

**City of Windsor Heights Regular Business Meeting Minutes**  
**Monday, November 4, 2019 – 6:00 P.M. Council Chambers**

1. **Call to Order:** Mayor Burgess called the meeting to order at 6:00 PM. Council members present: Zachary Bales-Henry (via teleconference at 6:09 PM), Joseph Jones (via teleconference from 6:04 PM to 6:06 PM), Mike Loffredo, Mike Jones, and Threase Harms. Staff present: Interim City Administrator Mark Arentsen, City Clerk Travis Cooke, Public Safety Director/Police Chief Chad McCluskey, Public Works Director Dalton Jacobus, and City Attorney Erin Clanton. The Pledge of Allegiance was recited.
2. **Approval of the Agenda:** Motion by Mike Jones to approve the agenda. Seconded by Loffredo. Roll call: Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 3-0.
3. **Consideration of Resolution No. 19-1101 – A Resolution Approving Finance Director Hire:** Motion by Loffredo to approve Resolution No. 19-1101. Seconded by Joseph Jones. Roll call vote: Joseph Jones – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 4-0.
4. **Public Comment:** None.
5. **Consent Agenda: Any item on the Consent Agenda may be removed for separate consideration.**
  - A. **Approve Minutes of the Regular Council Meeting on October 7, 2019**
  - B. **Approve Payment of Cash Disbursements**
  - C. **Approve September Financial Reports**Motion by Loffredo to approve the consent agenda. Seconded by Harms. Roll call vote: Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 3-0.
6. **Old Business:**
  - A. **Consideration of the Third and Final Reading of Ordinance No. 19-09 – Urban Deer Management Zone:** Motion by Harms to approve the third and final reading of Ordinance No. 19-09. Seconded by Mike Jones. Roll call vote: Bales-Henry – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 4-0.
  - B. **Consideration of Resolution No. 19-1102 – A Resolution Approving ATE Revenue Expenditures:** Motion by Harms to approve Resolution No. 19-1102 with the following modifications: reduce item #1 - PD Fleet Patrol Vehicle from \$55,000 to \$38,000 to reflect the proceeds on the trade in value of the existing patrol vehicle reducing the proposed expenditures to \$121,000 leaving a remaining unallocated balance of \$1,396,294. Seconded by Mike Jones. Roll call vote: Bales-Henry – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 4-0.
7. **New Business:**
  - A. **Consideration of Resolution No. 19-1103 – A Resolution Approving the FY 19 Urban Renewal Report:** Motion by Loffredo to approve Resolution No. 19-1103. Seconded by Mike Jones. Roll call vote: Bales-Henry – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 4-0.
  - B. **Consideration of Resolution No. 19-1104 – A Resolution Approving Tax Increment Financing (TIF) Indebtedness Certification and Directing the Certification to be Filed No Later than December 1, 2019:** Motion by Harms to approve Resolution No. 19-1104. Seconded by Mike Jones. Roll call vote: Bales-Henry – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 4-0.
  - C. **Set Public Hearing for Ordinance No. 19-10 – An Ordinance Amending Chapter 18.05 – Publications:** Motion by Harms to set the public hearing for Ordinance No. 19-10 for November 18, 2019 at 6:00 PM. Seconded by Mike Jones. Roll call vote: Bales-Henry – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 4-0.
  - D. **Consideration of Resolution No. 19-1105 – A Resolution to Appoint a Member and Alternate Member to the Polk County 911 Service Board:** Motion by Loffredo to approve Resolution No. 19-1105. Seconded by Harms. Roll call vote: Bales-Henry – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 4-0.
  - E. **Consideration of Resolution No. 19-1106 – A Resolution Naming Search Firm for New City Administrator:** Motion by Loffredo to approve Resolution No. 19-1106 with the modification to consider the citizen survey and personality testing options at a later meeting. Seconded by Harms. Roll call vote: Bales-Henry – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 4-0.

- F. Consideration of Change Request No. 1 and Pay Request No. 2 – MNM Concrete Specialists – CEC Sidewalk Improvements:** Motion by Mike Jones to approve Change Request No. 1 and Pay Request No. 2 – MNM Concrete Specialists. Seconded by Harms. Roll call vote: Bales-Henry – aye, Loffredo – aye, Mike Jones – aye, and Harms – aye. Motion passed 4-0.
- G. Discussion and Appropriate Follow Up on Fire Department Staffing Model:** Chief McCluskey and Council discussed options for Fire Department staffing and gave direction for consideration at a future meeting.
- H. Discussion and Appropriate Follow Up on Community Events Center Facility Use Guidelines:** PWD Jacobus and Council discussed CEC Use guidelines and gave direction for consideration at a future meeting.

**8. Reports:**

**A. Mayor and Council Reports and Committee Updates**

Mayor Burgess – reminded residents that the only polling location in the City is the CEC.

Bales-Henry – none.

Loffredo – Budget process updates and microphone issues at candidate forum.

Mike Jones – none.

Harms – Thank you for MidAmerican grant for Windsor Wonderland event. Wants to see the amount of each resolution listed in the title of the item on the agenda. Veterans Day lunch on Friday at the CEC.

**B. Interim City Administrator Report**

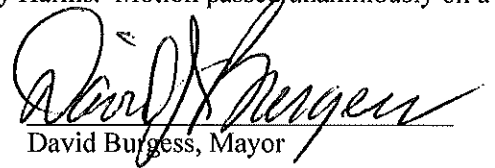
Staff and Mark Currie working on reducing work comp premiums. Bid date for 69<sup>th</sup> St./College/Allison should be determined by the end of the month with a likely date sometime in January.

**C. City Clerk Report**

Will send out a clarification email on questions regarding former projects appearing on the Urban Renewal report (Item #7A).

**9. Adjourn to 6:00 pm on Monday, November 18, 2019 for a Regular Council Meeting at the Council Chambers.**

Motion by Mike Jones to adjourn the meeting at 7:40 PM. Seconded by Harms. Motion passed unanimously on a roll call vote.



David Burgess, Mayor



Attest: Travis Cooke, City Clerk