

**CITY OF WINDSOR HEIGHTS REGULAR BUSINESS MEETING MINUTES
December 2, 2013 - 6:00 p.m. City Hall - Publication version**

RC=Roll Call Vote

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

Approval of the Agenda

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

Good of the Order- Boy Scout Troop 46 attended the Council meeting to earn the Citizenship and Community Merit Badge. The troop led the group in the Pledge of Allegiance.

Public hearing on proposed action to issue an inter fund loan in the amount of \$29,629, all of which, will be repaid by Tax Increment Financing

Council Member Burgess made a motion to open the public hearing. Council Member Glover seconded. RC Vote passed unanimously. The public hearing convened at 6:05 PM. CA Fiegenschuh explained this was in internalized loan from the general fund to the TIF fund that would be repaid next year when the City received its TIF levy. The expenses have already been accrued and approved by the City Council. No one from the public asked questions or made a comment. Hearing no comments from the public, Council Member Glover motioned to close the public hearing. Council Member Butz seconded. RC Vote passed unanimously. The public hearing was closed at 6:06 PM.

Approval of Minutes

Council Member Jenison moved to approve the November 18th minutes, Council Member Glover seconded approval of the minutes. Voice vote passed unanimously.

Public Comment

No public comment

FY 13 City of Windsor Heights Audit presentation by Marlys Gatson, Manager, Office of the Auditor of the State of Iowa

The FY 2013 Audit Report is on file at City Hall and is available on the Windsor Heights website.

GIS Presentation/Update by NewCom

NewCom did not attend. The presentation is rescheduled for December 16, 2013

Approval of the Consent Agenda

Council Member Butz moved to approve, Council Member Jenison seconded approval for Claims & Payroll, Clerk and Investment Report, Approval of KWHB Committee Members, and Acceptance of FY 13 City of Windsor Heights' Audit Report. Voice vote passed unanimously.

Approval of New Class C Liquor License- Mr. T's 6500 Hickman Road

Council Member Burgess moved to approve, Council Member Jenison seconded approval. Voice vote passed unanimously.

Approval of Resolution 13-1272 approving an amended agreement with general Traffic Controls Inc. for City of Windsor Heights' Traffic Preemption System

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

Approval of Resolution 13-1275 approving appointments to serve as commissioner and alternate for the Des Moines Regional Transit Authority

CA Fiegenschuh commented this appointment is a great deal as Steve Peterson, future council member for Windsor Heights will be the actual DART Commissioner for Windsor Heights, Clive and West Des Moines. This is great

representation for our community. Council Member Burgess moved to approve the resolution, Council Member Glover seconded. RC Vote passed unanimously.

Approval of Resolution 13-1276 authorizing an internal loan from the General Fund to the Urban Renewal/Tax Increment Financing Fund in the amount of \$29,629.42

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

Approval of Resolution 13-1277 directing the sale of \$3,090,000 general obligation capital loan notes, Series 2014A

Windsor Heights' financial advisor Tionna Pooler was on hand to answer any questions. The City received four bids for the bonds and the bonds were rated by Moody's. The rating did not change and was reflective of the City's current bond rating. CA Fiegenschuh explained that the low bid average annual interest rate was approximately 3.334%, which is .50% less than what was anticipated. The new interest rate will save the City over \$150,000 over the life of the bonds. Once the funds are secured, the City will determine which streets will be addressed through the capital budgeting process. Council Member Timm moved to approve the resolution, Council Member Jenison seconded. RC Vote passed unanimously.

Public Hearing regarding submission of Housing Fund Application for CDBG Owner-Occupied Housing Rehabilitation

Council Member Glover made a motion to open the public hearing. Council Member Burgess seconded. RC Vote passed unanimously. CA Fiegenschuh read the following:

1. How the need for the proposed activity or project was identified.
 - Area was identified because it is recognized as an area, with lower values, that can provide affordable home-ownership opportunities to residents. It is one of the older areas of town. Initiating a rehabilitation program in this area will help ensure that the neighborhood's housing stock remains as viable as in the past.
2. How the proposed activity or project will be funded and the sources of funds.
 - The City is requesting \$360,500.00 in CDBG housing funds and, if the grant is approved, the City will contribute \$30,000 in local funds.
3. The date the Housing Fund application will be submitted.
 - The application will be submitted to the Iowa Economic Development Authority on or before December 11, 2013.
4. Requested amount of federal funds (Housing Fund).
 - The City is requesting \$360,500.00 from the CDBG Housing Fund Program.
5. Estimated portion of federal funds that will benefit persons of low and moderate income.
 - 100% of the federal funds will benefit low and moderate income persons.
6. Where the proposed activity or project will be conducted.
 - The proposed project will take place in a target neighborhood bordered by Mott Avenue on the north, 67th Street on the east, School Street on the south, and 69th Street on the west.
7. Plans to minimize displacement of persons or businesses as a result of funded activities or projects.
 - It will not be necessary to permanently displace any homeowners as a result of this Program.

8. Plans to assist persons actually displaced.

- During lead-based paint hazard reduction activities, assistance will be provided if temporary relocation is necessary.

9. The nature of the proposed activity or project.

- The proposed project involves the rehabilitation of at least ten (10) owner-occupied, single family homes.

Hearing no comments from the public, Council Member Timm motioned to close the public hearing. Council Member Burgess seconded. RC Vote passed unanimously.

Council Member Comments

Burgess (No comment), Jenison (No comment), Butz (can't take credit for helping with the survey because she was ill), Glover (Thanked all the survey volunteers), Timm (No comment).

Mayor's Inquiries

Windsor Wonderland is this weekend, December 6th and December 7th. Times for the events can be found on the City's webpage and Face Book page. The DART open house is Wednesday Dec 4th from 5-7pm. The Des Moines Partnership legislative luncheon is Wednesday Dec 5th from 11:30am to 1:00pm at the Renaissance Savory Hotel.

Adjourn to 6:00pm on Monday December 16, 2013 for the regular meeting of the City Council.

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

Diana Willits, Mayor

ATTEST:

Jeffrey Allen Fiegenschuh, City Administrator/Clerk