

**City of Spencer  
Work Session  
July 16, 2024**

**Mayor Farmer called the work session to order.**

**Attendance:**

**Mayor Farmer  
Vice Mayor Campbell  
Alderman Nance  
Alderman Blankenship  
Alderman Chandler  
Police Chief Garing  
Street Works T. Blue  
City Clerk Robinson  
City Recorder Crain**

**Agenda:**

**See attached**

**Alderman Chandler made the motion to adjourn the work session and this was seconded by Alderman Blankenship. All were in favor and work session was approved.**

  
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**Mayor**

  
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**Recorder**

**City of Spencer**  
**Work Session Agenda**  
**July 16, 2024**

❖ **Citizens Comments**

❖ **Review Objectives:**

The purpose of this work session will be to develop a needs assessment and a capital improvement plan (CIP) for the City of Spencer. In order to begin this process, we have to look at what's been done in the past; what's being done currently; and what we focus on this year and on into the future. Some of this will be to address two questions:

- What should we stop doing?
- What can we work on to improve our city government and to assist our residents?
  - We've got to remain focused while the ground around us is shifting.

❖ **PAST: Brief overview of City of Spencer's history as a municipality**

For over 60+ years Spencer has had both a utility department and a city government. With that being said, the utility department has also served as the city's public works crew. Cleaning up after storms, mowing and weed eating ride-aways, road maintenance, repairs, snow plows and salting the roads during the winter, etc..... all of this has been done by utility workers. The only exception was the care and upkeep of the city park, however, occasionally utility workers assisted with this too.

- 98% focus on utility; 2% focus on city matters
- Which now brings us to our current situation.
  - Being 100% focused on city matters

❖ **PRESENT: Brief overview of what the city is focusing on now**

➤ **Restructuring City Government**

- **Creating a public works department: March, 2024**
  - Road maintenance (mowing, patching potholes, etc.)
  - Installing & Maintaining Road signs
  - Storm damage clean-up; plow/salt roads during winter
  - Storm water drainage maintenance
  - City Park maintenance and upkeep
  - Building/vehicle/equipment maintenance
  - Other duties assigned
- **Increasing Revenues**
  - Tourism Initiatives/Grant
    - ◆ Includes hiring a person to promote tourism in Spencer/Van Buren
    - ◆ Includes marketing materials/expenses, website development, etc

- Three-Star Grant
  - ◆ Downtown Revitalization Plan
  - ◆ Possible new welcome signage
- Promote Economic Development

- **Community Involvement**

- Create an Economic & Tourism Council/Board
- Re-Branding the City with assistance from TTU (No cost)
- Re-establish the Parks/Recreation Board
- Encourage beautification of private, commercial and public properties
- Educate the residence regarding the working of city government
- Promoting public safety
- Improve communication: If we don't communicate the positive, the negative will be assumed.

❖ **FUTURE: Assess the needs of our city and develop a Capital Improvement Plan for our future**

➤ **Current Needs:**

- **Employees:**

- Employee Pay Scales – Are we in line with other municipalities our size?
- Plan for future cost of living raises
- Add additional staff as needed or convert PT to FT

- **Maintenance and repair of both office buildings and grounds**

- Paint exterior/exterior
- Roof maintenance
- Repair all rotten or damaged exterior wood
- Repave/restripe both parking lots

- **Maintenance and repair of vehicles, machinery and equipment**

- **Itemize streets to be paved/repaved**

- **Inventory missing street signs and replace**

- **Inventory sidewalks that need repaired/replaced**

- **City Park**

- New playground equipment
- Repair and/or repaint all pavilions and picnic areas
- Replace all damaged or missing grills
- Repave walking trails
- Consider rental fees for pavilions
- Increase costs for brick pavers (currently \$75; raise to \$125 to break even)

- **City Hall Location**

- Decide as to whether we remain at current location or move closer to town
- If we stay, construct new storage/maintenance building

- **Review current municipal code book and policies**
  - Last MTAS update – 2015
  - Update employee handbook
  - Update culvert policy
  - Update customer service policy
  
- **Review Municipal Judge/Court situation**
  - Alternate Municipal Judge
  - Review current ordinance regarding qualifications for municipal judge
  
- **Codes Department**
  - Hire a new codes official
  - Begin certification process
  - Begin training
  - Clean up the city
  - Contractor friendly
  
- **Police Department**
  - Third Officer – Could we use another? Yes! Can we afford another? NO!!
    - ◆ Revenues cannot accommodate another officer based on what we currently are receiving
      - Total Revenues generated by police dept. as of 6/30/24 - \$107,738
      - Expenses projected for new FY - \$140,900 (Includes salaries, vehicles, gas, etc.; does not include court costs, equipment, uniforms, etc.)
  - Extra Police Car
    - ◆ Keep it or sell it??

❖ Board Discussion (comments, questions or concerns)

❖ Adjourn