City of Windsor Heights Regular Business Meeting Minutes
Tuesday, January 20, 2026 - 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, Lauren Campbell, Threase Harms, Fletcher Barry. Staff present: City Administrator Adam Plagge City Clerk Adam Strait, Finance Director Rachelle Swisher, Public Works Director Andy Larson, City Engineer Justin Ernst, Police Chief Pete Roth, City Attorney Erin Clanton, Fire Chief Jim Mease, City Planner Nate Weitl

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.

   No public comment given.

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

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

   A. Approve Minutes of the Regular Council Meeting on December 15, 2026

   B. Approve Financial Reports

   C. Approve Liquor License - Centerfield Sports Bar - 6555 University Ave

   D. Approve Liquor License - Kathmandu Restaurant - 7229 Apple Valley Drive

   E. Approve Liquor License - Hy-Vee Fast and Fresh - 7220 Hickman Drive

   F. Approve Liquor License - Maverik #5002 - 7229 University Ave

   G. Approve Liquor License - Sam's Club #6344 - 1101 73rd Street

   H. Approve Liquor License - Wal-Mart #1764 - 1001 73rd Street

   I. Approve Liquor License Ownership Amendment - Wal-Mart #1764 - 1001 73rd Street

   J. Approve Resolution No. 2026-01 - A Resolution Naming City Depositories and Deposit Limits

   K. Approve Resolution No. 2026-02 - A Resolution Naming the Des Moines Register as the City's Official Newspaper

   L. Approve Resolution No. 2026-03 Waiving Pavilion Fees for Des Moines Performing Arts's Free

Outdoor Programming on July 16, 2026

M. Approve Resolution No. 2026-04 - A Resolution Approving Committee Appointments

N. Approve Wilshire Blvd Storm Sewer Project Pay Request 3

O. Approve 68th Street Improvements Change Order 4

P. Approve 68th Street Improvements Change Order 5

Q. Approve 68th Street Improvements Project Pay Request 8

5. **Action Items:**

A. Discuss Colby Park Master Plan Next Steps

Adam Plagge presented the item. An overview of the 2020 Colby Park Master Plan was provided, noting that several improvements have been completed, including the splash pad, playground, food truck plaza, and Community Center area enhancements. Remaining priorities were reviewed, with emphasis on the previously engineered tennis and pickleball courts, which are currently scheduled in the CIP for 2030. Staff indicated that rebidding the project may result in improved pricing and that supporting infrastructure has already been partially completed. Staff also discussed recent findings related to the Colby Park parking lot, which lacks a proper sub-base and will require full reconstruction rather than resurfacing. The parking lot reconstruction, stormwater improvements, and tennis/pickleball courts are proposed to be coordinated as a single project in 2030. Additional master plan elements, including a plaza area, fitness circuit, and mural, remain conceptual and unscheduled. Council discussed the dog park membership program recommendation included in the master plan, with commentary on the impact to the Public Works Department by Public Works Supervisor Andy Larson, and reached consensus that it is not a priority and should not be pursued at this time. Lyons Park was briefly discussed, with a mini labyrinth discuss. Parking is a concern for any improvements that would draw in visitors. Council generally supported the proposed CIP approach for Colby Park while noting that timing and scope may need to remain flexible based on future financial conditions. No formal action was taken.

B. Discuss Draft Capital Improvement Plan (CIP) and Equipment Replacement Plan (ERP)

Adam Plagge presented the item. He and Public Works Supervisor Andy Larson reviewed major CIP updates, including reprioritization of undersized 4-inch water mains based on new information from Des Moines Water Works, updated pavement condition (PCI) scores, and revised project cost estimates reflecting recent construction pricing. Projects were reviewed through 2030 with staff expressing confidence that anticipated revenue streams align with the updated cost estimates, noting that the primary uncertainty remains the scope and grant funding for the 73rd Street South reconstruction. Staff highlighted several project schedule and scope adjustments, including shifting 64th Street (Forest Court to Sunset) from a proposed reconstruction to a full-length overlay to reduce costs and minimize disruption to school traffic by targeting summer construction, advancing Elmcrest Drive to coordinate storm sewer improvements, moving Carpenter slightly later, and adding a short reconstruction segment on 66th Street near University Avenue due to recurring water main breaks, pavement patching, storm intake deterioration, and curb geometry issues affecting large vehicles and snowplows. Additional overlay timing adjustments were discussed, including bundling smaller projects for

bid efficiency, adding Del Matro as a two-phase mill/overlay paired with water main upsizing funded largely through the Des Moines Water Works capital improvement fund (with timing potentially influenced by bonding and other major projects), and coordinating future overlays such as Lincoln Avenue with other scheduled work. Public Works also outlined an ongoing maintenance strategy for University Avenue, including a recurring pavement preservation cycle and the long-term expectation of future mill-and-overlay work, and introduced a new GIS-based CIP map intended to improve public communication by showing project locations, costs, funding, timing, and scope, with plans to publish it on the City's website and social media and update it annually. Department heads Andy Larson, Police Chief Pete Roth, and Fire Chief Jim Mease then reviewed their respective ERP items. Public Works reported the new snowplow truck is in service, training and calibration have been completed, and a road temperature sensor is improving application accuracy and reducing salt use; shop floor repairs were completed, and replacements of an aging truck and a Jeep remain scheduled, with a proposal to purchase a mini excavator next year due to significant annual rental costs and broad operational usefulness. Staff also noted ongoing lead times for dump trucks and discussed a potential future order to replace a dump/pod truck, pending committee discussion. For the Community Center, staff reported a water heater replacement and a temporary pause in additional table replacements while testing a workable table locking mechanism, with remaining tables currently in acceptable condition. Systems and technology updates included continued annual workstation replacement funding, planned replacement of the council AV system to align with future building work, and continued camera replacements to transition remaining outdated analog units. The Police Department ERP included replacement of a hybrid patrol vehicle (with variable upfitting costs), replacement of two tasers, and a one-time upgrade to a web-based body and in-car camera management platform while continuing to use existing local servers; the plan had been reviewed by committees without issue. The Fire Department reported pushing back replacement of the command vehicle by one year due to good condition, and clarified that the listed 2012 ambulance cost reflects a planned replacement already ordered, with the older unit to become reserve temporarily.

C. Discuss Comprehensive Plan Review

Adam Plagge presented the item noting that the current plan was adopted in 2017 and is approaching the typical 5–10 year update timeframe. Staff explained that the existing plan has guided several successful projects and policies, including recent streetscape improvements, and that many of its action items have been implemented, though some remain relevant for future consideration. Based on prior Finance Committee discussion, staff recommended pursuing a full comprehensive plan update rather than a limited amendment. The proposed update would be conducted through an RFP process with a private consultant, take approximately 8–12 months to complete, and be coordinated with the City's ongoing code and zoning updates. The estimated cost was identified as $75,000–$100,000, with potential funding sources including LOST or General Fund reserves, which remain above policy thresholds. Staff acknowledged current budget constraints and indicated that funding options and scope would continue to be discussed during the budget process. No formal action was taken.

D. Consideration of Resolution No. 2026-05 - A Resolution Accepting a Public Art Grant Agreement with Bravo for the Dinner Dispatch Mural Project

Adam Plagge presented the item. He reported that the City was awarded a $40,000 Bravo grant to fund the design and completion of the west wall portion of the mural, with the potential to extend the artwork to the adjacent awning areas depending on final design and funding. The City has previously allocated funds for the project under the urban renewal plan, and the City's share of costs is anticipated to be approximately $30,000–$40,000, subject to final scope and artist selection, with the potential for additional grant funding still pending. Staff noted that a maintenance agreement with the property owner is in progress and that the City intends to engage Liz Lidgett to assist with the RFQ and artist selection process, with her services expected to be covered within the Bravo grant award. The City's portion of the project would

be funded through tax increment financing consistent with the urban renewal plan. Council discussed the benefits of using a consultant to guide the process and ensure alignment with City goals. Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion passed 5-0.

E. Consideration of Resolution No. 2026-06 - A Resolution Approving a Use Agreement Between the City and The YMCA for Use of Colby Park

Adam Plagge presented the item. H reported that the agreement was previously reviewed in December and that the primary change is an increase in the usage fee from $1,000 to $2,500 to better reflect City maintenance and supply costs. Staff noted that the YMCA confirmed plans to conduct up to two weekly field trips, weather permitting, acknowledged that Colby Park is a shared public space, and indicated that camp enrollment is currently capped at 40 participants, below the agreement's maximum of 60, with flexibility based on staffing. Liability requirements were confirmed as satisfactory, and staff noted that the YMCA will apply the resident registration discount retroactively and update its website accordingly. Council expressed appreciation for the partnership and staff's work. Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion passed 5-0.

6. **Reports:**

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

- Councilor Threase Harms provided a brief update on committee and legislative activity. She noted that several meetings had recently taken place, including the Finance Committee and Communications and Public Art Committee. She also reported that the Metropolitan Area Council (MAC) met last week during the second day of the legislative session and elected Courtney Clark as its new chair; Councilor Harms was unable to attend that meeting as she was at the State Capitol. She noted that the legislative session is now in full swing, with multiple pieces of legislation under consideration that could impact cities, and indicated that additional updates would be shared as the session progresses. Councilor Harms encouraged council members to reach out with any questions and stated that relevant legislative information is being shared with staff as appropriate.
- Councilor Lauren Campbell reported that she attended the United Way Advocacy Breakfast on December 18 with Councilor Skies, noting that Councilor Jones was also in attendance. She shared that both the Communications and Special Events committees met last week and that the 2026 Special Events brochure has been finalized and is ready for sponsor outreach. Councilor Campbell also reported volunteering alongside staff and Mayor Jones at the Fueling Hope Gas Giveaway, where more than 11,000 gallons of fuel were distributed despite extremely cold conditions. She additionally noted that she will be participating with Bolton & Menk at the Iowa Parks and Recreation Association conference in March to present on the Colby Park project.
- Councilor Fletcher Barry noted that this was his first meeting and shared that he did not have a formal update at this time. He expressed appreciation to City staff, Windsor Heights residents, and fellow council members for their support throughout the process and stated that he looks forward to serving over the next four years.
- Councilor Joseph Jones welcomed the newly seated council member and provided an update from a recent DART meeting. He reported that the DART Executive Committee re-elected its existing slate of officers and that he will continue serving as Secretary-Treasurer. Councilor Jones noted that discussions focused on paratransit services, future budget and levy considerations, and workforce transportation initiatives intended to address service gaps in areas with demonstrated demand. He also shared that a DART budget workshop is scheduled for February 18 at 3:30 p.m. Councilor Jones further

noted that Bondurant will be departing the DART system. He indicated that additional information will be provided as discussions continue.

- Councilor Susan Skies reported attending the United Way Advocacy Breakfast in December to hear about legislative priorities impacting the community and noted that the Special Events Committee has met twice since the last council meeting, with no meeting planned for February and updates to be shared via email as needed. She announced a ribbon cutting for SP Salon on January 30 at 4:00 p.m. on 73rd Street and shared that she attended Wake Up Windsor Heights at Dinner Dispatch, which was well attended and included participation from the Westside Chamber. Councilor Skies also attended the Westside Legislative Breakfast in Clive with strong Windsor Heights representation and met with Urbandale's Fourth of July parade coordinator to explore opportunities for increased participation and regional collaboration, including possible participation in Urbandale's parade. She reported attending BASH and a Polk County Emergency Management session on avian influenza with Chief Roth, later sharing key takeaways with the Metro Waste Executive Board, volunteered at the Fueling Hope Gas Giveaway, and outlined upcoming engagements including the AM Exchange, legislative events with Metro Waste Authority and regional partners, and the quarterly Catch Des Moines meeting.

B. Mayor's Report

C. Code Enforcement : Q4 2025 Report

7. **Adjourn**

Motion by Threase Harms to adjourn at 7:18 PM. Seconded by Susan Skeries. Motion passed 5-0.