

City of Windsor Heights Regular Business Meeting Minutes
Monday, July 18, 2022 - 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 (6:05 PM). Staff present: City Administrator Dennis Durham, City Clerk Travis Cooke, Police Chief Chad McCluskey, Public Works Director Dalton Jacobus, and City Engineer Justin Ernst.

2. **Approval of the Agenda**

Motion by Susan Skeries to approve the agenda. Seconded by Joseph Jones. Motion passed 4-0.

3. **Public Forum:** None.

4. **Consent Agenda:**

Motion by Michael Libbie to approve the consent agenda items A-G with the amendment to the June 20, 2022 minutes to insert "as proposed by Lauren Campbell" to item 5K - "Consideration of Inclusive Restroom Signage." Seconded by Joseph Jones. Motion passed 4-0.

- A. Approve Minutes of the Regular Council Meeting on June 20, 2022
- B. Approve Payment of Claims
- C. Approve Financial Reports
- D. Approve Resolution No. 2022-33 - A Resolution Approving CEC Fee Waiver for the Windsor Heights Firefighters Association's Annual Pancake Breakfast
- E. Approve Resolution No. 2022-34 - A Resolution Setting the Time and Place for a Public Hearing on Ordinance NO. 22-07 - An Ordinance Amending Chapter 100 of the Code of Ordinances Related to Regulation of Industrial Wastewater and Commercial Wastewater
- F. Approve Liquor License - Hy-Vee Market Cafe - 7101 University
- G. Approve Liquor License - Kathmandu Restaurant - 7229 Apple Valley Drive

5. **New Business:**

A. Discussion of City Hall Summer Hours

The council came to the consensus to keep summer hours for city offices.

B. Consideration of City Administrator Evaluation Process

Motion by Threase Harms to approve the City Administrator evaluation process. Seconded by Susan Skeries. Motion passed 5-0.

C. Consideration of Community Events Procedures

Motion by Threase Harms to approve Community Events Procedures. Seconded by Susan Skeries. Motion passed 5-0.

D. Consideration of Monthly Printed Newsletter

Motion by Threase Harms to approve the solicitation of bids for a monthly printed newsletter. Seconded by Michael Libbie. Motion passed 5-0.

E. Consideration of Updated 28E Related to the Central Iowa Traffic Safety Task Force (CITSTF)

Motion by Michael Libbie to approve updated 28E related to the Central Iowa Traffic Safety Task Force (CITSTF). Seconded by Susan Skeries. Motion passed 5-0.

F. Consideration of Construction Plans for the 2023 HMA Overlay Project

Motion by Joseph Jones to approve construction plans for the 2023 HMA Overlay Project. Seconded by Michael Libbie. Motion passed 5-0.

G. Consideration of Construction Plans for the 2023 PCC Patching Project

Motion by Threase Harms to approve construction plans for the 2023 PCC Patching Project. Seconded by Susan Skeries. Motion passed 5-0.

H. 2020 Street Improvements Project Closeout

1. Consideration of Change Order No. 2 - 2020 Street Improvements Project

Motion by Joseph Jones to approve Change Order No. 2 - 2020 Street Improvements Project. Seconded by Michael Libbie. Motion passed 5-0.

2. Consideration of Pay Request No 18 (final) - 2020 Street Improvements Project

Motion by Threase Harms to approve Pay Request No 18 (final) - 2020 Street Improvements Project. Seconded by Susan Skeries. Motion passed 5-0.

3. Consideration of Resolution No. 2022-35 - A Resolution Approving Public Improvements - 2020 Street Improvements Project

Motion by Threase Harms approve Resolution No. 2022-35 - A Resolution Approving Public Improvements - 2020 Street Improvements Project. Seconded by Michael Libbie. Motion passed 5-0.

6. **Reports:**

A. Mayor and Council Reports and Committee Updates

The mayor's report was given in the packet. Harms: Communications Committee update; Parks Committee update; and MAC update. Campbell: Metro Waste Update - toured the MERF; attended popsicles with the police; held a Coffee with Council; and Fall Festival update. Libbie: Coffee with Council update - thanked for new trail lighting; Communications Committee update; and Communications Committee update. J. Jones: Dart update. Skeries: Metrowaste update; hosted WH Foundation ice cream social, Nights in the Heights update, National Night Out is August 2nd at 5 PM, 69th St. construction meeting on Wednesday; Movies in the Park update; and asked that council members re-post special events to help increase attendance.

B. Administration Report(s)


Administrator Durham updated the council on an upcoming Metro City Manager's meeting to get updates on the airport project; and attended the 4th of July Celebration and was pleased with the turnout and the quality of the event.

Public Safety Report: Given in the packet.

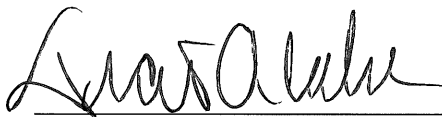
Public Works Report: Given in the packet.

7. **Adjourn**

Motion by Threase Harms to adjourn the meeting at 6:59 PM. Seconded by Joseph Jones. Motion passed 5-0.



Mike Jones, Mayor



Travis Cooke, City Clerk