

CITY OF WINDSOR HEIGHTS REGULAR BUSINESS MEETING MINUTES
February 1, 2016 - 5:00 p.m. City Hall

(RC=Roll Call Vote)

Mayor Willits called the meeting to order at 5:00 p.m. Council members present: Steve Peterson, Betty Glover, Tony Timm, Threase Harms and Zachary Bales- Henry.

Staff present: City Administrator Brett Klein, Chief Dennis McDaniel, Director of Planning and Zoning Sheena Nuetzman, Director of Public Services Doug Stone, Communications Coordinator/Deputy Clerk Jessica Vogel, Special Events and Park Coordinator Elizabeth Riordan and Management Intern Kyle Michel.

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

Peterson: Windsor Heights Chamber Gala tomorrow from 6:00-8:30 PM, \$25/per person.

Timm: Bravo has moved to Temple of Performing Arts. The Bravo Gala is February 6th.

Glover: No Planning and Zoning meeting. Special Events meeting worked on organization. Destination Windsor Heights on January 19th was awesome and well attended.

Harms: Met with Leslie from Metro Waste. Hazardous waste drop-offs won't happen anymore within the City as they have moved to only two locations, but we are looking at options to see if the City wants to take it on as their own project. More to follow.

Bales- Henry: No Comment

Approval of Minutes

Councilmember Peterson moved to approve the January 12, 2016 minutes; Councilmember Harms seconded approval. Motion passed unanimously 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)

Registered comment: Rob Waddle and Matt Hildebrand From Hy-Vee talked about the proposed University Avenue Improvements, but stated they will attend the February 8th informational meeting for more information before having anything more to say.

Approval of the Consent Agenda

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

Consideration of Liquor License Applications, Class E Liquor License Renewal, Kum & Go, LLC and Sam's Club. Councilmember Peterson moved to approve the licenses. Councilmember Glover seconded the approval. Motion passed unanimously on a roll call vote.

Consideration of Resolution No. 16-0205, A Resolution Approving an On-the-Job Injury Policy

Councilmember Harms moved to approve the resolution; Councilmember Glover seconded the resolution. Motion passed unanimously on a roll call vote.

Consideration of Resolution No. 16-0206, A Resolution Accepting Public Improvements-2014 Paving Project (Phase 2) Councilmember Timm moved to approve the resolution; Councilmember Peterson seconded the resolution. Motion passed unanimously on a roll call vote.

Consideration of Resolution No. 16-0207, A Resolution Approving an Updated Fee Schedule for the City of Windsor Heights, Iowa, for the Remainder of Calendar Year 2016 and Fiscal Year 2017 Councilmember Peterson moved to approve the resolution; Councilmember Glover seconded resolution. Motion passed unanimously on a roll call vote.

Consideration of Resolution No. 16-0208, A Resolution Setting a Date and Place for a Public Hearing Concerning the FY17 Budget (February 15, 2016) Councilmember Peterson moved to approve the resolution; Councilmember Timm seconded the resolution. Motion passed unanimously on a roll call vote.

Consideration of Resolution No. 16-0105, A Resolution to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa, Designating such Area as Appropriate for Urban Renewal Projects; and Adopting the Second Amended and Restated Urban Renewal Plan Councilmember Timm moved to approve the resolution; Councilmember Peterson seconded the resolution. Motion passed unanimously on a roll call vote.

Consideration of Ordinance No. 16-01, An Ordinance Providing that General Property Taxes Levied and Collected Each Year on All Property Located Within the Second Amended and Restated Urban Renewal Area, in the City of Windsor Heights and Other Taxing Districts be Paid to a Special Fund for Costs Incurred by the City in Connection with the Second Amended and Restated Urban Renewal Area. (2nd Reading) Councilmember Peterson moved to approve the second reading of Ordinance No.16-01; Councilmember Glover seconded the reading. Motion passed unanimously on a roll call vote.

Consideration of Ordinance No. 16-02, An Ordinance Addressing a Scrivener's Numbering Error In the "Code of Ordinances, of the City of Windsor Heights, Iowa" – (1st Reading) Councilmember Peterson moved to approve the first reading of Ordinance No.16-02; Councilmember Harms seconded the reading. Motion passed unanimously on a roll call vote. Councilmember Peterson moved to waive the second and third reading of the ordinance. Councilmember Timm seconded. Motion passed unanimously on a roll call vote.

Setting a Date for a Public Hearing - Ordinance No. 15-03, An Ordinance Amending and Recreating the Code of Ordinances for the City of Windsor Heights, Iowa, by Replacing the Entirety of Chapter 170, Hickman Corridor Overlay District, and Providing for the Amended Title of Development and Design Standards (Public Hearing Date – March 21, 2016). Councilmember Peterson moved to approve the public hearing date; Councilmember Harms seconded the date. Motion passed unanimously on a roll call vote.

Consider Approval of Pay Application, 2014 Paving Phase 2 Final Pay Estimate No. 3
Budget Impact: \$36,825.76 Councilmember Peterson moved to approve the pay application #3; Councilmember Glover seconded the pay application #3. Motion passed unanimously on a roll call vote.

Discussion and Possible Action on Urban Revitalization Plan Councilmember Harms moved to approve beginning work on the plan; Councilmember Peterson seconded beginning work on the plan. Motion passed unanimously on a roll call vote.

Consideration of Engineering Services Agreement with MSA Professional Services, Phase 4 Engineering and Bidding Budget Impact: \$149,200 not to exceed Councilmember Harms moved to approve the agreement; Councilmember Glover seconded the agreement. Motion passed unanimously on a roll call vote.

Discussion on University Avenue Improvements and Public Meeting Councilmember Glover moved to approve the public meeting; Councilmember Harms seconded the meeting. Motion passed unanimously on a roll call vote.

Consideration and Possible Action on 75th Anniversary Marketing Consultant Agreement, Swaelu Councilmember Timm moved to approve the master agreement with the consultant, Swaelu, to report to the Mayor, and the Mayor will have authority to sign off on the work orders following the existing City purchasing policy, not to exceed \$7,500 per work order without first obtaining Council approval; with a maximum cap for the project of not to exceed \$35,000 and an end date no later than June 30, 2017 pending legal approval of the agreement. Councilmember Harms seconded the motion. Motion passed unanimously on a roll call vote.

Staff Update, FEMA – Flood Hazard Determination Notices. Sheena Nuetzman, Director of Planning and Zoning gave an update on the new FEMA maps and flood insurance.

Chamber of Commerce Update. No Comment

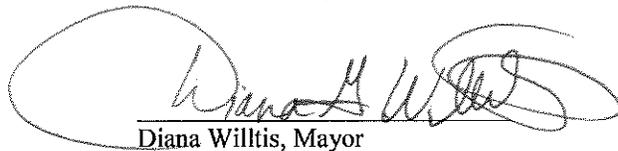
Administrator Report

Photos for staff and council February 15th. Committee of the whole meeting March 7th. City Center on 66th and University plans almost set and will go directly to planning and zoning.

Mayor's Inquiries

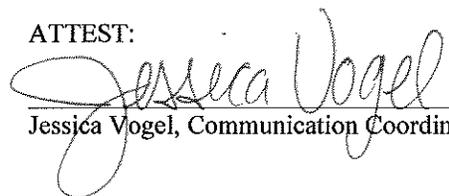
Adjourn to 6:00pm on Monday, February 16, 2016, for the regular meeting of the City Council.

Councilmember Peterson moved to adjourn; Councilmember Timm seconded. Motion passed unanimously on a roll call vote at 5:48 p.m.



Diana Willtis, Mayor

ATTEST:



Jessica Vogel, Communication Coordinator/Deputy City Clerk