

Regular Meeting Minutes – January 20, 2020
Ivan “Ike” Ackerman Council Chambers

A Regular Meeting of the Waverly City Council was held on January 20, 2020 at 7:00 P. M. at City Hall. Mayor Hoffman presided.

- A. Mayor Hoffman called the meeting to order.
- B. Roll Call
- Present: Beaufore, Birgen, Drenkow, Glaser, Rathe, and Schneider. Absent: Kangas
- C. Moved by Drenkow, seconded by Rathe to approve the agenda as presented.
Motion passed. Yes: 6 No: 0 Absent: 1
- D. Moved by Drenkow, seconded by Beaufore to approve the January 6, 2020 regular meeting minutes.
Motion passed. Yes: 6 No: 0 Absent: 1
- E. Community Highlight
Council recognized the Waverly-Shell Rock High School Go-Hawk Dance Team for winning the 2020 State Champion Class IV Hip Hop and presented a plaque for display and certificates to each Jori Wace-Booth (Head Coach), Hannah Tucker (Assistant Coach), Lili Evans (Team Manager), and dancers: Allie Jensen, Brylee Folkerts, Ellie Booth, Makayla Zeschke, Olivia Chapin, Romina Valdes, Ryleigh Bienemann, and Victoria Albrecht.
- F. Public Comments on Items Not on the Agenda
- There were none.
- G. Consent Calendar
1. Approve the purchase of a 2020 Gehl AL750 Compact Wheel Loader for the Public Services Department from Star Equipment of Cedar Rapids, Iowa for the purchase price of \$65,198.00.
 2. Approve the purchase of a 2020 Massey Ferguson 7720S 4WD Tractor with Cab for the Public Services Department from Deike Implement of Waverly, Iowa for the purchase price of \$105,798.00.
 3. Set the Public Hearing date to review the Airport Obstruction Removal 2020 project Plans, Specifications, Form of Contract and Estimated Cost for February 17, 2020 at 7:00 p.m. in the Council Chambers of City Hall.
 4. Set the Public Hearing date to review the 4th Street SW (IA 116) & 10th Street SW Improvements project Plans, Specifications, Form of Contract and Estimated Cost for March 2, 2020 at 7:00 p.m. in the Council Chambers of City Hall.
 5. Set the Public Hearing date to review the 20th Street NW Improvements 2020 project Plans, Specifications, Form of Contract and Estimated Cost for March 2, 2020 at 7:00 p.m. in the Council Chambers of City Hall.
 6. Set the Public Hearing date to review the Bituminous Seal Coat Program 2020 project Plans, Specifications, Form of Contract and Estimated Cost for March 16, 2020 at 7:00 p.m. in the Council Chambers of City Hall.
 7. Pay Request from Snyder & Associates for the 4th Street SW Reconstruction 2020 for the amount of \$35,781.75.
 8. Pay Request from Snyder & Associates for the 10th Street SW Improvements 2020 for the amount of \$21,700.50.
 9. Pay Request from Midland GIS Solutions for the GIS Data Collection 2019 for the amount of \$25,000.00.
 10. Pay Request from Mätt Construction Inc. for the Waverly Exchange Renovations 2019 for the amount of \$3,133.09.
 11. Pay Request from WHKS & Co. for the WPC Facility Improvements 2020 for the amount of \$11,231.04.
 12. Pay Request from WHKS & Co. for the Business 218 North Resurfacing 2020 for the amount of \$903.50.
 13. Pay Request from Steege Construction, Inc. for the Waverly Senior Housing Bldg. Project for the amount of \$196,013.50 to be paid by Waverly Senior Housing.

14. Pay Request from AHTS Architects for the Waverly Senior Housing Bldg. Project for the amount of \$3,000.00 to be paid by Waverly Senior Housing.
15. Class C Liquor License for Waverly Area Veterans Post.
16. Class C Liquor License for Joe's Knight Hawk.
17. Class C Liquor License for Tapatio Mexican Grill.
18. Class E Liquor License for Casey's General Store #3763.
19. Ownership update for Casey's General Store #3763.
20. Cash Disbursements for December, 2019.

Moved by Rathe, seconded by Birgen to approve the consent calendar as presented.

Councilmember Schneider asked for clarification on item number one. Mayor Hoffman directed this item to be pulled out and discussed separately.

Item numbers 2 – 20 of the Consent Calendar, as presented, were voted on.

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

- Item number one was then discussed. Councilmember Schneider was informed by City Administrator James Bronner that the proposed bid was the low bid and it has been precedent to approve the low bid unless the bid did not meet the specifications required. Councilmember Beaufore asked whether the two pieces of equipment that were bid with one being a skid loader and one a compact wheel loader if these are different types of equipment. City Engineer / Public Works Director Mike Cherry explained that the City has a Fleet Equipment Committee that looks at what needs have changed since the purchase of the current equipment. The compact wheel loader is articulated, and it has a bigger lifter capacity and bigger bucket.

Moved by Birgen, seconded by Glaser to approve Item number 1 of the Consent Calendar.

Motion passed. Yes: 5 No: 1 (Schneider) Absent: 1

H. Regular Business

1. Review of FY 2019 City of Waverly Audit by Chad Regnier from Williams & Company P.C.
 - Mr. Regnier reviewed the Comprehensive Annual Financial Report (CAFR) prepared by Williams & Company, P.C. There is a section towards the back (page 101 to 131) of the report that shows 10-years of statistical information. Page 6 shows a certificate of excellence in financial reporting. Page 11 has a lot of good financial highlights and comparative information. The general fund unassigned fund balance of \$2.8 million, divided into the general fund expenses shows that the City had 183 days in unassigned fund balance. This means that if the City received no more revenue, after July 1, it would have enough resources to operate for 183 days. As a rule of thumb only, the auditors like to see that there will be enough funds in the general fund balance to operate until property taxes are received. Mr. Regnier commented that the City has a good fund balance to keep operating and everything looks strong. Page 38 has a lot of good notes and detail that would allow you to dig a little deeper for information. One journal entry would be a material weakness. Having zero material weaknesses is an almost unobtainable goal.

2. Moved by Rathe, seconded by Birgen to approve Resolution 20-04, approving the cancellation of the Real Estate Contract and authorizing payment of \$443,850.00 to the Bremer County Fair Association for a Quit Claim Deed for the 40.35 acres of property.

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

- Representing the Bremer County Fair, Roy Petersen expressed that due to the change in scope, things are looking up for the fair board, however, it is unforeseen whether they will need to come back to the City again to look for further funding opportunities. They now have a great project with a great location. They purchased 10 more acres for about the same cost and the infrastructure and access to the property is better. Mr. Petersen also noted that he felt the City Council and Staff did a great job of supporting the fair. Once this property is bought back from the fair and the contract is cancelled, the City will own 100% of the property that was formerly known as Champions Ridge without further commitments at this point. The original purchase price of the land was \$443,850. The City provided a \$120,000 credit at the time of purchase and staff would recommend the extension of it to move forward, as well so that the City can still be financially committed to the fair project. Josh Petersen as president and Josh Gilbert as vice-president were

introduced. Already, the fair has a high-level concept and is in the process of hiring an architect and engineering group. Those that have expressed their thoughts to Council are very pleased that the fair is staying in Waverly. The fair board has some exciting “stuff” coming up that will be really awesome.

3. Moved by Drenkow, seconded by Birgen to approve Resolution 20-05, approving the renewal of an agreement between the City of Waverly and Wartburg College for citizen use of the Wartburg Tennis Facility.

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

- Staff clarified for Council that the \$1,500 paid annually remains in a fund until the courts need resurfacing or other maintenance needs to be completed. At that time, the City is expected to pay 50% of the maintenance, including 50% of any amount that is over and above what the City has paid into the fund. The courts are resurfaced approximately every 4 - 8 years. The tennis courts at the high school are not lit for after dark play. There are two courts at Wartburg that have lights, and they are paid for by the City. Wartburg College Tennis Coach, Chris Gustas informed the Council that he used to coach at Indianola High School, and they had 11 courts to light up which cost approximately \$100,000. Waverly-Shell Rock High School uses both the high school courts and the college courts. The high school is often chosen to host districts and sectionals. During these times, all six courts at the high school and all eight courts at the college are used. Tennis programs don't usually get a lot of funding for maintenance, etc. The W uses the outdoor courts unless there is rain in which they use the indoor courts. These courts are also used for lessons and training. The high school's courts are well maintained. Wartburg is currently on the sixth year after resurfacing. It might be relatively soon when the next resurfacing is completed. This year's budget will reflect money set aside for resurfacing in case it needs to be done in 2020. This is a 5-year agreement. Timing of the contract was discussed in terms of start and end dates of contract, when the resurfacing may need to be completed, etc.

4. Moved by Rathe, seconded by Schneider to approve Resolution 20-06, approving a Lease Agreement between the City of Waverly and Lonnie L. Even of \$225 per acre for the 2020 rental ground within the City's airport safety zone.

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

5. Review of the Council Policies and Procedures.

- Councilmember Drenkow presented the Mayor and Council with a list of changes that he would like to have talked about. Some of the proposed changes were: to re-title Section 1.12; to amend Section 1.12(A) by adding a sentence; to delete the last sentence in Section 1.02 as it is duplicative of Section 1.05 and 1.12; to amend Section 1.04(A) to insert the word “have” into the second sentence after the word “shall”; to amend Section 1.10 by adding a sentence, to amend Section 2.08(A) by adding a sentence regarding feedback of public comments during public comments; and to amend Section 2.10(E) by adding the words “by a resolution of the Council” after the words “removed from the committee”. A bit of carefulness needs to be taken when responding to public comments so that items don't turn into what should have been an actual agenda item. The open meetings law needs to be followed. It was discussed to change the wording to the public comments section that sets out the idea that Council will only receive the comments and will not be exchanging thoughts and ideas at that time. It was also mentioned for verbiage to be added to 2.10(E) for someone being removed from a committee: “at the recommendation of the Mayor by approval of the Council”. Holidays are defined in the Waverly Municipal Code as a legal holiday recognized by the City. City Attorney Bill Werger told Council that he would bring the proposed changes back to Council in February.

6. Moved by Schneider, seconded by Birgen to approve the reassignment of the February 3, 2020 City Council meeting date to February 10, 2020 due to federal caucuses.

Moved by Drenkow, seconded by Rathe to reword the motion to read as follows: the reassignment of the February 3, 2020 City Council meeting date to February 10, 2020 due to **Iowa** caucuses.

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

The original motion as amended was then voted on.

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

7. Moved by Birgen, seconded by Drenkow to approve the Mayoral Appointments of: Bob Cousin and Butch Kehe are reappointed to the Board of Appeals for terms ending January 20, 2025.

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

8. Moved by Glaser, seconded by Birgen to approve the reassignment of previously approved Council Liaisons to the Boards and Commissions.

Commission or Board

Council 2020

WAVERLY HERITAGE DAYS

Ann Rathe

HISTORIC PRESERVATION
COMMISSION

Brian Birgen

GOLF COURSE COMMISSION

Kris Glaser

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

I. Reports from Boards and Commissions

1. Leisure Services Commission Minutes; October 17, 2019; Received into record.
2. Ball Diamond Task Force Minutes; October 21, 2019; Received into record.
3. Airport Commission Minutes; December 12, 2019; Received into record.
4. Monthly Financials; December, 2019; Received into record.

J. Staff Updates

- Leisure Services Director Garret Riordan announced there would be a neighborhood ball diamond complex meeting on Thursday, January 30th, at 5:30 p.m. Hall & Hall Engineering will be in attendance. Riordan also noted the upcoming Candlelight Ski scheduled from 5 p.m. to 7 p.m. on February 8th.

K. City Council Comments


- Guest Council person Cyndi Campbell stated that she was enjoying sitting as Guest Council person and appreciates the chance to serve again.
- Councilmember Glaser shared that The W has a "Fun Zone" on Mondays, Wednesdays, and Fridays from 9:00 a.m. to 11:00 a.m. This is for toddlers, preschoolers and their caregivers. They have an indoor open playground time on the open court in the field house at The W. Staff sets up a bounce house, tricycles, scooter boards, slides, etc. The cost is free for members and \$1 per child for nonmembers.
- Councilmember Birgen shared a number of Martin Luther King, Jr.'s quotes in honor of recognizing his achievements on this legal holiday. Mr. Birgen will be at the Beach House directly following this Council meeting if anyone would like to discuss City business with him.
- Councilmember Rathe reminded Council to speak clearly and directly into the microphones in order to make it easier for the audience to hear and understand what is being discussed.

L. Mayor's Comments

- Mayor Hoffman reiterated Ann Rathe's comments. Mr. Hoffman confirmed with staff that the sledding hill at the golf course is open at this time.

- M. Moved by Birgen, seconded by Rathe to adjourn. Motion passed and the Council meeting adjourned at 8:35 P.M.

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


Adam Hoffman, Mayor

ATTEST:


Carla Guyer, City Clerk