

## MEETING MINUTES

### DES MOINES CITY COUNCIL CITIZENS ADVISORY BOARD MEETING City Council Chambers

Wednesday, July 30, 2025 - 6:00 PM

#### CALL TO ORDER

Deputy Mayor Harry Steinmetz called the meeting to order at 6:00 p.m.

#### ROLL CALL

**Council Present:** Deputy Mayor Harry Steinmetz; Mayor Traci Buxton; Councilmember Gene Achziger

**Citizen Advisory Board Members Present:** Corrine Anderson-Ketchmark; Victoria Andrews; Charlene Bacalzo; Bettina Carey; Lin Cashman; Jeff Crompe; Barton DeLacy; Eddy Duggar; Aileen Evans; Lisa Franz; Colleen Gantz; MaryEllen Laird; Randy Richards; Susan White

**Citizen Advisory Board Members Absent:** Mary Guiberson; Magdalena Herrera; Diane Hoyer; Rick Laycock; Justin Pirtle

**Staff Present:** City Liaison/City Prosecutor Tara Vaughn; IT Operations Supervisor Chris Pauk; Deputy City Clerk Sara Lee

#### AGENDA

Item 1: APPROVAL OF MINUTES FROM THE JUNE 25th, 2025 MEETING  
**Direction/Action**  
**Motion:** made by Susan White to approve the June 25th, 2025 meeting minutes; seconded by Victoria Andrews.  
Motion passed 14-0.

**Question:** Are the council liaisons members of the committee?  
Currently the council liaisons serve as chairs and facilitators. City Liaison Tara Vaughn will follow up with CAB at the next meeting.

Draft Ordinance 25-062 - Citizen Advisory Board  
City Liaison Tara Vaughn presented CAB with a PowerPoint Presentation on Draft Ordinance 25-062.

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- Draft Ordinance 25-062 has passed 1st reading and will be going to 2nd reading at the City Council Meeting on September 11th, 2025.
- CAB appointments will consist of 12 neighborhood seats and 11 at-large seats.
- 3 subcommittees fall under CAB: Senior Services Subcommittee; Human Services Subcommittee; Arts Subcommittee.
- Subcommittee members will consist of CAB members.
- Subcommittees will have a minimum of 3 members and a maximum of 9 members.
- CAB appointments will last 4 years with initial terms of 2 and 4 years to stagger members' term expiration.
- May serve up to 2 terms, then must remain off the board for 2 years before reapplying.
- Subcommittee term limits will run concurrently with CAB term limits.
- Subcommittee will meet independently and report to the CAB.
- CAB will vote whether to adopt subcommittee recommendation or to change and draft recommendations.
- CAB will then take recommendation to City Council.
- CAB can elect a CAB Member to take recommendation to City Council and elect different members at each CAB meeting.

**Direction/Action**

**Motion:** made by Victoria Andrews to recommend to Council to amend Ordinance 25-062 to read the term limits for subcommittees will be the same as the CAB; seconded by Colleen Gantz.

Motion passed 14-0.

Item 2: SUBCOMMITTEE APPOINTMENTS

- CAB discussed and announced Subcommittee Appointments.
- Diane Hoyer requested to be added to the Human Services Subcommittee.
- Lin Cashman asked that Mary Guiberson be added to the Human Services Subcommittee per Mary Guiberson's request.

**Direction/Action**

**Motion:** made by Lin Cashman to add Diane Hoyer and Mary Guiberson to add two members to the Human Services Subcommittee; seconded by MaryEllen Laird.

Motion passed 14-0.

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Seat	Human Services	Senior Services	Art
1	Lisa Franz	Susan White	Charlene Bacalzo
2	Lin Cashman	Randy Richards	Rick Laycock
3	Corrine Anderson-Ketchmark	Barton DeLacy	Bettina Carey
4	Victoria Andrews	Aileen Evans	Eddy Duggar
5	MaryEllen Laird		Jeff Crompe
6	Diane Hoyer		
7	Mary Guiberson		

Item 3: SELECTION OF TERMS

- CAB discussed the process and selection of terms.

Neighborhood	Name	Term Length
Business	Charlene Bacalzo	4
Business	OPEN	2
Central	Eddy Duggar	2
Marina District	Bettina Carey	4
Marina Tenant	OPEN	2
North Central	OPEN	2
North Hill	Justin Pirtle	2
Pac Ridge	OPEN	4
Redondo	Lisa Franz	4
South	Magdalena Herrera	4
Woodmont	Barton DeLacy	4
Zenith	Colleen Gantz	2
At-Large	Mary Guiberson	4
At-Large	MaryEllen Laird	4
At-Large	Rick Laycock	2
At-Large	Victoria Andrews	2
At-Large	Corrine Anderson-Ketchmark	4
At-Large	Aileen Evans	2
At-Large	Jeff Crompe	4
At-Large	Randy Richards	2
At-Large	Susan White	4
At-Large	Lin Cashman	2
At-Large	Diane Hoyer	2

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**Direction/Action**

**Motion:** made by Jeff Crompe to accept the subcommittee seat assignments as listed; seconded by Susan White.

Motion passed 14-0.

Deputy Mayor Harry Steinmetz drew names for open seats and for those not in attendance.

Item 4: UPCOMING MEETINGS

- August - NO MEETING
- September 24th, 2025
- October 29th, 2025
- November - NO MEETING
- December 10th, 2025

**ADJOURNMENT**

**Direction/Action**

**Motion:** made by Charlene Bacalzo to adjourn the meeting; seconded by Jeff Crompe.

Motion Passed 14-0.

Meeting adjourned at 6:56 p.m.