

City of Windsor Heights Regular Business Meeting Minutes
Monday, December 18, 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, Public Works Director Jason Roberts, and Finance Director Rachelle Swisher

2. Approval of the Agenda

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

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.

No public comment.

4. 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 December 4th, 2023
- B. Approve Payment of Claims
- C. Approve Financial Reports
- D. Consider Resolution No. 2023-66 A Resolution Waiving CEC Fees for the American Heart Association's Volunteer Event on January 17th 2024
- E. Consider Resolution No. 2023-65 A Resolution Authorizing the City Of Windsor Heights, Iowa to Submit an Application for Funding From the Federal Surface Transportation Block Grant (STBG) to the Des Moines Area Metropolitan Planning Organization (MPO) for the Partial Funding of the Construction of 73rd Street Phase 1 and Further Approving the Application Which Obligates the City to Matching Funds for the Construction of Said Project
- F. Approve Liquor License - Centerfield Sports Bar - 6555 University Ave

5. New Business:

- A. Consider Third and Final Reading, Adopt and Publish of Ordinance No. 23-06 - Amendments to Chapter 165 - 177 Related to the Zoning Code

Adam Plagge provided update about adding a definition on personal services. Motion by Susan Skeries to APPROVE. Seconded by Threase Harms. Motion passed 5-0

- B. Consider Third and Final Reading, Adopt and Publish of Ordinance 23-10 - Amendments to Chapter 183 (Mobile Food Units)

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

C. Consider Resolution 2023-67 Approving Updated CEC Guidelines

Nate Leuthold gave staff presentation regarding changes. Michael Libbie asked for statistics on rentals. Nate Leuthold provided statistics. Susan Skeries asked staff to evaluate cleaning fees and look into new tables. Staff agreed and advised that these are both in the works. Lauren Campbell asked to clarify the term "full sound system." Staff agreed. Threase Harms spoke in favor of Option B, but wanted more information on cleaning fees. Lauren Campbell spoke regarding pricing in general and requested a report on comparative venues. Staff agreed. Motion by Threase Harms to TABLE. Seconded by Michael Libbie. Motion passed 5-0

D. Consider Resolution 2023-64 Approving an Updated Fee Schedule For The City Of Windsor Heights

Adam Plagge provided staff report. Lauren Campbell asked for clarification on ballfield rentals. Adam Plagge provided. Susan Skeries asked for clarification on fence and pool permits. Adam Plagge provided. Susan Skeries and Threase Harms asked about temporary structure permits. Staff agreed to research. Lauren Campbell asked about fingerprinting. Staff advised that fingerprinting has resumed. Motion by Michael Libbie to TABLE. Seconded by Joseph Jones. Motion passed 5-0

E. Consider Approval of 2024 City Council Goals And Objectives

Adam Plagge provided staff report. Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion passed 5-0

F. Consider Approval to Purchase Additional Holiday Lights

Staff report by Jason Roberts. Susan Skeries requested clarification on lighting budget. Rachelle Swisher provided. Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion passed 5-0

6. **Reports:**

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

Mayor Mike Jones attended an economic development meeting and stated he would send out the minutes. He will attend MAC on 12/19.

Threase Harms - Stated she would also be attending MAC as the chair of the nominations committee. Thank you to Adam and Travis for meeting with a constituent. Delivered the remaining prizes from Windsor Wonderland. Will attend a Windsor Wonderland 2024 meeting on 12/21. Spoke regarding Polk County Emergency Management. Happy holidays!

Lauren Campbell - Thanked Susan and Tiffany of the Chamber for meeting regarding special events. Provided banner update; communications committee to review. Happy holidays!

Michael Libbie - Attended Coffee with Council on 12/9 and attended an economic development meeting. Will now be serving on ICON Water Trails. Spoke regarding UPLIFT Iowa.

Joseph Jones - Attended the DART meeting on 12/11 and provided update. He attended a public input meeting for DART the following week and provided update. He is thankful for Council's support regarding public transit.

Susan Skeries - Attended the Civility Summit and the Metro Waste Authority board meeting. Spoke regarding constituent concerns about yard waste time frames as well as the Metro Waste Education Center reopening after their fire. Attended ribbon cutting for the Iowa Demonhawks and the Demonhawks' first game. Attended the Des Moines Partnership's legislative breakfast where Jennifer Konfrst and others spoke. Attended Chamber's PM Bash and spoke regarding local businesses, special events, and sponsorships. Attended a special events committee meeting and sent out the 2024 calendar of events. Plans to attend the Chamber's AM bash on 12/19.

Reminder to pick up luminaries for Light the Heights.

Adam Plagge - Thanked the Fire Department for their speedy response to the local Burger King fire and for driving Santa around town. Spoke regarding the Greater Des Moines Partnership dinner.

B. Police Chief's Report

C. Fire Chief's Report

7. **Adjourn**

Motion by Threase Harms to adjourn at 6:50 PM. Seconded by Susan Skeries. Motion passed 5-0