

**Administrator's Report  
November 17, 2016**

**\*\*\*Please plan to stay after the regular meeting for an Update from City Attorney Brick on Union Negotiations.** Union Negotiations began on November 15<sup>th</sup> and continued on November 16<sup>th</sup>.

**Budget/CIP Planning:** Attached is a copy of the updated Budget Timeline for FY 2017-18. According to the schedule, budget worksheets are due back from department heads on November 21<sup>st</sup>. The Council Budget Committee (Mayor Willits, Steve Peterson and Tony Timm) will meet immediately following the Mayor's New House on December 12<sup>th</sup> to review proposed CIP Projects, Equipment Revolving Plans, and TIF Projections.

**ICAP Grant:** We received a Safety Grant from Iowa Communities Insurance Pool in the amount of \$1,000 to help replace mulch in Colby Park.

**Insurance Meeting:** Trisha from Gallagher and Larry from Kabel met with Staff on November 10<sup>th</sup> to review the employee benefits offered.

**MSA Meeting:** I met with the Vice President of MSA on November 11<sup>th</sup> to discuss the engineering services and contract renewal.

**Walkability:** On November 9<sup>th</sup> I was invited to accompany a group touring the metro area with the Transportation Consultant on the Tomorrow Plan, David Fields, to get acquainted with the areas efforts on walkability. After the Walkability: Beyond Downtown Presentation on November 10<sup>th</sup> at the Community Center, which was well attended, he also met with our Development Committee.

**Development Committee Meeting:** The Development Committee met on November 10<sup>th</sup> to hear the presentation and have a round table discussion with Walkability: Beyond Downtown speaker David Fields, as it relates to Economic Development. The committee also reviewed the ED Grant application from Williams Turf Farms and received an update on Koester and Colby Developments, the Comprehensive and Capital Improvement Plans and discussed residential developments. Additionally, the committee recommends the City the process over to planning Walkability Improvements to University Avenue from 66<sup>th</sup> to 73<sup>rd</sup> Street.

**Bike Hub Committee Meeting:** I met with Mayor Willits, Zac Bales-Henry and Threase Harms to discuss the Trail Hub. They would be interested in seeing an incentive package put together so that they can review and make a recommendation to the City Council in the future.

**Mayor's City News Hour:** The November 14<sup>th</sup> Mayor's News Hour was well attended and the presentation on "Out of the Mud" by George Hanusa and Phillip Nations introducing the Fulcrum Building was streamed live on Facebook. Our next Mayor's City News Hour is on December 12<sup>th</sup> at the Community Center where MSA will present the Traffic Analysis on University Avenue.

**"Play by Play" Production in Windsor Heights:** As of November 17<sup>th</sup>, we have not been informed of any issues for the small production crew at 7005 Reite Avenue. Staff approved a Right of Way Application through November 18<sup>th</sup> and they will be off site until after Thanksgiving. Please let staff know if you have any questions or concerns. I will keep the Council informed as this proceeds.

**Employee/Council Training:** Staff is finalizing a Staff and Council training scheduled for Friday, December 16<sup>th</sup> from 12:30 – 7:30 p.m. at the Community Center. We will do CPR training from 12:30-1:30, Active, Lockdown, Information, Counter, Evacuation (ALICE, - Active Shooter) training from 1:30-3:00, Board and Commission Training from 3:00 – 4:30 p.m. and Organizational Effectiveness at 6:00-6:30 p.m. Employee appreciation is also included in this event. We'd really like Council to attend as much of this training as possible. If CPR training is not necessary, perhaps you can plan to come at 1:30 to join the group for ALICE Training.

**Keep Iowa Beautiful Meeting:** I met with Sandy Dixon and Jan Johnson on November 15<sup>th</sup> to discuss what Keep Windsor Heights Beautiful does, their mission, and desires.

**Department Head Meeting:** The department heads met on Monday, November 14<sup>th</sup> at City Hall. See attached agenda so that the Council is aware of items discussed with the staff.

**What Meetings are Coming Up and When I may not be in the Office:**

Windsor Heights Foundation Meeting on November 21<sup>st</sup> at 11:30 a.m. at City Hall.

Thanksgiving Holiday, Offices closed November 24-25.

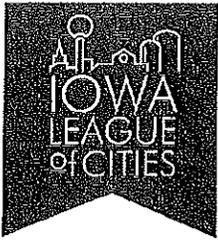
Planning and Zoning Commission Meeting on Wednesday, November 30 at 5:00 p.m. at Council Chambers.

**Budget,  
TIF, Equipment Replacement  
and Capital Improvement Planning Timeline  
September 2016 – March 2017**

<b>9/1 - 9/29/16</b>	Meet with Gallagher on Insurance Renewal. (Ideal to do so in August/September)
<b>9/1 – 10/21/16</b>	Staff, City Engineer and Public Works Committee begins CIP planning.  Equipment Replacement (5-15 year outlook) and Capital Improvement Project worksheets go out to the department heads. Due back on October 10. One-on-one meetings with City Administrator.  Probable costs from City Engineer due October 14.
<b>10/24/16</b>	Budget worksheets go out to department heads.  City Administrator, City Clerk and Financial Advisor to meet with Council Budget Committee (Mayor Willits, Peterson and Timm) to review and discuss an overview of the city's financial position and long-term financial plan and confirm insurance renewal. Meet at 5:30 – 7:30 p.m.
<b>11/21/16</b>	Budget worksheets due from the department heads.  City Administrator and City Clerk to Meet. City staff to prepare TIF Projections and CIP/ERP spreadsheets.
<b>12/12/16</b>	City Administrator to meet with each department head.  City Administrator and City Clerk to meet with Council Budget Committee to review CIP Projects, ERP and TIF Projections. (Meet immediately following Mayor's News Hour, approximately 6:30 - 8:00 p.m.)
<b>1/2/17</b>	City Administrator and City Clerk to meet regarding all budget docs. Department staff gets recommendations from Council Committees (Public Safety and Public Works).
<b>1/9/17</b>	City Administrator to meet with each department head.
<b>2/6/17</b>	Council Budget Committee and Staff will present recommendations on CIP Projects, ERP and TIF Projections for full Council approval.
<b>2/13/17</b>	Special Council Meeting – Budget Work Session at 6:00 p.m.
<b>2/20/17</b>	Set the Public Hearing for March 6 <sup>th</sup> to discuss and direct appropriate follow-up on the FY 2017-18 Budget and authorize publication. Publish Notice 2/24.
<b>3/6/17</b>	Public Hearing to discuss and request approval of the FY 2017-18 Budget.
<b>3/15/17</b>	Filing deadline of FY 2017-18 Budget with Polk County.

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# Parks and Recreation

By Steven Jordison | Iowa Parks and Recreation Association

## Outdoor ice rinks

*Everywhere from small cities to large cities, residents can relish in relieving winter blues while taking in fresh air and needed physical activity.*

Decorah, in beautiful northeast Iowa, has created outdoor rinks for decades. Rumor has it when Norwegians settled in the 1850s many families brought skates from the old country. How can it be done today with rivers, ponds and lakes not completely frozen over, thereby creating a safety hazard? Look around your community. Do you have access to a water detention area? Tennis or basketball courts with curbs? If the answer is yes, then you, too, can create a simple outdoor ice rink.

Typically, waiting for a good stretch of sub-freezing weather is ideal. Run a hose from a nearby fire hydrant onto the curbed basketball, tennis or pickle ball courts which have had surface cracks filled. Another successful tip is to place the rink under a covered or broken skies area as direct sunlight can hinder ice survival.

Andy Nimrod, director of parks and recreation for Decorah, said, "season length has varied from one week to over three months" during his 18-year tenure. His suggestion



*Basketball courts in Decorah are used as ice rinks for winter recreation.  
Photo by: Decorah Parks and Recreation Department*

is to be patient by waiting for the ground to become completely frozen. While Decorah does staff the facility weekday evenings and weekends, this is not required.

Maintenance can be as simple as removing snow with a shovel, broom or snow thrower to re-pouring fresh ice as needed. Be sure to have plenty of "thick" ice to prevent skate or court damage. Another creative option is to secure a detention storm water or low lying area. Preventing water seepage is critical, so placing a large tarp or water resistance cover on the ground prior to water flooding is a must. Erika Randall, assistant director for Decorah parks and recreations, said, "Our rink is very

much recreational, the quality of ice is definitely dependent on weather and usage."

Rinks can be both programmed and free play. Programming may consist of broomball, hockey and skating. Free play such as designated family time or pick up will allow the rink greater usage.

Enlarge your community's winter activities by creating a local ice rink. Benefits are endless!

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