

Regular Meeting Minutes – March 1, 2021
Ivan “Ike” Ackerman Council Chambers

A Regular Meeting of the Waverly City Council was held on March 1, 2021 at 7:00 P. M. at City Hall. Mayor Hoffman presided.

The Mayor and Council have determined that an in-person meeting of the City Council is impossible or impractical due to the COVID-19 pandemic.

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 will be conducted by video conference using ZOOM from the Council Chambers. The City Clerk was in the Council Chambers. The Mayor and seven (7) Council members were not be in the chambers, but participated via ZOOM conferencing.

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

Comments for items that are on the agenda were allowed 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.

Meeting minutes were still 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. Mayor Hoffman led in the Pledge of Allegiance.
- D. Moved by Drenkow, seconded by Birgen to approve the agenda as presented.
Motion passed. Yes: 7 No: 0 Absent: 0
- E. Moved by Glaser, seconded by Birgen to approve the Regular Meeting Minutes from February 15, 2021.
Motion passed. Yes: 7 No: 0 Absent: 0
- F. Guest Councilperson
Council welcomed Mike Hangartner as the Guest Council Person for March.
- G. Public Hearing
1. This was the date, time and place for a public hearing for the 1st Street NW Reconstruction 2021 project Plans, Specifications, Form of Contract, and Estimate Cost.
- **There were no oral or written public comments.**
 - **The public hearing was then closed.**
- Moved by Glaser, seconded by Birgen to approve Resolution 21-28, approving Plans, Specifications, Form of Contract, and Estimate Cost of \$1,112,007.00 for the 1st Street NW Reconstruction 2021 project.
Motion passed. Yes: 6 No: 1 (Schneider) Absent: 0
- Staff explained that there were nine (9) bidders on the project. There was very close bidding between the first and the second contractors. This was a D.O.T. letting. The D.O.T. has checked the qualifications of the contractor and indicated that Lodge Construction is qualified and capable to complete this project. \$450,000.00 of the \$1,112,007.00 will be paid for by the State, and the City will pay the balance estimated at \$662,007.00. The City has bonded for \$700,000.00 to complete this project.
- 1a. Moved by Birgen, seconded by Rathe to approve Resolution 21-29, awarding Contract for the 1st Street NW Reconstruction 2021 project to Lodge Construction Inc. of ~~Mason City~~ **Clarksville**, Iowa for the bid amount of \$960,027.10.
Motion passed. Yes: 6 No: 1 (Schneider) Absent: 0
- * It was noted after the meeting that Lodge Construction Inc. is out of Clarksville, Iowa and not Mason City, Iowa. The resolution has been corrected to reflect this as well.

2. This was the date, time and place for a public hearing for the construction of the South Riverside Shelter Project Plans, Specifications, Form of Contract, and Estimate Cost.

- **There were no oral or written public comments.**
- **The public hearing was then closed.**

Moved by Rathe, seconded by Schneider to approve Resolution 21-30, approving Plans, Specifications, Form of Contract, and Estimate Cost of \$363,000.00 for the construction of the South Riverside Shelter project.

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

2a. Moved by Drenkow, seconded by Rathe to approve Resolution 21-31, awarding Contract for the construction of the South Riverside Shelter project to Cardinal Construction, Inc. of Waterloo, Iowa for the bid amount of \$363,000.00 and declining Bid Alternate #1 of an additional \$33,600.00 for standing seam metal roof of similar panel specifications.

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

- Leisure Services Director Garret Riordan and Larry Kurtz from Align Architecture explained that the landscaping portion of this project will be bid on this spring, in 2021. Bid alternate #1 was declined due to the bid already coming in at \$363,000.00. The \$33,600.00 is 10% of the project cost, and metal prices have been going up. The roof that is planned is a perfectly fine roof. The planned landscape is in proximity to the shelter and around the Exchange Building. It does not include area on the riverbank. That area will be done after the Bremer Avenue Bridge construction is complete.

3. 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 \$2,700,000 General Obligation Bonds.

- **There were no oral or written public comments.**
- **The public hearing was then closed.**

Moved by Rathe, seconded by Birgen to approve Resolution 21-37 approving a Resolution Instituting Proceedings to Take Additional Action for the Issuance of Not to Exceed \$2,700,000 General Obligation Bonds.

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

3a. Moved by Drenkow, seconded by Glaser to approve Resolution 21-38, authorizing the Issuance of \$2,460,000 General Obligation Bonds, Series 2021, and Levying a Tax for the Payment Thereof.

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

- Rates will most likely still be favorable when the City goes to market. We have a good bond rating.

H. Consent Calendar

1. Set the Public Hearing date for the Fiscal Year 2022 Budget for March 15, 2021 at 7:00 p.m. in the Council Chambers of City Hall.
2. Set the Public Hearing date to review the WPC Facility Improvements 2020 project Plans, Specifications, Form of Contract and Estimated Cost for April 5, 2021 at 7:00 p.m. in the Council Chambers of City Hall.
3. Pay Request from WHKS & Co. for the WPC Facility Improvements 2020 for the amount of \$98,699.30.

4. Pay Request from Farnsworth Group for the Public Services Center- North Addition 2021 for the amount of \$3,812.30.
5. Class B Native Wine Permit for Wild Carrot.
6. Class C Beer Permit for Kwik Star #707.

Moved by Schneider, seconded by Beaufore to approve the Consent Calendar as presented.

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

I. Regular Business.

1. Moved by Birgen, seconded by Rathe to approve Resolution 21-32, approving Change Order No. 2 to the Owner-Occupied Rehabilitation Contract for Project #2 of the Waverly CDBG Housing Rehabilitation Program for an increase of \$2,500.00.

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

- There are six (6) residences that are receiving the CDBG Rehabilitation Grants. The first project was more complex than anticipated. Timing of supplies has caused delays. This has been seen with projects in other areas as well. All six projects are expected to be completed by August, 2022 when the grant expires.

2. Moved by Drenkow, seconded by Glaser to approve Resolution 21-33, accepting the Project #1 of the Waverly CDBG Housing Rehabilitation Program as complete and approving final pay request in the amount of \$26,600.00 to Kirvan Enterprises LLC of Altoona, Iowa.

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

- Inspections by Iowa Northland Council of Governments (INRCOG) and Bremer County Inspectors have passed the improvements.

3. Moved by Birgen, seconded by Drenkow to approve Resolution 21-34, approving the Marketing Proposal Spring 2021 in the amount of \$34,960.00 and the Marketing Proposal (Recruitment Campaign) Spring 2021 in the amount of \$10,000.00 for a total not to exceed amount of \$44,960.00 from AMPERAGE Marketing of Cedar Falls, Iowa for the continuation of the Community Marketing Plan through Fiscal Year 2020-21.

Motion passed. Yes: 6 No: 1 (Rathe) Absent: 0

- Economic Development Specialist Connie Tolan explained that communications with Amperage is ongoing. Things have definitely changed on this journey with community marketing. The Waverly Welcome Home Community Marketing campaign went live in October, 2020. At that time, the Council approved a contract with Amperage for a 6-month media plan to get the campaign started. This request is for two (2) proposals to continue that marketing plan through the end of this fiscal year. This would utilize funds that are already budgeted for that purpose. City staff and Amperage will continue to tweak the messaging. The proposals also include continuing with a digital ad campaign around three focuses: workforce recruitment, relocation and recreation. In addition to ad placement on Google and Facebook, we would be contracting for a landing page refresh, digital ad refresh, a testimonial refresh, and a testimonial video. Cable TV advertising and Over the Top (OTT) advertising, which takes place on streaming platforms will also continue. The analytics on the digital campaign shows high rates of engagement from a geographical area from around Des Moines and Ames. Cable TV and the OTT advertising will be redirected to that geographical area. There are two (2) proposals since the expenditures for the recruitment campaign will be reimbursed through an economic resiliency grant that the City was rewarded through INRCOG. There is no easy way to measure whether people move here based on this campaign. The highest conversions are to the "Find a Job" page which is what we were hoping to do. The hope was to attract a diverse workforce, but the testimonial videos were not from people with diverse backgrounds. Although all age groups are important, only one age group is targeted due to having a limited budget. We are welcoming to people of all ages. Now and

going forward, it will be intentional about finding diversity. City staff directed Amperage on who would be in the videos. We were not successful in covering some of the demographics that we had hoped for in the first three (3) or four (4) videos. We have been far more successful at showing diversity on the website. Marketing is a difficult thing to measure. Feedback has been that we are doing the right thing and it is a worthwhile endeavor. More and more employers are posting their available positions on the job site. The Waverly Chamber and Main Street was part of the planning team and financially contributed \$11,400 to the initial 6-month plan.

4. Moved by Rathe, seconded by Birgen to approve Resolution 21-24, approving Supplemental Agreement No. 1 for Engineering Services with Snyder & Associates, Inc. of Ankeny, Iowa related to inflationary expenses caused by the one-year delay in completing the study due to the impact that the COVID restrictions had on traffic volumes for the not-to-exceed amount of \$13,500.00 for the Traffic Study 2020 project.

Motion passed. Yes: 6 No: 1 (Beaufore) Absent: 0

• Thank you to staff for obtaining and providing more information. Once traffic data has been collected, computer modeling will be done. It should all be wrapped up around July.

5. Moved by Drenkow, seconded by Glaser to approve Resolution 21-35, approving the Federal Aviation Administration Airport Coronavirus Response Grant Program Application for reimbursement of \$9,000 in eligible airport expenses for the Waverly Municipal Airport.

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

6. Moved by Birgen, seconded by Kangas to approve Resolution 21-36, approving Contract, Bonds, and Certificate of Insurance from Cardinal Construction Inc. for the Cedar River Park Bid Package 2- Ball Field Installation and Paving project and authorizing the Mayor to sign the contract.

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

• The City is not able to borrow any more money for the ball diamond complex in accordance with Iowa Code; we have reached the maximum.

7. Moved by Drenkow, seconded by Glaser to approve the Second Reading of Ordinance 1087, an Ordinance amending the Sewer Rates, Charges, and Minimum Rates for Fiscal Years 2021-22 and 2022-23 and Setting March 15, 2021 at 7:00 P.M. in the Council Chambers of City Hall as the date, time, and place for a Public Hearing.

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

8. Moved by Rathe, seconded by Birgen to approve the Second Reading of Ordinance 1088, an Ordinance amending the Solid Waste Rates, Charges, and Base Rates for Fiscal Years 2021-22 and 2022-23 and Setting March 15, 2021 at 7:00 P.M. in the Council Chambers of City Hall as the date, time, and place for a Public Hearing.

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

9. Moved by Glaser, seconded by Rathe to approve the First Reading of Ordinance 1089, an Ordinance repealing and replacing Waverly Municipal Code's Chapter 53, Peddlers, Solicitors, and Transient Merchants.

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

• Staff explained that this Municipal Code change is due to the current code not addressing mobile food trucks. The City has seen an influx in people interested in hiring mobile food vendors or being one themselves. The entire chapter is in need of some modernization. This permit is completely separate from the Special Events Permits that regulates the food vendors. There was discussion of food trucks trying to syphon customers away from a special event by parking next to it. It is the hope that they are good neighbors to the special event providers. The existing code would cover music as a nuisance due to being too loud or obnoxious. Around a food vendor, it is about how loud the music is, what the proximity of it is, and if it bothers

people. Some of the food trucks that serve ethnic foods also play ethnic music. Girl Scout Cookie sales is exempt from Chapter 53 as stated in section 53.9 paragraph 14 of the proposed code.

10. Discussion and possible action of funding level for Waverly Chamber of Commerce FY2021-22 request.
- Waverly Chamber of Commerce Director Travis Toliver together with Chairperson Don Meyer, and Board Members Chris Miller, Chris Knudson, Bob Buckingham, Jordan Shanks, and Waverly Chamber of Commerce Special Events and Tourism Director Tiffany Schrage were present to answer questions. Mr. Toliver thanked Council for the opportunity to improve communications with Council and City Staff. It was the consensus of the Council to put the full funding request of \$45,000 into the budget for another year, and activity will be monitored throughout the 2021-22 fiscal year. It would not be in the City's best interest to reduce funding at this time. One way to improve communications would be to have a quarterly review from the Chamber/Main Street. The updates should include details on how they're meeting their goals, action plans, and much more regular communication. It is more about raising concerns about what Councilmembers have heard in addition to looking at the City's budget as well. The amount of cash reserves being held has been accumulated over a long period of time. The last couple of years the reserves have had to be dipped into a bit to help offset losses. It would be nice to see the Chamber/Main Street be involved with the upcoming economic development UNI consultation. Communication is a two-way street and both the Council and the Chamber/Main Street could do better at communicating. We cannot rely on assumed communication.
11. Moved by Glaser, seconded by Birgen to affirm Resolution 20-126, a Resolution requiring face masks be worn by any member of the public while being an occupant of a public building.
Motion passed. Yes: 6 No: 1 (Schneider) Absent: 0
- Governor Reynolds has changed some of the mandates since the last time Council deliberated this topic. The consensus of the Council felt like the City needed to continue with face masks being required in City owned buildings. Most of them felt like it is too early to forego the face masks. People are still encouraged to wash their hands, wear masks, and keep a safe distance from others. The COVID-19 can also be spread by droplets and can be airborne as well. Anxiety is felt not only from people wearing masks and not wanting to, but also from people not wearing masks or following other suggestions guidelines. The C.D.C. or the W.H.O. do not recommend mandating the wearing of masks in public. Keeping the mandate in place is good, at least, until vaccinations have been completed by those who are wanting it. This is a way to keep our City employees safe from possible exposure.

J. Staff Updates

- Leisure Services Director Garret Riordan announced that the sledding hill is now closed due to ice buildup. This may be for the rest of the season.
- City Administration James W. Bronner announced that Finance Director Jessica Mayer has resigned and will be replaced with Jeena Trumbauer. Jeena will start on March 8.

K. City Council Comments

- Councilmember Rathe wished Jessica Mayer well. Rathe also announced that the Heritage Days Committee will be selling tickets to the Fill your Cart Fareway Shopping Spree at the Flea Market on March 6 and 7th.
- Councilmember Glaser gave updates for Chamber/Main Street regarding way-finding signs, Chamber virtual awards celebration (March 25), Ladies Night Out (April 15), and the Art Walk are events that are coming soon.
- Councilmember Birgen reminded Waverly-Shell Rock School District eligible voters should get

out and vote on the school bond on March 2nd if they haven't already. Birgen also reminded real estate owners to pay their real estate taxes by March 31st.

- Councilmember Drenkow echoed Councilmember Birgen. The school is one of the top drivers for economic development in Waverly.
- Councilmember Schneider commented on how firefighters do not run to a fire call in a single-file and that's what needs changed on Bremer Avenue.
- Councilmember Beaufore noted that the Human Equity and Diversity Commission will be holding their first meeting on Tuesday, March 9th, at 5:30 P.M. via Zoom conferencing. She also commented that if anyone is suffering from depression or anxiety to be sure to talk to someone.
- Councilmember Kangas gave a shout out to the Wooden Foot for giving specials on Friday night to teachers. Also, a shout out for a new brewery going into the Water Street Grill. Waverly will be receiving a new restaurant as well, Z's Restaurant.
- Guest Council person Mike Hangartner thanked Council for this opportunity, and then, commented on COVID-19 effects on people and the appointment vs. special election process to fill a Council vacancy.

L. Mayor's Comments

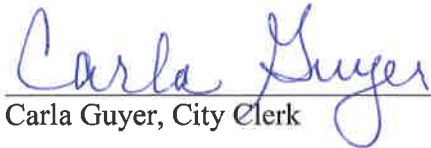
- Mayor Hoffman mentioned that the City is now hiring for seasonal employee positions to be filled. He thanked Steven Angst and Angie Keller for their years of owning Water Street Grill. Hoffman also expressed the importance of voting for the school bond issue.

M. Moved by Schneider, seconded by Beaufore to adjourn the meeting. Motion passed and the Council meeting adjourned at 9:00 P.M. **Yes: 7 No: 0 Absent: 0**



Tim Kangas, Mayor Pro Tem

ATTEST:



Carla Guyer, City Clerk