City of Windsor Heights Regular Business Meeting Minutes
Monday, October 19, 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 Lieutenant Mike Irlbeck, Public Works Director Andy Larson, City Attorney Erin Clanton, City Engineer Justin Ernst

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.

   Rose Willey Farver, Board President and Acting Executive Director of the Iowa Bicycle Coalition, addressed the Council regarding Ordinance 2026-03. Farver thanked the Council for collaborating with the Iowa Bicycle Coalition, Street Collective, and Bike Iowa during the ordinance's development. She expressed appreciation for replacing the fixed trail speed limit with a reasonable and proper speed standard, aligning emergency vehicle requirements with Iowa Code, and protecting the rights of traditional cyclists and legal e-bike users. Farver noted that the Coalition plans to pursue statewide legislation in 2027 to establish consistent regulations for electric mobility devices. She also offered the Coalition's continued support as a resource for the City.

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 October 6, 2026

   B. Approve Financial Reports

   C. Approve 74th Street Reconstruction Project Pay Request 5

   D. Approve Wilshire Blvd Storm Sewer Change Order 4 - Final

   E. Approve Wilshire Storm Sewer, Final Acceptance and Certificate of Completion

   F. Approve Resolution No. 2026-69 - A Resolution Appointing Adam Lathrop to the Board of Adjustment

   G. Approve Resolution No. 2026-70 - A Resolution Approving a Revised Independent Administrative Services Agreement with Hart Halsey LLC DBA Extra Duty Solutions

5. **Action Items:**

   A. Consideration of Resolution No. 2026-71 - A Resolution Approving Funding Requests for Greater Des Moines Partnership

City Administrator Plagge explained that consideration of the Greater Des Moines Partnership's funding request had been deferred pending a presentation to the Council. He noted that approximately $4,750 in anticipated hotel/motel tax revenue remained available for the fiscal year and that staff recommended continuing the City's $1,500 investment in the Partnership. Council discussed the value of regional collaboration while expressing concerns about the Partnership's representation of Windsor Heights, its support for smaller businesses, and its advocacy on issues important to residents. Council members also expressed disappointment that the City was not recognized as an investor on the Partnership's website. While acknowledging these concerns, Council recognized the broader economic benefits of regional partnerships and expressed support for continued membership, with an emphasis on increasing engagement and advocating for greater recognition of the City. Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion passed 5-0.

B. Consideration of the Third Reading of Ordinance 26-03 - An Ordinance Amending Provisions Pertaining to Bicycle Regulations; and to Adopt and Publish

City Administrator Plagge reviewed revisions to the ordinance, including removing the fixed 20 mph speed limit on trails, sidewalks, and multi-use paths in favor of a reasonable and proper speed standard and aligning emergency vehicle following requirements with Iowa Code. He also discussed additional language restricting other power-driven mobility devices (OPDMDs) capable of exceeding 20 mph due to safety concerns and potential conflicts with existing City Code provisions regarding golf carts. City Attorney Erin advised that she supported the proposed speed-based restriction rather than modifying the definition of OPDMDs, citing safety considerations and consistency with federal accessibility guidance. Council also discussed public education efforts, including informational materials explaining permitted devices, speed restrictions, and helmet requirements. Staff indicated that information would be shared through City communication channels, including the November newsletter, with additional reminders planned ahead of the holiday shopping season and in the spring. Council expressed appreciation for the collaborative efforts involved in developing the ordinance. Motion by Threase Harms to APPROVE. Seconded by Susan Skeries. Motion passed 5-0.

C. Discussion Regarding Policies and Procedures for the Approval or Denial of Device Retailer Permits

City Administrator Plagge reviewed recommendations from the Public Safety Committee regarding policies and procedures for device retailer permits, noting that an application from SuperQuick Liquor remained tabled. The Committee recommended requiring applicants to submit procedures for the display, storage, and security of regulated devices, along with age verification policies to ensure compliance with state law. Council discussed additional criteria for permit consideration, including proximity to youth-oriented facilities, previous compliance violations, and prior permit suspensions or revocations. City Attorney Erin advised that the City could establish additional requirements provided the criteria were objective. Council expressed support for including these considerations and requiring applicants to provide employee training procedures and policies for addressing violations. Council also discussed potential distance restrictions from schools, childcare facilities, parks, and youth recreation facilities, although no specific distance was established. Staff indicated that a proposed policy would be brought back for Council consideration at the next meeting, along with the potential reconsideration of SuperQuick Liquor's tabled application.

6. **Reports:**

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

- Mayor Jones reported that the Metropolitan Planning Organization (MPO) Surface Transportation Block Grant (STBG) Funding Committee met and that approximately $1.3 million in funding is expected to be awarded for the 73rd Street South project,

pending final approval.

- Councilor Harms reported that the Metropolitan Advisory Council (MAC) meeting had been rescheduled for the following day. She attended several Greater Des Moines Partnership candidate events in her professional capacity and noted that planning for Windsor Wonderland was well underway.
- Councilor Campbell reported that the Special Events Committee met the previous Friday and that a Fall Fest debrief meeting was scheduled for the end of the month. She also noted that she would be attending Windsor Wonderland to take photographs.
- Councilor Barry reported attending the Chamber's Wake Up in Windsor Heights event, hosted by Infinity Home Care at its new office in Sherwood Forest, and the Public Works Committee meeting. He also met with City staff and the Central Iowa Community Land Trust to discuss opportunities for affordable and attainable housing in Windsor Heights. Barry noted that he had agreed to serve as the City's representative on the Sister Cities Commission at the Mayor's request.
- Councilor Jones reported that the DART Commission met on October 13 and discussed a new ridership campaign and local funding scenarios to maintain the transit network through FY30. Preliminary ridership data from the redesigned routes indicated that Route 4 was the second-highest ridership route, with Sunday ridership increasing 5% and weekday ridership increasing 17%. Jones noted that while some riders continue to adjust to the new routes and changes in service accessibility, the increased ridership suggests the network redesign is achieving its goals.
- Councilor Skeries reported attending the Iowa League of Cities Conference in Davenport, where bicycle regulations were a prominent topic of discussion. She also attended Wake Up Windsor Heights and traveled to Nashville with Metro Waste Authority to accept an Innovation Award for the Sparky and Battery Boost Project. While there, she attended sessions on recycling, hazardous waste, and battery management programs. Skeries also attended the Catch Des Moines meeting and awards banquet. Skeries reported that Fall Fest attracted more than 4,500 visitors to Colby Park and just over 600 parade attendees, approximately 10% below previous attendance estimates. She noted that attendance remained strong despite weather uncertainty and competing events. A Fall Fest debrief meeting was scheduled for October 30 at 8:30 a.m. to review the event and identify improvements for next year. She concluded by noting plans to volunteer with Uplift Urbandale.
- City Administrator Plagge noted that several reports were included in the agenda packet, including the Code Enforcement and CIT reports. He reported that Des Moines Water Works would hold a public hearing on proposed water rate changes, including a 6.5% increase for Windsor Heights and most other full-service customers. Staff met with Des Moines Water Works to discuss the proposed increase and the City's capital improvement fund balance, which remains in a strong position to support future water main investments and road reconstruction projects over the next four years. Plagge also reported that staff met with the City's new workers' compensation representative, who indicated that workers' compensation costs are expected to decrease next year, barring any significant claims.

B. Q3 Code Enforcement Staff Report

C. CIT 2026 3rd Quarter Report

D. Proposed DMWW Water Rate Change and Capital Fund Report

E. Workers Compensation Report

7. **Adjourn**

Motion by Susan Skeries to adjourn at 6:49 PM. Seconded by Threase Harms. Motion Passed 5-0.

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Mike Jones, Mayor

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Adam Strait, City Clerk