

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 Doug Fulton.

Item 2: Approval of the agenda - Roll Call 106

Sullivan noted that item 6b, the March Fire Report, had been removed from the agenda. Peterson moved Glover seconded approval of the agenda as revised. Voice vote passed unanimously.

Item 3: Good of the Order

Mayor Sullivan thanked and recognized George Hanusa from the Windsor Heights Foundation for their generous support of Colby Park and the Community and Events Center for the new picnic table and podium. Hanusa mentioned the picnic table was paid for by funds from the former Windsor Heights Seniors group. Both the podium and the picnic table have recognition plaques on them noting the Foundation and the senior's donations. Hanusa also stated that Music in the Park states June 7th and that July 12th is a special Jazz in July event in Colby Park.

Mayor Sullivan also recognized Chief Dennis McDaniel who honored two police officers who recently received awards. One received a Midwest HIDTA Drug Enforcement Administration task force award for excellence in investigations and another received an Iowa Department of Public Safety Commissioner's award for excellence in traffic safety from the Governor's Traffic Safety Bureau.

Item 4: Approval of the Minutes - Roll Call 107

Jenison moved Glover seconded approval of the April 4th minutes both published and unabridged versions. Voice vote passed unanimously.

Item 5: Public Comment

Janet Fletcher, 2237 70th St, asked about the property on Hickman Road, she stated she would like to see a McDonalds or Wendy's at that location. She also stated she would like to see an ordinance regarding parking trailers, motor homes, etc in front of homes on driveways. She believes it takes away from the look of a neighborhood.

Jerry Adams, 1919 64th Street, from the Windsor Heights Lions Club, asked about recognition plaques for Colby Park and the Community Center. He noted that some money had been donated by past Lions members and would like to see their names memorialized somehow. Oliver said a prototype had been requested and the concept was to have plaques that can have names added to them placed adjacent to the larger plaque carrying the council and steering committee names.

Item 6: Approval of the Consent Agenda - Roll Calls 108-113

Willits moved Peterson seconded approval of March Police, Public Works and Nuisance Report, 3rd Quarter Community Center Usage Report, March Clerk and Treasurer Report and Claims and Payroll.. Voice vote passed unanimously.

Item 7: Approval of liquor license renewal requests - Roll Call 114-115

Willits moved Peterson seconded approval of Taste! To Go and Catering (May 7th Community Center) and City of Windsor Heights (July 4th) (July 12th Jazz in July) requests. Voice vote passed unanimously.

Item 8: Consideration of a resolution approving the purchase of a paint sprayer for roadway lines. (The cost of the sprayer is approximately \$6,100 and will enable street painting to be done in-house at a lower cost than contracting for services.) Roll Call 116

Peterson asked to amend the resolution to approve spending \$11,347 to purchase the motorized street line painter. He said we need to paint lines and there is too much work to be done to ask Public Works Employees to walk behind the machine. Glover asked if the machine could be shared. VanAusdall said it could be. Willits asked if we could rent it out to private businesses. VanAusdall said that is something that could be looked at. Glover asked if this was in the budget. Brannen said the expenditure could be accommodated within the street department budget. Butz asked if that meant funding would be taken away from street repair and Brannen said it was not taken away from any planned street resurfacing. Oliver said the City was supposed to do street striping in its street maintenance budget this year and noted this could provide some significant savings over contracting for the service. The last time the City contracted for street painting, there was painting done on University from 70th to 73rd, on 70th for a block north and a block south and on 73rd from the interstate to University. That was \$8,000. Jenison asked if this could also do parking lots. VanAusdall said it could. Peterson moved Willits seconded approval of the resolution with the change to spend \$11,347 instead of \$6,081. Roll Call passed unanimously.

Item 9: Consideration of resolution authorizing the Mayor and City Administrator to execute a labor agreement with Teamsters, Local 238. Roll Call 117 Glover asked what Step 6 was in the salary steps. Oliver noted that is the next and final step an employee can reach before they max out their pay schedule. Willits moved Jenison seconded approval. Roll Call passed unanimously.

Item 10: Consideration of a resolution approving various updated Windsor Heights' job descriptions. Roll Call 118. Mayor Sullivan noted, at a request of a council member, a bullet was added to the Parks & Special Events Coordinator position that reads, "Coordinates Windsor Heights Youth Council." Glover noted that it seemed like a couple bullet points under the Community Services Director were redundant. In order to move forward with the salary survey, Peterson moved approval of the police job descriptions with the rest of the job descriptions coming back during the next meeting with any modifications for the next meeting, seconded by Jenison. Roll call vote passed unanimously.

Item 11: Consideration of Ordinance 11-4 amending Chapter 114: Cable Television Regulations, setting cable franchise fee at 5%. Final Reading – Roll Call 119

Jenison asked if it was possible to funnel these funds into something that is more closely related to media, like if we needed upgrades at the Community Events Center or City Hall. Glover said Jenison was basically saying to pinpoint it down to a piece of money for a certain use. Willits said she did not mind doing that as long as we do not get it too narrow. Glover asked how much revenue it is and Oliver said around \$45,000 with this adjustment and about \$33,000 without. Glover said, how about using it for streets. Oliver responded that it could be argued that it currently supports streets because right now the general fund is transferring a huge amount of money into the Road Use Fund to support the activity for street maintenance and street construction. Peterson said there are lots of things we do already spend on technology, like our newsletters, website, etc. Using the money on these activities, communicating with citizens, purchasing servers, etc., would be appropriate. Oliver said the city can handle it however the council directs and this could help pay for the City's technology. Jenison moved Glover seconded the final reading of ordinance 11-4. Roll call vote passed unanimously.

Item 12: Discussion and possible consideration Ordinance 11-5 modifying sections of Chapter 135 Street Excavations and Maintenance, Chapter 158 Electrical and Mechanical License and Chapter 159 Plumber's License to eliminate the requirement for a one hundred dollar cash bond. Final Reading

Roll Call 120

Willits moved Butz seconded the final reading of ordinance 11-5. Roll call vote passed unanimously.

Item 13: Staff Updates

Brannen noted she has noticed a significant costs decrease in our traffic lights since our LED lights have been installed. She also noted IPERS audited our payroll and had no findings.

VanAusdall noted the buildings at 63rd and Hickman have been taken down and the ground will soon be leveled with grass seed overlaid.

Cross noted his summary of training had been submitted and would be happy to answer any questions anyone has.

Oliver presented the council with a power point following up with the goals set during the previous year's goal setting retreat. Progress is being made on each short-term goal with many items already accomplished or currently in the process of being accomplished.

Item 14: Council Member Comments

Peterson thanked staff and the police officers for getting the union agreement put together.

Glover noted that 32 people helped during the Keep Windsor Heights Beautiful Cleanup. She thanked everyone who braved the weather including Butz, Jenison, Oliver and VanAusdall. She also noted lots of positive comments about the Hickman project and the recycling of the buildings taken down.

Willits suggested taking Mrs. Fletcher's concerns about motor homes and trailers to the Policy and Administration Committee for discussion.

Jenison congratulated the officers on their great job and recognition. He also noted that the Special Events Committee has button for sale to raise funds for fireworks during July 4th that were donated by Kris Gregerson of Premium Solutions. He also encouraged everyone to sign up to run of volunteer for WHAMM.

Butz asked about the concrete crack on the floor in the Community Center. Oliver said that is why the city still has the retention from the project. VanAusdall said that the crack has not moved or separated and probably will not because the building is temperature controlled. Glover state the longer the city waits to fix it, the more expensive it will get. VanAusdall said not necessarily. VanAusdall said the city has got an estimate to repair the crack by replacing the panels, but that would be a huge mess, so most likely funds will be kept from the retainage. Butz noted the plant exchange is scheduled for May 14th in Lions Park.

Item 15: Mayor's Inquiries

Sullivan reminded everyone about the Easter Egg Hunt and Community Coffee Club on Saturday.

Item 16: Adjournment - Roll Call 121

Peterson moved Glover seconded to adjourn at 7:05 p.m. to May 2nd at 6:00 p.m. Voice vote passed unanimously.

Jerry Sullivan, Mayor

ATTEST:

Marketa George Oliver, City Administrator/Clerk