



AGENDA
REGULAR MEETING OF THE
WINDSOR HEIGHTS CITY COUNCIL
Monday, November 17, 2025 - 6:00 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST
ZOOM: <https://us02web.zoom.us/j/7832856334>
Meeting ID: 783 285 6334

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

1. **Call to Order/Roll Call/Pledge of Allegiance**
2. **Approval of the Agenda**
3. **Public Forum:** This is time set aside for comments from the public on topics of City business other than those listed on the agenda. No action may be taken. Please come to the podium, state your name and address for the record and keep your comments to no more than 5 minutes.
4. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
 - A. Approve Minutes of the Regular Council Meeting on November 3, 2025
 - B. Approve Financial Reports
 - C. Approve Resolution No. 2025-81 - A Resolution Approving and Accepting the City Administrator Employment Agreement Between the City and Adam Plagge
 - D. Approve 73rd Street Phase 1 STP-U-8477(615)—70-77 Pay Request 16
 - E. Approve Wilshire Blvd Storm Sewer Project Pay Request 1
 - F. Approve Colby Interests Annual Appropriation Payment - ALDI Project
 - G. Approve the Urban Renewal Report
 - H. Approve FY25 Annual Finance Report
 - I. Approve FY26 TIF Authority Indebtedness Certification
5. **Action Items:**
 - A. Consideration of Resolution No. 2025-82 - A Resolution Approving the Creation of an Equipment Operator Position in the Public Works Department
 - B. Discussion on 74th Street Reconstruction

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



- C. Consideration of 2026 City Council Meeting and Special Events Dates
- 6. **Reports:**
 - A. Mayor, Council Reports and Committee Updates, and Administration Reports
 - B. Police Department Third Quarter Report
- 7. **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
November 17, 2025

TO: CITY COUNCIL

FROM: Adam Strait, City Clerk

SUBJECT: Approve Minutes of the Regular Council Meeting on November 3, 2025

GENERAL INFORMATION

ATTACHMENTS

1. 11.3.25 Regular City Council Meeting Minutes

City of Windsor Heights Regular Business Meeting Minutes
Monday, November 3, 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 Officer Andrew Nissen, Public Works Director Andy Larson, City Engineer Justin Ernst, Deputy City Clerk Nate Leuthold

2. Approval of the Agenda

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

3. Public Hearing:

A. Public Hearing on Walnut Creek Water Access Proposed Contract Documents and Estimated Costs for Repair or Improvement

Motion by Threase Harms to open the public hearing at 6:01 PM. Seconded by Susan Skeries. Motion passed 5-0. Justin Ernst presented the proposed documents. No public comment given. Motion by Michael Libbie to close the public hearing at 6:03 PM. Seconded by Threase Harms. Motion passed 5-0.

B. Consideration of Resolution No. 2025-80 - A Resolution Awarding the Walnut Creek Water Access Project to RW Excavating Solution

No further discussion after the public hearing except for a show of support. Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion passed 5-0.

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.

Jamie Buelt with Bridges of Iowa presented a video showcasing the unveiling of a new bridge at Colby Park, which was created as part of a partnership with Bridges of Iowa to raise awareness about addiction and recovery. The council expressed their support for the project, emphasizing its alignment with their public art plan and the important message it conveys about hope and a better future.

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

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

A. Approve Minutes of the Regular Council Meeting on October 20, 2025

B. Approve Financial Reports

6. Action Items:

A. Consideration of Updates to CEC Fee Waiver Policy

Adam Plagge presented the item and Nate Luethold was available to address questions as well. Policy revisions would clarify officer presence requirements during alcohol consumption, updates on available amenities, and proposed changes to the fee waiver process. Key updates include requiring waiver requests to be submitted 30–60 days before an event, prioritizing

weekday events, and holding fees until Council review. Discussion clarified that deposits would not be collected until after Council action. The Council also agreed that waiver requests must come from the parent organization to avoid duplicate requests from sub-groups. Council members supported limiting waivers for fundraising events to the Chamber and Foundation and maintaining the 30–60 day window, with stricter enforcement for weekend bookings. Motion by Threase Harms to APPROVE and amend that requests must come from a parent organization if a sub-group is seeking to waive fees. Seconded by Susan Skeries. Motion passed 5-0.

7. Reports:

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

- Mayor Jones' report is within the council packet. Jones invited everyone to volunteer with Dinner Dispatch on November 8th and 15th to prep meals that will stock community fridges.
- Councilor Threase Harms thanked Jamie for attending the meeting, sharing a video presentation, and providing commemorative coins, expressing appreciation for being included despite being unable to attend the event in person. She then reported on the recent Windsor Wonderland planning meeting, noting that preparations are progressing well and the event plans are coming together smoothly. Councilor Harms thanked Adam, Nate, Andy, and the rest of the team for their extensive efforts in organizing the event, acknowledging the many moving parts involved. She reminded everyone to mark their calendars, sign up to volunteer online, and participate in the tree decorating activity, noting that there are ten trees available for sign-up.
- Councilor Lauren Campbell thanked Jamie for attending and sharing the video, asking if it would be available on YouTube for sharing. She reported that the Fall Festival debrief took place on October 24, with planning already underway for the 2026 event on October 2–3. She thanked city staff, especially police and fire, for their work during Beggar's Night, noting positive feedback from parents who appreciated the Saturday event. Councilor Campbell also met with Bravo to discuss Windsor Heights' public art plan and opportunities through the expanded Passport to Culture program, which could bring activities from the Des Moines Children's Museum and other art initiatives to the community.
- Councilor Michael Libbie thanked Jamie for attending and mentioned that he had recommended the organization Bridges to several individuals earlier that day. He referenced a recent project by Bob Leonard and Windsor Heights resident Jason Walsmith of The Nadas, who produced a piece on hunger in Iowa featuring an interview with Scott from the DMARC Food Pantry.
- Councilor Joseph Jones reported that the next DART meeting would take place the following day, bringing the group closer to final decisions on the Reimagine project. He noted that the upcoming meeting would focus on the paratransit-only option as a key discussion point, with the final conversation on the overall Reimagine plan scheduled for December.
- Councilor Susan Skeries thanked Jamie, noting the success of the Bridges event despite leaving early for her birthday celebration. She reported attending the quarterly Catch Des Moines meeting, where Norwalk was welcomed as a new member, and shared updates on upcoming 2026 events. She volunteered at Uplift Urbandale's "Miracle on 86th Street," participated in the Fall Festival debrief, and attended several community and chamber events, including the AM Exchange at Stacy's on Hickman and a Metro Waste Authority legislative tour. She praised Metro Waste's sustainability efforts and reminded residents to use caution when charging lithium batteries due to fire risks.

Councilor Skeries also met with Tiffany to finalize Veterans Day and Windsor Wonderland planning, including sponsorship updates. She noted about 40 RSVPs for the Veterans Day luncheon, with retired veteran Bernie Stone as guest speaker, and invited staff and council members to submit written notes for veterans by November 7. Additionally, she reminded everyone that Wake Up Windsor Heights will be held on November 13 at Gigi's Playhouse.

- City Administrator Adam Plagge reported that the repaving of Mott Avenue between 69th and 68th Streets was completed successfully. He noted that Public Works is currently resurfacing and repairing the floor of the Public Works shop, a process expected to continue for about a week. Plagge also announced that the 74th Street Reconstruction Open House will be held on November 12 from 4:00 to 6:00 p.m., inviting anyone interested to attend.

B. Mayor's Report

8. **Closed Session** Per Iowa Code Section 21.5(1)(i) - To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

Motion by Susan Skeries to enter Closed Session at 6:31PM. Seconded by Joseph Jones. Motion Passed 5-0.

Motion by Threase Harms to exit Closed Session at 6:47PM. Seconded by Michael Libbie. Motion Passed 5-0.

9. **Adjourn**

Motion by Threase Harms to adjourn at 6:48PM. Seconded by Susan Skeries. Motion passed 5-0.

Mike Jones, Mayor

Adam Strait, City Clerk



STAFF REPORT
CITY COUNCIL
November 17, 2025

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

GENERAL INFORMATION

ATTACHMENTS

1. Check Register



CITY OF WINDSOR HEIGHTS

11/11/25 12:31 PM

Page 1

***Check Detail Register©**

Batch: 103125PAY,110325PAY,PRL-110725,110725 PRL,SUPP PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
1110 CASH					
620 e	11/05/25	FEDERAL TAX DEPOSIT			
G 001-2120		FEDERAL W/H PAYABLE	\$14,961.35		
G 001-2121		FICA W/H PAYABLE	\$18,812.66		
G 001-2120		FEDERAL W/H PAYABLE	(\$14,961.35)		
G 001-2121		FICA W/H PAYABLE	(\$18,812.66)		
		Total	\$0.00		
621 e	11/05/25	ISOLVED BENEFIT SERVICES			
G 001-2131		FSA AND DEPENDENT C	\$1,318.52		
G 001-2131		FSA AND DEPENDENT C	(\$1,318.52)		
		Total	\$0.00		
622 e	11/05/25	IPERS			
G 001-2123		IPERS PAYABLE	\$19,291.74		
G 001-2123		IPERS PAYABLE	(\$19,291.74)		
		Total	\$0.00		
623 e	11/05/25	STATE OF IOWA			
G 001-2122		STATE W/H PAYABLE	\$3,676.52		
G 001-2122		STATE W/H PAYABLE	(\$3,676.52)		
		Total	\$0.00		
624 e	11/05/25	MANHATTANLIFE			
G 001-2132		MANHATTAN LIFE	\$31.25		DAVISON, MARK
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
G 001-2132		MANHATTAN LIFE	(\$31.25)		DAVISON, MARK
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	\$0.00		
625 e	11/05/25	ASSURITY			
G 001-2128		ASSURITY	\$10.21		SWISHER, RACHELLE ASSURITY
G 001-2128		ASSURITY	\$18.31		AHRENS, TYLER ASSURITY
G 001-2128		ASSURITY	\$5.88		BROWN, CODY ASSURITY
G 001-2128		ASSURITY	\$36.07		DAVISON, MARK ASSURITY
G 001-2128		ASSURITY	\$45.10		IRLBECK, MICHAEL ASSURITY
G 001-2128		ASSURITY	\$33.62		MEASE, JAMES ASSURITY
G 001-2128		ASSURITY	\$18.75		NORRIS, CHAD ASSURITY
G 001-2128		ASSURITY	\$19.70		PRICE, JEFF ASSURITY
G 001-2128		ASSURITY	\$16.84		ROBERTS, JASON ASSURITY
G 001-2128		ASSURITY	\$39.82		ROTH, PETE ASSURITY
G 001-2128		ASSURITY	\$9.84		STRAIT, ADAM ASSURITY



CITY OF WINDSOR HEIGHTS

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*Check Detail Register©

Batch: 103125PAY,110325PAY,PRL-110725,110725 PRL,SUPP PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 001-2128		ASSURITY	(\$10.21)		SWISHER, RACHELLE ASSURITY
G 001-2128		ASSURITY	(\$18.31)		AHRENS, TYLER ASSURITY
G 001-2128		ASSURITY	(\$5.88)		BROWN, CODY ASSURITY
G 001-2128		ASSURITY	(\$36.07)		DAVISON, MARK ASSURITY
G 001-2128		ASSURITY	(\$45.10)		IRLBECK, MICHAEL ASSURITY
G 001-2128		ASSURITY	(\$33.62)		MEASE, JAMES ASSURITY
G 001-2128		ASSURITY	(\$18.75)		NORRIS, CHAD ASSURITY
G 001-2128		ASSURITY	(\$19.70)		PRICE, JEFF ASSURITY
G 001-2128		ASSURITY	(\$16.84)		ROBERTS, JASON ASSURITY
G 001-2128		ASSURITY	(\$39.82)		ROTH, PETE ASSURITY
G 001-2128		ASSURITY	(\$9.84)		STRAIT, ADAM ASSURITY
Total			\$0.00		
626 e	11/05/25	ICMA RETIREMENT TRUST			
G 001-2125		DEF COMP PAYABLE IC	\$396.87		ICMA DEFERRED COMP
G 001-2125		DEF COMP PAYABLE IC	\$1,856.54		ICMA - EMPLOYER
G 001-2125		DEF COMP PAYABLE IC	(\$396.87)		ICMA DEFERRED COMP
G 001-2125		DEF COMP PAYABLE IC	(\$1,856.54)		ICMA - EMPLOYER
Total			\$0.00		
627 e	11/05/25	ASSURITY			
G 001-2128		ASSURITY	\$10.21		SWISHER, RACHELLE ASSURITY
G 001-2128		ASSURITY	\$18.31		AHRENS, TYLER ASSURITY
G 001-2128		ASSURITY	\$5.88		BROWN, CODY ASSURITY
G 001-2128		ASSURITY	\$36.07		DAVISON, MARK ASSURITY
G 001-2128		ASSURITY	\$45.10		IRLBECK, MICHAEL ASSURITY
G 001-2128		ASSURITY	\$33.62		MEASE, JAMES ASSURITY
G 001-2128		ASSURITY	\$18.75		NORRIS, CHAD ASSURITY
G 001-2128		ASSURITY	\$19.70		PRICE, JEFF ASSURITY
G 001-2128		ASSURITY	\$16.84		ROBERTS, JASON ASSURITY
G 001-2128		ASSURITY	\$39.82		ROTH, PETE ASSURITY
G 001-2128		ASSURITY	\$9.84		STRAIT, ADAM ASSURITY
Total			\$254.14		
628 e	11/05/25	ICMA RETIREMENT TRUST			
G 001-2125		DEF COMP PAYABLE IC	\$396.87		ICMA DEFERRED COMP
G 001-2125		DEF COMP PAYABLE IC	\$1,856.54		ICMA - EMPLOYER
Total			\$2,253.41		
629 e	11/05/25	FEDERAL TAX DEPOSIT			
G 001-2120		FEDERAL W/H PAYABLE	\$14,160.70		
G 001-2121		FICA W/H PAYABLE	\$18,173.04		
Total			\$32,333.74		
630 e	11/05/25	ISOLVED BENEFIT SERVICES			
G 001-2131		FSA AND DEPENDENT C	\$1,318.52		
Total			\$1,318.52		
631 e	11/05/25	IPERS			
G 001-2123		IPERS PAYABLE	\$18,642.92		
Total			\$18,642.92		



CITY OF WINDSOR HEIGHTS

11/11/25 12:31 PM

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***Check Detail Register©**

Batch: 103125PAY,110325PAY,PRL-110725,110725 PRL,SUPP PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
632 e	11/05/25	STATE OF IOWA			
G 001-2122		STATE W/H PAYABLE	\$3,527.72		
		Total	\$3,527.72		
633 e	11/05/25	MANHATTANLIFE			
G 001-2132		MANHATTAN LIFE	\$31.25		DAVISON, MARK
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	\$106.41		
634 e	11/05/25	FEDERAL TAX DEPOSIT			
G 001-2120		FEDERAL W/H PAYABLE	\$759.44		
G 001-2121		FICA W/H PAYABLE	\$697.18		
		Total	\$1,456.62		
635 e	11/05/25	STATE OF IOWA			
G 001-2122		STATE W/H PAYABLE	\$155.62		
		Total	\$155.62		
59336	10/31/25	BRAVO GREATER DES MOINES INC.			
E 001-460-6413		CONTRIBUTIONS & PAY	\$1,107.10		SEPT/OCT HOTEL MOTEL TAX
		Total	\$1,107.10		
59337	10/31/25	BREESE, TAMMY			
E 001-110-6373		COMMUNICATIONS	\$80.00		OCT CELL
		Total	\$80.00		
59338	10/31/25	DENTONS DAVIS BROWN PC			
E 001-640-6411		LEGAL	\$300.00	1618625	ATE LEGAL FEES
		Total	\$300.00		
59339	10/31/25	DICKINSON DIRT WORKS			
E 001-640-6411		LEGAL	\$3,597.00	1029	6436 WASHINGTON AVE CODE ENFORCEMENT
		Total	\$3,597.00		
59340	10/31/25	IOWA SOLUTIONS INC			
E 350-615-6727		OTHER CAPITAL EQUIP	\$3,320.89	96552	COMPUTER REPLACEMENTS
		Total	\$3,320.89		
59341	10/31/25	JONES, BRIAN			
E 001-150-6373		COMMUNICATIONS	\$80.00		OCT CELL
		Total	\$80.00		
59342	10/31/25	LARSON, ANDY			
E 110-210-6373		COMMUNICATIONS	\$80.00		OCT CELL
		Total	\$80.00		
59343	10/31/25	LEUTHOLD, NATE			
E 001-620-6373		COMMUNICATIONS	\$80.00		OCT CELL



CITY OF WINDSOR HEIGHTS

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*Check Detail Register©

Batch: 103125PAY,110325PAY,PRL-110725,110725 PRL,SUPP PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$80.00		
59344	10/31/25	MANHATTANLIFE			
G 001-2132		MANHATTAN LIFE	\$212.79		NOV INS
Total			\$212.79		
59345	10/31/25	MEASE, JIM			
E 001-150-6373		COMMUNICATIONS	\$80.00		OCT CELL
Total			\$80.00		
59346	10/31/25	METRO WASTE AUTHORITY			
E 670-840-6490		OTHER PROF SERVICE	\$9,303.20	70031242	CURB IT FEES
E 670-840-6413		CONTRIBUTIONS & PAY	\$22,575.53	70031243	GARBAGE FEES
Total			\$31,878.73		
59347	10/31/25	NISSEN, ANDREW			
E 001-110-6180		ALLOWANCES	\$48.12		CLOTHING ALLOWANCE
Total			\$48.12		
59348	10/31/25	NORRIS, CHAD			
E 001-110-6373		COMMUNICATIONS	\$80.00		OCT CELL
Total			\$80.00		
59349	10/31/25	PLAGGE, ADAM			
E 001-620-6373		COMMUNICATIONS	\$80.00		OCT CELL
Total			\$80.00		
59350	10/31/25	QPS EMPLOYMENT GROUP			
E 001-110-6022		SALARIES A.T.E CLAIMS	\$460.80	0890249	HANKINS, ALLIE 10/18/25
E 001-110-6022		SALARIES A.T.E CLAIMS	\$460.80	0890711	HANKINS, ALLIE 10/25/25
Total			\$921.60		
59351	10/31/25	RADAR ROAD TECH			
E 001-110-6507		OPERATING SUPPLIES	\$200.00	7236	ANNUAL RADAR CERTS
Total			\$200.00		
59352	10/31/25	ROBERTS, JASON			
E 110-210-6373		COMMUNICATIONS	\$80.00		OCT CELL
Total			\$80.00		
59353	10/31/25	STRAIT, ADAM			
E 001-620-6373		COMMUNICATIONS	\$80.00		OCT CELL
Total			\$80.00		
59354	10/31/25	SWISHER, RACHELLE			
E 001-620-6373		COMMUNICATIONS	\$80.00		OCT CELL
Total			\$80.00		
59355	11/03/25	CERDA, ELIANE			
E 001-470-6497		FALL FESTIVAL	\$425.00		FACE PAINTING
Total			\$425.00		
1110			\$102,860.33		



***Check Detail Register©**

Batch: 103125PAY,110325PAY,PRL-110725,110725 PRL,SUPP PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary

1110 CASH

001 GENERAL	\$67,500.71
110 ROAD USE TAX	\$160.00
350 EQUIPMENT REVOLVING FUND	\$3,320.89
670 GARBAGE/RECYCLING	\$31,878.73
	\$102,860.33



**STAFF REPORT
CITY COUNCIL**

November 17, 2025

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Resolution No. 2025-81 - A Resolution Approving and Accepting the City Administrator Employment Agreement Between the City and Adam Plagge

GENERAL INFORMATION

The draft agreement proposes a four-year contract renewal, including a 3% salary increase effective August 2025, coinciding with the employee's two-year anniversary. Upon execution of the agreement, the City Administrator would also become eligible for 457(b) deferred compensation in accordance with the handbook schedule at the three-year service level. Additional revisions remove outdated references and clarify that holiday observances and the cell phone allowance will align with the provisions outlined in the City Handbook.

ATTACHMENTS

1. Resolution No. 2025-81 Approving and Accepting City Administrator Employment Agreement
2. 23.06 City Administrator Agreement Clean
3. 23.06 City Administrator Agreement Redline

RESOLUTION NO. 2025-81

**A RESOLUTION APPROVING AND ACCEPTING THE CITY ADMINISTRATOR
EMPLOYMENT AGREEMENT BETWEEN THE CITY OF WINDSOR HEIGHTS AND
ADAM PLAGGE**

WHEREAS, the City Council of the City of Windsor Heights, Iowa, recognizes the importance of stable and professional management for the efficient administration of city government; and

WHEREAS, the City Council desires to employ Adam Plagge as the City Administrator to perform the duties and responsibilities as prescribed by law, ordinance, and policy; and

WHEREAS, a written City Administrator Employment Agreement has been presented to the City Council, outlining the terms and conditions of employment between the City of Windsor Heights (Employer) and Adam Plagge (Employee); and

WHEREAS, said Agreement provides for the position's duties, term of employment, salary, benefits, professional development, and other related employment provisions; and

WHEREAS, the City Council finds the Agreement to be in the best interest of the City of Windsor Heights and consistent with its commitment to effective and transparent governance.

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

- The City Council hereby approves and accepts the City Administrator Employment Agreement between the City of Windsor Heights and Adam Plagge, dated November 17, 2025, a copy of which is attached hereto and made a part of this Resolution.
- The Mayor is hereby authorized and directed to execute said Agreement on behalf of the City, and the City Clerk is authorized to attest the same.
- This Resolution shall be in full force and effect immediately upon its passage and approval.

Passed and approved this 17th Day of November, 2025.

Mike Jones, Mayor

ATTEST:

Adam Strait, City Clerk

City of Windsor Heights
City Administrator
Employment Agreement

THIS EMPLOYMENT AGREEMENT made and entered into this 17th day of November, 2025, by and between the City of Windsor Heights, Polk County, Iowa, (hereinafter referred to as "Employer") and Adam Plagge, an individual and resident of the State of Iowa (hereinafter referred to as "Employee"), both whom agree as follows:

WHEREAS, the Employer desires to retain the services of the Employee as the City Administrator; and

WHEREAS, it is the desire of the Employer to (1) employ Employee as an employee at will, subject to the terms and conditions of this Agreement; (2) establish the job duties and responsibilities of the Employee; and (3) provide a means for terminating Employee's services when either the Employee or the Employer may desire to terminate the Employee-Employer relationship; and

WHEREAS, Employee is familiar with the legal requirements, industry standards, responsibilities, and duties of the position; warrants that he has the skill and ability to serve in such position; and wishes to accept such employment on the terms and conditions set forth in this Agreement.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Employment and Duties.** City agrees to employ Adam Plagge as the City Administrator of the City of Windsor Heights to perform all duties as specified by law and ordinance and perform the general duties of the job description and other duties as assigned by the City Council. The City Administrator acknowledges that he is able to meet any requirements for his job duties—including but not limited to, licensing, bonding and/or insurance requirements. In addition, he agrees to establish normal business hours for his position and, in addition to keeping normal business hours, he is expected to spend additional time to accomplish the duties of the position. The City Administrator will be allowed reasonable flexibility to establish his own work schedule that may periodically make-up for evening hours; however, a regular presence at City offices during regular business hours is expected.

2. **Term.** This Agreement shall become effective commencing on execution of this agreement, and shall remain in effect for four (4) years unless sooner terminated as set forth below.

3. **Salary.** Annual Salary will be one hundred thirty-five thousand dollars (\$144,612) per year effective upon the employee's second year anniversary of employment, starting August 14th, 2025. Said salary shall be payable in equal installments at the same time as other employees of the City are paid. As set forth below, the City agrees to review and evaluate the City Administrator's job performance and compensation annually.

4. **Benefits.** Employee shall be entitled to those benefits set forth below:

(a) Health, Life and Dental Insurance. The Employer will provide Employee with the same insurance benefits available to other Employer employees.

(b) Professional Dues, Travel Expenses and Subscriptions. The City shall pay for annual membership costs for the International City/County Management Association, the Iowa City/County Manager's Association, as well as the cost of dues subscriptions to other professional associations as mutually agreed upon by him and the Council. In addition, the City shall pay for the City Administrator's attendance at the annual International City/County Management Association conference and attendance at conferences held by the Iowa City/County Manager's Association and other professional conferences as mutually agreed upon by him and the Council. The City shall also pay for other conferences, short courses, and seminars that are necessary for the City Administrator's professional development and for the good of the City may also be allowed as the City of Windsor Heights' budget will accommodate.

(c) Vacation. The City will grant Employee four (4) weeks (160 hours) per year upon each annual work anniversary.

(d) Paid Time Off. Paid time off ("PTO") shall accrue at 6.78 hours per pay period (26 pay periods per year). All PTO will be recorded by the employee performing payroll duties. The City Administrator shall be allowed the same provisions for carryover of PTO as all other City employees.

(e) Holidays and Additional Leaves. Employee shall receive the paid regular holidays specified in the Employee Handbook and three (3) paid floating holidays per year. Employee shall have four (4) paid days of leave for executive leave, and shall be deemed eligible for FMLA leave upon his commencement date.

(f) Retirement. The Employee and Employer shall participate and contribute in the usual and customary monetary amounts into the State of Iowa Public Retirement Systems (IPERS).

(g) Vehicle Allowance. The Employee will provide his own vehicle. The City shall reimburse Employee three hundred fifty dollars (\$350.00) per month for work-related use of said vehicle.

(h) Technology and Cell Phone Allowance. The City will provide Employee with a City-owned laptop computer to conduct City business. The Employee shall provide his own phone and shall be eligible for the Cell Phone Reimbursement/Stipend specified in the Employee Handbook.

(i) Deferred Compensation. The employee shall be eligible to participate in the City's deferred compensation 457(b) matching program at the three years of service level upon execution of this contract and thereafter annually progress pursuant to the schedule specified in the City's Handbook.

5. **Outside Activities.** Employee's employment provided under this Agreement

shall be the primary responsibility of the Employee. Recognizing that certain outside consulting or similar opportunities provide indirect benefits to the Employer, Employee may accept limited consulting, writing, teaching or similar opportunities with the understanding that such arrangements will not interfere with, constitute and conflict of interest to, or be inconsistent with the responsibilities and duties to the Employer under this Agreement.

6. **Annual Performance Evaluation.** The City Administrator and elected officials will work together to create performance goals for the City Administrator to accomplish as follows:

- a) The City Council will annually review the performance of the City Administrator subject to a process, form, criteria and format for evaluation which will be mutually agreed upon by the City Council and the City Administrator;
- b) At a minimum, the process will include: (1) a written evaluation; (2) meet and discuss the evaluation and (3) present a written summary of the evaluation results—the final written evaluation should be completed and delivered to the City Administrator, within forty-five (45) days of the evaluation meeting; and
- c) Upon a satisfactory annual evaluations, the City Administrator will be eligible for compensation adjustments.

7. **Termination/Resignation.** The Employee may be terminated with or without just cause at any time for any reason. “Just Cause” shall include inter alia: (i) willful neglect of duty; (ii) gross inefficiency or incompetence in office that is not corrected after reasonable written notice; (iii) malfeasance and/or misconduct in office, including, but not limited to, egregious violations of City policies that rise to the level of misconduct; (iv) insubordination or refusal to carry out the direction of the elected officials or City Administrator in accord with the majority vote of the Council; or (iv) conviction of any felony and/or crime involving fraud or moral turpitude. The City shall not be obligated to compensate the Employee with any severance or continuation of benefits in the event Employee is terminate For Cause.

Should the City terminate the Employee without Just Cause, the City will pay Employee twenty (20) weeks of severance pay, payable in a lump sum, including all accrued/earned vacation leave. Details of this payout will be determined between the Employer and Employee at the time of separation.

Nothing shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from his position with Employer, subject only to the provisions set forth in this Agreement. If the Employee decides to terminate employment, the City will be provided a minimum of sixty (60) days’ notice of the intent to terminate.

In the event the Employee dies or becomes disabled in a manner preventing the performance of essential functions of their duties, with a reasonable accommodation under the American’s with Disabilities Act (ADA), then the agreement may be terminated by either party at any time with no severance pay owing to the Employee. Accrued PTO shall be payable to the Employee.

8. **At Will Employment Status.** The parties hereby expressly agree that the employment relationship created by the Agreement is “at will” and that Employee serves at the will and pleasure of the City.

9. **Indemnification.** The City shall defend, hold harmless and indemnify the City Administrator against any tort or liability claim or demand or any other legal action arising from City activities or any alleged act of omission occurring during the performance of the City Administrator’s duties as City Administrator; unless the conduct of the City Administrator upon which such claim or demand is based constituted a willful and wanton act or omission, or malfeasance in office, or is determined to have violated state or federal criminal statute. Legal representation shall be provided by the City at its expense.

10. **Notice.** Notices required herein shall be delivered to the parties through any manner agreed to by the parties, including regular or electronic mail or personal service in accordance with the Iowa Rules of Civil Procedure. Said notices, if mailed, may be mailed to the Employee at his residence as reflected in the records maintained by the City. The Mayor shall be designated to receive notice at City Hall on behalf of the City.

11. **Miscellaneous.** This Agreement shall be governed by the laws of the State of Iowa. If any provision or any portion thereof contained in the Agreement shall be deemed unconstitutional, invalid or unenforceable, the remainder of the Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this agreement on the date set forth below.

CITY OF WINDSOR
HEIGHTS, IOWA

EMPLOYEE

Mike Jones, Mayor

Adam Plagge

Date: _____

Date: _____

ATTEST:

City Clerk

Passed and Approved this ____ day of _____ 2025.

Attest: _____
City Clerk

City of Windsor Heights
City Administrator
Employment Agreement

THIS EMPLOYMENT AGREEMENT made and entered into this —17th day of ~~June~~November, ~~2023~~2025, by and between the City of Windsor Heights, Polk County, Iowa, (hereinafter referred to as "Employer") and Adam Plagge, an individual and resident of the State of Iowa (hereinafter referred to as "Employee"), both whom agree as follows:

WHEREAS, the Employer desires to retain the services of the Employee as the City Administrator; and

WHEREAS, it is the desire of the Employer to (1) employ Employee as an employee at will, subject to the terms and conditions of this Agreement; (2) establish the job duties and responsibilities of the Employee; and (3) provide a means for terminating Employee's services when either the Employee or the Employer may desire to terminate the Employee-Employer relationship; and

WHEREAS, Employee is familiar with the legal requirements, industry standards, responsibilities, and duties of the position; warrants that he has the skill and ability to serve in such position; and wishes to accept such employment on the terms and conditions set forth in this Agreement.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Employment and Duties.** City agrees to employ Adam Plagge as the City Administrator of the City of Windsor Heights to perform all duties as specified by law and ordinance and perform the general duties of the job description and other duties as assigned by the City Council. The City Administrator acknowledges that he is able to meet any requirements for his job duties—including but not limited to, licensing, bonding and/or insurance requirements. In addition, he agrees to establish normal business hours for his position and, in addition to keeping normal business hours, he is expected to spend additional time to accomplish the duties of the position. The City Administrator will be allowed reasonable flexibility to establish his own work schedule that may periodically make-up for evening hours; however, a regular presence at City offices during regular business hours is expected.

2. **Term.** This Agreement shall become effective commencing on ~~the Employee's start date of August 14, 2023~~execution of this agreement, and shall remain in effect for ~~three~~four (34) years unless sooner terminated as set forth ~~above~~below.

3. **Salary.** Annual Salary ~~on the initial date of employment~~ will be one hundred thirty-five thousand dollars (\$~~135~~144,612,000) per year effective upon the employee's second year anniversary of employment, starting August 14th, 2025. Said salary shall be payable in equal installments at the same time as other employees of the City are paid. As set forth below, the City agrees to review and evaluate the City Administrator's job performance and compensation annually.

4. **Benefits.** Employee shall be entitled to those benefits set forth below:

(a) Health, Life and Dental Insurance. The Employer will provide Employee with the same insurance benefits available to other Employer employees.

(b) Professional Dues, Travel Expenses and Subscriptions. The City shall pay for annual membership costs for the International City/County Management Association, the Iowa City/County Manager's Association, as well as the cost of dues subscriptions to other professional associations as mutually agreed upon by him and the Council. In addition, the City shall pay for the City Administrator's attendance at the annual International City/County Management Association conference and attendance at conferences held by the Iowa City/County Manager's Association and other professional conferences as mutually agreed upon by him and the Council. The City shall also pay for other conferences, short courses, and seminars that are necessary for the City Administrator's professional development and for the good of the City may also be allowed as the City of Windsor Heights' budget will accommodate.

(c) Vacation. ~~For the first year of employment, the City will grant Employee three (3) weeks (120 hours) of vacation leave which will be placed into his vacation leave bank on the Employee's start date.~~ The City will grant Employee four (4) weeks (160 hours) per year beginning in year two of the Term upon each annual work anniversary.

(d) Paid Time Off. Paid time off ("PTO") shall accrue at 6.78 hours per pay period (26 pay periods per year). All PTO will be recorded by the employee performing payroll duties. The City Administrator shall be allowed the same provisions for carryover of PTO as all other City employees.

(e) Holidays and Additional Leaves. Employee shall receive ~~nine~~ the paid regular holidays specified in the Employee Handbook (9) ~~paid regular holidays~~ and three (3) paid floating holidays per year. Employee shall have four (4) paid days of leave for executive leave, and shall be deemed eligible for FMLA leave upon his commencement date.

(f) Retirement. The Employee and Employer shall participate and contribute in the usual and customary monetary amounts into the State of Iowa Public Retirement Systems (IPERS).

(g) Vehicle Allowance. The Employee will provide his own vehicle. The City shall reimburse Employee three hundred fifty dollars (\$350.00) per month for work-related use of said vehicle.

~~(h)~~ (i) Technology and Cell Phone Allowance. The City will provide Employee with a City-owned laptop computer to conduct City business. The Employee shall provide his own phone and shall be eligible for the Cell Phone Reimbursement/Stipend specified in the Employee Handbook. ~~will supply his own mobile phone, and the City will compensate the Employee in the amount of fifty dollars (\$50.00) per month for work-related usage of said phone.~~

(h)(i) Deferred Compensation. The employee shall be eligible to participate in the City's deferred compensation 457(b) matching program at the three years of service level upon execution of this contract and thereafter annually progress pursuant to the schedule specified in

| the City's Handbook.

5. **Outside Activities.** Employee's employment provided under this Agreement shall be the primary responsibility of the Employee. Recognizing that certain outside consulting

or similar opportunities provide indirect benefits to the Employer, Employee may accept limited consulting, writing, teaching or similar opportunities with the understanding that such arrangements will not interfere with, constitute and conflict of interest to, or be inconsistent with the responsibilities and duties to the Employer under this Agreement.

6. **Annual Performance Evaluation.** The City Administrator and elected officials will work together to create performance goals for the City Administrator to accomplish as follows:

~~a) First year performance evaluation—At six (6) months following the City Administrator’s start date, the City Council shall meet with him to conduct a performance evaluation;~~

b)a) The City Council will annually review the performance of the City Administrator subject to a process, form, criteria and format for evaluation which will be mutually agreed upon by the City Council and the City Administrator;

e)b) At a minimum, the process will include: (1) a written evaluation; (2) meet and discuss the evaluation and (3) present a written summary of the evaluation results—the final written evaluation should be completed and delivered to the City Administrator, within forty-five (45) days of the evaluation meeting; and

d)c) Upon a satisfactory annual evaluations, the City Administrator will be eligible for compensation adjustments.

7. **Termination/Resignation.** The Employee may be terminated with or without just cause at any time for any reason. “Just Cause” shall include inter alia: (i) willful neglect of duty; (ii) gross inefficiency or incompetence in office that is not corrected after reasonable written notice; (iii) malfeasance and/or misconduct in office, including, but not limited to, egregious violations of City policies that rise to the level of misconduct; (iv) insubordination or refusal to carry out the direction of the elected officials or City Administrator in accord with the majority vote of the Council; or (iv) conviction of any felony and/or crime involving fraud or moral turpitude. The City shall not be obligated to compensate the Employee with any severance or continuation of benefits in the event Employee is terminate For Cause.

Should the City terminate the Employee without Just Cause, the City will pay Employee twenty (20) weeks of severance pay, payable in a lump sum, including all accrued/earned vacation leave. Details of this payout will be determined between the Employer and Employee at the time of separation.

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10. **Notice.** Notices required herein shall be delivered to the parties through any manner agreed to by the parties, including regular or electronic mail or personal service in accordance with the Iowa Rules of Civil Procedure. Said notices, if mailed, may be mailed to the Employee at his residence as reflected in the records maintained by the City. The Mayor shall be designated to receive notice at City Hall on behalf of the City.

11. **Miscellaneous.** This Agreement shall be governed by the laws of the State of Iowa. If any provision or any portion thereof contained in the Agreement shall be deemed unconstitutional, invalid or unenforceable, the remainder of the Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this agreement on the date set forth below.

CITY OF WINDSOR
HEIGHTS, IOWA

EMPLOYEE

Mike Jones, Mayor

Adam Plagge

Date: _____

Date: _____

ATTEST:

City Clerk

Passed and Approved this ____ day of _____

20232025. Attest: _____

City Clerk



**STAFF REPORT
CITY COUNCIL**

November 17, 2025

TO: CITY COUNCIL

FROM: Justin Ernst, City Engineer

SUBJECT: Approve 73rd Street Phase 1 STP-U-8477(615)—70-77 Pay Request 16

GENERAL INFORMATION

Subject to substantial rain over the weekend, paving of Stage 3 is expected to get underway next week.

ATTACHMENTS

1. payment_16_20251030_Rev1
2. LTR-73rd Street-Pay App 16



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	16
Pay Period	10/01/2025 to 10/31/2025
Prime Contractor	ABSOLUTE CONCRETE CONSTRUCTION, INC.
Payment Status	Pending
Awarded Project Amount	\$6,739,027.05
Authorized Amount	\$6,927,623.62

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	7,749.750	7,749.750	7,749.750	\$0.00	\$116,246.25
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	321.366	321.366	321.366	\$0.00	\$4,820.49
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	23.030	23.030	23.030	\$0.00	\$23,030.00
SPECIAL COMPACTION OF SUBGRADE										
0070	2113-0001100	SY	\$5.000	5,000.000	0.000	280.922	280.922	280.922	\$0.00	\$1,404.61
SUBGRADE STABILIZATION MATERIAL, POLYMER GRID										
0080	2115-0100000	CY	\$60.000	4,035.000	0.000	2,777.722	2,777.722	2,777.722	\$0.00	\$166,663.32
MODIFIED SUBBASE										
0090	2115-0100000	CY	\$60.000	181.000	0.000	68.519	68.519	68.519	\$0.00	\$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	15.925	13,517.068	13,532.993	13,532.993	\$1,194.38	\$1,014,974.48
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	82.963	82.963	82.963	\$0.00	\$4,977.78
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	0.000	593.820	593.820	593.820	\$0.00	\$23,752.80
GRANULAR SURFACING ON ROAD, CLASS A CRUSHED STONE										
0150	2435-0140148	EACH	\$5,500.000	6.000	0.000	3.000	3.000	3.000	\$0.00	\$16,500.00
MANHOLE, STORM SEWER, SW-401, 48 IN.										
0160	2435-0140160	EACH	\$7,800.000	7.000	1.000	5.000	6.000	6.000	\$7,800.00	\$46,800.00
MANHOLE, STORM SEWER, SW-401, 60 IN.										
0170	2435-0140172	EACH	\$10,000.000	1.000	0.000	1.000	1.000	1.000	\$0.00	\$10,000.00
MANHOLE, STORM SEWER, SW-401, 72 IN.										
0180	2435-0140196	EACH	\$17,000.000	0.000	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	3.000	19.000	22.000	22.000	\$16,800.00	\$123,200.00
INTAKE, SW-505										
0200	2435-0250600	EACH	\$12,000.000	17.000	3.000	13.000	16.000	16.000	\$36,000.00	\$192,000.00
INTAKE, SW-506										
0210	2435-0250900	EACH	\$7,300.000	1.000	1.000	0.000	1.000	1.000	\$7,300.00	\$7,300.00
INTAKE, SW-509										
0220	2435-0251000	EACH	\$8,500.000	3.000	1.000	2.000	3.000	3.000	\$8,500.00	\$25,500.00
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	19.000	19.000	19.000	\$0.00	\$43,700.00
MANHOLE ADJUSTMENT, MINOR										
0260	2435-0600020	EACH	\$6,000.000	1.000	0.000	2.000	2.000	2.000	\$0.00	\$12,000.00
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	0.000	3.000	3.000	3.000	\$0.00	\$11,100.00
CONNECTION TO EXISTING MANHOLE										
0300	2502-8212206	LF	\$22.000	5,105.000	0.000	3,019.100	3,019.100	3,019.100	\$0.00	\$66,420.20
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	9.000	9.000	9.000	\$0.00	\$3,600.00
SUBDRAIN OUTLET, DR-303										
0330	2503-0114212	LF	\$200.000	8.000	0.000	16.000	16.000	16.000	\$0.00	\$3,200.00
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	75.000	682.000	757.000	757.000	\$6,000.00	\$60,560.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 15 IN.										
0350	2503-0114218	LF	\$85.000	778.000	27.000	168.000	195.000	195.000	\$2,295.00	\$16,575.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 18 IN.										
0360	2503-0114224	LF	\$110.000	2,556.000	302.000	1,907.000	2,209.000	2,209.000	\$33,220.00	\$242,990.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 24 IN.										
0370	2503-0114230	LF	\$130.000	543.000	101.000	416.000	517.000	517.000	\$13,130.00	\$67,210.00
STORM SEWER GRAVITY MAIN, TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 30 IN.										
0380	2503-0114236	LF	\$170.000	108.000	61.000	33.000	94.000	94.000	\$10,370.00	\$15,980.00
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	456.000	1,440.400	1,896.400	1,896.400	\$11,400.00	\$47,410.00
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	0.000	13,923.930	13,923.930	13,923.930	\$0.00	\$139,239.30
REMOVAL OF PAVEMENT										
0460	2510-6750600	EACH	\$900.000	50.000	7.000	31.000	38.000	38.000	\$6,300.00	\$34,200.00
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	0.000	412.801	412.801	412.801	\$0.00	\$20,227.25
RECREATIONAL TRAIL, PORTLAND CEMENT CONCRETE, 6 IN.										
0490	2511-0310100	STA	\$750.000	7.700	0.000	4.500	4.500	4.500	\$0.00	\$3,375.00
SPECIAL COMPACTION OF SUBGRADE FOR RECREATIONAL TRAIL										
0500	2511-6745900	SY	\$10.000	3,506.000	0.000	2,327.940	2,327.940	2,327.940	\$0.00	\$23,279.40
REMOVAL OF SIDEWALK										
0510	2511-7526004	SY	\$49.750	4,023.000	41.036	2,392.128	2,433.164	2,433.164	\$2,041.54	\$121,049.91
SIDEWALK, P.C. CONCRETE, 4 IN.										
0520	2511-7526006	SY	\$77.000	267.000	5.178	270.806	275.984	275.984	\$398.71	\$21,250.77
SIDEWALK, P.C. CONCRETE, 6 IN.										
0530	2511-7528101	SF	\$51.000	362.000	0.000	242.300	242.300	242.300	\$0.00	\$12,357.30
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	3.593	1,317.500	1,321.093	1,321.093	\$188.63	\$69,357.38
DRIVEWAY, P.C. CONCRETE, 6 IN.										
0570	2515-2475007	SY	\$54.000	1,047.000	11.667	574.958	586.625	586.625	\$630.02	\$31,677.75
DRIVEWAY, P.C. CONCRETE, 7 IN.										
0580	2515-6745600	SY	\$10.000	3,212.000	0.000	1,243.300	1,243.300	1,243.300	\$0.00	\$12,433.00
REMOVAL OF PAVED DRIVEWAY										
0590	2523-0000310	EACH	\$1,235.000	6.000	0.000	1.000	1.000	1.000	\$0.00	\$1,235.00
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	100.000	100.000	200.000	200.000	\$3,500.00	\$7,000.00
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	152.000	120.500	272.500	272.500	\$5,320.00	\$9,537.50
TYPE A SIGNS, SHEET ALUMINUM										
0650	2525-0000100	LS	\$100,000.000	1.000	0.100	0.900	1.000	1.000	\$10,000.00	\$100,000.00
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	110.582	0.000	110.582	110.582	\$12,827.51	\$12,827.51
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	23.000	0.000	23.000	23.000	\$4,255.00	\$4,255.00
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	0.670	0.670	0.670	\$0.00	\$50,250.00
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	1.000	1.000	1.000	\$0.00	\$600,000.00
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	0.500	0.500	0.500	\$0.00	\$925.00
('LUMP SUM' ITEM): REMOVE AND REINSTALL ELECTRONIC SPEED SIGN										
0790	2599-9999010	LS	\$7,200.000	1.000	0.000	0.660	0.660	0.660	\$0.00	\$4,752.00
('LUMP SUM' ITEM): SWPPP MANAGEMENT										
0800	2599-9999010	LS	\$80,000.000	1.000	0.310	0.440	0.750	0.750	\$24,800.00	\$60,000.00
('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	0.000	100.000	100.000	100.000	\$0.00	\$1,500.00
STABILIZED CONSTRUCTION ENTRANCE, EC-303										
0850	2602-0000309	LF	\$3.000	10,000.000	0.000	368.000	368.000	368.000	\$0.00	\$1,104.00
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	0.000	50.000	50.000	50.000	\$0.00	\$4,750.00
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	13,338.734	13,338.734	13,338.734	\$0.00	\$4,001.62
('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	1.000	1.000	1.000	\$0.00	\$1,925.00
('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): POTHOLE 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)										

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
8021	2599-9999010	LS	\$47,700.800	1.000	1.000	0.000	1.000	1.000	\$47,700.80	\$47,700.80
('LUMP SUM' ITEM): Cast In Place SW-406										
8022	2599-9999010	LS	\$5,989.500	1.000	0.000	1.000	1.000	1.000	\$0.00	\$5,989.50
('LUMP SUM' ITEM): Tracer Wire Test Station										
8023	2599-9999010	LS	\$6,041.300	1.000	0.000	1.000	1.000	1.000	\$0.00	\$6,041.30
('LUMP SUM' ITEM): Traffic Signal Footing Adjustment										
Section Totals:									\$271,971.59	\$3,973,236.85
Section: 0002 - STP-U-8477(615)--70-77, Roadway Items - Division 2										
0910	2554-0114004	LF	\$65.000	35.000	7.000	24.000	31.000	31.000	\$455.00	\$2,015.00
WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 4 IN.										
0920	2554-0114006	LF	\$60.000	101.000	36.000	148.000	184.000	184.000	\$2,160.00	\$11,040.00
WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 6 IN.										
0930	2554-0114008	LF	\$55.000	558.000	0.000	624.000	624.000	624.000	\$0.00	\$34,320.00
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	0.000	2,122.000	2,122.000	2,122.000	\$0.00	\$169,760.00
WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 12 IN.										
0960	2554-0114012	LF	\$105.000	631.000	0.000	886.000	886.000	886.000	\$0.00	\$93,030.00
WATER MAIN, TRENCHED, POLYVINYL CHLORIDE PIPE (PVC), 12 IN.: RESTRAINED JOINT										

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
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	104.000	6,763.000	6,867.000	6,867.000	\$2,080.00	\$137,340.00
FITTINGS BY WEIGHT, DUCTILE IRON										
1000	2554-0207008	EACH	\$2,700.000	12.000	0.000	10.000	10.000	10.000	\$0.00	\$27,000.00
VALVE, GATE, DIP, 8 IN.										
1010	2554-0207012	EACH	\$4,500.000	9.000	0.000	7.000	7.000	7.000	\$0.00	\$31,500.00
VALVE, GATE, DIP, 12 IN.										
1020	2554-0210201	EACH	\$8,500.000	15.000	0.000	12.000	12.000	12.000	\$0.00	\$102,000.00
FIRE HYDRANT ASSEMBLY, WM-201										
1030	2554-0211002	EACH	\$1,750.000	6.000	0.000	13.000	13.000	13.000	\$0.00	\$22,750.00
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	28.000	28.000	28.000	\$0.00	\$11,480.00
('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										

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
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	23.000	23.000	23.000	\$0.00	\$69,000.00
('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										
1100	2599-9999005	EACH	\$3,400.000	2.000	0.000	1.000	1.000	1.000	\$0.00	\$3,400.00
('EACH' ITEM): WATER SERVICE TRANSFER, COPPER, 2-IN, SAME SIDE										
1110	2599-9999005	EACH	\$6,100.000	1.000	0.000	2.000	2.000	2.000	\$0.00	\$12,200.00
('EACH' ITEM): WATER SERVICE TRANSFER, EQUAL TO OR GREATER THAN 3, SAME SIDE										
1120	2599-9999009	LF	\$45.000	1,005.000	20.000	515.000	535.000	535.000	\$900.00	\$24,075.00
('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"										

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
8006	2554-0207006	EACH	\$3,509.000	3.000	0.000	3.000	3.000	3.000	\$0.00	\$10,527.00
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										
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:									\$5,595.00	\$880,346.25
Section: 3 - Description										
Section Totals:									\$0.00	\$0.00
Total Payments:									\$277,566.59	\$4,853,583.10

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	18.5 Days	\$0.00	268.5 Days	29.5 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
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	\$3,283.25	\$32,832.46
TRAFFIC SIGNALIZATION						
Totals:			\$0.00	\$58,873.55	\$3,283.25	\$58,873.55

Summary

Current Approved Work:	\$277,566.59
Current Stockpile Advancement:	\$0.00
Current Stockpile Recovery:	\$3,283.25
Current Retainage:	\$0.00
Current Retainage Released:	\$0.00
Current Liquidated Damages:	\$0.00
Current Adjustment:	\$0.00
Current Payment:	\$274,283.34
Previous Payment:	\$479,904.43

Approved Work To Date:	\$4,853,583.10
Stockpile Advancement To Date:	\$58,873.55
Stockpile Recovery To Date:	\$58,873.55
Retainage To Date:	\$30,000.00
Retainage Released To Date:	\$0.00
Liquidated Damages To Date:	\$0.00
Adjustments To Date:	\$0.00
Payments To Date:	\$4,823,583.10
Previous Payments To Date:	\$4,549,299.76

Funding Details

77-8477-615-CAT-1 77-8477-615-CAT-1 77-8477-615:	\$271,971.59
77-8477-615-CAT-2 77-8477-615-CAT-2 77-8477-615:	\$5,595.00
77-8477-615-CAT-3 NON-PARTICIPATING:	\$0.00
Current Payment:	\$277,566.59

77-8477-615-CAT-1 77-8477-615-CAT-1 77-8477-615 To Date:	\$4,069,253.10
77-8477-615-CAT-2 77-8477-615-CAT-2 77-8477-615 To Date:	\$784,330.00
77-8477-615-CAT-3 NON-PARTICIPATING To Date:	\$0.00
Payments To Date:	\$4,853,583.10

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-16-20251030-Rev1

This document is in the process of being signed by all required signatories using the Doc Express® service. Following are the signatures that have occurred so far.

Date	Signed By
11/11/2025	Logan Petersen Absolute Concrete Construction Inc. Electronic Signature (Approved by Contractor (Optional))
11/12/2025	Justin Ernst Bolton & Menk, Inc. - Iowa Electronic Signature (Recommended by Engineer)
	(Approved by PIRC (when applicable))



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& MENK**

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430 E Grand Avenue
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Des Moines, IA 50309

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

November 12, 2025

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

RE: 73rd Street Phase 1
STP-U-8477(615)—70-77
Pay Request 16

Dear Mr. Plagge:

Submitted for your approval is Pay Request 16 for the above-mentioned project. The pay request is for a total payment of \$274,283.34. The total payments to date: \$4,823,583.10. Please see the pay request for a full summary of the items completed that are included in this payment.

Bolton & Menk, Inc., recommends the approval of Pay Application 16. Upon approval of the pay request, the City Clerk or City Administrator to electronically sign in DocExpress and mail payment to the Absolute Concrete Construction, Inc.

Please let me know if you have any questions.

Sincerely,

Bolton & Menk, Inc.

Justin Ernst, PE
Municipal Assistant Practice Leader | Principal

Enclosures



**STAFF REPORT
CITY COUNCIL**

November 17, 2025

TO: CITY COUNCIL

FROM:

SUBJECT: Approve Wilshire Blvd Storm Sewer Project Pay Request 1

GENERAL INFORMATION

Work at the intersection of 73rd St. and Wilshire is substantially complete. The contractor is now removing the old storm sewer pipe and intakes and working on installing the drainage line from 7161 Wilshire. This project has experienced approximately a 2–3 week delay due to rain and a gas main that necessitated lowering for the installation of the new storm sewer pipe.

ATTACHMENTS

1. LTR-Wilshire Storm Pay App 1
2. PA_01_Wilshire_Boulevard_Storm_Sewer_Signed



**BOLTON
& MENK**

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430 E Grand Avenue
Suite 101
Des Moines, IA 50309

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

November 11, 2025

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

RE: Wilshire Blvd Storm Sewer Project
Pay Request 1

Dear Mr. Plagge:

Submitted for your approval is Pay Request 1 for the above-mentioned project. Pay Request 1 is for a total payment of \$50,192.99. The total payments to date: \$150,192.99. Please see pay request for a full summary of the completed items that are included in this payment.

Bolton & Menk, Inc., recommends the approval of Pay Request 1. Upon approval of pay request, 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 Jet Drain Services LLC 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

Wilshire Boulevard Storm Sewer - 24X.135937.000

Description	Storm sewer including storm sewer abandonment and removal, pipe and intake installation, PCC pavement, and sodding.
Payment Number	1
Pay Period	09/11/2025 to 11/03/2025
Prime Contractor	JET DRAIN
Payment Status	Pending
Awarded Project Amount	\$95,629.10
Authorized Amount	\$147,639.10

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
Section: 1 - Description										
0001	2010-D-1	CY	\$45.000	18.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
TOPSOIL, ON-SITE										
0002	4020-A-1	LF	\$150.000	73.000	73.000	0.000	73.000	73.000	\$10,950.00	\$10,950.00
STORM SEWER, TRENCHED, 24 INCH										
0003	4020-D	LF	\$15.000	47.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL OF STORM SEWER, RCP, 15 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
0004	4020-G	LF	\$25.000	425.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER ABANDONMENT, FILL AND PLUG, 15 INCH										
0005	4040-999-A	EA	\$300.000	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SUBDRAIN POP UP OUTLET										
0006	6010-999-A	EA	\$10,000.000	2.000	2.000	0.000	2.000	2.000	\$20,000.00	\$20,000.00
INTAKE, NYLOPLAST 30 INCH										
0007	6010-E	EA	\$1,500.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MANHOLE ADJUSTMENT, MINOR										
0008	6010-G	EA	\$2,500.000	1.000	1.000	0.000	1.000	1.000	\$2,500.00	\$2,500.00
CONNECTION TO EXISTING MANHOLE										
0009	6010-H	EA	\$1,000.000	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVE INTAKE										
0010	7030-A-1	SY	\$20.000	20.000	25.000	0.000	25.000	25.000	\$500.00	\$500.00
REMOVAL OF SIDEWALK										
0011	7030-A-3	SY	\$25.000	40.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL OF DRIVEWAY										
0012	7030-E	SY	\$55.000	20.000	22.250	0.000	22.250	22.250	\$1,223.75	\$1,223.75
SIDEWALK, PCC, 4 INCH										
0013	7030-E	SY	\$60.000	7.000	2.750	0.000	2.750	2.750	\$165.00	\$165.00
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
0014	7030-G	SF	\$60.000	10.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
DETECTABLE WARNING										
0015	7030-H-1	SY	\$60.000	40.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
DRIVEWAY, PAVED, PCC, 6 INCH										
0016	7040-A	SY	\$91.480	170.000	67.300	0.000	67.300	67.300	\$6,156.60	\$6,156.60
FULL DEPTH PATCHES, PCC, 9 INCH										
0017	8030-A	LS	\$5,500.000	1.000	0.500	0.000	0.500	0.500	\$2,750.00	\$2,750.00
TEMPORARY TRAFFIC CONTROL										
0018	9020-A	SY	\$17.250	230.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
SOD										
0019	11020-A	LS	\$15,000.000	1.000	0.500	0.000	0.500	0.500	\$7,500.00	\$7,500.00
MOBILIZATION										
8001	4040-108-A-0	LF	\$36.300	480.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
Subdrain: Perforated 6"										
8002	2435-0251218	EACH	\$5,500.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INTAKE, SW-512, 18"										
8003	2599-9999010	LS	\$3,586.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
('LUMP SUM' ITEM): Remove & Replace Driveway Apron and Sidewalk										
8004	2435-0250500	EACH	\$7,500.000	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
INTAKE, SW-505										

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	2503-0110015	LF	\$125.000	25.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
STORM SEWER GRAVITY MAIN, TRENCHED, 15 IN.										
8020	2510-6750600	EACH	\$1,000.000	2.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVAL OF INTAKES AND UTILITY ACCESSES										
8030	2503-0200036	LF	\$15.000	25.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
REMOVE STORM SEWER PIPE LESS THAN OR EQUAL TO 36 IN.										
8040	2533-4980005	LS	\$5,000.000	1.000	0.000	0.000	0.000	0.000	\$0.00	\$0.00
MOBILIZATION										
Section Totals:									\$51,745.35	\$51,745.35
Total Payments:									\$51,745.35	\$51,745.35

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/Payment - Liquidated damages \$500 per calendar day	11/28/2025	12/12/2025	N/A	\$0.00	N/A	39.0 Days	\$0.00
Substantial Completion - Liquidated damages \$500 per calendar day	10/31/2025	11/14/2025	N/A	\$0.00	N/A	11.0 Days	\$0.00
Total Damages:							\$0.00

Summary

Current Approved Work:	\$51,745.35
Current Stockpile Advancement:	\$0.00
Current Stockpile Recovery:	\$0.00
Current Retainage:	\$1,552.36
Current Retainage Released:	\$0.00
Current Liquidated Damages:	\$0.00
Current Adjustment:	\$0.00
Current Payment:	\$50,192.99
Previous Payment:	\$0.00

Approved Work To Date:	\$51,745.35
Stockpile Advancement To Date:	\$0.00
Stockpile Recovery To Date:	\$0.00
Retainage To Date:	\$1,552.36
Retainage Released To Date:	\$0.00
Liquidated Damages To Date:	\$0.00
Adjustments To Date:	\$0.00
Payments To Date:	\$50,192.99
Previous Payments To Date:	\$0.00

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: \$ 50,192.99

By: Justin Ernal Date: 11.11.2025

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.

By: Chantz Berstler Date: 11-11-2025

CITY OF WINDSOR HEIGHTS REVIEW / APPROVAL:

By: _____ Date: _____

Detailed Payment:



**STAFF REPORT
CITY COUNCIL**

November 17, 2025

TO: CITY COUNCIL

FROM: Rachelle Swisher, Finance Director
Adam Plagge, City Administrator

SUBJECT: Approve Colby Interests Annual Appropriation Payment - ALDI Project

GENERAL INFORMATION

On September 18th, 2021, The Windsor Heights City Council approved a Development Agreement with Colby Interests related to the construction of the ALDI's at 7100 University Ave. The Development Agreement stipulates semi-annual rebate payments to Colby Interests for up to ten years based on the incremental value of the project based on the TIF tax rate. The TIF tax rate is the applicable consolidated levy minus City, school and County debt levies and school PPEL levy. Rebate payments shall be in the total amount of \$600,000 or equal the documented costs for demolition, site preparation and infrastructure improvements, whichever is less. Colby Interest has provided documentation of applicable costs in excess of \$600,000, making the expected total rebate amount equal to \$600,000 less legal and administration costs.

The property had a base valuation of \$1,260,000 and a 2024 assessed value of \$4,220,000. With 2024 property taxes now being received, the City's semi-annual payments are due December 1st, 2025, and June 1st, 2026. As the agreement is subject to Annual Appropriation, City Council must annually appropriate these payments. Annual appropriation protects the city's debt limit from being reduced by the full rebate amount over the life of the Development Agreement.

City staff have verified the property taxes are current, according to the Development Agreement's requirements. Staff recommend City Council make the 2025-2026 appropriations per the agreement in the amount of \$80,956 with a December 1st, 2025, payment of \$40,478 and a June 1st, 2026, payment of \$40,478.

ATTACHMENTS

1. Supporting Documents

EXHIBIT D
DEVELOPER'S ESTIMATE WORKSHEET

1. Date of Preparation: November 11, 2025
2. Assessed Valuation of Redevelopment Property as of January 1, 2025: \$4,220,000
3. Base Taxable Valuation of Redevelopment Property: \$1,260,000
4. Less Commercial Property Tax Roll Back: 90%
5. Less Residential Property Tax Roll Back: 44.5345%
6. Current City fiscal year consolidated property tax levy rate for purposes of calculating Incremental Property Tax Revenues (the "Adjusted Levy Rate"): \$31.18744 per thousand of value.
7. \$4,070,000 (Estimated Commercial Value) – \$1,260,000 (Value of Property Prior to Development) = \$2,810,000 (Incremental Value of the Property after Development)

Estimated Incremental Value of the Property After Development	Less Tax Roll Back	Estimated Taxable Value	Current Year TIF Tax Rate	Tax Increments Available
\$2,810,000.00	90.0000%	\$2,529,000.00	31.18744	\$78,873
	44.5345%	\$66,801.75	31.18744	\$2,083
				\$80,956

Total payment is \$80,956.41. Payments are made in 50% installments as follows:

December 1, 2025: \$40,478 Date Paid: _____ Check# _____
June 1, 2026: \$40,478 Date Paid: _____ Check# _____

Payments are made to: Charles I. Colby and Ruth Colby National Development Trust, 6581 University Ave, Windsor Heights IA 50324.

This Annual Appropriation was approved by Council on _____, as part of the Development Agreement with Charles I. Colby and Ruth Colby National Development Trust - Resolution 2021-39, approved on October 18, 2021. The maximum payout is \$600,000 over 10 years. Payments started on 12/1/24.

Total payments made as of 11/11/2025: \$89,443.

Tax Calculation

Parcel/Geoparcel Number	Alternate Parcel Number	Class	Status	Assessed Year
782503226002	292.00079.004.000	Commercial	Active	2024

Statement of Tax **WIND HTS CITY/WDM SCH/URB** [View Tax Calculation](#) **2024**
WIND HTS SS

	Assessed Value	Taxable Value
Land	\$1,330,000.00	\$1,194,777.00
Dwelling	\$0.00	\$0.00
Farm Buildings	\$2,890,000.00	\$2,596,170.00
Less Military		\$0.00
Total	\$4,220,000.00	\$3,790,947.00
* Multiply Taxable Value by the Levy Rate 0.03792403		
Equals Gross Tax \$143,767.99		
Less Credits: Homestead \$0.00		
Elderly/Disabled \$0.00		
Ag Land \$0.00		
Family Farm \$0.00		
Commercial \$0.00		
NET TAX: \$143,768.00		

Assessed Value is determined by either the county assessor or the State of Iowa, Department of Revenue. Taxable value reflects adjustments as determined by the State of Iowa. Agricultural parcels may have a dwelling net value assessed at a non-agricultural, tax levy rate.

IOWA DEPARTMENT OF MANAGEMENT

FY2025/2026 TAX LEVIES BASED ON

JANUARY 1, 2024 TAXABLE VALUATIONS, POLK COUNTY, IOWA

For TIF Increment taxing districts "Net Consolidated Tax Rate for TIF Tax Revenue" is the "Consolidated Tax Rate" less any "Debt Service/403.19 Excluded Tax Rates Combined".

District Number	District Name	Property Type	TIF Type	City Ag Land	City Exempt	Consolidated Tax Rate	Debt Service/403.19 Excluded	Tax Rates Combined	Net Consolidated Tax Rate for TIF	Tax Revenue
770293	WIND HTS CITY/WDM SCH/URB WIND-HTS SS/89 TIF INCR	C	B	N	N	37.92403	6.73659	0.00000	31.18744	31.18744
770492	WIND HTS CITY/WDM SCH/URB WIND-HTS SS/95 & 96 AMD TIF BASE	C	B	N	N	37.92403	0.00000	0.00000	0.00000	0.00000
770493	WIND HTS CITY/WDM SCH/URB WIND-HTS SS/95 & 96 AMD TIF INCR	C	I	N	N	37.92403	6.73659	6.73659	31.18744	31.18744

DEVELOPMENT AGREEMENT

This Development Agreement is entered into between the City of Windsor Heights, Iowa (the "City") and Charles I. Colby and Ruth Colby National Development Trust (the "Developer") as of 10-18, 2021 (the "Commencement Date").

WHEREAS, the City has established the Windsor Heights Consolidated Urban Renewal Area (the "Urban Renewal Area"), and has adopted a tax increment ordinance for the Urban Renewal Area; and

WHEREAS, the Developer owns certain real property which is situated in the City, lies within the Urban Renewal Area and is more specifically described on Exhibit A hereto (the "Redevelopment Property"); and

WHEREAS, the Developer has proposed to undertake the demolition of an existing building (the "Existing Building") on and the site preparation of the Redevelopment Property (the "Demolition and Site Preparation Project") necessary for the construction and operation of an Aldi grocery store (the "Grocery Store") thereon; and

WHEREAS, the Developer has proposed to convey the Redevelopment Property to Aldi, Inc. under a certain ground lease (the "Ground Lease") in order to facilitate the construction of the Grocery Store thereon; and

WHEREAS, the base valuation of the Redevelopment Property for purposes of calculating Incremental Property Tax Revenues, as herein defined, under this Agreement and Section 403.19 of the Code of Iowa is \$ 1,260,000 (the "Base Valuation"); and

WHEREAS, Chapter 15A of the Code of Iowa authorizes cities to provide grants, loans, guarantees, tax incentives and other financial assistance to or for the benefit of private persons;

NOW THEREFORE, the parties hereto agree as follows:

A. Developer's Covenants

1. **Grocery Store Development.** The Developer hereby acknowledges that failure by Aldi, Inc. to build the Grocery Store on the Redevelopment Property by December 31, 2023 will be an Event of Default under Section A.6 of this Agreement.

2. **Demolition and Site Preparation Project.** The Developer agrees to cause the completion of the Demolition and Site Preparation Project on the Redevelopment Property in accordance with the timeline and specifications set forth on Exhibit B hereto. The Demolition and Site Preparation Project shall minimally include the demolition of the Existing Building, the removal of all debris related to the demolition of the Existing Building, the necessary soil and environmental testing, the grading, compaction, concrete, sidewalks, lighting, landscaping and any site preparation work necessary for the construction of the Grocery Store on the Redevelopment Property.

5. Property Taxes.

A. Payment of Taxes. The Developer agrees to make or ensure timely payment of all property taxes for which the Developer is responsible under the laws of the State of Iowa as they come due with respect to the Redevelopment Property throughout the Term, as hereinafter defined, and upon request, to submit to the City a receipt or cancelled check in evidence of each such payment.

B. Taxability of Property. The Developer shall not, during the Term, as hereinafter defined, cause or voluntarily permit the Redevelopment Property or the completed Development Project to become exempt from property taxation whether through the application for property tax exemption or abatement, the sale or leasing of such property to an entity that is exempt from property taxation or through any other means.

6. Default Provisions.

A. Events of Default. The following shall be "Events of Default" under this Agreement, and the term "Event of Default" shall mean, whenever it is used in this Agreement (unless otherwise provided), any one or more of the following events:

- I. Failure by the Developer to enter into the Ground Lease pursuant to the terms and conditions of this Agreement.
- II. Failure by Aldi, Inc. to build the Grocery Store by December 31, 2023, pursuant to the terms and conditions of this Agreement.
- III. Failure by the Developer to complete construction of the Demolition and Site Preparation Project pursuant to the terms and conditions of this Agreement.
- IV. Failure by the Developer to ensure timely payment of property taxes when due and owing.
- V. Failure by the Developer to timely submit a Developer's Estimate during the Term of this Agreement.
- VI. Failure by the Developer to observe or perform any material covenant on its part, to be observed or performed hereunder.

B. Notice and Remedies. Whenever any Event of Default described in this Agreement occurs, the City shall provide written notice to the Developer describing the cause of the default and the steps that must be taken by the Developer in order to cure the default. The Developer shall have thirty (30) days after receipt of the notice to cure the default or to provide assurances satisfactory to City that the default will be cured as soon as reasonably possible. If the Developer fails to cure the default or provide assurances, City shall then have the right to:

- I. Withhold the Payments under Section B.2 of this Agreement; or
- II. Terminate this Agreement.

4,22 m

Certification is made, and continuing for a period of a total of ten (10) fiscal years, provided, however, that no Payments will be made after the sooner of (i) the date on which the aggregate sum of Payments made hereunder equals the Maximum Payment Total; or (ii) June 1, 2035.

For example, assuming the Triggering Certification is made October 15, 2024 and all appropriation determinations are approved affirmatively by the City Council under Section B.3 below, then Payments will be made on each December 1 and June 1, beginning December 1, 2025, and continuing through and including the sooner of June 1, 2035 or the date on which the aggregate sum of Payments made hereunder equals the Maximum Payment Total.

3. **Annual Appropriation.** The Payments shall be subject to annual appropriation by the City Council. Prior to December 1 of each year during the Term, as hereinafter defined, of this Agreement, beginning in the fiscal year in which the Triggering Certification is filed, the City Council of the City shall consider the question of obligating for appropriation to the funding of the Payments due in the following fiscal year, an amount (the "Appropriated Amount") of Incremental Property Tax Revenues to be collected in the following fiscal year equal to or less than the most recently submitted Developer's Estimate.

In any given fiscal year, if the City Council determines to not obligate the then-considered Appropriated Amount, then the City will be under no obligation to fund the Payments scheduled to become due in the following fiscal year, and the Developer will have no rights whatsoever to compel the City to make such Payments or to seek damages relative thereto or to compel the funding of such Payments in future fiscal years. A determination by the City Council to not obligate funds for any particular fiscal year's Payments shall not render this Agreement null and void, and the Developer shall make the next succeeding submission of the Developer's Estimate as called for in Section A.4 above, provided however that no Payment shall be made after June 1, 2035.

4. **Payment Amounts.** The aggregate Payments to be made in a fiscal year shall not exceed an amount equal to the corresponding Appropriated Amount (for example, for the Payments due on December 1, 2022 and on June 1, 2023, the aggregate maximum amount of such Payments would be determined by the Appropriated Amount determined for certification by December 1, 2021). Furthermore, the amount of each such Payment shall not exceed the amount of Incremental Property Tax Revenues (excluding allocations of "back-fill" or "make-up" payments from the State of Iowa for property tax credits or roll-back) actually received by the City from the Polk County Treasurer attributable to the taxable incremental valuation of the Redevelopment Property in the six (6) months immediately preceding such Payment due date.

5. **Certification of Payment Obligation.** In any given fiscal year, if the City Council determines to obligate the then-considered Appropriated Amount, as set forth in Section B.3 above, then the City Clerk will certify by December 1 of each such year to the Polk County Auditor an amount equal to the most recently obligated Appropriated Amount.

C. **Administrative Provisions**

1. **Amendment and Assignment.** Neither party may cause this Agreement to be amended, assigned, assumed, sold or otherwise transferred without the prior written consent of the

The City and the Developer have caused this Agreement to be signed, in their names and on their behalf by their duly authorized officers, all as of the day and date written above.

CITY OF WINDSOR HEIGHTS, IOWA

By: David J. Burgess
Mayor

Attest:

Joan A. White
City Clerk

CHARLES I. COLBY AND RUTH
COLBY NATIONAL DEVELOPMENT
TRUST

By: Clark A. Colby Jr.
Clark A. Colby Jr., Trustee

By: Carol A. Colby
Carol A. Colby, Trustee

By: Michael P. Colby
Michael P. Colby, Trustee

EXHIBIT B
**TIMELINE AND SPECIFICATIONS OF DEMOLITION AND SITE PREPARATION
PROJECT**

EXHIBIT B
**TIMELINE AND SPECIFICATIONS OF DEMOLITION AND SITE PREPARATION
PROJECT**

1) Demolition of the existing building on the Premises, including:

Single Mobilization and demobilization of equipment to and from site
Obtain the demolition permits
Filing the 10-day NESHAP notification
Demolition, removal, and disposal of the strip mall building
Removal and disposal of the building foundation, floors and footing
Removal and disposal of the designated sidewalk around the building
Removal and disposal of the light poles including bases and footings

Completion Date: Approximately March 2022

2) Site preparation

Geotechnical studies, civil engineering, soil testing, compaction, site grading, utility installation, parking area, curbing and parking area lighting.

Completion Date: Approximately July 2022, not including parking area improvements.

3) Road reconstruction

Repair Apple Valley Drive following completion of the building.

Completion Date: Upon project completion on or before July 2023

EXHIBIT D
DEVELOPER'S ESTIMATE WORKSHEET

- (1) Date of Preparation: October ____, 20__.
- (2) Assessed Taxable Valuation of Redevelopment Property as of January 1, 20__:
\$_____.
- (3) Base Taxable Valuation of Redevelopment Property (as of January 1, 2021):
\$_____.
- (4) Incremental Taxable Valuation of Redevelopment Property (2 minus 3):
\$_____ (the "TIF Value").
- (5) Current City fiscal year consolidated property tax levy rate for purposes of calculating Incremental Property Tax Revenues (the "Adjusted Levy Rate"):
\$_____ per thousand of value.
- (6) The TIF Value (4) factored by the Adjusted Levy Rate (5).
\$_____ x \$_____/1000 = \$_____ (the "Developer's Estimate")

EXHIBIT C
**FORM OF COVER PAGE FOR DEMOLITION AND SITE
PREPARATION PROJECT COSTS DOCUMENTATION**

Date submitted: _____

Submitted by: Colby Management Company

Contact information: Brian Sheriff, President, 515-274-3411

Index of Invoices/Statements Attached to substantive request:

1. DeCarlo Demolition Company - Invoice B22-028

G.A. Johnson and Son - General Contractor for Aldi
2. Earthwork, Exterior Improvements, Utilities Bid Sheet
3. AIA Doc G702 - App #7 - Central Iowa Dirt Works
4. AIA Doc G702 - App #6 - Portland Construction Co.

5. Speck Enterprises - Invoice #100199

I, the undersigned hereby certify that the costs shown on the documents referred in the index above are legitimate costs reasonably incurred in the undertaking of the Demolition and Site Preparation Project.

CHARLES I. COLBY AND RUTH COLBY
NATIONAL DEVELOPMENT TRUST

By: 
Trustee

Reviewed and accepted by the City of Windsor Heights, Iowa this ____ day of _____,
20__.

By: _____
City Administrator

DeCarlo Demolition Company
260 N.E. 44th Ave
Des Moines, IA 50313
515-243-1151
Info@decardemolition.com

JUL 14 2022
PAID
[Signature]



BILL TO
6581 UNIVERSITY
AVENUE
WINDSOR HEIGHTS, IA
50321

INVOICE E22-028

DATE 07/11/2022 TERMS Net 30

DUE DATE 08/10/2022

DATE	DESCRIPTION	QTY	RATE	AMOUNT
05/19/2022	Time and Materials: See PDF Attached May 19, 2022	1	3,925.00	3,925.00
05/20/2022	Time and Materials: See PDF Attached May 20, 2022	1	4,231.25	4,231.25
05/23/2022	Time and Materials: See PDF Attached May 23, 2022	1	4,475.00	4,475.00
05/24/2022	Time and Materials: See PDF Attached May 24, 2022	1	4,475.00	4,475.00
05/25/2022	Time and Materials: See PDF Attached May 25, 2022	1	4,025.00	4,025.00

www.decardemolition.com

①

DATE	DESCRIPTION	QTY	RATE	AMOUNT
06/10/2022	Per Contract: Work Complete at 7100 University Avenue in Windsor Heights, IA (Apple Valley). Building Demolition Scope: o Work to be completed per Existing Site & Removal Plan C-210 dated 2/18/2022 o Owner to coordinate with Mid-American energy to disconnect gas meter and electrical services including transformer o Filing of the 10 Day NESHAP Report to the Iowa DNR o Obtaining of the demolition permit from the City of Windsor Heights o Mobilization and demobilization of manpower and equipment to and from the site o Demolition, removal, and disposal of the 4,026 SF Building including the building concrete slab, footings and building sidewalk o Demolition, removal, and disposal of the 13,159 SF Building including the building concrete slab, footings and building sidewalk o Removal and disposal of the designated light poles, bases and footings as shown on plans o Removal and disposal of the water hydrant, valve, and water main as shown on Removal Plans C-210 dated 2/18/22 o Removal and disposal of the existing sanitary service lines as shown on Removal Plans C-210 dated 2/18/22 o Rough grading of the disturbed area for drainage o Others to Remove parking lot, trees and other site work including site work utilities.	1	125,000.00	125,000.00
06/10/2022	Per Contract: Utility Disconnect Scope: o Disconnect 6" water service at the main o Disconnect up to 4 sewer services south of the building	1	18,975.00	18,975.00

Thank you for your business! We would appreciate if you could take a few minutes to write a review on Google for us.

TOTAL DUE	\$165,106.25
------------------	---------------------

www.decarlodemolition.com

ALDI PROJECT: #116 Windsor Heights, IA ADDRESS: University Ave DATE: 5/9/2022 Store Type: Ground-Up		
GENERAL CONTRACTOR:		G.A. Johnson and Son
24 (950057)	ELECTRICAL Building Electrical Work and Fixtures Total Electric (Div 26 + Div 33)	\$265,000.00 FOR REFERENCE ONLY \$265,000.00
TOTAL DIVISION 26		\$265,000.00
31 (950056)	EARTHWORK Excavation & Erosion Control Site Layout & Testing Aggregate Stone Piers Site Demolition Termite Control	\$340,489.00 \$0.00 \$65,411.00 \$80,000.00 \$0.00
TOTAL DIVISION 31		\$505,960.00
32 (950070)	EXTERIOR IMPROVEMENTS Asphalt Paving Bike Rack (material only) Fencing Guard Rails Landscaping, Irrigation & Topsoil Lot Striping/Resealing/Restriping Concrete Curbs & Gutters/Concrete Sidewalks & Approaches Concrete Paving Truck Dock Slab, Footings, Walls & Stair Site Retaining Walls	\$0.00 \$750.00 \$3,000.00 \$0.00 \$85,000.00 \$7,000.00 \$85,000.00 \$225,000.00 \$95,000.00 \$0.00
TOTAL DIVISION 32		\$500,750.00
33 (950059)	UTILITIES Fire & Domestic Water Services Sanitary Sewer Storm Sewer Site Electrical Work Gas Service Off-site Traffic Management	\$60,255.00 \$29,456.00 \$598,371.00 \$29,000.00 \$0.00
TOTAL DIVISION 33		\$717,082.00
PROJECT COST SUMMARY GENERAL REQUIREMENTS EXISTING CONDITIONS TOTAL BUILDING COST TOTAL SITE COST STATE REQUIRED TAXES SITE IMPACT FEES GC OVERHEAD & PROFIT		 \$1,723,792.00 \$0.00 \$0.00
ALTERNATES (Please enter the net differential value. For example: parking lot asphalt bid is \$100,000 and a concrete alternate is \$150,000. In this case, enter \$50,000 as the alternate cost.)		
Performance/ Payment Bond Alternate # 1: HD Paving In LO Areas Alternate # 2: Brick B In lieu of Brick A Alternate # 3: Brick C In lieu of Brick A Alternate # 4: CMU In lieu of Concrete Foundation per drawing 5-502 Alternate # 5: Alternate Add to build the pad up with stone Alternate # 6: Concrete Parking Lot Stabilization Alternate # 7: [DESCRIPTION] Alternate # 8: [DESCRIPTION] Alternate # 9: [DESCRIPTION] Alternate # 10: [DESCRIPTION]		\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$75,000.00 \$0.00 \$0.00 \$0.00 \$0.00
ALTERNATES TOTAL		\$75,000.00
TOTAL PROJECT COST INCLUDING ALTERNATES		

APPLICATION AND CERTIFICATION FOR PAYMENT

TO (OWNER):
GA Johnson & Sons

PROJECT:
Aldis - Windsor Heights

AIA DOCUMENT G702

APPLICATION #: 7
PERIOD TO: 31-Dec-22
PROJECT NO.:
CONTRACTOR DATE:

FROM (SUB-CONTRACTOR):
Central Iowa Dirt Works

VIA CONSTRUCTION MANAGER:

VIA ARCHITECTS:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$329,329.00
2. Net change by Change Orders \$59,327.76
3. CONTRACT SUM TO DATE (Line 1+2) \$388,656.76
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$388,656.76

5. RETAINAGE:

- a. 10 % of Completed Work 10 % \$38,865.68 (column D + E on G703)
- b. % of Stored Material \$0.00 (column F on G703)

Total Retainage (Line 5a+5b or Total in Column I of G703)

6. TOTAL EARNED LESS RETAINAGE

\$98,865.68
\$889,791.08

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 4 less Line 5 Total)

\$834,459.08
\$55,332.00

8. TOTAL PAYMENT DUE

9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 less Line 6) \$98,865.68

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS	\$0.00	\$0.00
NET CHANGES by change Order		\$0.00

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

CONTRACTOR:

By: [Signature] Date: 12/16/22

State of Iowa

County of Polk

Subscribed and sworn to before me this 16 day of December, 2022

Notary Public: Chris McDowell

My Commission expires: 2/25/2024

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge information & belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

CONSTRUCTION MANAGER:

By: _____ Date: _____
ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this contract.



CONTINUATION SHEET

AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT, continuing

(Instructions on reverse side)

PAGE 1 OF 1

AIA DOCUMENT G702, APPLICATION AND CERTIFICATE FOR PAYMENT, continuing

Contractor's signed Certificate is attached.

In tabulations below, amounts are stated to the nearest dollar

Use Column I on Contracts where variable retainage for line items may apply.

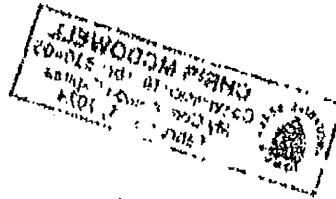
APPLICATION NUMBER: 12162022

PERIOD TO: 12/31/2022

PROJECT NO.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D		E		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE	H BALANCE TO FINISH (G-H)	I RETAINAGE 10 %
			FROM PREVIOUS APPLICATION (D-E)	WORK COMPLETED	THIS PERIOD					
24100	Demolition	\$88,000.00		\$88,000.00		\$0.00	\$0.00	\$88,000.00	\$0.00	\$8,800.00
310000	Earthwork Labor	\$124,300.00		\$114,300.00	\$10,000.00	\$0.00	\$0.00	\$124,300.00	\$0.00	\$12,430.00
333100	Water Utilities Labor	\$27,122.00		\$27,122.00	\$0.00	\$0.00	\$0.00	\$27,122.00	\$0.00	\$2,712.20
331000	Water Utilities Material	\$14,128.00		\$14,128.00	\$0.00	\$0.00	\$0.00	\$14,128.00	\$0.00	\$1,412.80
333100	Sanitary Sewer Labor	\$19,374.00		\$19,374.00	\$0.00	\$0.00	\$0.00	\$19,374.00	\$0.00	\$1,937.40
333100	Sanitary Sewer Materials	\$2,900.00		\$2,900.00	\$0.00	\$0.00	\$0.00	\$2,900.00	\$0.00	\$290.00
334000	Storm Sewer & Drainage Labor	\$54,246.00		\$54,246.00	\$0.00	\$0.00	\$0.00	\$54,246.00	\$0.00	\$5,424.60
334000	Storm Sewer & Drainage Materials	\$59,535.00		\$59,535.00	\$0.00	\$0.00	\$0.00	\$59,535.00	\$0.00	\$5,953.50
321116	Aggregate Base Labor	\$21,500.00		\$21,500.00	\$0.00	\$0.00	\$0.00	\$21,500.00	\$0.00	\$2,150.00
321116	Aggregate Base Material	\$67,000.00		\$67,000.00	\$0.00	\$0.00	\$0.00	\$67,000.00	\$0.00	\$6,700.00
334923	Storm Detention Underground Labor	\$156,415.00		\$156,415.00	\$0.00	\$0.00	\$0.00	\$156,415.00	\$0.00	\$15,641.50
334923	Storm Detention Underground Material	\$294,809.00		\$294,809.00	\$0.00	\$0.00	\$0.00	\$294,809.00	\$0.00	\$29,480.90
CO-1	Change Order #1	\$16,400.00		\$16,400.00	\$0.00	\$0.00	\$0.00	\$16,400.00	\$0.00	\$1,640.00
CO-2	Change Order #2	\$9,250.00		\$9,250.00	\$0.00	\$0.00	\$0.00	\$9,250.00	\$0.00	\$925.00
CO-3	Change Order #3	(\$17,802.24)		(\$17,802.24)	\$0.00	\$0.00	\$0.00	(\$17,802.24)	\$0.00	(\$1,780.22)
CO-4	Change Order #4	\$51,480.00		\$0.00	\$51,480.00	\$0.00	\$0.00	\$51,480.00	\$0.00	\$5,148.00
	Total	\$988,656.76	\$927,176.76		\$61,480.00	\$0.00		\$988,656.76	\$0.00	\$98,865.68

made per cost/703



APPLICATION AND CERTIFICATION FOR PAYMENT

ALA DOCUMENT G702

PAGE ONE OF 2 PAGES

GENERAL CONTRACTOR:
PROJECT: Aldi Food Store #116
GA Johnson & Son
7100 University Ave
Windsor Heights, IA 50324

APPLICATION NO: 6
PERIOD TO: 12/31/2022
CONTRACT NO:
PROJECT NOS:
CONTRACT DATE: 5/17/2022

VIA ARCHITECT:

PORTLAND CONSTRUCTION COMPANY
1615 SE Cortina Dr., Suite 106
Ankeny, IA 50021

CONTRACT FOR: Concrete Work

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract Information Sheet, ALA Document G703, is attached.

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

ORIGINAL CONTRACT SUM \$ 768,202.00
Net change by Change Orders \$ 78,822.33
CONTRACT SUM TO DATE (Line 1 + 2) \$ 847,024.33
TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 844,588.03

RETAINAGE:
a. 10 % of Completed Work \$ 84,458.80
(Column D + E on G703)
b. 10 % of Stored Material \$
(Column F on G703)
Total Retainage (Lines 5a + 5b or Total in Column I of G703)

TOTAL EARNED LESS RETAINAGE \$ 84,458.80
(Line 4 Less Line 5 Total) \$ 760,129.23
LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 612,386.18
CURRENT PAYMENT DUE \$ 147,743.05
BALANCE TO FINISH, INCLUDING RETAINAGE \$ 86,895.10
(Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$47,090.58	
Total approved this Month	\$31,731.75	
TOTALS	\$78,822.33	\$0.00
NET CHANGES by Change Order	\$78,822.33	

DOCUMENT G702 - APPLICATION AND CERTIFICATION FOR PAYMENT - 1992 EDITION - AIA - ©1992

Users may obtain validation of this document by requesting a completed ALA Document D401 - Certification of Document's Authenticity from the Licensee.

CONTRACTOR: Portland Construction Company

By: Sandra Caniseros Date: 12/20/22

State of: IOWA County of: POLK
Subscribed and sworn to before me this day of
Notary Public:
My Commission expires:

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED\$

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)
ARCHITECT:

By: Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC 20006-5522

Exhibit A

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 6
APPLICATION DATE: 12/20/22
PERIOD TO: 12/31/22

ARCHITECTS PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
1	Foundation	\$332,484.00	\$332,484.00			\$332,484.00	100.00%		\$33,248.40
2	Foundation Insulation	\$11,480.00	\$11,480.00			\$11,480.00	100.00%		\$1,148.00
3	Monument Sign Footing	\$4,000.00		\$4,000.00		\$4,000.00	100.00%		\$400.00
4	Loading Dock Stair Foundation	\$12,500.00	\$12,500.00			\$12,500.00	100.00%		\$1,250.00
5	5" SOG	\$140,422.00	\$140,422.00			\$140,422.00	100.00%		\$14,042.20
6	Freezer Slab	\$10,395.00	\$10,395.00			\$10,395.00	100.00%		\$1,039.50
7	8" Dock Slab/Sloop	\$1,250.00	\$1,250.00			\$1,250.00	100.00%		\$125.00
8	6" Pallet Bumper Infill	\$6,780.00	\$6,780.00			\$6,780.00	100.00%		\$678.00
9	6" Housekeeping Pad Infill	\$1,280.00	\$1,280.00			\$1,280.00	100.00%		\$128.00
10	6" Shop Cap	\$1,290.00	\$1,290.00			\$1,290.00	100.00%		\$129.00
11	Loading Dock Steps	\$5,000.00	\$5,000.00			\$5,000.00	100.00%		\$500.00
12	8" Reinforced PCC @ Loading Dock	\$9,240.00	\$9,240.00			\$9,240.00	100.00%		\$924.00
13	6.5" Nonreinforced PCC	\$37,388.00	\$37,388.00			\$37,388.00	100.00%		\$3,738.80
14	5" Nonreinforced PCC	\$150,950.00	\$30,190.00	\$120,760.00		\$150,950.00	100.00%		\$15,095.00
15	5" Nonreinforced Sidewalk	\$24,363.00	\$18,759.51	\$3,167.19		\$21,926.70	90.00%	\$2,436.30	\$2,192.67
16	Gate Posts and Bollards	\$5,100.00	\$5,100.00			\$5,100.00	100.00%		\$510.00
17	Cart Curb	\$9,780.00	\$9,780.00			\$9,780.00	100.00%		\$978.00
18	Striping/Signage	\$4,500.00	\$4,500.00			\$4,500.00	100.00%		\$450.00
CO 1	Granular under SOG	\$21,100.00	\$21,100.00			\$21,100.00	100.00%		\$2,110.00
CO 2	Foundation Revisions	\$747.50	\$747.50			\$747.50	100.00%		\$74.75
CO 3	Polished SOG	\$11,984.38	\$11,984.38			\$11,984.38	100.00%		\$1,198.44
CO 4	Overtime Labor	\$9,132.50	\$9,132.50			\$9,132.50	100.00%		\$913.25
CO 5	Dock Leveler	\$4,126.20	\$4,126.20			\$4,126.20	100.00%		\$412.62
CO 6	Winter Conditions	\$23,856.75		\$23,856.75		\$23,856.75	100.00%		\$2,385.68
CO 7	M4 Concrete	\$7,525.00		\$7,525.00		\$7,525.00	100.00%		\$752.50
CO 8	Fix Sidewalk at Railings	\$350.00		\$350.00		\$350.00	100.00%		\$35.00
	GRAND TOTALS	\$847,024.33	\$680,429.09	\$164,158.94	\$0.00	\$844,588.03	99.71%	\$2,436.30	\$84,458.80

Users may obtain validation of this document by requesting of the licensee a completed AIA Document D401 - Certification of Document's Authenticity

AIA Document G703 - CONTINUATION SHEET FOR G702 - 1992 EDITION - AIA G703-2
THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C. 20006-5222

G703-1992

Exhibit A



P.O. Box 21009
Des Moines, IA 50321
Phone: (515) 285-4649
Fax: (515) 285-0471

Invoice

Date	Invoice #
7/7/2023	100199

Bill To
Colby Interests 6581 University Ave. Windsor Heights, IA 50311

		P.O. No.	Terms
			Net 30
Description	Quantity	Rate	Amount
Apple Valley Road			
Concrete Road Way - Saw and remove specified areas of damaged concrete in Road way. Replace with 8" depth of M4 Concrete drilled and pinned to existing slabs with #4 Rebar. Price includes: #4 Rebar Mat 5' OCBA ; joint sealing new concrete ; 2" Road Stone Base (11,100 Sq.Ft.)		116,550.00	116,550.00
Storm Sewer- Remove and replace approximately 67 LF of 30" pipe and 1 new storm manhole. *Adjusted price*		12,125.00	12,125.00
Concrete Road Way Curb - Additional Price to replace all curb adjoining new slabs. (360 LF) NOTE: Curb to be monolithic with new slabs		16,200.00	16,200.00
Seal Existing Concrete Joints - Wetsaw all control joints through entire road way that will not be replaced to remove all old material. Blow out with compressed air, install backer rod, and seal with Hot Pour Rubber. Includes and cracks. (5500 LF)		11,000.00	11,000.00
Sales Tax 7% - Polk County		7.00%	770.00
Subject to 1.65% per month after 30 days. Thank you.		Total	\$156,645.00
		Payments/Credits	\$0.00
		Balance Due	\$156,645.00



**STAFF REPORT
CITY COUNCIL**

November 17, 2025

TO: CITY COUNCIL
FROM: Rachelle Swisher, Finance Director
SUBJECT: Approve the Urban Renewal Report

GENERAL INFORMATION

The Annual Urban Renewal Report for Fiscal Year 2024-2025

Summary

This report has been done to provide a history of the TIF Revenue Fund. The amount of revenue received was \$2,127,556, the total expenditures were \$2,512,595 and the balance of the TIF Revenue Fund is \$1,229,351. This is shown on page 1.

Page 2 gives a summary of all the tax districts within our Urban Renewal Area.

Pages 3-5 describe the projects that TIF paid for in Fiscal Year 2024-2025, as well as the specific dollar figures that were spent.

Pages 6-10 go into detail about each TIF Taxing District.

ATTACHMENTS

1. Urban Renewal Report 2025

Annual Urban Renewal Report, Fiscal Year 2024 - 2025

Levy Authority Summary

Local Government Name: WINDSOR HEIGHTS
Local Government Number: 77G728

Active Urban Renewal Areas

WINDSOR HEIGHTS CONSOLIDATED URBAN RENEWAL

U.R. # of Tif Taxing
Districts
77072 10

TIF Debt Outstanding: 19,051,006

TIF Sp. Rev. Fund Cash Balance as of 07-01-2024: 1,614,390 0 Amount of 07-01-2024 Cash Balance Restricted for LMI

TIF Revenue: 2,109,559
TIF Sp. Revenue Fund Interest: 17,611
Property Tax Replacement Claims 386
Asset Sales & Loan Repayments: 0
Total Revenue: 2,127,556

Rebate Expenditures: 89,443
Non-Rebate Expenditures: 2,423,152
Returned to County Treasurer: 0
Total Expenditures: 2,512,595

TIF Sp. Rev. Fund Cash Balance as of 06-30-2025: 1,229,351 0 Amount of 06-30-2025 Cash Balance Restricted for LMI

Year-End Outstanding TIF Obligations, Net of TIF Special Revenue Fund Balance: 15,309,060

Urban Renewal Area Data Collection

Local Government Name: WINDSOR HEIGHTS (77G728)
 Urban Renewal Area: WINDSOR HEIGHTS CONSOLIDATED URBAN RENEWAL
 UR Area Number: 77072

UR Area Creation Date: 01/1989

The Plan is intended to promote new development and improvement activities similar to those that have been achieved as a result of previously successful redevelopment efforts. The Plan will continue efforts to enhance the viability of the City.

UR Area Purpose:

Tax Districts within this Urban Renewal Area	Base No.	Increment No.	Increment Value Used
WIND HTS CITY/DM SCH/URB WIND-HTS SS/16 AMD ADDITION TIF INCR	770286	770287	303,007
WIND HTS CITY/DM SCH/URB WIND-HTS SS/89 TIF INCR	770288	770289	7,382,154
WIND HTS CITY/WDM SCH/URB WIND-HTS SS/89 TIF INCR	770292	770293	43,398,886
WIND HTS CITY/WDM SCH/URB WIND-HTS SS/14 AMD #3 TIF INCR	770295	770296	144,300
WIND HTS CITY/WDM SCH/14 AMD #3 TIF INCR	770297	770298	0
WIND HTS CITY/DM SCH/URB WIND-HTS SS/95 & 96 AMD TIF INCR	770490	770491	14,195,759
WIND HTS CITY/WDM SCH/URB WIND-HTS SS/95 & 96 AMD TIF INCR	770492	770493	0
WIND HTS CITY AG/WDM SCH/URB WIND-HTS SS/89 TIF INCR	770290	770519	0
WIND HTS CITY/DM SCH/URB WIND-HTS SS/06 SUB FARMS TIF INCR	770662	770663	3,808,560
WIND HTS CITY/DM SCH/URB WIND-HTS SS/09 AMD 63 & HICK TIF INCR	770797	770798	0

Urban Renewal Area Value by Class - 1/1/2023 for FY 2025

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	14,840,741	76,999,400	0	0	0	91,840,141	0	91,840,141
Taxable	0	6,877,615	67,167,594	0	0	0	74,045,209	0	74,045,209
Homestead Credits									1

TIF Sp. Rev. Fund Cash Balance as of 07-01-2024:	1,614,390	0	Amount of 07-01-2024 Cash Balance Restricted for LMI
TIF Revenue:	2,109,559		
TIF Sp. Revenue Fund Interest:	17,611		
Property Tax Replacement Claims	386		
Asset Sales & Loan Repayments:	0		
Total Revenue:	2,127,556		
Rebate Expenditures:	89,443		
Non-Rebate Expenditures:	2,423,152		
Returned to County Treasurer:	0		
Total Expenditures:	2,512,595		

TIF Sp. Rev. Fund Cash Balance as of 06-30-2025:	1,229,351	0	Amount of 06-30-2025 Cash Balance Restricted for LMI
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Projects For WINDSOR HEIGHTS CONSOLIDATED URBAN RENEWAL

2016A Refunding

Description:	Refund 2008A Community & Events Center
Classification:	Municipal and other publicly-owned or leased buildings
Physically Complete:	Yes
Payments Complete:	No

2016B Refunding

Description:	Refund 2008B Hickman Road Re-Development
Classification:	Mixed use property (ie: a significant portion is residential and significant portion is commercial)
Physically Complete:	Yes
Payments Complete:	No

2020B University Street Project

Description:	Street Improvements
Classification:	Roads, Bridges & Utilities
Physically Complete:	Yes
Payments Complete:	No

2024A 73rd St N/68th St S

Description:	Street Improvements
Classification:	Roads, Bridges & Utilities
Physically Complete:	No
Payments Complete:	No

Colby Park Project

Description:	Park Improvements
Classification:	Recreational facilities (lake development, parks, ball fields, trails)
Physically Complete:	No
Payments Complete:	No

Admin & Support

Description:	Admin Salaries/Professional Expenses
Classification:	Administrative expenses
Physically Complete:	No
Payments Complete:	No

Colby Redevelopment Project

Description:	Redevelopment of 7100 University for Aldi
Classification:	Commercial - retail
Physically Complete:	Yes
Payments Complete:	No

Debts/Obligations For WINDSOR HEIGHTS CONSOLIDATED URBAN RENEWAL

2016A Refunding

Debt/Obligation Type:	Gen. Obligation Bonds/Notes
Principal:	510,000
Interest:	31,813
Total:	541,813
Annual Appropriation?:	No
Date Incurred:	07/06/2016
FY of Last Payment:	2028

2016B Refunding

Debt/Obligation Type:	Gen. Obligation Bonds/Notes
Principal:	1,020,000
Interest:	66,273
Total:	1,086,273
Annual Appropriation?:	No
Date Incurred:	07/06/2016
FY of Last Payment:	2028

2020B University Street Project

Debt/Obligation Type:	Gen. Obligation Bonds/Notes
Principal:	2,660,000
Interest:	387,972
Total:	3,047,972
Annual Appropriation?:	No
Date Incurred:	04/30/2020
FY of Last Payment:	2035

2024A 73rd St N/68th St S

Debt/Obligation Type:	TIF Revenue Bonds/Notes
Principal:	8,325,000
Interest:	4,019,948
Total:	12,344,948
Annual Appropriation?:	No
Date Incurred:	05/20/2024
FY of Last Payment:	2035

Colby Park Project

Debt/Obligation Type:	Internal Loans
Principal:	1,305,000
Interest:	0
Total:	1,305,000
Annual Appropriation?:	No
Date Incurred:	06/01/2025
FY of Last Payment:	2025

Colby Redevelopment Rebate

Debt/Obligation Type:	Rebates
Principal:	600,000
Interest:	0
Total:	600,000
Annual Appropriation?:	Yes
Date Incurred:	10/04/2021

FY of Last Payment: 2035

Admin and Support

Debt/Obligation Type:	Internal Loans
Principal:	125,000
Interest:	0
Total:	125,000
Annual Appropriation?:	No
Date Incurred:	06/30/2025
FY of Last Payment:	2025

Non-Rebates For WINDSOR HEIGHTS CONSOLIDATED URBAN RENEWAL

TIF Expenditure Amount:	270,923
Tied To Debt:	2016B Refunding
Tied To Project:	2016B Refunding
TIF Expenditure Amount:	277,844
Tied To Debt:	2020B University Street Project
Tied To Project:	2020B University Street Project
TIF Expenditure Amount:	137,938
Tied To Debt:	2016A Refunding
Tied To Project:	2016A Refunding
TIF Expenditure Amount:	306,447
Tied To Debt:	2024A 73rd St N/68th St S
Tied To Project:	2024A 73rd St N/68th St S
TIF Expenditure Amount:	1,305,000
Tied To Debt:	Colby Park Project
Tied To Project:	Colby Park Project
TIF Expenditure Amount:	125,000
Tied To Debt:	Admin and Support
Tied To Project:	Admin & Support

Rebates For WINDSOR HEIGHTS CONSOLIDATED URBAN RENEWAL

7100 University Ave Windsor Heights, IA

TIF Expenditure Amount:	89,443
Rebate Paid To:	Charles Colby Ruth Colby National Dev Trust
Tied To Debt:	Colby Redevelopment Rebate
Tied To Project:	Colby Redevelopment Project
Projected Final FY of Rebate:	2035

TIF Taxing District Data Collection

Local Government Name: WINDSOR HEIGHTS (77G728)
 Urban Renewal Area: WINDSOR HEIGHTS CONSOLIDATED URBAN RENEWAL (77072)
 TIF Taxing District Name: WIND HTS CITY/DM SCH/URB WIND-HTS SS/16 AMD ADDITION TIF INCR
 TIF Taxing District Inc. Number: 770287
 TIF Taxing District Base Year: 2015
 FY TIF Revenue First Received: 2018
 Subject to a Statutory end date? No

	UR Designation
Slum	No
Blighted	No
Economic Development	No

TIF Taxing District Value by Class - 1/1/2023 for FY 2025

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	763,100	0	0	0	763,100	0	763,100
Taxable	0	0	621,304	0	0	0	621,304	0	621,304
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2025	460,093	303,007	303,007	0	0

FY 2025 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name: WINDSOR HEIGHTS (77G728)
 Urban Renewal Area: WINDSOR HEIGHTS CONSOLIDATED URBAN RENEWAL (77072)
 TIF Taxing District Name: WIND HTS CITY/DM SCH/URB WIND-HTS SS/89 TIF INCR
 TIF Taxing District Inc. Number: 770289
 TIF Taxing District Base Year: 1988
 FY TIF Revenue First Received: 1990
 Subject to a Statutory end date? No

	UR Designation
Slum	No
Blighted	01/1989
Economic Development	01/1989

TIF Taxing District Value by Class - 1/1/2023 for FY 2025

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	381,000	8,175,000	0	0	0	8,556,000	0	8,556,000
Taxable	0	176,566	7,205,588	0	0	0	7,382,154	0	7,382,154
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2025	555,450	7,382,154	7,382,154	0	0

FY 2025 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name: WINDSOR HEIGHTS (77G728)
 Urban Renewal Area: WINDSOR HEIGHTS CONSOLIDATED URBAN RENEWAL (77072)
 TIF Taxing District Name: WIND HTS CITY/WDM SCH/URB WIND-HTS SS/89 TIF INCR
 TIF Taxing District Inc. Number: 770293
 TIF Taxing District Base Year: 1988
 FY TIF Revenue First Received: 1990
 Subject to a Statutory end date? No

	UR Designation
Slum	No
Blighted	01/1989
Economic Development	01/1989

TIF Taxing District Value by Class - 1/1/2023 for FY 2025

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	2,811,300	47,550,500	0	0	0	50,361,800	0	50,361,800
Taxable	0	1,302,835	42,096,051	0	0	0	43,398,886	0	43,398,886
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2025	6,690,340	43,398,886	43,398,886	0	0

FY 2025 TIF Revenue Received: 2,109,559

TIF Taxing District Data Collection

Local Government Name: WINDSOR HEIGHTS (77G728)
 Urban Renewal Area: WINDSOR HEIGHTS CONSOLIDATED URBAN RENEWAL (77072)
 TIF Taxing District Name: WIND HTS CITY/WDM SCH/URB WIND-HTS SS/14 AMD #3 TIF INCR
 TIF Taxing District Inc. Number: 770296
 TIF Taxing District Base Year: 2013
 FY TIF Revenue First Received:
 Subject to a Statutory end date? No

	UR Designation
Slum	No
Blighted	No
Economic Development	No

TIF Taxing District Value by Class - 1/1/2023 for FY 2025

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	4,087,400	0	0	0	4,087,400	0	4,087,400
Taxable	0	0	3,482,201	0	0	0	3,482,201	0	3,482,201
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2025	3,943,100	144,300	144,300	0	0

FY 2025 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name: WINDSOR HEIGHTS (77G728)
 Urban Renewal Area: WINDSOR HEIGHTS CONSOLIDATED URBAN RENEWAL (77072)
 TIF Taxing District Name: WIND HTS CITY/WDM SCH/14 AMD #3 TIF INCR
 TIF Taxing District Inc. Number: 770298
 TIF Taxing District Base Year: 2013
 FY TIF Revenue First Received:
 Subject to a Statutory end date? No

	UR Designation
Slum	No
Blighted	No
Economic Development	No

TIF Taxing District Value by Class - 1/1/2023 for FY 2025

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2025	0	0	0	0	0

FY 2025 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name: WINDSOR HEIGHTS (77G728)
 Urban Renewal Area: WINDSOR HEIGHTS CONSOLIDATED URBAN RENEWAL (77072)
 TIF Taxing District Name: WIND HTS CITY/DM SCH/URB WIND-HTS SS/95 & 96 AMD TIF INCR
 TIF Taxing District Inc. Number: 770491
 TIF Taxing District Base Year: 1995
 FY TIF Revenue First Received: 2001
 Subject to a Statutory end date? No

	UR Designation
Slum	No
Blighted	05/1995
Economic Development	05/1995

TIF Taxing District Value by Class - 1/1/2023 for FY 2025

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	9,854,041	11,467,000	0	0	0	21,321,041	0	21,321,041
Taxable	0	4,566,639	9,629,120	0	0	0	14,195,759	0	14,195,759
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2025	4,158,550	14,195,759	14,195,759	0	0

FY 2025 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name: WINDSOR HEIGHTS (77G728)
 Urban Renewal Area: WINDSOR HEIGHTS CONSOLIDATED URBAN RENEWAL (77072)
 TIF Taxing District Name: WIND HTS CITY/WDM SCH/URB WIND-HTS SS/95 & 96 AMD TIF INCR
 TIF Taxing District Inc. Number: 770493
 TIF Taxing District Base Year: 1995
 FY TIF Revenue First Received: 2001
 Subject to a Statutory end date? No

	UR Designation
Slum	No
Blighted	05/1995
Economic Development	05/1995

TIF Taxing District Value by Class - 1/1/2023 for FY 2025

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	210,400	169,800	0	0	0	380,200	0	380,200
Taxable	0	97,505	87,334	0	0	0	184,839	0	184,839
Homestead Credits									1

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2025	380,200	0	0	0	0

FY 2025 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name: WINDSOR HEIGHTS (77G728)
 Urban Renewal Area: WINDSOR HEIGHTS CONSOLIDATED URBAN RENEWAL (77072)
 TIF Taxing District Name: WIND HTS CITY AG/WDM SCH/URB WIND-HTS SS/89 TIF INCR
 TIF Taxing District Inc. Number: 770519
 TIF Taxing District Base Year: 1988
 FY TIF Revenue First Received:
 Subject to a Statutory end date? No

	UR Designation
Slum	No
Blighted	01/1989
Economic Development	01/1989

TIF Taxing District Value by Class - 1/1/2023 for FY 2025

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2025	0	0	0	0	0

FY 2025 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name: WINDSOR HEIGHTS (77G728)
 Urban Renewal Area: WINDSOR HEIGHTS CONSOLIDATED URBAN RENEWAL (77072)
 TIF Taxing District Name: WIND HTS CITY/DM SCH/URB WIND-HTS SS/06 SUB FARMS TIF INCR
 TIF Taxing District Inc. Number: 770663
 TIF Taxing District Base Year: 2005
 FY TIF Revenue First Received: 2005
 Subject to a Statutory end date? No

UR Designation	
Slum	No
Blighted	12/2005
Economic Development	No

TIF Taxing District Value by Class - 1/1/2023 for FY 2025

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	1,584,000	4,786,600	0	0	0	6,370,600	0	6,370,600
Taxable	0	734,070	4,045,996	0	0	0	4,780,066	0	4,780,066
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2025	2,562,040	3,808,560	3,808,560	0	0

FY 2025 TIF Revenue Received: 0

TIF Taxing District Data Collection

Local Government Name: WINDSOR HEIGHTS (77G728)
 Urban Renewal Area: WINDSOR HEIGHTS CONSOLIDATED URBAN RENEWAL (77072)
 TIF Taxing District Name: WIND HTS CITY/DM SCH/URB WIND-HTS SS/09 AMD 63 & HICK TIF INCR
 TIF Taxing District Inc. Number: 770798
 TIF Taxing District Base Year: 2008
 FY TIF Revenue First Received:
 Subject to a Statutory end date? Yes
 Fiscal year this TIF Taxing District statutorily ends: 2029

UR Designation	
Slum	No
Blighted	No
Economic Development	11/2007

TIF Taxing District Value by Class - 1/1/2023 for FY 2025

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2025	0	0	0	0	0

FY 2025 TIF Revenue Received: 0



STAFF REPORT
CITY COUNCIL
November 17, 2025

TO: CITY COUNCIL
FROM: Rachelle Swisher, Finance Director
SUBJECT: Approve FY25 Annual Finance Report

GENERAL INFORMATION

ATTACHMENTS

1. FY25 AFR

STATE OF IOWA 2025 FINANCIAL REPORT FISCAL YEAR ENDED JUNE 30, 2025 CITY OF WINDSOR HEIGHTS, IOWA DUE: December 1, 2025	16207701500000
	CITY OF WINDSOR HEIGHTS
	1145 66th ST STE 1
	WINDSOR HEIGHTS IA 50324-1705
POPULATION: 5252	

NOTE - The information supplied in this report will be shared by the Iowa State Auditor's Office, the U.S. Census Bureau, various public interest groups, and State and federal agencies.

ALL FUNDS				
	Governmental (a)	Proprietary (b)	Total Actual (c)	Budget (d)
Revenues and Other Financing Sources				
Taxes Levied on Property	3,947,847		3,947,847	3,913,308
Less: Uncollected Property Taxes-Levy Year	0		0	0
Net Current Property Taxes	3,947,847		3,947,847	3,913,308
Delinquent Property Taxes	0		0	0
TIF Revenues	2,109,559		2,109,559	2,292,137
Other City Taxes	1,569,600	0	1,569,600	1,484,958
Licenses and Permits	83,661	0	83,661	416,500
Use of Money and Property	1,244,740	81,186	1,325,926	462,215
Intergovernmental	2,352,767	0	2,352,767	4,020,973
Charges for Fees and Service	540,130	872,898	1,413,028	1,675,100
Special Assessments	0	0	0	0
Miscellaneous	41,412	0	41,412	234,250
Other Financing Sources	0	0	0	3,760,000
Transfers In	5,613,529	0	5,613,529	5,700,529
Total Revenues and Other Sources	17,503,245	954,084	18,457,329	23,959,970
Expenditures and Other Financing Uses				
Public Safety	3,282,489		3,282,489	4,132,711
Public Works	1,002,058		1,002,058	1,091,064
Health and Social Services	0		0	0
Culture and Recreation	406,538		406,538	504,850
Community and Economic Development	321,446		321,446	500,147
General Government	1,077,371		1,077,371	1,187,533
Debt Service	2,105,992		2,105,992	2,110,544
Capital Projects	6,429,034		6,429,034	20,445,630
Total Governmental Activities Expenditures	14,624,928	0	14,624,928	29,972,479
BUSINESS TYPE ACTIVITIES		687,134	687,134	845,022
Total All Expenditures	14,624,928	687,134	15,312,062	30,817,501
Other Financing Uses	0	0	0	
Transfers Out	5,613,529	0	5,613,529	5,700,529
Total All Expenditures/and Other Financing Uses	20,238,457	687,134	20,925,591	36,518,030
Excess Revenues and Other Sources Over (Under) Expenditures/and Other Financing Uses	-2,735,212	266,950	-2,468,262	-12,558,060
Beginning Fund Balance July 1, 2024	20,877,142	2,318,320	23,195,462	21,081,734
Ending Fund Balance June 30, 2025	18,141,930	2,585,270	20,727,200	8,523,674

NOTE - These balances do not include the following, which were not budgeted and are not available for city operations:

Non-budgeted Internal Service Funds	Pension Trust Funds
Private Purpose Trust Funds	Agency Funds

Indebtedness at June 30, 2025	Amount	Indebtedness at June 30, 2025	Amount
General Obligation Debt	12,570,000	Other Long-Term Debt	0
Revenue Debt	0	Short-Term Debt	0
TIF Revenue Debt	3,605,000		
		General Obligation Debt Limit	31,241,397

CERTIFICATION

The forgoing report is correct to the best of my knowledge and belief

Signature of Preparer	Printed name of Preparer Rachelle Swisher	Publication
Signature of Mayor or Mayor Pro Tem (Name and Title)		Phone Number 515-279-3662
		Date Signed

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CITY OF WINDSOR HEIGHTS
REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2025

NON-GAAP/CASH BASIS

Item Description	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)
Section A - Taxes	1								1
Taxes levied on property	2	2,355,290	481,681	1,110,876			3,947,847		3,947,847
Less: Uncollected Property Taxes - Levy Year	3						0		0
Net Current Property Taxes	4	2,355,290	481,681	1,110,876	0	0	3,947,847		3,947,847
Delinquent Property Taxes	5						0		0
Total Property Tax	6	2,355,290	481,681	1,110,876	0	0	3,947,847		3,947,847
TIF Revenues	7		2,109,559				2,109,559		2,109,559
Other City Taxes									
Utility Tax Replacement Excise Taxes	8	20,565	4,202	7,699			32,466		32,466
Utility Franchise Tax (Chapter 364.2, Code of Iowa)	9						0		0
Parimutuel Wager Tax	10						0		0
Gaming Wager Tax	11						0		0
Mobile Home Tax	12						0		0
Hotel / Motel Tax	13	27,318					27,318		27,318
Other Local Option Taxes	14		1,509,816				1,509,816		1,509,816
Total Other City Taxes	15	47,883	1,514,018	7,699	0	0	1,569,600	0	1,569,600
Section B - Licenses and Permits	16	83,661					83,661		83,661
Section C - Use of Money and Property	17								17
Interest	18	353,300	17,611	21,189	489,197		959,737	81,186	1,040,923
Rents and Royalties	19	264,472					264,472		264,472
Other Miscellaneous Use of Money and Property	20						0		0
Refunds and Rebates	21	20,531					20,531		20,531
Total Use of Money and Property	22	638,303	17,611	21,189	489,197	0	1,244,740	81,186	1,325,926
Section D - Intergovernmental	24								24
Federal Grants and Reimbursements	26								26
Federal Grants	27	306,356					306,356		306,356
Community Development Block Grants	28						0		0
Housing and Urban Development	29						0		0
Public Assistance Grants	30						0		0
Payment in Lieu of Taxes	31						0		0
	32						0		0
Total Federal Grants and Reimbursements	33	306,356	0	0	0	0	306,356	0	306,356

CITY OF WINDSOR HEIGHTS
REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2025

NON-GAAP/CASH BASIS

Item Description	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)
Section D - Intergovernmental - Continued	41								41
State Shared Revenues	43								43
Road Use Taxes	44	853,423					853,423		853,423
Other state grants and reimbursements	48								48
State grants	49	174,571			851,200		1,025,771		1,025,771
Iowa Department of Transportation	50						0		0
Iowa Department of Natural Resources	51						0		0
Iowa Economic Development Authority	52						0		0
CEBA grants	53						0		0
C&I Replacement and Tier I Business Tax Replacement	54	41,120	8,402	385	19,485		69,392		69,392
	55						0		0
	56						0		0
	57						0		0
	58						0		0
	59						0		0
Total State	60	215,691	861,825	385	19,485	0	1,948,586	0	1,948,586
Local Grants and Reimbursements									
County Contributions	63						0		0
Library Service	64						0		0
Township Contributions	65						0		0
Fire/EMT Service	66						0		0
EMPLOYEE BENEFITS REIMBURSEMENTS	67	97,825					97,825		97,825
	68						0		0
	69						0		0
Total Local Grants and Reimbursements	70	0	97,825	0	0	0	97,825	0	97,825
Total Intergovernmental (Sum of lines 33, 60, and 70)	71	522,047	959,650	385	19,485	0	2,352,767	0	2,352,767
Section E - Charges for Fees and Service	72								72
Water	73						0	1,895	1,895
Sewer	74						0		0
Electric	75						0		0
Gas	76						0		0
Parking	77						0		0
Airport	78						0		0
Landfill/garbage	79						0	333,513	333,513
Hospital	80						0		0

CITY OF WINDSOR HEIGHTS
REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2025

NON-GAAP/CASH BASIS

Item Description	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)
Section E - Charges for Fees and Service - Continued	81								81
Transit	82						0		0 82
Cable TV	83						0		0 83
Internet	84						0		0 84
Telephone	85						0		0 85
Housing Authority	86						0		0 86
Storm Water	87						0	537,490	537,490 87
Other:	88								88
Nursing Home	89						0		0 89
Police Service Fees	90	20,536					20,536		20,536 90
Prisoner Care	91						0		0 91
Fire Service Charges	92	1,067					1,067		1,067 92
Ambulance Charges	93	394,133					394,133		394,133 93
Sidewalk Street Repair Charges	94						0		0 94
Housing and Urban Renewal Charges	95						0		0 95
River Port and Terminal Fees	96						0		0 96
Public Scales	97						0		0 97
Cemetery Charges	98						0		0 98
Library Charges	99						0		0 99
Park, Recreation, and Cultural Charges	100	102,064			17,250		119,314		119,314 100
Animal Control Charges	101	5,080					5,080		5,080 101
	102						0		0 102
	103						0		0 103
Total Charges for Service	104	522,880	0	0	17,250	0	540,130	872,898	1,413,028 104
Section F - Special Assessments	106						0		0 106
Section G - Miscellaneous	107								107
Contributions	108	1,000			25,555		26,555		26,555 108
Deposits and Sales/Fuel Tax Refunds	109						0		0 109
Sale of Property and Merchandise	110						0		0 110
Fines	111	2,499					2,499		2,499 111
Internal Service Charges	112						0		0 112
Community Center Refunds/Rebates	113				12,358		12,358		12,358 113
	114						0		0 114
	115						0		0 115
	116						0		0 116
	117						0		0 117
	118						0		0 118
	119						0		0 119
Total Miscellaneous	120	3,499	0	0	37,913	0	41,412	0	41,412 120

CITY OF WINDSOR HEIGHTS
REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2025

NON-GAAP/CASH BASIS

Item Description	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of (a) through (f) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)	
Total All Revenues (Sum of lines 6, 7, 15, 16, 22, 71, 104, 106, and 120)	121 4,173,563	3,033,789	2,127,555	1,159,249	1,395,560	0	11,889,716	954,084	12,843,800	121
Section H - Other Financing Sources	123									123
Proceeds of capital asset sales	124						0		0	124
Proceeds of long-term debt (Excluding TIF internal borrowing)	125						0		0	125
Proceeds of anticipatory warrants or other short-term debt	126						0		0	126
Regular transfers in and interfund loans	127 449,934				2,651,000		3,100,934		3,100,934	127
Internal TIF loans and transfers in	128 214,443			993,152	1,305,000		2,512,595		2,512,595	128
	129						0		0	129
	130						0		0	130
Total Other Financing Sources	131 664,377	0	0	993,152	3,956,000	0	5,613,529	0	5,613,529	131
Total Revenues Except for Beginning Balances (Sum of lines 121 and 131)	132 4,837,940	3,033,789	2,127,555	2,152,401	5,351,560	0	17,503,245	954,084	18,457,329	132
Beginning Fund Balance July 1, 2024	134 1,980,700	3,790,096	1,595,130	496,082	13,015,134		20,877,142	2,318,320	23,195,462	134
Total Revenues and Other Financing Sources (Sum of lines 132 and 134)	136 6,818,640	6,823,885	3,722,685	2,648,483	18,366,694	0	38,380,387	3,272,404	41,652,791	136

CITY OF WINDSOR HEIGHTS
EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2025

NON-GAAP/CASH BASIS

Item Description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g) (i)	Line
Section A - Public Safety	1										1
Police Department/Crime Prevention	2	1,638,747	468,907					2,107,654		2,107,654	2
Jail	3							0		0	3
Emergency Management	4	9,777						9,777		9,777	4
Flood control	5							0		0	5
Fire Department	6	191,422	201,614					393,036		393,036	6
Ambulance	7	676,057	25,710					701,767		701,767	7
Building Inspections	8	66,788						66,788		66,788	8
Miscellaneous Protective Services	9							0		0	9
Animal Control	10	3,467						3,467		3,467	10
Other Public Safety	11							0		0	11
	12							0		0	12
	13							0		0	13
Total Public Safety	14	2,586,258	696,231		0		0	3,282,489		3,282,489	14
Section B - Public Works	15										15
Roads, Bridges, Sidewalks	16		786,259					786,259		786,259	16
Parking Meter and Off-Street	17							0		0	17
Street Lighting	18		41,794					41,794		41,794	18
Traffic Control Safety	19							0		0	19
Snow Removal	20		139,934					139,934		139,934	20
Highway Engineering	21							0		0	21
Street Cleaning	22							0		0	22
Airport (if not an enterprise)	23							0		0	23
Garbage (if not an enterprise)	24							0		0	24
Other Public Works	25							0		0	25
Forestry	26		34,071					34,071		34,071	26
	27							0		0	27
Total Public Works	28	0	1,002,058		0		0	1,002,058		1,002,058	28
Section C - Health and Social Services	29										29
Welfare Assistance	30							0		0	30
City Hospital	31							0		0	31
Payments to Private Hospitals	32							0		0	32
Health Regulation and Inspections	33							0		0	33
Water, Air, and Mosquito Control	34							0		0	34
Community Mental Health	35							0		0	35
Other Health and Social Services	36							0		0	36
	37							0		0	37
	38							0		0	38
Total Health and Social Services	39	0	0		0		0	0		0	39
Section D - Culture and Recreation	40										40
Library Services	41	50,648						50,648		50,648	41
Museum, Band, Theater	42							0		0	42
Parks	43	163,279	3,225					166,504		166,504	43
Recreation	44	160,705	1,445					162,150		162,150	44
Cemetery	45							0		0	45
Community Center, Zoo, Marina, and Auditorium	46	27,236						27,236		27,236	46
Other Culture and Recreation	47							0		0	47
	48							0		0	48
	49							0		0	49
Total Culture and Recreation	50	401,868	4,670		0		0	406,538		406,538	50

CITY OF WINDSOR HEIGHTS
EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2025 -- Continued

NON-GAAP/CASH BASIS

Item description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g)) (i)	Line
Section E - Community and Economic Development	51										51
Community beautification	52							0		0	52
Economic development	53	282,478						282,478		282,478	53
Housing and urban renewal	54	38,968						38,968		38,968	54
Planning and zoning	55							0		0	55
Other community and economic development	56							0		0	56
TIF Rebates	57							0		0	57
	58							0		0	58
Total Community and Economic Development	59	321,446	0	0	0		0	321,446		321,446	59
Section F - General Government	60										60
Mayor, Council and City Manager	61	132,448	2,697					135,145		135,145	61
Clerk, Treasurer, Financial Administration	62	778,884	105,466					884,350		884,350	62
Elections	63							0		0	63
Legal Services and City Attorney	64	57,876						57,876		57,876	64
City Hall and General Buildings	65							0		0	65
Tort Liability	66							0		0	66
Other General Government	67							0		0	67
	68							0		0	68
	69							0		0	69
Total General Government	70	969,208	108,163		0		0	1,077,371		1,077,371	70
Section G - Debt Service	71				2,105,992			2,105,992		2,105,992	71
	72							0		0	72
	73							0		0	73
Total Debt Service	74	0	0	0	2,105,992		0	2,105,992		2,105,992	74
Section H - Regular Capital Projects - Specify	75										75
CAPITAL PROJECTS - NON TIF	76					814,662		814,662		814,662	76
	77							0		0	77
Subtotal Regular Capital Projects	78	0	0	0	0	814,662	0	814,662		814,662	78
TIF Capital Projects - Specify	79										79
CAPITAL PROJECTS - TIF	80					5,614,372		5,614,372		5,614,372	80
	81							0		0	81
Subtotal TIF Capital Projects	82	0	0	0	0	5,614,372	0	5,614,372		5,614,372	82
Total Capital Projects	83	0	0	0	0	6,429,034	0	6,429,034		6,429,034	83
Total Governmental Activities Expenditures	84	4,278,780	1,811,122	0	2,105,992	6,429,034	0	14,624,928		14,624,928	84
(Sum of lines 14, 28, 39, 50, 59, 70, 74, 83)	85										85

TIF Rebates are expended out of the TIF Special Revenue Fund within the Community and Economic Development program's activity "Other"

CITY OF WINDSOR HEIGHTS
EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2025 -- Continued

NON-GAAP/CASH BASIS

Item description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g)) (i)	Line
Section 1 - Business Type Activities	87										87
Water - Current Operation	88									0	88
Capital Outlay	89									0	89
Debt Service	90									0	90
Sewer and Sewage Disposal - Current Operation	91								193	193	91
Capital Outlay	92									0	92
Debt Service	93									0	93
Electric - Current Operation	94									0	94
Capital Outlay	95									0	95
Debt Service	96									0	96
Gas Utility - Current Operation	97									0	97
Capital Outlay	98									0	98
Debt Service	99									0	99
Parking - Current Operation	100									0	100
Capital Outlay	101									0	101
Debt Service	102									0	102
Airport - Current Operation	103									0	103
Capital Outlay	104									0	104
Debt Service	105									0	105
Landfill/Garbage - Current operation	106								443,141	443,141	106
Capital Outlay	107									0	107
Debt Service	108									0	108
Hospital - Current Operation	109									0	109
Capital Outlay	110									0	110
Debt Service	111									0	111
Transit - Current Operation	112									0	112
Capital Outlay	113									0	113
Debt Service	114									0	114
Cable TV, Telephone, Internet - Current Operation	115									0	115
Capital Outlay	116									0	116
Housing Authority - Current Operation	117									0	117
Capital Outlay	118									0	118
Debt Service	119									0	119
Storm Water - Current Operation	120								243,800	243,800	120
Capital Outlay	121									0	121
Debt Service	122									0	122
Other Business Type - Current Operation	123									0	123
Capital Outlay	124									0	124
Debt Service	125									0	125
Internal Service Funds - Specify	126										126
	127									0	127
	128									0	128
Total Business Type Activities	129								687,134	687,134	129

CITY OF WINDSOR HEIGHTS
EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2025 -- Continued

NON-GAAP/CASH BASIS

Item description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g)) (i)	Line
Subtotal Expenditures (Sum of lines 84 and 129)	130	4,278,780	1,811,122	0	2,105,992	6,429,034	0	14,624,928	687,134	15,312,062	130
Section J - Other Financing Uses Including Transfers Out	131										131
Regular transfers out	132	301,000	2,489,934			310,000		3,100,934		3,100,934	132
Internal TIF loans/repayments and transfers out	133			2,512,595				2,512,595		2,512,595	133
	134							0		0	134
Total Other Financing Uses	135	301,000	2,489,934	2,512,595	0	310,000	0	5,613,529	0	5,613,529	135
Total Expenditures and Other Financing Uses (Sum of lines 130 and 135)	136	4,579,780	4,301,056	2,512,595	2,105,992	6,739,034	0	20,238,457	687,134	20,925,591	136
Ending fund balance June 30, :	137										137
Governmental:	138										138
Nonspendable	139										139
Restricted	140							0		0	140
Committed	141		2,522,829	1,210,090	542,491			4,275,410		4,275,410	141
Assigned	142					11,627,660		11,627,660		11,627,660	142
Unassigned	143							0		0	143
Total Governmental	144	2,238,860						2,238,860		2,238,860	144
Proprietary	145	2,238,860	2,522,829	1,210,090	542,491	11,627,660	0	18,141,930		18,141,930	145
Total Ending Fund Balance June 30,	146										146
	147	2,238,860	2,522,829	1,210,090	542,491	11,627,660	0	18,141,930	2,585,270	2,585,270	147
Total Requirements (Sum of lines 136 and 147)	148	6,818,640	6,823,885	3,722,685	2,648,483	18,366,694	0	38,380,387	3,272,404	41,652,791	148

OTHER P10

Intergovernmental Expenditures

Part III Please report below expenditures made to the State or to other local governments on a reimbursement or cost sharing basis. Include these expenditures in part II. Enter amount.

Purpose	Amount paid to other local governments	Purpose	Amount paid to State
Correction		Highways	
Health		All other	56,186
Highways			
Transit Subsidies			
Libraries	50,648		
Police protection			
Sewerage	20,211		
Sanitation	289,334		
All other	73,743		

Part IV

Wages & Salaries

Report here the total salaries and wages paid to all employees of your government before deductions of social security, retirement, etc. Include also salaries and wages paid to employees of any utility owned and operated by your government, as well as salaries and wages of municipal employees charged to construction projects.

YOU ARE REQUIRED TO ENTER SALARY DOLLARS IN THE Amount areas FOR SALARIES AND WAGES PAID			Amount
Total Salaries and Wages Paid			2,941,101

Part V Debt Outstanding, Issued, and Retired

Transit subsidies

A. Long-Term Debt

Debt During the Fiscal Year			Debt Outstanding JUNE 30, 2025						
Purpose	Line	Debt Outstanding JULY 1, 2024	Issued	Retired	General Obligation	TIF Revenue	Revenue	Other	Interest Paid This Year
Water Utility	1.	0	0	0	0	0	0	0	0
Sewer Utility	2.	0	0	0	0	0	0	0	0
Electric Utility	3.	0	0	0	0	0	0	0	0
Gas Utility	4.	0	0	0	0	0	0	0	0
Transit-Bus	5.	0	0	0	0	0	0	0	0
Industrial Revenue	6.	0	0	0	0	0	0	0	0
Mortgage Revenue	7.	0	0	0	0	0	0	0	0
TIF Revenue	8.	4,190,000	0	585,000	0	3,605,000	0	0	100,105
Other Purposes / Miscellaneous	9.	0	0	0	0	0	0	0	0
GO	10.	13,525,000	0	955,000	12,570,000	0	0	0	463,388
Parking	11.	0	0	0	0	0	0	0	0
Airport	12.	0	0	0	0	0	0	0	0
Stormwater	13.	0	0	0	0	0	0	0	0
Section 108	14.	0	0	0	0	0	0	0	0
Total Long-Term		17,715,000	0	1,540,000	12,570,000	3,605,000	0	0	563,493

B. Short-Term Debt Amount

Outstanding as of July 1, 2024

Outstanding as of JUNE 30, 2025

DEBT LIMITATION FOR GENERAL OBLIGATIONS

Part VI Actual valuation -- January 1, 2023

Amount	
624,827,956	x.05 = \$ 31,241,397.8

Part VII CASH AND INVESTMENT ASSETS AS OF JUNE 30, 2025

Type of asset	Amount		
Cash and investments - Include cash on hand, CD's, time, checking and savings deposits, Federal securities, Federal agency securities, State and local government securities, and all other securities. Exclude value of real property.	Bond and interest funds (a)	Bond construction funds (b)	Pension/retirement funds (c)
	12,530,960	8,196,241	
			20,727,201
Total			
If you budget on a NON-GAAP CASH BASIS, the amount in the Total above SHOULD EQUAL the above summed amounts on the sheet All Funds P1: Ending fund balance, column C PLUS the amounts in the shaded Note area.			

CITY DEBT DETAIL - LT DEBT1

Debt Series Name	Type of Debt	Date of Issuance	Debt Resolution	Rate Range	Voted	Amount of Issue	Principal Outstanding July 1, 2024	Fiscal Year Principal Paid	Fiscal Year Interest Paid	Tied to Other Debt	Purpose of Debt	Projects Funded by Debt
2016A Bond (Refunding)	1 TIF Revenue	07-06-2016	2016-0651	1.50-2.50	No Vote - Essential GO	1,405,000	510,000	125,000	12,438		TIF Revenue	Community Center
2016B Bond (Refunding)	2 TIF Revenue	07-06-2016	2016-0649	1.75-2.70	No Vote - Essential GO	2,815,000	1,020,000	245,000	25,423		TIF Revenue	Street Projects - Hickman Road
2020A Bond Allison/College/69th St	3 GO	04-30-2020	2020-66	2.37	No Vote - Essential GO	8,150,000	5,200,000	720,000	123,240		General Obligation (GO)	Street Projects - Allison, College, 69th Street
2020B University Ave	4 TIF Revenue	04-30-2020	2020-67	2.34	No Vote - Essential GO	7,500,000	2,660,000	215,000	62,244		TIF Revenue	Street Project - University Avenue
2024A 73rd St/68th St South	5 GO	06-20-2024	2024-37	4.00-5.00	No Vote - Essential GO	8,325,000	8,325,000	235,000	340,148		General Obligation (GO)	Street Projects - 73rd Street Phase 1, 68th Street South
	6 -				-						-	-
	7 -				-						-	-
	8 -				-						-	-
	9 -				-						-	-
	10 -				-						-	-
	11 -				-						-	-
	12 -				-						-	-
	13 -				-						-	-
	14 -				-						-	-
	15 -				-						-	-
	16 -				-						-	-
	17 -				-						-	-
	18 -				-						-	-
	19 -				-						-	-
	20 -				-						-	-



**STAFF REPORT
CITY COUNCIL**

November 17, 2025

TO: CITY COUNCIL

FROM: Rachelle Swisher, Finance Director

SUBJECT: Approve FY26 TIF Authority Indebtedness Certification

GENERAL INFORMATION

The City intends to request \$2,475,000 of the \$2,724,269 available in TIF revenue to cover certified indebtedness obligations. This amount supports recent capital improvement projects, including the reconstruction of 73rd Street, University Avenue, and 68th Street, as well as enhancements to Colby Park, development agreement commitments, and professional and legal services related to urban renewal initiatives.

ACGFL/General Fund property tax revenues in FY 2027 are projected to increase by approximately 2.5%, reaching an estimated \$2.2 million.

ATTACHMENTS

1. FY26 TIF Authority Indebtedness Certification

**CODE OF IOWA SECTION 403.19 TAX INCREMENT FINANCING (TIF) INDEBTEDNESS
CERTIFICATION TO COUNTY AUDITOR**

**Due To County Auditor By December 1 Prior To The Fiscal Year TIF Increment Tax Is Requested
Use One Certification Per Urban Renewal TIF Area**

TIF Authority (Name of City or County Operating the TIF): CITY OF WINDSOR HEIGHTS

County (Where TIF is Located): POLK

Urban Renewal Area Name: Windsor Heights Consolidated Urban Renewal Area

Urban Renewal Area Number: 77072 (Use State five-digit Area Number)

I hereby certify to the County Auditor that for the Urban Renewal Area within the City and/or County named above the TIF Authority has outstanding loans, advances, indebtedness, or bonds, none of which have been previously certified, in the collective amount shown below, all of which qualify for repayment from the special fund referred to in paragraph 2 of Section 403.19 of the Code of Iowa.

Urban Renewal Area Indebtedness Not Previously Certified*: \$ **4,644,202.00**

*There must be attached a **'FORM 1.1'** showing an itemized listing of the dates that individual loans, advances, indebtedness, or bonds were initially approved by the governing body.

The County Auditor shall provide the available TIF increment tax in subsequent fiscal years without further certification until the above-stated amount of indebtedness is paid to the TIF Authority. However, for any fiscal year a TIF Authority may elect to receive less than the available TIF increment tax by certifying the requested amount to the County Auditor on or before the preceding December 1. File **'FORM 2'** with the County Auditor by the preceding December 1 for any fiscal year where all of the TIF increment tax is not requested.

A TIF Authority reducing certified TIF indebtedness by any reason other than application of TIF increment tax received from the County Treasurer shall certify such reduced amounts to the County Auditor no later than December 1 of the year of occurrence. File **'FORM 3'** with the County Auditor when TIF indebtedness has been reduced by any reason other than application of TIF increment tax received from the County Treasurer.

Dated this 17th day of November, 2025

Signature of Authorized Official

515-279-3662
Telephone

TIF INDEBTEDNESS NOT PREVIOUSLY CERTIFIED ELIGIBLE FOR TAX COLLECTIONS NEXT FISCAL YEAR

TIF Authority: CITY OF WINDSOR HEIGHTS County: POLK

Urban Renewal Area Name: Windsor Heights Consolidated Urban Renewal Area

Urban Renewal Area Number: 77072

		(Format: XX/XX/20XX)	
Individual TIF Indebtedness Type/Description:		Date Approved*:	Total Amount:
1	Colby National Development Trust Rebate Agreement	10/18/2021	80,956.00
2	Administration & Professional Support	4/15/2024	125,000.00
3	Property Purchase - 1151 65th Street	1/14/2025	172,520.00
4	University Avenue Appraisal Fees	7/24/2024	5,000.00
5	University Avenue Sealing/Striping	6/16/2025	158,778.00
6	Colby Park Water Trails Access	11/18/2024	82,000.00
7	2024A 73rd St North/68th St South Bond Interest	5/20/2024	4,019,948.00
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40			
Total TIF Indebtedness NOT Previously Certified:			4,644,202.00

* "Date Approved" is the date that the local governing body initially approved the TIF indebtedness.

Urban Renewal Area Number: 77072[illegible]

Signature of Authorized Official	515-279-3662 Telephone
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TIF INDEBTEDNESS HAS BEEN REDUCED BY REASON OTHER THAN APPLICATION OF
TIF INCREMENT TAX RECEIVED FROM THE COUNTY TREASURER
CERTIFICATION TO COUNTY AUDITOR
Use One Certification Per Urban Renewal Area

TIF Authority: CITY OF WINDSOR HEIGHTS County: POLK

Urban Renewal Area Name: Windsor Heights Consolidated Urban Renewal Area

Urban Renewal Area Number: 77072

I hereby certify to the County Auditor that for the Urban Renewal Area within the City and/or County named above, the TIF Authority has reduced previously certified indebtedness, by reason other than application of TIF tax received from the County Treasurer, by the total amount as shown below.

(Format: XX/XX/20XX)		
Individual TIF Indebtedness Type/Description/Details:	Date Indebtedness Reduced:	Amount Reduced:
1 TIF Revenue Fund Interest Earned	6/30/2025	17,611.00
2 2024A 73rd Street North/68th Street South Bonds Interest Earned	6/30/2025	329,752.00
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Total Indebtedness Reduction For This Urban Renewal Area:		347,363.00

Dated this 17th day of November, 2025

Signature of Authorized Official 515-279-3662
Telephone



**STAFF REPORT
CITY COUNCIL**

November 17, 2025

TO: CITY COUNCIL

FROM: Andy Larson

SUBJECT: Consideration of Resolution No. 2025-82 - A Resolution Approving the Creation of an Equipment Operator Position in the Public Works Department

GENERAL INFORMATION

The Windsor Heights Public Works Department continues to experience increased maintenance responsibilities throughout the community as a result of aging infrastructure, some historical deferred maintenance and expansion of valued community amenities. Over the past several years, new and expanded public amenities; particularly at Colby Park, the splash pad, along the City's trail network, the detention basin as part of the parkland dedication of The Windsor, and the ROW Tree Inventory have created additional year-round operational demands. Future amenities will include the construction of the Walnut Creek Water Access Point. These amenities necessitate daily facility upkeep, landscape maintenance, irrigation management, and snow removal. This is in addition to the department's formation of a proactive pavement preservation program and other responsibilities we provide to our City with a high standard of service our residents expect.

The department's current staffing level has resulted in challenges maintaining all public spaces efficiently, requiring the use of contracted services or continued deferred maintenance. These contracts can be costly and less flexible compared to in-house operations. Deferred maintenance drives maintenance cost up into the future, as evidence by the condition and repair of our roads.

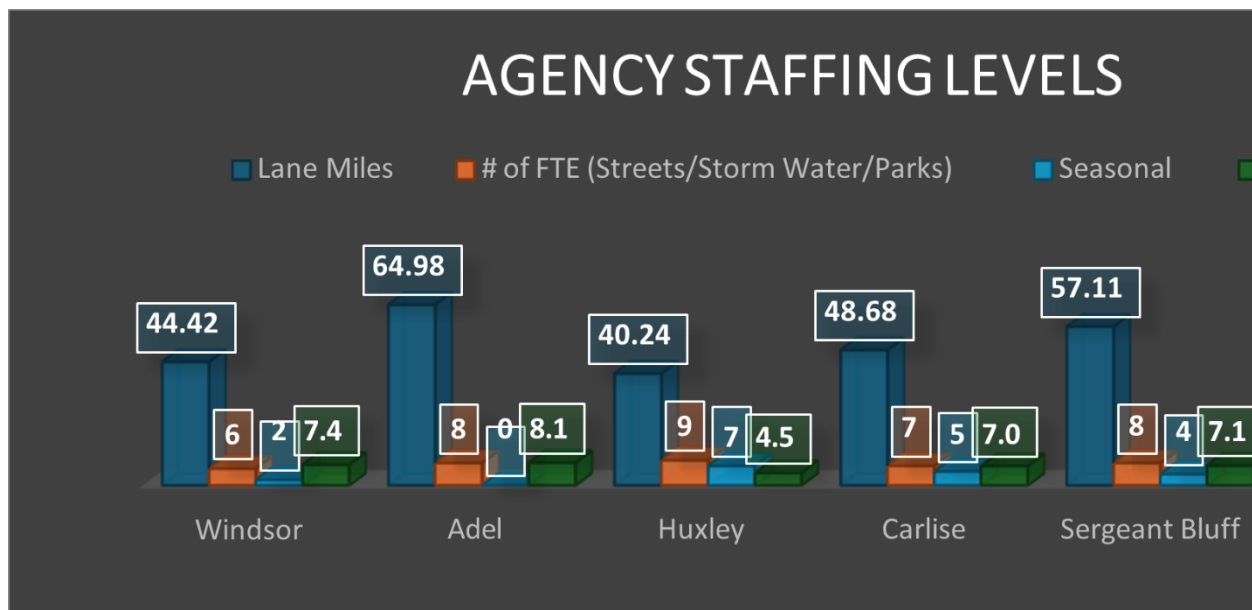
A study of outside public works agency's staffing levels was also completed in preparation of this report. The study accounted for the responsibilities of our agency in comparison to others.

Public Works Staffing Survey

A survey was conducted to gauge our department's current staff level in comparison to other public works agencies that are similar in population, lane miles and scope of

services. Full time employee (FTE) numbers of outside agencies were adjusted accordingly for Streets, Storm Water, and Parks departments. Many agencies have a water and wastewater department, or a dedicated parks and recreation department separate from public works. Additionally, [infrastructure condition](#) is driving factor of staffing needs which is difficult to accurately compare but as such older communities were chosen for more relevant comparison points. This factoring allows for the most accurate comparison of the services that we provide our community.

The chart below highlights the number of lane miles maintained (comparing size), number of FTE (inclusive of both Supervisory and Operator Positions, exclusive of Director positions), the typical number of seasonal hires, and lastly, the number of miles responsible (size) per FTE.



The results of this unscientific survey show that Windsor Heights Public Works has the least amount of FTE on staff (6 FTEs) and is the second highest in Miles per FTE (7.4 miles per full time employee).

Proposal

Staff proposes the addition of a full-time Equipment Operator position within the Public Works Department. This position will provide critical support in data management, park and facility maintenance, grounds upkeep, and equipment operation citywide. Job responsibilities will include the regular duties of the current Equipment Operator position.

Rationale and Benefits

The creation of this position is intended to:

- **Eliminate the need for ongoing contracted services** along University Avenue/ City's Monument Signs, and ROW Tree expenses by reducing long-term operating costs.
- **Improve service consistency and response times**, particularly for high-use community spaces such as Colby Park, Community Events Center, the splash pad and upcoming Walnut Creek Access.
- **Increase operational capacity** within the Public Works Department to meet growing service expectations, the current proactive maintenance approach and seasonal demands difficult to fill with seasonal help.
- **Expand utilization of City's growing GIS database** to drive efficiency and more effect mapping communication.

Fiscal Impact

The estimated annual cost for the Equipment Operator position, including wages and benefits, is approximately **\$67,953**. This cost will be partially offset by several factors:

1. The elimination of contracted services for University Avenue maintenance, which currently costs approximately **\$11,948** annually.
2. Reduction in a seasonal position. Seasonal positions have been difficult to reliably fill the past decade. As part of this hire, the seasonal job postings would be reduced from two positions to one position, reducing the seasonal staff budget by approximately **\$5,800**.
3. Reduction in Forestry Service contracts. Staff intend to continue the recent shift to complete in-house much of the forestry services, which include tree planting and typical tree removal, much of which were previously contracted out to third parties.
4. Expansion of GIS capabilities and reduction in GIS contracting. While Windsor Height's is not large enough to justify a full-time GIS specialist, most cities now have a GIS specialist that manages city databases and mapping systems. Having a staff member available to help build and manage these systems is increasingly desirable and would reduce BMI dependency. One recent example is utilizing BMI to assist with remapping impervious surfaces, an effort that had not been completed in what appears to be several decades. The cost to have BMI assist with this effort was approximately **\$8,000**.
5. Anticipated minor reduction in overtime. With additional staffing comes the ability to better manage high staffing demand events such as heavy snowfalls, storm clean-up and other special events.

Overall, staff leadership anticipates a marginal increase in operating expenses as a result of the

additional position, with long-term savings realized through reduced contracting and improved efficiency and productivity in conducting proactive maintenance on capital improvements. It is difficult to provide a specific cost estimate impact due to the nature of public works' work being dependent on weather and project-based expenses.

Funding

Public Works staff, depending to some degree on specific assignments, are typically paid through:

1. Road Use Tax (60%-80%) including snow removal, road maintenance and forestry.
2. Storm Water Fund (20%) including storm sewer improvements and repairs.
3. Parks work is paid through the general fund (generally up to 20%)
4. Employee benefits come from the unrestricted Employee Benefits Levy.

Therefore, the addition of staff would not significantly affect general fund expenditures. The associated costs would primarily represent a shift from existing contracted services, maintenance, and capital improvements funded by dedicated revenue sources to wages for comparable work performed by city staff.

Timing

This type of request would typically be proposed as part of the budgeting process. The potential staff position addition was discussed internally at a staff level during last year's budgeting process, but Administration decided to defer the question to City Council until the park project was complete and a proactive infrastructure maintenance plan was further along. With the Colby Park project complete and the proactive infrastructure maintenance plan effectively operating, and with a strong potential existing candidate that would round-out the diverse skill-sets required of Public Works, this request is being made off budget cycle to the Committee for consideration.

Summary and Recommendation

With the increasing maintenance duties that our department is directly responsible for, the need for an additional Equipment Operator position is ever present. We strive to provide the highest level of service we can in the most effective and efficient way possible. Staff recommends approval of the addition of a full-time Equipment Operator position within the Public Works Department. This position will ensure the City can continue to meet the community's expectations for well-maintained roadways, parks, trails, and public spaces.

ATTACHMENTS

1. Resolution No. 2025-82 Approving the Creation of an Equipment Operator Position in Public Works
2. City Organization Chart 2025

RESOLUTION NO. 2025-82

A RESOLUTION APPROVING THE CREATION OF AN EQUIPMENT OPERATOR POSITION IN THE PUBLIC WORKS DEPARTMENT

WHEREAS, the Windsor Heights Public Works Department continues to experience increased maintenance responsibilities due to aging infrastructure, deferred maintenance, and the expansion of community amenities such as Colby Park, the splash pad, trail networks, detention basins, and the future Walnut Creek Water Access Point; and

WHEREAS, these expanded amenities require daily facility upkeep, landscape maintenance, irrigation management, snow removal, and other operational tasks, resulting in a workload that exceeds current staffing capacity; and

WHEREAS, the Public Works Department currently operates with six full-time employees (FTEs), the lowest among comparable cities in the region, while maintaining a relatively high ratio of 7.4 lane miles per employee; and

WHEREAS, the addition of a full-time *Equipment Operator* position will strengthen departmental capacity to manage ongoing maintenance, improve service consistency, reduce contracted service costs, and enhance operational efficiency through greater in-house capability and use of GIS-based management tools; and

WHEREAS, the estimated annual cost of this position, including wages and benefits, is approximately **\$67,953**, which will be partially offset by the elimination or reduction of contracted services, reduced seasonal hiring, and improved efficiency across departmental operations; and

WHEREAS, the new position will be funded primarily through existing dedicated revenue sources — including the **Road Use Tax Fund**, **Storm Water Fund**, and **Parks General Fund allocations** — and will not significantly impact the City's General Fund; and

WHEREAS, staff recommend approval of the proposed Equipment Operator position to ensure continued quality maintenance of City assets and high standards of service to Windsor Heights residents.

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

- The City Council hereby approves and authorizes the **creation of a full-time Equipment Operator position** within the Windsor Heights Public Works Department.
- The position shall be classified, budgeted, and compensated in accordance with City personnel policies and pay structures.
- The City Administrator and Public Works Director are authorized to proceed with recruitment and hiring for this position as soon as practicable.

- The Finance Department is authorized to make any necessary budgetary adjustments to accommodate this position within existing funding allocations.
- Shall be in full force and effect immediately upon its passage and approval.

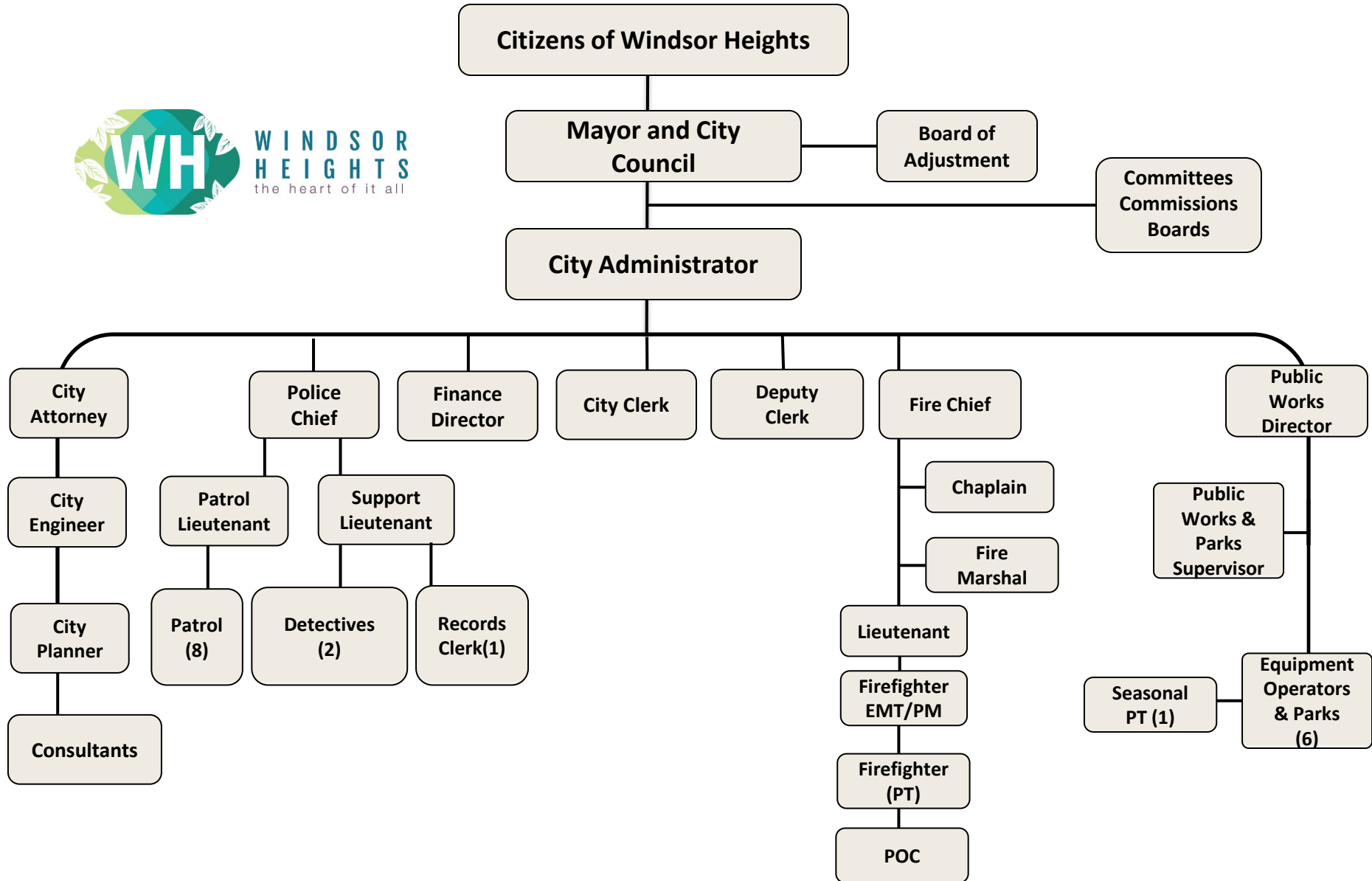
Passed and approved this 17th Day of November, 2025.

Mike Jones, Mayor

ATTEST:

Adam Strait, City Clerk

City of Windsor Heights Organization Chart





STAFF REPORT
CITY COUNCIL
November 17, 2025

TO: CITY COUNCIL

FROM:

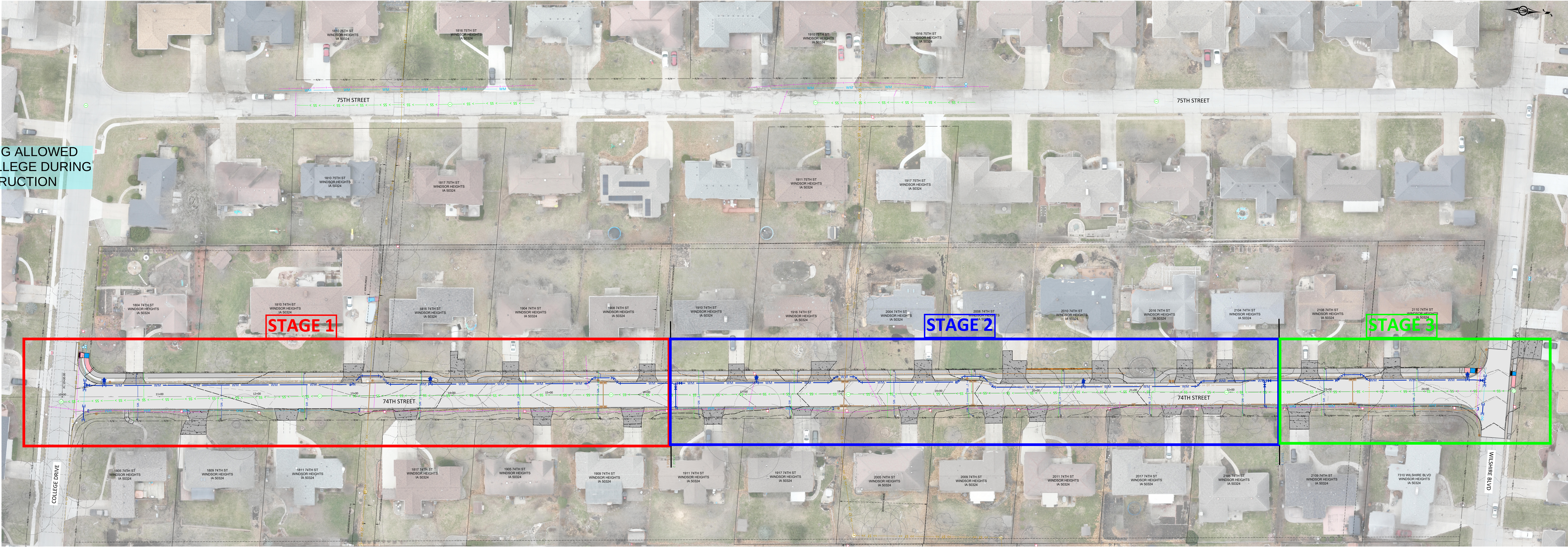
SUBJECT: Discussion on 74th Street Reconstruction

GENERAL INFORMATION

ATTACHMENTS

1. 74th Street Improvement Scroll Plot

PARKING ALLOWED
ON COLLEGE DURING
CONSTRUCTION





**STAFF REPORT
CITY COUNCIL**

November 17, 2025

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Consideration of 2026 City Council Meeting and Special Events Dates

GENERAL INFORMATION

Attached are the outlined 2026 council meeting dates and special events dates.

One meeting date of note is the second December. The first Monday is a later date which pushes the 3rd Monday of December to the week of Christmas. The meeting date would be Monday, December 21 and Christmas being Friday, December 25.

The meeting can stay as proposed. Otherwise there are two other options outlined below:

1. Have a meeting the first Tuesday (December 1) and second Monday (December 14). Tuesday, December 5 would be immediately following Thanksgiving the previous week.
2. Have just one December meeting on Monday, December 7.

Also within the attached calendar are the tentatively planned Planning and Zoning and Board of Adjustments meetings for Council's awareness.

ATTACHMENTS

1. 2026 Meeting Schedule

City of Windsor Heights 2026 Meeting Schedule

No meeting the 1st Monday in January due to New Years Day

Tuesday, January 20, 2026 *Tuesday due to Monday being MLK Day*

Monday, February 2, 2026

Monday, February 16, 2026

Monday, March 2, 2026

Monday, March 16, 2026

Monday, April 6, 2026

Monday, April 20, 2026

Monday, May 4, 2026

Monday, May 18, 2026

Monday, June 1, 2026

Monday, June 15, 2026

Monday, July 6, 2026

No meeting the 2nd Monday in July due to historically low agenda items during this time.

Monday, August 3, 2026

Monday, August 17, 2026

No meeting the 1st Monday in September due to Labor Day

Monday, September 21, 2026

Tuesday, October 6, 2026 *Tuesday due to Fall Festival being the prior weekend and allow for more review time of packet*

Monday, October 19, 2026

Monday, November 2, 2026

Monday, November 16, 2026

Monday, December 7, 2026

Monday, December 21, 2026 – Week of Christmas.

City of Windsor Heights 2026 Special Events Schedule

April 25, 2026 Earth Day

May 1, 2026 Movie in the Park

May 29, 2026 Touch a Truck

June 5, 2026 State of the City (Tentative)

June 5-6th 2026 Community Garage Sale

June 5, 2026 Movie in the Park

June 13th 2026 Spring Clean Up and Tire Disposal (Tentative)

August 7, 2026 Movie in the Park

September 4, 2026 Movie in the Park

October 2, 2026 Movie in the Park

October 3, 2026 Fall Festival

November 11, 2026 Veterans Day Luncheon

December 5, 2026 Windsor Wonderland and Movie in the CEC

Partner Events

Nights In The Heights – TBD

Lights The Heights -TBD

Library Events In Colby Park - TBD

P&Z Schedule

Meeting Date	Application Deadline
January 28	December 22, 2025
February 25	January 26
March 25	February 23
April 22	March 30
May 27	April 27
June 24	May 25
July 22	June 29
August 26	July 27
September 23	August 31
October 28	September 28
November 25	October 26

BOA Schedule

Meeting Date	Application Deadline
January 21	December 16, 2024
February 18	January 20
March 18	February 17
April 15	March 17
May 20	April 21
June 17	May 19
July 15	June 16
August 19	July 21
September 16	August 18
October 21	September 15
November 18	October 20



STAFF REPORT
CITY COUNCIL
November 17, 2025

TO: CITY COUNCIL

FROM:

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

GENERAL INFORMATION

ATTACHMENTS

None



STAFF REPORT
CITY COUNCIL
November 17, 2025

TO: CITY COUNCIL

FROM:

SUBJECT: Police Department Third Quarter Report

GENERAL INFORMATION

ATTACHMENTS

1. WHPD Quarter 3 Report 2025 (PDF 1.2MB)

Windsor Heights Police Department

3rd Quarter Report July – September 2025



WHPD Partners with Urbandale for Crisis Intervention Response

The Police Department is pleased to announce a new partnership with the City of Urbandale's Crisis Intervention Team (CIT). This collaboration will enhance the level of service provided to the community by offering access to a mental health professional paired with a specially trained law enforcement officer. The team will respond to calls involving persons experiencing behavioral health crises, unhoused individuals, and other situations requiring specialized intervention, while also ensuring appropriate follow-up after the initial response.

The CIT program is designed to strengthen the community's response to mental health, substance use, and other behavioral health concerns. The team's primary objectives are to de-escalate situations in the field, connect individuals and families with appropriate services, and reduce the likelihood of unnecessary arrests or hospitalizations. In addition to responding to calls for service, the team provides ongoing follow-up and long-term support to individuals previously contacted by patrol officers or CIT personnel. By combining law enforcement expertise with behavioral health specialization, the program enhances public safety, improves outcomes for community members in crisis, and promotes collaboration between law enforcement, service providers, and residents.

The team is comprised of a sworn Urbandale Police Officer, Jessica Winter, and a mental health professional, Margaret Lano (both pictured right). Urbandale began its CIT in February 2023, after receiving a grant for its creation.

The program expanded to Windsor Heights at the end of August 2025. Since that time, the team has had 15 contacts for this reporting period, nine of them were follow-ups from calls that WHPD officers initially handled.



UPD Officer Winter (left) and Mental Health Professional Lano (right)

Misson Statement

The Windsor Heights Police Department is dedicated to serving our community, protecting life and property, and enhancing public safety. We are committed to creating and maintaining partnerships to improve the quality of life for all. We are devoted to delivering quality professional public safety services while treating all individuals with dignity and respect.

Work Anniversaries

Joe Roetman, July 14.....	10 Years
Andrew Nissen, August 1.....	14 Years
Chad Norris, August 27.....	13 Years

In this Issue

Updates.....	Page 2
Statistics.....	Page 3
Incidents and Training.....	Page 4



Police Department Updates

Chief Roth met with Dr. Adams, WDM Community Schools Superintendent, and Tim Simpkins, Director of Operations, on July 10 to discuss future trainings, increased involvement with the schools, threat assessment, and other collaborative opportunities.

The Polk County Extreme Temperature Plan was activated several times during the summer. The department ensured the appropriate areas were ready for those needing to cool off during the high heat days.

The FD and PD were on hand to assist staff, students, and parents with the Cowles Annual Peace Walk on Friday, August 29.

Officers assisted with Clive Learning Academy's Back to School night on August 21. Due to the road construction on 73rd Street, City Administrator Plagge and officers ensured that traffic, including

pedestrians, could get to the school safely. Officers provided extra patrols around the area during the first two weeks of school to help with any potential traffic issues as crews work to open more access to the area.

On Wednesday, September 10, Fire Chief Mease and officers stopped by Gigi's Playhouse for a meet and greet with staff and to tour the center.

On Thursday, September 11, the West Des Moines Elks Club sponsored its Second Annual Public Safety Celebration by providing lunch/dinner for officers and firefighters. WHPD on-duty personnel stopped by during their shifts and were treated to grilled hamburgers and hot dogs. Thank you to the Elks!

The quarterly Public Safety Committee Meeting was held in the Council Chambers on Thursday, September 18. Thank you to all who serve on this committee.

Public Safety Night Out July 29, 2025



Pictured Above – Westcom Dispatchers staffing a booth inside the CEC.



The first joint Public Safety Night Out was held on Tuesday, July 29. The Clive and Windsor Heights Police and Fire Departments, along with Westcom, partnered to host this event at Colby Park. Despite the hot weather and Nights in the Heights being cancelled, a lot of families stopped out. Most of the activities were moved into the CEC due to the high temperature and humidity. Thank you to all the sponsors, volunteers, and staff for making this a wonderful event.

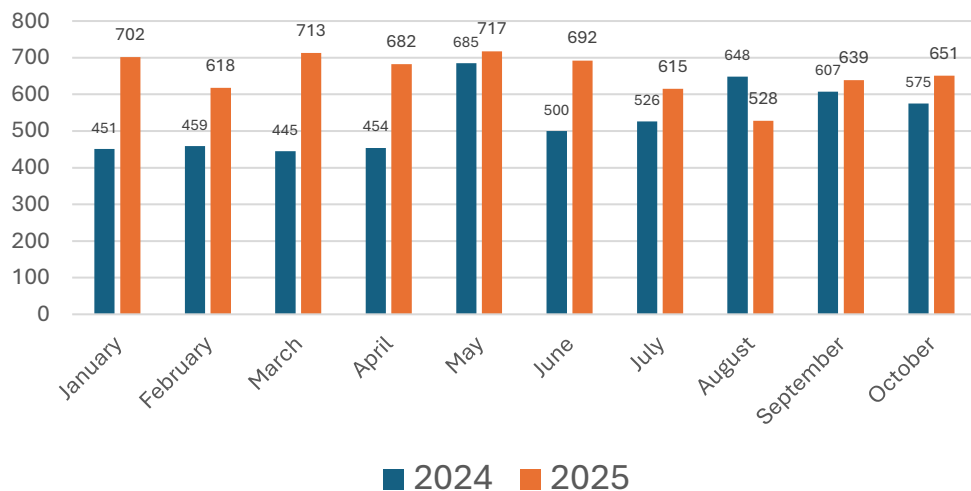


Pictured Above – Lt. Norris (left) and Officer Pearson (right) enjoying the event.

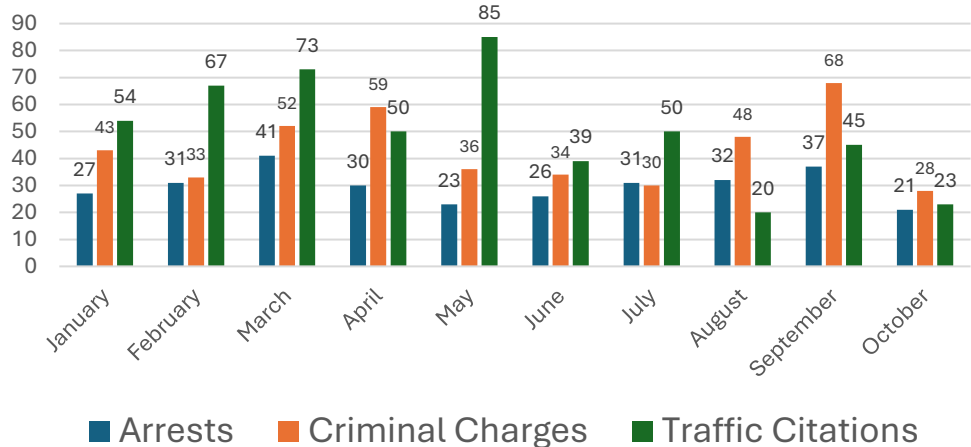


By the Numbers

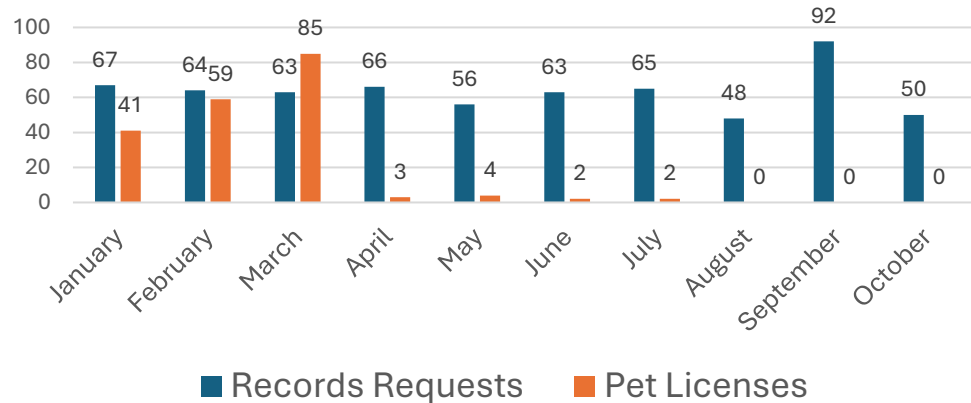
Calls For Service 2025



2025 Totals



Records Requests and Pet Licenses 2025



At-a-Glance: Monthly Statistics

July

Calls For Service: 615

Incident Reports: 71

Supplemental Reports: 24

Traffic Warnings: 26

Crash Reports: 23

OWI Charges: 4

August

Calls For Service: 528

Incident Reports: 88

Supplemental Reports: 13

Traffic Warnings: 10

Crash Reports: 30

OWI Charges: 1

September

Calls For Service: 639

Incident Reports: 80

Supplemental Reports: 26

Traffic Warnings: 12

Crash Reports: 25

OWI Charges: 0

Training and Incidents

Training July - September 2025

Annual Firearms Training

Implicit Bias Prevention

Workplace Harassment

Iowa Caselaw Update

Iowa Legislative Update

Extreme Weather Safety
for First Responders

Force Investigations

Small Agency Leadership
and Development

Public Information Releases

Building Security and
Self-Assessment Tools

Lt. Norris and Officer Jacks attended a three-day class on Enhanced Force Investigations on July 22-24. The training focused on understanding and analyzing the use of force in critical incidents. The Waukee Police Department hosted the course in its new Public Safety Building.

On Tuesday, August 26, Lt. Irlbeck attended a Lunch and Learn at the Polk County Emergency Operations Center (EOC). The training covered public information releases. The class was well attended by public safety agencies throughout the metro.

Officers conducted a search warrant at a residence in the 2000 block of 70th Street on September 3. The investigation was initiated due to neighbors' concerns about one of the residents carrying an AR-15-type rifle out in the front yard. This resident had been previously convicted of crimes, preventing him from carrying/possessing firearms. A weapon and drugs were located in the residence, and an arrest was made. The "AR-15 rifle" turned out to be a BB gun that looked exactly like a real rifle. The weapon located in the house was a short-barreled shotgun.

On Tuesday, September 9, Officers Jacks and Nissen responded to a domestic violence call where the suspect had fled before officers arrived. The Officers located him near Franklin Ave/Merle Hay Road, where he was taken into custody. The arrestee was on federal probation and considered armed and dangerous. Great work by the officers.

On Wednesday, September 17, officers were dispatched regarding possible credit card fraud in progress. Officers eventually located two individuals and their vehicle at Kum and Go. The suspects abandoned their vehicle and fled on foot. The two evaded arrest, but officers were able to recover around 15-30 stolen credit cards, several Walmart gift cards (presumably purchased with stolen credit cards), along with a small amount of illegal narcotics. Many of these cards were stolen the night before in West Des Moines so a joint effort in the case was started. Charges were filed on the individuals.

Lt. Norris attended the Small Agency Leadership Development and Recruitment Conference September 22-24 at DMACC in Ankeny. The conference was geared toward chiefs, sheriffs, and command staff of small law enforcement agencies. Participants had several sessions with DMACC Criminal Justice Classes, where they discussed recruitment and hiring practices.

Pictured left and below – The FD and PD responded to a house fire in the 6400 block of University on August 6. Officers assisted the FD and handled traffic (with the help of Public Works) due to the high number of fire trucks and the placement of hoses on the street. There were no injuries and minor property damage.

