

Study Session Meeting Minutes – April 23, 2018  
Ivan “Ike” Ackerman Council Chambers

A Study Session Meeting of the Waverly City Council was held on April 23, 2018 at 7:00 P. M. at City Hall. Mayor Soash presided.

A. Mayor Soash called the meeting to order.

B. Roll Call

Council Members were present: Birgen, Drenkow, Kangas, McKenzie, Rathe, and Sherer  
Absent: Waldstein

C. Moved by Kangas, seconded by McKenzie to approve agenda as presented.

Moved by McKenzie, seconded by Drenkow to amend the agenda by changing Public Hearing Resolution number 18-69 to item 1a and Resolution 18-70 to item 1b.

**Motion to amend agenda passed. Yes: 6 No: 0 Absent: 1**

**Motion passed to approve agenda as amended. Yes: 6 No: 0 Absent: 1**

D. Moved by Sherer, seconded by Birgen to approve the March 5, 2018 and March 19, 2018 regular meeting minutes.

**Motion passed. Yes: 6 No: 0 Absent: 1**

E. Public Hearing

1. This was the date, time and place for a public hearing on the proposed CDBG Owner-Occupied Housing Rehabilitation Application.

- Jacob Tjaden of Iowa Northland Regional Council of Governments (INRCOG) presented the following information:

Nature and Location of Proposed Activities: The City of Waverly is considering submitting a Community Development Block Grant (CDBG) application for the Housing Fund program as administered by the Iowa Economic Development Authority (IEDA). If funded, the nature of the proposed activities includes the rehabilitation of six (6) owner-occupied single-family homes within the identified Project Location. The Project Location (Target Area) is identified on the “PROPOSED PROJECT LOCATION” map attachment. Commencing in the southwest corner of boundary of the Area, the Project Location is generally from the corner of 3<sup>rd</sup> AVE NW and 6<sup>th</sup> ST NW; north to the corner of 6<sup>th</sup> St NW and the Canadian National Railway Co Railroad (Railroad); east to the corner of Railroad and 2<sup>nd</sup> ST NW; south to the corner of 2<sup>nd</sup> ST NW and 6<sup>th</sup> AVE NW; east to the corner of 6<sup>th</sup> AVE NW and 1<sup>st</sup> ST NW; south to the corner of 1<sup>st</sup> ST NW and 3<sup>rd</sup> AVE NW (including the properties east of 1<sup>st</sup> ST NW between 5<sup>th</sup> AVE NW and 4<sup>th</sup> AVE NW); to the corner of 3<sup>rd</sup> AVE NW and 6<sup>th</sup> ST NW.

How the Need for the proposed activities was identified: In order to have a significant impact on the appearance of the community, the City decided to designate a target area for the project. After conducted a baseline housing assessment to identify potential neighborhoods for this project. City officials, in consultation with the Iowa Northland Regional Council of Governments, city staff defined the Project Location. The location is an older part of the community, has a high rate of owner-occupied homes. Project Cost and Funding Source (Activity - Cost/Per, Quantity, Total Estimated Cost): General Admin. - \$12,000/per x 1 LS = \$12,000; Technical Services Admin. - \$3,500/per x 6 units = \$21,000; Rehab Hard Costs - \$24,999/per x 6 units = \$149,994; Lead Hazard Carrying Costs - \$6,000/per x 6 units = \$36,000; Lead Hazard Reduction\* - \$2,000/per x 6 units = \$12,000; Temporary Relocation\* - \$2,000/per x 6 units = \$12,000; Grand Total Estimated Project Cost: \$242,994.00. \*Lead Hazard Reduction and Temporary Relocation expenses only as needed. Total requested amount of CDBG federal funds is

\$242,994. All project funds will benefit persons of low and moderate income, per program requirements. Plans to Minimize Displacement of Persons and Businesses and to Assist Persons Actually Displaced: No businesses or person will be displaced as a result of the proposed activities. The only relocation that will take place will be the temporary relocation of households in order to comply with lead base paint requirements. In the event of displacement, the City would follow the HUD Relocation and Displacement Policy. Application Submission: The project application will be submitted on or before May 4, 2018

- There is a maximum of \$24,999 available funding for each of the possible six (6) housing units. If the homeowner were to remain in the home for five years, the dollars would not be required to be paid back.

**The public hearing was then closed.**

**Motion passed. Yes: 6 No: 0 Absent: 1**

As amended. 1a. Moved by McKenzie, seconded by Drenkow to approve Resolution 18-69, A Resolution authorizing the Mayor to sign a Memorandum of Understanding with the Iowa Northland Regional Council of Governments for technical services administration of the Community Development Contract with the Iowa Economic Development Authority.

**Motion passed. Yes: 6 No: 0 Absent: 1**

As amended. 1b. Moved by McKenzie, seconded by Birgen to approve Resolution 18-70, a Resolution approving a Community Development Block Grant Application; designating the Mayor as the official representative of the City and authorizing the Mayor to affix their signature to said application and certain assurances in conjunction with same.

**Motion passed. Yes: 6 No: 0 Absent: 1**

- Council expressed that this is a great process. City Attorney Bill Werger also informed Council that there have been mailings going out to as well as phone calls have been made. Door to door visits will also be done in order to communicate to residents about the program. The City's application must be submitted to Iowa Economic Development by May 4. The City can still submit the homeowner applications received even if we do not receive six (6).

F. Public Comments on Items Not on the Agenda

- There were none.

G. Study Session Calendar.

1. Historic Preservation Commission update to Council

- Historic Preservation Commission Vice-Chair Karen Lehmann recognized the following commission members: Chairperson Don Meyer, Kris Brunkhorst, Peter Newell, Mary Meyer, Linda Hovden, and Glenn Fennemann. Ms. Lehmann explained that the commission is part of the Certified Local Government Program (CLG) that partners with the State Historic Preservation Office that helps further the goal of preserving and increasing awareness of irreplaceable historic character in our community. Iowa has the largest CLG program in the country with more than 90 cities and counties that participate. It is required that at least one member of the commission attend conferences and workshops on an annual basis. She reviewed that for the first time ever, the national alliance of preservation commissions will be holding their national meeting in Des Moines, July 18 – 22. The commission received a grant to cover two (2) registrations and housing and are hoping that a third registration will be provided if an Excellence award is achieved through an application process. Ms. Lehmann shared a brochure with Council that showed the types of projects the

commission has been working on. There is a brochure for each of the four (4) historic districts that have been completed. Lehmann gave special notice and thanks for Community Development Office Manager Paige Yoder for the work she has done on the web site for the Historic Preservation Commission. May is National Historic Preservation month and Mayor and Council will be asked to proclaim the Month of May as Historic Preservation month for the City of Waverly as well. The commission would encourage residents to apply for a Waverly Historic Preservation award and the criteria is listed on the web site. This award is given to homeowners for the historic appropriate manner of exterior upkeep. One qualification would be that your home is 50 years old or older. The commission will be working with the library to try and determine the identity of people in old photographs taken at the houses. The 3<sup>rd</sup> Street SE (Green) Bridge has been placed on the National Historic Preservation Register of historic places. The main purpose of the national register placement is to create a permanent record that documents the history of the structure. The commission does not distribute grants to organizations. They can direct owners of historic properties to funding opportunities and help link them to appropriate information on tax benefits. The mission of the commission is to recognize and promote historic preservation in our community. The commission is looking into potential funding for the northeast quadrant. The commission would need to find an architectural historian to compose the nomination and to research it. FEMA has funded this in the past due to losing historic properties from the flood of 2008. The commission is also looking into highlighting historic properties across town and possibly getting ideas for a book.

2. Review the District 1 Sidewalk Infill Program

- Upon further review, staff recommends delaying the implementation of a Sidewalk Infill Program until the next strategic planning session has been conducted and funding can be put into place, possibly in the 2019 – 20 fiscal year. The approach to be used in order to determine the process in the which the program continues will need to be evaluated and decided on before going forward with the sidewalk program. This seems to be more of a connectivity issue with considering the sidewalks moving someone from one activity to another and it needs to be determined what and where the City is trying to connect to.

3. Review draft of new Fireworks Ordinance and Display Application

- The majority of discussion was in regards to the number of dates and times that should be allowed for residents to discharge a consumer fireworks device. The consensus of the Council was to change the dates that are allowed to read, “June 25 through July 8”. Firework sales will still begin June 1 per Iowa Code.

4. Discussion of Guest Councilmembers

- This is an opportunity to discuss whether the Guest Council program is still supporting its original objective. What is the standard and purpose for this program? Knowing this would help in searching for someone to fill the Guest Council spot. One response was that it might be someone who is asking a lot of questions and seems to want to be involved and/or learn more about what is going on in the City and may want to participate on a board or commission or even run for Council. College and high school students would be great Guest Councilmembers. There are members of the community that appreciate an understanding of what the Council roles are. Council likes the involvement and seeing the community members learn what goes on behind the scenes. Those that are offered the opportunity to be a Guest Council person are those that have demonstrated they care about the City. A Guest Council person can also be picked by looking at what topics are coming up and whether they interest a specific

person. Current Guest Council Person Eric Stromberg commented that civic engagement is a great reason to participate, and he is impressed with more realization of the processes. He feels like it is a valuable opportunity.

H. Reports from Boards and Commissions

1. Historic Preservation Commission Minutes; February 26, 2018; Received into record.
2. Airport Commission Minutes; March 8, 2018; Received into record.
3. Library Board of Trustees Minutes; March 13, 2018; Received into record.

I. Staff Comments

- Leisure Services Director Tab Ray announced that the 13<sup>th</sup> Annual Art Walk is scheduled for Saturday, May 5. There will be approximately 30 vendors and six (6) food vendors. There will be a Mariachi.
- City Engineer Mike Cherry reported that special collection week has begun. The curbside collection fee will be waived for this week and next. If you are having limbs, sticks or brush picked up, please have them bundled in 4 – 5 foot lengths and no more than 50 pounds per bundle. Mr. Cherry noted that there are three (3) new employees on the refuse collection staff so they will be training for the next several months.
- City Attorney Bill Werger commented that the west side of Bremer Avenue \ reconstruction will begin at the railroad crossing on Monday, April 30. Bremer Avenue will be closed at the railroad, and Wilson Avenue will also be closed. Public will need to use 5<sup>th</sup> Avenue NW as a detour for an estimated one (1) month. Public is asked to be patient and plan ahead.
- City Administrator James Bronner noted that there will be a large boys' soccer tournament on May 5 at the soccer complex and the girls' tournament will be held May 12.

J. City Council Comments

- Councilmember McKenzie urged citizens to move to using the City supplied recycling containers. Mr. McKenzie also advised to pay particular attention to children playing outside now that the weather is becoming warmer.
- Councilmember Sherer advised to use caution and watch painted markings (arrows) on the Bremer Avenue Reconstruction. Mr. Sherer added that the markings may need to be re-painted since the snow plows seemed to have scratch some of the markings away.
- Councilmember Drenkow complemented the refuse collection staff on their diligent work. Mayor Soash informed Mr. Drenkow that further conversation regarding the 3<sup>rd</sup> Street SE Bridge would not be happening until the funding issues for the bridge can be resolved.
- Councilmember Birgen recognized the success that Clarksville residence Maddie Poppe has had on American Idol.

K. Mayor's Comments

- Mayor Soash recognized Finance Director Jenifer Mein for her achievement of another Government Finance Officers Association (GFOA) award.

Mayor and Council thanked Eric Stromberg for his participation as Guest Council Person.

L. Moved by Kangas, seconded by Rathe to adjourn. Motion passed and Council meeting adjourned at 8:28 P.M.

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Dean Soash, Mayor

ATTEST:

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Carla Guyer, City Clerk