



AGENDA
REGULAR MEETING OF THE
WINDSOR HEIGHTS CITY COUNCIL
Tuesday, January 16, 2024 - 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 December 18, 2023
 - B. Approve Financial Reports
 - C. Approve Liquor License - Wal-Mart Supercenter #1764 - 1001 73rd Street
 - D. Approve Liquor License - Kum & Go # 4098 - 7229 University Avenue
 - E. Approve Liquor License - Wal-Mart Supercenter #1764 - 1001 73rd Street
 - F. Approve Liquor License - Hy-Vee Fast and Fresh - 7220 Hickman Road
 - G. Approve Resolution No. 2024-01 - A Resolution Approving Placement of No Parking Signs on the Cul-De-Saks Bulbs of Del Matro Ct and 80th Ct
 - H. Approve Resolution No. 2024-06 - A Resolution to Appoint Members and Alternate Members to the Polk County Emergency Management Commission
 - I. Approve Resolution No. 2024-05 - A Resolution to Appoint a Member and Alternate Member to the Polk County 911 Service Board
 - J. Approve Resolution No. 2024-07 - A Resolution Approving

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.

Metro Waste Authority Primary Board and Alternate Board
Appointments

- K. Approve Resolution No. 2024-03 - A Resolution Naming the Des Moines Register as the City's Official Newspaper
- L. Approve Resolution No. 2024-04 - A Resolution Naming City Depositories and Deposit Limits
- M. Approve Amendment #001 to Agreement for Professional Services Between City of Windsor Heights and Bolton & Menk, Inc. - 2024 RAISE Grant Application
- N. Approve 68th Street Reconstruction Pay Request 7
- O. Approve 2023 Colby Park Improvements Change Order 1
- P. Approve 2023 Colby Park Improvements Pay Request 1
- Q. Approve 2023 Mairner, Crocker and Sunset HMA Resurfacing Project Change Order 1
- R. Approve 2023 Mairner, Crocker And Sunset HMA Resurfacing Pay Request 4 - Final
- S. Approve 2023 Mairner, Crocker And Sunset HMA Resurfacing Project Certificate of Completion

5. Non-Consent Agenda:

- A. Consideration of Windsor Heights Foundation Support Request for the 2024 Nights in the Heights Concert Series in the Amount of \$15,000
- B. Consideration Resolution No. 2024-02 - A Resolution Authorizing the City of Windsor Heights to Submit an Application for Funding from the Federal Surface Transportation Block Grant Set-Aside Program to the Des Moines Area MPO for the Partial Funding of the Construction of Greenbelt Trail Reconstruction and Further Approving the Application Which Obligates the City of Windsor Heights to Matching Funds for the Construction of Said Project
- C. Consideration of Resolution No. 2023-67 - A Resolution Approving Updating the CEC Guidelines and Information for the City of Windsor Heights
- D. Consideration of Resolution No. 2023-64 - A Resolution Approving an Updated Fee Schedule for the City of Windsor Heights
- E. Consideration of University Avenue Pole Banners

6. Reports:

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

i Fire Report

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.

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.



STAFF REPORT
CITY COUNCIL
January 16, 2024

TO: CITY COUNCIL
FROM: Adam Strait, City Clerk
SUBJECT: Approve Minutes of the Regular Council Meeting on December 18, 2023

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 12.18.23 Regular City Council Meeting Minutes

City of Windsor Heights Regular Business Meeting Minutes
Monday, December 18, 2023 - 6:00 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST

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

Mayor Jones called the meeting to order at 6:00 PM. Council members present: Susan Skeries, Joseph Jones, Michael Libbie, Lauren Campbell, and Threase Harms. Staff present: City Administrator Adam Plagge, City Clerk Adam Strait, Deputy City Clerk Nate Leuthold, City Attorney Erin Clanton, Public Works Director Jason Roberts, and Finance Director Rachelle Swisher

2. Approval of the Agenda

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

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

No public comment.

4. 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 December 4th, 2023
- B. Approve Payment of Claims
- C. Approve Financial Reports
- D. Consider Resolution No. 2023-66 A Resolution Waiving CEC Fees for the American Heart Association's Volunteer Event on January 17th 2024
- E. Consider Resolution No. 2023-65 A Resolution Authorizing the City Of Windsor Heights, Iowa to Submit an Application for Funding From the Federal Surface Transportation Block Grant (STBG) to the Des Moines Area Metropolitan Planning Organization (MPO) for the Partial Funding of the Construction of 73rd Street Phase 1 and Further Approving the Application Which Obligates the City to Matching Funds for the Construction of Said Project
- F. Approve Liquor License - Centerfield Sports Bar - 6555 University Ave

5. New Business:

- A. Consider Third and Final Reading, Adopt and Publish of Ordinance No. 23-06 - Amendments to Chapter 165 - 177 Related to the Zoning Code

Adam Plagge provided update about adding a definition on personal services. Motion by Susan Skeries to APPROVE. Seconded by Threase Harms. Motion passed 5-0

- B. Consider Third and Final Reading, Adopt and Publish of Ordinance 23-10 - Amendments to Chapter 183 (Mobile Food Units)

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

C. Consider Resolution 2023-67 Approving Updated CEC Guidelines

Nate Leuthold gave staff presentation regarding changes. Michael Libbie asked for statistics on rentals. Nate Leuthold provided statistics. Susan Skeries asked staff to evaluate cleaning fees and look into new tables. Staff agreed and advised that these are both in the works. Lauren Campbell asked to clarify the term "full sound system." Staff agreed. Threase Harms spoke in favor of Option B, but wanted more information on cleaning fees. Lauren Campbell spoke regarding pricing in general and requested a report on comparative venues. Staff agreed. Motion by Threase Harms to TABLE. Seconded by Michael Libbie. Motion passed 5-0

D. Consider Resolution 2023-64 Approving an Updated Fee Schedule For The City Of Windsor Heights

Adam Plagge provided staff report. Lauren Campbell asked for clarification on ballfield rentals. Adam Plagge provided. Susan Skeries asked for clarification on fence and pool permits. Adam Plagge provided. Susan Skeries and Threase Harms asked about temporary structure permits. Staff agreed to research. Lauren Campbell asked about fingerprinting. Staff advised that fingerprinting has resumed. Motion by Michael Libbie to TABLE. Seconded by Joseph Jones. Motion passed 5-0

E. Consider Approval of 2024 City Council Goals And Objectives

Adam Plagge provided staff report. Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion passed 5-0

F. Consider Approval to Purchase Additional Holiday Lights

Staff report by Jason Roberts. Susan Skeries requested clarification on lighting budget. Rachelle Swisher provided. Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion passed 5-0

6. **Reports:**

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

Mayor Mike Jones attended an economic development meeting and stated he would send out the minutes. He will attend MAC on 12/19.

Threase Harms - Stated she would also be attending MAC as the chair of the nominations committee. Thank you to Adam and Travis for meeting with a constituent. Delivered the remaining prizes from Windsor Wonderland. Will attend a Windsor Wonderland 2024 meeting on 12/21. Spoke regarding Polk County Emergency Management. Happy holidays!

Lauren Campbell - Thanked Susan and Tiffany of the Chamber for meeting regarding special events. Provided banner update; communications committee to review. Happy holidays!

Michael Libbie - Attended Coffee with Council on 12/9 and attended an economic development meeting. Will now be serving on ICON Water Trails. Spoke regarding UPLIFT Iowa.

Joseph Jones - Attended the DART meeting on 12/11 and provided update. He attended a public input meeting for DART the following week and provided update. He is thankful for Council's support regarding public transit.

Susan Skeries - Attended the Civility Summit and the Metro Waste Authority board meeting. Spoke regarding constituent concerns about yard waste time frames as well as the Metro Waste Education Center reopening after their fire. Attended ribbon cutting for the Iowa Demonhawks and the Demonhawks' first game. Attended the Des Moines Partnership's legislative breakfast where Jennifer Konfrst and others spoke. Attended Chamber's PM Bash and spoke regarding local businesses, special events, and sponsorships. Attended a special events committee meeting and sent out the 2024 calendar of events. Plans to attend the Chamber's AM bash on 12/19.

Reminder to pick up luminaries for Light the Heights.

Adam Plagge - Thanked the Fire Department for their speedy response to the local Burger King fire and for driving Santa around town. Spoke regarding the Greater Des Moines Partnership dinner.

B. Police Chief's Report

C. Fire Chief's Report

7. **Adjourn**

Motion by Threase Harms to adjourn at 6:50 PM. Seconded by Susan Skeries. Motion passed 5-0

Mike Jones, Mayor

Adam Strait, City Clerk



STAFF REPORT
CITY COUNCIL
January 16, 2024

TO: CITY COUNCIL
FROM: Rachelle Swisher, Finance Director - Interim City Administrator
SUBJECT: Approve Financial Reports

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. BALANCE SHEET
2. BUDGET REPORT
3. CLAIMS REPORT
4. REVENUE REPORT

BALANCE SHEET

CALENDAR 12/2023, FISCAL 6/2024

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
001-000-1110	CASH - GENERAL	187,850.59-	68,255.70-
110-000-1110	CASH - RUT	16,586.54	200,092.20
112-000-1110	CASH - EMP BENEFIT FUND	49,577.51-	189,014.74
113-000-1110	CASH - POLICE PENSION	.00	.00
114-000-1110	CASH - POLICE TRUST	.00	25,477.41-
115-000-1110	CASH - POLICE PREFORFEIT	.00	1,602.32-
119-000-1110	CASH - EMERGENCY FUND	.00	.00
121-000-1110	CASH - LOCAL OPTION SALES TAX	113,943.05	1,210,938.86
125-000-1110	CASH - TIF	7,801.05	974,513.88
145-000-1110	CASH - URBAN RENEWAL FUNDS	.00	79,599.92
200-000-1110	CASH - DEBT SERVICE	19,857.24	330,907.83
303-000-1110	CASH - COLBY PARK	10,279.50-	173,222.95-
306-000-1110	CASH - HICKMAN ROAD PROJECT	.00	.00
309-000-1110	CASH - 2014 A STREET PROJECT	.00	.00
311-000-1110	CASH - TRAIL CONNECTION	.00	.00
312-000-1110	CASH - 63/HICKMAN STREETScape	.00	.00
313-000-1110	CASH - 2017/18 STREET PROJECTS	.00	.00
314-000-1110	CASH - UNIVERSITY AVE PROJECT	170,932.86-	124,557.22-
315-000-1110	CASH - 2018 HMA PROJ	.00	.00
316-000-1110	CASH - 2018 PCC PATCHING PROJ	.00	.00
317-000-1110	CASH - WAL CREEK BIKE HUB/BRID	.00	144,848.50
319-000-1110	CASH - 2020 STREET PROJECTS	1,428.00-	61,894.31-
320-000-1110	CASH - 2020 PCC PATCHING	.00	.00
321-000-1110	CASH - WAL CREEK STREAM PROJ	.00	.00
322-000-1110	CASH - 73RD ST	16,255.50-	223,215.30
323-000-1110	CASH - 68TH STREET	19,051.00-	1,287,291.11-
324-000-1110	CASH - 2023 HMA OVERLAY	54.00-	15,653.55
325-000-1110	CASH - 2023 PCC PATCHING PROJ	.00	47,386.74
329-000-1110	CASH - PUBLIC SAFETY PARKING L	.00	615.47-
333-000-1110	CASH - DOG PARK UPDATES	.00	49,469.00
347-000-1110	CASH - FLOOD MITIGATION	.00	.00
348-000-1110	CASH - ARPA FUNDS	.00	13,322.83
349-000-1110	CASH - FUTURE STREET PROJECTS	.00	40,827.53
350-000-1110	CASH - EQUIP REVOLVE FUND	.00	2,235.73
350-000-1180	CASH - EQUIP REVOLVE - POLICE	.00	72,938.64
350-000-1181	CASH - EQUIP REVOLVE - FIRE/EM	7,200.00-	36,971.88
350-000-1182	CASH - EQUIP REV - NOT USED	.00	.00
350-000-1183	CASH - EQUIP REV - PUBLIC WORK	.00	71,500.00
350-000-1185	CASH - EQUIP REVOLVE - PARKS	.00	.00
350-000-1186	CASH - EQUIP REVOLVE - CEC	42.00-	99,723.69
350-000-1187	CASH - EQUIP REVOLVE - IT DEPT	.00	48,428.83
600-000-1110	CASH - WATER	.00	103,254.44-
610-000-1110	CASH - SEWER	48.45-	2,238.01-
670-000-1110	CASH - LANDFILL/GARBAGE	6,931.40-	9,777.99
740-000-1110	CASH - STORM WATER	20,737.71	209,830.57
810-000-1110	CASH - REVOLVING FUND	.00	.00
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	CASH TOTAL	290,725.22-	2,222,789.27
001-000-1115	RESERVE CASH - COMM CENTER	.00	.00
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BALANCE SHEET

CALENDAR 12/2023, FISCAL 6/2024

ACCOUNT NUMBER	ACCOUNT TITLE	MTD BALANCE	YTD BALANCE
	RESERVE CASH TOTAL	.00	.00
115-000-1120	PETTY CASH - POLICE FOREITURE	.00	1,000.00
	PETTY CASH TOTAL	.00	1,000.00
001-000-1150	IPAIT - GENERAL	60,213.73	2,665,075.09
110-000-1150	IPAIT - RUT	.00	991,799.53
112-000-1150	IPAIT - EMPLOYEE BENEFITS	.00	799,477.50
121-000-1150	IPAIT - LOCAL OPTION SALES TAX	.00	.00
125-000-1150	IPAIT - TIF	.00	369,988.14
145-000-1150	IPAIT - URBAN RENEWAL FUNDS	.00	206,971.89
200-000-1150	IPAIT - DEBT SERVICE	.00	445,146.53
303-000-1150	IPAIT - COLBY PARK	.00	1,505,899.97
314-000-1150	IPAIT - UNIVERSITY AVE PROJECT	.00	615,502.09
319-000-1150	IPAIT - 2020 STREET PROJECTS	.00	263,212.10
322-000-1150	IPAIT - 73RD STREET	.00	310,457.83
323-000-1150	IPAIT - 68TH STREET	.00	2,007,866.63
348-000-1150	IPAIT - ARPA FUNDS	.00	.00
349-000-1150	IPAIT - FUTURE STREET PROJECTS	.00	791,907.59
350-000-1150	IPAIT - EQUIP REVOLVING	.00	1,003,933.32
670-000-1150	IPAIT - LANDFILL/GARBAGE	.00	393,755.19
740-000-1150	IPAIT - STORM WATER	.00	1,503,000.51
	IPAIT TOTAL	60,213.73	13,873,993.91
001-000-1160	SAVINGS - 680-5592 - GENERAL	.00	.00
001-000-1161	SAVINGS - KWHB	.00	3,050.06
112-000-1160	SAVINGS - EMP BENEFIT 689-6237	.00	.00
113-000-1160	SAVINGS - 680-2292 - POLICE	.00	.00
114-000-1160	SAVINGS - POLICE TRUST	.00	63,100.41
115-000-1160	SAVINGS - PREF/DEA	.00	3,894.08
	SAVINGS TOTAL	.00	70,044.55
001-000-1170	CD 082009 - KWHB	.00	11,643.05
600-000-1170	CD 12062707- WATER	.00	107,401.50
810-000-1170	CD 050109 - REVOLVING FUND	.00	.00
	CD'S TOTAL	.00	119,044.55
	TOTAL CASH	230,511.49-	16,286,872.28

BUDGET REPORT

CALENDAR 12/2023, FISCAL 6/2024

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	2,427,200.00	153,652.66	1,007,811.25	41.52	1,419,388.75
	EMERGENCY MANAGEMENT TOTAL	10,200.00	.00	7,151.09	70.11	3,048.91
	FIRE TOTAL	424,420.00	31,864.96	222,550.32	52.44	201,869.68
	AMBULANCE TOTAL	916,175.00	48,213.13	351,943.90	38.41	564,231.10
	BUILDING INSPECTIONS TOTAL	75,000.00	1,747.84	22,698.97	30.27	52,301.03
	ANIMAL CONTROL TOTAL	5,500.00	250.00	2,916.00	53.02	2,584.00
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	PUBLIC SAFETY TOTAL	3,858,495.00	235,728.59	1,615,071.53	41.86	2,243,423.47
	ROADS, BRIDGES, SIDEWALKS TOTA	664,984.00	42,059.46	303,576.09	45.65	361,407.91
	STREET LIGHTING TOTAL	67,000.00	3,680.66	22,052.84	32.91	44,947.16
	TRAFFIC CONTROL & SAFETY TOTAL	.00	.00	.00	.00	.00
	SNOW REMOVAL TOTAL	158,000.00	9,719.05	80,386.96	50.88	77,613.04
	OTHER PUBLIC WORKS TOTAL	29,000.00	595.10	7,717.29	26.61	21,282.71
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	PUBLIC WORKS TOTAL	918,984.00	56,054.27	413,733.18	45.02	505,250.82
	WATER,AIR,MOSQUITO CONTRO TOTA	.00	.00	.00	.00	.00
	OTHER HEALTH/SOCIAL SERV TOTA	.00	.00	.00	.00	.00
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	HEALTH & SOCIAL SERVICES TOTA	.00	.00	.00	.00	.00
	LIBRARY TOTAL	65,564.00	.00	32,781.81	50.00	32,782.19
	PARKS TOTAL	184,621.00	7,554.68	66,488.95	36.01	118,132.05
	COMMUNITY CTR/ZOO/MARINA TOTA	7,250.00	2,356.08	7,000.84	96.56	249.16
	SPECIAL EVENTS TOTAL	40,000.00	1,591.61	33,751.27	84.38	6,248.73
	COMMUNITY CENTER TOTAL	135,400.00	11,848.46	66,989.19	49.48	68,410.81
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	CULTURE & RECREATION TOTAL	432,835.00	23,350.83	207,012.06	47.83	225,822.94
	COMMUNITY BEAUTIFICATION TOTA	.00	.00	.00	.00	.00
	ECONOMIC DEVELOPMENT TOTAL	266,372.00	.00	.00	.00	266,372.00
	HOUSING & URBAN RENEWAL TOTAL	20,000.00	.00	18,707.00	93.54	1,293.00
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	COMMUNITY & ECONOMIC DEV TOTA	286,372.00	.00	18,707.00	6.53	267,665.00
	MAYOR/COUNCIL TOTAL	72,700.00	18,447.33	58,497.61	80.46	14,202.39
	IT DEPARTMENT TOTAL	55,000.00	2,330.79	28,119.50	51.13	26,880.50
	CLERK/TREASURER/ADM TOTAL	818,045.00	47,650.32	371,114.51	45.37	446,930.49
	ELECTIONS TOTAL	1,500.00	.00	.00	.00	1,500.00
	LEGAL SERVICES/ATTORNEY TOTAL	65,000.00	2,310.00	18,807.05	28.93	46,192.95
	OTHER GENERAL GOVERNMENT TOTA	15,000.00	.00	.00	.00	15,000.00
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	GENERAL GOVERNMENT TOTAL	1,027,245.00	70,738.44	476,538.67	46.39	550,706.33

BUDGET REPORT

CALENDAR 12/2023, FISCAL 6/2024

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	ROADS, BRIDGES, SIDEWALKS TOTA	1,118,188.00	.00	103,494.00	9.26	1,014,694.00
	PARKS TOTAL	.00	.00	.00	.00	.00
	HOUSING & URBAN RENEWAL TOTAL	406,921.00	500.00	23,360.00	5.74	383,561.00
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	DEBT SERVICE TOTAL	1,525,109.00	500.00	126,854.00	8.32	1,398,255.00
	POLICE TOTAL	130,000.00	.00	63,589.64	48.92	66,410.36
	FIRE TOTAL	9,000.00	7,200.00	7,200.00	80.00	1,800.00
	AMBULANCE TOTAL	.00	.00	.00	.00	.00
	ROADS, BRIDGES, SIDEWALKS TOTA	15,405,869.00	207,721.36	1,671,498.20	10.85	13,734,370.80
	PARKS TOTAL	600,000.00	10,279.50	203,929.50	33.99	396,070.50
	COMMUNITY CENTER TOTAL	.00	.00	14,152.50	.00	14,152.50-
	IT DEPARTMENT TOTAL	22,800.00	.00	1,500.70	6.58	21,299.30
	CAPITAL PROJECTS TOTAL	.00	.00	788.00	.00	788.00-
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	CAPITAL PROJECTS TOTAL	16,167,669.00	225,200.86	1,962,658.54	12.14	14,205,010.46
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER/SEWAGE DISPOSAL TOTAL	31,350.00	48.45	6,770.68	21.60	24,579.32
	LANDFILL/GARBAGE TOTAL	379,000.00	30,650.38	162,932.13	42.99	216,067.87
	STORM WATER TOTAL	292,544.00	7,973.01	47,035.89	16.08	245,508.11
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	ENTERPRISE FUNDS TOTAL	702,894.00	38,671.84	216,738.70	30.84	486,155.30
	TRANSFERS IN/OUT TOTAL	2,188,499.00	.00	.00	.00	2,188,499.00
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	TRANSFER OUT TOTAL	2,188,499.00	.00	.00	.00	2,188,499.00
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	TOTAL EXPENSES	27,108,102.00	650,244.83	5,037,313.68	18.58	22,070,788.32
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CLAIMS REPORT

Vendor Checks: 12/13/2023- 1/08/2024

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
ABSOLUTE AUTO REPAIR	TRUCK #8 REPAIRS		46.20	56305	1/08/24
ALADTEC, INC	SCHEDULING SOFTWARE		3,430.00	56306	1/08/24
AMAZON CAPITAL SERVICES	REPLACEMENT TV REMOTE FOR CEC	28.98		56269	12/22/23
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	106.20	135.18	56307	1/08/24
AMERITAS LIFE INS. CORP.	VISION INS	262.00		4589	12/20/23
AMERITAS LIFE INS. CORP.	DENTAL INS	3,169.24		4595	12/22/23
AMERITAS LIFE INS. CORP.	VISION INS	446.80	3,878.04	4596	12/22/23
ANIMAL RESCUE LEAGUE OF IOWA	ANIMAL CONTROL		250.00	56270	12/22/23
ASSURITY	ASSURITY		834.38	4593	12/20/23
AUREON IT	OFFICE 365		2,337.25	56308	1/08/24
BAKER ELECTRIC INC.	73RD ST PUSH BUTTON		558.78	56271	12/22/23
BANKERS TRUST COMPANY	See Vendor Activity		6,556.17	56254	12/13/23
BOOT BARN INC	CLOTHING ALLOWANCE		700.23	56309	1/08/24
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES		1,007.19	56272	12/22/23
BREESE, TAMMY	DEC CELL PHONE		50.00	56273	12/22/23
BRICK GENTRY PC	NOV LEGAL FEES		3,607.50	56274	12/22/23
BULLZEYE, INC	SUPPLIES	79.33		56255	12/13/23
BULLZEYE, INC	JANITORIAL SUPPLIES	329.44		56275	12/22/23
BULLZEYE, INC	CEC DEC CLEANING	3,833.00	4,241.77	56310	1/08/24
CAPITAL CITY KUBOTA	KUBOTA REPAIRS		376.17	56311	1/08/24
CENTURY LINK	TELEPHONE	68.80		56276	12/22/23
CENTURY LINK	TELEPHONE	231.02	299.82	56312	1/08/24
CITY OF WEST DES MOINES	2023 STREET SWEEPING		18,227.43	56313	1/08/24
CIVIC PLUS	SOCIAL MEDIA ARCHIVING		2,741.00	56314	1/08/24
CLEARFLY	CELL PHONES		178.95	4626	1/08/24
CLIVE POWER EQUIP.	EQUIPMENT	43.98		56277	12/22/23
CLIVE POWER EQUIP.	STARTER FOR BLOWER	23.16	67.14	56315	1/08/24
CONSTRUCTION MATERIALS TESTING	68TH ST RECONSTRUCTION		4,177.50	56256	12/13/23
CRYSTAL CLEAR WATER CO.	WATER		2.99	56316	1/08/24
DAIDA	RADIX		519.55	4627	1/08/24
DES MOINES REGISTER	NEWSPAPER DELIVERY		66.00	56278	12/22/23
DIAMOND VOGEL, INC	CEC PAINT SUPPLIES RESTROOMS		54.03	56317	1/08/24
DINGES FIRE COMPANY	2 SETS TURNOUT GEAR		6,950.00	56318	1/08/24
ELDER CORPORATION	CONTRACTOR PAY REQUEST #17		166,858.86	56268	12/20/23
ENVIROTECH SERVICES INC	SUPPLIES		3,600.00	56257	12/13/23
FAST SIGNS	HELMET TAGS		45.87	56279	12/22/23
FEDERAL TAX DEPOSIT	FED/FICA TAX	30,691.25		4590	12/20/23
FEDERAL TAX DEPOSIT	FED/FICA TAX	27,638.90	58,330.15	4614	1/03/24
GALLS INC	CLOTHING ALLOWANCE	298.49		56280	12/22/23
GALLS INC	CLOTHING ALLOWANCE	357.88	656.37	56319	1/08/24
GCMOA	JAN GCMOA		12.00	56320	1/08/24
GOODRICH, WILLIAM	DEC CELL PHONE		50.00	56281	12/22/23
GRAINGER	CEC REPAIRS		85.53	56258	12/13/23
GRIMES ASPHALT & PAVING	STREET MAINTENANCE SUPPLIES	130.50		56259	12/13/23
GRIMES ASPHALT & PAVING	STREET MAINTENANCE SUPPLIES	190.50	321.00	56321	1/08/24
HARMS, THREASE	REIMBURSEMENT WINDSOR WONDER		477.72	56322	1/08/24
O'DONNELL ACE HICKMAN	SUPPLIES		69.60	56260	12/13/23
HOME DEPOT CREDIT SERVICES	CEC XMAS LIGHTS	290.86		56261	12/13/23
HOME DEPOT CREDIT SERVICES	CEC CHRISTMAS DECORATIONS	138.98	429.84	56323	1/08/24
HOTT OFF THE PRESS	DEC NEWSLETTER		1,634.43	56324	1/08/24
HY-VEE ACCOUNTS RECEIVABLE	PIZZA DEC MOVIE IN THE PARK		168.26	56282	12/22/23
ICMA RETIREMENT TRUST	ICMA	428.82		4587	12/20/23
ICMA RETIREMENT TRUST	ICMA	416.01	844.83	4613	1/03/24
INTERSTATE ALL BATTERY	APC BACKUP BATTERIES		125.40	56325	1/08/24

CLAIMS REPORT

/endor Checks: 12/13/2023- 1/08/2024

Page 2
Payroll Checks: 12/13/2023- 1/08/2024

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
IOWA DES MOINES SUPPLY	CEC SUPPLIES		67.62	56283	12/22/23
DEPT OF HUMAN SERVICES	JANUARY 2024 STATE SHARE		380.68	56284	12/22/23
IOWA ONE CALL	LINE LOCATES		55.40	56326	1/08/24
IPERS	PROTECT IPERS	35,901.45		4586	12/20/23
IPERS	HEALTH PRETAX	32.50	35,933.95	4612	1/03/24
IRLBECK, MICHAEL	DEC CELL PHONE		50.00	56285	12/22/23
ISOLVED BENEFIT SERVICES	FLEX CLD BENEFI	578.85		4591	12/20/23
ISOLVED BENEFIT SERVICES	FLEX CLD BENEFI	578.85		4615	1/03/24
ISOLVED BENEFIT SERVICES	HRA FEES	42.00	1,199.70	4628	1/08/24
JEO CONSULTING GROUP	PROF SVCS THRU 12/22/23		815.00	56327	1/08/24
JOHNSON, KYLE	DEC CELL PHONE		50.00	56286	12/22/23
LARSON, ANDY	DEC CELL PHONE		50.00	56287	12/22/23
LEUTHOLD, NATE	NOV MILEAGE	15.85		56262	12/13/23
LEUTHOLD, NATE	DEC CELL PHONE	50.00		56288	12/22/23
LEUTHOLD, NATE	DEC MILEAGE	18.93	84.78	56328	1/08/24
LOGAN CONTRACTORS SUPPLY	CONCRETE SUPPLIES		64.99	56329	1/08/24
LOWE'S	SHOP REPAIRS	391.68		56263	12/13/23
LOWE'S	TOTES FOR STORAGE UNIT	209.28	600.96	56330	1/08/24
MANHATTANLIFE	MANHATTAN LIFE	288.74		4592	12/20/23
MANHATTANLIFE	BENEFITS	199.54		56289	12/22/23
MANHATTANLIFE	BENEFITS	510.00	998.28	56331	1/08/24
MEASE, JIM	DEC CELL PHONE	50.00		56290	12/22/23
MEASE, JIM	REIMBURSE FOR PART OF EQUIP	19.31	69.31	56332	1/08/24
MEDIACOM BUSINESS	INTERNET		570.00	56333	1/08/24
METRONET	INTERNET		445.55	56334	1/08/24
MCX EQUIPMENT SERVICES	DOT INSPECTION		1,628.41	56291	12/22/23
MIDAMERICAN ENERGY	1145 66TH ST	206.76		4564	12/13/23
MIDAMERICAN ENERGY	1133 66TH ST	674.49		4565	12/13/23
MIDAMERICAN ENERGY	6900 SCHOOL ST STAGE	103.06		4566	12/13/23
MIDAMERICAN ENERGY	6900 SCHOOL ST CEC	581.24		4567	12/13/23
MIDAMERICAN ENERGY	6900 SCHOOL ST	18.52		4568	12/13/23
MIDAMERICAN ENERGY	6300 UNIV AVE	27.89		4569	12/13/23
MIDAMERICAN ENERGY	7001 UNIV AVE	25.47		4570	12/13/23
MIDAMERICAN ENERGY	7116 UNIV AVE	24.73		4571	12/13/23
MIDAMERICAN ENERGY	6800 SCHOOL ST	182.57		4572	12/13/23
MIDAMERICAN ENERGY	6800 SCHOOL ST	166.46		4573	12/13/23
MIDAMERICAN ENERGY	6540 UNIV AVE	143.50		4574	12/13/23
MIDAMERICAN ENERGY	7290 UNIV AVE	26.65		4575	12/13/23
MIDAMERICAN ENERGY	6739 UNIV AVE	104.94		4576	12/13/23
MIDAMERICAN ENERGY	2227 63RD ST	27.39		4577	12/13/23
MIDAMERICAN ENERGY	6440 HICKMAN RD	65.88		4578	12/13/23
MIDAMERICAN ENERGY	1443 73RD ST	10.00		4579	12/13/23
MIDAMERICAN ENERGY	1804 73RD ST	10.00		4580	12/13/23
MIDAMERICAN ENERGY	27.09	27.09		4581	12/13/23
MIDAMERICAN ENERGY	951 73RD ST	18.87		4582	12/13/23
MIDAMERICAN ENERGY	1140 73RD ST	29.08		4583	12/13/23
MIDAMERICAN ENERGY	1601 73RD ST	14.18		4584	12/13/23
MIDAMERICAN ENERGY	STREET LIGHTS	3,174.96		4585	12/13/23
MIDAMERICAN ENERGY	801 73RD ST	28.12	5,691.85	4594	12/22/23
NORRIS, CHAD	DEC CELL PHONE		50.00	56292	12/22/23
O'REILLY AUTO PARTS	SUPPLIES		52.41	56335	1/08/24
PLAGGE, ADAM	DEC CELL PHONE		50.00	56293	12/22/23
POLK COUNTY EMERG MGMT	28E EMERGENCY MGMT		2,626.00	56336	1/08/24
QPS EMPLOYMENT GROUP	12/16-12/23 DOUGLAS		758.88	56337	1/08/24

CLAIMS REPORT
Vendor Checks: 12/13/2023- 1/08/2024

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
QUALITY PEST CONTROL, INC	PEST CONTROL		30.00	56338	1/08/24
RANGEMASTERS TRAINING CTR	BALLISTIC PPE		7,200.00	56294	12/22/23
ROBERTS, JASON	DEC CELL PHONE		50.00	56295	12/22/23
ROTARY CLUB OF WAUKEE	ROTH DUES		225.00	56339	1/08/24
ROTH, PETE	DEC CELL PHONE		50.00	56296	12/22/23
SAFE BUILDING COMPLIANCE	BUILDING INSPECTIONS		1,282.29	56340	1/08/24
SAM'S CLUB DIRECT	EOY TRAINING		201.06	56341	1/08/24
SECURITY EQUIPMENT INC	ACCESS HOSTING		1,018.20	56297	12/22/23
SKERIES, SUSAN	VETERAN'S DAY LUNCH REIMBURSE		34.13	56298	12/22/23
SNAP-ON MARK STUCHEL	SHOP TOOLS		92.35	56299	12/22/23
STANDARD INSURANCE COMPANY	LIFE/LTD/STD	2,888.10		56264	12/13/23
STANDARD INSURANCE COMPANY	LIFE/LTD/STD	1,933.15	4,821.25	56342	1/08/24
STRAIT, ADAM	DEC CELL PHONE		50.00	56300	12/22/23
SWISHER, RACHELLE	DEC CELL PHONE		50.00	56301	12/22/23
THE SHREDDER	SUPPLIES		65.00	56302	12/22/23
TRANSUNION RISK & ALTERNATIVE	MONTHLY CHARGES		75.00	56343	1/08/24
TREASURER STATE OF IOWA	STATE TAXES		9,023.03	4588	12/20/23
UMB BANK	2016A BOND FEES		500.00	56303	12/22/23
UNITED STATE TREASURY	FEDERAL TAX DEPOSIT		78.70	56344	1/08/24
UNIVERSITY DM ACE HARDWARE	HEAT TAPE		61.04	56265	12/13/23
UPHDM OCCUPATIONAL MED	NEW HIRE PHYSICAL		678.29	56345	1/08/24
VAN WALL EQUIPMENT	BLOWER		180.56	56346	1/08/24
VERIZON WIRELESS	CELL PHONES		381.53	4629	1/08/24
CAPITAL ONE	EOY TRAINING		178.95	56347	1/08/24
WEST DES MOINES TRUE VALUE	CLOTHING ALLOWANCE		231.51	56266	12/13/23
WEX FLEET UNIVERSAL	FUEL		2,536.82	56304	12/22/23
ZIMCO SUPPLY CO	ICE MELT		285.00	56267	12/13/23
			=====		
Accounts Payable Total			376,676.61		
Payroll Checks					

	001 GENERAL		80,875.46		
	110 ROAD USE TAX		8,394.06		
	740 STORM WATER		1,920.97		

Total Paid On: 12/22/23			91,190.49		
	001 GENERAL		65,879.57		
	110 ROAD USE TAX		8,070.20		
	740 STORM WATER		1,858.64		

Total Paid On: 1/05/24			75,808.41		
			=====		
Total Payroll Paid			166,998.90		
Report Total			=====		
			543,675.51		
			=====		

CLAIMS REPORT
CLAIMS FUND SUMMARY

FUND	NAME	AMOUNT
001	GENERAL	288,336.45
110	ROAD USE TAX	61,199.57
112	EMPLOYEE BENEFITS	9,267.53
200	DEBT SERVICE	500.00
314	UNIVERSITY AVE ST PROJECT	166,858.86
323	68TH ST	4,177.50
350	CAPITAL EQUIPMENT FUND	7,200.00
610	SEWER	67.71
740	STORM WATER	6,067.89

	TOTAL FUNDS	543,675.51

ACCOUNTS PAYABLE VENDOR ACTIVITY

INVOICE NO	LN	DATE	PO NO	REFERENCE	TRACK CD	GL ACCOUNT	1099	NET	CHECK	PD DATE
58 BANKERS TRUST COMPANY										
12132023 3526	1	12/13/23		STORAGE UNIT SPECIAL EVENTS		001-470-6499		25.99	56254	12/13/23
12132023 3526	2	12/13/23		IAPELRA REGISTRATION		001-620-6230		50.00	56254	12/13/23
12132023 3526	3	12/13/23		ZOOM		001-610-6507		31.98	56254	12/13/23
12132023 3526	4	12/13/23		SUPPLIES		001-620-6506		67.63	56254	12/13/23
12132023 3526	5	12/13/23		ADOBE SUBSCRIPTIONS		001-615-6507		251.91	56254	12/13/23
12132023 3534	1	12/13/23		CONSTANT CONTACT		001-620-6373		81.00	56254	12/13/23
12132023 3534	2	12/13/23		VETERAN'S DAY LUNCH		001-470-6499		660.90	56254	12/13/23
12132023 3534	3	12/13/23		GINGERBREAD HOUSES		001-470-6498		149.80	56254	12/13/23
12132023 3534	4	12/13/23		GINGERBREAD HOUSES		001-470-6498		37.45	56254	12/13/23
12132023 8417	1	12/13/23		SUBSCRIPTION		001-110-6507		150.00	56254	12/13/23
12132023 8417	2	12/13/23		DRUG TESTING KITS		001-110-6507		290.89	56254	12/13/23
12132023 8417	3	12/13/23		SUPERVISOR TRAINING		001-110-6230		1100.00	56254	12/13/23
12132023 8417	4	12/13/23		SUPERVISOR TRAINING		001-110-6230		1100.00	56254	12/13/23
12132023 8417	5	12/13/23		IPCA MEMBERSHIP		001-110-6120		75.00	56254	12/13/23
12132023 8417	6	12/13/23		IPCA MEMBERSHIP		001-110-6120		75.00	56254	12/13/23
12132023 8417	7	12/13/23		SUPPLIES		001-110-6507		14.85	56254	12/13/23
12132023 8417	8	12/13/23		RANGE TIME		001-110-6230		15.00	56254	12/13/23
12132023 8417	9	12/13/23		ROTH 2024 DUES		001-110-6120		200.00	56254	12/13/23
12132023 8425	1	12/13/23		PRINTER INK		001-150-6506		67.40	56254	12/13/23
12132023 8425	2	12/13/23		IEMSA JONES		001-160-6230		250.00	56254	12/13/23
12132023 8425	3	12/13/23		METRO CHIEF LUNCH		001-150-6599		20.74	56254	12/13/23
12132023 8425	4	12/13/23		BACKGROUND CHECK		001-150-6411		15.00	56254	12/13/23
12132023 8425	5	12/13/23		MEMBER BADGES		001-150-6507		1028.00	56254	12/13/23
12132023 8425	6	12/13/23		SUPPLIES		001-150-6507		113.52	56254	12/13/23
12132023 8425	7	12/13/23		CHIEF MEETING		001-150-6599		22.47	56254	12/13/23
12132023 8425	8	12/13/23		ROLLING WHITEBOARD		001-150-6230		165.84	56254	12/13/23
12132023 8425	9	12/13/23		PCFCA MEETING		001-150-6599		70.00	56254	12/13/23
12132023 8433	1	12/13/23		CLOTHING ALLOWANCE		110-210-6180		133.20	56254	12/13/23
12132023 8433	2	12/13/23		BACKGROUND CHECK		110-210-6407		15.00	56254	12/13/23
12132023 8433	3	12/13/23		CEC XMAS		001-480-6507		107.92	56254	12/13/23
12132023 8433	4	12/13/23		CEC XMAS		001-480-6511		109.72	56254	12/13/23
12132023 8433	5	12/13/23		CEC XMAS		001-480-6507		59.96	56254	12/13/23

BANKERS TRUST COMPANY								6556.17		

***** REPORT TOTAL *****								6556.17		

REVENUE REPORT
CALENDAR 12/2023, FISCAL 6/2024**PCT OF FISCAL YTD 50.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	3,787,284.00	145,397.40	2,013,457.39	53.16	1,773,826.61
	ROAD USE TAX TOTAL	663,500.00	63,256.82	403,960.03	60.88	259,539.97
	EMPLOYEE BENEFITS TOTAL	586,530.00	15,303.08	291,256.84	49.66	295,273.16
	POLICE PENSION TOTAL	.00	.00	.00	.00	.00
	POLICE TRUST TOTAL	10,100.00	.00	132.09	1.31	9,967.91
	POLICE PREFORFEITURE TOTAL	1,005.00	.00	9.58	.95	995.42
	EMERGENCY FUND TOTAL	70,224.00	.00	.00	.00	70,224.00
	LOCAL OPTION SALES TAX TOTAL	1,112,000.00	113,943.05	696,447.92	62.63	415,552.08
	TAX INCREMENT FINANCING TOTAL	1,532,443.00	7,801.05	969,343.04	63.25	563,099.96
	URBAN RENEWAL TOTAL	.00	.00	.00	.00	.00
	DEBT SERVICE TOTAL	1,531,129.00	20,357.24	452,505.34	29.55	1,078,623.66
	COLBY PARK TOTAL	.00	.00	.00	.00	.00
	HICKMAN ROAD PROJECT TOTAL	.00	.00	.00	.00	.00
	2014A STREETS PROJECTS TOTAL	.00	.00	.00	.00	.00
	TRAIL CONNECTION TOTAL	.00	.00	.00	.00	.00
	63/HICKMAN ST SCAPE TOTAL	.00	.00	.00	.00	.00
	2017/18 Capital Projects TOTA	.00	.00	.00	.00	.00

REVENUE REPORT
CALENDAR 12/2023, FISCAL 6/2024**PCT OF FISCAL YTD 50.0%**

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	UNIVERSITY AVE ST PROJECT TOTA	.00	.00	.00	.00	.00
	2018 HMA RESURFACING PROJ TOTA	.00	.00	.00	.00	.00
	2018 PCC PATCHING PROJECT TOTA	.00	.00	.00	.00	.00
	WAL CREEK BIKE HUB/BRIDGE TOTA	.00	.00	.00	.00	.00
	2020 STREET PROJECTS TOTAL	.00	.00	.00	.00	.00
	2020 PCC PATCHING TOTAL	.00	.00	.00	.00	.00
	WAL CREEK STREAM PROJECT TOTA	.00	.00	.00	.00	.00
	73RD STREET PROJECT TOTAL	12,360,000.00	.00	.00	.00	12,360,000.00
	68TH ST TOTAL	.00	.00	.00	.00	.00
	2023 HMA OVERLAY PROJECT TOTA	.00	.00	.00	.00	.00
	2023 PCC PATCHING PROJECT TOTA	.00	.00	.00	.00	.00
	PUBLIC SAFETY PARKING LOT TOTA	.00	.00	.00	.00	.00
	DOG PARK UPDATES TOTAL	.00	.00	.00	.00	.00
	FLOOD MITIGATION TOTAL	.00	.00	.00	.00	.00
	AMERICAN RESCUE PLAN ACT TOTA	.00	.00	.00	.00	.00
	FUTURE STREET PROJECTS TOTAL	1,088,820.00	.00	.00	.00	1,088,820.00
	CAPITAL EQUIPMENT FUND TOTAL	371,500.00	42.00-	7,285.00	1.96	364,215.00

REVENUE REPORT
CALENDAR 12/2023, FISCAL 6/2024

PCT OF FISCAL YTD 50.0%

ACCOUNT NUMBER	ACCOUNT TITLE	BUDGET ESTIMATE	MTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER TOTAL	.00	.00	.00	.00	.00
	LANDFILL/GARBAGE TOTAL	354,000.00	23,718.98	164,108.67	46.36	189,891.33
	STORM WATER TOTAL	375,000.00	28,710.72	188,115.45	50.16	186,884.55
	REVOLVING FUND TOTAL	.00	.00	.00	.00	.00
	TOTAL REVENUE BY FUND	=====	=====	=====	=====	=====
		23,843,535.00	418,446.34	5,186,621.35	21.75	18,656,913.65
		=====	=====	=====	=====	=====



STAFF REPORT
CITY COUNCIL
January 16, 2024

TO: CITY COUNCIL
FROM: Adam Strait, City Clerk
SUBJECT: Approve Liquor License - Wal-Mart Supercenter #1764 - 1001 73rd Street

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None



STAFF REPORT
CITY COUNCIL
January 16, 2024

TO: CITY COUNCIL
FROM: Adam Strait, City Clerk
SUBJECT: Approve Liquor License - Kum & Go # 4098 - 7229 University Avenue

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None



STAFF REPORT
CITY COUNCIL
January 16, 2024

TO: CITY COUNCIL
FROM: Adam Strait, City Clerk
SUBJECT: Approve Liquor License - Wal-Mart Supercenter #1764 - 1001 73rd Street

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None



STAFF REPORT
CITY COUNCIL
January 16, 2024

TO: CITY COUNCIL
FROM: Adam Strait, City Clerk
SUBJECT: Approve Liquor License - Hy-Vee Fast and Fresh - 7220 Hickman Road

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None



**STAFF REPORT
CITY COUNCIL**
January 16, 2024

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Approve Resolution No. 2024-01 - A Resolution Approving Placement of No Parking Signs on the Cul-De-Saks Bulbs of Del Matro Ct and 80th Ct

GENERAL INFORMATION

The Fire Marshal has completed a review of dead-end streets in Windsor Heights for compliance with the requirements for fire apparatus access roads in the Windsor Heights Book Of Ordinances; Chapter 37. This section of the Code is governed by the 2012 International Fire Code's table below.

TABLE D103.4 REQUIREMENTS FOR DEAD-END FIRE APPARATUS ACCESS ROADS

LENGTH (feet)	WIDTH (feet)	TURNAROUNDS REQUIRED
0-150	20	None required
151-500	20	120-foot Hammerhead, 60-foot "Y" or 96-foot diameter cul-de-sac in accordance with Figure D103.1
501-750	26	120-foot Hammerhead, 60-foot "Y" or 96-foot diameter cul-de-sac in accordance with Figure D103.1
Over 750		Special approval required

A fire apparatus access road is defined as every road, alley, or driveway that it takes to get from the fire station to any given location.

Based on the above requirements, additional no parking signage should be placed on the cul-de-sak bulbs of Del Matro Ct. and 80th Ct. to bring the existing 77 ft. and 74 ft. cul-de-sak bulbs closer to the required 96 ft. diameter generally needed for fire apparatus to turn around.

71st, 72nd, and Plaza Circle dead ends all have a T turnaround either marked with red curbs or no parking, which should be maintained.

66th, Franklin, 64th and Elmcrest Dr. dead ends all lack turnarounds and if reconstructed would ideally incorporate a T turnaround.

The Wilshire dead-end is shorter than 150' and does not require a turnaround.

SUMMARY

Staff Recommendation:

City Administration recommends City Council direct staff to place no parking signage along the bulbs of Del Matro Ct. and 80th Ct.

ATTACHMENTS

1. Resolution No. 2024-01 Approving Placement of No Parking Signs on the Cul-De-Saks Bulbs of Del Matro Ct and 80th Ct

Resolution No. 2024-01

A RESOLUTION APPROVING PLACEMENT OF NO PARKING SIGNS ON THE CUL-DE-SAKS BULBS OF DEL MATRO CT. AND 80TH CT.

WHEREAS, Chapter 37 of the Windsor Heights Book Of Ordinances requires streets with a cul-de-sak exceeding 150 ft. feet in length incorporate a bulb with 96-ft diameter.

WHEREAS, Del Matro Ct. and 80th Ct. exceed 150 ft. in length with cul-de-sak bulbs of a circumference less than 96 ft.

NOW, THEREFORE, BE IT RESOLVED that the City of Windsor Heights City Council does hereby approve and authorize Public Works to place No Parking signs on the cul-de-sak bulbs of Del Matro Ct. and 80th Ct.

Passed and Approved on this 18th day of January 16th, 2024.

Mike Jones, Mayor

Adam Strait, City Clerk



STAFF REPORT
CITY COUNCIL
January 16, 2024

TO: CITY COUNCIL

FROM: Mike Jones, Mayor

SUBJECT: Approve Resolution No. 2024-06 - A Resolution to Appoint Members and Alternate Members to the Polk County Emergency Management Commission

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2024-06 EM Commission Member

Resolution No. 2024-06

Resolution to Appoint Members and Alternate Members to the Polk County Emergency Management Commission

Whereas, the county boards of supervisors and city councils in each county shall cooperate with the Iowa Homeland Security and Emergency Management Department to establish a local emergency management commission to carry out the provisions Iowa Code Chapter 29C; and

Whereas, the commission shall be composed of a member of the Board of Supervisors, the Sheriff, and the Mayor from each city within the county; and

Whereas, a commission member may designate an alternate to represent the designated entity; and

Whereas, for any activity related to approval or amendment of the Commission's budget as addressed in section 29C.17, subsection 2, or chapter 24 of the Code of Iowa, participation shall be by a commission member or a designated alternate that is an elected official from the same designated entity; and

Whereas, the commission members shall be the operations liaison officers between their jurisdiction and the commission; and

Whereas, the commission shall meet regularly to determine the mission of its agency and program and provide direction for the delivery of the emergency management services of planning, administration, coordination, training, and support for local governments and their departments; and

Whereas, the commission shall coordinate emergency services in the event of a disaster;

Now, Therefore, Be It Resolved that Mayor Mike Jones be appointed as the Emergency Management Commission Member; and

Be it Further Resolved that Councilor Susan Skeries be appointed as an Alternate Elected Member; and

Be it Further Resolved that Fire Chief James Mease and Police Chief Pete Roth be appointed as an Alternate Non-Elected Appointed Members; and

Be It Further Resolved that the Member and/or Alternate Member(s) attend the Commission meetings on behalf of the City of Windsor Heights.

Passed and Approved this 16th Day of January, 2024.

Mike Jones, Mayor

Adam Strait, City Clerk



**STAFF REPORT
CITY COUNCIL**
January 16, 2024

TO: CITY COUNCIL
FROM: Mike Jones, Mayor
SUBJECT: Approve Resolution No. 2024-05 - A Resolution to Appoint a Member and Alternate Member to the Polk County 911 Service Board

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2024-05 911 Service Board Members

Resolution No. 2024-05

**Resolution to Appoint a Member and Alternate Member to the
Polk County 911 Service Board**

Whereas, the Polk County Joint 911 Service Board enables the orderly development, installation, and operation of 911 emergency telephone communications systems and other emergency 911 notification devices; and

Whereas, the Polk County Board of Supervisors shall maintain a Joint 911 Service Board; and

Whereas, each political subdivision having a public safety agency serving territory within the county/Service Area is entitled to voting membership on the Joint 911 Service Board; and

Whereas, the Joint 911 Service Board shall annually submit a listing of members to the State of Iowa; and

Whereas, the board members shall be the liaison between their political subdivision and the board.

Now, Therefore, Be It Resolved that Fire Chief James Mease be appointed as the primary member; and

Be it Further Resolved that Police Chief Pete Roth be appointed as an alternate member; and

Be It Further Resolved that the Member and Alternate Member attend the Board meetings on behalf of the City of Windsor Heights.

Passed and Approved this 16th Day of January, 2024.

Mike Jones, Mayor

Adam Strait, City Clerk



STAFF REPORT
CITY COUNCIL
January 16, 2024

TO: CITY COUNCIL

FROM: Mike Jones, Mayor

SUBJECT: Approve Resolution No. 2024-07 - A Resolution Approving Metro Waste Authority Primary Board and Alternate Board Appointments

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2024-07 A Resolution Approving Metro Waste Authority Primary Board and Alternate Board Appointments

RESOLUTION NO. 2024-07

**A RESOLUTION APPROVING METRO WASTE AUTHORITY PRIMARY
BOARD AND ALTERNATE BOARD APPOINTMENTS**

WHEREAS, the City of Windsor Heights, Iowa is a duly organized municipality within Polk County; and

WHEREAS, each year the Mayor shall appoint or reappoint individuals as members to various boards, commissions, and committees-including, but not limited to, the Metro Waste Authority.

NOW, THEREFORE BE IT HEREBY RESOLVED by the City of Windsor Heights City Council in session this 16th Day of January, 2024, that it hereby approves the Mayor's appointments of Susan Skeries as Primary Board Member and Threase Harms as Alternate Board Member.

Passed and Approved this 16th Day of January, 2024.

Mike Jones, Mayor

Adam Strait, City Clerk



**STAFF REPORT
CITY COUNCIL**
January 16, 2024

TO: CITY COUNCIL
FROM: Adam Strait, City Clerk
SUBJECT: Approve Resolution No. 2024-03 - A Resolution Naming the Des Moines Register as the City's Official Newspaper

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2024-03 Official City Newspaper

RESOLUTION 2024-03

**A RESOLUTION NAMING THE DES MOINES REGISTER AS THE CITY'S
OFFICIAL NEWSPAPER**

WHEREAS, Iowa Code 362.3 requires that publication as required by city code and provided by state law be published in a newspaper published at least once weekly and having general circulation in the city; and

WHEREAS, Windsor Heights has used the Des Moines Register for such purposes in the past.

NOW THEREFORE BE IT RESOLVED, that the City Council of Windsor Heights, Iowa, designates the Des Moines Register as the Official City Newspaper.

Passed and Approved this 16th day of January, 2024.

Mike Jones, Mayor

ATTEST:

Adam Strait, City Clerk



STAFF REPORT
CITY COUNCIL
January 16, 2024

TO: CITY COUNCIL

FROM: Rachelle Swisher, Finance Director - Interim City Administrator

SUBJECT: Approve Resolution No. 2024-04 - A Resolution Naming City Depositories and Deposit Limits

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Resolution No. 2024-04 City Depositories

RESOLUTION NO. 2024-04

A RESOLUTION NAMING CITY DEPOSITORIES AND DEPOSIT LIMITS

WHEREAS, Iowa Code 12C.2 requires that the approval of financial institutions as depositories shall be by written document which shall be entered of record in the minutes of the approving board, and which shall distinctly name each depository approved, and specify the maximum amount which may be kept on deposit in each depository; and

WHEREAS, the City's auditor recommends the naming of depositories be done annually.

NOW THEREFORE BE IT RESOLVED that the City Council of Windsor Heights, Iowa, approves the following list of financial institutions to be depositories of the City of Windsor Heights funds in conformance with all applicable provisions of Iowa Code Chapter 12. The City Clerk and Finance Director are hereby authorized to deposit the City of Windsor Heights funds in amounts not to exceed the maximum approved for each respective financial institution as set out below.

DEPOSITORY NAME	LOCATION OF FINANCIAL INSTITUTE	MAXIMUM BALANCE IN EFFECT UNDER PRIOR RESOLUTION	MAXIMUM BALANCE IN EFFECT UNDER THIS RESOLUTION
Bankers Trust	Windsor Heights, IA		\$35,000,000.00
IPAIT	Des Moines, IA		\$35,000,000.00

Passed and Approved this 16th day of January, 2024.

Mike Jones, Mayor

ATTEST:

Adam Strait, City Clerk



**STAFF REPORT
CITY COUNCIL**
January 16, 2024

TO: CITY COUNCIL
FROM: Justin Ernst, City Engineer
SUBJECT: Approve Amendment #001 to Agreement for Professional Services Between City of Windsor Heights and Bolton & Menk, Inc. - 2024 RAISE Grant Application

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Amendment 1

**AMENDMENT #001 TO AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN CITY OF WINDSOR HEIGHTS AND BOLTON & MENK, INC.**

This AMENDMENT #001 (“Amendment”) to the original Agreement for Professional Services between City of Windsor Heights (“OWNER”) and Bolton & Menk, Inc. (“ENGINEER”) dated December 19, 2022 (the “Agreement”) is made and entered into on this 16th day of January 2024.

WHEREAS, OWNER has engaged ENGINEER, pursuant to the Agreement, to furnish OWNER with engineering, design, procurement, and construction services in connection with the 73rd Street Improvements – Phase 2 2024 RAISE Grant (the “Project”);

WHEREAS, OWNER and ENGINEER have agreed to amend the Agreement as set forth in this Amendment and subject to the terms and conditions of this Amendment; and,

NOW THEREFORE, for good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. SCOPE ATTACHMENT. The Scope Attachment is attached and incorporated herein by reference as Exhibit A. If the OWNER requests or ENGINEER performs additional services for the Project, ENGINEER shall make such request to OWNER in writing, setting forth any changes or additions to the Scope of the Agreement, including any additional deliverables requested for the Project in Exhibit A.

2. FEE ATTACHMENT. The Fee Attachment is attached and incorporated herein by reference as Exhibit B. If the ENGINEER requests additional fees for the services for the Project or for services performed pursuant to Exhibit A, ENGINEER shall make such request to OWNER in writing, setting forth any changes in fees and all fees associated with such additional services, in the same or substantially similar format as Exhibit B. If OWNER agrees to the change in scope or fees proposed by ENGINEER in writing, the parties will adjust the Maximum Fee to account for such changes. No claim for extra services performed by ENGINEER will be allowed by OWNER except as provided in this Amendment nor will ENGINEER perform any services or work not previously approved by OWNER except upon receipt of a written amendment.

3. Additional Forms. Exhibits A and B are attached and incorporated into the Agreement.

4. All Other Terms and Conditions of the Agreement. Any conflict or inconsistency as to terms set forth in this Amendment and the Agreement or other writing will be governed by this Amendment.

IN WITNESS WHEREOF, the parties have caused this AMENDMENT #001 to be executed by their duly authorized representatives on the dates written below.

CITY OF WINDSOR HEIGHTS

BOLTON & MENK, INC.

SIGNED: _____

SIGNED: _____

NAME: _____

NAME: Matthew Ferrier

TITLE: _____

TITLE: Principal Engineer

DATE: _____

DATE: _____

EXHIBIT A

CONSULTANT'S SERVICES

73RD STREET IMPROVEMENTS PHASE 2 – 2024 RAISE GRANT APPLICATION

DESCRIPTION OF PROJECT AND SCOPE OF IMPROVEMENTS

The Consultant agrees to provide Civil Engineering, Planning, and Environmental services required for the 73rd Street Improvements Phase 2 2024 RAISE Grant Application. The project limits are between Center Street and University Avenue.

The scope of work will include grant writing, benefit cost analysis, environmental risk analysis, and project administration

A. BASIC SERVICES

For purposes of this Project, Basic Services to be provided by the CONSULTANT are as follows:

TASK 1: 2024 RAISE GRANT NARRATIVE

Bolton & Menk will assist the City of Windsor Heights with the development of a re-application for the 2024 RAISE (Rebuilding American Infrastructure with Sustainability and Equity) transportation Grant based on feedback received on the 2023 RAISE Grant application. The grant narrative will consist of the following tasks.

Subtask 1.1 Project Descriptions

Description: This task will include the development of a complete project description of the project including the following items.

- Description of the project, the transportation challenges that it is intended to address, and how it will address those challenges.
- Historical narrative of the project and roadway
- Summary of previous work completed on the project or any components.
- Documentation that places the project in a place into a broader context of other transportation infrastructure investments being pursued by the City.
- Detailed statement of work that focuses on the technical and engineering aspects of the project and describes in detail the project to be constructed.
- Detailed geographical description of the proposed project in narrative fashion,
- Include a detailed geographic description including any Areas of Persistent Poverty, Historically Disadvantaged Community, and Urban Area designations.

Subtask 1.2 Project Location

Description: This task will include providing a project location file to determine eligibility including the following item

- An accurate project location file as a Shapefile

Subtask 1.3 Project Budget

Description: This task will include providing detail on the future eligible project budget costs including the following items.

- Narrative addressing the sources, uses and availability of funds, contingency amount, level of design, cost estimates, and cost share match.
- Overall Project Preliminary Cost estimate for the RAISE project
- Summary of eligible project costs and the source and amount of funds.
- Required table breakdowns for the funds involved in the project per the NOFO
- Breakdown of RAISE funds, other Federal Funds and Non-Federal Funds
- Budget showing how each funding source will be utilized including percentages of each major construction activity.

Subtask 1.4 Funding Commitment Documentation

Description: This task will include working with the City to acquire all of the funding commitment documentation for all funds involved in this project, applied for and secured.

Subtask 1.5 Merit Criteria

Description: The RAISE Grant NOFO includes 8 scoring criteria as a required part for the grant submittal. The grant application must show major benefits to as many of the selection criteria as possible with the goal of receiving a High rating for each of them. This task will document how the 73rd Street Improvements Phase 2 project aligns with these selection criteria including the following items:

1. Safety
2. Environmental Sustainability
3. Quality of Life
4. Mobility & Community Connectivity
5. Economic Competitiveness & Opportunity
6. State of Good Repair
7. Partnership & Collaboration
8. Innovation

Subtask 1.6 Project Readiness & Environmental Risk

Description: It is anticipated that this task will include minor changes to the previous year submittal. This section shall include the required information for the Environmental Risk requirements including the following:

- Provide a detailed project schedule that identifies all major project milestones including state, local and federal agency approvals.
- Providing a list of required approvals including environmental permits, reviews and studies required.
- Bolton & Menk will complete the preliminary NEPA items for the project but does not include any intensive field work.
- Draft purpose and need statement and description of proposed action and alternatives as well as Phase 1A archaeological investigation along with other environmental resource characterization in the corridor.
- The work product would be a baseline resource document to be used to assist with NEPA classification and allow a more expedited NEPA process once federal funding is available.
- Assessment of project risks and mitigation strategies for possible risks.

Subtask 1.7 Benefit Cost Analysis

Description: Bolton & Menk will update the 2023 Benefit Cost Analysis (BCA) table and narrative for the project to allow the DOT to evaluate the project’s cost-effectiveness by evaluating the benefit-cost ratio and calculating the magnitude of net benefits for the project. The BCA for the project will include the following.

- Travel time benefit
- Collision analysis
- Operations and maintenance benefit
- Emissions benefit
- Vehicle operating benefit
- Non-motorized users benefit
- Clearly tying benefits claimed for the project, both quantified and unquantified, to the expected outcomes of the project.

EXPECTATION OF CITY STAFF/COUNCIL MEMBERS

- Online system registration (SAM.Gov, GRANTS.Gov)
- Critical review of draft materials
- Assistance / Leadership in obtaining resolutions and letters of support from area resources, businesses, and political parties
- At least one individual to make a trip to Washington DC to obtain political support for the project

ADDITIONAL SERVICES NOT INCLUDED IN THIS CONTRACT

Additional Services not included as part of this Scope. If authorized, under a supplemental agreement, the Consultant shall furnish or obtain from others the following services:

1. Project Design
2. In depth NEPA investigations
3. Real Estate Acquisition Services

PROPOSED SCHEDULE

The project team can start immediately after approval with the proposed anticipated schedule as follows:

NOFO Released	November 30, 2023
Council Considers Scope & Fee	January 16, 2024
Grant Development	December 2023 – February 2024
Council Approval of Grant Application	February 19, 2024
Grant Submittal	February 27, 2024

COMPENSATION

2024 RAISE Grant Application	\$33,200.00
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EXHIBIT B – FEE ATTACHMENT

This **FEE ATTACHMENT** is part of **AMENDMENT #001** to the Agreement. Unless otherwise agreed to in writing by the parties, any conflict or inconsistency as to the terms set forth in the Amendment and the Agreement shall be governed by the Amendment.

1. The parties agree to the following additional services to complete the Project, as set forth below:

AMENDMENT (SERVICES AND DELIVERABLES)		Amount
Task 2	73 rd Street Improvements – Phase 2 2024 RAISE Grant	\$33,200.00
THIS AMENDMENT Sub-Total		\$33,200.00
(Less Reduction in Fee -if any)		\$0
THIS AMENDMENT TOTAL		\$33,200.00

AMENDMENT (IMPACT TO BUDGET)		
ORIGINAL AGREEMENT	73 rd Street Improvements – Phase 2 2023 RAISE Grant	\$80,000.00
AMENDMENT #001 CHANGE	73 rd Street Improvements – Phase 2 2024 RAISE Grant	\$33,200.00
NEW PROJECT TOTAL, MAXIMUM FEE, NOT TO EXCEED		\$113,200.00

2. **SCHEDULE:** Schedule for performance of services will be modified as follows or as set forth in the Agreement, such that all services will be completed by **February 28, 2024**.

3. **MAXIMUM FEE.** The Maximum Fee will not exceed: \$113,200.00.



STAFF REPORT
CITY COUNCIL
January 16, 2024

TO: CITY COUNCIL
FROM: Justin Ernst, City Engineer
SUBJECT: Approve 68th Street Reconstruction Pay Request 7

GENERAL INFORMATION

SUMMARY

All major work is complete on 68th St. The Contractor was working on completing punchlist items but the recent weather has halted that progress. Some of the items may not be completed until spring. Also in the spring, the sod that was installed on Phase 2 will be inspected to ensure growth.

ATTACHMENTS

1. Pay Request 7_Signed



**BOLTON
& MENK**

Real People. Real Solutions.

430 E Grand Avenue
Suite 101
Des Moines, IA 50309

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

January 10, 2024

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

RE: 68th Street Reconstruction Pay Request 7

Dear Mr. Plagge:

Submitted for your approval is Pay Request 7 for the above-mentioned project. Pay Request 7 is for a total payment of \$193,803.63. The total value completed to date is \$1,709,568.24, minus 5% retainage of \$89,977.28. Please see Pay Request 7 for a full summary of the items completed that are included in this payment.

Bolton & Menk, Inc. recommends the approval of Pay Application 7. Upon approval of Pay Request 7, 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 All Star Concrete with payment.

Please let me know if you have any questions.

Sincerely,

Bolton & Menk, Inc.

Justin Ernst, PE
Project Manager

Contractor's Application for Payment

Owner: <u>City of Windsor Heights</u> Engineer: <u>Bolton & Menk, Inc.</u> Contractor: <u>All Star Concrete</u> Project: <u>68th Street Reconstruction</u> Contract: <u>Paving, Municipal</u>	Owner's Project No.: _____ Engineer's Project No.: <u>0A1.127880</u> Other Project No.: _____																																	
Application No.: <u>7</u> Application Date: <u>1/10/2024</u>																																		
Application Period: From <u>11/4/2023</u> to <u>12/30/2023</u>																																		
<table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 60%;">1. Original Contract Price</td><td style="width: 10%; text-align: right;">\$</td><td style="width: 30%; text-align: right;">1,922,231.25</td></tr><tr><td>2. Net change by Change Orders</td><td style="text-align: right;">\$</td><td style="text-align: right;">-</td></tr><tr><td>3. Current Contract Price (Line 1 + Line 2)</td><td style="text-align: right;">\$</td><td style="text-align: right;">1,922,231.25</td></tr><tr><td>4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)</td><td style="text-align: right;">\$</td><td style="text-align: right;">1,799,545.52</td></tr><tr><td>5. Retainage</td><td></td><td></td></tr><tr><td> a. <u>5%</u> X <u>\$ 1,799,545.52</u> Work Completed</td><td style="text-align: right;">\$</td><td style="text-align: right;">89,977.28</td></tr><tr><td> b. <u>5%</u> X <u>\$ -</u> Stored Materials</td><td style="text-align: right;">\$</td><td style="text-align: right;">-</td></tr><tr><td> c. Total Retainage (Line 5.a + Line 5.b)</td><td style="text-align: right;">\$</td><td style="text-align: right;">89,977.28</td></tr><tr><td>6. Amount eligible to date (Line 4 - Line 5.c)</td><td style="text-align: right;">\$</td><td style="text-align: right;">1,709,568.24</td></tr><tr><td>7. Less previous payments (Line 6 from prior application)</td><td style="text-align: right;">\$</td><td style="text-align: right;">1,515,764.61</td></tr><tr><td>8. Amount due this application</td><td style="text-align: right;">\$</td><td style="text-align: right;">193,803.63</td></tr></table>		1. Original Contract Price	\$	1,922,231.25	2. Net change by Change Orders	\$	-	3. Current Contract Price (Line 1 + Line 2)	\$	1,922,231.25	4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	1,799,545.52	5. Retainage			a. <u>5%</u> X <u>\$ 1,799,545.52</u> Work Completed	\$	89,977.28	b. <u>5%</u> X <u>\$ -</u> Stored Materials	\$	-	c. Total Retainage (Line 5.a + Line 5.b)	\$	89,977.28	6. Amount eligible to date (Line 4 - Line 5.c)	\$	1,709,568.24	7. Less previous payments (Line 6 from prior application)	\$	1,515,764.61	8. Amount due this application	\$	193,803.63
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Contractor's Certification The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.																																		
Contractor: <u>All Star Concrete</u>																																		
Signature: <u></u>	Date: <u>1.10.2024</u>																																	
Name: <u>William D. Harger</u>	Title: <u>Sr. Project Manager</u>																																	
<table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; vertical-align: top;">Recommended by Engineer By: <u></u> Name: <u>Justin Ernst</u> Title: <u>Civil Project Manager</u> Date: <u>1/10/2024</u></td><td style="width: 50%; vertical-align: top;">Approved by Owner By: _____ Name: _____ Title: _____ Date: _____</td></tr></table>		Recommended by Engineer By: <u></u> Name: <u>Justin Ernst</u> Title: <u>Civil Project Manager</u> Date: <u>1/10/2024</u>	Approved by Owner By: _____ Name: _____ Title: _____ Date: _____																															
Recommended by Engineer By: <u></u> Name: <u>Justin Ernst</u> Title: <u>Civil Project Manager</u> Date: <u>1/10/2024</u>	Approved by Owner By: _____ Name: _____ Title: _____ Date: _____																																	

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Windsor Heights	Owner's Project										
Engineer:	Bolton & Menk, Inc.	Engineer's Project OA1.127880										
Contractor:	All Star Concrete	Other Project No.:										
Project:	68th Street Reconstruction											
Contract:	Paving, Municipal											
Application No.:	7	Application Period:	From	11/04/23	to	12/30/23	Application Date:					01/10/24
A	B	C	D	E	F	F1	F2	G	H	J	K	L
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)			
Original Contract												
1	CLEARING AND GRUBBING	1	LS	\$ 8,500.00	\$ 8,500.00	1.00	8,500.00	1.00	\$ 8,500.00	\$ 8,500.00	100%	\$ -
2	TOPSOIL, ON-SITE	375	CY	\$ 20.00	\$ 7,500.00	187.50	3,750.00	375.00	\$ 7,500.00	\$ 7,500.00	100%	\$ -
3	EXCAVATION, CLASS 10	1,085	CY	\$ 20.00	\$ 21,700.00	976.50	19,530.00	1,085.00	\$ 21,700.00	\$ 21,700.00	100%	\$ -
4	BELOW GRADE EXCAVATION (CORE OUT)	230	CY	\$ 60.00	\$ 13,800.00	-	-	-	\$ -	\$ -		\$ 13,800.00
5	SUBGRADE PREPARATION	5,515	SY	\$ 3.25	\$ 17,923.75	3,511.66	11,412.90	4,053.15	\$ 13,172.74	\$ 13,172.74	73%	\$ 4,751.01
6	SUBGRADE TREATMENT, 15% POZZO STONE	560	TON	\$ 50.00	\$ 28,000.00	-	-	-	\$ -	\$ -		\$ 28,000.00
7	SUBBASE, MODIFIED, 8"	5,515	SY	\$ 14.50	\$ 79,967.50	3,067.66	44,481.07	4,053.15	\$ 58,770.68	\$ 58,770.68	73%	\$ 21,196.82
8	REPLACEMENT OF UNSUITABLE BACKFILL MATERIAL	200	CY	\$ 70.00	\$ 14,000.00	-	-	-	\$ -	\$ -		\$ 14,000.00
9	SANITARY SEWER GRAVITY MAIN, TRENCHED, PVC TRUSS, 8"	20	LF	\$ 210.00	\$ 4,200.00	-	-	-	\$ -	\$ -		\$ 4,200.00
10	SANITARY SEWER SERVICE STUB, PVC, 4"	1	EA	\$ 3,500.00	\$ 3,500.00	-	-	-	\$ -	\$ -		\$ 3,500.00
11	STORM SEWER, TRENCHED, RCP, 15"	640	LF	\$ 85.00	\$ 54,400.00	632.00	53,720.00	632.00	\$ 53,720.00	\$ 53,720.00	99%	\$ 680.00
12	STORM SEWER, TRENCHED, RCP, 18"	84	LF	\$ 140.00	\$ 11,760.00	90.00	12,600.00	90.00	\$ 12,600.00	\$ 12,600.00	107%	\$ (840.00)
13	STORM SEWER, TRENCHED, RCP, 24"	99	LF	\$ 125.00	\$ 12,375.00	85.00	10,625.00	85.00	\$ 10,625.00	\$ 10,625.00	86%	\$ 1,750.00
14	REMOVAL OF STORM SEWER, LESS THAN 36"	132	LF	\$ 25.00	\$ 3,300.00	132.00	3,300.00	132.00	\$ 3,300.00	\$ 3,300.00	100%	\$ -
15	SUBDRAIN, HDPE, 6"	2,365	LF	\$ 25.00	\$ 59,125.00	1,948.50	48,712.50	2,365.00	\$ 59,125.00	\$ 59,125.00	100%	\$ -
16	SUBDRAIN CLEANOUT, TYPE A-1, 6"	11	EA	\$ 700.00	\$ 7,700.00	11.00	7,700.00	11.00	\$ 7,700.00	\$ 7,700.00	100%	\$ -
17	SUBDRAIN OUTLETS AND CONNECTIONS, CMP, 6"	9	EA	\$ 350.00	\$ 3,150.00	9.00	3,150.00	9.00	\$ 3,150.00	\$ 3,150.00	100%	\$ -
18	CONNECT TO SUBDRAIN PIPE	1	EA	\$ 125.00	\$ 125.00	-	-	-	\$ -	\$ -		\$ 125.00
19	WATER MAIN, TRENCHED, C900 DR18 PVC, RESTRAINED	20	LF	\$ 100.00	\$ 2,000.00	20.00	2,000.00	20.00	\$ 2,000.00	\$ 2,000.00	100%	\$ -
20	WATER MAIN, TRENCHED, C900 DR18 PVC, STAB JOINT, 8"	1,245	LF	\$ 75.00	\$ 93,375.00	1,245.00	93,375.00	1,245.00	\$ 93,375.00	\$ 93,375.00	100%	\$ -
21	WATER MAIN, TRENCHED, C900 DR18 PVC, RESTRAINED	160	LF	\$ 85.00	\$ 13,600.00	160.00	13,600.00	160.00	\$ 13,600.00	\$ 13,600.00	100%	\$ -
22	FITTING, 6"	120	LB	\$ 25.00	\$ 3,000.00	139.00	3,475.00	139.00	\$ 3,475.00	\$ 3,475.00	116%	\$ (475.00)
23	FITTING, 8"	1,220	LB	\$ 15.00	\$ 18,300.00	1,220.00	18,300.00	1,266.00	\$ 18,990.00	\$ 18,990.00	104%	\$ (690.00)
24	WATER SERVICE TRANSFER, COPPER, 1" (SAME SIDE)	13	EA	\$ 2,500.00	\$ 32,500.00	12.00	30,000.00	12.00	\$ 30,000.00	\$ 30,000.00	92%	\$ 2,500.00
25	WATER SERVICE TRANSFER, COPPER, 1" (OPPOSITE SIDE)	13	EA	\$ 3,500.00	\$ 45,500.00	14.00	49,000.00	14.00	\$ 49,000.00	\$ 49,000.00	108%	\$ (3,500.00)
26	WATER MAIN REMOVAL	150	LF	\$ 30.00	\$ 4,500.00	20.00	600.00	60.00	\$ 1,800.00	\$ 1,800.00	40%	\$ 2,700.00
27	VALVE, GATE, DUCTILE IRON (DI), 6"	1	EA	\$ 2,400.00	\$ 2,400.00	1.00	2,400.00	1.00	\$ 2,400.00	\$ 2,400.00	100%	\$ -
28	VALVE, GATE, DUCTILE IRON (DI), 8"	4	EA	\$ 3,100.00	\$ 12,400.00	2.00	6,200.00	3.00	\$ 9,300.00	\$ 9,300.00	75%	\$ 3,100.00
29	FIRE HYDRANT ASSEMBLY	3	EA	\$ 8,000.00	\$ 24,000.00	2.00	16,000.00	3.00	\$ 24,000.00	\$ 24,000.00	100%	\$ -
30	FLUSHING DEVICE (BLOW OFF), MIN 2 IN DIAMETER,	3	EA	\$ 2,400.00	\$ 7,200.00	2.00	4,800.00	2.00	\$ 4,800.00	\$ 4,800.00	67%	\$ 2,400.00
31	FIRE HYDRANT ASSEMBLY REMOVAL	3	EA	\$ 800.00	\$ 2,400.00	2.00	1,600.00	3.00	\$ 2,400.00	\$ 2,400.00	100%	\$ -
32	VALVE BOX REMOVAL	5	EA	\$ 400.00	\$ 2,000.00	4.00	1,600.00	5.00	\$ 2,000.00	\$ 2,000.00	100%	\$ -
33	TAP FEE, 1", REPLACEMENT TAP FOR WATER SERVICE	26	EA	\$ 450.00	\$ 11,700.00	16.00	7,200.00	26.00	\$ 11,700.00	\$ 11,700.00	100%	\$ -
34	PREPARE EXCAVATION FOR TAPPING SLEEVE AND VALVE	2	EA	\$ 2,200.00	\$ 4,400.00	1.00	2,200.00	2.00	\$ 4,400.00	\$ 4,400.00	100%	\$ -
35	FOUNDATION ROCK	50	TON	\$ 60.00	\$ 3,000.00	-	-	-	\$ -	\$ -		\$ 3,000.00
36	STORM MANHOLE, SW-401, 48"	1	EA	\$ 6,500.00	\$ 6,500.00	1.00	6,500.00	1.00	\$ 6,500.00	\$ 6,500.00	100%	\$ -
37	INTAKE, SW-503	1	EA	\$ 10,500.00	\$ 10,500.00	1.00	10,500.00	1.00	\$ 10,500.00	\$ 10,500.00	100%	\$ -
38	INTAKE, SW-505	6	EA	\$ 10,500.00	\$ 63,000.00	6.00	63,000.00	6.00	\$ 63,000.00	\$ 63,000.00	100%	\$ -
39	INTAKE, SW-508	1	EA	\$ 11,500.00	\$ 11,500.00	1.00	11,500.00	1.00	\$ 11,500.00	\$ 11,500.00	100%	\$ -
40	INTAKE, SW-510, MODIFIED, 13' X 5'	1	EA	\$ 35,000.00	\$ 35,000.00	1.00	35,000.00	1.00	\$ 35,000.00	\$ 35,000.00	100%	\$ -
41	MANHOLE ADJUSTMENT, MINOR	3	EA	\$ 1,600.00	\$ 4,800.00	2.00	3,200.00	3.00	\$ 4,800.00	\$ 4,800.00	100%	\$ -

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Windsor Heights	Owner's Project											
Engineer:	Bolton & Menk, Inc.	Engineer's Project 0A1.127880											
Contractor:	All Star Concrete	Other Project No.:											
Project:	68th Street Reconstruction												
Contract:	Paving, Municipal												
Application No.:		7	Application Period:		From	11/04/23	to	12/30/23	Application Date:				01/10/24
A	B	C	D	E	F	F1	F2	G	H	J	K	L	
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)	
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
42	MANHOLE ADJUSTMENT, MAJOR	2	EA	\$ 3,700.00	\$ 7,400.00	2.00	7,400.00	2.00	\$ 7,400.00	\$ 7,400.00	100%	\$ -	
43	REMOVE INTAKE	5	EA	\$ 800.00	\$ 4,000.00	5.00	4,000.00	5.00	\$ 4,000.00	\$ 4,000.00	100%	\$ -	
44	PAVEMENT, PCC, 7"	4,280	SY	\$ 67.00	\$ 286,760.00	3,482.06	233,298.02	4,280.00	\$ 286,760.00	\$ 286,760.00	100%	\$ -	
45	PAVEMENT, PCC, 10"	35	SY	\$ 100.00	\$ 3,500.00	-	-	33.00	\$ 3,300.00	\$ 3,300.00	94%	\$ 200.00	
46	REMOVAL OF SIDEWALK	25	SY	\$ 22.00	\$ 550.00	-	-	33.00	\$ 726.00	\$ 726.00	132%	\$ (176.00)	
47	REMOVAL OF DRIVEWAY	835	SY	\$ 17.00	\$ 14,195.00	835.00	14,195.00	835.00	\$ 14,195.00	\$ 14,195.00	100%	\$ -	
48	SIDEWALK, PCC, 4"	560	SY	\$ 60.00	\$ 33,600.00	262.91	15,774.60	601.51	\$ 36,090.60	\$ 36,090.60	107%	\$ (2,490.60)	
49	SIDEWALK, PCC, 6"	25	SY	\$ 85.00	\$ 2,125.00	5.20	442.00	12.10	\$ 1,028.50	\$ 1,028.50	48%	\$ 1,096.50	
50	DETECTABLE WARNING	20	SF	\$ 55.00	\$ 1,100.00	10.00	550.00	20.00	\$ 1,100.00	\$ 1,100.00	100%	\$ -	
51	DRIVEWAY, PAVED, PCC, 6"	885	SY	\$ 70.00	\$ 61,950.00	459.18	32,142.60	825.35	\$ 57,774.50	\$ 57,774.50	93%	\$ 4,175.50	
52	DRIVEWAY, GRANULAR	250	TON	\$ 50.00	\$ 12,500.00	69.55	3,477.50	69.55	\$ 3,477.50	\$ 3,477.50	28%	\$ 9,022.50	
53	PAVEMENT REMOVAL	4,075	SY	\$ 13.00	\$ 52,975.00	4,075.00	52,975.00	4,075.00	\$ 52,975.00	\$ 52,975.00	100%	\$ -	
54	TEMPORARY TRAFFIC CONTROL	1	LS	\$ 13,850.00	\$ 13,850.00	0.90	12,465.00	1.00	\$ 13,850.00	\$ 13,850.00	100%	\$ -	
55	PERFORATED SQUARE STEEL TUBE POSTS	12	EA	\$ 600.00	\$ 7,200.00	4.00	2,400.00	8.00	\$ 4,800.00	\$ 4,800.00	67%	\$ 2,400.00	
56	WATERING	25	MGAL	\$ 60.00	\$ 1,500.00	-	-	25.00	\$ 1,500.00	\$ 1,500.00	100%	\$ -	
57	SOD	215	SQ	\$ 65.00	\$ 13,975.00	131.00	8,515.00	215.00	\$ 13,975.00	\$ 13,975.00	100%	\$ -	
58	SWPPP PREPARATION	1	LS	\$ 1,500.00	\$ 1,500.00	1.00	1,500.00	1.00	\$ 1,500.00	\$ 1,500.00	100%	\$ -	
59	SWPPP MANAGEMENT	1	LS	\$ 2,100.00	\$ 2,100.00	0.60	1,260.00	1.00	\$ 2,100.00	\$ 2,100.00	100%	\$ -	
60	FILTER SOCK, 8"	2,450	LF	\$ 2.00	\$ 4,900.00	245.00	490.00	245.00	\$ 490.00	\$ 490.00	10%	\$ 4,410.00	
61	STABILIZED CONSTRUCTION ENTRANCE	100	SY	\$ 15.00	\$ 1,500.00	-	-	-	\$ -	\$ -		\$ 1,500.00	
62	EROSION CONTROL MULCHING, HYDRO MULCHING	0.45	AC	\$ 3,000.00	\$ 1,350.00	-	-	-	\$ -	\$ -		\$ 1,350.00	
63	INLET PROTECTION DEVICE, MAINTENANCE, AND REMOVAL	15	EA	\$ 200.00	\$ 3,000.00	9.00	1,800.00	18.00	\$ 3,600.00	\$ 3,600.00	120%	\$ (600.00)	
64	MODULAR BLOCK RETAINING WALL	250	SF	\$ 50.00	\$ 12,500.00	68.31	3,415.50	250.00	\$ 12,500.00	\$ 12,500.00	100%	\$ -	
65	MOBILIZATION	1	LS	\$ 499,000.00	\$ 499,000.00	1.00	499,000.00	1.00	\$ 499,000.00	\$ 499,000.00	100%	\$ -	
66	MAINTENANCE OF POSTAL SERVICE	1	LS	\$ 3,000.00	\$ 3,000.00	0.75	2,250.00	1.00	\$ 3,000.00	\$ 3,000.00	100%	\$ -	
67	MAINTENANCE OF SOLID WASTE COLLECTION	1	LS	\$ 13,200.00	\$ 13,200.00	0.75	9,900.00	1.00	\$ 13,200.00	\$ 13,200.00	100%	\$ -	
68	TEMPORARY PEDESTRIAN RESIDENTIAL ACCESS	1	LS	\$ 75,000.00	\$ 75,000.00	0.80	60,000.00	1.00	\$ 75,000.00	\$ 75,000.00	100%	\$ -	
69	CONCRETE WASHOUT	1	LS	\$ 2,600.00	\$ 2,600.00	0.60	1,560.00	1.00	\$ 2,600.00	\$ 2,600.00	100%	\$ -	
70	CURBSIDE MAILBOX	26	EA	\$ 800.00	\$ 20,800.00	21.50	17,200.00	24.00	\$ 19,200.00	\$ 19,200.00	92%	\$ 1,600.00	
Original Contract Totals					\$ 1,922,231.25		\$ 1,595,541.69		\$ 1,799,545.52	\$ 1,799,545.52	94%	\$ 122,685.73	
Change Orders													
					-				-	-		-	
					-				-	-		-	
Change Order Totals					\$ -				\$ -	\$ -		\$ -	
Original Contract and Change Orders													
Project Totals					\$ 1,922,231.25				\$ 1,799,545.52	\$ 1,799,545.52	94%	\$ 122,685.73	



STAFF REPORT
CITY COUNCIL
January 16, 2024

TO: CITY COUNCIL
FROM: Justin Ernst, City Engineer
SUBJECT: Approve 2023 Colby Park Improvements Change Order 1

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 2023 Colby Park Improvements Change Order 1



**BOLTON
& MENK**

Real People. Real Solutions.

430 E Grand Avenue
Suite 101
Des Moines, IA 50309

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

January 8, 2024

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

RE: 2023 Colby Park Improvements
Change Order 1

Enclosed are three (3) copies of Change Order 1 for the 2023 Colby Park Improvements project under the contract between the City of Norwalk and Caliber Concrete.

Change Order No. 1 includes the payment for stump removal of a buried tree stump.

Upon approval of Change Order 1, please sign all copies in the space provided. Return one executed copy of the change order to our office and one executed copy of the change order to Caliber Concrete.

If you have any questions or comments, please contact me at 515-259-9190.

Sincerely,

Bolton & Menk, Inc.

Justin Ernst, P.E.
Project Manager

Enclosure

**CHANGE ORDER FORM
NO.:1**

Owner: CITY OF WINDSOR HEIGHTS, IOWA
 Engineer: BOLTON & MENK, INC.
 Contractor: CALIBER CONCRETE, LLC
 Project: 2023 COLBY PARK IMPROVEMENTS
 Contract Name:
 Date Issued: 12/27/2023

Owner's Project No.:
 Engineer's Project No.: OT6.128908
 Contractor's Project No.:

Effective Date of Change Order: 15-Jan-24

The Contract is modified as follows upon execution of this Change Order:

Description:

ADDING ITEMS AS FOLLOWS: CLEARING AND GRUBBING SHALL INCLUDE REMOVAL, HUALING, AND DISPOSAL.

ITEM NUMBER	ITEM NAME	UNIT	PRICE	QUANTITY CHANGE	CONTRACT AMOUNT
CO1	CLEARING AND GRUBBING, TREE STRUMP	LS	\$ 500.00	1	\$ 500.00

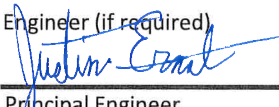
Attachments:

NONE

Change in Contract Price

Original Contract Price:	Original Contract Times:
\$ 2,852,637.72	Substantial Completion: 9/30/2024 Ready for final payment:
Increase from previously approved Change Orders	Increase from previously approved Change Orders No.1 to No. 1:
\$ -	Substantial Completion: 0 Ready for final payment: 0
Contract Price prior to this Change Order:	Contract Times prior to this Change Order:
\$ 2,852,637.72	Substantial Completion: 9/30/2024 Ready for final payment:
Increase this Change Order:	Increase this Change Order:
\$ 500.00	Substantial Completion: 0 Ready for final payment: 0
Contract Price incorporating this Change Order:	Contract Times with all approved Change Orders:
\$ 2,853,137.72	Substantial Completion: 9/30/2024 Ready for final payment:

Recommended by Engineer (if required)

By: 
 Title: Principal Engineer
 Date: 12/27/2023

Authorized by Owner

By: _____
 Title: _____
 Date: _____

Accepted by Contractor

Caliber Concrete LLC

 1-5-24

Approved by Funding Agency (if applicable)



STAFF REPORT
CITY COUNCIL
January 16, 2024

TO: CITY COUNCIL
FROM: Justin Ernst, City Engineer
SUBJECT: Approve 2023 Colby Park Improvements Pay Request 1

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 2023 Colby Park Improvements Pay Request 1



**BOLTON
& MENK**

Real People. Real Solutions.

430 E Grand Avenue
Suite 101
Des Moines, IA 50309

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

January 8, 2024

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

RE: 2023 Colby Park Improvements
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 \$158,983.98. The total value completed to date is \$167,351.56, minus 5% retainage of \$8,367.58. Please see Pay Request 1 for a full summary of the items completed that are included in this payment.

Bolton & Menk, Inc. recommends the approval of Pay Application 1. Upon approval of Pay Request 1, 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 change order to Caliber Concrete.

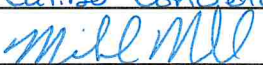
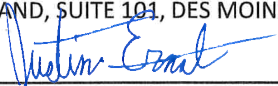
Please let me know if you have any questions.

Sincerely,

Bolton & Menk, Inc.

Justin Ernst, PE
Project Manager

Contractor's Application for Payment

Owner: CITY OF WINDSOR HEIGHTS, IOWA Engineer: BOLTON & MENK, INC. Contractor: CALIBER CONCRETE, LLC Project: 2023 COLBY PARK IMPROVEMENTS Contract:	Owner's Project No.: Engineer's Project No.: OT6.128908 Agency's Project No.:																																				
Application No.: 1 Application Date: 1/15/2024 Application Period: From 11/30/2023 To 12/31/2023																																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">1. Original Contract Price</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;">2,852,637.72</td> </tr> <tr> <td>2. Net Change By Change Orders</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">500.00</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>3. Current Contract Price (Line 1 + Line 2)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">2,853,137.72</td> </tr> <tr> <td>4. Total Work Completed And Materials Stored To Date (Sum of Column H Unit Price Total and Column M Stored Materials)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">167,351.56</td> </tr> <tr> <td>5. Retainage</td> <td></td> <td></td> </tr> <tr> <td> a. 5% X \$ 167,351.56 Work Completed</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">8,367.58</td> </tr> <tr> <td> b. 5% X \$ - Stored Materials</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td> c. Total Retainage (Line 5.a + Line 5.b)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">8,367.58</td> </tr> <tr> <td>6. Amount Eligible To Date (Line 4 - Line 5.c)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">158,983.98</td> </tr> <tr> <td>7. Less Previous Payments</td> <td></td> <td></td> </tr> <tr> <td>8. Amount Due This Application</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">158,983.98</td> </tr> </table>		1. Original Contract Price	\$	2,852,637.72	2. Net Change By Change Orders	\$	500.00				3. Current Contract Price (Line 1 + Line 2)	\$	2,853,137.72	4. Total Work Completed And Materials Stored To Date (Sum of Column H Unit Price Total and Column M Stored Materials)	\$	167,351.56	5. Retainage			a. 5% X \$ 167,351.56 Work Completed	\$	8,367.58	b. 5% X \$ - Stored Materials	\$	-	c. Total Retainage (Line 5.a + Line 5.b)	\$	8,367.58	6. Amount Eligible To Date (Line 4 - Line 5.c)	\$	158,983.98	7. Less Previous Payments			8. Amount Due This Application	\$	158,983.98
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8. Amount Due This Application	\$	158,983.98																																			
Contractor's Certification The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.																																					
Contractor: Caliber Concrete LLC Signature:  Date: 1-5-2024 Name: Michael Noland Title: Office Controller																																					
Recommended by Engineer: Bolton & Menk, Inc. 430 E GRAND, SUITE 101, DES MOINES, IA 50309 By:  Approved by Owner: Name: Justin Ernst Name: Title: Principal Engineer Title: Date: 1/8/2024 Date:																																					

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	CITY OF WINDSOR HEIGHTS, IOWA	Owner's Project No.:	
Engineer:	BOLTON & MENK, INC.	Engineer's Project No.:	076.128908
Contractor:	CALIBER CONCRETE, LLC	Agency's Project No.:	
Project:	2023 COLBY PARK IMPROVEMENTS		
Contract:			

Application No.: 1			Application Period: From 11/30/23 to 12/31/23			Application Date: 1/15/2024							
A	B	C	D	Contract Information		E	F	F1	F2	G	H	I	J
Bid Item No.	Description	Item Quantity	Units	Value of Bid Item (C X E)		Unit Price (\$)	Value (\$)	Previous Estimate		Work Completed		% of Value of Item (H / F)	Balance to Finish (F - H) (\$)
								Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in	Value of Work Completed to Date (E X G)		
Original Contract													
1	CLEARING AND GRUBBING	1.00	LS			30,850.00	30,850.00		-	1.00	30,850.00	100%	-
2	TOPSOIL, COMPOST AMENDED	500.00	CY			85.00	42,500.00		-	-	-		42,500.00
3	EXCAVATION, CLASS 10	2,500.00	CY			12.00	30,000.00		-	625.00	7,500.00	25%	22,500.00
4	SUBBASE, MODIFIED, BERM	255.00	TON			42.50	10,837.50		-	144.00	6,120.00	56%	4,717.50
5	LINEAR TRENCH DRAIN, 8 INCH	75.00	LF			150.00	11,250.00		-	-	-		11,250.00
6	SUBDRAIN, SOLID WALL PVC, 4 INCH	50.00	LF			32.00	1,600.00		-	-	-		1,600.00
7	BACKFLOW PREVENTER, SEWER, 4 INCH	1.00	EA			400.00	400.00		-	-	-		400.00
8	SUBDRAIN, SOLID WALL PVC, 8 INCH	288.00	LF			65.00	18,720.00		-	-	-		65.00
9	SUBDRAIN, HDPE, 8 INCH	85.00	LF			100.00	8,500.00		-	108.00	10,800.00	100%	(2,300.00)
10	SUBDRAIN CLEANOUT, 8 INCH, TYPE A-1	2.00	EA			1,500.00	3,000.00		-	-	-		3,000.00
11	SUBDRAIN OUTLETS AND CONNECTIONS, 8 INCH, TYPE A-1	2.00	EA			500.00	1,000.00		-	-	-		1,000.00
12	WATER SERVICE	1.00	LS			8,000.00	8,000.00		-	-	-		8,000.00
13	WATER SERVICE, WATER FOUNTAIN	1.00	LS			8,000.00	8,000.00		-	-	-		8,000.00
14	VALVE, GATE, 4 INCH	1.00	EA			3,500.00	3,500.00		-	-	-		3,500.00
15	BACKFLOW PREVENTER	1.00	EA			20,000.00	20,000.00		-	-	-		20,000.00
16	METER PIT	1.00	EA			20,000.00	20,000.00		-	-	-		20,000.00
17	PRESSURE REDUCING VALVE	1.00	EA			12,000.00	12,000.00		-	-	-		12,000.00
18	FLUSHING DEVICE (BLOW OFF), 2 INCH	1.00	EA			2,000.00	2,000.00		-	-	-		2,000.00
19	PREPARE EXCAVATION FOR TAPPING SLEEVE AND VALVE	1.00	EA			2,500.00	2,500.00		-	-	-		2,500.00
20	TAP FEE	1.00	EA			12,000.00	12,000.00		-	-	-		12,000.00
21	INTAKE, SW-512, 48 INCH	1.00	EA			2,500.00	2,500.00		-	-	-		2,500.00
22	NYLOPLAST DRAIN BASIN, 18 INCH	2.00	EA			4,500.00	9,000.00		-	1.50	6,750.00	75%	2,250.00
23	EXTERNAL DROP CONNECTION	3.00	EA			2,700.00	8,100.00		-	2.25	6,075.00	75%	2,025.00
24	MANHOLE ADJUSTMENT, MINOR	1.00	EA			7,000.00	7,000.00		-	-	-		7,000.00
25	MANHOLE ADJUSTMENT, MINOR	1.00	EA			2,500.00	2,500.00		-	-	-		2,500.00
26	MANHOLE ADJUSTMENT, MAJOR	2.00	EA			3,500.00	7,000.00		-	-	-		7,000.00
27	MANHOLE ADJUSTMENT, MAJOR, WRA	1.00	EA			5,000.00	5,000.00		-	-	-		5,000.00
28	REMOVE INTAKE	2.00	EA			750.00	1,500.00		-	2.00	1,500.00	100%	-
29	PAVEMENT, PCC, 7 INCH	345.00	SY			97.22	33,540.90		-	-	-		33,540.90
30	PAVEMENT, PCC, 5 INCH, REINFORCED (SPLASHPAD)	258.00	SY			130.62	33,699.96		-	-	-		33,699.96
31	PAVEMENT, PCC, 7 INCH, INTEGRAL COLOR	305.00	SY			130.12	39,686.60		-	-	-		39,686.60
32	CURB AND GUTTER, 2 FT, 7 INCH	45.00	LF			51.60	2,322.00		-	-	-		2,322.00
33	REMOVAL OF SIDEWALK	1,275.00	SY			11.00	14,025.00		-	864.90	9,513.90	68%	4,511.10
	SIDEWALK, PCC, 5 INCH	2,410.00	SY			76.79	185,063.90		-	112.10	8,608.16	5%	176,455.74

EJCDC C-620 Contractor's Application for Payment

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Unit Price

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	CITY OF WINDSOR HEIGHTS, IOWA	Owner's Project No.:	
Engineer:	BOLTON & MENK, INC.	Engineer's Project No.:	076.128908
Contractor:	CALIBER CONCRETE, LLC	Agency's Project No.:	
Project:	2023 COLBY PARK IMPROVEMENTS		
Contract:			

Application No.: 1			Application Period: From 11/30/23 to 12/31/23			Application Date: 1/15/2024										
A	B	C	D		E		F	F1		F2		G		H	I	J
Bid Item No.	Description	Item Quantity	Units	Contract Information		Unit Price (\$)	Value of Bid Item (C X E) (\$)	Previous Estimate	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated In	Work Completed Value of Work Completed to Date (E X G)	% of Value of Item (H / F)	Balance to Finish (F - H) (\$)		
34	SIDEWALK, PCC, 6 INCH	175.00	SY			82.26	14,395.50	-	-	-	-	-	-	14,395.50		
35	PAVEMENT REMOVAL	895.00	SY			11.00	9,845.00	-	-	-	59.50	654.50	7%	9,190.50		
36	SALVAGE BRICK PAVERS	250.00	SY			30.00	7,500.00	-	-	-	250.00	7,500.00	100%	-		
37	CURB AND GUTTER REMOVAL	45.00	LF			9.00	405.00	-	-	-	-	-	-	405.00		
38	PCC EDGE RESTRAINT, FLUSH, 2 FEET	210.00	LF			52.00	10,920.00	-	-	-	-	-	-	10,920.00		
39	TEMPORARY TRAFFIC CONTROL	1.00	LS			1,000.00	1,000.00	-	-	-	0.40	400.00	40%	600.00		
40	CONVENTIONAL SEEDING, SEEDING, FERTILIZING, AND	1.00	AC			15,000.00	15,000.00	-	-	-	-	-	-	15,000.00		
41	SOD	250.00	SQ			100.00	25,000.00	-	-	-	-	-	-	25,000.00		
42	DECIDUOUS SHRUBS	195.00	EA			77.50	15,112.50	-	-	-	-	-	-	15,112.50		
43	ORNAMENTAL TREE	18.00	EA			346.50	6,237.00	-	-	-	-	-	-	6,237.00		
44	PERENNIAL GROUND COVER (1 GAL)	897.00	EA			36.00	32,292.00	-	-	-	-	-	-	32,292.00		
45	DECIDUOUS TREE	19.00	EA			517.50	9,832.50	-	-	-	-	-	-	9,832.50		
46	EVERGREEN TREE	7.00	EA			440.50	3,083.50	-	-	-	-	-	-	3,083.50		
47	SWPPP PREPARATION	1.00	LS			1,500.00	1,500.00	-	-	-	1.00	1,500.00	100%	-		
48	SWPPP MANAGEMENT	1.00	LS			7,800.00	7,800.00	-	-	-	-	-	-	7,800.00		
49	FILTER SOCK, 8", INSTALL, MAINTAIN, AND REMOVE	5,000.00	LF			3.25	16,250.00	-	-	-	900.00	2,925.00	18%	13,325.00		
50	HANDRAIL, PAINTED	401.00	LF			110.00	44,110.00	-	-	-	-	-	-	44,110.00		
51	MOBILIZATION	1.00	LS			110,000.00	110,000.00	-	-	-	0.25	27,500.00	25%	82,500.00		
52	CONCRETE WASHOUT	1.00	LS			1,500.00	1,500.00	-	-	-	1.00	1,500.00	100%	-		
53	TENNIS COURT PAVEMENT AND FENCE REMOVAL	1.00	LS			18,500.00	18,500.00	-	-	-	-	-	-	-		
54	CONCRETE SURFACE STAIN	1,335.00	SF			10.00	13,350.00	-	-	-	-	-	-	13,350.00		
55	NON-SKID RUBBERIZED COATING (SPLASHPAD)	1,945.00	SF			13.00	25,285.00	-	-	-	-	-	-	25,285.00		
56	REINFORCED CAST-IN-PLACE CONCRETE RETAINING WALL	30.00	CY			1,250.00	37,500.00	-	-	-	-	-	-	37,500.00		
57	REINFORCED CAST-IN-PLACE CONCRETE PIERS (LEAF SEAT	36.00	EA			300.00	10,800.00	-	-	-	-	-	-	10,800.00		
58	REINFORCED CAST-IN-PLACE CONCRETE WALL (LEAF SEAT	785.00	CF			38.25	30,026.25	-	-	-	-	-	-	30,026.25		
59	CONCRETE STEPPING PLANKS	7.00	EA			300.00	2,100.00	-	-	-	-	-	-	2,100.00		
60	DRINKING FOUNTAIN	1.00	EA			10,000.00	10,000.00	-	-	-	-	-	-	10,000.00		
61	SPLASH PAD EQUIPMENT & INSTALLATION	1.00	LS			250,000.00	250,000.00	-	-	-	-	-	-	250,000.00		
62	SALVAGE & REINSTALL FURNISHINGS	1.00	LS			5,000.00	5,000.00	-	-	-	-	-	-	5,000.00		
63	PLAYGROUND EQUIPMENT & INSTALLATION	1.00	LS			690,490.00	690,490.00	-	-	-	-	-	-	690,490.00		
64	FALL ATTENUATION SURFACING, POUR-IN-PLACE	6,825.00	SF			37.09	253,139.25	-	-	-	-	-	-	253,139.25		
65	FALL ATTENUATION SURFACING, SYNTHETIC TURF	2,000.00	SF			39.96	79,920.00	-	-	-	-	-	-	79,920.00		
66	BIKE RACK	8.00	EA			800.00	6,400.00	-	-	-	-	-	-	6,400.00		
67	BENCH (WOOD)	4.00	EA			2,446.00	9,784.00	-	-	-	-	-	-	9,784.00		

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	CITY OF WINDSOR HEIGHTS, IOWA	Owner's Project No.:	
Engineer:	BOLTON & MENK, INC.	Engineer's Project No.:	076.128908
Contractor:	CALIBER CONCRETE, LLC	Agency's Project No.:	
Project:	2023 COLBY PARK IMPROVEMENTS		
Contract:			

Application No.:		1	Application Period:				From	11/30/23	to	12/31/23	Application Date:				1/15/2024		
A	Bid Item No.	B	C	Contract Information			F	F1		F2	G	H	I	J			
				Item Quantity	Units	Unit Price (\$)		Value of Bid Item (C X E) (\$)	Quantity Previous Estimate						Value Previous Estimate	Estimated Quantity Incorporated in	Value of Work Completed to Date (E X G)
68		STONE BLOCK BENCH	8.00	EA	1,512.50	12,100.00	-	-	-	-	-	-	-	12,100.00			
69		ELECTRICAL IMPROVEMENTS, DEMO & SITE PREP	1.00	LS	9,000.00	9,000.00	-	-	-	-	-	-	-	9,000.00			
70		ELECTRICAL IMPROVEMENTS, CIRCUITS	1.00	LS	55,880.00	55,880.00	-	-	-	-	-	-	-	55,880.00			
71		ELECTRICAL IMPROVEMENTS, POLETOP LIGHTS	1.00	LS	112,000.00	112,000.00	-	-	-	-	-	-	-	112,000.00			
72		ELECTRICAL IMPROVEMENTS, BOLLARDS	1.00	LS	47,000.00	47,000.00	-	-	-	-	-	-	-	47,000.00			
73		ELECTRICAL IMPROVEMENTS, SALVAGE & RELOCATE B-CYCLE	1.00	LS	1,000.00	1,000.00	-	-	-	-	-	-	-	1,000.00			
A1		PAVEMENT, PCC, 7 INCH	227.00	SY	87.98	19,971.46	-	-	-	-	-	-	-	19,971.46			
A2		CURB AND GUTTER, 2 FT, 7 INCH	64.00	LF	51.60	3,302.40	-	-	-	-	-	-	-	3,302.40			
A3		PAVEMENT REMOVAL	155.00	SY	11.00	1,705.00	-	-	-	-	-	-	-	1,705.00			
A4		CURB AND GUTTER REMOVAL	64.00	LF	9.00	576.00	-	-	-	-	-	-	-	576.00			
B1		SPLASH PAD OVERHEAD STRUCTURES	3.00	EA	39,424.00	118,272.00	-	-	-	-	-	-	-	118,272.00			
C1		CAST STONE CUSTOM WALLS (LEAF SEAT WALLS)	599.00	CF	78.50	47,021.50	-	-	-	-	-	-	-	47,021.50			
D1		IRRIGATION MODIFY AND EXTEND	1.00	LS	51,112.00	51,112.00	-	-	-	-	-	-	-	51,112.00			
E1		CHAIN LINK FENCE, GALVANIZED, 6'	87.00	LF	52.00	4,524.00	-	-	-	-	-	-	-	4,524.00			
			-	-	-	-								-			
Original Contract Totals							\$	2,852,637.72		\$			\$	166,851.56	6.0%	\$	2,685,786.16
Change Orders																	
CO1		CLEARING AND GRUBBING, TREE STUMP	1.00	LS	500.00	500.00	-	-	-	-	1.00		500.00		-		-
Change Order Totals							\$	500.00		\$			\$	500.00	100%	\$	-
Original Contract and Change Orders																	
Project Totals							\$	2,853,137.72		\$			\$	167,351.56	5.9%	\$	2,685,786.16



STAFF REPORT
CITY COUNCIL
January 16, 2024

TO: CITY COUNCIL
FROM: Justin Ernst, City Engineer
SUBJECT: Approve 2023 Mairner, Crocker and Sunset HMA Resurfacing Project Change Order 1

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 2023 HMA Resurfacing Project Change Order 1



Real People. Real Solutions.

430 E Grand Avenue
Suite 101
Des Moines, IA 50309

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

January 10, 2024

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

RE: 2023 HMA Resurfacing Project
Change Order 1

Dear Mr. Plagge

Submitted for your approval is Change Order 1 for the above-mentioned project. Change Order 1 includes the final construction quantity adjustment required for contract closeout. The change order finalizes the total contract amount for the project. The approved contract value of \$176,110.75 will be decreased \$3,969.75 for a total final contract value of \$172,141.00. Please see Change Order 1 for a full summary of the change items.

Bolton & Menk, Inc. recommends the approval of Change Order 1. Upon approval of Change Order 1, please sign 3 copies in the space provided. Return one executed copy of the change order to our office and one executed copy of the change order to InRoads.

Sincerely,

Bolton & Menk, Inc.

Justin Ernst, P.E.
Project Manager

Enclosure

CHANGE ORDER FORM

NO.: 001

Owner: City of Windsor Heights
 Engineer: Bolton & Menk, Inc.
 Contractor: Inroads Paving
 Project: 2023 HMA Resurfacing Project
 Contract Name: 2023 HMA Resurfacing Project
 Date Issued: January 5, 2024
 Owner's Project No.:
 Engineer's Project No.: 0A1.127459
 Contractor's Project No.:
 Effective Date of Change Order: January 15, 2024

The Contract is modified as follows upon execution of this Change Order:

Description:

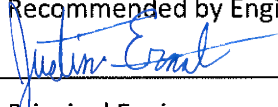
Adjusting project quantities due to project being finalized

Attachments:

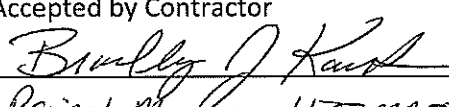
Quantity adjustment

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 176,110.75	Original Contract Times: Substantial Completion: _____ Ready for final payment: _____
Decrease from previously approved Change Orders No. 0 to No. 0 \$ 0	
Contract Price prior to this Change Order: \$ 176,110.75	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for final payment: _____
Decrease this Change Order: \$ 3,969.75	Increase this Change Order: Substantial Completion: _____ Ready for final payment: _____
Contract Price incorporating this Change Order: \$ 172,141.00	Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for final payment: _____

Recommended by Engineer (if required)

By: 
 Title: Principal Engineer
 Date: 1/10/2024

Accepted by Contractor


Project Manager / ESTIMATOR
1-10-2024

Authorized by Owner

By: _____
 Title: _____
 Date: _____

Approved by Funding Agency (if applicable)

Bid Item

No	Description	Amount Diff	Unit Price	Cost Difference
1	TOPSOIL, OFF-SITE	-10.00	\$ 380.00	\$ (3,800.00)
2	VALVE BOX ADJUSTMENT, MINOR	-1.00	\$ 1,500.00	\$ (1,500.00)
4	CURB AND GUTTER, 2.5', 7"	116.00	\$ 48.00	\$ 5,568.00
5	PAVEMENT, HMA, LEVELING COURSE	-18.00	\$ 160.00	\$ (2,880.00)
6	HMA OVERLAY, SURFACE COURSE, 3/8 IN. MIX, PG 58-28S	-4.00	\$ 140.00	\$ (560.00)
7	REMOVAL OF SIDEWALK	-6.50	\$ 16.00	\$ (104.00)
8	SIDEWALK, PCC, 4"	4.60	\$ 130.00	\$ 598.00
9	SIDEWALK, PCC, 6"	-11.10	\$ 135.00	\$ (1,498.50)
10	DETECTABLE WARNING	-3.00	\$ 60.00	\$ (180.00)
11	MILLING	-295.00	\$ 9.45	\$ (2,787.75)
12	CURB AND GUTTER REMOVAL	116.00	\$ 11.00	\$ 1,276.00
14	SOD	6.00	\$ 1,300.00	\$ 7,800.00
17	PAVEMENT, HMA, FULL DEPTH PATCHES	-40.70	\$ 145.00	\$ (5,901.50)
Total				\$ (3,969.75)



**STAFF REPORT
CITY COUNCIL**
January 16, 2024

TO: CITY COUNCIL
FROM: Justin Ernst, City Engineer
SUBJECT: Approve 2023 Mairner, Crocker And Sunset HMA Resurfacing Pay Request 4 - Final

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 2023 HMA Resurfacing Pay Request 4 - Final



Real People. Real Solutions.

430 E Grand Avenue
Suite 101
Des Moines, IA 50309

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

January 9, 2024

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

RE: 2023 HMA Resurfacing Project
Pay Request 4 -Final

Dear Mr. Plagge

Submitted for your approval is Pay Request 4 for the above-mentioned project. Pay Request 4 is for a total payment of \$8,607.05. The final total value completed is \$172,141.00. This pay request releases all retainage. The project has been completed and has been accepted by the City. Please see Pay Request 4 for a full summary of the items completed that are included in this payment.

Bolton & Menk, Inc. recommends the approval of Pay Request 4. Upon approval of Pay Request 4, 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 InRoads with payment.

Please let me know if you have any questions.

Sincerely,

Bolton & Menk, Inc.

Justin Ernst, P.E.
Project Manager

Enclosures

Owner: City of Windsor Heights Engineer: Bolton & Menk, Inc. Contractor: Inroads Paving Project: 2023 HMA Resurfacing Project Contract: Paving	Owner's Project No.: Engineer's Project No.: 0A1.127459 Other Project No.:
---	---

Application No.:	<u>4 - Final</u>	Application Date:	<u>1/15/2024</u>
Application Period:	From <u>7/1/2023</u>	to <u>12/31/2023</u>	

1. Original Contract Price	\$	<u>176,110.75</u>
2. Net change by Change Orders	\$	<u>(3,969.75)</u>
3. Current Contract Price (Line 1 + Line 2)	\$	<u>172,141.00</u>
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	<u>172,141.00</u>
5. Retainage		
a. _____ X \$ <u>172,141.00</u> Work Completed	\$	-
b. _____ X \$ _____ Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	-
6. Amount eligible to date (Line 4 - Line 5.c)	\$	<u>172,141.00</u>
7. Less previous payments (Line 6 from prior application)	\$	<u>163,533.95</u>
8. Amount due this application	\$	<u>8,607.05</u>

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective; and
- (4) The provisions of M. S. 290.92 have been complied with and that all claims against me by reason of the Contract have

Contractor: <u>Inroads Paving</u>	
Signature:	Date: <u>1-5-2024</u>
Name: <u>BRADLEY T. KARSTEN</u>	Title: <u>PM / ESTIMATOR</u>

Recommended by Engineer By: Name: <u>Justin Ernst</u> Title: <u>Civil Project Manager</u> Date: <u>1/9/2024</u>	Approved by Owner By: _____ Name: _____ Title: _____ Date: _____
--	---

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Windsor Heights	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	0A1.127459
Contractor:	Inroads Paving	Other Project No.:	
Project:	2023 HMA Resurfacing Project		
Contract:	Paving		

Application No.: 4 - Final		Application Period: From 07/01/23 to 12/31/23		Application Date: 01/15/24									
A	B	C	D	E	F	F1	F2	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
Original Contract													
1	TOPSOIL, OFF-SITE	10	CY	380.00	3,800.00		-	-	-		-		3,800.00
2	VALVE BOX ADJUSTMENT, MINOR	1	EA	1,500.00	1,500.00		-	-	-		-		1,500.00
3	MANHOLE ADJUSTMENT, MINOR	3	EA	2,800.00	8,400.00	3.00	8,400.00	3.00	8,400.00		8,400.00	100%	-
4	CURB AND GUTTER, 2.5', 7"	55	LF	48.00	2,640.00	171.00	8,208.00	171.00	8,208.00		8,208.00	311%	(5,568.00)
5	PAVEMENT, HMA, LEVELING COURSE	18	TON	160.00	2,880.00	-	-	-	-		-		2,880.00
6	HMA OVERLAY, SURFACE COURSE, 3/8 IN. MIX, PG 58-28S	353	TON	140.00	49,420.00	349.00	48,860.00	349.00	48,860.00		48,860.00	99%	560.00
7	REMOVAL OF SIDEWALK	30	SY	16.00	480.00	23.50	376.00	23.50	376.00		376.00	78%	104.00
8	SIDEWALK, PCC, 4"	10	SY	130.00	1,300.00	14.60	1,898.00	14.60	1,898.00		1,898.00	146%	(598.00)
9	SIDEWALK, PCC, 6"	20	SY	135.00	2,700.00	8.90	1,201.50	8.90	1,201.50		1,201.50	45%	1,498.50
10	DETECTABLE WARNING	35	SF	60.00	2,100.00	32.00	1,920.00	32.00	1,920.00		1,920.00	91%	180.00
11	MILLING	1,435	SY	9.45	13,560.75	1,140.00	10,773.00	1,140.00	10,773.00		10,773.00	79%	2,787.75
12	CURB AND GUTTER REMOVAL	55	LF	11.00	605.00	171.00	1,881.00	171.00	1,881.00		1,881.00	311%	(1,276.00)
13	TEMPORARY TRAFFIC CONTROL	1	LS	11,000.00	11,000.00	1.00	11,000.00	1.00	11,000.00		11,000.00	100%	-
14	SOD	3	SQ	1,300.00	3,900.00	9.00	11,700.00	9.00	11,700.00		11,700.00	300%	(7,800.00)
15	CONSTRUCTION SURVEY	1	LS	8,500.00	8,500.00	1.00	8,500.00	1.00	8,500.00		8,500.00	100%	-
16	MOBILIZATION	1	LS	7,500.00	7,500.00	1.00	7,500.00	1.00	7,500.00		7,500.00	100%	-
17	PAVEMENT, HMA, FULL DEPTH PATCHES	385	SY	145.00	55,825.00	344.30	49,923.50	344.30	49,923.50		49,923.50	89%	5,901.50
		-	-	-	-	-	-	-	-		-		-
		-	-	-	-	-	-	-	-		-		-
Original Contract Totals					\$ 176,110.75		\$ 172,141.00		\$ 172,141.00	\$ -	\$ 172,141.00	98%	\$ 3,969.75
Change Orders													
001	FINAL QUANTITY ADJUSTMENT	1.00		(3,969.75)	(3,969.75)				-		-		(3,969.75)
					-				-		-		-
Change Order Totals					\$ (3,969.75)				\$ -	\$ -	\$ -		\$ (3,969.75)
Original Contract and Change Orders													
Project Totals					\$ 172,141.00				\$ 172,141.00	\$ -	\$ 172,141.00	100%	\$ -



STAFF REPORT
CITY COUNCIL
January 16, 2024

TO: CITY COUNCIL
FROM: Justin Ernst, City Engineer
SUBJECT: Approve 2023 Mairner, Crocker And Sunset HMA Resurfacing Project
Certificate of Completion

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 2023 HMA Resurfacing Project Certificate of Completion

**FINAL ACCEPTANCE
AND
CERTIFICATE OF COMPLETION**

2023 HMA Resurfacing Project
City of Windsor Heights, Iowa

InRoads, LLC
4224 Hubbell Avenue, Suite 1
Des Moines, IA 50317

I hereby declare that this project has been completed in substantial compliance with the plans, specifications, contract documents, and change orders governing this project and recommend that the work completed be accepted by the Owner, with the following exceptions and conditions:

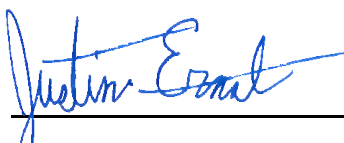
Exceptions – None

The undersigned accepts the work constructed under the conditions and guarantee of the contract with the exceptions noted above.

The final contract amount is \$172,141.00

Dated this 16 th of January, 2024
--

Recommended by Engineer, Bolton & Menk, Inc.

By  _____
Justin Ernst, Bolton & Menk, Inc.

Accepted by Owner, City of Windsor Heights

By _____

Name _____

Title _____

Date _____



**STAFF REPORT
CITY COUNCIL**
January 16, 2024

TO: CITY COUNCIL

FROM: Adam Plagge, City Administrator

SUBJECT: Consideration of Windsor Heights Foundation Support Request for the 2024 Nights in the Heights Concert Series in the Amount of \$15,000

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. Windsor Heights Foundation Support Request for the 2024 Nights in the Heights Concert Series



December 13, 2023

Adam Plagge
City Administrator
City of Windsor Heights
1145 66th Street, Ste. 1
Windsor Heights, IA 50324

Dear Mr. Plagge and members of the Windsor Heights City Council,

The Windsor Heights Foundation remains committed to its mission: to enhance the lives of the citizens of Windsor Heights and those of its neighboring communities. One of the most recognizable ways that this is accomplished is by hosting events and activities which create opportunities for neighbors and friends to connect and build community. Perhaps our most recognizable event is the Foundation's annual *Nights in the Heights* summer concert series.

These weekly concerts have proven to be deeply popular, drawing an increasing number of residents from our own Windsor Heights community as well as other individuals from other parts of the greater Des Moines metropolitan region. In fact, this past summer, our attendee count has grown to over 2,500 attendees at an average concert. These family-friendly events provide an excellent opportunity for neighbors to get to know each other while also enjoying the amenities of Colby Park. We are proud that *Nights in the Heights* is seen as one of our city's signature events, elevating Windsor Heights' presence and reputation.

One event that is particularly important to the success of *Nights in the Heights* summer concert series is the annual 4th of July Celebration and its spectacular fireworks show. This concert night in particular, draws hundreds of people, both residents and nonresidents alike to see the professionally-performed show, something that simply would not be possible without continued support to the concert series.

We continue to be extremely grateful to the City for their partnership in our mission and request respectfully for your support once again. However, in order to continue this annual series in the manner that our community has become accustomed, we ask the City to consider support for the *2024 Nights in the Heights Summer Concert Series* **in the amount of \$15,000.** With this commitment, we will be able to continue to showcase our Windsor Heights community to its residents and our neighbors in Des Moines, Clive, Urbandale, and West Des Moines. Additionally, we request a waiver of the rental fees to utilize the Pavilion for the summer concert series.

In addition to fostering community, the 4th of July Celebration in particular provides an earned media opportunity for the City of Windsor Heights and generates significant publicity for our city, Colby Park, the Windsor Heights Foundation, and the residents of our community.

In 2023, this event was highlighted in the following outlets:

- **We Are Iowa (ABC 5):** Celebrating Fourth of July in Windsor Heights, <https://www.weareiowa.com/video/news/local/windsor-heights-iowa-west-des-moines-fourth-of-july-4-celebration/524-e20885e0-0b07-44e0-bfd5-49367802f56f>.
- **KCCI 8 News:** A Des Moines-area guide to 2023 Fourth of July fireworks, <https://www.kcci.com/article/des-moines-iowa-fireworks-shows-guide-2023-fourth-of-july-celebrations/44187814>.
- **Catch Des Moines:** Fourth of July Celebration/Nights in the Heights, <https://www.catchdesmoines.com/event/fourth-of-july-celebration-nights-in-the-heights/34219/>.
- **Des Moines Register:** July 4th Fireworks: When and where you can find July 4 celebrations and fireworks displays in Central Iowa, <https://www.desmoinesregister.com/story/entertainment/2023/06/21/july-4-firework-shows-near-me-in-the-des-moines-metro/70303281007/>.
- **Des Moines Girl:** Things to do in Des Moines for July 4, <https://www.desmoinesgirl.com/things-to-do-in-des-moines-for-july-4th/>.
- **Des Moines Mom:** Des Moines Fireworks, <https://desmoinesmom.com/des-moines-fireworks/>.
- **Iowa Capital Dispatch:** Events to Celebrate Fourth of July in Iowa, <https://iowacapitaldispatch.com/2023/07/03/events-to-celebrate-fourth-of-july-in-iowa/>.

Enclosed, please find our 2024 budget for the annual summer concert series. Your investment will help build a stronger Windsor Heights community, while also building upon the many other positive initiatives also underway.

We remain exceptionally grateful for your past support and look forward to working with you in the coming year.

Sincerely,



Mark Arends, President
Windsor Heights Foundation

The mission of the Windsor Heights Foundation is to develop projects and programs that enrich and enhance the lives of its residents and those of neighboring communities.



2024 Nights in the Heights Proposed Budget

Expense items	Expense Amount
Band costs for 7 concerts	\$8,000.00
Fireworks (July 4)	\$14,000.00
Printing/Advertising/Signage	\$1,750.00
Security Costs	\$1,300.00
Portapotties	\$1,600.00
Tent/Popcorn/Misc Supplies	\$500.00
Total Budget	\$27,150.00



STAFF REPORT
CITY COUNCIL
January 16, 2024

TO: CITY COUNCIL

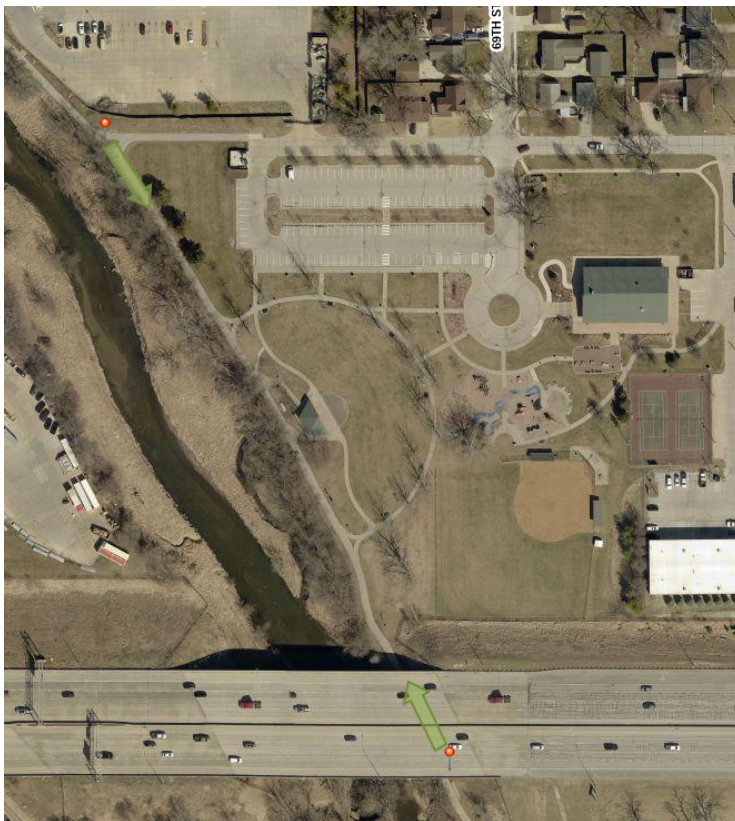
FROM: Adam Plagge, City Administrator

SUBJECT: Consideration Resolution No. 2024-02 - A Resolution Authorizing the City of Windsor Heights to Submit an Application for Funding from the Federal Surface Transportation Block Grant Set-Aside Program to the Des Moines Area MPO for the Partial Funding of the Construction of Greenbelt Trail Reconstruction and Further Approving the Application Which Obligates the City of Windsor Heights to Matching Funds for the Construction of Said Project

GENERAL INFORMATION

The goal of the local projects TAP program is the selection of projects based on regional priorities with statewide bicycle/pedestrian planning framework historically set as a statewide priority. Each MPO outlines their individual goals and allocates DOT funds authorized by the Federal Transportation authorization act funds.

Last year TAP funds were not awarded resulting in a larger than normal pool of funds for distribution this year. While TAP is often used to fund new trail projects, Windsor Heights is submitting a \$110,000 funding request to assist with replacement of the trail west of Colby Park. This is a heavily used section of the trail that has begun to deteriorate. With Colby Park improvements underway, the timing would be good to replace this section in 2024. If funded by TAP, the City would agree to fund the other 50% of the project cost. LOSST dollars, of which a portion is annually spent on CIP projects, would be an appropriate source for this project.



The proposed trail section for replacement is shown to the right between green arrows.

SUMMARY

ATTACHMENTS

1. TAP Application Questions
2. Resolution No. 2024-02 - A Resolution Authorizing the City of Windsor Heights to Submit an Application for Funding from the Federal Surface Transporta

STBG – 2028 Set-Aside Application – Transportation Alternatives Program

Email: aplagge@windsorheights.org

Primary Sponsor: Windsor Heights

Secondary Sponsor: N/A

Contact Person: Adam Plagge

Phone Number: 515-645-6808

Email Address: aplagge@windsorheights.org

Project Title: Clive Greenbelt Trail Reconstruction

Termini Description: Center Street north 1,000 feet

Project Description: This project will include full reconstruction of an existing trail that is in poor condition. The Clive Greenbelt Trail is over 11 miles of trail that connects multiple communities. The trail in Windsor Heights runs near Wal-Mart, Sam's Club, the DART Bus Stop, multiple businesses and Colby Park. The City has completed a Master Plan for Colby Park that identified a comprehensive revitalization of the community's primary public recreation amenities. The City has completed portions of the multiple phased projects and the Clive Greenbelt Trail Reconstruction project will compliment all of the improvements. These trail improvements will allow a nice break for riders and walkers coming through the park who are utilizing the Clive Greenbelt Trail as well as the interior trails of the park allowing for safe access.

Total Project Cost: \$271,000

Federal Fiscal Year 2026 TAP Request: \$100,000

Total Funding Secured: \$171,000

Source of Additional Funds and Local Match: RUTF, GO Debt

Is this project seeking funding over multiple years? No

How many consecutive years will funding be requested? N/A

What is the total anticipated TAP funding request over the multiple years? N/A

Itemized Costs

Itemized costs: Land Acquisition: \$0

Itemized costs: Preliminary Engineering Services: \$30,000

Itemized costs: Construction Engineering Services: \$25,000

Itemized costs: Construction \$216,000

Itemized costs: Other \$0

Project Development Timeline

Please detail the anticipated start and completion dates

Design and Planning: April - November 2026

Land Acquisition: N/A

Utility Relocation: N/A

Preliminary Engineering Services: May 2026

Construction Engineering Services: April – July 2027

Construction: April – July 2027

Other: Project Bidding: December 2026

Has your agency previously applied for TAP funds for this project? No

Has this project previously been awarded TAP funds? No

If previously awarded, what is the project's TPMS number? N/A

Does this project require land acquisition? No

Will the project be open to the public? Yes

Will a user fee be charged? No

Project Type: Trail/Shared-Use Path

Trail Design Elements:

What type of trail? Shared Use Path

Width of proposed trail? 10'

Pavement material. Concrete

Pavement material depth in inches? 6 inches

Sub-base material. Modified Rock

Sub-base depth in inches? 6 inches

Project length in miles? .21 miles

Is the segment located on an identified regional trail gap in the LRTP? No

Does the trail segment help provide connectivity to the regional trail network? Yes

Safety

Is this project located along a high crash corridor? No

Is the project located at a high crash intersection? No

Environmental Sustainability

Does the project incorporate stormwater management practices? No

Environmental Justice

Is the project completely or partially within an environmental justice area? No

With 6-7 degrees of disadvantage

With 4-5 degrees of disadvantage

Less than 4 degrees of disadvantage

How does the project benefit an environmental justice area? N/A

Multimodal Aspects

Does the project improve connectivity? (between residential and employment, schools, parks, and commercial areas) Yes

Does the project provide improved access to walking, biking, transit and other micro mobility options? Yes

How does the project improve multimodal transportation choices? This project will continue to provide safer routes for users. This trail connects multiple communities throughout the metro and includes parking/trail access at multiple points to ensure as many users as possible can enjoy the trail. This trail is a 10' wide trail which also allows for multimodal transportation, not just exclusive to one mode of transportation.

Is the need for the project outlined in regional and local plans/projects (MPO Trail Gaps, CONNECT, Tomorrow Plan, Community Plans, etc)? No

Describe the maintenance plans for this project. The City of Windsor Heights is responsible for ongoing maintenance and operations.

If applicable, please describe the status of the facility right-of-way. The City of Windsor Heights currently owns the right-of-way.

Acknowledgements

The MPO receives federal funding and may not discriminate against anyone on the basis of race, color, or national origin, according to the Title VI of the Civil Rights Act of 1964. By applying to receive these funds the applicant is acknowledging that they understand and adhere to the principles of the Title VI when performing activities related to the funding they receive from the Des Moines Area Metropolitan Planning Organization.

To the best of my knowledge all information included in this application is true and accurate, including the commitment of all design features, physical and financial resources. This application has been duly authorized by participating local authority(s). I understand the FORMAL RESOLUTION binds the participating local government to provide required... although this information is sufficient to secure a

commitment of funds, an executed contract between the applicant and the Iowa Department of Transportation is required prior to the authorization of funds.

A GIS shapefile of the project has been emailed to the MPO.

An executed city resolution has been scanned and emailed to the MPO.

If proposed project is on an existing or future DART transit line, has a letter of review from DART been emailed to the MPO? N/A

Additional information you would like to share about the project.

Resolution No. 2024-02

A RESOLUTION AUTHORIZING THE CITY OF WINDSOR HEIGHTS TO SUBMIT AN APPLICATION FOR FUNDING FROM THE FEDERAL SURFACE TRANSPORTATION BLOCK GRANT SET-ASIDE PROGRAM TO THE DES MOINES AREA METROPOLITAN PLANNING ORGANIZATION (MPO) FOR THE PARTIAL FUNDING OF THE CONSTRUCTION OF GREENBELT TRAIL RECONSTRUCTION AND FURTHER APPROVING THE APPLICATION WHICH OBLIGATES THE CITY OF WINDSOR HEIGHTS TO MATCHING FUNDS FOR THE CONSTRUCTION OF SAID PROJECT

Whereas, the CITY OF WINDSOR HEIGHTS is a full member of the Des Moines Area Metropolitan Planning Organization; and

Whereas, the Federal Surface Transportation Block Grant Program provides funding to local jurisdictions for the construction of eligible projects; and

Whereas, the program is administered by the Des Moines Area Metropolitan Planning Organization which prioritizes and ranks all project applications; and

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

The CITY COUNCIL supports and approves the attached application for Federal Surface Transportation Block Grant Set-Aside Program funding.

The CITY COUNCIL hereby commits to the CITY OF WINDSOR HEIGHTS matching monies as required by the Federal Surface Transportation Block Grant Set-Aside Program funding.

The CITY OF WINDSOR HEIGHTS hereby commits to accepting and maintaining these improvements for a minimum of twenty (20) years following the completion.

The CITY ADMINISTRATOR or designated staff member in his/her absence is hereby authorized to approve and execute the application on behalf of the CITY COUNCIL OF WINDSOR HEIGHTS.

Passed and Approved on this 16th day of January 2024.

Mike Jones, Mayor

Adam Strait, City Clerk



STAFF REPORT
CITY COUNCIL
January 16, 2024

TO: CITY COUNCIL

FROM: Nate Leuthold, Deputy City Clerk

SUBJECT: Consideration of Resolution No. 2023-67 - A Resolution Approving Updating the CEC Guidelines and Information for the City of Windsor Heights

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. CEC Financial Analysis
2. CEC Guidelines Updated 12-13-23 Option A
3. CEC Guidelines Updated 12-13-23 Option B Redline
4. CEC Guidelines Updated 12-13-23 Option B
5. CEC Guidelines Updated 12-13-23 Option A Redline
6. Resolution No. 2023-67 Approving and Updating the CEC Guidelines

CEC Financial Analysis

Key stats:

- FY 2023
 - o Revenue: \$93,354.20
 - o Local Option Sales Tax (LOST): \$30,000
 - o Expenses: \$129,937.57
 - o Net: **(\$6,583.37)** or **(\$36,583.73)** excluding LOST
 - o Budgeted (expected) expenses: \$128,500.00
 - o Budget over/under: **\$1437.57 over**
- FY 2024 (To-date 12/6/2023)
 - o Revenue: \$25,198.40
 - o Local Option Sales Tax (LOST): \$30,000 (to be transferred in at end of FY 2024)
 - o Expenses: \$54,494.50
 - o Net: \$703.9 or **(\$29,296.10)** excluding LOST
 - o Budgeted (expected) expenses: \$55,976.71 (YTD) of \$128,500 total
 - o Budget over/under: \$1482.21 under (YTD)

Notes for FY 2023:

- The CEC was blocked for city events for 6 full days and 16 partial days. The 16 partial days add up to 88 hours (~5 full rental days), for a total of 11 full days being used by the City, a value of ~\$30,800.
 - o We could consider the \$30,800 as savings for not having to rent space elsewhere to host our events, as this does add value to the community.
 - o Because this is so close to the LOST amount, we could consider this the purpose of the LOST.

Notes for FY 2024:

- Our busiest/highest income months are still to come in May and June.
 - o This revenue may be impacted by park improvements this year.
- Two major repairs (AV system and AC system) have brought us over budget on bldg. & grounds oper & maint, but certain budgets such as part-time salaries, legal, and minor equipment have not been touched, which is why we are still \$1482.21 under budget on the whole.

General notes:

- I have proposed a change to our holdover policy. Currently, renters pay the standard hourly rate if they stay past their rented timeframe. I proposed adjusting this to 1.5x the hourly rate.
- Our lowest rate (residential/non-profit) is \$112/hr. with a 2-hour minimum. Unless our pricing changes, we lose \$101 in cleaning fees every time this occurs. My solution is to increase our minimum time to 3 hours. This is not outside the norm of other comparable facilities. Many require a 4-hour minimum, or only rent in blocks of time (eg. 9 to 12; 2 to 5) rather than hourly like we do.
- Our pricing could do with an adjustment; however, with the park repairs this year, I don't think this is the time to increase. I recommend reassessing after Phase 1 of the Colby Park Plan is (at least substantially) completed.
- I received the revenue report for FY 2022, but not the expense report. If you would like more details, such as pre-COVID reports or a full FY 2022 report, please let me know and I will get with Rachelle.

- I also believe our CEC could do with some marketing, starting in FY 2025 (after substantial completion of the park construction project)
 - Budget-dependent ideas
 - Attending the Des Moines Bridal/Wedding Show
 - Print/digital ads (DM Register, Google, etc.)
 - Advertising with local high schools to promote grad parties
 - Flyers/brochures to place in local businesses (we could also offer to take their brochures and house them in some sort of brochure rack at the CEC, as long as that is not a conflict of interest)
 - Low-cost ideas
 - Social media posts
 - Blurb in our monthly newsletter
 - E-blast if we have a non-emergency email list
 - A “Like what you see? Rent me!” sign during City-sponsored events like Fall Fest (could include a QR code redirecting to our rental page for the CEC, ball fields, and pavilion).

Comparable Facilities Breakdown

Johnston: Simpson Barn

- Capacity: 170 (200 including exterior patio)
- Minimum 4-hour rental; 8 during the week
 - o \$125/hour on weekends (\$500 minimum + \$250 refundable deposit)
 - o \$75/hour during the week (\$600 minimum + \$300 refundable deposit)
- Cleaning policy: Refundable deposit (less damages) equal to ½ the rental fee
 - o Parks & Rec staff inspects, cleans, and bills for all cleaning/damages
 - Fees are based off of a checklist given to renters; anything damaged or incomplete from the checklist is a separate charge
 - o This is all done internally; no vendor
- Non-profits may use the facility for one 8-hour timeframe (Mon-Thurs only) per month at no cost
- Overview
 - o Cheaper than we are, but no hourly rate available
 - o No AV system
 - o No AC in their upstairs portion
 - o No substantial kitchen

West Des Moines: Nature Lodge at Raccoon River Park

- Capacity: 120
- Minimum 4-hour rental; 5- or 10-hour minimum on Saturdays (depending on time of year)
 - o \$105/hour on weekends (\$420 minimum)
 - o \$60/hour during the week (\$240 minimum)
 - o Kitchen space available for \$35 (flat fee, not hourly)
- Cleaning policy: guests may choose to clean themselves or pay the cleaning fee; any group serving alcohol MUST pay the cleaning fee prior to renting
 - o Staff inspects, cleans, and bills for cleaning
 - \$150 standard cleaning fee
 - \$25 kitchen cleaning fee
 - \$25 display cleaning fee
 - o This is all done internally (no vendor); cleaning takes place daily
- Overview
 - o Cheaper, but smaller than we are; in a 1:1 comparison, they would charge ~\$100/hour during the week and ~\$175/hour on weekends
 - o Tables/chairs not set up in advance (adds to set-up and tear-down time)
 - o Smaller spaces available (at lower cost), but none include kitchens or AV equipment, so I did not include this information in this report

Ankeny: Lakeside Center

- Capacity: 250
- Time blocks (not hourly):
 - o \$397 (9 AM-3 PM): \$66.17/hr
 - o \$580 (5 PM-12 AM): \$85.56/hr
 - o \$880 (9 AM-12 AM): \$58.67/hr
- Cleaning policy: renter must clean up/put away all items (chairs/tables must be put away)
 - o \$50/hour of cleaning (higher on weekends)
 - o Staff inspects and cleans, unless there are multiple weekend reservations
 - Mary's Cleaning cleans on weekends for them; Ankeny staff has reported that they have been unreliable about showing up
- Overview:
 - o Cheaper than we are for similar size, but much less flexible on rental times
 - o Tables/chairs must be set up and torn down by renters
 - o No AV system

Des Moines Izaak Walton Banquet & Event Lodge

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



WINDSOR HEIGHTS- COMMUNITY EVENT CENTER -GUIDELINES & INFORMATION

For more information please call:
515-645-~~681~~96826

Facility Hours

7 a.m. – Midnight, 7 days a week.

Maximum occupancy

Maximum occupancy is ~~200-218~~ people (200 seated).-

Confirming a Reservation

Three things are required to confirm a reservation:

1. A completed Facility Use and Alcohol Responsibility Agreement (available online and at City Hall)
2. Rental Deposit:
 - a. 50% of total rental amount if booking an event more than 60 days away
 - b. ~~Full payment is required~~ 100% of total rental amount if booking an event that is taking place within 60 days:-
3. A credit card number to keep on file for ~~the damage deposit.~~damages or additional cleaning

Payment

Payment can be made in the following ways:-

- by credit card on our website at www.cityofwindsorheights.org
- by credit card over the phone at 515-645-~~681~~96826
- at City Hall (1145 66th Street, Suite 1, Windsor Heights, IA 50324) by cash, check, or credit card.-

Cancellations

Refunds are only granted under extenuating circumstances after approval by the City Administrator.—

Cleaning and Damages

The Community Event Center must be left in the condition that it was found. Failure to do so will result in charges equal to the cost of repairs and/or cleaning charges, at a minimum of \$325.00.

Alcohol

- No hard liquor is allowed in the facility.
- An off-duty Windsor Heights Police Officer ~~is required to~~must be present for the ~~event~~time that alcohol is served (3 hour minimum). Payment for the off-duty officer must be made directly to the officer by means of personal check 30 days prior to the event. An invoice will be sent by the Windsor Heights Police Officers Association 60 days prior to the event.
- No cash bar service is allowed in the Community Event Center. All alcohol must be free to guests.-

Catering

There are no restrictions on catering.

A/V Equipment

The following equipment is available in the space: a projector and screen, wireless microphones, an ~~auxiliary port, and~~ HDMI port, Bluetooth and ~~VGA cords~~ speaker system. —

Waiver of Fees for Community Events

~~Fees may be waived by t~~The Windsor Heights City Council may waive fees for events in the Community Event Center on a special case basis for non-profit organizations. This is at the sole discretion of the Council; no fee waivers will be approved by city staff. Please coordinate these requests with city staff at least 30 days prior to the rental date. Organizations are limited to 2 waivers per calendar year. Our Cleaning and Damages policy is still in effect; damages or additional cleaning may incur fees equal to the damages and/or the cleaning fee (fees dependent on the space rented).

Minimum Rental Times

Full day on Saturdays; 22 hours on all other days.-

Furniture included with rental

- 20 – 72” round tables
- 200 chairs
- If it is in the facility, it is available to use.-

Overnight Storage

No overnight storage of equipment or personal items will be allowed, except for rentals booked Friday evening to Saturday. Any items left in the facility will be disposed of.-

Holdover Fees

Renters must exit the facility prior to the reservation end time. Failure to do so will result in holdover fees equal to 1.5x the hourly rental rate per additional hour. Partial hours are rounded up.

Kitchen Information

There are two kitchens in the facility. ~~A: a~~ catering kitchen and a concession kitchen. Both are available for use ~~if when you rent the full space. Only the catering kitchen is available when renting the 2/3 space. Only the concession kitchen is available when renting the 1/3 space.~~ —

Decoration Guidelines

Time needed to set up and take down decorations must be included in the rental ~~fee~~.

- All decorations must be completely taken down at the end of the rental period.
- We encourage renters to use command hooks and 3M strips.
- The following are prohibited:
 - Tape (painter's tape is acceptable)
 - Thumbtacks
 - Nails
 - Open flames (unenclosed table candles)
 - Rice

- Fog machines
- Fireworks
- Glitter
- Confetti
- Silly string

Pavilion

The city offers the pavilion on the southwest side of Colby Park for rent. There are electrical outlets and lights within the pavilion, but no AV system. The same guidelines and policies for the Community Event Center apply to the pavilion.

Community <u>Event</u> Center Rental Rates		
	Non-Resident Rate	Resident/Non-Profit Rate (Proof will be required)
Saturday 7 am – Midnight	\$2,800	
1/3 Space Minimum 2-hour rental	\$130 -per hour	\$112 per hour
2/3 Space Minimum 2-hour rental	\$155 per hour	\$132 per hour
Full Space Minimum 2-hour rental	\$210 per hour	\$176 per hour
Pavilion 8-hour rental	\$100	\$75
Pavilion 4-hour rental	\$50	\$37.50

UPDATED VERSION ~~12/6/21~~12/13/2023



For more information please call:
515-645-~~6819~~6826

Facility Hours

7 a.m. – Midnight, 7 days a week.

Maximum occupancy

Maximum occupancy is ~~200-218~~ people (200 seated).

Confirming a Reservation

Three things are required to confirm a reservation:

1. A completed Facility Use and Alcohol Responsibility Agreement (available online and at City Hall)
2. Rental Deposit:
 - a. 50% of total rental amount if booking an event more than 60 days away
 - b. Full payment is required-100% of total rental amount if booking an event that is taking place within 60 days-
3. A credit card number to keep on file for ~~the damage deposit-damages or additional cleaning~~

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Payment

Payment can be made in the following ways:-

- by credit card on our website at www.cityofwindsorheights.org
- by credit card over the phone at 515-645-~~6819~~6826
- at City Hall (1145 66th Street, Suite 1, Windsor Heights, IA 50324) by cash, check, or credit card-

Cancellations

Refunds are only granted under extenuating circumstances after approval by the City Administrator.—

Cleaning

The Community Event Center must be left in the condition that it was found. Failure to do so will result in additional cleaning charges, at a minimum of \$325.00.

Alcohol

- No hard liquor is allowed in the facility.
- An off-duty Windsor Heights Police Officer ~~is required to~~must be present for the ~~event~~time that alcohol is served (3 hour minimum). Payment for the off-duty officer must be made directly to the officer by means of personal check 30 days prior to the event. An invoice will be sent by the Windsor Heights Police Officers Association 60 days prior to the event.
- No cash bar service is allowed in the Community Event Center. All alcohol must be free to guests.-

Catering

There are no restrictions on catering.

A/V Equipment

The following equipment is available in the full or 2/3 space: a projector and screen, wireless microphones, an ~~auxiliary port, and~~ HDMI port, Bluetooth and ~~VGA cords~~ speaker system.—

Waiver of Fees for Community Events

Fees may be waived by the Windsor Heights City Council for events in the Community Event Center on a special case basis for non-profit organizations. This is at the sole discretion of the Council; no fee waivers will be approved by city staff. Please coordinate these requests with city staff at least 30 days prior to the rental date. Our cleaning policy is still in effect; damages or additional cleaning may incur fees equal to the damages and/or the cleaning fee (\$325.00 minimum).

Minimum Rental Times

Full day on Saturdays; 3-2 hours on all other days.-

Furniture included with rental

- 20 – 72” round tables
- 200 chairs
- If it is in the facility, it is available to use.-

Overnight Storage

No overnight storage of equipment or personal items will be allowed, except for rentals booked Friday evening to Saturday. Any items left in the facility will be disposed of.-

Holdover Fees

Renters must exit the facility prior to the reservation end time. Failure to do so will result in holdover fees equal to 1.5x the hourly rental rate per additional hour. Partial hours are rounded up.

Kitchen Information

There are two kitchens in the facility. ~~A:~~ a catering kitchen and a concession kitchen. Both are available for use if you rent the full space. Only the catering kitchen is available when renting the 2/3 space. Only the concession kitchen is available when renting the 1/3 space.—

Decoration Guidelines

Time needed to set up and take down decorations must be included in the rental ~~fee~~.

- All decorations must be completely taken down at the end of the rental period.
- We encourage renters to use command hooks and 3M strips.
- The following are prohibited:
 - Tape (painter's tape is acceptable)
 - Thumbtacks
 - Nails
 - Open flames (unenclosed table candles)
 - Rice
 - Fog machines

- Fireworks
- Glitter
- Confetti
- Silly string

Pavilion

The city offers the pavilion on the southwest side of Colby Park for rent. There are electrical outlets and lights within the pavilion, but no AV system. The same guidelines and policies for the Community [Event](#) Center apply to the pavilion.

Community Event Center Rental Rates		
	Non-Resident Rate	Resident/Non-Profit Rate (Proof will be required)
Saturday 7 am – Midnight	\$2,800	
1/3 Space Minimum 23 -hour rental	\$130 per hour	\$112 per hour
2/3 Space Minimum 23 -hour rental	\$155 per hour	\$132 per hour
Full Space Minimum 2-hour rental	\$210 per hour	\$176 per hour
Pavilion 8-hour rental	\$100	\$75
Pavilion 4-hour rental	\$50	\$37.50



WINDSOR HEIGHTS- COMMUNITY EVENT CENTER- GUIDELINES & INFORMATION

For more information please call:
515-645-~~681~~96826

Facility Hours

7 a.m. – Midnight, 7 days a week.

Maximum occupancy

Maximum occupancy is ~~200~~218 people (200 seated).

Confirming a Reservation

Three things are required to confirm a reservation:

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2. Rental Deposit:
 - a. 50% of total rental amount if booking an event more than 60 days away
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3. A credit card number to keep on file for ~~the damage deposit.~~damages or additional cleaning

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The following equipment is available in the full or 2/3 space: a projector and screen, wireless microphones, an ~~auxiliary port, and~~ HDMI port, Bluetooth and ~~VGA cordsspeaker system~~.—

Waiver of Fees for Community Events

Fees may be waived by the Windsor Heights City Council for events in the Community Event Center on a special case basis for non-profit organizations. This is at the sole discretion of the Council; no fee waivers will be approved by city staff. Please coordinate these requests with city staff at least 30 days prior to the rental date. Our cleaning policy is still in effect; damages or additional cleaning may incur fees equal to the damages and/or the cleaning fee (fees dependent on the space rented).

Minimum Rental Times

Full day on Saturdays; 32 hours on all other days.-

Furniture included with rental

- 20 – 72” round tables
- 200 chairs
- If it is in the facility, it is available to use.-

Overnight Storage

No overnight storage of equipment or personal items will be allowed, except for rentals booked Friday evening to Saturday. Any items left in the facility will be disposed of.-

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UPDATED VERSION ~~12/6/21~~12/13/2023



For more information please call:
515-645-~~6819~~6826

Facility Hours

7 a.m. – Midnight, 7 days a week.

Maximum occupancy

Maximum occupancy is ~~200~~218 people (200 seated).

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Refunds are only granted under extenuating circumstances after approval by the City Administrator.—

Cleaning and Damages

The Community Event Center must be left in the condition that it was found. Failure to do so will result in charges equal to the cost of repairs and/or cleaning charges, at a minimum of \$325.00.

Alcohol

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Waiver of Fees for Community Events

~~Fees may be waived by~~ The Windsor Heights City Council may waive fees for events in the Community Event Center on a special case basis for non-profit organizations. This is at the sole discretion of the Council; no fee waivers will be approved by city staff. Please coordinate these requests with city staff at least 30 days prior to the rental date. Organizations are limited to 2 waivers per calendar year. Our Cleaning and Damages policy is still in effect; damages or additional cleaning may incur fees equal to the damages and/or the cleaning fee (\$325.00 minimum).

Minimum Rental Times

Full day on Saturdays; 2 hours on all other days.-

Furniture included with rental

- 20 – 72” round tables
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Overnight Storage

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Pavilion 4-hour rental	\$50	\$37.50

Resolution No. 2023-67

**A RESOLUTION APPROVING UPDATING THE CEC GUIDELINES &
INFORMATION FOR THE CITY OF WINDSOR HEIGHTS, IOWA**

WHEREAS, the City of Windsor Heights, Polk County, Iowa, City Council has reviewed the proposed policy guidelines and information as attached and determined they are appropriate for continuing the delivery of high-quality services.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windsor Heights, Iowa, on this 16th day of January, 2024, that the attached Guidelines and Information are hereby approved effective February 2nd, 2024.

Passed and Approved this 16th day of January, 2024

Mike Jones, Mayor

Attest: _____
Adam Strait, City Clerk



**STAFF REPORT
CITY COUNCIL**
January 16, 2024

TO: CITY COUNCIL
FROM: Adam Plagge, City Administrator
SUBJECT: Consideration of Resolution No. 2023-64 - A Resolution Approving an Updated Fee Schedule for the City of Windsor Heights

GENERAL INFORMATION

SUMMARY

January 16th Staff Report Updates

Temporary Permits:

Other communities consistently charge fees and permit temporary structures. A garden center or storage pod is consistent with this type of temporary permit and the City of Windsor Heights' current code. Enforcement of payment of fees for temporary structures and monitoring the duration of temporary structures, which is limited to six months, was likely lost in staffing transition. Staff will plan to reach out to both Wal-Mart and Hy-Vee.

Code Definition: *"Temporary Structure" means any shed, structure, building, trailer, tent, or enclosure of any kind used for storage, commercial, business, or residential purposes which any person or business intends to place on the same lot with or on any lot immediately adjacent to, any permanent structure used for business or commercial or residential purposes. This term includes "Temporary Portable Storage Container," which is defined as a large container designed and rented or leased for the temporary storage of commercial, industrial, or residential household goods and that does not contain a foundation or wheels for movement. All other words or phrases shall have the same meaning assigned to them in Chapter 166 of this Code of Ordinances."*

C.E.C. Rental:

We have changed the staff recommendation from option A to option B based on City Council's last discussion preliminary indicating this preference. We have updated the Fee schedule accordingly.

December 18th Staff Report

Fees for building, mechanical, and plumbing permits, certificates of zoning compliance/verifications, site plan reviews, appeals, and other matters pertaining to the Building and Zoning Codes and Hazmat services are approved by Resolution of the City Council. The attached fee schedule updates the 2022 fee schedule currently in place and is proposed by staff to take effect January 1st, 2024.

Department heads, contract organizations such as Safe Building, Brick Gentry, The Fire Marshal, and BMI were consulted to arrive at recommended fees. The proposed fee schedule is intended to be compliant with state law and generally be in alignment with actual administration costs to produce the request or permit. Fees of other municipalities in the metro and whether charging the full cost of administering a permit would substantially discourage requesting a permit were also taken into consideration.

Some key fee additions and updates are as follows:

1. Convenience fees were eliminated throughout the fee schedule as credit card transaction fees are now incorporated across all fees.
2. Public Records requests and copies: To ensure compliance with state law restricting fees to actual costs for copies and producing and supervising documents, fees were reduced in some instances.
3. Panhandling was removed from the peddler, solicitor and transient merchant fee.
4. Rental inspection fees: Increase in fees from \$80 to \$100 Single Family. \$120 to \$125 for Duplexes, plus \$25 per additional living units beyond two. \$150 Apartment, plus \$22 per additional living unit beyond four.

Safe Building now conducts rental inspections on behalf of the city. Windsor Heights' Firefighters conduct administrative tasks and mailing of inspection letters, and City Hall staff takes payment. Safe Building fees are \$80 for an initial inspection, \$40 for each additional inspection, and \$20 for each inspection of an apartment. The attached fee schedule better reflects Safe Building's charges to the City and City staff's time for issuance of these permits. 1-2 family units are inspected every 18 months and multi-family units 12 months. A proposal to extend the duration between inspections for rental units that pass on the first inspection will be brought to Council in 2024.

1. Ambulance fees now include fees for frequently used medications per the suggested medication list from Omnibilling, our medical billing agent.
2. Sub-Contractor Permits: Increase from \$75 to \$80. These are some of our more frequently requested permits. Mechanical, plumbing and now electrical inspections are all now completed by Safe Building at a charge to the city of \$75 per permit which allows each sub-category of permit to be consolidated; the city processes payment and manages some applicant inquiries related to these permits.
3. Conditional Use Permits (CUP) and Variance BOA Requests are recommended to increase from \$300 to \$400. Most of the work associated with a Conditional Use Permit and Variance requests is currently handled by Bolton and Menk at a minimum charge of

\$110 per hour. There was Council discussion and research regarding CUP and Variance requests fees in 2019 which estimated a minimum of ten hours per these types of request to a maximum of 31 hours. Fees were increased at that time from \$200 to \$300. The proposed 2024 fee of \$400, will continue to apply a cost to the applicant that is significantly less than the amount of time needed to process the application and bring the item to the Board of Adjustment.

4. Zoning verification and zoning compliance letters: Increase from \$40 per hour to \$110 per hour. This reflects the minimum hourly rate the city is charged for these services and divergence in the amount of time any particular request might take.
5. Fence and Pool permits are recommended to be increased from \$30 and \$25 respectively, to \$100 each to better reflect the amount of time Safe Building spends inspecting these permits at their hourly rate of \$75 per hour. Note this would place Windsor Heights relatively higher than other Communities: Des Moines \$75, West Des Moines \$44, Johnston \$40.
6. The Community Event Center Rate & Fee: No change to hourly fee for full space or pavilion. Staff reviewed similar facilities and found the current rate to be competitive.
 1. Staff Recommended Proposal (A): Require full space rental
 1. \$352 for 2-hour minimum at the resident rate covers the cleaning cost (\$325).
 2. This effectively eliminates the 1/3 and 2/3 rental options
 2. Alternative Proposal: Minimum 3-hour rental
 1. \$336 for 3-hour minimum at the resident rate (1/3 space) covers the cleaning cost (currently \$325).
 2. This option retains the 1/3 and 2/3 space options. Nate is working on reducing cleaning costs in general, but particularly for our 1/3 or 2/3 space.
 3. The latest CEC Guidelines/Information
 1. Updated phone numbers/contact info
 2. Corrected max occupancy
 3. Updated A/V Equipment section to match our recent updates
 4. Updated Cleaning section to include damages and cleaning fees if cleaning is not done properly. Added clause in the Waiver of Fees for Community Events section that the Cleaning section policy is in full affect, and that misuse may incur fees
 5. Added section regarding holdover fees. If someone stays past their confirmed time, we will charge 1.5x their hourly rate per hour (partial hours rounded up)
 6. Cleaned up some phrasing/made document more consistent
7. Ball field rental: The ball field rental rates were last adjusted in 2017-2018. The 2024 fee schedule proposes a slight increase across the board to \$30 for 1 hour, \$50 for two hours and \$65 for three hours for non-residents with a \$5 discount for residents. Fees for ballfield rental across the metro vary widely.

The 2022 fee schedule is also attached for reference.

ATTACHMENTS

1. Current Fee Schedule
2. Resolution 2023-64 Approving and Updating the Fee Schedule
3. Proposed Fee Schedule City Council

EFFECTIVE 1/1/22



FEE SCHEDULE

Public Safety

REPORTS, COPIES, CD'S, TESTS & RELEASES

Public Records	\$5.00 for 5 single-sided pages or less
Each additional page	\$0.25 per single page (Black and White) \$.50 per single page (Color)
Local Records Check	\$5.00 per inquiry
CD's or DVD's	\$20.00 per reproduction
Digital Mediums or Blue-Ray Disc	Cost of medium

Photograph(s)	Copied 4 photographs per page
Fingerprinting per card	\$20.00
Vehicle Impound Release	\$20.00
Alternate Breath Test	\$30.00
Convenience Fee (credit card transaction)	\$2.50
PET LICENSE	
Pet License – spayed/neutered	\$20.00 per calendar year
Pet License – not spayed/neutered	\$30.00 per calendar year
Pet Unlicensed Delinquency Fee	Double original license fee (after March 31)
PERMITS	
Dance Hall Inspection Fee	\$50.00
Dance Hall Permit Fee	\$100 (inspection fee is credited to permit fee)
Temporary Noise Permit Fee	\$20.00 per day
Panhandler, Peddler, Solicitor, Transient Merchant Fee	\$20.00 application fee 1 Day - \$20.00 1 Week - \$100.00 90 Day - \$500.00 \$25.00 per each additional peddler, etc.

Fire Department

Rental Fees

Rental Registration Fee (*Additional inspection fees required to be paid at time of inspection)	\$35 - Single Family \$50 - Duplex \$150 Apartment
Additional Fee if Owner Cannot be identified/reached and City must research and contact current tenant	\$25.00

Fire Dept Plan Review (\$110 minimum, or per the following schedule)

The Windsor Heights Fire Department may require plan reviews to be conducted by a third party. For additional information see https://www.windsorheights.org/plan_review. Fees for any required third party review are not included within the City fee schedule listed below.

100-6,000 sq. ft.	\$110.00
6,001-12,000 sq. ft.	\$218.00
12,001-24,000 sq. ft.	\$327.00
24,001-50,000 sq. ft.	\$453.00
50,001-100,000 sq. ft.	\$546.00
100,001-500,000 sq. ft.	\$1,093.00
500,001-1,000,000 sq. ft.	\$1,639.00
1,000,000 sq. ft. and above	\$1,639.00 + \$110.00 for every 6,000 sq. ft. above 1,000,000

Commercial/ Fire Code

Initial Inspection	\$0
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First Re-Inspection (performed 30 days after initial inspection)	\$25.00
Second Re-Inspection (performed 2 weeks after first re-inspection)	\$100.00
Third Re-Inspection (performed 2 weeks after second re-inspection)	\$200.00

Fourth Re-Inspection (performed 2 weeks after third re-inspection)	\$400.00
Fifth Re-Inspection (performed 2 weeks after fourth re-inspection)	\$800.00

Hazmat Fees

Heavy Response Apparatus with 4 personnel (Engine, ladder, heavy rescue)	\$300.00
Light Response Apparatus with 2 personnel (Tanker, brush truck, ambulance, staff car)	\$240.00
Extra Response Personnel	\$24.00
Expendable materials (foam, containment booms, sand, absorbent, etc.)	Replacement Cost including shipping

*Minimum of one hour. Billed in 15-minute increments beyond the first hour

Ambulance Fees

Basic Life Support (BLS) - Non-Emergent	\$590.00
Basic Life Support (BLS) - Emergent	\$695.00
Advanced Life Support (ALS) Non-Emergent	\$690.00
Advanced Life Support (ALS) - Emergent	\$807.00
Advanced Life Support (ALS) Level 2	\$1,065.00
Treat / No Transport	\$277.00
Critical Care Transport	\$1,254.00
Loaded Mileage Rate	\$13.80
Nitrous Oxide	\$50.00
Oxygen	\$30.00
Additional Attendant	\$50.00
ALS Supplies	\$50.00
BLS Supplies	\$50.00
IV Supplies	\$35.00
Intubation Supplies	\$25.00

City Hall

Copies	8 1/2 "x 11" Black and White \$0.25 per single page copy 8 1/2 "x 11" Color \$0.50 per single page copy 11" X 17" Black and White \$1.00 per single page copy 11" X 17" Color \$2.00 per single page copy
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Hourly rate for contract staff time or City Staff needed to produce or review documents	Actual cost(s) of employee time if time involved exceeds fifteen (15) minutes
Audio CD's	\$20.00 per reproduction
NSF Check Fee (All Departments)	\$30.00
Convenience Fee (Credit Card Transaction)	\$2.50
Special Council Meeting	\$59 per Council member
Special Events Vendor Fee	\$100 Single Space \$150 Double Space
Parklet Rental Fee	\$350 per month

BUILDING PERMITS	
TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$22.00
\$501.00 to \$2,000.00	\$50.00 for the first \$500.00 + \$.275 for each additional \$100.00 or fraction thereof, to and including \$2,000
\$2,001.00 to \$25,000.00	\$75.50 for the first \$2,000 + \$12.50 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,000.00 to \$50,000.00	\$361.00 for the first \$25,000 + \$9.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000
\$50,000.00 to \$100,000.00	\$586.25 for the first \$50,000.00 + \$6.25 for each additional \$1,000.00 or fraction thereof, to and including \$100,000
\$100,000.00 to \$500,000.00	\$900.00 for the first \$100,000.00 + \$5.00 for each additional \$1,000.00 or fraction thereof, to and including \$500,000
\$500,000.00 to \$1,000,000.00	\$2,900.00 for the first \$500,000.00 + \$4.25 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000
\$1,000,000.00 and up	\$5,023.50 for the first \$1,000,000.00 + \$2.75 for each additional \$1,000.00 or fraction thereof
Re-inspection fees	\$42.00/hour (1-hour minimum)
Commercial Plan Review	65% of permit fee
Temporary Certificate of Occupancy	\$250
Final Site Plan Review	\$250.00 + 65% of total building permit fee
SUB-CONTRACTOR PERMITS (RESIDENTIAL)	
Mechanical	Flat Fee \$75.00
Plumbing	Flat Fee \$75.00
SUB-CONTRACTOR PERMITS (COMMERCIAL)	
Mechanical	Basic Fee \$75.00
▪ Furnace or heater	\$20.00
▪ Air conditioner	\$20.00
▪ Water heater	\$20.00
▪ Appliance vent	\$20.00
▪ Boiler	\$20.00
▪ Ventilation fan	\$20.00
▪ Fireplace or solid fuel burning appliance	\$20.00
▪ Gas Piping (per outlet)	\$20.00
▪ Hood	\$20.00

Plumbing	Basic Fee \$75.00
▪ Street excavation	\$20.00
▪ Sewer service line and Water Service Line	\$20.00
▪ Grease Traps	\$200.00
▪ Storm sewer service	\$20.00
▪ other	\$20.00
Gas piping (per outlet)	\$20.00
Backflow preventer	\$20.00
OTHER PERMITS	
Nuisance Abatement	
▪ R-O-W mowing	\$100.00/hour (1 hour minimum)
▪ Lot mowing	\$175.00/hour (1 hour minimum)
▪ Sidewalk snow removal	\$1.00 per lineal foot; or minimum \$100.00
Zoning verification/Property Research	\$ 40.00/hr.
Rezoning	\$400.00
Zoning compliance	\$ 40/hr.
Home occupation	\$25.00
Preliminary Site Plan Review	\$250.00 + Other Engineer Costs
Conditional Use Permit	\$300.00
Appeal or Variance request	\$300.00
Fence permit	\$30.00
Pool permit	\$25.00
Signs	Basic Fee \$50.00+ \$1.00 per square foot
▪ Temporary signs	Basic Fee \$15.00 + \$1.00 per square foot
Grading Permit	\$35.00
Temporary Use	\$25.00/month for up to 4 months; \$50.00/month for the 5 th month; \$100.00/month after 5 th month
Temporary Structure	
▪ Commercial	\$50.00/month
▪ Residential	First 30 days- \$0; Second 30 days- \$20.00, Third 30days- \$40.00; thereafter- \$20.00 per 30-day extension
Sidewalk / Driveway approach	\$30.00
R-O-W Excavation	\$100.00
Non-Franchise Utility License	\$400.00
Demolition/Raze	\$50.00
Permits or inspections for which no fee is specified	\$35.00
Temporary Obstruction Permit	\$30.00
Temporary Use	
Maximum 4 days	\$25.00

Events longer than 4 days (produce stands, etc.)	\$52.00
Long-term food and beverage	\$280.00
Garden Centers and Large Structures	\$52.00 plus \$500.00 deposit
Mobile Food Unit License	\$75.00
Mobile Food Unit Special Occurrence Permit	\$25.00
CODE ENFORCEMENT	
Notice to Abate	\$95.00
Re-Inspection	\$95 per inspection
Administrative Hearing	\$0
Preparation of Abatement Warrant	\$378
Abatement	Actual cost-plus 30%
Cost of imposing lien	\$82 plus County charge if any
Additional staff administrative time not covered above	\$95/hour plus actual costs for code enforcement and \$82/hour plus actual costs for finance employees

Community & Events Center Rates & Fees

	Non- Resident Rate	Resident/Non-Profit Rate
Saturday 7 am – Midnight	\$2,800	
1/3 Space Minimum 2 -hour rental	\$130 per hour	\$112 per hour
2/3 Space Minimum 2-hour rental	\$155 per hour	\$132 per hour
Full Space Minimum 2-hour rental	\$210 per hour	\$176 per hour
Pavilion 8-hour rental	\$100	\$75
Pavilion 4-hour rental	\$50	\$37.50

Resident/Non-Profit will be required to show proof of residency or non-profit status.

DOWN PAYMENTS

To confirm all reservations, a down payment of 50% and signed agreement are required. Windsor Heights does not hold dates and all rentals are on a first come basis only. Down payments are non-refundable on any cancellation.

PARKS

BALL FIELD RENTALS

Ball Field rentals are available in full one hour increments only. A 7% sales tax will be applied.

	Number of Hours	Non-Resident Fee	Resident Fee (with ID)
	1 Hour	\$25.00	\$20.00
	2 Hours	\$40.00	\$36.00
	3 Hours	\$60.00	\$54.00

PAVILION

- \$50.00 for 4-hour rental
- \$100 for 8-hour rental

SPECIAL EVENTS PERMIT \$50.00

Required on events hosted in the Community Center and Park, which are open to the public

Resolution No. 2023-64

**A RESOLUTION APPROVING AN UPDATED FEE SCHEDULE FOR THE
CITY OF WINDSOR HEIGHTS, IOWA**

WHEREAS, the City of Windsor Heights, Polk County, Iowa, City Council has reviewed the proposed amended fees for services as attached and determined said fees are necessary and appropriate for continuing the delivery of high quality services.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windsor Heights, Iowa, on this 16th day of January, 2024, that the attached Exhibit A fee schedule is hereby approved and in effect February 1st 2024.

Passed and Approved this 16th day of January, 2024

Mike Jones, Mayor

Attest: _____
Adam Strait, City Clerk

City of Windsor Heights
Fee Schedule
Effective 02/01/2024

Public Safety	
REPORTS, COPIES, DIGITAL MEDIA, TESTS & RELEASES, PERMITS	
Copies - Public Records	Black/white \$.05 per single page copy in excess of 5 pages Color \$.50 per single page copy
Incident Report or Call for Service (CFS)	No charge < 30 minutes to produce
Accident Report	\$5.00
Media (audio/video)	No charge < 30 minutes to produce
Vehicle Impound Release	\$20.00
Hourly rate for contract staff time or City Staff needed to produce or review documents	Actual cost of employee time if time involved exceeds thirty (30) minutes
Fingerprinting per card	\$20.00
Mailing or shipping a record	Billed at actual costs
PET LICENSE	
Pet License – spayed/neutered	\$20.00 per calendar year
Pet License – not spayed/neutered	\$30.00 per calendar year
Pet Unlicensed Delinquency Fee	Double original license fee (after April 1)
Disposition of Impounded Animal Fee	\$100
PERMITS	
Dance Hall Inspection Fee	\$50.00
Dance Hall Permit Fee	\$100 (inspection fee is credited to permit fee)
Temporary Noise Permit Fee	\$20.00 per day
Peddler, Solicitor, Transient Merchant Fee	\$20.00 application fee 1 Day - \$20.00 1 Week - \$100.00 90 Day - \$500.00 \$25.00 per each additional peddler, etc.

Fire Department	
Rental Fees	
Rental Registration Fee (*Additional inspection fees required to be paid at time of registration)	\$35 - Single Family \$50 – Duplex \$150 Apartment
Rental Inspection Fee	\$100 Single Family Inspection \$125 Duplex -\$25 per additional living unit beyond two \$150 Apartment - \$22 per additional living unit beyond four If a property fails initial inspection, additional fees for the reinspection will apply and will be collected by the building inspector at the time of reinspection
Additional Fee if owner cannot be identified/reached and City must research and contact current tenant	\$50.00
Fire Dept Plan Review	
The Windsor Heights Fire Department requires Fire Protection System plan reviews to be conducted by a third party. Fees for any required third party review are not included within the City fee schedule.	

Commercial/ Fire Code	
Initial Inspection/First Re-Inspection (performed 30 days after initial inspection)	\$0
Second Re-Inspection (performed 2 weeks after first re-inspection)	\$100.00
Third Re-Inspection (performed 2 weeks after second re-inspection)	\$200.00
Fourth Re-Inspection (performed 2 weeks after third re-inspection)	\$400.00
Fifth Re-Inspection (performed 2 weeks after fourth re-inspection)	\$800.00
Hazmat Fees	
Heavy Response Apparatus with 4 personnel (Engine, ladder, heavy rescue)	\$361.20*
Light Response Apparatus with 2 personnel (Tanker, brush truck, ambulance, staff car)	\$288.96*
Extra Response Personnel	\$28.38*
Expended materials (foam, containment booms, sand, absorbent, etc.)	Replacement Cost including shipping
*Minimum of one hour. Billed in 15-minute increments beyond the first hour. This fee schedule is based on Iowa Fire Service Annual Hazardous Materials Responses Fee Structure	
Ambulance Fees	
Basic Life Support (BLS) – Non-Emergent	\$590.00
Basic Life Support (BLS) - Emergent	\$695.00
Advanced Life Support (ALS) Non-Emergent	\$690.00
Advanced Life Support (ALS) – Emergent	\$807.00
Advanced Life Support (ALS) Level 2	\$1,065.00
Treat / No Transport	\$277.00
Critical Care Transport	\$1,254.00
Loaded Mileage Rate	\$13.80
Oxygen	\$30.00
Additional Attendant	\$50.00
ALS Supplies	\$50.00
BLS Supplies	\$50.00
IV Supplies	\$35.00
Intubation Supplies	\$25.00
Medications	
▪ Nitrogen Tablet	\$5.00
▪ Ativan/Lorazepam	\$10.00
▪ Oral Glucose, Zofran Iv	\$15.00
▪ Epinephrine, Fentanyl, Morphine Sulfate, Sodium Bicarbonate, Solu-Medrol, Versed	\$20.00
▪ D50w/Dextrose Inj	\$25.00
▪ Albuterol Noncompounded 1mg	\$30.00
▪ Narcan/Naloxone Per 1mg	\$30.00
▪ Glucagon	\$250.00

Nuisance Alarms	
Fee Set by Ordinance	\$50.00 first false alarm, \$75 per additional alarm in 365 day period
City Hall	
Copies	Black and White \$.05 per single page copy in excess of 5 pages Color \$.50 per single page copy
Hourly rate for contract staff time or City Staff needed to produce or review documents	Actual cost of employee time if time involved exceeds thirty (30) minutes
Media (audio/video)	\$5 per 8GB
NSF Check Fee (All Departments)	\$30.00
Special Council Meeting	\$81 per Council member

BUILDING PERMITS	
TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$75.00
\$501.00 to \$2,000.00	\$75.00 for the first \$500.00 + \$.2.75 for each additional \$100.00 or fraction thereof, to and including \$2,000
\$2,001.00 to \$25,000.00	\$116.25 for the first \$2,000 + \$12.50 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,000.00 to \$50,000.00	\$391.25 for the first \$25,000 + \$9.00 foreach additional \$1,000.00 or fraction thereof, to and including \$50,000
\$50,000.00 to \$100,000.00	\$616.25 for the first \$50,000.00 + \$6.25 foreach additional \$1,000.00 or fraction thereof, to and including \$100,000
\$100,000.00 to \$500,000.00	\$928.75 for the first \$100,000.00 + \$5.00 foreach additional \$1,000.00 or fraction thereof, to and including \$500,000
\$500,000.00 to \$1,000,000.00	\$2,928.750 for the first \$500,000.00 + \$4.25 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000
\$1,000,000.00 and up	\$5,053.75 for the first \$1,000,000.00 + \$2.75 for each additional \$1,000.00 or fraction thereof
Re-inspection fees	\$42.00/hour (1-hour minimum)
Commercial Plan Review	65% of permit fee
Temporary Certificate of Occupancy	\$250
Final Site Plan Review	\$250.00 + 65% of total building permit fee
Fire Department Commercial Building Pre Plan Fee	\$75
SUB-CONTRACTOR PERMITS (RESIDENTIAL)	
Mechanical	Flat Fee \$80.00
Plumbing	Flat Fee \$80.00
Electrical	Flat Fee \$80.00
SUB-CONTRACTOR PERMITS (COMMERCIAL)	
Mechanical	Basic Fee \$80.00
Plumbing	Basic Fee \$80.00
Electrical	Basic Fee \$80.00

OTHER PERMITS	
Nuisance Abatement	
▪ Lot mowing	\$175.00/hour (1 hour minimum)
▪ R-O-W mowing	\$100.00/hour (1 hour minimum)
▪ Sidewalk snow removal	\$1.00 per lineal foot; or minimum \$100.00
Zoning verification/Property Research	\$110/hr.
Rezoning	\$400.00
Zoning compliance	\$110/hr.
Home occupation	\$50.00
Preliminary Site Plan Review	\$300.00 + Other Engineer Costs
Conditional Use Permit	\$400.00
Appeal or Variance request	\$400.00
Fence permit	\$100
Pool permit	\$100
Signs	Basic Fee \$100.00+ \$1.00 per square foot
▪ Temporary signs	Basic Fee \$15.00 + \$1.00 per square foot
Grading/Cosesco Permit	\$40.00
Temporary Use	\$25.00/month for up to 4 months; \$50.00/month for the 5 th month; \$100.00/month after 5 th month
Temporary Structure	
▪ Commercial	\$50.00/month
▪ Residential	First 30 days- \$0; Second 30 days- \$20.00, Third 30 days- \$40.00; thereafter- \$20.00 per 30 day extension
Sidewalk / Driveway approach	\$50.00
R-O-W Excavation	\$100.00
Non-Franchise Utility License	\$400.00
Demolition/Raze	\$50.00
Permits or inspections for which no fee is specified	\$40.00
Temporary Obstruction Permit	\$40.00
Temporary Use	
▪ Maximum 4 days	\$30.00
▪ Events longer than 4 days (produce stands, etc.)	\$60.00
▪ Long-term food and beverage	\$280.00
▪ Garden Centers and Large Structures	\$60.00 plus \$500.00 deposit, unless waived by Zoning Administrator
▪ Mobile Food Unit License	\$75.00
▪ Mobile Food Unit Special Occurrence Permit	Fee Set By City Administrator Based On Event
CODE ENFORCEMENT	
Notice to Abate	\$100
Re-Inspection	\$100 per inspection

Administrative Hearing	\$0
Preparation of Abatement Warrant	\$378
Abatement	Actual cost-plus 30%
Cost of Imposing Lien	\$82 plus County charge if any
Additional staff administrative time not covered above	\$95/hour plus actual costs for code enforcement and \$82/hour plus actual costs for finance employees

COMMUNITY & EVENTS CENTER RATES & FEES

	Non- Resident Rate	Resident/Non-Profit Rate
Saturday Full-Space 7 am – Midnight	\$2,800	
Sunday-Friday 1/3 Space Minimum 3-hour rental	\$130 per hour	\$112 per hour
Sunday-Friday 2/3 Space Minimum 3-hour rental	\$155 per hour	\$132 per hour
Sunday-Friday Full Space Minimum 3-hour rental	\$210 per hour	\$176 per hour
Pavilion 8-hour rental	\$100	\$75
Pavilion 4-hour rental	\$50	\$37.50

Resident/Non-Profit will be required to show proof of residency or non-profit status.

Note: Please see CEC Policy for cleaning fees and holdover fees.

DOWN PAYMENTS

To confirm all reservations, a down payment of 50% and a signed agreement are required. Windsor Heights does not hold dates until payment is made, and all rentals are on a first-come, first-serve basis. Down payments are non-refundable on any cancellation. Rentals made within 60 days of the event require full payment to hold the space.

PARKS

BALL FIELD RENTALS

Ball Field rentals are available in full one-hour increments only.

Number of Hours	Non-Resident Fee	Resident Fee (with ID)
1 Hour	\$30.00	\$25.00
2 Hours	\$50.00	\$45.00
3 Hours	\$65.00	\$60.00

SPECIAL EVENTS PERMIT **\$75.00**

Required on events hosted in the Community Center and Park, which are open to the public.



**STAFF REPORT
CITY COUNCIL**
January 16, 2024

TO: CITY COUNCIL
FROM: Adam Plagge, City Administrator
SUBJECT: Consideration of University Avenue Pole Banners

GENERAL INFORMATION

Previously City Council reviewed the draft University Ave. banner sign and expressed some concern the font size of “The heart of it all” was potentially too small to read from the road. Various staff looked at the sample banner that was hung on University Ave. and as a pedestrian on the trail it was legible but, in a vehicle, driving at 30 mph it was somewhat difficult to read. As a result, Council Member Campbell graciously provided assistance in putting together some alternative designs, two are included in Attachment A. Option A revamps the design to be vertically oriented so that all fonts are significantly larger but veritcal. Option F sticks with the previous design concept but slightly enlarges “the heart of it all” to the extent possible. If weather allows, Public Works hopes to have the Option A sample hanging at the pole at University and 66th over the weekend for impressions. Attachment B includes some additional alternatives for reference if the Attachment A options are not palatable.

SUMMARY

ATTACHMENTS

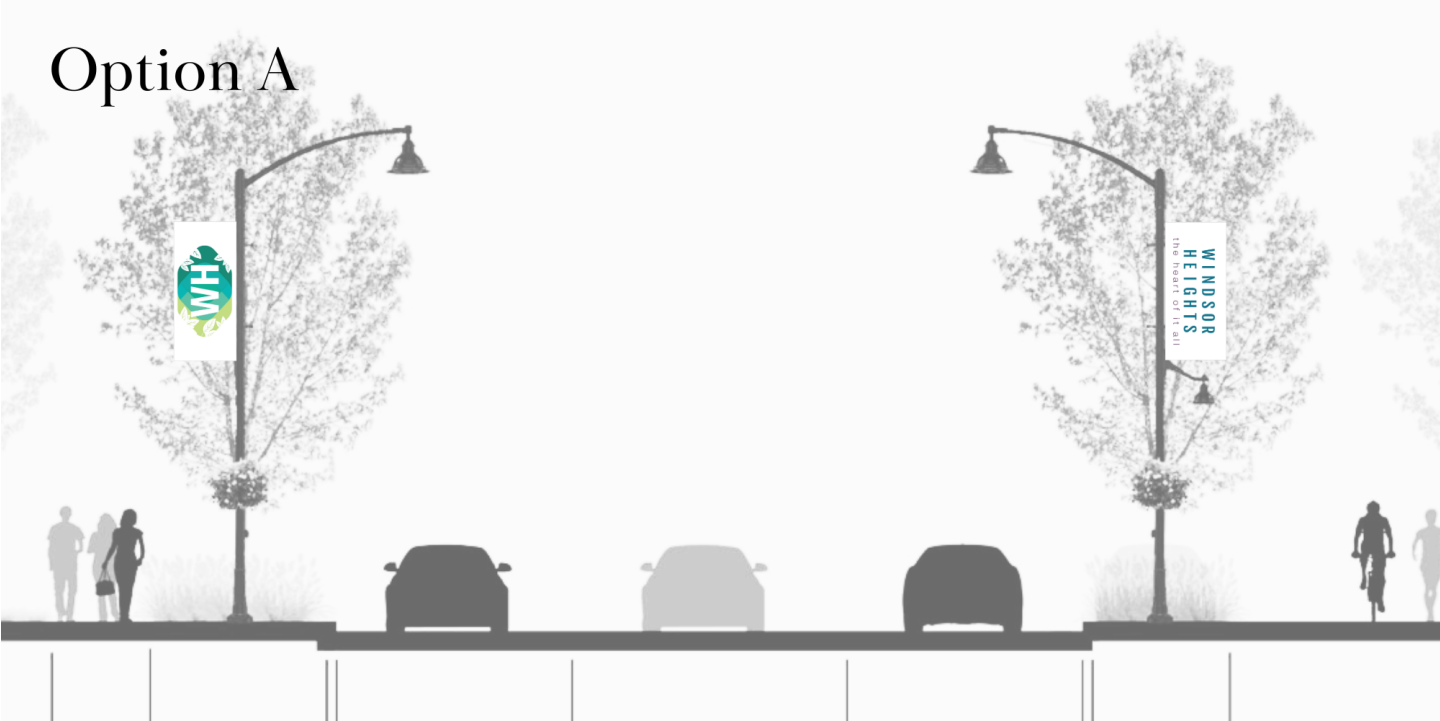
1. Banners Attachment A
2. Banner Attachment B

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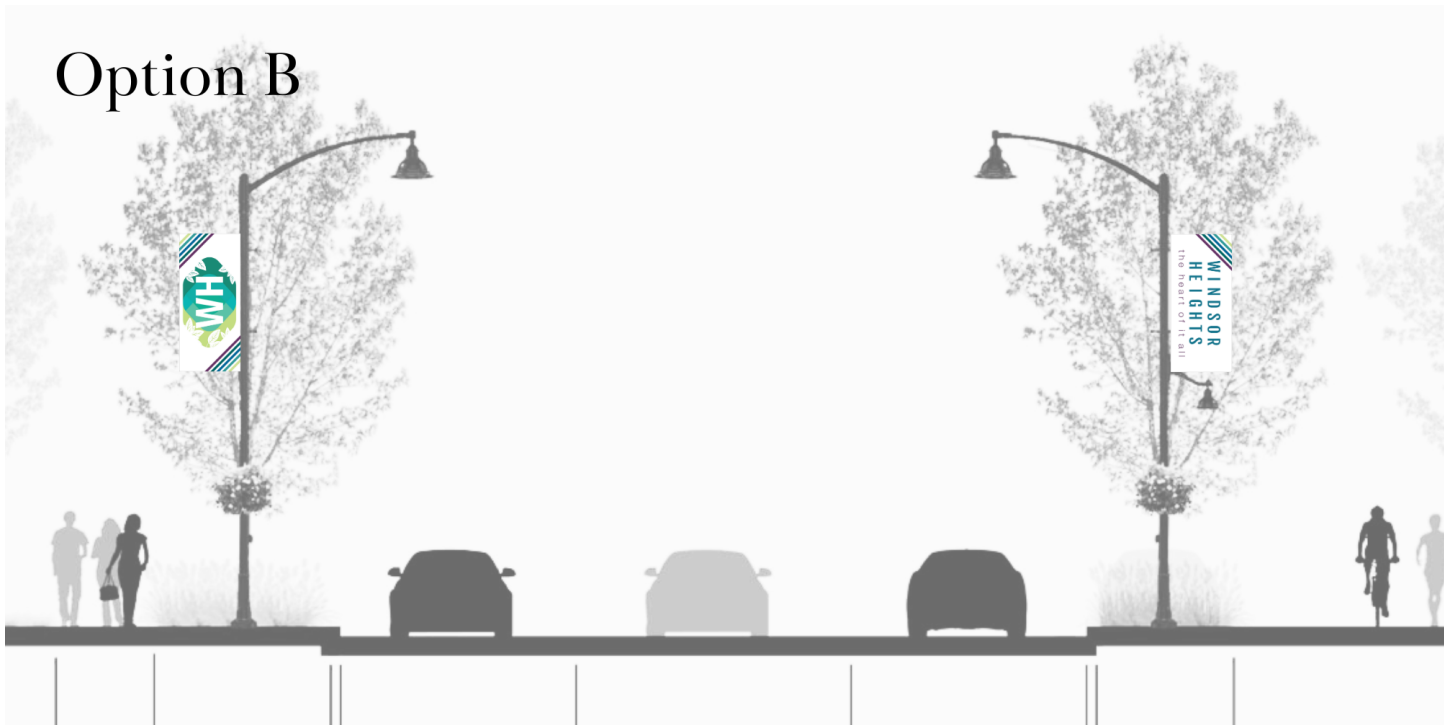
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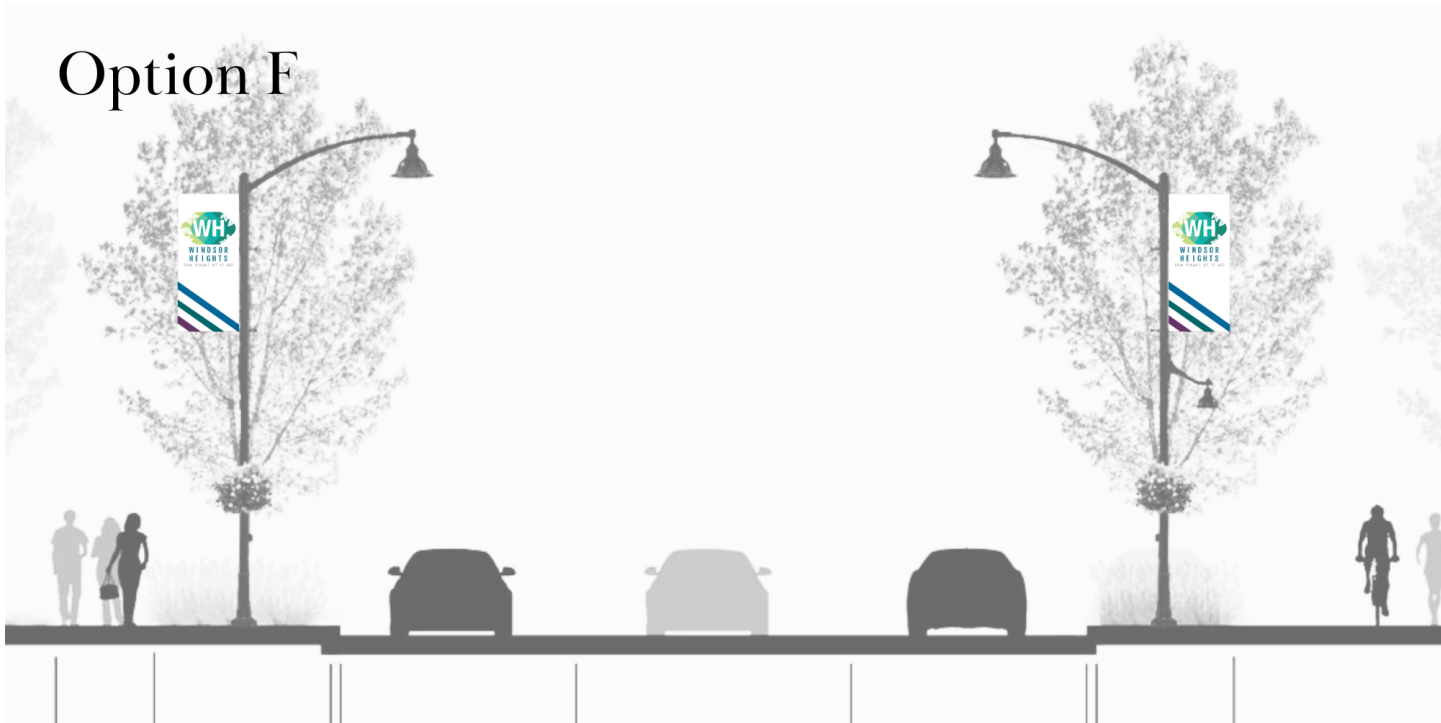
Option A



Set B:



Set F: (one image)

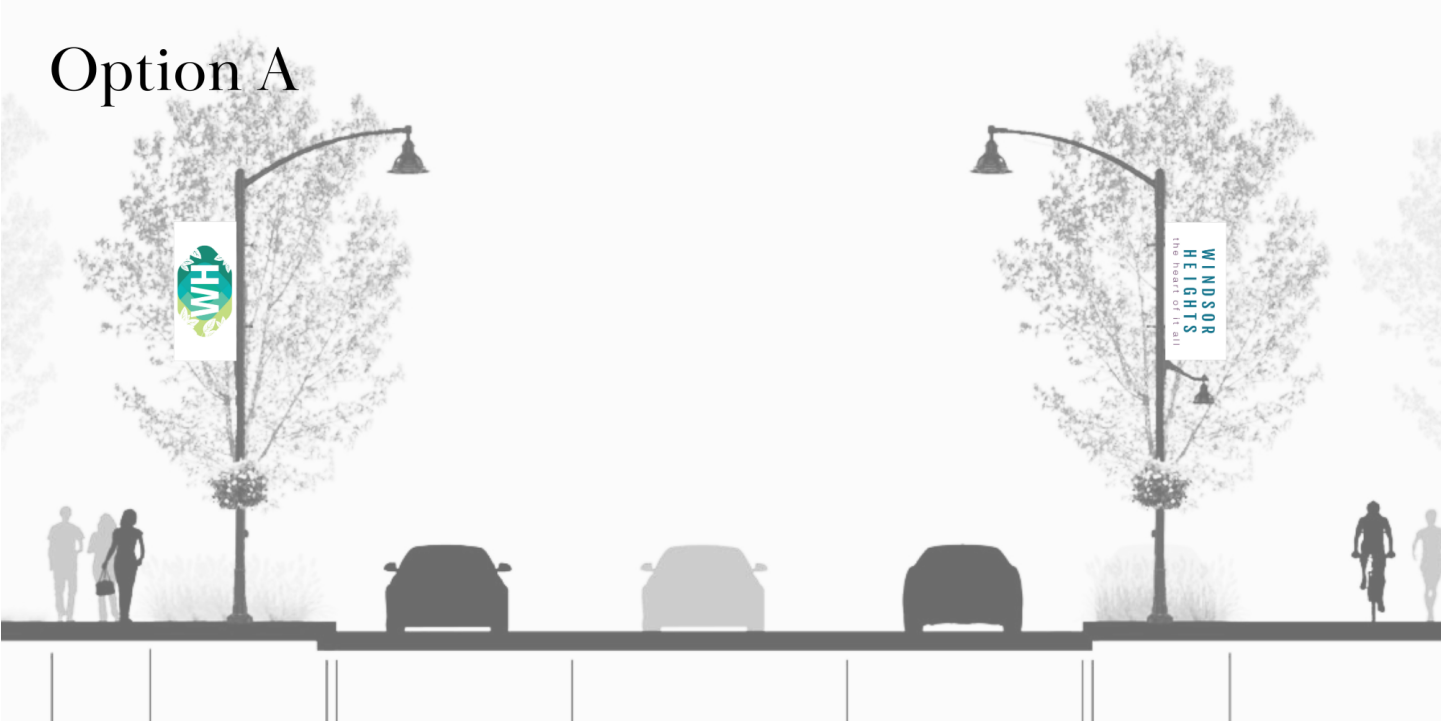


Banner Options:

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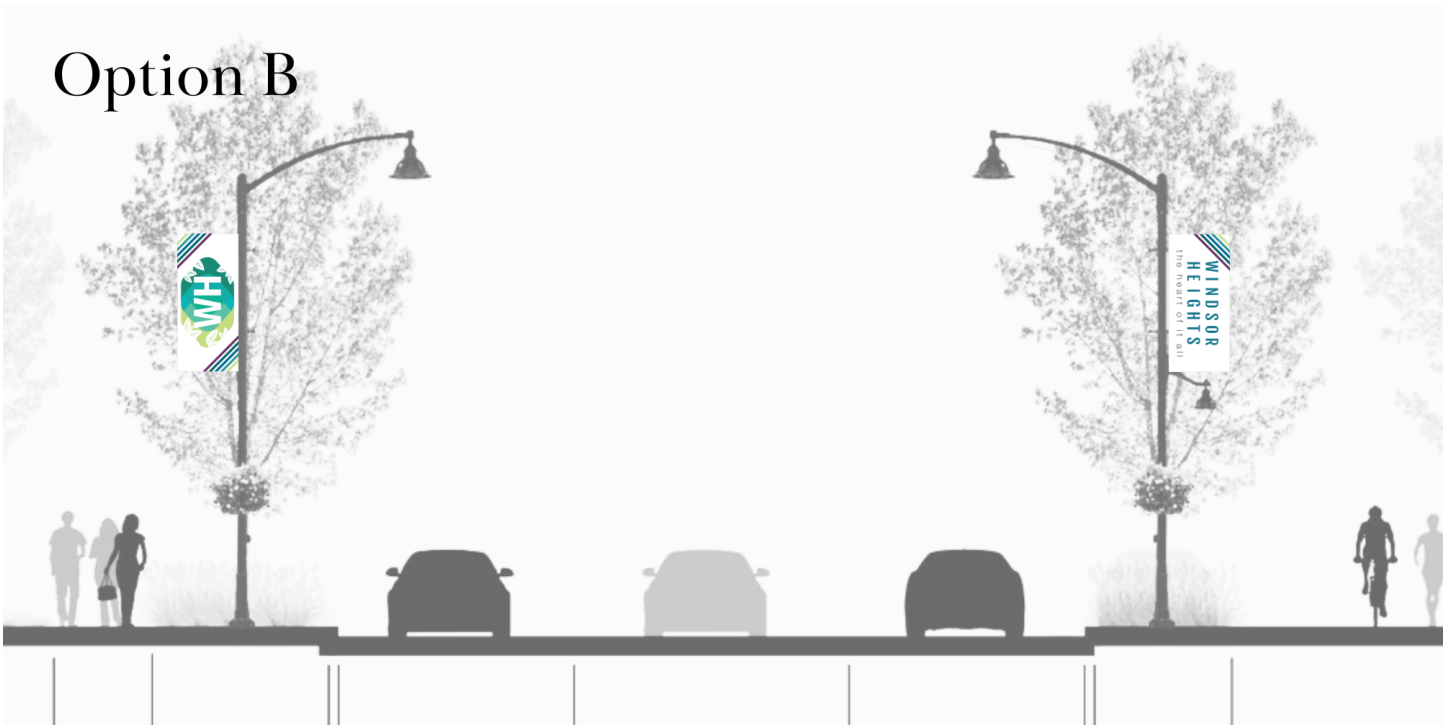
Option A



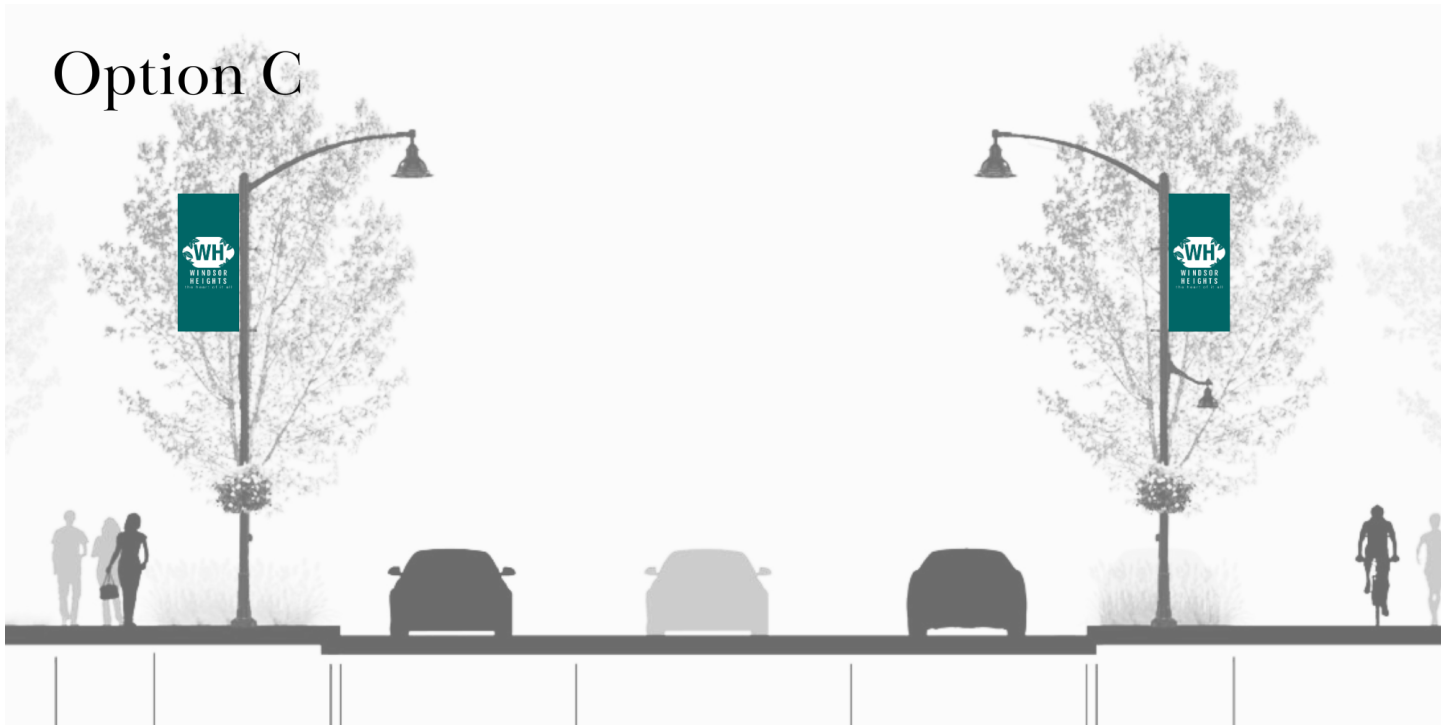
Set B:



Option B



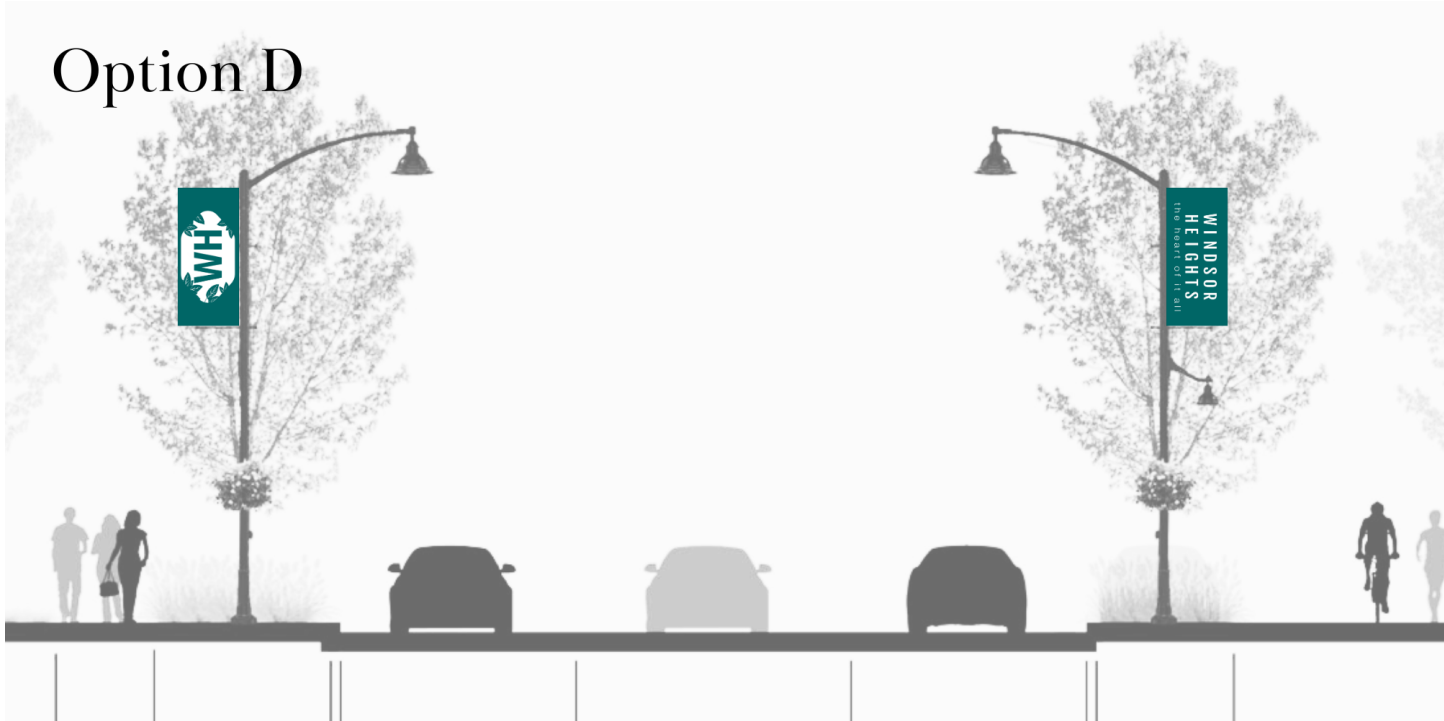
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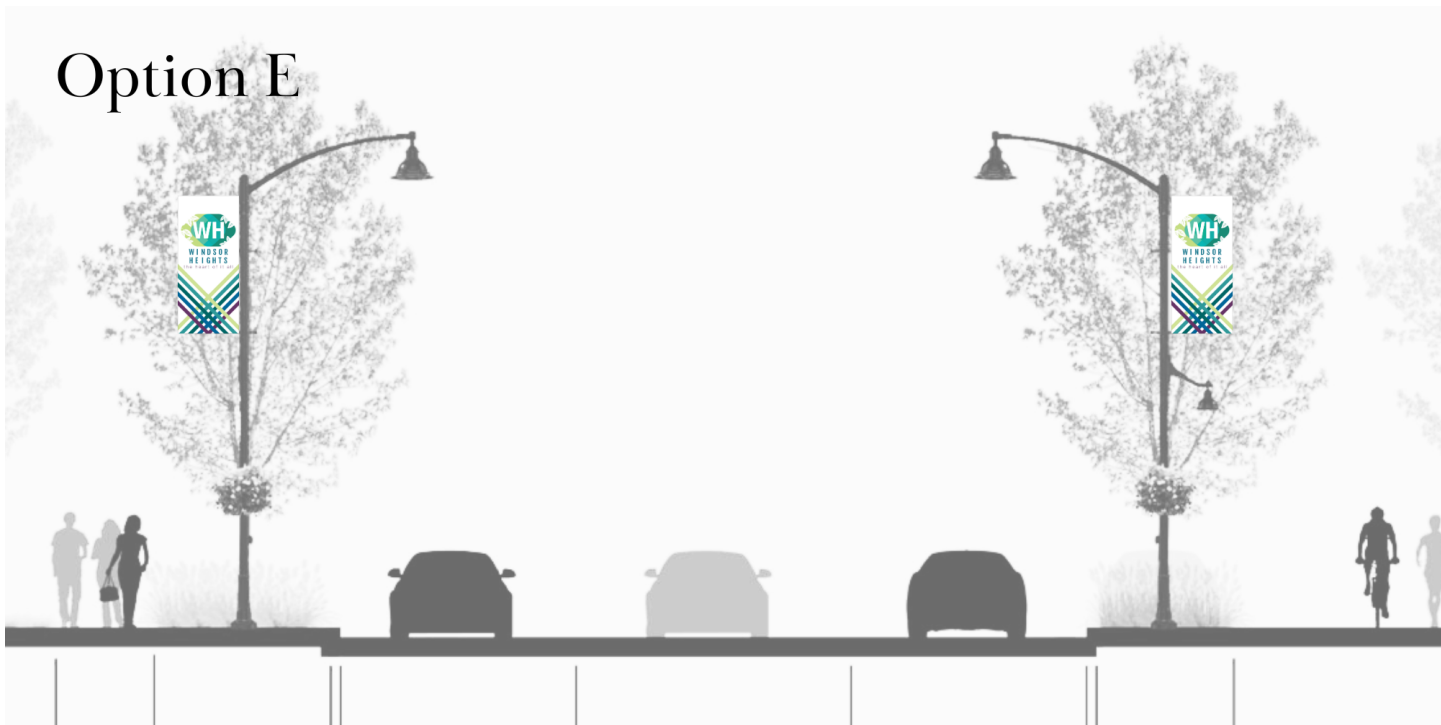
Set D:(use full palette)



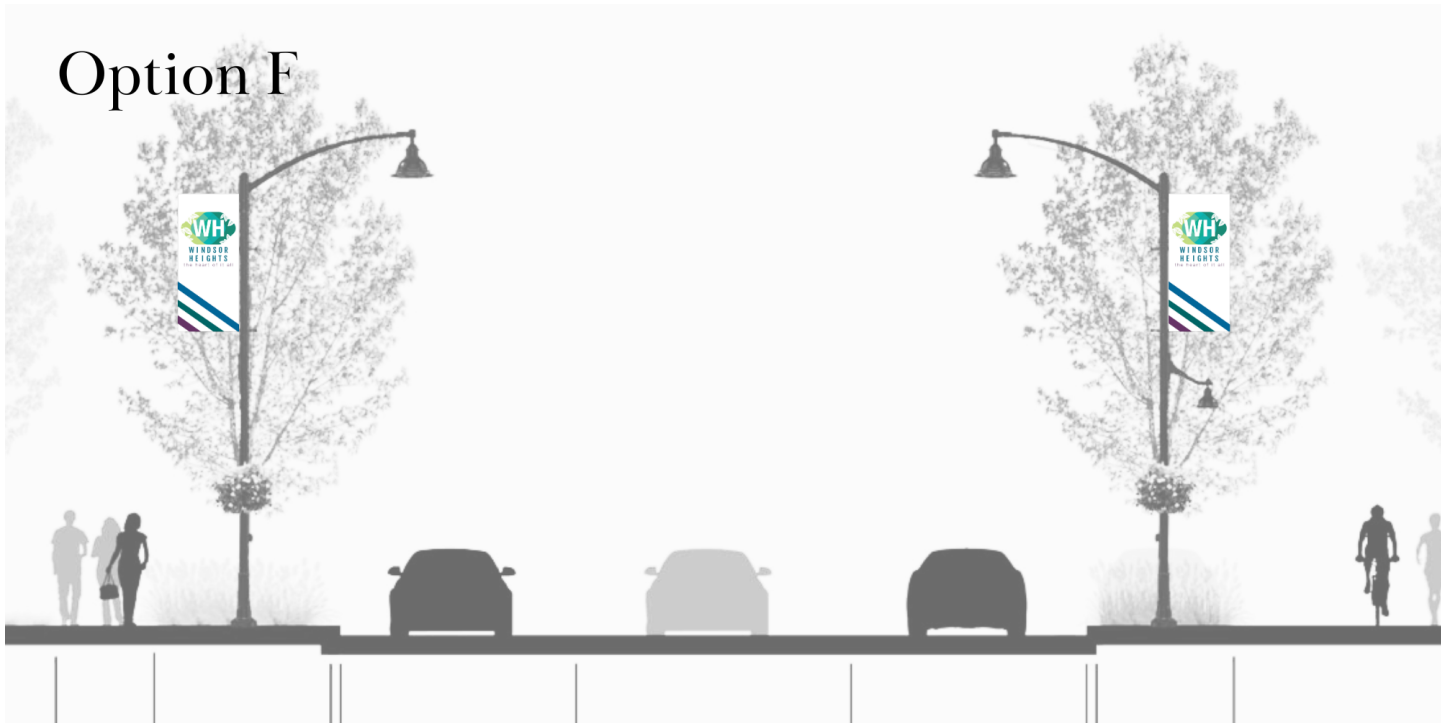
Option D



Set E: (one image)



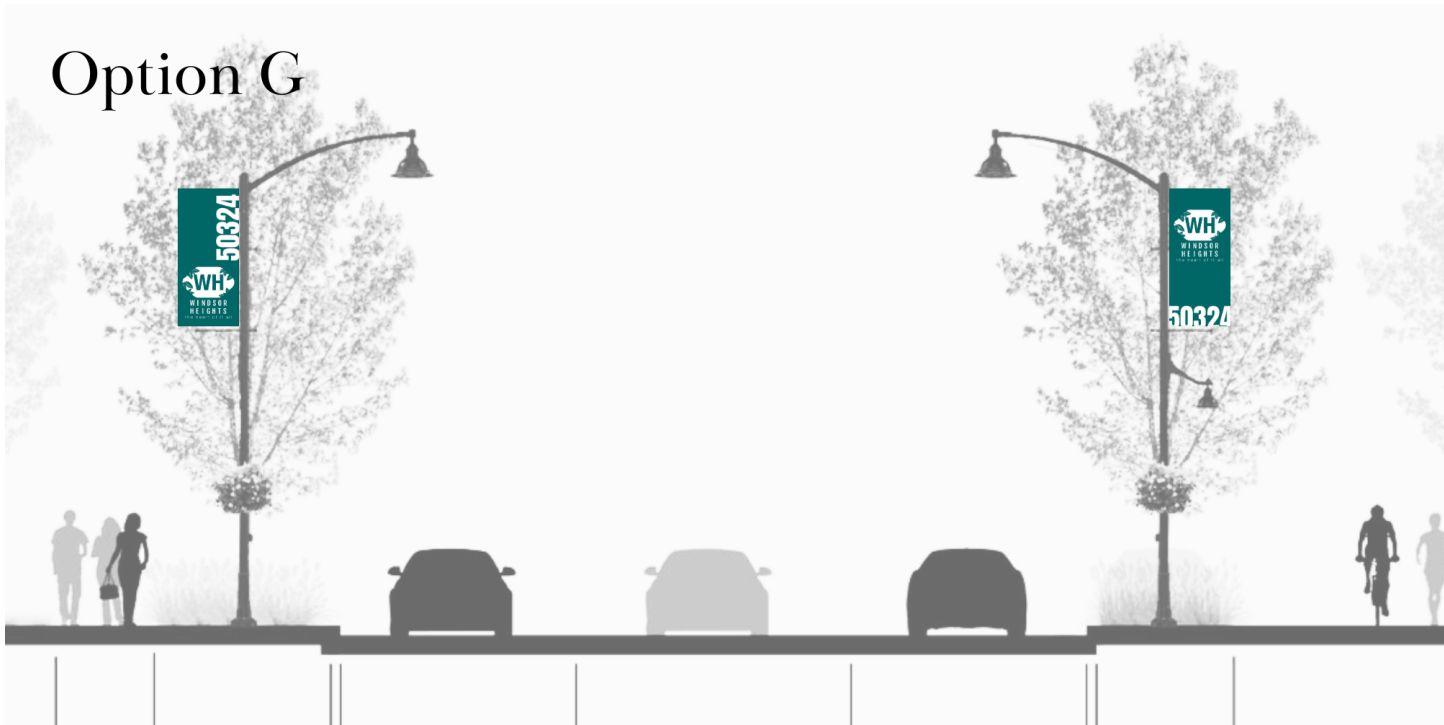
Set F: (one image)



Set G: (use full palette)



Option G





STAFF REPORT
CITY COUNCIL
January 16, 2024

TO: CITY COUNCIL

FROM:

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

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

None



**STAFF REPORT
CITY COUNCIL**
January 16, 2024

TO: CITY COUNCIL
FROM: Jim Mease
SUBJECT: Fire Report

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 2023 December EOM Report

**Windsor Heights Fire Dept.**

1133 66th Street
Windsor Heights, Iowa 50324

Office: 515-279-9450
Fax: 515-279-7760

December 2023 Monthly Report

Work Areas

1. A Shift

- The crew continues to process and update rental registrations.
- Medical supplies are ordered as needed.
- A shift worked both Christmas Eve and Christmas Day and were able to provide and eat with WHPD Officers.
- Crew is at near completion with commercial inspections.

2. B Shift

- The crew organized and implemented training at the acquired structures at 63rd and University, allowing multiple metro agencies the opportunity to train in a realistic environment.
- Crew members continue to train new POC candidates. This program allows higher staffing levels at an overall reduced cost to the City in comparison to PT staffing for overnight shifts.
- Both FT members continue to provide training resources for the FD in EMS and fire.

3. C Shift

- FF/Paramedic Evans continued to work on the apparatus maintenance program, ensuring maintenance issues are resolved and tracking measures are met.
- FF/EMT Ahrens continued to work on the PPE tracking project.

4. Chief Mease

- Attended multiple meetings with Metro area agencies to include the Polk County Fire Chiefs, MCOA, Chief Garcia with Clive Fire, Central Iowa EMS Directors, Westcom Sub-Ops Committee, Emergency Management.
- Attending calls as needed with all crews to ensure appropriate mitigation.
- Continued work with Roe Consulting regarding flood mitigation planning and medicare reimbursement.

DUTY - PRIDE - TRADITION

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



Windsor Heights Fire Dept.

1133 66th Street
Windsor Heights, Iowa 50324

Office: 515-279-9450
Fax: 515-279-7760

Accomplishments

- The new POC recruit academy started on 12/14.
- All crews participated in acquired structure training at 63rd and University that included topics such as hose advancement, fire attack with live fire, fire behavior, SCBA skills, search and rescue.
- Crews conducted multiple fire station tours throughout December.
- Crews completed a requested residential fire alarm inspection and were able to provide the homeowners with donated smoke detectors from 3E.
- The WHFFA conducted Santa Day on December 9th. It was another success, despite receiving several calls for service during the event. WHFD was able to staff and respond to all calls, some of which were in a different city, and were able to complete the event on time!

Calls

- A553 was called for a report of breathing problems. Upon making patient contact, it was found the patient was in a rare cardiac rhythm called "V-tach with a pulse". The patient was declining fast and A553 called for the assistance of WHPD. Crews worked together to successfully cardiovert the patient, who was later released from the hospital after a week of care.
- E551 was called to assist the Clive Fire Department for flooding in the sub level of an apartment building. Building maintenance was contacted and water was shut off to the structure.
- A553 was called for an MVC with injuries. It was later found that the patient had been struck by a vehicle while crossing the street. A trauma alert was called and the patient was taken to the trauma center.

DUTY - PRIDE - TRADITION

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



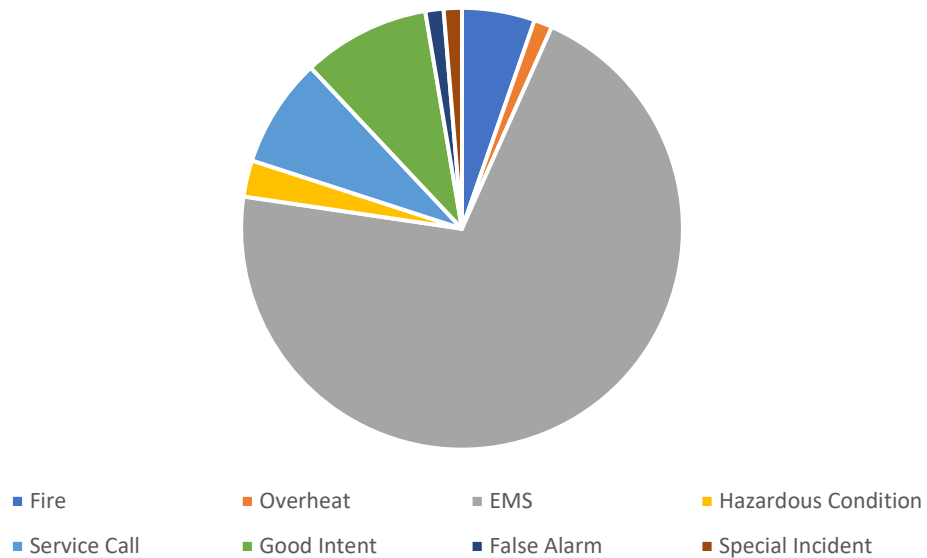
Windsor Heights Fire Dept.

1133 66th Street
Windsor Heights, Iowa 50324

Office: 515-279-9450
Fax: 515-279-7760



December Incident By Type: 75 Total Calls



DUTY - PRIDE - TRADITION

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



STAFF REPORT
CITY COUNCIL
January 16, 2024

TO: CITY COUNCIL

FROM:

SUBJECT: Police Report

GENERAL INFORMATION

SUMMARY

ATTACHMENTS

1. 2023 December Report

To: City Administrator Adam Plagge

From: Police Chief Pete Roth

Date: January 10, 2024

Re: Police Department December 2023 Monthly Report

Please find below the Police Department highlights for December.

Department Updates

The annual Shop with a Cop Event was held at Walmart on Wednesday, December 13. Public Safety staff had a wonderful time helping 21 children from 11 families fulfilling some of their holiday wishes. A few photos of the event were posted on the department's Facebook page. Thank you to all the sponsors who helped make the event a success.

Progress continues switching the internet provider over to Metronet. This not only includes the internet and relevant systems inside the Public Safety Building (PSB), but also the squad cars with mobile computers and camera systems. Lt. Irlbeck has been coordinating this project.

On Tuesday, December 19, Administrative Support Clerk (ASC) Breese attended a WestCom-wide meeting about our Records Management System (RMS). The group is attempting to create a "how to" manual for officers/staff using RMS. This would be a more practical guide and reference that would show employees how to use the system when dealing with incidents.

Training

On Wednesday, December 6, Officers Palmer and Bowers conducted department training in a house marked for demolition for the new apartment building. Officers trained in room clearing, active threats, and barricaded persons. Special thanks to the builder for allowing the department to use this house. It provided an ideal environment to train in that offered realistic situations that officers could face. Both daytime and nighttime sessions were conducted.

Incidents

Officers were dispatched to a home burglary on Monday, December 18. Numerous items totaling over \$1000.00 were reported stolen. Investigators canvassed the neighborhood, processed the scene, and are currently tracking down any leads.

Department Statistics

