

City of Windsor Heights Regular Business Meeting Minutes
Monday, June 1, 2020 – 6:00 P.M. via ZOOM

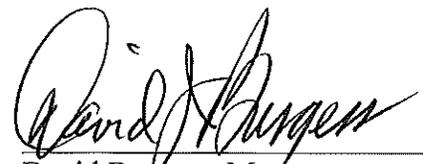
1. **Call to Order:** Mayor Burgess called the meeting to order via Zoom at 6:00 PM. Council members present: Susan Skeries, Joseph Jones, Mike Loffredo, Mike Jones, and Threase Harms (@6:02 PM). Staff present: Interim Administrator Mark Arentsen, City Clerk Travis Cooke, Finance Director Rachelle Swisher, Public Safety Director Chad McCluskey, Public Works Director Dalton Jacobus, Communications/Recreation Coordinator Whitney Tucker, City Engineer Justin Ernst, and City Attorney Erin Clanton.
2. **Approval of the Agenda:** Motion by Mike Jones to approve the agenda. Seconded by Loffredo. Motion passed 4-0.
3. **Public Forum:** Judy Howard, 1035 64th St. - spoke in opposition to how code enforcement has been handled.
4. **Consent Agenda:** Motion by Mike Jones to approve the consent agenda. Seconded by Joseph Jones. Motion passed 5-0.
 - A. Approve Minutes of the Regular Council Meeting on May 18, 2020
 - B. Approve Payment of Claims
5. **Old Business:**
 - A. Consideration of Resolution No. 2020-76 - A Resolution Extending the Temporary Community Center Fee Reimbursement and Closure Policy Due to the Public Health Threat of the Coronavirus (COVID-19) (Estimated Revenue Loss \$40,934.13): Motion by Mike Jones to approve Resolution No. 2020-76. Seconded by Joseph Jones. Council came to the consensus to let the current resolution expire and to take no action on Resolution No. 2020-76. Mike Jones withdrew his motion. Joseph Jones removed his second.
 - B. Consideration of Resolution No. 2020-77 - A Resolution Approving Revised Job Descriptions: Motion by Harms to table Resolution No. 2020-77 until a council work session is held. Seconded by Skeries. Roll call vote: Harms - aye, Skeries -- aye, Joseph Jones -- aye, Loffredo -- nay, and Mike Jones -- nay. Motion passed 3-2.
 - C. Consideration Resolution No. 2020-78 - A Resolution Purchasing Flood Insurance for the Community Center, Public Works Shop, and Salt Storage Building in the Amount of \$44,433: Motion by Loffredo to approve Resolution No. 2020-78. Seconded by Mike Jones. Roll call vote: Skeries -- nay, Joseph Jones -- aye, Loffredo -- nay, Mike Jones -- nay and Harms -- nay. Motion failed 1-4.
6. **New Business:**
 - A. Consideration of Resolution No. 2020-79 A Resolution Waiving the Parklet Rental Fee for RI Restaurant in the Amount of \$1,400: Motion by Harms to approve Resolution No. 2020-79. Seconded by Skeries. Motion passed 5-0.
 - B. Consideration of Pay Request No. 1 - University Avenue Project: Motion by Harms to approve Pay Request No. 1 for University Avenue. Seconded by Mike Jones. Motion passed 5-0.

- C. Consideration of Resolution No. 2020-80 - A Resolution Setting the Time and Place for a Public Hearing on Ordinance No. 20-03 - An Ordinance Amending Chapter 101 of the Windsor Heights Code of Ordinances Relating to the Storm Water Drainage Utility: Motion by Harms to approve Resolution No. 2020-80. Seconded by Loffredo. Motion passed 5-0.
- D. Consideration of Resolution No. 2020-81 - A Resolution Setting Time and Place for a Public Hearing for Ordinance No. 2020-04 - An Ordinance Amending Chapter 60.10.07 of the Windsor Heights Code of Ordinances Relating to the definition of "Unimproved Surface" with Regards to Parking Prohibitions: Motion by Mike Jones to approve Resolution No. 2020-81. Seconded by Harms. Motion passed 5-0.
- E. Consider Approval of Expenditure to RACOM in the Amount of \$14,175.00 to Facilitate Emergency Radio Reprogramming and Software Upgrades: Motion by Loffredo to approve the expenditure to RACOM. Seconded by Skeries. Motion passed 5-0.
- F. Consider Approval of 28E Agreement for Members of Polk County Emergency Management Commission for Funding of Emergency Management Administration in the Amount of \$2,945.00 Annually for FY20/21, FY21/22, and FY22/23: Motion by Harms to approve the 28E agreement. Seconded by Skeries. Motion passed 5-0.
- G. Consideration of Resolution No. 2020-82 - A Resolution Establishing a City of Windsor Heights Small Business Recovery Grant Program in the Amount of \$25,000: Motion by Harms to approve Resolution No. 2020-82. Seconded by Mike Jones. Motion passed 5-0.

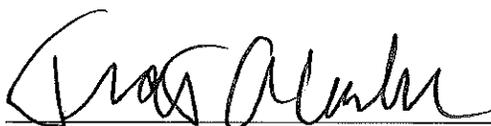
7. **Reports:**

- A. Mayor and Council Reports and Committee Updates: Harms: MetroWaste cardboard collection site has been maintained. Thank you to Whitney for promoting the spring cleanup this weekend. Loffredo: Would like to have the city review the nuisance abatement ordinance. Mike Jones: Bravo meeting upcoming.
- B. Interim City Administrator Report: Received 29 resumes for the CA position. GovHR will have 10-12 candidates for the council to select for interviews set for the last week of June. Continuing nuisance abatement work. Will be working with Whitney to improve business listing content on the city website.
- C. City Clerk Report: Started issuing permits for temporary uses/structures/fireworks stands/home occupation and filing of the same. Attended virtual Iowa Unemployment Conference in April. No longer working from home. Municipal Clerks Academy is in July. Will have all coursework completed and obtain certified municipal clerk/finance officer status after 3 year anniversary with the city which is 7-15-21.

8. **Adjourn:** Motion by Harms to adjourn the meeting at 7:35 PM. Seconded by Skeries. Motion passed 5-0.



David Burgess, Mayor



Attest: Travis Cooke, City Clerk