

# MINUTES



Windsor  
Heights  
*the heart of it all*

## COMMITTEE OF THE WHOLE

AUGUST 15, 2016, COMMITTEE OF THE WHOLE MEETING  
COUNCIL CHAMBERS, WINDSOR HEIGHTS, IOWA 50324 (515) 279-3662

- 1) **Call to Order/Roll Call.** In attendance, Mayor Willits, Chief Derek Meyer, Fire Chief Tim Kurth, Treasurer Marcia Woodke, Communications Coordinator/Deputy Clerk Jessica Vogel, Brandt Johnson and building inspector for the City Jason VanAusdall. Councilmembers Peterson, Glover, Timm, Harms and Bales- Henry were present.  
**Councilmember Peterson motioned to approve the agenda. Councilmember Timm seconded the motion. Motion passed unanimously on a roll call vote. Meeting started at 7:57 pm**
- 2) **Discussion and Possible Action on Interim Agreement**  
There was discussion on an interim agreement with the City Administrator requesting she come in for an hour a day and some work on the weekends. The new City Administrator will keep track of her hours. Will discuss payment options at the next meeting.
- 3) **Discussion on Parklet Plan.** Grant received to construct the parklet. City owned parklet that businesses could rent to extend their businesses. Discussion on the placement of parklets, operational times, businesses building their own, heat lamp possibilities and application process.
- 4) **Update Sunset Terrace including signage.** Discussed the orange burg and adding an orange burg ordinance. Discussed the neighborhood finance program and our agreement with them. A Sunset Terrace update was given about the water main break and the orange burg that has been addressed.
- 5) **Adjournment** Councilmember Peterson moved to adjourn. Councilmember Timm seconded motion. Motion passed unanimously on a roll call vote. Meeting adjourned at 9:08 pm.

**Mayor**  
Diana Willits

**City Administrator**  
Vacant

**Chief of Police & Fire Services**  
Vacant

**Council Members**  
Steve Peterson (Mayor Pro Tem)  
Betty Glover  
Tony Timm  
Threase Harms  
Zachary Bales-Henry

**Treasurer**  
Marcia Woodke  
**Director Public Services**  
Doug Stone

**Director of Planning, Development and Marketing**  
Vacant

**City Attorney**  
Matt Brick