



AGENDA
REGULAR MEETING OF THE
WINDSOR HEIGHTS CITY COUNCIL
Monday, June 19, 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 from Tiffany Menke with the Urbandale/Windsor Heights Chamber of Commerce**
4. **Public Forum:** This is time set aside for comments from the public on topics of City business other than those listed on the agenda. No action may be taken. Please come to the podium, state your name and address for the record and keep your comments to no more than 5 minutes.
5. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
 - A. Approve Minutes of the Regular Council Meeting on June 5, 2023
 - B. Approve Minutes of the Special Council Meeting on June 8, 2023
 - C. Approve Minutes of the Special Council Meeting on June 10, 2023
 - D. Approve Payment of Claims
 - E. Approve Financial Reports
 - F. Approve FY 24 Tobacco Permits
6. **New Business:**
 - A. Consideration of the Second Reading and Waiving the Third Reading of Ordinance No. 23-05 - An Ordinance Amending Chapter 55 of the Code of Ordinances for Windsor Heights Related to the Types and Numbers of Animals Permitted
 - B. Consideration of Resolution No. 2023-40 - A Resolution Approving an Employment Agreement for the Next City Administrator for the City of Windsor Heights
 - C. Consideration of Pay Request 1 - 68th Street Reconstruction

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

- D. Consideration of Pay Request 2 - HMA Resurfacing Project 2023
- 7. **Reports:**
 - A. Mayor, Council Reports and Committee Updates, and Administration Reports
 - i Fire Department Report
 - ii Police Department Report
- 8. **Adjourn**

The agenda was posted on the official bulletin boards, posted to 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
June 19, 2023

TO: CITY COUNCIL
FROM: Adam Strait, Deputy City Clerk
SUBJECT: Approve Minutes of the Regular Council Meeting on June 5, 2023

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 6.5.23 Regular City Council Meeting

City of Windsor Heights Regular Business Meeting Minutes
Monday, June 5, 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 6:03 PM. Council members present: Susan Skeries, Michael Libbie, Lauren Campbell and Threase Harms. Council members absent: Joseph Jones. Staff present: Finance Director/Interim City Administrator Rachelle Swisher, City Attorney Erin Clanton.

2. Approval of the Agenda

Motion by Susan Skeries to approve the Agenda. Seconded by Threase Harms. Motion passed 4-0.

3. Public Hearing:

- A. Public Hearing on Ordinance No. 23-05 - An Ordinance Amending Chapter 55 of the Code of Ordinances for Windsor Heights Related to the Types and Numbers of Animals Permitted

Motion by Threase Harms to open the Public Hearing at 6:04 PM. Seconded by Susan Skeries. Motion passed 4-0.

No public comments written or oral.

Motion by Threase Harms to close the Public Hearing at 6:06 PM. Seconded by Susan Skeries. Motion passed 4-0.

- B. Consideration of the First Reading of Ordinance No. 23-05

Motioned by Threase Harms to approve the first reading of Ordinance No. 23-05 with the removal of "but not roosters, geese, Guineafowl, or peacocks" in 1(C). Seconded by Susan Skeries. Motion passed 4-0.

- 4. Public Forum:** This is time set aside for comments from the public on topics of City business other than those listed on the agenda. No action may be taken. Please come to the podium, state your name and address for the record and keep your comments to no more than 5 minutes.

None.

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

Motion by Michael Libbie to Approve the Consent Agenda Items A-F. Seconded by Susan Skeries. Motion passed 4-0.

- A. Approve Minutes of the Regular Council Meeting on May 15, 2023

- B. Approve Payment of Claims

6. New Business:

- A. Storm Water Presentation - Bolton & Menk

Presentation tabled for a later meeting.

- B. Consideration of Resolution No. 2023-37 - A Resolution Authorizing the City of Windsor Heights, Iowa to Submit Sites to the Des Moines Area Metropolitan Planning Organization (MPO) for Electric Vehicle Charging Stations

Motion by Threase Harms to Approve Resolution No. 2023-37 - A Resolution Authorizing the

City of Windsor Heights, Iowa to Submit Sites to the Des Moines Area Metropolitan Planning Organization (MPO) for Electric Vehicle Charging Stations. Seconded by Michael Libbie. Motion passed 4-0.

C. Consideration of Resolution No. 2023-38 A Resolution Approving End of Year FY23 Balance Transfers

Motion by Michael Libbie to approve Resolution No. 2023-38 A Resolution Approving End of Year FY23 Balance Transfers. Seconded by Threase Harms. Motion passed 4-0.

D. Consideration of Pay Request No. 1 - Public Safety Parking Lot Improvements

Motion by Susan Skeries to approve Pay Request No. 1 - Public Safety Parking Lot Improvements. Seconded by Michael Libbie. Motion passed 4-0.

E. Consideration of Pay Request No. 1 - 2023 PCC Patching Project

Motion by Threase Harms to approve Pay Request No. 1 - 2023 PCC Patching Project. Seconded by Michael Libbie. Motion passed 4-0.

F. Consideration of Pay Request No. 1 - 2023 HMA Resurfacing Project

Motion by Threase Harms to approve Pay Request No. 1 - 2023 HMA Resurfacing Project. Seconded by Susan Skeries. Motion passed 4-0.

7. **Reports:**

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

8. **Adjourn**

Motion by Threase Harms to adjourn the meeting at 6:33 PM. Seconded by Susan Skeries. Motion passed 4-0.



**STAFF REPORT
CITY COUNCIL**
June 19, 2023

TO: CITY COUNCIL
FROM: Adam Strait, Deputy City Clerk
SUBJECT: Approve Minutes of the Special Council Meeting on June 8, 2023

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 6.8.23 Special City Council Meeting

City of Windsor Heights Regular Business Meeting Minutes
Thursday, June 8, 2023 - 12:00 PM
Meeting Was Held Via Zoom

1. Call to Order/Roll Call

Mayor Jones called the meeting to order at 12:02 PM via Zoom. Council members present: Susan Skeries, Joseph Jones, Michael Libbie, Lauren Campbell and Threase Harms. Staff present: Finance Director/Interim City Administrator Rachelle Swisher and Deputy City Clerk Adam Strait.

2. Approval of the Agenda

Motion by Michael Libbie to approve the Agenda. Seconded by Threase Harms. Motion passed 5-0.

3. New Business:

A. Consideration of Resolution No. 2023-39 IEDA Resolution

Motion by Threase Harms to approve Resolution No. 2023-39 IEDA Resolution. Seconded by Michael Libbie. Motion passed 5-0.

4. Adjourn

Motion by Threase Harms to adjourn the meeting at 12:05 PM. Seconded by Lauren Campbell. Motion passed 5-0.



STAFF REPORT
CITY COUNCIL
June 19, 2023

TO: CITY COUNCIL
FROM: Adam Strait, Deputy City Clerk
SUBJECT: Approve Minutes of the Special Council Meeting on June 10, 2023

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 6.10.23 Special City Council Meeting

City of Windsor Heights Regular Business Meeting Minutes
Saturday, June 10, 2023 - 8:00 AM

1. Call to Order/Roll Call

Mayor Jones called the meeting to order at 8:11 AM. Council members present: Susan Skeries, Michael Libbie, Lauren Campbell and Threase Harms. Council members absent: Joseph Jones. Staff present: Deputy City Clerk Adam Strait.

2. Approval of the Agenda

Motion by Threase Harms to approve the Agenda. Seconded by Susan Skeries. Motion passed 4-0.

3. Closed Session – City Administrator Candidate Interviews

A. Convene into Closed Session - City Administrator Candidate # 1

Motion by Threase Harms to Convene into Closed Session #1 at 8:12 AM. Seconded by Susan Skeries. Motion passed 4-0.

B. Convene into Open Session

Motion by Susan Skeries to Convene into Open Session at 9:38 AM. Seconded by Threase Harms. Motion passed 4-0.

C. Convene into Closed Session – City Administrator Candidate #2

Motion by Threase Harms to Convene into Closed Session #2 at 9:53 AM. Seconded by Susan Skeries. Motion passed 4-0.

D. Convene into Open Session

Motion by Threase Harms to Convene into Open Session at 11:06 AM. Seconded by Susan Skeries. Motion passed 4-0.

E. Convene into Closed Session - City Administrator Candidate #3

Motion by Susan Skeries to Convene into Closed Session #3 at 11:15 AM. Seconded by Threase Harms. Motion passed 4-0.

F. Convene into Open Session

Motion by Threase Harms to Convene into Open Session at 12:31 PM. Seconded by Susan Skeries. Motion passed 4-0.

G. Convene into Closed Session - Discussion of Candidates

Motion by Threase Harms to Convene into Closed Session at 1:25 PM. Seconded by Susan Skeries. Motion passed 4-0.

4. Adjourn

Motion by Threase Harms to adjourn the meeting at 2:10 PM. Seconded by Susan Skeries. Motion passed 4-0.



**STAFF REPORT
CITY COUNCIL**
June 19, 2023

TO: CITY COUNCIL
FROM:
SUBJECT: Approve Payment of Claims

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. CLAIMS REPORT

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
AMAZON CAPITAL SERVICES	SUPPLIES		419.28	55411	6/15/23
AMERICAN ALARMS	PSB ALARM MONITORING		71.94	55412	6/15/23
APWA	ANNUAL MEMBERSHIP		382.00	55413	6/15/23
ARNOLD MOTOR SUPPLY	SUPPLIES		216.80	55414	6/15/23
AUREON IT	ERP 2 WORKSTATIONS		7,386.80	55415	6/15/23
BAKER ELECTRIC INC.	PSB PARKING LOT ELECTRIC WORK		4,537.23	55416	6/15/23
BANKERS TRUST COMPANY	CC FEES	151.61		4225	6/15/23
BANKERS TRUST COMPANY	CC FEES	136.10		4226	6/15/23
BANKERS TRUST COMPANY	CC FEES	34.55		4227	6/15/23
BANKERS TRUST COMPANY	See Vendor Activity Report	3,982.05	4,304.31	55418	6/15/23
BITUMINOUS MATERIALS			150.00	55419	6/15/23
BOLTON & MENK	COLBY PARK DESIGN		83,969.00	55420	6/15/23
BOOT BARN INC	CLOTHING ALLOWANCE		86.64	55421	6/15/23
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES		605.49	55422	6/15/23
BOYLE, BLAKE	MAY CELL PHONE		50.00	55423	6/15/23
BREESE, TAMMY	TRAVEL REIMBURSEMENTS		93.84	55424	6/15/23
BRICK GENTRY PC	MAY LEGAL FEES		7,432.50	55425	6/15/23
BULLZEYE, INC	MAY CEC CLEANINGS		3,041.00	55426	6/15/23
CENTRAL IOWA READY MIX	CONCRETE		382.00	55427	6/15/23
CENTURY LINK	TELEPHONE		67.54	55428	6/15/23
CLEARFLY	CELL PHONES		177.05	4228	6/15/23
CONSTRUCTION MATERIALS TESTING	PCC PATCHING		4,395.50	55429	6/15/23
COOKE, TRAVIS	MAY CELL PHONE		50.00	55430	6/15/23
CRYSTAL CLEAR WATER CO.	WATER		39.96	55431	6/15/23
DAIDA	RADIX MONTHLY SUBSCRIPTION		519.55	4229	6/15/23
DAVISON, MARK	CLOTHING ALLOWANCE		375.94	55432	6/15/23
DES MOINES ASPHALT & PAVING	ASPHALT		81.03	55433	6/15/23
DES MOINES REGISTER	NEWSPAPER		76.00	55434	6/15/23
DES MOINES WATER WORKS	6900 SCHOOL ST		104.57	55435	6/15/23
DISPLAY SALES	CHRISTMAS LIGHTS FOR UNIV		3,500.00	55436	6/15/23
DORSEY & WHITNEY LLP	UR PLAN AMENDMENT		3,668.50	55437	6/15/23
FEDERAL TAX DEPOSIT	FED/FICA TAX		27,074.95	4223	6/08/23
GALLS INC	CLOTHING ALLOWANCE		346.03	55438	6/15/23
GOLDEN WEST INDUSTRIAL SUPPLY	EXTRICATION SAW BLADES		250.55	55439	6/15/23
GOODRICH, WILLIAM	MAY CELL PHONE		50.00	55440	6/15/23
GOVHR USA	ADMIN SEARCH		8,999.00	55441	6/15/23
GRIMES ASPHALT & PAVING	STREET MAINTENANCE SUPPLIES		316.50	55442	6/15/23
O'DONNELL ACE HICKMAN	PLANT SUPPLIES		179.54	55443	6/15/23
HOME DEPOT CREDIT SERVICES	FAUCET/KEYPAD LOCK FOR CEC		298.00	55444	6/15/23
ICMA RETIREMENT TRUST	ICMA		597.79	4222	6/08/23
IOWA DEPT OF PUBLIC SAFETY	ONLINE WARRANTS SYSTEM		402.00	55445	6/15/23
IRLBECK, MICHAEL	CLOTHING ALLOWANCE REIMBURSE		155.05	55446	6/15/23
ISOLVED BENEFIT SERVICES	FLEX - BENEFITS		580.77	4224	6/08/23
JOHNSON, KYLE	MAY CELL PHONE		50.00	55447	6/15/23
KOCH OFFICE GROUP	COPIER CONTRACT		139.57	55448	6/15/23
LOGAN CONTRACTORS SUPPLY	SUPPLIES		68.10	55449	6/15/23
MEASE, JIM	MAY CELL PHONE		50.00	55450	6/15/23
MENARDS	SUPPLIES		225.90	55451	6/15/23
MERCY ONE CLIVE PHARMACY	MEDICAL SUPPLIES		32.91	55452	6/15/23
MID-IOWA ASSN LOCAL GOVT	FY23-24 DUES		612.33	55453	6/15/23
NAPA AUTO PARTS	2 SQUAD CAR BATTERIES		379.98	55454	6/15/23
O'REILLY AUTO PARTS	AMBULANCE OIL/AIR FILTER		162.13	55455	6/15/23
OMNI BILLING	MAY EMS BILLING		544.74	55456	6/15/23
OPG-3, INC	ANNUAL LICENSE		3,100.00	55457	6/15/23

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
OUVERSON, TRAVIS	MAY CELL PHONE		50.00	55458	6/15/23
PALMER, MATT	TRAVEL REIMBURSEMENT		172.48	55459	6/15/23
PEARSON, ROB	MAY CELL PHONE		50.00	55460	6/15/23
PLUMB SUPPLY CO.	PLUMBING REPAIRS		70.90	55461	6/15/23
PREMIER AUTOMOTIVE	#7226 REPAIRS		713.64	55462	6/15/23
QUALITY PEST CONTROL, INC	PEST CONTROL		35.00	55463	6/15/23
RADAR ROAD TECH	RADAR CERTIFICATIONS		280.00	55464	6/15/23
RANGEMASTERS TRAINING CTR	CLOTHING ALLOWANCE		574.74	55465	6/15/23
REDD SLED LLC	RAPID EXTRICATION DEVICE		850.00	55466	6/15/23
DES MOINES REGISTER	PUBLICATIONS		418.10	55467	6/15/23
ROBERTS, JASON	MAY CELL PHONE		50.00	55468	6/15/23
ROETMAN, JOE	CLOTHING ALLOWANCE		251.28	55469	6/15/23
ROTH, PETE	MAY CELL PHONE		50.00	55470	6/15/23
ROTH, STEVE	ADMIN SEARCH REIMBURSEMENT		835.35	55471	6/15/23
SAFE BUILDING COMPLIANCE	BUILDING INSPECTIONS		679.94	55472	6/15/23
SAFELITE AUTOGLASS	#7222 WINDSHIELD REPAIR		373.05	55473	6/15/23
SANDRY FIRE SUPPLY LLC	EXTRICATION EQUIP TESTING		843.00	55474	6/15/23
STIVERS FORD	#7225/#7228 WHEEL COVERS		468.16	55475	6/15/23
STOREY KENWORTHY MATT PARROTT	CHECK STOCK		742.50	55476	6/15/23
STRAIT, ADAM	MAY CELL PHONE		50.00	55477	6/15/23
Strauss Security Solutions	ELECTRONIC ACCESS		636.40	55478	6/15/23
SWISHER, RACHELLE	MAY CELL PHONE		50.00	55479	6/15/23
TABARELLA, MARK	STORMWATER REIMBURSEMENT PROGR		1,000.00	55480	6/15/23
THE UPS STORE	SHIPPING		13.56	55481	6/15/23
TILLOTSON, CAROLE	STORMWATER REIMBURSEMENT PROGR		647.76	55482	6/15/23
TIME CLOCK PLUS	SCHEDULING LICENSE		714.00	55483	6/15/23
TRANSUNION RISK & ALTERNATIVE	MONTHLY CHARGES		75.00	55484	6/15/23
UMB BANK	2016A BOND FEES	250.00		4230	6/15/23
UMB BANK	2016B BOND FEES	250.00	500.00	4231	6/15/23
UPHDM OCCUPATIONAL MED	PHYSICAL/DOT DRUG SCREEN		193.00	55485	6/15/23
VAN WALL EQUIPMENT	NUTS & BOLTS		6.64	55486	6/15/23
CAPITAL ONE	OFFICE SUPPLIES		42.45	55487	6/15/23
WEILAND, KIM	STORMWATER REIMBURSEMENT PROGR		443.81	55488	6/15/23
WEST DES MOINES TRUE VALUE	SUPPLIES		95.36	55489	6/15/23
ZWC CONDOMINIUM ASSOC	WINDOW WASHING		160.50	55490	6/15/23
Accounts Payable Total			182,936.93		

Payroll Checks

001	GENERAL	1,933.63
Total Paid On: 6/08/23		1,933.63
001	GENERAL	65,408.57
110	ROAD USE TAX	7,482.79
740	STORM WATER	2,229.14
Total Paid On: 6/09/23		75,120.50
Total Payroll Paid		77,054.13

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK CHECK# DATE
Report Total			=====	
			259,991.06	
			=====	

CLAIMS REPORT
CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
001	GENERAL	148,286.60
110	ROAD USE TAX	13,456.35
112	EMPLOYEE BENEFITS	193.00
200	DEBT SERVICE	500.00
303	COLBY PARK	42,226.00
314	UNIVERSITY AVE ST PROJECT	3,937.00
319	2020 STREET PROJECTS	2,856.00
322	73RD STREET PROJECT	2,732.00
323	68TH ST	13,592.50
324	2023 HMA OVERLAY PROJECT	2,978.00
325	2023 PCC PATCHING PROJECT	11,386.50
329	PUBLIC SAFETY PARKING LOT	5,667.23
350	CAPITAL EQUIPMENT FUND	5,345.00
740	STORM WATER	6,834.88

	TOTAL FUNDS	259,991.06

ACCOUNTS PAYABLE VENDOR ACTIVITY

6/15/2023 THRU 6/15/2023

INVOICE NO	LN	DATE	PO NO	REFERENCE	TRACK CD	GL ACCOUNT	1099	NET	CHECK	PD DATE
58 BANKERS TRUST COMPANY										
06152023	1	6/15/23		CC FEES		001-620-6405		136.10	4226	6/15/23 E
06152023 1	1	6/15/23		CC FEES		001-620-6405		151.61	4225	6/15/23 E
06152023 2	1	6/15/23		CC FEES		001-620-6405		34.55	4227	6/15/23 E
06152023 3526	1	6/15/23		STORAGE UNIT		001-470-6499		9.82	55418	6/15/23
06152023 3526	2	6/15/23		#9 TRUCK REPAIRS		110-210-6332		847.34	55418	6/15/23
06152023 3526	3	6/15/23		POPCORN MOVIES IN PARK		001-470-6496		32.10	55418	6/15/23
06152023 3526	4	6/15/23		ZOOM		001-610-6507		31.98	55418	6/15/23
06152023 3526	5	6/15/23		RETURNED EARTH DAY BIRD HOUSES		001-470-6499		75.38-	55418	6/15/23
06152023 3534	1	6/15/23		CONSTANT CONTACT		001-620-6373		70.00	55418	6/15/23
06152023 3534	2	6/15/23		HOOT SUITE ANNUAL CONTRACT		001-620-6373		1188.00	55418	6/15/23
06152023 4788	1	6/15/23		OFFICE SUPPLIES		001-110-6506		1.59	55418	6/15/23
06152023 4788	2	6/15/23		NOTARY		001-110-6120		30.00	55418	6/15/23
06152023 4788	3	6/15/23		CLOTHING ALLOWANCE		001-110-6180		66.99	55418	6/15/23
06152023 4788	4	6/15/23		FURNITURE FOR POLICE CHIEF		001-110-6721		624.00	55418	6/15/23
06152023 4788	5	6/15/23		FIREARMS TRAINING		001-110-6230		32.00	55418	6/15/23
06152023 4788	6	6/15/23		FIREARMS TRAINING		001-110-6230		14.97	55418	6/15/23
06152023 4796	1	6/15/23		ADOBE SOFTWARE		001-150-6506		254.27	55418	6/15/23
06152023 4796	2	6/15/23		CPR RENEWAL		001-160-6230		8.50	55418	6/15/23
06152023 4796	3	6/15/23		GLOVE STRAP		001-150-6180		38.24	55418	6/15/23
06152023 4796	4	6/15/23		RADIO STRAP		001-150-6180		165.89	55418	6/15/23
06152023 7388	1	6/15/23		CREATIVE CLOUD LICENSE		001-110-6506		424.72	55418	6/15/23
06152023 7940	1	6/15/23		COUNCIL MEMBER BUSINESS CARDS		001-610-6507		50.28	55418	6/15/23
06152023 7940	2	6/15/23		ADMIN BUSINESS CARDS		001-620-6506		50.29	55418	6/15/23
06152023 7940	3	6/15/23		TRAINING		001-620-6230		24.99	55418	6/15/23
06152023 7940	4	6/15/23		BACKGROUND CHECK		110-210-6411		39.30	55418	6/15/23
06152023 7940	5	6/15/23		PUBLIC WORKS		110-210-6240		52.16	55418	6/15/23
BANKERS TRUST COMPANY								4304.31		
***** REPORT TOTAL *****								4304.31		



**STAFF REPORT
CITY COUNCIL**

June 19, 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 5/2023, FISCAL 11/2023

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CASH - GENERAL	63,165.59-	857,005.03
110-000-1110	CASH - RUT	38,781.64-	21,431.02
112-000-1110	CASH - EMP BENEFIT FUND	55,862.43-	405,824.47
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	.00	2,104,090.96
125-000-1110	CASH - TIF	3,879.05	1,585,093.35
145-000-1110	CASH - URBAN RENEWAL FUNDS	.00	80,387.92
200-000-1110	CASH - DEBT SERVICE	2,980,114.04-	2,469,499.86-
303-000-1110	CASH - COLBY PARK	26,899.50-	178,098.45-
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	147.00-	932,744.86-
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	1,344.00-	229,294.62
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	6,388.50-	238,595.30
323-000-1110	CASH - 68TH STREET	12,343.00-	111,804.50-
324-000-1110	CASH - 2023 HMA OVERLAY	129,836.67-	151,302.17-
325-000-1110	CASH - 2023 PCC PATCHING PROJ	418,230.26-	439,562.26-
329-000-1110	CASH - PUBLIC SAFETY PARKING L	71,357.82-	97,324.32-
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	66,528.28
350-000-1181	CASH - EQUIP REVOLVE - FIRE/EM	.00	336,538.88
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	1,033.60	105,737.09
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	121.87-	4,663.73
670-000-1110	CASH - LANDFILL/GARBAGE	3,548.14-	4,475.88
740-000-1110	CASH - STORM WATER	22,007.37	343,423.33
810-000-1110	CASH - REVOLVING FUND	.00	.00
		-----	-----
	CASH TOTAL	3,781,220.44-	2,993,657.08
001-000-1115	RESERVE CASH - COMM CENTER	.00	.00
		-----	-----

BALANCE SHEET

CALENDAR 5/2023, FISCAL 11/2023

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	54,560.46	3,611,052.65
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
303-000-1150	IPAIT - COLBY PARK	.00	.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
323-000-1150	IPAIT - 68TH STREET	.00	.00
348-000-1150	IPAIT - ARPA FUNDS	.00	.00
349-000-1150	IPAIT - FUTURE STREET PROJECTS	.00	1,000,000.00
350-000-1150	IPAIT - EQUIP REVOLVING	.00	.00
670-000-1150	IPAIT - LANDFILL/GARBAGE	.00	380,491.47
740-000-1150	IPAIT - STORM WATER	.00	1,161,336.95
	IPAIT TOTAL	54,560.46	13,472,281.14
001-000-1160	SAVINGS - 680-5592 - GENERAL	.00	.00
001-000-1161	SAVINGS - KWHB	.00	3,031.08
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	9,404.46
115-000-1160	SAVINGS - PREF/DEA	.00	3,880.61
	SAVINGS TOTAL	.00	16,316.15
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	3,726,659.98-	16,602,298.92

REVENUE REPORT

CALENDAR 5/2023, FISCAL 11/2023

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	3,370,180.00	275,431.95	3,505,000.12	104.00	134,820.12-
	ROAD USE TAX TOTAL	661,500.00	236.09	582,979.85	88.13	78,520.15
	EMPLOYEE BENEFITS TOTAL	906,678.00	6,656.17	845,788.44	93.28	60,889.56
	POLICE PENSION TOTAL	.00	.00	.00	.00	.00
	POLICE TRUST TOTAL	10,010.00	.00	9,398.93	93.90	611.07
	POLICE PREFORFEITURE TOTAL	1,002.00	.00	13.03	1.30	988.97
	EMERGENCY FUND TOTAL	.00	.00	.00	.00	.00
	LOCAL OPTION SALES TAX TOTAL	1,151,000.00	.00	1,142,874.08	99.29	8,125.92
	TAX INCREMENT FINANCING TOTAL	2,023,310.00	3,879.05	1,944,937.69	96.13	78,372.31
	URBAN RENEWAL TOTAL	.00	.00	15,000.00	.00	15,000.00-
	DEBT SERVICE TOTAL	5,463,040.00	5,144.71	757,949.70	13.87	4,705,090.30
	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 5/2023, FISCAL 11/2023

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	UNIVERSITY AVE ST PROJECT TOTA	.00	.00	19,563.50	.00	19,563.50-
	2018 HMA RESURFACING PROJ TOTA	.00	.00	.00	.00	.00
	2018 PCC PATCHING PROJECT TOTA	.00	.00	.00	.00	.00
	WAL CREEK BIKE HUB/BRIDGE TOTA	.00	.00	.00	.00	.00
	2020 STREET PROJECTS TOTAL	100,000.00	.00	.00	.00	100,000.00
	2020 PCC PATCHING TOTAL	.00	.00	.00	.00	.00
	WAL CREEK STREAM PROJECT TOTA	750,000.00	.00	.00	.00	750,000.00
	73RD STREET PROJECT TOTAL	.00	.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	1,033.60	18,596.99	5.20	338,903.01

REVENUE REPORT

CALENDAR 5/2023, FISCAL 11/2023

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER TOTAL	.00	.00	.00	.00	.00
	LANDFILL/GARBAGE TOTAL	350,500.00	25,886.74	303,968.11	86.72	46,531.89
	STORM WATER TOTAL	370,000.00	30,562.85	344,610.48	93.14	25,389.52
	REVOLVING FUND TOTAL	.00	.00	.00	.00	.00
	TOTAL REVENUE BY FUND	=====	=====	=====	=====	=====
		18,836,246.00	348,831.16	9,850,208.83	52.29	8,986,037.17
		=====	=====	=====	=====	=====

BUDGET REPORT
CALENDAR 5/2023, FISCAL 11/2023

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	2,218,925.00	148,470.67	1,826,527.14	82.32	392,397.86
	EMERGENCY MANAGEMENT TOTAL	9,570.00	.00	9,496.98	99.24	73.02
	FIRE TOTAL	355,870.00	20,592.43	288,373.80	81.03	67,496.20
	AMBULANCE TOTAL	692,950.00	47,558.20	543,972.22	78.50	148,977.78
	BUILDING INSPECTIONS TOTAL	75,000.00	3,042.62	51,100.78	68.13	23,899.22
	ANIMAL CONTROL TOTAL	3,000.00	.00	3,101.75	103.39	101.75-
		-----	-----	-----	-----	-----
	PUBLIC SAFETY TOTAL	3,355,315.00	219,663.92	2,722,572.67	81.14	632,742.33
	ROADS, BRIDGES, SIDEWALKS TOTA	527,201.00	39,193.53	508,466.02	96.45	18,734.98
	STREET LIGHTING TOTAL	67,000.00	7,328.76	47,835.02	71.40	19,164.98
	TRAFFIC CONTROL & SAFETY TOTAL	5,500.00	.00	.00	.00	5,500.00
	SNOW REMOVAL TOTAL	286,449.00	5,584.23	139,274.44	48.62	147,174.56
	OTHER PUBLIC WORKS TOTAL	28,260.00	315.44	5,229.46	18.50	23,030.54
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	PUBLIC WORKS TOTAL	914,410.00	52,421.96	700,804.94	76.64	213,605.06
	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	63,654.00	99.93	46.00
	PARKS TOTAL	198,721.00	15,577.83	152,003.44	76.49	46,717.56
	COMMUNITY CTR/ZOO/MARINA TOTA	11,650.00	6,690.49	18,142.94	155.73	6,492.94-
	SPECIAL EVENTS TOTAL	40,000.00	497.41	38,598.64	96.50	1,401.36
	COMMUNITY CENTER TOTAL	170,019.00	9,107.95	128,763.65	75.73	41,255.35
		-----	-----	-----	-----	-----
	CULTURE & RECREATION TOTAL	484,090.00	47,787.18	401,162.67	82.87	82,927.33
	COMMUNITY BEAUTIFICATION TOTA	.00	.00	.00	.00	.00
	ECONOMIC DEVELOPMENT TOTAL	266,372.00	12,023.00	27,023.00	10.14	239,349.00
	HOUSING & URBAN RENEWAL TOTAL	32,000.00	.00	28,454.00	88.92	3,546.00
		-----	-----	-----	-----	-----
	COMMUNITY & ECONOMIC DEV TOTA	298,372.00	12,023.00	55,477.00	18.59	242,895.00
	MAYOR/COUNCIL TOTAL	80,200.00	823.49	61,272.71	76.40	18,927.29
	IT DEPARTMENT TOTAL	53,300.00	3,729.98	43,509.21	81.63	9,790.79
	CLERK/TREASURER/ADM TOTAL	713,855.00	47,131.67	626,150.35	87.71	87,704.65
	ELECTIONS TOTAL	1,000.00	.00	.00	.00	1,000.00
	LEGAL SERVICES/ATTORNEY TOTAL	100,000.00	3,277.50	43,005.80	43.01	56,994.20
	OTHER GENERAL GOVERNMENT TOTA	15,000.00	.00	.00	.00	15,000.00
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	GENERAL GOVERNMENT TOTAL	963,355.00	54,962.64	773,938.07	80.34	189,416.93

BUDGET REPORT
CALENDAR 5/2023, FISCAL 11/2023

PCT OF FISCAL YTD 91.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	ROADS, BRIDGES, SIDEWALKS TOTA	2,741,310.00	2,608,755.00	2,741,310.00	100.00	.00
	PARKS TOTAL	.00	.00	.00	.00	.00
	HOUSING & URBAN RENEWAL TOTAL	404,208.00	376,503.75	403,507.50	99.83	700.50
		-----	-----	-----	-----	-----
	DEBT SERVICE TOTAL	3,145,518.00	2,985,258.75	3,144,817.50	99.98	700.50
	POLICE TOTAL	67,000.00	.00	136,639.12	203.94	69,639.12-
	FIRE TOTAL	6,000.00	.00	6,944.15	115.74	944.15-
	AMBULANCE TOTAL	.00	.00	.00	.00	.00
	ROADS, BRIDGES, SIDEWALKS TOTA	8,325,137.00	639,647.25	1,008,641.59	12.12	7,316,495.41
	PARKS TOTAL	.00	26,899.50	216,077.50	.00	216,077.50-
	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
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	CAPITAL PROJECTS TOTAL	9,129,991.00	666,546.75	2,098,678.51	22.99	7,031,312.49
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER/SEWAGE DISPOSAL TOTAL	28,250.00	121.87	15,972.51	56.54	12,277.49
	LANDFILL/GARBAGE TOTAL	358,000.00	29,434.88	337,324.20	94.22	20,675.80
	STORM WATER TOTAL	262,994.00	8,555.48	109,113.99	41.49	153,880.01
		-----	-----	-----	-----	-----
	ENTERPRISE FUNDS TOTAL	649,244.00	38,112.23	462,410.70	71.22	186,833.30
	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	25,083,956.00	4,076,776.43	10,374,862.06	41.36	14,709,093.94
		=====	=====	=====	=====	=====



**STAFF REPORT
CITY COUNCIL**

June 19, 2023

TO: CITY COUNCIL
FROM: Adam Strait, Deputy City Clerk
SUBJECT: Approve FY 24 Tobacco Permits

GENERAL INFORMATION

Tobacco permits are issued annually from July 1st to June 30th each year. These permits will expire June 30, 2024.

SUMMARY

FY 24 Tobacco Permits

- Aws' Mediterranean Market - 7213 Apple Valley
- Bud & Mary's - 7239 Apple Valley Drive
- Hy-Vee Fast and Fresh - 7220 Hickman
- Hy-Vee Food Store - 7101 University
- Kum & Go #4098 - 7229 University
- Super Quick Mart - 7690 Hickman
- Walmart #1764 - 1001 73rd

ATTACHMENTS

None



**STAFF REPORT
CITY COUNCIL**

June 19, 2023

TO: CITY COUNCIL

FROM: Mike Jones, Mayor

SUBJECT: Consideration of the Second Reading and Waiving the Third Reading of Ordinance No. 23-05 - An Ordinance Amending Chapter 55 of the Code of Ordinances for Windsor Heights Related to the Types and Numbers of Animals Permitted

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Ordinance No. 23-05 - Amendments to Chapter 55.02 Related to the Types and Numbers of Animals Permitted

ORDINANCE NO. 23-05

AN ORDINANCE AMENDING CHAPTER 55.02 OF THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS RELATED TO TYPES AND NUMBERS OF ANIMALS PERMITTED

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

WHEREAS, the Public Safety Committee reviewed Chapter types and numbers of animals permitted and proposed changes to Chapter 55.02 and recommended approval of the same; and

WHEREAS, the City Council of the City of Windsor Heights do hereby find and declare that the amendments to Chapter 55.02 are necessary.

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

SECTION 1. Purpose. The purpose of this ordinance is to amend Chapter 55.02 by deletion of the following.

SECTION 2. Amended. Section 55.02 – Types and Numbers of Animals Permitted of the Windsor Heights Code is hereby amended as follows:

55.02 PETS; TYPES AND NUMBERS OF ANIMALS PERMITTED.

1. The following animals may be owned as pets under the following conditions:

A. Dogs not to exceed three in number and cats not to exceed three in number at or in a residential dwelling, which dogs and cats are owned and maintained in compliance with the provisions of this chapter relating to such animals.

B. Rabbits not to exceed three in number at or in a residential dwelling, and which must be maintained in a hutch or other type of enclosure.

C. Domestic poultry and fowl; that is, poultry and fowl ordinarily raised for production of eggs or meat, ~~but not roosters, geese, Guineafowl, or peacocks,~~ not to exceed ten in number considered together at or in a residential dwelling and maintained at all times in a pen and/or coup.

D. Vietnamese Pot Bellied Pigs, Asian Pot Bellied Pigs or pot bellied pigs not to exceed two in number of the types considered together at or in a residential dwelling.

E. The young produced by any pets permitted herein may be maintained at or in a residential dwelling with the parent animals for a period of approximately eight weeks but in no case longer than ten weeks.

2. Notwithstanding subsection 1(C), the following are not allowed:

A. Roosters or male domestic poultry;

B. Geese or members of the Anser and Branta genera;

- C. Guineafowl;
- D. Peacocks or peafowl.

~~55.02 PETS; TYPES AND NUMBERS OF ANIMALS PERMITTED.~~

~~—The following animals may be owned as pets under the following conditions:~~

~~—1. Dogs not to exceed three in number and cats not to exceed three in number at or in a residential dwelling, which dogs and cats are owned and maintained in compliance with the provisions of this chapter relating to such animals.~~

~~—2. Rabbits not to exceed three in number at or in a residential dwelling, and which must be maintained in a hutch or other type of enclosure.~~

~~—3. Domestic poultry and fowl; that is, poultry and fowl ordinarily raised for production of eggs or meat, not to exceed two ten in number considered together at or in a residential dwelling and maintained at all times in a pen and/or coup.~~

~~—4. Vietnamese Pot Bellied Pigs, Asian Pot Bellied Pigs or pot bellied pigs not to exceed two in number of the types considered together at or in a residential dwelling.~~

SECTION 3. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4. Severability. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. Effective Date. This ordinance shall be effective after the final passage, approval and publication as provided by law.

Passed and Approved this Day of 2023.

1st Reading:

2nd Reading:

3rd Reading:

Publish Date:

Mike Jones, Mayor

(SEAL)

ATTEST:

Travis Cooke Adam Strait, Deputy City Clerk



**STAFF REPORT
CITY COUNCIL**

June 19, 2023

TO: CITY COUNCIL

FROM: Mike Jones, Mayor

SUBJECT: Consideration of Resolution No. 2023-40 - A Resolution Approving an Employment Agreement for the Next City Administrator for the City of Windsor Heights

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2023-40 Approving Employment Agreement with City Administrator
2. 23.06 City Administrator Agreement

Resolution No. 2023-40

**A RESOLUTION APPROVING AN EMPLOYMENT AGREEMENT FOR THE NEXT
CITY ADMINISTRATOR FOR THE CITY OF WINDSOR HEIGHTS**

WHEREAS, the City undertook a search process to recruit and appoint a new City Administrator; and

WHEREAS, the preferred candidate has negotiated an agreement regarding terms of employment with the City and has set forth said terms in an agreement attached to this Resolution; and

WHEREAS, Windsor Heights City Code Chapter 21 provides, *inter alia*, that the City Administrator shall be appointed by a majority vote of the Council and shall receive such compensation as established by resolution.

NOW THEREFORE BE IT RESOLVED by the City of Windsor Heights City Council in session this 19th day of June 2023, that it hereby resolves that the attached Employment Agreement with the City Administrator is hereby approved and the Mayor is authorized to execute the same.

PASSED AND APPROVED THIS 19th DAY OF JUNE 2023.

Mike Jones, Mayor

Attest: _____
Adam Strait, Deputy City Clerk

City of Windsor Heights
City Administrator
Employment Agreement

THIS EMPLOYMENT AGREEMENT made and entered into this _ day of June, 2023, by and between the City of Windsor Heights, Polk County, Iowa, (hereinafter referred to as "Employer") and Adam Plagge, 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 City Administrator; 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.** City agrees to employ Adam Plagge as the City Administrator of the City of Windsor Heights to perform all duties as specified by law and ordinance and perform the general duties of the job description and other duties as assigned by the City Council. The City Administrator acknowledges that he is able to meet any requirements for his job duties—including but not limited to, licensing, bonding and/or insurance requirements. In addition, he agrees to establish normal business hours for his position and, in addition to keeping normal business hours, he is expected to spend additional time to accomplish the duties of the position. The City Administrator will be allowed reasonable flexibility to establish his own work schedule that may periodically make-up for evening hours; however, a regular presence at City offices during regular business hours is expected.

2. **Term.** This Agreement shall become effective commencing on the Employee's start date of August 14, 2023, and shall remain in effect for three (3) years unless sooner terminated as set forth above.

3. **Salary.** Annual Salary on the initial date of employment will be one hundred thirty-five thousand dollars (\$135,000) per year. Said salary shall be payable in equal installments at the same time as other employees of the City are paid. As set forth below, the City agrees to review and evaluate the City Administrator's job performance and compensation annually.

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 pay for annual membership costs for the International City/County Management Association, the Iowa City/County Manager's Association, as well as the cost of dues subscriptions to other professional associations as mutually agreed upon by him and the Council. In addition, the City shall pay for the City Administrator's attendance at the annual International City/County Management Association conference and attendance at conferences held by the Iowa City/County Manager's Association and other professional conferences as mutually agreed upon by him and the Council. The City shall also pay for other conferences, short courses, and seminars that are necessary for the City Administrator's professional development and for the good of the City may also be allowed as the City of Windsor Heights' budget will accommodate.

(c) Vacation. For the first year of employment, the City will grant Employee three (3) weeks (120 hours) of vacation leave which will be placed into his vacation leave bank on the Employee's start date. The City will grant Employee four (4) weeks (160 hours) per year beginning in year two of the Term.

(d) Paid Time Off. Paid time off ("PTO") shall accrue at 6.78 hours per pay period (26 pay periods per year). All PTO will be recorded by the employee performing payroll duties. The City Administrator shall be allowed the same provisions for carryover of PTO as all other City employees.

(e) Holidays and Additional Leaves. Employee shall receive nine (9) paid regular holidays and three (3) paid floating holidays per year. Employee shall have four (4) paid days of leave for executive leave, and shall be deemed eligible for FMLA leave upon his commencement date.

(f) 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).

(g) Vehicle Allowance. The Employee will provide his own vehicle. The City shall reimburse Employee three hundred fifty dollars (\$350.00) per month for work-related use of said vehicle.

(h) Technology and Cell Phone Allowance. The City will provide Employee with a City-owned laptop computer to conduct City business. The Employee will supply his own mobile phone, and the City will compensate the Employee in the amount of fifty dollars (\$50.00) per month for work-related usage of said phone.

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. **Annual Performance Evaluation.** The City Administrator and elected officials will work together to create performance goals for the City Administrator to accomplish as follows:

- a) First year performance evaluation – At six (6) months following the City Administrator’s start date, the City Council shall meet with him to conduct a performance evaluation;
- b) The City Council will annually review the performance of the City Administrator subject to a process, form, criteria and format for evaluation which will be mutually agreed upon by the City Council and the City Administrator;
- c) At a minimum, the process will include: (1) a written evaluation; (2) meet and discuss the evaluation and (3) present a written summary of the evaluation results—the final written evaluation should be completed and delivered to the City Administrator, within forty-five (45) days of the evaluation meeting; and
- d) Upon a satisfactory annual evaluations, the City Administrator will be eligible for compensation adjustments.

7. **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 twenty (20) weeks of severance pay, payable in a lump sum, including all accrued/earned vacation leave. 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 (60) 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.

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. **Indemnification.** The City shall defend, hold harmless and indemnify the City Administrator against any tort or liability claim or demand or any other legal action arising from City activities or any alleged act of omission occurring during the performance of the City Administrator’s duties as City Administrator; unless the conduct of the City Administrator upon which such claim or demand is based constituted a willful and wanton act or omission, or malfeasance in office, or is determined to have violated state or federal criminal statute. Legal representation shall be provided by the City at its expense.

10. **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.

11. **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

EMPLOYEE

Mike Jones, Mayor

Adam Plagge

Date:_____

Date:_____

ATTEST:

City Clerk

Passed and Approved this ____ day of _____ 2023.

Attest:_____
City Clerk



**STAFF REPORT
CITY COUNCIL**
June 19, 2023

TO: CITY COUNCIL
FROM: Justin Ernst, City Engineer
SUBJECT: Consideration of Pay Request 1 - 68th Street Reconstruction

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Pay Request 1 - 68th Street Reconstruction



**BOLTON
& MENK**

Real People. Real Solutions.

430 E Grand Avenue
Suite 101
Des Moines, IA 50309

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

June 13, 2023

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

RE: 68th Street Reconstruction Pay Request 1

Dear Ms. Swisher:

Submitted for your approval is Pay Request 1 for the above-mentioned project. Pay Request 1 is for a total payment of \$483,756.62. The total value completed to date is \$509,217.50, minus 5% retainage of \$25,460.88. Please see Pay Request 1 for a full summary of the items completed that are included in this payment.

Bolton & Menk, Inc. recommends the approval of Pay Application 1. Please let me know if you have any questions.

Sincerely,

Bolton & Menk, Inc.

Justin Ernst, PE
Project Manager

Contractor's Application for Payment

Owner:	City of Windsor Heights	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	0A1.127880
Contractor:	All Star Concrete	Other Project No.:	
Project:	68th Street Reconstruction		
Contract:	Paving, Municipal		
Application No.:	1	Application Date:	6/1/2023
Application Period:	From 5/1/2023 to 5/31/2023		

1. Original Contract Price	\$	1,922,231.25
2. Net change by Change Orders	\$	-
3. Current Contract Price (Line 1 + Line 2)	\$	1,922,231.25
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	509,217.50
5. Retainage		
a. 5% X \$ 509,217.50 Work Completed	\$	25,460.88
b. 5% X \$ - Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	25,460.88
6. Amount eligible to date (Line 4 - Line 5.c)	\$	483,756.62
7. Less previous payments (Line 6 from prior application)		
8. Amount due this application	\$	483,756.62

Contractor's Certification

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

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

Contractor: All Star Concrete

Signature: Paublo Sanchez **Date:** 06.13.2023
Name: Paublo Sanchez **Title:** Project Supervisor

Recommended by Engineer**Approved by Owner**

By: <u>Justin Ernst</u>	By: _____
Name: Justin Ernst	Name: _____
Title: Civil Project Manager	Title: _____
Date: 6/13/2023	Date: _____

Progress Estimate - Unit Price Work

Contractor's Application for Payment

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

Application No.: 1		Application Period:		From	05/01/23	to	05/31/23	Application Date: 06/01/23				
A	B	C	D	E	F	F1	F2	G	H	J	K	L
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)			
Original Contract												
1	CLEARING AND GRUBBING	1	LS	\$ 8,500.00	\$ 8,500.00		-	1.00	\$ 8,500.00	\$ 8,500.00	100%	\$ -
2	TOPSOIL, ON-SITE	375	CY	\$ 20.00	\$ 7,500.00		-	-	\$ -	\$ -		\$ 7,500.00
3	EXCAVATION, CLASS 10	1,085	CY	\$ 20.00	\$ 21,700.00		-	217.00	\$ 4,340.00	\$ 4,340.00	20%	\$ 17,360.00
4	BELOW GRADE EXCAVATION (CORE OUT)	230	CY	\$ 60.00	\$ 13,800.00		-	-	\$ -	\$ -		\$ 13,800.00
5	SUBGRADE PREPARATION	5,515	SY	\$ 3.25	\$ 17,923.75		-	-	\$ -	\$ -		\$ 17,923.75
6	SUBGRADE TREATMENT, 15% POZZO STONE	560	TON	\$ 50.00	\$ 28,000.00		-	-	\$ -	\$ -		\$ 28,000.00
7	SUBBASE, MODIFIED, 8"	5,515	SY	\$ 14.50	\$ 79,967.50		-	-	\$ -	\$ -		\$ 79,967.50
8	REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL	200	CY	\$ 70.00	\$ 14,000.00		-	-	\$ -	\$ -		\$ 14,000.00
9	SANITARY SEWER GRAVITY MAIN, TRENCHED, PVC TRUSS, 8"	20	LF	\$ 210.00	\$ 4,200.00		-	-	\$ -	\$ -		\$ 4,200.00
10	SANITARY SEWER SERVICE STUB, PVC, 4"	1	EA	\$ 3,500.00	\$ 3,500.00		-	-	\$ -	\$ -		\$ 3,500.00
11	STORM SEWER, TRENCHED, RCP, 15"	640	LF	\$ 85.00	\$ 54,400.00		-	50.00	\$ 4,250.00	\$ 4,250.00	8%	\$ 50,150.00
12	STORM SEWER, TRENCHED, RCP, 18"	84	LF	\$ 140.00	\$ 11,760.00		-	90.00	\$ 12,600.00	\$ 12,600.00	107%	\$ (840.00)
13	STORM SEWER, TRENCHED, RCP, 24"	99	LF	\$ 125.00	\$ 12,375.00		-	85.00	\$ 10,625.00	\$ 10,625.00	86%	\$ 1,750.00
14	REMOVAL OF STORM SEWER, LESS THAN 36"	132	LF	\$ 25.00	\$ 3,300.00		-	132.00	\$ 3,300.00	\$ 3,300.00	100%	\$ -
15	SUBDRAIN, HDPE, 6"	2,365	LF	\$ 25.00	\$ 59,125.00		-	-	\$ -	\$ -		\$ 59,125.00
16	SUBDRAIN CLEANOUT, TYPE A-1, 6"	11	EA	\$ 700.00	\$ 7,700.00		-	-	\$ -	\$ -		\$ 7,700.00
17	SUBDRAIN OUTLETS AND CONNECTIONS, CMP, 6"	9	EA	\$ 350.00	\$ 3,150.00		-	-	\$ -	\$ -		\$ 3,150.00
18	CONNECT TO SUBDRAIN PIPE	1	EA	\$ 125.00	\$ 125.00		-	-	\$ -	\$ -		\$ 125.00
19	WATER MAIN, TRENCHED, C900 DR18 PVC, RESTRAINED	20	LF	\$ 100.00	\$ 2,000.00		-	-	\$ -	\$ -		\$ 2,000.00
20	WATER MAIN, TRENCHED, C900 DR18 PVC, STAB JOINT, 8",	1,245	LF	\$ 75.00	\$ 93,375.00		-	855.00	\$ 64,125.00	\$ 64,125.00	69%	\$ 29,250.00
21	WATER MAIN, TRENCHED, C900 DR18 PVC, RESTRAINED	160	LF	\$ 85.00	\$ 13,600.00		-	40.00	\$ 3,400.00	\$ 3,400.00	25%	\$ 10,200.00
22	FITTING, 6"	120	LB	\$ 25.00	\$ 3,000.00		-	-	\$ -	\$ -		\$ 3,000.00
23	FITTING, 8"	1,220	LB	\$ 15.00	\$ 18,300.00		-	548.00	\$ 8,220.00	\$ 8,220.00	45%	\$ 10,080.00
24	WATER SERVICE TRANSFER, COPPER, 1" (SAME SIDE)	13	EA	\$ 2,500.00	\$ 32,500.00		-	-	\$ -	\$ -		\$ 32,500.00
25	WATER SERVICE TRANSFER, COPPER, 1" (OPPOSITE SIDE)	13	EA	\$ 3,500.00	\$ 45,500.00		-	-	\$ -	\$ -		\$ 45,500.00
26	WATER MAIN REMOVAL	150	LF	\$ 30.00	\$ 4,500.00		-	-	\$ -	\$ -		\$ 4,500.00
27	VALVE, GATE, DUCTILE IRON (DI), 6"	1	EA	\$ 2,400.00	\$ 2,400.00		-	-	\$ -	\$ -		\$ 2,400.00
28	VALVE, GATE, DUCTILE IRON (DI), 8"	4	EA	\$ 3,100.00	\$ 12,400.00		-	2.00	\$ 6,200.00	\$ 6,200.00	50%	\$ 6,200.00
29	FIRE HYDRANT ASSEMBLY	3	EA	\$ 8,000.00	\$ 24,000.00		-	-	\$ -	\$ -		\$ 24,000.00
30	FLUSHING DEVICE (BLOW OFF), MIN 2 IN DIAMETER,	3	EA	\$ 2,400.00	\$ 7,200.00		-	-	\$ -	\$ -		\$ 7,200.00
31	FIRE HYDRANT ASSEMBLY REMOVAL	3	EA	\$ 800.00	\$ 2,400.00		-	-	\$ -	\$ -		\$ 2,400.00
32	VALVE BOX REMOVAL	5	EA	\$ 400.00	\$ 2,000.00		-	-	\$ -	\$ -		\$ 2,000.00
33	TAP FEE, 1", REPLACEMENT TAP FOR WATER SERVICE	26	EA	\$ 450.00	\$ 11,700.00		-	-	\$ -	\$ -		\$ 11,700.00
34	PREPARE EXCAVATION FOR TAPPING SLEEVE AND VALVE	2	EA	\$ 2,200.00	\$ 4,400.00		-	1.00	\$ 2,200.00	\$ 2,200.00	50%	\$ 2,200.00
35	FOUNDATION ROCK	50	TON	\$ 60.00	\$ 3,000.00		-	-	\$ -	\$ -		\$ 3,000.00
36	STORM MANHOLE, SW-401, 48"	1	EA	\$ 6,500.00	\$ 6,500.00		-	0.75	\$ 4,875.00	\$ 4,875.00	75%	\$ 1,625.00
37	INTAKE, SW-503	1	EA	\$ 10,500.00	\$ 10,500.00		-	0.75	\$ 7,875.00	\$ 7,875.00	75%	\$ 2,625.00
38	INTAKE, SW-505	6	EA	\$ 10,500.00	\$ 63,000.00		-	1.50	\$ 15,750.00	\$ 15,750.00	25%	\$ 47,250.00
39	INTAKE, SW-508	1	EA	\$ 11,500.00	\$ 11,500.00		-	0.75	\$ 8,625.00	\$ 8,625.00	75%	\$ 2,875.00
40	INTAKE, SW-510, MODIFIED, 13' X 5'	1	EA	\$ 35,000.00	\$ 35,000.00		-	0.75	\$ 26,250.00	\$ 26,250.00	75%	\$ 8,750.00
41	MANHOLE ADJUSTMENT, MINOR	3	EA	\$ 1,600.00	\$ 4,800.00		-	-	\$ -	\$ -		\$ 4,800.00

Progress Estimate - Unit Price Work

Contractor's Application for Payment

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

Application No.: 1		Application Period:		From	05/01/23	to	05/31/23	Application Date: 06/01/23					
A	B	C	D	E	F	F1	F2	G	H	J	K	L	
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)	
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
42	MANHOLE ADJUSTMENT, MAJOR	2	EA	\$ 3,700.00	\$ 7,400.00		-	- \$	-	\$ -		\$ 7,400.00	
43	REMOVE INTAKE	5	EA	\$ 800.00	\$ 4,000.00		-	5.00	\$ 4,000.00	\$ 4,000.00	100%	\$ -	
44	PAVEMENT, PCC, 7"	4,280	SY	\$ 67.00	\$ 286,760.00		-	-	\$ -	\$ -		\$ 286,760.00	
45	PAVEMENT, PCC, 10"	35	SY	\$ 100.00	\$ 3,500.00		-	-	\$ -	\$ -		\$ 3,500.00	
46	REMOVAL OF SIDEWALK	25	SY	\$ 22.00	\$ 550.00		-	-	\$ -	\$ -		\$ 550.00	
47	REMOVAL OF DRIVEWAY	835	SY	\$ 17.00	\$ 14,195.00		-	417.50	\$ 7,097.50	\$ 7,097.50	50%	\$ 7,097.50	
48	SIDEWALK, PCC, 4"	560	SY	\$ 60.00	\$ 33,600.00		-	-	\$ -	\$ -		\$ 33,600.00	
49	SIDEWALK, PCC, 6"	25	SY	\$ 85.00	\$ 2,125.00		-	-	\$ -	\$ -		\$ 2,125.00	
50	DETECTABLE WARNING	20	SF	\$ 55.00	\$ 1,100.00		-	-	\$ -	\$ -		\$ 1,100.00	
51	DRIVEWAY, PAVED, PCC, 6"	885	SY	\$ 70.00	\$ 61,950.00		-	-	\$ -	\$ -		\$ 61,950.00	
52	DRIVEWAY, GRANULAR	250	TON	\$ 50.00	\$ 12,500.00		-	-	\$ -	\$ -		\$ 12,500.00	
53	PAVEMENT REMOVAL	4,075	SY	\$ 13.00	\$ 52,975.00		-	2,045.00	\$ 26,585.00	\$ 26,585.00	50%	\$ 26,390.00	
54	TEMPORARY TRAFFIC CONTROL	1	LS	\$ 13,850.00	\$ 13,850.00		-	0.20	\$ 2,770.00	\$ 2,770.00	20%	\$ 11,080.00	
55	PERFORATED SQUARE STEEL TUBE POSTS	12	EA	\$ 600.00	\$ 7,200.00		-	-	\$ -	\$ -		\$ 7,200.00	
56	WATERING	25	MGAL	\$ 60.00	\$ 1,500.00		-	-	\$ -	\$ -		\$ 1,500.00	
57	SOD	215	SQ	\$ 65.00	\$ 13,975.00		-	-	\$ -	\$ -		\$ 13,975.00	
58	SWPPP PREPARATION	1	LS	\$ 1,500.00	\$ 1,500.00		-	1.00	\$ 1,500.00	\$ 1,500.00	100%	\$ -	
59	SWPPP MANAGEMENT	1	LS	\$ 2,100.00	\$ 2,100.00		-	0.20	\$ 420.00	\$ 420.00	20%	\$ 1,680.00	
60	FILTER SOCK, 8"	2,450	LF	\$ 2.00	\$ 4,900.00		-	125.00	\$ 250.00	\$ 250.00	5%	\$ 4,650.00	
61	STABILIZED CONSTRUCTION ENTRANCE	100	SY	\$ 15.00	\$ 1,500.00		-	-	\$ -	\$ -		\$ 1,500.00	
62	EROSION CONTROL MULCHING, HYDRO MULCHING	0.45	AC	\$ 3,000.00	\$ 1,350.00		-	-	\$ -	\$ -		\$ 1,350.00	
63	INLET PROTECTION DEVICE, MAINTENANCE, AND REMOVAL	15	EA	\$ 200.00	\$ 3,000.00		-	2.00	\$ 400.00	\$ 400.00	13%	\$ 2,600.00	
64	MODULAR BLOCK RETAINING WALL	250	SF	\$ 50.00	\$ 12,500.00		-	-	\$ -	\$ -		\$ 12,500.00	
65	MOBILIZATION	1	LS	\$ 499,000.00	\$ 499,000.00		-	0.50	\$ 249,500.00	\$ 249,500.00	50%	\$ 249,500.00	
66	MAINTENANCE OF POSTAL SERVICE	1	LS	\$ 3,000.00	\$ 3,000.00		-	0.20	\$ 600.00	\$ 600.00	20%	\$ 2,400.00	
67	MAINTENANCE OF SOLID WASTE COLLECTION	1	LS	\$ 13,200.00	\$ 13,200.00		-	0.20	\$ 2,640.00	\$ 2,640.00	20%	\$ 10,560.00	
68	TEMPORARY PEDESTRIAN RESIDENTIAL ACCESS	1	LS	\$ 75,000.00	\$ 75,000.00		-	0.20	\$ 15,000.00	\$ 15,000.00	20%	\$ 60,000.00	
69	CONCRETE WASHOUT	1	LS	\$ 2,600.00	\$ 2,600.00		-	0.20	\$ 520.00	\$ 520.00	20%	\$ 2,080.00	
70	CURBSIDE MAILBOX	26	EA	\$ 800.00	\$ 20,800.00		-	8.50	\$ 6,800.00	\$ 6,800.00	33%	\$ 14,000.00	
Original Contract Totals					\$ 1,922,231.25		\$ -		\$ 509,217.50	\$ 509,217.50	26%	\$ 1,413,013.75	
Change Orders													
					-				-	-		-	
					-				-	-		-	
Change Order Totals					\$ -				\$ -	\$ -		\$ -	
Original Contract and Change Orders													
Project Totals					\$ 1,922,231.25				\$ 509,217.50	\$ 509,217.50	26%	\$ 1,413,013.75	



**STAFF REPORT
CITY COUNCIL**
June 19, 2023

TO: CITY COUNCIL
FROM: Justin Ernst, City Engineer
SUBJECT: Consideration of Pay Request 2 - HMA Resurfacing Project 2023

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Pay Request 2 - HMA Resurfacing Project 2023



**BOLTON
& MENK**

Real People. Real Solutions.

430 E Grand Avenue
Suite 101
Des Moines, IA 50309

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

June 8, 2023

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

RE: 2023 HMA Resurfacing Project Pay Request 2

Dear Ms. Swisher:

Submitted for your approval is Pay Request 2 for the above-mentioned project. Pay Request 2 is for a total payment of \$22,690.28. The total value completed to date is \$160,441.00, minus 5% retainage of \$8,022.05. Please see Pay Request 2 for a full summary of the items completed that are included in this payment.

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

Sincerely,

Bolton & Menk, Inc.

Justin Ernst, PE
Project Manager

Contractor's Application for Payment

Owner:	City of Windsor Heights	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	0A1.127459
Contractor:	Inroads Paving	Other Project No.:	
Project:	2023 HMA Resurfacing Project		
Contract:	Paving		
Application No.:	2	Application Date:	5/31/2023
Application Period:	From 5/1/2023	to	5/31/2023

1. Original Contract Price	\$	176,110.75
2. Net change by Change Orders	\$	-
3. Current Contract Price (Line 1 + Line 2)	\$	176,110.75
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	160,441.00
5. Retainage		
a. 5% X \$ 160,441.00 Work Completed	\$	8,022.05
b. 5% X \$ - Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	8,022.05
6. Amount eligible to date (Line 4 - Line 5.c)	\$	152,418.95
7. Less previous payments (Line 6 from prior application)	\$	129,728.67
8. Amount due this application	\$	22,690.28

Contractor's Certification

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

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

Contractor: Inroads Paving

Signature: Bruce Kraesten Date: 6/6/2023
Name: Bruce Kraesten Title: PM/ESTIMATOR

Recommended by Engineer

Approved by Owner

By: Justin Ernst By: _____
Name: Justin Ernst Name: _____
Title: Civil Project Manager Title: _____
Date: 6/8/2023 Date: _____

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Windsor Heights										Owner's Project No.:			
Engineer:	Bolton & Menk, Inc.										Engineer's Project No.: 0A1.127459			
Contractor:	Inroads Paving										Other Project No.:			
Project:	2023 HMA Resurfacing Project													
Contract:	Paving													

Application No.:	2	Application Period:	From	05/01/23	to	05/31/23	Application Date: 05/31/23						
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A	B	C	D	E	F	F1	F2	G	H	I	J	K	L		
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Contract Information		Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
						Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)						
Original Contract															
1	TOPSOIL, OFF-SITE	10	CY	380.00	3,800.00		-	-	-	-	-		-		3,800.00
2	VALVE BOX ADJUSTMENT, MINOR	1	EA	1,500.00	1,500.00		-	-	-	-	-		-		1,500.00
3	MANHOLE ADJUSTMENT, MINOR	3	EA	2,800.00	8,400.00		-	3.00	8,400.00		8,400.00	100%			-
4	CURB AND GUTTER, 2.5', 7"	55	LF	48.00	2,640.00		-	171.00	8,208.00		8,208.00	311%			(5,568.00)
5	PAVEMENT, HMA, LEVELING COURSE	18	TON	160.00	2,880.00		-	-	-		-		-		2,880.00
6	HMA OVERLAY, SURFACE COURSE, 3/8 IN. MIX, PG 58-28S	353	TON	140.00	49,420.00	349.00	48,860.00	349.00	48,860.00		48,860.00	99%			560.00
7	REMOVAL OF SIDEWALK	30	SY	16.00	480.00		-	23.50	376.00		376.00	78%			104.00
8	SIDEWALK, PCC, 4"	10	SY	130.00	1,300.00		-	14.60	1,898.00		1,898.00	146%			(598.00)
9	SIDEWALK, PCC, 6"	20	SY	135.00	2,700.00		-	8.90	1,201.50		1,201.50	45%			1,498.50
10	DETECTABLE WARNING	35	SF	60.00	2,100.00		-	32.00	1,920.00		1,920.00	91%			180.00
11	MILLING	1,435	SY	9.45	13,560.75	1,140.00	10,773.00	1,140.00	10,773.00		10,773.00	79%			2,787.75
12	CURB AND GUTTER REMOVAL	55	LF	11.00	605.00		-	171.00	1,881.00		1,881.00	311%			(1,276.00)
13	TEMPORARY TRAFFIC CONTROL	1	LS	11,000.00	11,000.00	1.00	11,000.00	1.00	11,000.00		11,000.00	100%			-
14	SOD	3	SQ	1,300.00	3,900.00		-	-	-		-		-		3,900.00
15	CONSTRUCTION SURVEY	1	LS	8,500.00	8,500.00	1.00	8,500.00	1.00	8,500.00		8,500.00	100%			-
16	MOBILIZATION	1	LS	7,500.00	7,500.00	1.00	7,500.00	1.00	7,500.00		7,500.00	100%			-
17	PAVEMENT, HMA, FULL DEPTH PATCHES	385	SY	145.00	55,825.00	344.30	49,923.50	344.30	49,923.50		49,923.50	89%			5,901.50
		-	-	-	-		-	-	-		-		-		-
		-	-	-	-		-	-	-		-		-		-
Original Contract Totals					\$ 176,110.75		\$ 136,556.50		\$ 160,441.00	\$ -	\$ 160,441.00	91%	\$ 15,669.75		
Change Orders															
					-				-		-		-		-
					-				-		-		-		-
Change Order Totals					\$ -				\$ -	\$ -	\$ -		\$ -		\$ -
Original Contract and Change Orders															
Project Totals					\$ 176,110.75				\$ 160,441.00	\$ -	\$ 160,441.00	91%	\$ 15,669.75		



**STAFF REPORT
CITY COUNCIL**
June 19, 2023

TO: CITY COUNCIL

FROM:

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

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None



**STAFF REPORT
CITY COUNCIL**
June 19, 2023

TO: CITY COUNCIL
FROM:
SUBJECT: Fire Department Report

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. May EOM Report



Windsor Heights Fire Dept.

Windsor Heights, Iowa 50324

508-9450
508-760

May 2023 Monthly Report

Work Areas

1. A Shift

- FF/EMT Mary Mitchell worked her last full-time shift on the 30th. We are fortunate that we will retain her in a part-time status. Best of luck at Ankeny!
- The first round of inspections has been completed with a start on the second round.
- FF/Paramedic Jones is continuing work with rental inspections and has taken over medication and EMS supplies until a new FT FF/EMT is hired.

2. B Shift

- B Shift has been assigned to build annual EMS and Fire monthly training plans that will be delivered on shift daily. The programs are to take effect starting in July and will be delivered to all on shift personnel.
- Crews assisted newer members with emergency response skills throughout the month.
- Crews completed multiple 1410 drills in our first due area.
- Crews completed all but 3 inspections. Inspections were incomplete due to not being able to make contact with occupancy owners.

3. C Shift

- Preplans continue to be updated.
- First round of inspections complete with a start on the second round.
- FF/EMT Ahrens continues to work through new hire packet.
- FF/Paramedic Evans has been assigned apparatus/station maintenance and will coordinate any future issues as needed.
- FF/EMT Ahrens has been assigned to oversee our PPE inventory and make recommendation of needs to ensure staff safety.

4. Chief Mease

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.



ights Fire Dept.

, Iowa 50324

.9450
760

- Attended multiple meetings with Metro area agencies to include the Polk County Fire Chiefs, Chief Mentola with Westcom, Chief Garcia with Clive Fire, Central Iowa EMS Directors, Westcom Sub-Ops Committee.
- Coordinated A553 engine replacement and loaner ambulance with the Norwalk Fire Department. A back up loaner has been secured with the Van Meter Fire Department as well.
- Continued SWOT analysis meetings with FT, PT and POC crew members to review any issues or needs for department improvement.
- The current Captain position has been replaced with PT staffing 7 days a week for 12 hour shifts. This allows for PT hiring to adequately cover open shifts and FT PTO.
- Hiring process for FT and PT has been opened up on the City website and promoted throughout the Metro area.
- Train the trainer has been conducted with Merseal and Price as they build the annual training program.
- Continual training, adapting to current software programs and administrative tasks.
- Attending calls as needed with all crews to ensure appropriate mitigation.
- Attended the scheduled Movie in the Park and visited with the community.

Accomplishments

- On 5/22, crews surprised a resident at her 92nd birthday party (Merseal, Price, Melody), along with members of the WHPD.
- Crews attended the Summer Rocks Event at the Clive Learning Academy, using the fire hose to cool down the kids.
- B shift has been completing an annual training program for EMS and fire, integrating daily and weekly training resources. An annual training program will also be completed that will allow for continuity in our overall training program.
- The annual extrication tool maintenance was coordinated to ensure equipment is fully operational.
- Annual ladder testing completed.
- FD and PD conducted a Tour for Toddlers on 5/30.

DUTY - PRIDE - TRADITION

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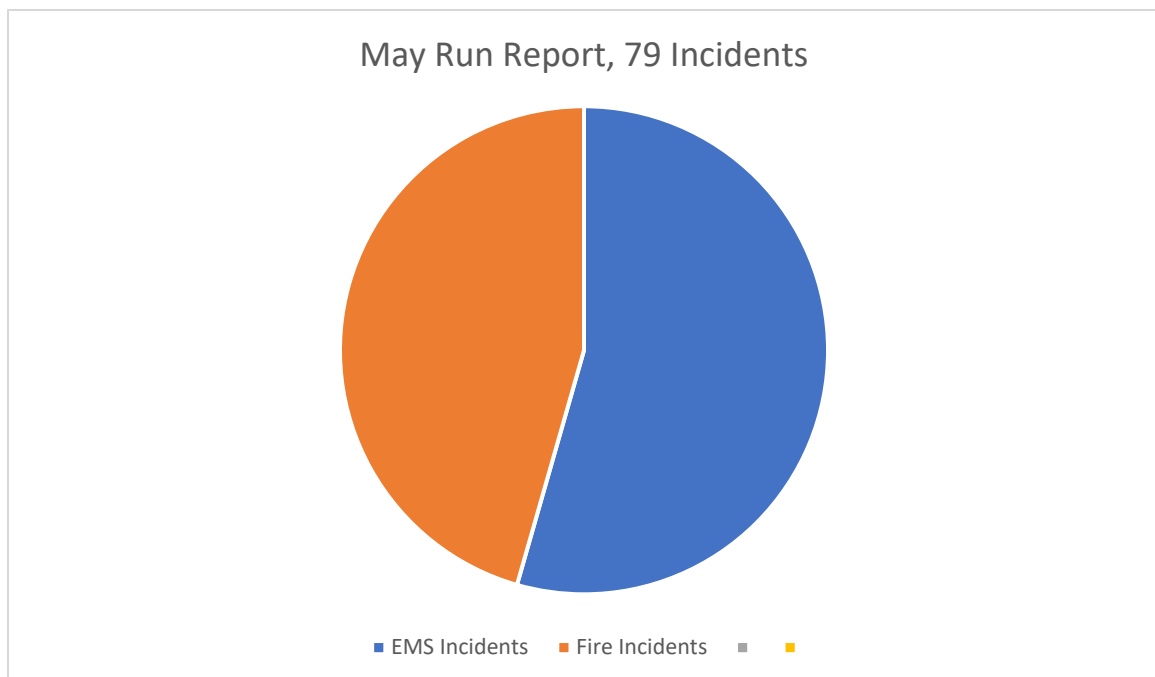
Windsor Heights Fire Dept.

Windsor Heights, Iowa 50324

Phone: 515-9450-7600

Calls

- 5/22 crews responded to a working structure fire in Urbandale. Crews arrived to find heavy fire coming from the garage that extended to the second floor. WHFD members completed fire extinguishment and overhaul on the roof.
- 5/8 crews responded for mutual aid to Clive for a rear end style collision. All occupants were out of the vehicle on arrival and refused any medical assistance.
- 5/8 crews responded to a critical patient that went into cardiac arrest on arrival at the receiving facility. A pulse was regained prior to leaving the facility.
- 5/12 crews responded to a behavioral issue. The PT became combative with crew members and was sedated to ensure responder safety.
- 5/24 crews were transporting a critical PT when A553 suffered mechanical issues at the Keo Way exit. The Des Moines Fire Department responded and took over PT care. A553 was towed to Station 55.
- 5/30 crews responded to a reported structure fire and assisted the Clive Fire Department with a dryer fire.



DUTY - PRIDE - TRADITION

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**STAFF REPORT
CITY COUNCIL**
June 19, 2023

TO: CITY COUNCIL
FROM:
SUBJECT: Police Department Report

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 2023 May-June Monthly Report



POLICE DEPARTMENT
1133 66th Street
Windsor Heights, Iowa 50324
515-277-4453 Fax 515-271-8160

To: Interim City Administrator Rachelle Swisher

From: Police Chief Pete Roth

Date: June 15, 2023

Re: Police Department May/June 2023 Monthly Report

Please find below the highlights for the Police Department.

I wanted to thank Interim Police Chief Travis Ouverson for his leadership, service, and guidance to the department over the past three months. He also assisted and mentored Lt. Pearson and me during his time with the City. This was instrumental in maintaining the high level of law enforcement service to the community and a successful transition of police chiefs. Travis' last day with the City was on June 2, 2023.

Department Updates

Officer Norris and Detective Irlbeck visited Windsor Elementary on May 18 for "Snack and Questions Time." They had a great time visiting with students about police work.

Officer Cody Brown's first day with the department was on May 22. His hiring brings the PD up to full staff. Officer Brown and Officer Ma'Kel Ingram were sworn in, along with Chief Roth, at the June 5, 2023, Council Meeting.

Interim Chief Ouverson, Chief Roth and Detective Irlbeck attended the 2023 Police Week Event hosted by the West Des Moines Police Department on May 18. Public Safety agencies from around the metro participated honoring those who gave the ultimate sacrifice while serving their communities.

Officers Palmer, Bowers, Davison, Ingram, and Brown participated with the Fire Department at the Clive Learning Academy's Summer Rocks Event on May 31. Officers spoke with many students, parents, and staff.

Officers Bowers, Davison, and Ingram brought their squad cars to Colby Park for a successful Touch a Truck Event on June 2. Chief Roth was also on hand to meet the public. It was a great turnout!

Officer Andrew Nissen was approved for full duty on June 14! His first day back in uniform was June 15. He is excited to get "back to work." The department is thrilled to have him back in a full-time capacity.

Training

Detectives Johnson and Irlbeck completed Geofence Investigations training on May 19. The one-day course is designed to show officers how to use Geofence based data while investigating cases. The training was hosted by the Des Moines Police Academy.

Chief Roth attended the 2023 Iowa Police Chiefs Spring Training Conference in Coralville during May 23-26. A wide variety of topics were presented. At the General Membership meeting, Chief Roth was reelected to the Executive Board as Secretary.

Officers Ingram and Brown continue their work in field training while on patrol. Officer Ingram is scheduled to attend the Iowa Law Enforcement Academy in August.

Incidents

Detective Irlbeck, while working patrol, was dispatched to a convenience store on a possible intoxicated driver. When he arrived, Irlbeck located the driver who exhibited signs of impairment. Field sobriety tests were conducted and a drug recognition expert (DRE) from the Waukee Police Department arrived to assist. Urine was submitted to the Iowa DCI laboratory for analysis and the driver was released to a sober party on the charge of OWI 1st Degree.

Officer Davison was dispatched to a residence reference a domestic assault. During the investigation, Davison learned the adult daughter had assaulted her mother. Officer Davison made the mandated arrest and charged Domestic Abuse Assault.

Officer Roetman was dispatched to the 7000 block of University Avenue reference a man running into traffic acting suspiciously (possibly "tweaking"). Officer Roetman attempted to make contact with the person, but he ran away from the officer. Other witnesses also informed Roetman that the man assaulted someone outside of the store. With the assistance of the Clive Police Department, officers were finally able to locate the person. It was later learned this person had also allegedly burglarized a residence. The suspect was taken to Polk County Jail on multiple charges.

Accomplishments

Detective Irlbeck received a 2023 MADD Award on May 16th for his outstanding work in impaired driving enforcement. This is special recognition from the Mothers Against Drunk Driving organization. Congratulations Mike!