

City of Windsor Heights Regular Business Meeting Minutes
Monday, July 1, 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, City Engineer Justin Ernst.

2. Approval of the Agenda

Motion by Threase Harms to APPROVE. Seconded by Joseph Jones . 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.

Jenn Cross - 1040 67th Street - Spoke about pool ordinance concerns with a neighbor.

Ricki King - 950 66th Street - Spoke about her recent travel to Windsor Heights Sister City Kofu, Japan as the City's Sister City representative.

Julie Erhard - 1029 68th St - Spoke about 68th Street planned reconstruction regarding sidewalks and Nights in the Heights.

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

Motion by None to APPROVE. Seconded by None. Motion passed 5-0.

- A. Approve Minutes of the Regular Council Meeting on June 17, 2024
- B. Approve Financial Reports
- C. Approve Liquor License - Thirsty Pigs LLC - 6900 School Street
- D. Approve Liquor License - Little Brother - 6587 University Ave
- E. Approve 68th Street Reconstruction Pay Request 8
- F. Approve Resolution No. 2024-43 A Resolution Approving FY24 IPAIT Transfers
- G. Approve Resolution No. 2024-44 A Resolution Consenting to Assignment of The Windsor Development Agreement Payments
- H. Approve Resolution No. 2024-45 A Resolution Approving FY24 IPAIT Bond Fund Transfers
- I. Approve Resolution No. 2024-46 - Approving and Updating the Fee Schedule
- J. Approve Resolution No.2024-50 - A Resolution: (1) Setting Requirements For The Disposal Of Certain Property Located Within The Windsor Heights Consolidated Urban Renewal Area; (2) Determining That The Proposal Submitted By A Developer Satisfies The Requirements And Declaring The Intent Of The City To Accept The Proposal Proposed, In The Event That No

Competing Proposals Are Submitted; And (3) Soliciting Competing Proposals

5. Action Items:

A. Consideration of CEC Solar Bids

Adam Plagge spoke about the item's background and noted the plan is to begin work in the next few months. Susie Skeries asked if it would affect the anticipated completion date of this year's Colby Park construction, which Adam confirmed it would not. Motion by Threase Harms to APPROVE Awarding 1Source Solar, LLC (Ankeny, IA) for the base bid amount of \$110,980.00. Seconded by Joseph Jones . Motion passed 5-0.

B. Consideration of Resolution 2024-47 - A Resolution Approving the Future Land Use Map and Future Land Use Designation Definitions within the Comprehensive Plan for the City of Windsor Heights

Trey Rouse presented the item's background. Motion by Threase Harms to APPROVE. Seconded by Joseph Jones. Motion passed 5-0.

C. Consideration of Resolution 2024-48 - A Resolution Approving the Zoning Map for the City of Windsor Heights

Trey Rouse presented the item's background. Motion by Michael Libbie to APPROVE. Seconded by Joseph Jones. Motion passed 5-0.

D. Consideration of Resolution No. 2024-49 - A Resolution Approving the Site Plan for a Salt Shed at 6800 School Street

Trey Rouse presented the item's background. Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion passed 5-0.

E. Consideration of Managed IT Provider RFP

Adam Plagge presented the item. Susan Skeries asked about the goal of the RFP. Adam stated that due to staffing changes with the current provider and City staff, as well as not reviewing pricing in a while, it provided an opportunity to put out the RFP to ensure quality service and pricing. Threase Harms stated it was talked about during the last Finance and Personnel Committee meeting and it was recommended to move forward. Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion passed 5-0.

F. Consideration of Updated Employee Handbook

Erin Clanton presented the item and highlighted the three areas of rewrites; Code of Ethics, Non-Fraterization, and Alcohol and Drug Testing. Susan Skeries asked about Candidates for Office section which states "employees" filing to run for office and would like to mirror neighboring cities and state "full-time employees", allowing employees not considered full-time to run for Windsor Heights City Council. Susan also stated since Windsor Heights is a smaller city that she did not want to limit the number of potential candidates. Erin stated it is legal to add that clarification as it is more policy related as well as perception related. Erin was asked her legal recommendation, and it would be to leave as is. Council majority agreed to follow the recommendation. Susan questioned if under Political Activities if it is clear if employees would be allowed to run for office in their own cities, not Windsor Heights. Lauren asked Erin if the policy would allow someone to seek office outside of Windsor Heights. Erin confirmed it does allow it, but if they would run in Windsor Heights, it would require a leave. Susan asked if the clarification could be explicitly stated. It was agreed to be added. Susan Skeries asked for clarification on the definition and use of "personal relationships" in the Non-Fraterization section. Erin clarified it goes to avoiding the conflict of having an employee in a power struggle situation. Susan would like to avoid the power struggle, but would like to remove the definition used. Erin and Mike Jones agreed that it can be stricken. Erin clarified the Alcohol and Drug Testing rewrite is specific to pre-employment testing. Motion by Threase Harms to APPROVE

the Updated Employee Handbook with the Discussed Changes. Seconded by Joseph Jones. Roll call vote: Aye - Michael Libbie, Joseph Jones , Lauren Campbell , Threase Harms , Nay - Susan Skeries. Motion Passed 4-1.

G. Consideration of Neighborhood Finance Corporation Funding

Adam Plagge presented the item. Adam stated this does align with budgetary discussions about the City funding home improvement programs, including the Metro Home Improvement (MHIP) program. The City of West Des Moines sent a letter stating they wish to stop administrating the program and hope to transfer administration to Mid-Iowa Planning Alliance with further details to come as discussions are ongoing. The staff recommendation is to advise NFC to hold current applications until the Fall or Winter when the City begins conversations on next year's budget and where to allocate funds with hopes of having a better understanding of the future of MHIP. Council gave direction to follow the staff recommendation.

H. Consideration of the 2nd 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 item and stated there has been no changes or comments since the previous reading. Motion by Threase Harms to APPROVE. Seconded by Joseph Jones. Motion passed 5-0.

6. **Reports:**

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

Mike Jones - Held the State of the City on the 18th which the Chamber of Commerce did a great job putting together, On the 20th there was a Public Safety Committee meeting and minutes were sent out which were put together by Chief Roth, Missed the MPO meeting, Attended the Uplift Funder meeting on the 21st and will send ou their annual report once received, On the 24th Attend the MIPA meeting, On the 28th attended the court hearing for the City's speed camera and there will hopefully be a decision in 60 days

Threase Harms - Started reaching out to contractors for Windsor Wonderland and everyone is excited to come back, Will attend MAC next Tuesday

Lauren Campbell - Attended the Public Safety Committee and Special Events Committee meetings

Michael Libbie - Attended the State of the City which was spectacular and the Mayor did a great job as well as Dr. Matt Adams from the West Des Moines school district, Attended the MPO meeting where traffic studies and safety issues were discussed, DART made a report at the meeting and asked about when the shelter on the east side in the Sams Club parking lot would be put in and was told it's coming, Nights in Heights is tomorrow and should the call it for weather the Foundation will do so by 4:30 tomorrow

Joseph Jones - Will attend DART meeting next Tuesday

Susan Skeries - The State of the City and hard hat tour was great, On the 20th attended a CatchDSM meeting where new executive board members were voted in, They shared they brought in 259 events in FY 2024 and the top 2 events were the AAU Olympics bringing in over \$40 million and the National Speech and Debate event which brought in over \$22 million, On the 21st, held a Special Events Committee meeting where we updated the next few events, Will be gearing up and discussing Fall Fest soon including putting out requests for volunteers, On October 5th, volunteered at the Junior Rodeo for CatchDSM with duties including directing traffic and assisting with logistics, Hosted an ice cream social on Sunday, On the 25th, attend

the Chambers AM Exchange at Merle Hay Funeral Home as they opened their new chapel, Took the opportunity to promote special events, Meet with Tiffany at the Chamber to discuss TCR and how to better utilize the website, Received a few questions about the 4th and hoping staff can put out some information on social media

Adam Plagge - New storm water fee is in effect as of today, There is a flood watch tonight but there is room in both banks so hopeful the City will avoid damage, Ordered a few pieces of branded items that are available at City Hall for passing out, There have been a number of court decisions recently that staff is reviewing and determining how the City is affected, Justin Ernst attended meeting a metro planners meeting on the new state storm water fees

Justin Ernst - The Metro Planners meeting included a number of cities and counties who chatted about what everyone was doing, There were no outcomes due to the short time frame of the meeting, It's still to be seen what will come as cities begin to integrate the new law into ordinances and policies

7. **Adjourn**

Motion by Threase Harms to adjourn at 7:25 PM. Seconded by Susan Skeries. Motion passed 5-0.