



**AGENDA**  
**REGULAR MEETING OF THE**  
**WINDSOR HEIGHTS CITY COUNCIL**  
**MONDAY, JANUARY 6, 2020 – 6:00 P.M.**  
**WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66<sup>th</sup> ST**

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 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.
4. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
  - A. Approve Minutes of the Regular Council Meeting on December 16, 2019
  - B. Approve Payment of Cash Disbursements
  - C. Approve Liquor License Renewal – Ridgemont - 7400-7460 Hickman Road
  - D. Approve Liquor License – Mojitos Mexican Grill – 6611 University Avenue
  - E. Approve Liquor License – Sam’s Club #6344 – 1101 73<sup>rd</sup> Street
5. **New Business:**
  - A. Consideration of Resolution No. 2020-1 – A Resolution Naming City Depositories
  - B. Consideration of Resolution No. 2020-2 – A Resolution Naming the Des Moines Register as the City’s Official Newspaper
  - C. Consideration of Resolution No. 2020-3 – A Resolution Appointing Dalton Jacobus as the City’s Floodplain Manager
  - D. Consideration of Resolution No. 2020-4 – A Resolution Authorizing the Mayor and City Clerk to Execute Assurances Relating to Real Property Acquisition Document and Future Administrative Documents Related to the 2020 North Walnut Creek Streambank Stabilization Project
6. **Reports:**
  - A. Mayor and Council Reports and Committee Updates
  - B. Interim City Administrator Report and FY 21 Budget Status
  - C. City Clerk Report
  - D. Staff Reports
7. **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.

The agenda was posted on the official bulletin boards and email on January 3, 2020 in compliance with the requirements of the open meetings law.

8. **Convene Into Open Session**
9. **Adjourn to 6:00 pm on Monday, January 20, 2020 for a Regular Council Meeting at the Council Chambers.**

The agenda was posted on the official bulletin boards and email on January 3, 2020 in compliance with the requirements of the open meetings law.

**City of Windsor Heights Regular Business Meeting Minutes  
Monday, December 16, 2019 – 6:00 P.M. Council Chambers**

1. **Call to Order:** Mayor Burgess called the meeting to order at 6:00 PM. Council members present: Zachary Bales-Henry, Joseph Jones, Mike Loffredo, Mike Jones, and Threase Harms. Staff present: Interim City Administrator Mark Arentsen, City Clerk Travis Cooke, Public Safety Director/Police Chief Chad McCluskey, Finance Director Rachelle Swisher, Public Works Director Dalton Jacobus, Communications/Recreation Coordinator Whitney Tucker and City Attorney Matt Brick. The Pledge of Allegiance was recited.
2. **Approval of the Agenda:** Motion by Harms to approve the agenda. Seconded by Bales-Henry. Motion passed unanimously on a roll call vote.
3. **Special Recognition Presentations:** Zac Bales-Henry was recognized for his years of service on the council. Darren Skeries was recognized for his years of service on the Windsor Heights Fire Department. David Schwartz was recognized on behalf of the Windsor Heights Foundation for its Veterans Day donation. Susan Skeries and Threase Harms took their oaths of office.
4. **Special Guest:** Marvin Berger of Martens and Company presented the FY 2019 audit report.
  - A. **Consideration of Resolution No. 19-1204 – A Resolution Approving the FY 196 Audit Report:**  
Darren Skeries – 1441 64<sup>th</sup> St. – Spoke in opposition to the audit report stating that the Windsor Heights Fire Fighters Association is a component unit of the City.  
Motion by Mike Jones to approve Resolution No. 19-1204. Seconded by Bales-Henry. Motion passed unanimously on a roll call vote.
5. **Public Comment:** None.
6. **Consent Agenda: Any item on the Consent Agenda may be removed for separate consideration.**
  - A. Approve Minutes of the Regular Council Meeting on December 2, 2019
  - B. Approve Payment of Cash Disbursements
  - C. Approve November 2019 Financial Reports
  - D. Approve Liquor License for Good Company – 6555 University Avenue
  - E. Approve Liquor License for Hy-Vee Club Room – 7101 University Avenue
  - F. Approve Liquor License for Hy-Vee Food & Drugstore – 7101 University Avenue
  - G. Approve Liquor License for Kum & Go #4098 – 7229 University Avenue
  - H. Approve Liquor License for Sam's Club #6344 – 1101 73<sup>rd</sup> Street
 Motion by Mike Jones to approve the consent agenda. Seconded by Joseph Jones. Motion passed unanimously on a roll call vote.
7. **Old Business:**
  - A. **Consideration of the Third and Final Reading of Ordinance No. 19-10 – An Ordinance Amending the Code of Ordinances for the City of Windsor Heights, Iowa, by Amending Chapter 18.05 – Publications:** Motion by Loffredo to approve the third and final reading of Ordinance No. 19-10. Seconded by Bales-Henry. Motion passed unanimously on a roll call vote.
  - B. **Consideration of the Second Reading of Ordinance No. 19-11 - An Ordinance Amending the Code of Ordinances for the City of Windsor Heights, Iowa, by Amending Chapter 60.0705 – Truck Routes:** Motion by Harms to approve the second reading of Ordinance No. 19-11. Seconded by Joseph Jones. Motion passed unanimously on a roll call vote.  
Motion by Loffredo to waive the third reading and publish Ordinance No. 19-11. Seconded by Mike Jones. Motion passed unanimously on a roll call vote.
8. **New Business:**
  - A. **Consideration of Resolution No. 19-1205 - A Resolution Approving Final Acceptance and Certificate of Completion - Sunset Terrace Reconstruction in the Amount of \$26,730.58:** Motion by Bales-Henry to approve Resolution No. 19-1205. Seconded by Joseph Jones. Motion passed unanimously on a roll call vote.
  - B. **Consideration of Resolution No. 19-1206 – A Resolution Approving Contract with Public Consulting Group (PCG) for Cost Reporting Associated with Ground Emergency Medical Transportation (GEMT) Reimbursement Program:** Motion by Harms to approve Resolution No. 19-1206. Seconded by Joseph Jones. Motion passed unanimously on a roll call vote.
  - C. **Consideration of Patrol Vehicle Purchase in the Amount of \$50,524.62:** Motion by Mike Jones to approve the patrol vehicle purchase in the amount of \$50,524.62. Seconded by Loffredo. Motion passed unanimously on a roll call vote.

- D. Consideration of Resolution No. 19-1207 - A Resolution Approving Community Center Fee Waiver for the Greater Des Moines Leadership Institute on January 23, 2020 for the Amount of \$725:** Motion by Loffredo to approve Resolution No. 19-1207. Seconded by Joseph Jones. Motion passed unanimously on a roll call vote.
- E. Consideration of Resolution No. 19-1208 - A Resolution Approving Community Center Waiver to Extend Hours to 1:00 AM for New Year's Eve Event:** Motion by Harms to approve Resolution No. 19-1208. Seconded by Bales-Henry. Motion passed unanimously on a roll call vote.

**9. Reports:**

**A. Mayor and Council Reports and Committee Updates**

**i. Consideration of Resolution No. 19-1209 – A Resolution Approving Committee**

**Appointments:** Motion by Mike Jones to approve Resolution No. 19-1209. Seconded by Joseph Jones. Motion passed 4-1 with Harms voting nay.

Mayor Burgess – Congratulated Joseph on his recognition in the Business Record's 40 under 40.

Bales- Henry – DART updates. Thanked the Council for his 4 years serving at the dais.

Joseph Jones – Bravo updates. Proposed commercial tax abatements. Thanked Whitney for her work with the Communications Committee.

Loffredo – Reached out to local schools regarding Metro Waste education program and there is interest. Windsor Wonderland was a good event.

Mike Jones – Also thanked Whitney for her work on the Communications Committee. Asked about sewer services and proposed replacements outlined in the PWD report.

Harms – Thanked Susan Skeries for her help with Windsor Wonderland. Asked about the possibility of installing a hand rail for the ramp at the CEC

**B. Interim City Administrator Report**

**i. FY 21 Budget Preparation Status and Report:** Held a budget committee meeting this week.

Waiting on final valuations. Pedestrian bridge survey work is complete. 13 City Administrator resumes have been received. Deadline is January 12<sup>th</sup>. Hy-Vee is making changes to the Quick Trip for the Fast and Fresh conversion and will need to go through the P&Z process.

**C. City Clerk Report:** Civic Clerk software will be implemented in the coming months. New benefits management company transition is going well. Thanked Dalton for organizing the employee appreciation lunch and benefit meeting.

**D. Staff Reports:** Chief McCluskey gave an update on the food drive at held at Hy-Vee. Whitney gave updates on video projects planned for the future.

**10. Adjourn to 6:00 pm on Monday, January 6, 2020 for a Regular Council Meeting at the Council Chambers.**

Motion by Loffredo to adjourn the meeting at 7:04 PM. Seconded by Mike Jones. Motion passed unanimously on a roll call vote.

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David Burgess, Mayor

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Attest: Travis Cooke, City Clerk

CLAIMS REPORT		
VENDOR	REFERENCE	AMOUNT
ADVENTURE LIGHTING	XMAS LIGHT REPAIR UNIV. AVE	45.04
AFLAC WORLD WIDE HEADQUARTERS	AFLAC ACC-PRETX	649.68
AMERITAS LIFE INS. CORP.	VISION INS	306.30
AMERITAS LIFE INS. CORP.	DENTAL	2,844.88
ARNOLD MOTOR SUPPLY	BOOM TRUCK #7 SERVICE	84.53
AUREON IT	BILLABLE TIME	545.90
BENEFITS, INC	FLEX - BENEFITS	3,179.68
BOLTON & MENK	PROFESSIONAL SERVICES	58,700.50
BOOT BARN INC	CLOTHING ALLOWANCE	63.26
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	656.99
CENTURY LINK	COMMUNICATIONS	216.97
CIVIC PLUS	CIVIC CLERK SOFTWARE	4,882.50
CLIVE POWER EQUIP.	FUEL	15.67
CUSTOM AWARDS	CLIENT APPAREL PERSONALIZED	90.00
ELECTRICAL ENG. & EQ.	LED LIGHTS	181.27
ELECTRONIC ENG. CO.	PAGER RENTAL/SERVICE	71.70
EMBLEM ENTERPRISES INC.	PATCHES	326.51
EVANS, NICK	TUITION REIMBURSEMENT	2,025.00
FAST SIGNS	NAMEPLATE/LETTERING	52.00
FEDERAL TAX DEPOSIT	FED/FICA TAX	19,439.30
GALL'S INC.	CLOTHING	272.58
GOODYEAR TIRE & RUBBER CO	REAR TIRES C551	2,606.24
GWOKS	W2/1099 FORMS	88.47
O'DONNELL ACE HICKMAN	CITY HALL REPAIRS	16.18
HOME DEPOT CREDIT SERVICES	COMPACT DRILL DRIVER	99.00
HY-VEE ACCOUNTS RECEIVABLE	GRIP TAPE	3.69
IA DEPT OF AG & LAND	ANIMAL WELFARE LICENSE RENEWAL	75.00
ICMA	DEF COMP PLAN	848.53
ICMA RETIREMENT TRUST	ICMA	703.00
IMWCA	WORKERS COMP	40,312.00
IOWA DES MOINES SUPPLY	OPERATING SUPPLIES	557.31
IOWA EMERGENCY VEHICLE INSTALL	REPAIRS	1,480.00
IOWA ONE CALL	UNDERGROUND LOCATES	33.30
IOWA POLICE CHIEFS ASSN.	DUES	125.00
IOWA SIGNAL & ELECTRIC	73RD & 235 REPAIR CONTROLLER	954.00
IPERS	IPERS	26,850.20
KOCH OFFICE GROUP	COPIER CONTRACT CHARGE	381.80
LOCAL GOVERNMENT CONSULTING	INTERIM ADMIN	8,860.00
LOWE'S	CITY HALL REPAIRS	469.44
MCCLUSKEY, CHAD	CELL PHONE REIMBURSEMENT	200.00
MERCY ONE CLIVE PHARMACY	MEDICAL SUPPLIES	267.24
METRO WASTE AUTHORITY	DEC GARBAGE FEES	39,872.76
MIDAMERICAN ENERGY	SERVICE/STREET LIGHTS	6,665.56
MIRACLE REC. EQ. CO.	PARK EQUIPMENT	1,948.63
MOCIC	2020 ANNUAL DUES	150.00

NAPA AUTO PARTS	WINDSHIELD WASHER FLUID	55.12
NISSAN, ANDREW	CLOTHING/RIFLE MAGAZINE	188.75
POLK COUNTY ELECTION OFC	2019 ELECTION	840.88
PREMIER AUTOMOTIVE	A553 SCAN & DIAGNOSE	57.77
PURCHASE POWER	POSTAGE	208.99
QUEEN OF CLEAN, LLC	12/21 THRU 12/28 CLEANING	695.00
RACHELLE SWISHER	DECEMBER CELL PHONE	71.17
RACOM CORPORATION	EDACS ACCESS	1,270.41
DES MOINES REGISTER	PUBLICATIONS	862.71
RICHMAN BP AND TOWING	TOWING CHARGE	25.00
ROSEMARY GRAFF	EMS REFUND	96.60
SAM'S CLUB DIRECT	OFFICE SUPPLIES	205.12
SHRED-IT USA	SHREDDING SERVICE	840.38
SNAP-ON MARK STUCHEL	DRILL BITS	53.10
SPRAYER SPECIALTIES INC.	CALCIUM CHLORIDE PUMP	175.63
STANDARD INSURANCE COMPANY	LIFE INSURANCE	2,005.12
OFFICE AUDITOR OF STATE	2019 AUDIT FILING FEE	625.00
STERNQUIST CONSTRUCTION	SUNSET TERRACE FINAL PAYMENT	26,730.58
STIVERS FORD	15 FORD EXPLORER	90.00
Strauss Security Solutions	ACCESS HOSTING	854.52
TREASURER STATE OF IOWA	STATE TAXES	7,083.00
UMB BANK	1/2 BOND FEE	1,250.00
UNIVERSITY DM ACE HARDWARE	GLOVES	37.38
WAL-MART	SHOP W/COP PROGRAM	796.18
WELLMARK	HEALTH PREMIUM - JANUARY	33,774.73
WESTSIDE MECHANICS LLC.	2006 AMERICAN LAFRANCE	979.52
WINDSOR HEIGHTS, CITY OF	HEALTH PRETAX	4,493.25
WITMER ASSOCIATES INC	HANGING BRACKET YELLOW STRAP	64.97
ZIEGLER INC.	REPAIRS	652.73
PAYROLL CHECKS ON 12/27/2019		60,090.39
**** PAID TOTAL ****		373,391.61
***** REPORT TOTAL *****		373,391.61

ACCOUNTS PAYABLE ACTIVITY  
CLAIMS REPORT

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
ACCOUNTS PAYABLE CLAIMS				
ADVENTURE LIGHTING	XMAS LIGHT REPAIR UNIV. AVE	45.04	50011	1/03/20
AFLAC WORLD WIDE HEADQUARTERS	AFLAC ACC-PRETX	649.68	50009	12/27/19
AMERITAS LIFE INS. CORP.	VISION INS	306.30	50007	12/27/19
AMERITAS LIFE INS. CORP.	DENTAL	2,844.88	50012	1/03/20
ARNOLD MOTOR SUPPLY	BOOM TRUCK #7 SERVICE	84.53	50013	1/03/20
AUREON IT	BILLABLE TIME	545.90	50014	1/03/20
BENEFITS, INC	FLEX IRLBECK	2,500.00	2097	12/23/19
BENEFITS, INC	FLEX - BENEFITS	679.68	50010	12/27/19
BOLTON & MENK	PROFESSIONAL SERVICES	58,700.50	50074	1/03/20
BOOT BARN INC	CLOTHING ALLOWANCE	63.26	50015	1/03/20
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	656.99	50016	1/03/20
CENTURY LINK	COMMUNICATIONS	216.97	50017	1/03/20
CIVIC PLUS	CIVIC CLERK SOFTWARE	4,882.50	50018	1/03/20
CLIVE POWER EQUIP.	CAP FUEL	15.67	50019	1/03/20
CUSTOM AWARDS	CLIENT APPAREL PERSONALIZED	90.00	50020	1/03/20
ELECTRICAL ENG. & EQ.	LED	181.27	50021	1/03/20
ELECTRONIC ENG. CO.	PAGER RENTAL/SERVICE	71.70	50022	1/03/20
EMBLEM ENTERPRISES INC.	PATCH	326.51	50023	1/03/20
EVANS, NICK	TUITION REIMBURSEMENT	2,025.00	50024	1/03/20
FAST SIGNS	NAMEPLATE/LETTERING	52.00	50025	1/03/20
FEDERAL TAX DEPOSIT	FED/FICA TAX	19,439.30	2094	12/27/19
GALL'S INC.	SHORTS/STRYKE PANT	272.58	50026	1/03/20
GOODYEAR TIRE & RUBBER CO	REAR TIRES C551	2,606.24	50027	1/03/20
GWORKS	W2/1099 FORMS	88.47	50028	1/03/20
O'DONNELL ACE HICKMAN	CITY HALL BATHROOM	16.18	50029	1/03/20
HOME DEPOT CREDIT SERVICES	COMPACT DRILL DRIVER	99.00	50030	1/03/20
HY-VEE ACCOUNTS RECEIVABLE	GRIP TAPE	3.69	50031	1/03/20
IA DEPT OF AG & LAND	ANIMAL WELFARE LICENSE RENEWAL	75.00	50032	1/03/20
ICMA	DEF COMP PLAN	848.53	50033	1/03/20
ICMA RETIREMENT TRUST	ICMA	703.00	50006	12/27/19
IMWCA	INSTALL 6	40,312.00	50034	1/03/20
IOWA DES MOINES SUPPLY	OPERATING SUPPLIES	557.31	50035	1/03/20
IOWA EMERGENCY VEHICLE INSTALL	REPAIRS	1,480.00	50036	1/03/20
IOWA ONE CALL	UNDERGROUND LOCATES	33.30	50037	1/03/20
IOWA POLICE CHIEFS ASSN.	DUES	125.00	50038	1/03/20
IOWA SIGNAL & ELECTRIC	73RD & 235 REPAIR CONTROLLER	954.00	50039	1/03/20
IPERS	IPERS	26,850.20	2092	12/27/19
KOCH OFFICE GROUP	COPIER CONTRACT CHARGE	381.80	50040	1/03/20
LOCAL GOVERNMENT CONSULTING	INTERIM ADMIN	8,860.00	50041	1/03/20
LOWE'S	CITY HALL BATHROOM	469.44	50042	1/03/20
MCCLUSKEY, CHAD	SEPT/OCT/NOV/DEC CELL PHONE	200.00	50043	1/03/20
MERCY ONE CLIVE PHARMACY	MEDICAL SUPPLIES	267.24	50044	1/03/20
METRO WASTE AUTHORITY	DEC GARBAGE FEES	39,872.76	50045	1/03/20
MIDAMERICAN ENERGY	6540 UNIV AVE STREET LIGHT	184.20	2100	1/03/20
MIDAMERICAN ENERGY	6739 UNIVERSITY LIGHT	218.44	2101	1/03/20
MIDAMERICAN ENERGY	6800 SCHOOL ST	305.17	2102	1/03/20
MIDAMERICAN ENERGY	6800 SCHOOL ST	271.73	2103	1/03/20
MIDAMERICAN ENERGY	1140 73RD ST	21.68	2104	1/03/20
MIDAMERICAN ENERGY	1601 73RD ST	13.70	2105	1/03/20
MIDAMERICAN ENERGY	1133 66TH ST	927.58	2106	1/03/20
MIDAMERICAN ENERGY	951 73RD ST	17.39	2107	1/03/20

**ACCOUNTS PAYABLE ACTIVITY  
CLAIMS REPORT**

VENDOR NAME	REFERENCE		VENDOR TOTAL	CHECK#	CHECK DATE
MIDAMERICAN ENERGY	7001 UNIVERSITY AVE	23.54		2108	1/03/20
MIDAMERICAN ENERGY	6300 UNIVERSITY AVE	26.16		2109	1/03/20
MIDAMERICAN ENERGY	1150 66TH ST	20.25		2110	1/03/20
MIDAMERICAN ENERGY	7116 UNIVERSITY AVE	27.89		2111	1/03/20
MIDAMERICAN ENERGY	7290 UNIVERSITY AVE	25.27		2112	1/03/20
MIDAMERICAN ENERGY	6410 HICKMAN RD	24.53		2113	1/03/20
MIDAMERICAN ENERGY	2227 63RD ST	25.03		2114	1/03/20
MIDAMERICAN ENERGY	6900 SCHOOL ST STAGE	112.34		2115	1/03/20
MIDAMERICAN ENERGY	6900 SCHOOL ST CEC	728.18		2116	1/03/20
MIDAMERICAN ENERGY	1145 66TH ST, STE 1	251.67		2117	1/03/20
MIDAMERICAN ENERGY	6900 SCHOOL ST	24.95		2118	1/03/20
MIDAMERICAN ENERGY	6440 HICKMAN RD	80.71		2119	1/03/20
MIDAMERICAN ENERGY	801 73RD ST	33.96		2120	1/03/20
MIDAMERICAN ENERGY	STREET LIGHTING	3,301.19	6,665.56	2121	1/03/20
MIRACLE REC. EQ. CO.	PARK EQUIPMENT		1,948.63	50046	1/03/20
MOCIC	2020 ANNUAL DUES		150.00	50047	1/03/20
NAPA AUTO PARTS	WINDSHIELD WASHER FLUID		55.12	50048	1/03/20
NISSAN, ANDREW	CLOTHING/RIFLE MAGAZINE		188.75	50049	1/03/20
POLK COUNTY ELECTION OFC	2019 ELECTION		840.88	50050	1/03/20
PREMIER AUTOMOTIVE	A553 SCAN & DIAGNOSE		57.77	50051	1/03/20
PURCHASE POWER	POSTAGE		208.99	50052	1/03/20
QUEEN OF CLEAN, LLC	12/21 THRU 12/28 CLEANING		695.00	50053	1/03/20
RACHELLE SWISHER	DECEMBER CELL PHONE		71.17	50054	1/03/20
RACOM CORPORATION	EDACS ACCESS		1,270.41	50055	1/03/20
DES MOINES REGISTER	PUBLICATIONS		862.71	50056	1/03/20
RICHMAN BP AND TOWING	TOWING CHARGE		25.00	50057	1/03/20
ROSEMARY GRAFF	EMS REFUND		96.60	50058	1/03/20
SAM'S CLUB DIRECT	OFFICE SUPPLIES		205.12	50059	1/03/20
SHRED-IT USA	SHREDDING SERVICE		840.38	50060	1/03/20
SNAP-ON MARK STUCHEL	DRILL BITS		53.10	50061	1/03/20
SPRAYER SPECIALTIES INC.	CALCIUM CHLORIDE PUMP		175.63	50062	1/03/20
STANDARD INSURANCE COMPANY	LIFE INSURANCE		2,005.12	50063	1/03/20
OFFICE AUDITOR OF STATE	2019 AUDIT FILING FEE		625.00	50064	1/03/20
STERNQUIST CONSTRUCTION	SUNSET TERRACE FINAL PAYMENT		26,730.58	50065	1/03/20
STIVERS FORD	15 FORD EXPLORER		90.00	50066	1/03/20
Strauss Security Solutions	ACCESS HOSTING		854.52	50067	1/03/20
TREASURER STATE OF IOWA	STATE TAXES		7,083.00	2093	12/27/19
UMB BANK	1/2 BOND FEE		1,250.00	50068	1/03/20
UNIVERSITY DM ACE HARDWARE	GLOVES		37.38	50069	1/03/20
WAL-MART	SHOP W/COP PROGRAM		796.18	50070	1/03/20
WELLMARK	HEALTH PREMIUM - JANUARY		33,774.73	2099	1/03/20
WESTSIDE MECHANICS LLC.	2006 AMERICAN LAFRANCE		979.52	50071	1/03/20
WINDSOR HEIGHTS, CITY OF	HEALTH PRETAX		4,493.25	50008	12/27/19
WITMER ASSOCIATES INC	HANGING BRACKET YELLOW STRAP		64.97	50072	1/03/20
ZIEGLER INC.	REPAIRS		652.73	50073	1/03/20
			=====		
TOTAL ACCOUNTS PAYABLE CHECKS			313,301.22		
PAYROLL CHECKS					
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	001 GENERAL		53,181.20		
	110 ROAD USE TAX		6,487.72		
	610 SEWER		180.39		



ACCOUNTS PAYABLE ACTIVITY  
CLAIMS REPORT

FUND FUND NAME		VENDOR TOTAL	CHECK#	CHECK DATE
740	STORM WATER	241.08		
		=====		
	PAYROLL CHECKS ON 12/27/2019	60,090.39		
		=====		
	TOTAL PAYROLL CHECKS	60,090.39		
**** PAID TOTAL ****		373,391.61		
		=====		
***** REPORT TOTAL *****		373,391.61		
		=====		

**ACCOUNTS PAYABLE ACTIVITY**  
**CLAIMS FUND SUMMARY**

FUND	FUND NAME	TOTAL	CHECK#	DATE
001	GENERAL	142,904.58		
110	ROAD USE TAX	20,936.74		
112	EMPLOYEE BENEFITS	81,196.78		
200	DEBT SERVICE	1,250.00		
309	2014A STREETS PROJECTS	26,730.58		
313	2017/18 Capital Projects	75.00		
314	University Ave Redesign	660.00		
319	2020 STREET PROJECTS	52,928.50		
610	SEWER	1,788.30		
670	LANDFILL/GARBAGE	39,872.76		
740	STORM WATER	5,048.37		

<b>Name of Applicant:</b> <u>Midwest Associates Brokerage</u>		
<b>Name of Business (DBA):</b> <u>Ridgemont</u>		
<b>Address of Premises:</b> <u>7400-7460 Hickman Rd</u>		
<b>City</b> <u>Windsor Heights</u>	<b>County:</b> <u>Polk</u>	<b>Zip:</b> <u>50324</u>
<b>Business</b> <u>(515) 344-1125</u>		
<b>Mailing</b> <u>7460 Hickman Rd</u>		
<b>City</b> <u>Windsor Heights</u>	<b>State</b> <u>IA</u>	<b>Zip:</b> <u>50324</u>

**Contact Person**

<b>Name</b> <u>Sean Stevens</u>	
<b>Phone:</b> <u>(515) 344-1125</u>	<b>Email</b> <u>seanstevens2727@gmail.com</u>

**Classification** Class C Liquor License (LC) (Commercial)

**Term:**12 months

**Effective Date:** 03/04/2019

**Expiration Date:** 03/03/2020

**Privileges:**

Class C Liquor License (LC) (Commercial)

Outdoor Service

Sunday Sales

**Status of Business**

<b>BusinessType:</b> <u>Limited Liability Company</u>	
<b>Corporate ID Number:</b> <u>XXXXXXXXXX</u>	<b>Federal Employer ID</b> <u>XXXXXXXXXX</u>

**Ownership**

**Sean Stevens**

<b>First Name:</b> <u>Sean</u>	<b>Last Name:</b> <u>Stevens</u>	
<b>City:</b> <u>Urbandale</u>	<b>State:</b> <u>Iowa</u>	<b>Zip:</b> <u>50322</u>
<b>Position:</b> <u>member</u>		
<b>% of Ownership:</b> <u>50.00%</u>	<b>U.S. Citizen:</b> <u>Yes</u>	

**Dora Stevens**

<b>First Name:</b> <u>Dora</u>	<b>Last Name:</b> <u>Stevens</u>	
<b>City:</b> <u>Urbandale</u>	<b>State:</b> <u>Iowa</u>	<b>Zip:</b> <u>50322</u>
<b>Position:</b> <u>member</u>		
<b>% of Ownership:</b> <u>50.00%</u>	<b>U.S. Citizen:</b> <u>Yes</u>	

**Insurance Company Information**

**Insurance Company:** Founders Insurance Company

Item #4C

**Policy Effective Date:** 03/04/2019

**Policy Expiration** 03/04/2020

**Bond Effective**

**Dram Cancel Date:**

**Outdoor Service Effective**

**Outdoor Service Expiration**

**Temp Transfer Effective**

**Temp Transfer Expiration Date:**

<b>Name of Applicant:</b> <u>Mojitos Mexican Grill Inc</u>		
<b>Name of Business (DBA):</b> <u>Mojitos Mexican Grill</u>		
<b>Address of Premises:</b> <u>6611 University Ave</u>		
<b>City</b> <u>Windsor Heights</u>	<b>County:</b> <u>Polk</u>	<b>Zip:</b> <u>50324</u>
<b>Business</b> <u>(515) 612-2776</u>		
<b>Mailing</b> <u>6611 University Ave</u>		
<b>City</b> <u>Windsor Heights</u>	<b>State</b> <u>IA</u>	<b>Zip:</b> <u>50324</u>

**Contact Person**

<b>Name</b> <u>Antonio Ramirez</u>	
<b>Phone:</b> <u>(515) 612-2776</u>	<b>Email</b> <u>guadalupegonzalez719@gmail.com</u>

**Classification** Class C Liquor License (LC) (Commercial)

**Term:**12 months

**Effective Date:** 01/20/2020

**Expiration Date:** 01/01/1900

**Privileges:**

Class C Liquor License (LC) (Commercial)

Outdoor Service

Sunday Sales

**Status of Business**

<b>BusinessType:</b> <u>Privately Held Corporation</u>	
<b>Corporate ID Number:</b> <u>XXXXXXXXXX</u>	<b>Federal Employer ID</b> <u>XXXXXXXXXX</u>

**Ownership**

**Ricardo Alverio**

<b>First Name:</b> <u>Ricardo</u>	<b>Last Name:</b> <u>Alverio</u>	
<b>City:</b> <u>Norwalk</u>	<b>State:</b> <u>Iowa</u>	<b>Zip:</b> <u>50211</u>
<b>Position:</b> <u>Owner</u>		
<b>% of Ownership:</b> <u>100.00%</u>	<b>U.S. Citizen:</b> <u>Yes</u>	

**Insurance Company Information**

<b>Insurance Company:</b> <u>Farmers Insurance Group</u>	
<b>Policy Effective Date:</b>	<b>Policy Expiration</b>
<b>Bond Effective</b>	<b>Dram Cancel Date:</b>
<b>Outdoor Service Effective</b>	<b>Outdoor Service Expiration</b>
<b>Temp Transfer Effective Date</b>	<b>Temp Transfer Expiration Date:</b>

<b>Name of Applicant:</b> <u>Sam's West Inc</u>		
<b>Name of Business (DBA):</b> <u>Sam's Club #6344</u>		
<b>Address of Premises:</b> <u>1101 73rd St</u>		
<b>City</b> <u>Windsor Heights</u>	<b>County:</b> <u>Polk</u>	<b>Zip:</b> <u>5031100</u>
<b>Business</b> <u>(515) 255-2252</u>		
<b>Mailing</b> <u>508 SW 8th St</u>		
<b>City</b> <u>Bentonville</u>	<b>State</b> <u>AR</u>	<b>Zip:</b> <u>727160500</u>

**Contact Person**

<b>Name</b> <u>Cynthia Montero</u>	
<b>Phone:</b> <u>(479) 277-4656</u>	<b>Email</b> <u>cynthia.montero@walmart.com</u>

**Classification** Class E Liquor License (LE)

**Term:**12 months

**Effective Date:** 03/13/2019

**Expiration Date:** 03/12/2020

**Privileges:**

Class B Wine Permit

Class C Beer Permit (Carryout Beer)

Class E Liquor License (LE)

Sunday Sales

**Status of Business**

<b>BusinessType:</b> <u>Privately Held Corporation</u>	
<b>Corporate ID Number:</b> <u>XXXXXXXXXX</u>	<b>Federal Employer ID</b> <u>XXXXXXXXXX</u>

**Ownership**

**Matthew Allen**

<b>First Name:</b> <u>Matthew</u>	<b>Last Name:</b> <u>Allen</u>	
<b>City:</b> <u>Rogers</u>	<b>State:</b> <u>Arkansas</u>	<b>Zip:</b> <u>72758</u>
<b>Position:</b> <u>Assistant Treasurer</u>		
<b>% of Ownership:</b> <u>0.00%</u>	<b>U.S. Citizen:</b> <u>Yes</u>	

**Andrea Lazenby**

<b>First Name:</b> <u>Andrea</u>	<b>Last Name:</b> <u>Lazenby</u>	
<b>City:</b> <u>Bentonville</u>	<b>State:</b> <u>Arkansas</u>	<b>Zip:</b> <u>72712</u>
<b>Position:</b> <u>Assistant Secretary</u>		
<b>% of Ownership:</b> <u>0.00%</u>	<b>U.S. Citizen:</b> <u>Yes</u>	

**Cynthia P. Moehring**

<b>First Name:</b> <u>Cynthia</u>	<b>Last Name:</b> <u>P. Moehring</u>
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City: Bentonville State: Arkansas Zip: 72712 Item #4E  
Position: Sr. VP & Compliance  
% of Ownership: 0.00% U.S. Citizen: Yes  
John Furner  
First Name: John Last Name: Furner  
City: Rogers State: Arkansas Zip: 72758  
Position: President  
% of Ownership: 0.00% U.S. Citizen: Yes

#### Insurance Company Information

Insurance Company: <u>American Casualty Company of Reading, PA</u>	
Policy Effective Date: <u>03/13/2019</u>	Policy Expiration <u>01/01/1900</u>
Bond Effective <u>2</u>	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration
Temp Transfer Effective	Temp Transfer Expiration Date:

**RESOLUTION 2020-1****A RESOLUTION NAMING CITY DEPOSITORIES AND DEPOSIT LIMITS**

**WHEREAS**, Iowa Code 12C.2 requires that the approval of financial institutions as depositories shall be by written document which shall be entered of record in the minutes of the approving board, and which shall distinctly name each depository approved, and specify the maximum amount which may be kept on deposit in each depository; and

**WHEREAS**, the City's auditor recommends the naming of depositories be done annually.

**NOW THEREFORE BE IT RESOLVED** that the City Council of Windsor Heights, Iowa, approves the following list of financial institutions to be depositories of the City of Windsor Heights funds in conformance with all applicable provisions of Iowa Code Chapter 12. The City Clerk and Finance Director are hereby authorized to deposit the City of Windsor Heights funds in amounts not to exceed the maximum approved for each respective financial institution as set out below.

<b>DEPOSITORY NAME</b>	<b>LOCATION OF FINANCIAL INSTITUTE</b>	<b>MAXIMUM BALANCE IN EFFECT UNDER PRIOR RESOLUTION</b>	<b>MAXIMUM BALANCE IN EFFECT UNDER THIS RESOLUTION</b>
Bankers Trust	Windsor Heights, IA		\$15,000,000.00
IPAIT	Des Moines, IA		\$15,000,000.00

Passed and Approved this 6<sup>th</sup> day of January, 2020.

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David Burgess, Mayor

ATTEST:

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Travis Cooke, City Clerk



**RESOLUTION 2020-2**

**A RESOLUTION NAMING THE DES MOINES REGISTER AS THE CITY'S  
OFFICIAL NEWSPAPER**

**WHEREAS**, Iowa Code 362.3 requires that publication as required by city code and provided by state law be published in a newspaper published at least once weekly and having general circulation in the city; and

**WHEREAS**, Windsor Heights has used the Des Moines Register for such purposes in the past.

**NOW THEREFORE BE IT RESOLVED**, that the City Council of Windsor Heights, Iowa, designates the Des Moines Register as the Official City Newspaper.

Passed and Approved this 6<sup>th</sup> day of January, 2020.

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David Burgess, Mayor

ATTEST:

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Travis Cooke, City Clerk

**RESOLUTION NO. 2020-3**

**A RESOLUTION APPOINTING DALTON JACOBUS AS FLOODPLAIN  
MANAGER**

**WHEREAS**, the City of Windsor Heights maintains local floodplain ordinances; and

**WHEREAS**, with the implementation of local floodplain ordinances alone, approximately \$1.1 billion in flood damages are prevented annually. Approximately 38 percent of all National Flood Insurance Program claims are repetitive loss claims. Residents in communities that participate in the Community Rating System may receive up to a 45 percent premium discount on their flood insurance policies; and

**WHEREAS**, the Nation Flood Insurance Program and the City's local floodplain ordinance provide that a Floodplain Manager be designated as the person responsible for administering the City's floodplain management program; and

**WHEREAS**, the National Flood Insurance Program guidelines provide that the local Floodplain Manager can be an existing staff member of the City with knowledge of floodplain management and the enforcement of the floodplain ordinance; and

**WHEREAS**, Public Works Director Dalton Jacobus has the knowledge, skills and abilities to serve as the City's Floodplain Manager.

**NOW THEREFORE BE IT RESOLVED** by the City of Windsor Heights City Council on this 6<sup>th</sup> day of January, 2020, hereby appoints Dalton Jacobus as Floodplain Manager for the City of Windsor Heights.

Passed and Approved this 6<sup>th</sup> Day of January, 2020.

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David Burgess, Mayor

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

**RESOLUTION NO. 2020-4**

**A RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE ASSURANCES RELATING TO REAL PROPERTY ACQUISITION DOCUMENTS AND FUTURE ADMINISTRATIVE DOCUMENTS RELATED TO THE 2020 NORTH WALNUT CREEK STREAMBANK STABILIZATION PROJECT**

**WHEREAS**, on December 2<sup>nd</sup>, 2019, the City of Windsor Heights (the “City”) approved a Professional Services Agreement By and Between Bolton & Menk for the 2020 North Walnut Creek Stabilization Project “the Project”; and

**WHEREAS**, this project is 75 percent funded by the US Department of Agriculture and the Natural Resources Conservation Council; and

**WHEREAS**, this project is expected to be completed by the Spring of 2020; and

**WHEREAS**, the attached document titled ‘Assurances Relating to Real Property Acquisition’ is required due to the federal funding share of the project; and

**WHEREAS**, other administrative documents relating to the project may need to be executed to keep the project going forward; and

**WHEREAS**, the City Council finds that authorizing the execution of routine administrative documents by the Mayor and City Clerk is in the best interest of the City.

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

1. The Mayor and City Clerk are authorized to execute all administrative documents related to the 2020 North Walnut Creek Stabilization Project including the attached ‘Assurances Relating to Real Property Acquisition.’
2. This Resolution does not apply to the approval of construction bids and awards, change orders, pay requests, and final project closeout documents.

Passed and approved this 6<sup>th</sup> day of January 2020.

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

ATTEST:

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

## ASSURANCES RELATING TO REAL PROPERTY ACQUISITION

- 
- A. **PURPOSE** — This form is to be used by sponsor(s) to provide the assurances to the Natural Resources Conservation Service of the U.S. Department of Agriculture which is required in connection with the installation of project measures which involve Federal financial assistance furnished by the Natural Resources Conservation Service.
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- B. **PROJECT MEASURES COVERED** —

Name of project \_\_\_\_\_

Identity of improvement or development \_\_\_\_\_

Location \_\_\_\_\_

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- C. **REAL PROPERTY ACQUISITION ASSURANCE** —

This assurance is applicable if real property interests were acquired for the installation of project measures, and/or if persons, businesses, or farm operations were displaced as a result of such installation; *and* this assurance was not previously provided for in the watershed, project measure, or other type of plan.

If this assurance was not previously provided, the undersigned sponsor(s) hereby assures they have complied, to the extent practicable under State law, with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act (42 U.S.C. 4601-4655), as implemented in 7 C.F.R. Part 21. Any exceptions taken from the real property acquisition requirements under the authority of 42 U.S.C. 4655 because of State law have been or is hereby furnished to the Natural Resources Conservation Service along with the opinion of the Chief Legal Officer of the State containing a full discussion of the facts and law furnished.

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- D. **ASSURANCE OF ADEQUACY OF REAL PROPERTY RIGHTS** —

The undersigned sponsor(s) hereby assures that adequate real property rights and interests, water rights if applicable, permits and licenses required by Federal, State, and local law, ordinance or regulation, and related actions have been taken to obtain the legal right to install, operate, maintain, and inspect the above-described project measures, except for structures or improvements that are to be removed, relocated, modified, or salvaged before and/or during the installation process.

This assurance is given with the knowledge that sponsor(s) are responsible for any excess costs or other consequences in the event the real property rights are found to be inadequate during the installation process.

Furthermore, this assurance is supported by an attorney's opinion attached hereto that certifies an examination of the real property instruments and files was made and they were found to provide adequate title, right, permission and authority for the purpose(s) for which the property was acquired.

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If any of the real property rights or interests were obtained by condemnation (eminent domain) proceedings, sponsor(s) further assure and agree to prosecute the proceedings to a final conclusion and pay such damages as awarded by the court.

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<p>_____</p> <p style="text-align: center;">(Name of Sponsor)</p> <p>By: _____</p> <p>Title: _____</p> <p>Date: _____</p>	<p>This action authorized at an official meeting _____</p> <p>_____ on _____</p> <p>day of _____, 19____, ,</p> <p>at _____</p> <p>State of _____</p> <p>Attest: _____</p> <p style="text-align: center;">(Name)</p> <p>_____</p> <p style="text-align: center;">(Title)</p>
<p>_____</p> <p style="text-align: center;">(Name of Sponsor)</p> <p>By: _____</p> <p>Title: _____</p> <p>Date: _____</p>	<p>This action authorized at an official meeting _____</p> <p>_____ on _____</p> <p>day of _____, 19____, ,</p> <p>at _____</p> <p>State of _____</p> <p>Attest: _____</p> <p style="text-align: center;">(Name)</p> <p>_____</p> <p style="text-align: center;">(Title)</p>