

Public Safety Committee
Monday, April 4, 2016
6:15 P.M.
Conference Room, City Hall

PUBLIC SAFETY COMMITTEE

Ron Hanson, Chair
Randy Swanson, Vice Chair
Frank Petska
Reynold Peterson, Ex-Officio

1. Call to Order
2. Review Updated Fire Chief Job Description
3. Adjourn

SPENCER CITY COUNCIL MEETING
COUNCIL CHAMBERS, CITY HALL
Monday, April 4, 2016
Regular Council Meeting
6:30 o'clock P.M.

1. **ROLL CALL:** Petska, Orrison, Bomgaars, Swanson, Hanson, Prentice, Moriarty
2. **CSI Update: Kruse, Cate & Nelson and McClure Engineering**
3. **Consent Agenda:**
 - A. Minutes of March 21, 2016
 - B. Licenses: - Class A Liquor License with Sunday Sales for Moose Lodge No. 496;
 - C. Roll Call: Resolution Adopting a Final Assessment Schedule for Snow Removal Costs and Confirming and Levying the Assessments;
 - D. Approve FY 16/17 Budget from Veolia Water North America for Spencer Wastewater Treatment Facility (2.41% increase);
 - E. Roll Call: Resolution Proposing the Sale of City Real Property Legally Described as the East 68 Feet of Lot 8, Auditor's Plat No. 2, in the City of Spencer, Clay County, Iowa and Locally known as 35 West 1st Street, Spencer and Scheduling a Public Hearing for April 18, 2016 at 6:30 P.M.;

4. Old Business:

- A. **Roll Call: An Ordinance Amending Provisions of Title 2, Chapter 13, Amending Title 1, Chapter 7, Section 3G, and Amending Title 8, Chapter 3, Section 15, Concerning the Electrical Examiners Board, Final Filing;**

Enclosed in your packet information is an amended ordinance to the Electrical Examiners Board. The ordinance for the most part changes the title “Electrical Examiners Board” to the “Electrical Board”. The ordinance deletes any reference to the Board pertaining to examination or licensing as those duties are now handled by the State of Iowa, sets out that the Board will allow Board Members be eligible to serve if they live in Clay County and the Board will meet annually on the first week in February and any other time as deemed necessary. **I would recommend approval.**

5. New Business:

- A. **Motion: Approve Iowa DOT Agreement for Maintenance and Repair of Primary Roads in the City of Spencer;**

Enclosed in your packet information is an agreement with the Iowa DOT for the maintenance and repair to primary roads in the City of Spencer. The agreement for the most part details which governmental agency is responsible for street maintenance and repairs within our corporate limits. This is a process we go through every five years. I would recommend approval.

- B. **Motion: Approve Environmental Management System Program Agreement with Iowa DNR for Northern Plains Regional Planning Area Education Coordinator;**

Enclosed in your packet information is an agreement with the Iowa DNR for a \$28,160 grant for a Northern Plains Regional Planning Area Education Coordinator. This a two year contract that for the funds to be utilized which includes \$2,160 towards mileage during the term of the grant.

As you are all aware, the City is a designated EMS Landfill. As a requirement for this designation we have to work toward making improvements in six different categories one of which is Education. This would be a part-time position that we would hope to have hired by the end of this fiscal year. **I would recommend approval.**

- C. **Roll Call: Resolution Amending the City of Spencer Personnel Policy Regarding the Positions of Landfill Administrative Assistant; Planning Director, Director of Golf Operations and Fire Chief;**

Enclosed in your packet information is a Resolution amending the Spencer Personnel Policy to reflect the changes discussed during the budget process. We have provided a copy of the Job Description for a new position entitled “Landfill Administrative Assistant”. This position replaces the Tier II Part-time position. It is classified in the pay matrix the same as all other Administrative Assistant Positions in our system. The Planning Director Position in the pay matrix system is being reclassified to be the same as the City Clerk, Park Director, Library Director. The Golf Superintendent Position is being changed to the Director of Golf Operations. This position is being classified in the pay matrix the same as the City Clerk, Park Director, Library Director and the Planning Director. All changes to the matrix system for these changes were incorporated in the F/Y 2106/17 budget. The resolution also includes an amended Fire Chief Job Description. **I would recommend approval.**

6. Department Head Reports – Goal Reports

- A. City Attorney/Planning Dept.
- B. Parks & Recreation
- C. Golf Course
- D. Library
- E. Fire
- F. Police
- G. Public Works
- H. City Clerk
- I. Deputy City Manager/Finance Officer

7. Engineer’s Report:

8. City Manager’s Report:

9. Mayor’s Report: -Reminder of Retirement Coffee for Bob Rose, 4-8-16, 4:30-6:30 P.M.
Spencer Muni. Golf Course Clubhouse

-Announcement of intention to appoint Michaela Salier-Matthiesen to the
Civil Service Commission, term expires 04-01-2020

10. Council/Comm. Reports:

11. City Clerk’s Report:

- Bill and Claims
- Funds Transfers

12. Other Business/Opportunity to Address the Council

13. Adjourn