

MARCH 7, 2011
CITY OF WINDSOR HEIGHTS REGULAR BUSINESS MEETING MINUTES
6:00 pm City Hall
Unabridged version

Item 1: Roll Call

Mayor Jerry Sullivan called meeting to order at 6:00 p.m. Council present: Steve Peterson, Diana Willits, Charlene Butz, David Jenison and Betty Glover. City Administrator Marketa George Oliver, Chief Financial Officer Carrie Brannen, Police Chief Dennis McDaniel, Public Works Director Jason VanAusdall, Community Services Director Josh Heggen, Fire Chief Christopher Cross and City Attorney Matt Brick present.

Item 2: Approval of the Agenda - Roll Call 63

Peterson moved Willits seconded approval of the agenda with the removal of item 14 on legal counsel advice. Voice vote passed unanimously.

Item 3: Good of the Order

None

Item 4: Approval of the minutes - Roll Call 64

Peterson moved Willits seconded approval of the February 21, 2011 minutes. Voice vote passed unanimously.

Roll Call 65 Peterson moved Jenison seconded approval of the February 23, 2011 study session minutes. Voice vote passed unanimously. Butz noted that under the discussion regarding the CIP she asked if Washington should be resurfaced this year *because of the sewer issues*. The change was noted. Voice vote passed unanimously.

Item 5: Public Comment

None.

Item 6: Consent Agenda - Roll Calls 66

Peterson moved Glover seconded approval of the Claims and Payroll. Voice vote passed unanimously.

Item 7: Approval of liquor license renewal requests. - Roll Call 67-68

Butz moved Glover seconded approval of Hy-Vee and the Ridgemont. Chief McDaniel noted not big problems with either property, but that the Ridgemont has had some neighbors complain about noise. Voice vote passed unanimously.

Item 8: Consideration of Appointments to the Polk County Enhanced 911 Board. - Roll Call 69

Willits moved approval, Jenison seconded. Roll Call vote passed unanimously.

Item 9: Consideration of a resolution 11-0307/70 approving an agreement with McGladrey to conduct a compensation study and design and merit pay system in an amount not to exceed \$13,600 - \$15,700. Roll Call 70

Willits moved approval, Glover seconded. Glover asked Kevin Paulsen from McGladrey what could the city see in expenses such as travel. Paulsen estimate a maximum of \$500. Roll Call vote passed unanimously.

Item 10: Consideration of a resolution 11-0307/71 approving a credit card acceptance policy which includes setting a convenience fee. Roll Call 71 Oliver noted the council has a revised statement in front of them. Brannen noted that customers at city hall frequent ask the city to accept credit and debit cards. This policy lets the city accept cards with an additional convenience charge to cover the city's expenses related to accepting credit cards. Glover said she liked that we were providing this convenience to our citizens. Peterson moved approval, Glover seconded. Roll Call vote passed unanimously.

Item 11: Consideration of a resolution 11-0307/72 setting the rate of an administrative fee and cash/check discount for Community and Events Center rentals and rental housing compliance registration/inspections.

Roll Call 72

Brannen said this updates the community center fee to include \$25 fee for rentals. This fee will get discounted if a person uses a check or cash. Willits asked what happens if a person disputes a charge. Glover asked if some type of disclaimer should be on the rental agreement. Brick said the city will be on good legal ground because we have a signed contract with someone, so the city should not have to worry about it. Willits moved approval, Jenison seconded. Roll Call vote passed unanimously.

Item 12: Public Hearing regarding the City's FY 2012 Proposed budget, including the use of the debt service levy for one year for an interfund loan for projects included in the Fiscal Year 2012 budget. The published proposed levy rate is \$13.31486.

Mayor Sullivan opened the public meeting at 6:20 p.m. Oliver noted she received two emails and had responded to those emails, copies of which were distributed to the council. Peterson commented on how well things get accomplished by staff in this city. No one present wished to speak. Mayor Sullivan closed the public meeting at 6:25 p.m.

Item 13: Consideration of resolution 11-0307/71 adopting the City's FY 2012 budget and certifying the proposed tax levy rate. Roll Call 73 Willits moved approval, Peterson seconded. Sydnes asked when the budget is due. Oliver responded on March 15th. Roll Call vote passed unanimously.

Item 14: Removed

Item 15: Staff Update

Cross noted the new firebay doors were installed and working. He also said he was at a fire arson investigation school last week in Ames, which was excellent training.

Item 16: Council member comments

Peterson reminded everyone that yard waste pickup starts the week of March 28th. Jenison said he attended an LED lighting seminar with Josh Heggen last week. He noted as the city replaces outdoors lights when they go bad, LED lighting should always be evaluated.

Item 17: Mayor's inquiries.

Mayor Sullivan noted that the Chamber's Annual Spaghetti Dinner will be on March 22nd in the Community Center.

Item 18: Adjournment to closed session pursuant to 21.5c (litigations) of the Code of Iowa. Roll Call 074

Jenison moved to adjourn to closed session, Willits seconded. Roll call vote passed unanimously.

Mayor Sullivan adjourned at 6:30 pm to closed session.

Mayor Sullivan re-opened the public meeting at 6:39 pm.

Item 19: Adjournment - Roll Call 75

At 6:39 p.m. Willits moved Jenison seconded to adjourn to 6:00 p.m. on Monday, March 21, 2011. Voice vote passed unanimously.

Jerry Sullivan, Mayor

ATTEST:

Marketa George Oliver, City Administrator/Clerk