

**A. CALL TO ORDER.**

A Study Session of the Waverly City Council was held on November 26, 2012 at 7:00 p.m. in the Ivan "Ike" Ackerman Council Chambers at City Hall. Mayor Brunkhorst presided. Council members present were: Richard Lindell, Gene Lieb, Dan McKenzie, Tim Kangas and Chris Neuendorf. Absent: Kathy Olson, Gary Boorum.

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

**Moved By: Kangas**

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

**Yes: 5**

**No: 0**

**Absent: 2**

**B. VISITORS/PUBLIC COMMENTS.**

Discussion of residential TIF will be discussed later in the agenda.

**C. REGULAR BUSINESS.**

1. **Resolution 12-164, A Resolution Accepting Certification to be Filed by the Financial Director to the Bremer County Auditor Detailing the Amount of New Loans, Advances and Indebtedness which Qualify for Payment from Tax Increment Revenues of the Waverly Urban Renewal Plan.**

Finance Director Bachhuber informed Council that this is the debt certification report that is filed with the County Auditor for the TIF area for the 2011-12 year and certifies the debt needed for 2012-13. Mr. Bachhuber reviewed TIF indebtedness for projects in the Grand TIF and the Downtown TIF. Mr. Bachhuber also informed Council that if the Council approves moving funds out of TIF to the general fund, it would reduce revenue in the TIF area and the difference would have to be paid back to the School and County. Council has already approved all projects noted in the report using TIF funding. Any TIF area approved after 1995 has a sunset clause. Discussion followed on commercial rollback and future projects. Mr. Bachhuber stated that the tax levy rate for the last five years has been stable. Staff continues to hold expenditures steady. Mr. Bachhuber also stated that the City should wait to see what the Legislature will do.

**Moved By: Lieb**

Resolution 12-164, A Resolution Accepting Certification to be Filed by the Finance Director on or before December 1, 2012 to the Bremer County Auditor Detailing the Amount of New Loans, Advances and Indebtedness which Qualify for Payment from Tax Increment Revenues of the Waverly Urban Renewal Plan is hereby approved.

**Moved By: Neuendorf**

The correction of the year from 2011 to 2012 in the resolution is hereby approved.

**Yes: 5**

**No: 0**

**Absent: 2**

The original motion as amended is hereby approved.

**Yes: 5**

**No: 0**

**Absent: 2**

2. **Approve Final State Urban Renewal Report (TIF).**

Finance Director Bachhuber informed Council the State requires the City to report on all TIF projects, a history of TIF, all amendments, all the Urban Renewal areas and maps. The Grand TIF has grown from \$12.5 Million to \$46.7

Million. The Downtown TIF has grown from \$13.2 to \$26.3 Million. Some residential properties were included in the Grand TIF from Northwest Industrial Park to Nestles along 5<sup>th</sup> Ave NW and along 4<sup>th</sup> Street SW corridor. The City has never established residential TIF area. The Downtown Urban Renewal area includes residential above businesses. Staff informed Duane Liddle that the grand TIF was created in 1986 and the Downtown TIF in 1999. The City can move money from the Grand TIF to construct a new project in a new TIF area that creates economic development. Administrator Crayne stated that the City has a positive balance in the TIF district which allows for flexibility to fund projects. If the City removes value from the TIF district and reduces the income stream in TIF it will impact future flexibility that the City now has for future projects. Mr. Crayne also stated that the State is trying to get more information of how TIF is being used throughout the State.

**Moved By: McKenzie**

Final State Urban Renewal Report (TIF) is hereby approved.

**Yes: 5**

**No: 0**

**Absent: 2**

3. **Approve Purchase of a Replacement Air Compressor for the Wastewater Treatment Facility.**

Public Services Superintendent Sullivan informed Council that repair costs are over half of what a new compressor would cost. The air compressors run in conjunction with each other that operate the sludge pumps at the Main Lift Station.

**Moved By: Gade**

Purchase of a Replacement Air Compressor for the Wastewater Treatment Facility from RMB Co., Inc. of Iowa City, Iowa in the amount of \$13,299 is hereby approved.

**Yes: 5**

**No: 0**

**Absent: 2**

4. **Resolution 12-165, A Resolution Adopting Revisions, Additions and Clarifications to the Personnel Policies Manual for the City of Waverly.**

Administrator Crayne informed Council that the biggest change has been the drug workplace provision that was added to the manual to comply with State and Federal standards. Tina Miller of Accel Group stated that she wanted to make sure the manual was compliant with HR law and veteran IMLA requirements. A paragraph was added on social media to limit the liability on the City. IDOT requires contract employees to be drug and alcohol tested.

**Moved By: Neuendorf**

Resolution 12-165, A Resolution Adopting Revisions, Additions and Clarifications to the Personnel Policies Manual for the City of Waverly is hereby approved.

**Yes: 5**

**No: 0**

**Absent: 2**

5. **Review of the Pay Equity Study.**

Administrator Crayne informed Council that the study reflects communities of similar population, college communities, and that have close evaluations and taxing capabilities. Mr. Crayne wanted to insure that positions and classifications were competitive. City Administrator Crayne reviewed his memo to Council on pay adjustments to certain classifications based on the pay equity study. Mr. Crayne felt that it was important to have key people in those positions. Mr. Crayne encouraged approval of said adjustments right away. The City employee plays 9 to 10% for health insurance. The City pays for Police and Fire Pension benefits and said fund has had several increases in the last 5 years.

**D. STUDY SESSION.**

1. **Review and Update of Champion's Ridge Fairground and Ball Diamond Complex.**

Fred Ribich of the Fair/Ball Diamond Committee provided the draft Case Statement, Operations Plan for the Fair and Business Plan for the Ball Groups to Council. The Fair/Ball Diamond Group is producing a video with Vision Development on the project. Vision Development has presented a proposal to the Fair/Ball Diamond group on development of a website. There will be 6 to 8 members for the Campaign Leadership Team to guide the fundraising process. Contacts with prospects are in progress. The group is in the process of establishing fundraising operations and have received assistance from Gosling & Co. on how to handle donations, pledges, deferred gifts, grants, and in-kind contributions. The short term goal is to raise one million dollars by March, 2013 and the second million by the end of August to support site preparation and infrastructure work. The long term goal is to raise the remaining \$2.75 million for the ball diamond quad and essential facilities for the Fair by the summer of 2014. The facility operations agreement includes the creation of a Champions Ridge governing board. The Ball Diamond Group is developing their business plan and the Fair is updating and refining their business plan. Arrangements are in progress to enlist a project manager for the project. The Ball Diamond/Fair Group will discuss David Joachim's request to farm the land. The Council recognized Neil Smith for his gift of land at a reduced price for the Fair/Ball Diamond project.

2. **Review Creation of Rental Inspection and Code Enforcement Position and Ordinance Updates for Rental Properties.**

Community Development and Zoning Specialist Kohout informed the Council that Police Department, Leisure Services, and Zoning handle nuisance calls. Enforcement of these activities takes additional paperwork, follow up and staff time to field calls and resolve matters. It would be more convenient for a customer to call one central number and person. Some common issues are increased number of occupants in a rental unit, vehicles being parked on grass and streets, garbage accumulation, and yards not maintained. Selling homes for single family usage adjacent to rentals can be difficult to sell. If the City adopted standards for rental properties, the landlord would receive some basic guidance on building codes, standard documentation of conditions at the beginning of tenancy, and protection from consumer lawsuits for running substandard units. Renters would benefit by living in a legal, safe and sanitary apartment unit, get some information on their rights, and have an inspected unit. The community would benefit by the maintenance of rental properties that protect children, seniors and other occupants. The City should encourage properly scaled resident density based on size, dwellings in accordance with zoning, building and sanitary codes, and better ability to encourage compliance based on tangible standards. Rental housing is needed in Waverly. Staff would like to proceed in setting up an open forum for the public to express their opinions. There is 967 renter occupied units in Waverly. 1,897 people are living in rental units and 300 are Wartburg students. Decorah just recently adopted property maintenance codes. The only code requirement that the City has in place now is the limit of occupants in a rental property. The goal is to limit parking to the number of bedrooms in a rental unit. City Attorney Werger informed Council that there is a Landlord/Tenant Code in the Iowa Code but it is not user friendly. Guest Council person Hollis Hanson-Pollock and Josh Trueblood sent a survey to off campus students. Ms. Hanson questioned the rental zoning requirements and informed Council that 86% of off campus students were satisfied with their rental units. Mr. Werger informed Guest Councilpersons that at the time of inspection, staff would review with the landlord what is considered a legal bedroom for safety purposes. Wartburg students were in favor of matching the number of bedrooms to parking

spaces. Mr. Kohout should be in contact with the Fire Chief about smoke detectors and extinguishers in rental housing. Staff also talked with Randy McKenzie of Bremer County Building & Zoning about partnering on a rental inspection program. Ms. Hanson-Pollock stated that it is cheaper to live off campus and if there is a limit to the number of people in a rental unit, rent would be higher. Staff informed David Gleason that one person per bedroom is for non-related people in a rental unit.

**E. BOARDS AND COMMISSIONS.**

1. Boards and Commissions.
2. Reports.
3. Communication.

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

Small Business Saturday went well.

City Administrator Jones reviewed agenda items for the next meeting.

Discussion followed on moving the approval of the option to purchase the Neil Smith property to the December 17<sup>th</sup> Council Meeting.

City Administrator Crayne thanked the City and City Staff. Mr. Crayne stated that the City of Waverly should be proud of the progress in moving the Community forward.

Council thanked Dick Crayne for his good work as the City Administrator.

Council thanked Hollis Hanson-Pollock and Josh Trueblood for their service as guest councilpersons.

**G. ADJOURNMENT.**

**Moved By: Crayne**

That the City Council Meeting be adjourned.

**Yes: 5**

**No: 0**

**Absent: 2**

**Council adjourned at 9:10 P. M.**

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**Bob Brunkhorst, Mayor**

**Attest:**

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**Jo-Ellen Raap, City Clerk**