

City of Windsor Heights Regular Business Meeting Minutes
Monday, November 18, 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, Joseph Jones, 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, Communications/Recreation Coordinator Whitney Tucker and City Attorney Matt Brick. The Pledge of Allegiance was recited.
2. **Approval of the Agenda:** Motion by Loffredo to approve the agenda. Seconded by Bales-Henry. Motion passed unanimously on a roll call vote.
3. **Public Hearing:** Ordinance No. 19-10 – An Ordinance Amending the Code of Ordinances for the City of Windsor Heights, Iowa, by Amending Chapter 18.05 - Publications
 - A. **Public Hearing:** Motion by Harms to open the public hearing at 6:02 PM. Seconded by Joseph Jones. Motion passed unanimously on a roll call vote. No comments written or oral. Motion by Joseph Jones to close the public hearing at 6:03 PM. Seconded by Bales-Henry. Motion passed unanimously on a roll call vote.
 - B. **Consideration of the First Reading of Ordinance No. 19-10:** Motion by Joseph Jones to approve the first reading of Ordinance No. 19-10. Seconded by Loffredo. Motion passed unanimously on a roll call vote.
4. **Special Guests:**
 - A. **Greg Edwards – Catch Des Moines** – Greg Edwards gave an update to Council on Catch Des Moines.
 - B. **Cayla Nord – United Way** – Cayla Nord gave an update to Council on United Way’s 2020 goals.
5. **Public Comment:** None.
6. **Consent Agenda: Any item on the Consent Agenda may be removed for separate consideration.**
 - A. Approve Minutes of the Regular Council Meeting on November 4, 2019
 - B. Approve Payment of Cash Disbursements
 - C. Approve October Financial ReportsMotion by Joseph Jones to approve the consent agenda. Seconded by Harms. Motion passed unanimously on a roll call vote.
7. **Old Business:**
 - A. **Consideration of Resolution No. 19-1107 – A Resolution Updating the Guidelines and Policies for the Windsor Heights Community Center:** Motion by Loffredo to approve Resolution No. 19-1107 with the addition of a 30 day advance request requirement for fee waivers. Seconded by Mike Jones. Motion passed unanimously on a roll call vote.
8. **New Business:**
 - A. **Consideration of Resolution No. 19-1108 – A Resolution Approving the 2020 Health Insurance Renewal and Kabel Benefits Administration Contract:** Motion by Joseph Jones to approve Resolution No. 19-1108. Seconded by Harms. Motion passed unanimously on a roll call vote.
 - B. **Consideration of Resolution No. 19-1109 – A Resolution Authorizing Intergovernmental Transfer of Public Funds Agreement Between the Iowa Department of Human Services and the City of Windsor Heights:** Motion by Harms to approve Resolution No. 19-1109. Seconded by Joseph Jones. Motion passed unanimously on a roll call vote.
 - C. **Consideration of Resolution No. 19-1110 – A Resolution Approving Building Inspection Services:** Motion by Joseph Jones to approve Resolution – No. 19-1110. Seconded by Mike Jones. Motion passed unanimously on a roll call vote.
 - D. **Consideration and Appropriate Action for Setting a Public Hearing for proposed Ordinance No. 19-11 – An Ordinance Amending Chapter 60.07 - Truck Routes:** Motion by Mike Jones to set the public hearing for Ordinance No. 19-11 on December 2, 2019 at 6:00 PM. Seconded by Bales-Henry. Motion passed unanimously on a roll call vote.
 - E. **Discussion and Appropriate Action on Moving the Monday, February 3, 2020 Regular Council Meeting to Tuesday, February 4, 2020 due to the Iowa Caucuses:** Motion by Joseph Jones to move the Monday, February 3, 2020 regular meeting to Tuesday, February 4, 2020 due to the Iowa Caucuses. Seconded by Bales-Henry. Motion passed unanimously on a roll call vote.
 - F. **Discussion Item: Commercial Tax Abatements:** Council came to the consensus to take the issue of commercial tax abatements to the development committee.
9. **Reports:**
 - A. **Mayor and Council Reports and Committee Updates**

Mayor Burgess – thanked Metro Waste for the presentation at the Metro Advisory Council. Would like them to come to an upcoming Council meeting. Mid Iowa Association of Local Governments report on mental health.

Bales-Henry – none.

Joseph Jones – none.

Loffredo – none.

Mike Jones – thanked Dalton for the Veterans Day program. Communications Committee to meet on 12/4.

Harms – Metro Waste meeting on 11/20. Thanked Dalton for the Veterans Day program.

B. Interim City Administrator Report

- i. **FY 21 Budget Preparation Status:** working to reduce the levy by more than the \$.69 stated in the LOST vote information. Valuations from Polk County should be available in early December. Timeline presented to Council is still realistic and department budget requests are in.
- ii. Finance Director to start on 12/2. Bid date for 69th St./College/Allison street construction is set for 2/11/20. Tionna Pooler will be presenting financing for street construction projects including University at an upcoming meeting.

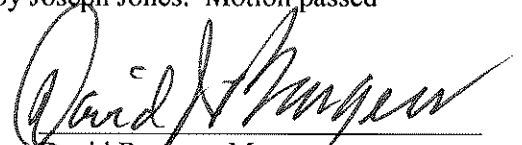
C. City Clerk Report

Annual Financial Report update. Audit presentation will be on the 12/16 meeting agenda.

D. Staff Reports

- i. **Public Safety Staff Report:** given.
- ii. **Public Works Staff Report:** given.

10. **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 Loffredo to convene into closed session at 6:57 PM. 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.
11. **Convene Into Open Session:** Motion by Joseph Jones to convene into open session at 7:04 PM. Seconded by Bales-Henry. Motion passed unanimously on a roll call vote.
12. **Adjourn to 6:00 pm on Monday, December 2, 2019 for a Regular Council Meeting at the Council Chambers.**
Motion by Mike Jones to adjourn the meeting at 7:05 PM. Seconded by Joseph Jones. Motion passed unanimously on a roll call vote.


David Burgess, Mayor


Attest: Travis Cooke, City Clerk