

City of Windsor Heights Regular Business Meeting Minutes
Monday, November 20, 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 Lauren Campbell. Michael Libbie arrived after roll-call, but prior to any motions being made. Staff present: City Administrator Adam Plagge, City Clerk Adam Strait, Deputy City Clerk Nate Leuthold, City Attorney Erin Clanton, Fire Chief Jim Mease, Police Chief Pete Roth, Finance Director Rachelle Swisher, City Engineer Justin Ernst, and City Planner Trey Rouse

2. **Approval of the Agenda**

Motion by Susan Skeries to APPROVE Approval of the Agenda. Seconded by Threase Harms. Motion passed 5-0.

3. **Presentation from MPO**

Dylan Mullenix Interim Executive Director of the Des Moines Area Metropolitan Planning Organization spoke regarding the organization and potential funds available to Windsor Heights.

A. MPO Presentation File

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.

Bob Bishop of 1128 64th St spoke regarding Resolution 2020-95 and increasing the annual budget for new city trees.

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

Motion by Threase Harms to APPROVE Consent Items A-M, with amendment to Item A: Minutes of the Regular City Council Meeting - amending the word "trustees" to "stakeholders" in Susan Skeries' report. Seconded by Joseph Jones. Motion passed 5-0.

A. Approve Minutes of the Regular Council Meeting on November 6, 2023

B. Approve Payment of Claims

C. Approve Financial Reports

D. Approve 68th Street Reconstruction Pay Request 6

E. Approve Resolution 2023-58 - A Resolution Appointing Carole Tillotson and Paul Walter to the Board of Adjustment

F. Approve College Drive Improvements Change Order 005

G. Approve College Drive Improvements Pay Request 17

H. Approve College Drive Improvements Certificate of Completion

- I. Approve Street Financial Report FY23
- J. Approve the TIF Debt Certification Report
- K. Approve the Urban Renewal Report
- L. Approve 2024 City Council Meeting Schedule
- M. Approve Liquor License - Little Brother - 6587 University Ave

6. New Business:

- A. Consideration of Entering Into Professional Services Proposal for Space Needs
Adam Plagge presented staff report. Motion by Susan Skeries to TABLE. Seconded by Threase Harms. Motion passed 5-0.
- B. Consideration of Code Review Agreement with Simmering-Cory
Adam Strait presented staff report. Motion by Susan Skeries to APPROVE. Seconded by Joseph Jones. Motion passed 4-1. Yea: Susan Skeries, Joseph Jones, Michael Libbie, Lauren Campbell. Nay: Threase Harms.
- C. Consideration of the First Reading of Ordinance No. 2023-10 - An Ordinance Amending Chapter 183 (Mobile Food Units)
Motion to APPROVE by Michael Libbie, with amendments as follows: in 183.03: add Ankeny, Norwalk, Grimes, Altoona, and Pleasant Hill to list of fire marshals; in 183.05 section 11: add "unless otherwise approved" to end of the section. Seconded by Susan Skeries. Motion passed 5-0.
- D. Consideration of the First Reading of Ordinance No. 20-06 An Ordinance Amending Chapters 165 through 177 of the Code of Ordinances for the City of Windsor Heights Related to Zoning
Patricia Schnieder of 6609 Lincoln: spoke regarding plan for buffers/color for the carwash on Hickman. Motion by Joseph Jones to APPROVE. Seconded by Susan Skeries. Motion passed 5-0.
- E. Consideration of the Second Reading and Waiving the Third Reading of Ordinance No. 23-09 - An Ordinance Adding Section 60.08.08 (Pedestrian Safety, Use of Medians); and to Adopt and Publish
Motion by Michael Libbie to approve. Seconded by Lauren Campbell. Motion passed 5-0.
- F. Consideration of the Third Reading of Ordinance No. 23-08 - An Ordinance Amending Section 1.12 (Warrants) Regarding Administrative Search Warrants; and to Adopt and Publish
Motion by Michael Libbie to APPROVE. Seconded by Susan Skeries. Motion passed 5-0.
- G. Review City Council Goals & Discuss Future Planning
Would like to see where we are on goal accomplishment/presentation.
City Admin to gather and propose goals
Work session to discuss

Bring to council on nex meeting 12/4

7. **Reports:**

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

Mayor Jones - Attended Veterans Day event; thank you to the special events committee

Threase Harms - Gave a Windsor Wonderland update and schedule of events

Lauren Campbell - Provided Veterans Day event wrap-up update

Michael Libbie - Thank you to the special events committee for Veterans Day, gave communications and economic development meeting updates, and spoke regarding a hazardous waste drop off event

Joseph Jones - Gave a DART update

Susan Skeries - Thank you to volunteers for Veterans Day event, provided recap of event, gave update on special events committee meeting and a potential movie license company switch, plans to meet with chamber regarding a sponsorship drive, and gave a thank you to staff

Adam Plagge - Dept heads working on ERP; staff, Bolton & Menk, and Des Moines Water Works are working on CIP, provided budget calendar update

B. Financial Report: FY25 Budget Calendar

C. Fire Chief's Report

D. Police Chief's Report

8. **Adjourn**

Motion by Threase Harms to adjourn the meeting at 7:19 PM. Seconded by Susan Skeries. Motion passed 5-0