

**CITY OF WINDSOR HEIGHTS REGULAR BUSINESS MEETING MINUTES**  
**May 16, 2016 - 6:00 p.m. City Hall**

**(RC=Roll Call Vote)**

Mayor Willits called the meeting to order at 6:01 p.m. Council members present: Steve Peterson, Betty Glover, Tony Timm, Threase Harms and Zachary Bales- Henry.

Staff present: Chief Derek Meyer, Director of Public Services Doug Stone, Fire Chief Tim Kurth and Communications Coordinator/Deputy Clerk Jessica Vogel.

**Approval of the Agenda**

Councilmember Harms motioned to move items 11,12,13,15,23 and 28 to consent agenda. Councilmember Peterson moved to approve the agenda with items moved to the consent agenda; Councilmember Bales-Henry seconded approval. Motion passed unanimously on a voice vote.

Presentation from Executive Recruit Firm Proposals, Sharon Klumpp from Waters and Company

Presentation from Executive Recruit Firm Proposals, William Moulder from HR-OneSource

**Council Member Comments**

**Peterson:** Gala is June 3<sup>rd</sup>. The Destination Windsor Heights meeting is May 19<sup>th</sup> at 5:00 PM.

**Timm:** No Comment

**Glover:** Talked about the crossing light on 63<sup>rd</sup> Street.

**Harms:** No Comment

**Bales- Henry:** No Comment

**Approval of Minutes**

Councilmember Peterson moved to approve the 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:

Nichole Sungren- MSA- Traffic signal on 63<sup>rd</sup> and will contact the DOT

John Thompson-6300 School St Apt 222 spoke on the cost of the garage sale signs and flyers totaling \$10, 500

John McKee 1423 64<sup>th</sup> –Traffic calming on 64<sup>th</sup> St and other possibilities for the roads.

Louisa Dykstra 6620 College- Cowles Montessori is planning an expansion and will be staying in Windsor Heights.

**Approval of the Consent Agenda**

Councilmember Peterson moved to approve the Consent Agenda with items 11,12,13,15,23 and 28 added; Councilmember Timm seconded approval. Motion passed unanimously on a roll call vote.

**Public Hearing On Amendment #1 of Current City Budget for the Fiscal Year Ending June 30, 2016 (Budget Impact \$195,00).**Councilmember Harms moved to open the public hearing; Councilmember Peterson seconded. Motion approved unanimously on a RC vote. Public Hearing opened at 7:18 p.m. No public comments were made. Councilmember Peterson made a motion to exit the public hearing. Councilmember Harms seconded. Motion approved unanimously on a roll call vote. Public Hearing closed at 7:20 p.m.

**Consideration of Liquor License Applications,** Quik Trip, Class E Liquor License and City of Windsor Heights, Class B Liquor License. Councilmember Timm moved to approve the licenses. Councilmember Peterson seconded the approval. Motion approved unanimously on a roll call vote.

**Consideration of Resolution No. 16-0530, A Resolution Approving a Wage Adjustment for the Interim/Acting City Clerk (Budget Impact through June 30, 2016 \$621).** Moved to the consent agenda.

**Consideration of Resolution No. 16-0531, A Resolution Approving the Mayor's Appointments to the Des Moines Area Metropolitan Planning Organization** Moved to consent agenda.

**Consideration of Resolution No. 16-0532, A Resolution Approving a Rate of Pay Schedule for Part-Time, Temporary Employee Performing Code Enforcement Duties and Responsibilities (\$12.00 per hour at 25 hours a week)** Moved to consent agenda.

**Consideration of Resolution No. 16-0533, A Resolution Amending the Annual Budget for the Fiscal Year Ending June 30,2016 (Budget Impact \$195,000)** Councilmember Peterson moved to approve the resolution; Councilmember Timm seconded resolution. Motion passed unanimously on a roll call vote.

**Consideration of Resolution No. 16-0534, A Resolution to Formally Adopt the Trail Hub Study.** Moved to consent agenda.

**Consideration of Resolution No. 16-0535, A Resolution to approve a Metro Waste Contract for co-mingling Yard Waste Collection** Councilmember Harms moved to approve the resolution of co-mingling yard waste; Councilmember Glover seconded resolution. Motion passed unanimously on a roll call vote.

**Consideration of Resolution No. 16-0536 A Resolution Setting the Interim City Administration Wages and Hours (\$1,000 per week)** Councilmember Peterson moved to approve the resolution; Councilmember Harms seconded resolution. Motion passed unanimously on a roll call vote.

**Consideration of Resolution No.16-0537, A Resolution Directing Sale \$1,470,000 General Obligation Refunding Bonds, Series 2016A (Subject to adjustment per terms of offering)** Councilmember Peterson moved to approve the resolution; Councilmember Harms seconded resolution. Motion passed unanimously on a roll call vote.

**Consideration of Resolution No. 16-0538, Resolution Directing Sale \$2,830,000 General Obligation Refunding Bonds Series 2016B (Subject to adjustment per terms of offering)** Councilmember Peterson moved to approve the resolution; Councilmember Bales-Henry seconded resolution. Motion passed unanimously on a roll call vote.

**Consideration of Resolution No. 16-0539, A Resolution Authorizing the Redemption of Outstanding General Obligation Bonds, Series 2008A, of the City of Windsor Heights, State of Iowa, Dated June 5,2008, And Directing Notice Be Given** Councilmember Peterson moved to approve the resolution; Councilmember Timm seconded resolution. Motion passed unanimously on a roll call vote.

**Consideration of Resolution No. 16-0540, A Resolution Authorizing the Redemption of Outstanding General Obligation Bonds, Taxable Series 2008B, of the City Of Windsor Heights, State of Iowa, Dated June 5, 2008, And Directing Notice Be Given** Councilmember Peterson moved to approve the resolution; Councilmember Timm seconded resolution. Motion passed unanimously on a roll call vote.

**Consideration of Ordinance No. 16-03, An Ordinance Amending the Municipal Code of Ordinances of the City of Windsor Heights, Iowa, by Amending Provisions Pertaining to the Traffic and Vehicles Code, Under the Ordinances Chapter 60.02.08 (1st Reading)** Councilmember Peterson moved to approve the first reading; Councilmember Timm seconded resolution. Motion passed unanimously on a roll call vote.

**Consideration of Ordinance No. 16-04, An Ordinance Amending the Municipal Code of Ordinances of the City of Windsor Heights, Iowa, By Amending Provisions Pertaining to Peddlers, Solicitors and Transient Merchants, Under the Ordinances of Chapter 122(1st Reading)** Moved to consent agenda.

**Consideration of Traffic Study, University Avenue Improvement Project (Budget impact \$4,300).**

Councilmember Peterson moved to approve the traffic study; Councilmember Timm seconded resolution. Motion passed unanimously on a roll call vote.

**Discussion and Possible Action to Proceed with Next Steps Including Sidewalk/Walkability Committee**

Councilmember Harms motioned to implement a walkability policy in Windsor Heights effective immediately. The Mayor will appoint by May 20, 2016 a committee of three residents, two council members, director of public works and an independent facilitator with the charge to make a recommendation for a comprehensive walkability master plan. The master plan will include prioritizing streets based on need, how the plan will be funded and the projected time frame for implementation. The report is due to the Council no later than June 15, 2016. Councilmember Harms moved to approve the motion; Councilmember Bales-Henry seconded the motion. Motion passed with Councilmember Peterson, Timm, Harms and Bales-Henry- Yes. Councilmember Glover-No.

**Discussion and Possible Action on Executive Recruit Firm Proposals, HR-OneSource and Waters & Company**

Councilmember Glover moved to approve the proposal of HR-OneSource; Councilmember Timm seconded the proposal. Motion passed unanimously on a roll call vote.

**Discussion and Possible Action, Convention Bureau Payment (Budget Impact \$1500 annually)**

Councilmember Peterson moved to approve the payment. Councilmember Timm seconded the motion. Motion passed with Councilmember Peterson, Timm, Glover and Bales-Henry- Yes. Councilmember Harms abstains.

**Consideration of Committee Appointment, Special Event Committee Application** Moved to consent agenda.

**Discussion and Possible Action for Sister City Trip (partial airfare) for Windsor Heights Commissioner (Budget Impact \$900 one-time fee)**

Councilmember Timm moved to approve the proposal of the airfare; Councilmember Bales-Henry seconded the approval. Motion passed unanimously on a roll call vote.

**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 motioned to enter into closed session at 8:30 PM. Councilmember Harms seconded. Motion passed unanimously on a roll call vote.

**Return to Open Session at 8:49 pm.**

**Any Possible Action from Closed Session.** No action was taken.

**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 motioned to enter closed session at 8:49 PM and Councilmember Glover seconded. Motion passed unanimously on a roll call vote.

**Return to Open Session at 8:57 pm.**

**Any Possible Action from Closed Session.** No action was taken.

**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 motioned to enter closed session at 8:58 pm. Councilmember Harms seconded. Motion passed unanimously on a roll call vote.

**Return to Open Session at 9:14 pm.**

**Any Possible Action from Closed Session.** Councilmember Bales-Henry motioned for Chris Stafford from NIA to formalize an offer of \$850,000 for land and building for 1003 73<sup>rd</sup> St. Councilmember Peterson seconded the motion. Motion passed unanimously on a roll call vote.

**Chamber of Commerce Update.** Ribbon cutting for Scooter's is May 20<sup>th</sup> at 10:30 AM.

**Administrator Report.** We will go back to two council meetings a month with a committee of the whole meeting after the second council meeting.

**Mayor's Inquiries/75<sup>th</sup> Anniversary**

Kathryn Dickel: The gala is in full swing. Marketing for this event started in early April. The direct mail piece will be going out this week.

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

Councilmember Peters moved to adjourn; Councilmember Timm seconded. Motion passed unanimously on a roll call vote at 9:25 p.m.

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Diana Willits, Mayor

ATTEST:

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Jessica Vogel, Communication Coordinator/Deputy City Clerk