

City of Windsor Heights Regular Business Meeting Minutes
Monday, April 15, 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 Strat, Finance Director Rachelle Swisher, Police Chief Pete Roth, Fire Chief Jim Mease, Public Works Director Jason Roberts, City Engineer Justin Ernst

2. **Approval of the Agenda**

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

3. **Presentation from CatchDSM by President & CEO Greg Edwards**

Greg Edwards presented on CatchDSM efforts.

A. Presentation Document

4. **Public Hearing:**

A. Public Hearing on Adopting FY25 Budget

Motion by Threase Harms to open the public hearing at 6:15 PM. Seconded by Joseph Jones. Motion passed 5-0. Rachelle Swisher presented the FY25 City budget. No public comment given. Motion by Threase Harms to close the public hearing at 6:19 PM. Seconded by Susan Skeries. Motion passed 5-0.

B. Consideration of Resolution 2024-28 - A Resolution Approving and Adopting the Annual City of Windsor Heights Operating Budget for Fiscal Year 2024-2025

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

C. Public Hearing on Proposed Amendment to the Windsor Heights Consolidated Urban Renewal Area

Motion by Threase Harms to open the public hearing at 6:20 PM. Seconded by Skeries. Motion passed 5-0. Adam Plagge spoke towards the need and future planned use for the updated URP. No public comment given. Motion by Threase Harms to close the public hearing at 6:27 PM. Seconded by Susan Skeries. Motion passed 5-0.

D. Consideration of Resolution 2024-29 - A Resolution to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan Amendment for the Windsor Heights Consolidated Urban Renewal Area

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

Mark Arends of 6401 Franklin Ave - Gave an update on the Windsor Heights Foundation including the July 4 Nights in the Heights concert will be held July 2 due to no fireworks this year because of Colby Park construction, the rest of Nights in the Heights will continue as normal, and will kickoff the concert series with the annual Ice Cream Social on June 23.

6. **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 April 1, 2024
- B. Approve Minutes of the Special Council Meeting on April 1, 2024
- C. Approve Finance Reports
- D. Approve Scope and Fee for Construction Materials Testing Regarding 73rd Street Improvements From University Avenue to Hickman Road (IDOT # STP-U-8477(615)—70-77)
- E. Approve 2023 Colby Park Improvements Pay Request 3
- F. Approve Community Letter of Support of DART's Operations and Maintenance Facility 2024 Buses and Bus Facilities Grant Application
- G. Approve Resolution 2024-30 - A Resolution Naming the Trail Paths Within Windsor Heights City Limits "The Windsor Trail"
- H. Approve Resolution 2024-33 - A Resolution Accepting and Approving the Final Plat for Windsor Crossing Plat 1 (Silverstar Addition)
- I. Approve And File Flood Response Plan

7. **Action Items:**

- A. Consideration of Earth Day Proclamation
Mike Jones spoke towards the proclamation. Motion by Joseph Jones to APPROVE. Seconded by Susan Skeries . Motion passed 5-0.
- B. Consideration of WestCom National Public Safety Telecommunicators Week Proclamation
WestCom representatives Matt McQuillen, chair of the WestCom Management Committee, and Chief Udell F. Mentola, WestCom Cheif, spoke towards WestCom's mission and impact on Windsor Heights as well as future plans such as finding a new location as operations grow. Motion by Threase Harms to APPROVE. Seconded by Joseph Jones. Motion passed 5-0.
- C. Consideration of the 1st Reading of Ordinance No. 2024-03 - An Ordinance Amending the Code of Ordinances for the City of Windsor Heights, Iowa, by Amending Chapter 136, Governing Sidewalk Regulations
Adam Plagge spoke about the ordinance updates such as cleaning up the current sidewalk regulations and enforcement. He noted that notifications to residents

with faulty sidewalk panels would start prior to the ordinance passing to keep on the proposed schedule. Susan Skeries noted this was discussed in the Public Works Committee and had their support. Lauren Campbell noted it could be a surprise burden for residents. Adam then referenced the sidewalk grant program and the City's ability to do a special assessment to assist in the financial burden. Motion by Threase Harms to APPROVE. Seconded by Joseph Jones. Motion passed 5-0.

- D. Consideration of the 2nd Reading of Ordinance No. 2024-02 - An Ordinance Amending the Code of Ordinances for the City of Windsor Heights, Iowa, by Amending Chapter 101 Relating to the Storm Water Drainage

Adam Plagge stated there has been no public comment and no staff changes to the ordinance. Motion by Michael Libbie to APPROVE. Seconded by Threase Harms . Motion passed 5-0.

- E. Consideration of Union Contract with IAFF Local 5274

Jim Mease presented the contract. Stated that he felt staff reached a good contract with the union. Motion by Threase Harms to APPROVE. Motion passed 5-0.

- F. Consideration of Resolution 2024-31 - A Resolution Approving and Updating the CEC Guidelines and Information

Adam Plagge and Nate Leuthold presented the new CEC guidelines that were updated during the March 25 work session. Lauren Campbell asked for gaff tape to be include as acceptable in addition to painters tape. DJs or photographers typically use it to cover wires on the ground for tripping prevention. Council was in agreement. Michael Libble proposed a new third pricing level for residents which would separate it from the non-profit rate. This would give something more back to residents and hopefully boost utilization during the week. Numbers presented ranged from 30% to 50% off the hourly weekday hourly rate. The weekend rate would remain the same. Council agreed on a new resident rate but for it to be based off of the non-resident rate and not the reduced non-profit rate. Motion by Threase Harms to APPROVE
Consideration of Resolution 2024-31 - A Resolution Approving and Updating the CEC Guidelines and Information including the addition of gaff tape as acceptable and a new resident rate of 30% the non-resident rate. Seconded by Susan Skeries . Motion passed 5-0.

- G. Consideration of Resolution 2024-32 - A Resolution Approving an Updated Fee Schedule for the City of Windsor Heights

Adam Plagge presented and noted that the resolution would reflect item F's additional resident CEC rate. Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion passed 5-0.

8. Reports:

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

Threase Harms - Gave a MAC update - Noted the storm water bill was signed into law to which Adam Plagge stated staff was looking into the impacts, Nothing else of significant impact to the City, Has received a lot of questions about 73rd Street as well as The Windsor

Lauren Campbell - Getting ready for the Earth Day celebration, WHAMM registration is open and there has been about a dozen registered, Noted as Greg Edwards presented the national speech and debate tournament which is

honoring former coach and mentor the late Tim Sheaff

Michael Libbie - Attended the ICON meeting on April 9, the meeting focused on water quality in Iowa with focus on waste in area waters, Meet with someone interested in the Board of Adjustments opening

Joseph Jones - Gave a DART update - A week from tomorrow there will be a public hearing for the FY25 budget, Hoping for good news to share at the next Council meeting

Susan Skeries - Working on Earth Day Celebration, Thank you to Adam and Lauren with helping with social media efforts, There is still a need for volunteers but there are a lot of stream cleanup volunteers from MidAmerican, Metronet, and Residents, Cumulus Radio will do blips on the event throughout week, Attended the MWA Executive board meeting and will be attending the regular MWA meeting on Wednesday, Attending first CatchDSM meeting on Thursday, and will be holding a Special Events committee meeting on Friday, Hoping to attend the Homelessness committee but waiting on a meeting reschedule for the committee

i Mayor's Report

ii Fire Chief's Report

iii Police Chief's Report

9. **Adjourn**

Motion by Threase Harms to adjourn at 7:50 PM. Seconded by Susan Skeries. Motion passed 5-0.