

**Regular Meeting Minutes
August 5, 2013 ~ 7:00 p.m.**

A. CALL TO ORDER.

The regular meeting of the Waverly City Council was held on August 5, 2013, at 7:00 p.m. in the Ivan "Ike" Ackerman Council Chambers at City Hall. Mayor Brunkhorst presided. Council members present: Gene Lieb, Dan McKenzie, Wes Gade, Chris Neuendorf, Kathy Olson, Gary Boorum and Tim Kangas. Absent: None

1. **Pledge of Allegiance.**

Mayor Brunkhorst led the Council in the Pledge of Allegiance.

2. **Prayer.**

Al Janssen led the prayer.

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

Moved By: Olson

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

Yes: 7

No: 0

Absent: 0

4. **Minutes.**

Moved By: Neuendorf

The July 15, 2013 and July 22, 2013 Council Meeting Minutes and the July 30, 2013 Work Session Minutes are hereby approved.

Yes: 7

No: 0

Absent: 0

5. **Guest Councilperson.**

The Council welcomed Kristie Kuhse as Guest Councilperson for August.

6. **Proclamation.**

Police Chief Pursell reviewed events for National Night Out. The event is to promote community safety.

Moved By: Boorum

A proclamation proclaiming August 6, 2013 as National Night Out is hereby approved.

Yes: 7

No: 0

Absent: 0

B. VISITORS/PUBLIC COMMENTS.

C. CONSENT AGENDA.

1. Pay Request from Iowa Northland Regional Council of Governments (INRCOG) for EDA Dam Project in the amount of \$114.83.
2. Pay Request from Iowa Northland Regional Council of Governments (INRCOG) for the CDBG Dam Project in the amount of \$231.47.
3. Pay Request from Design Alliance for the Waverly Public Services for Operations and Disaster Response in the amount of \$4,192.38.
4. Pay Request from AECOM Technical Services, Inc. for the Construction Review Services for GMT Railroad Spur Line for GMT Corporation City of Waverly, Iowa in the amount of \$1,003.36.
5. Pay Request from Stanley Consultants, Inc. for the Waverly Dam Reconstruction – Phase 4 Construction Administration & Resident Observation in the amount of \$5,035.05.
6. Pay Request from Heartland Asphalt, Inc. for the 16th Street SW Reconstruction Project in the amount of \$50,269.58.

City Engineer Cherry informed Council that 16th St. SW is partially open and will be opened after miscellaneous items are completed. Mr. Cherry also informed Council that there have been no noise problems with the dam since December and January during record lows. Staff is still looking for solutions to noise problems coming from the inflatable dam.

Moved By: Olson

Items 1 – 6 on the Consent Agenda are hereby approved.

Yes: 7

No: 0

Absent: 0

D. REGULAR BUSINESS.

1. **Resolution 13-64, A Resolution Approving Municipal Communications Feasibility and Service Delivery Model Task Force Request for Funding.**

Jere Vyverberg representing the Task Force informed Council that the committee chose Consortia Consultants to conduct a feasibility study and procurement of a Request for Proposal at a not to exceed cost of \$50,000. Members of the Task Force are Chris Neuendorf, Mike Litterer, Nick Barber, Rich Carlson, Phil Jones, Eric Kittleson, Ben McDonald, Matt Nelson, Emily Neuendorf, Ann Seggerman, Elmon Tatroe, Katie Warren and Jere Vyverberg. Mr. Vyverberg stated that the consultant was chosen because of their experience in communications and will be a cost savings in the long run.

Moved By: Neuendorf

Resolution 13-64, A Resolution Approving Municipal Communications Feasibility and Service Delivery Model Task Force Funding Request for a 50/50 sharing of costs incurred for the procurement of a Request for Proposal and Communications Feasibility Study with costs Not-to-Exceed the amount of \$50,000.00 for the study with \$25,000 from each the City of Waverly and the Waverly Light and Power Board of Trustees is hereby approved.

Yes: 7

No: 0

Absent: 0

2. **Resolution 13-65, A Resolution Approving Minor Subdivision Plat for Parcel "O" in SW Waverly for Future Bremer County Fair Site.**

Community Development & Zoning Specialist stated that Parcel "O" contains the legal description of the land the City wishes to sell to the Bremer County Fair. The City has forwarded the contract to the Fair. Fred Ribich stated that with this action and those associated with the Fair are assured of ownership of property by the Bremer County Fair Association. Mr. Ribich informed Council that there will be a sales contract for approval by Council in the next few weeks. The Fair and City are still in negotiations with the IDOT on the entry point on the Highway 3 corridor. The Fair Group is working on fundraising. Chris Knapp from Bremer County Fair also informed the Council that the Bremer County Fair was very successful this year.

Moved By: Kangas

Resolution 13-65, A Resolution Approving Minor Subdivision Plat for Parcel "O" in SW Waverly which is a portion of Parcel "M" and equal to 40.35 acres owned by the City of Waverly and located along West Highway 3 in Southwest Waverly, for Future Bremer County Fair Site is hereby approved.

Yes: 7

No:0

Absent:0

3. **Resolution 13-66, A Resolution Approving the Street Finance Report for FY ' 2012 – 2013.**

Finance Director Bachhuber stated that this is the annual report that the State requires for expenses incurred in RUT, General Fund and Debt Service for street projects. The report includes miscellaneous revenue, outstanding bonds, completed projects, equipment listing and monthly receipts from the State.

Moved By: Boorum

Resolution 13-66, A Resolution Approving the Street Finance Report for FY ' 2012 – 2013 is hereby approved.

Yes: 7

No: 0

Absent: 0

4. **Approve Payment of the City Revenue Contingent Obligation as Specified in the Wellness Center Development and Use Agreement between the City of Waverly and Wartburg College.**

City Administrator Jones stated that this is the 5th payment of an 8 year obligation.

Moved By: McKenzie

The City Revenue Contingent Obligation of \$600,000 as specified in the Wellness Center Development and Use Agreement between the City of Waverly and Wartburg College is hereby approved.

Yes: 7 No: 0 Absent: 0

5. **Approval of the Final List of 2012 – 2013 Yearly Transfers.**

The final list includes a transfer from General Fund to Hotel/Motel Tax, closed out projects' listing, and expenses from the 4th Street Project. \$85,000 out of the Airport Fund constitutes the 10% local share of land acquisition for the Airport project.

Moved By: Lieb

The Final List of 2012 – 2013 Yearly Transfers are hereby approved.

Yes: 7 No: 0 Absent: 0

6. **Resolution 13-67, A Declaring the Official Intent of the City of Waverly to Reimburse Expenditures to Be Incurred with Respect to Certain Projects or Programs or from Certain Funds with the Proceeds of Debt.**

Finance Director Bachhuber informed Council that the City is allowed to expend money for a project but if the City does not approve this resolution it cannot use bonds to get reimbursed for those expenses. Mr. Bachhuber informed Council that the City has installed about 2, 600 out of 3,700 of the meters. Staff's goal is to have 90% of the meters installed by the end of November.

Moved By: Olson

Resolution 13-67, A Declaring the Official Intent of the City of Waverly to Reimburse Expenditures to Be Incurred with Respect to Certain Projects or Programs or from Certain Funds with the Proceeds of Debt in the estimated maximum principal amount of Four Hundred Thousand Dollars (\$400,000) for meters is hereby approved.

Yes: 7 No: 0 Absent: 0

7. **Resolution 13-68, A Resolution Declaring the Official Intent of the City of Waverly to Reimburse Expenditures to be Incurred with Respect to Certain Projects or Programs or from Certain Funds with the Proceeds of Debt.**

Moved By: Neuendorf

Resolution 13-68, A Resolution Declaring the Official Intent of the City of Waverly to Reimburse Expenditures to be Incurred with Respect to Certain Projects or Programs or from Certain Funds with the Proceeds of Debt in the estimated maximum principal amount of Eight Hundred Thousand Dollars (\$800,000) for sidewalks is hereby approved.

Yes: 7 No: 0 Absent: 0

8. **Resolution 13-69 , A Resolution Approving a Professional Services Agreement for the 4th Street NW Reconstruction 2014 Project.**

City Engineer Cherry informed Council that there are no federal funds for this project and 4th St. NW is not a collector street. Reconstruction is needed and is adjacent to the 5th St. NW project with 1st, 2nd, 3rd and 4th Avenues in between and if the avenues were not reconstructed there would be a gap between two rebuilt streets. The project also includes replacement of 1 block of 4 inch water main between Bremer Ave and 1st Avenue NW for future improvements to 4th Street SW. Good curb and gutter sections will be preserved.

Moved By: Boorum

Resolution 13-69, A Resolution Approving a Professional Services Agreement for the 4th Street NW Reconstruction 2014 Project with WHKS & Co. of Mason City, Iowa for the Not-to-Exceed Amount of \$76,580.00 is hereby approved.

Yes: 7 No: 0 Absent: 0

9. **Resolution 13-70, A Resolution Awarding Contract for the Citywide Sidewalk Repairs 2013.**

If residents have not completed repairs to their sidewalks by Labor Day the City will do the repair work and bill the resident. Approximately 80% of residents have the City complete the repairs and 75% pay immediately. City Engineer Cherry stated that as long as a contractor is qualified the City must award to the lowest bidder.

Moved By: Lieb

Resolution 13-70, A Resolution Awarding Contract for the Citywide Sidewalk Repairs 2013 to Feldman Concrete of Dyersville, Iowa for the amount of \$103,018.00 is hereby approved.

Yes: 7 No: 0 Absent: 0

10. **Approving the Purchase of a New Landscape Structures Play Equipment for the Willow Lawn Park from Outdoor Recreation Products.**

Leisure Services Director Ray informed Council that the Willow Lawn Park is the oldest park in the system. Due to a change out of equipment the total amount is \$30,208.00. A supervisor from the company along with volunteer neighbors will install the equipment.

Moved By: Neuendorf

Approving the Purchase of a New Landscape Structures Play Equipment for the Willow Lawn Park from Outdoor Recreation Products based out of Omaha, Nebraska for the amount of \$30,208.00 is hereby approved.

Yes: 7 No: 0 Absent: 0

E. BOARDS AND COMMISSIONS.

1. **Boards and Commissions.**

Safety Committee Meeting Minutes-City Administrator Jones informed Council that the Committee focuses on work safety, work comp, and overall wellness. EMC Insurance representatives attended the safety meeting and discussed job descriptions, job classifications, physical needs for said positions and return to work programs.

Waverly Senior Citizens Group, Inc. Minutes- need people for Board positions.

2. **Reports.**

Monthly Financial Reports-year- end report. The Fire Truck bonds were sold in May 2012 and the truck was purchased in November, 2012. The funds were accounted for in a restricted general fund account in FY2012, and were then used in FY2013. By comparing the cash surplus (deficit) note the yearly over/under change. The net change for the two years is a surplus of \$178,441. Over 2 years the City came within budget of 1.6%. The cash balance is at \$1.7 Million which is about 30% of the general fund expenses. The City's cash balance policy is 25% minimum.

3. **Communications.**

Waverly Trees Forever Communication-Leisure Services Director Ray informed Council that Trees Forever will provide a tree to plant for residents living along 4th St. SW between Dairy Queen and Burger King. The trees will be a good size and will provide an immediate effect to reduce the impact of trees lost if a 4th St. SW expansion project comes to being. The tree will be planted on private property, specifically not between the sidewalk and curb. The City will mail letters to residents living along 4th St. SW informing them of the program.

Administrator Jones reviewed agenda items for the August 19th Council Meeting.

F. CITY COUNCIL COMMENTS ON POLICY ISSUES.

Community Gardens are still harvesting. All vegetables are given away to the Food Bank and other needy organizations.

Discussion followed on traffic entering onto 4th Street SW from 29th Avenue. Police Chief Pursell will get word to his officers on traffic concerns.

Administrator Jones stated that he and staff are reviewing reserve parking for overnight parking for upper story residents when renovations to downtown buildings are completed .

Council also discussed prairie grasses in areas around town.

Mr. Jones stated that there is money budgeted in the 2014/15 year for the box culvert replacement on 20th St. NW and railroad crossing improvements.

G. ADJOURNMENT.

Moved By: Boorum

That the City Council Meeting be adjourned.

Yes: 7

No: 0

Absent: 0

Council adjourned at 8:20 P. M.