

**City of Windsor Heights Regular Business Meeting Minutes**  
**March 19, 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: Zachary Bales-Henry, Michael Loffredo, Threase Harms, Mike Jones, and Joseph Jones.

Staff present: City Administrator Elizabeth Hansen, Interim Police Chief Derek Meyer, City Clerk Marcia Woodke, Interim Fire Chief Tim Kurth, Deputy Clerk/Communications Specialist Jessica Vogel, Building & Zoning Official Sheilah Lizer, City Attorney Erin Clanton, Park & Recreation Coordinator Michele Denkinger, City Engineers Justin Ernst and Jim Harbaugh.

**3. Approval of the Agenda**

Threase Harms motioned to approve the agenda with the removal of item #12, closed session and Mike Jones seconded the motion. Motion passed unanimously on a roll call vote.

**4. Presentation from Metro Waste Authority**

Michael McCoy with Metro Waste Authority presented to the Council on the Authority's background, landfills, tonnage processed, Curb It and Compost It programs, hazardous waste facilities, education, and grants.

**5. Presentation on University Avenue Redesign by Complete Street Advisory Committee**

City Engineer Jim Harbaugh spoke on the Complete Street Advisory (CSA) group, the area the project encompasses, the concepts that had been considered, the public survey, the open house held, the three-lane concept value, and their request for Council approval of the CSA suggestions and plan.

Jonathan Koester, 6500 University spoke on the CSA recommendations of a three-lane roadway, right-hand turn lanes, twelve foot wide multi-use trail, City branding, providing connectivity, and increasing the speed limit to 30 mph.

Kent Sovern, AARP and Age Friendly Greater Des Moines spoke on traffic calming, issues crossing University Avenue, and the CSA recommendations making great strides.

**i. Discussion and Appropriate Follow-up on University Avenue Redesign**

Michael Loffredo motioned and Threase Harms seconded the motion to accept and file the University Avenue Redesign report from Bolton & Menk. After due consideration and discussion the roll was called. Ayes: Loffredo, Joseph Jones, Threase Harms, and Zachary Bales-Henry. Nays: Mike Jones. Motion passed.

**6. Public Hearing (s)**

**A. FY 2017-18 Budget Amendment**

**i. Public Hearing**

Joseph Jones motioned and Threase Harms seconded the motion to open the Public Hearing on the FY 2017-18 Budget Amendment at 7:03 p.m. Motion passed unanimously on a roll call vote.

No public comment.

Threase Harms motioned and Zachary Bales-Henry seconded the motion to close the Public Hearing on the FY 2017-18 Budget Amendment at 7:04 p.m. Motion passed unanimously on a roll call vote.

**ii. Resolution No. 18-0313, A Resolution approving the Fiscal Year 2017-18 Budget Amendment**

Threase Harms motioned and Joseph Jones seconded the motion to approve Resolution No. 18-0313, a Resolution approving the Fiscal Year 2017-18 Budget Amendment. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

**B. Amendments to Chapter 171 and New Code Chapter 183**

**i. Public Hearing**

Threase Harms motioned and Zachary Bales-Henry seconded the motion to open the Public Hearing on Amendments to Chapter 171 and New Code Chapter 183 at 7:05 p.m. Motion passed unanimously on a roll call vote.

Building & Zoning Official Lizer spoke on the zone for the food trucks, the hours allowed, the requirements for proof of food permits, and the City permits needed.

Threase Harms motioned and Mike Jones seconded the motion to close the Public Hearing on Amendments to Chapter 171 and New Code Chapter 183 at 7:10 p.m. Motion passed unanimously on a roll call vote.

ii. Ordinance No. 18-03, First Reading to an Ordinance approving amendments to Chapter 171 of the Code of Ordinances removing Mobile Food Units

Michael Loffredo motioned and Mike Jones seconded the motion to approve Ordinance No. 18-03, First Reading to an Ordinance approving amendments to Chapter 171 of the Code of Ordinances removing Mobile Food Units. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

iii. Ordinance No. 18-04, First Reading to an Ordinance creating a new Chapter 183 for Mobile Food Units

Joseph Jones motioned and Threase Harms seconded the motion to approve Ordinance No. 18-04, First Reading to an Ordinance creating a new Chapter 183 for Mobile Food Units. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

## **7. Public Comment:**

### **A. Registered Comment- None**

Charlene Butz, 7114 Washington addressed the Council on storm sewers on Washington and Sunset that have issues and may undermine the street.

Dennis Block, 6412 University addressed the Council on issues with backing out on University, not wanting a twelve foot trail, and the 25 mph speed limit.

Meggan John, 6714 University addressed the Council on her concerns for residents on the south side of University, the traffic counts, and a possible survey for only University residents.

Jonathan Koester, 6500 University offered to have anyone contact him for discussions on the CSA recommendations and to review their concerns.

Richard Riggins, 6426 University spoke on his concern with raising the speed limit on University.

Thomas McMahon, 1227 64<sup>th</sup> St thanked everyone who worked on the project and highly encouraged the Council to do the University Avenue project to help the City.

Jennifer Schumann, 1914 80<sup>th</sup> St questioned the enforcement on a 30 mph speed limit and if moving to a three-lane road could possibly increase property values.

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

Mike Jones 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.

Dalton Jacobus, new Public Works Director, addressed the Council and spoke on his background and experience.

## **9. Old Business:**

A. Ordinance No. 18-01, Third and Final 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 Threase Harms seconded the motion to approve Ordinance No. 18-01, Third and Final 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 on a roll call vote.

B. Approval of FY 18/19 Communication Action Plan and Costs thereof

Joseph Jones motioned and Threase Harms seconded the motion to approve the FY 18/19 Communication Action Plan and Costs thereof.

Communications Specialist Vogel presented the action plan for FY 18/19 communications to the Council and stated the current Windsor Heights Living contract is up for renewal in May. Discussion. Council requested a new communications and action plan be created and brought back to Council. The roll was called. Motion failed unanimously on a roll call vote.

## **10. New Business:**

A. Approval of Scope and Fee Services with Bolton & Menk, Inc. for a Master Storm Water Plan Engineering Services in the amount not to exceed \$50,000

Threase Harms motioned and Michael Loffredo seconded the motion to approve the Scope and Fee Services with Bolton & Menk, Inc. for a Master Storm Water Plan Engineering Services in the amount not to exceed \$50,000. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

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

**City Administrator:** Hansen reported she and Communications Specialist Vogel had presented the pitch book to the Economic Development Committee and will be bringing it to the next Council meeting, spoke on the timeline and updated information on the Public Safety Director position and candidates, and reported the City Clerk position will not require an updated job description prior to posting the position tomorrow.

**Bales-Henry:** Nothing

**Loffredo:** Nothing

**Mike Jones:** Nothing

**Harms:** Metro Waste will be meeting on Wednesday.

**Joseph Jones:** Bravo meeting coming up.

**Staff Updates:**

**Communications Specialist/Deputy Clerk Vogel:** Vogel advised the Council of the upcoming Staff training on March 28<sup>th</sup> for "Stop the Bleed".

**Interim Police Chief Meyer:** Meyer reported the Department had done a targeted OWI enforcement over the weekend, they are working to update the FTO manual, there were Officers successful in suicide prevention, and the department had done epilepsy training.

**Interim Fire Chief Kurth:** Kurth reported on the high volume of calls for service due to illness, he would be going to Minnesota this week to finish Imagetrend training, Kelly Miller has taken over the rental inspections, and they have been doing preplans with new businesses.

**12. Adjourn to 6:00 pm on Monday, April 2, 2018, for a Regular Council Meeting at the Council Chambers.**

Threase Harms moved to approve and Joseph Jones seconded the adjournment at 8:02 p.m. Motion approved unanimously on a roll call vote.

ATTEST:

Marcia Woodke  
Marcia Woodke, City Clerk

David Burgess  
David Burgess, Mayor