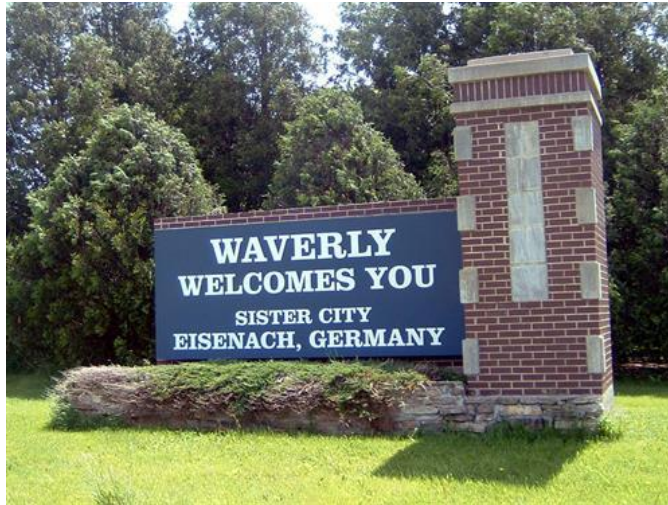


CITY OF  
**WAVERLY**

Administration Annual Report

Fiscal Year 2019 – 2020





June 30, 2020

Greetings:

The City of Waverly is a nonprofit local government entity providing essential operations and services to a citizen population of almost 10,000. There are approximately 70 full-time and an estimated 100 part-time and seasonal employees working with an annual operating and capital budget of approximately \$25.7 Million. Areas of service include police, fire, ambulance, library, parks, vegetation management, golf course, swimming pool, cemetery, economic development, community development and zoning, finance, legal, administration, and legislative. Other operations include engineering, airport, streets, water and waste water operations, sewer operations, solid waste collection, and recycling and yard waste.

The City of Waverly completed the Cedar River Parkway, South Riverside Park Phase I improvements, Cedar Lane Reconstruction Phase I project, the decision was made to demolish the 3<sup>rd</sup> Street SE bridge, the Champions Ridge Ball Diamond project was cancelled, and the Cedar River Park Ball Diamond Project Phase I began.

This year we experienced the pandemic of the Novel Coronavirus, a/k/a Covid-19 creating the need to learn how to hold public meetings via online Zoom.

CITY OF WAVERLY

James W. Bronner  
City Administrator

JWB/cdg

# Mayor and City Council



Mayor  
Adam Hoffman



At Large, Council Member  
Ann Rathe



At Large, Council Member  
Matthew Schneider



1<sup>st</sup> Ward Council Member  
Brian Birgen



2<sup>nd</sup> Ward Council Member  
Kris Glaser



3<sup>rd</sup> Ward Council Member  
Rodney Drenkow



4<sup>th</sup> Ward Council Member  
Heather Beaufore



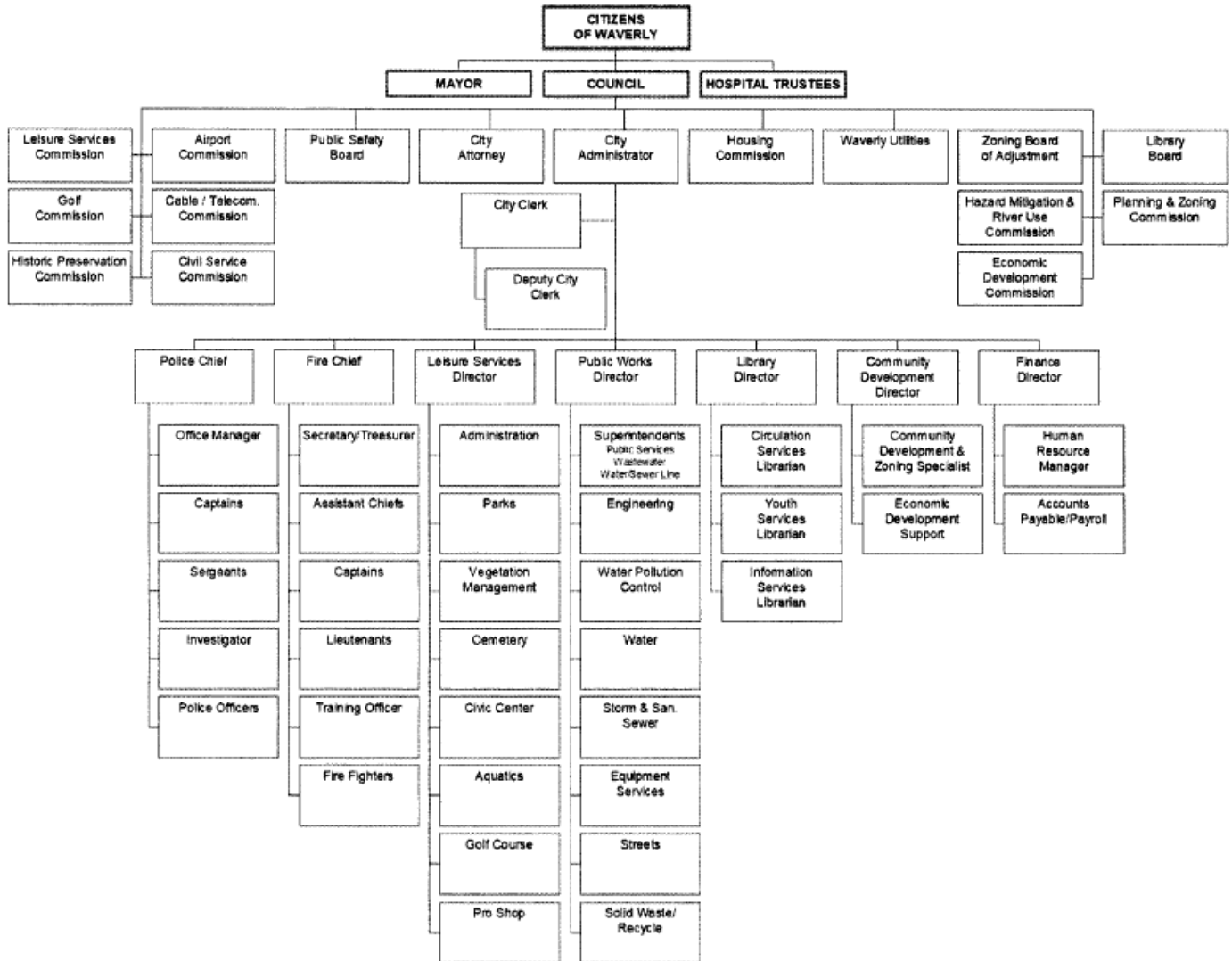
5<sup>th</sup> Ward Council Member  
Timothy C. Kangas

The City of Waverly is under a Mayor/Council form of government. The Iowa League of Cities explain it best. The Mayor presides over Council meetings. This means the Mayor manages the meetings and maintains order. The Mayor cannot vote on items before the Council, but can veto an ordinance or resolution of the Council.

The authority of the City resides in the City Council. The Council votes on and passes motions, resolutions and ordinances. Some of the resolutions and ordinances that are voted on are in regards to expenditures, the budget, contracts, city policies, and zoning changes.

Resolutions are statements of policy, and ordinances are the laws of the City. The votes of each Council member are recorded in the minutes of each meeting.

# Organizational Flow Chart The City Of Waverly, Iowa





City Administrator  
James W. Bronner



City Clerk  
Carla Guyer



Deputy City Clerk  
Valorie Northrup



City Attorney  
Bill Werger

## Administration Department

James W. Bronner, City Administrator; Carla Guyer, City Clerk; Valorie Northrup; Deputy City Clerk and Bill Werger, City Attorney provide support to Council and City operations.

The Administration's responsibility is to effectively direct and manage City government operations in accordance with the policies and directives of the City Council. We are to advise the Council of community and operational needs and assist in development of ordinances, policies and procedures.

The Administration Department provides services and direction for the operation of seven departments. The Department is responsible for policy development, and regulatory compliance management, and assisting with human resources, and budgeting preparation needs.

Our work goes outside of our departmental walls as we are dependent on the efforts from directors in the other departments. Coordination with other boards and commissions is vital to the effective progress of the "whole City."

City Council, Boards and Commissions and Staff accomplished great successes during fiscal year 2019/20. We are equally proud that municipal workers continue to provide first-rate services to all citizens. We challenge ourselves daily to maintain fiscal stability and to continue to look at multi-faceted budgeting philosophies and revenues.

## FY 2019-20 OBJECTIVES:

1. Focus on strategic planning efforts with Mayor and City Council, Staff and citizens; then, ensure the enactment of priorities and goals established through strategic planning, goal setting, and the annual budget processes
2. Enhance the communication and discussion among Mayor, City Council, Staff, and the public through a variety of methods including work sessions, public information pieces, public speaking, and news media
3. Work with outside professionals to develop and enhance the human resource operations and programs of the city, with a goal of controlling health care costs and other associated personnel costs
4. Analyze changing service demands and recommend organizational changes as needed across the various departments and services
5. Monitor challenges and opportunities both inside and outside the organization for their impact on the City of Waverly
6. Work to expand employment opportunities and public and private investment in the community, ultimately growing the tax base

## *Accomplishments*

Some accomplishments this fiscal year include welcoming a new mayor and three councilmembers as they transitioned into their new roles and:

- Approval of all liquor and tobacco permits
- Approval of Cash Disbursements
- City of Waverly Budget
- City of Waverly Audit
- Budget Amendment
- Mayoral Appointments
- Proclamations
- Employee Limelights
- Guest Council Participation
- Fire Chief Appointment
- Council Appointed Liaisons to Boards and Commissions.
- Reviewed goals of City Commissions.
- Reviewed Waverly Utilities Adopted Budget and Audit

- Reviewed Waverly Telecommunications Adopted Budget and Audit
- There were ten (10) ordinances adopted in FY 2019 – 2020
- Approving the Waverly Municipal Airport’s Federal Aviation Administration 5-Year Capital Improvement Plan for Federal Fiscal Year 2021-2025. (December 16, 2019)
- Adopt resolutions – 185 were adopted in FY ’19-20
- Approve negotiated contract with the City Unit.
- Approve negotiated contract with the Public Safety Unit.

### ***Financial Matters***

- Setting dates of a Consultation and a Public Hearing on a proposed Amendment No. 5 to the Waverly Unified Urban Renewal Plan in the City of Waverly, State of Iowa. (August 5, 2019)
- Determining an area of the City to be an economic development area, and that the rehabilitation, conservation, redevelopment, development, or a combination thereof, of such area is necessary in the interest of the public health, safety or welfare of the residents of the City; designating such area as appropriate for urban renewal projects; and adopting Amendment No. 5 to the Waverly Unified Urban Renewal plan. (September 9, 2019)
- Accepting certification filed by the Finance Director to the Bremer County Auditor detailing the amount of new loans, advances, and indebtedness which qualify for payment from tax increment revenues of the Waverly Unified Urban Renewal Plan. (November 18, 2019)
- Approving and authorizing a Form of Interim Loan and Disbursement Agreement by and between the City of Waverly and the Iowa Finance Authority, and authorizing and providing for the issuance and securing the payment of \$780,000 Sewer Revenue Capital Loan Notes Anticipation Project Note, Series 2019, of the City of Waverly, Iowa, under the provisions of the Code of Iowa, and providing for a method of payment of said Note. (November 18, 2019)
- Resolution declaring an official intent under treasury regulation 1.150-2 to issue debt to reimburse the City for certain original expenditures paid in connection with specified projects. (November 18, 2019)
- Fixing date for a meeting on the authorization of a loan agreement and the issuance of not to exceed \$140,000 General Obligation Capital Loan Notes of the City of Waverly, State of Iowa (for an essential corporate purpose), and providing for publication of notice thereof. (December 2, 2019)
- Instituting proceedings to take additional action for the issuance of not to exceed \$140,000 General Obligation Capital Loan Notes. (December 16, 2019)
- Naming Depositories for the City of Waverly. (January 6, 2020)
- Authorizing Mayor, City Administrator, Finance Director, and City Clerk to execute certain financial institution documents. (January 6, 2020)
- Approving the maximum property tax dollars requested for Fiscal Year July 1, 2020- June 30, 2021. (February 17, 2020)

- Fixing date for a meeting on the proposition of the issuance of not to exceed \$700,000 General Obligation Bonds of the City of Waverly, State of Iowa (For General Corporate Purposes), and providing for publication of notice thereof. (February 17, 2020)
- Instituting proceedings to take additional action for the issuance of not to exceed \$700,000 General Obligation Bonds. (March 2, 2020)
- Fixing date for a meeting on the proposition of the issuance of not to exceed \$5,500,000 General Obligation Bonds of the City of Waverly, State of Iowa (For Essential Corporate Purposes), and providing for publication of notice thereof. (February 17, 2020)
- Instituting proceedings to take additional action for the issuance of not to exceed \$5,500,000 General Obligation Bonds. (March 2, 2020)
- Authorizing the issuance of \$5,970,000 General Obligation Bonds, Series 2020, and levying a tax for the payment thereof. (March 2, 2020)
- Approving an Engagement Agreement between the City of Waverly and Ahlers and Cooney P.C. in its capacity as Bond Counsel in connection with the issuance of \$5,970,000 General Obligation Bonds, Series 2020. (March 2, 2020)
- Directing the advertisement for sale of \$5,270,000 General Obligation Bonds, Series 2020A and \$700,000 Taxable General Obligation Bonds, Series 2020B, and approving electronic bidding procedures and official statement. (May 18, 2020)
- Directing sale of \$5,270,000 (subject to adjustment per terms of offering) General Obligation Bonds, Series 2020A. (June 1, 2020)
- Appointing UMB Bank, n.a. of West Des Moines, Iowa to serve as paying agent, bond registrar, and transfer agent, approving the paying agent and bond registrar and transfer agent agreement and authorizing the execution of the agreement. (June 15, 2020)
- Authorizing and providing for the issuance of \$5,270,000 General Obligation Bonds, Series 2020A, and amending the levy of taxes to pay said bonds; approval of the Tax Exemption Certificate and Continuing Disclosure Certificate. (June 15, 2020)
- Directing sale of \$700,000 Taxable General Obligation Bonds, Series 2020B. (June 1, 2020)
- Appointing UMB Bank, n.a. of West Des Moines, Iowa to serve as paying agent, bond registrar, and transfer agent, approving the paying agent and bond registrar and transfer agent agreement and authorizing the execution of the agreement. (June 15, 2020)
- Authorizing and providing for the issuance of \$700,000 Taxable General Obligation Bonds, Series 2020B, and amending the levy of taxes to pay said bonds; approval of the Continuing Disclosure Certificate. (June 15, 2020)
- Approving the Street Financial Report for FY 2018-19. (October 21, 2019)
- City Budget Amendment and Certification Resolution Amending Budget FY 2020- Amendment #1. (May 18, 2020)
- Approving the CARES Act Airport Grant Agreement for reimbursement of eligible airport expense for the Waverly Municipal Airport. (May 18, 2020)



### *New Initiatives*

- Election of Mayor Adam Hoffman, At Large Councilmember Matthew Schneider, 2<sup>nd</sup> Ward Councilmember Kris Glaser, and 4<sup>th</sup> Ward Councilmember Heather Beaufore



### *New Projects*

- Approving preliminary plans and specifications and estimate of cost for water and sanitary sewer improvements as part of the 4th Street SW (IA 116) & 10th Street SW Improvements project and setting public hearing. (November 4, 2019)
- Resolution of necessity for water and sanitary sewer service improvements as part of the 4th Street SW (IA 116) & 10th Street SW Improvements project. (November 18, 2019)
- Approving the Iowa Department of Transportation (IDOT) Cooperative Agreement for primary road project for the 4th Street SW (IA 116) Improvements project from near 3rd Avenue SW to near 8th Avenue SW. (November 18, 2019)
- Approving plans, specifications, form of contract and estimated cost for the 4th Street SW (IA 116) & 10th Street SW Improvements 2020 project. (March 2, 2020)
- Awarding contract for the 4th Street SW (IA 116) & 10th Street SW Improvements 2020 project. (March 2, 2020)
- Approving Supplemental Amendment No. 1 to the Agreement for Engineering Services for the more complex hydraulic modeling of the 4th Street SW (IA 116) box culvert. (March 2, 2020)
- Approving Supplemental Amendment No. 2 to the Agreement for Engineering Services for construction engineering services associated with the 4th Street SW (IA 116) & 10th Street SW Improvements. (March 2, 2020)
- Authorizing condemnation of certain real property for the 4th Street SW Reconstruction project. (March 2, 2020)
- Approving contract, bonds, and certificate of insurance from Wicks Construction, Inc. for the 4th Street SW (IA 116) & 10th Street SW Improvements 2020 project and authorizing the Mayor to sign the contract. (April 6, 2020)

- Authorizing the acquisition of a right-of-way parcel from Waverly Bowling Lanes, Inc. for the 4th Street SW Reconstruction Project. (May 18, 2020)
- Authorizing a dedication of two right-of-way parcels for the 4th Street SW Reconstruction project. (June 1, 2020)
- Approving the Professional Services Agreement with Farnsworth Group, Inc. for final design and future construction services for the Public Services Center for Operations & Disaster Response- North Addition project. (December 16, 2019)
- Approving a Professional Services Agreement with Snyder & Associates, Inc. for the Traffic Study 2020 project. (December 16, 2019)
- Approving plans, specifications, form of contract and estimated cost for the Downtown Alley Reconstruction 2020 project. (April 6, 2020)
- Awarding contract for the Downtown Alley Reconstruction 2020 project. (April 6, 2020)
- Approving contract, bonds, and certificate of insurance from Feldman Concrete for the Downtown Alley Reconstruction 2020 project and authorizing the Mayor to sign the contract. (May 4, 2020)
- Approving the Iowa Department of Transportation (IDOT) Airport State Funding Application for the Reconstruct T- Hangar Taxi lanes 2021 project at the Waverly Municipal Airport. (April 20, 2020)
- Approving the Engineering Services Agreement with McClure Engineering Company for a Concrete Apron Rehab project at the Waverly Municipal Airport. (May 4, 2020)
- Approving a Professional Services Agreement with WHKS & Co. for the Old Water Pollution Control (WPC) Dome Demolition 2020 project. (April 20, 2020)
- Resolution of Intent to commence a public improvement project for the Waverly 10th Street SW Improvements project and to acquire property and easements for the project. (July 1, 2019)
- Approving the acquisition of permanent drainage easements for the Cedar Lane Reconstruction project. (July 1, 2019)
- Approving Change Order No. 1 and approving Pay Application No. 4 for the Cedar Lane Reconstruction 2019 project. (February 10, 2020)
- Approving Change Order No. 2, accepting the Cedar Lane Reconstruction 2019 project as complete, approving Pay Application No. 5, and approving Pay Application No. 6 as the final pay request. (May 4, 2020)
- Approving the Surface Transportation Block Grant (STBG) Program Federal-aid Swap Agreement No. 2-20-STBG-SWAP-016 between the City of Waverly and the Iowa DOT for the Business 218 North HMA Resurfacing 2020 project. (April 6, 2020)
- Approving plans, specifications, form of contract, and estimated cost for the 20th Street NW Improvements 2020 project. (March 2, 2020)
- Awarding contract for the 20th Street NW Improvements 2020 project. (March 2, 2020)

- Approving Amendment No. 4 to the Agreement for Engineering Services for the 20th Street NW Improvements 2020 project. (March 2, 2020)
- Approving contract, bonds, and certificate of insurance from Baker Enterprises for the 20th Street NW Improvements 2020 project and authorizing the Mayor to sign the contract. (April 6, 2020)
- Approving the Iowa DOT City Bridge Funding offer for replacement of the 3rd Street SE Bridge over the Cedar River. (March 16, 2020)

### ***Completed Projects***

- Accepting the Citywide Asphalt Patching- Spring 2019 project as complete and approving Pay Estimate No. 1 as final pay request. (July 1, 2019)
- Approving Pay Application No.1, accepting the Dog Park Sidewalk 2019 Project as complete, and approving pay estimate No. 2 as final pay request. (July 15, 2019)
- Approving Change Order No. 1, accepting the Adams Parkway Bridge Repair 2019 project as complete and approving Pay Estimate No.3 as the final pay request. (August 5, 2019)
- Awarding contract for the Downtown Alley Reconstruction 2019 project and authorizing the City Attorney to review and approve the Performance and Payment Bonds. (July 15, 2019)
- Approving Change Order No. 1, accepting the 2019 Bituminous Seal Coat Program as complete and approving Pay Estimate No. 2 as the final pay request. (September 9, 2019)
- Accepting the Crack Cleaning and Filling Project 2019 as complete and approving Pay Estimate No. 2 as the final pay request. (September 9, 2019)
- Accepting the Downtown Alley Reconstruction 2019 project as complete and approving Pay Estimate No. 1 as the final pay request. (October 7, 2019)
- Approving Change Order No. 1, accepting the Slurry Seal Program 2019 project as complete, approving Pay Estimate No. 1, and approving Pay Estimate No. 2 as the final pay request. (October 7, 2019)
- Accepting the Sanitary Sewer Manhole Rehabilitation 2019 project as complete and approving Pay Estimate No. 2 as the final pay request to Josh's Construction. (November 4, 2019)
- Accepting the Cedar River Parkway (East) Improvements 2018 project as complete, approving Contract Modification 7, approving Contract Modification 8, and approving Pay Application No. 22 as the final payment to Cramer & Associates. (November 4, 2019)
- Awarding contract for the Citywide Asphalt Patching- Fall 2019 project and authorizing the City Attorney to Review and approve the Performance and Payment Bonds. (September 9, 2019)
- Accepting the Citywide Asphalt Patching- Fall 2019 project as complete and approving Pay Estimate No. 1 as the final pay request to Heartland Asphalt. (November 18, 2019)
- Approving the Professional Services Agreement with WHKS & Co. for the East Bremer Avenue Sanitary Sewer Extension 2019 project. (July 1, 2019)

- Approving Plans, Specifications, Form of Contract and Estimated Cost for the E. Bremer Avenue Sanitary Sewer Extension 2019 Project. (October 7, 2019)
- Awarding Contract for the E. Bremer Avenue Sanitary Sewer Extension 2019 project. (October 7, 2019)
- Approving contract, bonds, and certificate of insurance from Boomerang Corp. for the E. Bremer Avenue Sanitary Sewer Extension 2019 project and authorizing the Mayor to sign the contract. (November 4, 2019)
- Approving Change Order No. 1, accepting the E. Bremer Avenue Sanitary Sewer Extension 2019 project as complete, approving Pay Estimate No. 1, and approving Pay Estimate No. 2 as the final pay request. (February 10, 2020)
- Awarding contract for the Sanitary Sewer Lining 2020 project and authorizing the City Attorney to review and approve the performance and payment bonds. (April 6, 2020)
- Approving Change Order No. 1 and approving Pay Application No. 1 for the Sanitary Sewer Lining 2020 project. (May 4, 2020)
- Approving Change Order No. 2 accepting the Sanitary Sewer Lining by CIP Pipe Liner 2020 project as complete, approving Pay Request No. 2, and approving Pay Request No. 3 as the final pay request. (June 1, 2020)

### ***Customer Service for our Citizens***

- Approving the creation of a Ball Diamond Task Force, further known as Task Force. (July 15, 2019)
- Approving the quote for soil borings at the City's Possible Youth Ballfield Location. (July 15, 2019)
- Approving the area north of the Soccer Complex as the location for Youth Ball Diamonds. (September 16, 2019)
- Approving the area north of the Soccer Complex along the Cedar River Parkway as the future location for Youth Ball Diamonds. (November 4, 2019)
- Approving the continuation of the Ball Diamond Task Force, further known as Task Force. (November 4, 2019)
- Approving a Professional Services Agreement for engineering services with Hall & Hall Engineering for the Youth Ballfield Sports Complex 2020 project. (December 16, 2019)
- Approving the agreement with ATC Group Services for three additional soil borings at the Youth Ballfield Sports Complex 2020 project. (December 16, 2019)
- Approving plans, specifications, form of contract, and estimated cost for the Cedar River Park- Phase 1 Grading Project. (May 18, 2020)
- Awarding contract for the Cedar River Park- Phase 1 Grading Project. (May 18, 2020)
- Approving contract, bonds and certificate of insurance from Wicks Construction, Inc. for the Cedar River Park- Phase 1 Grading project and authorizing the Mayor to sign the contract. (June 15, 2020)

- Approving the quote for the School Pedestrian Ramp Construction 2019 project. (July 15, 2019)
- Approving the Municipal Well #5 Inspection & Repair Invoice. (August 5, 2019)
- Approving the quote for the completion of a basketball slab at Rolling Hills Park. (August 19, 2019)
- Approving the Stipulation and Agreement to settle litigation with Richard C. Schulz and approving setting a special rate for sanitary sewer service provided to the Star Motel. (November 18, 2019)
- Approving the Amendment to the City of Waverly- City Council Rules of Procedure. (February 10, 2020)
- Approving nuisance abatement actions against RR, LC, owner of the former Red Fox Inn at 1900 Heritage Way, Waverly and petition for title. (March 2, 2020)
- Approve Change Order No. 1 for upgrades to improve durability, maintenance, and performance of the building for the Waverly Senior Housing Project 2019. (March 2, 2020)
- Approving Change Order No. 2 accepting the Waverly Senior Housing Project 2019 as complete, approving Pay Application No. 13, and approving Pay Application No. 14 as the final pay request. (May 18, 2020)
- A Resolution to request the assistance of the staff of the Iowa Northland Regional Council of Governments to develop a Housing Needs Assessment. (August 5, 2019)
- Authorizing the Mayor to sign a contract with the Iowa Northland Regional Council of Governments for Technical Services Administration of the IEDA-Funded CDBG Housing Rehabilitation Program (Contract #19-HSG-023) (September 16, 2019)
- Adopting an Equal Opportunity Policy for Waverly, Iowa. (October 21, 2019)
- Adopting a Residential Anti-Displacement and Relocation Assistance Plan for the City of Waverly, Iowa. (October 21, 2019)
- Adopting an Excessive Force Policy for Waverly, Iowa. (October 21, 2019)
- Adopting a Lobby Policy Governing the Lobbying of Housing and Urban Development Personnel and /or Department of Commerce Personnel. (October 21, 2019)
- Adopting an Affirmative Fair Housing Policy for the City of Waverly, Iowa. (October 21, 2019)
- Adopting a Procurement Policy for the City of Waverly, Iowa. (October 21, 2019)
- Adopting a Code of Conduct for the Officers and Employees of the City of Waverly, Iowa. (October 21, 2019)
- Approving the Iowa Northland Regional Transportation Authority's Transportation Alternatives Program (TAP) Programming Agreement for the Rolling Prairie Trail Extension in Waverly, Iowa along 10th Avenue SW from Heritage Way (IA 3) to 16th Street SW. (September 9, 2019)
- Approving a Memorandum of Understanding between the City of Waverly and Iowa Northland Regional Council of Governments (INRCOG) for Grant Writing Services related to the application for State Recreational Trails (SRT) funds for the Rolling Prairie Trail Extension 2021. (May 18, 2020)

- Approving application to the Iowa Department of Transportation for State Recreational Trails funding and directing execution of said application by the Waverly City Council. (June 15, 2020)
- Setting User Fees and Charges for the Golf Course for 2020. (December 2, 2019)

### ***Real Estate***

- Approving a plat of survey for Parcel H and accepting right-of-way deed for 39th Street NE. (August 5, 2019)
- Setting a Public Hearing to approve the transfer of unused right of way parcel from the Cedar River Parkway project pursuant to the purchase contract. (August 19, 2019)
- Approving a preliminary plat to re-subdivide property located at 3601 E. Bremer Avenue for Nutrien Ag Solution, INC. (October 7, 2019)
- Approving a final plat to re-subdivide property located at 3601 E. Bremer Avenue for Nutrien Ag Solution, INC. (October 7, 2019)
- Approving the purchase of property located at 517 3rd Street SE from Phil and Molly Fitch. (October 21, 2019)
- Approving incurring indebtedness with First National Bank for the purchase of the Fitch property at 517 3rd Street SE, Waverly, Iowa and approving final closing statement. (December 16, 2019)
- Approving a Residential Lease Agreement between the City of Waverly and Brandon Marks and Sophia Grow for 517 3rd Street SE. (March 2, 2020)
- Approving a plat of survey for the properties located at 2103 E. Bremer Avenue for Hanawalt United, LLC. (October 21, 2019)
- Approving a Plat of Survey for the properties located at 3401 E. Bremer Avenue for Richard Schulz. (December 2, 2019)
- Approving a preliminary plat to re-subdivide property described as Parcel ID #0917200016 located in the Pheasant Ridge Subdivision for Adam and Kelly Moeller. (December 2, 2019)
- Approving a final plat to re-subdivide property described as Parcel ID #0917200016 located in the Pheasant Ridge Subdivision for Adam and Kelly Moeller. (March 2, 2020)
- Approving a Plat of Survey for the properties located at Parcel ID 0535252004 of 104 Garner Drive for Stephen Styron. (April 20, 2020)
- Approving the vacation and conveyance of a portion of 6th Street NW from North right-of-way line of 6th Avenue NW to the South right-of-way line of the Cedar River Railroad Co., a parcel 66-foot-wide and 95-foot-deep, to Roy and Kathleen Petersen. (May 18, 2020)
- Approving a Plat of Survey to create the proposed Parcel F located south of 240th Street for Mark Lenius. (May 18, 2020)

### ***Economic Development***

- Approving proposals from Amperage Marketing for the implementation of the Community Marketing Plan. (July 1, 2019)
- Approving Media Plan Proposals from Amperage Marketing for the implementation of the Community Marketing Plan. (December 16, 2019)
- Approving a Farm Lease Agreement between the City of Waverly and Dean Knapp for 120 acres of Parcels M, N, and O located at the former Champions Ridge site. (February 17, 2020)
- Approving the payment of TIF, Hotel/Motel and Upper Story Façade Improvement rebates to be paid in this fiscal year (2019-2020). (April 20, 2020)

### ***City of Waverly Partnering***

- Approving the site plan for the Waverly Health Center Expansion Project as a planned development amendment pursuant to the Waverly Zoning Code Section 100.17.05. (August 19, 2019)
- Resolution determining to proceed with the issuance of hospital revenue notes in an aggregate principal amount of not to exceed \$27,063,000, setting parameters and approving an Indenture of Trust, one or more Note Purchase Agreements, the use of an official statement and other documents related thereto. (November 18, 2019)
- 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). (December 16, 2019)
- To fix a date for a public hearing on the proposal to participate in the Small Business Association's Paycheck Protection Program and obtain a forgivable loan for the benefit of Waverly Health Center in an amount not to exceed \$5,600,00.00. (April 20, 2020)
- Determining to proceed with participation in the Small Business Administration's Paycheck Protection Program and obtain a forgivable loan for the benefit of Waverly Health Center in an amount not to exceed \$5,600,000.00. (April 27, 2020)
- Approving a Pro Shop Lease Agreement with the Waverly Country Club for 2020 – 2022. (April 27, 2020)
- Approving a Beverage Lease Agreement with the Waverly Country Club for 2020 – 2022. (April 27, 2020)
- Approving the 2020 Census Partnership. (September 16, 2019)
- Approving the creation of the 2020 City of Waverly Complete Count Committee. (September 16, 2019)
- Resolution of support and financial commitment for the Main Street Program in Waverly, Iowa. (November 4, 2019)
- Approving changes to the Wellness Center Development and Use Agreement between the City of Waverly and Wartburg College. (December 16, 2019)

- Approving the renewal of an agreement between the City of Waverly and Wartburg College for citizen use of the Wartburg Tennis Facility. (January 20, 2020)
- Designating the Bremer County Independent/Waverly Democrat as the official legal newspaper of the City for the year 2020. (January 6, 2020)
- Authorizing the Waverly Fire Department to use 3.5 acres on Cedar River Parkway, adjacent to well house number seven (7). (March 2, 2020)
- Approving cancellation of the Real Estate Contract for Parcel O with the Bremer County Fair Association and agreeing to pay the Bremer County Fair Association the sum of \$443,850 in exchange for a Quit Claim Deed for Parcel “O” from the Association. (January 20, 2020)
- Approving Lease Agreements between the City of Waverly and William Lowe, James Janssen, and KW Farms, Inc. (December 16, 2019)
- Approving a Lease Agreement between the City of Waverly and Lonnie L. Even. (January 20, 2020)
- Approving the Option Tower and Ground Space Lease agreement and accompanying First Amendment to the City’s West Water Tower lease agreement between the City and USCOG of Greater Iowa, LLC (US Cellular). (November 4, 2019)
- Approving a Revised Development Agreement with 4 Queens Real Estate, LLC. (November 4, 2019)

### ***Economic Development Efforts***

- The economic Development Department has been working hard on the branding and marketing for the City all year. The roll-out campaign had to be postponed due to the pandemic of Novel Coronavirus.

### ***Downtown Development***

- Approving the recommendations from the Review Committee and awarding façade grants for downtown Waverly. (August 19, 2019)
- Approving John Rieger Trust’s façade reimbursement request. (October 7, 2019)
- Approving Crawdad Burrow, LLC’s façade reimbursement request and Paula and David Stevenson’s façade reimbursement request. (February 10, 2020)
- Approving the final plan and cost estimate to authorize the purchase of items and for approving competitive bidding of street trees and sidewalk decorative brick installation for the Bremer Avenue Streetscape Project. (February 17, 2020)
- Approving a grant agreement for CN EcoConnexions From the Ground Up grant for \$25,000.00 to complete the Bremer Avenue Streetscape Project 2019-2020. (February 17, 2020)
- Approving contract, performance and payment bonds from Wells Hollow Landscaping for the Waverly Streetscape Tree Project 2020. (April 6, 2020)

### ***Residential Growth***

- Approving a preliminary plat for a residential development to be known as “Whitetail Bluff Subdivision” on property located at 208 9th Avenue NW and 1005 Adams Parkway. (March 2, 2020)



### *Ongoing Projects, Studies and Activities*

- Approving a contract with Rebecca Lawin McCarley, d.b.a SPARK Consulting to complete a reconnaissance level survey of the northeast residential neighborhood in Waverly. (July 15, 2019)
- Approving an amended contract with Rebecca Lawin McCarley, d.b.a SPARK Consulting to complete a reconnaissance level survey of the northeast residential neighborhood in Waverly. (October 21, 2019)
- Approving a Federal Aviation Administration Grant Agreement for federal assistance for the acquisition and administrative costs to date for the Airport Safety Zone project at the Waverly Municipal Airport. (July 15, 2019)
- Approving the acquisition of a Surface and Overhead Aviation Easement and the authority to remove trees for the Airport Safety Zone Project. (March 16, 2020)
- Approving an IDOT Airport Improvement Program Agreement for the Waverly Municipal Airport Obstruction Removal Project 2020. (October 7, 2019)
- Approving McClure Engineering Company's Task Order No. 4 Agreement for project design and administration services and Impact7G Asbestos Survey Agreement for asbestos testing and report for the Waverly Municipal Airport Obstruction Removal Project 2020. (October 7, 2019)
- Approving plans, specifications, form of contract and estimated cost for the Airport Obstruction Removal Project 2020. (February 17, 2020)
- Awarding contract for the Airport Obstruction Removal Project 2020. (February 17, 2020)
- Approving contract, bond, and certificate of insurance from Schrader Excavating & Grading Co. for the Airport Obstruction Removal Project 2020 and authorize the Mayor to sign the contract. (March 2, 2020)
- Approving Change Order No. 1 for the removal of trees on the Janssen property for the Airport Obstruction Removal Project 2020. (April 6, 2020)
- Approving payment of relocation expenses; down-payment and incidental expenses; relocation administrative expenses; and easement acquisition expenses and approving submitting a FAA Grant Application for federal assistance for the costs incurred for the Airport Safety Zone project at the Waverly Municipal Airport and associated forms. (April 20, 2020)
- Approving Change Order No. 2 and 3 and approving Pay Application No. 2 for the Airport Obstruction Removal Project 2020. (May 4, 2020)
- Approving Change Order No. 4, accepting the Airport Obstruction Removal Project 2020 as complete, and approving Pay Application No. 4 as the final pay request. (June 15, 2020)
- Approving a Federal Aviation Administration Grant Agreement for federal assistance for the construction portion of the Airport Runway 29 Extension 2018 project at the Waverly Municipal Airport. (July 15, 2019)
- Approving Change Order No. 2 and approving Pay Application No. 3 for the 20<sup>th</sup> Street NW Reconstruction Railroad Crossing Improvements at 20<sup>th</sup> Street NW and 5<sup>th</sup> Avenue NW- 2018 project. (October 7, 2019)

- Approving Change Order 3 for the Railroad Crossing Improvements at 20th Street NW and 5th Avenue N 2018 project. (December 2, 2019)
- Approving plans, specifications, form of contract, and estimated cost for the Bituminous Seal Coat Program 2020. (March 16, 2020)
- Awarding contract for the Bituminous Seal Coat Program 2020. (March 16, 2020)
- Approving contract, bond, and certificate of insurance from Blacktop Service Co. for the Bituminous Seal Coat Program and authorizing the Mayor to sign the contract. (April 6, 2020)
- Awarding contract for the Crack Cleaning and Filling Project 2020. (April 6, 2020)
- Awarding contract for the Citywide Asphalt Patching- Spring 2020 project. (May 4, 2020)

### ***Equipment Purchases***

- Approving the low bids for Golf Course Maintenance Equipment. (August 5, 2019)
- Accepting the Living Roadway Trust Fund (LRTF) grant funds to be used towards the purchase of a Utility Task Vehicle (UTV) for the Vegetation Management Division. (October 21, 2019)
- Accepting the Living Roadway Trust Fund (LRTF) grant funds to be used towards the purchase of a Utility Task Vehicle (UTV) Skid Spray Unit for the Vegetation Management Division. (October 21, 2019)
- Approving the purchase and installation of five (5) Panasonic Toughbooks, Havis Docking Stations, and Mounting Kits for the Waverly Police Department. (February 17, 2020)
- Approving the purchase of a 2020 Kage Innovation SBK96 Snowfire System (snow box and blade) for the Public Services Department. (March 16, 2020)
- Approving the purchase of a used 2016 Doosan G25E-5 forklift for the Public Works Department. (May 18, 2020)

### ***Employees***

- Safety Training (On-going throughout the year.)
- Approving a contract between the City of Waverly and IBEW Local Union 288 (City Unit). (March 2, 2020 Council approved.)
- Approving a contract between the City of Waverly and IBEW Local Union 288 (Public Safety Unit). (March 2, 2020 Council approved.)
- Approving the Notice of Intent to withdraw from a 28E Agreement and the withdrawal from membership between the Iowa Governmental Health Care Pool and the City of Waverly. (March 16, 2020)

### ***Special Events that Happened in Waverly***

- Bremer County Fair
- Heritage Days (July 18 – 21, 2019)
- Trick or Treat on Main (October 24, 2019)
- Christmas on Main (December 5, 2019)
- Mayor, Council and City Administrator sponsored an Employee Holiday Celebration. (November 1, 2019)

### ***Code Changes.***

- Amending the Zoning Map of the City of Waverly, Iowa, for property located at 1316 4<sup>th</sup> Street SW from R-1 (Residential) to C-2 (Commercial). (Published August 13, 2019)
- Amending the Zoning Map of the City of Waverly, Iowa, for 34.62 acres of property in the SW<sup>1</sup>/<sub>4</sub>SE<sup>1</sup>/<sub>4</sub> of Section 6 T91NR13W located east of 39<sup>th</sup> Street NE and north of Hwy 3 from A-1 (Agricultural) to M-1 (Light Industrial). (Published August 13, 2019)
- Establishing the E. Bremer Avenue Sanitary Sewer Main Extension 2019 Policy Statement, District Plat and Fee Schedule for all properties within the identified area who hereafter apply to make connection to the municipal sanitary sewer utility. (Published September 24, 2019)
- Amending the current Waverly TIF Ordinance 1060 in conjunction with the adoption of Amendment No. 5 to the Waverly Unified Urban Renewal Plan. (Published October 15, 2019)
- Adding and removing certain traffic control devices or measures on streets in Waverly. (Published November 27, 2019)
- 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. (Published January 14, 2020)
- Amending the Zoning Map of the City of Waverly, Iowa for property located at 208 9th Avenue NW and 1005 Adams Parkway from R-2 (One & Two Family Residential) to P-D (Planned Development) District. (Published March 10, 2020)
- Amending the Zoning Map of the City of Waverly, Iowa, for property owned by the City of Waverly for Parcel ID 0911200001 and Parcel ID 09112000018 located abutting the Cedar River Parkway from A-1 (Agricultural District) to R-2 (One and Two Family Residential District). (Published April 14, 2020)
- Rezoning of a portion of 6th Street NW from North right-of-way line of 6th Avenue NW to the South right-of-way line of the Cedar River Railroad Co. from a City owned street to M-1 (Light Industrial). (Published June 9, 2020)
- Rezoning of Parcel ID 1006400002 owned by the Bremer County Fair Association located to the east of 39th Street NE from A-1 (Agricultural District) to M-1 (Light Industrial District). (Published June 30, 2020)

The Administration Department continues to strive to provide their employees the tools needed for a safe environment. OSHA compliant safety programs equip City employees with those tools. We also try to keep abreast on policies that are conducive to a rewarding work environment.

Waverly is financially sound, economically healthy and poised to move forward into the future.