



**THE CITY COUNCIL OF WATERLOO, IOWA
SPECIAL SESSION TO BE HELD AT
Harold E. Getty Council Chambers
Friday, September 19, 2025
11:30 AM**

**CITY OF WATERLOO
COMMUNITY VISION PLAN**

1. Fly the W: To develop a sense of pride and relationship between residents and the City of Waterloo, and then leverage that pride to communicate the City's attributes to external audiences.
2. Elevate Housing: Redevelop, renovate, or improve 800 residences in Waterloo in eight years by providing access to capital.
3. Celebrate and Connect Neighborhoods: To leverage Waterloo's rich tradition of neighborhoods by celebrating and connecting them with the community and region at large.
4. Waterloo Works: Grow a diverse and skilled workforce in Waterloo that connects people and employers for mutual growth.
5. Crossroads Doubledown: Re-energize the Crossroads Mall area into a sports/recreation-themed gravitational center.
6. Power Up Downtown: Keep Waterloo's core downtown evolving to meet the needs of future generations, supporting and showcasing arts and cultural opportunities and creating an experience like no other.
7. Sportstown USA: To generate excitement, develop youth, and drive investment and economic impact from year-round visitors.
8. Community of Opportunity: Eliminate barriers that keep Waterloo residents, and the community as a whole, from reaching its true potential, creating an equitable, thriving, and sustainable community for future generations. Waterloo is a Community of Opportunity, where everyone can prosper.

GENERAL RULES FOR PUBLIC PARTICIPATION SPECIAL SESSION AGENDA

- A. Iowa Code Chapter 21 gives the public the right to attend council meetings, but it does not require cities to allow public participation except during public hearings. The public is required to follow the rules listed in this article when speaking during any meeting of the city council.
- B. At the presiding officer's discretion, individuals may address the presiding officer by stepping to the podium, and after recognition by the presiding officer, shall state their name, address, and group affiliation, if appropriate, and speak clearly into the microphone.

- C. Comments shall be germane and refrain from personal, impertinent, or slanderous remarks.
- D. Cell phones and electronic devices shall be set to silent prior to the start of the meeting.

GENERAL RULES FOR PUBLIC COMMENT

- A. Individuals shall speak one (1) time on only one (1) issue for a maximum of three (3) minutes During the public comment section of the agenda. The public shall not be required to pre-register to speak during public comment. Individuals shall only speak on matters not listed on the regular agenda for that date. Any matter presented shall be directed to the presiding officer and addressed, if necessary, after the meeting.
- B. Council members may speak during public comment portion of the agenda after the public has finished speaking
- C. City staff shall not be required to provide an immediate answer to a matter presented during a council meeting unless it specifically pertains to an item on the agenda

RULES FOR PUBLIC COMMENT DURING PUBLIC HEARINGS

Individuals may speak during the public comment portion of a scheduled public hearing for a maximum of three (3) minutes or may submit written comments to the city clerk by four o'clock (4:00) P.M. on the day of the public hearing. Groups of citizens with similar viewpoints are encouraged to select a representative to share the viewpoint of the group.

RULES FOR PUBLIC COMMENT DURING AGENDA ITEMS

At the discretion of the presiding officer, individuals may speak for a maximum of three (3) minutes when the council discusses agenda items. This section does not apply to businesses or parties directly involved in agenda items.

Roll Call.

Approval of Agenda as proposed or amended.

CONSENT AGENDA

- 1. **Motion to approve the appointment of CHRISTOPHER ADAMS from the current Civil Service List to the position of Combination Inspector II in the Building Inspections Department, effective September 22, 2025.**

Submitted by: Kate Winston, Administrative Secretary

- 2. Liquor Licenses
 - a. Queen of Peace Church, 320 Mulberry Street, Class C w/Sunday Sales 5-Day (New)
Exp: 10/09/2025.

ADJOURNMENT

Motion to adjourn.

Kelley Felchle
City Clerk



COMMUNICATION TO THE WATERLOO CITY COUNCIL

NAME AND DEPARTMENT

Lance Dunn, Human Resources Director
Human Resources Department

MEETING DATE

September 19, 2025

AGENDA ITEM TITLE

Motion to approve the appointment of **CHRISTOPHER ADAMS** from the current Civil Service List to the position of Combination Inspector II in the Building Inspections Department, effective September 22, 2025.

RECOMMENDED COUNCIL ACTION

SUMMARY STATEMENT AND BACKGROUND INFORMATION

NEIGHBORHOOD IMPACT

DATA, ANALYSIS, AND STRATEGIES

IMPLEMENTATION, ACCOUNTABILITY, AND COMMUNICATION

COMMUNITY ENGAGEMENT METHODS

SOURCE OF EXPENDITURES

ALTERNATIVE ACTION

LEGAL DESCRIPTION

ATTACHMENTS

1. ADAMS-COMBINATION II INSPECTOR 6.2025

2. ADAMS-Combination Inspector II(exp 8.26)

PERSONNEL REQUISITION FORM

Check as applicable: To start recruiting or civil service process and/or To fill a vacancy
 Active Civil Service List Expires: _____

A proposed job description and questionnaire must accompany this form at time of submission to Human Resources.

Position Title: Combination Inspector II _____ Department: Building/WMS _____

Reports To: Building Official/WMS CMOM Coordinator Work Location: City Hall
Employment Status: Regular Full Time Temporary Full Time from _____ to _____
 Regular Part Time Temporary Part Time from _____ to _____
 Regular 7-Month Intern/Co-op Student from _____ to _____

Type of Position: Civil Service Position: Yes No
Bargaining Position: Yes No
Bargaining Group: 177
Non-bargaining Position: Yes No
Recommended Recruitment Sources: Internal Posting Only
 Internal Posting and External Advertising

Complete the following if the requisition is to fill a vacancy:

New Position or Replacement Position for: Tim Troyer
(Specify name and title of former incumbent)
If replacement, former incumbent: Retired/Resigned/Terminated Transferred Promoted
Date incumbent terminated employment: 06/18/25 Date of final payout: _____

Anticipated start date: ASAP No. of hours/week: 40 Work schedule: 7:30 am-4:00 pm

Justification of need for position: This position covers all trade inspections under one permit, Building, Plumbing, Heating, Electrical and FOG.

What are the likely consequences if the position is not filled? We would not have anyone available to perform building inspections for commercial projects and new residential dwelling. FOG inspections would not be completed on an annual basis.

APPROVALS

Annual salary requirements: \$69,068.83 Hourly Rate: \$33.21 Benefits: \$51.73/\$107,648.30
(Payroll taxes, pension, health ins. - assuming family)

Is position budgeted for this and future FYs? Yes No If no, how will position be funded? _____

Approved subject to the following conditions: _____

Submitting Department Head Date 6-04-2025 Mayor Date

Chief Financial Officer Date Human Resources Director Date

Human Resources Committee Chairperson Date
Created 6/30/2017

PERSONNEL REQUISITION
Combination Inspector

The following questions are provided as guidelines to assist you in developing your rationale for the position of *{Combination Inspector}* in the *{Building}* Department. Depending upon your situation, some questions may or may not apply. Please provide written responses to these questions as part of your preparation for meeting with the Mayor.

- (1) What are the key job responsibilities of this position?
Perform combination inspections for building permits, as well as the Fog Program in the City of Waterloo.
- (2) Can the job responsibilities of this position be assigned to other employees within the department? If no, why not? - No. Each inspection position is subject to specific training.
- (3) How is the work of this position being accomplished now?
Combination inspections are being provided by (2) Chief City Inspectors - Building and Electrical and Fog Inspections are being performed by our Commercial Fire Inspector.
- (4) Are the filled positions in your department currently being utilized to their maximum potential? - Yes
- (5) How would filling this position meet the needs of your department or the City on either a short-term basis (if temporary position) or a long-term basis (if a regular position)?
It is crucial to insure timely and efficient inspections are being performed for the City of Waterloo.
- (6) What cost savings or revenues, if any, would your department or the City realize if this position is filled?
Filling this position allows the remaining inspectors to perform assigned duties and not be subject to working extra hours.
- (7) If you are paying overtime or comp time within your department to accomplish this work now, how much overtime or comp time has been paid out or earned that is directly attributable to this position and over what period of time?
No. This has been accomplished by having the City of Waterloo's Chief Building and Chief Electrical inspectors provide their services for combination inspections.

- (8) How has the workload or demands of your department changed in comparison to your staffing levels over the past three fiscal years? Provide statistics if possible.

The city strives to further economic development growth yearly. We have increased our permit valuations from 91.2 million in 2013 to 140 million in 2021. This growth directly results in more permits followed by increased inspections.

- (9) If this position is not filled, what affect will it have on your department? What work will not be done? What costs will you incur? Please be as specific as possible.

The city inspection process will suffer delays as our chief inspectors are helping to alleviate the additional burden.

- (10) How do you cover the responsibilities for this position whenever the incumbent is out on vacation?

The inspectors plan their schedules accordingly.

- (11) Is it possible that the City could outsource this position to an outside agency? If so, what savings, if any, would the City realize as a result of this change? No

- (12) How would you rank this position in terms of its contribution to City business in comparison with other positions reporting to you?

It is an important position as one inspector is on site to handle building, hvac, plumbing, and electrical inspections.

- (13) How does this position impact the Goals and Objectives for the City adopted by the City Council?

It provides a service to the residents and contractors in a timely and professional manor.

Note: Forward completed questionnaire to Human Resources Department with original copy of Personnel Requisition form.



Submit resume by going to www.cityofwaterlooia.com clicking on Career Opportunities, reviewing the position and following the directions to submit a resume. **We will not accept mailed, faxed, hand-delivered or directly mailed resumes.** We will accept applications until

**CIVIL SERVICE NOTICE
CITY OF WATERLOO, IOWA
OPEN EXAMINATION

COMBINATION INSPECTOR II**

DEPARTMENT	BUILDING INSPECTIONS/MAINTENANCE
SALARY	\$32.21, WITH \$1.00 INCREASE AFTER 6 MO
FLSA	NON-EXEMPT
CIVIL SERVICE	INCLUDED
BARGAINING UNIT	CONSTRUCTION & PUBLIC EMPLOYEES LIUNA Local #177

GENERAL STATEMENT OF DUTIES

Skilled technical position, under the general direction of the Building Official/Maintenance Administrator responsible for performing onsite inspections to secure compliance Black Hawk County and City of Waterloo ordinances and regulations governing the installation and repair of dwellings and the performance of code enforcement duties under the jurisdiction of the Building Inspections Department. No supervisory duties. Duties include but are not limited to the following: Inspects new and existing building, electrical, plumbing, and HVAC installations in residential/commercial buildings for conformance with safety standards, laws and ordinances. Checks work on required permits to insure building, plumbing, electrical, and HVAC complies with ordinances and regulations and recommends methods for improvement. Follows up with code enforcement issues, dilapidated buildings, garages, investigates complaints, and maintains records of work performed. Assists with rental inspections, FOG inspections, and other duties as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative only)

These functions are considered essential for successful performance in this job classification.

1. Inspects new and existing electrical, building, plumbing, fire and heating installations in residential buildings for conformance with safety standards, laws and ordinances.
2. Checks work on required permits to see that building, plumbing, electrical and heating work complies with ordinances and regulations and recommends methods for improvement.
3. Follows up on code enforcement issues, dilapidated buildings, garages, investigates complaints, prepares reports and maintains records of work performed
4. Assists and advises citizens and building contractors by answering questions concerning the installation and repair of electrical, plumbing, HVAC and other building or remodeling issues.
5. Prioritizes and schedules time effectively with limited supervision.
6. Uses independent judgment and decision-making skills to recognize and solve problems as they

- relate to City codes and ordinances.
7. Maintains accurate and thorough records of work performed.
 8. Performs inspections as assigned by Building Official to include but not be limited to enforcement of International Building Code (IBC), International Residential Code (IRC), International Mechanical Code (IMC), International Plumbing Code (IPC) and International Property Maintenance Code (IPMC).
 9. Inspections may be performed outdoors in all types of weather extremes for extended periods of time; environment may be dry/dusty, slippery/wet, hot/cold, excessively noisy with limited visibility; mechanical and electrical hazards may be present; atmosphere may contain dust and fumes; inspections performed from flat surface roof up to twenty-four (24) feet in the air; walking surface may be uneven with construction materials, debris or other obstructions.
 10. Inspections often require stooping, kneeling, squatting, climbing or bending sometimes in cramped or difficult to navigate/reach areas.
 11. Compiles reports, performs data entry and completes forms on personal computer using the applicable software.
 12. Operates passenger type vehicle to drive to inspection sites to perform inspections and respond to code complaints.
 13. Performs work of a repetitive nature and varied workload pace.
 14. Works independently and with others with minimum supervision.
 15. Regular attendance on the job and at the work site is required.
 16. Performs all work duties and activities in accordance with City policies, procedures and OSHA and Building Inspections safety rules and regulations.
 17. Performs all other duties as assigned by the Building Official.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Considerable knowledge of standard practices, tools and terminology of all phases of construction trades.
2. Personal computer skills and ability to learn related software applications, enter and retrieve information on a computer, organize information through use of a computerized database, develop computer-generated reports and update records; knowledge of Microsoft Office software including Microsoft Word, Excel, Publisher, PowerPoint and Outlook and ability to learn specialized software used for the City of Waterloo permit system.
3. Knowledge of occupational hazards and safety precautions necessary in inspection and code enforcement activities and ability to enforce safety precautions.
4. Ability to identify possible problems involved in building, plumbing, electrical and mechanical operations as they relate to permit applications.
5. Ability to consult with property owners and contractors and sufficient interpersonal skills to communicate tactfully orally and in writing in a clear, concise and easily understandable manner while performing inspection duties.
6. Ability to use independent judgment to recognize and effectively resolve sensitive enforcement disputes and make decisions and recommendations regarding enforcement of related municipal ordinances.
7. Ability to perform professional work, research and give reliable advice on a wide range of code enforcement matters.
8. Ability to understand and carry out written and verbal instructions and to respond appropriately to questions from supervisors, coworkers, contractors and the public.
9. Ability to complete assigned work without direct supervision.

10. Ability to maintain working relationships and interact respectfully with other City departments and employees, City officials, property owners and the public.
11. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.

ACCEPTABLE EXPERIENCE & TRAINING

1. Bachelor's Degree in construction technology or closely related field with minimum three years of experience in the construction trades and customer service
OR
Associate's Degree in construction technology or closely related field with minimum five years of experience in the construction trades and one year in customer service
OR
High school graduate/G.E.D. with minimum ten years of experience in the construction trades and two years in customer service
OR
Any equivalent combination of education and experience that provides the knowledge, skills and abilities necessary to perform the work.
2. Must obtain certification as Residential Inspector within 6-months of hire date and Residential Electrical Inspector within one year of hire date.
3. Iowa Driver's License and good driving record based on City of Waterloo driver performance criteria. A candidate with any of the following will not be considered for employment: loss of license for any reason during the period of candidacy for employment, if the candidate remains without a valid, current license for the position when the City issues an offer of employment; loss of license, plea of guilty, plea of no contest or its equivalent or conviction for OWI, reckless driving or other major moving violation within the previous five years; four or more citations for moving violations within the previous three-year period, excluding speeding violations of 10 mph or less over the posted speed limit; three or more citations for moving violations within the previous one-year period. After appointment to the position, disciplinary action or continuing employment status may be reviewed for the following: four or more moving violations within the previous three years, three or more moving violations within the previous one year or loss of license or conviction for OWI, reckless driving or other major moving violation; two or more at-fault accidents within a three-year period while driving on City business; three or more at-fault accidents within a three-year period. An applicant's driving record will be reviewed prior to an offer of employment and at least annually after hire.

ESSENTIAL PHYSICAL ABILITIES

The following physical abilities are required with or without accommodation.

1. Sufficient communication skills that permits the employee to interact effectively with the public, coworkers and property owners. Uses hand-held radio and telephone as communication devices to maintain contact with office.
2. Sufficient hearing to understand and carry out instructions and to respond verbally to questions from supervisor, coworkers, property owners and the public.
3. Sufficient personal mobility that permits the employee to operate passenger vehicle (generally a small pickup truck) safely in all types of weather and a variety of road conditions and to inspect residential properties in all areas of the City.

4. Sufficient mobility that permits the employee to stoop, kneel, squat, climb or bend/crouch sometimes in cramped or difficult to reach areas when performing inspections.
5. Sufficient vision and depth perception to drive a passenger vehicle and inspect new and remodeled building projects to assure that they meet applicable codes; sufficient color vision that permits the employee to identify colored indicator lights on electronic control panels, etc.

MISCELLANEOUS

1. Must wear personal protective equipment such as safety shoes, safety glasses, hardhat and hearing protection as appropriate.
2. Following a conditional offer of employment, the City of Waterloo requires a physical examination including a drug test by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of this job classification.
3. The City of Waterloo reserves the right to conduct a background investigation including employment, education, certification and criminal history checks on any applicant being considered for this position.
4. Required to submit to and pass Civil Service examination procedures including oral interview testing.

WORK SCHEDULE

Work schedule will generally be 7:30 a.m. - 4:00 p.m. Monday through Friday with ½ hour unpaid lunch. Work hours and days subject to change with appropriate notice per collective bargaining agreement. Limited overtime.

EXAMINATION INFORMATION

All qualified candidates who apply by the deadline date will be required to appear before an interview panel consisting of a minimum of three people who have expertise in the areas being tested. An individual must receive a minimum average score of sixty points out of one hundred to achieve a passing score on the interview. The top applicants, as ranked by their scores on the interview, will be the individuals placed on the certified list. Applicants who qualify as outlined and are full time regular employees of the City of Waterloo shall have one additional point per full year of employment up to a maximum of five points added to their final score. Honorably discharged men and women from the armed forces of the United States who qualify per provisions of Chapter 35 of the Code of Iowa and who are citizens and residents of the United States shall have five additional points added to their final score upon submission of their DD214 or ten points added if they were awarded a Purple Heart or have a service connected disability. Employment is contingent on possession of a good driving record based on City of Waterloo driver performance criteria and passing a post job offer physical and drug test.

ORAL EXAMINATION DATE

All qualified candidates who apply by the deadline date will be notified of the time, place and date of the oral examination.

COMBINATION INSPECTOR II 6.2025

A.A./E.E.O.

Minority, female & disabled individuals are encouraged to apply.



715 Mulberry St, Waterloo, IA 50703

Phone: (319) 291-4303

Fax: (319) 291-4569

CITYOFWATERLOOIA.COM



August 1, 2025

TO: Honorable Mayor & City Council

We, the members of the Civil Service Commission, certify the following list of applicants, who are eligible based upon the examination process as set forth by the Civil Service Commission for the appointment to the position of Combination Inspector II for the City of Waterloo, Building Inspections. This list shall be used to fill any vacancy in the Combination Inspector II classification from August 1, 2025 – August 1, 2026.

CERTIFIED LIST

- Christopher Adams
- Jason Conkling
- Thera McEnany
- Nick Stratton
- Dave Weber
- Chad Hollingsworth
- Kelby Haynes

Respectfully submitted,

Dr. Bev Smith

Date

Dr. Robert Welch

Date

Marianne Kurtenbach _____
Date

*January 6, 2025 the Waterloo City Council voted to suspend the Civil Service hiring practices for entrance positions as allowed by the Iowa Administrative Code section 400.12A until January 6, 2026; therefore no signatures are required to certify this list.