

Regular Meeting Minutes
January 18, 2010 ~ 7:00 p.m.

A. CALL TO ORDER.

The regular meeting of the Waverly City Council was held on January 18, 2010, at 7:00 p.m. in the Council Chambers at City Hall. Mayor Brunkhorst presided. Council members present: Dick Lindell, Gary Grace, Tim Kangas, Kathy Olson, Gary Boorom, Jim Vowels, and Gene Lieb. Absent: Jim Vowels

1. **Approve Agenda or Add Items for Discussion Only.**

Moved By: Grace

That the agenda for this Council meeting as amended by removing Item 8 under Regular Business to the February 1st agenda is hereby approved.

Yes: 6 No: 0 Absent: 1

2. **Minutes.**

Moved By: Lindell

The January 4, 2010 Council Meeting Minutes are hereby approved by adding wording under Public Hearings "that the matching funding." Regular Business 3rd paragraph replacing "would meet periodically" to "could meet periodically" and in same paragraph replacing "for all hazards" with "requires planning for all hazards"

Yes: 6 No: 0 Absent: 1

3. **Proclamation.**

Council recognized Hospital Trustee Susan Vallem and the Chief Executive Officer Mike Trachta on the Waverly Health Center's 35th Anniversary as a Municipal Hospital. Ms. Vallem thanked the community for their support of the hospital.

B. PUBLIC HEARINGS.

1. This was the date, time and place for a public hearing on An Ordinance Amending the Zoning Ordinance of Waverly, Iowa, Providing for Rezoning from A-1 (Agricultural District) to R-1 (Single Family Residential District) of Said City for the Kurtz Property Located in Northeast Waverly. The Mayor called for any oral or written comments and there were none. The hearing was declared closed and the following action was taken.

Moved By: Olson

Second Reading of Ordinance 933, An Ordinance Amending the Zoning Ordinance of Waverly, Iowa, Providing for Rezoning from A-1 (Agricultural District) to R-1 (Single Family Residential District) of Said City for the Kurtz Property Located in Northeast Waverly is hereby approved.

Yes: 6 No: 0 Absent:1

C. VISITORS/PUBLIC COMMENTS.

There were no comments.

D. CONSENT AGENDA.

1. Class C Liquor License for Joe's Knight Hawk, Inc.
2. Class C Liquor License for Applebee's Neighborhood Grill & Bar.
3. Pay Request from Snyder & Associates for the 2009 4th Street SW Reconstruction Project in the amount of \$1,896.18.
4. Pay Request from Snyder & Associates for the Bremer Avenue Traffic Signal Modifications.
Pay Request from Snyder & Associates for the Bremer Avenue Traffic Signal Modifications in the amount of \$436.92.
5. Pay Request from WHKS & Co. for the Cedar River Rail Trail Bridge Restoration 2008 in the amount of \$8,838.25.

Moved By: Lieb

Items 1-5 on the Consent Agenda are hereby approved.

Yes: 6 No: 0 Absent: 1

E. REGULAR BUSINESS.

1. **Approving the Use of Ground Heaters for the Dry Run Creek Retaining Wall Construction – 2009 (An NRCS Project).**

City Engineer Cherry informed Council that the project was to be completed by Christmas but the project was enlarged and bad weather hit in December. Insulated blankets were used to keep the ground from freezing but they did not work. The ground has to be thawed to construct the concrete work and ground heaters are necessary to thaw the area. The embankments will cave in as the snow melts. The City negotiated with the Contractor and the City will cover the rent for the heaters. The Contractor will transport the heaters and donate time to thaw said area. The \$6,300 rent for the heaters will come from Iowa Community Disaster funding. Out of \$14.9 Million in Federal or State projects the City's total local share is under \$20,000.

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Moved By: Boorum

Approving the Use of Ground Heaters for the Dry Run Creek Retaining Wall Construction – 2009 (An NRCS Project) from Vieth Construction of Cedar Falls, Iowa for a not-to-exceed amount of \$6,300.00 is hereby approved.

Yes: 6 No: 0 Absent: 1

2. **Resolution 10-10, A Resolution Approving Golf Pro Shop Management Agreement Between the City of Waverly and G3 Golf LLC for 2010.**

Leisure Services Director Ray informed Council that the Golf Pro's contractual compensation is the same and the incentive is based on thresholds for green fees and cart rentals. The Pro receives 25% and the City gets 75% of anything above the threshold. The Pro's contract is for one year. Mr. Ray stated that the golf course has had two years of bad weather and flood conditions that affected revenues. Staff has reduced expenditures \$36,000 at the beginning of the fiscal year and will reduce more if necessary.

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Moved By: Boorum

Resolution 10-10, A Resolution Approving Golf Pro Shop Management Agreement Between the City of Waverly and G3 Golf LLC for 2010 for the amount of \$33,780.00 plus incentives as stated in contract is hereby approved.

Yes: 5 No: 1(Lieb) Absent: 1

3. **Resolution 10-09, A Resolution Setting User Fees and Charges for the Golf Course for 2010.**

Deb Turnbull voiced concern with increases in fees and would like the Council to consider keeping the fees the same as last year. Leisure Services Director Ray informed Council that fees are reviewed every year, along with trends in the industry and what area courses are doing. The Commission looked at the fees and recommended daily fees increase 10%, season passes 3%, and cart rentals 20%. Waterloo season passes are more and daily fees are less. Larry Van Daalen, Chair of the Golf Commission, informed Council that Waterloo's daily rates have been extremely low to makeup for the increase on the season passes. Mr. Van Daalen stated that the equipment purchasing plan was removed from the Golf Course budget last year and this year the Commission felt the equipment updates were necessary and added \$20,000 for said equipment. The projected revenue to offset the equipment updates is \$15,000. Mr. Ray will check on fees at other similar size golf courses. Council discussed whether it was good marketing to raise daily fees and would like to see the Commission's marketing strategy before approving said fees.

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Moved By: Lindell

Resolution 10-09, A Resolution Setting User Fees and Charges for the Golf Course for 2010 recommended by the Golf Commission is hereby approved.

Moved By: Grace

To table the Resolution 10-09 until seeing the Golf Course Marketing Plan is hereby approved and bring it back to Council until February 1st Agenda.

Yes: 6 No: 0 Absent: 1

4. **Review the work of the Bremer County Recovery Coalition since June 2008 and to invite residents to participate in the upcoming BCRC-sponsored Community Emergency Response Training (CERT).**

Library Director and Bremer County Recovery Coalition member Sarah Meyer-Ryerson stated that the organization is completing their 501 3C status and wants to become a county-wide organization. The BCRC's mission is to coordinate recovery resources. \$350,000 has filtered through the Bremer County Recovery Coalition to Bremer County. The BCRC dealt with emergency housing needs, and coordinated volunteers for cleanup and repair. The BCRC also managed non-monetary donations, and case advocacy. The BCRC has purchased a sheltering trailer for supplies enough for 100 people. BCRC is also sponsoring a Community Emergency Response Team (CERT), a FEMA encouraged program, to

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train volunteers who want to help during disasters. Kip Ladage, Bremer County Emergency Coordinator, will coordinate the CERT training. Dan Kittle, Chair of the BCRC, informed Council that on February 25th at 7:00 P. M at Riviera Roose in Janesville there will be a county-wide meeting to talk about CERT training and enlistment of trainees. Council should recommend key individuals in the community for said training. Red Cross has a specific set of immediate resources for disasters but after a few days Bremer County Recovery Coalition would take over.

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5. **Third and Final Reading of Ordinance 931, An Ordinance Amending Chapter 97 of the Waverly Municipal Code of the City of Waverly Regarding an Amendment to the Waverly Urban Renewal Plan.**
Moved By: Lieb

Third and Final Reading of Ordinance 931, An Ordinance Amending Chapter 97 of the Waverly Municipal Code of the City of Waverly Regarding an Amendment to the Waverly Urban Renewal Plan is hereby approved.

Yes: 6 No: 0 Absent: 1

6. **Third and Final Reading of Ordinance 932, An Ordinance Amending Chapter 98 of the Waverly Municipal Code of the City of Waverly Regarding an Amendment to the Waverly Central Business District Urban Renewal Plan.**
Moved By: Kangas

Third and Final Reading of Ordinance 932, An Ordinance Amending Chapter 98 of the Waverly Municipal Code of the City of Waverly Regarding an Amendment to the Waverly Central Business District Urban Renewal Plan is hereby approved.

Yes: 6 No: 0 Absent: 1

7. **Third and Final Reading of Ordinance 934, An Ordinance Concerning Qualifications of Board of Hospital Trustees.**
Moved By: Boorum

Third and Final Reading of 934, An Ordinance Concerning Qualifications of Board of Hospital Trustees is hereby approved.

Yes: 6 No: 0 Absent: 1

8. **Resolution 10-04, A Resolution Authorizing New Construction Documents for the Oak Ridge Circle/Technology Place Intersection Alignment and Associated Construction Documents for the 4th Street SW Corridor Improvements.**

Item was removed from the agenda.

9. **Resolution 10-05, A Resolution Approving Contract Documents for the FEMA Lift Station Mitigation 2009 Project.**

The main lift station is already protected against a 100 year flood plus one foot. This project will address any water that seeps through the building. If water seeps in it will be redirected and protect mechanical systems from being damaged. Additional protection will be addressed at the Horton Road lift station.

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Moved By: Lieb

Resolution 10-05, A Resolution Approving Contract Documents for the FEMA Lift Station Mitigation 2009 Project to Blazek Corp. of Lawler, Iowa in the amount of \$16,600.00 is hereby approved.

Yes: 6 No: 0 Absent: 1

10. **Resolution 10-06, A Resolution Approving Contract Documents for the Airport Fuel Tank – Jet A Fuel.**

City Engineer Cherry stated that the approval of the contract documents was based on the bid documents. The Change Order was approved and brings the decreased total project cost to \$55,879.

Moved By: Lindell

Resolution 10-06, A Resolution Approving Contract Documents for the Airport Fuel Tank – Jet A Fuel to Acterra Group, Inc. of Marion, Iowa for the not-to-exceed amount of \$75,921.34 is hereby approved.

Yes: 6 No: 0 Absent: 1

11. **Resolution 10-07, A Resolution Awarding Contract for the Riverbank Stabilization – 2010 near 1100 Cedar Lane to near Brown Lane (An NRCS Project).**

Moved By: Lieb

Resolution 10-07, A Resolution Awarding Contract for the Riverbank Stabilization – 2010 near 1100 Cedar Lane to near Brown Lane (An NRCS Project) to Skyline Construction of Decorah, Iowa in the amount of \$53,119.99 is hereby approved.

Yes: 6 No: 0 Absent: 1

12. **Resolution 10-08, A Resolution Approving Contract for Services Between the Iowa Northland Regional Council of Governments and the City of Waverly, Iowa Regarding the Comprehensive Solid Waste Management Plan – 6th Revision.**

Solid Waste funding will cover costs. Iowa Law requires each Solid Waste Management Planning region to file a Comprehensive Plan every three years.

Moved By: Lindell

Resolution 10-08, A Resolution Approving Contract for Services Between the Iowa Northland Regional Council of Governments and the City of Waverly, Iowa Regarding the Comprehensive Solid Waste Management Plan – 6th Revision to Iowa Northland Regional Council of Governments (INRCOG) in the amount of \$1,625.00 is hereby approved.

Yes: 6 No: 0 Absent: 1

13. **Approval of December Cash Disbursements.**

Finance Director Bachhuber reviewed the cash disbursement report. The report goes to the newspaper and is approved by Council. Checks are sent out the 1st, 10th and 20th but the report shows the monthly total for each vendor. The City's purchase policy states that the Visa card is mostly used for travel except in case of emergencies. There is a \$3,000 limit for an employee using a Visa card and the cards are supervised by the Department Directors. Staff informed Duane Liddle that said report is a

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total of all travel expenses from all departments for the month. The City is the bookkeeper for the Municipal Band. Mr. Carney stated that there was a disparity in the appraisals for the 218 South Acquisition process and the Council was informed in closed session that the City would be wise to get a second appraisal.

Moved By: Boorum

The December Cash Disbursements are hereby approved.

Yes: 6 No: 0 Absent: 1

14. **Mayoral Appointments.**

State law will require that all Commissions have gender equity by January, 2012.

Moved By: Boorum

The Mayoral Appointments are hereby approved. The Mayor reappointed: David Rathe and Ron Reusche to the Leisure Services Commission, Barb McWhirter, Tammy Mc Kenzie and Don Berg for Municipal Housing, Linda Schrage to Cable Commission and Dave Klamfoth, Steve Tyler to the Golf Commission.

Yes: 6 No: 0 Absent: 1

F. **BOARDS AND COMMISSIONS.**

1. **Boards and Commissions.**

Economic Development Commission Minutes- approval of Fareway Agreement and reviewed the Waverly Connected Event.

Waverly Airport Commission Minutes - light fixture replacement has been completed, Jet A Fuel Tank discussion, a runway and apron project will be coming to Council for their review. The next Airport Layout Plan update is set for 2012 or 2013. Staff will forward Exhibit A and B information to Duane Liddle.

Waverly Public Library Board of Trustees Minutes-discussion on the proposed budget request, estimates on security camera equipment and cablecast meetings in October and April.

2. **Reports.**

Building Trades Permit – Issuance – Monthly Report-1 new house.

Open Burning Permits Issued – Monthly Report- 3 new permits. Permits are renewed at the beginning of each year and throughout the year.

Economic Development Director Passmore will be coming to Council to review the Burning Ordinance.

Departmental Status Reports-Finance Director Bachhuber reviewed said report. The Fire Department's Rescue truck was budgeted this year and the transfer at the end of the year will come from the Capital Improvement Fund and funding from the Township Fire Department. The State Auditor requested that the City oversee "The W" balance sheet account.

Administrator Crayne informed Council that the extra subsidy for the Golf Course last year came from General Fund Reserves.

3. **Communications.**

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Waverly-Shell Rock Area United Way Letter January 8, 2010

G. CITY COUNCIL COMMENTS ON POLICY ISSUES.

Discussion followed on the right turn sign on 4th Street SW and Bremer Ave. City Engineer Cherry stated that some signs are outdated. The new Traffic Signals will have pedestrian countdown timers.
City Attorney Carney informed Council that the sale of the ABIL building to Goodwill Industries was completed. On January 4th the City received the first round of funds for the buyouts for seven purchases. On January 15th the City received a second round of funding for purchase of eight more homes and the City has completed 15 closings in January.
Leisure Services Director Ray reviewed the City's snow removal policy. The process takes about a week. Staff will look at a policy to shorten snow removal process for citizens who do not remove snow from their sidewalks.
Mayor Brunkhorst stated that his next Town Meeting will be February 2nd at the Civic Center and will focus on the flood buyouts. The Cable Commission will have a meeting January 29th at noon to look at improvements to the City's website.

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H. ADJOURNMENT.

Moved By: Boorum
That the City Council Meeting be adjourned.
Yes: 6 No: 0
Council adjourned at 8:50 P. M.

Absent: 1

Bob Brunkhorst, Mayor

Attest:

Jo-Ellen Raap, City Clerk

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