

2. Review of Draft Rental Code

- Planning & Zoning and Community Development Specialist Ben Kohout reviewed the draft of a proposed rental housing code that was drafted by a combination of City staff and a group of local landlords.
 - > Mr. Kohout walked through each portion of the proposed draft Rental Housing Code.
 - > The purpose is public health, safety and well-fair is the rationale for much of this proposed code.
 - > Housing Quality Standards for minimum acceptable criteria.
 - > Sanitary Facilities refers to bathroom facilities, sink and tub or shower both with hot and cold running water and proper public or private waste water disposal system.
 - > Food Preparation & Refuse Disposal having suitable space and equipment to store, prepare and serve foods in a sanitary manner.
 - > Space & Security must have a living area, kitchen area and a bathroom.
There must be compliant sleeping rooms with adequate windows. There must be adequate fire exits and the dwelling must be lockable.
 - > Thermal Environment must be a dwelling capable of maintaining a thermal environment healthy for the human body.
 - > Illumination & Electricity with each room having adequate natural or artificial illumination. The dwelling must have sufficient electrical sources so occupants can use essential electrical appliances. There must be one window in the living room and one window in each sleeping room.
 - > Structure & Materials in the sense that the dwelling unit must be structurally sound.
 - > Interior Air Quality levels must be free of dangerous air pollution, carbon monoxide, sewer gas, fuel gas, dust and other harmful pollutants that threaten the health of the occupants.
 - > Water Supply to the dwelling must be served by an appropriate public or private water supply that is sanitary and free from contamination.
 - > Lead Based Paint must be covered with a fresh coat of paint so no lead based paint chips can come off or any other exposure to the paint is possible.
 - > Access to the dwelling unit must be able to be used and maintained without unauthorized use of other private properties.
 - > Sanitary Condition is necessary for the dwelling unit and its equipment. It must also be free of vermin and rodent infestation.
 - > Smoke Detectors in each dwelling must be equal to one or more battery-operated or hard-wired smoke detector on each level including the basement.
 - > Occupancy Limitations would be considered as having a minimum ceiling height of 7 feet and each sleeping room with one adult

should have a minimum of 70 square feet, with two adults 120 square feet is considered minimum.

- > Accessory Structures such as garages, sheds and other accessory structures must be maintained in good condition. Sidewalks and walkways must be maintained.
- > Off-Street Parking Regulations shall be provided to all dwellings.
- > Registration shall be required for all residential rental real estate located within the City of Waverly and shall be completed prior to renting to tenants.
- > Inspection is subject to all real estate rentals within the City of Waverly City Limits by a City Code Enforcement Officer.
- > Contract Properties - any property sold by real estate contract and occupied by the contract vendee will be considered as a rental dwelling, subject to this Code, unless the real estate contract has been recorded with the County Recorder.
- > H.U.D. Inspection Certification dwelling units will be required to register, however will be exempt from routine rental housing inspection if they have a current HUD or other federal government inspection certificate.
- > Rental Permit Required shall be a document establishing satisfactory compliance with the Waverly Rental Housing Code at the time of issuance and shall be valid for a period of three (3) years from the date of issuance.
- > Mediation is another option of any owner of a dwelling unit who wishes to have a review of any formal determination of a City Code Enforcement Officer regarding the alleged violation of any section of this Code.
- > Civil Penalties is any violation of any duty or requirement under the Waverly Rental Housing Code shall be charged as a municipal infraction as provided in Chapter 23 of this Code.

- Discussion continued.

- > Landlords can apply to the Board of Adjustments for a variance.
- > Enactment of this Code is anticipated for July 1, 2015.
- > Although there is a registration fee for the initial three year permit there is no renewal fee.
- > The City will maintain a database of all rental units that register. The rental manager will be identified on the City's database. The database will become a public record.
- > Tim Bradford reflected that the fee structure is not meant to be an income generator for the City of Waverly.
- > Guest Councilperson Kent Hawley commented on how he was impressed with the spirit of both teams coming together so well.
- > Many thanks was given to the team of landlords that put forth their time, expertise and efforts in helping this all come together. The team consisted of Tim Bradford, Jeff Soash, Barb Benson, Mike Davis, Jason Hendrickson and Dan Lampe. Appreciation

was also given to the Planning & Zoning Commission for their role in bringing this code to council.

D. Reports from Boards and Commissions

1. Bremer-Waverly Law Enforcement Board Minutes October 13, 2014
Received into record.

E. Staff Comments

- City Administrator Phil Jones reviewed tentative items for the December 1 agenda.
- Leisure Services Director Tab Ray reminded residents to keep sidewalks and walkways clear of snow and ice.

F. City Council Comments

- Council wished everyone a very happy and safe Thanksgiving holiday and reminded residents that Saturday is Small Business Saturday and to shop local.
- Guest councilmember Kent Hawley thanked council for their commitment to the city.
- Council thanked Mr. Hawley for his time in participating in the guest council program.

H. Mayor's Comments

- Mayor announced the 160th anniversary of Trinity United Methodist Church and congratulated the achievement by Wartburg Football Team in making it to the playoffs.

I. Executive Session

1. To discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property.

Moved By: Neuendorf Seconded By: Kangas

To enter into Executive Session.

Yes: 5 No: 0 Absent: 1 Vacant: 1 (1st Ward)

- Dave Reznicek left the meeting at 8:55 p.m.

Moved By: Neuendorf Seconded By: Kangas

To reenter into open session.

Yes: 4 No: 0 Absent: 2 Vacant: 1 (1st Ward)

J. Adjournment

Moved By: Kangas Seconded By: Neuendorf

To adjourn is hereby approved.

Yes: 4 No: 0 Absent: 2 Vacant: 1 (1st Ward)

Council adjourned at 9:18 p.m.

Charles D. Infelt, Mayor

ATTEST:

Carla Guyer, City Clerk