

Committee of the Whole
Monday, July 3, 2017
6:00 o'clock P.M.
Conference Room, City Hall

AGENDA

COMMITTEE MEMBERS

Reynold Peterson, Ex-Officio

Petska, Orrison, Bomgaars, Jacobsen, Hanson, Prentice, Moriarty

1. Call to Order
2. Discuss Schedule for City Manager Interviews
3. Items for Future Agendas
4. Adjourn

SPENCER CITY COUNCIL MEETING
COUNCIL CHAMBERS, CITY HALL
July 3, 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 19, 2017
 - B. Motion: Approve Premises Update to for smaller outdoor service area for RAGBRAI for **Clay County Fair Association**; and Class C Liquor License with Outdoor Service and Sunday Sales for **5:13**; both subject to final approval by Iowa Alcoholic Beverage Division;
 - C. Motion: Resolution Authorizing and Directing the Temporary Closing of Portions of City Street (East 5th Street, between 1st Avenue and 2nd Avenue) in the City of Spencer as Requested by Seasons Center for (Autumn's Center) for September 19, 2017;
 - D. Motion: Resolution Acknowledging Receipt of Fiscal Year 2016-2017 Budget Amendment of Spencer Municipal Hospital of the City of Spencer, Iowa;

- E. Motion: Approve Purchase of 4 Safe Routes to School Speed Signs from General Traffic of Spencer for \$14,132.00 (CIP Item);
- F. Motion: Approve Purchase of Ram 4500 Chassis Cab from Asher Motors for \$33,838.00 and Extended Height Box from Crysteel for \$14,415.00 for the Street Division (CIP Item);
- G. Roll Call: Resolution Proposing the Exchange of City Property with Property of Robert L. Ginger, Setting a Public Hearing for July 17, 2017 at 6:30 o'clock P.M. and Directing Publication of Notice;
- H. Roll Call: Resolution Proposing the Grant of an Access Easement over the Little Sioux River Recreational Trail to John and Marie Thomas, Setting a Public Hearing for July 17, 2017 at 6:30 o'clock P.M. and Directing the Publication of Notice;
- I. Roll Call: Resolution Setting Hearing for July 17, 2017, 6:30 o'clock P.M., Proposing Text Amendments to Title 9, Chapter 11, Section 11(D) Concerning Minimum Requirements for Residential Structures; Exterior Wall and Roof Material;
- J. Roll Call: Resolution to Provide for Notice of Hearing on Proposed Plans, Specifications, Form of Contract and Estimate of Cost for 2017 North Park Trail Project, D.O.T. TAP Project (Hearing Date July 17, 2017, 6:30 o'clock P.M., DOT Letting July 18, 2017);
- K. Roll Call: Resolution to Provide for Notice of Hearing on Proposed Plans, Specifications, Form of Contract and Estimate of Cost for 2017 Pederson Park Electrical and Lighting Improvements (Hearing Date July 17, 2017, 6:30 o'clock P.M., Letting Date July 27, 2017);

4. Public Hearing:

A. Public Hearing on Proposal to Enter into a Sewer Revenue Improvement and Refunding Loan and Disbursement Agreement;

- 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 Authorizing and Approving a Loan and Disbursement Agreement and Providing for the Issuance and Securing the Payment of \$3,960,000 Sewer Revenue Improvement and Refunding Bonds, Series 2017;

Enclosed in your packet is a resolution modifying the current SRF Loan for the Wastewater Treatment Plant project to include an additional \$360,000.00 of principal borrowed. The additional amount will be used to finance the south Spencer water quality projects adjacent to the Golf Course on 2nd Ave SE, the improvements behind the Days Inn, as well as the improvements to the water retention basin south

of Wal-Mart on 4th Ave SW. These projects are part of the Sponsored Project component of the SRF program; and to finalize the ability to draw on these funds the City has to amend its current loan agreement. Based on how the program works, the City's principal amount will go up, interest costs will go down so in the end, the City will pay back the same amount of money as if we borrowed only \$3,600,000.00.

I would recommend approval of the resolution providing for the issuance of \$3,969,000.00 in Sewer Improvement and Refunding Bonds, Series, 2017.

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, Final Filing;

In your packet is a proposed Ordinance amending weight restrictions on certain city streets. The proposed Ordinance adds a weight restriction to 7th Avenue SW from Southmoor Drive to 6th 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 the Council approve the final filing of the ordinance.

6. New Business:

A. Roll Call: Resolution Requesting the Assistance of Northwest Iowa Planning & Development Commission and Approving the Administration Agreement for Hazard Mitigation Grant FEMA-DR4234-007-IA (5 Backup Generators);

Enclosed in your packet is an agreement between the City and Northwest Iowa Planning and Development Commission for administrative services related to the FEMA Hazard Mitigation Grant the City received for the installation of 5 new backup generators for our sanitary sewer lift stations. The Council has previously approved the grant agreements with the State of Iowa and this agreement will hire NW Iowa Planning to administrator that grant on behalf of the City. These five generators will be a split between Federal (75%), State of Iowa (10%) and the City (15%). The cost of the administration contract is \$5,000.00.

I would recommend the Council approve the agreement between the City and NW Iowa Planning for grant administration services.

B. Roll Call: Resolution Requesting the Assistance of Northwest Iowa Planning & Development Commission and Approving the Administration Agreement for Hazard Mitigation Grant FEMA-DR 4234-0012-IA (Corn belt Lift Station Back-up Generator);

Enclosed in your packet is an agreement between the City and Northwest Iowa Planning and Development Commission for administrative services related to the FEMA Hazard Mitigation Grant the City received for the installation of 1 new backup generator for the Corn Belt sanitary sewer lift station. The Council has previously approved the grant agreement with the State of Iowa and this agreement will hire NW Iowa Planning to administrator that grant on behalf of the City. These five generators will be a split between Federal (54%), State of Iowa (10%) and the City (36%). The cost of the administration contract is \$1,000.00.

I would recommend the Council approve the agreement between the City and NW Iowa Planning for grant administration services.

C. Motion: Approve Proposal from Barker LeMar Engineering Consultants for Fire Risk Management Plan and Training for the Northern Plains Regional Landfill for \$16,900.00;

Enclosed in your packet is a proposal from Barker LeMar Engineering Consultants for the Fire Risk Management Plan and Training for the Northern Plains Regional Landfill. The proposal was presented to the Public Works Committee prior to the last Council meeting. The purpose of the Plan and Training is to ensure that if we ever have a major fire at the Landfill, that responding Fire Departments have a chain of command to follow, know the layout of the facility, and have training on how to combat a landfill fire. The awareness of the need for this type of plan came about after the Iowa City landfill experienced a major fire several years ago and were unprepared to battle such a fire. Due to the location of our landfill, we will depend on volunteer departments for first response and this plan and training will enable those departments to be better prepared in the case we ever experience a fire. The Public Works Committee recommended approval of the Plan at their meeting. The cost of this plan will come from the Landfill Planning Fund which are funds set aside from the state tipping tax on each ton of garbage brought to the Landfill. Even though the proposal date is from 2015, Barker LeMar has stated that the prices is still valid.

I would recommend the Council approve the proposal from Barker LeMar Engineering.

D. Roll Call: Resolution Authorizing Permanent Transfer of Funds at 2016/17 Fiscal Year End;

The above mentioned Resolution will authorize the permanent transfer of funds. This is a year end housekeeping item where we transfer funds to cover the costs of Capital Projects, distribute excess revenues (if any) and make any final transfers that are needed or were budgeted for. Due to the timing of the final payroll being June 30, I will be working on the transfers over the weekend and on Monday. The final list will be presented to the Council at the meeting.

E. Motion: Authorize Sponsorship of Iowa Lakes Corridor Northwest Iowa Opportunities Hub at the Clay County Fair;

Enclosed in your packet is a brochure detailing the efforts of the Iowa Lakes Corridor at this year's Clay County Fair. The Corridor, in association with Iowa Lakes Community College and IowaWORKS, is presenting the Northwest Iowa Opportunities Hub to detail the job opportunities available in Northwest Iowa. Also available will be a simulator where fair goers can try out their skills operating construction equipment. As part of the City's ongoing efforts to attract business and employees to the area, this opportunity would be a good way to promote ourselves and the area. The funds to pay for this sponsorship would come from the City's Economic Development fund.

I would recommend the Council approve a sponsorship of the Northwest Iowa Opportunities hub, through the Iowa Lakes Corridor in the amount of \$1,500.00.

F. Roll Call: Resolution Proposing the Transfer of City Property to Jacobsen Homes Corp., Setting a Public Hearing for July 17, 2017 at 6:30 o'clock P.M. and Directing Publication of Notice;

Enclosed in your packet a Resolution setting a public hearing for the July 17th Council meeting at which time the Council will consider an exchange agreement with Jacobsen Homes, Corp for property south of Gary's on the River. Currently, the rock border wall, constructed by Jacobsen's is located on City property (Parcel Q on the enclosed map), as well as our recreational trail. Just to the east of the rock border wall, Jacobsen's own a small slice of property (Parcel R) on the south side of our trail. The exchange agreement will swap these two parcels of land between Jacobsen and the City as well as then grant to the City a permanent and perpetual easement for the existing trail. One reason for this boundary adjustment is that the Jacobsen's want to extend their outdoor service area for The Bear and cannot do so on land not owned by them. The other reason for this agreement is that the City does not want the liability of owning their rock wall.

I would recommend the Council set a Public Hearing on this for the July 17th Council meeting.

G. Roll Call: Resolution Accepting Work on 2015 Southern Pointe Apartments Site Improvements, Supplemental Contract (Public Sidewalk along 13th Street S.W.);

Enclosed in your packet is a resolution accepting the work performed in conjunction with the Southern Pointe Apartments. As you may recall the Council approved the construction of the sidewalk for the Southern Pointe Apartments (CHI Apartments) as part of the City's contribution to the project. This participation by the City was required in order for CHI to receive tax credits for the project. The project has been completed and is being recommended by the City's Engineer that we accept the work performed and make final payment.

I would recommend the Council approve the resolution accepting the work.

7. Department Head Reports:

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

8. Engineer's Report:

9. City Manager's Report:

10. Mayor's Report:

11. Council/Comm. Reports:

12. City Clerk's Report:

- Bills and Claims
- Funds Transfers

13. Other Business/Opportunity to Address the Council;

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

15. Adjourn