

CITY OF WINDSOR HEIGHTS REGULAR BUSINESS MEETING MINUTES
September 16, 2013 - 6:00 p.m. City Hall - Publication version

RC=Roll Call Vote

Mayor Sullivan called the meeting to order at 6:00 p.m. Council present: Diana Willits, Charlene Butz, David Jenison, Betty Glover and Dave Burgess.

Approval of the Agenda

Council Member Jenison moved approval, Council Member Butz seconded approval of the agenda. Voice vote passed unanimously.

Good of the Order- Nathan Reeves with eWay Corp presented the new City website. Several Council Members asked staff to try and find the current City logo so it can be used on the site. CA Fiegenschuh said no originals can be found, but staff would work to recreate the document.

Approval of Minutes

Council Member Willits moved to approve the September 3rd minutes, Council Member Glover seconded approval of minutes. Voice vote passed unanimously.

Public Comment

Windsor Heights Resident Sylvia Owens thanked the EMS crew for helping a resident who fell. Windsor Heights Resident Connie Chiles gave updates on the resident who fell. Windsor Heights Resident Betty Koepsel thanked the City Council for all of their work. Windsor Heights Resident Dennis Block asked to keep closed session items at the end of the agenda.

Approval of the Consent Agenda

Council Member Glover moved to approve, Council Member Burgess seconded approval for Claims & Payroll, July 2013 Clerk & Investment Report, September 3, 3013 Committee of the Whole Minutes, and appointment of Zane Muntz to P&Z Commission to fill an unexpired term. Voice vote passed unanimously.

Presentation of Financial and Debt Analysis and Credit Rating Comparison and Review by Bryan Kidney with Springsted Corporation

Bryan Kidney with Springsted Corporation was on hand to present the Financial and Debt Analysis and Credit Rating Comparison. The presentation documents are available on the Windsor Heights website.

Consideration of Resolution 13-0957 adjusting job description and pay scale for administrative assistant

CA Fiegenschuh reminded the Council this is necessary due to Danielle's additional work load when Tracy is out of the office. Council Member Burgess said he thought the raise was appropriate, but asked to have it instituted in July 2014 in the new FY. CA Fiegenschuh said he would work with the Council, but that he would not let Danielle taken on the numerous additional duties until 2014. Council Member Glover stated if she is taking on these additional responsibilities now, she should be compensated now. Council Member Glover moved to approve the resolution, Council Member Jenison seconded. RC Vote: Yes- Butz, Willits, Glover, Jenison, No- Burgess.

Consideration of Resolution 13-0961 establishing FY 14 employee performance evaluation incentive program

Council Member Willits moved to approve the resolution, Council Member Butz seconded. RC Vote passed unanimously.

Consideration of Ordinance 13-10 establishing new City of Windsor Heights Ambulance billing schedule (3rd Reading)

Council Member Glover moved to approve, Council Member Burgess seconded approval. RC Vote passed unanimously.

Consideration of Ordinance 13-11 amending code of ordinances for the City of Windsor Heights, Iowa by amending chapter 18, Article 1, Appointment and Compensation; and Chapter 21, Article 2, term to provide for City Administrator's term of employment through resolution (2nd Reading)

Council Member Glover moved to approve, Council Member Willits seconded approval. RC Vote passed unanimously.

Consideration of Ordinance 13-12 amending the municipal code of ordinances of the City of Windsor Heights, Iowa, by amending provisions pertaining to the collection of civil infractions through a private collection agency (1st Reading)

CA Fiegenschuh said under current code the City does not have authority to turn over delinquent ambulance billing accounts and code enforcement cases to collection. This new code allows the City do to that. He stated it's about compliance and not about money. If approved on 3rd reading, the Council will then consider a resolution amending the current collection agreement with Municipal Collection Services to include ambulance billing and code enforcement. Council Member Willits moved to approve, Council Member Butz seconded approval. RC Vote passed unanimously.

Council Member Comments

Burgess (No report), Willits (Great job to our Public Safety Officers), Jenison (No report), Glover (No report), Butz (Echoed Willits' comment regarding Public Safety Officers).

Adjourn to closed session pursuant to Iowa Code Sections 21.5.1.c to discuss strategy with counsel in matters that are present in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation

Council Member Jenison moved to approve entering into closed session, Council Member Willits seconded. RC Vote passed unanimously. City Council adjourned to closed session at 7:04pm.

Council Member Glover made a motion to leave closed session, Council Member Burgess seconded. RC Vote passed unanimously. City Council left closed session at 7:09pm.

Mayor's Inquiries

Mayor Sullivan's stated it is with great sorrow that I have to resign my position as Mayor effective this meeting. Our family sold our home and we are moving to West Des Moines. Since I'm no longer a resident I cannot fulfill the remaining three months of my term. The Council and staff thanked Mayor Sullivan for his 12 years of service on the council and as Mayor. Some conversation ensued about how to fill the vacant seat with general consensus that the Mayor Pro Tem would be able to serve in that role through Nov.

Adjourn to 6:00pm on Monday October 7, 2013 for the regular meeting of the City Council.

Mayor Sullivan adjourned the meeting. Voice vote passed unanimously.

Diana Willits, Mayor Pro Tem

ATTEST:

Jeffrey Allen Fiegenschuh, City Administrator/Clerk