

City of Windsor Heights Regular Business Meeting Minutes
Monday, February 6, 2023 - 6:00 PM
WINDSOR HEIGHTS COUNCIL CHAMBERS - 1133 66th ST

1. **Call to Order/Roll Call/Pledge of Allegiance**

Mayor Jones called the meeting to order at 6:00 PM. Council members present: Susan Skeries, Joseph Jones, Michael Libbie, Lauren Campbell and Threase Harms. Staff present: Finance Director/Interim City Administrator Rachelle Swisher, City Clerk Travis Cooke, Deputy City Clerk Adam Strait, Public Works Director Jason Roberts, Interim Police Chief Derek Meyer, Interim Fire Chief Blake Boyle (via Zoom), City Attorney Erin Clanton, and City Engineer Justin Ernst.

2. **Approval of the Agenda**

Motion by Susan Skeries to approve the Agenda. Seconded by Michael Libbie. Motion passed 5-0.

3. **Public Hearing(s):**

- A. Public Hearing on Ordinance No. 23-03 - An Ordinance Amending Chapter 22.01 of the Code of Ordinances for the City of Windsor Heights Related to the Appointment of the Public Works Director

Motion by Threase Harms to open the Public Hearing on Ordinance No. 23-03 - An Ordinance Amending Chapter 22.01 of the Code of Ordinances for the City of Windsor Heights Related to the Appointment of the Public Works Director at 6:01 PM. Seconded by Michael Libbie. Motion passed 5-0.

No public comments written or oral.

Motion by Threase Harms to close the Public Hearing on Ordinance No. 23-03 - An Ordinance Amending Chapter 22.01 of the Code of Ordinances for the City of Windsor Heights Related to the Appointment of the Public Works Director at 6:02 PM. Seconded by Susan Skeries. Motion passed 5-0.

- B. Consideration of the First Reading of Ordinance No. 23-03 - An Ordinance Amending Chapter 22.01 of the Code of Ordinances for the City of Windsor Heights Related to the Appointment of the Public Works Director

Motion by Threase Harms to Approve the First Reading of Ordinance No. 23-03 - An Ordinance Amending Chapter 22.01 of the Code of Ordinances for the City of Windsor Heights Related to the Appointment of the Public Works Director. Seconded by Michael Libbie. Motion passed 5-0.

- C. Consideration of Waiving the Second and Third Readings of Ordinance No. 23-03 - An Ordinance Amending Chapter 22.01 of the Code of Ordinances for the City of Windsor Heights Related to the Appointment of the Public Works Director and Move to Adopt

Motion by Threase Harms to Approve waiving the Second and Third Readings of Ordinance No. 23-03 - An Ordinance Amending Chapter 22.01 of the Code of Ordinances for the City of Windsor Heights Related to the Appointment of the Public Works Director and Move to Adopt. Seconded by Michael Libbie. Motion passed 5-0.

- D. Public Hearing on Ordinance No. 23-04 - An Ordinance Amending Chapter 35.03 of the Code of Ordinances for the City of Windsor Heights Related to the Appointment of the Fire Chief

Motion by Joseph Jones to open the Public Hearing on Ordinance No. 23-04 - An Ordinance Amending Chapter 35.03 of the Code of Ordinances for the City of Windsor Heights Related to the Appointment of the Fire Chief at 6:03 PM. Seconded by Susan Skeries. Motion passed 5-0.

No public comments written or oral.

Motion by Threase Harms to close the Public Hearing on Ordinance No. 23-04 - An Ordinance Amending Chapter 35.03 of the Code of Ordinances for the City of Windsor Heights Related to the Appointment of the Fire Chief at 6:04 PM. Seconded by Joseph Jones. Motion passed 5-0.

E. Consideration of the First Reading of Ordinance No. 23-04 - An Ordinance Amending Chapter 35.03 of the Code of Ordinances for the City of Windsor Heights Related to the Appointment of the Fire Chief

Motion by Threase Harms to Approve the First Reading of Ordinance No. 23-04 - An Ordinance Amending Chapter 35.03 of the Code of Ordinances for the City of Windsor Heights Related to the Appointment of the Fire Chief. Seconded by Joseph Jones. Motion passed 5-0.

F. Consideration of Waiving the Second and Third Readings of Ordinance No. 23-04 - An Ordinance Amending Chapter 35.03 of the Code of Ordinances for the City of Windsor Heights Related to the Appointment of the Fire Chief and Move to Adopt

Motion by Michael Libbie to Approve Waiving the Second and Third Readings of Ordinance No. 23-04 - An Ordinance Amending Chapter 35.03 of the Code of Ordinances for the City of Windsor Heights Related to the Appointment of the Fire Chief and Move to Adopt. Seconded by Threase Harms. Motion passed 5-0.

4. **Public Forum:**

None.

5. **Consent Agenda:**

Motion by Threase Harms to Approve the Consent Agenda Items A-D. Seconded by Joseph Jones. Motion passed 5-0.

A. Approve Minutes of the Regular Council Meeting on January 17, 2023

B. Approve Payment of Claims

C. Approve Liquor License - Sam's Club #6344 - 1101 73rd St

D. Approve Liquor License - Mojitos Mexican Grill - 6611 University Ave

6. **New Business:**

A. Consideration of the Second Reading of Ordinance No. 23-02 - An Ordinance Amending Chapter 55.02 of the Code of Ordinances for the City of Windsor Heights Related to Types and Numbers of Animals Permitted

Motion by Threase Harms to Approve the Second Reading of Ordinance No. 23-02 - An Ordinance Amending Chapter 55.02 of the Code of Ordinances for the City of Windsor Heights Related to Types and Numbers of Animals Permitted. Seconded by Joseph Jones. Motion passed 5-0.

B. Consideration of Waiving the Third Reading of Ordinance No. 23-02 - An Ordinance Amending Chapter 55.02 of the Code of Ordinances for the City of Windsor Heights Related to Types and Numbers of Animals Permitted and Move to Adopt

Motion by Michael Libbie to Approve Waiving the Third Reading of Ordinance No. 23-02 - An Ordinance Amending Chapter 55.02 of the Code of Ordinances for the City of Windsor Heights

Related to Types and Numbers of Animals Permitted and Move to Adopt. Seconded by Susan Skeries. Motion passed 5-0.

C. Consideration of up to \$7,000 in Reimbursement to Greater Des Moines Sister Cities Representative Ricki King for 2023 Kofu, Japan Delegation Trip

Motion by Michael Libbie to table Consideration of up to \$7,000 in Reimbursement to Greater Des Moines Sister Cities Representative Ricki King for 2023 Kofu, Japan Delegation Trip. Seconded by Susan Skeries. Motion passed 5-0.

D. Consideration of Resolution No. 2023-10 - A Resolution Authorizing the Mayor to Enter An Agreement for the City's Audit for Fiscal years 2022-2023, 2023-2024, and 2024-2025

Motion by Michael Libbie to Approve Resolution No. 2023-10 - A Resolution Authorizing the Mayor to Enter An Agreement for the City's Audit for Fiscal years 2022-2023, 2023-2024, and 2024-2025. Seconded by Threase Harms. Motion passed 5-0.

E. Consideration of the Fiscal Year 2024 Council Goals and Objectives

Motion by Threase Harms to Approve the Fiscal Year 2024 Council Goals and Objectives. Seconded by Susan Skeries. Motion passed 5-0.

F. Discussion of the Fiscal Year 2023-2024 Budget and Capital Improvements Plan (CIP)
The Council discussed the Fiscal Year 2023-2024 Budget and Capital Improvements Plan (CIP).

7. **Reports:**

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

8. **Closed Session:** City Council will convene into closed session pursuant to Iowa Code 21.5(i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

A. The Council will Convene into Closed Session

Motion by Threase Harms to Convene into Closed Session at 7:27 PM. Seconded by Susan Skeries. Motion passed 5-0.


B. The Council will Convene into Open Session

Motion by Threase Harms to Convene into Open Session at 7:39 PM. Seconded by Joseph Jones. Motion passed 5-0.

9. **Adjourn**

Motion by Threase Harms to Adjourn the meeting at 7:40 PM. Seconded by Joseph Jones. Motion passed 5-0.


Travis Cooke, City Clerk


Mike Jones, Mayor