

Study Session Minutes – August 24, 2020
Ivan “Ike” Ackerman Council Chambers

A Study Session Meeting of the Waverly City Council was held on August 24, 2020 at 7:00 P. M. at City Hall. Mayor Hoffman presided.

The Governor of Iowa has declared a Public Emergency because of the COVID-19 outbreak. The Mayor determined that an in-person meeting of the City Council is impossible or impractical without violating the Governor’s mandates.

When an in-person meeting is "impossible or impractical," Iowa Code Section 21.8 permits a governmental body to conduct a meeting by electronic means.

The meeting was conducted by video conference using ZOOM from the Council Chambers. The Mayor Adam Hoffman, City Attorney/Economic Development Director Bill Werger, and City Clerk Carla Guyer were in the Council Chambers. The 7 Council members were not in the chambers, but participated via ZOOM conferencing. Comments for items on the agenda could be made by submitting them prior to the meeting to the City Clerk, Mayor, or any of the Council members or by calling 319-596-0179 during the meeting.

The video/audio conference of the meeting was broadcast on the normal public access channels. Staff strived to maintain the quality of the video and audio during that broadcast. Public access was available through this broadcast.

Meeting minutes were kept and included a statement explaining why an in-person meeting was impossible or impractical.

A. Mayor Hoffman called the meeting to order.

B. Present: Beaufore, Birgen, Drenkow, Glaser, Kangas, Rathe, and Schneider Absent: None

C. Moved by Drenkow, seconded by Rathe to approve the agenda as presented.

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

D. Study Session Calendar.

1. Planning and Zoning Commission update

- Planning and Zoning Commission Chairperson Hank Bagelmann gave an update to Council on what has happened during the past year for the Planning and Zoning Commission. Bagelmann explained that the commission is an advisory commission to the Council. The commission is responsible for reviewing all issues related to subdivision development, general planning and City development and zoning. Mr. Bagelmann ran through the roster of commission members: David Huser, Kathy Olson, Stephanie Garner, Mary French, Richard Dane, Douglas Benschoter, Kathryn Payne, Heidi Solheim, and Bagelmann himself. He added staff member Isaac Pezley and Council Liaison Tim Kangas. Work of the commission is done within the perimeters of the State and City Codes. After reviewing the substance of an appeal, the commission will then make a recommendation to the City Council for their consideration. There was discussion of attendance levels and expectations. Bagelmann requested guidelines from Council for their expectations of acceptable attendance levels for the Boards, Commissions, and Task Forces. The Commission receives support from the Iowa State University Extension and Outreach Program that offers training throughout Iowa led by Professor Gary Taylor and his staff team for Planning and Zoning Commissioners, Boards of Appeal members, City staff, and volunteer leaders. Although 2019-2020 was unusual, with three (3) out of four (4) meetings canceled before the threat of Covid-19 existed; however, the Commission was still busy. They reviewed and recommended changes to zoning regulations for warehouse and storage businesses, an implement business, and the expansion of a commercial site on 4th Avenue. Clarifying zoning language is a constant challenge, especially for commercial and light & industrial properties. The Commission recommends changes to the special provisional use permit application process to comply with Iowa Code by making the Board of Adjustment the governing body that issues special provisional use permits. The commission also visited zoning properties that would lead to creating a special provisional use for the construction of ball diamonds. Dialogue was opened for a proposed planned development district. They also reviewed and recommended a request to

convert a former church into a childcare facility. The Commission worked with the Bremer County Fair Association as they planned a future home for the Bremer County Fair. Mr. Bagelmann expressed that a major responsibility of the Commission is to review the Comprehensive Land Use Plan (Comp Plan) and the timing for each review was discussed.

- Mayor and Council talked about overall attendance average has been at about 77%. Mr. Bagelmann added that attendance is important so commission members are more informed and members can make better decisions. Bagelmann was thanked for acting as Chairperson for so many years and for being diligent at keeping attendance records. Staff informed Council that the Comprehensive Land Use Plan is planned for 2021-22. It was deferred for a year due to a housing study that was being conducted and the need for current US Census numbers. Bagelmann explained that, historically, a complete plan was done every five (5) years up until 2011. At that time, it was decided that doing an abbreviated plan or mid-point review at the five (5) year mark, would be sufficient, and then, a complete plan would be completed every ten (10) years. A complete plan is very expensive and involves a lot of time in pulling the plan together. The last full-review was completed with the help of the expertise of INRCOG's staff. The next process will begin in January 2021. The cost of a full plan update is about \$30,000. The City no longer has formal meetings with the County. If there are developments proposed within 2-miles of the City, the County will ask how it will impact the City of Waverly. The Comp Plan is the future plan for the City. The Commission has learned that going forward the Comp Plans need to include more specificity, especially in more dense zoning areas. We do not want to be involved with spot zoning. Working with the County is not as much future planning, but more on a case by case basis. Obstacles seem to be that the County would like to see development of any kind and the City would like more consistency. We try not to have residential along any major corridor. The most current Comp Plan is on the City's web site. The Comp Plan was rewritten in 2011 and revised in 2017. With the Coronavirus, it may be the appropriate to postpone the plan update for a year. It might be possible to put review of the Comprehensive Land Use Plan on the next study session agenda. The long-range plan is not really to look at the economic conditions at present time, but forecasts needs for going forward.

E. Regular Business

1. Moved by Birgen, seconded by Glaser to approve Resolution 20-133, requesting reimbursement from the Iowa COVID-19 Government Relief Fund.

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

- City Administrator James W. Bronner and City Finance Director Jessica Mayer explained that this reimbursement will be paid for out of the \$125 million of the State of Iowa's CARES Act funding to local governments for direct expenses incurred in response to the COVID-19 pandemic emergency. This would cover expenditures that occurred during the pandemic that were not already budgeted for. Regular business decisions would not usually be put on a Study Session, however, given the timing of a fifth Monday in August and then, Labor Day, the Council is not scheduled to have another meeting until September 14th. The application is due on September 15th. Staff felt that this would be a tight deadline to make if things didn't go as planned such as experiencing electronic issues. The CARES Act will leave approximately \$242,000 maximum. FEMA will also be doing a reimbursement of expenses that are COVID-19 related. This reimbursement will be for PPE, masks, plexiglass shields and hand sanitizer type of materials. The FEMA application has to be completed and submitted first, before applying for the CARES Act reimbursement. The bulk of what the City of Waverly will be applying for is through the government relief fund so it does not have to go to FEMA first. The relief fund will reimburse for 25% of public safety salaries which will put the City very close to the maximum allowed. After putting documentation together, staff will know more exact figures. The

reimbursement funds are anticipated to go into the general fund. The public safety salaries are being allowed even though they were budgeted for, this is the one exception.

F. Reports from Boards and Commissions

1. Economic Development Commission Minutes; June 9, 2020; Received into record.
2. Planning and Zoning Commission Minutes; June 11, 2020; Received into record.
3. Board of Adjustment Commission Minutes; June 29, 2020; Received into record.
4. Planning and Zoning Commission Minutes; July 9, 2020; Received into record.
5. Planning and Zoning Commission Minutes; July 16, 2020; Received into record.
6. Bremer-Waverly Law Board Minutes; July 13, 2020; Received into record.
7. Golf Commission Minutes; July 13, 2020; Received into record.

G. Staff Updates

- Leisure Services Director Garret Riordan noted the United Way sponsored, "Day of Caring" will be coming up on September 11. This will mostly be done via online interaction this year. The City, however, is in need of 40-60 volunteers to help stain the rail train bridge. Each volunteer will be able to maintain a distance of at least six (6) feet. If someone would like to volunteer, they should contact United Way at 319-352-2582 or Garret Riordan at 319-352-6263.
- City Clerk Carla Guyer updated Council on the status of the 2020 US Census. Guyer reviewed activities of the City's Census Committee in order to gain awareness that the Census was in full swing. As of August 23, Waverly was at 75.2% response rate. The website only accounts for responses that are mailed in, called in, or completed online. This does not count any in-person counts that were completed by Census enumerators. In 2010, Waverly ended at 82.7%. It is difficult to measure how much, if any, of an impact COVID-19 has had or will have on the final counts due to questionnaires now being done online; it was not done online in 2010.
- City Engineer/Public Works Director Mike Cherry reviewed status of construction projects that are now being done within the City. Paving of the 20th Street NW trail system started today, August 24, and is hoped to be done before the Labor Day weekend. 10th Street SW is also hoped to be opened to public before the Labor Day weekend. Business 218 North has had the asphalt overlay work completed and is now scheduled for August 27th to do the aggregate shouldering. There may be a pilot car involved with that, but should only take a day and the permanent painting will happen after that. The project should wrap up after that. Cedar River Park Ball Diamonds project is also going very well. If the weather holds, some seeding may begin the first week of September. This project may likely be wrapping up shortly after the Labor Day weekend.

H. City Council Comments

- Councilmember Drenkow commented that it would be good to hold a Strategic Planning/Capital Planning session sometime in October in order to help with budget preparations.
- Councilmember Rathe shared that the Heritage Days Committee would be participating in a couple of fundraising opportunities on Saturday, August 29. They will be hosting a golf tournament at the Waverly Golf and Country Club during the day and having a meal which would include a band that evening. The committee will also be running the concessions at the adult softball tournaments in Memorial Park. She expressed a big thank you to the Leisure Services staff in helping to get prepared for the weekend. Rathe also noted that August 26th is the 100th anniversary of the day the Women's Right through the 19th amendment was signed into law. She paid tribute to Carrie Chapman Catt who was one of the leaders to the women's suffrage movement and Rathe gave a brief history for Ms. Catt and stated a couple of quotes of Ms. Catt.
- Councilmember Birgen stated that the Historic Preservation Commission disagrees with Council's decision regarding the 3rd Street SE Bridge Memorial. The Commission was interested in preserving a span of the bridge. There may be some funding due to some 1986 legislation for relocating and preserving a sizeable bridge such as this one. Information about this type of funding opportunities could be researched. The possibility for private fundraising to help pay for the preservation of a span of

bridge was not discussed. The Commission is in favor of coming up with ideas to memorialize the bridge.

- Councilmember Glaser talked about concerns of vehicular traffic vs. pedestrians along 1st Street SW while the counts are high due to construction on 4th Street SW. Staff will look at possible parking restrictions, especially, during Farmers' Market hours. It has also been difficult for north and south bound traffic to cross Bremer Avenue along 1st Street West for the same reasons. Glaser also expressed that conversations can continue regarding solutions for the 3rd Street crossing.
- Councilmember Beaufore echoed Councilmember Glaser's comments regarding how busy 1st Street SW is while being used as a by-pass. Beaufore added that some of the vehicles waiting to turn into the 4-Queens ice cream shop tend to block the access to the fire station and urged people to stop before or after the drives/access points. Beaufore mentioned that the Human Equity and Diversity Task Force meet every other Tuesday at 6:30 p.m., and they expect to deliver a report to Council at the September Study Session.
- Councilmember Schneider expressed that he cannot wait until Council can have live meetings again.
- Guest Councilperson Alexander thanked the Mayor and Council for the opportunity to participate as a Guest Councilperson.

I. Mayor's Comments

- Mayor Hoffman noted that there is an award named after Carrie Chapman Catt for the school with a select number of voters who registered to vote. Mr. Hoffman encouraged the public to never assume that a resolution that is presented to Council will not change. Hoffman added that it is a good idea for the public to communicate to Councilmembers what your thoughts are.

J. Moved by Schneider, seconded by Birgen to adjourn. Motion passed and Council meeting adjourned at 8:08 p.m.

Yes: 7 No: 0 Absent: 0



Adam P. Hoffman, Mayor

ATTEST:


Carla Guyer, City Clerk