

City of Windsor Heights Regular Business Meeting Minutes
Monday, August 21, 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, Threase Harms, Joseph Jones, and Michael Libbie. Lauren Campbell was delayed and was present beginning at the MS4 presentation agenda item. Staff present: City Administrator Adam Plagge, City Clerk Adam Strait, Deputy City Clerk Nate Leuthold, Public Works Director Jason Roberts, City Attorney Erin Clanton, Fire Chief Jim Mease, and Police Chief Pete Roth.

2. Approval of the Agenda

Motion by Joseph Jones to approve. Seconded by Susan Skeries. Motion Passed 4-0.

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.

Susan Skeries shared an update from the Windsor Heights Chamber of Commerce.

4. Presentation from MS4

Given.

5. Presentation from Wyatt Archer - Bolton & Menk on Code Updates to Chapters 165 - 177 and Chapter 180

Given.

A. Chapters 165 - 177 and Chapter 180 Drafts

6. 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 June 19, 2023

B. Approve Minutes of the Regular Council Meeting on July 17, 2023

C. Approve Payment of Claims

D. Approve Financial Reports

E. Approve Resolution No. 2023-45 Setting a Time and Place for a Public Hearing for Amending Chapters 165 Through 177 and Chapter 180

7. New Business:

A. Approve Pay Request No. 3 - Public Safety Building Parking Lot

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

B. Approve Pay Request No. 3 - 68th Street Reconstruction

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

C. Approve Resolution 2023-44 Approving City Administrator's Ability to Waive Rental Fees for the City of Windsor Heights Special Events Committee

Motion by Michael Libbie to approve and amend to add "City events are those events coordinated and planned by the City's Special Events Committee" on to the last "whereas" . Seconded by Susan Skeries. Motion passed 5-0.

D. Approve the Purchase of Police Department Hybrid Fleet Vehicle

Motion by Lauren Campbell to approve. Seconded by Joseph Jones. Motion passed 5-0.

E. Consideration of Sidewalk Rehabilitation Program

Motion by Threase Harms to approve and amend to include an exception allowing the program eligibility to include bringing a resident's full sidewalk to ADA compliance if the sidewalk is under ADA width requirement. Seconded by Joseph Jones. Motion passed 5-0.

F. Approve the Purchase of a Dog Park Fence through America Fence Company

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

8. **Reports:**

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

Mayor Mike Jones reported he will meet with new City Administrator weekly and gave an update on Sister City event with representatives from Kofu Japan. Threase Harms gave an update on ICON Water Trails, MAC, Polk County Housing board, and Windsor Wonderland. Lauren Campbell gave an update on Fall Festival and thanked staff for assistance on an issue that arose from Nextdoor. Michael Libbie gave an update on the Economic Development Committee, the apartment complex at 63rd and University, and shared he will meet with new City Administrator weekly. Joseph Jones gave an update on Dart shelter installations, DART commission, and the Homeless Council. Susan Skeries gave an update on attending Chamber events, Fall Festival marketing and sponsorships, Special Events Committee, Veteran's Day event, Movies in the Park, Metro Waste Authority, and Public Works Committee. City Administrator Adam Plagge gave an update on his first week and the Sister City event.

B. Fire Department Report

C. Police Department Report

9. **Adjourn**

Motion by Threase Harms to adjourn the meeting at 7:26 PM. Seconded by Susan Skeries. Motion passed 5-0.