

**City of Windsor Heights Regular Council Meeting Minutes**  
**Tuesday, February 8, 2022 – 6:00 PM**

1. **Call to Order/Roll Call/Pledge of Allegiance:** Mayor Mike Jones called the meeting to order at 6:00 PM. Present: Susan Skeries, Joseph Jones, Michael Libbie, Lauren Campbell, and Threase Harms. Others present: City Clerk Travis Cooke, Finance Director Rachelle Swisher, Public Safety Director Chad McCluskey, Public Works Director Dalton Jacobus, City Engineer Justin Ernst, and City Attorney Erin Clanton.
2. **Approval of the Agenda:** Motion by Harms to approve the agenda. Seconded by Skeries. Motion passed 5-0.
3. **Public Hearings:**
  - A. Public Hearing on Ordinance No. 22-02 - An Ordinance Amending Chapter 55 of the Code of Ordinances for the City of Windsor Heights Related to Animal Trapping: Motion by Libbie to open the public hearing at 6:02 PM. Seconded by Harms. Motion passed 5-0. No public comments written or oral. Motion by Harms to close the public hearing at 6:04 PM. Seconded by Libbie. Motion passed 5-0.
  - B. Consideration of the First Reading of Ordinance No. 22-02 - An Ordinance Amending Chapter 55 of the Code of Ordinances for the City of Windsor Heights Related to Animal Trapping: Motion by Harms to approve the first reading of Ordinance No. 22-02. Seconded by Skeries. Motion passed 5-0.
  - C. Public Hearing on Ordinance No. 22-03 - An Ordinance Amending Chapter 40 of the Code of Ordinances for the City of Windsor Heights Related to Animal Trapping: Motion by Libbie to open the public hearing at 6:05 PM. Seconded by J. Jones. Motion passed 5-0. No public comments written or oral. Motion by Harms to close the public hearing at 6:06 PM. Seconded by J. Jones. Motion passed 5-0.
  - D. Consideration of the First Reading of Ordinance No. 22-03 - An Ordinance Amending Chapter 40 of the Code of Ordinances for the City of Windsor Heights Related to Animal Trapping: Motion by Harms to approve the first reading of Ordinance No. 22-03. Seconded by Libbie. Motion passed 5-0.
4. **Public Forum:** Chris van Pelt, 7209 Sunset Terrace spoke about concerns he has with the Board of Appeals process in general. Mayor Jones will follow up.
5. **Consent Agenda:** Motion by Harms to approve the consent agenda items A-F. Seconded by J. Jones. Motion passed 5-0.
  - A. Approve Minutes of the Regular Council Meeting on January 18, 2022
  - B. Approve Payment of Claims
  - C. Approve Resolution No. 2022-08 - A Resolution Approving Participation and Funding for the Mid-Iowa Planning Alliance for Community Development
  - D. Approve Service Agreement with Metrowaste Authority for the City's Annual Tire Recycling Event
  - E. Approve Resolution No. 2022-09 - A Resolution Authorizing the City to Enter into an Agreement with Impact Community Action Network

- F. Approve Resolution No. 2022-12 - A Resolution Appointing a Member and Alternate Member(s) to the Polk County Emergency Management Commission

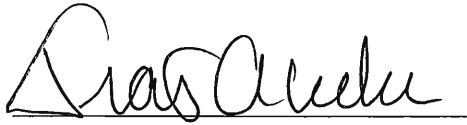
**6. New Business:**

- A. FY 23 Budget Presentation with the Draft CIP and Public Comment: Finance Director Swisher presented the FY 23 Budget and draft CIP to the council and took questions from the council. No public comment.
- B. Consideration of Changes to the Governing Body Rules of Procedure: Motion by Skeries to table discussion of the Governing Body Rules of Procedure. Seconded by Harms. Motion passed 5-0.
- C. Consideration of Committee Structures and Appointments: Motion by Harms to approve the committee structures and appointments with suggested edits and as guideline only. Seconded by J. Jones. Motion passed 5-0.
- D. Consideration of Site Management Services Bids: Motion by Skeries to deny the site management services bids. Seconded by Harms. Motion passed 5-0.
- E. Consideration of Park Improvement Grants
  - Consideration of Resolution No. 2022-10 - A Resolution Authorizing an Application to the Wellmark Foundation for a Large Match Grant: Motion by Campbell to approve Resolution No. 2022-10. Seconded by Harms. Roll call vote: Skeries – nay, J. Jones – aye, Libbie – aye, Campbell – aye, and Harms – aye. Motion passed 4-1.
  - Consideration of Resolution No. 2022-11 - A Resolution Authorizing an Application to Prairie Meadows for a Community Betterment Grant: Motion by Libbie to approve Resolution No. 2022-11. Seconded by Harms. Roll call vote: Skeries – nay, J. Jones – aye, Libbie – aye, Campbell – aye, and Harms – aye. Motion passed 4-1.
- F. Discuss Next Steps for the Flood Reduction and Resiliency Analysis: Council came to a consensus to direct Dalton to plan for identified future flood projects.

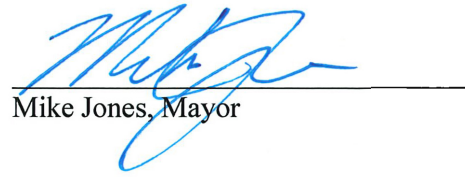
**7. Reports:**

- A. Mayor and Council Reports and Committee Updates: Mayor Jones: pass along suggestions to him for citizen committees, look into using Drobox for an archive for committee actions, and mid-Iowa Association of Local Governments meeting upcoming. Harms: MAC updates – DART hotel-motel tax proposal, League updates on tax proposal updates, and access to right of way legislation; Water Trails board meeting update – received funding from the state; and budget committee meeting this week. Campbell: attended DART meeting – budget, art shelters, used our Walmart stop as an example for the metro, and electric bus expansion; and special events committee updates. Libbie: thank you for moving the council meeting due to the 2022 off year caucuses; meeting with Dennis on special events to bring more people to the City; public works committee updates. J. Jones: thanked Lauren for covering the DART meeting. Skeries: attended DSM Partnership dinner – USL soccer team coming to DSM; Metrowaste updates – partnering with Afghan Refugee program for labor at the Grimes facility is working well despite some language and transportation issues; special events committee updates – movies in the park schedule and calendar of all special events for the year; and thank you to Whitney for her work on improving communications to our residents, making renting the CEC more streamlined, promotion of the movies in the park, road construction updates and getting information to the council. Wishing Whitney good luck on her future endeavors and thanked her for her time here at Windsor Heights.

8. **Adjourn:** Motion by Skeries to adjourn the meeting at 8:16 PM. Seconded by Harms. Motion passed 5-0.

A handwritten signature in black ink, appearing to read "Travis Cooke", written over a horizontal line.

Travis Cooke, City Clerk

A handwritten signature in blue ink, appearing to read "Mike Jones", written over a horizontal line.

Mike Jones, Mayor