

Home-Based Business Registration Reminder

Are you starting or have an existing home occupation? Registration with the City is required on an annual basis and the cost is \$10.00. To determine if you need to register, the following questions can help you. If you answer yes to any of these, please contact the Planning Director at 645-6826 or visit www.windsorheights.org for a registration form and permit requirements. If your response to these questions is generally no, then your operation is permissible and no registration is required.

- ◆ Is an inventory or merchandise stocked on the premise?
- ◆ Is the house address regularly advertised and/or listed as a business address?
- ◆ Does the activity involve the regular delivery of merchandise to the residence?
- ◆ Does the activity take place on a frequent or regular (daily/weekly/monthly) basis?
- ◆ Are persons other than the immediate family members employed at the work site?
- ◆ Does the activity create a business atmosphere in the neighborhood and/or result in increased noise, litter, traffic congestion, or unsightliness?

Please understand that these criteria serve as guidelines/indicators and that other factors may be relevant in a particular case. Even though the activity may initially be considered a permissible home occupation, you run the risk that in the future it may not be considered such because of expansion of or changes to the operation. If these criteria are not being met appropriately and a violation of the Zoning Code becomes evident, then the City would be compelled to take required action for abatement.

Extra! Extra! Recyclables

What do you do with additional recyclables or larger items that won't fit in your Curb It! cart? Leaving extra items outside your cart is not an option due to the limitations of automated collection. Because recyclables are loaded into the truck from the top by a mechanical arm, drivers are not able to manually load additional items. However, there are other options for your extra holiday recycling, or routine cart overflow:

- ◆ **Curb It! Extra:** If you regularly have more recyclables than fit in your cart, Curb It! Extra may be just the program for you. You can purchase a second cart for \$30 a year. To enroll, simply call Metro Waste Authority at 515.244.0021.
- ◆ **Recycling Drop-Offs:** For those extra-large items, like pieces of cardboard that do not fit in your cart, locate a free recycling drop-off found around the Metro.
- ◆ **Conserve Cart Space:** Refresh your memory on what is accepted and not accepted in your recycling cart. Items that are not accepted could take up valuable cart space. It's also a good idea to breakdown boxes and crush bulky items, such as milk jugs. Visit www.mwatoday.com for a list of items that are accepted and not accepted.
- ◆ **Special Collection:** For a fee, you can arrange for a one-time special collection by calling your recycling hauler, Waste Management at 515-244-7336.



City of Windsor Heights

Visit www.windsorheights.org for more city news!

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A M E R I C A ' S
C R O W N
C O M M U N I T Y
N E W S L E T T E R



Sustainable Living Spring Educational Series

This will be the fourth year for the Sustainable Living Spring Educational Series at the Windsor Heights Community and Events Center located in Colby Park at 6900 School Street, Windsor Heights, Iowa 50324. The City is excited about the variety of presentations lined up this year for its residents. Starting on Tuesday, February 24th and continuing on the fourth Tuesday of each month through May, we hope the information provided will assist homeowners in our efforts in becoming a greener community.

As always the educational presentations will be free of charge to attend and open to the public. Cookies and punch will be provided! The City would prefer for attendees to register for the event with Sheena Danzer at sdanzer@windsorheights.org or 515-645-6826. Walk-ins are also welcome. A notice will be posted on the City's website if the event would need to be cancelled or re-scheduled due to weather conditions.

- ◆ **Tuesday, February 24, 7:00pm – 8:00pm, Community Gardening, Ray Meylor**
Ray Meylor works through Pheasants Forever and the Isaak Walton League to support an ever-growing local food system that includes faith gardens, school gardens, community gardens, communal gardens, CSAs, food coops, and is working on an urban farm near Ankeny. Ray works with his daughter, Sarah Meylor, to locate abandoned lots for use, tills gardens for free, finds garden tools, and teaches community members how to fix and use garden tools to be self-sufficient. Don't miss out on some great door prizes! Ray will be giving away three 25lb bags of Pro-Mix professional growing medium which greatly increases seed germination and plant root development.
- ◆ **Tuesday, March 24, 7:00pm – 8:00pm, Metro Waste Authority, Trish Radke**
Metro Waste Authority will educate residents on disposal of yard waste, recyclables and hazardous waste. Metro Waste Authority partners with the City of Windsor Heights to provide safe, smart disposal options for residents. A fun, interactive game will be used during the presentation.
- ◆ **Tuesday, April 28, 7:00pm – 8:00pm, Make Your Own Rain Barrel, Darren Fife**
Darren Fife is a resident of Windsor Heights and a member of the Walnut Creek Watershed Coalition. Darren is an advocate for water conservation and will show homeowners how easy it can be to capture runoff and reuse just as he does at his own home.
- ◆ **Tuesday, May 26, 7:00pm – 8:00pm, To Be Announced**



City of
**Windsor
Heights**
the heart of it all

1145 66th Street, Suite 1
Windsor Heights, IA 50324
(515) 279-3662
www.windsorheights.org

F E B R U A R Y 2 0 1 5

Host Your Next Event at the Community & Event Center

Welcome to the Windsor Heights Community and Event Center, a beautiful state-of-the-art building with a peaceful setting in Colby Park. Located in the heart of it all, the Community Center offers guests an exceptional place to hold weddings, receptions, reunions, birthday parties, business meetings or any other special events. The facility can accommodate up to 200 people, has a catering and concession kitchen, plenty of free parking, and renters are able to choose their own caterer or bring in their own food and beverages. Guests can also rent the full space or have it divided into 1/3 or 2/3 sections. All rental rooms have tables and banquet chairs, large windows and wireless microphones. The full space and 2/3 section also has a fireplace and a drop down screen and projector for presentation needs. Other amenities include a playground, baseball field, two tennis courts, outdoor pavilion and easy access to the bike trail. An event at the Windsor Heights Community and Event Center is truly one to remember. If you are interested in reserving a date for a special occasion or would like a personal tour, please call 515-645-6821 or visit www.windsorheights.org for more information.

City of Windsor Heights

Emergency Phone Numbers

Fire Department 911
Police Department 911

Non-Emergency Phone Numbers

Police/Fire 286-3632
City Hall 279-3662

Mayor Diana Willits
Council Members Steve Peterson
Charlene Butz
Betty Glover
Dave Burgess
Tony Timm

City Administrator Brett Klein
Accounting Clerk Marcia Woodke
Fire Chief Christopher Cross
Police Chief Dennis McDaniel
Planning Director Sheena Danzer
Public Works Director Jason VanAusdall

Police Dispatch 286-3632
Police Admin./Records 277-4453
Police Investigations 277-4455

Building Inspections 645-6826
Fire Department 279-3662
Public Works Department 279-3662
Community Center Reservations 645-6821
Animal Control 286-3632

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City Council Meetings are held the 1st and 3rd Mondays of every month at 6:00 p.m., unless posted otherwise.

FEBRUARY & MARCH 2015						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 City Council Meeting 6 p.m. (Council Chambers)	3	4	5	6	7
8	9 10/60 Meeting 5:15 p.m. (Community & Events Center)	10	11	12	13	14
15	16 City Council Meeting 6 p.m. (Council Chambers)	17	18	19	20	21
22	23	24 Sustainable Series 7 p.m. (Community & Events Center)	25 Planning & Zoning Meeting 4:30 p.m. (Council Chambers)	26	27	28
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NEWS BRIEFS

2015 Curb It! Collection Calendar Now Available

Stay on schedule in the new year with the 2015 Curb It! recycling calendar. Always know when it's your collection week and take note of holiday collection delays. Visit www.mwatoday.com to download and print a calendar. You can also pick up a magnetic version for your refrigerator at City Hall located at 1145 66th Street, Suite 1.

Quick Fact Check: Is it Recyclable in My Cart?

Plastic toys: No
Toilet paper tubes: Yes
Aluminum pans: No
Tupperware: No
Cartons (think chicken broth): Yes
Lids on glass jars (such as pickles): Yes

Vacation House Watch

Are you leaving town for the Holidays or have a vacation coming up? The Windsor Heights Police Department is a full service Police Department that recognizes its most valuable assets are a close relationship with the community and the members of the Department. To provide the best possible service, the Department has made it as convenient as possible to request vacation house checks on your home. Forms are available at www.windsorheights.org or the Police Department located at 1133 66th Street. Please submit the form at least one week before leaving and complete all fields in the form. Remember to include emergency contact information as well.

2015 Pet License Registration

The time to register your pets for 2015 is here. All pet owners must register their animals January 1st through March 31st. Even if renewing, please bring a copy of your pet's current rabies certificate or bring a copy of your 2014 pet license. The fee for fixed animals is \$10 and un-fixed is \$20. Pet Licenses are available at the Windsor Heights Public Safety Building located at 1133 66th Street. The 2015 Pet License Application is available on the Windsor Heights website at www.windsorheights.org. If you have any questions, please call the Police Department at 277-4453. Reminder to pet owners: Even if registered, pets are never permitted to run at large in the city and must be on a leash or confined at all times.

Mayor and City Administrator 10/60 Meetings

The Mayor & Administrator will continue hosting regular monthly 10/60 community meetings for Windsor Heights residents. The meetings will be held on the second Monday of the month from 5:15-6:15pm at the Windsor Heights Community and Events Center. Residents are encouraged to attend. They will have 60 minutes to ask their Mayor and Administrator any 10 questions they want.

Winter Weather Reminders

With winter upon us, the City of Windsor Heights would like to remind residents of the ordinances that pertain to snow and ice. If you have any questions or concerns about the City's snow ordinance, please do not hesitate to call City Hall at 279-3662.

What are the rules regarding parking a vehicle on the street during the winter? City code states that it is unlawful to park on any street during the time of any snowfall and within the 24 hours following the end of the any snow event (60.10.10). Any vehicle parked on the street during a snowfall or within 24 hours after a snowfall faces the possibility of receiving a \$25 parking ticket and/or impoundment. It is important to remember the times when you cannot be parked on the street and that the snow ordinance automatically goes into effect when snow begins to accumulate. This allows for timely removal of snow from the streets and is needed to maintain the safety of our main thoroughfares to get emergency response apparatus to residential areas expeditiously.

What about my sidewalks during or after it snows? It is the responsibility of the abutting property owners to remove snow and ice accumulations promptly from sidewalks. If the property owner does not remove snow and/or ice accumulations within a reasonable time, the City may do so and ultimately assess the costs against the property owner for collection in the same manner as property tax. For purposes of enforcement, a reasonable time period is generally 48 hours after the snow or ice accumulations end. While the City realizes it can be frustrating to finish clearing your driveway and then have the plow come by, the snow removal policy adopted by the City Council indicates that snow placed in driveways by City plows is the responsibility of the property owner to remove. Snow from a private driveway may not be placed on or pushed across a City street.