

**City of Windsor Heights Regular Business Meeting Minutes
May 21, 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, Threase Harms, and Mike Jones.

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

3. Approval of the Agenda

Mike Jones motioned to approve the agenda and Zachary Bales-Henry seconded the motion. Threase Harms requested Item #5E is moved to Item #7E for discussion. Motion passed unanimously on a roll call vote.

4. Public Comment:

Laura Ward, 1205 64th St requested information on the City's plan to treat the Ash trees and whether the City would trim broken branches.

Greg Stearns, 6517 Allison Ave read a letter he presented to the council on neighborhood concerns over drugs and required police presence at a home in his neighborhood.

5. Approval of the Consent Agenda:

Joseph Jones motioned and Mike 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.

6. Old Business:

A. Communications

i. Discussion and Appropriate Follow up on Communications Overview

Joseph Jones motioned to approve the Communications Overview and Zachary Bales-Henry seconded the motion. Council and staff held a lengthy discussion.

Joseph Jones motioned to withdraw his prior motion and Zachary Bales-Henry seconded the withdrawal. Motion to withdraw passed unanimously on a roll call vote.

Michael Loffredo motioned to bring this item back to the next meeting and Mike Jones seconded the motion. Motion passed unanimously on a roll call vote.

ii. Discussion and Appropriate Follow up on Communications Policy

Mike Jones motioned to approve the Communications Policy and Joseph Jones seconded the motion.

John Thompson, 6300 School St, Apt 222 spoke on his concerns over spending \$11,000 on a newsletter and not being able to hear all of the Council.

Nicole Crane, 7022 Del Matro informed the Council she would be happy to serve on a Communications Committee.

Council and staff held a lengthy discussion.

Mike Jones motioned to withdraw his motion to approve the Communications Policy and Joseph Jones seconded the motion. Motion to withdraw passed unanimously on a roll call vote. Item will return on the next meeting.

iii. Approval of service agreement with Akili Design and Marketing to provide a monthly custom newsletter in the amount of \$11,254.44

Mike Jones motioned to approve the agreement with Akili Design and Marketing to provide a monthly custom newsletter in the amount of \$11,254.44 and Joseph Jones seconded the motion. After due consideration and discussion the roll was called. Ayes: Joseph Jones and Mike Jones. Nays: Threase Harms, Zachary Bales-Henry, and Michael Loffredo. Motion failed.

B. Ordinance No. 18-06, Second Reading to an Ordinance amending Chapter 177 of the Code of Ordinances

Mike Jones motioned to approve the second reading to an Ordinance amending Chapter 177 of the Code of Ordinances and Michael Loffredo seconded the motion. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

C. Ordinance No. 18-07, Second Reading to an Ordinance creating a new Chapter 179

Threase Harms motioned to approve the second reading an Ordinance creating a new Chapter 179 and Zachary Bales-Henry seconded the motion. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

D. Ordinance No. 18-08, Second Reading to an Ordinance creating Chapter 180

Michael Loffredo motioned to approve the second reading to an Ordinance creating Chapter 180 and Zachary Bales-Henry seconded the motion. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

E. Ordinance No. 18-09, Second Reading to an Ordinance creating Chapter 181

Threase Harms motioned to approve the second reading to an Ordinance creating Chapter 181 and Zachary Bales-Henry seconded the motion. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

7. New Business:

A. Resolution No. 18-0522, A Resolution approving the Mayor's appointment of City Clerk

Joseph Jones motioned to approve Resolution No. 18-0522, A Resolution approving the Mayor's appointment of City Clerk and Zachary Bales-Henry seconded the motion. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote. Liz Thompson introduced herself to the Council.

B. Discussion and Appropriate follow-up on FY 2017-18 Special Events

Administrator Hansen gave an overview of the Special Events Committee recommendation.

David Swartz, 6601 Northwest Drive spoke to the Council on behalf of the Foundation regarding the Foundation's need of an organization like the Chamber or the City's insurance to run their events and their willingness to commit \$15,000 over the next three years to a shared Chamber/Event Director.

Lauren Campbell, 1004 63rd St addressed the Council on taking charge of the parade for the 4th of July and her feeling the 3rd is a good idea for the fireworks.

Nicole Crane, 7022 Del Matro spoke on her concerns over the contract proposed with the Chamber and her feeling the City should do an RFP to see if we can hire a company to manage the events.

Flo Hunter, 6750 School St addressed the Council on the history of Special Events and the 4th of July.

JoAn Christensen, 6709 Del Matro spoke on requesting to be on committees and not being contacted for any.

Threase Harms motioned to support the fireworks on the 3rd, partner with the Foundation for the band for Night in the Heights, and support the Chamber's 4th of July parade and Joseph Jones seconded the motion. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

C. Consideration of Joint Agreement with the Windsor Heights Chamber of Commerce and Foundation for FY 19, FY20 and FY 21 in a total amount of \$150,000; \$50,000 a year for three years

This item will be brought back on a later meeting.

D. Approve purchase of fourteen (14) Personnel Lockers from Midwest Storage Solutions, Inc. for the cost of \$9,463.03 for the Police Department

Threase Harms motioned to approve the purchase of fourteen (14) Personnel Lockers from Midwest Storage Solutions, Inc. for the cost of \$9,463.03 for the Police Department and Joseph Jones seconded the motion. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

E. Approve Resolution No. 18-0520, A Resolution Approving 28E Agreement for Funding of Emergency Management Administration

Threase Harms motioned to approve Resolution No. 18-0520, A Resolution Approving 28E Agreement for Funding of Emergency Management Administration and Mike Jones seconded the motion. Interim Chief Meyer explained the EMA and the work they are currently doing on the Hazard Mitigation program. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

8. Reports:

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

City Administrator: Hansen spoke on the various development meetings she had attended, the upcoming tobacco committee meeting, the upcoming conduit financing, and being gone part of this week on medical leave.

Bales-Henry: The bike round table was held and they are finishing a complete metro trail study to be provided soon and DART held their long range planning.

Joseph Jones: MPO met last week and they voted to change the Executive committee form, allowing more representation for smaller communities.

Loffredo: Nothing.

Mike Jones: Nothing

Harms: Metro Waste has done multiple site improvements and the “bags” winners were Alleman and Grimes. She questioned whether the driveway approaches on 63rd would be better than what was installed on 64th.

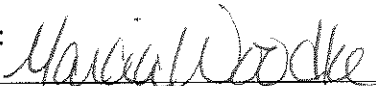
City Engineer: Ernst stated the contractor is trying to make the 63rd St driveway approaches as wide as possible, but it will be hard in some instances with the sidewalk change.

Mayor Burgess: Mentioned Standard Operating Procedure review at the June 4th meeting.

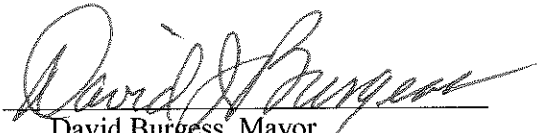
9. Adjourn to 6:00 pm on Monday, June 4, 2018, for a Regular Council Meeting at the Council Chambers.

Mike Jones moved to approve and Threase Harms seconded the adjournment at 8:38 p.m. Motion approved unanimously on a roll call vote.

ATTEST:



Marcia Woodke, Interim City Clerk



David Burgess, Mayor