

**City of Windsor Heights Regular Business Meeting Minutes  
March 5, 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, Mike Jones, and Threase Harms (via phone).

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, Deputy Clerk/Communications Specialist Jessica Vogel, City Attorney Erin Clanton, Financial Advisor Tionna Pooler, and City Engineer Justin Ernst.

**3. Approval of the Agenda**

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

**4. Presentation on Local Option Sales and Service Tax**

Mayor Burgess spoke on Local Option Sales & Service Tax, asked everyone to vote, and spoke on a complaint that had been lodged on the informational flyer.

**5. Public Hearing (s)**

**A. Massage Parlors**

**i. Public Hearing**

Joseph Jones motioned and Mike Jones seconded the motion to open the Public Hearing on Massage Parlors at 6:03 p.m. Motion passed unanimously on a roll call vote.

Nancy Barnett, 73<sup>rd</sup> St spoke on some licensed massage therapists holding certification through the Massage Therapy Board and having already had background checks completed.

Laura Ward, 1205 64<sup>th</sup> St spoke on the steps the State has already taken to regulate therapists, the costs of having to get so many permits if you do business in different Metro cities, and the continuing education requirements.

Erin Hefner, licensed massage therapist, questioned whether massage ordinances in other cities have been effective and whether there would be a possibility of reciprocity with other cities.

Mike Jones motioned and Joseph Jones seconded the motion to close the Public Hearing on Massage Parlors at 6:13 p.m. Motion passed unanimously on a roll call vote.

**ii. Ordinance No.18-02, First Reading to an Ordinance for Massage Therapy Business Licenses and setting a fee thereof**

Michael Loffredo motioned to approve the First Reading to an Ordinance for Massage Therapy Business Licenses with changes and setting a fee amount for licensure. Motion died for lack of a second.

Joseph Jones motioned and Zac Bales-Henry seconded the motion to table the Ordinance altogether and allow the Council the opportunity to talk about the matter later if we so decide, after the Public Safety Committee meets again. After due consideration and discussion the roll was called. Ayes:

Michael Loffredo, Joseph Jones, Mike Jones, and Zac Bales-Henry. Abstain: Threase Harms. Motion passed.

**B. FY 2018-19 Budget**

**i. Public Hearing**

Joseph Jones motioned and Mike Jones seconded the motion to open the Public Hearing on the FY 2018-19 Budget at 6:20 p.m. Motion passed unanimously on a roll call vote.

Administrator Hansen gave some highlights of the proposed budget.

Financial Advisor Pooler explained some differences in debt service numbers presented during the CIP presentation and the proposed debt levy amounts. These items have all been discussed with Bond

Counsel, the Iowa League of Cities, Department of Management, and the City Attorney who all comment there is no requirement to maintain a CIP and no violation has occurred resulting from the differences. She reported a mistake had been made when she moved some numbers in a spreadsheet causing the differences, but the goal of not exceeding the \$3.00 cap for debt service has not been exceeded. The CIP, TIF documents, and the Budget are all planning documents that will change over time.

John McKee, 1423 64<sup>th</sup> St questioned whether documents provided could be trusted and requested the Council continue to keep the CIP and Budget process separate.

Susan Skeries, 1441 64<sup>th</sup> St questioned the need for certain positions within the City and her feeling that not filling the paramedic position would harm the level of City service.

Nicole Crain, 7022 Del Matro spoke on her concerns with the budget and the City's decisions on what to spend tax payer dollars on.

Mike Jones motioned and Zachary Bales-Henry seconded the motion to close the Public Hearing on the FY 2018-19 Budget at 6:34 p.m. Motion passed unanimously on a roll call vote.

ii. Resolution No.18-0311, A Resolution approving the Fiscal Year 2018-19 Budget

Threase Harms motioned and Zac Bales-Henry seconded the motion to approve Resolution No.18-0311, A Resolution approving the Fiscal Year 2018-19 Budget. After due consideration and discussion the roll was called. Ayes: Threase Harms, Joseph Jones, Michael Loffredo, and Zac Bales-Henry. Nays: Mike Jones. Motion passed.

#### **6. Public Comment:**

John Thompson, 6300 School St, Apt 222 spoke on his concern there was not a light on the flag at Colby Park and thanked Mayor Burgess for delivering the City newsletter to the apartment buildings.

Laura Ward, 1205 64<sup>th</sup> St requested the City notify the residents if staff is cut and there is a need to call an ambulance from a different city.

Tim Kurth, Interim Fire Chief clarified the City is still providing 24 hour paramedic service as we are utilizing the part time paramedics to cover the shifts.

#### **7. Approval of the Consent Agenda:**

Zac Bales-Henry 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.

#### **8. Old Business:**

A. Ordinance No. 18-01, Second Reading to an Ordinance approving amendments to Chapter 122 of the Code of Ordinances pertaining to Peddlers, Solicitors and Transient Merchants

Mike Jones motioned and Zac Bales-Henry seconded the motion to approve Ordinance No. 18-01, Second Reading to an Ordinance approving amendments to Chapter 122 of the Code of Ordinances pertaining to Peddlers, Solicitors and Transient Merchants. After due consideration and discussion the roll was called. Motion passed unanimously.

#### **9. New Business:**

A. Resolution No. 18-0312, a Resolution Approving the contract with ImageTrend for billing services for five years for the Fire/EMS Department and authorize cancellation notice to Omni upon final approval of the City Attorney

Michael Loffredo motioned and Mike Jones seconded the motion to approve Resolution No. 18-0312, a Resolution Approving the contract with ImageTrend for billing services for five years for the Fire/EMS Department and authorize cancellation notice to Omni upon final approval of the City Attorney.

Interim Fire Chief Kurth spoke on the ImageTrend agreement and the current agreement with Omni for ambulance billing.

Attorney Clanton provided she will ensure the Omni contract is cancelled prior to the Mayor signing a new contract with ImageTrend for the ambulance billing.

After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

B. Discussion and Appropriate Follow up on FY 2018-19 Communications Plan

Communications Specialist/Deputy Clerk Vogel spoke to the Council on her proposed Communications Plan that had been included in their packet. She explained it is a one year plan, there are goals to be met, and there are various options with varying prices.

Council discussed at length the various options and directed the Administrator to have an action plan brought to the next meeting for a decision.

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

**Building & Zoning Official Lizer:** Lizer reported the post office boxes previously in the Hy-Vee lot have been moved across the street per Hy-Vee's request, the Board of Adjustment approved a variance and a conditional use permit at their meeting, and the three new zoning commissioners are doing well.

**City Clerk Woodke:** Woodke reported she had spent most of the prior week preparing the budget amendment documents and that she would be out of the office for the remainder of the week.

**Zac Bales-Henry:** Nothing.

**Joseph Jones:** Nothing

**Michael Loffredo:** He attended the tax payer association meeting and found the Cities' varying plans for the possible LOSST funds to be interesting.

**Mike Jones:** The Public Safety meeting has been rescheduled to April 2<sup>nd</sup>.


**Threase Harms:** Attended the Metro Waste meeting and there is nothing of significance currently.

**City Administrator:** Hansen reported the City is gearing up for the upcoming street projects, the Complete Street Advisory Committee will present on the University Avenue project at the next meeting, there is an Economic Development meeting this week where they will be discussing the proposed pitchbook to bring to the Council, she has provided the updates for the Council orientation binder, there were 15 applications for the Public Works Director position, and both she and the Mayor had attend the MIALG meeting where storm water was one of the top goals for the area.

**11. Adjourn to 6:00 pm on Monday, March 19, 2018, for a Regular Council Meeting at the Council Chambers.**

Michael Loffredo moved to approve and Zac Bales-Henry seconded the adjournment at 7:29 p.m. Motion approved unanimously on a roll call vote.

ATTEST:  
  
Travis Cooke, City Clerk

  
David Burgess, Mayor