



AGENDA
REGULAR MEETING OF THE
WINDSOR HEIGHTS CITY COUNCIL

Monday, April 3, 2023 - 6:00 PM

WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th St or VIA

ZOOM by registering in advance for this meeting:

<https://us02web.zoom.us/j/7832856334>

After registering, you will receive a confirmation email containing information about joining the meeting.

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. **Presentation of Life Saving Awards - Brett Merseal and Brian Jones**
4. **Public Hearing:**
 - A. Public Hearing on the Proposed Budget for Fiscal Year 2023-2024
 - B. Consideration of Resolution No. 2023-21 - A Resolution Adopting FY 23-24 Budget
5. **Public Forum:** This is time set aside for comments from the public on topics of City business other than those listed on the agenda. No action may be taken. Please come to the podium, state your name and address for the record and keep your comments to no more than 5 minutes.
6. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
 - A. Approve Minutes of the Regular Council Meeting on March 20, 2023
 - B. Approve Minutes of the Special City Council Meeting on March 27, 2023
 - C. Approve Minutes of the Council Work Session on March 29, 2023
 - D. Approve Payment of Claims
 - E. Approve Resolution No. 2023-22- A Resolution Setting Time and Place for a Public Hearing on Proposed Contract Documents and Estimated Costs for the Colby Park Phase 1 Improvements Project
7. **New Business:**
 - A. Consideration of Fireworks Purchase(s) for Windsor Heights Fall Festival
 - B. Consideration of Resolution No. 2023-23 - A Resolution Approving Expenditure of \$5,000 to the Windsor Heights Foundation for the Sponsorship of Summer Activities at Colby Park

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 and the open meetings law.

- C. Consideration of City Administrator Search Firms
- 8. **Reports:**
 - A. Mayor, Council Reports and Committee Updates, and Administration Reports
- 9. **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 and the open meetings law.



STAFF REPORT
CITY COUNCIL
April 3, 2023

TO: CITY COUNCIL
FROM: Rachelle Swisher, Finance Director - Interim City Administrator
SUBJECT: Public Hearing on the Proposed Budget for Fiscal Year 2023-2024

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. FY24 Final Proposed Budget

FISCAL YEAR JULY 1, 2023 - JUNE 30, 2024

ADOPTION OF BUDGET AND CERTIFICATION OF CITY TAXES

The City of: WINDSOR HEIGHTS County Name: POLK COUNTY

Adopted On: (entered upon adoption) Resolution: (entered upon adoption)

The below-signed certifies that the City Council, on the date stated above, lawfully approved the named resolution adopting a budget for next fiscal year, as summarized on this and the supporting pages.

		With Gas & Electric		Without Gas & Electric		City Number: 77-728 Last Official Census: 5,252
Regular	2a	252,327,870	2b	250,204,096		
DEBT SERVICE	3a	309,840,215	3b	307,716,441		
Ag Land	4a	0				

TAXES LEVIED

Purpose	Dollar Limit	ENTER FIRE DISTRICT RATE BELOW		Request with Utility Replacement	Property Taxes Levied		Rate
Regular General levy	8.10000			5	2,043,856	2,026,653	43 8.10000
Non-Voted Other Permissible Levies							
Contract for use of Bridge	0.67500			6		0	44 0.00000
Opr & Maint publicly owned Transit	0.95000			7		0	45 0.00000
Rent, Ins. Maint of Civic Center	Amt Nec			8		0	46 0.00000
Opr & Maint of City owned Civic Center	0.13500			9		0	47 0.00000
Planning a Sanitary Disposal Project	0.06750			10		0	48 0.00000
Aviation Authority (under sec.330A.15)	0.27000			11		0	49 0.00000
Levee Impr. fund in special charter city	0.06750			13		0	51 0.00000
Liability, property & self insurance costs	Amt Nec			14	118,700	117,701	52 0.47042
Support of a Local Emerg.Mgmt.Comm.	Amt Nec			462		0	465 0.00000
Voted Other Permissible Levies							
Instrumental/Vocal Music Groups	0.13500			15		0	53 0.00000
Memorial Building	0.81000			16		0	54 0.00000
Symphony Orchestra	0.13500			17		0	55 0.00000
Cultural & Scientific Facilities	0.27000			18		0	56 0.00000
County Bridge	As Voted			19		0	57 0.00000
Missi or Missouri River Bridge Const.	1.35000			20		0	58 0.00000
Aid to a Transit Company	0.03375			21		0	59 0.00000
Maintain Institution received by gift/devise	0.20500			22		0	60 0.00000
City Emergency Medical District	1.00000			463		0	466 0.00000
Support Public Library	0.27000			23	65,564	65,013	61 0.25984
Unified Law Enforcement	1.50000			24		0	62 0.00000
Total General Fund Regular Levies (5 thru 24)				25	2,228,120	2,209,367	
Ag Land	3.00375			26			63 0.00000
Total General Fund Tax Levies (25 + 26)				27	2,228,120	2,209,367	
Special Revenue Levies							
Emergency (if general fund at levy limit)	0.27000			28	29,582	29,334	64 0.11724
Police & Fire Retirement	Amt Nec			29		0	0.00000
FICA & IPERS (if general fund at levy limit)	Amt Nec			30	328,347	325,583	1.30127
Other Employee Benefits	Amt Nec			31	202,918	201,209	0.80418
Total Employee Benefit Levies (29,30,31)				32	531,265	526,792	65 2.10545
Sub Total Special Revenue Levies (28+32)				33	560,847	556,126	
As Req		With Gas & Elec Valuation	Without Gas & Elec Valuation				
SSMID 1		0	0	34		0	66 0.00000
SSMID 2		0	0	35		0	67 0.00000
SSMID 3		0	0	36		0	68 0.00000
SSMID 4		0	0	37		0	69 0.00000
SSMID 5		0	0	555		0	565 0.00000
SSMID 6		0	0	556		0	566 0.00000
SSMID 7		0	0	1177		0	1179 0.00000
SSMID 8		0	0	1185		0	1187 0.00000
Total Special Revenue Levies				39	560,847	556,126	
Debt Service Levy 76.10(6)	Amt Nec			40	840,430	834,669	70 2.71246
Capital Projects (Capital Improv. Reserve)	0.67500			41		0	71 0.00000
Total Property Taxes (27+39+40+41)				42	3,629,397	3,600,162	72 13.76541

(Signature)

(Date)

(County Auditor)

(Date)

NOTICE OF PUBLIC HEARING - CITY OF WINDSOR HEIGHTS - PROPOSED PROPERTY TAX LEVY
Fiscal Year July 1, 2023 - June 30, 2024

The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

Meeting Date: 3/20/2023 **Meeting Time:** 06:00 PM **Meeting Location:** 1133 66th Street, Windsor Heights IA 50324

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy. After adoption of the proposed tax levy, the City Council will publish notice and hold a hearing on the proposed city budget.

City Website (if available)
windsorheights.org

City Telephone Number
(515) 279-3662

	Current Year Certified Property Tax 2022 - 2023	Budget Year Effective Property Tax 2023 - 2024	Budget Year Proposed Maximum Property Tax 2023 - 2024	Annual % CHG
Regular Taxable Valuation	254,728,097	252,327,870	252,327,870	
Tax Levies:				
Regular General	2,063,298	2,063,298	2,043,856	
Contract for Use of Bridge			0	
Opr & Maint Publicly Owned Transit			0	
Rent, Ins. Maint. Of Non-Owned Civ. Ctr.			0	
Opr & Maint of City-Owned Civic Center			0	
Planning a Sanitary Disposal Project			0	
Liability, Property & Self-Insurance Costs			118,700	
Support of Local Emer. Mgmt. Commission			0	
Emergency			29,582	
Police & Fire Retirement			0	
FICA & IPERS	335,000	335,000	328,347	
Other Employee Benefits	497,453	497,453	202,918	
Total Tax Levy	2,895,751	2,895,751	2,723,403	-5.95
Tax Rate	11.36801	11.47614	10.79311	

Explanation of significant increases in the budget:

There is no increase in the budget. This page does NOT reflect the entire tax levy rate. Not shown are the Voted Other Permissible Levies and the Debt Service Levy.

If applicable, the above notice also available online at:

windsorheights.org

*Total city tax rate will also include voted general fund levy, debt service levy, and capital improvement reserve levy.

**Budget year effective property tax rate is the rate that would be assessed for these levies if the dollars requested is not changed in the coming budget year

FUND BALANCE

City Name: WINDSOR HEIGHTS

Fiscal Year July 1, 2023 - June 30, 2024

		GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	TOTAL GOVERNMENT	PROPRIETARY	GRAND TOTAL
Annual Report FY 2022										
Beginning Fund Balance July 1	1	4,132,048	2,765,842	1,117,805	539,874	8,522,066	0	17,077,635	1,616,581	18,694,216
Actual Revenues Except Beg Balance	2	3,566,129	3,359,491	1,889,657	3,031,287	3,256,465	0	15,103,029	718,421	15,821,450
Actual Expenditures Except End Balance	3	3,498,071	2,721,107	2,316,149	3,153,792	5,106,931	0	16,796,050	622,647	17,418,697
Ending Fund Balance June 30	4	4,200,106	3,404,226	691,313	417,369	6,671,600	0	15,384,614	1,712,355	17,096,969
Re-Estimated FY 2023										
Beginning Fund Balance	5	4,200,106	3,404,226	691,313	417,369	6,671,600	0	15,384,614	1,712,355	17,096,969
Re-Est Revenues	6	3,370,180	2,821,286	2,023,310	3,164,605	3,977,578	0	15,356,959	720,500	16,077,459
Re-Est Expenditures	7	5,264,225	3,491,823	2,398,435	3,145,518	4,544,912	0	18,844,913	549,244	19,394,157
Ending Fund Balance	8	2,306,061	2,733,689	316,188	436,456	6,104,266	0	11,896,660	1,883,611	13,780,271
Budget FY 2024										
Beginning Fund Balance	9	2,306,061	2,733,689	316,188	436,456	6,104,266	0	11,896,660	1,883,611	13,780,271
Revenues	10	3,724,424	2,402,717	1,532,443	1,531,129	13,850,320	0	23,041,033	729,000	23,770,033
Expenditures	11	4,543,327	3,466,424	684,679	1,525,109	18,496,223	0	28,715,762	702,894	29,418,656
Ending Fund Balance	12	1,487,158	1,669,982	1,163,952	442,476	1,458,363	0	6,221,931	1,909,717	8,131,648

LOCAL EMC SUPPORT

City Name: WINDSOR HEIGHTS
Fiscal Year July 1, 2023 - June 30, 2024

As provided in Iowa Code Section 384.12, subsection 22, a city may levy the amount necessary in support of a local Emergency Management Commission. In addition to this individual levy, Emergency Management Commission support may also be included as part of the General Fund Levy. Iowa Code Section 29C.17, subsection 5 states that any support from cities or counties must be separately reported on tax statements issued by the county treasurer. Input the amount of General Fund Levy request to be used for support of an Emergency Management Commission. The total below will reflect the total amount of Emergency Management Commission support provided by the City.

	Request with Utility Replacement	Property Taxes Levied
Portion of General Fund Levy Used for Emerg. Mgmt. Comm.		0
Support of a Local Emerg.Mgmt.Comm.	0	0
TOTAL FOR FY 2024	0	0

RE-ESTIMATED EXPENDITURES SCHEDULE PAGE 1

City Name: WINDSOR HEIGHTS

Fiscal Year July 1, 2022 - June 30, 2023

GOVERNMENT ACTIVITIES CONT.		GENERAL	SPECIAL REVENUE	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	RE-ESTIMATED 2023	ACTUAL 2022
PUBLIC SAFETY										
Police Department/Crime Prevention	1	1,611,625	607,300						2,218,925	1,968,782
Jail	2								0	0
Emergency Management	3	9,570							9,570	9,196
Flood Control	4								0	0
Fire Department	5	160,300	195,570						355,870	317,682
Ambulance	6	602,950	40,000						642,950	523,247
Building Inspections	7	75,000	0						75,000	31,010
Miscellaneous Protective Services	8								0	0
Animal Control	9	3,000	0						3,000	3,660
Other Public Safety	10								0	0
TOTAL (lines 1 - 10)	11	2,462,445	842,870				0		3,305,315	2,853,577
PUBLIC WORKS										
Roads, Bridges, & Sidewalks	12	0	527,201						527,201	485,128
Parking - Meter and Off-Street	13								0	0
Street Lighting	14	0	67,000						67,000	45,233
Traffic Control and Safety	15	0							0	0
Snow Removal	16	0	146,449						146,449	164,073
Highway Engineering	17								0	0
Street Cleaning	18								0	0
Airport (if not Enterprise)	19								0	0
Garbage (if not Enterprise)	20								0	0
Other Public Works	21		28,260						28,260	21,929
TOTAL (lines 12 - 21)	22	0	768,910				0		768,910	716,363
HEALTH & SOCIAL SERVICES										
Welfare Assistance	23								0	0
City Hospital	24								0	0
Payments to Private Hospitals	25								0	0
Health Regulation and Inspection	26								0	0
Water, Air, and Mosquito Control	27	0							0	0
Community Mental Health	28								0	0
Other Health and Social Services	29	0							0	0
TOTAL (lines 23 - 29)	30	0	0				0		0	0
CULTURE & RECREATION										
Library Services	31	63,700							63,700	61,800
Museum, Band and Theater	32								0	0
Parks	33	178,821	8,000						186,821	113,074
Recreation	34	156,519	6,900						163,419	128,469
Cemetery	35								0	0
Community Center, Zoo, & Marina	36	6,650							6,650	5,730
Other Culture and Recreation	37	40,000							40,000	0
TOTAL (lines 31 - 37)	38	445,690	14,900				0		460,590	309,073

RE-ESTIMATED EXPENDITURES SCHEDULE PAGE 2

City Name: WINDSOR HEIGHTS

Fiscal Year July 1, 2022 - June 30, 2023

GOVERNMENT ACTIVITIES CONT.	GENERAL	SPECIAL REVENUE	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	RE-ESTIMATED 2023	ACTUAL 2022
COMMUNITY & ECONOMIC DEVELOPMENT									
Community Beautification	39	0						0	0
Economic Development	40	0						0	0
Housing and Urban Renewal	41	32,000	0	0				32,000	8,208
Planning & Zoning	42							0	0
Other Com & Econ Development	43							0	0
TIF Rebates	44							0	0
TOTAL (lines 39 - 44)	45	32,000	0	0			0	32,000	8,208
GENERAL GOVERNMENT									
Mayor, Council, & City Manager	46	102,200	5,400	0				107,600	108,270
Clerk, Treasurer, & Finance Adm.	47	543,890	128,965					672,855	625,828
Elections	48							0	967
Legal Services & City Attorney	49	65,000						65,000	52,603
City Hall & General Buildings	50							0	0
Tort Liability	51							0	0
Other General Government	52	15,000	0					15,000	735
TOTAL (lines 46 - 52)	53	726,090	134,365	0			0	860,455	788,403
DEBT SERVICE	54								
Gov Capital Projects	55		0					3,145,518	3,153,792
TIF Capital Projects	56			0				4,544,912	4,317,862
TOTAL CAPITAL PROJECTS	57	0	0	0			0	4,544,912	4,317,862
TOTAL Governmental Activities Expenditures (lines 11+22+30+38+44+52+53+54)	58	3,666,225	1,761,045	0	3,145,518	4,544,912	0	13,117,700	12,147,278
BUSINESS TYPE ACTIVITIES Proprietary: Enterprise & Budgeted ISF									
Water Utility	59						0	0	0
Sewer Utility	60						28,250	28,250	7,836
Electric Utility	61							0	0
Gas Utility	62							0	0
Airport	63							0	0
Landfill/Garbage	64						358,000	358,000	331,273
Transit	65							0	0
Cable TV, Internet & Telephone	66							0	0
Housing Authority	67							0	0
Storm Water Utility	68						162,994	162,994	283,538
Other Business Type (city hosp., ISF, parking, etc.)	69							0	0
Enterprise DEBT SERVICE	70							0	0
Enterprise CAPITAL PROJECTS	71							0	0
Enterprise TIF CAPITAL PROJECTS	72							0	0
TOTAL BUSINESS TYPE EXPENDITURES (lines 59+72)	73						549,244	549,244	622,647
TOTAL ALL EXPENDITURES (lines 58+73)	74	3,666,225	1,761,045	0	3,145,518	4,544,912	0	549,244	13,666,944
Regular Transfers Out	75	1,598,000	1,730,778			0		3,328,778	2,332,623
Internal TIF Loan Transfers Out	76			2,398,435				2,398,435	2,316,149
Total ALL Transfers Out	77	1,598,000	1,730,778	2,398,435	0	0	0	5,727,213	4,648,772
Total Expenditures and Other Fin Uses (lines 74+77)	78	5,264,225	3,491,823	2,398,435	3,145,518	4,544,912	0	549,244	19,394,157
Ending Fund Balance June 30	79	2,306,061	2,733,689	316,188	436,456	6,104,266	0	1,883,611	13,780,271

RE-ESTIMATED REVENUES DETAIL

City Name: WINDSOR HEIGHTS

Fiscal Year July 1, 2022 - June 30, 2023

REVENUES & OTHER FINANCING SOURCES		GENERAL	SPECIAL REVENUE	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	RE-ESTIMATED 2023	ACTUAL 2022
Taxes Levied on Property	1	2,045,736	827,894		741,605				3,615,235	3,614,980
Less: Uncollected Property Taxes - Levy Year	2								0	0
Net Current Property Taxes (line 1 minus line 2)	3	2,045,736	827,894		741,605	0			3,615,235	3,614,980
Delinquent Property Taxes	4								0	0
TIF Revenues	5			2,023,310					2,023,310	1,889,657
Other City Taxes:										
Utility Tax Replacement Excise Taxes	6	17,562	7,106		5,178				29,846	14,883
Utility franchise tax (Iowa Code Chapter 364.2)	7	0							0	0
Parimutuel wager tax	8								0	0
Gaming wager tax	9								0	0
Mobile Home Taxes	10								0	0
Hotel/Motel Taxes	11	12,000							12,000	14,803
Other Local Option Taxes	12		1,242,096						1,242,096	1,509,448
Subtotal - Other City Taxes (lines 6 thru 12)	13	29,562	1,249,202		5,178	0			1,283,942	1,539,134
Licenses & Permits	14	216,000							216,000	395,724
Use of Money & Property	15	9,200	12	0		0			9,212	24,389
Intergovernmental:										
Federal Grants & Reimbursements	16	125,000	0			725,000		0	850,000	368,728
Road Use Taxes	17		656,500						656,500	716,229
Other State Grants & Reimbursements	18	82,882	21,678	0	19,387	0		0	123,947	869,380
Local Grants & Reimbursements	19								0	0
Subtotal - Intergovernmental (lines 16 thru 19)	20	207,882	678,178	0	19,387	725,000		0	1,630,447	1,954,337
Charges for Fees & Service:										
Water Utility	21							0	0	0
Sewer Utility	22							0	0	0
Electric Utility	23								0	0
Gas Utility	24								0	0
Parking	25								0	0
Airport	26								0	0
Landfill/Garbage	27							350,500	350,500	329,015
Hospital	28								0	0
Transit	29								0	0
Cable TV, Internet & Telephone	30								0	0
Housing Authority	31								0	0
Storm Water Utility	32							370,000	370,000	387,421
Other Fees & Charges for Service	33	502,500	11,000			12,500			526,000	528,401
Subtotal - Charges for Service (lines 21 thru 33)	34	502,500	11,000		0	12,500	0	720,500	1,246,500	1,244,837
Special Assessments	35								0	0
Miscellaneous	36	170,600	55,000		0	100,000		0	325,600	509,620
Other Financing Sources:										
Regular Operating Transfers In	37	188,700	0			3,140,078		0	3,328,778	2,332,623
Internal TIF Loan Transfers In	38	0	0	0	2,398,435	0			2,398,435	2,316,149
Subtotal ALL Operating Transfers In	39	188,700	0	0	2,398,435	3,140,078	0	0	5,727,213	4,648,772
Proceeds of Debt (Excluding TIF Internal Borrowing)	40	0	0	0	0	0			0	0
Proceeds of Capital Asset Sales	41	0		0					0	0
Subtotal-Other Financing Sources (lines 36 thru 38)	42	188,700	0	0	2,398,435	3,140,078	0	0	5,727,213	4,648,772
Total Revenues except for beginning fund balance (lines 3, 4, 5, 12, 13, 14, 19, 33, 34, 35, & 39)	43	3,370,180	2,821,286	2,023,310	3,164,605	3,977,578	0	720,500	16,077,459	15,821,450
Beginning Fund Balance July 1	44	4,200,106	3,404,226	691,313	417,369	6,671,600	0	1,712,355	17,096,969	18,694,216

EXPENDITURES SCHEDULE PAGE 1

City Name: WINDSOR HEIGHTS

Fiscal Year July 1, 2023 - June 30, 2024

GOVERNMENT ACTIVITIES		GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2024	RE-ESTIMATED 2023	ACTUAL 2022
PUBLIC SAFETY											
Police Department/Crime Prevention	1	1,782,900	626,300						2,409,200	2,218,925	1,968,782
Jail	2								0	0	0
Emergency Management	3	10,200							10,200	9,570	9,196
Flood Control	4								0	0	0
Fire Department	5	199,850	224,570						424,420	355,870	317,682
Ambulance	6	876,175	40,000						916,175	642,950	523,247
Building Inspections	7	75,000	0						75,000	75,000	31,010
Miscellaneous Protective Services	8								0	0	0
Animal Control	9	5,500	0						5,500	3,000	3,660
Other Public Safety	10								0	0	0
TOTAL (lines 1 - 10)	11	2,949,625	890,870				0		3,840,495	3,305,315	2,853,577
PUBLIC WORKS											
Roads, Bridges, & Sidewalks	12	0	664,984						664,984	527,201	485,128
Parking - Meter and Off-Street	13								0	0	0
Street Lighting	14	0	67,000						67,000	67,000	45,233
Traffic Control and Safety	15	0	0						0	0	0
Snow Removal	16	0	158,000						158,000	146,449	164,073
Highway Engineering	17								0	0	0
Street Cleaning	18								0	0	0
Airport	19								0	0	0
Garbage (if not Enterprise)	20								0	0	0
Other Public Works	21		29,000						29,000	28,260	21,929
TOTAL (lines 12 - 21)	22	0	918,984				0		918,984	768,910	716,363
HEALTH & SOCIAL SERVICES											
Welfare Assistance	23								0	0	0
City Hospital	24								0	0	0
Payments to Private Hospitals	25								0	0	0
Health Regulation and Inspection	26								0	0	0
Water, Air, and Mosquito Control	27	0							0	0	0
Community Mental Health	28								0	0	0
Other Health and Social Services	29	0							0	0	0
TOTAL (lines 23 - 29)	30	0	0				0		0	0	0
CULTURE & RECREATION											
Library Services	31	65,564							65,564	63,700	61,800
Museum, Band and Theater	32								0	0	0
Parks	33	176,621	8,000						184,621	186,821	113,074
Recreation	34	128,500	6,900						135,400	163,419	128,469
Cemetery	35								0	0	0
Community Center, Zoo, & Marina	36	7,250							7,250	6,650	5,730
Other Culture and Recreation	37	40,000							40,000	40,000	0
TOTAL (lines 31 - 37)	38	417,935	14,900				0		432,835	460,590	309,073

EXPENDITURES SCHEDULE PAGE 2

City Name: WINDSOR HEIGHTS

Fiscal Year July 1, 2023 - June 30, 2024

GOVERNMENT ACTIVITIES	GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2024	RE-ESTIMATED 2023	ACTUAL 2022
COMMUNITY & ECONOMIC DEVELOPMENT										
Community Beautification	39	0						0	0	0
Economic Development	40	266,372						266,372	0	0
Housing and Urban Renewal	41	20,000	0	0				20,000	32,000	8,208
Planning & Zoning	42							0	0	0
Other Com & Econ Development	43							0	0	0
TIF Rebates	44							0	0	0
TOTAL (lines 39 - 44)	45	286,372	0	0		0		286,372	32,000	8,208
GENERAL GOVERNMENT										
Mayor, Council, & City Manager	46	122,300	5,400	0				127,700	107,600	108,270
Clerk, Treasurer, & Finance Adm.	47	655,595	162,450					818,045	672,855	625,828
Elections	48	1,500						1,500	0	967
Legal Services & City Attorney	49	65,000						65,000	65,000	52,603
City Hall & General Buildings	50							0	0	0
Tort Liability	51							0	0	0
Other General Government	52	15,000	0					15,000	15,000	735
TOTAL (lines 46 - 52)	53	859,395	167,850	0		0		1,027,245	860,455	788,403
DEBT SERVICE	54									
Gov Capital Projects	55		0		1,525,109			1,525,109	3,145,518	3,153,792
TIF Capital Projects	56			0				0	0	0
TOTAL CAPITAL PROJECTS	57	0	0	0	18,496,223	0		18,496,223	4,544,912	4,317,862
TOTAL Government Activities Expenditures (lines 11+22+30+38+45+53+54+57)	58	4,513,327	1,992,604	0	1,525,109	18,496,223	0	26,527,263	13,117,700	12,147,278
BUSINESS TYPE ACTIVITIES										
Proprietary: Enterprise & Budgeted ISF										
Water Utility	59						0	0	0	0
Sewer Utility	60						31,350	31,350	28,250	7,836
Electric Utility	61						0	0	0	0
Gas Utility	62						0	0	0	0
Airport	63						0	0	0	0
Landfill/Garbage	64						379,000	379,000	358,000	331,273
Transit	65						0	0	0	0
Cable TV, Internet & Telephone	66						0	0	0	0
Housing Authority	67						0	0	0	0
Storm Water Utility	68						292,544	292,544	162,994	283,538
Other Business Type (city hosp., ISF, parking, etc.)	69						0	0	0	0
Enterprise DEBT SERVICE	70						0	0	0	0
Enterprise CAPITAL PROJECTS	71						0	0	0	0
Enterprise TIF CAPITAL PROJECTS	72						0	0	0	0
TOTAL Business Type Expenditures (lines 59 - 72)	73						702,894	702,894	549,244	622,647
TOTAL ALL EXPENDITURES (lines 58 + 73)	74	4,513,327	1,992,604	0	1,525,109	18,496,223	0	27,230,157	13,666,944	12,769,925
Regular Transfers Out	75	30,000	1,473,820		0	0	0	1,503,820	3,328,778	2,332,623
Internal TIF Loan / Repayment Transfers Out	76			684,679				684,679	2,398,435	2,316,149
Total ALL Transfers Out	77	30,000	1,473,820	684,679	0	0	0	2,188,499	5,727,213	4,648,772
Total Expenditures & Fund Transfers Out (lines 74+77)	78	4,543,327	3,466,424	684,679	1,525,109	18,496,223	0	29,418,656	19,394,157	17,418,697
Ending Fund Balance June 30	79	1,487,158	1,669,982	1,163,952	442,476	1,458,363	0	1,909,717	8,131,648	17,096,969

REVENUES DETAIL

City Name: WINDSOR HEIGHTS

Fiscal Year July 1, 2023 - June 30, 2024

		GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2024	RE-ESTIMATED 2023	ACTUAL 2022
REVENUES & OTHER FINANCING SOURCES											
Taxes Levied on Property	1	2,209,367	556,126		834,669	0			3,600,162	3,615,235	3,614,980
Less: Uncollected Property Taxes - Levy Year	2								0	0	0
Net Current Property Taxes (line 1 minus line 2)	3	2,209,367	556,126		834,669	0			3,600,162	3,615,235	3,614,980
Delinquent Property Taxes	4								0	0	0
TIF Revenues	5			1,530,000					1,530,000	2,023,310	1,889,657
Other City Taxes:											
Utility Tax Replacement Excise Taxes	6	18,753	4,721		5,761	0			29,235	29,846	14,883
Utility franchise tax (Iowa Code Chapter 364.2)	7	0							0	0	0
Parimutuel wager tax	8								0	0	0
Gaming wager tax	9								0	0	0
Mobile Home Taxes	10								0	0	0
Hotel/Motel Taxes	11	14,000							14,000	12,000	14,803
Other Local Option Taxes	12		1,112,000						1,112,000	1,242,096	1,509,448
Subtotal - Other City Taxes (lines 6 thru 12)	13	32,753	1,116,721		5,761	0			1,155,235	1,283,942	1,539,134
Licenses & Permits	14	290,500							290,500	216,000	395,724
Use of Money & Property	15	100,000	105	0		0		0	100,105	9,212	24,389
Intergovernmental:											
Federal Grants & Reimbursements	16	118,000	0			2,250,000		0	2,368,000	850,000	368,728
Road Use Taxes	17		657,000						657,000	656,500	716,229
Other State Grants & Reimbursements	18	120,054	5,265	2,443	6,020				133,782	123,947	869,380
Local Grants & Reimbursements	19								0	0	0
Subtotal - Intergovernmental (lines 16 thru 19)	20	238,054	662,265	2,443	6,020	2,250,000		0	3,158,782	1,630,447	1,954,337
Charges for Fees & Service:											
Water Utility	21							0	0	0	0
Sewer Utility	22							0	0	0	0
Electric Utility	23							0	0	0	0
Gas Utility	24							0	0	0	0
Parking	25							0	0	0	0
Airport	26							0	0	0	0
Landfill/Garbage	27							354,000	354,000	350,500	329,015
Hospital	28							0	0	0	0
Transit	29							0	0	0	0
Cable TV, Internet & Telephone	30							0	0	0	0
Housing Authority	31							0	0	0	0
Storm Water Utility	32							375,000	375,000	370,000	387,421
Other Fees & Charges for Service	33	608,000	11,000			16,000			635,000	526,000	528,401
Subtotal - Charges for Service (lines 21 thru 33)	34	608,000	11,000		0	16,000	0	729,000	1,364,000	1,246,500	1,244,837
Special Assessments	35								0	0	0
Miscellaneous	36	215,750	56,500			500		0	272,750	325,600	509,620
Other Financing Sources:											
Regular Operating Transfers In	37	30,000				1,473,820			1,503,820	3,328,778	2,332,623
Internal TIF Loan Transfers In	38				684,679				684,679	2,398,435	2,316,149
Subtotal ALL Operating Transfers In	39	30,000	0	0	684,679	1,473,820	0	0	2,188,499	5,727,213	4,648,772
Proceeds of Debt (Excluding TIF Internal Borrowing)	40	0	0		0	10,110,000		0	10,110,000	0	0
Proceeds of Capital Asset Sales	41	0							0	0	0
Subtotal-Other Financing Sources (lines 38 thru 40)	42	30,000	0	0	684,679	11,583,820	0	0	12,298,499	5,727,213	4,648,772
Total Revenues except for beginning fund balance (lines 3, 4, 5, 13, 14, 15, 20, 34, 35, 36, & 41)	43	3,724,424	2,402,717	1,532,443	1,531,129	13,850,320	0	729,000	23,770,033	16,077,459	15,821,450
Beginning Fund Balance July 1	44	2,306,061	2,733,689	316,188	436,456	6,104,266		1,883,611	13,780,271	17,096,969	18,694,216
TOTAL REVENUES & BEGIN BALANCE (lines 42+43)	45	6,030,485	5,136,406	1,848,631	1,967,585	19,954,586	0	2,612,611	37,550,304	33,174,428	34,515,666

ADOPTED BUDGET SUMMARY

City Name: WINDSOR HEIGHTS

Fiscal Year July 1, 2023 - June 30, 2024

	GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2024	RE-ESTIMATED 2023	ACTUAL 2022
Revenues & Other Financing Sources										
Taxes Levied on Property	1	2,209,367	556,126		834,669	0		3,600,162	3,615,235	3,614,980
Less: Uncollected Property Taxes-Levy Year	2	0	0		0	0		0	0	0
Net Current Property Taxes	3	2,209,367	556,126		834,669	0		3,600,162	3,615,235	3,614,980
Delinquent Property Taxes	4	0	0		0	0		0	0	0
TIF Revenues	5			1,530,000				1,530,000	2,023,310	1,889,657
Other City Taxes	6	32,753	1,116,721		5,761	0		1,155,235	1,283,942	1,539,134
Licenses & Permits	7	290,500	0				0	290,500	216,000	395,724
Use of Money and Property	8	100,000	105	0	0	0	0	100,105	9,212	24,389
Intergovernmental	9	238,054	662,265	2,443	6,020	2,250,000	0	3,158,782	1,630,447	1,954,337
Charges for Fees & Service	10	608,000	11,000		0	16,000	0	729,000	1,246,500	1,244,837
Special Assessments	11	0	0		0	0	0	0	0	0
Miscellaneous	12	215,750	56,500		0	500	0	272,750	325,600	509,620
Sub-Total Revenues	13	3,694,424	2,402,717	1,532,443	846,450	2,266,500	0	729,000	11,471,534	10,350,246
Other Financing Sources:										
Total Transfers In	14	30,000	0	0	684,679	1,473,820	0	2,188,499	5,727,213	4,648,772
Proceeds of Debt	15	0	0	0	0	10,110,000	0	10,110,000	0	0
Proceeds of Capital Asset Sales	16	0	0	0	0	0	0	0	0	0
Total Revenues and Other Sources	17	3,724,424	2,402,717	1,532,443	1,531,129	13,850,320	0	729,000	23,770,033	16,077,459
Expenditures & Other Financing Uses										
Public Safety	18	2,949,625	890,870	0			0	3,840,495	3,305,315	2,853,577
Public Works	19	0	918,984	0			0	918,984	768,910	716,363
Health and Social Services	20	0	0	0			0	0	0	0
Culture and Recreation	21	417,935	14,900	0			0	432,835	460,590	309,073
Community and Economic Development	22	286,372	0	0			0	286,372	32,000	8,208
General Government	23	859,395	167,850	0			0	1,027,245	860,455	788,403
Debt Service	24	0	0	0	1,525,109		0	1,525,109	3,145,518	3,153,792
Capital Projects	25	0	0	0	0	18,496,223	0	18,496,223	4,544,912	4,317,862
Total Government Activities Expenditures	26	4,513,327	1,992,604	0	1,525,109	18,496,223	0	26,527,263	13,117,700	12,147,278
Business Type Proprietary: Enterprise & ISF	27						702,894	702,894	549,244	622,647
Total Gov & Bus Type Expenditures	28	4,513,327	1,992,604	0	1,525,109	18,496,223	0	702,894	27,230,157	13,666,944
Total Transfers Out	29	30,000	1,473,820	684,679	0	0	0	2,188,499	5,727,213	4,648,772
Total ALL Expenditures/Fund Transfers Out	30	4,543,327	3,466,424	684,679	1,525,109	18,496,223	0	702,894	29,418,656	19,394,157
Excess Revenues & Other Sources Over	31									
(Under) Expenditures/Transfers Out	32	-818,903	-1,063,707	847,764	6,020	-4,645,903	0	26,106	-5,648,623	-3,316,698
Beginning Fund Balance July 1	33	2,306,061	2,733,689	316,188	436,456	6,104,266	0	1,883,611	13,780,271	17,096,969
Ending Fund Balance June 30	34	1,487,158	1,669,982	1,163,952	442,476	1,458,363	0	1,909,717	8,131,648	17,096,969

LONG TERM DEBT SCHEDULE - LT DEBT I
GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS

Debt Name		Amount of Issue	Type of Debt Obligation	Debt Resolution Number	Principal Due FY	Interest Due FY	Total Obligation Due FY	Bond Reg./ Paying Agent Fees Due FY	Reductions due to Refinancing or Prepayment of Certified Debt	Paid from Funds OTHER THAN Current Year Debt Service Taxes	Amount Paid Current Year Debt Service Levy
2016A Bond (Refunding)	1	1,405,000	GO	2016-0651	120,000	15,138	135,138	600		135,738	0
2016B Bond (Refunding)	2	2,815,000	GO	2016-0649	240,000	30,583	270,583	600		271,183	0
2020A Bond Allison/College/69th St	3	8,500,000	GO	2020-66	700,000	139,830	839,830	600			840,430
2020B University Ave	4	7,500,000	GO	2020-67	210,000	67,158	277,158	600		277,758	0
	5	-	-				0				0
	6	-	-				0				0
	7	-	-				0				0
	8	-	-				0				0
	9	-	-				0				0
	10	-	-				0				0
	11	-	-				0				0
	12	-	-				0				0
	13	-	-				0				0
	14	-	-				0				0
	15	-	-				0				0
	16	-	-				0				0
	17	-	-				0				0
	18	-	-				0				0
	19	-	-				0				0
	20	-	-				0				0
	21	-	-				0				0
	22	-	-				0				0
	23	-	-				0				0
	24	-	-				0				0
	25	-	-				0				0
	26	-	-				0				0
	27	-	-				0				0
	28	-	-				0				0
	29	-	-				0				0
	30	-	-				0				0
TOTALS					1,270,000	252,709	1,522,709	2,400	0	684,679	840,430

LONG TERM DEBT SCHEDULE - GRAND TOTALS

GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS

	Principal Due FY 2024	Interest Due FY 2024	Total Obligation Due FY 2024	Bond Reg./ Paying Agent Fees Due FY 2024	Reductions due to Refinancing or Prepayment of Certified Debt	Paid from Sources OTHER THAN Budget Year Debt Service Levy	Amount Paid Budget Year Debt Service Levy
GO - TOTAL	1,270,000	252,709	1,522,709	2,400	0	684,679	840,430
NON GO - TOTAL	0	0	0	0	0	0	0
GRAND - TOTAL	1,270,000	252,709	1,522,709	2,400	0	684,679	840,430



**STAFF REPORT
CITY COUNCIL**

April 3, 2023

TO: CITY COUNCIL

FROM: Rachelle Swisher, Finance Director - Interim City Administrator

SUBJECT: Consideration of Resolution No. 2023-21 - A Resolution Adopting FY 23-24 Budget

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2023-21 - A Resoultion Adopting FY 23-24 Budget

RESOLUTION NO. 2023-21

A RESOLUTION APPROVING AND ADOPTING THE ANNUAL CITY OF WINDSOR HEIGHTS OPERATING BUDGET FOR FISCAL YEAR 2023-2024

WHEREAS, the State of Iowa law requires the adoption of the annual operating budget for the fiscal year starting July 1, 2023, through and including June 30, 2024, by April 30, 2023, and all conditions required by State law including the public hearing requirements have been fulfilled; and

WHEREAS, the Personnel & Finance Committee and Council have reviewed and provided input on the proposed budget and recommended presentation to the full Council for the requisite hearing, which allows citizen input; and

WHEREAS, the public hearing on the proposed fiscal year 2023-2024 budget was held as properly noticed on Monday, April 3rd, 2023, at 6:00 p.m.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Windsor Heights, Iowa, that the annual budget for fiscal year ending June 30, 2024, as set forth in the attached “Adoption of Budget and Certification of City Taxes” be hereby approved and adopted.

Passed and Approved this 3rd day of April, 2023.

Mike Jones, Mayor

Attest: _____
Travis Cooke, City Clerk

City of Windsor Heights Regular Business Meeting Minutes
Monday, March 20, 2023 - 6:00 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST

1. **Call to Order/Roll Call/Pledge of Allegiance**

Mayor Jones called the meeting to order at 6:00 PM. Council members present: Susan Skeries, Joseph Jones, Michael Libbie, Lauren Campbell and Threase Harms (@ 6:04 PM). Staff present: Finance Director/Interim City Administrator Rachelle Swisher, City Clerk Travis Cooke, Deputy City Clerk Adam Strait, Public Works Director Jason Roberts, Interim Police Chief Travis Ouverson, Interim Fire Chief Blake Boyle, and City Attorney Erin Clanton.

2. **Approval of the Agenda**

Motion by Joseph Jones to approve the Agenda removing Item #3. Seconded by Susan Skeries. Motion passed 4-0.

3. **Presentation of Life Saving Awards - Brett Merseal and Brian Jones**

Item tabled to a future meeting.

4. **Annual Update from Catch Des Moines - Greg Edwards, President and CEO - Catch Des Moines**

Greg Edwards gave an update on events happening in the Des Moines Metro.

5. **Library Update from Sue Woody - Director, Des Moines Public Library**

A. Windsor Heights Patron Use and Special Features

Sue Woody, DMPL Director, Jennifer Tormey, Technical Services Manager, and Nikki Hayter, Franklin Ave Library Manager, gave an update on Windsor Height's patron's use of the Des Moines Public Library.

B. Consideration of Resolution No. 2023-19 - A Resolution Authorizing the Execution of an Agreement between the City of Windsor Heights and the Des Moines Public Library for the Provision of Library Services: Motion by Joseph Jones to approve Resolution No. 2023-19. Seconded by Susan Skeries. Motion passed 5-0.

6. **Public Hearing:**

A. Public Hearing on the Fiscal Year 2023-2024 Maximum Property Tax Dollars for Certain Levies

Motion by Michael Libbie to Open the Public Hearing on the Fiscal Year 2023-2024 Maximum Property Tax Dollars for Certain Levies at 6:31 PM. Seconded by Susan Skeries. Motion passed 5-0.

No public comment written or oral.

Motion by Joseph Jones to close the Public Hearing on the Fiscal Year 2023-2024 Maximum Property Tax Dollars for Certain Levies at 6:32 PM. Seconded by Susan Skeries. Motion passed 5-0.

B. Consideration of Resolution No. 2023-18 - A Resolution to Adopt the Fiscal Year 2023-2024 Maximum Property Tax Dollars for Certain Levies

Motion by Michael Libbie to Approve Resolution No. 2023-18 - A Resolution to Adopt the

Fiscal Year 2023-2024 Maximum Property Tax Dollars for Certain Levies. Seconded by Susan Skeries. Motion passed 5-0.

7. **Public Forum:** None.

8. **Consent Agenda:**

Motion by Susan Skeries to Approve the Consent Agenda Items A-D. Seconded by Joseph Jones. Motion passed 5-0.

- A. Approve Minutes of the Regular Council Meeting on March 6, 2023
- B. Approve Payment of Claims
- C. Approve Financial Reports
- D. Approve Liquor License - Hy-Vee Club Room - 7101 University Avenue

9. **New Business:**

A. Consideration of Snow Plow Truck Purchases and Equipment Maintenance Plans
Motion by Susan Skeries to Approve snow plow truck purchase from O'Halloran International and snow plow outfitting from Hawkeye Equipment. Seconded by Michael Libbie. Motion passed 5-0.

B. Discussion and Possible Action on Sister Cities Windsor Heights Representative's Request for Reimbursement for 2023 Kofu, Japan Delegation Trip
Motion by Michael Libbie to approve \$3,800 in reimbursement for Sister Cities Windsor Heights Representative's Request for Reimbursement for 2023 Kofu, Japan Delegation Trip. Seconded by Lauren Campbell. Motion passed 5-0.

C. Discussion on Beggars' Night
The council came to the consensus to survey the citizens on whether or not to move Beggar's Night to the last Saturday of the month of October.

D. FY24 Budget Discussion
Finance Director-Interim City Administrator Swisher gave an update on the FY24 Budget.

E. Consideration of Resolution No. 2023-20 - A Resolution Setting Time and Place for a Public Hearing on the Proposed Budget for Fiscal Year 2023-2024
Motion by Susan Skeries Approves Resolution No. 2023-20 - A Resolution Setting Time and Place for a Public Hearing on the Proposed Budget for Fiscal Year 2023-2024. Seconded by Michael Libbie. Motion passed 5-0.

10. **Reports:**

A. Mayor, Council Reports and Committee Updates, and Administration Reports
Given.

11. **Closed Session** City Council will convene into closed session pursuant to Iowa Code 21.5(i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or

discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

A. Convene into Closed Session #1

Motion by Michael Libbie to Convene into Closed Session #1 at 7:16 PM. Seconded by Susan Skeries. Motion passed 5-0.

B. Convene into Open Session

Motion by Susan Skeries to Convene into Open Session at 8:17 PM. Seconded by Michael Libbie. Motion passed 5-0.

C. Convene into Closed Session #2

Motion by Michael Libbie to Convene into Closed Session #2 at 8:18 PM. Seconded by Susan Skeries. Motion passed 5-0.

D. Convene into Open Session

Motion by Michael Libbie to Convene into Open Session at 8:32 PM. Seconded by Susan Skeries. Motion passed 5-0.

E. Potential Council Action Following Closed Sessions

None.

12. **Adjourn**

Motion by Susan Skeries to Adjourn the meeting at 8:33 PM. Seconded by Joseph Jones. Motion passed 5-0.

Mike Jones, Mayor

Travis Cooke, City Clerk



**STAFF REPORT
CITY COUNCIL**

April 3, 2023

TO: CITY COUNCIL

FROM: Travis Cooke, City Clerk

SUBJECT: Approve Minutes of the Special City Council Meeting on March 27, 2023

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 3.27.23 Special Council Meeting Minutes

City of Windsor Heights Regular Business Meeting Minutes
Monday, March 27, 2023 - 6:00 PM – Via Zoom

1. **Call to Order/Roll Call/Pledge of Allegiance**

Mayor Jones called the meeting to order at 6:00 PM. Council members present: Susan Skeries, Joseph Jones, Michael Libbie, Lauren Campbell and Threase Harms. Staff present: Finance Director/Interim City Administrator Rachelle Swisher and City Clerk Travis Cooke.

2. **Approval of the Agenda**

Motion by Threase Harms to Approve the Agenda. Seconded by Susan Skeries. Motion passed 5-0.

3. **Closed Session** City Council will convene into closed session pursuant to Iowa Code 21.5(i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

A. **Convene Into Closed Session #1**

Motion by Threase Harms to Convene Into Closed Session #1 at 6:01 PM. Seconded by Susan Skeries. Motion passed 5-0.

B. **Convene Into Open Session**

Motion by Threase Harms to Convene Into Open Session at 6:45 PM. Seconded by Susan Skeries. Motion passed 5-0.

C. **Convene Into Closed Session #2**

Motion by Threase Harms to Convene Into Closed Session #2 at 6:50 PM. Seconded by Susan Skeries. Motion passed 5-0.

D. **Convene Into Open Session**

Motion by Threase Harms to Convene Into Open Session at 7:46 PM. Seconded by Susan Skeries. Motion passed 5-0.

4. **Discussion on City Administrator Search Next Steps**

The Council came to the consensus to move forward with another consultant for the city administrator search.

5. **Adjourn**

Motion by Susan Skeries to Adjourn the meeting at 8:05 PM. Seconded by Threase Harms. Motion passed 5-0.

Mike Jones, Mayor

Travis Cooke, City Clerk



**STAFF REPORT
CITY COUNCIL**
April 3, 2023

TO: CITY COUNCIL
FROM: Travis Cooke, City Clerk
SUBJECT: Approve Minutes of the Council Work Session on March 29, 2023

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 3.29.22 Council Work Session Minutes

City of Windsor Heights Regular Business Meeting Minutes
Wednesday, March 29, 2023 - 6:00 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST

1. **Call to Order/Roll Call**

Mayor Jones called the meeting to order at 6:13 PM. Council members present: Susan Skeries, Joseph Jones, Michael Libbie (6:23 PM), Lauren Campbell, and Threase Harms. Staff present: City Clerk Travis Cooke.

2. **Strategic Goal Setting Session**

The council discussed the next steps in creating a strategic vision for the City with Cassandra Halls and Scott Raecker.

3. **Adjourn**

Motion by Susan Skeries to adjourn the meeting at 7:26 PM. Seconded by Joseph Jones. Motion passed 4-0.

Mike Jones, Mayor

Travis Cooke, City Clerk



**STAFF REPORT
CITY COUNCIL**
April 3, 2023

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Payment of Claims

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Claims Report

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
ACTIVE911, INC	EMERGENCY ALERTING SYSTEM		315.00	55112	3/27/23
AMAZON CAPITAL SERVICES	PSB DRINKING FOUNTAIN FILTER		151.17	55113	3/27/23
AMERICAN ALARMS	PSB MONITORING		71.94	55114	3/27/23
AMERITAS LIFE INS. CORP.	DENTAL INS		2,670.72	4071	3/27/23
BANKERS TRUST COMPANY	CC FEES	127.06		4072	3/27/23
BANKERS TRUST COMPANY	CC FEES	221.49		4073	3/27/23
BANKERS TRUST COMPANY	CC FEES	40.61		4074	3/27/23
BANKERS TRUST COMPANY	<i>See Vendor Activity Report</i>	2,537.19	2,926.35	55116	3/27/23
BOLTON & MENK	COLBY PARK		129,099.00	55117	3/27/23
BOOT BARN INC	CLOTHING ALLOWANCE		186.25	55118	3/27/23
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES		470.05	55119	3/27/23
BOYLE, BLAKE	FEB CELL PHONE		100.00	55120	3/27/23
BRICK GENTRY PC	FEB LEGAL FEES		6,157.50	55121	3/27/23
CAPITAL ONE TRADE CREDIT	SHOP SUPPLIES		52.99	55122	3/27/23
CENTURY LINK	TELEPHONE		295.54	55123	3/27/23
CLIVE, CITY OF	KNO2 COST SHARE		329.00	55124	3/27/23
COMPUTER PROJECTS OF IL	SOFTWARE APP		198.00	55125	3/27/23
COOKE, TRAVIS	JAN/FEB/MARCH MILEAGE		189.74	55126	3/27/23
DES MOINES REGISTER	NEWSPAPER		76.00	55127	3/27/23
DES MOINES WATER WORKS	6900 SCHOOL ST		12.63	55128	3/27/23
DIAMOND OIL CO.	FUEL	1,111.61		55111	3/27/23
DIAMOND OIL CO.	FUEL	1,003.43	2,115.04	55129	3/27/23
EILEENS COOKIES	DEC COOKIES MOVIES IN PARK		100.00	55130	3/27/23
ELECTRICAL ENG. & EQ.	SWITCH		24.31	55131	3/27/23
FEDERAL TAX DEPOSIT	FED/FICA TAX		22,357.54	4062	3/17/23
FLEMING, BOBBY	TUITION REIMBURSEMENT		675.00	55110	3/21/23
GCMOA	ANNUAL DUES		25.00	55132	3/27/23
GOODRICH, WILLIAM	FEB CELL PHONE		100.00	55133	3/27/23
GREATER D.M. PARTNERSHIP	M JONES DC TRIP		2,500.00	55134	3/27/23
GRIMES ASPHALT & PAVING	STREET MAINTENANCE SUPPLIES		627.20	55135	3/27/23
ICMA RETIREMENT TRUST	ICMA		610.06	4061	3/17/23
INDEPENDENT PUBLIC ADVISORS	QUARTERLY RETAINER		2,250.00	55136	3/27/23
IOWA ONE CALL	LINE LOCATES		21.00	55137	3/27/23
IRLBECK, MICHAEL	FEB CELL PHONE		100.00	55138	3/27/23
ISOLVED BENEFIT SERVICES	FLEX - BENEFITS		580.77	4063	3/17/23
JOHNSON, KYLE	FEB CELL PHONE		100.00	55139	3/27/23
KARL CHEVROLET	PD ERP VEHICLE		16,373.95	55140	3/27/23
DP ASSOCIATES	SNOWPLOW SIMULATOR TRAINING		2,394.00	55141	3/27/23
MED COMPASS MOBILE HEALTH SERV	PHYSICALS		1,000.00	55142	3/27/23
MENARDS	PEAT MOSS		299.70	55143	3/27/23
MERCY ONE CLIVE PHARMACY	MEDICAL SUPPLES		25.63	55144	3/27/23
METRO WASTE AUTHORITY	CARBAGE FEES		20,773.28	55145	3/27/23
MEYER, DEREK	FEB CELL PHONE		100.00	55146	3/27/23
MID-STATES ORGANIZED CRIME	MOCIC MEMBERSHIP 2023		150.00	55147	3/27/23
MIDAMERICAN ENERGY	7116 UNIV AVE	25.48		4076	3/27/23
MIDAMERICAN ENERGY	6800 SCHOOL ST	211.23		4077	3/27/23
MIDAMERICAN ENERGY	6800 SCHOOL ST	487.84		4078	3/27/23
MIDAMERICAN ENERGY	7001 UNIV AVE	26.09		4079	3/27/23
MIDAMERICAN ENERGY	6300 UNIV AVE	29.26		4080	3/27/23
MIDAMERICAN ENERGY	1133 66TH ST	1,012.49		4081	3/27/23
MIDAMERICAN ENERGY	1145 66TH ST	289.27		4082	3/27/23
MIDAMERICAN ENERGY	6900 SCHOOL ST	20.95		4083	3/27/23
MIDAMERICAN ENERGY	6900 SCHOOL ST CEC	636.74		4084	3/27/23
MIDAMERICAN ENERGY	6900 SCHOOL ST STAGE	119.21		4085	3/27/23

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
MIDAMERICAN ENERGY	951 73RD ST	19.24		4086	3/27/23
MIDAMERICAN ENERGY	1601 73RD ST	14.40		4087	3/27/23
MIDAMERICAN ENERGY	1140 73RD ST	29.42		4088	3/27/23
MIDAMERICAN ENERGY	6540 UNIV AVE	146.50		4089	3/27/23
MIDAMERICAN ENERGY	7290 UNIV AVE	26.40		4090	3/27/23
MIDAMERICAN ENERGY	6739 UNIV AVE	104.86		4091	3/27/23
MIDAMERICAN ENERGY	2227 63RD ST	28.33		4092	3/27/23
MIDAMERICAN ENERGY	6440 HICKMAN	64.55		4093	3/27/23
MIDAMERICAN ENERGY	1443 73RD ST	10.00		4094	3/27/23
MIDAMERICAN ENERGY	1804 73RD ST	10.00		4095	3/27/23
MIDAMERICAN ENERGY	6410 HICKMAN RD	27.49		4096	3/27/23
MIDAMERICAN ENERGY	801 73RD ST	39.34	3,379.09	4097	3/27/23
MUNICIPAL COLLECTIONS-AM	AMBULANCE COLLECTIONS		275.65	55148	3/27/23
O'REILLY AUTO PARTS	TRUCK #5		79.02	55149	3/27/23
OUSERSON, TRAVIS	MARCH CELL PHONE		66.60	55150	3/27/23
PEARSON, ROB	FEB CELL PHONE		100.00	55151	3/27/23
PREMIUM SOLUTIONS	LOGO MAGNET		612.65	55152	3/27/23
DES MOINES REGISTER	PUBLICATIONS		832.66	55153	3/27/23
RELIASTAR LIFE INS CO	BOWERS/NISSEN		150.00	55154	3/27/23
ROBERTS, JASON	FEB CELL PHONE		100.00	55155	3/27/23
ROETMAN, JOE	CLOTHING ALLOWANCE		35.80	55156	3/27/23
SAM'S CLUB DIRECT	TISSUE/TP/OFFICE SUPPLIES		285.26	55157	3/27/23
SKERIES, SUSAN	EARTH DAY LIVE MONARCH		184.65	55158	3/27/23
SMITH'S SEWER SERVICE	LAVATORY LINE CLEANING		95.00	55159	3/27/23
STIVERS FORD	2014 TAURUS OIL CHANGE		72.33	55160	3/27/23
STRAIT, ADAM	FEB CELL PHONE		100.00	55161	3/27/23
SWISHER, RACHELLE	MARCH CELL PHONE		100.00	55162	3/27/23
VAN WALL EQUIPMENT	MOWER BLADE/OIL FILTERS		543.66	55163	3/27/23
VERIZON WIRELESS	CELL PHONES		380.85	4075	3/27/23
WEST DES MOINES TRUE VALUE	DOG PARK		22.37	55164	3/27/23
WEX FLEET UNIVERSAL	FUEL		3,166.32	55165	3/27/23
Accounts Payable Total			227,186.27		
Payroll Checks					

	001 GENERAL		58,011.80		
	110 ROAD USE TAX		7,057.36		
	740 STORM WATER		2,006.29		
Total Paid On: 3/17/23			67,075.45		
Total Payroll Paid			67,075.45		
Report Total			294,261.72		

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

FUND	NAME	AMOUNT
001	GENERAL	114,838.11
110	ROAD USE TAX	22,445.18
112	EMPLOYEE BENEFITS	2,820.72
303	COLBY PARK	54,088.50
314	UNIVERSITY AVE ST PROJECT	651.50
319	2020 STREET PROJECTS	1,512.00
322	73RD STREET PROJECT	26,373.00
323	68TH ST	27,429.00
329	PUBLIC SAFETY PARKING LOT	4,218.00
350	CAPITAL EQUIPMENT FUND	16,373.95
610	SEWER	50.51
670	LANDFILL/GARBAGE	20,773.28
740	STORM WATER	2,687.97

	TOTAL FUNDS	294,261.72

ACCOUNTS PAYABLE VENDOR ACTIVITY

INVOICE NO	LN	DATE	PO NO	REFERENCE	TRACK		1099	NET	CHECK	PD DATE
					CD	GL ACCOUNT				
58 BANKERS TRUST COMPANY										
03272023	1	3/27/23		IA EMPLOYMENT CONF		001-620-6240		414.37	55116	3/27/23
03272023	1	3/27/23		TRAINING CREDIT CRISP CONSULTI		001-110-6230		495.00-	55116	3/27/23
03272023	1	3/27/23		CC FEES		001-620-6405		99.56	55116	3/27/23
03272023	2	3/27/23		CC FEES		001-620-6405		127.06	4072	3/27/23 E
03272023	1	3/27/23		CC FEES		001-620-6405		221.49	4073	3/27/23 E
03272023	3	3/27/23		CC FEES		001-620-6405		5.62	55116	3/27/23
03272023	1	3/27/23		CHAMBER MTG		001-620-6240		29.98	55116	3/27/23
03272023	2	3/27/23		ZOOM		001-610-6507		12.00	55116	3/27/23
03272023	3	3/27/23		DOMAIN NAME		001-620-6373		70.00	55116	3/27/23
03272023	4	3/27/23		CONSTANT CONTACT		001-620-6373		40.61	4074	3/27/23 E
03272023	1	3/27/23		CC FEES		001-620-6405		375.00	55116	3/27/23
03272023	4788	3/27/23		TRAINING DEESCALATION		001-110-6230		174.40	55116	3/27/23
03272023	4788	3/27/23		TASER BATTERIES		001-110-6507		442.70	55116	3/27/23
03272023	4788	3/27/23		RECRUITING SWAG		001-110-6499		95.85	55116	3/27/23
03272023	4788	3/27/23		SHIPPING		001-110-6508		177.50	55116	3/27/23
03272023	4788	3/27/23		CEREMONIAL FLAG		001-110-6506		278.97	55116	3/27/23
03272023	4796	3/27/23		LIVESAVING AWARDS		001-150-6506		171.69	55116	3/27/23
03272023	4796	3/27/23		AMBULANCE AIRHORN		001-160-6332		25.00	55116	3/27/23
03272023	4796	3/27/23		FIRE CHIEFS DUES		001-150-6210		120.00	55116	3/27/23
03272023	4796	3/27/23		FIRE ASSC DUES		001-150-6210		15.00	55116	3/27/23
03272023	4796	3/27/23		BACKGROUND CHECK		001-150-6411		30.00	55116	3/27/23
03272023	4796	3/27/23		BACKGROUND CHECK		001-150-6411		31.79	55116	3/27/23
03272023	7388	3/27/23		PD RECORDS SOFTWARE		001-110-6507		12.76	55116	3/27/23
03272023	7388	3/27/23		PD JOB POSTING		001-110-6414		450.00	55116	3/27/23
03272023	7388	3/27/23		TRAINING		001-110-6230				

BANKERS TRUST COMPANY								2926.35		

***** REPORT TOTAL *****								2926.35		



STAFF REPORT
CITY COUNCIL
April 3, 2023

TO: CITY COUNCIL

FROM: Travis Cooke, City Clerk

SUBJECT: Approve Resolution No. 2023-22- A Resolution Setting Time and Place for a Public Hearing on Proposed Contract Documents and Estimated Costs for the Colby Park Phase 1 Improvements Project

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2023-22- A Resolution Setting Time and Place for a Public Hearing on Proposed Contract Documents and Estimated Costs for the Colby Park

RESOLUTION NO. 2023-22

A RESOLUTION SETTING TIME AND PLACE FOR A PUBLIC HEARING ON PROPOSED CONTRACT DOCUMENTS AND ESTIMATED COSTS FOR THE COLBY PARK 2023 PHASE 1 IMPROVEMENTS PROJECT

WHEREAS, the City Council of the City of Windsor Heights is considering improvements to Colby Park; and

WHEREAS, the Code of Iowa requires cities to hold a public hearing on proposed contract documents and estimated cost for repair or improvements to public infrastructure.

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

Section 1. This Council will meet on the 17th Day of April, 2023 at 6:00 p.m. at the Council Chambers, 1133 66th St. in the city at which time and place it will hold a public hearing on the proposed contract documents and estimated cost for the Colby Park 2023 Phase I Improvements Project; and

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

Passed and approved this 3rd day of April 2023.

Mike Jones, Mayor

ATTEST:

Travis Cooke, City Clerk



**STAFF REPORT
CITY COUNCIL**

April 3, 2023

TO: CITY COUNCIL

FROM: Mike Jones, Mayor

SUBJECT: Consideration of Fireworks Purchase(s) for Windsor Heights Fall Festival

GENERAL INFORMATION

Mayor Pro Tem Skeries solicited quotes from J&M Fireworks for the Windsor Heights Fall Festival, scheduled the weekend of October 7th, 2023. J&M is a reliable contractor and works well with our Public Safety team, staff and community events committee members. Two price levels are presented: \$13,000 and \$15,000, and the higher the price the greater number of shells that are fired. We already receive a 15% bonus in shells for being repeat customers (loyalty program) and will receive an 8% bonus for paying early.

The community events committee met on March 17th and Councilor Skeries solicited responses on what price level should be recommended to Council. Of the five responses, four recommended the \$15,000 level, with the fifth recommending the \$13,000 level. This recommendation of \$15,000 was primarily based on the positive feedback received after last year's Fall Festival, when we spent at that same level.

SUMMARY

I would ask Council to consider the two price levels for fireworks and authorize staff to purchase said recommended level.

ATTACHMENTS

1. J&M Displays \$13,000 proposal.
2. J&M Displays \$15,000 proposal.



J&M Displays Proposal for: Windsor Heights Comm. Foundation \$13K Fall Festival

Opening

Ignition Items

Quantity	Name	Rising Effect	Price	Total
2	5 shot finale chain with e-match connectors		\$3.90	\$7.80
Category Shell Count: 0				\$7.80

3 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
5	Crackling Nishiki Kamuro	Crackling tail	\$25.00	\$125.00
Category Shell Count: 5				\$125.00

4 Inch Special Effect shells

Quantity	Name	Rising Effect	Price	Total
3	Crackling nishiki kamuro		\$54.00	\$162.00
Category Shell Count: 3				\$162.00

Section Shell Count: 8

Flights

2.5 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
10	2-1/2" DISPARK CHRYSANTHEMUM		\$7.70	\$77.00
10	2.5" WHITE FLASH		\$8.10	\$81.00
Category Shell Count: 20				\$158.00

Section Shell Count: 20

Main Event

2.5 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
2	Assortment F of 30 different J&M Brand shells ELECTRIC FIRE	mixed tails	\$330.00	\$660.00
Category Shell Count: 60				\$660.00

3 Inch Salutes

Quantity	Name	Rising Effect	Price	Total
5	Silver sparked salute with silver tail	silver tail	\$11.30	\$56.50
Category Shell Count: 5				\$56.50



J&M Displays Proposal for: Windsor Heights Comm. Foundation \$13K Fall Festival

Main Event

3 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
6	3" WHITE STROBE HORSE TAIL		\$25.00	\$150.00
2	Crown to glittering		\$25.00	\$50.00
2	Gold Willow with color pistil	Gold tail	\$25.00	\$50.00
2	Lemon Eddy in Chrys		\$25.00	\$50.00
2	Varigated peony to crackling		\$25.00	\$50.00
1	3" ASSORTED SHELLS W/TAIL -- C		\$1,080.00	\$1,080.00
1	3" ASSORTED SHELLS W/TAIL -- D		\$1,080.00	\$1,080.00
Category Shell Count: 158				\$2,510.00

3 Inch Special Effect Shells

Quantity	Name	Rising Effect	Price	Total
2	3" Color peony with red spinner (Cylinder)		\$31.00	\$62.00
2	Gold glitter rays with purple and green ELECTRIC FIRE ONLY (cylinder)		\$31.00	\$62.00
2	Multicolor Rays with gold glitter center ELECTRIC FIRE ONLY (cylinder)		\$31.00	\$62.00
2	Color whistle with reports (cylinder)		\$55.20	\$110.40
2	Green tailed thunder with twilight glitter		\$55.20	\$110.40
1	Orange with silver serpents (cylinder)		\$55.20	\$55.20
2	Silver wasp and diamond screamer		\$55.20	\$110.40
1	Silver whirl with report w/ variegated stars		\$55.20	\$55.20
1	Tourbillion with reports		\$55.20	\$55.20
Category Shell Count: 15				\$682.80

4 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
2	4" GOLDEN FLASHING TO CROSSETTE		\$45.70	\$91.40
1	Assortment N of 18 different (36 shells) J&M Brand shells ELECTRIC FIRE	mixed tails	\$1,000.00	\$1,000.00
1	Assortment O of 18 different (36 shells) J&M Brand shells ELECTRIC FIRE	mixed tails	\$1,000.00	\$1,000.00
Category Shell Count: 74				\$2,091.40

4 Inch Special Effect shells

Quantity	Name	Rising Effect	Price	Total
1	1/4 Red green blue & yellow peony w/spangle pistil		\$54.00	\$54.00
2	3D var. color dahlia		\$54.00	\$108.00
4	4" SMILE FACE		\$54.00	\$216.00
4	4" Shell Red Heart pattern		\$54.00	\$216.00
1	Aqua meteor		\$54.00	\$54.00
2	Aqua to red ghost peony		\$54.00	\$108.00
2	Blue to green magic peony		\$54.00	\$108.00
1	Glittering silver to var. color to silver chrys		\$54.00	\$54.00
1	Glittering silver to yellow chrys		\$54.00	\$54.00
1	Golden wave to var. color chrys		\$54.00	\$54.00
2	Smiling face		\$54.00	\$108.00
Category Shell Count: 21				\$1,134.00

Section Shell Count: 333

Finales



J&M Displays Proposal for: Windsor Heights Comm. Foundation \$13K Fall Festival

Finales

2.5 Inch Finales

Quantity	Name	Rising Effect	Price	Total
6	5 Salute with 5 gold willows 10 Shot finale chain		\$121.00	\$726.00
3	Rainbow peony 10 Shot finale chain		\$121.00	\$363.00
Category Shell Count: 90				\$1,089.00

3 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
5	3" FLOWER CROWN HORSE TAIL		\$25.00	\$125.00
Category Shell Count: 5				\$125.00

3 Inch Finales

Quantity	Name	Rising Effect	Price	Total
2	Color dahlia 10 Shot finale chain	mixed tails	\$197.00	\$394.00
6	Wave shell 10 Shot finale chain	mixed tails	\$197.00	\$1,182.00
Category Shell Count: 80				\$1,576.00

4 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
3	4" Shell Brocade Crown		\$45.70	\$137.10
Category Shell Count: 3				\$137.10
Section Shell Count: 178				

Miscellaneous

Ignition Items

Quantity	Name	Rising Effect	Price	Total
190	Igniter 2 meter leads		\$2.20	\$418.00
216	MJG 10' (non-regulated ATF) Igniters with 10' leads (FWI 10 - 30 per box)		\$2.20	\$475.20
5	5 shot finale chain with e-match connectors		\$3.90	\$19.50
Category Shell Count: 0				\$912.70
Section Shell Count: 0				

8% Free for Early Payment

3 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
5	3" Brocade Crown crossette		\$25.00	\$125.00
5	3" Shell Sea Blue crossette		\$25.00	\$125.00
Category Shell Count: 10				\$250.00



J&M Displays Proposal for: Windsor Heights Comm. Foundation \$13K Fall Festival

8% Free for Early Payment

3 Inch Special Effect Shells

Quantity	Name	Rising Effect	Price	Total
2	Red with whistles (cylinder)		\$55.20	\$110.40
Category Shell Count: 2				\$360.40

4 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
2	4" PINK DRAGON		\$45.70	\$91.40
2	4"Red Ring white strobe to salute		\$45.70	\$91.40
2	4"Dragon Eggs		\$45.70	\$91.40
2	Brocade Crown crossette		\$45.70	\$91.40
2	Red green and blue moving stars		\$45.70	\$91.40
Category Shell Count: 10				\$817.40

Section Shell Count: 22

15% Free for Loyalty Program

Multi-shell Barrage Units

Quantity	Name	Rising Effect	Price	Total
1	2.5" Display Shell cake - Crackling Willow 36 shot		\$560.00	\$560.00
Category Shell Count: 36				\$560.00

Timer Chains

Quantity	Name	Rising Effect	Price	Total
8	2-1/2" 5-PC Timer Chain ASSORTED COLOR (9.5 Sec.)		\$65.00	\$520.00
Category Shell Count: 40				\$1,080.00

4 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
2	4"NEW COLOR CROSSETTE		\$45.70	\$91.40
2	Bees Variegated		\$45.70	\$91.40
2	Golden kamuro to white strobe	Gold tail	\$45.70	\$91.40
Category Shell Count: 6				\$1,354.20

4 Inch Special Effect shells

Quantity	Name	Rising Effect	Price	Total
1	Golden silk chrys		\$54.00	\$54.00
1	Multi color strobe		\$54.00	\$54.00
1	Reddish gamboge to bright red to green to purple chrys		\$54.00	\$54.00
Category Shell Count: 3				\$1,516.20

Section Shell Count: 85



J&M Displays Proposal for: Windsor Heights Comm. Foundation \$13K Fall Festival

This proposal includes an extension of our \$10,000,000.00 spectator liability insurance, and workers compensation on our shoot team.

Subtotal Fireworks: **\$9,685.00**
J&M Production: **\$3,315.00**
Total Price of Show: **\$13,000.00**

Total Shot Count: 646
Packing Check: 569
Date of Display: 10/07/23
Customer Number: 10426

Summary of Free Items Added to Your Show

See Previous Pages for a Listing of Free Items

Free Items are Based on the \$9,685.00 Fireworks Subtotal

\$817.40	8% Free for Early Payment
\$1,516.20	15% Free for Loyalty Program
\$2,333.60	Total Free

Your Price is \$13,000.00

Please Note the Following Comments:

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J&M Displays Proposal for: Windsor Heights Comm. Foundation \$15K Fall Festival

Opening

Ignition Items

Quantity	Name	Rising Effect	Price	Total
2	5 shot finale chain with e-match connectors		\$3.90	\$7.80
Category Shell Count: 0				\$7.80

3 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
10	Crackling Nishiki Kamuro	Crackling tail	\$25.00	\$250.00
Category Shell Count: 10				\$250.00

4 Inch Special Effect shells

Quantity	Name	Rising Effect	Price	Total
3	Crackling nishiki kamuro		\$54.00	\$162.00
Category Shell Count: 3				\$162.00

Section Shell Count: 13

Flights

2.5 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
10	2-1/2" DISPARK CHRYSANTHEMUM		\$7.70	\$77.00
10	2.5" WHITE FLASH		\$8.10	\$81.00
Category Shell Count: 20				\$158.00

Section Shell Count: 20

Main Event

2.5 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
2	Assortment F of 30 different J&M Brand shells ELECTRIC FIRE	mixed tails	\$330.00	\$660.00
Category Shell Count: 60				\$660.00

3 Inch Salutes

Quantity	Name	Rising Effect	Price	Total
5	Silver sparked salute with silver tail	silver tail	\$11.30	\$56.50
Category Shell Count: 5				\$56.50



J&M Displays Proposal for: Windsor Heights Comm. Foundation \$15K Fall Festival

Main Event

3 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
2	3" BLUE DHALIA		\$25.00	\$50.00
2	3" Shell Silver Crown		\$25.00	\$50.00
7	3" WHITE STROBE HORSE TAIL		\$25.00	\$175.00
2	Color dahlia with silver strobe (Three color)	Crackling tail	\$25.00	\$50.00
2	Crown to glittering		\$25.00	\$50.00
2	Gold Willow with color pistil	Gold tail	\$25.00	\$50.00
2	Lemon Eddy in Chrys		\$25.00	\$50.00
2	Magenta sky blue and lemon dahlia with white glitter pistil	Crackling tail	\$25.00	\$50.00
2	Six Angle brocade crown	Large Brocade tail	\$25.00	\$50.00
2	Varigated peony to crackling		\$25.00	\$50.00
1	3" ASSORTED SHELLS W/TAIL -- C		\$1,080.00	\$1,080.00
1	3" ASSORTED SHELLS W/TAIL -- D		\$1,080.00	\$1,080.00

Category Shell Count: 169

\$2,785.00

3 Inch Special Effect Shells

Quantity	Name	Rising Effect	Price	Total
2	3" Color peony with red spinner (Cylinder)		\$31.00	\$62.00
2	Gold glitter rays with purple and green ELECTRIC FIRE ONLY (cylinder)		\$31.00	\$62.00
2	Multicolor Rays with gold glitter center ELECTRIC FIRE ONLY (cylinder)		\$31.00	\$62.00
2	Green tailed thunder with twilight glitter		\$55.20	\$110.40
1	Orange and yellow with reports (cylinder)		\$55.20	\$55.20
1	Orange with silver serpents (cylinder)		\$55.20	\$55.20
1	Red tailed thunder with white strobe		\$55.20	\$55.20
2	Red with whistles (cylinder)		\$55.20	\$110.40
1	Silver and purple with artillery (cylinder)		\$55.20	\$55.20
2	Silver wasp and diamond screamer		\$55.20	\$110.40
1	Silver whirl with report w/ variegated stars		\$55.20	\$55.20
1	Tourbillion with reports		\$55.20	\$55.20
1	Tourbillion with reports with red and blue Stars		\$55.20	\$55.20

Category Shell Count: 19

\$903.60

4 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
2	4" Gold Crack Flower Chrys.		\$45.70	\$91.40
2	4" Red Crossette		\$45.70	\$91.40
2	4" SILVER CROWN		\$45.70	\$91.40
2	4" SILVER CROWN HORSE TAIL		\$45.70	\$91.40
2	4"Blue to silver chry.		\$45.70	\$91.40
2	4"Golden flash coconut		\$45.70	\$91.40
2	4"Golden flash to color		\$45.70	\$91.40
2	4"Grass Green To Silver Crossette		\$45.70	\$91.40
2	4"NEW COLOR CROSSETTE		\$45.70	\$91.40
2	4"Red Ring white strobe to salute		\$45.70	\$91.40
2	4"Red waterfall		\$45.70	\$91.40
2	4"WHITE FLASHING BIG WILLOW		\$45.70	\$91.40
2	Red green and blue moving stars		\$45.70	\$91.40
1	Assortment N of 18 different (36 shells) J&M Brand shells ELECTRIC FIRE	mixed tails	\$1,000.00	\$1,000.00
1	Assortment O of 18 different (36 shells) J&M Brand shells ELECTRIC FIRE	mixed tails	\$1,000.00	\$1,000.00

Category Shell Count: 98

\$3,188.20



J&M Displays Proposal for: Windsor Heights Comm. Foundation \$15K Fall Festival

Main Event

4 Inch Special Effect shells

Quantity	Name	Rising Effect	Price	Total
1	1/4 Red green blue & yellow peony w/spangle pistil		\$54.00	\$54.00
2	3D var. color dahlia		\$54.00	\$108.00
4	4" SMILE FACE		\$54.00	\$216.00
2	4" WHITE STROBE		\$54.00	\$108.00
4	4" Shell Red Heart pattern		\$54.00	\$216.00
1	Aqua magic peony		\$54.00	\$54.00
1	Aqua meteor		\$54.00	\$54.00
2	Aqua to red ghost peony		\$54.00	\$108.00
2	Blue to green magic peony		\$54.00	\$108.00
2	Blue to red ghost peony		\$54.00	\$108.00
1	Double Crackle		\$54.00	\$54.00
1	Glittering silver to var. color to silver chrys		\$54.00	\$54.00
1	Glittering silver to yellow chrys		\$54.00	\$54.00
1	Golden wave to var. color chrys		\$54.00	\$54.00
1	Orange to lemon strobe peony		\$54.00	\$54.00
1	Purple cycas blossom		\$54.00	\$54.00
2	Smiling face		\$54.00	\$108.00
Category Shell Count: 29				\$1,566.00

Section Shell Count: 380

Finales

2.5 Inch Finales

Quantity	Name	Rising Effect	Price	Total
6	5 Salute with 5 gold willows 10 Shot finale chain		\$121.00	\$726.00
3	Rainbow peony 10 Shot finale chain		\$121.00	\$363.00
Category Shell Count: 90				\$1,089.00

3 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
5	3" FLOWER CROWN HORSE TAIL		\$25.00	\$125.00
Category Shell Count: 5				\$125.00

3 Inch Finales

Quantity	Name	Rising Effect	Price	Total
3	Color dahlia 10 Shot finale chain	mixed tails	\$197.00	\$591.00
6	Wave shell 10 Shot finale chain	mixed tails	\$197.00	\$1,182.00
Category Shell Count: 90				\$1,773.00

4 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
3	4" Shell Brocade Crown		\$45.70	\$137.10
Category Shell Count: 3				\$137.10

Section Shell Count: 188

Miscellaneous



J&M Displays Proposal for: Windsor Heights Comm. Foundation \$15K Fall Festival

Miscellaneous

Ignition Items

Quantity	Name	Rising Effect	Price	Total
200	Igniter 2 meter leads		\$2.20	\$440.00
258	MJG 10' (non-regulated ATF) Igniters with 10' leads (FWI 10 - 30 per box)		\$2.20	\$567.60
5	5 shot finale chain with e-match connectors		\$3.90	\$19.50
Category Shell Count: 0				\$1,027.10
Section Shell Count: 0				

8% Free for Early Payment

3 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
5	3" Brocade Crown crossette		\$25.00	\$125.00
5	3" Shell Sea Blue crossette		\$25.00	\$125.00
Category Shell Count: 10				\$250.00

4 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
2	4" PINK DRAGON		\$45.70	\$91.40
2	4" Flower crown coconut		\$45.70	\$91.40
2	4" GOLDEN FLASHING TO CROSSETTE		\$45.70	\$91.40
2	4" Green crossette		\$45.70	\$91.40
2	4" SILVER CRACKLING STARS		\$45.70	\$91.40
2	4" Silver time rain to white flash		\$45.70	\$91.40
2	4" Dragon Eggs		\$45.70	\$91.40
2	Brocade Crown crossette		\$45.70	\$91.40
Category Shell Count: 16				\$981.20
Section Shell Count: 26				

15% Free for Loyalty Program

Timer Chains

Quantity	Name	Rising Effect	Price	Total
8	2-1/2" 5-PC Timer Chain ASSORTED COLOR (9.5 Sec.)		\$65.00	\$520.00
Category Shell Count: 40				\$520.00

Multi-shell Barrage Units

Quantity	Name	Rising Effect	Price	Total
1	2.5" Display Shell cake - Crackling Willow 36 shot		\$560.00	\$560.00
Category Shell Count: 36				\$1,080.00

3 Inch Special Effect Shells

Quantity	Name	Rising Effect	Price	Total
2	Color whistle with reports (cylinder)		\$55.20	\$110.40
Category Shell Count: 2				\$1,190.40



J&M Displays Proposal for: Windsor Heights Comm. Foundation \$15K Fall Festival

15% Free for Loyalty Program

4 Inch Color Shells

Quantity	Name	Rising Effect	Price	Total
2	4"SILVER TO GREEN CROSSETTE		\$45.70	\$91.40
2	Bees Variegated		\$45.70	\$91.40
2	Color dahlia with silver strobe	Gold tail	\$45.70	\$91.40
2	Golden kamuro to white strobe	Gold tail	\$45.70	\$91.40
Category Shell Count: 8				\$1,556.00

4 Inch Special Effect shells

Quantity	Name	Rising Effect	Price	Total
1	Golden silk chrys		\$54.00	\$54.00
1	Multi color strobe		\$54.00	\$54.00
1	Reddish gamboge to bright red to green to purple chrys		\$54.00	\$54.00
Category Shell Count: 3				\$1,718.00

Section Shell Count: 89



J&M Displays Proposal for: Windsor Heights Comm. Foundation \$15K Fall Festival

This proposal includes an extension of our \$10,000,000.00 spectator liability insurance, and workers compensation on our shoot team.

Subtotal Fireworks: **\$11,250.00**
J&M Production: **\$3,750.00**
Total Price of Show: **\$15,000.00**

Total Shot Count: 716
Packing Check: 682
Date of Display: 10/07/23
Customer Number: 10426

Summary of Free Items Added to Your Show

See Previous Pages for a Listing of Free Items

Free Items are Based on the \$11,250.00 Fireworks Subtotal

\$981.20	8% Free for Early Payment
\$1,718.00	15% Free for Loyalty Program
\$2,699.20	Total Free

Your Price is \$15,000.00

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STAFF REPORT
CITY COUNCIL
April 3, 2023

TO: CITY COUNCIL

FROM: Rachelle Swisher, Finance Director - Interim City Administrator

SUBJECT: Consideration of Resolution No. 2023-23 - A Resolution Approving Expenditure of \$5,000 to the Windsor Heights Foundation for the Sponsorship of Summer Activities at Colby Park

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2023-23 - A Resolution Approving Expenditure of \$5,000 to the Windsor Heights Foundation for the Sponsorship of Summer Activities
2. Letter from the Windsor Heights Foundation

RESOLUTION NO. 2023-23

A RESOLUTION APPROVING EXPENDITURE OF \$5,000 TO THE WINDSOR HEIGHTS FOUNDATION FOR THE SPONSORSHIP OF SUMMER ACTIVITIES AT COLBY PARK

WHEREAS, the Windsor Heights Foundation is once again planning and organizing a fun evening celebrating the formal existence of the United States of America on Tuesday, July 4, 2023; and

WHEREAS, the Foundation has booked a band to play that evening prior to the annual fireworks display along with food trucks and other activities planned throughout the summer; and

WHEREAS, the Foundation is asking the Windsor Heights City Council to help support the Foundation’s activities this summer by becoming a major sponsor by asking for \$5,000 in funding for these activities; and

WHEREAS, the Foundation works with the city with financial assistance and volunteering of time to the city for Special Events activities and continues to showcase the City and especially Colby Park to our neighboring metro townships and visitors.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDSOR HEIGHTS, IOWA: that the City Administrator is authorized to provide funding to the Windsor Heights Foundation in an amount not to exceed \$5,000.

Passed and approved this 3rd day of April, 2023.

Mike Jones, Mayor

Attest: _____
Travis Cooke, City Clerk



Windsor Heights Foundation
c/o Mark Arends
6401 Franklin Avenue
Windsor Heights, IA 50324

March 26, 2023

City of Windsor Heights
1145 66th Street
Windsor Heights, IA 50324

Dear Honorable Mayor and City Council,

The Windsor Heights Foundation is once again planning and organizing a fun evening celebrating the formal existence of the United States of America on Tuesday, July 4, 2023, as well as 5 other Tuesday evenings, starting June 27th through August 1st, with our yearly Nights in the Heights concert series.

The Foundation has already booked a band (Faculty Lounge) to play that evening, prior to the annual fireworks display and have all the other Tuesday evening's bands arranged, as well as food trucks and other activities throughout the summer.

We are once again asking the City Council to help support our activities this summer, by becoming a major sponsor. We will list the City as a sponsor on materials for the summer events, as well as on our signage that we display at our concerts. Though our financial needs to conduct all our activities throughout the year, are much greater, we are requesting from the Council the amount of \$5,000 for this year's sponsorship. Any additional monies available would be greatly appreciated, and we will be conducting other fund-raising means to help offset the costs of this year's activities. We will also be financially assisting and volunteering our time, back to the City and the Special Events activities, throughout the year.

The Windsor Heights Foundation wants to showcase the City of Windsor Heights and especially our beautiful Colby Park to our citizens, as well as our neighboring metro townships and visitors. Our continuation of having activities, events and projects taking place around Windsor Heights, is our mission.

Last year, we had a conservative estimated crowd of 2,500-2,700 listening to the band and watching the fireworks display. Individuals came from all over the metro area and filled the whole park to watch the fireworks display. Overall, we had over 6,500 individuals in total, in attendance throughout the summer to enjoy Colby Park with our Nights in the Heights concerts and 4th of July activities.

I am willing to speak at the soonest available City Council meeting to answer any additional questions. Thank you for your consideration and time.

Sincerely,
Mark Arends
President, Windsor Heights Foundation



STAFF REPORT
CITY COUNCIL
April 3, 2023

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of City Administrator Search Firms

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None



**STAFF REPORT
CITY COUNCIL**
April 3, 2023

TO: CITY COUNCIL

FROM:

SUBJECT: Mayor, Council Reports and Committee Updates, and Administration Reports

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None