City of Windsor Heights Regular Business Meeting Minutes
Monday, June 15, 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 Members Absent: Threase Harms. Staff present: City Administrator Adam Plagge, City Clerk Adam Strait, Finance Director Rachelle Swisher, Fire Chief Jim Mease, Police Chief Pete Roth, Public Works Director Andy Larson, City Attorney Erin Clanton

2. **Approval of the Agenda**

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

3. **Presentation:**

   A. Presentation from Mid Iowa Narcotics Enforcement Task Force

   Captain Keith Osberg, Commander of the Mid-Iowa Narcotics Enforcement (MINE) Task Force, provided an overview of the regional task force and its partnerships with local, state, and federal agencies. He reported that from July 2025 through May 2026, MINE opened 309 criminal cases, executed 147 search warrants, filed 471 criminal charges, seized 131 illegal firearms, removed approximately $1.6 million in illegal drugs, and seized more than $373,000 in criminal proceeds. Captain Osberg also highlighted Windsor Heights investigations involving human trafficking victims and a narcotics case that resulted in the seizure of drugs and firearms. He noted that participation in MINE provides Windsor Heights access to specialized investigators, intelligence sharing, and regional enforcement resources. Following a brief discussion regarding controlled buys and search warrants, Mayor Jones thanked Captain Osberg for the presentation and noted the topic would be discussed further at future committee and council meetings.

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.

   Lauren Campbell stated that her child does attend the school associated with Item I, however is unaware of the organization requesting the CEC fee waiver. Adam Plagge provided clarification for Susan Skeries on the funding mechanism for Item M and how the resolution authorizes debt movement and eventually reimbursement, as the property had been acquired previously. Motion by Joseph Jones to APPROVE. Seconded by Susan Skeries. Motion passed 4-0.

   A. Approve Minutes of the Regular Council Meeting on June 1, 2026

   B. Approve Financial Reports

   C. Approve 68th St. Reconstruction Project Pay Request 10

   D. Approve 73rd Street Phase 1 STP-U-8477(615)—70-77 Pay Request 20

   E. Approve 74th Street Reconstruction Project Pay Request 1

F. Approve Walnut Creek Water Access Project Pay Request 4

G. Approve Resolution No. 2026-39 - A Resolution Waiving CEC Fees for a Memorial Service for Former Windsor Heights Mayor Dave Burgess

H. Approve Resolution No. 2026-40 - A Resolution Waiving CEC Fees for Poetry Palooza, A Committee of the Iowa Poetry Association

I. Approve Resolution No. 2026-41 - A Resolution Waiving CEC Fees for the Youth St. Vincent De Paul Conference Associated with St. Theresa Catholic School

J. Approve Resolution No. 2026-42 - A Resolution Authorizing Internal Advance for Funding of Urban Renewal Project (Urban Renewal Administration and Professional Support Program)

K. Approve Resolution No. 2026-43 - A Resolution Authorizing Internal Advance for Funding of Urban Renewal Project (Property Acquisition, Demolition and Site Preparation Project-1122 65th Street)

L. Approve Resolution No. 2026-44 - A Resolution Authorizing Internal Advance for Funding of Urban Renewal Project (Colby Park Improvements Project)

M. Approve Resolution No. 2026-46 - A Resolution Authorizing Internal Advance for Funding of Urban Renewal Project (University Avenue Corridor Property Acquisition, Demolition and Site Preparation)

N. Approve Resolution No. 2026-47 - A Resolution Approving FY26 IPAIT Transfers for the City of Windsor Heights

O. Approve Resolution No. 2026-48 - A Resolution Approving FY26 Year End Transfers for the City of Windsor Heights.

6. **Action Items:**

A. Consideration of Tobacco and Alcohol Licenses for Pump & Pantry - 7220 Hickman Road

Adam Plagge presented the item. Susan Skeries expressed appreciation for the applicant's commitment to compliance, noting the clear policies and accountability measures in place to prevent sales to underage individuals and the seriousness with which both management and staff approach those responsibilities. Motion by Joseph Jones to APPROVE. Seconded by Susan Skeries. Motion passed 4-0.

B. Consideration of Tobacco License for Caseys - 6961 University Ave

No discussion held. Motion by Joseph Jones to APPROVE. Seconded by Susan Skeries. Motion passed 4-0.

C. Consideration of the 3rd Reading of Ordinance 26-01 - An Ordinance Adopting the "Code

of Ordinances of the City of Windsor Heights, Iowa"; and to Adopt and Publish

Adam Strait presented the item. Strait presented two proposed amendments: correcting chapter references within Chapter 40 and adding nuisance language addressing light trespass from indoor lighting onto neighboring properties. He also noted the indoor lighting provision is relatively unique and may require refinement as enforcement experience develops. Council discussed enforcement considerations and the intent to encourage voluntary compliance. Council also confirmed that provisions allowing the Mayor or Police Chief to authorize golf carts and similar vehicles for special events and city functions were included in the revised code. Motion by Susan Skeries to APPROVE Consideration of the 3rd Reading of Ordinance 26-01 - An Ordinance Adopting the "Code of Ordinances of the City of Windsor Heights, Iowa"; and to Adopt and Publish and incorporate the staff recommended amendments. Seconded by Fletcher Barry. Motion passed 4-0.

D. Consideration of the Annual Fee Schedule Update

Adam Plagge presented the proposed 2026 annual fee schedule, noting that many changes were administrative in nature and intended to consolidate fees previously contained throughout the City Code into a single annual fee schedule. Other updates included revisions to peddler permit fees, adjustments to permit and inspection fees to reflect actual costs, provisions for recovering outside engineering review expenses, and revised Board of Adjustment fees that distinguish between residential and non-residential applications. Staff also proposed a fee for arborist inspections when a tree is determined to be hazardous and removed an outdated dance hall fee. Council discussed a potential future fee for repeated lift-assist calls at assisted living and nursing care facilities, with staff and the Fire Chief recommending that Windsor Heights align with neighboring communities before implementing such a fee. Staff emphasized that any future lift-assist fee would be charged to the facility, not individual residents receiving assistance. Council also discussed how city fees compare to those of neighboring communities, with staff noting that fees vary across the metro and are generally based on the City's actual costs of providing services. Motion by Joseph Jones to APPROVE. Seconded by Susan Skeries. Motion passed 4-0.

E. Consideration of FY27 ERP Purchase Mini Excavator

Andy Larson presented a recommendation to proceed with the planned FY2027 purchase of a mini excavator, noting the equipment would improve the department’s ability to complete excavation, stormwater, street, and infrastructure projects in-house while reducing reliance on rented equipment and outside contractors. Larson explained that the selected machine meets operational needs, can be transported using existing City equipment, and would provide long-term efficiencies and cost savings. The lowest qualifying quote was received from Capital City Equipment Company in the amount of $58,530. The Public Works Committee unanimously recommended approval and discussed funding the purchase through a combination of Local Option Sales Tax, Road Use Tax, and Stormwater funds to reflect the equipment’s use across multiple operations. During discussion, Larson and Susan Skeries recognized the service of Public Works Committee member Dave Burgess and expressed appreciation for his contributions to the City. Motion by Susan Skeries to APPROVE. Seconded by Joseph Jones. Motion passed 4-0.

7. **Reports:**

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

- Mayor Jones reported that he attended the Metro Advisory Council of Governments (MALG) meeting and had the opportunity to visit the Iowa Gold Star Military Museum, noting it was an impressive experience. He announced that representatives from the

Housing Trust Fund of Central Iowa are scheduled to attend the July 13 Council meeting. Mayor Jones also noted that no Metropolitan Advisory Council (MAC) meeting was held during the month. He highlighted recent committee meeting minutes included in the Council packet and reported that Councilor Jones attended the Uplift Central Iowa Final Findings presentation, with Councilor Skeries participating virtually. Mayor Jones encouraged Council members to review the three reports that have been made available online summarizing the study's findings.

- Councilor Campbell reported attending a Greater Des Moines Partnership trip to Washington, D.C., where local leaders met with federal officials regarding the region's RAISE grant application. She noted that Moving in the Park was a successful community event and thanked Councilor Skeries and City staff for their efforts. Councilor Campbell also met with a locally owned vendor interested in participating in future Windsor Heights events. She reported that the Communications and Public Art Committee reviewed 51 submissions for the public art project and selected finalists, noting positive feedback from artists regarding the City's decision to provide stipends for finalist presentations. She further reported that the Benefits Committee met to discuss employee benefits and will continue its work in July. Finally, Councilor Campbell shared that she spent time working alongside DART staff to assist with preparations for the launch of new transit routes, including helping remove temporary signage at bus stops prior to service changes taking effect.
- Councilor Barry reported attending the Greater Des Moines Partnership trip to Washington, D.C., where he advocated for Windsor Heights and the broader Des Moines metropolitan area in support of the region's RAISE grant application. He also attended the ICON Water Trails Board meeting and toured the Hubbell Trailhead project, which will help connect downtown Des Moines to future regional destinations, including the planned soccer stadium. Councilor Barry attended the Wake Up Windsor Heights Chamber event and thanked those who participated despite severe weather conditions. He concluded by expressing his condolences to the family of Dave Burgess and appreciation for his service and contributions to the City.
- Councilor Jones reported that he participated in the Greater Des Moines Partnership trip to Washington, D.C., where regional leaders met with federal officials regarding the RAISE grant application. He encouraged Council members to review the recently released Uplift Central Iowa final report and suggested future discussions on how its findings could be applied in Windsor Heights and across the metro. Councilor Jones also participated in a panel discussion for the City of Lexington's inter-city visit program focusing on regional collaboration and shared approaches to addressing community challenges. In addition, he noted the successful launch of DART's redesigned transit network and attended the kickoff event recognizing the start of service under the new system.
- Councilor Skeries highlighted the success of the recent Movies in the Park event, which drew more than 500 attendees, and thanked volunteers, City staff, and police officers who assisted throughout the evening, including ensuring all attendees were safely accounted for following severe weather concerns. Councilor Skeries also viewed the Uplift Central Iowa Final Findings presentation online and commended Councilor Jones and Councilor Harms for their participation and representation of Windsor Heights. She attended a community discussion regarding proposed library budget reductions, noting strong public interest in the issue, and participated in meetings of the Public Works Committee, Metro Waste Authority, and the City's Benefits Committee. Additionally, she attended the Wake Up Windsor Heights Chamber event and announced plans to represent the City at an upcoming Catch Des Moines presentation highlighting Windsor Heights' recent growth, development, and community initiatives.
- City Administrator Plagge reported that staff continues to monitor and evaluate the impacts of Senate File 2472, particularly regarding implementation of the new property

tax exemption structure and its effects on municipal revenues. He noted that additional guidance is expected in the coming months, which will provide greater clarity on both property tax and tax increment financing (TIF) implications. Plagge also provided updates on several ongoing initiatives, including the status of the RAISE grant application, the regional Fire and EMS study, and analysis of data from the revised police department staffing schedule. Looking ahead, he recommended that the City consider engaging a consultant to facilitate a strategic planning process to help guide future budget, operational, and policy decisions in light of anticipated fiscal challenges and upcoming planning efforts, including the Comprehensive Plan update. He reported that staff has begun soliciting proposals from consulting firms and expects to discuss the matter further at a future Personnel and Finance Committee meeting. Finally, Plagge informed Council that he would be out of the office through the July 4 holiday and directed Council members to contact department heads or Finance Director Rachelle Swisher as needed during his absence.

B. Senate File 2472 Property Tax Bill & Strategic Planning

C. Minutes of the Public Works Committee on June 4, 2026

D. Minutes of the Public Art Committee on June 9th, 2026

8. **Adjourn**

Motion by Susan Skeries to adjourn at 6:55 PM. Seconded by Lauren Campbell. Motion Passed 4-0.

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Mike Jones, Mayor

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Adam Strait, City Clerk