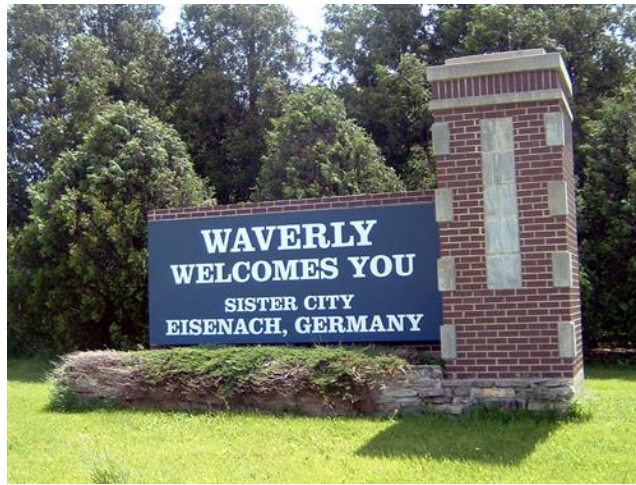


CITY OF  
**WAVERLY**

**Administration Annual Report**

**Fiscal Year 2020 – 2021**





June 30, 2020

Greetings:

The City of Waverly is a nonprofit local government entity providing essential operations and services to a citizen population of just over 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 \$37.2 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.

Like all other communities, worldwide, we continue to manage the stress and effects caused by the COVID-19 Pandemic. The Mayor and City Council began another commission called the Human Equity and Diversity Commission. There are 7 members, one council member serving as the Council Liaison and City Clerk serving as Staff Liaison. The City's façade program gave an opportunity for some of the downtown business owners to apply a new welcoming face to their business. The renovation of the old, Red Fox Inn began to take fruition. The first two E.V. (electric vehicle) charging station were installed for public use. The old Water Pollution Control Facility Dome near Brookwood Park was demolished. The City of Waverly completed the updates to the LOMR/CLOMR ratings, Cedar River Parkway from 4<sup>th</sup> Street SW to Hwy 3 east, Adams Parkway bridge improvements, and the Waverly Welcome Home marketing initiative was rolled out.

The two most challenging topics this year were whether to have a 3 or 4 lane Bremer Avenue and what the future of the ball diamonds would be.

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 until May 31, 2021  
and then Julie Meyers was  
elected to fill vacancy.



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

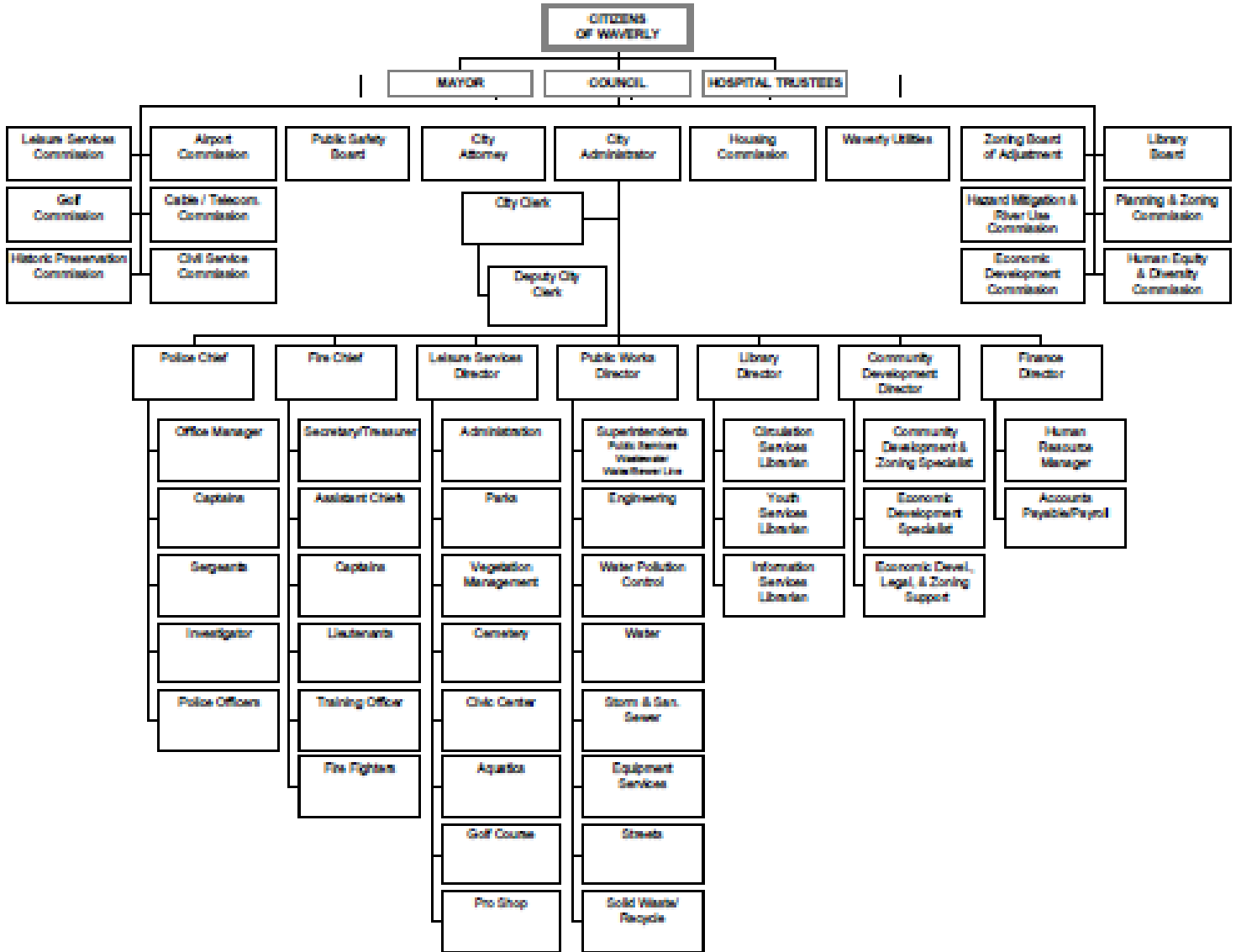
The City of Waverly is under a Mayor/Council form of government. The Iowa League of Cities explain it best. The Mayor presides over Council meetings. This means the Mayor manages the meetings and maintains order. The Mayor cannot vote on items before the Council, but can veto an ordinance or resolution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

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 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 human resources, budgeting, policy development, and regulatory compliance management.

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 2020/21. 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 2020-21 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*

- *Approval of all liquor and tobacco permits*
- *Approval of Cash Disbursements*
- *City of Waverly Budget*
- *City of Waverly Audit*
- *Budget Amendment*
- *Updated Employee Handbook (May, 2021)*
- *Mayoral Appointments*
- *Proclamations*
- *Employee Highlights*
- *Guest Council*
- *New Fire Chief Appointment*
- *Strategic Planning/Work Planning Session.*
- *Council Liaisons to Board and Commissions.*
- *Reviewed goals of City Commissions.*

- *Review of Waverly Utilities Adopted Audit*
- *Adopt ordinances (14 were adopted in FY '20-21)*
- *Approving the Waverly Municipal Airport's Federal Aviation Administration 5-Year Capital Improvement Plan for Federal Fiscal Year 2022-2026. (December 21, 2020)*
- *Adopt resolutions (204 were adopted in FY '20-21)*

### ***Financial Matters***

- Approving an updated Post Issuance Compliance Policy for the City of Waverly. (July 6, 2020)
- Requesting reimbursement from the Iowa COVID-19 Government Relief Fund. (August 24, 2020)
- Approving the Street Finance Report for FY 2019-20. (September 14, 2020)
- Setting dates of a consultation and a public hearing on a proposed Amendment No. 6 to the Waverly Unified Urban Renewal Plan in the City of Waverly, State of Iowa. (October 19, 2020)
- 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 Incremental Revenues of the Waverly Unified Urban Renewal Plan. (November 2, 2020)
- 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. 6 to the Waverly Unified Urban Renewal Plan. (November 16, 2020)
- Determining the necessity and setting dates of a consultation and a public hearing on a proposed West Waverly Urban Renewal Plan for a proposed Urban Renewal Area in the City of Waverly, State of Iowa. (October 19, 2020)
- Determining an area of the City to be an Economic Development and Blighted 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 the West Waverly Urban Renewal Plan. (November 16, 2020)
- Approving the United States Department of Transportation Standard Title VI/Non-Discrimination Assurances and the Title VI/Non-Discrimination Agreement. (November 2, 2020)
- Approving the City of Waverly Fraud Reporting Policy. (November 2, 2020)
- Approving the City of Waverly Personally Identifiable Information Policy. (November 2, 2020)
- Approving the City of Waverly Segregation of Duties Policy. (November 2, 2020)
- Approving the City of Waverly Procurement Policy for Federally Funded Projects. (November 2, 2020)

- Approving the Maximum Property Tax Dollars requested for fiscal year July 1, 2021-June 30, 2022. (February 15, 2021)
- Approving the Federal Aviation Administration Airport Coronavirus Response Grant Program Application for reimbursement of eligible airport expenses for the Waverly Municipal Airport. (March 1, 2021)
- Approving submittal of application for an Iowa DOT Airport Funding Grant. (April 19, 2021)
- Appointing UMB Bank, N.A. of Kansas City, Missouri 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. (February 1, 2021)
- Fixing date for a meeting on the proposition of the issuance of not to exceed \$2,700,000 General Obligation Bonds of the City of Waverly, State of Iowa (For Essential Corporate Purposes), and providing for publication of notice thereof. (February 15, 2021)
- Instituting proceedings to take additional action for the issuance of not to exceed \$2,700,000 General Obligation Bonds. (March 1, 2021)
- Authorizing the issuance of \$2,460,000 General Obligation Bonds, Series 2021, and levying a tax for the payment thereof. (March 1, 2021)
- Directing the advertisement for sale of \$2,530,000 General Obligation Bonds, Series 2021, and approving electronic bidding procedures and official statement. (May 24, 2021)
- Directing sale of \$2,530,000 (subject to adjustment per terms of offering) General Obligation Bonds, Series 2021. (June 7, 2021)
- 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 21, 2021)
- Authorizing and providing for the issuance of \$2,530,000 General Obligation Bonds, Series 2021, and amending the levy of taxes to pay said bonds; approval of the Tax Exemption Certificate and Continuing Disclosure Certificate. (June 21, 2021)
- Directing the allocation of 2021 American Rescue Plan funds. (May 3, 2021)
- Approving application to the Iowa Department of Transportation for COVID-19 Relief Recreational Trails Program funding for replacement of the Ivanhoe Street Bridge and Baskins Creek Bridge and directing execution of said application by the Waverly City Council. (May 3, 2021)
- Approving an audit agreement with Williams & Company P.C. for the fiscal year ended June 30, 2021. (May 17, 2021)
- Fixing date for a meeting on the authorization of a loan and disbursement agreement and the issuance of not to exceed \$13,300,000 Sewer Revenue Capital Loan Notes of the City of Waverly, State of Iowa, and providing for publication of notice thereof. (May 3, 2021)



- Instituting proceedings to take additional action for the authorization of a loan and disbursement agreement and the issuance of not to exceed \$13,300,000 Sewer Revenue Capital Loan Notes. (May 17, 2021)
- Approving and authorizing a form of loan and disbursement agreement by and between the City of Waverly, Iowa and the Iowa Finance Authority, and authorizing and providing for the issuance and securing the payment of \$13,300,000 Taxable Sewer Revenue Capital Loan Notes, Series 2021, of the City of Waverly, Iowa, under the provisions of the Code of Iowa, and providing for a method of payment of said notes. (June 7, 2021)

### ***New Initiatives***

- Election of 2<sup>nd</sup> Ward Councilwoman Julie Meyers
- Designating Jeena Trumbauer as the Chief Finance Officer for the City of Waverly. (June 21, 2021)

### ***New Projects***

- Approving the Professional Services Agreement with WHKS & Co. for the 1st Street NW Reconstruction 2021 project. (July 6, 2020)
- Approving the Iowa Northland Regional Transportation Authority's Surface Transportation Block Grant Programming Agreement for the 1st Street NW Reconstruction 2021 project. (October 5, 2020)
- Approving the Iowa Department of Transportation's Agreement for a Surface Transportation Block Grant Programming Federal-aid Swap Project for the 1st Street NW Reconstruction 2021 project. (October 5, 2020)
- Approving the Resolution of Necessity and adopting the Preliminary Assessment Schedule as a part of the 1st Street NW Reconstruction project and setting a Public Hearing. (November 16, 2020)
- Approving a resolution of necessity for water service improvements as a part of the 1st Street NW Reconstruction 2021 project and adopting The Preliminary Assessment Schedule setting values of affected properties and establishing maximum assessments for each property. (December 7, 2020)
- Approving plans, specifications, form of contract and estimated cost for the 1st Street NW Reconstruction 2021 project. (March 1, 2021)
- Awarding contract for the 1st Street NW Reconstruction 2021 project. (March 1, 2021)
- Approving Contract, Bond and Certificate of Insurance from Lodge Construction for the 1st Street NW Reconstruction 2021 project. (March 15, 2021)
- Approving an agreement with TEAM Services for Construction Testing & Inspection Services for the IDOT for the 1st Street NW Reconstruction 2021 project. (April 19, 2021)
- Approving a Professional Services Agreement with WHKS & Co. for the 3rd Street SE Bridge Removal 2021. (July 6, 2020)
- Approving to memorialize the 3rd Street SE Bridge. (August 17, 2020)
- Approving to memorialize the 3rd Street SE Bridge. (January 4, 2021)

- Approving the relocation of a sanitary sewer main around St. John Church and approving the sanitary sewer main easement. (August 3, 2020)
- Approving the inspection and repair, snooper truck rental, and Professional Services Agreement for the sanitary sewer force main inspection located on the Adams Parkway Bridge. (August 3, 2020)
- Approving the Professional Services Agreement with Snyder & Associates for the Cedar Lane Reconstruction (North) 2021 project. (December 7, 2020)
- Approving plans, specifications, form of contract and estimated cost for the construction of the South Riverside Shelter project. (March 1, 2021)
- Awarding contract for the construction of the South Riverside Shelter project. (March 1, 2021)
- Approving Contract, Bonds, and Certificate of Insurance from Cardinal Construction, Inc. for the construction of the South Riverside Park Shelter and authorizing the Mayor to sign the contract. (March 15, 2021)
- Approving a contract agreement with Rebecca Hackemann to install a stereoscope in South Riverside Park. (March 15, 2021)
- Approving Change Order No. 1 to the South Riverside Park & Shelter Project. (May 3, 2021)
- Approving plans, specifications, form of contract, and estimated cost for the Cedar River Park Bid Package 2- Ball Field Installation and Paving project. (February 15, 2021)
- Awarding contract for the Cedar River Park Bid Package 2- Ball Field Installation and Paving project. (February 15, 2021)
- 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. (March 1, 2021)
- Approving plans, specifications, form of contract and estimated cost for the WPC Facility Improvements 2020 project. (April 5, 2021)
- Awarding the WPC Facility Improvements 2020 project. (April 19, 2021)
- Approving Amendment No. 1 to the Professional Services Agreement for the WPC Facility Improvements 2020 project. (April 19, 2021)
- Approving contract, bonds, and certificate of insurance, and change order No. 1 from Gridor Construction, Inc. for the WPC Facility Improvements 2020 project and authorizing the Mayor to sign the contract. (May 17, 2021)
- Approving the Iowa State Revolving Fund Environmental Information document for the WPC Facility Improvements 2020 project. (June 7, 2021)
- Awarding contract for the City Hall Parking Lot Repair- 2021 project. (April 19, 2021)
- Approving Change Order No. 1 to the 4th Street SW (IA 116) & 10th Street SW Improvements 2020 project. (August 3, 2020)

- Approving Change Order No. 2 to the 4th Street SW (IA 116) & 10th Street SW Improvements 2020 project. (October 5, 2020)
- Approving Change Order No. 3 to the 4th Street SW (IA 116) & 10th Street SW Improvements 2020 project and Pay Application No. 10. (December 7, 2020)
- Approving Change Order No. 4 to the 4th Street SW (IA 116) & 10th Street SW Improvements 2020 project and Pay Application No. 11. (January 4, 2021)
- Approving Change Order No. 5, Change Order No. 6 to the 4th Street SW (IA 116) & 10th Street SW Improvements 2020 project, and Pay Application No. 12. (February 2, 2021)
- Adopting the Final Assessment Schedule for the 4th Street SW (IA 116) & 10th Street SW Improvements 2020 project. (February 15, 2021)
- Approving plans, specifications, form of contract and estimated cost for the Public Services Center-North Addition 2021 project. (January 4, 2021)
- Awarding contract for the Public Services Center- North Addition 2021 project. (January 4, 2021)
- Approving contract, bonds, and certificate of insurance from Cresco Building Service for the Public Services Center- North Addition 2021 project and authorizing the Mayor to sign the contract. (January 18, 2021)
- Approving the purchase of Builders Risk Insurance for the Public Services Center- North Addition 2021 project. (January 18, 2021)
- Approving an agreement for material inspection and testing services with Chosen Valley Testing for the Public Services Center- North Addition 2021 project. (January 18, 2021)
- Approving Supplemental Agreement No. 1 for Engineering Services for the Traffic Study 2020 project. (March 1, 2021)
- 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 Lane Culverts Replacement project. (May 17, 2021)
- Approving plans, specifications, form of contract and estimated construction cost for the Cedar Lane Culvert Replacements project. (June 21, 2021)
- Awarding contract for the Cedar Lane Culvert Replacements project. (June 21, 2021)
- A resolution of intent to commence a public improvement project for the Cedar Lane Culverts Replacement and authorizing condemnation of certain real property for the project. (June 21, 2021)

### ***Completed Projects***

- Approving plans, specifications, form of contract and estimated cost for the Business 218 North HMA Resurfacing 2020 project. (July 6, 2020)
- Awarding contract for the Business 218 North HMA Resurfacing 2020 project. (July 6, 2020)

- Approving contract documents for the Business 218 North HMA Resurfacing 2020 project. (August 3, 2020)
- Accepting the Business 218 North HMA Resurfacing 2020 project as complete and approving Pay Estimate No. 4 as the final pay request. (February 15, 2021)
- Accepting the Citywide Asphalt Patching- Spring 2020 project as complete and approving Pay Estimate No. 1 as the final pay request. (July 6, 2020)
- Accepting the Downtown Alley Reconstruction 2020 project as complete, approving Change Order No. 1, and approving Pay Estimate No. 3 as the final pay request. (July 6, 2020)
- Approving plans, specifications, form of contract, and estimated cost for the Demolition of the Old Cemetery Shop and Construction of the new Cemetery Shop in the Harlington Cemetery. (July 20, 2020)
- Awarding contract for the Demolition of the Old Cemetery Shop and Construction of the New Cemetery Shop in the Harlington Cemetery. (July 20, 2020)
- Accepting the Cemetery Building project as complete, approving Pay Application No. 5, and approving Pay Application Retainage as the final pay request. (January 18, 2021)
- Accepting the Bituminous Seal Coat Program 2020 as complete, approving Change Order No.1, and approving Pay Estimate No. 2 as the final pay request. (August 17, 2020)
- Accepting the Exchange Building Project as complete and approving Pay Estimate No. 4 as the final pay request. (August 17, 2020)
- Accepting the Crack Cleaning and Filling Project 2020 as complete and approving Pay Estimate No. 1 as the final pay request. (September 14, 2020)
- Approving Change Order No. 4 accepting the 20th Street NW Reconstruction- Railroad Crossing Improvements at 20th St. NW and 5th Ave. NW 2018 project as complete and approving Pay Application No. 5 as the final payment. (October 19, 2020)
- Approving Change Order No. 1, accepting the 20th Street NW Reconstruction 2020 project as complete, approving Pay Application No. 3 as the final payment, and approving the Supplemental Agreement. (October 19, 2020)
- Awarding Contract for the Citywide Asphalt Patching- Fall 2020 project. (October 5, 2020)
- Accepting the Citywide Asphalt Patching- Fall 2020 project as complete and approving Pay Estimate No. 1 as the final pay request. (November 16, 2020)
- Approving Change Order No. 1 to the Cedar River Park- Phase 1 Grading Project. (August 3, 2020)
- Approving Change Order No. 2, accepting the Cedar River Park- Phase 1 Grading project as complete, approving partial Pay Application No. 5, and approving Pay Application No. 6 as the final pay request. (December 21, 2020)
- Approving plans, specifications, form of contract and estimated cost for the Old WPC Dome Demolition 2020 project. (October 19, 2020)

- Awarding contract for the Old WPC Dome Demolition 2020 project. (October 19, 2020)
- Approving Contract, Bonds, and Certificate of Insurance from Elder Corp. for the Old WPC Dome Demolition 2020 project and authorizing the Mayor to sign the contract. (November 16, 2020)
- Accepting the Old WPC Dome Demolition 2020 project as complete and approving Pay Application No. 2 as the final pay request. (December 21, 2020)
- Approving Change Order No. 1, accepting the Airport Runway 29 Extension 2018 project as complete, approving pre-final Pay Application No. 6, and approving Pay Application No. 7 as the final pay request. (January 4, 2021)
- Approving final pay request to Wells Hollow Landscaping for Waverly Streetscape Tree Project 2020. (May 3, 2021)
- Approving the Parks Shop Roof and Gutter Replacement payment. (May 17, 2021)
- Awarding contract for the Citywide Asphalt Patching- Spring 2021 project. (April 19, 2021)
- Accepting the Citywide Asphalt Patching- Spring 2021 project as complete and approving Pay Estimate No. 1 as the final pay request. (June 21, 2021)

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

- Approving a Plat of Survey to create the proposed Parcel UU located to the north of the Cedar River Parkway for the City of Waverly. (July 6, 2020)
- Approving the designation of two (2) parking spaces in the City of Waverly parking lot at the corner of 1st Avenue and 3rd Street SE for EV charging stations. (September 14, 2020)
- Adopting the 2020 Housing Needs Assessment prepared by INRCOG. (September 14, 2020)
- Awarding an Owner-Occupied Rehabilitation Contract to Kirvan Enterprises, LLC for Project #1 of the Waverly CDBG Housing Rehabilitation Program. (August 3, 2020)
- Approving Change Order No. 3 to the Owner-Occupied Rehabilitation Contract for Project #1 of the Waverly CDBG Housing Rehabilitation Program. (November 16, 2020)
- Accepting the Project #1 of the Waverly CDBG Housing Rehabilitation Program as complete and approving final pay request. (March 1, 2021)
- Support of Governor Reynold's proclamations regarding COVID-19. (November 23, 2020)
- Awarding an Owner-Occupied Rehabilitation Contract to Kirvan Enterprises LLC for Project #3 of the Waverly CDBG Housing Rehabilitation Program. (December 7, 2020)
- Awarding an Owner-Occupied Rehabilitation Contract to Kirvan Enterprises, LLC for Project #2 of the Waverly CDBG Housing Rehabilitation Program. (August 3, 2020)
- Approving Change Order No. 1 to the Owner-Occupied Rehabilitation Contract for Project #2 of the Waverly CDBG Housing Rehabilitation Program. (January 18, 2021)

- Approving Change Order No. 2 to the Owner-Occupied Rehabilitation Contract for Project #2 of the Waverly CDBG Housing Rehabilitation Program. (March 1, 2021)
- Accepting the Project #2 of the Waverly CDBG Housing Rehabilitation Program as complete and approving final pay request. (June 7, 2021)
- Awarding an Owner-Occupied Rehabilitation Contract to Kirvan Enterprises LLC for Project #4 of the Waverly CDBG Housing Rehabilitation Program. (December 7, 2020)
- Approving Change Order No. 1 to the Owner-Occupied Rehabilitation Contract for Project #4 of the Waverly CDBG Housing Rehabilitation Program. (April 19, 2021)
- Accepting the Project #4 of the Waverly CDBG Housing Rehabilitation Program as complete and approving final pay request. (June 7, 2021)
- Awarding an Owner-Occupied Rehabilitation Contract to Kirvan Enterprises, LLC for Project #5 of the Waverly CDBG Housing Rehabilitation Program. (December 7, 2020)
- Approving a contract with INRCOG for Waverly to use funding from CARES Act to carry out economic resiliency activities to address impacts from the COVID-19 Pandemic. (December 7, 2020)
- Approving the Professional Services Agreement with WHKS & Co. for the Rolling Prairie Trail Extension 2021 project. (September 14, 2020)
- Approving the Iowa DOT Federal-Aid Agreement for the Rolling Prairie Trail Extension 2021 project. (December 21, 2020)
- Approving the Memorandum of Understanding with INRCOG for grant writing services related to the application for COVID-19 Relief Recreational Trails Program funds for improving bridges on the Waverly Rail Trail section of the Rolling Prairie Trail. (April 19, 2021)
- Setting User Fees and Charges for the Golf Course for 2021 and Gift Certificate Expiration Date. (December 21, 2020)
- Approving the design of the Rock Island Depot Historic Signage and contract with Nagle Signs for the historical sign which will be placed at 109 1st Street SW, Waverly, Iowa. (April 5, 2021)
- Approving Peddlers, Solicitors, Transient Merchants, and Mobile Food Vendors License Application Fees. (April 5, 2021)

### ***Real Estate***

- Approving a Plat of Survey to create the proposed Parcel Y, Parcel Z, and Parcel AA located at 41 8th Avenue NW for Gary L. Schneider. (July 6, 2020)
- Approving a Plat of Survey for Parcel ID 0526376010 and 206 Summit Drive for Brian Hunemuller. (August 3, 2020)
- Approving a Plat of Survey located at 2415 Grand Avenue for Patrick and Renae Sikora. (September 21, 2020)

- Approving a Plat of Survey located at 2028 Badger Avenue for Dana Benning. (October 5, 2020)
- Approving a Plat of Survey to create the proposed Parcel VV of Lots 98 & 99 in the Centennial Oaks Golf Club Addition for Cole and Jena Heimer. (October 19, 2020)
- Approving a Plat of Survey located at 2433 Grand Avenue for Ronald Kratchmer. (October 19, 2020)
- Approving a Plat of Survey for Parcel QQ and Parcel RR in Lot 2 and Parcel SS and Parcel TT in Lot 3 in the Bridle Spur Estates Subdivision. (December 7, 2020)
- Setting a date for a Public Hearing for consideration of a Resolution for the vacation and transfer of Parcel Y to Sugar Beet, LLC in exchange for an Ingress-Egress & Utility Easement over property owned and developed by Sugar Beet, LLC. (December 7, 2020)
- Approving the vacation and transfer of Parcel Y to Sugar Beet, LLC in exchange for an Ingress-Egress & Utility Easement over property owned and developed by Sugar Beet, LLC. (December 21, 2020)
- Authorizing the vacation of an utility easement and establishing a new easement within Parcel H. (December 7, 2020)
- Approving a joint street project for the completion of Eagle Ridge Drive to 8th Street SE pursuant to a Development Agreement and setting a Public Hearing for the First Reading of Ordinance 1085, an Ordinance vacating and transferring cul-de-sacs Spyglass Hill and Pinehurst Point in Centennial Oaks Golf Club Addition. (December 21, 2020)
- Approving plans, specifications, form of contract and estimated cost for the Eagle Ridge Drive & Cul-De-Sac Extension project. (April 5, 2021)
- Awarding contract for the Eagle Ridge Drive & Cul-De-Sac Extension project. (April 5, 2021)
- Approving and accepting a dedication of additional right of way adjacent to Eagle Ridge Drive located within Centennial Oaks Golf Club Addition to the City of Waverly. (April 19, 2021)
- Approving an Irrevocable Letter of Credit for Echo Development Group, LLC as the payment guarantee to the City. (April 19, 2021)
- Approving contract, bond, and certificate of insurance from Baker Enterprises for the Eagle Ridge Drive & Cul-De-Sac Extension project and authorizing the Mayor to sign the contract. (May 3, 2021)
- Approving a Plat of Survey of the former Washington Irving School site. (June 7, 2021)
- Approving a Plat of Survey to create Parcel G at 2369 Fern Avenue. (June 21, 2021)
- Approving a Plat of Survey to create Parcel Q located at the corner of Bremer Road and Fairholm Drive. (June 21, 2021)
- Authorizing a competitive sealed bid procedure for the sale of city-owned real estate at 517 3rd Street SE, Waverly, Iowa. (May 17, 2021)
- Approving a resolution approving a real estate listing agreement. (June 21, 2021)

- Authorizing a competitive sealed bid procedure for the sale of city-owned real estate consisting of 141.67 acres. (May 17, 2021)

### ***Economic Development***

- Selecting a Development Proposal for the former Red Fox Inn located at 1900 Heritage Way. (September 21, 2020)
- Fixing date for a Public Hearing on the proposal to enter into a purchase, sale, and development agreement with 1859 Ventures, LLC for the property known as the former Red Fox Inn located at 1900 Heritage Way and providing for publication of notice thereof. (November 2, 2020)
- Authorizing a settlement with Iowa Workforce Development regarding the former Red Fox Inn property development by 1859 Ventures, LLC. (February 15, 2021)
- Authorizing 1859 Ventures, LLC to move forward with roof repairs, winterizing work and interior demolition work prior to closing. (November 2, 2020)
- Approving and authorizing execution of a purchase, sale, and development agreement by and between the City of Waverly and 1859 Ventures, LLC. (November 16, 2020)
- Approving marketing proposals from AMPERAGE Marketing for the continuation of the Community Marketing Plan through Fiscal Year 2020-21. (March 1, 2021)
- Approving the payment of TIF, Hotel/Motel Tax and Upper Story Façade Improvement Rebates to be paid in this fiscal year (2019-2020) (April 19, 2021)

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

- Approving the creation of the Human Equity and Diversity Task Force, further known as Task Force. (July 20, 2020)
- Designating the Bremer County Independent/Waverly Democrat as the official legal newspaper of the City for the year 2021. (January 4, 2021)
- 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 Neil Smith property. (November 16, 2020)
- Approving a Lease Agreement between the City of Waverly and James Janssen for 2021 rental ground within the City's Airport Safety Zone. (November 16, 2020)
- Approving a Lease Agreement between the City of Waverly and Lonnie L. Even for 2021 rental ground within the City's Airport Safety Zone. (January 4, 2021)
- Approving a Lease Agreement between the City of Waverly and William Lowe for 2021 rental ground within the City's Airport Safety Zone. (February 15, 2021)
- Approving a contract with Green Image Landscapes for streetscape display on the 4 Queens corner. (September 14, 2020)



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

- Approving a contract agreement with Institute for Decision Making (IDM) at the University of Northern Iowa (UNI) for Economic Development Commission's Strategic Planning. (May 3, 2021)

### ***Downtown Development***

- Approving Mission Properties LLC's façade reimbursement request. (August 3, 2020)
- Approving Gerald Woodin's façade reimbursement request. (August 17, 2020)
- Approving Gerald Woodin's additional façade reimbursement request. (September 14, 2020)
- Approving the Contract Change Order and payment of contract amount less 5% retainage until completion of items in Spring 2021 for the Waverly Streetscape Tree Project 2020. (September 14, 2020)
- Approving the allocation of streetscape funds to pay the balance of a wall mural to be located at 214 E. Bremer Avenue, Waverly. (September 14, 2020)
- Approving Root Enterprises, LLC's façade reimbursement request. (June 7, 2021)
- Approving Waverly Real Estate, LLC's façade reimbursement request. (June 21, 2021)

### ***Residential Growth***

- Approving a Final Plat for the proposed Whitetail Bluff Addition. (July 20, 2020)
- Approving Construction Guarantees for the Whitetail Bluff public improvements. (August 3, 2020)
- Approving the acquisition of Sewer Main Easements from Gregory and Lisa Gasch for the sewer main extension to serve Whitetail Bluff Subdivision. (August 3, 2020)
- Approving the acquisition of Sewer Main Easement from Waverly Area Veterans Post (WAVP) for the sewer main extension to serve Whitetail Bluff Subdivision. (September 21, 2020)
- Terminating the Development Agreement between the City of Waverly, Iowa and Owners Allen Barkhausen, Carolyn Huber, and Beverly Leistikow for Wilmour's Woodland Estates recorded as Doc. No. 20190155, Bremer County records. (May 17, 2021)
- Approving a preliminary plat for a residential development for the proposed Walnut Ridge Subdivision on property located off of 12th Street NE. (September 14, 2020)
- Approving a preliminary plat for a residential development for the proposed Walnut Ridge Subdivision on property located off of 12th Street NE. (December 7, 2020)
- Approving a Final Plat for the Walnut Ridge Subdivision. (May 17, 2021)
- Approving an amended Final Plat for the Walnut Ridge Subdivision. (June 21, 2021)
- Approving the new Zoning Map Update for the City of Waverly. (May 3, 2021)

- Approving the Request for Proposal (RFP) process for the redevelopment of the former Washington Irving Elementary School Site and approving to move forward with the process to rezone the parcel to R-3 (Residential). (May 3, 2021)

### ***Environmental Issues***

- Requiring face masks be worn by any member of the public while being an occupant of a public building. (August 3, 2020)
- Amending and replacing Resolution 20-126 requiring face masks be worn by any member of the public while being an occupant of a Public Building. (April 26, 2021)
- Addendum to Resolution 21-65 amending and replacing Resolution 20-126 requiring face masks be worn by any member of the public while being an occupant of a public building. (May 3, 2021)
- Declaring that the City Council will return to in-person meetings, as it was, before the Covid-19 Pandemic. (April 26, 2021)
- Approving application for SRF Sponsored Project. (September 14, 2020)
- Approving the option to purchase real estate for the proposed SRF water resource restoration sponsored project located in northwest Waverly. (September 14, 2020)
- Approving a Professional Services Agreement with WHKS & Co. of Rochester, Minnesota for services associated with the construction of a wetland in northwest Waverly. (April 19, 2021)

### ***Ongoing Projects, Studies and Activities***

- Approving the Federal Aviation Administration (FAA) Grant Agreement for federal assistance for moving and relocation expenses and easement acquisition for the Airport Safety Zone project at the Waverly Municipal Airport. (August 17, 2020)
- Approving a Professional Services Agreement with WHKS & Co. for the 2021 vehicle bridge or culvert inspections. (January 18, 2021)
- Approving a Federal Aviation Administration (FAA) agreement to perform a flight inspection on Runway 29 at the Waverly Municipal Airport. (August 3, 2020)
- Approving the MidAmerican Agreement for the removal and installation of underground powerlines on the west side of Business 218 North near the Waverly Municipal Airport Runway 11. (July 6, 2020)
- Established Subdivision Sidewalk Infill Program Criteria. (February 15, 2021)
- Approving plans, specifications, form of contract and estimated cost for the Bituminous Seal Coat Program 2021. (March 15, 2021)
- Awarding contract for the Bituminous Seal Coat Program 2021. (March 15, 2021)
- 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 5, 2021)
- Awarding contract for the Crack Cleaning and Filling Project 2021. (April 19, 2021)

### ***Equipment Purchases***

- Approving the purchase of a replacement server for the security cameras at the Public Services Center. (July 20, 2020)
- Approving the purchase of a 2020 John Deere 50G Compact Excavator for the Public Works Department. (October 19, 2020)
- Approving the purchase of seventeen (17) SIGM400 rifles with accessories and eighteen (18) P320 pistols with accessories for the Police Department. (February 1, 2021)
- Approving the purchase and installation of a replacement security camera system for the Waverly Municipal Airport. (February 15, 2021)

### ***Employees***

- *Safety Training*
- *Approving a contract between the City of Waverly and IBEW Local Union 288 (City Unit).*
- *Approving a contract between the City of Waverly and IBEW Local Union 288 (Public Safety Unit).*
- *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)*
- Approving a Business Associate Agreement- Health Insurance and Benefits Consultant related to Protected Health Information with PDCM Insurance. (March 15, 2021)

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

- Amending Chapter 37, Section 37.2, of the Waverly Municipal Code. (August 11, 2020)
- Amending the Zoning Map of the City of Waverly, Iowa, for Parcel ID 0535126010 located to the west of Horton Road from R-4 (Multiple Family Residential District) to R-1 (Single Family Residential District). (August 11, 2020)
- Amending the Zoning Map of the City of Waverly, Iowa, for Parcel ID 0901126003 located on 12th Street NE from A-1 (Agricultural District) to R-1 (Single Family Residential District). (August 11, 2020)
- Amending Section 104.4.01 Fireworks of the Waverly Municipal Code. (September 29, 2020)
- Amending the Zoning Map of the City of Waverly, Iowa, for property located at 1661 3rd Street SW from R-3 (Multiple Family Residential District) to C-1 (Commercial District). (December 15, 2020)
- Amending the current Waverly TIF Ordinance 1060 in conjunction with the adoption of Amendment No. 6 to the Waverly Unified Urban Renewal Plan. (December 15, 2020)
- Establishing a new TIF Ordinance in conjunction with the adoption of the West Waverly Urban Renewal Plan. (December 15, 2020)

- Adding Chapter 32 of the Waverly Municipal Code regarding the establishment of a Human Equity and Diversity Commission. (January 12, 2021)
- Vacating right of way of 20th Street SW located within Parcel H, according to Plat of Survey recorded as Doc. No. 20021492 in the Bremer County Records, and north of a point 300 feet north of the southeast corner of Parcel H and creating Appendix F- Street and Alley Right of Way Vacations in the Waverly Municipal Code. (January 12, 2021)
- Repealing and replacing Chapter 102 of the Waverly Municipal Code providing for amendments to the Floodplain Regulations. (January 26, 2021)
- Amending Sewer Rates, Charges, and Minimum Rate. (March 23, 2021)
- Amending Solid Waste Rates, Charges, and Base Rate. (March 23, 2021)
- Repealing and replacing the Waverly Municipal Code's Chapter 53, Peddlers, Solicitors, and Transient Merchants. (April 13, 2021)
- Vacating street right of ways of Pinehurst Point and Spyglass Hill located within Centennial Oaks Golf Club Addition to the City of Waverly and authorizing transfer to owner of adjacent lots, Echo Development Group, LLC. (April 27, 2021)

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.