City of Windsor Heights Regular Business Meeting Minutes
Monday, July 13, 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, 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, City Engineer Justin Ernst, City Planner Trey Rouse

2. **Approval of the Agenda**

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

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 5-0.

   A. Approve Minutes of the Regular Council Meeting on June 15, 2026

   B. Approve Financial Reports

   C. Approve Liquor License - Super Quick Mart - 7690 Hickman Road

   D. Approve Liquor License Ownership Update - Pump & Pantry - 7220 Hickman Road

   E. Approve 68th Street Pay Request 11

   F. Approve 73rd Street Phase 1 STP-U-8477(615)—70-77 Pay Request 21

   G. Approve 74th Street Reconstruction Project Pay Request 2

   H. Approve Resolution No. 2026-45 - A Resolution Authorizing Internal Advance for Funding of Urban Renewal Project (University Avenue and 70th Street Improvement, Maintenance and Beautification Project)

   I. Approve Resolution No. 2026-49 - A Resolution Approving Fiscal Year 2026 Year End Transfer for the City of Windsor Heights

   J. Approve Resolution No. 2026-50 - A Resolution Designating the Official Locations for Posting Notice of Meetings Pursuant to Iowa Code Section 21.4

5. **Action Items:**

A. Consideration Resolution No. 2026-51 A Resolution Authorizing the ARL to Coordinate Intake, Veterinary Services and Reclaim Services Related To Community Cats In Windsor Heights

Adam Plagge presented the item. Plagge explained that, following the adoption of the City's updated Code of Ordinances, Windsor Heights now has the authority to implement a Trap-Neuter-Return (TNR) program for community cats. The Animal Rescue League (ARL) will serve as the City's initial partner in administering the program. Plagge reviewed the program process, explaining that residents will reserve traps, transport trapped cats to the ARL for evaluation and veterinary services, and return eligible cats to their original location. Cats unsuitable for return may be adopted or humanely euthanized based on the ARL's assessment. Participating residents will be responsible for the current $60 service fee. Plagge noted that the City's involvement will primarily consist of providing and collecting live traps, with minimal anticipated involvement from the Police Department. Plagge also thanked the ARL for its collaboration in developing the program over the past year and noted that the program is modeled after the one currently used in Des Moines. Motion by Fletcher Barry to Approve. Seconded by Threase Harms. Motion passed 5-0.

B. Consideration of Participation in the Mid-Iowa Narcotics Enforcement (M.I.N.E.) Task Force

Lieutenant Mike Irlbeck presented the item. Irlbeck proposed to continue the Police Department's participation in the Mid-Iowa Narcotics Enforcement (MINE) Task Force through July 1, 2028. He highlighted the benefits of Detective Davison's participation, including enhanced investigative capabilities, specialized training, regional partnerships, and support for complex investigations involving narcotics, firearms, human trafficking, and commercial sex services. Council discussed the value of the partnership, the City's financial commitment, participation by other metro communities, and the process for withdrawing from or rejoining the task force. Questions were also raised regarding a previously approved MOU that contained an incorrect expiration date. Staff explained that the error was administrative, the intended commitment was three years, and the agreement allows the City to withdraw at any time. Chief Roth emphasized the operational benefits of participation, including local control of investigations, access to specialized resources, officer training, and officer retention. Detective Davison gave comments regarding his experience. Officer Cody Brown spoke on the potential negative impact on morale and retention withdrawing from MINE would cause. Stating it would be a loss of opportunity for officers outside of regular patrol. Council members Jones and Campbell expressed support for continuing participation based on the Public Safety Committee's recommendation, while Council members Skeries and Harms requested additional information regarding the agreement, financial impacts, and return on investment before taking final action. Councilor Jones withdrew a motion to approve and Councilor Skeries withdrew her second. By consensus, the item was referred to the Personnel and Finance Committee for further review, including a financial analysis and clarification of the MOU history, before returning to the Council for consideration.

C. Consideration of Resolution No. 2026-52 - A Resolution Approving the Site Plan for 900 64th Street - Walnut Creek Community Church

Trey Rouse presented the item. The project includes renovations to the eastern portion of the church, parking lot improvements, updated sidewalks and ADA ramps, landscaping enhancements, and correction of an existing parking lot encroachment into the public right-of-way. Rouse noted the project is consistent with the Comprehensive Plan and zoning requirements, and both staff and the Planning and Zoning Commission recommended approval with conditions. Council discussion focused on ADA-accessible parking. Rouse explained that while the site currently has four designated accessible parking spaces, the redevelopment will provide the required five ADA-compliant spaces. Nikki Neal, 4121 Northwest Urbandale Drive, with Civil Design Advantage, the project's engeer firm, gave clarified that the spaces are being relocated to provide an accessible route to the building, Council expressed concerns that the new location would require a longer walking distance for individuals with mobility challenges.

The engineer acknowledged the concerns and noted the design balances accessibility requirements with the site's existing topography. Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion passed 5-0.

D. Consideration of Purchase of Police Department Hybrid Fleet Vehicle

Chief Pete Roth presented a request to purchase a hybrid Ford Police Interceptor SUV from Stivers Ford to replace an older unmarked vehicle. He noted the purchase would remain within the approved ERP budget and result in cost savings through the discounted purchase price, grant funding for in-car camera equipment, and the sale of an existing vehicle. The purchase would also reduce the department's fleet from ten to nine vehicles while increasing the number of hybrid vehicles in service. Council briefly discussed the vehicle's mileage, warranties, and long-term fleet replacement schedule. Chief Roth stated the purchase should delay the need for additional vehicle replacements for several years, assuming normal vehicle use and maintenance.

E. Consideration of Tobacco License - Super Quick Mart - 7690 Hickman Road

Adam Plagge present the item. Plagge noted that Super Quick Mart had no tobacco compliance check failures since its current license was issued, although the business had previously appeared before the Council following an alcohol license suspension. Council discussed the timing of the license application and the State's determination that it was timely filed. City Attorney Erin Clanton explained that state law considers applications submitted by the statutory deadline to be timely, but noted staff is exploring ordinance amendments requiring earlier local submission deadlines to ensure adequate time for Council review. Council also discussed requesting age-verification policies and procedures from tobacco and alcohol license applicants as part of future license reviews. Clanton indicated the information could be requested, although state law limits the grounds for denying a license. Council expressed support for exploring ordinance amendments related to application deadlines and requesting age-verification procedures from applicants. City Clerk Adam Strait will begin asking for applicants to provide age-verification procedures for both tobacco and alcohol applicants. Councilor Harms also commented on the public health impacts of tobacco use and the concentration of tobacco retailers within the community. Motion by Joseph Jones to APPROVE. Seconded by Susan Skeries.Roll call vote: Aye - Susan Skeries, Joseph Jones, Lauren Campbell, Fletcher Barry, Nay - Threase Harms. Motion Passed 4-1.

F. Consideration of Tobacco License - AWS's Mediterranean Market - 7213 Apple Valley Drive

Adam Plagge presented the item. The applicant had no tobacco compliance violations during the previous 12 months and had successfully passed all compliance checks. Motion by Joseph Jones to APPROVE. Seconded by Susan Skeries.Roll call vote: Aye - Susan Skeries, Joseph Jones, Lauren Campbell, Fletcher Barry, Nay - Threase Harms. Motion Passed 4-1.

G. Discuss Subchapter 60.13 Bicycle and Electric Scooter Regulations

Adam Plagge presented the item. The proposed ordinance establishes where various devices may operate, sets speed and responsible riding requirements, and includes provisions intended to improve safety while remaining generally consistent with neighboring communities. Plagge also discussed anticipated enforcement challenges and noted the ordinance remains a work in progress. Council discussed several potential revisions to the draft, including refining definitions and terminology, addressing pedestrian conveyances on higher-speed roadways, considering helmet requirements for minors, and evaluating additional bicycle safety provisions. Council also discussed balancing enforceability with public education and maintaining consistency with surrounding metro communities while addressing Windsor Heights' unique needs. By consensus, Council directed staff to revise the draft ordinance, circulate an updated version to the Council for review and comment, and return it for further discussion prior to the first reading.

6. **Reports:**

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

- Mayor Mike Jones reported that he would be attending the Metro Advisory Council (MAC) meeting the following day and the Metropolitan Planning Organization (MPO) meeting later in the week. He also shared that City representatives met with Google Fiber earlier that day and that he planned to tour the DART facility on Friday.
- Councilmember Threase Harms reported that the Polk County Cancer Coalition will continue meeting monthly through December, with a countywide cancer prevention plan expected in January. She noted the plan will include recommendations for local governments related to education, programming, policy, and potential ordinance changes. Councilmember Harms also shared that planning for Windsor Wonderland is underway, the Benefits Ad Hoc Committee will meet again in the coming weeks, and she attended the recent Nights in the Heights event.
- Councilmember Lauren Campbell reported that she attended the Ice Cream Social and thanked Councilmember Joseph Jones and Andrea for hosting the event. She also attended the first two Nights in the Heights events hosted by the Windsor Heights Foundation. Councilmember Campbell participated in the Windsor Heights Fourth of July Parade alongside fellow City representatives and noted the City's bounce house was well received. The Benefits Ad Hoc Committee will meet on July 22. She encouraged attendance at Public Safety Night Out on July 28 at Colby Park. She also announced that registration is open for the WHAMM 5K, which will be held during Fall Fest.
- Councilmember Fletcher Barry reported that he attended the Chamber Celebration Business Dinner, where Dinner Dispatch was recognized as the Windsor Heights Business of the Year, and shared that he graduated from the Chamber's Leadership Program. He also noted that voting for the Windsor Heights Citizen of the Year is underway. Councilmember Barry assisted the Windsor Heights Foundation during the Ice Cream Social at Colby Park, attended the Wind Down in Windsor Heights networking event at Premium Solutions, and plans to participate in the DART facility tour later in the week.
- Councilmember Joseph Jones reported on recent DART activities, including approval of the Phase 2 Operations and Maintenance Facility project. He noted that Phase 1 was completed on time and under budget, and that the approved Phase 2 plan is expected to eliminate the need for a future Phase 3 expansion. Councilmember Jones also shared that DART's Reimagine transit network implementation is progressing well, with staff continuing to evaluate ridership and route performance. He reminded residents of changes to State Fair shuttle service, noting that DART will continue providing service from the Capitol and Center Street locations, while service from Southeast Polk has been discontinued. However, there will be service from Southridge Mall. He encouraged residents to use the Center Street location as a convenient option for traveling to the Iowa State Fair.
- Councilmember Susan Skeries reported that she attended a Catch Des Moines meeting, where it was announced that the region was not selected to host the NCAA Men's Basketball First and Second Rounds in 2027 and 2028. She noted that while the bid was unsuccessful, being named a finalist was a significant accomplishment and that the region remains scheduled to host the tournament in 2028 while continuing to pursue future NCAA events. Councilmember Skeries also attended a Metro Waste Authority work session and thanked the volunteers who participated in the Urbandale Fourth of July Parade. She recognized Councilmember Lauren Campbell for coordinating the City's parade entry. Looking ahead, she shared plans to volunteer at the Food Bank of Iowa with Women in Government, attend the Metro Waste Authority meeting and

Special Events Committee meeting, and participate in the DART facility tour. She also reminded residents that the next Movies in the Park event will feature The LEGO Movie and encouraged volunteers to assist with the event.

- City Administrator Adam Plagge reported that staff was unsuccessful in securing a 2026 BUILD Grant but noted the City received positive feedback through the evaluation process. He also recognized staff across all departments for their successful efforts in obtaining several other grant awards. City Administrator Plagge stated that staff will review the BUILD Grant feedback and return to the Council with recommendations for future grant opportunities.

B. Quarterly Metro Ordinance Review - Q2 2026 Report

C. Code Enforcement - Q2 2026 Report

D. Police Department - Q1 2026 Report

E. July 2026 Fireworks Calls For Service Report

F. FY26 Stormwater Best Management Practices Program Report

G. Municipal Separate Storm Sewer System (MS4) Report

H. 2026 BUILD Grant Report

I. Metro Home Improvement Program Report

J. 68th Street South On-Street Parking Report

7. **Adjourn to Council Work Session Immediately Following the Regular Council Meeting**

Motion by Susan Skeries to adjourn at 7:34 PM. Seconded by Threase Harms. Motion Passed 5-0.