

**CITY OF WINDSOR HEIGHTS REGULAR BUSINESS MEETING MINUTES**  
**February 15, 2016 - 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, 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, and Management Intern Kyle Michel.

Approval of the Agenda

Councilmember Peterson moved to approve the agenda; Councilmember Timm seconded approval. Motion passed unanimously on a roll call vote.

Council Member Comments.

Peterson: No Comment

Timm: Bravo Gala was February 6<sup>th</sup> and there was a large turnout. Updates on Local Option Sale Tax.

Glover: Special Events meeting worked on organization and criteria for each event.

Harms: No comment

Bales- Henry: No Comment

Approval of Minutes

Councilmember Peterson moved to approve the February 1, 2016 minutes; Councilmember Glover 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: Greg Pierce from RDG and Teva Dawson from MPO talked about the Watershed Management Plan which can be viewed on the MPO's website.

Approval of the Consent Agenda

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

Public Budget Hearing, on the Proposed Fiscal Year July 1, 2016 – June 30, 2017, City Budget

Councilmember Timm made a motion to enter into public hearing; Councilmember Harms seconded. Motion passed unanimously on a RC vote. Public Hearing opened at 6:36 p.m. With no comments received, Councilmember Glover made a motion to exit the public hearing at 6:37 PM; Councilmember Peterson seconded. Motion passed unanimously on a roll call vote.

Consideration of Liquor License Applications, Class E Liquor License Renewal, Wal-Mart and Class C Licenses Baru 66, Ridgemont, and wedding reception 8.27.16. Councilmember Peterson moved to approve the licenses. Councilmember Glover seconded the approval. Motion passed unanimously on a roll call vote.

Independent Auditor's Report for Fiscal Year Ending June 30, 2015, Dave Ellis of Denman Company, LLP. Dave Ellis provided information on the audit finding report.

Consideration of Resolution No. 16-0209, A Resolution Approving the Independent Auditor's Final Report for Fiscal Year Ending June 30, 2015 Councilmember Peterson moved to approve the resolution; Councilmember Timm seconded the resolution. Motion passed unanimously on a roll call vote.

Consideration of Resolution No. 16-0210, A Resolution Approving Fiscal Year 2016, Fund Transfers for the City of Windsor Heights, Iowa. Councilmember Harms moved to approve the resolution; Councilmember Peterson seconded the resolution. Motion passed unanimously on a roll call vote.

Consideration of Resolution No. 16-0211, A Resolution Fixing a Date for a Meeting on the Proposition to Issue Not to Exceed \$4,700,000 General Obligation Refunding Bonds. Councilmember Peterson moved to approve the resolution; Councilmember Glover seconded resolution. Motion passed unanimously on a roll call vote. Consideration of Resolution No. 16-0212, A Resolution Approving and Adopting the Annual City of Windsor Heights Operating Budget for Fiscal Year 2016/2017. Councilmember Harms 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 Seconded Amended and Restated Urban Renewal Area. (3rd Reading) Councilmember Peterson moved to approve the third reading of Ordinance No.16-01; Councilmember Harms seconded the reading. Motion passed unanimously on a roll call vote.

Consider Approval of Purchase Request, Public Works Truck (CIP)  
Budget Impact: \$35,257.70 –Councilmember Harms moved to approve the purchase; Councilmember Peterson seconded the purchase. Motion passed unanimously on a roll call vote.

Chamber of Commerce Update. No Comment.

#### Administrator Report

University Avenue update, Zachary Bales-Henry will be the main point of contact for the University Avenue project. March 21<sup>st</sup> will be the public hearing on the development and design standards. Committee of the whole meeting March 7th.

#### Mayor's Inquiries

Metro Waste Authority making changes and updates will be coming soon. Hazardous Waste Drop-Off might not be an option at the park anymore.

Possible Closed Session, In accord with Chapter 21.5 1 (j), to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. Councilmember Peterson made a motion to enter into closed session; Councilmember Timm seconded. Motion passed unanimously on a RC vote. Closed Session opened at 7:07 p.m. Councilmember Peterson made a motion to exit the closed session at 7:41 PM; Councilmember Glover seconded. Motion passed unanimously on a roll call vote.

Open session resumed at 7:42 p.m. with Councilmember Peterson making a motion for City Administrator Brett Klein to engage Chris Stafford with NAI realtor or the NAI firm as a real estate consultant. Councilmember Timm seconded. Motion passed unanimously on a roll call vote.

Adjourn to 6:00 pm on Monday, March 21, 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 7:45 p.m.

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Diana Willits, Mayor

ATTEST:

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Jessica Vogel, Communication Coordinator/Deputy City Clerk