

CITY OF WATERLOO COMMON COUNCIL
MEETING MINUTES: May 21, 2020

Digital audio files are archived with these written minutes additionally serving as the official record.

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL. Mayor Quimby called the meeting available to participants remotely or in-person to order at 7:00 p.m. Alderpersons present: Schoenwetter, Rhynes, Kuhl, Griffin, Thomas, Stinnett and Petts. Absent: none. Others attending either remotely or in-person: Mark Herbst; Amber Gerber with the Courier; Fire Chief Wes Benisch; Police Chief Denis Sorenson; Library Director Kelli Mountford; WLOO videographers and Clerk/Treasurer Hansen. The pledge of allegiance was recited.
2. MEETING MINUTES APPROVAL: May 7, 2020. No action taken.
3. CITIZEN INPUT / PUBLIC COMMENT. None.
4. COUNCIL NOTICE OF PUBLISHED PUBLICATIONS -- Revised Notice Of Open Book, June 12, 2020 – 10:00 a.m. To 12:00 p.m. And Board Of Review June 29, 2020 At 9:00 a.m. – noted.
5. MEETING SUMMARIES
 - a. 5-12-20 Library Board – Mountford said the Board reviewed the Clark Trust and re-opening in phases. She was trying to find plexi-glass.
 - b. 5-19-20 Community Development Authority – Petts said a future use for 333 Portland Road; a Treyburn Farms progress report; likelihood of a 203 East Madison Street fence installation; and a TIF district review, all occurred. Angie Stinnett was elected Chair and Rich Weihert Vice Chair.
 - c. 5-21-20 Finance, Insurance & Personnel Committee – Thomas said the committee established a summer hours policy for the Public Works Department. Other items on were on tonight's agenda.
6. CONSENT AGENDA ITEMS
 - a. April Reports Of City Officials And Contract Service Providers – MOTION: Moved by Rhynes, seconded by Griffin to approve the consent agenda items as presented. VOICE VOTE: Motion carried.
 - i. Parks Coordinator
 - ii. Fire & EMS
 - iii. Building Inspection - Building, Plumbing & Electrical Permits
 - iv. Public Works
 - v. Police
 - vi. Karl Junginger Memorial Library
 - vii. Waterloo Water & Light Commission
 - viii. Watertown Humane Society
7. UNFINISHED BUSINESS
 - a. Resolution #2020-19 Rescinding Resolution #2020-13 And Authorizing An Alternate Financial Institution For Borrowing To Fund Municipal Loans To Property Owners For Lead Service Line Replacements. DISCUSSION: Hansen said revised loan documents were provided this afternoon from an Avestar Credit Union representative. Kuhl noted the origination fee of \$1,900. Hansen noted a satisfactory review by Dawn Gunderson of Ehlers, and the absence of undesirable loan default provisions. Hansen said interest would be incurred by the City with Avestar, but the loans to property owners would be at 0% interest as an incentive for property owners to act. Hansen summarized the loan program to property owners as requiring 15% down; five annual principle payments thereafter; and outstanding principle being placed on the tax roll as a Special Charge in the event of failure to pay on the part of the property owner. Hansen summarized the Avestar loan considered in this resolution (funding the above mentioned loans) as having 3.89% interest rate with municipal loan tracking taking place in Fund 402 to best segregate it from other municipal activity. In reply to questions Hansen said the exhibit document called out loan negotiated loan modifications. He said the City would have to identify tax levy for the next eight years to pay for Avestar loan interest. In reply to a Rhynes question, Hansen said if 30 loans to property owners were issued by the City, the City would in turn draw funds from the Avestar loan on an as needed basis. In reply to a Petts question Hansen said estimating interest costs was challenging because the number of loans sought by property owners and their timing was unknown. He said Utility Superintendent Barry Sorenson had requested a two-year window for improvements to be completed. Program length was defined as that window with six-years for repayment. The Mayor said she did not know if any property owners would take out a loan. She said the prior grant opportunity was gone. She said the City of Waterloo would apply for future grant opportunities. MOTION: Moved by Thomas, seconded by Stinnett to adopt the resolution noting and incorporating the associated documents

presented on this night. ROLL CALL VOTE: Ayes: Rhynes, Kuhl, Thomas, Stinnett and Petts. Noes: Schoenwetter with Griffin abstaining. Motion carried.

8. RECOMMENDATION OF BOARDS, COMMITTEES AND COMMISSIONS

a. Finance, Insurance & Personnel Committee

- i. Resolution #2020-24 Refunding 2019-2020 Liquor License Fee Payments Considering State Shelter In Place Order. DISCUSSION: The Mayor said one bar owner requested a reduction. Thomas said the Committee recommended a 2/12th reduction in the upcoming renewal fee payable upon request as part of the 2020-2021 licensing renewal process. Petts asked, why would the municipality do this? Quimby said the matter had been requested and taverns were closed during the Safer at Home order. Petts questioned why the City should act, given the order was a state order. Quimby said the Tavern League had brought up the issue. Quimby said some may not need to request a refund, adding it was up to a licensee to request the refund. Griffin said Ayala's Market has a license allowing alcohol inside the business. Petts said establishments should get a small business loan. In response to a question, Quimby said because the Tavern League was behind the proposal, she suspected other communities had been similarly approached. MOTION: Moved by Griffin, seconded by Schoenwetter to approve the resolution with the provisions as recommended by the Committee. ROLL CALL VOTE: Ayes: Schoenwetter, Kuhl, Griffin, Thomas. Noes: Rhynes, Stinnett and Petts. Motion carried.
- ii. Resolution #2020-25 Authorizing An Expenditure Not To Exceed \$6,500 To Purchase Budgeting Workflow Software And Services From Civic Systems LLC Applying General Fund Contingency Dollars – Hansen said the software would improve budgeting for department heads, elected officials with greater public access. Quimby said it would aid in online budget reviews and lead to budget forecasting. Thomas said it would help with two-year budgeting. MOTION: Moved by Thomas, seconded by Kuhl to approve the resolution as presented. ROLL CALL VOTE: Ayes: Rhynes, Schoenwetter, Kuhl, Griffin, Thomas, Stinnett and Petts. Noes: none. Motion carried.
- iii. Resolution #2020-26 Authorizing An Expenditure Not To Exceed \$3,200 To Enter Into A Three-Year Website Product And Service Agreement With GovOffice Applying General Fund Contingency Dollars. MOTION: Moved by Thomas, seconded by Kuhl to table the matter. VOICE: Motion carried.
- iv. April Financial Statements
 1. General Disbursements - \$325,703.93. MOTION: Moved by Thomas, seconded by Schoenwetter to approve the disbursements as presented. ROLL CALL VOTE: Ayes: Rhynes, Schoenwetter, Kuhl, Griffin, Thomas, Stinnett and Petts. Noes: none. Motion carried.
 2. Payroll – \$66,464.00. MOTION: Moved by Thomas, seconded by Rhynes to approve the payroll as presented. ROLL CALL VOTE: Ayes: Rhynes, Schoenwetter, Kuhl, Griffin, Thomas, Stinnett and Petts. Noes: none. Motion carried.
 3. Treasurer's Report & Budget Reports. MOTION: Moved by Thomas, seconded by Kuhl to approve the reports. VOICE VOTE: Motion carried.

9. NEW BUSINESS

- a. Ordinance #2020-03 Amending Chapter 223 Of The Municipal Code Authorizing The Clerk/Treasurer's Office To Issue Operator's Licenses – Hansen said the criteria and background checks for applicants would not change only the method of issuance. Quimby said the Council could see approved applicants if it wished. MOTION: Moved by Kuhl, seconded by Griffin to approve Ordinance #2020-03. VOICE VOTE: Motion carried.
- b. Resolution #2020-27 Annual Petition For County Highway Aid. MOTION: Moved by Rhynes, seconded by Thomas approve the resolution as presented. VOICE VOTE: Motion carried.
- c. Council Confirmation Of Mayoral Appointment, Appointment Of Barry Sorenson To The Plan Commission Filling A Vacant Unexpired Term Ending in 2023 – Petts asked if it was not a conflict of interest to have a municipal employee as a voting member? Quimby said it would be a benefit to have a person with Sorenson's knowledge on the Plan Commission. Hansen said with the appointment three of the seven Commissioners would not be city residents: Lannoy, Leisses and Sorenson. MOTION: Moved by Thomas, seconded by Griffin to confirm the appointment. VOICE VOTE: Motion carried.

10. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. # Wes Benisch said new air conditioners and furnaces

were installed at the Fire Department; the engine is on schedule; the County Board has signed the contract with GenComm for radios; June 7th WFD will be escorting seniors as they receive graduation diplomas.

11. ADJOURNMENT. Moved by Petts, seconded by Griffin to adjourn. Motion carried. Approximate time: 8:10 p.m.

A handwritten signature in cursive script that reads "Mo Hansen".

Attest:
Mo Hansen, Clerk/Treasurer