

City of Windsor Heights Regular Business Meeting Minutes
Monday, November 6, 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, Michael Libbie, and Lauren Campbell. 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 Planners Trey Rouse, Jane Kansier, and Nate Wietl

2. Approval of the Agenda

Motion by Threase Harms to APPROVE Approval of the Agenda with Resolution 2023-57 - A Resolution Approving the City of Windsor Heights Entering into an Agreement with the Iowa Department of Transportation added to Item 6-D Consideration of Iowa Department of Transportation Funding Agreement. 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 of Colby Park

Motion by Joseph Jones to open the Public Hearing at 6:01 PM. Seconded by Threase Harms. Motion passed 5-0.

Justin Ernst and Nate Wietl presented the staff report. No public comments written or oral.

Motion by Threase Harms to close the Public Hearing at 6:05 PM. Seconded by Joseph Jones. Motion passed 5-0

B. Consideration of Proposed Contract Documents and Estimated Costs for Repair or Improvement of Colby Park

Motion by Threase Harms to APPROVE Consideration of Proposed Contract Documents and Estimated Costs for Repair or Improvement of Colby Park from Caliber Concrete, LLC.

Seconded by Michael Libbie. Roll call vote: Aye - Michael Libbie, Joseph Jones , Lauren Campbell , Threase Harms , Nay - Susan Skeries . Motion Passed 4-1.

C. Public Hearing on Ordinance No. 23-06 - An Ordinance Amending Chapters 165 through 177 of the Code of Ordinances for the City of Windsor Heights Related to Zoning

Motion by Threase Harms to open the Public Hearing at 6:07 PM. Seconded by Susan Skeries. Motion passed 5-0.

Trey Rouse and Jane Kansier presented the staff report

Geoff Wood - 6711 Elmcrest spoke in favor of the Planning and Zoning Commissions recommendations

Motion by Michael Libbie to close the Public Hearing at 6:29 PM. Seconded by Threase Harms. 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.

No public comments given.

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

Motion by Joseph Jones to APPROVE. Seconded by Threase Harms . Motion passed 5-0.

A. Approve Minutes of the Regular Council Meeting on October 16, 2023

- B. Approve Payment of Claims
- C. Approve 68th Street Reconstruction Pay Request 5
- D. Approve Gun Safety Proclamation - Talk It Up, Lock It Up, Gun Safety Saves Lives
- E. Approve Metronet Service Agreement for Community Center
- F. Approve Purchase of Motorola Radio Communications NTP-APX8500-APX8000 From Motorola Solutions

6. New Business:

- A. Consideration of Resolution No. 2023-55 - A Resolution Waiving Fees for Grace Church Des Moines on January 12, 2024
Nate Leuthold presented staff report. Motion by Michael Libbie to APPROVE. Seconded by Susan Skeries . Motion passed 5-0.
- B. Consideration of Resolution No. 2023-56 - A Resolution Waiving fees for the Community Center for the American Heart Association on November 16th, 2023
Nate Leuthold presented staff report. Motion by Lauren Campbell to APPROVE. Seconded by Susan Skeries . Motion passed 5-0.
- C. Consideration of Resolution No. 2023-54 - A Resolution on National Apprenticeship Week
Motion by Susan Skeries to APPROVE. Seconded by Threase Harms . Motion passed 5-0.
- D. Consideration of Iowa Department of Transportation Funding Agreement
Motion by Threase Harms to APPROVE the Iowa Department of Transportation Funding Agreement and Resolution 2023-57 - A Resolution Approving the City of Windsor Heights Entering into an Agreement with the Iowa Department of Transportation . Seconded by Joseph Jones . Motion passed 5-0.
- E. Consideration of the First Reading of Ordinance No. 23-09 - An Ordinance Adding Section 60.08.08 (Pedestrian Safety, Use of Medians)
Motion by Michael Libbie to APPROVE. Seconded by Threase Harms . Motion passed 5-0.
- F. Consideration of the Second Reading of Ordinance No. 23-08 - An Ordinance Amending Section 1.12 (Warrants) Regarding Administrative Search Warrants
Motion by Threase Harms to APPROVE. Seconded by Joseph Jones . Motion passed 5-0.
- G. Consideration of the Third Reading of Ordinance No. 23-07 - An Ordinance Amending Chapter 180.06 of the Code of Ordinances for the City of Windsor Heights Related to Conditional Use Permit Standards for Approval; and to Adopt and Publish.
Motion by Threase Harms to APPROVE. Seconded by Joseph Jones . Motion passed 5-0.

7. Reports:

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

Threase Harms - Reminded everyone that the Lutheran Church has been named the City's polling place for upcoming elections and gave an Windsor Wonderland update

Lauren Campbell - Gave a Fall Festival wrap up update and shared her Beggars' Night experience with the new date

Michael Libbie - Thanked City Administrator for pre-council meeting meetings

Joseph Jones - No report given

Susan Skeries - Gave a special events update including Fall Festival debrief and Veterans Day, discussed the 2024 events calendar, looking into a new way to purchase movie licenses to save money, shared Beggars' Night experience, thanked the Police Department for the extra patrols and Fire Department for driving around to hand out treats, gave a MWA update, shared experience at the DMACC police car donation ceremony, gave an update on Des Moines Public Library stakeholder meeting

Adam Plagge - Shared a new report on code enforcement will be shared quarterly and is working with Nate Leuthold to create a community center report as well

B. Code Enforcement Report

8. **Adjourn**

Motion by Threase Harms to adjourn the meeting at 7:03 PM. Seconded by Susan Skeries. Motion passed 5-0.