

TEMPLETON CITY COUNCIL
SEPTEMBER 23, 2013
7:00 P.M. – TEMPLETON CITY HALL

The Templeton City Council met in Special Session on this 23rd day of September 2013, at 7:00 o'clock p.m. at City Hall, Templeton, Iowa. The meeting was called to order by Mayor Ken Behrens, and the roll was called showing the following named Council Members present and absent:

Present: Jan Wieland, Dave Ramsey, Rick Hoffman, Mark Bauer & Doyle Engelen
Absent: None

Others in attendance: Joe Behrens

Approval of Agenda: Motion was made by Ramsey and seconded by Wieland to approve the agenda. All in favor, motion carried.

Mayor Behrens asked for any comments or discussion on proposed ordinance establishing a Templeton Community Center board. City Clerk Schwaller indicated no written or oral objections were received. After due consideration and discussion, Council Member Bauer introduced the following Ordinance #74 – an Ordinance establishing a Templeton Community Center board, their qualifications & responsibilities and moved to approve the first reading, seconded by Hoffman. Roll call taken.

Ayes: Hoffman, Wieland, Ramsey, Bauer, & Engelen
Nays: None

Council Member Bauer made a motion to waive the second & third readings, seconded by Engelen. Roll call taken.

Ayes: Bauer, Engelen, Wieland, Hoffman, & Ramsey
Nays: None

Council Member Engelen made a motion to waive the final reading, seconded by Bauer. Roll call taken.

Ayes: Wieland, Hoffman, Engelen, Ramsey, & Bauer
Nays: None

Whereupon, Mayor Behrens declared motion duly carried and ordinance #74 passed.

ORDINANCE NO. 74

**AN ORDINANCE ESTABLISHING THE TEMPLETON COMMUNITY CENTER BOARD,
QUALIFICATIONS, AND THEIR RESPONSIBILITIES.**

TITLE V HUMAN DEVELOPMENT - EDUCATION AND CULTURE

CHAPTER 1 COMMUNITY CENTER

- 5-1-1 Templeton Community Center
- 5-1-2 Board Members
- 5-1-3 Qualifications of Board Members
- 5-1-4 Organization of the Board
- 5-1-5 Powers and Duties
- 5-1-6 Community Center Accounts
- 5-1-7 Annual Report

5-1-1 COMMUNITY CENTER. There is hereby established The Templeton Community Center at 230 South Fifth Avenue. The Templeton Community Center was developed as a publicly-owned and operated multi-purpose recreation, activities, and events facility that will serve both the needs and interests of the Templeton community and its residents and also to bring people to the community for tourism and other events that will further economic development in Templeton. The facility shall be known as the Templeton Community Center or any other such name as is designated by the Council and the Board.

5-1-2 BOARD MEMBERS. The Board of the Templeton Community Center, hereinafter referred to as the Board, consists of seven (7) members consisting of five (5) residents of Templeton and two (2) non-resident members. All Board members shall be appointed by the Mayor and approved by the City Council.

5-1-3 QUALIFICATIONS OF BOARD MEMBERS. All resident members of the Board shall be bona fide citizens and residents of the City of Templeton, and the nonresident members shall be a bona fide citizen and resident of the unincorporated County around Templeton having either a Templeton Telephone Company phone number or a Templeton mailing address or both. One of the resident members shall also be a member of the City Council. All members of the Board shall be over the age of eighteen (18).

5-1-4 ORGANIZATION OF THE BOARD.

1. Terms of office. All appointments to the Board shall be for two (2) years, except to fill vacancies. Each term shall commence on January 1. Members may serve for more than one term and each member shall serve until the appointment of a successor.

2. The original appointments of the members of the Board shall be four (4) members for two years and three (3) members for one year, from January 1 following the year of such original appointment.

3. Vacancies. The position of any member shall be declared vacant if said member moves permanently from the City or is no longer a member of the City Council (for resident members) or the area (for nonresident members), or if said member is absent from four (4) consecutive regular meetings of the Board, except in the case of sickness or temporary absence from the City. Vacancies in the Board shall be filled by the in the same manner as prescribed in Section 5-1-2 above, and the new member shall fill out the unexpired term for which the appointment is made.

4. Compensation. Board members shall receive no compensation for their services.

5. Quorum. A simple majority of the Board shall constitute a quorum for the transaction of business.

6. Meetings. The Board shall determine its own meeting schedule according to its own needs and to ensure the successful management and operation of the Community Center in cooperation with the Community Center Manager, but at a minimum The Board shall meet at least three times a year.

5-1-5 POWERS AND DUTIES. The Board shall have and exercise the following powers and duties:

1. To meet and elect from its members a president, a secretary, and such other officers as it deems necessary.

2. To have charge, control and supervision of the Templeton Community Center, its appurtenances, fixtures, equipment, and rooms containing the same.

3. To direct and control all the affairs of the Community Center.

4. To employ a Community Center Manager, and authorize the manager to employ such assistants and employees as may be necessary for the proper management and operation of the Community Center, and fix their compensation; provided, however, that prior to such employment, the compensation of the manager and other employees shall have been fixed and approved by a majority of the members of the Board voting in favor thereof.

5. To remove by a majority vote of the Board the manager and provide procedures for the removal of assistants or employees for misdemeanor, incompetency, inattention to duty or other such action as determined by the Board to be justification for removal.

6. To select, or authorize the manager to make purchases of supplies, equipment, furnishings, or other need items for the Community Center within budgetary limits set by the Board.

7. To authorize the use of the Community Center and to fix charges therefor.

8. To make and adopt, amend, modify or repeal rules and regulations, not inconsistent with City of Templeton Ordinances and the law, for the care, use, government and management of the Community Center and the business of the Board.

9. To have exclusive control of the expenditure of all funds allocated for Community Center purposes by the City Council.

10. To keep a record of its proceedings.

11. To enforce the performance of conditions of gifts, donations, devises and bequests accepted by the City on behalf of the Community Center. The Board shall enforce performance by taking action against the City Council.

5-1-6 COMMUNITY CENTER ACCOUNTS. All money appropriated by the City Council from the general fund or any other fund for the operation and maintenance of the Community Center shall be set aside in an account for the Community Center. Expenditures shall be paid for only on orders of the Board, signed by the Mayor and City Clerk. The warrant writing officer is the City Clerk.

5-1-7 ANNUAL REPORT. The Board shall make a report to the City Council immediately after the close of the municipal fiscal year. This report shall contain statements of the condition of the Community Center, information on types and number of events held, the amount of funds collected, and the amount of money expended in the maintenance and operation of the Community Center during the year, together with such further information required by the City Council.

WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed by the Council on the 23rd day of September 2013, and approved on the 23rd day of September 2013.

Ken F. Behrens, Mayor

ATTEST:

Rhonda Schwaller, Templeton City Clerk

After due consideration and discussion, Council Member Ramsey introduced the following resolution and moved its adoption, seconded by Council Member Wieland. The Mayor put the question upon the adoption of said resolution, and the roll being called, the following Council Members voted:

Ayes: Ramsey, Hoffman, Bauer, Wieland, & Engelen

Nays: None

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

RESOLUTION NO. 1023-13

**RESOLUTION TO APPROVE JOB DESCRIPTION DUTIES, RESPONSIBILITIES,
EXPECTATIONS FOR THE TEMPLETON COMMUNITY CENTER'S MANAGER/EVENTS
COORDINATOR**

WHEREAS, City of Templeton has established a Templeton Community Center located at 230 S. 5th Avenue, Templeton, Iowa. The Templeton Community Center was developed as a publicly-owned and operated multi-purpose recreation, activities, and events facility that will serve both the needs and interests of the Templeton Community and its residents; and

WHEREAS, the Templeton Community Center Manager (Manager) is responsible for the overall daily operations of the Templeton Community Center. The Manager is responsible to the Templeton Community Center Board and will meet stated objectives of this position by meeting the basic qualifications and skills and performing the following essential functions; and

Section 1: BASIC MINIMUM QUALIFICATIONS

- Excellent written and verbal communication skills
- Excellent customer service skills
- Promote, organize, schedule and coordinate events
- Promotion and marketing of facility & services
- Ability to hire, schedule, and manage staff and volunteers
- Ordering and inventory of supplies
- Work occasional evenings and weekends
- Assist with and/or facilitate cleaning and maintenance of facility as necessary
- Completion of I-PACT (Iowa Program for Alcohol Compliance Training)

Section 2: SPECIFIC DUTIES & EXPECTATIONS

Marketing, Promotion, & Client Communication

The manager will promote the Templeton Community Center to a variety of potential clients for a variety of uses. The manager will advertise, make cold calls, make presentations, call on customers, and provide other communication as necessary to ensure a high level of activity and use of the facility for different types of events including banquets, meetings, weddings, conferences, games, etc. The manager will work with other service providers (caterers, photographers, decorators, etc.) to maintain information that will help in marketing the facility to clients.

The manager will be expected to meet potential and actual clients and learn about the purpose and expectations for an event, which may include follow-up meetings, phone calls, e-mail, or other communication as necessary, to review event client's arrangements and to address any concerns or changes that may arise. It is imperative to have excellent listening and communication skills during each client meeting or communication. The manager will provide potential and actual clients with accurate cost proposals for use of the facility.

Planning and Coordinating Event Activities

The manager will be responsible for the scheduling and booking of all events and activities. The manager will take calls, e-mails, etc. and maintain an accurate calendar of events for the facility. The manager will help coordinate and oversee setup, delivery of supplies, arrangement of tables and décor (linens, floral, color scheme, etc.) as appropriate or applicable to the occasion. The manager will also be responsible for the provision of services, including equipment and technology set up for a formal presentation as applicable. The manager will be expected to coordinate with local groups on various events and occasionally provide assistance, including the Funeral Committee, TCBA, KC's, etc.

Arrange Supplies and Services

The manager will coordinate and order all supplies and services for events and maintain appropriate and sufficient inventory. The manager will work with suppliers and service providers on availability for an event to ensure the best service to clients. The manager will work with caterers, photographers, DJ's, florist, videographers, etc. and on-site staff to ensure all details about events are accurate and handled in a professional manner.

Hiring, Scheduling, and Staff Training/Coordination/Management

The manager will be responsible for hiring and scheduling of part-time staff for event setup, bartending, cleaning, and other staffing needs as necessary. The manager may request the assistance of the Board with interviews. The manager will make sure sufficient employees are scheduled to adequately staff events and provide the best service to clients, including proper training and education as necessary (i.e., bartender's knowledge of making drinks, portion sizes, alcohol rules, etc.). The manager will closely and accurately monitor and track hours to ensure staff is on task and make sure clients and guests are safe and satisfied with their experience, while also being conscious of budgetary constraints. The manager will turn in accurate payroll records to the City Clerk for processing in a timely fashion.

Facility and Event Monitoring

The manager will be responsible for monitoring of the facility, including opening the facility and making sure it is properly shut down and locked following an event. The manager will make sure inventory is secure and accessible only by appropriate persons. The manager will ensure that the facility in general and specific areas in the facility are only accessible by appropriate persons while being conscious of the fact that it is a community-owned facility designed for the use and enjoyment of the community. The manager will know when the building is being used and by whom and make sure that events or use is monitored as necessary.

Financial Management & Record Keeping

The manager will monitor and track the finances of the facility including receipts, expenses, and payroll. The manager will keep accurate records of all finances and use of the facility. The manager will prepare payment requests and deposits for submittal to the City Clerk for processing and keep the Board apprised of all financial matters. The manager will ensure upfront communication of payment policies with clients and ensure proper invoicing and collection of rental fees and the collection and return of deposits as necessary. The manager will be conscious of the facility budget and manage finances to minimize staff, supply, or inventory overruns. The manager will work with the City Council on budgeting for the facility on an annual basis.

Clean Up and Maintenance

The manager will ensure that the facility is kept clean and presentable at all times including routine/basic cleaning throughout building (restrooms, public areas, etc.) and clean up before and after events and maintenance of building as needed. Routine cleaning and maintenance may be done by the manager or by other staff as determined by the manager. The manager will be responsible for reporting major problems with the building to the Board and/or other City Staff or Officials as appropriate.

Other Duties As Needed or Assigned

The manager will be responsible for duties that may not be specifically listed in this document but are necessary to the successful operation of the facility and satisfaction of all clients. The manager's responsibilities may be periodically reviewed and changed by the Board from time to time.

Section 3: EMPLOYMENT INFORMATION

Classification: Part-time, approximately 20 hours per week
Reports to: Templeton Community Center Board

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TEMPLETON, IOWA, approving the Templeton Community Center Manager/Events Coordinator's job description duties, responsibilities, and expectations.

Passed and approved by the City Council of the City of Templeton, Iowa this 23rd day of September, 2013.

CITY COUNCIL OF THE
CITY OF TEMPLETON, IOWA

BY: _____
Ken F. Behrens, Mayor

ATTEST:

BY: _____
Rhonda Schwaller, City Clerk

Council discussed proposed ad for the manager's position at the Templeton Community Center. Council instructed City Clerk Schwaller to place the following ad in the Daily Times Herald, the Advertiser, the Manning Monitor, & the Coon Rapids Enterprise. Ad will also be posted at City Hall, Templeton Post Office & the Templeton Savings Bank. Council also requested City Clerk to check with the Templeton Telephone Company if ad can be posted on cable TV.

Manager's Position Ad →

Templeton Community Center Manager

The City of Templeton is seeking motivated applicants for the position of Manager for the Templeton Community Center, which is currently under construction and will fully open in 2014. The position will initially be a part-time position averaging 20 hours/week, and responsibilities involve the daily operations of a multi-purpose recreation and event center owned and operated by the City of Templeton, Iowa. The Manager is responsible to the Community Center Board, and the position requires the following basic skills and responsibilities:

- Excellent communication and customer service skills
- Promotion and marketing of facility & organization and scheduling of events
- Ability to hire, schedule and manage staff and volunteers
- Ordering and inventory of supplies
- Work occasional evenings and weekends
- Assist with and/or facilitate cleaning and maintenance of facility as necessary

Previous management or other experience in hospitality, bar, service, or marketing position will be helpful but not required. Starting salary will depend on qualifications, and the position comes with some benefits. A full job description is available from the City Clerk or by visiting the website at www.templetoniowa.com. Interested applicants should send a resume and references to the following address:

**City of Templeton
PO Box 106
Templeton, IA 51463
(712) 669-3443**

Applications will also be accepted by e-mail and should be sent to citytemp@netins.net. Applicants are encouraged to apply by October 15, 2013, but the position will be open until filled. The City of Templeton is an equal opportunity employer.

After due consideration and discussion, Council Member Wieland introduced the following resolution and moved its adoption, seconded by Council Member Bauer. The Mayor put the question upon the adoption of said resolution, and the roll being called, the following Council Members voted:

Ayes: Engelen, Bauer, Ramsey, Hoffman, & Wieland
Nays: None

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

RESOLUTION NO. 1024-13

RESOLUTION TO APPROVE BADDING CONSTRUCTION'S CHANGE ORDER #001 - VALUE ENGINEERING ITEMS FOR THE TEMPLETON COMMUNITY CENTER PROJECT

WHEREAS, Badding Construction, 814 West 9th St., Carroll, Iowa presented change order #001 to Simonson & Associates Architects, LLC to deduct \$20,282.42 from Badding Construction's original contract price of \$1,041,100.00 ; and

WHEREAS, a net decrease of \$20,282.42 is for the following value engineering items as follows; and

Templeton Community Center Project
Value Engineering Items

<u>ITEM DESCRIPTION</u>	<u>COST SAVINGS</u>
CONTRACT	
Contract increase to hire Irlmeier Painting	\$1,612.00
WINDOWS	
Bid Alternate No. 6, option 1: Aluminum Storefront windows (3 solid panes per opening)	(\$10,400.00)
MILLWORK/CABINETRY	
Use 120° stock hinges instead of specified 170° hinges (cabinet doors)	(\$172.00)
Use 4" dull chrome wire pull instead of specified 5" wire pull (cabinet doors & drawers)	(\$162.00)
Use melamine drawers instead of specified wood drawers	(\$685.00)
Use standard materials instead of specified NAUF core	(\$357.00)
Corian Group "C" Selection	(\$1,428.00)
DOORS	
Change exterior aluminum doors to non-thermally broken doors in lieu of specified thermally broken doors	(\$2,700.00)
ELECTRICAL	
Electrical power in floor of Conference Room	\$567.00
FINISHES	
Remove epoxy flooring and replace with tile and quarry tile	(\$6,557.42)
Total Adjustments: (\$20,282.42)	

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TEMPLETON, IOWA, that said contract price to Badding Construction, 814 West 9th St., Carroll, Iowa with all approved change orders shall be \$1,020,817.58.

Passed and approved by the City Council of the City of Templeton, Iowa this 23rd day of September, 2013.

CITY COUNCIL OF THE
CITY OF TEMPLETON, IOWA

BY: _____
Ken F. Behrens, Mayor

ATTEST:

BY: _____
Rhonda Schwaller, City Clerk

At 7:32 o'clock p.m. and with no further business before the council at that time, they agreed to adjourn. Bauer moved to adjourn and Wieland seconded the motion. All voted aye, motion carried.

Ken F. Behrens, Mayor

Rhonda Schwaller, City Clerk