

Budget Work Study Session Minutes – January 30, 2021
Civic Center at City Hall

A. CALL TO ORDER.

- A budget study session meeting of the Waverly City Council was held on January 30, 2021 at 8:30 A. M. in the Civic Center at City Hall. Everyone in attendance practiced social distancing. Mayor Hoffman presided.

B. ROLL CALL

- Present: Beaufore, Birgen, Drenkow, Glaser, Kangas, Rathe, and Schneider
Beaufore arrived at 8:31 A.M.

C. APPROVAL OF AGENDA

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

Motion passed. Yes: 6 No: 0 Absent: 1 (Beaufore arrived at 8:31 A.M.)

D. STUDY SESSION.

1. Review of 2021-22 Proposed Budget with possible action(s) for specific items to remain or be added to the budget for FY 2021-2022.

- City Administrator James W. Bronner began the discussion by reviewing rollbacks, valuations, debt, timing of bonds, taxable valuations by classification, taxable department expenditures by budget, and there were no revenue or expenditure concerns. The Hotel/Motel tax took the largest hit during COVID-19. They also talked about debt service levels and how not being with the IGHCP health insurance group has helped with costs.

- Departmental Review:

- › Chief of Police Richard Pursell explained the pros and cons to leasing squad vehicles vs. purchasing them. When leasing them, they will have new cars and equipment every three years. When purchasing the vehicles, it is necessary to build the vehicle so the computer equipment, radios, light bars, etc. will all fit on the new vehicle. Pursell also talked about the camera equipment and having the capabilities to redact or blur faces on the leased versions.
- › Fire Chief Bryce McKenzie informed Council that the Volunteer Fire Department plans to pay for the fire training center through fundraising and donations. It is planned to be two–three stories tall. In addition to grain bin training and LP tank training, there will be training for other calls the department answers to.
- › City Administrator James W. Bronner explained that there is a new ambulance budgeted to replace an ambulance with 400,000 miles on it. The next ambulance in line to be replaced already has 250,000 miles on it. The new ambulance will be fueled with diesel which should help extend the longevity of it.
- › City Engineer /Public Works Director Mike Cherry informed Council that the end loader and the street sweep that are budgeted for a total amount of \$350,000 will be paid for with Road Use Tax (R.U.T.) dollars. The City receives approximately \$250,000 – \$275,000 each year in R.U.T. This equipment is scheduled to be purchased in fiscal year 2022 – 2023.
- › Leisure Services Director Garret Riordan explained that the perpetual care fund for the cemetery is a fund that cannot have funds withdrawn from. These funds are to be kept in case the City ever has financial difficulty. The funds would then be used to maintain the cemetery. The funds are held in CD's at local banks. Riordan went on to say that the first order of business for the Memorial Park Improvements is to have a study started. He added that the Bremer County Fair Association may ask to remain at the same location, in town, for one more year. Mr. Riordan also shared that the requests for proposals for Cedar River Park are scheduled to be opened on February 10. There was also discussion regarding the public swimming pool.

- **Council took a break at 10:08 A.M. and reconvened at 10:18 A.M.**
- Personnel Additions:
 - › Leisure Services Director Garret Riordan is proposing that the City have one additional full-time parks person. This person will mainly work on the ball diamonds throughout the ball season. There will be plenty of work to keep that person busy in the off season as well. Riordan also informed Council that the Rail Trail from the trailhead and going south out of town is left untouched each winter so that those that like to snow shoe or cross-country ski can take advantage of it.
 - › Chief of Police Richard Pursell mentioned that he is proposing to have one additional officer hired. The plan would be to hire a person as an additional patrol and one of the current officers would likely move into a new investigator position. With several members of the force planning to retire within the next 2 – 5 years, this position is also important as a part of succession planning. It has been 14 years since a position has been added to the police department.
 - › City Administrator James W. Bronner reviewed the need to have a full-time human resources manager. This person can be a backup for payroll and help with office coverage in times when the office is short on staff. Mr. Bronner also informed Council that a Communications Director position was not put in the budget at this time. After some discussion, it was the consensus of the Council that the City can move forward without the position, but would like to see a possible permanent part-time position added in the next two or three years. It was also mentioned that maybe the City should do a study to see if a communications person is needed.
- Outside Funding Requests (Heritage Days, Chamber of Commerce, and Senior Center, Council expressed that they would like to keep the funding requests in the budget as they are proposed. However, they would like the Chamber of Commerce to be present at the February 15th Council meeting to discuss their request in more detail.
- **Council took a lunch break at 12:25 P.M. and reconvened at 12:58 P.M.**
- Enterprise Funds (Water, Sewer, Solid Waste)
 - › City Engineer/Public Works Director Mike Cherry noted that there is no water rate increases proposed for fiscal year 2021 – 2022. There are three projects proposed for FY 2021-22. They are the Eagle Ridge Water Main Loop, Well Number 5 improvements, and refurbishing the west water tower that was built in 1938. These projects can be scheduled to coincide with debt retirement and completed with the use of a loan or they may be small enough to be financed with cash reserves. There is a proposed 10% increase in sewer rates for fiscal years 2021 – 2022 and 2022 – 2023. This bump in rates will be used to fund the new activated sludge system until 2022 when the system will be operational. There is a 2.5% rate increase for garbage and recycling fees for fiscal years 2021 – 2022, 2022 – 2023, and 2023 – 2024. The Black Hawk County Landfill fees are increasing 5 – 6% annually and the cost for processing commingled recyclables have increased from \$20/ton annually to \$90/ton annually to \$125/ton in 2019. There is a need to replace multiple trucks in FY 2022, 2023, 2024.
- Capital Projects
 - › Each of the capital projects was briefly reviewed with emphasis on the 29th Avenue SE Water Main Loop, the East Gate Addition improvements, and local water quality projects. It was also discussed whether Council wanted to do the Cedar Lane and/or 1st Street NW improvements. After discussion, it was the consensus of the Council to move forward with both projects.
- Debt
 - › City Administrator James W. Bronner informed Council that the City's self-imposed debt capacity is becoming tight and will need to be monitored closely for a couple of years.

E. EXECUTIVE SESSION

1. Moved by Glaser, seconded by Rathe to enter into Executive Session to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property.

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

Moved by Schneider, seconded by Beaufore to reenter into open session is hereby approved.

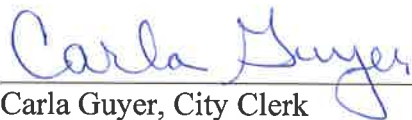
Motion passed. Yes: 7 No: 0 Absent: 0

F. Moved by Kangas, seconded by Birgen to adjourn the meeting. Motion passed and the Council meeting adjourned at 3:32 P.M. **Yes: 7 No: 0 Absent: 0**



Adam P. Hoffman, Mayor

ATTEST:



Carla Guyer, City Clerk