

City of Tipton, Iowa

Meeting:	Tipton City Council Meeting
Place:	Tipton City Hall, 407 Lynn Street, Tipton, Iowa 52772
Date/Time:	October 6, 2014 – 5:30 PM
Web Page:	www.tiptoniowa.org
Posted:	October 3, 2014 (Front door of City Hall)

Mayor:	Shirley Kepford	City Manager:	Chris Nosbisch
Council At Large:	David Fry	City Attorney:	Lowell Dendinger
Council At Large:	Pam Spear	City Clerk:	Lorna Fletcher
Council Ward #1:	Leanne Zearley	Deputy City Clerk:	Amy Lenz
Council Ward #2:	Dean Anderson	D. of Public Works:	Steve Nash
Council Ward #3:	Dawn Siech	Chief of Police:	Heath Holub

- A. Call to Order – 5:30 PM**
- B. Roll Call**
- C. Pledge of Allegiance**
- D. Agenda Additions/Agenda Approval**
- E. Communications:**
 - 1. Unscheduled

If you wish to address the City Council on subjects pertaining to today's meeting agenda, please wait until that item on the agenda is reached. If you wish to address the City Council on an item **not** on the agenda, please approach the lectern and give your name and address for the public record before discussing your item.

F. Consent Agenda

Note: These are routine items and will be enacted by one motion without separate discussion unless a Council Member requests separate consideration.

- 1. Approval of City Council Minutes
- 2. Appoint Jim Ehresman and Bob Rickard to Zoning Board of Adjustment
- 3. Approval of Liquor License Renewal – Tavern on the Square
- 4. Approval of Liquor License Renewal – Can City

G. Public Hearing

- 1. None

H. Ordinance Approval/Amendment

- 1. None

I. Resolutions for Approval

- 1. Resolution Approving the City of Tipton's Annual Street Financial Report from July 1, 2013 to June 30, 2014
- 2. Resolution Making Award of the Construction Contract for Demolition and Installation for the Tipton Library HVAC Replacement
- 3. Resolution Approving the Disposal of City owned Property

J. Mayoral Proclamation

1. Proclamation to Commemorate October 5 through October 11, 2014 as Public Power Week in Tipton
2. Proclamation to Commemorate the Month of October as Anti-Bullying Month

K. Old Business

1. None

L. Motions for Approval

1. Consideration of Claims List – Motion to Approve
2. Discussion and Consideration of the Annual State of the Police Department Report– Chief Holub - Council Action as Needed
3. Discussion and Consideration of Establishing Trick or Treat Night in Tipton – Council Action as Needed
4. Discussion and Consideration of Initiating a Wage and Benefit Study for the City of Tipton Full Time Employees – Council Action as Needed
5. Discussion and Consideration of Creating a Full Time Aquatics Supervisor for the James Kennedy Aquatic Center – Council Action as Needed
6. Discussion and Consideration of Formally Accepting the 28E Agreements for Law Enforcement – Council Action as Needed
7. Discussion and Consideration of Setting a Public Hearing Date for the Amendment to Chapter 166.09 (5.) Permitted Signs of the City of Tipton Municipal Code – Council Action as Needed
8. Discussion and Consideration of Change Order #1 – Tipton Library HVAC Project – Council Action as Needed
9. Discussion and Consideration of One Time Sewer and Water Exemption for 610 Lynn Street - Council Action as Needed
10. Discussion and Consideration of Pump Repair at the West Sewer Lagoon – Council Action as Needed
11. Discussion and Consideration of Setting a Public Hearing Date for the Amendment to Chapter 30 Police Department of the City of Tipton Municipal Code – Council Action as Needed

M. Reports to be Received/Filed

1. None

N. Discussion Items (No Action)

1. Sewer Issues/Storm Water Fee
2. FYI – Disc Golf Course Dedication – Sunday, October 12, 2014 (2 p.m. in the Park)

O. Reports of Mayor/Council/Manager

1. Mayor's Report
2. Council Reports
3. Committee Reports
4. City Manager's Report

- P. Closed Session** – Pursuant to Chapter 21.5 (1) I, the City Council may enter in closed session, “to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless

and irreparable injury to that individual's reputation and that individual requests a closed session."

1. Exit Closed Session - Consideration any Contract or Pay Changes the Tipton Police Chief - Council Action as Needed

Q. 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.

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

and management - many of them had visited a restaurant and their individual requests a check
person
I have checked the system - I consider them as a person who has a history of the system
Police Officer - Special Agent in Charge

1. The following

Personnel of the City of the City has been to attend the meeting and to attend
before the board meeting and

It appears with a similar system due to attend the meeting to see all the staff of the City
to see for the management of the system.

F. Consent Agenda

September 15, 2014
Council Chambers
City Hall
Tipton, Iowa

The City Council of the City of Tipton, Cedar County, Iowa, met in regular session at 5:30 p.m. Mayor Kepford called the meeting to order. Upon roll being called the following named council members were present: Fry, Siech, Anderson, Spear and Zearley. Also present: Fletcher, Nash, Kisling, Wild, Peck, other visitors and the press.

Mayor Kepford led the meeting in the Pledge of Allegiance.

Agenda:

Motion by Spear, second by Zearley to approve the agenda as presented. Following the roll call vote the motion passed unanimously.

Communications:

Barb Smith, Candidate, Cedar County Treasurer

Barb Smith, candidate for Cedar County Treasurer, introduced herself and briefly discussed her background.

Consent Agenda:

Motion by Anderson, second by Fry to approve the consent agenda which includes the September 3, 2014, City Council Meeting Minutes, Clerk's/Investment reports, August Water Report, September Economic Development Report, August Airport Committee Minutes, July Library Board Minutes and Directors Report. Following the roll call vote the motion passed unanimously.

Mayoral Proclamation:

Mayor Kepford proclaimed September 17, to September 23, 2014, as Constitution Week

Motions for Approval:

1. Claims list -

ACTION SERVICES INC	PORT A POTTIE SERVICE	285.00
ALLIANCE WATER RESOURCES I	SEPTEMBER SERVICES	24,547.17
AQUA TECHNOLOGIES OF IOWA	TREATMENT CONTAINING ALUMINUM	319.60
AUS WATERLOO MC LOCKBOX	FLOOR MATS	55.60
BAUER BUILT TIRE	TIRES #186	2,382.84
BENCHMARK AGRIBUSINESS INC	SERVICES FOR AIRPORT PROJECT	5,000.00
CASCADE ENGINEERING	100 WHEEL SETS FOR TOTES	481.50
CEDAR COUNTY CO-OP	FUEL DISCOUNT	35,050.59
CEDAR COUNTY ENGINEER	161.3 GL DSL	2,186.82
CEDAR COUNTY SOLID WASTE	TRANSFER FEES	2,760.00
CEDAR COUNTY TREASURER	TAXES	47,956.00
CENTRAL IOWA DISTRIBUTING	HAND TOWELS, HAND SOAP	220.10
CHAPMAN METERING LLC	16 POLYPHASE FIELD TESTS	1,241.20
CLARENCE LOWDEN SUN-NEWS &	MOVIE IN PARK,REC,PARK,FAC	624.25
CREATIVE PRODUCT SOURCE	NITRILE GLOVES, BARRICADE TAPE	210.27
EASTERN IOWA LIGHT & PWR	CEMETERY	94.41
ELECTRICAL ENGINEERING & E	OPERATING SUPPLIES	96.20
EMERGENCY MEDICAL PRODUCTS	SUCTION UNIT	658.54
FAMILY FOODS	CONCESSION SUPPLIES, MTG SUPP	97.30
FLETCHER-REINHARDT CO.	METER SUPPLIES	1,255.81
G & K SERVICES	UNIFORMS PUBLIC WORKS	505.01
GALLS LLC	LOCKOUT TOOL KIT	130.25
GENERAL PEST CONTROL INC	PEST CONTROL	161.03
GENERAL TRAFFIC CONTROLS I	TRAFFIC SIGNAL EQUIPMENT	346.26
GLOBAL APPRAISAL SERVICES	AIRPORT PROPERTY APPRAISAL	16,550.00
GRASSHOPPER LAWN CARE DBA	MAINTAIN/CLEANUP 7 YARDS	990.00
GRAYBILL COMMUNICATIONS	PART #184	104.74

HOUSTON K9 ACADEMY LLC	EQUIPMENT FOR BULLET	681.85
INTEGRATED TECHNOLOGY PART	MANAGED NETWORK SERVICES	1,443.75
IOWA ASSOCIATION OF	EIASSO DUES SEPT-NOV	705.43
IOWA BUSINESS SUPPLY LLC	OFFICE SUPPLIES	82.13
JAB INK DESIGN	MAP & SPONSOR SIGNS DISC GOLF	240.00
JONES COUNTY TREASURER	TAXES	383.00
KINUM INC	COLLECTION EXPENSE	399.36
KUNDE OUTDOOR EQUIPMENT	OPERATING SUPPLIES	29.00
LOUISA COUNTY TREASURER	TAXES	11,665.00
MIDWEST SAFETY COUNSELORS	INSTRUMENT CALIBRATION	103.00
MIDWEST WHEEL COMPANINES	PARTS #184	598.54
MISC. VENDOR	MANAIRCO:24 25W LAMPS	197.68
MUSCATINE COUNTY TREASURER	TAXES	2,584.00
MUTUAL WHEEL CO	PARTS #186	41.58
McCLURE ENGINEERING COMPAN	SURVEY PLATS & APPRAISAL	4,125.00
PHYSIO-CONTROL INC	OPERATING SUPPLIES	142.80
PRAXAIR DISTRIBUTION INC	OXYGEN	8.04
RC TECHNOLOGY	USB ADAPTOR	10.00
RED BIRD CONSTRUCTION	4 DUGOUT ROOFS	5,123.66
RESCO	2750' KERITE	7,486.06
SPINUTECH INC	WEBSITE WORK	240.00
STAPLES ADVANTAGE	OFFICE & MISC SUPPLIES	145.09
STATE HYGIENIC LABORATORY	POOL TESTING FEES	37.50
TERRY DURIN COMPANY	FUSELINKS	370.00
TIPTON CONSERVATIVE	EMT CLASSES	1,325.63
TIPTON ELECTRIC MOTORS	FOR OXYGEN CASCADE PARTS	93.48
TIPTON PHARMACY	PHARMACEUTICALS	595.00
TRITECH SOFTWARE SYSTEMS	AMBULANCE BILLING SERVICE	660.00
USA BLUE BOOK	DIAMETER TAPE	24.66
WASHINGTON COUNTY TREASURE	TAXES	665.00
WESCO RECEIVABLES CORP	POLE FOAM	3,133.37
WHITFIELD & EDDY PLC	JULY SERVICES FAC	11,081.97
XEROX CORPORATION	COPY & BASE CHARGE	1,668.17
		200,400.24
TOTALS		
	FUND TOTALS	
001 GENERAL GOVERNMENT		14,605.22
600 WATER OPERATING		11,839.40
610 WASTEWATER/AKA SEWER REVE		11,854.36
630 ELECTRIC OPERATING		77,137.51
640 GAS OPERATING		33,091.86
660 AIRPORT OPERATING		25,772.68
670 GARBAGE COLLECTION		3,263.43
750 CEMETERY ENTERPRISE		205.62
810 CENTRAL GARAGE		7,713.84
835 ADMINISTRATIVE SERVICES		14,916.32
	GRAND TOTAL	200,400.24
City Credit Card Statement	Card Ttl	5,794.85
City - One Card (employee check out card)		
Fuel - Shell Oil, Corner Store, Chevron		573.81
Misc Supplies for Bullett - Menards, Farm and Fleet		206.24
Petsmart, Target		
Travel Training - Eat24, Taco Cabana, Brisket BBQ, Joes Crab-shack, C.T. Buffet, Denny's, Queso Bonito, Luby's Cafeteria, Monterey's, Willie's Grill, Taco Bell, Cajun Town Café, Chick-Fil-A, Hooters, Buc-EE's, Twin Peaks, Jack In The Box, Harlows,		409.83
IHOP		
Repairs #53 - Crown Body Shop		509.33

	Total Charges	1,699.21
Ambulance - One Card		
Misc Supplies - Walmart, Family Foods	139.20	
	Total Charges	139.20
Police - One Card		
Travel Training - Extended Stay	835.74	
Misc Supplies - Mi Tierra (Heath used his city card in error. He reimbursed the City for payment of \$40 on 9/5.), Caseys, Walmart	307.77	
Operating Supplies - Family Foods	38.25	
	Total Charges	1,181.76
Fire - One Card		
Misc Supplies - Discount Mugs (Fire Dept to reimburse City back for)	508.72	
	Total Charges	508.72
Public Works - One Card		
Operating Supplies - Fastenal Company	47.04	
	Total Charges	47.04
Electric - One Card		
Travel Training - Economy Inn	96.30	
Fuel - Kum & Go	41.00	
Misc Supplies - Family Restaurant	103.73	
Bldg Maint Supp - Walmart	25.58	
	Total Charges	266.61
Gas - One Card		
Office Supplies - Port Portal	22.98	
Small Tools - Horizons LTD	19.00	
	Total Charges	41.98
Library - One Card		
Postage/Shipping - USPS	141.79	
Office Supplies - Walmart	132.26	
Materials - Walmart, Amazon	365.39	
Program Supplies - Walmart, Scholastic	54.68	
Bldg Maint Supp - Walmart	131.11	
Computer Supplies - Microsoft Office	99.99	
	Total Charges	925.22
JKFAC/Recreation - One Card		
Operating Supplies (Park) - Swingsetmall.com	91.98	
Bldg Maint Supp - Walmart, Max Group LLC	252.26	
Operating Supplies (FAC) - Walmart, Swimoutlet.com	247.86	
Office Supplies - Walmart	31.91	
Operating Supplies (Youth Rec) - Walmart	113.18	
	Total Charges	737.19
Comm Dev - One Card		
Travel Training - Honey Creek Resort	114.59	
	Total Charges	114.59
City Manager - One Card		
Travel Training - Honey Creek Resort	114.59	
Misc Supplies - Tiger Mart	6.54	
	Total Charges	121.13
City Clerk - One Card		
Misc Supplies - Tiffany's Tipton Bakery	12.20	
	Total Charges	12.20
	Statement Total	5,794.85

Motion by Siech, second by Zearley to approve the list of claims as presented. Following the roll call vote the motion passed unanimously.

2. 5th & 6th Grade Football, Storage Shed Construction, City Park

Motion by Anderson, second by Zearley to approve the construction of a storage shed for the 5th and 6th grade football equipment, which will be located by the soccer fields in the City Park. Following the roll call vote the motion passed unanimously.

3. One Time Water, Sewer Exemption, 106 Lemon Street

Motion by Fry, second by Spear to approve the one time water and sewer exemption for 106 Lemon Street, reducing the water and sewer portion of the bill to \$16.98 each, with a total bill credit of \$183.74. Following the roll call vote the motion passed unanimously.

4. One Time Water, Sewer Exemption, 1003 Plum Street

Motion by Siech, second by Spear to approve the one time water and sewer exemption for 1003 Plum Street, reducing the water and sewer portion of the bill to \$39.37, with a total bill credit of \$132.78. Following the roll call vote the motion passed unanimously.

5. Emergency Sewer Repairs, Lynn Street

Motion by Zearley, second by Anderson to approve the sewer repairs located under Lynn Street, between 2nd and 3rd Street, with the work done by Hagerty Earthworks, with an approximate amount of \$16,487.00. Following the roll call vote the motion passed unanimously.

Reports of Mayor/Council/Manager:

Mayor's Report

October 8, 2014, is the date for the Healthiest State Initiative Walk. Kepford encouraged everyone to sign up.

Manager's Report

The 175th Celebration fundraiser Golf Tournament was September 7th at the Cedar Valley Golf Course. FEMA was in Tipton for the first meeting. Director of Public Works Nash has been showing them the various damage areas.

Request for Qualifications (RFQ's) for the benefit studies were received and are under review. We hope to have interviews complete by Monday, September 29, 2014.

The rain totals for September 8th and 9th was over eight inches. There was additional home flooding. Since this is a priority of the City Council, staff will have some recommendations for your review over the next couple of months.

Adjourn:

With no further business to come before the council a motion to adjourn was made by Zearley, second by Spear. Following the roll call vote the motion passed unanimously.

Meeting adjourned at 5:47 p.m.

Mayor

Attest: _____
City Clerk/Finance Officer

WATER AND WASTEWATER
UTILITIES DEPARTMENT

DATE	APPROVED BY
11/14/2014	11/14/2014
11/14/2014	11/14/2014

RESOLUTIONS: This item is a resolution approving the annual work program for the City of Boston. Copies of the report will be available to the public at the City of Boston.

I. Resolutions for Approval

RESOLUTION NO.

RESOLUTION DESCRIPTION

RESOLUTION ACTION

RESOLUTION STATUS

DATE PREPARED

PREPARED BY

AGENDA ITEM # I - 1

**AGENDA INFORMATION
TIPTON CITY COUNCIL COMMUNICATION**

DATE: October 6, 2014

AGENDA ITEM: Resolution Annual Street Report

ACTION: Motion

SYNOPSIS: Attached is the resolution approving the annual street financial report for the City of Tipton. Copies of the report will be available to the Council at the meeting.

Resolutions for Approval

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Manager

MAYOR/COUNCIL ACTION: None

ATTACHMENTS: Resolution

PREPARED BY: Chris Nosbisch

DATE PREPARED: 10/2/14



Form 517007 (5-2014)
Office of Local Systems
Ames, IA 50010

City Street Financial Report

City Name	City Numbr.
TIPTON	15 7

Fiscal Year
2014

Cover Sheet

Now therefore let it be resolved that the city council of TIPTON, Iowa
(city name)
on 10/06/2014 did hereby approve and adopt the annual
(month/day/year)

City Street Financial Report from July 1, 2013 to June 30, 2014
(year) (year)

Contact Information

Name	E-mail Address	Street Address	City	ZIP Code
Lorna Fletcher	cityoftipton@windstream.net	407 Lynn	Tipton	52772-1699
Hours	Phone	Extension	Alternate Phone	
7:30 - 4:30	(563) 886-6187		(563) 886-4000	

Preparer Information

Name	E-mail Address	Phone	Extension
Lorna Fletcher	cityoftipton@windstream.net	(563) 886-6187	

Mayor Information

Name	E-mail Address	Street Address	City	ZIP Code
Shirley Kepford	skepford@tipptoniowa.org	407 Lynn	Tipton	52772-1699
Phone	Extension			
(563) 886-4542				

Resolution Number 100614A

Shirley Kepford Signature Mayor
Lorna Fletcher Signature City Clerk

AGENDA ITEM # I - 2

**AGENDA INFORMATION
TIPTON CITY COUNCIL COMMUNICATION**

DATE: October 6, 2014
AGENDA ITEM: Resolution for HVAC in the Library
ACTION: Motion

SYNOPSIS: Attached is the resolution and letter of recommendation for the winning bidder of the HVAC system. Both the engineer and the Library Board are recommending approval of S & S Plumbing, Heating and Air Conditioning for the amount of \$100,460. As you can see, there is a change order request also on the agenda tonight which significantly reduces the costs of the project.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Manager

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Resolution

PREPARED BY: Chris Nosbisch

DATE PREPARED: 10/2/14

September 30, 2014

City of Tipton, IA
Attn: Mr. Chris Nosbisch
407 Lynn Street
Tipton, IA 52772

RE: Tipton Library – HVAC Replacement

Dear Mr. Nosbisch:

One bid was received for this project on September 25, 2014 for the above-referenced project. A tabulation of bids is enclosed for your use. We recommend that City of Tipton accept the proposal, and award the contract to S & S Plumbing, Heating & Air Conditioning and the work associated with Alternate #3. This award is subject to submittal of acceptable bonds and insurance.

We look forward to working with you on this project. Please call if you have any questions of comments regarding the above project.

Please contact us with any comments or questions.

Sincerely,

SHIVE-HATTERY, INC



Kurt D. Karnstedt, PE

KDK/rif

Enc.



SHIVE-HATTERY, INC.
 1701 River Drive, Suite 200
 Moline, Illinois 61265
 (309) 764-7650 FAX (309) 764-8616

September 25, 2014
 2:00 p.m. Local Time
 Tipton City Hall
 Tipton, IA

TABULATION OF BIDS

Client: City of Tipton
 Project Name: Tipton Library HVAC Replacement
 S-H Project #: 314227-0

NAME AND ADDRESS OF BIDDER	5% Bid Security	Add. #1	Alternate #1: Replacement of BC-1	Alternate #2: Replacement of BC-2	Alternate #3: Replacement of BC 3, Temp Control Work	Alternate #4: Replacement of BC-4	Alternate #5: Meeting Room System	Alternate #6: Replace Boiler
S&S Plumbing, Heating & Air Conditioning LLC 550 E. South St. Marengo, IA 52301	X	X	\$25,900	\$32,300	\$100,460	\$48,400	\$81,000	\$26,800

RESOLUTION NO. _____

**RESOLUTION MAKING AWARD OF THE
CONSTRUCTION CONTRACT FOR
DEMOLITION AND INSTALLATION
FOR THE
TIPTON LIBRARY HVAC REPLACEMENT PROJECT**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TIPTON, IOWA:

Section 1. That the following bid for the construction of certain public improvements described in general as the Tipton Library HVAC Replacement Project, described in the plans and specifications heretofore adopted by the Tipton Library Board, be and are hereby accepted, the same being the lowest responsible bid received for said work, as follows:

Demolition and Installation

Contractor: S & S Plumbing, Heating and Air Conditioning

Amount of Bid: \$100,460

Section 2. That the Mayor and Clerk are hereby directed to execute contract with the contractor for the construction of said public improvements known as the TIPTON LIBRARY HVAC RPLACEMENT PROJECT, said contract not to be binding on the City until approved by this Council.

Section 3. Bid alternates (if any) identified within this package may be accepted within this award or may be considered at a future date as a change order with prior approval by the Council.

PASSED and ADOPTED this 6th day of October, 2014.

Shirley Kepford, Mayor

ATTEST:

Lorna Fletcher, City Clerk

AGENDA ITEM # I - 3

**AGENDA INFORMATION
TIPTON CITY COUNCIL COMMUNICATION**

DATE:	October 6, 2014
AGENDA ITEM:	Resolution Disposing of City Property
ACTION:	Motion

SYNOPSIS: The computer that operates the front counter register had to be replaced along with the receipting machine. Both of those items are listed along with the retired disc golf baskets that were replaced this summer. All of the items vary in condition and I don't believe we will get much out of them.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Manager

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Resolution

PREPARED BY: Chris Nosbisch

DATE PREPARED: 10/2/14

RESOLUTION NO. _____

**RESOLUTION APPROVING THE DISPOSAL OF
MUNICIPAL PROPERTY**

WHEREAS; over time the City of Tipton has accumulated property by various methods and of wide ranging descriptions; and

WHEREAS; the City now has the need to dispose of this property as it is of no use and of no value to maintain; and

WHEREAS; the said property has been inventoried (Exhibit A attached) and is ready for disposal.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TIPTON, IOWA: To grant staff permission to dispose of inventoried property by best methods possible while seeking to collect reasonable value.

PASSED and ADOPTED this 6th day of October, 2014.

Shirley Kepford, Mayor

ATTEST:

Lorna Fletcher, City Clerk

Exhibit "A"

Various Equipment

October 6, 2014

1. Disc Golf Baskets (18)
2. Dell Precision T-7400 and Receipt Machine

PROCLAMATION

PUBLIC POWER WEEK 2014

WHEREAS, the City of Tipton, Councilmember of Tipton, Iowa, wishes to recognize as

WHEREAS, the citizens of Tipton, Iowa, own and operate a Public Utility which provides our homes, businesses, and local government agencies with reliable electrical and hot water services, and our community services by employing sound business practices designed to ensure the best possible service at the lowest possible cost.

NOW, THEREFORE, BE IT PROCLAIMED that I, Shirley Kasper, Mayor of the City of Tipton, Iowa, do hereby proclaim October 11, 2014 as Public Power Week in Tipton, Iowa, in order to honor the employees and services who work together to provide the best possible service at the lowest possible cost.

J. Mayoral Proclamation

BE IT FURTHER PROCLAIMED, that Tipton has joined hands with other public power communities across the nation to celebrate the benefits of a consumer-owned utility for our local and national progress.

Given this _____ day of _____, 2014.

Signed _____
Shirley Kasper, Mayor, City of Tipton

P R O C L A M A T I O N

PUBLIC POWER WEEK 2014

WHEREAS, the City of Tipton Councilmembers of Tipton, Iowa, wishes to recognize its customers and employees during Public Power Week; and

WHEREAS, the citizens of Tipton are both owners and consumers of Tipton Utilities which provides our homes, businesses, farms, and local government agencies with reliable, efficient, and cost-effective water, electric, and communications services by employing sound business practices designed to ensure the best possible service at the lowest possible rate.

NOW, THEREFORE, BE IT RESOLVED that I, Shirley Kepford, Mayor of the City of Tipton, Iowa, do hereby proclaim October 5-11, 2014 as Public Power Week in Tipton, in order to honor Tipton Utilities, its consumer-owners, and its employees, who work together to provide the best possible water, electric, and communication services; and

BE IT FURTHER RESOLVED, that Tipton has joined hands with other public power communities across the nation to celebrate the benefits of a consumer-owned utility for our local and national progress.

Dated this _____ day of _____, 2014.

Signed _____
Shirley Kepford Mayor, City of Tipton

ANTI-BULLYING PROCLAMATION

OCTOBER 2014

Whereas, school bullying has become an increasingly significant problem in the United States; and

Whereas, almost thirty percent of the youth in the United States are estimated to be involved in bullying each year, either as a bully or as a victim; and

Whereas, an estimated one hundred sixty thousand students in kindergarten through twelfth grade miss school every day to a fear of being bullied; and

Whereas, bullying can take many forms, including verbal, physical and most recently in cyberspace, and can happen in many places on and off school grounds, and

Whereas, the City of Tipton, in collaboration with the Tipton School Districts, are united in their desire to educate and encourage positive behaviors and to eliminate bullying behaviors; and

NOW THEREFORE, the City of Tipton does hereby proclaim our commitment to the education and prevention of bullying within our community and schools, and recognize the month of October as National Anti-bullying Month.

Dated this _____ day of _____, 2014.

Signed _____
Mayor, City of Tipton

ANTI-BULLYING PROGRAM

OCTOBER 2014

Whereas school bullying has become an increasingly significant problem in the United States, and whereas anti-bullying programs in schools have been shown to be effective in reducing bullying, and whereas an estimated 16 million students in kindergarten through fifth grade miss school every day as a result of being bullied, and whereas bullying can take many forms, including verbal, physical and cyberbullying, and whereas the following motions are proposed to the Board of Education, and whereas the Board of Education is authorized to take such action as may be deemed appropriate to carry out the purposes of this resolution, the Board of Education hereby resolves to:

L. Motions for Approval

NOW THEREFORE, the Board of Education does hereby propose the following resolutions and hereby requests that the Board of Education approve the following resolutions and take such action as may be deemed appropriate to carry out the purposes of this resolution.

Resolved, that the Board of Education do hereby approve the following resolution:

Resolved, that the Board of Education do hereby approve the following resolution:

PACKET: 01853 Council Mtg 100614 AL

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
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01-0060 ALBAUGH PHC INC

I 23933		SHOWER FAUCET & VALVE	AP		R	11/02/2014		105.25	105.25CR	
		G/L ACCOUNT						105.25		
	001 5-465-2-63100	BUILDING MAINTENANCE & REPAIR					105.25	SHOWER FAUCET & VALVE		
		VENDOR TOTALS		REG. CHECK				105.25	105.25CR	0.00
								105.25	0.00	

01-0090 ALTEC INDUSTRIES INC

I 5119352		BUCKET TRUCK TRAINING	AP		R	10/03/2014		250.00	250.00CR	
		G/L ACCOUNT						250.00		
	630 5-820-1-62300	TRAINING					250.00	BUCKET TRUCK TRAINING		
		VENDOR TOTALS		REG. CHECK				250.00	250.00CR	0.00
								250.00	0.00	

01-0143 AUS WATERLOO MC LOCKBOX

I 6285151		MATS	AP		R	11/02/2014		55.60	55.60CR	
		G/L ACCOUNT						55.60		
	001 5-650-2-63100	BUILDING MAINTENANCE & REPAIR					55.60	MATS		
		VENDOR TOTALS		REG. CHECK				55.60	55.60CR	0.00
								55.60	0.00	

01-0211 BAUER BUILT TIRE

I 220053637		TIRES #186	AP		R	10/03/2014		1,449.94	1,449.94CR	
		G/L ACCOUNT						1,449.94		
	810 5-899-2-63322	TIRES					1,449.94	TIRES #186		
		VENDOR TOTALS		REG. CHECK				1,449.94	1,449.94CR	0.00
								1,449.94	0.00	

01-0432 CEDAR COUNTY ENVIRONMENTAL

I 0914CCEH		POOL INSPECTION	AP		R	11/02/2014		964.00	964.00CR	
		G/L ACCOUNT						964.00		
	001 5-465-2-64820	INSPECTION FEES					964.00	POOL INSPECTION		
		VENDOR TOTALS		REG. CHECK				964.00	964.00CR	0.00
								964.00	0.00	

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VENDOR SEQUENCE

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01-0535 CENTURY CUSTOM PAINTING & S

I 243313		PAINT & SANDBLAST BEAM	AP		R	11/02/2014		350.00	350.00CR	
		G/L ACCOUNT						350.00		
	810 5-899-2-63500	OPERATIONAL EQUIPT MAINT & REP					350.00	PAINT & SANDBLAST BEAM		
		VENDOR TOTALS		REG. CHECK				350.00	350.00CR	0.00
								350.00	0.00	

01-0337 CJ COOPER & ASSOC INC

I 41651		RANDOM SELECT DRUG SCREENIN AP	AP		R	11/02/2014		105.00	105.00CR	
		G/L ACCOUNT						105.00		
	640 5-825-2-65100	SAFETY					70.00	RANDOM SELECT DRUG SCREENING		
	810 5-899-2-65100	SAFETY					35.00	RANDOM SELECT DRUG SCREENING		
		VENDOR TOTALS		REG. CHECK				105.00	105.00CR	0.00
								105.00	0.00	

01-0802 DOMTAR

I 982006		10 CASES PAPER	AP		R	10/03/2014		455.57	455.57CR	
		G/L ACCOUNT						455.57		
	835 5-899-2-65060	OFFICE SUPPLIES					455.57	10 CASES PAPER		
		VENDOR TOTALS		REG. CHECK				455.57	455.57CR	0.00
								455.57	0.00	

01-0854 EASTERN IOWA TIRE

C 326440		TIRES #180	AP		R	10/03/2014		603.50CR	603.50	
		G/L ACCOUNT						603.50CR		
	810 5-899-2-63322	TIRES					603.50CR	TIRES #180		
I 327792		TIRES #30	AP		R	10/03/2014		2,314.67	2,314.67CR	
		G/L ACCOUNT						2,314.67		
	810 5-899-2-63322	TIRES					2,314.67	TIRES #30		
		VENDOR TOTALS		REG. CHECK				1,711.17	1,711.17CR	0.00
								1,711.17	0.00	

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01-0905 ELECTRICAL ENGINEERING & EQ

I 4036021-00		LIGHT BULBS	AP		R	10/03/2014		96.30	94.50CR	
		G/L ACCOUNT				10/03/2014		96.30	1.80CR	
	630 5-820-2-65070	OPERATING SUPPLIES						96.30		LIGHT BULBS

I 4039339-00		HUBBELL LAMPS & BULBS	AP		R	10/03/2014		218.01	215.97CR	
		G/L ACCOUNT				10/03/2014		218.01	2.04CR	
	630 5-821-2-65070	OPERATING SUPPLIES						218.01		HUBBELL LAMPS & BULBS

VENDOR TOTALS		REG. CHECK						314.31	310.47CR	0.00
								314.31	3.84CR	

01-0930 EMERGENCY MEDICAL PRODUCTS

I 1676937		VARIOUS MEDICAL SUPPLIES	AP		R	11/02/2014		1,179.45	1,179.45CR	
		G/L ACCOUNT						1,179.45		
	001 5-160-2-65070	OPERATING SUPPLIES						1,179.45		VARIOUS MEDICAL SUPPLIES

VENDOR TOTALS		REG. CHECK						1,179.45	1,179.45CR	0.00
								1,179.45	0.00	

01-0935 EMSLRC

I 8889		HEARTSAVER CPR FIRST AID, C	AP		R	11/02/2014		14.00	14.00CR	
		G/L ACCOUNT						14.00		
	001 5-160-1-62300	TRAINING						14.00		HEARTSAVER CPR FIRST AID, CARD

VENDOR TOTALS		REG. CHECK						14.00	14.00CR	0.00
								14.00	0.00	

01-1051 FRIENDS OF THE ANIMALS

I 9514		KITTEN	AP		R	11/02/2014		50.00	50.00CR	
		G/L ACCOUNT						50.00		
	001 5-190-2-64910	CONTRACT SERVICES						50.00		KITTEN

VENDOR TOTALS		REG. CHECK						50.00	50.00CR	0.00
								50.00	0.00	

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01-1055 G & K SERVICES

I 51580		SHOP TOWELS	AP		R	11/02/2014		92.58	92.58CR	
		G/L ACCOUNT						92.58		
	810 5-899-2-65070	OPERATING SUPPLIES						92.58	SHOP TOWELS	

I 51581		UNIFORMS PUBLIC WORKS	AP		R	11/02/2014		61.54	61.54CR	
		G/L ACCOUNT						61.54		
	670 5-840-2-64350	UNIFORMS/EQUIPMENT						7.31	UNIFORMS PUBLIC WORKS	
	600 5-810-2-64350	UNIFORMS/EQUIPMENT						10.70	UNIFORMS PUBLIC WORKS	
	001 5-210-2-64350	UNIFORMS/EQUIPMENT						23.37	UNIFORMS PUBLIC WORKS	
	810 5-899-2-64350	UNIFORMS/EQUIPMENT						7.83	UNIFORMS PUBLIC WORKS	
	001 5-299-2-64350	UNIFORMS/EQUIPMENT						12.33	UNIFORMS PUBLIC WORKS	

I 51582		UNIFORMS ELECTRIC & GAS	AP		R	11/02/2014		135.55	135.55CR	
		G/L ACCOUNT						135.55		
	630 5-820-2-64350	UNIFORMS/EQUIPMENT						108.64	UNIFORMS ELECTRIC & GAS	
	640 5-825-2-64350	UNIFORMS/EQUIPMENT						26.91	UNIFORMS ELECTRIC & GAS	
		VENDOR TOTALS		REG. CHECK				289.67	289.67CR	0.00
								289.67	0.00	

01-1066 GARDEN & ASSOCIATES INC

I 32422		REPLACE MANHOLE LYNN & 2ND	AP		R	11/02/2014		996.31	996.31CR	
		G/L ACCOUNT						996.31		
	001 5-290-2-64070	ENGINEERING						996.31	REPLACE MANHOLE LYNN & 2ND	

I 32424		BOWIE SEWER EXTENSION	AP		R	11/02/2014		1,605.43	1,605.43CR	
		G/L ACCOUNT						1,605.43		
	610 5-815-2-64070	ENGINEERING						1,605.43	BOWIE SEWER EXTENSION	

		VENDOR TOTALS		REG. CHECK				2,601.74	2,601.74CR	0.00
								2,601.74	0.00	

01-1115 H & H AUTO

I 28683		TIRES #43	AP		R	11/02/2014		933.62	933.62CR	
		G/L ACCOUNT						933.62		
	810 5-899-2-63322	TIRES						933.62	TIRES #43	

		VENDOR TOTALS		REG. CHECK				933.62	933.62CR	0.00
								933.62	0.00	

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01-1141 HAPPY JOE'S

I 092414HJ	13	PIZZAS	AP		R	11/02/2014		227.10	227.10CR	
		G/L ACCOUNT						227.10		
	001 5-465-2-65031	CONCESSIONS					227.10	13 PIZZAS		
	VENDOR TOTALS		REG. CHECK					227.10	227.10CR	0.00
								227.10	0.00	

01-1154 HASTY AWARDS

I 09140902	317	MEDALS FB & VB	AP		R	11/02/2014		570.05	570.05CR	
		G/L ACCOUNT						570.05		
	001 5-446-2-65070	OPERATING SUPPLIES					570.05	317 MEDALS FB & VB		
	VENDOR TOTALS		REG. CHECK					570.05	570.05CR	0.00
								570.05	0.00	

01-1289 INTEGRATED TECHNOLOGY PARTN

I 98308		LAPTOP, VIRUS PROTECTION	AP		R	10/03/2014		1,161.64	1,161.64CR	
		G/L ACCOUNT						1,161.64		
	001 5-160-3-67271	COMPUTER EXPENSE					1,125.64	LAPTOP, VIRUS PROTECTION		
	001 5-160-2-64190	TECHNOLOGY					36.00	LAPTOP, VIRUS PROTECTION		
I 98310		INSTALL AP	AP		R	10/03/2014		505.08	505.08CR	
		G/L ACCOUNT						505.08		
	630 5-821-2-64190	TECHNOLOGY					505.08	INSTALL AP		
I 98324		INSTALL APS	AP		R	10/03/2014		357.58	357.58CR	
		G/L ACCOUNT						357.58		
	630 5-820-2-64190	TECHNOLOGY					178.79	INSTALL APS		
	640 5-825-2-64190	TECHNOLOGY					178.79	INSTALL APS		
	VENDOR TOTALS		REG. CHECK					2,024.30	2,024.30CR	0.00
								2,024.30	0.00	

01-1265 IOWA BUSINESS SUPPLY LLC

I 0084870-001		CORNER ORGANIZER, NOTE PADS	AP		R	11/02/2014		42.86	42.86CR	
		G/L ACCOUNT						42.86		
	001 5-160-2-65060	OFFICE SUPPLIES					42.86	CORNER ORGANIZER, NOTE PADS		
I 0084926-001		DESK ORGANIZER, TAPE DISPEN	AP		R	11/02/2014		18.64	18.64CR	
		G/L ACCOUNT						18.64		
	001 5-160-2-65060	OFFICE SUPPLIES					18.64	OFFICE SUPPLIES		

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I 0084926-002		LABELMAKER	AP		R	11/02/2014		33.24	33.24CR	
		G/L ACCOUNT						33.24		
	001 5-160-2-65060	OFFICE SUPPLIES					33.24	LABELMAKER		
		VENDOR TOTALS		REG. CHECK				94.74	94.74CR	0.00
								94.74	0.00	

01-1332 IOWA ONE CALL

I 164334		LOCATES	AP		R	11/02/2014		45.00	45.00CR	
		G/L ACCOUNT						45.00		
	630 5-820-2-65304	UNDERGROUND SUPPLIES					15.00	LOCATES		
	600 5-810-2-65307	SERVICE LINES					15.00	LOCATES		
	640 5-825-2-65307	SERVICE LINES					15.00	LOCATES		
		VENDOR TOTALS		REG. CHECK				45.00	45.00CR	0.00
								45.00	0.00	

01-1439 KELLY TREE FARM

I 7801		HOLES FOR DISC GOLF	AP		R	10/03/2014		100.00	100.00CR	
		G/L ACCOUNT						100.00		
	001 5-430-2-65070	OPERATING SUPPLIES					100.00	HOLES FOR DISC GOLF		
		VENDOR TOTALS		REG. CHECK				100.00	100.00CR	0.00
								100.00	0.00	

01-1446 KIMBALL MIDWEST

I 3775121		VARIOUS SHOP SUPPLIES	AP		R	10/03/2014		402.82	402.82CR	
		G/L ACCOUNT						402.82		
	810 5-899-2-65070	OPERATING SUPPLIES					402.82	VARIOUS SHOP SUPPLIES		
		VENDOR TOTALS		REG. CHECK				402.82	402.82CR	0.00
								402.82	0.00	

01-1468 KINUM INC

I 1449		COLLECTION EXPENSE	AP		R	10/03/2014		24.00	24.00CR	
		G/L ACCOUNT						24.00		
	630 5-822-2-64040	COLLECTION EXPENSE					1.64	COLLECTION EXPENSE		
	600 5-811-2-64040	COLLECTION EXPENSE					5.29	COLLECTION EXPENSE		
	610 5-815-2-64040	COLLECTION EXPENSE					17.07	COLLECTION EXPENSE		

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I 1450		COLLECTION EXPENSE	AP		R	10/03/2014		80.62	80.62CR	
		G/L ACCOUNT						80.62		
	001 5-160-2-64040	COLLECTION EXPENSE					80.62	COLLECTION EXPENSE		
		VENDOR TOTALS		REG. CHECK				104.62	104.62CR	0.00
								104.62	0.00	

01-1500 KUNDE OUTDOOR EQUIPMENT

I 7503		BLADES	AP		R	11/02/2014		12.62	12.62CR	
		G/L ACCOUNT						12.62		
	630 5-820-2-65053	SMALL TOOLS					12.62	BLADES		
I 7510		DRIVE LINKS	AP		R	11/02/2014		21.08	21.08CR	
		G/L ACCOUNT						21.08		
	001 5-150-2-65070	OPERATING SUPPLIES					21.08	DRIVE LINKS		
I 7557		DRIVE LINKS	AP		R	11/02/2014		75.60	75.60CR	
		G/L ACCOUNT						75.60		
	001 5-221-2-65070	OPERATING SUPPLIES					75.60	DRIVE LINKS		
I 7662		POLY, BLADES, NUT, HOLDER	AP		R	11/02/2014		53.23	53.23CR	
		G/L ACCOUNT						53.23		
	001 5-221-2-65070	OPERATING SUPPLIES					53.23	POLY, BLADES, NUT, HOLDER		
		VENDOR TOTALS		REG. CHECK				162.53	162.53CR	0.00
								162.53	0.00	

01-1660 MANATTS INC

I 748065		CONCRETE SOUTH & SPRUCE	AP		R	11/02/2014		70.00	68.00CR	
		G/L ACCOUNT				11/02/2014		70.00	2.00CR	
	001 5-291-2-65070	OPERATING SUPPLIES					70.00	CONCRETE SOUTH & SPRUCE		
I 749309		CONCRETE W 8TH & E 4TH SDWL AP			R	11/02/2014		757.40	729.40CR	
		G/L ACCOUNT				11/02/2014		757.40	28.00CR	
	001 5-212-2-63991	MAINTENANCE					757.40	CONCRETE W 8TH & E 4TH SDWLKS		
		VENDOR TOTALS		REG. CHECK				827.40	797.40CR	0.00
								827.40	30.00CR	

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01-1640 McCLURE ENGINEERING COMPANY

I 8805		LAND USE PLAN/ZONE ORDINANC AP			R	10/03/2014		3,500.00	3,500.00CR	
		G/L ACCOUNT						3,500.00		
	660 5-835-2-64070	ENGINEERING					3,500.00	LAND USE PLAN/ZONE ORDINANCE		
		VENDOR TOTALS		REG. CHECK				3,500.00	3,500.00CR	0.00
								3,500.00	0.00	

01-1697 MEDIACOM LLC

I 092114M		BUSINESS BASIC	AP		R	10/03/2014		59.95	59.95CR	
		G/L ACCOUNT						59.95		
	001 5-110-2-63730	TELECOMMUNICATIONS EXPENSE					59.95	BUSINESS BASIC		
		VENDOR TOTALS		REG. CHECK				59.95	59.95CR	0.00
								59.95	0.00	

01-1606 MERCY SERVICES TIPTON FPC

I 091914MS		PHYSICALS AMBULANCE MEMBER AP			R	11/02/2014		150.00	150.00CR	
		G/L ACCOUNT						150.00		
	001 5-160-2-64122	PHYSICALS					150.00	HEALTH SERVICES AMBULANCE		
		VENDOR TOTALS		REG. CHECK				150.00	150.00CR	0.00
								150.00	0.00	

01-1761 MODERN MARKETING INC

I 104655		500 HALLOWEEN BAGS	AP		R	10/03/2014		363.66	363.66CR	
		G/L ACCOUNT						363.66		
	001 5-110-2-65051	DARE EQUIPT/SUPPLIES					363.66	500 HALLOWEEN BAGS		
		VENDOR TOTALS		REG. CHECK				363.66	363.66CR	0.00
								363.66	0.00	

01-2468 MOELLER TIPTON TIRE & AUTO

I 16783		TIRE REPAIR #21	AP		R	11/02/2014		36.84	36.84CR	
		G/L ACCOUNT						36.84		
	810 5-899-2-63323	TIRE REPAIR					36.84	TIRE REPAIR #21		
		VENDOR TOTALS		REG. CHECK				36.84	36.84CR	0.00
								36.84	0.00	

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01-1832 MUNICIPAL SUPPLY INC

I 0571570-IN		LOGIC HOSTING MONTHLY FEE	AP		R	10/03/2014		2,400.00	2,400.00CR	
		G/L ACCOUNT						2,400.00		
	630 5-822-2-65070	OPERATING SUPPLIES				1,200.00		LOGIC HOSTING MONTHLY FEE		
	640 5-826-2-65070	OPERATING SUPPLIES				1,200.00		LOGIC HOSTING MONTHLY FEE		
		VENDOR TOTALS		REG. CHECK				2,400.00	2,400.00CR	0.00
								2,400.00	0.00	

01-1830 MUTUAL WHEEL CO

I 6806074		FRONT BRAKE DRUMS #21	AP		R	11/02/2014		592.18	592.18CR	
		G/L ACCOUNT						592.18		
	810 5-899-2-63321	REPAIR PARTS				592.18		FRONT BRAKE DRUMS #21		
		VENDOR TOTALS		REG. CHECK				592.18	592.18CR	0.00
								592.18	0.00	

01-2041 PIONEER MANUFACTURING CO

I 530950		PAINT CAN HOLDER	AP		R	11/02/2014		31.95	31.95CR	
		G/L ACCOUNT						31.95		
	001 5-446-2-65070	OPERATING SUPPLIES				31.95		PAINT CAN HOLDER		
		VENDOR TOTALS		REG. CHECK				31.95	31.95CR	0.00
								31.95	0.00	

01-2060 PMMIC INSURANCE

I 14-15PMMIC		TANK INSURANCE RENEWAL	AP		R	11/02/2014		1,014.00	1,014.00CR	
		G/L ACCOUNT						1,014.00		
	630 5-821-2-65075	FUEL				1,014.00		TANK INSURANCE RENEWAL		
		VENDOR TOTALS		REG. CHECK				1,014.00	1,014.00CR	0.00
								1,014.00	0.00	

01-2112 RESCO

I 586541-00		STAR FAULT & DELAY RESET	AP		R	11/02/2014		609.90	609.90CR	
		G/L ACCOUNT						609.90		
	630 5-820-2-65302	OVERHEAD SUPPLIES				609.90		STAR FAULT & DELAY RESET		
I 588752-00		FIBERGLASS STEPS #5	AP		R	11/02/2014		191.15	190.73CR	
		G/L ACCOUNT				11/02/2014		191.15	0.42CR	
	810 5-899-2-63321	REPAIR PARTS				191.15		FIBERGLASS STEPS #5		

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VENDOR TOTALS		REG. CHECK						801.05	800.63CR	0.00
								801.05	0.42CR	

01-2136 RMB COMPANY INC

I 23563	OIL FILTERS, SULLUBE	AP		R	11/02/2014			527.35	527.35CR	
	G/L ACCOUNT							527.35		
	640 5-827-2-63500	OPERATIONAL EQUIPT MAINT & REP				527.35		OIL FILTERS, SULLUBE		
VENDOR TOTALS		REG. CHECK						527.35	527.35CR	0.00
								527.35	0.00	

01-2232 SPAHN & ROSE LUMBER CO

I 3297	BLDG MAINT SUPPLIES	AP		R	11/02/2014			236.25	236.25CR	
	G/L ACCOUNT							236.25		
	630 5-821-2-63100	BUILDING MAINTENANCE & REPAIR				236.25		BLDG MAINT SUPPLIES		
I 3840	LEXAN FOR LANE LINE REEL	AP		R	11/02/2014			455.58	455.58CR	
	G/L ACCOUNT							455.58		
	001 5-465-2-63100	BUILDING MAINTENANCE & REPAIR				455.58		LEXAN FOR LANE LINE REEL		
VENDOR TOTALS		REG. CHECK						691.83	691.83CR	0.00
								691.83	0.00	

01-2240 SPREDCONNECT

I 1014SC	WIRELESS SERVICE	AP		R	10/03/2014			60.45	60.45CR	
	G/L ACCOUNT							60.45		
	660 5-835-2-65070	OPERATING SUPPLIES				60.45		WIRELESS SERVICE		
VENDOR TOTALS		REG. CHECK						60.45	60.45CR	0.00
								60.45	0.00	

01-2239 SPEER FINANCIAL INC

I 060214SFI	TIF SERVICES	AP		R	10/03/2014			1,900.00	1,900.00CR	
	G/L ACCOUNT							1,900.00		
	835 5-899-2-65980	MISCELLANEOUS				1,900.00		TIF SERVICES		
VENDOR TOTALS		REG. CHECK						1,900.00	1,900.00CR	0.00
								1,900.00	0.00	

PACKET: 01853 Council Mtg 100614 AL

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
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01-2235 SPINUTECH INC

I 19342		LICENSE, SUPPORT, HOSTING	AP		R	10/03/2014		540.00	540.00CR	
		G/L ACCOUNT						540.00		
	835 5-899-2-64190	TECHNOLOGY					540.00	LICENSE, SUPPORT, HOSTING		
		VENDOR TOTALS		REG. CHECK				540.00	540.00CR	0.00
								540.00	0.00	

01-1105 STEVE GRITTON

I 092314SG		GARAGE DOOR UPGRADE	AP		R	11/02/2014		245.00	245.00CR	
		G/L ACCOUNT						245.00		
	001 5-160-2-63100	BUILDING MAINTENANCE & REPAIR					245.00	GARAGE DOOR UPGRADE		
		VENDOR TOTALS		REG. CHECK				245.00	245.00CR	0.00
								245.00	0.00	

01-2317 T & M CLOTHING CO.

I 977		329 FB & VB SHIRTS	AP		R	11/02/2014		2,072.70	2,072.70CR	
		G/L ACCOUNT						2,072.70		
	001 5-446-2-64350	UNIFORMS/EQUIPMENT					2,072.70	329 FB & VB SHIRTS		
I 978		1 PANTS, 1 SHIRT & EMBROIDE	AP		R	11/02/2014		101.00	101.00CR	
		G/L ACCOUNT						101.00		
	001 5-110-2-64350	UNIFORMS/EQUIPMENT					101.00	1 PANTS, 1 SHIRT & EMBROIDERY		
		VENDOR TOTALS		REG. CHECK				2,173.70	2,173.70CR	0.00
								2,173.70	0.00	

01-2352 THOMPSON TRUCK & TRAILER

I X101028659:01		FILTERS #30	AP		R	10/03/2014		228.00	228.00CR	
		G/L ACCOUNT						228.00		
	810 5-899-2-63321	REPAIR PARTS					228.00	FILTERS #30		
		VENDOR TOTALS		REG. CHECK				228.00	228.00CR	0.00
								228.00	0.00	

PACKET: 01853 Council Mtg 100614 AL

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
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01-1 TIFCO INDUSTRIES

I 70985293	EXT CORD	AP		R	10/03/2014			159.90	159.90CR	
	G/L ACCOUNT							159.90		
	810 5-899-2-65053	SMALL TOOLS					159.90	TIFCO INDUSTRIES:EXT CORD		
	VENDOR TOTALS	REG. CHECK						159.90	159.90CR	0.00
								159.90	0.00	

01-2410 TIPTON ELECTRIC MOTORS

I 266663	MILWAUKEE IMPACT	AP		R	11/02/2014			169.00	169.00CR	
	G/L ACCOUNT							169.00		
	600 5-810-2-65053	SMALL TOOLS					169.00	MILWAUKEE IMPACT		
	VENDOR TOTALS	REG. CHECK						169.00	169.00CR	0.00
								169.00	0.00	

01-2489 TRANSWORLD SYSTEMS INC

I 971684	COLLECTION EXPENSE	AP		R	10/03/2014			5.00	5.00CR	
	G/L ACCOUNT							5.00		
	001 5-160-2-64040	COLLECTION EXPENSE					5.00	COLLECTION EXPENSE		
	VENDOR TOTALS	REG. CHECK						5.00	5.00CR	0.00
								5.00	0.00	

01-2553 UTILITY SALES & SERVICE INC

I 12345	SUPPLIES FOR GAS LINES	AP		R	10/03/2014			1,714.14	1,714.14CR	
	G/L ACCOUNT							1,714.14		
	640 5-825-2-65307	SERVICE LINES					1,714.14	SUPPLIES FOR GAS LINES		
	VENDOR TOTALS	REG. CHECK						1,714.14	1,714.14CR	0.00
								1,714.14	0.00	

01-2562 VERMEER SALES & SERVICE INC

I 00509758	MINI EXCAVATOR RENTAL	AP		R	11/02/2014			200.00	200.00CR	
	G/L ACCOUNT							200.00		
	600 5-810-2-64151	COMMERCIAL EQPT RENTAL & LEASE					200.00	MINI EXCAVATOR RENTAL		
	VENDOR TOTALS	REG. CHECK						200.00	200.00CR	0.00
								200.00	0.00	

PACKET: 01853 Council Mtg 100614 AL

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
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01-2574 WALMART COMMUNITY

I 201410034604		MISC SUPPLIES	AP		R	11/02/2014		16.75	16.75CR	
		G/L ACCOUNT						16.75		
	001 5-650-2-65980	MISCELLANEOUS					16.75	MISC SUPPLIES		
I 6349		OPERATING SUPPLIES	AP		R	11/02/2014		296.89	296.89CR	
		G/L ACCOUNT						296.89		
	001 5-160-2-65070	OPERATING SUPPLIES					296.89	OPERATING SUPPLIES		
I 7772		MISC SUPPLIES	AP		R	11/02/2014		23.20	23.20CR	
		G/L ACCOUNT						23.20		
	630 5-820-2-65980	MISCELLANEOUS					23.20	MISC SUPPLIES		
I 7792		MISC SUPPLIES	AP		R	11/02/2014		19.88	19.88CR	
		G/L ACCOUNT						19.88		
	001 5-110-2-65980	MISCELLANEOUS					19.88	MISC SUPPLIES		
I 7979		MISC SUPPLIES	AP		R	11/02/2014		19.94	19.94CR	
		G/L ACCOUNT						19.94		
	001 5-160-2-65980	MISCELLANEOUS					19.94	MISC SUPPLIES		
I 8177		MISC SUPPLIES	AP		R	11/02/2014		23.01	23.01CR	
		G/L ACCOUNT						23.01		
	001 5-110-2-65980	MISCELLANEOUS					23.01	MISC SUPPLIES		
I 8178		MISC SUPPLIES	AP		R	11/02/2014		26.96	26.96CR	
		G/L ACCOUNT						26.96		
	001 5-160-2-65980	MISCELLANEOUS					26.96	MISC SUPPLIES		
		VENDOR TOTALS		REG. CHECK				426.63	426.63CR	0.00
								426.63	0.00	

01-2640 WENDLING QUARRIES INC

I 567339		81.73 TN STONE WA MAIN BREA AP			R	11/02/2014		813.65	813.65CR	
		G/L ACCOUNT						813.65		
	600 5-810-2-65308	MAINS					813.65	81.73 TN STONE WA MAIN BREAKS		
I 568430		15.97 TN STONE FOR BEDDING AP			R	11/02/2014		166.29	166.29CR	
		G/L ACCOUNT						166.29		
	600 5-810-2-65308	MAINS					166.29	15.97 TN STONE FOR BEDDING		
		VENDOR TOTALS		REG. CHECK				979.94	979.94CR	0.00
								979.94	0.00	

PACKET: 01853 Council Mtg 100614 AL

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
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01-2648 WERLING ABSTRACT COMPANY

I 14-358-360WA	3 ABSTRACTS	AP		R	11/02/2014			1,050.00	1,050.00CR	
	G/L ACCOUNT							1,050.00		
	660 5-835-2-65980	MISCELLANEOUS					1,050.00	3 ABSTRACTS		
I 14-361WA	1 ABSTRACT	AP		R	11/02/2014			450.00	450.00CR	
	G/L ACCOUNT							450.00		
	660 5-835-2-65980	MISCELLANEOUS					450.00	1 ABSTRACT		
I 14-362WA	1 ABSTRACT	AP		R	11/02/2014			500.00	500.00CR	
	G/L ACCOUNT							500.00		
	660 5-835-2-65980	MISCELLANEOUS					500.00	1 ABSTRACT		
	VENDOR TOTALS	REG. CHECK						2,000.00	2,000.00CR	0.00
								2,000.00	0.00	

01-2668 WHITFIELD & EDDY PLC

I 201087	AUGUST SERVICES	AP		R	10/03/2014			11,507.46	11,507.46CR	
	G/L ACCOUNT							11,507.46		
	835 5-899-2-64110	LEGAL EXPENSE					11,507.46	AUGUST SERVICES		
	VENDOR TOTALS	REG. CHECK						11,507.46	11,507.46CR	0.00
								11,507.46	0.00	

01-2735 ZEE MEDICAL INC

I 0158651980	SAFETY & FIRST AID SUPPLIES	AP		R	11/02/2014			138.60	138.60CR	
	G/L ACCOUNT							138.60		
	810 5-899-2-65100	SAFETY					27.45	SAFETY & FIRST AID SUPPLIES		
	001 5-620-2-65980	MISCELLANEOUS					72.15	SAFETY & FIRST AID SUPPLIES		
	670 5-840-2-65980	MISCELLANEOUS					39.00	SAFETY & FIRST AID SUPPLIES		
I V6589801	HI-VIS JACKET	AP		R	11/02/2014			79.45	79.45CR	
	G/L ACCOUNT							79.45		
	001 5-299-2-65070	OPERATING SUPPLIES					79.45	HI-VIS JACKET		
I V6599601	3 HI-VIS JACKETS	AP		R	11/02/2014			222.45	222.45CR	
	G/L ACCOUNT							222.45		
	001 5-290-2-64350	UNIFORMS/EQUIPMENT					222.45	3 HI-VIS JACKETS		
	VENDOR TOTALS	REG. CHECK						440.50	440.50CR	0.00
								440.50	0.00	

PACKET: 01853 Council Mtg 100614 AL

VENDOR SET: 01

===== REPORT TOTALS =====

FUND DISTRIBUTION

FUND NO#	FUND NAME	AMOUNT
001	GENERAL GOVERNMENT	10,874.09CR
600	WATER OPERATING	1,379.93CR
610	WASTEWATER/AKA SEWER REVE	1,622.50CR
630	ELECTRIC OPERATING	4,469.43CR
640	GAS OPERATING	3,732.19CR
660	AIRPORT OPERATING	5,560.45CR
670	GARBAGE COLLECTION	46.31CR
810	CENTRAL GARAGE	6,218.48CR
835	ADMINISTRATIVE SERVICES	14,403.03CR
** TOTALS **		48,306.41CR

----- TYPE OF CHECK TOTALS -----

	NUMBER	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
HAND CHECKS		0.00	0.00	0.00
		0.00	0.00	
DRAFTS		0.00	0.00	0.00
		0.00	0.00	
REG-CHECKS		48,306.41	48,272.15CR	0.00
		48,306.41	34.26CR	
EFT		0.00	0.00	0.00
		0.00	0.00	
NON-CHECKS		0.00	0.00	0.00
		0.00	0.00	
ALL CHECKS		48,306.41	48,272.15CR	0.00
		48,306.41	34.26CR	

TOTAL CHECKS TO PRINT: 54

ERRORS: 0 WARNINGS: 0

AGENDA ITEM # L - 2

**AGENDA INFORMATION
TIPTON CITY COUNCIL COMMUNICATION**

DATE:	October 6, 2014
AGENDA ITEM:	State of the Police Department Report
ACTION:	Motion

SYNOPSIS: Attached is the report from Chief Holub regarding the Police Department.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: Police

MAYOR/COUNCIL ACTION: None

ATTACHMENTS: Report

PREPARED BY: Chris Nosbisch

DATE PREPARED: 10/2/14

TIPTON POLICE DEPT

Call Type Count

10/1/2013 thru 9/30/2014

Tracking: Unit Selected Agency Type: Police Selected Agency ID: TPD

Call Type	Total
1046	563
MOTORIST ASSIST	46
1050ANIM	1
MOTOR VEHICLE ACC W/A	49
1050PD	2
MVA PROPERTY DAMAGE (5
1050PI	3
MOTOR VEHICLE ACCIDEN	31
1050UNK	126
MOTOR VEHICLE ACC UNK	12
ABANDON	189
ABANDONED 911	26
ALARM	20
ALARM	136
ANIMAL	5
ANIMAL COMPLAINT	20
ASSAULT	1
ASSAULT	6
ASSIST	3
ASSISTANCE	19
ATL	26
ATT TO CONT/LOCATE/WE	20
BURGLARY	136
BURGLARY	5
BUS	20
BUSINESS CHECK/OPEN D	1
CIVIL	6
CIVIL DISPUTE-NON FAMIL'	3
CIVILFAM	19
FAMILYPROBLEMS/CUSTO	1
CRIMIS	1
CRIMINAL MISCHIEF	6
DEBRIS	3
SIGN/TREE/WIRES, ETC	3
DISORDER	19
DISORDERLY CONDUCT	1
DOMESTIC	5
DOMESTIC DISTURBANCE	1
DRUGS	5
DRUGS/MANUFACTURING	5
EXTRA	4
EXTRAATTENTION	4
FDALARM	3
CARBON MONOXIDE/SMOKE	3
FDBRUSH	4
BRUSH/GRASS/FIELD	4
FDCONTRB	3
CONTROLLED BURN	4
FDGAS	4
NATURAL GAS RELEASE IN	6
FDOOTHER	3
OTHER FD CALLS	9
FDSTRUCT	2
STRUCTURE FIRE RES/CO	2
FIGHT*	9
FIGHT IN-PROGRESS	2
FIREWORK	24
FIREWORKS COMPLAINT	17
FOLUP	27
FOLLOW UP	1
FRAUD	1
FRAUD/SCAM	1
HARASS	1
HARASSMENT/THREATS	1
HUNTING	139
HUNTING VIOLATION	6
INTELL	6
INTELLIGENCE INFO/DATA	16
INTOXICA	8
PUBLIC INTOXICATION	7
JUVENILE	25
JUV COMP-NOT MISSING C	207
MEDBREAT	1
BREATHING PROBLEMS	1
MEDCHEST	1
CHEST PAIN/HEART	1
MEDFALL	4
FALLS/BACK INJURIES-TR/	4
MEDICAL	1
MEDICAL CALL	1
MEDOVERD	1
OD/DEATH/SUICIDE/ETC(SI	1
MEDSICK	1
SICK/UNKNOWN/OTHER	1
MEDTRANE	4
EMERGENCY TRANSPORT	4
MISSING	12
MISSING PERSON/JUVENIL	4
NOISE	4
NOISE COMPLAINT	4
NUISANCE	4
NUISANCE/ABATEMENT	4
OWI	1
10-55	1
PARTY	1
PARTY COMPLAINT	1
PCS	4
POSS ANY TYPE OF DRUG	4
PHONE	5
PHONE CALLS	2
PROPERTF	5
PROPERTY FOUND	2
PROPERTL	2
PROPERTY LOST	2
SEX	2
SEX OFFENSES	2
SOLICIT	2
SOLICITOR	68
SUSP	261
SUSPICIOUS PERSON/ACT	11
SWO	11
SPEAK WITH OFFICER	11
TEST	11
TEST	11

Call Type		Total
THEFT	THEFT/LARCENY/SHOPLIF	71
TRAFCONT	TRAFFIC CONTROL/ESCOF	7
TRAFFIC	TRAFFIC HAZD/DISABLED	41
TRAFFICB	SCHOOL BUS VIOLATION	1
TS	TRAFFIC STOP	519
UNLOCK	VEHICLE UNLOCK	85
VANDALIS	VANDALISM	13
WARRANT	WARRANT SERVICE	8
WARRANTS	SEARCH WARRANT	1
WEAPON	WEAPONS VIOLATIONS	1

2912

+ 1595 - Business Calls

4507 - TOTAL CALLS FOR SERVICE.

OCTOBER 1, 2013 THRU SEPTEMBER 30, 2014

During the past year there have been **85 Arrests**.

There were **54 Adult Arrests**.

There were **31 Juvenile Arrests**.

The **Adult Arrests** were for the following:

Harassment	Theft of Lottery Tickets
Criminal Mischief	Disorderly Conduct x 4
Driving Under Suspension x 3	Theft 4 th x 2
Public Intoxication x 7	Theft 3 rd
Driving While Revoked x 3	OWI 1 st x 3
Poss. Controlled Subs. x 5	Poss. Drug Para x 2
Poss. Cont. Subs. & Para x 2	Warrant Arrest x 4
Theft 1 st	Simple Assault x 3
Reckless Driving	Violation of No Contact Order
Theft 2 nd (Embezzlement)	OWI 2 nd x 3
Gun Violation	OWI 3 rd
Driving While Barred	Harassment of Public Official
Domestic Abuse/Child Endanger	Exhibition Obscene Material

The Juvenile Arrests were for the following:

Poss. Drug Para	Simple Assault x 4
Poss Alcohol under legal age	OWI-1 st
Disorderly Conduct x 10	Theft x 5
Remove Theft Det. Device x 2	Aiding & Abetting-theft 4 th
Harassment x 3	Harassment 2 nd
Harassment 3 rd	Interference w/ Official Acts x 2
Curfew	Forgery
Operate w/o Owner's Consent	Criminal Mischief x 2

AGENDA ITEM # L - 3

**AGENDA INFORMATION
TIPTON CITY COUNCIL COMMUNICATION**

DATE: October 6, 2014
AGENDA ITEM: Trick or Treat Night
ACTION: Motion

SYNOPSIS: Once again staff is recommending that the hours for the Trick or Treat night in Tipton be 5:30 to 7:30 p.m. Trick or Treat night will be held on Friday, October 31, 2014.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Manager

MAYOR/COUNCIL ACTION: None

ATTACHMENTS: None

PREPARED BY: Chris Nosbisch

DATE PREPARED: 10/2/14

AGENDA ITEM # L - 4

**AGENDA INFORMATION
TIPTON CITY COUNCIL COMMUNICATION**

DATE: October 6, 2014

AGENDA ITEM: Wage and Benefit Study

ACTION: Motion

SYNOPSIS: The wage and benefit committee interviewed two firms on Monday, September 29, 2014. The two firms interviewed were Springstead Inc. and Verisight. The committee is unanimous in its recommendation to move forward with Verisight with an amount not to exceed \$27,000. I am hopeful that we will be able to bring in a finished product at a lower cost although this is the top dollar number.

The main factor in the decision between the two companies was Verisight's ability to bring private sector data into the report. Verisight will help staff update all of the job descriptions for the City, analyze public and private sector data and create pay and benefit classifications for all of the full time employees. This study will take approximately six months to complete.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Manager

MAYOR/COUNCIL ACTION: None

ATTACHMENTS: RFQ Response

PREPARED BY: Chris Nosbisch

DATE PREPARED: 10/2/14



City of Tipton

RFQ - Classification & Compensation Study

September 5, 2014

Verisight, Inc. (Local)
Kevin M. Paulsen, SPHR
1930 St. Andrews Ct NE, Suite V
Cedar Rapids, IA 52402
Phone: 319-393-4836

Verisight, Inc. (Corporate)
2001 North Main Street, Suite 500
Walnut Creek, CA 94596
Phone: 1-888.401-5629

The information provided by Verisight, Inc. is confidential. The information is not to be disclosed, in part or in full, directly or indirectly, to anyone not involved in the selection process or to any third party without the prior written consent of Verisight, Inc.



VERISIGHT, INC.
1930 St. Andrews Ct. NE Suite V
Cedar Rapids, IA, 52402
O: 319.393.4836
www.verisightgroup.com

September 3, 2014

Chris Nosbisch, A.I.C.P.
City Manager
City of Tipton
407 Lynn Street
Tipton, Iowa 52772

Dear Chris:

Verisight, Inc. is pleased to present our qualifications to provide compensation advisory services to The City of Tipton, Iowa. Our consulting expertise covers retirement plans, health and welfare benefits, and compensation advisory services for board of directors, executives, sales and workforce.

Our team of compensation professionals and our company's experience serving similar entities distinguish Verisight from other companies. We believe that we bring distinct advantages to handling your professional service needs:

- When we work with you, we come prepared to meet your deadlines.
- We possess the qualifications, relevant experience and the dedicated compensation advisory services team to deliver valuable service.
- We understand your needs.
- We are committed to ensuring seamless, quality, and affordable services.

On behalf of Verisight, we pledge that The City of Tipton will consistently receive quality service from quality people. We look forward to your review of our qualifications and encourage you to contact us should you require additional information or have any questions.

Sincerely,

Verisight, Inc.

Kevin Paulsen
Engagement Leader, Compensation Consulting Group

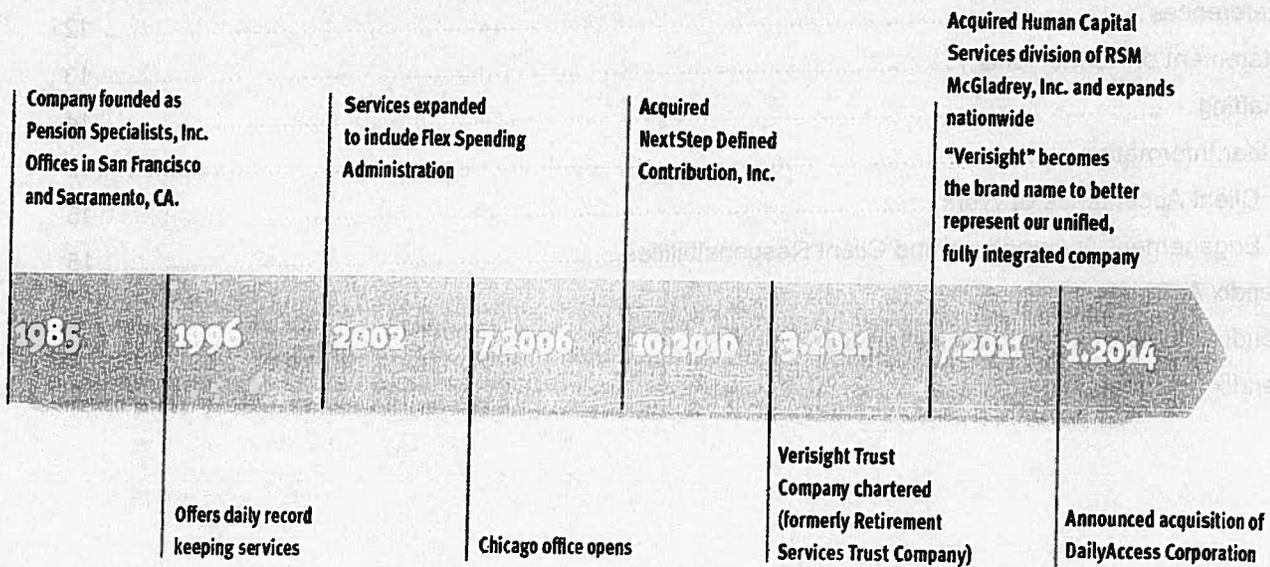
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1. Company Overview

Verisight, incorporated in Delaware, was founded in 1985 with a clear vision: to be our client's trusted partner driven by our core values of honesty and integrity, as well as our commitment to maintain complete independence and transparency in everything we do. Today, Verisight is a testament to those aspirations, earning our reputation as a leader in the industry in delivering a fully integrated, comprehensive array of solutions for plan sponsors and employers.

Verisight is a privately held corporation with more than 300 professionals offering retirement plan and consulting services. Verisight was created by the unification of three similar companies -- Pension Specialists, Inc., NextStep Defined Contribution, Inc. and the Human Capital Services of McGladrey -- each providing similar and related services with distinct distribution systems and well-known for their client-centric approach in the retirement plan industry. Verisight leads the industry in delivering a fully integrated, comprehensive array of retirement plan choices, exceptional service and a transparent, objective approach.



2. Local Availability

Verisight, Inc. has local availability through Kevin Paulsen, Engagement Leader, currently located in Cedar Rapids, IA. Our Cedar Rapids location is approximately 41 miles from the City of Tipton. Kevin's location gives him quick and easy access to the City of Tipton. In addition, Nicole Roach, Associate Consultant, works closely with Kevin Paulsen on all projects and is located in our Moline, IL office. Our Moline office is approximately 46 miles from the City of Tipton, allowing convenient access to our consultants.

3. Service Overview

We understand the importance of an effective partnership, which is why the foundation of our services emphasizes personal attention and responsiveness to our clients' needs. We believe our people are what set us apart from other companies. Our compensation consulting team brings the necessary experience, technical skills, industry knowledge and resources to serve the City of Tipton's needs.

The team at Verisight (previously with McGladrey before 2011) has worked on projects of a similar scope with public sector organizations in a variety of sectors including municipalities, counties and school districts. Our assistance has taken on a number of different approaches depending on the client's past practices, current compensation philosophy or desired objectives. In evaluating classification and compensation, some client organizations base position classification, equity and competitiveness based exclusively on the market pricing of jobs. When market pricing roles, our philosophy at Verisight has been to compile data from multiple published survey sources to identify competitive compensation levels. We typically utilize industry, state and national survey sources which will encompass hundreds of comparable organizations and incumbents. Occasionally this is supplemented with data gathered from publicly available sources or through a custom survey completed with comparable entities. In your study, we will identify and gather data from public entities that are similar in size, union representation and geographic proximity. We will compile through the use of a compensation questionnaire. With a large pool of comparables our analysis creates a high level of validity in the findings.

Others have utilized a process that blends both market pricing and a formal job evaluation process. We have worked with a number of public sector organizations and private businesses over the past years to implement this approach. Our services typically involve the introduction of a job factor analysis tool that captures the compensable factors of each role. This is particularly effective when roles have unique differences or factors that are difficult to compare in the marketplace. This also allows for better comparisons of roles within an organization in order to maintain internal equity.

The job evaluation template we utilize allows for customization as needed. We always work as a partner with each client to design a job evaluation tool that is comprehensive yet easy for them to use going forward. The job analysis is completed by our review of the job description which results in a job evaluation score. At the same time, we suggest that selected jobs are market priced and blended with the job evaluation scores. By combining both job evaluation score with the market pricing results, appropriate classification is maintained and aligned in conjunction with the compensation structure. The supports a structure which preserves both internal and external equity across the organization.

With the considerable financial impact of a benefits program many organizations are interested in assessing the competitiveness of their benefits offerings also. In our process, we will review the current benefits provided by The City of Tipton and provide feedback on how it compares to the competitive market. We will also provide input relative to cost effective ways to enhance the types of benefits being provided. In this phase, we will:

- a) **Gain Understanding of Current Benefit Programs.** Our first step will be to make sure we understand your current benefit programs. For each plan, we will review the health and welfare benefit communication material you provide to your employees. We will also review all Summary Plan Descriptions (SPDs), employee handbooks and any other plan design materials focusing on eligibility, coverage, cost sharing, contract limitations and exclusions, and administration features. We will work with you to get clarification, as necessary.
- b) **Research Benefits Data – Public Sector.** In order to assess the costs and competitiveness of your benefits offerings, we will evaluate information provided from comparable public entities that also participate in the compensation study. We will compile through the use of a benefits questionnaire.
- c) **Research Benefits Data – Private Sector.** In order to assess the costs and competitiveness of your benefits offerings, we will evaluate published survey data for similar organizations within Iowa and the Midwest. We will compile through the use of published benefit surveys.

4. Understanding and Approach

Our Understanding of Your Needs

Incorporated in 1857, the City of Tipton rests in the heart of Eastern Iowa with over 3,200 residents. The City of Tipton currently employs six part-time elected officials and thirty-one full-time employees in nine departments.

The City of Tipton is seeking statements of qualifications from qualified human resources consulting firms to enter into an agreement to conduct a comprehensive compensation, benefit and job classification study.

Objectives

- Research and gather competitive market data to determine the competitiveness of the base compensation plan and benefit programs with comparable entities
- Provide a job classification system that reflects the values and expectations of City of Tipton
- Administer a job evaluation process that accurately captures the compensable elements of each job to maintain internal equity
- Recommend a compensation structure that can be updated on an annual basis
- Guide towards a total rewards plan that does not deviate materially from the competitive market or become uncompetitive

Services and Scope of Work

Step 1: Planning, Communication and Compensation Philosophy Meeting

We will begin the phase with a planning discussion to accomplish the following:

- Confirm phase scope and approach
 - Identify positions/titles included in the job evaluation process
 - Identify selected positions that will be researched as part of the compensation and benefits study
 - Identify communities and contacts for inclusion in compensation and benefits study
- Clarify the roles and responsibilities of your staff and ours for each step
- Define target dates for completion of major work steps
- Identify the appropriate people to involve as project representatives
- Discuss employee communication needs during particular project phase
- Gather background information. We will request and City representatives will be responsible for providing necessary background information, including but not limited to:
 - Position titles with up-to-date position descriptions
 - Organizational chart
 - Compensation administration and policy materials
 - Compensation structure information showing classification and current compensation amounts for each employee along with their job title.
 - Benefits related documentation

Step 2: Job Evaluation Analysis

1. Develop Preliminary Job Evaluations Plans.

We will look at the current job evaluation methodology and either revise or suggest a new job evaluation process to establish the relative values and grade assignments of jobs. Verisight's project team will take a first step at customizing the Job Evaluation program for City of Tipton utilizing our knowledge of the roles and our first-hand experience with similar organizations. We will review the reasonableness of the overall plan design, including compensable factors along with the weighting assigned to the factors. We will agree upon a preliminary job evaluation plan to use in evaluating the internal worth of each position.

2. Evaluate positions.

Establishing the nature of work, typical responsibilities, and required skills is essential to ensure a complete valuing and placement of each position within the organization. We will review position descriptions and conduct the job evaluation process for each full-time job classification. We may also incorporate input regarding roles from those individuals in supervisory and leadership positions. Each position will be rated utilizing the information provided in the position description and follow-up discussions.

3. Assist in Delineating Job Groupings.

Based upon the job evaluation rankings, certain groupings of jobs will emerge, i.e., certain jobs will fall within a reasonable range of points. These groupings are the first step in determining proper classification.

4. Review the ranking of positions.

We will have two meetings as part of the ranking process. We suggest an initial meeting with Project Representatives to evaluate a subset of the positions together to ensure that we have calibrated the Job Evaluation program correctly. We anticipate this will expedite the process and allow us to make recommendations for grade assignments for each position at City of Tipton, within the desired timeframe. Initial grade assignments will also be shared for concurrence. Based upon the above-stated input, our project consultants will make adjustments in the job evaluation plan, if needed and complete final job evaluations for each position.

Once all of the positions have been evaluated on each factor in the job evaluation plan, we will review the rankings with you. We will then provide a preliminary ranking of all positions. The results of the job evaluation process will be used to create a job value matrix (JVM) that describes the internal equity between positions within each department, each job group, and also across the whole organization.

Step 3: Market Pricing Analysis

Summary: For the compensation analysis and recommendations, we would use published compensation survey data (e.g. industry surveys, Towers Watson, CompData) along with comparable municipalities.

We believe it is important to verify certain parameters of the organization's total compensation philosophy before gathering competitive market data. This will help ensure we are using appropriate published surveys, scope data and statistics. Through discussion with Project Representatives we will focus on the City's philosophies regarding the questions outlined below. This session would allow us to identify similarities or differences in opinions, as well as areas where current practices may or may not support City strategies. Our process entails:

- Utilizing 3-5 of the most applicable published survey sources from our compensation survey library.
 - Using comparable industry cuts when available or geographic cuts when applicable
 - Having key markers (25%, 50% and 75% percentiles) for base wage or salary
 - Adjusting data results so it is geographically assessed for Tipton and adjusting the aging of the data to a requested date
- Utilizing data gathered from 5-8 comparable municipalities located in Iowa. We would administer the overall process of developing and sending the questionnaire, collecting data and compiling the responses. The information would be collected through the use of a custom questionnaire. Follow-up calls would be made to encourage participation and to verify numbers.
- Providing data in a tabular format that specifies the comparables by bargaining communities, communities of similar size and situation and the private sector.

We will document all salary survey sources referenced, the specific match(es) made to the marketplace, and all pertinent statistics such as sample size, scope categories, etc., so that the process can be readily explained and easily replicated in the future.

Step 4: Compensation Range Development

Recognizing that the City has a current set of structures/classifications we will evaluate those structures while incorporating the job evaluation score and updated market pricing. This means that compensation range recommendations will be a reflection of both updated external (market) and internal (job evaluation) values. We will provide ranges that show minimum and maximum amounts along with quartiles for each grade classification. The midpoint will represent the competitive rate for a fully qualified, fully experienced employee performing at expected levels. We will work with you to finalize the placement of all benchmark positions into appropriate compensation ranges.

Step 5: Benefits Comparative Analysis

Summary: For the benefits analysis and recommendations, we would use published benefit survey data (e.g. Trusight, Towers Watson, CompData) along with comparable municipality benefit information. We will compare The City of Tipton benefits with the external market. The analysis of survey data will not put a value on each particular benefit but will compare the types and amounts of benefits offered by other organizations with yours. It will give you insight into the total compensation received by your employees.

Our process entails:

- Understanding your current benefit programs. For each benefit offering, we will review the benefit communication material your organization provides to employees. This may include Summary Plan Descriptions (SPDs), your employee handbook and any other plan design materials focusing on eligibility, coverage, cost sharing and exclusions. We will work with you to get clarification, as necessary.
- Utilizing 2-3 of the most applicable published survey sources from our benefits survey library.
- Utilizing benefits information gathered from 5-8 comparable municipalities located in Iowa. We would administer the overall process of developing and sending the questionnaire, collecting data and compiling the responses. The information would be collected through the use of a custom questionnaire. Follow-up calls would be made to encourage participation and to verify numbers.
- Reporting results in a tabular format which compare separately the published survey information and municipalities

Step 6: Communication Tools

To use the updated compensation program most effectively, the organization will need a corresponding set of guidelines to assist the Human Resources Department along with managers, supervisors and the overall organization in making salary decisions that are aligned with your total reward philosophies. It is also imperative that managers/supervisors and ultimately employees understand the compensation program to ensure acceptance. In this step, we will:

- Review the current guidelines or documents used internally for compensation administration
- Review the current policies used for compensation administration and communication
- Discuss the process used to train or inform managers regarding the compensation administration process (i.e. connection to performance, how jobs are classified)
- Offer feedback regarding the current set of policies and guidelines along with recommendations for improvement

Step 7: Final Report

We will conduct an onsite meeting with Project Representatives and present a preliminary report and related documentation regarding the job evaluation scores, market pricing analysis, benefits analysis and classification. Our report will include a comparison indicating published versus survey sources, geographic assessment, data aging, and comparison to current grade compensation at City of Tipton. We will also provide data regarding national and regional trends in base pay and salary structure adjustments. We will gather significant input from you during this meeting and use that input to finalize our overall findings and recommendations. Needed revisions or updates will be considered and we will submit a final project report. Any additional presentations or analyses will be outside the scope of this project and will be billed on a time and materials basis.

Timeline

Once we receive your agreement and have your signed authorization, we can begin the work described in the proposal immediately. Each meeting will be from 2-3 hours in length. We estimate completion of the project will require 3-4 months.

Project Step	Estimated Time	City of Tipton Involvement Level
Planning, Communication	Initial Meeting	Attend 1 meeting
Job evaluation analysis	3-6 weeks	Will provide job descriptions, compensation and benefits documents. Attend 2 meetings to finalize job evaluation tool and rankings.
Market pricing analysis	5-7 weeks	Phone and email availability for questions
Compensation range development	After survey completion	none
Benefits survey and analysis	5-7 weeks	Phone and email availability for questions
Communication tools	After survey completion	Phone and email availability for questions
Final report	Final meeting	Attend 1-2 meetings to discuss report findings and recommendations

5. Project Cost Estimate

Project	Estimated Fees
Classification & Compensation Study –all steps	\$19,500 - \$27,000

In addition to our professional fees, we will bill for our expenses related to travel, other out-of-pocket expenses (such as delivery services), and project specific compensation surveys. If we find that additional costs will be incurred, we will immediately inform you and request your approval before proceeding. Payment of 25% of the estimated fees will be required at the time we begin the project. Once we have delivered this amount in consulting services, we will then bill you monthly for the remaining services provided. Payment is due upon receipt of the invoice.

Fees for services of this type are always difficult to estimate. If circumstances are encountered that affect our ability to proceed according to the plan outlined above, such as major scope changes, loss of key City of Tipton, unavailable information, or undetermined or requested scope changes during our scoping efforts, we will inform you promptly and seek your approval for any changes in scope, timing or fees that may result from such circumstances.

Fees and expenses do not include taxes. You will be responsible for and pay all applicable sales, use, excise, value added and other taxes associated with the provision or receipt of the services and deliverables, excluding taxes on our income generally. Our invoices are payable upon presentation and amounts remaining overdue for more than thirty (30) days will be subject to an interest charge of 1.5% per month from the date of invoice. If you object to any portion of an invoice, you will notify us of your objection within ten (10) days of the date of the invoice, and the parties will promptly make a good faith effort to settle the disputed portion of the invoice. No interest will accrue on such disputed portion of the invoice until the dispute is resolved. You will in any event pay the portion of the invoice that is not in dispute within such thirty (30) day period. We reserve the right to suspend or terminate services if our invoices are not timely paid, in which event we will not be liable for any resulting loss, damage or expense connected with such suspension or termination.

6. References

A compensation and benefits study was completed for each entity below:

Organization	Name, Title	Address	Contact Information
Metrowaste Authority	Grant N. Johnson, Chief Financial Officer	300 E. Locust St., Ste 100 Des Moines, IA 50309	515.323.6506 office 515.244.9477 fax gjo@mwatoday.com
City of Windsor Heights	Carrie Kruse, CPA, Former Chief Financial Officer (currently with City of Des Moines)	1133 66 th Street Windsor Heights, IA 50324	515.283.4834 phone 402.960.5370 mobile cakruse@dmgov.org
Jasper Municipal Utilities - City of Jasper, Indiana	Gerald "Bud" Hauersperger, General Manager of Utilities	610 Main Street P.O. Box 750 Jasper, IN 47547-0750	812.482.9131 phone hauersperger@ci.jasper.in.us

7. Statement of No Incidents

Verisight, Inc. has had no contract termination for default during the last five years.

6. Staffing

Kevin Paulsen, Engagement Leader will be responsible for all services provided to C- or below. Kevin Paulsen is a Senior Consultant with 15 years of experience in the financial services industry. He will be assisted by a Senior Consultant, who works out of the Boston office of Verisight. Other professionals in the network will also be available to assist in the project as appropriate. While we will attempt to comply with your request for certain individuals, we reserve the right to assign our personnel as appropriate to other projects. The capabilities of the consultant assigned to your project can be found in Appendix A.

During the term of this agreement and for a period of one year following its expiration or termination, neither party will actively solicit or attempt to solicit any of the staff members employed, including former employees, who were involved in the engagement. In the event either party does this, the other party agrees to pay to the aggrieved party within 30 days after the date of notification of the violation of 50% of the annual base salary of any such employee. For the avoidance of doubt, this obligation does not extend to former employees who have not been involved in the engagement or who actively sought employment in response to a public posting of an opportunity to other general solicitation of employment, which would be a violation of the terms of this agreement.

8. Staffing

Kevin Paulsen, Engagement Leader, will be responsible for all services provided to City of Tipton. Kevin is located in the Cedar Rapids, Iowa office and has consulted on human resource matters with client organizations for 20+ years. He will be assisted by **Nicole Roach, Associate Consultant**, who works out of the Moline office of Verisight. Other professionals at the necessary skill and experience level may be called upon to assist in the project as appropriate. While we will attempt to comply with your requests for certain individuals, we retain the right to assign our personnel, as appropriate, to perform the service. Biographical profiles of the compensation consultant(s) assigned to your project can be found in Appendix A.

During the term of this engagement and for a period of one year following its expiration or termination, neither party will actively solicit, employ or otherwise engage any of the other party's employees (including former employees) who were involved in the engagement. In the event either party breaches this provision, the breaching party agrees to pay to the aggrieved party within 30 days after demand an amount equal to the greater of \$50,000 or 100 percent of the annual base salary of any such employee. For the avoidance of doubt, the foregoing does not prohibit either party from employing individuals who were not involved in the engagement or who apply for positions in response to internal postings, employment advertisements or other general solicitations of employment, whether such applications are during the term of this engagement or thereafter.

9. Other Information

Client Acceptance of Work

At the conclusion of each phase of work, we will review with you the intended scope of work and deliverables set out in this document to confirm we have met the defined project expectations. If you believe the deliverables do not conform, you will notify us in writing within 30 business days of receiving the deliverables that they do not conform. We will then have a reasonable period of time, based upon its severity and complexity, to correct the nonconformity. If you use the deliverables before acceptance, or if you fail to notify us of the nonconformance within the 30-day period, the deliverables will be considered accepted.

Our personnel shall observe your confidentiality, code of conduct or other reasonable policies regarding working conditions and business hours to the extent our personnel are made aware of such policies. Verisight will furnish replacement personnel in the unlikely event that assigned personnel refuse to observe said policies. If for any reason, any of our personnel are unable to complete the service period or their performance does not meet your expectations, Verisight will attempt to provide suitable replacements.

Engagement Assumptions and Client Responsibilities

Our services, fees and work schedule are based upon the assumptions, representations and information supplied by you.

City of Tipton will determine the extent of services it wishes Verisight to provide and ensure our company has access to key people and data.

If circumstances arise relating to the availability of sufficient, competent evidence or information which, in our professional judgment, prevents us from completing the engagement, we retain the unilateral right to take any course of action permitted to us, including withdrawal from the engagement.

In the event we are requested or authorized by City of Tipton or are required by government regulation, subpoena or other legal process to produce our documents or our personnel as witnesses with respect to our engagements for City of Tipton, City of Tipton will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, including the fees and expenses of our counsel, incurred in responding to such requests.

You agree to furnish personnel, facilities and resources, and undertake the responsibilities set forth in this proposal. You also agree to cause all levels of your employees and contractors to cooperate fully and timely with us. You will designate an employee or employees within your senior management who will make or obtain all management decisions with respect to this engagement on a timely basis. You also agree that all assumptions set forth in this proposal are accurate and agree to provide us with such further information we may need and which we can rely on to be accurate and complete. We will be entitled to rely on all of your decisions and approvals made independently, and we will not be obligated to evaluate, advise on, confirm, or reject such decision and approvals. You will evaluate the adequacy and results of services and will let us know immediately of any problems or issues you perceive in our personnel, services or deliverables. We will also let you know where we feel we are not getting the appropriate cooperation or direction and advise you of any other issues related to this engagement.

The success of this engagement is dependent upon full openness, communication, cooperation and timely direction. The fulfillment of these responsibilities is critical to the success of this engagement. The successful delivery of our services, and the fees charged, are also dependent on your timely and effective completion of your responsibilities, the accuracy and completeness of the assumptions, and timely decisions and approvals by your management. You will be responsible for any delays, additional costs, or other liabilities caused by or associated with any deficiencies in the assumptions or in carrying out your responsibilities.

In the event we obtain any nonpublic personally identifiable information regarding any of your customers during this engagement, we will use such information, if at all, only for the purposes described in this letter and will keep such information confidential in accordance with the provisions of Section 1 of the attached Verisight, Inc. General Business Terms. We have implemented commercially reasonable safeguards to protect against the loss, misuse, alteration or destruction of or unauthorized access to such information (which safeguards include policies for the disposal/destruction of such information), and will promptly notify you after learning of any security breach that compromises such information.

You also will let us know immediately of any problems or issues you perceive in our personnel or services. We will also let you know where we feel we are not receiving the appropriate cooperation or direction and advise you of any other issues related to this engagement. The success of our engagement is dependent upon full openness, communication, cooperation and timely direction. The fulfillment of these responsibilities is critical to the success of our engagement.

Appendix A: Biographies

Kevin Paulsen, SPHR

Engagement Leader

Verisight, Inc.

Cedar Rapids, IA

319.298.5255

kevin.paulsen@verisightgroup.com

Summary of Experience

Kevin is a director at Verisight. His specialty areas include wage and incentive system design; high-performance workplace implementation; organizational planning; performance management design; leadership assessment and development.

A consultant since 1987, Kevin has assisted hundreds of companies ranging in size from \$500,000 to over \$1 billion in sales in the financial services, manufacturing, not-for-profit, and construction industries.

Notable Engagements

- Advised and guided in the transformation to a "performance-based" culture for a 2,000+ employee food processing business. Support included setting organizational and departmental performance metrics, business literacy training, pay for performance linkage and new approaches to communication and employee involvement. Resulted in numerous productivity improvement ideas, 6 percent additional earnings for employees and higher company profitability.
- Advised in the CEO succession planning selection process for a mid-size banking organization. Working in support of the Board, the process included the evaluation of multiple internal candidates. The evaluation provided a plan for developing and mentoring the successor to allow for a smooth and successful transition.
- Designed a performance management process for a 150-employee bank to better define employee expectations and link individual employee performance with pay increases.
- Conducted a human resources diagnostic for a banking organization to uncover opportunities to improve the performance of their human resource function and reduce risk. Roles were defined and recommendations were made to improve standardization of HR services for the business.
- Completed a compensation and benefits comparison study for a multi-plant processing organization. Analysis compared employee compensation and benefits package to comparable positions for other private employers. Recommendations were offered to the total rewards offerings to provide a competitive pay and benefits package.

Publications and Presentations

Kevin has authored several articles that appear in the following publications:

- American Compensation Association (ACA) News
- HR Magazine
- Compensation Solutions
- Management World
- Supervision
- Industrial Engineering

Kevin is a frequent speaker for trade associations and service clubs, including:

- Society of Certified Public Accountants
- Society for Human Resource Management
- Institute of Management Accountants
- State Banking Associations

Professional Affiliations and Credentials

- Society for Human Resource Management
- World at Work

Education

- B.B.A. in Management Information Systems, University of Iowa

Senior Professional in Human Resources (SPHR) certification

Appendix B: Job Evaluation Plan (Sample)

Job Evaluation Plan

Compensable Factors

Points regarding a Job Evaluation Plan

The compensable factors are customized to meet the environment and strategy

Once the employment groups are established, each compensable factor is weighted per importance or relevance to that employment group. In the example below, the Management/Exec group's weighting for Skill is 0%. The factor is not relevant for that group.

After the weightings have been completed, the evaluation points for that factor are divided between the degrees of each factor. (See Job Evaluation Plan.)

The jobs are rated based upon the requirements of the job, not the individual in the job. Therefore, accurate job descriptions are key for this process.

Factors	Management/Exec	Professional	Support
1. Knowledge	20%	25%	10%
a. Specialized Trade, Technical or General Education Required			
b. Previous Experience Required			
2. Skill	0%	10%	20%
a. Manual Skill or Dexterity Required			
b. Physical Effort			
3. Work Complexity	15%	20%	20%
a. Complexity and Difficulty of Duties			
b. Seriousness of Errors			
c. Availability and Frequency of Supervision			
4. Contacts with Others	20%	10%	20%
a. Internal Contacts			
b. External Contacts			
5. Property Protection and Use	20%	10%	10%
a. Responsibility for Funds or Property			
b. Responsibility for Confidential Information			
6. Work Leadership	25%	10%	5%
a. Type of Leadership			
b. Number of Individuals Led			
c. Responsibility for the Safety of Others			
7. Working Environment	0%	15%	15%
a. Working Conditions			
b. Hazards			
Total Percentage	100%	100%	100%

Internal Contacts

This factor covers the degree to which the position requires responsibility for personally dealing with individuals within the College but outside the direct line of authority of the position. These include personal meetings, telephone, and correspondence contacts. Include those contacts that involve project direction, use of technical authority (as in review of procedures) and functional direction (as in directing secretarial services needs but not administering employment policies for that secretary).

NOTE: Do not include contacts with any employees that are supervised directly or indirectly through lower level directors and supervisors as these contacts are considered in other factors.

Select the item that best describes most internal contacts. When considering the purpose of the contact, think in terms of those activities necessary to correlate and coordinate functions inherent in the position, the scope of responsibilities of the contact, controversy involved, and the presence or absence of guiding practices, procedures, policies, or goals.

Purpose

1

Maintain workflow; address concerns/problems; make adjustments to work schedules/procedures. Use and interpret established procedures.

2

Facilitate and promote joint action/cooperation to:

- Achieve immediate operating results
 - Resolve management problems
- No precise direction provided.**

3

Achieve cooperation between functions for broader and more complex operating or management problems.

4

Coordinate actions and communications required to meet College objectives.

5

Develop joint actions and broad working agreements. Collaborate among multi-disciplines, functions or schools at the executive level.

6

Develop actions that facilitate College-wide programs, projects and operations.

Examples

- Exchange information with other College members
- Cooperate with others in providing budget figures
- Explain the application of policy to an employee
- Function as a member of a project team
- Institute a revision to a procedure or plans in concert with other functional areas affected by the revision
- Investigate process-related quality problems to develop corrective actions
- Coordinate with other departments in implementing standardized programs
- Using joint action and approvals, implement IS system changes that affect functional areas
- Collaborate in new program development
- Coordinate activities to implement a major College-wide program
- Chair major College committee
- Spearhead major initiatives
- Make decisions to approve a new flexible benefits program for all employees
- Meet with board members to resolve controversy and present alternative plans
- Structure College operations and coordinate to respond to potential and actual legal concerns

Appendix C: Survey Library

General Industry Surveys

Survey Author	Survey Title
Chief Executive Group	Executive Compensation Report
CompData	CompData - Midwest Region
Employers Association/Trusight	National IT & Engineering Survey
Employers Association /Trusight	Office, Clerical and Technical Survey
Employers Association/Trusight	Supervisory, Professional and Managerial Survey
Employers Association/Trusight	Production Trades Survey
Economic Research Institute	Salary Assessor
MAI	Management Association of Illinois - Benchmark Salary Survey
Mercer	Marketing and Communications
Mercer	Metropolitan Benchmark Survey – National
Mercer	Finance, Accounting & Legal Compensation Survey
Mercer	Information Systems Compensation Survey
Mercer	Logistics & Supply Chain Compensation Survey
Mercer	Human Resources Compensation Survey
Stanton Group	Upper Midwest Salary Survey
Stanton Group	Information Technology Compensation Survey
Towers Watson	Administrative Professional Compensation Survey
Towers Watson	Office & Business Support Compensation Survey
Towers Watson	Specialized Professional Compensation Survey
Towers Watson	Technician Support & Production Compensation Survey
Towers Watson	Human Resources Personnel Compensation
Towers Watson	Sales and Marketing Personnel Compensation
Towers Watson	Call Center and Customer Service Personnel
Towers Watson	Accounting and Financial Personnel
Towers Watson	Logistics and Materials Management Personnel Compensation
Towers Watson	Information Technology Compensation
Towers Watson	Engineering, Design and Drafting Personnel Compensation
EA	Trusight - Holiday Report
MACA	

Management/Executive Surveys

Survey Author	Survey Title
Towers Watson	Top Management Compensation Survey
Towers Watson	Supervisory & Middle Management Compensation Survey
Mercer	Executive Compensation Survey
Employers Association/TruSight	National Executive Compensation Survey
CompData	Executive
National Association of Corporate Directors	Director Compensation Report
Economic Research Institute	Executive Compensation Assessor

Benefits and Compensation Trend Surveys

Survey Author	Survey Title
Towers Watson	Survey Report on Employee Benefit Policies & Practices
Towers Watson	Survey Report on Compensation Policies & Practices
Towers Watson	Survey Report on Non-Qualified Benefits
Towers Watson	Survey Report on Perquisite Policies & Practices
Society of Human Resources Management (SHRM)	Benefits Survey
Mercer	US Compensation Planning Survey
MACA	Milwaukee Area Compensation Association Salary Budget Survey Results
SHRM	Society for Human Resource Management Employee Benefits Survey
Kaiser Family Foundation & Health Research and Education Trust	Employer Health Benefits Survey
Economic Research Institute	Geographic Assessment Tool
EA	Trusight - Holiday Report
WorldatWork	WorldatWork Salary Budget Survey



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Engagement Leader

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AGENDA ITEM # L - 5

**AGENDA INFORMATION
TIPTON CITY COUNCIL COMMUNICATION**

DATE: October 6, 2014
AGENDA ITEM: Full Time Aquatics Center Position
ACTION: Motion

SYNOPSIS: Attached is the job description that I have created to formalize the position in the aquatic center. The new position is called the Aquatic Center Supervisor as they will be responsible for more of the day to day operations of the pool. This individual will work under the Parks and Rec Director, and the two will begin alternating on-call shifts. This was discussed previously by the Council, but no action was taken pending the outcomes of the new recreation facility.

The reason I am asking to formalize this position and eliminate the assistant aquatic manager position is twofold. First, the assistant aquatic manager works enough hours to qualify for health benefits under the changes within the healthcare laws. These benefits essentially transform the position to a full time level as the cost savings with part time and seasonal labor is due to the absence of benefits. The average pay over the last three years for the assistant is \$18,000 to \$25,000, again making it much more than a part time position.

Second, the strain being placed on the recreation department in general is increasing every year. There is a general consensus that citizens would like more programs and to increase the quality of those in existence today. If we are to remain a viable place to attract and keep families, we need to do a better job in this arena.

Although there are a number of requirements that the new supervisor will perform, there is none more important than being utilized as a lifeguard. The expectation is that this supervisor will fill in on guard duties and reduce the need and cost of additional staff. We have a number of programs and periods throughout the day that paying multiple people to be in the aquatic center makes very little fiscal sense. We will also be able to reduce our reliance on "head guards" during the busy summer months as we should be able to reduce the needed amount by half.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Manager

MAYOR/COUNCIL ACTION: None

ATTACHMENTS: Job Description

PREPARED BY: Chris Nosbisch

DATE PREPARED: 10/2/14

City of Tipton
Aquatic Center Supervisor

Approval Date: 10/6/2014
FLSA Status: Exempt
Job Status: FT, Salaried

Department: Parks and Recreation
Reports To: Recreation Director
Pay Range: 25,000 – 35,000

Purpose of Position: Performs administrative, technical and supervisory duties in the operation of the James Kennedy Aquatic Center, including but not limited to operating, maintaining, and staffing for the facilities.

Essential Duties of Position

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be assigned.

- Coordinates, schedules, performs and assigns routine maintenance and repairs for the Aquatic Center.
- Researches and obtains equipment/supply/material bids and maintains vendor contracts.
- Prepares work schedules; assigns duties; examines work for completeness and quality; determines work procedures.
- Administers and/or develops the budgetary, safety, regulatory, and service standards for the aquatic center.
- Serves as the primary contact regarding aquatic center issues, complaints, and after hour calls; Will alternate "on-call weekends with the Parks and Recreation Director and fill "life-guard" shifts as needed.
- Oversees aquatics registration, fees, and records, along with the oversight of concession billing, receipting and submittal to City Hall.
- Performs evaluations of aquatic center staff; selects, trains and directs staff functions.
- Exhibits interpersonal skills which foster the development and maintenance of good working relationships with other entities, the media, special interests groups, civic organizations, citizens, and co-workers.
- Able to react to change productively and handle other tasks as needed.
- Other duties as assigned by the Parks and Recreation Director

Knowledge, Skills, Abilities & Requirements for the Position

Basic understanding of the job activities, standards, methods and activities associated with a particular position. The listing is not all exclusive or inclusive of all activities.

- Demonstrated knowledge of aquatic principles, hazards, and safety procedures, laws and regulations affecting department activities, some mechanical knowledge, and broad-based general knowledge of pool systems.

- Ability to communicate effectively verbally and in written form with supervisors and subordinates; ability to establish and maintain working relationships with employees, public officials, and the general public; proven analytical skills; proven ability to meet established priorities.
- Frequently required to sit and talk or hear; frequently required to stand, walk, use fingers and hands to handle objects and/or operate controls or tools listed herein, regularly lift and/or move up to 25 pounds, occasionally lift and/or move more than 100 pounds; reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste and smell. Must have close vision and the ability to adjust focus, must have distance vision, peripheral vision, depth perception, and color vision.
- While performing the essential functions of this job, the employee will work in an environment that is usually moderate to loud. The employee regularly works in outside weather conditions. Frequently required to work wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

Minimum Training and Experience Required to Perform Essential Functions

Description of Education, experience, similar responsibilities, work schedules, and residency requirements

- Three (3) years of progressively responsible in coordination of aquatic/other recreation activities, including one (1) year of supervisory experience. Associates or Bachelor degree in recreation administration, sports management, fitness, physical education, business administration or related field preferred but not necessary.
- Current Lifeguarding and CPR for the Professional Rescuer and AED Certifications. Have or ability to obtain Life Guard Instructor Trainer (LGIT), Certified Pool Operator (CPO), Water Safety Instructor (WSI), and Water Safety Instructor Trainer (WSIT).
- Must have valid state of Iowa's driver's license (or ability to obtain one prior to employment).

The City of Tipton retains the authority to change the job duties included in this job description at any time.

The City of Tipton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the City of Tipton will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

AGENDA ITEM # L - 6

**AGENDA INFORMATION
TIPTON CITY COUNCIL COMMUNICATION**

DATE:	October 6, 2014
AGENDA ITEM:	Accepting 28E Agreements
ACTION:	Motion

SYNOPSIS: The 28E Agreements for law enforcement have been signed by all of the participating agencies and I am asking the City Council to once again accept them into the permanent record.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Manager

MAYOR/COUNCIL ACTION: None

ATTACHMENTS: Supporting Documents

PREPARED BY: Chris Nosbisch

DATE PREPARED: 10/2/14

Agreement

An agreement establishing mutual aid law enforcement services between Cedar County, the City of Tipton, the City of West Branch, the City of Clarence, the City of Mechanicsville, the City of Durant, the City of Lisbon, the City of Mount Vernon, the 7th Judicial District Department of Correctional Services, the Seventh Judicial District, Juvenile Court Services, and authorizing local officials to perform thereunder.

WHEREAS, Cedar County, the City of Tipton, the City of West Branch, the City of Clarence, the City of Mechanicsville, the City of Durant, the City of Lisbon, the City of Mount Vernon, the 7th Judicial District Department of Correctional Services, the Seventh Judicial District, Juvenile Court Services are so located that it is to the advantage of each to extend aid to the others in respect to law enforcement services, and

WHEREAS, it is recognized that the use of peace officers to perform police or peace officers' duties outside the territorial limits of the governmental unit where such officers are regularly employed may be desirable and imperative under certain circumstances to preserve and protect the public health, safety, welfare, and

WHEREAS, Cedar County, the City of Tipton, the City of West Branch, the City of Clarence, the City of Mechanicsville, the City of Durant, the City of Lisbon, the City of Mount Vernon, the 7th Judicial District Department of Correctional Services, the Seventh Judicial District, Juvenile Court Services hereafter referred to as governmental agencies, deem mutual aid law enforcement service to be in the best interests of the communities, and

2 | 28E Cedar County, Tipton, West Branch, Clarence, Mechanicsville, Durant, Lisbon, Mount Vernon.

WHEREAS, the undersigned governmental agencies desire to participate under a mutual aid law enforcement service plan with said other governmental agencies according to the terms and conditions hereinafter set forth, and

WHEREAS, said governmental agencies consider authority exists under Chapters 28D & 28E of the Iowa Code to enter into a mutual aid agreement to jointly perform the services hereafter enumerated:

NOW THEREFORE IT IS AGREED between Cedar County, the City of Tipton, the City of West Branch, the City of Clarence, the City of Mechanicsville, the City of Durant, the City of Lisbon, the City of Mount Vernon, the 7th Judicial District Department of Correctional Services, the Seventh Judicial District, Juvenile Court Services to participate in a program of mutual aid law enforcement service under the provisions of Chapter 28E of the Code of Iowa, in accordance with the following terms and conditions:

1. **Authorization** Each agency does hereby authorize and direct its police chief, its sheriff, the director or the respective person commanding in their absence to render and request mutual law enforcement aid to and fro the other cities and counties, as the case may be, to the extent of available personnel and equipment not required for adequate protection of the governmental agency rendering aid. The judgment of the director, police chief and sheriff or officer commanding in his/her absence, of each governmental agency rendering aid as the amount of personnel and equipment available shall be final.
2. **Power of Authority** Peace officers/employees who shall be commanded by their superior authority to maintain the peace or perform police duties outside the territorial limits of the unit which regularly employs such officers shall be under the direction and authority of the local commanding officer of the governmental agency to which they are called to perform duties, and shall be personnel of such governmental agency for purposes of final authority

3 | 28E Cedar County, Tipton, West Branch, Clarence, Mechanicsville, Durant, Lisbon, Mount Vernon.

to perform such services (except as provided in paragraph 5 hereof). They shall have all powers and authority of peace officers in such jurisdiction as provided by law, including the power of arrest.

3. **Compensation** Mutual aid law enforcement service shall be rendered without charge to a member of this agreement; provided, however, that as a result of having furnished aid, should the assisting governmental agency be required to seek assistance from another non-member governmental agency or authority, which imposes a charge for same, then in that event, the governmental agency originally seeking such aid shall reimburse the assisting governmental agency in an amount equal to the charge imposed upon the assisting governmental agency by the non-member authority assisting it.

4. **Rules and Regulations** The police chiefs, the sheriffs and the director of the member governmental agencies to the agreement shall establish uniform rules and regulations for giving and receiving aid, subject to the approval of the governing body of each member governmental agency. A copy thereof shall be filed with the clerk and auditor of each member governmental agency. The rules and regulations may be revised and amended from time to time by the police chiefs, sheriffs and director upon their unanimous agreement, subject to the approval of the governing body. Each revision or amendment shall be filed with the clerk and auditor of each member governmental agency to this agreement.

5. **Liability** All wages and disability payments, pension and workmen's compensation claims and benefits, damage to equipment and clothing, and medical expense and all other claims and benefits in connection with duties outside the jurisdiction in accordance with terms of this agreement shall be the responsibility of the governmental agency regularly employing such peace officers.

6. **Effective Date of Agreement** This agreement shall become effective between governmental agencies upon the date of passage and execution by the last governmental agency which is a party to this agreement. The clerk, auditor or chief administrator of each member shall furnish the other member agencies copies of the resolution approving the agreement and authorizing execution, and a signed copy of the agreement shall be furnished to each party to the agreement.
7. **Reservation to Recall** The governmental agency herewith furnishing personnel and equipment to another governmental agency or agencies in accordance with the terms of this agreement shall have the right to recall personnel and equipment while the same are in service with the governmental agency or agencies being assisted at any time the sheriff, police chief, director or respective person commanding in their behalf determines that there is need for such personnel and equipment , or part thereof, in the jurisdiction of the governmental agency furnishing the assistance. Upon notification of the sheriff, police chief, director of person commanding in their behalf, of the governmental agency being assisted, such police chief, sheriff, director of commanding person shall release the personnel or equipment designated by the appropriate authority of the governmental agency furnishing the assistance either immediately or at such time designated by the authority of the governmental agency furnishing said assistance. The sheriff, police chief, director or commanding person releasing such people and equipment shall order same to report at time and place designated by authority of the governmental agency requesting said release.
8. **Termination** The agreement shall remain in full force and effect indefinitely until such time as a member governmental agency passes a resolution terminating this agreement, which date of termination shall not be less than thirty (30) days after the date of

5 | 28E Cedar County, Tipton, West Branch, Clarence, Mechanicsville, Durant, Lisbon, Mount Vernon.

passage of such resolution. However, said agreement shall continue in force between other governmental agencies not termination until same is likewise terminated by the remaining members.

9. **Purpose** The purpose of this agreement and joint undertaking is to provide a mutual aid law enforcement service for the benefit of the governmental agencies participating hereunder, all as more particularly set forth in the preamble and the terms of this agreement.

10. **Financing** All financing will be handled by the individual agencies in the same manner for the respective expenditures for personnel and equipment as is now done independently, and no joint financing or manner of financing is necessary to be established by the terms of this agreement.

11. **Disposition of Property** It is not required to set forth a method or methods to be employed for disposition of property upon partial or complete termination, as hereinbefore authorized, for authorized, for the reason that all property will continue to be under the respective jurisdiction of the governmental agency owning same.

12. **Filing, Recording and Approval** this agreement shall be filed with the Secretary of State and recorded with the County Auditors. That further, each member governmental agency to this agreement shall be responsible to obtain such approval on its behalf as may be required under chapter 28E of the 1993 Iowa Code, as amended.

NOW THEREFORE IT IS AGREED, between Cedar County, the City of Tipton, the City of West Branch, the City of Clarence, the City of Mechanicsville, the City of Durant, the City of Lisbon, the City of Mount Vernon, the 7th Judicial District Department of Correctional Services, the Seventh Judicial District, Juvenile Court Services to participate in a program of mutual aid law enforcement service under the provisions of Chapter 28D of the Code of Iowa, in accordance with the following terms and conditions:

6 | 28E Cedar County, Tipton, West Branch, Clarence, Mechanicsville, Durant, Lisbon, Mount Vernon.

1. **Terms and Conditions** the terms and conditions of this agreement are the same as set forth in paragraphs 1-12 of the preceding agreement except as set forth below.
2. **Additional Terms** Pursuant to section 28D.3 of the Code of Iowa no employee shall be assigned or detailed under this portion of this agreement without the employee's expressed consent or by using undue coercion to obtain said consent. Details relating to any matter covered by this portion of this agreement may be the subject of an agreement between the sending and receiving agencies.

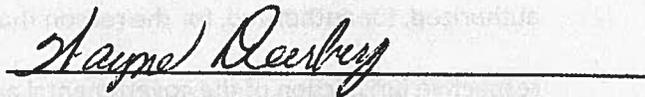
This agreement filed and dated by the respective parties as follows:

Dated this 21st day of August, 2014

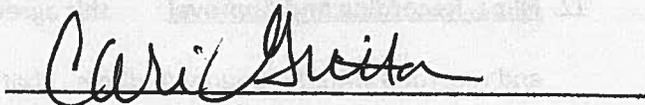
Cedar County,



Sheriff



Chairperson Cedar County Board of Supervisors



Cedar County Auditor

7 | 28E Cedar County, Tipton, West Branch, Clarence, Mechanicsville, Durant, Lisbon, Mount Vernon.

Dated this 2nd day of September, 2014

City of Tipton

Shirley Keppford

Mayor

Lerna Fletcher

City Clerk

AGENDA ITEM # L - 7

**AGENDA INFORMATION
TIPTON CITY COUNCIL COMMUNICATION**

DATE:	October 6, 2014
AGENDA ITEM:	Setting Public Hearing Date
ACTION:	Motion

SYNOPSIS: This is the time to set a public hearing for an Ordinance amending 166.09 (5.) Signs, for commercial and Industrial businesses. It does not appear that amendments for message reader signs was formally adopted into the code. The Public Hearing will be set for Monday, October 20, 2014.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Manager

MAYOR/COUNCIL ACTION: None

ATTACHMENTS: None

PREPARED BY: Chris Nosbisch

DATE PREPARED: 10/2/14

AGENDA ITEM # L - 8

**AGENDA INFORMATION
TIPTON CITY COUNCIL COMMUNICATION**

DATE: October 6, 2014
AGENDA ITEM: Change Order #1 – Library HVAC
ACTION: Motion

SYNOPSIS: This change order is required to keep the project under the \$60,000 threshold that was set by the Council. The changeorder and amount will be presented at the meeting. If the change order is not completed, staff will not recommend moving forward with I-2.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Manager

MAYOR/COUNCIL ACTION: None

ATTACHMENTS: Supporting Documents – At the Meeting

PREPARED BY: Chris Nosbisch

DATE PREPARED: 10/2/14

AGENDA ITEM # L - 9

**AGENDA INFORMATION
TIPTON CITY COUNCIL COMMUNICATION**

DATE: October 6, 2014
AGENDA ITEM: Water and Sewer Exemption
ACTION: Motion

SYNOPSIS: Attached are a letter and a current utility bill from Dawson Garrison requesting a one-time water and sewer adjustment for her property located 610 Lynn Street. For the council's reference, below is the language of the ordinance the council approved in June 2009 and reaffirmed in September 2013. If the council would approve the request, this would reduce the water portion of the bill from \$164.44 to \$35.90 and the sewer portion of the bill from \$164.44 to \$35.90. Total credit is \$257.08. *Note: This is the second exemption for this address, but the first for this tenant. The land owner has been notified to make sure all toilets are operating properly as this is their second exemption.*

2-2-33 WATER ADJUSTMENT. Upon application to and at the discretion of the Tipton City Council, each customer or address within the Corporate Limits of the City of Tipton may be allowed a one-time adjustment on the water bill at that address or meter with an adjustment cap of \$250.00. A twelve month average billing amount will be established from the twelve immediate previous billing cycles. The customer will pay no less than the average of those previous twelve months. Tax will be paid on the original full billing amount, regardless of the amount of adjustment. If an adjustment is made to the customer's water bill under this ordinance then the one-time sewer adjustment under 2-4-9 must also be used at the same time. The City Council, at their discretion, may allow additional exemptions to an address or resident due to a change in occupancy or other mitigating circumstance approved by the Council. Failure to correct and/fix a water loss problem shall not be considered a mitigating circumstance.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Manager

MAYOR/COUNCIL ACTION: None

ATTACHMENTS: Supporting Documents

PREPARED BY: Chris Nosbisch

DATE PREPARED: 10/2/14

04-0040-13

RECEIVED SEP 23 2014

TO the City of Tipton.

9/23/14

we are requesting a one time exemption from our water bill as we had a boiler leak & toilet leak that left us with a huge water bill.

Dawson Garrison

Ryan McManaway

Thank you.

Lelo Lynn St.

314-475-8250 - Ryan
417-848-2681 Dawson



ESTABLISHED 1849

407 Lynn St. Tipton, Iowa 563.886.6187 www.tiptoniowa.org

Account Number	Amount Due
04-0040-13	\$511.64
Due Date	After Due Date Pay
09/24/2014	\$519.33
Service Address	
610 LYNN ST	

There will be a \$20.00 charge on all returned checks.
Please return this portion with your payment.
When paying in person, please bring both portions of this bill.

DAWSON GARRISON
610 LYNN ST
TIPTON IA 52772

CITY OF TIPTON
407 Lynn St
Tipton, IA 52772-1699



Please return this portion with your payment. When paying in person please bring both portions of this bill.

CUSTOMER ACCOUNT INFORMATION - RETAIN FOR YOUR RECORDS

Name		Service Address			Account Number	
DAWSON GARRISON		610 LYNN ST			04-0040-13	
Status	Service Dates		Number of Days	Bill Date	Penalty Date	Due Date
	From	To				
ACTIVE	07/14/2014	08/13/2014	30	09/03/2014	09/25/2014	09/24/2014

PREVIOUS BALANCE 86.66
PAYMENTS 86.66 -

-----CURRENT-----		-----PREVIOUS-----	
DATE	READING	DATE	READING
08/13/2014	1410	07/14/2014	650
08/13/2014	9372	07/14/2014	8946
08/13/2014	8774	07/14/2014	8742

CURRENT BALANCE		\$0.00
760	RESIDENTIAL ELECTR	77.02
	ENERGY ADJ 0.0173	13.17
4260	RESIDENTIAL WATER <i>35.90</i>	164.44
32	RESIDENTIAL GAS	5.12
	GAS COST 0.6100	19.52
4260	RESIDENTIAL SEWER <i>35.90</i>	164.44
	R - GARBAGE 64 GAL	17.25
	R-EL BASIC CHARGE	6.00
	R-WTR BASIC CHARGE	13.00
	R-SWR BASIC CHARGE	13.00
	R-GAS BASIC CHARGE	5.00
	SALES TAX	13.68

ELEC USAGE - PREV YEAR : 1070
WATER USAGE - PREV YEAR : 1000
GAS USAGE - PREV YEAR : 29

CURRENT BILL *\$254.56* \$511.64

AMOUNT DUE \$511.64
AMOUNT DUE AFTER 09/24/2014 \$519.33

ACCOUNT	SERV/TBL	CHARGE	PREVIOUS	CURRENT	CONS	SERV/TBL	CHARGE	SERVICE INFO
04-0040-13	100-RE1 EL	77.02	650	1410	760	400-SR SE	35.90	
GARRISON, DAWSON	100-FUEL-ADJ	13.17 (*HIST FUEL FACTOR:			0.0173290)	500-RGR GT	17.25	STEP: 01
610 LYNN ST	100-RE1 TAX	0.90				600-BER BC	6.00	STEP: 01
BILL: 9/03/2014	300-WA WA	35.90	8946	9039	930 B	600-BER TAX	0.06	
	300-WA TAX	2.51				600-BWR BC	13.00	STEP: 01
	200-RG1 G	5.12	8742	8774	32	600-BWR TAX	0.91	
	200-FUEL-ADJ	19.52 (*HIST FUEL FACTOR:			0.6100000)	600-BSR BC	13.00	STEP: 01
	200-RG1 TAX	0.25				600-BGR BC	5.00	STEP: 01
						600-BGR TAX	0.05	
								TOTAL
								245.56

*** END OF REPORT ***

Adjust Water - \$128.54 301
 adjust Sewer - \$128.54 403

Account Number - 04-0040-13 GARRISON, DAWSON Service Address: 610 LYNN ST
 Service: 300 WA RESIDENTIAL WATER Meter: 62679437

Month	Date	Read		Total	Demand		Reading		Occupant
		Previous	Current	Consumption	Read	Consumption	Flag	Source	
Year : 2014 Total 2									
Jul	08/13/2014	8946	9372	4260			Regular	Hand Held	13
Jun	07/14/2014	8915	8946	310			Regular	Manual Read	13
				Avg 2285					

Account Number - 04-0040-11 GARVIS, TRISTESSE Service Address: 610 LYNN ST
 Service: 300 WA RESIDENTIAL WATER Meter: 62679437

Month	Date	Read		Total	Demand		Reading		Occupant
		Previous	Current	Consumption	Read	Consumption	Flag	Source	
Year : 2014 Total 6									
Jun	07/01/2014	8849	8915	660			Regular	Service Order	11
May	06/13/2014	8723	8849	1260			Regular	Hand Held	11
Apr	05/14/2014	8629	8723	940			Regular	Hand Held	11
Mar	04/14/2014	8502	8629	1270			Regular	Hand Held	11
Feb	03/14/2014	8367	8502	1350			Regular	Hand Held	11
Jan	02/12/2014	8261	8367	1060			Regular	Hand Held	11
Year : 2013 Total 4									
Dec	01/13/2014	8144	8261	1170			Regular	Hand Held	11
Nov	12/13/2013	8042	8144	1020			Regular	Hand Held	11
Oct	11/13/2013	7956	8042	860			Regular	Hand Held	11
Sep	10/14/2013	7927	7956	290			Regular	Manual Read	11
				Avg 988					

660.00 +
 1,260.00 +
 940.00 +
 1,270.00 +
 1,350.00 +
 1,060.00 +
 1,170.00 +
 1,020.00 +
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 290.00 +
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 926.36

AGENDA ITEM # L - 10

**AGENDA INFORMATION
TIPTON CITY COUNCIL COMMUNICATION**

DATE:	October 6, 2014
AGENDA ITEM:	Pump Repair
ACTION:	Motion

SYNOPSIS: Another pump in the west sewer lagoon is in need of repair. Attached is the quote for both the repair and also what a brand new pump would cost the City. Staff is recommending the repair in the amount of \$5,506 from Mississippi Valley Pump, Inc.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Manager

MAYOR/COUNCIL ACTION: None

ATTACHMENTS: Quote

PREPARED BY: Chris Nosbisch

DATE PREPARED: 10/2/14



MISSISSIPPI VALLEY PUMP, INC.
435 S. Devils Glen Road
Bettendorf, IA 52722

Phone: 563-359-3223
Fax: 563-359-6737
Toll Free: 877-711-7587

QUOTATION

TO: City of Tipton, IA.

DATE: 9/24/14

ATTN: Mark

RE: WO #4552

MVP is pleased to offer the following quotation to repair one (1) Flygt Pump Model #3153.090, Serial #0360056 to include the following:

Bearings, seals, o-ring kit, rewind stator, new impeller, glycol, and shop labor.

TOTAL PRICE \$5,506.00

Delivery time – 2 weeks

For one (1) New Flygt Pump Model #3153.095, 20HP, 460 Volt, 3 Phase, 6" Discharge, FLS, 50' Cable, Explosion Proof.

TOTAL PRICE \$15,150.00 + Frt.

Delivery time – 8 weeks

If you have any further questions regarding this quotation please contact me at the above listed number.

Respectfully Submitted:

Shellie Cabana

Shellie Cabana

Proceed with repair: _____

Do not repair: _____

Date/PO#: _____

AGENDA ITEM # L - 11

**AGENDA INFORMATION
TIPTON CITY COUNCIL COMMUNICATION**

DATE: October 6, 2014

AGENDA ITEM: Set Public Hearing Date – Amend Chapter 30 – Police Department

ACTION: Motion

SYNOPSIS: Due to changes made within the State Code of Iowa, the City's ordinance must be amended to allow Emergency UTV (utility task vehicles, our mule) on City roadways. This public hearing will be set for Monday, October 20, 2014 at 5:30 p.m.

(no discussion items for action)

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Manager

MAYOR/COUNCIL ACTION: None

ATTACHMENTS: None

PREPARED BY: Chris Nosbisch

DATE PREPARED: 10/2/14

DATE:	March 8, 2011
APPROVAL:	Sarah H. Harty, Director - Human Resources Department
ACTION:	Monitor

SYNOPSIS: The following changes were made to the list of items to be reviewed by the Commission at its meeting on March 8, 2011. The Commission will review the following items at its meeting on March 8, 2011 at 9:00 a.m.

N. Discussion Items (No Action)

REPORT YEAR: N/A
RESPONSIBLE DEPARTMENT: Civil Service
PREPARED BY: Chris Kesch
DATE PREPARED: 1/20/11

AGENDA ITEM # N - 1

**AGENDA INFORMATION
TIPTON CITY COUNCIL COMMUNICATION**

DATE:	October 6, 2014
AGENDA ITEM:	Sewer Issues/Stormwater Fee
ACTION:	Motion

SYNOPSIS: Staff has attached a memo outlining the issues, concerns and possible remedies for the sewer related problems in Tipton.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Manager

MAYOR/COUNCIL ACTION: None

ATTACHMENTS: Memo

PREPARED BY: Chris Nosbisch

DATE PREPARED: 10/2/14

Memorandum

To: Mayor and City Council
From: Chris Nobsch, City Manager
Date: 10/2/2014
Re: Sanitary and Storm Issues

One of the priorities that was listed by the City Council was the review and subsequent fix of the City's storm and sanitary sewer system. The following memo is staff's effort to create a road map for the City Council on how to address the issues within our system.

I want to start by identifying some misconceptions and providing information to you and the public about certain items before I get into more detail:

- First, the City cannot build a larger system to handle both the storm and sanitary. As a matter of fact, the laws are requiring the complete opposite. They are mandating that Cities' remove storm water from the sanitary system as they deem storm water as clean water. Pumping this water into our lagoons is providing a much more direct route for storm water to reach the creeks and rivers.
- Second, why don't we just line all of the old sewers in town and keep that water out. Some sewers, due to their age and other factors, are not suitable candidates for lining. Additionally, a bigger issue in the community is cross connections. These are instances where a sump pump or foundation drain are piped into the sanitary system.
- We know where the problems are, why can't we just go in and fix it. The first is cost and the second is that it is much more complex than just trying to fix the "bad areas." In a community that has very little storm sewer, known areas of street flooding, and number of homes that sit in low areas, there is no one size fits all fix to this issue.
- Finally, even with all of the fixes that will be proposed, we will still have street flooding from time to time and there is no guarantee that water will not back into basements. There is not a 100% fix to sewer backups, but we can greatly reduce the probability of it happening in multiple homes.

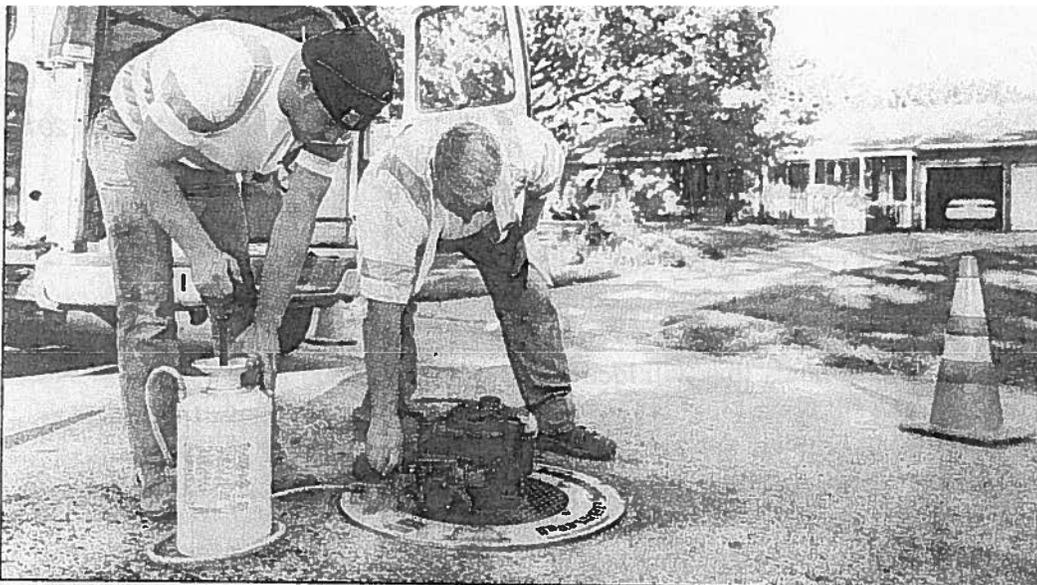
There are a series of things that need to happen in order to for Tipton to resolve this issue. This will be a multi-phase, multi-year plan with a fairly hefty overall price tag. The following lists outlines what I have identified as needs to combat this problem.

1. An engineering study that will identify all of the potential issues with the system. The study will involve the smoke testing of sewer lines, flow monitoring of problem sewers, and identification of areas to install secondary storm systems. It will also create a project and price listing that can be used over the course of the project.
2. New maintenance equipment needs to be purchased in order to properly maintain the system. A jet/vac truck will provide an immediate upgrade to staff's current capabilities (staff would be looking for used models). A sewer cleaning schedule will be created and maintained for the entire City.
3. Sewer lining would begin in areas that have already been identified for the program. Additional lining would occur upon the recommendation of the engineering firm.
4. Individual inspections of citizen's homes would have to occur as a part of this process. I would like to utilize a portion of the storm water fee to fund reimbursements to those citizens that would be required to complete work to remove cross connections. The average sump pump installation can run from \$600 to \$1,000 for installation.
5. When necessary, full reconstruction of sewer and storm water pipes.

Again, this will be a costly endeavor and will require a new revenue source if we are to complete the necessary tasks. Although we could replace some of the projects that are being completed next spring, we simply fall further behind in other facets of our infrastructure. Not all of the funding being used for the sewer issues can be moved to other portions of the budget.

The fee being referenced is the storm water fee and is being utilized in a number of other communities. The amount that I am proposing would be \$5.00 a month as it would generate between \$80,000 and \$100,000 a year. Additionally, using a fee instead of a tax increase allows for a more equitable spread to the community.

I think we all agree that this is a priority for the community and action needs to be taken soon. The City has been forced to by-pass on at least four different occasions in my (short) tenure, each a reportable item for the Iowa DNR. Citizens have had multiple backups occur in their homes, and insurance companies are beginning to take notice. We are not the only City trying to deal with this issue. I have enclosed an article from the Cedar Rapids Gazette that references smoke testing in areas of Cedar Rapids.



Stephen Mally/The Gazette

Justin Tarbill (left), field supervisor, and Kevin Jacobson, co-owner, work on blowing liquid fog into a manhole Tuesday as a crew from Central Iowa Televising performs a smoke test on the sanitary sewer system.

Test smokes out illegal connections to sewers

By Rick Smith, The Gazette

CEDAR RAPIDS — Smoke was spewing out of sewer manholes Tuesday on quiet Nilsen Road NE and out of vent stacks on the roofs of homes there just like it should have.

None of the non-toxic smoke came out of the wrong places — from around foundations, out of roof gutters, in front yards.

"It's all good," said Kevin Jacobson, owner of Central Iowa Televising, a McCallsburg firm conducting the smoke test to identify problems in the city's sanitary sewer system.

The 9 a.m. Tuesday test was the first of a week's worth of such tests in a study area of about 500 homes in northeast Cedar Rapids. The city is working to identify which houses have sump pumps, foundation drains and downspouts connected directly to the city's sanitary sewer system in violation of a 30-plus-year-old city ordinance.

Any smoke coming up in yards would indicate breaks in the sanitary sewer lines running from the home to the street, which are the property owner's responsibility.

Megan Murphy, city Utilities Department communications coordinator, said the study's intent is to identify "infiltration and inflow" of groundwater and rain water that should go to the city's storm sewer system, not the separate sanitary sewer system.

Infiltration and inflow can help overwhelm the sanitary sewer system during heavy rain and flash flooding, which can send a mix of water and sewage backing up into basements, Murphy said.

Such basement backups occurred in 122 reported cases in the city June 29-30.

The pilot study was approved months before the June storms as the city has been looking to establish a policy and perhaps provide incentives to get the illegal connections to the sanitary sewer system changed.

As part of the study, city representatives in recent weeks have gone door to door in the study area — from Old Marion Road NE and First Avenue East to 32nd Street NE and 40th Street NE — to inspect homes to see which had improper connections. The smoke test is designed to help with that effort.

Dave Wallace, the city's sewer utility engineering manager, said Tuesday a preliminary estimate is that about 25 percent of the 500 homes in the study area need to make changes in connections for sump pumps and foundation drains.

Wallace has said that federal housing guidelines used to direct builders to connect foundation drains to the sanitary sewer system in an effort to keep basements dry. As a result, some homes in the city have such connections. But they are not permitted by city law.

Murphy said newer homes also have made improper connections to the sanitary sewers not realizing that it is not allowed.

Wallace said the Public Works Department will make recommendations to the City Council to see whether the council wants to implement a program to remove the improper connections.

The city already provides a \$500 incentive to disconnect a foundation drain from the sanitary sewer system. But only one person has taken advantage of the program to date.

● Comments: (319) 398-8312; rick.smith@thegazette.com

season tick

Summer raffle was opened to

By Vanessa Miller, The Gazette

IOWA CITY — Winners of a Hawkeye student ticket giveaway of five \$8,000 packages toward education expenses have been chosen, and they're all football season ticket holders — as originally intended.

The winning University of Iowa students have received, or soon will receive, the first \$4,000 installment of the \$8,000 awards to be applied to their tuition or education expenses for the fall and spring semesters. One winner is graduating this winter and will not receive the second installment, said Rick Klatt, associate athletics director for external relations.

"Just last week, all of the proper transactions were taking place on campus to make sure the tuition was being deposited," Klatt said. "One student is still working through paperwork issues ... but we have confidence that will be cleared up shortly."

The five winners, who have not been named publicly, were chosen from among 6,838 UI students entered into the promotion, announced in late July in hopes of increasing student season ticket sales. The giveaway originally was offered only to student season ticket holders, but after concerns emerged over the legalities of such a promotion, the athletic department opened it to all UI students.

In an email sent Aug. 4 to more than 25,000 UI students, department officials announced the winners would be randomly selected from a pool of students who bought season tickets and any others who simply notified officials of their interest in being eligible.

Of the 6,838 students entered in the promotion, 6,220 were season ticket holders and 618 were not but asked to have their names entered.

Klatt said the promotion was made possible by longtime donors who wanted to encourage student football attendance.

"And so I'm thrilled that the five winners of the tuition were all season ticket holders," he said. "The intent was to reward them for their support of the football team."

The giveaway included other smaller prizes — four \$1,000 Hy-Vee gift cards, up to \$500 in free books for one student and the

**CITY OF TIPTON
CITY MANAGER
REPORT TO THE CITY COUNCIL
October 6, 2014**

- The work in front of City Hall will begin next week with the demolition of the old scale. City staff will be performing a majority of the concrete work in preparation for Wiskus Construction. The size of the front entrance has been reduced and some minor modifications will be completed over the Police entrance. There will be limited access to City Hall during this time but the front doors will remain open during the concrete construction phase.
- Staff continues to work with FEMA and EMC on the storm that occurred before the 4th of July. We expect to have most of the paper work wrapped up within the next three weeks.
- Lorna, Leanne and I attended the Iowa League of Cities meeting September 24-26. We were able to attend some very good classes and each met with groups we may be utilizing in the near future. We will be searching for a new attorney as Mr. Dendinger has decided to retire.
- The agenda for next week will include discussion of the economic development report complete by UNI. Our feedback will be used by the Development Commission in their goal setting for the next year.
- The leaf vac started a week late due to the fact that there were very few leaves on the ground. Dan and Don have been hired back as seasonal employees to run the leaf vac and street sweeper. This allows us to maintain service levels at a reduced cost.