



**AGENDA**  
**REGULAR MEETING OF THE**  
**WINDSOR HEIGHTS CITY COUNCIL**  
**Monday, July 20, 2020 - 6:00 PM**  
**VIA ZOOM**

**Meeting ID: 882 5126 3290 Password: 084772 Phone: 312 626 6799**

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 Hearings:**
  - A. Public Hearing on Ordinance No. 20-06 - An Ordinance Amending City Code 60.10.07 to Remove Subsection 21 Related to Unimproved Surfaces and Removing Private Property Language from Subsection 22
  - B. Consideration of the First Reading of Ordinance No. 20-06 - An Ordinance Amending City Code 60.10.07 to Remove Subsection 21 Related to Unimproved Surfaces and Removing Private Property Language from Subsection 22
  - C. Public Hearing on Ordinance No. 20-07 Amending City Code 174.08 to Further Define Surfaces allowed for Parking on Private Property and to add Parking Prohibitions for Vehicles Parked on Private Property for the Purpose of Sale
  - D. Consideration of the First Reading of Ordinance No. 20-07 Amending City Code 174.08 to Further Define Surfaces allowed for Parking on Private Property and to add Parking Prohibitions for Vehicles Parked on Private Property for the Purpose of Sale
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 July 6, 2020
  - B. Approve Minutes of the Special Council Meeting on June 22, 2020
  - C. Approve Minutes of the Special Council Meeting on July 1, 2020
  - D. Approve Minutes of the Special Council Meeting on July 2, 2020
  - E. Approve Minutes of the Special Council Meeting on July 11, 2020

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 the open meetings law.

- F. Approve Minutes of the Special Council Meeting on July 15, 2020
  - G. Approve Payment of Claims
6. **Old Business:**
- A. Consideration of the Second Reading of Ordinance No. 20-05 - Adding Chapter 30.11 - Unbiased Policing Policy to the Windsor Heights Code of Ordinances
  - B. Consider Waiving the Third and Final Reading of Ordinance No. 20-05 - Adding Chapter 30.11 - Unbiased Policing Policy to the Windsor Heights Code of Ordinances and Move to Adopt Ordinance No. 20-05
7. **New Business:**
- A. Consideration of Resolution No. 2020-95 - City Administrator Contract
  - B. Consideration of Pay Request No. 3 - 2020 College Drive Improvements
  - C. Consideration of Pay Request No. 3 - 2020 Streets Improvements
  - D. Consideration of Pay Request No. 1 - Walnut Creek Bank Stabilization Project
  - E. Consideration of Resolution No. 2020- 92 - A Resolution Closing CEC due to Covid-19
  - F. Consideration of Resolution No. 2020-93 - A Resolution Waiving Fees for the Pavilion for the Heartland Youth Choir on October 25th 2020
  - G. Resolution No. 2020-94 - A Resolution Allowing Refunds for Community Center Rentals Due to Covid-19 Concerns
8. **Reports:**
- A. Mayor and Council Reports and Committee Updates
  - B. Interim City Administrator Report
  - C. Public Safety Report
  - D. Public Works Report
  - E. Communications/Recreation Coordinator Report
9. **Closed Session** Closed Session pursuant to Iowa Code Section 21.5 (1)(c) To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the government body in that litigation.
- A. Convene into Closed Session
  - B. Convene into Open Session
10. **Closed Session** Closed Session pursuant to Iowa Code Section 21.5 (1)(j) To discuss the purchase of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property.

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 the open meetings law.

- A. Convene into Closed Session
  - B. Convene into Open Session
  - C. Discussion and Possible Action on Sale of Land
11. **Adjourn** Exempt Session: There will be an exempt session pursuant to Iowa Code Chapter 20.17 following the Regular Council Meeting

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 the open meetings law.



**STAFF REPORT**  
**CITY COUNCIL**  
July 20, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Public Hearing on Ordinance No. 20-06 - An Ordinance Amending City Code 60.10.07 to Remove Subsection 21 Related to Unimproved Surfaces and Removing Private Property Language from Subsection 22

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

None



**STAFF REPORT**  
**CITY COUNCIL**  
July 20, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of the First Reading of Ordinance No. 20-06 - An Ordinance Amending City Code 60.10.07 to Remove Subsection 21 Related to Unimproved Surfaces and Removing Private Property Language from Subsection 22

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. 2020 07 06 Council Action Form for amendment to 60.10.07
2. Ordinance No. 20-06 - An Ordinance Amending City Code 60.10.07

**COUNCIL ACTION FORM**

**AGENDA ITEM: CONSIDER SETTING PUBLIC HEARING FOR AMENDMENT TO CITY CODE 60.10.07 TO REMOVE SUBSECTION 21 RELATED TO UNIMPROVED SURFACES AND REMOVING PRIVATE PROPERTY LANGUAGE FROM SUBSECTION 22.**

**HISTORY:**

Recently, while fielding questions related to parking on private property, Chief McCluskey found some ambiguity in City Code 60.10.07 regarding parking regulations. Subsection 21 of Code 60.10.07 prohibits parking on “unimproved surfaces,” however the Code does not clearly define improved or unimproved surfaces. The current code reads, “*Unimproved Surfaces – Private or Public. On grass, unpaved areas, or any unimproved portion of a yard or lawn. Parking is only permitted on improved surfaces, such as concrete or asphalt.*” The current language of the Code leaves some vagueness concerning what constitutes an unimproved surface, especially concerning the use of gravel, the use of paving stones, or the use of bricks, for example.

City Code 174.08 also addresses parking for personal and recreational vehicles on private property, and 174.08 contains language referring to “a paved surface connected by a paved surface to a dedicated public right-of-way and/or alley.” This wording is found in 174.08(2)(C)(1) and is directed at parking in the rear yard setback of a residence.

In an effort to clarify the Code and foster consistency in various sections of Code, Chief McCluskey recommends an amendment to 60.10.07 striking subsection 21 as this information is contained within 174.08 for private property. In addition, City Code 40.08.03 addresses parking only in designated parking stalls at City Parks, therefore subsection 21 of 60.10.07 is duplicative and unnecessary.

Furthermore, violations related to parking on private property should be handled through the nuisance abatement process versus being included in Chapter 60.10.07, which outlines parking violations for which police officers may issue municipal citations. Police officers cannot enforce parking violations on private property, thus adding confusion to the current wording in 60.10.07.

Finally, this amendment also recommends removing wording related to parking of vehicles on private property for the purpose of sale – moving this language to 174.08 – due to this also being enforceable as a nuisance abatement and not as a municipal infraction issued by police officers.

The recommended changes are redlined below:

### **60.10.07 PARKING PROHIBITED.**

No one shall stop, stand, or park a vehicle except when necessary to avoid conflict with other traffic or in compliance with the directions of a peace officer or traffic control device, in any of the following places:

1. Crosswalk. On a crosswalk.

*(Code of Iowa, Sec. 321.358[5])*

2. Center Parkway. On the center parkway or dividing area of any divided street.

*(Code of Iowa, Sec. 321.236[1])*

3. Mailboxes. Within twenty (20) feet on either side of a mailbox which is so placed and so equipped as to permit the depositing of mail from vehicles on the roadway.

*(Code of Iowa, Sec. 321.236[1])*

4. Sidewalks. On or across a sidewalk.

*(Code of Iowa, Sec. 321.358[1])*

5. Driveway. In front of, or within three (3) feet of a curb cut of, a public or private driveway.

*(Code of Iowa, Sec. 321.358[2])*

6. Intersection. Within an intersection or within ten (10) feet of an intersection of any street or alley, or as otherwise marked.

7. Fire Hydrant. Within five (5) feet of a fire hydrant.

*(Code of Iowa, Sec. 321.358[4])*

8. Stop Sign or Signal. Within ten (10) feet upon the approach to any flashing beacon, stop or yield sign, or traffic control signal located at the side of a roadway.

*(Code of Iowa, Sec. 321.358[6])*

9. Railroad Crossing. Within fifty (50) feet of the nearest rail of a railroad crossing, except when parked parallel with such rail and not exhibiting a red light.

*(Code of Iowa, Sec. 321.358[8])*

10. Fire Station. Within twenty (20) feet of the driveway entrance to any fire station and on the side of a street opposite the entrance to any fire station within seventy-five (75) feet of said entrance when properly sign posted.

*(Code of Iowa, Sec. 321.358[9])*

11. Excavations. Alongside or opposite any street excavation or obstruction when such stopping, standing or parking would obstruct traffic.

*(Code of Iowa, Sec. 321.358[10])*

12. Double Parking. On the roadway side of any vehicle stopped or parked at the edge or curb of a street.

*(Code of Iowa, Sec. 321.358[11])*

13. Hazardous Locations. When, because of restricted visibility or when standing or parked vehicles would constitute a hazard to moving traffic, or when other traffic conditions require, the Council may cause curbs to be painted with a yellow color and erect no parking or standing signs.

*(Code of Iowa, Sec. 321.358[13])*

14. Churches, Nursing Homes and Other Buildings. A space of fifty (50) feet is hereby reserved at the side of the street in front of any theatre, auditorium, hotel having more than twenty-five (25) sleeping rooms, hospital, nursing home, taxicab stand, bus depot, church, or other building where large assemblages of people are being held, within which space, when clearly marked as such, no motor vehicle shall be left standing, parked or stopped except in taking on or discharging passengers or freight, and then only for such length of time as is necessary for such purpose.

*(Code of Iowa, Sec. 321.360)*

15. Alleys. No person shall park a vehicle within an alley except for the expeditious loading, unloading, and delivery which is incident to said loading and unloading of material or merchandise or passengers, and in no event shall any vehicle park in any alley for more than forty (40) minutes at any one time.

16. Ramps. In front of a curb cut or ramp which is located on public or private property in a manner which blocks access to the curb cut or ramp.

*(Code of Iowa, Sec. 321.358[15])*

17. Area Between Lot Line and Curb Line. On any unpaved portion of any street between the curb line and the lot line, except that, on recommendation of the City Administrator, duly approved by resolution of the Council, parking may be permitted at such locations when requested in writing by property owners. Each such location must be properly marked by approved metal signs at the extremities of such location. The expense of such signs shall be borne by the property owner.

18. In More Than One Space. In any designated parking space so that any part of the vehicle occupies more than one such space or protrudes beyond the markings designating such space.

19. Safety Zones. Between a safety zone and the adjacent curb or within ten (10) feet of points on the curb immediately opposite the ends of a safety zone.

*(Code of Iowa, Sec. 321.358[7])*

20. Off-Street Parking. On privately owned property or in an area developed as an off-street parking facility, without the consent of the owner, lessee, or person in charge of such privately owned property or facility. (A violation of this subsection shall place such vehicle in the status of an illegally parked vehicle and, upon complaint of the owner, lessee, or person in charge of the privately owned property or facility, said vehicle may be dealt with pursuant to the procedures in this Code of Ordinances governing abandoned vehicles.)

~~21. Unimproved Surfaces—Private or Public. On grass, unpaved areas, or any unimproved portion of a yard or lawn. Parking is only permitted on improved surfaces, such as concrete or asphalt.~~

~~221.~~ Automotive Sales. In an area not zoned for commercial use, parking on ~~private or~~ public property incidental to the sale of automobiles, as defined in Section 167.07(2)(A) of this Code of Ordinances, and as prohibited in Section 171.08(2)(G) of this Code of Ordinances.

~~2322.~~ Fire Lanes. Within any No Parking Fire Lane and/or within ten (10) feet of any No Parking Fire Lane traffic control device.

**ORDINANCE NO. 20-06**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS, IOWA, BY AMENDING CITY CODE 60.10.07 TO REMOVE SUBSECTION 21 RELATED TO UNIMPROVED SURFACES AND REMOVING PRIVATE PROPERTY LANGUAGE FROM SUBSECTION 22**

**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 City Council of the City of Windsor Heights do hereby find and declare that the amendments to Chapter 60.10.07 are necessary and will promote the safety and general welfare of the community.

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

**SECTION 1.** Purpose. The purpose of this ordinance is to amend Chapter 60.10.07 of the Code of Ordinances for the City of Windsor Heights.

**SECTION 2.** Chapter 60.10.07 is hereby amended to read as follows:

**60.10.07 PARKING PROHIBITED**

No one shall stop, stand, or park a vehicle except when necessary to avoid conflict with other traffic or in compliance with the directions of a peace officer or traffic control device, in any of the following places:

1. Crosswalk. On a crosswalk.

*(Code of Iowa, Sec. 321.358[5])*

2. Center Parkway. On the center parkway or dividing area of any divided street.

*(Code of Iowa, Sec. 321.236[1])*

3. Mailboxes. Within twenty (20) feet on either side of a mailbox which is so placed and so equipped as to permit the depositing of mail from vehicles on the roadway.

*(Code of Iowa, Sec. 321.236[1])*

4. Sidewalks. On or across a sidewalk.

*(Code of Iowa, Sec. 321.358[1])*

5. Driveway. In front of, or within three (3) feet of a curb cut of, a public or private driveway.

*(Code of Iowa, Sec. 321.358[2])*

6. Intersection. Within an intersection or within ten (10) feet of an intersection of any street or alley, or as otherwise marked.

7. Fire Hydrant. Within five (5) feet of a fire hydrant.

*(Code of Iowa, Sec. 321.358[4])*

8. Stop Sign or Signal. Within ten (10) feet upon the approach to any flashing beacon, stop or yield sign, or traffic control signal located at the side of a roadway.

*(Code of Iowa, Sec. 321.358[6])*

9. Railroad Crossing. Within fifty (50) feet of the nearest rail of a railroad crossing, except when parked parallel with such rail and not exhibiting a red light.

*(Code of Iowa, Sec. 321.358[8])*

10. Fire Station. Within twenty (20) feet of the driveway entrance to any fire station and on the side of a street opposite the entrance to any fire station within seventy-five (75) feet of said entrance when properly sign posted.

*(Code of Iowa, Sec. 321.358[9])*

11. Excavations. Alongside or opposite any street excavation or obstruction when such stopping, standing or parking would obstruct traffic.

*(Code of Iowa, Sec. 321.358[10])*

12. Double Parking. On the roadway side of any vehicle stopped or parked at the edge or curb of a street.

*(Code of Iowa, Sec. 321.358[11])*

13. Hazardous Locations. When, because of restricted visibility or when standing or parked vehicles would constitute a hazard to moving traffic, or when other traffic conditions require, the Council may cause curbs to be painted with a yellow color and erect no parking or standing signs.

*(Code of Iowa, Sec. 321.358[13])*

14. Churches, Nursing Homes and Other Buildings. A space of fifty (50) feet is hereby reserved at the side of the street in front of any theatre, auditorium, hotel having more than twenty-five (25) sleeping rooms, hospital, nursing home, taxicab stand, bus depot, church, or other building where large assemblages of people are being held, within which space, when clearly marked as such, no motor vehicle shall be left standing, parked or stopped except in taking on or discharging passengers or freight, and then only for such length of time as is necessary for such purpose.

*(Code of Iowa, Sec. 321.360)*

15. Alleys. No person shall park a vehicle within an alley except for the expeditious loading, unloading, and delivery which is incident to said loading and unloading of material or merchandise or passengers, and in no event shall any vehicle park in any alley for more than forty (40) minutes at any one time.

16. Ramps. In front of a curb cut or ramp which is located on public or private property in a manner which blocks access to the curb cut or ramp.

*(Code of Iowa, Sec. 321.358[15])*

17. Area Between Lot Line and Curb Line. On any unpaved portion of any street between the curb line and the lot line, except that, on recommendation of the City Administrator, duly approved by resolution of the Council, parking may be permitted at such locations when requested in writing by property owners. Each such location must be properly marked by approved metal signs at the extremities of such location. The expense of such signs shall be borne by the property owner.

18. In More Than One Space. In any designated parking space so that any part of the vehicle occupies more than one such space or protrudes beyond the markings designating such space.

19. Safety Zones. Between a safety zone and the adjacent curb or within ten (10) feet of points on the curb immediately opposite the ends of a safety zone.

*(Code of Iowa, Sec. 321.358[7])*

20. Off-Street Parking. On privately owned property or in an area developed as an off-street parking facility, without the consent of the owner, lessee, or person in charge of such privately owned property or facility. (A violation of this subsection shall place such vehicle in the status of an illegally parked vehicle and, upon complaint of the owner, lessee, or person in charge of the privately owned property or facility, said vehicle may be dealt with pursuant to the procedures in this Code of Ordinances governing abandoned vehicles.

21. Automotive Sales. In an area not zoned for commercial use, parking on public property incidental to the sale of automobiles, as defined in Section 167.07(2)(A) of this Code of Ordinances, and as prohibited in Section 171.08(2)(G) of this Code of Ordinances.

22. Fire Lanes. Within any No Parking Fire Lane and/or within ten (10) feet of any No Parking Fire Lane traffic control device.

**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 \_\_\_\_\_, 2020.

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

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

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

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

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

(SEAL)

ATTEST:

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



**STAFF REPORT**  
**CITY COUNCIL**  
July 20, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Public Hearing on Ordinance No. 20-07 Amending City Code 174.08 to Further Define Surfaces allowed for Parking on Private Property and to add Parking Prohibitions for Vehicles Parked on Private Property for the Purpose of Sale

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

None



**STAFF REPORT**  
**CITY COUNCIL**  
July 20, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of the First Reading of Ordinance No. 20-07 Amending City Code 174.08 to Further Define Surfaces allowed for Parking on Private Property and to add Parking Prohibitions for Vehicles Parked on Private Property for the Purpose of Sale

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. 2020 07 06 Council Action Form for amendment to 174.08
2. Ordinance No. 20-07 Amending City Code Chapter 174.08 to Further Define Surfaces Allowed for Parking

**COUNCIL ACTION FORM**

**AGENDA ITEM: CONSIDER SETTING PUBLIC HEARING FOR AMENDMENT TO CITY CODE 174.08 TO FURTHER DEFINE SURFACES ALLOWED FOR PARKING ON PRIVATE PROPERTY AND TO ADD PARKING PROHIBITIONS FOR VEHICLES PARKED ON PRIVATE PROPERTY FOR THE PURPOSE OF SALE.**

**HISTORY:**

Recently, while fielding questions related to parking on private property, Chief McCluskey found some ambiguity in City Code 174.08 regarding parking regulations. The current language of the Code leaves some vagueness concerning what constitutes an allowable parking surface, especially concerning the use of gravel, the use of paving stones, or the use of bricks, for example.

City Code 174.08 addresses parking for personal and recreational vehicles on private property, and 174.08 contains language referring to “a paved surface connected by a paved surface to a dedicated public right-of-way and/or alley.” This wording is found in 174.08(2)(C)(1) and is directed at parking in the rear yard setback of a residence.

In an effort to clarify the Code and foster consistency in various sections of Code, Chief McCluskey recommends an amendment to 174.08 further defining allowable surfaces for parking, and moving wording related to parking vehicles on private property for the purpose of sale from 60.10.07 to 174.08 to align with other private property parking regulations.

Violations related to parking on private property should be handled through the nuisance abatement process versus being included in Chapter 60.10, which outlines parking violations for which police officers may issue municipal citations. Police officers cannot legally enforce parking violations on private property, thus adding confusion with the current wording in 60.10.07.

The recommended changes are redlined below:

**174.08 PARKING FOR PERSONAL AND RECREATIONAL VEHICLES.**

1. Applicability. This section permits the parking of personal vehicles on a single lot in a residential district subject to specific conditions. Personal vehicles include: passenger cars; vans; pickup trucks, camper shells, toppers, and other similar appurtenances intended for attachment to a personal vehicle; trailers under 20 feet in length; and boats. Trucks, tractor cab units, trailers, recreational vehicles, and vehicles over 2.5 tons gross empty weight shall be defined as heavy commercial vehicles.

## 2. Location of Parking

- A. Parking is permitted within any enclosed structure when such structure conforms to the regulations of its zoning district.
- B. Parking of personal vehicles is permitted on a paved driveway (outside of an enclosed structure) within the front yard setback, but shall in no case encroach upon the public right-of-way.
- C. Parking of personal vehicles may occur in the rear yard setback (outside of an enclosed structure and not on the front yard paved driveway) if ~~the Zoning Administrator determines that~~ such parking ~~conforms to the provisions of this Zoning Code,~~ meets the following conditions:
  - 1. The parking space is provided on a ~~paved~~ surface consisting of asphalt, concrete, brick, or paving stones made of one of the aforementioned substances. Parking is prohibited on gravel, regrid, crushed concrete/asphalt, sand, dirt, grass or other surfaces not mentioned in this section ~~connected by a paved surface to a dedicated public right-of-way and/or alley.~~
  - 2. The ~~paved~~ parking surface does not exceed the maximum impervious coverage limit for the lot.
- D. Heavy commercial vehicles, including tractor cab units weighing more than 2.5 tons gross empty weight, and recreational vehicles shall not be parked on any lot within the RI, R2, R3, R4 and MH residential zoning districts, except as provided below.
- E. In areas not zoned for commercial use, parking of vehicles on private property for the purpose of sale of such vehicle is prohibited.

## 3. Special Provisions for Recreational Vehicles and Boats. Parking and storage of recreational vehicles and boats within residential districts is subject to the following additional conditions. These conditions are in addition to those requirements for the parking of Personal Vehicles.

- A. Recreational vehicles and boats must be maintained in a clean, well-kept state.

- B. Recreational vehicles and boats equipped with liquefied petroleum gas containers must ensure that such containers must meet the current standards of the Interstate Commerce Commission, the United States Department of Transportation, or the American Society of Mechanical Engineers. Any valves must be closed at all times that the vehicle is not in preparation for immediate use. Leaks in containers must be repaired immediately.
- C. Recreational vehicles may be used as temporary housing by non-paying guests for a maximum of three consecutive days or 14 days total during any calendar year. Cooking in the recreational vehicle is prohibited at all times.
- D. Recreational vehicles and boats may not be permanently connected to utility lines.
- E. Recreational vehicles and boats may not be used for the storage of goods, materials, or equipment other than those items which pertain to the use of the vehicle.
- F. If at all physically feasible on a lot, recreational vehicles and boats shall be parked outside of required front yard and street side yard setbacks ~~if the Zoning Administrator determines that such parking conforms to the provisions of this Zoning Code~~ and if such parking shall meets the following conditions:
  1. For all boats equal to or exceeding 16 feet in length, the parking space is provided on a ~~paved~~ surface consisting of asphalt, concrete, brick, or paving stones made of one of the aforementioned substances. Parking is prohibited on gravel, regrind, crushed concrete/asphalt, sand, dirt, grass or other surfaces not mentioned in this section. ~~connected by a paved surface to a dedicated public right-of-way and/or alley.~~
  2. For all boats less than 16 feet in length, the parking space provided is a separate or stand-alone ~~paved~~ surface meeting the requirements of section 1 above, with its width equal to or exceeding the width of the boat and with its length equal to or exceeding the length of the boat.
  3. For all other recreational vehicles, the parking space is provided on a ~~paved~~ surface consisting of asphalt, concrete, brick, or paving stones made of one of the aforementioned substances. Parking is prohibited on gravel, regrind, crushed concrete/asphalt, sand, dirt, grass or other surfaces not mentioned in this section..
  4. The ~~paved~~ parking surface does not exceed the maximum impervious coverage limit for the lot.

- G. No more than two recreational vehicles and/or boats may be parked on a single property at any one time. Any recreational vehicle or boat parked on a property must be owned in whole or in part by the resident of the property.

**ORDINANCE NO. 20-07**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS, IOWA, BY AMENDING CITY CODE 174.08 TO FURTHER DEFINE SURFACES ALLOWED FOR PARKING ON PRIVATE PROPERTY AND TO AD PARKING PROHIBITIONS FOR VEHICLES PARKED ON PRIVATE PROPERTY FOR THE PURPOSE OF SALE**

**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 City Council of the City of Windsor Heights do hereby find and declare that the amendments to Chapter 174.08 are necessary and will promote the aesthetics and general welfare of the community.

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

**SECTION 1.** Purpose. The purpose of this ordinance is to amend Chapter 174.08 of the Code of Ordinances for the City of Windsor Heights.

**SECTION 2.** Chapter 174.08 is hereby amended to read as follows:

**174.08 PARKING FOR PERSONAL AND RECREATIONAL VEHICLES**

1. **Applicability.** This section permits the parking of personal vehicles on a single lot in a residential district subject to specific conditions. Personal vehicles include: passenger cars; vans; pickup trucks, camper shells, toppers, and other similar appurtenances intended for attachment to a personal vehicle; trailers under 20 feet in length; and boats. Trucks, tractor cab units, trailers, recreational vehicles, and vehicles over 2.5 tons gross empty weight shall be defined as heavy commercial vehicles.

## 2. Location of Parking

- A. Parking is permitted within any enclosed structure when such structure conforms to the regulations of its zoning district.
  - B. Parking of personal vehicles is permitted on a paved driveway (outside of an enclosed structure) within the front yard setback, but shall in no case encroach upon the public right-of-way.
  - C. Parking of personal vehicles may occur in the rear yard setback (outside of an enclosed structure and not on the front yard paved driveway) if such parking meets the following conditions:
    - 1. The parking space is provided on a surface consisting of asphalt, concrete, brick, or paving stones made of one of the aforementioned substances. Parking is prohibited on gravel, regrind, crushed concrete/asphalt, sand, dirt, grass or other surfaces not mentioned in this section .
    - 2. The parking surface does not exceed the maximum impervious coverage limit for the lot.
  - D. Heavy commercial vehicles, including tractor cab units weighing more than 2.5 tons gross empty weight, and recreational vehicles shall not be parked on any lot within the RI, R2, R3, R4 and MH residential zoning districts, except as provided below.
  - E. In areas not zoned for commercial use, parking of vehicles on private property for the purpose of sale of such vehicle is prohibited.
3. Special Provisions for Recreational Vehicles and Boats. Parking and storage of recreational vehicles and boats within residential districts is subject to the following additional conditions. These conditions are in addition to those requirements for the parking of Personal Vehicles.
- A. Recreational vehicles and boats must be maintained in a clean, well-kept state.

- B. Recreational vehicles and boats equipped with liquefied petroleum gas containers must ensure that such containers must meet the current standards of the Interstate Commerce Commission, the United States Department of Transportation, or the American Society of Mechanical Engineers. Any valves must be closed at all times that the vehicle is not in preparation for immediate use. Leaks in containers must be repaired immediately.
- C. Recreational vehicles may be used as temporary housing by non-paying guests for a maximum of three consecutive days or 14 days total during any calendar year. Cooking in the recreational vehicle is prohibited at all times.
- D. Recreational vehicles and boats may not be permanently connected to utility lines.
- E. Recreational vehicles and boats may not be used for the storage of goods, materials, or equipment other than those items which pertain to the use of the vehicle.
- F. If at all physically feasible on a lot, recreational vehicles and boats shall be parked outside of required front yard and street side yard setbacks and such parking shall meet the following conditions:
  - 1. For all boats equal to or exceeding 16 feet in length, the parking space is provided on a surface consisting of asphalt, concrete, brick, or paving stones made of one of the aforementioned substances. Parking is prohibited on gravel, regrind, crushed concrete/asphalt, sand, dirt, grass or other surfaces not mentioned in this section..
  - 2. For all boats less than 16 feet in length, the parking space provided is a separate or stand-alone surface meeting the requirements of section 1 above, with its width equal to or exceeding the width of the boat and with its length equal to or exceeding the length of the boat.
  - 3. For all other recreational vehicles, the parking space is provided on a surface consisting of asphalt, concrete, brick, or paving stones made of one of the aforementioned substances. Parking is prohibited on gravel, regrind, crushed concrete/asphalt, sand, dirt, grass or other surfaces not mentioned in this section..
  - 4. The parking surface does not exceed the maximum impervious coverage limit for the lot.
- G. No more than two recreational vehicles and/or boats may be parked on a single property at any one time. Any recreational vehicle or boat parked on a property must be owned in whole or in part by the resident of the property.

**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 \_\_\_\_\_, 2020.

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

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

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

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

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

(SEAL)

ATTEST:

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

**City of Windsor Heights Regular Business Meeting Minutes**  
**Monday, July 6, 2020 – 6:00 P.M. via ZOOM**

1. **Call to Order:** Mayor Burgess called the meeting to order via Zoom at 6:00 PM. Council members present: Susan Skeries, Joseph Jones, Mike Loffredo, and Mike Jones (@6:46 PM). Absent: Threase Harms. Staff present: Interim Administrator Mark Arentsen, City Clerk Travis Cooke, Public Safety Director Chad McCluskey, Public Works Director Dalton Jacobus, Communications/Recreation Coordinator Whitney Tucker, City Engineer Justin Ernst, Rob Haaland, Bolton & Menk, and City Attorney Erin Clanton.
2. **Approval of the Agenda:** Motion by Loffredo to approve the agenda. Seconded by Skeries. Motion passed 3-0.
3. **Public Hearings:**
  - A. **Public Hearing on Ordinance No. 20-05 - Adding Section 30.11 - Unbiased Policing Policy to the Windsor Heights Code of Ordinances:** Motion by Loffredo to open the public hearing at 6:03 PM. Seconded by Joseph Jones. No comments written or oral. Motion by Joseph Jones to close the public hearing at 6:04 PM. Seconded by Loffredo. Motion passed 3-0.
  - B. **Consideration of the First Reading of Ordinance No. 20-05 - Adding Chapter 30.11 - Unbiased Policing Policy to the Windsor Heights Code of Ordinances:** Motion by Skeries to approve the first reading of Ordinance No. 20-05. Seconded by Joseph Jones. Motion passed 3-0
4. **Public Forum:** None.
5. **Consent Agenda:**
  - A. **Approve Minutes of the Regular Council Meeting on June 15, 2020**
  - B. **Approve Payment of Claims**
  - C. **Approve Liquor Licenses - Hy-Vee Market Cafe, RI Restaurant, and Super Quick Mart**

Motion by Skeries to approve the consent agenda with the removal of the Key Consulting Payment until the next regular meeting. Seconded by Loffredo. Motion passed 3-0.

6. **Old Business:**
  - A. **Consideration of Resolution No. 2020-88 - Setting a Public Hearing on Ordinance No. 20-06 - Relating to Amendment to City Code 60.10.07 to Remove Subsection 21 Related to Unimproved Surfaces and Removing Private Property Language from Subsection 22:** Motion by Loffredo to approve Resolution No. 2020-88. Seconded by Skeries. Motion passed 3-0.
  - B. **Consideration of Resolution No. 2020 89- Setting a Public Hearing on Ordinance No. 2020-07 Relating to Amendment to City Code 174.08 to Further Define Surfaces Allowed for Parking on Private Property and to Add Parking Prohibitions for Vehicles Parked on Private Property for the Purpose of Sale:** Motion by Skeries to approve Resolution No. 2020-89. Seconded by Joseph Jones. Motion passed 3-0
7. **New Business:**
  - A. **Consideration of Resolution No. 2020-90 - A Resolution Receiving and Filing 73rd Street Corridor Traffic Study:** Rob Haaland of Bolton & Menk gave an overview of the report. Motion by Joseph Jones to approve Resolution No. 2020-90. Seconded by Skeries. Motion passed 4-0.
  - B. **Consideration of Pay Request No. 2 - University Avenue Project:** Motion by Loffredo to approve Pay Request No. 2. Seconded by Joseph Jones. Motion passed 4-0.
  - C. **Consideration of Revisions to 28E Agreement for Salt Storage (1 of 2):** Motion by Mike Jones to approve the 28E agreement. Seconded by Skeries. Motion passed 4-0.
  - D. **Consideration of Revisions to 28E Agreement for Salt Storage (2 of 2):** Motion by Skeries to approve the 28E agreement. Seconded by Loffredo. Motion passed 4-0.

- E. Consideration of 28E Agreement on Crossing Guards at 73rd and Hickman:** Motion by Mike Jones to approve the 28E agreement. Seconded by Joseph Jones. Motion passed 4-0.
- F. Consideration of Resolution No. 2020-91 - A Resolution Approving Community Center Individual Refund Requests:** Motion by Mike Jones to approve Resolution No. 2020-91. Seconded by Joseph Jones. Motion passed 4-0.

**8. Reports:**

**A. Mayor and Council Reports and Committee Updates: Skeries:** Economic Development Committee updates on city grants for WH businesses and will be getting an update on Jake's Fireworks plan to build. Thank you to Whitney for scheduling extra meetings and keeping up with social media. Joseph Jones: Dart meeting upcoming. Mike Loffredo: Thank you to Rachelle for clarity of the claims report. Mike Jones: Questions on fireworks complaints and would like the city to pursue changes to the state fireworks law.

**B. Interim City Administrator Report:** Two long open projects closed out in the last year and would like to see the last one closed out. Has six applications for the small business grants.

- 9. Closed Session:** Closed session pursuant to Iowa Code Section 21.5 (1)(c) To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the government body in that litigation.

**A. Convene into Closed Session:** Motion by Mike Jones to convene into Closed Session at 7:17 PM. Seconded by Joseph Jones. Mike Jones – aye, Joseph Jones- aye, Skeries – aye, and Loffredo – aye. Motion passed 4-0.

**B. Convene into Open Session:** Motion by Joseph Jones to convene into Open Session at 7:27 PM. Seconded by Skeries. Motion Passed 4-0.

- 10. Adjourn:** Motion by Mike Jones to adjourn the meeting at 7:28 PM. Seconded by Skeries. Motion passed 4-0.

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David Burgess, Mayor

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Attest: Travis Cooke, City Clerk



**STAFF REPORT**  
**CITY COUNCIL**  
July 20, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Minutes of the Special Council Meeting on June 22, 2020

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. 6.22.20 Special Council Meeting Minutes

**City of Windsor Heights Special Business Meeting Minutes**  
**Monday, June 22, 2020 – 6:00 P.M. via ZOOM**

1. **Call to Order:** Mayor Burgess called the meeting to order via Zoom at 6:00 PM. Council members present: Susan Skeries, Joseph Jones, Mike Loffredo, Mike Jones, and Threase Harms. Staff present: Interim Administrator Mark Arentsen, City Clerk Travis Cooke, Finance Director Rachelle Swisher, Public Safety Director Chad McCluskey, Public Works Director Dalton Jacobus, Communications/Recreation Coordinator Whitney Tucker, and City Attorney Matt Brick.
2. **Approval of the Agenda:** Motion by Harms to approve the agenda. Seconded by Joseph Jones. Motion passed 5-0.
3. **Consideration of Resolution No. 2020-86 – Employee Wages:** Motion by Mike Jones to approve Resolution No. 2020-86. Seconded by Joseph Jones. Council was unable to come to a consensus on employee wages outlined in the resolution. Mike Jones withdrew his motion. Motion by Harms to approve public safety wages as outlined in the resolution. Seconded by Loffredo. Motion passed 5-0. Motion by Loffredo to approve the public works wages outlined in the resolution with the exception of PWD Jacobus. Seconded by Mike Jones. Roll call vote: Loffredo – aye, Mike Jones – aye, Skeries – aye, Joseph Jones – aye, and Harms – nay. Motion passed 4-1. Motion by Loffredo to approve management wages as outlined in the resolution. Seconded by Joseph Jones. Motion failed 0-5. Motion by Loffredo to approve the following wages: Public Works Director – 5.5%, Public Safety Director – 3.5%, Finance Director – 2.0%, City Clerk – 1.0% plus \$1,000 retainage bonus that can be renewed each year at the direction of the City Administrator for each position. Seconded by Mike Jones. Motion passed 5-0.
4. **Consideration of Resolution No. 2020-87 – FY 20 Budget Transfers:** Motion by Harms to approve Resolution No. 2020-87. Seconded by Mike Jones. Motion passed 5-0.
5. **Closed Session:** Pursuant to Iowa Code Section 21.5 (1)(j) To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary and that individual requests a closed session – Review City Administrator Candidates
6. **Convene into Closed Session:** Motion by Harms to convene into closed session at 7:16 PM. Seconded by Loffredo. Roll call vote: Skeries – aye, Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 5-0.
7. **Convene into Open Session:** Motion by Mike Jones to convene into open session at 7:52 PM. Seconded by Loffredo. Motion passed 5-0.
8. **Adjourn:** Motion by Joseph Jones to adjourn the meeting at 7:53 PM. Seconded by Skeries. Motion passed 5-0.

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David Burgess, Mayor

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Attest: Travis Cooke, City Clerk



**STAFF REPORT**  
**CITY COUNCIL**  
July 20, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Minutes of the Special Council Meeting on July 1, 2020

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. 7.1.20 Special Council Meeting Minutes

**City of Windsor Heights Special Business Meeting Minutes**  
**Wednesday, July 1, 2020 – 5:00 P.M. via ZOOM**

1. **Call to Order:** Mayor Burgess called the meeting to order via Zoom at 5:00 PM. Council members present: Susan Skeries, Joseph Jones, Mike Loffredo, Mike Jones, and Threase Harms. Staff present: Interim Administrator Mark Arentsen, City Clerk Travis Cooke and Charlene Stevens, GovHR USA
2. **Approval of the Agenda:** Motion by Joseph Jones to approve the agenda. Seconded by Loffredo. Motion passed 5-0.
3. **Review Interview Process with GovHR USA – Charlene Stevens:** Charlene reviewed the interview process with council.
4. **Closed Session:** Pursuant to Iowa Code Section 21.5 (1)(j) To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary and that individual requests a closed session – City Administrator Interviews
  - a. **Convene into Closed Session Candidate #1:** Motion by Harms to convene into closed session at 5:15 PM. Seconded by Skeries. Roll call vote: Skeries – aye, Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 5-0.
  - b. **Convene into Open Session:** Motion by Joseph Jones to convene into open session at 6:29 PM. Seconded by Skeries. Motion passed 5-0.
  - c. **Convene into Closed Session Candidate #2:** Motion by Harms to convene into closed session at 6:35 PM. Seconded by Skeries. Roll call vote: Skeries – aye, Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 5-0.
  - d. **Convene into Open Session:** Motion by Mike Jones to convene into open session at 7:31 PM. Seconded by Skeries. Motion passed 5-0.
  - e. **Convene into Closed Session Candidate #3:** Motion by Mike Jones to convene into closed session at 7:35 PM. Seconded by Harms. Roll call vote: Skeries – aye, Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 5-0.
  - f. **Convene into Open Session:** Motion by Mike Jones to convene into open session at 8:38 PM. Seconded by Skeries. Motion passed 5-0.
5. **Adjourn:** Motion by Mike Jones to adjourn the meeting at 8:39 PM. Seconded by Harms. Motion passed 5-0.

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David Burgess, Mayor

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Attest: Travis Cooke, City Clerk



**STAFF REPORT**  
**CITY COUNCIL**  
July 20, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Minutes of the Special Council Meeting on July 2, 2020

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. 7.2.20 Special Council Meeting Minutes

**City of Windsor Heights Special Business Meeting Minutes**  
**Thursday, July 2, 2020 – 5:00 P.M. via ZOOM**

1. **Call to Order:** Mayor Burgess called the meeting to order via Zoom at 5:17 PM. Council members present: Susan Skeries, Joseph Jones, Mike Loffredo, Mike Jones, and Threase Harms. Staff present: Interim Administrator Mark Arentsen, City Clerk Travis Cooke and Charlene Stevens, GovHR USA
2. **Approval of the Agenda:** Motion by Mike Jones to approve the agenda. Seconded by Harms. Motion passed 5-0.
3. **Closed Session:** Pursuant to Iowa Code Section 21.5 (1)(j) To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary and that individual requests a closed session – City Administrator Interviews
  - a. **Convene into Closed Session Candidate #4:** Motion by Mike Jones to convene into closed session at 5:18 PM. Seconded by Harms. Roll call vote: Skeries – aye, Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 5-0.
  - b. **Convene into Open Session:** Motion by Mike Jones to convene into open session at 6:18 PM. Seconded by Harms. Motion passed 5-0.
  - c. **Convene into Closed Session Candidate #5:** Motion by Skeries to convene into closed session at 6:31 PM. Seconded by Harms. Roll call vote: Skeries – aye, Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 5-0.
  - d. **Convene into Open Session:** Motion by Harms to convene into open session at 7:26 PM. Seconded by Mike Jones. Motion passed 5-0.
  - e. **Convene into Closed Session – Discussion of Candidates:** Motion by Loffredo to convene into closed session at 7:27 PM. Seconded by Harms. Roll call vote: Skeries – aye, Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 5-0.
  - f. **Convene into Open Session:** Motion by Mike Jones to convene into open session at 8:05 PM. Seconded by Harms. Motion passed 5-0.
4. **Adjourn:** Motion by Mike Jones to adjourn the meeting at 8:06 PM. Seconded by Harms. Motion passed 5-0.

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David Burgess, Mayor

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Attest: Travis Cooke, City Clerk



**STAFF REPORT**  
**CITY COUNCIL**  
July 20, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Minutes of the Special Council Meeting on July 11, 2020

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. 7.11.2020 Special Council Meeting Minutes

**City of Windsor Heights Special Council Meeting Minutes**  
**Saturday, July 11, 2020 – 8:45 A.M. via ZOOM**

1. **Call to Order/Roll Call/Pledge of Allegiance:** Mayor Burgess called the meeting to order at 8:45 AM. Present: Susan Skeries, Joseph Jones, Mike Loffredo, Mike Jones, and Threase Harms. Also present: Travis Cooke, City Clerk and Charlene Stevens, GovHR USA.
2. **Approval of the Agenda:** Motion by Harms to approve the agenda. Seconded by Skeries. Motion passed 5-0.
3. **Review Interview Process with GovHR USA – Charlene Stevens:** Charlene reviewed the interview process and took questions from the council.
4. **Closed Sessions - City Administrator Candidate Interviews** Pursuant to Iowa Code Section 21.5 (1) (j) To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary and that individual requests a closed session.
  - A. Convene Into Closed Session - City Administrator Candidate #1: Motion by Joseph Jones to convene into closed session at 9:02 AM. Seconded by Harms. Roll call vote: Skeries – aye, Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 5-0.
  - B. Convene Into Open Session: Motion by Harms to convene into open session at 10:09 AM. Seconded by Skeries. Motion passed 5-0.
  - C. Convene Into Closed Session City Administrator Candidate #2: Motion by Harms to convene into closed session at 10.16 AM. Seconded by Loffredo. Roll call vote: Skeries – aye, Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 5-0.
  - D. Convene Into Open Session: Motion by Harms to convene into open session at 11:01 AM. Seconded by Joseph Jones. Motion passed 5-0.
  - E. Convene Into Closed Session - City Administrator Candidate #3: Motion by Harms to convene into closed session at 11:12 AM. Seconded by Skeries. Roll call vote: Skeries – aye, Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 5-0.
  - F. Convene Into Open Session: Motion by Harms to convene into open session at 11:56 AM. Seconded by Skeries. Motion passed 5-0.
  - G. Convene Into Closed Session - Discussion of City Administrator Candidates: Motion by Harms to convene into closed session at 1:00 PM. Seconded by Skeries. Roll call vote: Skeries – aye, Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 5-0.
  - H. Convene Into Open Session: Motion by Harms to convene into open session at 1:52 PM. Seconded by Mike Jones. Motion passed 5-0.
  - I. Discussion and Appropriate Follow Up on Hiring a City Administrator: Motion by Harms to instruct Charlene Stevens to extend an offer to Candidate #1 and to extend the same

offer to Candidate #3 should Candidate #1 decline. Seconded by Mike Jones. Motion passed 5-0.

5. **Adjourn:** Motion by Mike Jones to adjourn the meeting at 1:54 PM. Seconded by Harms. Motion passed 5-0.

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Dave Burgess, Mayor

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Travis Cooke, City Clerk



**STAFF REPORT**  
**CITY COUNCIL**  
July 20, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Minutes of the Special Council Meeting on July 15, 2020

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. 7.15.2020 Special Council Meeting Minutes

**City of Windsor Heights Special Council Meeting Minutes**  
**Wednesday, July 15, 2020 – 5:00 P.M. via ZOOM**

1. **Call to Order/Roll Call/Pledge of Allegiance:** Mayor Burgess called the meeting to order at 5:00 PM. Present: Susan Skeries, Joseph Jones, Mike Loffredo, Mike Jones, and Threase Harms. Also present: Interim City Administrator Mark Arentsen and Travis Cooke, City Clerk.
2. **Approval of the Agenda:** Motion by Harms to approve the agenda. Seconded by Mike Jones. Motion passed 5-0.
3. **Closed Session - City Administrator Hire** Pursuant to Iowa Code Section 21.5 (1) (j) To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary and that individual requests a closed session.
  - A. Convene Into Closed Session: Motion by Mike Jones to convene into closed session at 5:01 PM. Seconded by Harms. Roll call vote: Skeries – aye, Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 5-0.
  - B. Convene Into Open Session: Motion by Loffredo to convene into open session at 5:45 PM. Seconded by Harms. Motion passed 5-0.
4. **Discussion and Possible Action on City Administrator Hire:** Motion by Harms to extend offer as discussed in the closed session to Candidate #1 and to extend the same offer to Candidate #2 should Candidate #1 decline. Seconded by Skeries. Motion passed 5-0.
5. **Adjourn:** Motion by Harms to adjourn the meeting at 5:47 PM. Seconded by Skeries. Motion passed 5-0.

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Dave Burgess, Mayor

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Travis Cooke, City Clerk



**STAFF REPORT**  
**CITY COUNCIL**  
July 20, 2020

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
AIR FILTER SALES & SERVICES	AIR FILTERS		626.16	50915	7/16/20
ANKENY SANITATION	CLEAN UP DAY REFRIGERATOR		65.00	50916	7/16/20
ARDICK EQUIP. CO. INC.	STOP SIGNS		117.00	50917	7/16/20
ARNOLD MOTOR SUPPLY	SUPPLIES		54.38	50918	7/16/20
AUREON IT	BILLABLE TIME		22.00	50919	7/16/20
BITUMINOUS MATERIALS	SUPPLIES		140.00	50920	7/16/20
BOLTON & MENK	2020 STREET IMPROVEMENTS		65,651.50	50921	7/16/20
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES		25.48	50922	7/16/20
BOWERS, RYAN	EDUCATIONAL INCENTIVES		300.00	50923	7/16/20
BRAUCHT, JUDY	AUGUST PENSION		1,067.86	50924	7/16/20
CCP INDUSTRIES	EXAM GLOVES		76.45	50925	7/16/20
CENTRAL IOWA READY MIX	STORM INTAKE REPAIR		242.00	50926	7/16/20
CENTURY LINK	COMMUNICATIONS		861.80	50927	7/16/20
CITY OF URBANDALE	2020 28E SALT STORAGE		1,152.00	50928	7/16/20
CIVIC PLUS	BALANCE OF FEES OWED		3,750.00	50929	7/16/20
CLEARFLY	TELEPHONES		172.78	50930	7/16/20
CLINGAN, CHRIS	EDUCATIONAL INCENTIVES		600.00	50931	7/16/20
CLIVE POWER EQUIP.	HARD HATS		176.53	50932	7/16/20
CRYSTAL CLEAR WATER CO.	WATER		17.00	50933	7/16/20
DES MOINES WATER WORKS	1133 66TH ST		330.86	50934	7/16/20
DIAMOND OIL CO.	FUEL		558.50	50935	7/16/20
DIAMOND VOGEL PAINTS	SUPPLIES		216.14	50936	7/16/20
EAGLE ENGRAVING	MEMBER TAGS		9.80	50937	7/16/20
ELDER CORPORATION	CONTRACTOR PAY REQUEST #2		145,946.51	50914	7/09/20
ELLIOTT EQUIPMENT CO.	SUPPLIES		946.01	50938	7/16/20
FEDERAL TAX DEPOSIT	FED/FICA TAX	21,294.13		2422	7/10/20
FEDERAL TAX DEPOSIT	FED/FICA TAX	317.03	21,611.16	2427	7/13/20
FENNER IRRIGATION	IRRIGATION REPAIR		626.50	50939	7/16/20
AT&T MOBILITY	TELEPHONES		98.81	50940	7/16/20
GALL'S INC.	CLOTHING ALLOWANCE		85.42	50941	7/16/20
GRIMES ASPHALT & PAVING	SUPPLIES		679.32	50942	7/16/20
ICMA RETIREMENT TRUST	ICMA	757.60		2421	7/10/20
ICMA RETIREMENT TRUST	CITY CONTRIBUTION	888.55	1,646.15	2428	7/13/20
IMAGETek, Inc.	RADIX MONTHLY SUBSCRIPTION		496.00	2397	7/09/20
IMWCA	WORK COMP 1 OF 7		7,863.00	50977	7/16/20
INDEPENDENT PUBLIC ADVISORS	7/1-9/30 QUARTERLY RETAINER		2,250.00	50943	7/16/20
IOWA DES MOINES SUPPLY	SUPPLIES		138.75	50944	7/16/20
IOWA TRANSIT INC	EQUIPMENT		518.00	50945	7/16/20
IRLBECK, MICHAEL	EDUCATIONAL INCENTIVES		600.00	50946	7/16/20
KABEL BUSINESS SERVICES	FLEX CLD BENEFIT		1,019.99	2423	7/10/20
KEY ELEMENTS	WAGE STUDY		2,230.00	50979	7/17/20
KOCH OFFICE GROUP	OFFICE SUPPLIES		719.60	50948	7/16/20
KORTAN, MICAH	CEC REFUND		850.00	50949	7/16/20
LESSING-FLYNN	CEC REFUND		100.00	50950	7/16/20
LOCAL GOVERNMENT CONSULTING	INTERIM ADMINISTRATOR		7,100.00	50951	7/16/20
METRO WASTE AUTHORITY	18 COMPOST IT STICKERS		1,922.00	50952	7/16/20
MIDAMERICAN ENERGY	STREET LIGHTS	3,365.15		2398	7/09/20
MIDAMERICAN ENERGY	6410 HICKMAN RD	26.49		2399	7/09/20
MIDAMERICAN ENERGY	801 73RD ST	25.47		2400	7/09/20
MIDAMERICAN ENERGY	6440 HICKMAN RD	69.55		2401	7/09/20
MIDAMERICAN ENERGY	2227 63RD ST	26.68		2402	7/09/20
MIDAMERICAN ENERGY	6739 UNIVERSITY AVE	107.88		2403	7/09/20
MIDAMERICAN ENERGY	6540 UNIV AVE	108.93		2404	7/09/20
MIDAMERICAN ENERGY	1601 73RD ST	13.95		2405	7/09/20

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
MIDAMERICAN ENERGY	1150 66TH ST	21.52		2406	7/09/20
MIDAMERICAN ENERGY	7290 UNIV AVE	26.42		2407	7/09/20
MIDAMERICAN ENERGY	1140 73RD ST	22.52		2408	7/09/20
MIDAMERICAN ENERGY	951 73RD ST	18.14		2409	7/09/20
MIDAMERICAN ENERGY	6800 SCHOOL ST	222.67		2410	7/09/20
MIDAMERICAN ENERGY	7116 UNIV AVE	24.71		2411	7/09/20
MIDAMERICAN ENERGY	6800 SCHOOL ST	22.20		2412	7/09/20
MIDAMERICAN ENERGY	6300 UNIV AVE	27.89		2413	7/09/20
MIDAMERICAN ENERGY	7001 UNIV AVE	23.43		2414	7/09/20
MIDAMERICAN ENERGY	1133 66TH ST	997.99		2415	7/09/20
MIDAMERICAN ENERGY	1145 66TH ST	306.28		2416	7/09/20
MIDAMERICAN ENERGY	6900 SCHOOL ST	16.88		2417	7/09/20
MIDAMERICAN ENERGY	6900 SCHOOL ST CEC	1,004.51		2418	7/09/20
MIDAMERICAN ENERGY	6900 SCHOOL ST, STAGE	68.62	6,547.88	2419	7/09/20
MIDWEST COMFORT	AC REPAIR		339.00	50953	7/16/20
NISSAN, ANDREW	EDUCATIONAL INCENTIVES		400.00	50954	7/16/20
O'REILLY AUTO PARTS	SUPPLIES		20.76	50955	7/16/20
OMNI BILLING	JUNE 2020 FEES		1,085.35	50956	7/16/20
PALMER, MATT	EDUCATIONAL INCENTIVES		300.00	50957	7/16/20
PREMIER AUTOMOTIVE	'13 FORD INTERCEPTOR		21.59	50958	7/16/20
QUALITY PEST CONTROL	PEST CONTROL		61.00	50959	7/16/20
QUEEN OF CLEAN, LLC	CLEANING		1,140.00	50960	7/16/20
RELIASTAR LIFE INS CO	ANNUITY		150.00	50961	7/16/20
ROETMAN, JOE	EDUCATIONAL INCENTIVE		600.00	50962	7/16/20
SAFE BUILDING COMPLIANCE	BUILDING INSPECTIONS		3,779.14	50963	7/16/20
SAIKUMAR SHANKAIAHGARI	CEC REFUND		100.00	50964	7/16/20
STIVERS FORD	7220 KEY FOB PROGRAMMING		51.00	50965	7/16/20
STRYKER SALES CORPORATION	MAINTENANCE AGREEMENT		1,333.80	50966	7/16/20
THE SHREDDER	ON-SITE SHREDDING		40.00	50967	7/16/20
TRANSUNION RISK & ALTERNATIVE	TLOXP CHARGES		50.00	50968	7/16/20
TUCKER, WHITNEY	CELL-MILEAGE REIMBURSE		58.80	50978	7/16/20
UNITED WAY OF CENTRAL IA	CEC REFUND		100.00	50969	7/16/20
UNIVERSITY VACUUM	CEC VACUUM REPAIR		57.00	50970	7/16/20
USA BLUEBOOK	CURB MARKERS		115.40	50971	7/16/20
VAN WALL EQUIPMENT	MOWER DOOR GLASS REPAIR		802.72	50972	7/16/20
VERIZON WIRELESS	CELL PHONES		531.37	2420	7/09/20
WEST DES MOINES TRUE VALUE	BOLTS FOR RADAR SIGN		2.21	50973	7/16/20
WEX FLEET UNIVERSAL	FUEL		2,478.19	50974	7/16/20
WINDSOR HEIGHTS CHAMBER OF COM	FY21 MEMBERSHIP		2,000.00	50975	7/16/20
WOODS, AMANDA	EDUCATIONAL INCENTIVES		300.00	50976	7/16/20
			=====		
Accounts Payable Total			296,145.67		

Payroll Checks

001	GENERAL	50,599.58
110	ROAD USE TAX	8,220.11
610	SEWER	892.39
740	STORM WATER	1,477.09
Total Paid On: 7/09/20		61,189.17
001	GENERAL	275.97

**CLAIMS REPORT**  
**Vendor Checks: 7/07/2020- 7/17/2020**

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	Total Paid On: 7/10/20		----- 275.97		
001	GENERAL		5,106.51		
	Total Paid On: 7/13/20		----- 5,106.51		
	Total Payroll Paid		=====		
			66,571.65		
	Report Total		=====		
			362,717.32		
			=====		

**CLAIMS REPORT  
CLAIMS FUND SUMMARY**

Payroll Checks: 7/07/2020- 7/17/2020

FUND	NAME	AMOUNT
001	GENERAL	112,093.68
110	ROAD USE TAX	20,401.19
112	EMPLOYEE BENEFITS	8,862.24
113	POLICE PENSION	1,067.86
145	URBAN RENEWAL	2,250.00
314	UNIVERSITY AVE ST PROJECT	166,257.01
317	WAL CREEK BIKE HUB/BRIDGE	414.00
319	2020 STREET PROJECTS	39,222.50
610	SEWER	2,223.82
670	LANDFILL/GARBAGE	1,987.00
740	STORM WATER	7,938.02
-----		
	TOTAL FUNDS	362,717.32

**ORDINANCE NO. 20-05**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS, IOWA, BY ADDING CHAPTER 30.11 – UNBIASED POLICING POLICY**

**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 City Council of the City of Windsor Heights do hereby find and declare that the addition of Chapter 30.11 is necessary and will promote the safety and general welfare of the community.

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

**SECTION 1.** Purpose. The purpose of this ordinance is to amend Chapter 30.11 of the Windsor Heights Code of Ordinances to add Chapter 30.11 – Unbiased Policing Policy

**SECTION 2.** Chapter 30.11 is hereby added to read as follows:

**30.11. UNBIASED POLICING POLICY**

**30.11(A) POLICY STATEMENT**

**30.11(B) DEFINITIONS**

**30.11(C) PROCEDURES**

**30.11(D) COMPLAINTS & COMPLIANCE**

**30.11(E) TRAINING**

**30.11(F) ANNUAL REVIEW**

**SEC. 30.11(A) POLICY STATEMENT**

The Windsor Heights Police Department shall be committed to the unbiased, equitable treatment of all. Department employees shall treat all in a fair, impartial and objective manner, in accordance with law, and without consideration of their individual demographics as defined in this policy.

**SEC. 30.11(B) DEFINITIONS**

**Definitions.** The following words, terms and phrases, when used in this Section, shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning:

1. **Biased Policing** means differential treatment in the performance of law enforcement duties or delivery of police services towards a person or classes of persons when one or more individual demographics was a motivating factor in the action taken. If a person's individual demographics

played a motivating factor in the city employee's decision, then that personal characteristic was a motivating factor of the action taken.

2. **Fair and Impartial Treatment** means the belief that persons, irrespective of individual demographics, shall be treated in the same basic manner under the same or similar circumstances. Reasonable concessions and accommodations may be made, when dealing with individuals with physical or mental disabilities, injury, illness, or similar conditions, or when information about them necessitates different treatment.
3. **Individual Demographics** means personal characteristics to include, but not limited to: race, ethnicity, national origin, religion, age, gender, gender identity/ expression, sexual orientation, socioeconomic status, disability, immigration status, housing status, occupation, language fluency, cultural group, political status or any other identifiable characteristics.
4. **Police Services** means actions and activities that contribute to the overall well-being and safety of the public. These tasks include but are not limited to: crime prevention and investigation, preventive patrol, traffic control, traffic accidents, medical emergencies and lifesaving services, assistance at fire scenes, public information and education.
5. **Racial Profiling** means a law enforcement action where a motivating factor of the action taken is based on an individual's race, color, ethnicity, religion or national origin rather than on the individual's behavior or on information of the type and kind customarily and reasonably relied upon in identifying the individual as having engaged in prohibited activity. Racial profiling pertains to persons who are viewed as suspects or potential suspects of prohibited activity. Racial profiling includes but is not limited to vehicle, pedestrian, and bicycle stops where race, color, ethnicity, religion or national origin was a motivating factor for the stop or enforcement action taken during the stop. Illegal discriminatory pretextual stops under state or federal law are prohibited by this ordinance.

## **SEC. 30.11(C) PROCEDURES**

### **FAIR & IMPARTIAL TREATMENT**

1. Biased policing is prohibited both in enforcement of the law and the delivery of police services by any employee.
2. Racial Profiling is prohibited both in enforcement of the law and the delivery of police services by any employee.
3. Employees shall exercise their authority, take equivalent enforcement actions and provide equal services to all persons in the same or similar circumstances.
4. Employees shall not consider individual demographics when performing law enforcement duties or delivering police services except when such characteristics are part of a specific subject description.
5. Employees shall not intentionally use any terms, language or remarks that are commonly viewed by society as derogatory, tend to belittle, show contempt for or defame any individual demographic, except when necessary for the preparation of official reports or testimony.
6. Employees must be able to articulate reasonable suspicion or probable cause supporting any police action.

## **DEPARTMENT POLICIES AND PROCEDURES ACCESSIBLE TO THE PUBLIC**

All department policies and procedures shall be made available to the public through readily accessible publication. Publication shall occur on the department webpage; hard copies shall be available at the department headquarters and available for reading there. Hard copies will be provided when requested, however copies are subject to current city of Windsor Heights fee schedule costs and such costs must be paid prior to the hard copies being provided.

### **SEC. 30.11(D) COMPLAINTS & COMPLIANCE**

1. Anyone may file a complaint if they feel they had an encounter of biased policing or racial profiling. No person shall be discouraged, intimidated or coerced from filing such a complaint, nor shall they be discriminated against because they have filed a complaint of this nature.
  - a. Employees who witness or who are aware of instances of biased policing or racial profiling shall report the incident to a supervisor and shall provide all information known to them before the end of the shift during which they make the observation or become aware of the incident or as soon thereafter as practicable under the circumstances.. Furthermore, employees shall intercede anytime they witness or suspect biased policing or racial profiling incidents occurring. Where use of force occurs, officers have a duty to intervene to prevent or stop the use of unreasonable force by another officer when it is safe and a reasonable opportunity exists.
2. Supervisors will ensure the working environment is free of bias and free of racial profiling. This may include periodic inspections of body and in-car audio/video systems, reports and field inspections during police/citizen interactions. Supervisors will:
  - i. Take the appropriate action when a violation of this policy occurs.
  - ii. Ensure that there is no retaliation for individuals reporting such violations.
3. All complaints of biased policing or racial profiling shall be directed to the Support Services Division Commander for investigation. The Support Services Commander will immediately notify the Chief of Police of any such complaint and shall regularly update the Chief of Police on the status of the investigation.
  - a. The Support Services Division Commander will ensure a thorough investigation is completed, consistent with the established complaint process, for review by the Chief of Police.
  - b. If the complaint is substantiated, the department will take appropriate measures commensurate to the severity of the substantiated complaint.
  - c. The Support Services Division Commander shall maintain data relating specifically to complaints of biased policing and racial profiling. Information shall be provided to the Chief of Police or designated authority in a manner most suitable for administrative review, problem identification, and development of appropriate corrective actions to prevent biased policing and racial profiling.

### **SEC. 30.11(E) TRAINING**

All employees will receive training and guidance in regard to unbiased policing and prohibited racial profiling while conducting law enforcement activities. At least annually all sworn officers shall receive said training, which shall include de-escalation and implicit bias and may include, but is not limited to:

training on subjects related to police ethics, cultural diversity, police-citizen interaction, standards of conduct, conducting motor vehicle stops, implicit bias, and related topics suitable for preventing incidents of biased policing and racial profiling.

**SEC. 30.11(F) ANNUAL REVIEW**

This topic and policy under this Article will be reviewed annually and the City Administrator shall certify such review to the City Council no later than the first day of the fiscal year.

**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 \_\_\_\_\_, 2020.

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

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

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

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

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

(SEAL)

ATTEST:

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



**STAFF REPORT**  
**CITY COUNCIL**  
July 20, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Resolution No. 2020-95 - City Administrator Contract

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. Resolution No. 2020-95 Approving Employment Agreement with City Administrator
2. 20.07.16 Draft CA Agreement-name redacted

**Resolution No. 2020-95**

**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 20<sup>th</sup> day of July 2020, 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 20<sup>th</sup> DAY OF JULY 2020.

\_\_\_\_\_  
David Burgess, Mayor

Attest: \_\_\_\_\_  
Travis Cooke, City Clerk

## Employment Agreement

This Agreement is made and entered into this \_\_\_ of July 2020, between the City of Windsor Heights, Iowa (the “City”) and \_\_\_\_\_, (the “City Administrator”).

WHEREAS, the City wishes to employ the services of \_\_\_\_\_ as City Administrator of the City of Windsor Heights for an initial term of three (3) years, except as otherwise agreed by the parties, beginning on September 8, 2020; and

WHEREAS, the City and the City Administrator desire to provide for certain procedures, benefits and requirements regarding the employment relationship; and

WHEREAS, the City Administrator wishes to accept employment as City Administrator of the City, under the terms and conditions of this agreement.

NOW, THEREFORE, in consideration of the facts mentioned above and the mutual commitments set out below, the parties agree as follows:

1. **Duties:** City agrees to employ \_\_\_\_\_ 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. **Compensation:** Annual Salary on the initial date of employment will be one hundred twenty thousand dollars (\$120,000) 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.

3. **Termination:** This Agreement may be terminated by either party in accordance with the terms of this provision. If the City Administrator decides to terminate employment, he will provide the City a minimum of sixty (60) days’ notice of the intent to terminate.

Without Cause—the City Council may, by majority vote, terminate this Agreement without cause at a duly authorized public meeting. If the termination is without cause, the City Administrator is entitled to six (6) months of severance as well as payment for any accrued but unused PTO as would be entitled to any other City employee by City policy;

With Cause—the City Council may, by majority vote, terminate this Agreement with just cause at a duly authorized public meeting. A termination with 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 major City policies that rise to the standard of misconduct;
- iv. Insubordination or refusal to carry out the direction of a majority of the elected officials in attendance at a properly noticed public meeting of the City Council; and/or
- v. Conviction of any felony and/or any crime involving fraud or moral turpitude.

If the termination is for cause, the City Administrator is not entitled to severance, but is eligible for payment for any accrued but unused PTO as would be entitled to any other City employee by City policy.

In the event the City Administrator dies or becomes otherwise unable to perform or disabled in a manner preventing him from performing the essential functions of their duties, with a reasonable accommodation under the American's with Disabilities Act, (ADA), then this Agreement may be terminated by either party at any time with no severance pay owing to the City Administrator.

4. **Retirement:** The City Administrator has the option of selecting to participate in the Iowa Public Employees' Retirement System (IPERS) plan as provided to City employees or, in lieu of such participation, may select to have an amount equal to the City's share provided under IPERS, deposited into ICMA-RC on his behalf. In addition, the City Administrator is eligible to participate in the ICMA-RC 457 deferred compensation plan equal to all other employees.

5. **Insurance Coverage:** The City Administrator will be eligible for insurance coverage at the same level and rate as other non-union employees, which shall include access to the City's health insurance policy and optional disability policy. In addition, the City Administrator will be provided a paid term-life insurance policy with accident, death and dismemberment coverage in the amount of the City Administrator's annual salary.

6. **Personal Time Off and Other Leaves:** The City Administrator will begin employment with forty (40) hours of banked personal time off (PTO) and shall be entitled to accrue at the rate of one hundred sixty (160) hours of PTO annually during the first two (2) years of employment and commencing with the third year of employment, he shall accrue PTO at a rate of two hundred (200) hours annually. The City Administrator shall be allowed the same provisions for carryover of PTO as all other City employees. In addition, the City Administrator shall receive the same number of holiday and personal days provided to all other City employees. The City Administrator shall be eligible for any other leave provided to employees per the City's adopted policies.

7. **Professional Development:** The City shall pay for annual membership costs for the International City/County Management Association, and 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.

8. **Outside Activities.** The City Administrator's employment provided under this Agreement shall be his primary responsibility. The City Administrator agrees to devote his time, energy, and attention to the business of the City of Windsor Heights. He shall hold no other employment, either directly or indirectly, or invest with any firm, corporation, or legal entity in violation of the City's Code of Conduct or Ethics Policy and/or ICMA Code of Ethics.

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. **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 Administrator, within his first three (3) months of employment, will recommend to the City Council a written work plan that outlines his suggested performance goals and objectives for the first six (6) months and first year of employment;
- c) 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;
- d) 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
- e) Upon a satisfactory evaluation, the City Administrator will be entitled to the same cost of living adjustment (COLA) or other base adjustments as other City employees and be eligible for any merit increases available to other City employees.

11. **Relocation expenses:** The City will provide Mr. \_\_\_\_\_ with three thousand dollars (\$3,000.00) for relocation, temporary housing and/or moving expenses. The City shall provide the \$3,000.00 to Mr. \_\_\_\_\_ upon final approval of this Agreement. Mr. \_\_\_\_\_ will provide receipts of all such expenses and shall reimburse the City in the event

costs of relocation are less than \$3,000.00. If the City Administrator fails to report to report to work in accordance with the terms of this Agreement or voluntarily resigns within the first year of his employment, he will be responsible to reimburse the City for one hundred percent (100%) of the relocation expenses.

12. **Notices:** 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 City Administrator at his residence address as reflected in the records maintained by the City. The Mayor of the City shall be designated to receive notice at City Hall on behalf of the City. Notice shall be deemed delivered upon personal service or three (3) days after regular or electronic mail is sent.

13. **Miscellaneous:** This agreement shall be governed by the laws of the State of Iowa. If any provisions or any portion thereof in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect. The parties agree that any action to enforce this Agreement shall be filed in the State District Court for Polk County, Iowa.

14. **Duration:** This initial agreement shall be effective upon signing and shall remain in effect for the City Administrator's three (3) year term of employment beginning September 8, 2020, unless sooner terminated as set forth above.

ON BEHALF OF CITY:

CITY ADMINISTRATOR:

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

\_\_\_\_\_  
\_\_\_\_\_

Passed and Approved this \_\_\_ day of July 2020

Attest: \_\_\_\_\_  
City Clerk



**STAFF REPORT**  
**CITY COUNCIL**  
July 20, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Pay Request No. 3 - 2020 College Drive Improvements

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. College Drive Pay Application 03



**BOLTON  
& MENK**

Real People. Real Solutions.

309 E 5th Street  
Suite 202  
Des Moines, IA 50309-1981

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

July 7, 2020

Mark Arentsen  
Interim City Administrator  
1145 66<sup>th</sup> Street, Suite 1  
Windsor Heights, Iowa 50324

RE: College Drive Improvements Project  
Windsor Heights, Iowa  
Contractor Pay Request No. 3

Enclosed are three (3) copies of Pay Request No. 3 for work completed on the 2020 Street Improvements project for work completed through June 30, 2020 under the contract between the City of Windsor Heights and Absolute Concrete Construction. We have checked the pay request and recommend payment to Absolute Concrete Construction in the amount of \$184,494.59.

Upon approval of Pay Request No. 3, please sign all copies of Pay Request No. 3 in the space provided. Return one executed copy of the pay estimate to our office and one executed copy of the pay request to Absolute Concrete Construction with payment.

If you have any questions or comments, please contact me at 515-259-9190.

Sincerely,

**Bolton & Menk, Inc.**

**Justin Ernst, P.E.**  
Project Manager

Enclosure

<b>CONTRACTOR'S PAY REQUEST</b>		<b>DISTRIBUTION:</b>
City of Windsor Heights		CONTRACTOR (1)
College Drive Improvements		OWNER (1)
Windsor Heights, IA		ENGINEER (1)
BMI PROJECT NO.A13.118668		
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS		\$1,984,249.70
TOTAL, COMPLETED WORK TO DATE		\$421,087.80
RETAINED PERCENTAGE ( 5% )		\$21,054.39
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)		\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE		\$400,033.41
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES		\$215,538.82
PAY CONTRACTOR AS ESTIMATE NO. <b>3</b>		<b>\$184,494.59</b>

**Certificate for Partial Payment**

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: Absolute Concrete Construction  
1000 West 6th Avenue  
Slater, IA 50244

By W. Hartog Eli Hartog PM  
Name Title  
Date 07/07/20

**CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:**

ENGINEER: BOLTON & MENK, INC., ENGINEERS, 309 E 5th Street, Des Moines, IA 50309

By Justin Egan, PROJECT ENGINEER

Date 7/7/2020

**APPROVED FOR PAYMENT:**

OWNER:

By \_\_\_\_\_  
Name Title Date

And \_\_\_\_\_  
Name Title Date

Partial Pay Estimate No.:

3

City of Windsor Heights  
 College Drive Improvements  
 Windsor Heights, IA  
 BMI PROJECT NO.A13.118668  
 WORK COMPLETED THROUGH DATE JUNE 30, 2020

ITEM NO.	SUDAS REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
1	0	CLEARING AND GRUBBING	\$1,500.00	1	LS \$1,500.00	1.0	LS \$1,500.00	1.00	LS \$1,500.00
2	0	TOPSOIL, ON-SITE	\$10.25	807	CY \$8,271.75	0.0	CY \$0.00	0.00	CY \$0.00
3	0	EXCAVATION, CLASS 10	\$4.00	570	CY \$2,280.00	0.0	CY \$0.00	0.00	CY \$0.00
4	0	SUBGRADE PREPARATION	\$3.00	9430	SY \$28,290.00	0.0	SY \$0.00	0.00	SY \$0.00
5	0	SUBGRADE TREATMENT, GEO-GRID	\$2.25	4715	SY \$10,608.75	0.0	SY \$0.00	0.00	SY \$0.00
6	0	SUBBASE, MODIFIED, 6 IN.	\$9.00	9430	SY \$84,870.00	0.0	SY \$0.00	0.00	SY \$0.00
7	0	SURFACE AGGREGATE	\$47.50	100	TON \$4,750.00	0.0	TON \$0.00	0.00	TON \$0.00
8	0	REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL	\$106.00	200	CY \$21,200.00	0.0	CY \$0.00	0.00	CY \$0.00
9	0	SANITARY SEWER GRAVITY MAIN, TRENCHED, SOLID WALL PVC SDR 26, 8 IN.	\$280.00	44	LF \$12,320.00	0.0	LF \$0.00	0.00	LF \$0.00
10	0	SANITARY SEWER GRAVITY MAIN, TRENCHLESS, SOLID WALL PVC SDR 26, 10	\$265.00	64	LF \$16,960.00	42.6	LF \$11,289.00	42.60	LF \$11,289.00
11	0	SANITARY SEWER SERVICE RELOCATION	\$5,000.00	5	EA \$25,000.00	1.0	EA \$5,000.00	1.00	EA \$5,000.00
12	0	SANITARY SEWER SERVICE RELOCATION (STORM)	\$5,000.00	1	EA \$5,000.00	0.0	EA \$0.00	0.00	EA \$0.00
13	0	CONNECTION TO EXISTING SANITARY SEWER	\$775.00	9	EA \$6,975.00	5.0	EA \$3,875.00	5.00	EA \$3,875.00
14	0	TELEWISE EXISTING SANITARY SEWER	\$6.00	175	LF \$1,050.00	168.0	LF \$1,008.00	168.00	LF \$1,008.00
15	0	STORM SEWER, TRENCHED, RCP, 15 IN.	\$134.00	726	LF \$97,284.00	0.0	LF \$0.00	58.00	LF \$7,772.00
16	0	STORM SEWER, TRENCHED, RCP, 18 IN.	\$180.00	83	LF \$14,940.00	0.0	LF \$0.00	57.00	LF \$10,260.00
17	0	STORM SEWER, TRENCHED, RCP, 24 IN.	\$165.00	402	LF \$66,330.00	0.0	LF \$0.00	88.00	LF \$14,520.00
18	0	STORM SEWER, TRENCHED, RCP, 42 IN.	\$220.00	284	LF \$62,480.00	108.0	LF \$23,760.00	212.00	LF \$46,640.00
19	0	REMOVAL OF STORM SEWER	\$48.00	285	LF \$13,680.00	0.0	LF \$0.00	74.00	LF \$3,552.00
20	0	TELEWISE EXISTING STORM SEWER	\$6.00	500	LF \$3,000.00	235.8	LF \$1,414.80	235.80	LF \$1,414.80
21	0	PIPE APRON, RCP, 42 IN.	\$3,750.00	1	EA \$3,750.00	1.0	EA \$3,750.00	1.00	EA \$3,750.00
22	0	FOOTING FOR CONCRETE PIPE APRON, RCP, 42 IN.	\$1,800.00	1	EA \$1,800.00	1.0	EA \$1,800.00	1.00	EA \$1,800.00
23	0	PIPE APRON GUARD	\$2,600.00	1	EA \$2,600.00	1.0	EA \$2,600.00	1.00	EA \$2,600.00
24	0	SUBDRAIN, TYPE 1, PERFORATED HDPE, 6 IN.	\$21.00	2205	LF \$46,305.00	0.0	LF \$0.00	0.00	LF \$0.00
25	0	SUBDRAIN, TYPE 1, SOLID HDPE, 6 IN.	\$18.00	75	LF \$1,350.00	0.0	LF \$0.00	0.00	LF \$0.00
26	0	SUBDRAIN CLEANOUT, TYPE A-1, 6 IN.	\$850.00	9	EA \$7,650.00	0.0	EA \$0.00	0.00	EA \$0.00
27	0	SUBDRAIN OUTLETS AND CONNECTIONS, CMP, 6 IN.	\$350.00	9	EA \$3,150.00	0.0	EA \$0.00	0.00	EA \$0.00
28	0	CONNECTION TO SUBDRAIN PIPE	\$350.00	5	EA \$1,750.00	0.0	EA \$0.00	0.00	EA \$0.00
29	0	SPOT REPAIRS BY PIPE REPLACEMENT, 10", SDR 26	\$530.00	20	LF \$10,600.00	24.3	LF \$12,894.90	24.33	LF \$12,894.90
30	0	8" C900 DR18 PVC PIPE WITH TRACER WIRE	\$67.00	734	LF \$49,178.00	0.0	LF \$0.00	300.00	LF \$20,100.00
31	0	8" C900 DR18 PVC RESTRAINED JOINT PIPE WITH TRACER WIRE	\$77.00	84	LF \$6,468.00	0.0	LF \$0.00	0.00	LF \$0.00
32	0	12" C900 PVC CASING PIPE	\$430.00	20	LF \$8,600.00	0.0	LF \$0.00	20.00	LF \$8,600.00
33	0	FITTING, 6" BEND	\$600.00	8	EA \$4,800.00	0.0	EA \$0.00	0.00	EA \$0.00
34	0	FITTING, 8" BEND	\$650.00	1	EA \$650.00	0.0	EA \$0.00	5.00	EA \$3,250.00
35	0	FITTING, 8" X 6" REDUCER	\$600.00	1	EA \$600.00	0.0	EA \$0.00	0.00	EA \$0.00
36	0	FITTING, 6" SOLID SLEEVE	\$600.00	2	EA \$1,200.00	0.0	EA \$0.00	0.00	EA \$0.00
37	0	FITTING, 8" SOLID SLEEVE	\$655.00	2	EA \$1,310.00	0.0	EA \$0.00	3.00	EA \$1,965.00
38	0	FITTING, 6" X 6" TEE	\$900.00	2	EA \$1,800.00	0.0	EA \$0.00	0.00	EA \$0.00
39	0	FITTING, 8" X 6" TEE	\$950.00	2	EA \$1,900.00	0.0	EA \$0.00	1.00	EA \$950.00
40	0	FITTING, 8" X 8" TEE	\$1,000.00	1	EA \$1,000.00	0.0	EA \$0.00	1.00	EA \$1,000.00
41	0	FITTING, 6" CAP/PLUG	\$750.00	4	EA \$3,000.00	0.0	EA \$0.00	0.00	EA \$0.00
42	0	FITTING, 6" CAP/PLUG WITH MIN. 2" BLOWOFF	\$2,500.00	3	EA \$7,500.00	0.0	EA \$0.00	1.00	EA \$2,500.00
43	0	FITTING, 8" CAP/PLUG	\$800.00	2	EA \$1,600.00	0.0	EA \$0.00	0.00	EA \$0.00
44	0	6" VALVE	\$2,000.00	3	EA \$6,000.00	0.0	EA \$0.00	1.00	EA \$2,000.00

Partial Pay Estimate No.:

3

City of Windsor Heights  
 College Drive Improvements  
 Windsor Heights, IA  
 BMI PROJECT NO.A13.118668  
 WORK COMPLETED THROUGH DATE JUNE 30, 2020

ITEM NO.	SUDAS REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE				
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT			
45	0	8" VALVE	\$2,500.00	2	EA	\$5,000.00	0.0	EA	\$0.00	2.00	EA	\$5,000.00
46	0	HYDRANT ASSEMBLY	\$5,700.00	4	EA	\$22,800.00	0.0	EA	\$0.00	1.00	EA	\$5,700.00
47	0	NEW 1" WATER SERVICE (SAME SIDE)	\$2,000.00	1	EA	\$2,000.00	0.0	EA	\$0.00	0.00	EA	\$0.00
48	0	NEW 1" WATER SERVICE (OPPOSITE SIDE)	\$3,200.00	9	EA	\$28,800.00	0.0	EA	\$0.00	2.00	EA	\$6,400.00
49	0	REMOVE EX 8" CONTROL VALVE & 8" BLOW-OFF PIPING	\$1,800.00	1	EA	\$1,800.00	0.0	EA	\$0.00	0.00	EA	\$0.00
50	0	TYPE 1 WATER MAIN ALTERATION (VERTICAL)	\$10,500.00	5	EA	\$52,500.00	0.0	EA	\$0.00	1.00	EA	\$10,500.00
51	0	TYPE 2 WATER MAIN ALTERATION (HORIZONTAL)	\$8,000.00	6	EA	\$48,000.00	0.0	EA	\$0.00	1.00	EA	\$8,000.00
52	0	RELOCATE WATER SERVICE STOP BOX	\$2,000.00	1	EA	\$2,000.00	0.0	EA	\$0.00	0.00	EA	\$0.00
53	0	NEW STOP BOX HOUSING	\$450.00	9	EA	\$4,050.00	0.0	EA	\$0.00	0.00	EA	\$0.00
54	0	NEW STOP BOX ROD	\$450.00	9	EA	\$4,050.00	0.0	EA	\$0.00	0.00	EA	\$0.00
55	0	CHECK DEPTH OF WATER SERVICE	\$450.00	1	EA	\$450.00	0.0	EA	\$0.00	0.00	EA	\$0.00
56	0	RELOCATION OF WATER SERVICE	\$3,500.00	1	EA	\$3,500.00	0.0	EA	\$0.00	0.00	EA	\$0.00
57	0	LOWER WATER SERVICE	\$3,000.00	1	EA	\$3,000.00	0.0	EA	\$0.00	0.00	EA	\$0.00
58	0	LOWER WATER SERVICE WITH COPPER	\$3,000.00	1	EA	\$3,000.00	0.0	EA	\$0.00	0.00	EA	\$0.00
59	0	POLYSTYRENE INSULATION, 2 IN.	\$3.80	50	SF	\$190.00	0.0	SF	\$0.00	64.00	SF	\$243.20
60	0	VALVE BOX EXTENSION	\$550.00	16	EA	\$8,800.00	0.0	EA	\$0.00	0.00	EA	\$0.00
61	0	SANITARY MANHOLE, SW-301, 48 IN. (<10 FT DEEP)	\$9,500.00	1	EA	\$9,500.00	1.0	EA	\$9,500.00	1.00	EA	\$9,500.00
62	0	SANITARY MANHOLE, SW-301, 48 IN. (>10 FT DEEP)	\$15,800.00	1	EA	\$15,800.00	0.0	EA	\$0.00	0.00	EA	\$0.00
63	0	STORM MANHOLE, SW-401, 60 IN. DIA.	\$9,800.00	1	EA	\$9,800.00	0.0	EA	\$0.00	1.00	EA	\$9,800.00
64	0	STORM MANHOLE, SW-401, 96 IN. DIA.	\$20,000.00	2	EA	\$40,000.00	2.0	EA	\$40,000.00	2.00	EA	\$40,000.00
65	0	INTAKE, SW-501	\$3,700.00	7	EA	\$25,900.00	0.0	EA	\$0.00	0.00	EA	\$0.00
66	0	INTAKE, SW-505	\$5,200.00	6	EA	\$31,200.00	0.0	EA	\$0.00	3.00	EA	\$15,600.00
67	0	INTAKE, SW-506	\$9,800.00	2	EA	\$19,600.00	0.0	EA	\$0.00	0.00	EA	\$0.00
68	0	INTAKE, SW-507	\$7,000.00	2	EA	\$14,000.00	0.0	EA	\$0.00	1.00	EA	\$7,000.00
69	0	INTAKE, SW-509	\$7,200.00	1	EA	\$7,200.00	0.0	EA	\$0.00	0.00	EA	\$0.00
70	0	INTAKE, SW-541	\$6,000.00	1	EA	\$6,000.00	0.0	EA	\$0.00	0.00	EA	\$0.00
71	0	MANHOLE ADJUSTMENT, MINOR	\$2,800.00	8	EA	\$22,400.00	0.0	EA	\$0.00	0.00	EA	\$0.00
72	0	CONNECTION TO EXISTING MANHOLE	\$7,500.00	1	EA	\$7,500.00	0.0	EA	\$0.00	1.00	EA	\$7,500.00
73	0	REMOVE MANHOLE	\$1,300.00	2	EA	\$2,600.00	1.0	EA	\$1,300.00	2.00	EA	\$2,600.00
74	0	REMOVE INTAKE	\$850.00	5	EA	\$4,250.00	0.0	EA	\$0.00	2.00	EA	\$1,700.00
75	0	REMOVAL OF SIDEWALK	\$14.00	941	SY	\$13,174.00	231.0	SY	\$3,234.00	231.00	SY	\$3,234.00
76	0	REMOVAL OF DRIVEWAY	\$12.50	900	SY	\$11,250.00	232.0	SY	\$2,900.00	232.00	SY	\$2,900.00
77	0	SIDEWALK, PCC, 4 IN.	\$40.00	1162	SY	\$46,480.00	0.0	SY	\$0.00	0.00	SY	\$0.00
78	0	SIDEWALK, PCC, 6 IN.	\$60.00	94	SY	\$5,640.00	0.0	SY	\$0.00	0.00	SY	\$0.00
79	0	DETECTABLE WARNING	\$42.00	216	SF	\$9,072.00	0.0	SF	\$0.00	0.00	SF	\$0.00
80	0	DRIVEWAY, PAVED, TYPE A, 6 IN.	\$50.00	895	SY	\$44,750.00	0.0	SY	\$0.00	0.00	SY	\$0.00
81	0	PAVEMENT REMOVAL	\$9.50	7905	SY	\$75,097.50	1826.0	SY	\$17,347.00	1,826.00	SY	\$17,347.00
82	0	PAINTED PAVEMENT MARKINGS, SOLVENT/WATERBORNE	\$325.00	8	STA	\$2,600.00	0.0	STA	\$0.00	0.00	STA	\$0.00
83	0	PAINTED PAVEMENT MARKINGS, DURABLE	\$1,300.00	5	STA	\$6,500.00	0.0	STA	\$0.00	0.00	STA	\$0.00
84	0	TEMPORARY TRAFFIC CONTROL	\$15,000.00	1	LF	\$15,000.00	0.6	LF	\$9,000.00	0.60	LF	\$9,000.00
85	0	SALVAGE AND REINSTALL SIGN	\$250.00	14	EA	\$3,500.00	0.0	EA	\$0.00	0.00	EA	\$0.00
86	0	TYPE A SIGN, SHEET ALUMINUM	\$150.00	4	EA	\$600.00	0.0	EA	\$0.00	0.00	EA	\$0.00
87	0	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING	\$8,000.00	1.1	AC	\$8,800.00	0.0	AC	\$0.00	0.00	AC	\$0.00
88	0	WATERING	\$60.00	0.4	MGAL	\$24.00	0.0	MGAL	\$0.00	0.00	MGAL	\$0.00
89	0	SWPPP PREPARATION	\$1,250.00	1	LS	\$1,250.00	1.0	LS	\$1,250.00	1.00	LS	\$1,250.00
90	0	SWPPP MANAGEMENT	\$3,500.00	1	LS	\$3,500.00	0.1	LS	\$350.00	0.20	LS	\$700.00
91	0	FILTER SOCK, 9 IN.	\$3.00	6250	LF	\$18,750.00	0.0	LF	\$0.00	40.00	LF	\$120.00
92	0	TEMPORARY RECP, 3A	\$5.00	100	SY	\$500.00	0.0	SY	\$0.00	0.00	SY	\$0.00

**Partial Pay Estimate No.:**

**3**

City of Windsor Heights

College Drive Improvements

Windsor Heights, IA

BMI PROJECT NO.A13.118668

WORK COMPLETED THROUGH DATE JUNE 30, 2020

ITEM NO.	SUDAS REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
93	0	RIP RAP, CLASS 'E' REVETMENT	\$72.00	65 TON	\$4,680.00	52.6 TON	\$3,787.20	52.60 TON	\$3,787.20
94	0	EROSION CONTROL MULCHING, HYDROMULCHING	\$1,500.00	1.1 AC	\$1,650.00	0.0 AC	\$0.00	0.00 AC	\$0.00
95	0	INLET PROTECTION DEVICE, MAINTENANCE, AND REMOVAL	\$200.00	21 EA	\$4,200.00	4.0 EA	\$800.00	4.00 EA	\$800.00
96	0	REMOVAL OF FENCE	\$40.00	10 LF	\$400.00	4.0 LF	\$160.00	4.00 LF	\$160.00
97	0	MOBILIZATION	\$128,000.00	1 LS	\$128,000.00	0.5 LS	\$64,000.00	0.50 LS	\$64,000.00
98	0	MAINTENANCE OF POSTAL SERVICE	\$6,000.00	1 LS	\$6,000.00	0.1 LS	\$600.00	0.20 LS	\$1,200.00
99	0	MAINTENANCE OF SOLID WASTE COLLECTION	\$6,000.00	1 LS	\$6,000.00	0.1 LS	\$600.00	0.20 LS	\$1,200.00
100	0	RESIDENT COURTESY CART	\$15,000.00	1 LS	\$15,000.00	0.1 LS	\$1,500.00	0.20 LS	\$3,000.00
101	0	CURBIDE MAILBOX	\$418.90	15 EA	\$6,283.50	0.0 EA	\$0.00	0.00 EA	\$0.00
102	0	TREE TRUNK PROTECTION	\$450.00	3 EA	\$1,350.00	0.0 EA	\$0.00	0.00 EA	\$0.00
103	0	TREE PROTECTION FENCE	\$4.50	300 LF	\$1,350.00	50.0 LF	\$225.00	50.00 LF	\$225.00
104	0	FOUNDATION ROCK	\$63.00	50 TON	\$3,150.00	0.0 TON	\$0.00	0.00 TON	\$0.00
105	0	MANUFACTURED SAND	\$54.00	50 TON	\$2,700.00	0.0 TON	\$0.00	0.00 TON	\$0.00
A-1	0	PAVEMENT, PCC, 7 IN.	\$54.50	8295 SY	\$452,077.50	0.0 SY	\$0.00	0.00 SY	\$0.00
A-2	0	CONCRETE WASHOUT	\$3,500.00	1 LS	\$3,500.00	0.0 LS	\$0.00	0.00 LS	\$0.00
CO 001	0	CHANGE ORDER 001	\$14,380.70	1 LS	\$14,380.70	0.1 LS	\$1,438.07	1.00 LS	\$14,380.70
<b>TOTAL AMOUNT:</b>					\$1,984,249.70		\$226,882.97		\$421,087.80



**STAFF REPORT**  
**CITY COUNCIL**  
July 20, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Pay Request No. 3 - 2020 Streets Improvements

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. 2020 Street Improvement Pay Application 03



**BOLTON  
& MENK**

Real People. Real Solutions.

309 E 5th Street  
Suite 202  
Des Moines, IA 50309-1981

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

July 7, 2020

Mark Arentsen  
Interim City Administrator  
1145 66<sup>th</sup> Street, Suite 1  
Windsor Heights, Iowa 50324

RE: 2020 Street Improvements Project  
Windsor Heights, Iowa  
Contractor Pay Request No. 3

Enclosed are three (3) copies of Pay Request No. 3 for work completed on the 2020 Street Improvements project for work completed through June 30, 2020 under the contract between the City of Windsor Heights and Absolute Concrete Construction. We have checked the pay request and recommend payment to Absolute Concrete Construction in the amount of \$156,877.34.

Upon approval of Pay Request No. 3, please sign all copies of Pay Request No. 3 in the space provided. Return one executed copy of the pay estimate to our office and one executed copy of the pay request to Absolute Concrete Construction with payment.

If you have any questions or comments, please contact me at 515-259-9190.

Sincerely,

**Bolton & Menk, Inc.**

**Justin Ernst, P.E.**  
Project Manager

Enclosure

<b>CONTRACTOR'S PAY REQUEST</b>		<b>DISTRIBUTION:</b>
City of Windsor Heights 2020 Street Improvements Windsor Heights, IA BMI PROJECT NO. A13.118668		CONTRACTOR (1)
		OWNER (1)
		ENGINEER (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS		\$2,634,369.85
TOTAL, COMPLETED WORK TO DATE		\$484,736.63
RETAINED PERCENTAGE ( 5% )		\$24,236.83
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)		\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE		\$460,499.79
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES		\$303,622.45
PAY CONTRACTOR AS ESTIMATE NO. <b>3</b>		\$156,877.34

**Certificate for Partial Payment**

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

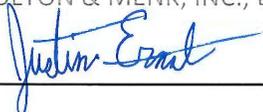
Contractor: Absolute Concrete Construction  
1000 West 6th Avenue  
Slater, IA 50244

By  Eli Hartog PM  
Name Title

Date 07/06/2020

**CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:**

ENGINEER: BOLTON & MENK, INC., ENGINEERS, 309 E 5th, Des Moines, IA 50309.

By , PROJECT ENGINEER

Date 7/6/2020

**APPROVED FOR PAYMENT:**

OWNER:

By \_\_\_\_\_  
Name Title Date

And \_\_\_\_\_  
Name Title Date

**Partial Pay Estimate No.:**

**3**

City of Windsor Heights  
 2020 Street Improvements  
 Windsor Heights, IA  
 BMI PROJECT NO. A13.118668  
 WORK COMPLETED THROUGH DATE JUNE 30, 2020

ITEM NO.	SUDAS REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE				
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT			
1	0	TOPSOIL, ON-SITE	\$10.25	1131	CY	\$11,592.75	0.0	CY	\$0.00	0.0	CY	\$0.00
2	0	EXCAVATION, CLASS 10	\$3.80	738	CY	\$2,804.40	0.0	CY	\$0.00	0.0	CY	\$0.00
3	0	EXCAVATION, CLASS 10 (BORROW)	\$23.75	166	CY	\$3,942.50	0.0	CY	\$0.00	0.0	CY	\$0.00
4	0	SUBGRADE PREPARATION	\$3.00	9879	SY	\$29,637.00	0.0	SY	\$0.00	0.0	SY	\$0.00
5	0	SUBGRADE TREATMENT, GEO-GRID	\$2.25	4940	SY	\$11,115.00	0.0	SY	\$0.00	0.0	SY	\$0.00
6	0	SUBBASE, MODIFIED, 6 IN.	\$9.00	9879	SY	\$88,911.00	0.0	SY	\$0.00	0.0	SY	\$0.00
7	0	SURFACE AGGREGATE	\$47.50	200	TON	\$9,500.00	98.4	TON	\$4,674.48	98.4	TON	\$4,674.48
8	0	REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL	\$60.00	400	CY	\$24,000.00	0.0	CY	\$0.00	137.0	CY	\$8,220.00
9	0	SANITARY SEWER SERVICE RELOCATION	\$3,392.00	18	EA	\$61,056.00	3.0	EA	\$10,176.00	3.0	EA	\$10,176.00
10	0	SANITARY SEWER SERVICE RELOCATION (STORM)	\$3,858.00	1	EA	\$3,858.00	0.0	EA	\$0.00	0.0	EA	\$0.00
11	0	CONNECTION TO EXISTING SANITARY SEWER	\$721.00	15	EA	\$10,815.00	2.0	EA	\$1,442.00	2.0	EA	\$1,442.00
12	0	STORM SEWER, TRENCHED, RCP, 12 IN.	\$114.00	664	LF	\$75,696.00	0.0	LF	\$0.00	0.0	LF	\$0.00
13	0	STORM SEWER, TRENCHED, RCP, 15 IN.	\$139.00	649	LF	\$90,211.00	0.0	LF	\$0.00	316.0	LF	\$43,924.00
14	0	STORM SEWER, TRENCHED, RCP, 18 IN.	\$110.00	148	LF	\$16,280.00	0.0	LF	\$0.00	0.0	LF	\$0.00
15	0	STORM SEWER, TRENCHED, RCP, 24 IN.	\$187.00	72	LF	\$13,464.00	0.0	LF	\$0.00	0.0	LF	\$0.00
16	0	STORM SEWER, TRENCHED, RCP, 36 IN.	\$224.00	539	LF	\$120,736.00	0.0	LF	\$0.00	26.0	LF	\$5,824.00
17	0	STORM SEWER, TRENCHED, RCP, 43" X 26" ARCH	\$822.00	61	LF	\$50,142.00	0.0	LF	\$0.00	0.0	LF	\$0.00
18	0	STORM SEWER, TRENCHED, RCP, 51" X 31" ARCH	\$333.00	45	LF	\$14,985.00	0.0	LF	\$0.00	0.0	LF	\$0.00
19	0	STORM SEWER, TRENCHED, RCP, 58" X 36" ARCH	\$418.00	49	LF	\$20,482.00	49.0	LF	\$20,482.00	49.0	LF	\$20,482.00
20	0	REMOVAL OF STORM SEWER	\$23.00	370	LF	\$8,510.00	49.0	LF	\$1,127.00	75.0	LF	\$1,725.00
21	0	TELEWISE EXISTING STORM SEWER	\$5.00	2200	LF	\$11,000.00	1,681.6	LF	\$8,408.00	1,681.6	LF	\$8,408.00
22	0	SUBDRAIN, TYPE 1, PERFORATED HDPE, 6 IN.	\$17.00	3561	LF	\$60,537.00	0.0	LF	\$0.00	0.0	LF	\$0.00
23	0	SUBDRAIN CLEANOUT, TYPE A-1, 6 IN.	\$699.00	13	EA	\$9,087.00	0.0	EA	\$0.00	0.0	EA	\$0.00
24	0	SUBDRAIN OUTLETS AND CONNECTIONS, CMP, 6 IN.	\$777.00	13	EA	\$10,101.00	0.0	EA	\$0.00	0.0	EA	\$0.00
25	0	CONNECTION TO SUBDRAIN PIPE	\$319.00	5	EA	\$1,595.00	0.0	EA	\$0.00	0.0	EA	\$0.00
26	0	SPOT REPAIRS BY PIPE REPLACEMENT, 8", SDR 26	\$642.00	48	LF	\$30,816.00	6.2	LF	\$3,980.40	6.2	LF	\$3,980.40
27	0	6" CL 52 DIP PIPE WITH TRACER WIRE	\$149.00	10	LF	\$1,490.00	0.0	LF	\$0.00	0.0	LF	\$0.00
28	0	8" CL 52 DIP PIPE WITH TRACER WIRE	\$70.00	376	LF	\$26,320.00	0.0	LF	\$0.00	0.0	LF	\$0.00
29	0	8" CL 52 DIP RESTRAINED JOINT PIPE WITH TRACER WIRE	\$117.00	84	LF	\$9,828.00	67.0	LF	\$7,839.00	67.0	LF	\$7,839.00
30	0	8" C900 DR18 PVC PIPE WITH TRACER WIRE	\$57.00	1120	LF	\$63,840.00	231.0	LF	\$13,167.00	231.0	LF	\$13,167.00
31	0	8" C900 DR18 PVC RESTRAINED JOINT PIPE WITH TRACER WIRE	\$75.00	240	LF	\$18,000.00	67.0	LF	\$5,025.00	67.0	LF	\$5,025.00
32	0	12" C900 PVC CASING PIPE	\$119.00	20	LF	\$2,380.00	0.0	LF	\$0.00	0.0	LF	\$0.00
33	0	FITTING, 8" BEND	\$724.00	6	EA	\$4,344.00	6.0	EA	\$4,344.00	6.0	EA	\$4,344.00
34	0	FITTING, 8" X 6" REDUCER	\$492.00	1	EA	\$492.00	0.0	EA	\$0.00	0.0	EA	\$0.00
35	0	FITTING, 6" SOLID SLEEVE	\$829.00	1	EA	\$829.00	2.0	EA	\$1,658.00	2.0	EA	\$1,658.00
36	0	FITTING, 8" SOLID SLEEVE	\$889.00	2	EA	\$1,778.00	1.0	EA	\$889.00	1.0	EA	\$889.00
37	0	FITTING, 8" X 8" TEE (STA 9+96)	\$1,611.00	1	EA	\$1,611.00	0.0	EA	\$0.00	0.0	EA	\$0.00
38	0	FITTING, 4" CAP/PLUG	\$517.00	4	EA	\$2,068.00	1.0	EA	\$517.00	1.0	EA	\$517.00
39	0	FITTING, 4" CAP/PLUG WITH MIN. 2" BLOWOFF	\$2,065.00	3	EA	\$6,195.00	0.0	EA	\$0.00	0.0	EA	\$0.00
40	0	FITTING, 8" CAP/PLUG	\$696.00	2	EA	\$1,392.00	0.0	EA	\$0.00	0.0	EA	\$0.00
41	0	8" VALVE	\$2,145.00	3	EA	\$6,435.00	1.0	EA	\$2,145.00	1.0	EA	\$2,145.00
42	0	HYDRANT ASSEMBLY	\$5,236.00	5	EA	\$26,180.00	2.0	EA	\$10,472.00	2.0	EA	\$10,472.00
43	0	HYDRANT ASSEMBLY WITH EXTRA BENDS	\$8,424.00	1	EA	\$8,424.00	0.0	EA	\$0.00	0.0	EA	\$0.00
44	0	PREPARE EXCAVATION FOR TAPPING SLEEVE & VALVE (8X8)	\$8,208.00	1	EA	\$8,208.00	1.0	EA	\$8,208.00	1.0	EA	\$8,208.00

Partial Pay Estimate No.:

3

City of Windsor Heights  
 2020 Street Improvements  
 Windsor Heights, IA  
 BMI PROJECT NO. A13.118668  
 WORK COMPLETED THROUGH DATE JUNE 30, 2020

ITEM NO.	SUDAS REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
45	0	PREPARE TEE AT SCHOOL ST & 69TH ST	\$3,863.00	1 EA	\$3,863.00	1.0 EA	\$3,863.00	1.0 EA	\$3,863.00
46	0	REMOVE 6" WATER MAIN & APPURTENANCES ON MOTT AVE	\$40.00	37 LF	\$1,480.00	0.0 LF	\$0.00	0.0 LF	\$0.00
47	0	NEW 1" WATER SERVICE (SAME SIDE)	\$1,053.00	22 EA	\$23,166.00	5.0 EA	\$5,265.00	5.0 EA	\$5,265.00
48	0	NEW 1" WATER SERVICE (OPPOSITE SIDE)	\$3,246.00	29 EA	\$94,134.00	6.0 EA	\$19,476.00	6.0 EA	\$19,476.00
49	0	CATHODIC PROTECTION TEST STATION	\$3,518.00	1 EA	\$3,518.00	0.0 EA	\$0.00	0.0 EA	\$0.00
50	0	MAGNESIUM ANODE, 32-POUND	\$891.00	6 EA	\$5,346.00	1.0 EA	\$891.00	1.0 EA	\$891.00
51	0	TYPE 2 WATER MAIN ALTERATION (HORIZONTAL)	\$6,861.00	4 EA	\$27,444.00	0.0 EA	\$0.00	1.0 EA	\$6,861.00
52	0	NEW STOP BOX HOUSING	\$599.00	8 EA	\$4,792.00	0.0 EA	\$0.00	0.0 EA	\$0.00
53	0	NEW STOP BOX ROD	\$419.00	8 EA	\$3,352.00	0.0 EA	\$0.00	0.0 EA	\$0.00
54	0	CHECK DEPTH OF WATER SERVICE	\$671.00	1 EA	\$671.00	0.0 EA	\$0.00	0.0 EA	\$0.00
55	0	RELOCATION OF WATER SERVICE	\$2,683.00	9 EA	\$24,147.00	0.0 EA	\$0.00	0.0 EA	\$0.00
56	0	POLYSTYRENE INSULATION, 2 IN.	\$9.00	200 SF	\$1,800.00	0.0 SF	\$0.00	0.0 SF	\$0.00
57	0	VALVE BOX EXTENSION	\$417.00	4 EA	\$1,668.00	0.0 EA	\$0.00	0.0 EA	\$0.00
58	0	SANITARY MANHOLE, SW-301, 48 IN.	\$20,369.00	1 EA	\$20,369.00	0.0 EA	\$0.00	1.0 EA	\$20,369.00
59	0	STORM MANHOLE, SW-401, 48 IN. DIA.	\$15,850.00	1 EA	\$15,850.00	0.0 EA	\$0.00	0.0 EA	\$0.00
60	0	STORM MANHOLE, SW-401, 60 IN. DIA.	\$8,757.00	3 EA	\$26,271.00	0.0 EA	\$0.00	0.0 EA	\$0.00
61	0	STORM MANHOLE, SW-401, 84 IN. DIA.	\$15,858.00	1 EA	\$15,858.00	0.0 EA	\$0.00	0.0 EA	\$0.00
62	0	STORM MANHOLE, SW-406, MODIFIED	\$13,239.00	1 EA	\$13,239.00	0.0 EA	\$0.00	0.0 EA	\$0.00
63	0	INTAKE, SW-501	\$3,724.00	3 EA	\$11,172.00	0.0 EA	\$0.00	0.0 EA	\$0.00
64	0	INTAKE, SW-503	\$9,161.00	2 EA	\$18,322.00	0.0 EA	\$0.00	0.0 EA	\$0.00
65	0	INTAKE, SW-504 MODIFIED	\$9,451.00	4 EA	\$37,804.00	0.0 EA	\$0.00	0.0 EA	\$0.00
66	0	INTAKE, SW-505	\$6,478.00	10 EA	\$64,780.00	0.0 EA	\$0.00	2.0 EA	\$12,956.00
67	0	INTAKE, SW-506	\$11,344.00	3 EA	\$34,032.00	0.0 EA	\$0.00	0.0 EA	\$0.00
68	0	INTAKE, SW-545	\$19,940.00	2 EA	\$39,880.00	0.0 EA	\$0.00	2.0 EA	\$39,880.00
69	0	DROP CONNECTION	\$6,168.00	1 EA	\$6,168.00	0.0 EA	\$0.00	1.0 EA	\$6,168.00
70	0	MANHOLE ADJUSTMENT, MINOR	\$4,148.00	11 EA	\$45,628.00	0.0 EA	\$0.00	0.0 EA	\$0.00
71	0	CONNECTION TO EXISTING MANHOLE	\$10,158.00	3 EA	\$30,474.00	2.0 EA	\$20,316.00	2.0 EA	\$20,316.00
72	0	REMOVE MANHOLE	\$1,442.00	5 EA	\$7,210.00	0.0 EA	\$0.00	1.0 EA	\$1,442.00
73	0	REMOVE INTAKE	\$1,414.00	14 EA	\$19,796.00	0.0 EA	\$0.00	2.0 EA	\$2,828.00
74	0	REMOVAL OF SIDEWALK	\$13.50	602 SY	\$8,127.00	116.0 SY	\$1,566.00	116.0 SY	\$1,566.00
75	0	REMOVAL OF DRIVEWAY	\$12.50	1580 SY	\$19,750.00	468.0 SY	\$5,850.00	468.0 SY	\$5,850.00
76	0	SIDEWALK, PCC, 4 IN.	\$40.00	615 SY	\$24,600.00	0.0 SY	\$0.00	0.0 SY	\$0.00
77	0	SIDEWALK, PCC, 6 IN.	\$60.00	31 SY	\$1,860.00	0.0 SY	\$0.00	0.0 SY	\$0.00
78	0	DETECTABLE WARNING	\$40.00	48 SF	\$1,920.00	0.0 SF	\$0.00	0.0 SF	\$0.00
79	0	DRIVEWAY, PAVED, TYPE A, 6 IN.	\$50.00	1805 SY	\$90,250.00	0.0 SY	\$0.00	0.0 SY	\$0.00
80	0	PAVEMENT REMOVAL	\$9.50	8359 SY	\$79,410.50	2,666.6 SY	\$25,332.70	2,666.6 SY	\$25,332.70
81	0	TEMPORARY TRAFFIC CONTROL	\$15,000.00	1 EA	\$15,000.00	0.7 EA	\$10,500.00	0.7 EA	\$10,500.00
82	0	HYDRAULIC SEEDING, SEEDING, FERTILIZING, AND MULCHING	\$8,000.00	1.5 AC	\$12,000.00	0.0 AC	\$0.00	0.0 AC	\$0.00
83	0	WATERING	\$60.00	0.4 MGAL	\$24.00	0.0 MGAL	\$0.00	0.0 MGAL	\$0.00
84	0	SWPPP PREPARATION	\$1,250.00	1 LS	\$1,250.00	1.0 LS	\$1,250.00	1.0 LS	\$1,250.00
85	0	SWPPP MANAGEMENT	\$3,500.00	1 LS	\$3,500.00	0.1 LS	\$350.00	0.2 LS	\$630.00
86	0	FILTER SOCK, 9 IN.	\$3.00	7150 LF	\$21,450.00	0.0 LF	\$0.00	20.0 LF	\$60.00
87	0	EROSION CONTROL MULCHING, HYDROMULCHING	\$1,500.00	1.5 AC	\$2,250.00	0.0 AC	\$0.00	0.0 AC	\$0.00
88	0	INLET PROTECTION DEVICE, MAINTENANCE, AND REMOVAL	\$200.00	41 EA	\$8,200.00	5.0 EA	\$1,000.00	5.0 EA	\$1,000.00
89	0	MOBILIZATION	\$230,000.00	1 LS	\$230,000.00	0.5 LS	\$115,000.00	0.5 LS	\$115,000.00
90	0	MAINTENANCE OF POSTAL SERVICE	\$6,000.00	1 LS	\$6,000.00	0.1 LS	\$600.00	0.2 LS	\$1,080.00
91	0	MAINTENANCE OF SOLID WASTE COLLECTION	\$6,000.00	1 LS	\$6,000.00	0.1 LS	\$600.00	0.2 LS	\$1,080.00
92	0	RESIDENT COURTESY CART	\$15,000.00	1 LS	\$15,000.00	0.2 LS	\$3,000.00	0.2 LS	\$3,000.00
93	0	CURBIDE MAILBOX	\$419.80	24 EA	\$10,075.20	0.0 EA	\$0.00	0.0 EA	\$0.00

**Partial Pay Estimate No.:**

**3**

City of Windsor Heights  
 2020 Street Improvements  
 Windsor Heights, IA  
 BMI PROJECT NO. A13.118668  
 WORK COMPLETED THROUGH DATE JUNE 30, 2020

ITEM NO.	SUDAS REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
94	0	TREE PROTECTION FENCE	\$4.50	500 LF	\$2,250.00	42.0 LF	\$189.00	42.0 LF	\$189.00
95	0	LANDSCAPE TIMBERS	\$41.25	70 SF	\$2,887.50	0.0 SF	\$0.00	0.0 SF	\$0.00
96	0	FOUNDATION ROCK	\$75.00	50 TON	\$3,750.00	0.0 TON	\$0.00	0.0 TON	\$0.00
97	0	MANUFACTURED SAND	\$60.00	100 TON	\$6,000.00	0.0 TON	\$0.00	0.0 TON	\$0.00
98	0	PAVEMENT, PCC, 7 IN.	\$54.50	8732 SY	\$475,894.00	0.0 SY	\$0.00	270.9 SY	\$14,764.05
99	0	CONCRETE WASHOUT	\$4,000.00	1 LS	\$4,000.00	0.0 LS	\$0.00	0.0 LS	\$0.00
<b>TOTAL AMOUNT:</b>					\$2,634,369.85		\$319,602.58		\$484,736.63



**STAFF REPORT**  
**CITY COUNCIL**  
July 20, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Pay Request No. 1 - Walnut Creek Bank Stabilization Project

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. Pay Application No. 1 Walnut Creek Bank Stabilization



**BOLTON  
& MENK**

Real People. Real Solutions.

309 E 5th Street  
Suite 202  
Des Moines, IA 50309-1981

Ph: [515] 259-9190  
Fax: [515] 233-4430  
Bolton-Menk.com

July 13, 2020

Mark Arentsen  
Interim City Administrator  
1145 66<sup>th</sup> Street, Suite 1  
Windsor Heights, Iowa 50324

RE: North Walnut Creek Streambank Restoration Project  
Windsor Heights, Iowa  
Contractor Pay Request No. 1

Enclosed are three (3) copies of Pay Request No. 1 for work completed on the North Walnut Creek Streambank Restoration project for work completed through July 13, 2020 under the contract between the City of Windsor Heights and Dave's Dozing. We have checked the pay request and recommend payment to Dave's Dozing in the amount of \$72,200.00.

Upon approval of Pay Request No. 1, please sign all copies of Pay Request No. 1 in the space provided. Return one executed copy of the pay estimate to our office and one executed copy of the pay request to Dave's Dozing with payment.

If you have any questions or comments, please contact me at 515-259-9190.

Sincerely,

**Bolton & Menk, Inc.**

**Justin Ernst, P.E.**  
Project Manager

Enclosure

<b>CONTRACTOR'S PAY REQUEST</b>		<b>DISTRIBUTION:</b>
City of Windsor Heights North Walnut Creek Streambank Restoration Windsor Heights, IA BMI PROJECT NO.A13.120253		CONTRACTOR (1)
		OWNER (1)
		ENGINEER (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS		\$76,700.00
TOTAL, COMPLETED WORK TO DATE		\$76,000.00
RETAINED PERCENTAGE ( 5% )		\$3,800.00
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)		\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE		\$72,200.00
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES		\$0.00
PAY CONTRACTOR AS ESTIMATE NO. <b>1</b>		\$72,200.00

**Certificate for Partial Payment**

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: Dave's Dozing  
10760 NE 82nd Avenue  
Mitchelville, IA 50169

By  Name owner Title

Date 7/13/20

**CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:**

ENGINEER: BOLTON & MENK, INC., ENGINEERS, 309 E 5th Street, Suite 202, Des Moines, IA 50305

By , PROJECT ENGINEER

Date 7-13-20

**APPROVED FOR PAYMENT:**

OWNER:

By \_\_\_\_\_ Name Title Date

And \_\_\_\_\_ Name Title Date

**Partial Pay Estimate No.:**

**1**

City of Windsor Heights  
 North Walnut Creek Streambank Restoration  
 Windsor Heights, IA  
 BMI PROJECT NO. A13.120253  
**WORK COMPLETED THROUGH DATE JULY 13, 2020**

ITEM NO.	SUDAS REF NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE		
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	
1	0	TEMPORARY TRAFFIC CONTROL	\$700.00	1	LS	0	LS	0.00	LS	\$0.00
2	0	MOBILIZATION	\$8,000.00	1	LS	0	LS	0.00	LS	\$8,000.00
3	0	BANK RESTORATION 1	\$40,000.00	1	LS	0	LS	0.00	LS	\$40,000.00
4	0	BANK RESTORATION 2	\$24,000.00	1	LS	0	LS	0.00	LS	\$24,000.00
5	0	TRAIL PROTECTION	\$4,000.00	1	LS	0	LS	0.00	LS	\$4,000.00
<b>TOTAL AMOUNT:</b>								\$76,700.00		\$0.00
										\$76,000.00



**STAFF REPORT**  
**CITY COUNCIL**  
July 20, 2020

TO: CITY COUNCIL  
FROM: Whitney Tucker  
SUBJECT: Consideration of Resolution No. 2020- 92 - A Resolution Closing CEC due to Covid-19

**GENERAL INFORMATION**

Temporary Policy for Community Center Rental Reimbursements as a Result of the COVID – 19 pandemic.

**SUMMARY**

At the 18 May 2020 City Council meeting, Council voted to approve Resolution No. 2020-74 extending the Temporary Policy for Community Center Rental Reimbursements as a Result of the COVID – 19 pandemic.

This Resolution approved the complete closure of the Community Center from May 31st until June 15th. The resolution also allowed for the reimbursement of fees for rentals scheduled during that time frame and allowed renters for events scheduled between June 15th and July 15th to voluntarily cancel their events and receive a full refund.

At the June 1, 2020 Council meeting, Council member decided to allow Resolution No. 2020-74 to expire and the Community Center reopened on June 16, 2020. Requests for refunds related to COVID-19 have been heard on an individual case basis.

Some of the Council members have requested that re-closure off the Community Center be presented as an agenda item for consideration. The dates set forth in this resolution follow the same formatting that was previously used for closure of the Community Center. The Dog Park and Colby Park Playground will also be closed during this time period if this resolution is approved..

Mandatory closure of the Community Center through August 4th and allowing refunds via optional cancellations through August 18, 2020 may result in reimbursements totaling in

\$7,952.50. The City has refunded \$25,393.13 from the previous closure and individual requests for refunds.

**ATTACHMENTS**

1. Resolution No. 2020-92 Coronavirus Policy CEC Closure

**RESOLUTION 2020-92**

**A RESOLUTION ALLOWING THE TEMPORARY POLICY FOR COMMUNITY CENTER RENTAL REIMBURSEMENTS DUE TO THE PUBLIC HEALTH THREAT OF THE COVID-19 PANDEMIC.**

WHEREAS, THE Council has requested a temporary exception to the 'no-refund' policy for the Community Center as result of the COVID – 19 pandemic due to rising case numbers in Polk County;

WHEREAS, the CDC has recommended older adults and people with severe underlying chronic medical conditions avoid crowds and public gatherings;

WHEREAS, the WHO has named COVID-19 a pandemic;

WHEREAS, the City Council wishes to close the Community Center, Dog Park, and Colby Park Playground from 7/21/20 to 8/4/20 and refund fees to the Community Center renters

WHEREAS, fees for rentals of the Community Center scheduled from 8/4/20 to 8/18/20 will be reimbursed upon request of the renter;

WHEREAS, the City has reimbursed **\$25,393.13** in fees from the previous closure and individual refund requests.

WHEREAS, the total amount reimbursed by the City for the period between 7/20/20 and 8/18/20 could reach **\$7,952.50** not including credit card fees paid by the renter.

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

That a temporary policy is approved to allow Community Center rental reimbursements until 8/18/20 as a result of the COVID – 19 pandemic.

PASSED and approved this **20th day of July 2020** by the City Council of the City of Windsor Heights, Iowa.

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

ATTEST:

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



**STAFF REPORT**  
**CITY COUNCIL**  
July 20, 2020

TO: CITY COUNCIL

FROM: Whitney Tucker

SUBJECT: Consideration of Resolution No. 2020-93 - A Resolution Waiving Fees for the Pavilion for the Heartland Youth Choir on October 25th 2020

**GENERAL INFORMATION**

Waiving fees for the Pavilion for the Heartland Youth Choir on October 25, 2020.

**SUMMARY**

The Heartland Youth Choir is a non-profit choir with singers ages 4-18. They provided a unique opportunity for children of diverse backgrounds with a particular aptitude in vocal music to explore that interest beyond their school setting.

They have requested to have the fees waived for a rental of the Pavilion on October 25, 2020. The cost associated with this rental is \$90.

**ATTACHMENTS**

1. Resolution No. 2020-93 Pavilion Refund Heartland Youth Choir

**RESOLUTION 2020-93**

**A RESOLUTION WAIVING FEES FOR THE PAVILION FOR THE HEARTLAND YOUTH CHOIR ON OCTOBER 25<sup>TH</sup>, 2020**

WHEREAS, the Heartland Youth Choir will be hosting a concert on October 25, 2020 and has requested to use the Pavilion from 12-6 pm.

WHEREAS, the Heartland Youth Choir is a non-profit choir with singers ages 4-18. They provided a unique opportunity for children of diverse backgrounds with a particular aptitude in vocal music to explore that interest beyond their school setting.

WHEREAS, costs associated with this rental will total \$90

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

That rental fees associated with the October 25, 2020 rental of the Pavilion by the Heartland You Choir be waived;

PASSED and approved this **20th day of July 2020** by the City Council of the City of Windsor Heights, Iowa.

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

ATTEST:

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



**STAFF REPORT**  
**CITY COUNCIL**  
July 20, 2020

TO: CITY COUNCIL  
FROM: Whitney Tucker  
SUBJECT: Resolution No. 2020-94 - A Resolution Allowing Refunds for Community Center Rentals Due to Covid-19 Concerns

**GENERAL INFORMATION**

Consideration of reimbursements for Community Center Rentals outside of the approved refund time frame

**SUMMARY**

At the 18 May 2020 City Council meeting, Council voted to approve Resolution No. 2020-74 extending the Temporary Policy for Community Center Rental Reimbursements as a Result of the COVID-19 pandemic.

This Resolution approved the complete closure of the Community Center from May 31st until June 15th. The Resolution also allowed for the reimbursement of fees for rentals scheduled during that time frame and allowed renters for events scheduled between June 15th and July 15th to voluntarily cancel their events and receive a full refund.

At the 1 June 2020 City Council meeting, the Council voted to not approve Resolution No. 2020-76, which would extend the closure and refund period for the Community Center, but to hear refund requests due to COVID-19 on a case by case basis.

Micah Kortan rented the Community Center for his wedding on 8/1/20. . He is asking for a refund because he is postponing his wedding due to concerns over COVID-19. He paid his deposit of \$850 on 9/11/19 with a credit card.

Lessing-Flynn's event is scheduled for 8/2/20. They paid their \$100 deposit by credit card on 4/29/20. They are canceling their event due to COVID-19 concerns and would like a refund.

United Way of Central Iowa rented the Community Center for a company picnic on 8/4/20.

They are canceling their event due to COVID-19 concerns and would like a refund. They paid their \$100 deposit by check on 5/20/20.

Mandatory closure of the Community Center from March 15th through June 15th and full refund of fees associated with the closure and individual refunds related to COVID-19 after this closure period resulted in reimbursements totaling in \$25,393.13.

### **ATTACHMENTS**

1. Resolution No. 2020-94 A Resolution Allowing Refunds for Community Center Rentals due to Covid-19 Concerns

**RESOLUTION 2020-94**

**A RESOLUTION ALLOWING REFUNDS FOR COMMUNITY CENTER RENTALS DUE TO COVID-19 CONCERNS.**

WHEREAS, the City Council decided to open the Community Center as of 6/16/20

WHEREAS, the City Council agreed to hear individual renters requests for refunds due to COVID-19

WHEREAS, the WHO has named COVID-19 a pandemic;

WHEREAS, the CDC said medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least 6 feet apart with attendees coming from outside the local area have a higher risk of spreading COVID-19

WHEREAS, Micah Kortan rented the Community Center for his wedding on 8/1/20 and is requesting a refund of his \$850 deposit.

WHEREAS, the United Way of Central Iowa rented the Community Center for a company picnic on 8/4/20 and is requesting a refund of their \$100 deposit.

WHEREAS, Lessing Flynn rented the Community Center for a company event on 8/2/20 and is requesting the refund of their \$100 deposit.

WHEREAS, Mandatory closure of the Community Center from March 15<sup>th</sup> through June 15<sup>th</sup> and full refund of fees associated with the closure resulted in reimbursements totaling in **\$25,393.13**.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDSOR HEIGHTS, IOWA, THAT THE ATTACHED REFUNDS ARE APPROVED.

PASSED and approved this **20th day of July 2020** by the City Council of the City of Windsor Heights, Iowa.

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

ATTEST:

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



**STAFF REPORT**  
**CITY COUNCIL**  
July 20, 2020

TO: CITY COUNCIL

FROM:

SUBJECT: Interim City Administrator Report

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

None



**STAFF REPORT  
CITY COUNCIL  
July 20, 2020**

TO: CITY COUNCIL  
FROM: Chad McCluskey  
SUBJECT: Public Safety Report

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. 2020 June PS Monthly Report



# Windsor Heights Public Safety

## POLICE ♦ FIRE ♦ EMS

### Monthly Report



To: Interim City Administrator Mark Arentsen

From: Public Safety Director Chad McCluskey

Date: July 6, 2020

RE: June, 2020 Public Safety Monthly Report

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

- With Independence Day in July, Officers will be handling more calls for service in reference to the use of fireworks. Officers will seek to educate the public on Windsor Heights City Ordinance relating to the use of fireworks and the negative impact the noise can have on residents and pets.
- Officers want to make sure motorists arrive at their destination safely. In an effort to support this goal, officers will direct patrol to the 63rd Street corridor to address traffic safety related issues. This is a very heavily traveled road, and now that businesses are opening back up, and people going back to work, traffic is going to pick up and intensify.
- Officers will also direct patrol in the 1200 block 73rd Street in effort to educate and enforce traffic safety related issues in light of recent complaints from residents along 73<sup>rd</sup>, specifically regarding speeding.
- Officers will continue interacting with the community outside of calls for service and outside of their patrol vehicle. Officers continuously seek to build relationships with our community and answer the many questions people have about policing.
- Officers will direct attention toward construction zones during the month of July in effort to keep workers, motorists, and pedestrians safe.
- Officers will seek to educate motorists and enforce laws relating to impaired driving during the month of July. Officers will be proactive in seeking out those who are drug or alcohol impaired throughout the city.
- With recent vehicle burglaries reported in residential neighborhoods, officers will be spending more time in these areas looking for any suspicious activity to address.
- Officers will attend department in-service training during the month of July. Training for July will include required, annual qualifications and de-escalation techniques will continue to be integrated into this training.

- Chief McCluskey has secured outside funding, through grants from local businesses, to facilitate implicit biased training. The Department will collaborate with Drake University in the near future to host one training session, and a second training session with an out-of-state vendor is being explored for later in the calendar year.
- Support Services will continue to monitor the fleet procurement process and update vendors as appropriate for scheduling services.
- Evidence and Property Management will identify and issue return to owner letters for cases that are exceeding the statute of limitations.
- Records staff will discuss and identify statistical 2021 reporting options and requirements for crime incidents.
- Investigators will analyze, review and author additional investigative reports regarding post-arrest follow up and search warrants from a burglary incident that occurred in May and from a shooting incident that occurred in February.
- Firearms Instructor, Detective Nissen, will provide instruction and facilitate qualification courses in the month of July. Officers will participate in the state qualification course, work on proficiency shooting and receive de-escalation training. This training will entail movement, transitioning, accuracy shooting and de-escalation tactics other than lethal options.
- Starting July 1, 2020, the Windsor Heights Fire Department will begin the process of starting rental and commercial inspection activity back up after suspending the activity due to the Covid-19 pandemic. Crews will work to get caught up on inspections overdue as a result of the suspended inspection activity.
- Part-Time and Paid-Per-Call staff will help cover several shifts in July in conjunction with Full-Time staff vacations.
- Monthly fire training will be held at the FAST tower and will cover Vent, Enter, Isolate and Search (VEIS) techniques. The live fire training gives our team practical experience on the fire ground and enhances their capabilities well beyond reading or online trainings.

**ACCOMPLISHMENTS:**

- During the month of June, officers focused extra patrol on the north west area of the city after one resident reported an attempted car burglary and others had signs stolen from their yard. Officers spent 623 minutes on this goal. Officers came into contact with three underage persons who were consuming alcohol during the extra enforcement, and the juveniles were released to their parents.
- Officers spent extra time on more community interaction, outside of calls for service, in light of the current state of affairs. Officers stressed educational efforts over enforcement, and worked on strengthening police and public relations. Officers reported spending over 180 minutes on this goal, during which time they were outside of the patrol vehicle talking with business owners/managers, customers, and residents. Officers had the opportunity to hand out stickers to children, stop by lemonade stands and even see some baby chickens. Officers were encouraged by community members who expressed their thankfulness and prayer for police.
- Officers directed extra attention toward several businesses either still closed, or on limited hours, due to COVID-19 and public demonstrations. Officers spent 2,580 minutes on this goal. During this time, officers patrolled and helped set barricades in specific areas that were potential looting targets.
- Officers directed traffic enforcement efforts toward speeding along 63rd Street, after a resident called and requested extra watch in the area. Officers spent over 60 minutes in this area and wrote 1 citation for speed (50mph in a 30 mph zone).
- Officers directed traffic enforcement efforts toward the 1300 block of 73rd street, after a resident requested extra watch in this area during early morning commute and night hours. Officers spent 484 minutes on this goal, made 2 arrest, wrote 3 citations and gave 16 warnings. During this time officers noted they had many positive interactions with citizens who express support for law enforcement.
- Officer Johnson responded to a welfare check on I-235 where a female was sitting on the side of a bridge overpass. Officer Johnson found the female sitting on the edge of the bridge with her feet over the side and, as he talked with her, she said, “tell my mom I’m sorry.” Officer Johnson was able to get close enough to the female and pull her from the edge, from there she was transported to the hospital by WHFD. Officer Johnson’s actions likely kept the female from jumping from the bridge, and his compassion showed to the female following the event helped ensure a safe outcome for all involved.
- Officer Irlbeck responded to a domestic fight where the male half had fled a motel room. The female reported that the male half had put her face into a pillow and punched her in the back of the head. Officer Irlbeck found evidence to corroborate the story and DMPD assisted in finding and arresting the male suspect, who was charged with Domestic Abuse Assault and taken to Polk County Jail.
- Officer Clingan responded to back up DMPD on a stabbing that took place during the overnight hours. Officer Clingan assisted in securing the scene and offering medical attention.

- Officer Irlbeck responded to a domestic fight at a local residence. Upon investigating, Officer Irlbeck learned that the male suspect had kicked the adult female in the arm and a child in the side of the face. The male, who was intoxicated, was arrested and taken to Polk County Jail on charges of Child Endangerment and Domestic Abuse Assault.
- Officers Johnson and Irlbeck responded to a residence where a male was unconscious and not responsive. Officers learned the male had been injecting Heroin and his friend had already tried giving him a dose of Narcan, but wasn't sure if he did it correctly. Officer Johnson administered another dose and the male began to recover within a few seconds. WHFD then transported the male to the hospital. This is at least the third time in the past year and a half where Narcan carried by officers on patrol has resulted in saving a life. The department also just received another grant supplying replacement Narcan to each officer, as the shipment from our first grant is nearing expiration.
- Officer Palmer stopped a vehicle with a passenger inside who he knew to be wanted on a parole warrant. Officer Palmer arrested the passenger and also found him to be in possession of methamphetamine and marijuana. The passenger was transported to Polk County Jail on the warrant and enhanced charges of Possession of Controlled Substance as this was his third offense.
- Officers Clingan and Roetman responded to the Karma Bar, located on Merle Hay near I-80, after a call for all available officers went out pertaining to a shooting that had just taken place. Officers encountered nearly 500 people in a crowd and three gun shot victims were ultimately identified. Officer Clingan stopped a vehicle leaving the scene at a high rate of speed. Clingan quickly learned that two of the females inside of the vehicle had been shot. Both Officers tried administering aid while waiting on an ambulance, but the gunshot victims became impatient and drove themselves to the hospital. Officers then worked with other agencies on securing the scene at the bar.
- Officer Johnson responded to a residence where a female was found deceased in the house. The Polk County Medical Examiner responded to the scene and coordinated a funeral home for removal while Officer Johnson consoled the family.
- During the beginning of the protest, patrol and Chief McCluskey assisted other agencies to include Des Moines Police, West Des Moines Police, and Altoona Police while maintaining extra coverage in Windsor Heights. Lt. Pearson was assigned to a Quick React Team (QRT) with members of the Johnston Police Department. Having this team available provided both Windsor Heights and Johnston a reactionary team that could quickly respond to any protest that took place, thereby reducing the need for overtime coverage by patrol. QRT also coordinated with area departments and responded to request to assist with protest and crowd control as needed.
- Detective Nissen authored subpoenas regarding a sexual exploitation of a minor case. This case may necessitate search warrants to further the investigation. These legal processes will further the probable cause for an arrest and prosecution of an offender if applicable.
- Detective Nissen executed a search warrant for an item of property in regards to a burglary incident last month. Detective Nissen also executed a search warrant for an item of property in regards to a theft incident last month to assist patrol officers.

- Detective Nissen assisted patrol identify a subject leaving a residence who is known to use illicit drugs and have an active warrant for his arrest. Subsequently, the individual was arrested for his parole violation and two felony counts possessing methamphetamine and marijuana.
- Detective Nissen, Detective Woods and Captain Meyer attended a one and one-half hour training session on search and seizure provided by Iowa Communities Assurance Pool (ICAP).
- Administrative Support Clerk Breese processed 372 records in the month of June into the record management system, electronic case files, electronic court filings and fulfilled law-enforcement and insurance record requests.
- Administrative Support Clerk Breese received a thank you card for her assistance and high level of customer service she provided to a citizen making a record request for an accident report.
- Detective Woods and Officer Davison have worked diligently in the property and evidence room to identify, authorize and update the chain of custody records for various items. Their work has included marking items for destruction, destroying approved items, notifying owners to retrieve their property, transferring and collecting items.
- On June 16, 2020, Paramedic/FF Nekola, EMT/FF Nick Evans, and Paramedic/FF Hooper joined forces with Urbandale and Clive Fire Departments for the annual FAST Tower Cleanup Day. Every year the crews use this tower to train on several areas, from fighting fire to Search & Rescue, among other things. Once a year, before the tower is used, the tower is deep cleaned and any problems that are found are fixed.
- On June 4, 2020, Paramedic/FF Nekola, EMT/FF Nick Evans, and EMT/FF Martin WH responded to an unconscious male at a chiropractor's office on University. When crews arrived, they found the patient sitting in a chair inside the office. He was very sweaty and lethargic. As crews were assessing the patient, he went unconscious. An IV was started, a blood sugar was taken and his blood glucose levels were found to be dangerously low. Medics gave the patient medication to bring his sugar levels up and he regained consciousness. The patient was transported to the hospital by ambulance for further evaluation.
- On June 4, 2020, Paramedic/FF Nekola, EMT/FF Nick Evans, Paramedic/FF Klein, and EMT/FF Eslick responded to a traumatic injury call on University. Crews found a male who was crawling up University and bleeding from the face. On arrival, the patient was found sitting on the sidewalk in the 6500 block of University Ave. The patient was extremely intoxicated and refused any medical attention. The patient's brother was called to pick up the patient and take him home.

- On June 5, 2020, Paramedic/FF Nekola, EMT/FF Nick Evans, and EMT/Firefighter Eslick responded to Windsor Court apartments, in the 6500 block of Hickman, for a fire alarm. Upon arrival, the alarm system was actively sounding. The alarm panel was showing a pull station activation as well as a heat detector. Both areas checked ok, but it was found the alarm had some issues with the wiring of the alarm system causing the alarms to go off.
- On June 13, 2020, Paramedic/FF Nekola, EMT/FF Nick Evans, and Paramedic/FF Hooper responded to HyVee for a person struck by a car. Video from HyVee caught the driver of the car on camera getting out of her vehicle, speaking with the patient and leaving him there before any help arrived. The patient was complaining of no feeling from the waist down and pains all over. Patient was transported to the hospital by ambulance.
- On June 21, 2020, Paramedic/FF Dumermuth, EMT/FF Merseal and EMT/FF Eslick responded to a motor-vehicle accident / rollover on I-235. While on scene, a second accident occurred at the same location. Luckily none of our personnel or equipment were involved, but this was a good reminder about practicing solid scene safety for our teams.
- On June 22, 2020, Paramedic/FF Dumermuth, EMT/FF Merseal, EMT/FF Eslick, and Chief McCluskey responded to a commercial fire assignment at Windsor Court Apartments. A resident reported smoke outside the building following a lightning strike. No fire or damage was found, but the alarm system was showing trouble on all zones. The alarm company was contacted to respond.
- On June 6, 2020, Paramedic/FF Dumermuth, EMT/FF Merseal, EMT/FF Fleming and FF Thie responded to a report of a teenager stuck in a baby swing. The teenager had been stuck in the swing for approximately 20 minutes . The teenager was removed by Officer Palmer and Paramedic/FF Dumermuth.
- On June 30, 2020, Paramedic/FF Dietch, EMT/FF Merseal, EMT/FF Settles, and Chief McCluskey responded to a 2-inch gas main break near 75<sup>th</sup> and College. Construction crews working in the area ruptured the gas line. Crews stood by until Mid American Energy arrived on scene.
- On June 24, 2020, a pedestrian was walking in a crosswalk at a local business parking lot when she states a vehicle struck her. Paramedic/FF Dumermuth, EMT/FF Merseal, and Paramedic/FF Pemberton responded to the call. The patient was carrying groceries and all of the groceries were destroyed. The patient had minor injuries and did not want transported to the hospital. WHFD crews worked with HyVee managers to replace the groceries that were ruined during the incident at no cost to the patient.

- New rental applications were created for property owners during the month of June. The new applications provide more information about the property. The new information provided includes more detailed owner information, and property agent information section. We found a lot of information was missing and it was hard to contact the owners of the property. All the properties with expired/expiring rental certificates were sent this new application. The goal with the application is to get a better understating of the property, such as who owns the property and who manages it and property information such as numbers of bedrooms/bathrooms. Paramedic/FF Dumermuth has spent a lot of time on this project and kudos go to Dumermuth for his work on the rental inspection process. 46 rental units expired between March and June. Of those, 11 are duplex's, 21 are houses, and 4 apartment buildings.
- Windsor Heights Fire Department crews continued to support requests for drive-by appearances at birthday parties through the month of June.
- Paramedic/FF Dumermuth, EMT/FF Merseal, and EMT/FF Jessie Evans cleaned out and organized the Fire Department storage shed in June.
- On June 27, 2020, Paramedic/FF Dumermuth, EMT/FF Merseal, EMT/FF Price, and EMT/FF Fleming made an appearance at a block party on 79<sup>th</sup>. Crews attached a hose to a fire hydrant and let the children, and adults, shoot water from a charged hose.

Windsor Heights Public Safety  
Statistical Comparison

	Jan 18	Jan 19	Jan 20	Feb 18	Feb 20	Feb 19	Mar 18	Mar 19	Mar 20	Apr 18	Apr 19	Apr 20	May 18	May 19	May 20	Jun 18	Jun 19	Jun 20	Jul 18	JUL 19	AUG 18	AUG 19	SEP 18	SEP 19	OCT 18	OCT 19	NOV 18	NOV 19	DEC 18	DEC 19	CY18	CY 19	Change
<b>PATROL</b>																																	
Calls for Service	721	804	724	625	613	804	737	1156	480	719	961	351	836	879	381	1050	838	1051	897	994	905	964	834	908	774	835	693	807	703	10247	10248	0.01%	
Incidents	143	108	127	81	102	107	112	128	52	104	117	73	117	138	56	164	104	128	144	127	122	119	111	100	138	90	116	99	98	1384	1431	3.40%	
Arrests	55	47	61	30	46	43	48	67	28	46	69	11	57	62	16	59	65	52	58	46	60	50	40	64	42	47	44	54	569	686	20.56%		
Total Number of Charges	117	68	90	53	106	62	100	120	70	81	110	22	121	107	39	122	80	80	91	89	93	86	77	69	103	56	66	78	66	1052	1043	-0.86%	
OVI Arrests	5	10	9	3	3	3	4	2	4	1	4	2	5	4	2	3	4	3	4	4	10	3	6	1	7	2	11	5	8	39	73	87.18%	
Criminal Complaints Filed	68	59	62	42	64	49	58	64	39	50	47	20	58	71	34	76	59	56	63	67	51	43	46	56	76	35	56	30	44	639	685	7.20%	
Felony Charges Filed	3	2	7	3	12	5	2	6	4	0	6	5	4	4	5	2	6	3	7	1	7	4	2	3	12	2	3	1	1	28	61	117.86%	
Field Interviews	2	1	0	3	0	1	0	1	0	2	0	0	2	1	0	0	0	0	2	2	2	2	0	0	1	0	0	0	1	13	10	-23.08%	
Supplemental Reports	22	37	45	35	42	32	36	41	28	30	47	16	28	39	16	44	31	23	41	36	51	26	38	29	42	15	50	31	36	355	485	36.62%	
Accidents	18	25	16	11	12	27	18	19	13	16	20	10	16	23	12	25	22	20	23	25	18	22	20	20	21	20	26	23	26	234	270	15.38%	
Citations Issued	148	113	132	134	109	125	131	198	71	131	195	5	178	143	2	166	165	171	136	122	136	153	99	128	191	114	131	150	130	1726	1762	2.09%	
Written Warning Citations Issued	56	54	37	77	29	69	99	134	13	62	122	2	80	72	10	84	97	111	73	72	80	84	52	85	20	72	46	76	56	958	875	-8.66%	
<b>INVESTIGATIONS</b>																																	
Cases Assigned by Month	8	3	4	5	1	4	2	4	3	6	12	2	5	8	3	4	2	5	4	5	4	5	8	6	14	2	3	10	3	63	69	9.52%	
Cases Open	35	6	2	37	2	3	34	3	2	30	5	1	33	6	1	36	5	31	2	27	5	27	5	12	8	9	10	17	5	328	63	-80.79%	
Cases Active by Month	2	1	1	5	0	1	2	1	0	4	3	0	3	6	0	3	0	3	1	4	2	4	4	1	8	1	2	5	0	37	29	-21.62%	
Cases Inactive	3	2	2	2	0	3	2	4	2	10	5	1	1	4	3	2	3	0	3	3	3	3	3	6	9	4	1	4	1	6	37	47	27.03%
Cases Cleared by Arrest	7	0	2	0	1	4	1	0	0	0	4	0	1	0	0	0	0	3	0	3	0	3	2	0	2	0	3	2	2	20	17	-15.00%	
Cases Cleared Exceptional Clearance	0	1	1	0	2	1	0	1	1	1	0	1	0	0	1	0	0	0	1	0	3	0	0	2	1	0	0	2	1	5	9	80.00%	
Cases Unfounded	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	1	0	0	0	2	0	0	0	0	2	4	100.00%	
<b>ATE Program</b>																																	
<b>7100 University</b>																																	
Vehicle Count	293338	269690	155999	266744	208041	251727	310188	293265	199605	314431	311720	98695	341593	321018	0	352699	282977	333059	197909	336568	208498	341614	174861	323385	213449	301476	187419	306763	228798	3821858	2941331	-23.04%	
Citations Issued	749	581	56	506	56	417	739	635	99	941	622	55	983	667	0	1045	512	981	83	1057	103	501	83	994	106	759	82	791	65	10046	3956	-60.62%	
% of drivers Cited	0.26%	0.22%	0.04%	0.19%	0.03%	0.17%	0.24%	0.22%	0.05%	0.30%	0.20%	0.06%	0.29%	0.21%	0.00%	0.30%	0.18%	0.29%	0.04%	0.31%	0.05%	0.15%	0.05%	0.31%	0.05%	0.25%	0.04%	0.26%	0.03%	0.26%	0.13%		
* Partial Month through 4/21 Only																																	
<b>6400 University</b>																																	
Vehicle Count	273621	297712	248215	270396	164771	274741	340226	308512	250288	326787	333029	137073	365103	351163	0	356498	293475	363002	254920	360126	243289	365746	270786	346752	271166	320821	241065	324504	255971	4013582	3395829	-15.39%	
Citations Issued	1811	1109	188	1618	231	994	1808	1509	319	1891	1570	219	1837	1487	0	1797	1000	2040	123	1731	140	649	145	1572	138	1444	141	1134	184	19332	8540	-55.82%	
% of drivers Cited	0.66%	0.37%	0.08%	0.60%	0.14%	0.36%	0.53%	0.49%	0.13%	0.58%	0.47%	0.16%	0.50%	0.42%	0.00%	0.50%	0.34%	0.56%	0.05%	0.48%	0.06%	0.18%	0.05%	0.45%	0.05%	0.45%	0.06%	0.35%	0.07%	0.48%	0.25%		
* Partial Month through 4/21 Only																																	
<b>FIRE DEPARTMENT STATISTICS</b>																																	
Total Calls for Service:	62	55	63	49	59	43	60	64	49	49	48	51	53	48	41	47	45	46	45	47	49	49	57	48	70	42	58	42	63	594	645	100.00%	
Unclassified Incidents	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0.00%	
Fire Incidents	2	0	2	4	2	1	3	2	2	5	5	1	2	5	1	1	0	2	0	1	2	3	1	3	3	2	5	0	2	28	26	4.03%	
Rescue and EMS Incidents	41	41	35	29	45	33	43	44	36	33	28	43	39	28	30	28	33	34	33	21	24	32	32	35	43	32	35	28	35	395	409	63.41%	
Hazardous Conditions - No Fire	5	2	2	1	1	2	0	1	0	1	3	0	3	3	3	0	2	1	2	1	3	0	3	3	3	0	3	3	2	18	29	4.50%	
Service Calls	2	4	11	6	6	3	7	8	3	2	6	5	4	6	4	9	4	4	4	15	10	3	14	4	9	5	6	8	11	69	85	13.18%	
Good Intent Calls	8	5	6	5	3	3	5	3	3	7	2	1	1	2	1	5	3	2	3	5	6	5	4	1	6	3	6	1	6	48	49	7.60%	
False Alarm / False Call Incidents	4	3	7	4	2	1	1	6	4	1	3	1	4	3	2	4	3	2	3	4	3	6	2	2	6	0	3	2	7	34	43	6.67%	
911 Citizen Complaints	0	0	0	0	0	0	0	0	1	0	1	0	0	1	0	0	0	1	0	0	1	0	1	0	1	0	0	0	0	1	4	0.62%	
Rental Inspections	17	19	48	13	14	4	11	17	3	8	10	0	8	14	2	5	28	1	5	14	2	6	2	5	14	5	4	7	16	6	105	135	28.57%
Commercial Inspections	12	1	1	6	1	13	6	13	0	0	10	0	15	2	0	0	3	0	0	4	0	0	0	0	0	0	0	0	0	0	39	46	17.95%
Commercial Re-Inspections	6	0	1	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	0	-100.00%	
PrePlans Completed	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	0	-100.00%	



**STAFF REPORT  
CITY COUNCIL**  
July 20, 2020

TO: CITY COUNCIL  
FROM:  
SUBJECT: Public Works Report

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. Public Works Staff Report - 20 July 2020

# Public Works Staff Report for 20 July 2020 Council Meeting

Report covers 6/11/2020 – 7/15/2020

- Tristate Truck Equipment ordered the wrong asphalt heater box for our truck. They are working with the manufacturer on getting the correct unit delivered so that we can get it installed on our truck and begin using it. They will be sending a driver to Des Moines to pick up our truck and take it back to Dubuque so that we don't have to have an employee take it there again.
- I worked through the 73<sup>rd</sup> Street traffic study with Justin and the traffic engineer from BMI. We had several rounds of review before it went to council on July 6<sup>th</sup>. There will be some kind of public open house in mid to late August to get public input on what they'd like to see on this project. A resolution will be brought to council at the September 7<sup>th</sup> meeting to provide clear direction for BMI to proceed with engineering and design. I'm not sure what the public input format will look like yet, but we're working on it. It will be advertised on social media, the website, and in the August e-newsletter.
- We looked into some sump pump issues between 70<sup>th</sup> and 73<sup>rd</sup> Streets. Some residents were concerned that there may be a water main break or service leak causing the sump pumps to run constantly. We had DMWW staff listen to the line to their pipes to verify that the sump discharges were not being caused by leaking municipal water. We have communicated this with the concerned residents.
- We purchased about \$900 worth of safety equipment through an ICAP grant that we got from the sewer district. Items purchased include gloves, protective eye wear, and traffic control signage.
- We have received a \$1,000 grant from the MWA to install a concrete pad for the recycling container at the dead end of School Street. The area is currently not paved and it is becoming unsightly due to the increased foot traffic. We're installing the pad large enough to accommodate two additional recycling containers in case the MWA is able to get us some more containers in the future.
- We are going to host a 'free tree giveaway' event this fall. We were awarded a grant through the DNR to receive 200 saplings. We don't have much use for trees of that size so they are allowing us to give the trees to residents. More information about this will be in the newsletter and on the facebook page.
- We finally received the picnic table that the WH Foundation bought to be installed on the North Trail. We're working with the donor to figure out exactly where they want it to be placed.
- The WH Foundation purchased a plaque acknowledging donors for the Harmony Park equipment. PW Staff installed the sign near the equipment.
- The Parklet was picked up and installed by RI Restaurant's contractor. It has been up for a few weeks now.

- There have been 6 projects installed as part of the City's stormwater BMP program. I have approved an application for another project that will be installed this fall. We'll have another marketing push for this in August when conditions are more suitable for projects to take place.
- I received a request to switch all two way stop signs in town to four way stops. I reached out to the person that wrote in about this and explained how this is not necessarily a good thing for many reasons.
- We are in the process of reviewing the first draft of the parks plan. There was great feedback from the community, council, and staff. This will be presented to council in August or early September. We want to make sure we can advertise the public comment period in the August newsletter, which won't go out until August .
- I finished all evaluations and wage increase proposals for FY21 in June. The proposed wage increases were approved.
- Shop, CEC, and Salt Building Flooding Discussion
  - The PW committee met on 6/23 to go through some of the options and scenarios that I presented to the council about the flooding concerns that I have.
  - The committee directed me to get some more information:
    - Explore what the cost/benefit would be of removing fill from under the 235 bridge. I have had a couple meetings about this and will have more information towards the beginning of August.
    - Figure out what the hard costs would be to recover the CEC and shop in order to determine what, if any, flood insurance we should get.
  - I'm also looking into the Community Rating System (CRS) to see if it would be a beneficial program for Windsor Heights. More information can be found [here](#). I'll have more information on this in the future.
- I have checked on the City owned Ash trees. There are currently 38 city owned ash trees. Of the 38, I will be recommending 32 for treatment and 6 for removal. This will be on the agenda for consideration in August.
- We replaced the 'no parking' signs on BelAire because MidAmerican put in new utility poles.
- I approved another 5 locations for small cell wireless facilities for Verizon in Windsor Heights. Most of their locations are near the University Avenue corridor.
- I looked into streetlight dimmers for the MidAmerican owned lights in Windsor Heights. The product that they would supply would not solve the problems that I was looking into for a resident.
- I've had three nuisance tree complaints for residential property come in over the last month. One of them was abated by the resident after I talked to them, one of them has been sent a certified letter, and one of them is gathering quotes.
- Appliance pickup and new cart drop off was changed to Tuesdays in Windsor Heights. This was done by request of ASI in order to make best use of their labor and equipment.
- I have purchased another 150 aluminum storm intake markers to be installed later this fall. This is a part of the City's MS4 permit through the DNR.

## Project Updates

- University Avenue
  - I have been in pretty regular contact with Bankers Trust, HyVee, Kum and Go, and Colby Interests about this project. Everything seems to be going well with our commercial property owners. They know to call me directly if they have any questions.
  - There has been some correspondence from the IUB and CenturyLink about the issues on the University Avenue project. The most recent correspondence was a City response to a letter sent by CenturyLink outlining unacceptable delays.
  
- 2020 Streets Project (69<sup>th</sup> and Allison)
  - Allison Avenue
    - Gas services have been lowered or relocated for phase 1. Preparatory work has begun to get storm sewer installed. Subgrade preparation will begin shortly after storm sewer installation.
  - 69<sup>th</sup> St:
    - The old 4 inch cast iron water main on the east side of the road broke the morning of 7/12. J&K worked with DMWW crews to get service restored to customers quickly.
    - Paving is expected to begin the week of July 27<sup>th</sup>.
  
- College Drive Reconstruction
  - Storm sewer installation is pretty much completed in the low spots of the roadway.
  - Paving prep work is underway. Paving should occur on phase 1 in the next two weeks.
  
- 2020 PCC Patching Project:
  - Our contractor for this project has been impacted by the coronavirus. They were not able to mobilize off their previous project because of labor shortages. We expected an updated ETA by the end of the week.
  
- 2020 North Walnut Creek Streambank Stabilization
  - This project was started and finished since my last report. Go check it out on the north trail when you've got a minute. The contractor did a good job.
  - I'm working through the federal grant reimbursement paperwork so that we can get the money from the NRCS to help pay for the project.

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



**STAFF REPORT  
CITY COUNCIL  
July 20, 2020**

TO: CITY COUNCIL  
FROM: Whitney Tucker  
SUBJECT: Communications/Recreation Coordinator Report

**GENERAL INFORMATION**

**SUMMARY**

**ATTACHMENTS**

1. July 2020 Staff Report Whitney Tucker

## Communications/Recreation 2019 Staff Report

6/9/20 – 7/14/20

### Communications

- Our communications over the past month have increased due to breaking news on city event cancelations plus road projects, special city council meetings, and a campaign on the use of fireworks in the City. Chad and I worked together on releasing the fireworks campaign on the City's and PD/FD's social media channels. These posts saw passionate comments from residents and required extra monitoring. I continue to create all necessary graphics and monitor and respond to questions from residents.
- We had several press releases this month that gained covered from the media. They were on the postponed fireworks, city building closer, and University Ave route update. I've talked to several reporters about these issues and helped coordinate interview with Chad on a story on fireworks.
- The July e-newsletter was released on Thursday, July 2nd. This is released on the first Thursday of every month. It had an open rate of 48% with the industry average of 27%. This was sent to 841 people.
- We are up to 19 people who are receiving the print newsletter. Because the number is small, I am printing and mailing these from City Hall and will not be using an outside service. The printed newsletter is exactly the same as the emailed newsletter. The Communications Committee will decide before the end of 2020 if the print newsletter will continue into 2021.
- City Council meeting videos are available to view on the City's website, Facebook, Twitter, and YouTube accounts. This includes meetings done on Zoom. I run the City's Zoom account for these meetings and unmute residents when it is time for public comments.
- Social media numbers
  - Facebook – we have 1974 Facebook followers. Our posts have reached 11,873 people in the past month and the City's profile has been viewed 871 times. I believe this increase is due to our fireworks campaign and well as posts related to event cancellations. That type of content is often shared on Facebook and usually gets the most comments.
  - Twitter – has 660 followers. In the past 28 days we've had 8,843 tweet impressions and 290 profile visits for 42 tweets.
  - Instagram – there have been 25 posts in the past month and there are 248 followers.
  - I've continued to update and create new graphics as needed for social media. I am developing and maintaining a brand standard for the City's graphics.

- Website – I continue to update the website as needed. Every Facebook post corresponds with a website news post. This primarily includes items to the news section and calendar. I've also added an online payment option for new yard waste carts and it is working great.
- We are continuing to post weekly updates on our road projects and answer the questions that come up on those posts.

### **Community Center/Recreation**

- The Community Center reopened on 6/16/20. I have been taking reservations for 2020 and 2021.
- I manage all of the questions for the CEC that we get by phone and email. Renters are very concerned about canceling due to COVID-19. Some renters are eager to still hold their events regardless of current case number and are worried our facility will close. Others want to cancel because of the current number of cases in Polk County. Nearly every renter in the next two months has asked about our cancellation policy.
- For renters that want a refund, currently I create a resolution and present this to Council for their vote.
- I will have a resolution at the 7/20 meeting per Councilmember Loffredo's request to close the Community Center.
- The virtual tour video has 198 views and has been a great resource.
- The online rental system is up and running currently. I've booked several renters on it successfully. Rachelle will address some financial aspects of this system at a future meeting.
- Our parks plan is in its first draft. We will review this and then set up another public comment session.

### **Front Desk**

- I am working in the office 5 days of the week while most of the staff is working from home. City Hall has re-closed to the public, but I am here for phone calls and mail.
- Recently, our post office decided to hold our mail without our permission. It took over 40 phone calls and Mark talking to a carrier on the street, but our mail is back to being successfully delivered.

### **Permits**

- We contract our permit process with Safe Building. I assist in contacting the applicant for payment and referring potential applicants to Safe Building.

- There continues to be an increase in permit payments to collect.