

Windsor Heights (Iowa) City Council Study Session Minutes (Publication Version)
March 24, 2008
Council Chambers, 1133 66th St.

Mayor Sullivan called meeting to order at 4:00 p.m. Council present: Diana Willits, Carole Tillotson, Steve Peterson, and Charlene Butz. Absent: Flo Hunter. City Administrator Marketa George Oliver, Public Works Director John Wiedman, and Community Services Director Josh Heggen also present. Joe Stoberl of RDG present.

COLBY PARK DISCUSSION

Landscaping

Stoberl presented the redesigned landscape plan that had been developed in conjunction with the Landscaping Committee of the City Council, along with the opinion of probable cost. The City would like RDG to prepare bid documents of the redesigned planting plan. The general contractor will be asked to solicit bids on the revised plan and determine overall net price difference.

Shade Structures

Stoberl presented shade structures to the City Council. The City would like to proceed with the Parasol Sundial, 10-foot model. The Sundial's will be purchased at a later date. The council would like to install the required footings (4) for the Sundial during the Phase III Construction project. This action will require a structural engineer to design the footings. RDG recommends consulting with Parasol for the footing design. There will be an associated cost for the footing design. There will also need to be a small cap placed over the footing top, to protect the public from the footing bolts. RDG will research and report findings back to the City. RDG will locate and document the required footings.

Pop-up tents

Pop-up tent structures were reviewed. The City may decide to purchase some at a later date to put up during special events.

Construction Schedule

The construction schedule was discussed. RDG reviewed the timeline for seed, noting there was not enough growing time before the 4th of July celebration. Sodding the pavilion area and plaza was discussed. RDG recommends moving the irrigation schedule up and sodding no later than May 30th. RDG will provide cost opinion for sod and the City will ask the contractor to provide a bid for a change order.

Additional walks

RDG will provide alternate cost opinions for walks in front of the pavilion: a. all concrete with brick plaza and b. brick inlay in concrete walk with brick plaza. Also, the Council would like a cost to pour a hard-surfaced pad behind the pavilion.

The City will review cost opinions for sod and pavilion walk and let RDG know what to document. RDG will document drawings for walks, landscape, benches, and footings for four Parasol Sundials and distribute to the general contractor for pricing as soon as possible.

CITY HALL OPTIONS

Oliver discussed some options for making changes to City Hall within the operating budget that would help address functional problems until the overall solution could be implemented. She said staff developed the options with an eye to a long-term vision, so that nothing done in the short-term would affect or increase the cost of the long-term goal. She wanted to make sure that Council members were comfortable with the changes staff was discussing prior to proceeding with any building specifications, which would come back for Council approval. Conceptually, staff would like to reconfigure the police space, to have both administrative support positions housed in the police area. This makes sense because both of those positions have the appropriate certification to handle police information. Further, the phones would be routed and all phones would come in through that area and customer service would be handled at that counter. There would now be only one counter where people needed to come for assistance. The area of the administration offices

that now houses the counter and the front-line receptionist work station would be converted into a conference room. The current Mayor's office would be relocated to the area just off the east side of the Council Chambers and the current area would house file storage. File storage that is in the back of the administration area would be relocated into the current Mayor's office and the work area for the Community Services Director would be slightly larger and a work area for an intern would be delineated from the area that formerly was used for file storage. Staff also met with a representative from a company who will give the City a proposal on a new filing system for the vault area, which will enhance the use of the space currently there. Further, a wall would be eliminated in the basement, enlarging a training room there. There was consensus that Council was comfortable with those suggestions.

SHELTER HOUSE DISCUSSION

Oliver said the shelter house would be built up out of the flood plain and would be roughly the same elevation as the tennis courts. The architects recommend doing this and it provides a cost savings so that the building does not have to be reduced as much in order to achieve cost savings for the budget. The architect had also reoriented a piece of the building to bring it all under one roofline in an effort to reduce the cost. There was discussion about the location of the kitchen and storage. Oliver will bring back more options of different layouts for Council consideration.

OTHER

Tillotson asked to revisit the oversized vehicle ordinance.

ADJOURNMENT

Sullivan adjourned the meeting at 6:06 p.m.

Jerry Sullivan, Mayor

ATTEST:

Marketa George Oliver, City Administrator/Clerk