

**City of Windsor Heights Regular Business Meeting Minutes**  
**Monday, March 20, 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 (@ 6:04 PM). 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 Travis Ouverson, Interim Fire Chief Blake Boyle, and City Attorney Erin Clanton.

2. **Approval of the Agenda**

Motion by Joseph Jones to approve the Agenda removing Item #3. Seconded by Susan Skeries. Motion passed 4-0.

3. **Presentation of Life Saving Awards - Brett Merseal and Brian Jones**

Item tabled to a future meeting.

4. **Annual Update from Catch Des Moines - Greg Edwards, President and CEO - Catch Des Moines**

Greg Edwards gave an update on events happening in the Des Moines Metro.

5. **Library Update from Sue Woody - Director, Des Moines Public Library**

A. Windsor Heights Patron Use and Special Features

Sue Woody, DMPL Director, Jennifer Tormey, Technical Services Manager, and Nikki Hayter, Franklin Ave Library Manager, gave an update on Windsor Height's patron's use of the Des Moines Public Library.

B. Consideration of Resolution No. 2023-19 - A Resolution Authorizing the Execution of an Agreement between the City of Windsor Heights and the Des Moines Public Library for the Provision of Library Services: Motion by Joseph Jones to approve Resolution No. 2023-19. Seconded by Susan Skeries. Motion passed 5-0.

6. **Public Hearing:**

A. Public Hearing on the Fiscal Year 2023-2024 Maximum Property Tax Dollars for Certain Levies

Motion by Michael Libbie to Open the Public Hearing on the Fiscal Year 2023-2024 Maximum Property Tax Dollars for Certain Levies at 6:31 PM. Seconded by Susan Skeries. Motion passed 5-0.

No public comment written or oral.

Motion by Joseph Jones to close the Public Hearing on the Fiscal Year 2023-2024 Maximum Property Tax Dollars for Certain Levies at 6:32 PM. Seconded by Susan Skeries. Motion passed 5-0.

B. Consideration of Resolution No. 2023-18 - A Resolution to Adopt the Fiscal Year 2023-2024 Maximum Property Tax Dollars for Certain Levies

Motion by Michael Libbie to Approve Resolution No. 2023-18 - A Resolution to Adopt the

Fiscal Year 2023-2024 Maximum Property Tax Dollars for Certain Levies. Seconded by Susan Skeries. Motion passed 5-0.

7. **Public Forum:** None.

8. **Consent Agenda:**

Motion by Susan Skeries 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 March 6, 2023
- B. Approve Payment of Claims
- C. Approve Financial Reports
- D. Approve Liquor License - Hy-Vee Club Room - 7101 University Avenue

9. **New Business:**

A. Consideration of Snow Plow Truck Purchases and Equipment Maintenance Plans

Motion by Susan Skeries to Approve snow plow truck purchase from O'Halloran International and snow plow outfitting from Hawkeye Equipment. Seconded by Michael Libbie. Motion passed 5-0.

B. Discussion and Possible Action on Sister Cities Windsor Heights Representative's Request for Reimbursement for 2023 Kofu, Japan Delegation Trip

Motion by Michael Libbie to approve \$3,800 in reimbursement for Sister Cities Windsor Heights Representative's Request for Reimbursement for 2023 Kofu, Japan Delegation Trip. Seconded by Lauren Campbell. Motion passed 5-0.

C. Discussion on Beggars' Night

The council came to the consensus to survey the citizens on whether or not to move Beggar's Night to the last Saturday of the month of October.

D. FY24 Budget Discussion

Finance Director-Interim City Administrator Swisher gave an update on the FY24 Budget.

E. Consideration of Resolution No. 2023-20 - A Resolution Setting Time and Place for a Public Hearing on the Proposed Budget for Fiscal Year 2023-2024

Motion by Susan Skeries Approves Resolution No. 2023-20 - A Resolution Setting Time and Place for a Public Hearing on the Proposed Budget for Fiscal Year 2023-2024. Seconded by Michael Libbie. Motion passed 5-0.

10. **Reports:**

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

11. **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. Convene into Closed Session #1

Motion by Michael Libbie to Convene into Closed Session #1 at 7:16 PM. Seconded by Susan Skeries. Motion passed 5-0.

B. Convene into Open Session

Motion by Susan Skeries to Convene into Open Session at 8:17 PM. Seconded by Michael Libbie. Motion passed 5-0.

C. Convene into Closed Session #2

Motion by Michael Libbie to Convene into Closed Session #2 at 8:18 PM. Seconded by Susan Skeries. Motion passed 5-0.

D. Convene into Open Session

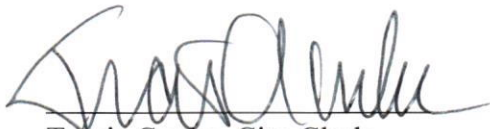
Motion by Michael Libbie to Convene into Open Session at 8:32 PM. Seconded by Susan Skeries. Motion passed 5-0.

E. Potential Council Action Following Closed Sessions


None.

12. **Adjourn**

Motion by Susan Skeries to Adjourn the meeting at 8:33 PM. Seconded by Joseph Jones. Motion passed 5-0.



Travis Cooke, City Clerk



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Mike Jones, Mayor