

City of Windsor Heights Regular Business Meeting Minutes
Monday, September 16, 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. Staff present: City Administrator Adam Plagge, City Attorney Erin Clanton, City Clerk Adam Strait, Police Chief Pete Roth, Fire Chief Jim Mease, Public Works Director Jason Roberts, Public Works Supervisor Andy Larson, City Planner Trey Rouse and City Engineer Justin Ernst with Bolton & Menk.

2. **Approval of the Agenda**

Motion by Susan Skeries 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.

Keaton Weise - 1938 63rd Street - Spoke towards traffic concerns at 63rd Street and Franklin Avenue. Police Department will look into concerns anyhow to address them

Randy and Barbara Manning - 7254 El Rancho Avenue - Spoke about 73rd Street construction impacts on lawn and the impacts causing a need for a retaining wall to be installed. Staff will meet with the Mannings at their property to discuss resolutions.

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 August 19, 2024
- B. Approve Financial Reports
- C. Approve Liquor License - Reclaimed Rails Brewing Co - 6900 School Street
- D. Approve 73rd Street Phase 1 STP-U-8477(615)—70-77 Pay Request 4
- E. Approve Replacement of Broken Glass Panel in the Community Center
- F. Approve 2023 Colby Park Improvements Pay Request 8
- G. Approve 68th Street Reconstruction Project Change Order 1
- H. Approve 68th Street Reconstruction Project Pay Request 9 -Final
- I. Approve 68th Street Reconstruction Project Certificate of Completion
- J. Approve Resolution No. 2024-58 - A Resolution Approving Lauren Probst's Special Events Committee Appointment

5. Action Items:

- A. Discussion on The Windsor's University Avenue Access
Jennifer McCoy, City Traffic Engineer, presented a traffic report and the impact of access on traffic and access. She supports the movement of The Windsor's access point west to improve safety. Susan Skeries expressed concerns about the lack of transparency regarding the right-in, right-out access for The Windsor, which was echoed by Joseph Jones. City Council was in support of moving the access west, but to leave all other details of the access point as was approved during the June 3, 2024 council meeting.
- B. Consideration of a Change Order to Wash, Caulk, Stain and Seal Community Event Center Patio
Adam Plagge presented the item. The project come at an opportune time as the park is finishing up Phase 1 renovations. The work will be done after the Fall Festival to not interrupt the event. Motion by Joseph Jones to APPROVE. Seconded by Michael Libbie. Motion passed 5-0.
- C. Consideration of Resolution No. 2024-55 - A Resolution Approving Deer Management Zone And Establishing Dates For The Special Bow Hunt As September 21st, 2024 Through January 19th, 2025
Adam Plagge presented the item. Daneille Slifka of 7119 Bellaire Avenue addressed Council with concerns about the impact on deer populations and residents opting into the program. Discussion also was on if there would be a fee with this program. Plagge stated there is not a fee at this time as the program is seen as doing a service for the City. Motion by Joseph Jones to APPROVE. Seconded by Susan Skeries. Motion passed 5-0.
- D. Consideration of Resolution No. 2024-56 - Resolution Terminating The Metro Home Improvement Program 28E Agreement By And Between The City Of Altoona, City Of Ankeny, City Of Bondurant, City Of Grimes, City Of Polk City, City Of Urbandale, City Of West Des Moines And City Of Windsor Heights, Iowa
Adam Plagge presented the item. Motion by Threase Harms to APPROVE. Seconded by Joseph Jones. Motion passed 5-0.
- E. Consideration of Resolution 2024-57 - A Resolution Approving And Authorizing The Execution Of A 28e Agreement Between The Cities Of Altoona, Ankeny, Bondurant, Grimes, Polk City, Urbandale, West Des Moines, Windsor Heights And The Mid Iowa Planning Alliance For Community Development
Adam Plagge presented the item. Motion by Threase Harms to APPROVE. Seconded by Susan Skeries . Motion passed 5-0.
- F. Consideration of Resolution No. 2024-59 - A Resolution Authorizing City Administration To Negotiate an Agreement With Walnut Creek Watershed Authority
Adam Plagge presented the item. Motion by Michael Libbie to APPROVE. Seconded by Threase Harms . Motion passed 5-0.
- G. Consideration of the 3rd 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; and to Adopt and Publish
Adam Plagge presented the item and stated their has been no changes or

feedback since the last reading. Motion by Threase Harms to APPROVE.
Seconded by Susan Skeries . Motion passed 5-0.

- H. Consideration of the 1st Reading of Ordinance No. 2024-07 - An Ordinance Amending Chapter 175, Revising Subsection 175.05 To 175.09-04, Of The Code Of Ordinances For The City Of Windsor Heights, With Regard To Design Elements For On-Premises Signs

Trey Rouse presented the item. Motion by Threase Harms to APPROVE.
Seconded by Michael Libbie. Motion passed 5-0.

- I. Consideration of the 1st Reading of Ordinance No. 2024-08 - An Ordinance Amending Chapters 153 And 175, Revising Subsection 175.02 To 175.03, Of The Code Of Ordinances For The City Of Windsor Heights, With Regard To Design Elements For On-Premises Signs

Adam Plagge presented the item. Susan Skeries expressed a concern on smaller sized business under the exempt size of 1,000 square feet needing to go through the permit process for signs that would be up for a short time such as a weekend sale. Council came to consensus to lower the exempt business size to 250 square feet. Concerns were also raised of the complicated fee formula for signs. Staff will also look into simplifying the current sign fee formula to a flat fee during the annual review of the City fee schedule. Staff was also directed to ensure clear communication to businesses. Motion by Threase Harms to APPROVE Consideration of the 1st Reading of Ordinance No. 2024-08 - An Ordinance Amending Chapters 153 And 175, Revising Subsection 175.02 To 175.03, Of The Code Of Ordinances For The City Of Windsor Heights, With Regard To Design Elements For On-Premises Signs and Amending the Ordinance to Allow up to One Temporary Sign for the First 250 sq. ft. of Commercial Space Down from 1,000 sq. ft. Seconded by Susan Skeries . Motion passed 5-0.

6. Reports:

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

Mike Jones - Stated he appreciates the council's leadership and speaking on justifications when voting on controversial items

Threase Harms - Has a MAC meeting the following day and then a Metro Waste Authority meeting Wednesday, Windsor Wonderland planning is ongoing and looking for carolers, Will be working on a special Windsor Heights ornament as well

Lauren Campbell - Parade and WHAMM registration is open and it's the last day to get a shirt with registration, Fall Fest yard signs will be going up soon, Still looking for volunteers for all jobs including handing out fliers at Hy-Vee the next two weekends, Attended the Pleasant Hill council meeting where it was voted to leave DART, Went to North Masedonia as part of a bipartisan delegation and brought back gifts for everyone, Also was given a seal from the City of Tetavo and brought it to be displayed in City Hall

Joseph Jones - Lauren represented us really well at the Pleasant Hill City Council meeting, the DART commission met two weeks ago, There have been a 4% rider increase year over year, Reimagine DART meeting the following day which will be the second conversation, Happy with how the City scored on the DART community survey and shows the City's commitment to public transportation as conversations continue

Susan Skeries - We're in Fall Festival mode, Still looking for volunteers for both Friday and Saturday, There are returning volunteers from last year's Fall

Festival which is great that we have volunteers returning since they had so much fun, Cumulus Radio will once again be helping promote the festival and there will start being radio spots soon, Will be on We Are Iowa on the 25th, We'll be out at Hy-Vee the next two weekends handing out fliers, Thank you to everyone who has signed up and is willing to help, Brought up the importance of volunteers from the community as they make these types of events possible and if there is no commitment the future state of these events will need to be looked at, Will be attending upcoming Chamber events to spread the message and build buy in from the business community, Wednesday through Friday will be at the League of Cities Annual Conference, Will attend the Catch Des Moines meeting on the 30th, Had a large audience for the latest Movies in the Park showing Trolls, Thank you to all the volunteers and staff, Counted around 352 in attendance, If anyone would like to purchase a WHAMM shirt without running the race see Susan or Lauren

Adam Plagge - Colby Park is looking great, Landscaping is happening now, There was a suggestion for recognition of previous mayors and public servants, Staff is looking into options and looking for recommendations, Will look into including something in the upcoming Public Art Master Plan

i Police Chief Report

ii Fire Chief Report

iii Mayor Report

7. Adjourn

Motion by Threase Harms to adjourn at 7:40 PM. Seconded by Susan Skeries. Motion passed 5-0.