City of Windsor Heights Regular Business Meeting Minutes
Monday, March 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, Threase Harms, Fletcher Barry. Members Absent: Lauren Campbell. Staff present: City Administrator Adam Plagge City Clerk Adam Strait, Finance Director Rachelle Swisher, Public Works Director Andy Larson, Police Chief Pete Roth, Fire Chief Jim Mease, City Attorney Erin Clanton

2. **Approval of the Agenda**

   Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion passed 4-0.

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 4-0.

   A. Approve Minutes of the Regular Council Meeting on March 2, 2026

   B. Approve Financial Reports

   C. Approve Tobacco License - Hy-Vee - 7101 University Ave

   D. Approve Tobacco License - Hy-Vee Fast & Fresh - 7220 Hickman Road

   E. Approve City Hall Parking Lot Repairs

   F. Approve Walnut Creek Water Access Change Order 1

   G. Approve Walnut Creek Water Access Pay App 1

   H. Approve Resolution No. 2026-20 - A Resolution Acknowledging and Approving Updates to Section 2.2.17 of the Polk County Hazard Mitigation Plan

   I. Approve Resolution No. 2026-17 - A Resolution Approving 2026 Updates to the Windsor Heights Flood Response Plan

5. **Action Items:**

   A. Discuss Renewal of 28E For Library Services Between City of Des Moines and City of Windsor Heights

   Adam Plagge reported the current 28E agreement with the City of Des Moines will expire July

1 and that Des Moines is interested in a renewal with up to a 3% annual increase for up to three years. No service changes are anticipated, though potential future budget impacts were noted. Council expressed general satisfaction with services, citing strong community engagement and programming. Limited resident feedback was reported, with one concern about digital content availability addressed by staff. Council reached consensus to move forward with a three-year renewal, and staff was directed to bring back a formal agreement for consideration.

B. Consideration of Resolution No. 2026-18 - A Resolution Approving a 28E Agreement with the Iowa DOT for the Maintenance and Repair of Primary Roads within Windsor Heights

Andy Larson reported the current 28E agreement with the Iowa DOT for maintenance and repair of primary roads will expire June 30, 2026, and presented a standard five-year renewal agreement outlining responsibilities. Under the agreement, the DOT maintains primary roadways (Hickman Road and 63rd Street) from curb to curb and associated signage, while the City is responsible for areas outside the curb, including right-of-way and storm sewer systems. Staff noted the agreement is consistent with the existing arrangement and recommended approval. Council discussion highlighted a positive working relationship with the DOT, including responsiveness to maintenance needs and coordination on issues such as potholes. Questions were raised regarding jurisdictional boundaries and potential future transfer of roadway responsibility; staff indicated such changes would be complex and unlikely. Council expressed no major concerns with the agreement. Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion passed 4-0.

C. Consideration of Resolution No. 2026-19 - A Resolution Accepting the Acquisition of Real Estate Interests and Authorizing Acquisition of Such Real Property (1122 65th Street)

Adam Plagge reported that an agreement has been reached with the property owner of 1122 65th Street for acquisition of the property to support a planned stormwater project. The owner elected to proceed with a $65,000 purchase price, with closing anticipated later this summer following updates to the urban renewal plan to allow use of project funds. Staff indicated the property would be remediated and demolished in preparation for future storm sewer construction, anticipated in late 2026 or spring 2027. Following project completion, options may be considered to sell or transfer the property for residential use. Staff recommended approval of the purchase agreement, noting it is a standard form with no issues identified. Council expressed no concerns. Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion passed 4-0.

D. Consideration of Resolution No. 2026-21 - A Resolution Approving an Agreement with the Foundation and Thirsty Pigs for the 2026 Nights in the Heights Concert Series

Adam Plagge presented a revised agreement for the 2026 Knights in the Heights concert series involving the Windsor Heights Foundation and Thirsty Pigs, including a defined service area for alcohol sales and updated licensing requirements. The proposal requires Thirsty Pigs to obtain five-day alcohol licenses for each event, with the City waiving pavilion rental and amplification permit fees. Council discussed service area boundaries, licensing procedures, and operational considerations, including alcohol control, use of the park space, and potential impacts on other users. Concerns were raised regarding exclusivity of the service area and administrative details, but staff noted no significant issues to date and a positive working relationship with event partners. Council reached general agreement to proceed as proposed, with clarification that fees would be waived and licenses are expected to be terminated following each event, though not formally required in the resolution. The expectation will be addressed during the approval of the alcohol licenses. Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion passed 4-0.

6. **Reports:**

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

- Mayor Jones reported that the MAC meeting was canceled, with no specific reason provided. He attended the MILAG meeting and received updates from Central Iowa Water Works regarding proactive measures related to potential water conservation efforts. While not described as a formal watering ban, there was discussion about encouraging residents to reduce water usage, and the group was receptive to that approach. Mayor Jones also participated in an MPO funding committee meeting, where work is nearing completion on updates to the safety scoring system for STBG funding applications. The revisions are expected to increase the application length from approximately 120 to 160 questions, adding complexity to the process. He noted that additional updates will be provided in a future report.
- Councilor Harms reported on recent state legislative activity, noting that the legislature and governor approved a bill prohibiting local government civil rights commissions, which was signed into law the previous week. She also provided an update on a property tax proposal that has advanced out of committee in the Senate and is eligible for debate, sharing preliminary information with staff. Councilor Harms noted that the proposal is still evolving, particularly due to the significant cost associated with backfilling funding for schools. Additionally, she reported that the Revenue Estimating Conference met and projected a decline in state revenues.
- Councilor Barry reported that he and Councilmember Jones met with local Cub Scouts to discuss the structure of government from the local to federal level, as well as the election process. He also attended the Polk County Strategic Plan planning session with Councilmember Skeries, noting it is a significant initiative and encouraging residents to provide input. Additionally, he attended Wake Up in Windsor Heights at Heart Space Massage, highlighting its continued success for local businesses, and encouraged the public to attend the upcoming ribbon cutting for the business on March 24.
- Councilor Jones reported on recent DART activities, including discussion of the annual audit, upcoming analysis of the Bus Plus program, and implementation of the new transit network scheduled to begin in June. He noted that DART's FY27 budget is in progress, with a public hearing scheduled for April 7, and that the board also received a mid-year report. Councilor Jones further reported that DART CEO Amanda Wanke has announced her resignation, effective May 9, and that the executive committee has met to begin planning next steps, with a special commission meeting scheduled to discuss the CEO transition. He also noted participation in a recent Cub Scouts engagement event with fellow Councilmember Barry.
- Councilor Skeries reported on several recent meetings and community activities. She attended a Metro Waste Authority meeting where a proposed battery disposal bill was discussed, noting uncertainty on its status. They also hosted a film crew for an interview with Leslie Irrbeck, a finalist for the Girl Scouts Inspiring Women of Iowa award. Councilor Skeries participated in Chamber pop-ins and attended a ribbon cutting and a FemCity Coffee Connection event, where she promoted City special events. She also toured the Saylorville Water Treatment Plant and highlighted ongoing efforts to raise awareness about proper lithium battery disposal. Additionally, Councilor Skeries attended Wake Up Windsor Heights and the Polk County Strategic Planning session, encouraging increased participation in the county's public survey due to low response rates. Looking ahead, she noted upcoming Public Works and Special Events meetings and emphasized the need for volunteers for the April 25 Earth Day stream cleanup and event. She also provided updates on upcoming community events, including Movies in the Park beginning May 1 and the Touch-a-Truck event on May 22, noting continued coordination with the Children's Museum on that event and encouraging support for the Museum's upcoming Giga Gala fundraiser.

B. Code Project Update

7. **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 Susan Skeries to adjourn at 6:41PM. Seconded by Threase Harms. Motion passed 4-0.

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Mike Jones, Mayor

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Adam Strait, City Clerk