



**AGENDA**  
**REGULAR MEETING OF THE**  
**WINDSOR HEIGHTS CITY COUNCIL**  
**Monday, October 16, 2023 - 6:00 PM**  
**WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th St or VIA**  
**ZOOM by registering in advance for this meeting:**  
**<https://us02web.zoom.us/j/7832856334>**  
**After registering, you will receive a confirmation email containing information about**  
**joining the meeting.**

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

1. **Call to Order/Roll Call/Pledge of Allegiance**
2. **Approval of the Agenda**
3. **Public 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 October 2, 2023
  - B. Approve Payment of Claims
  - C. Approve Financial Reports
  - D. Approve Liquor License - Aldi 116 - 7100 University Avenue
  - E. Approve Resolution No. 2023 - 53 - A Resolution Setting Time and Place for a Public Hearing Amending Chapters 165 through 177
5. **New Business:**
  - A. Approve the First Reading of Ordinance No. 23-08 - An Ordinance Amending Section 1.12 (Warrants) Regarding Administrative Search Warrants
  - B. Approve the Second Reading of Ordinance No. 23-07 - An Ordinance Amending Chapter 180.06 of the Code of Ordinances for the City of Windsor Heights Related to Conditional Use Permit Standards for Approval
  - C. 73rd Street Reconstruction Update
6. **Reports:**
  - A. Mayor, Council Reports and Committee Updates, and Administration

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

## Reports

- i Mayor's Report
- ii City Administrator's Report
- iii Fire Chief's Report
- iv Police Chief's Report

## 7. **Adjourn**

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

**City of Windsor Heights Regular Business Meeting Minutes**  
**Monday, October 2, 2023 - 6:00 PM**  
**WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST**

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

**Mayor Jones called the meeting to order at 6:00 PM. Council members present: Susan Skeries, Joseph Jones, and Lauren Campbell. Council members absent: Threase Harms. Staff present: City Administrator Adam Plagge, City Clerk Adam Strait, Deputy City Clerk Nate Leuthold, City Attorney Erin Clanton, Fire Chief Jim Mease, and Police Chief Pete Roth.**

2. **Approval of the Agenda**

**Motion by Susan Skeries to APPROVE. Seconded by Lauren Campbell .Motion Passed 4-0.**

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.

None

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

**Motion by Susan Skeries to APPROVE. Seconded by Lauren Campbell. Motion Passed 4-0.**

A. Approve Minutes of the Regular Council Meeting on September 18, 2023

B. Approve Minutes of the Work Session on September 18, 2023

C. Approve Payment of Claims

D. Approve Liquor License - Thirsty Pigs LLC - 6900 School Street

E. Approve 68th Street Reconstruction Pay Request 4

5. **New Business:**

A. Approve the First Reading of Ordinance No. 23-07

**Motion by Michael Libbie to APPROVE Approve the First Reading of Ordinance No. 23-07. Seconded by Lauren Campbell. Motion Passed 4-0.**

B. Consideration of Colby Park Bid Package and Resolution No. 2023-52 A Resolution to Provide for a Notice of Public Hearing on the Proposed Plans, Specifications, Form of Contract, and Estimated Total Cost for the 2023 Colby Park Improvement Project and for the Taking of Bids on Said Project

Nate Weitzl of Bolton & Menk presented the Colby Park concept plan. Justin Ernst of Bolton & Menk and Nate answered plan questions. Motion by Michael Libbie to APPROVE. Seconded by Lauren Campbell .Roll call vote: Aye - Michael Libbie, Joseph Jones , Lauren Campbell , Nay - Susan Skeries . Motion Passed 3-1.

C. Presentation from ISG and Discuss Winter 2023 Salt Shed Options

Erica Schaefer, Tanya Pierce, and Brad Penar from ISG presented a public works space use analysis on the condition of the salt shed and public works building. Public Works Director Jason Roberts and Public Works Supervisor Andy Larson also spoke towards the condition of

the salt shed and public works building and how it affects daily operations.

- D. Discuss Additional Updates to Ordinance No. 23-06 - An Ordinance Amending Chapters 165 through 177 of the Code of Ordinances for the City of Windsor Heights Related to Zoning

Jane Kansier and Trey Rouse from Bolton & Menk presented additional updates made to Ordinance No. 23-06 and received council feedback.

- E. Consideration of Purchase of Case 521-G End Loader

Public Works Director Jason Roberts and Public Works Supervisor Andy Larson discussed their needs for a new end loader. Motion by Susan Skeries to APPROVE. Seconded by Lauren Campbell. Motion Passed 4-0.

6. **Reports:**

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

Lauren Campbell - League of City conference overview, thanked volunteers for help promoting Fall Fest, and DART Budget Meeting update

Michael Libbie - Economic development update about Sherwood Forest, Little Brother patio update, and Welcome to Windsor Heights packets to new residents update

Joseph Jone - DART Budget Workshop update

Susan Skeries - Update on Fall Festival

7. **Adjourn**

Motion by Susan Skeries to adjourn the meeting at 9:19 PM. Seconded by Lauren Campbell. Motion passed 4-0.

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Mike Jones, Mayor

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Adam Strait, City Clerk

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
ADVENTURE LIGHTING	CITY HALL SIGN REPAIRS		347.86	55883	10/12/23
AIR FILTER SALES & SERVICES	HVAC AIR FILTERS		121.92	55884	10/12/23
ALL STAR CONCRETE	68TH ST PAY REQUEST #4		71,147.32	55885	10/12/23
ALTOONA POLICE DEPT	FIREARMS TRAINING		1,900.00	55886	10/12/23
AMAZON CAPITAL SERVICES	GLOWSTICKS/GLOW GLASSES		279.26	55887	10/12/23
ARDICK EQUIP. CO. INC.	SIGN POSTS		458.10	55888	10/12/23
ARNOLD MOTOR SUPPLY	SUPPLIES		297.42	55889	10/12/23
AUREON IT	BILLABLE TIME		5,645.40	55890	10/12/23
BAILEY ROOFING CONTRACTOS	1145 66TH ROOF REPAIRS		675.00	55891	10/12/23
BAKER ELECTRIC INC.	73RD ST PUSH BUTTON REPAIRS		5,577.30	55892	10/12/23
BANKERS TRUST COMPANY	CC FEES	216.38		4434	10/12/23
BANKERS TRUST COMPANY	CC FEES	43.54		4435	10/12/23
BANKERS TRUST COMPANY	CC FEES	59.29	319.21	4436	10/12/23
BITUMINOUS MATERIALS	STREET MAINTENANCE		100.00	55893	10/12/23
BLUEPEARL IOWA	VET VISIT/MEDICATIONS EMBER		490.99	55894	10/12/23
BOLTON & MENK	73RD ST ENGINEERING		73,589.00	55895	10/12/23
BOOT BARN INC	CLOTHING ALLOWANCE		106.24	55896	10/12/23
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES		897.47	55897	10/12/23
BRICK GENTRY PC	SEPT LEGAL FEES		3,982.50	55898	10/12/23
BULLZEYE, INC	CEC SEPT CLEANINGS		4,132.40	55899	10/12/23
CALIBER CONCRETE LLC	PAY REQUEST #4 FINAL RETAINAGE		11,493.26	55900	10/12/23
CAMPBELL, LAUREN	LEAGUE CONF HOTEL REIMBURSEMEN		343.28	55879	10/06/23
CAPITAL CITY KUBOTA	TIRES		677.28	55901	10/12/23
CAPITAL SANITARY SUPPLY	FLOOR SCRUBBER		4,887.31	55902	10/12/23
CENTURY LINK	TELEPHONE		478.98	55903	10/12/23
CINTAS	SUPPLIES		862.20	55904	10/12/23
CIVIC PLUS	CIVIC REC ANNUAL FEE		8,960.02	55905	10/12/23
CLEARFLY	CELL PHONES		179.03	4437	10/12/23
CLIVE POWER EQUIP.	TUBE		54.76	55906	10/12/23
CONSTRUCTION MATERIALS TESTING	68TH STREET		3,564.00	55907	10/12/23
CRYSTAL CLEAR WATER CO.	WATER		9.99	55908	10/12/23
CULTUREALL INC	FALL FEST JAPENESE CULTURE		250.00	55880	10/06/23
DAIDA	RADIX		519.55	4438	10/12/23
DES MOINES WATER WORKS	1200 66TH ST		123.03	55909	10/12/23
DRAKE UNIVERSITY	PHASE IV VISION FACILITATION		5,000.00	55910	10/12/23
EIDE BAILLY	AUDIT WORK THRU 9/30/23		12,000.00	55911	10/12/23
ELECTRONIC ENG. CO.	REPAIRS		249.96	55912	10/12/23
FAST SIGNS	ACCOUNTABLITY NAMETAGS		551.26	55913	10/12/23
FEDERAL TAX DEPOSIT	FED/FICA TAX		31,368.59	4431	10/11/23
FRONTLINE PUBLIC SOLUTIONS	SUPPLIES		1,200.00	55914	10/12/23
GALLS INC	CLOTHING ALLOWANCE		188.49	55915	10/12/23
GOLF CARS OF IOWA	EXTRA GOLF CARS FOR FALL FEST		450.00	55916	10/12/23
GRIMES ASPHALT & PAVING	STREET MAINTENANCE SUPPLIES		282.00	55917	10/12/23
GWORKS	GWORKS ANNUAL AGREEMENT		6,424.00	55918	10/12/23
O'DONNELL ACE HICKMAN	SUPPLY HOSE		26.40	55919	10/12/23
HOME DEPOT CREDIT SERVICES	PAINT SUPPLIES		50.73	55920	10/12/23
HOTSY CLEANING SYSTEMS	SUPPLIES		317.00	55921	10/12/23
HOTT OFF THE PRESS	SEPT NEWSLETTER		1,634.43	55922	10/12/23
HUTCHINSON SALT CO INC	ROCK SALT		18,801.13	55923	10/12/23
I & S GROUP INC	PW FACILITY ASSESSMENT		2,500.00	55924	10/12/23
ICMA RETIREMENT TRUST	ICMA	421.68		4430	10/11/23
ICMA RETIREMENT TRUST	ICMA RETIREMENT	1,321.59	1,743.27	4433	10/11/23
IMPACT7G	SALT SHED SURVEY/REPORT		500.00	55925	10/12/23
INTERSTATE ALL BATTERY	E551 BATTERIES		665.20	55926	10/12/23

/endor Checks: 9/28/2023-10/12/2023

Payroll Checks: 9/28/2023-10/12/2023

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
IOWA DOT	THERMAL PAPER		217.44	55927	10/12/23
IOWA FIRE EQUIPMENT	BACKFLOW DEVICE INSPECTION		510.00	55928	10/12/23
DEPT OF HUMAN SERVICES	OCT 23 STATE SHARE PYMT		4,062.90	55929	10/12/23
IOWA ONE CALL	LINE LOCATES		96.50	55930	10/12/23
IPERS	HEALTH PRETAX		32.50	4429	10/11/23
ISOLVED BENEFIT SERVICES	FLEX CLD BENEFI	771.16		4432	10/11/23
ISOLVED BENEFIT SERVICES	HRA FEES	42.00	813.16	4439	10/12/23
JCG LAND SERVICES, INC	73RD ST RECONSTRUCTION		3,200.00	55931	10/12/23
KAPPELMAN APPLIANCE	REHAB COOLER REPAIR		457.59	55932	10/12/23
KELTEK INCORPORATED	BODY CAMERA REPLACEMENT		2,497.13	55933	10/12/23
KOCH OFFICE GROUP	COPIER LEASE		119.56	55934	10/12/23
LEINEN, TIAH	FALL FEST FACE PAINTING		375.00	55881	10/06/23
LEUTHOLD, NATE	SEPT MILEAGE		175.40	55935	10/12/23
LOGAN CONTRACTORS SUPPLY	SUPPLIES		334.80	55936	10/12/23
LOWE'S	UNIV AVE BENCHES		62.36	55937	10/12/23
MANHATTANLIFE	BENEFITS		1,033.31	55938	10/12/23
MARR, RACHEL	STORMWATER REIMBURSEMENT PROG		359.25	55939	10/12/23
MEDIACOM BUSINESS	INTERNET		570.00	55940	10/12/23
MENARDS	SUPPLIES		13.32	55941	10/12/23
MERSEAL, BRETT	REIMBURSE PROF DEV		50.00	55942	10/12/23
METRO WASTE AUTHORITY	GARBAGE FEES		61,300.76	55943	10/12/23
NEROTEK INDUSTRIES	CEC A/V INSTALL		14,152.50	55944	10/12/23
O'REILLY AUTO PARTS	SUPPLIES		51.98	55945	10/12/23
OMNI BILLING	SEPT EMS BILLING		2,315.04	55946	10/12/23
OVERHEAD DOOR COMPANY	GARAGE DOOR MAINTENANCE		286.95	55947	10/12/23
PLAGGE, ADAM	SEPT MILEAGE/CONF REIMBURSE		198.32	55948	10/12/23
PREMIER AUTOMOTIVE	C500 OIL CHANGE		65.14	55949	10/12/23
PREMIUM SOLUTIONS	CLOTHING ALLOWANCE		425.50	55950	10/12/23
QUALITY PEST CONTROL, INC	PEST CONTROL		65.00	55951	10/12/23
RACOM CORPORATION	6 PORTABLE RADIO ANTENNAS		180.00	55952	10/12/23
RANGEMASTERS TRAINING CTR	CLOTHING ALLOWANCE		239.96	55953	10/12/23
RELIASTAR LIFE INS CO	NISSAN		75.00	55954	10/12/23
ROTARY CLUB OF WAUKEE	ROTH DUES		250.00	55955	10/12/23
SAFE BUILDING COMPLIANCE	BUILDING INSPECTIONS		8,074.11	55956	10/12/23
SECURITY EQUIPMENT INC	PSB REPAIRS		3,020.50	55957	10/12/23
SMITH, STACY R	FALL FEST FACE PAINTING		375.00	55882	10/06/23
SNAP-ON MARK STUCHEL	TOOLS		79.00	55958	10/12/23
STANDARD INSURANCE COMPANY	LIFE/LTD/STD		2,162.71	55959	10/12/23
STAPLES	CH OFFICE SUPPLIES		106.19	55960	10/12/23
STRAIT, ADAM	MAY/JUNE/JULY/AUG/SEPT MILEAGE		418.55	55961	10/12/23
THE SHREDDER	ON SITE SHREDDING		45.00	55962	10/12/23
THE UPS STORE	SHIPPING POST TESTS		13.58	55963	10/12/23
TRANSUNION RISK & ALTERNATIVE	MONTHLY CHARGES		75.00	55964	10/12/23
UNIVERSITY DM ACE HARDWARE	SUPPLIES		29.37	55965	10/12/23
VAN WALL EQUIPMENT	SAW		410.22	55966	10/12/23
VERIZON WIRELESS	CELL PHONES		380.47	4440	10/12/23
VO, CLI	WITNESS FEES PAYMENT		11.50	55967	10/12/23
CAPITAL ONE	OFFICE SUPPLIES		9.82	55968	10/12/23
WEST DES MOINES TRUE VALUE	SUPPLIES		100.18	55969	10/12/23
WEX FLEET UNIVERSAL	FUEL		4,713.28	55970	10/12/23
WIELAND, KIM	STORMWATER REIMBURSEMENT		373.22	55971	10/12/23
ZIEGLER INC.	REPAIRS		126.57	55972	10/12/23
ZIMCO SUPPLY CO	SUPPLIES		560.00	55973	10/12/23

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
ZWC CONDOMINIUM ASSOC	FALL MAINTENANCE		184.58	55974	10/12/23
			=====		
	Accounts Payable Total		402,277.76		

## Payroll Checks

001	GENERAL	66,698.16
110	ROAD USE TAX	8,320.37
740	STORM WATER	1,869.48
		-----
	Total Paid On: 9/29/23	76,888.01
		=====
	Total Payroll Paid	76,888.01
		=====
	Report Total	479,165.77
		=====

**CLAIMS REPORT  
CLAIMS FUND SUMMARY****Payroll Checks: 9/28/2023-10/12/2023**

FUND	NAME	AMOUNT
001	GENERAL	193,701.71
110	ROAD USE TAX	42,679.76
112	EMPLOYEE BENEFITS	4,634.61
314	UNIVERSITY AVE ST PROJECT	1,706.50
322	73RD STREET PROJECT	40,979.50
323	68TH ST	100,961.82
324	2023 HMA OVERLAY PROJECT	552.00
325	2023 PCC PATCHING PROJECT	2,426.00
329	PUBLIC SAFETY PARKING LOT	12,721.26
350	CAPITAL EQUIPMENT FUND	14,152.50
610	SEWER	88.26
670	LANDFILL/GARBAGE	61,300.76
740	STORM WATER	3,261.09
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	TOTAL FUNDS	479,165.77



# REVENUE REPORT

## CALENDAR 9/2023, FISCAL 3/2024

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	3,787,284.00	42,316.45	314,681.12	8.31	3,472,602.88
	ROAD USE TAX TOTAL	663,500.00	5,379.28	122,803.92	18.51	540,696.08
	EMPLOYEE BENEFITS TOTAL	586,530.00	.00	3,358.50	.57	583,171.50
	POLICE PENSION TOTAL	.00	.00	.00	.00	.00
	POLICE TRUST TOTAL	10,100.00	.00	26.74	.26	10,073.26
	POLICE PREFORFEITURE TOTAL	1,005.00	.00	1.94	.19	1,003.06
	EMERGENCY FUND TOTAL	70,224.00	.00	.00	.00	70,224.00
	LOCAL OPTION SALES TAX TOTAL	1,112,000.00	.00	237,133.76	21.32	874,866.24
	TAX INCREMENT FINANCING TOTAL	1,532,443.00	.00	.00	.00	1,532,443.00
	URBAN RENEWAL TOTAL	.00	.00	.00	.00	.00
	DEBT SERVICE TOTAL	1,531,129.00	.00	2,403.09	.16	1,528,725.91
	COLBY PARK TOTAL	.00	.00	.00	.00	.00
	HICKMAN ROAD PROJECT TOTAL	.00	.00	.00	.00	.00
	2014A STREETS PROJECTS TOTAL	.00	.00	.00	.00	.00
	TRAIL CONNECTION TOTAL	.00	.00	.00	.00	.00
	63/HICKMAN ST SCAPE TOTAL	.00	.00	.00	.00	.00
	2017/18 Capital Projects TOTA	.00	.00	.00	.00	.00

REVENUE REPORT  
CALENDAR 9/2023, FISCAL 3/2024

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	UNIVERSITY AVE ST PROJECT TOTA	.00	.00	.00	.00	.00
	2018 HMA RESURFACING PROJ TOTA	.00	.00	.00	.00	.00
	2018 PCC PATCHING PROJECT TOTA	.00	.00	.00	.00	.00
	WAL CREEK BIKE HUB/BRIDGE TOTA	.00	.00	.00	.00	.00
	2020 STREET PROJECTS TOTAL	.00	.00	.00	.00	.00
	2020 PCC PATCHING TOTAL	.00	.00	.00	.00	.00
	WAL CREEK STREAM PROJECT TOTA	.00	.00	.00	.00	.00
	73RD STREET PROJECT TOTAL	12,360,000.00	.00	.00	.00	12,360,000.00
	68TH ST TOTAL	.00	.00	.00	.00	.00
	2023 HMA OVERLAY PROJECT TOTA	.00	.00	.00	.00	.00
	2023 PCC PATCHING PROJECT TOTA	.00	.00	.00	.00	.00
	PUBLIC SAFETY PARKING LOT TOTA	.00	.00	.00	.00	.00
	DOG PARK UPDATES TOTAL	.00	.00	.00	.00	.00
	FLOOD MITIGATION TOTAL	.00	.00	.00	.00	.00
	AMERICAN RESCUE PLAN ACT TOTA	.00	.00	.00	.00	.00
	FUTURE STREET PROJECTS TOTAL	1,088,820.00	.00	.00	.00	1,088,820.00
	CAPITAL EQUIPMENT FUND TOTAL	371,500.00	105.00-	3,123.40	.84	368,376.60

# REVENUE REPORT

## CALENDAR 9/2023, FISCAL 3/2024

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER TOTAL	.00	.00	.00	.00	.00
	LANDFILL/GARBAGE TOTAL	354,000.00	25,169.19	82,168.34	23.21	271,831.66
	STORM WATER TOTAL	375,000.00	29,142.68	94,347.73	25.16	280,652.27
	REVOLVING FUND TOTAL	.00	.00	.00	.00	.00
	TOTAL REVENUE BY FUND	=====	=====	=====	=====	=====
		23,843,535.00	101,902.60	860,048.54	3.61	22,983,486.46
		=====	=====	=====	=====	=====

# BALANCE SHEET

## CALENDAR 9/2023, FISCAL 3/2024

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CASH - GENERAL	328,440.01-	565,439.04-
110-000-1110	CASH - RUT	40,552.45-	80,210.59
112-000-1110	CASH - EMP BENEFIT FUND	116,840.12-	92,337.99
113-000-1110	CASH - POLICE PENSION	.00	.00
114-000-1110	CASH - POLICE TRUST	.00	25,477.41-
115-000-1110	CASH - POLICE PREFORFEIT	.00	1,602.32-
119-000-1110	CASH - EMERGENCY FUND	.00	.00
121-000-1110	CASH - LOCAL OPTION SALES TAX	.00	751,624.70
125-000-1110	CASH - TIF	.00	5,170.84
145-000-1110	CASH - URBAN RENEWAL FUNDS	.00	80,387.92
200-000-1110	CASH - DEBT SERVICE	.00	7,659.58
303-000-1110	CASH - COLBY PARK	60,684.00-	128,899.95-
306-000-1110	CASH - HICKMAN ROAD PROJECT	.00	.00
309-000-1110	CASH - 2014 A STREET PROJECT	.00	.00
311-000-1110	CASH - TRAIL CONNECTION	.00	.00
312-000-1110	CASH - 63/HICKMAN STREETScape	.00	.00
313-000-1110	CASH - 2017/18 STREET PROJECTS	.00	.00
314-000-1110	CASH - UNIVERSITY AVE PROJECT	.00	50,853.64
315-000-1110	CASH - 2018 HMA PROJ	.00	.00
316-000-1110	CASH - 2018 PCC PATCHING PROJ	.00	.00
317-000-1110	CASH - WAL CREEK BIKE HUB/BRID	.00	144,848.50
319-000-1110	CASH - 2020 STREET PROJECTS	1,344.00-	9,053.38-
320-000-1110	CASH - 2020 PCC PATCHING	.00	.00
321-000-1110	CASH - WAL CREEK STREAM PROJ	.00	.00
322-000-1110	CASH - 73RD ST	21,507.00-	292,143.80
323-000-1110	CASH - 68TH STREET	13,141.00-	584,564.51-
324-000-1110	CASH - 2023 HMA OVERLAY	936.00-	16,259.55
325-000-1110	CASH - 2023 PCC PATCHING PROJ	1,332.00-	49,812.74
329-000-1110	CASH - PUBLIC SAFETY PARKING L	3,384.00-	12,386.79
333-000-1110	CASH - DOG PARK UPDATES	.00	85,000.00
347-000-1110	CASH - FLOOD MITIGATION	.00	.00
348-000-1110	CASH - ARPA FUNDS	.00	13,322.83
349-000-1110	CASH - FUTURE STREET PROJECTS	.00	40,827.53
350-000-1110	CASH - EQUIP REVOLVE FUND	.00	2,235.73
350-000-1180	CASH - EQUIP REVOLVE - POLICE	.00	91,030.28
350-000-1181	CASH - EQUIP REVOLVE - FIRE/EM	.00	44,171.88
350-000-1182	CASH - EQUIP REV - NOT USED	.00	.00
350-000-1183	CASH - EQUIP REV - PUBLIC WORK	.00	71,500.00
350-000-1185	CASH - EQUIP REVOLVE - PARKS	.00	.00
350-000-1186	CASH - EQUIP REVOLVE - CEC	105.00-	109,714.59
350-000-1187	CASH - EQUIP REVOLVE - IT DEPT	.00	49,929.53
600-000-1110	CASH - WATER	.00	103,254.44-
610-000-1110	CASH - SEWER	91.61-	1,972.03-
670-000-1110	CASH - LANDFILL/GARBAGE	24,169.19	29,684.53
740-000-1110	CASH - STORM WATER	20,876.74	135,296.86
810-000-1110	CASH - REVOLVING FUND	.00	.00
		-----	-----
	CASH TOTAL	543,311.26-	836,147.32
001-000-1115	RESERVE CASH - COMM CENTER	.00	.00
		-----	-----

# BALANCE SHEET

## CALENDAR 9/2023, FISCAL 3/2024

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
	RESERVE CASH TOTAL	.00	.00
115-000-1120	PETTY CASH - POLICE FOREITURE	.00	1,000.00
	PETTY CASH TOTAL	.00	1,000.00
001-000-1150	IPAIT - GENERAL	.00	2,769,900.74
110-000-1150	IPAIT - RUT	.00	959,302.44
112-000-1150	IPAIT - EMPLOYEE BENEFITS	.00	773,281.94
121-000-1150	IPAIT - LOCAL OPTION SALES TAX	.00	.00
125-000-1150	IPAIT - TIF	.00	336,157.68
145-000-1150	IPAIT - URBAN RENEWAL FUNDS	.00	200,190.29
200-000-1150	IPAIT - DEBT SERVICE	.00	428,475.72
303-000-1150	IPAIT - COLBY PARK	.00	1,500,000.00
314-000-1150	IPAIT - UNIVERSITY AVE PROJECT	.00	537,411.90
319-000-1150	IPAIT - 2020 STREET PROJECTS	.00	232,258.52
322-000-1150	IPAIT - 73RD STREET	.00	300,285.43
323-000-1150	IPAIT - 68TH STREET	.00	2,000,000.00
348-000-1150	IPAIT - ARPA FUNDS	.00	.00
349-000-1150	IPAIT - FUTURE STREET PROJECTS	.00	758,951.44
350-000-1150	IPAIT - EQUIP REVOLVING	.00	1,000,000.00
670-000-1150	IPAIT - LANDFILL/GARBAGE	.00	380,853.48
740-000-1150	IPAIT - STORM WATER	.00	1,462,441.89
	IPAIT TOTAL	.00	13,639,511.47
001-000-1160	SAVINGS - 680-5592 - GENERAL	.00	.00
001-000-1161	SAVINGS - KWHB	.00	3,038.87
112-000-1160	SAVINGS - EMP BENEFIT 689-6237	.00	.00
113-000-1160	SAVINGS - 680-2292 - POLICE	.00	.00
114-000-1160	SAVINGS - POLICE TRUST	.00	62,995.06
115-000-1160	SAVINGS - PREF/DEA	.00	3,886.44
	SAVINGS TOTAL	.00	69,920.37
001-000-1170	CD 082009 - KWHB	.00	11,643.05
600-000-1170	CD 12062707- WATER	.00	107,401.50
810-000-1170	CD 050109 - REVOLVING FUND	.00	.00
	CD'S TOTAL	.00	119,044.55
	TOTAL CASH	543,311.26-	14,665,623.71

# BUDGET REPORT

## CALENDAR 9/2023, FISCAL 3/2024

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	2,409,200.00	218,145.12	524,267.92	21.76	1,884,932.08
	EMERGENCY MANAGEMENT TOTAL	10,200.00	.00	7,151.09	70.11	3,048.91
	FIRE TOTAL	424,420.00	28,329.34	134,817.42	31.77	289,602.58
	AMBULANCE TOTAL	916,175.00	97,223.01	187,465.13	20.46	728,709.87
	BUILDING INSPECTIONS TOTAL	75,000.00	3,388.56	10,919.22	14.56	64,080.78
	ANIMAL CONTROL TOTAL	5,500.00	.00	2,666.00	48.47	2,834.00
		-----	-----	-----	-----	-----
	PUBLIC SAFETY TOTAL	3,840,495.00	347,086.03	867,286.78	22.58	2,973,208.22
	ROADS, BRIDGES, SIDEWALKS TOTA	664,984.00	58,072.67	177,799.64	26.74	487,184.36
	STREET LIGHTING TOTAL	67,000.00	3,198.96	10,999.57	16.42	56,000.43
	TRAFIC CONTROL & SAFETY TOTAL	.00	.00	.00	.00	.00
	SNOW REMOVAL TOTAL	158,000.00	8,743.57	25,161.74	15.93	132,838.26
	OTHER PUBLIC WORKS TOTAL	29,000.00	892.63	5,903.13	20.36	23,096.87
		-----	-----	-----	-----	-----
	PUBLIC WORKS TOTAL	918,984.00	70,907.83	219,864.08	23.92	699,119.92
	WATER,AIR,MOSQUITO CONTRO TOTA	.00	.00	.00	.00	.00
	OTHER HEALTH/SOCIAL SERV TOTA	.00	.00	.00	.00	.00
		-----	-----	-----	-----	-----
	HEALTH & SOCIAL SERVICES TOTA	.00	.00	.00	.00	.00
	LIBRARY TOTAL	65,564.00	.00	.00	.00	65,564.00
	PARKS TOTAL	184,621.00	13,785.26	35,554.15	19.26	149,066.85
	COMMUNITY CTR/ZOO/MARINA TOTA	7,250.00	2,201.82	4,644.76	64.07	2,605.24
	SPECIAL EVENTS TOTAL	40,000.00	1,936.42	22,762.66	56.91	17,237.34
	COMMUNITY CENTER TOTAL	135,400.00	8,409.82	30,313.25	22.39	105,086.75
		-----	-----	-----	-----	-----
	CULTURE & RECREATION TOTAL	432,835.00	26,333.32	93,274.82	21.55	339,560.18
	COMMUNITY BEAUTIFICATION TOTA	.00	.00	.00	.00	.00
	ECONOMIC DEVELOPMENT TOTAL	266,372.00	.00	.00	.00	266,372.00
	HOUSING & URBAN RENEWAL TOTAL	20,000.00	.00	.00	.00	20,000.00
		-----	-----	-----	-----	-----
	COMMUNITY & ECONOMIC DEV TOTA	286,372.00	.00	.00	.00	286,372.00
	MAYOR/COUNCIL TOTAL	72,700.00	780.49	23,251.39	31.98	49,448.61
	IT DEPARTMENT TOTAL	55,000.00	3,708.46	13,576.84	24.69	41,423.16
	CLERK/TREASURER/ADM TOTAL	818,045.00	83,910.18	177,242.95	21.67	640,802.05
	ELECTIONS TOTAL	1,500.00	.00	.00	.00	1,500.00
	LEGAL SERVICES/ATTORNEY TOTAL	65,000.00	2,115.00	10,912.05	16.79	54,087.95
	OTHER GENERAL GOVERNMENT TOTA	15,000.00	.00	.00	.00	15,000.00
		-----	-----	-----	-----	-----
	GENERAL GOVERNMENT TOTAL	1,027,245.00	90,514.13	224,983.23	21.90	802,261.77

# BUDGET REPORT

## CALENDAR 9/2023, FISCAL 3/2024

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	ROADS, BRIDGES, SIDEWALKS TOTA	1,118,188.00	.00	.00	.00	1,118,188.00
	PARKS TOTAL	.00	.00	.00	.00	.00
	HOUSING & URBAN RENEWAL TOTAL	406,921.00	.00	.00	.00	406,921.00
		-----	-----	-----	-----	-----
	DEBT SERVICE TOTAL	1,525,109.00	.00	.00	.00	1,525,109.00
	POLICE TOTAL	130,000.00	.00	45,498.00	35.00	84,502.00
	FIRE TOTAL	9,000.00	.00	.00	.00	9,000.00
	AMBULANCE TOTAL	.00	.00	.00	.00	.00
	ROADS, BRIDGES, SIDEWALKS TOTA	15,405,869.00	41,644.00	655,557.05	4.26	14,750,311.95
	PARKS TOTAL	600,000.00	60,684.00	124,075.50	20.68	475,924.50
	COMMUNITY CENTER TOTAL	.00	.00	.00	.00	.00
	IT DEPARTMENT TOTAL	22,800.00	.00	.00	.00	22,800.00
	CAPITAL PROJECTS TOTAL	.00	.00	.00	.00	.00
		-----	-----	-----	-----	-----
	CAPITAL PROJECTS TOTAL	16,167,669.00	102,328.00	825,130.55	5.10	15,342,538.45
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER/SEWAGE DISPOSAL TOTAL	31,350.00	91.61	6,504.70	20.75	24,845.30
	LANDFILL/GARBAGE TOTAL	379,000.00	1,000.00	61,085.26	16.12	317,914.74
	STORM WATER TOTAL	292,544.00	8,265.94	27,801.88	9.50	264,742.12
		-----	-----	-----	-----	-----
	ENTERPRISE FUNDS TOTAL	702,894.00	9,357.55	95,391.84	13.57	607,502.16
	TRANSFERS IN/OUT TOTAL	2,188,499.00	.00	.00	.00	2,188,499.00
		-----	-----	-----	-----	-----
	TRANSFER OUT TOTAL	2,188,499.00	.00	.00	.00	2,188,499.00
		=====	=====	=====	=====	=====
	TOTAL EXPENSES	27,090,102.00	646,526.86	2,325,931.30	8.59	24,764,170.70
		=====	=====	=====	=====	=====

**Resolution No. 2023-53**

**A RESOLUTION SETTING TIME AND PLACE FOR A PUBLIC HEARING  
AMENDING CHAPTERS 165 THROUGH 177**

**WHEREAS**, the City is required to hold a public hearing regarding changes in City Code; and

**WHEREAS**, the Planning and Zoning Commission of Windsor Heights has reviewed and recommended changes to the City Council in Chapters 165 Zoning Code – General Provisions, Chapter 166 Zoning Code – Definitions, Chapter 167 Zoning Code – Use Types, Chapter 168 Zoning Code – Zoning District Regulations, Chapter 169 Zoning Code – Overlay Districts, Chapter 170 Zoning Code – Development and Design Standards, Chapter 171 Temporary Uses and Structures, Chapter 172 Zoning Code – Supplemental Site Development Regulations, Chapter 173 Zoning Code – Landscaping and Screening Standards, Chapter 174 Zoning Code – Off Street Parking, Chapter 175 Zoning Code – Sign Regulations, Chapter 176 Zoning Code – Nonconforming Development, and Chapter 177 Zoning Code – Administration and Procedures; and

**WHEREAS**, the City Council of Windsor Heights has reviewed the recommended changes to Chapter 165 through Chapter 177, and Chapter 180; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Windsor Heights, Iowa, on this 16<sup>th</sup> day of October 2023, that a public hearing will be held on November 6<sup>th</sup>, 2023, beginning at 6:00 p.m. in the council chambers at 1133 66<sup>th</sup> St, concerning the City's proposed Ordinance Change, and the City Clerk is directed to publish notice of said meeting in the Des Moines Register.

Passed and Approved this 16<sup>th</sup> day of October 2023

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Mike Jones, Mayor

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Adam Strait, City Clerk





**STAFF REPORT**  
**CITY COUNCIL**  
October 16, 2023

TO: CITY COUNCIL

FROM: Adam Plagge

SUBJECT: Approve the First Reading of Ordinance No. 23-08 - An Ordinance Amending Section 1.12 (Warrants) Regarding Administrative Search Warrants

**GENERAL INFORMATION**

The Iowa District Court for Sioux County recently made a ruling on a motion for summary judgment in regards to administrative warrants for entry of rental properties for inspection in a case involving Orange City. The ruling held administrative warrants should only be issued if the following procedural steps are followed:

- *Absent an emergency or other compelling need, a petition for an administrative search warrant should not be granted ex parte;*
- *At a hearing on a petition for an administrative search warrant, the tenant must be given the opportunity to be heard and to advocate for reasonable restrictions to the warrant;*
- *A Court considering a request for an administrative search warrant must take care to impose a "suitably restricted search warrant," regardless of whether a tenant attends or is represented at the hearing;*
- *Restrictions on the timing and scope should be reasonable;*
- *The presence or absence of law enforcement should be disclosed or an inquiry made as to the matter either with the request for a warrant or at the hearing; and*
- *The Court should use its discretion to determine the particular limitations on the administrative warrant based on the needs of the particular tenant and inspector.*

In summary, the court believes that an owner or tenant must be provided with notice and opportunity to be heard with respect to issuance of an administrative search warrant. Legal Counsel Erin Clanton has drafted the attached ordinance revision to Windsor Heights Code 1.12 to ensure there is a process in which the owner/tenant are provided said notice and hearing in the uncommon occurrence in which the City would pursue an administrative warrant application.

**SUMMARY**

**ATTACHMENTS**

1. Ordinance No. 23-08 - Amendments to Chapter 1.12



## ORDINANCE NO. 23-08

### AN ORDINANCE AMENDING SECTION 1.12 (WARRANTS) REGARDING ADMINISTRATIVE SEARCH WARRANTS

**BE IT ENACTED** by the City Council of the City of Windsor Heights, Iowa, as follows:

**SECTION 1. SECTION MODIFIED.** Section 1.12 (Warrants) is amended by inserting the following new underlined language:

#### 1.12 WARRANTS

If consent to enter upon or inspect any building, structure or property pursuant to a municipal ordinance is withheld by any person having the lawful right to exclude, the City officer or employee having the duty to enter upon or conduct the inspection may apply to the Iowa District Court in and for the County, pursuant to Section 808.14 of the *Code of Iowa*, for an administrative search warrant which is reasonable with respect to time and scope. The presence or absence of law enforcement should be disclosed in the application. The City shall notify the owner and occupant of the dwelling unit, rooming unit, structure, building, or premises of the application for the administrative search warrant by (i) posting such notice on the property to be inspected, and (ii) sending the notice via regular mail to the owner of record. The occupant of the dwelling unit, rooming unit, structure, building, or premises shall have the opportunity to be heard at any hearing for an administrative search warrant. No owner, operator or occupant or any other person having charge, care, or control of any dwelling unit, rooming unit, structure, building, or premises shall fail or neglect, after presentation of a search warrant, to permit entry therein by the municipal officer or employee.

**SECTION 2. REPEALER.** All ordinances or parts or ordinances in conflict with the provisions of this ordinance are hereby repealed.

**SECTION 3. SEVERABILITY CLAUSE.** 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 4. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed and approved 1<sup>st</sup> Reading on this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2023.

Passed and approved 2<sup>nd</sup> Reading on this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2023.

Passed and approved 3<sup>rd</sup> and final Reading on this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_, 2023.

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Mike Jones, Mayor

(SEAL)

ATTEST:

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Adam Strait, City Clerk

## **ORDINANCE NO. 23-07**

### **AN ORDINANCE AMENDING CHAPTER 180.06 OF THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS RELATED TO CONDITIONAL USE PERMIT STANDARDS FOR APPROVAL**

**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 Planning and Zoning Commission reviewed Chapter 180.06 and proposed changes and recommended approval of the same; and

**WHEREAS**, the City Council of the City of Windsor Heights do hereby find and declare that the amendments to Chapter 180.06 are necessary.

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

**SECTION 1. Purpose.** The purpose of this ordinance is to amend Chapters 180.06 as follows.

**SECTION 2. Amended.** 180.06 STANDARDS FOR APPROVAL.

1. The Board of Adjustment shall review the proposed development for conformance to the following Standards of Approval:

A. Compatibility. The proposed buildings or use shall be constructed, arranged and operated so as to be compatible with the character of the zoning district and immediate vicinity, and not to interfere with the development and use of adjacent property in accordance with the applicable district regulations. The proposed development shall not be unsightly, obnoxious or offensive in appearance to abutting or nearby properties.

B. Transition. The development shall provide for a suitable transition, and if necessary, buffer between the proposed buildings or use and surrounding properties.

C. Traffic. The development shall provide for adequate ingress and egress, with particular attention to vehicular and pedestrian safety and convenience, traffic flow and control, and emergency access.

D. Parking and Loading. The development shall provide all off-street parking and loading areas as required by this ordinance, and adequate service entrances and areas.

Appropriate screening shall be provided around parking and service areas to minimize visual impacts, glare from headlights, noise, fumes or other detrimental impacts.

E. Signs and Lighting. Permitted signage shall be in accordance with the applicable district regulations and shall be compatible with the immediate vicinity. Exterior lighting, if provided, shall be with consideration given to glare, traffic safety and compatibility with property in the immediate vicinity.

F. Environmental Protection. The development shall be planned and operated in such a manner that will safeguard environmental and visual resources. The development shall not generate excessive noise, vibration, dust, smoke, fumes, odor, glare, groundwater pollution or other undesirable, hazardous or nuisance conditions, including weeds.

2. The request shall be approved if the Board of Adjustment finds that the proposed development meets all Standards of Approval.

3. The request shall be denied if the Board of Adjustment finds a strong probability that any of the following with regards to the proposed development:

- a. Not adequately safeguard the health, safety and general welfare of persons residing or working in adjoining or surrounding property, or
- b. Impair an adequate supply (including quality) of light and air to surrounding property, or
- c. Unduly increase congestion in the roads, or the hazard from fire, flood or similar dangers, or
- d. Diminish or impair established property values on adjoining or surrounding property, or
- e. Not be in accord with the intent, purpose and spirit of the zoning ordinance or comprehensive plan.

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

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

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

Passed and Approved this Day of 2023.

1<sup>st</sup> Reading: October 2, 2023

2<sup>nd</sup> Reading:

3<sup>rd</sup> Reading:

Publish Date:

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Mike Jones, Mayor

(SEAL)

ATTEST:

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Adam Strait, City Clerk



**STAFF REPORT**  
**CITY COUNCIL**  
October 16, 2023

TO: CITY COUNCIL  
FROM: Adam Plagge  
SUBJECT: 73rd Street Reconstruction Update

**GENERAL INFORMATION**

Engineering is working on finalizing the plans for the north 73rd St. project which will be let by the Iowa DOT. Due to receiving federal funding for the project, there are requirements associated with the project that doesn't occur with City let projects. The funding was switched from SWAP ([iowadot.gov/local\\_systems/pdfs/Swap-Policy.pdf](https://iowadot.gov/local_systems/pdfs/Swap-Policy.pdf)) funding to fully federal funding late last year. This has been more common due to the amount of federal money the State has received and their inability to utilize it all on their own projects. This switch to a federally funded project adds extra time and requirements to the project. Engineering is working with the Iowa DOT and SHPO (State Historic Preservation Office) on meeting those requirements. SHPO has requested more information so they can work towards clearing the project and have set requirements for vibration monitoring during construction on certain properties. Once SHPO clears their regulatory portion, NEPA (National Environmental Policy ACT) will work towards clearing their regulatory portion. Engineering is working to get clearance as quickly as possible. The original letting date was in January 2024 and the current letting date is March 2024. The intention is for several phases of the 73rd St reconstruction to be completed yet in 2024.

**SUMMARY**

**ATTACHMENTS**

None





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## **MAYOR'S REPORT**

Report Covers September 14<sup>th</sup>, 2023 – October 12<sup>th</sup>, 2023

- I received an email from a concerned citizen regarding panhandling going on near the City's monument signage and, for the first time I have ever seen, on the narrow medians at the intersection of 73<sup>rd</sup> Street and Buffalo Road. While I explained to him that the City cannot prohibit panhandling, they could explore banning persons from standing on those narrow medians (as Des Moines has done) as being there presents a significant safety risk (especially if you have a dog). I will speak to AJ about this.
- I received an email from a concerned citizen about the Free Little Library in Colby Park getting ruined due to weather/the sprinkler system. Before I could even act, Jason and his team down at Public Works took it down and put up a new one made of composite wood. The resident sent us both thank you cards. Thanks to Jason for his quick work.
- September 20<sup>th</sup> – 22<sup>nd</sup> the staff at City Hall (less Rachelle), Councilors Campbell and Skeries and I attended the Iowa League of Cities Annual Conference in Cedar Rapids.
- Personnel and Finance Committee met on September 25<sup>th</sup>. Notes were provided to Council.
- The Economic Development Committee met on September 27<sup>th</sup> to discuss the patio at 6587 University Avenue, Sherwood Forest and the Windsor. Full notes were provided to Council.
- Also on the 27<sup>th</sup> AJ, Director Swisher and Chief Mease and I met with representatives from Westcom about the end of our probationary period and the steps required to "buy in" as a full member.
- I attended the MPO 40<sup>th</sup> Anniversary Event at Smash Park in West Des Moines on September 29<sup>th</sup>. At the end of this year there will be a number of vacancies for the MPO Executive Committee. I will submit my name for consideration to be a representative of the SW Subarea.
- Councilor Skeries and I attended the ribbon cutting for Infinity Home Care at Sherwood Forest. Congratulations to Angela, Darci and Rachel on their success and we wish them a successful future here in Windsor Heights (photo from the event below).
- On October 4<sup>th</sup> AJ and I attended the groundbreaking for the new Des Moines International Airport Terminal Expansion Project (photo from the event below).
- I attended the Fall Festival on October 7<sup>th</sup> and was amazed by the turnout. As always, congratulations to Councilors Campbell and Skeries on the fruits of their labors, as it is such a wonderful event.
- I partially attended the MAC meeting on October 10<sup>th</sup>, and was able to hear from Supervisor Brownell on Polk County's Gun Safety Initiative. I had to run to court so I missed the remainder of

the meeting. The Windsor Heights Police Department provides free gun locks for anyone who wants them, I will speak to AJ about us pushing out social media on this campaign.

- I attended the Mid Iowa Association of Local Government's (MIALG) meeting on October 11<sup>th</sup>, at Jethro's in Johnston. We heard from Robert Palmer, General Counsel and Director of Government Affairs from the Iowa League of Cities. Robert gave an excellent rundown of the upcoming legislative session and potential adverse consequences that could face municipalities. This included potential legislation on property tax reform, rollbacks, sales tax reform and generally, the dismantling of the State government. I was also nominated for the position of Vice Chair.
- Following Fall Festival, Councilor Skeries and Campbell asked AJ and I to look into the City Code regarding food trucks. It could use some updating and common-sense revisions, which we will bring to Council in the coming weeks.
- Years ago, when I was on Council, I took a comprehensive look at the City's nuisance code, as well as our neighbors. I did not take any action as more pressing matters came to light. When Council is done with the zoning code, I am going to ask them to look at some proposed rewrites to the zoning code (below).





### **Nuisance Code Analysis:**

*NOTE: This review was done in the summer of 2020, in the midst of COVID-19. While there has been a passage of time, this analysis should still be substantially correct and I can say that we have not made any changes to our Code since that time.*

I have reviewed the nuisance abatement and related codes for the following cities: Ankeny, Clive, Des Moines, Grimes, Pleasant Hill, Urbandale, Waukee and West Des Moines. I believe the list of nuisance and “nuisance related codes” to be exhaustive but I certainly could have overlooked a section. When I refer to the “Iowa Code” I am referring to Chapter 657. I will attempt to summarize these city codes as succinctly as possible.

If you’re not interested in reading about everyone else’s codes just skip to page 5, where I summarize them and follow up with recommendations.

### **Ankeny**

#### **Chapter 50 – Nuisance Abatement Procedure**

- 12 enumerated nuisances, all of which are pulled from the Iowa Code.



- Enforcement available either through administrative procedures or municipal infraction.

#### Chapter 51 – Junk and Junk Vehicles

- Defines junk, junk vehicle and vehicle. Junk and junk vehicles are a nuisance.
- There are two exceptions: if the junk or junk vehicles are stored in an enclosed structure or a salvage yard.

#### Chapter 177 – Property Maintenance and Housing Code

- Adopted the 2018 International Property Maintenance Code (IPMC), which applies to all residences. The Code itself is not posted online.
- Specifics to rentals are carved out in this chapter.
- Violation of the code is a municipal infraction/civil penalty.

### **Clive**

#### Title 5, Chapter 6 – Nuisances; Abatement Procedure

- 17 enumerated nuisances, majority of which are pulled from the Iowa Code.
- Notable unique nuisances related to grasses and weeds, dilapidated buildings and businesses.
- Specific separate section related to property maintenance.
- Specific separate section related to household goods and machinery (junk).
- Specific separate section related to junk vehicles.
- Enforcement available through administrative procedures and a person found in violation is also subject to a municipal infraction/civil penalty.

#### Title 10, Chapter 12 – Rental Housing Code

- Adopted the 2018 International Property Maintenance Code (IPMC), which applies to all rentals. The Code itself is not posted online and instead is made available at the Community Development Department.
- The punishment for a violation of the code is municipal infraction.
- Violation of the code is a municipal infraction/civil penalty.

### **Des Moines**

#### Chapter 42, Article VI – Nuisances

- 30 enumerated nuisances. Majority are pulled from the Iowa Code but are expanded on.
- Notable unique nuisances related to graffiti, businesses and a border area (see below).
- Specifically defines the persons potentially liable for a nuisance as everyone associated with the property and also establishes rebuttable presumptions and habitual violators.
- Specific section explaining the procedure for an administrative hearing.
- Enforcement available either through administrative procedures or civil actions.

#### Chapter 102, Article I – Border Area

- Extensive requirements related to junk and landscaping in and around a person's property.

#### Chapter 60 – Housing Code

- The Housing Code applies to all types of residences but specific maintenance code requirements, especially those related to aesthetics, only apply to rentals.

- Article III of this chapter applies to all types of residences but the focus is on dangerous or abandoned structures, not the aesthetics of a building.
- The punishment for a violation of the code related to dangerous or abandoned structures is a process similar to nuisance abatement.

## **Grimes**

### Chapter 50 – Nuisance Abatement Procedure

- 13 enumerated nuisances, majority of which are pulled from the Iowa Code.
- Separate section that states that non-compliance with other sections of the code shall be considered nuisances as well. These other sections are:
  - Junk and Junk Vehicles (Chapter 51)
  - Dangerous Buildings (Chapter 145)
  - Storage and Disposal of Solid Waste (Chapter 105)
  - Trees (Chapter 151)
  - Swimming Pools (Section 156.04)
- Enforcement available through administrative procedures and a person found in violation is also subject to a civil penalty.

### Chapter 51 – Junk and Junk Vehicles

- Defines junk, junk vehicle and vehicle. Junk and junk vehicles are a nuisance.
- There are two exceptions: if the things are stored in an enclosed structure or a salvage yard.

### Chapter 144 – Property Maintenance Code

- Adopted the 2015 International Property Maintenance Code (IPMC), which applies to all residences. The Code itself is not posted online and instead is made available at the Clerk's Office.
- The punishment for a violation of the code is a municipal infraction.

## **Pleasant Hill**

### Chapter 50 – Nuisance Abatement Procedure

- 12 enumerated nuisances, majority of which are pulled from the Iowa Code.
- Separate section that states that non-compliance with other sections of the code shall be considered nuisances as well. These other sections are:
  - Junk and Junk Vehicles (Chapter 51)
  - Refuse or other solid waste (Chapter 105)
  - Dead, diseased or damaged trees or shrubs (Chapter 151)
  - Building or structure erected, altered, used or occupied in violation of City Housing Code (Chapter 155)
    - This effectively makes a violation of the housing code, which in Pleasant Hill applies to every residence and building in the city, a nuisance as well.
  - Wires.
  - Unnecessary noises and annoying vibrations.
  - Open or uncovered wells or cisterns.
  - Stagnant or offensive water.
  - Dangerous Buildings (Chapter 145)

- Storage and Disposal of Solid Waste (Chapter 105)
  - Trees (Chapter 151)
  - Swimming Pools (Section 156.04)
- Enforcement available through administrative procedures and a person found in violation is also subject to a civil penalty.

#### Pleasant Hill: Chapter 51 – Junk and Junk Vehicles

- Defines junk, junk vehicle and vehicle, which are prohibited as a nuisance.
- There are three exceptions: if the things are stored in an enclosed structure, a salvage yard or behind a fully enclosed fence that is at least eight (8) feet in height and prevents unauthorized access to the area.

### **Waukee**

#### Chapter 401 – Property Maintenance Code

- Waukee does not have a nuisance code. Instead, they have a lengthy chapter (10.5 pages) for property maintenance that addresses the condition of property, landscaping around the property, junk, junk vehicles, etc.
- The punishment for a violation of this code is a misdemeanor and the process laid out in the chapter is identical to nuisance abatement. However, the code also authorizes “administrative abatement process; the municipal infraction process; by court proceedings; or by City abatement and assessment of costs therefore against the responsible party, at the discretion of the City.”
- This chapter is unique in that numerous cities have property maintenance codes that are nothing more than a verbatim adoption of the International Property Maintenance Code (IPMC). Waukee’s is custom written.

#### Waukee: Chapter 402 – Abandoned and Junk Vehicles

- Combines junk and abandoned vehicle ordinances into one chapter, defining junk vehicles and how they are classified as a nuisance.

### **Urbandale**

#### Title IX, Chapter 97 – Nuisances; Abatement

- 16 enumerated nuisances, majority of which are pulled from the Iowa Code.
- Notable unique nuisances related to signage and construction debris.
- Enforcement available through administrative procedures and a person found in violation is also subject to a civil penalty.

#### Title XV, Chapter 151 – Housing Code

- Adopted the 2012 International Property Maintenance Code (IPMC), which applies to all residences. The Code itself is not posted online and instead is made available at the Department of Community Development.
- A violation of the code is a civil infraction or misdemeanor.

#### Title XV, Chapter 154 – Property Maintenance Code

- Lengthy (9 pages) chapter that addresses the condition of property, landscaping around the property, junk, and junk vehicles, etc.

- The punishment for a violation of this code is a misdemeanor and the process laid out in the chapter is identical to nuisance abatement. However, the code also authorizes “administrative abatement process; the municipal infraction process; by court proceedings; or by City abatement and assessment of costs therefore against the responsible party, at the discretion of the City.”
- Like Waukee’s code, this chapter applies to all residences.

## **West Des Moines**

### Title 4, Chapter 4 – Nuisances

- 16 enumerated nuisances, all of which are custom written.
- The Iowa Code nuisances are still considered nuisances per the code but are simply summarized as “other nuisances”.
- Notable unique nuisances for weeds (there are 8 subsections for types of weed nuisances), parking on unpaved surfaces, fences, and generally discharging waters onto public streets or sidewalks.
- The punishment for a violation of this code is a misdemeanor but the code also authorizes abatement through administrative abatement, municipal infraction, the courts, etc.
- Unique section where a nuisance can also be pursued as a criminal offense. “Each day a nuisance continues constitutes a separate offense and is subject to a separate criminal offense and penalty.”

### Title 8, Chapter 2, Article A – Building Code

- The 2015 International Property Maintenance Code (IPMC) is considered a supplement to part of the city’s building code but the primary mechanism for enforcement is Title 4, Chapter 4.

## **Windsor Heights**

### Chapter 50 – Nuisance Abatement Procedure

- 38 enumerated nuisances, 11 of which are pulled from the Iowa Code.
- Notable unique nuisances for a “nuisance house”, floodlights, loose overhanging objects and cottonwood trees.
- Enforcement available either through administrative procedures or municipal infraction.

### Chapter 51 – Damaged or Inoperable Vehicles

- Defines vehicle and gives a lengthy list of what renders a vehicle “damaged” or “inoperable” (14 characteristics).
- There are three exceptions: if the vehicle is in a building, is on the premises of a vehicle recycler and if the vehicle is being restored.

### Chapter 174, Subsection 09 – Storage and Parking of Unlicensed or Other Vehicles

- Carves out an exception for unlicensed vehicles to be parked in garages and parked in driveways with a permit from the city, as long as it is covered.

### Chapter 156 – Property Maintenance and Rental Housing Code

- Adopted the 2012 International Property Maintenance Code (IPMC), which applies to all residences. The Code itself is not posted online and instead, is made available at the Clerk’s Office.

- Extensively creates a rental housing code.

### **Summary:**

- Windsor Heights has the most enumerated nuisance ordinances with 38.
- While some cities have adopted building maintenance standards as part of their nuisance code section (Clive, Pleasant Hill and West Des Moines), or have adopted specific property maintenance chapters (Waukee and Urbandale), some, including Windsor Heights, have not.
- Instead, Windsor Heights has adopted the International Property Maintenance Code (IPMC). The IPMC has been adopted by nearly every other city, though some only apply it to rentals.
- Like other cities, Windsor Heights does not make the IPMC available as part of its City Code. Thus, a resident wanting to know about property maintenance standards in our community would not be able to find it on our website. Instead, they would have to physically go to City Hall, where it is made available.
- Windsor Heights is the only city to have a chapter decided solely to Damaged or Inoperable Vehicles. Of the four other cities that have chapters for junk vehicles (Ankeny, Grimes, Pleasant Hill and West Des Moines) the chapter is combined with something else, typically junk.
- The lengthiness of Windsor Heights's enumerated nuisances can be attributed to failure to update and consolidate the City Code. Specific examples include:
  - 6, 17, 18: Billboards, unsafe and obscene signs are discussed in Chapter 175.
  - 8, 12, 13, 24, 25, 29, 36: Could be consolidated into a new Chapter 51 which would address Junk and Junk Vehicles (as other cities do).
  - 11, 27, 37: Diseased or Damaged Trees and Tree Limbs are discussed in Chapter 151. It is unclear why a Cottonwood Tree is a nuisance but this could also be included in Chapter 151.
  - 26: Snow and ice on sidewalks is discussed in Chapter 136.
- Further, Windsor Heights has some unique nuisances that I do not see anywhere else like those for a "nuisance house", floodlights, loose overhanging objects and cottonwood trees.
- Chapter 174, Subsection 09 of the Windsor Heights City Code seems contradictory. There is a lengthy Chapter (51) and nuisance (#29) dedicated to inoperable vehicles yet this Chapter appears to let someone have one if they have a permit and it is covered in their driveway.
- Further, Chapter 51 includes an exception to possessing a junk vehicle that no other city code has: if a person is restoring it.

### **Recommendations:**

1. The Enumerated Nuisances Should be Trimmed: If a currently listed nuisance is considered a municipal or zoning violation in another part of the code, it should be removed from the nuisances. Alternatively, they could still be considered nuisances but could be listed in another subsection, as Clive, Grimes and Pleasant Hill do.



2. Chapter 51 Should Become “Junk and Junk Vehicles”: Dedicating this chapter to junk and junk vehicles would allow several of the current nuisances to be appropriately relocated with other like nuisances.
3. A Property Maintenance Subsection Should Be Added to Chapter 50: Like Clive or West Des Moines, who explicitly discuss property exteriors in their nuisance codes, Windsor Heights should draft and add a similar subsection so that residents understand what is appropriate for the condition of a building to be in.
4. Chapter 174, Subsection 09 Should Be Deleted.
5. Expanded Liability Should be Considered: Des Moines explicitly states that owners, agents, contract buyers, tenants, or lessees of all residential dwellings, etc. etc. shall be jointly and severally liable for compliance and costs associated with nuisances. West Des Moines defines a “responsible party” as an agent, assignee or collector of rents, holder of a contract or deed, lessee, owner, etc. Should Windsor Heights want to be more aggressive with code enforcement, they could consider similar language.
6. Rebuttable Presumption Should be Considered: Des Moines creates a rebuttable presumption against all parties that the code is being violated when certain conditions are met. Should Windsor Heights want to be more aggressive with code enforcement, they could consider similar language.
7. Additional Enforcement Options Should be Considered: Grimes and Pleasant Hill, two cities with similar codes to Windsor Heights, have a caveat to close out their nuisance chapters that reads:

Caution is urged in the use of this administrative abatement procedure, particularly where cost of abatement is more than minimal or where there is doubt as to whether or not a nuisance does in fact exist. If compliance is not secured following notice and hearings, we recommend you review the situation with your attorney before proceeding with abatement and assessment of costs. Your attorney may recommend proceedings in court under Chapter 657 of the Code of Iowa rather than this procedure.

Waukeg and Urbandale discuss the administrative abatement process as well as the “municipal Infraction process; by court proceedings; or by City abatement and assessment of costs therefore against the responsible party, at the discretion of the City.” West Des Moines authorizes criminal citations. Should Windsor Heights want to be more aggressive with code enforcement, they could consider similar language.

### **Vacant Property Ordinance**

Lastly, since conducting this analysis, Des Moines passed a vacant property registration ordinance, in late 2022. It is rather extensive and requires that vacant property owners register their properties with the City for a minimal fee. They are responsible for keeping up the property even if it is registered and should they fail to either register or keep up the property, it can be treated like a nuisance.

Iowa City has a less extensive ordinance, simply defining abandoned/vacant properties as part of their nuisance code and requiring many of the same things that Des Moines does.



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**To:** Mayor and City Council  
**From:** Adam Plagge, City Administrator  
**Date:** October 12, 2023  
**Subject:** City Administrator Report

### **Technology & Utility Service Update**

There have been various issues over the past six months regarding electric, phone and internet service outages to City buildings.

Staff has been exploring alternative internet service providers given recent outages to internet connections. The City currently has 100down/100up fiber service to Public Safety and City Hall through Mediacom at a monthly cost of \$570. The C.E.C. and Public Works are served by a pair bonded DSL line through Century link with 100up 10 down at a monthly cost of \$227.04. The monthly total being \$797.04. The Mediacom agreement is month to month with no cancellation fee.

Staff has obtained alternative service quotes. MetroNet is able to provide symmetrical 300MB service to City Hall and Public Safety that would come with a guaranteed a 99.99% up time. Additionally MetroNet would construct a redundant connection to their overall system. The C.E.C. would be provided a symmetrical 100 MB service plus a RUKUS powered free public WIFI system mounted on a Park utility pole that would cover much of Colby Park for a grand total of \$565 or less a month, depending on the duration of the contract. The agreement would include some co-branding of the free public wifi system as powered by MetroNet through signage onsite. Staff intends to move forward with the switch with WIFI, subject to any City Council feedback. The changeover will take 60-70 days and need to be coordinated with the City's IT Service provider Aureon and TS Iowa who provides VOIP telephone service to the city. Transitional downtime is expected to be less than an hour.

#### *Fax Service*

The City maintains three fax lines. One at City Hall, one for Fire and one for Police. The combined monthly cost of these is \$355.96. Staff intends to either switch to a MetroNet fax service that maintains HIPPA compliance or to a service through TS Iowa, either of which will cost less than \$100 a month in total.

#### *Phone Service*

Presently the City receives very affordable phone service through TS Iowa. There have been no reliability issues with them outside of their dependence on the City's internet service provider and power.

#### *Server & IT Support*

Staff is continuing to investigate onsite, offsite and cloud server options and is awaiting a second proposal prior to making a recommendation on Server upgrades and IT Support services.

### *Electrical Service*

Mid-American is investigating why reoccurring squirrel related outages are occurring and intends to follow-up with the City in the next couple of weeks on whether any additional measures can be taken on their end to decrease power supply disruptions.

### **Waste Connections Spring Cleanup Date**

Waste Connections has proposed Saturday May 11<sup>th</sup> as the Spring Clean-up date for Windsor Heights. Staff notes the clean-up date has previously been coordinated with a weekend before annual garage sale weekend and would appreciate any City Council feedback in regards to a City Wide garage sale or Spring Clean-up Date.

### **City Asset Disposal**

Staff will be bringing forward an authorizing Resolution to allow for staff to dispose of unneeded city assets through the online bidding site [govdeals.com](https://govdeals.com). Staff is working through some cleaning of city facilities and there are various items such as old monitor stands, TVs, holiday lights ect.. that staff would like to dispose of.

### **68<sup>th</sup> Street Update (Engineer Update)**

Per the Contract, the substantial completion date is September 30, 2023 with \$500 per calendar day of liquidated damages. The General Contractor All Star is requesting 35 extra days due to rain events. Engineering is reviewing the rain days they stated. Per their revised schedule, they show a completion date of November 18, 2023. This is the completion date, not the substantial completion date. Engineering opinion of substantial completion is when the road is open to the public, which with good weather should be prior to November 18<sup>th</sup>. Engineering is assisting the contractor to get the project completed in a timely manner.

### **Sidewalk Grant**

Thus far the City has received one inquiry on the sidewalk grant program. Additional mailings to properties with known sidewalk issues will be going out within the next week which is expected to generate additional interest. The program will continue to be included in social media and newsletter publications.

### **Flood Response Planning**

Various Department heads have begun work on the City's flood response plan which will determine when certain roads/trails should be closed, residents and/or facilities evacuated and other inter related items. Work is expected to continue over the next several months to finalize a plan.

### **73<sup>rd</sup> Street RAISE Grant Debrief**

Staff met with Iowa DOT and obtained feedback for reapplying for the 2024 RAISE Grant for south 73<sup>rd</sup> St. reconstruction.

### **TIF Application**

Staff has received a TIF Application related to the proposed Caseys project at the NE corner of University and 70<sup>th</sup> and will begin reviewing the application for future Committee discussion.



Windsor Heights Fire Dept.

Windsor Heights, Iowa 50324

515-9450  
515-760

## September 2023 Monthly Report

### Work Areas

#### 1. A Shift

- FF/EMT Muerner has taken over the rental inspection process. He will continue to work with FF/Paramedic Jones should any issues arise.
- Assisted in onboarding new part time staff and completing their orientation process.
- Commercial inspections are going well and near completion.
- Multiple PR events attended.

#### 2. B Shift

- B Shift will be conducting a POC class this fall and has been working on building a class schedule.
- Commercial inspections are going well and near completion.
- Crew members continue to work on and develop our current training program, ensuring all staff are mission ready.
- Multiple PR events attended.

#### 3. C Shift

- Preplans continue to be updated.
- Commercial inspections are going well and near completion.
- FF/EMT Ahrens continues to work through new hire packet.
- FF/Paramedic Evans continues to ensure apparatus is in working order, making recommendations as needed. He has also implemented and is using forms to track maintenance records.
- FF/EMT Ahrens continues to inventory and inspect PPE equipment, making recommendations as needed.

#### 4. Chief Mease

- Attended multiple meetings with Metro area agencies to include the Polk County Fire Chiefs, Traffic Management Advisory Committee, Chief Garcia with Clive Fire, Metro Fire Chiefs, Central Iowa EMS Directors, Westcom Sub-Ops Committee.

## **DUTY - PRIDE - TRADITION**

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



Windsor Heights Fire Dept.

Windsor Heights, Iowa 50324

562-9450  
562-760

- The hiring process for PT staffing is nearing completion and will continue to be monitored to ensure staffing levels are appropriate.
- Continual training, adapting to current software programs and administrative tasks.
- Attending calls as needed with all crews to ensure appropriate mitigation.

### Accomplishments

- On duty crews assisted with handing Fall Festival Flyers out on the 16<sup>th</sup>, 24<sup>th</sup>, and 30<sup>th</sup>.
- Captain Blake Boyle presented EMS report quality control training for all shifts.
- WHFD members assisted with PAE testing at the FAST Tower. This collaboration helps ensure that quality candidates are hired in the metro area.
- FD and PD hosted a Make-A-Wish event for James, a local Windsor Heights Resident.



### Calls

- 9/7 crews responded to the report of an explosion in the Walmart parking lot area. The incident was ultimately handled by WHPD.

## **DUTY - PRIDE - TRADITION**

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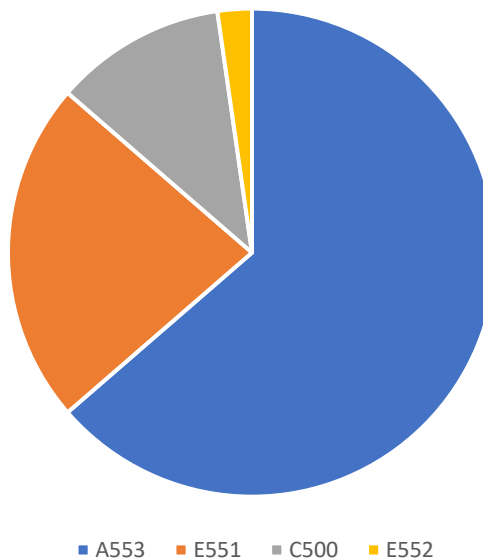
Windsor Heights Fire Dept.

Windsor Heights, Iowa 50324

515-9450  
515-760

- 9/11 crews responded to the report of an MVC. No injuries noted with crews completing fluid clean up.
- 9/12 crews responded to a structure fire at 7019 Forest Court. Smoke was noted in the residence upon entry. Windsor Heights crews were assisted by Urbandale Engine 411 and quickly mitigated the incident. Overhaul was completed and the scene was turned over to the homeowners.
- 9/13 crews assisted the Urbandale Fire Department with an MVC. WHFD members assisted patient extrication and care as needed.
- 9/14 crews responded to the report of a gas leak at 2011 68<sup>th</sup> Street. A line was struck by construction crews, no injuries reported. Scene was given to Mid-American on their arrival.
- 9/22 crews responded to an outside fire at 6330 Crocker. Crews advised resident of code and fire was extinguished by resident.

September Unit Response Data, 88 Total responses



## DUTY - PRIDE - TRADITION

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**POLICE DEPARTMENT**  
1133 66<sup>th</sup> Street  
Windsor Heights, Iowa 50324  
515-277-4453 Fax 515-271-8160

To: City Administrator Adam Plagge

From: Police Chief Pete Roth

Date: October 12, 2023

Re: Police Department September/October 2023 Monthly Report

Please find the highlights for the Police Department below.

### **Department Updates**

Chief Roth and Lt. Norris attended a “meet and greet” with Polk County Attorney Kimberly Graham at the Police Department on Thursday, September 26. This was a great opportunity to network and continue the great relationship with that office.

The department assisted with the 2023 Windsor Heights Fall Festival on October 6 and 7. There was a great turnout along with perfect weather. Officers enjoyed interacting with the community. Thank you to the Special Events Committee, City Staff, and the volunteers for an amazing event.

The department will be participating in the DEA National Prescription “Drug Take Back Day” on October 28.

### **Training**

Administrative Support Clerk Breese attended the monthly Records Management Meeting (RMS) at the Norwalk Police Department on September 19. This group is comprised of Westcom Law Enforcement Agencies. They discuss issues with NIBRS reporting, case management, and other items related to the reporting software utilized by the department.

On September 26, Administrative Support Clerk Breese attended a three-hour training course hosted by Westcom covering our Records Management System (RMS) software. This included Uniform Crime Reporting (UCR), which is necessary for the proper submission of department incidents/records to the state. The state later sends the information to the FBI.

Chief Roth and Lt. Norris attended the Iowa DOT’s Traffic Incident Management (TIMs) Conference in Ames also on September 26. The event discussed several traffic safety areas including roadway clearing, safety equipment, and electric vehicles.

Officer Nissen attended a three-day wellness conference hosted by the Iowa Peer Support Foundation (Sept. 27-29). The training took place at the Hilton Garden Inn in West Des Moines.



Officer Bowers completed a firearms armorer course that expanded his knowledge and experience in firearms safety, maintenance, and training. The training course is beneficial for the department for the inspection, servicing, and maintenance of the department's firearms.

Lt. Irlbeck completed a 40-hour investigative training at Camp Dodge. Officers from five states participated in the class. Lt. Irlbeck was teamed up with an experienced Chicago Police Officer and learned a great deal. The course was offered at no charge to agencies.

On October 11, Lt. Irlbeck and Administrative Support Clerk Breese attended the Administrative Professionals Conference at the Polk County Sheriff's Office. The event was sponsored by the Iowa Police Chiefs Association (IPCA). The agenda included a presentation on Iowa voting laws about polling locations. An additional panel comprised of members of the Iowa Concerns of Police Survivors discussed administrative procedures in the tragic event of a Line of Duty Death.

### **Incidents**

On September 18, Officer Roetman was assigned to investigate a theft incident from Hy-Vee. These suspects had also reportedly stolen from other area Hy-Vee stores and had not yet been identified. Due to Officer Roetman's investigative efforts, he was able to identify and charge two people in the incident. This also helped the West Des Moines Police close their related cases after identification.

On September 23, officers conducted a traffic stop on a vehicle displaying stolen license plates. The driver of this vehicle was later charged with multiple violations including driving while suspended, driving without an IID (Interlock Ignition Device), and various other narcotics charges.

Investigators continue to work on the July 16 shooting incident by following up on additional leads and working with area law enforcement agencies.

### **September Totals**

507 Calls for Service  
24 Arrests  
32 Criminal Charges  
31 Traffic Citations  
67 Written Traffic Warnings

### **June Totals**

469 Calls for Service  
24 Arrests  
43 Criminal Charges  
34 Traffic Citations  
41 Written Traffic Warnings

### **July Totals**

532 Calls for Service  
26 Arrests  
54 Criminal Charges  
70 Traffic Citations  
75 Written Traffic Warnings

### **August Totals**

526 Calls for Service  
29 Arrests  
64 Criminal Charges  
50 Traffic Citations  
61 Written Traffic Warnings