

City of Windsor Heights Regular Business Meeting Minutes
Monday, June 15, 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. 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 Matt Brick.

2. **Approval of the Agenda:** Motion by Harms to approve the agenda with the removal of Item #6A (Job Descriptions) and Item # 7G (Wage Resolution). Seconded by Skeries. Roll call vote: Harms – aye, Skeries – aye, Joseph Jones – aye, Loffredo – nay, and Mike Jones – nay. Motion passed 3-2.

3. **Public Hearings:**
 - A. Public Hearing on Proposed Amendment to the Windsor Heights Urban Revitalization Area: Motion by Harms to open the public hearing at 6:05 PM. Seconded by Loffredo. Motion passed 5-0. No public comments written or oral. Motion by Mike Jones to close the hearing at 6:07 PM. Seconded by Harms. Motion passed 5-0.

 - B. Consideration of Resolution No. 2020-83 - A Resolution Adopting Amendment to the Plan for the Windsor Heights Urban Revitalization Area: Motion by Harms to approve Resolution No. 2020-83. Seconded by Loffredo. Motion passed 5-0.

 - C. 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 Mike Jones to open the public hearing at 6:09. Seconded by Harms. Motion passed 5-0. No public comments written or oral. Motion by Mike Jones to close the hearing at 6:10 PM. Seconded by Harms. Motion passed 5-0.

 - D. Consideration of the First Reading of Ordinance No. 20-03: Motion by Harms to approve the first reading of Ordinance No. 20-03. Seconded by Mike Jones. Motion passed 5-0.

 - E. Public Hearing on Ordinance No. 20-04 - 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 Loffredo to open the public hearing at 6:11 PM. Seconded by Harms. Motion passed 5-0. Public comment: Darren Skeries, 1441 64th Street – offered suggestions to improve the ordinance regarding improved surfaces and contiguous paving requirements. Revisions to Chapter 60.10.07 and Chapter 174.08 will be considered at a future meeting. Motion Harms to close the public hearing at 6:27 PM. Seconded by Skeries. Motion passed 5-0.

 - F. Consideration of the First Reading of Ordinance No. 20-04: Motion by Loffredo to table the first reading of Ordinance No. 20-04. Seconded by Mike Jones. Motion passed 5-0.

4. **Public Forum:** None.

5. **Consent Agenda:**

- A. Approve Minutes of the Regular Council Meeting on June 1, 2020
- B. Approve Minutes of the June 8, 2020 Special Council Meeting
- C. Approve Payment of Claims
- D. Approve May 2020 Financial Reports :

Motion by Mike Jones to approve the consent agenda. Seconded by Joseph Jones.
Motion passed 5-0.

6. **Old Business:**

- A. Consideration of Job Descriptions – Item removed from agenda.

7. **New Business:**

A. Consideration of Tobacco Permits: Motion by Mike Jones to approve tobacco permits. Seconded by Joseph Jones. Motion passed 4-1. (Harms voting nay)

B. Consideration of Reopening City Hall to the Public: Motion by Harms to reopen City Hall to the public. Seconded by Joseph Jones. Motion passed 5-0.

C. Consideration of Pay Request No. 2 - 2020 Street Improvement Projects: Motion by Harms to approve Pay Request No. 2 – 2020 Street Improvement Projects (69th and Allison). Seconded by Mike Jones. Motion passed 5-0.

D. Consideration of Pay Request No. 2 - College Drive Improvements: Motion by Loffredo to approve Pay Request no. 2 – College Drive Improvements. Seconded by Skeries. Motion passed 5-0.

E. Consideration of Resolution No. 2020-84 - A Resolution Setting Time and Place for a Public Hearing for Ordinance No. 20-05 - An Ordinance Amending Chapter 30 of the Windsor Heights Code of Ordinances Adding New Section 30.11 - Unbiased Policing Policy: Motion by Harms to approve Resolution No. 2020-84. Seconded by Skeries. Motion passed 5-0.

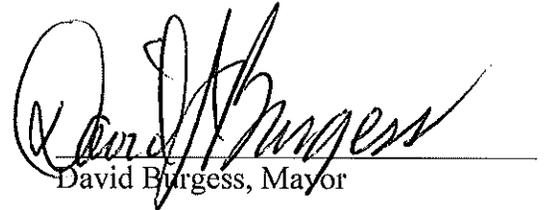
F. Consideration of Resolution No. 2020-85 - A Resolution Approving City of Windsor Heights Participation in the Greater Des Moines Partnership Small Business Recovery Grant Program: Motion by Loffredo to approve Resolution No. 2020-85. Seconded by Mike Jones. Motion passed 5-0.

G. Consideration of Resolution No. 2020-86 - A Resolution Establishing Wages – Item removed from agenda.

7. **Reports:**

- A. Mayor and Council Reports and Committee Updates: Skeries: Economic Development Committee updates on DSM Partnership grants and city grants for WH businesses. Joseph Jones: Volunteer meeting for Movies in the Park for later in the summer. MPO meeting upcoming. Mike Loffredo: Nuisance abatement code review needs to happen. Thank you to Whitney for the quality and content of the last newsletter. Mike Jones: Asked for clarification on what was needed to get the job descriptions approved. Council had a discussion on job descriptions, the Key Elements wage study, and employee compensation for FY 20-21. Harms: MetroWaste meeting upcoming. Timing of RI Restaurant installing the parklet. Offered assistance to the PW Committee on Colby Park flood planning.
- B. Interim City Administrator Report: Finalized plans for the second city administrator search with council.
- C. Staff Reports: Public Safety report, Public Works report, and Communications/Recreation Coordinator reports were reviewed.

8. **Adjourn:** Motion by Mike Jones to adjourn the meeting at 7:25 PM. Seconded by Loffredo. Motion passed 5-0.



David Burgess, Mayor



Attest: Travis Cooke, City Clerk