



AGENDA
REGULAR MEETING OF THE
WINDSOR HEIGHTS CITY COUNCIL
Monday, August 4, 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 Hearing on Zoning Code Amendments – Accessory Dwelling Units & General Amendments City of Windsor Heights**
 - A. Consideration of the First Reading of Ordinance 2025-02 - An Ordinance Amending Chapters 166, 168, 172, 175, and 179 of the Code of Ordinances for the City of Windsor Heights, With Regard to Accessory Dwelling Units and General Amendments
4. **Public Forum:** This is time set aside for comments from the public on topics of City business other than those listed on the agenda. No action may be taken. Please come to the podium, state your name and address for the record and keep your comments to no more than 5 minutes.
5. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
 - A. Approve Minutes of the Regular Council Meeting on July 7, 2025
 - B. Approve Financial Reports
 - C. Approve Liquor License - Thirsty Pigs LLC - 6900 School Street
 - D. Approve 68th Street Improvements Project Pay Request 3
 - E. Approve Resolution 2025-65 A Resolution Waiving CEC and Outdoor Pavilion Fees for Bridges of Iowa Graduation and Bridge Unveiling
 - F. Approve 73rd Street Phase 1 STP-U-8477(615)—70-77 Pay Request 12
6. **Action Items:**
 - A. Discussion on 1151 65th Street Proposed Uses

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.



- B. Discussion on 64th Street & Sunset Terrace Parking and Pedestrian Crossing
- C. Consideration of Approval of Liquor License - Super Quick Mart - 7690 Hickman Rd
- D. Consideration of Changes to 65th and 66th Street On-street Parking
- E. Discussion on Code Review Project
- F. Discussion on Colby Park Water Access Design and Bid Documents
- G. Consideration of Approval of Resolution 2025-64 - A Resolution Approving Purchase Of Police Vehicle
- H. Consideration of Preliminary Resolution 2025-62 - A Resolution Pursuant to Section 384.42 of the Iowa Code to Implement and Assess the Costs of the 2025 Tree Removal Project
- I. Consideration of Resolution 2025-63 - A Resolution of Necessity Pursuant to Section 384.49 of the Iowa Code Covering the 2025 Tree Removal Project
- J. Consideration of Resolution No. 2025-61 - A Resolution Setting Time and Place for a Public Hearing on The 2025 Tree Removal Project

7. **Reports:**

- A. Mayor, Council Reports and Committee Updates, and Administration Reports
- B. Forest Court Patch and Overlay Post Project Report
- C. Sidewalk Inspection Report
- D. Stormwater System Cleaning Report
- E. Stormwater Program Report
- F. Community Center Financials Report

8. **Adjourn**

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.





**STAFF REPORT
CITY COUNCIL**

August 4, 2025

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator
Trey Rouse

SUBJECT: Consideration of the First Reading of Ordinance 2025-02 - An Ordinance Amending Chapters 166, 168, 172, 175, and 179 of the Code of Ordinances for the City of Windsor Heights, With Regard to Accessory Dwelling Units and General Amendments

GENERAL INFORMATION

ATTACHMENTS

1. 8.4.25 General-Variance Zoning Code Language Update Staff Report
2. 8.4.25 ADU Zoning Code Language Update Staff Report
3. HF652_GovLetter
4. SF592_GovLetter
5. 25.02 Accessory Dwelling Units and General Amendments

STAFF REPORT

Date: August 4th, 2025
To: Windsor Heights City Council
From: Trey Rouse
Subject: General Updates to the City of Windsor Heights Zoning Code

Summary

Through changes in the Iowa Legislation and current use of the Zoning Code as it exists, City Staff has gone through, reviewed, and documented updates to make to the zoning code pertaining to ease of use and updates to links within the code. These recommended updates by city staff are to create easier navigation of the existing code. Additionally, changes in state legislation have taken place that impact the Zoning Code. House File 652 was passed and signed and impacts the Zoning Board of Adjustments and variance approval process. An update to Chapter 179 has also been recommended to come into conformance with the new state legislation.

The recommended changes within this staff report consist of text amendments and updates to links within the code for conformance and ease of use for city staff, developers, and residents alike.

Changes by the Iowa Legislature

With the latest legislative session now closed, House File 652 signed by Governor Reynolds and going into effect on July 1st, 2025, impacts the powers of the Zoning Board of Adjustments and their criteria for approval and denial of variances. This bill changes the criteria of “Hardship” that has previously been required to be shown to be able to gain a variance on a property within Windsor Heights. This criterion, which was previously hardship, is now required to show a “Practical Difficulty” that without the variance would be an unnecessary practical difficulty to utilize the property while also meeting the existing other conditions for a variance. No other requirements of conditions of approval or denial were changed with the passing and signing of House File 652.

Changes Proposed to the Zoning Code

Chapter 168 Zoning Code – Zoning District Regulations

168.02 Establishment of Districts.

The following base districts and overlay districts are hereby established. Table 168.08-01 displays the purposes of these districts.

<u>BASE ZONING DISTRICT</u>	<u>DISTRICT NAME</u>
R-1	Low Intensity Residential District
R-2	Urban Family Residential District
R-3	Multiple-Family Residential District
MH	Mobile Home Residential District

CC	Community Commercial District
UC	Urban Center District
LI	Limited Industrial District

<u>OVERLAY DISTRICT</u>	<u>DISTRICT NAME</u>
PUD	Planned Unit Development Overlay District
F	Floodplain/Floodway Overlay District

168.04 Development Regulations.

For each Zoning District: Purposes are set forth in Table 168.~~08-01~~; uses permitted are set forth in Table 168.~~08-02~~; and site development regulations are presented in Table 168.~~08-03~~. Supplemental regulations may affect specific land uses or development regulations in each zoning district. The applicable supplemental regulations are noted in Table 168.~~08-02~~.

Table 168.~~08-01~~: Purposes of Zoning Districts

Only change/update is to the title of the table.

Table 168.~~08-02~~: Permitted Uses by Zoning District

Only change/update is to the title of the table.

Table 168.~~08-03~~ – Summary of Site Development Regulations

Regulator	R-1	R-2	R-3	MH
Minimum Lot Area (square feet)	7,200	7,200	7,200	See <u>Section</u> 1724.02
Minimum Lot Width (feet)	50	50	50	See <u>Section</u> 1724.02
Minimum Yards Setbacks (Feet)				
Front Yard Setback	25	25	25	See <u>Section</u> 1724.02
Street Side Yard Setback	25	25	25	See <u>Section</u> 1724.02
Interior Side Yard Setback	5	5	5	See <u>Section</u> 1724.02
Rear Yard Setback	15	15	15	See

				<u>Section</u> <u>1721.02</u>
Maximum Height (feet)				
Main Building	35	35	35	See <u>Section</u> <u>1721.02</u>
Accessory Building	25	25	25	See <u>Section</u> <u>1721.02</u>
Maximum Building Coverage	40%	50%	50%	See <u>Section</u> <u>1721.02</u>
Maximum Impervious Coverage	65%	65%	65%	50%
Maximum Residential Units Per Acre (du/ac)	7.5	10	20	20
Lighting Zone	LZ-1	LZ-1	LZ-2	LZ-2

Chapter 172 Zoning Code – Supplemental Site Development Regulations

172.05 Maximum Permitted Sound Levels Adjacent to Residential Zoning Districts.

Table 171.0~~56~~-01 displays the maximum permitted sound levels that may be generated by uses in the CC, UC, or LI zoning districts where adjacent to residential zoning districts. All measurements shall be taken at or within the boundary between the originating district and the adjacent residential zoning district with a sound level meter meeting American National *Standards* Institute (ANSI) specifications for a Type II or better general purpose sound level meter. The A-weighted response shall be used.

Table 172.05-~~01~~ – Maximum Permitted Sound Levels At Residential Boundaries

Originating Zoning District	Time	Maximum One Hour LEQ* (dBa)
CC, UC	7:00 a.m. – 10:00 p.m.	60
	10:00 p.m. – 7:00 a.m.	50
LI	7:00 a.m. – 10:00 p.m.	65
	10:00 p.m. – 7:00 a.m.	50

*LEQ (or equivalent continuous sound level) is the constant sound level that, in a given situation and time period, conveys the same sound energy as the actual time-varying A-weighted sound. It is the average sound level and accurately portrays the sound the human ear actually hears.

Only change/update is to the title of the table.

172.15 Parkland Dedication.

No Table Title → **Table 172.15-01 Average Individuals Estimated Per Land Use Unit Type**

Land Use Type (Unit)	Individuals Per Residential Living Unit
Dwelling, Single-Unit	2.5 Individuals
Dwelling; Two, Three, or Four Unit; Townhouse,	2.0 Individuals
Dwelling; Apartment or Live-Work Unit	1.5 Individuals
Manufactured or Mobile Home	1.5 Individuals

Only change/update is to the title of the table.

Chapter 175 Zoning Code – Sign Regulations

Table 175.09-04 – Permitted Signs by Numbers, Dimensions, and Locations

Zoning District:	R-1 R-2	R-3 MH	CC UC	LI
Detached Signs				
Number Permitted Per Premises	1	1	NA	NA
Maximum Size* (square feet)	8	32	90	90
Maximum Height (feet) of Structure Above Ground	10	10	10	10
Front Yard Setback (feet)	5	5	10	0
Side Yard Setback (feet)	10	10	5	0
Attached Signs				
Maximum Size* (square feet)	8	32	150	200
* For those uses only permitted a sufficient maximum sign area in Table 175.09-03-3				

Chapter 179 Zoning Code – Board of Adjustments

179.04 Powers.

The Board of Adjustment shall have the following powers:

1. To hear and decide appeals where it is alleged there is an error in any order, requirement, decision or determination made by the Administrator in the enforcement of this ordinance.
2. To grant a variation from the terms of this ordinance; provided, however, that all variations granted under this clause shall be in harmony with the intent of this ordinance and the applicable State Statute Iowa Code Section 414. In granting approval or conditional approval of a variance, the Board of Adjustment shall prepare written findings of fact that all of the conditions below apply to the application:
 - A. Special Circumstances. Special circumstances exist relating to the physical character of the property that are peculiar to the property and that do not apply generally to other properties in the same zoning district. And these circumstances are not of so general or recurrent a nature as to make it practical to provide, in the form of an amendment to this ordinance, a general rule to cover them.
 - B. ~~Hardship or~~ Practical Difficulties. Because of these special circumstances, the literal application of the provisions of this ordinance would, without a variance, result in unnecessary ~~and undue hardship or~~ practical difficulties for the applicant, as distinguished from mere inconvenience.
 - C. Not Resulting from Applicant Action. The special circumstances and either practical difficulties or hardship that are the basis for the variance have not resulted from any act, undertaken subsequent to the adoption of this ordinance or any applicable amendment thereto, of any party with a present interest in the property.
 - D. Reasonable Use and Return. Without the requested variance, the property cannot yield a reasonable return, or cannot be reasonably used consistent with the intent of the zoning district and the use of other properties therein, but the purpose of the variance is not otherwise to increase the return from the property or to confer special privileges not ordinarily enjoyed by other properties in the same district.
 - E. Not Alter Local Character. The variance will not alter the essential character of the locality or substantially impair public safety or welfare or property values in the area.
 - F. Minimum Variance Needed. The variance approved is the minimum required to allow reasonable use and enjoyment of the property.
3. In granting any variance, the Board of Adjustment may prescribe appropriate conditions and safeguards in conformity with this ordinance. Violation of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of this ordinance and punishable under this ordinance. Under no circumstances shall the Board of Adjustment grant a variance to allow a use not permissible under the terms of this ordinance in the district involved, or any use expressly or by implication prohibited by the terms of this ordinance in said district.
4. No nonconforming use of neighboring lands, structures, or buildings in the same district and no permitted or nonconforming use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.

Public Hearing and Input

A public hearing was held for the public to give input on the changes being made to the Variance and general narrative within the City of Windsor Heights Zoning Code. This public hearing was held on June 25th, 2025, with the Planning and Zoning Commission. There was no public input given at this meeting.

Conclusion and Recommendation

After reviewing all the documentation available, changes put forth by the Iowa Legislation, and discussion, City Staff compared the changes proposed to the current zoning code and their impact to the community. After review and comparison, Staff came to their recommendation.

The staff recommends that the City Council approve and adopt the updates to the Windsor Heights Zoning Code for the City of Windsor Heights to come into conformance with State Legislation and general clarity.

Planning and Zoning Commission Recommendation

The Planning and Zoning Commission met on June 25th, 2025, to hold a public hearing and review the proposed changes to the general narrative changes and Variance narrative changes by City Staff. The Public Hearing was held, no public input was given by the community, discussion was held, and the commission members came to their recommendation.

The Planning and Zoning Commission recommends approval and adoption of the updates to the Variance narrative and general narrative for the City of Windsor Heights, provided by staff to come into conformance with State Legislation to the City Council.

Recommended Motion

Motion to approve and adopt the updated Variance and general narrative to come into conformance with State legislation for the City of Windsor Heights with Staff recommendations.

Attachments:

1. Windsor Heights Redlined Zoning Code (Proposed)
2. House File 652

STAFF REPORT

Date: August 4th, 2025
To: Windsor Heights City Council
From: Trey Rouse
Subject: Accessory Dwelling Unit (ADU) Zoning Code Update

Summary

The Windsor Heights Zoning Code is subject to change and update based upon staff recommendation, changing needs within the community, and changes within State of Iowa legislation. This zoning code update is initiated through changes within the State of Iowa legislation related to Accessory Dwelling Units (ADUs) through Senate File 592 (SF 592) signed by Governor Reynolds and being implemented as of July 1st, 2025. SF 592 supersedes the county and city government oversight when it comes to restrictions to ADUs within county and city limits. This requires the timely update of the current zoning code for the city to come into conformance with the new standards for ADUs.

Senate File 592 and Accessory Dwelling Unit Standards

These changes decided upon by Iowa legislators allow for ADUs to be permitted by right within any zoning district that allows for single-family residence. It further goes onto restrict county and city governments from enacting standards that are more restrictive than those placed on single-family residence within the same zoning district as proposed ADUs. The list of standards set by Iowa legislators within SF 592 and list of standards that can't be set by county and city governments are listed below:

- Must allow one ADU on any single-family residential lot by right (no CUP or SUP)
- Can't restrict ADUs beyond what the single-family residence standards are (maximum height, minimum setbacks, minimum lot sizes, minimum building frontages, maximum lot coverage, density, and aesthetics/architectural requirements).
- Can't require the exterior design/architectural requirements/materials/roof pitch to match the single-family residence on the property.
- No additional parking standards can be required when adding an ADU to a property beyond what the existing single-family residence requires.
- No additional public street or sidewalk maintenance/update/improvement requirements can be set when adding an ADU to a property beyond what the single-family residence requires.
- Can't restrict the occupancy of the single-family residence or ADU by requiring property owner(s) to live on property, familial status, marital status, employment relationship, by income, or by age.
- Can't require a new or separate series of utilities be installed to the ADU unless the property is unable to connect all utilities through the existing utilities on the property, then the city may require this.

With the changes made to ADU permissions within county and city limits, the Windsor Heights Zoning Code must be amended to come into compliance with the State of Iowa legislation. The following staff report goes over the recommended amendments to the existing zoning code and corresponding chapters. These edits are recommended by city staff after reviewing the new standards put forth for the State of Iowa.

Changes Made to the Zoning Code for Accessory Dwelling Units (ADUs)

Changes recommended for the Zoning Code are as follows:

Chapter 166 Zoning Code – Definitions

188. “Residential” means the use of a site for one or more dwelling units.

- a. “Residential, Single-Family Detached” means a single-family residential use in which one dwelling unit is located on a single lot, with no physical or structural connection to any other dwelling unit.
- b. “Residential, Townhomes” means a townhome residential use with six or more units, in which the dwelling units have a common wall with or abutting one or more adjacent dwelling units in a townhouse structure, with its own front and rear access to the outside, and neither above nor below any other dwelling unit.
- c. “Residential, Accessory Dwelling Unit” means ~~a non-principal dwelling unit that is separate from the principal dwelling.~~ **an additional, non-principal residential dwelling unit located on the same lot as a single-family residence that is either attached or detached from the single-family residence.**
- d. “Residential, Duplex” means a residential use with two dwelling units contained within the same structure. Units do not have to contain a common wall and may be above or below each other.
- e. “Residential, Multi-Family” means a residential use with more than three units on a single lot in which all units do not contain at least one common wall with another unit. Units do not have to contain a common wall and may be above or below each other. Also known as Residential, Multiple-Family.
- f. “Residential, Downtown” means the use of upper levels above the street level of a building within the Urban Center District of the City for single- or multiple-family residential uses.

Chapter 168 Zoning Code – Zoning District Regulations

Table 168-2 Permitted Uses by Zoning District

Use Types	R-1	R-2	R-3	MH	CC	UC	LI
Residential, Accessory Dwelling Unit	CP	P	P	P		P	

Chapter 172 Zoning Code – Supplemental Site Development Regulations

172.06 Accessory Uses

1. Home-Based Businesses; Home Occupations. Each home-based business shall register with the City, on a form established by the Zoning Administrator. Home-based businesses and home occupations are permitted as an accessory use in residential units subject to the following conditions:

a. External Effects.

- A. There shall be no change in the exterior appearance of the building or premises housing the home occupation other than signage permitted within this section.
- B. No noise, odors, bright lights, electronic interference, storage, or other external effects attributable to the home occupation shall be noticeable from any adjacent property or public right-of-way.
- C. A home occupation that is run within a detached accessory building shall be approved by the Board of Adjustment in accordance with these zoning regulations. All “external effects” criteria in subparagraphs (1), (2), (4), (5), and (6) of this paragraph A are applicable for the detached accessory building. Signage is not allowed upon the detached accessory building.
- D. Mechanical or electrical equipment supporting the home occupation shall be limited to that which is self-contained within the structure and normally used for office, domestic or household purposes.
- E. No outdoor storage of materials or equipment used in the home occupation shall be permitted, other than motor vehicles used by the owner to conduct the occupation. Parking or storage of heavy commercial vehicles to conduct the home occupation is prohibited.
- F. No home occupation shall discharge into any sewer, drainage way, or the ground any material which is radioactive, poisonous, detrimental to normal sewer plant operation, or corrosive to sewer pipes and installations.

b. Employees. The home occupation shall employ no more than one full time or part time employee on site other than the residents of the dwelling unit.

c. Extent of Use. For all residential zoning districts, a maximum of 30% of the floor area of the dwelling may be devoted or used for a home based business/home occupation, inclusive of any attached garage or detached accessory buildings used for the home occupation.

d. Signage. Signage designating the home occupation shall be consistent with regulations for zoning districts set forth in Chapter 175 of this Zoning Code.

e. Traffic Generation.

- a. Delivery or service by commercial vehicles or trucks over ten tons gross empty weight is prohibited for any home-based business located on a local street.

f. Nuisance. No home occupation shall be noxious, offensive, or hazardous due to vehicular traffic generation or emission of noise, vibration, smoke, dust or other particulate matter, odorous matter, heat, humidity, glare, refuse, radiation, or other objectionable emissions that would cause an adverse impact on the neighborhood, as determined by the zoning administrator.

2. Accessory Dwelling Units (ADU). Each ADU shall go through the Site Plan review process to confirm conformity with the City of Windsor Heights Zoning Code. ADUs are a permitted accessory use on all single-family residential lots. The following standards are applied to the ADUs:

- a. An ADU shall not exceed one thousand (1,000) square feet or 50% of the square footage of the Single-Family residence on the property, whichever is larger.
- b. Any manufactured home that is being utilized on a property must meet all standards of the City of Windsor Heights Zoning Code pertaining to ADUs, converted to Real Property by being placed on a permanent foundation.
- c. If the ADU is intended to be a rental property, it must be registered as a rental property with the City of Windsor Heights and go through the appropriate inspections as per the Rental Property City Code.
- d. If utilities to the ADU can't be provided in their entirety from the existing utilities on the lot with the single-family residence, then a new set of utility connections is required for the ADU.
- e. If the ADU is attached and/or connected to the principal structure and/or single-family residential dwelling unit on the property, then it is required to have a connecting doorway between the ADU and principal structure that does not go outside either structure.
- f. The maximum number of ADUs permitted on any lot is one (1).

Chapter 172 Zoning Code – Supplemental Site Development Regulations

172.07 Accessory Structures

1. Accessory structures are enclosed, covered, or walled structures that are customarily incidental and subordinate to the principal use or structure. The accessory buildings and structures include free standing garages, trash enclosures, sheds, play structures, underground shelters, accessory dwelling units (detached), and above-ground and in-ground pools and hot tubs.
2. Standards.
 - a. Construction. No accessory structure shall be constructed upon a lot until the construction of the principal building has been commenced, and no accessory structure shall be used if the principal building has not completed construction within a 2 year period.
 - b. Setback. Structures shall maintain a minimum distance of five feet from any lot lines, alley lines, and adjoining lots.
 - A. Must have a greater front yard setback than the primary structure.
 - B. Accessory Dwelling Unit (ADU) structures will conform to the setbacks of the Single-Family Residential dwelling units within their respective Zoning District instead of the Accessory Structure setbacks established in 172.07(2)(b).
 - c. Height. All structures shall have a maximum height of 25 feet.
 - d. Zoning. Must comply with all underlying standards set forth in Chapter 168.
 - e. Exempt Structures.
 - A. Unwalled structures under 120 square feet in size and under 15 feet in height.
 1. This does not include carports or concrete slabs.

- B. Accessory Dwelling Unit (ADU) structures are exempt from the Height Maximum of Accessory Structures and will conform to the Height Maximum provided for Single-Family Residential dwelling units within their respective Zoning District.

Public Hearing and Input

A public hearing was held for the public to give input on the changes being made to the ADU narrative within the City of Windsor Heights Zoning Code. This public hearing was held on June 25th, 2025, with the Planning and Zoning Commission. There was no public input given at this meeting.

Conclusion and Recommendation

After reviewing all of the documentation available, changes put forth by the Iowa Legislation, and discussion, City Staff compared the changes proposed to the current Accessory Dwelling Unit code to how the code exists today. After review and comparison, Staff came to their recommendation.

The staff recommends that the City Council approve and adopt the updates to the Accessory Dwelling Unit narrative for the City of Windsor Heights to come into conformance with State legislation.

Planning and Zoning Commission Recommendation

The Planning and Zoning Commission met on June 25th, 2025, to hold a public hearing and review the proposed changes to the Accessory Dwelling Unit narrative by City Staff. The Public Hearing was held, no public input was given by the community, discussion was held, and the commission members discussed the topics of the maximum ADUs per lot, setbacks that should be set, and the need for the connecting door between an attached ADU and primary structure. They then came to their recommendation.

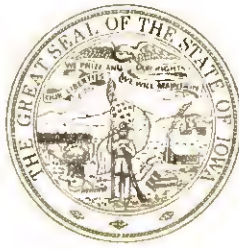
The Planning and Zoning Commission recommends approval and adoption of the updates to the Accessory Dwelling Unit narrative for the City of Windsor Heights, provided by staff with the update to change the setback requirements to meet the standards of the Single-Family Residential dwelling units within their respective Zoning Districts to come into conformance with State Legislation to City Council.

Recommended Motion

Motion to approve and adopt the updated Accessory Dwelling Unit narrative to come into conformance with State legislation for the City of Windsor Heights with Staff and the Planning & Zoning Commission's recommendations.

Attachments:

1. Windsor Heights Redlined Zoning Code (Proposed)
2. Senate File 592



STATE OF IOWA
KIM REYNOLDS
GOVERNOR

April 25, 2025

The Honorable Paul Pate
Secretary of State of Iowa
State Capitol
Des Moines, Iowa 50319

Dear Mr. Secretary,

I hereby transmit:

House File 652, an Act concerning county and city regulation of real property and the powers granted to a board of adjustment.

The above House File is hereby approved on this date.

Sincerely,

A handwritten signature in black ink, appearing to read "Kim Reynolds", written over the printed name.

Kim Reynolds
Governor of Iowa

cc: Secretary of the Senate
Clerk of the House



House File 652

AN ACT

CONCERNING COUNTY AND CITY REGULATION OF REAL PROPERTY AND THE
POWERS GRANTED TO A BOARD OF ADJUSTMENT.

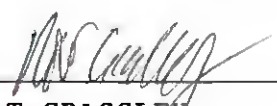
BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

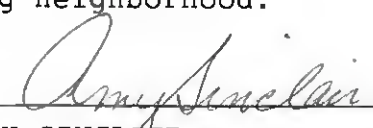
Section 1. Section 335.15, Code 2025, is amended by adding the following new subsection:

NEW SUBSECTION. 4. To authorize on appeal, in specific cases, such variance from the terms of the ordinance with respect to the area, dimensional, or other numerical limitations as will not be contrary to the public interest, where owing to special conditions a literal enforcement of the provisions of the ordinance will result in practical difficulties to the property owner in making a beneficial use of the property allowed by the zoning ordinance, and so that the spirit of the ordinance shall be observed and substantial justice done. Area, dimensional, or other numerical limitations subject to variances include but are not limited to requirements for minimum lot size, setbacks, yard widths, height, bulk, sidewalks, fencing, signage, and off-street parking. To receive the requested area, dimensional, or other numerical variance, the property owner must prove that the practical difficulties faced are unique to the property at issue and not self-created and must also demonstrate that granting the variance will not significantly alter the essential character of the surrounding neighborhood.

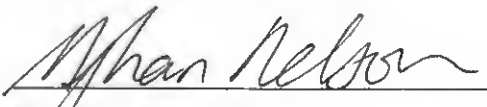
Sec. 2. Section 414.12, Code 2025, is amended by adding the following new subsection:

NEW SUBSECTION. 4. To authorize on appeal, in specific cases, such variance from the terms of the ordinance with respect to the area, dimensional, or other numerical limitations as will not be contrary to the public interest, where owing to special conditions a literal enforcement of the provisions of the ordinance will result in practical difficulties to the property owner in making a beneficial use of the property allowed by the zoning ordinance, and so that the spirit of the ordinance shall be observed and substantial justice done. Area, dimensional, or other numerical limitations subject to variances include but are not limited to requirements for minimum lot size, setbacks, yard widths, height, bulk, sidewalks, fencing, signage, and off-street parking. To receive the requested area, dimensional, or other numerical variance, the property owner must prove that the practical difficulties faced are unique to the property at issue and not self-created and must also demonstrate that granting the variance will not significantly alter the essential character of the surrounding neighborhood.

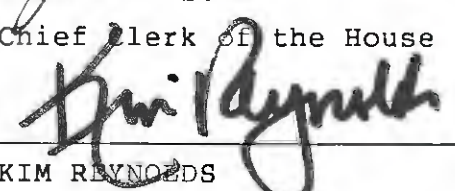

PAT GRASSLEY
Speaker of the House

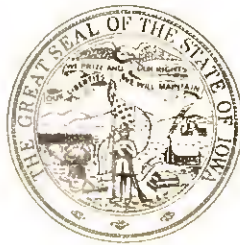

AMY SINCLAIR
President of the Senate

I hereby certify that this bill originated in the House and is known as House File 652, Ninety-first General Assembly.


MEGHAN NELSON
Chief Clerk of the House

Approved April 25th, 2025


KIM REYNOLDS
Governor



STATE OF IOWA
KIM REYNOLDS
GOVERNOR

May 1, 2025

The Honorable Paul Pate
Secretary of State of Iowa
State Capitol
Des Moines, Iowa 50319

Dear Mr. Secretary,

I hereby transmit:

Senate File 592, an Act relating to county and city regulation of accessory dwelling units.

The above Senate File is hereby approved on this date.

Sincerely,

A handwritten signature in black ink, appearing to read "Kim Reynolds".

Kim Reynolds
Governor of Iowa

cc: Secretary of the Senate
Clerk of the House



Senate File 592

AN ACT

RELATING TO COUNTY AND CITY REGULATION OF ACCESSORY DWELLING
UNITS.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

Section 1. Section 331.301, Code 2025, is amended by adding the following new subsection:

NEW SUBSECTION. 27. *a.* A county shall allow a minimum of one accessory dwelling unit on the same lot as a single family residence in accordance with the following conditions:

- (1) An accessory dwelling unit shall comply with all applicable building regulations as defined in chapter 103A.
- (2) An accessory dwelling unit shall not exceed one thousand square feet or fifty percent of the size of the single family residence, whichever is larger.
- (3) An accessory dwelling unit shall be prohibited or limited only to the extent that a state historic building code restriction, as adopted by a county in accordance with section 103A.43, subsection 3, a deed restriction, or a rule of a common interest community, as defined in section 499C.1, limits or prohibits the construction or use of an accessory dwelling unit. The imposition of an ordinance, motion, resolution, or amendment regulating accessory dwelling units that is more restrictive when applied to a common interest community than when applied to a single family residence is prohibited.
- (4) If a manufactured home as defined in section 435.1, subsection 3, or a mobile home as defined in section 435.1,

subsection 5, is used as an accessory dwelling unit, the manufactured home or mobile home shall be converted to real property by being placed on a permanent foundation and assessed for real estate taxes pursuant to section 435.26.

b. Except as otherwise provided in paragraph "a" or by state law, a county shall not impose any of the following limitations or restrictions:

(1) Requirements related to the placement or appearance of an accessory dwelling unit that are more restrictive than those imposed on a single family residence including but not limited to the following: maximum building heights; minimum setback requirements; minimum lot sizes; minimum building frontages; maximum lot coverages; density requirements; and aesthetic or architectural standards or requirements. Additionally, a county shall not require an accessory dwelling unit to match the exterior design, roof pitch, or finishing materials of the single family residence.

(2) Regulations on the use of an accessory dwelling unit as a rental property that are more restrictive than those provided for in subsection 18 of this section and chapter 562A.

(3) A requirement that the lot containing a single family residence and an accessory dwelling unit have additional parking beyond that required for a single family residence or payment of a fee in lieu of providing additional parking.

(4) Restrictions on the occupancy of either the single family residence or the accessory dwelling unit by any of the following manners: requiring the property owner to be a resident; requiring a familial, marital, or employment relationship to exist between the occupants of the single family residence and the occupants of the accessory dwelling unit; or restricting the occupancy of an accessory dwelling unit based on income or age.

(5) The requirement of new or separate utility lines between the accessory dwelling unit and public utility service connections. However, if full utility access that includes a separate metering system for billing purposes cannot be provided to the accessory dwelling unit, then the county can require new or separate utility lines.

(6) Imposition of a different county impact fee structure or

development standard for an accessory dwelling unit than those used for the single family residence on the same lot.

(7) The requirement of improvements or repairs to public streets or sidewalks beyond those imposed on the single family residence on the same lot.

c. A county shall approve an accessory dwelling unit permit application that meets the requirements set forth in paragraph "a" and by state law without discretionary review or hearing and consistent with the time frame assigned to the approval of a single family residence. An accessory dwelling unit permit application shall not have a review timeline or schedule in excess of a county's normal review schedule for a single family residence. If the county denies an accessory dwelling unit permit, the reason for denial shall be provided in writing to the applicant and include any remedy necessary to secure approval.

d. A county ordinance, motion, resolution, or amendment regulating accessory dwelling units in a manner that conflicts with this subsection is void. Nothing in this subsection prohibits a county from adopting an ordinance, motion, resolution, or amendment that is more permissive than the requirements provided in this subsection.

e. For the purposes of this subsection:

(1) "*Accessory dwelling unit*" means an additional residential dwelling unit located on the same lot as a single family residence that is either attached to or detached from the single family residence.

(2) "*Detached*" includes being part of any accessory structure such as a detached garage.

(3) "*Dwelling unit*" means the same as defined in section 562A.6, subsection 3.

(4) "*Single family residence*" means the same as defined in section 562A.6, subsection 15, except to the extent that a single family residence may share utility lines with the accessory dwelling unit if full utility access that includes a separate metering system for billing purposes can be provided to the accessory dwelling unit.

Sec. 2. Section 364.3, Code 2025, is amended by adding the following new subsection:

NEW SUBSECTION. 20. *a.* A city shall allow a minimum of one accessory dwelling unit on the same lot as a single family residence in accordance with the following conditions:

(1) An accessory dwelling unit shall comply with all applicable building regulations as defined in chapter 103A.

(2) An accessory dwelling unit shall not exceed one thousand square feet or fifty percent of the size of the single family residence, whichever is larger.

(3) An accessory dwelling unit shall be prohibited or limited only to the extent that a state historic building code restriction, as adopted by a city in accordance with section 103A.43, subsection 3, a deed restriction, or a rule of a common interest community, as defined in section 499C.1, limits or prohibits the construction or use of an accessory dwelling unit. The imposition of an ordinance, motion, resolution, or amendment regulating accessory dwelling units that is more restrictive when applied to a common interest community than when applied to a single family residence is prohibited.

(4) If a manufactured home as defined in section 435.1, subsection 3, or a mobile home as defined in section 435.1, subsection 5, is used as an accessory dwelling unit, the manufactured home or mobile home shall be converted to real property by being placed on a permanent foundation and assessed for real estate taxes pursuant to section 435.26.

b. Except as otherwise provided in paragraph "a" or by state law, a city shall not impose any of the following limitations or restrictions:

(1) Requirements related to the placement or appearance of an accessory dwelling unit that are more restrictive than those imposed on a single family residence including but not limited to the following: maximum building heights; minimum setback requirements; minimum lot sizes; minimum building frontages; maximum lot coverages; density requirements; and aesthetic or architectural standards or requirements. Additionally, a city shall not require an accessory dwelling unit to match the exterior design, roof pitch, or finishing materials of the single family residence.

(2) Regulations on the use of an accessory dwelling unit as a rental property that are more restrictive than those provided

for in subsections 9 and 16 of this section, section 414.1, subsection 1, paragraph "e", and chapter 562A.

(3) A requirement that the lot containing a single family residence and an accessory dwelling unit have additional parking beyond that required for a single-family residence or payment of a fee in lieu of providing additional parking.

(4) Restrictions on the occupancy of either the single family residence or the accessory dwelling unit by any of the following manners: requiring the property owner to be a resident; requiring a familial, marital, or employment relationship to exist between the occupants of the single family residence and the occupants of the accessory dwelling unit; or restricting the occupancy of an accessory dwelling unit based on income or age.

(5) A requirement of new or separate utility lines between the accessory dwelling unit and public utility service connections. However, if full utility access that includes a separate metering system for billing purposes cannot be provided to the accessory dwelling unit, then the city can require new or separate utility lines.

(6) Imposition of a different city impact fee structure or development standard for an accessory dwelling unit than those used for the single family residence on the same lot.

(7) The requirement of improvements or repairs to public streets or sidewalks beyond those imposed on the single family residence on the same lot.

c. A city shall approve an accessory dwelling unit permit application that meets the requirements set forth in paragraph "a" and by state law without discretionary review or hearing and consistent with the time frame assigned to the approval of a single family residence. An accessory dwelling unit permit application shall not have a review timeline or schedule in excess of a city's normal review schedule for a single family residence. If the city denies an accessory dwelling unit permit, the reason for denial shall be provided in writing to the applicant and include any remedy necessary to secure approval.

d. A city ordinance, motion, resolution, or amendment regulating accessory dwelling units in a manner that conflicts

with this subsection is void. Nothing in this subsection prohibits a city from adopting an ordinance, motion, resolution, or amendment that is more permissive than the requirements provided in this subsection.

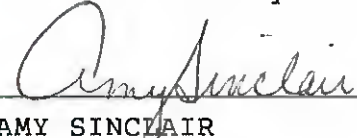
e. For the purposes of this subsection:

(1) "*Accessory dwelling unit*" means an additional residential dwelling unit located on the same lot as a single family residence that is either attached to or detached from the single family residence.

(2) "*Detached*" includes being part of an accessory structure such as a detached garage.

(3) "*Dwelling unit*" means the same as defined in section 562A.6, subsection 3.

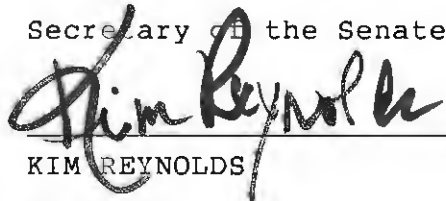
(4) "*Single family residence*" means the same as defined in section 562A.6, subsection 15, except to the extent that a single family residence may share utility lines with the accessory dwelling unit if full utility access that includes a separate metering system for billing purposes can be provided to the accessory dwelling unit.


AMY SINCLAIR
President of the Senate


PAT GRASSLEY
Speaker of the House

I hereby certify that this bill originated in the Senate and is known as Senate File 592, Ninety-first General Assembly.

Approved , 2025


W. CHARLES SMITHSON
Secretary of the Senate

KIM REYNOLDS
Governor

ORDINANCE NO. 2025-02

AN ORDINANCE AMENDING CHAPTERS 166, 168, 172, 175, AND 179 OF THE CODE OF ORDINANCES FOR THE CITY OF WINDSOR HEIGHTS, WITH REGARD TO ACCESSORY DWELLING UNITS AND GENERAL AMENDMENTS

WHEREAS, the City of Windsor Heights seeks to protect and preserve the rights, privileges and property of the City of Windsor Heights and its residents and business owners; and

WHEREAS, the City of Windsor Heights Planning and Zoning Commission held a public hearing on June 25, 2025 and recommended that the City Council approve the amendments; and

WHEREAS, the City Council deems it necessary to adopt this ordinance to align accessory dwelling units language with State law and general amendments conformance and ease of use for city staff, developers, and residents alike; and

WHEREAS, the City Council of the City of Windsor Heights do hereby find and declare that the amendments will protect and preserve the rights, privileges and property of the City of Windsor Heights and its residents, business owners, and staff.

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

SECTION 1. Purpose. The purpose of this ordinance is to amend Chapters 166, 168, 172, 175, and 179 of the City Code is to align accessory dwelling units language with State law and general amendments conformance and ease of use for city staff, developers, and residents alike.

SECTION 2. Revised. Revised Chapters 166, 168, 172, 175, and 179, as follows:

Chapter 166 Zoning Code – Definitions

188. “Residential” means the use of a site for one or more dwelling units.

- a. “Residential, Single-Family Detached” means a single-family residential use in which one dwelling unit is located on a single lot, with no physical or structural connection to any other dwelling unit.
- b. “Residential, Townhomes” means a townhome residential use with six or more units, in which the dwelling units have a common wall with or abutting one or more adjacent dwelling units in a townhouse structure, with its own front and rear access to the outside, and neither above nor below any other dwelling unit.
- c. “Residential, Accessory Dwelling Unit” means ~~a non-principal dwelling unit that is separate from the principal dwelling.~~ **an additional, non-principal residential dwelling unit located on the same lot as a single-family residence that is either attached or detached from the single-family residence.**

- d. “Residential, Duplex” means a residential use with two dwelling units contained within the same structure. Units do not have to contain a common wall and may be above or below each other.
- e. “Residential, Multi-Family” means a residential use with more than three units on a single lot in which all units do not contain at least one common wall with another unit. Units do not have to contain a common wall and may be above or below each other. Also known as Residential, Multiple-Family.
- f. “Residential, Downtown” means the use of upper levels above the street level of a building within the Urban Center District of the City for single- or multiple-family residential uses.

Chapter 168 Zoning Code – Zoning District Regulations

168.02 Establishment of Districts.

The following base districts and overlay districts are hereby established. Table 168.08-01 displays the purposes of these districts.

<u>BASE ZONING DISTRICT</u>	<u>DISTRICT NAME</u>
R-1	Low Intensity Residential District
R-2	Urban Family Residential District
R-3	Multiple-Family Residential District
MH	Mobile Home Residential District
CC	Community Commercial District
UC	Urban Center District
LI	Limited Industrial District
<u>OVERLAY DISTRICT</u>	<u>DISTRICT NAME</u>
PUD	Planned Unit Development Overlay District
F	Floodplain/Floodway Overlay District

168.04 Development Regulations.

For each Zoning District: Purposes are set forth in Table 168.08-01; uses permitted are set forth in Table 168.08-02; and site development regulations are presented in Table 168.08-03. Supplemental regulations may affect specific land uses or development regulations in each zoning district. The applicable supplemental regulations are noted in Table 168.08-02.

Table 168.08-01: Purposes of Zoning Districts

Only change/update is to the title of the table.

Table 168.08-02: Permitted Uses by Zoning District

Use Types	R-1	R-2	R-3	MH	CC	UC	LI
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Residential, Accessory Dwelling Unit	CP	P	P	P		P	
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Table 168.08-03 – Summary of Site Development Regulations

Regulator	R-1	R-2	R-3	MH
Minimum Lot Area (square feet)	7,200	7,200	7,200	See Section <u>1721.0</u> <u>2</u>
Minimum Lot Width (feet)	50	50	50	See Section <u>1721.0</u> <u>2</u>
Minimum Yards Setbacks (Feet)				
Front Yard Setback	25	25	25	See Section <u>1721.0</u> <u>2</u>
Street Side Yard Setback	25	25	25	See Section <u>1721.0</u> <u>2</u>
Interior Side Yard Setback	5	5	5	See Section <u>1721.0</u> <u>2</u>
Rear Yard Setback	15	15	15	See Section <u>1721.0</u> <u>2</u>
Maximum Height (feet)				
Main Building	35	35	35	See Section <u>1721.0</u> <u>2</u>
Accessory Building	25	25	25	See Section <u>1721.0</u> <u>2</u>

				<u>1721.0</u> <u>2</u>
Maximum Building Coverage	40%	50%	50%	See Section <u>1721.0</u> <u>2</u>
Maximum Impervious Coverage	65%	65%	65%	50%
Maximum Residential Units Per Acre (du/ac)	7.5	10	20	20
Lighting Zone	LZ-1	LZ-1	LZ-2	LZ-2

Chapter 172 Zoning Code – Supplemental Site Development Regulations

172.05 Maximum Permitted Sound Levels Adjacent to Residential Zoning Districts.

Table 171.056-01 displays the maximum permitted sound levels that may be generated by uses in the CC, UC, or LI zoning districts where adjacent to residential zoning districts. All measurements shall be taken at or within the boundary between the originating district and the adjacent residential zoning district with a sound level meter meeting American National Standards Institute (ANSI) specifications for a Type II or better general purpose sound level meter. The A-weighted response shall be used.

Table 172.05-01 – Maximum Permitted Sound Levels At Residential Boundaries

Originating Zoning District	Time	Maximum One Hour LEQ* (dBA)
CC, UC	7:00 a.m. – 10:00 p.m.	60
	10:00 p.m. – 7:00 a.m.	50
LI	7:00 a.m. – 10:00 p.m.	65
	10:00 p.m. – 7:00 a.m.	50
*LEQ (or equivalent continuous sound level) is the constant sound level that, in a given situation and time period, conveys the same sound energy as the actual time-varying A-weighted sound. It is the average sound level and accurately portrays the sound the human ear actually hears.		

Only change/update is to the title of the table.

172.06 Accessory Uses

1. Home-Based Businesses; Home Occupations. Each home-based business shall register with the City, on a form established by the Zoning Administrator. Home-based businesses and home occupations are permitted as an accessory use in residential units subject to the following conditions:

a. External Effects.

- A. There shall be no change in the exterior appearance of the building or premises housing the home occupation other than signage permitted within this section.
- B. No noise, odors, bright lights, electronic interference, storage, or other external effects attributable to the home occupation shall be noticeable from any adjacent property or public right-of-way.
- C. A home occupation that is run within a detached accessory building shall be approved by the Board of Adjustment in accordance with these zoning regulations. All “external effects” criteria in subparagraphs (1), (2), (4), (5), and (6) of this paragraph A are applicable for the detached accessory building. Signage is not allowed upon the detached accessory building.
- D. Mechanical or electrical equipment supporting the home occupation shall be limited to that which is self-contained within the structure and normally used for office, domestic or household purposes.
- E. No outdoor storage of materials or equipment used in the home occupation shall be permitted, other than motor vehicles used by the owner to conduct the occupation. Parking or storage of heavy commercial vehicles to conduct the home occupation is prohibited.
- F. No home occupation shall discharge into any sewer, drainage way, or the ground any material which is radioactive, poisonous, detrimental to normal sewer plant operation, or corrosive to sewer pipes and installations.

b. Employees. The home occupation shall employ no more than one full time or part time employee on site other than the residents of the dwelling unit.

c. Extent of Use. For all residential zoning districts, a maximum of 30% of the floor area of the dwelling may be devoted or used for a home based business/home occupation, inclusive of any attached garage or detached accessory buildings used for the home occupation.

d. Signage. Signage designating the home occupation shall be consistent with regulations for zoning districts set forth in Chapter 175 of this Zoning Code.

e. Traffic Generation.

- a. Delivery or service by commercial vehicles or trucks over ten tons gross empty weight is prohibited for any home-based business located on a local street.

f. Nuisance. No home occupation shall be noxious, offensive, or hazardous due to vehicular traffic generation or emission of noise, vibration, smoke, dust or other particulate matter, odorous matter, heat, humidity, glare, refuse, radiation, or other objectionable emissions that would cause an adverse impact on the neighborhood, as determined by the zoning administrator.

2. Accessory Dwelling Units (ADU). Each ADU shall go through the Site Plan review process to confirm conformity with the City of Windsor Heights Zoning Code. ADUs are a permitted accessory use on all single-family residential lots. The following standards are applied to the ADUs:

- a. An ADU shall not exceed one thousand (1,000) square feet or 50% of the square footage of the Single-Family residence on the property, whichever is larger.
- b. Any manufactured home that is being utilized on a property must meet all standards of the City of Windsor Heights Zoning Code pertaining to ADUs, converted to Real Property by being placed on a permanent foundation.
- c. If the ADU is intended to be a rental property, it must be registered as a rental property with the City of Windsor Heights and go through the appropriate inspections as per the Rental Property City Code.
- d. If utilities to the ADU can't be provided in their entirety from the existing utilities on the lot with the single-family residence, then a new set of utility connections is required for the ADU.
- e. If the ADU is attached and/or connected to the principal structure and/or single-family residential dwelling unit on the property, then it is required to have a connecting doorway between the ADU and principal structure that does not go outside either structure.
- f. The maximum number of ADUs permitted on any lot is one (1).

172.07 Accessory Structures

1. Accessory structures are enclosed, covered, or walled structures that are customarily incidental and subordinate to the principal use or structure. The accessory buildings and structures include free standing garages, trash enclosures, sheds, play structures, underground shelters, accessory dwelling units (detached), and above-ground and in-ground pools and hot tubs.
2. Standards.
 - a. Construction. No accessory structure shall be constructed upon a lot until the construction of the principal building has been commenced, and no accessory structure shall be used if the principal building has not completed construction within a 2 year period.
 - b. Setback. Structures shall maintain a minimum distance of five feet from any lot lines, alley lines, and adjoining lots.
 - A. Must have a greater front yard setback than the primary structure.
 - B. Accessory Dwelling Unit (ADU) structures will conform to the setbacks of the Single-Family Residential dwelling units within their respective Zoning District instead of the Accessory Structure setbacks established in 172.07(2)(b).
 - c. Height. All structures shall have a maximum height of 25 feet.
 - d. Zoning. Must comply with all underlying standards set forth in Chapter 168.
 - e. Exempt Structures.
 - A. Unwalled structures under 120 square feet in size and under 15 feet in height.
 1. This does not include carports or concrete slabs.
 - B. Accessory Dwelling Unit (ADU) structures are exempt from the Height Maximum of Accessory Structures and will conform to the Height

Maximum provided for Single-Family Residential dwelling units within their respective Zoning District.

172.15 Parkland Dedication.

No Table Title → *Table 172.15-01 Average Individuals Estimated Per Land Use Unit Type*

Land Use Type (Unit)	Individuals Per Residential Living Unit
Dwelling, Single-Unit	2.5 Individuals
Dwelling; Two, Three, or Four Unit; Townhouse,	2.0 Individuals
Dwelling; Apartment or Live-Work Unit	1.5 Individuals
Manufactured or Mobile Home	1.5 Individuals

Only change/update is to the title of the table.

Chapter 175 Zoning Code – Sign Regulations

Table 175.09-04 – Permitted Signs by Numbers, Dimensions, and Locations

Zoning District:		R-1 R-2	R-3 MH	CC UC	LI
	Detached Signs				
Number Permitted Per Premises		1	1	NA	NA
Maximum Size* (square feet)		8	32	90	90
Maximum Height (feet) of Structure Above Ground		10	10	10	10
Front Yard Setback (feet)		5	5	10	0
Side Yard Setback (feet)		10	10	5	0
	Attached Signs				
Maximum Size* (square feet)		8	32	150	200
		* For those uses only permitted a sufficient maximum sign area in Table 175.09-03-3			

Chapter 179 Zoning Code – Board of Adjustments

179.04 Powers.

The Board of Adjustment shall have the following powers:

1. To hear and decide appeals where it is alleged there is an error in any order, requirement, decision or determination made by the Administrator in the enforcement of this ordinance.

2. To grant a variation from the terms of this ordinance; provided, however, that all variations granted under this clause shall be in harmony with the intent of this ordinance and the applicable State Statute Iowa Code Section 414. In granting approval or conditional approval of a variance, the Board of Adjustment shall prepare written findings of fact that all of the conditions below apply to the application:
 - A. Special Circumstances. Special circumstances exist relating to the physical character of the property that are peculiar to the property and that do not apply generally to other properties in the same zoning district. And these circumstances are not of so general or recurrent a nature as to make it practical to provide, in the form of an amendment to this ordinance, a general rule to cover them.
 - B. ~~Hardship or~~ Practical Difficulties. Because of these special circumstances, the literal application of the provisions of this ordinance would, without a variance, result in unnecessary ~~and undue hardship or~~ practical difficulties for the applicant, as distinguished from mere inconvenience.
 - C. Not Resulting from Applicant Action. The special circumstances and either practical difficulties or hardship that are the basis for the variance have not resulted from any act, undertaken subsequent to the adoption of this ordinance or any applicable amendment thereto, of any party with a present interest in the property.
 - D. Reasonable Use and Return. Without the requested variance, the property cannot yield a reasonable return, or cannot be reasonably used consistent with the intent of the zoning district and the use of other properties therein, but the purpose of the variance is not otherwise to increase the return from the property or to confer special privileges not ordinarily enjoyed by other properties in the same district.
 - E. Not Alter Local Character. The variance will not alter the essential character of the locality or substantially impair public safety or welfare or property values in the area.
 - F. Minimum Variance Needed. The variance approved is the minimum required to allow reasonable use and enjoyment of the property.
3. In granting any variance, the Board of Adjustment may prescribe appropriate conditions and safeguards in conformity with this ordinance. Violation of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of this ordinance and punishable under this ordinance. Under no circumstances shall the Board of Adjustment grant a variance to allow a use not permissible under the terms of this ordinance in the district involved, or any use expressly or by implication prohibited by the terms of this ordinance in said district.
4. No nonconforming use of neighboring lands, structures, or buildings in the same district and no permitted or nonconforming use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.

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

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

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

Passed and Approved this 7th day of April, 2025.

1st Reading:

2nd Reading:

3rd Reading:

Publish Date:

Mike Jones, Mayor

(SEAL)

ATTEST:

Adam Strait, City Clerk

City of Windsor Heights Regular Business Meeting Minutes
Monday, July 7, 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: Susan Skeries, Joseph Jones, Michael Libbie, Lauren Campbell, and Threase Harms. Staff present: City Administrator Adam Plagge, City Attorney Erin Clanton, City Clerk Adam Strait, Fire Chief Jim Mease, Police Chief Pete Roth, Public Works Director Andy Larson, City Engineer Justin Ernst.

2. Approval of the Agenda

Motion by Threase Harms to APPROVE and remove item 4C from consent for discussion. Seconded by Susan Skeries. Motion passed 5-0.

3. Public Forum: This is time set aside for comments from the public on topics of City business other than those listed on the agenda. No action may be taken. Please come to the podium, state your name and address for the record and keep your comments to no more than 5 minutes.

No public comment given.

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

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

A. Approve Minutes of the Regular Council Meeting on June 16, 2025

B. Approve Financial Reports

D. Approve Resolution No. 2025-56 - A Resolution Setting a Public Hearing to Consider General Amendments and Accessory Dwelling Unit Updates to the Zoning Code

E. Approve Resolution No. 2025-57 - A Resolution Approving an Agreement for Professional Services with Bolton & Menk for the 73rd Street Improvements - Phase 2 Project

F. Approve Resolution No. 2025-58 - A Resolution Waiving CEC Fees for the Youth St. Vincent De Paul Conference Associated with St. Theresa Catholic School

G. Approve Resolution No. 2025-59 - A Resolution Waiving CEC Fees for Postpartum Support International The Climb Event

H. Approve DART Grant Application Letter of Support

5. Action Items:

C. Approve Liquor License - Super Quick Mart - 7690 Hickman Rd

Council discussed concerns of consistent issues with the business selling to underage individuals including hearing stories from families from within and outside of Windsor Heights. Staff is researching adjustments to future applications. Threase Harms proposed tabling the item until the following council meeting so that a discussion could be had involving the business. Staff confirmed their license would

not lapse doing this. Joseph Jones had made a motion for approval with a second from Susan Skeries. Both withdrew their motion. Lauren Campbell made a motion to TABLE. Seconded by Threase Harms. Motion passed 5-0.

A. Discussion on Chapter 122 Peddlers and Transient Merchants

Council discussed how to improve the peddler and transient merchant permit regulations. This included consideration of the hours allowed, with concerns raised about the current regulations permitting activity too late into the evening. A consensus was reached on a timeframe of 9:00 AM to 7:00 PM, Monday through Saturday, and 12:00 PM to 7:00 PM on Sundays. Discussion also addressed the permit fee and bond requirement. The agreed upon consensus for the fee structure was Day \$20, Week \$50, Month \$125, 90 Day \$250. An Out-of-State Bond requirement would be changed to \$1,000. Staff will draft changes into the City Code as part of a comprehensive code review currently underway, which is anticipated to be completed by the end of the year.

B. Consideration of Resolution No. 2025-60 - A Resolution Approving a 28E Agreement Between Windsor Heights and Urbandale Concerning the Crisis Intervention Team Program

Council approved a 28E Agreement with the City of Urbandale, Iowa, which establishes a Crisis Intervention Team (CIT) to be managed by the Urbandale Police Department (UPD). The team will consist of one mental health professional and one specially trained, sworn UPD law enforcement officer. The team's duties include responding to mental health-related calls for service, performing de-escalation and needs assessments, addressing substance abuse and homelessness, and facilitating access to necessary mental health services for individuals.

6. **Reports:**

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

- Councilmember Threase Harms reported that she recently completed an interview for the Uplift Video Project, sharing Windsor Heights' perspective and the reasons for participating. The project will continue filming interviews over the next month, and she is looking forward to seeing the final product. She also shared that she has a meeting scheduled this week with Habitat for Humanity to discuss the Women Build planning project, with the goal of organizing an elected women's group to participate in a build. Harms will coordinate with Susan once more details are available so the information can be shared with the Women's Group. Additionally, planning for Windsor Wonderland is well underway, with food trucks and contractors already secured. She is also exploring the possibility of adding a Maker's Market to the event. Lastly, Harms noted that there will be no MAC meeting this month and that the Legislative Committee meeting is still pending scheduling.
- Councilor Lauren Campbell reported that plans for the upcoming Fall Festival are progressing well. Campbell also mentioned that Fall Festival stickers are available for anyone interested.
- Councilor Michael Libbie reported that he recently participated in an outdoor interview with Uplift Iowa, which was filmed at Colby Park. The discussion focused on promoting positive actions within the community. He attended a private showing of a container home created by Uplift's Michael and Ashley, followed by a public viewing later in the week. Additionally, he plans to feature Michael and Ashley on his radio program to discuss the

container housing initiative. Libbie also noted that the Windsor Heights Foundation will host “Nights in the Heights” on Tuesday evening and encouraged attendance.

- Councilor Joseph Jones reported that he and the Mayor attended the opening of the container home mentioned by Councilor Libbie, noting that it is worth seeing. He also mentioned that there will be a DART meeting tomorrow, with more details to come.
- Councilor Susan Skeries began by thanking the fire department and city staff for constructing a shed to store special events equipment, acknowledging the effort and challenges involved in completing the project. She reported that the Special Events Committee met in June with a smaller group and discussed the possibility of organizing a neighborhood business party along University Avenue, similar to neighborhood block parties, with more details to come. Skeries also noted that she attended a Metro Waste Executive Committee meeting last Wednesday and will participate in the Chamber’s Bash event tomorrow, followed by the “Wake Up Windsor Heights” event on Thursday morning at Hy-Vee. She expressed appreciation to Public Works Director Andy for responding to her call regarding an incident at Colby Park and ensuring it was addressed. She concluded by mentioning an upcoming Metro Waste meeting scheduled for next Wednesday.
- City Administrator Adam Plagge reported that Chief Ross compiled statistics showing the city received 20 calls related to fireworks over the past week, but there were no reported injuries or property damage, which he noted as positive news for Windsor Heights. Plagge also provided an update on the 68th Street project, stating that Stage One is scheduled to begin paving on Wednesday and should reopen to traffic within the next few weeks.

i Mayor's Report

B. Q2 2025 Code Enforcement Report

7. Adjourn

Motion by Susan Skeries to adjourn at 6:42 PM. Seconded by Threase Harms. Motion passed 5-0

Susan Skeries Mayor Pro-Tem

Adam Strait, City Clerk



**STAFF REPORT
CITY COUNCIL**
August 4, 2025

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

GENERAL INFORMATION

ATTACHMENTS

1. CLAIMS REPORT

***Check Detail Register©**

July 25-26

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
1110 CASH					
382 e	07/03/25	FEDERAL TAX DEPOSIT			
G 001-2120		FEDERAL W/H PAYABLE	\$14,188.31		
G 001-2121		FICA W/H PAYABLE	\$18,947.88		
		Total	\$33,136.19		
383 e	07/03/25	ISOLVED BENEFIT SERVICES			
G 001-2131		FSA AND DEPENDENT	\$1,818.52		
		Total	\$1,818.52		
384 e	07/03/25	IPERS			
G 001-2123		IPERS PAYABLE	\$18,998.78		
		Total	\$18,998.78		
385 e	07/03/25	STATE OF IOWA			
G 001-2122		STATE W/H PAYABLE	\$3,259.49		
		Total	\$3,259.49		
386 e	07/03/25	ICMA RETIREMENT TRUST			
G 001-2125		DEF COMP PAYABLE IC	\$144.23		SWISHER, RACHELLE
G 001-2125		DEF COMP PAYABLE IC	\$95.52		BOWERS, RYAN
G 001-2125		DEF COMP PAYABLE IC	\$181.44		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	\$137.41		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	\$2,376.67		
387 e	07/03/25	DELTA DENTAL OF IOWA			
G 001-2127		VISION/DENTAL	\$3,229.42		
		Total	\$3,229.42		
388 e	07/03/25	MANHATTANLIFE			



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 001-2132		MANHATTAN LIFE	\$31.25		DAVISON, MARK
G 001-2132		MANHATTAN LIFE	\$4.88		JOHNSON, KYLE
G 001-2132		MANHATTAN LIFE	\$3.38		JONES, BRIAN
G 001-2132		MANHATTAN LIFE	\$22.42		MEASE, JAMES
G 001-2132		MANHATTAN LIFE	\$6.63		PRICE, JEFF
G 001-2132		MANHATTAN LIFE	\$21.60		ROBERTS, JASON
G 001-2132		MANHATTAN LIFE	\$11.13		ROTH, PETE
G 001-2132		MANHATTAN LIFE	\$10.00		STAPLETON, BRIAN
		Total	\$111.29		
389 e	07/03/25	ASSURITY			
G 001-2128		ASSURITY	\$281.53		ASSURITY
		Total	\$281.53		
390 e	07/03/25	FEDERAL TAX DEPOSIT			
G 001-2120		FEDERAL W/H PAYABLE	\$3,466.36		
G 001-2121		FICA W/H PAYABLE	\$5,312.92		
		Total	\$8,779.28		
391 e	07/03/25	STATE OF IOWA			
G 001-2122		STATE W/H PAYABLE	\$893.42		
		Total	\$893.42		
392 e	07/11/25	BANKERS TRUST COMPANY			
E 001-620-6405		COURT & RECORDING F	\$212.85		CC FEES
		Total	\$212.85		
393 e	07/11/25	BANKERS TRUST COMPANY			
E 001-620-6405		COURT & RECORDING F	\$227.94		CC FEES
		Total	\$227.94		
394 e	07/11/25	BANKERS TRUST COMPANY			
E 001-620-6405		COURT & RECORDING F	\$127.90		CC FEES
		Total	\$127.90		
395 e	07/11/25	CLEARFLY			
E 001-615-6373		COMMUNICATIONS	\$182.48	INV723377	CELL PHONES
		Total	\$182.48		
396 e	07/11/25	ISOLVED BENEFIT SERVICES			
E 112-110-6180		ALLOWANCES	\$33.60	W41229	FSA FEES
E 112-150-6180		ALLOWANCES	\$12.60	W41229	FSA FEES
E 112-210-6180		ALLOWANCES	\$4.20	W41229	FSA FEES
E 112-620-6180		ALLOWANCES	\$8.40	W41229	FSA FEES
		Total	\$58.80		
397 e	07/11/25	LEAF			
E 001-620-6507		OPERATING SUPPLIES	\$361.74	18521320	CH COPIER LEASE
		Total	\$361.74		
398 e	07/11/25	MIDAMERICAN ENERGY CO			
E 001-480-6371		UTILITIES	\$1,114.10	568317714	6900 SCHOOL ST CEC
		Total	\$1,114.10		



CITY OF WINDSOR HEIGHTS

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
399 e	07/11/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$3,196.29	568408537	STREET LIGHTS
		Total	\$3,196.29		
400 e	07/11/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$24.58	568287036	1140 73RD ST
		Total	\$24.58		
401 e	07/11/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$18.94	568282039	951 73RD ST
		Total	\$18.94		
402 e	07/11/25	MIDAMERICAN ENERGY CO			
E 001-150-6371		UTILITIES	\$825.54	568291075	1133 66TH ST
		Total	\$825.54		
403 e	07/11/25	MIDAMERICAN ENERGY CO			
E 110-210-6371		UTILITIES	\$219.53	568277699	6800 SCHOOL ST
		Total	\$219.53		
404 e	07/11/25	MIDAMERICAN ENERGY CO			
E 110-210-6371		UTILITIES	\$39.12	568277619	6800 SCHOOL ST GAS
		Total	\$39.12		
405 e	07/11/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$24.30	568277301	7116 UNIV AVE
		Total	\$24.30		
406 e	07/11/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$25.13	568262809	7001 UNIV AVE
		Total	\$25.13		
407 e	07/11/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$27.19	568262818	6300 UNIV AVE
		Total	\$27.19		
408 e	07/11/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$37.77	568261820	1151 65TH ST UNIT 1
		Total	\$37.77		
409 e	07/11/25	MIDAMERICAN ENERGY CO			
E 001-620-6371		UTILITIES	\$191.17	568291412	1145 66TH ST
		Total	\$191.17		
410 e	07/11/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$25.06	568286704	7290 UNIV AVE
		Total	\$25.06		
411 e	07/11/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$98.86	568282974	6739 UNIV AVE
		Total	\$98.86		
412 e	07/11/25	MIDAMERICAN ENERGY CO			
E 001-480-6371		UTILITIES	\$26.48	568277771	6900 SCHOOL ST



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$26.48		
413 e	07/11/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$25.33	568269275	2227 63RD ST
Total			\$25.33		
414 e	07/11/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$41.92	568263775	1145 73RD ST
Total			\$41.92		
415 e	07/11/25	MIDAMERICAN ENERGY CO			
E 001-480-6371		UTILITIES	\$84.80	568263307	6900 SCHOOL ST STAGE
Total			\$84.80		
416 e	07/11/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$58.16	568262314	6440 HICKMAN RD
Total			\$58.16		
417 e	07/11/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$26.57	568261140	6410 HICKMAN RD
Total			\$26.57		
418 e	07/11/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$5.33	567729400	1443 73RD ST SPEED SIGN
Total			\$5.33		
419 e	07/11/25	VERIZON WIRELESS			
E 001-110-6373		COMMUNICATIONS	\$40.01	6116559543	CELL PHONES
E 001-160-6373		COMMUNICATIONS	\$66.49	6116559543	CELL PHONES
E 001-110-6373		COMMUNICATIONS	\$41.47	6116559543	CELL PHONES
E 001-480-6373		COMMUNICATIONS	\$24.37	6116559543	CELL PHONES
E 110-210-6373		COMMUNICATIONS	\$60.06	6116559543	CELL PHONES
E 110-210-6373		COMMUNICATIONS	\$20.02	6116559543	CELL PHONES
E 110-210-6373		COMMUNICATIONS	\$40.04	6116559543	CELL PHONES
Total			\$292.46		
420 e	07/11/25	LEAF			
E 001-110-6507		OPERATING SUPPLIES	\$173.20	18551246	PSB COPIER LEASE
Total			\$173.20		
421 e	07/11/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$133.74	568288474	6540 UNIV AVE
Total			\$133.74		
422 e	07/11/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$30.42	567807628	801 73RD ST
Total			\$30.42		
423 e	07/16/25	UMB BANK			
E 200-210-6855		2024A INTEREST	\$600.00	1017950	2024A BOND FEES
Total			\$600.00		
424 e	07/16/25	FEDERAL TAX DEPOSIT			
G 001-2120		FEDERAL W/H PAYABLE	\$1,217.43		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 001-2121		FICA W/H PAYABLE	\$1,427.70		
		Total	\$2,645.13		
425 e	07/16/25	STATE OF IOWA			
G 001-2122		STATE W/H PAYABLE	\$304.37		
		Total	\$304.37		
426 e	07/16/25	FEDERAL TAX DEPOSIT			
G 001-2120		FEDERAL W/H PAYABLE	\$13,831.03		
G 001-2121		FICA W/H PAYABLE	\$18,457.30		
		Total	\$32,288.33		
427 e	07/16/25	ISOLVED BENEFIT SERVICES			
G 001-2131		FSA AND DEPENDENT	\$1,818.52		
		Total	\$1,818.52		
428 e	07/18/25	IPERS			
G 001-2123		IPERS PAYABLE	\$19,012.17		
		Total	\$19,012.17		
429 e	07/18/25	STATE OF IOWA			
G 001-2122		STATE W/H PAYABLE	\$3,418.89		
		Total	\$3,418.89		
430 e	07/18/25	ICMA RETIREMENT TRUST			
G 001-2125		DEF COMP PAYABLE IC	\$521.66		ICMA DEFERRED COMP
G 001-2125		DEF COMP PAYABLE IC	\$1,900.82		ICMA - EMPLOYER
		Total	\$2,422.48		
446 e	07/25/25	DELTA DENTAL OF IOWA			
E 112-110-6150		INSURANCE	\$1,195.24		DENTAL INS
E 112-150-6150		INSURANCE	\$538.44		DENTAL INS
E 112-210-6150		INSURANCE	\$752.70		DENTAL INS
E 112-620-6150		INSURANCE	\$301.66		DENTAL INS
E 112-210-6150		INSURANCE	\$222.00		VISION INS
E 112-150-6150		INSURANCE	\$105.36		VISION INS
E 112-210-6150		INSURANCE	\$126.88		VISION INS
E 112-620-6150		INSURANCE	\$59.04		VISION INS
		Total	\$3,301.32		
447 e	07/25/25	EMPLOYEE BENEFIT SYSTEMS			
E 112-110-6150		INSURANCE	\$6,976.79		MEDICAL INS
E 112-110-6180		ALLOWANCES	\$2,262.85		MEDICAL INS
E 112-110-6190		ADMIN FEES - ADMIN	\$832.40		MEDICAL INS
E 112-150-6150		INSURANCE	\$2,930.25		MEDICAL INS
E 112-150-6180		ALLOWANCES	\$932.55		MEDICAL INS
E 112-150-6190		ADMIN FEES - ADMIN	\$373.80		MEDICAL INS
E 112-210-6150		INSURANCE	\$3,627.93		MEDICAL INS
E 112-210-6180		ALLOWANCES	\$1,168.75		MEDICAL INS
E 112-210-6190		ADMIN FEES - ADMIN	\$443.60		MEDICAL INS
E 112-620-6150		INSURANCE	\$1,534.89		MEDICAL INS
E 112-620-6180		ALLOWANCES	\$460.15		MEDICAL INS
E 112-620-6190		ADMIN FEES - ADMIN	\$234.20		MEDICAL INS



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$21,778.16		
448 e	07/25/25	LEAF			
E 001-620-6507		OPERATING SUPPLIES	\$361.74	18677005	CH COPIER LEASE
Total			\$361.74		
449 e	07/25/25	LEAF			
E 001-110-6507		OPERATING SUPPLIES	\$173.20		PS COPIER LEASE
Total			\$173.20		
450 e	07/29/25	IA COMM. ASSURANCE POOL			
E 001-615-6490		OTHER PROF SERVICE	\$6,029.00		CYBER INSURANCE
E 001-610-6408		GENERAL INSURANCE	\$10,519.31		LIABILITY INSURANCE
E 001-480-6408		GENERAL INSURANCE	\$9,548.30		LIABILITY INSURANCE
E 001-430-6408		GENERAL INSURANCE	\$13,088.83		LIABILITY INSURANCE
E 001-160-6408		GENERAL INSURANCE	\$6,067.68		LIABILITY INSURANCE
E 001-150-6408		GENERAL INSURANCE	\$31,841.21		LIABILITY INSURANCE
E 001-110-6408		GENERAL INSURANCE	\$35,421.46		LIABILITY INSURANCE
E 740-865-6408		GENERAL INSURANCE	\$12,463.42		LIABILITY INSURANCE
E 110-210-6408		GENERAL INSURANCE	\$17,157.34		LIABILITY INSURANCE
E 110-250-6408		GENERAL INSURANCE	\$8,643.50		LIABILITY INSURANCE
E 001-620-6408		GENERAL INSURANCE	\$4,340.95		LIABILITY INSURANCE
Total			\$155,121.00		
58785	07/11/25	AHLERS COONEY P.C.			
E 001-110-6411		LEGAL	\$94.50	894261	LEGAL FEES
Total			\$94.50		
58786	07/11/25	AMAZON CAPITAL SERVICES			
E 001-110-6506		OFFICE SUPPLIES	\$9.01	11HK-MYHV-	OFFICE SUPPLIES
E 001-110-6506		OFFICE SUPPLIES	\$148.00	134H-GPQL-	COMPUTER DOCK
E 001-620-6506		OFFICE SUPPLIES	\$29.67	14G9-PD6Q-	OFFICE SUPPLIES
E 001-620-6506		OFFICE SUPPLIES	\$40.71	173N-G6JJ-R	OFFICE SUPPLIES
E 001-470-6499		MISC/REFUNDS	\$296.96	19D4-X3QM-	SHED ROOF KIT
E 001-620-6506		OFFICE SUPPLIES	\$35.68	1VX4-GN41-	OFFICE SUPPLIES
E 001-110-6506		OFFICE SUPPLIES	\$81.49	IP9Q-TJP7-9	COMPUTER ITEMS
Total			\$641.52		
58787	07/11/25	AMERICAN TEST CENTER INC.			
E 001-150-6334		VEHICLE TESTING/ANN	\$458.00	2251244	ANNUAL LADDER TESTING
Total			\$458.00		
58788	07/11/25	BOLTON & MENK			
E 321-210-6407		PROF FEES/ENGINEERI	\$10,719.00	0366409	WALNUT CREEK ACCESS ENG
E 001-620-6407		PROF FEES/ENGINEERI	\$9,112.00	0366885	PLANNING SERVICES
Total			\$19,831.00		
58789	07/11/25	BRICK GENTRY PC			
E 001-110-6411		LEGAL	\$150.00	450590	JUNE LEGAL FEES
E 001-640-6411		LEGAL	\$5,040.00	450590	JUNE LEGAL FEES
E 001-110-6411		LEGAL	\$2,317.50	450591	JUNE LEGAL FEES
Total			\$7,507.50		



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
58790	07/11/25	BULLZEYE, INC			
E 001-110-6409		JANITORIAL	\$928.00	9711	PSB JUNE CLEANINGS
E 001-620-6409		JANITORIAL	\$574.00	9736	CH JUNE CLEANINGS
E 001-480-6511		BLDG & GROUNDS OPE	\$2,285.00	9765	CEC JUNE CLEANINGS
		Total	\$3,787.00		
58791	07/11/25	CITY OF DES MOINES			
E 001-130-6413		CONTRIBUTIONS & PAY	\$7,151.09	141127	ANNUAL HOMELAND SECURITY 28E
		Total	\$7,151.09		
58792	07/11/25	CONSTRUCTION MATERIALS TESTING			
E 326-210-6761		CAP OUTLAY	\$1,402.25	55226	68TH ST SOUTH TESTING
E 322-210-6761		CAP OUTLAY	\$5,148.13	55232	73RD ST TESTING
		Total	\$6,550.38		
58793	07/11/25	CRYSTAL CLEAR WATER CO.			
E 001-620-6506		OFFICE SUPPLIES	\$19.98	798223	WATER
		Total	\$19.98		
58794	07/11/25	DES MOINES AREA MPO			
E 001-620-6210		DUES & MEMBERSHIPS	\$5,067.00	388	FY26 ASSESSMENT DUES
		Total	\$5,067.00		
58795	07/11/25	DES MOINES PUBLIC LIBRARY			
E 001-410-6413		CONTRIBUTIONS & PAY	\$16,882.63	061125-0425	4TH QTR FY25
		Total	\$16,882.63		
58796	07/11/25	EMERGENCY APPARATUS MAINTENANC			
E 001-160-6332		REPAIR - VEHICLES & E	\$1,201.99	136486	553 ANNUAL MAINTENANCE
E 001-150-6332		REPAIR - VEHICLES & E	\$2,239.79	136487	551 ANNUAL MAINTENANCE
E 001-150-6332		REPAIR - VEHICLES & E	\$1,668.47	136488	ANNUAL MAINTENANCE
		Total	\$5,110.25		
58797	07/11/25	IMWCA			
E 112-150-6160		WORKER'S COMP	\$2,965.65	INV94894	WORK COMP INSTALLMENT 1
E 112-210-6160		WORKER'S COMP	\$697.80	INV94894	WORK COMP INSTALLMENT 1
E 112-110-6160		WORKER'S COMP	\$2,093.40	INV94894	WORK COMP INSTALLMENT 1
E 112-620-6160		WORKER'S COMP	\$2.91	INV94894	WORK COMP INSTALLMENT 1
E 740-865-6160		WORKER'S COMP	\$55.24	INV94894	WORK COMP INSTALLMENT 1
		Total	\$5,815.00		
58798	07/11/25	IOWA SOLUTIONS INC			
E 001-615-6419		TECHNOLOGY SERVICE	\$3,681.00	94323	MANAGED DEVICES
E 001-615-6419		TECHNOLOGY SERVICE	\$255.00	94676	HOURLY SERVICES
		Total	\$3,936.00		
58799	07/11/25	J&M DISPLAYS			
E 001-470-6497		FALL FESTIVAL	\$15,368.21	62266 1	FIREWORKS DISPLAY FALL FESTIVAL
		Total	\$15,368.21		
58800	07/11/25	MENDOZA, EDITH			
E 001-480-6499		MISC/REFUNDS	\$1,155.00		COMMUNITY CENTER REFUND

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$1,155.00		
58801	07/11/25	METRO WASTE AUTHORITY			
E 670-840-6490		OTHER PROF SERVICE	\$9,303.20	70030021	CURB IT FEES
E 670-840-6413		CONTRIBUTIONS & PAY	\$22,575.53	70030022	GARBAGE FEES
Total			\$31,878.73		
58802	07/11/25	MID-IOWA ASSN LOCAL GOVT			
E 001-610-6413		CONTRIBUTIONS & PAY	\$738.88		FY26 DUES
Total			\$738.88		
58803	07/11/25	NISSEN, ANDREW			
E 001-110-6180		ALLOWANCES	\$227.13		CLOTHING ALLOWANCE
Total			\$227.13		
58804	07/11/25	O'REILLY AUTO PARTS			
E 001-160-6332		REPAIR - VEHICLES & E	\$34.19	0342-357194	AMB HEADLIGHT
Total			\$34.19		
58805	07/11/25	PREMIUM SOLUTIONS			
E 001-610-6507		OPERATING SUPPLIES	\$841.55	25-1251	FLAGS/BANNERS
Total			\$841.55		
58806	07/11/25	QPS EMPLOYMENT GROUP			
E 001-620-6020		SALARIES - PARTTIME	\$345.60	0877810	HANKINS, ALLIE 6/28/25
E 001-620-6020		SALARIES - PARTTIME	\$460.80	0878900	HANKINS, ALLIE 7/5/25
Total			\$806.40		
58807	07/11/25	SAFE BUILDING COMPLIANCE			
E 001-170-6407		PROF FEES/ENGINEERI	\$1,354.27	4092343	BUILDING INSPECTIONS
E 001-150-6407		PROF FEES/ENGINEERI	\$320.00	4092353	JUNE INSPECTIONS
Total			\$1,674.27		
58808	07/11/25	SECURITY EQUIPMENT INC			
E 001-110-6310		BUILDING REPAIR	\$581.33	941767	NORTH PD DOOR REPAIR
Total			\$581.33		
58809	07/11/25	TRANSUNION RISK & ALTERNATIVE			
E 001-110-6507		OPERATING SUPPLIES	\$75.00		MONTHLY CHARGES
Total			\$75.00		
58810	07/11/25	UNITYPOINT HEALTH			
E 112-210-6180		ALLOWANCES	\$73.75	274555	DOT DRUG SCREEN
Total			\$73.75		
58811	07/11/25	URBANDALE CHAMBER OF COMMERCE			
E 001-460-6413		CONTRIBUTIONS & PAY	\$3,250.00	92024	ELITE PARTNER INVESTMENT FY26
Total			\$3,250.00		
58812	07/14/25	ABSOLUTE CONCRETE CONSTRUCTION			
E 322-210-6761		CAP OUTLAY	\$203,072.56		73rd St. Phase 1 Pay Request 11
Total			\$203,072.56		
58813	07/14/25	PURCHASE POWER			



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 001-620-6508		POSTAGE & SHIPPING	\$841.99		Postage
		Total	\$841.99		
58814	07/14/25	SHEKAR ENGINEERING, P.L.C.			
E 326-210-6761		CAP OUTLAY	\$153,123.37		68th St. S. Pay Request 2
		Total	\$153,123.37		
58815	07/16/25	AIRGAS			
E 001-160-6498		MEDICAL SUPPLIES	\$8.10	5517226503	OXYGEN
		Total	\$8.10		
58816	07/16/25	AMAZON CAPITAL SERVICES			
E 110-210-6310		BUILDING REPAIR	\$49.99	13T9-X4CJ-Y	FILTERS
E 001-150-6310		BUILDING REPAIR	\$37.99	1666-WVHC-	DAY ROOM CLOCK
E 001-430-6507		OPERATING SUPPLIES	\$462.95	1766-QR1G-	SUPPLIES
		Total	\$550.93		
58817	07/16/25	BAKER ELECTRIC INC.			
E 110-210-6407		PROF FEES/ENGINEERI	\$3,357.92	13033-07	UTILITY LOCATES
E 001-430-6511		BLDG & GROUNDS OPE	\$4,697.27	25632-01	COLBY PARK LIGHT POLE REPAIRS
		Total	\$8,055.19		
58818	07/16/25	BOUND TREE MEDICAL LLC			
E 001-160-6498		MEDICAL SUPPLIES	\$260.81	85824500	MEDICAL SUPPLIES
E 001-160-6498		MEDICAL SUPPLIES	\$159.80	85824501	MEDICAL SUPPLIES
E 001-160-6498		MEDICAL SUPPLIES	\$188.38	85833586	MEDICAL SUPPLIES
E 001-160-6498		MEDICAL SUPPLIES	\$197.90	85833587	MEDICAL SUPPLIES
		Total	\$806.89		
58819	07/16/25	BOWERS, RYAN			
E 001-110-6250		EDUCATION REIMBURS	\$400.00		EDUCATION INCENTIVE
		Total	\$400.00		
58820	07/16/25	BULLZEYE, INC			
E 001-480-6511		BLDG & GROUNDS OPE	\$750.00	9769	CEC WINDOW CLEANING
		Total	\$750.00		
58821	07/16/25	CAPITAL SANITARY SUPPLY			
E 001-480-6507		OPERATING SUPPLIES	\$599.95	C406892	SUPPLIES
		Total	\$599.95		
58822	07/16/25	CINTAS			
E 001-150-6310		BUILDING REPAIR	\$94.19	5279226209	FIRST AID CABINET SUPPLIES
		Total	\$94.19		
58823	07/16/25	CITY OF URBANDALE			
E 110-210-6408		GENERAL INSURANCE	\$634.36	2026-900000	SALT STORAGE INSURANCE
		Total	\$634.36		
58824	07/16/25	CLIVE POWER EQUIP.			
E 001-430-6332		REPAIR - VEHICLES & E	\$319.92	10127	STIHL TRIMMER
		Total	\$319.92		
58825	07/16/25	CONCRETE POLYFIX			



CITY OF WINDSOR HEIGHTS

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 110-210-6417		STREET MAINTENANCE	\$800.00	2506-0412-6	68TH STREET REPAIRS
		Total	\$800.00		
58826	07/16/25	CONCRETE SUPPLY INC.			
E 740-865-6765		STORM DRAINAGE CAPI	\$295.00	789990	STORM LIDS
		Total	\$295.00		
58827	07/16/25	DES MOINES WATER WORKS			
E 001-620-6371		UTILITIES	\$4.10		1145 66TH ST
E 001-150-6371		UTILITIES	\$49.28		1133 66TH ST
E 001-480-6371		UTILITIES	\$23.10		6800 SCHOOL ST
E 001-430-6507		OPERATING SUPPLIES	\$14.07		1200 66TH ST
E 001-480-6371		UTILITIES	\$3.35		6900 SCHOOL ST
		Total	\$93.90		
58828	07/16/25	EILEENS COOKIES			
E 001-470-6496		MOVIES IN THE PARK	\$70.00	1240	JUNE MOVIES IN THE PARK
		Total	\$70.00		
58829	07/16/25	ELECTRICAL ENG.& EQUIPMENT			
E 110-210-6310		BUILDING REPAIR	\$23.64	8892075-00	SUPPLIES
		Total	\$23.64		
58830	07/16/25	GANNETT IOWA LOCALIQ			
E 001-620-6414		PUBLICATIONS	\$838.80	0007187598	PUBLICATIONS
		Total	\$838.80		
58831	07/16/25	GRAINGER			
E 110-210-6507		OPERATING SUPPLIES	\$48.06	9547950833	SUPPLIES
E 110-210-6310		BUILDING REPAIR	\$73.34	9555751511	SUPPLIES
		Total	\$121.40		
58832	07/16/25	HOTSY CLEANING SYSTEMS			
E 110-210-6332		REPAIR - VEHICLES & E	\$824.82	PSI-317327	REPAIRS
		Total	\$824.82		
58833	07/16/25	HOTT OFF THE PRESS			
E 001-620-6374		NEWSLETTERS	\$1,700.12	35922	JUNE NEWSLETTER
E 001-620-6374		NEWSLETTERS	\$1,671.27	35968	JULY NEWSLETTER
		Total	\$3,371.39		
58834	07/16/25	INROADS LLC			
E 110-210-6417		STREET MAINTENANCE	\$1,686.00	3074	HOT MIX ASPHALT
E 110-210-6417		STREET MAINTENANCE	\$915.75	3093	HOT MIX ASPHALT
		Total	\$2,601.75		
58835	07/16/25	IOWA ONE CALL			
E 740-865-6413		CONTRIBUTIONS & PAY	\$100.00	272066	LINE LOCATES
		Total	\$100.00		
58836	07/16/25	IRLBECK, MICHAEL			
E 001-110-6250		EDUCATION REIMBURS	\$800.00		EDUCATION INCENTIVES
E 001-110-6250		EDUCATION REIMBURS	(\$800.00)		EDUCATION INCENTIVES

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$0.00		
58837	07/16/25	JC MIDWEST SERVICES LLC			
E 740-865-6765		STORM DRAINAGE CAPI	\$2,050.00	10156	CREEK CLEANUP
Total			\$2,050.00		
58838	07/16/25	JOHNSON, KYLE			
E 001-110-6250		EDUCATION REIMBURS	\$800.00		EDUCATION INCENTIVE
Total			\$800.00		
58839	07/16/25	MENARDS			
E 001-470-6499		MISC/REFUNDS	\$184.64	10362	SPECIAL EVENTS SHED MATERIALS
Total			\$184.64		
58840	07/16/25	MIDWEST VAC PROFESSIONALS			
E 328-210-6761		CAP OUTLAY	\$11,420.00	2617	JET VAC SERVICE
E 740-865-6765		STORM DRAINAGE CAPI	\$2,983.65	2623	SERVICE
Total			\$14,403.65		
58841	07/16/25	NISSEN, ANDREW			
E 001-110-6250		EDUCATION REIMBURS	\$400.00		EDUCATION INCENTIVE
Total			\$400.00		
58842	07/16/25	O'DONNELL ACE HICKMAN			
E 110-210-6507		OPERATING SUPPLIES	\$12.59		SUPPLIES
E 001-430-6507		OPERATING SUPPLIES	\$11.11		SUPPLIES
E 001-430-6507		OPERATING SUPPLIES	\$15.02		SUPPLIES
E 110-210-6507		OPERATING SUPPLIES	\$66.03		SUPPLIES
Total			\$104.75		
58843	07/16/25	PALMER, MATT			
E 001-110-6250		EDUCATION REIMBURS	\$400.00		EDUCATION INCENTIVE
Total			\$400.00		
58844	07/16/25	POLK CO AUDITOR			
E 001-190-6413		CONTRIBUTIONS & PAY	\$2,644.00	12737	ANIMAL CONTROL
Total			\$2,644.00		
58845	07/16/25	PREMIER AUTOMOTIVE			
E 001-150-6332		REPAIR - VEHICLES & E	\$69.43	9073036	C500 REG MAINTENANCE
Total			\$69.43		
58846	07/16/25	RISSI ELECTRIC			
E 001-150-6310		BUILDING REPAIR	\$589.77		PSB NIGHT LIGHT REPAIRS
Total			\$589.77		
58847	07/16/25	ROETMAN, JOE			
E 001-110-6250		EDUCATION REIMBURS	\$1,200.00		EDUCATION INCENTIVE
Total			\$1,200.00		
58848	07/16/25	STAR EQUIPMENT LTD			
E 740-865-6507		OPERATING SUPPLIES	\$454.30	70341201	EQUIPMENT RENTAL
E 110-210-6417		STREET MAINTENANCE	\$2,070.00	70368601	EQUIPMENT RENTAL

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$2,524.30		
58849	07/16/25	UNITYPOINT HEALTH			
E 112-150-6180		ALLOWANCES	\$1,473.08	274049	TESTING
Total			\$1,473.08		
58850	07/16/25	UNIVERSITY DM ACE HARDWARE			
E 110-210-6507		OPERATING SUPPLIES	\$27.98		SUPPLIES
E 001-430-6507		OPERATING SUPPLIES	\$25.68		SUPPLIES
E 110-210-6417		STREET MAINTENANCE	\$20.97		SUPPLIES
Total			\$74.63		
58851	07/16/25	WEST DES MOINES TRUE VALUE			
E 001-430-6507		OPERATING SUPPLIES	\$20.69		SUPPLIES
E 001-480-6310		BUILDING REPAIR	\$30.12		SUPPLIES
E 001-430-6507		OPERATING SUPPLIES	\$7.19		SUPPLIES
E 001-430-6507		OPERATING SUPPLIES	\$86.82		SUPPLIES
E 001-430-6507		OPERATING SUPPLIES	\$12.59		SUPPLIES
E 001-430-6507		OPERATING SUPPLIES	\$12.59		SUPPLIES
E 001-430-6507		OPERATING SUPPLIES	\$4.49		SUPPLIES
E 001-430-6332		REPAIR - VEHICLES & E	\$47.11		SUPPLIES
E 110-210-6507		OPERATING SUPPLIES	\$122.32		SUPPLIES
E 110-210-6507		OPERATING SUPPLIES	\$9.51		SUPPLIES
Total			\$353.43		
58852	07/16/25	WEX FLEET UNIVERSAL			
E 001-110-6331		MOTOR VEHICLE OPER	\$1,210.27		FUEL
E 001-150-6331		MOTOR VEHICLE OPER	\$348.78		FUEL
E 001-160-6331		MOTOR VEHICLE OPER	\$323.24		FUEL
E 110-210-6331		MOTOR VEHICLE OPER	\$862.04		FUEL
Total			\$2,744.33		
58853	07/16/25	WILWERDING, JANET			
E 001-620-6373		COMMUNICATIONS	\$5,500.00		COMMUNICATION PLAN
Total			\$5,500.00		
58854	07/16/25	WINDSOR HEIGHTS FOUNDATION			
E 001-460-6413		CONTRIBUTIONS & PAY	\$3,500.00	25-10010	FY26 SPONSORSHIP
Total			\$3,500.00		
58855	07/25/25	ABSOLUTE CONCRETE CONSTRUCTION			
E 322-210-6761		CAP OUTLAY	\$336,823.60		73RD ST PHASE 1 PAY REQUEST #12
Total			\$336,823.60		
58856	07/25/25	BANKERS TRUST COMPANY			
E 001-620-6373		COMMUNICATIONS	\$90.00	07252025 35	CONSTANT CONTACT
E 001-110-6502		PROMO/COMMUNITY RE	\$115.00	07252025 84	PROMOTIONAL ITEMS
E 001-110-6180		ALLOWANCES	\$383.50	07252025 84	DETECTIVE BADGES
E 001-470-6496		MOVIES IN THE PARK	\$12.38	07252025 84	ICE FOR MOVIES IN PARK
E 110-210-6310		BUILDING REPAIR	\$62.64	07252025 84	SUPPLIES
E 326-210-6761		CAP OUTLAY	\$40.28	07252025 84	FENCING
E 110-210-6310		BUILDING REPAIR	\$84.69	07252025 84	SUPPLIES
E 001-150-6506		OFFICE SUPPLIES	(\$224.93)	07252025 96	ADOBE CREDIT



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$563.56		
58857	07/25/25	BOOT BARN INC			
E 110-210-6180		ALLOWANCES	\$160.47	167180	CLOTHING ALLOWANCE
Total			\$160.47		
58858	07/25/25	BREESE, TAMMY			
E 001-110-6373		COMMUNICATIONS	\$80.00		JULY CELL PHONE
Total			\$80.00		
58859	07/25/25	CITY OF URBANDALE			
E 110-210-6371		UTILITIES	\$151.88	2026-200000	TRAFFIC SIGNAL COST SHARE
E 001-110-6413		CONTRIBUTIONS & PAY	\$857.05	2026-400000	CROSSING GUARD COST SHARE
Total			\$1,008.93		
58860	07/25/25	CITY OF WEST DES MOINES			
E 001-110-6373		COMMUNICATIONS	\$1,904.64	FN-2025-000	CROSSING GUARD COST SHARE
Total			\$1,904.64		
58861	07/25/25	CLIVE POWER EQUIP.			
E 001-430-6507		OPERATING SUPPLIES	\$100.20	10502	SUPPLIES
Total			\$100.20		
58862	07/25/25	DAVISON, MARK			
E 001-110-6373		COMMUNICATIONS	\$80.00		JULY CELL PHONE
Total			\$80.00		
58863	07/25/25	GRAINGER			
E 001-480-6310		BUILDING REPAIR	\$62.39	9556673847	SUPPLIES
Total			\$62.39		
58864	07/25/25	GREATER D.M. PARTNERSHIP			
E 001-460-6413		CONTRIBUTIONS & PAY	\$1,500.00	4021884	FY26 INVESTOR COMMITMENT
Total			\$1,500.00		
58865	07/25/25	HAAS, HANNAH			
E 740-865-6765		STORM DRAINAGE CAPI	\$150.00		STORM WATER REIMBURSEMENT PROGRAM
Total			\$150.00		
58866	07/25/25	INTERSTATE ALL BATTERY			
E 110-210-6507		OPERATING SUPPLIES	\$73.00	19246010745	BATTERIES
Total			\$73.00		
58867	07/25/25	IRLBECK, MICHAEL			
E 001-110-6373		COMMUNICATIONS	\$80.00		JULY CELL PHONE
Total			\$80.00		
58868	07/25/25	LARSON, ANDY			
E 110-210-6373		COMMUNICATIONS	\$80.00		JULY CELL PHONE
Total			\$80.00		
58869	07/25/25	LEUTHOLD, NATE			
E 001-620-6373		COMMUNICATIONS	\$80.00		JULY CELL PHONE

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$80.00		
58870	07/25/25	LEXIPOL, LLC			
E 001-110-6507		OPERATING SUPPLIES	\$9,738.67	INVLEX1125	ANNUAL POLICY
Total			\$9,738.67		
58871	07/25/25	LOGAN CONTRACTORS SUPPLY			
E 740-865-6507		OPERATING SUPPLIES	\$216.00	G11968	SUPPLIES
E 001-430-6332		REPAIR - VEHICLES & E	\$918.62	G11968	SUPPLIES
E 110-210-6507		OPERATING SUPPLIES	\$252.41	G11968	SUPPLIES
E 110-210-6417		STREET MAINTENANCE	\$2,206.60	G12289	SUPPLIES
Total			\$3,593.63		
58872	07/25/25	MEASE, JIM			
E 001-150-6373		COMMUNICATIONS	\$80.00		JULY CELL PHONE
Total			\$80.00		
58873	07/25/25	MENARDS			
E 001-430-6511		BLDG & GROUNDS OPE	\$43.78	11032	SUPPLIES
E 001-430-6511		BLDG & GROUNDS OPE	\$379.88	11109	SUPPLIES
Total			\$423.66		
58874	07/25/25	METRO WASTE AUTHORITY			
E 110-210-6417		STREET MAINTENANCE	\$40.00	32345341	RECYCLING FEES
E 001-430-6511		BLDG & GROUNDS OPE	\$21.90	32363604	RECYCLING FEES
Total			\$61.90		
58875	07/25/25	METRONET			
E 001-615-6373		COMMUNICATIONS	\$192.15		INTERNET
E 001-615-6373		COMMUNICATIONS	\$417.81		INTERNET
Total			\$609.96		
58876	07/25/25	MIDAMERICAN ENERGY CO			
E 110-230-6371		UTILITIES	\$130.09	569444616	1151 1/2 65TH ST UNIT 2
Total			\$130.09		
58877	07/25/25	MID-IOWA PLANNING ALLIANCE			
E 001-530-6413		CONTRIBUTIONS & PAY	\$9,237.00		FY26 ADMIN FEES
Total			\$9,237.00		
58878	07/25/25	MURPHY, TAMI			
E 740-865-6765		STORM DRAINAGE CAPI	\$75.00		STORM WATER REIMBURSEMENT PROGRAM
Total			\$75.00		
58879	07/25/25	NORRIS, CHAD			
E 001-110-6373		COMMUNICATIONS	\$80.00		JULY CELL PHONE
Total			\$80.00		
58880	07/25/25	PLAGGE, ADAM			
E 001-620-6373		COMMUNICATIONS	\$80.00		JULY CELL PHONE
Total			\$80.00		
58881	07/25/25	PPG ARCHITECTURAL FINISHES			
E 110-210-6310		BUILDING REPAIR	\$44.88	98282000740	PAINT



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$44.88		
58882	07/25/25	PREMIER AUTOMOTIVE			
E 001-110-6332		REPAIR - VEHICLES & E	\$32.10	9073196	CAR 36 REPAIRS
Total			\$32.10		
58883	07/25/25	QPS EMPLOYMENT GROUP			
E 001-620-6020		SALARIES - PARTTIME	\$460.80	0879477	HANKINS, ALLIE 7/12/25
E 001-620-6020		SALARIES - PARTTIME	\$460.80	0880373	HANKINS, ALLIE 7/19/25
Total			\$921.60		
58884	07/25/25	ROBERTS, JASON			
E 110-210-6373		COMMUNICATIONS	\$80.00		JULY CELL PHONE
Total			\$80.00		
58885	07/25/25	ROTH, PETE			
E 001-110-6373		COMMUNICATIONS	\$80.00		JULY CELL PHONE
Total			\$80.00		
58886	07/25/25	SECTOR			
E 001-110-6331		MOTOR VEHICLE OPER	\$291.25	INV-000961	CAR 29 REPAIRS
Total			\$291.25		
58887	07/25/25	SHEKAR ENGINEERING, P.L.C.			
E 326-210-6761		CAP OUTLAY	\$136,329.37		68TH ST S PAY REQUEST #3
Total			\$136,329.37		
58888	07/25/25	STRAIT, ADAM			
E 001-620-6373		COMMUNICATIONS	\$80.00		JULY CELL PHONE
Total			\$80.00		
58889	07/25/25	SWISHER, RACHELLE			
E 001-620-6373		COMMUNICATIONS	\$80.00		JULY CELL PHONE
Total			\$80.00		
58890	07/25/25	TOP NOTCH TREE CARE			
E 110-299-6490		OTHER PROF SERVICE	\$6,400.00	1044	32 TREE ASSESSMENTS
E 110-299-6490		OTHER PROF SERVICE	\$2,200.00	1045	TREE REMOVAL
Total			\$8,600.00		
58891	07/25/25	TORGERSON EXCAVATING			
E 110-210-6407		PROF FEES/ENGINEERI	\$300.00	4533	73RD ST SINK HOLE
Total			\$300.00		
58892	07/25/25	UNITYPOINT HEALTH			
E 112-210-6131		PHYSICALS	\$147.50	276112	DOT DRUG SCREENS
Total			\$147.50		
58893	07/25/25	ZIEGLER INC.			
E 110-210-6417		STREET MAINTENANCE	\$12,550.00	IN001984129	ASPHALT RENTAL EQUIPMENT
Total			\$12,550.00		
1110			\$1,407,431.45		



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary

1110 CASH

001 GENERAL	\$399,038.00
110 ROAD USE TAX	\$66,401.18
112 EMPLOYEE BENEFITS	\$32,592.37
200 DEBT SERVICE	\$600.00
321 WALNUT CREEK STREAM PROJ	\$10,719.00
322 73RD STREET	\$545,044.29
326 68TH STREET SOUTH	\$290,895.27
328 74TH STREET	\$11,420.00
670 GARBAGE/RECYCLING	\$31,878.73
740 STORM WATER	\$18,842.61
	\$1,407,431.45



**STAFF REPORT
CITY COUNCIL**

August 4, 2025

TO: CITY COUNCIL

FROM: Adam Strait, City Clerk

SUBJECT: Approve Liquor License - Thirsty Pigs LLC - 6900 School Street

GENERAL INFORMATION

Nights In Heights rescheduled their final concert from July 29th to August 5th due to the excessive heat warning for July 29th. Thirsty Pigs' State issued Beer and Wine License expires August 4th, as such they have applied for a new 7 day license for the August 5th concert.

Thirsty Pigs has indicated they have delineated consumption area boundaries with 5-6 signs during 2025 events and canceled their permit for July 29th, though the previous July beer and wine permit ran through to completion.

ATTACHMENTS

1. Thirst Pigs Liquor License Application



State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
THIRSTY PIGS LLC	thirsty pigs llc	(515) 203-0773		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
6900 School Street		Windsor Heights	Polk	50324
MAILING ADDRESS	CITY	STATE	ZIP	
po box 91	madrid	Iowa	50156	

Contact Person

NAME	PHONE	EMAIL
jay kennedy	(515) 203-0773	info@thirstypigs.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
	Special Class C Retail Alcohol License	5 Day	Submitted to Local Authority

EFFECTIVE DATE	EXPIRATION DATE	LAST DAY OF BUSINESS
----------------	-----------------	----------------------

SUB-PERMITS

Special Class C Retail Alcohol License

PRIVILEGES

Outdoor Service



State of Iowa

Alcoholic Beverages Division

Status of Business

BUSINESS TYPE

Limited Liability Company

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Jay Kennedy	madrid	Iowa	50156	owner	100.00	Yes

Insurance Company Information

INSURANCE COMPANY

Founders Insurance Company

POLICY EFFECTIVE DATE

Aug 4, 2025

POLICY EXPIRATION DATE

Aug 9, 2025

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE
DATE

OUTDOOR SERVICE EXPIRATION
DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE
DATE

TEMP TRANSFER EXPIRATION
DATE



**STAFF REPORT
CITY COUNCIL**

August 4, 2025

TO: CITY COUNCIL

FROM: Justin Ernst, City Engineer

SUBJECT: Approve 68th Street Improvements Project Pay Request 3

GENERAL INFORMATION

ATTACHMENTS

1. LTR-68th Street-Pay App 3
2. 133739_Pay Application_003_Signed



Real People. Real Solutions.

430 E Grand Avenue
Suite 101
Des Moines, IA 50309

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

July 12, 2025

Mr. Adam Plagge
City Administrator
City of Windsor Heights, Iowa

RE: 68th Street Improvements Project
Pay Request 3

Dear Mr. Plagge:

Submitted for your approval is Pay Request 3 for the above-mentioned project. Pay Request 3 is for a total payment of \$136,329.37. The total payments to date: \$461,660.66. Please see Pay Request 3 for a full summary of the items completed that are included in this payment.

Bolton & Menk, Inc., recommends the approval of Pay Request 3. Upon approval of Pay Request 3, please sign 3 copies in the space provided. Return one executed copy of the pay request to our office and one executed copy of the pay request to Shekar Engineering, P.L.C. with payment.

Please let me know if you have any questions.

Sincerely,

Bolton & Menk, Inc.

Justin Ernst, PE
Municipal Assistant Practice Leader, Principal

Enclosure



City of Windsor Heights - Iowa

Detailed Payment

68th Street Improvements

Description	Reconstruction of 68th Street
Payment Number	3
Pay Period	06/01/2025 to 06/30/2025
Prime Contractor	SHEKAR ENGINEERING, PLC
Payment Status	Pending
Awarded Project Amount	\$1,878,164.17
Authorized Amount	\$1,884,632.89

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
Section: 0001 - Base Bid - Quantities										
0001	2010-C	LS	\$10,237.500	1.000	0.000	1.000	1.000	1.000	\$0.00	\$10,237.50
CLEARING AND GRUBBING										
0002	2010-D-1	CY	\$10.200	948.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
TOPSOIL, ON-SITE										
0003	2010-E	CY	\$15.300	2,606.000	870.000	0.000	870.000	870.000	\$13,311.00	\$13,311.00
EXCAVATION, CLASS 10										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0004	2010-F	CY	\$20.400	795.000	0.000	48.702	48.702	48.702	\$0.00	\$993.52
BELOW GRADE EXCAVATION (CORE OUT)										
0005	2010-G	SY	\$1.020	7,950.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SUBGRADE PREPARATION										
0006	2010-I	SY	\$2.040	795.000	0.000	438.756	438.756	438.756	\$0.00	\$895.06
SUBGRADE TREATMENT, GEOGRID, TYPE 2										
0007	2010-J	SY	\$16.830	7,950.000	0.000	792.301	792.301	792.301	\$0.00	\$13,334.43
SUBBASE, MODIFIED, 8 INCHES										
0008	3010-D	CY	\$81.600	100.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL										
0009	4020-A-1	LF	\$44.280	12.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER, TRENCHED, PP, 8 INCH										
0010	4020-A-1	LF	\$46.890	1,550.000	585.900	230.000	815.900	815.900	\$27,472.85	\$38,257.55
STORM SEWER, TRENCHED, 15 INCH										
0011	4020-A-1	LF	\$83.040	27.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER, TRENCHED, 18 INCH										
0012	4020-A-1	LF	\$151.470	47.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER, TRENCHED, 36 INCH										
0013	4020-A-1	LF	\$232.490	50.000	0.000	40.000	40.000	40.000	\$0.00	\$9,299.60
STORM SEWER, TRENCHED, RCP, 37" X 23" ARCH										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0014	4020-D	LF	\$9.930	348.000	0.000	148.000	148.000	148.000	\$0.00	\$1,469.64
REMOVAL OF STORM SEWER, LESS THAN 36 INCH										
0015	4040-A	LF	\$14.520	3,330.000	1,230.000	0.000	1,230.000	1,230.000	\$17,859.60	\$17,859.60
SUBDRAIN, PERFORATED HDPE, 6 INCH										
0016	4040-C-1	EA	\$501.030	16.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SUBDRAIN CLEANOUT, TYPE A-1, 6 INCH										
0017	4040-D-1	EA	\$475.310	14.000	6.000	0.000	6.000	6.000	\$2,851.86	\$2,851.86
SUBDRAIN OUTLETS AND CONNECTIONS, CMP, 6 INCH										
0018	4050-H-1	EA	\$5,397.010	3.000	1.000	4.000	5.000	5.000	\$5,397.01	\$26,985.05
SPOT REPAIRS BY PIPE REPLACEMENT, PVC, 4 INCH										
0019	SPEC. PROV.	LF	\$790.910	10.000	0.000	12.000	12.000	12.000	\$0.00	\$9,490.92
WATER MAIN, TRENCHED, PVC C900 (DR 18), 6 INCH WITH TRACER WIRE										
0020	SPEC. PROV.	LF	\$50.630	1,880.000	230.000	718.000	948.000	948.000	\$11,644.90	\$47,997.24
WATER MAIN, TRENCHED, PVC C900 (DR 18), 8 INCH WITH TRACER WIRE										
0021	SPEC. PROV.	LB	\$8.580	1,779.000	498.000	883.000	1,381.000	1,381.000	\$4,272.84	\$11,848.98
FITTING BY WEIGHT, DUCTILE IRON										
0022	SPEC. PROV.	EA	\$1,264.190	23.000	0.000	10.000	10.000	10.000	\$0.00	\$12,641.90
WATER SERVICE TRANSFER, COPPER, 1 INCH , SAME SIDE										
0023	SPEC. PROV.	EA	\$2,022.360	26.000	0.000	11.000	11.000	11.000	\$0.00	\$22,245.96
WATER SERVICE TRANSFER, COPPER, 1 INCH, OPPOSITE SIDE										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0024	SPEC. PROV.	LF	\$8.220	410.000	0.000	8.800	8.800	8.800	\$0.00	\$72.34
WATER MAIN REMOVAL										
0025	SPEC. PROV.	EA	\$2,210.620	1.000	0.000	2.000	2.000	2.000	\$0.00	\$4,421.24
VALVE, GATE, 6 INCH										
0026	SPEC. PROV.	EA	\$2,923.700	4.000	1.000	1.000	2.000	2.000	\$2,923.70	\$5,847.40
VALVE, GATE, 8 INCH										
0027	SPEC. PROV.	EA	\$7,946.350	5.000	1.000	2.000	3.000	3.000	\$7,946.35	\$23,839.05
FIRE HYDRANT ASSEMBLY										
0028	SPEC. PROV.	EA	\$1,439.150	5.000	0.000	1.000	1.000	1.000	\$0.00	\$1,439.15
FLUSHING DEVICE (BLOW OFF), 4 INCH										
0029	SPEC. PROV.	EA	\$727.440	5.000	0.000	2.000	2.000	2.000	\$0.00	\$1,454.88
FIRE HYDRANT ASSEMBLY REMOVAL										
0030	SPEC. PROV.	EA	\$92.130	3.000	0.000	1.000	1.000	1.000	\$0.00	\$92.13
VALVE BOX REMOVAL										
0031	SPEC. PROV.	EA	\$524.630	49.000	1.000	22.000	23.000	23.000	\$524.63	\$12,066.49
TAP FEE, 1", REPLACE TAP FOR WATER SERVICE										
0032	SPEC. PROV.	EA	\$2,228.390	3.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PREPARE EXCAVATION FOR TAPPING SLEEVE AND VALVE										
0033	6010-A	EA	\$6,546.880	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM MANHOLE, SW-401, 60 INCH										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0034	6010-A	EA	\$8,531.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$8,531.00
STORM MANHOLE, SW-401, 72 INCH										
0035	6010-B	EA	\$4,066.390	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INTAKE, SW-501										
0036	6010-B	EA	\$5,673.030	12.000	3.000	2.750	5.750	5.750	\$17,019.09	\$32,619.92
INTAKE, SW-505										
0037	6010-B	EA	\$4,046.560	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INTAKE, SW-507										
0038	6010-B	EA	\$2,042.730	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INTAKE, SW-512										
0039	6010-B	EA	\$11,693.510	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INTAKE, SW-516, MODIFIED										
0040	6010-E	EA	\$2,002.560	5.000	0.000	1.000	1.000	1.000	\$0.00	\$2,002.56
SANITARY MANHOLE ADJUSTMENT, MINOR										
0041	6010-E	EA	\$1,458.720	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM MANHOLE ADJUSTMENT, MINOR										
0042	6010-F	EA	\$3,385.790	3.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SANITARY MANHOLE ADJUSTMENT, MAJOR										
0043	6010-G	EA	\$784.810	1.000	0.000	1.000	1.000	1.000	\$0.00	\$784.81
CONNECTION TO EXISTING MANHOLE										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0044	6010-H	EA	\$889.920	9.000	0.000	5.000	5.000	5.000	\$0.00	\$4,449.60
REMOVE INTAKE										
0045	7010-A	SY	\$57.260	6,100.000	67.000	522.623	589.623	589.623	\$3,836.42	\$33,761.81
PAVEMENT, PCC, 7 INCH										
0046	7010-A	SY	\$123.170	200.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PAVEMENT, PCC, 10 INCH										
0047	7010-999-A	LF	\$1.020	12,350.000	946.000	0.000	946.000	946.000	\$964.92	\$964.92
JOINT PREVENTATIVE SEALANT										
0048	7010-N	SY	\$5.250	1,800.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
COLD WEATHER PROTECTION										
0049	7030-A-1	SY	\$10.200	100.000	117.700	0.000	117.700	117.700	\$1,200.54	\$1,200.54
REMOVAL OF SIDEWALK										
0050	7030-A-3	SY	\$10.200	1,190.000	292.700	463.300	756.000	756.000	\$2,985.54	\$7,711.20
REMOVAL OF DRIVEWAY										
0051	7030-E	SY	\$45.900	820.000	97.400	0.000	97.400	97.400	\$4,470.66	\$4,470.66
SIDEWALK, PCC, 4 INCH										
0052	7030-E	SY	\$66.300	10.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SIDEWALK, PCC, 4 INCH, REINFORCED										
0053	7030-E	SY	\$56.100	130.000	15.400	0.000	15.400	15.400	\$863.94	\$863.94
SIDEWALK, PCC, 6 INCH										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0054	7030-G	SY	\$51.000	96.000	20.000	0.000	20.000	20.000	\$1,020.00	\$1,020.00
DETECTABLE WARNING										
0055	7030-H-1	SY	\$59.670	1,020.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
DRIVEWAY, PAVED, PCC, 6 INCH										
0056	7030-H-3	TON	\$45.900	50.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
TEMPORARY GRANULAR SURFACING, CLASS A ROAD STONE										
0057	7040-H	SY	\$12.140	5,630.000	1,123.500	2,250.300	3,373.800	3,373.800	\$13,639.29	\$40,957.93
PAVEMENT REMOVAL										
0058	8020-C	STA	\$1,785.000	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PAINTED PAVEMENT MARKINGS, DURABLE										
0059	8020-M	STA	\$918.000	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
GROOVES CUT FOR PAVEMENT MARKINGS										
0060	8030-A	LS	\$13,158.000	1.000	0.100	0.100	0.200	0.200	\$1,315.80	\$2,631.60
TEMPORARY TRAFFIC CONTROL										
0061	8040-A	EA	\$153.000	13.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
TRAFFIC SIGNS, TYPE A										
0062	8040-D	EA	\$204.000	13.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PERFORATED SQUARE STEEL TUBE POSTS										
0063	9010-D	MGAL	\$71.400	93.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
WATERING										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0064	9020-A	SQ	\$66.300	350.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SOD										
0065	9030-B	EA	\$408.000	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PLANTS WITH WARRANTY, ORNAMENTAL TREE										
0066	9030-B	EA	\$464.100	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PLANTS WITH WARRANTY, DECIDUOUS TREE										
0067	9040-A-1	LS	\$1,530.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$1,530.00
SWPPP PREPARATION										
0068	9040-A-2	LS	\$3,468.000	1.000	0.100	0.200	0.300	0.300	\$346.80	\$1,040.40
SWPPP MANAGEMENT										
0069	9040-D-1	LF	\$1.730	6,000.000	582.000	160.000	742.000	742.000	\$1,006.86	\$1,283.66
FILTER SOCK, 9 INCH										
0070	9040-O-1	SY	\$10.200	300.000	0.000	100.000	100.000	100.000	\$0.00	\$1,020.00
STABILIZED CONSTRUCTION ENTRANCE										
0071	9040-Q-2	AC	\$1,489.200	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
EROSION CONTROL MULCHING, HYDRO MULCHING										
0072	9040-T-1	EA	\$102.000	31.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INLET PROTECTION DEVICE, MAINTENCE, AND REMOVAL										
0073	9070-A	SF	\$49.980	160.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MODULAR BLOCK RETAINING WALL										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0074	11020-A	LS	\$109,882.500	1.000	0.000	0.250	0.250	0.250	\$0.00	\$27,470.63
MOBILIZATION										
0075	9040-D-1	LS	\$4,725.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MAINTENANCE OF POSTAL SERVICE										
0076	9040-O-1	LS	\$5,250.000	1.000	0.000	0.200	0.200	0.200	\$0.00	\$1,050.00
MAINTENANCE OF SOLID WASTE COLLECTION										
0077	9040-Q-2	LS	\$3,150.000	1.000	0.200	0.600	0.800	0.800	\$630.00	\$2,520.00
TEMPORARY PEDESTRIAN RESIDENTIAL ACCESS										
0078	11030-A	LS	\$3,672.000	1.000	0.000	0.100	0.100	0.100	\$0.00	\$367.20
CONCRETE WASHOUT										
8010	2599-9999010	LS	\$2,410.320	1.000	0.000	1.000	1.000	1.000	\$0.00	\$2,410.32
('LUMP SUM' ITEM): Water Main Casing Pipe - School Street & 68th Street										
8020	2599-9999010	LS	\$4,058.400	1.000	0.000	1.000	1.000	1.000	\$0.00	\$4,058.40
('LUMP SUM' ITEM): Sanitary Sewer Wye Replacement										
Section Totals:									\$143,504.60	\$473,673.59
Section: 0002 - Alternate A - Quantities										
A1	2010-C	LS	\$12,285.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$12,285.00
CLEARING AND GRUBBING										
A2	2010-D-1	CY	\$10.200	156.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
TOPSOIL, ON-SITE										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
A3	2010-E	CY	\$15.300	309.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
EXCAVATION, CLASS 10										
A4	2010-F	CY	\$20.400	102.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
BELOW GRADE EXCAVATION (CORE OUT)										
A5	2010-G	SY	\$1.020	1,020.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SUBGRADE PREPARATION										
A6	2010-I	SY	\$2.040	102.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SUBGRADE TREATMENT, GEOGRID, TYPE 2										
A7	2010-J	SY	\$16.830	1,020.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SUBBASE, MODIFIED, 8 INCHES										
A8	3010-D	CY	\$81.600	30.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL										
A9	4020-A-1	LF	\$109.720	145.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER, TRENCHED, 36 INCH										
A10	4020-A-1	LF	\$237.760	132.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER, TRENCHED, RCP, 44" X 27" ARCH										
A11	4020-D	LF	\$10.060	275.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL OF STORM SEWER, LESS THAN 36 INCH										
A12	4040-A	LF	\$13.950	524.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SUBDRAIN, PERFORATED HDPE, 6 INCH										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
A13	4040-C-1	EA	\$500.960	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SUBDRAIN CLEANOUT, TYPE A-1, 6 INCH										
A14	4040-D-1	EA	\$475.210	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SUBDRAIN OUTLETS AND CONNECTIONS, CMP, 6 INCH										
A15	SPEC. PROV.	LF	\$36.260	260.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
WATER MAIN, TRENCHED, PVC C900 (DR 18), 8 INCH WITH TRACER WIRE										
A16	SPEC. PROV.	LB	\$9.640	76.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
FITTING BY WEIGHT, DUCTILE IRON										
A17	SPEC. PROV.	LF	\$8.250	40.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
WATER MAIN REMOVAL										
A18	6010-A	EA	\$8,088.270	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM MANHOLE, SW-401, 72 INCH										
A19	6010-B	EA	\$12,150.330	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INTAKE, SW-516, MODIFIED										
A20	6010-E	EA	\$1,261.680	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INTAKE ADJUSTMENT, MINOR										
A21	6010-H	EA	\$917.530	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVE INTAKE										
A22	7010-A	SY	\$57.260	800.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PAVEMENT, PCC, 7 INCH										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
A23	7010-999-A	LF	\$1.020	1,804.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
JOINT PREVENTATIVE SEALANT										
A24	7030-A-1	SY	\$10.200	10.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL OF SIDEWALK										
A25	7030-A-3	SY	\$10.200	110.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL OF DRIVEWAY										
A26	7030-E	SY	\$45.900	150.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SIDEWALK, PCC, 4 INCH										
A27	7030-E	SY	\$56.100	10.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SIDEWALK, PCC, 6 INCH										
A28	7030-G	SF	\$51.000	20.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
DETECTABLE WARNING										
A29	7030-H-1	SY	\$61.200	110.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
DRIVEWAY, PAVED, PCC, 6 INCH										
A30	7030-H-3	TON	\$45.900	50.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
TEMPORARY GRANULAR SURFACING, CLASS A ROAD STONE										
A31	7040-H	SY	\$10.200	770.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PAVEMENT REMOVAL										
A32	8040-A	EA	\$459.000	3.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
TRAFFIC SIGNS, TYPE A										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
A33	8040-D	EA	\$408.000	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PERFORATED SQUARE STEEL TUBE POSTS										
A34	9010-D	MGAL	\$71.400	14.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
WATERING										
A35	9020-A	SQ	\$66.300	50.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SOD										
A36	9040-D-1	LF	\$1.730	840.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
FILTER SOCK, 9 INCH										
A37	9040-T-1	EA	\$122.400	4.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INLET PROTECTION DEVICE, MAINTENCE, AND REMOVAL										
A38	9060-D	LF	\$57.750	80.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL AND REINSTALLATION OF EXISTING FENCE, CHAIN LINK FENCE, RESIDENTIAL										
A39	11040-A	LS	\$1,890.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
TEMPORARY PEDESTRIAN RESIDENTIAL ACCESS										
A40	11050-A	LS	\$3,672.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
CONCRETE WASHOUT										
Section Totals:									\$0.00	\$12,285.00
Total Payments:									\$143,504.60	\$485,958.59

Time Charges

Time Limit	Original Deadline	Authorized Deadline	Charges This Period	Damages This Period	Days Completed To Date	Days Remaining To Date	Damages To Date
Final Completion - Liquidated Damages \$500/Day	05/29/2026	05/29/2026	N/A	\$0.00	N/A	333.0 Days	\$0.00
Substantial Completion - Liquidated Damages \$500/Day	11/21/2025	11/21/2025	N/A	\$0.00	N/A	144.0 Days	\$0.00
Total Damages:							\$0.00

Summary

Current Approved Work:	\$143,504.60	Approved Work To Date:	\$485,958.59
Current Stockpile Advancement:	\$0.00	Stockpile Advancement To Date:	\$0.00
Current Stockpile Recovery:	\$0.00	Stockpile Recovery To Date:	\$0.00
Current Retainage:	\$7,175.23	Retainage To Date:	\$24,297.93
Current Retainage Released:	\$0.00	Retainage Released To Date:	\$0.00
Current Liquidated Damages:	\$0.00	Liquidated Damages To Date:	\$0.00
Current Adjustment:	\$0.00	Adjustments To Date:	\$0.00
Current Payment:	\$136,329.37	Payments To Date:	\$461,660.66
Previous Payment:	\$153,123.37	Previous Payments To Date:	\$325,331.29

SIGNATURE LINE FOR PAYMENT REPORTS

ENGINEER'S CERTIFICATION:

In accordance with the Contract Documents, based on on-site observations and the data comprising this Payment Application, the Construction Project Manager certifies to the City of Windsor Heights that to the best of the Construction Project Manager's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and Contractor is entitled to payment of Amount Certified.

AMOUNT CERTIFIED: \$ 136,329.37

Signed by:
Justin Ernst
By: 72D8C4027285433... Date: July 22, 2025

CONTRACTOR'S CERTIFICATION:

Contractor certifies that to the best of Contractor's knowledge, information and belief, the Work covered by this Payment Application has been completed in accordance with the Contract Documents, that all amounts have been paid by Contractor for Work for which payments were issued and payments received from the City of Windsor Heights, and that the current payment applied herein is now due.

Signed by:
Chandra Shekar
By: 4B3D40A253F841A... Date: July 22, 2025

CITY OF WINDSOR HEIGHTS REVIEW / APPROVAL:

By: Date:



**STAFF REPORT
CITY COUNCIL**

August 4, 2025

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Resolution 2025-65 A Resolution Waiving CEC and Outdoor Pavilion Fees for Bridges of Iowa Graduation and Bridge Unveiling

GENERAL INFORMATION

Bridges of Iowa is a non-profit focused on helping their program members to live free from substance abuse and criminality, to become contributing members of their family and society, and to continue to explore and develop their individual faith. They have partnered with Windsor Heights to construct an artistic bridge at Colby Park to use in their graduation ceremonies. They have requested the use of the CEC and Outdoor Pavilion on October 16, 2025, for the bridge unveiling and graduation ceremony. City officials are invited to attend the ceremony which starts at 6PM.

Bridges of Iowa has requested the use of the full space in the CEC as well as the Outdoor Pavilion from 6 PM to 10 PM on October 16th, 2025. There are no events currently scheduled for this date.

The non-profit rate for the full space in the CEC is \$176 per hour on Thursdays, and the Outdoor Pavilion runs at \$37.50 for a 4-hour block, for a total amount of \$741.50. They have committed to returning the spaces to the state in which they were found (no cleaning fees required). They are requesting that all rental fees be waived.

Public Works has completed the prior bridge demolition and Bridges of Iowa currently anticipates construction occurring in September after some delays in fabricating it were experienced.

ATTACHMENTS

1. Resolution No. 2025-65 Waiving CEC and Outdoor Pavilion Fees for Bridges of Iowa Unveiling and Graduation Event October 16th 2025

RESOLUTION NO. 2025-59

**A RESOLUTION WAIVING CEC FEES FOR POSTPARTUM SUPPORT
INTERNATIONAL'S THE CLIMB EVENT**

WHEREAS, the Iowa chapter of Postpartum Support International will be hosting an event called The Climb on October 12th for the awareness and fundraising; and

WHEREAS, the organization will be using the Windsor Heights Community Event Center for this event; and

WHEREAS, the organization is requesting that the City waive all fees for this event.

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

That rental fees associated with the rental of the Windsor Heights Community Event Center by Postpartum Support International on October 12th, 2025, be waived.

Passed and approved this 7th day of July, 2025.

Mike Jones, Mayor

Adam Strait, City Clerk



**STAFF REPORT
CITY COUNCIL**
August 4, 2025

TO: CITY COUNCIL

FROM: Justin Ernst, City Engineer

SUBJECT: Approve 73rd Street Phase 1 STP-U-8477(615)—70-77 Pay Request 12

GENERAL INFORMATION

ATTACHMENTS

1. Pay App 12 73rd St



City of Windsor Heights - Iowa

Detailed Payment

77-8477-615

Description	STP-U-8477(615)--70-77, Letting Date- March 19, 2024 73rd st Phase 1
Payment Number	12
Pay Period	06/01/2025 to 06/30/2025
Prime Contractor	ABSOLUTE CONCRETE CONSTRUCTION, INC.
Payment Status	Pending
Awarded Project Amount	\$6,739,027.05
Authorized Amount	\$6,891,012.02

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
Section: 0001 - STP-U-8477(615)--70-77, Roadway Items - Division 1										
0010	2101-0850002	UNIT	\$440.000	22.300	0.000	58.000	58.000	58.000	\$0.00	\$25,520.00
CLEARING AND GRUBBING										
0020	2102-0425071	CY	\$50.000	50.000	0.000	234.000	234.000	234.000	\$0.00	\$11,700.00
SPECIAL BACKFILL										
0030	2102-2710070	CY	\$15.000	10,333.000	0.000	4,306.334	4,306.334	4,306.334	\$0.00	\$64,595.01
EXCAVATION, CLASS 10, ROADWAY AND BORROW										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0040	2102-2710080	CY	\$15.000	165.000	0.000	234.000	234.000	234.000	\$0.00	\$3,510.00
EXCAVATION, CLASS 10, UNSUITABLE OR UNSTABLE MATERIAL										
0050	2105-8425015	CY	\$8.000	2,124.000	0.000	354.000	354.000	354.000	\$0.00	\$2,832.00
TOPSOIL, STRIP, SALVAGE AND SPREAD										
0060	2109-8225100	STA	\$1,000.000	53.600	0.000	9.265	9.265	9.265	\$0.00	\$9,265.00
SPECIAL COMPACTION OF SUBGRADE										
0070	2113-0001100	SY	\$5.000	5,000.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SUBGRADE STABILIZATION MATERIAL, POLYMER GRID										
0080	2115-0100000	CY	\$60.000	4,035.000	0.000	1,259.456	1,259.456	1,259.456	\$0.00	\$75,567.36
MODIFIED SUBBASE										
0090	2115-0100000	CY	\$60.000	181.000	68.519	0.000	68.519	68.519	\$4,111.14	\$4,111.14
MODIFIED SUBBASE: , TRAIL										
0100	2123-7450020	STA	\$150.000	81.700	0.000	23.500	23.500	23.500	\$0.00	\$3,525.00
SHOULDER FINISHING, EARTH										
0110	2301-1033080	SY	\$75.000	19,678.000	0.000	6,271.124	6,271.124	6,271.124	\$0.00	\$470,334.30
STANDARD OR SLIP FORM PORTLAND CEMENT CONCRETE PAVEMENT, CLASS C, CLASS 3 DURABILITY, 8 IN.										
0120	2301-6911722	LS	\$10,000.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PORTLAND CEMENT CONCRETE PAVEMENT SAMPLES										
0130	2304-0101000	SY	\$60.000	1,500.000	0.000	71.750	71.750	71.750	\$0.00	\$4,305.00
TEMPORARY PAVEMENT										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0140	2312-8260051	TON	\$40.000	500.000	55.210	351.810	407.020	407.020	\$2,208.40	\$16,280.80
GRANULAR SURFACING ON ROAD, CLASS A CRUSHED STONE										
0150	2435-0140148	EACH	\$5,500.000	6.000	0.000	1.000	1.000	1.000	\$0.00	\$5,500.00
MANHOLE, STORM SEWER, SW-401, 48 IN.										
0160	2435-0140160	EACH	\$7,800.000	7.000	0.000	4.000	4.000	4.000	\$0.00	\$31,200.00
MANHOLE, STORM SEWER, SW-401, 60 IN.										
0170	2435-0140172	EACH	\$10,000.000	1.000	1.000	0.000	1.000	1.000	\$10,000.00	\$10,000.00
MANHOLE, STORM SEWER, SW-401, 72 IN.										
0180	2435-0140196	EACH	\$17,000.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MANHOLE, STORM SEWER, SW-401, 96 IN.										
0190	2435-0250500	EACH	\$5,600.000	34.000	0.000	9.000	9.000	9.000	\$0.00	\$50,400.00
INTAKE, SW-505										
0200	2435-0250600	EACH	\$12,000.000	17.000	1.000	8.000	9.000	9.000	\$12,000.00	\$108,000.00
INTAKE, SW-506										
0210	2435-0250900	EACH	\$7,300.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INTAKE, SW-509										
0220	2435-0251000	EACH	\$8,500.000	3.000	0.000	2.000	2.000	2.000	\$0.00	\$17,000.00
INTAKE, SW-510										
0230	2435-0251230	EACH	\$4,100.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$4,100.00
INTAKE, SW-512, 30 IN.										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0240	2435-0251236	EACH	\$4,800.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INTAKE, SW-512, 36 IN.										
0250	2435-0600010	EACH	\$2,300.000	33.000	0.000	15.000	15.000	15.000	\$0.00	\$34,500.00
MANHOLE ADJUSTMENT, MINOR										
0260	2435-0600020	EACH	\$6,000.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MANHOLE ADJUSTMENT, MAJOR										
0270	2435-0600110	EACH	\$1,800.000	2.000	0.000	1.000	1.000	1.000	\$0.00	\$1,800.00
INTAKE ADJUSTMENT, MINOR										
0280	2435-0600120	EACH	\$7,500.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$7,500.00
INTAKE ADJUSTMENT, MAJOR										
0290	2435-0700010	EACH	\$3,700.000	2.000	1.000	1.000	2.000	2.000	\$3,700.00	\$7,400.00
CONNECTION TO EXISTING MANHOLE										
0300	2502-8212206	LF	\$22.000	5,105.000	0.000	1,573.900	1,573.900	1,573.900	\$0.00	\$34,625.80
SUBDRAIN, PERFORATED PLASTIC PIPE, 6 IN. DIA.										
0310	2502-8221006	EACH	\$800.000	17.000	0.000	2.000	2.000	2.000	\$0.00	\$1,600.00
SUBDRAIN RISER, 6 IN., AS PER PLAN										
0320	2502-8221303	EACH	\$400.000	17.000	0.000	6.000	6.000	6.000	\$0.00	\$2,400.00
SUBDRAIN OUTLET, DR-303										
0330	2503-0114212	LF	\$200.000	8.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 12 IN.										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0340	2503-0114215	LF	\$80.000	991.000	0.000	272.000	272.000	272.000	\$0.00	\$21,760.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 15 IN.										
0350	2503-0114218	LF	\$85.000	778.000	0.000	27.000	27.000	27.000	\$0.00	\$2,295.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 18 IN.										
0360	2503-0114224	LF	\$110.000	2,556.000	186.000	846.000	1,032.000	1,032.000	\$20,460.00	\$113,520.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 24 IN.										
0370	2503-0114230	LF	\$130.000	543.000	0.000	416.000	416.000	416.000	\$0.00	\$54,080.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 30 IN.										
0380	2503-0114236	LF	\$170.000	144.000	0.000	33.000	33.000	33.000	\$0.00	\$5,610.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 36 IN.										
0390	2503-0114248	LF	\$450.000	8.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 48 IN.										
0400	2503-0114254	LF	\$610.000	8.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 54 IN.										
0410	2503-0114266	LF	\$850.000	8.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 66 IN.										
0420	2503-0200036	LF	\$25.000	3,335.000	181.000	999.400	1,180.400	1,180.400	\$4,525.00	\$29,510.00
REMOVE STORM SEWER PIPE LESS THAN OR EQUAL TO 36 IN.										
0430	2503-0200136	LF	\$45.000	79.000	0.000	38.000	38.000	38.000	\$0.00	\$1,710.00
REMOVE STORM SEWER PIPE GREATER THAN 36 IN.										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0440	2504-0200404	LF	\$130.000	160.000	0.000	54.000	54.000	54.000	\$0.00	\$7,020.00
SANITARY SEWER SERVICE STUB, POLYVINYL CHLORIDE PIPE (PVC), 4 IN.										
0450	2510-6745850	SY	\$10.000	17,965.000	4,386.870	6,657.641	11,044.511	11,044.511	\$43,868.70	\$110,445.11
REMOVAL OF PAVEMENT										
0460	2510-6750600	EACH	\$900.000	50.000	1.000	23.000	24.000	24.000	\$900.00	\$21,600.00
REMOVAL OF INTAKES AND UTILITY ACCESSES										
0470	2511-0300000	SY	\$10.000	550.000	0.000	370.596	370.596	370.596	\$0.00	\$3,705.96
REMOVAL OF RECREATIONAL TRAIL										
0480	2511-0302600	SY	\$49.000	715.000	334.734	0.000	334.734	334.734	\$16,401.97	\$16,401.97
RECREATIONAL TRAIL, PORTLAND CEMENT CONCRETE, 6 IN.										
0490	2511-0310100	STA	\$750.000	7.700	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SPECIAL COMPACTION OF SUBGRADE FOR RECREATIONAL TRAIL										
0500	2511-6745900	SY	\$10.000	3,506.000	1,071.240	1,104.700	2,175.940	2,175.940	\$10,712.40	\$21,759.40
REMOVAL OF SIDEWALK										
0510	2511-7526004	SY	\$49.750	4,023.000	0.000	1,245.827	1,245.827	1,245.827	\$0.00	\$61,979.89
SIDEWALK, P.C. CONCRETE, 4 IN.										
0520	2511-7526006	SY	\$77.000	267.000	0.000	121.585	121.585	121.585	\$0.00	\$9,362.05
SIDEWALK, P.C. CONCRETE, 6 IN.										
0530	2511-7528101	SF	\$51.000	362.000	0.000	114.000	114.000	114.000	\$0.00	\$5,814.00
DETECTABLE WARNINGS										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0540	2512-1725206	LF	\$79.000	10.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
CURB AND GUTTER, P.C. CONCRETE, 2.0 FT.										
0550	2514-0000200	STA	\$1,000.000	0.500	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL OF CURB										
0560	2515-2475006	SY	\$52.500	2,550.000	0.000	768.060	768.060	768.060	\$0.00	\$40,323.15
DRIVEWAY, P.C. CONCRETE, 6 IN.										
0570	2515-2475007	SY	\$54.000	1,047.000	301.611	0.000	301.611	301.611	\$16,286.99	\$16,286.99
DRIVEWAY, P.C. CONCRETE, 7 IN.										
0580	2515-6745600	SY	\$10.000	3,212.000	0.000	1,118.900	1,118.900	1,118.900	\$0.00	\$11,189.00
REMOVAL OF PAVED DRIVEWAY										
0590	2523-0000310	EACH	\$1,235.000	6.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
HANDHOLES AND JUNCTION BOXES										
0600	2524-6765110	EACH	\$300.000	72.000	0.000	16.000	16.000	16.000	\$0.00	\$4,800.00
REMOVAL OF TYPE A SIGN										
0610	2524-6765210	EACH	\$100.000	21.000	0.000	4.000	4.000	4.000	\$0.00	\$400.00
REMOVAL OF TYPE A SIGN ASSEMBLY										
0620	2524-9276010	LF	\$35.000	390.000	0.000	100.000	100.000	100.000	\$0.00	\$3,500.00
PERFORATED SQUARE STEEL TUBE POSTS										
0630	2524-9276021	EACH	\$100.000	39.000	0.000	10.000	10.000	10.000	\$0.00	\$1,000.00
PERFORATED SQUARE STEEL TUBE POST ANCHOR, BREAK-AWAY SOIL INSTALLATION										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0640	2524-9325001	SF	\$35.000	392.500	0.000	120.500	120.500	120.500	\$0.00	\$4,217.50
TYPE A SIGNS, SHEET ALUMINUM										
0650	2525-0000100	LS	\$100,000.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
TRAFFIC SIGNALIZATION										
0660	2527-9263109	STA	\$86.000	136.000	0.000	18.610	18.610	18.610	\$0.00	\$1,600.46
PAINTED PAVEMENT MARKING, WATERBORNE OR SOLVENT-BASED										
0670	2527-9263117	STA	\$116.000	168.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PAINTED PAVEMENT MARKINGS, DURABLE										
0680	2527-9263137	EACH	\$130.000	25.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PAINTED SYMBOLS AND LEGENDS, WATERBORNE OR SOLVENT-BASED										
0690	2527-9263143	EACH	\$185.000	25.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
PAINTED SYMBOLS AND LEGENDS, DURABLE										
0700	2527-9270111	STA	\$83.000	168.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
GROOVES CUT FOR PAVEMENT MARKINGS										
0710	2527-9270120	EACH	\$220.000	25.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
GROOVES CUT FOR SYMBOLS AND LEGENDS										
0720	2528-8445110	LS	\$75,000.000	1.000	0.000	0.417	0.417	0.417	\$0.00	\$31,275.00
TRAFFIC CONTROL										
0730	2528-9290050	CDAY	\$200.000	60.000	0.000	38.000	38.000	38.000	\$0.00	\$7,600.00
PORTABLE DYNAMIC MESSAGE SIGN (PDMS)										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0740	2529-5070110	SY	\$100.000	51.000	0.000	100.678	100.678	100.678	\$0.00	\$10,067.80
PATCHES, FULL-DEPTH FINISH, BY AREA										
0750	2533-4980005	LS	\$600,000.000	1.000	0.000	0.500	0.500	0.500	\$0.00	\$300,000.00
MOBILIZATION										
0760	2552-0000220	CY	\$75.000	975.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL										
0770	2599-9999010	LS	\$15,000.000	1.000	0.000	0.480	0.480	0.480	\$0.00	\$7,200.00
('LUMP SUM' ITEM): MAINTENANCE OF SOLID WASTE COLLECTION										
0780	2599-9999010	LS	\$1,850.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
('LUMP SUM' ITEM): REMOVE AND REINSTALL ELECTRONIC SPEED SIGN										
0790	2599-9999010	LS	\$7,200.000	1.000	0.000	0.480	0.480	0.480	\$0.00	\$3,456.00
('LUMP SUM' ITEM): SWPPP MANAGEMENT										
0800	2599-9999010	LS	\$80,000.000	1.000	0.000	0.440	0.440	0.440	\$0.00	\$35,200.00
('LUMP SUM' ITEM): VIBRATION MONITORING										
0810	2601-2634105	ACRE	\$4,110.000	2.630	0.000	0.310	0.310	0.310	\$0.00	\$1,274.10
MULCHING, BONDED FIBER MATRIX										
0820	2601-2639010	SQ	\$65.000	1,150.000	0.000	355.720	355.720	355.720	\$0.00	\$23,121.80
SODDING										
0830	2601-2643110	MGAL	\$75.000	690.000	0.000	49.000	49.000	49.000	\$0.00	\$3,675.00
WATERING FOR SOD, SPECIAL DITCH CONTROL, OR SLOPE PROTECTION										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
0840	2602-0000150	LF	\$15.000	300.000	50.000	25.000	75.000	75.000	\$750.00	\$1,125.00
STABILIZED CONSTRUCTION ENTRANCE, EC-303										
0850	2602-0000309	LF	\$3.000	10,000.000	80.000	235.000	315.000	315.000	\$240.00	\$945.00
PERIMETER AND SLOPE SEDIMENT CONTROL DEVICE, 9 IN. DIA.										
0860	2602-0000351	LF	\$0.010	10,000.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL OF PERIMETER AND SLOPE OR DITCH CHECK SEDIMENT CONTROL DEVICE										
0870	2602-0000500	LF	\$10.000	32.000	0.000	16.000	16.000	16.000	\$0.00	\$160.00
OPEN-THROAT CURB INTAKE SEDIMENT FILTER, EC-602										
0880	2602-0000530	EACH	\$95.000	110.000	2.000	42.000	44.000	44.000	\$190.00	\$4,180.00
GRATE INTAKE SEDIMENT FILTER BAG, EC-604										
0890	2602-0010010	EACH	\$600.000	1.000	0.000	4.000	4.000	4.000	\$0.00	\$2,400.00
MOBILIZATIONS, EROSION CONTROL										
0900	2602-0010020	EACH	\$1,200.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MOBILIZATIONS, EMERGENCY EROSION CONTROL										
8001	2599-9999005	EACH	\$14,250.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$14,250.00
('EACH' ITEM): INTAKE, SW-506 MOD, CAST-IN-PLACE										
8002	2435-0250610	EACH	\$14,410.000	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INTAKE, SW-506 MOD										
8009	2599-9999018	SY	\$0.300	19,678.000	0.000	6,271.124	6,271.124	6,271.124	\$0.00	\$1,881.34
('SQUARE YARDS' ITEM): (REINFORCEMENT ADJ)										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
8010	2430-0000100	SF	\$74.000	144.000	0.000	144.000	144.000	144.000	\$0.00	\$10,656.00
MODULAR BLOCK RETAIN WALL										
8011	2599-9999005	EACH	\$4,325.750	2.000	0.000	2.000	2.000	2.000	\$0.00	\$8,651.50
('EACH' ITEM): INSTALLATION AND REMOVAL OF TEMPORARY INTAKE										
8013	2599-9999005	EACH	\$3,300.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
('EACH' ITEM): CONNECT TO EXISTING BOX CULVERT										
8014	2599-9999005	EACH	\$3,829.650	1.000	0.000	1.000	1.000	1.000	\$0.00	\$3,829.65
('EACH' ITEM): MODIFY EXISTING INTAKE										
8015	2599-9999005	EACH	\$1,925.000	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
('EACH' ITEM): REMOVE AND REINSTALL PUSHBUTTONS										
8016	2599-9999005	EACH	\$8,730.150	1.000	0.000	1.000	1.000	1.000	\$0.00	\$8,730.15
('EACH' ITEM): 18" NYLOPLAST INTAKE W/ CONNECTION										
8017	2599-9999010	LS	\$544.500	1.000	0.000	1.000	1.000	1.000	\$0.00	\$544.50
('LUMP SUM' ITEM): POT HOLE UTILITIES										
8018	2599-9999010	LS	\$1,485.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$1,485.00
('LUMP SUM' ITEM): STORM SEWER REMOVAL AND INSTALLATION										
8019	2599-9999010	LS	\$6,510.570	1.000	0.000	1.000	1.000	1.000	\$0.00	\$6,510.57
('LUMP SUM' ITEM): 6" SANITARY SEWER SERVICE										
8020	2599-9999005	EACH	\$562.650	13.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
('EACH' ITEM): MH CASTING (MECHANICAL)										
Section Totals:									\$146,354.60	\$2,065,680.30

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
Section: 0002 - STP-U-8477(615)--70-77, Roadway Items - Division 2										
0910	2554-0114004	LF	\$65.000	35.000	0.000	17.000	17.000	17.000	\$0.00	\$1,105.00
WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 4 IN.										
0920	2554-0114006	LF	\$60.000	101.000	0.000	124.000	124.000	124.000	\$0.00	\$7,440.00
WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 6 IN.										
0930	2554-0114008	LF	\$55.000	558.000	254.000	208.000	462.000	462.000	\$13,970.00	\$25,410.00
WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 8 IN.										
0940	2554-0114008	LF	\$80.000	455.000	0.000	99.000	99.000	99.000	\$0.00	\$7,920.00
WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 8 IN.: RESTRAINED JOINT										
0950	2554-0114012	LF	\$80.000	3,703.000	1,003.000	779.000	1,782.000	1,782.000	\$80,240.00	\$142,560.00
WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 12 IN.										
0960	2554-0114012	LF	\$105.000	631.000	134.000	645.000	779.000	779.000	\$14,070.00	\$81,795.00
WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 12 IN.: RESTRAINED JOINT										
0970	2554-0134008	LF	\$165.000	100.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
WATER MAIN WITH CASING PIPE, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 8 IN.										
0980	2554-0134012	LF	\$240.000	100.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
WATER MAIN WITH CASING PIPE, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 12 IN.										
0990	2554-0203000	LB	\$20.000	6,162.000	1,144.000	4,308.000	5,452.000	5,452.000	\$22,880.00	\$109,040.00
FITTINGS BY WEIGHT, DUCTILE IRON										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
1000	2554-0207008	EACH	\$2,700.000	12.000	4.000	5.000	9.000	9.000	\$10,800.00	\$24,300.00
VALVE, GATE, DIP, 8 IN.										
1010	2554-0207012	EACH	\$4,500.000	9.000	2.000	3.000	5.000	5.000	\$9,000.00	\$22,500.00
VALVE, GATE, DIP, 12 IN.										
1020	2554-0210201	EACH	\$8,500.000	15.000	3.000	7.000	10.000	10.000	\$25,500.00	\$85,000.00
FIRE HYDRANT ASSEMBLY, WM-201										
1030	2554-0211002	EACH	\$1,750.000	6.000	6.000	6.000	12.000	12.000	\$10,500.00	\$21,000.00
FLUSHING DEVICE (BLOWOFF), 2 IN.										
1040	2599-9999005	EACH	\$6,500.000	2.000	0.000	1.000	1.000	1.000	\$0.00	\$6,500.00
('EACH' ITEM): PREPARE EXCAVATION FOR TAPPING SLEEVE & VALVE										
1050	2599-9999005	EACH	\$410.000	51.000	0.000	22.000	22.000	22.000	\$0.00	\$9,020.00
('EACH' ITEM): TAP FEE, 1-IN, REPLACEMENT TAP FOR WATER SERVICE TRANSFER										
1060	2599-9999005	EACH	\$1,725.000	3.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
('EACH' ITEM): TAP FEE, 2-IN, REPLACEMENT TAP FOR WATER SERVICE TRANSFER										
1070	2599-9999005	EACH	\$3,800.000	11.000	0.000	5.000	5.000	5.000	\$0.00	\$19,000.00
('EACH' ITEM): WATER SERVICE TRANSFER, COPPER, 1-IN, OPPOSITE SIDE										
1080	2599-9999005	EACH	\$3,000.000	40.000	0.000	17.000	17.000	17.000	\$0.00	\$51,000.00
('EACH' ITEM): WATER SERVICE TRANSFER, COPPER, 1-IN, SAME SIDE										
1090	2599-9999005	EACH	\$5,400.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
('EACH' ITEM): WATER SERVICE TRANSFER, COPPER, 2-IN, OPPOSITE SIDE										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
1100	2599-9999005	EACH	\$3,400.000	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
('EACH' ITEM): WATER SERVICE TRANSFER, COPPER, 2-IN, SAME SIDE										
1110	2599-9999005	EACH	\$6,100.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$6,100.00
('EACH' ITEM): WATER SERVICE TRANSFER, EQUAL TO OR GREATER THAN 3, SAME SIDE										
1120	2599-9999009	LF	\$45.000	1,005.000	0.000	436.000	436.000	436.000	\$0.00	\$19,620.00
('LINEAR FEET' ITEM): REMOVAL OF EXISTING WATER MAIN IN CONFLICT WITH NEW CONSTRUCTION										
1130	2599-9999020	TON	\$65.000	100.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
('TONS' ITEM): FOUNDATION ROCK										
8003	2504-0114018	LF	\$572.000	20.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SAN SWR G-MAIN, TRENCHED, PVC, 18"										
8004	2554-0112008	LF	\$247.500	8.000	0.000	5.000	5.000	5.000	\$0.00	\$1,237.50
WATER MAIN, TRENCHED, DIP, 8"										
8005	2554-0112012	LF	\$154.000	260.000	0.000	280.000	280.000	280.000	\$0.00	\$43,120.00
WATER MAIN, TRENCHED, DIP, 12"										
8006	2554-0207006	EACH	\$3,509.000	3.000	1.000	1.000	2.000	2.000	\$3,509.00	\$7,018.00
VALVE, GATE, DIP, 6"										
8007	2554-0112012	LF	\$176.000	83.000	0.000	72.000	72.000	72.000	\$0.00	\$12,672.00
WATER MAIN, TRENCHED, DIP, 12": (RESTRAINED JOINT)										
8008	2599-9999005	EACH	\$1,760.000	8.000	0.000	10.000	10.000	10.000	\$0.00	\$17,600.00
('EACH' ITEM): 32 LB MAGNESIUM ANODE										

Line Number	Item ID	Unit	Unit Price	Authorized Quantity	Current Paid Quantity	Previous Paid Quantity	Total Quantity Paid To Date	Total Quantity Placed To Date	Current Payment Amount	Total Amount Paid To Date
8012	2599-9999005	EACH	\$10,859.750	1.000	0.000	1.000	1.000	1.000	\$0.00	\$10,859.75
('EACH' ITEM): WATER MAIN, CONNECT TO EXISTING MAIN										
Section Totals:									\$190,469.00	\$731,817.25
Total Payments:									\$336,823.60	\$2,797,497.55

Time Charges

Time Limit	Original Deadline	Authorized Deadline	Charges This Period	Damages This Period	Days Completed To Date	Days Remaining To Date	Damages To Date
Working Days, Late Start Date - 05/06/2024, Liquidated Damage Rate - 2,500	300.0 Days	298.0 Days	16.5 Days	\$0.00	192.5 Days	105.5 Days	\$0.00
Total Damages:							\$0.00

Stockpiles

Stockpile	Fund Package	Current Advancements	Advancements To Date	Current Recoveries	Recoveries To Date
#1 - 2554-0203000	77-8477-615-CAT-2 77-8477-615-CAT-2 77-8477-615	\$0.00	\$12,845.16	\$0.00	\$12,845.16
FITTINGS BY WEIGHT, DUCTILE IRON					
#2 - 2554-0207008	77-8477-615-CAT-2 77-8477-615-CAT-2 77-8477-615	\$0.00	\$5,580.00	\$0.00	\$5,580.00
Totals:		\$0.00	\$58,873.55	\$0.00	\$26,041.09

Detailed Payment:

77-8477-615

07/15/2025

Stockpile	Fund Package			Current Advancements	Advancements To Date	Current Recoveries	Recoveries To Date
VALVE, GATE, DIP, 8 IN.							
#3 - 2554-0114012	77-8477-615-CAT-2	77-8477-615-CAT-2	77-8477-615	\$0.00	\$3,430.00	\$0.00	\$3,430.00
WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 12 IN.							
#4 - 2554-0211002	77-8477-615-CAT-2	77-8477-615-CAT-2	77-8477-615	\$0.00	\$185.93	\$0.00	\$185.93
FLUSHING DEVICE (BLOWOFF), 2 IN.							
#5 - 2599-9999005	77-8477-615-CAT-2	77-8477-615-CAT-2	77-8477-615	\$0.00	\$4,000.00	\$0.00	\$4,000.00
('EACH' ITEM): WATER SERVICE TRANSFER, COPPER, 1-IN, SAME SIDE							
#6 - 2525-0000100	77-8477-615-CAT-1	77-8477-615-CAT-1	77-8477-615	\$0.00	\$32,832.46	\$0.00	\$0.00
TRAFFIC SIGNALIZATION							
Totals:				\$0.00	\$58,873.55	\$0.00	\$26,041.09

Summary

Current Approved Work:	\$336,823.60	Approved Work To Date:	\$2,797,497.55
Current Stockpile Advancement:	\$0.00	Stockpile Advancement To Date:	\$58,873.55
Current Stockpile Recovery:	\$0.00	Stockpile Recovery To Date:	\$26,041.09
Current Retainage:	\$0.00	Retainage To Date:	\$30,000.00
Current Retainage Released:	\$0.00	Retainage Released To Date:	\$0.00
Current Liquidated Damages:	\$0.00	Liquidated Damages To Date:	\$0.00
Current Adjustment:	\$0.00	Adjustments To Date:	\$0.00
Current Payment:	\$336,823.60	Payments To Date:	\$2,800,330.01
Previous Payment:	\$203,072.56	Previous Payments To Date:	\$2,463,506.41

Funding Details

77-8477-615-CAT-1 77-8477-615-CAT-1 77-8477-615:	\$149,863.60
77-8477-615-CAT-2 77-8477-615-CAT-2 77-8477-615:	\$186,960.00
77-8477-615-CAT-3 NON-PARTICIPATING:	\$0.00
Current Payment:	\$336,823.60

77-8477-615-CAT-1 77-8477-615-CAT-1 77-8477-615 To Date:	\$2,158,187.55
77-8477-615-CAT-2 77-8477-615-CAT-2 77-8477-615 To Date:	\$639,310.00
77-8477-615-CAT-3 NON-PARTICIPATING To Date:	\$0.00
Payments To Date:	\$2,797,497.55

CONTRACTOR'S CERTIFICATION:

Contractor certifies that to the best of Contractor's knowledge, information and belief, the Work covered by this Payment Application has been completed in accordance with the Contract Documents, that all amounts have been paid by Contractor for Work for which payments were issued and payments received from the City of Windsor Heights, and that the current payment applied herein is now due.

By: _____ Date: _____

ENGINEER'S CERTIFICATION:

In accordance with the Contract Documents, based on on-site observations and the data comprising this Payment Application, the Construction Project Manager certifies to the City of Windsor Heights that to the best of the Construction Project Manager's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and Contractor is entitled to payment of Amount Certified.

AMOUNT CERTIFIED: \$ _____

By: _____ Date: _____

CITY OF WINDSOR HEIGHTS REVIEW / APPROVAL:

By: _____ Date: _____

Doc Express® Document Signing History

Contract: 77-8477-615 Document: payment-12-20250708

Date	Signed By
07/15/2025	Logan Petersen Absolute Concrete Construction Inc. Electronic Signature (Approved by Contractor (Optional))
07/15/2025	Justin Ernst Bolton & Menk, Inc. - Iowa Electronic Signature (Recommended by Engineer)
07/18/2025	Adam Plagge City of Windsor Heights - Iowa Electronic Signature (Approved by PIRC (when applicable))



**STAFF REPORT
CITY COUNCIL**

August 4, 2025

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Discussion on 1151 65th Street Proposed Uses

GENERAL INFORMATION

Pursuant to Council direction at the May 19th, 2025 Council Meeting, staff and the Mayor reached out to a number of non-profit agencies including but not limited to The Beacon, Families Forward, and Children & Families of Iowa to gauge their interest in occupying 1151 65th Street. Overall, approximately ten individuals/groups have toured the property since it was acquired by the City in February 2025. Currently three organizations or individuals have expressed interest in utilizing the property.

1. Fergeson House: Previously discussed by City Council with consideration tabled pending a more extensive search. The organization is agreeable to the draft terms the city has outlined.
 1. Materials attached.
2. Nancy's Place: An organization dedicated to providing safe, affordable housing to individuals with intellectual and developmental disabilities. The organization is agreeable to the draft terms the city has outlined.
 1. Materials attached.
3. City of Windsor Heights staff housing.
 1. A public works staff member has indicated interest in leasing the property to reside in. If this path was interested in being pursued, the use agreement would likely deviate from the draft terms proposed to non-profits. This use could provide a benefit to the city of having a staff member reside in the City and be able to quickly assist with weather events and off hour CEC needs. Conceptually, the property could be leased at a reduced rate subject to the staff member taking on certain on-call job duties. Reduced rent could be set aside to help make any necessary repairs to the property. This use is unlikely to cause disruption to the neighborhood. No specific terms for this type of agreement have been drafted at the present.
4. Families Forward.

1. The organization recently toured the property and has determined the investment necessary to utilize the property is not warranted but would like to be considered if other opportunities arise.

Rental Certificate

Staff had Safe Building conduct a rental inspection of the property and the items below need to be addressed prior to occupancy. Generally, these are low-cost repairs which combined with the likely desired replacement of the upstairs carpet and painting could total \$4,000-\$8,000 of investment.

List of necessary improvements prior to occupancy:

Unit 1151: Exterior front entry steps handrail is loose and front post is cracked

Basement smoke alarm is not working

Basement bathroom wall behind toilet has moisture damage and is missing an exhaust fan

Basement bedroom missing a smoke alarm, egress ladder in the window well, and CO detector

Laundry units are not currently in use, dryer vent is not connected

Main level entry door between units locking device is damaged

Unit 1151.5: Bedroom 1 smoke alarm is missing

Kitchen exterior door must be properly blocked off and not made accessible for use

Exterior entry staircase railing is loose

While walking through the property with Safe Building, there was mutual agreement that many items such as the roof and windows are operational but will need to be replaced in the medium-long term.

Ongoing Costs

Staff periodically inspects the property, and Public Works maintains the exterior which has included mowing, fixing downspouts and removal of the large pine tree out front that was in poor health. In early July, water was observed pooling in the basement after a large rainfall event. Another dehumidifier was added to the basement eliminating the very humid conditions and no further water pooling has been observed.

Monthly City investment into the property inclusive of utility bills, mowing, and minor maintenance is approximately \$400.

Staff Comments:

Any of the three proposed uses could help fill the community's needs or enhance city operations.

The non-profit multi-tenant uses contain the potential for varying degrees of conflict with neighbors, whereas staff housing is unlikely to generate conflict, but does come with risk of having to invest additional city resources into the property in the short to medium term.

Staff request direction from City Council on which, if any, of the above uses to pursue or direction to proceed with demolition of the property.

ATTACHMENTS

1. Nancy's Place Proposal
2. Nancys Place supplemental materials
3. Furgeson House Info
4. 1151 65th St. Lease Information

Nancy's Place Proposal for Lease of 1151 65th St., Windsor Heights

Interest Statement: Nancy's Place is officially expressing its interest in leasing the property at 1151 65th St., Windsor Heights, under the terms outlined by the City of Windsor Heights. As a nonprofit organization dedicated to providing housing and support for individuals with intellectual and developmental disabilities who are eligible for Medicaid waivers, we believe this property aligns with our mission and offers a unique opportunity to meet urgent housing needs in the area.

This would be our first residential property and represents a perfect opportunity for Nancy's Place to begin fulfilling the core purpose for which our organization was founded. We are eager to establish a stable, supportive home that exemplifies our commitment to inclusive, community-based housing. We have already conducted a walkthrough of the property and found it suitable for our nonprofit purpose.

Organizational Capacity: Nancy's Place partners closely with managed care organizations, social workers, and community support staff. We are equipped to assume all maintenance, repair, and utility responsibilities outlined in the term sheet. Our staff is experienced in maintaining compliance with local housing codes and rental certificate regulations.

In addition to our housing mission, Nancy's Place is proud of our educational outreach efforts. We successfully created and distributed WAVES (Waiver and Voucher Education Support) guides to every family of students with an Individualized Education Plan (IEP) in the Des Moines Public School District. These guides are also available in additional school districts across Central Iowa to ensure families have access to critical information on navigating waiver programs and disability-related resources.

Property Use Plan: We propose utilizing the property as a single-family residence to accommodate up to five eligible individuals, subject to the occupancy restrictions outlined below. These tenants will be low-income individuals with intellectual or developmental disabilities who qualify for Home and Community-Based Services (HCBS) waiver funding. Our nonprofit partners will provide any necessary support services to their clients, while Nancy's Place will ensure respectful, quiet, and consistent tenancy through responsible property management.

Planned Improvements: Before occupancy, Nancy's Place will complete the following minor improvements at our own expense:

- Interior painting
- Replacement of upstairs carpets

- Any repairs needed for code compliance
- Use of the property as a single-family unit; no external stairs will be constructed, as the upstairs is accessible via an interior doorway

Compliance and Commitment:

- We will maintain a valid rental certificate at all times.
- We understand and agree to the maximum occupancy of five individuals.
- We will not allow any tenant listed on the sex offender registry.
- We agree to the City's authority to remove tenants in cases of disruptive behavior, provided that all legally required steps are followed.

Community Benefit: Leasing this home to Nancy's Place will directly address the shortage of accessible, stable housing for people with disabilities in the Metro area. Additionally, this agreement ensures the City is not burdened with maintenance or vacancy while also affirming Windsor Heights' commitment to inclusive and community-minded development during the redevelopment period.

This partnership also provides tangible benefits for Windsor Heights by maintaining the residential character of the neighborhood, reducing the likelihood of blight, and generating a meaningful community impact without incurring city expenses. The property's proximity to the commercial district enhances the independence and accessibility of tenants, placing them near grocery stores, public transportation, employment opportunities, and other essential services that improve their quality of life and community integration.

Next Steps: We have already completed a walkthrough of the property and are confident it will meet our program's needs. We welcome the opportunity to move forward with a lease agreement at your earliest convenience.

W.A.V.E.S Program Overview

WAIVER AND VOUCHER EDUCATION SUPPORT

Origin

This collaboration is spearheaded by Hunter Cook, the Executive Director of Nancy's Place, and Kristin Tague, a social worker based out of East High School. She indicated a need for this education guide as it is a necessary resource currently unavailable to Des Moines Public School faculty and families of students with special needs.

Key Metrics

The W.A.V.E.S Program provides education to families of the over 4,500 students that require special education in the Des Moines Public School district. It can also be utilized by special education instructors.



8,100+
Families of special
education students



796
Special education
instructors

CHALLENGES

Nancy's Place has partnered with community school districts to address the large education gap in specialized services that affect its special education students. There is over a four-year waiting list for lowans with disabilities to obtain vital waiver services. Many social workers and educators do not have the informational resources available to help families properly apply for them.

SOLUTIONS

Nancy's Place is collaborating with the community to provide educational programming to help parents acquire and better understand the services their children with disabilities will need to live independently in the community as adults.

COMMUNITY PARTNERS:



Nancy's Place



Des Moines
Community
Schools



Ankeny
Community
Schools



Madrid
Community
Schools



Perry
Community
Schools



Boone
Community
Schools



DES MOINES
PUBLIC LIBRARY



Evelyn K. Davis Center
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Perry
Public Library
More than just books!



Pleasant Hill
Public Library



ANKENY KIRKENDALL
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Preparation, Participation, Power



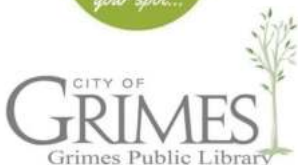
WOODWARD PUBLIC LIBRARY
your spot...



MADRID
LIBRARY



Urbandale
Public
Library



CITY OF
GRIMES
Grimes Public Library



Clive
PUBLIC LIBRARY



WAUKEE
PUBLIC
LIBRARY



Johnston
PUBLIC LIBRARY

SUPPORTS PROVIDED:

1

Applying for Medicaid

Assisting families on what Medicaid is and how to apply for it in order access mental health services

2

Understanding and obtaining legal services

It provides a network of legal professionals that will be available to give counsel regarding guardianship and conservatorship matters.

3

Applying for Early ACCESS

Learn to apply for the ICEA, an Iowa-based council advising the Department of Education to provide early intervention services for infants and toddlers with developmental delays.

4

Applying for a habilitation waiver

This project explains the scope of a habilitation waiver, how to apply for it, and the services they provide.

5

Applying for a Home and Community Based (HCBS) Waiver

Explains the scope of the following 7 different habilitation waivers, understanding the difference between them and how to apply:

- Health and disability (HD)
- Intellectual disability (ID)
- Brain injury (BI)
- Physical Disability (PD)
- Children's mental health (CMH)
- Aids/HIV (AH)
- Elderly (E)

6

Explanation of the following necessary Medicaid services:

- Adult day care
- Assistive devices
- Assisted living
- Behavioral programs
- Case management services
- Chore
- Consumer Choice Options (CCO)
- Consumer Directed Attendant Care (CDAC)
- Counseling
- Day habilitation
- Emergency response
- Environmental modifications and adaptive devices
- Family and community support
- Family counseling and training
- Home delivered meals
- Home health aide
- Homemaker
- Home and vehicle modifications
- In-home family therapy
- Interim Medical Monitoring and Treatment (IMMT)
- Mental Health outreach
- Respite care
- Transportation

7

Explaining the Special Education process and programs

- What is special Education?
- The Six Principles of IDEA
- Free and Appropriate Public Education
- Iowa Area Education Agencies
- Open Enrollment Options
- Graduation requirements
- Parental Rights and Protections
- Understanding Parental Consent
- Prior Written Notice
- Dispute Resolution
- Requesting an Accommodation Plan
- Transition Planning
- Age of Majority
- Roadmap to Post-Secondary Life

FUTURE ADDITIONS

Below are some of our future short and long term additions to better enhance this project

- Translating this guide to accommodate the many diverse languages spoken in the DMPS school district
- Adding financial literacy and planning resources specifically for individuals with disabilities
- Hiring a full-time community outreach liaison to work with families acquiring these services. This is important as DMPS does not have the resources or staff to work on this necessary service.

BOARD OF DIRECTORS



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Board President

Cybersecurity Manager
Allstate



Elizabeth Blind

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Damarcus Taylor

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Kristin Tague

Board Member

Childhood Special Education Consultant
Heartland AEA



Nikki King

Board Member

Instructional Strategist
Des Moines Public Schools



**COME HERE.
BECOME HERE.**

12 March, 2024

DeMarco Lowery
2820 Center Street
Des Moines, Iowa 50321

My name is DeMarco Lowery, and I am the District Community School Coordinator supporting K-12 schools at Des Moines Public Schools. I am here to express my extreme gratitude for Nancy's Place and the service and resources they provide for our students and families in DMPS. Nancy's Place is designed to provide safe and secure housing for individuals with intellectual and mental disabilities. In addition, they provide a resource guide for all students and families to empower them in achieving and maximizing their educational opportunities.

I first had the privilege to meet with the director and founder, Hunter Cook, last fall, where we met to go over what his non-profit will provide for students and families within DMPS. It was at this meeting that I learned the power this resource guide has, and next, I offered opportunities for him to get these guides/books into the hands of staff so that they can intentionally distribute them to the right students and families. Students are suffering, and there are insufficient staff around DMPS to help students and families.

This guide provides a list of resources that are easily accessible to those who need them. The work that DMPS staff play will be able to meet with students and families during their IEP and 504 planning meetings and, from there, share the guide with those who need the assistance. This will empower those individuals in the initial meetings and connect them with resources in their community. It is my goal that this resource is shared on an annual basis with DMPS staff and that families and students have consistent access to the resources and opportunities that Nancy's Place has to offer.

Best regards,

DeMarco Lowery

515-745-6452

Demarco.lowery@dmschools.org

Office of the School Climate and Culture

2820 Center Street | Des Moines, Iowa 50321 | P: 515-745-6452

www.dmschools.org

My name is Al Perez, and I'm a community leader in Des Moines. I've worked with State and Local Governmental Agencies in our region. I've worked on initiatives at the state level and have sat on boards locally. My background has also reached the public schools. I've worked within the Des Moines School District for several years.

As a Latino, I have served as a commissioner for Latino Affairs in the State of Iowa. I mention my background here to point out that I am at the gates of several silos of community. I'm not an individual who is aware of many organizations that support individuals with disabilities. I'm on a journey with a daughter with special needs. She is now 14 years old. I cannot stress how grateful I am that Hunter Cook and his organization, Nancy's Place, have met a long-overdue vacancy in community engagement. People with access to his guides are discovering a treasure trove of resources and support. Now, this is the most important point to make. As I am at many community meetings with organizations representing people of all ethnicities, sadly, organizations representing people with disabilities are not present. They are ignored or not deemed necessary to sit at the table.

I find this disturbing—an inequitable fact here in Iowa. This guide would have been immensely valuable as a community resource worker when I worked in the public school system. Moreover, this is the most important factor in Hunter's work. He is engaging with families of color who don't know where to go or where to look for this support. One must understand that dealing with disabilities in communities of color has its taboos and complexities. Hunter has come to these tables in the community to share collaborative information and support. A little-known fact is that Iowa's Immigrant and Refugee populations are growing.

Along with growth are children who are undiagnosed with disorders and disabilities. Several organizations that work with the assimilation of these groups need a resource guide like W.A.V.E.S. It is now being translated into a second language. School systems across the state of Iowa need access to the information within this guide. School Systems are the first institutions we have introduced to when it comes to new families in our communities. And this work is crucial to genuinely transforming a narrative that communities are unaware of

Al Perez

Strategic Engagement Director

Safe Families for Children

Student Ministries Director

New Dawn Ministries Outreach Center

Chaplain

Iowa Law Enforcement Academy

To Whom it may concern,

My name is Denis Scott and I am a parent of a child with special needs (Aiden is 12 years old and has Down Syndrome), an advocate for the special needs community and also a board member for Easterseals Iowa. I am writing to express my enthusiastic support for the work that Hunter Cook and the Nancy's Place organization has done with the development of the W.A.V.E.S resource guide.

As a parent of a child with a special need I have experienced firsthand how difficult it is to find the right resources let alone, understand the resources that are available for assisting special needs families. When Aiden was born we were very lucky to have a social worker who was very knowledgeable about the services that we would need early for Aiden's care and she helped us to get the "ball rolling" with getting approval for the Waiver. Getting the waiver was just a scratch on the surface of what we were faced with for Aiden's future. We quickly learned that there just wasn't a source that provides parents with a guide of what are the things we should be thinking about (short and long term) for Aiden, what services are available for Aiden (Medical, Occupational, Legal, Educational, Social). This is overwhelming for any parent to try to figure out on their own while still trying to provide the best care for their child. I can personally attest to the urgent need for the availability and visibility of the W.A.V.E.S guide in our community. I believe that this guide will make a tremendous impact for any parent who are beginning the special needs parenting journey.

The main problem that myself and other special needs parents are facing is the lack of awareness of available resources. There are so many different types of resources available based on the child's diagnosis, age, level of need, etc. Each one has its own requirements and restrictions that ultimately creates a tremendous amount of complexity for any parent to try to understand. This causes undue stress on parents and impacts the child's well-being, development, and ability to strive in the community. Hunter and his team at Nancy's Place understand the challenges that individuals like myself face every day. They have been a trusted resource and source of support for me and my family. I referenced the guide myself and have learned about resources that no other professional that we have spoken to has mentioned. So now I am equipped with the knowledge of what resources are available and how to get them. I now know what questions to ask.

I strongly believe that the W.A.V.E.S guide needs to be made available at every medical and educational institutions.

Thank you for considering this proposal. Your support will make a meaningful difference in the lives of current and future special needs parents.

Sincerely,

Denis Scott



To Whom It Concerns,

I am writing a letter of support for Nancys Place in regards to their initiatives to expand their W.A.V.E.S guides beyond their current reach and into school districts across the state of Iowa. This will increase awareness to families across the state of resources and supports that are available within their communities and surrounding areas that they desperately need to support their loved ones with disabilities in accessing services.

I am currently the Chief Operating Officer for Optimae LifeServices and have been employed with this organization for 19 years. Optimae LifeServices offers a wide array of services to persons with disabilities currently in 40 counties across the state of Iowa including, but not limited to: Nursing Home level of care, Residential Services, Supported Community Living Services, and Supportive Employment.

In addition to these services we also offer behavioral health, home health, and occupation/rehabilitation services to this vulnerable population and without these services the ability to live as independently as possible and have a meaningful live is significantly diminished.

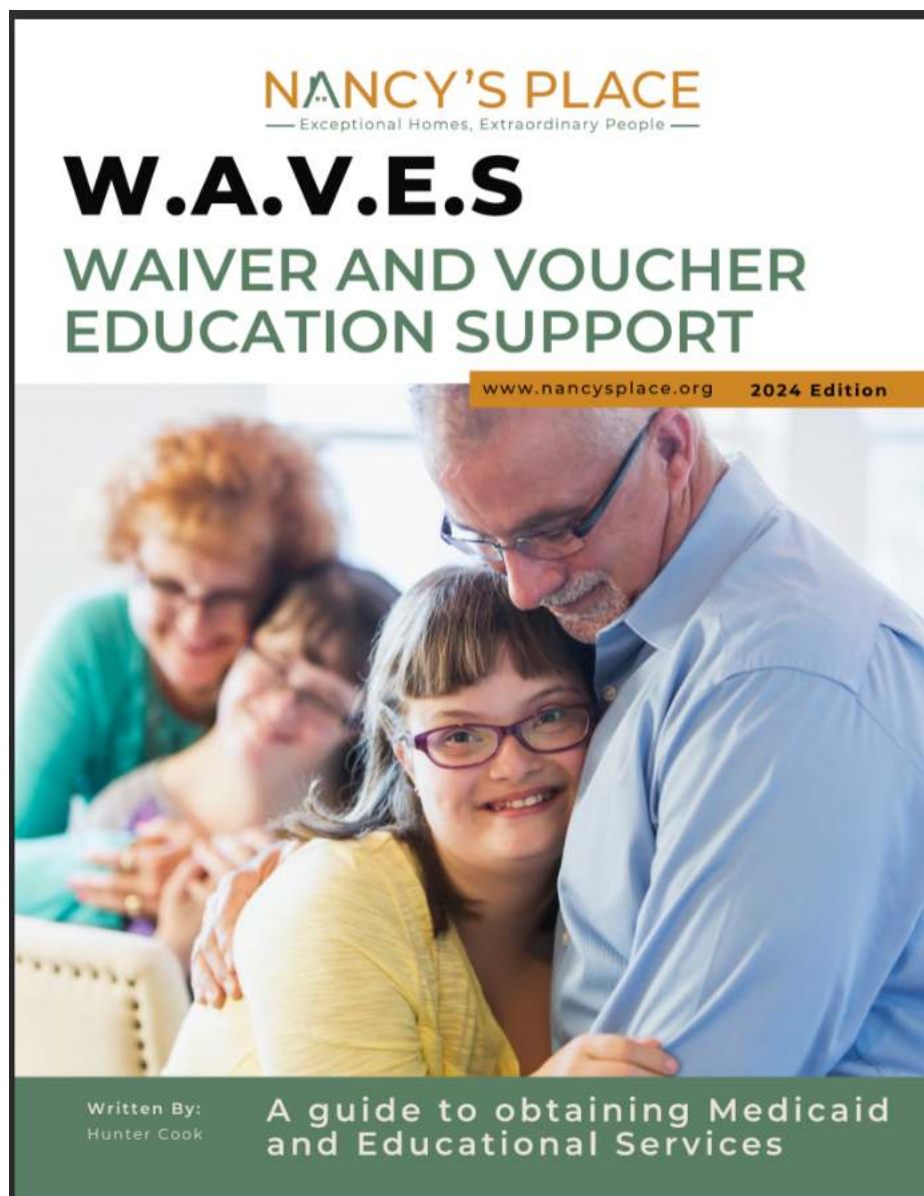
In providing all of these services I have worked very closely with many families and various education settings within these 40 counties and I am repeatedly told that there is a lack of knowledge, awareness, and understanding of the services and resources that are available to support families and our education institutions.

The current system that one has to navigate through to identify supports and resources that may be available is complicated to say the least. Nancy's Place and their W.A.V.E.S guides make the process of identifying resources and supports available to families and school districts in a more simple and organized manner. I truly believe that Nancy's Place initiatives will ensure people in Iowa are able to access and receive the services they need to be as successful as possible in the communities they live and improving our health care system overall.

Respectfully,

Meghan Foster – COO
Optimae LifeServices
mfoster@optimaelifeservices.com

Our W.A.V.E.S Guide is too large to upload to the application. However, you can use the QR code provided to see the actual material that will be used. It is also available in the resource section at www.nancysplace.org





Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

NANCYS PLACE
5111 68TH STREET
URBANDALE, IA 50322-6935

Date: 05/23/2022
Employer ID number: 86-3053502
Person to contact: Name Eric Kaye
ID number: 31612
Telephone: (877) 829-5500
Accounting period ending: December 31
Public charity status: 170(b)(1)(A)(vi)
Form 990 / 990-EZ / 990-N required: Yes
Effective date of exemption: April 2, 2021
Contribution deductibility: Yes
Addendum applies: No
DLN: 26053687005291

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

The Shared Housing Initiative addresses the affordable housing crisis in Polk County, Iowa, by providing stable, supportive housing for individuals earning at or below 50% of the area median income. Our shared housing model increases capacity and affordability while fostering a sense of community. Each unit in our duplex consists of a one-bedroom apartment shared by two tenants, offering furnished living spaces, high-speed internet, and access to essential resources.

Mission & Vision

- Mission: To provide housing solutions for individuals overcoming barriers to stability, with a focus on community support and personal growth.
- Vision: A sustainable model that empowers residents to secure employment and transition to long-term stability.

Eligibility & Target Population

- Individuals recently released from incarceration.
- Those experiencing homelessness and seeking stability.
- Applicants must demonstrate commitment to self-sufficiency (individuals on the sex offender registry are ineligible).
- Applicants will be vetted through our Empowerment Command Center to insure the placement is appropriate.

Affordable Rent Model

- Two tenants per unit at \$600/month each (\$3,600 total monthly revenue for triplex).
- Funding sources include tenant contributions, nonprofit partnerships, and donations.

Support Services & Partnerships

- Case management for housing stability and goal-setting.

- Workforce development, financial literacy, and mental health support.
 - Tenants will meet with CISS Growth Financial to secure budget and savings.
 - Partnerships with re-entry programs and community organizations.
 - Sustainability & Risk Management
-
- Tenant success plans with regular check-ins.
 - Conflict resolution strategies and house agreements.
 - Expansion potential for additional units and employment collaborations.

Conclusion

By integrating affordable housing with supportive services, this initiative creates a foundation for individuals to rebuild their lives, secure employment, and reduce recidivism. We welcome collaboration to bring this impactful project to life.

House Rules and Expectations

1. General Conduct:

- Residents must treat staff and fellow residents with respect at all times.
- Violent behavior, threats, harassment, or intimidation will not be tolerated and may result in immediate removal.

2. Drugs, Alcohol, and Weapons:

- The use, possession, or distribution of drugs, alcohol, or any illegal substances is strictly prohibited.
- Weapons of any kind are not allowed on the premises.
- Random room searches may be conducted if there is suspicion of substance abuse or possession of prohibited items.

3. Housekeeping & Room Responsibilities:

- Residents must keep their personal spaces clean and organized.
- Common areas must be maintained and cleaned after use.
- No Personal belongings may be stored in shared spaces.

4. Safety & Security:

- Residents must comply with curfew rules unless otherwise approved.
- Doors must remain locked at all times for security purposes.
- Unauthorized guests are not allowed in the house.

5. Participation In Program Requirements.

- Residents must actively engage in employment, financial planning, and support services as required by the program.
- Attendance at mandatory meetings and check-ins is expected.

6. Visitation Policy:

- Visitors must be pre-approved by management.
- No overnight guests are allowed.
- Visitors must sign in and out at designated areas.

7. Meals & Personal Care Responsibilities:

- Residents are responsible for providing their own meals.
- Shared Kitchen appliances and areas must be cleaned after each use.

8. Consequences for Rule Violations:

- Violations will be recorded in the resident's file.
- A three-strike policy is in place; after three violations, a resident may face eviction.
- Serious violations, such as violence or substance abuse, may result in immediate eviction without prior strikes.

9. Move-In & Move Out Procedures:

- A move-in and move-out inspection must be completed with the House Manager.
- Any damages beyond normal wear and tear will be the resident's financial responsibility.

Signatures:

Resident Name:_____ Date:_____

House Manager:_____ Date:_____

To: Interested Parties
From: Adam Plagge, City Administrator
Date: May 20th, 2025
Subject: Draft 1151 65th St. Lease Terms

General Information:

The City of Windsor Heights has acquired 1151 65th St., a 1927 two-story single-family home converted into a duplex. The duplex is non-conforming with a rental certificate active up to May 2025. The property is in well-loved but serviceable condition with a functional roof, siding hot water heater, kitchen appliances and exterior accessible garage. Some painting, replacement of upstairs carpets, minor other repairs and potential addition of exterior stairs to the upstairs unit are recommended prior to occupancy.



The City intends to explore the acquisition of adjoining properties to eventually facilitate redevelopment of the area. Acquisition of sufficient property for redevelopment is expected to take 5-12 years. In the interim, the City is open to keeping the property in productive use in partnership with a non-profit organization to serve community needs, if such an arrangement can be reached that does not result in substantive city maintenance, neighborhood issues or City expenses associated with the property.

The terms below of a lease partnership have been discussed by City Council. Administration is available to provide a walk-through of the building and can be reached at 515-343-7424.

Term Sheet Overview

- **Lease Term:** Initial two-year lease, extendable by mutual agreement.
- **Lease Rate:** \$1
- **Property Maintenance, Utilities & Repairs:** Full responsibility of the lessee organization.
- **Rental Certificate:** Lessee must maintain an active rental certificate.
- **Property Taxes:** The property remains tax-exempt.
- **Occupancy Restrictions:**
 - Maximum occupancy of five individuals for the entire building.
 - Individuals listed on the sex offender registry are ineligible for tenancy.
 - The City retains authority to require the removal of tenants for disruptive behavior, with the lessee obligated to vacate tenants within the legally permissible timeframe upon City request.

Photos of ground unit and basement.



Kitchen



Living Room

[Type text]



Bedroom



Recently remodeled basement adjacent to a full bathroom, utility room and storage room.

Photos of Upstairs Unit



Kitchen



Bathroom

[Type text]



Bedroom



**STAFF REPORT
CITY COUNCIL**

August 4, 2025

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Discussion on 64th Street & Sunset Terrace Parking and Pedestrian Crossing

GENERAL INFORMATION

In March 2025, after city staff discussion with Cowles Elementary staff and City Council review of related information and options, City Council directed staff to sign (unlit) and paint crosswalks at Sunset/Colby and 64th St. and place an additional no stopping/standing sign west of the Sunset and 64th St. intersection. Signs were ordered from Iowa Prison Industries but just recently arrived. Secondary crosswalk signs were ordered from another vendor due to Iowa Prison Industry delivery delays, and were installed alongside the painting of the crosswalks earlier this summer. The No Standing/Stopping sign from Iowa Prison Industries have also now been installed.

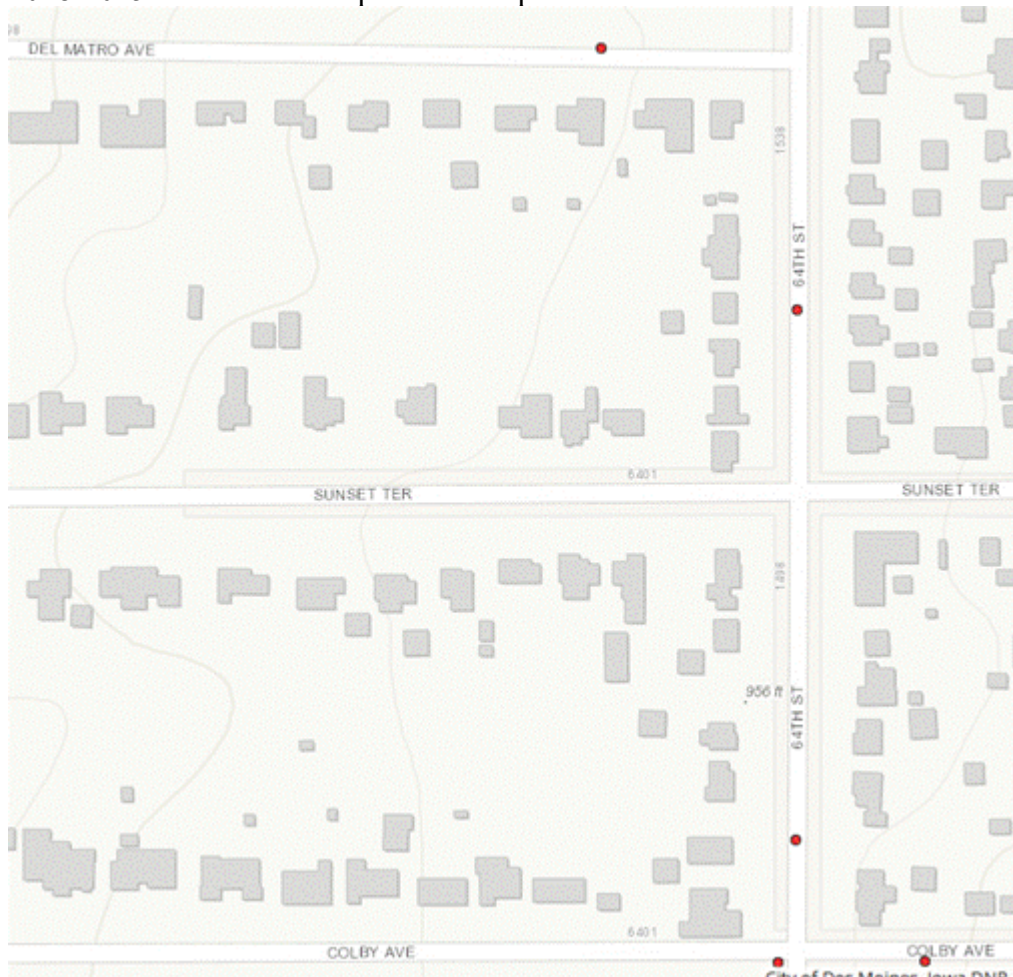
At the March City Council meeting, Council directed staff to bring this topic back to City Council prior to school starting. Since crosswalks were not installed until summer break began, staff has no additional information to provide City Council regarding the efficacy of recently installed signage.

PD did monitor the intersection(s) this spring and observed a half dozen vehicles that temporarily stopped (with an occupant in the vehicle) in the no standing/stopping areas during the two weeks an unmarked car was stationed onsite. Additionally, one instance of a vehicle traveling Sunset Terrace at excessive speeds was observed. PD also placed cones for a week at the no standing/stopping areas and plans to do so again, alongside a uniformed presence when available, at the start of the school year to help form good school dropoff/pickup habits. The principal of Cowles has also indicated a willingness to continue to include appropriate parking messaging in their regular outreach to parents.

Resident feedback on this issue has included several suggestions including creating a four way stop, speed tables, and in-street crosswalk signs. An in-street sign could be problematic here due to the tightness of the intersection which is 34' ft from curb to curb at the sidewalk. This is more

narrow than current design standards at reconstructed intersections such as 69th and Mott which is 44'. This tightness would likely result in large vehicles such as snowplows and buses hitting in street signage when making a turning maneuver. The warrants did not merit a 4-way stop per engineering standards when last studied.

Vehicular crash data for the intersection is unchanged. Note: this data would only show reported crashes and not any near misses or unreported accidents. [Locational car accident data](#) from 2018-2025. Each red dot represents a reported accident.



Residents that have expressed interest in this issue were invited to this meeting, as well as the principal for Cowles Elementary.

One resident indicated they would circulate comments for City Council prior to August 4th. At the time of the publication of the agenda they had not been received to include in the packet.

STAFF RECOMMENATION

At present, no additional action is planned or recommended by staff beyond the crosswalks and signage that is now fully installed. If Cowles Elementary expresses interest in managing dynamic stop signs at one or both of the intersections, staff remains receptive to the idea. If City Council feels a four-way stop or additional traffic controls have merit, they can be further

studied or implemented if directed. While not specific to these intersections, updated traffic counts are intended along 63rd St. and University Ave., after completion of 73rd St. reconstruction and traffic patterns normalize.

ATTACHMENTS

1. 64th and Sunset Parking MEMO 2021
2. Cowles Elementary Traffic Analysis-2018



Real People. Real Solutions.

430 E Grand Avenue
Suite 101
Des Moines, IA 50309

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

MEMORANDUM

Date: October 26, 2021
To: Dalton Jacobus, Public Works Director
From: Justin Ernst, PE
Subject: 64th Street and Sunset Parking Restrictions
Windsor Heights, IA

Per your request, we reviewed the parking complaints you have received at 64th Street and Sunset Terrace during school release time. It was suggested to look at limiting parking and how it will affect City Code.

After conducting a site visit during school dismissal time on Friday, October 22nd and the school arrival time on October 25th, we have the following thoughts based on the roadway width and what was observed during our site visit.

Option 1

Install a No Parking Here to Corner sign to restrict parking all the time approximately 75 feet along 64th Street to the north and south and on Sunset Terrace to the east. This would restrict parking 75 feet from the intersection.

The Code could be written like the following:

64th Street, on the east side, from 75 feet south of Sunset Terrace to 75 feet north of Sunset Terrace, no parking any time

Sunset Terrace, on the north side, from 64th Street to 75 feet east thereof, no parking any time.

Option 2

Install a No Parking Mon-Fri 8 am to 4 pm sign approximately 75 feet along 64th Street to the north and south and on Sunset Terrace to the east. This would restrict parking 75 feet from the intersection only during school hours and allow parking outside of those hours.

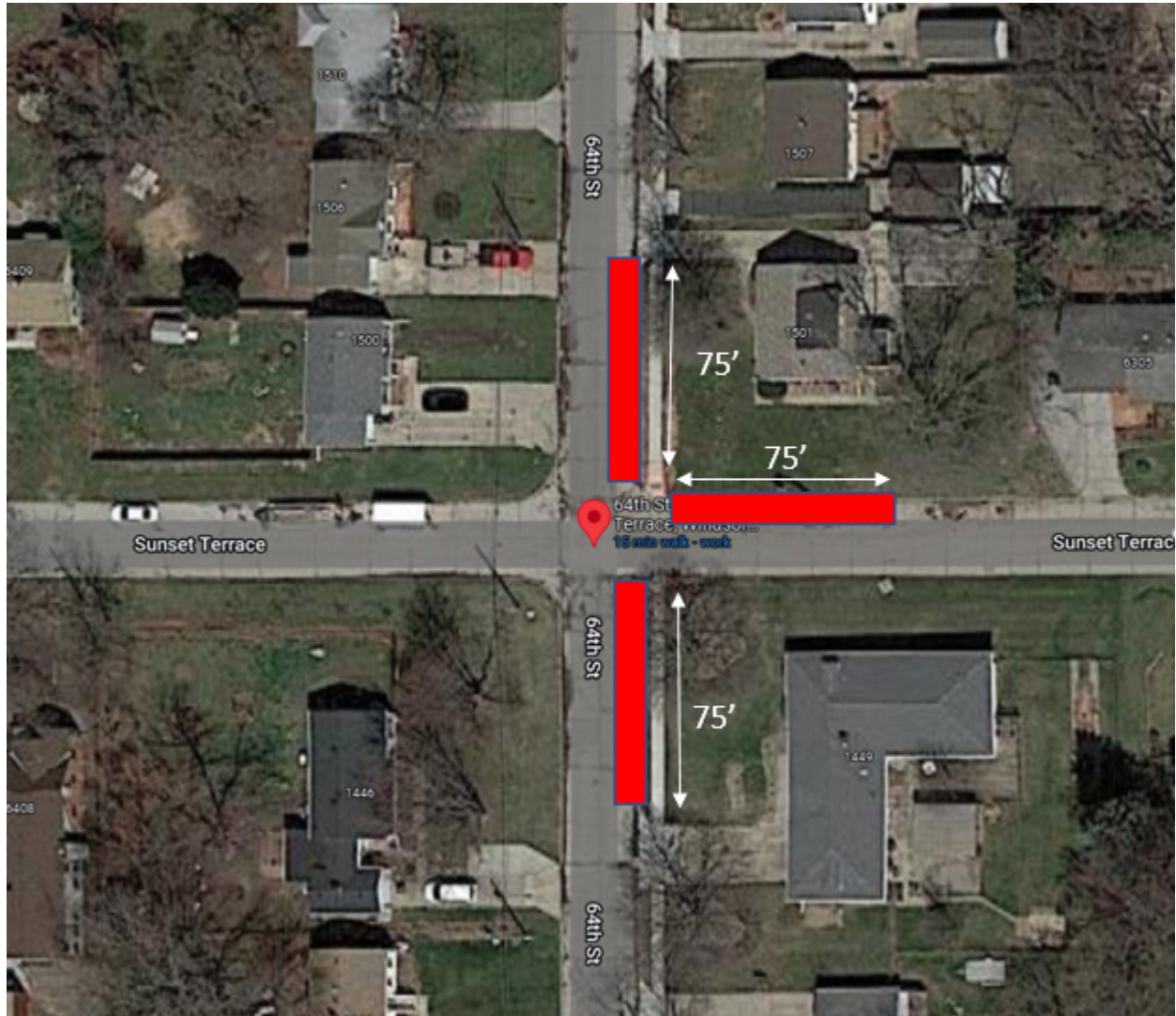
The Code could be written like the following:

64th Street, on the east side, from 75 feet south of Sunset Terrace to 75 feet north of Sunset Terrace, no parking 8:00am to 5:00pm, school days (or Monday Through Friday)

Sunset Terrace, on the north side, from 64th Street to 75 feet east thereof, no parking 8:00am to 5:00pm, school days (or Monday Through Friday)

Name: Jacobus
Date: October 26, 2021
Page: 2

Both options could be solutions. Our observations show that parking is not an issue outside of school hours. We would recommend starting with the less restrictive parking during certain times like Option 2 if the City decided to pursue a parking restriction. Using school days, means vehicles could park there on weekends, school breaks, and summer break.





Traffic Study

Cowles Elementary
Windsor Heights, IA

Submitted by:
Bolton & Menk, Inc.
309 E. 5th Street, Suite 202
Des Moines, IA 50309
P: 515-259-9190
F: 515-233-4430

Certification

Traffic Study

for

Cowles Elementary

City of Windsor Heights, IA
BMI Project No. – A13.115169

January 8, 2018



I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under that laws of the State of Iowa.



1/8/2017

Rob J. Haaland

Date

License Number 19529

MY LICENSE RENEWAL DATE IS DECEMBER 31, 2018

Pages or sheets covered by this seal:

Pages 1 to 6, Appendix A to E

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IV.	Safety Review	3
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VII.	Multimodal Review	5
VIII.	Conclusions & Recommendations	5

Appendix

- Appendix A: Existing Conditions
- Appendix B: Peak Hour Count Information
- Appendix C: All Way Stop Warrant
- Appendix D: Alternative 1 Turning Movements
- Appendix E: LOS and Queueing Tables

I. Executive Summary

The City of Windsor Heights and the Des Moines Public Schools collaborated to work with Bolton and Menk, Inc. to study the traffic pattern in the area adjacent to the entrance to the Cowles school parking lot. Cowles Elementary in the City of Windsor Heights has noted a potential traffic flow issue of delayed traffic during the school drop off and pick up times. The study reviewed the existing conditions, a proposed alternative, and crash data in accordance with the Iowa Department of Transportation Guidelines for Traffic Impact Analysis. The City and School are interested in analyzing the traffic operations and safety to determine the appropriate roadway configuration.

The following summarizes the main outcomes of this study:

A. Safety

There have been 17 crashes on the study corridor between January 1, 2012 and December 31, 2016. The crash rates and severity of crashes are below the statewide average and do not indicate any significant safety concerns. The crashes are outside of the school peaks, so changes to school traffic flow will not positively affect the crash rate.

B. Proposed Roadway Improvements

The traffic study indicates traffic capacity is sufficient for either scenario with intersections operating at a high level of service. The traffic flow should be left as is with changes to parking. Parking should be removed along College Avenue and the bus stopping location should be relocated as to not restrict traffic approaching the school on College Avenue from 63rd Street.

C. Pedestrian / Bicyclist / Transit accommodations

The pedestrian facilities do not match up with the allowed parking locations. The parking on Del Matro Avenue should be switched to the south side and the parking on 64th Street should be switched to the east side to provide direct access to the sidewalk from the parking. This will also provide a barrier for the pedestrians on the sidewalk.

II. Introduction

Cowles Elementary in the City of Windsor Heights has noted a potential traffic flow issue of delayed traffic during the school drop off and pick up times. The City of Windsor Heights and the Des Moines Public Schools collaborated to work with Bolton and Menk, Inc. to study the traffic pattern in the area adjacent to the entrance to the school parking lot. The study reviewed the existing conditions, a proposed alternative, and crash data in accordance with the Iowa Department of Transportation Guidelines for Traffic Impact Analysis. Future analysis was not reviewed since the future traffic conditions changes are expected to be negligible. The study intersections include:

- 63rd Street at Sunset Terrace
- 63rd Street at College Avenue
- 64th Street at Sunset Terrace
- 64th Street at Del Matro Avenue
- 64th Street at College Avenue

The City and the School are interested in analyzing the traffic operations and safety to determine the appropriate roadway configurations. The roadways of 63rd Street, College Avenue, 64th Street, Del Matro Avenue, and Sunset Terrace are currently two-way streets with one lane in each direction. The proposed alternative is to revise College Avenue and 64th Street north of Del Matro Avenue to one way west/south bound and revise the signing to remove parking on 64th Street during school drop off and pick up hours.

The purpose of this traffic impact study is to identify transportation issues existing or created as a result of changes to the roadway system and recommend solutions to the potential issues to provide a safer and efficient transportation facility for vehicular, pedestrian and bicycle traffic.

III. Existing Conditions Review

The Cowles Elementary study area focuses on the entrance to the parking lot at 64th Street and College Avenue and the roads that would be immediately impacted by traffic changes. Based on discussions with the City and School, the majority of traffic accesses the site from 63rd Street both south and northbound via College Avenue. Once the parents have dropped off or picked up their children, they are directed south out of the driveway on 64th Street and then can head west on Del Matro Avenue or south on 64th Street to Sunset Terrace. Parents also drop off and pick up their children along 64th Street and Del Matro Avenue. The school principal noted school start time of 8:30 am and school dismissal time of 3:30 pm.

See **Appendix A** for aerial of existing conditions.

The streets in the study area are all two-lane with one lane in each direction.

- 63rd Street (HWY 28) is 26 feet wide back of curb to back of curb. It has a speed limit of 30 MPH in the study area. Parking is not allowed along the road.
- College Avenue is a block long from 63rd Street to 64th Street and is 24 feet wide back of curb to back of curb and widens to 40 feet wide back of curb to back of curb from the intersection with 64th Street to 50 ft east of this intersection. It has a speed limit of 25 MPH. Only bus parking is allowed along the road from 7:00 AM to 5:00 PM.
- 64th Street is 25 feet wide back of curb to back of curb. It has a speed limit of 25 MPH. Parking is allowed along the west side of the road.
- Del Matro Avenue is 25 feet wide back of curb to back of curb. It has a speed limit of 25 MPH. Parking is allowed along the north side of the road.
- Sunset Terrace is 25 feet wide back of curb to back of curb. It has a speed limit of 25 MPH. Parking is allowed along the north side of the road.

63rd Street is HWY 28 and has a functional classification of principal arterial. The other streets within the study area are classified as local roads.

AM and PM Peak Hour Turning Movement Counts were performed by Bolton & Menk, Inc. on November 14, 2017 for the intersections of 63rd Street at College Avenue, 64th Street at College Avenue, and 64th Street at Del Matro Avenue and on November 16, 2017 for the intersections of 63rd Street at Sunset Terrace and 64th Street at Sunset Terrace for the study. Because the intersection of College Avenue and 64th Street is also the entrance to the school parking lot, it was used to determine the school peak. There were vehicular traffic peak hours of 7:45-8:45 AM and 3:00-4:00 PM with pedestrian peaks during the same times. See **Appendix B** for Peak hour count turning movement information.

The traffic currently approaches the intersection at the school primarily from the east with 86% in the AM and 76% in the PM. 8% in the AM and 15% in the PM approach from the south and 6% in the AM and 9% in the PM approach from the west.

IV. Safety Review

The crash history review of the study intersections was completed using the crash data available through the Iowa DOT Crash Mapping Analysis Tool for January 1, 2012 through December 31, 2016. There were 17 reported crashes at the study intersections during that time. Of those, there was one major injury crash, one minor injury crash, three possible/unknown injury crashes, and 12 property damage only crashes. A summary follows.

- There were 8 crashes at the intersection of 63rd Street and College Avenue. Two were possible/unknown injury crashes, and 6 were property damage only crashes. Of the crashes, seven were rear end with six northbound and one southbound, and 1 was head on. None of the crashes happened during the school traffic peaks. The crash rate at the intersection was calculated as 0.29 crashes per MEV (Million Entering Vehicles) which is below the statewide average of 0.90 crashes per MEV for an intersection of a primary roadway with a city street.
- There were 9 crashes at the intersection of 63rd Street and Sunset Terrace/Clark Street. There was one major injury crash, one minor injury crash, one possible/unknown injury crash, and six property damage only crashes. The major injury crash was a broadside crash with southbound hitting eastbound. The minor injury crash was a rear end of northbound traffic. The possible injury crash did not have enough data to determine crash type. Of the property damage only crashes, four were rear end and two were broadside. Northbound rear end crashes were 45%. None of the crashes happened during the school traffic peaks. The crash rate was calculated as 0.30 crashes per MEV (Million Entering Vehicles) which is below the statewide average of 0.90 crashes per MEV for a primary roadway with a city street.
- There were no crashes during the 5 year period at the intersections of 64th Street at Sunset Terrace, 64th Street at Del Matro Avenue, and 64th Street at College Avenue.

While the crash rates are below the statewide averages for the type of intersections, the crash trend of northbound rear end crashes at the intersections on 63rd Street could be reviewed for potential options. Since this roadway is also a state highway, it is the jurisdiction of the Iowa DOT and should be coordinated with them.

V. All Way Stop Warrant

An All Way Stop review was requested to the City by a parent for the intersection of 64th Street at Sunset Terrace. Warrants for All-Way Stop Control are used to determine if the control type is appropriate for an intersection.

All Way Stop Control Warrant Analysis

This intersection is currently side street stop controlled. All way stop control can be useful at an intersection if primary traffic flow is at conflicting directions or as a safety measure at intersections if safety concerns exist because of high traffic volumes in multiple directions or if there is insufficient sight distance available to see conflicting traffic on an approach to an intersection. Section 2B.07 of the MUTCD states that the need for an all way stop control shall be considered if one of the following conditions is met:

- Condition A: Where traffic control signals are justified, an all-way stop can be installed as an interim measure.
- Condition B: Five or more crashes are reported in a 12-month period.
- Condition C: Minimum volumes:

- The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and
- The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but
- If the 85th-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in Items 1 and 2.
- D. Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition.

Based on 2017 traffic volumes, all way stop control warrants are not met. The results of the all way warrant analysis are documented in **Appendix C**.

VI. Project Scenario Review

The project scenarios for this analysis include the existing conditions and one proposed alternative for lane configuration.

The Alternative 1 lane configuration discussed was to revise College Avenue to 2-lane one way westbound, 64th Street north of Del Matro Avenue to 2-lane one way south bound, and revise the signing to remove parking on 64th Street during school drop off and pick up hours. Alternative 1 Turning Movement information can be found in **Appendix D**.

VII. Traffic Modeling

The traffic operations analysis for the intersections consider the following measures to determine the adequacy of the intersection design to meet acceptable operations: intersection delay/Level of Service (LOS) and volume-to-capacity ratios (V/C). An explanation of each of these measures is provided below:

A. LEVEL OF SERVICE AND DELAY

The operational analysis results are described as a Level of Service (LOS) ranging from A to F. These letters serve to describe a range of operating conditions for different types of facilities. Levels of Service are calculated based on the 2010 Highway Capacity Manual, which defines the level of service, based on control delay. Control delay is the delay experienced by vehicles slowing down as they are approaching the intersection, the wait time at the intersection, and the time for the vehicle to speed up through the intersection and enter into the traffic stream. The average intersection control delay is a volume weighted average of delay experienced by all motorists entering the intersection on all intersection approaches. The control delay is modeled within the analysis software, Trafficware Synchro. Level of Service D is commonly taken as an acceptable design year LOS. The level of service and its associated intersection delays for signalized and unsignalized intersections are presented below. The delay threshold for unsignalized intersections is lower for each LOS compared to signalized intersections, which accounts for the fact that people expect a higher level of service when at a stop-controlled intersection.

Table 2: Level of Service Criteria

	Signalized Intersection	Unsignalized Intersection
LOS	Control Delay per Vehicle (sec.)	Control Delay per Vehicle (sec.)
A	≤ 10	≤ 10
B	>10 and ≤ 20	>10 and ≤ 15
C	>20 and ≤ 35	>15 and ≤ 25
D	>35 and ≤ 55	>25 and ≤ 35
E	>55 and ≤ 80	>35 and ≤ 50
F	>80	>50

Note: If $V/C > 1.0$, then LOS will be equal to F, independently of the delay.

Two Scenarios were analyzed to determine the effects of the school generated traffic on the transportation system. The scenarios analyzed were:

1. Existing conditions – The existing conditions were analyzed to determine if there were preexisting issues.
2. Alternate 1 – The Alternate 1 option changes were analyzed to determine if the changes would create an improved traffic flow.

The Level of service and queueing tabulations for the scenarios described can be found in **Appendix E**.

The results of the analysis show that the existing conditions provide low delays, high level of service and acceptable queueing.

The Alternate 1 option provided similar low delays/level of service and acceptable queueing for the system. The main improvement the changes create is of queueing for eastbound traffic on College Avenue at 63rd Street, but this is currently not an issue.

VIII. Multimodal Review

63rd Street is currently utilized by Des Moines Area Regional Transit and planned to remain part of the transit system in the DART Forward 2035 planning document.

There currently are not bike accommodations within the study area. There are no planned improvements for bike facilities.

Pedestrian facilities are currently provided along the east side of 63rd Street, the west side of 63rd St north of College Avenue, the North side of College Avenue, the west side of 64th from Del Matro Avenue to College Avenue, the east side of 64th Street south of Del Matro Avenue, and the south side of Del Matro Avenue.

IX. Conclusions & Recommendations

The purpose of this traffic impact study is to analyze existing conditions and identify any issues; analyze alternative and identify benefits to the transportation system surrounding the school and recommend solutions to mitigate the potential issues to provide a safer transportation facility for vehicular, pedestrian and bicycle traffic.

A. Safety

There have been 17 crashes on the study corridor between January 1, 2012 and December 31, 2016. The crash rates and severity of crashes are below the statewide average and do not indicate any significant safety concerns. The crashes are outside of the school peaks, so changes to school traffic flow will not positively affect the crash rate.

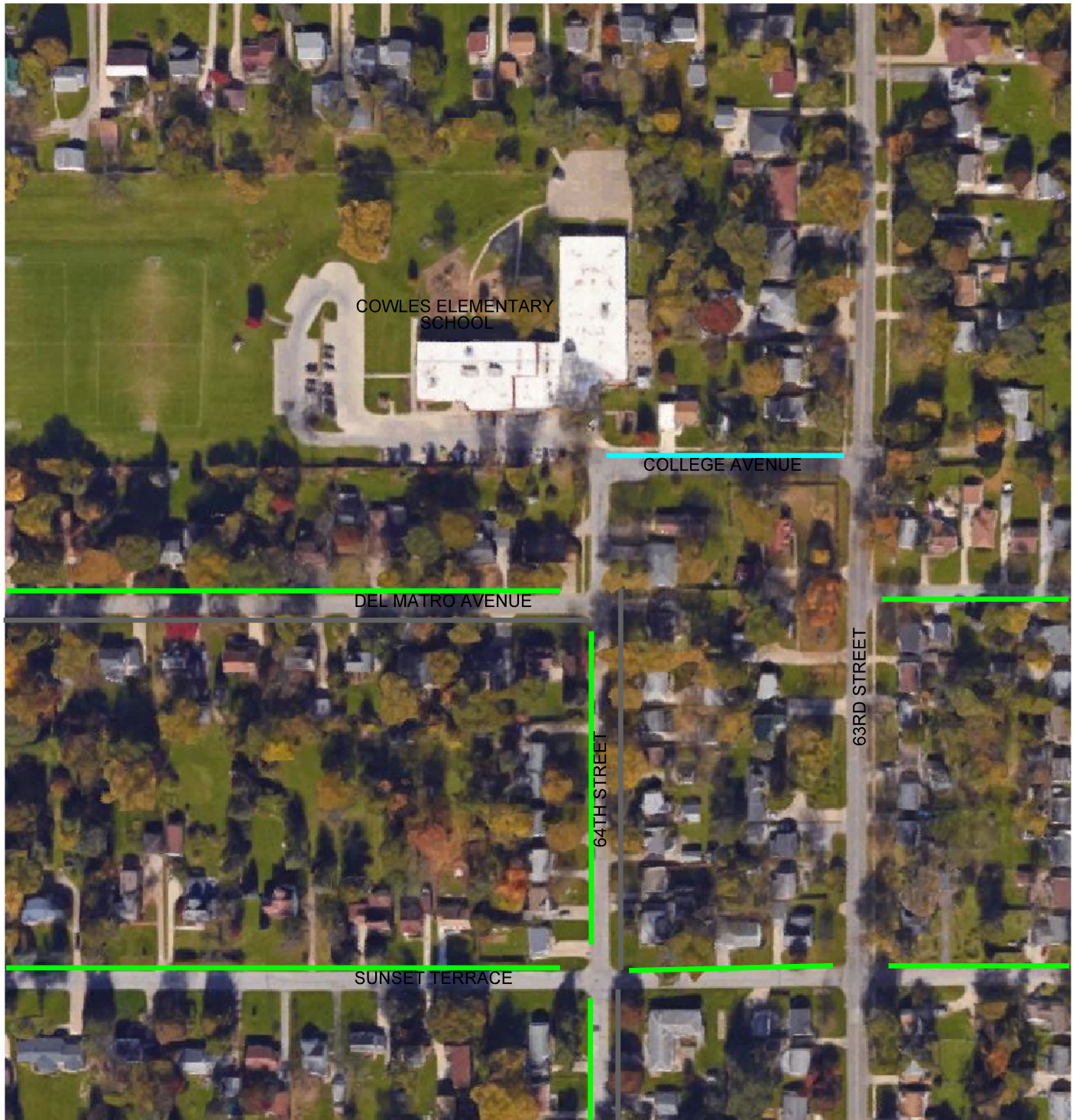
B. Proposed Roadway Improvements

The traffic study indicates traffic capacity is sufficient for either scenario with intersections operating at a high level of service. The traffic flow should be left as is with changes to parking. Parking should be removed along College Avenue and the bus stopping location should be relocated as to not restrict traffic approaching the school on College Avenue from 63rd Street.

C. Pedestrian / Bicyclist / Transit accommodations

The pedestrian facilities do not match up with the allowed parking locations. The parking on Del Matro Avenue should be switched to the south side and the parking on 64th Street should be switched to the east side to provide direct access to the sidewalk from the parking. This will also provide a barrier for the pedestrians on the sidewalk.

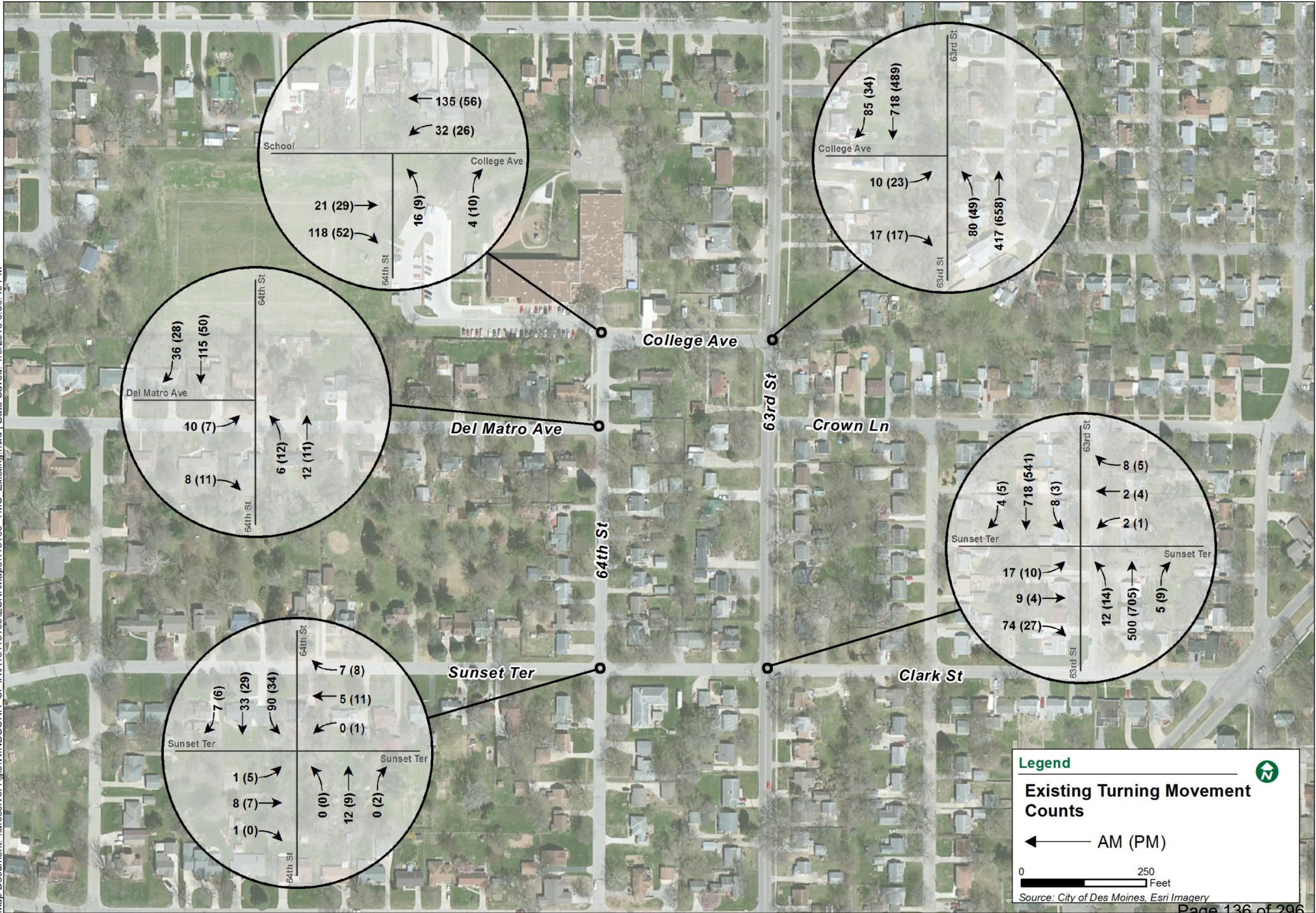
Appendix A: Existing Conditions



- EXISTING PARKING
- BUS PARKING 7:00 AM TO 5:00 PM
- NEWLY CONSTRUCTED SIDEWALK

EXISTING CONDITIONS
COWLES ELEMENTARY SCHOOL TRAFFIC STUDY
WINDSOR HEIGHTS, IOWA

Appendix B: Peak Hour Count Information



Appendix C: All Way Stop Warrant

ALL WAY STOP WARRANT

LOCATION: Windsor Heights

COUNTY: Polk

REF. POINT:

DATE: 1/5/2018

OPERATOR: RJH

0.70 FACTOR USED?

No

Speed	Approach Description	Lanes
25	Major App1: Sunset Terrace WB	1
25	Major App3: Sunset Terrace EB	1
25	Minor App2: 64th Street NB	1
25	Minor App4: 64th Street SB	1

HOUR	300				200		WARRANT MET
	MAJOR APP. 1	MAJOR APP. 3	MINOR APP. 2	MINOR APP. 4	MAJOR TOTAL Σ (APP. 1 & APP. 3)	MINOR TOTAL APP. 2 + APP. 4	
0:00 - 1:00							
1:00 - 2:00							
2:00 - 3:00							
3:00 - 4:00							
4:00 - 5:00							
5:00 - 6:00							
6:00 - 7:00	3	12	1	9	15	10	/
7:00 - 8:00	11	12	8	28	23	36	/
8:00 - 9:00	13	11	11	127	24	138	/
9:00 - 10:00	5	6	8	11	11	19	/
10:00 - 11:00	12	9	8	9	21	17	/
11:00 - 12:00	6	8	6	23	14	29	/
12:00 - 13:00	10	7	3	15	17	18	/
13:00 - 14:00	10	7	4	12	17	16	/
14:00 - 15:00	16	7	5	12	23	17	/
15:00 - 16:00	20	12	11	69	32	80	/
16:00 - 17:00	25	9	8	20	34	28	/
17:00 - 18:00	22	9	11	24	31	35	/
18:00 - 19:00	22	12	4	11	34	15	/
19:00 - 20:00							
20:00 - 21:00							
21:00 - 22:00							
22:00 - 23:00							
23:00 - 24:00							

Met (Hr) Required (Hr)

Allway Stop Warrant:

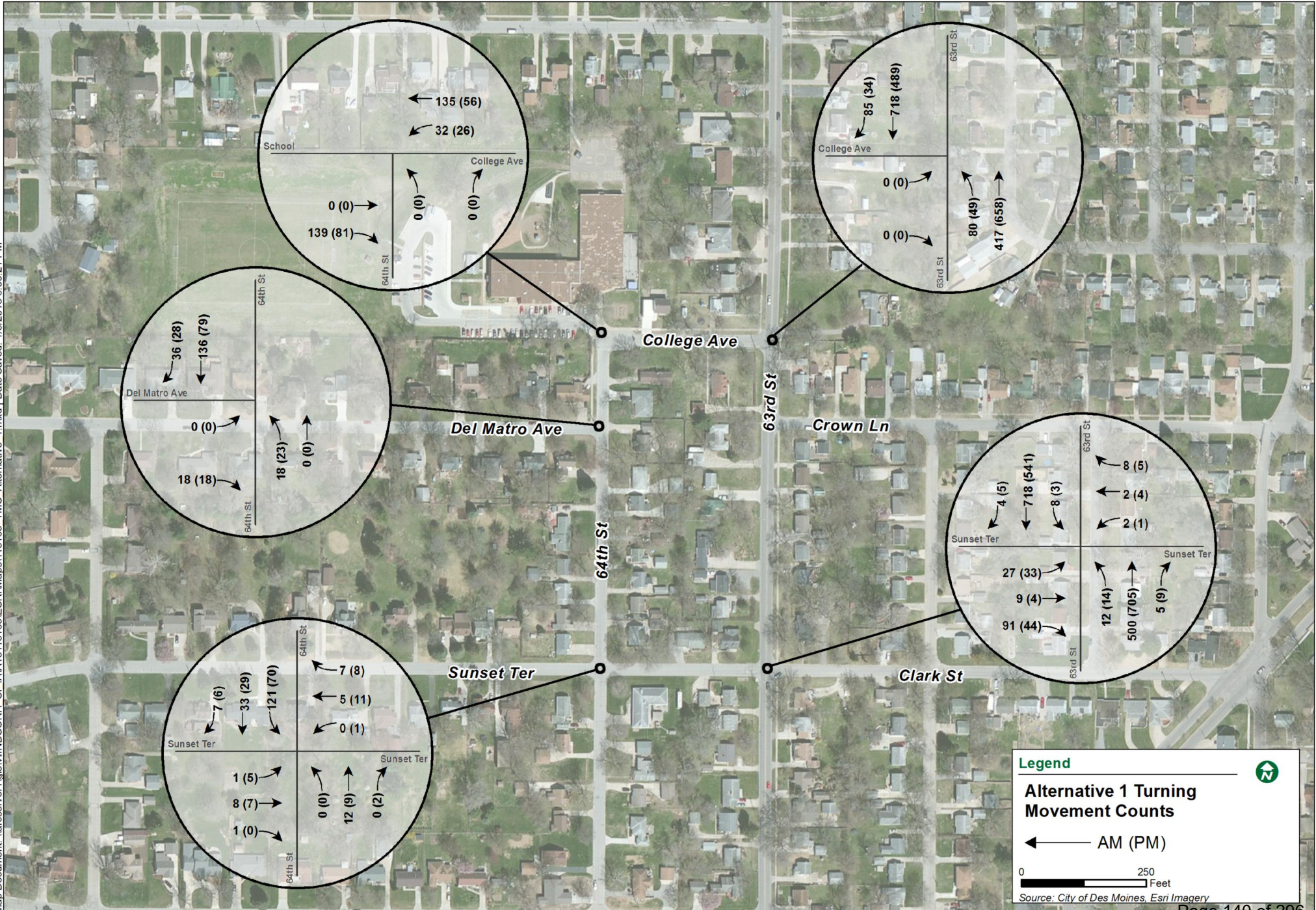
0

8

Not satisfied

REMARKS:

Appendix D: Alternative 1 Turning Movements



Appendix E: LOS and Queueing Tables

Table 1: Scenario Traffic Operations Analysis - Windsor Heights Cowles Elementary

Intersection ID	Intersection	Peak Hour	Intersection Delay		Movement Delay (sec/veh)																		Maximum Delay-LOS (2.)		Limiting Movement (3.)	Max Approach Queue								
					NBL		NBT		NBR		SBL		SBT		SBR		EBL		EBT		EBR					WBL		WBT		WBR		Direction	Average Queue (ft)	Max Queue (ft)
1	64th St & School Entrance/College Ave Stop Controlled	Existing AM School Peak	3	A	3	A	0	A	3	A	-	-	-	-	5	A	5	A	1	A	1	A	-	5	A	EBT	EBT/R	50	125					
		Existing PM School Peak	2	A	2	A	-	-	1	A	-	-	-	-	5	A	4	A	0	A	0	A	-	5	A	EBT	EBT/R	50	75					
		Alternate 1 AM School Peak	3	A	-	-	-	-	-	-	-	-	-	-	-	-	5	A	1	A	1	A	-	5	A	EBR	EBT/R	50	125					
		Alternate 1 PM School Peak	2	A	-	-	-	-	-	-	-	-	-	-	-	-	4	A	1	A	0	A	-	4	A	EBR	EBT/R	50	100					
2	64th St & Del Matro Stop Controlled	Existing AM School Peak	1	A	4	A	1	A	-	-	1	A	0	A	6	A	-	4	A	-	-	-	-	6	A	EBL	EBL/R	25	50					
		Existing PM School Peak	1	A	3	A	1	A	-	-	1	A	0	A	5	A	-	4	A	-	-	-	-	5	A	EBL	SBT/R	25	50					
		Alternate 1 AM School Peak	1	A	5	A	0	A	-	-	1	A	0	A	-	-	-	4	A	-	-	-	-	5	A	NBL	SBT/R	25	75					
		Alternate 1 PM School Peak	1	A	3	A	1	A	-	-	1	A	0	A	-	-	-	3	A	-	-	-	-	3	A	EBR	SBT/R	25	50					
3	64th St & Sunset Terrace Stop Controlled	Existing AM School Peak	4	A	-	-	6	A	-	-	5	A	5	A	3	A	1	A	0	A	0	A	-	1	A	1	A	6	A	NBT	SBL/T/R	50	75	
		Existing PM School Peak	3	A	-	-	5	A	3	A	4	A	4	A	3	A	2	A	0	A	-	-	1	A	1	A	5	A	NBT	SBL/T/R	50	75		
		Alternate 1 AM School Peak	4	A	-	-	6	A	-	-	5	A	5	A	4	A	1	A	0	A	0	A	-	0	A	1	A	6	A	NBT	SBL/T/R	50	100	
		Alternate 1 PM School Peak	4	A	-	-	5	A	4	A	5	A	3	A	4	A	1	A	0	A	-	-	2	A	1	A	0	A	5	A	NBT	SBL/T/R	50	75
4	63rd St & Sunset Terrace Stop Controlled	Existing AM School Peak	2	A	7	A	1	A	0	A	3	A	1	A	1	A	27	D	11	B	15	C	25	D	12	B	6	A	27	D	EBL	EBL/T/R	50	175
		Existing PM School Peak	1	A	5	A	1	A	1	A	10	B	1	A	0	A	25	D	6	A	7	A	13	B	17	C	9	A	25	D	EBL	NBL/T/R	25	150
		Alternate 1 AM School Peak	3	A	6	A	1	A	0	A	5	A	1	A	1	A	31	D	16	C	19	C	19	C	11	B	6	A	31	D	EBL	EBL/T/R	75	200
		Alternate 1 PM School Peak	2	A	5	A	1	A	1	A	6	A	1	A	1	A	25	D	11	B	14	B	29	D	14	B	6	A	29	D	WBL	NBL/T/R	25	150
5	63rd St & College Ave Stop Controlled	Existing AM School Peak	5	A	20	C	8	A	-	-	-	2	A	2	A	25	D	-	-	11	B	-	-	-	-	-	25	D	EBL	NBL/T	100	450		
		Existing PM School Peak	2	A	6	A	2	A	-	-	-	1	A	0	A	22	C	2	A	9	A	-	-	-	-	22	C	EBL	NBL/T	50	175			
		Alternate 1 AM School Peak	5	A	23	C	8	A	-	-	-	2	A	1	A	-	-	-	-	-	-	-	-	-	-	23	C	NBL	NBL/T	100	500			
		Alternate 1 PM School Peak	1	A	6	A	2	A	-	-	-	1	A	1	A	-	-	-	-	-	-	-	-	-	-	6	A	NBL	NBL/T	50	200			

1. Delay in seconds per vehicle
2. Maximum delay and LOS on any approach and/or movement
3. Limiting Movement is the highest delay movement.

Table 2: Peak Hour Queues By Movement - Scenario Geometry

Intersection ID	Intersection	Peak Hour	Queue Lengths																			
			EBL/R		EBL/T/R		EBT/R		WBL/T		WBL/T/R		NBL/R		NBL/T		NBL/T/R		SBL/T/R		SBT/R	
			Avg	Max	Avg	Max	Avg	Max	Avg	Max	Avg	Max	Avg	Max	Avg	Max	Avg	Max	Avg	Max	Avg	Max
1	64th St & School Entrance/College Ave <i>Stop Controlled</i>	Existing AM School Peak	-	-	-	-	50	125	-	-	-	-	25	50	-	-	-	-	-	-	-	-
		Existing PM School Peak	-	-	-	-	50	75	0	25	-	-	25	50	-	-	-	-	-	-	-	-
		Alternate 1 AM School Peak	-	-	-	-	50	125	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		Alternate 1 PM School Peak	-	-	-	-	50	100	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2	64th St & Del Matro <i>Stop Controlled</i>	Existing AM School Peak	25	50	-	-	-	-	-	-	-	-	-	-	25	50	-	-	-	-	25	50
		Existing PM School Peak	25	50	-	-	-	-	-	-	-	-	-	-	25	50	-	-	-	-	25	50
		Alternate 1 AM School Peak	25	50	-	-	-	-	-	-	-	-	-	-	25	50	-	-	-	-	25	75
		Alternate 1 PM School Peak	25	50	-	-	-	-	-	-	-	-	-	-	25	50	-	-	-	-	25	50
3	64th St & Sunset Terrace <i>Stop Controlled</i>	Existing AM School Peak	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25	50	50	75	-	-
		Existing PM School Peak	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25	50	50	75	-	-
		Alternate 1 AM School Peak	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25	50	50	100	-	-
		Alternate 1 PM School Peak	-	-	0	25	-	-	-	-	-	-	-	-	-	-	25	50	50	75	-	-
4	63rd St & Sunset Terrace <i>Stop Controlled</i>	Existing AM School Peak	-	-	50	175	-	-	-	-	25	50	-	-	-	-	25	125	25	50	-	-
		Existing PM School Peak	-	-	25	75	-	-	-	-	25	50	-	-	-	-	25	150	25	125	-	-
		Alternate 1 AM School Peak	-	-	75	200	-	-	-	-	25	50	-	-	-	-	25	100	25	75	-	-
		Alternate 1 PM School Peak	-	-	50	150	-	-	-	-	25	50	-	-	-	-	25	150	25	75	-	-
5	63rd St & College Ave <i>Stop Controlled</i>	Existing AM School Peak	25	75	-	-	-	-	-	-	-	-	-	-	100	450	-	-	-	-	25	25
		Existing PM School Peak	50	75	-	-	-	-	-	-	-	-	-	-	50	175	-	-	-	-	-	-
		Alternate 1 AM School Peak	-	-	-	-	-	-	-	-	-	-	-	-	100	500	-	-	-	-	25	25
		Alternate 1 PM School Peak	-	-	-	-	-	-	-	-	-	-	-	-	50	200	-	-	-	-	25	50



**STAFF REPORT
CITY COUNCIL**

August 4, 2025

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Approval of Liquor License - Super Quick Mart - 7690
Hickman Rd

GENERAL INFORMATION

The applicant was invited to and has indicated he plans to attend this meeting to address any questions.

Attached:

1. Application
2. History of Violations and Compliance Checks

ATTACHMENTS

1. Super Quick Mart App-223533
2. Super Quick Mart - Violation & Compliance Check History



State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY

UTRAJ LLC

NAME OF BUSINESS(DBA)

Super Quick Mart

BUSINESS

(925) 351-3354

ADDRESS OF PREMISES

7690 Hickman Rd.

PREMISES SUITE/APT NUMBER

CITY

Windsor
Heights

COUNTY ZIP

Polk 50324

MAILING ADDRESS

7690 Hickman Rd.

CITY

Windsor Heights

STATE

Iowa

ZIP

50324

Contact Person

NAME

Utkarsh Mahajan

PHONE

(925) 351-3354

EMAIL

superquickmart.ia@gmail.com

License Information

LICENSE NUMBER

LE0003118

LICENSE/PERMIT TYPE

Class E Retail Alcohol License

TERM

12 Month

STATUS

Submitted
to Local
Authority

EFFECTIVE DATE

Aug 24, 2025

EXPIRATION DATE

Aug 23, 2026

LAST DAY OF BUSINESS

SUB-PERMITS

Class E Retail Alcohol License

PRIVILEGES



Status of Business

BUSINESS TYPE

Limited Liability Company

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Rajbir Dhillon	West Des Moines	Iowa	50266	owner	100.00	Yes

Insurance Company Information

INSURANCE COMPANY

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE
DATE

OUTDOOR SERVICE EXPIRATION
DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE
DATE

TEMP TRANSFER EXPIRATION
DATE

Super Quick Mart - Violation History

February 15, 2022: Incident Report Case Number 22-00097

- Incident: Alcohol sold to a minor by a clerk (non-compliance check, call for service).
- Enforcement Outcome: \$500 civil penalty issued by court and paid to the Iowa Department of Revenue (IDR).

June 3, 2023: Incident Report Case Number 23-00284

- Incident: Alcohol and vape products sold to a minor, discovered during a traffic stop by police officers. Clerk cited for selling to a minor and incident reported to State.
- Enforcement Outcome: \$1,500 civil penalty imposed by court, paid to IDR.

June 14, 2023 – Call for Service Number 20230614-0401

- Incident: Clerk sold **tobacco** to a minor during an I-pledge tobacco compliance check; resulted in a civil penalty

August 25, 2023: Call for Service Number 20230825-0249

- Incident: Parent reported Super Quick Mart selling liquor to their son and friends from Van Meter. Documented but no further action taken.
- Enforcement Outcome: No immediate penalty documented; incident reported to WHPD.

September 27, 2023

- Incident: IDR issued a formal notice imposing a \$1,500 civil penalty and a 30-day suspension of alcohol sales.
- Enforcement Outcome: Administrative sanction applied.

May 12, 2024

- Incident: Parent called to report their 15-year-old daughter bought alcohol from Super Quick Liquor

October 23, 2024

- Incident: Super Quick Liquor passed a formal alcohol compliance check.
- Enforcement Outcome: No violations noted.

January 10 to February 9, 2025

- Incident: Alcohol sales suspended per IDR administrative order.
- Enforcement Outcome: 30-day suspension served.

March 12, 2025 – Call for Service Number 20250312-0355

- Incident: Clerk sold **tobacco** to a minor during an I-PLEDGE compliance check.

June 5, 2025

Clerk passed alcohol compliance check. Reported to state as compliant.



**STAFF REPORT
CITY COUNCIL**

August 4, 2025

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Consideration of Changes to 65th and 66th Street On-street Parking

GENERAL INFORMATION

Administration has discussed with a local resident a proposal to modify on-street parking regulations along 66th St. and 65th St. adjacent to University Ave. to better serve the adjoining businesses. Currently, north of University Ave., on-street parking is allowed on the west side of the street. The proposed change would allow on-street parking on the east side instead, making it easier for vehicles traveling along University Ave. to identify and pull into available spots without needing to turn around.

While current on-street parking usage in this area of 65th and 66th St. is not significant, this adjustment could help address future parking demands as vacant commercial spaces at 6580 University Ave. are leased, and redevelopment occurs north of City Hall or in other adjacent areas.

Proposed Changes

66th St.

- South of University Ave.: No changes proposed.
 - No onstreet parking is allowed north of the Public Safety Building to University Ave. on either side of the street. This ensures clear access for emergency vehicles but could be revisited if desired.
- North of University Ave. to Carpenter Ave.
 - No parking signs would be placed on the west side of 66th St. south of Carpenter Ave. Parking on the west side, including within the southbound travel lane north of the traffic signal where it is currently technically allowed, would be signed as prohibited.
 - On-street parking would be allowed on the east side of 66th St. north of the alley up to Carpenter Ave.

- In the unlikely event a patio is installed adjacent to the former Blue Agave, additional on-street parking could be considered along this stretch if space allows.

65th St.

- North of University to Carpenter Ave.
 - On-street parking would switch from the west side to the east side of 65th St. north of University Ave. up to Carpenter Ave. This change would increase parking availability due to the configuration of driveways on the east side.
- South of University Ave.
 - On-street parking would remain on the west (southbound) side of 65th St. south of University Ave.
 - Parking on the east side of the street would continue to be prohibited.

Graphic of Proposed Parking Designation

- Green Areas: Permitted on-street parking.
- Red Areas: No onstreet parking allowed.
- Purple Areas: Future on-street parking opportunities to be explored if conditions change.





Per City Ordinance, onstreet parking is prohibited as follows:

1. On a crosswalk
2. Within 20 ft of a mailbox
3. Within 10 ft of an intersection or alley
4. Within 3 ft of a driveway
5. Within 4 ft of a fire hydrant
6. Within 10 ft of a stop sign or traffic signal
7. Within 20 ft of a fire station
8. Other hazardous locations

Staff Recommendation

Staff has observed limited use of on-street parking in this area during working hours. While there does not appear to be a pressing need for the change, the rationale makes sense and staff is generally supportive of implementation either now or in the future if on-street parking demand increases.

ATTACHMENTS

None



**STAFF REPORT
CITY COUNCIL**

August 4, 2025

TO: CITY COUNCIL

FROM: Adam Strait, City Clerk
Adam Plagge, City Administrator

SUBJECT: Discussion on Code Review Project

GENERAL INFORMATION

Following the initial revisions of Chapters 1 through 60, Simmering Cory provided the next set of questions against the Code of Ordinances. These questions covered chapters 60 through 100. Chapter 60 was questioned a second time, which prompted additional minor changes that mainly provide clarity and align us with state statutes. Following is an outline of the changes proposed.

In addition, due to its timeliness, an update on Chapter 151 – Trees and Vegetation is also provided. As we are currently going through the assessment process, it's an opportune time to discuss this chapter to ensure it aligns with City and legal practices.

Chapter 60 – Traffic and Vehicles

Section 60.03.01 – General Traffic Regulations

This section consists of references to the Code of Iowa and is being updated to include new violations resulting from recent legislative changes. The section will also be reorganized to present violations in numerical order, improving clarity and consistency.

Section 60.07.05 – Truck Routes

Amendments to this section include the addition of Hickman Road as a designated truck route, alongside existing routes including:

- 73rd Street (south of University)
- University Avenue
- 63rd Street
- Interstate 235

This revision aligns Windsor Heights' ordinance with that of neighboring Clive.

Section 60.12 – Utility Terrain Vehicles (UTVs)

UTVs, which are slightly larger than ATVs and can accommodate greater weight and additional passengers, will be added under this section. Regulations prohibiting UTVs will mirror those for ATVs. Simmering Cory will provide the specific language, and staff will present a redlined version with these additions at a future council meeting.

Section 60.13.06 – Bicycle Paths; Nondiscrimination on the Basis of Disability

The language in this section will be revised to reflect state statutes, specifically Iowa Code § 321.234(2). The existing provision requiring cyclists to use adjacent bicycle paths (when provided) and barring them from the roadway will be removed. A 2013 Iowa Attorney General opinion stated that restricting roadway access for bicyclists conflicts with state law, which grants cyclists the same rights and responsibilities as other drivers. The update ensures consistency with this interpretation.

Chapter 97 – Use of Public Sewers (Stormwater Drainage)

Chapter 97's proposed changes address storm water drainage, primarily residential stormwater which is not subject to stormwater system design standards and maintenance agreements, and stormwater drainage into public sewers.

Proposed substantial revisions to this chapter are as follows:

1. There are no longer any known combined sanitary and storm sewers in Windsor Heights. As such, references to this are struck.
2. Confirming a requirement for a (ROW) permit to discharge into the Right of Way or into public storm sewer.
3. Current code could be interpreted as disallowing any stormwater drainage from reaching public streets, this would not be realistic. A requirement that drainage should discharge 10+ feet from public ROW and any property line, which in of itself can be challenging to achieve in all instances, is proposed to remain and be expanded upon.
4. Additional language is proposed to address stormwater nuisance issues that may arise from improper drainage locations in relation to topography, proximity of drainage to the property boundary or improper maintenance of a drainage system. Proposed language would allow the City to address these types of nuisances through standardized protocol included in the nuisances enumerated chapter.
 1. Due to these issues being located on private property and not easily inspected from public property, new language is proposed for the Public Works Director or authorized staff to enter private to inspect stormwater concerns. This Right of Entry language mirrors fellow metro cites, Clive and West Des Moines.

Chapter 98 – On-Site Wastewater Systems (Septic Systems) & Referenced Chapter 95 Segments

Code Chapter 98 On-Site Wastewater Systems: address septic tanks and require all commercial, home based businesses, rental or contract sales to have previously switched to a sanitary sewer connection (Last updated pre-2015). Additionally, residential homes are required to have switched to sanitary sewer at the time of property ownership transfer.

Chapter 95 Sanitary Sewer Systems: requires property connections to sanitary sewer and typically requires properties to connect unless the property is more than 200 ft from a sanitary sewer main (Last updated 2019).

Two properties within Windsor Heights are known to be on septic systems: 1730 and 1734 63rd.

- 1730 – The septic system was replaced in 2023.
- 1734 – The septic system was replaced in 2019.

Both properties are within 200 ft of sanitary sewer but would likely have challenges connecting to sanitary sewer due to the distance of the house to the sanitary sewer main, private properties being positioned between these homes and the sanitary sewer and grade changes in the area. There is currently no sanitary sewer along 63rd St. between Washington and Franklin.

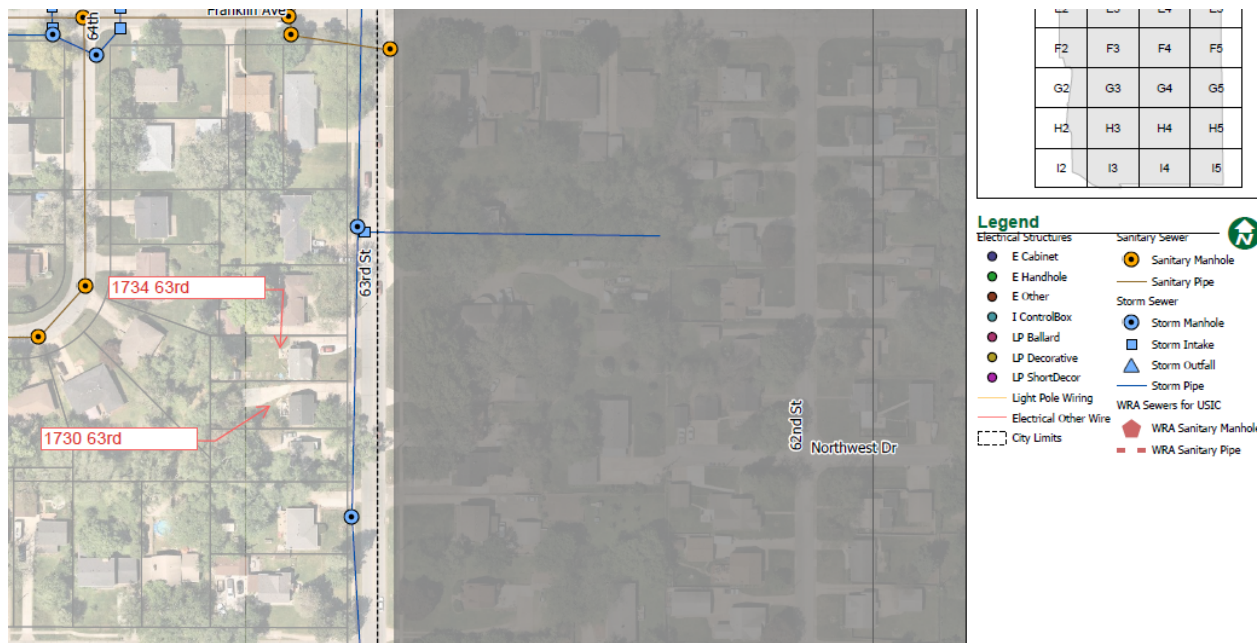
Staff has spot checked recorder documents in areas that may have sanitary sewer gaps, and all observed properties, with available documentation, show as being connected to the sanitary sewer system though it is possible several other additional residential properties remain on septic.

Polk County completes septic tank inspections at time of property transfer or with due cause as noted below in reference to the aforementioned properties:

“contact us if the system appears to be failing, there’s excessive discharge coming from the system or a sewage smell emanating from the property. Other than that they (these septic systems) are pretty new systems so there shouldn’t be any issues. We operate with the assumption everything is functioning properly until it isn’t.”

City Code is overlapping and imprecise in some cases regarding requiring sanitary sewer connection but could generally be interpreted as having required all properties to connect to the sanitary sewer and for any properties with existing septic tanks to conduct annual inspections and provide a report to the City.

1730 and 1734 63rd St.’s septic tanks appear to be in conflict with these requirements.



STAFF RECOMMENDATION

Staff can further explore with the Urbandale – Windsor Heights Sanitary Sewer District construction of sanitary sewer service to these properties along 63rd St., however, it will likely be expensive for the City and Sewer District to create a connection along 63rd St. and/or challenging for the properties to connect through 3rd parties' established backyards.

- Staff suggests Chapter 98.07-98.08 be revised to allow existing septic systems beyond 100 ft from sanitary sewer to continue to be utilized, subject to meeting Polk County Board Of Health requirements. At such time 63rd St. is reconstructed, installation of sanitary sewer between Washington and Franklin should be explored.
- The County does not require inspections beyond time of transfer and/or if an issue is observed. Staff recommends the City Code annual inspection requirement be struck and replaced with language requiring inspection and corresponding reports to be provided upon City request.

Chapter 151 – Trees and Vegetation

Changes to this section clarify that diseased and hazardous trees may be treated as a nuisance and abated through the standard nuisance abatement process up to and including city removal. Additionally, the process to contest the City's determination that a tree is hazardous be simplified and the publication requirements associated with tree planting and removal be revised from requiring publication in two newspapers to the typical one newspaper of general circulation.

ATTACHMENTS

1. Chapter 95 Redline
2. Chapter 97 Redline
3. Chapter 98 Redline
4. Chapter 151 Redline

CHAPTER 95 SANITARY SEWER SYSTEM

95.01 Purpose	95.06 Service Outside the City
95.02 Definitions	95.07 Access to Premises
95.03 Superintendent	95.08 Use of Easements
95.04 Prohibited Acts	95.09 Special Penalties
95.05 Sewer Connection Required	95.10 Fees and Charges

95.01 PURPOSE.

The purpose of the chapters of this Code of Ordinances pertaining to Sanitary Sewers is to establish rules and regulations governing the treatment and disposal of sanitary sewage within the City in order to protect the public health, safety, and welfare.

95.02 DEFINITIONS.

For use in these chapters, unless the context specifically indicates otherwise, the following terms are defined:

1. "B.O.D." (denoting Biochemical Oxygen Demand) means the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at twenty degrees (20°) C, expressed in milligrams per liter or parts per million.
2. "Building drain" means that part of the lowest horizontal piping of a building drainage system which receives the discharge from soil, waste, and other drainage pipes inside the walls of the building and conveys it to the building sewer, beginning five (5) feet (1.5 meters) outside the inner face of the building wall.
3. "Building sewer" means that part of the horizontal piping from the building wall to its connection with the main sewer or the primary treatment portion of an on-site wastewater treatment and disposal system conveying the drainage of one building site.
4. "Combined sewer" means a sewer receiving both surface run-off and sewage.
5. "Customer" means any person responsible for the production of domestic, commercial, or industrial waste which is directly or indirectly discharged into the public sewer system.

6. "Garbage" means solid wastes from the domestic and commercial preparation, cooking, and dispensing of food, and from the handling, storage, and sale of food products and produce.

7. "Industrial wastes" means solid, liquid, or gaseous substances from any industrial, manufacturing, commercial, or business establishment, or process, or from the development, recovery, or processing of any natural resource which any person discharges or allows to be discharged into the public sewer, but does not include any wastes from a building used exclusively for residential purposes which contains eight dwelling or rooming units or less.

8. "Inspector" means the person duly authorized by the Council to inspect and approve the installation of building sewers and their connections to the public sewer system; and to inspect such sewage as may be discharged therefrom.

9. "Natural outlet" means any outlet into a watercourse, pond, ditch, lake, or other body of surface or groundwater.

10. "On-site wastewater treatment and disposal system" means all equipment and devices necessary for proper conduction, collection, storage, treatment, and disposal of wastewater from four or fewer dwelling units or other facilities serving the equivalent of fifteen persons (1500 gpd) or less.

11. "Parts per million (ppm)" means a weight-to-weight ratio; the parts-per-million value multiplied by the factor 8.345 is equivalent to pounds per million gallons of water, and for the purposes of these Sanitary Sewer chapters, it means the same as milligrams per liter (mg/l).

12. "Paunch manure" means any material found in the stomachs or paunches of livestock.

13. "pH" means the logarithm of the reciprocal of the weight of hydrogen ions in grams per liter of solution.

14. "Public sewer" means a sanitary sewer provided by or under the jurisdiction of the City or a sewer provided by or under the jurisdiction of any other city or sewer district which ultimately discharges into a sewer under the jurisdiction of the City.

15. "Sanitary sewer" means a sewer that conveys sewage or industrial wastes or a combination of both, and into which storm, surface, and ground waters or unpolluted industrial wastes are not intentionally admitted.

16. "Sewage" means the water-carried human, animal, and household wastes in a public or private drain, together with such groundwater infiltration, surface drainage and industrial wastes as may be present.

17. "Sewage treatment plant" means the arrangement of devices and structures and equipment of the City of Des Moines for treating sewage and industrial wastes.

18. "Sewage works" means all facilities for collecting, pumping, treating, and disposing of sewage and industrial wastes.

19. "Sewer" means a pipe or conduit for carrying sewage or any other wastes liquids, including storm, surface, and ground water drainage.

20. "Slug" means any discharge of water, sewage, or industrial waste which in concentration of any given constituent or in quantity of flow exceeds for any period of duration longer than fifteen (15) minutes more than five (5) times the average 24-hour concentration or flows during normal operation.

21. "Standard methods" means the examination and analytical procedures set forth in the most recent edition of Standard Methods for the Examination of Water, Sewage, and Industrial Wastes, published jointly by the American Public Health Association, the American Water Works Association and the Water Pollution Control Federation.

22. "Storm drain" or "storm sewer" means a sewer which carries storm and surface waters and drainage but excludes sewage and industrial wastes, other than unpolluted cooling water.

23. "Storm water runoff" means that portion of rainfall that is drained into the sewers.

24. "Superintendent" means the Public Works Director of the City or any authorized deputy, agent, or representative.

25. "Suspended solids" means solids that either float on the surface of, or are in suspension in water, sewage, or other liquids, and which are removable by laboratory filtering.

26. "Unpolluted water or liquids" means any water or liquid containing none of the following: free or emulsified grease or oil; substances that may impart taste-and-odor or color characteristics; volatile, explosive, toxic, or poisonous substances in suspension, colloidal state, or solution; explosive, odorous, or otherwise obnoxious gases. Such water or liquids shall not contain more than 25 mg/l of suspended solids, and not more than 25 mg/l of B.O.D.

27. "Watercourse" means a channel in which a flow of water occurs, either continuously or intermittently.

95.03 SUPERINTENDENT.

The Superintendent shall exercise the following powers and duties:

(Code of Iowa, Sec. 372.13[4])

1. Operation and Maintenance. Operate and maintain the City sewage system.
2. Inspection and Tests. Conduct necessary inspections and tests to assure compliance with the provisions of these Sanitary Sewer chapters.

3. Records. Maintain a complete and accurate record of all sewers, sewage connections and manholes constructed showing the location and grades thereof.

95.04 PROHIBITED ACTS.

No person shall do, or allow, any of the following:

1. Damage Sewer System. Maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance, or equipment which is a part of the sewer system.

(Code of Iowa, Sec. 716.1)

2. Surface Run-off or Groundwater. Connect a roof downspout, sump pump, exterior foundation drain, areaway drain, or other source of surface run-off or groundwater to a building sewer or building drain which in turn is connected directly or indirectly to a public sanitary sewer.

3. Manholes. Open or enter any manhole of the sewer system, except by authority of the Superintendent.

4. Objectionable Wastes. Place or deposit in any unsanitary manner on public or private property within the City, or in any area under the jurisdiction of the City, any human or animal excrement, garbage, or other objectionable waste.

5. Septic Tanks. Construct or maintain any privy, privy vault, septic tank, cesspool, or other facility intended or used for the disposal of sewage except as provided in these chapters.

(Code of Iowa, Sec. 364.12[3f])

6. Untreated Discharge. Discharge to any natural outlet within the City, or in any area under its jurisdiction, any sanitary sewage, industrial wastes, or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of these chapters.

(Code of Iowa, Sec. 364.12[3f])

95.05 SEWER CONNECTION REQUIRED.

The owners of any houses, buildings, or properties used for human occupancy, employment, recreation, or other purposes, situated within the City and abutting on any street, alley, or right-of-way in which there is now located, or may in the future be located, a public sanitary or combined sewer, are hereby required to install, at such owner's expense, suitable toilet facilities therein and a building sewer connecting such facilities directly with the proper public sewer, and to maintain the same all in accordance with the provisions of these Sanitary Sewer chapters. Such compliance shall be completed within

sixty (60) days after date of official notice from the City to do so, provided that said public sewer is located within ~~200~~100 feet of the property line of such owner and is of such design as to receive and convey by gravity such sewage as may be conveyed to it.

(Code of Iowa, Sec. 364.12[3f])

(IAC, 567-69.1[3])

95.06 SERVICE OUTSIDE THE CITY.

The owners of property outside the corporate limits of the City so situated that it may be served by the City sewer system may apply to the Council for permission to connect to the public sewer upon the terms and conditions stipulated by resolution of the Council.

(Code of Iowa, Sec. 364.4[2 & 3])

95.07 ACCESS TO PREMISES.

The City shall be entitled access to the premises of any customer for the purpose of inspection, observation, measurement, sampling, and testing at any reasonable time and to such extent as may be necessary to carry out the provisions of these chapters, and it shall be deemed a part of the agreement on the part of the customer, as a condition to permission to connect with the public sewer, that such access be granted.

95.08 USE OF EASEMENTS.

The Superintendent and other duly authorized employees of the City bearing proper credentials and identification shall be permitted to enter all private properties through which the City holds a duly negotiated easement for the purposes of, but not limited to, inspection, observation, measurement, sampling, repair, and maintenance of any portion of the sewage works lying within said easement. All entry and subsequent work, if any, on said easement, shall be done in full accordance with the terms of the duly negotiated easement pertaining to the private property involved.

95.09 SPECIAL PENALTIES.

The following special penalty provisions shall apply to violations of these Sanitary Sewer chapters:

1. Notice of Violation. Any person found to be violating any provision of these chapters except subsections 1, 3, and 4 of Section 95.04, shall be served by the City with written notice stating the nature of the violation and providing a reasonable time limit for the

satisfactory correction thereof. The offender shall, within the period of time stated in such notice, permanently cease all violations.

2. Continuing Violations. Any person who shall continue any violation beyond the time limit provided for in subsection 1 hereof shall be in violation of this Code of Ordinances. Each day in which any such violation shall continue shall be deemed a separate offense.

3. Liability Imposed. Any person violating any of the provisions of these chapters shall become liable to the City for any expense, loss, or damage occasioned the City by reason of such violation.

95.10 FEES AND CHARGES.

Fees and charges for all sewer services shall be established by the Urbandale/Windsor Heights Sanitary Sewer District, and shall be collected by the Des Moines Water Works.

Chapter 97 – Use of Public Sewers

~~1. Drainage Required. Roofs, paved areas, yards, courts, courtyards, areaways, and sump pump drainage shall be drained into a storm sewer when such a storm sewer is within twenty-five (25) feet of the property, or otherwise available as required by the Superintendent. Such drainage may be discharged into a combined sewer system where such a system is available and where not prohibited by the administrative authority having jurisdiction.~~

21. Storm System Connection. A permit shall be required for all connections or discharges to city storm system or within City Right Of Way.

2. Prohibited Drainage. Storm water runoff, roof runoff, subsurface drainage, and sump pump drainage shall not ~~be be drained~~ discharged:

A. Into ~~sanitary~~ sewers; ~~intended for sanitary sewage only~~;

B. Within ten (10) feet of the property line ~~and or be channeled onto another property outside of established drainage ways.~~

~~C. Within ten (10) feet of or~~ any public right-of-way ~~without the approval of the Public Works Director; or~~

~~D. In conflict with an approved storm water management system.~~

~~C. Onto any publicly owned street or alley.~~

32. Disposal of Subsurface Drainage ~~and Storm Water~~. Where a storm sewer is not available, the disposition ~~of of storm water and~~ subsurface drainage shall be as follows:

A. For one- and two-family dwellings, to ~~sump and pump to~~ pump water to grade or drywell seepage pit ~~or underground chamber. as shown in the illustration of proper disposal of subsurface drainage and storm water, on file in the office of the Superintendent.~~

B. For other than one- and two-family dwellings, to ~~sump and pump to~~ pump water into a drywell seepage pit, or use lateral system similar to septic system with overflow on end.

C. Exception to Paragraphs A and B of this subsection, gravity drainage approved if footing and area drainage elevation is higher than drywell seepage pit drain discharge flow line.

~~4. Traps. Leaders or downspouts, when connected to a combined sewer, shall be trapped.~~

~~5. Expansion Joints. Expansion joints or sleeves shall be provided where warranted by temperature variations or physical conditions.~~

~~64. Subsoil Drainage. No subsoil drainage system shall be installed to drain into a sewer intended for sanitary sewage.~~

~~7. Subsoil Drain. Where subsoil drains are placed under the cellar or basement floor or are used to surround the outer walls of a building, they shall be installed in accordance with the Building Code and shall be made of open-jointed, horizontally split, or perforated clay tile or asbestos-cement pipe or rigid plastic pipe not less than four inches in diameter. They shall be drained into an open sump with protective cover. Such sumps need not be vented. The building storm and subsoil drainage systems shall be connected to a storm sewer when such a sewer abuts the property. Where a sump pump is used, the discharge piping to the storm sewer, drywell seepage pit, or lateral system shall be inspected and approved before use.~~

~~86. Parking Lot and Retention Pond Drains. Parking lot and retention pond drains shall be installed as directed by the City Engineer and in accordance with the approved site plan, a copy of which shall be available on the job site.~~

~~97. Connection Required. The City may, at its sole discretion, require that a property owner connect a sump pump drain to the storm sewer or to a collector line when provided by the City or a developer when it is within twenty-five (25) feet of the property owner's property.~~

~~8.10. Nuisance. The failure of a property owner to cause storm water and/or sump pump drainage to drain in accordance with this chapter shall be a nuisance. Upon determination that a nuisance exists, in addition to any other remedies available at law, the Superintendent or their designee may require a property owner to connect a sump pump water discharge hose or other device for storm water runoff to a dedicated City drain tile or storm sewer system, provided such drain tile or storm sewer system is located within twenty five (25) feet of the property causing the nuisance.~~

Prohibited Acts. No person shall do, or allow, any of the following:

(1) The installation or maintenance of a substandard drainage pipe in a private drainageway, in a city street right-of-way, in a city maintained easement area, or in a city stormwater drainage area, resulting in the flooding of properties adjacent to said drainageway either upstream or downstream from said pipe or in said watershed, or resulting in the obstruction or surcharging of or damage to public drainageways, public storm sewers, sanitary sewers or the MS4.

(2) Failing to adequately maintain or periodically clean a private drainage pipe installed in a private drainageway, resulting in the flooding of properties adjacent to said drainageway either upstream or downstream from said pipe or in said watershed, or resulting in the obstruction or surcharging of or damage to public drainageways, public storm sewers, sanitary sewers or the MS4.

(3) Failing to adequately maintain or periodically clean a public drainageway on private property or a private drainageway, resulting in the flooding of properties adjacent to said drainageway either upstream or downstream from the inadequately maintained or cleaned portion thereof, or resulting in the obstruction or surcharging of or damage to public drainageways, public storm sewers, sanitary sewers or the MS4.

11. Right of Entry. The Public Works Director and other authorized employees of the City, bearing proper credentials and identification, shall be permitted to enter all private properties for the purpose of inspection, observation, measurement, sampling, and testing all private stormwater discharges directly or indirectly entering into any public stormwater management system or facility in accordance with the provisions of this chapter.

124. **Connections Made by City.** In the event the property owner fails to comply with a connection requirement pursuant to this chapter, the City may proceed to have such connections made under the supervision and direction of the SuperintendentPublic Works Director, and keep an accurate account of the expenses incurred. The City Clerk shall send a statement of the total expense incurred, by certified mail, to the last known address of the property owner who has failed to abide by the notice to connect. If the amount shown on the statement is not paid within 30 days of mailing, the cost and expense of putting in connections by the City as provided herein shall be levied as a special tax against the property abutting or adjacent thereto and the method of estimating, assessing, levying, and collecting the tax shall be the same as that prescribed for general taxes.

13. Abatement. Whenever the City Administrator or other authorized municipal officer finds that a violation of this chapter has occurred, such officer has the authority to determine on a case-by-case basis whether to utilize the nuisance abatement procedure described in Section 50.05 of this chapter or the municipal infraction procedure referred to in Section 50.06.

CHAPTER 98 ON-SITE WASTEWATER SYSTEMS

98.01 When Prohibited	98.06 Maintenance of System
98.02 When Required	98.07 Systems Abandoned
98.03 Compliance with Regulations	98.08 Septic Systems Required to Switch to City Sewer
98.04 Permit Required	98.09 Disposal of Septage
98.05 Discharge Restrictions	

98.01 WHEN PROHIBITED.

Except as otherwise provided in this chapter, it is unlawful to construct or maintain any on-site wastewater treatment and disposal system or other facility intended or used for the disposal of sewage.

(Code of Iowa, Sec. 364.12[3f])

98.02 WHEN REQUIRED.

When a public sanitary sewer is not available under the provisions of Section 95.05, every building wherein persons reside, congregate or are employed shall be provided with an approved on-site wastewater treatment and disposal system complying with the provisions of this chapter. Upon the effective date of this Code of Ordinances, any person that sells a home which utilizes a private septic system or on-site wastewater treatment and disposal system must install a building sewer connecting the property to the public sewer system.

(IAC, 567-69.1[3])

98.03 COMPLIANCE WITH REGULATIONS.

The type, capacity, location, and layout of a private on-site wastewater treatment and disposal system shall comply with the specifications and requirements set forth by the Iowa Administrative Code 567, Chapter 69, and with such additional requirements as are prescribed by the regulations of the County Board of Health.

(IAC, 567-69.1[3 & 4])

98.04 PERMIT REQUIRED.

No person shall install or alter an on-site wastewater treatment and disposal system without first obtaining a permit from the County Board of Health.

98.05 DISCHARGE RESTRICTIONS.

It is unlawful to discharge any wastewater from an on-site wastewater treatment and disposal system (except under an NPDES permit) to any ditch, stream, pond, lake, natural or artificial waterway, drain tile or to the surface of the ground.

(IAC, 567-69.1[3])

98.06 MAINTENANCE OF SYSTEM.

The owner of an on-site wastewater treatment and disposal system shall operate and maintain the system in a sanitary manner at all times and at no expense to the City.

98.07 SYSTEMS ABANDONED.

At such time as a public sewer becomes available to a property served by an on-site wastewater treatment and disposal system, as provided in Section 95.05, a direct connection shall be made to the public sewer in compliance with these Sanitary Sewer chapters and the on-site wastewater treatment and disposal system shall be abandoned and filled with suitable material.

(Code of Iowa, Sec. 364.12[3f])

98.08 SEPTIC SYSTEMS REQUIRED TO SWITCH TO CITY SEWER.

All septic systems used by commercial and, home-based business, ~~rental, or contract sales homes must switch over to the~~ must be connected to public sewer, ~~within one year after the adoption of this Code of Ordinances. Residential homes must switch over from septic to City sewer prior to the transfer of title or sale of property. A yearly inspection~~ An inspection of all-septicany septic systems located within Windsor Heights by a licensed plumber is requiredis required to be completed within 15 days upon request of the City Administrator or Public Works Director, with a report to be given to the City for the Building Inspector's review. The property owner is fully responsible for the cost of any septic system inspection.

98.09 DISPOSAL OF SEPTAGE.

No person shall dispose of septage from an on-site treatment system at any location except an approved disposal site.

CHAPTER 151 TREES AND VEGETATION

151.01 Definitions	151.12 Obstruction of Enforcement
151.02 Planting Restrictions	151.13 Permit to Plant in Streets
151.03 Vision Clearance at Street Intersections	151.14 Assessment for Planting or Care of Trees
151.04 Assessment	151.15 Planting New Trees; Assessment
151.05 Unauthorized Interference with Trees or Shrubs	151.16 Schedule of Assessments
151.06 Hitching or Anchoring Articles to Trees	151.17 Filing Assessment Schedule for Public Inspection
151.07 Permission for Permanent Anchorage	151.18 Objections to Assessment Schedule
151.08 Guying Poles to Trees in Case of Emergency	151.19 Adoption of Assessment Schedule
151.09 Permit to Remove Trees for Construction Purposes	151.20 Certifying Assessment Schedule for Collection
151.10 Protection During Excavation or Construction	151.21 Dead and Diseased Trees
151.11 Tree Trim Specifications	

151.01 DEFINITIONS.

For use in this chapter, the following terms are defined:

1. “Parking” means that part of the street, avenue, or highway in the City not covered by sidewalk and lying between the lot line and the curb line or, on unpaved streets, that part of the street, avenue, or highway lying between the lot line and that portion of the street usually traveled by vehicular traffic.
2. “Superintendent” means the Public Works Director or such other person as may be designated by the Council.
3. “Tree” means any woody perennial plant having a single, elongate main stem with few or no branches on its lower part and shrubs of arborescent form but does not include any shrub that is less than fifteen (15) feet in height.

151.02 PLANTING RESTRICTIONS.

No tree shall be planted in any street or parking unless a permit is issued pursuant to Section 151.13 of this chapter.

151.03 VISION CLEARANCE AT STREET INTERSECTIONS.

On a corner lot where setback or side yard exists, no fence, wall, shrubbery, ground, sign, billboard, marquee, or other obstruction to vision between a height of 2 feet and 10 feet above the centerline grade of intersecting streets shall be erected, placed, planted, allowed to grow, or maintained within the triangular yard space formed by the intersecting street lines and a line joining points on such street lines 25 feet from the point of intersection of the streets. Public utility poles and existing trees trimmed from the ground level to a height of 10 feet shall not be considered obstructions to vision.

151.04 ASSESSMENT.

If the abutting property owner fails to trim the trees as required in this chapter, the City may serve notice on such property owner requiring said property owner to do so within five (5) days. If said owner fails to trim the trees within that time, the City may perform the required action and assess the costs against the abutting property for collection in the same manner as a property tax.

(Code of Iowa, Sec. 364.12[2d & e])

151.05 UNAUTHORIZED INTERFERENCE WITH TREES OR SHRUBS.

No person shall remove, prune, cut, molest, break, deface, destroy, spray, repair, or do surgery work upon any tree or part thereof, or in any manner interfere with, disturb, or injure any tree, shrub, or plant, upon parking or the public property of the City. No person shall permit any chemical, either solids or fluids, to seep, drain, or be emptied on or about any tree, shrub, or plant that is now or may hereafter be growing upon any public property of the City, without first obtaining a permit from the City Administrator.

151.06 HITCHING OR ANCHORING ARTICLES TO TREES.

No person shall hitch or fasten any animal to any tree or shrub, or fasten to the same, for the purpose of anchorage, any wire, rope, chain or cable, nor shall any person nail, tie, or in any manner fasten any card, sign, poster, board, or any other article to any tree, shrub or plant that is now or may hereafter be growing upon any parking or public property of the City.

151.07 PERMISSION FOR PERMANENT ANCHORAGE.

Permission may be granted by the City Administrator for permanent anchorage to trees if good practice in line construction indicates the desirability and the elimination of stubs or poles will result by so doing.

151.08 GUYING POLES TO TREES IN CASE OF EMERGENCY.

In the event of storms or other emergencies, poles may be guyed temporarily to trees.

151.09 PERMIT TO REMOVE TREES FOR CONSTRUCTION PURPOSES.

Any person desiring to remove a live tree standing on a street or parking thereof for construction of walks, drives, buildings, or any other structures for his or her own gain or purposes shall first obtain a permit from the City Administrator. If a permit is issued, the permittee must pay the cost of removal of such trees and shrubs, or the permittee may remove the same at permittee's own expense.

151.10 PROTECTION DURING EXCAVATION OR CONSTRUCTION.

All trees, shrubs, or plants within the limits of any street, parking, or other property of the City near any excavation or construction of any building or structure shall be guarded with a good substantial frame or box not less than four feet square and six feet high. All building material or other debris shall be kept at least three feet from any tree, shrub, or plant.

151.11 TREE TRIM SPECIFICATIONS.

1. Any person trimming trees or causing trees, bushes, and other plants to be trimmed under the authority of this section or sections of this Code pertaining to utility franchises, if the entity wishing to trim is not itself the owner, shall:

A. Cause written notice to be given to the owner, occupant, or person in control of the property at least 15 days prior to any trimming; provided, however, notice shall not be required if trimming is necessary to restore electrical service or relieve a public emergency resulting from storm, accident, similar casualty, or other cause which immediately threatens electrical service or public safety. The notice shall state the nature of the trimming to be performed, the person's right to trim the tree, shrubbery, bush, or other plants, the date when such trimming must be completed if the owner desires to do the trimming, and whether an assessment or charge will be imposed by such person for trimming the tree, bush, or other plant.

B. Trim trees, bushes, and plants to the extent necessary to remove obstruction to protect lives and property.

C. Employ persons skilled in tree trimming so that the life and general aesthetic qualities of the tree are preserved.

2. The owner of any tree, shrub, or plant protruding into or overhanging a street or sidewalk shall trim the branches thereof to remove any obstruction of the view of any street lamp, street sign, traffic control device, or street intersection. A clear space of ten feet above the surface of a street or sidewalk must be maintained. All trimming shall conform to the specifications in subsection 1 of this section and to those required pursuant to the City's Traffic Code.

3. The City Administrator may order the removal of any tree, shrub, or plant or any part thereof which does not conform to the specification of subsection 2 of this section. Notice shall be given to the owner of the property as set forth in subsection 1 of this section. If the owner, occupant, or person in control fails to comply with the notice, the City Administrator shall cause the obstructing branches or foliage to be removed and shall submit the costs incident to the service of notice and removal to the City Council, which shall certify the same to the county auditor for collection with and in the same manner as general property taxes. Provided, however, in the event the City Administrator determines that a hazardous condition exists which constitutes an immediate danger to public safety because of the extensive nature or location of an obstruction caused by any tree, shrub, plant, or any part thereof, the City Administrator may cause the removal thereof forthwith without notice; and in such event, costs may be assessed in the same manner as provided above, after notice to the property owner and opportunity for hearing before the City Council is given.

4. Except as provided by subsection 3 of this section, no tree, bush, or shrub shall be removed without the written consent of the owner of the property upon which the tree, bush, or shrub is located.

5. Nothing in this section shall be construed to affect the rights of a landowner as against a neighboring landowner.

151.12 OBSTRUCTION OF ENFORCEMENT.

No person shall hinder, obstruct, or otherwise interfere with the Superintendent or his/her representatives while engaged in carrying out the provisions of this chapter.

151.13 PERMIT TO PLANT IN STREETS.

1. No person shall plant or set out any tree, shrub, or plant in or on any parking, public highway, or street or other City property without first obtaining a permit from the City Administrator, which permit shall designate where such plantings may be done.

2. The permit shall be denied if such planting is likely to create a public danger or nuisance and shall not provide the permittee with any guarantee or assurance that the tree,

shrub, or plant will be protected from subsequent trimming or destruction if such is required for health, welfare, or safety of the City's residents.

151.14ASSESSMENT FOR PLANTING OR CARE OF TREES.

The cost of planting, pruning, caring for, removing, or maintaining trees and shrubs, in whole or in part, upon the parking or public streets of the City may be assessed against the lots and parcels of land in front of which such trees or shrubs are planted and maintained.

151.15PLANTING NEW TREES; ASSESSMENT.

No plantings of new trees or shrubs shall be made and assessed against the abutting property owners except by action of the City Council. Notice of a proposal to plant new trees or shrubs must be made by publication in ~~two-one~~ newspapers of general circulation in the City 15 days prior to final action thereon.

151.16SCHEDULE OF ASSESSMENTS.

The cost of planting new trees and shrubs and the maintenance thereof, including removals and partial removal of trees and shrubs, shall be certified to the City Council by the Superintendent in a scheduled form setting forth the nature of the work done, the amount of the special assessment, the lots of specific portions thereof against which assessed, and the names of the owners thereof as far as practicable.

151.17 FILING ASSESSMENT SCHEDULE FOR PUBLIC INSPECTION.

A schedule of assessments for planting of new trees and shrubs and maintenance, including removals and partial removal of trees and shrubs, shall be filed with the Clerk for public inspection.

151.18 OBJECTIONS TO ASSESSMENT SCHEDULE.

Before final adoption of the schedule of assessments provided for in this chapter, the City Council shall give notice by ~~two-one~~ publications in ~~a each-of-two~~ newspapers published in the City, stating that the schedule is on file in the office of the City Clerk and that within 20 days after the first publication all objections thereto or to the prior proceedings, on account of errors, irregularities or inequalities, must be made in writing and filed with the Clerk.

151.19 ADOPTION OF ASSESSMENT SCHEDULE.

After the expiration of the 20-day period mentioned in Section 151.18 of this chapter, the City Council shall consider objections to the schedule of assessments, make the necessary corrections, and make, approve, and adopt the special assessments as shown in the schedule.

151.20 CERTIFYING ASSESSMENT SCHEDULE FOR COLLECTION.

Upon final adoption of special assessments as shown in the schedule of assessments, the City Council shall cause the same to be certified to the County Treasurer with directions that the cost of the improvements or services as scheduled shall be assessed against the parcels of property designated therein, in the amounts set forth thereby, and that such amounts shall be collected as other special assessments.

151.21 DEAD AND DISEASED TREES.

1. Right to Enter, Test, and Inspect. The Public Works Director shall enforce the provisions of this section. To secure enforcement hereof, the Superintendent shall have the right and is hereby empowered to enter upon the property of any person within the City for the purpose of testing, inspecting, and obtaining samples of any trees, brush, wood, or debris thereon.

2. Permitting Dead or Diseased Trees or Plants to Stand.

A. No property owner shall maintain or permit to stand upon his or her property any tree, shrub, plant or part thereof which is dead, diseased, or so damaged as to be a menace to public safety.

B. When the Superintendent determines that any tree, shrub, plant or part thereof is dead, diseased, or so damaged as to be a menace to public safety, the Superintendent may ~~request the City Council to~~ direct the property owner, occupant, or person in control to remove the same within thirty (30) days, or to appear before the City Council at an appointed time not less than fourteen (14) days from the date of mailing to show cause for hearing on the matter ~~during said period~~ to show cause why the tree, shrub, plant or the appropriate part thereof should not be removed by the City with the cost of removal assessed against the property owner. ~~Such notice to show cause and notice of the proposed City Council action shall be by certified mail to the property owner of record. At that meeting the City Council may resolve and declare the same to be a public nuisance and may order its removal by the owner, occupant, or person in control within thirty (30) days from the date of service of a copy of the resolution and order on the owner, occupant, or person in control.~~

C. If the owner, occupant, or person in control fails to comply with the resolution and order of the City Council to so remove previously specified public nuisance, the Superintendent shall cause that public nuisance to be removed and shall submit the costs incident to the service and removal to the City Council, which shall certify the same to the

~~County Treasurer for collection with and in the same manner as general property taxes. If, after hearing, the City Council approves removal, the Clerk shall send a copy of the resolution by certified mail to the property owner directing such removal within 30 days or the City shall remove and assess the cost of removal against the property owner.~~

3. Removal of Trees, Shrubs, and Plants. The Superintendent may remove or cause to be removed all trees, shrubs, plants or parts thereof upon the public streets or highways or other City property within the City when removal shall be beneficial to the public peace, health, and safety, or for public improvements or if such trees, shrubs, or plants constitute a public nuisance or are dead or diseased, or detrimental to the growth of adjacent trees, plants, or shrubs growing in the public streets or other City property.

4. Removal of Trees Infected with Dutch Elm Disease, Emerald Ash Borer or Oak Wilt.

A. In accordance with Section 364.12 of the Code of Iowa, any owner, occupant, or person in control of any property shall remove from such property, at his or her own expense, any tree, brush, wood, or debris infected with Dutch elm disease, emerald ash borer or oak wilt or any dead oak or elm which retains bark, when so notified by the Superintendent. The Superintendent shall cause to be mailed to such owner, occupant, or person in control written notice that said person may appear before the City Council at an appointed time not less than fourteen (14) days from the date of mailing to show cause why the infected tree, brush, wood, or debris should not be declared a public nuisance. At that meeting the City Council may resolve and declare the same to be a public nuisance and may order its removal by the owner, occupant, or person in control within thirty (30) days from the date of service of a copy of the resolution and order on the owner, occupant, or person in control; provided however, upon timely receipt of a request in writing from the property owner showing inability to perform, hardship, or other good cause, the City Administrator may grant an extension of time to a maximum of an additional thirty (30) days for said removal by the owner, occupant or other person. No extension of time exceeding sixty (60) days may be granted without prior approval by the City Council.

B. If the owner, occupant, or person in control fails to comply with the resolution and order of the City Council to so remove previously specified public nuisance, the Superintendent shall cause that public nuisance to be removed and shall submit the costs incident to the service and removal to the City Council, which shall certify the same to the County Treasurer for collection with and in the same manner as general property taxes.

5. Diseased And Hazardous Tree Inspection Fees.

A. Fees for the City inspection of a tree or trees shall be paid to the City ~~Treasurer~~ Finance Director in an amount set by ~~the Annual Fee Schedule approved resolution of the~~ City Council, provided fees for inspections not requested by the owner or the owner's representative shall be assessed only against those trees showing evidence of disease or hazardous conditions which requires removal of the tree or part of the tree.

B. For the purpose of this section, "private property" is defined as property not owned by the City.

151.22 VIOLATIONS

Violation of any section of this chapter shall be deemed a nuisance or a municipal infraction and may be enforced in accordance with Chapter 50 and Chapter 4 of this Code of Ordinances.



**STAFF REPORT
CITY COUNCIL**

August 4, 2025

TO: CITY COUNCIL

FROM:

SUBJECT: Discussion on Colby Park Water Access Design and Bid Documents

GENERAL INFORMATION

Walnut Creek Water Access

- *The design team and city staff are presenting a pre-bid update to the Walnut Creek Water Access plans. Walnut Creek in this area was straightened from a meandering stream in the 1970s to the current straightened condition as seen today. It has been verified through the study of historical aerial photography, that the low-lying areas adjacent to Walnut Creek have not supported woody tree growth since the 1970s. Consequently, Bolton & Menk recommends removing the overhead trees in the low-lying areas near the water access. In lieu of shade tree plantings, the team recommends groupings of sandbar willow to naturalize the area, provide erosion control, and create a memorable water access experience.*
- *In addition to the sandbar willow plantings, the team has determined that new tree plantings, including a mix of overstory deciduous and evergreen, would be desirable on the west bank of Walnut Creek. These trees would be planted on 3E property with their permission, 3E was approached about potentially donating their low-lying flood plain property to the City but has declined this option for the present. These trees will help screen the 3E industrial site from view from the water access site. A preliminary construction cost study is included in the attached exhibit for council consideration.*
- *DNR and city floodplain permitting are the last remaining permitting steps before plans can be finalized and released for bidding. Anticipated bidding window is in September with potential construction activities beginning late fall. No tree removal can occur until after the month of October to avoid issues with protected animal species.*
- *ICON has also been working on high-quality and durable standardized signage options for water access points. The recommended signage for the Colby Park Water Access is the smaller and less expensive option attached on page 2 with an estimated cost of \$10,000.*

63RD Street Car Barrier Bid Alternate

If directed by City Council, the water access project could be bid with a bid alternate to install of barrier stones on 63rd Street in front of 905 64th St. The stones previously proposed along 63rd St. are similar to the stones proposed for use on the water access and including this in the water access bid package could provide more palatable pricing for City Council consideration. The City Council previously declined to pursue the stone barrier plus city signage on 63rd St. due to the engineer's estimated cost exceeding the \$65,000 allocated in the FY26 Capital Improvement Plan. No further staff action is currently planned to advance the FY26 stone barrier project, with or without signage, and it is planned to be removed from the CIP next year unless otherwise directed.

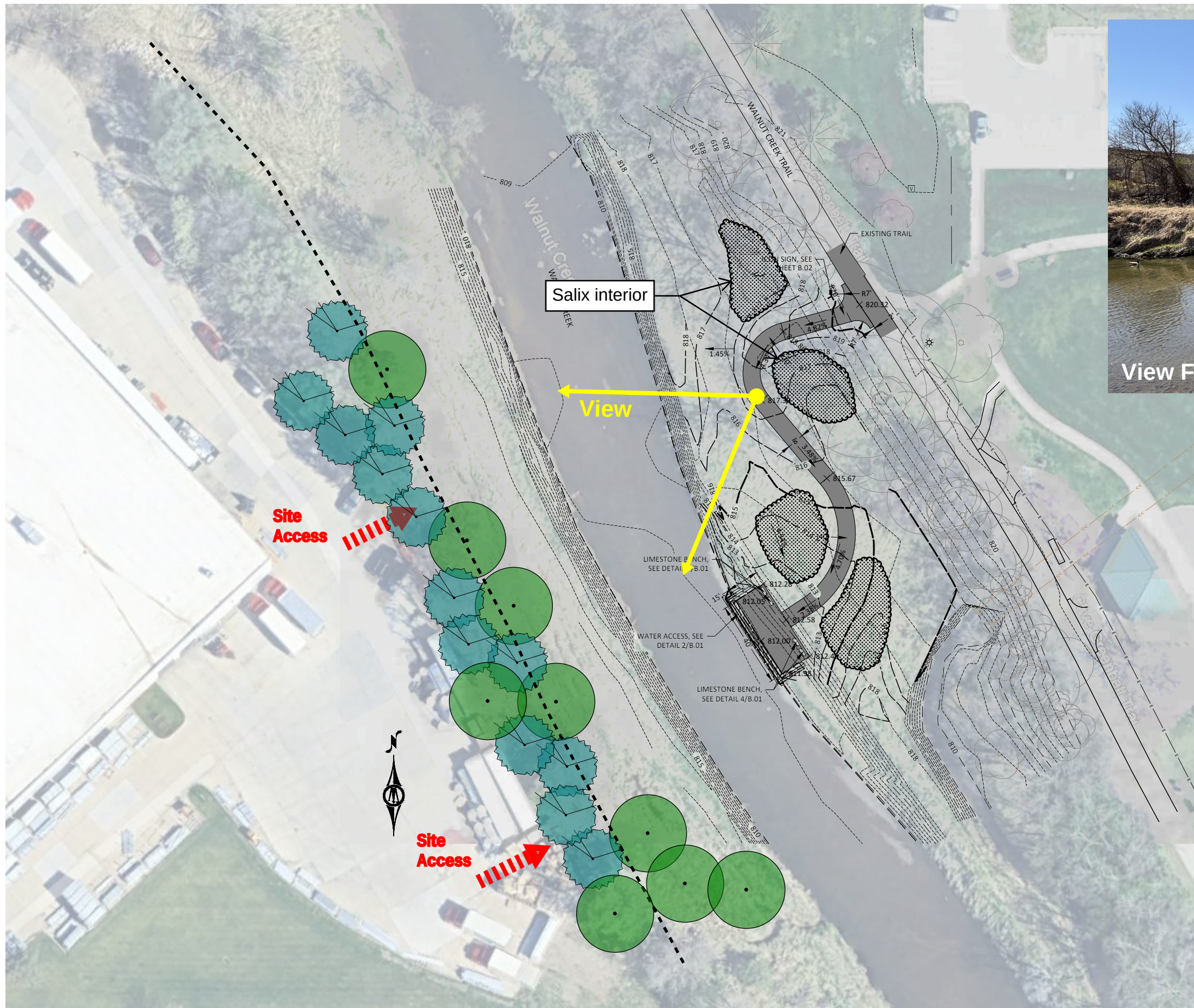
- *The 63rd Street Car Barrier is intended to serve as a protective barrier against runaway vehicles traveling from the east from the I-235. A row of large 24"x24"x48" natural limestone stone blocks will serve as a simple, relatively cost-effective way, to improve vehicular safety and protect property. This improvement is being presented as an optional addition to the Walnut Creek Water Access project to combine and streamline procurement and installation efforts for the two projects.*
- *Initial construction costs combined with design fees were estimated at \$25,000-\$30,000. The schedule for completion of the improvement, if added to the Water Creek Water Access project, could begin around October 2025.*

Staff Recommendation

Provide any City Council feedback on the water access project design prior moving forward with bidding the project and provide direction on whether to include barrier stones on 63rd St., without signage, as a bid alternate. .

ATTACHMENTS

1. Colby Park Water Access Landscaping Design
2. ICON Signage Options
3. 63RD STREET CAR BARRIER STONE ONLY



View From Water Access Trail



Salix interior
Sandbar Willow

Construction Cost Summary:

Deduct
Overstory Trees: 13 @ \$650/ea. = **(\$8,450)**

Add
Shrubs (Salix): 160 @ \$50/ea. = \$8,000.00
Overstory Trees: 9 @ \$650/ea. = \$5,850.00
Evergreen Trees: 13 @ \$750/ea. = \$9,750.00

Total Add: \$15,150



ICON Water Trails Signage Family

June 2025



Cost: +/- \$20,000

TOWER - REGIONAL SIDE

TOWER- LOCAL SIDE



Real People. Real Solutions.



Cost: +/- \$10,000

TOWER ALTERNATIVE



63RD STREET - CAR BARRIER STUDY

SITE CONCEPT





**STAFF REPORT
CITY COUNCIL**

August 4, 2025

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Approval of Resolution 2025-64 - A Resolution Approving
Purchase Of Police Vehicle

GENERAL INFORMATION

ATTACHMENTS

1. Resolution No. 2025-64 Authorizing Purchase Of Police Vehicle
2. PD Staff Report Ford Hybrid SUV Purchase (PDF 3 MB)

THE CITY OF WINDSOR HEIGHTS, IOWA

RESOLUTION 2025-64

**APPROVING THE CAPTIAL VEHICLE PURCHASE FOR THE POLICE
DEPARTMENT**

IN THE NAME AND BY THE AUTHORITY OF THE CITY OF WINDSOR HEIGHTS, IOWA

WHEREAS, the City of Windsor Heights, Iowa strives to provide high-quality and well-built infrastructure to its residents and visitors; **AND**,

WHEREAS, the Police Department has ongoing capital equipment needs; **AND**,

WHEREAS, the item to be purchased by the Police Department includes a 2025 Ford Police Interceptor Hybrid Sports Utility Vehicle; **AND**,

WHEREAS, quotes were received, with Prichard's Ford being the best and lowest cost option selected; **AND**,

WHEREAS, there is \$65,000 budgeted in the Police Department capital line; **AND**,

WHEREAS, the City wishes to keep the Police Department outfitted with all necessary equipment to keep citizens safe; **AND**,

NOW THEREFORE BE IT RESOLVED by the City of Windsor Heights City Council in session this 4th day of August 2025, that it hereby approves the purchase of equipment for the Police Department in an amount not to exceed \$65,000.

Mike Jones, Mayor

Attest:

Adam Strait
City Clerk



POLICE DEPARTMENT
1133 66th Street
Windsor Heights, Iowa 50324
515-277-4453 Fax 515-271-8160

STAFF REPORT CITY COUNCIL

To: City Council
From: Pete Roth, Chief of Police
Date: July 30, 2025
Re: Consideration of purchase of Police Department Hybrid Fleet Vehicle.

GENERAL INFORMATION

Request to purchase a police unmarked hybrid vehicle for administration to replace an aging squad car. The estimate includes the cost of the vehicle, upfitting relevant equipment, and removing items from the squad car that will be replaced. Cost not to exceed \$65,000.00.

For additional information, please see the attached Council Action Form

SUMMARY

ATTACHMENTS

1. Council Action Form PD Fleet Vehicle Purchase

COUNCIL ACTION FORM

**AGENDA ITEM: CONSIDER APPROVAL OF POLICE DEPARTMENT FLEET
VEHICLE PURCHASE, INCLUDING UPFITTING, DOWN-
FITTING, AND EQUIPMENT, AT AN ESTIMATED COST NOT
TO EXCEED \$65,000.00.**

SUMMARY:

The Police Department is requesting authorization to purchase an unmarked 2025 Ford Police Interceptor Hybrid Sports Utility Vehicle (SUV) from Pritchard's Ford to replace an aging squad car. The hybrid vehicle is especially appealing to the department since it provides improved law enforcement capabilities, reduced operational costs (fuel), and a commitment to the environment.

The Fiscal Year (FY) 26 approved Equipment Replacement Plan (ERP) for the Police Department included \$65,000 for the purchase of one unmarked vehicle for administration to replace an unmarked 2014 Ford Taurus. The department reviewed options and selected the hybrid Ford SUV since the vehicle will be used for a variety of functions, such as supplementing patrol, answering calls for service, investigations, events, and other administrative duties.

The department currently utilizes two marked Ford Police Hybrid SUVs for patrol and one unmarked Toyota Hybrid minivan for investigations. These vehicles have been successful in balancing the benefits of a gas and electric engine. These vehicles lower carbon emissions, reduce fuel costs, and increase miles per gallon. If this purchase is approved, the department will bring its total to four hybrid vehicles in its fleet.

Since the Ford Police Interceptor Utility Hybrid has state contract pricing, two bids were received. One from Stiver's Ford, \$47,372.00, and one from Prichard's Ford \$46,752.00. Additional equipment purchased, e.g., emergency lights and interior console, will be state of Iowa contract pricing through an approved vendor. Two replacement laptops are scheduled in the ERP to also be purchased during FY 26. They will be ordered at a later time.

The total cost estimated for the purchase of the Ford Hybrid SUV will include the vehicle, equipment, installation, or "upfitting," the new SUV, and the removal of relevant equipment, or "down-fitting," from the Taurus. Options on the proposed Hybrid SUV were kept as basic as possible to minimize additional expenses.

The department is waiting on updated bids from vendors for the equipment and installation. The cost is estimated at \$10,000 to \$18,000.00.

Estimated Costs

Ford Police Interceptor Hybrid	\$47,000.00
Upfitting and Equipment	\$10,000-\$18,000.00
Total Estimate	\$65,000.00

If approved, the department plans on selling or trading in the unmarked 2014 Ford Police Taurus, which is the oldest vehicle in the department's inventory. The estimated value of the Taurus is \$4,000.00-\$6,000.00.

Staff recommends approval of the purchase of this vehicle from Prichard's Ford with equipment, upfitting, and down-fitting from an authorized/approved installer.

The purchase proposal was discussed and approved by the Public Safety Committee at their December 19, 2024, meeting.



City Of Windsor Heights

1133 66th St

Windsor Heights, IA 50324

This is a bid for a 2025 Ford Explorer Police Interceptor 1FM5K8AW1SGC81667.

Bid price is \$46752

Trade in of \$4000 on the 2014 ford taurus 1FAHP2MK6EG122033

Logan Wernet

Police Specialist

Pritchard Ford Of Clear Lake

3101 Willow Creek Court

Clear Lake, Iowa 50428

641-425-4170



Preview Order J921 - K8A - Police Inter Utility AWD: Order Summary Time of Preview: 07/25/2025 10:02:08 Receipt: 5/22/2025

Dealership Name: Pritchard Ford of Clear Lake

Sales Code : F58626

Dealer Rep.	Jason Roll	Type	Fleet	Vehicle Line	Explorer	Order Code	J921
Customer Name	City of [REDACTED]	Priority Code	H1	Model Year	2025	Price Level	520

DESCRIPTION	MSRP	DESCRIPTION	MSRP
K8A0 POLICE INTER UTILITY AWD	\$49515	18" PAINTED ALUMINUM WHEELS	\$475
.119 INCH WHEELBASE	\$0	FRONT HEADLAMP LIGHT SOLUTION	\$900
TOTAL BASE VEHICLE	\$49515	PRICE CONCESSION INDICATOR	\$0
STERLING GRAY METALLIC	\$0	REMARKS TRAILER	\$0
CLOTH BUCKETS/CLOTH REAR SEATS	\$70	FRONT CNSL MOUNTING PLATE -DEL	\$0
ONYX INTERIOR	\$0	SOLAR TINT 2ND ROW ONLY	\$90
EQUIPMENT GROUP 500A	\$0	FRONT LICENSE PLATE BRACKET	\$0
.FM STEREO	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
.3.3L HYBRID ENGINE	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
.10-SP MODULR HYBRD AUTO TRN	\$0	FUEL CHARGE	\$0
JOB #3 ORDER	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
FORD FLEET SPECIAL ADJUSTMENT	\$0	PRICED DORA	\$0
BADGE DELETE	\$0	ADVERTISING ASSESSMENT	\$0
50 STATE EMISSIONS	\$0	DESTINATION & DELIVERY	\$1595
		MSRP	
TOTAL BASE AND OPTIONS		\$52645	
DISCOUNTS		NA	
TOTAL		\$52645	

ORDERING FIN: QB878 END USER FIN: QB878

INCENTIVES

Acc. Code ID :10 Contract/Ref # :01-796S Bid Date :08/25/23State : IA

DISCOUNTS:

\$-1800.00

Customer Name:
Customer Address:

Customer Email:

Customer Phone:

Customer Signature

Date



Windsor Heights Police Vehicles

Unit ID	VIN	Year	Type	Assignment	Mileage
20	1655	2015	Ford Explorer	Chief	76,681
21	2033	2014	Ford Sedan	Detectives	79,605
22	3928	2018	Ford Sedan	Detectives	52,375
23	3927	2018	Ford Sedan	Support Services Lt.	50,970
25	3362	2023	Ford SUV	Patrol	30,811
26	7352	2020	Dodge Durango	Patrol Lt.	56,281
28	7107	2023	Ford SUV	Patrol	27,504
29	3154	2020	Ford Hybrid SUV	Patrol	63,204
32	4856	2025	Toyota Hybrid Sienna	Detectives	900
36	5201	2023	Ford Hybrid SUV	Patrol	23,778

Vehicle to be replaced

Hybrid Vehicle

Updated 7-29-25



STAFF REPORT CITY COUNCIL

August 4, 2025

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Preliminary Resolution 2025-62 - A Resolution Pursuant to Section 384.42 of the Iowa Code to Implement and Assess the Costs of the 2025 Tree Removal Project

GENERAL INFORMATION

Starting in the fall of 2024, staff identified various trees around the City that were potentially hazardous due to their size and being dead, dying, damaged, diseased, etc.. After the initial inspections, staff sent letters to property owners regarding the identified trees. The letters asked property owners to contact the City with a plan to remove the tree or to request to be included in a City-bid tree removal. All but four property owners have corresponded with the City, to date. The letters also advised that failure to take action may result in the City removing the trees and charging property owners for said removal through a special assessment. To date, 26 trees are resolved or in the process of resolving. 19 trees remain in need of removal or trimming.

The final Tree Removal RFP is attached, the estimated total cost for removal is anticipated to be approximately \$50,000+/- . The majority of this cost is expected to be recouped by the City through special assessment or voluntary payments by property owners.

Next Steps For Impacted Residents

City and State Code generally outlines the process to conduct tree removals on private property and special assess for the tree removal. The process is extensive, and an outline of next steps are outlined below.

August 4th Actions:

1. Preliminary Resolution: Confirming engagement of Arborist and intent to move forward with a 2025 Tree Removal Project
2. Resolution of Necessity: Confirming tree removal schedule included at the bottom of this staff report and the attached list of trees for removal or trimming.

3. Set Public Hearing For September 15th to consider proceeding with tree removal and consider any requests to reconsider tree removal/trimming by impacted residents.

August 5th-18th. Publish two Notices of Public Hearing and send via certified mail notices to impacted residents. Residents will also receive the intended price for removal and a voluntary agreement to sign onto the special assessment or to pay upon tree removal.

September 15th: Hold Public Hearings(s), award RFP contract and notify impacted residents via certified mail.

End of September: Complete paperwork process to implement special assessments.

Next Steps For Tree Removal

Issuance of Request for Proposals: July 21st, 2025

Opening of Proposals: August 13th, 2025, at 3:00 PM

Anticipated Award of RFP: On or before September 15, 2025

Deadline Completion of the Project: On or before December 1st, 2025

Staff Recommendation

Approval of Preliminary Resolution

Approval of Resolution of Necessity for Tree Removal

Set Public Hearing

ATTACHMENTS

1. Resolution 2025-62 Pursuant to Section 384.42 of the Iowa Code to Implement and Assess the Costs of the 2025 Tree Removal Project
2. Exhibit A
3. Tree Risk Assessment Windsor Heights

RESOLUTION NO. 2025-62

Preliminary Resolution Pursuant to Section 384.42 of the Iowa Code to Implement and Assess the Costs of the 2025 Tree Removal Project

WHEREAS, it is deemed advisable by the City Council of the City of Windsor Heights, Iowa (the “City”), that the City proceed with engaging an arborist to remove an estimated 20 dead or dangerous trees located on private property within the City; and

WHEREAS, pursuant to Iowa Code §384.37(19)(I), the removal of dead or diseased trees from any public place, publicly owner right-of-way or private property, is a “public improvement” that can be assessed to the properties; and

WHEREAS, the City has arranged for arborist services with Top Notch Tree Care (“Arborist”) in connection with said tree removal project;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Windsor Heights, Iowa, as follows:

Section 1. The 2025 Tree Removal Project (the “Project”) shall consist of removal of an estimated 20 dead or dangerous trees located in the City’s right-of-way and on private property within the City, and other work incidental thereto, for trees located on the following properties:

See Exhibit A

It is considered that all property listed in Exhibit A will be specially benefited by this improvement and should be specially assessed for a portion of the costs of the Project, based upon the cost to remove the specific tree upon their property.

Section 2. The Arborist is hereby ordered to prepare preliminary plans and specifications, an estimated total cost of the work, and a schedule and to file the same with the City Clerk.

Section 3. The improvement shall be known as “2025 Tree Removal Project,” and shall be so referred to in all subsequent proceedings.

Section 4. All resolutions, parts of resolutions, or actions of the Council in conflict herewith are hereby repealed, to the extent of such conflict.

Passed and approved the ___ day of July, 2025.

Mayor, Mike Jones

Attest:

City Clerk, Adam Strait

1025 69th: Dead elm tree with visible decay and limb cracks alongside garage.



1056 63rd: Tree with no foliage and debarked with visible decay.



1105 65th St.: Tree is completely dead with only extensive stump remaining in proximity to overhead powerline and house



1305 66th : Tree exhibiting large overhanging dead branches adjacent to street.



1810 79th St. Large tree with upper canopy complete dead with overhanging branches on property and adjacent properties.



1914 80th St. Large tree exhibiting upper canopy dieback with large overhanging limbs.



2009 & 2015 80th St.: Tree is dead in proximity to street.



6315 Franklin: Dead branches overhanging driveway and house



6401 Lincoln Ave. Large EAB-affected Ash Tree resulting in brittle limbs overhanging power lines.



6403 Northwest Dr.: Large EAB-affected diseased Ash tree



6407 Forest Ct. Large EAB-affected Ash Tree and large dead pine tree adjacent to house.



6415 School St. Large dead tree with overhanging branches adjacent to house and driveway.



6416 Del Matro: Large EAB-affected Ash trees adjacent to house and driveways



6421 Del Matro: Large Locust tree with bisected trunk overhanging houses



6604 Northwest Dr.: Two large EAB-affected Ash trees adjacent to house



6622 Forest Ct. Tree with extensive canopy die-back adjacent to street



6625 Washington Ave. Black Cherry tree in state of decay exhibiting a lean towards sidewalk.



7022 Jefferson Two large EAB-affect Ash trees adjacent to sidewalk.



7804 Marilyn Dr. tree exhibits upper canopy dieback with trunk leaning towards street ROW.



Tree Risk Assessment



Prepared for: City of Windsor Heights

Prepared by: Top Notch Tree Care

16494 NE 112 Street, Maxwell Iowa 50161

(515) 291-8836

Billyisameek@gmail.com

July 9, 2025



Tree Risk Assessment

Billy Meek ISA Certified Arborist MW-5486A

ISA Tree Risk Assessment Qualified

Level One Assessment completed for the City of Windsor Heights on July 9th, 2025.

The trees listed in the following locations pose probable and or imminent risk of failure due to the entirety of the tree being dead, dying or decaying. Consequences would be minor and or significant if not mitigated. In my professional opinion mitigation for the trees assessed require removal in a timely manner. I recommend these trees be reassessed in 6 months if not removed.

REMOVALS:

1025 69th Street, Windsor Heights- Back property line, Elm Tree
1056 63rd Street, Windsor Heights
1105 65th Street, Windsor Heights
1810 79th Street, Windsor Heights- Backyard
1914 80th Street, Windsor Heights- Front yard
2015 80th Street, Windsor Heights- Front yard
6401 Lincoln Avenue, Windsor Heights- Front yard, Ash Tree
6403 Northwest Drive, Windsor Heights- Backyard, Ash Tree
6407 Forest Court, Windsor Heights- Front yard, Ash Tree, Pine Tree East side
6415 School Street, Windsor Heights
6416 Del Matro Ave, Windsor Heights- Backyard, two Ash Trees
6420 Del Matro Ave, Windsor Heights- Front yard, Maple Tree
6421 Del Matro Ave, Windsor Heights- Front yard, Locust Tree
6525 Center Street, Windsor Heights- South of building 6 Ash Trees



6604 Northwest Drive, Windsor Heights- Front and Backyard, 2 Ash Trees
6625 Washington Avenue, Windsor Heights-Fence line, Black Cherry Tree
7022 Jefferson Avenue, Windsor Heights- Front yard, 2 Ash Trees
6622 Forest Court, Windsor Heights- Front yard, Ash Tree
1151 65th Street, Windsor Heights- Front yard, Spruce Tree

The trees listed in the following locations pose possible and or probable risk of failure due to branches and tree parts being dead, dying, diseased or decaying. Consequences will be minor to significant if not properly mitigated. In my professional opinion mitigation requires pruning in a timely manner. I recommend these trees be reassessed in 24 months.

PRUNING:

1305 66th Street, Windsor Heights- prune dead/decaying limbs
6315 Franklin Avenue, Windsor Heights- prune dead/broken limbs, front yard
7804 Marilyn Drive, Windsor Heights- prune dead/decaying limbs, front yard
City right of way 64th Street, Windsor Heights- 7 trees prune dead/over extended limbs

EXHIBIT A

1025 69th: Dead elm tree with visible decay and limb cracks alongside garage.



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7804 Marilyn Dr. tree exhibits upper canopy dieback with trunk leaning towards street ROW.





**STAFF REPORT
CITY COUNCIL**

August 4, 2025

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Resolution 2025-63 - A Resolution of Necessity Pursuant to
Section 384.49 of the Iowa Code Covering the 2025 Tree Removal Project

GENERAL INFORMATION

ATTACHMENTS

1. Resolution 2025-63 Proposed Resolution of Necessity For Tree Removal
2. Exhibit A

RESOLUTION NO. 2025-63

Resolution of Necessity Pursuant to Section 384.49 of the Iowa Code Covering the 2025 Tree Removal Project

WHEREAS, the City Council of the City of Windsor Heights, Iowa, has adopted a preliminary resolution in accordance with Section 384.42 of the Code of Iowa, covering the 2025 Tree Removal Project (the “Project”); and

WHEREAS, pursuant thereto, preliminary plans and specifications, an estimated total cost of the work and schedule, including the and the same have been prepared and are duly adopted and are now on file with the City Clerk;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Windsor Heights, Iowa:

Section 1. It is hereby found and determined to be necessary and for the best interest of the City and its inhabitants to proceed with the Project, and to assess a portion of the cost to the properties specially benefited thereby.

Section 2. The Project shall consist of approximately removal and/or trimming of approximately 20 diseased or dead trees that pose a hazard to the public and property.

Section 3. It is hereby found and determined that there are now on file in the office of the City Clerk an estimated total cost of the proposed work and a schedule showing the estimated amount proposed to be assessed to each lot by reason of the Project.

Section 4. Unless a property owner files objections with the City Clerk at the time of the hearing on this resolution of necessity, the property owner shall be deemed to have waived all objections pertaining to the regularity of the proceedings and the legality of using the special assessment procedure.

Section 5. Said improvements shall be constructed in accordance with the plans and specifications which have been approved by the City Council and are now on file with the City Clerk.

Section 6. All resolutions, parts of resolutions, or actions of the Council in conflict herewith are hereby repealed, to the extent of such conflict.

Passed and approved the 4th^h day of August, 2025.

Mayor, Mike Jones

Attest:

City Clerk, Adam Strait

1025 69th: Dead elm tree with visible decay and limb cracks alongside garage.



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**STAFF REPORT
CITY COUNCIL**

August 4, 2025

TO: CITY COUNCIL

FROM:

SUBJECT: Consideration of Resolution No. 2025-61 - A Resolution Setting Time and Place
for a Public Hearing on The 2025 Tree Removal Project

GENERAL INFORMATION

ATTACHMENTS

1. Resolution No. 2025-61 A Resolution Setting a Public Hearing 2025 Tree Removal Project
2. Exhibit A

Resolution No. 2025-61

A RESOLUTION SETTING TIME AND PLACE FOR A PUBLIC HEARING ON THE 2025 TREE REMOVAL PROJECT

WHEREAS, there is now on file in the office of the City Clerk of Windsor Heights, Iowa, a proposed Resolution of Necessity, an estimate of cost, and a schedule showing the estimated amounts proposed to be assessed against each lot and the valuation of each lot within a district approved by the City Council for a certain improvement, described as the 2025 Tree Removal Project (the “Project”); and

WHEREAS, the proposed Project shall consist of the removal of an estimated 20 dead or dangerous trees located on private property within the City and other work incidental thereto; and

WHEREAS, it is necessary and proper to fix a time and place for a public hearing at which property owners subject to assessment and other interested persons may appear and be heard for or against the making of the improvement, the boundaries of the district, the cost, the assessment against any lot, or the final adoption of a Resolution of Necessity.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windsor Heights, Iowa:

1. **Public Hearing Scheduled.** The City Council shall hold a public hearing on the proposed Resolution of Necessity, estimate of cost, and the proposed assessment schedule for the 2025 Tree Removal Project at 6:00 p.m. on September 15, 2025, at the Windsor Heights Public Safety Building at 1133 66th Street in Windsor Heights.
2. **Notice.** The City Clerk is hereby directed to give notice of the time and place of the public hearing in the manner provided by law, stating the general nature of the proposed improvement, the general description of the district to be assessed, and the fact that the Resolution of Necessity, estimate of cost, and assessment schedule are on file for public inspection.

Passed and approved this 4th day of August 2025.

Susan Skeries, Mayor Pro-Tem

Attest: _____
Adam Strait, City Clerk

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STAFF REPORT
CITY COUNCIL
August 4, 2025

TO: CITY COUNCIL

FROM:

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

GENERAL INFORMATION

ATTACHMENTS

None



**STAFF REPORT
CITY COUNCIL**
August 4, 2025

TO: CITY COUNCIL

FROM:

SUBJECT: Forest Court Patch and Overlay Post Project Report

GENERAL INFORMATION

ATTACHMENTS

1. Staff Report



Staff Report

To: Mayor and City Council
From: Adam Plagge, City Administrator & Wyatt Klooster BMI
Date: July 31st, 2025
Subject: Forest Ct. Overlay

GENERAL INFORMATION

Forest Court had an existing HMA overlay that was milled off by the contractor on June 26th. Once the milling process was completed, Wyatt who oversaw the project, was able to inspect the underlaying PCC pavement for areas requiring full depth removal and replacement (full depth patching). It was quickly apparent that the underlaying PCC pavement was in a very poor condition between 65th & 66th Street, with significant joint deterioration. Wyatt marked the worst areas of deterioration for additional full depth patching, which was quite a bit more than was originally anticipated in the design process. Wyatt notes that there were other locations that would have ideally been patched but this would have significantly increased the cost, scope, and intent of the project. During the patching process construction equipment, dump trucks, concrete trucks, and other vehicles tracking over the existing PCC pavement further deteriorated the surface, even rubblizing the pavement in some areas.

Multiple rain/storm events throughout the patching process delayed the completion of full depth patching, as well as contributed to further surface deterioration of the existing PCC pavement. On July 14th, the contractor paved the HMA leveling course (first layer of HMA pavement), which required additional tonnage of asphalt due to the uneven/deteriorated condition of the street. The following day, July 15th, the contractor completed paving the HMA overlay. During the first day of paving, there were multiple locations between 65th & 66th Street on Forest Ct where the existing PCC pavement deteriorated such that full depth patching with asphalt was required. This further deterioration on the day of paving was in part due to the fully loaded dump trucks hauling asphalt to the site.

The road is now open and has a high-quality appearance, sodding along the curb in areas where full depth patching occurred will take place this fall.

Administration wished to provide this post project report to City Council for awareness as additional overlays are likely to be necessitated under similar circumstances. As was the case with this project, a full reconstruction will likely be priced and reviewed prior to proceeding with similar overlays, however the cost of full reconstruction of all roads with similar conditions is not financially feasible in the short-medium term. Staff plans to monitor how this overlay, which utilized the new recycled plastic content, holds up to help evaluate the best course of action on future projects.



**STAFF REPORT
CITY COUNCIL**
August 4, 2025

TO: CITY COUNCIL
FROM:
SUBJECT: Sidewalk Inspection Report

GENERAL INFORMATION

ATTACHMENTS

1. PW Staff Report Sidewalk Program



**STAFF REPORT
CITY COUNCIL**

August 4, 2025

TO: MAYOR AND CITY COUNCIL

FROM: ANDY LARSON, PUBLIC WORKS DIRECTOR

SUBJECT: SIDEWALK INSPECTION PROGRAM – STATUS UPDATE AND NEXT STEPS

General Information:

The purpose of this report is to provide the City Council with a status update on the City's Sidewalk Inspection Program and outline the next steps for its continued implementation. This program aims to improve pedestrian safety, maintain infrastructure standards, and comply with ADA requirements. The City initiated the Sidewalk Inspection Program in 2024 as part of its broader infrastructure management strategy. The program includes systematic inspections of sidewalks citywide to identify defects and their associated repairs.

Current Status:

As of July 2025, Zone 1 (2024) and Zone 2 (2025) of the City's sidewalk network have been inspected. Combined, 49 individual sidewalk panels were identified with one or more types of deficiency affecting 15 properties. Property owners affected were notified by mail of the deficiency and were given options to coordinate repairs. These options include fixing the panel(s) themselves, hiring a contractor, or opting into a City Sidewalk Repair program. Of the 15 properties notified, 3 self-performed the repair work, 5 hired or are in the process of hiring their own subcontractor, 6 opted to have the repairs performed as part of the City project, and Public Works is still communicating options to the 1 remaining property which only has 1 deficient panel. A total of 19 sidewalk panels out of the 49 make up those opting to have the repair completed as part of the City Project.

Next Steps:

A sidewalk repair bid package will be issued this Fall of 2025. Property Owners who opted to join in the City Project will be invoiced for their portion based on the number of panels deemed deficient after the work by the awarded contractor is completed. Focus will shift to Zone 3 in 2026, with staff utilizing updated GIS mapping and mobile inspection tools to streamline data collection. Since repairs or plans to repair nearly all sidewalk panels are in place, staff does not intend to move forward with the special assessment process on Zone 1 and Zone 2 as the cost to implement the program would exceed likely revenues.

Recommendation:

Staff recommends that the City Council Receive and File this update.



**STAFF REPORT
CITY COUNCIL**
August 4, 2025

TO: CITY COUNCIL

FROM:

SUBJECT: Stormwater System Cleaning Report

GENERAL INFORMATION

ATTACHMENTS

1. PW Staff Report 74th St Storm Sewer Heavy Cleaning Update

**STAFF REPORT
CITY COUNCIL**

August 4, 2025

TO: MAYOR AND CITY COUNCIL

FROM: ANDY LARSON, PUBLIC WORKS DIRECTOR

SUBJECT: 74TH ST STORM SEWER HEAVY CLEANING UPDATE

General Information:

On June 2, 2025, the City Council authorized staff to proceed with obtaining pricing and to enter into an agreement not to exceed \$55,000.00 for the cleaning of the heavy debris along a portion of a storm sewer line between 73rd Street and 74th Street. Public Works is pleased to report that the full cleaning of this line was completed in early July over the course of 3 days by Midwest Vac Professionals (MVP) and the Public Works Department. Given the amount of debris and the difficulties endured with accessibility, the collaboration and determination by both MVP and Public Works should be commended. After multiple attempts to reach the debris from either end proved too difficult, Public Works facilitated an access point directly over top of the debris which allowed MVP to set up operations to effectively remove the debris with ease. Public Works completed sidewalk and soil restorations of the area after the televising confirmed the line was 100% clear.

Project Photos:

Before



After





DEPARTMENT OF PUBLIC WORKS
1145 66TH Street, Suite 1
Windsor Heights, IA 50324

Project Costs:

- Debris Cleaning and Televising: \$11,420.00
- Restoration: \$295.00
- **Total: \$11,715.00**

Summary:

The cost of the debris removal was well beneath the amount authorized by Council and were expensed from the 74th Street Stormwater and Reconstruction Capital Improvement Project. The televising footage and pipe condition has been forwarded on to Engineering for their review and usage as they continue design work associated with the 74th Street CIP Project.



STAFF REPORT
CITY COUNCIL
August 4, 2025

TO: CITY COUNCIL

FROM:

SUBJECT: Stormwater Program Report

GENERAL INFORMATION

ATTACHMENTS

1. PW Staff Report Stormwater BMP Program



**STAFF REPORT
CITY COUNCIL**

August 4, 2025

TO: MAYOR AND CITY COUNCIL

FROM: ANDY LARSON, PUBLIC WORKS DIRECTOR

SUBJECT: STORMWATER BEST MANAGEMENT PRACTICES (BMP) PROGRAM –
OVERVIEW AND UPDATE

General Information:

The purpose of this report is to provide an overview of the Stormwater Best Management Practices (BMP) Program in the City of Windsor Heights, including its objectives, implementation strategies, recent accomplishments, and planned initiatives. The report also outlines ongoing efforts to improve stormwater quality, manage runoff, and enhance public and private infrastructure resiliency.

Stormwater runoff is a significant contributor to water pollution, erosion, and localized flooding. In response to these challenges, the City of Windsor Heights established a Stormwater BMP Program to:

- Protect local streams and the Walnut Creek Watershed.
- Promote sustainable stormwater management practices.
- Reduce impacts of urban runoff through proactive infrastructure, improvements and community engagement.

Program Objectives:

The Windsor Heights Stormwater BMP Program is guided by the following objectives:

1. Water Quality Improvement – Reduce pollutants such as sediments, nutrients, and hydrocarbons.
2. Runoff Mitigation – Improve conveyance systems and increase detention/retention capacity.
3. Community Engagement – Educate residents and businesses on BMP techniques and stormwater responsibility.

Key Program Components:

- Infrastructure Projects: Installation of rain gardens, bioswales, native plantings, and permeable pavements.
- Private Property Incentives: Rebates or cost-share opportunities for residents who install rain barrels, native landscaping, or other BMPs including soil quality restoration.
- Stormwater Utility Funding: Utilization of stormwater utility fees to fund new projects as well as Stormwater upgrades as part of the City's CIP Projects.
- Regulatory Compliance: Annual MS4 reporting, public education campaigns, and partnership with the Walnut Creek Watershed Management Authority.

Recent Program Participation:

Fiscal Year	Number of Projects	City Reimbursement
FY25	8	\$6,787.90
FY24	8	\$3,459.01
FY23	7	\$3,774.01

Initiatives and Outreach:

- Continued collaboration and participation within the Walnut Creek Watershed Management Authority and the Rain Campaign
- The Public Works Department constructed a rain barrel display to generate interest in the BMP Program and displayed the set up at the Earth Day Celebration earlier this year
- An interactive stream trailer which is set up at multiple City events and is designed to help our youth (and adults) explore and begin to understand how water flows and basic concepts to manage/direct it
- Information about the program and its benefits are included within the City's newsletter published monthly
- Public Works cleared a large portion of dead, dying, hazardous vegetation along the creek bank this past winter
- Active restoration of Native Prairie spaces in Colby Park and Sherwood Forest, and the upcoming revitalization of the Bioswale separating the parking lot of Colby Park.
- This year, Public Works will enter a float into the Fall Fest Parade decked out with the rain barrel display and 'Gil the Fish' – a fun, educational expert on all things related to water conservation

Summary:

Programs like the Stormwater BMP Program play a crucial role in how we as a community can help manage stormwater. Windsor Heights faces many challenges when it comes to managing storm water. Programs like this along with storm sewer infrastructure upgrades, regular inspection and cleaning of existing systems, and partnerships like the Walnut Creek WMA are vital to our community, especially as the watershed continues to develop and become more urban. Thank you for the continued support of the BMP Program.

Recommendation:

Staff recommends that the City Council Receive and File this report.



STAFF REPORT
CITY COUNCIL
August 4, 2025

TO: CITY COUNCIL

FROM:

SUBJECT: Community Center Financials Report

GENERAL INFORMATION

ATTACHMENTS

1. CEC Financial Analysis FY25

CEC Financial Analysis

Key stats:

F Y	Total Income	Transfers In (Included in Total Income)	Expenses	Net	Budgeted expenses	Budget over/under	ERP Revenue (included in Total Income)	Notes
25	\$110,839	\$30,000 (LOST)	\$108,187	\$2,652	\$169,567	\$61,380	\$16,168	Park Construction
24	\$119,347	\$30,000 (LOST)	\$105,741	\$13,606	\$128,500	\$22,758	\$15,865	Park Construction
23	\$128,319	\$30,000 (LOST)	\$129,937	(\$1,618)	\$128,500	(\$1,437)	\$19,665	
22	\$156,788	\$30,000 (LOST)	\$113,512	\$43,276	\$177,341	\$63,829	\$19,721	Covid19 Impacts
21	\$150,590	\$30,000 (LOST)	\$116,032	\$34,558	\$140,895	\$24,863	\$12,059	Covid19 Impacts
20	\$118,239	-	\$106,788	\$11,451	\$129,280	\$22,491	\$11,824	Covid19 Impacts FT CEC Staff Departs
19	\$177,624	-	\$131,361	\$46,263	Unsure (different calculation for this FY)			CEC Fulltime Staff
18	\$174,900.42	\$15,000 (TIF)	\$151,803	\$23,097.42	Unsure (different calculation for this FY)			CEC Fulltime Staff

Rental revenues are received as follows: half at time of booking and the other half 60 days prior to the reservation date

Notes for FY 2025:

- The CEC was blocked for City events (ranging from Fall Fest to road reconstruction open houses) or maintenance items (such as floor buffing, duct cleaning, and solar installation) for 19 full days and 25 partial days. The 25 partial days add up to 147 hours (~8 full rental days), for a total of 27 full days being used by the City
 - This was an increase from the previous report, but closings have been better documented than in previous years.
 - Many of the partial days this FY were due to maintenance items and upgrades, such as receiving/assembling the new tables, installation of solar, floor waxing, etc.
- The tables mentioned above were replaced in April. The income from the CEC is partially diverted to the ERP fund, which is used to fund the table purchases (see “ERP Revenue” in table above). The remaining tables are scheduled to be replaced in FY26 and FY27.
- Solar panels have been installed on the CEC. The panels will reduce future expenses in the remainder of this year and beyond. Please note that this project was funded through the CIP, and is not reflected in the expenses above.
- Total income, while slightly lower than FY24, was still above operating expenses, resulting in a net positive.
- The CEC operated more than \$61,000 under budget.
- Park construction affected Q1 of operation as construction continued from July to September of 2024.

Notes for FY 2024:

- The CEC was blocked for City events or maintenance items (such as floor buffing, duct cleaning, and AV upgrades) for 16 full days and 14 partial days. The 14 partial days add up to 78 hours (~5 full rental days), for a total of 21 full days being used by the City.
 - This is a substantial increase from last year’s report; however, last year’s report did not include closure days for maintenance.
 - There was also an increase in time blocked or both Fall Fest and Windsor Wonderland, as those events have continued to grow. This is a good problem to have.
- Despite a slight decrease in events due to Colby Park improvements, the CEC operated below budget and brought in more than was spent.

General notes:

- Multiple factors led to limited advertising and promotion over the last 5 years: the full-time staff person at the CEC leaving in FY20, followed by COVID, followed by the Colby Park improvements.
 - With Colby Park’s growing pains (mostly) behind us, we have begun ramping up on advertising and promotion, and we look forward to growing our revenue in FY26 and beyond.
 - Staff aim to focus on growing our revenue for FY26 between \$140,000-\$170,000. In FY27, the goal is to return to pre-pandemic levels at \$170,000-\$200,000.
- Staff has implemented the following for promotion/advertising of the CEC:
 - Attended the Des Moines Bridal/Wedding Show (will attend the summer/fall show in August as well).
 - Updated and reengaged the WeddingPro account, which includes access through Theknot.com and WeddingWire.com.

- Created a QR code for easy access to rent the CEC, which is used in many of the items below.
- Created a brochure for the CEC to hand out at the wedding shows; these can also be handed out at City events and/or placed in local businesses. Copies are also available in the CEC and are now provided to guests when they tour.
- The CEC has a quarter-page listing in the Heartland Wedding Ideas magazine, distributed at various locations around the metro.
- Periodic blurbs about the CEC are included in the WH Newsletter.
- Created a “Like what you see? Rent me!” sign periodically displayed down at Colby Park and ordered “Rent me” flag banners
- Posted more actively on social media regarding events and rental opportunities
- Staff re-evaluated competitor locations in the metro and found that some competitor pricing has increased somewhat, while others have remained consistent. Staff does not recommend any changes to the current CEC pricing at this time, though an increase may be suggested in future reports.
- For cleaning, as previously discussed, Public Works staff conducts basic cleanings Monday-Thursday, unless a renter opts into the cleaning fee, and Bullzeye conducts Friday-Sunday cleanings. This revised process has been successful in limiting cleaning costs.

Comparable Facilities Breakdown

Johnston: Simpson Barn

- Capacity: 170 (200 including exterior patio)
- Half-day or Full-day rental only.
 - \$700 for half-day rentals (8 AM to 3 PM or 4 PM to 11 PM)
 - \$1400 for full-day rentals (8 AM to 11 PM)
- Cleaning policy: Refundable deposit (less damages) equal to ½ the rental fee
 - Parks & Rec staff inspects, cleans, and bills for all cleaning/damages
 - Fees are based off of a checklist given to renters; anything damaged or incomplete from the checklist is a separate charge
 - This is all done internally; no vendor
- Non-profits may use the facility for one 8-hour timeframe (Mon-Thurs only) per month at no cost with prior approval
- Overview
 - Cheaper than we are, but no hourly rate available
 - No AV system
 - No AC in their upstairs portion

West Des Moines: Nature Lodge at Raccoon River Park

- Capacity: 120
- Minimum 4-hour rental; 5- or 10-hour minimum on Saturdays (depending on time of year)
 - \$120/hour on evenings/weekends (\$480 minimum)
 - \$60/hour during the week (\$240 minimum)
 - Kitchen space available for \$35 (flat fee, not hourly)
 - Additional space available for \$20-40 extra per hour (“display room”)
- Cleaning policy: guests may choose to clean themselves or pay the cleaning fee; any group serving alcohol MUST pay the cleaning fee prior to renting
 - Staff inspects, cleans, and bills for cleaning
 - \$150 standard cleaning fee
 - \$25 kitchen cleaning fee
 - \$25 display room cleaning fee
 - This is all done internally (no vendor); cleaning takes place daily
- Overview
 - Cheaper, but smaller than we are; in a 1:1 comparison, they would charge ~\$100/hour during the week and ~\$200/hour on weekends

- Tables/chairs not set up in advance (adds to set-up and tear-down time)
- Smaller spaces available (at lower cost), but none include kitchens or AV equipment, so I did not include this information in this report

Ankeny: Lakeside Center

- Capacity: 250
- Time blocks (not hourly):
 - \$500 (9 AM-3 PM): \$83.33/hr.
 - \$640 (5 PM-12 AM): \$91.43/hr.
 - \$970 (9 AM-12 AM): \$74.62/hr.
- Cleaning policy: renter must clean up/put away all items (chairs/tables must be put away)
 - \$50/hour of cleaning (higher on weekends)
 - Staff inspects and cleans, unless there are multiple weekend reservations
 - Mary's Cleaning cleans on weekends for them; Ankeny staff has reported that they have been unreliable about showing up
- Overview:
 - Cheaper than we are for similar size, but much less flexible on rental times
 - Tables/chairs must be set up and torn down by renters
 - No AV system

Des Moines Izaak Walton Banquet & Event Lodge

- Capacity: 350+
- Full-day rentals only; \$1905-2540 base rate
 - Includes the space, water, tea, coffee, AV equipment, dishes/silverware, and cleaning/setup
 - Catering, drinks, tablecloths, chair covers, etc. available at additional cost and MUST be purchased from the Lodge (prices vary)
- Cleaning policy: cleaning/tear-down (aside from personal decorations) is included in the cost
 - All cleaning done internally (no vendor)
- Overview:
 - Private venue
 - Only offers full-day rentals
 - "No frills" pricing (the bare-bones price with no catering/drinks/add-ons) is comparable to our full-day Saturday pricing
 - More space, but also more restrictions (catering, drinks, tablecloths/chair covers, etc.)