

**Waverly City Council and
Leisure Services Commission Joint Meeting
Study Session Meeting Minutes**

July 27, 2009 ~ 7:00 p.m.

A Study Session of the Waverly City Council and the Leisure Services Commission was held on July 27, 2009 at 7:00 p.m. in the Council Chambers at City Hall. Mayor Ackerman presided. Council members present were: Gary Grace, Fred Ribich, Cyndi Ecker, Gary Boorum, Jim Vowels, Gene Lieb, and Duane Liddle. Absent: None

A. CALL TO ORDER.

1. **Approve Agenda as Printed or Add Items for Discussion Only.**

Moved By: Ribich

That the agenda for this Council Meeting as prepared is hereby approved as amended by removing Item H Executive Session.

Yes: 7

No: 0

Absent: 0

B. VISITORS/PUBLIC COMMENTS.

Tiffany Kudron and Cyndi Canney of the Waverly Chamber were present to invite the public to a Tourism Meeting at the Civic Center on August 6, 2009 from 6:00 – 8:00 P. M. to listen to Carrie Koelker of the Eastern Iowa Tourism Association discussing Waverly tourism and new trends in Iowa Tourism.

C. TABLED ITEMS.

1. **Resolution 09-65, A Resolution of the City Council of the City of Waverly, Iowa, Authorizing the Mayor to Sign a Contract with the Iowa Northland Regional Council of Governments (INRCOG) for the Administration of the Community Development Contract with the Iowa Department of Economic Development.**

Not ready for action.

D. REGULAR BUSINESS.

1. **Resolution 09-79, A Resolution of the City Council of the City of Waverly, Iowa, Authorizing the Mayor to Sign a Disaster Assistance Grant Agreement with Iowa Homeland Security Emergency Management Division for the City of Waverly Housing Flood Buyout Grant Agreement Number HMGP-DR-1763-0042-01/Project Number DR-1763-09-01.**

The Grant Agreement is for the 74 buyout homes. Jim Rodemeyer of INRCOG stated that the alternate signature form can be signed by the Mayor Pro Tem and the Executive Director of INRCOG sign according to the terms of the contract. The City has to follow all federal guidelines and INRCOG will help the City through that process. The alternate signature form would give the executive director of INRCOG the authority to sign quarterly reports and all types of documents that have to be submitted to the State and Federal Government. The City doesn't have to approve the alternate signature form but

if they don't it would slow things down because INRCOG would have to send all the documents to the City for a signature. Generally, where there is a SHPO form, quarterly report or draw the Executive Director signs them and provides the City with documentation. If the property is purchased by the City the property cannot be further developed. The City has to really think about the buyout properties because it is extremely difficult to get deed restrictions removed if the City would like to develop a property after the rubber dam is constructed. There is a process to appeal FEMA deed restrictions but the chance to remove the deed restrictions is very small. The Iowa Department of Economic Development buyout application that INRCOG is putting together now does not have the same restrictions. That may be developable property after the additional properties are purchased because that application is not the same funding source. The grant application for the 30 additional homes goes in this Friday. The 3 year time period of this application is just a standard period of time built into the contract. It is not built on the amount of dollars or the amount of houses the City is purchasing it is just a standard contract that FEMA gives to the City. The City plans on having everything wrapped up before that time. The demolition might take 3 years but the purchasing of those properties won't take that long. This process will take some time because the City is purchasing a significant number of homes and wants to do it correctly so there are no problems. The staff did receive a letter from the State that they will pay the City's 15% in-kind expense for this application.

Moved By: Boorum

Resolution 09-79, A Resolution of the City Council of the City of Waverly, Iowa, Authorizing the Mayor to Sign a Disaster Assistance Grant Agreement with Iowa Homeland Security Emergency Management Division for the City of Waverly Housing Flood Buyout Grant Agreement Number HMGP-DR-1763-0042-01/Project Number DR-1763-09-01 is hereby approved.

Yes: 6

No: 1(Liddle)

Absent: 0

2. **Resolution 09-80, A Resolution of the City Council of Waverly, Iowa, Authorizing the Mayor to Sign a Contract with the Iowa Northland Regional Council of Governments (INRCOG) for the Administration of the Iowa Homeland Security Emergency Management Division Grant Agreement Number HMGP-DR-1763-0042-01/Project Number DR-1763-09-01.**

Moved By: Ribich

Resolution 09-80, A Resolution of the City Council of Waverly, Iowa, Authorizing the Mayor to Sign a Contract with the Iowa Northland Regional Council of Governments (INRCOG) for the Administration of the Iowa Homeland Security Emergency Management Division Grant Agreement Number HMGP-DR-1763-0042-01/Project Number DR-1763-09-01 is hereby approved.

Yes: 7

No: 0

Absent: 0

3. **Resolution 09-81, A Resolution of the City Council of the City of Waverly, Iowa, Adopting a Procurement Policy for the City of Waverly Voluntary Acquisition of Flood Damaged Properties.**

Jim Rodemeyer of INRCOG stated that the City will use a sealed bid process to

purchase said properties except for small purchases of \$1,000 to \$2,000 where the City can do an informal phone bid process. Probably 90% of all procurements will be done by a sealed bid process.

Moved By: Ecker

Resolution 09-81, A Resolution of the City Council of the City of Waverly, Iowa, Adopting a Procurement Policy for the City of Waverly Voluntary Acquisition of Flood Damaged Properties is hereby approved.

Yes: 7

No: 0

Absent: 0

4. **Resolution 09-82, A Resolution of the City Council of the City of Waverly, Iowa, Affirming and Giving Assurances that the City will continue to participate in the National Flood Insurance Program (NFIP) as a Condition for Receiving Funds for a Voluntary Acquisition Program Funded Under the Hazard Mitigation Grant Program.**

Moved By: Grace

Resolution 09-82, A Resolution of the City Council of the City of Waverly, Iowa, Affirming and Giving Assurances that the City will continue to participate in the National Flood Insurance Program (NFIP) as a Condition for Receiving Funds for a Voluntary Acquisition Program Funded Under the Hazard Mitigation Grant Program is hereby approved.

Yes: 7

No: 0

Absent: 0

5. **Approval of the Final List of 2008 - 2009 Yearly Transfers.**

Finance Director Bachhuber stated that said transfers are standard. Any time the City transfers money between funds it has to be approved by Council. Staff waits until the end of the year to have it done. In the budget book there is a list of all the transfers that will potentially be done by the end of the year because of the timing of projects. This list finalizes all transfers. Half of the Hotel/Motel revenues which is about \$185,000 goes to the general fund. In the 08/09 year revenues were up considerably because of the flood. In 07/08 there were \$155,791 Hotel/Motel tax revenues. The local motels were packed all summer long. The debt service payment is paid from the Capital Improvement Fund of the Golf Course. Part of the golf fees paid go into the Capital Improvement fund and \$30,000 is transferred to debt service. The \$61,188.03 transfer to the golf course fund is additional funds. The \$30,000 is part of fees that are paid on a daily basis and seasonal fees too are put in the golf reserve fund. There is no tax money put in the golf reserve fund. There are property tax payments to retire bonds for the improvements at the golf course. The true cost of golf course operation has to be increased to take into account the bond payment. The bond payments are taxed out of the debt service fund for the one bond payment of \$300,000 or \$30,000 a year. Each sheet in the budget has a line item for debt service. The \$30,000 does not come out of the golf course fund. There was an additional \$61,000 of expenses over and above the subsidy to the golf course. The original plus monthly transfers was a total of \$63,000. The Golf Commission has met and had discussion about the golf operations budget. Leisure Services Director Ray informed Council that staff has determined a three year monthly average of the revenues and expenditures and each month the average amount of income and expenditures will be known and will be budgeted on a monthly basis. The projected revenues for this year are still less than last year but they still don't meet up with the revenues we

E. STUDY SESSION.

1. Report on the Waverly Outdoor Swimming Pool.

Kyle Mc Cawley of Larkin Aquatics informed Council that there are regulations that they have to follow from the Iowa Department of Health. The Ten States Standard followed by the State, U. S. Diving guidance on the depth, U. S. A Swimming for competition components, National Spa and Pool Institute for drainage, ADA and Virginia Graeme Baker Pool and Spa Safety a new regulation for pool drains. Waverly's pool drains are compliant with the Virginia Graeme Baker Pool and Spa Safety act regulations. The swimming pool was designed in an L-shaped design, 50 meters in the long way and 25 meters in the short way, 3ft water down to 10 ½ feet. 1997 the pool was renovated and there was modifications to the baby pool, work on the basin itself, a slide added and diving board and a slide in the deep end. The basin is in good condition for the age of the pool. There are a few areas where there is delamination and those locations are in the report. There is one area where the concrete is hollow underneath and there is concern that water escapes the basin and erodes the subgrade and weakens the structure. Larkin suggests the City look at those areas and make the appropriate modifications to clean the areas out and replace with new concrete and sealant. The pool meets all State regulations related to the pool configuration. Staff confirmed there is a water loss of two inches per day. Typically a pool loses ½ to 1 inch of water because of evaporation and splashing. Some of the loss may come from the delaminated areas or recirculation system piping. Larkin looked at configuration, water loss recirculation system, filter, sanitation, mechanical space, pool deck, wading pool, bathhouse, amenities that are on the deck, lighting, and the ADA accessibility. The flow control of the pool is important because the volume of water in the basin has to be turned over, pass through the filter and the chemical treatment system every 6 hours. Water in the basin has to be turned over every 6 hours and passes at a rate 1100 gallons per minute. The flow meter at the pool is operable for the circulation line but still has to keep it monitored. There is some valves that have to be replaced in the next few years. If they are not releasing the air in the system they can create pockets of air which when they try to pass through the pump propeller can become violent and starts to destroy the pump over time. The system has DE filters and they meet the standards of the State. Larkin recommends that the filters be updated if the facility is kept in its current condition. If there are modifications to the size of the facility or configuration the City should consider new filters and size appropriately. The chlorinator appears to be in good condition. It was reported that the controller wasn't reading accurately. It was recalibrated and appears to be operating properly now. The State requires that the City continually monitor the system with an automated device. The mechanical space needs attention. There is a wooden deck and there is some corrosion and the deck could fall and there is a concern for staff. It should be industrial grade to withstand corrosion. There is not a lot of ventilation through the mechanical space. Larkin recommends that the City install ventilation into the space. There are some valves that have quite a bit of corrosion on them and have to be replaced in the circulation lines. Larkin recommends a commercial grade attic fan which would

turn the air around in the mechanical room every 30 minutes. The major thing needed to be replaced is a return value off the gutter system. Vacuum gage of the pump is operable but the valve needs to be replaced. The facility deck is in good condition. The wading pool flow rate is not operable and Larkin recommends that the flow meter is replaced. A baby pool by State standards needs to turn over water every hour. The State came out with new regulations in 2001 that any separate bodies of water have to have isolated mechanical systems and treatment systems. If the City was to renovate the facility the systems would have to be separated. The bathhouse is in good condition. It meets all regulations for the State and ADA standards. The amenities are the water slide and the diving board. The green slide is in good condition. Staff will need to polish the slide to prolong the life of the slide. The position of the slide doesn't allow people to walk around it and Larkin recommends padding on the lower supports or isolate it with rope. The diving board appears to be in good condition. The manufacturer does provide recoating of the diving board if it gets slippery. If staff doesn't feel comfortable with the lighting, then it should be upgraded. The wading pool is compliant with ADA requirements and the main pool has a set of stairs that is compliant, however Larkin recommends that the City look at another option. ADA requires that there be 2 means of entry, a primary and a secondary. The pool has a set of steps so a ramp or lift should be considered as a secondary entry. Larkin came up with a list of items that need to be maintained in the next few years. The first recommendation is to remove the wooden floor that is in the mechanical room and install an industrial grade type of floor, protection of the diving boards, installation of a lift or ramp. The chemical controller seems to be working. The flow meter needs to be replaced. From 2-4 years the basin concrete delamination areas need to be repaired. Ventilation in the mechanical space will help prolong the components in said space. Replace corroded valves. Upgrade the DE filter for less maintenance for staff. Need a flow meter for the main pool. After 5 years the City needs to replace the air release valves, pump gauge, and pool circulation pump. Other routine items that need to be addressed are resurfacing the diving boards, routine servicing of the pump and heaters, monitor corrosion on the pool ladders. All recommendations would run up to about \$100,000. Facilities with shade are popular. The shades range from \$1,500 to \$3000 and cities do sponsorships for the shades and rent them out. Floatables are also popular. There is enough space for another slide. An option would be to add a 0 depth entry or splash ground in the facility perhaps at the east end of the pool for ADA accessibility and children playing. Spraygrounds are very popular and could be put inside or outside the facility. It can have its own circulation system to loop the water or use City water and go to the sewer. Mr. Mc Cawley reviewed other communities of similar size and their facilities. The cost to maintain the pool for the next five years would be \$70,000 - \$100,000. The basin needs to be addressed and replacing the mechanical equipment and new filters. Larkin believes the pool to be the right square footage but lacks more space for wider user groups. The main pool goes from 3 to 11 feet and little kids don't have a place to play. The space could be better utilized. The pool appears to have aged well thanks to staff. There was concern with preventive maintenance of the pool. Leisure Services Director Ray stated that when the City reopened the

pool in 1998 after the renovation the numbers went from 20,000 to 36,000 people a year. Pool revenues do not pay for the improvements or operation but it does help for awhile. If the City does more improvements, the numbers would increase. Before the City would do a pool improvement project staff would ask the public for their feedback on what they would like at the pool. New construction has to have 2 means of entry for ADA requirements. The City pool stairs are adequate. Kevin Tjepkes stated that pools with 0 depth entries have a lot more participation. Janet Mc Collough, a member of Leisure Services Commission, stated that the improvements discussed would benefit the community. The Leisure Services Commission reviewed the report. Compared to other 10 year old pools it is a 5 or 6 and compared to other 40 year pools it is a 9.

2. **Discussion on Establishing a Hazard Mitigation Commission.**

The Council discussed whether the City was blazing the trail on this commission. Timing is good now. There is work being done at the State level regarding Cedar River and looking at the urban drainage requirements. Council felt that this commission should look at recreation and mitigation. This commission reflects the desires of the Taskforce. It could provide information to the Council and the community. Chris Triplitt agreed that a commission should be started and believed that there should be a lot of citizen input on the committee. The focus should not only be on the river. In the first Hazard Mitigation Task Force report the river was not even in the top two items looked at. The commission should not only have a river objective because there are other hazards. There were other hazards identified as a higher priority than just flood mitigation. Staff will work on an ordinance and outline duties of the Commission.

F. BOARDS AND COMMISSIONS.

1. Boards and Commissions.
2. Reports.
3. Communications.

G. CITY COUNCIL COMMENTS ON POLICY ISSUES.

City Engineer Cherry informed Council that the City has Stanley Report on the Rubber Dam and storm sewer realignment for 3rd and 4th St. NW and it is scheduled to be on the Council agenda for August 3rd.

There should be a report to Council on the payroll transfer. The City has installed several measures with the server in the accounting department by installing a control device and have stopped all international e-mail that caused the problem. The City is working with the FBI and local authority. This is not a case that just took place in Waverly and 6 or 7 places in the Midwest area have sustained similar circumstances. They don't like people talking about it a lot. The City had put corrective measures in place as much as possible.

Police Chief Pursell informed the Council that the Citizens Police Academy will begin and be a 10 week academy. It will start September 10 and is interactive. The group will meet once a week. Application packets are online now on the City's webpage under the Police Department and the Citizens Police Academy.

Applications are due August 17th. The Academy will have 10-15 member. The participants will ride along with the officers and learn about the police department and actually fire police weapons and go through the City's laws. Chief Pursell said the program will be offered on an annual basis. This a 10 week program where citizens can come in and learn about the department. The reserve program is where a citizen will come in and become a certified reserve officer where they can have arrest authority and work with the Police Department on a daily basis. This program is where the citizens of Waverly can come in and learn about the department. There is no age limit but there are a few requirements such as background investigations. If you don't want to punch a bag or fire a gun that's fine but go through the mechanics. Members will participate in an OWI night to see what the different levels of alcohol consumption are. There will be certified instructors from the Iowa Workforce Academy for Defense Tactics one night and they will learn how to strike the bag. Anyone who is associated with the City of Waverly in some way can fill out an application.

The Council thanked Lois Roose for her participation as the Guest Councilperson.

H. EXECUTIVE SESSION.

Item was removed from the agenda.

I. ADJOURNMENT.

Moved By: Boorum

That the City Council Meeting be adjourned.

Yes: 7

No: 0

Absent: 0

Council adjourned at 8:21 P. M.