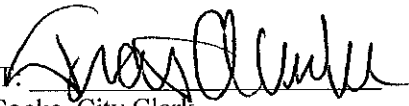


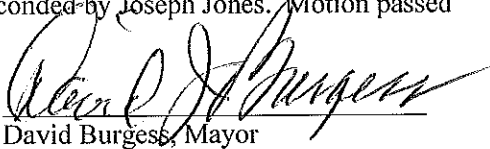
**City of Windsor Heights Regular Business Meeting Minutes
Monday, January 21, 2019 – 6:00 P.M. Council Chambers**

1. **Call to Order:** Mayor Burgess called the meeting to order at 6:00 P.M.
Council members present: Michael Loffredo, Mike Jones, Joseph Jones, Threase Harms, and Zachary Bales-Henry.
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 Matt Brick, and City Engineer Justin Ernst.
2. **Approval of the Agenda:** Motion by Joseph Jones to approve the agenda. Seconded by Bales-Henry. Motion passed unanimously on a roll call vote.
3. **Discussion and Appropriate Follow up on Fiscal Year 2018 Audit:** Rick Atterbury from Martens and Company was present to address questions from the council related to component units including the Windsor Heights Foundation and the Windsor Heights Fire Fighters Association. Harms questioned the determination that the Windsor Heights Fire Fighters Association is a component unit of the City and asked Mr. Atterbury how to move forward without the association in the city audit. Mr. Atterbury noted that component units of the city do not have to be audited but that there needs to be a disclosure in the audit identifying all component units stating that the audit did not examine the component units of the city. Harms asked if the audit could be amended. Mr. Atterbury stated that FY 18 audit has been filed with the state and that he has no intention of re-filing it because it met all standards. Mike Jones asked about the financial threshold that would trigger an association becoming a component unit. Mr. Atterbury stated that the dollar amount would not be disclosed in a footnote if the City chose not to include the association as an examined component unit. Loffredo asked about the difference between the Windsor Heights Foundation and the Windsor Heights Chamber as component units. Mr. Atterbury stated that no chambers are reported as component units. Mayor Burgess recommended taking a look at the component unit issue starting with the FY19 audit. Administrator Hansen questioned the legal need for a resolution approving the audit.
 - A. **Approve Resolution No. 18-1250, A Resolution Approving the Independent Auditor's Report:** Council took no action on the resolution as it was not clear if a resolution is needed since the audit was filed with the State Auditor independent of council approval.
4. **Presentation on Local Option Sales and Service Tax –** Michael Libbie, Executive Director, Windsor Heights Chamber of Commerce. Michael Libbie gave a presentation to council in support of the LOSST election in March. Mayor Burgess will be the guest speaker at the next Lunch and Learn, articles will appear in Windsor Heights Living magazine, and a direct mail piece has been approved by the Chamber Board.
5. **Public Comment:**
 - A. **Recognition of former Fire Lieutenant Tim Kurth:** Mayor Burgess and Chief McCluskey congratulated Mr. Kurth for his years of service to the city and presented him with a certificate of appreciation.
Lauren Campbell, 1004 63rd St. – spoke to the lack of customer service offered by Mr. Atterbury to the council.
Darren Skeries, 1441 64th St. – presented a photo of heaving between his sidewalk and driveway; WH Fire Fighters Association should not be considered a component unit of the City.
6. **Consent Agenda:**
 - A. **Approve Minutes of the Regular Council Meeting on January 7, 2019**
 - B. **Approve Financial Reports for the Month of December 2018**
 - C. **Approve Payment of Cash Disbursements**

Motion by Joseph Jones to approve the consent agenda. Seconded by Mike Jones. Motion passed unanimously on a roll call vote.
7. **Old Business:**
 - A. **Approve Change Order No. 6 for Grimes Asphalt and Paving Corporation for the 2018 HMA Resurfacing Project in the Amount of \$69,213.87.** Motion by Harms to approve Change Order No. 6 for Grimes Asphalt and Paving Corporation for the 2018 HMA Resurfacing Project in the amount of \$69,213.87. Seconded by Joseph Jones. Motion passed unanimously on a roll call vote.
 - B. **Approve Third and Final Reading to Ordinance No. 18-19, Amending Chapter 185 of the Code of Ordinances.** Motion by Joseph Jones to approve the third and final reading of Ordinance No. 18-19, Amending Chapter 185 of the Code of Ordinances. Seconded by Loffredo. Motion passed unanimously on a roll call vote.

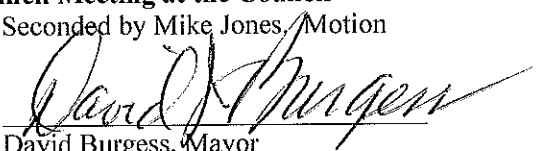
- C. **Approve Second Reading to Ordinance No. 19-02, Amending Chapters 97 and 100, pertaining to Fat, Oil and Grease and Industrial Sewer Waste.** Motion by Joseph Jones to approve the second reading of Ordinance No. 19-02, Amending Chapters 97 and 100, pertaining to Fat, Oil and Grease and Industrial Sewer Waste. Seconded by Loffredo. Motion passed unanimously on a roll call vote.
- D. **Approve Second Reading to Ordinance No. 19-01, Designating an Area of Windsor Heights, Iowa, as the 2018 Windsor Heights Urban Revitalization Area.** Motion by Loffredo to Approve the Second Reading to Ordinance No. 19-01, Designating an Area of Windsor Heights, Iowa as the 2018 Windsor Heights Urban Revitalization Area. Seconded by Bales-Henry. Motion passed unanimously on a roll call vote.
8. **New Business:**
- A. **Approval of Service Contract with MNM Concrete for the Community Event Center Ramp Improvements in the amount of \$12,486.** Motion by Mike Jones to approve the service contract with MNM Concrete for the Community Event Center Ramp Improvements in the amount of \$12,486. Seconded by Bales Henry. Public comment: John Thompson, 6300 School St. #222 – asked that the council consider additional curb cuts when the project was first authorized, not in favor of the action. Council directed staff to look into additional curb cuts as possible change orders to the project. Motion passed unanimously on a roll call vote.
- B. **Approval of Fireworks Agreement from J&M Displays for the 4th of July in the amount of \$7,000.** Motion by Loffredo to approve the fireworks agreement from J&M Displays for the 4th of July in the amount of \$7,000. Seconded by Joseph Jones. Motion passed unanimously on a roll call vote.
- C. **Approve Purchase of a 2019 Ford Interceptor Utility Vehicle from Stiver Ford, including equipment for the Police Department in the amount of \$49,590.15.** Harms had several questions about the PD fleet. Council came to the consensus to have Chief McCluskey prepare a detailed fleet report before moving forward with the purchase of a new vehicle. Motion by Mike Jones to table the purchase of a 2019 Ford Interceptor Utility Vehicle from Stiver Ford, including equipment for the Police Department in the amount of \$49,590.15. Seconded by Bales-Henry. Motion to table passed unanimously on a roll call vote.
9. **Reports – City Administrator/Mayor/Council/Board/Committee/Commission Updates:**
Bales-Henry: DART updates.
Joseph Jones: MPO updates/Greater Des Moines Partnership updates.
Loffredo: Wished everyone a Happy MLK Day, distributed welcome postcards to the council to distribute to new residents of the City.
Mayor Burgess: none.
Administrator Hansen: Development Committee update regarding M-Town/Koester development.
Mike Jones: Budget Committee update, spoke with Lauren Campbell regarding communicating the city wide garage sale.
Harms: Metro Waste updates including collection rate decrease effective July 1st and events celebrating 50 years of service to the metro – would like to do a recognition of Metro Waste at an upcoming meeting. Upcoming 63rd Street crossing meeting.
10. **Adjourn to 6:00 P.M. on Monday, January 28, 2019, for a Special Budget Work Session at the Council Chambers.** Motion by Loffredo to adjourn the meeting at 7:04 P.M. Seconded by Joseph Jones. Motion passed unanimously on a roll call vote.

ATTEST: 
Travis Cooke, City Clerk


David Burgess, Mayor

**City of Windsor Heights Special Business Meeting Minutes
Monday, January 28, 2019 – 6:00 P.M. Council Chambers**

1. **Call to Order:** Mayor Burgess called the meeting to order at 6:06 P.M.
Council members present: Zachary Bales-Henry, Joseph Jones, Mike Loffredo, and Mike Jones. Threase Harms arrived at 6:19 PM.
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, and Tionna Pooler, Independent Public Advisors.
2. **Presentation and Discussion on the Fiscal Year 2019-2020 Budget**
Administrator Hansen presented the budget to council. Council asked questions and gave direction to staff regarding the budget for the next meeting on Monday, February 4, 2019.
3. **Adjourn to 6:00 PM on Monday, February 4, 2019 for a Regular Council Meeting at the Council Chambers:** Motion by Joseph Jones to adjourn the meeting at 8:04 PM. Seconded by Mike Jones. Motion passed unanimously on a roll call vote.


David Burgess, Mayor

ATTEST: 
Travis Cooke, City Clerk