

CITY OF  
**WAVERLY**



**ANNUAL REPORT      FY 2017 - 2018**

**ADMINISTRATION DEPARTMENT**



June 30, 2018

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 80 part-time and seasonal employees working with an annual operating and capital budget of approximately \$27.4 Million. Areas of service include police, fire, ambulance, library, parks, golf course, swimming pool, cemetery, vegetation management, economic development, community development and zoning, finance, and 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 updates to LOMR/CLOMR ratings. New housing continued to be developed, for both multi-family and single-family. The City continued the partnership with the Iowa Department of Transportation (IDOT) in reconstructing Hwy. 3/Bremer Avenue. Cedar River Parkway from Hwy. 3 to 8<sup>th</sup> Street SE began to be developed. The City finished its seventh and final year of citywide sidewalk improvements and pedestrian ramp reconstruction and began round two of the next seven-year rotation of the districts.

CITY OF WAVERLY

James W. Bronner  
City Administrator

JWB/cdg

# Mayor and City Council



Mayor  
Dean Soash



At Large, Council Member  
Ann Rathe



At Large, Council Member  
Edith Waldstein



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



2<sup>nd</sup> Ward Council Member  
Dan McKenzie



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



4<sup>th</sup> Ward Council Member  
Michael Sherer



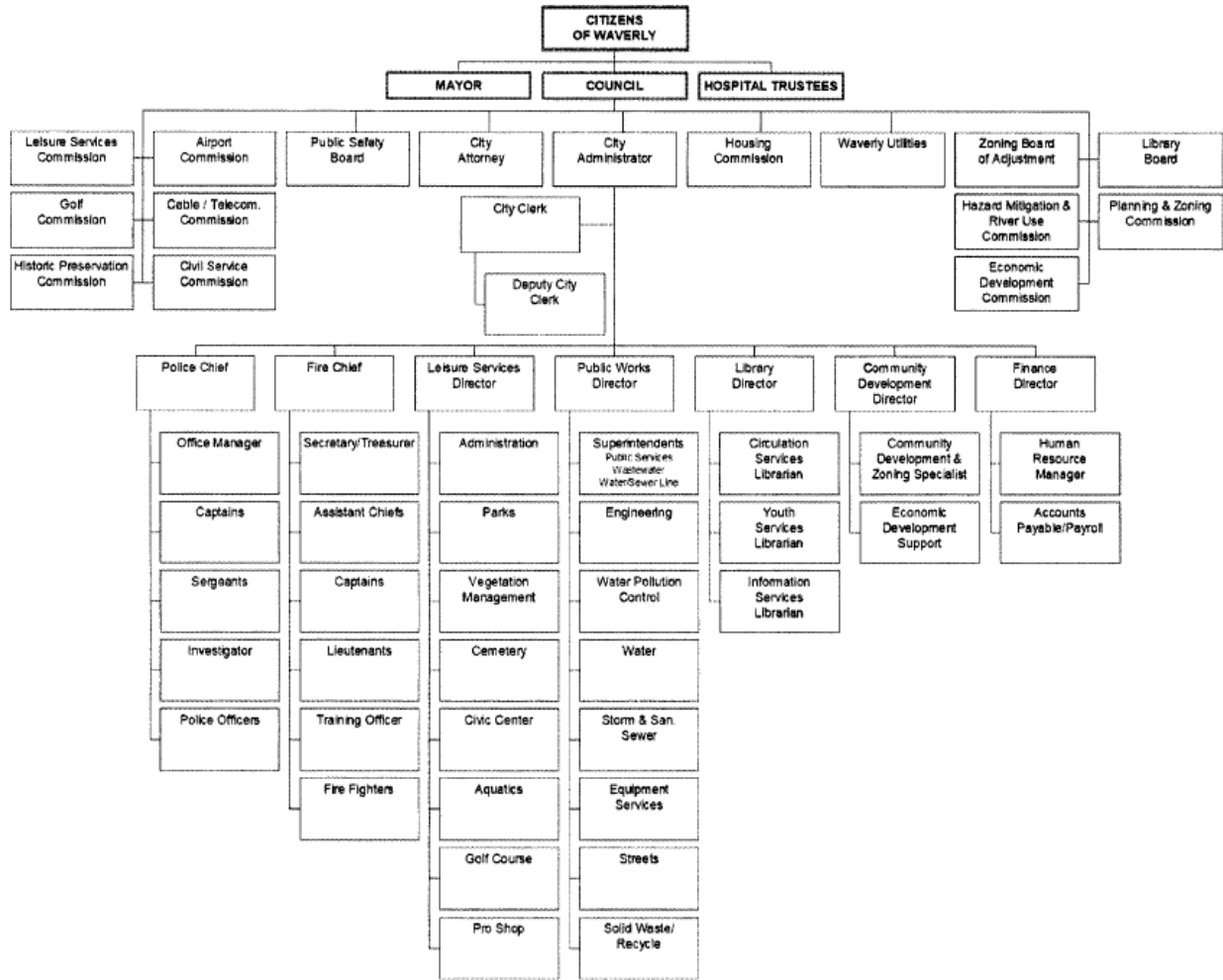
5<sup>th</sup> Ward Council Member  
Timothy C. Kangas

The City of Waverly is under a Mayor/Council form of government. The Iowa League of Cities explain it best. The Mayor is the chief executive officer of the City and 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. 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 the meeting. The Council also approves expenditures, the budget, contracts, city policies, and zoning changes.

# Organizational Flow Chart

## The City Of Waverly, Iowa



# Administration Staff



City Administrator  
James W. Bronner



City Attorney  
William D. Werger



City Clerk  
Carla Guyer



Deputy City Clerk  
Valorie Northrup

## Administration Department

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

James Bronner, City Administrator's responsibility is to effectively direct and manage City government operations in accordance with the policies and directives of the City Council. The City Administrator also advises the Council of community and operational needs.

City Administrator's Responsibilities/Duties also include:

- Coordinates delivery of municipal services through the various City departments.
- Supervises business affairs of the City, including bookkeeping and accounting procedures.
- Advises the City Council on financial and other conditions of the City, as well its future needs. Keeps City Council informed of the progress of its programs and statutes of its policies.
- Acts as chief human resources officer and participates in and provides leadership in attracting, retaining, and motivating City employees according to City ordinances and applicable laws. Possesses the authority to employ, discharge, reclassify, or suspend City employees in accordance with Council approved policies.

- Supervises overall department operations and counsels department heads in their activities.
- Develops and carries out approved short-term and long-range plans, including capital planning.
- Recommends and implements approved strategies and policies.
- Coordinates and cooperates with private groups, citizens, and consultants to address community concerns.
- Negotiates collective bargaining agreements.
- Utilizes personal computers, common business equipment, and various software applications as they pertain to each job.

City Clerk, Carla Guyer gives direction to the Deputy City Clerk, Valorie Northrup and administrative interns.

Major Responsibilities/Duties in the City Clerk's office include:

- Preparation of City Council Agenda and Supporting Information Packets
- Preparation and Publishing City Council Minutes
- Publish legal notices
- Preparation of Resolutions and Ordinances
  - › Out of 153 resolutions that went to Council for consideration, 149 passed
  - › Out of 22 ordinances that went to Council for consideration, 21 passed
- Complete the codification of the City Code annually
- Record Retention – responsible for storage of all city documents
- Issuing Licenses and Permits
  - › Solicitor/Peddlers
  - › Alcohol
  - › Tobacco
  - › Special Event
  - › Taxi Cab
  - › Block Parties
  - › Display Fireworks
- Processing of insurance (claims against the City)
- Processing of Workman's Compensation Claims for Employees
- The City Clerk serves as staff liaison for the Telecommunication Commission
- Guides the Safety Committee
  - › Since 2014, the City's Workers Compensation premium has gone from \$171,840 to \$112,512 per year.
- Liaison for the 2020 US Census

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 2017/18. 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.

City Attorney Bill Werger gives direction to his office manager, Paige Yoder.

Major Responsibilities/Duties in the City Attorney's office include:

- The handling of traffic tickets
- Prosecuting misdemeanors and civil claims against the City
- Act as General Counsel
- Assists in property acquisitions and sale of real estate
- Advise the City's departments on legal issues
- Represent the City if listed as a party in a legal matter
- Serves as staff liaison for the Historic Preservation Commission
- Serves as staff liaison for the Economic Development Commission

FY 2017-18 OBJECTIVES:

1. Focus on strategic planning efforts from January, 2017 planning session and capital planning session 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

We have had some awesome accomplishments this fiscal year. A new mayor and three councilmembers transitioned nicely into their new roles. Staff worked with the Champions Ridge Committee.

- 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 Highlights
- Guest Council
- Fire Chief Appointment
- Reviewed goals of City Commissions.

- Review of Waverly Utilities Adopted Budget and Audit
- Adopt ordinances (21 were adopted in FY '17-18)
- Approve of the Waverly Municipal Airport's Federal Aviation Administration 5-Year Capital Improvement
- Plan for FFY 2019-2023. (December 4, 2017)
- Adopt resolutions (149 were adopted in FY '17-18)
- Approval of negotiated contract with the City Unit.

#### Financial Matters

- Reviewed and Approved Yearly Transfers
- Directing the advertisement for sale of \$1,500,000 (dollar amount subject to change) General Obligation Bonds, Series 2017A, and approving electronic bidding procedures and official statement. (July 17, 2017)
- Directing sale of \$1,500,000 General Obligation Bonds, Series 2017A. (August 7, 2017)
- Appointing Bankers Trust Company of 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. (August 21, 2017)
- Amending the Resolution "authorizing the issuance of \$1,500,000 General Obligation Bonds, Series 2017, levying a tax for the payment thereof", passed and approved on March 6, 2017 by substituting a new resolution therefor, approving and authorizing the issuance of the bonds, and levying a tax for the payment thereof and approving the Tax Exemption Certificate and Continuing Disclosure Certificate. (August 21, 2017)
- Directing the advertisement for sale of \$615,000 (dollar amount subject to change) Taxable General Obligation Bonds, Series 2017B, and approving electronic bidding procedures and official statement. (July 17, 2017)
- Directing sale of \$615,000 Taxable General Obligation Bonds, Series 2017B. (August 7, 2017)  
Appointing Bankers Trust Company of 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. (August 21, 2017)
- Authorizing and providing for the issuance of \$615,000 Taxable General Obligation Bonds, Series 2017B, and levying a tax to pay said bonds, approval of the Continuing Disclosure Certificate. (August 21, 2017)
- 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. 2 to the Waverly Unified Urban Renewal Plan. (August 7, 2017)
- Authorizing expenditure of funds for an Urban Renewal Project and certification of loan expenses incurred by the City for payment under Iowa Code section 403.19. (March 5, 2018)
- 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 Renewal Plan. (November 20, 2017)
- Authorizing Mayor, City Administrator, Finance Director and City Clerk to execute certain financial institution documents. (February 5, 2018)
- Fixing Date for a meeting on the proposition of the issuance of not to exceed \$11,050,000 General Obligation Bonds of the City of Waverly, State of Iowa (For Essential Corporate Purposes) and providing for publication of notice thereof. (February 19, 2018)



- Instituting proceedings to take additional action for the issuance of not to exceed \$11,050,000 General Obligation Bonds. (March 5, 2018)
- Approving an Engagement Agreement between the City of Waverly and Ahlers and Cooney, P.C. in its capacity as Bond Counsel for proceedings for not-to-exceed \$11,050,000 General Obligation Bonds, Series 2018 and not-to-exceed \$1,700,000 Water Revenue Bonds, Series 2018. (March 5, 2018)
- Authorizing the issuance of \$11,000,000 General Obligation Bonds, Series 2018A, and levying a tax for the payment thereof. (March 19, 2018)
- Directing the advertisement for sale of \$11,000,000 (dollar amount subject to change) General Obligation Bonds, Series 2018A, and approving electronic bidding procedures and official statement. (June 4, 2018)
- Directing sale of \$11,000,000 General Obligation Bonds, Series 2018A. (June 18, 2018)
- Fixing Date for a meeting of the proposition of the issuance of not to exceed \$1,700,000 Water Revenue Bonds of the City of Waverly, State of Iowa and providing for publication of notice thereof. (February 19, 2018)
- Instituting proceedings to take additional action for the issuance of not to exceed \$1,700,000 Water Revenue Bonds. (March 5, 2018)
- Directing the advertisement for sale of \$1,665,000 (dollar amount subject to change) Water Revenue Bonds, Series 2018B, and approving electronic bidding procedures and official statement. (June 4, 2018)
- Directing sale of \$1,655,000 Water Revenue Bonds, Series 2018B. (June 18, 2018)
- Approving the Street Financial Report for FY 2016-17. (September 11, 2017)
- Approving the payment of TIF and Hotel/Motel rebates to be paid in this fiscal year (2017-18) (April 16, 2018)
- Declaring an Official Intent undertreasury regulation 1.150-2 to issue debt to reimburse the City for certain original expenditures paid in connection with specified projects. (May 21, 2018)
- City Budget Amendment and Certification Resolution Amending Budget FY 2018- Amendment #1. (May 21, 2018)
- Adopting Financial Policies for the City of Waverly. (June 18, 2018)

#### New Initiatives

- Election of Mayor Dean Soash, At Large Councilwoman Ann Rathe, 1<sup>st</sup> Ward Councilman Brian Birgen, and 3<sup>rd</sup> Ward Councilman Rodney Drenkow

#### New Projects

- Awarding Bid for the Harlington Cemetery Crypt work. (March 19, 2018)
- Approving Quote and Contract for the West Water Tower riser repair work. (March 19, 2018)
- Approving Contract, Bonds, and Certificate of Insurance from Denver Underground & Grading for the 1<sup>st</sup> Street SE Water Main Extension 2017 and authorizing the Mayor to sign the contract. (July 10, 2017)
- Accepting the 1st Street SE Water Main Extension 2017 project as complete and approving Change Order No. 1 and final pay request. (September 11, 2017)
- Accepting the 39<sup>th</sup> Street SE Slurry Sealing Project 2017 as complete and approving final pay request. (August 7, 2017)
- Approving Plans, Specifications, Form of Contract and Estimated Cost for the Slurry Seal Program 2018 project. (March 19, 2018)
- Awarding Contract for the Slurry Seal Program 2018 project. (March 19, 2018)
- Approving Contract, Bonds and Certificate of Insurance from Fahrner Asphalt Sealers for the Slurry Seal Program 2018 and authorize the Mayor to sign the contract. (April 16, 2018)

- Accepting the Sanitary Sewer Manhole Rehabilitation 2017 project as complete and approving final pay request. (November 20, 2017)
- Awarding Contract for the Sanitary Sewer Manhole Rehabilitation 2018 project. (March 19, 2018)
- Accepting the Sanitary Sewer Manhole Rehabilitation 2018 project as complete and approving Pay Estimate No. 1 as final pay request. (June 18, 2018)
- Accepting the City Hall Parking Lot Improvements 2017 project as complete and approving Change Order No. 1 and final pay request. (August 21, 2017)
- Approving a contract with AHTS Architecture to produce a master plan for South Riverside Park. (September 11, 2017)
- Accepting the Crack Cleaning and Filling Project 2017 as complete and approving final pay request. (September 11, 2017)
- Accepting the Downtown Alley Reconstruction 2017 project as complete and approving Change Order No. 1 and final pay request. (September 18, 2017)
- Awarding Contract for the Downtown Alley Reconstruction 2018 project. (March 19, 2018)
- Accepting the Library Parking Lot Improvements 2017 project as complete and approving Change Order No. 1 and final pay request. (October 16, 2017)
- Approving Contract with Modern Builders Inc. for the removal of the canopy in the 200 block of East Bremer Avenue. (March 19, 2018)
- Approving a Professional Services Agreement with WHKS & Co. of Mason City, Iowa for the services associated with the development of plans and specifications for the Adams Parkway Bridge Repair and Horton Road Improvements 2019 project. (June 18, 2018)
- Fixing an amount to be assessed against private property for the Bremer Avenue Water Main and Service Line Improvement Project (2017 Stages) and directing the engineer to file an assessment schedule with the City. (February 19, 2018)
- Adopting the Final Assessment Schedule for the Bremer Avenue Water Service Project- 2017 Stages. (March 5, 2018)
- Approving a license for multi-use pathway/sidewalk with the Cedar River Railroad Company for Bremer Avenue Reconstruction. (May 21, 2018)

#### Completed Projects

- 7<sup>th</sup> and final district for the Citywide Sidewalk Improvement project
- 7<sup>th</sup> and final district for the Citywide Pedestrian Crossing Improvement project
- First annual Slurry Sealing Project at 39<sup>th</sup> Street SE
- Golf Course Pond project
- City Hall Parking Lot Improvements
- Completed a master plan for South Riverside Park
- Reconstruction of downtown alley located in the 100 block of the north side of East Bremer Avenue
- Accepted the Public Improvements for Infrastructure for Highpoint Second Addition
- Reconstruction downtown alley located on the south-side of alley in the 200 block of West Bremer Avenue.

#### Customer Service for our Citizens

- Approving a Special Provisional Use Request for a Solar Panel Array (August 21, 2017)
- Approving the Parcel GG Minor Subdivision Plat for residential property at 2701 E. Bremer Avenue in NE Waverly (September 18, 2017)
- Approving the Community Development Director or designee as the City representative on the Big Six Building Owner's Association Board. (January 8, 2018)
- Approving a Special Provisional Use Request for a Solar Panel Array. (February 5, 2018)

- Committing to submitting an application for a Community Development Block Grant Owner-Occupied Housing Rehabilitation Grant to the Iowa Economic Development Authority in 2018. (February 5, 2018)
- Setting User Fees and Charges for the Leisure Services Department for 2018. (April 2, 2018)
- Adopting an Administrative Plan for the City of Waverly Housing Rehabilitation program. (April 16, 2018)
- Authorizing the Mayor to sign a Memorandum of Understanding with the Iowa Northland Regional Council of Governments for technical services administration of the Community Development contract with the Iowa Economic Development Authority. (April 23, 2018)
- Approving a Community Development Block Grant application; designating the Mayor as the official representative of the City and authorizing the Mayor to affix their signature to said application and certain assurances in conjunction with same. (April 23, 2018)
- Approving a contract with Community Foundation of North East Iowa to establish a Leisure Services Foundation and Quasi Foundation. (May 7, 2018)

### Real Estate

- Approving the acquisition of a parcel by tax sale for additional right of way in the southwest corner of the intersection of 4<sup>th</sup> Street SW and Technology Place. (November 20, 2017)
- Setting a Public Hearing for the vacation of platted alley, sixteen (16) feet in width, in Block Twelve (12), Original Town of Waverly, Iowa as platted by William P. Harmon and conveyance to the adjoining property owners. (January 8, 2018)
- Authorizing the vacation of the platted alley in Block Twelve (12), Original Town of Waverly, Iowa as platted by William P. Harmon and the conveyance of said alley as follows: 1. The West half of the alley in Block Twelve (12), Original Town of Waverly, Iowa, as platted by William P. Harmon, is conveyed to Waverly Historic Lofts, LLC. 2. The North half of the East half of the alley in Block Twelve (12), Original Town of Waverly, Iowa, as platted by William P. Harmon, is conveyed to Waverly Historic Lofts, LLC. 3. The South half of the East half of the alley in Block Twelve (12), Original Town of Waverly, Iowa, as platted by William P. Harmon, is conveyed to Corson Properties, LC. (February 5, 2018)
- Approving a Minor Subdivision Plat for the creation of Parcel AA and Parcel Z in Block 12, Original Town of Waverly. (February 5, 2018)
- Setting a Public Hearing for February 19, 2018 to review a request for a change of use from golf course to single family residential for one additional single family residential lot in Outlot P of the Planned Development District of Centennial Oaks Golf Club Addition and to Amend the Future Land Use Plan from Semi-Public to Residential. (February 5, 2018)
- Approving a request for a Change of Use from Golf Course to Single Family Residential for one additional single family residential lot in Outlot P of the Planned Development District Centennial Oaks Golf Club Addition and to amend the Future Land Use Plan from Semi-Public to Residential. (February 19, 2018)
- Approving a Minor Subdivision Plat for creation of Parcel QQ and Tract B in Outlot P of Centennial Oaks Subdivision and Dedication of Tract B to the City of Waverly for right of way (February 19, 2018)
- Approving a Minor Subdivision Plat for creation of Parcel AA out of the City of Waverly right of way on the SW corner of 4<sup>th</sup> St. SW and Technology Place. (March 5, 2018)
- Approving a preliminary plat for the Re-Plat of Rolling Hills Subdivision Second Addition, Lot 15 (May 21, 2018)
- Approving the Final Plat of Re-Division of Lot 15, Rolling Hills Second Addition, City of Waverly, Bremer Co., Iowa. (June 18, 2018)

### Economic Development

- Setting Dates of a Consultation and a Public Hearing on a proposed Amendment No. 2 to the Waverly Unified Urban Renewal Plan in the City of Waverly. (July 10, 2017)
- Approving a contract with Amperage Marketing for a Community Branding Plan. (April 2, 2018)
- Approving a Farm Lease Agreement between the City of Waverly and Dean Knapp for 35.34 acres Parcel M property and David Joachim for 54 acres Parcel N property located at Champions Ridge. (April 2, 2018)
- Casey's General Store to build second location at 4<sup>th</sup> Street SW and 10<sup>th</sup> Avenue SW/Cedar River Parkway.
- Approving Construction Plans and Performance & Maintenance Guaranties for the Omni Lot 40 Development. (March 19, 2018)

### City of Waverly Partnering

- Approving the Waverly Integrated Roadside Vegetation Funding and Authorizing City Administrator, James W. Bronner or a designee, to sign the agreement. (September 11, 2017)
- Authorizing the sale of an unused right of way parcel to Twin B, LLC pursuant to the Development Agreement. (September 11, 2017)
- Approving the signing of a farm lease agreement with Clan Properties, LLC and Nicholas Miller for the Waverly Municipal Airport Safety Zone project. (September 18, 2017)
- Approving a Development Agreement with Robert Denny to contribute City funds for the installation of a sanitary sewer main extension from 4<sup>th</sup> Street to Outlot A of Centennial Oaks Golf Club Addition. (September 18, 2017)
- Approving Lease Agreements between the City of Waverly and William Lowe, James and Sandra Janssen, and KW Farms, Inc. (December 4, 2017)
- Repealing the January 9, 2017 decision to remove the Media Representation Table from the Council Chambers. (January 8, 2018)
- Approving a Charge Account Agreement between the City of Waverly and Fareway Stores, Inc. (January 8, 2018)
- Approving a contract agreement between the City of Waverly and the State Historical Society of Iowa for the State Historic Preservation Office- Department of Cultural Affairs Certified Local Government (CLG) Grant for Scholarships to the National Historic Preservation Conference- FORUM 2018. (January 15, 2018)
- Setting a Public Hearing to approve the sale of right of way/greenway adjacent to former Marks Repair property at 1802 4<sup>th</sup> Street SW to facilitate redevelopment. (January 15, 2018)
- Approving the sale of a parcel of land (Parcel AA) in the street right of way/greenway adjacent to former Marks Repair property at 1802 4<sup>th</sup> Street SW to facilitate redevelopment. (February 5, 2018)
- Approving the Granting of an Easement to MidAmerican Energy on City owned property for a new gas regulator station. (March 19, 2018)
- Authorizing the Mayor to sign a memorandum of understanding with the Iowa Northland Regional Council of Governments (INRCOG) for the General Administration of the Housing Fund Contract with the Iowa Economic Development Authority. (April 2, 2018)
- Approving the extension of Champions Ridge fundraising deadline, as stated in Resolution 17-30, to December 31, 2018. (May 7, 2018)
- Accepting final payment by the Bremer County Fair Association in satisfaction of the financial provisions of the Real Estate Contract for Parcel O. (May 7, 2018)
- Approving the granting of an additional easement to MidAmerican Energy on City owned property for a new gas regulator station. (May 21, 2018)

- Resolution of support and financial commitment for the Main Street Program in Waverly, Iowa. (June 4, 2018)
- Approving a Billing Services Contract with Waverly Utilities of Waverly, Iowa for services related to the billing for water, sewer, and solid waste. (June 4, 2018)

#### Residential Growth

- Residential growth continued in the form of new apartment buildings being built and new housing being completed.

#### Flood and Drainage Issues

- Updates to LOMR/CLOMR ratings were completed

#### Environmental Issues

- Approving a Professional Services Agreement with WHKS & Co. of Rochester, MN for the Water Pollution Facility (WPCF)- Nutrient Reduction Improvements design. (March 5, 2018)
- Approval for Integration Roadside Management person was given during budget sessions.

#### Ongoing Projects, Studies and Activities

- Approving a Professional Services Agreement with WHKS & Co. for the 3<sup>rd</sup> Street SE Pedestrian Bridge Replacement Feasibility Study. (July 10, 2017)
- Approving Supplement No. 1 to the Professional Services Agreement (PSA) with WHKS & Co. for the 3<sup>rd</sup> Street SE Bridge Replacement Feasibility Study. (July 10, 2017)
- Approving to proceed with the development of construction plans and bid documents for one of the 3<sup>rd</sup> Street SE Pedestrian Bridge options. (September 11, 2017)
- Accepting the Golf Course Pond project as complete and approving Change Order No. 6 and final pay request. (August 21, 2017)
- Adopting the City of Waverly City Council Rules of Procedure. (April 16, 2018)
- 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 17, 2017)
- Approving McClure Engineering Company's Task Order No. 1 to the On-Call Agreement for Engineering Services and the Construction Materials Testing quote for geotechnical investigation services at the Waverly Municipal Airport for the project to Extend Runway 29. (August 7, 2017)
- Approving a Federal Aviation Administration Application for Federal Assistance for the Airport Runway 29 Extension project at the Waverly Municipal Airport. (November 20, 2017)
- Approving the Iowa Department of Transportation General Aviation Vertical Infrastructure (GAVI) Grant application for Project No. 1 for the Bulk Hangar Insulation Renovation project at the Waverly Municipal Airport. (October 2, 2017)
- Approving McClure Engineering Company's Agreement for Engineering Services- Task Order No. 2 for Bulk Hangar Improvements for insulation improvements and for replacement LED lighting project. (October 2, 2017)
- Awarding Contract for the Waverly Municipal Airport Bulk Hangar Insulation Improvements (Project No. 1- Option 2) project. (February 19, 2018)
- Amending the 2017 Biannual Subdivision Sidewalk Infill Program for a deferment to the construction plans approved by Resolution 17-84 for one property owner's sidewalk installation. (August 21, 2017)
- Approving Plans, Specifications, Form of Contract and Estimated Cost for the Citywide Sidewalk Repairs 2017 Project. (July 10, 2017)
- Awarding Contract for the Citywide Sidewalk Repairs 2017 project. (July 10, 2017)

- Approving Contract, Bonds, and Certificate of Insurance from Feldman Concrete for the Citywide Sidewalk Repairs 2017 project and authorizing the Mayor to sign the contract. (August 7, 2017)
- Approving Change Order No. 1 accepting the Citywide Sidewalk Repairs 2017 project as complete and approving final pay request. (December 18, 2017)
- Approving the Final Assessment Schedule for the 2017 Sidewalk Maintenance and Inspection Program. (December 18, 2017)
- Establishing Preliminary Assessment Unit Price Values for 2018 Citywide Sidewalk Maintenance and Inspection Program. (March 19, 2018)
- Setting a Public Hearing on the intent to acquire or condemn if necessary all or a portion of property or an interest in property for the public improvement for the Cedar River Parkway (East) Improvements project. (July 10, 2017)
- A resolution of intent to commence a public improvement project for the Cedar River Parkway (East) and to acquire property and easements for the project. (August 21, 2017)
- To establish fair market value for the acquisition of interests in real property for the Cedar River Parkway (East) Improvements Project. (October 2, 2017)
- Authorizing the acquisition of real property for the Cedar River Parkway (East) Project. (January 15, 2018)
- Authorizing condemnation for certain real property for the Cedar River Parkway (East) Street Project. (January 15, 2018)
- Awarding Winter Tree Cutting contract for the Cedar River Parkway (East) Improvements project. (January 15, 2018)
- Approving Contract, Change Order #1, Bonds, and Certificate of Insurance from Benton's Sand & Gravel for the Winter Tree Cutting project and authorize the Mayor to sign the contract. (February 19, 2018)
- Accepting the Winter Tree Cutting- Cedar River Parkway Improvements project as complete and approving final pay request. (April 16, 2018)
- Authorizing the acquisition of real property for the Cedar River Parkway (East) project. (February 5, 2018)
- Approving Plans, Specifications, Form of Contract and Estimated Cost for the Cedar River Parkway (East) Improvements project. (February 19, 2018)
- Awarding Contract for the Cedar River Parkway (East) Improvements project. (February 19, 2018)
- Approving a Professional Services Supplemental Agreement No. 1 with Stanley Consultants for the Cedar River Parkway (East) Improvements for construction design services. (February 19, 2018)
- Authorizing the acquisition of real property for the Cedar River Parkway (East) project. (February 19, 2018)
- Approving Contract, Bonds and Certificate of Insurance from Cramer & Associates for the Cedar River Parkway (East) Improvements project and authorize the Mayor to sign the contract. (March 5, 2018)
- Authorizing the acquisition of real property for the Cedar River Parkway (East) project. (June 4, 2018)
- Authorizing acquisition of temporary construction easement for the Cedar River Parkway (East) project. (June 18, 2018)
- Approving dedication of land to the City of Waverly adjacent to Parcels J and K for public road purposes on 20<sup>th</sup> Street NW. (July 10, 2017)
- Authorizing the preparation of a Professional Services Agreement with McClure Engineering Company for the preparation of construction plans and specifications for the Railroad Crossing Improvements project at 20<sup>th</sup> Street NW and 5<sup>th</sup> Avenue NW. (November 20, 2017)

- Approving the Agreement for Engineering Services with McClure Engineering Company of Clive, Iowa to develop the plans, specifications and bid package for the 20<sup>th</sup> Street NW Reconstruction- Railroad Crossing Improvements at 20<sup>th</sup> Street NW & 5<sup>th</sup> Avenue NW- 2018 project. (December 4, 2017)
- Setting a Public Hearing on the intent to acquire or condemn if necessary all or a portion of property or an interest in property for the public improvement for the 20<sup>th</sup> Street NW Road Reconstruction project. (February 5, 2018)
- Resolution of Intent to Commence a Public Improvement Project for the 20<sup>th</sup> Street NW Phase 1A Railroad Crossing Road Improvements Project and to Acquire Property and Easements for the Project. (March 19, 2018)
- Approving plans, specifications, form of contract and estimated cost 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. (May 7, 2018)
- Awarding contract 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. (May 7, 2018)
- Approving Amendment No. 2 to the agreement for Engineering Services for the Railroad Crossing Improvements at 20<sup>th</sup> Street NW and 5<sup>th</sup> Avenue NW-2018 project. (May 7, 2018)
- Authorizing the acquisition of real property for the 20<sup>th</sup> Street NW Phase 1A Railroad Crossing Road Improvements project. (June 4, 2018)
- Approving Contract, Bonds, and Certificate of Insurance, and Change Order No. 1 from Croell, Inc. for the Railroad Crossing Improvements at 20<sup>th</sup> Street NW and 5<sup>th</sup> Avenue NW- 2018 project and authorize the Mayor to sign the contract. (June 4, 2018)
- Approving the Railroad Agreement/License for Multi-Use Pathway/Sidewalk for the 20<sup>th</sup> Street NW Reconstruction with Cedar River Railroad Company. (June 4, 2018)
- Approving the Construction and Maintenance Agreement for the 20<sup>th</sup> Street NW Reconstruction with Cedar River Railroad Company of Homewood, Illinois. (June 4, 2018)
- Accepting the Citywide Pedestrian Ramp Construction 2017 project as complete and approving Change Order No.1 and final pay request. (July 10, 2017)
- Accepting the 2017 Bituminous Seal Coat Program as complete and approving Change Order No. 1 and final pay request. (September 11, 2017)
- Approving Plans, Specifications, Form of Contract and Estimated Cost for the 2018 Bituminous Seal Coat Program. (March 19, 2018)
- Awarding Contract for the 2018 Bituminous Seal Coat Program. (March 19, 2018)
- Approving Contract, Bonds, and Certificate of Insurance from Blacktop Service Co. for the 2018 Bituminous Seal Coat Program and authorize the Mayor to sign the contract. (April 16, 2018)
- Awarding Contract for the Citywide Asphalt Patching- Spring 2018 project. (March 19, 2018)
- Accepting the Citywide Asphalt Patching- Spring 2018 project as complete and approving Pay Estimate No. 1 as final pay request. (June 4, 2018)
- Approving a Services Agreement with Invision Architecture for the Feasibility Study of the Existing Fair Buildings in anticipation of moving the Golf Maintenance Operations. (January 8, 2018)

### Employees

- Safety Training

### Special Events

- Bremer County Fair
- Heritage Days
- Christmas on Main

## Code Changes

- Amending Ordinance Nos. 569, 585, 609, 638, 664, 733, 791, 853, 866, 892, 931, 736, 932 and 978, providing that general property taxes levied and collected each year on certain property located within the Amended Waverly Unified Urban Renewal Area, in the City of Waverly, County of Bremer, State of Iowa, by and for the benefit of the State of Iowa, City of Waverly, County of Bremer, Waverly-Shell Rock Community School District, and other taxing districts, be paid to a special fund for payment of principal and interest on loans, monies advanced to and indebtedness, including bonds issued or to be issued, incurred by the City in connection with the Amended Waverly Unified Urban Renewal Area (Amendment No. 2 to the Waverly Unified Urban Renewal Plan).
- Amending Chapter 100 of the Waverly Municipal Code providing for amendments to section 100.3.01 District Titles.
- Amending Chapter 100 of the Waverly Municipal Code providing for amendments to section 100.17 PD- Planned Development District.
- Amending Chapter 100 of the Waverly Municipal Code providing for amendments to section 100.12 C-1 Neighborhood Commercial District.
- Amending the Zoning Map of the City of Waverly, Iowa for property described in SW Waverly on 4<sup>th</sup> Street SW from M-1 (Light Industrial) to C-2 (Commercial).
- Amending Chapter 59 of the Waverly Municipal Code.
- Amending the Zoning Map of the City of Waverly, Iowa for property described in SW Waverly on 4<sup>th</sup> Street SW from R-1 (Residential) to C-2 (Commercial).
- Amending Chapter 102 of the Waverly Municipal Code providing for amendments to the floodplain regulations.
- Amending the Zoning Map of the City of Waverly, Iowa for 3.19 acres of property in Rolling Hills Second Addition on the northwest corner of 39<sup>th</sup> Street SE and Viola Drive from R-4 (Multiple Family Residential) to R-2 (One and Two Family Residential).
- Amending the Zoning Map of the City of Waverly, Iowa for 8 lots within Omni Development First Addition, NE intersection of 13<sup>th</sup> Avenue SW and 3<sup>rd</sup> Street SW from R-4 (Multiple Family Residential) to R-1 (Single Family Residential) in SW Waverly.
- Amending the Zoning Code Section 100.4.03.4 Nonconforming Uses- Enlargement, Reconstruction Prohibited- Exception for Existing Residential Dwellings.
- Amending the Zoning Map of the City for Lots 56 through 67 in Stonehaven V Subdivision from R-4 (Multiple Family Residential) to R-2 (One and Two Family Residential).
- Amending the Zoning Map of the City for Lots 1 through 50 and Lot 53 in Stonehaven IV Subdivision from R-3 (Multiple Family Residential) to R-1 (Single Family Residential).
- Amending the Zoning Map of the City for Lots 12,13,14, and 15 in Stonehaven III Subdivision from R-4 (Multiple Family Residential) to R-1 (Single Family Residential).
- Amending the Zoning Map of the City for Lot 51 in Stonehaven IV Subdivision from R-3 (Multiple Family Residential) to R-4 (Multiple Family Residential).
- Amending the Zoning Map of the City for specified lots in Rolling Meadows Subdivision from R-4 (Multiple Family Residential) to R-2 (One and Two Family Residential).
- Amending the Zoning Map of the City for specified lots in OMNI Development Second Addition from R-4 (Multiple Family Residential) to R-2 (One and Two Family Residential).
- Amending Section 104.4.01 Fireworks of the Waverly Municipal Code.
- Amending Chapter 7 adding Section 7.8 Elected Officials- Removal Procedures to the Waverly Municipal Code.
- Amending the Zoning Code Section 100.4, providing for minimum standards for Condominium Conversions.



The Administration Department continues to strive to provide their employees the tools needed for a safe environment, such as OSHA compliant safety programs to 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.