

City of Windsor Heights Regular Business Meeting Minutes
Monday, June 17, 2024 - 6:00 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST

1. **Call to Order/Roll Call/Pledge of Allegiance**

Mayor Mike Jones called the meeting to order at 6:00 PM. Council members present: Susan Skeries, Joseph Jones, Michael Libbie, Lauren Campbell, and Threase Harms. 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, Fire Chief Jim Mease, and City Engineer Justin Ernst.

2. **Approval of the Agenda**

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

3. **Juneteenth Proclamation**

Mayor Mike Jones presented a Juneteenth Proclamation which proclaimed the recognition of June 19, 2024 as Juneteenth National Freedom Day in Windsor Heights.

A. Proclamation

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.

Julie - Earhart 1029 68th Street - Provided compliments to city workers for the May storm debris clean up and to Deputy City Clerk Nate Leuthold for his work on code enforcement issues. She also asked for an update on the status of 68th Street sidewalks. Justin Ernst stated that talks are ongoing with MidAmerican.

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

Motion by Threase Harms to APPROVE. Seconded by Joseph Jones. Motion passed 5-0.

A. Approve Minutes of the Regular Council Meeting on June 3, 2024

B. Approve Financial Reports

C. Approve Liquor License (Ownership Update) - Kum & Go # 4098 - 7229 University Ave

D. Approve Liquor License - Thirsty Pigs LLC - 6900 School Street

E. Approve FY25 Tobacco Permits

F. Approve 73rd Street Phase 1 STP-U-8477(615)—70-77 Pay Request 1

G. Approve 2023 Colby Park Improvements Pay Request 5

H. Approve Resolution No. 2024-42 - A Resolution Approving Fiscal Year 2024 Year End Balance Transfers for the City of Windsor Heights

6. Action Items:

A. Consideration of Space Use Analysis Proposal from OPN Architects

Adam Plagge presented the background on the proposal. The plan is for early July to walk facilities and keep council updated through discussions with OPN. Adam asked Council if they would like updates or to form a committee. It was decided Susan Skeries and Michael Libbie will form an ad hoc committee working with department heads. Motion by Michael Libbie to APPROVE. Seconded by Threase Harms. Motion passed 5-0.

B. Consideration of Street Tree Grant Program

Adam Plagge presented the background of the proposal. To help pay for the program, the City will apply to grants including ones from the DNR and MidAmerican. The goal is to replace the City's canopy from storm damage over the past few years including the derecho and May 2024 storms, as well as update the City's GIS tree map to monitor trees within the city. Susan Skeries asked for clarification on who will maintain the trees. City Staff will work on clarifying resident and city responsibility and include language in the program agreement. Motion by Threase Harms to APPROVE. Seconded by Joseph Jones. Motion passed 5-0.

C. Consideration of Authorizing Execution of Contract with JC Midwest Services for Salt Shed Demolition

Jason Roberts presented the background of the salt shed demolition and Andy Larson was present to speak about the quotes gathered. Motion by Michael Libbie to APPROVE. Seconded by Threase Harms. Motion passed 5-0.

D. Consideration of Fireworks Purchase(s) for Windsor Heights Fall Festival from J&M Displays

Adam Plagge presented the background on the fireworks. Susan Skeries spoke about concerns that park improvements would not be finished by Fall Fest and assured it is in the contract to use the fireworks for a later event. Susan also shared Walmart is ok with using their parking lot for fireworks as in previous years. Motion by Michael Libbie to APPROVE the Purchase of the \$15,000 Package for Windsor Heights Fall Festival from J&M Displays. Seconded by Susan Skeries. Motion passed 5-0.

E. Consideration of 2024 Employee Handbook

Rachelle Swisher spoke towards the background of the item. Rachelle asked Council if they would approve of adding Juneteenth as a City holiday noting that the state does not, but it is a federal holiday and many other cities are exploring adding it. Council was supportive. Discussion continued around updating hemp consumable wording with recent law changes. Erin Clanton stated wording can be added and she has seen many private companies begin not to test for the any longer as pre-employment, but would continue to test if during work there is a concern or suspicion. Employees with a CDL would still follow requirements per federal law. Threase Harms spoke towards federal changes to marijuana and hemp. Stating we can not go against federal law but we don't want to disparage and use due to health reasons. Language will be

brought back to Council at a future meeting. The next area of discussion was Susan Skeries concern about employees being required to take a leave if they are running as candidates for office and the ability to enforce this. Susan brought up that Clive has language she prefers that speaks toward having an elected official who would be directly supervising a spouse and family member. Lauren Campbell also brought up that the wording sounds as if this policy would apply to someone who runs for an office not within Windsor Heights. Erin stated she will take a closer look at the wording and bring back a recommendation. The last area of discussion was the non-fraternization policy. Susan brought up concerns that the policy seems unclear and questioned why it specifically calls out council members as council only supervises the City Administrator. Stated that neighboring cities' policies state the policy does not apply to non-direct reports. Erin will look at clarifying the language and bring back a recommendation. Susan stated she was ok approving the handbook as presented with City Staff to address concerns. Rachelle assured Council the concerns will be addressed and that moving forward the goal will be to review the handbook every six months. Motion by Threase Harms to APPROVE the 2024 Employee Handbook with the Addition of Juneteenth as a City Holiday. Seconded by Joseph Jones . Motion passed 5-0.

F. Consideration of Purchase Policy Update

Adam Plagge presented the background of policy. Susan Skeries was concerned with the steep increase in the amount of a purchase that goes in front of Council. Michael Libbie proposed a smaller increase of \$15,000 instead of \$20,000. Adam was agreeable to the change. Other increases were amended as well including professional services to \$7,500 and competitive bids to \$15,000. Motion by Susan Skeries to APPROVE the Purchase Policy Update as Amended. Seconded by Threase Harms. Motion passed 5-0.

G. Consideration of the 1st Reading of Ordinance No. 2024-05 - An Ordinance Amending the Code of Ordinances for the City of Windsor Heights, Iowa, By Adding Chapter 182, Vacant Property Registration

Adam Plagge presented the background on the ordinance. Stated that the ordinance is mirroring a similar ordinance in the City of Des Moines. Des Moines shared with Adam that it has been effective though theirs only applies to commercial properties and Windsor Heights' will apply to residential as well. Susan Skeries asked for clarification that if a house remains for sale for more than 180 days will they need to register. Adam confirmed that it would. Erin Clanton stated it is important for public safety to know what's vacant as it could affect how an emergency is handled. Motion by Michael Libbie to APPROVE. Seconded by Threase Harms. Motion passed 5-0.

7. Reports:

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

Threase Harms - MAC had a strategic planning session that included a preplan survey session, The new chair of MAC is really committed to refocusing the organization and having positive outcomes, Strategized the upcoming year with a focus on financial, infrastructure, legislation, and social issues, There will also be a focus on how to communicate city needs to legislators as well as how

to ensure communication is happening and consistent, The social aspect will include homelessness and workforce housing, Will serve on the legislative and communications committees, There is also a Halloween Date committee with Mayor Jones is on.

Lauren Campbell - Attended the DART commission meeting on June 4, The City was awarded the BRAVO public art grant , The Foundation's Ice Cream Social is on Sunday, Special Events committee will meet this Friday

Michael Libbie - The Windsor Heights Ice Cream Social is this upcoming Sunday and will be hosting on 80th Street, Welcome packets for new residents are in City Hall and hope to start the delivery process soon.

Joseph Jones - No report given.

Susan Skeries - On June 5th toured the Runnels land fill and if you would like a tour as well Susan can set up on up, On June 29 they will be having a big tour through the land fill as well and all ages are welcome, Thank you to Threase, Public Safety, and Public Works for helping move the last Movies in Park into CEC, Thanks to Adam Plagge for coming to CEC to help with AV, There were about 300 people in attendance, We had new volunteers who came out to help, On Tuesday attended the Chamber's PM Bash and connected with Delaney from Anytime Fitness who will be doing free yoga in the park, Excited to have this back in the park after hiatus, Promoted special events and have two more potential sponsors, On Wednesday attended the Bankers Trust Customer Appreciation Day where Public Safety grilled lunch, The State of the City is tomorrow at 8am with a tour of Colby Park construction, Attending the Metro Waste board meeting on Wednesday, Thursday is the Catch Des Moines meeting, Friday Special Events committee will meet, Will be volunteering for Catch Des Moines' Jr Rodeo on Saturday, The Foundations Ice Cream Social is June 23rd and there is still a need for volunteers, Will be hosting on 64th Street, On June 25th is the AM Exchange with the Chamber and will be meeting with Tiffany to go over the sponsorship process, Next Tuesday starts the Foundation's Nights in the Heights series.

Adam Plagge - Bravo's 20th celebration is on June 28th, Will be out of town but City Clerk Adam Strait will attend and others are welcome as well, Construction is coming along on 73rd with water testing to connect to the main water line happening, The food truck alley in Colby park in coming along as well and City Staff will work on a strip to the pavilion for events such as Nights in the Heights.

i Mayor's Report

ii Fire Chief's Report

iii Police Chief's Report

8. **Adjourn**

Motion by Joseph Jones to adjourn at 7:16 PM. Seconded by Threase Harms. Motion passed 5-0.