

City of Windsor Heights Regular Business Meeting Minutes
Monday, May 6, 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, Finance Director Rachelle Swisher, Police Chief Pete Roth, Fire Chief Jim Mease, Public Works Director Jason Roberts, Public Works Supervisor Andy Larson, City Engineer Justin Ernst, City Planner Nate Weitz

2. Approval of the Agenda

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

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.

Janet Strate of 7015 Sunset Terrace - Spoke about seeing traffic increase along her street and other side streets due to 73rd traffic. Asked for the Council and City to consider temporary traffic measures during construction to address increased traffic and pedestrian crossing safety.

4. 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 15, 2024
- B. Approve Financial Reports
- C. Approve Liquor License - Mojitos Mexican Grill - 6611 University Ave Ste 100
- D. Approve 2023 PCC Patching Project Change Order 1
- E. Approve 2023 PCC Patching Project Pay Request 2 -Final
- F. Approve 2023 PCC Patching Project Final Acceptance and Certificate of Completion
- G. Approve Resolution 2024-34 Setting the Date for the Sale of General Obligation Urban Renewal Bonds, Series 2024A and Authorizing the Use of a Preliminary Official Statement in Connection Therewith
- H. Approve 2023 Colby Park Improvements Pay Request 4 and Change Order 2

5. Action Items:

- A. Consideration of Estimated 73rd Street Iowa Communications Network Fiber Relocation Costs
Adam Plagge presented on the importance and reasoning of the relocation. Motion by Michael Libbie to APPROVE. Seconded by Threase Harms . Motion passed 5-0.

B. Consideration of Food Truck Change Order

Adam Plagge presented on the reason for the change order which included requests from council on what they would like to see in the Food Truck Plaza and engineer recommendations. Adam also stated that this work would prepare the park for future construction phases as well as provide savings. Susan Skeries spoke about concerns that landscaping would cause larger food trucks and trailers issues pulling in. Nate Weitzl was in attendance to address this concern, stating they would be able to use the planter space to pull in, if needed, but stated trailer parking would pose a challenge for spaces 2-6 and recommending space 1 be designated for trailers. Susan additionally brought up concern about the maintenance of trees planned in the design. Lauren Campbell suggested eliminating planters in this phase. Nate stated this should not be a significant change order to add planters in a future phase. Threase Harms spoke towards support for more trees and suggested, as part of event planning, having food vendors identify what type of vehicle is being brought in. Threase also spoke towards having events fit the space instead of trying to make the space fit events. Motion by Threase Harms to APPROVE the Food Truck Change Order as presented. Seconded by Michael Libbie. Roll call vote: Aye - Michael Libbie, Joseph Jones, Lauren Campbell, Threase Harms, Nay - Susan Skeries. Motion Passed 4-1.

C. Consideration of the 1st Reading of Ordinance 2024-04 - An Ordinance Amending the Code of Ordinances for the City of Windsor Heights, Iowa, by Amending Chapter 185, Governing Floodplain Management

Adam Plagge presented the need for the ordinance. John Callen from JEO Consulting was present as well to address questions from Council. The ordinance has the overall goal of lowering floodplain insurance for residents. City staff has meet with the DNR in collaboration of the ordinance and it's goal. Motion by Threase Harms to APPROVE. Seconded by Joseph Jones . Motion passed 5-0.

D. Consideration of the 2nd 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 stated no comments or edits have been made to the ordinance. Adam also updated Council that Public Works Supervisor Andy Larson and Deputy City Clerk Nate Leuthold have sent out letters to Area 1 and set up a webpage with information in anticipation of the ordinance passing to keep the City on schedule. Motion by Threase Harms to APPROVE. Seconded by Joseph Jones. Motion passed 5-0.

E. Consideration of the 3rd 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; and to Adopt and Publish

Adam Plagge stated no comments or edits have been made to the ordinance. Adam also mentioned a direct letter to the city's highest water users will be going out the next day. Susan Skeries asked that the City communicate the fee changes through social media and the newsletter, which staff agreed to. Motion by Joseph Jones to APPROVE. Seconded by Michael Libbie. Motion passed 5-0.

6. **Reports:**

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

Threase Harms - Stated went through Colby Park and has noticed good progress, MAC meeting

will be the following week, Thanked to Lauren Campbell for creating the 50324 social posts
Lauren Campbell - Thanked to Susan Skeries for putting on the Earth Day Celebration and thanked the volunteers including Joseph Jones and Threase's girls, Reported Movies in the Park was well attended and that they ran out of pizza twice, Thanked the Firefighter Association for sponsoring and Mayor Jones for going on two pizza runs

Michael Libbie - Stated Movies in the Park was really nice and the new location north of the CEC really brought people together, There will be an upcoming Economic Development meeting, Encouraged people to attend the Central Iowa Business Conference on May 23 at Prairie Meadows which is put on by the Urbandale Chamber of Commerce, Wished a happy Yam Hashoah

Josheph Jones - Gave an update on the DART public hearing held the previous week, State the MPO voted to support DART and through that DART will keep it's budget as planned for the next 2 years, DART approved their FY25 budget, Appreciate everyones support for DART, DART is meeting the following day and will have conversation in DC during the partnership trip, There will be upcoming deep conversations on how to move forward and plan what DART's future looks like

Susan Skeries - Thanked everyone who attended the Earth Day Celebration, The weather was not favorable and cause a lower turnout than expected, Other area events also reported similar attendance, Thanked Public Works for helping as well as Metronet and residents with the stream cleanup, Thanked the Firefighter Association for sponsoring Movies in the Park, Counted 312 people, Looking at new ideas for how to keep pizza in supply to eliminate pizza runs, May 31st is Touch a Truck, June 7th Goldfish Academy will present water and swimming safety at Movies in the Park, Still looking for a guest for the August movie, Recevied a voicemail from Jeff with FunFlicks who was extremely grateful for the giftcard received after being impacted by the recent tornadoes and severe weather

Adam Plagge - Provided Council with trip reminders for the Partnership DC trip, Gave an updated on 73rd street including the overlay is out and the contractor is making quick progress, Adam Strait is continuing to work towards implementing Laserfiche including a redesign of the repository and scanning in documents, Thank you to Public Worksfor assisting Metronet who is laying cable down at Colby Park to provide the Public Works building with internet as well as public Wi-Fi

Jason Roberts - Presented ideas to improve safety during park events that are being held on the north side of the CEC due to limited lighting and traffic concerns, This included potentially closing roads such as School Street between 68th and 69th, as well as no parking on 69th Street per police order, Council was in agreement and City Staff will look further into solutions

i Code Enforcement : Q1 2024 (1/1/24-3/31/24)

ii 2023 Public Safety Annual Report

Jim Mease - Presented the Fire Department's portion of the annual report, Highlights included collaboration with partners when ambulances have been down, having a great working relationship with the Police Department, aggressive training and maintenance goals, and implementing a new staffing model that has provided improvements on service delivery

Pete Roth - Presented on the Police Department's portion of the annual report, Thanked everyone involved and supporting the department, the Public Safety committee, and residents, Highlights included overcoming staffing troubles and building upon relationships with partners for greater safety services

7. Adjourn

Motion by Threase Harms to adjourn at 7:06 PM. Seconded by Susan Skeries. Motion passed 5-0.