

City of Windsor Heights Regular Business Meeting Minutes
Monday, March 4, 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, Threase Harms, and Joseph Jones. Staff present: City Administrator Adam Plagge, City Clerk Adam Strait, 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

Mike Jones requested to remove Item 6D until a future meeting. Motion by Threase Harms to APPROVE the Agenda and Remove Item 6D Consideration of Sister City Funding of \$7,600. Seconded by Susan Skeries. Motion passed 5-0.

3. Public Hearing:

A. Public Hearing on the 2025 - 2035 Capital Improvement Plan

Motion by Threase Harms to open the Public Hearing at 6:02 PM. Seconded by Michal Libbie. Passed 5-0. No Public Comment given. Motion by Threase Harms to close the Public Hearing at 6:04 PM. Seconded by Michal Libbie. Passed 5-0.

B. Consideration of Resolution No. 2024-15 - A Resolution Adopting the Fiscal Year 2025 - 2035 Capital Improvement Plan (CIP)

Motion by Threase Harms to APPROVE. Seconded by Michael Libbie. 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.

No public comments.

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

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

A. Approve Minutes of the Regular Council Meeting on February 19, 2024

B. Approve Minutes of the Council Work Session on February 19, 2024

C. Approve Finance Reports

D. Approve Liquor License - Hy-Vee Food & Drugstore - 7101

University Ave

- E. Approve IMPACT General Services Agreement
- F. Approve Resolution No. 2024-17 - A Resolution Setting Time and Place for a Public Hearing for the Purpose of Considering the Proposed Property Tax Levy for the City's Proposed FY 2024-2025 Budget and the Proposed Tax Rate Levy to be Included in the Turth-in-Taxation Statement
- G. Approve Resolution No. 2024-18 - A Resolution setting the date for public hearing and additional action on proposal to enter into a General Obligation Corporate Purpose Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$10,000,000
- H. Approve Resolution No. 2024-19 - A Resolution setting the date for public hearing and additional action on proposal to enter into General Obligation Park Improvement Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$1,300,000
- I. Approve University Avenue Improvements Project Change Order 25
- J. Approve University Avenue Improvements Project Pay Request 18
- K. Approve University Avenue Improvements Project Statement of Completion and Final Acceptance of Work

6. **Action Items:**

- A. Consideration of Resolution No. 2024-16 - A Resolution Approving the Site Plan for Casey's General Stores at 6961 University Avenue
City Planner Trey Rouse from Bolton & Menk presented a staff report on the site plan. Jennifer McCoy from Bolton & Menk presented a summary report on the traffic plan done for this project. Property Owner Brian Sheriff spoke towards how the Caseys project came to be at the location. Applicant Aaron Wolfe spoke about the site plan answering questions from Council about the plan. The Mayor opened the floor for members of the public to provide comments as well. The following from the public spoke; Adam Lathrope - 1716 Plaza Circle, Steve Lowe - 1214 68th Street, Julie Earhardt - 1029 68th Street, Stephen Wilson - 7239 Apple Valley, and

Bob Bishop - 1128 64th Street. Aaron Wolfe, staff, and Council then addressed questions and comments posed by the public comments. Caseys agreed with Council to have good faith discussions regarding adding solar panels and monument sign with City Staff. Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion passed 4-1. Michael Libbie voted Nay. City Attorney Erin Clanton then asked due to the lengthy discussion, if Council would like to add any additional conditions to the site plan. Threase Harms then amended her motion, prompting an new roll call vote. Motion by Threase Harms to APPROVE Resolution No. 2024-16 - A Resolution Approving the Site Plan for Casey's General Stores at 6961 University Avenue with the addition of the following conditions; Continuing the fence along the East side of the property, Easement for public art determined by available space and sightline, Have continued discussions about installing solar panels, Include monument sign to match aesthetic of University Corridor, and Include conduit runs for future EV chargers. Seconded by Susan Skeries. Motion passed 5-0.

- B. Consideration of the 1st 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 spoke about the need for the Ordinance. Motion by Threase Harms to APPROVE. Seconded by Joseph Jones. Motion passed 5-0.

- C. Consideration of South 68th Street Design Contract

Adam Plagge spoke about the contract and timeline for 2025. Motion by Joseph Jones to APPROVE. Seconded by Michael Libbie. Motion passed 5-0.

- D. Consideration of Sister City Funding for \$7,600

Removed from Agenda.

- E. Discussion on 73rd Street Reconstruction

7. Reports:

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

Threase Harms - Participated in the Read Across Clive Learning program on Friday, Appreciated all City volunteers who participated as well

Lauren Campbell - Attended the DART budget workshop, Viewed the possible budget if Des Moines does not do their franchise fee, Attended Giggle Gala for the Children's Museum which raised \$14,000

Michael Libbie - Held a listening post at Grounds for Celebration, visited with a number of residents in and out

Windsor Heights about 73rd Street and Caseys,
Joseph Jones - DART meeting tomorrow
Susan Skeries - Attended a food truck alley discussion about concerns made by the Special Events committee and Council, There were good options presented, Talked to Clive about their special events/food truck to help understand how to plan in the future, Thanks to staff and volunteer at Windsor Reads this morning, Saw many faces that attend special events and volunteer, The school exceeded goals and each student will receive a book in Spanish or English, Lauren and Adam S. have WHAMM sign up running, There is a lofty goal of 75 and will get there, Working on the Fall Festival parade sign up, Earth Day is coming up on April 20, The free Birdhouse sign up is live, Stream clean up will start at 8:30 AM and the rest of the celebration will begin at noon, The majority of big events for Fall Fest have sponsors lined up, TRC crew are still working on sponsorship and it ends Monday, This is not just for businesses and can do personal donations, April 1 yard waste begins and MWA have opened sticker sale

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 Threase Harms to enter closed session at 8:29 PM. Susan Skeries seconded. Motion passed 5-0.

Motion by Susan Skeries to exit closed session at 8:58 PM. Joseph Jones seconded. Motion passed 5-0.

9. **Closed Session** City Council will convene into closed session pursuant to Iowa Code 21.5(i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

Motion by Joseph Jones to enter closed session at 8:59 PM. Susan Skeries seconded. Motion passed 5-0.

Motion by Joseph Jones to exit closed session at 9:11 PM. Susan Skeries seconded. Motion passed 5-0.

10. **Adjourn**

Motion by Susan Skeries to adjourn at 9:12 PM. Seconded by Joseph Jones. Motion passed 5-0