



## **NOTICE OF PUBLIC MEETING**

### **Personnel Committee**

The City of Adel's Personnel Committee will meet council chambers at Adel City Hall, 301 South 10<sup>th</sup> Street, Adel, Iowa, on **Tuesday, March 5, 2019 at 5:30 p.m.**

### **AGENDA**

1. Call to Order
2. Consider Approval of December 11, 2018 and January 21, 2019 Minutes
3. Review/Recommend Revised Job Description for Street Superintendent
4. Review Board/Commission Application/Appointment Process
5. Any Other Business
6. Adjournment

03/01/2019 11:59:31 AM

*Members or a quorum of members of other City Boards, Committees, Commissions, or the Council may be in attendance. Only items on the agenda may be acted upon and / or discussed.*



## **December 11, 2018 Personnel Committee - Minutes**

**The City of Adel's Personnel Committee met in the council chambers at Adel City Hall, 301 South 10<sup>th</sup> Street, Adel, Iowa, on December 11, 2018 at 8:00 a.m.**

The meeting was called to order at 8:07 p.m. by Miller. Members present: McAdon, Miller, and Selby. Others present: City Administrator Brown, Chief of Police Shepherd, Public Works Director Overton, Parks & Recreation Director Schenck, Finance Director Sandquist, and various staff from the Parks & Recreation, Public Works, and Police Departments.

Selby motioned, seconded by McAdon, to approve the January 30, 2018 and February 6, 2018 minutes. Motion carried unanimously.

Discussion began on the revised job descriptions for the City Clerk and Accounting Clerk positions. Brown noted that the revisions had been prepared by Sandquist. Selby asked about certification requirements for the City Clerk. Sandquist noted that Clerk School takes two years, but the Clerk Certification needs an additional year of experience. Miller asked whether there should be additional clarity on accounts payable/receivable. Sandquist will update this.

McAdon motioned, seconded by Selby, to recommend the revised City Clerk job description to the council. Motion carried unanimously.

The Accounting Clerk description only had a few minor edits since it was updated last year.

Selby motioned, seconded by McAdon, to recommend the revised Accounting Clerk job description to the council. Motion carried unanimously.

Discussion moved to the City Hall Front Desk Expectations. Brown noted that he and Sandquist prepared these expectations based on the Employee Handbook and presented them to the front desk staff in August. The main concern was whether the 30 minute lunch was too restrictive. Miller noted that the front desk was customer-facing, so defined times were necessary. Combining unpaid lunch time with paid break time can be an issue. McAdon stated that breaks should be separate from lunches. Regarding the amount of lunch time, it can be challenging for customers when only one person is at the front desk for two hours. Miller stated that this issue should be further reviewed when the Handbook is updated.

Discussion moved to an update on Parks Maintenance Supervisor Curtis Waddingham and Aquatics/Recreation Supervisor Kylie Brandt. Schenck stated that both employees started in June and that everything was working well. Miller suggested reviewing the job descriptions regularly.

Discussion moved to considering a pay raise for part-time Parks employee Warren Barcus. Schenck noted that Barcus has requested a pay raise for several years but was bound by the public works union. Brown noted that, with the union's vote to not recertify, Ahlers & Cooney has advised that a pay raise would not run afoul of the collective bargaining agreement. Miller asked if any other employees were in a similar situation. The committee agreed to have the City Attorney review it for the next council meeting.



Discussion moved to the notification process for applicants and appointees of City boards and commissions. Brown provided an overview of the current process and noted that it had not been timely. Miller stated that candidates should be notified when the council will vote and that email should be used. McAdon noted that the candidates should receive feedback during the process if something unique occurs. McAdon stated that, at a future committee meeting, she would like to discuss expectations, attendance, training, and other factors so that applicants are fully apprised of the requirements.

Discussion moved to updating the Employee Handbook and Manual of Policy and Procedure. Brown noted that the last updates were approved in 2013. In addition, since the public works union voted against recertifying, the differences between the Handbook and their agreement would need to be reviewed.

Miller noted that, while he could review everything given his line of work, he would prefer for Ahlers & Cooney to review it first. McAdon suggested that legal review it first and then a small working group be used. Brown will obtain an estimate for the review. Overton asked whether staff would be involved, as different departments have different concerns. Miller suggested that department heads gather input from their staff. Brown stated that he would prefer more dialogue and input both during the review and after any changes. Shepherd noted that certain considerations should be made for non-union police staff.

Discussion moved to Brown's FY18-19 Goals. Miller asked about updating job descriptions. Brown noted that his ultimate goal would be to update them every year. McAdon stated that these updates should be tied to performance reviews. Brown asked the committee to share any training or education opportunities.

Selby motioned, seconded by McAdon, to recommend that the mayor and Brown sign Brown's goals. Motion carried unanimously.

Discussion moved to the upcoming police union negotiations. The committee agreed that Ahlers & Cooney should review our current contract and compare it to the recent State Law changes. McAdon noted that she does not anticipate many language changes since the contract is working well. Shepherd noted that it will be helpful to work toward an additional police officer, especially with the military leave situation. Keller noted that the union is waiting until the City has its valuations before making a proposal.

With no other business, the meeting was adjourned at approximately 9:36 a.m.

Respectfully submitted,

Anthony Brown  
City Administrator



## January 21, 2019 Personnel Committee - Minutes

**The City of Adel's Personnel Committee met in the council chambers at Adel City Hall, 301 South 10<sup>th</sup> Street, Adel, Iowa, on January 21, 2019 for a series of negotiation meetings with the Teamsters Local Union 238. The meetings were held at 7:00 p.m., 7:05 p.m., and 7:10 p.m.**

- 1) Miller called the first meeting to order at 7:00 p.m. Members present: McAdon, Miller, and Selby. Others: City Administrator Brown, Chief of Police Shepherd, Finance Director Sandquist, Officer Keller, and Teamsters rep. Thomas.

The Teamsters requested to open negotiations per Article 24 of the current collective bargaining agreement. Thomas presented the union's proposals as follows: shift differential; exclude soft body armor from uniform allowance; field training officer pay; and wage adjustment based on Des Moines metro of approximately 12.55% to 14.28%. Thomas noted that the Dallas County Sheriff's Office agreed to a 4% / 4% / 4% deal that would keep salaries at 95% of the metro average.

The committee reviewed the information and asked questions.

With no other business, the meeting was adjourned at approximately 7:15 p.m.

- 2) Miller called the second meeting to order at approximately 7:20 p.m. The same parties at the first meeting (see above) were present for the second meeting.

The committee presented the City's response, which was the following: three-year contract; additional officer beginning July 1, 2019; 3.5% across-the-board wage increase; only wages open in second and third fiscal years; and a revision to the longevity article. Thomas stated that the union understood the proposal.

With no other business, the meeting was adjourned at approximately 7:24 p.m.

- 3) Miller called the third meeting to order at approximately 7:57 p.m. The same parties at the first meeting (see above) were present for the third meeting.

Per Chapter 20 of the Code of Iowa, the committee entered into closed session for negotiations on a new contract with the union.

Exiting the closed session, the committee reached a tentative agreement with the union as follows: three-year contract; no changes to any section of the contract besides wages (unless a section must be changed or removed by State law); 3% raise on July 1, 2019; 3% raise on January 1, 2020; and wages open in FY20-21 and FY21-22.

With no other business, the meeting was adjourned at approximately 9:30 p.m.

Respectfully submitted,

Anthony Brown  
City Administrator

# City of Adel

## Street Superintendent

**Department:** Public Works  
**Reports To:** Director of Public Works  
**FLSA Status:** Non-Exempt  
**Written By:** Kip Overton  
**Approved By:** Anthony Brown  
**Council Review and Approval on March 12, 2019**

### Summary Description:

Under the general direction and supervision of the Director of Public Works, the Street Superintendent will supervise the operation and maintenance of the City's streets, alleys, roads, equipment, and grounds. The incumbent is responsible for general maintenance of sidewalks, forestry, and other public areas. The incumbent will also work on special projects and coordinate activities in conjunction with other city departments as directed.

### Appointment/Selection:

Selection is based upon the recommendation of the Director of Public Works, subject to the approval of the City Administrator. Selection shall be based upon merit and qualification.

### Knowledge, Skills, and Abilities:

- Ability to read and understand City maps and drawings for infrastructure locations as well as be able to draft maps and sketches.
- Knowledge of the operating characteristics and ability to use various tractors with attachments, specialized equipment including, but not limited to graders, backhoes, and other earth moving machines, mowers, weed eaters, chain saws, hedge trimmers, bench grinders, jet washers, ladders, and hand tools used in various street and grounds maintenance functions.
- Ability to perform a variety of laboring and semi-skilled tasks in the operation, maintenance, and repair of various types of equipment and structures.
- Knowledge of proper chemical storage and use for those chemicals and solvents required to carry out the position responsibilities and maintenance of the corresponding Material Safety Data Sheets (MSDS).
- Knowledge of confined space risks.
- Ability to follow written and oral directions and effectively communicate both verbally and in writing.
- Ability to establish and maintain positive, professional working relationships with staff, contractors, and vendors.
- Ability to use contemporary technology, including computers, telephones, social media, and software management programs.

- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, concentrate for long periods of time, and be flexible.
- Ability to work independently and exercise sound judgment.
- Ability to multi-task on a daily basis, performs with telephone and walk-in customer interruptions, and adapt to changing priorities.
- Ability to manage self and organize daily work and special projects effectively.

**Essential Functions (The following is a list of typical duties, not meant to be exclusive or inclusive):**

Supervises, monitors, and participates in activities assigned to the street department including but not limited to:

- Budget planning, department planning, and recommendations on capital projects.
- Managing department expenditures and assure appropriate documentation is completed.
- Work with the Public Works Director on setting goals for the department.
- Attend appropriate City Council and Council Committee meetings as requested.
- Assist in directing emergency programs necessitated by windstorms, snow, and ice.
- Schedule and assign the use of construction equipment, estimates the amount of materials, supplies, and equipment needed for planned work.
- Schedule and inspect the work of repair and maintenance crews and equipment, check paved surfaces and determine work procedures necessary to repair or patch surfaces.
- Coordinate grave openings and closings for the cemetery.
- Monitor the condition of the city streets, sidewalks, and public areas, and assures problems are corrected in a timely manner.
- Keep records of street projects and maintenance of vehicles and equipment.
- Obtain estimates and quotes for various work projects or equipment as needed.
- Maintain knowledge of applicable new local, state, and federal laws, mandates, and regulations, policies, and procedures and contemporary public works trends and initiatives. Assists in scheduling and inspecting the work of repair and maintenance crews and equipment. Check paved surfaces and determine work procedures necessary to repair/patch those surfaces.
- Assist in City celebrations and other approved activities and special events, including activities related to setting traffic cones, setting barricades, and placing trash receptacles
- Assist in the care and maintenance of street trees and trees on other municipally owned property and right-of-way, as directed.
- Perform minor mechanical repairs to City equipment and building facilities.
- Participate in the City's animal control activities.
- Plan, direct, and inspect sidewalks as part of the City's sidewalk maintenance program.
- Assist private contractors in regard to problems encountered when undertaking specific public works projects previously authorized, including work on City facilities and public land.
- Estimate the amount of material, supplies, and equipment needed for planned work.

- Respond to citizen complaints taking remedial action when necessary and reporting the same in a timely manner to the Director of Public Works.
- Recommend policies and procedures to the Director of Public Works to enhance the effectiveness and efficiency of department operations.
- Inspect problem areas to determine the nature of work required.
- Ensure compliance with OSHA standards and the City's Safety Program.
- Work with City and County emergency management and respond to all critical incidents and hazardous events in accord with the City and County all hazards plan / emergency operation plan.
- Perform winter street maintenance, including snow and ice removal, operation of snow removal equipment, loading salt/sand.
- Perform other duties as directed by the Director of Public Works or City Administrator, including working overtime hours.

**Peripheral Duties:**

- Attend seminars, professional/district meetings, and workshops related to public works duties and responsibilities. Keep apprised of developments/changes in municipal government.
- Complete necessary C.E.U. hours as required for all licenses/certifications.

**Experience and Training:**

- High school diploma or equivalent.
- Possession of or ability to possess within six (6) months a pesticide applicator's license.
- Must possess a valid Iowa driver's license and obtain a Class B Driver's License within 3 months of hire. If in possession of a valid out of state license, must be able to possess and maintain throughout employment a valid Iowa driver's license within 6 months of employment.

**Tools and Equipment Used:**

- Personal computer, including word processing, spreadsheet and data base software, 10-key calculator, telephone, copy machine, fax machine, first aid, and safety equipment.
- Cleaning and maintenance chemicals and solutions in accord with manufacturer's specifications.
- Heavy road, excavation and construction equipment, including but not limited to back hoe, dump truck, snow plow equipment, tractors and various attachments, front loader, etc.
- Hand and power tools commonly associated with public works tasks and maintenance of public works equipment.

## **Work Environment/Frequent Physical Demands:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a qualifying disability to perform the essential functions.

- The noise level in the work environment is occasional low/moderate level office noise in addition to frequent moderate / high noise exposure of public works maintenance machinery and equipment.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.
- Frequent use of physical strength requiring the moving, lifting, pushing, carrying and pulling of objects weighing up to 50 pounds or more.
- Frequent use of hands to handle objects, tools, or controls.
- Reach with hands and arms, and occasionally lift, push, and carry or pull moderately heavy objects (30-50 pounds).
- The employee is frequently required to verbally communicate and interact with public, citizen customers, vendors, staff and elected officials using active listening skills.
- Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination.
- Requires clerical, forms, numerical, and verbal perception.
- Outside work involves regular and prolonged exposure at times to the varying elements of the weather, such as rain, wind, snow, heat or cold.
- Occasionally crawling and occasional lifting, pushing, pulling and carrying objects (50 pounds or greater) may be required. Individual will be expected to lift items in this range with the assistance of a machine or other able individual.
- Employee may be exposed to darkness, close quarters, poor lighting, dirt / dust, fumes / odors, moving machinery, visual strain, mechanical and chemical hazards, traffic hazards, microbiological hazards and unpleasant social situations.
- Position may require a significant work pace pressure and irregular work hours in addition to performing during emergency management and critical incident situations.

*The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*



**Acknowledgement:**

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Adel reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Adel. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the City of Adel has a similar right.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

The City of Adel is an Equal Opportunity Employer.



## HONOR THE CALL TO SERVE

Serving on a City Board or Commission is a great way to become involved in shaping the direction of your community. If you've ever wanted to become a part of the decision-making process, please stop by the front desk of Adel City Hall to pick up an application. Applications are also available at the City's website at this location: <https://adeliowa.org/permits-and-forms/serve-on-a-city-board-or-commission/>

*Iowa Code 69.16A – Gender Balance requires City boards, commissions, and committees to be gender balanced. After a three month good faith effort to correct a gender imbalance, all qualified applicants may be considered.*

### Planning & Zoning Commission – One Opening\*

The Planning & Zoning Commission is responsible for making recommendations to the Adel City Council regarding the City of Adel's Comprehensive Plan, land use, changes in zoning, and review of subdivision plans or plats. The commission will ensure the coordinated, adjusted, and harmonious development of the City that best promotes the health, safety, morals, order, convenience, and general welfare of the City. Terms are for five (5) years. The commission meets as needed.

\*Terms ends July 1, 2021. Opening due to removal. Gender balance requires the appointment of one woman.

**APPLICATIONS DUE BY WEDNESDAY, FEBRUARY 6, 2019  
TO ADEL CITY HALL**