



AGENDA
REGULAR MEETING OF THE
WINDSOR HEIGHTS CITY COUNCIL
Monday, August 17, 2020 - 6:00 PM
VIA ZOOM

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

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

1. **Call to Order/Roll Call/Pledge of Allegiance**
2. **Approval of the Agenda**
3. **Public Hearing:**
 - A. Public Hearing on Ordinance No. 20-07 - An Ordinance Amending the Code of Ordinances for the City of Windsor Heights, Iowa, by Amending City Code 174.08 to Further Define Surfaces Allowed for Parking on Private Property and to Add Parking Prohibitions for Vehicles Parked on Private Property for the Purpose of Sale
 - B. Consideration of the First Reading of Ordinance No. 20-07 - An Ordinance Amending the Code of Ordinances for the City of Windsor Heights, Iowa, by Amending City Code 174.08 to Further Define Surfaces Allowed for Parking on Private Property and to Add Parking Prohibitions for Vehicles Parked on Private Property for the Purpose of Sale
4. **Public Forum:** This is time set aside for comments from the public on topics of City business other than those listed on the agenda. No action may be taken. Please come to the podium, state your name and address for the record and keep your comments to no more than 5 minutes.
5. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
 - A. Approve Minutes of the Regular Council Meeting on August 3, 2020
 - B. Approve Payment of Claims
 - C. Approve Financial Reports
 - D. Consideration of Liquor License - RI Restaurant - 6587 University Avenue
6. **New Business:**
 - A. Consideration of Pay Request No. 4 - 2020 Street Improvements Project
 - B. Consideration of Pay Request No. 4 - College Drive Improvements Project

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

- C. Consideration/Discussion on Walnut Creek Bank Stabilization Public-Private Partnership
- D. Consideration of Resolution No. 2020-101 - A Resolution Waiving Fees for the Community Center for the Heartland Youth Choir on October 25th 2020
- E. Consideration of Resolution No. 2020-102 - A Resolution Allowing the Temporary Policy for Community Center Rental Reimbursements due to the Public Health Threat of the COVID-19 Pandemic

7. **Reports:**

- A. Mayor and Council Reports and Committee Updates
- B. Interim City Administrator Report
- C. City Clerk Report
- D. Public Safety Report
- E. Communications/Recreation Coordinator Report

8. **Adjourn**

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



STAFF REPORT
CITY COUNCIL
August 17, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Public Hearing on Ordinance No. 20-07 - An Ordinance Amending the Code of Ordinances for the City of Windsor Heights, Iowa, by Amending City Code 174.08 to Further Define Surfaces Allowed for Parking on Private Property and to Add Parking Prohibitions for Vehicles Parked on Private Property for the Purpose of Sale

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None



STAFF REPORT
CITY COUNCIL
August 17, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of the First Reading of Ordinance No. 20-07 - An Ordinance Amending the Code of Ordinances for the City of Windsor Heights, Iowa, by Amending City Code 174.08 to Further Define Surfaces Allowed for Parking on Private Property and to Add Parking Prohibitions for Vehicles Parked on Private Property for the Purpose of Sale

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Ordinance No. 20-07 Amending City Code Chapter 174.08 to Further Defined Surfaces Allowed for Parking
2. 2020 08 03 Council Action Form for amendment to 174.08 setting public hearing

ORDINANCE NO. 20-07

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

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

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

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

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

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

174.08 PARKING FOR PERSONAL AND RECREATIONAL VEHICLES

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

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

2. The parking surface does not exceed the maximum impervious coverage limit for the lot.
 3. Any vehicle weighing two thousand (2000) pounds or more shall only be parked on a surface which is, at a minimum, as large as the vehicle parked upon the surface.
- D. Heavy commercial vehicles, including tractor cab units weighing more than 2.5 tons gross empty weight, and recreational vehicles shall not be parked on any lot within the RI, R2, R3, R4 and MH residential zoning districts, except as provided below.
 - E. In areas not zoned for commercial use, parking of vehicles on private property for the purpose of sale of such vehicle is prohibited.
3. Special Provisions for Recreational Vehicles and Boats. Parking and storage of recreational vehicles and boats within residential districts is subject to the following additional conditions. These conditions are in addition to those requirements for the parking of Personal Vehicles.
 - A. Recreational vehicles and boats must be maintained in a clean, well-kept state.
 - B. Recreational vehicles and boats equipped with liquefied petroleum gas containers must ensure that such containers must meet the current standards of the Interstate Commerce Commission, the United States Department of Transportation, or the American Society of Mechanical Engineers. Any valves must be closed at all times that the vehicle is not in preparation for immediate use. Leaks in containers must be repaired immediately.
 - C. Recreational vehicles may be used as temporary housing by non-paying guests for a maximum of three consecutive days or 14 days total during any calendar year. Cooking in the recreational vehicle is prohibited at all times.
 - D. Recreational vehicles and boats may not be permanently connected to utility lines.
 - E. Recreational vehicles and boats may not be used for the storage of goods, materials, or equipment other than those items which pertain to the use of the vehicle.

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

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

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

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

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

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

Passed and Approved this ____ day of _____, 2020.

1st Reading: _____

2nd Reading: _____

3rd Reading: _____

Publish Date: _____

Dave Burgess, Mayor

(SEAL)

ATTEST:

Travis Cooke, City Clerk

COUNCIL ACTION FORM

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

HISTORY:

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

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

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

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

The recommended changes are redlined below:

174.08 PARKING FOR PERSONAL AND RECREATIONAL VEHICLES.

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

2. Location of Parking

- A. Parking is permitted within any enclosed structure when such structure conforms to the regulations of its zoning district.
 - B. Parking of personal vehicles is permitted on a paved driveway (outside of an enclosed structure) within the front yard setback, but shall in no case encroach upon the public right-of-way.
 - C. Parking of personal vehicles may occur in the rear yard setback (outside of an enclosed structure and not on the front yard paved driveway) if ~~the Zoning Administrator determines that~~ such parking ~~conforms to the provisions of this Zoning Code,~~ meets the following conditions:
 1. The parking space is provided on a ~~paved~~ surface consisting of asphalt, concrete, brick, or paving stones made of one of the aforementioned substances. Parking is prohibited on gravel, regrind, crushed concrete/asphalt, sand, dirt, grass or other surfaces not mentioned in this section ~~connected by a paved surface to a dedicated public right-of-way and/or alley.~~
 2. The ~~paved~~ parking surface does not exceed the maximum impervious coverage limit for the lot.
 3. Any vehicle weighing two thousand (2000) pounds or more shall only be parked on a surface which is, at a minimum, as large as the vehicle parked upon the surface.
 - D. Heavy commercial vehicles, including tractor cab units weighing more than 2.5 tons gross empty weight, and recreational vehicles shall not be parked on any lot within the RI, R2, R3, R4 and MH residential zoning districts, except as provided below.
 - E. In areas not zoned for commercial use, parking of vehicles on private property for the purpose of sale of such vehicle is prohibited.
3. Special Provisions for Recreational Vehicles and Boats. Parking and storage of recreational vehicles and boats within residential districts is subject to the following additional conditions. These conditions are in addition to those requirements for the parking of Personal Vehicles.
 - A. Recreational vehicles and boats must be maintained in a clean, well-kept state.

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

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

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

City of Windsor Heights Regular Business Meeting Minutes
Monday, August 3, 2020 – 6:00 P.M. via ZOOM

1. **Call to Order/Roll Call/Pledge of Allegiance:** Mayor Burgess called the meeting to order via Zoom at 6:00 PM. Council members present: Susan Skeries, Joseph Jones, Mike Loffredo, Mike Jones, and Threase Harms. Staff present: Interim Administrator Mark Arentsen, City Clerk Travis Cooke, Public Safety Director Chad McCluskey, Finance Director Rachelle Swisher, Public Works Director Dalton Jacobus, Communications/Recreation Coordinator Whitney Tucker, City Engineer Justin Ernst, and City Attorney Erin Clanton.

2. **Approval of the Agenda:** Motion by Joseph Jones to approve the agenda. Seconded by Harms. Motion passed 5-0.

3. **Public Forum:** None.

4. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.

A. **Approve Minutes of the Regular Council Meeting on July 20, 2020**

B. **Approve Payment of Claims**

Motion by Loffredo to approve the consent agenda. Seconded by Harms. Motion passed 5-0.

5. **Old Business**

A. **Consideration of Resolution No. 2020-96 - A Resolution Setting a Public Hearing on Ordinance No. 20-07 - An Ordinance Amending the Code of Ordinances for the City of Windsor Heights, Iowa, by Amending City Code 174.08 to Further Define Surfaces Allowed for Parking on Private Property and to add Parking Prohibitions for Vehicles Parked on Private Property for the Purpose of Sale:** Motion by Harms to approve Resolution No. 2020-96. Seconded by Skeries. Motion passed 5-0.

B. **Consideration of the Second Reading of Ordinance No. 20-06 - An Ordinance Amending City Code 60.10.07 to Remove Subsection 21 Related to Unimproved Surfaces and Removing Private Property Language from Subsection 22:** Motion by Harms to approve the second reading of Ordinance No. 20-06. Seconded by Joseph Jones. Motion passed 5-0.

C. **Consider Waiving the Third and Final Reading of Ordinance No. 20-06 - An Ordinance Amending City Code 60.10.07 to Remove Subsection 21 Related to Unimproved Surfaces and Removing Private Property Language from Subsection 22 and Move to Adopt Ordinance No. 20-06:** Motion by Loffredo to waive the third and final reading and move to adopt Ordinance No. 20-06. Seconded by Mike Jones. Motion passed 5-0.

6. **New Business:**

A. **Consideration of Pay Request No. 3 - University Avenue Project:** Motion by Harms to approve Pay Request No. 3 – University Avenue Project. Seconded by Mike Jones. Motion passed 5-0.

B. **Consideration of Resolution No. 2020-97 - A Resolution Approving Small Business Recovery Grants:** Motion by Joseph Jones to approve Resolution No. 2020-97 with the removal of Des Moines Pre-Owned Auto and the reduction to the Windsor Heights Chamber to \$2,500. Seconded by Harms. Motion passed 5-0.

- C. **Consideration of Resolution No. 2020-98 - A Resolution to Receive and File the 2020 Windsor Heights Urban Forestry Management Plan and Discussion on EAB Assistance on Private Property: Aaron Wright and Emma Hanigan of the Iowa DNR gave an overview of the Urban Forestry Management Plan. Council discussed options for EAB assistance on private property.** Motion by Harms to approve Resolution No. 2020-98 and have the public works committee make recommendations to council for an ash tree removal or treatment plan on city owned trees and a grant or loan plan for EAB assistance on private property. Seconded by Skeries. Motion passed 5-0.
- D. **Consideration of Resolution No. 2020-99 - A Resolution Allowing the Temporary Policy for Community Center Rental Reimbursements Due to the Public Health Threat of the COVID-19 Pandemic:** Motion by Harms to approve Resolution No. 2020-99. Seconded by Mike Jones. Motion passed 5-0.
- E. **Consideration of Resolution No. 2020-100 - A Resolution Supporting the Use of Face Masks During the COVID-19 Pandemic:** Motion by Loffredo to approve Resolution No. 2020-100. Seconded by Mike Jones. Motion passed 5-0.

7. **Reports:**

- A. **Mayor and Council Reports and Committee Updates:** Loffredo – public works committee updates. Joseph Jones – Dart updates. Movie in the park this week. Skeries – economic development committee updates. Meeting with Key Elements Consulting went well and they gave updates and additional information as requested. Thank you to Officer Roetman for actively helping stop a scam involving a city resident.
- B. **Interim City Administrator Report:** Working primarily on nuisance abatement and will be rolling out property tax abatement information.

8. **Adjourn:** Motion by Mike Jones to adjourn the meeting at 7:07 PM. Seconded by Harms. Motion passed 5-0.

Dave Burgess, Mayor

Travis Cooke, City Clerk



STAFF REPORT
CITY COUNCIL
August 17, 2020

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

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. CLAIMS REPORT-VENDOR ACTIVITY REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
ABSOLUTE CONCRETE CONSTRUCTION	PAY REQUEST #4 COLLEGE DRIVE		307,970.01	51070	8/13/20
ARNOLD MOTOR SUPPLY	OIL & FILTER		132.81	51071	8/13/20
AMERICAN TRAFFIC SOLUTIONS	PAID CITATIONS		234.00	51072	8/13/20
AUREON IT	BILLABLE TIME		431.20	51073	8/13/20
BANKERS TRUST COMPANY	<i>See Vendor Activity Report</i>		3,546.53	51076	8/13/20
BARRIE JUDGE	CEC REFUND		1,825.00	51077	8/13/20
BASCOM TRUCK & AUTOMOTIVE INC	HYDRAULIC REPAIRS TRUCK 6		485.68	51078	8/13/20
BIANCA ROWLAND	CEC REFUND		100.00	51079	8/13/20
BOLTON & MENK	2020 STREETS ENGINEERING		80,092.00	51080	8/13/20
BOMGAARS	IMPACT DRIVER/DRILL COMBO		229.75	51081	8/13/20
BOOT BARN INC	CLOTHING ALLOWANCE		211.74	51082	8/13/20
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES		164.70	51083	8/13/20
BRAUCHT, JUDY	SEPTEMBER PENSION		1,067.86	51084	8/13/20
BRUCE ENGINE	HONDA TRIMMER PARTS		29.95	51085	8/13/20
CENTRAL IOWA READY MIX	RECYCLING PAD CONCRETE		922.50	51086	8/13/20
CENTURY LINK	TELEPHONE		58.69	51087	8/13/20
CITY OF URBANDALE	STREET LIGHT UTILITY CHARGES		560.14	51088	8/13/20
CLEARFLY	TELEPHONE		156.11	51089	8/13/20
CLIVE POWER EQUIP.	CHAIN SAW SUPPLIES		48.05	51090	8/13/20
COOKE, TRAVIS	JULY/AUG CELL PHONE		105.75	51091	8/13/20
CORELL RECYCLING	CONCRETE RECYCLING		46.60	51092	8/13/20
CREW IOWA	CEC REFUND		904.45	51093	8/13/20
CRYSTAL CLEAR WATER CO.	WATER		8.50	51094	8/13/20
DENNIS DURHAM	RELOCATION EXPENSES		3,000.00	51069	8/04/20
DEPARTMENT OF JUSTICE	PREFORFEITURE		1,704.50	51095	8/13/20
DES MOINES REGISTER	NEWSPAPER		56.00	51096	8/13/20
DES MOINES WATER WORKS	1133 66TH ST		665.25	51097	8/13/20
FEDERAL TAX DEPOSIT	FED/FICA TAX	19,471.12		2480	8/06/20
FEDERAL TAX DEPOSIT	FED/FICA TAX	304.69	19,775.81	2485	8/10/20
FELD EQUIP. CO. INC., ED M.	NOMEX HOODS		219.50	51098	8/13/20
GOOD COMPANY NSP, LLC	RECOVERY GRANT		5,000.00	51063	8/04/20
GRIMES ASPHALT & PAVING	ASPHALT		372.96	51099	8/13/20
GWORKS	BALANCING BANK REC/GEN LEDGER		3,828.00	51100	8/13/20
O'DONNELL ACE HICKMAN	ROUNDUP		47.41	51101	8/13/20
IA COMM. ASSURANCE POOL	INSURANCE		65,698.00	51102	8/13/20
IA DEPT OF AG & LAND	ANIMAL WELFARE LICENSE		75.00	51103	8/13/20
ICMA RETIREMENT TRUST	ICMA	756.59		2479	8/06/20
ICMA RETIREMENT TRUST	CITY CONTRIBUTION	888.55	1,645.14	2484	8/06/20
IMAGETek, Inc.	RADIX MONTHLY SUBSCRIPTION		496.00	2486	8/13/20
INTERSTATE ALL BATTERY	BATTERIES		19.20	51104	8/13/20
IOWA DES MOINES SUPPLY	SUPPLIES		254.90	51105	8/13/20
IOWA SIGNAL & ELECTRIC	BRACKET CLAMP KIT 66TH & UNIV		512.00	51106	8/13/20
KABEL BUSINESS SERVICES	FLEX CLD BENEFIT		1,019.99	2481	8/06/20
KATHMANDU RESTAURANT, LLC	RECOVERY GRANT		5,000.00	51064	8/04/20
KOCH OFFICE GROUP	COPIER CONTRACT CHARGE		217.93	51107	8/13/20
LAURA WUNDER	CEC REFUND		1,640.00	51108	8/13/20
LAWMAN BADGE CO.	BADGES		295.00	51109	8/13/20
LOCAL GOVERNMENT CONSULTING	WEEK OF 7/26/20 ADMINISTRATOR		6,600.00	51110	8/13/20
LOGAN CONTRACTORS SUPPLY	PINK MARKING PAINT		35.63	51111	8/13/20
MARTIN MARIETTA AGGREG.	RECYCLING PAD ROCK		81.07	51112	8/13/20
MEDIACOM	INTERNET		570.00	51113	8/13/20
MENARDS	SPEED BUMP MATERIALS		25.20	51114	8/13/20
METRO WASTE AUTHORITY	GARBAGE FEE		31,569.52	51115	8/13/20
MUNICIPAL COLLECTIONS-AM	COLLECTIONS		346.60	51116	8/13/20

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
MURPHY TRACTOR & EQUIP. CO.	SKID LOADER PARTS		75.81	51117	8/13/20
NISSEN, ANDREW	JULY CELL PHONE		50.00	51118	8/13/20
NOVA FITNESS EQUIPMENT	GYM EQUIP MAINTENANCE		160.00	51119	8/13/20
O'REILLY AUTO PARTS	OIL		39.27	51120	8/13/20
OMNI BILLING	EMS BILLING		308.37	51121	8/13/20
POLK COUNTY ATTORNEY	PREFORFEITURE		1,956.75	51122	8/13/20
QUALITY PEST CONTROL	PEST CONTROL		82.00	51123	8/13/20
RADARSIGN	RADAR SIGN BRACKETS		118.00	51124	8/13/20
DES MOINES REGISTER	PUBLICATIONS		78.21	51125	8/13/20
RELIASTAR LIFE INS CO	BOWERS/NISSEN		150.00	51126	8/13/20
RI RESTAURANT, LLC	RECOVERY GRANT		2,663.00	51065	8/04/20
SAFE BUILDING COMPLIANCE	BUILDING INSPECTIONS		1,976.83	51127	8/13/20
SAMANTHA ASKLAND	CEC REFUND		2,050.00	51128	8/13/20
SOPER AUTOMOTIVE REPAIR	RECOVERY GRANT		5,000.00	51066	8/04/20
SPECK ENTERPRISES	SPEED BUMPS		1,400.00	51129	8/13/20
SPRAYER SPECIALTIES INC.	SPRAYER PARTS		9.58	51130	8/13/20
STIVERS FORD	'16 FORD EXPLORER		212.57	51131	8/13/20
Strauss Security Solutions	CITY HALL KEYS		52.50	51132	8/13/20
THE STATION CORNER	6622 FOREST NUISANCE ABATEMENT		350.00	51133	8/13/20
TRANSUNION RISK & ALTERNATIVE	TLOXP CHARGES		50.00	51134	8/13/20
TRAVELERS	LIABILITY INSURANCE		975.00	51135	8/13/20
TRUSTY AFRICAN MARKET, LLC	RECOVERY GRANT		5,000.00	51067	8/04/20
TUCKER, WHITNEY	JULY CELL PHONE		62.68	51136	8/13/20
UPHDM OCCUPATIONAL MED	DRUG SCREENS		100.00	51137	8/13/20
VAN WALL EQUIPMENT	SPARK PLUGS/LIGHT BULBS		32.41	51138	8/13/20
WELLMARK	HEALTH PREMIUM		33,252.94	2487	8/13/20
WEST DES MOINES TRUE VALUE	SPEED BUMP FASTENERS		165.74	51139	8/13/20
WEX FLEET UNIVERSAL	FUEL		2,464.11	51140	8/13/20
WINDSOR HEIGHTS CHAMBER OF COM	RECOVERY GRANT		2,500.00	51068	8/04/20
ZIMCO SUPPLY CO	WEEK KILLER-BIKE TRAIL		68.00	51141	8/13/20
			=====		
Accounts Payable Total			611,506.40		

Payroll Checks

001	GENERAL	50,003.08
110	ROAD USE TAX	6,185.98
610	SEWER	491.32
740	STORM WATER	525.38
Total Paid On: 8/07/20		57,205.76
001 GENERAL		1,190.52
Total Paid On: 8/10/20		1,190.52
Total Payroll Paid		58,396.28
Report Total		669,902.68

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

FUND	NAME	AMOUNT
001	GENERAL	159,991.36
110	ROAD USE TAX	29,831.50
112	EMPLOYEE BENEFITS	33,244.84
113	POLICE PENSION	1,067.86
114	POLICE TRUST	3,661.25
145	URBAN RENEWAL	25,163.00
314	UNIVERSITY AVE ST PROJECT	13,548.50
317	WAL CREEK BIKE HUB/BRIDGE	345.00
319	2020 STREET PROJECTS	347,005.01
321	WAL CREEK STREAM PROJECT	1,554.00
322	73RD STREET PROJECT	13,478.50
610	SEWER	5,141.68
670	LANDFILL/GARBAGE	31,569.52
740	STORM WATER	4,300.66

	TOTAL FUNDS	669,902.68

ACCOUNTS PAYABLE VENDOR ACTIVITY

INVOICE NO	LN	DATE	PO NO	REFERENCE	TRACK		1099	NET	CHECK	PD DATE
					CD	GL ACCOUNT				
58 BANKERS TRUST COMPANY										
08132020	1	8/13/20		CC FEES		001-620-6405		46.74	51076	8/13/20
08132020	3526	8/13/20		TONER CARTRIDGES		001-620-6507		119.56	51076	8/13/20
08132020	3526	8/13/20		SMART CONF REFUND SKERIES		001-610-6240		75.00-	51076	8/13/20
08132020	3534	8/13/20		ADOBE CREDIT OF SALES TAX		001-620-6373		21.72-	51076	8/13/20
08132020	3534	8/13/20		ADOBE		001-620-6373		31.79	51076	8/13/20
08132020	3534	8/13/20		ADMIN SEARCH SNACKS		001-620-6598		30.15	51076	8/13/20
08132020	3534	8/13/20		ADMIN SEARCH LUNCH		001-620-6598		64.69	51076	8/13/20
08132020	3534	8/13/20		ZOOM		001-610-6507		3.00	51076	8/13/20
08132020	3534	8/13/20		ZOOM		001-610-6507		29.98	51076	8/13/20
08132020	3534	8/13/20		CEC KEY COPY		001-480-6310		6.40	51076	8/13/20
08132020	3534	8/13/20		ADOBE CLOUD		001-620-6373		56.17	51076	8/13/20
08132020	3534	8/13/20		CONSTANT CONTACT		001-620-6373		70.00	51076	8/13/20
08132020	5514	8/13/20		FLASH DRIVES		001-110-6506		67.81	51076	8/13/20
08132020	5514	8/13/20		DRYWALL ACCESS DOOR		001-110-6310		159.43	51076	8/13/20
08132020	5514	8/13/20		DRYWALL ACCESS DOOR		001-150-6310		159.43	51076	8/13/20
08132020	5514	8/13/20		CC FEE		001-620-6405		3.19	51076	8/13/20
08132020	5514	8/13/20		A553 SCBA STRAP		001-160-6504		27.13	51076	8/13/20
08132020	5514	8/13/20		INK		001-110-6506		49.97	51076	8/13/20
08132020	5514	8/13/20		LIVE SAVING AWARD PLAQUE		001-150-6599		125.96	51076	8/13/20
08132020	5514	8/13/20		E551 FLASHLIGHT BATTERIES		001-150-6507		111.36	51076	8/13/20
08132020	5514	8/13/20		AMBULANCE OXYGEN BOTTLE STRAP		001-160-6504		27.13	51076	8/13/20
08132020	5514	8/13/20		BATTERY BACKUP SURGE PROTECT 3		001-615-6507		149.97	51076	8/13/20
08132020	7388	8/13/20		TRAINING CARTRIDGES		001-110-6507		934.30	51076	8/13/20
08132020	7388	8/13/20		KEYS		001-110-6507		3.20	51076	8/13/20
08132020	7388	8/13/20		KEYS		001-110-6507		4.84	51076	8/13/20
08132020	7940	8/13/20		ADOBE ACROPRO		001-620-6373		14.99	51076	8/13/20
COVID 08132020	6462	8/13/20		ALUMINUM CURB MARKER		740-865-6507		115.40	51076	8/13/20
COVID 08132020	6462	8/13/20		COVID HAND SANITIZER		001-620-6506		39.49	51076	8/13/20
COVID 08132020	6462	8/13/20		CLOTHING ALLOWANCE		110-210-6180		131.94	51076	8/13/20
COVID 08132020	6462	8/13/20		CLOTHING ALLOWANCE		110-210-6180		179.99	51076	8/13/20
COVID 08132020	6462	8/13/20		CLOTHING ALLOWANCE		110-210-6180		69.99	51076	8/13/20
COVID 08132020	6462	8/13/20		DM REGISTER		001-620-6507		28.00	51076	8/13/20
COVID 08132020	6462	8/13/20		COVID MASKS		001-620-6506		19.96	51076	8/13/20
COVID 08132020	6462	8/13/20		SHREDDER		110-210-6507		149.99	51076	8/13/20
COVID 08132020	6462	8/13/20		CLOTHING ALLOWANCE		110-210-6180		64.50	51076	8/13/20
COVID 08132020	6462	8/13/20		CLOTHING ALLOWANCE		110-210-6180		54.90	51076	8/13/20
COVID 08132020	6462	8/13/20		CLOTHING ALLOWANCE		110-210-6180		124.40	51076	8/13/20
COVID 08132020	6462	8/13/20		WASTEWATER COLLECTION SYSTEMS		610-815-6507		367.50	51076	8/13/20
BANKERS TRUST COMPANY								3546.53		
***** REPORT TOTAL *****								3546.53		



STAFF REPORT
CITY COUNCIL
August 17, 2020

TO: CITY COUNCIL
FROM: Rachelle Swisher
SUBJECT: Approve Financial Reports

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. JULY REVENUE REPORT
2. JULY BUDGET REPORT

REVENUE REPORT
CALENDAR 7/2020, FISCAL 1/2021

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	3,413,109.00	82,897.51	82,897.51	2.43	3,330,211.49
	ROAD USE TAX TOTAL	612,000.00	.00	.00	.00	612,000.00
	EMPLOYEE BENEFITS TOTAL	1,074,446.00	.00	.00	.00	1,074,446.00
	POLICE PENSION TOTAL	13,000.00	.00	.00	.00	13,000.00
	POLICE TRUST TOTAL	10,000.00	2,631.00	2,631.00	26.31	7,369.00
	POLICE PREFORFEITURE TOTAL	1,140.00	.00	.00	.00	1,140.00
	EMERGENCY FUND TOTAL	.00	.00	.00	.00	.00
	LOCAL OPTION SALES TAX TOTAL	1,028,418.00	.00	.00	.00	1,028,418.00
	TAX INCREMENT FINANCING TOTAL	2,252,808.00	.00	.00	.00	2,252,808.00
	URBAN RENEWAL TOTAL	.00	.00	.00	.00	.00
	DEBT SERVICE TOTAL	3,369,818.00	.00	.00	.00	3,369,818.00
	COLBY PARK TOTAL	.00	.00	.00	.00	.00
	HICKMAN ROAD PROJECT TOTAL	.00	.00	.00	.00	.00
	2014A STREETS PROJECTS TOTAL	.00	.00	.00	.00	.00
	TRAIL CONNECTION TOTAL	.00	.00	.00	.00	.00
	63/HICKMAN ST SCAPE TOTAL	.00	.00	.00	.00	.00
	2017/18 Capital Projects TOTA	.00	.00	.00	.00	.00

REVENUE REPORT
CALENDAR 7/2020, FISCAL 1/2021

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	UNIVERSITY AVE ST PROJECT TOTA	8,123,038.00	.00	.00	.00	8,123,038.00
	2018 HMA RESURFACING PROJ TOTA	.00	.00	.00	.00	.00
	2018 PCC PATCHING PROJECT TOTA	.00	.00	.00	.00	.00
	WAL CREEK BIKE HUB/BRIDGE TOTA	.00	.00	.00	.00	.00
	2020 STREET PROJECTS TOTAL	5,855,320.00	31,670.00	31,670.00	.54	5,823,650.00
	2020 PCC PATCHING TOTAL	.00	.00	.00	.00	.00
	WAL CREEK STREAM PROJECT TOTA	.00	.00	.00	.00	.00
	73RD STREET PROJECT TOTAL	.00	.00	.00	.00	.00
	CAPITAL EQUIPMENT FUND TOTAL	325,000.00	303.25	303.25	.09	324,696.75
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER TOTAL	92,350.00	.00	.00	.00	92,350.00
	LANDFILL/GARBAGE TOTAL	360,500.00	27,915.13	27,915.13	7.74	332,584.87
	STORM WATER TOTAL	345,000.00	32,785.65	32,785.65	9.50	312,214.35
	REVOLVING FUND TOTAL	.00	.00	.00	.00	.00
	TOTAL REVENUE BY FUND	=====	=====	=====	=====	=====
		26,875,947.00	178,202.54	178,202.54	.66	26,697,744.46
		=====	=====	=====	=====	=====

BUDGET REPORT
CALENDAR 7/2020, FISCAL 1/2021

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	2,058,236.00	146,984.90	146,984.90	7.14	1,911,251.10
	EMERGENCY MANAGEMENT TOTAL	9,870.00	6,550.31	6,550.31	66.37	3,319.69
	FIRE TOTAL	413,364.00	22,426.05	22,426.05	5.43	390,937.95
	AMBULANCE TOTAL	502,740.00	37,214.36	37,214.36	7.40	465,525.64
	BUILDING INSPECTIONS TOTAL	50,000.00	3,952.14	3,952.14	7.90	46,047.86
	ANIMAL CONTROL TOTAL	800.00	.00	.00	.00	800.00
	PUBLIC SAFETY TOTAL	3,035,010.00	217,127.76	217,127.76	7.15	2,817,882.24
	ROADS, BRIDGES, SIDEWALKS TOTA	551,381.00	29,017.05	29,017.05	5.26	522,363.95
	STREET LIGHTING TOTAL	67,000.00	7,639.37	7,639.37	11.40	59,360.63
	TRAFIC CONTROL & SAFETY TOTAL	5,500.00	247.34	247.34	4.50	5,252.66
	SNOW REMOVAL TOTAL	275,891.00	13,485.20	13,485.20	4.89	262,405.80
	PUBLIC WORKS TOTAL	899,772.00	50,388.96	50,388.96	5.60	849,383.04
	WATER,AIR,MOSQUITO CONTRO TOTA	.00	.00	.00	.00	.00
	OTHER HEALTH/SOCIAL SERV TOTA	3,000.00	.00	.00	.00	3,000.00
	HEALTH & SOCIAL SERVICES TOTA	3,000.00	.00	.00	.00	3,000.00
	LIBRARY TOTAL	60,000.00	.00	.00	.00	60,000.00
	PARKS TOTAL	270,357.00	8,665.30	8,665.30	3.21	261,691.70
	COMMUNITY CTR/ZOO/MARINA TOTA	3,200.00	.00	.00	.00	3,200.00
	SPECIAL EVENTS TOTAL	22,500.00	.00	.00	.00	22,500.00
	COMMUNITY CENTER TOTAL	151,494.00	16,537.84	16,537.84	10.92	134,956.16
	CULTURE & RECREATION TOTAL	507,551.00	25,203.14	25,203.14	4.97	482,347.86
	COMMUNITY BEAUTIFICATION TOTA	.00	.00	.00	.00	.00
	HOUSING & URBAN RENEWAL TOTAL	107,737.00	2,250.00	2,250.00	2.09	105,487.00
	COMMUNITY & ECONOMIC DEV TOTA	107,737.00	2,250.00	2,250.00	2.09	105,487.00
	MAYOR/COUNCIL TOTAL	51,371.00	6,840.19	6,840.19	13.32	44,530.81
	IT DEPARTMENT TOTAL	45,132.00	2,780.99	2,780.99	6.16	42,351.01
	CLERK/TREASURER/ADM TOTAL	613,299.00	49,427.07	49,427.07	8.06	563,871.93
	ELECTIONS TOTAL	4,000.00	.00	.00	.00	4,000.00
	LEGAL SERVICES/ATTORNEY TOTAL	75,000.00	.00	.00	.00	75,000.00
	OTHER GENERAL GOVERNMENT TOTA	.00	1,179.93	1,179.93	.00	1,179.93-
	GENERAL GOVERNMENT TOTAL	788,802.00	60,228.18	60,228.18	7.64	728,573.82
	ROADS, BRIDGES, SIDEWALKS TOTA	221,920.00	.00	.00	.00	221,920.00
	PARKS TOTAL	.00	.00	.00	.00	.00

BUDGET REPORT
CALENDAR 7/2020, FISCAL 1/2021

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	HOUSING & URBAN RENEWAL TOTAL	820,710.00	.00	.00	.00	820,710.00
	DEBT SERVICE TOTAL	1,042,630.00	.00	.00	.00	1,042,630.00
	POLICE TOTAL	65,000.00	25,004.00	25,004.00	38.47	39,996.00
	FIRE TOTAL	5,000.00	.00	.00	.00	5,000.00
	AMBULANCE TOTAL	15,000.00	.00	.00	.00	15,000.00
	ROADS, BRIDGES, SIDEWALKS TOTA	14,008,358.00	1,154,950.05	1,154,950.05	8.24	12,853,407.95
	SNOW REMOVAL TOTAL	.00	.00	.00	.00	.00
	PARKS TOTAL	.00	.00	.00	.00	.00
	COMMUNITY CENTER TOTAL	.00	.00	.00	.00	.00
	IT DEPARTMENT TOTAL	25,000.00	.00	.00	.00	25,000.00
	CAPITAL PROJECTS TOTAL	.00	.00	.00	.00	.00
	CAPITAL PROJECTS TOTAL	14,118,358.00	1,179,954.05	1,179,954.05	8.36	12,938,403.95
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER/SEWAGE DISPOSAL TOTAL	107,450.00	3,344.44	3,344.44	3.11	104,105.56
	LANDFILL/GARBAGE TOTAL	351,586.00	1,987.00	1,987.00	.57	349,599.00
	STORM WATER TOTAL	274,500.00	10,937.66	10,937.66	3.98	263,562.34
	ENTERPRISE FUNDS TOTAL	733,536.00	16,269.10	16,269.10	2.22	717,266.90
	TRANSFERS IN/OUT TOTAL	3,283,725.00	.00	.00	.00	3,283,725.00
	TRANSFER OUT TOTAL	3,283,725.00	.00	.00	.00	3,283,725.00
	TOTAL EXPENSES	24,520,121.00	1,551,421.19	1,551,421.19	6.33	22,968,699.81



STAFF REPORT
CITY COUNCIL
August 17, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Liquor License - RI Restaurant - 6587 University Avenue

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. RI Restaurant License

Applicant License Application (LC0045820)

Name of Applicant: <u>R I Restaurant, LLC</u>		
Name of Business (DBA): <u>R I Restaurant</u>		
Address of Premises: <u>6587 University Avenue</u>		
City <u>Windsor Heights</u>	County: <u>Polk</u>	Zip: <u>50324</u>
Business <u>(515) 669-4861</u>		
Mailing <u>637 40th Street</u>		
City <u>Des Moines</u>	State <u>IA</u>	Zip: <u>50312</u>

Contact Person

Name <u>Jacob Demars</u>		
Phone: <u>(515) 669-4861</u>	Email <u>kathleen.l.mcguire@gmail.com</u>	

Classification Class C Liquor License (LC) (Commercial)

Term: 12 months

Effective Date: 09/01/2020

Expiration Date: 08/31/2021

Privileges:

Class C Liquor License (LC) (Commercial)

Outdoor Service

Status of Business

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

Ownership

Jacob Demars

First Name: Jacob **Last Name:** Demars
City: Des Moines **State:** Iowa **Zip:** 50312
Position: Member
% of Ownership: 50.00% **U.S. Citizen:** Yes

Kathleen McGuire

First Name: Kathleen **Last Name:** McGuire
City: Des Moines **State:** Iowa **Zip:** 50312
Position: Member
% of Ownership: 50.00% **U.S. Citizen:** Yes

Insurance Company Information

Insurance Company: <u>Farmers Insurance Group</u>
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Policy Effective Date:

Policy Expiration

Bond Effective

Dram Cancel Date:

Outdoor Service Effective

Outdoor Service Expiration

Temp Transfer Effective

Temp Transfer Expiration Date:



STAFF REPORT
CITY COUNCIL
August 17, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Pay Request No. 4 - 2020 Street Improvements Project

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 2020 Pay Estimate 4 Letter



**BOLTON
& MENK**

Real People. Real Solutions.

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

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

August 10, 2020

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

RE: 2020 Street Improvements Project
Windsor Heights, Iowa
Contractor Pay Request No. 4

Enclosed are three (3) copies of Pay Request No. 4 for work completed on the 2020 Street Improvements project for work completed through July 31, 2020 under the contract between the City of Windsor Heights and Absolute Concrete Construction. We have checked the pay request and recommend payment to Absolute Concrete Construction in the amount of \$148,224.66.

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

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

Sincerely,

Bolton & Menk, Inc.

Justin Ernst, P.E.
Project Manager

Enclosure

CONTRACTOR'S PAY REQUEST		DISTRIBUTION:
City of Windsor Heights		CONTRACTOR (1)
2020 Street Improvements		OWNER (1)
Windsor Heights, IA		ENGINEER (1)
BMI PROJECT NO. A13.118668		
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS		\$2,634,369.85
TOTAL, COMPLETED WORK TO DATE		\$640,762.58
RETAINED PERCENTAGE (5%)		\$32,038.13
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)		\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE		\$608,724.45
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES		\$460,499.79
PAY CONTRACTOR AS ESTIMATE NO. 4		\$148,224.66

Certificate for Partial Payment

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

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

By *Eli Hartog* *Eli Hartog* *PM*
Name Title
Date 8-5-20

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

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

By *Justin Ewald*, PROJECT ENGINEER

Date 8-6-2020

APPROVED FOR PAYMENT:

OWNER:

By _____, _____, _____
Name Title Date

And _____, _____, _____
Name Title Date

Partial Pay Estimate No.:

City of Windsor Heights

2020 Street Improvements

Windsor Heights, IA

BMI PROJECT NO. A13.118668

WORK COMPLETED THROUGH DATE JULY 31, 2020

4

ITEM NO.	SUDAS REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE				
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT			
1	0	TOPSOIL, ON-SITE	\$10.25	1131	CY	\$11,592.75	0.0	CY	\$0.00	0.0	CY	\$0.00
2	0	EXCAVATION, CLASS 10	\$3.80	738	CY	\$2,804.40	0.0	CY	\$0.00	0.0	CY	\$0.00
3	0	EXCAVATION, CLASS 10 (BORROW)	\$23.75	166	CY	\$3,942.50	0.0	CY	\$0.00	0.0	CY	\$0.00
4	0	SUBGRADE PREPARATION	\$3.00	9879	SY	\$29,637.00	0.0	SY	\$0.00	0.0	SY	\$0.00
5	0	SUBGRADE TREATMENT, GEO-GRID	\$2.25	4940	SY	\$11,115.00	0.0	SY	\$0.00	0.0	SY	\$0.00
6	0	SUBBASE, MODIFIED, 6 IN.	\$9.00	9879	SY	\$88,911.00	0.0	SY	\$0.00	0.0	SY	\$0.00
7	0	SURFACE AGGREGATE	\$47.50	200	TON	\$9,500.00	98.4	TON	\$4,674.48	98.4	TON	\$4,674.48
8	0	REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL	\$60.00	400	CY	\$24,000.00	137.0	CY	\$8,220.00	137.0	CY	\$8,220.00
9	0	SANITARY SEWER SERVICE RELOCATION	\$3,392.00	18	EA	\$61,056.00	3.0	EA	\$10,176.00	3.0	EA	\$10,176.00
10	0	SANITARY SEWER SERVICE RELOCATION (STORM)	\$3,858.00	1	EA	\$3,858.00	0.0	EA	\$0.00	0.0	EA	\$0.00
11	0	CONNECTION TO EXISTING SANITARY SEWER	\$721.00	15	EA	\$10,815.00	2.0	EA	\$1,442.00	2.0	EA	\$1,442.00
12	0	STORM SEWER, TRENCHED, RCP, 12 IN.	\$114.00	664	LF	\$75,696.00	0.0	LF	\$0.00	0.0	LF	\$0.00
13	0	STORM SEWER, TRENCHED, RCP, 15 IN.	\$139.00	649	LF	\$90,211.00	316.0	LF	\$43,824.00	588.0	LF	\$81,732.00
14	0	STORM SEWER, TRENCHED, RCP, 18 IN.	\$110.00	148	LF	\$16,280.00	0.0	LF	\$0.00	0.0	LF	\$0.00
15	0	STORM SEWER, TRENCHED, RCP, 24 IN.	\$187.00	72	LF	\$13,464.00	0.0	LF	\$0.00	0.0	LF	\$0.00
16	0	STORM SEWER, TRENCHED, RCP, 36 IN.	\$224.00	589	LF	\$120,736.00	26.0	LF	\$5,824.00	26.0	LF	\$5,824.00
17	0	STORM SEWER, TRENCHED, RCP, 43" X 26" ARCH	\$822.00	61	LF	\$50,142.00	0.0	LF	\$0.00	0.0	LF	\$0.00
18	0	STORM SEWER, TRENCHED, RCP, 51" X 31" ARCH	\$333.00	45	LF	\$14,985.00	0.0	LF	\$0.00	37.0	LF	\$12,321.00
19	0	STORM SEWER, TRENCHED, RCP, 58" X 36" ARCH	\$418.00	49	LF	\$20,482.00	49.0	LF	\$20,482.00	49.0	LF	\$20,482.00
20	0	REMOVAL OF STORM SEWER	\$23.00	370	LF	\$8,510.00	75.0	LF	\$1,725.00	140.0	LF	\$3,220.00
21	0	TELEWISE EXISTING STORM SEWER	\$5.00	2200	LF	\$11,000.00	1,681.6	LF	\$8,408.00	1,681.6	LF	\$8,408.00
22	0	SUBDRAIN, TYPE 1, PERFORATED HDPE, 6 IN.	\$17.00	3561	LF	\$60,537.00	0.0	LF	\$0.00	910.0	LF	\$15,470.00
23	0	SUBDRAIN CLEANOUT, TYPE A-1, 6 IN.	\$699.00	13	EA	\$9,087.00	0.0	EA	\$0.00	0.0	EA	\$0.00
24	0	SUBDRAIN OUTLETS AND CONNECTIONS, CMP, 6 IN.	\$777.00	13	EA	\$10,101.00	0.0	EA	\$0.00	0.0	EA	\$0.00
25	0	CONNECTION TO SUBDRAIN PIPE	\$319.00	5	EA	\$1,595.00	0.0	EA	\$0.00	14.0	EA	\$4,466.00
26	0	SPOT REPAIRS BY PIPE REPLACEMENT, 8", SDR 26	\$642.00	48	LF	\$30,816.00	6.2	LF	\$3,980.40	6.2	LF	\$3,980.40
27	0	8" CL 52 DIP PIPE WITH TRACER WIRE	\$149.00	10	LF	\$1,490.00	0.0	LF	\$0.00	0.0	LF	\$0.00
28	0	8" CL 52 DIP PIPE WITH TRACER WIRE	\$70.00	376	LF	\$26,520.00	0.0	LF	\$0.00	0.0	LF	\$0.00
29	0	8" CL 52 DIP RESTRAINED JOINT PIPE WITH TRACER WIRE	\$117.00	84	LF	\$9,828.00	67.0	LF	\$7,839.00	107.0	LF	\$12,519.00
30	0	8" C900 DR18 PVC PIPE WITH TRACER WIRE	\$57.00	1120	LF	\$63,840.00	231.0	LF	\$13,167.00	801.0	LF	\$45,657.00
31	0	8" C900 DR18 PVC RESTRAINED JOINT PIPE WITH TRACER WIRE	\$75.00	240	LF	\$18,000.00	67.0	LF	\$5,025.00	67.0	LF	\$5,025.00
32	0	12" C900 PVC CASING PIPE	\$119.00	20	LF	\$2,380.00	0.0	LF	\$0.00	20.0	LF	\$2,380.00
33	0	FITTING, 8" BEND	\$724.00	6	EA	\$4,344.00	6.0	EA	\$4,344.00	8.0	EA	\$5,792.00
34	0	FITTING, 8" X 6" REDUCER	\$492.00	1	EA	\$492.00	0.0	EA	\$0.00	0.0	EA	\$0.00
35	0	FITTING, 6" SOLID SLEEVE	\$829.00	1	EA	\$829.00	2.0	EA	\$1,658.00	2.0	EA	\$1,658.00
36	0	FITTING, 8" SOLID SLEEVE	\$889.00	2	EA	\$1,778.00	1.0	EA	\$889.00	1.0	EA	\$889.00
37	0	FITTING, 8" X 8" TEE (STA 9+96)	\$1,611.00	1	EA	\$1,611.00	0.0	EA	\$0.00	1.0	EA	\$1,611.00
38	0	FITTING, 4" CAP/PLUG	\$517.00	4	EA	\$2,068.00	1.0	EA	\$517.00	1.0	EA	\$517.00
39	0	FITTING, 4" CAP/PLUG WITH MIN. 2" BLOWOFF	\$2,065.00	3	EA	\$6,195.00	0.0	EA	\$0.00	0.0	EA	\$0.00
40	0	FITTING, 8" CAP/PLUG	\$696.00	2	EA	\$1,392.00	0.0	EA	\$0.00	0.0	EA	\$0.00
41	0	8" VALVE	\$2,145.00	3	EA	\$6,435.00	1.0	EA	\$2,145.00	4.0	EA	\$8,580.00
42	0	HYDRANT ASSEMBLY	\$5,236.00	5	EA	\$26,180.00	2.0	EA	\$10,472.00	4.0	EA	\$20,944.00
43	0	HYDRANT ASSEMBLY WITH EXTRA BENDS	\$8,424.00	1	EA	\$8,424.00	0.0	EA	\$0.00	0.0	EA	\$0.00
44	0	PREPARE EXCAVATION FOR TAPPING SLEEVE & VALVE (8X8)	\$8,208.00	1	EA	\$8,208.00	1.0	EA	\$8,208.00	1.0	EA	\$8,208.00

Partial Pay Estimate No.:

City of Windsor Heights

2020 Street Improvements

Windsor Heights, IA

BMI PROJECT NO. A13-118668

WORK COMPLETED THROUGH DATE JULY 31, 2020

4

ITEM NO.	SUDAS REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
45	0	PREPARE TEE AT SCHOOL ST & 69TH ST	\$3,863.00	1 EA	\$3,863.00	1.0 EA	\$3,863.00	1.0 EA	\$3,863.00
46	0	REMOVE 6" WATER MAIN & APPURTENANCES ON MOTT AVE	\$40.00	37 LF	\$1,480.00	0.0 LF	\$0.00	0.0 LF	\$0.00
47	0	NEW 1" WATER SERVICE (SAME SIDE)	\$1,053.00	22 EA	\$23,166.00	5.0 EA	\$5,265.00	5.0 EA	\$5,265.00
48	0	NEW 1" WATER SERVICE (OPPOSITE SIDE)	\$3,246.00	29 EA	\$94,134.00	6.0 EA	\$19,476.00	6.0 EA	\$19,476.00
49	0	CATHODIC PROTECTION TEST STATION	\$3,518.00	1 EA	\$3,518.00	1.0 EA	\$0.00	0.0 EA	\$0.00
50	0	MAGNESIUM ANODE, 32-POUND	\$891.00	6 EA	\$5,346.00	1.0 EA	\$891.00	1.0 EA	\$891.00
51	0	TYPE 2 WATER MAIN ALTERATION (HORIZONTAL)	\$6,861.00	4 EA	\$27,444.00	1.0 EA	\$6,861.00	1.0 EA	\$6,861.00
52	0	NEW STOP BOX HOUSING	\$599.00	8 EA	\$4,792.00	0.0 EA	\$0.00	0.0 EA	\$0.00
53	0	NEW STOP BOX ROD	\$419.00	8 EA	\$3,352.00	0.0 EA	\$0.00	0.0 EA	\$0.00
54	0	CHECK DEPTH OF WATER SERVICE	\$671.00	1 EA	\$671.00	0.0 EA	\$0.00	0.0 EA	\$0.00
55	0	RELOCATION OF WATER SERVICE	\$2,683.00	9 EA	\$24,147.00	0.0 EA	\$0.00	0.0 EA	\$0.00
56	0	POLYSTYRENE INSULATION, 2 IN.	\$9.00	200 SF	\$1,800.00	0.0 SF	\$0.00	0.0 SF	\$0.00
57	0	VALVE BOX EXTENSION	\$417.00	4 EA	\$1,668.00	0.0 EA	\$0.00	0.0 EA	\$0.00
58	0	SANITARY MANHOLE, SW-301, 48 IN.	\$20,369.00	1 EA	\$20,369.00	1.0 EA	\$20,369.00	1.0 EA	\$20,369.00
59	0	STORM MANHOLE, SW-401, 48 IN. DIA.	\$15,850.00	1 EA	\$15,850.00	0.0 EA	\$0.00	0.0 EA	\$0.00
60	0	STORM MANHOLE, SW-401, 60 IN. DIA.	\$8,757.00	3 EA	\$26,271.00	0.0 EA	\$0.00	0.0 EA	\$0.00
61	0	STORM MANHOLE, SW-401, 84 IN. DIA.	\$15,858.00	1 EA	\$15,858.00	0.0 EA	\$0.00	0.0 EA	\$0.00
62	0	STORM MANHOLE, SW-406, MODIFIED	\$13,239.00	1 EA	\$13,239.00	0.0 EA	\$0.00	0.0 EA	\$0.00
63	0	INTAKE, SW-501	\$3,724.00	3 EA	\$11,172.00	0.0 EA	\$0.00	2.0 EA	\$7,448.00
64	0	INTAKE, SW-503	\$9,161.00	2 EA	\$18,322.00	0.0 EA	\$0.00	0.0 EA	\$0.00
65	0	INTAKE, SW-504 MODIFIED	\$9,451.00	4 EA	\$37,804.00	0.0 EA	\$0.00	0.0 EA	\$0.00
66	0	INTAKE, SW-505	\$6,478.00	10 EA	\$64,780.00	2.0 EA	\$12,956.00	2.0 EA	\$12,956.00
67	0	INTAKE, SW-506	\$11,344.00	3 EA	\$34,032.00	0.0 EA	\$0.00	0.0 EA	\$0.00
68	0	INTAKE, SW-545	\$19,940.00	2 EA	\$39,880.00	2.0 EA	\$39,880.00	2.0 EA	\$39,880.00
69	0	DROP CONNECTION	\$6,168.00	1 EA	\$6,168.00	1.0 EA	\$6,168.00	1.0 EA	\$6,168.00
70	0	MANHOLE ADJUSTMENT, MINOR	\$4,148.00	11 EA	\$45,628.00	0.0 EA	\$0.00	0.0 EA	\$0.00
71	0	CONNECTION TO EXISTING MANHOLE	\$10,158.00	3 EA	\$30,474.00	2.0 EA	\$20,316.00	3.0 EA	\$30,474.00
72	0	REMOVE MANHOLE	\$1,442.00	5 EA	\$7,210.00	1.0 EA	\$1,442.00	1.0 EA	\$1,442.00
73	0	REMOVE INTAKE	\$1,414.00	14 EA	\$19,796.00	2.0 EA	\$2,828.00	4.0 EA	\$5,656.00
74	0	REMOVAL OF SIDEWALK	\$13.50	602 SY	\$8,127.00	116.0 SY	\$1,566.00	353.2 SY	\$4,768.20
75	0	REMOVAL OF DRIVEWAY	\$12.50	1580 SY	\$19,750.00	468.0 SY	\$5,850.00	573.1 SY	\$7,163.75
76	0	SIDEWALK, PCC, 4 IN.	\$40.00	615 SY	\$24,600.00	0.0 SY	\$0.00	0.0 SY	\$0.00
77	0	SIDEWALK, PCC, 6 IN.	\$60.00	31 SY	\$1,860.00	0.0 SY	\$0.00	0.0 SY	\$0.00
78	0	DETECTABLE WARNING	\$40.00	48 SF	\$1,920.00	0.0 SF	\$0.00	0.0 SF	\$0.00
79	0	DRIVEWAY, PAVED, TYPE A, 6 IN.	\$50.00	1805 SY	\$90,250.00	0.0 SY	\$0.00	0.0 SY	\$0.00
80	0	PAVEMENT REMOVAL	\$9.50	8359 SY	\$79,410.50	2,666.6 SY	\$25,332.70	2,666.6 SY	\$25,332.70
81	0	TEMPORARY TRAFFIC CONTROL	\$15,000.00	1 EA	\$15,000.00	0.7 EA	\$10,500.00	0.7 EA	\$10,500.00
82	0	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING	\$8,000.00	1.5 AC	\$12,000.00	0.0 AC	\$0.00	0.0 AC	\$0.00
83	0	WATERING	\$60.00	0.4 MGAL	\$24.00	0.0 MGAL	\$0.00	0.0 MGAL	\$0.00
84	0	SWPPP PREPARATION	\$1,250.00	1 LS	\$1,250.00	1.0 LS	\$1,250.00	1.0 LS	\$1,250.00
85	0	SWPPP MANAGEMENT	\$3,500.00	1 LS	\$3,500.00	0.2 LS	\$630.00	0.2 LS	\$630.00
86	0	FILTER SOCK, 9 IN.	\$3.00	7150 LF	\$21,450.00	20.0 LF	\$60.00	20.0 LF	\$60.00
87	0	EROSION CONTROL MULCHING, HYDROMULCHING	\$1,500.00	1.5 AC	\$2,250.00	0.0 AC	\$0.00	0.0 AC	\$0.00
88	0	INLET PROTECTION DEVICE, MAINTENANCE, AND REMOVAL	\$200.00	41 EA	\$8,200.00	5.0 EA	\$1,000.00	5.0 EA	\$1,000.00
89	0	MOBILIZATION	\$230,000.00	1 LS	\$230,000.00	0.5 LS	\$115,000.00	0.5 LS	\$115,000.00
90	0	MAINTENANCE OF POSTAL SERVICE	\$6,000.00	1 LS	\$6,000.00	0.2 LS	\$1,080.00	0.2 LS	\$1,080.00
91	0	MAINTENANCE OF SOLID WASTE COLLECTION	\$6,000.00	1 LS	\$6,000.00	0.2 LS	\$1,080.00	0.2 LS	\$1,080.00
92	0	RESIDENT COURTESY CART	\$15,000.00	1 LS	\$15,000.00	0.2 LS	\$3,000.00	0.2 LS	\$3,000.00
93	0	CURBSIDE MAILBOX	\$419.80	24 EA	\$10,075.20	0.0 EA	\$0.00	0.0 EA	\$0.00

Partial Pay Estimate No.:

City of Windsor Heights
 2020 Street Improvements
 Windsor Heights, IA

BMI PROJECT NO. A13.118668

WORK COMPLETED THROUGH DATE JULY 31, 2020

4

ITEM NO.	SUDAS REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
94	0	TREE PROTECTION FENCE	\$4.50	500	\$2,250.00	42.0	\$189.00	42.0	\$189.00
95	0	LANDSCAPE TIMBERS	\$41.25	70	\$2,887.50	0.0	\$0.00	0.0	\$0.00
96	0	FOUNDATION ROCK	\$75.00	50	\$3,750.00	0.0	\$0.00	0.0	\$0.00
97	0	MANUFACTURED SAND	\$60.00	100	\$6,000.00	0.0	\$0.00	0.0	\$0.00
98	0	PAVEMENT, PCC, 7 IN.	\$54.50	8732	\$475,894.00	270.9	\$14,764.05	270.9	\$14,764.05
99	0	CONCRETE WASHOUT	\$4,000.00	1	\$4,000.00	0.0	\$0.00	0.0	\$0.00
				TOTAL AMOUNT:			\$484,736.63		\$640,762.58



STAFF REPORT
CITY COUNCIL
August 17, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Pay Request No. 4 - College Drive Improvements Project

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. College Drive Estimate 4 Letter



**BOLTON
& MENK**

Real People. Real Solutions.

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

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

August 10, 2020

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

RE: College Drive Improvements Project
Windsor Heights, Iowa
Contractor Pay Request No. 4

Enclosed are three (3) copies of Pay Request No. 4 for work completed on the College Drive Improvements project for work completed through July 31, 2020 under the contract between the City of Windsor Heights and Absolute Concrete Construction. We have checked the pay request and recommend payment to Absolute Concrete Construction in the amount of \$159,745.35.

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

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

Sincerely,

Bolton & Menk, Inc.

Justin Ernst, P.E.
Project Manager

Enclosure

CONTRACTOR'S PAY REQUEST		DISTRIBUTION:
City of Windsor Heights		CONTRACTOR (1)
College Drive Improvements		OWNER (1)
Windsor Heights, IA		ENGINEER (1)
BMI PROJECT NO. A13.118668		
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS		\$1,984,249.70
TOTAL, COMPLETED WORK TO DATE		\$589,240.80
RETAINED PERCENTAGE (5%)		\$29,462.04
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)		\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE		\$559,778.76
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES		\$400,033.41
PAY CONTRACTOR AS ESTIMATE NO. <u>4</u>		\$159,745.35

Certificate for Partial Payment

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

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

By *Eli Hartog* Eli Hartog PM
Name Title

Date 08/04/20

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

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

By *Justin Erand* , PROJECT ENGINEER

Date 8-4-2020

APPROVED FOR PAYMENT:

OWNER:

By _____
Name Title Date

And _____
Name Title Date

Partial Pay Estimate No.:

City of Windsor Heights

College Drive Improvements

Windsor Heights, IA

BIMI PROJECT NO. A13.118668

WORK COMPLETED THROUGH DATE JULY 31, 2020

ITEM NO.	SUDAS REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE		
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	
1	0	CLEARING AND GRUBBING	\$1,500.00	1	LS	1.0	LS	1.00	LS	\$1,500.00
2	0	TOPSOIL, ON-SITE	\$10.25	807	CY	0.0	CY	0.00	CY	\$0.00
3	0	EXCAVATION, CLASS 10	\$4.00	570	CY	0.0	CY	287.00	CY	\$1,148.00
4	0	SUBGRADE PREPARATION	\$3.00	9430	SY	0.0	SY	1,200.00	SY	\$3,600.00
5	0	SUBGRADE TREATMENT, GEO-GRID	\$2.25	4715	SY	0.0	SY	\$0.00	SY	\$0.00
6	0	SUBBASE, MODIFIED, 6 IN.	\$9.00	9430	SY	0.0	SY	2,089.00	SY	\$18,801.00
7	0	SURFACE AGGREGATE	\$47.50	100	TON	0.0	TON	\$0.00	TON	\$0.00
8	0	REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL	\$106.00	200	CY	0.0	CY	\$0.00	CY	\$0.00
9	0	SANITARY SEWER GRAVITY MAIN, TRENCHED, SOLID WALL PVC SDR 26, 8 IN	\$280.00	44	LF	0.0	LF	\$0.00	LF	\$0.00
10	0	SANITARY SEWER GRAVITY MAIN, TRENCHLESS, SOLID WALL PVC SDR 26, 10	\$265.00	64	LF	42.6	LF	\$11,289.00	LF	\$11,289.00
11	0	SANITARY SEWER SERVICE RELOCATION	\$5,000.00	5	EA	1.0	EA	\$5,000.00	EA	\$5,000.00
12	0	SANITARY SEWER SERVICE RELOCATION (STORM)	\$5,000.00	1	EA	0.0	EA	\$0.00	EA	\$0.00
13	0	CONNECTION TO EXISTING SANITARY SEWER	\$775.00	9	EA	5.0	EA	\$3,875.00	EA	\$3,875.00
14	0	TELEWISE EXISTING SANITARY SEWER	\$6.00	175	LF	168.0	LF	\$1,008.00	LF	\$1,008.00
15	0	STORM SEWER, TRENCHED, RCP, 15 IN.	\$134.00	726	LF	58.0	LF	\$7,772.00	LF	\$7,772.00
16	0	STORM SEWER, TRENCHED, RCP, 18 IN.	\$180.00	83	LF	57.0	LF	\$10,260.00	LF	\$10,260.00
17	0	STORM SEWER, TRENCHED, RCP, 24 IN.	\$165.00	402	LF	88.0	LF	\$14,520.00	LF	\$14,520.00
18	0	STORM SEWER, TRENCHED, RCP, 42 IN.	\$220.00	284	LF	212.0	LF	\$46,640.00	LF	\$46,640.00
19	0	REMOVAL OF STORM SEWER	\$48.00	285	LF	74.0	LF	\$3,552.00	LF	\$3,552.00
20	0	TELEWISE EXISTING STORM SEWER	\$6.00	500	LF	235.8	LF	\$1,414.80	LF	\$1,414.80
21	0	PIPE APRON, RCP, 42 IN.	\$3,750.00	1	EA	1.0	EA	\$3,750.00	EA	\$3,750.00
22	0	FOOTING FOR CONCRETE PIPE APRON, RCP, 42 IN.	\$1,800.00	1	EA	1.0	EA	\$1,800.00	EA	\$1,800.00
23	0	PIPE APRON GUARD	\$2,600.00	1	EA	1.0	EA	\$2,600.00	EA	\$2,600.00
24	0	SUBDRAIN, TYPE 1, SOLID HDPE, 6 IN.	\$21.00	2205	LF	0.0	LF	\$0.00	LF	\$0.00
25	0	SUBDRAIN, TYPE 1, SOLID HDPE, 6 IN.	\$18.00	75	LF	0.0	LF	\$0.00	LF	\$0.00
26	0	SUBDRAIN CLEANOUT, TYPE A-1, 6 IN.	\$850.00	9	EA	0.0	EA	\$0.00	EA	\$0.00
27	0	SUBDRAIN OUTLETS AND CONNECTIONS, CMP, 6 IN.	\$350.00	9	EA	0.0	EA	\$0.00	EA	\$0.00
28	0	CONNECTION TO SUBDRAIN PIPE	\$350.00	5	EA	0.0	EA	\$0.00	EA	\$0.00
29	0	SPOT REPAIRS BY PIPE REPLACEMENT, 10", SDR 26	\$530.00	20	LF	24.3	LF	\$12,894.90	LF	\$12,894.90
30	0	8" CS90 DRI18 PVC PIPE WITH TRACER WIRE	\$67.00	734	LF	300.0	LF	\$20,100.00	LF	\$20,100.00
31	0	12" CS90 PVC CASING PIPE	\$77.00	84	LF	0.0	LF	\$0.00	LF	\$0.00
32	0	FITTING, 6" BEND	\$600.00	8	EA	0.0	EA	\$0.00	EA	\$0.00
33	0	FITTING, 8" BEND	\$650.00	1	EA	5.0	EA	\$3,250.00	EA	\$3,250.00
34	0	FITTING, 8" X 6" REDUCER	\$600.00	1	EA	0.0	EA	\$0.00	EA	\$0.00
35	0	FITTING, 6" SOLID SLEEVE	\$655.00	2	EA	3.0	EA	\$1,965.00	EA	\$1,965.00
36	0	FITTING, 8" X 6" TEE	\$900.00	2	EA	0.0	EA	\$0.00	EA	\$0.00
37	0	FITTING, 8" X 8" TEE	\$950.00	1	EA	1.0	EA	\$950.00	EA	\$950.00
38	0	FITTING, 6" CAP/PLUG	\$750.00	3	EA	1.0	EA	\$2,500.00	EA	\$2,500.00
39	0	FITTING, 8" CAP/PLUG	\$800.00	2	EA	1.0	EA	\$2,000.00	EA	\$2,000.00
40	0	6" VALVE	\$2,000.00	3	EA	1.0	EA	\$2,000.00	EA	\$2,000.00

Partial Pay Estimate No.:

City of Windsor Heights

College Drive Improvements

Windsor Heights, IA

BMI PROJECT NO. A13.118668

WORK COMPLETED THROUGH DATE: JULY 31, 2020

ITEM NO.	SUDAS REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE				
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT			
45	0	8" VALVE	\$2,500.00	2	EA	\$5,000.00	2.0	EA	\$5,000.00	2.00	EA	\$5,000.00
46	0	HYDRANT ASSEMBLY	\$5,700.00	4	EA	\$22,800.00	1.0	EA	\$5,700.00	3.00	EA	\$17,100.00
47	0	NEW 1" WATER SERVICE (SAME SIDE)	\$2,000.00	1	EA	\$2,000.00	0.0	EA	\$0.00	0.00	EA	\$0.00
48	0	NEW 1" WATER SERVICE (OPPOSITE SIDE)	\$3,200.00	9	EA	\$28,800.00	2.0	EA	\$6,400.00	3.00	EA	\$9,600.00
49	0	REMOVE EX 8" CONTROL VALVE & 8" BLOW-OFF PIPING	\$1,800.00	1	EA	\$1,800.00	0.0	EA	\$0.00	0.00	EA	\$0.00
50	0	TYPE 1 WATER MAIN ALTERATION (VERTICAL)	\$10,500.00	5	EA	\$52,500.00	1.0	EA	\$10,500.00	1.00	EA	\$10,500.00
51	0	TYPE 2 WATER MAIN ALTERATION (HORIZONTAL)	\$8,000.00	6	EA	\$48,000.00	1.0	EA	\$8,000.00	1.00	EA	\$8,000.00
52	0	RELOCATE WATER SERVICE STOP BOX	\$2,000.00	1	EA	\$2,000.00	0.0	EA	\$0.00	0.00	EA	\$0.00
53	0	NEW STOP BOX HOUSING	\$450.00	9	EA	\$4,050.00	0.0	EA	\$0.00	0.00	EA	\$0.00
54	0	NEW STOP BOX ROD	\$450.00	9	EA	\$4,050.00	0.0	EA	\$0.00	0.00	EA	\$0.00
55	0	CHECK DEPTH OF WATER SERVICE	\$450.00	1	EA	\$450.00	0.0	EA	\$0.00	0.00	EA	\$0.00
56	0	RELOCATION OF WATER SERVICE	\$3,500.00	1	EA	\$3,500.00	0.0	EA	\$0.00	0.00	EA	\$0.00
57	0	LOWER WATER SERVICE	\$3,000.00	1	EA	\$3,000.00	0.0	EA	\$0.00	0.00	EA	\$0.00
58	0	LOWER WATER SERVICE WITH COPPER	\$3,000.00	1	EA	\$3,000.00	0.0	EA	\$0.00	0.00	EA	\$0.00
59	0	POLYSTYRENE INSULATION, 2 IN.	\$3.80	50	SF	\$190.00	64.0	SF	\$243.20	64.00	SF	\$243.20
60	0	VALVE BOX EXTENSION	\$550.00	16	EA	\$8,800.00	0.0	EA	\$0.00	0.00	EA	\$0.00
61	0	SANITARY MANHOLE, SW-301, 48 IN. (<10 FT DEEP)	\$9,500.00	1	EA	\$9,500.00	1.0	EA	\$9,500.00	1.00	EA	\$9,500.00
62	0	SANITARY MANHOLE, SW-302, 48 IN. (>10 FT DEEP)	\$15,800.00	1	EA	\$15,800.00	0.0	EA	\$0.00	0.00	EA	\$0.00
63	0	STORM MANHOLE, SW-401, 60 IN. DIA.	\$9,800.00	1	EA	\$9,800.00	1.0	EA	\$9,800.00	1.00	EA	\$9,800.00
64	0	STORM MANHOLE, SW-401, 96 IN. DIA.	\$20,000.00	2	EA	\$40,000.00	2.0	EA	\$40,000.00	2.00	EA	\$40,000.00
65	0	INTAKE, SW-501	\$3,700.00	7	EA	\$25,900.00	0.0	EA	\$0.00	2.00	EA	\$7,400.00
66	0	INTAKE, SW-505	\$5,200.00	6	EA	\$31,200.00	3.0	EA	\$15,600.00	3.00	EA	\$15,600.00
67	0	INTAKE, SW-506	\$9,800.00	2	EA	\$19,600.00	0.0	EA	\$0.00	1.00	EA	\$9,800.00
68	0	INTAKE, SW-507	\$7,000.00	2	EA	\$14,000.00	1.0	EA	\$7,000.00	2.00	EA	\$14,000.00
69	0	INTAKE, SW-509	\$7,200.00	1	EA	\$7,200.00	0.0	EA	\$0.00	1.00	EA	\$7,200.00
70	0	INTAKE, SW-541	\$6,000.00	1	EA	\$6,000.00	0.0	EA	\$0.00	0.75	EA	\$4,500.00
71	0	MANHOLE ADJUSTMENT, MINOR	\$2,800.00	8	EA	\$22,400.00	0.0	EA	\$0.00	0.00	EA	\$0.00
72	0	CONNECTION TO EXISTING MANHOLE	\$7,500.00	1	EA	\$7,500.00	1.0	EA	\$7,500.00	1.00	EA	\$7,500.00
73	0	REMOVE MANHOLE	\$1,300.00	2	EA	\$2,600.00	2.0	EA	\$2,600.00	2.00	EA	\$2,600.00
74	0	REMOVE INTAKE	\$850.00	5	EA	\$4,250.00	2.0	EA	\$1,700.00	3.00	EA	\$2,550.00
75	0	REMOVAL OF SIDEWALK	\$14.00	941	SY	\$13,174.00	231.0	SY	\$3,234.00	231.00	SY	\$3,234.00
76	0	REMOVAL OF DRIVEWAY	\$12.50	900	SY	\$11,250.00	232.0	SY	\$2,900.00	232.00	SY	\$2,900.00
77	0	SIDEWALK, PCC, 4 IN.	\$40.00	1162	SY	\$46,480.00	0.0	SY	\$0.00	0.00	SY	\$0.00
78	0	SIDEWALK, PCC, 6 IN.	\$60.00	94	SY	\$5,640.00	0.0	SY	\$0.00	0.00	SY	\$0.00
79	0	DETECTABLE WARNING	\$42.00	216	SF	\$9,072.00	0.0	SF	\$0.00	0.00	SF	\$0.00
80	0	DRIVEWAY, PAVED, TYPE A, 6 IN.	\$50.00	895	SY	\$44,750.00	0.0	SY	\$0.00	0.00	SY	\$0.00
81	0	PAVEMENT REMOVAL	\$9.50	7905	SY	\$75,097.50	1826.0	SY	\$17,347.00	1,826.00	SY	\$17,347.00
82	0	PAINTED PAVEMENT MARKINGS, SOLVENT/WATERBORNE	\$325.00	8	STA	\$2,600.00	0.0	STA	\$0.00	0.00	STA	\$0.00
83	0	PAINTED PAVEMENT MARKINGS, DURABLE	\$1,300.00	5	STA	\$6,500.00	0.0	STA	\$0.00	0.00	STA	\$0.00
84	0	TEMPORARY TRAFFIC CONTROL	\$15,000.00	1	LF	\$15,000.00	0.6	LF	\$9,000.00	0.60	LF	\$9,000.00
85	0	SALVAGE AND REINSTALL SIGN	\$250.00	14	EA	\$3,500.00	0.0	EA	\$0.00	0.00	EA	\$0.00
86	0	TYPE A SIGN, SHEET ALUMINUM	\$150.00	4	EA	\$600.00	0.0	EA	\$0.00	0.00	EA	\$0.00
87	0	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING	\$8,000.00	1.1	AC	\$8,800.00	0.0	AC	\$0.00	0.00	AC	\$0.00
88	0	WATERING	\$60.00	0.4	MGAL	\$24.00	0.0	MGAL	\$0.00	0.00	MGAL	\$0.00
89	0	SWPPP PREPARATION	\$1,250.00	1	LS	\$1,250.00	1.0	LS	\$1,250.00	1.00	LS	\$1,250.00
90	0	SWPPP MANAGEMENT	\$3,500.00	1	LS	\$3,500.00	0.2	LS	\$700.00	0.30	LS	\$1,050.00
91	0	FILTER SOCK, 9 IN.	\$3.00	6250	LF	\$18,750.00	40.0	LF	\$120.00	290.00	LF	\$870.00
92	0	TEMPORARY RECP, 3A	\$5.00	100	SY	\$500.00	0.0	SY	\$0.00	0.00	SY	\$0.00

Partial Pay Estimate No.:

City of Windsor Heights
College Drive Improvements
Windsor Heights, IA

BMI PROJECT NO. A13.118668

WORK COMPLETED THROUGH DATE JULY 31, 2020

4

ITEM NO.	SUDAS REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE		
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	
93	0	RIP RAP, CLASS 'E' REVEMENT	\$72.00	65	TON	52.6	TON	52.60	TON	\$3,787.20
94	0	EROSION CONTROL MULCHING, HYDROMULCHING	\$1,500.00	1.1	AC	0.0	AC	0.00	AC	\$0.00
95	0	INLET PROTECTION DEVICE, MAINTENANCE, AND REMOVAL	\$200.00	21	EA	4.0	EA	4.00	EA	\$800.00
96	0	REMOVAL OF FENCE	\$40.00	10	LF	4.0	LF	4.00	LF	\$160.00
97	0	MOBILIZATION	\$128,000.00	1	LS	0.5	LS	0.50	LS	\$64,000.00
98	0	MAINTENANCE OF POSTAL SERVICE	\$6,000.00	1	LS	0.2	LS	0.30	LS	\$1,800.00
99	0	MAINTENANCE OF SOLID WASTE COLLECTION	\$6,000.00	1	LS	0.2	LS	0.30	LS	\$1,800.00
100	0	RESIDENT COURTESY CART	\$15,000.00	1	LS	0.2	LS	0.30	LS	\$4,500.00
101	0	CURBIDE MAILBOX	\$418.90	15	EA	0.0	EA	0.00	EA	\$0.00
102	0	TREE TRUNK PROTECTION	\$450.00	3	EA	0.0	EA	0.00	EA	\$0.00
103	0	FOUNDATION ROCK	\$4.50	300	LF	50.0	LF	50.00	LF	\$225.00
104	0	FOUNDATION ROCK	\$63.00	50	TON	0.0	TON	0.00	TON	\$0.00
105	0	MANUFACTURED SAND	\$54.00	50	TON	0.0	TON	0.00	TON	\$0.00
A-1	0	PAVEMENT, PCC, 7 IN.	\$54.50	8295	SY	0.0	SY	0.00	SY	\$0.00
A-2	0	CONCRETE WASHOUT	\$3,500.00	1	LS	0.0	LS	0.00	LS	\$0.00
CO 001	0	CHANGE ORDER 001	\$14,380.70	1	LS	1.0	LS	1.00	LS	\$14,380.70
TOTAL AMOUNT:										\$589,240.80



STAFF REPORT
CITY COUNCIL
August 17, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration/Discussion on Walnut Creek Bank Stabilization Public-Private Partnership

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Streambank Stabilization - Private Property Partnership

The resident at 7609 Marilyn Drive, Mr. Jim Langeness, is interested in cost sharing a streambank stabilization project behind his property along North Walnut Creek. Mr. Langeness has indicated that he is willing to contribute substantial funds towards the project.

There is approximately 170 feet of streambank behind this property. Based on the prices that we received for the 2020 North Walnut Creek Streambank Stabilization Project, staff estimates that the total price to stabilize the area behind 7609 Marilyn Drive would be approximately \$80,000.

The public benefit to this project may come from protecting a sanitary sewer running along the south side of the creek. The closest that the bank gets to the sanitary sewer in this area is approximately 7.5 feet. If the creek gets within a foot or two of the sewer, we would recommend stabilization.

Before staff starts exploring options for this project, we want to make sure that the council is interested in participating in this project.

Attached are photos of the existing conditions. The paint and flags are the approximate location of the sanitary sewer that runs through the City property.









STAFF REPORT
CITY COUNCIL
August 17, 2020

TO: CITY COUNCIL
FROM: Whitney Tucker
SUBJECT: Consideration of Resolution No. 2020-101 - A Resolution Waiving Fees for the Community Center for the Heartland Youth Choir on October 25th 2020

GENERAL INFORMATION

Waiving fees for the Community Center for the Heartland Youth Choir on October 25, 2020

SUMMARY

The Council granted the Heartland Youth Choir a free rental of the Pavilion at the July 20th, 2020 City Council meeting. The Heartland Youth Choir has since requested a free rental of the Community Center for their silent auction fundraiser. The cost of the associated rental is \$1050.

The Heartland Youth Choir is a non-profit choir with singers ages 4-18. They provided a unique opportunity for children of diverse backgrounds with a particular aptitude in vocal music to explore that interest beyond their school setting.

ATTACHMENTS

1. Resolution No. 2020-101 Heartland Youth Choir Fee Waiver

RESOLUTION NO. 2020-101

A RESOLUTION WAIVING FEES FOR THE COMMUNITY CENTER FOR THE HEARTLAND YOUTH CHOIR ON OCTOBER 25TH, 2020

WHEREAS, the Heartland Youth Choir will be hosting a concert and silent auction on October 25, 2020 and has requested to use the Community Center from 12-8 pm.

WHEREAS, the Heartland Youth Choir is a non-profit choir with singers ages 4-18. They provided a unique opportunity for children of diverse backgrounds with a particular aptitude in vocal music to explore that interest beyond their school setting.

WHEREAS, at the July 20th, 2020 City Council meeting the Council grant the Heartland Youth Choir a free rental of the Pavilion for October 25th

WHEREAS, costs associated with this rental will total \$1050

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

That rental fees associated with the October 25, 2020 rental of the Community Center by the Heartland You Choir be waived;

PASSED and approved this **17th day of August 2020** by the City Council of the City of Windsor Heights, Iowa.

Dave Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk



STAFF REPORT
CITY COUNCIL
August 17, 2020

TO: CITY COUNCIL

FROM: Whitney Tucker

SUBJECT: Consideration of Resolution No. 2020-102 - A Resolution Allowing the Temporary Policy for Community Center Rental Reimbursements due to the Public Health Threat of the COVID-19 Pandemic

GENERAL INFORMATION

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

SUMMARY

At the 3 August 2020 City Council meeting, Council voted to approve Resolution No. 2020-99 extending the Temporary Policy for Community Center Rental Reimbursements as a Result of the COVID – 19 Pandemic.

This Resolution approved the complete closure of the Community Center from August 5th until August 18th. The resolution also allowed for the reimbursement of fees for rentals scheduled through the remainder of 2020 to voluntarily cancel their events and receive a full refund.

ATTACHMENTS

1. Resolution No. 2020-102 - Coronavirus Policy CEC Closure - Resolution

RESOLUTION NO. 2020-102

A RESOLUTION ALLOWING THE TEMPORARY POLICY FOR COMMUNITY CENTER RENTAL REIMBURSEMENTS DUE TO THE PUBLIC HEALTH THREAT OF THE COVID-19 PANDEMIC.

WHEREAS, THE Council has requested a temporary exception to the 'no-refund' policy for the Community Center as result of the COVID – 19 pandemic due to rising case numbers in Polk County;

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

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

WHEREAS, the City Council wishes to extend the closure of the Community Center through 9/9/20 and refund fees to the Community Center renters

WHEREAS, fees for rentals of the Community Center scheduled for the remainder of 2020 will be refunded upon request of the renter.

WHEREAS, the City has reimbursed **\$34,273.13** in fees from the previous closure and individual refund requests.

WHEREAS, the total amount reimbursed by the City for the period between 8/19/20 and 9/9/20 could reach **\$5182.50**, not including credit card fees paid by the renter.

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

That a temporary policy is approved to allow Community Center rental reimbursements until 9/9/20 as a result of the COVID – 19 pandemic.

PASSED and approved this **17th Day of August** by the City Council of the City of Windsor Heights, Iowa.

Dave Burgess, Mayor

ATTEST:

Travis Cooke, City Clerk



STAFF REPORT
CITY COUNCIL
August 17, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Interim City Administrator Report

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None



STAFF REPORT
CITY COUNCIL
August 17, 2020

TO: CITY COUNCIL
FROM: Travis Cooke, City Clerk
SUBJECT: City Clerk Report

GENERAL INFORMATION

City Clerk Report

SUMMARY

Iowa Municipal Professionals Institute July 20-July 29 via Zoom

Courses completed:

Introduction/Fundamentals of Public Speaking
Best Practices in City Government
Principles of Effective Management
Ethics for Public Officials
Understanding Legal Terms
Managing Risk and Purchasing Insurance
Administrative Law
E-Reporting and Communications for the Clerk's Office
The Fine Art of Negotiations
Iowa City Budgeting and System and Capital Planning
Public Funds Investing
Financing Options and Economic Development
Accounting, Auditing, and Other Fiscal Responsibilities
General Ledger Accounting

***All courses are complete. I will be able to apply for Clerk Certification July of 2021.

ATTACHMENTS

None



STAFF REPORT
CITY COUNCIL
August 17, 2020

TO: CITY COUNCIL
FROM:
SUBJECT: Public Safety Report

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 2020 July PS Monthly Report



Windsor Heights Public Safety

POLICE ♦ FIRE ♦ EMS

Monthly Report



To: Interim City Administrator Mark Arentsen

From: Public Safety Director Chad McCluskey

Date: August 6, 2020

RE: July, 2020 Public Safety Monthly Report

MAJOR WORK AREAS:

- Patrol officers will direct efforts toward 70th Street as it is currently under construction and many people are making their own detour into residential side streets. Officers will show a presence in this area and seek to educate and enforce any safety related issues they observe.
- Officers will direct speed enforcement efforts toward Washington Avenue and on 73rd Street, specifically addressing speed complaints due to construction.
- Officers will give focus toward parking issues around the city, to include fire lanes and 24 hour parking. An increase in illegal fire lane parking has been noticed over the last month and will be addressed in August. Officers will seek to educate the public on the importance of not blocking fire lanes.
- Officers will seek to educate and enforce distracted driving/texting related issues in the 2100 block of 63rd Street during the month.
- During the month of August, officers will continue to work on dedicating time outside of the patrol vehicle to enhance relations, specifically, spending time in business lots trying to catch families as they go in or come out of stores.
- Officers will direct education and enforcement efforts throughout the city toward the lack of safety belt use during the month of August.
- Officer Irlbeck, Detective Nissen and Lt. Pearson will attend training titled "Fundamentals of Realistic De-Escalation" during the month of August. The program states that the "ultimate goal of this course is to enhance de-escalation efforts with the help of science- both in the field and in training- while also critically applying an understanding of human factors and performance research to most effectively address challenging situations in the midst of a crisis." Officers will bring back what they learned to the rest of the department.

- Administrative Support Clerk Breese will update the “No-Contact Order book” in August for expired and invalid court orders.
- Administrative Support Clerk Breese will mail non-payment letters to owners who have not paid their parking violations.
- Evidence and Property Management will identify and issue return to owner letters for cases that are exceeding the statute of limitations.
- Investigators will analyze, review and author additional investigative reports regarding a theft incident, fraud incident and reckless use of a firearms incident during the next month.
- The new patrol fleet vehicle ordered in December finally arrived. The vehicle will be sent to the upfitter to have emergency equipment installed and then will be placed in the patrol rotation during the month of August.
- August EMS Training will cover cardiac arrest and post-resuscitation efforts. This is timely training as we have seeing an uptick in cardiac arrest calls lately.
- August Fire Training will cover Size Up and Forcible Entry at the FAST tower.

ACCOMPLISHMENTS:

- With Independence Day in July, officers handled more calls for service in reference to the use of fireworks. Officers educated the public on Windsor Heights City Ordinance relating to the use of fireworks and the negative impact the noise can have on residents and pets. Officers reported handling 33 calls for service related to fireworks.
- Officers want to make sure motorist arrive at their destination safely and directed patrol to 63rd Street to address traffic safety related issues. Officers spent 521 minutes on this goal and issued one warning for speed.
- Officers directed patrol to the 1200 block 73rd Street in effort to educate and enforce traffic safety related issues. Officers spent 885 minutes on this goal, resulting in 16 written warnings and 5 citations for speeding, 2 insurance warnings, 1 registration warning, 1 No Driver’s License Citation, and 1 insurance citation.
- Officers continued interacting with the community outside of calls for service and outside of their patrol vehicle. Officers sought to build relationships with our community and answer the many questions people have about policing. Officers spent approximately 1,030 minutes. Officers attended a birthday drive by, handed out candy to children, visited lemonade stands and dealt with young man beating on a pot while protesting for the Black Lives Matter movement while in a residential area.
- Officers sought to educate motorist and enforce laws relating to impaired driving during the month of July. Officers were proactive in seeking out those who are drug or alcohol impaired throughout the city. Officers arrested one driver for OWI 2nd , processed an individual under 21 years of age for .02 violation and educated a distracted driver on use of the phone while driving.

- With recent vehicle burglaries in residential neighborhoods, officers spent more time in these areas looking for any suspicious activity to address. Officers spent 6,204 minutes during this time officers had several positive interactions with citizens who were appreciative of the extra watch.
- Officers added a goal of directed patrol to address speeding issues on 70th Street during the month. Officers spent 330 minutes in the area looking for speeders. Officers wrote 5 warnings and 4 citations for speeding. Residents in the area expressed appreciation for the officer's presence.
- Officers attended department in-service training during the month of July. Training covered qualification on lethal weapon platforms to include; pistol, shotgun, and rifle. Officers also refreshed other skills to include de-escalation.
- Officer Bowers stopped a vehicle after running the license plates and finding they did not match the vehicle. The driver was found to have a barred license and a no contact order in place with his female passenger, who was the protected party. The female passenger had a warrant out for her arrest but the initiating agency would not extradite due to Covid 19. The male was taken to Polk County Jail on charges of Driving While Barred and Violation of No Contact Order.
- Officer Irlbeck was handling a welfare check involving two males sleeping in a car. The occupants of the vehicle were not fully waking up and medics were requested to assist. A third male, who was known to have a suspended license, drove away from the scene and was stopped and arrested. During the encounter the suspect kicked out the window of the patrol vehicle before being taken to jail.
- Officers Johnson and Irlbeck were dispatched to a business on Hickman Road where a male was vandalizing government vehicles and other property. The male had ripped door handles from vehicles with his bare hands and damaged other vehicles by throwing objects, found in a dumpster, at them. When Officer Johnson tried taking the suspect into custody the suspect grabbed for his duty weapon. Officer Johnson was able to keep his weapon under his control and take the subject to the ground where he waited on back up to arrive. The male was taken to the hospital before being transported to Polk County Jail on numerous charges to include Criminal Mischief and Interference With Official Acts. Both Officers Johnson and Irlbeck sustained minor injuries while trying to control the suspect.
- During the month of July Officer Roetman responded to a death that took place outside of a residence. Officer Roetman investigated, working with the Polk County Medical Examiner, and determined the cause to have been natural.
- Officer Bowers observed a male getting into a vehicle who he believed to have a felony warrant for his arrest for Intimidation with a Dangerous Weapon. Officer Bowers further confirmed his suspicion, then stopped the vehicle and arrested the driver.
- Officer Irlbeck stopped a vehicle as it was crossing the centerline while driving. Officer Irlbeck noticed signs of alcohol impairment upon contacting the driver and tested her. The driver failed testing, was arrested, and submitted a blood alcohol content of .217%. The driver was cited (OWI 2nd) and released to a family member.

- Officer Roetman was dispatched a residence on an assault that had just occurred. Officer Roetman learned that a 10 year old had punched an elderly woman in the face, giving her an abrasion, and then fled. The 10 year old was found and released to her mother. She was referred to juvenile court services on the charge of assault.
- Officer Johnson was dispatched to a residence on a medical emergency where a male had just suffered a severe head laceration due to a fight. Officer Johnson arrived, provided medical aid, and then began to piece together what took place. The male party was cognitively impaired and began to choke his caregiver after becoming upset and threatening to kill her. During the altercation a ceramic plate broke and hit the male in the side of the face. The male was issued a citation for Assault.
- Officer Bowers stopped a vehicle for travelling 46 MPH in a 30 MPH zone and crossing the center line on 63rd Street . The driver showed signs of impairment and failed testing. The driver showed a blood alcohol content of .07 but was under 21 years of age. The driver was administratively processed for a .02 violation.
- Officer Clingan was at a local convenience store during the overnight hours and in his patrol car when he observed a male punch the store clerk in the face while inside of the store. Officer Clingan apprehended the male and found him to be impaired by alcohol as well. The suspect had been in the store trying to steal vodka and punched the clerk when confronted. The male was a juvenile and was taken to Meyer Hall on the Assault and Public Intoxication charges after being released from Broad lawns Hospital.
- Detective Nissen and Detective Woods did alcohol compliance checks on 10 of the 14 licenses in the city during the month of July. All 10 of the businesses checked requested identification and denied underage alcohol sales. The four businesses that were not checked were doing alternative COVID-19 “carry-out” sales or were not open for business at the time.
- Administrative Support Clerk Breese processed 375 records in the month of July into the record management system, electronic case files, electronic court filings and fulfilled law-enforcement and insurance record requests.
- Firearms Instructors Palmer and Nissen provided instruction and facilitated annual weapons qualifications in the month of July. Officers participated in the state qualification course, worked on proficiency shooting and received de-escalation training. This training entailed movement, transitioning, accuracy shooting and de-escalation tactics other than lethal options.
- Detective Nissen continued follow up investigation regarding a Burglary 1st incident that occurred in the month prior. In July Detective Nissen completed a review of a search warrant and authored a report of the findings to facilitate the prosecution.

- Detective Nissen took a walk in report at the PD on a forgery case. The victim stated that he already made a case with Urbandale PD in regards to a separate forgery that took place in their jurisdiction. Detective Nissen made contact with the Urbandale Officer and reviewed video of the incident. Detective Nissen contacted the suspect in this incident to come in to the police department, which he did. The individual stated that he did forge the check. The individual was issued a summons to court for forging a financial instrument.
- Detective Nissen investigated a case in which two individuals were conducting quick change schemes in Iowa and across the US. An attempt to identify these individuals was distributed to all 50 states. Investigators from other law enforcement agencies identified the individuals. The investigation determined that these individuals are traveling from New Jersey to the West Coast conducting the same scheme nationwide. Detective Nissen issued two felony theft warrants for both subjects and updated information to be shared nationally.
- Administrative Support Clerk Breese completed a Criminal Justice Information System audit in the month of July. This audit is a review of randomly selected records in the CJIS system compared to our agency records. There were no changes required.
- Detective Woods and Officer Davison continued working diligently on the property and evidence room to identify, authorize and update the chain of custody records for various items. Their work has included marking items for destruction, destroying approved items, notifying owners to retrieve their property, transferring and collecting items.
- Chief McCluskey was appointed to the Executive Committee for the Polk County Emergency Management Commission during the month of July. Involvement in metro organizations has proven beneficial to ensuring Windsor Heights maintains a voice in events around the metro which do, or could, affect the City.
- The Windsor Heights Fire Department has seen a significant increase in calls for service during July. In June, we had an overall increase of 30% in runs, with an increase of 18% in EMS calls over June, 2019. In July, we had an overall increase of 55% in runs, with an increase of 64% increase in EMS calls over July, 2019. We are not seeing a huge increase in Covid-19 patients, specifically, but run numbers are up significantly.
- Paramedic/Firefighter Foreman, EMT/Firefighter Brian Jones, and EMT/Firefighter Price responded to a report of an assault which had occurred when a subject with special needs had struck his caregiver in the head with a ceramic plate and choked the caregiver. The patient had a 6-inch laceration to the head and was taken as a trauma alert to the hospital.
- Paramedic/Firefighter Dietch, EMT/Firefighter Brian Jones, and EMT/Firefighter Settles responded to a call regarding smoke detectors activating in a residence. The crews helped the resident replace the batteries and checked all other detectors to resolve the issue.
- Commercial and Rental Inspections started again in July, on a limited basis so we don't get too far behind in the processes.
- Paramedic/Firefighter Foreman assisted a resident with the installation of two car seats during July.

- An air conditioner on the roof of the Public Safety Building failed during July and had to be replaced. During the process, the contractor created a short in some wiring. Luckily, we were able to lean on Public Works to help resolve the wiring issue. Paramedic/Firefighter Foreman helped repair a hole which had to be cut in the ceiling for access. The use of City staff to help with repairs significantly reduced the cost to perform the repairs.
- Fire training for the month of July covered “VEIS” (Vent, Enter, Isolate, and Search) at the FAST Tower. Many of our members had not trained in this technique before and the training was instructed by Part-time Paramedic/Firefighter James Mease. The training incorporated the Norwalk Fire Department as well, for a multi-company drill. The training was well received by all and everyone enjoyed being able to get back into the swing of training.
- Paramedic/Firefighter Dumermuth and EMT/Firefighter Merseal were fortunate enough to meet with some children who gave them a bunch of girl scout cookies for public safety personnel. In return, Dumermuth and Merseal made sure the children left with fire prevention swag!
- 45 rental unit certifications expired between March and June. In July, Paramedic/Firefighter Dumermuth worked on contacting the owners for renewals and working to set-up Covid safe inspections, as applicable.
- Paramedic/Firefighter Dumermuth, EMT/Firefighter Merseal and EMT/Firefighter Fleming responded to a cardiac arrest call during the month of July. The patient had been unresponsive for an unknown amount of time when found. Crews immediately started CPR efforts, however the patient ultimately succumbed to the condition.
- EMT/Firefighter Merseal is working to prepare for Driver/Operator testing through the State of Iowa Fire Service Training Bureau in September.
- Paramedic/Firefighter Nekola, EMT/Firefighter Nick Evans, and EMT/Firefighter Merseal responded to a call for service related to a female with significant bleeding from her right leg due to an IV removal. The patient was transported to the hospital.
- Paramedic/Firefighter Nekola, EMT/Firefighter Nick Evans, and EMT/Firefighter Price responded to a possible deceased person during the month of July. Upon arrival, the crew found the patient unresponsive and not breathing. The crew started CPR, as it was not an obvious death. The patient was transported to the hospital and while transporting, the crews were able to regain a pulse in the patient. Once at the hospital, the patient again lost any pulse and was defibrillated again. After every attempt was made to save the patient at the hospital, the patient succumbed to the condition.
- Paramedic/Firefighter Nekola, Paramedic/Firefighter Dietch, and EMT/Firefighter Martin responded to a patient who had fallen 10 to 12 feet out of a tree. The patient had no obvious malformations and was transported to the hospital.
- Paramedic/Firefighter Nekola, EMT/Firefighter Nick Evans, and EMT/Firefighter Martin assisted with a surprise birthday party drive-by for a 4-year-old resident who lives on Elmcrest Drive. The fire engines and ambulance led the parade!

Windsor Heights Public Safety
Statistical Comparison

	Jan 18	Jan 19	Jan 20	Feb 18	Feb 20	Feb 19	Mar 18	Mar 19	Mar 20	Apr 18	Apr 19	Apr 20	May 18	May 19	May 20	Jun 18	Jun 19	Jun 20	Jul 18	JUL 19	JUL 20	AUG 18	AUG 19	SEP 18	SEP 19	OCT 18	OCT 19	NOV 18	NOV 19	DEC 18	DEC 19	CY18	CY 19	Change				
PATROL																																						
Calls for Service	721	804	724	625	613	804	737	1156	480	719	961	351	836	879	381	1050	838	436	1051	897		994	905	964	834	908	774	835	693	807	703	10247	10248	0.01%				
Incidents	143	108	127	81	102	107	112	128	52	104	117	73	117	138	56	164	104	57	128	144		127	122	119	111	100	138	90	116	99	98	1384	1431	3.40%				
Arrests	55	47	61	30	46	43	48	67	28	46	69	11	57	62	16	59	65	19	52	58		46	60	50	50	40	64	42	47	44	54	569	686	20.56%				
Total Number of Charges	117	68	90	53	106	62	100	120	70	81	110	22	121	107	39	122	80	33	80	91		89	93	86	77	69	103	56	66	78	66	1052	1043	-0.86%				
OWI Arrests	5	10	9	3	3	3	4	2	4	1	4	2	5	4	2	3	4	0	3	4		4	10	3	6	1	7	2	11	5	8	39	73	87.18%				
Criminal Complaints Filed	68	59	62	42	64	49	58	64	39	50	47	20	58	71	34	76	59	19	56	63		67	51	43	46	56	76	35	56	30	44	639	685	7.20%				
Felony Charges Filed	3	2	7	3	12	5	2	6	4	0	6	5	4	4	5	2	6	4	3	7		1	7	4	2	3	12	2	3	1	1	28	61	117.86%				
Field Interviews	2	1	0	3	0	1	0	1	0	2	0	0	2	1	0	0	0	1	0	2		2	2	2	0	0	1	0	0	0	1	13	10	-23.08%				
Supplemental Reports	22	37	45	35	42	32	36	41	28	30	47	16	28	39	16	44	31	9	23	41		36	51	26	38	29	42	15	50	31	36	355	485	36.62%				
Accidents	18	25	16	11	12	27	18	19	13	16	20	10	16	23	12	25	22	12	20	23		25	18	22	20	20	21	20	26	23	26	234	270	15.38%				
Citations Issued	148	113	132	134	109	125	131	198	71	131	195	5	178	143	2	166	165	10	171	136		122	136	153	99	128	191	114	131	150	130	1726	1762	2.09%				
Written Warning Citations Issued	56	54	37	77	29	69	99	134	13	62	122	2	80	72	10	84	97	11	111	73		72	80	84	52	85	20	72	46	76	56	958	875	-8.66%				
INVESTIGATIONS																																						
Cases Assigned by Month	8	3	4	5	1	4	2	4	3	6	12	2	5	8	3	4	2	1	5	4		5	4	5	8	6	14	2	3	10	3	63	69	9.52%				
Cases Open	35	6	2	37	2	3	34	3	2	30	5	1	33	6	1	36	5	1	31	2		27	5	27	5	12	8	9	10	17	5	328	63	-80.79%				
Cases Active by Month	2	1	1	5	0	1	2	1	0	4	3	0	3	6	0	3	0	0	3	1		4	2	4	4	1	8	1	2	5	0	37	29	-21.62%				
Cases Inactive	3	2	2	2	0	3	2	4	2	10	5	1	1	4	3	2	3	0	0	3		3	3	3	6	9	4	1	4	1	6	37	47	27.03%				
Cases Cleared by Arrest	7	0	2	0	1	4	1	0	0	0	4	0	1	0	0	0	0	0	3	0		3	0	3	2	0	2	0	3	2	2	20	17	-15.00%				
Cases Cleared Exceptional Clearance	0	1	1	0	2	1	0	1	1	1	0	1	0	0	1	0	0	0	0	1		0	3	0	0	2	1	0	0	2	1	5	9	80.00%				
Cases Unfounded	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2		0	1	0	0	2	0	0	0	0	0	2	4	100.00%				
ATE Program																																						
7100 University																																						
Vehicle Count	293338	269690	155999	266744	208041	251727	310188	293265	199605	314431	311720	98695	341593	321018	0	352699	282977	N/A	333059	197909		336,568	208,498	341,614	174,861	323,385	213,449	301,476	187,419	306,763	228,798	3821858	2941331	-23.04%				
Citations Issued	749	581	56	506	56	417	739	635	99	941	622	55	983	667	0	1045	512	N/A	981	83		1057	103	501	83	994	106	759	82	791	65	10046	3956	-60.62%				
% of drivers Cited	0.26%	0.22%	0.04%	0.19%	0.03%	0.17%	0.24%	0.22%	0.05%	0.30%	0.20%	0.06%	0.29%	0.21%	0.00%	0.30%	0.18%	N/A	0.29%	0.04%		0.31%	0.05%	0.15%	0.05%	0.31%	0.05%	0.25%	0.04%	0.26%	0.03%	0.26%	0.13%					
* Partial Month through 4/21 Only																																						
6400 University																																						
Vehicle Count	273621	297712	248215	270396	164771	274741	340226	308512	250288	326787	333029	137073	365103	351163	0	356498	293475	N/A	363002	254920		360126	243,289	365,746	270,786	346,752	271,166	320,821	241,065	324,504	255,971	4013582	3395829	-15.39%				
Citations Issued	1811	1109	188	1618	231	994	1808	1509	319	1891	1570	219	1837	1487	0	1797	1000	N/A	2040	123		1731	140	649	145	1,572	138	1444	141	1134	184	19332	8540	-55.82%				
% of drivers Cited	0.66%	0.37%	0.08%	0.60%	0.14%	0.36%	0.53%	0.49%	0.13%	0.58%	0.47%	0.16%	0.50%	0.42%	0.00%	0.50%	0.34%	N/A	0.56%	0.05%		0.48%	0.06%	0.18%	0.05%	0.45%	0.05%	0.45%	0.06%	0.35%	0.07%	0.48%	0.25%					
* Partial Month through 4/21 Only																																						
FIRE DEPARTMENT STATISTICS																																						
Total Calls for Service:	62	55	63	49	59	43	60	64	49	49	48	51	53	48	41	47	45	58	46	45	70	47	49	49	57	48	70	42	58	42	63	594	645	100.00%				
Unclassified Incidents	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	1	0	0.00%				
Fire Incidents	2	0	2	4	2	1	3	2	2	5	5	1	2	5	1	1	0	0	2	0		1	1	2	3	1	3	3	2	5	0	2	28	26	4.03%			
Rescue and EMS Incidents	41	41	35	29	45	33	43	44	36	33	28	43	39	28	30	28	33	44	34	33	54	21	24	32	32	35	43	32	35	28	35	395	409	63.41%				
Hazardous Conditions - No Fire	5	2	2	1	1	2	0	1	0	1	3	0	3	3	3	0	2	4	1	2	2	1	3	0	3	3	3	3	0	3	3	2	18	29	4.50%			
Service Calls	2	4	11	6	6	3	7	8	3	2	6	5	4	6	4	9	4	2	4	7	15	10	3	14	4	9	5	6	8	11	69	85	13.18%					
Good Intent Calls	8	5	6	5	3	3	5	3	3	7	2	1	1	2	1	5	3	2	2	3	4	5	6	5	4	1	6	3	6	1	6	48	49	7.60%				
False Alarm / False Call Incidents	4	3	7	4	2	1	1	6	4	1	3	1	4	3	2	4	3	6	2	3	2	4	3	6	2	2	6	0	3	2	7	34	43	6.67%				
911 Citizen Complaints	0	0	0	0	0	0	0	0	1	0	1	0	0	1	0	0	0	0	1	0	0		0	1	0	1	0	0	0	0	0	0	1	4	0.62%			
Rental Inspections	17	19	48	13	14	4	11	17	3	8	10	0	8	14	2	5	28	1	5	14		2	6	2	5	14	5	4	7	16	6	105	135	28.57%				
Commercial Inspections	12	1	1	6	1	13	6	13	0	0	10	0	15	2	0	0	3	0	0	4	2	0	0	0	0	0	0	0	0	0	0	0	39	46	17.95%			
Commercial Re-Inspections	6	0	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	8	0	-100.00%				
PrePlans Completed	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	7	0	-100.00%				



STAFF REPORT
CITY COUNCIL
August 17, 2020

TO: CITY COUNCIL
FROM: Whitney Tucker
SUBJECT: Communications/Recreation Coordinator Report

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. August 2020 Staff Report Whitney Tucker

Communications/Recreation 2019 Staff Report

7/14/20 – 8/11/20

Communications

- Our communications over the past month have consisted of covid-related closures, road construction, and updates related to the August 10th storm.
- We had several press releases this month including information on road construction route changes, the mask resolution, and the commercial tax abatement.
- The August e-newsletter was released on August 6th. This is released on the first Thursday of every month. It had an open rate of 46% with the industry average of 27%. This was sent to 844 people. I received two emails from residents complimenting me on the quality of the newsletter, one of which I emailed to the Council.
- We are up to 19 people who are receiving the print newsletter. Because the number is small, I am printing and mailing these from City Hall and will not be using an outside service. The printed newsletter is exactly the same as the emailed newsletter. The Communications Committee will decide before the end of 2020 if the print newsletter will continue into 2021.
- City Council meeting videos are available to view on the City's website, Facebook, Twitter, and YouTube accounts. This includes meetings done on Zoom. I run the City's Zoom account for these meetings and unmute residents when it is time for public comments.
- Social media numbers
 - Facebook – we have 1996 Facebook followers. Our posts have reached 10,200 people in the past month and the City's profile has been viewed 697 times. These numbers are a little lower than last month, but still very strong.
 - Twitter – has 670 followers. In the past 28 days we've had 7,492 tweet impressions and 147 profile visits for 36 tweets.
 - Instagram – there have been 16 posts in the past month and there are 243 followers.
 - I've continued to update and create new graphics as needed for social media. I am developing and maintaining a brand standard for the City's graphics.
 - I recently revived the City's NextDoor account. This has been inactive since 2018. If you aren't familiar with NextDoor, it is a social media app that allows users to connect to people in their neighborhoods. We have a city account, so we can't see what people in individual neighborhoods are posting as 'neighborhoods' are restricted to the residents that live there. But I will use this account similar to how I use Facebook. There are 1144 residents who are members of our page. So far the posts are getting between 100-300 impressions. For comparison, our

Facebook posts can get anywhere from 200-1200 impressions based on the content.

- Website – I continue to update the website as needed. Every Facebook post corresponds with a website news post. This primarily includes items to the news section and calendar. The communications director from Waukee, Summer Evans, recently emailed me commenting on the redesign of the site.
- We are continuing to post weekly updates on our road projects and answer the questions that come up on those posts.
- I am learning how to make gifs. This file type really draws attention because of its movement and I believe will be a great way to enhance our social media content.

Video

- I am going to start producing more videos as I have time. Video is extremely time consuming to create because it involves shooting, editing and distributing, but it is ideal to explain certain topics. I want these videos to be short and simple so they are easy to understand. Short videos often perform better.
- I created a short video on the paving of University Ave on 7/24. It was seen by 435 people across Twitter, Facebook, Instagram, and YouTube.
- I've also created a video that will be sent to Community Center renters when it reopens. This shows how to use the access code to enter the building. A common mistake among renters is to not wait for the click noise when they open the door. The door will not open then even if the correct door code has been entered. Renters frequently make this mistake, even though detailed instructions are included in an email. It's my hope that embedding this video in the email to renters will help illustrate what to do and we can reduce this problem.

Community Center/Recreation

- The Community Center closed on July 20th. I have been communicating with renters affected by the closure and continue to contact renters a month out from the closure so that they are not caught off guard if the closure extends to their rental date. Communicating about this with renters can be very time consuming as many have a lot of questions.
- Most rentals for September have canceled or requested a refund already. I am starting to hear from a lot of October renters who are concerned about the venue being closed and/or requesting a refund for the date. There is a minority of renters who are very angry that the venue has closed. Most have been disappointed about not being able to hold their event there, but have been understanding.

- The virtual tour video has 301 views and has been a great resource.
- The online rental system is up and running currently. I've booked several renters on it successfully. Rachelle will address some financial aspects of this system at a future meeting.
- Our parks plan is in its first draft. We have opened up a public comment period so the public can view the plan in its entirety and let us know what they think. This also includes cost estimates for the requested projects. This is open until August 20th.

Front Desk

- I am working in the office 5 days of the week while most of the staff is working from home. City Hall has re-closed to the public, but I am here for phone calls and mail. If I am unable to make it in, Mark or Travis will be there.

Permits

- We contract our permit process with Safe Building. I assist in contacting the applicant for payment and referring potential applicants to Safe Building.