

City of Windsor Heights Regular Business Meeting Minutes
Monday, April 17, 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: Finance Director/Interim City Administrator Rachelle Swisher, City Clerk Travis Cooke, Deputy City Clerk Adam Strait, Interim Police Chief Travis Ouverson, City Attorney Erin Clanton, and City Engineer Justin Ernst.

2. **Approval of the Agenda**

Motion by Threase Harms to Approve the Agenda. Seconded by Susan Skeries. Motion passed 5-0.

3. **Public Hearing:**

A. **Public Hearing on Proposed Contract Documents and Estimated Costs for Repair or Improvement - Colby Park Phase I Improvements**

Motion by Threase Harms to Open the Public Hearing on Proposed Contract Documents and Estimated Costs for Repair or Improvement - Colby Park Phase I Improvements at 6:01 PM. Seconded by Susan Skeries. Motion passed 5-0.

No public comments written or oral. Justin Ernst recommended rejecting the bids and took questions from council.

Motion by Threase Harms to Close the Public Hearing on Proposed Contract Documents and Estimated Costs for Repair or Improvement - Colby Park Phase I Improvements at 6:09 PM. Seconded by Michael Libbie. Motion passed 5-0.

B. **Consideration of Proposed Contract Documents and Estimated Costs for Repair or Improvement - Colby Park Phase I Improvements**

Motion by Threase Harms to Take No Action on Proposed Contract Documents and Estimated Costs for Repair or Improvement - Colby Park Phase I Improvements. Seconded by Lauren Campbell. Motion passed 5-0.

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

None.

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

Motion by Threase Harms to Approve the Consent Agenda Items A-D. Seconded by Joseph Jones. Motion passed 5-0.

A. **Approve Minutes of the Regular Council Meeting on April 3, 2023**

B. **Approve Payment of Claims**

C. **Approve Financial Reports**

- D. Approve Liquor License - Hy-Vee Club Room - 7101 University Avenue

6. **New Business:**

- A. Consider Approval of Police Department Former Fleet Vehicles Transfer to the Des Moines Area Community College (DMACC) Criminal Justice Program for Use in Ongoing Student Training
Motion by Joseph Jones to Approve Police Department Former Fleet Vehicles Transfer to the Des Moines Area Community College (DMACC) Criminal Justice Program for Use in Ongoing Student Training. Seconded by Michael Libbie. Motion passed 5-0.
- B. Consideration of Resolution No. 2023-24 - A Resolution in Support of Grow Solar Polk County 2023 Group Buy In - Windsor Heights
Motion by Michael Libbie to Approve Resolution No. 2023-24 - A Resolution in Support of Grow Solar Polk County 2023 Group Buy In - Windsor Heights. Seconded by Threase Harms. Motion passed 5-0.
- C. City Administrator Recruitment Discussion - Mark Peterson, Vice President - GovHR
The council discussed city administrator recruitment with Mark Peterson, Vice President, GovHR.

7. **Reports:**

- A. Mayor, Council Reports and Committee Updates, and Administration Reports
Given.
 - i Fire Department Monthly Report
 - ii Police Department Monthly Report

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

- A. Council will Convene into Closed Session
Motion by Threase Harms to Convene into Closed Session at 7:21 PM. Seconded by Lauren Campbell. Motion passed 5-0.
- B. The Council will Convene into Open Session
Motion by Threase Harms to Convene into Open Session at 7:43 PM. Seconded by Susan Skeries. Motion passed 5-0.
- C. Consideration of Resolution No. 2023-25 - A Resolution Approving the Mayor's Appointment of Pete Roth to the Position of Police Chief
Motion by Threase Harms to Approve Resolution No. 2023-25 - A

Resolution Approving the Mayor's Appointment of Pete Roth to the Position of Police Chief with the revisions made to the contract in closed session.
Seconded by Joseph Jones. Motion passed 5-0.

9. **Adjourn**

Motion by Threase Harms to Adjourn at 7:44 PM. Seconded by Joseph Jones . Motion passed 5-0.