City of Windsor Heights Regular Business Meeting Minutes
Monday, February 16, 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

2. **Approval of the Agenda**

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

3. **Public Hearing:**

   A. Public Hearing on 74th Street Improvements Proposed Contract Documents and Estimated Costs for Repair or Improvement

      Motion by Joseph Jones to open the public hearing at 6:01 PM. Seconded by Threase Harms. Motion passed 5-0. Justin Ernst presented the proposed documents. No public comment given. Motion by Threase Harms to close the public hearing at 6:04 PM. Seconded by Susan Skeries. Motion passed 5-0.

   B. Discussion of 74th Street Improvements Proposed Contract Documents and Estimated Costs for Repair or Improvement

      Adam Plagge presented the item. Plagge reviewed the proposed contract documents and estimated costs for the 74th Street Improvements project and recommended awarding the contract to the lowest qualified bidder, MPS Engineers (formerly Kingston Services). Staff noted the contractor completed a 2018 PCC patching project in Windsor Heights but incurred $20,000 in liquidated damages on a 2017 sidewalk project due to delays. Recent reference checks with other cities indicated projects were completed successfully, though occasional timeliness issues were reported. Council expressed concern about prior delays and impacts on residents. Staff explained that scheduling issues are often related to contractor resource allocation and project management. Bolton & Menk will provide construction oversight to ensure compliance with plans and specifications, though increased oversight could raise engineering costs if performance issues arise. The contract includes performance incentives for timely completion. Staff recommended deferring Alternate B and considering it later as a standalone project. No action was taken. The item will return for consideration at the next meeting.

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 given.

5. **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 February 2, 2026

   B. Approve Financial Reports

   C. Approve Liquor License - Ridgemont - 7400-7460 Hickman Rd

D. Approve Resolution No. 2026-08 - A Resolution Approving a Donation of a Community Center Rental to the Walnut Creek YMCA Silent Auction

E. Approve Resolution No. 2026-09 - A Resolution Authorizing the City to Submit to the Prairie Meadows Community Betterment Grant Application

F. Approve Resolution No. 2026-10 - A Resolution Setting the Time and Place for a Public Hearing for the Proposed Capital Improvement Plan (CIP) for Fiscal Year 2027-2037

6. **Action Items:**

A. Consider Resolution No. 2026-07 - A Resolution Authorizing the City to Submit to the US DOT a Better Utilizing Investments to Leverage Development (BUILD) Grant Application & Commitment to Fund 20% of the Project

Adam Plagge presented the item. Staff requested approval to submit the 2026 BUILD (formerly RAISE) grant application. The revised application builds on last year's improved scoring and includes narrative adjustments to increase competitiveness. The project features a pedestrian bridge over Walnut Creek, pedestrian and safety improvements along 73rd Street, and environmental enhancements. Des Moines and West Des Moines have each pledged $50,000 toward the bridge contingent on award. The BUILD request amount was reduced due to a $2 million STPG award. Engineering costs will be excluded from eligible expenses and counted toward the City's match, with the total projected City cost just under $9 million. The application assumes the railroad remains in place but allows for future modifications if conditions change. Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion passed 5-0.

B. Consideration of Resolution No. 2026-11 - A Resolution Approving the Mural Installation and Maintenance Agreement with Ruth Colby Trust A

Adam Plagge presented the item. The agreement authorizes the City to install and maintain the mural, with an initial five-year term and automatic renewal for an additional five years, subject to building conditions. The City will be responsible for installation and maintenance, including graffiti removal, and may terminate the agreement if necessary. Colby Interest will participate in the RFQ process and artist selection, with final mural design approval by both Colby Interest and City Council. Approval allows the City to proceed with the public art process and utilize BRAVO grant funding and other grant opportunities. Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion passed 5-0.

7. **Reports:**

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

- Councilor Theresa Harms reported on recent MAC and Budget Committee meetings. She shared that the MAC meeting primarily focused on legislative matters, with property tax reform serving as the main topic of discussion and ongoing concern for cities. She also noted participation in the Budget Committee meeting, where regular budget discussions were held.
- Councilor Lauren Campbell reported that she attended the Reimagine DART celebration two weeks ago. She also thanked those who attended the BRAVO Gala and expressed appreciation for the City's support of BRAVO, noting that the grants

awarded to Windsor Heights over the past several years are expected to have a meaningful community impact.

- Councilor Fletcher Barry reported that he attended the CityView Best of Awards, where the Chamber received its 13th consecutive award for Best Local Chamber, marking the third year as a merged Windsor Heights–Urbandale Chamber. He also shared that he had his first meeting with ICON Water Trails and looks forward to progress on their Windsor Heights site. In addition, he participated in an educational session with the DART CEO for newly elected officials regarding the Reimagine DART program. He encouraged the community to attend the upcoming ribbon cutting for Heart Space Massage at 4:00 p.m. on Friday.
- Councilor Joseph Jones reported he will attending an upcoming DART budget workshop Wednesday afternoon.
- Councilor Susan Skeries reported that she has been actively working with local businesses on event sponsorships, serving as a resource to answer questions, match sponsors with appropriate opportunities, and connect them with volunteers to finalize agreements. She shared that feedback has been very positive, with strong appreciation for the City's efforts to keep community events free or low cost. Veterans Day sponsorships are fully sold out, Earth Day is nearly sold out, and planning is underway for Touch a Truck, Movies in the Park, Fall Festival, and Windsor Wonderland. She also attended the National Civility Summit hosted by Drake University and the Robert D. and Billie Ray Center, noting it was a valuable reminder about the importance of listening and respectful communication. In addition, she toured Water Works with the Greater Des Moines Partnership and is exploring a similar tour opportunity for the Women in Government group. She attended a recent executive board meeting and noted the regular board meeting is upcoming. The Women in Government group will meet at Catch Des Moines to hear from lobbyists about the legislative session. She also plans to attend the Heart Space Massage ribbon cutting, a Lunch and Learn event, and the Des Moines Performing Arts Legislative Reception.

B. Mayor's Report

8. **Closed Session** Per Iowa Code §21.5.1 (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 the tape recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed.

   Motion by Threase Harms to enter Closed Session at 6:26PM. Seconded by Susan Skeries. Motion Passed 5-0.
   Motion by Threase Harms to exit Closed Session at 6:44PM. Seconded by Susan Skeries. Motion Passed 5-0.

9. **Adjourn to Exempt Session** Immediately following the regular Council meeting, Council will have an exempt session pursuant to Iowa Code section 20.17(3)—Negotiating sessions, strategy meetings of public employers, mediation, and the deliberative process of arbitrators shall be exempt from the provisions of chapter 21. Immediately following the exempt session, Councill will have a work session.

   Motion by Threase Harms to adjourn at 6:44PM. Seconded by Susan Skeries. Motion passed 5-0.