

City of Windsor Heights Regular Business Meeting Minutes
Monday, August 5, 2019 – 6:00 P.M. Council Chambers

1. **Call to Order:** Mayor Burgess called the meeting to order at 6:00 P.M.
Council members present: Zachary Bales-Henry, Joseph Jones – via teleconference, Mike Loffredo, and Threase Harms. Mike Jones was absent.
Staff present: Interim City Administrator Mark Arentsen, City Clerk Travis Cooke, Public Safety Director/Police Chief Chad McCluskey, Public Works Director Dalton Jacobus, City Attorney Erin Clanton, and City Engineer Justin Ernst.
2. **Pledge of Allegiance:** Pledge of Allegiance was recited.
3. **Approval of the Agenda:** Motion by Harms to approve the agenda. Seconded by Loffredo. Motion passed unanimously on a roll call vote.
4. **Public Comment:**
 - i. John Thompson, 6300 School St. #222, spoke in opposition to the city newsletter, spending money on National Night Out, and the use of city credit cards.
 - ii. Polk County Supervisor Robert Brownell gave updates from Polk County including immigration, mental health issues, and emergency management communication.
5. **Consent Agenda:**
 - A. Approve Minutes of the Regular Council Meeting on July 15, 2019
 - B. Approve Payment of Cash DisbursementsMotion by Harms to approve the consent agenda. Seconded by Bales-Henry. Motion passed unanimously on a roll call vote.
6. **New Business:**
 - A. Discussion and Appropriate Follow Up on Resolution No. 19-0823 – A Resolution Approving City Hall Staffing Reorganization: Loffredo made a motion to discuss the resolution. Seconded by Harms. Harms would like to the complete staffing structure with job descriptions. Loffredo approved of the focus on fiduciary issues but would also like to see job descriptions as part of the plan at a future meeting. After due consideration and discussion Loffredo withdrew his motion and Harms withdrew her second.
 - B. Discussion and Appropriate Follow Up on Resolution No. 19-0824 – A Resolution Approving Addition of Public Works Employee and Wage Adjustments: Motion by Loffredo to approve Resolution No. 19-0824. Seconded by Bales-Henry. Motion passed unanimously on a roll call vote.
 - C. Discussion and Appropriate Follow Up on Resolution No. 19-0825 – A Resolution Approving Scope of Services Agreement between the City of Windsor Heights and BMI for the Preliminary Design Work for the Walnut Creek Pedestrian Bridge Project not to exceed \$48,884: After due consideration and discussion council came to the consensus to have more information presented at the next meeting before taking action on the resolution.
 - D. Discussion and Appropriate Follow Up on Resolution No. 19-0826 – A Resolution Approving Standard Operating Procedures (SOP): After due consideration and discussion council came to the consensus to have a council work session on the SOP before taking action on the resolution.
 - E. Discussion and Appropriate Follow Up on Resolution No. 19-0827 – A Resolution Authorizing the Sale of Surplus Police Vehicle: Motion by Harms to approve Resolution No. 19-0827. Seconded by Bales-Henry. Motion passed unanimously on a roll call vote.
 - F. Discussion and Appropriate Follow Up on Resolution No. 19-0828 – A Resolution Approving Proposal and Contract from Baily Roofing for City Hall Roof Replacement in the Amount of \$31,800: Motion by Harms to approve Resolution No. 19-0828 with the requirement that a promissory note between the City and Clair Dental be approved at a future council meeting. Seconded by Loffredo. Motion passed unanimously on a roll call vote.
7. **Reports:**
 - A. **Mayor and Council Reports and Committee Updates**
Mayor Burgess – none.
Bales-Henry – Dart meeting upcoming to discuss advertising polity.
Loffredo – Public Works Committee updates.


Joseph Jones – MPO meeting upcoming

Harms – Metro Waste updates; National Night Out on August 16th noted that city expenditures were covered by local contributions; Public Safety Committee Meeting on August 22nd.

B. Interim City Administrator Report

Continuing work with Windsor Heights Presbyterian Church on RFP for property redevelopment; newsletter RFP to go out this week; Land & Water Conservation Fund Grant approved for \$75,000; aerial wall maps have been developed and distributed to city departments and meeting areas.

8. **Adjourn to 6:00 pm on Monday, August 19, 2019 for a Regular Council Meeting at the Council Chambers.** Motion by Loffredo to adjourn the meeting at 7:24 PM. Seconded by Bales-Henry. Motion passed unanimously on a roll call vote.



David Burgess, Mayor



Attest: Travis Cooke, City Clerk