

City of Windsor Heights Regular Meeting Minutes
Monday, February 1, 2021 – 6:00 PM Via ZOOM

1. **Call to Order/Roll Call/Pledge of Allegiance:** Mayor Burgess called the meeting to order at 6:00 PM. Present: Susan Skeries, Joseph Jones, Mike Loffredo (at 6:04), Mike Jones, and Therese Harms. Others present: City Administrator Dennis Durham, City Clerk Travis Cooke, Public Safety Director Chad McCluskey, Public Works Director Dalton Jacobus, City Engineer Justin Ernst, and City Attorney Erin Clanton.
2. **Approval of the Agenda:** Motion by Harms to approve the agenda. Seconded by Skeries. Motion passed 4-0.
3. **Public Hearing:**
 - A. Public Hearing on Amendments to City Code Chapter 156 Related to Property Maintenance and Rental Housing Code: Motion by Mike Jones to open the public hearing at 6:02 PM. Seconded by Skeries. Motion passed 4-0. No comments written or oral. Motion by Harms to close the public hearing at 6:03 PM. Seconded by Mike Jones. Motion passed 4-0.
 - B. Consideration of the First Reading of Ordinance No. 21-02 - An Ordinance Amending Chapter 156 of the Windsor Heights Code of Ordinances related to Property Maintenance and Rental Housing Code: Motion by Harms to approve the first reading of Ordinance No. 21-02. Seconded by Mike Jones. Motion passed 4-0.
4. **Public Forum:** Tyler Raygor, 900 65th St. Apt. 23 – Spoke in opposition to the City spending funds on investigations.
5. **Consent Agenda:** Motion by Harms to approve the consent agenda items A-F. Seconded by Mike Jones. Motion passed 5-0.
 - A. Approve Minutes of the Regular Council Meeting on January 18, 2021
 - B. Approval of the Council Work Session Minutes on January 18, 2021
 - C. Approve Payment of Claims
 - D. Approve Resolution No. 2021-03 - A Resolution Naming the Des Moines Register as the City's Official Newspaper
 - E. Approve Resolution No. 2021-04 - A Resolution Naming City Depositories and Deposit Limits
 - F. Approve Liquor License - Ridgemont - 7400-7460 Hickman Rd
6. **Old Business:**
 - A. Consideration of the Second Reading of Ordinance No. 21-01 - An Ordinance Amending the Code of Ordinances for the City of Windsor Heights, Iowa by Amending the City Code Chapter 55 Related to Animal Control and Protection: Motion by Harms to approve the second reading of Ordinance No. 21-01. Seconded by Skeries. Motion passed 5-0.
 - B. Consideration of Waiving the Third and Final Reading of Ordinance No. 21-01 - An Ordinance Amending the Code of Ordinances for the City of Windsor Heights, Iowa by Amending the City Code Chapter 55 Related to Animal Control and Protection and


Move to Adopt: Motion by Mike Jones to waive the third and final reading of Ordinance No. 21-01 and move to adopt Ordinance No. 21-01. Seconded by Harms. Motion passed 5-0.

7. New Business:

- A. Consideration of Final Invoice from GovHR for City Administrator Search: Motion by Harms to approve final payment to GovHR. Seconded by Skeries. Motion passed 5-0.
- B. Consideration of University Avenue CenturyLink Issues and Resolution: Motion by Harms to accept the resolution and file. Seconded by Skeries. Motion passed 5-0.
- C. Consideration of Dog Park Parking Lot Design Services: Motion by Loffredo to table consideration of dog park improvements. Seconded by Skeries. Motion passed 5-0.
- D. Consideration of Job Descriptions: Motion by Harms to approve the job descriptions. Seconded by Joseph Jones. Council did not come to a consensus on the Assistant City Clerk position description. Roll call vote: Harms – aye, Joseph Jones – aye, Mike Jones – nay, Loffredo – nay, and Skeries nay. Motion failed 2-3.
Motion by Harms to approve job descriptions without the Assistant City Clerk description and edit the Finance Director position to be the back up to the City Clerk. Seconded by Mike Jones. Motion passed 5-0.
- E. Consideration of Updates to the Governing Body Rules of Procedure: Council came to the consensus to hold a work session on the SOP on February 15, 2021.

8. Reports:

- A. Mayor and Council Reports and Committee Updates: Harms: Public Safety Committee and MAC meetings upcoming. Loffredo: budget questions. Skeries: MetroWaste updates including recognition to Councilmember Harms for her years of service on the board and initiatives to recycle Christmas trees as fish habitat. PSD McCluskey: Ember had emergency surgery due to a GI blockage caused by a toy and is expected to make a full recovery.
9. **Adjourn:** Motion by Harms to adjourn the meeting at 6:48 PM. Seconded by Mike Jones. Motion passed 5-0.


Dave Burgess, Mayor


Travis Cooke, City Clerk