



Windsor  
Heights  
*the heart of it all*

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TO: Mayor & City Council

From: Jeffrey A. Fiegenschuh, City Administrator

Re: Monthly Report

Date: April 21, 2014

Below is a list of projects I have been working for the past month. Let me know if you have any questions

**Street Project**-Bid opening for the street project will be at the end of April. We are sending out two sets of bids; one for reconstruction and one for milling and overlay. I'm hoping to have bids awards for your consideration at the first meeting in May. Jason and I will coordinate public awareness for future street closures for our residents.

**New Building**-We have now reached our 45 day due diligence period. The building committee continues meeting weekly to discuss the project with final closing set for sometime in May. Once the unit is transferred to City ownership staff will hire a contractor to bore City fiber from City Hall to the new location. This will allow the new building to use the same phone system, internet and servers as City Hall. We will also look at hiring a contractor to oversee the renovations at the facility this summer.

**TIF Seminar**-Mayor Willits and I are working with our attorneys to conduct a community TIF seminar. This will be similar to one the City hosted in 2010. We will discuss the benefits of TIF, how it works and the positive impacts TIF projects have had in our City. This will be free and open to the public.

**Community Survey**-I have not received any other responses with regards to the community survey. Mayor Willits and I will work with Quester to distribute the survey community wide. This will either be done via mail or electronically. Quester will tally the survey results, which we will make available to you.

**CA Evaluation**-The City Administrator evaluation will once again be done via survey monkey. I will send it out within the week and you will have several weeks to complete and return. The results will be tallied and emailed to the Mayor. We will discuss the evaluations in closes session at the first or second meeting in May.

**CIP Planning**-I've been working with Springstead on a capital improvement plan program they offer cities. The plan is very affordable and assists cities in planning and funding capital improvement plans long-term. It is a great way to prioritize capital planning 5-10 years out. I will ask them to present to the budget committee at our next meeting.

**Other Meetings Attended:**

- Meetings with Residents
- Staff meetings & 1:1 meetings with Department Heads
- Chamber board meeting
- Young Professionals Meeting
- Wellness Committee Meeting
- Coffee with council members
- Drake CPM Course
- Iowa Municipal Management Institute
- Community Development and Marketing Meetings
- IA League of Cities Policy Committee
- Meetings with Colby Interests to discuss developments
- Meetings with Hurd Realty
- Meetings with Financial Advisor regarding TIF and Bond refunding
- Tree City USA Awards
- Meeting with David Swartz (Community Foundation)
- MPO Technical Committee meeting
- Do Business in Windsor Heights Meeting