

City of Windsor Heights Regular Business Meeting Minutes
Monday, April 1, 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: Zachary Bales-Henry, Joseph Jones, Mike Loffredo, Mike Jones, and Threase Harms.
Staff present: City Administrator Elizabeth Hansen, City Clerk Travis Cooke, Public Safety Director/Police Chief Chad McCluskey, Deputy Clerk/Communications Specialist Jessica Vogel, Building and Zoning Official Sheilah Lizer, Public Works Director Dalton Jacobus, City Attorney Erin Clanton, and City Engineer Justin Ernst.
2. **Approval of the Agenda:** Motion by Harms to approve the agenda. Seconded by Joseph Jones. Motion passed unanimously on a roll call vote.
3. **Recognition of Outstanding Citizens:** Chief McCluskey recognized Debbie Buntz, Brad Barkley, and Lori Wignall who assisted in saving the life of a fellow co-worker by administering AED/CPR.
4. **Presentation on Storm Water from Local Government Collaborative:** Urbandale Mayor Robert Andeweg, Nikki Syverson of Capital Crossroads, and Aaron Chittenden from DMACC presented work that the collaborative has been doing over the past year to bring city staff, experts, and stakeholders together to discuss regional stormwater management initiatives.
5. **Public Comment:** Darren Skeries, 1441 64th St., Spoke in opposition to Mayor Burgess's behavior at the 3/18/19 council work session on public safety. Mayor needs to communicate with the citizens and council about public safety meetings with other Metro Cities.
6. **Consent Agenda:**
 - A. Approve Minutes of the Regular Council Meeting on March 4, 2019
 - B. Approve Minutes of the Regular Council Work Session on March 18, 2019
 - C. Approve Payment of Cash Disbursements
 - D. Approve Financial Reports for Month of February 2019
 - E. Resolution No.19-0409 approving Land and Water Conservation Fund Grant for the University Avenue Redesign Project
 - F. Liquor License Renewal, Hy-Vee
 - G. Liquor License Renewal, Hy-Vee Club roomMotion by Mike Jones to approve the consent agenda. Seconded by Harms. Motion passed unanimously on a roll call vote.
7. **Old Business:**
 - A. **Consider Purchase of a 2019 Ford Interceptor Utility Vehicle from Stiver Ford, including Equipment for the Police Department:** After due consideration and discussion Council was unable to come to a consensus on the purchase of the vehicle and may consider it again at a committee level. Council directed Chief McCluskey to release the vendors and re-bid the vehicle at a later date. McCluskey noted that the next model years are pricing higher than the 2019 models and increased costs are likely by delaying the purchase.
 - B. **Resolution No. 19-0410, A Resolution Approving an Amendment to the Fee Schedule of the City's Code of Ordinances:** Building and Zoning Official Lizer gave a presentation on the proposed amendments to the fee schedule: After due consideration and discussion a motion was made by Harms to approve the resolution with the following fees: Zoning Verification/Research \$40 per hour; Zoning Compliance \$40 per hour; Conditional Use Permit \$300; and Appeal or Variance Request \$300. Seconded by Joseph Jones. Motion passed unanimously on a roll call vote:
 - C. **Discussion and Appropriate Follow Up on Custom City Newsletter:** After due consideration and discussion a motion was made by Mike Jones to approve an increase in the cost of the Custom City Newsletter in the amount of \$267.53 per month for a total of \$1,450.76 for the remainder of the existing agreement and to bid out the newsletter renewal set for August 1, 2019. Public Comment: Michael Libby, 2009 80th St., supports Big Green Umbrella doing the newsletter as they are a chamber member. Seconded by Harms. Roll call vote: Mike Jones – aye, Harms – aye, Loffredo – aye, Joseph Jones – aye, and Bales-Henry - nay. Motion passed 4-1.
 - D. **Discussion and Appropriate follow up on a Metro Waste Authority Recycling Container Collection Site:** Council was unable to come to a consensus on where to place a cardboard recycling container to be provided by Metro Waste Authority. Options discussed included at the end of School St. and at a commercial site owned by council member Bales-Henry. Staff will gather more information for consideration at a future council meeting.
 - E. **Discussion and Appropriate Follow Up on proposed 28E Agreement to provide Library Services with Des Moines or Urbandale:** After due consideration and discussion including analysis of public opinion

surveys a motion was made by Mike Jones to enter into a 28E Agreement with Des Moines Public Library for library services. Public comment: AJ Johnson, Urbandale City Manager spoke in support of continuing the relationship between the cities and the provision of outstanding library services from the City of Urbandale to the residents of Windsor Heights. Michael Libby, Windsor Heights Chamber spoke in support of the Urbandale Library as a member of the chamber. Motion seconded by Bales-Henry. Motion passed unanimously on a roll call vote.

F. Discussion and Appropriate Follow Up on an Addendum to Professional Services Agreement for CEC Sidewalk Improvements in the Amount of \$6,800.00: Motion by Harms to approve the Addendum to Professional Services Agreement for CEC Sidewalk Improvements in the amount not to exceed \$6,800.00. Seconded by Bales-Henry. Motion passed unanimously on a roll call vote. Public Comment: John Thompson, 6300 School St #222, does not agree with spending up to \$6,800 for engineering for the ADA sidewalk ramps. Asked that council immediately rescind the action.

8. New Business:

A. Discussion and Appropriate Follow up on Proposed Amendments to the Council's Rules of Governance (Standard Operating Procedures): After due consideration and discussion a motion was made by Harms to eliminate the SOP. Seconded by Mike Jones. Motion passed unanimously on a roll call vote.

B. Discussion and Appropriate Follow Up on Storm Water Analysis by Independent Financial Advisors: After due consideration and discussion a motion was made by Loffredo to increase commercial rates to \$5.50 per REU level with the existing residential rates effective July 1, 2019. Seconded by Mike Jones. Motion passed unanimously on a roll call vote.

C. Approve Crack Sealing Service Agreement with Parking Lot Specialties in the Amount of \$17,312.00: Motion by Harms to approve crack sealing agreement with Parking Lot Specialties in the amount of \$17,312.00. Seconded by Joseph Jones. Motion passed unanimously on a roll call vote.

9. Reports:

Bales-Henry: None.

Joseph Jones: None.

Loffredo: Would like to initiate a public works advisory committee.

Mayor Burgess: None.

Mike Jones: Thanked Chief McCluskey and PWD Jacobus for helping with the after action flash flood report. Speed limit increase on University. Wants to see the CIP on the next agenda to consider LOSST funds.

Harms: Metro Waste updates. Wants to see Curb-It information in the newsletter. Had an interview with the Des Moines Register on ATE.

10. Closed Session: Pursuant to Iowa Code Section 21.5 (1)(c) To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.

Motion by Harms to enter Closed Session at 8:13 P.M. Seconded by Joseph Jones. Roll call vote: Bales-Henry – aye, Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 5-0.

Motion by Joseph Jones to leave closed session at 8:49 P.M. Seconded by Loffredo. Roll call vote: Bales-Henry – aye, Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms - aye. Motion passed 5-0.

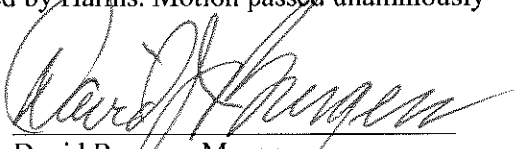
11. Closed Session: Closed Session pursuant to Iowa Code Section 21.5 (1)(c) To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the government body in that litigation.

Motion by Harms enter Closed Session at 8:50 P.M. Seconded by Mike Jones. Roll call vote: Bales-Henry – aye, Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms - aye. Motion passed 5-0.

Motion by Bales-Henry to leave closed session at 9:20 P.M. Seconded by Harms. Roll call vote: Bales-Henry – aye, Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms - aye. Motion passed 5-0.

12. Adjourn to 6:00 pm on Monday, April 15, 2019, for a Regular Council Meeting at the Council Chambers. Motion by to Joseph Jones to adjourn the meeting at 9:20 P.M. Seconded by Harms. Motion passed unanimously on a roll call vote.

ATTEST 
Travis Cooke, City Clerk


David Burgess, Mayor