

Progress & Development Committee
Monday, May 2, 2016
5:45 o'clock P.M.
Conference Room, City Hall

AGENDA

1. Call to Order
2. Discuss Riverfront District / Consultant
3. Discuss North Trail Extension / Consultant
4. Discuss Possible Land Purchase Near Transfer Station
5. Adjourn

SPENCER CITY COUNCIL MEETING
COUNCIL CHAMBERS, CITY HALL
Monday, May 2, 2016
Regular Council Meeting
6:30 o'clock P.M.

1. **ROLL CALL:** Petska, Orrison, Bomgaars, Swanson, Hanson, Prentice, Moriarty
2. **Consent Agenda;**
 - A. Minutes of April 18, 2016
 - B. Licenses: - Approve Class E Liquor License, Class B Wine & Class C Beer Permit for Walgreens #11153; subject to final approval by the Iowa Alcoholic Beverages Division;
 - C. Roll Call: Resolution Proposing the Sale of City Real Property, a Portion of the Former Soo Line Railroad Right-of-Way consisting of Approximately 50,000 Square Feet; Scheduling a Public Hearing for May 16, 2016; and Directing the Publication of Notice;
 - D. Motion: Set Public Hearing for May 16, 2016 on Budget Amendment for Fiscal Year Ending June 30, 2016;
 - E. Motion: Approve Renaissance Initiative Grant Applications for a total of \$11,700.00 as recommended by Renaissance Initiative Committee;
 - F. Motion: Approve YMCA Aquatic Center Operation Agreement for 2016 Season;
 - G. Roll Call: Resolution Proposing the Vacation of an Existing Utility Easement in the South 5.0 Feet of Lot 5 and North 5 Feet of Lot 6, Block 9, of Green Acres Second Addition to the City of Spencer, Clay county, Iowa, Setting a Public Hearing for May 16, 2016 and Directing the Publication of Notice;
 - H. Roll Call: Resolution Adopting Amended Financial Operations Policy;
 - I. Motion: Approve Sewer Refund Request from Caskey Rentals at 411 S. Grand Avenue for \$591.31;

- J. Motion: Approve Agreement for Professional Service 18th Street Trail Connection with Bolton & Menk, Inc. for Archeological Study for \$3,900;

3. Old Business:

- A. **Roll Call: Resolution Awarding Contract for 2016 Deerfield Park Improvements Project (bids were received by Spencer Park Board 4-12-16 and action was tabled by City Council 4-18-2016);**

Enclosed in your packet information is a Resolution awarding the contract for the 2016 Deerfield Park Improvements Project base bid to Quail Construction for a bid price of \$142,140.70. The Engineers estimate for the base project was \$143,461.00. The Engineer for the project is recommending approval. **I would recommend approval.**

- B. **Roll Call: Ordinance Amending Title 7, Chapter 3, Section 9A of the Spencer City Code Governing Traffic Movement on Certain Alleys, 2nd Filing;**

Enclosed in your packet is an amended ordinance governing the traffic movement on the alley that runs between Grand Ave and 2nd Ave W, between W 1st and W 2nd Street. **I would recommend approval of the 2nd filing.**

- C. **Roll Call: An Ordinance Amending Title 8, Chapter 7 of the Spencer City Code to Permit Commercial Signs at Pederson Park Athletic Fields, 2nd Filing;**

Enclosed in your packet information is an amended ordinance that would allow for advertising signs on the fences in Pederson Park. These types of advertising signs are common place in youth fields. **I would recommend approval of the second filing.**

4. New Business:

- A. **Motion: Approve Second Amendment to Contract for Employment of City Manager with Robert Fagen;**

Enclosed in packet information is an amended contract with the City Manager. The amendment was discussed at the Finance and Personnel Committee Meeting and was unanimously recommended for approval.

- B. **Motion: Approve Participation Agreement for Vantage Trust II Multiple Collective Investment Funds Trust for Health Savings Plan with ICMA RC;**

Enclosed in your packet information is an agreement with Vantage Trust II Multiple Collective Investment Funds Trust. This is a fund that some of our employees have chosen to put monies in as a health savings plan. For the most part this agreement adds more options for employees to invest their funds in. **I would recommend approval.**

- C. **Roll Call: Resolution for Amendment of the Vantage Care Retirement Health Savings (RHS) Program (to Add Public Works Supervisor's Group and to Remove City Manager from Department Heads Group and form Separate Group for City Manager);**

Enclosed in your packet information is a Resolution amending our Vantage Care Retirement Savings Program to add two new groups to the existing group entitled "Department Heads" They are "City Manager" and "Public Works Supervisors" This item was discussed at a Finance and Personnel Committee and was unanimously recommended for approval. **I would recommend approval.**

D. Roll Call: Resolution Amending the City of Spencer Personnel Manual Central Administration Job Descriptions and Compensation;

Enclosed in your packet information is a Resolution amending the City of Spencer Manual for the Central Administration Job Descriptions and Compensation. As you are aware, anytime there is an open position, Staff review that position to see what, if any, changes might be needed. The job description enclosed as well as the compensation for the central administration reflect that analysis.

The job description title for the “Accounting Assistant” has now been changed to “Finance Assistant” This title more clearly reflects the actual duties. Both the Finance Assistant and the Administrative Assistant job descriptions have also been amended to structure what duties would be deemed more finance, be put under the Finance Assistant Position and what would be more administrative, be put under the Administrative Assistant Position. And lastly the job descriptions set out who the direct reports are.

Both the City Clerk and the Finance Director felt that the positions are equally important and as a result of that, they have recommended that both positions be at the same pay grade. The Finance and Personnel Committee met on these items and voted unanimously to recommend approval. **I would recommend approval.**

E. Motion: Approve Spencer Employee’s Healthy Life Program;

Enclosed in your packet information is a copy of the City’s wellness program entitled “Spencer Employee’s Healthy Life Program”. The City, over the last several years, has required all employees to have an annual physical as well as a biometric test “Metabolic Syndrome”. The results of those steps have helped move the curve of our health claims substantially downward. There have been many success stories from our employees over that period. The key to the testing is to allow for every employee to know their numbers and thus share that information with their doctor during the physical. **It is important to point out that the results of those results are only shared to the city as to statistics and not individual results. This assures everyone that no HIPAA laws have been violated.**

So what exactly does the Spencer Employee’s Life Program require? First of all the actual physical and metabolic testing is already required. The program for the most part only deals with individuals that have 3 or more of the 5 factors that make up the metabolic syndrome testing. Those factors are: Blood Pressure; Fasting Blood Glucose; Triglycerides; HDL; and Waste Circumference. According to the AMA, one is considered to have Metabolic Syndrome if you have 3 or more risk factors. Those that have Metabolic Syndrome have a significantly higher chance to have heart disease, stroke, or diabetes.

Last year the City offered up options to all employees on our health insurance so that they could take advantage of them to help lower their risk factors. At that time it was noted that starting with the 2016 testing that those who have 3 or more factors would be required to complete a health improvement program. Those programs are included your packet. All of the health improvement programs required came from the employees. Also, employees also requested that a date be set as to when we would become results based. That date, under the proposed program, is being set for the 2018 testing. Example of results based might be that you have to eliminate a risk factor. The exact make up of what the results based program will look like, will be determined when we get our group of employee representatives back together next year.

Ultimately we will take the results based language back to the City Council for approval. All of what I have laid out has been reviewed by our City Attorney. **I would recommend approval.**

F. Motion: Approve 28E Agreement with Clay County and Iowa DOT Agreement for Traffic Safety Improvement Program Funding for West 4th Street, County Road B-24 Shoulder Paving and Rumble Strips Improvement Project;

Enclosed in your packet information is an agreement with the Clay County and the Iowa DOT for Traffic Safety Improvement Program Funding for the West 4th Street, County Road B-24 Shoulder Paving and Rumble Strips Improvement Project. The agreement calls out for Clay County to take the lead role in the project. The estimated cost for the project is \$616,516.00. A portion of the cost for the project will be offset by a \$400,000.00 TSIP Grant. The City's share of the project is approximately 53% or \$116,600.00. The City's share will be funded through the Street Improvement Fund. Public works has recommended approval. **I would recommend approval.**

G. Roll Call: Resolution Awarding Contract for 2016 PCC Patching Project No. 1 (Quotation Project);

Enclosed in your packet information is a Resolution awarding a contract to Randy Helmers Construction for the 2016 PCC Patching Project. Their bid price for the project was \$103,117.50, which was approximately \$3,600.00 under the Engineers estimate. **I would recommend approval.**

5.Dept. Head Reports:

- A. City Attorney
- B. Parks & Recreation
- C. Golf Course
- D. Planning Department
- E. Library
- F. Fire
- G. Police
- H. Public Works
- I. EMS Update

6. Engineer's Report:

7. City Manager's Report:

- 8. Mayor's Report:** Motion: Appointment of Michaela Salier-Matthiesen to the Civil Service Commission, term expires 04-01-2020;

9. Council/Comm. Reports:

10. City Clerk's Report:

- Bill and Claims
- Funds Transfers

11. Other Business/Opportunity to Address the Council

12. Adjourn