

**Administrator's Report  
May 31, 2018**

**PROJECT UPDATES:**

**2017 Sidewalk Project:**

Kingston Services will continue working on sidewalk on 63rd Street the week of May 28th along with finishing restoration work along 63rd Street and 64th Street. All work is weather dependent. Those affected residents have been notified, please see those notices for more information. Residents will need to remove all vehicles out of their driveways and garages, when work starts on their segment. They will be working one segment/block at a time. They anticipate it will take approximately 1-2 weeks per block/segment. Notices will be given prior to driveway removal for those residents. Residents on 63<sup>rd</sup> Street will have received a construction newsletter on the project. Lane closures on 63<sup>rd</sup> Street will occur during the construction of the sidewalk. You can expect lane closures during the times of 9 a.m. and 3 p.m. on 63<sup>rd</sup> Street. Check out the projects page and e-newsletter articles for weekly updates.

**2018 Street Rehabilitation Project:** If you haven't had a chance to check out Northwest Drive, it sure looks great. The remaining streets on the project (66th Street, 69th Street and 70th Street) are on hold until Des Moines Water Works complete their project (See Anode Retrofit Project below). Check out the projects page and e-newsletter articles for weekly updates.

Bolton & Menk, Public Works Director Jacobus and I met on May 30<sup>th</sup> to review the Master Streets Plan and remaining approved street funding. A list of additional street repairs, quantities and estimated costs will be reviewed and approved by the Public Works Committee later this month and a change order will come before the Council.

**2018 Trail HMA Overlay Project:** Central Asphalt and Paving to construct asphalt overlay on the north trail section from College Avenue to Hickman Road. Construction will begin June 4<sup>th</sup> and should conclude, weather permitting on June 6<sup>th</sup>. Keep watch for updates on our website. We sent the information to the bicycle collective, Urbandale and Clive, Bike World and on all three social media sources.

**Anode Retrofit Water Main – Des Moines Water Works Project in Windsor Heights:**

Des Moines Water Works will be working on Cathodic Protection Project (Anode Retrofit) in several locations throughout Windsor Heights. This project focuses on reducing the number of main breaks; therefore, extending the life of the water mains that runs through our streets. Hydro-Klean is the contractor for Des Moines Water Works, so you will see them in your neighborhood. Utility locates will be painted on your street, which is where the vacuum excavating and core drilling will take place and a 14-inch piece of pavement or grass will be removed. Des Moines Water Works staff will then come in and perform their work and restore the disturbed areas. Construction on your street will last from a few days to up to a week.

During the installation of the anode retrofit system, parking will be restricted on the side of the street where the water main is located. We will not be working directly in your driveways; however, our vehicles may be blocking them for a short period of time. We apologize for any inconvenience and noise during some portions of this project. The first stages of the project will most likely be the loudest and then there should be minimal noise produced in the remainder of the work. All disturbed areas will be restored to the original condition after construction is complete. Here is a list of the Project Areas:

- 73rd Street- University Avenue to Wilshire Blvd.- **73rd Street will be closed from June 4th- June 18th.** Traffic will be detoured to 70th Street. East and West traffic at College Street and 73rd will still be open. 73rd Street will be open to local traffic so residents will be able to get in and out of their driveways.
- 69th Street- Washington Avenue to Hickman Road
- 66th Street- School Street to University Avenue
- Jefferson Avenue- 73rd Street to 70th Street
- Washington Avenue- 70th Street to 68th Street
- 68th Street- Elmcrest Dr to Colby Avenue

Staff created a projects page on our website to help keep our residents informed.

#### **MEETINGS/PLANNING:**

**Economic Development Committee Meetings:** The Development Committee met on May 17<sup>th</sup>. The group saw the first concept for the cover of the pitch book and provided feedback. Representatives from Metro Home and the Neighborhood Finance Corporation shared a summary of the two programs we currently have and provided ideas for developing or enhancement of those programs. We also reviewed programs offered by other cities in the metro and discussed tax abatement programs. Our next meeting is June 14<sup>th</sup>.

The Council Development Committee (Mayor Burgess, Council members Bales-Henry and Joseph Jones) and Building and Zoning Official Lizer and I met with Wal-mart and DART on May 22<sup>nd</sup> to discuss redevelopment and the on-going discussion of a transition station. These conversations are confidential until or when/if a site plan come before the Planning and Zoning Commission or Board of Adjustment.

The Council Development Committee and I plan to meet again on Thursday, June 7<sup>th</sup> with the Neighborhood Finance Corporation about a potential opportunity for enhancement of that housing program. Details and more information will be shared with the rest of the development committee on June 14<sup>th</sup> and a recommendation will come to the City Council for consideration soon after that.

**Tobacco Ad Hoc Committee Meetings:** Per the recent Strategic Goal Setting retreat, one goal that tied for second (#2) is to look at a potential Tobacco Free Healthy City Policy. Mayor Burgess, Council members Harms and Bales-Henry and I invited the Department of Public Health, Iowa Public Health, CAFÉ Iowa, the American Cancer Society, Lung Association and Heart Association to a series of meeting in March and April. The committee is looking into a Tobacco-free Parks Policy, City-owned Property Policy, City Employee Workplace Policy and Tobacco Retailer Policy. All recommendations will go to the Council in an upcoming meeting for consideration. The first meeting was March 30<sup>th</sup> and the second meeting was held on Friday, April 20<sup>th</sup>. Our next meeting has been scheduled for June 26<sup>th</sup>.

**Communications Ad Hoc Committee Meeting:** With Communications being a very important issue for our community, Mayor Burgess has invited Council members Mike Jones and Joseph Jones to meet with staff to review the Communications Overview, Policy and custom newsletter quotes. The Committee made recommendations to City Council on May 21<sup>st</sup> and will look at a follow up meeting in June or early July.

**Public Safety Committee Meetings:** The Council Public Safety Committee (Mayor Burgess, Council members Mike Jones and Threase Harms) met with Deputy Clerk Vogel and Interim Chief Meyer on May 25<sup>th</sup> to discuss actions taking place to resolve recent nuisance complaints

received by Council. The full committee was scheduled to meet on May 30<sup>th</sup>. The group discussed follow up taken by staff after review of the animal code on number of poultry and the recent pigeon complaint. We also discussed an ordinance revision for animal quarantine and staff shared a draft of the ATE annual report for 2017 and Talking Points. The WHPD updated the committee on vest carriers, staff levels, canine certification and the recent nuisance case discussed the week prior.

**Public Works Committee Meeting:** The Committee met on May 15<sup>th</sup>. They discussed No Parking Signs and the goal is to have all of the signs consistent this summer. The department will be looking into options for Animal Control, Sound Equipment and Ash Trees. The Department is looking into the GovDeals source for disposing of the sound and other equipment so we can make sure we set appropriate minimum acceptable prices to ensure we are getting a fair price. The Department is currently not treating ash trees in the ROW. Staff is putting together an Emerald Ash Borer and Ash Tree Management Plan. The plan will be sent to the Committee for review and then put it on a council agenda for consideration. Timeframe is unknown at this time. I need to do quite a bit of due diligence research; like what other municipalities are doing, what professional organizations recommend (ISU, Trees Forever, Iowa Arborist Association) and if there are any grant opportunities for treatment of ash trees. The Public Works Facility Study was completed this week. The results of this study should be included in the next council packet. The committee's next meeting is tentatively scheduled for June 12<sup>th</sup>.

#### **COMMUNITY EVENTS:**

##### **Community (Special) Events Committee:**

As a follow up from the May 21<sup>st</sup> City Council meeting, we have invited the Special Events Advisory Committee to a joint work session with the City Council on **Wednesday, June 27<sup>th</sup> at 5:30 p.m.**

In the meantime, the Parks and Recreation Coordinator is planning the Veteran's Day and Yappy Hour events for this calendar year, thanks to the Windsor Heights Foundation agreeing to donate \$2,200 for the events.

Attached is the Communications Plan and Flyer for the 3<sup>rd</sup> and 4<sup>th</sup> of July Celebration.

#### **PERSONNEL:**

**Teambuilding:** I am hosting staff to Chamber Night at the ICubs on Tuesday, June 5<sup>th</sup>.

**Department Head Meeting:** The department heads met on Tuesday, May 29<sup>th</sup> at City Hall. See attached agenda so that the Council is aware of items discussed with the staff.

#### **ATTACHMENTS:**

- Capital Crossroads Local Governance Collective Storm water Education Speaker Series update
- Greater Des Moines Partnership Letter from DSM DC Trip and photo
- Bravo Letter of appreciation

#### **What Meetings are Coming Up and When I may not be in the Office:**

Development Committee Meeting on Thursday, June 7<sup>th</sup> at 8:00 a.m.

IMWCA Meeting on Tuesday, June 12<sup>th</sup> at 1:30 p.m.

Development Committee Meeting on Thursday, June 14<sup>th</sup> at 11:00 a.m.

Chamber Night at ICubs on June 5<sup>th</sup> at 5:00 p.m.



## COMMUNICATIONS PLAN

July 3<sup>rd</sup>/July 4<sup>th</sup> Celebration

### 1. Target Audience(s):

All residents, businesses, visitors, Staff, Council, Mayor

### 2. General Info:

- The Windsor Heights Foundation is hosting Night in the Heights (Music in the Park) on July 3<sup>rd</sup>. The band is Abby Normal, and they will play from 6:00 p.m. - 9:30 p.m.
- The City of Windsor Heights will sponsor a fireworks display to go off around 10 p.m. on July 3<sup>rd</sup>.
- The Windsor Heights Chamber of Commerce will host a July 4<sup>th</sup> parade on July 4<sup>th</sup> at 2 p.m.
- To find more information, visit <http://www.windsorheights.org/171/Music-in-the-Park> and <http://www.windsorheightsparade.com/>

### 3. Key Messages:

- A focused effort to re-brand/rebuild/re-energize the 4<sup>th</sup> of July Celebration.
  - Create new community partnerships; Chamber, foundation, local businesses, and organizations
  - Encourage community support and volunteerism

### 4. Communications Goals:

Goal 1: Create deliverables to provide the key messages to the citizens, identify this a transition year, and there is a strong commitment to recognizing the input of the community.

Goal 2: Drive strong participation turnout on July 3<sup>rd</sup> and July 4<sup>th</sup>

### 5. Important Dates:

### 6. Media Coverage:

- Windsor Heights Living author an article on our event and the key messages
- Catch Des Moines Event page; Display our flyer and event information
- List our fireworks on KCCI

### 7. Communications Plan:

Communication Type	Objective of Communication	Audience	Timing (week of)	Est. Budget	Person Responsible
Des Moines Water Works (city newsletter)	Not applicable	Windsor Heights Residents receiving paper bills 1,989	No newsletter article in the DMWW newsletter. The next issue is the July issue.	No additional cost- monthly newsletter cost	Communications Specialist
Windsor Heights Living	Feature article on the event, including direction to the website for more detailed information about the events.	All Windsor Heights Residents	June issue	No additional cost. WH Living is writing and creating this feature article for their magazine	Communications Specialist, Chamber Executive Director, and Foundation to provide information to Windsor Heights Living



Website	<p>Post information on Night in the Heights.</p> <p>Post information on the parade and redirect residents to the chamber parade page.</p> <p>Post additional materials as created.</p>	<p>General public</p> <p>Residents</p>	<p>May- created an event page on the City's website for Night in the Heights</p> <p>June- Create the parade event page on the City's website</p>	No cost	Communications Specialist
<p>Social Media</p> <p>Facebook</p> <p>Twitter</p> <p>Instagram</p>	<p>Post info about Night in the Heights and the parade.</p> <p>Share the graphic.</p> <p>Link to website with full information.</p> <p>Create videos on the parade and Night in the Heights to get social media following.</p> <p>Create a Facebook advertisement and pay to target our area.</p>	<p>Media</p> <p>General public</p> <p>1,427 followers on Facebook</p> <p>561 followers on Twitter</p>	June and July	No cost	Communications Specialist
Direct Mailing	Create direct mail piece (flyer image will be used) to highlight the activities that are happening on July 3 <sup>rd</sup> and July 4 <sup>th</sup>	All Residents	Estimated Release Date: June 8 <sup>th</sup>	\$1,785	Communications Specialist
Flyer	Create flyers to post in the businesses in the City.	20	Estimated June	No cost	Communications Specialist
Email communication	Overview of Night in the Heights and the parade, link to get more information and share the direct mail piece/flyer.	Existing email list subscribers	Weekly, May, June, and July Send out an initial newsletter in June to announce our plans	No cost	Communications Specialist
Collaboration with the Chamber and Foundation					
Chamber E-Newsletter	Provide the Chamber the direct mail piece to share on their E-newsletter.	Existing email list subscribers	June	No Cost	Chamber Executive Director
Chamber Social Media Pages (Facebook)	Provide the Chamber the flyer to share on their social media pages.	408 followers	Weekly	No Cost	Chamber Executive Director
Foundation Social Media Page	Provide the Foundation the flyer	183 followers	Weekly	No Cost	Foundation



(Facebook)	to share on their social media pages.				
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## 8. Evaluation

An evaluation will be completed after the events.



**JULY 3**  
**MUSIC**  
ABBY NORMAL

**JULY 3**  
**FIREWORKS**

**JULY 4**  
**PARADE**

# **4<sup>TH</sup> OF JULY**

## **CELEBRATION**

**TUESDAY JULY 3** Music by Abby Normal and food trucks at 6 p.m. Fireworks at 10 p.m. at Colby Park  
**WEDNESDAY JULY 4** Parade hosted by the Windsor Heights Chamber of Commerce at 2 p.m.

For more information on **July 3**  
visit Nights in the Heights  
Facebook page



For more information on **July 4**  
parade visit  
[www.windsorheightsparade.com](http://www.windsorheightsparade.com)





## STAFF MEETING AGENDA

TUESDAY, May 29, 2018

9:00 – 10:30 A.M.

City Hall – Conference Room

- A. Welcome/Handouts: Welcome Chad McCluskey, Ongoing Goals and New Initiatives
- B. Council Meeting Agenda: All packet materials and agenda items are due by noon on Wednesday. If not received, the item will be postponed until the following meeting. Invoices need to be coded and returned to staff by Monday's staff meeting to make the claims list; therefore **Claims are due today**.
  - 1. Staff Reports      a. 1<sup>st</sup> Meeting – Dalton and Sheilah      b. 2<sup>nd</sup> Meeting – Derek, Tim and Jess
  - 2. Board Meeting preparation and presentation – Emergency items not included in report

### Old Business

- A. One Organization – How have you helped another department this last week? How can you help in the next few?
  - 1. Food truck signs need to be posted on School Street near Colby Park. An asphalt lip needs to be constructed along the new sidewalk poured behind the Public Safety Building before Monday.
- B. Newsletter articles for the July newsletter is due on June 15 - Send to Jess
  - 1. Chamber, WH Foundation and Community Events Update (4th of July, Nights in the Heights, Yappy Hour, National Night Out) - Jess
  - 2. University Avenue Update – Jess and Liz
  - 3. Open Burning Reminder – Tim
  - 4. 2018 Streets Rehab Projects
  - 5. Introduce Chad McCluskey
  - 6. Economic Development Grant
  - 7. Fireworks
  - 8. Iowa One Call
  - 9. Housing Program - NFC Project Reinvest
- C. Projects Update:
  - a. Anode Retrofit DMWW Project – 73<sup>rd</sup> Street will be closed from June 4-18 and signage will be posted today. Staff will help DMWW communicate to our residents via web alert, social media and e-news.
  - b. Sunset Terrace – Punch list. Final change order and pay app coming.
  - c. 2017 Sidewalk Project – Back on 63<sup>rd</sup> to do last stretch which will tak the longest as the contractor is hand building the retaining wall. They can only block the street from 9am-3pm daily.
  - d. 2018 Streets Rehab –HWM Phase 1 is complete and will mobilize nest area soon.
  - e. Trail Overlay Project – 1<sup>st</sup> week of June
  - f. Parking Lot repairs, etc. – Following up this week at City Hall and starting PW as well.
- D. Safety Meeting: Incident Review Policy, Safety Manual and Buy In. Need a draft Admin Policy for incident review. When is next training?
  - a. IMWCA Visit with Dean Schade is June 12<sup>th</sup> at 1:30 p.m.
  - b. Next training in June to cover 6 of the most recent work comp claims – Looking at June 26<sup>th</sup> for next all employee training.
- E. Quarterly Reviews – Web (all), Fee Schedule (all) and Goals (see attached – for discussion)
- F. City Clerk – Welcome Liz Thompson on Monday, June 4.

### New Business

- A. ICAP Insurance for Buildings and Content – due end of the week 6/1

### Updates

- A. Police Department –Updating cameras and windows. Thanking Walnut Creek Church.
  - B. Fire/EMS/Safety – NA
  - C. Public Works –.Gigis built over a sewer line and working through issues there. Will look into cleaning up Lions park. City Hall needs a new roof.
  - D. Building and Zoning – 40 code complaints open.
  - E. Communications/Special Events – Working on pitch book.
  - F. Administration –
- Adjourn: Next Meeting: **Monday, June 11, 2018** at 9:00 a.m. at City Hall.



May 31, 2018

To: Metro Area Mayors and City Managers

From: Capital Crossroads Governance Tri-Chairs:

Robert Andeweg, City of Urbandale

Sara Kurovski, City of Pleasant Hill

Gretchen Tegeler, Taxpayers Association of Central Iowa

Jim Sanders, City of Johnston, LGC Liaison

The Capital Crossroads Local Government Collaborative Stormwater Education Speaker Series held the first session on Wednesday, May 23 at the Urbandale Public Library. Approximately 40 individuals attended with staff from multiple disciplines representing most metro area cities and even some city council members. There were also a handful of developers and private consulting engineers in attendance.

The first session was 'Stormwater 101 - Why Do I Care About Stormwater Management'. Attendees heard a presentation from Greg Pierce, a water resource engineer from RDG, demonstrating the impacts of managing stormwater only for major flooding events and how dramatically and quickly more normal rainfall events can negatively affect property and infrastructure. The focus was on treating stormwater as a resource to be managed versus a waste product to be disposed of.

There were also presentations from the cities of Johnson, Clive and Ankeny sharing their experiences with stormwater management. The three cities then received questions from the participants in a panel format. A major emphasis of this segment was understanding that there are many tools and techniques to manage stormwater and that cities need to choose the ones that make the most sense for their unique situations.

The next session in the Stormwater Education Series will take place on June 13 on the DMACC campus in Ankeny. The topic will be 'What Can We Do to Better Manage Stormwater?' and involve a discussion of some of the different tools and techniques.

Thank you for your continued support of this initiative. You can help by having discussions with your staff and asking their thoughts on what stormwater management means for your own cities. We also hope you will share the best practices that have been employed in your cities at these sessions.





**GREATER DES MOINES  
PARTNERSHIP**

700 Locust St., Ste. 100  
Des Moines, Iowa 50309 | USA  
p: (515) 286-4950  
[DSMpartnership.com](http://DSMpartnership.com)

May 23, 2018

Elizabeth Hansen  
City of Windsor Heights  
1145 66th St. Ste 1  
Windsor Heights, IA 50324

Dear Elizabeth:

On behalf of the Greater Des Moines Partnership, we extend our deepest thanks and appreciation to you for investing and participating in DMDC 2018, our 39th annual advocacy trip to our nation's capital. Together, we successfully promoted a unified economic growth agenda for Greater Des Moines (DSM), with one voice, one mission as one region.

This year's trip, consisting of 197 DSM business, civic and other community leaders, was a great success and a model of advocacy, education and networking. Your involvement played a critical part in our efforts to promote on a national scale priority regional economic growth projects and issues crucial to the vitality and future of DSM.

It is worth noting that the DMDC trip represents the launching of The Partnership's federal policy advocacy. We must continue to work with our Congressional delegation and their staffs throughout the entire year to continue to promote our regional economic growth agenda. We also encourage you to remain engaged with The Partnership's Government Policy Council as we continue to work together on future federal, state, regional and local public policy issues.

Thank you again for your investment in DMDC 2018, your continued support of The Partnership and your steadfast dedication to promoting regional economic growth priorities in DSM. We hope you consider joining us next year for our 40th annual DMDC trip which is tentatively scheduled for May 8 – 10, 2019. As always, please feel free to contact us if we can be of assistance in any way.


Sincerely,



Jay Byers  
CEO



Eugene Meyer  
President



Joe Murphy  
Senior Vice President





**DSM USA**

**gm**  
GREATER DES MOINES  
PARTNERSHIP





May 15, 2018

Elizabeth Hansen  
City of Windsor Heights  
1133 66<sup>th</sup> Street, Suite 1  
Windsor Heights, IA 50324

Dear Elizabeth,

On behalf of the regional arts, culture and heritage organizations Bravo Greater Des Moines supports, thank you for your recent annual contribution.

For your records, Bravo received:  
City of Windsor Heights \$1,500

Financial support from the City of Windsor Heights fosters our vibrant and engaging cultural community.

**With your investments, Bravo is able to:**

- Provide reliable funding to more than 70 nonprofit arts, culture and heritage organizations and programs throughout the region;
- Measure the significant economic impact arts, culture and heritage organizations provide the regional economy; and
- Lead the vision to identify the ways arts and culture can further leverage quality of life and economic development.

For visitors, the impact of your funding helps drive tourism, generate economic development and make our region a cultural destination. Each year over 755,000 visitors attend arts, culture and heritage performances, events and education programs funded in part by Bravo Greater Des Moines.

We look forward to our continued partnership with the City of Windsor Heights. Together we will continue to drive quality of life improvements in our region and make central Iowa a model of regional partnership in support of the arts.

Thank you again,

A handwritten signature in black ink that reads "Sally Dix".

Sally Dix  
Executive Director  
Bravo Greater Des Moines

*Thank you for  
your continued  
support!*

