

**City of Windsor Heights Regular Business Meeting Minutes  
Monday, January 7, 2019 - 6:00 PM. Council Chambers**

1. Call to Order: Mayor Burgess called the meeting to order at 6:00 PM.  
Council members present: Michael Loffredo, Mike Jones, Joseph Jones, Threase Harms, and Zachary Bales-Henry (via teleconference).  
Staff present: City Administrator Elizabeth Hansen, City Clerk Travis Cooke, Public Safety Director/Police Chief Chad McCluskey, Deputy Clerk/Communications Specialist Jessica Vogel, Public Works Director Dalton Jacobus, City Attorney Erin Clanton, and City Engineer Justin Ernst.  
Guests present: Katie Waters, Bureau Chief and Christine Burkett, Finance Officer - Recovery Division, Iowa Department of Homeland Security and Emergency Management.
2. Approval of the Agenda: Motion by Loffredo to approve the agenda. Seconded by Harms. Motion passed unanimously on a roll call vote.
3. Presentation on Local Option Sales and Service Tax – Council Communication Committee: Mayor Burgess gave information on the Local Option Sales and Service Tax referendum.
4. Presentation on Public Safety Analysis by Public Safety Director/Chief of Police Chad McCluskey: Chief McCluskey presented a summary of the Public Safety Department Analysis and took questions from the council.
5. Public Hearing (s):
  - A. Urban Revitalization Plan
    - i. Public Hearing on Proposed 2018 Windsor Heights Urban Revitalization Area: Motion by Joseph Jones to open the public hearing on Proposed 2018 Windsor Heights Urban Revitalization Area at 6:33 PM. Seconded by Mike Jones. Motion passed unanimously on a roll call vote. Administrator Hanson gave a summary of the program. No public comments written or oral. Motion by Harms to close the public hearing at 6:36 PM. Seconded by Joseph Jones. Motion passed unanimously on a roll call vote.
    - ii. Resolution No.19-0102, A Resolution Stating the Intentions of the City Council with Regard to the Designation of the 2018 Windsor Heights Urban Revitalization Area and the Proposed Plan Therefor: Motion by Harms to approve Resolution No. 19-0102, A Resolution Stating the Intentions of the City Council with Regard to the Designation of the 2018 Windsor Heights Urban Revitalization Area and the Proposed Plan Therefor. Seconded by Joseph Jones. Motion passed unanimously on a roll call vote.
    - iii. Approve First Reading to Ordinance No.19-01 Designating an Area of Windsor Heights, Iowa, as the 2018 Windsor Heights Urban Revitalization Area: Motion by Joseph Jones to Approve First Reading to Ordinance No.19-01 Designating an Area of Windsor Heights, Iowa, as the 2018 Windsor Heights Urban Revitalization Area. Seconded by Harms. Motion passed unanimously on a roll call vote.
  - B. Capital Improvement Plan Fiscal Year 2019/2020 Budget
    - i. Public Hearing: Motion by Mike Jones to open the public hearing on the Capital Improvement Plan Fiscal Year 2019/2020 Budget at 6:37 PM. Seconded by Loffredo. Comments: Administrator Hanson gave an overview of the CIP and took questions from the council. Motion by Loffredo to close the public hearing at 6:46 PM. Seconded by Joseph Jones. Motion passed unanimously on a roll call vote.
    - ii. Resolution No.19-0103, A Resolution Adopting the Fiscal Year 2019/2020 Capital Improvement Plan: Motion by Mike Jones to approve Resolution No.19-0103, A Resolution Adopting the Fiscal Year 2019/2020 Capital Improvement Plan. Seconded by Joseph Jones. Comments: Mike Jones gave an overview of the Council Budget Committee's CIP process. Loffredo wants more transparency in the CIP process and budget process going forward. Council and staff came to a consensus to provide minutes of committee minutes going forward. Ernst gave information on how the project estimates are created. Harms stated that she is not in favor of the resolution because the process has lacked transparency and leadership from the mayor, council members and city staff. Roll call vote: Loffredo – aye, Bales-Henry – nay, Harms – nay, Joseph Jones – aye, and Mike Jones - aye. Motion passed 3-2.
  - C. Fat, Oil and Grease and Industrial Sewer Waste Ordinance Chapters 97 and Chapter 100

- i. Public Hearing: Motion by Loffredo to open the public hearing at 7:25 PM. Seconded by Mike Jones. No public comments written or oral. Motion by Harms to close the public hearing at 7:26 PM. Motion passed unanimously on a roll call vote.
  - ii. Approve First Reading to Ordinance No. 19-02, Amending Chapters 97 and 100: Motion by Mike Jones to Approve First Reading to Ordinance No. 19-02, Amending Chapters 97 and 100. Seconded by Harms. Motion passed unanimously on a roll call vote.
- 6. 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.
  - Darren Skeries, 1441 64<sup>th</sup> St. – Thanked city staff for cleaning up the litter on University. Comments on the history of the radio system as related to the public safety analysis presented earlier in the meeting. Wants more lead time on packet information.
  - Lauren Campbell, 1004 63<sup>rd</sup> St. – Windsor Wonderland was a successful event. Planning for 4<sup>th</sup> of July parade. Council committees need to update the rest of the council so everyone on council can answer questions.
  - John Thompson, 6300 School St. #222 – opposed to spending city money on the Bravo Gala and the use of credit cards.
- 7. Consent Agenda: Any item on the Consent Agenda may be removed for separate consideration.
  - A. Approve Minutes of the Regular Council Meeting on December 17, 2018 and Special Council Meeting on January 2, 2019
  - B. Approve Financial Reports for Months of November 2019
  - C. Approve Payment of Cash Disbursements
  - D. Approve Resolution No.19-0104, A Resolution Appointing Member and Alternate Member to the Polk County Emergency Management Commission
  - E. Approve Resolution No.19-0105, A Resolution Appointing Member and Alternate Member to the Metro Waste Authority

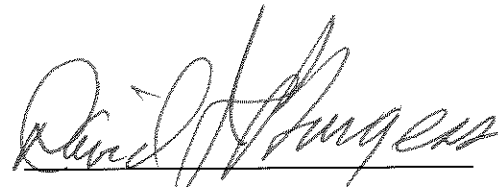
Motion by Mike Jones to approve the consent agenda. Seconded by Joseph Jones. Motion passed unanimously on a roll call vote.
- 8. Old Business:
  - A. Update from Bolton & Menk on Project Punch lists: Justin Ernst updated the council on project punch list items.
  - B. Approve Resolution No.18-1250, A Resolution approving the independent auditor's report for fiscal year ending 2018: Council was unable to come to a consensus on the resolution due to questions on component units in the audit including the Fireman's Association and the Windsor Heights Foundation. The resolution will be considered at a later meeting.
  - C. Approve Second Reading to Ordinance No. 18-19, Amending Chapter 185 of the Code of Ordinances: Motion by Harms to Approve Second Reading to Ordinance No. 18-19, Amending Chapter 185 of the Code of Ordinances. Seconded by Mike Jones. Motion passed unanimously on a roll call vote.
  - D. Discussion and Appropriate Follow Up on Proposed Amendments to the Koester Development Agreement: Phillip Vlieger presented updates to the Koester project to the council. After due consideration the council came to the consensus to consider the item at a future council meeting.
    - i. Approve Resolution No.18-1253, A Resolution Approving Agreement for Private Development with M TOWN, LLC, Authorizing Annual Appropriation Tax Increment Economic Development Grants thereunder: Item tabled to a future meeting date.
- 9. New Business:
  - A. Approval of Three (3) Mobile Data Terminals from Kelttek in the amount of \$19,771.16 for the Fire Department: Motion by Loffredo to approve the purchase of Three (3) Mobile Data Terminals from Kelttek in the amount of \$19,771.16 for the Fire Department. Seconded by Harms. Motion passed unanimously on a roll call vote.
  - B. Discussion and Appropriate Follow up on amendments to the Purchasing Policy: Motion by Loffredo to approve the amendments to the Purchasing Policy. Seconded by Harms. Motion passed unanimously on a roll call vote.
- 10. Reports: Mayor/Council, Committee, Commission updates
  - Loffredo: Wants to see welcome packets ready for the next council meeting.

Mike Jones: Questions about the possibility of a development coming to the Hurd property at 63<sup>rd</sup> and Hickman. Is public works fully staffed for snow removal.

11. Adjourn to 6:00 pm on Monday, January 21, 2019, for a Regular Council Meeting at the Council Chambers: Motion by Harms to adjourn the meeting at 8:26 PM. Seconded by Mike Jones. Motion passed unanimously on a roll call vote.

ATTEST

Travis Cooke, City Clerk



David Burgess, Mayor