

**City of Windsor Heights Special Business Meeting Minutes  
Wednesday, January 2, 2019- 9:30 AM. Council Chambers**

**1. Call to Order**

Mayor Burgess called the meeting to order at 9:34 AM.

**2. Roll Call**

Council members present: Michael Loffredo, Joseph Jones, Threase Harms, and Zachary Bales-Henry (via teleconference). Mike Jones was absent.

Staff present: City Administrator Elizabeth Hansen, City Clerk Travis Cooke, Public Safety Director/Police Chief Chad McCluskey, Deputy Clerk/Communications Specialist Jessica Vogel, Public Works Director Dalton Jacobus, City Attorney Erin Clanton, City Engineer Justin Ernst, and Tionna Pooler, Independent Public Advisors.

**3. Approve Resolution No. 19-0101, A Resolution Providing Notice to the Polk County, Iowa Commission of Elections Regarding Submission of the Questions of Imposition and Allocation of the Local Option Sales and Service Tax (LOSST):**

Motion by Harms to Approve Resolution No. 19-0101, A Resolution Providing Notice to the Polk County, Iowa Commission of Elections Regarding Submission of the Questions of Imposition and Allocation of the Local Option Sales and Service Tax (LOSST). Seconded by Joseph Jones. Motion passed unanimously on a roll call vote.

**4. Discussion and Appropriate Follow up on the Capital Improvement Plan:** Mayor Burgess, the City Council, Administrator Hansen, City Engineer Justin Ernst, and Financial Advisor Tionna Pooler held an extensive discussion on the format and presentation of the CIP. Staff took recommendations from the council and will have updates to the CIP presentation available to council in time for the public hearing at the regular meeting on Monday, January 7, 2019.

**5. Adjourn to 6:00 PM on Monday, January 7, 2019 for a Regular Council Meeting at the Council Chambers:** Motion by Joseph Jones to adjourn the meeting at 10:55 AM. Seconded by Loffredo. Motion passed unanimously on a roll call vote.

ATTEST:

  
Travis Cooke, City Clerk

  
David Burgess, Mayor