

**City of Windsor Heights Regular Business Meeting Minutes  
June 18, 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, and Mike Jones. Absent: Joseph Jones and Threase Harms

Staff present: City Administrator Elizabeth Hansen, Public Safety Director/Police Chief Chad McCluskey, Deputy Clerk/Communications Specialist Jessica Vogel, Public Works Director Dalton Jacobus, City Attorney Matt Brick, and City Engineer Justin Ernst.

**3. Approval of the Agenda**

Michael Loffredo motioned to approve the agenda and Mike Jones seconded the motion. Zachary Bales-Henry motioned to table items: 5, 9A, 11 and 12. Motion did not receive a second. Motion did not carry. Roll was called. Yays: Loffredo and Mike Jones. Nay: Bales-Henry.

**4. INSPRO Insurance, Mark Currie – FY 2018/19 Iowa Municipalities Workers Compensation Association**

Mark Currie commended the safety committee for the work that they have done and the success of the safety committee so far. This committee will help with premium relief. Currie spoke on the worker comp claims and the rate increases.

**A. Authorize Payment of \$153,622 to Iowa Municipalities Workers Compensation Association for FY 2018/19 Insurance on July 1, 2018**

Mike Jones motioned to authorize payment of \$153,622 to Iowa Municipalities Workers Compensation Association for FY2018/19 Insurance on July 1, 2018. Michael Loffredo seconded. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

**5. Mayor Appointments**

Mayor Burgess addressed the chamber and council on the new changes to the committee listing. The Mayor removed Public Works Committee, Public Safety Committee, Budget and Finance Committee, and removed citizens from the Development Committee. The Mayor also updated the Complete Streets listing to remove the stakeholder groups and the non-permanent seats. Committees could be re-established if necessary. The ad-hoc committees are still intact until they have finished their task; those include special events, tobacco policy and communications.

**6. Public Comment:**

David Swartz, Windsor Heights Foundation President presented the Mayor with a check in the amount of \$2,200 to support Veteran's Day and Yappy Hour.

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

Mike Jones motioned and Michael Loffredo 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. Ordinance No. 18-06, Third Reading to an Ordinance amending Chapter 177 of the Code of Ordinances**

Mike Jones and Michael Loffredo seconded the motion to approve the third reading of ordinance No.18-06 amending Chapter 177. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

**B. Ordinance No. 18-07, Third Reading to an Ordinance creating a new Chapter 179**

Mike Jones and Michael Loffredo seconded the motion to approve the third reading of ordinance No.18-07 adding Chapter 179. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

**C. Ordinance No. 18-08, Third Reading to an Ordinance creating a new Chapter 180**

Mike Jones and Michael Loffredo seconded the motion to approve the third reading of ordinance No.18-08 adding Chapter 180. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

**D. Ordinance No. 18-09, Third Reading to an Ordinance creating a new Chapter 181**

Michael Loffredo and Mike Jones seconded the motion to approve the third reading of ordinance No.18-09 adding Chapter 181. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

**E. 2017 Sidewalk Project – Kingston Services**

**i. Approve Change Order No. 4 in the amount of \$3,221.60 for additional work on the Lion’s Park and City Hall Parking Lots**

Mike Jones and Zachary Bales-Henry seconded the motion to approve change order No.4 in the amount of \$3,221.60 for additional work for the Lion’s Park and City Hall Parking Lot. Roll was not call on this motion. Michael Loffredo asked to amend the motion to table this until the June 27<sup>th</sup> special council meeting in hopes progress will happen on the projects. Council asked our City Attorney and our City Engineer some questions regarding this change order and payment. Michael Loffredo motioned and Mike Jones seconded the new motion to table the change order until the June 27<sup>th</sup> meeting. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

**ii. Approve Pay Request No. 9 in the amount of \$79,740.72 for the parking lots.**

Michael Loffredo motioned and Mike Jones seconded the motion to table the pay request No.9 until the June 27<sup>th</sup> special council meeting. Nicole Crain, 7022 Del Matro spoke on her frustration with the project. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

**F. 2018 HMA Resurfacing- Grimes Asphalt & Paving Corporation**

**i. Approve Change Order No. 1 in the amount of \$20,601 to add intakes at 66th & Del Matro**

Mike Jones motioned and Michael Loffredo seconded the motion to approve the change order No.1 in the amount of \$20,601 to add intakes at 66<sup>th</sup> and Del Matro. Mike Jones asked the City Engineer to explain the new intakes. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

**G. Discussion and Appropriate Action on Fireworks Agreement with J&M Displays**

Michael Loffredo and Zachary Bales-Henry seconded the motion to approve the one year contract in the amount of \$7,000 for 2018. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

**9. New Business:**

**A. Discussion and Appropriate Follow up on Emerald Ash Borer Plan**

Public Works Director Dalton Jacobus presented the plan to the council. Laura Ward, 1205 64<sup>th</sup> asked council to treat the trees on 64<sup>th</sup> Street. Nicole Crain, 7022 Del Matro, thanked the City for the communication plan on the EAB plan. John McKee, 1423 64<sup>th</sup> Street asked on the locations of the 10 trees that are infected. Zachary Bales-Henry made the motion and Michael Loffredo seconded the motion to treat the healthy trees, remove the 10 trees that are infected and have an arborist provide us with a recommendation. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

**B. Discussion and Appropriate Follow up on a Resolution No. 18-0624 regarding the issuance of not to exceed \$7,000,000 aggregate principal amount of Senior Housing and Medical Clinic**

**Revenue Bonds (Calvin Community Project), Series 2018, of the City of Windsor Heights, Iowa, directing publication of a notice of intention to issue, calling a public hearing on the proposal to issue said Bonds and authorizing the execution of a memorandum of agreement**

Cris Kuhn, Dorsey and Whitney provided an overview of the bond issuance and the City's role. Mark Teigland, President and CEO of Calvin Community provided an overview of the project. Mike Jones motioned and Michael Loffredo seconded to set the public hearing. After due consideration and discussion the roll was called. Yays: Mike Jones and Loffredo. Nays: Bales-Henry. Motion did not pass.

**10. Reports:**

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

**City Administrator:** We are going paperless for the next council meeting so packets will be in drop box unless Council requests a hard copy from staff and Facebook live. Hansen provided updates to the Council Orientation Binder and goals. She and the Development Committee are working with Neighborhood Finance and Metro Home to enhance those programs for our City. The Bike Hub will be coming up on a Board of Adjustment meeting. Quik Trip's property is for sale on 63<sup>rd</sup> Street and Hickman Road. She reminded Council of the June 27<sup>th</sup> special council meeting at 5:30 p.m. Nights in the Heights is June 26<sup>th</sup>. Staff training is on June 26<sup>th</sup> from 12-1 p.m. The tobacco committee is meeting on June 26<sup>th</sup>.

**Bales-Henry:** Nothing.

**Loffredo:** The garden tour from Keep Windsor Heights Beautiful was great and they are a great group.

**Mike Jones:** Nothing.

**Mayor Burgess:** Attended a meeting where he received a lot of great information for United Way. He will provide a synopsis at the next meeting.

**11. Closed Session: Closed session pursuant to Iowa Code Section 21.5.1(J), To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.** Mike Jones motioned and Zachary Bales-Henry seconded the motion to enter into Closed Session pursuant to Iowa Code Section 21.5.1(J), to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session at 7:18 p.m. Motion approved unanimously on a roll call vote.

Mike Jones motioned and Zachary Bales- Henry seconded the motion to exit Closed Session and return to Open Session at 7:28 p.m. Motion approved unanimously on a roll call vote.

**12. Consideration of Salary Adjustment for City Administrator**

Mike Jones and Michael Loffredo seconded the motion to approve the salary adjustment of 3.5%. After due consideration and discussion the roll was called. Motion passed unanimously on a roll call vote.

**13. Adjourn to 5:30 pm on Wednesday, June 27, 2018, for a Regular Council Meeting at the Council Chambers.**

Mike Jones moved to approve and Zachary Bales-Henry seconded the adjournment at 7:31 p.m. Motion approved unanimously on a roll call vote.

ATTEST:

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Jessica Vogel, Deputy City Clerk

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David Burgess, Mayor