



**AGENDA**  
**REGULAR MEETING OF THE**  
**WINDSOR HEIGHTS CITY COUNCIL**  
**Monday, March 20, 2023 - 6:00 PM**  
**WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST or VIA**  
**ZOOM by registering in advance for this meeting:**  
**<https://us02web.zoom.us/j/7832856334>**

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

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

1. **Call to Order/Roll Call/Pledge of Allegiance**
2. **Approval of the Agenda**
3. **Presentation of Life Saving Awards - Brett Merseal and Brian Jones**
4. **Annual Update from Catch Des Moines - Greg Edwards, President and CEO - Catch Des Moines**
5. **Library Update from Sue Woody - Director, Des Moines Public Library**
  - A. Windsor Heights Patron Use and Special Features
  - B. Consideration of Resolution No. 2023-19 - A Resolution Authorizing the Execution of an Agreement between the City of Windsor Heights and the Des Moines Public Library for the Provision of Library Services
6. **Public Hearing:**
  - A. Public Hearing on the Fiscal Year 2023-2024 Maximum Property Tax Dollars for Certain Levies
  - B. Consideration of Resolution No. 2023-18 - A Resolution to Adopt the Fiscal Year 2023-2024 Maximum Property Tax Dollars for Certain Levies
7. **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.
8. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
  - A. Approve Minutes of the Regular Council Meeting on March 6, 2023
  - B. Approve Payment of Claims
  - C. Approve Financial Reports

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

- D. Approve Liquor License - Hy-Vee Club Room - 7101 University Avenue

9. **New Business:**

- A. Consideration of Snow Plow Truck Purchases and Equipment Maintenance Plans
- B. Discussion and Possible Action on Sister Cities Windsor Heights Representative's Request for Reimbursement for 2023 Kofu, Japan Delegation Trip
- C. Discussion on Beggars' Night
- D. FY24 Budget Discussion
- E. Consideration of Resolution No. 2023-20 - A Resolution Setting Time and Place for a Public Hearing on the Proposed Budget for Fiscal Year 2023-2024

10. **Reports:**

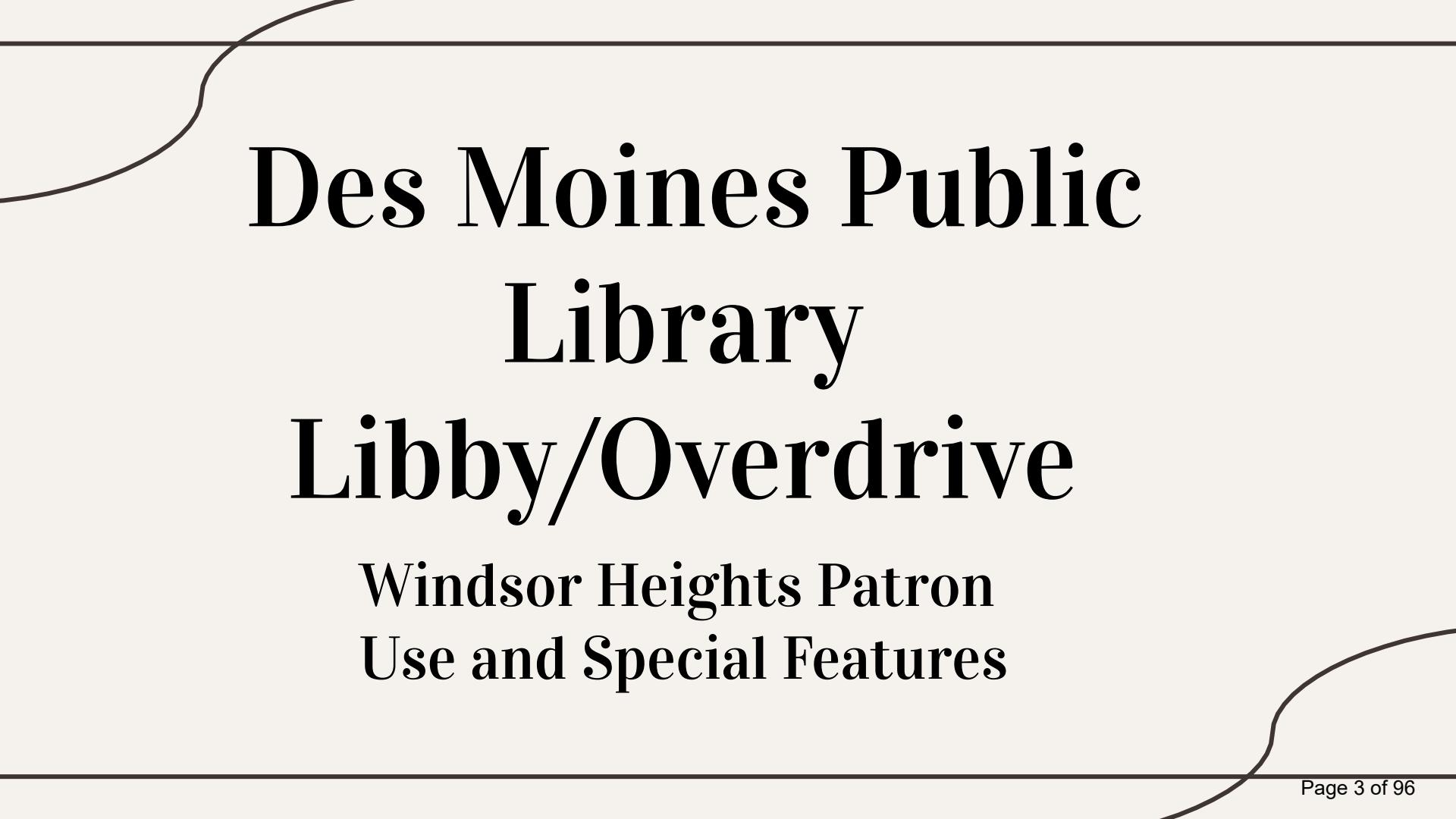
- A. Mayor, Council Reports and Committee Updates, and Administration Reports

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

- A. Convene into Closed Session #1
- B. Convene into Open Session
- C. Convene into Closed Session #2
- D. Convene into Open Session
- E. Potential Council Action Following Closed Sessions

12. **Adjourn**

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



# Des Moines Public Library Libby/Overdrive

## Windsor Heights Patron Use and Special Features

# Windsor Heights Users fast facts

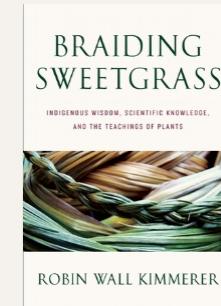
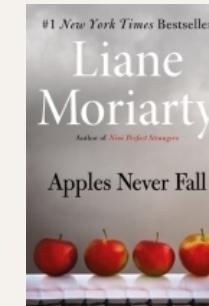
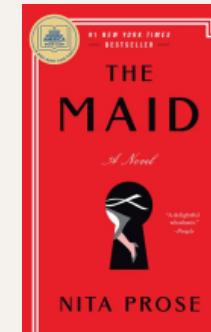
In the last year, Windsor Heights users checked out 4958 different items a total of 8951 times.

- 4557 Audiobook checkouts
- 3490 Ebook checkouts
- 906 Magazine checkouts
  
- 94 new users in the last year.
- 327 active users\* total
- Approx. 6% of Windsor Heights residents use Libby. These residents are avid Libby users, and each one checked out an average of 29 items in the last year. 50 of these patrons checked out over 50 items in the last year. They love Libby!
- 978 Windsor Heights residents have a Des Moines Library card. This is almost 20% of Windsor Heights (2020 census, see citation)
- This means there is potential for even more Windsor Heights users to enjoy Libby at no additional cost to Windsor Heights.

\*Active user is defined in this presentation as someone who has used Libby in the last year.  
Overdrive Data collected 2.27.23 for the last year.

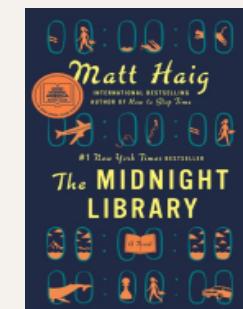
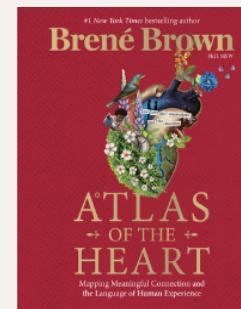
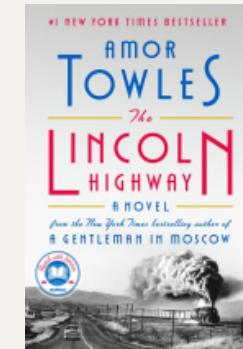
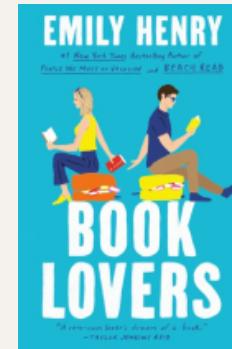
# Top 10 Windsor Heights checkouts: Audiobooks

Title	Author	Checkouts
The Maid: A Novel (unabridged)	Prose, Nita	23
Murder on the Orient Express: Hercule Poirot Series, Book 9 (unabridged)	Christie, Agatha	18
Apples Never Fall (unabridged)	Moriarty, Liane	17
The Last Thing He Told Me: A Novel (unabridged)	Dave, Laura	17
Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones (unabridged)	Clear, James	15
Girl, Forgotten (unabridged)	Slaughter, Karin	15
Braiding Sweetgrass: Indigenous Wisdom, Scientific Knowledge and the Teachings of Plants (unabridged)	Kimmerer, Robin Wall	14
People We Meet on Vacation (unabridged)	Henry, Emily	14
Malibu Rising: A Novel (unabridged)	Reid, Taylor Jenkins	13
Run, Rose, Run: A Novel (unabridged)	Parton, Dolly	13



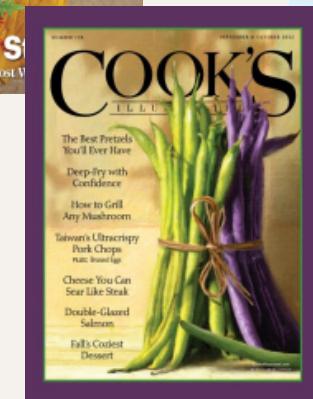
# Top 10 Windsor Heights checkouts: Ebooks

Title	Author	Checkouts
Book Lovers	Henry, Emily	19
The Midnight Library: A Novel	Haig, Matt	18
Atlas of the Heart: Mapping Meaningful Connection and the Language of Human Experience	Brown, Brené	12
The Lincoln Highway: A Novel	Towles, Amor	12
Apples Never Fall	Moriarty, Liane	11
People We Meet on Vacation	Henry, Emily	11
Storm and Fury: The Harbinger Series, Book 1	Armentrout, Jennifer	11
Crying in H Mart: A Memoir	Zauner, Michelle	10
The Last Thing He Told Me: A Novel	Dave, Laura	10
Maybe You Should Talk to Someone: A Therapist, HER Therapist, and Our Lives Revealed	Gottlieb, Lori	9



# Top 10 Windsor Heights checkouts: Magazines

Title	Checkouts
The Economist	92
New Scientist	63
The New Yorker	62
Variety	53
Newsweek	33
The New York Review of Books	31
Cook's Illustrated	28
New York Magazine	21
Cook's Country	21
Rolling Stone	18



# Current Estimated Wait Times

DMPL librarians look at all the books in Libby that have a ratio of 6 holds per copy on a weekly basis. They purchase more copies of these high-demand titles (as the budget allows) so that hold lists are never too long. These books are all on the New York Times Bestsellers' list February 27th, 2023

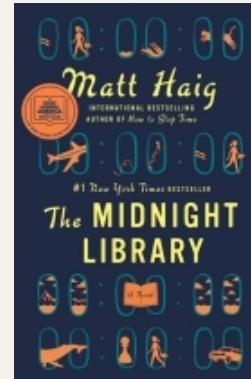
Title	Format	DMPL	Urbandale Bridges
Tomorrow, and Tomorrow, and Tomorrow by Gabrielle Zevin	ebook	16 weeks, 8 people waiting per copy	At least 6 months, 24 people waiting per copy
Tomorrow, and Tomorrow, and Tomorrow by Gabrielle Zevin	eaudio	15 weeks, 7 people waiting per copy	No estimate, 21 people waiting per copy
Someone Else's Shoes by Jojo Moyes	ebook	10 weeks, 5 people waiting per copy	At least 6 months, 23 people waiting per copy
Demon Copperhead by Barbara Kingsolver	ebook	14 weeks, 7 waiting people per copy	No estimate, 22 people waiting per copy
The Boys from Biloxi by John Grisham	ebook	6 weeks, 3 people waiting per copy	No estimate, 18 people waiting per copy
Sea of Tranquility by Emily St. John Mandel	ebook	Always Available	No estimate, 9 people waiting per copy
The House in the Pines by Ana Reyes	ebook	14 weeks, 6 people waiting per copy	At least 6 months, 22 people waiting per copy
Fairy Tale by Stephen King	eaudio	7 weeks, 3 people waiting per copy	At least 6 months, 18 people waiting per copy

# Popular Items Available Instantly

DMPL purchases select new popular books and audiobooks with a model called CPC (Cost Per Circ). These bestselling and high-demand items are available to our patrons instantly, no wait!

Here are some examples from the last year:

- Crying in H Mart by Michelle Zauner
- Book Lovers by Emily Henry
- The Midnight Library by Matt Haig
- Sea of Tranquility by Emily St. John Mandel
- The Duke and I by Julia Quinn
- The Lost Apothecary by Sarah Penner
- All Good People Here by Ashley Flowers



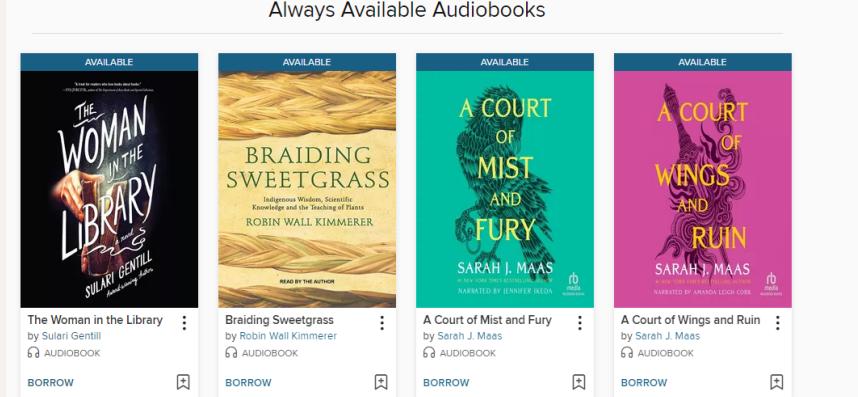
# Other Fun Facts

Battle of the Books titles for DMPS students purchased each year and featured prominently on our Libby site

Spanish Collection –A section on Libby devoted to Spanish-speaking patrons

Hot Titles, No Holds – Patrons can skip the line for popular items

Always Available Audiobooks – Large collection of audiobooks that never have a wait



# Borrowing Privileges

	DMPL	Bridges
Loan Period	21 Days	14 Days
Checkout Limit	10	5
Hold Limit	10	10

# Physical Circulation

- Over 7,000 items were checked out from July 1, 2022 – December 31, 2022
- Almost half of that was children's books
- Over 80% of those checkouts occurred at the Franklin Avenue Library



# Colby Family Storytimes

- 6/10—37 attendees
- 6/17—52 attendees
- 7/8—33 attendees
- 7/29—57 attendees



# Additional Programming

- Windsor Heights Fall Festival on September 24, 2022
- Windsor Wonderland on December 3, 2022
- Upcoming: Movies in the Park on May 5<sup>th</sup>, 2023

# Cowles Montessori Partnership

- Deposit collections (12 bins with 20 books per bin) that supports early literacy efforts in their six early childhood classrooms
- Selected Franklin's Community Fridge for their annual food drive

**RESOLUTION NO. 2023-19**

**A RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT  
BETWEEN THE CITY OF WINDSOR HEIGHTS AND THE DES MOINES PUBLIC  
LIBRARY FOR THE PROVISION OF LIBRARY SERVICES**

**WHEREAS**, the City wishes to provide its citizens with library services, and;

**WHEREAS**, the Des Moines Public Library has agreed to enter into a 28E agreement with Windsor Heights to provide library services.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Windsor Heights, Iowa, does hereby authorize the Mayor to execute the attached 28E agreement with the Des Moines Public Library.

Passed and Approved this 20<sup>th</sup> Day of March, 2023

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Mike Jones, Mayor

ATTEST:

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Travis Cooke, City Clerk

AGREEMENT FOR USE OF DES MOINES PUBLIC LIBRARY LIBRARIES BY WINDSOR HEIGHTS

RESIDENTS

THIS AGREEMENT by and between the DES MOINES PUBLIC LIBRARY (hereinafter referred to as "DMPL") and the CITY OF WINDSOR HEIGHTS (hereinafter referred to as "Windsor Heights")

WHEREAS, Windsor Heights desires that its residents are able to enjoy the facilities and collections of the libraries operated by the DMPL in the same manner as the City of Des Moines residents and Windsor Heights is willing to share certain costs for the operation of the DMPL libraries (hereinafter referred to as "Library"); and

WHEREAS, both parties find that joint and cooperative action will be to their mutual advantage.

NOW, THEREFORE, in consideration of the premises and the mutual covenants and agreements hereinafter contained, it is hereby agreed by and between Des Moines Public Library and Windsor Heights that:

1. PURPOSE: DMPL intends to provide unrestricted access to library services, circulation of materials, and access to meeting rooms, programs and events for all residents of the service areas of the cities of Des Moines and Windsor Heights.

2. TERM: This Agreement will be in effect for the period of July 1, 2023, through June 30, 2026, both dates inclusive. Unless the Agreement is terminated by the express written notice of either DMPL or Windsor Heights pursuant to paragraph 5 of this Agreement, the parties hereby agree to meet on or before April 1, 2026 to discuss and, if needed, renegotiate the terms of this Agreement.

3. REIMBURSEMENT GENERALLY: It is agreed that Windsor Heights will pay to DMPL the sum of \$65,563.62 for the first year and \$67,530.53 for year two and \$69,556.44 for year three. Payments shall be made in equal quarterly installments, to be paid on or before September 1<sup>st</sup>, December 1<sup>st</sup>, March 1st, and June 1<sup>st</sup>, with the first due in full quarterly payments to begin with the September 1, 2023 payment.

4. AGREEMENT - METHOD OF APPROVAL: The parties hereto shall approve this Agreement by Resolution, which Resolution shall authorize the respective Board President or Mayor to execute this Agreement.

5. TERMINATION: Either party may terminate this agreement by giving the other party written notice of their intent to terminate this Agreement on or before May 1<sup>st</sup> prior to the beginning of each new fiscal year. In the event of such termination, Windsor Heights shall be obligated to pay DMPL a prorated portion of the quarterly payment corresponding to the amount of time in that quarter prior to termination. In addition, the parties may terminate this Agreement in accordance with Iowa Code Section 336.19(2) by mutual written consent and by majority vote of electors represented by either of the parties.

6. NOTICE: Any notice under this Agreement shall be in writing and shall be deemed to be given when deposited in the United States Post Office.

A. Notices to DMPL shall be addressed: Library Director, Des Moines Public Library, 1000 Grand Ave. Des Moines, Iowa 50309

B. Notices to Windsor Heights shall be addressed: City Administrator, City of Windsor Heights, 1145 66th Street, Suite 1, Windsor Heights, IA 50324

IN WITNESS WHEREOF, the parties have caused this instrument to be executed by their respective officers, pursuant to full authority granted and given as of the day and year first above written.

DES MOINES PUBLIC LIBRARY

By: \_\_\_\_\_  
Wes Graham, Library Board President

Approved as to Form:

/s/Glenna K. Frank  
Glenna K. Frank, Assistant City Attorney

STATE OF IOWA        )  
                          )SS:  
COUNTY OF POLK      )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2023, before me, the undersigned, a Notary Public in and for said County and State, personally appeared WES GRAHAM, to me personally known, who being by me duly sworn, did state that he is the PRESIDENT of the BOARD OF TRUSTEES OF THE DES MOINES PUBLIC LIBRARY.; that the seal affixed to the foregoing instrument is the seal of the Des Moines Public Library, that said instrument was signed on behalf of said Des Moines Public Library by authority of its Board of Trustees; and that the said WES GRHAM as such officer acknowledge the execution of said instrument to be the voluntary act and deed of said Des Moines Public Library, by it and by him voluntarily executed.

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Notary Public  
Commission Expires:

CITY OF WINDSOR HEIGHTS

By: \_\_\_\_\_  
Mayor, Mike Jones

STATE OF IOWA      )  
                          )SS:  
COUNTY OF POLK      )

On this \_\_\_\_ day of \_\_\_\_\_, 2023, before me, the undersigned, a Notary Public in and for said County and State, personally appeared Mike Jones, to me personally known, who being by me duly sworn, did state that he is the MAYOR OF THE CITY OF WINDSOR HEIGHTS, respectively, of said City; that no seal has been procured by the said City; that said instrument was signed on behalf of said City by authority of its City Council; and that the said Mike Jones as such officer acknowledge the execution of said instrument to be the voluntary act and deed of said City, by it and by him voluntarily executed.

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Notary Public  
Commission Expires:

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

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

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

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

City Website (if available)  
[windsorheights.org](http://windsorheights.org)

City Telephone Number  
(515) 279-3662

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

**Explanation of significant increases in the budget:**

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

**If applicable, the above notice also available online at:**

[windsorheights.org](http://windsorheights.org)

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

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

## RESOLUTION NO. 2023-18

### A RESOLUTION TO ADOPT THE FISCAL YEAR 2023-2024 MAXIMUM PROPERTY TAX DOLLARS FOR CERTAIN LEVIES

**WHEREAS**, the City Council of the City of Windsor Heights have considered the proposed Fiscal Year 2023-2024 City Maximum Property Tax Dollars for Certain Levies for the affected levy total; and

**WHEREAS**, a notice concerning the proposed City Maximum Property Tax Dollars for Certain Levies was published as required and posted on the City's website and social media accounts, if applicable; and

**WHEREAS**, a public hearing concerning the proposed City Maximum Property Tax Dollars for Certain Levies was held on March 20, 2023.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Windsor Heights, Iowa, that the Maximum Property Tax Dollars for Certain Levies for the affected tax levies for Fiscal Year 2023-2024 shall not exceed the following total:

1. Total Maximum Levy for affected property tax levies - \$2,723,403
2. The Maximum Property Tax Dollars for Certain Levies requested in the total maximum levy for affected property tax levies for Fiscal Year 2023-2024 does not represent an increase of greater than 102% from the Maximum Property Tax Dollars requested for Fiscal Year 2022-2023.

Passed and approved this 20<sup>th</sup> day of March, 2023.

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Mike Jones, Mayor

ATTEST:

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Travis Cooke, City Clerk

**Roll Call Vote:**

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Yea/Nay  
Yea/Nay  
Yea/Nay  
Yea/Nay  
Yea/Nay

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

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

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

**2. Approval of the Agenda**

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

**3. Public Hearing:**

**A. Public Hearing on the Proposed Fiscal Year 2023-2024 Capital Improvement Plan (CIP)**

Motion by Threase Harms to Open the Public Hearing at 6:02 PM. Seconded by Susan Skeries.

Motion passed 5-0.

Bob Bishop, 1128 64th St. spoke in opposition to the CIP for not having 64th St at a higher priority.

Motion by Threase Harms to Close the Public Hearing at 6:14 PM. Seconded by Susan Skeries. Motion passed 5-0.

**B. Consideration of Resolution No. 2023-14 - A Resolution Adopting the Fiscal Year 2023-2024 Capital Improvement Plan (CIP)**

Motion by Threase Harms to Approve Resolution No. 2023-14 - A Resolution Adopting the Fiscal Year 2023-2024 Capital Improvement Plan (CIP). Seconded by Michael Libbie. Motion passed 5-0.

**4. Public Forum: None.**

**5. Consent Agenda:**

Motion by Threase Harms to Approve the Consent Agenda A-E with a modification to Item A - Minutes of the February 20, 2023 Minutes. Seconded by Susan Skeries. Motion passed 5-0.

A. Approve Minutes of the Regular Council Meeting on February 20, 2023

B. Approve Minutes of the Council Work Session on February 23, 2023

C. Approve Payment of Claims

D. Approve Retail Liquor License - Hy-Vee - 7101 University Ave

E. Approve Resolution No. 2023-15 - A Resolution Setting Time and Place for a Public Hearing on Proposed Contract Documents and Estimated Costs for the Colby Park 2023 Phase 1 Improvements Project

**6. New Business:**

A. Consideration of Resolution No. 2023-16 - A Resolution Authorizing the City to Submit to the US Department of Transportation a Rebuilding American Infrastructure Sustainability and Equity (RAISE) Grant Application

Motion by Threase Harms to Approve Resolution No. 2023-16 - A Resolution Authorizing the City to Submit to the US Department of Transportation a Rebuilding American Infrastructure

Sustainability and Equity (RAISE) Grant Application. Seconded by Michael Libbie. Motion passed 5-0.

B. FY 2023-2024 Budget Discussion

Council discussed the FY 24 Operating Budget.

C. Consideration of Resolution No. 2023-17 - A Resolution Setting Date for Public Hearing to consider the FY24 Maximum Property Tax Dollars

Motion by Threase Harms to Approve Resolution No. 2023-17 - A Resolution Setting Date for Public Hearing to consider the FY24 Maximum Property Tax Dollars. Seconded by Susan Skeries. Motion passed 5-0.

7. **Reports:**

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

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

A. The Council will Convene into Closed Session

Motion by Threase Harms to Convene into Closed Session. Seconded by Susan Skeries. Motion passed 5-0.

B. The Council will Convene Into Open Session

Motion by Threase Harms to Convene Into Open Session. Seconded by Susan Skeries. Motion passed 5-0.

9. **Adjourn**

Motion by Threase Harms to Adjourn at 7:47 PM. Seconded by Susan Skeries. Motion passed 5-0.

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Mike Jones, Mayor

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Travis Cooke, City Clerk



**STAFF REPORT  
CITY COUNCIL**  
March 20, 2023

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

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
AMAZON CAPITAL SERVICES	DOCUMENT SCANNER	306.98	55062	3/06/23	
AMERICAN ALARMS	CEC FIRE ALARM MONITORING	129.00	55063	3/06/23	
AVI SYSTEMS, INC.	CEC AMPLIFIER	2,834.00	55064	3/06/23	
BANKERS TRUST COMPANY	<i>See Vendor Activity Report</i>			55066	3/06/23
BOLTON & MENK	COLBY PARK DESIGN	27,764.00	55067	3/06/23	
BRAVO GREATER DES MOINES INC.	28E 2ND QTR PYMT FY23	567.63	55068	3/06/23	
BRICK GENTRY PC	JAN LEGAL FEES	7,448.75	55069	3/06/23	
BULLSEYE, INC	JAN PSB CLEANING	2,190.40	55070	3/06/23	
CENTURY LINK	TELEPHONE	381.04	55071	3/06/23	
CITY OF WEST DES MOINES	FIELD OPS LICENSE WESTCOM	480.00	55072	3/06/23	
CPI	NCIC AMA	198.00	55073	3/06/23	
CRYSTAL CLEAR WATER CO.	WATER	19.98	55074	3/06/23	
CTI	CTI SERVICE SUPPORT ANNUAL	894.00	55075	3/06/23	
DES MOINES REGISTER	NEWSPAPER	76.00	55076	3/06/23	
DES MOINES STEEL CO. INC.	STEEL SHEETS	110.32	55077	3/06/23	
DES MOINES WATER WORKS	1133 66TH ST	64.35	55078	3/06/23	
DIAMOND OIL CO.	FUEL	18.34	55079	3/06/23	
DIAMOND VOGEL, INC	PAINT SUPPLIES	70.51	55080	3/06/23	
FEDERAL TAX DEPOSIT	FED/FICA TAX	20,843.27	4033	3/03/23	
O'DONNEL ACE HICKMAN	SHOP SUPPLIES	22.74	55081	3/06/23	
HOME DEPOT PRO	FD PAPER TOWELS	29.74	55082	3/06/23	
HOTT OFF THE PRESS	FEB NEWSLETTER	1,659.27	55083	3/06/23	
HY-VEE ACCOUNTS RECEIVABLE	OFFICE SUPPLIES	33.03	55084	3/06/23	
ICMA RETIREMENT TRUST	ICMA	639.76	4032	3/03/23	
ICMA RETIREMENT TRUST	CITY CONTRIBUTION	1,340.48	4059	3/07/23	
ICMA RETIREMENT TRUST	CITY CONTRIBUTION	1,280.26	3,260.50	4060	3/13/23
IOWA MUNICIPAL FINANCE OFFICER	TRAVIS COOKE 11852 DUES	150.00	55085	3/06/23	
ISOLVED BENEFIT SERVICES	FLEX - BENEFITS	580.77	4034	3/03/23	
KOCH OFFICE GROUP	COPIER LEASE	178.01	55086	3/06/23	
LOWE'S	CEC SUPPLIES	30.38	55087	3/06/23	
MEDIACOM BUSINESS	INTERNET	570.00	55088	3/06/23	
MERSEAL, BRETT	PHYSICAL FITNESS INCENTIVE	100.00	55089	3/06/23	
MUNICIPAL SOLUTIONS	CITY ADMIN SEARCH	5,400.00	55090	3/06/23	
O'DONNELL ACE BEAVERDALE	PARK LIGHTS	14.97	55091	3/06/23	
O'REILLY AUTO PARTS	SHOP SUPPLIES	13.99	55092	3/06/23	
OMNI BILLING	FEB EMS BLLING	531.15	55093	3/06/23	
OVERHEAD DOOR COMPANY	SHOP DOOR REPAIR	649.20	55094	3/06/23	
RANGEMASTERS TRAINING CTR	CLOTHING ALLOWANCE	70.19	55095	3/06/23	
DES MOINES REGISTER	PUBLICATIONS	450.04	55096	3/06/23	
SAFE BUILDING COMPLIANCE	BUILDING INSPECTIONS	777.12	55097	3/06/23	
SAM'S CLUB DIRECT	WATER/GATORADE/DISH SOAP	140.52	55098	3/06/23	
SKERIES, SUSAN	SPECIAL EVENTS LATCH TOTE	32.08	55099	3/06/23	
SNAP-ON MARK STUHEL	DRILL BITS	69.20	55100	3/06/23	
STANARD & ASSOC. INC.	POST TESTS	162.00	55101	3/06/23	
STANDARD INSURANCE COMPANY	LIFE/LTD/STD	2,691.13	55102	3/06/23	
STAPLES	PD OFFICE SUPPLIES	73.81	55103	3/06/23	
SWANK MOTION PICTURES, INC	7 MOVIES	3,330.00	55104	3/06/23	
UPHDM OCCUPATIONAL MED	PHYSICAL	678.00	55105	3/06/23	
CAPITAL ONE	OFFICE SUPPLIES	14.86	55106	3/06/23	
WEST DES MOINES TRUE VALUE	SHOP SUPPLIES	216.34	55107	3/06/23	

**CLAIMS REPORT**  
**Vendor Checks: 3/03/2023- 3/15/2023**

 Page 2  
**Payroll Checks: 3/03/2023- 3/15/2023**

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
WEX FLEET UNIVERSAL	FUEL		3,885.04	55108	3/06/23
	Accounts Payable Total		94,372.14		

**Payroll Checks**

001	GENERAL	54,615.62
110	ROAD USE TAX	7,082.00
740	STORM WATER	2,011.67
Total Paid On: 3/03/23		63,709.29
Total Payroll Paid		63,709.29
Report Total		158,081.43

**CLAIMS REPORT**  
**CLAIMS FUND SUMMARY**Page 3  
Payroll Checks: 3/03/2023- 3/15/2023

FUND	NAME	AMOUNT
001	GENERAL	112,399.45
110	ROAD USE TAX	11,837.38
112	EMPLOYEE BENEFITS	5,311.87
303	COLBY PARK	25,886.50
740	STORM WATER	2,646.23
<hr/> TOTAL FUNDS		158,081.43

INVOICE NO	LN	DATE	PO NO	REFERENCE	TRACK		1099	NET	CHECK	PD DATE
					CD	GL ACCOUNT				
				58 BANKERS TRUST COMPANY						
03062023 1054	1	3/06/23		CC FEES	001-620-6405		72.19	55066	3/06/23	
03062023 3526	1	3/06/23		AMAZON	001-620-6210		179.00	55066	3/06/23	
03062023 3526	2	3/06/23		STORAGE MART	001-470-6499		13.90	55066	3/06/23	
03062023 3526	3	3/06/23		GCMOA	001-620-6240		22.21	55066	3/06/23	
03062023 3526	4	3/06/23		OFFICE SUPPLIES	001-620-6506		5.98	55066	3/06/23	
03062023 3526	5	3/06/23		OFFICE SUPPLIES	001-620-6506		163.66	55066	3/06/23	
03062023 3534	1	3/06/23		CONSTANT CONTACT	001-620-6373		70.00	55066	3/06/23	
03062023 3534	2	3/06/23		STRAIT SPRING INSTITUTE	001-620-6230		240.00	55066	3/06/23	
03062023 3534	3	3/06/23		ZOOM	001-610-6507		29.98	55066	3/06/23	
03062023 3534	4	3/06/23		NUISANCE ABATEMENT MAGNETS	001-620-6507		87.95	55066	3/06/23	
03062023 3534	5	3/06/23		SURVEY MONKEY SUBSCRIPTION	001-620-6507		279.84	55066	3/06/23	
03062023 4788	1	3/06/23		FBI LEEDA MEMBERSHIP	001-110-6120		50.00	55066	3/06/23	
03062023 4788	2	3/06/23		NOTARY	001-110-6120		30.00	55066	3/06/23	
03062023 4796	1	3/06/23		PALS CARD	001-160-6230		20.00	55066	3/06/23	
03062023 4796	2	3/06/23		FIRE CHIEF JOB POSTING	001-150-6414		649.00	55066	3/06/23	
03062023 4796	3	3/06/23		PARA RENEWAL	001-160-6230		25.00	55066	3/06/23	
03062023 5514	1	3/06/23		PD OFFICER OF THE YEAR	001-110-6506		203.98	55066	3/06/23	
03062023 7388	1	3/06/23		PD JOB POSTING	001-110-6414		8.74	55066	3/06/23	
03062023 7388	2	3/06/23		PS LUNCH MCCLUSKEY	001-110-6499		186.77	55066	3/06/23	
03062023 7388	3	3/06/23		PS LUNCH MCCLUSKEY	001-150-6599		186.77	55066	3/06/23	
03062023 7388	4	3/06/23		CSQ TRAINING CONF REGISTRATION	001-110-6230		849.00	55066	3/06/23	
03062023 7388	5	3/06/23		CSQ TRAINING HOTEL	001-110-6240		258.16	55066	3/06/23	
03062023 7388	6	3/06/23		CSQ TRAINING TRAVEL	001-110-6240		256.00	55066	3/06/23	
03062023 7940	1	3/06/23		GCMOA	001-620-6240		22.21	55066	3/06/23	
03062023 7940	2	3/06/23		PERLA MEMBERSHIP	001-620-6210		197.08	55066	3/06/23	
03062023 7940	3	3/06/23		BUSINESS CARDS	110-210-6507		44.07	55066	3/06/23	
03062023 7940	4	3/06/23		PARTNERSHIP DINNER PARKING	001-620-6240		10.00	55066	3/06/23	
				BANKERS TRUST COMPANY			4161.49			
				***** REPORT TOTAL *****			4161.49			



**STAFF REPORT  
CITY COUNCIL**  
March 20, 2023

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

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. BALANCE SHEET
2. REVENUE REPORT
3. BUDGET REPORT

**BALANCE SHEET**  
CALENDAR 2/2023, FISCAL 8/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CASH - GENERAL	97,601.66-	521,693.47
110-000-1110	CASH - RUT	8,437.30-	68,710.19
112-000-1110	CASH - EMP BENEFIT FUND	58,127.66-	249,912.12
113-000-1110	CASH - POLICE PENSION	.00	.00
114-000-1110	CASH - POLICE TRUST	.00	28,031.28
115-000-1110	CASH - POLICE PREFORFEIT	.00	1,602.32-
119-000-1110	CASH - EMERGENCY FUND	.00	.00
121-000-1110	CASH - LOCAL OPTION SALES TAX	121,906.22	1,910,680.39
125-000-1110	CASH - TIF	21,759.57	637,578.87
145-000-1110	CASH - URBAN RENEWAL FUNDS	.00	80,387.92
200-000-1110	CASH - DEBT SERVICE	4,643.01	176,177.96
303-000-1110	CASH - COLBY PARK	1,653.50-	19,034.45-
306-000-1110	CASH - HICKMAN ROAD PROJECT	.00	.00
309-000-1110	CASH - 2014 A STREET PROJECT	.00	.00
311-000-1110	CASH - TRAIL CONNECTION	.00	.00
312-000-1110	CASH - 63/HICKMAN STREETSCAPE	.00	.00
313-000-1110	CASH - 2017/18 STREET PROJECTS	.00	.00
314-000-1110	CASH - UNIVERSITY AVE PROJECT	524.50-	931,799.36-
315-000-1110	CASH - 2018 HMA PROJ	.00	.00
316-000-1110	CASH - 2018 PCC PATCHING PROJ	.00	.00
317-000-1110	CASH - WAL CREEK BIKE HUB/BRID	.00	144,848.50
319-000-1110	CASH - 2020 STREET PROJECTS	2,417.80-	232,822.62
320-000-1110	CASH - 2020 PCC PATCHING	.00	.00
321-000-1110	CASH - WAL CREEK STREAM PROJ	.00	.00
322-000-1110	CASH - 73RD ST	2,830.50-	321,206.80
323-000-1110	CASH - 68TH STREET	7,589.50-	55,899.00-
324-000-1110	CASH - 2023 HMA OVERLAY	.00	21,465.50-
325-000-1110	CASH - 2023 PCC PATCHING PROJ	.00	21,332.00-
329-000-1110	CASH - PUBLIC SAFETY PARKING L	750.50-	21,663.50-
333-000-1110	CASH - DOG PARK UPDATES	.00	.00
347-000-1110	CASH - FLOOD MITIGATION	.00	.00
348-000-1110	CASH - ARPA FUNDS	.00	13,322.83
349-000-1110	CASH - FUTURE STREET PROJECTS	.00	340,547.53
350-000-1110	CASH - EQUIP REVOLVE FUND	.00	2,235.73
350-000-1180	CASH - EQUIP REVOLVE - POLICE	.00	112,887.40
350-000-1181	CASH - EQUIP REVOLVE - FIRE/EM	.00	339,458.38
350-000-1182	CASH - EQUIP REV - NOT USED	.00	.00
350-000-1183	CASH - EQUIP REV - PUBLIC WORK	.00	531,500.00
350-000-1185	CASH - EQUIP REVOLVE - PARKS	.00	.00
350-000-1186	CASH - EQUIP REVOLVE - CEC	2,783.70	100,700.39
350-000-1187	CASH - EQUIP REVOLVE - IT DEPT	.00	35,274.53
600-000-1110	CASH - WATER	.00	103,254.44-
610-000-1110	CASH - SEWER	80.16-	5,022.62
670-000-1110	CASH - LANDFILL/GARBAGE	30,554.99	4,307.01
740-000-1110	CASH - STORM WATER	60,619.88	282,036.27
810-000-1110	CASH - REVOLVING FUND	.00	.00
	CASH TOTAL	62,254.29	4,963,292.24
001-000-1115	RESERVE CASH - COMM CENTER	.00	.00

001-000-1115

RESERVE CASH - COMM CENTER .00

.00

**BALANCE SHEET**  
CALENDAR 2/2023, FISCAL 8/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
	RESERVE CASH TOTAL	.00	.00
115-000-1120	PETTY CASH - POLICE FOREITURE	.00	1,000.00
	PETTY CASH TOTAL	.00	1,000.00
001-000-1150	IPAIT - GENERAL	43,548.75	3,456,504.85
110-000-1150	IPAIT - RUT	.00	958,390.59
112-000-1150	IPAIT - EMPLOYEE BENEFITS	.00	772,546.91
121-000-1150	IPAIT - LOCAL OPTION SALES TAX	.00	.00
125-000-1150	IPAIT - TIF	.00	1,051,157.68
145-000-1150	IPAIT - URBAN RENEWAL FUNDS	.00	200,000.00
200-000-1150	IPAIT - DEBT SERVICE	.00	500,000.00
314-000-1150	IPAIT - UNIVERSITY AVE PROJECT	.00	2,535,000.00
319-000-1150	IPAIT - 2020 STREET PROJECTS	.00	1,002,304.89
322-000-1150	IPAIT - 73RD STREET	.00	300,000.00
348-000-1150	IPAIT - ARPA FUNDS	.00	.00
349-000-1150	IPAIT - FUTURE STREET PROJECTS	.00	1,000,000.00
670-000-1150	IPAIT - LANDFILL/GARBAGE	.00	380,491.47
740-000-1150	IPAIT - STORM WATER	.00	1,161,336.95
	IPAIT TOTAL	43,548.75	13,317,733.34
001-000-1160	SAVINGS - 680-5592 - GENERAL	.00	.00
001-000-1161	SAVINGS - KWHB	.00	3,018.53
112-000-1160	SAVINGS - EMP BENEFIT 689-6237	.00	.00
113-000-1160	SAVINGS - 680-2292 - POLICE	.00	.00
114-000-1160	SAVINGS - POLICE TRUST	.00	9,220.43
115-000-1160	SAVINGS - PREF/DEA	.00	3,871.18
	SAVINGS TOTAL	.00	16,110.14
001-000-1170	CD 082009 - KWHB	.00	11,643.05
600-000-1170	CD 12062707- WATER	.00	107,401.50
810-000-1170	CD 050109 - REVOLVING FUND	.00	.00
	CD'S TOTAL	.00	119,044.55
	TOTAL CASH	=====	=====
		105,803.04	18,417,180.27
		=====	=====

**REVENUE REPORT**  
CALENDAR 2/2023, FISCAL 8/2023

**PCT OF FISCAL YTD 66.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECDV	UNCOLLECTED
	GENERAL TOTAL	3,370,180.00	189,247.17	2,120,981.48	62.93	1,249,198.52
	ROAD USE TAX TOTAL	661,500.00	60,574.03	489,068.56	73.93	172,431.44
	EMPLOYEE BENEFITS TOTAL	906,678.00	4,189.26	475,588.75	52.45	431,089.25
	POLICE PENSION TOTAL	.00	.00	.00	.00	.00
	POLICE TRUST TOTAL	10,010.00	.00	9,214.90	92.06	795.10
	POLICE PREFORFEITURE TOTAL	1,002.00	.00	3.60	.36	998.40
	EMERGENCY FUND TOTAL	.00	.00	.00	.00	.00
	LOCAL OPTION SALES TAX TOTAL	1,151,000.00	121,906.22	949,463.51	82.49	201,536.49
	TAX INCREMENT FINANCING TOTAL	2,023,310.00	21,759.57	997,423.21	49.30	1,025,886.79
	URBAN RENEWAL TOTAL	.00	.00	15,000.00	.00	15,000.00-
	DEBT SERVICE TOTAL	5,463,040.00	4,643.01	418,368.77	7.66	5,044,671.23
	COLBY PARK TOTAL	.00	.00	.00	.00	.00
	HICKMAN ROAD PROJECT TOTAL	.00	.00	.00	.00	.00
	2014A STREETS PROJECTS TOTAL	.00	.00	.00	.00	.00
	TRAIL CONNECTION TOTAL	.00	.00	.00	.00	.00
	63/HICKMAN ST SCAPE TOTAL	.00	.00	.00	.00	.00
	2017/18 Capital Projects TOTA	.00	.00	.00	.00	.00

**REVENUE REPORT**  
**CALENDAR 2/2023, FISCAL 8/2023**

**PCT OF FISCAL YTD 66.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECDV	UNCOLLECTED
	UNIVERSITY AVE ST PROJECT TOTA	.00	.00	19,563.50	.00	19,563.50-
	2018 HMA RESURFACING PROJ TOTA	.00	.00	.00	.00	.00
	2018 PCC PATCHING PROJECT TOTA	.00	.00	.00	.00	.00
	WAL CREEK BIKE HUB/BRIDGE TOTA	.00	.00	.00	.00	.00
	2020 STREET PROJECTS TOTAL	100,000.00	.00	.00	.00	100,000.00
	2020 PCC PATCHING TOTAL	.00	.00	.00	.00	.00
	WAL CREEK STREAM PROJECT TOTA	750,000.00	.00	.00	.00	750,000.00
	73RD STREET PROJECT TOTAL	.00	.00	.00	.00	.00
	68TH ST TOTAL	.00	.00	.00	.00	.00
	2023 HMA OVERLAY PROJECT TOTA	.00	.00	.00	.00	.00
	2023 PCC PATCHING PROJECT TOTA	.00	.00	.00	.00	.00
	PUBLIC SAFETY PARKING LOT TOTA	.00	.00	.00	.00	.00
	DOG PARK UPDATES TOTAL	.00	.00	.00	.00	.00
	FLOOD MITIGATION TOTAL	.00	.00	.00	.00	.00
	AMERICAN RESCUE PLAN ACT TOTA	360,000.00	.00	359,527.91	99.87	472.09
	FUTURE STREET PROJECTS TOTAL	2,961,526.00	.00	.00	.00	2,961,526.00
	CAPITAL EQUIPMENT FUND TOTAL	357,500.00	2,783.70	13,560.29	3.79	343,939.71

**REVENUE REPORT**  
CALENDAR 2/2023, FISCAL 8/2023

**PCT OF FISCAL YTD 66.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECV'D	UNCOLLECTED
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER TOTAL	.00	.00	.00	.00	.00
	LANDFILL/GARBAGE TOTAL	350,500.00	59,989.87	224,156.20	63.95	126,343.80
	STORM WATER TOTAL	370,000.00	66,843.73	253,456.66	68.50	116,543.34
	REVOLVING FUND TOTAL	.00	.00	.00	.00	.00
TOTAL REVENUE BY FUND		=====	=====	=====	=====	=====
		18,836,246.00	531,936.56	6,345,377.34	33.69	12,490,868.66
		=====	=====	=====	=====	=====

**BUDGET REPORT**  
CALENDAR 2/2023, FISCAL 8/2023

PCT OF FISCAL YTD 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	2,218,925.00	123,002.31	1,319,509.49	59.47	899,415.51
	EMERGENCY MANAGEMENT TOTAL	9,570.00	.00	6,560.59	68.55	3,009.41
	FIRE TOTAL	355,870.00	20,289.84	224,796.49	63.17	131,073.51
	AMBULANCE TOTAL	692,950.00	49,192.79	382,867.99	55.25	310,082.01
	BUILDING INSPECTIONS TOTAL	50,000.00	1,035.69	43,314.02	86.63	6,685.98
	ANIMAL CONTROL TOTAL	3,000.00	125.00	2,976.75	99.23	23.25
	 PUBLIC SAFETY TOTAL	 3,330,315.00	 193,645.63	 1,980,025.33	 59.45	 1,350,289.67
	 ROADS, BRIDGES, SIDEWALKS TOTA	 527,201.00	 43,645.17	 364,345.50	 69.11	 162,855.50
	STREET LIGHTING TOTAL	67,000.00	3,943.00	32,930.08	49.15	34,069.92
	TRAFIG CONTROL & SAFETY TOTAL	5,500.00	.00	.00	.00	5,500.00
	SNOW REMOVAL TOTAL	286,449.00	34,137.42	109,949.83	38.38	176,499.17
	OTHER PUBLIC WORKS TOTAL	28,260.00	353.88	4,125.42	14.60	24,134.58
	 PUBLIC WORKS TOTAL	 914,410.00	 82,079.47	 511,350.83	 55.92	 403,059.17
	 WATER, AIR, MOSQUITO CONTRO TOTA	 .00	 .00	 .00	 .00	 .00
	OTHER HEALTH/SOCIAL SERV TOTA	.00	.00	.00	.00	.00
	 HEALTH & SOCIAL SERVICES TOTA	 .00	 .00	 .00	 .00	 .00
	 LIBRARY TOTAL	 63,700.00	 .00	 31,827.00	 49.96	 31,873.00
	PARKS TOTAL	193,721.00	7,484.10	119,569.88	61.72	74,151.12
	COMMUNITY CTR/ZOO/MARINA TOTA	6,650.00	1,600.00	4,884.82	73.46	1,765.18
	SPECIAL EVENTS TOTAL	40,000.00	105.97	34,621.00	86.55	5,379.00
	COMMUNITY CENTER TOTAL	170,019.00	3,844.59	109,370.93	64.33	60,648.07
	 CULTURE & RECREATION TOTAL	 474,090.00	 13,034.66	 300,273.63	 63.34	 173,816.37
	 COMMUNITY BEAUTIFICATION TOTA	 .00	 .00	 .00	 .00	 .00
	ECONOMIC DEVELOPMENT TOTAL	266,372.00	.00	15,000.00	5.63	251,372.00
	HOUSING & URBAN RENEWAL TOTAL	32,000.00	28,454.00	28,454.00	88.92	3,546.00
	 COMMUNITY & ECONOMIC DEV TOTA	 298,372.00	 28,454.00	 43,454.00	 14.56	 254,918.00
	 MAYOR/COUNCIL TOTAL	 58,200.00	 11,593.39	 43,859.46	 75.36	 14,340.54
	IT DEPARTMENT TOTAL	50,300.00	5,972.74	29,592.44	58.83	20,707.56
	CLERK/TREASURER/ADM TOTAL	672,855.00	41,213.44	458,710.93	68.17	214,144.07
	ELECTIONS TOTAL	1,000.00	.00	.00	.00	1,000.00
	LEGAL SERVICES/ATTORNEY TOTAL	100,000.00	.00	30,217.05	30.22	69,782.95
	OTHER GENERAL GOVERNMENT TOTA	15,000.00	.00	.00	.00	15,000.00
	 GENERAL GOVERNMENT TOTAL	 897,355.00	 58,779.57	 562,379.88	 62.67	 334,975.12

**BUDGET REPORT**  
CALENDAR 2/2023, FISCAL 8/2023

PCT OF FISCAL YTD 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	ROADS, BRIDGES, SIDEWALKS TOTA	2,741,310.00	.00	132,555.00	4.84	2,608,755.00
	PARKS TOTAL	.00	.00	.00	.00	.00
	HOUSING & URBAN RENEWAL TOTAL	404,208.00	.00	27,003.75	6.68	377,204.25
	DEBT SERVICE TOTAL	3,145,518.00	.00	159,558.75	5.07	2,985,959.25
	POLICE TOTAL	67,000.00	.00	90,280.00	134.75	23,280.00-
	FIRE TOTAL	6,000.00	.00	4,024.65	67.08	1,975.35
	AMBULANCE TOTAL	.00	.00	.00	.00	.00
	ROADS, BRIDGES, SIDEWALKS TOTA	8,325,137.00	14,112.80	241,923.34	2.91	8,083,213.66
	PARKS TOTAL	.00	1,653.50	57,013.50	.00	57,013.50-
	COMMUNITY CENTER TOTAL	.00	.00	7,932.50	.00	7,932.50-
	IT DEPARTMENT TOTAL	14,000.00	.00	16,710.65	119.36	2,710.65-
	CAPITAL PROJECTS TOTAL	717,854.00	.00	705,733.00	98.31	12,121.00
	CAPITAL PROJECTS TOTAL	9,129,991.00	15,766.30	1,123,617.64	12.31	8,006,373.36
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER/SEWAGE DISPOSAL TOTAL	28,250.00	80.16	15,613.62	55.27	12,636.38
	LANDFILL/GARBAGE TOTAL	358,000.00	29,434.88	257,681.16	71.98	100,318.84
	STORM WATER TOTAL	262,994.00	6,223.85	79,347.23	30.17	183,646.77
	ENTERPRISE FUNDS TOTAL	649,244.00	35,738.89	352,642.01	54.32	296,601.99
	TRANSFERS IN/OUT TOTAL	6,143,661.00	.00	15,000.00	.24	6,128,661.00
	TRANSFER OUT TOTAL	6,143,661.00	.00	15,000.00	.24	6,128,661.00
	TOTAL EXPENSES	24,982,956.00	427,498.52	5,048,302.07	20.21	19,934,653.93



**STAFF REPORT  
CITY COUNCIL  
March 20, 2023**

TO: CITY COUNCIL  
FROM: Travis Cooke, City Clerk  
SUBJECT: Approve Liquor License - Hy-Vee Club Room - 7101 University Avenue

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

None



**STAFF REPORT  
CITY COUNCIL**  
March 20, 2023

TO: CITY COUNCIL  
FROM: Jason Roberts, Public Works Director  
SUBJECT: Consideration of Snow Plow Truck Purchases and Equipment Maintenance Plans

**GENERAL INFORMATION**

The City's International Dump Trucks were purchased in 2014 – model year 2014 and are scheduled for replacement as part of the FY23 Equipment Replacement Plan (ERP). I have been working with O'Halloran International for the truck boxes and Hawkeye Equipment to have the trucks outfitted with plowing and salt/sanding equipment.

There are two main providers of dump trucks here in Iowa – O'Halloran and Henderson Truck Equipment. O'Halloran is here in Des Moines and Henderson is in Manchester, Iowa, about a 2 hour drive from Windsor Heights. If we purchase from Henderson, any warranty work or other repairs will have to be done by them because O'Halloran will not work on Henderson trucks. It would be a 4 hour round trip drive to drop off for repair or warranty work. That is if they can do the repairs while we wait, otherwise it would mean another 4 hour round trip drive to pick the truck back up. For this reason, I recommend purchasing our new trucks through O'Halloran.

Both trucks are nine years old and are in need of replacement. In the past 3 years, we have spent \$64,133.00 in repairs. If you would like to see the breakdown of these re-occurring repairs, please let me know. The main issues are the hydraulic pumps leaking and electrical problems. The purchase of the 2 new trucks is key to ensuring that we can provide clear streets in the event of snow and ice storms. It is also crucial that our Public Safety Department has clear streets to be able to respond to emergencies.

With the current condition of both of these trucks, there is no guarantee that both trucks will be functioning at the same time. If one truck is down, it causes a significant delay in clearing our city streets. If both trucks were to break down at the same time, the city would have no other option but to seek help from another city or the DOT. As you can imagine, this would mean our streets would not be cleared until many hours or even days after the snow or ice event.

The current lead time on purchasing the trucks is 365+ days. If purchased now, we would not receive the new trucks until March/April of 2024. If the purchases are not made, there could be

an estimated cost increase of 5-8% and a wait time of 2+ years.

Cost Breakdown: Truck - \$112,798; Equipment - \$131,088. Total Per Truck - \$243,886

There are funds in the ERP for the purchase of both the trucks and equipment to outfit them.

Estimated resale or trade in value of the vehicles is between \$50,000-\$80,000 depending on how you sell, and the time of year sold.

### **SUMMARY**

It is my recommendation based on the Public Works Committee meeting that we purchase one new dump truck from O'Halloran International and have Hawkeye Equipment outfit it. I would also recommend that we keep trucks #5 and #6. Having these additional trucks within our fleet would allow us to clear the streets quicker and have backup trucks in case of warranty work or accidents that may occur.

### **ATTACHMENTS**

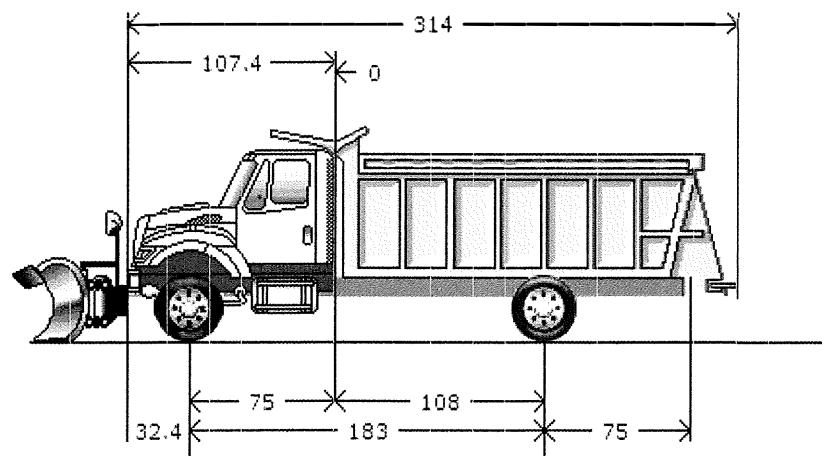
1. Snow Plow Truck Bids
2. Public Works Committee Memo
3. Public Works Committee Q&A - Snow Plows
4. Equipment Service Records And Template

**Prepared For:**  
**CITY OF WINDSOR HEIGHTS**  
 Dalton Jacob  
 1133 66TH STREET  
 WINDSOR HEIGHTS, IA 50311-  
 (515)279 - 3664  
 Reference ID: N/A

Jason,

Here is the pricing for a 2025 International HV507 using the National Sourcwell pricing which is the contract that the State of Iowa has purchased their snow equipment for the last several years. As I had mentioned in our conversation, there will be an emission surcharge for all trucks built after Jan 1 2024. The engine manufacturers have not announced what that amount will be at this time, I have added an amount that we believe will get us close to the amount but the final number could be a little less or a little more. Once we are given the information from the engine manufacturers I can update the number for you. Thank you for the opportunity to quote this to you.

**Presented By:**  
**O'HALLORAN INTERNATIONAL**  
 Shane Broderick  
 3311 ADVENTURELAND DRIVE  
 ALTOONA IA 50009 -  
 (515)967-3300



**Model Profile  
 2025 HV507 SFA (HV507)**

**AXLE CONFIG:** 4X2  
**APPLICATION:** Front Plow and Wing with Spreader  
**MISSION:** Requested GVWR: 39000. Calc. GVWR: 39000. Calc. GCWR: 80000  
**DIMENSION:** Wheelbase: 183.00, CA: 108.00, Axle to Frame: 75.00  
**ENGINE, DIESEL:** {Cummins L9 260} EPA 2021, 260HP @ 2200 RPM, 860 lb-ft Torque @ 1200 RPM, 2200 RPM Governed Speed, 260 Peak HP (Max)  
**TRANSMISSION, AUTOMATIC:** {Allison 3500 RDS} 6th Generation Controls, Wide Ratio, 6-Speed with Double Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, with 80,000-lb GVW and GCW Max, On/Off Highway  
**CLUTCH:** Omit Item (Clutch & Control)  
**AXLE, FRONT NON-DRIVING:** {Meritor MFS-16-143A} Wide Track, I-Beam Type, 16,000-lb Capacity  
**AXLE, REAR, SINGLE:** {Meritor RS-23-160} Single Reduction, 23,000-lb Capacity, 200 Wheel Ends Gear Ratio: 6.14  
**CAB:** Conventional, Day Cab  
**TIRE, FRONT:** (2) 3 15/80R22.5 Load Range L HSC 3 (CONTINENTAL), 481 rev/mile, 68 MPH, All-Position  
**TIRE, REAR:** (4) 11R 22.5 Load Range G HDR2+ (CONTINENTAL), 491 rev/mile, 75 MPH, Drive  
**SUSPENSION, REAR, SINGLE:** 23,500-lb Capacity, Vari-Rate Springs, with 4500-lb Capacity Auxiliary Rubber Springs  
**PAINT:** Cab schematic 100WK  
 Location 1: 9219, Winter White (Std)  
 Chassis schematic N/A

<b>Code</b> HV50700	<b>Description</b> Base Chassis, Model HV507 SFA with 183.00 Wheelbase, 108.00 CA, and 75.00 Axle to Frame.
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**AXLE CONFIGURATION**

1ANA	AXLE CONFIGURATION {Navistar} 4x2
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**Notes**  
: Pricing may change if axle configuration is changed.

**ENGINE**

12ESJ	ENGINE, DIESEL {Cummins L9 260} EPA 2021, 260HP @ 2200 RPM, 860 lb-ft Torque @ 1200 RPM, 2200 RPM Governed Speed, 260 Peak HP (Max)
12XCS	CARB EMISSION WARR COMPLIANCE Federal, Does Not Comply with CARB Emission Warranty
12WZE	CARB IDLE COMPLIANCE Federal, Does Not Comply with California Clean Air Idle Regulations
12VJH	EMISSION, CALENDAR YEAR {Cummins L9} EPA, OBD and GHG Certified for Calendar Year 2023
12UWZ	RADIATOR Aluminum, Cross Flow, Front to Back System, 1228 SqIn, with 1167 SqIn Charge Air Cooler, Includes In-Tank Oil Cooler
	<b>Includes</b> : DEAERATION SYSTEM with Surge Tank : HOSE CLAMPS, RADIATOR HOSES Gates Shrink Band Type; Thermoplastic Coolant Hose Clamps : RADIATOR HOSES Premium, Rubber
12THT	FAN DRIVE {Horton Drivemaster} Two-Speed Type, Direct Drive, with Residual Torque Device for Disengaged Fan Speed
	<b>Includes</b> : FAN Nylon
12VAL	AIR CLEANER Dual Element, with Integral Snow Valve and In-Cab Control
12703	ANTI-FREEZE Red, Extended Life Coolant; To -40 Degrees F/ -40 Degrees C, Freeze Protection
12XBM	ENGINE CONTROL, REMOTE MOUNTED Provision for; Includes Wiring for Body Builder Installation of PTO Controls and Starter Lockout, with Ignition Switch Control, for Cummins B6.7 and L9 Engines
12851	PTO EFFECTS, ENGINE FRONT Less PTO Unit, Includes Adapter Plate on Engine Front Mounted
12VXT	THROTTLE, HAND CONTROL Engine Speed Control; Electronic, Stationary, Variable Speed; Mounted on Steering Wheel

**TRANSMISSION**

13BDR	TRANSMISSION, AUTOMATIC {Allison 3500 RDS} 6th Generation Controls, Wide Ratio, 6-Speed with Double Overdrive, with PTO Provision, Less Retarder, Includes Oil Level Sensor, with 80,000-lb GVW and GCW Max, On/Off Highway
13WYH	TRANSMISSION TCM LOCATION Located Inside Cab
13WUC	ALLISON SPARE INPUT/OUTPUT for Rugged Duty Series (RDS) and Regional Haul Series (RHS), General Purpose Trucks, Construction, Package Number 223
13WVV	NEUTRAL AT STOP Allison Transmission Shifts to Neutral When Service Brake is Depressed and Vehicle is at Stop; Remains in Neutral Until Service Brake is Released
13XAM	PTO LOCATION Dual, Customer Intends to Install PTO at Left and/or Right Side of Transmission
13WDZ	SHIFT CONTROL PARAMETERS {Allison} 3000 or 4000 Series Transmissions, S1 Performance in Primary and Fixed Programming in Secondary

Code	Description
13WLP	TRANSMISSION OIL Synthetic; 29 thru 42 Pints
13WET	TRANSMISSION SHIFT CONTROL Column Mounted Stalk Shifter, Not for Use with Allison 1000 & 2000 Series Transmission

**CLUTCH**

11001	CLUTCH Omit Item (Clutch & Control)
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**REAR AXLES, SUSPENSIONS**

14051	AXLE, REAR, SINGLE {Meritor RS-23-160} Single Reduction, 23,000-lb Capacity, 200 Wheel Ends . Gear Ratio: 6.14
14VAH	SUSPENSION, REAR, SINGLE 23,500-lb Capacity, Vari-Rate Springs, with 4500-lb Capacity Auxiliary Rubber Springs
14WMG	AXLE, REAR, LUBE {EmGard FE-75W-90} Synthetic Oil; 30 thru 39.99 Pints

**FRONT AXLES**

2ARU	AXLE, FRONT NON-DRIVING {Meritor MFS-16-143A} Wide Track, I-Beam Type, 16,000-lb Capacity
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**FRONT SUSPENSIONS**

3ADE	SUSPENSION, FRONT, SPRING Parabolic Taper Leaf, Shackle Type, 16,000-lb Capacity, with Shock Absorbers
3WAJ	SPRINGS, FRONT AUXILIARY Air Bag, Right Side Only, Driver Control

**CABS, COWLS, BODIES**

16030	CAB Conventional, Day Cab
16ZBT	ACCESS, CAB Steel, Driver & Passenger Sides, Two Steps per Door, for use with Day Cab and Extended Cab
16BAM	AIR CONDITIONER with Integral Heater and Defroster
16WBY	ARM REST, RIGHT, DRIVER SEAT
16VKB	CAB INTERIOR TRIM Classic, for Day Cab
	Includes
	: CONSOLE, OVERHEAD Molded Plastic with Dual Storage Pockets, Retainer Nets and CB Radio Pocket; Located Above Driver and Passenger
	: DOME LIGHT, CAB Door Activated and Push On-Off at Light Lens, Timed Theater Dimming, Integral to Overhead Console, Center Mounted
	: SUN VISOR (2) Padded Vinyl; 2 Moveable (Front-to-Side) Primary Visors, Driver Side with Toll Ticket Strap
16WSK	CAB REAR SUSPENSION Air Bag Type
16XXC	COWL TRAY LID
16WLS	FRESH AIR FILTER Attached to Air Intake Cover on Cowl Tray in Front of Windshield Under Hood
16GED	GAUGE CLUSTER Base Level; English with English Electronic Speedometer
	Includes
	: GAUGE CLUSTER DISPLAY: Base Level (3" Monochromatic Display), Premium Level (5" LCD Color Display); Odometer, Voltmeter, Diagnostic Messages, Gear Indicator, Trip Odometer, Total Engine Hours, Trip Hours, MPG, Distance to Empty/Refill for

**Code**

<b><u>Code</u></b>	<b><u>Description</u></b>
	: GAUGE CLUSTER Speedometer, Tachometer, Engine Coolant Temp, Fuel Gauge, DEF Gauge, Oil Pressure Gauge, Primary and Secondary Air Pressure
	: WARNING SYSTEM Low Fuel, Low DEF, Low Oil Pressure, High Engine Coolant Temp, Low Battery Voltage (Visual and Audible), Low Air Pressure (Primary and Secondary)
16HGH	GAUGE, OIL TEMP, AUTO TRANS for Allison Transmission
16XJP	INSTRUMENT PANEL Wing Panel
16HKT	IP CLUSTER DISPLAY On Board Diagnostics Display of Fault Codes in Gauge Cluster
16SNP	MIRRORS (2) C-Loop, Power Adjust, Heated, Black Heads and Arms, 7.5" x 14" Flat Glass, Includes 7.5" x 7" Convex Mirrors, for 102" Load Width
	<b>Notes</b>
	: Mirror Dimensions are Rounded to the Nearest 0.5"
16SJW	MIRROR, CONVEX, HOOD MOUNTED {Lang Mekra} (2) Right and Left Sides, Black, Heated, 7.5" Sq.
16VLV	MONITOR, TIRE PRESSURE Omit
16JNT	SEAT, DRIVER {National 2000} Air Suspension, High Back with Integral Headrest, Vinyl, Isolator, 1 Chamber Lumbar, with 2 Position Front Cushion Adjust, -3 to +14 Degree Angle Back Adjust
16LUM	SEAT, PASSENGER {National} Non Suspension, High Back with Integral Headrest, Vinyl, with Fixed Back, with Under Seat Storage
16WJU	WINDOW, POWER (2) and Power Door Locks, Left and Right Doors, Includes Express Down Feature
16XWJ	WINDSHIELD WIPER BLADES Snow Type

**FRAMES**

1CAJ	FRAME RAILS Heat Treated Alloy Steel (120,000 PSI Yield); 10.866" x 3.622" x 0.437" (276.0mm x 92.0mm x 11.1mm); 456.0" (11582mm) Maximum OAL
1MBP	BUMPER, FRONT Swept Back 15-Degrees, Steel, for use with Front Frame Extensions, Heavy Duty
1MEJ	FRAME DIMPLE Dimple on Left and Right Top Flange of Frame Rail to Reference Rear Axle Centerline
1WDS	FRAME EXTENSION, FRONT Integral; 20" In Front of Grille
1570	TOW HOOK, FRONT (2) Frame Mounted
1WEV	WHEELBASE RANGE 146" (370cm) Through and Including 195" (495cm)

**BRAKES**

4091	BRAKE SYSTEM, AIR Dual System for Straight Truck Applications
	Includes
	: BRAKE LINES Color and Size Coded Nylon
	: DRAIN VALVE Twist-Type
	: GAUGE, AIR PRESSURE (2) Air 1 and Air 2 Gauges; Located in Instrument Cluster
	: PARKING BRAKE CONTROL Yellow Knob, Located on Instrument Panel
	: PARKING BRAKE VALVE For Truck
	: QUICK RELEASE VALVE On Rear Axle for Spring Brake Release: 1 for 4x2, 2 for 6x4
	: SPRING BRAKE MODULATOR VALVE R-7 for 4x2, SR-7 with relay valve for 6x4/8x6
4GBM	BRAKE, PARKING Manual Push-Pull Pneumatic Parking Brake
4AZJ	AIR BRAKE ABS {Bendix AntiLock Brake System} 4-Channel (4 Sensor/4 Modulator) Full Vehicle Wheel Control System, with Automatic Traction Control

Code	Description
4XDT	BRAKES, FRONT {Meritor 16.5X6 Q-PLUS CAST} Air S-Cam Type, Cast Spider, Fabricated Shoe, Double Anchor Pin, Size 16.5" X 6", 23,000-lb Capacity
4EXV	BRAKE CHAMBERS, FRONT AXLE {Bendix} 24 SqIn
4LAG	SLACK ADJUSTERS, FRONT {Gunite} Automatic
4WBX	DUST SHIELDS, FRONT BRAKE for Air Cam Brakes
4XDR	BRAKES, REAR {Meritor 16.5X7 Q-PLUS CAST} Air S-Cam Type, Cast Spider, Fabricated Shoe, Double Anchor Pin, Size 16.5" X 7", 23,000-lb Capacity per Axle
4EXU	BRAKE CHAMBERS, REAR AXLE {Bendix EverSure} 30/30 SqIn Spring Brake
4LGG	SLACK ADJUSTERS, REAR {Gunite} Automatic
4WDM	DUST SHIELDS, REAR BRAKE for Air Cam Brakes
4SPA	AIR COMPRESSOR {Cummins} 18.7 CFM
4EBD	AIR DRYER {Wabco System Saver 1200} with Heater
4VKC	AIR DRYER LOCATION Mounted Inside Left Rail, Back of Cab
4VKJ	AIR TANK LOCATION (2) Mounted Under Battery Box, Outside Left Rail, Back of Cab, Perpendicular to Rail
4722	DRAIN VALVE {Bendix DV-2} Automatic, with Heater, for Air Tank

**STEERING**

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5PSL	STEERING GEAR {Sheppard M110} Power
5708	STEERING COLUMN Tilting
5CAW	STEERING WHEEL 4-Spoke; 18" Dia., Black

**DRIVELINES**

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6DGG	DRIVELINE SYSTEM {Dana Spicer} 1710, for 4x2/6x2
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**EXHAUST SYSTEMS**

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7BLW	EXHAUST SYSTEM Horizontal Aftertreatment System, Frame Mounted Right Side Under Cab, for Single Vertical Tail Pipe, Frame Mounted Right Side Back of Cab
7BEV	AFTERTREATMENT COVER Steel, Black
7WCM	EXHAUST HEIGHT 8' 10"
7WDN	MUFFLER/TAIL PIPE GUARD (1) Aluminum
7WAZ	TAIL PIPE (1) Turnback Type

**ELECTRICAL SYSTEMS**

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8000	ELECTRICAL SYSTEM 12-Volt, Standard Equipment
	Includes
	: DATA LINK CONNECTOR For Vehicle Programming and Diagnostics In Cab
	: HAZARD SWITCH Push On/Push Off, Located on Instrument Panel to Right of Steering Wheel
	: HEADLIGHT DIMMER SWITCH Integral with Turn Signal Lever
	: PARKING LIGHT Integral with Front Turn Signal and Rear Tail Light
	: STARTER SWITCH Electric, Key Operated
	: STOP, TURN, TAIL & B/U LIGHTS Dual, Rear, Combination with Reflector

<u>Code</u>	<u>Description</u>
	: TURN SIGNAL SWITCH Self-Cancelling for Trucks, Manual Cancelling for Tractors, with Lane Change Feature
	: WINDSHIELD WIPER SWITCH 2-Speed with Wash and Intermittent Feature (5 Pre-Set Delays), Integral with Turn Signal Lever
	: WINDSHIELD WIPERS Single Motor, Electric, Cowl Mounted
	: WIRING, CHASSIS Color Coded and Continuously Numbered
8WXD	ALARM, PARKING BRAKE Electric Horn Sounds in Repetitive Manner When Vehicle Park Brake is "NOT" Set, with Ignition "OFF" and any Door Opened
8GXD	ALTERNATOR {Leece-Neville AVI160P2013} Brush Type, 12 Volt, 160 Amp Capacity, Pad Mount, with Remote Sense
8RPR	ANTENNA for Increased Roof Clearance Applications
8THJ	AUXILIARY HARNESS 3.0' for Auxiliary Front Head Lights and Turn Signals for Front Plow Applications
8VUL	BATTERY BOX Steel, with Plastic Cover, 18" Wide, 2-4 Battery Capacity, Mounted Left Side Back of Cab
8TNR	BATTERY CABLES with 36" of Extra Length Coiled and Strapped Near Battery Box
8MSH	BATTERY SYSTEM {Fleetrite} Maintenance-Free, (4) 12-Volt 2640CCA Total, Top Threaded Stud
8HAB	BODY BUILDER WIRING Back of Day Cab at Left Frame or Under Sleeper, Extended or Crew Cab at Left Frame; Includes Sealed Connectors for Tail/Amber Turn/Marker/ Backup/Accessory Power/Ground and Sealed Connector for Stop/Turn
8XAH	CIRCUIT BREAKERS Manual-Reset (Main Panel) SAE Type III with Trip Indicators, Replaces All Fuses
8WPH	CLEARANCE/MARKER LIGHTS (5) {Truck Lite} Amber LED Lights, Flush Mounted on Cab or Sunshade
8WTP	COURTESY LIGHT (2) Mounted In Front Map Pocket Left and Right Side
8HAH	ELECTRIC TRAILER BRAKE/LIGHTS Accommodation Package to Rear of Frame; for Combined Trailer Stop, Tail, Turn, Marker Light Circuits; Includes Electric Trailer Brake Accommodation Package with Cab Connections for Mounting Customer Installed Electric Brake Unit, Less Trailer Socket
8XNY	HEADLIGHTS Halogen
8WRB	HEADLIGHTS ON W/WIPERS Headlights Will Automatically Turn on if Windshield Wipers are turned on
8XHN	HORN, AIR Single Trumpet, Black, with Lanyard Pull Cord
8541	HORN, ELECTRIC (2) Disc Style
8WWJ	INDICATOR, LOW COOLANT LEVEL with Audible Alarm
8WBW	JUMP START STUD Remote Mounted
8XHR	POWER SOURCE, ADDITIONAL Auxiliary Power Outlet (APO) with USB Port, Located in the Instrument Panel
8RPT	RADIO AM/FM/WB/Clock/USB Input/Auxiliary Input
8RMZ	SPEAKERS (2) 6.5" Dual Cone Mounted in Both Doors, (2) 5.25" Dual Cone Mounted in Both B-Pillars
8WTK	STARTING MOTOR {Delco Remy 38MT Type 300} 12 Volt, Less Thermal Over-Crank Protection
8WPZ	TEST EXTERIOR LIGHTS Pre-Trip Inspection will Cycle all Exterior Lamps Except Back-up Lights
8XGT	TURN SIGNALS, FRONT Includes LED Side Turn Lights Mounted on Fender
8WGL	WINDSHIELD WIPER SPD CONTROL Force Wipers to Slowest Intermittent Speed When Park Brake Set and Wipers Left on for a Predetermined Time

**FRONT END**

9WBC	FRONT END Tilting, Fiberglass, with Three Piece Construction, for WorkStar/HV
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Code	Description
9WAC	BUG SCREEN Mounted Behind Grille
9HBM	GRILLE Stationary, Chrome
9AAB	LOGOS EXTERIOR Model Badges
9AAE	LOGOS EXTERIOR, ENGINE Badges

**SPEEDOMETER, TOOLS, MISC**

10021	CHASSIS COATING Corrosion Resistant E-Coat Primer Coating for Single Frame Rails
10AGB	COMMUNICATIONS MODULE Telematics Device with Over the Air Programming; Includes Five Year Data Plan and International 360
10JPA	CUSTOMER IDENTITY for Sourcewell
10060	PAINT SCHEMATIC, PT-1 Single Color, Design 100
	Includes
	: PAINT SCHEMATIC ID LETTERS "WK"
10761	PAINT TYPE Base Coat/Clear Coat, 1-2 Tone
10SLV	PROMOTIONAL PACKAGE Government Silver Package

**FUEL TANKS**

15SGJ	FUEL TANK Top Draw, Non-Polished Aluminum, D-Style, 16" Tank Depth, 50 US Gal (189L), Mounted Left Side, Under Cab
15WDG	DEF TANK 7 US Gal (26L) Capacity, Frame Mounted Outside Left Rail, Under Cab
15LNS	FUEL/WATER SEPARATOR {Racor 400 Series} 12 VDC Electric Heater, Includes Pre-Heater, with Primer Pump, Includes Water-in-Fuel Sensor, Mounted on Engine

**WHEELS, TIRES - FRONT**

27DPN	WHEELS, FRONT {Accuride 29039} DISC; 22.5x9.00 Rims, Powder Coat Steel, 5-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with Steel Hubs, Non-Standard Offset, with .5" Thick Disc
7792545438	(2) TIRE, FRONT 315/80R22.5 Load Range L HSC 3 (CONTINENTAL), 481 rev/mile, 68 MPH, All-Position

**WHEELS, TIRES - REAR**

28DUK	WHEELS, REAR {Accuride 29169} DUAL DISC; 22.5x8.25 Rims, Powder Coat Steel, 5-Hand Hole, 10-Stud, 285.75mm BC, Hub-Piloted, Flanged Nut, with .472" Thick Increased Capacity Disc and Steel Hubs
7372135444	(4) TIRE, REAR 11R22.5 Load Range G HDR2+ (CONTINENTAL), 491 rev/mile, 75 MPH, Drive

**WHEELS MISC OPTIONS**

29WAP	WHEEL GUARDS, FRONT {Accuride} for Metric Hub Piloted Wheels with Flanged Mounting Nuts Mounted Between Hub and Wheel
29WAR	WHEEL GUARDS, REAR {Accuride} for Metric Hub Piloted Wheels with Flanged Mounting Nuts, Mounted Between Hub & Wheel and Between Dual Wheels

**BODY INTEGRATION**

60AAG	BDY INTG, REMOTE POWER MODULE Mounted Inside Cab Behind Driver Seat, Up to 6 Outputs & 6 Inputs, Max 20 amp per Channel, Max 80 amp Total; Includes 1 Switch Pack with Latched Switches
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<b><u>Code</u></b>	<b><u>Description</u></b>
	<b>Services Section:</b>

**WARRANTY**

40128	WARRANTY Standard for HV507, HV50B, HV607 Models, Effective with Vehicles Built July 1, 2017 or Later, CTS-2025A
40VHS	SRV CONTRACT, EXT CMS ENG/AFTR {Cummins} To 60-Month/100,000 Miles (160,000 km), Extended Cummins L9 Engine Coverage, Protection Plan 1 and Aftertreatment, (Truck Application Only)

<b>Description</b>	<b>(US DOLLAR)</b>	<b>Price</b>
Net Sales Price:		\$112,797.65

Please feel free to contact me regarding these specifications should your interests or needs change. I am confident you will be pleased with the quality and service of an International vehicle.

**Approved by Seller:****Accepted by Purchaser:**

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**Official Title and Date**

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**Firm or Business Name**

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**Authorized Signature**

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**Authorized Signature and Date**

**This proposal is not binding upon the seller without  
Seller's Authorized Signature**

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**Official Title and Date**

**The TOPS FET calculation is an estimate for reference purposes only. The seller or retailer is responsible for calculating and reporting/paying appropriate FET to the IRS.**

**The limited warranties applicable to the vehicles described herein are Navistar, Inc.'s standard printed warranties which are incorporated herein by reference and to which you have been provided a copy and hereby agree to their terms and conditions.**



Phone: (515) 289-1755  
www.hawkeyetruckequipment.com

5800 NW 2ND Street  
P.O. Box 3283  
Des Moines, IA 50316-0283

Quote ID:	25431
Quote Date:	1/30/2023

Quote Expires 30 Days from  
Quote Date

Sold To: 532000

Ship To:

O'HALLORAN INTERNATIONAL  
P O BOX 1804  
DES MOINES IA 50305-1804

O'HALLORAN INTERNATIONAL  
P O BOX 1804  
DES MOINES IA 50305-1804

Vehicle Make	Vehicle Model	Vehicle Year	Single/Dual	Cab to Axle	Vin #

We Are Pleased To Quote You The Following

Attention: Jason Roberts/Shane

Phone: (515) 967-3300

1 - Monroe RDS Radius-Dump-Spreader Body

- 10' In Length
- 96" Wide
- 44" Side Height
- 50" Tailgate Height
- Front, Sides, and Tailgate Constructed From 3/16 AR-400 Steel
- Sides are Brake Formed Radius of 43"
- Boxed Top Rail is 3/16" Formed Channel
- Front of Body is Sloped to Accommodate a Headlift Cylinder With Partial Doghouse and Conforms to the Radius of the Body
- Electric/Air Trip Tailgate
- Floor is 1/4" With 3/16" Removable Chain Guards
- 100% Continuously Welded Body
- 34" Conveyor w/ 1 1/2" x 1/2" Pintle Chain on 4 1/2" Centers and a 28,000lb Tensile Strength per Strand
- (2) 6:1 Spur Gearboxes and High Torque/Low Speed Hydraulic Motor
- Rear Discharge Conveyor
- 8-Tooth Sprockets Keyed to the 2" Drive and Idler Shafts
- Heavy Duty Conveyor Drive Shaft
- Dust Sealed Self-Aligning Four Bolt Flange Bearings
- Heavy Duty Adjustable Idler Assy
- Stainless Steel Chain Slack Adjusters
- Rear Hitch Plate w/ Receiver & 7-Way Electrical Plug
- Receiver Hitch Mounted Spreader
- 18" Poly Spinner Disc
- Telescopic 16-Ton Class 60 Hoist, Trunnion Mounted
- AR-400 Drop In Steel Floor Cover Kit
- 1/2 Cabshield w/ 4 Corner LED Strobe Lights
- (2) Oval Cutouts In Rear Corner Posts
- LED S/T/T Lights and Amber Strobe Lights in Rear Corner Post
- Patented Wiring Harness
- Fold Down Ladder At Driver's Side Rear
- Full Length Fenders
- Powder Coated Orange
- Completely Installed, F.O.B Des Moines, IA

1 - Monroe Front Snowplow Model MP41R11-ISCT-MB1

- 11' In Length

Phone: (515) 289-1755  
www.hawkeyetruckequipment.com

5800 NW 2ND Street  
P.O. Box 3283  
Des Moines, IA 50316-0283

Quote

Quote ID:	25431
Quote Date:	1/30/2023

Quote Expires 30 Days from  
Quote Date

- 41" Moldboard Height
- Integral Shield Style Moldboard
- Dual Compression Trip Spring Assemblies
- One Piece AS69 10 Gauge Steel Roll Framed Moldboard
- (6) 1/2" x 3.5" x 1/2" Semi-Circle Is Fabricated From A36 Steel
- Monroe Built In Level Lift Assembly
- (2) 3" x 10" Power Reverse Cylinder With Cushion Valve Protection
- (1) 4" x 10" Single Acting Lift Cylinder
- Polk Co Style Front Quick Hitch With Steel Bumper
- Monroe MC6000 Snowplow Portion Quick Hitch
- Moldboard And Frame To Be 100% Continuously Welded
- 12" Rubber Snow Deflector
- Quick Couplers
- Orange Poly Side Markers
- Screw Adjustable Parking Jack
- Boss LED Snowplow Lights Installed On Truck's Fender Mounted Mirrors
- Snowplow Lights Will Be Wired To An International Dash Mounted Switch
- Moldboard Will Be Shotblasted and Powder Coated Orange
- The Pushframe Will Be Shotblasted Powder Coated Black
- Add Right Hand Mail Box Trim
- 5/8" x 8" Cutting Edge
- Cushion Valve

#### 1 - Liquid Dispensing Hydraulic Closed Loop system

- 7 Gallons Per Minute
- Flow Meter
- 240 Gallon Capacity
- Stainless Steel Mount Kit Mounted Behind The Cab
- Nozzle Kit
- Flusher Kit
- Blink Flic Kit and Cross Over
- Quick Disconnect Kit

#### 1 - Hawkeye Hydraulic System

- Eaton 6.0 Cubic Inch Front Mounted Piston Pump
- Live Hydraulics To Run Off The Front Crank Shaft
- Electric Pump Shut Off
- Driveline With Yoke And Flange
- 40 Gallon Stainless Steel Side Mount Reservoir With Sight Gauge And In Tank Filter
- Filter/Lubricator/Regulator Installed
- Hydraulic Manifold Valve Mounted In A Stainless Steel Enclosure
- Air Operated Valve
- Valve To Operate A SA Dump Lift Cylinder, DA Section For Side Tilt, SA For Plow With Float, DA For Plow Angle, Electric Suctions For Sander With Ground Speed, Liquid For Prewet And Anti-ice To Be Added Later
- Valve Is Proportional
- Valve Has Stroke Limiters
- Valve Has Manual Over Rides
- Air Controls Mounted In The Cab
- Joystick For The Plow
- Single Stick With Safety Interlock For Dump Body
- Single Stick With Safety Interlock For Side Tilt



Phone: (515) 289-1755  
www.hawkeyetruckequipment.com

5800 NW 2ND Street  
P.O. Box 3283  
Des Moines, IA 50316-0283

Quote

Quote ID:	25431
Quote Date:	1/30/2023

Quote Expires 30 Days from  
Quote Date

- Add (3) Work Lights To Customer Specified Location

TOTAL: \$131,088.00

\*\*Options Not Included In Price

- Heavy-Duty Hitch And Brake Controller Add \$1,750.00
- Go To RDS Body Deduct \$1,500.00

Due To Chassis Delivery Times, Customers Have A Couple Options:

1) Lock In Equipment Price By Ordering Equipment And Take Delivery. If Truck Is Not Provided Within 60 Days of Equipment Landing, Dealer or Customer Is Responsible For Paying For Equipment.

2) Wait To Order Equipment Based On Truck Delivery Date. Due To Fluctuating Prices and Lead Times, Neither Can Be Guaranteed Until Equipment Is Ordered.

Thank You For The Opportunity,  
Nick Hermann

Order Sub-Total	\$0.00
Sales Tax	\$0.00
Order Total	\$0.00
Payments	\$0.00
Total Due	\$0.00

03.10.2023

# Memo

**TO:**  
City Council

**FROM:**  
Dave Burgess  
Public Works  
Committee

**CC:**  
City Administrator

**RE: PUBLIC  
WORKS  
COMMITTEE  
MEETING**

## MEETING NOTES:

Prior to the meeting, members had the opportunity to view Truck #5 in the Public Safety Parking lot and ask questions.



The meeting was called to order at 12:05.

Jason Roberts explained how snow removal works to include types of equipment, number of drivers, and priority of plow usage. He also covered how vehicles are presently maintained after use and future incorporation of improved Maintenance Plans to extend the serviceability of the equipment.

A recommendation was discussed that Iowa Prison Industries has a program to sandblast the undercarriages and dump boxes to remove rust and repaint the affected areas.

Cost was approximated at \$5,000 for both trucks, Jason will investigate utilizing this and potentially scheduling during off snow season.

3 Bids were obtained from State Contract as follows:

O'Halloran IH: Truck only \$112,798

Freightliner: Truck only \$102,600

Mack: Truck only \$129,845

Truck box, salt distributor and plow:

Hawkeye Equipment: \$131,088

Henderson, Manchester, IA \$ Bid not obtained. Only one mobile service tech, and limited availability. The option is to drive a vehicle for 4 hrs. each way for service.

Delivery of truck only was quoted at 365+ days, if ordered now. Spring 2024 is earliest availability. Dump box, spreader, and blade availability is not expected to exceed truck availability.

That is at least one additional snow season using existing vehicles.

Discussion began on purchase options:

Options considered:

Buy two, trade existing.

Buy two, trade 1.

Buy two, sell existing ourselves.

**Buy one, keep two.**

The advantage is having two trucks and a spare to minimize downtime if a breakage occurs. ERP will be adjusted to reflect interval of future replacement vehicle more correctly. Also allows our choice to sell, trade, replace as needed.

All members present concurred that this is the Committee recommendation to the Council.

## Public Works Committee – Questions on Maintenance and Snowplow

### 1. Who is doing the repairs on the equipment?

- a. Answer:
  - i. **O'Halloran International:** handles all DOT annual inspections, oil changes, services chassis, engine repair and maintenance, and electrical repair and maintenance
  - ii. **Hawkeye Equipment:** handles servicing all accessories of the truck including dump box, hydraulic lines, blade, and salt spreader.

### 2. What are the repairs that have taken place over the last five years?

- a. Answer:
  - i. Truck #5 service and repairs over the last 5 years
    1. Total: \$20,270
  - ii. Truck #6 service and repairs over the last 5 years
    1. Total: \$43,863
  - iii. Please see attached service log for more information.

### 3. What is the current milage on each truck and is there an hour meter?

- a. Answer:
  - i. Truck #5 19,155 miles
    1. 2123 hours, engine PTO 24.7
  - ii. Truck #6 18,232 miles
    1. 2043.1 hours, engine PTO 19.9

### 4. What condition is the tires on the current trucks?

- a. Answer:
  - i. Truck #5: good condition
    1. Replaced front left 11/22/2021
  - ii. Truck #6: good condition
  - iii. Otherwise, truck tires are the original tires.

What is the life expectance in milage? They can last up to 5yrs with good Maintenance.

### 5. What electrical repairs are currently needed on both trucks?

- a. Answer:
  - i. There are no current repairs needed at this time.
  - ii. Please see service and repair log for details

### 6. Does the City currently have a maintenance agreement to service trucks?

- a. Answer:
  - i. No, we do not have a current agreement or contract.

### 7. Does the city have a licensed diesel mechanic on staff to handle repairs?

- a. Answer:
  - i. No, we do not currently have a licensed diesel mechanic on staff. The average salary for a diesel mechanic is \$52,000 to \$60,000 a year.

**8. What is the average life expectancy or milage for these trucks?**

- a. Answer:
  - i. 10-15 years or 20,00 – 30,000 miles

**9. Have these trucks been looked over by professional mechanic?**

- a. Answer:
  - i. Yes, trucks are only serviced by professional mechanics.
  - ii. Any time there is an issue with a truck we take them to O'Halloran to be serviced.

**10. Does one truck have a higher repair cost?**

- a. Yes, Truck #6
- b. Please see service and repair log for details

**11. Should one truck be replaced now, and another replaced in 5 years?**

- a. Answer:
  - i. Open discussion

**12. Why do we need to replace both trucks at the same time? Why are these not split up on an equipment plan?**

- a. Answer:
  - i. Open discussion

**13. Why would we keep one plow as a spare?**

- a. Answer:
  - i. Open discussion

**14. Would it be more cost effective to purchase one plow and have one spare plow (keeping the better of the two) and sell the third truck?**

- a. Answer:
  - i. Open discussion

**15. Is the high cost of these trucks due to the truck themselves or the plow or salt spreading equipment?**

- a. Answer:
  - i. Open discussion

**16. What is the justification for having two trucks service the 22 miles of Windsor Heights?**

- a. Answer:
  - i. It would take one truck 16-18 hours to service our city streets with an average snow fall.

**17. What annual preventative repair has been done on these trucks other than oil change? And do we have a preventative service plan in place.**

- a. Answer:
  - i. Please see service and repair log for details for annual maintenance
  - ii. Trucks are inspected annually for any preventative repairs.
  - iii. We also, clean and maintain trucks after each snow.
  - iv. If a truck needs service or repair an appointment is scheduled with a professional mechanic to address any unforeseen issues

**18. What are the trucks used for during summer months?**

a. Answer:

- i. They are used to haul rock/gravel, sand, dirt, wood chips, debris from storms, broken up asphalt or concrete from job sites.

**19. What is the estimated cost to refurbish the current trucks?**

a. Answer

i. Average base cost:

- 1. To refurbish the plow (including sandblasting and re-painting only) estimated cost \$1,481.
- 2. To refurbish the truck box (including sandblasting and re-painting only) estimated \$2,450.

**20. How many plow events have we had in the last 5 years?**

a. Answer:

- i. 70

**21. Why is international trucks the best options for new trucks?**

a. Answer

- i. After talking with other Public Works Directors (WDSM and Urbandale) this is the most common and reliable truck that cities use.
- ii. The Iowa Department of Transportation also, uses international trucks for our state highways.

**22. Are there various sizes of trucks, regular duty, super duty and heavy duty. What version are we proposing to purchase? Is there a value in purchasing a smaller sized truck?**

a. Answer:

- i. No, the 7300 is the standard model.
- ii. We are proposing to purchase the 7300 International.
- iii. A smaller truck would be equivalent to a standard one ton truck, which are not designed to maintain city streets as a primary source of service.

**23. What equipment has WDSM, Clive and Urbandale purchased recently and where did they purchase from?**

a. Answer

- i. Urbandale is purchasing 4 International trucks this year from O'Hollaran
- ii. Clive purchased international trucks in the last year from O'Hollaran
- iii. West Des Moines purchased international trucks in the last year from O'Hollaran

**24. What model of international truck do we currently have?**

a. Answer:

- i. 2013 international Windstar 7300 Series

**25. What are other comparable equipment costs that could be serviced locally?**

a. Answer:

- i. O'Hollaran and Bascom Truck Equipment

**26. How many licensed operators do we currently have?**

a. Answer:

i. 6

**27. In addition to the two snowplows how many trucks do we currently have that have plows?**

a. Answer:

- i. 2 – 1-ton trucks
- ii. 1 – Kabota
- iii. 1 - John Deer Tractor

**28. Walk us through a typical snow event. What do you plow first/second, when do you change, why?**

a. Answer:

- i. Main – Streets University, 73<sup>rd</sup> north to south, 70<sup>th</sup> south
- ii. Hills on Washington Street through 63<sup>rd</sup> street
- iii. After the first run on the above routes, we then move on to servicing the side streets. One truck beginning on the north of town, the second truck starts in the NE corner. They work their way south through the city.
- iv. Both 1-ton trucks to dead end streets

**29. How do you manage your employees? Do they continue on 8-hour shift or do they change to 12-hour shifts?**

a. Answer:

- i. We run our staff in shifts, depending on when snow fall begins our shifts may run up to 12 hours with a second crew coming in to relieve the first crew.

**30. What equipment is used where? Big blows are on the main line, smaller plows cul-de-sacs and dead ends, please explain the process so we can best understand the process of how equipment is used.**

a. Answer:

- i. Large trucks service main streets first. This is important so the fire department and police department can respond to calls in a timely manner. Also, as these are our most traveled streets to keep our citizens safe.
- ii. Smaller Trucks service dead ends and cul-de-sacs.
- iii. Kabota services City Hall, University trail/sidewalk, bike trail and at public safety

**31. How long does it take to plow a normal snow event?**

a. Answer:

- i. With an average snow fall of 3-4 inches it will take 8-10 hours to service our city streets
- ii. If, there is significant snow fall throughout the day or night it could take as long as 14-16 hours to service completely.

**32. Is equipment cleaned, examined for maintenance repairs/rebuild, and paint touched up during the off season.**

a. Answer:

- i. Yes, maintenance is done throughout the year.
- ii. We use Salt Lick cleaner to clean and remove calcium residue and salt after each snow event.
- iii. In Spring and Fall we touch paint on the trucks.

## Streets Department Service Record



































**STAFF REPORT  
CITY COUNCIL**  
March 20, 2023

TO: CITY COUNCIL  
FROM: Mike Jones, Mayor  
SUBJECT: Discussion and Possible Action on Sister Cities Windsor Heights Representative's Request for Reimbursement for 2023 Kofu, Japan Delegation Trip

**GENERAL INFORMATION**

On February 6th, 2023, I submitted to Council a request for up to \$7,000 in reimbursement for the Greater Des Moines Sister Cities Windsor Heights Representative, Ricki King, to travel to Kofu, Japan, for the Japanese Delegation Trip. At Council, there were a number of questions presented, leading to the item being tabled.

Since the item has been tabled, I exchanged a number of e-mails with Ricki regarding the request and her trip. I also researched the last trip taken by a Windsor Heights Representative, as well as the trips taken by our neighbors in Des Moines.

The last known trip taken by a Windsor Heights Resident was in 2016, when Kerry Bowen travelled to Stavropol, Russia. On May 16th, 2016, the Windsor Heights City Council approved a \$900 expenditure to cover the partial cost of airfare. It is unknown what the entire cost of the trip was, as there was no documentation in the agenda, nor do we have a recording of the meeting.

In April of 2018, the City of Des Moines approved \$2,560 and \$3,205 for Darlene Blake and Roger Nowadzky, then the Chairperson and Vice-Chairperson of the Sister Cities Commission, to Travel to Pristina, Kosovo for a week. In 2019, Des Moines reimbursed then Chair Nowadzky a combined \$2,288.26 and Li Zhao Mandelbaum \$2,002.68 for a trip to Shijiazhuang, China.

These numbers should be placed in context, obviously, as they are pre-pandemic and pre-Russian-Ukrainian War. I cannot determine what it would cost to travel to Stavropol today as a point of reference due to the aforementioned war and airspace restrictions. Further, airfare travel to Asia continues to be more expensive than other areas due to stricter pandemic regulations. Per a Sister Cities Agenda from February of 2019, a roundtrip flight to Tokyo cost approximately \$1,400.

Today, per Google Travel data, the median flight cost to Tokyo is \$2,075.

The trip in question will take place from August 6th/7th to August 12th/13th. Ms. King plans to be joined by Commission Vice Chairperson Joe Nolte, whose expenses will be covered by the City of Des Moines and possibly Teresa Parmenter, whose expenses may only partially be covered as she is not a Chair, Vice-Chair or Committee Chair.

Aside from the average flight cost of \$2,075, there is per diem to be considered. Unfortunately, majority of the information available for pricing is pre-pandemic but the Department of State's Office of Allowances has a chart of foreign per diem rates in U.S. Dollars for Japan. Kofu, nor any other city in the Yamanashi Prefecture appears on this list but the average of all 63 cities listed is a maximum lodging rate of \$152 (per night) and \$100 (per day) for meals and incurred expenses.

Lastly, interpreting the definitions provided by the General Services Administration, transportation from the airport to a place of lodging would not be part of the per diem and instead would be considered a transportation cost. Kofu does not have an airport so visitors have to fly to Tokyo and take a two-hour train ride. Despite the distance and time, this is only an estimated \$30 – \$40 expense (one way).

Based on the numbers provided, I would ask Council to consider an appropriate maximum amount for reimbursement to send the Windsor Heights Representative and Chair of the Kofu Subcommittee, to Japan. This would, again, be a reimbursement and the amount would only be paid following the presentation of receipts, pursuant to the City's employee reimbursement policy. These would be public record and reviewable by any person. If there are any questions about the mission of the Sister Cities Commission, I have attached information as well as the 28E agreement between our cities.

## **SUMMARY**

I would ask Council to consider an appropriate maximum amount for reimbursement to send the Windsor Heights Representative and Chair of the Kofu Subcommittee, Ricki King, to Japan.

## **ATTACHMENTS**

1. 28E for Des Moines Sister Cities Commission
2. Serving on the Greater Des Moines Sister Cities Commission

## **INTERGOVERNMENTAL AGREEMENT CREATING METROPOLITAN DES MOINES SISTER CITIES COMMISSION**

THIS AGREEMENT is made and entered into by, between, and among the Cities of Des Moines, Iowa, and Urbandale, Iowa. All parties to this and to prior agreements in the following form are hereinafter called "municipalities").

WHEREAS, the cities of Des Moines, Windsor Heights, Norwalk, Johnston, Cumming and Ankeny have entered into intergovernmental agreements in the following form for the purpose of establishing the Metropolitan Des Moines Sister Cities Commission, also known as the Greater Des Moines Sister Cities Commission; and,

WHEREAS, the City of Urbandale, Iowa, desires to join into the Des Moines Metropolitan Sister Cities Commission.

WITNESSETH:

### I. AUTHORITY

The municipalities enter into this Agreement under and by virtue of the powers granted by Chapter 28E, Code of Iowa, 2013.

### II. PURPOSES

The other municipalities wish to join and expand the Des Moines Sister Cities Commission to allow for participation in its programs by citizens, schools, businesses, and civic organizations throughout the Des Moines Metropolitan area. To that end, the purposes of the Metropolitan Des Moines Sister Cities Commission shall be:

1. To allow residents and citizens of the Des Moines Metropolitan area and the people of similar cities in foreign nations to acquire a mutual understanding of one another as individuals, as members of their communities, as citizens of their countries and as members of the family of nations.
2. To promote educational and cultural exchanges between institutions and citizens in the Des Moines Metropolitan area, and institutions and citizens of Des Moines' sister cities.
3. To coordinate and facilitate communication between businesses in the Des Moines Metropolitan area wishing to make contact with businesses in the sister cities, and to coordinate business and trade inquiries from Des Moines Sister Cities directed to potential trading and business partners in the municipalities.
4. To assist individuals and educational institutions in the Des Moines Metropolitan area in acquiring and exchanging professional and technical skills with individuals and institutions in sister cities.
5. To develop an awareness of the international Sister Cities Program, its goals, missions, and accomplishments, and to create a bridge of understanding between different cultures of the world.

member who serves on a committee shall be formally appointed to such committee for a standard term to be defined by the Commission.

6. The Commission shall keep and maintain a true and complete record of its activities, including minutes of all meetings and actions, reflective of discussions and decisions on each issue or action, and showing the vote of each member on each question, or, if absent and failing to vote, indicating that fact. All Commission meetings shall be governed by the Iowa Open Meetings Law (Chapter 21 of the Code of Iowa).

## V. POWERS

The Commission shall have and may exercise the following powers:

1. To make and enforce rules and regulations for the conduct of its business and affairs, and for the expenditure of funds available to the Commission.
2. To contract for the expenditure of funds for activities, supplies, travel, and events as necessary to promote the purposes of the Commission as set forth herein, up to but not exceeding the budget available to the Commission during any fiscal period.
3. To contract for personnel on a part time or full time basis, subject to a specific allocation of funding for such purpose, and subject to the total yearly budgetary allocations available to the Commission from the municipalities.
4. To accept grants, gifts, and contributions from public bodies and private persons, firms, or corporations to assist the Commission in the accomplishment of its goals.
5. The Commission shall not have the power to purchase or contract for the purchase of real estate, nor to bind the municipalities to any expenditure of funds beyond that which, is contained in the then current operating budget of the Commission.

## VI. FINANCING

1. The Commission shall prepare a yearly operating budget based upon a fiscal year beginning July 1. The budget for the next succeeding fiscal year shall be adopted by the Commission no later than December 1st and shall thereafter be presented to each of the municipalities for their review and approval prior to December 15th of each year. The Commission shall request that each municipality provide in its operating budget for its share of the Commission budget based upon the formula set forth herein, or in an amendment to this agreement.
2. Each municipality's share of the Commission's general operating budget, exclusive of travel expenses, shall be based on a per capita levy, using the last available Federal census for each municipality, (i.e., Population of municipality divided by total population of all participating municipalities.) In addition to the general operating budget, each municipality may allocate funds to be used specifically for travel purposes for its representative or representatives to the Commission, or for elected and/or appointed representatives of the municipality who participate in Commission activities. No municipality may utilize or borrow against travel funds provided by another municipality without approval of that municipality. The Commission treasurer shall establish a separate travel account for each municipality. Any funds remaining in the travel account of a municipality at the end of any fiscal year shall be kept in trust for that municipality, available to be spent for such purpose in succeeding years.

## IX. MISCELLANEOUS

1. All notices and other communications hereunder shall be in writing, and shall be hand delivered or sent by U.S. Mail, addressed as follows:

Attention: Mayor  
City of Des Moines  
400 Robert D. Ray Drive  
Des Moines, Iowa 50309-1891

Attention: Mayor  
City of Urbandale  
3600 86th Street  
Urbandale, Iowa 50322

2. This Agreement shall become effective upon filing with the Secretary of State of Iowa and the Recorder of Polk County, Iowa.

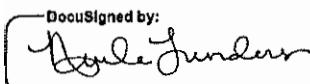
IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the days and dates set forth below.

Signed: September 6, 2022 \_\_\_\_\_, 2022

### CITY OF URBANDALE, IOWA

By:   
Bob Andeweg, Mayor

Attest:

  
Nicole Lunders, City Clerk

Authorized by Resolution 225-2022 passed by the Urbandale City Council on September 6, 2022.

**CITY OF WINDSOR HEIGHTS, IOWA**

By \_\_\_\_\_  
Mike Jones, Mayor

Attest:

Travis Cooke, City Clerk

Authorized by Motion or Resolution No. \_\_\_\_\_ passed by the Windsor  
Heights City Council on \_\_\_\_\_, 2022.



## **SERVING THE CITY OF DES MOINES AS A GREATER DES MOINES SISTER CITIES COMMISSIONER**

If you have any questions, please contact [SISTERCITIES@dmgov.org](mailto:SISTERCITIES@dmgov.org) or if you are interested in serving on the Commission, please complete the [Online Board Application Form](#).

### **ABOUT THE COMMISSION**

The SCC was created to foster relationships and to make introductions for economic, educational, and cultural cooperation between Des Moines and other communities around the globe, and for the coordination of sister city activities.

The SCC is currently structured under a business model led by a Chair and Vice Chair with committees, subcommittees, chairpersons, and committee members made up of Commission members and volunteers supporting our sister city committees, education, finance, and marketing. In addition to receiving a fiscal budget from the City of Des Moines, a separate, nonprofit organization, Friends of Greater Des Moines Sister Cities, has been created for fundraising. The Commission meets monthly on the second Tuesday from 5:00 to 6:00 PM with [attendance requirements](#).

### **APPOINTMENTS**

The SCC strives to appoint members who are interested, well-qualified, and free from bias or conflict of interest. Appointments are made without discrimination based on race, color, sex, religion, age, national origin, marital status, familial status, sexual orientation, or physical or mental disability unrelated to ability. Additional standards of selection are based upon how applicants' skills apply to the commission's mission, functions and current and ongoing projects.

The Commission has up to fifteen members from the city of Des Moines appointed by the City Council. The cities of Norwalk, Windsor Heights, Cumming, Ankeny and Johnston have one member appointed by the city council of each city. The Mayor of Des Moines is honorary Chair of the Commission. Des Moines Commissioners are appointed for (5) year terms, with a maximum of two (2) complete terms. Member cities' representatives are not subject to term limits.

To properly represent our citizens, members must have ample time to not only attend meetings, but also to participate on committees and support local events. If you find you are unable to fulfill the requirements of a Commissioner, you can still become involved as a volunteer.

## TRAVEL EXCHANGES

Ideally, travel to and from each of our sister cities occurs alternately each year – meaning, we visit every other year, and they visit the years between. Each visit has a different, specific purpose depending on the relationship.

The Commission funds travel for Des Moines representatives to a sister city for up to two (2) Commissioners. Most often this is the Chairperson of the Commission and the Chair of the City Committee. Member cities are responsible for funding travel for their representatives. Other Commissioners may be able to participate at their own expense depending on the purpose of the delegation.

A visiting sister city delegation may be here from 1 to 7 days. This requires a full schedule of programs and entertainment which can take weeks to plan and prepare. All committee members for the visiting city are expected to participate in planning and participation on arrival. Other Commission members are also expected to assist in some manner with each visiting delegation.

## NON-TRAVEL EXCHANGES AND OTHER EVENTS

To keep our city relationships strong, we also participate in exchanges that do not require travel. For example, art students in Stavropol, Russia occasionally send us paintings, which have been displayed at the Iowa State Fair.

We also have participated in local events, such as manning a booth at the Des Moines Arts Festival and giving scholarships to students traveling to one of our sister cities with whom the Des Moines Public Schools has an exchange program. The Commission will also play a role in assisting the nonprofit organization with its fundraising efforts.

We are working with the Des Moines Public Schools to create non-travel student exchange programs with each of our sister cities.

## SPECIFIC SKILLS NEEDED ON THE COMMISSION

Any of the following skills and/or experience are highly desired, but not required.

Leadership	Fundraising	Marketing
Event Planning	Social Media	Email
Foreign Language	Translator	Graphic Design
Writing/Editing	Internet Research	International Travel
Microsoft Office	Other Board service	Diplomatic Training/Education

## SERVICE ON THE COMMISSION

Greater Des Moines Sister Cities Commissioners are charged with responsibility for the growth and development of our Sister Cities. As a body, this includes:

- Maintaining continual communication with each sister city
- Advancing economic development of our partner cities
- Fostering and promoting cultural and educational exchange programs
- Creating public awareness of our Des Moines Sister Cities Commission

As a body and individually, this requires:

- Supporting goals of each sister city committee by contributing to and participating in events furthering those goals
- Following through on responsibilities
- Teamwork and team-building, which includes at times taking a leadership role and at others a supportive role
- Understanding of Commissioner roles and expectations, which includes participation in discussions, committees and in planning and carrying out events
- Gaining an understanding and training in protocol on behalf of the Commission and with each sister city
- Basic understanding of government and government regulations
- Making recommendations to City leaders of goals, objectives, and programs to best manage the relationships and success of our Sister City relationships
- Understanding the budget, funding, and strategies for advancing our Sister Cities' mission
- Developing a workable budget for our selected cities
- Supporting the Friends organization through promoting, stimulating, facilitating, and coordinating fundraising activities
- Exploring and developing future Sister City relationships

The following qualities are representative of an effective Commissioner and should be displayed at all times while engaged in Sister Cities activities:

- Servant leadership approach
- Positive attitude
- Time management
- Self-management
- Articulate and concise communications skills

- Resilience, tolerance, and flexibility
- Critical thinking and decision-making skills
- Attention to detail



**STAFF REPORT  
CITY COUNCIL**  
March 20, 2023

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

**GENERAL INFORMATION**

In October of 2022, it was requested that Council discuss moving Beggars' Night, which is celebrated annually the night before Halloween.

As noted in that October memo, Beggars' Night, like Halloween, is not an official holiday of any Des Moines Metro municipality, including Windsor Heights. Rather, it is recognized as a community tradition and cities often create a city calendar event and post some safety tips for trick or treating on social media.

Last year, Bondurant voted to change Beggars' Night to the last Saturday in October. This was after they conducted a community survey and discussed it at council meetings. The reason for changing the date was, among other things, a desire to keep a static date on the weekend as Beggars' Night falling on a weekday is inconvenient for parents and also dampens the spirits of children, as having school the day after trick or treating can be discouraging.

With it being March, there is sufficient time to survey the community on their thoughts about potentially changing Beggars' Night to the last Saturday of October.

**SUMMARY**

Council should discuss whether or not they want the community surveyed on potentially changing Beggars Night to the last Saturday of October.

**ATTACHMENTS**

None



**STAFF REPORT  
CITY COUNCIL**  
March 20, 2023

TO: CITY COUNCIL  
FROM: Rachelle Swisher, Finance Director - Interim City Administrator  
SUBJECT: FY24 Budget Discussion

**GENERAL INFORMATION**

*Changes to the Proposed FY24 Budget*

With the passing of Senate File 181, a loss of \$103,502 in revenue occurred for the FY24 budget.

I sat down with staff, and we were able to find areas of the budget that could be decreased that would result in the least amount of disruption to city services. The budget has been reduced by \$103,000. The information on which areas and the amount of the reductions is as follows:

Police Salaries & Benefits: \$19,000

Fire Salaries & Benefits: \$24,000

CEC Salaries & Benefits: \$25,000

Legal Fees: \$35,000

When I first put the budget together, I intentionally set the new Police & Fire Chief salaries at the top of the ranges. The new budget numbers reflect what will most likely occur. The decrease to the CEC Salaries & Benefits line just better reflects the current cost center allocations for Public Works employees. The Legal Fees line was increased last year to \$100,000 due to litigation issues, but I feel we can lower the expense line for FY24 based on our current environment.

The Department pages have been updated and any changes are highlighted.

The only other change that I made was to the ERP. I have removed the purchase of one of the International Dump Trucks from FY23. I then added the purchase of this truck to FY24. I also

moved the purchase of the John Deere endloader to FY25 and changed the cost to \$200,000, to better reflect what this might cost in the future. Please remember that the ERP is essentially just direction on what the money in this account could be used for. If you decide in FY24 not to purchase something, the funds will stay in the account and the item will move to another year.

Budget Link: [FY24 Proposed Budget](#)



**STAFF REPORT  
CITY COUNCIL  
March 20, 2023**

TO: CITY COUNCIL  
FROM: Rachelle Swisher, Finance Director - Interim City Administrator  
SUBJECT: Consideration of Resolution No. 2023-20 - A Resolution Setting Time and Place for a Public Hearing on the Proposed Budget for Fiscal Year 2023-2024

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. Resolution No. 2023 - 20 A Resolution to Set a Date for A Public Hearing on the Budget

## **RESOLUTION NO. 2023-20**

### **A RESOLUTION SETTING TIME AND PLACE FOR A PUBLIC HEARING ON THE PROPOSED BUDGET FOR FISCAL YEAR 2023-2024**

**WHEREAS**, the City Council of the City of Windsor Heights is preparing the annual budget for the Fiscal Year 2023-2024; and

**WHEREAS**, The Code of Iowa requires cities to hold a public hearing on proposed budgets; and

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

Section 1. This Council will meet at 1133 66<sup>th</sup> Street, Windsor Heights, IA 50324, on the 3<sup>rd</sup> day of April, 2023, at 6:00 p.m. at which time and place it will hold a public hearing on the proposed Budget for Fiscal Year 2023-2024.

Section 2. The City Clerk shall post notice of said hearing, which posting shall be at the three public places in said City which have been permanently designated by ordinance, and such posting shall not be less than ten (10) days nor more than twenty (20) days prior to the date set for the hearing.

Passed and approved this 20<sup>th</sup> day of March, 2023.

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\_\_\_\_\_  
Mike Jones, Mayor

ATTEST:

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



**STAFF REPORT  
CITY COUNCIL  
March 20, 2023**

TO: CITY COUNCIL  
FROM: Mike Jones, Mayor  
SUBJECT: Mayor, Council Reports and Committee Updates, and Administration Reports

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. Mayor's Report 3-15-2023
2. February 2023 Fire Department Report



## MAYOR'S REPORT

Report Covers February 17<sup>th</sup> – March 15<sup>th</sup>, 2023

- There is a planning and zoning board opening and the posting has been advertised on social media. I've also reached out to Council to pass on the application. I would like this to stay open until the 24<sup>th</sup> and then to nominate someone for the next scheduled Council meeting.
- On February 23<sup>rd</sup>, Councilors Jones and Campbell, Captains Meyer and Boyle and Chief Ouverson went through resumes for police and fire chiefs. We recommended three candidates for each position and interviews will take place over the next month, with hopes that both positions are filled by the end of April.
- March 10<sup>th</sup> the Public Works Committee met and we made a recommendation to purchase one dump truck/snow plow. As the truck might not arrive in 2024, it will give us an opportunity to reevaluate whether or not our trucks/plows should be on a 10 year ERP schedule or whether that timeframe can be extended. Jason and Bill were kind enough to provide us extensive maintenance records which will continue to be maintained until we receive the new truck. When we do receive the new truck, we will reevaluate the ERP and consider purchasing another one.
- On March 13<sup>th</sup> Councilors Jones, Harms and I met to discuss personnel recommendations, following Captain Meyer's retirement and Captain Boyle's job in Clive. We expect to discuss things at both personnel/finance and public safety in the coming months.
- On March 14<sup>th</sup>, I reached out to MidAmerican about their interest in contributing to our upcoming Earth Day celebration. I will also inquire as to the information requested last year about the City's energy usage.
- Also, on the 14<sup>th</sup>, I attended the Metropolitan Advisory Committee to receive a legislative update about all of the **great** work being done at the Capitol. We were supposed to hear from our local legislators but unfortunately, no one joined us.
- I think every elected official, myself included, has goals that they would like to accomplish prior to the year ending. This is the final year of the makeup of this Council, unless of course, the currently elected officials run for reelection and win. I am hopeful that when we can have police/fire chiefs hired by April and potentially a City Administrator by no later than June/July. That will leave us with 6 months to be able to focus on those goals. I appreciate staff and Council working hard to make extra meetings and residents that sit on committees dedicating their time to assist in filling our positions.



## Windsor Heights Fire Dept.

1133 66<sup>th</sup> Street

Windsor Heights, Iowa 50324

Office: 515-279-9450

Fax: 515-279-7760

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## February 2023 Report

### Work Areas

- We welcomed 3 new members to the WHFD this month. Collin Melody and Malcolm St. Clair are new paid-per-call members, and Lucas Stephenson is a new part-time member. They will work to complete their orientation and probation periods over the next few months. Welcome to the team!
- We worked with Safe Building to try and streamline and simplify the rental renewal/application process. The result should be quicker turnaround times for paperwork and inspections, less confusion, and fewer payments required of property owners. There were 54 active rental properties this month. 19 properties are with Safe Building waiting to pass inspection, 13 passed inspection, 22 registrations are still outstanding from this and previous months.
- Training topics for February included a Line of Duty Death (LODD) case study, our Medical Director Dr Poole presented education on writing reports and case studies, we reviewed how to use search markings, completed online training for cardiac emergencies, and reviewed how to do company inspections.
- This month only 1 preplan was updated. While this doesn't seem like many, this is due to full completion of preplan review last year. Only minor changes should be required this year as they are found or remodeled.

### Accomplishments/Activities

- FF/PM N. Evans and FF/EMT J. Evans attended a Red Card Class in Peoria, AZ in preparation for the wildfire season around the country. This consisted of online pre-requisite classes through National Wildfire Coordinating Group to obtain the S-130, S-180, and S-190 certifications, an in-person classroom session, hands-on skills, and scenarios as well as a pack test (45 Minutes to complete a 3-mile hike with a 50 lbs. pack on).
- FF/EMT Price started course work to obtain his Advanced EMT certification. This is an intermediate level class between EMT and Paramedic that will allow him to perform some advanced skills and administer more medications.
- FF/EMT Mitchell is now halfway through paramedic class and working through clinical and ride time.

## DUTY - PRIDE - TRADITION

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

- Crews enjoyed a couple days of nice weather by visiting Colby Park and showing the ambulance to children who were out playing.
- A few tours dropped by the station, including a group of girl scouts who were very interested in meeting Mary, one of our female firefighters, and of course Ember too.
- FF/PM Foreman left the department after serving in both part-time and full-time capacities since 2014. We thank him for his over 8 years of dedicated service.

### **Calls**

- A553 responded to a rollover on 70th street. All occupants self extricated and no major injuries were noted. (Jones, Merseal)
- A553 & Clive L325 were dispatched to the Salvation Army in Clive for a fall outside of the store. Crews assessed the patient and bandaged their wound to control bleeding. Upon further evaluation, some concerning things were found on the patient's ECG. The patient was transported to a local hospital for stitches and follow-up with the ECG findings found by medics. (Evans, Price)
- A553 was dispatched for breathing problems. When we arrived, the patient seemed to be having some difficulty breathing. His vitals were checked and his O2 levels were very low. His heart was also dropping to a very slow rate and spiking to a high rate. He was transported to a local hospital by ambulance. (Evans, Price)
- E551 was dispatched to Clive for a MVC involving a building. Upon arrival, E551 found an SUV that had been driven through a living room wall. No injuries were noted. (Merseal, Jones, Johnson)
- A553 was dispatched to WDM for an MVC w/ Entrapment and multiple victims. We were one of several ambulances that responded and treated patients on scene. A trauma alert was requested for our patient that was transported. (Merseal, Jones, Stephenson)
- E551 was dispatched to 73<sup>rd</sup> and University for a vehicle fire. Upon arrival, fire was noted in the engine compartment. E551 was able to keep the damage to the engine compartment and extinguish the fire. (Merseal, Jones, Johnson)

## **DUTY - PRIDE - TRADITION**

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

