

# **Finance and Personnel Committee**

**Monday, April 17, 2017**

**6:00 P.M.**

**Council Chambers, City Hall**

## **AGENDA**

**As you might recall, the Council at its goal setting session, prioritized the Staff to review some of our fees to see if any adjustments might be needed. A copy of staff's recommendations are included in your packet information. Staff will also be presenting some changes in our billing procedures.**

2. Discuss Fees for Cemetery Division, Planning Department and Solid Waste Division for E-Waste;
3. Discuss Billing Procedures;

### **SPENCER CITY COUNCIL MEETING**

**COUNCIL CHAMBERS, CITY HALL**

**April 17, 2017**

**REGULAR COUNCIL MEETING**

**6:30 o'clock P.M.**

1. **Pledge of Allegiance**
2. **ROLL CALL:** Petska, Orrison, Bomgaars, Jacobsen, Hanson, Prentice, Moriarty
3. **Introduction of New Police Officer, John Vanvelzen;**
4. **Update from RAGBRAI Committee;**
5. **Consent Agenda:**
  - A. Motion: Approve Minutes of April 3, 2017;
  - B. Motion: Approve Class C Liquor License with Sunday Sales and Outdoor Service for Spencer Golf & Country Club, subject to final approval by Iowa ABD;
  - C. Roll Call: Resolution Adopting a Final Assessment Schedule for Snow Removal Costs and Confirming and Levying the Assessments;
  - D. Roll Call: Resolution Setting a Hearing for May 1, 2017 at 6:30 P.M., on a Proposed Text Amendment to the Spencer Zoning Code, to Permit "Personal Improvement Services" Either as a Right or as a Special Exception Use in the "E" Heavy Industrial Zoning District;

## 6. Public Hearings:

### A. Public Hearing on Proposed Plans, Specifications, Form of Contract and Estimate of Cost for the 2017 Sidewalk Improvement Project;

#### 1. Roll Call: Resolution Finally Approving and Confirming Plans, Specifications and Form of Contract for 2017 Sidewalk Improvement Project; (letting date: 4/27/17)

Enclosed in your packet information is a Resolution approving the plans, specs, form of contract and estimated costs for the 2017 Sidewalk Improvement Project. The project for the most part calls for new sidewalk to be constructed on the north side of 2<sup>nd</sup> Ave East from 6<sup>th</sup> Ave East to Spencer High School, on the north side of 13<sup>th</sup> Street SW from 4<sup>th</sup> Ave. SW to 8<sup>th</sup> Ave. SW and from the south side of 8<sup>th</sup> Street SE from Grand Ave, past 5<sup>th</sup> Ave. SE to the Spencer Aquatic Center. The estimated costs for the project is \$215,000. Subject to any comments from the Public Hearing, **I would recommend approval.**

## 7. Old Business:

### A. Roll Call: Ordinance Amending Title 5, Chapter 4, Section 3B (24) of the Spencer City Code Concerning Number of Interments Permitted, Final Filing;

Enclosed in your packet information is an Ordinance that amends the Spencer City Code Concerning the number of interments permitted in a single grave site. Staff felt that this amendment was needed to more clarify this section. The amended language is as follows:

5-4-3B (24): INTERMENTS PERMITTED. In any single grave site, the following interments are permitted:

- a. A typical interment of the remains of one (1) human being with a casket and vault.
- b. Two (2) infants or a parent and infant; contemporaneous interments in a single casket. The term infant shall be a human being not more than six (6) months in age.
- c. The cremains of no more than two (2) human beings in separate containers and vaults; contemporaneously interred.
- d. Cremains may be interred in combination with the cremains of another human being. The combined cremains interred shall be considered two (2) burials; no other burial in the

gravesite will be permitted. Any disinterment shall be a mutual disinterment of the combined cremains.

- e. The cremains of two (2) human beings in separate containers are permitted in a mausoleum space. Combined cremains shall be interred contemporaneously.
- f. There are three types of columbarium niches available at Spencer Riverside Cemetery, a single space and two types of double spaces. Only the remains of a single human being may be placed in a single niche. The remains of two human beings may be placed in either type of double niche. Combined cremains shall be interred contemporaneously.

**I would recommend approval of the final filing.**

**B. Roll Call: Ordinance Amending the Zoning Classification of Two Parcels of Real Property Adjacent to the South Boundary of Lot 1, Speidel First Addition, Spencer, Clay County, Iowa and Legally Described Herein and Amending the Official Zoning Map, 2<sup>nd</sup> Filing;**

The Ordinance amends the Zoning Classification of two Parcels of Property adjacent to the South Boundary of Lot 1 of Speidel First Addition. These lots are located just east of Asher Motors. This process is to match up the zoning boundary with the property boundary. **Subject to public comments at the hearing I would recommend approval of the second filing of this ordinance.**

**8. New Business:**

**A. Motion: Approve Renewal of City of Spencer Group Medical and Life Insurance with IGHCP (Iowa Governmental Health Care Plan) and Wellmark, effective 7/1/2017 through 6/30/2018;**

Enclosed in your packet information is the F/Y 2018 renewal for the Spencer Employees Group Medical and Life Insurance (IGHCP). There are no changes in the coverages. The average increase in the plan is 7.4%. **I would recommend approval.**

**B. Roll Call: Ordinance Amending Title 1, Chapter 10, Section 2 of the Spencer City Code to Revise the Corporate Boundaries of the City, First Filing;**

Enclosed in your packet information is an Ordinance amending the City's Corporate Boundaries. The amendment was needed to incorporate some recent annexations into our Corporate Boundary Ordinance. **I would recommend approval of the first filing.**

**C. Roll Call: Resolution Approving and Adopting the City of Spencer Employee Handbook;**

Enclosed in your packet information is a Resolution approving the revised Spencer Employee Handbook. The City retained a Consultant to help staff through this process. The process of reviewing and making changes took over a year. The Mayor and Council reviewed the changes at a Committee Meeting to recommend approval. I want to public thank Brain and Theresa for their dedicated work on this. **I would recommend approval.**

**D. Motion: Approve Iowa Code Chapter 28E Agreement Regarding Allocation of Local Option Sales & Service Tax Pursuant to Section 423B.9, Iowa Code with Clay County and Clay County Fair Association, Inc.;**

Enclosed in your packet information is a 28e agreement regarding the allocation of the Local Option Sales and Service Tax with the City of Spencer, Clay County and the Clay County Fair Association, Inc. The agreement is needed to set out the procedures for the distribution and allocation of the 10% of the City of Spencer's Local Option Sales and Service Tax that goes to the Clay County Fair Association. **I would recommend approval.**

**E. Roll Call: Ordinance Adopting Temporary Regulations to be Effective on July 23 & 24, 2017 for RAGBRAI, 1<sup>st</sup> Filing;**

Enclosed in your packet information is an Ordinance adopting temporary regulations effective on July 23 & 24, 2017 for RAGBRAI. The Ordinance is effectively the same as the one approved at the last RAGBRAI stop in Spencer in 2017 with the exception of changing the dates of the event. **I would recommend approval.**

**F. Roll Call: Resolution Approving Contract and Performance Bond for 2017 Seal Coat Project with The Road Guy;**

Enclosed in your packet information is the contract with The Road Guy for the 2017 Seal Coat Project. The Council awarded this project at the April 3, 2017 meeting. **I would recommend approval.**

**G. Roll Call: Resolution Awarding Contract for 2017 Landfill Cell D1 Expansion Project, Northern Plains Regional Landfill (bids received 4/13/2017);**

Bids for this project were received on Thursday, April 13. The apparent low bidder at the time of opening was LeRoy and Sons of Arcadia, Iowa. Kruse, Cate and Nelson will have their recommendation available at the City Council meeting on Monday night. This project was included in the July 1 CIP.

**H. Motion: Approve Horizontal Property Regime described as "Steffes Business Park" as recommended by Planning & Zoning Commission;**

Enclosed in your packet information is a Declaration of Horizontal Property Regime for property Larry Steffes owns on the north side of town. In essence, Mr. Steffes is wanting to condo his property so that he can sell off some of the buildings to different owners. He

cannot do this under current platting requirements because of property setbacks cannot be met. The property included in this agreement includes the CrossFit building and surrounding buildings. CrossFit is Lot 2 on the enclosed map. Planning & Zoning met on Wednesday, reviewed the agreement and recommended approval. The City is required to approve the agreement because State Law requires a new Condo plat which consists of existing buildings to be approved by the local jurisdiction. **I would recommend approval.**

**I. Discussion: Ordinance Amending Title 9, Chapter 11, Section 3 of the Spencer City Code to Regulate Vehicle Parking on Single Family, Two-Family and Multi-Family Residential Dwelling Lots;**

At the last Council goal setting session the idea for this ordinance was approved by the Council as a goal. The ordinance has been presented to committee a couple of times, but due to the length of time in between committee discussion and potential Council action, this item is being added to refresh the Council understanding of the ordinance and thoughts prior to bringing it forward for first filing.

**9. Engineer's Report:**

**10. City Manager's Report:**

**11. Mayor's Report:**

- A. Motion: Appointment of Anita Jorgensen to Renaissance Initiative Committee, term expires 6/30/2020;
- B. Motion: Appointment of Jason Manwarren to Zoning Board of Adjustment, term expires 6/30/2018;
- C. Motion: Appointment of Kevin Robinson to Civil Service Commission, term expires 4/1/2021;

**12. Council/Comm. Reports:**

**13. City Clerk's Report:**

- Bill and Claims
- Funds Transfers

**14. Other Business/Opportunity to Address the Council**

**15. Adjourn**