

Public Works Committee
Monday, February 6, 2017
5:45 P.M.
Conference Room, City Hall

1. Call to Order
2. Review Barker/LeMar Corrugated Cardboard and Electronic Waste Disposal Ban Feasibility Study for Northern Plains Regional Planning Area;
3. Items for Future Agendas
4. Adjourn

REGULAR COUNCIL MEETING
6:30 o'clock P.M.

1. **Pledge of Allegiance**
2. **ROLL CALL:** Petska, Orrison, Bomgaars, Hanson, Prentice, Moriarty
3. **Fiscal Year 2015/16 Audit Presentation from Winther Stave & Company;**
 - A. Motion: Accept and Approve FY 2015/16 City of Spencer Audit at prepared by Winther, Stave & Company;
4. **Iowa Lakes Corridor Update, Kiley Miller, President & CEO;**
5. **Consent Agenda:**
 - A. Approve Minutes of January 16, 2017;
 - B. Licenses: Approve New Class B Beer Permit with Sunday Sales for Tienda Y Carniceria La Morenita (change from Class C to Class B Permit); and Class C Liquor License with Sunday Sales for Beer 30; both pending final approval by Iowa ABD;
 - C. Approve Police Drug Lab Improvement Project for Police Department, using Drug Forfeiture Funds (not to exceed \$10,000);
 - D. Approve FY 17/18 Budget from Veolia Water North America for Spencer Wastewater Treatment Facility (2.3% increase);
 - E. Approve Jetco Inc. of Altoona, Iowa as Subcontractor for Waste Treatment Plant, Phase I Project;
 - F. Approve Purchase of 4 roll off containers for Solid Waste Division from Sweco of Omaha, NE for \$14,103.71, CIP item;

6. Public Hearing:

A. Public Hearing on Proposed Plans, Specifications, Form of Contract and Estimate of Cost for the 2017 South Spencer Drainage Improvements Project;

1. Roll Call: Resolution Finally Approving and Confirming Plans, Specifications and Form of Contract for 2017 South Spencer Drainage Improvements Project (Bids will be received February 15, 2017 at 3:00 o'clock P.M., with action at the City Council Meeting February 20, 2017);

Enclosed in your packet information is a Resolution approving the Plans, Specs and Form of Contract for the 2017 South Spencer Drainage Improvement Project. The Resolution also set the bid letting date for February 15, 2017.

The project for the most part consists of two separate projects that each of two parts. The first project includes Golf Course Enhancements and a Wet Pond Basin Conversion on 4th Ave SW. The second project includes a North Bio-Retention Cell and 2nd Ave SE Entrance Removal. Please see the Kruse, Cate and Nelson memo attached to review this project in more detail. **I would recommend approval.**

7. New Business:

A. Motion: Approve Change Order No. 1 to Wastewater Treatment Plant Rehabilitation Project, Phase I to cover Pump Station Telemetry System, per Contract Bid Alternate #2, using contingency allowance, no increase in Contract Amount with Gridor Construction, Inc.;

Enclosed in your packet information is Change Order #1 for the Wastewater Treatment Plant Rehabilitation Project, Phase 1 in the amount of \$87,243.00. The Change Order for the most part is for the Pump Station Telemetry System. There is no increase to the contract amount as this item was part of the \$100,000 contingency that was included in the bid. **I would recommend approval.**

B. Motion: Approve Agreement for Engineering Services, Spencer Industrial Pretreatment Program On-Call Engineering Services with McClure Engineering Co.;

Enclosed in your packet information is an agreement with McClure Engineering to provide Engineering Services pertaining to our pretreatment program. You may recall that the City recently retained McClure Engineer to update or add pretreatment agreements with businesses that our required to pretreat their industrial waste. The agreement for the most part sets out the fees for McClure to manage the industrial agreements. The fee schedule is included in your packet information. **I would recommend approval.**

C. Motion: Approve Establishing an Employee Accrued Employee Benefits Fund;

As you may recall we discussed at the last Finance and Personnel Committee Meeting the need to create an Accrued Employee Benefits Fund. Employees, when leaving employment with the City, can sell back up to 14 weeks of accrued sick leave and vacation. Because it is hard to determine who may leave at any given year, it is difficult to budget for this item. It also creates an unfunded liability for the City as we have not accounted for the potential cost to the City. Staff is requesting the ability to create a new account entitled "Accrued Employee Benefits Fund". **I would recommend approval.**

D. Roll Call: Resolution Approving Salary Matrix's for Non Collective Bargaining Employees for Fiscal Year 2017-2018, Fiscal Year 2018-2019 and 2019-2020;

Enclosed in your packet information is a Resolution approving the Salary Matrix for the Non Bargaining Employees for the Fiscal Years 2017/18, 2018/19 and 2019/20. The matrix calls for a \$1,350.00 annual increase for the next 3-years for the non-supervisor employees and a 2.5% increase for Employees that have supervisory responsibilities. It should be noted that the Deputy City Manager, Librarians, Assistant Public Works Director and the Public Works Supervisors (Landfill, Solid Waste and Streets) will have their salaries tweaked to keep them at the average of those cities that we compare to. This was discussed at the Finance and Personnel Committee and voted to recommend approval. **I would recommend approval.**

E. Roll Call: Resolution to Award Contract for 2017 4th Avenue West CDBG Storm Sewer Project (bids received 2/2/17 at 3:00 P.M.);

The City received 7 bids for this project on February 2, 2017. The Engineer will be presenting the results for the bids Monday night. Based on the information that I have at this time, it would be my recommendation that we table awarding the contract until the February 20, 2017 Council meeting. This will allow us to evaluate the bids.

F. Roll Call: Resolution Approving Final Plat of Kruse First Addition as a Subdivision of the City of Spencer, Clay County, Iowa;

Enclosed in your packet information is a copy of the final plat for Kruse First Addition. The plat for the most part is a division of an existing lot into two lots. The plat is located on the north side of 28th street (N/W of UPS). P & Z met on this item and voted to recommend approval. **I would recommend approval.**

8. Department Head Reports:

- A. EMS Update, Brian Weuve
- B. Golf Course
- C. Planning Department

- D. Library
- E. Fire
- F. Police
- G. Public Works
- H. Park & Recreation
- I. City Attorney

9. Engineer's Report:

10. City Manager's Report:

11. Mayor's Report:

- A. Announce openings on Board of Adjustment, Library Board and Renaissance Initiative Committee;
- B. Approve Appointment of Mark Lawson to Park Board, term expires 6/30/2020;

12. Council/Comm. Reports: Schedule Finance & Personnel Committee to review revised Personnel Manual;

13. City Clerk's Report:

- Bill and Claims
- Funds Transfers

14. Other Business/Opportunity to Address the Council

15. Adjourn