

Regular Meeting Minutes  
August 20, 2012 ~ 7:00 p.m.

**A. CALL TO ORDER.**

The regular meeting of the Waverly City Council was held on August 20, 2012, at 7:00 p.m. in the Council Chambers at City Hall. Mayor Brunkhorst presided. Council members present: Gary Boorum, Richard Lindell, Gene Lieb, Dan McKenzie, Chris Neuendorf and Tim Kangas. Absent: Kathy Olson.

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

**Moved By: Lindell**

That the agenda for this Council meeting as prepared is hereby approved.

**Yes: 6**

**No: 0**

**Absent: 1**

2. **Minutes.**

**Moved By: Lieb**

The August 6, 2012 Council Meeting Minutes are hereby approved.

**Yes: 6**

**No: 0**

**Absent: 1**

**B. VISITORS/PUBLIC COMMENTS.**

City Attorney Werger informed Duane Liddle Eagle Ridge Drive is a platted street but the public infrastructure improvements have not been accepted.

Leisure Services Director Ray informed Council that the municipal swimming pool has been closed for the season and the Dog Swim will be Tuesday evening from 5:30 – 7:30 P. M.

The Hazard Mitigation/River Use Commission conducted a river cleanup and thanked Fareway and Angry Cedar Brewery for refreshments.

**C. PUBLIC HEARINGS.**

1. This is the date, time and place for a Public Hearing on a Proposed Voluntary Annexation for the Neil Smith, Heritage United Methodist Church, Howard & Sylvia Parmer and the City of Waverly Well Site Properties. City Administrator Crayne informed John Campbell that Bremer County has zoning regulations regarding Corn Suitability **Rating** relative to ag land not the City of Waverly. Mr. Crayne stated that the City has been working with the Bremer County Fair and Ball Diamond groups regarding a potential project on the property. The City obtained an option to purchase the property and approved a development agreement between the City, Ball Field Group and Bremer County Fair for the intended use of the property. Developing property close to the City's boundary with the extension of utilities to the area, the City would want to control the utilities. Bremer County has seen the property owners' requests for voluntary annexation and the Parmer's voluntary annexation agreement. The County conducted a public hearing on this proposal and there were no oral or written comments. The County adopted a resolution stating that the County has no interest pro or con regarding the annexation. The City and County have a 2-Mile agreement setting development standards. Said agreement has been in effect with the County for 7 to 8

years and is reviewed by the City and County officials. There is a City well on the property and water main along the edge of the property. A lift station and force main would be necessary at a cost of \$450,000. The extension of collection and transmission lines for sewer and water costs would be shared by the Fair and the Ball Diamond groups. Mr. Campbell voiced concern that costs would not be reimbursed because both groups would not be taxed. City Administrator Crayne stated that establishment of lift station and sewer main would not take place until development occurs. Both groups would be paying monthly water and sewer bills. Fundraising by the Fair and Ball Diamond groups will begin in September. The hearing was declared closed and the following action was taken.

**Moved By: McKenzie**

Resolution 12-129, A Resolution Approving Voluntary Annexation for the Neil Smith, Heritage United Methodist Church, Howard & Sylvia Parmer and the City of Waverly Well Site Properties is hereby approved.

**Yes: 6                                  No: 0                                  Absent: 1**

Administrator Crayne informed Council that County taxes are lower than City taxes on residential property. The City was able to negotiate with the Parmer’s on a partial tax abatement. The City will provide and continue to provide the 33’ access to the Parmer’s home from Highway 3.

**Moved By: Lindell**

Resolution 12-130, A Resolution Approving a Voluntary Annexation Agreement between the City of Waverly and Howard Parmer and Sylvia Parmer is hereby approved.

**Yes: 6                                  No: 0                                  Absent: 1**

**D.      CONSENT AGENDA.**

- 1.      Pay Request from McClure Engineering Co. for the Waverly Municipal Airport – Land Acquisition Phase 1 for the amount of \$5,777.00.
- 2.      Pay Request from AECOM for Construction Review Services for GMT Railroad Spur Line for GMT Corporation City of Waverly, Iowa in the amount of \$3,441.70.

**Moved By: Neuendorf**

Items 1-2 on the Consent Agenda are hereby approved.

**Yes: 6                                  No: 0                                  Absent: 1**

**E.      REGULAR BUSINESS.**

- 1.      **Resolution 12-131, A Resolution Directing Sale of \$2,955,000 General Obligation Bonds, Series 2012C.**

Finance Director Bachhuber informed the Council that Moody’s has given the City an Aa2 rating on the bonds. These general obligation bonds will be used to pay for \$1.7 Million for sewer and \$1.2 for water projects abated by water and sewer revenues. Jon Burmeister of Public Financial Management informed Council that Moody’s gives the City a high rating. FTN Financial Capital Markets came in with the low bid at an interest rate of 1.299% for 10 years.

**Moved By: Kangas**

Resolution 12-131 A Resolution Directing Sale of \$2,955,000 General Obligation Bonds, Series 2012C to FTN Financial Capital Markets of Memphis, TN at a rate of 1.299% is hereby approved.

**Yes: 6**

**No: 0**

**Absent: 1**

2. **Resolution 12-132, A Resolution Fixing Date for a Meeting on the Proposition of the Issuance of not to exceed \$700,000 Taxable General Obligation Bonds, Series 2012D, (for a General Corporate Purpose) of the City of Waverly, State of Iowa, and Providing for Publication of Notice Thereof.**

Administrator Crayne informed Council that citizens can petition for a referendum until the public hearing. The bonds will be used for the purchase of the Smith property. The purposes are for ball field complex and grounds for a County Fair and a potential business park. Taxable bonds provide flexibility for the use of said property with little interest rate increase. Bremer County has agreed to reimburse the City a portion of the costs to purchase the land for the Fair. The City would maintain ownership of the ball diamonds. Road reconstruction for the main entrance may be required by the IDOT and the City could use TIF financing for said costs.

**Moved By: Boorum**

Resolution 12-132, A Resolution Fixing Date of September 10, 2012 at 7:00 P. M. in the Ivan "Ike" Ackerman Council Chambers for a Meeting on the Proposition of the Issuance of not to exceed \$700,000 General Obligation Bonds, Series 2012D, (for a General Corporate Purpose) of the City of Waverly, State of Iowa, and Providing for Publication of Notice Thereof is hereby approved.

**Yes: 6**

**No: 0**

**Absent: 1**

3. **Approve City Administrator Position Profile.**

Dick Schrad of Brimeyer Fursman stated that the candidate should be an excellent communicator, knowledge of municipal functions and strong in big picture budget structures and strategic thinking. Mr. Schrad reviewed the timetable of the city administrator selection process. The Council agreed to reimburse travel and overnight expenses.

**Moved By: Kangas**

The City Administrator Position profile is hereby approved.

**Yes: 6**

**No: 0**

**Absent: 1**

4. **Resolution 12-134, A Resolution Approving a City/Company Agreement Between the City of Waverly and JW Investments, L. L. C. (Peoples Insurance Agency).**

Economic Development Director Matthias introduced Joe, Josh, and Jarvis Whiting of Peoples Insurance Agency. The Whitingers are planning an 4,000 square foot expansion to their present facility at a cost of \$500,000 and plan on hiring 45 to 50 new people. Mr. Whiting informed Council that Peoples Insurance has a training plan in place for new employees. The company specializes in transportation insurance.

**Moved By: Boorum**

Resolution 12-134, A Resolution Approving a City/Company Agreement Between the City of Waverly and JW Investments, L. L. C. (Peoples Insurance Agency) to provide an incentive of \$30,000 upon completion of the grading of the site and \$30,000 upon building enclosure is hereby approved.

**Yes: 6**

**No: 0**

**Absent: 1**

5. **Resolution 12-135, A Resolution Approving the Creation of Parcel Z along 5<sup>th</sup> Ave. NE in Northeast Waverly.**

Community Development & Zoning Specialist Kohout informed Council that the request is to split a 38 acre land in Northeast Waverly along 5<sup>th</sup> Avenue NE to create Parcel Z. The City requires that a plat be completed and property pins placed prior to Parcel Z being recorded. Mr. Jim Hurley representing Bruce & Rebecca Bahlmann stated that the Bahlmann's desire to sell the property with the residence and existing buildings and keep the 24 acres in CRP or forest preserve.

**Moved By: McKenzie**

Resolution 12-135, A Resolution Approving the Creation of Parcel Z along 5<sup>th</sup> Ave. NE in Northeast Waverly is hereby approved.

**Yes: 6**

**No: 0**

**Absent: 1**

6. **Resolution 12-136, A Resolution Approving the Replat of Lot 3 in Centennial Oaks Plaza Subdivision in Southwest Waverly.**

Community Development & Zoning Kohout informed Council that Lot 3 lies along the southwest corner of Oak Ridge Drive and 3<sup>rd</sup> Street SW. The request will result in the formation of a new 1.02 acre lot that will retain all of the original platted easements recorded with Centennial Oaks Plaza. Paul Helland of Helland Engineering and Surveying stated that there are no plans to sell the property at this time but the owner wants to have all paperwork completed and ready to go if there was a sale.

**Moved By: Neuendorf**

Resolution 12-136, A Resolution Approving the Replat of Lot 3 in Centennial Oaks Plaza Subdivision in Southwest Waverly is hereby approved.

**Yes: 6**

**No: 0**

**Absent: 1**

7. **Resolution 12-137, A Resolution of Support and Financial Commitment for the Main Street Program in Waverly, Iowa.**

Chamber Main Street Director Neuendorf informed Council that by passing the resolution the City shows its support of the Main Street Program. Ms. Neuendorf stated that the Chamber currently receives membership funding and from Hotel/Motel Tax dollars for the program. New programs that the Chamber will be included in are the facade program, upper story renovation, pocket parks. By participating in the Main Street Program, the Chamber can access professionals from the Iowa Main Street Program and also receive technical architectural assistance on façade work.

**Moved By: McKenzie**

Resolution 12-137, A Resolution of Support and Financial Commitment for the Main Street Program in Waverly, Iowa is hereby approved.

**Yes: 6**

**No: 0**

**Absent: 1**

8. **Resolution 12-138, A Resolution Approving the Purchase of New Server.**

Finance Director Bachhuber informed Council \$9,000 will be from the Capital Improvement Fund and that a portion of the cost of the new server will be paid by Waverly Light and Power, water and sewer funds and solid waste fund. Rich Eckstein from Networking Solutions stated that the present server will be moved to the fire station and the new server will replicate an image to the fire station location. This will enable staff to move to any of the other City buildings and run operations during a disaster. The life expectancy of a server is 3-5 years. The server backups go to the Library and the bank everyday.

**Moved By: Boorum**

Resolution 12-138, A Resolution Approving the Purchase for the estimated amount of \$13,675 and \$2,500 for installation of a New Server is hereby approved.

**Yes: 6**

**No: 0**

**Absent: 1**

9. **Review Timetable of the City of Waverly Human Resources Service Plan.**

City Administrator Crayne reviewed the Human Resources Services Plan process to complete the job description updates, pay equity study, employee manual and electronic performance evaluations. Final changes are being made to the job descriptions. Tina Miller of the Accel Group, the human resource person for First Insurance Services, is currently studying and comparing wages to other similar cities across the State. The Human Resources Service Plan should be completed by December.

10. **Resolution 12-139, A Resolution Approving a Memorandum of Agreement with Wartburg College to Continue to Produce Various Public Meetings for Cablecasting on the Public Access Channel.**

Leisure Services Director Ray informed Council that this agreement is an extension of the current agreement for another three years. The Cable Commission reviewed the proposal and they requested language inserted in said agreement. Cliff Brockman of Wartburg TV stated that the students get a great experience using the video cameras. Mr. Brockman thanked the City for their participation.

**Moved By: Lieb**

Resolution 12-139, A Resolution Approving a Memorandum of Agreement with Wartburg College to Continue to Produce Various Public Meetings for Cablecasting on the Public Access Channel is hereby approved.

**Yes: 6**

**No: 0**

**Absent: 1**



14. **Approve Change Order No. 2 for the Citywide Concrete Sidewalk and Curb & Gutter Repairs – 2011.**

**Moved By: Lindell**

Change Order No. 2 for the increased amount of \$19,341.30 for Baker Concrete & Excavating for the Citywide Concrete Sidewalk and Curb & Gutter Repairs – 2011 is hereby approved.

**Yes: 6    No: 0    Absent: 1**

15. **Resolution 12-143, A Resolution Finalizing the Citywide Concrete Sidewalk and Curb & Gutter Repairs – 2011.**

**Moved By: McKenzie**

Resolution 12-143, A Resolution Finalizing the Citywide Concrete Sidewalk and Curb & Gutter Repairs – 2011 and approve final pay request for the amount of \$12,121.68 to Baker Concrete & Excavating is hereby approved.

**Yes: 6    No: 0    Absent: 1**

16. **Resolution 12-133, A Resolution Approving the Street Finance Report for FY ‘ 2011 – 2012.**

Finance Director Bachhuber reviewed the annual Street Finance Report.

**Moved By: Boorum**

Resolution 12-133, A Resolution Approving the Street Finance Report for FY ‘ 2011 – 2012 is hereby approved.

**Yes: 6    No: 0    Absent: 1**

17. **Approval of July Disbursements.**

City Engineer Cherry stated that all communities pay an annual permit fee to the Iowa Department of Natural Resources to cover monitoring of water supplies.

**Moved By: Lindell**

The July Cash Disbursements are hereby approved.

**Yes: 6    No: 0    Absent: 1**

**F. BOARDS AND COMMISSIONS.**

1. **Boards and Commissions.**

Hazard Mitigation /River Use Commission-River cleanup and first Watershed meeting.

Bremer-Waverly Law Board- the new evidence building is complete.

Police Chief Pursell informed Council that the old evidence storage building will be put up for auction along with some of its contents.

2. **Reports.**

3. **Communications.**

**G. CITY COUNCIL COMMENTS ON POLICY ISSUES.**

Administrator Crayne stated downtown sidewalk design west of the river will be discussed at the next meeting.

Council reminded citizens that school is starting tomorrow.

Discussion followed on affordable housing.

Public Services Superintendent Sullivan informed Council that there hasn't been any rain to wash off the residue of the street painting.

11 million gallons of treated wastewater has been used for the golf course.

Discussion followed on the flashing yellow lights on 4<sup>th</sup> Street and 5<sup>th</sup> Avenue SW.

City Engineer Cherry informed Council that the construction workers started bypass pumping testing and then will start pipe bursting along 6<sup>th</sup> Avenue NW.

The Planning & Zoning Commission discussed sidewalk gaps which will continue at their next meeting.

Mayor Brunkhorst asked if Guest Councilperson Allison Wessel would discuss what should Waverly be doing to make youth more active in the community at the next meeting.

**H. ADJOURNMENT.**

**Moved By: Boorum**

That the City Council Meeting be adjourned.

**Yes: 6**

**No: 0**

**Absent: 1**

**Council adjourned at 9:07 P. M.**

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Bob Brunkhorst, Mayor

Attest:

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Jo-Ellen Raap, City Clerk