

City of Windsor Heights Regular Business Meeting Minutes
Monday, February 5, 2024 - 6:00 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST

1. **Active Threat Presentation** Public Safety held an active threat presentation prior to the Council meeting at 5:30 PM. No official business was discussed prior to the call to order.

2. **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, Threase Harms, and Joseph Jones. 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

3. **Approval of the Agenda**

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

Ken Wolf of 1401 73rd Street spoke on the conditions of the curbs along 73rd Street and how they are deteriorating. Council assured that 73rd Street reconstruction is a top priority this year.

5. **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 January 16, 2024
- B. Approve Finance Reports
- C. Approve Liquor License - Sam's Club #6344 - 1101 73rd St
- D. Approve Total Resource Campaign Agreement with the Urbandale Chamber of Commerce
- E. Approve Resolution No. 2024-08 A Resolution Approving Committee Appointments
- F. Approve Resolution No. 2024-09 Waiving CEC Fees for The Iowa DOT's Meetings April 16th and July 16th, 2024
- G. Approve Resolution No. 2024-10 Waiving CEC Fees for UpLift's Community Conversation Event May 15th, 2024

6. **Non-Consent Agenda:**

A. Discuss FY25 City Budget including Capital Improvement Plan and Equipment Replacement Plan

Staff including City Administrator Adam Plagge, Finance Director Rachelle Swisher, Public Works Director Jason Roberts, Public Works Supervisor Andy Larson, Fire Chief Jim Mease, Police Chief Pete Roth, and Deputy City Clerk Nate Leuthold presented the FY25 budget which included the respective departments ERP. Chief Mease also presented a proposed shared resources plan with Clive and Urbandale. The proposal is in the early stage but affects the Fire Department's ERP. Chief Mease will update Council as discussions continue. Initial feedback from Council on the budget was received, and further discussion will happen at the February 19 budget work session.

7. **Reports:**

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

Threase Harms - Thank you to staff for the best budget presentation, Provided a MAC update, Working on RAISE grant support letters from local businesses, Had an amazing time at the BRAVO Gala where Rep. Nunn was and was able to gain RAISE support, Provided a legislative update

Lauren Campbell - No update

Michael Libbie - Provided an ICON update, Attended the BRAVO Gala and also spoke with Rep. Nunn on small businesses, Paid respects to Bill Northey who had passed earlier that day

Joseph Jones - Provided a DART update stating they have started working through challenges and have new commissioners at the table from cities, now sitting on the executive committee

Susan Skeries - Provided an update on Special Events - planning has started for 2024 events including a meeting with Lauren Campbell to plan Fall Fest, gearing up for the Earth Day event on April 20th - have confirmed vendors but still looking for a vegetable/produce vendor, discussing the Windsor Heights Foundation request for funding upcoming events, and food truck participation process at special events, Attended the Metro Waste Authority Legislative event, DSM Partnership dinner, and BRAVO Gala, and chamber events, Gave a shout out for Book Adventure for Windsor School on March 4 and can be contacted for more information, Reminder to vote for 2024 movies in the park

City Administrator Adam Plagge - Gave an update on dog park equipment, Public Works Director Jason Roberts spoke on a purchase totalling \$9,100 dollars to bring in new and updated equipment, A purchase request will be brought to the next

Council meeting

i Mayor's Report

8. **Closed Session** Closed Session pursuant to Iowa Code section 20.17(3), Negotiating sessions, strategy meetings of public employers, mediation, and the deliberative process of arbitrators shall be exempt from the provisions of chapter 21.

Motion by Michael Libbie to enter closed session at 8:32 PM. Threase Harms seconded. Motion passed 5-0.

Motion by Michael Libbie to exit closed session at 9:02 PM. Michael Libbie seconded. Motion passed 5-0.

9. **Adjourn**

Motion by Susan Skeries to adjourn at 9:03 PM. Seconded by Joseph Jones. Motion passed 5-0