City of Windsor Heights Regular Business Meeting Minutes
Monday, September 21, 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 6:02 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, Deputy City Clerk Nate Leuthold

2. **Approval of the Agenda**

   Motion by Susan Skeries to APPROVE. Seconded by Joseph Jones. Motion passed 5-0.

3. **Public Hearing:**

   A. Public Hearing on the Intention to Issue Not to Exceed $8,500,000 Private College Revenue Bonds (Grand View University Project), Series 2026

      Motion by Joseph Jones to open the public hearing at 6:03 PM. Seconded by Susan Skeries. Motion passed 5-0. Rachelle Swisher presented. Swisher explained that the proposed revenue bond for Grand View University is a conduit bond, allowing the University to utilize the City's bonding authority without creating a financial obligation for the City. Adam Plagge noted the City is charging a $5,000 conduit fee plus associated expenses to recover legal costs and staff time. Similar conduit bonds have previously been issued for ChildServe and Salisbury House. Swisher also explained that Grand View approached Windsor Heights because conduit bonds must be issued by a governmental entity within the required geographic proximity to the project. No public comment was given. Motion by Susan Skeries to close the public hearing at 6:06 PM. Seconded by Joseph Jones. Motion passed 5-0.

      i Consideration of Resolution No. 2026-60 - A Resolution Authorizing The Issuance And Sale Of Private College Revenue Bonds (Grand View University Project), Series 2026 Of Windsor Heights, Iowa, In An Aggregate Principal Amount Not To Exceed $8,500,000; The Execution And Delivery Of A Loan Agreement With Grand View University And Bankers Trust Company.

         No further discussion held. Motion by Joseph Jones to APPROVE. Seconded by Susan Skeries. Motion passed 5-0.

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.

   1. Norbert Kaut, 1148 63rd Street, representing Strong Towns Des Moines, requested that the City Council issue a proclamation recognizing October 1 through 8 as Week Without Driving. Count highlighted the City's progress in becoming more walkable and encouraged continued investment in pedestrian and bicycle infrastructure to improve health, safety, accessibility, and community connectivity. He invited Council members and residents to participate in Week Without Driving and attend an upcoming Strong Towns Des Moines discussion on walkability.
   2. Bob Bishop, 1128 64th Street, addressed Council regarding stormwater and flooding concerns, citing recent rainfall events and impacts to nearby properties. Bishop encouraged Council to prioritize the planned storm sewer project, consider future land uses during engineering, and complete the improvements by the end of 2027.
   3. Margaret Allen, 6420 Elmcrest Drive, representing Strong Towns Des Moines, spoke in support of Week Without Driving. Allen encouraged the City to promote the initiative

through social media and the City newsletter to increase awareness of transportation options and noted Windsor Heights' access to DART routes.

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

   Councilor Skeries asked whether the additional engineering costs for the 68th Street Construction Services Amendment were related to project issues. Administrator Plagge confirmed the costs were due to the project's extended timeline and additional observation needs and stated the City expects to assess liquidated damages. Motion by Susan Skeries to APPROVE. Seconded by Joseph Jones. Motion passed 5-0.

   A. Approve Minutes of the Regular Council Meeting on August 17, 2026

   B. Approve Financial Reports

   C. Approve Liquor License - Altus Brewing Company LLC (Reclaimed Rails) - 6900 School Street

   D. Approve Liquor License - Aldi 116 - 7100 University Ave

   E. Approve Liquor License - Puerto Rico Restaurant - 6611 University Ave Unit 101

   F. Approve Liquor & Tobacco Licenses Ownership Update - Caseys - 6961 University Ave

   G. Approve 73rd Street Phase 1 STP-U-8477(615)—70-77 Pay Request 23

   H. Approve 74th Street Reconstruction Project Pay Request 4

   I. Approve 68th Street Construction Services Amendment 2

   J. Approve Release of Request for Proposals for Demolition of 1122 65th Street

   K. Approve Resolution No. 2026-61 - A Resolution Setting the Time and Place to Conduct a Public Hearing to Consider the Conveyance of Easement on City Property

   L. Approve Submission of Bravo/ICON Public Art Grant Application with a City Match of Up to $15,000

   M. Approve University Ave. Corridor Signal Timing and Operations Studies

   N. Approve Resolution No. 2026-63 - A Resolution Approving an Agreement with Heather Hansen for the Installation of an Awning Mural at 6587 University Avenue

6. **Action Items:**

   A. Discussion of Urban Bow Hunt Ordinance

Administrator Plagge discussed potentially allowing urban bow hunting on City-owned property between Sherwood Forest and The Windsor Trail. Plagge explained that the property meets ordinance requirements and appears to be the best available location to expand the program, as there are currently no active properties participating in the hunt. Plagge noted that implementing the hunt would require establishing a process for selecting and approving hunters and determining how the adjacent informal trail would be managed during active hunting. Council expressed general support for continuing to explore the location but raised concerns regarding safety, trail access, notification to nearby residents and trail users, signage, barricades, and staff responsibilities. Council discussed limiting trail closures to periods when hunting is actively occurring rather than closing the trail for the entire season. Staff will further develop the procedures and safety measures and bring a plan back to Council for consideration.

B. Consideration of Resolution No. 2026-62 A Resolution Approving an Independent Administrative Services Agreement with Hart Halsey LLC DBA Extra Duty Solutions

Police Chief Roth presented a proposed no-cost, month-to-month agreement with Extra Duty Solutions (EDS) to manage scheduling, billing, and payment processing for extra-duty police assignments at Walmart. Roth explained that the current process requires significant officer time to coordinate daily assignments and fill last-minute vacancies, including with outside agencies. Costs associated with EDS would be paid by Walmart, with no cost to the City. Staff indicated the Walmart assignments would serve as a trial, with the potential to expand EDS to other extra-duty assignments if successful. Councilor Harms raised concerns regarding the existing process, why the agreement was being entered into by the City rather than the police association, and whether the proposal had received sufficient committee review. City Attorney Clanton explained that she recommended the agreement be through the City to ensure appropriate liability and indemnification protections because officers use City-issued equipment and weapons. Harms stated she would have preferred the matter be reviewed by the Personnel and Finance Committee before Council consideration. Motion by Susan Skeries to APPROVE. Seconded by Joseph Jones.Roll call vote: Aye - Susan Skeries, Joseph Jones, Lauren Campbell, Fletcher Barry, Nay - Threase Harms. Motion Passed 4-1.

C. Discussion of Police Department Patrol Staffing

Police Chief Roth provided an update on the Police Department’s 12-officer patrol staffing trial, which has been in place since May. Roth reported that the model has maintained adequate coverage and responsiveness while reducing overtime by approximately 55 percent compared to the same period last year. The dedicated officer program at Walmart has also reduced on-duty calls at that location. Staff and the police union recommended continuing the trial through the end of 2026 to gather additional data. Council discussed concerns regarding maintaining coverage if multiple officers are unavailable due to vacancies, injuries, or extended leave. Roth noted that the current model has handled temporary absences successfully but acknowledged that losing multiple officers could create staffing challenges and potentially require supplemental services from another agency. Staff will continue monitoring calls for service, mutual aid, overtime, staffing levels, and officer feedback before providing a final recommendation. Council also discussed the status of the City’s MINE Task Force and SERT participation and requested continued review of the costs and services associated with the City’s mutual aid agreements and memberships. Roth stated that SERT would return to the Public Safety Committee before coming back to Council, along with information comparing the City’s memberships, 28E agreements, and other mutual aid services. MINE will return to the Personnel and Finance Committee for further discussion.

D. Consideration of Adopting Ad-Hoc Benefits Committee Recommendations, Updated Employee Handbook and Cell Phone Policy

City Administrator Plagge presented recommendations from the Ad Hoc Benefits Committee following its comprehensive review of employee benefits. Proposed changes included modifications to deferred compensation and healthcare opt-out payments, elimination of executive leave, reduced PTO payout frequency and cell phone allowances, adjustments to

summer hours and tuition reimbursement, and continued suspension of merit pay. No changes were recommended to holidays or parental and adoption leave. The recommendations were estimated to save approximately $61,000 to $62,000 annually for non-union employees. Councilor Harms discussed the committee's goal of reviewing the City's overall benefits package comprehensively, particularly as the City prepares for future financial impacts from changes to property tax laws. Harms stated that the review should balance employee recruitment and retention with costs to residents and suggested periodically reviewing benefits against those offered by other communities. She also identified holidays, parental and adoption leave, and the City's smoking and tobacco policy as areas she believed warranted future review. Deputy City Clerk Nate Leuthold addressed Council regarding the proposed changes, noting that the City's benefits package was a significant factor in his decision to accept employment with the City. Leuthold expressed understanding of changes that would produce financial savings but raised concerns about eliminating executive leave and shortening summer hours, particularly because those changes did not have identified direct budget savings. He encouraged Council to consider the potential effects on employee time off and burnout. Council further discussed the purpose of executive leave and its relationship to flex time. Staff clarified that flex time would remain available to salaried employees to account for work performed outside their normal schedules, while comp time applies to hourly employees. Staff also noted that executive leave is uncommon among comparable metro communities and explained that the proposed handbook changes would take effect January 1. 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.

E. Consideration of Tobacco Retail Device Application - Super Quick Mart - 7690 Hickman Road

City Clerk Adam Strait presented the City's first tobacco retail device permit application for Super Quick Mart, 7690 Hickman Road. Strait explained that the permit is a newer requirement for retailers selling certain metal or glass smoking devices, requires an active tobacco permit, and includes additional requirements related to the display and sale of the devices. City Attorney Clanton explained that, unlike a tobacco permit, the City has discretion to approve or deny a tobacco retail device permit. She recommended that Council establish a consistent approach for reviewing future applications, which could include factors such as store location, placement of devices, and prior compliance history. Council expressed concerns regarding the applicant's recent tobacco compliance violation, previous permitting issues, and the lack of an established City policy for reviewing device permits. Council agreed that guidelines should be developed to ensure applications are considered consistently. The application was tabled and will be reviewed by the Public Safety Committee, which will develop proposed guidelines before the application returns to Council. Motion by Susan Skeries to TABLE. Seconded by Fletcher Barry. Motion passed 5-0.

F. Consideration of the Second Reading of Ordinance 26-02 - An Ordinance Amending Provisions Pertaining to Fiber Optic Cable License

City Administrator Plagge noted that no public comments have been received by staff and the ordinance remains unchanged since the first reading. Motion by Susan Skeries to APPROVE. Seconded by Joseph Jones. Motion passed 5-0.

G. Consideration of the First Reading of Ordinance 26-03 - An Ordinance Amending Provisions Pertaining to Bicycle Regulations

City Administrator Plagge presented the first reading of Ordinance 26-03 amending the City's bicycle and pedestrian conveyance regulations. The proposed ordinance includes a definition for high-speed pedestrian conveyances, prohibits certain high-speed devices, establishes a 20 mph speed limit on trails and sidewalks and a 15 mph limit in City parks, and includes additional regulations for bicycles, scooters, and other pedestrian conveyances. Council discussed enforcement of the proposed speed limits and a helmet requirement for riders under age 16. Council expressed differing views on whether helmets should be required or encouraged and discussed the difficulty of defining which devices should be subject to the requirement.

Council ultimately directed staff to retain a helmet requirement while refining the language to focus on higher-speed devices and avoid unintentionally including items such as tricycles and similar children's devices. Staff also recommended revising the required distance for following emergency vehicles from 200 feet to 500 feet. Staff will return for the second reading with revised helmet language and the 500-foot emergency vehicle provision. Motion by Susan Skeries to APPROVE. Seconded by Joseph Jones. Motion passed 5-0.

H. Discussion of City Administrator Evaluation

Councilor Harms presented a summary of the City Administrator's annual performance evaluation. Council's evaluations indicated that City Administrator Plagge is meeting the overall expectations of the position, recognizing his effective leadership, responsiveness, communication with Council and residents, and growth during his three years with the City. Council identified areas for continued development, including long-term financial planning, economic development, staff accountability, Council and public communication, professional development, and regional collaboration. Council emphasized the importance of multi-year financial forecasting as the City prepares for changing financial constraints and encouraged continued development of an economic development strategy and opportunities for regional partnerships. Motion by Threase Harms for a 1.5 percent salary increase for Plagge. Seconded by Susan Skeries. Motion passed 5-0.

7. **Reports:**

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

- Councilor Threase Harms reported that planning for Windsor Wonderland is well underway and thanked those involved for their additional efforts. She also reported on the recent MAC meeting, where much of the discussion focused on property taxes and how communities are managing the impacts of recent changes. Councilor Harms noted that she has also been involved in planning for Fall Festival. Following earlier discussion regarding MINE and CERT, she requested that information gathered as those items move through their respective committees be shared with the full Council so everyone has the same information moving forward.
- Councilor Lauren Campbell reported that she was unable to attend the recent Bravo meeting due to a work emergency. She noted that Fall Fest is next weekend and volunteers are still needed. Councilor Campbell also reported that an additional volunteer had contacted her and she would coordinate with Councilor Skeries regarding the volunteer.
- Councilor Fletcher Barry reported that he met with ICON Water Trails and City development staff in August to explore opportunities for local businesses to become involved with the new water trails site in Windsor Heights. He attended Wake Up in Windsor Heights at Bankers Trust and a recent Central Iowa Community Trust update session. Councilor Barry noted that he and staff will meet in October to further explore potential opportunities for the community. He also reported that he will attend the YMCA Impact Awards with Councilor Jones.
- Councilor Joseph Jones reported on the recent DART meeting, where FY26 performance was reviewed. DART achieved just under 85 percent on-time performance, with several other measures approaching established goals. State Fair ridership increased 8 percent and generated ridership equivalent to approximately one additional month of service. DART also received public input on potential improvements to State Fair Park and Ride service, particularly at Center Street. Councilor Jones also reported on the recent HOME Board meeting, which included discussion of a HUD funding opportunity with a September 30 deadline following recent court action. He noted that he will provide Council with a written update on the

funding opportunity.

- Councilor Susan Skeries reported that she has been focused on planning for Fall Fest and emphasized the continued need for volunteers. She also volunteered at the Beaverdale Fall Festival, where she recruited two additional volunteers and had the opportunity to hear River City Opry, which will perform at Windsor Heights Fall Fest.
- City Administrator Adam Plagge reported on the impacts of recent heavy rainfall, including reports of water in basements throughout Windsor Heights and the metro. He thanked Public Works and other City staff for responding to resident calls, providing information, and clearing storm sewer intakes. Plagge noted that the City's stormwater system continues to function where infrastructure is in place and thanked Public Works for its efforts to maintain the system and address potential issues.

B. Mayor's Report

C. Police Department Quarter 2 Report

D. Des Moines Public Library Update

8. **Adjourn**

Motion by Susan Skeries to adjourn at 8:11 PM. Seconded by Fletcher Barry. Motion Passed 5-0.

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Mike Jones, Mayor

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Adam Strait, City Clerk