

City of Hills

Council Members

Bruce Endris
Steve Harris
Merle Hill
Thom Kirkpatrick
Cathy Knebel

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Mayor

Tim Kemp
City Administrator
Cathy Fitzmaurice-Hill
Deputy Clerk
Donna Hicks

Hills City Council
Regular Meeting
Hills Fire Department Meeting Room @ 7:00 PM
January 26, 2015

- **Consent Agenda:**
 - Minutes from meeting January 12, 2015
 - Minutes from work session January 21, 2015
 - Bills from January 12 - January 26
- **Public Discussion**
- **New Business**
 - Discussion and possible action on request for funding from Hills Elementary Resource Center.
 - Discussion and possible action on request for funding from the Coalition for a Greater Hills Community.
 - Discussion and possible action on hiring Bond Counsel for SRF Wastewater Treatment Plant Facility Plan.
 - Discussion and possible action on adding agricultural zone to Hills Zoning Code.
 - Discussion, review and possible action on General Safety Manual.
 - Discussion and possible action on renewal of Wastewater Management Contract.
- **Previous Business**
 - Discussion and possible action on Water utility
 - Discussion and possible action on Wastewater Treatment Plant Facility Plan
 - Discussion on FY16 Budget
- **Council Action List, Comments, Concerns, Reports**
 - Mayor
 - Attorney
 - City Administrator
 - Water
 - Maintenance
 - Fire Department
 - Sewer
- **Adjournment**

Hills City Council
Meeting
January 12, 2015
7:00 PM

Hills Fire Station Meeting Room

The regular Hills City Council meeting was called to order by Mayor Tim Kemp at 7:01 PM on Monday, January 12, 2015 at the Hills Fire Station Meeting Room.

Council members present were: Cathy Knebel, Bruce Endris, Steve Harris, Merle Hill and Thom Kirkpatrick

A motion was made by Kirkpatrick seconded by Hill to approve the consent agenda approving minutes from December 22, 2014, bills from December 22, 2014 thru January 12, 2015, naming Gazette as official publication and appointing Ron Wolfe as City Maintenance. Ayes: 5. Motion passed.

Public Discussion:

There were no comments from the public.

New Business:

Resolution 2015-01 naming City Depositories for 2015 was introduced. The Depository listed is Hills Bank and Trust. A motion was made by Knebel and seconded by Kirkpatrick to approve Resolution 2015-01. Roll call was held. Ayes – 5. Resolution 2015-01 passed.

Resolution 2015-02 approving and authorizing the Mayor to sign Contractor's Application for Payment No. 7 to the Contract with Dave Schmitt Construction Co Inc for Hills Municipal Water System – Division 1 was introduced. The requested amount of \$291,132.63 has been reviewed and approved by Fox Engineering. A motion was made by Kirkpatrick and seconded by Hill to approve Resolution 2015-02. Roll call was held. Ayes – 5. Resolution 2015-02 passed.

Resolution No. 2015-03 Appointment and Compensation Schedule for City Attorney was introduced. City Attorney Erek Sittig has requested a rate of \$120/hour. A motion was made by Knebel and seconded by Harris to approve Resolution 2015-03. Roll call was held. Ayes – 5. Resolution 2015-03 passed.

The Council was provided worksheets to review for the estimated FY16 budget. A work session will be held on January 21, 2015 at 6:00 p.m. at the Hills City Office to review the FY16 budget.

The Council discussed current Boards and Commissions. City Administrator reported that we have a Board of Adjustment and a Board of Appeals but the Appeals Board was never set up by Ordinance. The Council felt that both Boards had similar functions and could be combined. A correction will need to be made to a referral to the County Board of Appeals in the Hills City Code. The ordinance describing the role of the Board of Adjustment will also be reviewed to determine if changes need to be made to include functions of the Board of Appeals. An opportunity to fill the vacancy on the Board of Adjustment will be offered to current Board of Appeals members. To ensure compliance with gender equity on Boards a male will be given preference as the current Board of Adjustment has 3 females and 1 male.

Old Business:

The Council reviewed a progress map provided by Shive showing completed work on the water construction project. Jim Wolfe informed the Council that meters are currently being installed in Oak Crest Hills Estates. The Council felt it would need to soon discuss when to start billing with meter readings.

The City Administrator reported that the City has been approved for an SRF Planning and Design loan in the amount of \$350,000. The Council directed her to proceed with Dorsey & Whitney to complete the steps to secure the loan.

REPORTS:

Attorney: No report.

Fire Chief: No report.

Maintenance: No Report.

Sewer: Bruce reported that the lagoons are frozen.

Administrator: No additional report.

Mayor: No report

A motion was made by Knebel and seconded by Kirkpatrick to adjourn the meeting at 7:31 PM . Ayes: 5 Motion carried.

Tim Kemp, Mayor

Cathy Fitzmaurice-Hill, Administrator

Hills City Council
Meeting
January 21, 2015
6:00 PM
Hills City Hall Meeting Room

Mayor Pro Tem Cathy Knebel called the meeting to order at 6:02 PM. Council members present were: Bruce Endris, Steve Harris, Merle Hill, Thom Kirkpatrick and Cathy Knebel. Absent: Mayor Tim Kemp.

Discussion was held on Ordinances that may require changes or updating in 2015. The City Administrator provided recommendations to the Council landfill charges, utility penalties, Board of Appeal and Zoning Ordinances.

Discussion was held on Resolutions needed to coincide with Ordinances and set fees for City services.

The Council reviewed the FY16 budget for City of Hills by discussing line by line revenues and expenses.

The work session ended at 7:52 PM.

Cathy Knebel, Mayor Pro Tem

Cathy Fitzmaurice-Hill, City Administrator

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ

HILLS BANK & TRUST GENERAL								
IAN15	1	1/26/15	1/26/15	1131 ABSOLUTE GRAPHICS & SIGNS LIFT RENTAL	120.00	001	001-499-6440	1
				INVOICE TOTAL	120.00			
				VENDOR TOTAL	120.00			
1139 ALLIANT UTILITIES								
IAN15	1	1/26/15	1/26/15	4916015906002 1/2 FIRE D	98.68	001	001-150-6371	1
	2			4916014001001 STREET LIG	852.83	001	001-230-6371	1
	3			4916015906002 1/2 FIRE D	98.67	001	001-650-6371	1
	8			4916015907001 SIREN	52.05	001	001-650-6371	1
	9			4916015865001 MAINT BLDG	323.13	001	001-650-6371	1
	10			4916015019501 SIGN LIGHT	21.44	001	001-650-6371	1
	11			4916014882201 BALL PARK	152.65	001	001-650-6371	1
				INVOICE TOTAL	1,599.45			
				VENDOR TOTAL	1,599.45			
1269 NEUZIL, SANDERSON & SIGAFOOSE, P								
IAN1515	1	1/26/15	1/26/15	LEGAL	839.50	001	001-640-6411	1
				INVOICE TOTAL	839.50			
				VENDOR TOTAL	839.50			
1046 GAZETTE COMMUNICATIONS								
2561106	1	1/26/15	1/26/15	DEC MIN/EXP/REV	105.16	001	001-650-6414	1
				INVOICE TOTAL	105.16			
				VENDOR TOTAL	105.16			
1068 I WIRELESS								
DEC14	1	1/26/15	1/26/15	CELL PHONE	67.95	001	001-650-6373	1
				INVOICE TOTAL	67.95			
1068 I WIRELESS								
IAN1515	1	1/26/15	1/26/15	CELL PHONE	55.09	001	001-650-6373	1
				INVOICE TOTAL	55.09			
				VENDOR TOTAL	123.04			
1099 JOHNSON COUNTY RECORDER								
IAN15	1	1/26/15	1/26/15	RECORD SIDEWALK RELEASES	14.00	001	001-650-6515	1
				INVOICE TOTAL	14.00			
				VENDOR TOTAL	14.00			
1130 MID AMERICAN ENERGY								
IAN15	1	1/26/15	1/26/15	7799078018 1/2 FIRE DEPT	240.23	001	001-150-6371	1
	2			7799078018 1/2 FIRE DEPT	240.23	001	001-650-6371	1
	3			0882108014 PUMP HOUSE	10.00	001	001-650-6371	1
	4			7715078014 MAIN BLDG	216.82	001	001-650-6371	1
				INVOICE TOTAL	707.28			

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL ACCOUNT	CK SQ
				VENDOR TOTAL	707.28		
307263	1	1/26/15	1/26/15	1349 IOWA OFFICE SUPPLY INC COPIES	50.53	001 001-650-6414	1
				INVOICE TOTAL	50.53		
				VENDOR TOTAL	50.53		
JAN15	1	1/26/15	1/26/15	1291 SECRETARY OF STATE NOTARY FEE	30.00	001 001-650-6515	1
				INVOICE TOTAL	30.00		
				VENDOR TOTAL	30.00		
JAN15	1	1/26/15	1/26/15	1198 STAPLES DESK	218.02	001 001-650-6504	1
	2			OFFICE SUPPLIES	113.16	001 001-650-6506	1
				INVOICE TOTAL	331.18		
				VENDOR TOTAL	331.18		
180278	1	1/26/15	1/26/15	1203 STUTSMAN INC FIRE DEPT FUEL	94.07	001 001-150-6331	1
				INVOICE TOTAL	94.07		
				VENDOR TOTAL	94.07		
DEC14	1	1/26/15	1/26/15	1211 TRUENORTH COMPANIES AD&D INSURANCE	292.60	001 001-150-6515	1
				INVOICE TOTAL	292.60		
				VENDOR TOTAL	292.60		
				GENERAL	4,306.81		
				ROAD USE TAX			
180514	1	1/26/15	1/26/15	1203 STUTSMAN INC HYDRAULIC LEAK PLOW	92.00	110 110-210-6332	1
				INVOICE TOTAL	92.00		
JAN15	1	1/26/15	1/26/15	SNOW REMOVAL	680.00	110 110-250-6470	1
				INVOICE TOTAL	680.00		
				VENDOR TOTAL	772.00		
				ROAD USE TAX	772.00		
				WATER			
JAN15	5	1/26/15	1/26/15	1139 ALLIANT UTILITIES 4916016300502 PUMP HOUSE	285.41	600 600-810-6371	1
				INVOICE TOTAL	285.41		

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				VENDOR TOTAL	285.41			
11411704	1	1/26/15	1/26/15	1195 SHIVE HATTERY WATER ENG	2,430.27	600	600-810-6407	1
				INVOICE TOTAL	2,430.27			
				VENDOR TOTAL	2,430.27			
				WATER	2,715.68			
				SEWER				
JAN15	4	1/26/15	1/26/15	1139 ALLIANT UTILITIES 4916015217001 3RD LIFT S	292.30	610	610-815-6371	1
	6			4916014431501 LAGOON	900.99	610	610-815-6371	1
	7			4916016300702 OK LIFT ST	58.35	610	610-815-6371	1
				INVOICE TOTAL	1,251.64			
				VENDOR TOTAL	1,251.64			
1Y00303	1	1/26/15	1/26/15	1287 KEYSTONE LABORATORIES SEWER TESTS	86.58	610	610-815-6380	1
				INVOICE TOTAL	86.58			
				VENDOR TOTAL	86.58			
JAN15	1	1/26/15	1/26/15	1218 VAN METER INDUSTRIAL INC FUSES	67.24	610	610-815-6399	1
				INVOICE TOTAL	67.24			
				VENDOR TOTAL	67.24			
				SEWER	1,405.46			
				HILLS BANK & TRUST TOTAL	9,199.95			
				TOTAL MANUAL CHECKS	.00			
				TOTAL E-PAYMENTS	.00			
				TOTAL PURCH CARDS	.00			
				TOTAL ACH PAYMENTS	.00			
				TOTAL OPEN PAYMENTS	9,199.95			
				GRAND TOTALS	9,199.95			

January 15, 2015

Cathy Fitzmaurice-Hill
City Administrator/Clerk/City Hall
Post Office Box 345
201 N 1st Street
Hills, Iowa 52235-0345

Re: Hills, Iowa
2015-2016 SRF Sewer Improvement Project

Dear Cathy:

The purpose of this letter is to explain our role as bond counsel for the City of Hills (the "City") proposed SRF Sanitary Sewer System Improvement Project (the "Project") to be financed through the Iowa Finance Authority and its State Revolving Fund loan program. It is our understanding that the City will first enter into a Planning and Design Loan (the "P&D Loan") to cover engineering expenses while the Project is designed. Subsequently, the City will enter into a long term loan (the "Bond Issue") to finance construction of the Project.

As bond counsel to the City, it is the responsibility of our law firm to provide legal guidance and documentation for the authorization of the P&D Loan and the eventual authorization of the Bond Issue. In the course of the representation, we will prepare appropriate resolutions, notices, agreements and certificates, consult with the City's engineers and undertake such additional duties as we deem necessary to protect the City's interests and to maintain legal compliance. At closing of both the P&D Loan and the Bond Issue, if the conditions are right, we will provide our written legal opinions with respect to the nature and validity of each respective credit facility and the federal income tax treatment of the interest to be paid thereunder.

In performing our services as bond counsel, our sole client will be the City. We will not represent any other party in this financing and it is mutually understood that the services to be provided by us as described herein are solely for the benefit of the City.

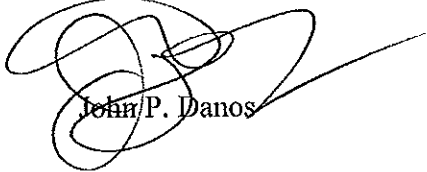
Based upon: (i) our current understanding of the terms, structure, size and schedule of the Project and its financing, (ii) the duties we will undertake, (iii) the time we anticipate devoting to the representation, and (iv) the responsibilities we assume, we estimate that our fees and expenses related to the P&D Loan will not exceed \$2,500 and our fees and expenses related to the Bond Issue will not exceed \$8,500. To the extent that the City elects to enter into additional credit facilities for the financing of the Project and/or involves us as legal counsel with respect to the construction contracting process for the Project, we may update our estimates to include the additional work.

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If this arrangement is approved by the City, please execute this letter as indicated in the space provided below and return a copy to us by either (i) scan and email to Lemke.susan@dorsey.com or (ii) by fax to the attention of Susan Lemke at (515) 283-1060.

We look forward to working with you on behalf of the City.

Best regards,



John P. Danos

Enclosures

I understand and agree to the arrangements stated above.

CITY OF HILLS, IOWA

BY: _____
Mayor

Date: _____

Attest: _____
City Clerk

Date: _____

**GENERAL SAFETY MANUAL FOR
CITY OF HILLS**

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CITY OF HILLS

MANAGEMENT STATEMENT OF SAFETY POLICY

The success of the City of Hills depends upon our efficient use of resources to produce a high quality product for the citizens of our community. Our most important resource is our employees. To protect this resource, we are committed to providing a safe and healthful workplace for all employees by establishing and maintaining an effective safety and health program. We consider safety to be a core value of our organization's operations.

The occupational safety program of the City of Hills is organized to give each department responsibility for the accident prevention program. All employees at all levels of our workforce are directed to make safety a matter of continuing concern, equal in importance to all other operational considerations. We are all expected to cooperate in implementing safety practices and to adopt the concept that the safe way to perform a task is the most efficient, and the only acceptable way to perform it.

Mayor, City of Hills

Date

Safety Responsibilities

Management and Department Head Safety Responsibilities

Management (City Administrator) is responsible for providing a place of employment that is free from recognized hazards that could result in injuries or accidents. Since it is impossible for management to personally observe all employee activities, management must rely on and assure that all supervisors and/or department heads are trained and aware of their safety responsibilities. Other safety responsibilities for managers include:

1. Provide leadership and direction concerning safety activities.
2. Participate actively in the continuous evaluation of the safety program.
3. Set goals concerning safety performance within your department.
4. Review losses for potential trends on a regular basis.
5. Enforce all safety rules.
6. Participate in facility and work site audits.
7. Participate and support all accident investigation activities.
8. Review accident reports and recommend corrective actions.

Supervisors' Safety Responsibilities

Safety is as much a part of the supervisor's responsibility as is getting the job done efficiently. Any and all employees of the City of Hills acting in a supervisory capacity shall adhere to the following important safety responsibilities:

1. Familiarize yourself with and enforce the safety rules and regulations that have been established by applicable local, state and federal organizations. These regulations are intended to set minimum standards for safety and the contents of the regulations should be enforced as minimum safety requirements for all activities on the City of Hills worksites and facilities.
2. Correct all reported hazards. Operating under known hazardous conditions will not be tolerated.
3. Do not permit new or inexperienced employees under your supervision to work with power tools, machinery or complex equipment without proper instruction and training.
4. Give adequate instructions. Do not assume that an employee knows how to do a job unless you personally have knowledge that the person can perform the task correctly.
5. Ensure tools, equipment and machinery being used in the workplace is in proper working condition. Do not allow the use of unsafe tools or equipment under any circumstances.
6. Ensure that proper personal protective equipment is available and used by employees when necessary or required.
7. Always set a good example in safety, such as wearing the proper safety equipment (safety glasses, hard hats, etc.), following policies/procedures, using seat belts, etc.
8. Consistently enforce the requirements of the City of Hills' safety program and any associated rules or policies.
9. Ensure that all employees have access to a copy of the City of Hills safety program.
10. Encourage safety suggestions from employees under your supervision.
11. Obtain prompt first aid for injured employees.
12. Participate in accident or incident investigations involving your employees.

13. Conduct audits of all work areas and facilities on a regular basis in an effort to improve housekeeping, eliminate unsafe conditions and encourage safe work practices.

Employee Safety Responsibilities

All employees carry a certain amount of responsibility in any safety program. You must be aware that your actions, mental state, physical condition, and attitude directly affect the safety of yourself and your fellow employees. All employees are expected to:

1. Know your job, follow instructions, and think before you act.
2. Use protective equipment (eye protection, hard hats, gloves, etc.), as the job requires.
3. Work according to good safety practices as posted, instructed, and/or discussed.
4. Refrain from any unsafe act that might endanger yourself or your fellow workers.
5. Use all safety devices provided for your protection.
6. Report any unsafe situations or act to your supervisor immediately.
7. Assume responsibility for thoughtless or deliberate acts that may cause injury to yourself or your fellow workers.
8. Abide by all policies, procedures, rules, etc. associated with the City of Hills' Safety Program.
9. Never operate equipment that you are unfamiliar with or not trained to use. Also, equipment that is defective or in need of repair shall not be used and must be reported to your supervisor.
10. Report all accidents/incidents to your supervisor as soon as they occur. Failure to report any injury or incident may be cause for disciplinary action.

Safety Committee

The City of Hills shall establish a safety committee. The size of the community and number of employees dictates that this committee should be composed of three to five employees, officials and/or community members chosen by the governing body. These individuals should be chosen from various work areas and should represent individuals in both supervisory and non-supervisory positions. Members of this committee should have familiarity with the overall work area and equipment of the community. This committee shall include a member from Hills maintenance staff, a member from the Hills Volunteer Fire Department, and a member from the Hills City Office. The committee shall elect a chairperson who will be responsible for scheduling meetings, notifying committee members, and following up on items discussed. The committee shall meet bi-annually or as needed. The committee will have the following responsibilities:

1. Review accident/injury investigation reports from all departments to see if corrective measures need to be implemented.
2. Ensure that quarterly inspections are conducted in each department's work areas, tools and equipment to identify safety hazards and recommend ways to correct hazards.
3. Coordinate the development of safety rules and safe work methods.
4. Coordinate safety training between departments when possible.
5. Report the activities of the committee by sending minutes to all departments for posting where all department employees have an opportunity to review them.

Medical Emergency Procedures

The following actions should be taken in the event of a medical emergency:

1. Call **911**.
2. Make sure site is safe before providing assistance. **Do not attempt rescue alone!**
3. Provide assistance to injured person.
4. Notify City Administrator or designee at 319-679-3197.

Each building will have emergency contact and telephone numbers posted in a conspicuous manner.

Incident Reporting and Company Nurse

As a member of the Iowa Municipalities Workers' Compensation Association, all City of Hills employees are required to report all potential work-related injuries using Company Nurse. Reporting claims through Company Nurse provides employees access to 24-hour, 7 days a week claims reporting and medical recommendations (triage) from a registered nurse. This report replaces the First Report of Injury Form.

To report a claim through Company Nurse, call 1-888-770-0928 and use group code: IMWCA.

Employees that fail to report injuries to Company Nurse within 24 hours may be subject to discipline.

Injury and Incident Reporting and Investigation

Many incidents and injuries occurring in the workplace or that involve equipment and property are preventable. In order to prevent future incidents and injuries, it is necessary to immediately review the circumstances surrounding each incident. Once the primary cause for the incident has been established, action shall be taken to prevent a reoccurrence. An Accident/Injury Investigation Form has been developed to facilitate the investigation. The assigned investigator shall complete this form and a copy will be forwarded to the City Administrator and Safety Committee as applicable for the following incidences:

1. Any work-related accident resulting in an employee needing medical attention.
2. Any work-related accident resulting in damage to property or equipment.

Anytime an employee is involved in an accident with a city vehicle which involves private property, whether there is damage or not, the Sheriff's Department should be called immediately. If the Sheriff's Department is called on an incident, the report shall accompany the Investigation Form.

If the investigation determines an employee has contributed to the cause of an incident by failure to obey laws, department or safety rules and regulations, disciplinary action may result.

The employee shall provide a written response to any recommendations by the safety committee or the investigator that outlines the corrective actions taken by the employee.

Copies of all incident reports and corrective actions shall be kept on file with a copy of the OSHA 300 log for the year that the incident occurred in.

Employer Investigation Report available at www.imwca/org/Claims/pages/Forms.aspx.



Employer Investigation Report

The *Employer Investigation Report* must be completed and returned to IMWCA as soon as possible after the incident.

Employee name: _____

Department/occupation: _____

Date/time of injury: _____

Location of incident: _____

How did the incident occur?

Was first aid given? YES NO
If yes, by whom? _____

Was the employee sent to a medical facility? YES NO
If yes, give the name and address: _____

Did the incident occur because of an unsafe act or unsafe condition of equipment? YES NO
If yes, explain: _____

Was there corrective action taken to prevent accident from happening again? YES NO
If yes, explain: _____

List names and occupations of witnesses:

Name: _____	Occupation: _____
Name: _____	Occupation: _____
Name: _____	Occupation: _____
Name: _____	Occupation: _____
Name: _____	Occupation: _____

Supervisor's Signature (date signed)

Training and Orientation

The City Administrator or their designee will provide ongoing safety training in the following areas as the need arises:

1. New equipment purchases.
2. New/changes in operations.
3. Identified areas of increased incidents and injury.
4. Newly identified areas of exposure.
5. Annual refresher training for each program.

Documentation of Safety Training

Documentation from any training courses attended by employees or supervisors will be kept for record keeping purposes. Documentation associated with safety meetings and trainings will be kept in the Hills City Office. Employees who do not attend regularly scheduled safety meetings or training activities will be identified and scheduled to attend make-up training. Documentation will be noted for employees that attend make-up training.

New Employee Safety Orientation

The City Administrator or their designee will provide an orientation to all new employees to address the hazards of their position. This will include a review of all safety rules, policies/procedures, equipment, etc., that are applicable to the new employee's area of assignment. The new employees will be given an opportunity to ask relevant questions that may pertain to their assigned duties. Documentation of the safety orientation training for each new employee will be maintained in the Hills City Office.

Medical Services

First Aid

Any injury may be treated by the supervisor or other available personnel in accordance with their individual abilities and the severity of the injury. Each department supervisor or designee is encouraged to receive American Red Cross first aid training.

Medical treatment is mandatory for any of the following:

1. Severe chest pains
2. Traumatic injuries (head injury or severe cut)
3. Loss of consciousness or severe dizziness

At least one first aid kit shall be maintained in each occupied building. In addition, a first aid kit shall be located in each vehicle. It is recommended that kits be inspected on a regular basis, replacing used, missing, soiled, damaged or outdated items. The City Administrator shall make

sure all employees are advised of the location of first aid kits. Oral medications such as aspirin, antacids or salt tablets are not to be provided in these kits.

An eye wash station suitable for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate use if employees are exposed to harmful materials.

Return to Work Program

The City of Hills adopts the attached Return to Work Program as part of its General Safety Manual.

Outside Contractors

In hiring short term contractors, the City of Hills may require the contractors to submit proof of their safety programs and successful safety training. Before a contractor commences work in a City of Hills workplace, the project coordinator who controls the work area will be responsible for informing the outside contractor of the elements of all safety programs of the City of Hills that affect the project.

Contractors who fail to follow safety program requirements will be asked to leave the premises. Contractors with an insufficient program will not be allowed to begin work until their program meets or exceeds the requirements of this program.

Safety Audits and Inspections

Department Self-Inspection Checklists

Since the success of any safety program depends on identifying hazards and taking immediate corrective action, quarterly department self-inspections are required. Each department shall develop its own checklist to assist in the inspections. The completed checklist should be submitted to the safety committee and reviewed at its bi-annual meetings.

Reporting Unsafe Acts/Unsafe Conditions

All employees are encouraged and required to immediately report any unsafe acts or unsafe conditions.

1. Stop work immediately and secure the location or lockout unsafe equipment.
2. Inform immediate supervisor of problem.

Disciplinary Policy

Each employee is required to comprehend and abide by the contents of the City of Hills Safety Program. Supervisors should make every effort to ensure employees are following safe work practices.

The City of Hills has developed a progressive disciplinary policy that applies to the safety and health program of this organization. The disciplinary policy is a tool to ensure enforcement of the rules and procedures for a safe and healthful working environment. The disciplinary policy applies to all employees of the City of Hills.

Verbal Warnings

Supervisors may issue verbal warnings to employees that commit minor infractions or violations of the safety rules or safe work practices. Continued violations or verbal warnings will lead to more stringent action.

Written Warnings

Supervisors may issue written warnings for the following:

1. Repeated minor violations of safety rules or procedures.
2. Single serious violations of a rule or procedure that could have potentially resulted in injury to themselves or another employee or could have caused property damage.
3. Activities that could potentially result in injury or property damage.

Disciplinary Leave

Supervisors may recommend and management may institute disciplinary leave for the above reasons and the following:

1. A single serious violation of a rule or procedure that results in an injury to themselves, another employee or causes property damage.
2. Repeated violations or non-conformance to safety rules/procedures.

Termination

Supervisors and management may recommend termination of any employee for repeated serious violations of the above circumstances.

Documentation

The City Administrator will maintain records of disciplinary action. Violations of the City of Hills rules, regulations or procedures will be documented by filling out an Employee Reprimand Report on the employee. The report will state the type of violation and corrective action taken. The employee must read and sign the report acknowledging that they understand the seriousness of the violation.

Basic Safety Rules

General Safety Rules

1. Each employee will be required to comprehend and abide by the contents of this safety program.
2. All accidents, no matter how minor, shall be reported immediately to the supervisor.
3. All hazardous conditions, actions and/or practices shall be reported to the supervisor.
4. Work areas, including the inside and outside of vehicles and buildings, shall be kept clean and orderly at all times.
5. Employees are only to operate equipment/tools that they are trained and authorized to operate.
6. Smoking is prohibited in areas where there is a danger to equipment, materials, coworkers or buildings, or where "No Smoking" signs are posted.
7. Employees must use all safety devices and personal protective equipment provided for their protection.
8. Employees shall wear clothing and shoes suitable for the particular work they are doing.
9. Employees must use assisted lifting devices or obtain assistance from a coworker when lifting heavy objects.
10. Guards are never to be removed except when authorized to make repairs or adjustments. Replace guard immediately upon completion of work.
11. The use of drugs and alcohol during working hours is prohibited. Any employee reporting for work under the influence of alcohol or controlled substances is subject to disciplinary action.
12. Any employee taking prescription medications or over-the-counter medications that could impair assigned work shall report this fact to the supervisor as required by the Alcohol and Controlled Substances Policy.
13. Employees shall not engage in practical jokes or horseplay that could result in injury to themselves, others or cause property damage.

Specific Safety Programs and Procedures

Employees will be trained on specific programs and procedures in their departments that may include the following:

1. Personal Protective Equipment
2. Respiratory Protection
3. Hearing Conservation
4. Lockout/Tagout
5. Confined Space Entry
6. Hazardous Communications
7. Blood-Borne Exposure Control Plan

Return-to-Work Program

- I. **PURPOSE:** It is the purpose of this program to provide guidelines for employees injured on the job who are unable to return to his/her regular job classification upon returning to work.

- II. **POLICY**
 - A. It is the policy of **City of Hills** to provide modified or alternate work for employees injured on the job, who are unable to temporarily or permanently return to his/her regular job classifications. Regular modified and alternate work will be provided as available in compliance with the Americans with Disabilities Act (ADA) and Iowa Workers' Compensation Act.

 - B. **City of Hills** will make reasonable accommodations to a disability unless the accommodations would impose an undue hardship on the employer. The disabled employee must be able to perform the essential functions of the job with or without reasonable accommodation.

 - C. The feasibility of reasonable accommodations shall be determined on a case-by-case basis taking into consideration the employee, the specific physical or mental impairment, the essential functions of the job, the work environment, and the ability to provide accommodations.

 - D. Objectives:
 1. To return employees who are injured on the job to work as soon as possible when there is not a risk of harm to themselves and others.
 2. To minimize financial hardship and emotional stress to the employee who has sustained a work-related injury.
 3. To assist employees in returning to work at a level as close as practicable to his/her pre-injury earnings and productivity.
 4. To retain qualified and experienced employees.
 5. To reduce the cost of disability benefit programs.

 - E. Temporary Alternate Duty (TAD):
 1. TAD is defined as modified duties or hours assigned to a worker injured on the job, when the physician indicates they can return to work but who are not yet physically capable of handling the entire job duties normally assigned, and his/her work-related injury has not reached maximum medical improvement.
 2. The purpose of TAD is to provide temporary work, within medical restrictions, for employees injured on the job. TAD may be available with medical prognosis indicating

that the employees are expected to return to full duty following a course of medical treatment.

3. If an alternate duty position is available, employees must be provided with TAD as soon as medically feasible. TAD should be consistent with the employee's physical/mental abilities.
4. Employees in TAD capacity will continue to receive the salary and benefits of his/her job classification. These will be proportionately adjusted in the case of part-time work. Status of TAD assignment should be reviewed after each medical appointment, normally every 7 to 14 days. TAD will not normally exceed three months.
5. TAD Procedures:
 - a. Hills' City Administrator or Designee:
 - 1) Informs physician about the TAD program.
 - 2) Informs employee about the TAD program.
 - 3) Informs workers' compensation claims examiner of employee's availability to the TAD program.
 - 4) Obtains information regarding medical condition of employee from physician(s).
 - b. Department Representative and/or Employee's Supervisor:
 - 1) Develops work assignments on a case-by-case basis, if available, depending on medical restrictions.
 - 2) Develops appropriate TAD assignments, and monitors on-going medical and work adjustment.
 - 3) May meet with injured employees to review TAD status.
 - c. Employee:
 - 1) Reviews and signs *Appendix A*, Return to Work Program Statement of Acknowledgment.
 - 2) When the physician has determined that Maximum Medical Improvement has been reached and the employee is able to perform the essential job duties of his/her job with or without reasonable accommodations, the employee shall return to the job classification and duties held prior to the work injury.
 - 3) When the physician has determined that Maximum Medical Improvement has been reached, and the employee is unable to perform the essential job duties

of his/her job with or without reasonable accommodations, the employee will be assigned to a Ninety (90) Day Modified Duty Assignment.

- a. An employee assigned to a Modified Duty Assignment will report to in his/her regular department. The employee shall be assigned to do whatever work he/she is able to do, under the restrictions that the physician has placed on the employee.
- b. An employee placed on Ninety (90) Day Modified Duty Assignment shall continue to receive the salary and benefits of his/her job classification.
- c. During the ninety (90) day period, employees on Modified Duty Assignment will be encouraged and afforded opportunities to bid on or apply for other jobs for which they are able to perform the essential functions of the job.
- d. The City Administrator will provide notices of available jobs to each employee on Modified Duty Assignments.
- e. At the conclusion of their ninety (90) day Modified Duty Assignment period, employees who have been unsuccessful in obtaining other jobs for which they are qualified and for which they are able to perform the essential functions, shall be laid off. Laid off employees shall be afforded all rights and benefits included in applicable collective bargaining contracts and/or personnel policies in effect at the time of the layoff.
- f. Permanent Restriction Resulting From Personal Injury/Illness:
 - 1) Employees who are off work due to personal injuries or illnesses may be required to complete functional capacity examinations before they can return to his/her former jobs. The cost of such examination will be paid for by the employer.
 - 2) When an employee's personal injury or illness has reached maximum medical improvement and there are restrictions that prohibit the employee from performing the essential functions of the employee's job, **City of Hills** will return the employee to work in his/her former job if the restrictions can be reasonably accommodated.
 - 3) If the permanent restrictions resulting from an employee's personal injury or illness prohibit the employee from performing his/her job's essential functions with or without reasonable accommodation, the employee shall be laid off. Laid off employees shall be afforded all rights and benefits included in applicable collective bargaining contracts and/or personnel policies in effect at the time of the lay off.

- 4) While the employee is laid off and eligible for recall to his/her former job, the City Administrator will provide the employee available job notices.
- 5) **City of Hills** will assist employees laid off as a result of permanent restrictions to apply for permanent disability from Social Security and IPERS when it is appropriate.

g. Responsibilities of the Employee:

- 1) The laid off employee is responsible for notifying the City Administrator of any changes to his/her current mailing address. Job vacancy notices will be mailed to the last address shown on the **City of Hills** records.
- 2) To determine the appropriateness of the job assignment, the employee who is unable to return to work without restriction is responsible for keeping his Department Head (or the Department Head's designee) informed of the status of the employee's medical condition.
- 3) If the employee rejects any assignment which is compatible with given medical restrictions, the employee shall not be compensated by **City of Hills** or the **City of Hills'** workers' compensation carrier with temporary, partial, temporary total or healing period benefits during the period of refusal (*Code of Iowa, Section 85.33*).
- 4) The employee assumes responsibility for contacting the City Administrator to apply for available jobs.

Appendix A

[Enter Employee Name]

Return to Work Program Statement of Acknowledgement

I acknowledge that I have been informed of **City of Hills** Temporary Alternate Duty (TAD) program, and I understand and agree to abide by the restrictions defined by the attending physician and by **City of Hills** as a condition of my participation in the *Return-to-Work* program.

I further understand that if I do not follow the restrictions placed on me by the physician and **City of Hills**, I may receive disciplinary action up to and including discharge.

Employee Signature/Date: _____

Witness Signature/Date: _____

Bruce Endris - Water & Wastewater Management

428 Iowa St. Box 474 Hills, Iowa 52235

(319) 679-2413 or 331-9684

TO: City of Hills

FROM: Bruce Endris

DATE: 1/4/2011

RE: Wastewater management contract

I propose to provide the following services for the City of Hills.

Daily read and observe the Washington St. lift station

Check the Oakcrest lift station weekly

Conduct monthly operational tests of the wastewater generator

Respond to the alarms from either lift station in a timely manner and determine the source of the alarm and hopefully resolve the problem

Do the necessary sample collection, shipping of samples and submittal of the required monthly report to the Iowa DNR- the City will be responsible for lab fees as it does now

Observe the condition of the wastewater lagoon and maintain a proper appearance of the lagoon

The City will provide weed killer to control weeds around the lagoons

The fee for the above services will be \$800.00 per month due by the end of the month when the monthly report and bill will be submitted.

Extra labor for rebuilding aerators, cleaning grease from wetwells and lift station pump work will be billed at \$25.00 per hour

Extra duties can be added to the above schedule upon mutual consent of both parties.

When I am unavailable due to vacation I will arrange for and pay for the sampling duties to be done by a qualified person ; meter reading will be done by the town maintenance man as in the past.

Either party may terminate this agreement with 30 days notice to the other party.

The term of this contract shall be 1 year and can be extended by mutual agreement of both parties

Bruce Endris