

City of Windsor Heights Regular Business Meeting Minutes
Monday, December 4, 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, Police Chief Pete Roth, and City Engineer Justin Ernst.

2. Approval of the Agenda

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

3. Swear in City Council Members Susan Skeries and Threase Harms

Susan Skeries and Threase Harms were both sworn in to their re-elected terms (2024-2028).

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.

Public Forum opened at 6:05 PM. No public comment. Closed at 6:05 PM.

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

Motion by Threase Harms to discuss items C, H, and I and to approve all other items. Seconded by Joseph Jones. Motion passed 5-0.

A. Approve Minutes of the Regular Council Meeting on November 20, 2023

B. Approve Payment of Claims

D. Approve University Avenue Improvements Project Pay Request No. 17

E. Approve Resolution No. 2023-59 - A Resolution Appointing Regular and Alternative Member Representatives to the Metropolitan Planning Organization (MPO) for 2024

F. Approve Resolution No. 2023-60 - A Resolution Appointing Commissioner and Alternative Commissioner to the Des Moines Area Regional Transit Authority ("DART") for 2024

G. Approve Resolution No. 2023-61 - A Resolution Approving the 73rd Street Improvement Plans

6. New Business:

C. Approve University Avenue Improvements Project Change Order 21, 22, 23, 24

Susan Skeries requested more information regarding the change order. Justin Ernst provided staff report. Motion from Threase Harms to APPROVE. Seconded by Joseph Jones. Motion passed 5-0.

H. Approve Resolution No. 2023-62 - A Resolution Waiving CEC Fees for the Iowa State Fraternal Order of Police on December 14th, 2023

Susan Skeries requested to clarify cleaning fee protocol. Nate Leuthold provided a brief staff report. Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion passed 5-0.

I. Approve Resolution No. 2023-63 - A Resolution Waiving CEC Fees for the Windsor Heights Foundation's Light the Heights Event on December 28th, 2023

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

A. Consideration of the Second 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

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

B. Consideration of the Second Reading of Ordinance No. 2023-10 - An Ordinance Amending Chapter 183 (Mobile Food Units)

Adam Plagge provided a staff report regarding updated language. Motion by Threase Harms to APPROVE. Seconded by Joseph Jones. Motion passed 5-0.

C. Consideration of Approval of Memorandum of Understanding (MOU) with Teamsters Local 238

Pete Roth gave a staff report. Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion passed 5-0.

D. Consideration of Entering Into A Space Use Analysis Agreement With OPN Architects

Adam Plagge gave a staff report spoke regarding previous analyses. Threase Harms would like to see it budgeted for the next budget Michael Libbie agreed. Susan Skeries spoke against agreement in the near future. Lauren Campbell spoke in favor of exploring so we can prioritize goals and CIP. Michael Libbie agreed. Mayor Jones asked council to consider budgeting for this in CIP for next budget year. Motion by Threase Harms to add \$25,000 to the CIP for next budget year for the purpose of this agreement. Seconded by Michael Libbie. Motion passed 4-1. Yea: Joseph Jones, Michael Libbie, Lauren Campbell, Threase Harms. Nay: Susan Skeries.

E. Discuss City Council Goals

Item 3-C: Lauren Campbell, Mike Jones, and Susan Skeries spoke regarding possible meanings. Council eliminated the section, as it has had no movement and is unclear.

Item 6-A: Michael Libbie spoke regarding Chamber of Commerce involvement in this objective. Council agreed that the Chamber was the best route to achieve this goal.

Item 5-B: Susan spoke regarding the Windsor Heights Foundation and their involvement with this objective. Mike Jones spoke regarding budgets and involvement as well. Council agreed to clarify and clean up the wording of the goal.

Item 7-B: Threase Harms spoke regarding organizations involved in this goal. Susan Skeries spoke regarding the organizations as well. Pete Roth spoke regarding PD involvement in local schools.

Item 8-B: Susan Skeries spoke regarding events and multicultural partners. Objective is ongoing.

Item 9-C: Threase Harms spoke about clarifying the language. Council agreed to change "residents" to "visitors" for this goal.

Additional goals item 1: Susan Skeries spoke regarding the CEC AV system.

Adam Plagge advised that staff is working with Nerotek on this issue. Staff to update the fee schedule

Additional goals item 3: Adam Plagge spoke regarding consolidating digital data. In progress; temp agency to provide assistance.

Additional goals items 4 and 5: Adam Plagge spoke regarding progress on these goals and recommend that Council adopt them.

Item 5-8: Threase spoke regarding Colby Park goals and adding trees to the list.

Adam Plagge spoke regarding future plans to address trees. Adam Strait spoke regarding reaching out to Cedar Rapids to gather more information about their ReLeaf tree program.

Item 7-A: Threase asked for the word "establish" be updated to "maintain."

Susan Skeries asked for an update on this goal from staff. Adam Plagge asked for clarification. He plans to reach out to the public works committee to provide an update.

F. Discuss University Avenue Pole Banners

Adam Plagge presented the banner design selected by communications committee. Joseph Jones spoke in concern of legibility of "the heart of it all."

Adam Plagge agreed to look into font size as well as budget line.

7. Reports:

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

Threase Harms - Thank you to everyone for help and support of Windsor Wonderland; specially thanked Nate, Adam S, Jason, Brian, Zeke, volunteers, Chief Roth and PD, Adam P, council, Susan, Lauren, family, Jessica, sponsors: Remax, Cumulus and Danger. MAC this upcoming week.

Lauren Campbell - Thank you to family and volunteers, Brian for building Randy the Reindeer's stand, and to everyone who helped make Windsor Wonderland a success.

Michael Libbie - Provided a communication committee update. Veterans Day event was great. Windsor Wonderland had a great turnout from out-of-city visitors. Great planning and event.

Joseph Jones - Attending a DART meeting tomorrow talking about shortfalls; will post last feedback meeting dates.

Susan Skeries - Meet with chamber about sponsorship for special events.

Attended a Polk County heating and cooling station lunch-and-learn. Will attend a civility summit and board meeting for the MWA. Thanks to Threase for Windsor Wonderland planning; noticed attendees were coming in and supporting local. special thanks to Anna.

Adam Plagge - Gave update on park demolition; staff will be in contact with CEC renters

i Mayor's Report

ii Communication Committee Meeting Minutes

8. Closed Session Under Iowa Code Section 21.5(1)(c): To Discuss Strategy With Counsel In Matters

That Are Presently In Litigation Or Where Litigation Is Imminent Where Its Disclosure Would Be Likely To Prejudice Or Disadvantage The Position Of The Governmental Body In That Litigation.

Motion by Threase Harms to enter closed session at 7:33 PM. Susan Skeries seconded. Motion passed 5-0.

Motion by Threase Harms to exit closed session at 7:46 PM. Michael Libbie seconded. Motion passed 5-0.

9. **Adjourn**

Motion by Joseph Jones to adjourn at 7:47 PM. Seconded by Susan Skeries. Motion passed 5-0.