

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

1. Call to Order

Mayor Burgess called the meeting to order at 6:01 p.m.

2. Roll Call

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

Staff present: City Administrator Elizabeth Hansen, Interim Police Chief Derek Meyer, Interim City Clerk Marcia Woodke, Building and Zoning Official Sheilah Lizer, Deputy Clerk/Communications Specialist Jessica Vogel, City Attorney Erin Clanton, Public Works Director Dalton Jacobus, and City Engineers Justin Ernst and Rob Haaland.

3. Approval of the Agenda

Mike Jones motioned to approve the agenda and Joseph Jones seconded the motion. Motion passed unanimously on a roll call vote.

4. Presentation from the Des Moines Area Metropolitan Planning Organization on the Walnut Creek Water Trails Engineering Study

Dillion Mullinex, Des Moines MPO, gave background on the study done by ISG for the Walnut Creek water trails, spoke on funds used for the study, and fundraising for the implementation. Stacey Williams, ISG, spoke on the study, the Windsor Heights portion of the waterway being an extension of Colby Park, costs associated with the plans, and flood plain repairs for the area. Council discussed the plans and asked for clarifications.

5. Public Comment:

Richard Riggins, 6426 University Ave addressed the Council on his concerns that raising the speed limit on University would be dangerous to residents backing out of driveways.

Richard Benning, 6424 University Ave spoke to the Council on his opposition to changing University Ave to a two lane roadway from the current four lane design.

6. 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.

7. Old Business:

A. Discussion and Appropriate Follow up on implementation of the Traffic Circulation Study

Rob Haaland spoke to the council on the traffic study that was completed by Cowles School. Council discussed the procedure to "accept and file" reports and implementation procedures. Mike Jones motioned and Michael Loffredo seconded the motion to not implement the Traffic Circulation Study. Discussion. Mike Jones withdrew his motion and Michael Loffredo seconded to withdraw. This item will come back on the next agenda.

B. Ordinance No. 18-03, Second Reading to an Ordinance Amendments to Chapter 171 of the Code of Ordinances removing Mobile Food Units

Joseph Jones motioned and Mike Jones seconded the motion to approve Ordinance No. 18-03, Second Reading to an Ordinance 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.

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

Mike Jones motioned and Joseph Jones seconded the motion to approve Ordinance No. 18-04, Second 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.

8. New Business:

A. Consideration of Economic Development Marketing Portfolio from Saturday Manufacturing in the amount of \$8,150

Joseph Jones motioned and Threase Harms seconded the motion to approve the Economic Development Marketing Portfolio from Saturday Manufacturing in the amount of \$8,150.

Administrator Hansen and Communications Specialist Vogel reviewed all of the pieces being proposed, the meetings with the Development committee and their recommendation, the various proposals received, and the need to have these materials for economic growth. After due consideration and discussion the roll was called. Ayes: Joseph Jones, Zachary Bales-Henry, and Threase Harms. Nays: Mike Jones and Michael Loffredo. Motion passed.

B. Consideration of Scope and Fee Services with Bolton & Menk, Inc. for a Space Need Analysis in the amount not to exceed \$11,500 for the Public Works Facility

Joseph Jones motioned and Threase Harms seconded the motion to approve the Scope and Fee Services with Bolton & Menk, Inc. for a Space Need Analysis in the amount not to exceed \$11,500 for the Public Works Facility.

Justin Ernst addressed the council on the proposed study. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

C. Consideration of purchase of two sedan police interceptors from Dewey Ford in the amount of \$41,310.00 for the Police Department

Threase Harms motioned and Michael Loffredo seconded the motion to approve the purchase of two sedan police interceptors from Dewey Ford in the amount of \$41,310.00 for the Police Department. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

D. Discussion and Appropriate Follow Up on a 28E Agreement with the City of Des Moines Municipal Housing Agency (Section 8)

Bob Fagen, City of Des Moines addressed the council on the proposed 28E agreement and funding for the Municipal Housing Agency (Section 8). Attorney Clanton would like to propose changes for council consideration. Changes will be determined and the agreement will be brought back on a future agenda.

9. Reports:

City Administrator/Mayor/Council/Staff/Board, Committee, Commission updates

City Administrator: Hansen reported the sidewalk construction on 63rd St is underway, April 9th is the next city news hour and it will be on the 2018 street projects, the Council Budget Committee will meet on Wednesday to discuss University Avenue financing options, and reminded the Council she will be out next week for medical leave.

Bales-Henry: Nothing.

Joseph Jones: Nothing.

Loffredo: Cowles School will be starting the Walking School Bus soon and they will need volunteers to help. If interested please contact him.

Mike Jones: Attended a Communications meeting where they are planning the strategy for better city communications, the Public Safety meeting is Friday and there will be a Special Events meeting next week.

Harms: Metro Waste will have the Spring clean-up days letter coming out soon and the items not allowable need to be communicated, she would still like to see a suggestion for the placement of the additional city recycling dumpster, and the Tobacco Committee, along with a representative from Public Health, met and they will be looking at our ordinances and working on tobacco control in our community.

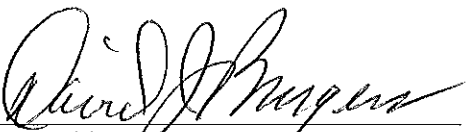
Building & Zoning Official Lizer: Lizer reported they are getting food truck applications in and she will be requesting the Council set a Public Hearing for four more chapter revisions and changes.

Interim City Clerk Woodke: Woodke reported she will be working night and weekend hours and requested staff email her with needed items.

City Engineer Ernst: Ernst reported on the extensive erosion issue on Walnut Creek which is exposing a sanitary sewer line and manhole. They will be meeting with the Urbandale/WH Sanitary District attorney and will be developing options and costs.

10. Adjourn to 6:00 pm on Monday, April 16, 2018, for a Regular Council Meeting at the Council Chambers.

Mike Jones moved to approve and Joseph Jones seconded the adjournment at 7:40 p.m. Motion approved unanimously on a roll call vote.



David Burgess, Mayor

ATTEST: 

Marcia Woodke, Interim City Clerk