

**CITY OF WINDSOR HEIGHTS REGULAR BUSINESS MEETING MINUTES**  
**July 6, 2015 - 6:00 p.m. City Hall**

**(RC=Roll Call Vote)**

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

Staff present: City Administrator Brett Klein, Chief Dennis McDaniel, Director of Planning and Zoning Sheena Nuetzman, Director of Public Services Doug Stone, Intern Brandt Johnson and numerous Public Safety Staff to support the presentation of Life Saving/Service Awards.

**Approval of the Agenda**

Councilmember Peterson moved to approve the agenda; Councilmember Butz seconded approval. Motion passed by voice vote unanimously.

**Council Member Comments**

**Butz:** No comment at this time. **Timm:** Bravo 1<sup>st</sup> round of funding is complete. The committee is looking at specific events. CVB approved their budget at the meeting I attended in place of the Mayor. There was continued discussion regarding the Hotel/Motel tax. Thanks to the staff for a great Fourth of July Celebration. **Peterson:** No comment at this time.

**Glover:** Keep Windsor Heights Beautiful helped in Colby Park by mulching and weeding the flower beds, and staff did a wonderful job!

**Burgess:** Public Services and others did a great job getting ready for the Fourth of July.

**Approval of Minutes**

Councilmember Peterson moved to approve the June 15, 2015, minutes; Councilmember Glover seconded approval. Motion passed by voice vote passed unanimously.

**Public Comment. This is an opportunity for any citizen to come forward and discuss any item that is not listed on the Agenda. (Please make your remarks from the podium and limit your presentation to no more than 5 minutes)**

Sylvia Owens- Special Events Committee: Special thanks to staff for a safe, fun filled Fourth of July and pulling everything off immediately following flooding and without our Special Events Coordinator.

Betty Kepsol- Hickman/70<sup>th</sup> and Shasta Pine Trees. They are IaDOT's responsibility and staff will follow-up.

Jeff Dreyer- 7104 Washington and 7108 Washington- \$16K-\$17K damage from insurance adjustor from the sanitary sewer drainage. This has happened too many times and while we love Windsor Heights, this issue needs to be resolved. Gunner Olsen- Complete Streets Policy strengthens our position as a walkable city – please support.

**Life Saving Award,** Windsor Heights Fire Department Life Saving Award Presented to Jennifer Nefzger.

**Public Hearing. Design Standards-** Proposed Zoning Ordinance Amendment for the Addition of Citywide Design and Development Guidelines to Chapter 170 of the City Code. Councilmember Peterson moved to open the public hearing; Councilmember Butz seconded. Motion passed unanimously on a roll call vote. Theresa Greenfield spoke and requested a meeting. Discussion regarding a collaborative meeting, July 15, 2015 5:15 PM. Councilmember Timm moved to close; Councilmember Peterson seconded. Motion passed unanimously on a roll call vote. The public hearing closed at 7:00 PM.

**Approval of the Consent Agenda**

Councilmember Butz moved to approve the Consent Agenda; Councilmember Glover seconded approval. Motion passed unanimously on a RC vote

**Consider Approval of Liquor License,** Maria Grocerie's – Class C Beer Permit (BC) Sunday Sales. Councilmember Burgess moved to approve; Councilmember Butz seconded. Motion passed unanimously on a RC vote.

**Consider Approval of Liquor License,** Hy-Vee- Class C Liquor License (LC) Commerical, Outdoor Service, Sunday Sales. Councilmember Burgess moved to approve; Councilmember Glover seconded. Motion passed unanimously on a RC vote.

**Consider Approval of Liquor License,** City of Windsor Heights Community Center and Colby Park Class B Beer(BB) Including Wine Coolers- Pending Dram Insurance. Councilmember Burgess moved to approve; Councilmember Butz seconded. Motion passed unanimously on a RC vote.

**Consideration of Resolution No. 15-0749, A Resolution Establishing and Adopting a Complete Streets Policy for the City of Windsor Heights, Iowa** Councilmember Burgess moved to approve with P & Z to act as the advisory committee; Councilmember Peterson seconded. Motion passed unanimously on a RC vote.

**Consideration of Resolution No. 15-0750, A Resolution Authorizing a Temporary Pay Adjustment for the Position of Management Intern** Councilmember Butz moved to approve the temporary pay adjustment for the position of management intern; Councilmember Burgess seconded approval. Motion passed unanimously -RC vote.

**Consideration of Ordinance No. 15-03, Adopting Development and Design Standards (First Reading)** Councilmember Burgess moved to table to a future date; Councilmember Peterson seconded approval. Motion passed unanimously on a RC vote.

**Consideration of Commission, Committee, and / or Board Appointment, Filling Vacant Planning and Zoning Commission Position – (Mayor Recommendation / Council Appointment)** Councilmember Glover moved to appoint Georgie Libbie; Councilmember Peterson seconded approval. Motion passed on a RC Vote: Timm, Glover and Peterson -Yes. Butz and Burgess-No

**Consider Approval of Board Appointment, Confirmation of E911 Service Appointment** Councilmember Burgess moved to approve the E911 service appointment; Councilmember Timm seconded approval. Motion passed unanimously on a roll call vote.

**Consider Approval of Change Order No. 1, for 2014 Paving Project – Phase 2** Councilmember Butz moved to approve the change order No.1 for the 2014 Paving Project, Phase 2; Councilmember Peterson seconded approval. Motion passed unanimously on a roll call vote.

**Consider Approval of Partial Pay Request No. 2, for 2014 Paving Project – Phase 2** Councilmember Peterson moved to approve the partial pay request No. 2 for 2014 Paving Project; Councilmember Burgess seconded approval. Motion passed unanimously on a roll call vote.

**Consider Approval of Change Order No. 1, for 2014 Paving Project- Phase 3** Councilmember Burgess moved to approve the change order No. 1 for 2014 Paving Project, Phase 3; Councilmember Timm seconded approval. Motion passed unanimously on a roll call vote.

**Consider Approval of Pay Request No. 2, for 2014 Paving Project- Phase 3** Councilmember Burgess moved to approve pay request No. 2 for 2014 Paving Project, Phase 3; Councilmember Timm seconded approval. Motion passed unanimously on a roll call vote

**Consider Approval of Request for Waiver of Residency Requirement, for Full-time Firefighter Appointment** Councilmember Peterson moved to approve the waiver of the residency requirement for the full-time firefighter appointment and staff. Councilmember Butz seconded approval. Motion passed unanimously on a roll call vote.

**Consideration of Purchase Request, Quotations for Treatment of EAB** Councilmember Butz motioned to approve Wright quote for EAB treatment. Councilmember Burgess seconded. Motion passed unanimously on a roll call vote

#### **Administrator Report**

- Welcome Committee
- Independence Day Celebration
- Sound system

#### **Mayor's Inquiries**

- Steve Peterson- Chair of DART 7/1-6/30
- 10/60

#### **Adjourn to 6:00pm on Monday, July 20, 2015, for the regular meeting of the City Council.**

Councilmember Burgess moved to adjourn; Councilmember Glover seconded. Motion passed unanimously on a RC vote.

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Diana Willits, Mayor

ATTEST:

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Brett Klein, City Administrator/Clerk

