

**City of Windsor Heights Regular Business Meeting Minutes**  
**Monday, April 6, 2020 – 6:00 P.M. Council Chambers**

1. **Call to Order:** Mayor Burgess called the meeting to order via Zoom at 6:00 PM. Council members present: Susan Skeries, Joseph Jones, Mike Loffredo (@6:26 PM), Mike Jones, and Threase Harms. Staff present: Interim Administrator Mark Arentsen, City Clerk Travis Cooke, Finance Director Rachelle Swisher, Public Safety Director Chad McCluskey, Public Works Director Dalton Jacobus, City Engineer Justin Ernst, and City Attorney Erin Clanton. Consultants present: Tionna Pooler, Independent Public Advisors and Paul Donna, Robert W. Baird and Co.
2. **Approval of the Agenda:** Motion by Harms to approve the agenda. Seconded by Skeries. Motion passed 4-0.
3. **Public Hearings:**
  - A. **Designation of the Expanded Windsor Heights Consolidated Urban Renewal Area and on Urban Renewal Plan Amendment Public Hearing:** Motion by Joseph Jones to open the public hearing at 6:03 PM. Seconded by Harms. Motion carried 4-0. No comments written or oral. Motion by Harms to close the public hearing at 6:05 PM. Motion passed 4-0.
  - B. **Consideration of Resolution No. 2020-47 - Resolution to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan Amendment for the Windsor Heights Consolidated Urban Renewal Area:** Motion by Harms to approve Resolution No. 2020-47 removing item B relating to the Bike Hub plan. Seconded by Joseph Jones. Motion passed 4-0.
  - C. **Ordinance No.20-02 - An Ordinance Amending the Code of Ordinances for Nuisance Abatement Charges Public Hearing:** Motion by Mike Jones to open the public hearing at 6:18 PM. Seconded by Harms. Motion passed 4-0. No comments written or oral. Motion by Harms to close the public hearing at 6:19 PM. Seconded by Mike Jones. Motion passed 4-0.
  - D. **Consideration of the First Reading of Ordinance No. 20-02:** Motion by Harms to approve the first reading of Ordinance No. 20-02. Seconded by Mike Jones. Motion passed 4-0.
  - E. **Site Plan Review - Clive Learning Academy Parking Lot Public Hearing:** Motion by Harms to open the public hearing at 6:20 PM. Seconded by Skeries. Motion passed 4-0. No public comments written or oral. Joel Jackson from Bishop Engineering gave a general overview of the project and took questions from the council. Motion by Harms to close the public hearing at 6:54 PM. Seconded by Mike Jones. Motion passed 5-0.
  - F. **Consideration of Resolution No. 2020-48 - A Resolution Approving Clive Learning Academy Parking Lot Site Plan:** Motion by Mike Jones to approve Resolution No. 2020-48 amending the resolution to include a waiver for storm water management requirements. Seconded by Skeries. Motion passed 4-1. Harms voting nay.
4. **Public Forum:** None.
5. **Consent Agenda:** Any item on the Consent Agenda may be removed for separate consideration.
  - A. **Approve Minutes of the Regular Council Meeting on March 16, 2020**
  - B. **Approve Minutes of the Special Council Meeting on March 7, 2020**
  - C. **Approve Minutes of the Special Council Meeting on March 10, 2020**

- D. Approve Minutes of the Special Council Meeting on March 13, 2020**
- E. Approve Minutes of the Special Council Meeting on March 31, 2020**
- F. Approve Payment of Claims**
- G. Approve Resolution No. 2020-49 - A Resolution Approving Public Works Staffing Plan**
- H. Approve Resolution No. 2020-50 - A Resolution Extending Closure of CEC due to COVID-19**

Motion by Mike Jones to approve the consent agenda. Seconded by Harms. Motion passed 5-0.

**6. New Business:**

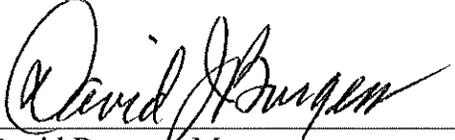
- A. Consideration of Resolution No. 2020-51 - A Resolution Accepting Private Placement Proposal for General Obligation Corporate Purpose and Refunding Bonds, Series 2020A:** Motion by Harms to approve Resolution No. 2020-51. Seconded by Mike Jones. Motion passed 4-1. Loffredo voting nay.
- B. Resolution No. 2020-52 - A Resolution Accepting Private Placement Proposal for General Obligation Urban Renewal Bonds, Series 2020B:** Motion by Joseph Jones to approve Resolution No. 2020-52. Seconded by Skeries. Motion passed 4-1. Loffredo voting nay.
- C. Consideration of Resolution No. 2020-53 - A Resolution Approving Budget Transfers:** Motion by Joseph Jones to approve Resolution No. 2020-53. Seconded by Mike Jones. Motion passed 5-0.
- D. Consideration of Resolution No. 2020-54 - A Resolution Approving Payment of Routine Bills:** Motion by Mike Jones to approve Resolution No. 2020-54. Seconded by Joseph Jones. Motion passed 5-0.
- E. Consideration of Resolution No. 2020-55 - A Resolution Approving Repairs to the Parking Lot at the Public Safety Building in the Amount of \$16,000:** Motion by Harms to approve Resolution No. 2020-55. Seconded by Skeries. Motion passed 5-0.
- F. Consideration of Resolution No. 2020-56 - A Resolution Approving Scope and Services Agreement with Bolton and Menk to Complete a Park Plan in the Amount of \$18,600:** Motion by Harms to approve Resolution No. 2020-56. Seconded by Mike Jones. Motion passed 5-0.
- G. Consideration of Resolution No. 2020-57 - A Resolution Approving Fee Waiver for Nights in the Heights:** Motion by Mike Jones to approve Resolution No. 2020-57. Seconded by Skeries. Motion passed 5-0.
- H. Consideration of Resolution No. 2020-58 - A Resolution Approving Fee Wavier for Windsor Heights Foundation Ice Cream Social:** Motion by Loffredo to approve Resolution No. 2020-58. Seconded by Harms. Motion passed 5-0.
- I. Consideration of Resolution No. 2020-59 - A Resolution Approving Fee Waiver for Walnut Creek Church Mission to the City:** Motion by Harms to approve Resolution No. 2020-59. Seconded by Skeries. Motion passed 5-0.
- J. Consideration of Resolution No. 2020-60 - A Resolution Authorizing Intergovernmental Transfer of Public Funds Agreement Between the Iowa Department of Human Services and the City of Windsor Heights:** Motion by Harms to approve Resolution No. 2020-60. Seconded by Loffredo. Motion passed 5-0.

- K. Consideration of Resolution No. 2020-61 - A Resolution Approving Police Union Contract:** Motion by Harms to approve Resolution No. 2020-61. Seconded by Joseph Jones. Motion passed 5-0.
- L. Discussion Regarding Filling City Administrator Position:** Council came to the consensus to keep moving forward with the process through GovHR but with the acknowledgement that Covid-19 may complicate the process.

**7. Reports:**

- A. Mayor and Council Reports and Committee Updates:** Loffredo reported that he voted no on the bonding issues because he was not satisfied with the process but supports the projects. Harms gave Clive Learning Academy city contact update and Metro Waste updates.
- B. Interim City Administrator Report:** Pet licensing deadline extended. Work from home office equipment has been provided to staff who can work from home. Project updates.
- C. City Clerk Report:** Civic Clerk update.

- 8. Adjourn to 6:00 pm on Monday, April 20, 2020 for a Regular Council Meeting at the Council Chambers:** Motion by Loffredo to adjourn the meeting at 8:01 PM. Seconded by Harms. Motion passed 5-0.

  
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David Burgess, Mayor

  
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Attest: Travis Cooke, City Clerk