

**Finance and Personnel Committee
Monday, October 2, 2017
5:30 o'clock P.M.
Conference Room, City Hall**

AGENDA

COMMITTEE MEMBERS:

*Rich Prentice, Chairman
Bill Orrison, Vice-Chair
George Moriarty
Mayor Peterson, Ex-Officio*

1. Call to Order;
2. Review & Discuss Financial Policy & Procedures Manual;
3. Items for Future Agendas;
4. Adjourn

**SPENCER CITY COUNCIL MEETING
COUNCIL CHAMBERS, CITY HALL
OCTOBER 2, 2017, 6:30 O'CLOCK P.M.
REGULAR COUNCIL MEETING**

- 1. Pledge of Allegiance**
- 2. ROLL CALL:** Petska, Orrison, Bomgaars, Jacobsen, Hanson, Prentice, Moriarty
- 3. Consent Agenda:**
 - A. Motion: Approve Minutes of September 18, 2017;
 - B. Motion: Licenses
 - C. Roll Call: Resolution Adopting Final Assessment Schedule for the Nuisance Abatement and Confirmand and Levying the Assessments (Mowing);
 - D. Motion: Approve Memorandum of Understanding with Upper Des Moines Opportunity, Inc.(UDMO);
 - E. Motion: Approve purchase of Vehicle Impound Gate Opener for Police Department from Michaels Fence & Toft Electric, for a total of \$10,215.00, CIP Item;

4. Old Business:

A. Roll Call: Ordinance Establishing the City of Spencer “Menard’s Sanitary Sewer District” and Establishing Sanitary Sewer Connection Fees in the District”, Final Filing;

Enclosed in your packet is an Ordinance Establishing a Sewer District as well as a Sewer Connection fee related to the Menards subdivision. The location of this sewer district is the property that surrounds the Iowa DOT Maintenance facility. Staff brought the idea of this District to the Council at the July 17th Council meeting. At that meeting the Council voted to proceed with the establishment of the Sewer District and establish the relevant fees. The ordinance that is included in your packet establishes the district for the property that lies within 325’ of the sewer line, establishes a minimum connection fee of \$2,500.00 or \$16.40 per foot of property served, whichever is greater. The establishment of the fee allows the City to recoup some of its investment in extending the sewer line across this property.

I would recommend the Council approve the third and final filing of the ordinance.

B. Roll Call: An Ordinance Amending Title 1, Chapter 7, Section 1A (3) and Section 1B(2), Concerning the Compensation of the Mayor and Council Members, 2nd Filing;

The Compensation Advisory Board convenes every other year to review and make recommendations for increases to the Mayor and Council’s salary compensation, which includes car allowance. Enclosed in your packet are minutes from the Compensation Advisory Committee meeting that was held on August 29th. After comparing the current compensation of Spencer and several other comparable cities, the Advisory Board has made a recommendation to increase the salary of the Mayor by \$1,370.00 to an annual amount of \$10,400.00. The compensation of the City Council members would remain the same. There was no change in the amount of the car allowance for either the Mayor or the Council. At the last meeting the Council approved the 1st reading of an Ordinance increasing the compensation of the Mayor as recommended.

I would recommend the Council approve the 2nd filing of the ordinance.

5. New Business:

A. Roll Call: Resolution to Approve the 2017 Spencer Comprehensive Land Use Plan;

Enclosed in your packet is a resolution adopting the 2017 Comprehensive Land Use Plan for the City of Spencer. The Plan was presented to the Council at their October 19th Committee of the Whole meeting. The Plan was prepared with the assistance of Northwest Iowa Planning and Development Commission and serves as the City’s primary guiding document for development for the coming years. The Planning and Zoning Commission has also spent a lot of time in the preparation of the plan offering guidance in its design. At their August 23rd meeting, Planning and Zoning voted to recommend to the Council the approval of the Plan.

I would recommend the Council approve the Resolution adopting the 2017 Spencer Comprehensive Land Use Plan.

B. Roll Call: Resolution Awarding Contract for 2017 North School Park Shelter Project; (quotes received September 26, 2017 and reviewed by Park Board);

Enclosed in your packet is a letter from Bolten & Menk summarizing the quotes received for the 2017 North School Park Shelter project. Quotes were received Tuesday, October 26th and the Park Board met in a Special Meeting that night to discuss and make their recommendation to the Council. The City received one quote, from Quail Construction, for the shelter project in the amount of \$122,661.00. The quote is above the engineer's estimate for the project of \$102,465.00 for the construction portion of the project. There was some discussion about the possibility of rebidding this project in late winter or early spring, but as the letter points out, there is no guarantee that this will result in lower quotes. The building price is expected to increase by about 4% after January 1st. The original budget for this project was \$145,000.00. The Park Board recommended the Council accept the low quote from Quail Construction.

I would recommend the Council accept the Park Boards recommendation and accept the low quote from Quail Construction.

C. Motion: Approve Proposal from McClure Engineering for Feasibility Study for Northern Plains Regional Landfill Leachate Discharge to City of Graettinger for \$6,850.00;

As part of our continuous evaluation of operations at the Landfill, the disposal of leachate is always a concern. Currently the City hauls all of our leachate to our wastewater treatment plant. This consumes a lot of time, fuel, etc. The last couple of years we have been hauling in excess of 1 million gallons a year. Staff met with representatives of Graettinger a few weeks ago to explore the possibility of taking our leachate to their facility. Present at this meeting were the mayor, a councilman, the public works superintendent, a DNR representative, Mark White and myself. At that meeting, it was discussed that the City of Spencer would engage our engineers to conduct a feasibility study to see whether or not their system could handle the leachate, what improvements would be needed to accommodate the leachate and potential costs to take the leachate to Graettinger. The proposal from McClure would accomplish this task.

I would recommend the Council approve the proposal from McClure Engineering for the feasibility study for leachate disposal in the amount of \$6,850.00.

D. Roll Call: An Ordinance Amending Title 4, Chapter 1, Section 1 of the Spencer City Code to Adopt Additional Definitions of Nuisances, 1st Filing;

At the September 19th Committee of the Whole meeting, the Council discussed the procedure and process for abating various types of nuisances within the City. Also, at that meeting, Don Hemphill presented to the Council a proposed Ordinance to expand the definition of what constitutes a nuisance. Before you tonight is the proposed ordinance that would add to our nuisance definition. Several of the items being added are areas that the City has received concerns about in the past, but were not clearly identified or spelled out in the current ordinance as being a nuisance. Staff is still working on compiling the cheat sheet about property nuisances and will distribute that as soon as it is completed.

I would recommend the Council adopt the proposed ordinance expanding the definition of what constitutes a nuisance on the 1st filing.

E. Motion: Approve Change Order #1 for 2017 Pederson Park Electrical and Lighting Project with Pro-Tech Electrical Services to remove supplying of lighting systems by Contractor from the project, decreasing Contract by \$557,920.00;

Enclosed in your packet is Change Order #1 with regard to the Pederson Park Lighting project. The purpose of the Change Order is to remove the purchase of the lights from the contract. The City would purchase the lights directly from Musco Lighting, which will result in an overall savings to the project of \$7,920.00. This idea was proposed by the contractor.

I would recommend the Council approve Change Order #1 for a deduct of the contract price in the amount of \$557,920.00.

F. Motion: Authorize Purchase of Lighting Systems directly from Musco Sports Lighting for \$550,000.00 for 2017 Pederson Park Electrical and Lighting Project;

This action will approve the purchase of the lighting system from Musco Lighting. Once removed from the contract, it is considered a separate purchase and exceeds staff's level of authority to approve.

I would recommend the Council approve the purchase of the lights from Musco Lighting in the amount of \$550,000.00, as part of the Pederson Park Lighting Project.

G. Motion: Approve Change Order #1 for 2016 Sanitary Sewer Rehabilitation Project with Municipal Pipe Tool Company, LLC, for an increase of \$5,251.25;

Enclosed in your packet is Change Order #1 to the 2016 Sanitary Sewer Rehabilitation Project. After cleaning the sanitary sewer mains running south and west out of the intersection of East 14th Street and 9th Avenue East, the contractor discovered some severe cracking and infiltration occurring in two locations directly below the 84" RCP located in that intersection. The Contractor agreed to grout the two locations at the intersection by entering the 84" storms sewer pipe, locating the sanitary sewer problem areas below, drilling holes and chemically grouting the areas of infiltration in the sanitary sewer so that CIPP liners could be installed in the pipes. The change order also reflects several items not used during the project. Completion date was also extended to July 20, 2017 to account for the scheduling of the specialized work that was completed. The overall effect of this change order is an increase to the contract price of \$5,251.25.

I would recommend the Council approve Change Order #1 for the 2016 Sanitary Sewer Rehabilitation project in the amount of \$5,251.25

H. Roll Call: Resolution Accepting Work on the 2016 Sanitary Sewer Rehabilitation Project;

Enclosed in your packet is a resolution accepting the work covered by the 2016 Sanitary Sewer Rehabilitation project. Also enclosed is a letter recommending approval of the project from Kruse, Cate & Nelson, the project engineers.

I would recommend the Council approve the resolution accepting work covered by the 2016 Sanitary Sewer Rehabilitation project.

I. Motion: Approve Change Order #1 to 2017 North Park Trail Project, for an increase of \$2,415.00;

Enclosed in your packet is Change Order #1 to 2017 North Park Trail Project, for an increase of \$2,415.00. This Change Order is to change the detectable warning panels from rubber to cast iron, the City standard for detectable warning panels.

I would recommend the Council approve Change Order #1 to 2017 North Park Trail Project, for an increase of \$2,415.00.

6. Department Head Reports:

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

7. Engineer's Report:

8. City Manager's Report:

9. Mayor's Report:

10. Council/Comm. Reports:

-Public Safety Committee, October 16, 2017, 6:00 o'clock P.M.

11. City Clerk's Report:

- Bills and Claims
- Funds Transfers

12. Other Business/Opportunity to Address the Council;

13. Review and Selection of final candidates for City Manager Interviews.

Richard Fursman with Huelife will be present at the meeting to review the top candidates for City Manager. Out of the applications received, Richard has conducted preliminary interviews to narrow down the candidates to the list before you now. The progress report is considered **confidential**, and as such, information contained in the report is not public information. At the meeting, Richard will refer to each potential candidate by number. The Council will select candidates based on their respective number in the report. Once the selected candidates have accepted an interview, their names will be released to the public. Hopefully this will occur late Tuesday, depending on the contact with each candidate.

14. Adjourn

