City of Windsor Heights Regular Business Meeting Minutes
Monday, April 6, 2026 - 6:00 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST

1. **Call to Order/Roll Call**

   Mayor Mike Jones called the meeting to order at 6:04 PM. Members present: Susan Skeries, Joseph Jones, Lauren Campbell, Fletcher Barry. Members Absent: Threase Harms. 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 Joseph Jones to APPROVE. Seconded by Susan Skeries. Motion passed 4-0.

3. **Presentation:**

   A. Presentation from BRAVO President Sally Dix

      Sally Dixon, President of Bravo Greater Des Moines, provided a brief overview of Bravo's regional arts funding model, which uses hotel-motel tax revenue to efficiently support over 80 arts and cultural organizations while reducing administrative burden on partner cities. She highlighted both regional and local impacts, noting that Windsor Heights received approximately $91,500 in direct funding and that residents benefit from significant participation in Bravo-supported programs. Dixon emphasized the strong return on investment generated by arts funding, while also noting potential risks related to property tax reform and proposed changes to hotel-motel tax regulations. Council expressed appreciation for Bravo's work and ongoing partnership.

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 Susan Skeries to APPROVE Consent Agenda. Seconded by Joseph Jones. Motion passed 4-0.

   A. Approve Minutes of the Regular Council Meeting on March 16, 2026

   B. Approve Minutes of the Work Session on Monday, March 16, 2026

   C. Approve Financial Reports

   D. Approve Liquor License - Puerto Rico Restaurant - 6611 Univserity Ave Ste 101

E. Approve Liquor License Ownership Update - Sams Club - 101 73rd St

F. Approve Liquor License Premises Update - Sams Club - 1101 73rd St

G. Approve Tobacco Permit - Maverik - 7229 University Ave

H. Approve Resolution No. 2026-22 - A Resolution Waiving CEC Fees for Isaiah House 117 Fundraiser Event on May 15, 2026

I. Approve Fire Department Treadmill Replacement Purchase

J. Approve Resolution No. 2026-23 - A Resolution to Set a Date for a Public Hearing on the FY27 Budget

K. Approve Resolution No. 2026-24 - A Resolution Setting Date for Public Hearing on Designation of the Expanded Windsor Heights Consolidated Urban Renewal Area and on Urban Renewal Plan Amendment

6. **Action Items:**

A. Consideration of Resolution No. 2026-25 - A Resolution Authorizing the Execution of an Agreement between the City of Windsor Heights and the Des Moines Public Library for the Provision of Library Services

Adam Plagge presented the item. The agreement is a three-year renewal with a 3% annual cost increase and includes access to both physical and digital materials, primarily through the Franklin Library. No significant service changes are anticipated in the near term, though potential budget challenges in future years were noted. The agreement includes a provision allowing termination or reconsideration if service levels change. Motion by Joseph Jones to APPROVE. Seconded by Susan Skeries. Motion passed 4-0.

B. Consideration of FY26 Public Works ERP Purchase - Class 5 Pickup

Andy Larson presented the item. He explained that one vehicle, a 2006 Chevy Silverado, is experiencing increasing maintenance and engine issues, while the other, an older dump truck used for street operations, has been in service for decades and is at the end of its useful life. The replacement was included in the FY26 budget at $120,000, with pricing obtained through state contracts to ensure competitive bids. Staff recommended purchasing from Carl Chevrolet due to comparable pricing and better alignment with operational

needs and specifications. It was noted that the existing vehicles are expected to have minimal resale value. Motion by Susan Skeries to APPROVE. Seconded by Joseph Jones. Motion passed 4-0.

C. Consideration of Resolution No. 2026-26 - A Resolution Setting the Public Hearing on the Adoption of the Proposed Code of Ordinances of the City of Windsor Heights

Adam Strait presented the item. He explained that the update largely consists of administrative, technical, and clarifying changes to align the code with current city operations and state law, with relatively few substantive policy changes. Updates since the previous council review were described as minor and primarily included clarifications, removal of outdated provisions, and alignment with state code. Staff also highlighted the addition of a trap-neuter-release program as part of the broader update. A public hearing was recommended for May 4 to allow sufficient time for council and public review, with outreach planned to inform residents. Motion by Joseph Jones to APPROVE. Seconded by Susan Skeries. Motion passed 4-0.

7. **Reports:**

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

- Councilor Lauren Campbell reported on recent meetings and activities since March 2. She attended the Bravo Board meeting on March 11, where she voiced strong support for continued participation in Bravo, citing concerns about other communities withdrawing despite receiving significant program value. She also met with the Des Moines Art Center to discuss public art opportunities. Campbell attended the Public Safety and Special Events Committee meetings, and on March 25 presented at the Iowa Parks and Recreation Association Conference on Windsor Heights' work in Colby Park and special events, noting positive feedback from peers. She also attended the Communications and Public Art Committee meeting and plans to attend an upcoming DART meeting.
- Councilor Fletcher Barry reported on recent meetings and community events. He attended the Public Works Committee meeting on March 18 and participated in a Polk County Emergency Management "Lunch and Learn" on March 24 focused on Alert Iowa, encouraging residents to utilize the tool to stay informed during severe weather. Barry also attended the grand openings of Heart Space Massage and Dinner Dispatch, and participated in "Talk with

Officials for Windsor Heights," noting it as a valuable opportunity for residents to engage with local and state leaders.

- Councilor Joseph Jones provided an update on DART, noting he will be unable to attend the upcoming meeting due to a work commitment, with Councilor Campbell attending in his place. Jones shared that he is serving on the DART CEO search committee as part of the executive committee, which has begun reviewing applicants and conducting interviews, with the process currently underway.
- Councilor Susan Skeries reported on recent meetings, events, and community initiatives. She attended Public Works and Special Events Committee meetings, as well as the Heart Space Massage ribbon cutting and the "Talk with Officials" event. She also participated in a Central Iowa Center for Independent Living open house, which she described as informative and impactful, and is now working with partners to improve accessibility at community events, including adding audio descriptions and exploring closed captioning for Movies in the Park. Skeries also attended the Million Trees event, a Chamber AM Exchange, a Metro Waste Executive Board meeting, and the Dinner Dispatch ribbon cutting. She provided an update on the upcoming Earth Day event, noting that planning is underway but additional volunteers are needed. She encouraged community participation and also highlighted upcoming events, including Wake Up Windsor Heights.

i Mayor's Report 3.12.26

B. 2026 City Construction Updates Report

City Administrator Adam Plagge provided an update on several ongoing and upcoming construction projects. He reported that the water access project is progressing well, though currently paused for approximately two weeks, with completion anticipated by the end of May. The 68th Street paving project is expected to begin mid-April, with efforts to minimize impacts to residents and an open house planned to provide additional information. Plagge noted that the start of work on 73rd Street has been slightly delayed to better align with related Des Moines Water Works projects, with construction now expected to begin later in April. He also highlighted the upcoming 74th Street reconstruction project, which will involve a full street rebuild and is anticipated to begin in late April or early May, with attention to tree preservation and resident accessibility needs throughout the project.

C. Code Enforcement Q1 Report

8. **Adjourn to Exempt Sessions** Immediately following the regular Council meeting, Council will have exempt sessions 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.

   Motion by Susan Skeries to adjourn at 6:56PM. Seconded by Joseph Jones. Motion Passed 4-0.