

City of Windsor Heights Regular Business Meeting Minutes
Tuesday, February 4, 2020 – 6:00 P.M. Council Chambers

1. **Call to Order:** Mayor Burgess called the meeting to order at 6:00 PM. Council members present: Susan Skeries, Joseph Jones, Mike Loffredo, Mike Jones, and Threase Harms (@6:05). Staff present: Interim City Administrator Mark Arentsen, City Clerk Travis Cooke, Finance Director, Rachelle Swisher, Public Works Director Dalton Jacobus, Communications/Recreation Coordinator Whitney Tucker, and City Attorney Erin Clanton. The Pledge of Allegiance was recited.
2. **Approval of the Agenda:** Motion by Loffredo to approve the agenda. Seconded by Mike Jones. Motion passed 4-0.
3. **Public Hearing:**
 - A. **Public Hearing on Ordinance No. 20-01 – An Ordinance Amending the Code of Ordinances of the City of Windsor Heights, Iowa, By Amending Chapter 121.07 Related to the Sale, Giving, or Otherwise Supplying of Tobacco Products to Persons Under 21 Years of Age:** Motion by Joseph Jones to open the public hearing at 6:03 PM. Seconded by Mike Jones. Motion passed 4-0. No comments written or oral. Motion by Mike Jones to close the public hearing at 6:04 PM. Seconded by Joseph Jones. Motion passed 4-0.
 - B. **Consideration of the First Reading of Ordinance No. 20-01:** Motion by Mike Jones to approve the first reading of Ordinance No. 20-01. Seconded by Joseph Jones. Motion passed 5-0.
2. **Public Forum:** Lauren Campbell, 1004 63rd St. gave updates on Chamber activities.
3. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
 - A. **Approve Minutes of the Regular Council Meeting on January 20, 2020**
 - B. **Approve Payment of Claims**
 - C. **Approve Liquor License – Puerto Rico Restaurant LLC – 6611 University Ave. Suite 101**
Motion by Joseph Jones to approve the consent agenda. Seconded by Mike Jones. Motion passed 5-0.
4. **New Business:**
 - A. **Consideration of Resolution No. 2020-13 – A Resolution Approving Phase 1 Design Work for 73rd Street Reconstruction in the Amount of \$539,170:** Motion by Harms to approve Resolution No. 2020-13. Seconded by Mike Jones. Motion passed 5-0.
 - B. **Consideration of Resolution No. 2020-14 - A Resolution Approving 2020 PCC Patching at an Estimated Cost of \$502,595:** Motion by Mike Jones to approve Resolution No. 2020-14. Seconded by Harms. Motion passed 5-0.
 - C. **Consideration of Change Order and Final Pay Request – 2018 PCC Patching Project in the Amount of \$11,231.63:** Motion by Mike Jones to approve Change Order and Final Pay Request – 2018 PCC Patching Project. Seconded by Loffredo. Motion passed 5-0.
 - D. **Consideration of Resolution No. 2020-15 – A Resolution Appointing Regular and Alternate Member Representatives to the Metropolitan Planning Organization (MPO) Including the Transportation Technical Committee for 2020:** Motion by Mike Jones to approve Resolution No. 2020-15. Seconded by Harms. Motion passed 5-0.
 - E. **Consideration of Resolution No. 2020-16 – A Resolution Appointing Patrick Boucher to the Planning and Zoning Commission:** Motion by Mike Jones to approve Resolution No. 2020-16. Seconded by Harms. Motion passed 5-0.
 - F. **FY 2020-2021 Budget Presentation:** Finance Director Swisher presented the FY 2020-2021 Budget. Council discussed the addition of an outdoor workout area and park plan for Colby Park.
 - G. **Consideration of Resolution No. 2020-17 – A Resolution Setting Time and Place for a Public Hearing for the Purpose of Considering the Maximum Tax Dollars for Certain Levies for the City’s Proposed Fiscal Year 2020-2021 Budget:** Motion by Harms to approve Resolution No. 2020-17. Seconded by Joseph Jones. Motion passed 5-0.
5. **Reports:**
 - A. **Mayor and Council Reports and Committee Updates:**
Susan Skeries: Economic Development Committee Updates; movies in the park update; Bravo Gala; Polk County Emergency Management App information.
Joseph Jones: MPO meeting this week; DART Budget meeting included discussion on replacing or refurbishing maintenance shop, electric busses expanded to route 60.

Mike Jones: Bravo orientation upcoming.

Threse Harms: Metro Waste updates including Polk County issuing bonds for the new Materials Recovery Facility (MRF); attended the Bravo Gala – should see public art incorporated into the University Ave bus stops.

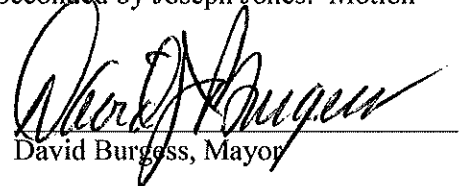
B. Interim City Administrator Report

Received proposals from 2 companies for rental inspections; RFPs are out for audit firms and personnel service firms; Bids for College/Allison/69th will be opened on 2/20; University on 2/18 but the process with DOT will take longer; meeting with John Danos on tax abatement upcoming; new maps showing zoning and future land use up-TIF maps will come later; held discussion with council on the timing of the next meeting to review City Administrator candidates.

C. City Clerk Report

City Code online; Kabel Business transition for FLEX/HRA administration is going well; Civic Clerk implementation is underway; gWorks came in for onsite training and made fixes to the software system.

6. **Closed Session.** In accord with Chapter 21.5 1 (j), to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. Motion by Mike Jones to go into closed session at 7:08 PM. Seconded by Joseph Jones. Roll call vote: Mike Jones – aye, Joseph Jones – aye, Skeries – aye, Loffredo – aye, and Harms – aye.
7. **Convene Into Open Session**
Motion by Harms to convene into open session at 7:30 PM. Seconded by Mike Jones. Motion passed 5-0.
8. **Adjourn to 6:00 pm on Monday, February 17, 2020 for a Regular Council Meeting at the Council Chambers:** Motion by Mike Jones to adjourn the meeting at 7:31 PM. Seconded by Joseph Jones. Motion passed 5-0.


David Burgess, Mayor


Attest: Travis Cooke, City Clerk