City of Windsor Heights Regular Business Meeting Minutes
Monday, May 18, 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, Fletcher Barry and Threase Harms (arrive at 6:35PM). Staff present: City Administrator Adam Plagge City Clerk Adam Strait, Finance Director Rachelle Swisher, Fire Chief Jim Mease, City Attorney Erin Clanton, Police Lieutenant Chad Norris

2. **Approval of the Agenda**

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

3. **Public Hearing:**

   A. Public Hearing on the FY26 Budget Amendment
      Motion by Susan Skeries to open the public hearing at 6:01 PM. Seconded by Joseph Jones. Motion passed 4-0. Rachelle Swisher presented the proposed budget amendments. No public comment given. Motion by Joseph Jones to close the public hearing at 6:04 PM. Seconded by Susan Skeries. Motion passed 4-0.

   B. Consideration of Resolution No. 2026-37 - A Resolution Amending the Annual Budget for the Fiscal Year Ending June 30, 2026, for the City of Windsor Heights
      No further discussion held on the budget amendment. Motion by Joseph Jones to APPROVE. Seconded by Susan Skeries. Motion passed 4-0.

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.

   Zion Kolosik, 6521 Washington Ave, proposed a community flag design competition for Windsor Heights. Zion spoke about the importance of flags as symbols of pride and unity and noted that the current city flag is simply the city logo. He suggested allowing residents to submit designs with symbolism and meaning for Council consideration. Council thanked Zion for his presentation, expressed support for exploring the idea further, and indicated they would follow up with him regarding the proposal.

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

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

   A. Approve Minutes of the Regular Council Meeting on May 4, 2026

   B. Approve Minutes of the Council Work Session on May 4, 2026

   C. Approve Financial Reports

   D. Approve 73rd Street Phase 1 STP-U-8477(615)—70-77 Pay Request 19

   E. Approve Walnut Creek Water Access Pay Request 3

   F. Approve Wilshire Blvd Storm Sewer Project Pay Request 5

G. Approve 68th Street Improvements Project Pay Request 9

H. Approve 2026 Public Works Week Proclamation

6. **Action Items:**

A. Consideration of the First Reading of Ordinance 26-01 - An Ordinance Adopting the "Code of Ordinances of the City of Windsor Heights, Iowa"

Adam Strait presented the item and reviewed two proposed ordinance revisions following the public hearing. The first amendment would simplify the public comment section of the Council meeting rules by removing Section 17.046(G) and incorporating related language into another subsection to clarify when public participation is appropriate. The second amendment would add language identifying nuisance businesses within the nuisance ordinance, mirroring provisions used in Des Moines and Clive. Staff noted the language would provide an additional enforcement tool for addressing businesses causing ongoing nuisances. Susan Skeries noted a discrepancy in the peddler and solicitors ordinance, specifically clarifying permitted solicitation hours. Skeries recalled prior discussion to reduce weekday solicitation hours from 9:00 p.m. to 7:00 p.m. and Lauren Campbell confirmed the intended hours should be 9:00 a.m. to 7:00 p.m., Monday through Saturday, and noon to 7:00 p.m. on Sundays. Additional updates previously discussed included changes to permit fees, reducing the out-of-state bond requirement, and requiring solicitor photos to be posted on the City's Facebook page and website. Staff confirmed the recommended changes could be incorporated before the second reading. Motion by Joseph Jones to APPROVE Consideration of the First Reading of Ordinance 26-01 - An Ordinance Adopting the "Code of Ordinances of the City of Windsor Heights, Iowa" with the addition of the proposed staff changes and the update of peddler time restrictions in section 122.09. Seconded by Susan Skeries. Motion passed 4-0.

B. Presentation on City of Windsor Heights Employee Benefits

Rachelle Swisher presented an overview of all employee benefits, including health insurance, leave policies, retirement benefits, PTO accrual, union benefits, workplace flexibility, compensation-related benefits, and tuition reimbursement. Staff reviewed recent updates to employee contributions, disability coverage, parental leave, executive leave, remote work, summer hours, and cell phone stipends. Discussion also included police and fire union PTO and holiday accrual practices, on-call responsibilities, and compensation for after-hours work. Council discussed concerns and potential future revisions related to executive leave, summer hours time frame, employee phone stipends, city-issued phones, and on-call compensation practices across departments. Staff noted several policies may warrant additional review and comparison with other metro communities. Following discussion, Council reached consensus to form an ad hoc committee to further review employee benefit policies and potential revisions before a future Council work session. That committee will consist of Threase Harms, Susan Skeries, and Lauren Campbell. The committee's meeting agendas will be posted and meetings will be open to the public due to three council members sitting on the committee. Adam Plagge will coordinate meeting dates.

7. **Reports:**

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

- Councilor Threase Harms reported on the recent MAC meeting, where the Housing Trust Fund presented its regional housing dashboard and identified four potential housing opportunity sites in Windsor Heights. She expressed interest in inviting representatives to present the dashboard to Council for additional discussion and noted continued positive feedback regarding The Windsor development. Councilor Harms also reported that surrounding metro communities are reviewing regulations related to motor scooters and trail use, and indicated Windsor Heights may want to consider future policy discussions on the topic.
- Councilor Lauren Campbell reported attending the Clive and Windsor Heights Public Safety event and commended the police and fire departments for their work and public safety education efforts related to severe weather preparedness. She also attended the Special Olympics fundraiser hosted by the police department at Dunkin' Donuts and reminded residents about upcoming volunteer opportunities for the Touch a Truck event. Councilor Campbell noted positive feedback from West Des Moines Mayor Russ Trimble regarding The Windsor development and shared updates on Nancy's Place and the upcoming "Learn at the Landfill" event scheduled for June 20. She also stated that trail signs had recently been installed.
- Councilor Fletcher Barry reported attending the Urbandale Sustainability Fair, where residents learned about environmentally friendly practices and potential cost-saving opportunities. He also attended the Windsor Heights Chamber "Wake Up" event and thanked staff for providing updates on current city projects. In addition, Councilor Barry attended the open house at Nancy's Place and commented positively on the renovations and the opportunities the facility will provide for residents.
- Councilor Joseph Jones reported on the recent DART Commission meeting, including recognition of Amanda's final meeting with the organization. He shared updates on implementation of the DART Reimagine Plan, which is scheduled to begin June 14, including route transition preparations and installation of new bus stop signage throughout the community. Councilor Jones also noted discussion regarding retrofitting buses with larger stop signage to improve visibility and safety, and reported that DART has taken occupancy of its operations and maintenance facility.
- Councilor Susan Skeries reported attending the Metro Waste Executive Board meeting on May 6 and meeting with representatives from the Des Moines Children's Museum to finalize planning and logistics for the upcoming Touch Truck event. She also attended the Inspiring Women of Iowa luncheon alongside Councilor Harms and noted support for Metro Waste staff member Leslie, who was recognized as a finalist for the Courage Award. Councilor Skeries further reported attending the DMARC volunteer event with Mayor Jones and Councilor Harms and community volunteers, noting Windsor Heights had a strong volunteer presence. She also attended the Wake Up Windsor Heights event at the Public Works facility, where city staff provided updates on ongoing projects and initiatives. Councilor Skeries provided a detailed update on preparations for the Touch Truck event, including discussions held during the Special Events Committee meeting regarding parking, shuttle service, accessibility accommodations, and volunteer recruitment. She noted that

Colby Park interior parking would be reserved for handicap-accessible parking during the event, with additional parking and shuttle options available at nearby locations. She encouraged residents to assist by sharing event information and volunteering due to limited availability of student volunteers during graduation season. Councilor Skeries also announced upcoming participation in the Women in Government meeting, the Metro Waste monthly meeting, and the Central Iowa Business Conference, and concluded by wishing residents a safe and meaningful Memorial Day weekend.

- City Administrator Adam Plagge provided an update on the 68th Street project, specifically addressing concerns related to curb construction. He explained that areas of segregation and separation within portions of the concrete curb had been identified, prompting Bolton & Menk to obtain core samples and continue discussions with the contractor regarding corrective action options. Plagge stated that the issue remains unresolved and that the Public Works Committee is expected to reconvene in early June to review the matter and discuss potential next steps. Plagge also reported that the contractor hopes to reopen 68th Street to local traffic within approximately one and a half weeks, though the roadway is expected to remain closed to through traffic for a longer period.

i Mayor's Report

B. 68th Street Improvements Update

8. **Adjourn**

Motion by Threase Harms to adjourn at 7:19 PM. Seconded by Susan Skeries. Motion Passed 5-0.

_____

Mike Jones, Mayor

_____

Adam Strait, City Clerk