AGENDA

City of University Heights, Iowa
City Council Meeting
Tuesday, April 10, 2012
University Club, 1360 Melrose Ave.
7:00 – 9:00 P.M.
Meeting called by Mayor Louise From

Time		Topic	Owner
7:00	Call to Order Meeting	Roll Call Approval of Minutes-Regular council meeting March 13th and March 20th – Informational Meeting on Sunset Street Wide Sidewalk Project.	Louise From
		Presentation of the Community Foundation of Johnson County- Endowment Iowa Tax Credit Program	Michael Stoffgren, Executive Director
7:10	Public Input	Public Comments	
		Council discussion of Sunset Street Wide Sidewalk Project and possible Consideration of Resolution No. 12-05, Reaffirming Commitment to Sunset Street Wide Sidewalk Project.	
	Administration		
	-Mayor	Mayor Report	Louise From
	-City Attorney	Legal Report -Consideration of Resolution 12-06 Authorizing the Mayor to Sign and the Clerk to Attest an Agreement with Darrell Tucker Regarding Reimbursement of ILEA training. -Consider approval of permit for fence along Sunset Street from 303 Highland Dr.	Steve Ballard
	-City Clerk	City Clerk Report-Discussion of all recordings of city meetings including minutes sent to the Press Citizen. -Consideration of the purchase of Soniclear System for May 8th meeting.	Chris Anderson
	Committee Reports:		
	Finance	Committee Report -Discussion of 2011-12 Budget Amendment for May Meeting. -City Certificate of Deposit (CD) purchases	Jim Lane

Time		Topic	Owner
		Treasurer's Report/ Payment of Bills	Lori Kimura
	Community Protection	Committee Report Police chief report Community Relations report -Citywide Clean-Up Day on April 28th -Newsletter report	R. Hopson/M.Haverkamp Ron Fort Rosanne Hopson
	Streets and Sidewalks	Streets & Sidewalks Report -Consider funding of a School Crossing Guard at the cost of $4,500. -Consider tree removal in city right of way at 233 Highland Dr. -Discussion of City tree removal policy	Jan Leff
		Engineer Report	Josiah Bilskemper
	Building, Zoning & Sanitation	Committee Report -Discussion of Johnson County garbage/yard waste stickers sold at Stella Restaurant. Zoning Report	Brennan McGrath Pat Bauer
	e-Government	Committee Report	Mike Haverkamp
8:55	Announcements		Anyone
9:00	Adjournment		Louise From

Next Regular Council Meeting: Tuesday, May 8th 2012 at Horn School Media Center.

RESOLUTION NO. 12-05

RESOLUTION REAFFIRMING THE UNIVERSITY HEIGHTS CITY COUNCIL'S COMMITMENT TO THE PROPOSED SUNSET STREET WIDE SIDEWALK PROJECT.

WHEREAS, the University Heights City Council has considered and approved various components of a proposed project to widen the sidewalk along the west side of Sunset Street; and

WHEREAS, the Council held an informational public meeting with respect to the project March 20, 2012; and

WHEREAS, the Council has considered input from the public and professional staff and has deliberated with respect to the project,

NOW, THEREFORE, BE IT RESOLVED by the City of University Heights, Iowa, that the City Council reaffirms its commitment to the Sunset Street Wide Sidewalk Project and hereby states its intention to proceed forward with that project.

Upon motion by _____, and seconded by _____, the vote was as follows:

	AYES:	NAYS	ABSENT
Haverkamp	_____	_____	_____
Hopson	_____	_____	_____
Laverman	_____	_____	_____
McGrath	_____	_____	_____
Yeggy	_____	_____	_____

Upon Roll Call thus recorded, the Resolution is declared adopted this 10th day of April, 2012.

_____
Louise From, Mayor
City of University Heights

ATTEST:

_____
Christine M. Anderson, City Clerk

Mayor's Report- April 2012

March 20th- Attended the MPO-JC TTAC (Transportation Technical Advisory Committee) Meeting

March 20th- Attended the Informational Meeting for the Sunset Street Wide Sidewalk Project at the University Club.

March 21st – Mike Haverkamp attended the Joint Governments Meeting with Area Government entities and the School Board as my alternate.

Emergency Communications Network is pleased to announce the launch of the Code RED Mobile Alert app for Android phones. More information will be on the city website.

March 28th – Rosanne Hopson attended the MPO-JC Urbanized Area Policy Board as my alternate.

The City received correspondence from Dorsey in reference to the City issuing bonds for Oaknoll - It is planned for council consideration at the May 8th meeting.

The City received correspondence from IC Manager, Tom Markus for an update of the IC animal facility.

Dear Mayor From,

This letter is to provide an update on the planning process for the new animal control facility. We discussed the issue with our Council at their work session on March 20, and there have been some changes to the facility's conceptual plans.

As the number of participating jurisdictions has been better defined, operational needs evaluated, and cost considerations addressed, the size of the proposed facility has been reduced. 3,955 square feet of interior space has been removed, for an overall estimated cost reduction of approximately $1 million. As anticipated capital contributions are based on a percentage of capital costs, this will reduce your proposed contribution proportionately.

Proportional distribution of both operational and capital costs will also be affected by the number of participating jurisdictions. Several communities have indicated that they will pursue other service delivery options; discussions between Iowa City, Johnson County, and Solon are ongoing. On April 3, the Iowa City City Council will consider a resolution that existing 28E animal services agreements will be honored through June 30, 2013. If approved, services will also be extended to communities that do not currently have an operating agreement but have demonstrated their intent to financially support the new facility proportional to their animal intake percentage.

Our City Council will also discuss capital and operational cost-sharing agreements at their April 3 formal meeting. Pending Council's approval, these agreements will be forwarded to you for the review of your staff and Council.

We appreciate your involvement in this process and look forward to providing exceptional animal services with participating communities in the future.

Regards,

Tom Markus
City Manager
City of Iowa City

April '12 – City Attorney's Report

1. **<u>Additional Rent for Insurance Increase</u>**. The City's office lease with Paul and Janet Moore provides that the City will pay, as additional rent, an amount equal to 10 percent of the increase in premium for insurance on the building over and above the base premium amount for the initial year of the lease. The 10 percent multiplier comes from the approximate square footage that the City represents in relationship to the entire building. Paul Moore has provided an accounting (supported by premium delineation) that indicates the additional amount owed by the City is $162.00 for the year 2012. Those documents are attached. The request is in accordance with the City's lease, and the amount requested, $138.30, should be approved and paid to the Moore's.

2. **<u>Sunset Street Wide Sidewalk Project.</u>**

    - The Council will be discussing the proposed Sunset Street wide sidewalk project. The Council is not required to take action with respect to this project this month, but the Council may take action if it desires. I have drafted a Resolution for the Council's consideration that reaffirms the Council's commitment to this project. A copy of the Resolution is attached.

    - I have drafted the Resolution in the affirmative (that the Council reaffirms/approves of the project) just because it is a lot clearer and cleaner for those voting and in the minutes if the proposal is made in the affirmative. (For example, if the Resolution is made in the negative – that the Council desires to <u>not</u> move forward, then Council members have to vote "yes" to say "no" to the project, which gets a bit confusing.)

    - If the Council wants to proceed with the project, the Council approves the Resolution; if the Council does not want to proceed, it rejects the Resolution; and if the Council does not want to take action now, it postpones consideration of the Resolution.

3. **<u>ILEA Reimbursement Agreement – Officer Darrell Tucker.</u>** I have prepared a contract between the City and Officer Darrell Tucker related to payment of his training at the Iowa Law Enforcement Academy and reimbursement of those expenses to the City if Officer Tucker leaves the University Heights Police Department without serving at least four years. The purpose of this contract is to avoid having the City pay for Officer Tucker's training expenses, only to have him resign from the department and take a job as a peace officer for another department. The City has entered into such agreements with other officers for several years. In the past, when officers have left before serving four years, the departments they are joining have paid some or all of the reimbursement amount to University Heights. A copy of the proposed contract is attached, together with a Resolution authorizing the Mayor to sign it.

03/31/2012

3771 Cottage Reserve Road NE
Solon, Ia., 52333

City of University Heights
1004 Melrose Avenue
Iowa City, Ia., 52246

RE: Insurance increase as per stated in the current lease:

Dear Mayor, Council Members, Staff, and Steven E. Ballard:

Enclosed is the billing information to support the yearly increase for the year 2012.

2012 to 2013	Insurance	$3,462.00
2009 Lease base price of insurance		$1,842.00
	Increase	$1,620.00
As per Lease, University Heights pays 10% of increase		x .10

University Heights share of the insurance increase is $162.00

Please write a separate check to Paul J. Moore, Melrose Avenue Building.

Review and approval by Steven E. Ballard.

Date approved 4/9/12, signed

Steven E. Ballard

Sincerely,

MELROSE AVENUE BUILDING

Paul J. Moore

Paul J. Moore

Nate Moore Wiring Service, Inc.
1000 Melrose Avenue
Iowa City, IA 52246
Premium Breakdown
2012 - 2013 Policy Term

Paul Moore

Building

Location	*Limit*	*Premium*	
1-1	$1,122,000	$3,018	
1-2	$47,000	$183	
1-3	$1,100	$5	
1-4	$1,100	$5	
Business Income			
Loc 1-1	$84,000	$230	
Terrorism (50%)		$23	
	Total		**$3,464**

General Liability

Classification	*Exposure*	*Premium*	
Apartment	2 Units	$135	
Building	7,900 Sq Ft	$221	
Vacant Land	1 Acre	$3	
Bodily Injury Exception		$50	
	Total		**$409**

Umbrella
20% of annual premium **$150**

Total $4,023

pd 01/31/2012
Melrose Bldg
✓ # 3409

3,462.00
-1,842.00
1,620.00
x .10
$162.00

RESOLUTION NO. 12-06

RESOLUTION AUTHORIZING THE MAYOR TO SIGN AND THE CLERK TO ATTEST AN AGREEMENT CONCERNING REIMBURSEMENT FOR POLICE OFFICER TRAINING EXPENSES WITH DARRELL TUCKER.

WHEREAS, the University Heights City Council has hired Darrell Tucker to be a police officer with the University Heights Police Department; and

WHEREAS, the City will pay the costs associated with Officer Tucker's training at the Iowa Law Enforcement Academy; and

WHEREAS, the City and Officer Tucker have reached agreement calling for reimbursement by Officer Tucker to the City of certain portions of those costs in the event Officer Tucker leaves the University Heights Police Department before completing four (4) years of service after ILEA training; and

WHEREAS, the agreement between the City and Officer Tucker has been memorialized in writing in the form attached as Exhibit "A" to this Resolution,

NOW, THEREFORE, BE IT RESOLVED that the Mayor is authorized to sign and the City Clerk to attest the agreement concerning reimbursement of police officer training expenses in the form attached as Exhibit "A" to this Resolution.

Upon motion by _____, and seconded by _____, the vote was as follows:

	AYES:	NAYS	ABSENT
Haverkamp	_____	_____	_____
Hopson	_____	_____	_____
Laverman	_____	_____	_____
McGrath	_____	_____	_____
Yeggy	_____	_____	_____

Upon Roll Call thus recorded, the Resolution is declared adopted this 10th day of April, 2012.

_____
Louise From, Mayor
City of University Heights

ATTEST:

_____
Christine M. Anderson, City Clerk

CITY OF UNIVERSITY HEIGHTS
POLICE OFFICER TRAINING EXPENSE
REIMBURSEMENT AGREEMENT

This Agreement is entered into by the City of University Heights, Iowa, hereinafter referred to as "City" and Darrell Tucker, hereinafter referred to as "Employee."

THE INTENT OF THIS AGREEMENT IS TO PROVIDE FOR THE TRAINING OF DARRELL TUCKER AS A POLICE OFFICER, AND TO SPECIFY THE CONSIDERATION THAT DARRELL TUCKER WILL PROVIDE THE CITY IN RETURN FOR THE TRAINING. IT SHALL NOT BE CONSTRUED IN ANY WAY AS AN EMPLOYMENT AGREEMENT OR A CONTRACT OF EMPLOYMENT THAT WOULD PROFFER A PROPERTY RIGHT OR INTEREST ON DARRELL TUCKER.

1. The City and the Employee agree that the Employee will attend the Iowa Law Enforcement Academy at the expense of the City to receive certification as a law enforcement officer in accordance with the Academy's training requirements. The training at the Academy shall begin as soon as the Employee is accepted for training class. The City shall pay the expense of training and shall pay the Employee's regular wages during this training. The Employee agrees that he or she will be responsible for reimbursing the City in accordance with the rules for reimbursement as stated hereinafter in this Agreement. The expenses which the Employee agrees to reimburse include the City's cost of the Employee's paid time attending the Academy, traveling to and from the Academy, as well as the City's expenditure for the Employee's mileage, food, lodging, and tuition while attending the Academy, and $2,000.00 representing the City's cost of replacing the Employee while the Employee is in training. All of these reimbursable costs are referred to generally as "total training expenses". Total training expenses will be based on the actual cost incurred by the City, as these costs become known.

2. Employee shall serve as a full-time police officer of the City, upon graduation from the Iowa Law Enforcement Academy and meeting all criteria needed to receive proper certification.

3. In consideration for providing this training, Employee agrees to work for the City as a police officer for at least four years from the date when the Employee graduates from the Iowa Law Enforcement Academy and has met all criteria needed to receive certification.

4. In the event the Employee does not successfully complete the training program, Employee shall be released from employment with the City, and Employee shall reimburse the City for 100 percent of the total training expenses incurred to that date within 30 days of leaving the training program.

5. In the event the Employee voluntarily resigns from the City of University Heights Police Department without having served as a certified police officer for at least four years, the Employee shall reimburse the City for total training expenses incurred per the declining scale outlined by the provisions of Iowa Code Section 384.15(7).

   The amount of reimbursement shall be determined as follows:

   (1) If Employee resigns less than one year following completion of approved training, 100 percent of the total training expenses.

   (2) If Employee resigns one year or more but less than two years after completion of approved training, 75 percent of the total training expenses.

   (3) If Employee resigns two years or more but less than three years after completion of the approved training, 50 percent of the total training expenses.

   (4) If Employee resigns three years or more but less than four years after completion of the approved training, 25 percent of the total training expenses.

6. If Employee is dismissed for cause during the probationary period, or terminated for cause without having served as a certified officer for at least four years, the Employee shall reimburse the City for total training expenses incurred. If the Employee is dismissed for any other reason, such as a reduction in force, the Employee shall not be required to pay the City for any unpaid training costs owed.

7. At the end of four years of service as a certified police officer, the amount owed for training expenses by Employee shall be zero dollars.

8. If Employee voluntarily resigns from the City of University Heights Police Department and accepts position as a peace officer within 180 days of such termination, then Employee shall pay the total training expenses owed to the City by

Employee, as calculated pursuant to Section 5 herein, within 30 days of beginning the new employment.

9. If Employee voluntarily resigns from the City of University Heights Police Department and does not accept a position as a peace officer within 180 days of such termination, or if Employee is terminated for cause, then payment of the total training expenses owed to the City by Employee, as calculated pursuant to Section 5 herein, shall be made in consecutive monthly payments in accordance with the following schedule:

Minimum Monthly Payment	Annual Percentage Rate
$100	6%

The first payment shall be due 30 days after Employee's date of resignation or termination, and on the same day each month thereafter. Interest shall commence with the Employee's date of resignation or termination and shall be calculated on the unpaid principal balance to the date of each installment paid, with payments being credited first to accrued interest and then to the reduction of principal.

10. If Employee is killed or permanently and totally disabled as defined by Chapter 85 or Chapter 411 of the Iowa Code while in the employ of the City, no training expense reimbursement shall be required.

11. This Agreement may be amended or canceled only upon written agreement of both the City and the Employee.

12. Employee shall notify City of the Employee's place of residence while in the employ of the City and/or until such time as the debt for total training expenses is satisfied in full.

13. If reimbursement is not made in accordance with this Agreement, the Employee understands that the City at its option may seek Employee's decertification as an Iowa law enforcement officer.

14. This Agreement is for the purposes of bona fide employment and not for the purposes of achieving certification for the officer by way of "sponsorship" through the Iowa Law Enforcement Academy.

15. If the City incurs fees and/or costs collecting sums due under the terms of this agreement, Employee agrees to pay all such sums, including, without limitation, reasonable attorney fees and costs.

16. This Agreement is retroactive to the date Darrell Tucker enters the Iowa Law Enforcement Academy.

Executed this _____ day of _____, 2012.

_____
Darrell Tucker

Subscribed and sworn to before me on the ____ day of _____, 2012, by Darrell Tucker.

_____
Notary Public in and for the
State of Iowa

_____
Louise From, Mayor
City of University Heights

_____
Ronald Fort, Police Chief
City of University Heights

Subscribed and sworn to before me on the _____ day of _____, 2012, by Louise From, Mayor of the City of University Heights, and Ronald Fort, police chief of the City of University Heights.

_____
Notary Public in and for the
State of Iowa

UH – Tucker ILEA reimbursement agreement

City Clerk Report
April 10, 2012

- **No new rental or building permits were received since the last meeting.**

- **Norm would like the council to discuss the following situations:**

  1) **If a resident has a year sabbatical and rents their home out for that time period, do we require a rental permit? Currently, Iowa City does not require a permit.**

  2) **UH's property is for sale but there is a renter for a year; do we require a rental permit? What if the renter will live in the house for less than a year? (6 months or 9 months)**

  3) **From a procedural standpoint, are there hard & fast rules for a 1st time offender for Norm? Should 1st time offenders be given to the end of the semester to become compliant?**

Treasurer's Report March 2012

Our total revenue for the month of March was $48,665.40 comprised of the following amounts:

Property Taxes	$ 24,104.44
Local Option Sales Tax	$ 9,409.49
Parking fines	$ 345.00
Traffic Fines from Clerk of Court	$ 4,496.64
Interest on bank accounts	$ 371.98
Road Use Funds	$ 9,452.05
Police Reports	$ 24.00
Governors Traffic Safety	$ 436.80
Evacuation Permit	$ 25.00

Balances in the bank accounts as of 3/31/2012:

MidwestOne Checking Account	$222,652.89
Hills Bank Money Market Account	$ 1,034.31
CD at Hills Bank (due 8/20/13)	$ 22,500.00
CD at UICCU (due 2/28/14)	$ 41,232.94
CD at UICCU (due 1/29/13)	$ 50,004.52
Forfeiture Fund	$ 2,294.19

I filed the quarterly IJOBS report as required. All money has to be spent and reported as such by the end of June 2012.

We opened up a 17 month cd at Hills Bank at .65% interest. It matures 8/20/2013. We opened up a 10 month cd at UICCU at 1.1% interest. It matures 1/29/2013. Thank you Jim Lane for doing the research and making the initial contacts with those financial institutions.

Steve Kuhl will be working on amending the current budget. I'll drop off a current copy of Quick Books to him next week after he's done working on income taxes.

City of University Heights, Iowa

Warrants for Council Approval

04/09/2012

March 14 through April 10, 2012

	Date	Name	Memo	Amount
Mar 14 - Apr 10, 12				
	03/15/2012	Fort, Matthew A		-1,374.79
	03/15/2012	Fort, Ronald R		-1,018.57
	03/15/2012	Lord, Benjamin M		-778.00
	03/15/2012	Strong, Donald K.		-1,630.56
	03/15/2012	Tucker, Darryl		-1,358.51
	03/21/2012	Internal Revenue Service	federal payroll taxes for 42-1109342	-2,228.78
	03/22/2012	McLeod USA/PAETEC	automatic phone service payment	-142.94
	03/26/2012	MidAmerican Energy	1301 Melrose stop light	-32.11
	03/26/2012	MidAmerican Energy	1011 Melrose stop light	-34.83
	03/26/2012	MidAmerican Energy	City Hall electricity	-67.59
	03/27/2012	MidAmerican Energy	pedestrian lights at 113 Golfview	-30.12
	03/27/2012	MidAmerican Energy	street lights	-613.17
	03/28/2012	University of Iowa Community Credit Union	to open 10 month cd	-50,000.00
	03/29/2012	Wellmark BC/BS	monthly insurance payment	-1,263.55
	03/29/2012	Treat America Dining	meals for Tucker while attending ILEA	-1,121.51
	03/30/2012	Anderson, Christine M.		-213.57
	03/30/2012	Fort, Matthew A		-1,626.39
	03/30/2012	Fort, Ronald R		-1,324.88
	03/30/2012	From, Louise A.		-463.97
	03/30/2012	Haverkamp, Michael J		-179.70
	03/30/2012	Hopson, Rosanne C		-188.70
	03/30/2012	Kimura, Lori D.		-245.26
	03/30/2012	Lane, James		-188.70
	03/30/2012	Lord, Benjamin M	final paycheck	-807.39
	03/30/2012	McGrath, Brennan		-188.70
	03/30/2012	Strong, Donald K.		-1,366.68
	03/30/2012	Tucker, Darryl		-1,249.50
	03/30/2012	Lord, Benjamin M	unused vacation time	-497.45
	03/30/2012	Internal Revenue Service	federal payroll taxes for 42-1109342	-2,195.32

Date	Name	Memo	Amount
03/30/2012	IOWA PUBLIC EMPLOYEES RETIREMENT SYSTEM		-2,932.82
03/30/2012	IOWA PUBLIC EMPLOYEES RETIREMENT SYSTEM		-108.51
03/30/2012	IOWA WORKFORCE DEVELOPMENT	107319-6	-112.52
03/30/2012	TREASURER STATE OF IOWA	42-1109342-001	-2,216.00
04/01/2012	Paul J. Moore, Melrose Avenue Building	City Hall Rent	-867.00
04/10/2012	Paul J. Moore, Melrose Avenue Building	Garage rent	-35.00
04/10/2012	SEATS	Seats Payment	-703.66
04/10/2012	ABC Solutions	Monthly fee for city website/email service	-24.95
04/10/2012	Terry Goerdt	inspection services for February & March	-735.00
04/10/2012	City of Iowa City	bus service for March	-2,741.00
04/10/2012	Josh Beeks	reimbursement for gas/batteries	-25.28
04/10/2012	Hawkeye Community College	training classes for Hazen	-85.00
04/10/2012	Iowa Law Enforcement Academy	MMPI-2 evaluation	-135.00
04/10/2012	Iowa City Tire and Service	fix flat tire	-24.30
04/10/2012	Iowa Prison Industries	street signs	-166.76
04/10/2012	Johnson County Refuse, Inc.	March recycling	-1,738.50
04/10/2012	Mediacom	online service 4/3/12-5/2/12	-69.95
04/10/2012	Kieck's Career Apparel	2 bullet proof vests	-1,856.00
04/10/2012	Pyramid Services Inc.	numerous car repairs	-2,495.28
04/10/2012	Westport Touchless Autowash	March vehicle washes	-54.00
04/10/2012	Staples	new office phones/batteries/toilet paper	-320.80
04/10/2012	VISA	water cooler/postage	-492.14
04/10/2012	City of Iowa City	deposit for spring street sweeping	-500.00

Mar 14 - Apr 10, 12

Streets and Sidewalks Report: April 10, 2012

I contacted the company MSI based in Wyoming, Iowa for our annual street sweeping. We are scheduled for the 16th of April. At our council meeting, I will ask approval for a $500 deposit required to install a water meter.

The committee to study safe crossings for students walking to Horn School met on the 2nd and 9th of April. At those meetings, we looked at various scenarios for the placement of crossing guards. At the April 2nd meeting, we were asked if University Heights would be willing to fund a crossing guard; annual cost would be approximately $4500.00. At our council meeting, we will discuss this possibility as well as hiring and training of a crossing guard.

I have received inquiries from people who were contacted about hazardous/ dangerous trees on their properties. In both instances, the trees are in the public right of way. I believe that we need a policy which would set out how to handle these situations. I understand that we need council approval before the removal of these trees. I have put this topic on the agenda for discussion.

SHIVEHATTERY
ARCHITECTURE + ENGINEERING

MEMORANDUM

TO: University Heights, Mayor, Council, and Staff
FROM: Josiah Bilskemper, P.E.
DATE: April 9, 2012
RE: City Engineer's Report

(1) Sunset Street Wide Sidewalk [STP-E-7855(607)—8V-52]

a. Since the public informational meeting, we received correspondence from one resident (Jim Lane, 303 Highland Drive), who inquired about impact of construction to existing trees in the right-of-way adjacent the property, as well as trees adjacent the property to the south (206 Mahaska Drive). In particular, whether removal of an existing hedge and replacement with a fence allows the walk to be shifted to avoid impact to the trees.

b. In this instance (303 Highland Drive), there would be flexibility to shift the walk to the west if the existing hedge was removed. This would increase the chances that existing trees in the right-of-way may survive the construction process.

c. With respect to the trees at 206 Mahaska Drive, the steeper slope between the walk and the curb of Sunset Street make it unlikely that simply shifting the walk a few feet would be able to avoid impacts to these trees.

(2) Traffic Sign Management Plan

a. In accordance with the city's Traffic Sign Management Plan, we will be replacing approximately half of the "poor" condition signs (approximately 18 signs). After review of this list, we plan to replace all of the regulatory signs first (speed limit, stop sign, etc.), and then tackle the remainder of the list in the following year.

(3) 2012 Pavement Management Data Collection

a. We received in the mail today a copy of the contract for 2012 collection of pavement data on the city's street system. A copy of the contract is attached for your review. The written contract is consistent with the quote provided, which provides the service for not more than $1,000. This is the amount that was included in the approved budget. If an agenda item is required to sign the contract, we'll include it for the May meeting.

(4) Municipal Separate Storm Sewer System Permit (MS4)

a. The city needs an updated survey of all storm sewer intakes to evaluate storm drain labels. In the past, this has been completed by members of the council.

(5) Permit: Work in the Right-of-Way (212 Golfview Drive)

a. A work in the right-of-way permit was issued to Mid-American Energy on March 19th to approve their proposal to set a new utility pole in the east right-of-way at 212 Golfview Drive to redirect an existing overhead electric service line that was previously hanging too low over the top of the driveway of the adjacent residence (214 Golfview).

Please feel free to contact me if you have any questions about these or any other items.
JDB

Project #112102-0

IOWA STATE UNIVERSITY
Institute for Transportation

2711 S. Loop Drive, Suite 4700
Ames, IA 50010-8664
515-294-8103
FAX 515-294-0467
www.InTrans.iastate.edu

Date: April 4, 2012

To: Louise From
Mayor
University Heights City Hall
1004 Melrose Avenue
University Heights, IA 52577

RE: 2012 Pavement Management Services (CTRE)

The Center for Transportation Research and Education (CTRE) is a unit of the Institute for Transportation (InTrans) at Iowa State University. CTRE will assist the City of University Heights with the development of a local agency pavement management system as part of the Iowa Pavement Management Program (IPMP).

The following are the terms for the services to be performed in this agreement.

A. The City of University Heights will:
   1. Graphically identify pavement management section extents on maps provided by them
   2. Provide literal descriptions and historical information on each pavement management section according to the instructions as provided by CTRE

B. CTRE will:
   1. Create and distribute system maps showing the federal-aid system and the rest of the pavement network
   2. Add the additional network graphics and data to the IPMP GIS database (for the non-federal aid system as requested by the City of University Heights)
   3. Add, delete, or modify the pavement history records in the IPMP GIS database to reflect the additional network
   4. Contract with Roadware, Inc. for the distress data collection, and coordinate the collection process
   5. Update the pavement management sections with summarized pavement condition data
   6. Deliver the data to the City of University Heights in the required format

For data collection, and CTRE's management services, the City of University Heights will be billed for not more than $1000.00. An invoice, that is payable within 45 days of receipt, will be submitted when work has been completed. If these terms are in order, please sign and return one original of this letter of agreement. For questions, please contact Omar Smadi at 515 294-8103. We look forward to working with you on this project.

Approved for CTRE,

Omar Smadi 4/4/12
Omar Smadi Date

Approved for the City of University Heights,

_____
(Signed) Date

Printed: _____

Title: _____

University Heights April 2012 eGovernment Report

U-H Website Updates March 1- 31, 2012

- **March 30, 2012**
  - Long Range Transportation Plan
- **March 27, 2012**
  - Bike to Work Week May 14-18, 2012
    U-Heights will host breakfast on 5/16/2012
- **March 21, 2012**
  - Sunset Wide Sidewalk Project Costs
  - April 10, 2012 City Council Meeting
    University Club 7:00 PM
  - Fun Facts from the 2010 Census:
    - 28% of U-Heights workers walk to their jobs
    - 15% of U-Heights workers commute by bicycle
    - Here is an Atlantic Monthly story about top bikng cities in the U.S.
      Iowa City is #15 with 2% of their workers commuting by bicycle:
    - America's Top Cities for Bike Commuting: Happier, Too
- **March 19, 2012**
  - March 20 Sunset Sidewalk meeting Agenda
- **March 18, 2012**
  - Metro Trails Map
- **March 17, 2012**
  - March 13 Council Meeting webstream
- **March 16, 2012**
  - Neighborhood Watch Safety Tip #2
- **March 14, 2012**
  - General Sidewalk Repair Criteria
  - Sunset Sidewalk Cost Opinions
- **March 13, 2012**
  - March 13 Council Agenda & attachments (9)
- **March 12, 2012**
  - February 14 Council Minutes
  - March 13 Mayor's Report
- **March 11. 2012**
  - March 13 City Council Agenda
- **March 9, 2012**
  - How to Watch U-Heights City Council meetings on Cable Channel 5 InfoVision
- **March 7, 2012**
  - FY 2013 Budget Summary
- **March 5, 2012**
  - FY 2012 Budget vs. Actual 7 months
- **March 2, 2012**
  - FY 2013 Preliminary Budget #3 UPDATE
- **March 1, 2012**
  - FY 2013 Preliminary Budget #3
  - Storm Water System