

**City of Windsor Heights Regular Business Meeting Minutes  
May 7, 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, Zachary Bales-Henry, Michael Loffredo, Threase Harms, and Mike Jones.

Staff present: City Administrator Elizabeth Hansen, Interim Police Chief Derek Meyer, Interim Fire Chief Tim Kurth, Deputy Clerk/Communications Specialist Jessica Vogel, Building and Zoning Official Sheilah Lizer, Public Works Director Dalton Jacobus, City Attorney Erin Clanton, and City Engineer Justin Ernst and Matt Ferrier.

**3. Approval of the Agenda**

Threase Harms motioned to approve the agenda and Zachary Bales-Henry seconded the motion. Motion passed unanimously on a roll call vote.

**4. Home Rule Proclamation**

Mayor Burgess read a proclamation on the 50<sup>th</sup> anniversary of home rule in Iowa.

**5. Public Hearing (s)**

**A. Amendments to Chapter 177**

**i. Public Hearing**

Joseph Jones motioned and Michael Loffredo seconded the motion to open the Public Hearing on Amendments to Chapter 177 at 6:04 p.m.

No comments.

Threase Harms motioned and Joseph Jones seconded the motion to close the Public Hearing on Amendments to Chapter 177 at 6:05 pm.

**ii. Ordinance No. 18-06, First Reading to an Ordinance approving amendments to Chapter 177 of the Code of Ordinances Administration and Procedures**

Michael Loffredo motioned and Threase Harms seconded the motion to approve the first reading of Ordinance No. 18-06, an Ordinance approving amendments to Chapter 177 of the Code of Ordinances Administration and Procedures. After due consideration and discussion the roll was called.

Motion passed unanimously on a roll call vote.

**5. Public Hearing (s)**

**B. Creating Chapters 179,180,181**

**i. Public Hearing**

Threase Harms motioned and Joseph Jones seconded the motion to open the Public Hearing on Creating Chapter 179, 180, 181 at 6:06 p.m.

Michael Loffredo asked for clarification on the Board of Adjustment and if any changes were made to their scope of duties. Building and Zoning Official Sheilah Lizer stated no. Chapter 177 gave Board of Adjustment their own chapter.

Threase Harms motioned and Zachary Bales-Henry seconded the motion to close the Public Hearing on Amendments to Chapter 177 at 6:07 pm.

**ii. Ordinance No. 18-07, First Reading to an Ordinance approving creating Chapter 179 of the Code of Ordinances pertaining to Board of Adjustment**

Joseph Jones motioned and Threase Harms seconded the motion to approve the first reading of Ordinance No. 18-07, an Ordinance approving creating Chapter 179 of the Code of Ordinances pertaining to Board of Adjustment. After due consideration and discussion the roll was called.

Motion passed unanimously on a roll call vote.

**iii. Ordinance No. 18-08, First Reading to an Ordinance approving creating Chapter 180 of the Code of Ordinances pertaining to Conditional Use Permits**

Joseph Jones motioned and Michael Loffredo seconded the motion to approve the first reading of Ordinance No. 18-08, an Ordinance approving creating Chapter 180 of the Code of Ordinances pertaining to Conditional Use Permits. After due consideration and discussion the roll was called.

Motion passed unanimously on a roll call vote.

iv. Ordinance No. 18-09, First Reading to an Ordinance approving creating Chapter 181 of the Code of Ordinances pertaining to Administration and Enforcement

Threase Harms motioned and Joseph Jones seconded the motion to approve the first reading of Ordinance No. 18-09, an Ordinance approving creating Chapter 181 of the Code of Ordinances pertaining to Administration and Enforcement. After due consideration and discussion the roll was called.

Motion passed unanimously on a roll call vote.

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

Kerry Bowen- 7215 Reite Ave- proposed adding \$1,000 to the budget for the Sister Cities trip to Russia to help cover airfare. Councilmember Loffredo asked for information about the Sister Cities and Council asked Ms. Bowen to provide information about the trip and expenses.

Susan Skeries- 1441 64<sup>th</sup> Street- asked about the questions that she asked of Mayor Burgess in recent emails and still waiting for response.

John McKee-1423 64<sup>th</sup> Street- asked if the City will be treating for Emerald Ash Borer on ash trees on 64<sup>th</sup> Street and requested they be treated.

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

Threase Harms motioned and Zachary Bales-Henry 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. Public Works Director Dalton Jacobus explained the exposed sanitary sewer on Marilyn Drive.

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

##### **A. 2017 Sidewalk Improvement Project**

i. Approve Pay Request No.7 to Kingston Services in the amount of \$94,780.17

Michael Loffredo motioned and Threase Harms seconded the motion to approve the pay request in amount of \$94,780.17. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

ii. Approve Change Order No.2 to Kingston Services to replace two curb stop boxes in the Amount of \$3,300

Threase Harms motioned and Joseph Jones seconded the motion to approve the change order in amount of \$3,300 to replace two curb stop boxes. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

iii. Approve Change Order No.3 to Kingston Services to Add Parking Lot Replacement at City Hall in the Amount of \$80,716

Threase Harms motioned and Zachary Bales-Henry seconded the motion to approve the change order in amount of \$80,716 to replace the parking lot at City Hall. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

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

A. Consideration of Employment Offer and Resolution No. 18-0517, A Resolution approving the Mayor's appointment of Public Safety Director/Police Chief .

Chad McCluskey provided a brief introduction about himself.

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

B. Approval of Professional Services Agreement with Bolton & Menk, Inc. for the University Avenue Redesign Project in the amount not to exceed \$434,813

Mayor Burgess announced he planned to veto this project at a later time frame and asked the City

Engineers to provide him with a pilot program.

Threase Harms motioned and Zachary Bales-Henry seconded the motion to approve the professional services agreement with Bolton & Menk Inc. for the University Avenue Redesign Project in the amount not to exceed \$434,813. After due consideration and discussion the roll was called. Ayes: Harms, Bales-Henry and Joseph Jones. Nays: Loffredo and Mike Jones. Motion passed.

C. Resolution No. 18-0518, A Resolution Approving an Amendment to the Fee Schedule of the City's Code of Ordinances

Joseph Jones motioned and Michael Loffredo seconded the motion to approve the resolution amending the fee schedule of the City's Code of Ordinances. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

#### 10. Reports:

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

**City Administrator:** The trail overlay project will be happening in June please keep watch for updates. The sanitary sewer is being worked on. Conduit financing with Calvin Community Project will be coming to council. Economic Development Committee will meet on May 17<sup>th</sup>. Attended the Smart Conferenc/PDI. Offered the City Clerk position today. Community events committee is meeting and in my report is the list of events we are planning. The communications committee is working on the communications plan and newsletter.

**Bales-Henry:** Nothing.

**Joseph Jones:** Nothing.

**Loffredo:** Thanked the Fire Department for a great pancake breakfast and spoke on Keep Windsor Heights Beautiful spring clean up day and encouraged volunteerism.

**Mike Jones:** Nothing.

**Harms:** Attend the ad hoc tobacco committee meeting and will have recommendations that will be brought to council and address signage about no smoking in the park. Metro Waste was cancelled for April.

#### 11. Closed Session:


A. Closed session pursuant to Iowa Code Section 21.5.1(C), To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.

Joseph Jones motioned and Threase Harms seconded the motion to enter into Closed Session pursuant to Iowa Code Section 21.5.1(C), To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation at 6:39 p.m. Motion approved unanimously on a roll call vote.

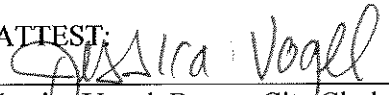
Threase Harms motioned and Zachary Bales-Henry seconded the motion to exit Closed Session and return to Open Session at 6:45 p.m. Motion approved unanimously on a roll call vote.

#### 12. Adjourn to 6:00 pm on Monday, May 21, 2018, for a Regular Council Meeting at the Council Chambers.

Threase Harms moved to approve and Zachary Bales-Henry seconded the adjournment at 6:46 p.m. Motion approved unanimously on a roll call vote.

  
David Burgess, Mayor

ATTEST:

  
Jessica Vogel, Deputy City Clerk