

**April 18, 2011**  
**CITY OF WINDSOR HEIGHTS REGULAR BUSINESS MEETING MINUTES**  
**6:00 pm City Hall**  
**Unabridged version**

**Item 1: Call to order.**

Mayor Jerry Sullivan called meeting to order at 6:00 p.m. Council present: Diana Willits, Steve Peterson, Charlene Butz, David Jenison and Betty Glover. Staff present included 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 Assistant City Attorney Erin Clanton.

**Item 2: Approval of the agenda - Roll Call 122**

Sullivan noted that item 7, the liquor license for Double Shot Bar and Grill, had been removed from the agenda. Peterson moved Butz seconded approval of the agenda as revised. Voice vote passed unanimously.

**Item 3: Good of the Order**

Mayor Sullivan honored Senior Master Sergeant and Windsor Heights Police Officer Hector G. Arias for his outstanding service to Windsor Heights and his country as he is activated with the Iowa Air National Guard's 132<sup>nd</sup> Fighter Wing. Chief McDaniel noted that the City will fly a blue star flag at the front desk indicating that a member of the family is currently serving on active duty.

**Item 4: Approval of the Minutes - Roll Call 123**

Willits moved Glover seconded approval of the April 18th minutes both published and unabridged versions. Voice vote passed unanimously.

**Item 5: Public Comment**

None

**Item 6: Approval of the Consent Agenda - Roll Calls 124-126**

Willits moved Glover seconded approval of March Fire Report, Approval of tobacco permits for Walmart, Sam's Club, Kum and Go and Quik Trip and Claims and Payroll. Voice vote passed unanimously.

**Item 7:**

Removed from the agenda

**Item 8: Consideration of a resolution approving 28E agreement with BRAVO. (The agreement calls for the committal of 2/7ths of the City's hotel/motel tax annually to support regional cultural activities. Any additional amount given to BRAVO is determined by the City Council in the budgeting process annually.)**

**Roll Call 127** Willits moved approval and asked if in future years we can add to the city's legislative proposals to change the hotel/motel tax law. Glover asked if the City is receiving less money than in previous years in hotel/motel tax. Oliver stated the city used to receive significantly more taxes from the one hotel prior the ownership change. She noted that one reason for the decrease could be that after a person stays 30 days, they no longer pay hotel/motel tax. Peterson said it used to be around \$17,000 and Oliver said it was in that range. Glover seconded approval. Roll Call passed unanimously.

**Item 9: Consideration of a resolution adopting revisions to the Personnel Policies Manual for the City of Windsor Heights related to Insurance Premiums. Roll Call 128** Peterson moved Butz seconded approval. Roll Call vote passed unanimously.

**Item 10: Consideration of a resolution approving various updated Windsor Heights' job descriptions. Roll Call 129.** Jenison moved approval, Peterson seconded. Roll call vote passed unanimously.

**Item 11: Staff Updates**

Chief McDaniel reminded everyone to lock their doors because of recent car burglaries.

**Item 12: Council Member Comments**

Glover reminded everyone about the plant exchange on May 14<sup>th</sup> at Lion Park. She also asked if the fire department driveway replacement really needs to be done this year. Chief Cross noted that recent repairs are only a bandaid and there has only been a bandaid approach for a number of years. He lost a firefighter last year because of a broken ankle in a crack in the driveway. He noted the trucks that are driven today are extremely heavy, much heavier than the concrete was specified for in the 60's when the building was built. Once fixed, the driveway should not need attention for many many years, plus, it will save the city the liability. Butz noted she's hearing from citizens that have concerns about the condition of the streets. Willits asked when the sidewalk on 63<sup>rd</sup> Street will be built. Oliver said construction is set for FY 2013. Willits also suggested marketing the NFC sewer program at the Takin' It to the Streets meetings. Jenison asked if Ruhl and Ruhl has provided an update on Hickman Road inquires. Oliver noted she has received one and is expecting another one soon. He also reminded everyone about the Mother's Day Bike Ride on May 8<sup>th</sup> that will start in Colby Park. Butz noted that we should be careful how the NFC sewer program is marketed because the sliplining alone will not prevent an individual backup.

**Item 13: Mayor's Inquiries**

Mayor Sullivan reminded everyone that May 14<sup>th</sup> is the city wide garage sale. He also reminded everyone to sign up for WHAMM on May 21<sup>st</sup>. He thanked Hy-Vee for everything they did to help celebrate the 70<sup>th</sup> Anniversary of Windsor Heights.

**Item 14: Adjournment - Roll Call 130**

Glover moved Willits seconded to adjourn at 6:25 p.m. to May 16th at 6:00 p.m. Voice vote passed unanimously.

\_\_\_\_\_  
Jerry Sullivan, Mayor

ATTEST:

\_\_\_\_\_  
Marketa George Oliver, City Administrator/Clerk