

City of Windsor Heights Regular Business Meeting Minutes
Monday, August 5, 2024 - 6:00 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST

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

Mayor Pro Tem Susan Skeries called the meeting to order at 6:02 PM. Present: Susan Skeries, Joseph Jones, Michael Libbie, Lauren Campbell, Threase Harms (via Zoom). Absent: Mayor Mike Jones. Staff present: City Administrator Adam Plagge, Police Chief Pete Roth, Public Works Director Jason Roberts, Public Works Supervisor Andy Larson, Deputy City Clerk Nate Leuthold, and City Planner Justin Ernst with Bolton & Menk

2. **Approval of the Agenda**

Motion by Michael Libbie 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.

Julie Ehrhardt at 1029 68th St spoke regarding code enforcement and thanked Nate Leuthold for meeting with her this week. Asked for an update on the 68th St. Reconstruction Project. Justin Ernst advised that the sidewalk is recommended to be installed on the west side.

Mark Ahrends at 6401 Franklin Ave spoke thanking Jason and the Public Works team for all their work on storm debris removal.

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

Motion by Michael Libbie to remove section I from the agenda and approve. Seconded by Joseph Jones. Motion passed 5-0.

A. Approve Minutes of the Regular Council Meeting on July 1, 2024

B. Approve Financial Reports

C. Approve Liquor License - Hy-Vee Market Cafe - 7101 University Ave

D. Approve 73rd Street Phase 1 STP-U-8477(615)—70-77 Change Order 2

E. Approve 73rd Street Phase 1 STP-U-8477(615)—70-77 Pay Request 2

F. Approve 2023 Colby Park Improvements Pay Request 6

G. Approve 2023 Colby Park Improvements Pay Request 7

H. Approve Public Works Purchase of Air Compressor

I. Approve Purchase Of Salt Shed Roof

5. **Action Items:**

A. Consideration of Awarding Salt Shed Improvements Project to JC Midwest

Services, LLC, for the total base bid amount of \$106,220.62 (One Hundred Six Thousand, Two-Hundred Twenty Dollars and Sixty-Two Cents)

Andy Larson gave a staff report. Motion by Joseph Jones to APPROVE.

Seconded by Michael Libbie. Motion passed 5-0.

B. Consideration of Forest Court Mill And Overlay Design Contract

Adam Plagge and Justin Ernst presented the staff report. Motion by Joseph Jones to APPROVE. Seconded by Michael Libbie. Motion passed 5-0.

C. Consideration of Liquor License - Super Quick Mart - 7690 Hickman Rd

Adam Plagge and Erin Clanton presented the staff report. Motion by Joseph Jones to approve. Seconded by Michael Libbie. Threase Harms spoke regarding concerns with approval and asked Chief Roth for some more information regarding compliance checks. Chief Roth advised that the City conducts two per year. Threase stated that failing both checks in one year is not ideal and suggested conducting additional checks City-wide. Motion passed 4-1. Yes: Susan Skeries, Joseph Jones, Michael Libbie, Lauren Campbell. No: Threase Harms.

D. Discussion of Wellmark Set the Pace Challenge Grant

Adam Plagge and Justin Ernst presented options for use of the Wellmark Set the Pace Challenge Grant that the City received. Susan Skeries spoke favorably of trail repairs with support from Lauren Campbell and Threase Harms. Justin advised that the City may want to match the grant to get vendors interested. Adam advised staff would circle up and look into trail options.

E. Discussion of Temporary Sign Ordinances

Adam Plagge presented the staff report. Susan Skeries spoke regarding the hurdles the temporary permit application presented. Threase also spoke regarding signs and permitting as well as in favor of setting a flat fee instead of having it be variable pricing based on size. Staffing will look into cleaning up the sign ordinance to make signs affordable and accessible for businesses to use temporary signs as part of the current code review project.

F. Consideration of the 1st Reading of Ordinance No. 2024-06 - An Ordinance Amending Chapter 156, Revising Subsection 102.11.6 To Section 156.04, Of The Code Of Ordinances For The City Of Windsor Heights, With Regard To Enforcement Procedures For Rental Housing

Adam Plagge presented the staff report. Motion by Joseph Jones to APPROVE. Seconded by Michael Libbie. Susan Skeries asked which department was responsible for inspections and monitoring rental sites. Adam advised the Fire Department would monitor. Motion passed 5-0.

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

Motion by Michael Libbie to APPROVE. Seconded by Joseph Jones. Motion passed 5-0.

H. Consideration of City Administrator Evaluation Process

Adam Plagge presented the Mayor's request. Threase Harms offered to collect the evaluations for the closed session. Council agreed.

6. **Reports:**

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

Threase Harms plans to attend MAC next Tuesday and has received lots of calls from constituents regarding 73rd St reconstruction and clean-up. Lauren Campbell attended the Public Safety Committee Meeting, the Reimagine DART meeting, and thanked Jason Roberts and staff in general for all their work on the storm debris cleanup.

Michael Libbie will attend the ICON Water Trails meeting on 8/6, promoted Nights in the Heights featuring Burning Sensations tomorrow, and mentioned that lots of homes still had debris from the last storm.

Joseph Jones will attend the Reimagine DART meeting tomorrow.

Susan Skeries attended a Public works meeting on 7/10, the 5th anniversary ribbon cutting for Dinner Dispatch on 7/16, a Metro Waste Meeting regarding storms and debris on 7/17, a special events committee meeting 7/19 focused on Fall Fest, an Urbandale Connectors meeting on 7/23, the AM exchange with the Chamber on 7/30, the Movies in the Park: ET on 8/2. She plans to attend another Metro Waste meeting on 8/7, the ribbon cutting for Silverstar Carwash on 8/8, the breakfast event at the Iowa State Fair on 8/12, and August's Special Events Committee meeting on 8/16.

i Mayor's Report

ii Police Chief Report

iii Fire Chief Report

iv Q2 Code Enforcement Report

7. **Closed Session** Per Iowa Code §21.51(j): to Discuss the Purchase of Particular Real Estate Only Where Premature Disclosure Could be Reasonably Expected to Increase the Price the Governmental Body Would have to Pay for that Property. The Minutes and Tape Recording of a Session Closed Under this Paragraph Shall be Available for Public Examination when the Transaction Discussed is Completed

Motion by Michael Libbie to enter closed session at 7:09 PM. Seconded by Joseph Jones. Motion passed 5-0. Motion by Joseph Jones at 7:32 PM to exit closed session. Seconded by Michael Libbie. Motion passed 5-0.

8. **Closed Session** Per Iowa Code §21.51(j): to Discuss the Purchase of Particular Real Estate Only Where Premature Disclosure Could be Reasonably Expected to Increase the Price the Governmental Body Would have to Pay for that Property. The Minutes and Tape Recording of a Session Closed Under this Paragraph Shall be Available for Public Examination when the Transaction Discussed is Completed

Motion by Michael Libbie to enter closed session at 7:33 PM. Seconded by Joseph Jones. Motion passed 5-0. Motion by Michael Libbie to exit closed session at 7:36 PM. Seconded by Joseph Jones. Motion passed 5-0.

9. **Adjourn**

Motion by Lauren Campbell to ADJOURN at 7:47 PM. Seconded by Threase Harms. Motion passed 5-0.