

City of Windsor Heights Regular Council Meeting Minutes
Monday, June 7, 2021 - 6:00 PM Via Zoom

1. **Call to Order/Roll Call/Pledge of Allegiance:** Mayor Burgess called the meeting to order at 6:00 PM. Present: Susan Skeries, Joseph Jones, Mike Loffredo, Mike Jones, and Threase Harms. Others present: City Administrator Dennis Durham, City Clerk Travis Cooke, Finance Director Rachelle Swisher, Public Safety Director Chad McCluskey, Public Works Director Dalton Jacobus, City Engineer Justin Ernst, and City Attorney Erin Clanton.
2. **Approval of the Agenda:** Motion by Loffredo to approve the agenda. Seconded by Harms. Motion passed 5-0.
3. **Public Hearing:**
 - A. Public Hearing on Amending the Current Budget for the Fiscal Year Ending June 30, 2021: Motion by Harms to open the public hearing at 6:01 PM. Seconded by Mike Jones. Motion passed 5-0. No public comments written or oral. Motion by Mike Jones to close the public hearing at 6:03 PM. Seconded by Harms. Motion passed 5-0.
 - B. Consideration of Resolution No. 2021-24 - A Resolution Amending the Current Budget for the Fiscal Year Ending June 30, 2021: Motion by Joseph Jones to approve Resolution No. 2021-24. Seconded by Harms. Motion passed 5-0.
 - C. Consideration of Resolution No: 2021-25 - A Resolution Approving Fiscal Year 2021 Budget Amendment Balance Transfers for the City of Windsor Heights, Iowa: Motion by Mike Jones to approve Resolution No. 2021-25. Seconded by Joseph Jones. Motion passed 5-0.
4. **Public Forum:** Shelly Skuster, 6520 Forest Ct. spoke to safety concerns on Forest Ct. being used as a detour for University Ave during the 66th St. intersection construction. Lauren Campbell, 1004 63rd St. spoke about the upcoming Independence Day parade and options for council participation. Cody Crandall, 1018 67th St. spoke about the nuisance at 1010 67th St. Coleen Kelleher, 6529 Colby Ave., spoke to the amount of traffic on Colby Ave. during University Ave. construction. Edye Beckerman gave WH Chamber updates.
5. **Consent Agenda:** Motion by Harms to approve the consent agenda items A-H. Seconded by Loffredo. Motion passed 5-0.
 - A. Approve Minutes of the Regular Council Meeting on May 17, 2021
 - B. Approve Minutes of the Council Work Session Meeting on May 17, 2021
 - C. Approve Payment of Claims
 - D. Approve Fee Waiver for the Public Safety and Public Works Fees Associated with the Independence Day Parade on July 3rd
 - E. Approve the Appointment of Megan Bannister, Jim Egger and Roan Walsmith to the DART Art Shelter Regional Committee
 - F. Approve Liquor License and Ownership Changes for Kum and Go #4098 - 7229 University
 - G. American Rescue Plan Funds - Information Only
 - H. In Person Council Meetings - Information Only

6. New Business:

- A. Consideration of Resolution No. 2021-26 - A Resolution Approving Fiscal Year 2021 Year End Balance Transfers for the City of Windsor Heights, Iowa: Motion by Harms to approve Resolution No. 2021-26. Seconded by Joseph Jones. Motion passed 5-0.
- B. Consideration of a Contract with J&K Contracting to Reconstruct a Storm Sewer Intake in the Vicinity of 7123 Del Matro Ave in the amount of \$19,500: Motion by Harms to approve the J&K Contract to do both intakes at the 7100 block of Del Matro in the amount of \$30,000. Seconded by Skeries. Motion passed 5-0.
- C. Consideration of College Drive Improvements Project Change Order No. 3 for Sidewalk Repair at 7804 College Drive in the Amount of \$24,159.85: Motion by Loffredo to approve College Drive Improvements CO #3. Seconded by Harms. Motion passed 5-0.
- D. Consideration of an Application to the Iowa Department of Transportation for the Iowa Grade Crossing Surface Repair Fund in the Estimated Amount of \$31,082.28: Motion by Harms to approve the application. Seconded by Skeries. Motion passed 5-0.
- E. Consideration of Resolution No. 2021-27 - A Resolution Setting Non-Union Employee Pay Ranges: Motion by Harms to discuss Resolution No. 2021-27. Seconded by Skeries. Council was not able to come to consensus on the resolution. Harms withdrew her motion to discuss. Skeries removed her second. Council discussed alternatives. Motion by Joseph Jones to approve Resolution No. 2021-27 as written. Motion failed due to lack of a second. Council member Harms asked Mr. Durham to bring modified pay ranges back for consideration at the next council meeting.
- F. Consideration of Resolution No. 2021-28 - A Resolution Establishing the Non-Union Employee Compensation and Performance Evaluation Program: Motion by Loffredo to approve Resolution No. 2021-28 with modifications that excellent or distinguished performance ratings are eligible for merit bonus and that a score of 3.00-3.99 may receive a bonus not to exceed 2% and a rating of 4.00-5.00 may receive a bonus not to exceed 3%. Seconded by Harms. Motion passed 5-0.
- G. Consideration of Non-Union Employee Compensation for Fiscal Year 2021-2022: Motion by Harms to approve Option #2 to give a lump sum of \$28,000 to be distributed to non-union employees at the discretion of the City Administrator and to approve additional fringe benefits. Seconded by Loffredo. Motion passed 5-0.

7. Reports:

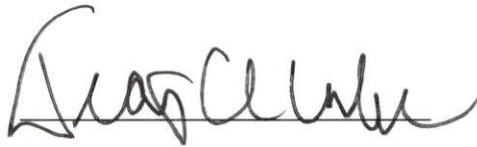
A. Mayor and Council Reports and Committee Updates

A Letter to Susan Skeries Requesting a Community Garden from Moore Elementary Student Clarity: Susan received a letter from Moore elementary student Clarity asking for a community garden on a vacant lot in the City. Skeries wanted to recognize Clarity for her interest in local government and that the City will take her request into consideration. Staff will send a letter of recognition to Clarity in the fall.

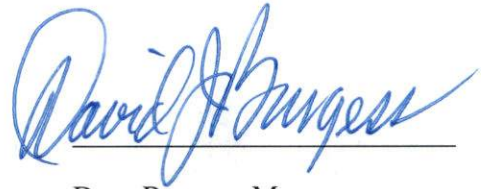
Harms reported on the Special Events Committee, and Metro Advisory Committee. Skeries thanked all the sponsors and volunteers for the first movie in the park of the year held on May 28th.

- B. Administration Report: Dennis reported that Joseph Jones is requesting that the city pay for conference costs for DMDC 2021 and that funds are budgeted for other council members to attend training.

8. **Adjourn:** Motion by Mike Jones to adjourn the meeting at 8:28 PM. Seconded by Harms.
Motion passed 5-0.

A handwritten signature in black ink, appearing to read "Travis Cooke".

Travis Cooke, City Clerk

A handwritten signature in blue ink, appearing to read "Dave Burgess".

Dave Burgess, Mayor