

**City of Windsor Heights Regular Business Meeting Minutes
Monday, September 17, 2018- 6:00 PM. Council Chambers**

1. Call to Order

Mayor Burgess called the meeting to order at 6:00 PM.

2. Roll Call

Council members present: Michael Loffredo, Mike Jones, and Threase Harms. Zachary Bales-Henry and Joseph Jones were absent.

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

3. Approval of the Agenda: Motion by Mike Jones to approve the agenda. Seconded by Loffredo. Motion passed unanimously on a roll call vote.

4. Presentation on Public Works Facility Study by SVPA Architects

Thad Long from SVPA Architects presented the Public Works Facility Study to the Council. Conclusions included HVAC improvements, eyewash station improvements, and new roofing. Council discussed the roofing proposal upcoming later in the agenda with Mr. Long. Mr. Long offered to review the proposal. Council member Harms asked Mr. Long if the study would provide a priority list for the building. Mr. Long responded that a more in-depth analysis would need to be done to develop a specific action plan.

5. Public Forum

Michael McCoy, Executive Director of Metro Waste Authority presented Mayor Burgess with a \$10,000 Environmental Enhancement Grant award for recycling containers along the Walnut Creek Trail.

A. Public Safety Annual Report: Chief McCluskey presented the annual report. Harms asked for an update on the crossing guard situation from the last meeting.

6. Consent Agenda

A. Approve Payment of Cash Disbursements

B. Resolution No. 18-0938, A Resolution Approving Submittal of the Annual Street Financial Report to the Iowa Department of Transportation

C. Liquor License, Your Private Bartender LLC for Agora Event Center

Motion by Mike Jones to approve the consent agenda. Seconded by Harms. Motion passed unanimously on a roll call vote.

7. Old Business

A. Approve Minutes of the Regular Council Meeting on March 5, 2018: Motion by Harms to approve the revised Minutes of the March 5, 2018 Regular Council Meeting. Seconded by Mike Jones. Motion passed unanimously on a roll call vote.

B. Approve Minutes of the Regular Council Meeting on July 16, 2018: Motion by Harms to approve the Minutes of the July 16, 2018 Regular Council Meeting. Seconded by Loffredo. Motion passed unanimously on a roll call vote.

C. Approve Minutes of the Regular Council Meeting on August 6, 2018: Motion by Mike Jones to approve the Minutes of the August 6, 2018 Regular Council Meeting. Seconded by Loffredo. Motion passed unanimously on a roll call vote.

D. Approve Minutes of the Regular Council Meeting on August 20, 2018: Motion by Harms to approve the Minutes of the August 20, 2018 Regular Council Meeting. Seconded by Mike Jones. Motion passed unanimously on a roll call vote.

E. Approve Minutes of the Regular Council Meeting on September 4, 2018: Mayor Burgess and the Council held an extensive discussion regarding the minutes and came to the consensus to revisit the SOP section regarding minutes at the next meeting. Motion by Mike Jones to approve the Minutes of the September 4, 2018 Regular Council Meeting. Seconded by Loffredo. Roll call vote: Jones – aye, Harms – nay, and Loffredo – aye. Motion passed 2-1.

F. Approve Resolution No. 18-0939, A Resolution Approving the Plan for Automatic Traffic Enforcement (ATE) Revenues and Expenses for FY 2018-19: Motion by Loffredo to approve Resolution No. 18-0939, A Resolution Approving the Plan for Automatic Traffic Enforcement (ATE) Revenues and Expenses for FY 2018-19. Seconded by Jones. Discussion: Legal explained the need for ordinance changes due to recent court cases. Harms would like to have a public hearing on the resolution at a future Council meeting. Loffredo withdrew the motion. Motion by Harms to table the resolution and bring it back up for consideration at a future meeting with a public hearing. Seconded by Jones. Motion passed unanimously on a roll call vote.

G. 2018 HMA Resurfacing – Grimes Asphalt & Paving Corporation

i) **Approve Change Order No. 3 increasing the contract by \$35,000.00 to cover emergency expenses to three trail sections and the Del Matro sinkhole patch:** Motion by Harms to approve Change Order No. 3 increasing the contract with Grimes Asphalt & Paving Corporation to cover emergency repairs to three trail sections and for patching a sinkhole on Del Matro. Seconded by Mike Jones. Motion passed unanimously on a roll call vote.

ii) **Pay Request No. 4 in the amount of \$58,198.55:** Motion by Harms to approve Pay Request No. 4 in the amount of \$58,198.55. Seconded by Loffredo. Motion passed unanimously on a roll call vote.

8. New Business

A. Approve Replacement of Roof for the Public Works Facility by Bailey Roofing in the amount of \$46,955: Motion by Loffredo to approve replacement of the roof of the Public Works Facility by Bailey Roofing in the amount of \$46,955. Seconded by Mike Jones. Motion passed unanimously on a roll call vote.

B. Discussion and Appropriate Follow Up on Ambulance Fees for the Fire Department: Motion by Loffredo to approve council action form option 1 to eliminate the \$26.25 Ambulance Surcharge effective immediately and update the ambulance fee schedule to the rates proposed. Seconded by Mike Jones. Motion passed unanimously on a roll call vote.

9. Reports: Mayor/Council/Staff/Board/Committee/Commission Updates:

Harms: Toured Metro Waste east landfill. No communication that the newsletter is the new communication that will be replacing the other forms of communication received by residents in the past.

Loffredo: Copyediting in the newsletter was lacking.

Jones: none.

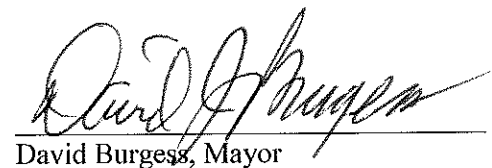
Mayor: MAC meeting updates including massage parlor ordinance, public safety updates on the flood, and school resource officers. Attended Iowa League of Cities Annual Conference. Ribbon cutting at Sherwood Forest Event Center September 20th at 5:30 p.m.

10. Adjourn to 6:00 PM on Monday, October 1, 2018 for a Regular Council Meeting at the Council

Chambers: Motion by Harms to adjourn the meeting at 7:07 PM. Seconded by Mike Jones. Motion passed unanimously on a roll call vote.

ATTEST:

Travis Cooke, City Clerk


David Burgess, Mayor