

# CITY OF WAVERLY

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## Administration Annual Report

Fiscal Year 2022 – 2023

June 30, 2023

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 75 full-time and an estimated 100 part-time and seasonal employees working with an annual operating and capital budget of approximately \$30.1 Million. Areas of service include police, fire, ambulance, library, parks, vegetation management, golf course, swimming pool, cemetery, economic development, community development and zoning, finance, human resources, legal, administration, and legislative. Other operations include engineering, airport, streets, water and wastewater operations, sewer operations, solid waste collection, recycling, and yard waste.

The City of Waverly completed the Youth Ball Diamonds, several staff changes happened this year with movement for some current full-time employees and also with new hires, city staff began the process of working with UKG for human resource online management, and the City purchased the Waverly Golf and Country Club to own and operate with City staff.

Two challenging topics this year were completing the budget preparation process given various new legislature changes and purchasing equipment with extended lead times and rising costs.

CITY OF WAVERLY

James W. Bronner  
City Administrator

JWB/cdg



## Administration Department

James Bronner, City Administrator, Carla Guyer, City Clerk, Jen Johnson, Office Coordinator and Bill Werger, City Attorney provide support to Council and City operations.

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 all city departments. The Department is responsible for human resources, legal items, 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 2022-2023. 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 2022-23 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*

We have had some awesome accomplishments this fiscal year. A new mayor and three councilmembers transitioned nicely into their new roles. We have worked with the Champions Ridge Committee in hopes to have that project completed.

- *Approval of all liquor and tobacco Permits;*
- *Approval of Peddlers/Solicitors Permits;*
- *Approval of Mobile Food Vendor Permits;*
- *Approval of Special Event Permits;*
- *Approval of Fire Work Display Permits;*
- *Approval of Cash Disbursements;*
- *City of Waverly Budget;*
- *City of Waverly Audit;*
- *Completion of FY Budget 2023 – 2024;*
- *Budget Amendment for FY Budget 2022 – 2023;*
- *Mayoral Appointments;*
- *Proclamations;*
- *Guest Council Invitees;*
- *Fire Chief Appointment;*
- *Council Liaisons to Board and Commissions;*
- *Approving the Waverly Municipal Airport's Federal Aviation Administration 5-Year Capital Improvement Plan for Federal Fiscal Year 2024-2028. (December 19, 2022).*

## *Financial Matters*

- 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 21, 2022)
- Approving FY2022 State Urban Renewal Report (November 21, 2022)
- Approving the Street Finance Report for FY 2022 (November 21,2022)
- Approving a Maintenance Block Service Order with Spinutech, LLC. (February 6, 2023)
- Approving instituting proceedings to take additional action for the authorization and issuance of not to exceed \$2,700,000 General Obligation Bonds (ECP) (February 20, 2023)
- Approving instituting proceedings to take additional action for the authorization and issuance of not to exceed \$700,000 General Obligation Bonds (GCP-1) (February 20, 2023)
- Approving instituting proceedings to take additional action for the authorization and issuance of not to exceed \$700,000 General Obligation Bonds (GCP-2) (February 20, 2023)
- Approving instituting proceedings to take additional action for the authorization and issuance of not to exceed \$600,000 General Obligation Bonds (GCP-3) (February 20, 2023)
- Approving instituting proceedings to take additional action for the authorization and issuance of not to exceed \$600,000 General Obligation Bonds (GCP-4) (February 20, 2023)
- Authorizing the issuance of \$4,500,000 General Obligation Bonds, Series 2023, and levying tax for the payment thereof (February 20, 2023)
- Approving the Maximum Property Tax Dollars from Certain Levies for the City's Proposed Fiscal Year 2023-24 Budget. (February 20, 2023)
- Approving the Budget for Fiscal Year 2023-2024 (March 20, 2023)
- 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 6, 2023)
- 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 (GCP-1), and providing for publication of notice thereof. (February 6, 2023)
- 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 (GCP-2), and providing for publication of notice thereof. (February 6, 2023)
- Fixing date for a meeting on the proposition of the issuance of not to exceed \$600,000 General Obligation Bonds of the City of Waverly, State of Iowa (For General Corporate Purposes (GCP-3), and providing for publication of notice thereof. (February 6, 2023)
- Fixing date for a meeting on the proposition of the issuance of not to exceed \$600,000 General Obligation Bonds of the City of Waverly, State of Iowa (For General Corporate Purposes (GCP-4), and providing for publication of notice thereof. (February 6, 2023)
- 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. (March 6, 2023)
- Authorizing and providing for the issuance and securing the payment of \$1,500,000 Local Option Sales and Services Tax Revenue Bonds, Taxable Series 2023, of the City of Waverly, State of Iowa, under the provisions of the Code of Iowa, and providing for a method of payment of the bonds. (March 6, 2023)
- Directing the advertisement for sale of \$1,500,000 General Obligation Bonds, Series 2023, and approving electronic bidding procedures and official statement. (February 6, 2023)
- Directing sale of \$1,500,000 (subject to adjustment per terms of offering) Local Option Sales and Services Tax Revenue Bonds, Series 2023. (February 27, 2023)

- Approving an Engagement Agreement between the City of Waverly and Williams & Company P.C. for audit services of financial statements of the governmental activities and business-type activities for the year ended June 30, 2022. (August 8, 2022)
- Authorizing the City of Waverly to contribute funds to various non-governmental entities identified through the budget process and setting forth the defined public benefit for the expenditures approved in the budget for fiscal year 2023-2024. (March 20, 2023)
- Directing the acceptance of a proposal to purchase \$175,000 General Obligation Capital Loan Note, Series 2022. (July 11, 2022)
- Approving and authorizing a form of Loan Agreement and authorizing and providing for the issuance of a \$175,000 General Obligation Capital Loan Note, Series 2022, and pledging the taxes within the General Fund to pay the Note. (July 11, 2022)
- Authorizing the Mayor, City Administrator, Finance Manager, and City Clerk to execute certain financial institution documents. (September 12, 2022)
- Authorizing the Rural Development Loan Agreement and Issuing the Rural Development Bonds. (September 12, 2022)
- Authorizing and providing for the incurrence of indebtedness for the purpose of providing a portion of the cost of acquiring, constructing, enlarging, improving, and/or extending its City Hospital/Waverly Health Center facility to serve an area lawfully within its jurisdiction to serve. (September 19, 2022)
- Authorizing and approving one or more loan agreements and credit agreements and providing the issuance and securing the payments of an aggregate principal amount of not to exceed \$1,360,000 taxable subordinate hospital revenue notes (December 19, 2022)
- Approving an Actuarial Services Agreement with Silverstone Group, LLC | HUB of Omaha, Nebraska for the City of Waverly. (September 19, 2022)
- Approving Bid Package #1 in the amount of \$257,300.00 to Cardinal Construction of Waterloo, Iowa, Bid Package #2 with Alternate #1 in the amount of \$186,700.00 to Steege Construction of Waterloo, Iowa, and Bid Package #3 and #4 with Alternates #1 on each to Matt Construction of Sumner, Iowa in the amount of \$611,000.00 for the Cedar River Park Baseball/Softball Development – Phase 3 project. (October 3, 2022)
- Approving the bid for the Kohlmann Park Parking Lot Paving Project to James Concrete of Waverly, Iowa in the amount of \$15,900.00. (October 3, 2022)
- Fixing date for a meeting on the proposition of the issuance of not to exceed \$1,500,000.00 Local Option Sales and Services Tax Revenue Bonds, of the City of Waverly, State of Iowa at 7:00 P.M. on November 7, 2022 in the City Council Chambers of City Hall and providing for publication thereof (October 17, 2022)
- Approving Fiscal Year 2023 transfers (October 17, 2022)
- Instituting the proceedings to take additional action for the issuance of not to exceed \$1,500,000 Local Option Sales and Services Tax Revenue Bonds (November 7, 2022)
- 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 7, 2022)
- Approving an agreement with the Waverly Golf Course and Teesnap, LLC for services described in the contract for annual installments of \$8,100.00 beginning on January 1, 2023 (December 19, 2022)
- Fixing date for a meeting on the proposal to reallocate certain unspent proceeds of the General Obligation Bonds, Series 2019; General Obligation Bonds, Series 2020 A; and General Obligation Bonds Series 2021, of Waverly, Iowa, and providing for publication of notice thereof. (April 3, 2023)
- Instituting Proceedings to take additional action and approving the reallocation of certain unspent proceeds of the General Obligation Bonds, Series 2019, General Obligation Bonds, Series 2020A, and General Obligation Bonds, Series 2021, of the City of Waverly, Iowa (April 17, 2023)
- Adopting Financial Policies for the City of Waverly (May 1, 2023)

- Naming Depositories for the City of Waverly. (May 1, 2023)
- Directing the Advertisement for Sale of \$4,500,000 General Obligation Bonds, Series 2023, and Approving Electronic Bidding Procedures and Official Statement. (May 1, 2023)
- Repealing Resolution 06-79, City of Waverly Curb and Gutter Maintenance Program and Policy and replacing it with Resolution 23-67, City of Waverly Curb and Gutter Maintenance Policy (May 1, 2023)
- Approving a Plat of Survey Creating Parcel YY in the Centennial Oaks Golf Club Addition of the City of Waverly, Iowa. (May 1, 2023)
- Directing Sale of \$4,500,000 (Subject to Adjustment per Terms of Offering) General Obligation Bonds, Series 2023. (May 15, 2023)
- Approving the Amendment of FY 2023 budget. (May 15, 2023)
- Appointing Pay Agent, Bond Registrar, and Transfer Agent, Approving Paying Agent, and Bond Registrar and Transfer Agent Agreement and Authorizing the Execution of the Agreement. (June 5, 2023)
- Authorizing the Providing for the Issuance, and Amending the Levy of Taxes to Pay Bonds; Approval; Approval of the Tax Exemption Certificate and Continuing Disclosure Certificate. (June 5, 2023)

### *New Initiatives*

- Designating Valorie Northrup as the Finance Manager for the City of Waverly. (September 12, 2022)
- Hiring Jen Johnson as the Deputy City Clerk (September 19, 2022)

### *New Projects*

- Set a Public Hearing for the review of the Plans, Specifications, Form of Contract, and Estimated Costs for the Remodel of the Existing Parks Maintenance Building, Phase 1. (September 12, 2022)
- Approving the Plans, Specifications, Form of Contract, and Estimated Costs for the Remodel of the Existing Parks Maintenance Building, Phase 1. (September 19, 2022)
- Awarding the contract for the Existing Parks Maintenance Building, Phase 1. (September 19, 2022)
- Awarding the Citywide Asphalt Patching – Fall 2022 project. (September 19, 2022)
- Set a Public Hearing for the review of the Plans, Specifications, Form of Contract, and Estimated Costs for the Remodel of the Cedar River Park Baseball/Softball Development – Phase 3 project. (September 19, 2022)
- Approving Plans, Specifications, Form of Contract and Estimated costs for the Cedar River Park Baseball/Softball Development – Phase 3 project. (October 3, 2022)
- Approving Contract, Bonds, and Certificate of Insurance from Steege Construction of Waverly, Iowa for the Parks Maintenance Remodel Project, Phase 1 in the amount of \$327,195.00 and authorizing the mayor to sign the contract. (October 3, 2022)
- Approving Contract, Bonds, and Certificate of Insurance from Cardinal Construction of Waterloo, Iowa in the amount of \$257,300.00 for Bid Package #1 for dugouts and handrails for the Cedar River Park Baseball/Softball Development - Phase 3 project (October 17, 2022)
- Approving Contract, Bonds, and Certificate of Insurance from Steege Construction of Waverly, Iowa in the amount of \$186,700.00 for Bid Package #2 for the maintenance building in the amount of \$179,500.00 and Alternate #1 for prefinished wood siding in the amount of \$7,200.00 for Cedar River Park Baseball/Softball Development - Phase 3 project (October 17, 2022)
- Approving Contract, Bonds, and Certificate of Insurance from Mätt Construction of Sumner, Iowa in the amount of \$611,000.00 for Bid Package #3 for press boxes in the amount of \$240,000.00, Bid Package #4 for restrooms and concession stand in the amount of \$350,000.00, Alternate #1 for Bid Package #3 for prefinished wood siding in the amount of \$14,000.00 and Alternate #1 for Bid Package #4 for prefinished wood siding in the amount of \$7,000.00 for the Cedar River Park Baseball/Softball Development - Phase 3 project (October 17, 2022)

- Approving the proposal from Primex of Plymouth, Minnesota for the relocation of the SCADA system to the Public Services facility for switching the existing antennas to the fiber optic ethernet in the amount of \$23,833.00 and Tatroe Electric, Inc., for equipment and installation in the amount of \$8,500.00, totaling \$32,333.00 (October 17, 2022)
- Approving a thirty-six (36) month Elevate Onsite 24x7 Service Program agreement between BerganKDV, Ltd. And the City of Waverly, Iowa and authorizing the Mayor to sign the agreement (November 7, 2022)
- Setting a Public Hearing for the review of Plans, Specifications, Form of Contract, and Estimated Costs for the Rolling Prairie Trail Extension project (December 5, 2022)
- Approving Constructions Plans and Construction and Maintenance Guarantees for the Cedar Square subdivision (December 5, 2022)
- Approving Plans, Specifications, Form of Contract, and Estimated Costs in the amount of \$305,252.00 for the Rolling Prairie Trail Extension Project (January 9, 2023)
- Awarding the Contract for the Rolling Prairie Trail Extension project and authorizing the Mayor to sign the Contract (January 9, 2023)
- Approving a Professional Services Agreement with WHKS & Co. for the Tailrace Wall Removal Project (February 6, 2023)
- Approving plans specifications, form of contract and total estimated cost for the Waverly Municipal Airport – Construct Taxiway Connector project (March 20, 2023)
- Awarding the contract for the Waverly Municipal Airport – Taxiway Connector project, contingent upon federal funding appropriations from the Federal Aviation Administration (FAA) and authorizing the mayor to sign the contract (March 20, 2023)
- Designating City of Waverly Engineer, Mike Cherry, as the City of Waverly Disadvantage Business Enterprise (DBE) Liaison Officer for the Waverly Municipal Airport – Taxiway Connector Project (March 20, 2023)
- As the owner of the Waverly Public Library building, approving the Owner-Architect Agreement between the Waverly Public Library and Studio MELEE (March 20, 2023)
- Awarding the Citywide Asphalt Patching – 2023 project. (April 17, 2023)
- Approving a TEAM Services’ Proposal for Services to provide Iowa Department of Transportation (IDOT) concrete plant monitoring and material testing services. (April 17, 2023)
- Approving Contract, Bonds, and Certificate of Insurance from Blacktop Service Co. and authorizing the Mayor to sign the contract for Bituminous Seal Coat Program – 2023. (April 17, 2023)
- Approving the proposal for Geotechnical Services for Building Renovations at 117 1st Street NE. (August 8, 2022)
- Adopting two Final Assessment Schedules for nuisance abatement expense and confirming and levying the assessments (December 19, 2022)
- Setting the Bid Letting Date and Setting a Public Hearing for the approval of Plans, Specifications, Form of Contract, and Estimated Costs for the Reconstruct South T-Hangar Taxilane. (April 17, 2023)
- Approving the Amending the FY 2023 Budget. (May 15, 2023)
- Approving the Plans, Specifications, Form of Contract, and Total Estimated Cost for the Waverly Municipals Airport – Reconstruct South T-Hangar Taxilane project. (June 5, 2023)
- Resolution awarding the contract for the Waverly Municipal Airport – Reconstruct South T-Hangar Taxilane Project, contingent upon federal funding appropriations from the Federal Aviation Administration (FAA) and authorizing the Mayor to sign the contract. (June 5, 2023)
- Approving McClure Engineering Company’s Task Order No. 8, to the On-Call Agreement for Engineering Services for construction administration and observations services, for the Waverly Municipal Airport- Reconstruct South T-Hanger Taxilane project. (June 5, 2023)



- Setting the Alley Reconstruction 2023 project bid letting for June 27, 2023 and Setting the Public Hearing date for July 10, 2023, to review and approve the Plans, Specifications, Form of Contract and Estimated Costs. (June 5, 2023)
- Approving Plans, Specifications, Form of Contract, and Total Estimated Cost for the Elm Street & 29<sup>th</sup> Avenue SW/SE Water Main Loops project. (Resolution 23-91; June 19, 2023)
- Awarding the contract for the Elm Street & 29<sup>th</sup> Avenue SW/SE Water Main Loops project to Denver Underground & Grading, Inc. (Resolution 23-92; June 19, 2023)
- Awarding the contract for the City Hall & Fire Station Driveway Repairs 2023 project to Feldman Concrete. (Resolution 23-93; June 19, 2023)

### ***Completed Projects***

- Accepting the Harlington Cemetery Monument Restoration Project Phase #3 as complete and approving final pay request. (July 11, 2022)
- Accepting the Downtown Alley Reconstruction 2022 project as complete and approving Change Order No. 1 and Pay Estimate No. 3 as the final pay request. (July 11, 2022)
- Approving Change Order No. 1, accepting the Bituminous Seal Coat Program 2022 as complete, and approving Pay Estimate No. 4 as the final pay request. (August 15, 2022)
- Accepting the Cedar Lane Culvert Replacement Project as complete, and approving Change Order No. 1, and Pay Estimate No. 3 as the final payment. (September 12, 2022)
- Accepting the Well 5 Reconfiguration 2022 Project as complete, and approving Change Order No. 1, and Pay Estimate No. 2 as the final payment. (September 12, 2022)
- Accepting Change Order No. 3, accepting the Cedar River Park Package 2 project as complete, and approving Pay Estimate No. 9 as final payment. (October 3, 2022)
- Approving Change Order No. 1 in the amount of a \$71,256.85 decrease, accepting the Cedar Lane Reconstruction project as complete, and approving Pay Estimate No. 5 in the amount of \$58,750.92 as final payment to Wicks Construction of Decorah, Iowa (October 17, 2022)
- Accepting the Eagle Ridge Drive & Cul-De-Sac Extension project repairs as complete, returning or repaying Baker Enterprises' cashier's check as performance guarantee (November 7, 2022)
- Accepting the Asphalt Patching – Fall 2022 project as complete and approving Pay Estimate No. 1 as final payment (November 7, 2022)
- Accepting the Kohlmann Park Parking Lot project as complete and approving final payment (November 21, 2022)
- Accepting the Whitetail Bluff Addition erosion and sediment repairs as complete, paying the \$5,000 balance withheld for City infrastructure (December 5, 2022)
- Cancelling Waverly's SRF Sponsored Local Water Quality Project and terminating the Professional Services Agreement with WHKS & Co. (April 3, 2023)
- Approving the City of Waverly's FAA Application for Federal Assistance SF-424 and authorizing the Mayor to sign the application. (April 3, 2023)
- Approving McClure Engineering Company's Task Order No. 9 to the On-Call Agreement for Engineering Services and the Construction Materials Testing quote for material services at the Waverly Municipal Airport for Construct Taxiway Connector project. (April 3, 2023)
- Approving the purchase of grass seed to plant in the 5-acre borrow site used for the 2018 Airport Runway 29 Extension Project. (May 15, 2023)
- Accepting the Cedar River Park Maintenance Building project as complete and approving pay request no. 6 to Steege Construction, Inc. as the final pay request. (Resolution 23-95; June 19, 2023)

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

- Approving the bid for the South Fire Department Parking Lot Project. (July 11, 2022)
- Approving the sale of a 2011 Ford F150 4x2 Pickup Truck. (July 11, 2022)
- Approving an agreement to paint a proposed mural on the north side of the Exchange Building in South Riverside Park. (August 8, 2022)
- Approving a proposal for design, fabrication, and installation of 33 directional wayfinding signs in the City of Waverly. (August 8, 2022)
- Selecting certain design elements for the new Bremer Avenue Bridge (October 17, 2022)
- Adopting a Comprehensive Plan Update and new Future Land Use Map for the City of Waverly pursuant to Chapter 18B of the Iowa Code. (February 20, 2023)
- Accepting the Bike and Pedestrian Trail Plan and Park and Open Space Plan, including a master plan for Memorial Park. (February 20, 2023)
- Approving setting Season Pass Prices and Fees for the Golf Course for 2023. (December 19, 2022)

### ***Real Estate***

- Approving a Plat of Survey for Parcel O, P, and Q located in the Eastview Second Addition, Waverly, Iowa. (July 18, 2022)
- Approving a Preliminary Plat for Cedar Square Subdivision. (July 18, 2022)
- Approving a Plat of Survey for Parcel V located in the Rolling Hills Second Addition in the City of Waverly, Iowa. (September 12, 2022)
- Approving a Plat of Survey for Parcel I located adjacent to 39<sup>th</sup> Street NE in the City of Waverly, Iowa. (September 12, 2022)
- Approving an offer to purchase real estate and personal property owned by the Waverly Golf & Country Club located at 705 8<sup>th</sup> Street SW, Waverly, Iowa. (September 12, 2022)
- Approving the closing statement and final purchase price of not to exceed \$120,000.00 to be paid for the Waverly Golf and Country Club assets (December 19, 2022)
- Approving a Plat of Survey for Parcel XX located in the City of Waverly, Iowa (November 7, 2022)
- Amending Ordinance 1112, the Zoning Ordinance providing for rezoning of a City of Waverly property from R-2 Residential District to C-2 Commercial District (November 21, 2022)
- Approving the Final Plat and Development Agreement for the Cedar Square subdivision and authorizing the Mayor to sign the Development Agreement (December 5, 2022)
- Approving a Plat of Survey for Parcel F located at 2516 12<sup>th</sup> St. NW, Waverly, Iowa (January 16, 2023)
- Approving a Plat of Survey for Parcel UU and Parcel VV located at 1312 Gavin Dr., Waverly, Iowa. (January 16, 2023)
- Approving a sign easement agreement between Pada, LLC. and the City of Waverly and authorizing the Mayor to sign said agreement. (June 5, 2023)
- Approving a Plat of Survey for Parcel II and Parcel JJ for property located at 522 1<sup>st</sup> Street SW, Waverly, Iowa and 108 5<sup>th</sup> Ave. SW. (June 5, 2023)
- Approving a Plat of Survey for Parcel KK and Parcel LL located at 415 Timberwood Rd., Parcel ID 0902226025 and Parcel ID 0902226027, Waverly, Iowa. (June 5, 2023)

### ***Economic Development***

- Approving the FY23 Community Marketing Production and Media proposal from AMPERAGE Marketing for the continuation of the Community Marketing Plan for Fiscal Year 2022-23. (August 15, 2022)
- Approving Upper Story Façade Improvement Rebates to be paid in this fiscal year (2022 – 2023). (April 17, 2023)
- Support and Commitment of Local Matching Funds for Workforce Housing Tax Credit Application for Waverly Medical Park, LLC (May 15, 2023)
- Approving the FY23-24 Community Marketing Recommendations from AMPERAGE Marketing for continuation of the Community Marketing Plan. (May 15, 2023)
- Terminating the City/Company Agreement to cancel the last restriction in the agreement and to permit Graening-Knights II, L.C. to market and sell undeveloped portions of Lot 6, Lot 7, and Lot 8 of Waverly Industrial Plaza at its discretion. (Resolution 23-98; June 19, 2023)

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

- Approving Addendum No. 21-TAP-148-A to the Agreement between the City of Waverly and the Iowa D.O.T. for the Rolling Prairie Trail Extension 2021 project. (September 12, 2022)
- Approving lease agreement between the City of Waverly and the Waverly Shell Rock Soccer Association for the Waverly Soccer Complex. (October 17, 2022)
- Approving an extension to terminate on October 31, 2023 to the Bremer County Fair Lease Agreement. (November 21, 2022)
- Designating the Bremer County Independent/Waverly Democrat as the official legal newspaper of the City for the year 2023. (January 9, 2023)
- Approving a Lease Agreement between the City of Waverly and Lonnie Even and James Janssen for the safety zone acquisition parcels of land that are adjacent to their properties for the amount of \$239.00 per acre. (December 19, 2022)
- Approving a Lease Agreement between the City of Waverly and William Lowe for 2023 rental ground within the City's Airport Safety Zone. (January 9, 2023)
- Approving a Lease Agreement with Clayton Bruns to cut and bale grass at the Waverly Municipal Airport in 2023 and authorizing the Mayor and City Clerk to sign the agreement (March 20, 2023)
- Approving a Lease Agreement between the City of Waverly and the Waverly Softball Association and authorizing the Mayor to sign the agreement (March 20, 2023)
- Expressing support for the efforts of the Board of the Waverly-Shell Rock Community School District to revise school policies relating to student behavior. (March 27, 2023)
- Approving a Mutual Agreement for Professional Services with Waverly Utilities of Waverly, Iowa for services related to billing for water, sewer, and solid waste. (Resolution 23-99; June 19, 2023)

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

- Approving a City contribution of \$30,000 to the developer of Cedar Square Subdivision for the cost of moving an existing traffic signal/street light pole to properly align the extension of 13<sup>th</sup> Avenue SW west of 4<sup>th</sup> Street SW. (June 5, 2023)

### ***Downtown Development***

- Continued planning for when the Hwy 3 / East Bremer Avenue Bridge is replaced.

### ***Residential Growth***

- Approving the new Zoning Map update for the City of Waverly. (November 21, 2022)

### ***Environmental Issues***

- A Resolution in support of the proposed Bremer County Zoning Ordinance Addressing Potential Construction of Hazardous Liquid Pipelines (January 9, 2023)
- Approving a letter of objection to the Iowa Utilities Board, voicing objection to Navigator's request for approval from that body which (if approved) would allow construction as proposed (January 9, 2023)
- Approving the proposal and awarding the contract for wastewater biosolids removal from Wulfekuhle Injections Pumping, Inc. and authorizing the Mayor to sign the agreement. (March 6, 2023)

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

- Approving the Iowa Department of Transportation (IDOT) Airport Improvement Program Grant Agreement for a maximum amount of \$213,687.00 (65% of \$328,750.00) and \$115,063.00 by FY2024 CIP Budget fund for the Reconstruct South T-Hanger Taxilane project at the Waverly Municipal Airport (October 17, 2022)
- Approving McClure Engineering Company's Task Order No. 7 to the On-Call Agreement for Engineering Design Services at the Waverly Municipal Airport for the project to Reconstruct South T-Hanger Taxilane in the amount of \$49,760.00 (October 17, 2022)
- Approving a proposal from Construction Materials Testing of Des Moines, Iowa for geotechnical investigation services at the Waverly Municipal Airport for the project to Reconstruct South T-Hanger Taxilane in the amount of \$8,755.00 (October 17, 2022)
- Discussion of Waverly Golf Cart Ordinance (October 17, 2022)
- Approving Change Order No. 3 to the WPC Facility Improvements 202 project (November 7, 2022)
- Approving a planned development site plan amendment for the Whitetail Bluff Subdivision (November 21, 2022)
- Approving a request to reduce the required Performance and Maintenance guarantees for Anna Estates 1<sup>st</sup> Addition (December 5, 2022)
- Authorizing the removal of the tailrace from the 117 NE Building to the Cedar River Bridge on Hwy. 3 (January 9, 2023)
- Setting a Public Hearing for the review of the Plans, Specifications, Form of Contract, and Estimated Cost for the Waverly Municipal Airport – Construct Taxiway Connector project for March 20, 2023 at 7:00 p.m. in the Council Chambers of City Hall (February 6, 2023)
- Setting a Bid Letting date for the Taxiway Connector Construction Project at the Waverly Municipal Airport for March 2, 2023 (February 6, 2023)
- Approving a Professional Services Agreement with WHKS & Co. for the 2023 vehicle and trail bridge inspections. (January 16, 2023)
- Approve Preliminary Resolution for a project for the construction of public sidewalks on in-fill lots – 2023 (March 6, 2023)

- Adopting preliminary plans, estimated cost, plats, lot valuations and schedule for the construction of sidewalk improvements on infill lots and setting public hearing. (March 6, 2023)
- Approve Resolution 22-39, approving Plans, Specifications, Form of Contract, and Estimated Total Cost of for the Bituminous Seal Coat Program 2023. (March 20, 2023)
- Awarding Contract for the Bituminous Seal Coat Program 2023. (March 20, 2023)
- Accepting the Citywide Asphalt Patching – Spring 2023 project as complete and approving Pay Estimate No. 1 as the final pay request. (May 15, 2023)
- Setting the Bid Letting Date and Setting a Public Hearing to review and approve the Elm Street & 29<sup>th</sup> Avenue SW / SE Water Main Loops project Plans, Specifications, Form of Contract, and Estimated Costs (May 15, 2023)
- Approving Contract and Certificate of Insurance for Cemetery Monument Restoration 2023 project and Authorizing the Mayor to sign the contract. (May 15, 2023)
- Approving Change Order Numbers 1, 2, 3, and 4 for the Cedar River Park Maintenance Building for Steege Construction. (June 5, 2023)
- Approving Change Order Numbers 1, 2, and 3 for Cedar River Park Restrooms, Concession Stand, and Press Boxes for Matt Construction. (June 5, 2023)
- Approving Change Order Numbers 1, 2, 3, 4 and 5 for the Parks Maintenance Building Office Remodel. (June 5, 2023)
- Approving Change Order Number 1 adding the perimeter road at Harlington Cemetery to the 2023 Bituminous Seal Coat Program. (June 5, 2023)
- Approving Amendment No. 2 to the Professional Services Agreement for the WPC Facility Improvements 2020 project. (Resolution 23-94; June 19, 2023)

### ***Equipment Purchases***

- Approving the 3-year Printer/Copier Equipment Maintenance Agreement for Public Services. (August 15, 2022)  
Approving the purchase of equipment and software for Traffic Signal Controllers. (September 12, 2022)
- Approving the purchase of fifteen (15) Republic MVP lockers and one (1) hardwood bench for the Waverly Police Department Locker Room Project from Meteor Education, LLC in the amount of \$26,956.52 (October 17, 2022)
- Approving the purchase of a Lexmark XM7355b black and white copier for the Waverly Volunteer Fire Department (November 7, 2022)
- Approving the proposal to refurbish the 2001 Pierce Saber Pumper Truck for the Waverly Fire Department (December 19, 2022)
- Approving the purchase of a Jacking Beam from Stertil-Koni of Stevensville, MA in the amount of \$14,325.20 for the Equipment Services truck hoist (December 19, 2022)
- Approving the purchase of a 2023 Chevrolet Silverado 3500 1-Ton for the Streets/RUT Division (March 20, 2023)
- Approving purchase of a 2023 Gravely 672 Zero Turn Mower with bagger from Miller True Value of Waverly, Iowa for the Parks Division of Leisure Services. (May 15, 2023)
- Approving the purchase of four (4) Compact Response Shields with weapon bracket and panel extension from Armor Research Company. (Resolution 23-96; June 19, 2023)
- Approving the purchase and installation of traffic controllers for the Bremer Avenue Corridor from General Traffic Controls. (Resolution 23-97; June 19, 2023)

## ***Employees***

- *Safety Training*
- *Approving a contract between the City of Waverly and IBEW Local Union 288 (City Unit) (January 9, 2023)*
- *Approving a contract between the City of Waverly and Waverly Police Protective Association (January 9, 2023)*
- *Approving Isolved contract (12-month term) for COBRA administration and authorizing City Administrator James W. Bronner to sign for the City of Waverly. (October 3, 2022)*
- *Approving the addition of the City On-Call Policy to the Employee Handbook effective November 23, 2022 (November 21, 2022)*
- *Approving a contract for Payroll Software from Ultimate Kronos Group (UKG) of Weston, FL. (April 3, 2023)*

## ***Special Events***

- *Bremer County Fair*
- *Heritage Days*
- *Christmas on Main*
- *Assist with Oktoberfest needs*
- *Artwalk*

## ***Code Changes.***

- *Amending the Code of Ordinances of Waverly, Iowa by repealing Chapter 34 (Hazard Mitigation and River Use Commission), Chapter 35 (Personnel Board), and Chapter 48 (Cable Television Commission). (July 26, 2022)*
- *Amending Chapter 59 of the Waverly Municipal Code. (July 26, 2022)*
- *Repealing Chapter 64, thereof entitled Weeds, and enacting and adopting a new Chapter 64, Weeds. (August 23, 2022)*
- *Amending Chapter 105, Traffic Code, Section 105.4.10 (37) Additional Parking Restrictions of The Waverly Municipal Code. (August 23, 2022)*
- *Approving the Certification to be filed by the Finance Manager as the official certification of indebtedness to the Bremer County Auditor for the West Waverly Urban Renewal Plan (December 19, 2022)*
- *Amending Sewer Rates, Charges, and Minimum Rate. (March 20, 2023)*
- *Amending Solid Waste Rates, Charges, and Base Rate. (March 20, 2023)*
- *Amending the Water Rates and Minimum Charges for Water Usage (March 20, 2023)*
- *Amending Sewer Rates, Charges, and Minimum Rates for Fiscal Year 2023-2024. (Ordinance 1116; Passed March 20, 2023; Published March 28, 2023)*
- *Amending Water Rates and Minimum Charges for Water Usage. (Ordinance 1117; Passed March 20, 2023); Published March 28, 2023)*
- *Amending Solid Waste Rates, Charges, and Minimum Rates for Fiscal Year 2023-2024. (Ordinance 1118; Passed March 20, 2023; Published March 28, 2023)*
- *Adding and removing certain traffic control devices or measures on streets in Waverly. (Ordinance 1119; Passed March 6, 2023; Published March 14, 2023)*

- Amending Section 100.4.06, Section 100.13, and Section 100.15 of the Waverly Municipal Code. (Ordinance 1120; Passed March 6, 2023; Published March 14, 2023)
- Amending Chapter 100, Zoning of the Waverly City Code by amending Section 100.25. (Ordinance 1121; Passed March 20, 2023; Published March 28, 2023)
- Rescinding the acceptance of the dedication of Tagalong Trail and Heritage Hollow as city streets and vacating and conveying the rights-of-way to the owner, JNJ Investments, LLC without consideration. (Ordinance 1122; Passed April 17, 2023; Published April 24, 2023)
- Amending the Waverly Municipal Code of Ordinances of Waverly, Iowa by Repealing Chapter 74 (Waterworks) and Replacing it with a new Chapter 74 (Waterworks) (Ordinance 1123; Passed May 15, 2023; Published May 23, 2023).
- Amending the Waverly Municipal Code of Ordinances of Waverly, Iowa by Repealing Chapter 75 (Wastewater) and Replacing it with a new Chapter 75 (Wastewater). (Ordinance 1124; Passed May 15, 2023; Published May 23, 2023).
- Amending the Waverly Municipal Code of Ordinances of Waverly, Iowa by Repealing Chapter 78 (Water and Sewer Connection Fees) and Replacing it with a new Chapter 78 (Water and Sewer Connection Fees). (Ordinance 1125; Passed May 15, 2023; Published May 23, 2023)
- Amending the Zoning Ordinance of the City of Waverly, Iowa, Providing for Rezoning of Parcel ID 0911101026, and Parcel ID 0911126007 (176 and 180 Eagle Ridge Drive, now known as 176 Eagle Ridge Drive). (Ordinance 1126; Passed May 15, 2023; Published May 23, 2023).

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.