City of Windsor Heights Regular Business Meeting Minutes
Monday, August 19, 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. Members present: Susan Skeries, Joseph Jones, Michael Libbie, Lauren Campbell, and Threase Harms (via Zoom). Staff present: City Administrator Adam Plagge, City Finance Director Rachelle Swisher (via Zoom), City Attorney Erin Clanton, Police Chief Pete Roth, Fire Chief Jim Mease (via Zoom), Public Works Supervisor Andy Larson, Deputy City Clerk Nate Leuthold, and City Engineer Justin Ernst with Bolton & Menk.

2. **Approval of the Agenda**

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

3. **Public Hearing on the Disposal of Property to Developer Millang Properties, LLC, The Windsor LLC, and Jensfam LLC**

   Motion by Michael Libbie to open the public hearing at 6:02 PM. Seconded by Susan Skeries. Motion passed 5-0.
   Adam Plagge presented the staff report. No public comment.
   Motion by Lauren Campbell to close the public hearing at 6:04 PM. Seconded by Michael Libbie. Motion passed 5-0.

   A. Consideration of Resolution No. 2024-51 - A Resolution (1) Authorizing The Disposal Of Real Property To Developer Millang Properties, L.L.C., The Windsor, L.L.C. And Jensfam, Llc, And (2) Authorizing The Mayor To Execute A Deed To Dispose Of Real Property

      Motion by Michael Libbie to APPROVE. Seconded by Joseph Jones. Susan Skeries asked for clarification on the size and location of the property. Lauren Campbell asked for clarification a blue box. Adam advised that it was a text box on the web page the image was taken from; it doesn't represent anything physical. Motion passed 5-0.

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.

   No public comment

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

   Mayor Mike Jones moved item I from the Consent Agenda to Action Items. Motion by Joseph Jones to APPROVE. Seconded by Micheal Libbie. Motion passed 5-0.

   A. Approve Minutes of the Regular Council Meeting on August 5, 2024

   B. Approve Financial Reports

   C. Approve Resolution No. 2024-54 - A Resolution Approving Fiscal Year 2025 Balance Transfer For The City Of Windsor Heights, Iowa

   D. Approve CEC Solar Pay Request

   E. Approve 73rd Street Phase 1 STP-U-8477(615)—70-77 Pay Request 3

   F. Approve Letter of Agreement DART For 63rd and University Art Shelter

G. Approve Purchase of Cimline 150 Galllon Crack Sealer

H. Approve Purchase of Salt Shed Roof Package from Greenfield Contractors

J. Approve Resolution No. 2024-53 - A Resolution Authorizing the City of Windsor Heights Iowa to Submit Sites to the MPO for Electric Vehicle Charging Stations

K. Approve Resolution No. 2024-52 - A Resolution Approving Sarah Engquist's Committee Appointments

6. **Action Items:**

I. Approve Purchase of Police Department Hybrid Fleet Vehicle

Motion by Susan Skeries to APPROVE. Seconded by Michael Libbie. Pete Roth presented the staff report. Lauren Campbell appreciated the hybrid minivan and hopes that other cities in the metro follow suit. Motion passed 5-0.

A. Consideration to Authorize City Administrator to Execute Managed IT Service Provider Agreement With Iowa Solutions, Inc

Motion by Michael Libbie to APPROVE. Seconded by Joseph Jones. Adam Plagge presented the staff report. Susan Skeries asked for clarification regarding the setup cost vs annual cost. Adam advised that the setup cost is a one-time cost not included in the $44,000/year. Joseph Jones asked how far over budget we would be for the updates; Adam advised that he did not have a final total, but estimated the total cost to be around $60,000, about $10,000 over the $50,000 budget. Susan asked how this would be funded. Adam advised that this, among other items, would be included in a forthcoming budget amendment. Motion passed 5-0.

B. Consideration of 74th St. Professional Services Agreement

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

C. Consideration of Wilshire Blvd Storm Sewer Professional Services Agreement

Staff report by Justin Ernst. Michael Libbie asked about what items would need to be replaced by the City in the easement. Adam and Justin advised that the goal of this project would be to not have to replace anything in the easements. Susan Skeries asked for clarification on the location of the intakes. Justin advised that they would be on 73rd only. Motion by Michael Libbie to APPROVE. Seconded by Susan Skeries. Motion passed 5-0.

D. Consideration of the 2nd 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

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

7. **Reports:**

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

Susan Skeries attended the Metro Waste Exec Board Meeting on 8/7, attended the Silverstar Car Wash ribbon cutting on 8/8, met with the developmental manager of the Alzheimer's Association for a possible partnership for next year's WHAMM event, attended the State Fair

Board meeting on 8/12, and led the Fall Festival focused Special Events Committee meeting on 8/16. She invited staff and officials to mark themselves as "going" or "interested" in the Facebook events for Fall Fest. She will attend the Chamber of Commerce's Connector Social on 8/20, the Metro Waste meeting on 8/21, and the World Food Festival on 8/24. She also appreciated receiving a $3,000 grant from the Polk County Board of Supervisors for Fall Festival.

Joseph Jones attended a DART meeting regarding the operations and maintenance facility. DART continued its tradition of providing rides to the Iowa State Fair. He will attend the DART Reimagine meeting on 8/22 and the DART shelter dedication in a few weeks.

Michael Libbie attended the Silverstar Car Wash ribbon cutting on 8/8 and interviewed Trenton, the marketing manager for Silverstar. He thanked Lauren for all her pro-bono photography work that she does for the City and at other events in the metro.

Lauren Campbell attended the Silverstar Car Wash ribbon cutting on 8/8 and the Special Events Committee meeting on 8/16. She advised that links to all events were live on the City's website and social media. She invites everyone to attend the next Movies in the Park: Trolls on 9/6 and advised that volunteer forms are still open for Movies in the Park, Fall Fest, and the other upcoming City events.

Threase Harms did not attend this month's MAC meeting, but did secure various activity vendors from last year for this year's for Windsor Wonderland, including Santa, the ice sculptor, the carriage ride, and the reindeer. She will be working with Public Works to install a Christmas tree "forest" in front of the CEC this year.

i Public Works Street Patching Report

Andy Larson presented the staff report and spoke regarding the aging roads in Windsor Heights and storm sewer maintenance. He spoke regarding the current maintenance plan and the overarching future goals of the program, including the purchase of new equipment to better facilitate the completion of projects in a timely manner.

ii 73rd St. Reconstruction Staff Report And Discussion

Adam Plagge and Justin Ernst presented the staff report regarding weather delays on the 73rd St project. They presented the plan to move from Stage 6 (current stage) to Stage 5 rather than Stage 1. Moving to Stage 1 is not a good idea due to Stage 6 being incomplete and school starting on 8/23. Stage 5 prevents 73rd Street from being torn up at both ends, which would force school traffic onto residential side-streets.

8. **Adjourn**

Motion by Michael Libbie to adjourn at 6:55 PM. Seconded by Susan Skeries. Motion passed 5-0.