**CITY OF WINDSOR HEIGHTS REGULAR BUSINESS MEETING MINUTES**
**November 16, 2015 - 6:00 p.m. City Hall**

**(RC=Roll Call Vote)**

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

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

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

**Council Member Comments**

**Butz:** No comment
**Peterson:** No Comment
**Timm:** No comment.
**Burgess**: Public Works Committee meeting was tonight and we discussed 80th St repair with the idea of getting bids to decide on the best cost effective route. We also addressed the Washington Ave Sewer Relief repair that will be starting this week.
**Glover:** No comment.

**Approval of Minutes**
Councilmember Butz moved to approve the November 2, 2015 minutes; Councilmember Glover seconded approval. Councilmember Glover abstains. 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.
Jason VanAusdall- 4844 NW 68th Johnston- Building Inspector for the City of Windsor Heights addressed that V & K didn't have a chance to interview for the engineering job and that there has been no issues with V & K on any of their projects. V & K would like to remain the engineer for the City.

**Eagle Scout Project Presentation,** Ben Lanham – Bat Box (House) Trail Project. Ben Lanham presented about adding six bat houses along the bike trail to help decrease insects in the area, help the bats in the winter time and keep them protected from disease. He plans to complete the project by the end of the year. The Councilmembers agreed it was a great project and look forward to seeing them completed.

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

**Consideration of Resolution No. 15-1163, A Resolution Ordering Construction of Certain Public Improvements (80th Street Footing Drain Collector Project), and Authorization to Solicit for Quotation Therefore.** They will get bids on the 80th Street project and look at the options. This project may start in the spring. Councilmember Burgress moved to approve the resolution and proceed with getting bids for the project; Councilmember Butz seconded the approval. Motion passed unanimously on a roll call vote.

**Consideration of Resolution No.15-1164, A Resolution Approving the Plans, Specifications, Form of Contract and Estimate of Cost- 80th Street Footing Drain Collector Project** Councilmember Burgess moved to approve the resolution; Councilmember Butz seconded motion. Motion passed unanimously on a roll call vote.

**Consideration of Resolution No.15-1165, A Resolution Approving the Fiscal Year 2017 Tax Increment Financing (TIF) Indebtedness Certification for the City of Windsor Heights, Iowa** Councilmember Burgess

moved to approve the resolution for FY 2017 TIF for the City of Windsor Heights; Councilmember Timm seconded motion. Motion passed unanimously on a roll call vote.

**Consideration of Resolution No.15-1166, A Resolution Authorizing and Approving a 28E Agreement for Library Services with the City of Urbandale, Iowa.** The library agreement was approved by Urbandale. Councilmember Burgress moved to approve the resolution; Councilmember Butz seconded the motion. Motion passed unanimously on a roll call vote.

**Consideration of Resolution No.15-1167, A Resolution Authorizing City Staff to Submit an Application for the Federal Fiscal Year 2020 Surface Transportation Program for University Avenue Multipurpose Transportation Improvements for the City of Windsor Heights, Iowa.** The City will cover 20 percent and remaining 80 percent will be matched. The project will also qualify for TIF as well. Councilmember Timm moved to approve the resolution; Councilmember Burgess seconded the motion. Motion passed unanimously on a roll call vote.

**Consideration of Resolution No.15-1168, A Resolution Authorizing City Staff to Submit an Application through the Iowa Department of Agriculture and Land Stewardship (IDALS) for an Urban Conservation Project for Walnut Creek.** This resolution is working with West Des Moines schools on storm water and Walnut Creek. The City will apply for a grant. Councilmember Burgess moved to approve the resolution; Councilmember Glover seconded the motion. Motion passed unanimously on a roll call vote.

**Consideration of Design Services Agreement, Alta Planning and Design (University Avenue Protected Bike Lane).** Resident John Thompson asked the cost of this and the cost amount is $5,882. Councilmember Timm moved to approve the agreement; Councilmember Glover seconded the agreement. Motion passed on a roll call vote. Councilmember Butz, Timm, Glover and Peterson- Yes. Councilmember Burgess-No.

**Consideration of Committee Appointment,** Special Events Committee. The City staff recommended five applicants for the special events committee and two councilmembers, Councilmember Glover and Councilmember Timm. Councilmember Timm moved to approve the City's recommendations; Councilmember Peterson seconded the agreement. Motion passed unanimously on a roll call vote.

**Consider Approval of AFR**, City of Windsor Heights FY'15 Annual Financial Report. Councilmember Burgress moved to approve the report; Councilmember Glover seconded the approval of the report. Motion passed unanimously on a roll call vote.

**Discussion and Possible Action**, Verisight Comparable Proposal for Compensation Study Update. Kevin from Verisight spoke regarding this process and that it is a multi-step process. Verisight will work to get a comprehensive list and compare the private and public sectors.
Councilmember Burgress moved to approve the comparable agency information; Councilmember Butz seconded approval of the updates. Motion passed unanimously on a roll call vote.

**Discussion and Possible Action of Extended Rental Hours at CEC**, Apostolic Church Request to Extend Rental Hours on December 31,2015. The City staff had no issue with extending the hours. Councilmember Timm moved to approve the extension of hours. Councilmember Glover seconded the motion. Motion passed unanimously on a roll call vote.

**Chamber of Commerce Update.** Michael Libbie, President of the Windsor Heights Chamber spoke to update the City on what is going on in the chamber. The chamber has 82 members now which is up from 39. They are adding companies that are located in Windsor Heights as well as companies who want to do business in Windsor Heights. The annual meeting is in December and we will look to add new board members.

**Administrator Report**

Budget- The Council filled out their budget goals and that helps set the stage for budget season.
Temporary use and structure code language, we are looking to update to make it well rounded and address some of the complaints from the current code.
Council meetings in January we are looking to cancel the January 4, 2016 meeting and the January 18, 2016 meeting and meet on January 11, 2016 instead and have the strategic planning for the budget on January 16, 2016.

**Mayor's Inquiries**

Mayor Pro Tem Peterson mentioned about the Board of Adjustment meeting regarding Aldi's conditional use permit will be on November 18, 2015 at 5:30 PM in Council Chambers.

**Adjourn to 6:00pm on Monday, December 7, 2015, for the regular meeting of the City Council.**

Councilmember Burgess moved to adjourn; Councilmember Glover seconded. Motion passed unanimously on a roll call vote at 6:45 p.m.

Diana Willtis, Mayor

ATTEST:

Jessica Vogel, Communication Coordinator/Deputy City Clerk