

CITY OF WINDSOR HEIGHTS REGULAR BUSINESS MEETING MINUTES
October 19, 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 and Tony Timm. Betty Glover was absent.

Staff present: City Administrator Brett Klein, Captain Derek Meyer, Director of Planning and Zoning Sheena Nuetzman and Management Intern Brandt Johnson.

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: The 10/60 Forum on the Fire Department was good. I would like to know what the residents think regarding the Fire Department and what the Fire Department wants.

Peterson: Councilmember Peterson concurred with Councilmember Butz on the 10/60 Fire Department meeting. Councilmember Peterson thought it was extremely well presented. Congrats to the Fire Department and staff for a well put together meeting.

Timm: Lawsuit from DMWW regarding soybeans and the water.

Burgess: No comment.

Approval of Minutes

Councilmember Butz moved to approve the October 5, 2015, amended minutes; Councilmember Peterson 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)

Judy Howard-1035 64th, a resident for 31 years and experience at City Hall, had concerns regarding the lack of revenue from sign permits and temporary structure permits and enforcement of certain sections of the Code.

Gus- 6750 School St- The wall between I-235 and the townhomes regarding who is to be maintaining the land in that area: the grass is extremely tall, trees are down in that area causing water pool in the area and it's causing a lot of mosquitoes. Councilmember Burgess says that he will talk to Doug Stone regarding this area.

Approval of the Consent Agenda

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

Consideration of Resolution No. 15-1058, A Resolution Authorizing Deer Hunting Within Certain Areas of City Limits by Contracted Building Inspector Jason Van Ausdall. The resolution would allow hunting on private property by a trained City staff member. All documentation and certification is up to date.

Councilmember Peterson moved to approve the resolution; Councilmember Butz seconded motion. Motion passed unanimously on a roll call vote.

Consideration of Resolution No. 15-1059, A Resolution Approving and Adopting a Health Reimbursement Arrangement with Kabel Business Services as the Third-Party Administrator(TPA) and Authorizing the City's Designated Plan Administrator to Sign All Necessary Documents. Councilmember Butz moved to approve the resolution; Councilmember Peterson seconded motion. Motion passed unanimously on a roll call vote.

Consideration of Resolution No.15-1060, A Resolution Authorizing a Cost Sharing Agreement with the Urbandale Windsor Heights Sanitary District for Public Improvements Referred to as the Washington Avenue Relief Sewer. Councilmember Peterson moved to approve resolution with the cost sharing 50 percent over four years and cost sharing 50 percent engineering expenses with the District. Project to start in 2015; Councilmember Butz seconded motion. Motion passed unanimously on a roll call vote.

Consideration of Resolution No. 15-1061, A Resolution Authorizing an Amendment to the Original Agreement – Municipal Collections of America, Inc. Update to current agreement for collection of delinquent fines. Councilmember Peterson moved to approve the resolution; Councilmember Butz seconded motion. Motion passed unanimously on a roll call vote.

Consideration of Ordinance No. 15-06, An Ordinance Amending and Recreating the Code of Ordinances for the City of Windsor Heights, Iowa by Replacing the entirety of Section 172.5, Fences and Repealing Section 155.05 – (2nd Reading) Councilmember Butz made a motion to approve the third reading of ordinance no.15-06; Councilmember Peterson seconded motion. Motion passed unanimously on a roll call vote.

Consideration of Ordinance No.15-07, An Ordinance Amending and Recreating the Code of Ordinances for the City of Windsor Heights, Iowa by Adding Chapter 163, Titled Demolition and Raze Permit-(1st Reading). Councilmember Peterson moved to approve the ordinance and waive the second and third reading. Councilmember Butz seconded motion to approve ordinance and waive the second and third reading. Councilmember Peterson, Councilmember Timm and Councilmember Butz voted yes; Councilmember Burgess- No. Motion passed.

Consideration of Job Description, Seasonal Snow Plow/Equipment Operator. Updating the job description in conjunction with the job posting. Councilmember Burgess moved to approved the job description; Councilmember Butz seconded the motion. Motion passed unanimously on a roll call vote.

Discussion and Possible Action Regarding Lease of New Copier, City Hall Quote and Maintenance Agreement from Koch Brothers. The copier at City Hall has required a technician service nearly every day. New Copier will cost approximately \$40 more per month based on lease and maintenance costs. Councilmember Burgess moved to approve the copier; Councilmember Peterson seconded the proposal. Motion passed unanimously on a roll call vote.

Consideration of Windsor Living Annual Quote, Marketing Proposal This will give the City two pages for news and advertising for events. The cost is 82 dollars extra per month. George Hanusa would like to keep this going as it a good source of information for residents. John Thompson disagrees and thinks this newspaper is more advertisements than news. New layout for the City would possibly start in January. Councilmember Peterson moved to approve the new quote and layout; Councilmember Butz seconded the proposal. Motion passed unanimously on a roll call vote.

Discussion Regarding Library Services, 28E agreement with the City of Urbandale. This agreement will be with the Urbandale Library to be our main library. The agreement will be \$90,000 and save the City \$82,000. This will be on a November agenda. The change will not be effective until July 2016.

Discussion Regarding the Community Center, Expanded Video Equipment Possibilities. The City has looked into options to adding additional video options for the 1/3 side of the community center. The option that seems the best is adding an additional projector screen. This is be on a future agenda after we get more information from the electrician.

Discussion and Possible Action Regarding the 75th Anniversary, Special Events Planning and Marketing- Rebranding Direction. . The Special Events Coordinator Elizabeth Riordan will get two more quotes to be presented along with the quote from Swaleu. There will be a dedicated fund set for the 75th anniversary and rebranding will be at a later date.

Consideration of Comprehensive Plan Representatives, Steering Committee Council Representatives. This is a steering committee for our Comprehensive Plan with two councilmembers as representatives. Councilmember Burgess and Councilmember Glover expressed interest on being on this committee. Councilmember Butz moved to

appoint Councilmember Burgess and Councilmember Glover to the Comprehensive Plan Steering Committee; Councilmember Peterson seconded the appointment. Motion passed unanimously on a roll call vote.

Committee Report, Sister City Report from Kerry Bowen. Kerry Bowen, our Sister City representative met with Chinese delegates from Shijazhuang, China. They signed another 30 Sister City agreement. The delegates and Sister City representatives met with the Governor, visited Drake University, and attended a dinner that was sponsored by Dickerson Law Firm. Mayor Willits and her spouse attended the dinner. Mayor Willits congratulated Kerry Bowen on being a great representative for the City.

Discussion and Possible Action, Delivery of Fire / EMS Services Next Steps. City Administrator Klein stated that public hearing should happen sooner than later as staff is requesting it. Mayor Willits was disappointed with the turnout for the 10/60 meeting and hopes the public hearing will have better attendance. Councilmember Peterson stated action should be on the November 2, 2015, agenda and decision to be made then. Safety is a main priority and the reason I wanted to be a councilmember. The Fire Department response times are great. Councilmember Timm agrees and that we owe it to the staff to make a decision as soon as possible. Our Fire Department is better than when this was previously brought up. Councilmember Butz wanted to have enough time to visit with residents to hear their input but also understands the importance of voting on it sooner to help the Fire Department staff know what direction they are going in. Councilmember Burgess would like it on the November 16, 2015 meeting. Mayor Willits concluded discussion by stating that there would be a public hearing on November 2nd and then the Council would take action at that meeting. She stated that should be more than enough time to visit with constituents in addition to the information that has been set out by staff at City Hall.

Administrator Report

- No additional reports

Mayor's Inquiries

- MPO-attended policy meeting. MPO is having a seminar October 25th-28th on greenways.
- Angela Connelly received an outstanding elective official national award from MPO
- Bridges are in good shape
- Livability study
- Housing growth

Adjourn to 6:00pm on Monday, November 2, 2015, for the regular meeting of the City Council.

Councilmember Burgess moved to adjourn; Councilmember Glover seconded. Motion passed unanimously on a RC vote at 7:02 p.m.

ATTEST:

Diana Willits, Mayor

Brett Klein, City Administrator/Clerk