

**CITY OF WINDOR HEIGHTS REGULAR BUSINESS MEETING MINUTES**  
**October 17, 2016 - 6:00 p.m. Council Chambers**

**(RC=Roll Call Vote)**

Mayor Willits called the meeting to order at 6:00 p.m. Council members present: Steve Peterson, Threase Harms, Zachary Bales-Henry, Betty Glover by phone. Councilmember Tony Timm was absent.

Staff present: City Administrator Elizabeth Hansen, Treasurer Marcia Woodke, Chief Derek Meyer, Fire Chief Tim Kurth, Director of Public Works Doug Stone and Communications Coordinator/Deputy Clerk Jessica Vogel.

**Approval of the Agenda**

Councilmember Peterson motioned to approve the agenda. Councilmember Harms seconded to approve the agenda. Motion passed on unanimously on a voice vote. Councilmember Timm absent.

**Approval of Minutes**

Councilmember Peterson moved to approve the September 19 regular council minutes and October 3, 2016 regular council minutes. Councilmember Harms seconded.

**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 Comments.**

Dan Bredbeck 1201 64<sup>th</sup> St- Asked when the potholes on University will be fixed? Where is it on the schedule?

**Approval of the Consent Agenda**

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

**Consideration of Ordinance No. 16-10, An Ordinance Repealing Ordinance NO. 16-01 and Amending Ordinance NOS. 89-1, 95-10, 96-5, 06-01, 09-07, 12-15, and 14-12, and 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, County of Polk, State of Iowa, by and for the Benefit of the State of Iowa, City of Windsor Heights, County of Polk, Des Moines and West Des Moines Community School Districts and Other Taxing Districts, be Paid to a Special Fund for Payment of Principal and Interest on Loans, Monies Advanced to and Indebtedness, Including Bonds Issued or to be Issued, Incurred by the City in Connection with the Second Amended and Restated Urban Renewal Area.(2<sup>nd</sup> Reading)** No public comments were made. No written comments received. Councilmember Peterson moved to approve the second reading and waive the third reading. Councilmember Harms seconded the second reading and the waiving of the third reading. Councilmember Peterson, Harms and Bales- Henry- Yes. Councilmember Glover- No. Councilmember Timm absent.

**Introduction of the Newest Windsor Heights Firefighter, Ember**

Fire Chief Tim Kurth introduced Ember, the 17 week old dalmatian puppy. Ember is participating training at Dogswood Lodge. Ember was funded by the council members and other community donations. Her veterinary care is provided by University West Clinic and Petco donates any item that Ember will need. Ember will attend events hosted by Petco. Dogswood has reduced training costs.

**Presentation on ProFriend, West Des Moines School Students**

Students and teachers from Clive Learning Academy presented a powerpoint on ProFriend, an anti-bullying campaign that started at Jordan Creek Elementary in West Des Moines. Clive Learning Academy presented ways the city could participate in ProFriend.

Resident, Jon Thompson commented this is such a great idea and we needed to hear this presentation before the sidewalks meetings. The Council and Mayor will come up projects that they can do to partner with Clive Learning Academy and the ProFriend project.

### **Proclamation on ProFriend**

Mayor Willits presented Clive Learning Academy with a ProFriend proclamation. Mayor Willits declared the week of October 17-21 as ProFriend Week in Windsor Heights.

### **Reports- City Administrator/Mayor/Council/Staff**

#### **a.) board, committee, commission updates**

#### **City Administrator Report-Elizabeth Hansen**

Budget timeline- proposed dates for budget. Budget committee to meet on October 24<sup>th</sup>. Mayor's news hour- November 14<sup>th</sup> with George Hanusa and his book and Jonathan Koester and his new development. Sunset Terrace Phase I paving driveways this week. Phases 2-4 and will be discussing the plans with the committee as well. Two different developers set up meetings to discuss new developments.

#### **Mayor's Inquiries**

Committee of the Whole is done and we are going back to committees. Public safety committee will be Threase Harms and Betty Glover. Public Works committee- Zachary Bales-Henry and Steve Peterson. City administrator will schedule meetings. October 28<sup>th</sup> is a ribbon cutting at Walmart December 3<sup>rd</sup> is the YPC Gala. November 14<sup>th</sup> city news hour will be a reception for George and the history of Windsor Heights. Jonathan Koester will discuss the new. Thank you to chamber for giving the us left over gift cards from the chamber and we will give them to the police department.

DART met at the MAC council and gave a presentation on forward 2035. The DART gala on October 5<sup>th</sup>, Gabe Klein was the speaker and I bought his book and will leave it at city hall for people to read. Congressman Young and I had a conference call on ZIKA.

#### **Council Member Comments**

**Peterson:** DART Forward 2035 public hearing at Urbandale Public Library on Wednesday October 26<sup>th</sup> from 5:00-6:00 PM. They will have surveys for the audience to fill out.

**Timm:** Absent

**Glover:** Thank you to Diana for reaching out and get pro bono work done from Ludwig Roofing for a resident. They repaired 40 leaks. Metro West- 2 properties receiving help. 12 properties on the waiting list and it's a year and half wait.

**Harms:** Metro Waste Board Meeting is Wednesday. New website has been launched. Windsor Heights has its own tab for information.

**Bales- Henry:** No comments. Good to be back

#### **Staff Update:**

Jessica Vogel- Little Free Library photos to compile a list of libraries around the city. I met with Clive Learning Academy along with Detective Pearson and Chief Kurth and spoke with teachers about partnership opportunities in the City.

Chief Meyer- 43 percent drug and alcohol related arrests. Patrol had a stop that removed around \$700 dollars' worth of drugs. Argos has been retired and Officer Canada will be retiring at the end of the month. We are raising money for a new K-9, the amount is \$15,000. Code 411 education programming with Clive Learning Academy has begun with two sixth grade classes. ATE progressing and the fixed units will be up soon. Theft case, the detectives were able to locate the vehicle and investigation is ongoing. Two immediate openings and possibly a third opening, 17 applications

Marcia Woodke- Insurance renewals must be decided by November 15<sup>th</sup>. She is working on Annual Financial Report and TIF Urban Renewal reports which are due by December 1<sup>st</sup>. The auditor thought we could possibly have preliminary reports by next week. Thank you to the department heads and mayor who get all the information together for the audit.

Chief Kurth- Fire safety week, they visited 9 schools which totaled around 250 kids participated in. Cowles and Clive will be in the near future. Ember is at training at Dogswood Lodge from 8 am to 5 pm. The flag program has 29 flags in participation. We will be putting them up on November 8<sup>th</sup> for Election Day and November 11<sup>th</sup> for Veterans Day. Recruits testing will be Saturday October 22<sup>nd</sup>.

Doug Stone- Reinstalling a solar panel soon on 63<sup>rd</sup> and Hickman. No installation date yet. Street sweeping will be November 6-November 12<sup>th</sup>. The trail will be closed until October 24<sup>th</sup> for stream bank restoration. Bat houses are done by Ben Lantham. His efforts are appreciated. Public works will partner with Clive Learning Academy on project on to create safe and enjoyable environment on our school grounds. We will meet with them on October 21<sup>st</sup>.

**Adjourn to 6:00pm on Monday, November 7, 2016, for the regular meeting of the City Council.**

Councilmember Peterson moved to adjourn; Councilmember Harms seconded. Motion passed unanimously on a roll call vote at 7:10 p.m.

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Diana Willits, Mayor

ATTEST:

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Jessica Vogel, Communication Coordinator/Deputy City Clerk