23
Parking fines	\$ 290.00
Traffic Fines from Clerk of Court	\$ 5,052.28
Interest on bank accounts	\$ 208.37
Road Use Funds	\$ 6,830.69
Building Permits	\$ 903.00
Rental permits	\$ 100.00
Police Reports	\$ 17.00
Refund from IAMU	\$ 1,430.00

Balances in the bank accounts as of 4/30/11:

MidwestOne Bank Checking Account	\$332,004.54
Hills Bank Money Market Account	\$ 23,465.21
CD at UICCU (due 2/28/2014)	\$ 40,450.54
Forfeiture Fund	\$ 2,287.77

Since the last meeting Louise, Pat and I met with Steve Kuhl about making amendments to the FY10-11 budget. Steve has finished up the Amendments for FY10-11 Budget. I still need to make the changes in the computer and will do so after they are all formally approved by the council.

I have a correction for a check that was reported on last month's list of Warrants. Our contribution rate for Unemployment Insurance changed last quarter and I entered it in QuickBooks incorrectly. The check that I originally wrote for \$312.24 had to be voided and re-written for \$468.36.

Local Option Sales Tax collected this FY: \$102,305.64

Local Option Sales Tax collected to date: \$203,781.31

City of University Heights, Iowa
Warrants for Council Approval

05/09/2011

April 13 through May 10, 2011

	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Apr 13 - May 10, 11				
	04/15/2011	Fort, Matthew A		-1,265.48
	04/15/2011	Fort, Ronald R		-1,251.44
	04/15/2011	Lefler, Josh		-306.72
	04/15/2011	Lord, Benjamin M		-681.39
	04/15/2011	Reinhard, Brad		-1,317.51
	04/15/2011	Strong, Donald K.		-1,118.51
	04/18/2011	McLeod USA/PAETEC	automatic phone service payment	-134.57
	04/25/2011	Wilson Combat Arms		-2,562.00
	04/26/2011	MidAmerican Energy	1301 Melrose stop light	-30.83
	04/26/2011	MidAmerican Energy	1011 Melrose stop light	-29.94
	04/26/2011	MidAmerican Energy	street lights	-612.63
	04/26/2011	MidAmerican Energy	City Hall electricity	-66.69
	04/29/2011	Wellmark BC/BS	monthly insurance payment	-1,528.72
	04/29/2011	Anderson, Christine M.		-312.22
	04/29/2011	Fort, Matthew A		-1,649.41
	04/29/2011	Fort, Ronald R		-1,403.14
	04/29/2011	Kimura, Lori D.		-314.12
	04/29/2011	Lord, Benjamin M		-672.92
	04/29/2011	Reinhard, Brad		-1,442.41
	04/29/2011	Strong, Donald K.		-1,348.41
	04/30/2011	IOWA PUBLIC EMPLOYEES RETIREMENT SYSTEM		-2,807.93
	04/30/2011	IOWA PUBLIC EMPLOYEES RETIREMENT SYSTEM		-90.14
	04/30/2011	Internal Revenue Service	42-1109342 federal payroll taxes	-3,974.84
	05/01/2011	Paul J. Moore, Melrose Avenue Building	City Hall Rent	-867.00
	05/10/2011	ABC Solutions	Monthly fee for city website/email service	-24.95
	05/10/2011	SEATS	Seats Payment	-703.66
	05/10/2011	Paul J. Moore, Melrose Avenue Building	Garage rent	-35.00
	05/10/2011	MidAmerican Energy	pedestrian lights at 113 Golfview	-26.00
	05/10/2011	City of Iowa City	Mar-Apr fuel/April bus/4th qtr library	-11,962.85
	05/10/2011	Iowa Prison Industries	street signs	-351.62
	05/10/2011	Mediacom	online service 5/3/11-6/2/11	-69.95
	05/10/2011	Physio-Control Inc	replacement AED pads for Heart Start Machii	-262.00
	05/10/2011	Shive Hattery	engineering fees for 1/1/11-4/15/11	-16,692.30
	05/10/2011	Shive Hattery	final payment for wide sidewalk project	-10,049.59
	05/10/2011	Johnson County Refuse, Inc.	April recycling	-1,738.50
	05/10/2011	Racom Corporation	Police computer access fee	-79.60
	05/10/2011	Verizon Wireless	monthly wire service/cell phone for police car	-120.87
	05/10/2011	Westport Touchless Autowash	April vehicle washes	-12.00
	05/10/2011	VISA	payroll update service/water for office	-331.06
	05/10/2011	Eggleston Concrete Contractors	release retainage for 2009 streets improveme	-1,482.97
	05/10/2011	Norm Cate	inspection services for April	-560.00
	05/10/2011	Terry Goerd	inspection services for April	-700.00
	05/10/2011	John McClure	reimbursement for supplies for videotaping m	-199.38
	05/10/2011	Iowa City Press-Citizen	April publications	-349.25
	05/10/2011	Staples	containers	-64.15

Apr 13 - May 10, 11

MEMORANDUM

TO: University Heights, Mayor, Council, and Staff
FROM: Josiah Bilskemper, P.E.
DATE: May 10, 2011
RE: City Engineer's Report

(1) Melrose Avenue Wide Sidewalk

- a. As noted at last month's meeting, there were a few locations identified where a 2-foot horizontal clearance was not able to be obtained due to traffic signs, utility poles, or hedges. The Iowa DOT has confirmed what needs to occur to obtain final acceptance of the project.
 - i. Russ has relocated the traffic sign, so that is no longer an issue.
 - ii. To address the two utility poles, the City must paint 4-inch wide white lines on the sidewalk around the two utility poles, and also wrap reflective tape around the poles themselves. This paint would be the same as is used on the streets.
 - iii. The existing hedge along the south edge of Kathy Belgum's property (just east of the Melrose/Sunset intersection) is grown out to just beyond the edge of the sidewalk. The DOT has provided two options:
 1. Have the entire hedge trimmed back 2-feet from the north edge of the sidewalk. My reading of Ordinance 105, Section 2B seems to indicate the City could make this request. Please be aware that the resulting hedge row would be exposed cut limbs the full length of the sidewalk.
 2. Leave the hedge and paint a 4-inch wide white line on the sidewalk that is 2-feet away from and parallel to the length of the hedge.
- b. We are asking for council direction on how to handle the hedge row at the Belgum property.

(2) Pavement Markings

- a. Pavement marking quotes were obtained from the Painting Division of L.L. Pelling. Their proposal is \$2,336 for this spring. This includes the new on-street parking stalls (8 total) to be placed along the north curb of Golfview Avenue. Due to the new epoxy pavement markings placed last year with the Melrose Wide Sidewalk project, most of Melrose Avenue does not need to be done at this time.
- b. The budgeted amount for pavement markings in the 2010 budget was \$5,000, and was adjusted down to \$3,000 in the amended budget.
- c. They also provided an estimate for painting sharrow bike lane symbols if that is something the council decides to pursue.
 - i. \$50.00/each (1 – 5 symbols)
 - ii. \$42.50/each (6 – 20 symbols)
 - iii. \$35.00/each (21 or more symbols)



(3) Traffic Signs

- a. After discussion with Russ Boyer and Chief Fort, we ordered and received several new signs from Iowa Prison Industries. After receiving the street signs for Highland Drive, Melrose Avenue, and George Street, we realized that the lettering format is not in conformance with the current MUTCD.
- b. The latest version of the MUTCD (2009) asks that street name signs have the first letter of each word capitalized, and the remaining letters in lower case. These lettering on these new signs area all capitalized.
- c. The new signs are the High Intensity Prismatic (HIP) surfacing, so they will be brighter and meet the new retroreflectivity requirements. Given that these are not regulatory signs, it appears there is low risk to the city to have these signs be out of conformance with the MUTCD.
- d. We are asking for council direction on whether the City wants to utilize these street name signs, or have new signs ordered with the correct lettering type.

(4) Tree Removals

- a. We met with Seth Bihun of Total Tree Care of Iowa City, who was recommended at the previous council meeting, and discussed dead trees in the city right-of-way on Highland Drive and Olive Court. We also discussed three trees at the end of Prospect Place that had been identified as potential hazard trees. These three trees are still alive.
- b. We have quotes from two tree companies (Total Tree Care and Green Acres Tree Service) to remove the dead trees, and are still awaiting a third quote tomorrow. We will bring these to the meeting for review.
- c. There is a tree in the city right-of-way at 51 Prospect Place that is still alive, but was noted to be in poor condition by arborist Andrew Dahl in his July 2010 report to the council about the trees at the end of Prospect Place. Seth Bihun also identified that some portion of the lower trunk is hollow, and there is some decay present as well. For your information, Seth provided a quote of \$900 to remove this tree, grind the stump below grade, and restore with topsoil and sod.
- d. Seth also provided an estimate to either trim or completely remove the two trees in the ravine west of Prospect Place dead-end (within city right-of-way portion of the ravine). This hourly estimate is attached for your use.
- e. We are asking for council direction on the dead tree removal, as well as how to proceed with the Prospect Place ravine trees.

(5) Storm Intake Cleaning

- a. During our annual storm sewer inspections, we identified that a set of storm sewer intakes on Golfview Avenue are full of leaves, pine needles and sand. These need to be cleaned out in accordance with the city's MS4 permit, and just to ensure good functionality during heavier rain events.

- b. We have a quote from Active Sewer Service to clean out the debris from these intakes. It requires a water truck and a vacuum truck working together. The charge is \$175/hour for each vehicle, a disposal fee of \$0.05/gallon, and a 1-hour minimum charge.
- c. We would anticipate this taking less than an hour, so the cost would probably be around \$400.
- d. We are asking for council confirmation to proceed with having these cleaned out.

(6) 2009 Street Improvements: Pay App #2

- a. We have forwarded a pay application from Eggleston Concrete Contractors to release the retainage on the 2009 Street Improvements project. We have submitted to the Streets & Sidewalks Chair a recommendation to approve this pay application as all items from the punch list have been completed.

Please feel free to contact me if you have any questions about these or any other items prior to the council meeting.

JDB



Total Tree Care of Iowa City, LC

2958 Rustic Ridge Rd NE

Iowa City, IA 52240

(319)430-3590

Estimate

Date	Estimate #
5/8/2011	1701

Name / Address
University Heights c/o Josiah Bilskemper, Shive Hattery jbilskemper@shive-hattery.com 319-330-2492

Description	Total
Tree work to be performed at end of Prospect Place, University Heights, "Ravine West Tree" -Trim large red oak limb that heads south towards neighboring house to reduce risk to public. Put debris in ravine off the side of walking path. -Estimated to take 2 hours at \$225/hour. **Please note, oak trees should only be trimmed in winter (after first frost) in order to prevent the spread of oak wilt disease. However, removing this tree limb reduces the risk that this tree presents and may lighten the tree weight and prevent the tree from falling. Therefore, the limb can certainly be removed during the summer months as well. -OR the entire red oak tree may be removed and is estimated to take 4.5 hours at \$225/hour.	450.00
Tree work to be performed at end of Prospect Place, University Heights, "Ravine East Tree" -Crane down top section of locust tree to reduce risk to public, estimated to take 1.5 hours at \$350/hour. Crane debris into ravine off the side of walking path. -OR remove entire locust tree. Estimated to take 3 hours at \$350/hour.	525.00
<i>Payment due after completion of project: A finance charge of 1.5% per month (18% per annum) will be charged on all accounts over 30 days old. Thank you</i>	Subtotal \$975.00
	Sales Tax (0.0%) \$0.00
	Total \$975.00

State of Iowa sales tax applies to all labor except remodels or new construction