

Study Session Meeting Minutes – August 28, 2017
Ivan “Ike” Ackerman Council Chambers

A Study Session Meeting of the Waverly City Council was held on August 28, 2017 at 7:00 P. M. at City Hall. Mayor Infelt presided and the following Council Members were present: Kangas, Lampe, McKenzie, Reznicek, and Waldstein Absent: Gade and Sherer

- A. Meeting was called to order by Mayor Infelt.
- B. Moved by Kangas, seconded by Reznicek to approve agenda as presented.
Motion passed. Yes: 5 No: 0 Absent: 2
- C. Public Comments on Items Not on the Agenda
 - There were none.
- D. Study Session Calendar.
 - 1. Planning and Zoning Commission Update to Council.
 - Planning & Zoning Chairperson Hank Bagelmann reviewed the past 12 months achievements and the future 12 months goals and plans for the commission. Emphasis was made on the importance the City’s vision statement and of the Comprehensive Land Use Map since they provide guidance and direction with timing and planning issues for the City of Waverly. This vision creates an image of what the City might be in the future as much as 50 years out. In 2011, the City of Waverly incorporated the Smart Planning principles into our Comprehensive Land Use Plan. A plan is a policy statement and directs future land use. A zoning ordinance is law and regulates land use in the present. According to State law, decisions of the Planning & Zoning Commission shall be made in accordance to the Comprehensive Land Use Plan. It is required by the State of Iowa to have a plan. The Comprehensive Land Use Plan allows citizens and business folks to see how their future links into the City’s future plan. The Comprehensive Land Use Plan is intended to protect and optimize property values and provide continuity across time. Historically, every five (5) years, the Waverly Planning & Zoning Commission has delivered a full scale Comprehensive Land Use Plan (Comp. Plan). Every time a zoning application is considered, the Comp. Plan is referenced. The Planning & Zoning Commission reviews the application and then, makes a recommendation to the Council on whether to adopt. In 2010 – 2011 cost benefit was scrutinized on whether to continue a five (5) year cycle for a full-scale Comp. Plan. After a lengthy debate, it was agreed to move to a ten (10) cycle for updating the Comp. Plan every 10 years which also coincides with the United States Census Bureau with a management review at the mid-point or every five (5) years. Other achievements the commission made in the past twelve (12) months would include: reviewed the Comp. Plan through 2016 – 2017, updated the residential zoning district which will help to find ways to provide more predictable development, reviewed applications to change planned development in south Waverly, examined a request for a voluntary annexation of 39 acres in the northwest quadrant of the City, considered camp sites to accommodate the fire fighter association, reviewed a request to allow residential use of the old downtown CUNA building, and occasionally, reviewed particular property uses located within two (2) miles of the City limits. Council thanked

Mr. Bagelmann and the commission for all the hard work and dedication they put into the commission and City.

2. Library Board of Trustees Update to Council.

- Library Director Sarah Meyer-Reyerson reviewed the past twelve (12) months and the near future for the Waverly Public Library with the Library Board of Trustees President Diana Blake and Elaine Maine in attendance. Patron counts for June, July, and August were up about 1,700 bodies compared to last year. Therefore, it doesn't seem like the Bremer Avenue / Hwy. 3 reconstruction affected the counts. After the Labor Day weekend, the parking lot improvements will begin. The server that houses the Library Information System which contains all the patron data and item data was recently transferred over to an off-site server so a back-up server is no longer necessary for doing upgrades. All of the updates will be done through this system which will free-up the network administrator so that person can work on other items. If you are having trouble logging onto your library account online, you may have to go to the library web site to get the adjusted URL for the catalog because the URL is a little different now. There were quite a few staffing transitions in 2016-2017. Through the process of re-arranging staff, a new position of Circulation Clerk was created with a neutral impact on the budget. This position allows for a clerk to be on duty during the library's open hours. Recently, a new Government Buildings Superintendent was hired. His name is Shane Pothast. Andrew Kahler and Erin Jones were appointed to the Library Board of Trustees. In an effort to do more outreach into the community, there will be a State Enrich Iowa funded ad running at the Palace Theater for one (1) year with it changing monthly. This was intended to help promote the Every Child Ready to Read Program. Mrs. Meyer-Reyerson reviewed various events and programs that took place at the library and other features of the library's outreach program. During fiscal year 2016-2017, the library was able to return approximately \$25,000 to the general fund. One half of which was from personnel and the other half was saved through utilities. She attributed the utilities savings to the Energy Efficiency Program that has been worked on. Some outside funding that has been utilized include: \$11,000 in Enrich Iowa funding, \$5,000 of which was spent on books with the remaining amount used for the replacement of a water fountain, some new shelving, and a black-out curtain for the meeting room. Further outside funding includes a \$5,000 contribution from the Bremer County Board of Supervisors to be used for technology classes at libraries throughout the county that will be instructed by teachers. Approximately \$4,000 of the Waverly Public Library Foundation funds, is used for special projects such as the water feature on the west side of the library, a book repair machine, a consultation with Inclusion Connection, early literacy back-pack kits, and the newest program called Great Discussions, a project of the Foreign Policy Association – Americas largest discussion program in world affairs. The library would also like to continue to grow the Waverly Public Library Endowment which is housed with the Community Foundation of Northeast Iowa. The Waverly Volunteer Fire Department and folks from Miller True Value participated in the Large Equipment Night.

3. Historic Preservation Commission Update to Council.
 - Historic Preservation Commission Chairperson Don Meyer reviewed the past twelve (12) months and the near future for the commission. Mr. Meyer told about the biggest celebration of the year for the commission that happened on July 15. At that time, the Southwest Sturdevant Historic District was recognized and celebrated as the City's 4th Historic District. Walking tours were available and a special program was held at the First Baptist Church. Thank you to the sponsors Fareway, KWAY Radio, and Rod & Bonnie Drenkow. A thank you also to the First Baptist Church for their hospitality. The church was awarded a plaque honoring the placement of the First Baptist Church on the Waverly Historic District. A plaque was also awarded to Scott and Sherri Niles for placement on the Waverly Historic District for the preservation work they have done on their home. The purpose of the nomination completion of the 3rd Street SE Bridge, locally known as the Green Bridge, to the National Historic Register was to create a permanent record/file to document the structure. The commission will also explore options to preserve a piece or two of the bridge for display. The commission has also made progress on their web site for home/property owners within the four historic districts as far as guiding what can and cannot be done with those properties and the tax advantages available to them. The commission also gave input on the future development of Riverside Park working with Leisure Services Director Tab Ray. The commission is also considering grant funding to pursue whether the northeast portion of town would qualify as a historic district. There are brochures at the library and the chamber office for anybody who would like to take a self-guided tour of the southwest historic district. There were commercial properties added to the historic districts as well. This offers significance to the community and tax credits to the owners as well. The signs are being noticed within the districts around town.
4. Downtown Parking Ordinance- One Year Review
 - Having received no comments over the past twelve months, staff recommended to Council that this ordinance remain in place with no future annual review. Council consensus was the same.
5. Discussion of Fireworks Usage and Sales
 - There were mixed views from Council on this topic with comments ranging from shortening the length of time allowed for using the fireworks to waiting to see how future events will go. Chief of Police Richard Pursell informed Council that most calls were due to the setting off fireworks after the authorized hours. Council discussed the concerns of safety for all and sensitivity for children, senior citizens, veterans, and pets. Staff was directed to bring a proposed ordinance to Council in the future. Other comments included: restrictions on age for use might need to be considered, newness wearing off, law enforcement, noise nuisance and state law, size of fireworks being used, litter, being respectful to neighbors, and modeling an ordinance after the open burning ordinance.

- E. Reports from Boards and Commissions
1. Board of Adjustment Minutes; May 8, 2017; Received into record.
 2. Board of Adjustment Minutes; July 10, 2017
 - Chairperson for Board of Adjustments explained to Council that Waverly Municipal Code requires parking lots to be paved. A variance was requested for one of the parking lots.
- F. Staff Comments
- There were none.
- G. City Council Comments
- Staff informed Council member Reznicek that now that the Dry Run Creek Improvements have been completed there are weeds that are intentional and need to be re-seeded. It will be mowed in October.
 - Council member Kangas requested that the police keep an eye on traffic during the Hwy. 3/Bremer Avenue reconstruction now that school has started in an effort to make it safer for the students.
 - Council member McKenzie commented that if people are patient Bremer Avenue will become more conducive to travel.
- H. Mayor's Comments
- There were none.
- I. Moved by Kangas, seconded by Lampe to adjourn. Motion passed and Council meeting adjourned at 8:32 P.M. **Yes: 5 No: 0 Absent: 2**

Charles D. Infelt, Mayor

ATTEST:

Carla Guyer, City Clerk