



**AGENDA**  
**REGULAR MEETING OF THE**  
**WINDSOR HEIGHTS CITY COUNCIL**  
**MONDAY, FEBRUARY 17, 2020 – 6:00 P.M.**  
**WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66<sup>th</sup> ST**

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 February 4, 2020
  - B. Approve Payment of Claims
  - C. Approve January 2020 Financial Reports
  - D. Approve Liquor License for CEC Event – Alija Hasancevic – Effective April 11, 2020 (Grandfathered Application)
5. **Old Business:**
  - A. Consideration of Second Reading of Ordinance No. 20-01
  - B. Consideration of Waiving 3<sup>rd</sup> Reading of Ordinance No. 20-01
6. **New Business:**
  - A. Consideration of Resolution No. 2020-18 – A Resolution setting the date for a public hearing on proposal to enter into a General Obligation Corporate Purpose and Refunding Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$8,500,000
  - B. Consideration of Resolution No. 2020-19 - Resolution setting the date for a public hearing on proposal to enter into a General Obligation Urban Renewal Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$7,500,000
  - C. Consideration of Resolution No. 2020-20 – A Resolution Approving the Purchase of an Asphalt Heater from Tristate Truck Equipment in the Amount of \$15,820
7. **Reports:**
  - A. Mayor and Council Reports and Committee Updates
  - B. Interim City Administrator Report
  - C. Staff Reports
    - i. Public Safety Report
    - ii. Public Works Report
    - iii. Communications/Recreation Coordinator Report

The agenda was posted on the official bulletin boards and email on February 14, 2020 in compliance with the requirements of the open meetings law.

8. **Closed Session.** Pursuant to Iowa Code Section 21.5 (1)(j) To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary and that individual requests a closed session.
9. **Convene Into Open Session**
10. **Adjourn to 6:00 pm on Monday, March 2, 2020 for a Regular Council Meeting at the Council Chambers.**

The agenda was posted on the official bulletin boards and email on February 14, 2020 in compliance with the requirements of the open meetings law.

**City of Windsor Heights Regular Business Meeting Minutes**  
**Tuesday, February 4, 2020 – 6:00 P.M. Council Chambers**

1. **Call to Order:** Mayor Burgess called the meeting to order at 6:00 PM. Council members present: Susan Skeries, Joseph Jones, Mike Loffredo, Mike Jones, and Threase Harms (@6:05). Staff present: Interim City Administrator Mark Arentsen, City Clerk Travis Cooke, Finance Director, Rachele Swisher, Public Works Director Dalton Jacobus, Communications/Recreation Coordinator Whitney Tucker, and City Attorney Erin Clanton. The Pledge of Allegiance was recited.
2. **Approval of the Agenda:** Motion by Loffredo to approve the agenda. Seconded by Mike Jones. Motion passed 4-0.
3. **Public Hearing:**
  - A. **Public Hearing on Ordinance No. 20-01 – An Ordinance Amending the Code of Ordinances of the City of Windsor Heights, Iowa, By Amending Chapter 121.07 Related to the Sale, Giving, or Otherwise Supplying of Tobacco Products to Persons Under 21 Years of Age:** Motion by Joseph Jones to open the public hearing at 6:03 PM. Seconded by Mike Jones. Motion passed 4-0. No comments written or oral. Motion by Mike Jones to close the public hearing at 6:04 PM. Seconded by Joseph Jones. Motion passed 4-0.
  - B. **Consideration of the First Reading of Ordinance No. 20-01:** Motion by Mike Jones to approve the first reading of Ordinance No. 20-01. Seconded by Joseph Jones. Motion passed 5-0.
2. **Public Forum:** Lauren Campbell, 1004 63<sup>rd</sup> St. gave updates on Chamber activities.
3. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
  - A. **Approve Minutes of the Regular Council Meeting on January 20, 2020**
  - B. **Approve Payment of Claims**
  - C. **Approve Liquor License – Puerto Rico Restaurant LLC – 6611 University Ave. Suite 101**  
Motion by Joseph Jones to approve the consent agenda. Seconded by Mike Jones. Motion passed 5-0.
4. **New Business:**
  - A. **Consideration of Resolution No. 2020-13 – A Resolution Approving Phase 1 Design Work for 73<sup>rd</sup> Street Reconstruction in the Amount of \$539,170:** Motion by Harms to approve Resolution No. 2020-13. Seconded by Mike Jones. Motion passed 5-0.
  - B. **Consideration of Resolution No. 2020-14 - A Resolution Approving 2020 PCC Patching at an Estimated Cost of \$502,595:** Motion by Mike Jones to approve Resolution No. 2020-14. Seconded by Harms. Motion passed 5-0.
  - C. **Consideration of Change Order and Final Pay Request – 2018 PCC Patching Project in the Amount of \$11,231.63:** Motion by Mike Jones to approve Change Order and Final Pay Request – 2018 PCC Patching Project. Seconded by Loffredo. Motion passed 5-0.
  - D. **Consideration of Resolution No. 2020-15 – A Resolution Appointing Regular and Alternate Member Representatives to the Metropolitan Planning Organization (MPO) Including the Transportation Technical Committee for 2020:** Motion by Mike Jones to approve Resolution No. 2020-15. Seconded by Harms. Motion passed 5-0.
  - E. **Consideration of Resolution No. 2020-16 – A Resolution Appointing Patrick Boucher to the Planning and Zoning Commission:** Motion by Mike Jones to approve Resolution No. 2020-16. Seconded by Harms. Motion passed 5-0.
  - F. **FY 2020-2021 Budget Presentation:** Finance Director Swisher presented the FY 2020-2021 Budget. Council discussed the addition of an outdoor workout area and park plan for Colby Park.
  - G. **Consideration of Resolution No. 2020-17 – A Resolution Setting Time and Place for a Public Hearing for the Purpose of Considering the Maximum Tax Dollars for Certain Levies for the City’s Proposed Fiscal Year 2020-2021 Budget:** Motion by Harms to approve Resolution No. 2020-17. Seconded by Joseph Jones. Motion passed 5-0.
5. **Reports:**
  - A. **Mayor and Council Reports and Committee Updates:**  
Susan Skeries: Economic Development Committee Updates; movies in the park update; Bravo Gala; Polk County Emergency Management App information.  
Joseph Jones: MPO meeting this week; DART Budget meeting included discussion on replacing or refurbishing maintenance shop, electric busses expanded to route 60.

Mike Jones: Bravo orientation upcoming.

Threase Harms: Metro Waste updates including Polk County issuing bonds for the new Materials Recovery Facility (MRF); attended the Bravo Gala – should see public art incorporated into the University Ave bus stops.

**B. Interim City Administrator Report**

Received proposals from 2 companies for rental inspections; RFPs are out for audit firms and personnel service firms; Bids for College/Allison/69<sup>th</sup> will be opened on 2/20; University on 2/18 but the process with DOT will take longer; meeting with John Danos on tax abatement upcoming; new maps showing zoning and future land use up-TIF maps will come later; held discussion with council on the timing of the next meeting to review City Administrator candidates.

**C. City Clerk Report**

City Code online; Kabel Business transition for FLEX/HRA administration is going well; Civic Clerk implementation is underway; gWorks came in for onsite training and made fixes to the software system.

6. **Closed Session.** In accord with Chapter 21.5 1 (j), to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. Motion by Mike Jones to go into closed session at 7:08 PM. Seconded by Joseph Jones. Roll call vote: Mike Jones – aye, Joseph Jones – aye, Skeries – aye, Loffredo – aye, and Harms – aye.
7. **Convene Into Open Session**  
Motion by Harms to convene into open session at 7:30 PM. Seconded by Mike Jones. Motion passed 5-0.
8. **Adjourn to 6:00 pm on Monday, February 17, 2020 for a Regular Council Meeting at the Council Chambers:** Motion by Mike Jones to adjourn the meeting at 7:31 PM. Seconded by Joseph Jones. Motion passed 5-0.

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David Burgess, Mayor

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Attest: Travis Cooke, City Clerk

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
ARDICK EQUIP. CO. INC.	RECYCLING SIGNS		106.00	50210	2/14/20
ARNOLD MOTOR SUPPLY	SHOP SUPPLIES		177.98	50211	2/14/20
AMERICAN TRAFFIC SOLUTIONS	PAID CITATIONS		5,772.00	50212	2/14/20
AUREON IT	IT SERVICES		1,643.00	50213	2/14/20
BANKERS TRUST COMPANY	SHREDDER		4,914.30	50220	2/14/20
BASCOM TRUCK & AUTOMOTIVE INC	PLOW TRUCK #5 REPAIRS		4,761.84	50221	2/14/20
BEELINE BLUE	LAMINATED MAPS		740.99	50222	2/14/20
BLUE TARP FINANCIAL, INC.	TRUCK #6		82.97	50223	2/14/20
BOLTON & MENK	JANUARY ENGINEERING		52,093.00	50224	2/14/20
BRAUCHT, JUDY	MARCH PENSION		1,067.86	50225	2/14/20
BRAVO GREATER DES MOINES INC.	GALA		1,500.00	50226	2/14/20
BRICK GENTRY PC	LEGAL FEES		13,102.50	50227	2/14/20
CENTURY LINK	COMMUNICATIONS		1,721.66	50228	2/14/20
CHESTNUT SIGNS INC.	OVERPAYMENT OF SIGN PERMIT		52.43	50229	2/14/20
CITY OF URBANDALE	LIBRARY 28E JAN-MARCH 2020		12,500.00	50230	2/14/20
CLIVE POWER EQUIP.	1 GAL 4 CYCLE FUEL		53.78	50231	2/14/20
CRYSTAL CLEAR WATER CO.	WATER		24.00	50232	2/14/20
DES MOINES WATER WORKS	1133 66TH ST		327.87	50233	2/14/20
DIAMOND OIL CO.	DIESEL FUEL		147.40	50234	2/14/20
DIAMOND VOGEL PAINTS	RAGS - SHOP SUPPLIES		51.54	50235	2/14/20
FEDERAL TAX DEPOSIT	FED/FICA TAX		19,117.47	2168	2/07/20
FIRE SERVICE TRAINING BUREAU	REGISTRATION FEE		210.00	50236	2/14/20
FLEMING, BOBBY	EMS TRAINING		150.00	50237	2/14/20
GALLS QUARTERMASTER	CLOTHING		44.99	50238	2/14/20
GRIMES ASPHALT & PAVING	COLD MIX		443.84	50239	2/14/20
GWORKS	ON-SITE TRAINING		2,346.93	50240	2/14/20
O'DONNELL ACE HICKMAN	CITY HALL SINK REMOVAL		5.38	50241	2/14/20
IAMU	2020 MEMBERSHIP		400.00	50242	2/14/20
ICMA RETIREMENT TRUST	ICMA	701.41		2167	2/07/20
ICMA RETIREMENT TRUST	CITY CONTRIBUTION	888.55	1,589.96	2170	2/10/20
IMAGETek, Inc.	RADIX MONTHLY SUBSCRIPTION		496.00	2180	2/03/20
IOWA MUNICIPAL FINANCE OFFICER	MEMBERSHIP - TRAVIS		100.00	50243	2/14/20
INTERSTATE ALL BATTERY	SHOP SUPPLIES		43.20	50244	2/14/20
IOWA DES MOINES SUPPLY	FLOOR CLEANER		35.34	50245	2/14/20
JACOBUS, DALTON	MILEAGE NOV-FEB		656.18	50246	2/14/20
JERICO SERVICES INC.	CALCIUM CHLORIDE		2,500.00	50247	2/14/20
KABEL BUSINESS SERVICES	FLEX CLD BENEFIT		924.99	2169	2/07/20
KINGSTON SERVICES PC	FINAL PAYMENT		11,231.63	50248	2/14/20
KOCH OFFICE GROUP	TONER/WIPES/TISSUE/DISINFECTANT		494.41	50249	2/14/20
LOCAL GOVERNMENT CONSULTING	ADMIN WEEK OF 2/2/20-2/7/20		6,860.00	50250	2/14/20
MEDIACOM	COMMUNICATIONS		882.53	50251	2/14/20
METRO WASTE AUTHORITY	GARBAGE FEES		30,209.23	50252	2/14/20
MEYER, DEREK	OCT-JAN CELL PHONE		200.00	50253	2/14/20
MUNICIPAL COLLECTIONS-AM	COLLECTIONS		40.70	50254	2/14/20
NAPA AUTO PARTS	NBC BATTERY CHARGER		54.99	50255	2/14/20
NISSAN, ANDREW	FEB CELL PHONE		50.00	50256	2/14/20
O'HALLORAN INTERNATIONAL	DUMP TRUCK REPAIRS		2,020.05	50257	2/14/20
O'REILLY AUTO PARTS	TRUCK 5 REPAIR PARTS		17.98	50258	2/14/20
OMNI BILLING	JANUARY BILLING		568.02	50259	2/14/20
POLK COUNTY TREASURER	BLOOD DRAW		150.00	50260	2/14/20
PRAXAIR DISTRIBUTION INC	CYLINDER RENTAL		89.13	50261	2/14/20
PREMIER AUTOMOTIVE	2013 FORD INTERCEPTOR		57.77	50262	2/14/20
QUALITY PEST CONTROL	PEST CONTROL		82.00	50263	2/14/20
QUEEN OF CLEAN, LLC	2/2/20-2/13/20 CLEANING		800.00	50264	2/14/20

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
RACHELLE SWISHER	CELL PHONE - JANUARY	55.92	50265	2/14/20	
RELIASTAR LIFE INS CO	BOWERS/NISSEN	150.00	50266	2/14/20	
RICHMAN BP AND TOWING	TOWING	97.92	50267	2/14/20	
SAFE BUILDING COMPLIANCE	INSPECTIONS	5,528.88	50268	2/14/20	
SECRETARY OF STATE	NOTARY APPLICATION - WHITNEY	30.00	50269	2/14/20	
SNAP-ON MARK STUCHEL	DRIVER HEADS	68.50	50270	2/14/20	
STIVERS FORD	2013 FORD EXPLORER	4,229.67	50271	2/14/20	
TEAMSTERS LOCAL 238	UNION DUES	724.16	50209	2/07/20	
TRANSUNION RISK & ALTERNATIVE	TLOXP CHARGES	50.00	50272	2/14/20	
UNIVERSITY DM ACE HARDWARE	PLUMBERS GLUE	7.69	50273	2/14/20	
UNIVERSITY VACUUM	CITY HALL VACUUM REPAIR	15.00	50274	2/14/20	
UPHDM OCCUPATIONAL MED	DOT PHYSICAL	100.00	50275	2/14/20	
VAN WALL EQUIPMENT	MOWER DIAGNOSTIC	263.00	50276	2/14/20	
WALDINGER CORPORATION, THE	RTU MAINTENANCE	688.44	50277	2/14/20	
WELLMARK	HEALTH PREMIUM	36,137.30	2181	2/14/20	
WEST DES MOINES TRUE VALUE	CEC ICE MELT	492.91	50279	2/14/20	
WEST DES MOINES, CITY OF	METRO HOME-1016 64TH ST	13,408.82	50280	2/14/20	
WESTSIDE MECHANICS LLC.	2012 FORD F450 SENSOR	330.28	50281	2/14/20	
WEX FLEET UNIVERSAL	FUEL	2,978.71	50282	2/14/20	
ZWC CONDOMINIUM ASSOC	1/2 PROPERTY TAXES DUE 3/1/20	407.36	50283	2/14/20	
	Accounts Payable Total		249,478.40		

Payroll Checks

001	GENERAL	47,216.59
110	ROAD USE TAX	7,857.71
610	SEWER	307.94
740	STORM WATER	431.17
Total Paid On: 2/07/20		55,813.41
Total Payroll Paid		55,813.41
Report Total		305,291.81

**CLAIMS REPORT  
CLAIMS FUND SUMMARY**

Payroll Checks: 2/03/2020- 2/14/2020

FUND	NAME	AMOUNT
001	GENERAL	138,979.26
110	ROAD USE TAX	23,188.12
112	EMPLOYEE BENEFITS	34,036.20
113	POLICE PENSION	1,067.86
145	URBAN RENEWAL ADVANCE	12,500.00
313	2017/18 Capital Projects	11,231.63
314	UNIVERSITY AVE ST PROJECT	1,572.00
317	WAL CREEK BIKE HUB/BRIDGE	1,097.50
319	2020 STREET PROJECTS	46,341.00
321	WAL CREEK STREAM PROJECT	232.50
610	SEWER	2,121.29
670	LANDFILL/GARBAGE	30,209.23
740	STORM WATER	2,715.22
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	TOTAL FUNDS	305,291.81

**BALANCE SHEET**  
**CALENDAR 1/2020, FISCAL 7/2020**

Item #4C

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CASH - GENERAL	121,172.54-	3,399,155.18
110-000-1110	CASH - RUT	34,582.56	938,548.41
112-000-1110	CASH - EMP BENEFIT FUND	136,851.79-	629,003.58
113-000-1110	CASH - POLICE PENSION	1,067.86-	5,840.72-
114-000-1110	CASH - POLICE TRUST	.00	12,083.75-
115-000-1110	CASH - POLICE PREFORFEIT	.00	1,602.32-
119-000-1110	CASH - EMERGENCY FUND	.00	1,660.26
121-000-1110	CASH - LOCAL OPTION SALES TAX	89,842.88	533,015.33
125-000-1110	CASH - TIF	.00	2,008,731.00
145-000-1110	CASH - URBAN RENEWAL FUNDS	2,250.00-	265,785.67
175-000-1110	CASH - PROPRIETARY ATE REVENUE	.00	264.70
200-000-1110	CASH - DEBT SERVICE	9,484.30	775,499.68
300-000-1110	CASH - CAPITAL IMP	.00	.00
302-000-1110	CASH - 73RD STREET BRIDGE	.00	.00
303-000-1110	CASH - COLBY PARK	.00	37,979.05
304-000-1110	CASH - CAPITAL PROJECT	.00	.00
305-000-1110	CASH - 73RD ST RESURFACING	.00	.00
306-000-1110	CASH - HICKMAN ROAD PROJECT	.00	.23-
307-000-1110	CASH - TIF PORTION	.00	.00
308-000-1110	CASH - 73RD HICKMAN	.00	.00
309-000-1110	CASH - 2014 A STREET PROJECT	26,730.58-	483,476.88
310-000-1110	CASH - CITY HALL/PUBLIC SAFETY	.00	.00
311-000-1110	CASH - TRAIL CONNECTION	.00	160,000.00
312-000-1110	CASH - 63/HICKMAN STREETScape	.00	.17
313-000-1110	CASH - 2017/18 STREET PROJECTS	75.00-	395,417.78-
314-000-1110	CASH - UNIVERSITY AVE PROJECT	922.00-	33,311.26-
315-000-1110	CASH - 2018 HMA PROJ	.00	106,099.23
316-000-1110	CASH - 2018 PCC PATCHING PROJ	.00	139,423.93
317-000-1110	CASH - WAL CREEK BIKE HUB/BRID	.00	.00
319-000-1110	CASH - 2020 STREET PROJECTS	95,910.00-	95,910.00-
320-000-1110	CASH - 2020 PCC PATCHING	.00	.00
321-000-1110	CASH - WAL CREEK STREAM PROJ	.00	.00
350-000-1110	CASH - EQUIP REVOLVE FUND	1,000,000.00-	191,798.09
350-000-1180	CASH - EQUIP REVOLVE - POLICE	1,308.98-	17,078.32
350-000-1181	CASH - EQUIP REVOLVE - FIRE	.00	39,453.02
350-000-1182	CASH - EQUIP REVOLVE - AMB	.00	28,664.07-
350-000-1183	CASH - EQUIP REVOLVE - STEETS	1,000,000.00	1,049,585.25
350-000-1184	CASH - EQUIP REVOLVE - SNOW	.00	.00
350-000-1185	CASH - EQUIP REVOLVE - PARKS	.00	10,581.81-
350-000-1186	CASH - EQUIP REVOLVE - CEC	1,206.70	17,090.35
350-000-1187	CASH - EQUIP REVOLVE - IT DEPT	.00	40,148.32-
600-000-1110	CASH - WATER	.00	103,254.44-
610-000-1110	CASH - SEWER	70,015.78	30,181.48
670-000-1110	CASH - LANDFILL/GARBAGE	27,636.76-	380,065.09
740-000-1110	CASH - STORM WATER	17,288.34-	805,114.88
810-000-1110	CASH - REVOLVING FUND	.00	261,026.22-
	CASH TOTAL	226,081.63-	11,021,168.63
001-000-1115	RESERVE CASH - COMM CENTER	488.12	43,133.57

**BALANCE SHEET**  
**CALENDAR 1/2020, FISCAL 7/2020**

Item #4C

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
	RESERVE CASH TOTAL	488.12	43,133.57
115-000-1120	PETTY CASH - POLICE FOREITURE	.00	1,000.00
	PETTY CASH TOTAL	.00	1,000.00
001-000-1150	IPAIT - GENERAL	.00	520,741.71
112-000-1150	IPAIT - EMPLOYEE BENEFITS	.00	.00
	IPAIT TOTAL	.00	520,741.71
001-000-1160	SAVINGS - 680-5592 - GENERAL	.00	255,383.74
001-000-1161	SAVINGS - KWHB	.00	2,949.56
112-000-1160	SAVINGS - EMP BENEFIT 689-6237	.00	148,268.56
113-000-1160	SAVINGS - 680-2292 - POLICE	.00	32,489.42
114-000-1160	SAVINGS - POLICE TRUST	.00	35,344.92
115-000-1160	SAVINGS - PREF/DEA	.00	1,147.13
	SAVINGS TOTAL	.00	475,583.33
001-000-1170	CD 082009 - KWHB	.00	11,539.60
600-000-1170	CD 12062707- WATER	.00	102,257.54
810-000-1170	CD 050109 - REVOLVING FUND	.00	100,000.00
	CD'S TOTAL	.00	213,797.14
	TOTAL CASH	225,593.51-	12,275,424.38

**BUDGET REPORT**  
**CALENDAR 1/2020, FISCAL 7/2020**

PCT OF FISCAL YTD 58.3% Rem #4C

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	2,093,443.00	198,402.35	1,242,322.58	59.34	851,120.42
	EMERGENCY MANAGEMENT TOTAL	8,870.00	2,430.00	9,089.80	102.48	219.80-
	FIRE TOTAL	667,484.00	54,891.23	338,967.55	50.78	328,516.45
	AMBULANCE TOTAL	192,190.00	37,445.74	168,892.50	87.88	23,297.50
	BUILDING INSPECTIONS TOTAL	106,233.00	32,854.84	80,097.09	75.40	26,135.91
	ANIMAL CONTROL TOTAL	900.00	.00	714.19	79.35	185.81
	<b>PUBLIC SAFETY TOTAL</b>	<b>3,069,120.00</b>	<b>326,024.16</b>	<b>1,840,083.71</b>	<b>59.95</b>	<b>1,229,036.29</b>
	ROADS, BRIDGES, SIDEWALKS TOTA	496,152.00	29,309.88	245,563.44	49.49	250,588.56
	STREET LIGHTING TOTAL	67,000.00	4,974.57	30,098.88	44.92	36,901.12
	TRAFIC CONTROL & SAFETY TOTAL	5,500.00	658.47	1,923.10	34.97	3,576.90
	SNOW REMOVAL TOTAL	263,061.00	26,307.96	122,938.30	46.73	140,122.70
	<b>PUBLIC WORKS TOTAL</b>	<b>831,713.00</b>	<b>61,250.88</b>	<b>400,523.72</b>	<b>48.16</b>	<b>431,189.28</b>
	WATER,AIR,MOSQUITO CONTRO TOTA	.00	.00	.00	.00	.00
	OTHER HEALTH/SOCIAL SERV TOTA	3,000.00	.00	.00	.00	3,000.00
	<b>HEALTH &amp; SOCIAL SERVICES TOTA</b>	<b>3,000.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>3,000.00</b>
	LIBRARY TOTAL	95,032.00	.00	35,000.00	36.83	60,032.00
	PARKS TOTAL	110,473.00	10,677.91	59,651.56	54.00	50,821.44
	COMMUNITY CTR/ZOO/MARINA TOTA	3,200.00	.00	1,500.00	46.88	1,700.00
	SPECIAL EVENTS TOTAL	.00	.00	613.00	.00	613.00-
	COMMUNITY CENTER TOTAL	139,879.00	8,278.56	60,475.05	43.23	79,403.95
	<b>CULTURE &amp; RECREATION TOTAL</b>	<b>348,584.00</b>	<b>18,956.47</b>	<b>157,239.61</b>	<b>45.11</b>	<b>191,344.39</b>
	COMMUNITY BEAUTIFICATION TOTA	.00	.00	.00	.00	.00
	HOUSING & URBAN RENEWAL TOTAL	7,737.00	2,250.00	23,116.00	298.77	15,379.00-
	<b>COMMUNITY &amp; ECONOMIC DEV TOTA</b>	<b>7,737.00</b>	<b>2,250.00</b>	<b>23,116.00</b>	<b>298.77</b>	<b>15,379.00-</b>
	MAYOR/COUNCIL TOTAL	52,871.00	1,412.46	22,234.73	42.05	30,636.27
	IT DEPARTMENT TOTAL	50,747.00	4,536.86	29,866.87	58.85	20,880.13
	CLERK/TREASURER/ADM TOTAL	563,753.00	67,566.52	340,303.34	60.36	223,449.66
	ELECTIONS TOTAL	4,000.00	840.88	840.88	21.02	3,159.12
	LEGAL SERVICES/ATTORNEY TOTAL	75,000.00	6,825.00	63,065.00	84.09	11,935.00
	OTHER GENERAL GOVERNMENT TOTA	.00	.00	.00	.00	.00
	<b>GENERAL GOVERNMENT TOTAL</b>	<b>746,371.00</b>	<b>81,181.72</b>	<b>456,310.82</b>	<b>61.14</b>	<b>290,060.18</b>
	ROADS, BRIDGES, SIDEWALKS TOTA	786,258.00	250.00	115,797.50	14.73	670,460.50
	PARKS TOTAL	.00	.00	.00	.00	.00

**BUDGET REPORT**  
**CALENDAR 1/2020, FISCAL 7/2020**

PCT OF FISCAL YTD 58.3%  
 Rem #4C

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	HOUSING & URBAN RENEWAL TOTAL	813,898.00	1,000.00	49,498.75	6.08	764,399.25
	DEBT SERVICE TOTAL	1,600,156.00	1,250.00	165,296.25	10.33	1,434,859.75
	POLICE TOTAL	.00	1,308.98	1,308.98	.00	1,308.98-
	FIRE TOTAL	.00	.00	6,841.00	.00	6,841.00-
	AMBULANCE TOTAL	.00	.00	.00	.00	.00
	OTHER PUBLIC SAFETY TOTAL	.00	.00	.00	.00	.00
	ROADS, BRIDGES, SIDEWALKS TOTA	.00	95,910.00	124,604.99	.00	124,604.99-
	SNOW REMOVAL TOTAL	.00	.00	.00	.00	.00
	PARKS TOTAL	.00	.00	.00	.00	.00
	COMMUNITY CENTER TOTAL	.00	.00	.00	.00	.00
	IT DEPARTMENT TOTAL	.00	.00	19,681.39	.00	19,681.39-
	CITY HALL/GENERAL BLDGS TOTAL	.00	.00	.00	.00	.00
	CAPITAL PROJECTS TOTAL	.00	27,727.58	106,667.58	.00	106,667.58-
	CAPITAL PROJECTS TOTAL	.00	124,946.56	259,103.94	.00	259,103.94-
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER/SEWAGE DISPOSAL TOTAL	189,334.00	2,866.87	55,660.27	29.40	133,673.73
	LANDFILL/GARBAGE TOTAL	337,818.00	56,386.00	158,961.74	47.06	178,856.26
	STORM WATER TOTAL	258,745.00	51,396.36	85,598.38	33.08	173,146.62
	ENTERPRISE FUNDS TOTAL	785,897.00	110,649.23	300,220.39	38.20	485,676.61
	TRANSFERS IN/OUT TOTAL	4,127,213.00	.00	.00	.00	4,127,213.00
	TRANSFER OUT TOTAL	4,127,213.00	.00	.00	.00	4,127,213.00
	TOTAL EXPENSES	11,519,791.00	726,509.02	3,601,894.44	31.27	7,917,896.56

**REVENUE REPORT**  
**CALENDAR 1/2020, FISCAL 7/2020**

**PCT OF FISCAL YTD 58.3%**  
Rem #4C

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	3,220,000.00	178,448.29	1,868,824.87	58.04	1,351,175.13
	ROAD USE TAX TOTAL	624,000.00	66,077.19	409,013.62	65.55	214,986.38
	EMPLOYEE BENEFITS TOTAL	1,217,226.00	18,902.12	650,520.90	53.44	566,705.10
	POLICE PENSION TOTAL	13,000.00	.00	77.16	.59	12,922.84
	POLICE TRUST TOTAL	.00	.00	14,000.00	.00	14,000.00-
	POLICE PREFORFEITURE TOTAL	1,140.00	.00	2.31	.20	1,137.69
	EMERGENCY FUND TOTAL	.00	.00	.00	.00	.00
	LOCAL OPTION SALES TAX TOTAL	.00	89,842.88	533,015.33	.00	533,015.33-
	TAX INCREMENT FINANCING TOTAL	3,142,387.00	.00	1,128,509.97	35.91	2,013,877.03
	URBAN RENEWAL ADVANCE TOTAL	217,315.00	.00	.00	.00	217,315.00
	PROPRIETARY ATE REVENUE TOTAL	.00	.00	.00	.00	.00
	DEBT SERVICE TOTAL	1,622,949.00	10,734.30	442,130.17	27.24	1,180,818.83
	COLBY PARK TOTAL	.00	.00	.00	.00	.00
	CAPITAL PROJECT TOTAL	.00	.00	.00	.00	.00
	73rd STREET RESURFACING TOTAL	.00	.00	.00	.00	.00
	HICKMAN ROAD PROJECT TOTAL	.00	.00	.00	.00	.00
	TIF PORTION TOTAL	.00	.00	.00	.00	.00

**REVENUE REPORT**  
**CALENDAR 1/2020, FISCAL 7/2020**

**PCT OF FISCAL YTD 58.3%**

Rem #4C

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	73RD/HICKMAN FUND TOTAL	.00	.00	.00	.00	.00
	2014A STREETS PROJECTS TOTAL	.00	.00	.00	.00	.00
	CITY HALL/PUBLIC SAFETY TOTAL	.00	.00	.00	.00	.00
	HUB PROJECT TOTAL	.00	.00	.00	.00	.00
	63/HICKMAN ST SCAPE TOTAL	.00	.00	.00	.00	.00
	2017/18 Capital Projects TOTA	2,800,000.00	.00	.00	.00	2,800,000.00
	UNIVERSITY AVE ST PROJECT TOTA	.00	.00	.00	.00	.00
	2018 HMA RESURFACING PROJ TOTA	110,000.00	.00	.00	.00	110,000.00
	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	.00	.00	.00	.00	.00
	2020 PCC PATCHING TOTAL	.00	.00	.00	.00	.00
	WAL CREEK STREAM PROJECT TOTA	.00	.00	.00	.00	.00
	CAPITAL EQUIPMENT FUND TOTAL	.00	1,206.70	1,275.35	.00	1,275.35-
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER TOTAL	192,350.00	72,882.65	73,010.15	37.96	119,339.85
	LANDFILL/GARBAGE TOTAL	351,469.00	28,749.24	189,210.10	53.83	162,258.90

**REVENUE REPORT**  
**CALENDAR 1/2020, FISCAL 7/2020**

**PCT OF FISCAL YTD 58.3%** Rem #4C

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	STORM WATER TOTAL	345,000.00	34,108.02	222,595.96	64.52	122,404.04
	REVOLVING FUND TOTAL	.00	.00	.00	.00	.00
	TOTAL REVENUE BY FUND	=====	=====	=====	=====	=====
		13,856,836.00	500,951.39	5,532,185.89	39.92	8,324,650.11
		=====	=====	=====	=====	=====

**Name of Applicant:** Alija Hasancevic

**Name of Business (DBA):** windsor heights community center

**Address of Premises:** 6900 School St

**City** Windsor Heights                      **County:** Iowa                                      **Zip:** 50324

**Business**                      (515) 645-6821

**Mailing**                      8106 Dellwood Drive

**City** URBANDALE                                      **State** IA    **Zip:** 50322

**Contact Person**

**Name** Alija Hasancevic

**Phone:** (515) 343-0758                      **Email**                      hasancevicalija@gmail.com

**Classification** Class A Liquor License (LA) (Private Club)

**Term:**5 days

**Effective Date:** 04/11/2020

**Expiration Date:** 01/01/1900

**Privileges:**

Class A Liquor License (LA) (Private Club)

**Status of Business**

**BusinessType:** Sole Proprietorship

**Corporate ID Number:** XXXXXXXXXX                      **Federal Employer ID** XXXXXXXXXX

**Ownership**

**Erna Hasancevic**

**First Name:** Erna                                      **Last Name:** Hasancevic

**City:** Urbandale                                      **State:** Iowa    **Zip:** 50322

**Position:** Partner

**% of Ownership:** 50.00%                                      **U.S. Citizen:** Yes

**Alija Hasancevic**

**First Name:** Alija                                      **Last Name:** Hasancevic

**City:**                                      **State:** Iowa    **Zip:** 50322

**Position:** Partner

**% of Ownership:** 50.00%                                      **U.S. Citizen:** Yes

**Insurance Company Information**

**Insurance Company:**

**Policy Effective Date:**                                      **Policy Expiration**

**Bond Effective**

**Dram Cancel Date:**

Item #4D

**Outdoor Service Effective**

**Outdoor Service Expiration**

**Temp Transfer Effective**

**Temp Transfer Expiration Date:**

**ORDINANCE NO. 20-01**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS, IOWA, BY AMENDING CHAPTERS 40 AND 121 RELATED TO THE SALE, GIVING, OR OTHERWISE SUPPLYING OF TOBACCO PRODUCTS TO PERSONS UNDER 21 YEARS OF AGE**

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

**WHEREAS**, on December 20, 2019, the President of the United States signed legislation to amend the Federal Food, Drug, and Cosmetic Act, and raise the federal minimum age of sale of tobacco products from eighteen (18) to twenty-one (21) years; and

**WHEREAS**, in conformance with federal law, the City Council of the City of Windsor Heights do hereby find and declare that the revisions to Chapters 40 and 121 ordinance are necessary and will promote the health, safety, general welfare and aesthetics of the community.

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

SECTION 1. Purpose. The purpose of this ordinance is to amend Chapters 40 and 121 of the Windsor Heights Code of Ordinances to increase the minimum age of sale of tobacco products within the City of Windsor Heights from eighteen (18) to twenty-one (21).

SECTION 2. Amend Chapter 40.07 MINORS, Subsection 01 CIGARETTES AND TOBACCO. Chapter 40.07.01 of the Windsor Heights Code of Ordinances, Public Offenses, Minors is hereby amended:

**40.07.01 CIGARETTES AND TOBACCO.** It is unlawful for any person under twenty-one (21) years of age to purchase, or attempt to purchase any tobacco, tobacco products, alternative nicotine products, vapor products, or cigarettes. It is unlawful for any person under eighteen (18) years of age to smoke, use, or possess any tobacco, tobacco products, alternative nicotine products, vapor products, or cigarettes. Possession of tobacco, tobacco products, alternative nicotine products, vapor products, or cigarettes by a person under eighteen (18) years of age shall not constitute a violation of this section if said person possesses the tobacco, tobacco products, alternative nicotine products, vapor products, or cigarettes as part of the person's employment and said person is employed by a person who holds a valid permit under Chapter 453A of the *Code of Iowa* or who lawfully offers for sale or sells cigarettes or tobacco products.

SECTION 3. Amend Chapter 40.07 MINORS, Subsection 03 PERSONS UNDER LEGAL AGE. Chapter 40.07.03 of the Windsor Heights Code of Ordinances, Public Offenses, Minors is hereby amended:

**40.07.03 PERSONS UNDER LEGAL AGE.** See Section 121.07 of this Code of Ordinances for provisions relating to persons selling, giving, or otherwise supplying tobacco, tobacco products, or cigarettes to persons under twenty-one (21) years of age.

SECTION 4. Amend Chapter 121.07 CIGARETTE AND TOBACCO PERMITS, Subsection 07 PERSONS UNDER LEGAL AGE. Chapter 121.07.07 of the Windsor Heights Code of Ordinances, Cigarettes and Tobacco Permits, Person Under Legal Age is hereby amended:

**121.07.01 PERSONS UNDER LEGAL AGE.** No person shall sell, give, or otherwise supply any tobacco, tobacco products, alternative nicotine products, vapor products, or cigarettes to any person under twenty-one (21) years of age. The provision of this section includes prohibiting a minor from purchasing tobacco, tobacco products, alternative nicotine products, vapor products, and cigarettes from a vending machine. If a retailer or employee of a retailer violates the provisions of this section, the Council shall, after written notice and hearing, and in addition to the other penalties fixed for such violation, assess the following:

1. For a first violation, the retailer shall be assessed a civil penalty in the amount of three hundred dollars (\$300.00). Failure to pay the civil penalty as ordered under this subsection shall result in automatic suspension of the permit for a period of fourteen (14) days.
2. For a second violation within a period of two years, the retailer shall be assessed a civil penalty in the amount of one thousand five hundred dollars (\$1,500.00) or the retailer's permit shall be suspended for a period of thirty (30) days. The retailer may select its preference in the penalty to be applied under this subsection.
3. For a third violation within a period of three years, the retailer shall be assessed a civil penalty in the amount of \$1,500.00 and the retailer's permit shall be suspended for a period of 30 days.
4. For a fourth violation within a period of three years, the retailer shall be assessed a civil penalty in the amount of \$1,500.00 and the retailer's permit shall be suspended for a period of sixty (60) days.
5. For a fifth violation within a period of four years, the retailer's permit shall be revoked.

The Clerk shall give ten (10) days' written notice to the retailer by mailing a copy of the notice to the place of business as it appears on the application for a permit. The notice shall state the reason for the contemplated action and the time and place at which the retailer may appear and be heard.

SECTION 5. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 6. Severability. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 7. Effective Date. This ordinance shall be effective after the final passage, approval and publication as provided by law.

Passed and Approved this \_\_\_\_ day of \_\_\_\_\_, 2020.

1st Reading: \_\_\_\_\_

2nd Reading: \_\_\_\_\_

3rd Reading: \_\_\_\_\_

Publish Date: \_\_\_\_\_

\_\_\_\_\_  
Dave Burgess, Mayor

(SEAL)

ATTEST:

\_\_\_\_\_  
Travis Cooke, City Clerk

February 14, 2020

**Via Email**

Mark Arentsen  
City Administrator/City Hall  
Windsor Heights, Iowa

Re: General Obligation Corporate Purpose and Refunding Loan Agreement  
Our File No. 503155-10

Dear Mark:

We have prepared and attach proceedings to be used at the February 17<sup>th</sup> City Council meeting to enable the City Council to set March 2<sup>nd</sup> as the date for a hearing on the General Obligation Corporate Purpose and Refunding Loan Agreement (the "Loan Agreement").

The documents attached include the following items:

1. Resolution fixing the date, time and place of the meeting at which it is proposed to hold the hearing and take action to enter into the Loan Agreement. The form of notice of hearing is set out in Section 2 of the resolution. Please print an extra copy for delivery to the publisher. Please insert the time and place of the hearing in both the resolution and the notice.
2. Attestation Certificate with respect to the validity of the transcript.
3. Organization Certificate.
4. Publication Certificate with respect to publication of the notice, to which must be attached the publisher's affidavit of publication with the clipping of the notice as published.

The notice of hearing on the Loan Agreement must be published at least once, not less than four (4) and not more than twenty (20) days before the March 2<sup>nd</sup> meeting date set for the hearing, in a legal newspaper which has a general circulation in Windsor Heights. **The last date on which this notice can be effectively published is February 27, 2020.**

Please scan and email a copy of the published notice to [ritter.cheryl@dorsey.com](mailto:ritter.cheryl@dorsey.com) as soon as it appears in the newspaper.

As soon as possible after the City Council meeting, please return one fully executed copy of these proceedings. If you have any questions, please contact Cheryl Ritter or me.

Best regards,

John Danos

Attachments

cc: Tionna Pooler  
Diana Van Vleet  
Travis Cooke  
Rachelle Swisher

MINUTES TO SET DATE FOR HEARING  
ON PROPOSAL TO ENTER INTO A  
LOAN AGREEMENT

503155-10

Windsor Heights, Iowa

February 17, 2020

The City Council of the City of Windsor Heights, Iowa, met on February 17, 2020, at  
\_\_\_\_\_ o'clock \_\_.m., at the \_\_\_\_\_, Windsor Heights, Iowa.  
The Mayor presided and the roll was called showing the following members of the City Council  
present and absent:

Present:

\_\_\_\_\_

Absent: \_\_\_\_\_.

Council Member \_\_\_\_\_ introduced the resolution hereinafter next  
set out and moved its adoption, seconded by Council Member \_\_\_\_\_;  
and after due consideration thereof by the City Council, the Mayor put the question upon the  
adoption of the said resolution and the roll being called, the following named Council Members  
voted:

Ayes:

\_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared the resolution duly adopted as hereinafter set out.

••••

At the conclusion of the meeting and upon motion and vote, the City Council adjourned.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

RESOLUTION NO. 2020-18

Resolution setting the date for a public hearing on proposal to enter into a General Obligation Corporate Purpose and Refunding Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$8,500,000

WHEREAS, the City of Windsor Heights (the “City”), in Polk County, State of Iowa, previously issued its \$3,090,000 General Obligation Capital Loan Notes, Series 2014A, dated January 6, 2014 (the “2014A Notes”), a portion of which currently remain outstanding, maturing on June 1 in each of the years and in such amounts and bearing interest at such rates as follows:

<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate Per Annum</u>	<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate Per Annum</u>
2021	\$145,000	2.10%	2028	\$180,000	3.50%
2022	\$150,000	2.30%	2029	\$190,000	3.60%
2023	\$155,000	2.50%	2030	\$195,000	4.00%
2024	\$155,000	2.65%	2031	\$205,000	4.00%
2025	\$165,000	2.85%	2032	\$215,000	4.00%
2026	\$170,000	3.00%	2033	\$220,000	4.00%
2027	\$175,000	3.20%			

; and

WHEREAS, pursuant to the resolution (the “2014A Note Resolution”) authorizing the issuance of the 2014A Notes, the City reserved the right to prepay part or all of the principal of the 2014A Notes maturing in each of the years 2021 through 2033 (the “Callable 2014A Notes”), inclusive, prior to maturity on June 1, 2020 or on any date thereafter, subject to the provisions of the 2014A Note Resolution; and

WHEREAS, the City now proposes to enter into a loan agreement (the “Loan Agreement”), pursuant to the provisions of Section 384.24A of the Code of Iowa, and to borrow money thereunder in a principal amount not to exceed \$8,500,000 for the purpose of paying the costs, to that extent, of (1) constructing street improvements and incidental water utility system, sanitary sewer system, storm water drainage and sidewalk improvements; (2) acquiring and installing street lighting, signage and signalization (collectively the “Projects”); and (3) current refunding the Callable 2014A Notes, and it is now necessary to fix a date of meeting of the City Council at which it is proposed to take action to enter into the Loan Agreement and to give notice thereof as required by such law;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Windsor Heights, Iowa, as follows:

Section 1. This City Council shall meet on March 2, 2020, at the \_\_\_\_\_, Windsor Heights, Iowa, at \_\_\_\_\_ o’clock \_\_\_\_m., at which time and place a hearing will be held and proceedings will be instituted and action taken to enter into the Loan Agreement described in the preamble hereof.

Section 2. The City Clerk is hereby directed to give notice of the proposed action on the Loan Agreement setting forth the amount and purpose thereof, the time when and place where the said meeting will be held by publication at least once, not less than four (4) and not more than twenty (20) days before the date of said meeting, in a legal newspaper which has a general circulation in the City. The notice shall be in substantially the following form:

NOTICE OF PROPOSED ACTION TO INSTITUTE PROCEEDINGS TO  
ENTER INTO A LOAN AGREEMENT AND TO BORROW MONEY  
THEREUNDER IN A PRINCIPAL AMOUNT NOT TO EXCEED \$8,500,000

(GENERAL OBLIGATION)

The City Council of the City of Windsor Heights, Iowa (the “City”), will meet on March 2, 2020, at the \_\_\_\_\_, Windsor Heights, Iowa, at \_\_\_\_\_ o’clock \_\_\_\_m., for the purpose of instituting proceedings and taking action on a proposal to enter into a loan agreement (the “Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$8,500,000 for the purpose of paying the costs, to that extent, of (1) constructing street improvements and incidental water utility system, sanitary sewer system, storm water drainage and sidewalk improvements; (2) acquiring and installing street lighting, signage and signalization; and (3) current refunding the General Obligation Capital Loan Notes, Series 2014A, dated January 6, 2014.

The Loan Agreement is proposed to be entered into pursuant to authority contained in Section 384.24A of the Code of Iowa and will constitute a general obligation of the City.

At that time and place, oral or written objections may be filed or made to the proposal to enter into the Loan Agreement. After receiving objections, the City may determine to enter into the Loan Agreement, in which case, the decision will be final unless appealed to the District Court within fifteen (15) days thereafter.

By order of the City Council of the City of Windsor Heights, Iowa.

Travis Cooke  
City Clerk

Section 3. Pursuant to Section 1.150-2 of the Income Tax Regulations (the “Regulations”) of the Internal Revenue Service, the City declares (a) that it intends to undertake the Projects which are reasonably estimated to cost approximately \$5,500,000, (b) that other than (i) expenditures to be paid or reimbursed from sources other than the issuance of bonds, notes or other obligations (the “Bonds”), or (ii) expenditures made not earlier than 60 days prior to the date of this Resolution or a previous intent resolution of the City, or (iii) expenditures amounting to the lesser of \$100,000 or 5% of the proceeds of the Bonds, or (iv) expenditures constituting preliminary expenditures as defined in Section 1.150-2(f)(2) of the Regulations, no expenditures for such Projects have heretofore been made by the City and no expenditures will be made by the City until after the date of this Resolution or a prior intent resolution of the City, and (c) that the City reasonably expects to reimburse the expenditures made for costs of the City out of the proceeds of the Bonds. This declaration is a declaration of official intent adopted pursuant to Section 1.150-2 of the Regulations.

Section 4. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved February 17, 2020.

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Mayor

Attest:

---

City Clerk

**ATTESTATION CERTIFICATE**

STATE OF IOWA  
POLK COUNTY                   SS:  
CITY OF WINDSOR HEIGHTS

I, the undersigned, City Clerk of the City of Windsor Heights, do hereby certify that attached hereto is a true and correct copy of the proceedings of the City Council relating to fixing a date for additional action on the City's proposal to enter into a certain loan agreement, as referred to therein.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
City Clerk

**ORGANIZATION CERTIFICATE**

STATE OF IOWA  
POLK COUNTY                   SS:  
CITY OF WINDSOR HEIGHTS

I, the undersigned City Clerk, do hereby certify that the City of Windsor Heights is organized and operating under the provisions of Title IX of the Code of Iowa and not under any special charter and that the City is operating under the Mayor-Council form of government and that there is not pending or threatened any question or litigation whatsoever touching the incorporation of the City, the inclusion of any territory within its limits or the incumbency in office of any of the officials hereinafter named.

And I do further certify that the following named parties are officials of the City as indicated:

- \_\_\_\_\_, Mayor
- \_\_\_\_\_, City Administrator
- \_\_\_\_\_, City Clerk
- \_\_\_\_\_, Council Member/Mayor Pro Tem
- \_\_\_\_\_, Council Member
- \_\_\_\_\_, Council Member
- \_\_\_\_\_, Council Member
- \_\_\_\_\_, Council Member

WITNESS MY HAND this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
City Clerk



February 14, 2020

**Via Email**

Mark Arentsen  
Interim City Administrator/City Hall  
Windsor Heights, Iowa

Re: General Obligation Urban Renewal Loan Agreement, Series 2020B  
Our File No. 503155-12

Dear Mark:

We have prepared and attach proceedings to be used at the February 17<sup>th</sup> City Council meeting to enable the City Council to set March 2<sup>nd</sup> as the date for a hearing on the General Obligation Urban Renewal Loan Agreement, Series 2020B (the "Loan Agreement"). The documents attached include the following items:

1. Resolution fixing the date, time and place of the meeting at which it is proposed to hold the hearing and take action to enter into the Loan Agreement. The form of notice of hearing is set out in Section 2 of the resolution. Please print an extra copy for delivery to the publisher. Please insert the time and place of the hearing in both the resolution and the notice.
2. Attestation Certificate with respect to the validity of the transcript.
3. Organization Certificate.
4. Publication Certificate with respect to publication of the notice, to which must be attached the publisher's affidavit of publication with the clipping of the notice as published.

The notice of hearing on the Loan Agreement must be published at least once, not less than four (4) and not more than twenty (20) days before the March 2<sup>nd</sup> meeting date set for the hearing, in a legal newspaper which has a general circulation in Windsor Heights. **The last date on which this notice can be effectively published is February 27, 2020.**

Please scan and email a copy of the published notice to [ritter.cheryl@dorsey.com](mailto:ritter.cheryl@dorsey.com) as soon as it appears in the newspaper.

As soon as possible after the City Council meeting, please return one fully executed copy of these proceedings. If you have any questions, please contact Cheryl Ritter or me.

Best regards,

John Danos

Attachments

cc: Tionna Pooler  
Rachelle Swisher  
Travis Cooke  
Diana VanVleet

MINUTES TO SET DATE FOR HEARING  
ON PROPOSAL TO ENTER INTO A  
LOAN AGREEMENT

503155-12

Windsor Heights, Iowa

February 17, 2020

The City Council of the City of Windsor Heights, Iowa, met on February 17, 2020, at \_\_\_\_\_ o'clock \_\_.m., at the \_\_\_\_\_, Windsor Heights, Iowa. The Mayor presided and the roll was called showing the following members of the City Council present and absent:

Present:

\_\_\_\_\_

Absent: \_\_\_\_\_.

Council Member \_\_\_\_\_ introduced the resolution hereinafter next set out and moved its adoption, seconded by Council Member \_\_\_\_\_; and after due consideration thereof by the City Council, the Mayor put the question upon the adoption of the said resolution and the roll being called, the following named Council Members voted:

Ayes:

\_\_\_\_\_

Nays: \_\_\_\_\_.

Whereupon, the Mayor declared the resolution duly adopted as hereinafter set out.

••••

At the conclusion of the meeting and upon motion and vote, the City Council adjourned.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

RESOLUTION NO. 2020-19

Resolution setting the date for a public hearing on proposal to enter into a General Obligation Urban Renewal Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$7,500,000

WHEREAS, the City of Windsor Heights (the “City”), in Polk County, State of Iowa, proposes to enter into a loan agreement (the “Loan Agreement”), pursuant to the provisions of Section 384.24A of the Code of Iowa, and to borrow money thereunder in a principal amount not to exceed \$7,500,000 for the purpose of paying the costs, to that extent, of constructing street improvements and incidental water utility system, sanitary sewer system, storm water drainage and sidewalk improvements; and acquiring and installing street lighting, signage and signalization (the “Projects”); and it is now necessary to fix a date of meeting of the City Council at which it is proposed to take action to enter into the Loan Agreement and to give notice thereof as required by such law;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Windsor Heights, Iowa, as follows:

Section 1. This City Council shall meet on March 2, 2020, at the \_\_\_\_\_, Windsor Heights, Iowa, at \_\_\_\_\_ o’clock \_\_\_\_m., at which time and place a hearing will be held and proceedings will be instituted and action taken to enter into the Loan Agreement described in the preamble hereof.

Section 2. The City Clerk is hereby directed to give notice of the proposed action on the Loan Agreement setting forth the amount and purpose thereof, the time when and place where the said meeting will be held by publication at least once, not less than four (4) and not more than twenty (20) days before the date of said meeting, in a legal newspaper which has a general circulation in the City. The notice shall be in substantially the following form:

NOTICE OF PROPOSED ACTION TO INSTITUTE PROCEEDINGS TO  
ENTER INTO A LOAN AGREEMENT AND TO BORROW MONEY  
THEREUNDER IN A PRINCIPAL AMOUNT NOT TO EXCEED \$7,500,000

(GENERAL OBLIGATION)

The City Council of the City of Windsor Heights, Iowa (the “City”), will meet on March 2, 2020, at the \_\_\_\_\_, Windsor Heights, Iowa, at \_\_\_\_\_ o’clock \_\_\_\_\_.m., for the purpose of instituting proceedings and taking action on a proposal to enter into a loan agreement (the “Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$7,500,000 for the purpose of paying the costs, to that extent, of constructing street improvements and incidental water utility system, sanitary sewer system, storm water drainage and sidewalk improvements; and acquiring and installing street lighting, signage and signalization.

The Loan Agreement is proposed to be entered into pursuant to authority contained in Section 384.24A of the Code of Iowa and will constitute a general obligation of the City.

At that time and place, oral or written objections may be filed or made to the proposal to enter into the Loan Agreement. After receiving objections, the City may determine to enter into the Loan Agreement, in which case, the decision will be final unless appealed to the District Court within fifteen (15) days thereafter.

By order of the City Council of the City of Windsor Heights, Iowa.

Travis Cooke  
City Clerk

Section 3. Pursuant to Section 1.150-2 of the Income Tax Regulations (the “Regulations”) of the Internal Revenue Service, the City declares (a) that it intends to undertake the Projects which are reasonably estimated to cost approximately \$7,500,000, (b) that other than (i) expenditures to be paid or reimbursed from sources other than the issuance of bonds, notes or other obligations (the “Bonds”), or (ii) expenditures made not earlier than 60 days prior to the date of this Resolution or a previous intent resolution of the City, or (iii) expenditures amounting to the lesser of \$100,000 or 5% of the proceeds of the Bonds, or (iv) expenditures constituting preliminary expenditures as defined in Section 1.150-2(f)(2) of the Regulations, no expenditures for such Projects have heretofore been made by the City and no expenditures will be made by the City until after the date of this Resolution or a prior intent resolution of the City, and (c) that the City reasonably expects to reimburse the expenditures made for costs of the City out of the proceeds of the Bonds. This declaration is a declaration of official intent adopted pursuant to Section 1.150-2 of the Regulations.

Section 4. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved February 17, 2020.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

**ATTESTATION CERTIFICATE**

STATE OF IOWA  
POLK COUNTY  
CITY OF WINDSOR HEIGHTS

SS:

I, the undersigned, City Clerk of the City of Windsor Heights, do hereby certify that attached hereto is a true and correct copy of the proceedings of the City Council relating to fixing a date for additional action on the City's proposal to enter into a certain loan agreement, as referred to therein.

WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
City Clerk

**ORGANIZATION CERTIFICATE**

STATE OF IOWA  
POLK COUNTY  
CITY OF WINDSOR HEIGHTS

SS:

I, the undersigned City Clerk, do hereby certify that the City of Windsor Heights is organized and operating under the provisions of Title IX of the Code of Iowa and not under any special charter and that the City is operating under the Mayor-Council form of government and that there is not pending or threatened any question or litigation whatsoever touching the incorporation of the City, the inclusion of any territory within its limits or the incumbency in office of any of the officials hereinafter named.

And I do further certify that the following named parties are officials of the City as indicated:

- \_\_\_\_\_, Mayor
- \_\_\_\_\_, City Administrator
- \_\_\_\_\_, City Clerk
- \_\_\_\_\_, Council Member/Mayor Pro Tem
- \_\_\_\_\_, Council Member
- \_\_\_\_\_, Council Member
- \_\_\_\_\_, Council Member
- \_\_\_\_\_, Council Member

WITNESS MY HAND this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
City Clerk



**RESOLUTION NO. 2020-20**

**A RESOLUTION APPROVING THE PURCHASE OF AN ASPHALT HEATER FROM TRISTATE TRUCK EQUIPMENT IN THE AMOUNT OF \$15,820**

**WHEREAS**, the Public Works Department needs to replace the designated asphalt truck (Vehicle 4); and

**WHEREAS**, instead of replacing the truck with another truck, staff recommends purchasing an asphalt heater insert for one of the trucks (Vehicle 9) that is already in the fleet; and

**WHEREAS**, there are several reasons that this proposal is recommended by staff, which are outlined in the attached memo; and

**WHEREAS**, the lowest quote came from TriState Truck Equipment out of Dubuque, Iowa for \$15,825.00; and

**WHEREAS**, \$22,000 from the ATE revenues were allocated to replacing the asphalt truck with an asphalt heater insert.

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

Staff is directed to proceed with the purchase of the asphalt heater insert from TriState Truck Equipment in the amount of \$15,825.

Passed and approved this 17<sup>th</sup> Day of February 2020.

\_\_\_\_\_  
Dave Burgess, Mayor

ATTEST:

\_\_\_\_\_  
Travis Cooke, City Clerk

**TO:** Windsor Heights City Council  
**CC:** Mark Arentsen, Windsor Heights Interim City Administrator  
**FROM:** Dalton Jacobus, Public Works Director  
**DATE:** 17 February 2020  
**SUBJECT:** Asphalt Heater Insert Purchase

Public Works Staff is currently utilizing a 1990 Chevy Cheyenne 3500 (vehicle 4) for asphalt operations. The City has gotten a lot of value out of this piece of equipment over the last 30 years. This piece of equipment needs to be replaced for several reasons: down time, cost of repairs, safety, and fleet optimization.

#### **Downtime**

During the summer of 2019, Vehicle 4 was in the shop for repairs for over a month. In 2019 alone, we repaired or replaced two brake lines, the transmission lines, brake pads and assemblies, intake gaskets, plugs, wires, and distributor. We are fortunate that there is staff in the Department able to do this type of work when needed. However, when this truck is out of operation, we are unable to fill potholes and do needed asphalt work around town. It also takes at least one employee out of operations so that they can perform the necessary repairs on the vehicle.

The current asphalt truck does not have any type of system to keep asphalt warm and workable. As the asphalt cools it becomes hard. When staff is asphaltting during the summer months, asphalt that gets cold must be dumped out and thrown away. In the winter, staff has anywhere from 30 minutes to an hour to fill potholes before the cold mix asphalt becomes unworkable. They then must return to the shop so that the material can warm up. This causes quite a bit of downtime that can be avoided.

The proposed unit has a self-contained, diesel powered heating unit that keeps the asphalt at a workable temperature to minimize waste and downtime.

#### **Cost of Repairs**

So far in FY20, there have been \$635.07 in repairs on Vehicle 4. This is materials cost only. Public Works Staff recommends replacing the engine oil pan seals (\$15), transmission oil pan seals (\$15), rear main seal

(\$1,500), engine oil coolers (\$1,000), 4 brake lines (\$100), and the valve stem seals, guides and heads (\$500). In the next year, we estimate the material cost of repairs to exceed \$3,000, but this does not include any staff time to do the work. It is staff's opinion that it is unwise to spend this kind of time and money on a truck of this age.

The proposed asphalt heater would require minimal repairs and maintenance in comparison to vehicle 8. The heater burns approximately 2 gallons of diesel fuel when heating a full load of asphalt for an entire day, which would be a minimal cost.

### **Safety**

Fortunately, there have not been any accidents or injuries that have resulted from this equipment being so old, but we cannot count on our luck to continue as the vehicle continues to age. For example, the brakes started going out on truck 4 when staff was working on the roadway this summer. We can only expect issues like this to increase in frequency and severity in the future.

Staff is currently shoveling hot asphalt out of the bed of the truck. This is incredibly labor intensive and puts unnecessary physical strain on staff's shoulders and back.

The proposed asphalt heater insert would dump asphalt onto a knee height shoveling tray, providing staff a much more ergonomic platform to work from and reducing the risk of injury.

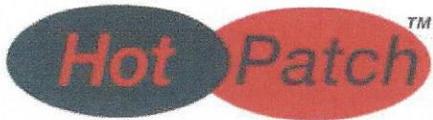
### **Fleet Optimization**

Vehicle 4 is currently parked outside behind the shop because there is no room inside. By getting rid of our oldest vehicle and replacing it with a smaller piece of equipment that doesn't take up floor space in the shop, adds functionality to an existing vehicle, and is significantly cheaper than replacing it with a dedicated truck, we are making better use of the resources that we already have.

As soon as the new asphalt heater is installed, we will sell vehicle 4 on GovDeals.com. It is staff's opinion that we won't get much more than a thousand dollars for this piece of equipment.

#### **ATTACHED:**

- Quotes
- HotPatch Gen II Specifications
- Council Resolution



# GEN II

Advanced Solutions for Asphalt Patch Material Heating



Above picture of worker using hydraulic shoveling platform which lowers material down, reducing potential injuries, and serves as a tailgate - eliminates dropping asphalt on the road while making the repair.

**Five D Industries LLC**

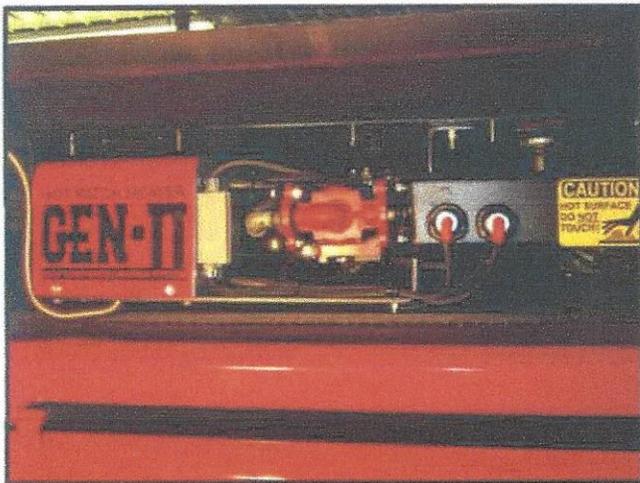
[www.hotpatchheater.com](http://www.hotpatchheater.com)

727 Southgate Drive • Tomahawk, WI 54487 • Phone: 715-453-4999 • Fax: 715-453-4942

## HOT PATCH HEATER - GEN II

Meet the redesigned **Hot Patch Heater - GEN II** insert by Five D Industries

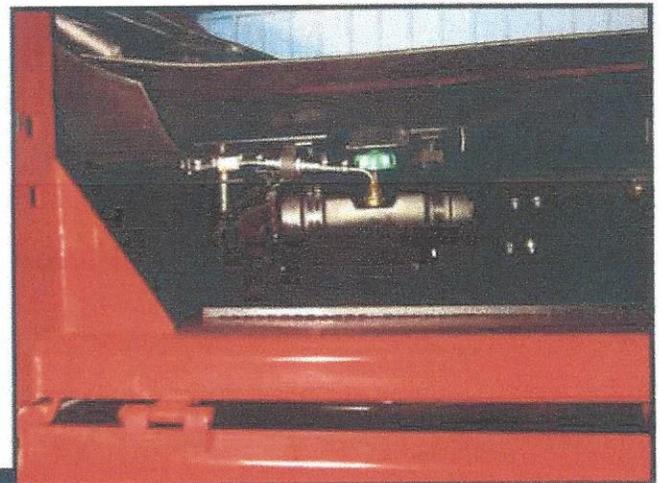
- Completely self-contained unit
- Runs using its own diesel or gas supply (less than a gallon per day)
- Maintains an even temperature with no variations
- Works in conjunction with the built in 120 V Pre-Heater
- Patch material is ready to go in the morning with the dual heating system
- Easy to remove! Just four pins and one power source to unplug
- Easy to move from truck to truck with just an extra set of brackets



The **GEN II** heating unit, 120V pre-heater, water pump and expansion tank with pressure cap. All contained in the right side of the Hot Patch Heater slide in unit. Unit is shown in a drop side dump box. (see above)

View of the two gallon fuel tank located on driver's side for easy filling.

Unit will run over 8 hours on less than 3/4 of a gallon of fuel. (see below)



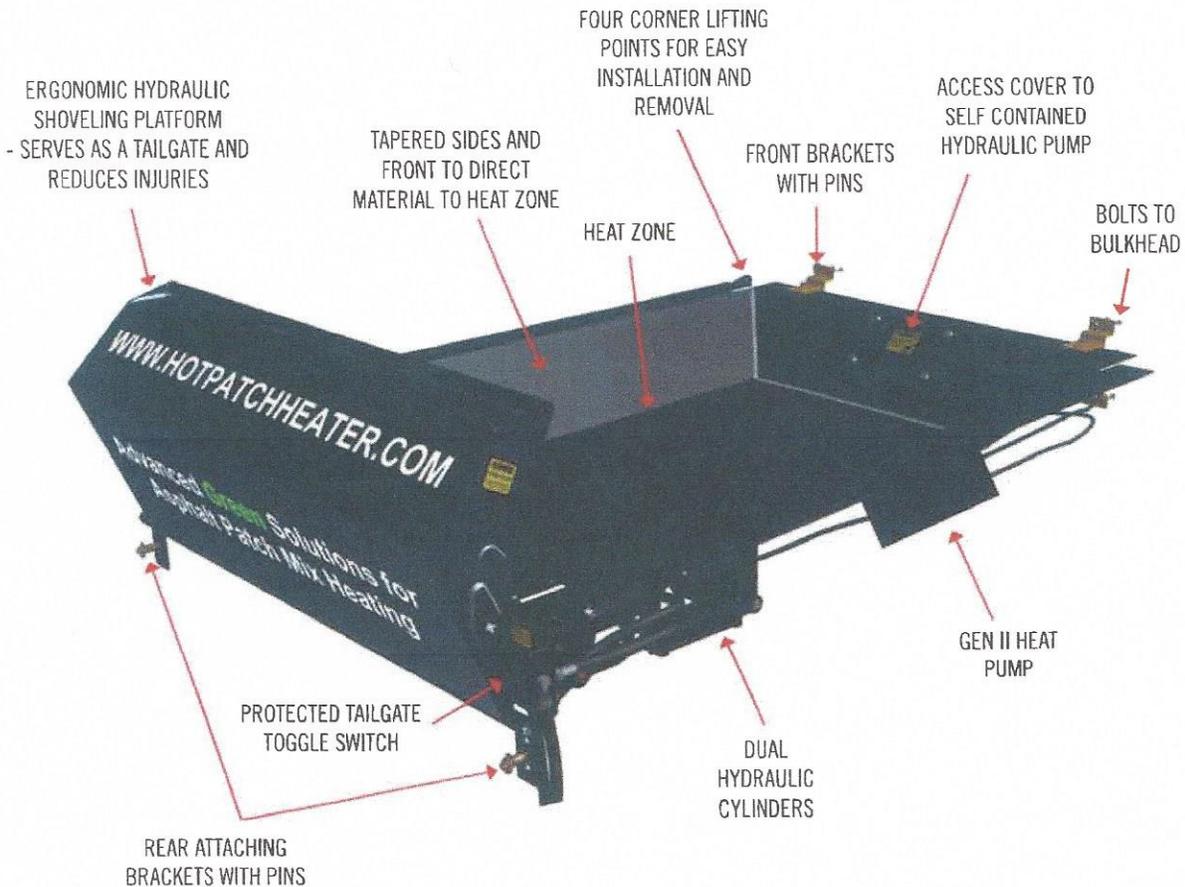
**Five D Industries LLC**

[www.hotpatchheater.com](http://www.hotpatchheater.com)

727 Southgate Drive • Tomahawk, WI 54487 • Phone: 715-453-4999 • Fax: 715-453-4942

## HOW DOES IT WORK?

The special waterless coolant flows through a double steel floor with battens which direct the flow of the coolant in a serpentine pattern from the back of the unit to the front heating the unit and the patching material before returning to the **GEN II** heat pump to be reheated.



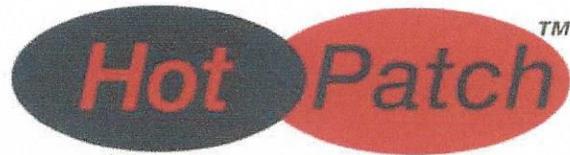
## Custom built to fit any truck bed, does not take away from the original use of the truck.

- Not a single use item like a patch trailer that sits in the yard when not in use
- Hydraulic shoveling platform/tailgate is useful for daily duties such as shoveling mulch, gravel or topsoil and can also be used to lift heavy chunks of debris, tools or tires
- Virtually maintenance free - no tires to replace, no burners to maintain, thermostats to replace or hoppers to clean out
- User friendly - no trailer hook up, no lights, and no LP to burn
- Cold patch materials are warmed to ideal temperatures using the HOT PATCH HEATER dual heating system without overheating
- Made in a certified shop in the U.S.A.
- Pick-up truck models also available

### Five D Industries LLC

[www.hotpatchheater.com](http://www.hotpatchheater.com)

727 Southgate Drive • Tomahawk, WI 54487 • Phone: 715-453-4999 • Fax: 715-453-4942



Advanced Solutions for Asphalt Patch Material Heating



**CUSTOM LIFTING STRAPS**



**\*OPTIONAL DEBRIS DIVIDER\***

A REMOVABLE GATE IN THE FRONT OF THE UNIT PROVIDING A PLACE TO THROW PIECES OF CONCRETE AND ASPHALT REMOVED FROM PATCH AREAS



**\*Optional Salt and Sand Spreader\***

Bolt the "SPREAD it HOT" unit on your modified Shoveling Platform and use your Hot Patch Heater insert year round.

**STANDARD EQUIPMENT**

- Heated truck bed insert up to 10' long dump body
- Includes removable hydraulic shoveling platform
- Fabricated material is high quality grade 50 steel
- Powder coated black in color
- Heavy duty rubber underside insulating mat
- Asphalt tarp
- 120 volt pre-heater

**OPTIONAL EQUIPMENT**

- Removable debris divider (see above)
- Insulated asphalt tarp
- Salt and sand spreader (see left)
- Custom lifting straps (see above)

**AUTHORIZED DEALER:**

**Five D Industries LLC**

[www.hotpatchheater.com](http://www.hotpatchheater.com)

727 Southgate Drive • Tomahawk, WI 54487

Phone: 715-453-4999 • Fax: 715-453-4942

# Estimate

TriState Truck Equipment

10431 BronzeWood Dr  
Dubuque, IA 52003

Date	Estimate #
2/4/2020	3706

Name / Address
City of Windsor Heights

Job #

Item	Description	Qty	Rate	Total
Hot Patch	Hot Patch <u>GenII</u> heater unit, No elec/hydraulic shovel platform	1	11,245.00	11,245.00T
Hot Patch	Elec/hyd shovel platform	1	2,800.00	2,800.00T
Hot Patch	Debris Divider	1	325.00	325.00T
Hot Patch	Insulated Tarp	1	410.00	410.00T
Freight	Freight	1	400.00	400.00
Labor	Labor to install unit *	8	80.00	640.00T
Customer is responsible for delivering truck to Dubuque				

There will be a 3% charge added on all CC purchases	<b>Subtotal</b>	\$15,820.00
	<b>Sales Tax (0.0%)</b>	\$0.00
	<b>Total</b>	\$15,820.00

Jason Hook

563-588-0224

6465



1385 Franklin Grove Rd  
Dixon, IL 61021  
815-284-3819 \* 815-284-8815 Fax  
800-851-9664  
www.bonnell.com \* info@bonnell.com

# Quote

Quote Number: 0139715  
Quote Date: 1/18/2020



Bill To: 0009999  
CITY OF WINDSOR  
DIXON, IL

Ship To:  
CITY OF WINDSOR  
DIXON, IL

Phone: Fax: dmorgan@windsorheights.org Phone:  
Confirm To: DAN MORGAN 515-279-3662 Comment: HOT PATCHER Fax:

Customer P.O.	Ship VIA	F.O.B.	Terms	Quote Expiration
VERBAL	CUSTOMER P-UP		Cash	2/17/2020

Ordered	Unit	Item Number	Each Price	Extended Price
1.00	EACH	HP-GEN2-9 HOT PATCHER GEN 2, 9' , HEATED TRUCK BED INSERT----- INCLUDES REMOVABLE HYDRAULIC SHOVELING PLATFORM, FABRICATED MATERIAL IS HIGH QUALITY GRADE 50 STEEL, POWDER COATED BLACK IN COLOR, HEAVY DUTY RUBBER UNDERSIDE INSULATING MAT, ASPHALT TARP (OPTIONAL INSULATED TARP IS AVAILABLE), TARP ROLLER, UNIT IS CHARGED WITH SPECIAL WATERLESS COOLANT, DIESEL HEATER WITH 5 GALLON FUEL TANK, 120 VOLT PRE-HEATER	13,995.00	13,995.00
1.00	EACH	HP-BB1 HOT PATCHER GEN 2, TARP, BOWS AND BRACKETS	302.80	302.80
1.00	EACH	HP-DD1 HOT PATCHER GEN 2, REMOVABLE DEBRIS DIVIDER INSTALLED ON HP-GEN2-9	357.86	357.86
1.00	EACH	HP-INT-9 HOT PATCHER GEN 2, 9' INSULATED TARP INSTALLED ON HP-GEN2-9	451.45	451.45
1.00	EACH	HP-LB1 HOT PATCHER GEN2, LIGHT BAR INSTALLED ON HP-GEN2-9	450.07	450.07

15% RESTOCKING FEE ON RETURNED ITEMS  
NO RETURN ON SPECIAL ORDER ITEMS OR ELECTRICAL ITEMS

SUBMITTED BY: \_\_\_\_\_  
0001 Bonnell Industries JS

NOTE: ALL TAXES WILL BE EXTRA IF APPLICABLE.  
NOTE: PRICES ARE IN EFFECT FOR 30 DAYS ONLY. IF A PRICE INCREASE OCCURS - IT WILL BE ADDED.

NOTE: BIDS MAY REQUIRE A 20% DEPOSIT UPON PURCHASE  
NOTE: INSTALL DATE IS BASED ON CHASSIS ARRIVAL DATE.

ACCEPTED BY: \_\_\_\_\_  
\*\*BILL TO: \_\_\_\_\_  
PO Number: \_\_\_\_\_  
DATE ACCEPTED: \_\_\_\_\_  
CHASSIS ARRIVAL DATE: \_\_\_\_\_

Net Order: 15,557.18  
Less Discount: 0.00  
Freight: 200.00  
Sales Tax: ~~1,205.68~~  
Quote Total: ~~16,962.86~~

\$ 15,757.18

VIN# \_\_\_\_\_  
MAKE: \_\_\_\_\_  
MODEL: \_\_\_\_\_  
W.B. \_\_\_\_\_ C.A.: \_\_\_\_\_  
TRANS MODEL: \_\_\_\_\_  
ENGINE: \_\_\_\_\_  
PAINT CODE: \_\_\_\_\_  
\*\*CHANGES MAY CAUSE DELAYS AND FEES.

*Jason*



P.O. Box 3265  
Des Moines, IA 50316

Phone: (515) 266-5189 Toll Free: (800) 373-2887 Fax: (515) 266-7878

Quote ID: Q10818

Quote Date: 12/27/2019

Quote Valid Until: 1/10/2020

Page 1 of 1

Customer: 70271

Windsor Heights, City Of  
1133 66th

Des Moines, IA 50311

Contact: Dalton Jacobus

Phone:

Fax:

Salesperson: Mike White

<b>Make:</b> Chevrolet	<b>Model:</b> 3500	<b>Year:</b> 2007	<b>Single/Dual:</b>
<b>Cab Type:</b>	<b>Wheelbase:</b> 0	<b>Cab-to-Axle:</b> 0	<b>VIN:</b>

**FURNISH AND INSTALL:**

(1) GEN II Hot Patch Heated truck bed insert with shoveling platform includes the following \*

- \* Heated truck bed insert- 9' long
- \* Includes removable hydraulic shoveling platform
- \* Fabricated material is high quality grade 50 steel
- \* Powder coated epoxy primer with top coat urethane black in color
- \* Heavy duty rubber underside insulating mat
- \* Includes asphalt tarp (optional insulated tarp available)
- \* Unit is charged with special anti-freeze
- \* 20,960 Btu/hr Diesel heater with two gallon fuel tank
- \* 120 volt pre-Heater

**OPTIONS INCLUDED IN PRICE:**

Standard Installation with switch for 12V hoist recessed in curbside rear pillar of body  
**NET PRICE FOB DES MOINES \$20,646.00**

**OPTIONS NOT INCLUDED IN PRICE:**

Insulated tarp in place of standard  
Removable debris divider  
Custom nylon lifting strap

ADD \$525.00  
ADD \$416.00  
ADD \$378.00

\$ 21,549.00

Customer must fill out the information below before the order can be processed...

Accepted by:	
Date:	
P.O. Number:	

5,729 over Tri State

- \* Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.
- \* Please note if chassis is furnished, it is as a convenience and terms are Net Due on Receipt of Chassis.
- \* Sales Tax is not included unless otherwise noted.

Mike White



# Windsor Heights Public Safety

## POLICE ♦ FIRE ♦ EMS

### Monthly Report



To: Interim City Administrator Mark Arentsen

From: Public Safety Director Chad McCluskey

Date: February 7, 2020

RE: January, 2020 Public Safety Monthly Report

#### **MAJOR WORK AREAS:**

- During the month of February, Police In-Service training will cover CPR, AED, Blood Bourne Pathogens, Hazardous Communications and Mental Health.
- Officer Norris will attend an On-Target Solutions training pertaining to internal investigations.
- Officers will continue to focus on parking violations to include snow and fire lane violations.
- Officers will focus attention to equipment violations to include defective mufflers and obstructed view during the month of February.
- Officers will direct patrol toward drivers who should not be on the roadway to include unlicensed or other than valid drivers.
- Officers will give extra attention to residential neighborhoods as residents have recently experienced various criminal activity.
- Officers will direct patrol toward safety issues near Clive Learning Academy as well as stop sign violations along School Street.
- Officers will be increasing time spent in schools walking the hallways interacting with children and teachers. Aside from public relations, this also helps officers in learning the school buildings layout in the event of an emergency.
- Investigators will complete casework on two cases involving intimidation with a weapon, a search warrant regarding possession of child pornography, a report of lascivious acts with a Minor and a theft of merchandise over \$4,000 case.
- Detective Nissen, who also serves as a firearms instructor, will work on March's in-service training for a live-fire exercise.

- Support services will work with the Polk County Attorney's office for a more efficient way of transferring case information for criminal prosecution.
- The Windsor Heights Fire Department will visit Immanuel Pathways during the month of February to talk about fire safety. We conducted similar visits last year and Immanuel Pathways has asked for this to be a regular event.
- EMS training for the month of February will focus on HIPAA privacy laws for patients. We have been working with DMAAC to obtain continuing education hours for our training beginning this year. Continuing education hours are required for all Paramedics and EMT's, and having our courses approved help our personnel meet their requirements.
- Des Moines Fire Department Hazardous Materials Unit personnel will instruct fire training for the month of February. The training will help ensure our personnel are knowledgeable and ready to respond should we receive a call related to a hazardous materials response.

### **ACCOMPLISHMENTS:**

- During Police In-Service training in January, officers were updated on crime scene training to include identification and proper evidence collection.
- During the month of January, officers concentrated patrol to slow traffic and educate motorists along 73rd Street. Officers spent approximately 720 minutes on this activity yielding 1 arrest for Driving While Suspended and 6 other citations and 1 warning for speed.
- Officers directed patrol along 63rd Street from Hickman Road south to the 1400 block where it adds another lane. In this two-way stretch of road, excessive speed is common as well as distracted driving. Officers spent approximately 2,347 minutes on this activity and yielded 2 arrest for OWI, 1 arrest for Possession of Marijuana, 3 arrest for Driving While Suspended, 1 citation for no driver's license, 13 citations for speed, 3 warnings for speed, 1 citation for texting, 1 fraudulent registration and 8 other warnings.
- Officers directed patrol toward Washington Avenue looking for speed and stop sign violations. Officers spent 107 minutes running speed on Washington, which yielded no traffic stops.
- Officers directed attention toward parking violators near Clive Elementary on the side streets as complaints were made about issues in the area. With colder temperatures, people are parking on side streets in the no parking areas trying to get closer to the school, which creates a safety issue for other vehicles, pedestrians, and buses trying to make their way through the neighborhood near the school. Officers also enforced other parking violations to include snow violations. Keeping the snow routes clear of vehicles allows Public Works to clear roadways of snow and at the same time gives them fewer obstacles to look out for while plowing. Officers spent 1200 minutes on this goal and wrote 10 citations for speed, 31 citations for snow ordinance violations and advised approximately 21 others to remove their vehicles from the roadway. During this time Officers also spent time with drivers and parents educating them on traffic issues related to school let out times.

- During the overnight hours, officers directed patrol in the residential areas in attempt to expose nefarious activity. Officers spent approximately 300 minutes specifically on this goal netting 2 arrests for warrants, 1 Possession of Marijuana complaint, 1 Drug Paraphernalia complaint, and 1 Open Container complaint.
- Officers gave general focus toward distracted driving around the city to include drivers who were texting. Officers spent roughly 60 minutes of concentrated patrol on distracted driving and warned three drivers.
- Officer Irlbeck stopped a vehicle on 63rd Street for having a headlamp out. Upon speaking with the driver Officer Irlbeck noticed the odor of marijuana coming from within the vehicle. The driver admitted to having a personal use amount of marijuana in the center console of the vehicle. The driver was cited for Possession of marijuana and released.
- Officer Irlbeck stopped a vehicle on University Avenue as it was driving erratically. Upon speaking with the driver Officer Irlbeck noticed signs of impairment and field sobriety test were conducted. The driver failed testing and showed a blood alcohol test of .188%. The driver was transported to the Polk County Jail on the charge of OWI 1st.
- Officer Irlbeck stopped a vehicle at 73rd/Buffalo after observing multiple traffic violations. Upon speaking with the driver Officer Irlbeck noticed signs of impairment and field sobriety test were conducted. The driver failed testing and refused breath testing. The driver was cited on the charge of OWI 1st and was released to a sober party.
- Officer Johnson responded to the 6700 block of Carpenter reference a male knocking on doors and laying on cars. Officer Johnson arrived and found the male to be intoxicated. He was arrested and taken to Polk County Jail on the charge of Public Intoxication.
- Officer Irlbeck stopped a vehicle that was weaving in its lane. Upon speaking with the driver Officer Irlbeck noticed signs of impairment and field sobriety test were refused. Officer Irlbeck cited the driver for OWI 1st and the suspect was released to a sober party.
- Officer Palmer noticed a suspicious vehicle and stopped it on Northwest Drive. The driver of the vehicle was found to have a barred license, a warrant for his arrest and possession of what is believed to be heroin. The driver was charged and the drugs were sent to the DCI lab for testing.
- Officer Davison stopped a vehicle that ran a red light at 63rd and Hickman Rd. Officer Davison noticed signs of alcohol impairment and tested the driver. The driver failed field sobriety testing showing a blood alcohol content of .151. The driver was cited for OWI 1st and released to a sober party.
- Officer Davison stopped a vehicle travelling at 54MPH in a 35MPH zone on Hickman Rd. The driver showed signs of alcohol impairment and failed field sobriety testing showing a blood alcohol content of .211. The driver was cited for OWI 2nd and released to a sober party.

- Officer Roetman was dispatched to a reckless driver that almost hit several pedestrians in a parking lot. Officer Roetman located the vehicle and spoke with the driver who was now passed out at the wheel in a parking stall. The driver failed field sobriety testing and did not submit to a breath test. The driver was charged with OWI 1st and taken to Polk County Jail.
- Officer Roetman stopped a vehicle for speeding (36MPH in a 25MPH zone) on 73rd Street. The occupants were found to be under 21 years of age and had open containers of alcohol in the vehicle. While running one of the occupant's information, Officer Roetman learned he had a Felony warrant out for his arrest. When he attempted to arrest the suspect he began running away. Officer Roetman tackled the suspect and took him into custody. The male was also in possession of marijuana. Another male was found to have a warrant out of Story County. Both of these males were transported on their warrants and turned over to other agencies.
- Officer Irlbeck responded to a minivan that was in the ditch along I-235. When he arrived he found the driver of the vehicle had lost control in the snow and went off of the road. The driver showed signs of alcohol impairment and was tested. The driver failed testing and showed a blood alcohol content of .195. The driver was cited (OWI 1st) and released to a sober party.
- Officer Irlbeck stopped a vehicle that ran a red light at 63rd Street and Hickman Road. The driver showed signs of alcohol impairment and failed field sobriety testing showing a blood alcohol content of .159. The driver was charged with OWI 1st and released to a sober party.
- Officers Roetman and Davison were dispatched to an accident in the 1500 block of 63rd Street. Officer Roetman handled the accident portion of the investigation as Officer Davison handled one of the drivers who was showing signs of alcohol impairment. The driver failed field sobriety testing and based on his prior history of OWI and refusals to submit to breath test Officer Davison decided to write a search warrant for the suspect's blood. After the search warrant was signed by a judge the Polk County Medical Examiner withdrew the suspect blood and Officer Davison collected it as evidence to be examined by the Iowa DCI. The suspect was cited for Driving While Suspended and released to a sober party.
- Detective Woods and Detective Nissen provided monthly in-service training for the department and participating Polk City PD officers. The training focused on pertinent information and specific responses to incidents of sexual assault or other trauma related victims. Additionally, investigators identified basic crime scene processing techniques that all officers can incorporate into casework.
- Detective Woods assimilated case work and investigative leads regarding a criminal network that has been stealing merchandise from a local business. Detective Woods is working with another agency in the metro area to present their information and findings to the United States Attorney's Office and Polk County Attorney's office.

- Investigators, with assistance of Metro STAR, executed a narcotics related search warrant in the 1000 block of 69th Street in Windsor Heights. The search warrant stemmed from an ongoing investigation into narcotics related activity at the residence. As a result of the warrant execution, four people were arrested on various drug related charges.
- The department conducted tobacco compliance checks among the nine registered retailers in the City of Windsor Heights. Eight of the retailers were available and compliant, as they did not sell any age-restricted products to a minor. One retailer was not open for business during the compliance check.
- On January 18, 2020 around 2:30 am, Paramedic/Firefighter Jared Dumermuth, Firefighter/EMT Brett Merseal, and POC Firefighter Marcus Thie responded to Windsor Court, located at 6500 Hickman Road, for a fire alarm. When crews arrived, they found the alarm panel showing a pull station activation. Crews checked the facility, formerly known as the Hickman Motor Lodge, and found no pull stations which had been triggered and no sign of fire. Crews were unable to contact a responsible party and left the alarm in “trouble” mode. Later, crews were able to make contact with the responsible party. We ran into some resistance from the maintenance/management individual with regards to having the alarm company come to the property and fix the alarm system. The owner was contacted by Paramedic/Firefighter Gerrit Foreman and briefed on the situation. The alarm contractor worked with us to ensure the alarm was functioning properly without additional action on the part of the City.
- We brought on a new part-time Firefighter/EMT Alan Delker during the end of 2019. Delker worked “orientation” shifts with Paramedic Gerrit Foreman and Firefighter/EMT Brian Jones. Delker successfully completed the orientation and will help cover open shifts in the future.
- Paramedic/Firefighter Gerrit Foreman, Part-Time Paramedic/Firefighter James Mease, and Firefighter/EMT Brian Jones taught “hands only CPR” to faculty and staff at Clive Learning Academy during the month of January. The training coupled with a “stop the bleed” training and will help faculty and staff be prepared in case of an emergency at the school.
- Thanks to many of our part-time staff, some of which are new, we were able to fill the entire February schedule with no open shifts for the first time. In the past, we typically have at least one or two open shifts at the beginning of the month. Many times, as we get closer to the open shifts, those shifts are picked up, but this is the first time we have entered a month with all shifts fully staffed/scheduled. The use of our online scheduling platform and the willingness of our part-time staff to cover the openings has brought us to the point where we no longer have several open shifts each month.
- Paramedic/Firefighter Jared Dumermuth passed the written test for his Driver/Operator certification through the Iowa Fire Service Training Bureau (FSTB) during January. He will complete the practical portion of the testing when it is scheduled and available.
- 48 rental inspections were completed by the Fire Department during the month of January. Paramedic/Firefighter Jared Dumermuth has been working diligently to get our rental inspection program up to date. Eleven properties remain past due and we are working to contact those owners.

- Paramedic/Firefighter Don Nekola, Firefighter/EMT Nick Evans, POC Firefighter/EMT McLain Swauger, and Firefighter/Engineer Darren Skeries responded to a 2-alarm apartment building fire at 7806 Canterbury in Urbandale on New Year's Day. Upon our arrival the first arriving crews were actively fighting a fire in an apartment which was fully involved. Our crew was assigned to search and rescue of the first and second floor. Our crew had to force entry to two of the apartments. There was a dog locked in a kennel inside one of the apartments that we searched. The dog was still conscious and was removed from the building safely. All of the other apartments were clear and evacuated. The fire was contained to the one apartment but the entire building sustained smoke damage.
  
- On January 30<sup>th</sup>, Paramedic/Firefighter Don Nekola, Firefighter/EMT Nick Evans, and Firefighter/EMT Dayton Harryman welcomed members of a cub scout troop to the station for a visit. The cub scouts were shown the apparatus, and they were taught some fire safety tips. The crew even issued out homework assignments, which consisted of going home and making a fire drill plan with their parents. Of course they got to see and pet Ember, the fire dog. To show their gratitude they left us with assortment of popcorns.

	Jan 18	Jan 19	Feb 18	Feb 19	Mar 18	Mar 19	Apr 18	Apr 19	May 18	May 19	Jun 18	Jun 19	Jul 18	JUL 19	AUG 18	AUG 19	SEP 18	SEP 19	OCT 18	OCT 19	NOV 18	NOV 19	DEC 18	DEC 19	CY18	CY19	Change CY18 to CY19
<b>PATROL</b>																											
Calls for Service	721	804	625	804	737	1156	719	961	836	879	1050	838	1051	897	994	905	964	834	908	774	835	693	807	703	10247	10248	0.01%
Incidents	143	108	81	107	112	128	104	117	117	138	164	104	128	144	127	122	119	111	100	138	90	116	99	98	1384	1431	3.40%
Arrests	55	47	30	43	48	67	46	69	57	62	59	65	52	58	46	60	50	40	64	42	47	44	54	569	686	20.56%	
Total Number of Charges	117	68	53	62	100	120	81	110	121	107	122	80	80	91	89	93	86	77	69	103	56	66	78	66	1052	1043	-0.86%
OWI Arrests	5	10	3	3	4	2	1	4	5	4	3	4	3	4	4	10	3	6	1	7	2	11	5	8	39	73	87.18%
Criminal Complaints Filed	68	59	42	49	58	64	50	47	58	71	76	59	56	63	67	51	43	46	56	76	35	56	30	44	639	685	7.20%
Felony Charges Filed	3	2	3	5	2	6	0	6	4	4	2	6	3	7	1	7	4	2	3	12	2	3	1	1	28	61	117.86%
Field Interviews	2	1	3	1	0	1	2	0	2	1	0	0	2	2	2	2	0	0	1	0	0	0	0	1	13	10	-23.08%
Supplemental Reports	22	37	35	32	36	41	30	47	28	39	44	31	23	41	36	51	26	38	29	42	15	50	31	36	355	485	36.62%
Accidents	18	25	11	27	18	19	16	20	16	23	25	22	20	23	25	18	22	20	20	21	20	26	23	26	234	270	15.38%
Citations Issued	148	113	134	125	131	198	131	195	178	143	166	165	171	136	122	136	153	99	128	191	114	131	150	130	1726	1762	2.09%
Written Warning Citations Issued	56	54	77	69	99	134	62	122	80	72	84	97	111	73	72	80	84	52	85	20	72	46	76	56	958	875	-8.66%
<b>INVESTIGATIONS</b>																											
Cases Assigned by Month	8	3	5	4	2	4	6	12	5	8	4	2	5	4	5	4	5	8	6	14	2	3	10	3	63	69	9.52%
Cases Open	35	6	37	3	34	3	30	5	33	6	36	5	31	2	27	5	27	5	12	8	9	10	17	5	328	63	-80.79%
Cases Active by Month	2	1	5	1	2	1	4	3	3	6	3	0	3	1	4	2	4	4	1	8	1	2	5	0	37	29	-21.62%
Cases Inactive	3	2	2	3	2	4	10	5	1	4	2	3	0	3	3	3	6	9	4	1	4	1	6	37	47	27.03%	
Cases Cleared by Arrest	7	0	0	4	1	0	0	4	1	0	0	0	3	0	3	2	0	3	2	0	2	0	3	2	20	17	-15.00%
Cases Cleared Exceptional Clearance	0	1	0	1	0	1	1	0	0	0	0	0	0	1	0	3	0	0	2	1	0	0	2	1	5	9	80.00%
Cases Unfounded	0	1	0	0	0	0	0	0	0	0	0	0	0	2	0	1	0	0	2	0	0	0	0	0	2	4	100.00%
<b>ATE Program</b>																											
<b>7100 University</b>																											
Vehicle Count	293338	269690	266744	251727	310188	293265	314431	311720	341593	321018	352699	282977	333059	197909	336,568	208,498	341,614	174,861	323,385	213,449	301,476	187,419	306,763	228,798	3821858	2941331	-23.04%
Citations Issued	749	581	506	417	739	635	941	622	983	667	1045	512	981	83	1057	103	501	83	994	106	759	82	791	65	10046	3956	-60.62%
% of drivers Cited	0.26%	0.22%	0.19%	0.17%	0.24%	0.22%	0.30%	0.20%	0.29%	0.21%	0.30%	0.18%	0.29%	0.04%	0.31%	0.05%	0.15%	0.05%	0.31%	0.05%	0.25%	0.04%	0.26%	0.03%	0.26%	0.13%	
<b>6400 University</b>																											
Vehicle Count	273621	297712	270396	274741	340226	308512	326787	333029	365103	351163	356498	293475	363002	254920	360126	243,289	365,746	270,786	346,752	271,166	320,821	241,065	324,504	255,971	4013582	3395829	-15.39%
Citations Issued	1811	1109	1618	994	1808	1509	1891	1570	1837	1487	1797	1000	2040	123	1731	140	649	145	1,572	138	1444	141	1134	184	19332	8540	-55.82%
% of drivers Cited	0.66%	0.37%	0.60%	0.36%	0.53%	0.49%	0.58%	0.47%	0.50%	0.42%	0.50%	0.34%	0.56%	0.05%	0.48%	0.06%	0.18%	0.05%	0.45%	0.05%	0.45%	0.06%	0.35%	0.07%	0.48%	0.25%	
<b>FIRE DEPARTMENT STATISTICS</b>																											
Total Calls for Service:	62	55	49	43	60	64	49	48	53	48	47	45	46	45	47	49	49	57	48	70	42	58	42	63	594	645	8.59%
Unclassified Incidents	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	-100.00%
Fire Incidents	2	0	4	1	3	2	5	5	2	5	1	0	2	0	1	2	3	1	3	3	2	5	0	2	28	26	-7.14%
Rescue and EMS Incidents	41	41	29	33	43	44	33	28	39	28	28	33	34	33	21	24	32	32	35	43	32	35	28	35	395	409	3.54%
Hazarous Conditions - No Fire	5	2	1	2	0	1	1	3	3	3	0	2	1	2	1	3	0	3	3	3	0	3	3	2	18	29	61.11%
Service Calls	2	4	6	3	7	8	2	6	4	6	9	4	4	4	15	10	3	14	4	9	5	6	8	11	69	85	23.19%
Good Intent Calls	8	5	5	3	5	3	7	2	1	2	5	3	2	3	5	6	5	4	1	6	3	6	1	6	48	49	2.08%
False Alarm / False Call Incidents	4	3	4	1	1	6	1	3	4	3	4	3	2	3	4	3	6	2	2	6	0	3	2	7	34	43	26.47%
911 Citizen Complaints	0	0	0	0	0	0	0	1	0	1	0	0	1	0	0	1	0	1	0	0	0	0	0	0	1	4	300.00%
Rental Inspections	17	19	13	4	11	17	8	10	8	14	5	28	5	14	2	6	2	5	14	5	4	7	16	6	105	135	28.57%
Commercial Inspections	12	1	6	13	6	13	0	10	15	2	0	3	0	4	0	0	0	0	0	0	0	0	0	0	39	46	17.95%
Commercial Re-Inspections	6	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	0	-100.00%
PrePlans Completed	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	0	-100.00%

## Public Works Staff Report for 17 February 2020 Council Meeting

Report covers 1/17/2020 – 2/12/2020

- PW Staff has been busy working on facilities and equipment maintenance over the last month while we have time over the winter. Examples of work completed:
  - Public Safety Building restroom repair
    - Replaced toilet, plumbing hookups, and flange
    - Repaired subfloor
    - Installed new flooring
  - Repairs on the ice machine in the CEC
  - Repair air lines on truck 6
  - Repair electrical lines on truck 5
  - Replace and flush the power steering fluid in both trucks 5 and 6
  - Oil changes and tire rotations on all PW equipment
  - Installed new air compressor at the shop
  - Cleaned out the mezzanine above the breakroom. Threw away an entire dumpster of junk
  - Clean and organize the concrete tools and forms, pesticide tools, paint cabinet, and east wall of the maintenance bay.
  - Replaced a few lights in City Hall and the Public Safety Building
  - Haul salt from the Grimes facility.
  - Repair dog and cat kennel doors
  - Installed new park slide section
  - Replaced calcium pump on truck 5
  - Gathered bids for an asphalt heater insert
  - Clean the interior and exterior of all vehicles and equipment
  - Remove plumbing stubs in the shop that are no longer needed
  - Repair the antenna mounting bracket on the west side of the shop
  - Paint and repair trim at City Hall
  - Install tiles near the copier at City Hall
  - Removed an unused sink and install a new countertop near the copier at City Hall.
  - Replaced cutting edges and curb feelers on all four snow plows
- The old air compressor sold on GovDeals for \$675. This reduced our net cost on the purchase of the new air compressor to \$1,698.98. We were able to install the new machine ourselves, which saved quite a bit of money.
- The initial engineering results from the Cutty's Detention basin analysis have come back from Polk County. There would be a very minimal benefit for a basin to be installed at this location

from a flood protection standpoint. The cost to do a project here would be significantly more than the benefit that we would get from it. I am now looking into options closer in the watershed. There is a meeting of the Walnut Creek WMA Implementation committee on 2/13 to keep moving this initiative forward.

- I am the new chair of the Walnut Creek Watershed Management Authority. As the new chair, I have written a letter of support on behalf of the WMA for the Capital Crossroads stormwater initiative. Representatives from the Capital Crossroads executive team will be presenting the recommendations to metro area councils in the next three months.
- Snow removal has been going well. The City has 745.22 tons of salt remaining at the Grimes salt facility. We have trucked out 172.78 tons from that facility so far this year. We have roughly 150 tons of salt left at the shop. We don't have any scales or accurate way to measure tonnage at the shop, but my best estimate is that we have used somewhere around 350 tons of salt this summer. We are using less salt this year than last year. My goal is to end the season with as little salt at the shop as possible. I don't want to have a huge pile of salt in the way when we are trying to build a new salt storage facility at the shop this summer.
- We will need to revisit our arrangement with the Grimes storage facility when we get a new storage facility built on site. We may not need to be a part of that group in the future. We are meeting at the end of February to discuss WDM's departure from the group so I will inform the group that we may not need to be a part of it at that time. Any change in the arrangement will need council approval to amend the existing 28E.
- The City of Des Moines legal department is still reviewing whether or not we can participate in the sewer televising project in 2020. I want to have sanitary sewers on 73<sup>rd</sup> Street televised as part of the 73<sup>rd</sup> Street redesign project. We would get a better unit price by teaming with DMPW, but if it becomes administratively infeasible we will do our own project.
- Our stream clean up event will be on April 18<sup>th</sup> from 9-11:30. We will be meeting in the parking lot of the old DNR building just south of Hickman Road and cleaning up the creek from Hickman Road south to College Drive. The City of Urbandale will be cleaning up the Creek north of Hickman Road the following weekend. They are sharing our event on their communications channels.
- Whitney did a fantastic job on February's newsletter. She put a lot of work into it and it's very much appreciated.
- I've had some interesting discussions with Urbandale PW, Mark, Mayor Burgess, and Justin about the UWHSD. We've got a list of questions sent to the district requesting organizational clarification. This will hopefully provide some direction for ownership and responsibilities moving forward.
- The NRCS National office is reviewing paperwork for the streambank stabilization project. The said that we should hear back soon on final approval to proceed with design and commence work. I have requested BMI to stand down until we have final approval on the project. We will not be reimbursed for any engineering expenses incurred until final approval has been granted. This work should be done before the end of May.

- I reached out to 9 different concrete contractors about the repair work needed on the south side of the PWB parking lot. I met with two of the contractors at the end of January. They indicated that this project would be no problem but that they'd like to see the area without any snow cover before they provided a bid. I told them that I'd be in touch in mid to late March.
- The RFP to put together a park plan should be sent out by the middle of February. I'm using RFP's sent out by neighboring communities to help figure out what we need to include. Whitney will be helping me with this project as it moves along. The following is clipped from an email I sent to the Council regarding the Park Plan and grant funding:
  - Send out the park plan Request for Proposals to consultants in the next week. Due back in the beginning of March.
  - If the responses to the RFP show that the plan will not be all that expensive, we just do it. If it's going to be expensive (+\$10,000), we apply for the Small MATCH in June to help pay for it. Regardless of the price, the Council would need to approve a contract for the plan so you'll see this before anything happens with it.
  - The plan itself could take a while to complete, especially since I want to be sure to include a few opportunities for public input. I think that if we awarded a contract to a consultant to start the plan in September that they could have it wrapped up by the end of December.
  - Having it finished up in December 2020 gives us almost two months to consider the plan's recommendations and figure out what kind of match funding that we'll need to have available. This also works well because it is in the middle of our budget process.
  - I'd apply for a Large MATCH in February of 2021. Assuming (which is dangerous) that we get funds from this grant, we'd implement items from the plan in the construction season of 2021.
- Worked through some traffic issues at the Clive Learning Academy caused by their construction. It seems that conditions have improved. Traffic will still be congested during the after school pick up period until construction on their addition has wrapped up.
- I've been working with my equipment operators to figure out how to best use our shop space and equipment the most efficiently. We will continue to clean out areas of the shop as time allows and think hard about replacing equipment with the same thing just for the sake of "we've always done it this way".
- VS Fab Works will be installing a hand rail on the ramp at the CEC in the next 4-6 weeks. This will cost \$6,720. I reached out to 5 different vendors and VS Fab Works is the only one that would even provide a quote.
- I completed FEMA Course L0273: Managing Floodplain Development through the NFIP in Moline at the end of January. This was a great course to learn what the NFIP was, how it works, and how it serves our residents. My goal is test to become a Certified Floodplain Manager, but I'm not sure how much time I can devote to the study material at the moment.
- 4 Equipment Operators will be attending the IAWEA conference in Marshalltown in March. They will be taking the test to become Level I Collection Systems Certified.

- 1 Equipment Operator is attending ISU's Shade Tree Short Course in Ames in late February. This employee will serve as our de facto 'arborist'. I need to have someone else on staff that at least knows a little bit about street tree management.
- I got some signs made up directing people to the cardboard recycling container in the park so the public will stop using the trash dumpsters at the CEC and the shop for their cardboard.
- Discussed rental inspection RFP responses with Mark and Chad. Came to a resolution moving forward on rental inspection and building, permitting, inspections, etc.
- The seasonal PW position has been posted. The employee from last summer indicated that he would like to return, so we will only need to fill one other position.
- The ICN has sent over detailed plans and their proposed sharing agreement for fiber along the 73<sup>rd</sup> St corridor. I am about half way done reviewing their proposal. When I am finished, I will request BMI to take a look and then send to Brick Gentry for review.

**\*\*\*\*Please let me know if you have questions about anything in this report and I can get you more information\*\*\*\***

## Communications/Recreation 2019 Staff Report

1/14/20 – 2/11/20

### Communications

- The second e-newsletter was released on Thursday, February 6<sup>th</sup>. This will be released on the first Thursday of every month moving forward. It had an open rate of 44% with the industry average of 27%. This was sent to 1004 people.
- The first edition of the print newsletter will be mailed out in March. Eleven people have asked to receive the newsletter. Because the number is small, I will be printing and mailing these from City Hall and will not be using an outside service. The printed newsletter will be exactly the same as the emailed newsletter. The Communications Committee will decide before the end of 2020 if the print newsletter will continue into 2021.
- City Council meeting videos are available to view on the City's website, Facebook, Twitter, and YouTube accounts. They will be available on Facebook Live through the first March meeting. Before each meeting, I post on Facebook letting residents know that the Facebook Live video will discontinue in March. There has been very little push back about this. Currently, I record the Facebook Live video through the webcam and also record the meeting on the City's camera equipment. My goal is to have these videos available the day after Council meetings, but it sometimes takes longer due to the massive size of these files. Our internet was upgraded, but the files are so long that rendering and exporting can take hours each. Below are video views and reach numbers. View numbers are for both Facebook and YouTube. Our website and Twitter postings link back to YouTube. Reach is just for Facebook. This means that the video came across their newsfeed, not that they clicked on it to watch it.
  - January 20<sup>th</sup> – 151 views, 373 people reached.
  - February 4<sup>th</sup> – 251 views, 252 people reached.
- Social media numbers
  - Facebook – we have 1907 Facebook followers. Our posts have reached 12,492 people in the past month and the City's profile has been viewed 386 times.
  - Twitter – has 648 followers. In the past 28 days we've had 5,851 tweet impressions and 116 profile visits for 19 tweets.
  - Instagram – there have been 11 posts in the past month and there are 198 followers.
  - I've continued to update and create new graphics as needed for social media. I am developing and maintaining a brand standard for the City's graphics.
  - On 2/4 I attended an all-day class on social media engagement strategies that was put on by Polk County Emergency Management.

- Website – I've continued to update the website as needed. This means adding news flashes, updating old copy for clarification or to adjust dates, adding new staff images, adding new pages, and more. On February 14<sup>th</sup> I have training on new software to bring the Community Center rental and payment process onto the site. I've also updated the backend of the site to make sure any complaints that are filed on the website go to the correct person as they were incorrectly set up before.
- I met with Metro Waste Authority about their new hazardous waste program that allows residents to sign up to have these materials picked up at their house. This is a free program for the City to be a part of and will cost interested residents \$25. I will be helping MWA communicate this to our residents, but they will take care of all other elements of the program.
- I redesigned the previous Welcome Card for new residents and sent them to over 36 people. After they were mailed it was brought to my attention that members of the Council would like to hand deliver these in the future, which I will coordinate after I assemble the next batch.
- I am the City's representative at Chamber meetings and events. I've attended multiple lunches, board meetings, and other events. I also help the Chamber communicate events that are held in the Community Center, such as the upcoming Movie in the Park.

### **Community Center/Recreation**

- Showings have increased for the Community Center. I've had 15 in this time period, sometimes multiple showings a day. The majority of these showings turn into rentals.
- The Community Center is booked on all Saturdays from April through October (with the majority of Fridays and Sundays booked as well) and is starting to book into 2021. I continue to handle all phone calls and emails with questions about the Community Center. People who tour the facility for the first time always express how much they like the space. We have several groups who are repeat renters.
- The baseball field is rented out for this spring and summer. I've handled all phone calls, emails, website, schedule coordination, and social media communication for this.
- I am also assisting Dalton with the park plan. I've done some research on other park plan RFPs and will be helping him with this moving forward.

### **Front Desk**

- I answer the phone, help residents who come into City Hall, handle the mail, order office supplies, assist Mark with scheduling meetings, and other various front desk tasks.

### **Permits**

- We now contract our permit process with Safe Building. I assist in contacting the applicant for payment and referring potential applicants to Safe Building. On 1/22 Dalton, Mark and I met with Safe Building to finalize this process.

### **Planning and Zoning Commission**

- I attended the 1/22 PZC meeting to do minutes and will attend future meetings to do minutes. I also post all agendas and necessary documents to the website, Public Safety Building, City Hall, and Hy-Vee.

### **Board of Adjustment**

- I attended the 1/15 Board of Adjustment meet to do minutes and will attend future meetings to do minutes. I also post all agendas and necessary documents to the website, Public Safety Building, City Hall, and Hy-Vee.