

## City of Tipton, Iowa

<b>Meeting:</b>	<b>Tipton Special City Council Meeting/Work Session</b>
<b>Place:</b>	<b>Tipton City Hall, 407 Lynn Street, Tipton, Iowa 52772</b>
<b>Date/Time:</b>	<b>September 29, 2008 – 6:00 p.m.</b>
<b>Web Page:</b>	<b>www.tiptoniowa.org</b>
<b>Posted:</b>	<b>September 26, 2008 (website &amp; front door of City Hall)</b>

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<b>Mayor:</b>	Shirley Kepford	<b>City Manager:</b>	Doug Boldt
<b>Council At Large:</b>	Warren Wethington	<b>City Attorney:</b>	Lowell Dendinger
<b>Council At Large:</b>	Don McLaughlin	<b>City Clerk:</b>	John Foley
<b>Council Ward #1:</b>	Robert Klemme	<b>City Finance Officer:</b>	Lorna Fletcher
<b>Council Ward #2:</b>	Dean Anderson	<b>D. of Public Works:</b>	Steve Nash
<b>Council Ward #3:</b>	Klay Johnson	<b>Chief of Police:</b>	Roger Hakeman

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### **Call to Order – 6:00 P.M.**

- A. Roll Call**
- B. Pledge of Allegiance**
- C. Agenda Additions/Agenda Approval**
- D. Discussion of Department Head Salary Adjustment Process**
- E. Discussion of Parking Issues – Winter**
- F. Discussion of Placement of the RAGBRAI Arch and Bicycle**
- G. Discussion of Utility Support Supervisors Position**
- H. Discussion of New Fire Station Direction**
- I. Discussion of Drainage Issue on West End of City**
- J. Discussion of Public Informational Meeting set for October 6<sup>th</sup>**
- K. Discussion of Allowing Golf Carts on City Streets**
- L. Discussion of Instituting Building Code and Building Official**
- M. Adjournment**

Pursuant to §21.4(2) of the Code of Iowa, the City has the right to amend this agenda up until 24 hours before the posted meeting time. It is anticipated that no vote will be taken on matters presented.

**If anyone with a disability would like to attend the meeting, please call City Hall at 886-6187 to arrange for accommodations/transportation.**

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**CITY OF TIPTON  
CITY MANAGER  
REPORT TO THE CITY COUNCIL  
September 25, 2008**

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- During the annual salary adjustments for the Department Heads and Police Department, some members of the council had suggested a different format be used for this process. What is the goal of the City Council in accomplishing the compensation package of the Department Heads and employees?
- Late last winter Larry Kessler addressed the council on some parking issues throughout town. I believe his major concern was how narrow the streets get when vehicles are parked on both sides.
- Several weeks ago city crews removed the Tipton Welcome Arch from 9<sup>th</sup> Street and also removed the Bike displayed at the courthouse. During RAGBRAI these two items were the ‘talk of the town’ and we have heard many comments asking if a permanent location is earmarked for both items. What would the council like to do with them?
- One of the initiatives resulting from our goal setting session was to establish and hire a Utility Manager to improve efficiency, add backup and free-up department head time to better manage projects. Attached is a proposed job description for such a position.
- With the second referendum for the new fire station not passing, is there a direction the City Council would like to go with this project?
- The drainage area west of the Middle School that runs through Ray Vitense’s field has gotten to the point where it is going to need serious attention in order for the water from the north and the water from the City’s Storm Sewer System coming from the east to get away. Steve Nash and I, along with Mark Finchel, have spent a lot of time trying to come up with a good solution. Unfortunately, with the lack of fall from 7<sup>th</sup> Street to 3<sup>rd</sup> Street, a good solution has been very difficult to come up with. We want to bring the council up to speed with what we are up against and discuss an adequate solution.
- During the extended power outage we experienced in early June, there was some confusion from some of our commercial and industrial electric customers about why they needed to ‘power down’ and when they could resume normal business. As a result, I have scheduled a public informational meeting for all commercial, industrial and residential utility customers on Monday, October 6, 2008, at 7:00 p.m. at City Hall.
- The Mayor, Chief Hakeman and I met with Todd Huston about the possibility of allowing golf carts on city streets. We had a very good meeting and as a result of Chief Hakeman’s suggestion, this issue has taken on new life. Attached is a memo from the Chief.
- Discussion of a Building Official and input from Terry Goerdt based on the two code books he has supplied.

# City of Tipton

## Employment Opportunity

### Utilities Support Supervisor

#### **JOB DESCRIPTION**

**Department:** Manager's Staff

#### **A. Purpose and Scope**

The Utilities Support Supervisor provides support services to all of the Tipton enterprise utilities including the Electric, Gas, Water, and Wastewater Departments at the request of the utility department head. This individual is expected to become familiar with the operation and administration of all Tipton enterprise utilities requesting support to the level that they are able to act for the department heads in their absence.

#### **B. Organizational Relationships**

The Utilities Support Supervisor reports to the City Manager with support responsibilities to all City enterprise utilities. This individual is expected to maintain a positive attitude and team spirit in these relationships. The City Manager is responsible for filling, evaluating, and terminating the individual in this position with the approval of the City Council. This individual will keep the City Manager informed and up to date, to the level requested, of all activities within their responsibility.

#### **C. Responsibilities**

As requested by the department heads, the Utilities Support Supervisor assists in various functions and services within each department. Each department head will establish this individual's specific responsibilities within that department, subject to the City Manager's approval. These responsibilities may extend to acting in the department head's absence when requested, within any constraints required by the City Manager.

#### **D. Essential Functions and Duties**

Essential functions and duties may include, but are not limited to:

- Compiling data, completing studies, and filing reports.
- Maintain inventories and purchase materials.
- Prepare purchase orders as approved by the department head.
- Receipts and store deliveries.
- Maintain department files.
- Assist in planning department activities.

- Handle customer contacts and complaints.
- Assist in coordinating activities with other departments.
- Help in the preparation of department budgets.
- Assist in the planning and development for special projects.
- Cooperate with all departments to ensure provision of exemplary City services.
- Make recommendations for personnel, equipment or facilities.
- Help coordinate activities with contractors, consultants, engineers and architects.
- Assist in the wholesale purchase, sale and delivery of gas and electric energy.
- Audit revenue metering equipment and records.
- Audit and suggest recommendations relative to rate matters.
- Develop and implement public information and load management programs.

## **JOB REQUIREMENTS**

### **Education and Training**

The knowledge, skills, abilities and familiarity with the principles and practices of electric distribution and generation, natural gas distribution and operations, and water and wastewater collection and operation; knowledge of applicable safety rules and regulations for the operation of the Electric, Gas and Water and Wastewater Departments.

Knowledge and familiarity of the Resale Power Group of Iowa, Louisa Generating Station, the Midwest Independent System Operator, the Iowa Utilities Board, BP, Northern Natural Gas and the Iowa DNR.

- Ability to maintain a positive attitude and help enhance the City's image. Practice good public relations, provide good customer service and communicate effectively.
- Ability to effectively plan, organize, direct and supervise employees toward desired results.
- Ability to effectively express ideas verbally and in writing, and to prepare written reports which are informative, accurate, and comprehensive.
- Ability to establish and maintain positive working relationships with the Mayor, City Council, City Manager, civic organizations, City employees, the public, and the press.
- Ability to get along with the Mayor, City Council, City Manager, other employees and the public tactfully and courteously.
- Ability to use computers, typewriters, motor vehicles, first aid and safety equipment, recreational programming equipment, park system maintenance equipment, and pool equipment.
- Knowledge of principles, practices, methods and equipment applicable to modern utility management.

## **Requirements**

Graduation from a recognized college or university with a bachelor's degree preferred with three to five years of administrative and supervisory experience. Applicants must have budget experience, computer literacy and strong oral and written communication skills. Possession or ability to obtain CPR and First Aid Training, and a valid motor vehicle operator's license issued by the State of Iowa.

## **DISCLAIMER**

All duties and requirements in this job description have been determined by the employer to be essential job functions consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They do not, however, reflect the only duties required. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.

# Memo

To: Doug Boldt, City Manager  
Travis Alden, Community Development Director  
Hon. Shirley Kepford, Mayor

From: Roger Hakeman, Chief of Police

CC:

Date: 9/26/2008

Re: Tipton Green Transportation Initiative proposal

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## **Executive Summary:**

Tipton has an opportunity to take a leadership role in the state (and perhaps in the nation) in offering transportation alternatives to our residents for safe and legal daily travel inside the corporate limits of the City of Tipton. A Green Alternative Initiative would implement plans to integrate electric vehicles and human powered vehicles into the transportation network in and around Tipton. Such an initiative would have a variety of positive impacts for the community including but not limited to:

- At the local level, work to reduce our residents' dependence on petroleum for transportation needs
- Allow residents to use less expensive electric vehicles, bicycles, and other human-powered vehicles safely for daily transportation needs
- Reduce greenhouse gas air pollution generated locally
- Take advantage of energy generated from "green" sources, and use it in a more "green" environment
- Allow for greater safety in recreational opportunities for our residents
- Allow for elderly and infirm residents to remain independent longer by using less expensive and safer means of transportation off the traveled portions of our streets and highways for daily living needs
- Become a marketing point for attracting new industry
- Connect to other major cities on the I-80 corridor using off-highway alternative transportation routes in the future

The major facets in implementing an Alternative Green Transportation Initiative in Tipton would be:

- To fund a build-out of paths around and through Tipton that would allow for the safe passage of “green” transportation vehicles of all types, bicycles and pedestrian traffic.
- To authorize “green” Neighborhood Electric Vehicles (NEV), electric golf cars, and Human Powered Vehicles (HPV) to use those paths under the Tipton Municipal Code
- To develop a marketing plan highlighting Tipton’s “Green-Friendly” business and living climate
- To develop incentives for the public to purchase and use electric vehicles
- To develop recreation programs that would use the paths to their fullest potential
- To work with state and national economic development, environmental and bicycle groups to be included at some future date in a bicycle path build-out from Davenport to Iowa City along the I-80 corridor

### **Background:**

For the past thirty years, the residents of the United States have known that our dependence on petroleum products for the transportation of goods and services would, at some point, cause the prices of goods and services to skyrocket. The only question had been “when?”. That question has been answered in the past year. The cost of crude oil has more than quintupled in the past three years from a low of about \$16 a barrel to a high this year of \$140 a barrel. Refined petroleum prices have followed the same trends. This increase in energy costs affects the costs of all commodities that we purchase as every item sold in the U.S. is delivered by truck.

These expenses make this an ideal time to begin to examine what we, as government, can do for our citizens to reduce their expenses, reduce our country’s reliance on petroleum products, and increase the safety of our residents to that extent possible while engaged in travel in Tipton for their daily activities.

One of the tasks that the Tipton Visioning Committee has undertaken is to lay out a plan of recreational bicycle trails in Tipton. Some residents have expressed a desire to be able to use alternative modes of transportation in town such as golf carts. Both ideas have merit and popular backing. Thinking in terms of Tipton Electric Utility’s commitment to green energy acquisition, and the promotion of energy saving appliances and lighting, it makes sense to examine how to take those initial requests to build popular bike paths and to use golf cars and other alternative vehicles to implement an alternative transportation system within the corporate limits of the City of Tipton that would benefit all of our citizens.

### **Concept Proposal:**

I would propose that the City consider a build-out of alternative transportation paths to be co-shared by Neighborhood Electric Vehicles (NEVs), golf cars, Human Powered Vehicles (HPVs) and pedestrians. This network of on/off-street dedicated and marked paths should allow any resident to traverse the entire City of Tipton safely and effectively. If planned properly it would include at a minimum, the Tipton City Park (including the School Stadium, ball fields, playgrounds and Kennedy Aquatic Center), City Hall, the Senior Center, Senior Park, Prairie Hills, Cedar Manor, Family Foods, Tipton Pharmacy, the Courthouse, Wal-Mart, the Tipton Library, Tipton Country Club, all of the schools, and the Industrial Park along with an outer belt trail that would encircle the city at or near City Limits throughout their circumference. Every resident should have an opportunity to use their NEV or HPV to go from their residence to one of the dedicated paths.

The implementation of an Alternative Green Transportation Initiative in Tipton would benefit all of the citizens by allowing for a safer travel environment for those who would choose to abandon their car for an NEV or HPV. It would allow for easier parking downtown as fewer drivers would use cars, yet

downtown businesses would have the opportunity to increase their revenues as HPV/NEV owners chose to shop more locally. People employed in the Industrial Park as it continues to develop could potentially commute to work without having to drive on Cedar Street/Highway 38 and turn across traffic. Elderly and infirm residents would have a method of remaining more independent while being able to shop and address other needs downtown and elsewhere around town without having to drive a car in traffic. Since NEVs/HPVs cost significantly less to purchase and maintain than automobiles, those on a fixed income would be better able to manage their finances. Our contribution to air quality issues worldwide would be reduced, albeit a small amount... every community that adopts an Alternative Green Transportation Initiative will help.

This concept would be a multi-year plan, dependent on financing alternatives, and prioritizing of implementation, but if the City adopted such a plan as a goal, it could have the potential of positioning Tipton far ahead of other cities in competition for "green" industry to locate here.

Obviously this concept proposal doesn't deal with the details of such an implementation, but if the concept is approved, details can be dealt with during the development process.