

**CITY OF WINDSOR HEIGHTS COMMITTEE OF THE WHOLE MEETING**  
**October 7, 2013 - 12:00 p.m. City Hall - Publication version**

**Attendance**

Mayor Pro Tem Diana Willits called the meeting to order at 12:00 p.m. Council present: Diana Willits, Charlene Butz, David Jenison, Betty Glover, Dave Burgess, City Staff present: City Administrator Jeff Fiegenschuh, Police Chief Dennis McDaniel, Public Works Director Jason VanAusdall, City Inspector Sheena Danzer.

**Discuss Replacing CFO**

CA Fiegenschuh informed the Council that current CFO Carrie Cruse has given her 60-day notice of termination of employment as required by her contract. Her official last day will be Dec 1<sup>st</sup>, however she is willing to stay on a little while longer to help train her replacement. Fiegenschuh said filling the position is critical to the success of the organization. He emailed the council three potential options for replacing that included: Replace with a full-time CFO, replace with a new position with less responsibility (Accounting Clerk) and the CA would pick up the HR functions, and bring on a part-time CFO. Council member Burgess asked if contracting out through staffing or another city was considered. Fiegenschuh said that was considered last year when Cruse first resigned and again. However, he had concerns with bringing non employees in that would have access to employee information. Another concern was not having someone in City Hall during the days to work with employees as this was one of the biggest complaints he received from department heads about the current position. Council Member Glover asked Fiegenschuh what his recommendation would be and Fiegenschuh responded creating a full-time account clerk. The Council asked Fiegenschuh to prepare a new job description and pay range for discussing and consideration at the Oct 21<sup>st</sup> meeting.

**Discussion of Storm Clean Up Policy**

The Council discussed issues related to the storm clean up from September 27th. PW Director VanAusdall said he is part of committee through the Capital Crossroads Campaign centering on debris management collaboration in the metro. The group will be bringing their conclusions and recommendations to area city councils in December.

**Street Project-**

Greg Roth with V & K was present to discuss the proposed list of City streets to be resurfaced or reconstructed for the proposed City street project. There was discussion between Mr. Roth and the City Council concerning the life of streets and why streets in the past that were resurfaced were not getting the life promised by the engineers. Mr. Roth said typically the useful life of the streets can range from 10-20 years depending on the condition and usage of the street. The Council discussed the list of streets and various concerns with lining portions of residents' private sanitary sewer services. CA Fiegenschuh presented three options for funding the project based on \$2.5 million 15-year issuance, \$3 million 15-year issuance and a \$4.3 million 19-year issuance. He also presented the effects of each proposal on the average property tax bill in Windsor Heights. Fiegenschuh presented several combinations of project that can be completed at each funding level. The Council asked Fiegenschuh to move forward with the \$4.2 million 19-year issuance because the need is there and the streets are not getting any better. The first resolution will be presented at the Oct 21<sup>st</sup> meeting. The list of streets included in the proposal will be added to the City's website once the final funding is secured.

**Discussion of Traffic Preemption Program**

Public Works Director VanAusdall presented on the need to update the City's traffic preemption program for the public safety departments. The total cost of the updates will be approx \$14,000, but the consulting firm (General Traffic) is willing to do the project on a three-year billing program. Council Member Jenison asked why this issue was just now being brought to the council's attention and what would staff do to ensure a more regular inspection program was implemented. CA Fiegenschuh said the issue was brought to his attention by Chief Cross and the program was never implemented due to budget constraints. PW Director VanAusdall also said a semi-annual inspection program or something similar will be implemented. The Council asked the CA to put the issue together for formal consideration at the Oct 21<sup>st</sup> Council Meeting.

**Construction Project Updates**

PW Director VanAusdall gave the council an update on the 73<sup>rd</sup> and Hickman project along with the sanitary sewer cross over project at College Bridge