

**June 8th, 2009**  
**CITY OF WINDSOR HEIGHTS**  
**SPECIAL BUSINESS MEETING MINUTES**  
**4:30 P.M. – CITY COUNCIL CHAMBERS**  
**Unabridged version**

**Item 1: Roll Call**

Mayor Pro Tem Willits called meeting to order at 4:30 p.m. Council present: Charlene Butz, Carole Tillotson, Flo Hunter, Steve Peterson, and Diana Willits. Mayor Sullivan was absent. City Administrator Marketa George Oliver, Police Chief Gary Walters, Fire Chief Chris Cross, Community Services Director Josh Heggen, and City Attorney Doug Fulton also present.

**Item 2: Approval of the Agenda - Roll Call 164**

Hunter moved Butz seconded approval. Voice vote passed unanimously.

**Item 3: Consideration of change order for Machin LC Excavating and Plumbing and progress payment for sewer work. Roll Call 165**

Tillotson moved Peterson seconded approval. Voice vote passed unanimously.

**Item 4: Discussion and possible Consideration of a resolution 09-0608- 166 approving a 28e agreement for the building and administration of the new fire training facility in Urbandale. Roll Call 166**

Tillotson moved Hunter seconded approval. Roll call vote passed unanimously.

**Item 5: Discussion and possible Consideration of a resolution 09-0608-167 approving an amendment to the 28e agreement for Emergency Medical Services with the City of Clive. Roll Call 167**

Hunter moved Peterson seconded approval. Chief Cross noted that the WHFD has the ability to cover the city during more hours, resulting in about a 40% decrease in overall cost to have Clive FD cover Windsor Heights after hours. Roll call vote passed unanimously.

**Item 6: Discussion and possible consideration of the 28E Agreement with Des Moines Waterworks. Roll Call 168**

Tillotson moved Butz seconded approval. Oliver noted this is an update to an existing agreement but is changed to allow water works to hold the capital improvement funds so they can more easily do the capital improvements for the city. Roll call vote passed unanimously.

**Item 7: Discussion regarding funding for 73rd Street resurfacing.**

Oliver discussed with the council various ways they could pay for the resurfacing of 73<sup>rd</sup> Street.

Options included:

1. Borrow \$220,000 from the water capital fund and then pay back those funds.
2. Take the funds from the water capital fund and not repay them.
3. Take the funds from city's reserve fund
4. Issue debt and use TIF funds to pay for a portion of the project.

The council discussed the pros and cons of each option and thought it might be best to borrow the funds and pay back a portion of those funds to the Water Capital Fund. Staff will bring back a formal resolution to give the Council maximum flexibility for approval during the next council meeting.

Mayor Sullivan arrived.

**Item8: Discussion regarding changes during recodification including:**

**Fence Permit**

The council discussed whether a fence permit should be required. The council decided that it would not fix any problems, so decided not to pursue that issue during recodification.

**Nuisance Property**

The council discussed what, if anything, can be done to the nuisance code to improve it. The council decided not much, if anything, should be changed, but that it just must be more proactive in enforcement. The Council discussed and agreed that an additional part time building inspector and code enforcement officer might be a step in the right direction.

**Hard Surface Driveways**

The council discussed the P & Z recommendations of giving rentals and commercial property 2 years to make their driveways hard surfaced, and 5 years to other residential property. The council decided to make commercial or home-based business and rental properties hard surface the driveway within one year, and residential properties within two years, or upon change of ownership, whichever comes first.

**Septic Tank** The council discussed the P & Z recommendations of requiring those on septic tanks to switch over to city sewer within 5 years. The Council agreed to require all septic tanks to switch over within a year if they are commercial, rental or contract sale homes. They also agree to require a yearly inspection for everyone else.

**Vicious dog and pet limitation** The council agreed that the vicious dog ordinance should be included in the recodification. They also wanted to see what other cities have on pet limitation before agreeing to see a total pet limitation in Windsor Heights.

**Item 9: Discussion and possible action regarding measures to address graffiti/criminal activity at Colby Park.**

Chief Walters shared with the council several different options and suggestions the council could decide to do in order to reduce graffiti in the park.

**Item 10: Discussion regarding rental signage**

The council discussed whether or not to require single family rental units to use city approved and owned rental signs. This would insure that the rental has been inspected and approved by the city. The council liked this idea and staff will research sign costs and designs.

**Item 11: Discussion regarding a dog park**

Peterson shared with the council some information on dog parks and some possible locations in Windsor Heights. Tillotson had some questions regarding liability. Staff will research the issue and look at this issue in further detail in the future.

**Item 12: Discussion regarding the acceptance of credit cards.**

Heggen shared with the council a proposal from the company the City of Clive is using for credit cards. The council thought it was too expensive and asked that staff do some further research.

**Item 13. Consideration of outdoor service permit for The Ridgmont. Roll Call 169**

Hunter moved Willits seconded approval, with the caveat that if there were too many noise complaints, it would be revisited. Roll call vote passed unanimously.

**Item 14: Adjournment - Roll Call 170**

Peterson moved Willits seconded to adjourn at 6:15 p.m. to 5:15 p.m. on June 29th, 2009. Voice vote passed unanimously.

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Jerry Sullivan, Mayor

ATTEST:

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Marketa George Oliver, City Administrator/Clerk