

City of Windsor Heights Regular Business Meeting Minutes
Monday, May 15, 2023 - 6:00 PM
Due to Construction Via Zoom Only

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

Mayor Jones called the meeting to order at 6:03 PM via Zoom. 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, and City Attorney Matt Brick.

2. **Approval of the Agenda**

Motion by Susan Skeries to approve the Agenda. Seconded by Threase Harms. Motion passed 5-0.

3. **Public Hearing:**

A. Public Hearing - Amendment of Current Budget - City of Windsor Heights - Fiscal Year July 1, 2022 - June 30, 2023

Motion by Threase Harms to open the Public Hearing at 6:05 PM.

Seconded by Susan Skeries. Motion passed 5-0.

No public comments written or oral.

Motion by Threase Harms to close the Public Hearing at 6:06 PM.

Seconded by Susan Skeries. Motion passed 5-0.

B. Consideration of Resolution No. 2023-31 - A Resolution Amending the Current Budget for the Fiscal Year Ending June 30, 2023

Motion by Threase Harms to approve Resolution No. 2023-31 - A Resolution Amending the Current Budget for the Fiscal Year Ending June 30, 2023. Seconded by Michael Libbie. 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.

None.

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

Motion by Threase Harms to Approve the Consent Agenda Items A-H. Seconded by Susan Skeries. Motion passed 5-0.

A. Approve Minutes of the Regular Council Meeting on May 1, 2023

B. Approve Payment of Claims

C. Approve Financial Reports

D. Approve Liquor License - Thirsty Pigs LLC - 6900 School Street Parking Area

E. Approve Resolution No. 2023-32 - A Resolution to Appoint a Member and Alternate Members to the Polk County Emergency Management Commission

- F. Approve Resolution No. 2023-33 - A Resolution Approving a 28E Agreement for Funding of Emergency Management Administration
- G. Approve Resolution No. 2023-34 - A Resolution to Appoint a Member and Alternate Member(s) to the Polk County 911 Service Board
- H. Approve Resolution No. 2023-35 - A Resolution Setting a Time and Place for a Public Hearing on Ordinance No. 23-05 - An Ordinance Amending Chapter 55.02 of the Code of Ordinances for the City of Windsor Heights Related to the Types and Numbers of Animals Permitted

6. **New Business:**

- A. Consideration of Resolution No. 2023-36 - A Resolution Establishing a Seatbelt/Restraint Use Policy for the Employees of the City of Windsor Heights
Motion by Threase Harms to Approve Resolution No. 2023-36 - A Resolution Establishing a Seatbelt/Restraint Use Policy for the Employees of the City of Windsor Heights including the Fire Department Policy. Seconded by Susan Skeries. Motion passed 5-0.
- B. Consideration of Resolution No. 2023-37 - A Resolution Authorizing the City of Windsor Heights, Iowa to Submit Sites to the Des Moines Area Metropolitan Planning Organization (MPO) for Electric Vehicle Charging Stations
Council came to the consensus to discuss the resolution pending more information on costs to the city.

7. **Reports:**

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

i Police Department Report

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 #1
Motion by Threase Harms to Convene into Closed Session #1 at 6:30 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 7:21 PM.
Seconded by Susan Skeries. Motion passed 5-0.

C. The Council will Convene into Closed Session #2

Motion by Michael Libbie to Convene into Closed Session #2 at 7:22 PM. Seconded by Threase Harms. Motion passed 5-0.

D. The Council will Convene into Open Session

Motion by Threase Harms to Convene into Open Session at 7:52 PM.
Seconded by Susan Skeries. Motion passed 5-0.

E. The Council will Convene into Closed Session #3

Motion by Threase Harms to Convene into Closed Session at 7:53 PM.
Seconded by Susan Skeries. Motion passed 5-0.

F. The Council will Convene into Open Session

Motion by Michael Libbie to Convene into Open Session at 8:11.
Seconded by Threase Harms. Motion passed 5-0.

9. **Adjourn**

Motion by Threase Harms to Adjourn the meeting at 8:12 PM. Seconded by Susan Skeries. Motion passed 5-0.