



**THE CITY COUNCIL OF WATERLOO, IOWA
WORK SESSION TO BE HELD AT
Harold E. Getty Council Chambers
Tuesday, September 8, 2026
4:00 PM**

RULES FOR WORK SESSION PUBLIC COMMENT

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 city council shall not receive any public comment during a work session.

Roll Call.

Agenda, as proposed or amended.

Approval of Minutes of the August 17, 2026 Council Work Session, as proposed or amended.

4:00 p.m. Discussion of an ordinance establishing a city manager position.

Submitted by: Mayor Boesen and Council Member Hector Salamanca Arroyo

**Approx. 4:15 Discussion of an amendment to the chronic nuisance property ordinance.
p.m.**

Submitted by: Martin Petersen, City Attorney

Approx. 4:20 Discussion of a contractor registration ordinance amendment.

p.m. Submitted by: Jennifer Sparks, Permit Writing Specialists

**Approx. 4:35 Review of the new parking operations with Municipal Services Regional
p.m. Manager.**

Submitted by: Bridgett Wood, Finance Director

ADJOURNMENT

Kelley Felchle
City Clerk

August 17, 2026

COUNCIL WORK SESSION
Harold E. Getty Council Chambers
4:20 p.m.

Pre-Meeting Items

Roll Call.

Members present: Mayor Dave Boesen in the chair. Roll Call: Mr. Schmitt, Mr. Morrow, Ms. Creighton-Smith (via Zoom), Ms. Berry, Mr. Salamanca, Mr. Martin and Mr. Simon.

Agenda, as proposed or amended.

Simon/Martin
that the agenda as proposed be approved. Voice vote-Ayes: Seven. Motion carried.

Approval of Minutes of the July 20, 2026, Council Work Session as proposed or amended.

Simon/Martin
that the minutes of July, 20, 2026, Council Work Session, as proposed, be approved. Voice vote-Ayes: Seven. Motion carried.

Work Session Items

Presentation by Micro Transit.

David Sturch, Met Transit, 1515 Black Hawk Street, provided an update on their current services and shared information on the proposed service area for Microtransit with a 3-year pilot program to be implemented in 2027.

Nick Fratzke, INRCOG, 229 E. Park Avenue, shared their involvement and what other municipalities in and around Iowa are using Microtransit.

The council members discussed the proposed services and funding sources with David Sturch and Nick Fratzke.

Monthly Water Billing Changes and Sewer Ordinance Updates.

Randy Bennett, Public Works Division Manager, provided an overview of the proposed ordinance changes. He explained that our current ordinance does not align with state code with regard to offering different pricing for similar utility users. The proposed change will eliminate the offering of an income base reduction and any current allowances will stop at the end of the period and will no longer be offered.

Mayor Boesen clarified that the reduced rates include garbage and sewer.

Ms. Creighton-Smith shared the concerns she has received from constituents regarding the increase in fees they must pay since moving from quarterly to monthly billing and that eliminating the reduction will just add to that burden.

Chad Coon, General Manager Waterloo Waterworks, explained how this will work for subdivisions, apartment buildings, etc.

Discussion regarding a Data Center Moratorium.

Mr. Morrow provided an overview of the proposed resolution for a moratorium.

Martin Petersen, City Attorney, provided an overview of the content of the resolution.

Council members discussed the proposed resolution.

ADJOURNMENT

Simon/Salamanca
that the council adjourn at 5:09 p.m. Voice vote-Ayes: Seven. Motion carried.

Kelley Felchle
City Clerk

TITLE 1
ADMINISTRATION

CHAPTER 5
MUNICIPAL OFFICIALS

ARTICLE E. CITY MANAGER

SECTION:

1-7E-1: Purpose

1-7E-2: Appointment, Term, And Compensation

1-7E-3: Duties

1-7E-1: PURPOSE:

By virtue of the authority conferred by section 372.4, code of Iowa, the office of city manager for the City of Waterloo, Iowa, is hereby created.

1-7E-2: APPOINTMENT, TERM, AND COMPENSATION:

The city manager shall be hired by a majority vote of the city council at a regular meeting of such body. Said appointment shall be in accordance with all city policies and procedures regarding recruitment, selection, and hiring of employees. The city manager shall serve as an at-will employee and shall be subject to removal by a majority vote of the city council, subject to the terms and conditions of any existing employment agreement executed between the city council and the city manager. The city manager shall receive such annual salary as determined by the employment agreement adopted by resolution of the city council. Salary adjustments may be approved by resolution of the city council and when adopted automatically incorporated as part of the employment agreement.

1-7E-3: DUTIES:

The duties of the city manager shall be as follows:

A. Resolutions, Policies, And Laws: The city manager shall see that all resolutions, ordinances, laws, council's and mayor's directives and approved operational policies are either faithfully enforced and executed or referred to the proper official for compliance thereof.

B. Attend Council Meetings: The city manager shall attend all meetings of the city council unless otherwise excused by the mayor or council.

C. Recommendations: The city manager shall recommend to the mayor and council such measures as the city manager may deem necessary for good efficient government and the general welfare of the city.

D. Departmental Administration: The city manager shall have general supervision and direction of the administration of the following departments, offices, classifications, and services and be directly responsible to the mayor and council for the proper function of same:

1. Community Planning and Development Division, which includes the Building, Community Planning and Development, Community Development, Engineering, and Housing Authority Departments.
2. Public Works Division, which includes the Central Garage, Sanitation, Street, Traffic Operations, and Waste Management Departments.
3. Leisure Services.
4. Cultural and Arts.
5. Police.
6. Fire.
7. Management Information Systems.
8. Finance.
9. Human Resources.
10. Human Rights.
11. Purchasing.
12. Public buildings, land, and custodians thereof under the direct jurisdiction of the council.
13. Budget preparation and operation.
14. Signing contracts and agreements as approved and directed by council.
15. Administrative policies and procedures.
16. All others as directed by council.

E. Supervise Contracts: The city manager shall supervise the performance of all contracts for work and services to be done for the city except as specified otherwise in said construction or service program involved.

F. Franchises: The city manager shall maintain an accounting of all obligations, agreements, commitments, and contractual franchises involving the city and report to the mayor and council any deviations from the exact terms as specified.

G. Purchasing: The city manager shall be authorized to direct the purchasing of all commodities, materials, supplies, capital outlay, and services for all departments of the city that have been budgeted and appropriated by a resolution of the council and enforce a program to

determine that such purchases are received and are of the quality and character called for in the order.

H. Require Taking of Bids: The city manager shall require the taking of bids on all matters deemed advisable as required by law, or as directed by the council.

I. Hire, Suspend, And Discharge Employees: The city manager shall have the power to hire, suspend, or discharge any employee over which the city manager has, by this article, authority to appoint or employ, subject to civil service provisions and chapter 70, code of Iowa.

J. Emergency Employees: The city manager shall have the authority to employ any person for emergency purposes as deemed necessary for the welfare of the city, but in no case shall said employment be extended after the first council meeting following the date of employment, unless otherwise approved by vote of the council.

K. Supervision Of Facilities And Equipment: The city manager shall supervise and manage all buildings, structures, and land under the jurisdiction of the council and shall also be charged with the care and preservation of all city-owned equipment, tools, machinery, appliances, supplies, and commodities under the control of employees or departments over which the city manager has, by this article, specific authority.

L. Personnel Functions: Unless such power is specifically assigned by law to another appointing authority, the city manager shall have the power to appoint, employ, transfer, promote, reclassify, determine rate of pay, discipline, or discharge all persons to city service, subject to civil service provisions and chapter 70, code of Iowa. The city manager shall review and comment on personnel actions made by the police and fire chiefs to the city council. The city manager shall develop, administer, and enforce personnel rules and regulations for employees under the authority delegated to the office of city manager.

M. Fiscal Advice: The city manager shall keep the mayor and council fully advised of the financial and other conditions of the city.

N. Economic Development: The city manager shall keep the mayor and council fully advised of economic development activity in the city and take an active role in the management and oversight of such efforts.

O. Annual Budget: The city manager shall prepare and submit to the mayor and council an annual budget in the manner as prescribed by law.

P. Business Affairs: The city manager shall see that all business affairs of the city are conducted by modern, approved methods and in an efficient manner.

Q. Records And Reports: The city manager shall, at all times, be responsible for the maintenance of accurate and current records of all affairs of the departments under the city manager's jurisdiction, and in a form acceptable by the council. Copies of such reports shall be available for public inspection.

R. Assist Council Committees: The city manager shall assist the council committees in the execution of their reviews, investigations, reports and assignments, and perform in compliance with their directives; provided, same is not in conflict with established procedure governed by this article or not in conflict with existing city ordinances.

S. Other: The city manager shall perform duties and have direct authority on all matters delegated by council action.

5-5-1: DEFINITIONS:

Unless otherwise expressly stated or unless the context clearly indicates a different intention, the following terms shall, for the purpose of this chapter, have the following meanings:

ABATE OR ABATEMENT: A. As applied to owner/occupants: The removal or correction of the condition or circumstances causing the property to be deemed a chronic nuisance property and/or the complete cessation of the action causing same.

B. As applied to a nonoccupant owner: The initiation of all such actions or steps as may be reasonable and legal under the circumstances (and which would ordinarily lead to an abatement of the problem) together with a good faith continuation of those efforts.

ENFORCEMENT ACTION: An arrest, a determination that there is probable cause to make an arrest, the issuance of a citation, or issuance of a written or verbal warning associated with a nuisance activity as defined herein.

NUISANCE ACTIVITIES: Any illegal activity titled as the following in the Waterloo Police Department shield database under "call reporting":

Assault (any variation of an assault).

Disorder (disorderly conduct).

Drug (drug violation).

Fight.

Fireworks.

Gambling.

Liquor (liquor violations).

Loiter (loitering).

Loud (loud/noise/vehicle/machinery).

Loudpart (loud party).

Medshoot (shooting in progress).

Prostitu (prostitution).

Sex (sex offenses).

Susp (suspicious).

Weapon (both weapons violations and shots fired).

Illegal activity is that which is defined by Iowa Code 701.2 as a public offense;

A public offense is that which is prohibited by statute and is punishable by fine or imprisonment.

OWNER: Any person, agent, firm, corporation, association or partnership, including a mortgagee in possession in whom is vested all or part of the legal title to property or all or part of the beneficial ownership and the right to present use and enjoyment of the premises, or an occupant of that structure.

PERSON: Any natural person, association, partnership, corporation or other legal entity capable of owning or using property.

POLICE SERVICE FEE: The Police Department service fee is fifty dollars (\$50.00) per hour per officer. Any fraction of an hour is tabulated as a complete hour. Example: If one officer responds and is at the property for fifteen (15) minutes, the fee is fifty dollars (\$50.00). If two (2) officers respond and are at the property for one minute, the fee is one hundred dollars (\$100.00).

PROPERTY: Any single parcel in the City of Waterloo assigned a Black Hawk County parcel identification number. ~~For property consisting of more than one unit, the term "property" shall refer to a particular unit.~~ (Ord. 5238, 9-15-2014; amd. Ord. 5409, 7-24-2017)

9-1A-1: SCOPE OF LICENSES:

A. Residential Building Contractor:

1. License Required: Under the city building code, all residential building contractors who contract with an owner to construct or improve dwellings for habitation by one to ~~four (4)~~ two (2) families ~~and who provides two (2) or more special skills (services) for a consumer,~~ must be licensed ~~unless exempt under the provisions noted in subsection 9-1A-2F of this article.~~

2. Defined: A "residential building contractor" is any corporation, company, partnership or person in the business of contracting or offering to contract with any residential owner to construct one (1) and two (2) family residential dwellings and/or any portions thereof, accessory structures, interior remodeling work of existing dwellings and any repair work. Said construction involves ~~two (2) or more of the following:~~ excavation, masonry/concrete work, carpentry, interior or exterior finishing, drywall and plaster, roofing, siding or windows. ~~A residential building contractor may also contract or offer to contract with an owner to remodel or repair any existing residential property.~~

Commented [JS1]: Restructure three license types into two license types

B. ~~Residential Remodeler~~ Residential Repair Contractor:

1. Defined: A "residential ~~remodeler~~ repair contractor" is defined as any person in the business of contracting or offering to contract with an owner to perform any ~~construction~~ repair work on an existing residential structure limited to replacement work of any roofing application, siding application or replacement windows that do not include new framing.

2. Limitations: A residential ~~remodeler~~ repair contractor is permitted to work only on existing structures and is specifically prohibited from changing the "footprint" of the existing structure. A "footprint" is defined as the actual size of the structure upon which work is permitted pursuant to this section.

~~—C. Residential Roofing Limited Contractor: Those who are qualified to install, repair and replace residential steep roof coverings. Work may include fabrication and installation of sheet metal incidental to residential steep roof coverings and installation of asphalt shingles, asphalt roll roofing materials, clay tile, concrete tile, slate, wood shake or shingles and other prefabricated shingle products. (Ord. 5369, 9-26-2016)~~

9-1A-2: LICENSING REQUIREMENTS:

A. License Required: Any contractor who constructs, remodels, repairs or performs any ~~two (2)~~ of the following work, said contractor shall be licensed as applicable in subsections 9-1A-1A through ~~C~~ B of this article: excavation, masonry/concrete, carpentry, interior finishing, exterior finishing, drywall and plaster or roofing.

~~—B. Roofing License Requirement: A separate license is required for any person who engages in the business of working on residential one-, two-, three- or four-family dwellings in roof coverings, roof sheathing, roof weatherproofing and insulation, and any repair of roof systems.~~

~~C~~ B. Company License: Any contractor other than a natural person must designate one individual to serve as a qualifying person who must take the licensing examination.

1. Sole Proprietorship: The qualifying person of a sole proprietorship may be the owner or managing employee.

2. Partnership: Any partner or managing employee may be the qualifying person.

3. Corporation: The qualifying person must be the chief executive officer or a managing employee.

D. Qualifying Person: If the qualifying person is a managing employee, the latter must be an employee who is regularly employed by the company and actively engaged in the classification of work for which the license is to be obtained.

E. Licensing Exams: The examinee must achieve a passing score in order to obtain a license. The exams shall test an applicant's knowledge of the ~~rules, regulations, materials, building practices, as well as the various aspects of the construction business~~ adopted residential building code. Applicants have the following options for exam:

1. Inhouse open-book code book exam provided by the Waterloo Building Department
2. Proof of passing exam with another jurisdiction
3. Proof of passing exam from International Code Council (ICC)

Type of exam passed from another jurisdiction or from ICC must closely match the type of license sought.

F. Exemption: The legal owner of any residential property shall not be required to be licensed as a contractor in order to remodel or repair the owner's own property. However, permits must be obtained. ~~Owners are not permitted to take out permits for their general contractors.~~

G. Homeowner Building Own Home For Residence:

1. Owners building their own home shall comply with the rules outlined in the document "Building Permits Issued To Homeowners For Homeowners Building Their Own House" no. HBOH03.

2. This document shall be ~~recorded on the abstract of the property~~ retained with the permitting documents and shall remain in force until the time limit listed in the document has expired.

3. This document will ensure homes not being ~~built~~ general contracted by licensed homebuilders will meet code requirements and be safe for life, limb and health years into the future. (Ord. 5369, 9-26-2016)

9-1A-3: GENERAL CONTRACTORS BOARD OF LICENSING, EXAMINERS AND APPEALS:

A. Board Established: There is hereby established a general contractors board of licensing, examiners and appeals, hereinafter referred to as the board, with authority and responsibility as follows:

1. Authority to license a corporation, company, partnership or a person as a residential building, ~~residential remodeler repair limited roofing, unlimited roofing~~ or repair contractor.
2. To periodically review the provisions of the Waterloo building code and recommend to the building official changes to said code.
3. Review issues and concerns of the building industry as they relate to inspection and code administrations.
4. To review complaints against any contractor, and upon substantiation of the complaint, the board may require the contractor to be relicensed. Upon the third and subsequent complaints, the board may, by majority vote, suspend or revoke the contractor's license.
5. Review and act on appeals by contractors, homeowners or any party affected by the decision of the building official. The building official may convene the board to assist in evaluating the merits of a proposed product or method of construction, or assist in the interpretation of code revisions. The board shall not rule on matters pertaining to electrical, plumbing or mechanical questions. As an appeals board, it is limited by the authority granted by the current adopted building codes.

Commented [JS2]: New language

Commented [JS3]: New language

Commented [JS4]: New language

B. Composition Of Board: The board shall consist of nine (9) members, all of whose place of business or residence is located in Black Hawk County. All members shall be qualified by experience and training to evaluate applicants for testing. The membership shall be as follows: three (3) residential contractors, two (2) commercial contractors, one design professional (construction related), one roofing contractor and two (2) at large. The building official shall act as secretary to the board. No one company or interest shall have more than one member on the board.

C. Appointment And Terms Of Office: The members of the general contractors board of licensing, examiners and appeals shall be appointed by the mayor with the approval of the city council. After the initial appointment of the board, the terms of the members shall be for three (3) years except that the initial terms shall be so arranged and staggered that the terms of no more than two (2) members shall expire on December 31 of any one year. A vacancy within any term shall be filled by appointment of the mayor with the approval of the city council for the unexpired portion of that term only. The members of the board shall serve without compensation.

The board shall designate a member as chair and vice chair and shall adopt reasonable rules for conducting its investigations and proceedings, and shall render all decisions and findings in writing to the building official with a duplicate copy to the appellant and may recommend to the city council new legislation as is consistent therewith.

D. Quorum: Five (5) members of the board shall constitute a quorum for the transaction of business, provided that a decision on a matter relating to a specific license shall not be valid unless decided in the presence of a board member who holds a similar valid license. Any vote taken for the purpose of suspending or revoking a contractor's license shall require a majority vote of all members appointed to the board.

E. Powers And Duties: The general contractors board of licensing, examiners and appeals shall have the following powers and duties:

1. To prescribe rules for the conduct of examinations of applicants for licenses.
2. To hold regular meetings when determined necessary for the purpose of conducting examinations of applicants for contractor licensing.
3. To examine applications and applicants for licenses as residential building ~~residential remodeler, and residential roofing~~ and repair contractors as needed.
4. To act upon reports of violations by licensed contractors' licensing.
5. To prescribe rules consistent with the provisions of this code for hearings before the board to suspend, revoke or reinstate licenses.
6. To keep a complete record of the official proceedings of the board; to preserve all documents, books, and papers relating to appeals, examinations for licenses, and hearings of complaints and charges for at least five (5) years.
7. Establish guidelines from homeowners performing any construction regulated by codes adopted by the city of Waterloo as they pertain to building new one- and two-family dwellings and additions onto existing homes.

~~—F. Waiver Of Examination: The board may, by the majority vote of all of the members present, issue to any applicant possessing a valid contractor's license from any other state, after satisfying itself of the validity of such license, and the qualifications of the holder thereof, waive examination of such applicant and upon compliance with all other regulations in this code, issue to the applicant the applicable license as set forth in section 9-1A-1 of this article.~~

~~—G. Waiver Of Examination For Contractor: After satisfying itself of the validity of a license from any other city or state, the ability of the holder of said license to competently conduct himself as a building contractor, the board may, by the majority vote of all of the members present, issue a contractor's license without requiring examination therefor. (Ord. 5369, 9-26-2016)~~

Commented [JS5]: New language

9-1A-4: APPLICATION FOR LICENSE:

A. ~~Application: An applicant for a license under the provisions of this article must submit an application INRCOG on a form prescribed by INRCOG. Within thirty (30) business days of receiving all required information, INRCOG must act on the license request. If one of the categories in the application does not apply, the applicant must state the reason.~~ for a contractor license through the City's online licensing and permitting portal. ~~The board may refuse to issue a license if the application is not complete or contains false information in reference to subsections A1 through A6 of this section.~~ Staff will verify required licensing information and collect applicable registration fees prior to issuing. Subsections A1 through ~~A6~~ A4 of this section are required to be provided by the applicant.

Commented [JS6]: Removing INRCOG as the registration administrator

1. ~~Iowa workers' compensation insurance certificate~~ Contractors Registration Certificate from the State of Iowa, Department of Inspections, Appeals and Licensing;

~~—2. Employment insurance account number;~~

~~3~~ 2. Certificate of Liability Insurance with a thirty (30) day cancellation clause;

~~4~~ 3. Type of license requested;

- a. General Contractor: license for Commercial Building Permits
- b. Residential Builder/Remodeler: license for Residential Building, Remodeling and Repair permit types.
- c. Residential Repair: license for residential roofing, siding, soffit and window replacement.

Commented [JS7]: Revision to license types

~~5.~~ 4. Name and address of the applicant:

a. Name ~~and~~, address, phone and email of the ~~applicant's~~ qualifying person, if other than applicant; ~~and.~~

~~b. If the applicant is a sole proprietorship, the name and address of the sole proprietor; if the applicant is a partnership, the name and address of each partner; if the applicant is a limited liability company, the name and address of each manager; if applicant is a corporation, the name and address of each of the corporate officers, directors and all shareholders holding more than ten percent (10%) of the outstanding stock in the corporation;~~

~~6. Whether the applicant, any employee, or qualifying person has ever been licensed in this or any other state and has had a professional or vocational license refused, suspended, or revoked, or has been the subject of any administrative action.~~

B. Examination: Each qualifying person ~~for Residential licensure~~ must satisfactorily complete a written examination for the type of license requested. ~~The board may establish the examination qualifications, including related education experience and education, the examination procedure, and the examination for each licensing group.~~ Exams are to be updated with applicable code changes as new code years are adopted. The exam fee for persons taking the Residential Code Exam is fifty dollars (\$50.00) per time.

Commented [JS8]: New language

Commented [JS9]: New language

C. License Issuance: Upon passing the written examination and posting a passing grade of seventy percent (70%) or better, ~~or showing proof of acceptable code exam by another jurisdiction or through ICC (International Code Council),~~ a license application shall be completed and submitted ~~to the contractors board of licensing and examiners for review and approval. After paying necessary fees, a contractor's license will be issued by the Iowa Northland Regional Council Of Governments (INRCOG). (Ord. 5369, 9-26-2016)~~ on the City's online licensing and permitting website.

Commented [JS10]: New Language

9-1A-5: RESERVED:

(Ord. 5369, 9-26-2016)

9-1A-6: LICENSE FEES:

A. The licensing fee ~~for persons~~ per licensed type pursuant to section 9-1A-1 -4 of this article is seventy five dollars (\$75.00) per year.

B. Fees shall be paid on or before December 31 of each year following the date of licensing. There shall be no proration of fees for partial year licenses.

C. ~~The contractor's license shall be registered with the Iowa Northland Regional Council Of Governments (INRCOG) located at 229 E. Park Avenue, Waterloo, IA 50703. The registration fee is fifteen dollars (\$15.00) per year. (Ord. 5369, 9-26-2016)~~

Commented [JS11]: This adds collecting a registration fee for General Contractor license types. Residential license types remain \$75.

Commented [JS12]: This \$15 General Contractor registration fee was collected by INRCOG and retained by INRCOG. Waterloo did not receive a registration fee for General Contractor (Commercial) registrations.

9-1A-7: CERTIFICATES REQUIRED:

A. Competency: A certificate of competency shall be received from an accredited testing agency for contractors. The testing agency shall be registered with the building department of the city. The building department shall provide information on competency testing, test sites, test dates, and material covered by the test.

B. Insurance:

1. Certificate Required; Limits:

a. A contractor shall show proof of registration with the state and shall execute and file with the building official (or a specified intergovernmental agency if so designated by the building official) a certificate of insurance written by a company authorized to transact business in the state, in limits of not less than three hundred thousand dollars (\$300,000.00) combined single limit to any person and one hundred thousand dollars (\$100,000.00) property damage; said certificate to be written on a standard form and carrying an endorsement naming the city and its employees ~~(or the intergovernmental agency designated by the building official)~~ as additional insureds as its interest may appear and conditioned upon the faithful performance of all duties required of such contractor by any ordinances, rules and regulations of the city. It shall be a further condition of said certificate of insurance that the obligator will hold the city ~~(through the specified intergovernmental agency if so designated)~~ harmless from any and all damages sustained by reason of neglect or incompetency on the part of such contractor, his agents or employees in the performance of the work done under a license or permit issued upon the filing of said certificate.

b. Said certificate of insurance shall be issued by December 31 of each year, and shall be refiled on or before said date for each subsequent year and shall be in continuous full force and effect. That it is the intent and purpose of said certificate of insurance to also bind the individual, company, firm, association or partnership, whether it be trade name, corporation, or other business association or arrangement with which the principal is associated.

c. Homeowners working on their principal residence shall be exempt from filing said certificate.

2. Work Done By Owner: Where a person desires to remodel or repair any single-family residential building or structure of which he or they are the owner/occupant, such work may be done by a member of his or their household without requiring the certificate of insurance otherwise required by this subsection.

a. Required permits shall be necessary for all remodel or repair work.

b. No owner or owner of record shall replace, remodel or repair any electrical, plumbing or heating on any property that they are not the owner/occupant.

c. With the approval of the building official, an owner who intends to repair or remodel an existing house in order to occupy that same structure at completion of work, may be considered an owner/occupant for the purposes of this section. (Ord. 5369, 9-26-2016)

9-1A-8: CHANGE IN INFORMATION:

A. Notice Of Change: Not later than fifteen (15) business days after there is a change in the licensee's personal name, trade name, qualifying person, or address or business location, ~~written notice must be provided to INRCOG of such change. Upon receipt of the written notice, INRCOG shall issue an amended license, if required, for the unexpired duration of the license.~~ changes must be supplied through the licensing portal for amendments or approvals.

B. Loss Of Qualifying Person: Upon the departure or disqualification of a licensee's qualifying person because of death, disability, retirement, position change or other reason, the licensee must notify ~~INRCOG~~ the Waterloo Building Department within sixty (60) business days. The licensed contractor shall have one hundred twenty (120) days from the departure of the qualifying person to obtain a new qualifying person. Failure to secure a new qualifying person within one hundred twenty (120) days shall result in the automatic termination of the license, and the applicant must requalify as required under this article. (Ord. 5369, 9-26-2016)

9-1A-9: DENIAL, SUSPENSION OR REVOCATION OF LICENSE:

The general contractors board of licensing, examiners and appeals may, by majority vote, deny, suspend or revoke any license or may censure a licensee for failure to comply with any of the following:

- A. Has filed an application for a license which is incomplete in any material respect or contains any statement which is false or misleading;
- B. Has engaged in a fraudulent, deceptive or dishonest practice;
- C. Is permanently or temporarily enjoined by any court of competent jurisdiction from engaging in or continuing any conduct or practice involving any aspect of the business;
- D. Has failed to reasonably supervise employees, agents, subcontractors or salespersons, or has performed negligently or in breach of contract so as to cause injury or harm to the public and/or the city;
- E. Has violated or failed to comply with any of the licensing provisions of sections 9-1A-1 through 9-1A-6 and 9-1A-8 of this article;
- F. Has been shown to be incompetent, untrustworthy or financially irresponsible; or
- G. Has been convicted of a violation of any building code of the cities of Waterloo or Cedar Falls and/or the county of Black Hawk. (Ord. 5369, 9-26-2016)

9-1A-10: APPEAL:

- A. Upon the final action and notification by the board, the licensee may appeal the decision of the board.
- B. The appeal shall be submitted in writing within ten (10) days from the decision date by the board to the Board Secretary, Building Inspections Department, 715 Mulberry Street, Waterloo, IA 50703.
- C. The appeal will be heard in a work session with full city council. Their decision shall be final. (Ord. 5369, 9-26-2016)

ARTICLE A. BUILDING CONTRACTORS

SECTION:

9-1A-1: Scope Of Licenses

9-1A-2: Licensing Requirements

9-1A-3: General Contractors Board Of Licensing, Examiners And Appeals

9-1A-4: Application For License

9-1A-5: Reserved

9-1A-6: License Fees

9-1A-7: Certificates Required

9-1A-8: Change In Information

9-1A-9: Denial, Suspension Or Revocation Of License

9-1A-10: Appeal

9-1A-1: SCOPE OF LICENSES:

A. Residential Building Contractor:

1. License Required: Under the city building code, all residential building contractors who contract with an owner to construct or improve dwellings for habitation by one to four (4) families and who provides two (2) or more special skills (services) for a consumer, must be licensed unless exempt under the provisions noted in subsection 9-1A-2F of this article.

2. Defined: A "residential building contractor" is any corporation, company, partnership or person in the business of contracting or offering to contract with any residential owner to construct residential dwellings and/or any portions thereof and said construction involves two (2) or more of the following: excavation, masonry/concrete work, carpentry, interior or exterior finishing, drywall and plaster or roofing. A residential building contractor may also contract or offer to contract with an owner to remodel or repair any existing residential property.

B. Residential Remodeler:

1. Defined: A "residential remodeler" is defined as any person in the business of contracting or offering to contract with an owner to perform any construction work on an existing residential structure.

2. Limitations: A residential remodeler is permitted to work only on existing structures and is specifically prohibited from changing the "footprint" of the existing structure. A "footprint" is defined as the actual size of the structure upon which work is permitted pursuant to this section.

C. Residential Roofing Limited: Those who are qualified to install, repair and replace residential steep roof coverings. Work may include fabrication and installation of sheet metal incidental to residential steep roof coverings and installation of asphalt shingles, asphalt roll roofing materials, clay tile, concrete tile, slate, wood shake or shingles and other prefabricated shingle products. (Ord. 5369, 9-26-2016)

9-1A-2: LICENSING REQUIREMENTS:

A. License Required: Any contractor who constructs, remodels, repairs or performs any two (2) of the following work, said contractor shall be licensed as applicable in subsections

9-1A-1A through C of this article: excavation, masonry/concrete, carpentry, interior finishing, exterior finishing, drywall and plaster or roofing.

B. Roofing License Requirement: A separate license is required for any person who engages in the business of working on residential one-, two-, three- or four-family dwellings in roof coverings, roof sheathing, roof weatherproofing and insulation, and any repair of roof systems.

C. Company License: Any contractor other than a natural person must designate one individual to serve as a qualifying person who must take the licensing examination.

1. Sole Proprietorship: The qualifying person of a sole proprietorship may be the owner or managing employee.

2. Partnership: Any partner or managing employee may be the qualifying person.

3. Corporation: The qualifying person must be the chief executive officer or a managing employee.

D. Qualifying Person: If the qualifying person is a managing employee, the latter must be an employee who is regularly employed by the company and actively engaged in the classification of work for which the license is to be obtained.

E. Licensing Exams: The examinee must achieve a passing score in order to obtain a license. The exams shall test an applicant's knowledge of the rules, regulations, materials, building practices, as well as the various aspects of the construction business.

F. Exemption: The legal owner of any residential property shall not be required to be licensed as a contractor in order to remodel or repair the owner's own property. However, permits must be obtained.

G. Homeowner Building Own Home For Residence:

1. Owners building their own home shall comply with the rules outlined in the document "Building Permits Issued To Homeowners For Homeowners Building Their Own House" no. HBOH03.

2. This document shall be recorded on the abstract of the property and shall remain in force until the time limit listed in the document has expired.

3. This document will ensure homes not being built by licensed homebuilders will meet code requirements and be safe for life, limb and health years into the future. (Ord. 5369, 9-26-2016)

9-1A-3: GENERAL CONTRACTORS BOARD OF LICENSING, EXAMINERS AND APPEALS:

A. Board Established: There is hereby established a general contractors board of licensing, examiners and appeals, hereinafter referred to as the board, with authority and responsibility as follows:

1. Authority to license a corporation, company, partnership or a person as a residential building, residential remodeler, limited roofing, unlimited roofing contractor.

2. To periodically review the provisions of the Waterloo building code and recommend to the building official changes to said code.

3. Review issues and concerns of the building industry as they relate to inspection and code administrations.

4. To review complaints against any contractor, and upon substantiation of the complaint, the board may require the contractor to be relicensed. Upon the third and subsequent complaints, the board may, by majority vote, suspend or revoke the contractor's license.

5. Review and act on appeals by contractors, homeowners or any party affected by the decision of the building official. The building official may convene the board to assist in

evaluating the merits of a proposed product or method of construction, or assist in the interpretation of code revisions. The board shall not rule on matters pertaining to electrical, plumbing or mechanical questions. As an appeals board, it is limited by the authority granted by the current adopted building codes.

B. **Composition Of Board:** The board shall consist of nine (9) members, all of whose place of business or residence is located in Black Hawk County. All members shall be qualified by experience and training to evaluate applicants for testing. The membership shall be as follows: three (3) residential contractors, two (2) commercial contractors, one design professional (construction related), one roofing contractor and two (2) at large. The building official shall act as secretary to the board. No one company or interest shall have more than one member on the board.

C. **Appointment And Terms Of Office:** The members of the general contractors board of licensing, examiners and appeals shall be appointed by the mayor with the approval of the city council. After the initial appointment of the board, the terms of the members shall be for three (3) years except that the initial terms shall be so arranged and staggered that the terms of no more than two (2) members shall expire on December 31 of any one year. A vacancy within any term shall be filled by appointment of the mayor with the approval of the city council for the unexpired portion of that term only. The members of the board shall serve without compensation.

The board shall designate a member as chair and vice chair and shall adopt reasonable rules for conducting its investigations and proceedings, and shall render all decisions and findings in writing to the building official with a duplicate copy to the appellant and may recommend to the city council new legislation as is consistent therewith.

D. **Quorum:** Five (5) members of the board shall constitute a quorum for the transaction of business, provided that a decision on a matter relating to a specific license shall not be valid unless decided in the presence of a board member who holds a similar valid license. Any vote taken for the purpose of suspending or revoking a contractor's license shall require a majority vote of all members appointed to the board.

E. **Powers And Duties:** The general contractors board of licensing, examiners and appeals shall have the following powers and duties:

1. To prescribe rules for the conduct of examinations of applicants for licenses.
2. To hold regular meetings when determined necessary for the purpose of conducting examinations of applicants for contractor licensing.
3. To examine applications and applicants for licenses as residential building, residential remodeler, and residential roofing contractor.
4. To act upon reports of violations by licensed contractors' licensing.
5. To prescribe rules consistent with the provisions of this code for hearings before the board to suspend, revoke or reinstate licenses.
6. To keep a complete record of the official proceedings of the board; to preserve all documents, books, and papers relating to appeals, examinations for licenses, and hearings of complaints and charges for at least five (5) years.
7. Establish guidelines from homeowners performing any construction regulated by codes adopted by the city of Waterloo as they pertain to building new one- and two-family dwellings and additions onto existing homes.

F. **Waiver Of Examination:** The board may, by the majority vote of all of the members present, issue to any applicant possessing a valid contractor's license from any other state, after satisfying itself of the validity of such license, and the qualifications of the holder thereof, waive examination of such applicant and upon compliance with all other regulations in this code, issue to the applicant the applicable license as set forth in section 9-1A-1 of this article.

G. **Waiver Of Examination For Contractor:** After satisfying itself of the validity of a license from any other city or state, the ability of the holder of said license to competently conduct

himself as a building contractor, the board may, by the majority vote of all of the members present, issue a contractor's license without requiring examination therefor. (Ord. 5369, 9-26-2016)

9-1A-4: APPLICATION FOR LICENSE:

A. Application: An applicant for a license under the provisions of this article must submit an application to INRCOG on a form prescribed by INRCOG. Within thirty (30) business days of receiving all required information, INRCOG must act on the license request. If one of the categories in the application does not apply, the applicant must state the reason. The board may refuse to issue a license if the application is not complete or contains false information in reference to subsections A1 through A6 of this section.

1. Iowa workers' compensation insurance certificate;
2. Employment insurance account number;
3. Certificate of liability insurance with a thirty (30) day cancellation clause;
4. Type of license requested;
5. Name and address of the applicant:
 - a. Name and address of the applicant's qualifying person, if other than applicant; and
 - b. If the applicant is a sole proprietorship, the name and address of the sole proprietor; if the applicant is a partnership, the name and address of each partner; if the applicant is a limited liability company, the name and address of each manager; if applicant is a corporation, the name and address of each of the corporate officers, directors and all shareholders holding more than ten percent (10%) of the outstanding stock in the corporation;
6. Whether the applicant, any employee, or qualifying person has ever been licensed in this or any other state and has had a professional or vocational license refused, suspended, or revoked, or has been the subject of any administrative action.

B. Examination: Each qualifying person must satisfactorily complete a written examination for the type of license requested. The board may establish the examination qualifications, including related education experience and education, the examination procedure, and the examination for each licensing group.

C. License Issuance: Upon passing the written examination and posting a passing grade of seventy percent (70%) or better, a license application shall be completed and submitted to the contractors board of licensing and examiners for review and approval. After paying necessary fees, a contractor's license will be issued by the Iowa Northland Regional Council Of Governments (INRCOG). (Ord. 5369, 9-26-2016)

9-1A-5: RESERVED:

(Ord. 5369, 9-26-2016)

9-1A-6: LICENSE FEES:

A. The licensing fee for persons licensed pursuant to section 9-1A-1 of this article is seventy five dollars (\$75.00) per year.

B. Fees shall be paid on or before December 31 of each year following the date of licensing. There shall be no proration of fees for partial year licenses.

C. The contractor's license shall be registered with the Iowa Northland Regional Council Of Governments (INRCOG) located at 229 E. Park Avenue, Waterloo, IA 50703. The registration fee is fifteen dollars (\$15.00) per year. (Ord. 5369, 9-26-2016)

9-1A-7: CERTIFICATES REQUIRED:

A. Competency: A certificate of competency shall be received from an accredited testing agency for contractors. The testing agency shall be registered with the building department of the city. The building department shall provide information on competency testing, test sites, test dates, and material covered by the test.

B. Insurance:

1. Certificate Required; Limits:

a. A contractor shall show proof of registration with the state and shall execute and file with the building official (or a specified intergovernmental agency if so designated by the building official) a certificate of insurance written by a company authorized to transact business in the state, in limits of not less than three hundred thousand dollars (\$300,000.00) combined single limit to any person and one hundred thousand dollars (\$100,000.00) property damage; said certificate to be written on a standard form and carrying an endorsement naming the city and its employees (or the intergovernmental agency designated by the building official) as additional insureds as its interest may appear and conditioned upon the faithful performance of all duties required of such contractor by any ordinances, rules and regulations of the city. It shall be a further condition of said certificate of insurance that the obligator will hold the city (through the specified intergovernmental agency if so designated) harmless from any and all damages sustained by reason of neglect or incompetency on the part of such contractor, his agents or employees in the performance of the work done under a license or permit issued upon the filing of said certificate.

b. Said certificate of insurance shall be issued by December 31 of each year, and shall be refilled on or before said date for each subsequent year and shall be in continuous full force and effect. That it is the intent and purpose of said certificate of insurance to also bind the individual, company, firm, association or partnership, whether it be trade name, corporation, or other business association or arrangement with which the principal is associated.

c. Homeowners working on their principal residence shall be exempt from filing said certificate.

2. Work Done By Owner: Where a person desires to remodel or repair any single-family residential building or structure of which he or they are the owner/occupant, such work may be done by a member of his or their household without requiring the certificate of insurance otherwise required by this subsection.

a. Required permits shall be necessary for all remodel or repair work.

b. No owner or owner of record shall replace, remodel or repair any electrical, plumbing or heating on any property that they are not the owner/occupant.

c. With the approval of the building official, an owner who intends to repair or remodel an existing house in order to occupy that same structure at completion of work, may be considered an owner/occupant for the purposes of this section. (Ord. 5369, 9-26-2016)

9-1A-8: CHANGE IN INFORMATION:

A. Notice Of Change: Not later than fifteen (15) business days after there is a change in the licensee's personal name, trade name, qualifying person, or address or business location, written notice must be provided to INRCOG of such change. Upon receipt of the written notice, INRCOG shall issue an amended license, if required, for the unexpired duration of the license.

B. Loss Of Qualifying Person: Upon the departure or disqualification of a licensee's qualifying person because of death, disability, retirement, position change or other reason,

the licensee must notify INRCOG within sixty (60) business days. The licensee shall have one hundred twenty (120) days from the departure of the qualifying person to obtain a new qualifying person. Failure to secure a new qualifying person within one hundred twenty (120) days shall result in the automatic termination of the license, and the applicant must requalify as required under this article. (Ord. 5369, 9-26-2016)

9-1A-9: DENIAL, SUSPENSION OR REVOCATION OF LICENSE:

The general contractors board of licensing, examiners and appeals may, by majority vote, deny, suspend or revoke any license or may censure a licensee for failure to comply with any of the following:

- A. Has filed an application for a license which is incomplete in any material respect or contains any statement which is false or misleading;
- B. Has engaged in a fraudulent, deceptive or dishonest practice;
- C. Is permanently or temporarily enjoined by any court of competent jurisdiction from engaging in or continuing any conduct or practice involving any aspect of the business;
- D. Has failed to reasonably supervise employees, agents, subcontractors or salespersons, or has performed negligently or in breach of contract so as to cause injury or harm to the public and/or the city;
- E. Has violated or failed to comply with any of the licensing provisions of sections 9-1A-1 through 9-1A-6 and 9-1A-8 of this article;
- F. Has been shown to be incompetent, untrustworthy or financially irresponsible; or
- G. Has been convicted of a violation of any building code of the cities of Waterloo or Cedar Falls and/or the county of Black Hawk. (Ord. 5369, 9-26-2016)

9-1A-10: APPEAL:

- A. Upon the final action and notification by the board, the licensee may appeal the decision of the board.
- B. The appeal shall be submitted in writing within ten (10) days from the decision date by the board to the Board Secretary, Building Inspections Department, 715 Mulberry Street, Waterloo, IA 50703.
- C. The appeal will be heard in a work session with full city council. Their decision shall be final. (Ord. 5369, 9-26-2016)



WATERLOO, IOWA

Parking History & Best Practices

From the 1947 meter ordinance to a modern, self-sustaining downtown parking system

August 2026

A Brief History of Parking in Downtown Waterloo

47

1947

Meters arrive downtown

City Council adopts Ordinance 1720 (April 14) installing parking meters to regulate overtime parking.

47

1947

Two founding goals

Regulate overtime parking and encourage turnover of scarce downtown curb space for merchants.

23

2023

Fishbeck parking study

The City hires Fishbeck for a comprehensive parking study; Main Street business owners lobby for free two-hour parking.

23

2023

A compromise — with a catch

First-hour-free is adopted for on-street parking, but it only starts once staff physically tag and mark each vehicle.

Note: The first hour is only “free” once a staff member manually tags and marks the vehicle — so most customers actually receive well over an hour, unlike a true automated grace period.

Waterloo Is a National Outlier

Waterloo is the only city in the U.S. with a paid on-street AND off-street parking program that offers a first-hour-free on-street benefit.

- **Manual, staff-dependent grace period**

Requires a staff member on each block — or a vehicle in constant motion — to physically tag and clock every car instead of letting the system do it automatically.

- **Off-street facilities go under-used**

Because on-street parking is effectively free for well over an hour, drivers have little reason to use nearby ramps and lots — undermining the on-/off-street balance.

- **General Fund subsidizes parking**

The parking system currently draws from the General Fund. A well-run parking program should be a self-sufficient enterprise, not a cost borne by all taxpayers.

RECOMMENDATION

Remove first-hour-free on-street; keep it in the ramps

1

- Eliminate the manually tagged first-hour-free benefit for on-street spaces.
- Preserve first-hour-free in the off-street parking ramps, where it can run automatically.

WHY IT MATTERS

The on-street version requires either a staff member on every block or a roaming vehicle constantly clocking vehicles — an inefficient, labor-intensive process the automated system was never designed for. Worse, it removes the financial incentive to use off-street facilities, undercutting the very balance a healthy parking system depends on.

RECOMMENDATION

Reintroduce smart time limits on-street

2



- Apply posted time limits to on-street spaces where turnover is needed to support local merchants.
- Leave low-demand blocks unrestricted where turnover isn't a concern.

WHY IT MATTERS

Time limits were the entire reason meters were installed in the 1940s — to encourage turnover and keep the curb available for shoppers and customers, not all-day parkers. Applying limits selectively, based on actual block-by-block demand, restores that original purpose without over-regulating quiet streets. It also supports downtown density and tax-base growth, which depend on smart, not blanket, parking rules.

RECOMMENDATION

Go gateless in the parking garage

3

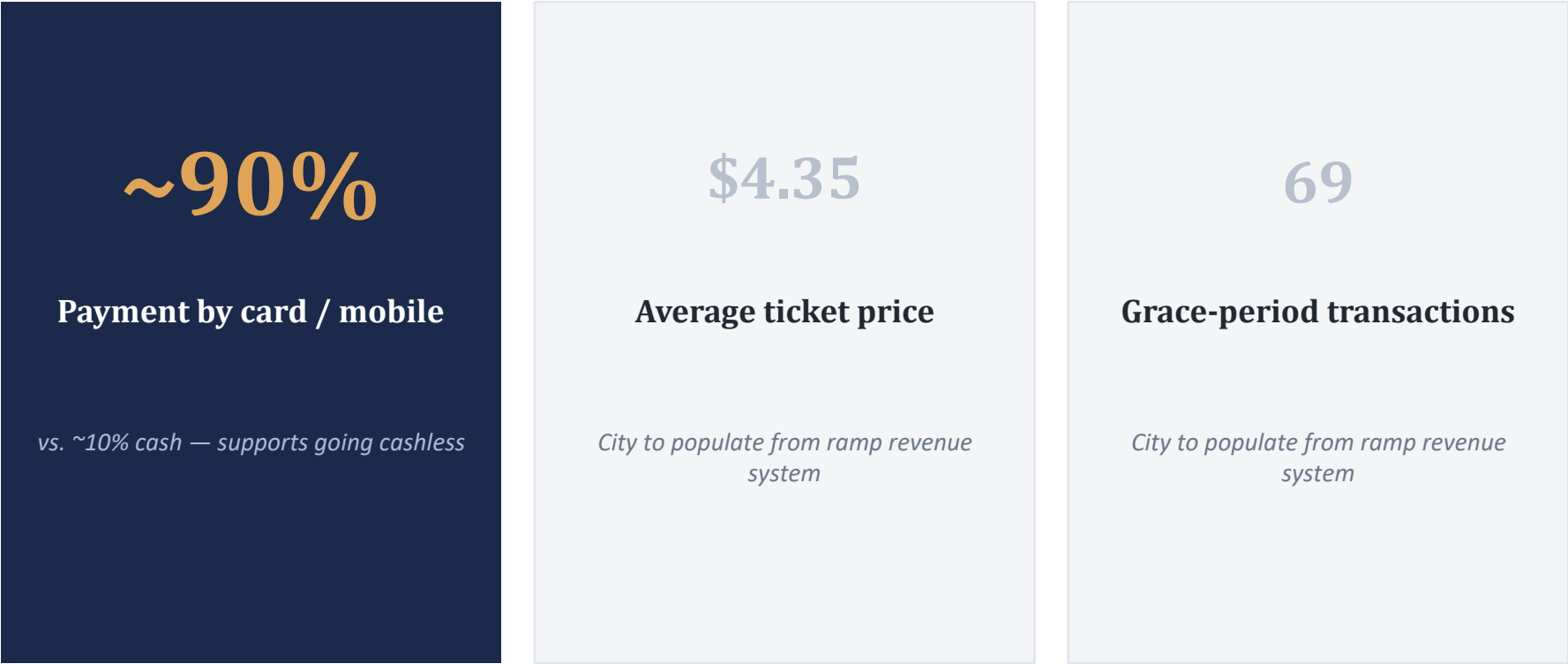
- Remove the gated PARCS equipment from the Commercial Street Ramp.
- Replace with lane cameras (LPR) connected to a central dashboard.
- Phase out cash acceptance in favor of credit and mobile payment.

WHY IT MATTERS

Gated equipment is expensive to purchase, maintain and repair. Camera-based (“gateless”) systems are the current industry direction for garages because they cut hardware costs while still capturing entry/exit data. The case for dropping cash is already in Waterloo's own numbers: in the Commercial Street Ramp's first month, only about 10% of transactions were cash versus 90% credit card — cash handling costs (collection, counting, armored transport, theft risk) far outweigh the convenience it provides so few customers.

Commercial Street Ramp Metrics

Track these metrics monthly — they are the evidence base for the gateless and cashless recommendations.



Bottom line: As currently structured, the parking system is not self-sustaining and relies on General Fund support — a burden ultimately carried by all taxpayers, not just those who park downtown.

Metrics Currently Being Tracked

85%

Mobile Payments — On-Street

Share of on-street transactions completed via mobile payment rather than coin or card at the meter.

15%

Kiosk Usage (Cash or Card)

\$1,100

First Hour Free — Commerical St Ramp

Estimated value of the revenue given up by offering the first hour free on-street.

RECOMMENDATION

Establish an enterprise account & adopt industry best practices

4



- Convert parking operations into a dedicated enterprise fund, separate from the General Fund.
- Benchmark policies, pricing and technology against national standards (IPMI, peer cities).

WHY IT MATTERS

Successful municipal parking programs are run like a utility: revenue from users covers operating costs, maintenance, and capital reinvestment. Formalizing an enterprise account creates transparency, protects the General Fund, and gives the City a clear, auditable structure for measuring whether parking is truly paying for itself — a prerequisite for any of the pricing and technology upgrades that follow.

RECOMMENDATION

Standardize Citation Issuance and Fines



- Violators currently receive one free citation free per year. We recommend that the general fund not subsidize this loss in revenue/compliance.
- First citation per day is \$15, with a second in the same day is \$30. Our recommendation is to standardize this rate across the board and evaluate whether \$15 is a sufficient amount to ensure compliance and deter violators.

WHY IT MATTERS

Visitors to the downtown area are expected to comply with the rules and regulations. Failure to comply results in a violation. A violator has three paths; they can pay the violation, they can appeal the violation, or they can ignore the violation. The goal of consistent parking standards are to encourage compliance. Having policies in place that support the violator is the exact opposite of that goal.

Summary

1. Eliminate First Hour Free On-Street
2. Evaluate and Suggest Time Limits in Downtown Core
3. Go Gateless and Cashless in Commercial Street Ramp
4. Establish Enterprise Fund
5. Evaluate Warning Citation & Fee Structure to Cover Costs



Questions & Discussion

Waterloo Parking History & Best Practices