



AGENDA
REGULAR MEETING OF THE
WINDSOR HEIGHTS CITY COUNCIL
Monday, June 2, 2025 - 6:00 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST
ZOOM: <https://us02web.zoom.us/j/7832856334>
Meeting ID: 783 285 6334

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 May 19, 2025
 - B. Approve Financial Reports
 - C. Approve Resolution No. 2025-51 - A Resolution Accepting City of Windsor Heights Public Art Plan
 - D. Approve Resolution No. 2025-52 A Resolution in Support of the Des Moines Area Metropolitan Planning Organization Multijurisdictional Application to the U.S. DOT's Safe Streets and Roads for All (SS4A) Grant Program
5. **Action Items:**
 - A. Consideration of Resolution No. 2025-53 A Resolution Approving and Authorizing Execution of a Lease and Service Agreement with Safe Haven Baby Boxes, INC
 - B. Discussion on 74th Street Storm Sewer Project and Consideration of Authorizing Staff to Enter Into an Agreement to Complete 74th Street Storm Sewer Cleaning

The agenda was posted on the official bulletin boards, posted to www.windsorheights.org, and city social media platforms in compliance with the requirements of city ordinances and the open meetings law. Scan the QR Code to visit our online Agenda Center. Select the meeting date and view the agenda packet including supporting documents and staff reports.



- C. Consideration of Traffic Signal Repairs at 3E & 73rd Street
- D. Discussion on Park Hours

6. **Reports:**

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

- i Mayor's Report

7. **Adjourn** Immediately following the regular Council meeting, Council will have an exempt session pursuant to Iowa Code section 20.17(3)—Negotiating sessions, strategy meetings of public employers, mediation, and the deliberative process of arbitrators shall be exempt from the provisions of chapter 21.

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City of Windsor Heights Regular Business Meeting Minutes
Monday, May 19, 2025 - 6:00 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST

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

Mayor Mike Jones called the meeting to order at 6:00 PM. Members present: Michael Libbie, Susan Skeries, Joseph Jones, Lauren Campbell, and Threase Harms. Staff present: City Administrator Adam Plagge, City Attorney Erin Clanton, City Clerk Adam Strait, Finance Director Rachelle Swisher, Fire Chief Jim Mease, Fire Chief Pete Roth, Public Works Director Andy Larson, City Engineer Justin Ernst

2. Approval of the Agenda

Motion by Threase Harms to APPROVE. Seconded by Michael Libbie. Motion passed 5-0.

3. Presentation from Iowa Bicycle Coalition

Katie Bowden, Event and Outreach Director of Iowa Bicycle Coalition, presented the impact of bicycling and her organization on the community.

A. Consideration of Bike Month Proclamation

Mayor Jones signed the Bike Month proclamation declaring May as Bike Month signaling a commitment to safe, sustainable transportation.

4. Public Hearing on the Disposal of Real Estate at 7711 Marilyn Drive

Motion by Threase Harms to open the Public Hearing at 6:12 PM. Seconded by Susan Skeries. Passed 5-0. No Public Comment given. Motion by Threase Harms to close the Public Hearing at 6:13 PM. Seconded by Michael Libbie. Passed 5-0.

A. Consideration of Resolution No. 2025-39 A Resolution for Disposal of Real Estate

Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion passed 5-0.

5. Public Hearing on the Disposal of Real Estate at 7811 Marilyn Drive

Motion by Threase Harms to open the Public Hearing at 6:14 PM. Seconded by Susan Skeries. Passed 5-0. No Public Comment given. Motion by Threase Harms to close the Public Hearing at 6:14 PM. Seconded by Susan Skeries. Passed 5-0.

A. Consideration of Resolution No. 2025-40 A Resolution for Disposal of Real Estate

Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion passed 5-0.

6. Public Hearing on the Disposal of Real Estate at 7817 Marilyn Drive

Motion by Threase Harms to open the Public Hearing at 6:15 PM. Seconded by Susan Skeries. Passed 5-0. No Public Comment given. Motion by Threase Harms to close the Public Hearing at 6:15 PM. Seconded by Susan Skeries. Passed 5-0.

A. Consideration of Resolution No. 2025-41 A Resolution for Disposal of Real Estate

Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion passed 5-0.

7. Public Hearing on the Disposal of Real Estate at 7901 Marilyn Drive

Motion by Threase Harms to open the Public Hearing at 6:16 PM. Seconded by Susan Skeries. Passed 5-0. No Public Comment given. Motion by Threase Harms to close the Public Hearing at 6:16 PM. Seconded by Susan Skeries. Passed 5-0.

A. Consideration of Resolution No. 2025-42 A Resolution for Disposal of Real Estate

Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion passed 5-0.

8. Public Hearing on FY25 Budget Amendment

Motion by Threase Harms to open the Public Hearing at 6:17 PM. Seconded by Susan Skeries. Passed 5-0. Rachelle Swisher presented on the amendment. No Public Comment given. Motion by Threase Harms to close the Public Hearing at 6:21 PM. Seconded by Susan Skeries. Passed 5-0.

- A. Consideration of Resolution No. 2025-43 A Resolution Approving FY25 Budget Amendment

Motion by Michael Libbie to APPROVE. Seconded by Susan Skeries. Motion passed 5-0.

- 9. **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.

No public comment given.

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

Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion Passed 4-1. During the vote, Lauren Campbell raised a request to pull item 10-I. Lauren Campbell then motioned to reconsider the vote. Seconded by Susan Skeries. Motion passed 5-0. Threase Harms motion to approve and pull item I for separate consideration. Seconded by Susan Skeries. Motion Passed 5-0.

- A. Approve Minutes of the Regular Council Meeting on May 5, 2025
- B. Approve Financial Reports
- C. Approve 68th Street Improvements Project Pay Request 1
- D. Approve 73rd Street Phase 1 STP-U-8477(615)—70-77 Pay Request 10
- E. Approve Resolution No. 2025-44 A Resolution Approving End of Year FY25 Balance Transfers
- F. Approve Resolution No. 2025-45 A Resolution Adopting Design Guidelines for Driveway Grades in Road Reconstruction Projects
- G. Approve Resolution No. 2025-46 A Resolution Approving A Tax Abatement Application for 2004 69th Street
- H. Approve Resolution No. 2025-47 A Resolution Approving the 28E Agreement for SERT
- J. Approve Resolution No. 2025-49 A Resolution to Provide for a Notice of Public Hearing on the Proposed Plans, Specifications, Form of Contract, and Estimated Total Cost for the University Avenue Maintenance Project and For the Taking of Bids of Said Project
- K. Approve Resolution No. 2025-50 A Resolution to Provide for a Notice of Public Hearing on the Proposed Plans, Specifications, Form of Contract, and Estimated Total Cost for the Wilshire Blvd Storm Sewer Project and For the Taking of Bids of Said Project
- L. Approve Construction Services Agreement Amendment 68th St. Reconstruction

M. Approve Selling of the American LeFrance Pumper, E551

11. Action Items:

I. Approve Resolution No. 2025-48 A Resolution Setting Public Hearing on Lease of 1151 65th Street

The Council discussed the potential lease of the Ferguson House for transitional housing. While a resolution to set a public hearing was proposed, the Council agreed not to proceed at this time. Members expressed a desire to explore more options and gather additional input from both potential nonprofit partners and residents. Concerns were raised about moving too quickly, having only seriously engaged with one organization (Central Iowa Shelter Services), and the need to ensure any selected group has the infrastructure and experience required. Staff reported initial outreach to neighbors, with limited feedback received. The Council emphasized the importance of further public engagement and potentially issuing a Request for Proposals (RFP) or Request for Qualifications (RFQ) to broaden the field of interested parties. They agreed to develop a term sheet and draft lease to guide this process. A list of suggested agencies for solicitation will be provided by Council members by week's end. Staff will gather additional information on the rental certificate status and property compliance timeline. The goal is to revisit this with more detailed options and feedback at a future meeting, likely in June.

A. Consideration of Resolution No. 2025-51 A Resolution Accepting City of Windsor Heights Public Art Plan

City Council discussed the public art plan, including potential funding methods and locations for public art installations. Funding methods included redirecting current funds, requiring public art in development agreements, and exploring grant options. The formation of a public art subcommittee of the communications committee was also agreed on. Staff will adjust the public art plan and bring it back for approval at a future meeting.

B. Consideration of Resolution No. 2025-37 - A Resolution Authorizing the Amendment to the Intergovernmental Agreement Between Windsor Heights and Greater Des Moines Convention & Visitors Bureau and Supplement Agreement Amendment

Adam Plagge presented the item sharing the 28E is as is but modifications have been made to the supplement agreement which allows for the council's funding wishes. Council had expressed desire during the May 5 meeting to keep the City's funding the same, during that meeting the resolution was tabled for the revision of the supplement agreement. Threase Harms cited this was a MAC topic of discussion and shared the feedback that next time a similar situation is at hand that an elected presence is a part of the conversation as there was a disconnect felt. Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion passed 5-0.

12. Reports:

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

Councilor Threase Harms shared several updates during the meeting. She congratulated Chief and Lauren on the successful push-in ceremony for the new fire engine, encouraging others to check it out. She reported that the Iowa Legislature had adjourned, noting no property tax or TIF bills passed. A new fireworks law, effective July 1, will require cities to allow fireworks on July 3, July 4, and December 31. Harms praised the Iowa League of Cities for their strong legislative work, especially on property tax issues. She also attended the Central Iowa Taxpayers Association meeting, which featured Art Whitmack's

retirement and a helpful presentation on Iowa’s tax proposal—materials to be shared when available. Lastly, she noted productive meetings during the Greater Des Moines Partnership trip to Washington, D.C., joined by Joseph, Susan, and AJ.

Councilor Lauren Campbell reported attending the Special Events Committee meeting and participating in the DART Rodeo, where won the “lead foot” award. She congratulated the Fire Department on placing the new engine into service and thanked Chief Meese for allowing creative freedom in planning the Push In event. She praised the truck’s inclusive and personalized design as reflective of Windsor Heights’ values.

Councilor Michael Libbie shared that he hosted “Coffee with Council” on Saturday, where several residents praised the recent improvements at Colby Park. One elderly couple noted how much their visiting grandchildren now enjoy the park. He also commended the well-attended fire engine Push In event and announced that the next city podcast will feature the fire department, with Chief Mease. He concluded by praising the well-prepared first quarter police report included in the council packet.

Councilor Joseph Jones did not have a report to share.

Councilor Susan Skeries shared her experience on the D.C. trip as fast-paced but productive, offering valuable networking opportunities. While there, she also participated in the Metro Waste Executive Board meeting via Zoom. Upon returning, she attended the Uplift Community Conversation focused on workforce stability and opportunity and offered to share follow-up materials. Skeries enjoyed the Chamber’s bash at the remodeled Ramada Inn. She and Councilor Harms also toured the airport construction site, gaining a clearer understanding of the planned updates. She reported a productive Special Events Committee meeting and expressed appreciation for the fire engine push in ceremony, specifically thanking Lauren and Chief Meese for the thoughtful and fun touches, including the “student driver” magnet. Skeries noted the magnet was still on the truck during her recent visit. Looking ahead, she will attend the Women in Government meeting and a Metro Waste Board meeting. She is also testing new recycling bin latches and recommended the \$20 upgrade due to their effectiveness in windy conditions. She will represent Councilor Campbell at the Central Iowa Business Conference by managing the photo booth. Upcoming events include the May 30 ribbon cutting at 4:30 PM followed by Touch-a-Truck at 5 PM (where she clarified she will not be on splash pad duty), and the June 6 Movie in the Park featuring The Lion King at 8:15 PM. That morning, Mayor Jones will deliver the State of the City address from 8:30 to 9:30 AM at the Community Event Center.

City Administrator Adam Plagge noted there have been a large amount of battery drop-offs at City Hall as well as still receiving light bulbs. He also noted that there is now a plastic bag drop off to be used in the road material for the upcoming Forest Court project.

i Police Q1 Report

13. Adjourn

Motion by Threase Harms to adjourn at 7:02PM. Seconded by Susan Skeries. Motion passed 5-0.

Mike Jones, Mayor

Adam Strait, City Clerk



**STAFF REPORT
CITY COUNCIL**

June 2, 2025

TO: CITY COUNCIL
FROM: Rachelle Swisher, Finance Director
SUBJECT: Approve Financial Reports

GENERAL INFORMATION

ATTACHMENTS

1. Claims Report

***Check Detail Register©**

Batch: 051425PAY-2,051625PAY,PRL-052325,PRL-0523SU,052125PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
1110 CASH					
254 e	05/01/25	EMPLOYEE BENEFIT SYSTEMS			
E 112-110-6150		INSURANCE	\$6,976.71	MAY 2025	MAY MEDICAL BENEFITS
E 112-110-6180		ALLOWANCES	\$2,262.85	MAY 2025	MAY MEDICAL BENEFITS
E 112-110-6190		ADMIN FEES - ADMIN	\$832.40	MAY 2025	MAY MEDICAL BENEFITS
E 112-150-6150		INSURANCE	\$2,930.22	MAY 2025	MAY MEDICAL BENEFITS
E 112-150-6180		ALLOWANCES	\$932.55	MAY 2025	MAY MEDICAL BENEFITS
E 112-150-6190		ADMIN FEES - ADMIN	\$373.80	MAY 2025	MAY MEDICAL BENEFITS
E 112-210-6150		INSURANCE	\$4,325.56	MAY 2025	MAY MEDICAL BENEFITS
E 112-210-6180		ALLOWANCES	\$1,404.95	MAY 2025	MAY MEDICAL BENEFITS
E 112-210-6190		ADMIN FEES - ADMIN	\$513.40	MAY 2025	MAY MEDICAL BENEFITS
E 112-620-6150		INSURANCE	\$1,534.88	MAY 2025	MAY MEDICAL BENEFITS
E 112-620-6180		ALLOWANCES	\$460.15	MAY 2025	MAY MEDICAL BENEFITS
E 112-620-6190		ADMIN FEES - ADMIN	\$234.20	MAY 2025	MAY MEDICAL BENEFITS
		Total	\$22,781.67		
255 e	05/01/25	ASSURITY			
E 112-110-6150		INSURANCE	\$346.02	MAY 2025	BENEFITS
E 112-620-6150		INSURANCE	\$40.10	MAY 2025	BENEFITS
E 112-210-6150		INSURANCE	\$120.33	MAY 2025	BENEFITS
E 112-150-6150		INSURANCE	\$143.26	MAY 2025	BENEFITS
		Total	\$649.71		
256 e	05/01/25	ISOLVED BENEFIT SERVICES			
E 112-110-6180		ALLOWANCES	\$33.60	APRIL 2025	FSA FEES
E 112-150-6180		ALLOWANCES	\$12.60	APRIL 2025	FSA FEES
E 112-210-6180		ALLOWANCES	\$4.20	APRIL 2025	FSA FEES
E 112-620-6180		ALLOWANCES	\$8.40	APRIL 2025	FSA FEES
		Total	\$58.80		
257 e	05/16/25	MIDAMERICAN ENERGY CO			
E 001-150-6371		UTILITIES	\$556.99	566029873	1133 66TH ST
		Total	\$556.99		
258 e	05/16/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$3,182.27	564960525	STREET LIGHTS
		Total	\$3,182.27		
259 e	05/16/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$31.52	565507250	801 73RD ST
		Total	\$31.52		
260 e	05/16/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$24.45	565989068	7001 UNIV AVE
		Total	\$24.45		
261 e	05/16/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$13.92	566022890	1601 73RD ST
		Total	\$13.92		
262 e	05/16/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$24.73	566024015	1140 73RD ST



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*Check Detail Register©

Batch: 051425PAY-2,051625PAY,PRL-052325,PRL-0523SU,052125PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
		Total	\$24.73		
263 e	05/16/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$18.60	566016985	951 73RD ST
		Total	\$18.60		
264 e	05/16/25	MIDAMERICAN ENERGY CO			
E 110-210-6371		UTILITIES	\$160.55	566010483	6800 SCHOOL ST
		Total	\$160.55		
265 e	05/16/25	MIDAMERICAN ENERGY CO			
E 110-210-6371		UTILITIES	\$263.72	566010356	6800 SCHOOL ST
		Total	\$263.72		
266 e	05/16/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$23.75	566009872	7116 UNIV AVE
		Total	\$23.75		
267 e	05/16/25	MIDAMERICAN ENERGY CO			
E 001-480-6371		UTILITIES	\$662.95	566006855	6900 SCHOOL ST
		Total	\$662.95		
268 e	05/16/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$24.92	566023551	7290 UNIV AVE
		Total	\$24.92		
269 e	05/16/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$85.51	566018436	6739 UNIV AVE
		Total	\$85.51		
270 e	05/16/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$24.51	565998106	2227 63RD ST
		Total	\$24.51		
271 e	05/16/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$10.00	565987686	1443 73RD ST
		Total	\$10.00		
272 e	05/16/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$10.00	565987404	1804 73RD ST
		Total	\$10.00		
273 e	05/16/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$25.83	565987072	6410 HICKMAN
		Total	\$25.83		
274 e	05/16/25	MIDAMERICAN ENERGY CO			
E 001-620-6371		UTILITIES	\$193.08	566030419	1145 66TH ST
		Total	\$193.08		
275 e	05/16/25	MIDAMERICAN ENERGY CO			
E 001-480-6371		UTILITIES	\$25.77	566010602	6900 SCHOOL ST
		Total	\$25.77		



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***Check Detail Register©**

Batch: 051425PAY-2,051625PAY,PRL-052325,PRL-0523SU,052125PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
276 e	05/16/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$115.52	566026011	6540 UNIV AVE
		Total	\$115.52		
277 e	05/16/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$3,185.53	566097104	STREET LIGHTS
		Total	\$3,185.53		
278 e	05/16/25	ASSURITY			
E 112-110-6150		INSURANCE	\$346.02	APRIL 2025	BENEFITS
E 112-620-6150		INSURANCE	\$40.10	APRIL 2025	BENEFITS
E 112-210-6150		INSURANCE	\$206.98	APRIL 2025	BENEFITS
E 112-150-6150		INSURANCE	\$143.26	APRIL 2025	BENEFITS
		Total	\$736.36		
279 e	05/16/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$27.26	565989088	6300 UNIV AVE
		Total	\$27.26		
280 e	05/16/25	MIDAMERICAN ENERGY CO			
E 001-480-6371		UTILITIES	\$57.95	565989686	6900 SCHOOL ST
		Total	\$57.95		
281 e	05/16/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$52.24	565988451	6440 HICKMAN RD
		Total	\$52.24		
282 e	05/23/25	FEDERAL TAX DEPOSIT			
G 001-2120		FEDERAL W/H PAYABLE	\$12,097.87		
G 001-2121		FICA W/H PAYABLE	\$16,805.22		
		Total	\$28,903.09		
283 e	05/23/25	ISOLVED BENEFIT SERVICES			
G 001-2131		FSA AND DEPENDENT	\$1,818.52		
		Total	\$1,818.52		
284 e	05/23/25	IPERS			
G 001-2123		IPERS PAYABLE	\$17,539.76		
		Total	\$17,539.76		
285 e	05/23/25	STATE OF IOWA			
G 001-2122		STATE W/H PAYABLE	\$2,837.49		
		Total	\$2,837.49		
286 e	05/23/25	MANHATTANLIFE			
G 001-2132		MANHATTAN LIFE	\$62.50		DAVISON, MARK
G 001-2132		MANHATTAN LIFE	\$9.76		JOHNSON, KYLE
G 001-2132		MANHATTAN LIFE	\$6.76		JONES, BRIAN
G 001-2132		MANHATTAN LIFE	\$44.84		MEASE, JAMES
G 001-2132		MANHATTAN LIFE	\$13.26		PRICE, JEFF
G 001-2132		MANHATTAN LIFE	\$43.20		ROBERTS, JASON
G 001-2132		MANHATTAN LIFE	\$22.26		ROTH, PETE
G 001-2132		MANHATTAN LIFE	\$20.00		STAPLETON, BRIAN

***Check Detail Register©**

Batch: 051425PAY-2,051625PAY,PRL-052325,PRL-0523SU,052125PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$222.58		
287 e	05/23/25	ASSURITY			
G 001-2128		ASSURITY	\$20.42		SWISHER, RACHELLE
G 001-2128		ASSURITY	\$36.62		AHRENS, TYLER
G 001-2128		ASSURITY	\$11.76		BROWN, CODY
G 001-2128		ASSURITY	\$72.14		DAVISON, MARK
G 001-2128		ASSURITY	\$90.20		IRLBECK, MICHAEL
G 001-2128		ASSURITY	\$54.78		JOHNSON, KYLE
G 001-2128		ASSURITY	\$67.24		MEASE, JAMES
G 001-2128		ASSURITY	\$37.50		NORRIS, CHAD
G 001-2128		ASSURITY	\$39.40		PRICE, JEFF
G 001-2128		ASSURITY	\$33.68		ROBERTS, JASON
G 001-2128		ASSURITY	\$79.64		ROTH, PETE
G 001-2128		ASSURITY	\$19.68		STRAIT, ADAM
Total			\$563.06		
288 e	05/23/25	ICMA RETIREMENT TRUST			
G 001-2125		DEF COMP PAYABLE IC	\$144.23		SWISHER, RACHELLE
G 001-2125		DEF COMP PAYABLE IC	\$91.84		BOWERS, RYAN
G 001-2125		DEF COMP PAYABLE IC	\$180.76		BREESE, TAMMY
G 001-2125		DEF COMP PAYABLE IC	\$75.00		BROWN, CODY
G 001-2125		DEF COMP PAYABLE IC	\$152.82		DAVISON, MARK
G 001-2125		DEF COMP PAYABLE IC	\$159.16		IRLBECK, MICHAEL
G 001-2125		DEF COMP PAYABLE IC	\$75.00		JACKS, DANIEL
G 001-2125		DEF COMP PAYABLE IC	\$129.77		JOHNSON, KYLE
G 001-2125		DEF COMP PAYABLE IC	\$38.04		JONES, BRIAN
G 001-2125		DEF COMP PAYABLE IC	\$75.00		LEUTHOLD, NATHAN
G 001-2125		DEF COMP PAYABLE IC	\$75.00		MEASE, JAMES
G 001-2125		DEF COMP PAYABLE IC	\$75.00		MOON, ERIC
G 001-2125		DEF COMP PAYABLE IC	\$75.00		MUERNER, MARK
G 001-2125		DEF COMP PAYABLE IC	\$175.43		NISSSEN, ANDREW
G 001-2125		DEF COMP PAYABLE IC	\$78.88		NORRIS, CHAD
G 001-2125		DEF COMP PAYABLE IC	\$52.82		PALMER, MATTHEW
G 001-2125		DEF COMP PAYABLE IC	\$75.00		PEDERSEN, TYLER
G 001-2125		DEF COMP PAYABLE IC	\$100.00		PERKINS, JOSHUA
G 001-2125		DEF COMP PAYABLE IC	\$75.00		PLEINESS, CATHERINE
G 001-2125		DEF COMP PAYABLE IC	\$75.00		PRICE, JEFF
G 001-2125		DEF COMP PAYABLE IC	\$75.00		ROBERTS, JASON
G 001-2125		DEF COMP PAYABLE IC	\$52.82		ROETMAN, JOSEPH
G 001-2125		DEF COMP PAYABLE IC	\$75.00		ROTH, PETE
G 001-2125		DEF COMP PAYABLE IC	\$58.10		STAPLETON, BRIAN
G 001-2125		DEF COMP PAYABLE IC	\$75.00		STRAIT, ADAM
G 001-2125		DEF COMP PAYABLE IC	\$50.00		WARNE, JARED
Total			\$2,364.67		
289 e	05/23/25	FEDERAL TAX DEPOSIT			
G 001-2120		FEDERAL W/H PAYABLE	\$1,041.13		
G 001-2121		FICA W/H PAYABLE	\$805.44		
Total			\$1,846.57		
290 e	05/23/25	STATE OF IOWA			



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 001-2122		STATE W/H PAYABLE	\$125.21		
		Total	\$125.21		
291 e	05/21/25	EMPLOYEE BENEFIT SYSTEMS			
E 112-110-6150		INSURANCE	\$6,976.71		INSURANCE
E 112-110-6180		ALLOWANCES	\$2,262.85		INSURANCE
E 112-110-6190		ADMIN FEES - ADMIN	\$832.40		INSURANCE
E 112-150-6150		INSURANCE	\$2,930.22		INSURANCE
E 112-150-6180		ALLOWANCES	\$932.55		INSURANCE
E 112-150-6190		ADMIN FEES - ADMIN	\$373.80		INSURANCE
E 112-210-6150		INSURANCE	\$2,930.22		INSURANCE
E 112-210-6180		ALLOWANCES	\$932.55		INSURANCE
E 112-210-6190		ADMIN FEES - ADMIN	\$373.80		INSURANCE
E 112-620-6150		INSURANCE	\$1,534.88		INSURANCE
E 112-620-6180		ALLOWANCES	\$460.15		INSURANCE
E 112-620-6190		ADMIN FEES - ADMIN	\$234.20		INSURANCE
		Total	\$20,774.33		
292 e	05/21/25	UMB BANK			
E 200-210-6854		2020B INTEREST	\$600.00	1009003	2020B BOND FEES
		Total	\$600.00		
293 e	05/21/25	UMB BANK			
E 200-210-6855		2024A INTEREST	\$600.00	1009002	2020A BOND FEES
		Total	\$600.00		
294 e	05/21/25	UMB BANK			
E 200-530-6811		2016A PRINCIPAL	\$125,000.00	0185410115	2016A PRINCIPAL
E 200-530-6861		2016A INTEREST	\$6,218.75	0185410115	2016A INTEREST
		Total	\$131,218.75		
295 e	05/21/25	UMB BANK			
E 200-530-6812		2016B PRINCIPAL	\$245,000.00	0185410123	2016B PRINCIPAL
E 200-530-6862		2016B INTEREST	\$12,711.25	0185410123	2016B INTEREST
		Total	\$257,711.25		
296 e	05/21/25	UMB BANK			
E 200-210-6815		2024A PRINCIPAL	\$235,000.00	I1796	2024A PRINCIPAL
E 200-210-6855		2024A INTEREST	\$179,550.00	I1796	2024A INTEREST
		Total	\$414,550.00		
297 e	05/21/25	UMB BANK			
E 200-210-6813		2020A PRINCIPAL	\$720,000.00	I329	2020A PRINCIPAL
E 200-210-6853		2020A INTEREST	\$61,620.00	I329	2020A INTEREST
		Total	\$781,620.00		
298 e	05/21/25	UMB BANK			
E 200-210-6814		2020B PRINCIPAL	\$215,000.00	I330	2020B PRINCIPAL
E 200-210-6854		2020B INTEREST	\$31,122.00	I330	2020B INTEREST
		Total	\$246,122.00		
299 e	05/21/25	PITNEY BOWES CREDIT CORP			
E 001-620-6508		POSTAGE & SHIPPING	\$191.28	3320702613	POSTAGE METER



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$191.28		
58536	05/14/25	ABSOLUTE CONCRETE CONSTRUCTION			
E 322-210-6761		CAP OUTLAY	\$188,650.47		PAY REQUEST #9 73RD ST PHASE 1
Total			\$188,650.47		
58537	05/21/25	ABSOLUTE CONCRETE CONSTRUCTION			
E 322-210-6761		CAP OUTLAY	\$150,070.21		73RD ST PHASE 1 PAY REQUEST #10
Total			\$150,070.21		
58538	05/21/25	AIR FILTER SALES & SERVICES			
E 001-480-6310		BUILDING REPAIR	\$216.72		AIR FILTERS
Total			\$216.72		
58539	05/21/25	AIRGAS			
E 001-160-6498		MEDICAL SUPPLIES	\$8.10	5515816146	OXYGEN
Total			\$8.10		
58540	05/21/25	AMAZON CAPITAL SERVICES			
E 110-210-6507		OPERATING SUPPLIES	\$13.89		1NC9-1CHH-JPTY
E 001-430-6507		OPERATING SUPPLIES	\$65.00		1NC9-1CHH-JPTY
E 001-150-6506		OFFICE SUPPLIES	\$16.90	169M-JGP1-	SUPPLIES
E 001-150-6180		ALLOWANCES	\$119.95	1HJC-1HYD-	CLOTHING ALLOWANCE
E 001-150-6506		OFFICE SUPPLIES	\$8.98	1N17-X66K-D	NAME PLATE
E 001-150-6504		MINOR EQUIPMENT	\$118.57	1TDC-HGNK-	E550 BRACKETS
E 001-150-6506		OFFICE SUPPLIES	\$17.99	1WYJ-FNPX-	SUPPLIES
Total			\$361.28		
58541	05/21/25	BANKERS TRUST COMPANY			
E 303-430-6760		CAP OUTLAY	\$2,204.91	05212025 35	STRING LIGHTS COLBY PARK
E 001-610-6507		OPERATING SUPPLIES	\$31.98	05212025 35	ZOOM
E 001-470-6499		MISC/REFUNDS	\$31.99	05212025 35	STORAGE MART
E 001-615-6507		OPERATING SUPPLIES	\$413.91	05212025 35	ADOBE
E 001-620-6230		TRAINING	\$128.00	05212025 35	IA MUNICIPAL PROF INST - STRAIT
E 001-620-6240		MEETING/CONFERENCE	(\$1,670.00)	05212025 35	REFUND OF LASERFICHE CONF
E 001-620-6373		COMMUNICATIONS	\$81.00	05212025 35	CONSTANT CONTACT
E 001-150-6230		TRAINING	\$10.00	05212025 62	FDIC PARKING
E 001-150-6230		TRAINING	\$82.40	05212025 62	FDIC MEALS
E 001-150-6230		TRAINING	\$39.50	05212025 62	FDIC MEALS
E 001-150-6230		TRAINING	\$884.52	05212025 62	FDIC LODGING
E 001-150-6504		MINOR EQUIPMENT	\$64.57	05212025 62	HARDWARE
E 001-150-6504		MINOR EQUIPMENT	\$5.81	05212025 62	E552 DOOR SPRINGS
E 001-150-6180		ALLOWANCES	\$30.44	05212025 62	CLOTHING ALLOWANCE
E 001-150-6414		PUBLICATIONS	\$5.00	05212025 62	JOB POSTING
E 001-150-6414		PUBLICATIONS	\$5.00	05212025 62	JOB POSTING
E 001-150-6414		PUBLICATIONS	\$6.00	05212025 62	JOB POSTING
E 001-430-6507		OPERATING SUPPLIES	\$163.11	05212025 84	SUPPLIES
E 110-210-6332		REPAIR - VEHICLES & E	\$173.75	05212025 84	SUPPLIES
E 001-430-6511		BLDG & GROUNDS OPE	\$117.96	05212025 84	SUPPLIES
E 001-430-6511		BLDG & GROUNDS OPE	\$251.44	05212025 84	SUPPLIES
E 110-210-6507		OPERATING SUPPLIES	\$155.33	05212025 84	SUPPLIES
E 001-480-6310		BUILDING REPAIR	\$140.10	05212025 84	SUPPLIES



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 001-430-6507		OPERATING SUPPLIES	\$74.97	05212025 84	SUPPLIES
E 740-865-6507		OPERATING SUPPLIES	\$55.27	05212025 84	SUPPLIES
E 001-430-6507		OPERATING SUPPLIES	\$499.99	05212025 84	CART
E 110-210-6180		ALLOWANCES	\$19.99	05212025 84	CLOTHING ALLOWANCE
E 001-430-6507		OPERATING SUPPLIES	\$67.97	05212025 84	SUPPLIES
E 740-865-6507		OPERATING SUPPLIES	\$64.32	05212025 84	SUPPLIES
E 001-430-6507		OPERATING SUPPLIES	\$149.00	05212025 84	DETHATCHER
E 001-430-6504		MINOR EQUIPMENT	\$429.00	05212025 84	LAWN SWEEPER
E 001-620-6373		COMMUNICATIONS	\$165.48	05212025 99	SOFTWARE
E 303-430-6760		CAP OUTLAY	\$489.98	05212025 99	STRING LIGHTS COLBY PARK
E 322-210-6761		CAP OUTLAY	\$159.71	05212025 99	73RD ST RETAINING WALL
E 001-615-6490		OTHER PROF SERVICE	\$828.00	05212025 99	MICROSOFT
E 001-615-6490		OTHER PROF SERVICE	\$32.00	05212025 99	MICROSOFT
E 001-620-6230		TRAINING	\$24.04	05212025 99	GCMOA
E 001-110-6504		MINOR EQUIPMENT	\$1,233.00	05212025 99	COMMS HEADSET FOR JACKS SERT
E 001-110-6180		ALLOWANCES	\$61.96	05212025 99	REFLEX CARRIER FOR JACKS SERT
E 001-110-6180		ALLOWANCES	\$279.99	05212025 99	ROLLING BAG FOR JACKS SERT
E 001-110-6240		MEETING/CONFERENCE	\$150.00	05212025 99	ISU EVENT REGISTRATION
E 001-110-6332		REPAIR - VEHICLES & E	\$830.50	05212025 99	CAR 22 TIRES
E 001-110-6499		MISC/REFUNDS	\$44.00	05212025 99	MEETING SUPPLIES
Total			\$9,015.89		
58542	05/21/25	BITUMINOUS MATERIALS			
E 110-210-6417		STREET MAINTANANCE	\$250.00	2213366335	SUPPLIES
Total			\$250.00		
58543	05/21/25	BOLTON & MENK			
E 001-620-6407		PROF FEES/ENGINEERI	\$4,926.00	0362382	GEN ENG/PLANNING SERVICES
E 326-210-6407		PROF FEES/ENGINEERI	\$23,430.50	0362975	68TH ST S ENG
E 322-210-6407		PROF FEES/ENGINEERI	\$28,512.50	0362976	73RD ST ENG
E 328-210-6407		PROF FEES/ENGINEERI	\$8,740.00	0362977	74TH ST ENGINEERING
E 330-210-6407		PROF FEES/ENGINEERI	\$3,360.00	0362978	FOREST COURT ENG
E 740-865-6407		PROF FEES/ENGINEERI	\$1,241.50	0362979	WILSHIRE STORM SEWER
Total			\$70,210.50		
58544	05/21/25	BOOT BARN INC			
E 110-210-6180		ALLOWANCES	\$32.82	161740	CLOTHING ALLOWANCE
Total			\$32.82		
58545	05/21/25	BOUND TREE MEDICAL LLC			
E 001-160-6498		MEDICAL SUPPLIES	\$256.01	85761132	MEDICAL SUPPLIES
Total			\$256.01		
58546	05/21/25	BRICK GENTRY PC			
E 001-640-6411		LEGAL	\$4,230.00	446284	APRL LEGAL FEES
E 001-110-6411		LEGAL	\$5,340.00	446285	APRIL LEGAL FEES
Total			\$9,570.00		
58547	05/21/25	BULLZEYE, INC			
E 001-110-6409		JANITORIAL	\$343.32	9600	PSB SUPPLIES
Total			\$343.32		



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
58548	05/21/25	CAPITAL SANITARY SUPPLY			
E 001-430-6507		OPERATING SUPPLIES	\$91.80	C405129B	SUPPLIES
		Total	\$91.80		
58549	05/21/25	CARSON, JERRY			
R 001-170-4122		BUILDING PERMITS	\$471.93		REFUND GARAGE PERMIT 7215 COLBY AVE
		Total	\$471.93		
58550	05/21/25	CINTAS			
E 110-210-6507		OPERATING SUPPLIES	\$79.59	526962700	SUPPLIES
E 001-150-6310		BUILDING REPAIR	\$104.13	5269627003	FIRST AID CABINET SUPPLIES
		Total	\$183.72		
58551	05/21/25	CLIVE POWER EQUIP.			
E 001-430-6504		MINOR EQUIPMENT	\$112.23	6020	REPAIRS
		Total	\$112.23		
58552	05/21/25	CONSTRUCTION MATERIALS TESTING			
E 326-210-6761		CAP OUTLAY	\$517.00	54439	68TH ST TESTING
E 322-210-6761		CAP OUTLAY	\$590.00	54440	73RD ST TESTING
E 303-430-6760		CAP OUTLAY	\$441.50	54443	COLBY PARK TESTING
		Total	\$1,548.50		
58553	05/21/25	COOK PLUMBING CORP			
E 322-210-6761		CAP OUTLAY	\$302.78	14878	73RD ST WATER SERVICE TRANSFER
		Total	\$302.78		
58554	05/21/25	DEPT OF HUMAN SERVICES			
E 001-160-6413		CONTRIBUTIONS & PAY	\$2,479.71	06 2025	JUNE STATE SHARE GEMT
		Total	\$2,479.71		
58555	05/21/25	FAST SIGNS			
E 001-150-6180		ALLOWANCES	\$34.00	42-139907	HELMET STICKER/TAGS
		Total	\$34.00		
58556	05/21/25	FREEDOM TIRE & AUTO CENTER INC			
E 001-110-6332		REPAIR - VEHICLES & E	\$632.00	14023	CAR 23 TIRES
		Total	\$632.00		
58557	05/21/25	GALLS LLC			
E 001-110-6180		ALLOWANCES	\$173.12	031316700	CLOTHING ALLOWANCE
		Total	\$173.12		
58558	05/21/25	GANNETT IOWA LOCALIQ			
E 001-620-6414		PUBLICATIONS	\$904.23	7081275	PUBLICATIONS
		Total	\$904.23		
58559	05/21/25	GCMOA			
E 001-620-6240		MEETING/CONFERENCE	\$12.00		5/14 MEETING ADAM STRAIT
E 001-620-6230		TRAINING	\$25.00		GCMOA ANNUAL DUES
		Total	\$37.00		
58560	05/21/25	GOODE GREENHOUSES			



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 001-430-6511		BLDG & GROUNDS OPE	\$190.14	8-08720	FLOWERS UNIV PLANTER
		Total	\$190.14		
58561	05/21/25	GRAINGER			
E 110-210-6310		BUILDING REPAIR	\$29.76	9500874780	SUPPLIES
E 110-210-6310		BUILDING REPAIR	\$7.28	9501209267	SUPPLIES
		Total	\$37.04		
58562	05/21/25	HELIX PEST SOLUTIONS LLC			
E 001-480-6511		BLDG & GROUNDS OPE	\$30.00	11361	PEST CONTROL
E 001-150-6310		BUILDING REPAIR	\$35.00	11362	PEST CONTROL
		Total	\$65.00		
58563	05/21/25	HY-VEE ACCOUNTS RECEIVABLE			
E 740-865-6507		OPERATING SUPPLIES	\$47.97		STREAM CLEANUP BAGS
E 110-210-6507		OPERATING SUPPLIES	\$41.62		SUPPLIES
		Total	\$89.59		
58564	05/21/25	IA COUNTY ATTORNEYS ASSO			
E 001-110-6240		MEETING/CONFERENCE	\$90.00		IRLBECK IA ACTS OF INTEREST FOR LAW ENF
		Total	\$90.00		
58565	05/21/25	IMEG CONSULTANTS CORP			
E 110-210-6407		PROF FEES/ENGINEERI	\$4,000.00	25001595	PW COUMN REPAIR ENG
		Total	\$4,000.00		
58566	05/21/25	INROADS LLC			
E 110-210-6417		STREET MAINTENANCE	\$179.29	2858	HOT MIX ASPHALT
		Total	\$179.29		
58567	05/21/25	INTERSTATE ALL BATTERY			
E 110-210-6507		OPERATING SUPPLIES	\$14.20	19246010737	BATTERIES
E 001-480-6332		REPAIR - VEHICLES & E	\$192.50	19246020612	BATTERIES
		Total	\$206.70		
58568	05/21/25	ISWEP			
E 740-865-6413		CONTRIBUTIONS & PAY	\$2,195.00	1536	CITY MEMBERSHIP 2025-2026
		Total	\$2,195.00		
58569	05/21/25	JC MIDWEST SERVICES LLC			
E 740-865-6765		STORM DRAINAGE CAPI	\$1,162.50	10118	HAULING
		Total	\$1,162.50		
58570	05/21/25	LIZ LIDGETT GALLERY & DESIGN			
E 001-620-6490		OTHER PROF SERVICE	\$11,700.00	1234	PUBLIC ART PLAN
		Total	\$11,700.00		
58571	05/21/25	LOGAN CONTRACTORS SUPPLY			
E 110-210-6417		STREET MAINTENANCE	\$1,995.00	E94220	SUPPLIES
E 740-865-6507		OPERATING SUPPLIES	\$51.31	E94499	SUPPLIES
E 110-210-6180		ALLOWANCES	\$119.52	E94499	CLOTHING ALLOWANCE
E 001-430-6507		OPERATING SUPPLIES	\$232.66	E94499	SUPPLIES
		Total	\$2,398.49		



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
58572	05/21/25	LOWE'S			
E 001-430-6511		BLDG & GROUNDS OPE	\$66.25		SUPPLIES
E 001-430-6511		BLDG & GROUNDS OPE	\$27.52		SUPPLIES
E 001-430-6511		BLDG & GROUNDS OPE	\$351.40		MULCH
		Total	\$445.17		
58573	05/21/25	MENARDS			
E 110-210-6507		OPERATING SUPPLIES	\$111.98	06357	SUPPLIES
		Total	\$111.98		
58574	05/21/25	METRONET			
E 001-615-6373		COMMUNICATIONS	\$192.15		INTERNET
		Total	\$192.15		
58575	05/21/25	MIDWEST COMFORT HEATING & COOL			
E 110-210-6310		BUILDING REPAIR	\$119.00	10959965336	PW A/C TUNEUP
		Total	\$119.00		
58576	05/21/25	NAPA AUTO PARTS			
E 001-480-6332		REPAIR - VEHICLES & E	\$37.18	669156	SUPPLIES
		Total	\$37.18		
58577	05/21/25	NICHOLS EQUIPMENT LLC			
E 001-430-6511		BLDG & GROUNDS OPE	\$3,844.00	53731	EQUIP RENTALS
		Total	\$3,844.00		
58578	05/21/25	OMNI BILLING			
E 001-160-6413		CONTRIBUTIONS & PAY	\$297.58	4302025	AMBULANCE BILLING
		Total	\$297.58		
58579	05/21/25	O'REILLY AUTO PARTS			
E 110-210-6332		REPAIR - VEHICLES & E	\$16.51	0342-349154	SUPPLIES
		Total	\$16.51		
58580	05/21/25	PIGOTT			
E 350-480-6727		ERP - EQUIPMENT	\$18,369.25	147415	CEC TABLES
		Total	\$18,369.25		
58581	05/21/25	PPG ARCHITECTURAL FINISHES			
E 110-210-6310		BUILDING REPAIR	\$218.33	98282000706	SHOP EXTERIOR PAINT
		Total	\$218.33		
58582	05/21/25	PRAIRIE FIRE RESTORATION			
E 740-865-6413		CONTRIBUTIONS & PAY	\$8,533.32	1043	PRAIRIE RESTORATION
E 740-865-6413		CONTRIBUTIONS & PAY	\$468.00	1044	PRAIRIE RESTORATION
		Total	\$9,001.32		
58583	05/21/25	PREMIER AUTOMOTIVE			
E 001-110-6332		REPAIR - VEHICLES & E	\$80.12	9072211	CAR 29 MAINTENANCE
		Total	\$80.12		
58584	05/21/25	QPS EMPLOYMENT GROUP			
E 001-620-6020		SALARIES - PARTTIME	\$460.80	0872696	05/10/25 HANKINS, ALLIE



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 001-620-6020		SALARIES - PARTTIME	\$460.80	0872696	05/03/25 HANKINS, ALLIE
		Total	\$921.60		
58585	05/21/25	R.A.D. SYSTEMS			
E 001-110-6120		DUES & MEMBERSHIPS	\$100.00	25RCTLC 18	ANNUAL DUES
		Total	\$100.00		
58586	05/21/25	RELIANT FIRE APPARATUS INC			
E 001-150-6504		MINOR EQUIPMENT	\$45.50	INV-IA-1980	E550 PUMP STICKERS
		Total	\$45.50		
58587	05/21/25	SAFE BUILDING COMPLIANCE			
E 001-170-6407		PROF FEES/ENGINEERI	\$480.00	4092297	APRIL RENTAL INSPECTIONS
		Total	\$480.00		
58588	05/21/25	SHEKAR ENGINEERING, P.L.C.			
E 326-210-6761		CAP OUTLAY	\$172,207.92		68TH ST SOUTH PAY REQUEST #1
		Total	\$172,207.92		
58589	05/21/25	SITEONE LANDSCAPE SUPPLY			
E 001-430-6511		BLDG & GROUNDS OPE	\$152.91	152922074-0	SUPPLIES
		Total	\$152.91		
58590	05/21/25	STREICHER'S			
E 001-110-6180		ALLOWANCES	\$1,622.90	1760810	IRLBECK BODY ARMOR
E 001-110-6180		ALLOWANCES	\$1,622.90	1761013	DAVISON BODY ARMOR
		Total	\$3,245.80		
58591	05/21/25	TEK TO TEK, INC			
E 001-150-6331		MOTOR VEHICLE OPER	\$2,380.85	1069	ENGINE ELECTRONICS INSTALL
		Total	\$2,380.85		
58592	05/21/25	TIME CLOCK PLUS			
E 001-110-6507		OPERATING SUPPLIES	\$785.40	INV00418464	ANNUAL FEE
		Total	\$785.40		
58593	05/21/25	VAN WALL EQUIPMENT			
E 001-430-6332		REPAIR - VEHICLES & E	\$48.21	6562617	SUPPLIES
		Total	\$48.21		
58594	05/21/25	VELOCITY SYSTEMS			
E 001-110-6180		ALLOWANCES	\$2,562.12	78113	SERT VEST FOR JACKS
		Total	\$2,562.12		
58595	05/21/25	WERTJES UNIFORMS			
E 001-110-6180		ALLOWANCES	\$200.54	55315	CLOTHING ALLOWANCE
		Total	\$200.54		
58596	05/21/25	WEX FLEET UNIVERSAL			
E 001-160-6331		MOTOR VEHICLE OPER	\$298.47		FUEL
E 001-150-6331		MOTOR VEHICLE OPER	\$459.42		FUEL
E 001-110-6331		MOTOR VEHICLE OPER	\$1,436.19		FUEL
E 110-210-6331		MOTOR VEHICLE OPER	\$822.10		FUEL



CITY OF WINDSOR HEIGHTS

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Page 12

***Check Detail Register©**

Batch: 051425PAY-2,051625PAY,PRL-052325,PRL-0523SU,052125PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$3,016.18		
58597	05/21/25	ZIMCO SUPPLY CO			
E 001-430-6511		BLDG & GROUNDS OPE	\$345.00	206689	SUPPLIES
E 001-430-6511		BLDG & GROUNDS OPE	\$110.00	206953	SUPPLIES
Total			\$455.00		
58598	05/16/25	MIDAMERICAN ENERGY CO			
E 001-480-6371		UTILITIES	\$664.32	564975320	6900 SCHOOL ST CEC
Total			\$664.32		
1110			\$2,620,905.70		

Fund Summary

1110 CASH

001 GENERAL	\$115,912.12
110 ROAD USE TAX	\$15,704.79
112 EMPLOYEE BENEFITS	\$45,000.87
200 DEBT SERVICE	\$1,832,422.00
303 COLBY PARK	\$3,136.39
322 73RD STREET	\$368,285.67
326 68TH STREET SOUTH	\$196,155.42
328 74TH STREET	\$8,740.00
330 FOREST COURT	\$3,360.00
350 EQUIPMENT REVOLVING FUND	\$18,369.25
740 STORM WATER	\$13,819.19
	\$2,620,905.70



**STAFF REPORT
CITY COUNCIL**

June 2, 2025

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Approve Resolution No. 2025-51 - A Resolution Accepting City of Windsor Heights Public Art Plan

GENERAL INFORMATION

Final revisions in the public art plan have been made including an acknowledgment page (57), and a couple of tweaks within the funding section. The Communications Committee will be updated in encompass beautification and openings listed for applicants interested in applying to participate.

ATTACHMENTS

1. Windsor Heights Public Art Plan



WINDSOR HEIGHTS

PUBLIC ART PLAN

Enriching the Heart of it All



A vision for creativity,
connection, and
community

WHPAP



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Executive Summary

Windsor Heights, Iowa, is a small suburban community located in the Des Moines metropolitan area. Known for its friendly atmosphere and tight-knit neighborhood feel, the city offers a mix of residential charm and convenient access to urban amenities. Windsor Heights is home to Colby Park, which hosts community events and outdoor activities. Its central location and welcoming environment make it an attractive place for families, professionals, and retirees alike.

The Windsor Heights public art plan offers many benefits for the city to enrich its cultural landscape and further the sense of identity and pride among residents. By integrating art into public spaces, cities create vibrant engaging environments that enhance community well-being and attract visitors. This public art plan will also serve as a powerful tool for storytelling, reflecting a city's history, values, and diversity, while promoting dialogue and inclusivity.



Connection Point

Throughout the discovery process for this public art plan, the idea that Windsor Heights is a connection point was discussed. Windsor Heights is a community that acts as a hub for families and a connector to many other communities. This plan aims to create connections between viewer and art and create new connections that bring the community together and celebrates the unique tapestry of Windsor Heights. The restoration and development of Colby Park as a gathering point, along with the extensive trail system, also were frequently mentioned as opportunities for many people to enjoy and interact with art.



Community Input

Community input was an important factor to the development and success of this public art plan. Multiple focus groups, individual meetings with citizens, business owners, and elected officials were conducted over a period of time. Additionally, an online survey was also conducted in order to connect with many people throughout the Windsor Heights community. Consultants from Liz Lidgett Gallery in Des Moines, Iowa were hired to conduct the research and develop the Windsor Heights Public Art Plan. A grant from Bravo Greater Des Moines was awarded to the community of Windsor Heights to conduct this research. Additionally, consultants worked to research community plans already in development to further understand Windsor Heights and its opportunities and strengths.

This public art plan is poised to set the stage for public art growth. Once Windsor Heights determined that a guiding document was needed, it was also understood that goals and values would be required for the program to advance. These are strategies and guidelines that include utilizing public art as a vehicle for connection, education, place-making and community building.

Within the plan, there are recommendations for expanding community reach and engaging with citizens and visitors.



The Purpose of the Public Art Plan:

- Create connection points that maximise the potential for impactful and transformative public art engagement
- Honor the city's cultural fabric and history
- Provide a vision that offers ways to implement placemaking opportunities through elevated projects
- Provide art opportunities that are impartial and accessible
- Outline the Windsor Heights Public Art Program development and funding for the next decade.



Purpose



Program Statement

This Public Art Plan establishes the Windsor Heights Public Art Program's mission, vision, and goals while providing guidance on implementing and maintaining a public art program within the City.



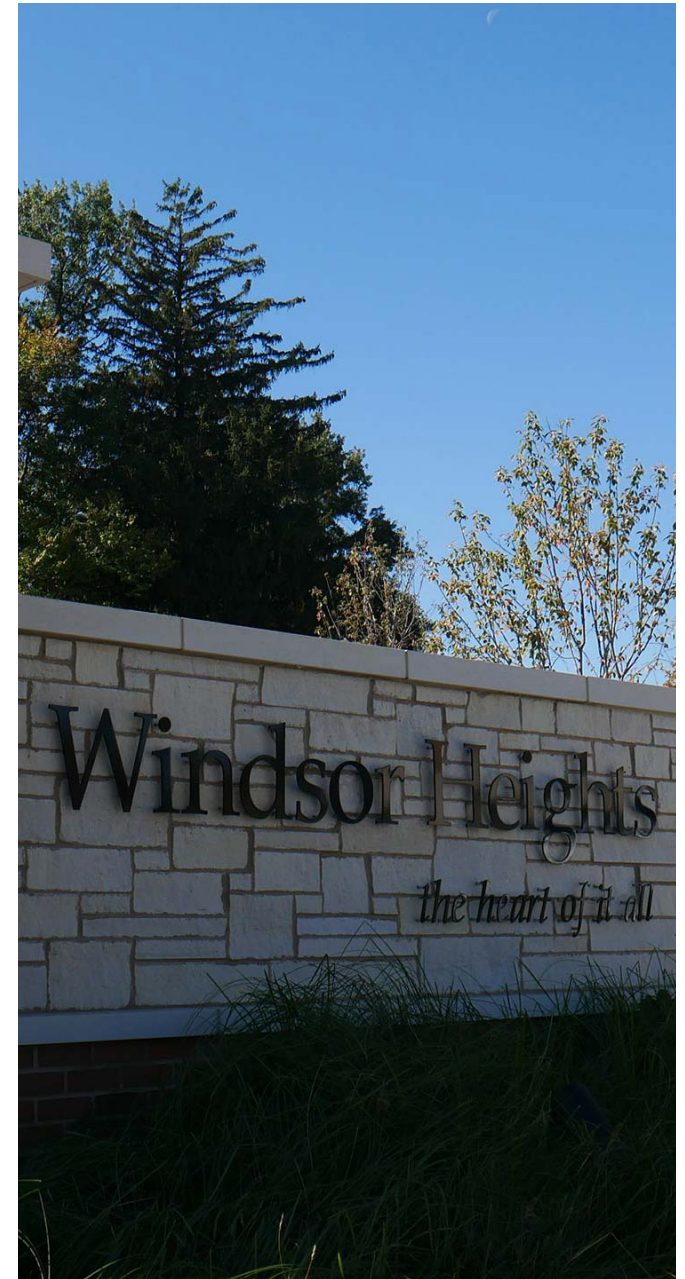
Mission

To create and operate an inspiring and transformative Public Art Program which develops quality public artwork through an equitable, accessible, and maintainable process.



Vision

The Public Art Program envisions a community where public art is one aspect of a city where citizens and visitors can experience quality artwork as a part of their daily lives. Public art will be integrated into City initiatives, private development and revitalization efforts.



Establishes Program Goals

Goal 1: Build and Maintain the Windsor Heights Public Art Program

Goal 2: Integrate art into infrastructure throughout Windsor Heights

Goal 3: Promote the local creative economy

Goal 4: Create artwork that provides connection points and is community-centric.

Goal 5: Create diverse, equitable, and inclusive artwork.

Working together to
build the best small
city in the metro.





WINDSOR HEIGHTS

Enriching the Heart of it All

The City of Windsor Heights is uniquely positioned within the Des Moines metro. As a land-locked suburb the community must think creatively about how to attract and retain businesses, customers, and residents as growth options will be required to be innovative and likely grass-roots efforts. In order to be proactive in learning and planning for the future, the city completed a visioning and data collection process to assist with future planning.



Recommendations

This public art plan should serve as a strategic framework to guide the creation, placement, and maintenance of art in public spaces. It outlines clear goals and objectives, such as enhancing cultural identity, fostering community engagement, and supporting Iowa artists when possible. The plan identifies key locations where public art can have the greatest impact, such as parks, transportation hubs, trails and highly-trafficked areas, while considering accessibility and inclusivity for all residents and visitors.

Additionally, it establishes processes for funding, selecting artists, and maintaining the artworks over time. This plan also encourages collaboration between artists, community members, and stakeholders to ensure the art resonates with this community it serves.

- Program Development
- Education and Outreach
- Public Art Created Through Development
- Maintenance of the Collection
- Funding Strategies
- Locations and Concentration Areas
 - Extensive Trail System
 - Parks
 - Commercial Business Partnerships
 - Infrastructure locations
 - City Activity Centers

introduction

what is public art?

Public art is artwork that is created and displayed in public spaces, accessible to everyone. It encompasses a wide range of forms, including sculptures, murals, installations, mosaics, digital art, performances, and even functional elements like artistically designed benches or bridges. Unlike art in private galleries or museums, public art is meant to enhance shared environments such as parks, streets, plazas, and buildings, often reflecting the history, culture, or identity of the community. It can be temporary or permanent and is typically funded by public or private partnerships, civic organizations, or art programs. Public art serves as a catalyst for community engagement, fosters dialogue, beautifies spaces, and contributes to the cultural and aesthetic richness of a location.



The Reason for Public Art

Public art is artwork that is created and displayed in public spaces, accessible to everyone. It encompasses a wide range of forms, including sculptures, murals, installations, mosaics, digital art, performances, and even functional elements like artistically designed benches or bridges. Unlike art in private galleries or museums, public art is meant to enhance shared environments such as parks, streets, plazas, and buildings, often reflecting the history, culture, or identity of the community. It can be temporary or permanent and is typically funded by public or private partnerships, civic organizations, or art programs. Public art serves as a catalyst for community engagement, fosters dialogue, beautifies spaces, and contributes to the cultural and aesthetic richness of a location.



Reason



This Public Art Plan is:



- A dynamic document intended to guide City staff, any stakeholders and elect officials when planning the city's artistic priorities and initiatives.
- Create a mission and vision for public art throughout Windsor Heights and encourage growth in the area.
- A framework to create beautiful and engaging spaces that invite connection for residents and visitors.
- A resource for the consideration of public art in private development and capital improvements throughout the city.

*What
is it?*

The Process + The Community

Multiple methodologies were used to gather information and feedback from residents, business owners and elected officials throughout Windsor Heights. It was a priority for the consultants Liz Lidgett Gallery and the City staff to hear from a diverse group of residents. Windsor Heights is created from a rich tapestry of people who live in the community and use its services. This process was intended to reach citizens from a variety of backgrounds to create a plan that supports the interests of many to do the most good. Community members who participated in the consultant's planning process identified many opportunities and gave feedback showing the interest in a public art plan.

Community members who participated in the consultant's planning process identified many opportunities and gave feedback showing the interest in a public art plan.



*Process +
Community*

Revealed the following key findings:

- A combined 88% of respondents to the public art survey said that they loved public art (64.7%) or liked public art (23.5%).
- 84.6% believed that the role of public art is beautification. 75% believe that another role of public art is to bring surprise and delight to a community. 71% believed that an additional role was to support artists. Combined there was also a strong response to promoting community pride and creating community identity. Participants were able to select more than one response and every respondent believed that public art has more than one role in a community.
- The highest response for location was parks and community land. The next was the trail system, and closely trailing those locations were commercial areas on buildings, high visibility areas along the road and unexpected, hidden places. Again participants were able to select more than one response and the majority did.
- It is clear that the respondents aligned with the idea of art throughout the community.
- Murals were the highest response for type of public artwork, followed by sculptures and community art projects.
- “Whimsical” was by far the strongest response for “which style of art speaks to you?”
- One respondent summed up the responses well with this comment. “Public art is extremely important to developing and nurturing a community identity. Windsor Heights is more than “Radar Heights”. It’s a hidden gem suburb of the Des Moines metro – the heart of it all. Small but cozy. A place where you know your neighbors. Conveniently located to everything. WH deserves public art that fosters our community identity!”
- Another respondent said, “I would love to see a variety of new art in our community. Sculptures, murals, and interactive installations would all be valuable. We have a diverse community and new artwork should reflect this through different styles and mediums. Thank you for considering these efforts in our city.”

goals & strategies

The strategies associated with each goal present a multi-stepped methodology from initiation to implementation. Program steps are, of course, contingent on funding availability and the approvals of building and land owners.

GOAL ONE



Build and Maintain the Windsor Heights Public Art Program

In order to maintain the program outlined in this document the creation of a Windsor Heights Public Art Committee is recommended. This committee should meet twice a year to outline priority projects that will be implemented by the staff of the City of Windsor Heights in conjunction with any other stakeholders and consultants.

Strategies

When prioritizing projects to be included in the annual work plan, it is important to consider the following:

- What does this project achieve?
- What does success look for this project?
- Does this project align with the goals and mission of the Public Art Plan?
- Does this project achieve the overarching criteria for excellence?

GOAL TWO



Integrate art into infrastructure throughout Windsor Heights

Incorporating public art into a city's infrastructure can seamlessly integrate creativity and functionality, enhancing both the aesthetic and practical value of public spaces.

Strategies

Possible ways to integrate art into the infrastructure include:

1. Artistic Streetscapes
 - Use creative designs for crosswalks, sidewalks, and bike lanes.
 - Install artist-designed streetlights, benches, trash bins, or bike racks.
2. Transit Enhancements
 - Incorporate murals, mosaics, or sculptures in bus stops, and parking garages.
 - Create art wraps for utility boxes.
3. Bridges and Overpasses
 - Design bridges with artistic railings or lighting installations.
 - Use murals or sculptures to transform underpasses into welcoming spaces.

Goal 2 Strategies Continued

4. Parks and Green Spaces

- Include sculptures, fountains, or interactive installations in parks.
- Design play structures or pathways with artistic elements.

5. Building Façades

- Incorporate murals, green walls, or art installations on public buildings.
- Use creative architecture or façade lighting to make buildings landmarks.

6. Gateway Features

- Install signature sculptures or installations at city entry points.
- Use artistic signage to highlight neighborhoods or districts.

7. Functional Infrastructure

- Create art-integrated stormwater systems, like decorative rain gardens or sculptural retention basins.
- Design bridges, walls, and fences with aesthetic appeal.

8. Temporary and Rotating Exhibitions

- Host rotating sculptures, installations, or performances in public plazas or streets.
- Use projection mapping for dynamic, temporary displays.

9. Community Engagement Projects

- Engage local artists and residents in creating public art that reflects the community's identity.
- Use participatory projects, such as mosaic walls or painted tiles, to involve citizens.

10. Smart Technology Integration

- Incorporate interactive digital displays or augmented reality experiences that blend art and innovation.
- Use solar-powered installations or kinetic sculptures to merge art with sustainability.

GOAL THREE



Promote the local creative economy

A driving force throughout the feedback from residents and business owners was the desire to work with local, state-wide and regional artists. Windsor Heights can become known as a creative, open-minded and diverse neighborhood while welcoming artists and creatives.

Strategies

- Establish a call for artist evaluation criteria that prioritizes local and regional artists.
- Partner with local and regional arts organizations on public art and placemaking grants and projects that support local artists in advancing their careers while also supporting the art in Windsor Heights.
- Leverage existing arts organizations as hubs of creative activity.
- Identify arts-driven businesses and developers for creative economic development.
- Once multiple pieces of public art have been placed, create an art walk program that invites local artists and artisan groups to temporarily display existing pieces while inviting residents and visitors to explore works of public art.

GOAL FOUR



Create artwork that provides connection points and is community-centric.

The idea of Windsor Heights as a hub or connection point for various parts of the city both by its location and trail system was also addressed several times during the discovery process. Additionally, the idea of art as a connection point for residents and visitors with each other but also new ways of thinking, new ideas, and new art.

Strategies

Potential types of artwork to focus on that promote engagement and connection include:

1. Murals and Street Art
 - Large-scale, colorful murals often captivate viewers and invite selfies or photos.
 - Community-created murals foster a sense of ownership and pride.
2. Interactive Installations
 - Art pieces that allow people to touch, climb, or manipulate components.
 - Examples include swings, kinetic sculptures, or puzzle-like structures.
3. Projection Mapping and Digital Art
 - Dynamic light shows or digital projections on buildings or landscapes.
 - Augmented reality experiences accessible via smartphones.

Goal 4 Strategies Continued

4. Performance-Based Art

- Flash mobs, street theater, or musical performances in public spaces.
- These ephemeral events create memorable, shared experiences.

5. Participatory Art

- Projects where the public contributes, such as writing wishes on a wall, painting tiles, or adding personal stories to a collective installation.
- Examples include chalkboard walls or “Before I Die” installations.

6. Functional Art

- Artistic benches, bike racks, or fountains that serve practical purposes.
- People engage with these daily, making art a part of their routine.

7. Immersive Environments

- Spaces transformed into whimsical, artistic worlds like art gardens, labyrinths, or tunnels covered in artwork.

- Examples include light-filled tunnels or rooms filled with colorful installations.

8. Sound Art

- Installations that produce music or soundscapes, such as wind chimes, sound sculptures, or motion-triggered audio.

9. Environmental Art

- Works integrated into nature, like earthworks, living sculptures, or artistic pathways.
- Examples include garden installations or eco-friendly structures.

10. Street or Sidewalk Art

- 3D chalk drawings, painted crosswalks, or pavement games like hopscotch.
- These create playful, unexpected encounters in everyday spaces.

Continued onto next page › › ›

Goal 4 Strategies Continued

11. Temporary and Rotating Art

- Pop-up installations, art festivals, or changing exhibits that create novelty and anticipation.
- Examples include art on shipping containers or seasonal displays.

12. Nature-based art

- Art that integrates natural elements such as trees, plants, rocks, or water features.
- Examples include living walls, tree carvings, sculptures made from natural materials, or artistic rain gardens that combine beauty with ecological function.



GOAL FIVE



Create diverse, equitable, and inclusive artwork.

Creating diverse, equitable, and inclusive public artwork involves intentional planning and collaboration to ensure the art reflects and serves the entire community.

By embedding diversity, equity, and inclusion at every stage of the process, public art becomes a shared resource that strengthens the community and fosters belonging for all.

Strategies

1. Engage Diverse Voices
 - Involve artists, designers, and stakeholders from various cultural, ethnic, and socioeconomic backgrounds.
 - Host community listening sessions to understand the values and stories of underrepresented groups.
2. Highlight Local Histories and Cultures
 - Create artworks that celebrate the history, heritage, and traditions of marginalized or historically overlooked communities.
 - Include storytelling elements that reflect diverse narratives.
3. Prioritize Accessibility
 - Ensure art is accessible to people with disabilities by considering physical, sensory, and cognitive needs.

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Goal 5 Strategies Continued

- Incorporate braille descriptions, tactile features, and audio components where possible.
4. Use Multilingual Elements
 - Include text or signage in multiple languages spoken within the community to enhance inclusivity and engagement.
 5. Collaborate with Community Members
 - Invite community members to co-create artworks through workshops, participatory design, or collaborative installations.
 - Work with local schools, cultural organizations, and advocacy groups.
 6. Diversify Funding and Selection Processes
 - Establish equitable artist selection processes that provide opportunities for emerging and underrepresented artists.
 - Offer grants, residencies, or commissions specifically for minority or underfunded groups.
 7. Celebrate Diversity in Themes and Materials
 - Use themes that resonate with varied cultures, beliefs, and identities.
 - Incorporate traditional techniques, patterns, or materials significant to specific groups.
 8. Create Safe and Inclusive Spaces
 - Ensure public art projects provide welcoming environments for all, avoiding locations tied to historical or social exclusion.
 - Use art to reclaim and reimagine spaces for marginalized communities.
 9. Use Metrics for Inclusion
 - Evaluate the reach and impact of public art by gathering feedback from diverse groups.
 - Continuously improve based on community input to ensure inclusivity evolves over time.

location priorities

The following locations are chosen from discussions with City staff, residents, and business owners. This is not a complete list of locations where public art can reside but rather the priority locations where art will bring maximum outcomes for the Public Art Plan goals.



Location: 6857 University Ave.

Type: Mural

Notes: Large wall with high traffic that passes it each day. Accessible by car and foot for photography and viewing. Could be extended to the boards under the awnings as seen in the photo below. Could be done in one or two phases.



Mural



Location: 63rd and University

Type: Sculpture (3D element that can be static or interactive).

Notes: This location is a high traffic area specifically for cars. There is a higher elevation that makes it easier to see. Currently also a large Windsor Heights sign that is also on the corner.



Sculpture



Location: Colby Park

Type: Multiple opportunities of murals and sculpture elements

Notes: Colby Park is a high traffic location with a variety of events and activities for gathering. An important location for both residents and visitors.



Murals & Sculptures



Proposed artistic bridge being considered at Colby Park by Bridges of Iowa



Location: 70th and University, in Casey's easement

Type: A sculpture

Notes: This location is a high traffic area specifically for cars. There is an easement of land that is owned by the City for a location near the corner.



Sculpture



Location: Circle Structure at 66th and University

Type: A sculpture

Notes: This location is also a high traffic area specifically for cars. Would create an art destination with the mural across the street on the building. Would need to be made with Windsor Heights Beautiful plantings in mind.



Sculpture



Location: Trail path through Windsor Heights

Type: A sculpture

Notes: There are multiple locations along the trail path. The first location priority along the trail would be the access near Buffalo Rd.



Sculpture

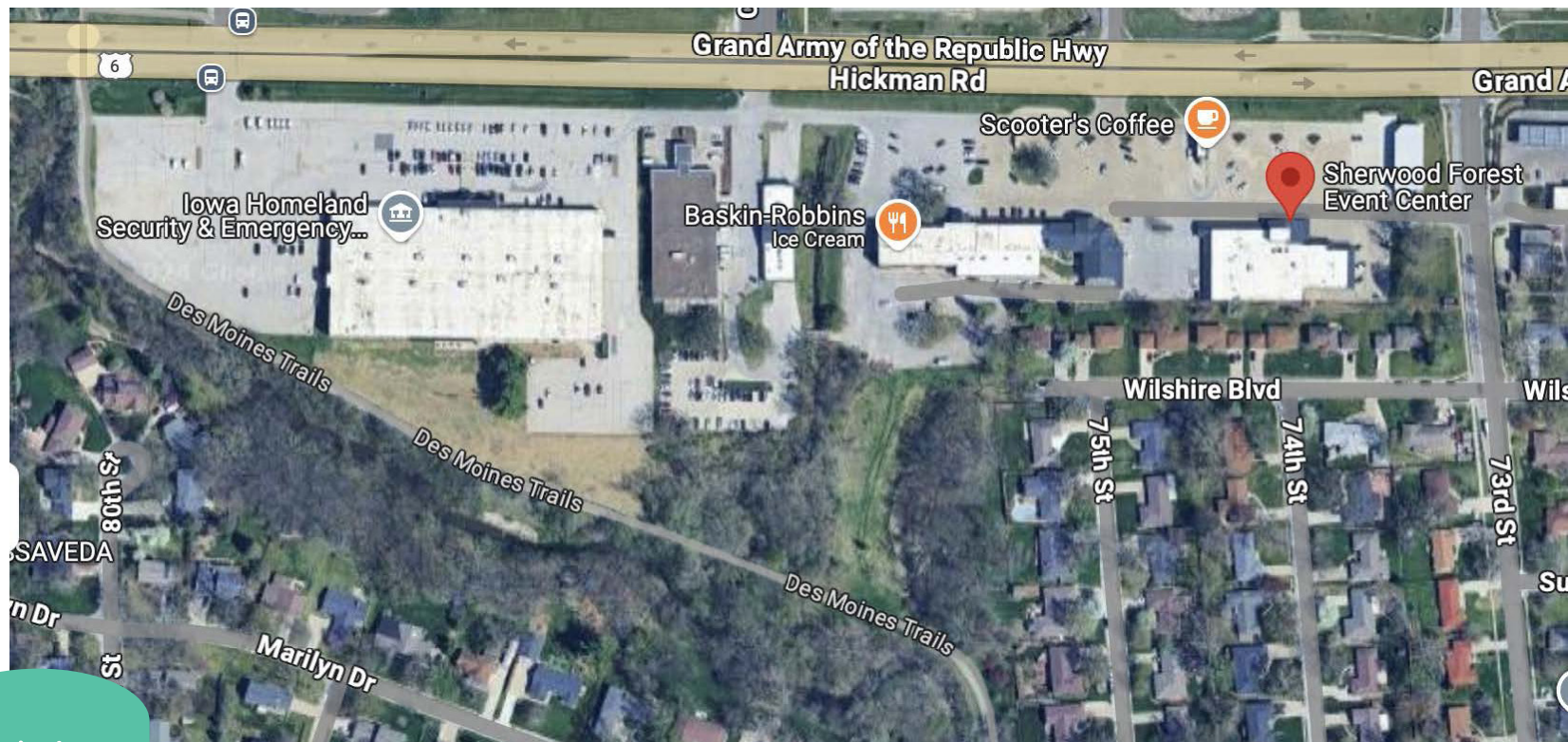


Location: Behind the Sherwood Forest development, former Eagle Scout Project

Type: Sculpture or natural work

Notes: The trail system cuts through the land so there people coming through the location.

Formerly an Eagle Scout Project to restore it to natural prairie. Large open area to be used.



Sculpture



Location: Sherwood Forest Location (Visible from street)

Type: A sculpture

Notes: This is a high-traffic area for the city with open areas that would not block the right of way.



Sculpture



Location: Lions Park

Type: Sculpture or mural

Notes: This is a pocket park tucked behind the Windsor Heights Public Safety building. A gazebo had resided in the park for many years but was removed in 2017 due to deterioration. Named in the Windsor Heights 2020 Park Plan.



Mural or
Sculpture



Location: Infrastructure points throughout the city

Type: Sculptural or designs created in conjunction with artists for items that could include anything from DART stations, bike racks, and signage.

Notes: Art can be seamlessly incorporated into a city's infrastructure by transforming functional elements like bridges, sidewalks, and transit hubs into visually engaging, creative spaces. From murals on retaining walls to sculptural bike racks and artist-designed street furniture, public art can enhance the urban landscape while reflecting the community's identity. These artistic integrations not only beautify the city but also foster pride, inclusivity, and a deeper connection to shared spaces.



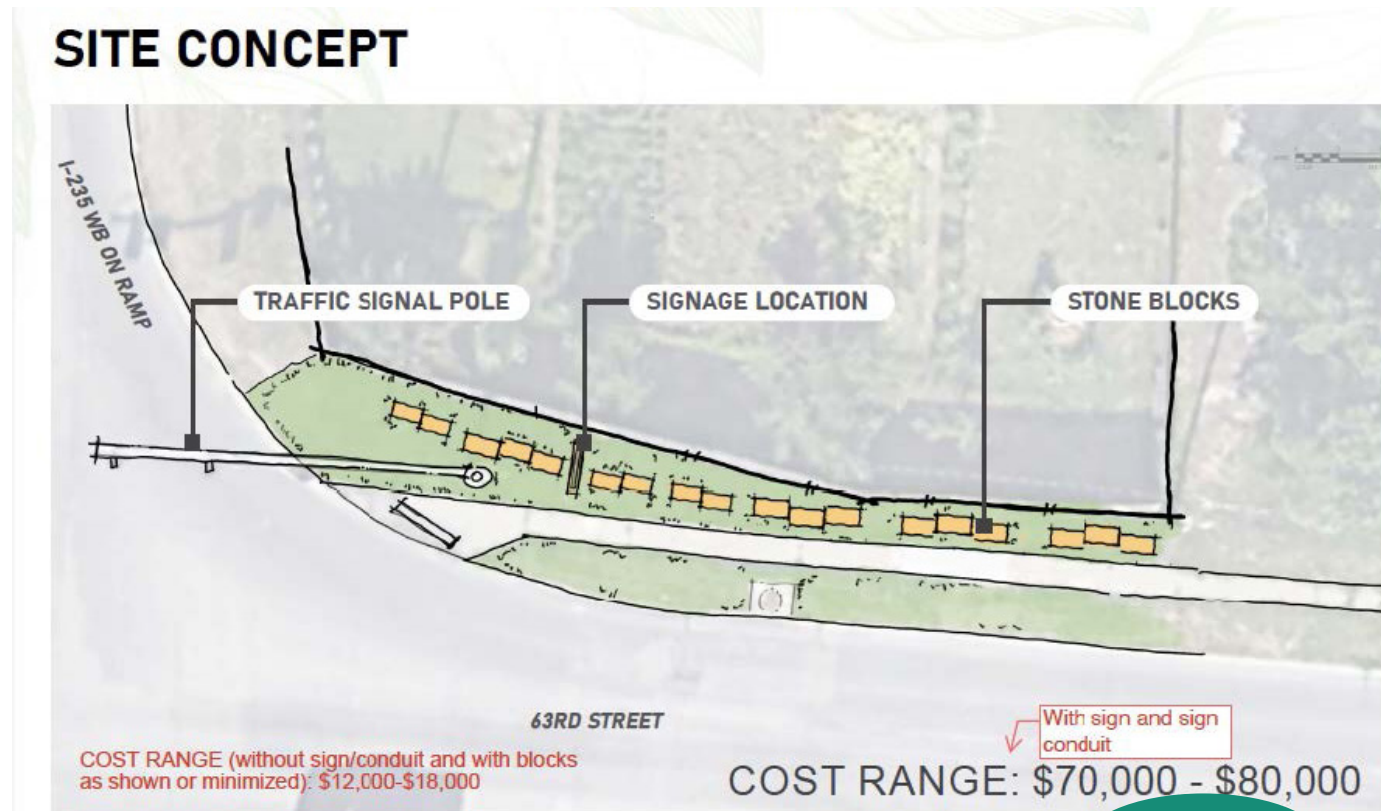
*Sculpture
& more*



Location: Interstate Exit Barrier (63rd and Lamar Pl.)

Type: Mural or sculpture near any potential limestone rocks

Notes: A retaining wall and sign are being erected near the 63rd St. exit of 235 and an artwork element can be used on or near the wall and sign.



Mural or Sculpture



Location: College Drive Bridge

Type: Mural

Notes: A mural along the bridge would add interest and energy to the pathway.



Mural

funding

Funding for the Windsor Heights Public Art Plan should come from diverse sources to maximize opportunities. The City should create a Public Art Fund that can receive funding from these diverse sources as well from the City itself.

Public Art Funding:

It is recommended that the following methods be used to establish a public art fund for future projects. The Public Art Fund should be utilized to acquire and maintain public art and creative placemaking opportunities for the Windsor Heights Public Art collection. Each piece of artwork would need to meet the criteria outlined herein.

- all funds will be held with the city internally and earmarked for Public Art.



Usage:

- The design, acquisition, installation, maintenance and insurance of temporary and public artwork and any artwork displays needed by the City.
- Art education programs for the community conducted on City property. This should be limited to no more than five percent of the fund's annual budget.
- Administrative costs related to either of the preceding purposes. This should be limited to no more than ten percent of the fund's annual budget.
- No Public Art Fund funds may be used for projects outside of the scope of this plan or allocated to other City Departments for use on projects other than public art.
- The Windsor Heights Public Art program will utilize funds from the Public Art Fund in a manner that fosters fiscal responsibility and sustainability and supports the stability of the program over time.

Funding:

- Eligible developers building in the Windsor Heights city limits should plan to use a percentage of their building overall budget towards public art. 1% of the budget if they plan to coordinate the artwork themselves or .5% if they plan to distribute direct money to the Public Art Fund.
- Windsor Heights Public Art Staff will make efforts to leverage funds for matching grants and other opportunities to maximize the impact and stability of the fund over time.
- It is recommended that Windsor Heights will allocate 5% each year of the annual Cultural and Recreation budget for the City.
- At least 85% of the allocated 5% of Cultural and Recreation funds, along with any donations received, be placed in an art reserve program to work towards funding installations. The other 15% being the education and admin costs operating fund.

Grants:

- Public art, in collaboration with applicable City departments or community partners, should seek grants to help fund projects that support the goals, strategies and measures outlined in the Windsor Heights Public Art Plan.

Private Funding:

- The City should seek funding from individuals, corporations, foundations, or other organizations to support the acquisition or implementation of public art programming and any activities necessary to maintain those programs.
- If a fund is made with the Community Foundation, it is a tax-deductible donation for individuals.



Additional elements that will be included in the next draft once feedback has been received about the initial goals set forth.

program administration & roles

The Windsor Heights Public Art program will be absorbed under the current staffing and administration of the City. Consultants will be hired to manage additional duties specific to the acquisition of art when possible. Additionally, a Public Art Committee will be established consisting of members who are residents, business owners, and City staff.

City & City Council Roles:

City:

- Maintain relationship and communication with the Public Art Committee (PAC). Updating them on City Staff and news, issues, requests, and changes. Liaises between the PAC, other City departments and consultant.
- Organizing and facilitating PAC meetings
- Working with legal to prepare and negotiate contracts
- Convening necessary City staff for technical reviews of art proposals when needed
- Coordinating installations with Consultant and Artists and City departments
- Managing the City's public art catalog, including maintenance and conservation of City-owned public artwork
- Oversee the review of works being considered for deaccession or re-siting
- Ensure all City public art policies and procedures are followed.
- Submit an annual budget work plan to the PAC that included recommendations to the City Manager and Council regarding

public art acquisitions, placement, relocation, and deaccession, public art donations, revisions to Public Art Plan and administrative guidelines.

- Maintenance schedule created
- Art locations and mapping
- Community feedback and serve as a point of contact for inquiries about public art from members of the public.

City Council:

- Reviews and makes the final decision on whether to approve and adopt the Windsor Heights Public Art Plan
- Approves all permanent public art on City-owned property purchased with City funds.
- Approves all permanent public art donation
- Approves the deaccession of works of art
- Approves annual City budget that includes Public Art Funds and other applicable allocations to support the Public Art Plan.

Consultant & Public Art Committee Roles:

Consultant:

- Manage all aspects of commissioning, purchasing, installing and deaccessioning works of art in collaboration with City staff and the PAC. This includes, but is not limited to:
- Project plans for approval
- Managing all Request for Qualifications (RFQs) and Request for Proposals (RFPs) processes for commissioning public art
- Organizing artist responses
- Assist in writing necessary grant applications and managing grant awards to support the mission of the Windsor Heights Public Art Plan.

Public Art Committee:

The PAC consists of 10-15 members appointed by the City Council, with one acting as chair.

- Responsibilities include:
- Review and recommend the Windsor Heights Public Art Plan and any periodic revisions to procedure and guidelines for implementation.
- Analyze new locations and the priority list to create an annual work plan and budget recommended to the City Administrator and City Council.
- Participate in the selection of artists and art pieces through representation on ad hoc art selection panels led by Consultant.
- Meet two times a year to review and make recommendations to the City Administrator and Consultant.

APPENDIX



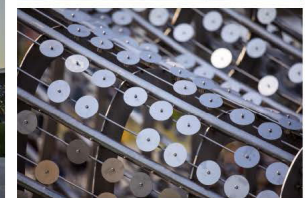
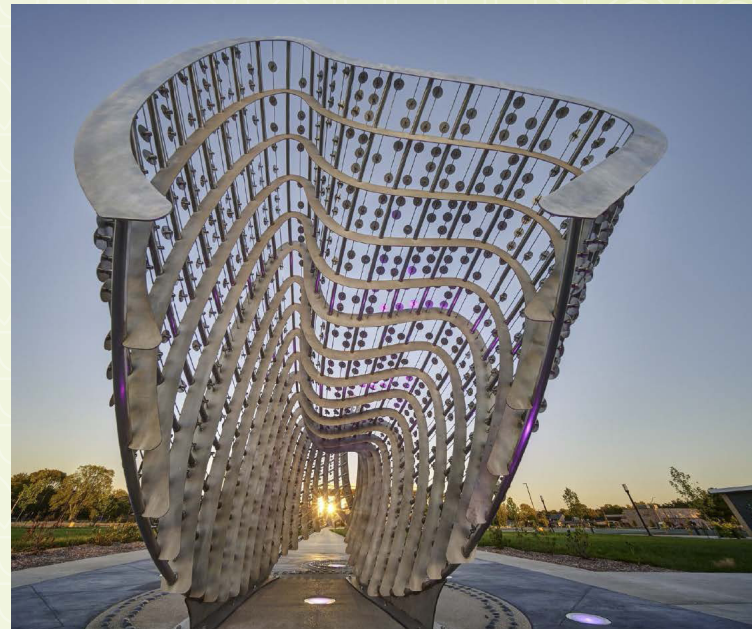


Examples of Local Area Artwork

In order to understand how to budget for future projects, the following three examples show works of different materials, engagement levels, and artists. These projects can give a sense of what to expect within the framework of 2020-2025 pricing, knowing that each year material costs fluctuate. These examples are meant to be a starting point for budget planning, not definitive examples.

Johnston Town Center

- Year completed: 2021
- Artist and title: Reinaldo Correa Studio
- Size: approximately 20' tall by 15' wide
- Completed cost: \$200,000



RoCA Mural

- Year completed: 2024
- Artist and title: Drew Etienne and Thomas Agran
- Size: 40' feet tall by 125' wide.
- Completed cost: \$50,000



Drake University, Griff replica

- Year completed: 2020
- Artist and title: Chris Bennett
- Size: With pedestal 6' tall and 3' wide.
- Completed cost: \$50,000



RECOMMENDED PROCESSES FOR THE PUBLIC ART PROGRAM

Considerations for Commissioning Public Art

1. Create a project scope

a. The initial step for commissioning public art is to develop a project scope. This scope should include the full overview of the proposed art project and state the intended outcomes to use as a reference point. The project scope should be completed with the City staff and Consultant to ensure that it is following the Public Art Plan and working within the vision and mission of Windsor Heights.

b. The project scope includes:

- Location
- Budget and Funding Sources
- Goals
- Artist scope for the RFP/RFQ
- Artist Eligibility (if a residency is required, etc.)
- Artist Selection Criteria
- Schedule
- Artist Selection Committee named
- Community Engagement elements, marketing

2. RFP/RFQ Created and Publicized

a. Based on the project scope an RFP or RFQ will need to be created.

- An RFQ or Request for Qualifications will ask the artists to show past examples of their work.
- An RFP or Request for Proposals will ask the artists for a design for the project, along with the examples of the work. In specific cases a stipend can be offered if the designs are being solicited or for the finalists.
- The RFP or RFQ process can be an open-call or closed-call based on the budget, eligibility for the artists, and the schedule.
- In the RFP or RFQ the following elements are needed: (see further in the Appendix for a RFP example.)
 - Project Summary and Description
 - Art Goals or Criteria
 - Deadline and preferred way to submit applications
 - Site Location Information
 - Budget
 - Artist Eligibility
 - Application Requirements such as images needed, etc.
 - Project Timeline
 - Sources for Additional Information
 - Deadline for questions when applicable

Continued onto next page >>>



3. Review Artist Applications and Select Finalists

- a. The art selection panel will review the applications with the Consultant. During that time they will first review the RFP and goals for the project. Then artwork images and applications will be reviewed to select either the winner or finalists.

4. Community Engagement

- a. Once a finalist is chosen, as the project design is being created and then finalized, meetings with stakeholders may be appropriate. Additionally, media interviews, workshops with residents or students, or an open house may be appropriate as well.

5. Create Artist Agreement

- a. Once the selection panel makes its final recommendation, the design will need to be approved by the City staff and City Council. Once approved, an artist agreement will need to be created between Windsor Heights and the artist(s).

6. Consult and City Monitor Final Design and Fabrication

- a. Once design approvals have been received and an agreement has been signed and put into place, the City and Consultant will disperse payments in accordance

to the schedule and work created by the artist.

- b. The Consultant will continue to work with the artist during the fabrication process to ensure that the schedule is on track between all parties.

7. Oversee Installation and Conclude the Project

- a. Once the artwork has been fabricated, if that is needed off-site, the Consultant will work with both the City and the artist to ensure a smooth installation process. If the work is a sculpture or 3-D element, there will need to be prep work completed beforehand. If the work is a mural, there may also be prep work, but most likely fabrication is not required beforehand.
- b. Once the artwork is installed, the City and Consultant will inspect the final work. Additionally, a maintenance plan will be created with the Artist to ensure that the work is properly cared for.

Considerations for Purchasing Existing Art

In specific instances, a piece of artwork that already exists and is not site-specific may be appropriate to purchase from an artist or gallery.

1. Develop a Project Scope
 - a. Include the same elements outlined in the Process for Commissioning Public Art section above.
2. Establish Selection Committee
 - a. This includes the same process as above.
3. Invite Artists or Galleries to share work
 - a. Through a formal or informal process, the Consultant will reach out to artists, private collections, galleries and curators to have them submit images and information about existing and available artwork for purchase.
 - b. Information submitted from these entities should be:
 - Images
 - Dimensions
 - Price
 - “Hidden” costs such as shipping information, installation information, and maintenance costs.
 - Select the Art

- The art selectional panel should review the artwork in a similar manner to the commissioning process. The consultant will lead the meeting with reviewing all of the submitted artwork and show the variances in cost, etc.
- Purchase artwork and installation
 - The Consultant will work with the City to purchase the artwork and have the site prepped, and installed. In some cases, art handlers or installers outside of the artist may need to be hired and that should be reflected in the overall budget.

Considerations for Accepting Donated Artwork

In specific instances, a piece of artwork that already exists and is not site-specific may be appropriate to purchase from an artist or gallery.



Plan for Maintenance

Establish a maintenance plan to preserve the artwork's integrity over time. Consider the following:

- **Material Assessment:** Identify the materials used and their specific care requirements.
- **Environmental Factors:** Assess the impact of weather, pollution, and other environmental conditions on the artwork.
- **Inspection Schedule:** Create a routine for regular inspections to identify damage or wear early.
- **Cleaning Guidelines:** Develop appropriate cleaning protocols, including approved methods and materials.
- **Repair Procedures:** Plan for professional repairs in case of damage, ensuring consistency with the original design.
- **Vandalism Response:** Establish a strategy for addressing vandalism, including graffiti removal and security enhancements.
- **Funding for Upkeep:** Allocate a portion of the budget for ongoing maintenance and unexpected repairs.
- **Community Involvement:** Encourage local stewardship through volunteer programs or partnerships with local organizations.

Proposal Sample

REQUEST FOR PROPOSAL (EXAMPLE)

PROJECT OVERVIEW

Artwork design for a public mural to be created on an exterior wall of the Community Foundation of Greater Des Moines (CFGDM). The wall for the mural is on the east facing wall of the new addition of the CFGDM expanded campus currently under construction. Estimation of wall is 20' tall by 140' wide. - Estimation of mural is 15-20' tall x 100' long.

DEADLINE

Friday, December 30 at 5:00pm to hello@lizlidgett.com

DESCRIPTION

- Location: 1910 Ingersoll Ave. Des Moines, IA, 50312 on the CFGDM campus building, alongside the east-facing wall.
- Objective: This mural is being commissioned and funded by the Community Foundation of Greater Des Moines (CFGDM) in memory of Monroe Colston. The design should capture the mission and vision of the Community Foundation and the spirit of Monroe Colston. Additional background information is included on the following pages.

TIMELINE

- Deadline for proposals: Friday, December 30 at 5:00 pm
- January: RFP review, artist finalists chosen.
- January/February: Finalists asked to create design for \$500 design stipend. Design selected and meet with Liz Lidgett to go over sketch, information from the client, timeline and budget, interviews with finalists if needed.
- Weather dependent (May/June): Mural completed

PAYMENT

\$25,000—50% to be paid upon starting and 50% within 2 weeks of completion of the mural. This fee includes materials and artist fee. A lift will be provided to the artist.
\$500 stipend to any artist finalists.

TO APPLY

- Email a .PDF to hello@lizlidgett.com including the following information:
 - Your name, phone number, email, and 2 references with contact info
 - A page including artwork photographs and descriptions of your past work, including any mural or large scale work if applicable.
 - A brief bio about you as an artist and your process.
 - A completed sketch will be asked of the artist finalists, with a stipend paid to each finalist for their time.

Current photo of wall (November 2022)



Proposal Sample

BACKGROUND

About the Community Foundation of Greater Des Moines: For over 50 years the Community Foundation has shaped the story of our community by working alongside countless partners to invest in critical needs and exciting opportunities to make Greater Des Moines greater. The Community Foundation's leadership, grantmaking and collaborations welcome new ideas and approaches to solve problems, inspire action and build a vibrant community.

At the core of the Community Foundation is the belief that we are better when we work together.

Grantmaking Impact: Through strategic Leadership Grants, funded by the [Better Together Fund](#), the Community Foundation provides significant funding to projects that strengthen Greater Des Moines by addressing community trends and opportunities. To learn more about recent Leadership Grants, [click here](#).

The Community Foundation's fingerprints can be seen across the Greater Des Moines community. Community assets like Gray's Lake, the Evelyn K. Davis Center for Working Families, the Blank Park Zoo, 80/35 Music Festival, Water Works Park's amenities, and more have been supported by the Community Foundation. Grantmaking also supports critical community services addressing issues like food insecurity, mental health, education and affordable housing. View a list of projects that have been supported through Community Foundation grantmaking [here](#).

Community Leadership: We are a planner, convener and catalyst to address the pressing needs and promising opportunities in our community. We develop partnerships and pool resources with others to create real and sustainable change to make our community not only better together, but better forever. [Click here](#) to watch our Connections with Kristi Knous video series and learn more about our community leadership work.

About Monroe Colston: Monroe Colston was a visionary business leader, a champion for civil rights and the first president of the Community Foundation of Greater Des Moines. Prior to his tenure at the Community Foundation, Monroe served as an executive leader at the Des Moines Chamber of Commerce (now the Greater Des Moines Partnership) and was the real estate commissioner for the State of Iowa. He also served the U.S. Army, the Boy Scouts of America and the U.S. Postal service.

Paving the way for people of color in Iowa, Monroe's family became the first Black family to purchase a home in Urbandale in 1964. He was the founder of Blacks in Management, Inc. and served on numerous boards and commissions, including the Mercy Medical Center Board, Bankers Trust Board (the first African American so elected), Federal Home Loan Bank of Des Moines, the Iowa Lottery Board, Human Services Coordinating Board, Rotary Club of Des Moines, National Alliance of Business, NAACP and the Brain Trust to the Congressional Black Caucus.

Monroe was a consummate gentleman. He was a gentle, yet effective community leader. He respected others and he strongly believed in standing up for what he believed in, even if he was the only one standing, and he encouraged others to do the same. He valued bringing all voices to the table and making connections that led to greater understanding and valuing different perspectives. He was known for bringing differing factions to the together and getting them to work together for a common cause. He knew the world needed to be a better place, and he truly believed he could make it just that through his influence. Learn more about Monroe Colston here: <https://dsmmagazine.com/remembering-monroe-colston/>.

Monroe passed away at the age of 77 in 2011.

His many achievements and accolades include:

- Kappa Man of the Year – 1978
- Who's Who in Black America recognition – 1979
- The first recipient of the Iowa United Negro College Fund's highest honor, the Frederick D. Patterson Award, for long and continuous service to the UNCF – 1989
- Iowa Minority Advocate Award – 1991
- Established the American Institute of Business Monroe Colston Minority Scholarship Fund – 1991
- President of Rotary Club of Des Moines – 1992
- Received the Distinguished Alumni Award from Texas College in Tyler, Texas (UNCF school) – 1993
- Black Child Development Service Award for Youth – 1999
- A. Arthur Davis Community Service Award – 1999
- Iowa African American Hall of Fame Inductee – 2007
- Des Moines Business Record Sage Over 70 – 2011
- Served as a consultant to the U.S. Justice Department during the 1970's and early 1980's as a Conflict Resolution Specialist
- Recipient of the Mary Louise Smith Human Rights Award from the Des Moines Civil and Human Rights Commission

ACKNOWLEDGEMENTS

A special thank you to those individuals who have contributed to the creation of the Windsor Heights Public Art Plan.

City Council:

Mayor Mike Jones

Lauren Campbell

Threase Harms

Joseph Jones

Micheal Libbie

Susan Skeries

City Staff:

Adam Plagge, *City Administrator*

Adam Strait, *City Clerk*

Art Program Consultant:

Liz Lidgett

Additional Thank Yous:

- Chaden Halfhill
- All focus group attendees
- All survey respondents





WINDSOR
HEIGHTS
the heart of it all

WH

Windsor Heights

the heart of it all

Adam Plagge, City Administrator for Windsor Heights | aplague@windsorheights.org



**STAFF REPORT
CITY COUNCIL**

June 2, 2025

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Approve Resolution No. 2025-52 A Resolution in Support of the Des Moines Area Metropolitan Planning Organization Multijurisdictional Application to the U.S. DOT's Safe Streets and Roads for All (SS4A) Grant Program

GENERAL INFORMATION

The MPO is submitting a regional Safe Streets and Roads for All (SS4A) Grant Application and has requested a Letter of Support from the City of Windsor Heights as several potential projects within City limits are included in the application.

Along with the Letter of Support, a Resolution is requested approving a local match for the proposed Windsor Heights projects which include:

1. Up to \$100,000 for 73rd St. south walkway improvements. The requested grant amount is \$400,000. The scope of these walkway improvements is included in the City's tentatively planned 2030-2031 73rd St. reconstruction project.
2. There are proposed roadway safety audits included in the grant application including along 73rd St., Hickman and 63rd St. Implementation of any resulting low-cost safety countermeasures such as reflective signage, signal head backplates and other items will necessitate minimal local match.

Staff recommendation is to provide the Letter of Support and commit to the required local match.

ATTACHMENTS

1. Resolution No. 2025-52 A Resolution in Support of the Des Moines Area Metropolitan Planning Organization Multijurisdictional Application to the U.S. D
2. Attachment A
3. WH Letter of Support

Resolution No. 2025-52

A RESOLUTION OF THE CITY OF WINDSOR HEIGHTS IN SUPPORT OF THE DES MOINES AREA METROPOLITAN PLANNING ORGANIZATION MULTIJURISDICTIONAL APPLICATION TO THE U.S. DEPARTMENT OF TRANSPORTATION'S SAFE STREETS AND ROADS FOR ALL (SS4A) GRANT PROGRAM

WHEREAS, the U.S. Department of Transportation has established the Safe Streets and Roads for All (SS4A) discretionary grant program to fund initiatives that significantly reduce or eliminate roadway fatalities and serious injuries;

WHEREAS, the Des Moines Area Metropolitan Planning Organization (MPO) recognizes the critical need to address traffic-related deaths and serious injuries in a proactive and collaborative manner, consistent with the principles of Vision Zero and the National Roadway Safety Strategy outlined in the recently adopted Comprehensive Safety Action Plan;

WHEREAS, having a compliant Comprehensive Safety Action Plan is a required prerequisite for application of an implementation grant under the SS4A;

WHEREAS, the Des Moines Area MPO, in coordination with its member governments, developed and approved a SS4A-compliant Comprehensive Safety Action Plan in March 2025 making the area eligible for SS4A implementation grants starting with the FY2025 round of SS4A;

WHEREAS, the Des Moines Area MPO Comprehensive Safety Action Plan identifies a high-risk injury roadway network and project needs, including the project(s) under the City of Windsor Heights responsibility;

WHEREAS, participation in this multijurisdictional SS4A grant application does not preclude the City of Windsor Heights from independently pursuing additional funding or safety-related initiatives;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Windsor Heights, Iowa supports the submission of the multijurisdictional application to the U.S. Department of Transportation's SS4A grant program, and authorizes the City Manager and other official(s) as authorized by the City Manager to participate in the application process and to take any necessary actions in support of the joint effort, including execution of Memoranda of Understanding, cost-sharing agreements, or other related documents;

BE IT FURTHER RESOLVED, that the City of Windsor Heights affirms its commitment to participate in the development and implementation of the roadway safety audit program and low-cost safety countermeasure program and to contribute, as appropriate, to any required local match or in-kind support for projects identified in our jurisdiction.

BE IT FURTHER RESOLVED, that the City of Windsor Heights commits to providing a local financial match up to 20 percent of the cost for 73rd Street Project in Attachment A contingent upon award of grant funds under the U.S. Department of Transportation's Safe Streets and Roads for All (SS4A) program;

BE IT FURTHER RESOLVED, that the local match shall be provided from one of the following sources: "the General Fund," "Transportation Sales Tax Fund," "Capital Improvement Budget," "GO Bonds," or "In-Kind" and will be included in the appropriate fiscal year budget for the project duration;

BE IT FURTHER RESOLVED, that the City Administrator is hereby authorized to include this financial commitment in the grant application and to execute all necessary documents to fulfill this obligation if the grant is awarded.

Passed and approved on this 2nd day of June 2025.

Mike Jones, Mayor

Attest: _____
Adam Strait, City Clerk

Attachment A

No.	Project	Project Limits	Project Description	Type	SS4A Request	Local Match	Total
1	Oralabor Gateway Trail at Ankeny Blvd	Oralabor Rd & Ankeny Blvd	Pedestrian Underpasses	Implementation (C)	\$1,600,000	\$400,000	\$2,000,000
2	86th Street	Interstate 80/35 to University Ave	Intersection Safety and Pedestrian Enhancement Corridors	Implementation (C)	\$800,000	\$200,000	\$1,000,000
3	SW 9th St	Bancroft St to Bell Ave	Roundabouts	Implementation (C)	\$2,400,000	\$600,000	\$3,000,000
4	IA 44 - Phase 1	IA 44 at Dallas Center Grimes High School	Roundabouts	Implementation (C)	\$2,400,000	\$600,000	\$3,000,000
5	Pedestrian Crossings	NW 86th St, NW 62nd Ave, NW 66th Ave	At-Grade Pedestrian Crossing Enhancements	Implementation (C)	\$800,000	\$200,000	\$1,000,000
6	Sunset Dr	Gordon Ave to North Ave	Intersection Safety and Pedestrian Enhancement Corridors	Implementation (C)	\$1,600,000	\$400,000	\$2,000,000
7	Waukee Regional Trail Connection and Safety Improvements	Ashworth Dr to 0.4 miles north of U.S. Highway 6	Pedestrian Underpasses	Implementation (C)	\$2,400,000	\$600,000	\$3,000,000
8	Ashworth Road	1st St to 8th St	Intersection Safety and Pedestrian Enhancement Corridors	Implementation (C)	\$2,400,000	\$600,000	\$3,000,000
9	73rd Street	Center St to University Ave	Walkways	Implementation (C)	\$400,000	\$100,000	\$500,000
10	Low-Cost Countermeasures Program	Des Moines Area MPO Planning Area		Implementation (C)	\$4,800,000	\$1,200,000	\$6,000,000
11	Hubbell Ave	Hubbell Ave & Adventureland Dr	Roundabouts	Supplemental Planning (B)	\$400,000	\$100,000	\$500,000
12	University Ave	142nd St to 22nd St	Intersection Safety and Pedestrian Enhancement Corridors	Supplemental Planning (B)	\$400,000	\$100,000	\$500,000
13	University Ave	Williams St to Copper Creek Dr	Walkways	Supplemental Planning (B)	\$400,000	\$100,000	\$500,000
14	Roadway Safety Audit Program	Des Moines Area MPO Planning Area		Supplemental Planning (B)	\$3,200,000	\$800,000	\$4,000,000
15	Speed Study	Des Moines Area MPO Planning Area		Supplemental Planning (B)	\$400,000	\$100,000	\$500,000
16	Traffic Incident Management Training	Des Moines Area MPO Planning Area		Supplemental Planning (B)	\$80,000	\$20,000	\$100,000
17	Eduction & Policy Enhancements	Des Moines Area MPO Planning Area		Supplemental Planning (B)	\$200,000	\$50,000	\$250,000
					\$24,680,000	\$6,170,000	\$30,850,000



The Honorable Sean Duffy

Secretary of Transportation

U.S. Department of Transportation

1200 New Jersey Avenue SE

Washington, DC 20590

Subject: Letter of Support for DMAMPO SS4A 2025 Safe Streets and Roads for All (SS4A) Grant Application

Dear Secretary Duffy,

I am writing on behalf of the City of Windsor Heights to express our strong support for the Des Moines Area Metropolitan Planning Organization (MPO) in their application for the Safe Streets and Roads for All (SS4A) grant. This funding is essential for implementing our shared vision of safer, more accessible, and equitable transportation systems for all road users in the Des Moines, Iowa metropolitan area.

Our community has faced significant challenges related to roadway safety, with pedestrians frequently observed walking along busy roadways, such as 73rd St., and along railroad tracks. The SS4A grant presents an invaluable opportunity to implement comprehensive safety measures, including infrastructure improvements, traffic calming solutions, enhanced pedestrian and bicyclist protections, and education and demonstration of systemic strategies that align with the National Roadway Safety Strategy.

As an City dedicated to providing a safe environment for residents, we fully support the implementation of the strategies outlined in the Des Moines Area MPO's recently adopted Comprehensive Safety Action Plan and recognize the critical impact it will have in reducing roadway fatalities and serious injuries in our community. The proposed projects included in this grant application will directly benefit residents by fostering safer streets, encouraging active transportation, educating roadway users, and improving overall quality of life.

We urge you to approve Des Moines Area MPO's grant request so that Windsor Heights can turn our plan to make streets safer and more accessible into a reality. We appreciate your commitment to prioritizing roadway safety and look forward to the positive changes that this funding will enable.

Thank you for your time and consideration.

Sincerely,

Mayor, Mike Jones

mike.jones@windsorheights.org,



**STAFF REPORT
CITY COUNCIL**

June 2, 2025

TO: CITY COUNCIL

FROM: Jim Mease

SUBJECT: Consideration of Resolution No. 2025-53 A Resolution Approving and Authrozing Execution of a Lease and Service Agreement with Safe Haven Baby Boxes, INC

GENERAL INFORMATION

As discussed in previous meetings, the installation of a Safe Haven Baby Box allows the Windsor Heights Public Safety team to expand the services delivered to our community as well as our neighboring communities. The St. Augustine Knights of Columbus have agreed to conduct fundraising that will pay for the total cost of the product and installation, as well as ongoing annual fees. The Windsor Heights public safety team will implement a training and documentation program that meets the requirements set forth by Safe Haven Baby Box.

SUMMARY

After review of the contract, it is my recommendation that council move forward with the installation of a Safe Haven Baby Box.

ATTACHMENTS

1. Resolution No. 2025-53 A Resolution Approving and Authrozing Execution of a Lease and Service Agreement with Safe Haven Baby Boxes, INC
2. Iowa SHBB LSA Contract
3. SAFE HAVEN BABY BOX

Resolution No. 2025-53

A RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF A LEASE AND SERVICE AGREEMENT WITH SAFE HAVEN BABY BOXES, INC.

WHEREAS, Safe Haven Baby Boxes, Inc. ("SHBB") is a nonprofit organization dedicated to the promotion of child welfare and the implementation of newborn safety devices ("Safety Devices") in accordance with the Safe Haven Laws of Iowa, Iowa Code § 233.2 et seq.; and

WHEREAS, SHBB has presented a Lease and Service Agreement under which it will lease a Safety Device to the City and provide services associated with its installation, maintenance, and public awareness; and

WHEREAS, the City desires to install such a Safety Device on city property to assist in the protection of newborn infants and to promote public safety; and

WHEREAS, the City Council finds that it is in the best interest of the City and its residents to approve the proposed Lease and Service Agreement with SHBB and to authorize execution thereof;

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

1. **Approval of Agreement.** The Lease and Service Agreement between the City of Windsor Heights and Safe Haven Baby Boxes, Inc., as presented to the City Council and attached hereto, is hereby approved.
2. **Authorization to Execute.** The Mayor is hereby authorized and directed to execute said Agreement on behalf of the City of Windsor Heights, and the City Clerk is authorized and directed to attest to the Mayor's signature as necessary.
3. **Implementation.** City staff are authorized and directed to take such further actions as are necessary to carry out the intent of this Resolution and to effectuate the terms of the Agreement, including but not limited to coordination with SHBB regarding installation and ongoing maintenance of the Safety Device in accordance with applicable law and the terms of the Agreement.
4. **Effective Date.** This Resolution shall take effect immediately upon its passage and approval.

Passed and approved on this 2nd day of June 2025.

Mike Jones, Mayor

Attest: _____
Adam Strait, City Clerk

LEASE AND SERVICE AGREEMENT

THIS LEASE AND SERVICE AGREEMENT (“Agreement”) is made and entered into effect as of _____, 202_ by and between Safe Haven Baby Boxes, Inc., an Indiana nonprofit corporation, (“SHBB”) and the _____ (“Provider”).

RECITALS

WHEREAS, SHBB is a nonprofit educational organization that provides information and services related to child welfare, safe haven laws, initiation and implementation of newborn safety devices (“Safety Device”) (as that term is defined under Iowa law), and awareness related to preventing child abandonment.

WHEREAS, Iowa Code § 233.2, *et al* (the “Safe Haven Laws”), provides certain protections to local fire departments that install a newborn safety device (the “Safety Device”);

WHEREAS, Provider desires to install a Safety Device on Provider’s premises pursuant to the Safe Haven Laws; and

WHEREAS, SHBB is agreeable to placing a Safety Device to the Provider’s premises and undertaking certain services in relation thereto;

WHEREAS, Provider has consulted its legal, financial and insurance related advisors and has confirmed that its location and operation is acceptable under the laws and regulations of its jurisdiction for the placement of a Safety Device.

NOW, THEREFORE, for and in consideration of the mutual terms and premises contained herein and for other good and valuable consideration, the parties agree as follows:

Section 1. Installation. SHBB shall provide to Provider one (1) Safety Device for installation by Provider on the premises of Provider. Delivery of the Safety Device shall be the expense of the Provider. SHBB has the option at any time to oversee the installation of the Safety Device and advise as to installation on the appropriate placement to maximize awareness and implementation of its educational objectives as set forth in this Agreement. SHBB and Provider agree to cooperate with respect to the appropriate third-party contractors for the placement of the Safety Device and to ensure that such third-party has the appropriate skill and knowledge for constructing improvements to Provider’s facility. Provider is to pay for all installation costs and expenses for labor and/or materials. Provider is responsible for compliance with all applicable federal, state, and municipal or local laws, rules, and regulations and all laws, rules, and regulations pertaining to permitting requirements for the installation of the Safety Device. Provider agrees to abide by the policies and procedures for installation as outlined in Exhibit “A” (the “Policies and Procedures”) of this Agreement, which is hereby made a substantive part of this Agreement by reference.

Section 2. Services by SHBB. SHBB shall provide annual services related to the performance of this Agreement. Such services shall include: (1) providing educational materials to Provider and policies and procedures relating to the maintenance of the Safety Device to Provider; (2) operating a toll-free phone number for the general public to utilize in emergency situations involving abandoned children or issues related thereto; (3) educating emergency services personnel related to the use of the Safety Device; (4) providing educational information to the general public regarding the location and awareness of the Safety Device at the Provider's facility as well as other educational resources related to child welfare advocacy and safe haven law awareness; (5) provide at minimum annual inspection and maintenance on the Safety Device; and (6) Will exclusively repair or replace parts if/when the Safety Device is malfunctioning at expense of Provider as set forth under Section 4 of this Agreement and as otherwise provided in this Agreement (collectively the "Services").

Section 3. Lease and Service Term. The term of this Agreement shall be for five (5) years ("Term") and shall renew for successive five (5) year terms upon the mutual agreement of terms, fees, and conditions or unless terminated in accordance with Section 9, below or as otherwise agreed to by the parties.

Section 4. Consideration. In consideration for leasing the Safety Device and providing the Services described under Sections 1 and 2 above, Provider agrees to pay SHBB an initial fee of Fifteen Thousand and 00/100 Dollars (\$15,000.00), unless otherwise agreed to by the Parties under Section 3 of this Agreement. Provider shall pay a renewal fee of Five Hundred and 00/100 Dollars (\$500.00) for each successive Term under this agreement, due within thirty (30) days of the start of each successive Term. Additionally, Provider shall pay an annual fee of Five Hundred and 00/100 Dollars (\$500.00) and other associated expenses as determined from time to time by SHBB on January 1 of every year that this Agreement is in force. The foregoing fees and expenses include but are not limited to the services and expenses listed in the Services, Fees, and Expenses Schedule attached hereto as Exhibit "B".

Section 5. Obligations of Provider. In addition to any and all other obligations of the Provider set forth herein, Provider agrees to follow all policies and procedures provided by SHBB which may change from time to time. SHBB shall provide thirty (30) days' prior Notice to Provider. Such policies and procedures are included as Exhibit A to this Agreement and, by way of Provider's signature hereto, shall evidence Provider's acknowledgement and receipt of the Policies and Procedures. Provider agrees to maintain the Safety Device in good working order, the costs of which are to be borne by Provider. Provider agrees to not change, add to, subtract from, alter, rebrand, or otherwise modify the Safety Device and accompanying signage as set forth in Exhibit A in any manner whatsoever without the prior written approval of SHBB. Provider agrees to use best efforts to prevent any third parties from adding to, subtracting from, altering, rebranding, or otherwise modifying the Safety Device and accompanying materials/signage as set forth in Exhibit A in any manner

whatsoever without prior written approval by SHBB. Provider agrees to immediately notify SHBB of any modification to the Safety Device. Provider agrees to accept complete liability for any and all unapproved modifications to the Safety Device and any and all unapproved modifications to accompanying parts of the Safety Device, including required signage/materials. Provider agrees to accept complete liability for modifications to the Safety Device which are the result of: its own actions, omissions, and/or failure to use best efforts to maintain the Safety Device in good working order or best efforts to prevent any modifications to the Safety Device by a third party. Provider shall refer to the Safety Device as a “Safe Haven Baby Box”. Further, Provider shall procure and maintain a twenty-four (24) hour alarm monitoring of the Safety Device at all times and shall confirm with SHBB that such service is acceptable. Should alarm monitoring service be disconnected for any reason, Provider shall immediately notify SHBB and shall secure the Safety Device by locking its exterior door and removing all signage and materials related to its use and functionality. SHBB may, but is not required to, inspect the Safety Device at any time, including, but not limited to: to ensure that it is in good working order, to ensure proper branding and signage is being displayed, and to conduct tests related to its functionality and monitoring and alarm systems.

IT IS IMPERATIVE THAT ANY MALFUNCTION IDENTIFIED WITH RESPECT TO THE SAFETY DEVICE OR ANY DISCONNECTION IN THE SAFETY DEVICE MONITORING SYSTEM RESULT IN THE IMMEDIATE SECURING AND LOCKING OF THE SAFETY DEVICE SO THAT IT MAY NOT BE USED BY THE PUBLIC DURING THIS TIME PERIOD. FAILURE TO DO SO MAY RESULT IN A THREAT OF BODILY HARM OR DEATH TO AN INFANT PLACED IN THE SAFETY DEVICE DURING ANY PERIOD OF TIME IN WHICH THE SAFETY DEVICE IS MALFUNCTIONING OR NOT.

Section 6. Representations and Warranties.

- A. Representations & Warranties of Provider. Provider represents and warrants that the undersigned is a duly acting and authorized agent of Provider who is empowered to execute this Agreement with full authority of Provider. Further, Provider has undertaken a reasonable investigation into the laws and regulations governing the jurisdiction with which it intends to place the Safety Device and has confirmed that such placement and administration of the Safety Device does not violate any provision of any law, ordinance, governmental regulation, court order or other similar governmental controls.
- B. Representations & Warranties of SHBB. SHBB represents and warrants that the undersigned is a duly acting and authorized agent of SHBB who is empowered to execute this Agreement with full

authority of SHBB. Further, SHBB has full ownership of the Safety Device.

SHBB REPRESENTS THAT THE SAFETY DEVICE IS NOT A MEDICAL DEVICE AND HAS CONFIRMED SUCH WITH THE FOOD AND DRUG ADMINISTRATION. SHBB REPRESENTS THAT THE SAFETY DEVICE IS NOT INTENDED AS A CONSUMER PRODUCT AND THUS IS NOT REGISTERED WITH THE CONSUMER PRODUCT SAFETY COMMISSION. SHBB FURTHER REPRESENTS THAT THE SAFETY DEVICE IS NOT REGISTERED WITH THE FEDERAL TRADE COMMISSION AND/OR THE FEDERAL COMMUNICATIONS COMMISSION. SHBB REPRESENTS THAT THE SAFETY DEVICE IS NOT TESTED BY NATIONALLY RECOGNIZED TESTING LABORATORIES PROGRAM.

Section 7. Insurance. Provider agrees to procure and maintain in full force and effect at all times during the Term of this Agreement and any renewals thereof, at its own cost and expense, a policy or policies of comprehensive commercial general liability insurance on an occurrence basis, in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate and a \$2,000,000 limit umbrella coverage related to the Safety Device's placement and operation in or about Provider's facility against all loss, damage or liability for personal injury or death of any person or loss or damage to property occurring in upon or about the Safety Device during the Term of this Agreement and all extensions thereof. This insurance policy shall not be a separate policy solely because of this Agreement but, rather, will be part of the [City / Hospital]'s master general liability and umbrella policies. SHBB's liability as to the Safety Device in relation to the Provider under this Agreement is covered under [City / Hospital]'s master general liability and umbrella policies.

Section 8. Indemnification. Provider agrees to defend and indemnify, protect and hold harmless the other party, its officers, directors, employees, volunteers, independent contractors, agents and all other persons and related entities thereof against any loss, claim at law or equity, cause of action, expenses, damages or any other liability (collectively, "Claim") arising in relation to and to the extent of the indemnifying party's gross negligence or willful or wanton misconduct, whether acts or omissions, in the installment, placement, removal, use, and maintenance of the Safety Device in, on, or about Provider's facility or premises.

Section 9. Termination. Provider may terminate this Agreement upon sixty (60) days prior written notice from Provider to SHBB. SHBB may terminate this Agreement for any reason specified under Section 10, below. At the point of termination of this Agreement, Provider shall secure and lock the Safety Device and remove all signage provided by SHBB. Provider shall place new visible signage denoting that the Safety Device is not functional and that any person desiring to

utilize the Safety Device should instead contact emergency services. If Provider removes the Safety Device, then it shall make arrangements with SHBB for its conveyance or retrieval to SHBB. SHBB shall not be obligated to remove the Safety Device; however, at any time after this Agreement has terminated, SHBB may, at its sole discretion, notify Provider that it intends to remove and recover the Safety Device. Under such circumstances, Provider agrees to cooperate with SHBB in the retrieval of the Safety Device, the expenses of which shall be borne by SHBB, so long as expenses do not exceed \$500 and unless the termination of this Agreement was under Section 10, below, in which case the costs hereunder shall be borne by Provider.

Section 10. Remedies.

A. Option to Cure. Any uncured breach of this Agreement by Provider shall give SHBB the option of immediately terminating this Agreement and retrieving the Safety Device from Provider's facility at Provider's own cost and expense. If Provider is notified by SHBB that the Safety Device is not properly functional or lacks monitoring required by this Agreement, then SHBB may order the Safety Device secured and locked until further inspection. Provider shall have thirty (30) days to cure any lack of monitoring or improper functioning of the Safety Device, such time may be extended by any delay attributable to SHBB. If Provider does not cure any lack of monitoring or improper functioning of the Safety Device within the initial thirty (30) day period upon SHBB's review and report, Provider may have an additional thirty (30) days to cure any breach. If Provider fails to cure any breach of this Agreement after two attempts to cure as set forth above, SHBB may terminate this Agreement if it concludes in its sole discretion that Provider has not upheld its obligations under this Agreement. Any breach of this Agreement by Provider which has not been cured by Provider within thirty (30) days after notice received from SHBB shall give SHBB the option of terminating this Agreement and retrieving the Safety Device from Provider's facility at Provider's own cost and expense.

B. Attorneys' fees. Attorneys' fees, costs and expenses, shall be awarded to the prevailing party for any dispute relating to or arising from this Agreement.

Section 11. Ownership of Safety Device. Provider agrees and acknowledges that ownership of the Safety Device remains with SHBB and this Agreement is merely a services and lease agreement. Provider shall not sell or otherwise transfer the Safety Device during or after the term of this Agreement without the specific written consent of SHBB.

Section 12. Disclaimer and Limitation of Warranties.

- A. Notice. Notice is effective when made in writing and sent to the parties' addresses or by email. Notice will be considered given as of the date of mailing.

SHBB Notice shall be given to:

Safe Haven Baby Boxes
Attn: Monica Kelsey
P.O. Box 185
Woodburn, IN 46797

Provider Notice shall be given to:

- B. Assignability. This Agreement is binding and benefits the successors and assignees of the Provider, which includes any entity with which the Provider may merge or consolidate, or to which it may transfer substantially all of its assets or equity interests. Provider shall not transfer or assign this Agreement, however, without the specific written consent of SHBB, which consent shall not be unreasonably withheld.

- A. Governing Law/Jurisdiction. The validity, interpretation, construction, and performance of this Agreement shall be governed by the laws of Iowa. Each party agrees and acknowledges that any term not defined herein shall be construed to have its every-day, contextual meaning as defined in the latest editions of the Merriam Webster Dictionary, and if a legal term, Black's Law Dictionary; and should any term, condition, or provision of this Agreement be deemed vague, ambiguous, or confusing, it shall not be construed in favor of either party.

C.

- D. Integration. This Agreement along with the attached exhibits is the final written expression of the parties' agreement with respect to such terms included and may not be contradicted by evidence of any prior agreement.

- E. No Oral Modification. No change, modification, extension, termination, or waiver of this Agreement, or any of the provisions contained, will be valid unless made in writing and signed by duly authorized representatives of the parties.

- F. Waivers. No waiver of any of the provisions of this Agreement shall be valid and enforceable unless such waiver is in writing and signed

by the Parties to be charged, and, unless otherwise stated, no such waiver shall constitute a waiver of any other provision or a continuing waiver.

G. Severability. In the event that one or more of the provisions of this Agreement shall become invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained shall not be affected as a whole.

H. Time of the Essence. The Parties expressly recognize that in the performance of their respective obligations under this Agreement and that each Party is relying on timely performance by the other Party and will schedule operations and incur obligations to third parties in reliance upon timely performances by the other Party.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed and be effective on the date first above written.

“SHBB”

By: _____
Monica Kelsey, Founder / CEO
Safe Haven Baby Boxes, Inc.

“PROVIDER”

By: _____

Its: _____

SAFE HAVEN BABY BOX



BENEFITS

- Added community resource
- Option for mothers
- Immediate care and transport for infant
- Approved for both FD and PD that are staffed 24/7
- Time allowed for funding





ACTION ITEMS

- Contract
- Training and Documentation
- Installation
- Ongoing fees

An abstract geometric design on the left side of the slide. It features a dark blue background with various geometric shapes and patterns. A white circle is positioned near the top left. Below it, a light blue semi-circle is visible. To the right of the semi-circle, there is a pink triangle with diagonal lines. Further down, there is a pink square with a pattern of concentric lines. At the bottom, there is a pink triangle with a pattern of concentric lines. The overall design is modern and minimalist.

QUESTIONS?

Staff Report

To: Mayor and City Council
From: Adam Plagge, Justin Ernst & Andy Larson
Date: May 29, 2025
Subject: 74th Street Storm Sewer Project Update

GENERAL INFORMATION

74th storm sewer repairs, extending to various extent from 73rd St. to North Walnut Creek, are slated to occur primarily this calendar year with reconstruction of 74th St. slated for next calendar year. The storm sewer project will be divided into multiple phases to ensure efficient execution and minimal disruption to the community. The location of the pipe and variation of pipe materials create



several challenges to completion of the project. Thus far this year, the storm sewer has been scoped through various applications due to obstructions within the pipe, design work began, and staff has met with property owners potentially impacted by the project.

The key components of the project include:

1. **Lining and Storm Sewer Replacement:** The existing storm sewer infrastructure will be assessed and sections requiring replacement will be identified. The lining process will be employed to reinforce the existing pipes, extending their lifespan and improving their

functionality. This option is the least intrusive and cost-effective option considering the location of the storm sewer and is expected to be used in several areas.

2. **Storm Sewer Additions:** New storm sewer intakes will be added to enhance the overall capacity and efficiency of the system on 74th Street (as part of the 74th Street Reconstruction project) and on 75th Street, which currently has no storm sewer intakes. This includes the installation of new pipes and intakes to manage stormwater more effectively.
3. **Exploring Open Air Channel with Safety Elements:** The possibility of leaving small sections of the storm sewer as open air channels will be explored. This approach seeks to maintain the natural flow of water while incorporating new safety measures such as grates and fencing to ensure public safety. This option will be evaluated based on its impact on the surrounding properties and the feasibility of implementation given the current grade challenges. Removing all open air channels between 74th Street and 75th Street would involve installing new storm sewers from the east side of 74th St. to North Walnut Creek which could disrupt adjacent properties, trees, landscaping, garages and fencing.

PROJECT SCHEDULE

The project is expected to commence in the summer of 2025 and will be completed in multiple phases over the next year (into 2026).

Staff Report

To: Mayor and City Council
From: Adam Plagge, Justin Ernst & Andy Larson
Date: May 29, 2025
Subject: Authorize Staff to Obtain Pricing to Complete 74th Street Storm Sewer Cleaning

GENERAL INFORMATION



Over the years, a significant amount of gravel and sediment has accumulated in the storm sewer between 73rd Street and 74th Street, leading to reduced efficiency and potential blockages. Public Works and the Fire Department tentatively plan to attempt cleaning of the debris internally. However, the extent of debris and general inaccessibility of the area will likely require specialized contracting for some or all of the cleaning. To address the obstruction and enable engineering to evaluate the condition of the bottom of the storm sewer pipe for lining or replacement in a timely manner, staff recommends City Council authorize staff

to obtain pricing, from three firms if possible, and move forward with any necessary cleaning contract work up to \$55,000.

This work would fall within the scope of planned 74th St. stormwater and reconstruction project within the estimated \$630,400 stormwater work in the CIP. Because many sections of the planned storm sewer work will likely be able to be lined, instead of being replaced, the



addition of this cleaning work into the project is not expected to result in exceeding budgeted stormwater project expenses.

PROJECT DETAILS

1. **Accumulation of Gravel and Sediment:** The storm sewer between 73rd Street and 74th Street has experienced a large accumulation of gravel and sediment over the years. This accumulation has reduced the efficiency of the storm sewer system and poses a risk of blockages during heavy rainfall events.
2. **Engineer's Estimate:** The estimated cost for cleaning the storm sewer is \$55,000 or less. This estimate includes the cost of labor, equipment, and disposal of the removed material. The cost may be significantly less if some of the debris can be removed or pushed to a more accessible location by city staff.
3. **Televised Inspection:** The storm sewer project area has already been televised to assess its condition. However, the bottom of this section of pipe is not visible due to the debris. The section with debris is corrugated pipe which is susceptible to corrosion.
4. **Request for pricing:** Staff recommends City council authorize staff to obtaining pricing from qualified contractors to perform the cleaning of the storm sewer after internal cleaning efforts are exhausted. Pricing will be evaluated based on cost, experience, and the proposed timeline for completion. Staff hopes to have the work completely quickly so that design work can continue on planned 2025 74th storm sewer repairs.

PROJECT SCHEDULE

The cleaning project is expected to be completed this summer.



**STAFF REPORT
CITY COUNCIL**

June 2, 2025

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator
Justin Ernst, City Engineer
Andy Larson

SUBJECT: Consideration of Traffic Signal Repairs at 3E & 73rd Street

GENERAL INFORMATION

Background: The traffic signals at 3E and 73rd Street have been experiencing issues with signal detection and power outages. To address these issues, it is proposed to install new signal detection systems and battery backup units. Baker Electric, who performs on-call traffic signal work for the City, will be responsible for the installation.

Details of Repairs:

1. Signal Detection System:

- The detection system provided by General Traffic Controls is compatible with the existing signals on University Avenue.
- The system includes video/radar NT detection with 5 years of remote access and warranty.

2. Battery Backup Installation:

- Baker Electric will install one uninterruptible power supply (UPS) unit.
- The UPS installation will ensure continuous operation of traffic signals during power outages for a certain amount of time.

Future Signal Updates:

- Future signal updates will be completed with the 73rd Street Phase 2 project including potential addition of emergency vehicle preemption sensors.
- The improvements made during the current repairs will be retained in the Phase 2 project.

Cost Estimates:

- The total lowest cost for replacement equipment compatible with existing signals is from General Traffic Controls at \$37,887.00.
- The installation of the UPS and NT camera system by Baker Electric is estimated at \$12,120.00.

Total Cost: \$50,007.00

Funding Source:

The improvements will be paid from using TIF and/or Road Use fund.

Recommendation: It is recommended that the City Council approve the proposed repairs to the traffic signals at 3E and 73rd Street, including the installation of the signal detection system and battery backup units. These repairs will enhance the reliability and functionality of the traffic signals, ensuring better traffic management and safety.

Project Schedule

The project is expected to commence once materials have been sourced and will be completed in next couple of months.

ATTACHMENTS

1. 73rd and 235 camera and ups
2. Quote-Windsor Heights, IA-73rd and I 235 R

BAKER ELECTRIC ELECTRICAL CONTRACTORS

515.288.6774 : www.bakerelectric.com
111 Jackson Avenue, Des Moines, Iowa 50315

24-hour service, every day of the week

May 29, 2025

Andy Larson

73rd and 235WB off ramp

Baker Electric is pleased to provide the following proposal:

- Installation of (1) UPS.
- Installation of (1) NT camera system.

Scope Exclusions:

- City provides stop signs and road work ahead signs.
- This cost is only for labor, wire per camera needs and a disconnecting means for the ups.
- All other equipment supplied by the city.

Grand total on this item is \$12,120.00+ tax if applicable.

Thank you for the opportunity to submit this proposal. Any consideration is greatly appreciated. Feel free to contact me with any questions or concerns.

Andrew Johnson

Andrew Johnson | Baker Electric, Inc.
Project Manager

☎ Office: (515) 288-6774, EXT:3302 ☎ Mobile: (515) 202-9618

✉ Email: ajohnson@bakerelectric.com | www.BakerElectric.com

The quoted price set forth herein does not include the cost impact of any tariffs or other taxes or embargos which may be imposed by the United States or any of its trading partners. To the extent the cost of any materials/equipment/items procured in furtherance of a subcontract or purchase order based upon this quotation/proposal is impacted by the imposition of any tariffs, tax or embargo, the actual documented cost of such shall be billed to, and be reimbursed by, [Customer], along with any schedule adjustments necessitated thereby.



COMMERCIAL : INDUSTRIAL : RESIDENTIAL : CABLING : TRAFFIC : UNDERGROUND : SERVICE



Quote #:
Date:
Contact:
Agency:
Project:

7742
5/21/2025
Justin
City of Windsor Heights, IA
73rd and I 235

PO Box 1000 Spencer, IA 51301 • (712) 262-1521

****Please verify pricing prior to ordering if past 60 days****
Equipment will need to be ordered and released within 60 days

Terms: Net 30 days **Freight:** Prepaid **Delivery:** 30-45 days ARO

We are pleased to submit the following quotation:

ITEM	QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
Traffic Signalization Per Line Items:				
001	1	Uninterruptable Power Supply	\$8,935.00	\$8,935.00
002	1	Video/Radar NT Detection Incl 5 years Remote access & Warranty	\$28,952.00	\$28,952.00

Total Above Equipment: \$ 37,887.00

Notes:

Customer is responsible for installation of above equipment.
GTC will assist with final programming of above equipment.

General Traffic Controls retains title to all equipment until paid in full.
All past due accounts are subject to a 1.5% per month service charge.
Sales tax is not included. If applicable, tax will be added to invoice.

Prices subject to review 60 days from above date.

Should we be favored with your order, it will receive our prompt, personal attention.

THANK YOU!

Very truly yours,
GENERAL TRAFFIC CONTROLS

Kenyon Brown

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**STAFF REPORT
CITY COUNCIL**

June 2, 2025

TO: CITY COUNCIL
FROM: Adam Plagge, City Administrator
SUBJECT: Discussion on Park Hours

GENERAL INFORMATION

Due to recent improvements to the park and instances of vandalism, there is a need to update park signage. While splash pad rules have already been posted, staff recommend that City Council review and consider revising the park hours of operation prior to posting playground rules and park hours at park entrances.

Current park hours, as defined by ordinance, are as follows:

40.08.01 PARK HOURS.

No person shall remain in any public park, community center, or City recreational facility during the periods of time set by this section unless special permission shall have been given by the City Administrator for such person or group of persons to remain there:

- 1. No person shall remain in or on any City park or the grounds thereof from 11:00 p.m. to 5:00 a.m. (Sunday through Thursday).*
- 2. No person shall remain in or on any City park or the grounds thereof from 12:00 midnight to 5:00 a.m. (Friday and Saturday).*
- 3. Any person can utilize any City greenbelt trail, bike trail, or walking trail twenty-four hours a day. (Ord. 18-12 – Nov. 18 Supp.)*

These extended park hours limit law enforcement capabilities within the park. Additionally, these hours exceed those typically observed in neighboring jurisdictions. While specific park hours vary, the general individual city standards are as follows:

- Johnston: 8:00 AM – 8:00 PM
- Des Moines: 6:00 AM – 10:00 PM
- Ankeny: Sunrise – Sunset
- West Des Moines & Pleasant Hill: 6:00 AM – 10:30 PM during summer; Sunrise – Sunset during other seasons

- Norwalk: 8:00 AM – 9:00 PM

40.08.01 PARK HOURS is recommended to be revised as follows:

40.08.01 PARK HOURS

No person shall remain in any public park, splash pad, community center, or City recreational facility before sunrise or after sunset, except under the following conditions:

1. **City-Sanctioned Events:** *Attendance is permitted during non-standard hours when participating in a special event organized or officially sanctioned by the City of Windsor Heights.*
2. **Contractual Use:** *Extended access is allowed through a valid contractual agreement, including but not limited to an executed rental agreement.*
3. **Special Authorization:** *Access may be granted outside regular hours with special permission from the City Administrator, Public Works Director, or their authorized designee.*

Trail Access:

The Windsor trail system—including bike trails, walking trails, and fitness circuit—may be used by the public at any time, 24 hours a day.

If City Council is supportive of the proposed change in hours, appropriate signage will be installed and the Ordinance update process initiated.

DRAFT PLAYGROUND RULES

Windsor Heights Playground Rules

Welcome to our playground!

To ensure a safe and enjoyable experience for everyone, please follow these rules:

Safety First

- Adult supervision is recommended at all times.
- Playground equipment is designed for children ages 5–12, unless otherwise noted.
- Use equipment as intended—no climbing on outside rails or fences.
- No rough play, pushing, or shoving.

Respect Others

- Share the space and take turns.
- Use kind words and actions.

- Be mindful of noise—keep it fun, not loud.

Keep It Clean

- Place trash in designated bins.
- No food, gum, or drinks on equipment.
- No glass containers allowed.

Pets & Wheels

- No pets allowed on playground surfacing (except service animals).
- Bicycles, skateboards, and scooters are not permitted on the play area.

Prohibited Activities

- No smoking, vaping, or alcohol.
- No climbing on slide, tunnel or play structure exteriors..
- No unauthorized commercial activity.
- No walking or playing in landscaping.

Hours of Operation

 **Open Dawn to Dusk**

 In case of emergency, call **911**.

Non-Emergency, call Public Works 515-279-3662

ATTACHMENTS

None



**STAFF REPORT
CITY COUNCIL**
June 2, 2025

TO: CITY COUNCIL

FROM:

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

GENERAL INFORMATION

ATTACHMENTS

None



**STAFF REPORT
CITY COUNCIL**

June 2, 2025

TO: CITY COUNCIL
FROM: Mike Jones, Mayor

SUBJECT: Mayor's Report

GENERAL INFORMATION

ATTACHMENTS

1. Mayor's Report 5-29-2025



MAYOR'S REPORT

Report Covers May 2nd – May 29th, 2025

- On May 2nd I attended the Movie Park at the CEC. It was not a madhouse, likely thanks to the weather. I am sure that there are many madhouses to come. Thanks to the WHFFA for sponsoring/volunteering and everyone else who assisted in making sure everything went smoothly for the indoor transition.
- On May 6th I attended the unveiling of the Blueprint to Address Homelessness at the Community Foundation of Greater Des Moines. [You can find the plan here](#), which is extensive. It has actual tangible steps, which we can expect to see implemented in the forthcoming years.
- On May 12th I attended the ribbon cutting for the 25th anniversary of Premium Solutions. It was great to hear from Kris about his relationship with the City of Windsor Heights and how long he has worked to build his business in our community.
- On May 13th Councilor Harms and I attended the Metro Advisory Council (MAC) and, as with all recent meetings, had primarily a legislative discussion but also talked about BRAVO and Catch Des Moines. I indicated that we were continuing to support those organizations at our current levels of support, as decreasing the amounts was negligible for us. There was some lamenting about the lack of involvement of elected officials in the rewriting (renegotiating?) the 28e agreements. I noted that despite that concern, everyone apparently still voted for them.
- On May 14th, I attended the Mid Iowa Association of Local Governments in Waukee to hear from a number of City Managers about their thoughts related to cost saving measures. The cost saving measures proposed were primarily related to shared services.
- On May 16th I attended the Special Events Committee via Zoom and later, the push in ceremony for Engine 550. Congratulations to the FD and to Councilor Campbell for securing a bagpiper.
- On May 19th I attended the Uplift Funder Group where we got an update on the Central Iowa Basic Income Pilot. We also got a hint about what the Mid Iowa Health Foundation could be working on next, as it pertains to Uplift.
- On May 22nd I attended the MPO Policy Committee where, among other things, the most exciting news is that the City was awarded \$2,000,000 in STBG funds for the 73rd Street Phase 2 project.
- I am disappointed that I will be missing the ribbon cutting for the splash pad but I have family business that I must attend to in Illinois. I look forward to watching recordings of people being dunked in my stead.
- Please join us for the State of the City (Free Breakfast!) on June 6th, 2025 at the CEC at 8:30. [Register Here](#). Thank you to the Windsor Heights Chamber for putting this on.