

**City of Windsor Heights Regular Business Meeting Minutes  
January 2, 2018- 6:00 p.m. Council Chambers**

**1. Call to Order**

Mayor Burgess called the meeting to order at 6:00 p.m.

**2. Roll Call**

Council members present: Joseph Jones, Zachary Bales-Henry, Michael Loffredo, Threase Harms, and Mike Jones.

Staff present: City Administrator Elizabeth Hansen, Interim Police Chief Derek Meyer, City Clerk Marcia Woodke, Interim Fire Chief Tim Kurth, Building and Zoning Official Sheilah Lizer, City Attorney Erin Clanton, Public Works Director Doug Stone, and City Engineers Justin Ernst and Matt Ferrier.

**3. Approval of the Agenda**

Joseph Jones motioned to approve the agenda and Zac Bales-Henry seconded the motion. Motion passed unanimously on a roll call vote.

**4. Public Comment:**

**A. Registered Comment- None**

No comments.

**5. Approval of the Consent Agenda:**

Threase Harms motioned and Joseph Jones seconded the motion to approve the Consent Agenda. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

**6. Old Business:**

**A. Approve Job Description for Public Safety Director/Police Chief**

Threase Harms motioned and Joseph Jones seconded the motion to approve the Job Description for Public Safety Director/Police Chief. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

**7. Reports: City Administrator/Mayor/Council/Staff/Board, Committee, Commission updates**

**City Administrator:** Hansen reported the City had received a thank you from the Des Moines Partnership Young Professionals, Municipal Leadership Academy Part 2 starts soon if any elected officials are interested, the Fire Department Association Appreciation Dinner is January 20<sup>th</sup> at Gilroys and all Council are invited, we are on track with the budget process, the Des Moines Partnership Annual Dinner is soon and the City has sponsored a table so please let her know who would like to attend, Jess has been working on infographics for LOSST and the short term vacation rentals, and there are a number of upcoming meetings for LOSST and University Avenue.

**Bales-Henry:** DART is starting budget talks soon and they will be out of funding in five years if something is not done.

**Joseph Jones:** Bravo's all day goal setting workshop and my first Metropolitan Planning Organization meeting are soon.

**Loffredo:** Nothing.

**Mike Jones:** Had been looking forward to the Public Safety meeting tomorrow and would like to know when it's rescheduled.

**Harms:** Metro Waste will be meeting this month and please make the DART hub a priority in the meetings.

**Staff Updates:**

**Interim Police Chief Meyer:** Meyer reviewed his November report, calls for service, highlighted notable accidents, trainings, and Automated Traffic Enforcement numbers, and asked for any inclusions for future reports.

**Interim Fire Chief Kurth:** Kurth reported on the department's response to the fire in Urbandale, the transport of a patient in conjunction with the fire, and the use of a lot of volunteer hours in the last three days.

**Public Works Director Stone:** Stone reported he is working on an action form for two vehicle replacements, an action form for the sound panels at the CEC, and the snow removal has been going well.

**Building and Zoning Official Lizer:** Lizer reported on meeting with GIS companies, working with Interim Chief Meyer on food truck requests for the City, and the code enforcement report.

**City Clerk Woodke:** Woodke reported she is working on budget and changes now that the city has received preliminary numbers from Polk County and she is working to add the new council members, Mayor and Police Officer to all systems.

8. **Adjourn to 6:00 pm on Monday, January 15, 2018, for a Regular Council Meeting at the Council Chambers.**

Michael Loffredo moved to approve and Zac Bales-Henry seconded the adjournment at 6:43 p.m. Motion approved unanimously on a roll call vote.

  
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David Burgess, Mayor

ATTEST:   
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Marcia Woodke, City Clerk