

Study Session Meeting Minutes – November 25, 2019  
Ivan “Ike” Ackerman Council Chambers

A Study Session Meeting of the Waverly City Council was held on November 25, 2019 at 7:00 P. M. at City Hall. Mayor Soash presided.

- A. Mayor Soash called the meeting to order.
- B. Roll Call  
Present: Drenkow, Kangas, McKenzie, Rathe, Sherer, and Waldstein  
Absent: Birgen
- C. Moved by Drenkow, seconded by Rathe to approve the agenda as presented.  
**Motion passed. Yes: 6 No: 0 Absent: 1**
- D. Public Comments on Items Not on the Agenda
- Waverly Police Department Sergeant Paul Leisinger explained the history of the Salvation Army. He stated that Will Leisinger began the operations in Waverly. In the early 1990's, Assistant Chief of Police Bob Gaston took this on which provided an opportunity to provide funding 24/7 at all times of the day for people in need. Since that time, it has been operated and managed out of the Waverly Police Department by Captain Don Eggleston and Sergeant Leisinger. Since they are both coming to the end of their tenure with the department, it is needed and makes sense to move it forward. The Cross-Point Church will continue the tradition of the Salvation Army and will work with other local churches to carry on such an important task. Several groups such as Rotary, 4-H, National Honor Society, Spanish Club, Youth Groups, Century 21, and others will volunteer to ring the bell for 8 hours straight. The Christmas collection is the only fundraiser conducted each year, and on good years, it might bring in as much as \$10,000. Last year, there was approximately \$6,500 raised. This fundraising is done for people in the entire county. This money is used to help over 100 families each year with living expenses, mortgage/rent payments, medical assistance, medications, utilities, etc. The program has been able to help many people. Please feel free to contact either Sgt. Leisinger or Capt. Eggleston to volunteer. Volunteers are needed.
- E. Study Session Calendar
1. Golf Commission update
    - Golf Commission Vice-Chair Sally Thorson reviewed a PowerPoint presentation for Council. The Commission members are: Chair-Brent Jones, Toshia Burrell, Ron Reusche, and Sharon Abram (also in attendance). The golf course ground maintenance is managed by Dennis Jones (39 years of service) and Chris Miller (approximately 12 years of service with the City) plus 13 additional seasonal staff. The Pro Shop is managed by Jordan David. The commission is looking at long-term capital improvement projects, fees & charges, activities to meet the needs of the citizens, and an annual report to Council. The youth program has grown and the future looks to bring in some more adult golfers. Accomplishments include: replaced one-half of the roof at the turf care center, Replaced cultivators on the bunker rake, repaired a pond fountain with a used bubbler, modified number 9 tee box by making it wider, and added more trees to the north. Two years ago, there were approximately 15 junior passes, this year there were 79. They purchased Flight Scope, a teaching tool to help individuals improve their golf games. They held a PGA League tournament for junior golfers, and the Veterans' golf tournament had 140 golfers in attendance. Weather seems to always be a challenge, and this year was no different, particularly, in the spring and fall. Finding good, quality, seasonal help is a continuous challenge. The commission will recommend that the second one-half of the roof get replaced at the turf care center. There Ash trees and aging trees that will need to

be replaced so there are no dangers of them injuring body(ies) or structures. The Pro Shop will remain open Tuesday – Friday through Christmas from 9:00 a.m. until noon. There will be some “Black Friday” specials.

2. Airport Commission update

- Airport Commission Chair Dennis Hansen shared the powers and duties of the commission. The commission members are: Chair-Dennis Hansen, Eric Bagelmann, Lee Hinrichs, Kris Glaser (also in attendance), and Jane Wollenzien. Their duties are to maintain the airport, oversee the budgeting process to submit to the City, plan for the maintenance and future of the airport, and to promote the airport. Mr. Hansen added that the cost of the municipal airport is approximately \$0.02 per thousand dollars of valuation on a real estate owners’ property taxes which has dropped significantly over the years and is now estimated to stabilize. The airport is close to breaking even with the property acquired for safety zones and renting property for cash crops plus the rent received for hangars and bulk hangars (not including capital projects). Waverly Air Services manages the municipal airport and the Fixed Based Operator (FBO) is Swieter Air Services both under contract for another four years. The FBO does airplane maintenance, fuel services, and greeting of guests. Their avionics shop is one of only three in the State of Iowa and is booked into the next year. They also do full-service maintenance on aircraft overhauls, etc. As of January 1, 2020, a new feature is now required called ADS-B Out which sends a signal out to other aircraft as to where you are located. You can Bluetooth to an IPAD so you can see other air traffic in the area. Hansen reflected on past projects including an access road and parking lot construction, adding a Jet-A fuel tank, relocating a 100 LL fuel tank, insulating the mechanics room and bulk-hangar, a run-way reconstruction project, LED lighting in the mechanics room and bulk-hangar, epoxy on flooring in hangars, new FBO and airport manager, and runway safety zone land acquisition with on-going projects. Future plans are to obtain credit card fueling, obstruction removal project to take trees down, and to finish the 400-foot extension of the runway. The commission would propose for the 2020-21 fiscal year to complete an addition to the avionics room, to replace obsolete security cameras, to upgrade electrical power supply to T-hangars and individual hangars, to reconstruct hangar taxiways, and to construct new T-hangars that would allow for larger aircraft. There is some State and Federal funding available for the electrical and construction of new hangars, if awarded to the City. State funding will help with the obstruction removal. Presently, there are 17 total hangars. Airport Commission member Kris Glaser reviewed the past five years of take-off and landing numbers. There are businesses that use the airport for business, and there are businesses in town that own aircrafts. CUNA and Nestle both own aircrafts that are too large for the municipal airport usage. They would not be able to use the airport unless the runway grew to 4,000 feet in length. The size of runway can be driven by company(ies) within an area. Certain athletic events seem to draw aircraft usage of the airport. Air traffic at the municipal airport consists of farmers spraying their crops, local spending, and recreation for private pilots that come to visit Waverly or fly out of Waverly. The National Guard of Waterloo also uses Waverly’s airport for practice landings, instrument approaches, and night-time training with helicopters. This past summer, there was a Young Eagles Flight program that helped young children learn more about flying and enjoy their first flight. This program was booked solid for the day. They have held other activities such as the Fly-In breakfast sponsored by the Lions’ Club that brought 727 guests to the airport for pancakes and sausage. Discussion of rankings of airports within Iowa followed with Waverly currently ranked 91 out of 96 in the State.

3. FY 2020-21 Pre-budget and Capital Planning

- City Finance Director Jenifer Mein reviewed a timeline process for certification of the budget to the State by March 31 (instead of March 15) and some of the changes in legislature. Senate File 634 was passed which allows for a public hearing to determine the maximum amount of property dollars levied. This public hearing must be published and held before the second public hearing is published. Every city/town has to hold two public hearings. If the proposed budget is more than 102% of the current budgeted dollar amount, the proposed budget will need a 2/3 vote by Council in favor of passage. The City Administrator James Bronner reported there has been no indication of what might happen with the backfill, and since the City won't know what the outcome of the backfill will be until May or June, the City will plan as if there is no backfill. Total backfill is approximately \$200,000. One of the largest parts of the budget is infrastructure. Rollbacks came out in October. The residential was reduced, therefore, the levy has to be raised just to be even with what was budgeted the prior year. Agriculture went up 25 points - the largest increase or decrease in over a decade. The County will have to deal with this much more than the City will. Multi-residential was dropped another 3 points and will continue to drop until it is about even with residential rollback. It will help to know valuations when predicting revenues and expenditures. The commercial and industrial rollbacks remain at 90%. The equalization order came out with a 15% increase in multi-family property. In this current year, we bonded for about \$3.4 Million. Projects associated with this include: the façade grant, traffic study, streetscape, South Riverside Park, South Riverside Park-Phase II shelter, Hwy 218 north improvements (part federal funding), water main projects, Phase Ib for 20<sup>th</sup> Street NW, and Cedar Lane. An estimated \$5 Million would be the maximum borrowing capacity. Staff reviewed with Council the projects that are being looked at so that Council can prioritize and decide on a potential timeline. One of the most substantial projects staff is looking at is the 4<sup>th</sup> Street Improvements from Burger King to Dairy Queen. The second of three payments must be paid to the D.O.T. for Hwy 3 / Bremer Avenue reconstruction. The 1<sup>st</sup> Street NW reconstruction will require matching funds to go along with federal funding. There is an application for funding out to extend the trail system. The north wing of the public services facility is another project that has been looked at for several years. Improvements to Horton Road are being re-assessed and may be held to just a maintenance project. The second phase of Cedar Lane will also need to be done so the timing of this project and others will need to be scrutinized. 3<sup>rd</sup> Street SE Bridge Replacement/Repair will also need to be examined. A smaller project for the reconstruction of 29<sup>th</sup> Avenue SW together with a list of projects of \$100,000 or less also need to be completed. The Water Pollution Control Facility needs to be done; however, it will use fees and SRF funding. Smaller airport projects will be looked at to be completed through FAA funding. Council will need to prioritize where the ball diamonds fall within the prioritization and how it might be moved forward. The 3<sup>rd</sup> Street NE water main repairs is funded for the current fiscal year, and it is being worked out how to replace it since there are accessibility issues. 10<sup>th</sup> Street SW and CUNA loop are other water main project areas. The Bremer Avenue bridge project will be completed with FY 2022-23 funding so it could begin as early as October, 2022. It has been requested by the City that they hold off until 2023, but constructability will determine when work begins. Most of budget is the same from one year to another. What will make a difference will be capital improvement and infrastructure. The City has a self-imposed debt capacity of 80% and capacity seems to remain close to that.

F. Reports from Boards and Commissions

1. Economic Development Commission Minutes; September 10, 2019, Rec'd into record.
2. Planning and Zoning Commission Minutes; October 3, 2019; Rec'd into record.
3. Airport Commission Minutes; October 10, 2019; Rec'd into record.
4. Board of Adjustment Minutes; October 14, 2019; Rec'd into record.
5. Bremer-Waverly Law Board Minutes; October 14, 2019; Rec'd into record.
  - Councilmember McKenzie commented on the continued aging of the law center. This will need to be kept in mind at budget time.

G. Staff Updates

- City Engineer/Public Works Director Mike Cherry announced that with the current weather forecast the City's Yard Waste Site will remain open through December 7.

H. City Council Comments

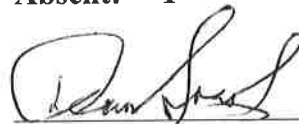
- Councilmember Kangas reminded all to shop local for Small Business Saturday.
- Councilmember Rathe thanked City Staff and volunteers for putting holiday lights up.
- Councilmember Sherer let everyone know that St. Paul's Lutheran will be offering a meal at noon on Thanksgiving Day for a free-will donation.

I. Mayor's Comments

- Mayor Soash wished everyone a safe and happy Thanksgiving.

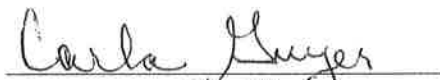
J. Moved by Kangas, seconded by Rathe to adjourn. **Motion passed.** Meeting was then adjourned at 8:35 p.m.

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



Dean Soash, Mayor

ATTEST:

  
Carla Guyer, City Clerk