

**City of Windsor Heights Regular Business Meeting Minutes**  
**Monday, April 3, 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 Fire Chief Blake Boyle, and City Attorney Erin Clanton.

2. **Approval of the Agenda**

Motion by Joseph Jones to Approve the Agenda. Seconded by Michael Libbie. Motion passed 5-0.

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

Interim Fire Chief Blake Boyle presented life saving awards to Brett Merseal and Brian Jones.

4. **Public Hearing:**

A. Public Hearing on the Proposed Budget for Fiscal Year 2023-2024

Motion by Threase Harms to Open the Public Hearing on the Proposed Budget for Fiscal Year 2023-2024 at 6:04 PM. Seconded by Joseph Jones. Motion passed 5-0.

No public comments written or oral.

Motion by Michael Libbie to Close the Public Hearing at 6:05 PM. Seconded by Joseph Jones. Motion passed 5-0.

B. Consideration of Resolution No. 2023-21 - A Resolution Adopting FY 23-24 Budget

Motion by Threase Harms to Approve Resolution No. 2023-21 - A Resolution Adopting FY 23-24 Budget. Seconded by Michael Libbie. Motion passed 5-0.

5. **Public Forum:**

None.

6. **Consent Agenda:**

Motion by Threase Harms to Approve the Consent Agenda Items A-E. Seconded by Michael Libbie. Motion passed 5-0.

A. Approve Minutes of the Regular Council Meeting on March 20, 2023

B. Approve Minutes of the Special City Council Meeting on March 27, 2023

C. Approve Minutes of the Council Work Session on March 29, 2023

D. Approve Payment of Claims

E. Approve Resolution No. 2023-22- A Resolution Setting Time and Place for a Public Hearing on Proposed Contract Documents and Estimated Costs for the Colby Park Phase 1 Improvements Project

7. **New Business:**



- A. Consideration of Fireworks Purchase(s) for Windsor Heights Fall Festival  
Motion by Threase Harms to Approve Fireworks Purchase in the amount of \$15,000 for Windsor Heights Fall Festival. Seconded by Michael Libbie. Motion passed 5-0.
- B. Consideration of Resolution No. 2023-23 - A Resolution Approving Expenditure of \$5,000 to the Windsor Heights Foundation for the Sponsorship of Summer Activities at Colby Park  
Motion by Threase Harms to Approve Resolution No. 2023-23 - A Resolution Approving Expenditure of \$5,000 to the Windsor Heights Foundation for the Sponsorship of Summer Activities at Colby Park. Seconded by Susan Skeries. Motion passed 5-0.
- C. Consideration of City Administrator Search Firms  
Motion by Threase Harms to Approve entering into a Contract with GovHR for City Administrator Search Firms. Seconded by Joseph Jones. Roll call vote: Aye - Susan Skeries , Joseph Jones , Lauren Campbell , Threase Harms , Nay - Michael Libbie. Motion passed 4-1.

8. **Reports:**

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

9. **Adjourn**

Motion by Threase Harms to Adjourn the meeting at 6:53 PM. Seconded by Susan Skeries. Motion passed 5-0.

  
Travis Cooke, City Clerk  
Mike Jones, Mayor