

**Public Works Committee  
Monday, June 19, 2017  
5:15 o'clock P.M.  
Conference Room, City Hall**

**AGENDA**

**COMMITTEE MEMBERS:**

*Steve Bomgaars, Chairman  
Rich Prentice, Vice Chair  
Ron Hanson  
Reynold Peterson, Ex-Officio*

1. Call to Order
2. Discuss Utility Service Partners Insurance Program
3. Discuss Fire Mitigation Plan for the Landfill
4. Items for Future Agendas
5. Adjourn

**SPENCER CITY COUNCIL MEETING  
COUNCIL CHAMBERS, CITY HALL  
June 19, 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. Consent Agenda:**
  - A. Motion: Approve Minutes of June 5, 2017;
  - B. Motion: Approve Class C Liquor License with Catering Privilege, Class B Wine Permit, Outdoor Service and Sunday Sales for **The Bear Coffeehouse and Wine Bar**; Addition of Sunday Sales Privilege for **Gary's on the River**; Class E Liquor License, Class B

Wine Permit, Class C Beer Permit and Sunday Sales for **Wal-Mart**; all subject to final approval by Iowa Alcoholic Beverage Division;

- C. Motion: Approve Renewal of Cigarette Licenses for 2017/18;
- D. Roll Call: Resolution to fix a date for a public hearing for July 3, 2017, on proposal to enter into an amended Sewer Loan and Disbursement Agreement and to borrow money thereunder in a principal amount not to exceed \$3,960,000;
- E. Motion: Approve School Resource Officer Sharing Agreement with Spencer Schools for 2017-18 School Year;
- F. Motion: Approve Purchase of Three 2017 Ford Explorer Utility Vehicles from Don Pierson Ford for \$82,119.00 for the Public Works (2) and Planning Departments, CIP Items;

#### **4. Public Hearing:**

##### **A. Amendment to Current Budget for Fiscal Year Ending June 30, 2017;**

- Mayor Declares the Public Hearing Open
  - Written Comments Against
  - Oral Comments Against
  - Written Comments in Favor of
  - Oral Comments in Favor of
- Mayor Declares the Public Hearing Closed

##### **1. Roll Call: Resolution Amending the Current Budget for Fiscal Year Ending June 30, 2017;**

Budget Amendment #2 contains the authorization to pay the WTP land debt early as was previously approved by the Council, covers the employee payouts related to the City Manager's departure and the departure of two officers within the Police Department and lastly, moves the appropriation for the conference room remodel at City Hall from a transfer to the Capital Projects function area to the General Government function. State Law requires the City to amend its budget if it will exceed the amount approved.

**I would recommend approval of the resolution.**

**5. Old Business:**

**A. Roll Call: Ordinance Amending Title 7, Chapter 6, Section 2 of the Spencer City Code Concerning Vehicle Weight Limitations on City Streets, 2nd Filing;**

In your packet is a proposed Ordinance amending weight restrictions on certain city streets. The proposed Ordinance adds a weight restriction to 7<sup>th</sup> Avenue SW from Southmoor Drive to 6<sup>th</sup> Street SW. This is the seal coat street on the west side of Lincoln School. The Ordinance also cleans up a couple of other weight restrictions that have become obsolete.

**I would recommend approval of the 2<sup>nd</sup> filing of the proposed ordinance.**

**6. New Business:**

**A. Motion: Approve the Preliminary Replat of Lot 3, Block 1, Subdivision Number Two Corn Belt Industrial Park, Spencer, Clay County, Iowa;**

Enclosed in your packet is a preliminary plat for Lot 3, Block 1, Subdivision Number Two, Corn Belt Industrial Park. The lot is owned by Josh Nelson and he plans to subdivide one 5 acre lot into three separate lots. Lots 1 & 2 will contain buildings that he plans to use as a warehouse and the new home of Old School Strength and Conditioning. Lot 3 will remain vacant at this time. The Planning and Zoning Commission met on June 14<sup>th</sup> to review the preliminary plat and approved it.

**I would recommend approval of the preliminary plat.**

**B. Roll Call: Resolution Approving a Replat of Lot 3, Block 1, Subdivision Number Two, Corn Belt Industrial Park, Spencer, Clay County, Iowa;**

Enclosed in your packet is the final plat for Lot 3, Block 1, Subdivision Number Two Corn Belt Industrial Park. Since no new public infrastructure is to be installed, the final plat was presented to Planning and Zoning on June 14<sup>th</sup> for consideration and they approved the final plat at that time.

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

**C. Motion: Award Proposal for Search Firm for Spencer City Manager Position to Huelife of Maplewood, MN;**

At the May 23<sup>rd</sup> Finance & Personnel Committee, it was decided that the City would solicit proposals from search firms for assistance with City Manager search. Staff sent out invitations to three qualified firms seeking proposals for the search process. The City received responses from all three firms, with two firms submitting proposals and the remaining firm declining to participate at this time due to scheduling conflicts. The

Finance & Personnel Committee met on June 13<sup>th</sup> to review the proposals received and is making their recommendation that the City hire Huelife of Maplewood, MN to conduct the search process.

**I would recommend that the Council hire Huelife of Maplewood, MN to conduct the City Manager search process, based on the Finance & Personnel; Committee recommendation.**

**D. Roll Call: Resolution Approving Job Descriptions for City of Spencer Positions of Police Department Investigator, Solid Waste Semi Driver, Solid Waste Utility Worker, Solid Waste Operator; Director of Golf Operations, Golf Course Maintenance Employee and Golf Course Clubhouse Assistant;**

Enclosed in your packet are copies of several updated Job Descriptions for various city positions. While the City has had a Semi Driver and Investigator for some time, there have never been formal Job Descriptions for these positions. The Solid Waste Utility Worker was created during the last Collective Bargaining Agreement and needs a formal Job Description. The three Job Descriptions from the Golf Course are being updated. The position of Maintenance Employee and Clubhouse Assistant (formally Clubhouse Manager) are considered full-time positions in our Salary Matrix, but are currently not filled. These positions have been vacant for a couple of seasons as the city has used part-time seasonal employees to fill these roles. However, since they are included in our Matrix, we need to have current Job Descriptions available so if there comes a time when it is decided to fill a position we are prepared. All of the Job Descriptions have been reviewed and approved by the appropriate Supervisor & Department Head.

**I would recommend the Council approve the Job Descriptions enclosed in your packet.**

**E. Motion: Approve proposal from Certified Testing Services (CTS) for construction materials inspection and testing for the Landfill Cell D-1 Expansion Project;**

Enclosed in our packet is a proposal for testing services related to the Landfill Cell D-1 expansion project. The City has utilized the services of Certified Testing Services on previous projects, including the last Landfill Cell project and is happy with their service and performance.

**I would recommend the Council approve the proposal from Certified Testing Services for testing inspections on the Landfill Cell project.**

**F. Motion: Approve Change Order #2 for Waste Treatment Plant Rehabilitation Project, Phase I, from contingency allowance;**

Enclosed in your packet is Change Order #2 for the Wastewater Treatment Plant Project. The Change Order does not change the contract price of the project, but affects the amount of budgeted contingency that is included in the project. The overall effect of the Change Order is to increase the amount of contingency funds available by \$6,368. The change order adds the replacement of existing digester gas line through the tank wall (+\$3,895), relocation and modification to overflow piping (+\$1,653), relocation for potable water PVC piping to boiler (+\$584), and removes the remaining amount our concrete work to be done in the parking lot (-\$12,500). Staff is recommending the removal of the entire concrete at the parking lot, as it is in poor shape. We will be getting a quote from DeLoss and Rens for the replacement of the parking lot and will bring that forward for approval at a future Council meeting.

**I would recommend the Council approve Change Order #2.**

**G. Motion: Approve Project Sub-award Agreement with Iowa Homeland Security and Emergency Management Department for Backup Generator Project (Cornbelt Lift Station);**

Enclosed in your packet is a agreement between the City and the Iowa Homeland Security and Emergency Management for the installation of a backup generator at the Con Belt lift station. At the last Council meeting, the Council approved a similar grant for the installation of five additional generators. This project was separated from the other project because this location did not meet the Cost Benefit Analysis criteria for the other FEMA grant program. It did meet the criteria for a different program, but this program carries a higher local match. Instead of a 15% local match, the City will contribute approximately 36% of the cost. The remaining 64% will be split between the federal and state government. However, even at the higher match level, this is still a good deal fro the City and our residents.

**I would recommend approval of the project agreement .**

**H. Motion: Approve Amended Spencer Healthy Life Program for City of Spencer Employees and Spouses on the City's Health Insurance Plan;**

Enclosed in your packet is the update Spencer Healthy Life Program. The Program requires that every employee and spouse that participate in our health insurance program do two things each year. The first is to complete the Metabolic Syndrome Biometric Screening and the second is to receive your annual physical with your doctor. The program also outlines several optional programs that any employee can utilize if they want to make healthy lifestyle changes. These have changed this year since two of the offerings last year are no longer available. The program as presented to you includes the following options that are available to employees and spouses: 1) \$100 towards Weight

Watchers; 2) 2 month membership at Athletic Enhancement with 2 training sessions; 3) \$80 towards fees at the YMCA; 4) \$50 towards a FitBit or other wearable fitness tracking device; 5) Naturally Slim; and 6) \$50 towards a wellness/fitness program of your choice. The program also removes the threat of insurance increases and the mandatory participation in one of the above programs. The Wellness Committee met and approved the above changes to the program.

**I would recommend the Council adopt the proposed changes to the Spencer Healthy Life Program as presented.**

**I. Roll Call: Resolution Approve Contract for 2017 Manhole Rehabilitation Project with Rehab Systems (Quotation Project);**

Enclosed in your packet is the contract with Rehab Systems for the 2017 Manhole Rehabilitation project. The Council awarded Rehab Systems at the June 5<sup>th</sup> meeting. As you may recall, the project will repair various manhole locations around the community and is part of the CIP.

**I would recommend approval of the contract with Rehab System.**

**7. Engineer's Report:**

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

**9. Mayor's Report:**

A. Motion: Appointments

-Kyle Norris,	Airport Board of Trustees, term expires 6/30/2021
-Jeff Bohnenkamp,	Compensation Advisory Board, term expires 6/30/2023
-Bruce Lampport,	Historical Preservation Commission, term expires 6/30/2020
-Kim Peterson,	Historical Preservation Commission, term expires 6/30/2020
-Craig Wampler,	Planning & Zoning Commission, term expires 6/30/2022
-Clinton Jones,	Renaissance Initiative Committee, term expires 6/30/2020
-Jill Barr,	Renaissance Initiative Committee, term expires 6/30/2020
-Jill Davis,	Utilities Board of Trustees, term expires 6/30/2023
-Mark Lykke,	Zoning Board of Adjustment, term expires 6/30/2022
-Jason Manwarren,	Zoning Board of Adjustment, term expires 6/30/2022
-Don Baxter,	Zoning Board of Adjustment, term expires 6/30/2022

**10. Council/Comm. Reports:**

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

-Bills and Claims  
-Funds Transfers

**12. Other Business/Opportunity to Address the Council;**

**13. Closed Session: Pursuant to Section 21.5 (j) of the Iowa Code;**

**14. Adjourn**

