

Regular Meeting Minutes – December 16, 2019  
Ivan “Ike” Ackerman Council Chambers

A Regular Meeting of the Waverly City Council was held on December 16, 2019 at 7:00 P. M. at City Hall. Mayor Soash presided.

- A. Mayor Soash called the meeting to order.
- B. Roll Call
- Present: Birgen, Drenkow, Kangas, McKenzie, Rathe, Sherer, and Waldstein
  - Absent: None.
- C. Moved by Birgen, seconded by Rathe to approve agenda as presented.  
**Motion passed. Yes: 7 No: 0 Absent: 0**
- D. Moved by Sherer, seconded by Birgen to approve the November 25, 2019 study session minutes and the December 2, 2019 regular meeting minutes as presented.  
**Motion passed. Yes: 7 No: 0 Absent: 0**
- E. Presentation of Plaques and Certificate of Appreciation
- Mayor Dean Soash presented Certificates of Appreciation to Kris Glaser for his service on the Airport Commission, Ann Seggerman for her service on the Utilities Board, and Toshia Burrell was absent, but will receive hers later for her service on the Golf Commission.
  - City Administrator James Bronner presented Plaques to out-going Mayor, Dean Soash for his two years of service as Mayor since 2017, Dan McKenzie for his 8 years of service as Ward II Councilmember, Edith Waldstein for her 6 years of service as At-Large Councilmember, and Mike Sherer for his four years of service as Ward IV Councilmember.
  - Fire Chief Dennis Happel and the Waverly Volunteer Fire Department presented Dan McKenzie with a plaque/piece of art in honor of his 33 years of service with the fire department for his retirement.
- F. Oath of Office
1. City Administrator James Bronner administered the Oath of Office to Mayor-Elect Adam Hoffman; Councilmembers Elect Kris Glaser, Heather Beaufore, Matthew Schneider; and Hospital Board of Trustees John Johnston, Susan Kosche Vallem, and Ann Henninger Trax.
- G. Public Hearing
1. This was the date, time and place for a public hearing on a Resolution Instituting Proceedings to Take Additional Action for the Issuance of Not to Exceed \$140,000 General Obligation Capital Loan Notes.
    - **There were no oral or written public comments.**
    - **The public hearing was then closed.**Moved by Waldstein, seconded by Birgen to approve Resolution 19-196, approving a Resolution Instituting Proceedings to Take Additional Action for the Issuance of Not to Exceed \$140,000 General Obligation Capital Loan Notes.  
**Motion passed. Yes: 7 No: 0 Absent: 0**
  - 1a. Moved by Waldstein, seconded by Birgen to approve Resolution 19-197, approving incurring indebtedness with First National Bank for the purchase of the Fitch property at 517 3<sup>rd</sup> Street SE, Waverly, Iowa for the not-to-exceed amount of \$135,000 and approving final closing statement.  
**Motion passed. Yes: 7 No: 0 Absent: 0**
    - It is currently planned that the home will be rented out where it is currently located. It may be possible in the future to sell the house and move it to another location. Staff will look into information on the Fair Housing Agreement regarding affordable housing in the City of Waverly.
- H. Public Comments on Items Not on the Agenda
- Planning & Zoning Commission Chairperson Hank Bagelmann expressed appreciation to Edith Waldstein for her years of service on the Planning & Zoning Commission and her additional years of service as a Council Liaison for the commission.
  - Waverly Health Center CEO Jim Atty shared a special thank you to Susan Vallem and John Johnston for their leadership with 30 years of service each, and added that Ann Henninger Trax has already began acclimating herself to the position.
  - Tab Ray thanked the out-going Council for their dedication to Waverly and their good relationship

that they maintained with City Staff. Mr. Ray also wished the incoming Mayor and Council good luck.

- Matthew Schneider thanked out-going Council and then, reflected on the City's Comprehensive Land Use Plan document from 2011 that calls for transportation, diversity, efficiency, transparency, consistency, and community character. Mr. Schneider also spoke regarding complete street networks, connectivity to neighborhoods, network of bicycle boulevards, way-finding signage, and a sidewalk program that is well thought out. Schneider commented that he felt a bicycle boulevard would add character and a sense of place.

I. Consent Calendar

1. Pay Request from WHKS & Co. for the E. Bremer Avenue Sanitary Sewer Extension 2019 for the amount of \$1,293.04.
2. Pay Request from WHKS & Co. for the Business 218 North Resurfacing 2020 for the amount of \$1,797.32.
3. Pay Request from WHKS & Co. for the Cedar River Parkway (East) Improvements 2018 for the amount of \$777.11.
4. Pay Request from Snyder & Associates for the 10<sup>th</sup> Street SW Improvements 2020 for the amount of \$20,791.00.
5. Pay Request from Snyder & Associates for the 4<sup>th</sup> Street SW Reconstruction 2020 for the amount of \$18,864.48.
6. Pay Request from VJ Engineering for the Cedar Lane Reconstruction 2019 for the amount of \$2,381.25.
7. Pay Request from Impact7G for the Airport Obstruction Removal Project 2020 for the amount of \$1,690.00.
8. Pay Request from McClure Engineering Co. for the 20<sup>th</sup> Street NW Improvements 2020 for the amount of \$4,278.70.
9. Pay Request from Midland GIS Solutions for the GIS Data Collection 2019 for the amount of \$40,000.00.
10. Pay Request from Steege Construction, Inc. for the Waverly Senior Housing- 420 Bldg. Project for the amount of \$168,800.75 to be paid by Waverly Senior Housing.
11. Pay Request from AHTS Architects for the Waverly Senior Housing- 420 Bldg. Project for the amount of \$3,006.48 to be paid by Waverly Senior Housing.
12. Class B Native Wine Permit for Tiedt Nursery.
13. Class C Liquor License for Big Ben Pour House.
14. Cash Disbursements for November, 2019.

Moved by Sherer, seconded by Birgen to approve the Consent Calendar as presented.

**Motion passed. Yes: 7 No: 0 Absent: 0**

- Staff informed Council that easements and bonuses listed on the cash disbursements were related to the 4<sup>th</sup> Street SW project.

J. Regular Business

1. Moved by Kangas, seconded by Waldstein to approve the appointment of Dennis Happel as Fire Chief for 2020.

**Motion passed. Yes: 7 No: 0 Absent: 0**

2. Moved by Birgen, seconded by McKenzie to approve Resolution 19-198, approving Media Plan Proposals from Amperage Marketing of Cedar Falls, Iowa for Implementation of the Community Marketing Plan for the not-to-exceed amount of \$60,000.

**Motion passed. Yes: 7 No: 0 Absent: 0**

- Economic Development Specialist Connie Tolan reviewed a timeline of activities that have happened on this project until this date. The primary purpose of the Community Marketing Plan is to assist in the recruitment of new workers to fill jobs in the community as well as to attract new residents. Secondary goals are to attract business investment and tourism. The media plan will include Facebook, Google, YouTube, and Instagram and will also include off-line media advertising using TV and OTT (Over the Top). The action before Council at this time is to approve the contract with Amperage Marketing for the Media Plan that includes placement from March to August, 2020. In addition to the media placements, brochures will be printed, and there will be other marketing

materials created. There will also be costs for the launch event and for the creation of employer HR toolkits.

- There are no indications that this project will be over budget. It is still important that the City look into having a City staff person to oversee communications. There are elements on the online component that will be tracked through this campaign to help measure the success by tracking how many clicks they get and some demographics of people who click on the ads. There are hopes that employers will help with tracking success of actual recruitment by asking potential employees where they heard about the open position. The City's Economic Development office will be answering inquiries. The new brand will be rolled out soon. Knowledge of the HR toolkit will be provided through printed brochures and links on the website. Marketing will begin in the NE quadrant of Iowa plus the larger population centers.

3. Moved by Sherer, seconded by Birgen to Resolution 19-199, approving changes to the Wellness Center Development and Use Agreement between the City of Waverly and Wartburg College. Moved by Drenkow, seconded by Kangas to amend Resolution 19-199 by adding the words, "Leisure Services Commission shall provide advice with respect to the operation of the Project, the fees to be charged for membership and programming at the Project, and conduct of the Recreation Programs", to the end of Section 6 of the agreement.

**Motion passed. Yes: 7 No: 0 Absent: 0**

The original motion as amended was then voted on.

**Motion passed. Yes: 7 No: 0 Absent: 0**

- Youth baseball and softball, soccer, swim team, and junior golf are not included under the City's agreement with The W. If this resolution passes, the City will no longer be required to have representation on The W's Advisory Board. The W will still be expected to report to the Leisure Services Commission at least annually. The City Council can request a presentation be given to them as well. Since The W manages almost all of the recreation programs within the City, it is in the City's best interest to keep abreast of what activities are provided for the community. It is important that the City offer health and wellness opportunities for its citizens. The W has a self-interest as well in offering the best programs and generating revenues. Currently, The W reports to Council on an annual basis. The agreement still dictates that a certain level of services be provided by The W.

4. Moved by Waldstein, seconded by Rathe, Resolution 19-206, a Series Resolution authorizing and approving a Loan Agreement and providing for the issuance and securing the payment of a not to exceed \$3,500,000 Hospital Revenue Bond, Series 2019 (Waverly Health Center Project).

**Motion passed. Yes: 7 No: 0 Absent: 0**

- City Administrator James Bronner reiterated that this is a liability of the hospital and not of the City. This does not impact the City's loan capacity; however, the City's bank loan qualification status is impacted.

- The USDA is requiring 20% down and in addition, the confidence that other lenders are willing to loan money to the hospital. This is part of the 20% down. No taxes will be used for the hospital project, and there is no liability to the City for the loan(s).

5. Moved by Rathe, seconded by Sherer to approve Resolution 19-200, approving Lease Agreements between the City of Waverly and William Lowe and James Janssen of \$225 per acre and KW Farms, Inc. at no charge due to topsoil being removed for the 2020 rental ground within the City's airport safety zone.

**Motion passed. Yes: 7 No: 0 Absent: 0**

- Staff informed Council that the tenant would need to fertilize and put crops in that will restore the topsoil. It is common to use cover-crops to help with this.

6. Moved by Rathe, seconded by Birgen to approve Resolution 19-201, approving the Professional Services Agreement for engineering services with Hall & Hall Engineering of Hiawatha, Iowa for the Youth Ballfield Sports Complex 2020 project for a not-to-exceed amount of \$300,500 plus applicable reimbursable expenses estimated at \$8,050.

**Motion passed. Yes: 7 No: 0 Absent: 0**

- There were nine proposals received from various areas in the state. Hall & Hall Engineering has experience with miracle fields and the difficulties that come up with weather and finding contractors. It is the goal to have estimated costs done in order to aid in budget planning. The work with grading the fields needs to be done by specialized firms. If the fields' grading is not done properly, it is possible that the fields won't have proper drainage.
7. Moved by Drenkow, seconded by Birgen to approve Resolution 19-202, approving the Agreement with ATC Group Services of Waterloo, Iowa for three additional soil borings at the Youth Ballfield Sports Complex 2020 project for an estimated cost of \$4,700.  
**Motion passed. Yes: 7 No: 0 Absent: 0**
- There was discussion of where the soil borings will be done.
8. Moved by Sherer, seconded by Birgen to approve Resolution 19-203, approving the Professional Services Agreement with Farnsworth Group, Inc. (f.k.a Design Alliance, Inc.) for final design and construction services for the Public Services Center for Operations & Disaster Response- North Addition project for a not-to-exceed amount of \$231,250 plus applicable reimbursable expenses.  
**Motion passed. Yes: 7 No: 0 Absent: 0**
- There has been money set aside in reserves for multiple fiscal years and a portion of this reserve fund can be used for the design work. As we move forward with the water pollution control facility improvements, the 3,400 square foot storage building that houses the sewer jet machine as well as other equipment and resources will be demolished. The design work will help to see what estimated costs might be to complete this project. With minor adjustments to specifications and building code requirements, the design should not require major changes. Councilmember Kangas mentioned again that he would like to have the Public Services Center named after former Councilmember Gary Boorum, (Deceased) and Councilmember McKenzie stated that he agreed with Kangas.
9. Moved by Kangas, seconded by Birgen to approve Resolution 19-204, approving the Waverly Municipal Airport's Federal Aviation Administration 5-Year Capital Improvement Plan for Federal Fiscal Years 2021-25.  
**Motion passed. Yes: 7 No: 0 Absent: 0**
- This does not cause any commitment and is a planning tool for the commission, the State, and the Federal Aviation Administration. If an improvement is not shown on the Capital Improvement Plan, the plan must be amended and improvements added, before the improvements can be made.
10. Moved by Sherer, seconded by Birgen to approve Resolution 19-205, approving the Professional Services Agreement for engineering services with Snyder & Associates, Inc. of Ankeny, Iowa for the Traffic Study 2020 project for a not-to-exceed fee of \$158,100.00.  
**Motion passed. Yes: 7 No: 0 Absent: 0**
- The study will primarily focus on 15 signalized intersections and 18 non-signalized intersections along the Bremer Avenue (IA 3) corridor, 4th Street SW (IA 116) corridor, the 10th Avenue SW& Cedar River Parkway corridor and the 5th Avenue NW corridor. Traffic counts should be completed in late March or early April to coincide with the end of the winter weather and prior to the impacts of construction projects. A final report should be submitted around August 2020. The final report should provide recommendations for optimizing the flow of traffic through the community, provide for safe pedestrian accommodations, and identify locations where traffic signal warrants are or are not being met. We hope to establish a new baseline for traffic throughout the community including turning movements with time of day and peak hours and inventory of all traffic signals hardware (age, condition, capabilities of controllers). Benefits of this traffic study will aid in optimizing and improving, if possible, the flow of traffic along the major corridors of Bremer Avenue, 4<sup>th</sup> Street SW, and the Cedar River Pkwy. The study will not necessarily determine whether Bremer Avenue should be converted back to a 4-lane configuration, but will, hopefully, confirm the previous study.
11. Moved by Waldstein, seconded by Birgen to approve the Second Reading of Ordinance 1069, an Ordinance amending Chapter 100, Sections 100.5.02, 100.6.02, 100.6A.02, 100.7.02, 100.8.02, 100.9.02, 100.12.02, 100.13.03, 100.16.03, 100.18.03, and 100.28, of the Waverly Municipal Code

amending the Special Provisional Uses application process to comply with the Iowa Code by making the Board of Adjustment the body that issues Special Provisional Use Permits.

**Motion passed. Yes: 7 No: 0 Absent: 0**

12. Moved by Kangas, seconded by McKenzie to approve the Third and Final Reading of Ordinance 1068, an Ordinance Adopting the "City Code of the City of Waverly, Iowa".

**Motion passed. Yes: 7 No: 0 Absent: 0**

13. Moved by Birgen, seconded by Rathe to approve the Mayoral Appointments for Mike Sherer to replace Kris Glaser on the Airport Commission for a term ending May 1, 2024.

**Motion passed. Yes: 6 No: 0 Absent: 0 Abstain: 1 (Sherer)**

K. Reports from Boards and Commissions

1. Monthly Financials; November, 2019; Received into record.
2. Senior Center Calendar; December 2019; Received into record.

L. Staff Updates

- There were none.

M. City Council Comments

- Councilmember Rathe mentioned what a pleasure it was to serve with the outgoing Councilmembers and Mayor. Ms. Rathe added that she has learned a lot and appreciated their patience and sense of humor. She wished them all the best.
- Councilmember Kangas echoed Rathe's comments and added that it has been an honor working with Mayor Soash.
- Councilmember Sherer quoted Martin Luther of what daily bread means as far as "give us this day our daily bread". When asked what that meant, he said that it means things like food, clothing, family, good friends, good weather, and then, added good government. Waverly has good government.
- Councilmember Waldstein expressed gratitude to Waverly citizens, the Council, the Mayor, and City Staff at every level. It has been a privilege to serve, and she is very proud of the accomplishments that have been achieved.
- Councilmember McKenzie commented that this is a hard night and reflected on his 30+ years of serving as a firefighter and then, Councilmember. Things get done and get done right in this community. He echoed the appreciation for City Staff. McKenzie urged citizens to pick up the phone or stop in and learn about the issues at hand.
- Councilmember Birgen invited anyone who would like to discuss City business to the Wooden Foot directly after the Council meeting.
- Guest Councilperson Adam Hoffman thanked the outgoing Councilmembers and commented that they brought great things to the City.

N. Mayor's Comments

- Mayor Soash congratulated the Waverly Shell Rock High School Dance Team and Coach Jori Wade-Booth for their achievement of winning the State Title. They will be asked to attend a later Council meeting. Mayor Soash also echoed many of the comments previously made by Council. Soash said that it was a privilege to serve and thanked all seven Councilmembers for their hard work and dedication. Mayor Soash then shook each of the City Staff and Councilmember's hands and thanked them. He then wished everyone a Merry Christmas.

- O. Moved by Birgen, seconded by Rathe to adjourn the meeting. Motion passed and the Council meeting adjourned at 9:15 P.M.

**Yes: 7 No: 0 Absent: 0**



Adam Hoffman, Mayor

ATTEST:



Carla Guyer, City Clerk