



**AGENDA**  
**REGULAR MEETING OF THE**  
**WINDSOR HEIGHTS CITY COUNCIL**  
**Monday, April 17, 2023 - 6:00 PM**  
**WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST or VIA**  
**ZOOM by registering in advance for this meeting:**  
**<https://us02web.zoom.us/j/7832856334>**

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

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

1. **Call to Order/Roll Call/Pledge of Allegiance**
2. **Approval of the Agenda**
3. **Public Hearing:**
  - A. Public Hearing on Proposed Contract Documents and Estimated Costs for Repair or Improvement - Colby Park Phase I Improvements
  - B. Consideration of Proposed Contract Documents and Estimated Costs for Repair or Improvement - Colby Park Phase I Improvements
4. **Public Forum:** This is time set aside for comments from the public on topics of City business other than those listed on the agenda. No action may be taken. Please come to the podium, state your name and address for the record and keep your comments to no more than 5 minutes.
5. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
  - A. Approve Minutes of the Regular Council Meeting on April 3, 2023
  - B. Approve Payment of Claims
  - C. Approve Financial Reports
  - D. Approve Liquor License - Hy-Vee Club Room - 7101 University Avenue
6. **New Business:**
  - A. Consider Approval of Police Department Former Fleet Vehicles Transfer to the Des Moines Area Community College (DMACC) Criminal Justice Program for Use in Ongoing Student Training
  - B. Consideration of Resolution No. 2023-24 - A Resolution in Support of Grow Solar Polk County 2023 Group Buy In - Windsor Heights
  - C. City Administrator Recruitment Discussion - Mark Peterson, Vice President - GovHR

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.

7. **Reports:**

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

i Fire Department Monthly Report

ii Police Department Monthly Report

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. Council will Convene into Closed Session

B. The Council will Convene into Open Session

C. Consideration of Resolution No. 2023-25 - A Resolution Approving the Mayor's Appointment of Pete Roth to the Position of Police Chief

9. **Adjourn**

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



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

TO: CITY COUNCIL  
FROM: Justin Ernst, City Engineer  
SUBJECT: Public Hearing on Proposed Contract Documents and Estimated Costs for Repair or Improvement - Colby Park Phase I Improvements

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

None



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

TO: CITY COUNCIL  
FROM: Justin Ernst, City Engineer  
SUBJECT: Consideration of Proposed Contract Documents and Estimated Costs for Repair or Improvement - Colby Park Phase I Improvements

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. Colby Park Letter of Recommendation
2. Colby Park Phase 1 Bid Tab



Real People. Real Solutions.

430 E Grand Avenue  
Suite 101  
Des Moines, IA 50309

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

04/13/2023

City of Windsor Heights  
1145 66th Street Suite 1  
Windsor Heights, Iowa 50324

RE: Colby Park, Phase 1 Improvements  
Recommendation of Award  
Project No.: 0A1.127459

Dear Rachelle Swisher:

At 10:00 A.M on April 11, 2023 bids were received for the Colby Park, Phase 1 Improvements project. The Engineer's Estimate for the total base bid plus alternate A was \$941,564.00 and the Engineer's Estimate for total base bid plus alternate B was \$894,820.00. One bid was received. All bidders were responsive, and bids are summarized as follows:

Bidder	Total Base Bid	Total Base Plus Alternate A	Total Base Plus Alternate B
Ryan Companies US, Inc.	\$1,233,215.60	\$1,432,532.20	\$1,355,852.60

The bid received from Ryan Companies US, Inc. was 40.97% above the engineers' estimate for the project, and was determined to be the lowest responsive, responsible bidder. Bolton & Menk, Inc. has reviewed the bid documents submitted and checked references on this bidder and was satisfied with responses given.

Therefore, Bolton & Menk, Inc. provides the following options:

- Option 1: Award Colby Park, Phase 1 Base Bid to Ryan Companies US, Inc. for \$1,233,215.60
- Option 2: Award Colby Park, Phase 1 Base Bid plus Alternate B to Ryan Companies US, Inc. for \$1,355,852.60
- Option 3: Reject bid and rebid at a later date in 2023 for construction in 2024.

The bid tabulation is attached for your use.

Feel free to contact me should there be any questions related to this project.

Sincerely,

A handwritten signature in blue ink that reads "Justin Ernst".

Justin Ernst  
Project Manager  
BOLTON & MENK, INC.  
cc: File w/attachment

**TABULATION OF BIDS**

Colby Park, 2023 Phase 1 Improvements  
 City of Windsor Heights, Iowa  
 BMI Project No.: 0T6.128908

430 E Grand Avenue  
 Suite 101  
 Des Moines, IA 50309  
 (515) 259-9190



04/11/2023 @ 10:00 AM

Item No.	Description	Unit	Quantity	Engineer's Estimate		Ryan Companies US, Inc.	
				Bolton & Menk, Inc.	Amount	Unit Price	Amount
1	CLEARING AND GRUBBING	LS	1	\$1,100.00	\$1,100.00	\$5,960.00	\$5,960.00
2	TOPSOIL, COMPOST AMENDED	CY	270	\$90.00	\$24,300.00	\$10.00	\$2,700.00
3	EXCAVATION, CLASS 10	CY	550	\$20.00	\$11,000.00	\$15.00	\$8,250.00
4	SUBGRADE PREPARATION	SY	240	\$4.00	\$960.00	\$8.00	\$1,920.00
5	SUBBASE, MODIFIED, 6 IN	SY	240	\$12.00	\$2,880.00	\$30.00	\$7,200.00
6	SUBDRAIN, HDPE, 6"	LF	425	\$25.00	\$10,625.00	\$66.00	\$28,050.00
7	SUBDRAIN CLEANOUT, 6"	EA	6	\$500.00	\$3,000.00	\$1,357.00	\$8,142.00
8	WATER MAIN, TRENCHED, C900 DR18 PVC, STAB JOINT, 8", WITH TRACER WIRE	LF	222	\$80.00	\$17,760.00	\$117.00	\$25,974.00
9	FITTINGS, 8"	LB	366	\$20.00	\$7,320.00	\$40.00	\$14,640.00
10	NEW WATER SERVICE, PEX, 1"	LF	20	\$40.00	\$800.00	\$274.00	\$5,480.00
11	FLUSHING DEVICE (BLOW OFF), MIN 2 IN DIAMETER, TEMPORARY TAP AND DEVELOPMENT FEE, NEW WATER SERVICE TAP	EA	1	\$2,400.00	\$2,400.00	\$3,003.00	\$3,003.00
12	PREPARE EXCAVATION FOR TAPPING SLEEVE AND VALVE	EA	1	\$700.00	\$700.00	\$7,945.00	\$7,945.00
13	MANHOLE ADJUSTMENT, MINOR, WRA	EA	1	\$2,200.00	\$2,200.00	\$2,192.00	\$2,192.00
14	MANHOLE ADJUSTMENT, MINOR	EA	2	\$2,000.00	\$4,000.00	\$733.00	\$1,466.00
15	CONNECTION TO EXISTING STORM PIPE	EA	2	\$2,000.00	\$4,000.00	\$733.00	\$1,466.00
16	REMOVE INTAKE	EA	1	\$1,000.00	\$1,000.00	\$2,291.00	\$2,291.00
17	PAVEMENT, PCC, 7 IN	SY	155	\$85.00	\$13,175.00	\$189.00	\$29,295.00
18	CURB AND GUTTER, 2 FT, 7 IN	LF	150	\$55.00	\$8,250.00	\$105.00	\$15,750.00
19	REMOVAL OF SIDEWALK	SY	35	\$15.00	\$525.00	\$142.00	\$4,970.00
20	SIDEWALK, PCC, 5 IN	SY	290	\$60.00	\$17,400.00	\$105.00	\$30,450.00
21	SIDEWALK, PCC, 6 IN	SY	260	\$70.00	\$18,200.00	\$133.00	\$34,580.00
22	PAVEMENT REMOVAL	SY	670	\$16.00	\$10,720.00	\$45.00	\$30,150.00
23	PAVEMENT REMOVAL, TENNIS COURT	SY	1440	\$15.00	\$21,600.00	\$38.00	\$54,720.00
24	CURB AND GUTTER REMOVAL	LF	52	\$15.00	\$780.00	\$28.00	\$1,456.00
25	TEMPORARY TRAFFIC CONTROL	LS	1	\$5,000.00	\$5,000.00	\$2,803.00	\$2,803.00
26	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING	AC	0.4	\$5,000.00	\$2,000.00	\$6,869.00	\$2,747.60
27	SOD	SQ	64	\$100.00	\$6,400.00	\$145.00	\$9,280.00
28	DECIDUOUS TREE	EA	3	\$650.00	\$1,950.00	\$604.00	\$1,812.00
29	SWPPP PREPARATION	LS	1	\$4,000.00	\$4,000.00	\$2,548.00	\$2,548.00
30	SWPPP MANAGEMENT	LS	1	\$1,000.00	\$1,000.00	\$4,586.00	\$4,586.00
31	FILTER SOCK, 8"	LF	645	\$3.00	\$1,935.00	\$3.00	\$1,935.00
32	EROSION CONTROL MULCHING, HYDRO MULCHING	AC	0.8	\$2,000.00	\$1,600.00	\$3,185.00	\$2,548.00
33	INLET PROTECTION DEVICE, DROP IN	EA	2	\$500.00	\$1,000.00	\$318.00	\$636.00
34	TEMPORARY FENCE, ORANGE MESH SAFETY, 48"	LF	850	\$5.00	\$4,250.00	\$9.00	\$7,650.00
35	MOBILIZATION	LS	1	\$85,000.00	\$85,000.00	\$4,109.00	\$4,109.00
36	STEEL BENCH	EA	4	\$2,000.00	\$8,000.00	\$2,513.00	\$10,052.00
37	LITTER RECEPTACLE	EA	2	\$2,000.00	\$4,000.00	\$2,290.00	\$4,580.00
38	BIKE RACK	EA	4	\$800.00	\$3,200.00	\$1,036.00	\$4,144.00
39	WATER FOUNTAIN	EA	1	\$9,000.00	\$9,000.00	\$12,094.00	\$12,094.00
40	METER PIT	EA	1	\$12,000.00	\$12,000.00	\$2,960.00	\$2,960.00
41	BASKETBALL HOOP	EA	2	\$6,000.00	\$12,000.00	\$7,316.00	\$14,632.00
42	TENNIS COURT	LS	1	\$150,000.00	\$150,000.00	\$291,647.00	\$291,647.00
43	PICKLEBALL COURT	LS	1	\$100,000.00	\$100,000.00	\$166,134.00	\$166,134.00
44	SPORT COURT ELECTRICAL	LS	1	\$190,000.00	\$190,000.00	\$356,076.00	\$356,076.00
<b>TOTAL BASE BID</b>					<b>\$789,030.00</b>		<b>\$1,233,215.60</b>
<b>ALTERNATE A</b>							
A1	CLEARING AND GRUBBING	LS	1	\$9,000.00	\$9,000.00	\$7,257.00	\$7,257.00
A2	TOPSOIL, COMPOST AMENDED	CY	50	\$90.00	\$4,500.00	\$14.00	\$700.00
A3	EXCAVATION, CLASS 10	CY	220	\$20.00	\$4,400.00	\$13.00	\$2,860.00
A4	SUBGRADE PREPARATION	SY	615	\$4.00	\$2,460.00	\$7.00	\$4,305.00
A5	SUBBASE, MODIFIED, 6 IN	SY	615	\$12.00	\$7,380.00	\$26.00	\$15,990.00
A6	REMOVAL OF STORM SEWER, RCP, 12 IN	LF	22	\$20.00	\$440.00	\$169.00	\$3,718.00
A7	MANHOLE ADJUSTMENT, MINOR	EA	1	\$2,000.00	\$2,000.00	\$626.00	\$626.00
A8	INTAKE ADJUSTMENT, MINOR	EA	1	\$4,000.00	\$4,000.00	\$626.00	\$626.00
A9	PAVEMENT, PCC, 7 IN	SY	520	\$85.00	\$44,200.00	\$102.00	\$53,040.00
A10	CURB AND GUTTER, 2 FT, 7 IN	LF	24	\$55.00	\$1,320.00	\$848.00	\$20,352.00
A11	REMOVAL OF SIDEWALK	SY	115	\$15.00	\$1,725.00	\$121.00	\$13,915.00
A12	SIDEWALK, PCC, 5 IN	SY	148	\$60.00	\$8,880.00	\$131.00	\$19,388.00
A13	SIDEWALK, PCC, 6 IN	SY	33	\$70.00	\$2,310.00	\$238.00	\$7,854.00
A14	DETECTABLE WARNING	SF	26	\$60.00	\$1,560.00	\$31.00	\$806.00
A15	PAVEMENT REMOVAL	SY	4	\$16.00	\$64.00	\$38.00	\$152.00

A16	CURB AND GUTTER REMOVAL	LF	372	\$15.00	\$5,580.00	\$24.00	\$8,928.00
A17	PAINTED PAVEMENT MARKINGS, SOLVENT/WATERBORNE	STA	3.2	\$200.00	\$640.00	\$398.00	\$1,273.60
A18	PAINTED SYMBOLS AND LEGENDS	EA	2	\$500.00	\$1,000.00	\$109.00	\$218.00
A19	TEMPORARY TRAFFIC CONTROL	LS	1	\$5,000.00	\$5,000.00	\$3,519.00	\$3,519.00
A20	SOD	SQ	51	\$100.00	\$5,100.00	\$124.00	\$6,324.00
A21	DECIDUOUS TREE	EA	7	\$650.00	\$4,550.00	\$672.00	\$4,704.00
A22	FILTER SOCK, 8"	LF	475	\$3.00	\$1,425.00	\$2.00	\$950.00
A23	INLET PROTECTION DEVICE, DROP IN	EA	2	\$500.00	\$1,000.00	\$272.00	\$544.00
A24	TEMPORARY FENCE, ORANGE MESH SAFETY, 48"	LF	700	\$5.00	\$3,500.00	\$8.00	\$5,600.00
A25	HANDRAIL, PAINTED	LF	90	\$150.00	\$13,500.00	\$162.00	\$14,580.00
A26	MOBILIZATION	LS	1	\$17,000.00	\$17,000.00	\$1,087.00	\$1,087.00
<b>TOTAL BASE PLUS ALTERNATE A</b>					<b>\$941,564.00</b>		<b>\$1,432,532.20</b>
<b>ALTERNATE B</b>							
B1	CLEARING AND GRUBBING	LS	1	\$500.00	\$500.00	\$2,929.00	\$2,929.00
B2	TOPSOIL, COMPOST AMENDED	CY	45	\$90.00	\$4,050.00	\$9.00	\$405.00
B3	EXCAVATION, CLASS 10	CY	90	\$20.00	\$1,800.00	\$13.00	\$1,170.00
B4	SUBGRADE PREPARATION	SY	395	\$4.00	\$1,580.00	\$7.00	\$2,765.00
B5	SUBBASE, MODIFIED, 6 IN	SY	395	\$12.00	\$4,740.00	\$26.00	\$10,270.00
B6	PAVEMENT, PCC, 7 IN	SY	295	\$85.00	\$25,075.00	\$88.00	\$25,960.00
B7	CURB AND GUTTER, 2 FT, 7 IN	LF	64	\$55.00	\$3,520.00	\$201.00	\$12,864.00
B8	REMOVAL OF SIDEWALK	SY	36	\$15.00	\$540.00	\$121.00	\$4,356.00
B9	SIDEWALK, PCC, 5 IN	SY	102	\$60.00	\$6,120.00	\$169.00	\$17,238.00
B10	SIDEWALK, PCC, 6 IN	SY	42	\$70.00	\$2,940.00	\$111.00	\$4,662.00
B11	DETECTABLE WARNING	SF	14	\$60.00	\$840.00	\$28.00	\$392.00
B12	PAVEMENT REMOVAL	SY	150	\$16.00	\$2,400.00	\$38.00	\$5,700.00
B13	CURB AND GUTTER REMOVAL	LF	93	\$15.00	\$1,395.00	\$24.00	\$2,232.00
B14	PAINTED PAVEMENT MARKINGS, SOLVENT/WATERBORNE	STA	2	\$200.00	\$400.00	\$299.00	\$598.00
B15	TEMPORARY TRAFFIC CONTROL	LS	1	\$2,000.00	\$2,000.00	\$1,087.00	\$1,087.00
B16	SOD	SQ	15	\$100.00	\$1,500.00	\$124.00	\$1,860.00
B17	DECIDUOUS TREE	EA	1	\$650.00	\$650.00	\$545.00	\$545.00
B18	FILTER SOCK, 8"	LF	580	\$3.00	\$1,740.00	\$2.00	\$1,160.00
B19	TEMPORARY FENCE, ORANGE MESH SAFETY, 48"	LF	400	\$5.00	\$2,000.00	\$8.00	\$3,200.00
B20	MOBILIZATION	LS	1	\$12,000.00	\$12,000.00	\$1,087.00	\$1,087.00
B21	TRASH ENCLOSURE	LS	1	\$30,000.00	\$30,000.00	\$22,157.00	\$22,157.00
<b>TOTAL BASE PLUS ALTERNATE B</b>					<b>\$894,820.00</b>		<b>\$1,355,852.60</b>
<b>TOTAL BASE BID PLUS ALTERNATE A AND B</b>					<b>\$1,047,354.00</b>		<b>\$1,555,169.20</b>

Denotes math error

**City of Windsor Heights Regular Business Meeting Minutes**  
**Monday, April 3, 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 Fire Chief Blake Boyle, and City Attorney Erin Clanton.

**2. Approval of the Agenda**

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

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

Interim Fire Chief Blake Boyle presented life saving awards to Brett Merseal and Brian Jones.

**4. Public Hearing:**

**A. Public Hearing on the Proposed Budget for Fiscal Year 2023-2024**

Motion by Threase Harms to Open the Public Hearing on the Proposed Budget for Fiscal Year 2023-2024 at 6:04 PM. Seconded by Joseph Jones. Motion passed 5-0.

No public comments written or oral.

Motion by Michael Libbie to Close the Public Hearing at 6:05 PM. Seconded by Joseph Jones. Motion passed 5-0.

**B. Consideration of Resolution No. 2023-21 - A Resolution Adopting FY 23-24 Budget**

Motion by Threase Harms to Approve Resolution No. 2023-21 - A Resolution Adopting FY 23-24 Budget. Seconded by Michael Libbie. Motion passed 5-0.

**5. Public Forum:**

None.

**6. Consent Agenda:**

Motion by Threase Harms to Approve the Consent Agenda Items A-E. Seconded by Michael Libbie. Motion passed 5-0.

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

**B. Approve Minutes of the Special City Council Meeting on March 27, 2023**

**C. Approve Minutes of the Council Work Session on March 29, 2023**

**D. Approve Payment of Claims**

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

**7. New Business:**

**A. Consideration of Fireworks Purchase(s) for Windsor Heights Fall Festival**

Motion by Threase Harms to Approve Fireworks Purchase in the amount of \$15,000 for Windsor Heights Fall Festival. Seconded by Michael Libbie. Motion passed 5-0.

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

Motion by Threase Harms to Approve Resolution No. 2023-23 - A Resolution Approving Expenditure of \$5,000 to the Windsor Heights Foundation for the Sponsorship of Summer Activities at Colby Park. Seconded by Susan Skeries. Motion passed 5-0.

**C. Consideration of City Administrator Search Firms**

Motion by Threase Harms to Approve entering into a Contract with GovHR for City Administrator Search Firms. Seconded by Joseph Jones. Roll call vote: Aye - Susan Skeries , Joseph Jones , Lauren Campbell , Threase Harms , Nay - Michael Libbie. Motion passed 4-1.

**8. Reports:**

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

**9. Adjourn**

Motion by Threase Harms to Adjourn the meeting at 6:53 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**  
April 17, 2023

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

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
AFLAC WORLD WIDE HEADQUARTERS	AFLAC ACC-PRETX	508.52	4069	4069	3/31/23
AIRGAS	OXYGEN	57.20	55168	55168	4/13/23
AMAZON CAPITAL SERVICES	KEY TAGS FOR KNOX BOXES	10.49	55169	55169	4/13/23
AMERITAS LIFE INS. CORP.	VISION INS	269.72	4067	4067	3/31/23
ARDICK EQUIP. CO. INC.	SQUARE POSTS	305.40	55170	55170	4/13/23
AUREON IT	OFFICE 365	1,548.10	55171	55171	4/13/23
BANKERS TRUST COMPANY	<i>See Vendor Activity Report</i>			55173	4/13/23
BOLTON & MENK	COLBY PARK DESIGN	134,518.50	55174	55174	4/13/23
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	606.70	55175	55175	4/13/23
BRICK GENTRY PC	MARCH LEGAL FEES	5,797.50	55176	55176	4/13/23
BULLSEYE, INC	PSB MARCH CLEANING	1,782.87	55177	55177	4/13/23
CATCH DES MOINES	28E HOTEL TAX PYMT	1,500.00	55178	55178	4/13/23
CENTURY LINK	TELEPHONE	132.19	55179	55179	4/13/23
CITY OF URBANDALE	CROSSING GUARD 28E	793.50	55180	55180	4/13/23
CLEARFLY	CELL PHONES	177.05	4104	4104	4/12/23
CLIVE POWER EQUIP.	MULCH BLADES	61.99	55181	55181	4/13/23
CRYSTAL CLEAR WATER CO.	WATER	59.94	55182	55182	4/13/23
DAIDA	PD RADIX	496.00	4105	4105	4/12/23
DES MOINES WATER WORKS	1145 66TH ST	82.84	55183	55183	4/13/23
DRAKE UNIVERSITY	PHASE 3 MEETING FACILITATION	3,750.00	55184	55184	4/13/23
EMPLOYEE BENEFIT SYSTEMS	MEDICAL INS	15,123.76	4107	4107	4/13/23
FEDERAL TAX DEPOSIT	FED/FICA TAX	22,785.68	4068	4068	3/31/23
FEDERAL TAX DEPOSIT	FED/FICA TAX	30,189.76	4102	4102	4/11/23
GALLS INC	CLOTHING ALLOWANCE	6.99	55185	55185	4/13/23
GCMOA	APRIL MTG TRAVIS/ADAM	35.00	55167	55167	4/11/23
GET SOME GUNS, LLC	CLOTHING ALLOWANCE	92.68	55186	55186	4/13/23
GRAINGER	SPRAYER PUMP	374.27	55187	55187	4/13/23
GRIMES ASPHALT & PAVING	STREET MAINTENANCE SUPPLIES	310.40	55188	55188	4/13/23
O'DONNEL ACE HICKMAN	SUPPLIES	68.38	55189	55189	4/13/23
HOTSY CLEANING SYSTEMS	SCHEDULED MAINTENANCE	423.32	55190	55190	4/13/23
HOTT OFF THE PRESS	MARCH NEWSLETTER	1,611.14	55191	55191	4/13/23
IA COMM. ASSURANCE POOL	REFUND OF OVERPAYMENT	108.10	55192	55192	4/13/23
ICMA RETIREMENT TRUST	ICMA	604.91	4065	4065	3/31/23
ICMA RETIREMENT TRUST	CITY CONTRIBUTION	1,280.26	4098	4098	3/30/23
ICMA RETIREMENT TRUST	CITY CONTRIBUTION	1,280.26	4100	4100	4/11/23
ICMA RETIREMENT TRUST	ICMA	22,163.89	25,329.32	4101	4/11/23
IOWA MUNICIPAL FINANCE OFFICER	SPRING CONFERENCE ADAM	145.00	55193	55193	4/13/23
INTERSTATE ALL BATTERY	BATTERIES	23.25	55194	55194	4/13/23
IOWA STATE UNIVERSITY	DTIMS ANNUAL MAINTENANCE	1,500.00	55195	55195	4/13/23
IOWA WORKFORCE DEV.	Q1 UNEMPLOYMENT	645.43	4099	4099	3/30/23
IPERS	PROTECT IPERS	42,530.26	4064	4064	3/31/23
ISOLVED BENEFIT SERVICES	FLEX - BENEFITS	580.77	4070	4070	3/31/23
ISOLVED BENEFIT SERVICES	FLEX - BENEFITS	580.77	4103	4103	4/11/23
KARL CHEVROLET	NEW VEHICLE EQUIPMENT	16,744.21	55196	55196	4/13/23
KELTEK INCORPORATED	NEW VEHICLE EQUIPMENT	186.45	55197	55197	4/13/23
KOCH OFFICE GROUP	COPIER LEASE	168.61	55198	55198	4/13/23
LOGAN CONTRACTORS SUPPLY	CONCRETE MIXER RENTAL	2,087.80	55199	55199	4/13/23
LOWE'S	MAILBOX POST/QUIKRETE	165.74	55200	55200	4/13/23
MEDIACOM BUSINESS	INTERNET	570.00	55201	55201	4/13/23
MERCY ONE CLIVE PHARMACY	MEDICAL SUPPLIES	125.81	55202	55202	4/13/23
MEYER, DEREK	BACKGROUND CHECKS TRAVEL EXP	381.17	55203	55203	4/13/23
MIDAMERICAN ENERGY	STREET LIGHTS	3,244.49	4106	4106	4/12/23
MIDWEST BREATHING AIR SYSTEMS	ANNUAL SCBA SERVICES	777.83	55204	55204	4/13/23
OMNI BILLING	MARCH EMS BILLING	2,052.78	55205	55205	4/13/23

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
PENDER, JIM	TIRE REPAIR	141.97	55166	3/30/23	
PREMIER AUTOMOTIVE	2020 DURANGO REPAIRS	1,419.27	55206	4/13/23	
PSYCHOLOGY ASSOCIATES	APPLICANT MMPI	275.00	55207	4/13/23	
QUALITY PEST CONTROL, INC	PEST CONTROL	95.00	55208	4/13/23	
RELIASTAR LIFE INS CO	BOWERS/NISSEN	150.00	55209	4/13/23	
ROY'S MOTOR SERVICE	23-00024 INVESTIGATION	180.00	55210	4/13/23	
SAFE BUILDING COMPLIANCE	BUILDING INSPECTIONS	3,967.02	55211	4/13/23	
SANDRY FIRE SUPPLY LLC	MITCHELL FIRE GEAR	2,919.50	55212	4/13/23	
SCOTTY'S BODY SHOP	VEHICLE REPAIRS	1,695.23	55213	4/13/23	
SKERIES, SUSAN	EMERG MGMT SYMPOSIUM	65.00	55214	4/13/23	
SPOTFREE CAR WASH	PD CAR WASHES	69.70	55215	4/13/23	
STANARD & ASSOC. INC.	TEST CERTIFICATES	8.00	55216	4/13/23	
STANDARD INSURANCE COMPANY	LIFE/LTD/STD	1,687.48	55217	4/13/23	
STAPLES	OFFICE SUPPLIES	106.60	55218	4/13/23	
THE SHREDDER	ON SITE SHREDDING	90.00	55219	4/13/23	
TRANSUNION RISK & ALTERNATIVE	MONTHLY CHARGES	150.00	55220	4/13/23	
TREASURER STATE OF IOWA	STATE TAXES	10,569.78	4066	4066	3/31/23
UNITYPOINT OCC MED SIOUX CITY	DOT DRUG TESTING	84.00	55221	55221	4/13/23
UPHDM OCCUPATIONAL MED	PREEMPLOYMENT PHYSICALS	1,331.25	55222	55222	4/13/23
UTILITY EQUIPMENT CO.	MANHOLE HOOK	60.00	55223	55223	4/13/23
CAPITAL ONE	STORAGE BINS	190.18	55224	55224	4/13/23
		=====	=====	=====	=====
		Accounts Payable Total	350,838.54		

## Payroll Checks

001	GENERAL	59,641.16
110	ROAD USE TAX	7,601.01
740	STORM WATER	2,163.23
		=====
		69,405.40
		=====
		69,405.40
		=====
		420,243.94
		=====

FUND	NAME	AMOUNT
001	GENERAL	219,172.38
110	ROAD USE TAX	32,223.83
112	EMPLOYEE BENEFITS	20,251.19
303	COLBY PARK	52,189.50
314	UNIVERSITY AVE ST PROJECT	147.00
319	2020 STREET PROJECTS	672.00
322	73RD STREET PROJECT	49,850.00
323	68TH ST	16,133.50
329	PUBLIC SAFETY PARKING LOT	85.00
350	CAPITAL EQUIPMENT FUND	19,850.16
610	SEWER	60.00
740	STORM WATER	9,609.38
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	TOTAL FUNDS	420,243.94

## ACCOUNTS PAYABLE VENDOR ACTIVITY

INVOICE NO	LN	DATE	PO NO	REFERENCE	TRACK		1099	NET	CHECK	PD DATE
					CD	GL ACCOUNT				
58 BANKERS TRUST COMPANY										
04132023 3526	1	4/13/23		ZOOM		001-610-6507		31.98	55173	4/13/23
04132023 3526	2	4/13/23		OFFICE SUPPLIES		001-620-6506		176.95	55173	4/13/23
04132023 3526	3	4/13/23		OFFICE SUPPLIES		001-620-6506		39.86	55173	4/13/23
04132023 3526	4	4/13/23		OFFICE SUPPLIES		001-620-6506		15.80	55173	4/13/23
04132023 3526	5	4/13/23		OFFICE SUPPLIES		001-620-6506		42.76	55173	4/13/23
04132023 3534	1	4/13/23		CONSTANT CONTACT		001-620-6373		70.00	55173	4/13/23
04132023 4788	1	4/13/23		TRAINING NORRIS/BOWERS		001-110-6230		378.00	55173	4/13/23
04132023 4788	2	4/13/23		TRAINING MILLER		001-110-6230		73.50	55173	4/13/23
04132023 4788	3	4/13/23		SHADOW BOX MEYER		001-110-6506		569.32	55173	4/13/23
04132023 4796	1	4/13/23		PEAT MOSS		001-130-6510		10.69	55173	4/13/23
04132023 4796	2	4/13/23		IPAD SCREEN REPAIR		001-160-6350		124.98	55173	4/13/23
04132023 4796	3	4/13/23		FD CPR CARDS		001-160-6230		10.00	55173	4/13/23
04132023 4796	4	4/13/23		PD CPR CARDS		001-110-6230		45.00	55173	4/13/23
04132023 5514	1	4/13/23		REMOTE SUPPORT SERVICES		001-615-6419		612.00	55173	4/13/23
04132023 7388	1	4/13/23		IT AVR USB		001-615-6507		775.10	55173	4/13/23
04132023 7388	2	4/13/23		BACKGROUND CHECK EXPENSE		001-110-6240		18.12	55173	4/13/23
04132023 7388	3	4/13/23		BACKGROUND CHECK EXPENSE		001-110-6240		221.04	55173	4/13/23
04132023 7940	1	4/13/23		CDL TRAINING		110-210-6230		895.00	55173	4/13/23
04132023 7940	2	4/13/23		GCMOA		001-620-6240		20.78	55173	4/13/23
04132023 7940	3	4/13/23		PESTICIDE LICENSE		001-430-6230		25.00	55173	4/13/23
-----										
BANKERS TRUST COMPANY										
4155.88										
-----										
***** REPORT TOTAL *****										
4155.88										



**STAFF REPORT  
CITY COUNCIL**  
April 17, 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 3/2023, FISCAL 9/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CASH - GENERAL	252,662.51-	269,328.46
110-000-1110	CASH - RUT	28,780.68-	39,929.51
112-000-1110	CASH - EMP BENEFIT FUND	29,106.69-	220,805.43
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	109,491.92	2,020,172.31
125-000-1110	CASH - TIF	1,479.50	639,058.37
145-000-1110	CASH - URBAN RENEWAL FUNDS	.00	80,387.92
200-000-1110	CASH - DEBT SERVICE	19,627.84	195,805.80
303-000-1110	CASH - COLBY PARK	79,975.00-	99,009.45-
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	651.50-	932,450.86-
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	1,512.00-	231,310.62
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	26,373.00-	294,833.80
323-000-1110	CASH - 68TH STREET	27,429.00-	83,328.00-
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	4,218.00-	25,881.50-
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	29,273.21-	83,614.19
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	473.40	101,173.79
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	90.52-	4,932.10
670-000-1110	CASH - LANDFILL/GARBAGE	3,386.34	7,693.35
740-000-1110	CASH - STORM WATER	18,302.31	300,338.58
810-000-1110	CASH - REVOLVING FUND	.00	.00
	CASH TOTAL	327,310.80-	4,636,278.94
001-000-1115	RESERVE CASH - COMM CENTER	.00	.00

001-000-1115

RESERVE CASH - COMM CENTER

.00

.00

**BALANCE SHEET**  
CALENDAR 3/2023, FISCAL 9/2023

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	49,655.56	3,506,160.41
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	49,655.56	13,367,388.90
001-000-1160	SAVINGS - 680-5592 - GENERAL	.00	.00
001-000-1161	SAVINGS - KWHB	2.19	3,029.11
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	32.03	9,375.52
115-000-1160	SAVINGS - PREF/DEA	1.64	3,879.13
	SAVINGS TOTAL	35.86	16,283.76
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	===== 277,619.38- =====	===== 18,139,996.15 =====

**REVENUE REPORT**  
CALENDAR 3/2023, FISCAL 9/2023

**PCT OF FISCAL YTD 75.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECDV	UNCOLLECTED
	GENERAL TOTAL	3,370,180.00	152,036.42	2,273,143.79	67.45	1,097,036.21
	ROAD USE TAX TOTAL	661,500.00	34,841.63	523,910.19	79.20	137,589.81
	EMPLOYEE BENEFITS TOTAL	906,678.00	26,720.39	502,309.14	55.40	404,368.86
	POLICE PENSION TOTAL	.00	.00	.00	.00	.00
	POLICE TRUST TOTAL	10,010.00	32.03	9,369.99	93.61	640.01
	POLICE PREFORFEITURE TOTAL	1,002.00	1.64	11.55	1.15	990.45
	EMERGENCY FUND TOTAL	.00	.00	.00	.00	.00
	LOCAL OPTION SALES TAX TOTAL	1,151,000.00	109,491.92	1,058,955.43	92.00	92,044.57
	TAX INCREMENT FINANCING TOTAL	2,023,310.00	1,479.50	998,902.71	49.37	1,024,407.29
	URBAN RENEWAL TOTAL	.00	.00	15,000.00	.00	15,000.00-
	DEBT SERVICE TOTAL	5,463,040.00	19,627.84	437,996.61	8.02	5,025,043.39
	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 3/2023, FISCAL 9/2023

**PCT OF FISCAL YTD 75.0%**

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	473.40	14,033.69	3.93	343,466.31

**REVENUE REPORT**  
CALENDAR 3/2023, FISCAL 9/2023

PCT OF FISCAL YTD 75.0%

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	24,159.62	248,315.82	70.85	102,184.18
	STORM WATER TOTAL	370,000.00	27,540.12	280,996.78	75.95	89,003.22
	REVOLVING FUND TOTAL	.00	.00	.00	.00	.00
TOTAL REVENUE BY FUND		=====	=====	=====	=====	=====
		18,836,246.00	396,404.51	6,742,037.11	35.79	12,094,208.89
		=====	=====	=====	=====	=====

**BUDGET REPORT**  
CALENDAR 3/2023, FISCAL 9/2023

PCT OF FISCAL YTD 75.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	2,218,925.00	179,524.42	1,499,033.91	67.56	719,891.09
	EMERGENCY MANAGEMENT TOTAL	9,570.00	2,925.70	9,486.29	99.13	83.71
	FIRE TOTAL	355,870.00	22,466.86	247,263.35	69.48	108,606.65
	AMBULANCE TOTAL	692,950.00	64,527.96	447,395.95	64.56	245,554.05
	BUILDING INSPECTIONS TOTAL	50,000.00	777.12	44,091.14	88.18	5,908.86
	ANIMAL CONTROL TOTAL	3,000.00	.00	2,976.75	99.23	23.25
	 PUBLIC SAFETY TOTAL	 3,330,315.00	 270,222.06	 2,250,247.39	 67.57	 1,080,067.61
	 ROADS, BRIDGES, SIDEWALKS TOTA	 527,201.00	 51,885.36	 416,230.86	 78.95	 110,970.14
	STREET LIGHTING TOTAL	67,000.00	4,331.69	37,261.77	55.61	29,738.23
	TRAFIG CONTROL & SAFETY TOTAL	5,500.00	.00	.00	.00	5,500.00
	SNOW REMOVAL TOTAL	286,449.00	17,382.97	127,332.80	44.45	159,116.20
	OTHER PUBLIC WORKS TOTAL	28,260.00	473.16	4,598.58	16.27	23,661.42
	 PUBLIC WORKS TOTAL	 914,410.00	 74,073.18	 585,424.01	 64.02	 328,985.99
	 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	 15,913.50	 47,740.50	 74.95	 15,959.50
	PARKS TOTAL	193,721.00	9,461.37	129,031.25	66.61	64,689.75
	COMMUNITY CTR/ZOO/MARINA TOTA	6,650.00	567.63	5,452.45	81.99	1,197.55
	SPECIAL EVENTS TOTAL	40,000.00	7,435.23	42,056.23	105.14	2,056.23
	COMMUNITY CENTER TOTAL	170,019.00	8,173.78	117,544.71	69.14	52,474.29
	 CULTURE & RECREATION TOTAL	 474,090.00	 41,551.51	 341,825.14	 72.10	 132,264.86
	 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	.00	28,454.00	88.92	3,546.00
	 COMMUNITY & ECONOMIC DEV TOTA	 298,372.00	 .00	 43,454.00	 14.56	 254,918.00
	 MAYOR/COUNCIL TOTAL	 58,200.00	 11,994.27	 55,853.73	 95.97	 2,346.27
	IT DEPARTMENT TOTAL	50,300.00	5,505.91	35,098.35	69.78	15,201.65
	CLERK/TREASURER/ADM TOTAL	672,855.00	66,889.89	525,600.82	78.12	147,254.18
	ELECTIONS TOTAL	1,000.00	.00	.00	.00	1,000.00
	LEGAL SERVICES/ATTORNEY TOTAL	100,000.00	5,618.75	35,835.80	35.84	64,164.20
	OTHER GENERAL GOVERNMENT TOTA	15,000.00	.00	.00	.00	15,000.00
	 GENERAL GOVERNMENT TOTAL	 897,355.00	 90,008.82	 652,388.70	 72.70	 244,966.30

**BUDGET REPORT**  
CALENDAR 3/2023, FISCAL 9/2023

PCT OF FISCAL YTD 75.0%

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	29,273.21	119,553.21	178.44	52,553.21-
	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	60,183.50	302,106.84	3.63	8,023,030.16
	PARKS TOTAL	.00	79,975.00	136,988.50	.00	136,988.50-
	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	169,431.71	1,293,049.35	14.16	7,836,941.65
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER/SEWAGE DISPOSAL TOTAL	28,250.00	90.52	15,704.14	55.59	12,545.86
	LANDFILL/GARBAGE TOTAL	358,000.00	20,773.28	278,454.44	77.78	79,545.56
	STORM WATER TOTAL	262,994.00	9,237.81	88,585.04	33.68	174,408.96
	ENTERPRISE FUNDS TOTAL	649,244.00	30,101.61	382,743.62	58.95	266,500.38
	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	675,388.89	5,723,690.96	22.91	19,259,265.04



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

TO: CITY COUNCIL  
FROM: Travis Ouverson, Interim Police Chief  
SUBJECT: Consider Approval of Police Department Former Fleet Vehicles Transfer to the Des Moines Area Community College (DMACC) Criminal Justice Program for Use in Ongoing Student Training

**GENERAL INFORMATION**

On March 21, 2022, Council approved the purchase of a fleet vehicle under the FY22 equipment replacement plan (ERP) for the Police Department. After checking with several Ford dealerships in Iowa and finding no viable alternatives, Chief McCluskey contacted Olathe Ford, in Olathe, Kansas who was awarded Kansas State vehicle contract purchasing in the past. Olathe Ford has several Ford Interceptor Utility vehicles (the same as what we currently maintain in our fleet) on order, and they had two vehicles available, which were purchased. This acquisition was finalized in the FY23 budget year as specified in a previous Council Action. Due to the age, condition, and lack of resale value, the Olathe dealer was not willing to take the two out-serviced vehicles in trade.

The following are the vehicles in question:

Vehicle ID	VIN	Vehicle Year	Vehicle Type	Assignment	Mileage
7225	0387	2013	Ford Explorer	Patrol Lieutenant	125,084
7228	1896	2016	Ford Explorer	Patrol	107,743

The auxiliary equipment from these vehicles was transferred to the newly purchased vehicles. This includes such items as radios, light bars, radar units, computer systems, etc. What remains is the basic Ford Utility Police Interceptor (Explorer) vehicle without police-specific electronic equipment. Due to high mileage and very heavy use, the resale value of these vehicles is very low and will take some effort just to try and sell them.

The Des Moines Area Community College (DMACC) expressed interest in obtaining these vehicles, via a donation from the city, to use in their Criminal Justice training programs. If approved, DMACC will publicize this donation. The DMACC Criminal Justice program provides associate degree level training to students as well as specialized training and

certification programs utilized by law enforcement agencies across the state. The Windsor Heights Police Department utilizes these specialty training programs to enhance the capabilities of this department.

Staff recommends approval of the transfer of these two fleet vehicles from the City of Windsor Heights to the Des Moines Area Community College to enhance their training capabilities and demonstrate our support of their efforts to improve law enforcement capabilities.

**SUMMARY**

**ATTACHMENTS**

None



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

TO: CITY COUNCIL  
FROM: Joseph Jones , Council Member  
SUBJECT: Consideration of Resolution No. 2023-24 - A Resolution in Support of Grow Solar Polk County 2023 Group Buy In - Windsor Heights

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. Resolution No. 2023-24 A Resolution Supporting Polk County Grow Solar 2023
2. Solarize Overview

**RESOLUTION 2023-24**  
**A RESOLUTION IN SUPPORT OF GROW SOLAR POLK COUNTY 2023**  
**GROUP BUY IN - WINDSOR HEIGHTS**

**WHEREAS**, the voluntary use of solar electricity by private citizens diversifies the electric supply for our City; and

**WHEREAS**, the voluntary use of solar electricity provides stability to the electric grid during peak power needs during the summer; and

**WHEREAS**, over time the use of solar electricity can help reduce peak demand during the summer and saves participating residents money on their electric bills, retaining that money within the City for further circulation; and

**WHEREAS**, solar electricity generation requires no fossil fuels, and reduces pollutants; and

**WHEREAS**, the City recognizes the promotional benefits of being an innovative and green-powered community.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Windsor Heights will support and endorse the Grow Solar program organized by The Nature Conservancy of Iowa and the Midwest Renewable Energy Association, all 501(c)3 nonprofit, grassroots organizations, in the following ways:

1. Assigning a City of Windsor Heights representative, as able, to the Solar Group Buy Advisory Committee whose prime responsibility is to review RFP requirements for solar installer, review and select solar installer and be available to advise on Group Buy performance.
2. Allowing the use of City of Windsor Heights logo on promotional materials.
3. Promoting the project details through email, website, flyers, social media, public access TV and other means as able and appropriate
4. Streamlining the solar installation permitting process for Group Buy participants
5. Use of City facilities to host community outreach meetings.

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

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

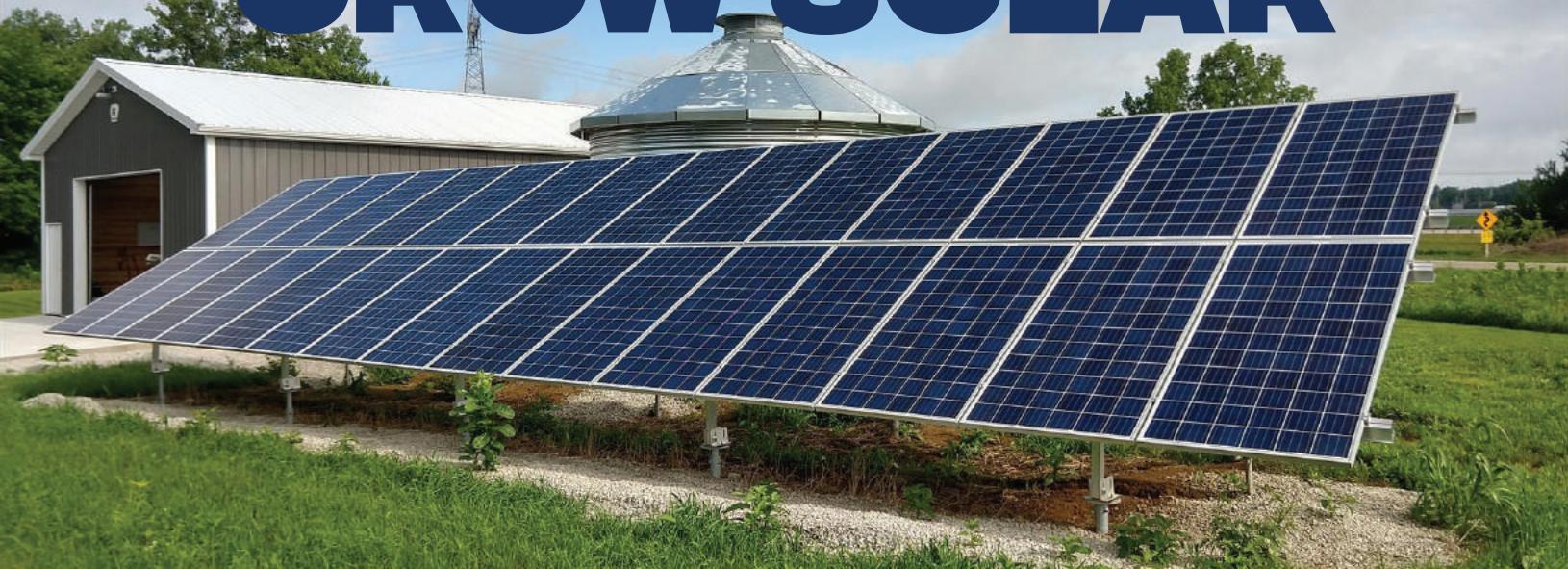
ATTEST:

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



# GROW SOLAR



## MIDWEST "GROW SOLAR" GROUP PURCHASE PROGRAMS

POWERED BY



### CONTACT:

#### Midwest Renewable Energy Association

Peter Murphy, Solar Program Manager

[peterm@midwestrenew.org](mailto:peterm@midwestrenew.org)

414-988-7963

### MORE:

[www.midwestrenew.org/solargroupbuy](http://www.midwestrenew.org/solargroupbuy)

[www.growsolar.org](http://www.growsolar.org)

# PROGRAM OVERVIEW

## Purpose:

Improve consumer understanding of the potential for solar energy investments on their home or business, increasing deployment of highest value/lowest cost solar energy in communities across the Midwest.

## Background:

Group Buys are important tools for scaling solar deployment in a market in a short period of time. When done correctly, they can be beneficial to everyone involved, including residents, businesses, local organizations, and jurisdictions. They work by aggregating demand for solar, usually in a small geographic area, achieving economies of scale. They lower the solar installers' "soft costs" further by providing up-front customer education en masse, leading to a higher-than-average conversion rate for solar leads. Home and business owners see lower prices for their solar array, and communities move toward achieving their sustainability goals.

## WHY GROUP BUY?

In a solar group buy, people learn about solar together, with neighbors, local business owners, and community leaders. Working in partnership, we provide high value education that informs people about the technology and the investment potential.

### WHO BENEFITS?



#### Property Owners

Property owners get access to lower prices for high quality solar arrays that save them money on their electric bill for decades and increase their energy independence.



#### Communities

Communities reach their climate goals faster through the education and investment of their residents in solar photovoltaics.



#### The Environment

Emissions from hundreds of thousands of pounds of fossil fuels are avoided thanks to dozens of property owners producing their own clean electricity.

### *In a survey of group buy participants in 16 solar group buys in Illinois, Iowa, and Wisconsin...*

- 78% said it was important or very important that the group buy program is managed by an independent, nonprofit organization (i.e. The Midwest Renewable Energy Association).
- 70% said it was important or very important that the group buy program has the support of a municipality.
- 78% said it was important or very important that the information provided at the Solar Power Hour is developed by an independent, non-profit organization.
- 83% said they found the Solar Power hour informative or very informative.
- 93% said they knew more about issues relating to solar as a result of the program.
- 86% said they are more likely to pay attention to energy policy issues in their state because of their participation in the solar group buy program.
- 87% said they are now more aware of solar resources and tools available to them.

## PROGRAM SPECIFICS

This specific Group Buy program can be thought of as a two phase process. Phase I involves setting the program up for success and Phase II involves implementation of the outreach, education, and installation of solar PV. Each partner has key responsibilities to make the program a success.

### PROGRAM PHASES:

#### PHASE I Activities (6-8 weeks)

1. Convene program partners
2. Establish roles for program partners
3. Convene Advisory Committee
4. Establish RFP requirements if different from template (union-made components, etc.)
5. Issue RFP to relevant industry networks and review submitted proposals with Advisory Committee
6. Select solar installer, begin regular meetings with local team + installer
7. Identify target demographics, groups, organizations (farmers, business owners, residents of certain neighborhoods, members of certain organizations)
8. Identify local Solar Power Hour facilitator
9. Schedule 7-20 outreach sessions (Solar Power Hours) at key locations
10. Make contact with promotional partners and establish expectations, trades, partnerships
11. Create logo, branding, website, posters, handouts, sign up forms, tracking spreadsheets
12. Create Solar Power Hour presentation
13. Convene volunteer street team to identify key locations and distribute promotional materials

#### PHASE II Activities (16-20 weeks)

1. Issue press release announcing the program
2. Facilitate 7-20 Solar Power Hours
3. Track sign-ups, site assessments, proposals, and signed contracts
4. Respond to questions/concerns from participants
5. Communicate progress with participants regularly
6. Implement Continuous promotion strategy
7. Optimize sign-up to contact timeline, including site assessments and proposals
8. Install solar on local properties

***Solar Group Buys inspire many people to go solar who otherwise wouldn't.***

In a survey of group buy participants in 16 solar group buys in Illinois, Iowa, and Wisconsin...**When asked how likely they were to install solar without the group buy...**

- **47% said unlikely or very unlikely**
- **23% said likely or very likely**



## PARTNER ROLES



### JURISDICTION / MUNICIPALITY / LOCAL ORGANIZATIONS

**Assistance from the jurisdiction/municipality/local organizations may take the form of:**

1. Providing logistical assistance
2. Securing public space for info sessions
3. Providing promotional support via their promotional and informational dissemination networks
4. Potential advertising assistance
5. Assisting the MREA in making connections with local individuals and organizations that may be strong partners

### SOLAR INSTALLER

**The solar installer is responsible for:**

1. Attending Solar Power Hours to answer technical questions and meet potential customers
2. Providing a user-friendly platform or process for customers to sign up for site-assessments
3. Providing customer proposals no more than 48 hours after site assessment
4. Attending weekly program calls with MREA and other partners
5. Reporting progress regularly (weekly if possible)
6. Being familiar with local permitting and interconnection processes
7. Helping promote the program before, during, and after

### MREA

**MREA is responsible for the following, either independently and/or partnerships with local organizations:**

1. Coordinating the overall process
2. Coordinating on-site presentations (with help from local partners)
3. Scheduling events
4. Facilitating weekly phone calls with partners
5. Promoting through media
6. Branding (logo, aesthetic)
7. Developing resources (posters, brochures)
8. Developing a website
9. Assembling advisory committees
10. Preparing requests for proposals, establishing requirements and qualifications for the installer, including but not limited to: NABCEP certification, Master Electrician on staff, locally headquartered.
11. Reviewing request for proposals
12. Vetting installers
13. Scheduling events
14. Meeting with interested parties

*"I'm very excited to participate, once again, in the Solar program through MREA. It was very successful the first time around and we were able to help get solar power installed in a variety of venues."*

*-Mike Wiza,  
Mayor of Stevens Point, Wisconsin*

## GUIDING PRINCIPLES

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***Customers adopt solar when their neighbors or others in close proximity adopt solar<sup>1</sup>.***

A strong focus on building a market in a concentrated geographical area over a relatively short period of time can build a market for years to come. Working with a single installer on a group buy program may seem like it crowds out their competitors, but the boost to the market outlasts the program timeline, improving market conditions for all stakeholders.

***The presence of affinity groups that advocate for solar lead to more installations in a given area.***

We work with as many local jurisdictions and organizations as we can to promote the solar effort, often partnering with them to host our free, public, one-hour educational “Solar Power Hours.” We emphasize local engagement through email newsletters from multiple organizations, social media, press, and radio to meet a large and diverse base of constituents.

***Discounts with deadlines help a greater number of people decide that “now is the time.”***

The MREA was established in 1990 with the mission of promoting renewable energy through education and demonstration. We have found over the years that delivering information is not as effective as delivering actionable information. Our programs include incentives like discounts that are tied to deadlines, so a greater proportion of our audience decides that now is the time to take action.

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<sup>1</sup>Graziano, Marcello, and Kenneth Gillingham. “Spatial patterns of solar photovoltaic system adoption: the influence of neighbors and the built environment.” *Journal of Economic Geography* 15.4 (2015): 815-839., Bollinger, Bryan, and Kenneth Gillingham. “Peer effects in the diffusion of solar photovoltaic panels.” *Marketing Science* 31.6 (2012): 900-912.

## PAST SUCCESSES

The following are just a few of the past successes throughout the Midwest that we have had with these types of programs. Since 2013 we have run over 30 programs in 5 midwest states.

### CEDAR RAPIDS & LINN COUNTY, IA:

In 2017 we led a group buy totaling 607 kW installed on 104 homes. We worked directly with city and county staff at Cedar Rapids and Linn County Public Health, as well as The Nature Conservancy of Iowa, Iowa350.org, and Indian Creek Nature Center to schedule education sessions all over the county, and promote the program widely in the press, in person, and online. Nearly 500 individuals learned about solar at 23 Solar Power Hours.

### URBANA, IL:

In 2016 we led a county-wide group buy totalling 605 kW installed on 81 homes and small businesses over 6 months. Over 430 individuals learned about solar at 24 Solar Power Hours. All told, over 140 homes and businesses received custom solar site assessments in the program. Out of this group, 81 participants signed a contract to go solar, for an aggregate total greater than \$65,600 in savings on energy costs in year one, offsetting over 1 million lbs of CO<sub>2</sub> in that same time frame.

### MILWAUKEE, WI:

A partnership with the City of Milwaukee's Environmental Collaboration Office and Milwaukee Shines program has involved recurring neighborhood-based group buys totalling 599 kW installed and counting. The program has led to over 164 installations on homes and small businesses since 2013. Over 700 individuals have been reached with solar education in the Milwaukee Metropolitan area.

### BLOOMINGTON-NORMAL, IL:

By working closely with the Normal, IL based Ecology Action Center, the Solar Bloomington-Normal program reached 242 individuals with Solar Power Hours, leading to 425 kW of solar added on 29 properties, including two commercial installations sized at 75 kW and 124 kW.

**EDUCATION:** In total, our free information sessions have educated over 4,600 individuals throughout the Midwest.





Solar Urbana-Champaign began when Scott Tess, Environmental Sustainability Manager for the City of Urbana, regarding technical assistance for solar in permitting, planning, and zoning, expressed interest also in the possibility of engaging the community with a group buy, at which point MREA staff met with Tess. Partners included Environmental Law & Policy Center (ELPC), Illinois Green Economy Network (IGEN), and the City of Urbana. After confirming municipal support, MREA issued a competitive Request for Proposals (RFP) for the Solar Urbana-Champaign program in September 2015. Proposals were reviewed by the advisory committee, including representatives from MREA, ELPC, IGEN, and Urbana. The advisory committee then made a recommendation to Urbana's conservation committee.

The press release announcing the program's launch was issued the week before Thanksgiving, inviting Champaign County locals to attend a December 2 launch event at Common Ground Food Co-op. Common Ground was selected as a location for the program's launch because the nature of a cooperative mirrors the program: the participants pool their resources to meet a desired outcome. The launch event was the first of 24 Solar Power Hours, free one-hour information sessions that cover the basics of solar, the program, and financial outlook for a few example homes and businesses. These Solar Power Hours were held all over Champaign County, but focused mostly on the cities of Urbana and Champaign at libraries, churches, corporate "lunch-and-learns," and other community spaces, coordinated by MREA staff. The program partners set a deadline of May 31 for participants to sign contracts, and potential participants attended Power Hours as late as mid-May.

The program was promoted through the website SolarUrbanaChampaign.com, radio, posters, brochures, yard signs, billboards on the side of public buses, public television, and in articles in print and on the web. The program partners issued press releases at every benchmark (100 kW, 150 kW, and 250 kW), which increased the legitimacy of the program and drew more would-be participants to the Solar Power Hours. Crucially, promotional help came from email blasts by local environmental and interfaith organizations to their networks, and emails from the program itself encouraged recipients to forward to their networks, expanding the reach and scope of the program's success.

Champaign-Urbana seemed "ready" for the group buy. Among its residents are progressive, highly educated individuals with incomes that can absorb the upfront cost of solar. All told, 81 homes and business went solar, totaling 605 kW in installations. The Solar Power Hours reached over 430 individuals with enlightening information about the process and costs of going solar. The solar contractor hired at least two individuals as a direct result of the program.

## TESTIMONIAL

### Dan Bucks (Milwaukee)



“Going solar in the first instance was based primarily on doing the right thing environmentally. That decision, though, is reinforced by the fact that solar is financially sound--especially when one considers that energy costs will begin to rise again in the next three or four years. Now is a good time because the economics of solar have reached the point of breaking even over a reasonable period of years--especially with the advantages of MREA’s Solar Buy program.

I am uncertain if we would have proceeded without the Solar Buy program making it simple, easy and even more cost-effective. Managing the steps on our own--selecting an installer, handling the multiple, different incentives, working with the utility company--would have been a major obstacle to moving forward. One important but overlooked factor about the program is its partnership with Arch Electric--a talented, veteran installer. One does not need to worry about shopping around for a quality installation contractor. MREA has already done that and has created a top-notch team that does a careful, high quality job in a highly professional manner.

I also appreciate that in doing an installation, Arch Electric puts safety first. Mounting electrical equipment on the top of a house has certain inherent risks, and Arch Electric does everything possible to minimize those risks.

I guess, in hindsight, what surprised me was how complicated it would have been without the support of the Solar Buy program. Solar Buy makes this process about as simple as it can be given the complexities that are otherwise involved. It is definitely the best option for most homeowners to go solar in Wisconsin now.”

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POWERED BY  
**mre**a

**CONTACT:**  
**Midwest Renewable Energy Association**  
Peter Murphy, Solar Program Manager  
[peterm@midwestrenew.org](mailto:peterm@midwestrenew.org)  
414-988-7963

**MORE:**  
[www.midwestrenew.org/solargroupbuy](http://www.midwestrenew.org/solargroupbuy)  
[www.growsolar.org](http://www.growsolar.org)



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

TO: CITY COUNCIL  
FROM: Rachelle Swisher, Finance Director - Interim City Administrator  
SUBJECT: City Administrator Recruitment Discussion - Mark Peterson, Vice President - GovHR

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

None



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

TO: CITY COUNCIL

FROM:

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

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

None



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

TO: CITY COUNCIL  
FROM: Blake Boyle, Interim Fire Chief  
SUBJECT: Fire Department Monthly Report

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. March Fire Department Report



## 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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## March 2023 Report

### Work Areas

- New department members worked on completing orientation. All were cleared to drive the ambulance and each worked on specific skills for their certification levels.
- The new rental inspection process has proven to be more efficient and was well received by landlords, Safe Building, and FF/PM Jones who manages the rental property list. We will continue with this new process going forward. There were 70 active rental properties this month. 23 renewal notices were sent out, 29 were returned from this and previous months. 38 properties are with Safe Building waiting to pass inspection, 6 passed inspection.
- Training topics for March included joint training at an acquired structure in Johnston, elevator emergencies, basic fire skills review, a LODD review, scene size up, and EMS code scenarios. Captain Boyle also taught a CPR refresher for the police department.
- The annual cycle of commercial occupancy inspections started in March. 33 Inspections were completed. We will again have a goal of 100% completion of commercial inspections.
- 9 preplans were updated.

### Accomplishments/Activities

- Brett Merseal was promoted to the FF/Paramedic position. Shift assignments were rearranged and the recruitment for a new full time FF/EMT was started.
- Captain Boyle announced he would be leaving to accept a new position as Assistant Chief – Fire Marshal for Clive. He will continue to serve as Windsor Heights Interim Chief until a replacement is found. Once the transition is made to Clive permanently, he will still provide Fire Marshal services to Windsor Heights as needed.
- FF/EMT Mitchell passed the half way point of her paramedic program at DMACC and is progressing towards her certification later this year.

**DUTY - PRIDE - TRADITION**

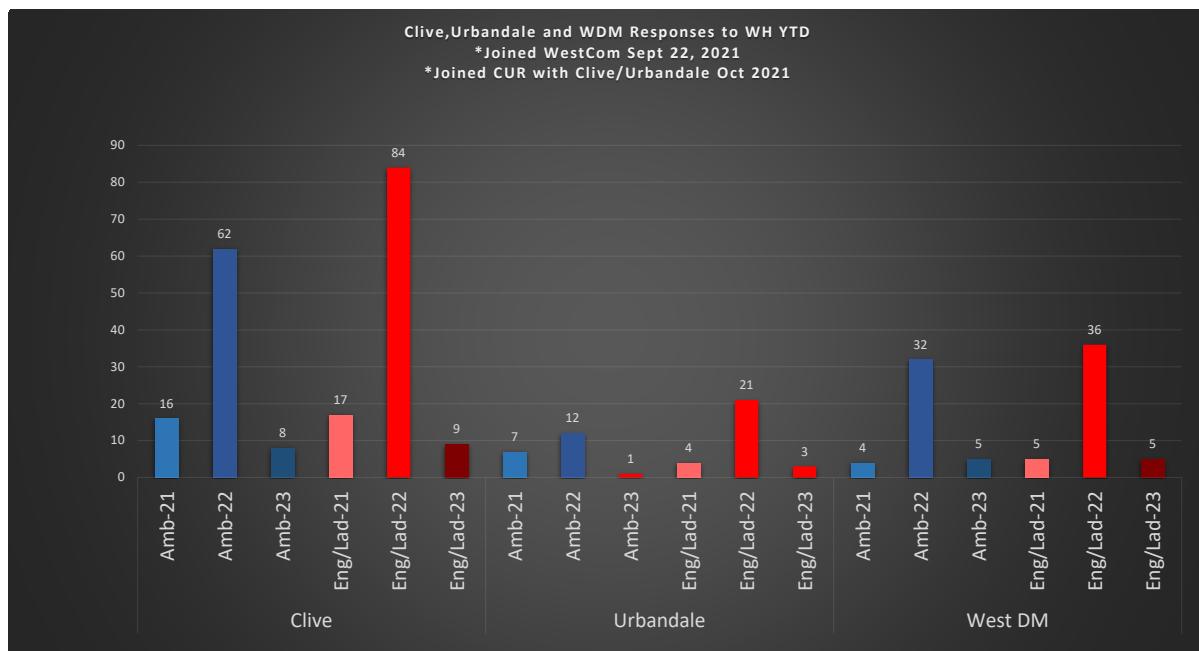
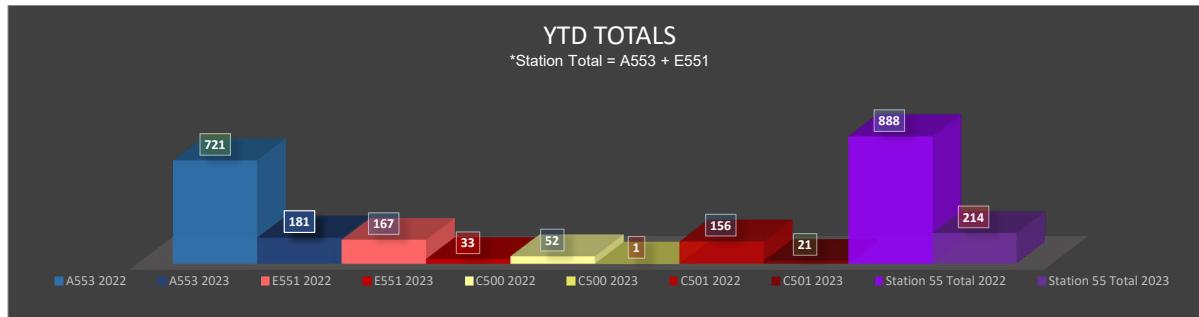
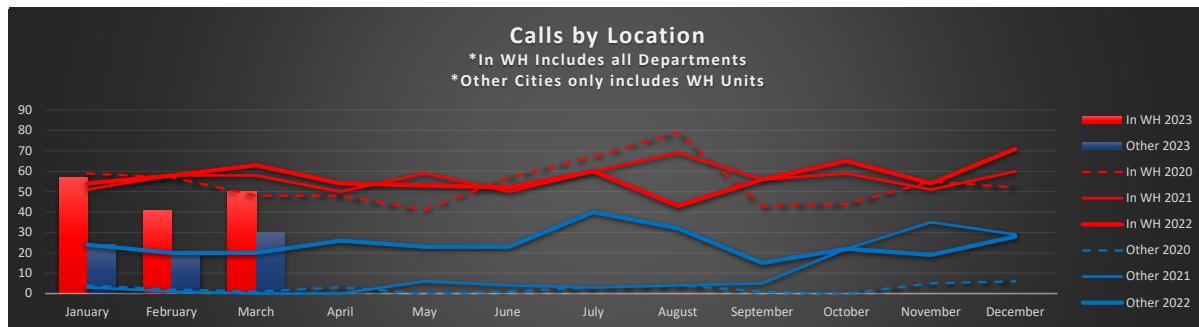
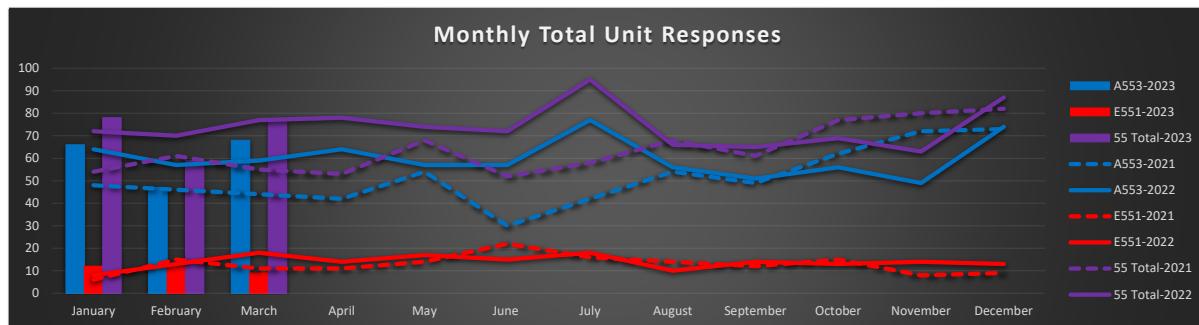
*The Windsor Heights Fire Department's mission is to deliver excellent EMS and Fire service to the public through continuous training, rapid response, public education and fire prevention.*

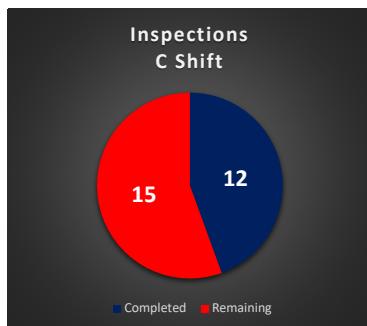
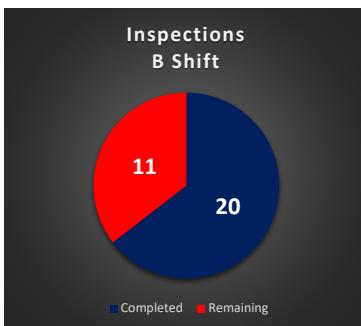
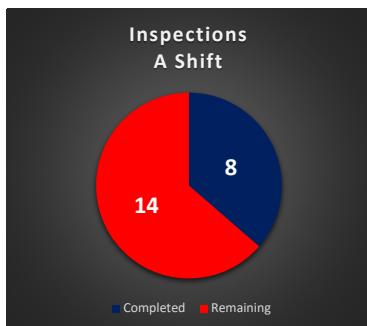
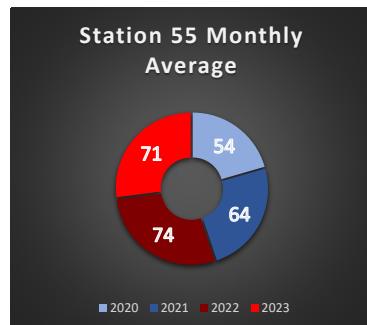
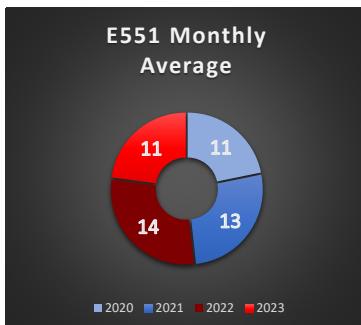
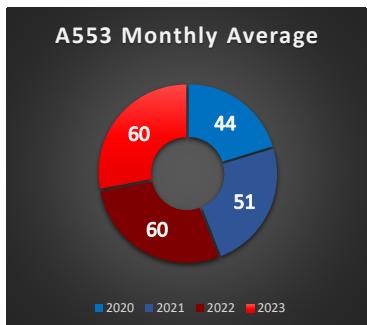
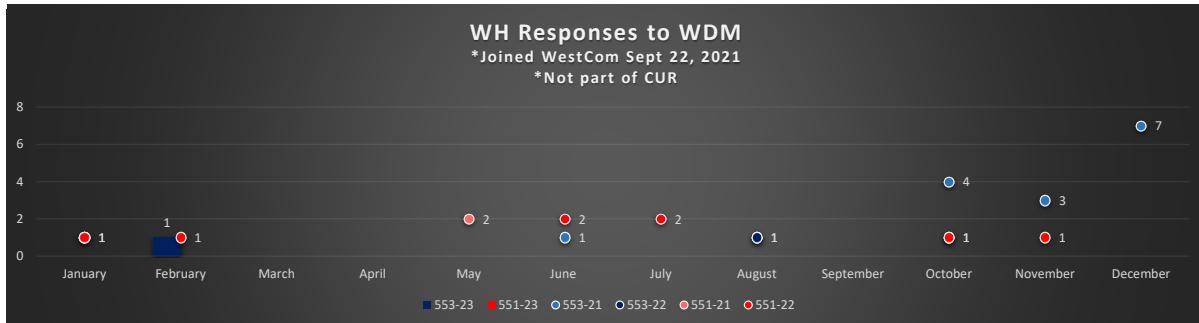
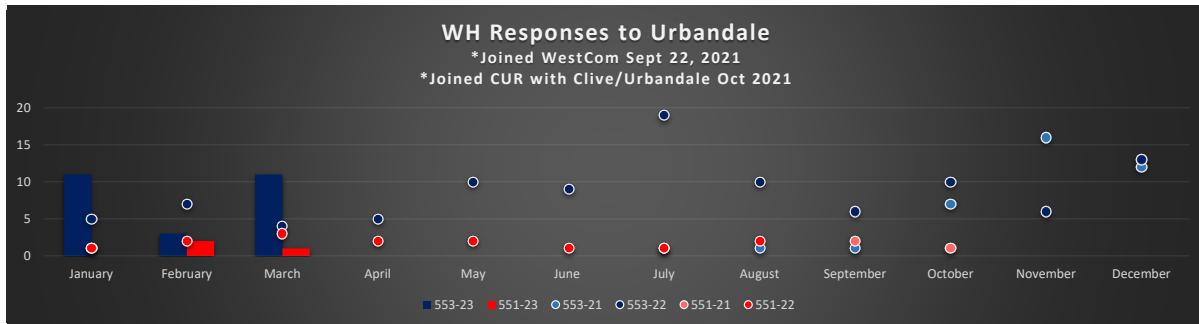
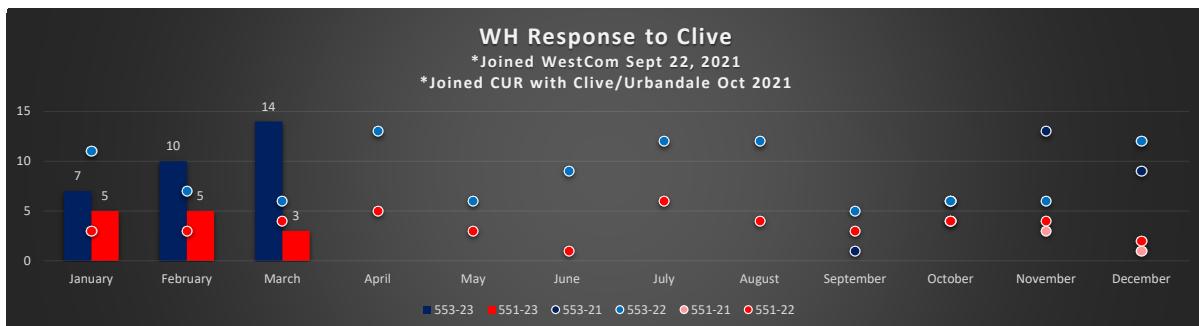
## Calls

- A553 responded to Urbandale for a fall. The patient was found down outside, unknown how long they had been there. They had an altered mental status and a large facial wound. Trauma alert was called and patient transported to the hospital. (Merseal, Canelos, Melody)
- A553 responded to Clive for a reported 1 year old choking. Crews arrived to find the child unconscious but breathing. It was determined the child had a febrile seizure. They were transported to the hospital for further evaluation. (Evans, Price)
- E551 responded for a structure fire in Clive. C501 was in the area, arrived, and took command. Smoke alarms were sounding in a 3<sup>rd</sup> floor apartment. No one was home and the door had to be forced open. Crews found a pot of beans burnt on the stove. Crews removed the pot and ventilated the apartment. (Evans, Price, Boyle)
- A553 was called for an MVC during a lovely March snow storm. There were 3 vehicles involved, and 2 patients. Multiple ambulances were needed. (Merseal, Canelos, J. Evans)
- A553 responded for an MVC rollover. Crews arrived to find a car that had rolled over sitting upright on the freeway ramp. The driver had fled the scene and there were no other occupants. (Evans, Price)
- March 22<sup>nd</sup> was an extraordinarily busy day with 8 calls in just the first 12 hours.
- A553 was called for an unconscious patient. Upon arrival, it was found that the patient had been in their current state for approximately 3 days. The patient appeared to be in a state of septic shock. They were transported to the hospital. (Merseal, Boyle)
- A553 responded to a call for seizures. They found the patient extremely agitated and out of control being held down by their coworkers. Assistance from West Des Moines Fire and EMS as well as WHPD had to be called in to help manage the patient until they could be safely sedated. The patient was chemically restrained and safely transported to the hospital without incident or injury. Thank you to all agencies for their assistance. (Jones, Mitchell)
- E551 responded to Burger King for a gas leak. Water Works crews on scene had hit a gas line. The restaurant had to be evacuated for a short time. Mid American arrived and took over the scene. (Evans, Price)

## **DUTY - PRIDE - TRADITION**

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







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

TO: CITY COUNCIL  
FROM: Travis Ouverson, Interim Police Chief  
SUBJECT: Police Department Monthly Report

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. WHPD April Update

# Windsor Heights Police Department

Travis Ouverson - Interim Chief of Police  
Derek Meyer, Captain – Support Services  
Rob Pearson, Lieutenant – Patrol Division

*Protection • Service • Education • Enforcement*



To: Interim City Administrator Rachelle Swisher

From: Interim Police Chief Travis Ouverson

Date: April 13, 2023

RE: Police Department Monthly Report

## **MAJOR WORK AREAS:**

Two new Ford Utility Police Interceptors (Explorers) have been placed into service this week, replacing two very old and high mileage vehicles. This was a very lengthy process due to supply chain issues but is now complete.

PD continues to operate short-handed with two officer vacancies and a third officer on extended medical leave for on-duty injury. Normally the PD has two officers assigned as Detectives. In the current deployment pattern, to maintain proper patrol coverage, one detective rotates monthly to the "Late Swing" shift to maintain staffing. The other detective covers the day shift on Monday & Tuesday and otherwise works investigations on Wednesday through Friday. Both attempt to work their assigned cases as the patrol tempo permits. This will continue until we can refill the vacancies and have the new officers on 'solo patrol.'

We have extended a conditional offer of employ to a young DMACC college student we recruited at the DMACC Criminal Justice job fair. We are awaiting final testing results to give him the final offer of employ, hopefully this week. If hired, we will begin training in-house immediately but will have to await until August for the next basic academy class at ILEA.

We have two additional applicants in our hiring process. One is a certified officer from a very small department in northwest Iowa. The other is also a DMACC student from the job fair. Hoping for the best as hiring qualified persons to be police officers, that meet our standards, is a very difficult process in the current environment.

No major cases or incidents to report from the last six weeks. Quiet for now but warm weather is coming.

**ACCOMPLISHMENTS:**

Lieutenant Pearson has stepped in to fill the void created by Captain Meyer's retirement. I am very pleased with his willingness to take on new, unfamiliar tasks, and his commitment to the City and WHPD.

**RESOLUTION NO. 2023-25**  
**A RESOLUTION APPROVING THE MAYOR'S APPOINTMENT OF PETE ROTH TO**  
**THE POSITION OF POLICE CHIEF**

**WHEREAS**, the City of Windsor Heights currently has its position of Police Chief vacant due to an employment separation in 2022; and

**WHEREAS**, this position was posted in accord with City recruitment and hiring practices and policies; and

**WHEREAS**, the City of Windsor Heights acknowledges that to strengthen trust and confidence between law enforcement and the community, its citizens, officers, and chief must have mutual respect; and,

**WHEREAS**, the City conducted a nation-wide search for a new police chief; and,

**WHEREAS**, interview panels conducted interviews, a tour and citizens provided input, and recommendations have been provided for the appointment of Pete Roth, Clear Lake, IA to the position of Police Chief.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Windsor Heights, Iowa, that the City Council hereby confirms the appointment of Pete Roth to the position of Police Chief and is hereby approved with the approval of the attached contract (Exhibit A) and with the same terms and conditions as other regular, at-will employees per the City's personnel policies.

Passed and Approved this 17<sup>th</sup> day of April 2023.

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Mike Jones, Mayor

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Travis Cooke, City Clerk

City of Windsor Heights  
Police Chief  
Employment Agreement

THIS EMPLOYMENT AGREEMENT made and entered into this \_ day of April, 2023, by and between the City of Windsor Heights, Polk County, Iowa, (hereinafter referred to as "Employer") and Peter Roth, an individual and resident of the State of Iowa (hereinafter referred to as "Employee"), both whom agree as follows:

WHEREAS, the Employer desires to retain the services of the Employee as the Police Chief; and

WHEREAS, it is the desire of the Employer to (1) employ Employee as an employee at will, subject to the terms and conditions of this Agreement; (2) establish the job duties and responsibilities of the Employee; and (3) provide a means for terminating Employee's services when either the Employee or the Employer may desire to terminate the Employee-Employer relationship; and

WHEREAS, Employee is familiar with the legal requirements, industry standards, responsibilities, and duties of the position; warrants that he has the skill and ability to serve in such position; and wishes to accept such employment on the terms and conditions set forth in this Agreement.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Employment and Duties.** The City has appointed the Employee as the Police Chief. The Police Chief is appointed by the Mayor, with approval of the City Council, and shall report to the City Administrator and be under the day-to-day supervision and direction of the City Administrator. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City Council and/or City Administrator to determine that Employee shall no longer serve as the Police Chief, subject only to the provisions set forth in this Agreement.

The Employee shall have jurisdiction, supervision and control of the government, administration, disposition and discipline of the officers and members of the police department, and such other departments as directed by the City Administrator, and shall have all powers and duties connected with, and incident to, the supervision and control of the police department. The job responsibilities are set forth in the relevant job description, attached hereto as Exhibit A, which may be amended in the City's discretion from time to time. The Employee is considered an exempt employee not entitled to overtime compensation, nor oversight or tracking of his own hours.

2. **Term.** This Agreement shall become effective commencing on the Employee's start date of May 15, 2023, and shall continue until terminated as provided herein.

3. **Salary.** Employee's current annual salary is \$127,000.00, paid bi-weekly in equal installments as all other Employer employees receive compensation. The City agrees to review

and evaluate the Employee's job performance and compensation each year on or about May 1 and any additional increase in salary, if warranted, will be made effective July 1<sup>st</sup> of the relevant year.

4. **Benefits**. Employee shall be entitled to those benefits set forth below:

(a) Health, Life and Dental Insurance. The Employer will provide Employee with the same insurance benefits available to other Employer employees.

(b) Professional Dues, Travel Expenses and Subscriptions. The City shall budget and pay, up to the amount budgeted, necessary and reasonable registration, travel and subsistence expense of the Employee for professional growth and development, official travel, meetings and other occasions necessary to continue the professional development of the Employee. The Employee shall use good judgment in his outside activities so as not to neglect their primary duties to the City. The City shall budget and pay, up to an amount budgeted, the professional dues and subscriptions for the Employee, which are deemed reasonable and necessary to carry out the Employee's participation in local, state, regional, and national associations, and to maintain or obtain the skills set forth in Exhibit A. These shall include, but are not limited to, the Iowa Police Chief's Association, International Association of Chiefs of Police, and sponsorship in the FBI National Academy training program for law enforcement executives.

The City wishes the Employee to be actively involved with the community. The Employee is encouraged to join a civic organization in the community. The City shall pay for annual dues for one civic organization.

(c) Paid Time Off. Paid time off ("PTO") shall accrue according to the current policy of the Employer. All PTO will be recorded by the employee performing payroll duties. Unused PTO may be paid out at any time at the request of the Employee. The Employee shall be granted 2 week of banked PTO on his start date of employment.

(d) Holidays and Other Leaves. Employee is considered to be on-call twenty-four (24) hours a day; however, unless services are needed, the Employee shall not be required to work on those days which have been designated as holidays or other leaves of absence available to other Employer employees as designated in the Employer's Personnel Policy/Handbook.

(e) Retirement. The Employee and Employer shall participate and contribute in the usual and customary monetary amounts into the State of Iowa Public Retirement Systems (IPERS).

(f) Automobile. The City shall provide the Employee with a police vehicle and fuel for the performance of City business. The automobile shall be used by the Employee in the performance of his duties including professional growth and development. Because the Employee is on call in the event of an emergency, the Employee is authorized to drive this automobile to and from work, however he shall not use the automobile for personal use. The City shall provide all maintenance, insurance and operating costs of said automobile.

(g) Cell Phone Allowance. The Employee will supply his own mobile phone. The City will compensate the Employee in the amount of fifty dollars (\$50.00) per month for work-related usage of said phone.

(h) Uniforms. All uniforms and equipment needed for Employee to perform his job duties shall be provided by the City.

5. **Outside Activities.** Employee's employment provided under this Agreement shall be the primary responsibility of the Employee. Recognizing that certain outside consulting or similar opportunities provide indirect benefits to the Employer, Employee may accept limited consulting, writing, teaching or similar opportunities with the understanding that such arrangements will not interfere with, constitute and conflict of interest to, or be inconsistent with the responsibilities and duties to the Employer under this Agreement.

6. **Residency Requirements.** The Employee agrees to move to a residence within thirty (30) miles of the Windsor Heights Public Safety Building, located at 1133 66<sup>th</sup> Street, Windsor Heights, Iowa 50324. The Employee shall have effectuated such move within three (3) months of the start date of employment.

7. **Moving Expenses.** The City shall compensate the Employee for moving expenses associated with the Employee's acceptance of employment with the City. The amount of said reimbursement shall be up to five thousand dollars (\$5,000.00). Said amount shall compensate Employee for reasonable and customary expenses incurred in association with accepting employment and relocating as required in Section 6 above, which shall include such items as food, lodging and transportation, defined as deductible expenses by the Internal Revenue Service.

8. **At Will Employment Status.** The parties hereby expressly agree that the employment relationship created by the Agreement is "at will" and that Employee serves at the will and pleasure of the City.

9. **Termination/Resignation.** The Employee may be terminated with or without just cause at any time for any reason. "Just Cause" shall include inter alia: (i) willful neglect of duty; (ii) gross inefficiency or incompetence in office that is not corrected after reasonable written notice; (iii) malfeasance and/or misconduct in office, including, but not limited to, egregious violations of City policies that rise to the level of misconduct; (iv) insubordination or refusal to carry out the direction of the elected officials or City Administrator in accord with the majority vote of the Council; or (iv) conviction of any felony and/or crime involving fraud or moral turpitude. The City shall not be obligated to compensate the Employee with any severance or continuation of benefits in the event Employee is terminate For Cause.

Should the City terminate the Employee without Just Cause, the City will pay Employee three (3) months' severance pay, including all accrued/earned vacation leave, and all fringe benefits continued for three (3) months that they are participating in at the time of separation. Details of this payout will be determined between the Employer and Employee at the time of separation.

Nothing shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from his position with Employer, subject only to the provisions set forth in this Agreement. If the Employee decides to terminate employment, the City will be provided a minimum of sixty (6) days' notice of the intent to terminate.

In the event the Employee dies or becomes disabled in a manner preventing the performance of essential functions of their duties, with a reasonable accommodation under the American's with Disabilities Act (ADA), then the agreement may be terminated by either party at any time with no severance pay owing to the Employee. Accrued PTO shall be payable to the Employee.

10. **Indemnification.** Employer shall defend, hold harmless and indemnify Employee against any tort or liability claim or demand or any other legal action arising from Employer or Employee activities or any alleged act or omission occurring during the performance of Employee's duties as Police Chief; provided the acts are not in violation of any state or federal criminal statutes.

11. **Notice.** Notices required herein shall be delivered to the parties through any manner agreed to by the parties, including regular or electronic mail or personal service in accordance with the Iowa Rules of Civil Procedure. Said notices, if mailed, may be mailed to the Employee at his residence as reflected in the records maintained by the City. The Mayor shall be designated to receive notice at City Hall on behalf of the City.

12. **Miscellaneous.** This Agreement shall be governed by the laws of the State of Iowa. If any provision or any portion thereof contained in the Agreement shall be deemed unconstitutional, invalid or unenforceable, the remainder of the Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this agreement on the date set forth below.

CITY OF WINDSOR  
HEIGHTS, IOWA

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

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

EMPLOYEE

\_\_\_\_\_  
Peter Roth

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

ATTEST:

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