

CITY OF WINDSOR HEIGHTS REGULAR BUSINESS MEETING MINUTES
October 21, 2013 - 6:00 p.m. City Hall - Publication version

RC=Roll Call Vote

Mayor Pro Tem Willits called the meeting to order at 6:00 p.m. Council present: Diana Willits, Charlene Butz, David Jenison and Dave Burgess. Council not present: Betty Glover.

Approval of the Agenda

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

Good of the Order- Lieutenant Meyer presented Detective Metzger an award for her 5 years of service as a detective for the Windsor Heights Police Department.

Approval of Minutes

Council Member Jenison moved to approve the October 7th regular council minutes and October 7th Committee of the Whole minutes, Council Member Butz seconded approval of minutes. CA Fiengenschuh noted that the Committee of the Whole minutes would be changed to reflect Greg Roth's of Vinstra and Kimm's discussion that the new streets would have a life of 10-25 years. Voice vote passed unanimously.

Public Hearing to take comments and concerns on proposed FY 14 budget amendment #1

Council Member Butz made a motion to open the public hearing. Council Member Burgess seconded. RC Vote passed unanimously. The public hearing convened at 6:05 PM. CA Fiengenschuh explained the reasons for the budget amendment and they are included in the adopted resolution for public inspection. Fiengenschuh said he did not receive any written or verbal concerns from the public, but did have a few questions via email from residents on the need for the hearing, which he answered. Hearing no comments from the public Council Member Jenison motioned to close the public hearing. Council Member Butz seconded. RC Vote passed unanimously. The public hearing was closed at 6:08 PM.

Public Comment

Windsor Heights Resident John Thompson would like the City to post claims at Hy-Vee as has been the practice in the past.

Approval of the Consent Agenda

Council Member Jenison moved to approve, Council Member Butz seconded approval for Claims & Payroll. Voice vote passed unanimously.

Consideration of Resolution 13-1064 approving FY 14 Budget Amendment #1

Council Member Butz moved to approve the resolution, Council Member Jenison seconded. RC Vote passed unanimously, Council Member Glover not present.

Consideration of Resolution 13-1065 filling the vacancy of the Mayor for the City of Windsor Heights

Attorney Brick explained the need for approval of the resolution based on State Code requirements due to the amount of time the vacancy exists. Council Member Jenison moved to approve the resolution, Council Member Butz seconded. RC Vote passed unanimously, Council Member Glover not present.

Consideration of Resolution 13-1066 approving a contract in the amount of \$14,292 with General Traffic Controls Inc to maintain the City of Windsor Heights Traffic Preemption System

Fire Chief Christopher Cross gave an overview of the project and the need to have the system repaired. He told the council the inspections would take place quarterly and he felt that was adequate. The reports will then be part of his monthly report to the council. Council Member Jenison moved to approve the resolution, Council Member Butz seconded. RC Vote passed unanimously, Council Member Glover not present.

Consideration of Resolution 13-1067 authorizing a loan to the Urban Renewal/Tax Increment Financing Fund

CA Fiegenschuh explained this was a paper work clarification requested by the State Auditor and adopting the resolution simply clarifies a previous internal loan approved by the council. A new internal loan is not being created by adopting the resolution. In November 2012, the Council adopted a similar resolution, but the amount of the internal loan was actually less than the amount authorized in the resolution. The auditors wanted the resolution to match the actual amount of the internal loan even though it was less than approved by the council. Council Member Burgess moved to approve the resolution, Council Member Jenison seconded. RC Vote passed unanimously, Council Member Glover not present.

Consideration of Resolution 13-1068 authorizing the approval of a job description and pay range for the following position: Accounting Clerk

CA Fiegenschuh said this option of replacing the CFO will save the City approximately \$10K-\$15K annually. The new position will not be a department head and some of the previous duties will be taken over by the City Administrator. Mayor Pro Tem Willits expressed some concerns about not having a CFO on staff. Fiegenschuh said he is confident with the staff he has now and utilizing the City's finance advisor for TIF related work the plan would work. He also stated that a quality candidate can always be promoted to CFO at a later time. Council Member Jenison moved to approve the resolution, Council Member Burgess seconded. RC Vote passed unanimously, Council Member Glover not present.

Consideration of Resolution 13-1069 fixing the date for a meeting on the authorization of a loan agreement and the issuance of \$3,250,000 general obligation capital loan notes, series 2014A, of the City of Windsor Heights, Iowa and providing for publication of notice thereof

CA Fiegenschuh reminded the council that this resolution only fixes the date of the public hearing. Council Member Burgess moved to approve the resolution, Council Member Butz seconded. RC Vote passed unanimously, Council Member Glover not present.

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 (3rd Reading)

Council Member Jenison moved to approve on third and final reading, Council Member Butz seconded approval. RC Vote passed unanimously, Council Member Glover not present.

Council Member Comments

Burgess (No report), Willits (Compost It! Season ends November 30th), Jenison (Saturday, October 26th is the Hazardous Waste & Tire Drop-Off Event at Colby Park from 8am-Noon), Butz (The Lion's Club had a great chili cook-off).

Administrator Reports- Nothing to report

Mayor's Inquiries- Nothing to report

Adjourn to 6:00pm on Monday November 4, 2013 for the regular meeting of the City Council.

Council Member Jenison moved and Council Member Butz seconded. Voice vote passed unanimously.

Diana Willits, Mayor Pro Tem

ATTEST:

Jeffrey Allen Fiegenschuh, City Administrator/Clerk

