

Study Session Meeting Minutes – March 28, 2016
Ivan “Ike” Ackerman Council Chambers

A Regular Meeting of the Waverly City Council was held on March 28, 2016 at 7:00 P. M. at City Hall. Reznicek, McKenzie, and Sherer were present. Kangas arrived at 8:00 p.m. Absent: Waldstein, Lampe, and Gade.

- Due to not having a quorum, Councilmember McKenzie opened the study session agenda for discussion only. Once Mayor Pro-Tem Kangas arrived, there was a quorum and items needing voted on were addressed.

E. Study Session Calendar.

1. Economic Development Commission Update to Council

- Economic Development Commission Chair Deb Schroeder and Vice Chair Steve Egli were present. Ms. Schroeder presented on behalf of the commission highlights from the past calendar year and a look ahead at the future 2016 calendar year.

> The commission has focused on business recruitment including the need to develop an economic development policy with considerations of financial assistance together with development and approval of an application form. The commission participated in the Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis with assistance from Iowa Northland Regional Council of Governments (INRCOG).

The commission has had discussions involving Waverly Communications high speed internet needs, business retention and expansion, marketing the Cedar Valley, inventorying businesses, properties, and lots. Promoting job growth, which is a high priority among the business leaders, and developing a housing strategy that would include written priorities and address housing proposals as presented throughout the year were also included in discussions. Some of the goals and objectives for the 2016 calendar year would include: continuing to discuss and focus on developing housing and business development strategy, identifying strategies to address gaps, inventorying land and future land needs with estimated costs, determining what incentives might be needed, and looking at programming. Business recruitment and development is a continuous focus. Further discussions will include: retention and expansion of business and industries (where, when and how for the creation of business and industrial lots) and identifying strategies to move forward in this area. The commission is always focused on the long range plans of the City’s vision for the future.

2. Discussion of the region’s Comprehensive Economic Development Strategy update with INRCOG.

Jacob Tjaden and Brian Schoon of Iowa Northland Regional Council of Governments (INRCOG) presented results of a Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis. This analysis was completed by using comments from both Economic Development Commission members and Mayor and City Council members. This analysis is a small part of a larger, regional project to develop and update the Comprehensive Economic

Development Strategy for the region. The analysis was broken into six general categories, which include: Business Environment/Workforce, Infrastructure/Utilities, Housing, Political Environment, Economic Development, and Quality of Life/Education. Mr. Tjaden and Mr. Schoon reviewed S.W.O.T. for each of the six categories.

- Continued discussion took place regarding what action could be foreseen moving forward. Council expressed interest in holding special, joint meetings with City Council and the Economic Development Commission to develop future actions and plans. Brian Schoon suggested taking one or two items at a time to review in order to break it down and make it incremental. INRCOG has found, after thoughtful development of questions that Survey Monkey actually seems to deliver good results in terms of surveying for public input. There are also private consultants, social media, focus groups and online consultants. Keeping the line of communication open is always a good way to obtain information. Waverly is experiencing very common issues that seem to be known statewide. Issues such as: need for skilled labor, concerns regarding population loss (in some communities), strong support for education, strong quality of life and strong interest at looking at existing businesses while looking at what exists and the opportunity for them. Housing is a natural extension of economic development.

3. Discussion of Housing Strategy for Waverly

- City Attorney and Community and Economic Development Director Bill Werger reviewed a housing strategy. Mr. Werger covered areas of available building lots, what land might be available in the future, variation in cost and size per lot, and the need for developers. There are three immediate rental needs for housing. The first is availability of lots, the second is affordable housing for low to moderate income levels, and the third is the need for entry-level single-family housing. When the Letter of Map Revision (LOMR) takes effect, it will open up some new opportunities for homes within the Dry Run Creek areas and the central core of the City. With future housing project requests, we will continue what has happened in the past with fact finding and presentations by people who are involved in the project to provide Council as much information as possible in order for the Council to vote whether or not to support each project. Council, again, expressed interest in holding joint work session meetings with the Economic Development Commission. There was also discussion that followed regarding land use.

Councilmember Kangas arrived at 8:00 p.m.

A. Meeting was called to order by Mayor Pro-Tem Kangas.

B. Moved by Reznicek, seconded by McKenzie to approve the agenda as presented.

Moved by Reznicek, seconded by Sherer to amend the agenda by moving the Study Session Calendar to the beginning of the agenda.

Motion passed. Yes: 4 No: 0 Absent: 3

To approve agenda as amended. Motion passed. Yes: 4 No: 0 Absent: 3

C. Public Comments on Items Not on the Agenda

- Council acknowledged the death of Duane Liddle and offered condolences to his family and friends.

- D. Regular Business.
1. Moved by Reznicek, seconded by Sherer to approve Resolution 16-21 approving the Standby Letter of Credit for OMNI Development, LLC and/or Twin B, LLC, the developers of OMNI Development First and Second Addition. Motion passed. Yes: 4 No: 0 Absent: 3
 - This Letter of Credit is in lieu of the previous Letter of Intent.
- F. Reports from Boards and Commissions
1. Economic Development Commission Minutes, Mar. 8, 2016, Rec'd into record.
 2. Golf Commission Minutes, Mar.8, 2016, Rec'd into record.
 3. Leisure Services Commission Minutes, Mar. 10, 2016, Rec'd into record.
 4. Planning and Zoning Commission Minutes, Mar. 10, 2016, Rec'd into record.
 5. Bremer-Waverly Law Board Minutes, Mar. 14, 2016, Rec'd into record.
- G. Staff Comments
- City Engineer Mike Cherry said the road closure between 5th and 7th Streets NW on West Bremer Avenue is planned for Monday, April 4 for the Dry Run Creek Improvements Project. There have been some delays due to a utility company relocating their infrastructure.
- H. City Council Comments
- There were none.
- I. Mayor's Comments
- Mayor was absent.
- J. Moved by McKenzie, seconded by Sherer to adjourn. Motion passed and Council meeting adjourned at 8:47 P.M. Motion passed. Yes: 4 No: 0 Absent: 3

Charles D. Infelt, Mayor

ATTEST:

Carla Guyer, City Clerk