

City of Windsor Heights Regular Business Meeting Minutes
Monday, March 18, 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 6:01 PM. Council members present: Susan Skeries, Michael Libbie, Lauren Campbell, Threase Harms, and Joseph Jones. Staff present: City Administrator Adam Plagge, City Attorney Erin Clanton, Public Works Director Jason Roberts, Public Works Supervisor Andy Larson, Finance Director Rachelle Swisher, City Engineer Justin Ernst of Bolton & Menk, and Deputy City Clerk Nate Leuthold.

2. Approval of the Agenda

Motion by Joseph Jones to APPROVE. Seconded by Susan Skeries. Motion passed 5-0.

3. Presentation from Stephanie Oppel with ICON

Stephanie Oppal, Executive Director of ICON Water Trails spoke regarding ICON, the grants that the City is applying for, and the economic benefits ICON provides. She thanked Public Works for meeting with her colleague to assess our water trails.

4. Public Hearing:

A. Public Hearing on Proposal to Enter into a General Obligation Corporate Purpose Loan Agreement

Motion by Joseph Jones to open the public hearing at 6:18 PM. Seconded by Michael Libbie. Motion passed 5-0. No public comment given. Motion by Michael Libbie to close the public hearing at 6:19 PM. Seconded by Susan Skeries. Motion passed 5-0.

B. Consideration of Resolution No. 2024-20 - A Resolution taking additional action on proposal to enter into a General Obligation Corporate Purpose Loan Agreement and providing for the levy of taxes to pay a General Obligation Corporate Purpose Bonds, Series 2024

Rachelle Swisher presented the agreement. Motion by Joseph Jones to approve. Lauren Campbell asked about front-loading the loan; Rachelle stated front-loading was not in the plan at this time. Seconded by Michael Libbie. Motion passed 5-0.

C. Public Hearing on Proposal to Enter into a General Obligation Park Improvement Loan Agreement

Motion by Michael Libbie to open the Public Hearing at 6:21 PM. Seconded by Joseph Jones. Motion passed 5-0. No Public Comment given. Motion to close the Public Hearing at 6:22 PM by Michael Libbie. Seconded by Joseph Jones. Motion passed 5-0.

D. Consideration of Resolution 2024-21 - A Resolution taking additional action on proposal to enter into a General Obligation Park Improvement Loan Agreement and repurposing bond proceeds

Rachelle Swisher presented the agreement. Motion by Joseph Jones to approve. Seconded by Michael Libbie. Motion passed 5-0.

5. 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.

Mayor Jones opened the Public Forum at 6:23 PM. Bob Bishop of 1128 64th St spoke and

presented a certificate for outstanding performance and a steady hand to help guide Windsor Heights through challenging times to Mayor Jones.

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

Motion by Susan Skeries to approve the Consent Agenda, with the exception of 6A, the Minutes of the Regular Council Meeting on March 4, 2024. Seconded by Joseph Jones. Motion passed 5-0.

- B. Approve Financial Reports
- C. Approve Liquor License - Puerto Rico Restaurant LLC - 6611 University Ave
- D. Resolution Setting Date for Public Hearing on Designation of the Expanded Windsor Heights Consolidated Urban Renewal Area and on Urban Renewal Plan Amendment
- E. Approve New Zoning Map Reflecting 2023 Zoning Changes
- F. Approve Resolution No. 2024-22 - A Resolution Setting Date for Public Hearing on Designation of the Expanded Windsor Heights Consolidated Urban Renewal Area and on Urban Renewal Plan Amendment
- G. Approve Pay App 2 For 2023 Colby Park Improvements

7. **Action Items:**

- A. Approve Minutes of the Regular Council Meeting on March 4, 2024
Motion by Lauren Campbell to approve with an amendment to reflect that the developers of Casey's are to have good-faith conversations with City staff regarding adding solar panels and monument sign. Seconded by Michael Libbie. Motion passed 5-0.
- A. Discussion on Flood Response Plan
Rick Roe, retired Fire Chief of Clive introduced the Windsor Heights Flood Response Plan and invited feedback, as it is meant to be updated as plans are identified.
- B. Consideration of Professional Services Agreement with Bolton and Menk for Salt Shed Construction
Jason Roberts and Andy Larson presented the plan for the new salt shed. Motion by Susan Skeries to approve. Seconded by Michael Libbie. Motion passed 5-0.
- C. Consideration of Right Of Way Work Permit At 63rd and University Ave and Discussion on Parkland
Adam Plagge presented the permit application and spoke regarding our parkland requirements. Motion by Susan Skeries to approve. Seconded by Threase Harms. Motion passed 5-0.
- D. Consideration of the 2nd Reading of Ordinance No. 2024-01 - An Ordinance Amending Chapter 156, Adding Subsection 102.11.23 to Section 156.04, of the Code of Ordinances for the City of Windsor Heights, with Regard to Enforcement

Procedures for Rental Housing

Erin Clanton presented an update to the ordinance as required by Iowa Code. Motion by Joseph Jones to approve. Seconded by Susan Skeries. Motion passed 5-0.

8. **Reports:**

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

Threase Harms will be attending MAC to facilitate conversations with legislators and continues to work on Windsor Wonderland.

Lauren Campbell attended BRAVO and plans to pursue a public art grant, provided an update on the Special Events Committee, and provided update on University Ave banners

Michael Libbie will be attending MAC and thanked Adam Plagge for meeting with him.

Joseph Jones provided a DART update

Susan Skeries attended the MWA executive board meeting, provided an update on the Special Events Committee, will meet with contractors regarding the food truck plaza, spoke regarding the spring cleanup/Earth Day event, promoted the Firefighter Association's annual Easter egg hunt, plans to attend the Talk with Officials event by the Chamber, and advised that Chamber sponsorship drive ends on 3/31.

Adam Plagge advised that the Windsor Heights Foundation will not be hosting fireworks this year due to construction at Colby Park

i Police Report

ii Fire Report

iii Code Enforcement Report

9. **Adjourn**

Motion by Susan Skeries to adjourn at 7:37 PM. Seconded by Michael Libbie. Motion passed 5-0.