

City of Windsor Heights Regular Business Meeting Minutes
June 4, 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, and Mike Jones. Absent: Joseph Jones

Staff present: City Administrator Elizabeth Hansen, Public Safety Director/Police Chief Chad McCluskey, Interim Fire Chief Tim Kurth, Deputy Clerk/Communications Specialist Jessica Vogel, Building and Zoning Official Sheilah Lizer, Public Works Director Dalton Jacobus, City Clerk Liz Thompson, Interim City Clerk Marcia Woodke, City Attorney Erin Clanton, and City Engineer Justin Ernst.

3. Approval of the Agenda

Mayor Burgess removed nuisance abatement from the agenda and made an update to the ordinance numbers. Item# 5A.II changed to Ordinance No. 18-10 and Item#5B.II changed to Ordinance No. 18-11. Mike Jones motioned to approve the agenda as amended and Threase Harms seconded the motion. Motion passed unanimously on a roll call vote.

4. Presentation from Greater Des Moines Convention and Visitor's Bureau

Greg Edwards, President of the Greater Des Moines Convention and Visitor's Bureau presented their annual update. Through financial support from Windsor Heights, other local governments and other funding sources, the CVB is able to market the Des Moines area to potential event planners. Edwards thanked the mayor and council for their support and provided updates on recent organizations planning events in the Des Moines area.

5. Public Hearing (s)

A. Amendments to Chapter 183

i. Public Hearing

Threase Harms motioned and Zachary Bales-Henry seconded the motion to open the Public Hearing on Amendments to Chapter 183 at 6:18 p.m.

Council Member Threase Harms asked questions on the changes. Building and Zoning Official Lizer explained the amendment consisted of vendor permits expire at the end of the calendar year, no mobile food unit shall engage in business within the public right-of-way unless they have obtained a special permit, and the current regulations prohibited the sale of alcoholic beverages unless a liquor license has been approved by the Iowa Alcoholic Beverage Division. Lizer shared what a couple metro cities regulations were. Threase Harms motioned and Mike Jones seconded the motion to close the Public Hearing on Amendments to Chapter 183 at 6:19 pm.

ii. Ordinance No. 18-10, First Reading to an Ordinance approving amendments to Chapter 183 Mobile Food Units.

Mike Jones motioned and Michael Loffredo seconded the motion to approve the first reading of Ordinance No. 18-10, an Ordinance approving amendments to Chapter 183 Mobile Food Units. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

iii. Consideration of Waiving Second and Third Reading of Ordinance No.18-10. Michael Loffredo motioned and Mike Jones seconded to waive second and third reading of the ordinance. After due consideration and discussion the roll was called. Yays: Bales-Henry, Loffredo and Jones. Nays: Threase Harms. Motion passed.

5. Public Hearing (s)

B. Amend to Chapter 101

i. Public Hearing

Threase Harms motioned and Mike Jones seconded the motion to open the Public Hearing on amendments to Chapter 101 at 6:25 p.m. No public comments. Threase Harms motioned and Zachary Bales-Henry seconded the motion to close the Public Hearing on Amendments to Chapter 101 at 6:26 pm.

ii. Ordinance No. 18-11, First Reading to an Ordinance approving amendments to Chapter 101 Storm Water Drainage Utility.

Mike Jones motioned and Michael Loffredo seconded the motion to approve the first reading of Ordinance No. 18-11, an Ordinance approving amendments Chapter 101 of the Code of Ordinances pertaining to Storm Water Utility Drainage. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

iii. Consideration of Waiving Second and Third Reading of Ordinance No.18-11. Mike Jones motioned and Michael Loffredo seconded to waive second and third reading of the ordinance. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

6. Public Comment:

Swear in of Public Safety Director/Police Chief Chad McCluskey.

Mayor Burgess publicly swore in our new Public Safety Director/Police Chief. Welcome Chief McCluskey.

John Swanson from Polk Soil and Water Conservation District

John Swanson presented on watershed management and Walnut Creek.

Michael Libbie, 2009 80th Street, Chamber of Commerce Executive Director spoke on attending the Greater Des Moines Partnership Washington D.C. Trip. The First Nights in the Heights is on June 26th. The annual Chamber golf outing is June 28th. The Chamber is working on the 4th of July parade. The American Chamber of Commerce Executive (ACCE) conference is coming to Des Moines in July.

David Swartz, 6601 Northwest Drive, President of the Windsor Heights Foundation presented a check from the Foundation and Prairie Meadows Community Betterment Grant to the Mayor for the bike trail overlay project from College Drive to Hickman Road.

John McKee, 1423 64th Street, spoke on restoration work on 64th Street and Del Matro and the sidewalk on 63rd Street.

7. Approval of the Consent Agenda:

Threase Harms 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.

8. Old Business:

A. Sunset Terrace

i. Approve Change Order No.9 reducing the contract in the amount of \$87,064.07

Threase Harms motioned and Mike Jones seconded the motion to approve the change order in amount of \$87,064.07. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

ii. Approve Pay Request No. 14 in the amount of \$2,156.50

Michael Loffredo motioned and Threase Harms seconded the motion to approve the pay request in amount of \$2,156.50. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

B. 2017 Sidewalk Project

i. Approve Pay Request No.8 in the amount of \$128,103.22

Threase Harms motioned and Zachary Bales-Henry seconded the motion to approve the pay request in amount of \$128,103.22. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

C. 2018 HMA Resurfacing-

i. Approve Pay Request No.1 in the amount of \$159,280.12

Threase Harms motioned and Mike Jones seconded the motion to approve the pay request in amount of \$159,280.12. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

9. New Business:

A. Approval of Purchase Agreement with J & M Displays for \$7,000 per year for three years - FY18, FY19, and FY20 in the total amount of \$21,000

No action was taken. Council requested that this item return on another agenda and provide the council all the options possible for the fireworks. John Thompson 6300 School St Apt. 222 requested not allowing people to shoot fireworks off due to air quality from fireworks and residents who have PTSD.

B. Discussion and Appropriate Follow up on Request for waiver of fees from the Windsor Heights Foundation in the amount of \$3,917.25

David Swartz, President of the Windsor Heights Foundation spoke on the request for waiver of fees for the Nights in the Heights events. Threase Harms motioned and Mike Jones seconded to waive the fees for Nights in the Heights in the amount of \$3,917.25. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

C. Discussion and Appropriate Follow up on Request for waiver of fees from the Windsor Heights Chamber of Commerce in the amount of \$3,826.26

Lauren Campbell, Chamber of Commerce Board Member spoke on the request for waiver of fees for the 4th of July parade.

Threase Harms motioned and Zachary Bales-Henry seconded to waive the fees for the 4th of July parade up to \$3,826.26. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

D. Resolution No.18-0623, A Resolution Approving Fiscal Year 2017 Fund Transfers for the City of Windsor Heights, Iowa

Michael Loffredo motioned and Zachary Bales- Henry seconded to approve Resolution No.18-0623 approving Fiscal Year Fund Transfers. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

E. Discussion and Appropriate Follow Up on Calendar Meeting Dates in July

Michael Loffredo motioned and Mike Jones seconded to approve to cancel the July 2nd council meeting. The only council meeting for July will be July 16th. After due consideration and discussion the roll was called. Yays: Bales-Henry, Loffredo and Jones. Nays: Threase Harms. Motion passed.

10. Reports:

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

City Administrator: Met with the City Engineers and Public Works Director on the 2018 Street Rehabilitation Project to discuss and review the master streets list to see what additional street work we can add with the remaining funds. 73rd Street under construction for the next couple weeks due to the anode retrofit project. Economic development committee will meet June 14th. Tobacco committee meeting on June 26th. Public Works on June 12th. Council Work session on June 27th at 5:30 p.m.

Bales-Henry: Nothing.

Joseph Jones: Nothing.

Loffredo: Nothing.

Mike Jones: Nothing.

Harms: Public Safety Committee met and would like an update from the other meeting.

11. Standard Operating Procedures

Mayor Burgess presented and reviewed the Council's Standard Operating Procedures with the Council and Staff. Mayor Burgess asked council to review the standard operating procedures and to provide feedback and bring back their thoughts to an upcoming council meeting.

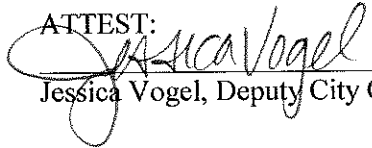
12. Adjourn to 6:00 pm on Monday, June 18, 2018, for a Regular Council Meeting at the Council Chambers.

Mike Jones moved to approve and Michael Loffredo seconded the adjournment at 8:06 p.m. Motion approved unanimously on a roll call vote.



David Burgess, Mayor

ATTEST:



Jessica Vogel, Deputy City Clerk