

City of Windsor Heights Regular Business Meeting Minutes
Tuesday, January 16, 2024 - 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, Michael Libbie, Lauren Campbell, and Threase Harms. Joseph Jones arrived at Agenda Item 4 Consent Agenda. Staff present: City Administrator Adam Plagge, City Clerk Adam Strait, Deputy City Clerk Nate Leuthold, City Attorney Erin Clanton, Public Works Director Jason Roberts, Public Works Supervisor Andy Larson, Police Chief Pete Roth, and Finance Director Rachelle Swisher

2. **Approval of the Agenda**

Motion by Susan Skeries to APPROVE. Seconded by Threase Harms . 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.

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 18, 2023
- B. Approve Financial Reports
- C. Approve Liquor License - Wal-Mart Supercenter #1764 - 1001 73rd Street
- D. Approve Liquor License - Kum & Go # 4098 - 7229 University Avenue
- E. Approve Liquor License - Wal-Mart Supercenter #1764 - 1001 73rd Street
- F. Approve Liquor License - Hy-Vee Fast and Fresh - 7220 Hickman Road
- G. Approve Resolution No. 2024-01 - A Resolution Approving Placement of No Parking Signs on the Cul-De-Saks Bulbs of Del Matro Ct and 80th Ct
- H. Approve Resolution No. 2024-06 - A Resolution to Appoint Members and Alternate Members to the Polk County Emergency Management Commission

- I. Approve Resolution No. 2024-05 - A Resolution to Appoint a Member and Alternate Member to the Polk County 911 Service Board
- J. Approve Resolution No. 2024-07 - A Resolution Approving Metro Waste Authority Primary Board and Alternate Board Appointments
- K. Approve Resolution No. 2024-03 - A Resolution Naming the Des Moines Register as the City's Official Newspaper
- L. Approve Resolution No. 2024-04 - A Resolution Naming City Depositories and Deposit Limits
- M. Approve Amendment #001 to Agreement for Professional Services Between City of Windsor Heights and Bolton & Menk, Inc. - 2024 RAISE Grant Application
- N. Approve 68th Street Reconstruction Pay Request 7
- O. Approve 2023 Colby Park Improvements Change Order 1
- P. Approve 2023 Colby Park Improvements Pay Request 1
- Q. Approve 2023 Mairner, Crocker and Sunset HMA Resurfacing Project Change Order 1
- R. Approve 2023 Mairner, Crocker And Sunset HMA Resurfacing Pay Request 4 - Final
- S. Approve 2023 Mairner, Crocker And Sunset HMA Resurfacing Project Certificate of Completion

5. Non-Consent Agenda:

- A. Consideration of Windsor Heights Foundation Support Request for the 2024 Nights in the Heights Concert Series in the Amount of \$15,000

Adam Plagge stated this item is for discussion only. This request will be considered for FY25 budget. Mark Ahrends, President of the Windsor Heights Foundation, spoke to the Council. The Foundation would like the City to be the primary sponsor for Nights in the Heights, an event that brings thousands of attendees and creates a networking opportunity for neighbors. This is an increased ask amount over previous years. The

Foundation expects the request to decrease next year after the Foundation partners with the Chamber's fundraising campaign. Council agreed the request would be discussed at the February meeting of the Special Events Committee, who will send a recommendation to the Finance Committee.

- B. Consideration Resolution No. 2024-02 - A Resolution Authorizing the City of Windsor Heights to Submit an Application for Funding from the Federal Surface Transportation Block Grant Set-Aside Program to the Des Moines Area MPO for the Partial Funding of the Construction of Greenbelt Trail Reconstruction and Further Approving the Application Which Obligates the City of Windsor Heights to Matching Funds for the Construction of Said Project

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

- C. Consideration of Resolution No. 2023-67 - A Resolution Approving Updating the CEC Guidelines and Information for the City of Windsor Heights

Nate Luethold presented the proposed CEC Guidelines. Discussion revolved around the Community Center's profitability, affordability, and fees associated with running the center, such as cleaning fees and how to charge the fee to the renter. Council direction was to hold a work session on the guidelines at a future date before bringing them back to Council for adoption.

- D. Consideration of Resolution No. 2023-64 - A Resolution Approving an Updated Fee Schedule for the City of Windsor Heights

Motion by Threase Harms to APPROVE Resolution No. 2023-64 - A Resolution Approving an Updated Fee Schedule for the City of Windsor Heights except for the Community Center fees. Seconded by Susan Skeries. Motion passed 5-0.

- E. Consideration of University Avenue Pole Banners

Council came to an agreement on Option C and to remove the tagline "Heart of It All" from the City logo as it was unable to be read due to the font and size.

6. Reports:

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

Mike Jones - Will send out Finance Committee notes later. The MPO is discussing light rail and Windsor Heights would be a potential stop. Will be meeting with One Million Trees to discuss tree planting initiatives.

Threase Harms - Gave a MAC update, Windsor Wonderland update - The Committee is collecting artificial trees for a special project with more information to come, The legislator started last Monday, The League of City sends out updates and you can

sign up to receive those on their website, A storm water bill meeting is coming up on January 17th which would have impacts to the City, Working on securing RAISE grant support letters

Lauren Campbell - Thank you to the Fire Department for handling the fire on January 15th, Special thanks to Susan Skeries for coordinating resources for firefighters, Thank you to Public Works for clearing snow, Special Events update - they are planning a sponsorship campaign with the Chamber for the upcoming year.

Michael Libbie - Thank you to the Fire Department for their work on the fire

Joseph Jones - DART update - meetings are upcoming to discuss budget

Susan Skeries - Has been attending Chamber ribbons cuttings and events representing the City, Is working with the Chamber on sponsorship requests, Metro Waste Authority Executive Meeting update - There will be a 4 cents increase in recycling fees and the solid waste fee changes will be shared later, Attend Catch Des Moines' Caucus backstage tour, Special Events will be meeting Friday, January 19th, Congratulations to those who received awards at the annual awards dinner - Collin Melody: Most Improved, Brian Jones: Medic of the Year, Brett Merseal: Firefight of the Year, Thanks to the Fire Department for fighting the fire on the 15th and Public Works for assisting, Thanks to Lauren Campbell for providing shelter in the cold weather, Thanks to the Chamber for helping organize foods, Join Talk with Officials on January 27, sign up is required through the Chamber

i Fire Report

ii Police Report

7. **Adjourn**

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