

SPENCER CITY COUNCIL MEETING

February 3, 2020

SPENCER, IOWA

The City Council of the City of Spencer, Iowa, met on the 3rd day of February, 2020, at 5:30 o'clock P.M., in regular session in the Council Chambers, City Hall, Spencer, Iowa, pursuant to law, to adjournment and to the rules of said Council.

The meeting was called to order by Mayor Kevin Robinson, in the Chair and the roll being called, the following Council Members were present:

Present: Nelson, Orrison, Larsen, Wunschel, Hanson, Reit, Moriarty

Absent: None

Presentation of Annual Financial Audit for Fiscal Year 2018/2019 by Winther Stave & Company; presented by Arvin & David from Winther, Stave

It was moved by Council Member Orrison, seconded by Council Member Reit to Accept and Approve Fiscal Year 2018/2019 Annual Financial Audit as Presented by Winther, Stave & Company. The motion was declared carried when all Council Members present voted aye on voice call vote.

It was moved by Council Member Nelson, seconded by Council Member Larsen to approve items on the consent agenda, as follows:

Approve Minutes of Special Meeting of January 20, 2020;

Approve Ownership Update for Hy-Vee Store at 819 Grand Avenue and Hy-Vee Gas at 727 Grand Avenue; both subject to final approval by the Iowa Alcoholic Beverages Division;

RESOLUTION NO. 6026 RESOLUTION AUTHORIZING PERMANENT TRANSFER OF FUNDS OF BUDGETED TRANSFERS FOR MONTH ENDING JANUARY 31, 2020

Approve Purchase of Concrete Screed for Street Division from Stan Houston Equipment for \$6177.99 (CIP Item);

Approve Solicitation of RFP's for the removal or demolition of City owned property at 118 West Park Street;

The Mayor put the question upon the motion, and the roll being called, the vote thereon was as follows:

Ayes: Nelson, Orrison, Larsen, Wunschel, Hanson, Reit, Moriarty

Nays: None

The Mayor announced that this was the time and place for a public hearing on Proposed Transfer of a Portion of Fairview Park to the Spencer Community School District.

The Mayor declared the Public Hearing Open:

Written Comments: None

Oral Comments: None

The Mayor declared the Public Hearing Closed.

Whereupon, the Mayor declared the motion carried.

Council Member Orrison introduced and caused to be read the following, and moved its adoption, seconded by Council Member Wunschel; and after due consideration, thereof by the Council, the Mayor, put the question upon the motion, and the roll being called, the following named Council Members voted:

Ayes: Nelson, Orrison, Larsen, Wunschel, Hanson, Reit, Moriarty

Nays: None

Whereupon, the Mayor declared the motion duly carried and said Resolution No. 6027 adopted as follows:

RESOLUTION NO. 6027 A RESOLUTION APPROVING AND AUTHORIZING THE TRANSFER OF A PORTION OF FAIRVIEW PARK TO THE SPENCER COMMUNITY SCHOOL DISTRICT, LEGALLY DESCRIBED ON EXHIBIT A ATTACHED TO THIS RESOLUTION (THE “PROPERTY”).

Council Member Hanson moved that the proposed ordinance entitled “AN ORDINANCE AMENDING TITLE 7, CHAPTER 8, OF THE SPENCER CITY CODE CONCERNING BICYCLES” be finally passed and adopted as Ordinance No. 854. Council Member Reit seconded the motion. The Mayor put the question on the motion and the roll being called, the vote thereon was as follows:

AYES: Nelson, Orrison, Larsen, Wunschel, Hanson, Reit, Moriarty

NAYS: None

Whereupon, the Mayor declared the motion carried and Ordinance No. 854 duly passed and adopted and signed his approval thereto.

ORDINANCE NO. 854 AN ORDINANCE AMENDING TITLE 7, CHAPTER 8 OF THE SPENCER CITY CODE CONCERNING BICYCLES.

Council Member Moriarty introduced and caused to be read the following resolution, and moved its adoption, seconded by Council Member Orrison; and after due consideration, thereof

by the Council, the Mayor, put the question upon the motion, and the roll being called, the following named Council Members voted:

Ayes: Nelson, Orrison, Larsen, Wunschel, Hanson, Reit, Moriarty

Nays: None

Whereupon, the Mayor declared the motion duly carried and said Resolution adopted, as follows:

RESOLUTION NO. 6028 ACCEPTING WORK COVERING THE ON 2019 SPENCER SUBSTANDARD HOUSING REHABILITATION PROGRAM, PROJECT #2

It was moved by Council Member Orrison, seconded by Council Member Reit to Approve Change Order #1 for 2019 Spencer Substandard Housing Rehabilitation Program Project #3 for a deduction of \$4,800.00 for elimination of windows from the project. The motion was declared carried when all Council Members present voted aye on voice call vote.

It was moved by Council Member Hanson, seconded by Council Member Reit to Approve Change Order #1 for 2019 Spencer Substandard Housing Rehabilitation Program Project #4 for a \$4,500.00 increase for installation of a furnace. The motion was declared carried when all Council Members present voted aye on voice call vote.

Council Member Nelson introduced and caused to be read the following resolution, and moved its adoption, seconded by Council Member Wunschel; and after due consideration, thereof by the Council, the Mayor, put the question upon the motion, and the roll being called, the following named Council Members voted:

Ayes: Nelson, Orrison, Larsen, Wunschel, Hanson, Reit, Moriarty

Nays: None

Whereupon, the Mayor declared the motion duly carried and said Resolution adopted, as follows:

RESOLUTION NO. 6029 A RESOLUTION APPROVING JOB DESCRIPTION FOR CUSTODIAN / FACILITY MAINTENANCE POSITION;

The Clerk reported that the Engineers had filed a certificate in accordance with Section 384.58 of the Code of Iowa showing that they had inspected the completed work and that the same had been performed in compliance with the terms of the contract pertaining to 2018 HMA Overlay Project No. 1;

Whereupon, Council Member Moriarty proposed and moved the adoption of the resolution accepting the work for such public improvement project.

The motion was seconded by Council Member Orrison and after due consideration thereof by the Council, the Mayor put the questions upon the motion and the roll being called, the following named Council Members voted:

Ayes: Nelson, Orrison, Larsen, Wunschel, Hanson, Reit, Moriarty

Nays: None

Whereupon, the Mayor declared said motion duly carried and the resolution adopted, as follows:

RESOLUTION NO.6030 A RESOLUTION ACCEPTING WORK COVERING THE 2018 HMA OVERLAY PROJECT NO. 1

The City Council took up the proposed 2020 West 4th Street Underground Improvements Project.

Council Member Orrison moved the adoption of a preliminary resolution pursuant to Section 384.42 of the Code of Iowa. The motion was seconded by Council Member Reit and passed with record vote as follows:

Ayes: Nelson, Orrison, Larsen, Wunschel, Hanson, Reit, Moriarty

Nays: None

The Mayor then declared the resolution adopted, as hereinafter set out.

RESOLUTION NO. 6031 PRELIMINARY RESOLUTION PURSUANT TO SECTION 384.42 OF THE IOWA CODE COVERING THE 2020 WEST 4TH STREET UNDERGROUND IMPROVEMENTS PROJECT

The City Clerk stated that the Project Engineers had completed and filed the plat. The City Council reviewed the proposed valuation of each lot within the assessment district and confirmed that such valuations should be adjusted as directed by the City Council and included on the schedule to be filed. It was moved by Council Member Hanson, seconded by Council Member Nelson to approve valuations used on Preliminary Assessment Schedule for 2020 West 4th Street Underground Improvement Project. The motion was declared carried when all Council Members present voted aye on voice call vote.

The City Clerk stated that the Project Engineers had prepared and filed preliminary plans and specifications, an estimated total cost of the work and the plat and schedule, as directed in the preliminary resolution just adopted.

Thereupon, Council Member Nelson proposed the adoption of the resolution approving and adopting the said preliminary plans and specifications, and plat and schedule and estimate of cost pertaining to such Project. The motion was seconded by Council Member Orrison and passed with record vote, as follows:

Ayes: Nelson, Orrison, Larsen, Wunschel, Hanson, Reit, Moriarty

Nays: None

Whereupon, the Mayor declared the resolution duly adopted, as hereinafter set out.

**RESOLUTION NO. 6032 RESOLUTION APPROVING AND ADOPTING
PRELIMINARY PLANS AND SPECIFICATIONS, ESTIMATE OF COST AND PLAT
AND SCHEDULE**

Council Member Orrison introduced a proposed resolution of necessity covering the 2020 West 4th Street Underground Improvements Project which is hereinafter set out, and moved that a public hearing be held on the proposed Resolution of Necessity on March 2, 2020, at 6:30 o'clock p.m. at the Council Chambers, City Hall, and that the City Clerk be authorized and directed to give notice of the public hearing by publication and mailing, as required by Section 384.50 of the Code of Iowa and that the notice be in substantially the form set out in these proceedings. The motion was seconded by Council Member Wunschel, and after due consideration, the Mayor put the question on the motion and, the roll being called, the City Council Members named voted as follows:

Ayes: Nelson, Orrison, Larsen, Wunschel, Hanson, Reit, Moriarty

Nays: None

Whereupon, the Mayor declared the motion carried.

The City Clerk reported that the Project Engineers had filed the final schedule of assessments covering the 2019 PCC Paving Project No. 1, as directed by resolution of the City Council previously adopted.

Thereupon, Council Member Orrison proposed and moved the adoption of the resolution confirming and levying the special assessments, directing that the same be certified to the County Treasurer and directing publication and mailing of the notice, all as required by Section 384.60 of the Code of Iowa.

The motion was seconded by Council Member Larsen and after due consideration thereof by the Council, the Mayor put the question upon the motion and the roll being called, the following named Council Members voted:

Ayes: Nelson, Orrison, Larsen, Wunschel, Hanson, Reit, Moriarty

Nays: None

Whereupon, the Mayor declared said motion duly carried and said resolution adopted, as follows:

**RESOLUTION NO. 6033 RESOLUTION ADOPTING FINAL ASSESSMENT
SCHEDULE FOR THE 2019 PCC PAVING PROJECT NO. 1 AND AMENDING,
CONFIRMING AND LEVYING THE ASSESSMENTS**

Engineer's Reports:

City Manager’s Report:

Mayor’s Report:

It was moved by Council Member Moriarty, seconded by Council Member Reit to Approve Appointment of Becky Prentice to the Library Board to fulfill the term of Jim Quinn, term expires 6/30/2024. The motion was declared carried when all Council Members present voted aye on voice call vote.

Council Committee Reports:

Upcoming Meetings:

- Committee of the Whole, February 5, 2020, 5:30 P.M.
- Regular City Council Meeting, February 17, 2020, 6:30 P.M.

It was moved by Council Member Orrison, seconded by Council Member Nelson to approve the Bills and Claims. The motion was declared carried when all Council Members present voted aye on voice call vote.

Other Business/Opportunity to Address the Council:

It was moved by Council Member Wunschel and seconded by Council Member Larsen to adjourn the meeting of the Spencer City Council at 6:18 o'clock P.M. The motion was declared carried when all Council Members present voted aye on voice call vote.

Kevin Robinson, Mayor

ATTEST:

Theresa E. Reardon, City Clerk

(SEAL)

Minutes are subject to approval by the Spencer City Council.

Claims February 3, 2020

Vendor Name	Payable Description	Total Payments
A & M Inc	laundry svce	216.94
Advanced Systems Inc	copier / scanners	891.59

AFLAC	aflac insurance	1,780.27
Allied 100 LLC	life pak1200 supplies	249.90
Alpha Wireless Communications Co	antenna/cable	35.02
American Fire Training Systems	pay est	314,246.05
Animal Medical Center PC Hartley/Spencer	animal boarding	1,184.00
Arnold Motor Supply LLP	misc parts/supplies	503.16
Baker & Taylor	books	1,212.94
Battery Products Inc	batteries	106.77
Beck Engineering Inc	partial retainage release	7,354.62
Black Hills Energy	mo utility chges	172.14
Blacktop Service Company	pay est	13,584.87
Bomgaars	ice melt/ext cords	977.38
Book Look	books	620.58
Brown Supply Company	curb guards	690.00
Canon Financial Services LLC	copier contract	172.46
Central Services & Supplies	cable	362.44
Clay County Auditor	mo share local opt sales tax/mo jail pymt	20,702.11
Clay County Regional Event Center	monthly contribution	3,333.33
CMBA Architects	pro svces	2,555.25
Colonial Life Insurance	colonial life insurance	265.28
Cooperative Energy Company	fuel	6,150.14
Craig, Shelia	adult programming	150.00
Crescent Electric	light bulbs	37.59
Crime Stoppers USA	annual dues	100.00
Crysteel Truck Equipment	skid shoe assy plow	543.00
Culligan of Spencer	water	58.70
De Loss Construction Inc	snow hauling	3,942.50
Department of Human Services	child support pymts	828.80
Don Pierson Ford	wiper arm	24.93
EBSCO	magazine subscription	5.50
Ecolab Pest Elimination	pest control	125.29
Emmetsburg Swanson Hardware	shop supplies	29.46
Employee Benefit Services	mo group ins	121,844.76
Fareway Stores Inc #788	cleaning supplies	17.98
Farmers Trust & Savings Bank	payroll taxes	37,741.45
Fastenal Company	misc parts/supplies	137.52
Feld Fire	air compressor	700.00
Fire Service Training Bureau	training	150.00
Five Island Spa Co Inc	venue sponsorship	500.00
Fox International Inc / NCI	misc parts/supplies	403.60
Gale/Cengage Learning	books	24.74
General Traffic Controls Inc	traffic signal repair	1,287.37

Goodyear Tire & Rubber Company	recap tires	129.82
Graettinger Hardware	shop supplies	48.98
Graham Tire Center	tire repairs	112.42
Gregs Repair	shear pins	15.00
Hanna, Chris	haul snow	1,495.00
Hi Way Truck Equipment	plow blade repair	99.00
HLW Engineering Group	water quality testing	3,050.00
ICMA Retirement Trust - 457	icma	510.00
Ingram Library Services	books	1,861.88
International Code Council	icc electrical training	69.00
Iowa Association of Building Official	iabo 2020 membership	70.00
Iowa Communication Networks	icn/telephone	59.27
Iowa DARE Association	iowa dare assocaition dues	100.00
Iowa Department of Revenue	ia withholding	1.42
Iowa Lakes Community College	ilcc electrical training	600.00
Iowa Lakes Electric Cooperative	mo utilities	682.00
Iowa Law Enforcement Academy	ilea admin fees	125.00
Iowa One Call	dec 2019 locates	38.90
Iowa Public Employees Retirement System	ipers	42,616.21
Iowa Workforce Development-Tax Bureau	charges thru 123119	9,215.78
Janitors Closet	misc office supplies	83.88
Johnston AutoStores	misc parts/supplies	550.12
Keltek Inc	led sidelights	128.82
Koenig Portable Toilets	porta rentals	450.00
Kristat Auto Parts LLC	misc parts/supplies	33.67
L & J Dream Builders	pay estimate	23,065.00
Lawn Care Barber	snow removal	1,245.00
Leading Edge Aviation	monthly management fees	3,104.17
Lube Tech	bulk oil	440.00
MacQueen Equipment	filters/leader hose	557.07
Mar-Lin Business Supply	misc office supplies	68.59
Maxyield Cooperative-Acct 4529	fuel	15,208.14
McCrearys Creative Catering	inspector's meeting meal	75.00
McNeilus Truck & Manufacturing Company	latch bars	207.50
Menards -Spencer	misc parts/supplies	115.08
Mills Construction	pay est	13,232.00
Municipal Fire & Police Retirement System of Iowa	civil svce/p&f	43,655.53
Napa Auto Parts	misc parts/supplies	438.60
Norgaard LLC	snow hauling	3,693.75
Northwest Iowa League of Cities	nw ia league mtg	45.00
Otto Lawn Care	snow removal	1,550.00
People for Pets	monthly agreement	600.00

Peterbilt of Sioux City	fitting	36.92
Petty Cash - Library	postage	25.29
Pocahontas Healthcare Foundation	ems registration	50.00
Productivity Plus Account/Spencer Red Power	switch	42.75
RC Hagedorn Trucking LLC	snow hauling	1,667.50
Ricks Pest Control	pest control	45.00
Safelite Fulfillment Inc	windshield	225.98
Speed Printers Inc	office supplies	282.00
Spencer Auto Parts	misc parts/supplies	414.87
Spencer Community Schools	mo share local opt sales tax	46,546.95
Spencer Employess Association.	sea dues	275.00
Spencer Industries Foundations Inc	seeding	2,950.00
Spencer Municipal Utilities	mo utilities	2,760.49
Spencer Office Supplies	misc office supplies	320.98
Spencer Rotary Club	quarterly dues	182.00
Spencer Trophy & Awards	name tags	29.60
State of Iowa Treasurer	state withholding	15,496.00
The Water Connection Inc	water	13.50
Titan Machinery-Sioux City	horn	40.03
US Cellular	mo phone chges	823.84
Vaughn DeLoss Construction	snow hauling	1,667.50
Veolia Water North America	wwtp operations	71,057.50
Verizon Wireless	mo phone chges	22.35
Visa (Admin)	various credit card chges	3,966.58
Visa (Landfill)	various credit card chges	246.20
Visa (Library)	various credit card chges	2,676.34
Visa (Park)	various credit card chges	95.53
Visa (Planning)	various credit card chges	440.46
Visa (Police)	various credit card chges	344.41
Wex Bank-Wright Express FSC	fuel	543.00

Fund Summary

001 - GENERAL FUND	166,732.31
061 - ECONOMIC DEVELOPMENT	1,190.00
085 - HOTEL/MOTEL TAX	3,333.33
090 - QUALITY HSG INITIATIVE	36,297.00
114 - UNEMPLOYMENT	9,215.78
115 - GROUP INSURANCE	121,844.76
124 - LOCAL OPTION SALES TAX	65,165.73
300 - CAPITAL IMPROVEMENT	337,740.79
600 - ENTERPRISE CAPITAL IMPR	2,950.00
620 - SANITARY SEWER	71,695.74

660 - AIRPORT ENTERPRISE	4,066.04
670 - SOLID WASTE	12,921.96
673 - LANDFILL	10,724.74
682 - ENVIRONMENTAL MANAGEMENT	564.88
690 - REGIONAL COLLECTION CENTE	90.37
745 - GOLF COURSE	2,520.12
949 - CENTRAL GRAGE	1,057.77
950 - FUEL EQUIPMENT	20,644.28

Grand Total: 868,755.60

January 2020 Receipts

Fund	Monthly Revenue Period Activity
001 - GENERAL FUND	311,624.57
020 - PROPERTY INSURANCE	964.20
040 - CEMETERY RESERVE	1,691.47
041 - RIVERSIDE COLUMARIUM	7.03
045 - LIBRARY RESERVE	2,133.35
047 - COMMUNICATION CENTER RES	30.18
049 - DRUG EDUCATION	6.20
050 - POLICE RESERVE	5,939.99
052 - FIRE RESERVE	14,088.36
054 - STR IMP RESERVE	29,806.19
055 - SIDEWALK RESERVE	88.05
056 - PARK RESERVE	2,562.42
059 - TREES FOREVER	0.41
060 - SRTS RESERVE	9,680.89
061 - ECONOMIC DEVELOPMENT	502.28
062 - SHINE LOAN	4,184.03
063 - RENAISSANCE INITIATIVE	2,107.72
064 - CABLE TV	42.99
066 - PUBLIC WORKS EQUIPMENT	12,805.09
068 - CITY HALL RESERVE	2,581.03
070 - STORM WATER DIST #1	1,787.81
080 - STORM SEWER RESERVE	436.14
085 - HOTEL/MOTEL TAX	221.17
087 - SPENCER CARES	52.50
089 - EMERGENCY FUND	421.67
090 - QUALITY HSG INITIATIVE	50,207.53
092 - TECHNOLOGY FUND	5,124.43
093 - ACCRUED BENEFITS	63.66
110 - ROAD USE TAX	152,738.91
112 - FICA/IPERS	39,098.67
113 - WORK COMP	1,246.22
114 - UNEMPLOYMENT	203.04
115 - GROUP INSURANCE	61,600.51
117 - CIVIL SERVICE	65.19
118 - POLICE PENSION	2,003.93

119 - POLICE SPECIAL PROCEEDS	13.64
120 - FIRE PENSION	555.50
124 - LOCAL OPTION SALES TAX	186,414.77
125 - T.I.F.	3,275.17
127 - SALES TAX TIF	88.05
162 - SSMID	715.76
200 - DEBT SERVICE	4,188.07
300 - CAPITAL IMPROVEMENT	4,296.00
350 - CAPITAL IMP RESERVE	99,410.31
500 - PERPETUAL CARE	200.00
501 - RIVERSIDE TRUST	8.68
502 - COLUMBARIUM VAULT	2.07
503 - NORTHLAWN PERP CARE	31.01
504 - GRIFFIN TRUST	26.04
505 - LEACH TRUST	9.09
615 - WTP RESERVE	677.98
620 - SANITARY SEWER	184,971.69
625 - SANITARY SEWER RESERVE	285.66
630 - CSI RESERVE	77,765.74
635 - SEWER DEBT SINKING FUND	384.05
660 - AIRPORT ENTERPRISE	47,606.12
661 - AIRPORT RESERVE	237.71
670 - SOLID WASTE	205,158.67
671 - SOLID WASTE RESERVE	621.75
672 - TRANSFER STATION CLOSURE	7.85
673 - LANDFILL	198,060.87
674 - LANDFILL RESERVES	1,070.29
677 - LANDFILL PLANNING	140.14
678 - ENVIRONMENTAL PROTECTION	95.91
679 - LANDFILL POST CLOSURE	826.80
680 - LANDFILL CLOSURE	462.60
682 - ENVIRONMENTAL MANAGEMENT	2,401.25
685 - CELL CONSTRUCTION RESERVE	472.52
690 - REGIONAL COLLECTION CENTE	1,747.63
745 - GOLF COURSE	743.00
746 - GOLF COURSE RESERVE	1,666.66
949 - CENTRAL GRAGE	922.64
950 - FUEL EQUIPMENT	24,300.35

Report Total: 1,765,979.87