



**AGENDA**  
**REGULAR MEETING OF THE**  
**WINDSOR HEIGHTS CITY COUNCIL**  
**Monday, July 17, 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. **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.
4. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
  - A. Approve Minutes of the Regular Council Meeting on June 19, 2023
  - B. Approve Minutes of the Special Council Meeting on June 23, 2023
  - C. Approve Payment of Claims
  - D. Approve Financial Reports
  - E. Approve Resolution No. 2023-42 - A Resolution Waiving CEC Fees for CultureAll's Cultural Ambassadors and Open Books Event on September 17, 2023
  - F. Approve Resolution No. 2023-43 - A Resolution Waiving CEC Fees for Grow Solar Polk County's Grow Solar Power Hour on August 8, 2023
  - G. Approve Liquor License - Hy-Vee Market Cafe - 7101 University
  - H. Approve Liquor License - Super Quick Mart - 7690 Hickman
5. **New Business:**
  - A. Consideration of Resolution No. 2023-41 - A Resolution Approving the City Administrator's Appointment of Adam Strait to the Position of City Clerk
  - B. Consideration of Letters of Agreement Between DART for the Installation and Maintenance of Transit Bus Shelters near 7101 University Ave and

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



6580 University Ave

- C. Consideration of Pay Request 2 - 68th Street Reconstruction
- D. Consideration of Pay Request 2 - Public Safety Parking Lot Improvements
- E. Consideration of Pay Request 3 - 2023 HMA Resurfacing Project
- F. Discuss Beggars' Night
- G. Consideration of Police Lieutenant Job Description

**6. Reports:**

- A. Mayor, Council Reports and Committee Updates, and Administration Reports
  - i Mayor Report
  - ii Fire Department Report
  - iii Police Department Report
  - iv Sister Cities Commission Report

**7. Strategic Visioning Work Session**

**8. Adjourn**

The agenda was posted on the official bulletin boards, posted to [www.windsorheights.org](http://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**  
July 17, 2023

TO: CITY COUNCIL  
FROM: Adam Strait, Deputy City Clerk  
SUBJECT: Approve Minutes of the Regular Council Meeting on June 19, 2023

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. 6.19.23 Regular City Council Meeting



**City of Windsor Heights Regular Business Meeting Minutes**  
**Monday, June 19, 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, Michael Libbie, Lauren Campbell, Threase Harms, and Joseph Jones. Staff present: Finance Director/Interim City Administrator Rachelle Swisher, Deputy City Clerk Adam Strait, City Attorney Erin Clanton, Fire Chief Jim Mease, and Police Chief Pete Roth.

**2. Approval of the Agenda**

Motion by Michael Libbie to approve the Agenda. Seconded by Joseph Jones. Motion Passes 5-0.

**3. Presentation from Tiffany Menke with the Urbandale/Windsor Heights Chamber of Commerce**

Tiffany Menke discussed the recent merger of the Urbandale's and Windsor Heights' Chamber of Commerce

**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.

None.

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

Motion by Michael Libbie to Approve the Consent Agenda Items A - F. Seconded by Joseph Jones. Motion passed 5-0.

- A. Approve Minutes of the Regular Council Meeting on June 5, 2023
- B. Approve Minutes of the Special Council Meeting on June 8, 2023
- C. Approve Minutes of the Special Council Meeting on June 10, 2023
- D. Approve Payment of Claims
- E. Approve Financial Reports
- F. Approve FY 24 Tobacco Permits

**6. New Business:**

- A. Consideration of the Second Reading and Waiving the Third Reading of Ordinance No. 23-05 - An Ordinance Amending Chapter 55 of the Code of Ordinances for Windsor Heights Related to the Types and Numbers of Animals Permitted  
Motion by Joseph Jones to Approve. Seconded by Michael Libbie. Motion passed 5-0.
- B. Consideration of Resolution No. 2023-40 - A Resolution



Approving an Employment Agreement for the Next City  
Administrator for the City of Windsor Heights

Motion by Michael Libbie to Approve. Seconded by Joseph Jones.  
Motion passed 5-0.

C. Consideration of Pay Request 1 - 68th Street Reconstruction  
Motion by Susan Skeries to Approve. Seconded by Michael Libbie.  
Motion passed 5-0.

D. Consideration of Pay Request 2 - HMA Resurfacing Project 2023  
Motion by Susan Skeries to Approve. Seconded by Michael Libbie.  
Motion passed 5-0.

**7. Reports:**

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

Given.

i Fire Department Report

ii Police Department Report

**8. Adjourn**

Motion by Joseph Jones to adjourn the meeting at 6:21 PM. Seconded by Threase Harms. Motion  
passed 5-0.





**STAFF REPORT**  
**CITY COUNCIL**  
July 17, 2023

TO: CITY COUNCIL  
FROM: Adam Strait, Deputy City Clerk  
SUBJECT: Approve Minutes of the Special Council Meeting on June 23, 2023

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. 6.23.23 Special Council Meeting



**City of Windsor Heights Regular Business Meeting Minutes**  
**Friday, June 23, 2023 - 2:00 PM**  
**ZOOM ONLY**

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

Mayor Jones called the meeting to order at 2:02 PM. Council members present: Susan Skeries, Michael Libbie, Joseph Jones, Lauren Campbell and Threase Harms. Staff present: Deputy City Clerk Adam Strait.

**2. Approval of the Agenda**

Motion by Michael Libbie to approve. Seconded by Susan Skeries. Motion passed 5-0.

**3. New Business:**

A. Approve Liquor Licenses - Thirsty Pigs LLC - 6900 School Street Parking Area

Motion by Michael Libbie to approve. Seconded by Susan Skeries. Motion passed 5-0.

**4. Adjourn**

Motion by Joseph Jones to adjourn the meeting at 2:06 PM. Seconded by Threase Harms. Motion passed 5-0.





**STAFF REPORT**  
**CITY COUNCIL**  
July 17, 2023

TO: CITY COUNCIL  
FROM: Rachelle Swisher, Finance Director - Interim City Administrator  
SUBJECT: Approve Payment of Claims

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. Claims Report



VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
ABSOLUTE AUTO REPAIR	BRAKE REPAIRS		406.17	55495	6/28/23
AFLAC WORLD WIDE HEADQUARTERS	AFLAC ACC-PRETX		508.52	4255	6/23/23
AIRGAS	MEDICAL SUPPLIES		57.20	55496	6/28/23
ALL STAR CONCRETE	68TH STREET PAY REQUEST 1		483,756.62	55491	6/16/23
AMERICAN ALARMS	CEC SYSTEM TESTING		129.00	55497	6/28/23
AMERICAN TEST CENTER INC.	ANNUAL LADDER TESTING		430.00	55498	6/28/23
AMERITAS LIFE INS. CORP.	VISION INS		269.36	4253	6/23/23
ANIMAL RESCUE LEAGUE OF IOWA	INTAKE STRAY		125.00	55499	6/28/23
ARNOLD MOTOR SUPPLY	SUPPLIES		56.50	55500	6/28/23
BAKER ELECTRIC INC.	TRAFFIC UTILITY LOCATES		2,278.58	55501	6/28/23
BANKERS TRUST COMPANY	See Vendor Activity Report		4,333.68	55563	6/28/23
BITUMINOUS MATERIALS	STREET MAINTENANCE		150.00	55502	6/28/23
BOOT BARN INC	CLOTHING ALLOWANCE		179.94	55503	6/28/23
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES		1,767.17	55504	6/28/23
CENTURY LINK	TELEPHONE		229.57	55505	6/28/23
CITY OF WEST DES MOINES	FIELD OPS LICENSES		480.00	55506	6/28/23
CLIVE POWER EQUIP.	CHAIN SAW		241.42	55507	6/28/23
CORELL RECYCLING	CONCRETE RECYCLING		89.84	55508	6/28/23
D & K CANDLES & GIFTS	MOBILE FOOD LICENSE REFUND		75.00	55509	6/28/23
DAVISON, MARK	CLOTHING ALLOWANCE		304.00	55492	6/16/23
DIAMOND OIL CO.	FUEL		904.62	55510	6/28/23
DINGES FIRE COMPANY	FIRE GEAR - 2 SETS		7,367.00	55511	6/28/23
DISPLAY SALES	UNIV AVE CHRISTMAS LIGHTS		9,458.00	55512	6/28/23
EMPLOYEE BENEFIT SYSTEMS	MEDICAL INS		24,129.56	4260	6/28/23
FEDERAL TAX DEPOSIT	FED/FICA TAX	26,920.88		4254	6/23/23
FEDERAL TAX DEPOSIT	FED/FICA TAX	24,024.88		4262	7/06/23
FEDERAL TAX DEPOSIT	FED/FICA TAX	76.50	51,022.26	4264	7/07/23
FENNER IRRIGATION	FLOWER BEDS IRRIGATION		180.00	55513	6/28/23
FORCE FITTERS	CLOTHING ALLOWANCE		58.00	55514	6/28/23
FOWLER, NATHAN	5/30-5/31 15.35 HOURS @ \$16		249.33	55515	6/28/23
GALLS INC	CLOTHING ALLOWANCE		110.55	55516	6/28/23
GENERAL FIRE AND SAFETY EQUIP	EXTINGUISHER INSPECTIONS		888.00	55517	6/28/23
GOODRICH, WILLIAM	JUNE CELL PHONE		50.00	55518	6/28/23
GOODWIN TUCKER	SERVICE		235.00	55519	6/28/23
GRAINGER	MOWER TIRES		138.94	55520	6/28/23
GREGORY, NICK	ADMIN SEARCH TRAVEL EXPENSES		1,107.42	55521	6/28/23
GRIMES ASPHALT & PAVING	STREET MAINTENANCE SUPPLIES		1,117.50	55522	6/28/23
O'DONNELL ACE HICKMAN	SPRAY NOZZLE		167.38	55523	6/28/23
HY-VEE ACCOUNTS RECEIVABLE	STAFF TRAINING		137.21	55524	6/28/23
ICMA RETIREMENT TRUST	CITY CONTRIBUTION	1,269.25		4232	6/17/23
ICMA RETIREMENT TRUST	ICMA	603.54		4251	6/23/23
ICMA RETIREMENT TRUST	CITY CONTRIBUTION	1,269.25		4257	6/21/23
ICMA RETIREMENT TRUST	ICMA	555.35	3,697.39	4261	7/06/23
INDEPENDENT PUBLIC ADVISORS	QRTLY RETAINER SERVICES		2,250.00	55525	6/28/23
INROADS LLC	2023 HMA OVERLAY PAY REQUEST 2		22,690.28	55493	6/16/23
IOWA DES MOINES SUPPLY	CEC SUPPLIES		970.67	55526	6/28/23
IOWA ONE CALL	LINE LOCATES		182.10	55527	6/28/23
IPERS	PROTECT IPERS		32,029.80	4250	6/23/23
IRLBECK, MICHAEL	JUNE CELL PHONE		50.00	55528	6/28/23
ISOLVED BENEFIT SERVICES	FLEX - BENEFITS	542.31		4256	6/23/23
ISOLVED BENEFIT SERVICES	FLEX - BENEFITS	425.00	967.31	4263	7/06/23
JOHNSON, KYLE	JUNE CELL PHONE		50.00	55529	6/28/23
JONES, MIKE	IA LEAGUE CONF REIMBURSEMENT		230.00	55530	6/28/23
KOCH OFFICE GROUP	CHIEFS OFFICE FURNITURE		9,449.83	55564	6/28/23



# CLAIMS REPORT

Vendor Checks: 6/16/2023- 7/11/2023

Page 2  
Payroll Checks: 6/16/2023- 7/11/2023

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
LOGAN CONTRACTORS SUPPLY	VEHICLE REPAIRS		70.97	55531	6/28/23
MEASE, JIM	JUNE CELL PHONE		50.00	55532	6/28/23
MEDICARE PART B	REIMBURSEMENT OF OVERPAYMENT		434.04	55533	6/28/23
METRO WASTE AUTHORITY	GARBAGE FEES	20,773.28		55494	6/16/23
METRO WASTE AUTHORITY	CURB IT FEE	8,661.60	29,434.88	55534	6/28/23
MIDAMERICAN ENERGY	801 73RD ST		28.93	4258	6/28/23
MIDWEST WHEEL COMPANIES	VALVE FOR E551		24.02	55535	6/28/23
MITCHELL, MARY	INSURANCE REIMBURSEMENT		33.36	55536	6/28/23
NAPA AUTO PARTS	SUPPLIES		16.99	55537	6/28/23
O'REILLY AUTO PARTS	SOLVENTS		12.78	55538	6/28/23
PEARSON, ROB	JUNE CELL PHONE		50.00	55539	6/28/23
PRICE, JEFF	CLOTHING ALLOWANCE REIMBURSEME		326.51	55540	6/28/23
PUBLIC CONSULTING GROUP LLC	GEMT COST REPORTING		12,884.89	55541	6/28/23
QUALITY PEST CONTROL, INC	PEST CONTROL		30.00	55542	6/28/23
RANGEMASTERS TRAINING CTR	BODY ARMOR		3,401.94	55543	6/28/23
ROBERTS, JASON	JUNE CELL PHONE		50.00	55544	6/28/23
ROTH, PETE	JUNE CELL PHONE		50.00	55545	6/28/23
SAFE BUILDING COMPLIANCE	BUILDING INSPECTIONS		1,480.00	55546	6/28/23
SAM'S CLUB DIRECT	SUPPLIES		170.72	55547	6/28/23
SPOTFREE CAR WASH	VEHCILE OPS		91.80	55548	6/28/23
STANDARD INSURANCE COMPANY	LIFE/LTD/STD		1,744.55	55549	6/28/23
STRAIT, ADAM	JUNE CELL PHONE		50.00	55550	6/28/23
Strauss Security Solutions	BRIVO HOSTING		667.62	55551	6/28/23
STRYKER SALES CORPORATION	COT PARTS		3,898.97	55552	6/28/23
SWISHER, RACHELLE	JUNE CELL PHONE		62.44	55553	6/28/23
TELECOM SERVICES OF IOWA	PHONE SERVICES		55.00	55554	6/28/23
TREASURER STATE OF IOWA	STATE TAXES		8,503.53	4252	6/23/23
UNIVERSITY DM ACE HARDWARE	MONITOR MOUNTING BRACKETS		85.45	55555	6/28/23
UPHDM OCCUPATIONAL MED	PRE-EMPLOYMENT PHYSICAL		536.50	55556	6/28/23
VAN WALL EQUIPMENT	TRIMMER		534.80	55557	6/28/23
VERIZON WIRELESS	CELL PHONES		380.13	4259	6/28/23
CAPITAL ONE	PRINTER SUPPLIES		341.56	55558	6/28/23
WEST DES MOINES TRUE VALUE	SUPPLIES		227.90	55559	6/28/23
WEX FLEET UNIVERSAL	FUEL		3,815.39	55560	6/28/23
ZIMCO SUPPLY CO	SUPPLIES		72.00	55561	6/28/23
Accounts Payable Total			735,373.39		

## Payroll Checks

001	GENERAL	69,743.15
110	ROAD USE TAX	7,337.59
740	STORM WATER	2,073.62
Total Paid On: 6/23/23		79,154.36
001	GENERAL	58,755.77
110	ROAD USE TAX	7,787.51
740	STORM WATER	2,308.48
Total Paid On: 7/07/23		68,851.76



VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK CHECK# DATE
	Total Payroll Paid		=====	
			148,006.12	
	Report Total		=====	
			883,379.51	
			=====	



CLAIMS REPORT  
CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
001	GENERAL	261,076.46
110	ROAD USE TAX	34,888.65
112	EMPLOYEE BENEFITS	28,445.97
314	UNIVERSITY AVE ST PROJECT	9,458.00
323	68TH ST	483,756.62
324	2023 HMA OVERLAY PROJECT	22,690.28
350	CAPITAL EQUIPMENT FUND	7,367.00
610	SEWER	131.06
670	LANDFILL/GARBAGE	29,434.88
740	STORM WATER	6,130.59
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	TOTAL FUNDS	883,379.51



## ACCOUNTS PAYABLE VENDOR ACTIVITY

6/16/2023 THRU 7/11/2023

INVOICE NO	LN	DATE	PO NO	REFERENCE	CD	GL ACCOUNT	1099	NET	CHECK	PD DATE
58 BANKERS TRUST COMPANY										
06282023 3526	1	6/28/23		ZOOM		001-610-6507		31.98	55563	6/28/23
06282023 3526	2	6/28/23		CLOTHING ALLOWANCE		110-210-6180		229.49	55563	6/28/23
06282023 3526	3	6/28/23		ADMIN INTERVIEWS LUNCH		001-620-6490		214.54	55563	6/28/23
06282023 3526	4	6/28/23		POPCORN TOUCH A TRUCK		001-470-6496		60.00	55563	6/28/23
06282023 3526	5	6/28/23		STORAGE MART		001-470-6499		25.99	55563	6/28/23
06282023 3526	6	6/28/23		FUNERAL ARRANGEMENT		001-620-6490		96.30	55563	6/28/23
06282023 3534	1	6/28/23		MEASE/ROTH BUSINESS CARDS		001-620-6506		41.95	55563	6/28/23
06282023 3534	2	6/28/23		IA LEAGUE FALL CONF PLAGGE		001-620-6240		230.00	55563	6/28/23
06282023 3534	3	6/28/23		IA LEAGUE FALL CONF CAMPBELL		001-610-6240		230.00	55563	6/28/23
06282023 3534	4	6/28/23		IA LEAGUE FALL CONF SKERIES		001-610-6240		230.00	55563	6/28/23
06282023 3534	5	6/28/23		IA LEAGUE FALL CONF STRAIT		001-620-6240		230.00	55563	6/28/23
06282023 3534	6	6/28/23		IA LEAGUE FALL CONF J JONES		001-610-6240		230.00	55563	6/28/23
06282023 3534	7	6/28/23		IA LEAGUE FALL CONF DEP CLERK		001-610-6240		230.00	55563	6/28/23
06282023 4788	1	6/28/23		BREESE CONFERENCE		001-110-6240		1039.24	55563	6/28/23
06282023 4788	2	6/28/23		PRINTER CARTRIDGE		001-110-6507		96.89	55563	6/28/23
06282023 4788	3	6/28/23		T.OUVERSON		001-110-6499		60.27	55563	6/28/23
06282023 4788	4	6/28/23		ALERRT TRAINING		001-110-6240		548.80	55563	6/28/23
06282023 8425	1	6/28/23		IPAD FOR FIRE SERVICE		001-160-6504		508.23	55563	6/28/23
								-----		
BANKERS TRUST COMPANY								4333.68		
								-----		
***** REPORT TOTAL *****								4333.68		





**STAFF REPORT  
CITY COUNCIL**

July 17, 2023

TO: CITY COUNCIL  
FROM: Rachelle Swisher, Finance Director - Interim City Administrator  
SUBJECT: Approve Financial Reports

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. Budget Report
2. Balance Sheet
3. Revenue Report



# BUDGET REPORT

## CALENDAR 6/2023, FISCAL 12/2023

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	2,218,925.00	167,808.79	1,994,529.13	89.89	224,395.87
	EMERGENCY MANAGEMENT TOTAL	9,570.00	.00	9,496.98	99.24	73.02
	FIRE TOTAL	355,870.00	31,146.32	319,530.12	89.79	36,339.88
	AMBULANCE TOTAL	692,950.00	64,298.24	608,270.46	87.78	84,679.54
	BUILDING INSPECTIONS TOTAL	75,000.00	2,159.94	53,260.72	71.01	21,739.28
	ANIMAL CONTROL TOTAL	3,000.00	125.00	3,226.75	107.56	226.75-
		-----	-----	-----	-----	-----
	PUBLIC SAFETY TOTAL	3,355,315.00	265,538.29	2,988,314.16	89.06	367,000.84
	ROADS, BRIDGES, SIDEWALKS TOTA	527,201.00	37,576.61	546,052.63	103.58	18,851.63-
	STREET LIGHTING TOTAL	67,000.00	28.93	47,889.43	71.48	19,110.57
	TRAFFIC CONTROL & SAFETY TOTAL	5,500.00	.00	.00	.00	5,500.00
	SNOW REMOVAL TOTAL	286,449.00	5,559.21	144,833.65	50.56	141,615.35
	OTHER PUBLIC WORKS TOTAL	28,260.00	315.44	5,544.90	19.62	22,715.10
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	PUBLIC WORKS TOTAL	914,410.00	43,480.19	744,320.61	81.40	170,089.39
	WATER,AIR,MOSQUITO CONTRO TOTA	.00	.00	.00	.00	.00
	OTHER HEALTH/SOCIAL SERV TOTA	.00	.00	.00	.00	.00
		-----	-----	-----	-----	-----
	HEALTH & SOCIAL SERVICES TOTA	.00	.00	.00	.00	.00
	LIBRARY TOTAL	63,700.00	.00	63,654.00	99.93	46.00
	PARKS TOTAL	198,721.00	7,716.00	159,719.44	80.37	39,001.56
	COMMUNITY CTR/ZOO/MARINA TOTA	11,650.00	.00	18,142.94	155.73	6,492.94-
	SPECIAL EVENTS TOTAL	40,000.00	60.52	38,659.16	96.65	1,340.84
	COMMUNITY CENTER TOTAL	170,019.00	5,283.98	134,047.63	78.84	35,971.37
		-----	-----	-----	-----	-----
	CULTURE & RECREATION TOTAL	484,090.00	13,060.50	414,223.17	85.57	69,866.83
	COMMUNITY BEAUTIFICATION TOTA	.00	.00	.00	.00	.00
	ECONOMIC DEVELOPMENT TOTAL	266,372.00	.00	27,023.00	10.14	239,349.00
	HOUSING & URBAN RENEWAL TOTAL	32,000.00	.00	28,454.00	88.92	3,546.00
		-----	-----	-----	-----	-----
	COMMUNITY & ECONOMIC DEV TOTA	298,372.00	.00	55,477.00	18.59	242,895.00
	MAYOR/COUNCIL TOTAL	80,200.00	8,810.88	70,083.59	87.39	10,116.41
	IT DEPARTMENT TOTAL	53,300.00	2,515.96	46,025.17	86.35	7,274.83
	CLERK/TREASURER/ADM TOTAL	713,855.00	58,024.65	684,588.20	95.90	29,266.80
	ELECTIONS TOTAL	1,000.00	.00	.00	.00	1,000.00
	LEGAL SERVICES/ATTORNEY TOTAL	100,000.00	4,475.00	47,480.80	47.48	52,519.20
	OTHER GENERAL GOVERNMENT TOTA	15,000.00	.00	.00	.00	15,000.00
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	GENERAL GOVERNMENT TOTAL	963,355.00	73,826.49	848,177.76	88.04	115,177.24



# BUDGET REPORT

## CALENDAR 6/2023, FISCAL 12/2023

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	ROADS, BRIDGES, SIDEWALKS TOTA	2,741,310.00	.00	2,741,310.00	100.00	.00
	PARKS TOTAL	.00	.00	.00	.00	.00
	HOUSING & URBAN RENEWAL TOTAL	404,208.00	500.00	404,007.50	99.95	200.50
	DEBT SERVICE TOTAL	3,145,518.00	500.00	3,145,317.50	99.99	200.50
	POLICE TOTAL	67,000.00	.00	136,639.12	203.94	69,639.12-
	FIRE TOTAL	6,000.00	7,367.00	14,311.15	238.52	8,311.15-
	AMBULANCE TOTAL	.00	.00	.00	.00	.00
	ROADS, BRIDGES, SIDEWALKS TOTA	8,325,137.00	559,054.13	1,567,695.72	18.83	6,757,441.28
	PARKS TOTAL	.00	42,226.00	258,303.50	.00	258,303.50-
	COMMUNITY CENTER TOTAL	.00	.00	7,932.50	.00	7,932.50-
	IT DEPARTMENT TOTAL	14,000.00	5,345.00	22,055.65	157.54	8,055.65-
	CAPITAL PROJECTS TOTAL	717,854.00	.00	705,733.00	98.31	12,121.00
	CAPITAL PROJECTS TOTAL	9,129,991.00	613,992.13	2,712,670.64	29.71	6,417,320.36
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER/SEWAGE DISPOSAL TOTAL	28,250.00	131.06	16,103.57	57.00	12,146.43
	LANDFILL/GARBAGE TOTAL	358,000.00	29,434.88	366,759.08	102.45	8,759.08-
	STORM WATER TOTAL	262,994.00	10,449.60	119,563.59	45.46	143,430.41
	ENTERPRISE FUNDS TOTAL	649,244.00	40,015.54	502,426.24	77.39	146,817.76
	TRANSFERS IN/OUT TOTAL	6,143,661.00	10,268,933.00	10,283,933.00	167.39	4,140,272.00-
	TRANSFER OUT TOTAL	6,143,661.00	10,268,933.00	10,283,933.00	167.39	4,140,272.00-
	TOTAL EXPENSES	25,083,956.00	11,319,346.14	21,694,860.08	86.49	3,389,095.92



# BALANCE SHEET

## CALENDAR 6/2023, FISCAL 12/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CASH - GENERAL	681,415.34-	174,266.69
110-000-1110	CASH - RUT	31,435.32-	10,029.78-
112-000-1110	CASH - EMP BENEFIT FUND	63,830.22-	341,944.37
113-000-1110	CASH - POLICE PENSION	.00	.00
114-000-1110	CASH - POLICE TRUST	.00	28,031.28
115-000-1110	CASH - POLICE PREFORFEIT	.00	1,602.32-
119-000-1110	CASH - EMERGENCY FUND	.00	.00
121-000-1110	CASH - LOCAL OPTION SALES TAX	1,830,778.00-	273,312.96
125-000-1110	CASH - TIF	1,583,435.00-	1,658.35
145-000-1110	CASH - URBAN RENEWAL FUNDS	.00	80,387.92
200-000-1110	CASH - DEBT SERVICE	2,469,935.00	435.14
303-000-1110	CASH - COLBY PARK	173,274.00	4,824.45-
306-000-1110	CASH - HICKMAN ROAD PROJECT	.00	.00
309-000-1110	CASH - 2014 A STREET PROJECT	.00	.00
311-000-1110	CASH - TRAIL CONNECTION	.00	.00
312-000-1110	CASH - 63/HICKMAN STREETScape	.00	.00
313-000-1110	CASH - 2017/18 STREET PROJECTS	.00	.00
314-000-1110	CASH - UNIVERSITY AVE PROJECT	986,605.00	53,860.14
315-000-1110	CASH - 2018 HMA PROJ	.00	.00
316-000-1110	CASH - 2018 PCC PATCHING PROJ	.00	.00
317-000-1110	CASH - WAL CREEK BIKE HUB/BRID	.00	144,848.50
319-000-1110	CASH - 2020 STREET PROJECTS	231,856.00-	2,561.38-
320-000-1110	CASH - 2020 PCC PATCHING	.00	.00
321-000-1110	CASH - WAL CREEK STREAM PROJ	.00	.00
322-000-1110	CASH - 73RD ST	77,268.00	315,863.30
323-000-1110	CASH - 68TH STREET	35,629.12-	147,433.62-
324-000-1110	CASH - 2023 HMA OVERLAY	189,441.72	38,139.55
325-000-1110	CASH - 2023 PCC PATCHING PROJ	495,809.50	56,247.24
329-000-1110	CASH - PUBLIC SAFETY PARKING L	266,604.77	169,280.45
333-000-1110	CASH - DOG PARK UPDATES	85,000.00	85,000.00
347-000-1110	CASH - FLOOD MITIGATION	.00	.00
348-000-1110	CASH - ARPA FUNDS	.00	13,322.83
349-000-1110	CASH - FUTURE STREET PROJECTS	299,720.00-	40,827.53
350-000-1110	CASH - EQUIP REVOLVE FUND	.00	2,235.73
350-000-1180	CASH - EQUIP REVOLVE - POLICE	70,000.00	136,528.28
350-000-1181	CASH - EQUIP REVOLVE - FIRE/EM	292,367.00-	44,171.88
350-000-1182	CASH - EQUIP REV - NOT USED	.00	.00
350-000-1183	CASH - EQUIP REV - PUBLIC WORK	460,000.00-	71,500.00
350-000-1185	CASH - EQUIP REVOLVE - PARKS	.00	.00
350-000-1186	CASH - EQUIP REVOLVE - CEC	.00	105,737.09
350-000-1187	CASH - EQUIP REVOLVE - IT DEPT	14,655.00	49,929.53
600-000-1110	CASH - WATER	.00	103,254.44-
610-000-1110	CASH - SEWER	131.06-	4,532.67
670-000-1110	CASH - LANDFILL/GARBAGE	4,110.57	8,586.45
740-000-1110	CASH - STORM WATER	274,558.25-	68,865.08
810-000-1110	CASH - REVOLVING FUND	.00	.00
		-----	-----
	CASH TOTAL	952,451.75-	2,039,806.97
001-000-1115	RESERVE CASH - COMM CENTER	.00	.00
		-----	-----



# BALANCE SHEET

## CALENDAR 6/2023, FISCAL 12/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
	RESERVE CASH TOTAL	.00	.00
115-000-1120	PETTY CASH - POLICE FOREITURE	.00	1,000.00
	PETTY CASH TOTAL	.00	1,000.00
001-000-1150	IPAIT - GENERAL	946,800.01-	2,664,252.64
110-000-1150	IPAIT - RUT	.00	958,390.59
112-000-1150	IPAIT - EMPLOYEE BENEFITS	.00	772,546.91
121-000-1150	IPAIT - LOCAL OPTION SALES TAX	.00	.00
125-000-1150	IPAIT - TIF	715,000.00-	336,157.68
145-000-1150	IPAIT - URBAN RENEWAL FUNDS	.00	200,000.00
200-000-1150	IPAIT - DEBT SERVICE	72,000.00-	428,000.00
303-000-1150	IPAIT - COLBY PARK	1,500,000.00	1,500,000.00
314-000-1150	IPAIT - UNIVERSITY AVE PROJECT	2,000,000.00-	535,000.00
319-000-1150	IPAIT - 2020 STREET PROJECTS	771,000.00-	231,304.89
322-000-1150	IPAIT - 73RD STREET	.00	300,000.00
323-000-1150	IPAIT - 68TH STREET	2,000,000.00	2,000,000.00
348-000-1150	IPAIT - ARPA FUNDS	.00	.00
349-000-1150	IPAIT - FUTURE STREET PROJECTS	242,000.00-	758,000.00
350-000-1150	IPAIT - EQUIP REVOLVING	1,000,000.00	1,000,000.00
670-000-1150	IPAIT - LANDFILL/GARBAGE	.00	380,491.47
740-000-1150	IPAIT - STORM WATER	300,000.00	1,461,336.95
	IPAIT TOTAL	53,199.99	13,525,481.13
001-000-1160	SAVINGS - 680-5592 - GENERAL	.00	.00
001-000-1161	SAVINGS - KWHB	.00	3,033.76
112-000-1160	SAVINGS - EMP BENEFIT 689-6237	.00	.00
113-000-1160	SAVINGS - 680-2292 - POLICE	.00	.00
114-000-1160	SAVINGS - POLICE TRUST	.00	9,433.77
115-000-1160	SAVINGS - PREF/DEA	.00	3,882.63
	SAVINGS TOTAL	.00	16,350.16
001-000-1170	CD 082009 - KWHB	.00	11,643.05
600-000-1170	CD 12062707- WATER	.00	107,401.50
810-000-1170	CD 050109 - REVOLVING FUND	.00	.00
	CD'S TOTAL	.00	119,044.55
	TOTAL CASH	899,251.76-	15,701,682.81



# REVENUE REPORT

## CALENDAR 6/2023, FISCAL 12/2023

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	3,370,180.00	269,072.58	3,773,290.60	111.96	403,110.60-
	ROAD USE TAX TOTAL	661,500.00	.00	582,979.85	88.13	78,520.15
	EMPLOYEE BENEFITS TOTAL	906,678.00	.00	845,788.44	93.28	60,889.56
	POLICE PENSION TOTAL	.00	.00	.00	.00	.00
	POLICE TRUST TOTAL	10,010.00	.00	9,428.24	94.19	581.76
	POLICE PREFORFEITURE TOTAL	1,002.00	.00	15.05	1.50	986.95
	EMERGENCY FUND TOTAL	.00	.00	.00	.00	.00
	LOCAL OPTION SALES TAX TOTAL	1,151,000.00	.00	1,142,874.08	99.29	8,125.92
	TAX INCREMENT FINANCING TOTAL	2,023,310.00	.00	1,944,937.69	96.13	78,372.31
	URBAN RENEWAL TOTAL	.00	.00	15,000.00	.00	15,000.00-
	DEBT SERVICE TOTAL	5,463,040.00	2,398,435.00	3,156,384.70	57.78	2,306,655.30
	COLBY PARK TOTAL	.00	1,715,500.00	1,715,500.00	.00	1,715,500.00-
	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 6/2023, FISCAL 12/2023**

**PCT OF FISCAL YTD 100.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	UNIVERSITY AVE ST PROJECT TOTA	.00	.00	19,563.50	.00	19,563.50-
	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	100,000.00	.00	.00	.00	100,000.00
	2020 PCC PATCHING TOTAL	.00	.00	.00	.00	.00
	WAL CREEK STREAM PROJECT TOTA	750,000.00	.00	.00	.00	750,000.00
	73RD STREET PROJECT TOTAL	.00	80,000.00	80,000.00	.00	80,000.00-
	68TH ST TOTAL	.00	2,461,720.00	2,461,720.00	.00	2,461,720.00-
	2023 HMA OVERLAY PROJECT TOTA	.00	215,110.00	215,110.00	.00	215,110.00-
	2023 PCC PATCHING PROJECT TOTA	.00	507,196.00	507,196.00	.00	507,196.00-
	PUBLIC SAFETY PARKING LOT TOTA	.00	272,272.00	272,272.00	.00	272,272.00-
	DOG PARK UPDATES TOTAL	.00	85,000.00	85,000.00	.00	85,000.00-
	FLOOD MITIGATION TOTAL	.00	.00	.00	.00	.00
	AMERICAN RESCUE PLAN ACT TOTA	360,000.00	.00	359,527.91	99.87	472.09
	FUTURE STREET PROJECTS TOTAL	2,961,526.00	2,000,000.00	2,000,000.00	67.53	961,526.00
	CAPITAL EQUIPMENT FUND TOTAL	357,500.00	345,000.00	363,596.99	101.71	6,096.99-



# REVENUE REPORT

## CALENDAR 6/2023, FISCAL 12/2023

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER TOTAL	.00	.00	.00	.00	.00
	LANDFILL/GARBAGE TOTAL	350,500.00	33,545.45	337,513.56	96.29	12,986.44
	STORM WATER TOTAL	370,000.00	35,891.35	380,501.83	102.84	10,501.83-
	REVOLVING FUND TOTAL	.00	.00	.00	.00	.00
	TOTAL REVENUE BY FUND	=====	=====	=====	=====	=====
		18,836,246.00	10,418,742.38	20,268,200.44	107.60	1,431,954.44-
		=====	=====	=====	=====	=====





**STAFF REPORT  
CITY COUNCIL**

July 17, 2023

TO: CITY COUNCIL

FROM: Susan Skeries , Council Member

SUBJECT: Approve Resolution No. 2023-42 - A Resolution Waiving CEC Fees for CultureAll's Cultural Ambassadors and Open Books Event on September 17,2023

**GENERAL INFORMATION**

**SUMMARY**

CultureAll wants to host a gathering for all of our Cultural Ambassadors and Open Books. It is a way to thank ambassadors for their service, to provide networking time, and to offer some shared learning. They would be inviting around 100 people for a potluck meal.

**ATTACHMENTS**

1. Resolution No. 2023-42 - A Resolution Waiving CEC Fees for CultureAll's Cultural Ambassadors and Open Books Event on September 17,2023



**RESOLUTION NO. 2023-42**

**A RESOLUTION WAIVING CEC FEES FOR CULTUREALL'S CULTURAL  
AMBASSADORS AND OPEN BOOKS EVENT ON SEPTEMBER 17, 2023**

**WHEREAS**, the CultureAll will be holding its Cultural Ambassadors and Open Books event on September 17, 2023; and

**WHEREAS**, CultureAll will be using the Windsor Heights Community Center for this event; and

**WHEREAS**, the CultureAll is requesting that the City waive all fees for this event.

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

That rental fees associated with the September 17, 2023 rental of the Windsor Heights Community Center by CultureAll be waived.

Passed and approved this 17th day of July, 2023.

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Mike Jones, Mayor

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Adam Strait, Deputy City Clerk





**STAFF REPORT  
CITY COUNCIL**

July 17, 2023

TO: CITY COUNCIL  
FROM: Mike Jones, Mayor  
SUBJECT: Approve Resolution No. 2023-43 - A Resolution Waiving CEC Fees for Grow Solar Polk County's Grow Solar Power Hour on August 8, 2023

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. Resolution No. 2023-43 - A Resolution Waiving CEC Fees for Grow Solar Polk County's Grow Solar Power Hour on August 8, 2023



**RESOLUTION NO. 2023-43**

**A RESOLUTION WAIVING CEC FEES FOR GROW SOLAR POLK COUNTY'S  
GROW SOLAR POWER HOUR ON AUGUST 8, 2023**

**WHEREAS**, Grow Solar Polk County will be holding its Grow Solar Power Hour on August 8, 2023; and

**WHEREAS**, Grow Solar Polk County will be using the Windsor Heights Community Center for this event; and

**WHEREAS**, Grow Solar Polk County is requesting that the City waive all fees for this event.

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

That rental fees associated with the August 8, 2023 rental of the Windsor Heights Community Center by Grow Solar Polk County be waived.

Passed and approved this 17th day of July, 2023.

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Mike Jones, Mayor

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Adam Strait, Deputy City Clerk





**STAFF REPORT**  
**CITY COUNCIL**  
July 17, 2023

TO: CITY COUNCIL  
FROM: Adam Strait, Deputy City Clerk  
SUBJECT: Approve Liquor License - Hy-Vee Market Cafe - 7101 University

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

None





**STAFF REPORT**  
**CITY COUNCIL**  
July 17, 2023

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Liquor License - Super Quick Mart - 7690 Hickman

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

None





**STAFF REPORT  
CITY COUNCIL**

July 17, 2023

TO: CITY COUNCIL

FROM: Rachelle Swisher, Finance Director - Interim City Administrator

SUBJECT: Consideration of Resolution No. 2023-41 - A Resolution Approving the City Administrator's Appointment of Adam Strait to the Position of City Clerk

**GENERAL INFORMATION**

**SUMMARY**

I am recommending that Adam Strait be appointed to the City Clerk position. Adam has been with us just over a year and is doing incredible work. He was cross trained with Travis on almost all aspects of the job and has been able to easily perform the Clerk duties since Travis has been gone (along with his own work). I am recommending a starting salary of \$73,000. The starting salary for the position in 2018 was \$70,000. The previous Clerk was earning \$84,971 prior to leaving.

The Personnel and Finance Committee met on 6/23/23, along with our new City Administrator, Adam Plagge, to discuss the issue. All were in agreement that Adam Strait should be appointed to the City Clerk position.

**ATTACHMENTS**

1. Resolution No.2023-41 - A Resolution Approving the City Administrator's Appointment of Adam Strait to the Position of City Clerk



**Resolution No. 2023-41**

**A RESOLUTION APPROVING THE CITY ADMINISTRATOR'S  
APPOINTMENT OF ADAM STRAIT TO THE POSITION OF CITY  
CLERK**

**WHEREAS**, the City of Windsor Heights currently has its position of City Clerk vacant due to an employment separation in June 2023; and

**WHEREAS**, the City Council believes it to be in the best interest of the City to be able to appoint a City Clerk by the majority vote of the Council, upon recommendation by the City Administrator; and

**WHEREAS**, recommendations have been provided for the appointment of Adam Strait, to the position of City Clerk;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF  
THE CITY OF WINDSOR HEIGHTS, STATE OF IOWA**, that the appointment of Adam Strait to the position of City Clerk is hereby approved with an annual salary of \$73,000 on the same conditions as other regular, at-will employees effective July 1, 2023.

Passed and Approved this 17<sup>th</sup> day of July, 2023

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Mike Jones, Mayor

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Adam Strait, Deputy City Clerk





**STAFF REPORT  
CITY COUNCIL**

July 17, 2023

TO: CITY COUNCIL

FROM: Justin Ernst, City Engineer

SUBJECT: Consideration of Letters of Agreement Between DART for the Installation and Maintenance of Transit Bus Shelters near 7101 University Ave and 6580 University Ave

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. Letter of Agreement - 7101 University
2. Letter of Agreement - 6580 University



**LETTER OF AGREEMENT**  
**BETWEEN**  
**DES MOINES AREA REGIONAL TRANSIT AUTHORITY**  
**AND**  
**CITY OF WINDSOR HEIGHTS**  
**FOR INSTALLATION AND MAINTENANCE OF A TRANSIT BUS SHELTER**

This Letter of Agreement ("LOA") is made this \_\_\_\_ day of \_\_\_\_ 2023 by and between the City of Windsor Heights, Iowa, a municipal corporation, whose address is 1145 66th St, Windsor Heights, IA 50324 ("Windsor Heights"), and Des Moines Area Regional Transit Authority, an entity organized and existing under the authority of Chapter 28E of the Code of Iowa, whose address is 620 Cherry Street, Des Moines, Iowa 50309 ("DART").

The purpose of this LOA is to confirm the intent of the parties to enter into a Transit Shelter Agreement (the "Agreement") and to set forth the parties' understanding of their respective responsibilities and the general agreement terms that will govern the relationship between Windsor Heights and DART.

The parties acknowledge and agree that the following terms and conditions represent the mutual understanding of the parties and shall remain in effect until such time as this LOA is terminated as set forth herein.

1. DART'S Responsibilities:

- a. DART shall procure and install one public transit bus shelter (the "Shelter"), onto a reinforced cement pad that has been provided by Windsor Heights at the Property. The parties mutually agree on the designated location for construction and installation of the Shelter on the Property, shown in Attachment A.
- b. For the duration of the term of this Agreement, DART shall, as needed, remove any graffiti from the Shelter and repair or replace any broken Shelter parts which result from vandalism or other physical damage to the Shelter.

2. Windsor Heights' Responsibilities

- a. Windsor Heights shall grant DART use of property equal to the footprint of one 12' x 7' transit shelter and 14' x 8' reinforced cement shelter pad, shown



in Attachment A, located in city right-of-way near 7101 University Ave, Windsor Heights, IA 50324, (the "Property") for installation, operation, use, and maintenance of the Shelter and use by DART's patrons in connection with DART's operations as a public transit system.

- b. For the duration of the term of this agreement, Windsor Heights shall provide ongoing general maintenance for the Shelter area, including snow removal, trash removal, general landscaping, etc.
3. Termination. Windsor Heights shall retain sole authority over the Property but should make every effort to pursue a written termination agreement with DART prior to taking any action that detracts from DART's ability to enjoy the use of the property as outlined in this document. Any termination action should define responsibilities pertaining to the removal and disposal of shelter and/or pad materials and related improvements and settling of associated costs.
4. Indemnification.
  - A. To the extent permitted by law, Windsor Heights shall hold harmless, indemnify, and defend DART and its members, directors, officers, employees, agents and contractors and the heirs, personal representatives, successors and assigns of each of them from and against all liabilities, penalties, costs, losses, damages, expenses, causes of action, claims, demands or judgments, including, without limitation, reasonable attorney's fees, arising from or in any way connected with any breach or violation of any covenant, obligation or duty of Windsor Heights under this Agreement or under applicable law.
  - B. To the extent permitted by law, DART shall hold harmless, indemnify, and defend Windsor Heights and its members, directors, officers, employees, agents and contractors and the heirs, personal representatives, successors and assigns of each of them from and against all liabilities, costs, losses, damages, expenses, causes of action, claims, demands or judgments, including, without limitation, reasonable attorney's fees, for bodily injury or property damage (excluding pavement damage resulting from normal bus operations) to the extent caused by the negligence of DART or its employees.
5. This LOA, and all rights and duties of the parties arising from or relating in any way to the subject matter of this LOA, shall be governed by and construed in accordance with the laws of the State of Iowa. Venue for any action shall lie solely and exclusively in Polk County, Iowa.



**Windsor Heights:**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**DART:**

By: Sheri Kyras

Name: Sheri Kyras

Title: Interim CEO

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## ATTACHMENT A

### Location of Transit Bus Shelter





**LETTER OF AGREEMENT**  
**BETWEEN**  
**DES MOINES AREA REGIONAL TRANSIT AUTHORITY**  
**AND**  
**CITY OF WINDSOR HEIGHTS**  
**FOR INSTALLATION AND MAINTENANCE OF A TRANSIT BUS SHELTER**

This Letter of Agreement ("LOA") is made this \_\_\_\_ day of \_\_\_\_ 2023 by and between the City of Windsor Heights, Iowa, a municipal corporation, whose address is 1145 66th St, Windsor Heights, IA 50324 ("Windsor Heights"), and Des Moines Area Regional Transit Authority, an entity organized and existing under the authority of Chapter 28E of the Code of Iowa, whose address is 620 Cherry Street, Des Moines, Iowa 50309 ("DART").

The purpose of this LOA is to confirm the intent of the parties to enter into a Transit Shelter Agreement (the "Agreement") and to set forth the parties' understanding of their respective responsibilities and the general agreement terms that will govern the relationship between Windsor Heights and DART.

The parties acknowledge and agree that the following terms and conditions represent the mutual understanding of the parties and shall remain in effect until such time as this LOA is terminated as set forth herein.

1. DART'S Responsibilities:

- a. DART shall procure and install one public transit bus shelter (the "Shelter"), onto a reinforced cement pad that has been provided by Windsor Heights at the Property. The parties mutually agree on the designated location for construction and installation of the Shelter on the Property, shown in Attachment A.
- b. For the duration of the term of this Agreement, DART shall, as needed, remove any graffiti from the Shelter and repair or replace any broken Shelter parts which result from vandalism or other physical damage to the Shelter.

2. Windsor Heights' Responsibilities

- a. Windsor Heights shall grant DART use of property equal to the footprint of one 12' x 7' transit shelter and 14' x 8' reinforced cement shelter pad, shown



in Attachment A, located in city right-of-way at the southeast corner of the intersection of University Avenue and 66<sup>th</sup> St near 6580 University Ave, Windsor Heights, IA 50324, (the "Property") for installation, operation, use, and maintenance of the Shelter and use by DART's patrons in connection with DART's operations as a public transit system.

- b. For the duration of the term of this agreement, Windsor Heights shall provide ongoing general maintenance for the Shelter area, including snow removal, trash removal, general landscaping, etc.
3. Termination. Windsor Heights shall retain sole authority over the Property but should make every effort to pursue a written termination agreement with DART prior to taking any action that detracts from DART's ability to enjoy the use of the property as outlined in this document. Any termination action should define responsibilities pertaining to the removal and disposal of shelter and/or pad materials and related improvements and settling of associated costs.
4. Indemnification.
  - A. To the extent permitted by law, Windsor Heights shall hold harmless, indemnify, and defend DART and its members, directors, officers, employees, agents and contractors and the heirs, personal representatives, successors and assigns of each of them from and against all liabilities, penalties, costs, losses, damages, expenses, causes of action, claims, demands or judgments, including, without limitation, reasonable attorney's fees, arising from or in any way connected with any breach or violation of any covenant, obligation or duty of Windsor Heights under this Agreement or under applicable law.
  - B. To the extent permitted by law, DART shall hold harmless, indemnify, and defend Windsor Heights and its members, directors, officers, employees, agents and contractors and the heirs, personal representatives, successors and assigns of each of them from and against all liabilities, costs, losses, damages, expenses, causes of action, claims, demands or judgments, including, without limitation, reasonable attorney's fees, for bodily injury or property damage (excluding pavement damage resulting from normal bus operations) to the extent caused by the negligence of DART or its employees.
5. This LOA, and all rights and duties of the parties arising from or relating in any way to the subject matter of this LOA, shall be governed by and construed in accordance with the laws of the State of Iowa. Venue for any action shall lie solely and exclusively in Polk County, Iowa.



**Windsor Heights:**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**DART:**

By: Sheri Kyras

Name: Sheri Kyras

Title: Interim CEO

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## ATTACHMENT A

### Location of Transit Bus Shelter







**STAFF REPORT  
CITY COUNCIL**

July 17, 2023

TO: CITY COUNCIL  
FROM: Justin Ernst, City Engineer  
SUBJECT: Consideration of Pay Request 2 - 68th Street Reconstruction

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. 68th Street Reconstruction Pay Request 2





**BOLTON  
& MENK**

Real People. Real Solutions.

430 E Grand Avenue  
Suite 101  
Des Moines, IA 50309

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

July 11, 2023

Ms. Rachelle Swisher  
Interim City Administrator/Finance Director  
City of Windsor Heights, Iowa

RE: 68<sup>th</sup> Street Reconstruction Pay Request 2

Dear Ms. Swisher:

Submitted for your approval is Pay Request 2 for the above-mentioned project. Pay Request 2 is for a total payment of \$201,856.00. The total value completed to date is \$721,697.50, minus 5% retainage of \$36,084.88. Please see Pay Request 2 for a full summary of the items completed that are included in this payment.

Bolton & Menk, Inc. recommends the approval of Pay Application 2. Please let me know if you have any questions.

Sincerely,

**Bolton & Menk, Inc.**

**Justin Ernst, PE**  
Project Manager



**Contractor's Application for Payment**

<b>Owner:</b>	City of Windsor Heights	<b>Owner's Project No.:</b>	
<b>Engineer:</b>	Bolton & Menk, Inc.	<b>Engineer's Project No.:</b>	0A1.127880
<b>Contractor:</b>	All Star Concrete	<b>Other Project No.:</b>	
<b>Project:</b>	68th Street Reconstruction		
<b>Contract:</b>	Paving, Municipal		
<b>Application No.:</b>	2	<b>Application Date:</b>	7/1/2023
<b>Application Period:</b>	From 6/1/2023 to 6/30/2023		

1. Original Contract Price	\$	1,922,231.25
2. Net change by Change Orders	\$	-
3. Current Contract Price (Line 1 + Line 2)	\$	1,922,231.25
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	721,697.50
5. Retainage		
a. 5% X \$ 721,697.50 Work Completed	\$	36,084.88
b. 5% X \$ - Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	36,084.88
6. Amount eligible to date (Line 4 - Line 5.c)	\$	685,612.62
7. Less previous payments (Line 6 from prior application)	\$	483,756.62
8. Amount due this application	\$	201,856.00

**Contractor's Certification**

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

**Contractor:** All Star Concrete

**Signature:** Paublo Sanchez **Date:** 07.11.23  
**Name:** Paublo Sanchez **Title:** Project Supervisor

**Recommended by Engineer****Approved by Owner**

<b>By:</b> <u>Justin Ernst</u>	<b>By:</b> _____
<b>Name:</b> <u>Justin Ernst</u>	<b>Name:</b> _____
<b>Title:</b> <u>Civil Project Manager</u>	<b>Title:</b> _____
<b>Date:</b> <u>7/11/2023</u>	<b>Date:</b> _____



**Progress Estimate - Unit Price Work**
**Contractor's Application for Payment**

<b>Owner:</b>	City of Windsor Heights	<b>Owner's Project</b>	
<b>Engineer:</b>	Bolton & Menk, Inc.	<b>Engineer's Project</b>	OA1.127880
<b>Contractor:</b>	All Star Concrete	<b>Other Project No.:</b>	
<b>Project:</b>	68th Street Reconstruction		
<b>Contract:</b>	Paving, Municipal		

Application No.: 2 Application Period: From 06/01/23 to 06/30/23 Application Date: 07/01/23

A	B	C	D	E	F	F1	F2	G	H	J	K	L
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)			
Original Contract												
1	CLEARING AND GRUBBING	1	LS	\$ 8,500.00	\$ 8,500.00	1.00	8,500.00	1.00	\$ 8,500.00	\$ 8,500.00	100%	\$
2	TOPSOIL, ON-SITE	375	CY	\$ 20.00	\$ 7,500.00	-	-	-	\$ -	\$ -	-	\$ 7,500.00
3	EXCAVATION, CLASS 10	1,085	CY	\$ 20.00	\$ 21,700.00	217.00	4,340.00	434.00	\$ 8,680.00	\$ 8,680.00	40%	\$ 13,020.00
4	BELOW GRADE EXCAVATION (CORE OUT)	230	CY	\$ 60.00	\$ 13,800.00	-	-	-	\$ -	\$ -	-	\$ 13,800.00
5	SUBGRADE PREPARATION	5,515	SY	\$ 3.25	\$ 17,923.75	-	-	-	\$ -	\$ -	-	\$ 17,923.75
6	SUBGRADE TREATMENT, 15% POZZO STONE	560	TON	\$ 50.00	\$ 28,000.00	-	-	-	\$ -	\$ -	-	\$ 28,000.00
7	SUBBASE, MODIFIED, 8"	5,515	SY	\$ 14.50	\$ 79,967.50	-	-	-	\$ -	\$ -	-	\$ 79,967.50
8	REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL	200	CY	\$ 70.00	\$ 14,000.00	-	-	-	\$ -	\$ -	-	\$ 14,000.00
9	SANITARY SEWER GRAVITY MAIN, TRENCHED, PVC TRUSS, 8"	20	LF	\$ 210.00	\$ 4,200.00	-	-	-	\$ -	\$ -	-	\$ 4,200.00
10	SANITARY SEWER SERVICE STUB, PVC, 4"	1	EA	\$ 3,500.00	\$ 3,500.00	-	-	-	\$ -	\$ -	-	\$ 3,500.00
11	STORM SEWER, TRENCHED, RCP, 15"	640	LF	\$ 85.00	\$ 54,400.00	50.00	4,250.00	632.00	\$ 53,720.00	\$ 53,720.00	99%	\$ 680.00
12	STORM SEWER, TRENCHED, RCP, 18"	84	LF	\$ 140.00	\$ 11,760.00	90.00	12,600.00	90.00	\$ 12,600.00	\$ 12,600.00	107%	\$ (840.00)
13	STORM SEWER, TRENCHED, RCP, 24"	99	LF	\$ 125.00	\$ 12,375.00	85.00	10,625.00	85.00	\$ 10,625.00	\$ 10,625.00	86%	\$ 1,750.00
14	REMOVAL OF STORM SEWER, LESS THAN 36"	132	LF	\$ 25.00	\$ 3,300.00	132.00	3,300.00	132.00	\$ 3,300.00	\$ 3,300.00	100%	\$ -
15	SUBDRAIN, HDPE, 6"	2,365	LF	\$ 25.00	\$ 59,125.00	-	-	-	\$ -	\$ -	-	\$ 59,125.00
16	SUBDRAIN CLEANOUT, TYPE A-1, 6"	11	EA	\$ 700.00	\$ 7,700.00	-	-	-	\$ -	\$ -	-	\$ 7,700.00
17	SUBDRAIN OUTLETS AND CONNECTIONS, CMP, 6"	9	EA	\$ 350.00	\$ 3,150.00	-	-	-	\$ -	\$ -	-	\$ 3,150.00
18	CONNECT TO SUBDRAIN PIPE	1	EA	\$ 125.00	\$ 125.00	-	-	-	\$ -	\$ -	-	\$ 125.00
19	WATER MAIN, TRENCHED, C900 DR18 PVC, RESTRAINED JOINT, 6", WITH TRACER WIRE	20	LF	\$ 100.00	\$ 2,000.00	-	-	20.00	\$ 2,000.00	\$ 2,000.00	100%	\$ -
20	WATER MAIN, TRENCHED, C900 DR18 PVC, STAB JOINT, 8", WITH TRACER WIRE	1,245	LF	\$ 75.00	\$ 93,375.00	855.00	64,125.00	855.00	\$ 64,125.00	\$ 64,125.00	69%	\$ 29,250.00
21	WATER MAIN, TRENCHED, C900 DR18 PVC, RESTRAINED JOINT, 8", WITH TRACER WIRE	160	LF	\$ 85.00	\$ 13,600.00	40.00	3,400.00	80.00	\$ 6,800.00	\$ 6,800.00	50%	\$ 6,800.00
22	FITTING, 6"	120	LB	\$ 25.00	\$ 3,000.00	-	-	139.00	\$ 3,475.00	\$ 3,475.00	116%	\$ (475.00)
23	FITTING, 8"	1,220	LB	\$ 15.00	\$ 18,300.00	548.00	8,220.00	876.00	\$ 13,140.00	\$ 13,140.00	72%	\$ 5,160.00
24	WATER SERVICE TRANSFER, COPPER, 1" (SAME SIDE)	13	EA	\$ 2,500.00	\$ 32,500.00	-	-	7.00	\$ 17,500.00	\$ 17,500.00	54%	\$ 15,000.00
25	WATER SERVICE TRANSFER, COPPER, 1" (OPPOSITE SIDE)	13	EA	\$ 3,500.00	\$ 45,500.00	-	-	9.00	\$ 31,500.00	\$ 31,500.00	69%	\$ 14,000.00
26	WATER MAIN REMOVAL	150	LF	\$ 30.00	\$ 4,500.00	-	-	20.00	\$ 600.00	\$ 600.00	13%	\$ 3,900.00
27	VALVE, GATE, DUCTILE IRON (DI), 6"	1	EA	\$ 2,400.00	\$ 2,400.00	-	-	1.00	\$ 2,400.00	\$ 2,400.00	100%	\$ -
28	VALVE, GATE, DUCTILE IRON (DI), 8"	4	EA	\$ 3,100.00	\$ 12,400.00	2.00	6,200.00	2.00	\$ 6,200.00	\$ 6,200.00	50%	\$ 6,200.00
29	FIRE HYDRANT ASSEMBLY	3	EA	\$ 8,000.00	\$ 24,000.00	-	-	2.00	\$ 16,000.00	\$ 16,000.00	67%	\$ 8,000.00
30	FLUSHING DEVICE (BLOW OFF), MIN 2 IN DIAMETER,	3	EA	\$ 2,400.00	\$ 7,200.00	-	-	1.00	\$ 2,400.00	\$ 2,400.00	33%	\$ 4,800.00
31	FIRE HYDRANT ASSEMBLY REMOVAL	3	EA	\$ 800.00	\$ 2,400.00	-	-	2.00	\$ 1,600.00	\$ 1,600.00	67%	\$ 800.00
32	VALVE BOX REMOVAL	5	EA	\$ 400.00	\$ 2,000.00	-	-	4.00	\$ 1,600.00	\$ 1,600.00	80%	\$ 400.00
33	TAP FEE, 1", REPLACEMENT TAP FOR WATER SERVICE TRANSFER	26	EA	\$ 450.00	\$ 11,700.00	-	-	16.00	\$ 7,200.00	\$ 7,200.00	62%	\$ 4,500.00
34	PREPARE EXCAVATION FOR TAPPING SLEEVE AND VALVE	2	EA	\$ 2,200.00	\$ 4,400.00	1.00	2,200.00	1.00	\$ 2,200.00	\$ 2,200.00	50%	\$ 2,200.00
35	FOUNDATION ROCK	50	TON	\$ 60.00	\$ 3,000.00	-	-	-	\$ -	\$ -	-	\$ 3,000.00
36	STORM MANHOLE, SW-401, 48"	1	EA	\$ 6,500.00	\$ 6,500.00	0.75	4,875.00	1.00	\$ 6,500.00	\$ 6,500.00	100%	\$ -
37	INTAKE, SW-503	1	EA	\$ 10,500.00	\$ 10,500.00	0.75	7,875.00	0.75	\$ 7,875.00	\$ 7,875.00	75%	\$ 2,625.00
38	INTAKE, SW-505	6	EA	\$ 10,500.00	\$ 63,000.00	1.50	15,750.00	4.50	\$ 47,250.00	\$ 47,250.00	75%	\$ 15,750.00
39	INTAKE, SW-508	1	EA	\$ 11,500.00	\$ 11,500.00	0.75	8,625.00	0.75	\$ 8,625.00	\$ 8,625.00	75%	\$ 2,875.00
40	INTAKE, SW-510, MODIFIED, 13' X 5'	1	EA	\$ 35,000.00	\$ 35,000.00	0.75	26,250.00	0.75	\$ 26,250.00	\$ 26,250.00	75%	\$ 8,750.00



**Progress Estimate - Unit Price Work**
**Contractor's Application for Payment**

<b>Owner:</b>	City of Windsor Heights	<b>Owner's Project</b>	
<b>Engineer:</b>	Bolton & Menk, Inc.	<b>Engineer's Project</b>	0A1.127880
<b>Contractor:</b>	All Star Concrete	<b>Other Project No.:</b>	
<b>Project:</b>	68th Street Reconstruction		
<b>Contract:</b>	Paving, Municipal		

Application No.: 2 Application Period: From 06/01/23 to 06/30/23 Application Date: 07/01/23

A	B	C	D	E	F	F1	F2	G	H	J	K	L
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)			
41	MANHOLE ADJUSTMENT, MINOR	3	EA	\$ 1,600.00	\$ 4,800.00	-	-	1.00	\$ 1,600.00	\$ 1,600.00	33%	\$ 3,200.00
42	MANHOLE ADJUSTMENT, MAJOR	2	EA	\$ 3,700.00	\$ 7,400.00	-	-	2.00	\$ 7,400.00	\$ 7,400.00	100%	\$ -
43	REMOVE INTAKE	5	EA	\$ 800.00	\$ 4,000.00	5.00	4,000.00	5.00	\$ 4,000.00	\$ 4,000.00	100%	\$ -
44	PAVEMENT, PCC, 7"	4,280	SY	\$ 67.00	\$ 286,760.00	-	-	-	\$ -	\$ -	-	\$ 286,760.00
45	PAVEMENT, PCC, 10"	35	SY	\$ 100.00	\$ 3,500.00	-	-	-	\$ -	\$ -	-	\$ 3,500.00
46	REMOVAL OF SIDEWALK	25	SY	\$ 22.00	\$ 550.00	-	-	-	\$ -	\$ -	-	\$ 550.00
47	REMOVAL OF DRIVEWAY	835	SY	\$ 17.00	\$ 14,195.00	417.50	7,097.50	417.50	\$ 7,097.50	\$ 7,097.50	50%	\$ 7,097.50
48	SIDEWALK, PCC, 4"	560	SY	\$ 60.00	\$ 33,600.00	-	-	-	\$ -	\$ -	-	\$ 33,600.00
49	SIDEWALK, PCC, 6"	25	SY	\$ 85.00	\$ 2,125.00	-	-	-	\$ -	\$ -	-	\$ 2,125.00
50	DETECTABLE WARNING	20	SF	\$ 55.00	\$ 1,100.00	-	-	-	\$ -	\$ -	-	\$ 1,100.00
51	DRIVEWAY, PAVED, PCC, 6"	885	SY	\$ 70.00	\$ 61,950.00	-	-	-	\$ -	\$ -	-	\$ 61,950.00
52	DRIVEWAY, GRANULAR	250	TON	\$ 50.00	\$ 12,500.00	-	-	-	\$ -	\$ -	-	\$ 12,500.00
53	PAVEMENT REMOVAL	4,075	SY	\$ 13.00	\$ 52,975.00	2,045.00	26,585.00	2,045.00	\$ 26,585.00	\$ 26,585.00	50%	\$ 26,390.00
54	TEMPORARY TRAFFIC CONTROL	1	LS	\$ 13,850.00	\$ 13,850.00	0.20	2,770.00	0.40	\$ 5,540.00	\$ 5,540.00	40%	\$ 8,310.00
55	PERFORATED SQUARE STEEL TUBE POSTS	12	EA	\$ 600.00	\$ 7,200.00	-	-	-	\$ -	\$ -	-	\$ 7,200.00
56	WATERING	25	MGAL	\$ 60.00	\$ 1,500.00	-	-	-	\$ -	\$ -	-	\$ 1,500.00
57	SOD	215	SQ	\$ 65.00	\$ 13,975.00	-	-	-	\$ -	\$ -	-	\$ 13,975.00
58	SWPPP PREPARATION	1	LS	\$ 1,500.00	\$ 1,500.00	1.00	1,500.00	1.00	\$ 1,500.00	\$ 1,500.00	100%	\$ -
59	SWPPP MANAGEMENT	1	LS	\$ 2,100.00	\$ 2,100.00	0.20	420.00	0.40	\$ 840.00	\$ 840.00	40%	\$ 1,260.00
60	FILTER SOCK, 8"	2,450	LF	\$ 2.00	\$ 4,900.00	125.00	250.00	125.00	\$ 250.00	\$ 250.00	5%	\$ 4,650.00
61	STABILIZED CONSTRUCTION ENTRANCE	100	SY	\$ 15.00	\$ 1,500.00	-	-	-	\$ -	\$ -	-	\$ 1,500.00
62	EROSION CONTROL MULCHING, HYDRO MULCHING	0.45	AC	\$ 3,000.00	\$ 1,350.00	-	-	-	\$ -	\$ -	-	\$ 1,350.00
63	INLET PROTECTION DEVICE, MAINTENANCE, AND REMOVAL	15	EA	\$ 200.00	\$ 3,000.00	2.00	400.00	2.00	\$ 400.00	\$ 400.00	13%	\$ 2,600.00
64	MODULAR BLOCK RETAINING WALL	250	SF	\$ 50.00	\$ 12,500.00	-	-	-	\$ -	\$ -	-	\$ 12,500.00
65	MOBILIZATION	1	LS	\$ 499,000.00	\$ 499,000.00	0.50	249,500.00	0.50	\$ 249,500.00	\$ 249,500.00	50%	\$ 249,500.00
66	MAINTENANCE OF POSTAL SERVICE	1	LS	\$ 3,000.00	\$ 3,000.00	0.20	600.00	0.40	\$ 1,200.00	\$ 1,200.00	40%	\$ 1,800.00
67	MAINTENANCE OF SOLID WASTE COLLECTION	1	LS	\$ 13,200.00	\$ 13,200.00	0.20	2,640.00	0.40	\$ 5,280.00	\$ 5,280.00	40%	\$ 7,920.00
68	TEMPORARY PEDESTRIAN RESIDENTIAL ACCESS	1	LS	\$ 75,000.00	\$ 75,000.00	0.20	15,000.00	0.40	\$ 30,000.00	\$ 30,000.00	40%	\$ 45,000.00
69	CONCRETE WASHOUT	1	LS	\$ 2,600.00	\$ 2,600.00	0.20	520.00	0.40	\$ 1,040.00	\$ 1,040.00	40%	\$ 1,560.00
70	CURBSIDE MAILBOX	26	EA	\$ 800.00	\$ 20,800.00	8.50	6,800.00	8.50	\$ 6,800.00	\$ 6,800.00	33%	\$ 14,000.00
Original Contract Totals					\$ 1,922,231.25		\$ 509,217.50		\$ 721,697.50	\$ 721,697.50	38%	\$ 1,200,533.75
Change Orders												
					-				-	-		-
					-				-	-		-
Change Order Totals					\$ -				\$ -	\$ -		\$ -
Original Contract and Change Orders												
Project Totals					\$ 1,922,231.25				\$ 721,697.50	\$ 721,697.50	38%	\$ 1,200,533.75





**STAFF REPORT  
CITY COUNCIL**

July 17, 2023

TO: CITY COUNCIL  
FROM: Justin Ernst, City Engineer  
SUBJECT: Consideration of Pay Request 2 - Public Safety Parking Lot Improvements

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. Public Safety Parking Lot Improvements Pay Request 2





**BOLTON  
& MENK**

Real People. Real Solutions.

430 E Grand Avenue  
Suite 101  
Des Moines, IA 50309

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

July 7, 2023

Ms. Rachelle Swisher  
Interim City Administrator/Finance Director  
City of Windsor Heights, Iowa

RE: Public Safety Parking Lot Improvements Pay Request 2

Dear Ms. Swisher:

Submitted for your approval is Pay Request 2 for the above-mentioned project. Pay Request 2 is for a total payment of \$141,225.68. The total value completed to date is \$223,615.26, minus 5% retainage of \$11,180.76. Please see Pay Request 2 for a full summary of the items completed that are included in this payment.

Bolton & Menk, Inc. recommends the approval of Pay Application 2. Please let me know if you have any questions.

Sincerely,

**Bolton & Menk, Inc.**

**Justin Ernst, PE**  
Project Manager



Owner:		City of Windsor Heights		Owner's Project No.:			
Engineer:		Bolton & Menk, Inc.		Engineer's Project No.:		0A1.127880	
Contractor:		Caliber Concrete		Other Project No.:			
Project:		Public Safety Parking Lot Improvements					
Contract:		Paving					
Application No.:		2		Application Date:		6/30/2023	
Application Period:		From 6/1/2023		to		6/30/2023	
1. Original Contract Price				\$	228,271.82		
2. Net change by Change Orders				\$	-		
3. Current Contract Price (Line 1 + Line 2)				\$	228,271.82		
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)				\$	223,615.26		
5. Retainage							
a. 5% X \$ 223,615.26 Work Completed				\$	11,180.76		
b. 5% X \$ - Stored Materials				\$	-		
c. Total Retainage (Line 5.a + Line 5.b)				\$	11,180.76		
6. Amount eligible to date (Line 4 - Line 5.c)				\$	212,434.50		
7. Less previous payments (Line 6 from prior application)				\$	71,208.82		
8. Amount due this application				\$	141,225.68		
<b>Contractor's Certification</b>							
The undersigned Contractor certifies, to the best of its knowledge, the following:							
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;							
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and							
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.							
Contractor:		Caliber Concrete					
Signature:						Date:	7-6-23
Name:		Michael Noland				Title:	Controller
<b>Recommended by Engineer</b>				<b>Approved by Owner</b>			
By:				By: _____			
Name: Justin Ernst				Name: _____			
Title: Civil Project Manager				Title: _____			
Date: 7/7/2023				Date: _____			



**Progress Estimate - Unit Price Work**

**Contractor's Application for Payment**

Owner:	City of Windsor Heights	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	0A1.127880
Contractor:	Caliber Concrete	Other Project No.:	
Project:	Public Safety Parking Lot Improvements		
Contract:	Paving		

Application No.: 2		Application Period: From 06/01/23 to 06/30/23		Application Date: 06/30/23									
A	B	C	D	E	F	F1	F2	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
Original Contract													
1	TOPSOIL, IMPORT	20	CY	50.00	1,000.00		-	10.00	500.00		500.00	50%	500.00
2	EXCAVATION, CLASS 10	475	CY	40.00	19,000.00	285.00	11,400.00	514.00	20,560.00		20,560.00	108%	(1,560.00)
3	SUBGRADE PREPARATION	2,030	SY	3.00	6,090.00	1,218.00	3,654.00	2,030.00	6,090.00		6,090.00	100%	-
4	SUBGRADE TREATMENT, GEO-GRID	50	SY	4.40	220.00		-	-	-		-		220.00
5	SUBBASE, MODIFIED, 6"	2,030	SY	13.30	26,999.00	1,218.00	16,199.40	2,030.00	26,999.00		26,999.00	100%	-
6	HDPE SLOTTED PIPE, 15 IN, W/ 6IN GRATE	30	LF	100.00	3,000.00	30.00	3,000.00	30.00	3,000.00		3,000.00	100%	-
7	INTAKE, SW-511	1	EA	5,000.00	5,000.00	0.75	3,750.00	1.00	5,000.00		5,000.00	100%	-
8	MANHOLE ADJUSTMENT, MINOR	2	EA	1,500.00	3,000.00		-	2.00	3,000.00		3,000.00	100%	-
9	REMOVE INTAKE	1	EA	1,000.00	1,000.00	1.00	1,000.00	1.00	1,000.00		1,000.00	100%	-
10	PAVEMENT, PCC, 7"	2,030	SY	51.21	103,956.30		-	2,030.00	103,956.30		103,956.30	100%	-
11	REMOVAL OF SIDEWALK	51	SY	11.00	561.00	12.75	140.25	64.90	713.90		713.90	127%	(152.90)
12	SIDEWALK, PCC, 5"	27	SY	74.92	2,022.84		-	51.60	3,865.87		3,865.87	191%	(1,843.03)
13	SIDEWALK, PCC, 6"	30	SY	80.39	2,411.70		-	13.30	1,069.19		1,069.19	44%	1,342.51
14	PAVEMENT REMOVAL	2,030	SY	13.00	26,390.00	2,030.00	26,390.00	2,030.00	26,390.00		26,390.00	100%	-
15	PAINTED PAVEMENT MARKINGS, SOLVENT/WATERBORNE	8	STA	333.33	2,499.98		-	-	-		-		2,499.98
16	PAINTED SYMBOLS AND LEGENDS	1	EA	250.00	250.00		-	-	-		-		250.00
17	TEMPORARY TRAFFIC CONTROL	1	LS	250.00	250.00	0.25	62.50	1.00	250.00		250.00	100%	-
18	SOD	12	SQ	250.00	3,000.00		-	-	-		-		3,000.00
19	FILTER SOCK, 8 IN	140	LF	5.00	700.00	150.00	750.00	150.00	750.00		750.00	107%	(50.00)
20	INLET PROTECTION DEVICE, DROP IN	3	EA	150.00	450.00		-	-	-		-		450.00
21	CONSTRUCTION SURVEY	1	LS	2,500.00	2,500.00	0.25	625.00	1.00	2,500.00		2,500.00	100%	-
22	MOBILIZATION	1	LS	15,971.00	15,971.00	0.50	7,985.50	1.00	15,971.00		15,971.00	100%	-
23	CONCRETE WASHOUT	1	LS	2,000.00	2,000.00		-	1.00	2,000.00		2,000.00	100%	-
24		-	-	-	-		-	-	-		-		-
		-	-	-	-		-	-	-		-		-
		-	-	-	-		-	-	-		-		-
Original Contract Totals					\$ 228,271.82		\$ 74,956.65		\$ 223,615.26	\$ -	\$ 223,615.26	98%	\$ 4,656.56
Change Orders													
					-				-		-		-
					-				-		-		-
Change Order Totals					\$ -				\$ -	\$ -	\$ -		\$ -
Original Contract and Change Orders													
Project Totals					\$ 228,271.82				\$ 223,615.26	\$ -	\$ 223,615.26	98%	\$ 4,656.56





**STAFF REPORT  
CITY COUNCIL**  
July 17, 2023

TO: CITY COUNCIL  
FROM: Justin Ernst, City Engineer  
SUBJECT: Consideration of Pay Request 3 - 2023 HMA Resurfacing Project

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. 2023 HMA Resurfacing Project Pay Request 3





**BOLTON  
& MENK**

Real People. Real Solutions.

430 E Grand Avenue  
Suite 101  
Des Moines, IA 50309

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

July 11, 2023

Ms. Rachelle Swisher  
Interim City Administrator/Finance Director  
City of Windsor Heights, Iowa

RE: 2023 HMA Resurfacing Project Pay Request 3

Dear Ms. Swisher:

Submitted for your approval is Pay Request 3 for the above-mentioned project. Pay Request 3 is for a total payment of \$11,115.00. The total value completed to date is \$172,141.00, minus 5% retainage of \$8,607.05. Please see Pay Request 3 for a full summary of the items completed that are included in this payment.

Bolton & Menk, Inc. recommends the approval of Pay Application 3. Please let me know if you have any questions.

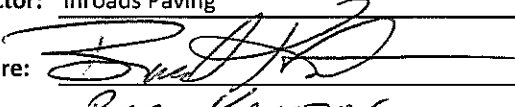
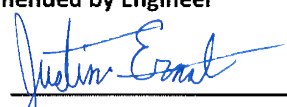
Sincerely,

**Bolton & Menk, Inc.**

**Justin Ernst, PE**  
Project Manager



**Contractor's Application for Payment**

<b>Owner:</b> <u>City of Windsor Heights</u> <b>Engineer:</b> <u>Bolton &amp; Menk, Inc.</u> <b>Contractor:</b> <u>Inroads Paving</u> <b>Project:</b> <u>2023 HMA Resurfacing Project</u> <b>Contract:</b> <u>Paving</u>	<b>Owner's Project No.:</b> _____ <b>Engineer's Project No.:</b> <u>0A1.127459</u> <b>Other Project No.:</b> _____																																	
<b>Application No.:</b> <u>3</u> <b>Application Date:</b> <u>6/30/2023</u> <b>Application Period:</b> <b>From</b> <u>6/1/2023</u> <b>to</b> <u>6/30/2023</u>																																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">1. Original Contract Price</td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 35%; text-align: right;">176,110.75</td> </tr> <tr> <td>2. Net change by Change Orders</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td>3. Current Contract Price (Line 1 + Line 2)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">176,110.75</td> </tr> <tr> <td>4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">172,141.00</td> </tr> <tr> <td>5. Retainage</td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">a. <u>5%</u> X <u>\$ 172,141.00</u> Work Completed</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">8,607.05</td> </tr> <tr> <td style="padding-left: 20px;">b. <u>5%</u> X <u>\$ -</u> Stored Materials</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td style="padding-left: 20px;">c. Total Retainage (Line 5.a + Line 5.b)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">8,607.05</td> </tr> <tr> <td>6. Amount eligible to date (Line 4 - Line 5.c)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">163,533.95</td> </tr> <tr> <td>7. Less previous payments (Line 6 from prior application)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">152,418.95</td> </tr> <tr> <td>8. Amount due this application</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">11,115.00</td> </tr> </table>		1. Original Contract Price	\$	176,110.75	2. Net change by Change Orders	\$	-	3. Current Contract Price (Line 1 + Line 2)	\$	176,110.75	4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	172,141.00	5. Retainage			a. <u>5%</u> X <u>\$ 172,141.00</u> Work Completed	\$	8,607.05	b. <u>5%</u> X <u>\$ -</u> Stored Materials	\$	-	c. Total Retainage (Line 5.a + Line 5.b)	\$	8,607.05	6. Amount eligible to date (Line 4 - Line 5.c)	\$	163,533.95	7. Less previous payments (Line 6 from prior application)	\$	152,418.95	8. Amount due this application	\$	11,115.00
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<b>Contractor's Certification</b> The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.																																		
<b>Contractor:</b> <u>Inroads Paving</u> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> <b>Signature:</b>   <b>Name:</b> <u>BRAD KARLSTEN</u> </div> <div style="width: 45%;"> <b>Date:</b> <u>7/10/2023</u>  <b>Title:</b> <u>PM / ESTIMATOR</u> </div> </div>																																		
<b>Recommended by Engineer</b>  <b>By:</b>  <b>Name:</b> <u>Justin Ernst</u> <b>Title:</b> <u>Civil Project Manager</u> <b>Date:</b> <u>7/11/2023</u>	<b>Approved by Owner</b>  <b>By:</b> _____ <b>Name:</b> _____ <b>Title:</b> _____ <b>Date:</b> _____																																	









**STAFF REPORT  
CITY COUNCIL**

July 17, 2023

TO: CITY COUNCIL  
FROM: Mike Jones, Mayor  
SUBJECT: Discuss Beggars' Night

**GENERAL INFORMATION**

A survey was distributed to residents on their opinion for beggars' night being on October 30<sup>th</sup> or the last Saturday of October. This survey was promoted in our printed newsletter and on social media. The results are attached. The survey was also presented to the Community Events Committee, who had no objection to the proposal of beggars' night being moved to the last Saturday in October.

**SUMMARY**

The results of the survey should be discussed and recommendations for next steps, if any, should be made.

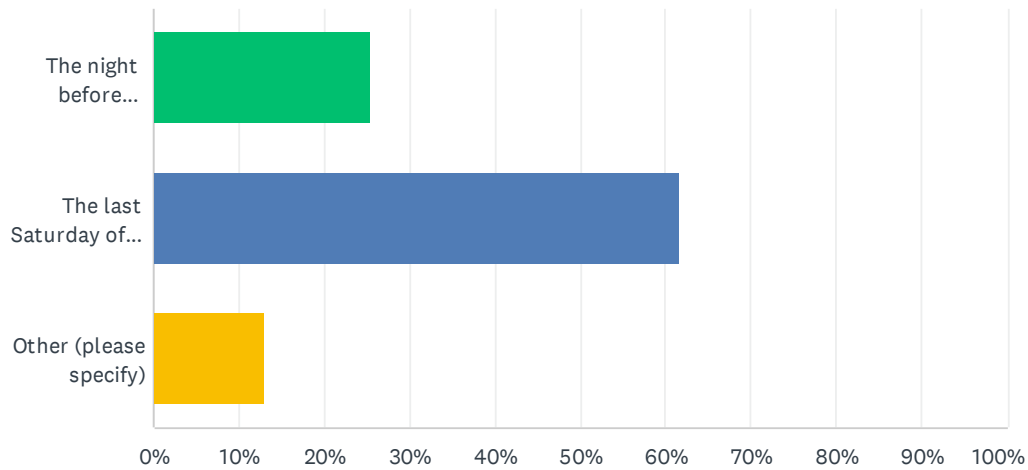
**ATTACHMENTS**

1. Beggars Night Survey



## Q1 What night should Beggars' Night be held?

Answered: 138 Skipped: 0



ANSWER CHOICES	RESPONSES
The night before Halloween	25.36% 35
The last Saturday of October	61.59% 85
Other (please specify)	13.04% 18
TOTAL	138

#	OTHER (PLEASE SPECIFY)	DATE
1	on Halloween or the night before	4/18/2023 10:01 AM
2	Whenever the majority of the metro does it	4/15/2023 6:59 AM
3	On Halloween	4/12/2023 10:31 PM
4	Halloween night	4/12/2023 4:12 PM
5	On HALLOWEEN!!!!	4/11/2023 7:23 PM
6	On Halloween	4/11/2023 3:14 PM
7	On Halloween 🧛‍♀️	4/10/2023 7:41 PM
8	On Halloween	4/6/2023 3:35 PM
9	Halloween	4/5/2023 9:34 PM
10	Halloween 10/31	4/5/2023 8:27 PM
11	Halloween	4/5/2023 7:49 PM
12	Halloween night.	4/5/2023 6:29 PM
13	Halloween	4/5/2023 6:13 PM
14	On October 31	4/5/2023 5:43 PM
15	Halloween night 10/31	4/5/2023 4:55 PM



16	Halloween night.	4/5/2023 4:49 PM
17	Halloween	4/5/2023 4:28 PM
18	Halloween	4/5/2023 4:00 PM



## Q2 Additional comments.

Answered: 44 Skipped: 94

#	RESPONSES	DATE
1	Or just on Halloween. Beggars Night concept is ridiculous.	5/4/2023 10:06 AM
2	Nice to keep it always on a Saturday night!	4/18/2023 11:33 AM
3	Crazy to try to change it just because another town did! Moving Easter and Christmas too?	4/18/2023 10:01 AM
4	The last Saturday could be a week before Halloween! That's just dumb. How about Windsor Heights makes the bold move of having it actually ON Halloween??	4/17/2023 6:29 PM
5	Beggars night in the metro area has been October 30 for decades, since at least the 1950's. If something isn't broken, why change it. Halloween will just become another day for the kids if Beggars Night is switched just to make it easier for parents. Instead of just neighborhood kids, there could also be many kids brought in from other suburbs so the kids have 2 nights to trick or treat. That's a lot more candy to buy and handout. Keep a united metro Beggars Night on Oct. 30	4/17/2023 1:30 PM
6	I have friends in Bondurant. Switching to Saturday caused EVERYONE in the metro to come to their community. Their street was crawling with people not from Bondurant. I love it when Beggars Night is a community event. I don't think it's my responsibility to provide candy for the entire metro.	4/15/2023 6:59 AM
7	Beggars night should be on Halloween! What's the point of the holiday when we celebrate it on a different night? Make the holiday mean something and have beggars night on Halloween!!!	4/11/2023 7:23 PM
8	I have given out candy for all 20 years living in Windows Heights, but this change would end my participation, as a Saturday night is an adult night to go out. Bondurant move was not bold but inconvenient.	4/11/2023 6:29 PM
9	Less people will be home to give out candy.	4/11/2023 4:21 PM
10	Great idea! Love it.	4/11/2023 2:42 PM
11	Best to keep the same as our closest neighboring communities.	4/10/2023 8:37 PM
12	Keep the same as our neighboring communities.	4/10/2023 8:35 PM
13	Good idea. Avoids conflicts with school work and other school events.	4/10/2023 7:39 PM
14	Much more convenient on a Saturday!	4/10/2023 6:23 PM
15	We love the idea of a Saturday trick or treat!	4/10/2023 4:55 PM
16	I'm not from Iowa originally, so it not being on actual Halloween is different for me. So if it's not going to be on Halloween, might as well be on a weekend each year!	4/7/2023 8:32 PM
17	Just start time earlier and end time earlier 5pm to 7pm	4/6/2023 8:46 PM
18	Would Fall Fest be impacted by this decision?	4/6/2023 2:07 PM
19	It seems like Saturday would be more convenient for many families. If it was moved to Saturday, would it be safer to move the time to a little earlier eg. 5-7? The sun sets at about 6:15pm at that time of year and it seems like it would be safer for young children.	4/6/2023 2:02 PM
20	Easier for parents as far as timing goes and better for the kids so they aren't late to bed during the week and are able to hang out with friends and go through candy, etc.	4/6/2023 8:52 AM
21	I love this idea! This would make Beggars' Night much more accessible and could allow for fun community events. It would be a draw to those outside of WH as well, which could be great for the WH economy.	4/6/2023 8:21 AM
22	Love the change!	4/6/2023 7:57 AM



23	I love this idea! When it falls on a school night, so many things are unnecessarily complicated. I vote to move it!	4/6/2023 7:20 AM
24	The Saturday before Halloween tends to be when people go out and party. Those people drink, and it makes the roads more dangerous for the kids. There are always more pedestrian accidents when trick-or-treating takes place on the Saturday before Halloween, so it seems reckless to intentionally pick that day for trick-or-treating.	4/6/2023 6:57 AM
25	Saturday nights are for adults, unless you plan to have an all out Family Halloween- that means park events, contests, parade, etc. But you'll still need beggars night. Unless you want to go all out, beggars night should stay on Oct 30.	4/5/2023 11:40 PM
26	Also... crazy idea... consider moving it to Halloween night and remove the concept of beggar's night.	4/5/2023 10:23 PM
27	It's better for the kids & young families! Won't interfere w school days	4/5/2023 9:30 PM
28	Weekday trick or treating is incredibly difficult for families that work M-F. If it was always the same Saturday, it would promote more community	4/5/2023 9:14 PM
29	Would very much prefer to celebrate on Halloween.	4/5/2023 8:27 PM
30	Or ON Halloween	4/5/2023 7:25 PM
31	Traditional values and family traditions have gone out the window already in Windsor Heights. No 4th of July parade that was a milestone for families is gone. What Windsor Heights stands for is gone now. You are going to do what you want anyway.	4/5/2023 6:29 PM
32	Either the last Saturday or 10/31	4/5/2023 6:22 PM
33	It is excessively stupid to maintain the idiotic tradition of "Beggar's Night" any other night than October 31st. Get over it and just do it on 10/31 already.	4/5/2023 5:43 PM
34	Everyone can participate and the kids can enjoy staying up afterwards so they aren't tired at school the next day	4/5/2023 5:31 PM
35	Don't understand why this needs to change.	4/5/2023 5:27 PM
36	If it can't be on Halloween, it should stay where it is, close to Halloween, the night before.	4/5/2023 5:21 PM
37	I had never heard of Beggar's Night before moving to DM. When I realized it was Halloween, I thought, "How dumb." If you're going to make up a holiday, at least have it on a Saturday. I'm down for this change as well as having it the day it's meant to be celebrated...10/31.	4/5/2023 5:05 PM
38	Follow the leaders	4/5/2023 5:01 PM
39	I agree this would be a good idea.	4/5/2023 4:56 PM
40	Or...here's a wild thought, just have it ON HALLOWEEN. I don't understand moving a holiday to be convenient. If we want to be like the majority of the metro, and have "beggars night", then have it on the 30th like everyone else. If for some reason we want a different night, have it on the 31st . Don't create a special night, it's confusing for people who are new to the area, or who might want to visit family living in WH.	4/5/2023 4:33 PM
41	I like the last Saturday of Oct, but it would be best if other metro cities followed suit, otherwise I think we could get bombarded	4/5/2023 4:28 PM
42	Trick or treating should be on Halloween only. Beggars night is an odd tradition that needs to end.	4/5/2023 4:28 PM
43	Great idea! When our kids have school at 7:30 AM the following day, it makes trick-or-treating less enjoyable.	4/5/2023 4:14 PM
44	Great idea	4/5/2023 4:07 PM





**STAFF REPORT  
CITY COUNCIL**

July 17, 2023

TO: CITY COUNCIL  
FROM: Pete Roth  
SUBJECT: Consideration of Police Lieutenant Job Description

**GENERAL INFORMATION**

**SUMMARY**

The description has passed the Personnel and Finance committee, as well as the Public Safety committee.

**ATTACHMENTS**

1. 2023 06 16 Police Lieutenant Job Description Draft



## City of Windsor Heights, Iowa

<b>Job Title:</b> Police Lieutenant	<b>Classification:</b> Exempt
<b>Department:</b> Police Department	<b>Selection/Approval:</b> Police Chief / City Administrator
<b>Reports To:</b> Police Chief	<b>Revision Date:</b> June 16, 2023
<b>Approved by:</b>	<b>Council Review &amp; Approval:</b>

### Summary Description:

The Police Lieutenant, under the direction of the Police Chief, is responsible for supervisory and technical police work, to include the planning, organizing, supervising, and managing all aspects of daily operations of a divisional unit of the Police Department. An employee in this classification plans and directs the activities of subordinate employees to accomplish the department's short-term objectives and promotes and assists in the development of the agency's long-range strategic goals. The duties and responsibilities of a Police Officer or Detective shall also be conducted as required. The Police Lieutenant promotes and maintains positive community relationships and serves as a member of the Department Command Staff.

### Essential Duties & Responsibilities:

- Supervises, directs, and evaluates staff in their assigned duties including ensuring completion of such work.
- Evaluates programs and activities including implementing goals and objectives; evaluating operations; making improvements or changes; supervising crime prevention and police operations; and coordinating activities with other departments and agencies.
- Reviews public issues and complaints; process and conduct initial investigations of citizen complaints against the City, individual officers, or the department; assist the Police Chief in formal internal investigations of complaints.
- Participates in planning, preparing, and managing the department budget, presents budget recommendations to leadership, operates within budget parameters, and adjusts work plans/activities due to fiscal changes.
- Participates in the development and implementation of goals, objectives, policies, priorities, and procedures for assigned programs; recommends and administers policies and procedures.
- Reviews and approves a variety of reports and paperwork generated in the course of their duties.
- Evaluates the performance of subordinate employees and provides coaching as necessary. Conducts and completes employee evaluations.
- Reviews uses of force and post-pursuit incident reports.
- Evaluates the effectiveness and efficiency of police operations and offers suggestions/recommendations for adjustments as necessary.
- Prepares reports and records, including supervisor's logs, grant reporting forms, reports of initial/supplemental investigation, department forms, traffic reports, and other documentation.
- Aids in oversight of and compliance with labor agreements between the City of Windsor Heights and contract employees.
- Studies crime reports and compiles statistical data for planning purposes, recommending necessary adjustments to personnel assignments to ensure proper response to developing criminal trends or to major criminal or civil incidents.



- Notifies the Police Chief of incidents of concern.
- Maintains close contact with the community by attending and participating at public events.
- Assists in emergency and special events planning with staff, public safety agencies, emergency management organizations, city departments, and other groups. Directs operations during such events and incidents as needed.
- Responds to both emergent and non-emergent situations requiring the presence of command staff or additional officers and updates leadership as necessary.
- Manages the security, integrity, and storage of police evidence. This includes asset forfeitures.
- Oversees police records, open records requests, and applicable staff.
- Reviews contracts and agreements as directed. Manages and works with vendors and contractors.
- Remains current on new principles, practices, and new developments in law enforcement by reviewing publications, attending meetings, conferences, workshops, and training sessions.
- Other duties as assigned.

#### **Supervisory Responsibility:**

- Leads, inspires, motivates, and guides others toward goals and the mission of the department. Coaches, mentors, and challenges staff; adapts leadership styles to various situations and models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.
- Provides direct supervision and oversight to staff assigned to a divisional unit within the department. Responsibilities include, but are not limited to, scheduling, assigning, and directing daily work, conducting performance reviews, providing developmental feedback, facilitating conflict resolution, and taking corrective action with employees when deemed appropriate based on performance or conduct.
- Manages department vehicles and equipment to ensure proper use.
- Assumes the duties of the Police Chief in his/her absence.

#### **Knowledge, Skills, and Abilities:**

- Strong verbal and written communication skills with the ability to express ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas. Expresses facts and ideas in writing in a succinct and organized manner.
- Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise and maintains credibility with others on technical matters.
- Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others inside and outside of the organization to collaborate and achieve goals.
- Possess excellent time management and organizational skills. Must have the ability to manage multiple projects and prioritize workload in a timely and effective manner. Performing duties efficiently and accurately to meet time sensitive deadlines.
- Ability to be self-directing, innovative, and creative in decision-making and problem resolution situations and in the performance of job duties.
- Able to use technology and software in facilitating meetings, training, scheduling and presentations.
- Ability to manage and resolve conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative impact.
- Skill in reacting calmly and effectively in emergency or stressful situations.



- Ability to inventory, audit, and order materials and supplies.
- Ability to obtain relevant Federal Emergency Management Agency (FEMA) and National Incident Management System (NIMS) certifications.
- Skills in preparing and presenting press or media releases.
- Skills using weapons and applying defense tactics.
- Ability to work independently while being responsible for planning, coordinating, organizing, and participating in the Police Department activities of the City in an effective and efficient manner.
- Ensures that effective internal controls are developed and maintained to ensure the integrity of the organization.
- Ability to perform the duties of subordinate personnel.
- Ability to direct officers, detectives, and other personnel at crime or incident scenes.
- Ability to properly gather, preserve, handle and document evidence.
- Ability to train, coach, supervise, and motivate employees.
- Ability to represent the City of Windsor Heights in a professional and positive manner.

**Education, Experience and/or Other Requirements:**

*In addition to those of an entry level Peace Officer and meeting the minimum requirements of the Iowa Law Enforcement Academy (ILEA):*

Required:

- Completion of 60 semester hours of college credit.
- Minimum of four years of satisfactory service as a certified police officer with the Windsor Heights Police Department or in a similarly positioned appointment within a law enforcement agency of similar complexity and of equal or greater size. A combination of education and experience may be substituted for the requirements contained herein at the discretion of the Chief of Police.
- ILEA certification as a peace officer, or ability to attain certification within the first year of employment.
- Reside within 30 miles of Windsor Heights' corporate boundary limits.
- Knowledge of criminal and civil court procedures and practices.
- The successful completion of a pre-employment drug screen, physical and background check.
- Obtain certification in cardiopulmonary resuscitation (CPR), able to properly use an automated external defibrillator (AED) and administer first aid.
- Valid Iowa Driver's License.

Preferred:

- Bachelor's degree in criminal justice, fire science, public administration, political science, or related field.
- Prior service in a special investigative assignment for a minimum of eighteen months with the Windsor Heights Police Department, or in the alternative, two years of service as an investigator at a department of similar or greater size and complexity.
- Successful completion of a specialized command level leadership course.
- Advanced investigator certification.
- Extensive knowledge of the city's geography and business community.

**Tools and Equipment Used:**

- Possess the ability to properly operate: police vehicles, police radio, handgun, shotgun, patrol rifle, Taser, less lethal munitions, and other weapons as required; striking instruments, chemical



dispersals, breaching tools, handcuffs, breathalyzers, tint meter, computer hardware and software, AED and first aid equipment, and other duty related equipment as assigned.

- Personal computers, Microsoft Office Suite (e.g., Word, Excel, Outlook, PowerPoint), database software, social media applications, telephone, copy machine, fax machine, scanners, printers, cameras.
- Cleaning and maintenance chemicals and solutions in accordance with the manufacturer's specifications.

#### **Work Environment/Frequent Physical Demands:**

The physical demands of the duties described herein, and the work environment characteristics are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Operates motor vehicles in carrying out the business of the Department and the City.
- The employee is frequently required to talk, hear, sit, stand, walk, use both hands and fingers simultaneously, handle, operate objects, controls, or equipment, reach with hands and arms, climb or balance, pedal and steer, stoop, kneel, crouch or crawl, and taste or smell.
- Moderate or regular lifting, pushing, pulling, or moving objects weighing up to 30-50 pounds; occasionally lifting, pushing, pulling, and carrying objects 50-100 pounds or greater may be required.
- Specific vision abilities required by this job include uncorrected vision of not less than 20/100 in both eyes, corrected to 20/20, and color vision consistent with the occupational demands of law enforcement.
- While performing the duties of this job, the employee frequently works in an office environment as well as in outside weather conditions involving prolonged exposure at times to the varying elements and extremes of weather, such as rain, wind, snow, heat or cold, darkness and poor lighting.
- Employees may be exposed to close quarters, dirt / dust, fumes / odors, moving machinery, visual strain, mechanical and chemical hazards, traffic hazards, electrical and medical hazards, microbiological hazards, and unpleasant social situations.
- The employee occasionally works near moving mechanical parts; in high, precarious places; with explosives; is exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals; extreme cold, extreme heat, and vibration.
- The noise level in the work environment is usually low/moderate office noise in addition to occasional moderate/high noise exposure of machinery, equipment and other sources found in the public safety sector.
- Must be flexible to work anytime of the day, any day of the week, including weekends, holidays and/or overnights, as needed. This includes being on-call.

#### **Interaction with Other Department/Staff:**

This position requires a high degree of information sharing between City Elected Officials and Departments. It is of the utmost importance that personal information be kept strictly confidential. This position shall also participate and engage with various members of city staff, elected officials, and members of the public in non-routine capacities such as serving as a department representative on committees, within work groups, or during public forums.

***The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if***



***the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***

**Acknowledgement:**

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Windsor Heights reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Windsor Heights. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the City of Windsor Heights has a similar right.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Police Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

The City of Windsor Heights is an Equal Opportunity Employer.





**STAFF REPORT  
CITY COUNCIL**  
July 17, 2023

TO: CITY COUNCIL

FROM:

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

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

None





**STAFF REPORT  
CITY COUNCIL**  
July 17, 2023

TO: CITY COUNCIL  
FROM: Mike Jones, Mayor  
SUBJECT: Mayor Report

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. Mayor's Report 7-12-2023





## **MAYOR'S REPORT**

Report Covers May 31<sup>st</sup> – July 12<sup>th</sup>, 2023

- Colby Park Ad-Hoc Committee met in May following Council deciding to reject the sole bid for Phase 1 of the Colby Park project, which came in over 40% of the engineer's estimates. There was discussion about rebidding Phase 1 with different materials but I also stated that the entire project started out with a playground and a splash pad (essentially, Phase 2 of the project) but has since developed into multiple other stages. Based on that, Bolton and Menk priced out Phase 2 and the Committee agreed to pursue Phase 2, first. Estimates/plans should be coming in August.
- Attended the June Metropolitan Planning Organization (MPO) meeting, the major discussion was about a line of credit agreement with Bankers Trust for the water trails BUILD grant. That passed, with one dissention, from Pleasant Hill.
- Attended the Mid Iowa Association of Local Governments (Mayor's Association) to hear about DEI and Sustainability from Jeremy Caron, the Sustainability Program Manager for the City of Des Moines. I was one of six mayors to attend alongside Mayors Elrod, Merrifield, Edwards, Highfill and Andeweg.
- Met with Urbandale Chamber President Tiffany Menke to discuss the merger with the Windsor Heights Chamber. Among other topics, we discussed the hostile signage in the Windsor Heights Town Center parking lot that targets a neighboring business.
- Attended the MPO employee handbook subcommittee meeting on June 21st. A final draft will be presented to the executive committee and assuming it is acceptable, it will be onto the policy committee in August.
- While working through the 63rd Street/University Avenue development process I noticed that the information related to our multiple different tax abatement programs was not easily accessible. As in, it could only be found in some Council Agendas. I prepared information on all three programs and provided it to Adam so that it can be uploaded to the website.
- Metropolitan Advisory Council (MAC) originally scheduled for Tuesday, July 11th, was cancelled.
- The Mid Iowa Association of Local Governments (Mayor's Association) met at Central Iowa Shelter and Services (CISS). I was joined by Councilor Skeries and we heard from Melissa O'Neil, the CEO of Central Iowa Shelter & Services and Shelby Ridley of Primary Healthcare, who is the Homeless Support Services Program Director. We dined on "bougie lettuce" and Shelby and Melissa gave an excellent presentation on the services their respective organizations provide.
- Next up: 7/13, PW Committee meeting, 7/17, Funder Group Convo at Mid Iowa Health Foundation, 7/18, lunch at Food Bank of Iowa, 7/19, BMI open house for 73<sup>rd</sup> Street.





**STAFF REPORT  
CITY COUNCIL**  
July 17, 2023

TO: CITY COUNCIL  
FROM: Jim Mease  
SUBJECT: Fire Department Report

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. June EOM Report





ights Fire Dept.

, Iowa 50324

.9450  
760

## May 2023 Monthly Report

### Work Areas

#### 1. A Shift

- FF/Paramedic Jones continues to update the rental inspection process.
- A-Shift is expected to have a new FT member in early August.
- Crews completed 24 inspections/re-inspections throughout the month.
- PT FF/EMT Mitchell has helped fill in to ensure coverage while we hire a new FT member to replace her spot. Thanks Mary!
- FF/Paramedic Jones is ensuring that we are mission ready in his new role in our medical supply liaison.

#### 2. B Shift

- In addition to station training, B-Shift worked together building resources for daily Fire and EMS trainings for the entire FD.
- Crews attended Nights in the Heights as well as interacting with the community when out completing inspections and errands.
- B-Shift continues to work on the Annual Training Program to ensure quality and consistent training.
- Crews completed 13 inspections/re-inspections throughout the month.

#### 3.

#### C Shift

- Preplans continue to be updated.
- FF/EMT Ahrens continues to do well integrating to his new role as a FT member.
- FF/Paramedic Evans has coordinated A553 maintenance issues, equipment testing, and overall equipment readiness.
- Crews completed 24 inspections/re-inspections throughout the month.

#### 4. Chief Mease

- Attended multiple PR events to include "Touch a Truck", Bankers Trust Grill Out, Administrator Meet/Greet.

## DUTY - PRIDE - TRADITION

*The Windsor Heights Fire Department's mission is to deliver excellent EMS and Fire service to the public through continuous training, rapid response, public education, and fire prevention.*





Windsor Heights Fire Dept.

Windsor Heights, Iowa 50324

562-9450  
562-760

- Assisted in sitting in on the interview panel for the City Administrator position.
- Attended NCIC Class in Des Moines.
- Represented the WHFD with Jeff Price in attending a benefit for a Des Moines FD firefighter.
- Conducted multiple PT and POC firefighter interviews.
- Hiring process for FT and PT is in process with offers to be made, filling the vacant FT position and multiple PT positions.
- Continual training, adapting to current software programs and administrative tasks.
- Attending calls as needed with all crews to ensure appropriate mitigation.
- Assisted the Norwalk Fire Department as a member of Command Staff for a Working Fire 1<sup>st</sup> alarm.



### **Accomplishments**

- FD Members participated in multiple community events to include Touch a Truck, Bankers Trust Grill Out, and Open House events.
- Members have continued to work diligently to build the training programs for the FD to ensure we surpass industry standards.
- Annual ladder testing has been completed for the year.

## **DUTY - PRIDE - TRADITION**

*The Windsor Heights Fire Department's mission is to deliver excellent EMS and Fire service to the public through continuous training, rapid response, public education, and fire prevention.*





Windsor Heights Fire Dept.

Windsor Heights, Iowa 50324

555-9450  
555-760

- FM Boyle ensured completion of inspection and compliance for 2 fireworks stands.

### Calls

- 6/2/2023, crews responded to a reported MVC.
- 6/4/2023, crews responded to the report of a stroke call.
- 6/6/2023 crews responded to the report of an overdose.
- 6/7/2023, crews responded to the report of a structure fire at 7209 Bellaire in Windsor Heights. Automatic Aid resources were dispatched immediately. CFD L325 was training within close proximity to the incident and arrived to find smoke coming from the attic space. Incoming crews were assigned fire attack and overhaul. Residents reported a suspected lighting strike as the source. Extensive overhaul was required due to smoldering spread, displacing the residents for an unknown amount of time. No special arrangements were needed by the residents.
- 6/11/2023, crews responded to the report of an unconscious person.
- 6/14/2023, crews responded to the report of chest pain,
- 6/15/2023, crews responded to the report of an MVC.
- 6/22/2023, crews responded to the report of a stroke.
- 6/26/2023, crews responded to the report of breathing problems.
- 6/29/2023, crews responded to and extinguished an outside fire.
- 6/30/2023, crews responded to a 1<sup>st</sup> alarm fire at 2401 Shady Lane Drive in Norwalk. On arrival, crews found heavy fire and smoke coming through the roof of the residence. Initial attack required rapid removal of the interior upstairs ceiling in conjunction with fire extinguishment efforts by multiple crews. Living conditions limited fire extinguishment efforts and slowed initial progress. Crews were informed that a pet gerbil was still inside. It was found by crews quickly and appeared to be uninjured and was given to residents. A partial roof collapse was noted and crews were able to limit fire damage to the attic and upper floor.
- 6/30/2023, crews responded to the report of a traumatic injury.

## **DUTY - PRIDE - TRADITION**

*The Windsor Heights Fire Department's mission is to deliver excellent EMS and Fire service to the public through continuous training, rapid response, public education, and fire prevention.*



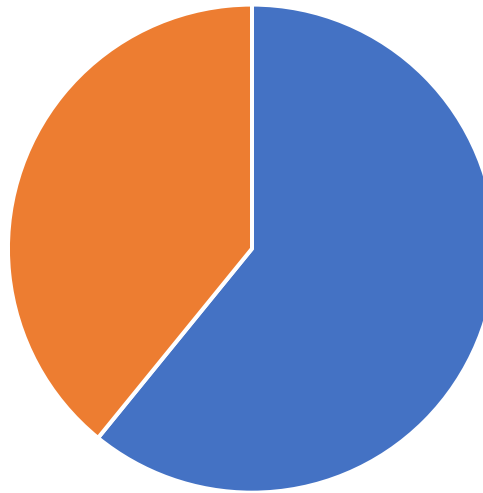


Windsor Heights Fire Dept.

Windsor Heights, Iowa 50324

Phone: 515-945-0760

May Run Report, 72 Incidents



■ EMS Incidents ■ Fire Incidents ■ ■

## DUTY - PRIDE - TRADITION

*The Windsor Heights Fire Department's mission is to deliver excellent EMS and Fire service to the public through continuous training, rapid response, public education, and fire prevention.*





**STAFF REPORT**  
**CITY COUNCIL**  
July 17, 2023

TO: CITY COUNCIL  
FROM: Pete Roth  
SUBJECT: Police Department Report

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. 2023 June - July Monthly Report





**POLICE DEPARTMENT**  
1133 66<sup>th</sup> Street  
Windsor Heights, Iowa 50324  
515-277-4453 Fax 515-271-8160

To: Interim City Administrator Rachelle Swisher

From: Police Chief Pete Roth

Date: July 13, 2023

Re: Police Department June/July 2023 Monthly Report

Please find below the highlights for the Police Department.

### **Department Updates**

Officer Cody Brown was recently certified for solo patrol and was assigned to the midnight shift. His first day solo was July 8, 2023. He will continue to be evaluated by department field training officers (FTO) and supervisors for the next several months. Congratulations to Cody and great work by his FTOs!

On 6-14-23, Detective Johnson completed the annual I-PLEDGE Tobacco Enforcement Program compliance checks. A check consists of an under 21 year old customer, supervised by a police officer, attempting to purchase tobacco, alternative nicotine, and/or vapor products at licensed establishments in the city. If a clerk makes a sale, they would be cited. Penalties for selling tobacco, alternative nicotine and/or vapor products to a minor include a \$135 fine for a first offence, a \$325 fine for a second offense and a \$645 fine for third and subsequent offenses. However, issuing citations is not the primary intent of the program. I-PLEDGE is a partnership between law enforcement, the Iowa Alcohol Beverages Division (ABD), and local businesses to keep tobacco, alternative nicotine, and vapor products out of the hands of underage persons in Iowa.

Six businesses are currently registered with the city and state for tobacco sales. They are Wal-Mart, Kum & Go, Hy-Vee, Hy-Vee Fast and Fresh, AWS's Mediterranean Market, and Super Quick Liquor Mart.

All businesses were compliant except one. The on-duty clerk at Super Quick Liquor was cited, and the incident was reported to the Iowa ABD.

### **Training**

Officer Palmer attended the ALERRT Level 1 instructor course (active shooter response) on June 5 through June 9, 2023. The curriculum of this course covered such items as the approach to the active incident, entry into the site, movement through the hallways, room clearing and tactics, and radio communication. The course also taught post incident subjects including combat/rescue medicine, treating the injured, evacuation and scene command. As this was an instructor level course, students were required to teach the material to the class. Officer Palmer presented his assigned topic which allowed him to complete the course and obtain his instructor certificate. Officer Palmer will continue to present and work with our local businesses, churches, and organizations on this topic.

The ALERRT Center at Texas State University was created in 2002 as a partnership between Texas State University, the San Marcos, Texas Police Department and the Hays County, Texas Sheriff's Office to address the need for active shooter response training for first responders. In



2013, ALERRT at Texas State was named the National Standard in Active Shooter Response Training by the FBI. – <https://alerrt.org/about>

On June 22, 2023, Chief Roth and Officer Nissen attended the Iowa Acts of Interest to Law Enforcement in West Des Moines. The course was presented by the Iowa Attorney General's Office. The class highlights the changes/updates applicable to law enforcement in the Iowa Code passed during the past legislative session. The class also covered changes to the open records law.

On July 6, 2023, Officers Norris and Bowers attended Caliber Press training on Tactical Leadership at the Des Moines Police Academy. Tactical Leadership addresses skills necessary to establish a cohesive and forward-thinking approach and readies officers for success while on patrol. In addition, videos of actual critical incidents were reviewed, evaluated, and discussed in order to develop a workable understanding of how to manage an event to a successful, safe conclusion.

### **Incidents**

On July 10, 2023, Officers Nissen and Palmer were dispatched to an apartment complex for the odor of narcotics. Once on scene, the officers contacted the residents. After a preliminary investigation was completed, detectives were notified and obtained a search warrant for the apartment. Officers located drugs and drug paraphernalia throughout the apartment. They also located a handgun (which was later identified as stolen) and a rifle. One person was taken into custody on charges of trafficking stolen weapons, being ineligible to carry a dangerous weapon, and a felony warrant out of Illinois. The matter continues to remain under investigation.

### **Accomplishments**

Officer Joe Roetman received special recognition from the Noon Optimus Club of Western Des Moines on June 13, 2023. This is the organization's "Annual Respect for Law program, honoring police officers from Clive, Windsor Heights, and West Des Moines for their outstanding service to our local communities. Honorees were nominated by their department's leadership, and representatives of each Police Chief provided comments on the rationale for their recognition. Each officer received a framed certificate, and their name was added to an engraved plaque presented to each police department." This program has been in place since 2011. Congratulations Joe!

### **June 2022 Miscellaneous Totals**

469 Calls for Service

43 Criminal Charges

34 Traffic Citations

41 Traffic Written Warnings





**STAFF REPORT  
CITY COUNCIL**  
July 17, 2023

TO: CITY COUNCIL  
FROM: Adam Strait, Deputy City Clerk  
SUBJECT: Sister Cities Commission Report

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. Sister Cities Commission Report May-June-July 2023



## **Windsor Heights Representative Report of the Greater Des Moines Sister Cities Commission**

May and June 2023

Updated to include July 2023

Hello, Mayor Jones and City Council members,

The Kofu, Japan delegation has confirmed they will be in Des Moines from **August 17-21, 2023**. Please keep **Friday, August 18<sup>th</sup>** open to attend the reception welcoming the group to Des Moines. The reception is scheduled from 4:00 pm to 6:00 pm at Allora Café in the Krause Gateway Center. We are taking the delegation to the Iowa Cubs game after the reception. I am the primary contact person, creating the delegation itinerary during their visit.

### **Kofu Delegation**

- Yūichi Higuchi, Mayor of Kofu, flying JAL and American
- Yoshihito Hagihara, Mayor's attendant
- Nobuyasu Sakamoto, Chairman of the Kofu City Council
- Manabu Satō, Director-General of the City Council Bureau
- Tsuyoshi Horiuchi, Manager of the Mayor's Office
- Dai Ōta, Chief of the Section Chief International Relations Division-Met on Zoom twice
- Fanny Orange, Coordinator for International Relations (International Relations Division)

I want to inform you that the Kofu visit may be back on. We recently learned a group might be going at the end of October. I am trying to find out more details plus see if my group can join.

### **Bastille Day Potluck**

Everyone is welcome to attend this Friday, **July 14<sup>th</sup>**. Please see attached flyer.

I volunteered to help the Japan America Society of Iowa (JASI) at the Japan Village Concession Tent, Pop Culture Tent, and Japanese Language Tent at the Iowa Asian Alliance's CelebrAsian on Friday, May 26th, and Saturday, May 27th.

The Kofu Foreign Affairs Department asked Joe Nolte and me for a quote about Des Moines for a page in their upcoming city newsletter.

On May 4th, the Sister Cities Commission and I lit the Women of Achievement Bridge in green to celebrate Greenery Day in Japan. Also, I attended the reception for the new Ambassador from Kosovo in May.

Other Sister Cities news:

### **Pristina, Kosovo:**

An 18-member delegation from Kosovo, led by Minister Elbert Krasniqi of the Kosovo Ministry of Local Government Administration (MLGA), visited Iowa on May 1-3, 2023. Unfortunately, due to scheduling conflicts, Des Moines' sister city of Pristina's Mayor Rama, could not participate in this delegation. However, he does plans a trip to Des Moines later this year. A reception was held on 1 May 2023 at Crowne Point Community Center in Johnston.



In the first week of November 2023, Kosovo will host a Sister City Convention in Kosovo and will be inviting all of Kosovo's sister cities from throughout the world. I will provide more details as I learn more.

Update:

Sister Cities Commissioner Todd Jacobus participated in Governor Kim Reynolds' first official visit to Kosovo on June 25-27, 2023.

**Saint-Etienne, France:**

Bastille Day is being celebrated on July 14<sup>th</sup> at the Ding Darling Shelter at Birdland Park from 5:00 pm to 8:00 pm. The council is invited to attend. There will be an accordion player and games of Petanque (a type of outdoor bowling). The Women of Achievement Bridge will be lit in red, white, and blue to commemorate the Bastille Day. If you attend, everyone is asked to bring a covered dish, but you do not have to do so. Drinks are BYOB with no glass containers.

**Shijiazhuang, China:**

The Commission Chairperson Sherill Whisenand and Vice-Chairperson Joseph Nolte will travel to Shijiazhuang on an unofficial visit at the end of June to refresh face-to-face contact with our Hebei Province counterparts. The primary objectives of the trip will be to further connections with government officials and education. Another priority is getting to know each other since the last visit. Long-time Commissioner and now Committee member Li Mandelbaum will travel with the group and has been arranging meetings. She is from the region of Hebei (a suburb of Beijing).

Update:

Joe and Sherill have three (3) big takeaways- two (2) involving education, and one (1) which is immediate- -that Commissioner Daniel Stadler and his committee will work on.

**Communications and Marketing Report**

The group is working on an updated brochure and setting up the next steps to engage the press and social media. Georgia Martin is the new chair of this committee.

**Kenya:**

A delegation of governors from coastal states in Kenya will be in Des Moines during the first week of August. Members of the Sister Cities Commission will visit with them in an informal format. We do not have a sister city in Kenya or any of Africa. It has been discussed in the past.

The below photos were taken for me by my friend Dana Cardin using a drone. You can find more of his beautiful bridge photos on the Greater Des Moines Sister Cities Facebook page under May 5<sup>th</sup>. While you are there, please like the Facebook page.

Respectfully submitted,

Ricki King

Commissioner, Kofu Committee Chairperson

Greater Des Moines Sister Cities Commission (GDMSCC)







