CITY OF WINDSOR HEIGHTS REGULAR BUSINESS MEETING MINUTES
December 7, 2015 - 6:00 p.m. City Hall

(RC=Roll Call Vote)

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

Staff present: City Administrator Brett Klein, Chief McDaniel, Director of Planning and Zoning Sheena Nuetzman, Director of Public Services Doug Stone, Communications Coordinator/Deputy Clerk Jessica Vogel, and Management Intern Brandt Johnson.

Approval of the Agenda
Councilmember Peterson moved to approve the agenda; Councilmember Glover seconded approval. Motion passed unanimously on a roll call vote.

Council Member Comments

Butz: Absent
Peterson: No Comment
Timm: Bravo Meeting is coming up. February 6th is the Gala.
Burgess: No Comment
Glover: Special events committee meeting last week appointed Donna Markley as Chair and Sarah Boots as Co-Chair. Thank you to Elizabeth Riordan and Jess Vogel for the events over the weekend. Friday night was refreshing, neat and well attended. Kids Day on Saturday was well attended as well. Thank you to Charlene Butz and Dave Burgess for your years on the council.

Approval of Minutes
Councilmember Peterson moved to approve the November 16, 2015 minutes; Councilmember Timm seconded approval. Motion passed on a roll call vote.

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
John Thompson 6300 School St #222 addressed that no monetary amounts are being listed on the agenda. He would like to know the amounts that will be spent and would like them listed on the agenda.

Approval of the Consent Agenda
Councilmember Peterson moved to approve the Consent Agenda; Councilmember Glover seconded approval. Motion passed unanimously on a roll call vote.

Consideration of Liquor License Applications
a)Hy-Vee Class C, December 4, Event for City of Windsor Heights – Ratifying Staff Approval Actions
Councilmember Burgress moved to approve the liquor license; Councilmember Peterson seconded the approval. Motion passed unanimously on a roll call vote.

Consideration of Resolution No. 15-1269, A Resolution Approving A 28E Agreement Between the Cities of Clive, Johnston, Urbandale, Waukee, West Des Moines and Windsor Heights for Regional Traffic Signal Operations Cooperation Councilmember Peterson moved to approve the resolution; Councilmember Glover seconded motion. Motion passed unanimously on a roll call vote.

Consideration of Resolution No. 15-1270, A Resolution Appointing Regular and Alternate Member Representatives to the Metropolitan Planning Organization (MPO) Including the Transportation Technical Committee for 2016 Councilmember Glover moved to approve the resolution; Councilmember Peterson seconded motion. Motion passed unanimously on a roll call vote.

Consideration of Resolution No. 15.1271, A Resolution Setting Dates of a Consultation and Public Hearing on a Proposed Second Amended and Restated Urban Renewal Plan for the City of Windsor Heights. Councilmember Peterson moved to approve the resolution; Councilmember Burgess seconded the motion. Motion passed unanimously on a roll call vote.

Consider Approval of Pay Application, Hickman / 63rd Streetscape and Gateway Signage (Pay Application #1) Councilmember Peterson moved to approve the pay application; Councilmember Burgess seconded the motion. Motion passed. Councilmember Peterson, Glover, Timm- Yes. Councilmember Burgess- No.

Consider Approval of Strategic Planning and Teamwork Facilitator, Proposal from Institute of Public Affairs, Jeff Schott Councilmember Burgess moved to approve the proposal; Councilmember Peterson seconded the motion. Motion passed unanimously on a roll call vote.

Consider Approval of City Engineer Appointment, Selection of City Engineer. Councilmember Glover moved to approve the appointment; Councilmember Burgess seconded the appointment. Motion passed on a roll call vote. Councilmember Peterson of MSA, abstains.

Consider Approval of Purchase Request - AVI, for Touch Screen Equipment Upgrade for the CEC Councilmember Burgess moved to approve the upgrade; Councilmember Timm seconded the upgrade. Motion passed unanimously on a roll call vote.

Discussion and Possible Action (Update), 75th Anniversary Consultant Process Councilmember Burgress moved to approve the process of issuing a request for quotation; Councilmember Peterson seconded the approval of the process. Motion passed unanimously on a roll call vote.

Chamber of Commerce Update. Michael Libbie, President of the Windsor Heights Chamber, new chamber board members are Marci O'Brien, Michael Sullivan and Theresa Greenfield. Celebrate Windsor Heights is February 2nd.

Administrator Report
Council meetings in January we are looking to cancel the January 4, 2016 meeting and the January 18, 2016 meeting and meet on January 12, 2016 instead and have the strategic planning for the budget on January 16, 2016.
February 1, 2016 is the first council meeting in February.
New FEMA Flood Maps meeting December 14 at 5:15 PM.
January 19 at 5:00 PM is the community vision open house.
December 17th training from 5:00 PM-6:15 PM
Mayor's Inquiries
Greater Partnership Dinner January 25th. Congrats to Chief McDaniel. Thank you the Windsor Heights Fire Department for Santa Day. 10/60 meetings are the 2nd Monday of the month. Thank you to Windsor Heights Police Department.

Adjourn to 6:00pm on Monday, December 21, 2015, for the regular meeting of the City Council. Councilmember Burgess moved to adjourn; Councilmember Peterson seconded. Motion passed unanimously on a roll call vote at 6:37 p.m.

Diana Willtis, Mayor

ATTEST:

Jessica Vogel, Communication Coordinator/Deputy City Clerk