

City of Tipton, Iowa

Meeting:	Tipton City Council Meeting
Place:	Tipton Fire Station, 301 Lynn Street, Tipton, Iowa 52772
Date/Time:	January 4, 2016 – 5:30 PM
Web Page:	www.tiptoniowa.org
Posted:	January 1, 2016 (Front door of City Hall & City Website)

Mayor:	Bryan Carney	City Manager:	Chris Nosbisch
Council At Large:	Leanne Boots	City Attorney:	Lynch Dallas, P.C.
Council At Large:	Pam Spear	City Clerk:	Lorna Fletcher
Council Ward #1:	Ross Leeper	Deputy City Clerk:	Amy Lenz
Council Ward #2:	Dean Anderson	D. of Public Works:	Steve Nash
Council Ward #3:	Tim McNeill	Chief of Police:	Heath Holub

- A. Call to Order**
- 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. Approval of Liquor License – Tipton Country Club
- 3. Appoint Amy Lenz - Interim City Clerk
- 4. Appoint Pam Spear - Mayor Pro-Tem

G. Public Hearing

- 1. None

H. Ordinance Approval/Amendment

- 1. None

I. Resolutions for Approval

- 1. Resolution Naming Depositories For City Funds

J. Mayoral Proclamation

- 1. None

K. Old Business

- 1. Discussion and Consideration of Clothing Contract – Council Action as Needed
(tabled, October 5, 2015)

L. Motions for Approval

1. Consideration of Claims List – Motion to Approve
2. Discussion and Consideration of Naming Tim Long Interim City Manager – Council Action as Needed

M. Reports to be Received/Filed

1. None

N. Discussion Items (No Action)

1. Budget Parameters

O. Reports of Mayor/Council/Manager

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

P. 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.

F. Consent Agenda

December 21, 2015
Tipton Fire Station
301 Lynn Street
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: Siech, Anderson, Spear and Leeper. Also present: Nosbisch, Lenz, Fletcher, Holub, Nash, Taber, Downs, Klay Johnson, Beck, Coppess, Steffen, Daufeldt, Lisa Kepford, Brian Brennan, Walsh, other visitors and the press.

Mayor Kepford led the meeting in the Pledge of Allegiance.

Agenda:

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

Communications:

1. Bobby Kaufman – Kaufman thanked Shirley and stated she is truly a mentor and he looks up to her as a role model. He presented to Shirley a Certificate of Recognition from the State of Iowa House of Representatives. He also thanked Councilmember Siech and City Manager Nosbisch for their services to the city. HeM then gave a short legislative update, and spoke about the Tipton Senior Center receiving a new oven and any help towards that would be appreciated.

Betty Emrich – Emrich with the Tipton Senior Center thanked the City for the \$5000.00 donation. And, she congratulated and wished good luck to the new mayor and councilmembers.

Consent Agenda:

Motion by Anderson, second by Leeper to approve the consent agenda which includes the December 7, 2015, Council Meeting Minutes, Clerk's/Investment Report, Liquor License Renewal for Cedar Lanes, November Airport Minutes, November Library Minutes, November Library Director's Report, and the Police Chief's Resignation. Following the roll call vote the motion passed unanimously.

Old Business:

1. Clothing Contract, Tabled, October 5, 2015.
This item remains tabled.

Motions for Approval:

1. Claims list

A-L-L EQUIPMENT	AIR FILTER POWER PLANT	134.30
ALBAUGH PHC INC	TOILET CLOSET KITS FAC	61.68
ALLIANCE WATER RESOURCES I	DECEMBER SERVICES	24,904.29
AUS WATERLOO MC LOCKBOX	MATS CITY HALL	207.87
BAUER BUILT TIRE	TIRES FOR GARBAGE TRUCK #30	2,247.12
BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	98.90
BUSINESS RADIO SALES AND S	RADIO REPAIR FIRE	1,160.75
CEDAR COUNTY CO-OP	FUEL DISCOUNT	1,044.85
CEDAR COUNTY SOLID WASTE	TRANSFER FEES	2,880.00
CEDAR COUNTY VFW AUXILIARY	3 FLAGS	280.90
CLARENCE LOWDEN SUN-NEWS &	COMM DEV, FAC, YOUTH REC ADS	129.00
CUSTOM BUILDERS INC	SCREEN PROTECTORS	14.95
EASTERN IOWA LIGHT & PWR	UTILITIES CEMETERY	824.95
EMERGENCY MEDICAL PRODUCTS	MEDICAL SUPPLIES	48.58
EMSLRC	HEALTHCARE PROVIDER CARDS	8.00

FAMILY FOODS	MISC SUPPLIES AMB	82.50
FLETCHER-REINHARDT CO.	UNDERGROUND SUPPLIES	776.82
G & K SERVICES	UNIFORMS PUBLIC WORKS	421.77
GRAYBILL COMMUNICATIONS	REPROGRAM RADIO	167.50
GROEBNER & ASSOCIATES	GAS PIPE	867.84
H & H AUTO	TIRE PATCH #118	15.00
HARRY'S CUSTOM TROPHIES	10 PLAQUES	381.15
INTEGRATED TECHNOLOGY PART	DESTROYED TWO HARD DRIVES	50.00
INTERSTATE POWER SYSTEMS I	ENGINE REPAIRS	2,878.82
IOWA ONE CALL	LOCATES	27.90
JOHNSON COUNTY AMBULANCE	ALS SERVICE	200.00
KOCH ELECTRIC	CITY HALL NEW LIGHTS INSTALLED	748.05
KUNDE OUTDOOR EQUIPMENT	CHAIN SAW OIL	93.54
LANDS' END BUSINESS OUTFIT	RETURN 1 SHIRT	9.46
LAW ENFORCMENT SYSTEMS	OPERATING SUPPLIES POLICE	287.56
LYNCH DALLAS PC	LEGAL SERVICES 11/14-12/11	2,638.50
METERING & TECHNOLOGY SOLU	4 ELECTRIC METERS	756.03
MIDWEST BREATHING AIR LLC	2 PSI GAUGES FIRE	301.20
MISC. VENDOR	THE SEWING ROOM:18 PATCHES PD	401.88
MUNICIPAL SUPPLY INC	WA MAIN RPR SUPP,FIRE HYDRANT	2,465.12
OFFICE EXPRESS	OFFICE SUPPLIES	90.53
PHYSIO-CONTROL INC	MAINTENANCE CONTRACT AMB	4,968.72
PITNEY BOWES INC	TERM RENTAL CHARGES	417.78
PRAXAIR DISTRIBUTION INC	OXYGEN	192.01
REPUBLIC SERVICES OF IOWA	RECYCLING SORT FEES-OCTOBER	1,425.47
RESCO	FR BIB OVERALLS	195.65
S & W HEALTHCARE CORPORATI	CHART PAPER, ELECTRODES	443.65
STAR EQUIPMENT LTD	GRAVE DIGGER BUCKET #20	875.00
T & M CLOTHING CO.	UNIFORM SUPPLIES AMB	1,027.00
THOMPSON TRUCK & TRAILER	BRAKE ADJUSTER #30	181.30
TIPTON COMMUNITY SCHOOLS	34 HRS USE OF SCHOOL GYM	680.00
TIPTON CONSERVATIVE	COMMUNITY TREE LIGHTING AD	1,005.02
TIPTON GREENHOUSE	BOWS COMM DEV	110.00
TIPTON PHARMACY	PHARMACEUTICALS	290.54
VERISIGHT INC	CONSULTING SERVICES PAY STUDY	1,418.00
XEROX CORPORATION	BASE & COPY CHARGES	1,186.37
TOTALS		62,123.82
	FUND TOTALS	
001 GENERAL GOVERNMENT		13,339.68
600 WATER OPERATING		14,456.41
610 WASTEWATER/AKA SEWER REVE		12,230.01
630 ELECTRIC OPERATING		5,404.77
640 GAS OPERATING		930.9
670 GARBAGE COLLECTION		4,322.05
750 CEMETERY ENTERPRISE		117.86
810 CENTRAL GARAGE		4,490.17
835 ADMINISTRATIVE SERVICES		6,831.97
	GRAND TOTAL	62,123.82

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

2. Accept the Finance Officer/City Clerk's Letter of Resignation and Approving Early Retirement Benefits Motion by Siech, second by Leeper to approve Lorna Fletcher, Finance Officer/City Clerk's letter of resignation with early retirement benefits. Following the roll call vote the motion passed unanimously.

3. Pay Application #2-Illowa Investment Inc.

Motion by Anderson, second by Spear to approve Pay Application #2 to Illowa Investment Inc., in the amount of \$8500.22, for Water Main, Sanitary Sewer and Street Improvements, Division 1: Street Improvements project. Following the roll call vote the motion passed unanimously.

4. Web Hosting Local Access Channel-Mediacom

Motion by Siech, second by Anderson to approve Mediacom's web based system with an estimated cost of \$1500.00 for equipment. Following the roll call vote the motion passed unanimously.

5. Making the Appointment to Fill the Council Person At-Large Vacant Seat

There have been three letters of interest received from Tim Malott, Leanne Boots, and Christina Eicher. They were all in attendance at the council meeting and presented to the Council their reasoning for wanting the At-Large Council position.

Tim Malott – Tim is the EMA Director. He feels with his background and degree that he would be a good councilperson. And, he believes he has experience needed to help the City.

Leanne Boots – Leanne has previous experience with serving on the council from 2011-2014. She enjoyed working with everyone and would like the opportunity to serve again. She is also a MLA graduate. Her heart is here and she is vested.

Christina Eicher – Christina has experience with the citizens of Tipton with previously being the customer service manager at Walmart for seven years, and being on many committees. She has city government experience too, because of her current occupation. She enjoys the community.

Motion by Spear, second by Anderson to approve appointing Leanne Boots. The motion passed by the following roll call vote. Aye: Siech, Anderson, Spear. Nay: Leeper.

Discussion Items (No action)

1. Budget Parameters

City Manager Nosbisch stated that Tipton is unique in the fact that we have gas and electric utilities. Because of that, we have money in the bank and we do not have to come up with a necessary tax increase like many other cities. Insurance is going to go up, and worker's comp is going to go up. And, there will be other small increases that take place as well, while we move forward. Nosbisch is just wanting to gauge the interest level at this point, to have a starting point for the budget. The most important thing right now is, are you comfortable with a moderate increase, or should we hold the line?

Reports of Mayor/Council/Manager:

Council Report

Councilmember Siech read her letter aloud.

City council,

I would like to take this moment to thank everyone that supported me these past years as I served on the city council. I have enjoyed my time serving this great community and growing as a person. I have enjoyed making new friends and I will miss collaborating with the wonderful people that work and represent Tipton.

It has been a huge privilege and honor to serve on this city council for the past six years. As part of the city council, I believe our city and our council have worked extremely well together all the while keeping the heart of the city and it's people in mind. As a council we didn't always agree and it was in our debating and our differences that we represented our city as the tough decisions were made.

I hope that the good grace and humor with which our current council treats each other can continue – our common passion for the city, putting the city, as a whole before personal opinions and beliefs is what should unite us. The next council faces incredible challenges and juggling these issues will I'm sure be

challenging, exciting and hugely important for Tipton's future. The people that are elected represent ALL the citizens and must listen to all perspectives and not just those few voices that are the loudest. I hope that this new council keeps that in mind when looking into the future.

As a council member I have had the privilege to attend many city events, work on committees, and work with community members that I would never have had the opportunity to meet and work with and these opportunities have always left me with a clear impression: That Tipton is a Wonderful community one in which has good and friendly citizens and a strong reputation. Treasure this and seek to maintain it, few cities our size have anything like the services, reputation or recognition that we do.

We are all fortunate to have an incredible group of city employees working for Tipton, true public employees who work hard with passion, integrity, creativity and talent.

I'm extraordinarily grateful for the privilege you have bestowed on me in being on the city council these past six years. I have done my best to serve this city and the council in all that I have done. Any achievements and progress we have made for our collective endeavor has only been possible due to the current council, mayor, city staff and the support of our citizens.

Thank you once again. Good luck for the future. In me you will have a lifelong champion for the great city of Tipton.

Manager's Report

The City of Tipton has received their draft permit for the National Pollutant Discharge Elimination System on the east lagoon. Staff had recently completed the west lagoon comment period and have been working towards a finalized permit and compliance schedule.

The new City Code has been uploaded to the website. I caution everyone that the Code is updated annually so they should always check with City Hall to assure they have all of the updates.

The City offices will be closed on Christmas Eve and Christmas Day. Garbage will be picked up on Wednesday, December 23, for those residents that have normal pickup on Friday.

There are two individuals interested in the City Manager interim position and we may be able to consider one of them at the next council meeting.

As an update, one search firm has sent information back, and I plan to hear from the other one after the Christmas break. It is my hope to have information available to the Council at the next meeting.

Thanked Dawn and David for their years of service.

Thanked Shirley for her 32 years of service. Stated that she has never missed a meeting in her whole career being on the Council, and as being the first woman Mayor. She has unbelievable dedication.

Nosbisch stated he has worked in public government for over 15 years and Tipton is, by far, the best council he has ever worked with.

Mayor's Report:

It has been a pleasure serving and working with everybody, and we have always continued to move forward.

Mayor Kepford read her letter aloud.

I want to thank everyone for all the support you have shown throughout my 32 years. I want to thank my family and friends for being there for me.

It has been great. I am leaving with a good feeling for myself that I have given it my all. I have always tried to do what was best for the whole community.

I came to Tipton 48 years ago and to sit up here for 32 years has been an awesome experience in my life.

I have served with three mayors and been with six city managers. All were working with the same goal, to better Tipton. Each mayor brought their own vision. The late Mayor, Don Young, wanted 24 hour police protection, and we have that.

We have a great ambulance and fire department, a beautiful downtown, a lovely park and beautiful churches. We have a school that is top notch. All things that people look for when deciding to make their home here.

Each councilperson brings their own unique personality and vision. I have served with the best, and proud of all the growth we have accomplished.

You don't know how fortunate it is to have managers, department heads, staff and employees who are on call 24/7 to do their jobs. During the ice storm and last year's wind damage, they were working to get power on, get trees picked up and helping families in need. We are fortunate to have employees that care and work to better Tipton.

As a community who cares you have to come together and don't let a few take our town down. Show your support and appreciation to the new Mayor and Council. Say no to the negative people.

In conclusion, I have served for 24 years on the Council and in 2008, I became the first female Mayor of Tipton. Within months I found out that RAGBRAI was coming as an overnight. I am ending my Mayorship with the big 175th Celebration. Both were a huge success. To be a part of all that and everything in between has been a great and rewarding experience that I never would have imagined. I have been so proud to have served as a Councilperson and your Mayor.

Respectfully,

Mayor

Adjourn:

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

Meeting adjourned at 6:37 p.m.

Mayor

Attest: _____
Deputy City Clerk

REVENUE RECEIVED

November, 2015

Property Taxes	85,372.61
Local Option Sales Service	
Tax	16,790.69
Licenses & Permits	1,025.00
Use of Money and Property	29,621.20
Intergovernmental	35,282.21
Charge for Services	574,549.47
Special Assessment	1,606.00
Miscellaneous	88,244.40
Sale of Fixed Assets	0.00
TOTAL	\$832,491.58

City of Tipton

From: Senesaynho, Kristina [ABD] <Senesaynho@iowaabd.com>
Sent: Wednesday, December 30, 2015 10:45 AM
To: cityoftipton@iowatelecom.net
Subject: Liquor License Submitted to Local Authority

The following licenses are completed and awaiting local authority approval:

License #	License Status	Business Name
LC0041370	Submitted to Local Authority	Tipton Country Club (1143 cedar valley rd Tipton Iowa, 52772)

Please do not respond to this email. Contact the Division's Licensing Section with questions regarding the application process or application status toll-free at 866.IowaABD (866.469.2223) (select option 1), locally at 515.281.7400 (select option 1).

For assistance by email contact Licensing@IowaABD.com

AGENDA ITEM # F – 3

**AGENDA INFORMATION
TIPTON CITY COUNCIL COMMUNICATION**

DATE: January 4, 2016

AGENDA ITEM: Interim City Clerk

ACTION: None

SYNOPSIS: In light of Lorna's recent retirement announcement, staff is seeking to appoint Amy Lenz the interim City Clerk. The City Clerk and Finance Director were separate positions prior to the resignation of John Foley.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Manager

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: None

PREPARED BY: Chris Nosbisch

DATE PREPARED: 12/31/15

I. Resolutions for Approval

AGENDA ITEM # I - 1

**AGENDA INFORMATION
TIPTON CITY COUNCIL COMMUNICATION**

DATE: January 4, 2016

AGENDA ITEM: Depositories

ACTION: Motion

SYNOPSIS: Each year the City of Tipton is required to pass a resolution for the depositories. This document also sets for the individuals allowed to sign documents for the depositories.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Manager

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Resolution

PREPARED BY: Chris Nosbisch

DATE PREPARED: 12/31/15

**RESOLUTION NO.
RESOLUTION NAMING DEPOSITORIES FOR CITY FUNDS**

RESOLVED, that Lorna Fletcher, Finance Officer utilize the services of Community State Bank, Citizens Savings Bank, Liberty Trust and Savings Bank and US Bank, all of Tipton, Iowa, for the deposit of public funds belonging to the City of Tipton, Cedar County, Iowa, or coming into its possession, pursuant to a Custodial Agreement. The maximum amount that may be thus deposited in any one depository without further approval of this Council is \$10,000,000.

RESOLVED, that Lorna Fletcher, Finance Officer is hereby authorized and directed to execute the necessary agreements and other documents and correspondence regarding any accounts of the City of Tipton at Depositories.

NAME	OFFICE	TERM EXPIRES
Bryan Carney	Mayor	January 1, 2020
Pam Spear	Mayor, Pro-Tem	January 1, 2020
Lorna Fletcher	Finance Officer	January 1, 2017
Amy Lenz, Interim	City Clerk	January 1, 2017

RESOLVED, that the officers described above are hereby authorized and directed to take such action, and execute such documents and agreements as may be necessary to secure the repayment of the deposits of public funds authorized hereunder, including, but not limited to: Security Agreements, Notices and any documents or instruments supplemental or incidental thereto.

RESOLVED, that the Finance Officer forward a certified copy of this resolution to the Depositories, and any other parties which may request it for purpose of effectuating the deposit of public funds authorized hereunder or any security therefore, together with a certificate attesting to the names and signatures of the present incumbents of the offices described above, and that the Finance Officers further certify to Depositories or other parties from time to time the signatures of any successors in office of any of the present incumbents.

PASSED AND APPROVED this 4th day of January, 2016.

Bryan Carney, Mayor

ATTEST:

Lorna Fletcher, Finance Officer

Pam Spear, Mayor Pro-Tem

Amy Lenz, Interim City Clerk

K. Old Business

AGENDA ITEM # K – 1

**AGENDA INFORMATION
TIPTON CITY COUNCIL COMMUNICATION**

DATE: January 4, 2016

AGENDA ITEM: Clothing Contract

ACTION: None

SYNOPSIS: Staff is asking that this item remain tabled.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Manager

MAYOR/COUNCIL ACTION: Possible Motion

ATTACHMENTS: None

PREPARED BY: Chris Nosbisch

DATE PREPARED: 12/31/15

L. Motions for Approval

PACKET: 02165 Council Mtg 010416 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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01-0090 ALTEC INDUSTRIES INC

I 5249635		ROTARY JOINT RPLCMNT #5	AP		R	12/28/2015		1,828.12	1,828.12CR	
		G/L ACCOUNT						1,828.12		
	810 5-899-2-63321	REPAIR PARTS					1,828.12	ROTARY JOINT RPLCMNT #5		
I 5249706		DIELECTRIC TEST #5	AP		R	12/28/2015		619.55	619.55CR	
		G/L ACCOUNT						619.55		
	810 5-899-2-63321	REPAIR PARTS					619.55	DIELECTRIC TEST #5		
I 5249733		DIELECTRIC TEST #8	AP		R	12/28/2015		507.55	507.55CR	
		G/L ACCOUNT						507.55		
	810 5-899-2-63321	REPAIR PARTS					507.55	DIELECTRIC TEST #8		
		REG. CHECK						2,955.22	2,955.22CR	0.00
								2,955.22	0.00	

01-0146 AQUA TECHNOLOGIES OF IOWA

I 6945		TREATMENT CONTAINING ALUMIN AP			R	12/29/2015		320.67	320.67CR	
		G/L ACCOUNT						320.67		
	630 5-821-2-65070	OPERATING SUPPLIES					320.67	TREATMENT CONTAINING ALUMINUM		
		REG. CHECK						320.67	320.67CR	0.00
								320.67	0.00	

01-0143 AUS WATERLOO MC LOCKBOX

I 6536776		MATS CITY HALL	AP		R	1/27/2016		86.25	86.25CR	
		G/L ACCOUNT						86.25		
	001 5-650-2-63100	BUILDING MAINTENANCE & REPAIR					86.25	MATS CITY HALL		
I 6536780		MATS AMB BLDG	AP		R	1/27/2016		121.62	121.62CR	
		G/L ACCOUNT						121.62		
	001 5-160-2-63100	BUILDING MAINTENANCE & REPAIR					121.62	MATS AMB BLDG		
		REG. CHECK						207.87	207.87CR	0.00
								207.87	0.00	

01-0201 BARRON MOTOR SUPPLY

I 9901		20 GL WASH	AP		R	12/28/2015		249.99	249.99CR	
		G/L ACCOUNT						249.99		
	810 5-899-2-65070	OPERATING SUPPLIES					249.99	20 GL WASH		

PACKET: 02165 Council Mtg 010416 AL

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
<hr/>										
I 9930		LUBE #15	AP		R	12/28/2015		15.64	15.64CR	
		G/L ACCOUNT						15.64		
	010 5-899-2-63321	REPAIR PARTS					15.64	LUBE #15		
I 9934		EXHAUST EMISSION #15	AP		R	12/28/2015		14.94	14.94CR	
		G/L ACCOUNT						14.94		
	010 5-899-2-63321	REPAIR PARTS					14.94	EXHAUST EMISSION #15		
		REG. CHECK						280.57	280.57CR	0.00
								280.57	0.00	
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01-0676 CREATIVE PRODUCT SOURCING I										
I 86200		DARE SUPP FOR 15-16 SCHOOL	AP		R	12/28/2015		362.25	362.25CR	
		G/L ACCOUNT						362.25		
	001 5-110-2-65051	DARE EQUIPT/SUPPLIES					362.25	DARE SUPP FOR 15-16 SCHOOL YR		
		REG. CHECK						362.25	362.25CR	0.00
								362.25	0.00	
<hr/>										
01-0802 DOMTAR										
I 1169099		10 CASES PAPER	AP		R	12/28/2015		450.62	450.62CR	
		G/L ACCOUNT						450.62		
	035 5-899-2-65060	OFFICE SUPPLIES					450.62	10 CASES PAPER		
		REG. CHECK						450.62	450.62CR	0.00
								450.62	0.00	
<hr/>										
01-0840 ECIA										
I 13408-2		MEMBERSHIP DUES 2ND INSTLLM	AP		R	1/27/2016		966.30	966.30CR	
		G/L ACCOUNT						966.30		
	035 5-899-1-62100	DUES/FEES					966.30	MEMBERSHIP DUES 2ND INSTLLMNT		
		REG. CHECK						966.30	966.30CR	0.00
								966.30	0.00	
<hr/>										
01-1020 FLETCHER-REINHARDT CO.										
I 51130540.001		3 PHASE METER & BATTERY	AP		R	1/28/2016		224.70	224.70CR	
		G/L ACCOUNT						224.70		
	630 5-820-2-65300	METERS					224.70	3 PHASE METER & BATTERY		

PACKET: 02165 Council Mtg 010416 AL

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
				REG. CHECK			224.70	224.70CR	0.00
							224.70	0.00	

01-1055 G & K SERVICES

I 466873		SHOPTOWELS ELECTRIC	AP		R	1/27/2016	81.27	81.27CR	
		G/L ACCOUNT					81.27		
	630	5-820-2-65070	OPERATING SUPPLIES				81.27	SHOPTOWELS ELECTRIC	

I 466886		UNIFORMS PUBLIC WORKS	AP		R	1/27/2016	47.66	47.66CR	
		G/L ACCOUNT					47.66		
	670	5-840-2-64350	UNIFORMS/EQUIPMENT				8.29	UNIFORMS PUBLIC WORKS	
	600	5-810-2-64350	UNIFORMS/EQUIPMENT				6.49	UNIFORMS PUBLIC WORKS	
	001	5-210-2-64350	UNIFORMS/EQUIPMENT				11.81	UNIFORMS PUBLIC WORKS	
	810	5-899-2-64350	UNIFORMS/EQUIPMENT				8.07	UNIFORMS PUBLIC WORKS	
	001	5-299-2-64350	UNIFORMS/EQUIPMENT				13.00	UNIFORMS PUBLIC WORKS	

I 466887		UNIFORMS EL & GAS	AP		R	1/27/2016	111.02	111.02CR	
		G/L ACCOUNT					111.02		
	630	5-820-2-64350	UNIFORMS/EQUIPMENT				84.14	UNIFORMS EL & GAS	
	640	5-825-2-64350	UNIFORMS/EQUIPMENT				26.88	UNIFORMS EL & GAS	

I 470207		UNIFORMS EL & GAS	AP		R	1/27/2016	111.02	111.02CR	
		G/L ACCOUNT					111.02		
	630	5-820-2-64350	UNIFORMS/EQUIPMENT				84.14	UNIFORMS EL & GAS	
	640	5-825-2-64350	UNIFORMS/EQUIPMENT				26.88	UNIFORMS EL & GAS	

				REG. CHECK			350.97	350.97CR	0.00
							350.97	0.00	

01-2665 GOODYEAR COMMERCIAL TIRE &

I 117-1057517		4 TIRES #51	AP		R	12/28/2015	559.47	559.47CR	
		G/L ACCOUNT					559.47		
	810	5-899-2-63322	TIRES				559.47	4 TIRES #51	

				REG. CHECK			559.47	559.47CR	0.00
							559.47	0.00	

01-1120 HAHN READY MIX SAND & GRAVE

I 266117		STORM INTAKE REBUILD	AP		R	1/27/2016	292.00	292.00CR	
		G/L ACCOUNT					292.00		
	001	5-291-2-63994	CATCH BASIN/ST SEWER MAINTENAN				292.00	STORM INTAKE REBUILD	

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
I 266138		STORM & ST RPR AT INTAKE	AP		R	1/27/2016	321.00	321.00CR	
		G/L ACCOUNT					321.00		
	001 5-291-2-63994	CATCH BASIN/ST SEWER MAINTENAN				321.00	STORM & ST RPR AT INTAKE		
		REG. CHECK					613.00	613.00CR	0.00
							613.00	0.00	
01-1188	HEIMAN INC								
I 0841588-IN		CONVERSION KIT TO 12V FIRE AP			R	1/27/2016	477.35	477.35CR	
		G/L ACCOUNT					477.35		
	001 5-150-2-65070	OPERATING SUPPLIES				477.35	CONVERSION KIT TO 12V FIRE		
		REG. CHECK					477.35	477.35CR	0.00
							477.35	0.00	
01-1270	IOWA ASSOCIATION OF								
I 10995		TRAINING GAS	AP		R	1/27/2016	60.00	60.00CR	
		G/L ACCOUNT					60.00		
	640 5-825-1-62300	TRAINING				60.00	TRAINING GAS		
I 11011		IUB ENERGY REPORTING EL & AP			R	1/27/2016	810.00	810.00CR	
		G/L ACCOUNT					810.00		
	640 5-825-2-64904	REGULATORY CMSSN/FRANSHISE FE				360.00	IUB ENERGY REPORTING EL & GAS		
	630 5-820-2-64904	REGULATORY CMSSN/FRANSHISE FE				450.00	IUB ENERGY REPORTING EL & GAS		
		REG. CHECK					870.00	870.00CR	0.00
							870.00	0.00	
01-1316	IOWA NATURAL GAS ASSOCIATIO								
I 2016INGA		ANNUAL DUES	AP		R	1/28/2016	115.00	115.00CR	
		G/L ACCOUNT					115.00		
	640 5-825-1-62100	DUES/FEES				115.00	ANNUAL DUES		
		REG. CHECK					115.00	115.00CR	0.00
							115.00	0.00	

PACKET: 02165 Council Mtg 010416 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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01-1426 JOHNSON COUNTY AMBULANCE

I 0915JCA	ALS SERVICE	AP		R	1/27/2016			200.00	200.00CR	
	G/L ACCOUNT							200.00		
	001 5-160-2-64130	PAYMENT TO OTHER AGENCIES/FUND				200.00		ALS SERVICE		
		REG. CHECK						200.00	200.00CR	0.00
								200.00	0.00	

01-1716 MH EQUIPMENT CO

I 221N52	CYLINDER REBUILD #20	AP		R	12/28/2015			366.13	366.13CR	
	G/L ACCOUNT							366.13		
	010 5-899-2-63321	REPAIR PARTS				366.13		CYLINDER REBUILD #20		
		REG. CHECK						366.13	366.13CR	0.00
								366.13	0.00	

01-2083 PIONEER RESEARCH CORP

I 245056	4 GALLONS PRIME CUT	AP		R	12/28/2015			236.70	236.70CR	
	G/L ACCOUNT							236.70		
	001 5-465-2-65070	OPERATING SUPPLIES				236.70		4 GALLONS PRIME CUT		
		REG. CHECK						236.70	236.70CR	0.00
								236.70	0.00	

01-2057 PRAXAIR DISTRIBUTION INC

I 54503087	OXYGEN	AP		R	1/27/2016			38.61	38.61CR	
	G/L ACCOUNT							38.61		
	001 5-160-2-65070	OPERATING SUPPLIES				38.61		OXYGEN		
		REG. CHECK						38.61	38.61CR	0.00
								38.61	0.00	

01-2112 RESCO

I 624036-00	FR BIBS ELECTRIC	AP		R	1/28/2016			195.65	195.65CR	
	G/L ACCOUNT							195.65		
	630 5-820-2-64350	UNIFORMS/EQUIPMENT				195.65		FR BIBS ELECTRIC		
		REG. CHECK						195.65	195.65CR	0.00
								195.65	0.00	

PACKET: 02165 Council Mtg 010416 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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01-2074 RK DIXON

I 1420812		CONTRACT BASE CHARGE	AMB	AP		R	1/27/2016	26.08	26.08CR	
		G/L ACCOUNT						26.08		
	001 5-160-2-64910	CONTRACT SERVICES						26.08	CONTRACT BASE CHARGE	AMB
		REG. CHECK						26.08	26.08CR	0.00
								26.08	0.00	

01-2136 RMB COMPANY INC

I 27582		2 AIR FILTERS	ELECTRIC	AP		R	1/28/2016	330.80	330.80CR	
		G/L ACCOUNT						330.80		
	630 5-821-2-63500	OPERATIONAL EQUIPT MAINT & REP						330.80	2 AIR FILTERS	ELECTRIC
		REG. CHECK						330.80	330.80CR	0.00
								330.80	0.00	

01-2165 SANDRY FIRE SUPPLY LLC

I 49452		FIRE BOOTS		AP		R	12/28/2015	140.00	140.00CR	
		G/L ACCOUNT						140.00		
	001 5-150-2-64350	UNIFORMS/EQUIPMENT						140.00	FIRE BOOTS	
		REG. CHECK						140.00	140.00CR	0.00
								140.00	0.00	

01-2205 SKARSHAUG TESTING LAB

I 204559		SLEEVES/GLOVES CLEAN & TEST		AP		R	1/27/2016	100.93	100.93CR	
		G/L ACCOUNT						100.93		
	630 5-820-2-64920	TESTING FEES						100.93	SLEEVES/GLOVES CLEAN & TEST	
		REG. CHECK						100.93	100.93CR	0.00
								100.93	0.00	

01-2232 SPAHN & ROSE LUMBER CO

I 201512285086		BLDG MAINT SUPPLIES	GAS	AP		R	1/27/2016	116.81	116.81CR	
		G/L ACCOUNT						116.81		
	640 5-825-2-63100	BUILDING MAINTENANCE & REPAIR						116.81	BLDG MAINT SUPPLIES	GAS
I 48087554		BLDG MAINT SUPPLIES	PARK	AP		R	1/27/2016	82.62	82.62CR	
		G/L ACCOUNT						82.62		
	001 5-430-2-63100	BUILDING MAINTENANCE & REPAIR						82.62	BLDG MAINT SUPPLIES	PARK

PACKET: 02165 Council Mtg 010416 AL

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
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I 48087788		OPERATING SUPPLIES	CEMETER AP		R	1/27/2016		78.72	78.72CR	
		G/L ACCOUNT						78.72		
	750 5-280-2-65070	OPERATING SUPPLIES					78.72	OPERATING SUPPLIES	CEMETERY	

I 48088161		BLDG MAINT SUPPLIES	CITY H AP		R	1/27/2016		7.08	7.08CR	
		G/L ACCOUNT						7.08		
	001 5-650-2-63100	BUILDING MAINTENANCE & REPAIR					7.08	BLDG MAINT SUPPLIES	CITY HALL	

		REG. CHECK					285.23	285.23CR	0.00
							285.23	0.00	

01-1690 STOREY KENWORTHY/MATT PARRO

I PINV353299		W2'S, 1099'S, ENVELOPES	AP		R	1/27/2016		198.54	198.54CR	
		G/L ACCOUNT						198.54		
	835 5-899-2-65060	OFFICE SUPPLIES					198.54	W2'S, 1099'S, ENVELOPES		
		REG. CHECK					198.54	198.54CR	0.00	
							198.54	0.00		

01-2310 SWICK CABLE CONTRACTOR'S IN

I 16975		BORE IN 2" GAS MAIN-WEST 6T AP			R	1/28/2016		1,330.00	1,330.00CR	
		G/L ACCOUNT						1,330.00		
	640 5-825-2-65308	MAINS					1,330.00	BORE IN 2" GAS MAIN-WEST 6TH		
		REG. CHECK					1,330.00	1,330.00CR	0.00	
							1,330.00	0.00		

01-2352 THOMPSON TRUCK & TRAILER

I X101046060:01		HOSE & FITTING #30	AP		R	12/28/2015		35.45	35.45CR	
		G/L ACCOUNT						35.45		
	810 5-899-2-63321	REPAIR PARTS					35.45	HOSE & FITTING #30		
I X101046151:01		REPAIR PARTS #21	AP		R	12/28/2015		1,777.68	1,777.68CR	
		G/L ACCOUNT						1,777.68		
	810 5-899-2-63321	REPAIR PARTS					1,777.68	REPAIR PARTS #21		
		REG. CHECK					1,813.13	1,813.13CR	0.00	
							1,813.13	0.00		

PACKET: 02165 Council Mtg 010416 AL

VENDOR SET: 01

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING

01-2574	WALMART COMMUNITY									
I 201512285087		MISC SUPPLIES	AP		R	1/27/2016		19.13	19.13CR	
		G/L ACCOUNT						19.13		
	001 5-110-2-65980	MISCELLANEOUS						19.13	MISC SUPPLIES	
I 4252		MISC SUPPLIES	AP		R	1/27/2016		40.53	40.53CR	
		G/L ACCOUNT						40.53		
	001 5-525-2-65980	MISCELLANEOUS						40.53	MISC SUPPLIES	
I 4814		OFFICE & MISC SUPPLIES	AP		R	1/27/2016		37.51	37.51CR	
		G/L ACCOUNT						37.51		
	001 5-160-2-65060	OFFICE SUPPLIES						5.94	OFFICE & MISC SUPPLIES	
	001 5-650-2-65980	MISCELLANEOUS						31.57	OFFICE & MISC SUPPLIES	
I 5311		OPERATING SUPPLIES	AP		R	1/27/2016		9.92	9.92CR	
		G/L ACCOUNT						9.92		
	630 5-820-2-65070	OPERATING SUPPLIES						9.92	OPERATING SUPPLIES	
I 5397		MISC SUPPLIES	AP		R	1/27/2016		53.60	53.60CR	
		G/L ACCOUNT						53.60		
	001 5-150-2-65980	MISCELLANEOUS						53.60	MISC SUPPLIES	
I 9949		MISC SUPPLIES	AP		R	1/27/2016		10.07	10.07CR	
		G/L ACCOUNT						10.07		
	835 5-899-2-65980	MISCELLANEOUS						10.07	MISC SUPPLIES	
		REG. CHECK						170.76	170.76CR	0.00
								170.76	0.00	

01-2650 WESCO RECEIVABLES CORP

I 246844		6 ANCHOR RODS ELECTRIC	AP		R	1/28/2016		106.83	106.83CR	
		G/L ACCOUNT						106.83		
	630 5-820-2-65302	OVERHEAD SUPPLIES						106.83	6 ANCHOR RODS ELECTRIC	
		REG. CHECK						106.83	106.83CR	0.00
								106.83	0.00	

PACKET: 02165 Council Mtg 010416 AL

VENDOR SET: 01

===== R E P O R T T O T A L S =====

F U N D D I S T R I B U T I O N

FUND NO#	FUND NAME	AMOUNT
001	GENERAL GOVERNMENT	2,567.14CR
600	WATER OPERATING	6.49CR
630	ELECTRIC OPERATING	1,989.05CR
640	GAS OPERATING	2,035.57CR
670	GARBAGE COLLECTION	8.29CR
750	CEMETERY ENTERPRISE	78.72CR
810	CENTRAL GARAGE	5,982.59CR
835	ADMINISTRATIVE SERVICES	1,625.53CR
** TOTALS **		14,293.38CR

----- 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		14,293.38	14,293.38CR	0.00
		14,293.38	0.00	
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		14,293.38	14,293.38CR	0.00
		14,293.38	0.00	

TOTAL CHECKS TO PRINT: 29

ERRORS: 0

WARNINGS: 0

AGENDA ITEM # L - 2

**AGENDA INFORMATION
TIPTON CITY COUNCIL COMMUNICATION**

DATE: January 4, 2016

AGENDA ITEM: Tim Long

ACTION: Motion

SYNOPSIS: Attached you will find a resume, cover letter and sample contract for Tim Long. Tim has been a long time City Administrator and would be able to serve as the Interim City Manager during this transition.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Manager

MAYOR/COUNCIL ACTION: Motion

ATTACHMENTS: Supporting Documents

PREPARED BY: Chris Nosbisch

DATE PREPARED: 12/31/15

TIM D. LONG
1649 W 43rd Street
Davenport, IA 52806
309-714-1519 (cell) longtimd@gmail.com

Bryan Carney, Mayor
Members of the City Council
City of Tipton, Iowa
c/o Chris Nosbisch
407 Lynn Street
Tipton, Iowa 52772

Tuesday, December 29, 2015

Re: Proposal for Interim City Manager Services

Dear Mayor Carney, members of the City Council:

Please accept my proposal for services as Interim City Manager until you select the replacement for Mr. Nosbisch. Most manager searches take between three and four months, and I am prepared and available to take the position very quickly, commuting from my home in Davenport.

I have been working as a full-time, temporary employee of the City of Tiffin since last February, initially as the interim administrator, and for the past seven months as interim assistant to City Administrator Doug Boldt, assessing and clarifying the City's financial records, preparing a significant budget amendment, TIF filings, and re-allocation of fund balances in collaboration with the Mayor and City Council, as well as state and county officials. Prior to accepting this position, I served as interim administrator in Geneseo, Illinois for a period of four months. Both positions had different and unique challenges, and in both situations there was a successful hiring and transition. This is a role in which I think I have particular strengths, and I enjoy the work. My attached resume and references can speak to both my experience and abilities, and my references, and any of the elected officials or employees for either community could vouch for the manner in which I assisted them in their transitions.

My preferred manner of employment is as a temporary, contractual employee of the City. I provide and pay for my own health insurance, and waive all other employee benefits except for any lawfully required IPERS or ICMA Retirement Corporation payments. I have been employed at rates between \$30.00 and \$40.00 per hour, related to the pay range of the community's current administrator - manager, and the rate is negotiable. I do not charge for commute time or mileage to and from work. I have attached a draft "Interim Administrator Agreement" as a basis for discussion.

I look forward to meeting with you, and the opportunity to serve and assist your community as you search for a new City Manager to continue Tipton's many successes.

Sincerely,

Tim D. Long

TIM D. LONG

Jan
1649 West 43rd Street, Davenport, Iowa 52806
309.714.1519 (cell)
E-mail: longtimd@gmail.com

JANUARY 1, 2016

EMPLOYMENT

INTERIM CITY ADMINISTRATOR
CITY OF TIFFIN.

FEBRUARY 2015 – DECEMBER 2015
TIFFIN, IOWA

Assumed day-to-day operations of the small organization on short notice, coordinating staff and consultants to manage rapid growth and development processes for one of the fastest-growing cities in the state of Iowa, located adjacent to Coralville and Iowa City.

Assisted City Council and executive search consultant with the process for its replacement with a professional City Administrator.

Initiated processes with the City Council, State of Iowa and Johnson County officials to rectify repeated negative fund balances reported to the State and correct indecipherable financials and budget documents, remaining on assignment with the City to bring about corrected statements and assisted with budget amendment and preparation, and with contract labor discussions.

INTERIM CITY ADMINISTRATOR
CITY OF GENESEO.

OCTOBER 2014 – FEBRUARY 2015
GENESEO, ILLINOIS

Assisted Mayor and City Council with the transition resulting from change of elected leadership and revolving-door administration to professionalizing the office, including the retention of a professional administrator and re-calibrating City personnel to function in a de-politicized working environment for day-to-day operations.

Coordinated collective bargaining negotiations with water and sewer department employees, leading to preliminary agreements pending final discussions with the new professional administrator.

Coordinated bid process for 1 Mw solar energy project with the Director of Electrical Operations and City Engineer to meet grant requirements

Assisted City Council and executive search consultant with the process for its replacement with a professional City Administrator.

CITY ADMINISTRATOR
CITY OF CASCADE.

FEBRUARY 2012 – RETIRED IN APRIL 2014
CASCADE, IOWA

Coordinated activities with the City's multiple contract engineers to complete \$4 Million in water system projects during 2012-13, issued general obligation and revenue debt instruments.

Managed incorporation of private ambulance service into ownership and operation by the City of Cascade, including issuance of debt and budget adjustments to provide local volunteer-based operations.

Assisted Council in developing planning, financing, location assessments for mandated \$5 Million Wastewater Treatment Facility on tight timeline for 2016 implementation.

HOUSING DIRECTOR
PROJECT NOW, INC.

NOVEMBER 2010 – NOVEMBER 2011
ROCK ISLAND, ILLINOIS

Planning, oversight and direction of staff of ten delivering state and federal grant-funded programs providing energy efficiency weatherization improvements to single- and multi-family residential units in three county service area.

Maintenance and improvement of 91 low-cost residential rentals.

Management of grant-funded programs to assist first-time homebuyers and repair and improve single-family owner-occupied homes to meet health and safety standards.

Development and control of multiple budgets totaling \$2 million. Grant writing and grant management.

CITY ADMINISTRATOR
CITY OF MORRISON

MARCH 2007 – NOVEMBER 2010
MORRISON, ILLINOIS

Implemented “Organizational Excellence” goal setting and team-building exercise with all staff within first 3 months of employment, determined organizational strengths, weaknesses, expectations.

Completed a system-wide analysis of needs in the water and sewer systems with the City’s Director of Public Works and consulting engineer. Restructured water and sewer rates to support \$10 Million of critically needed water and sewer system improvements with public support.

Coordinated tasks of the Director of Public Works, project engineering firm, financial advisor, bond counsel and Illinois Environmental Protection Agency (IEPA) to develop financing alternatives including competitively bid bonds or debt certificates and IEPA low interest loans.

Reorganized an ad-hoc, under-managed construction project to complete a 35-acre Sports Complex having five regulation size, fully-illuminated baseball fields, a football-soccer field, two permanent concessions buildings and maintenance garage, extensive drainage and irrigation systems along with parking and walking trails. The facility opened in Spring, 2010.

Successfully negotiated contracts for the two labor unions within three months of starting date.

CITY ADMINISTRATOR
CITY OF GENESEO

DECEMBER 1992 - MARCH 2007
GENESEO, ILLINOIS

Team leader for funding, planning, and construction of the new \$3.5 million municipal building for the police department, council chambers, and administrative offices.

Administered the successful issuance of \$5.2 million in bonded debt for capital projects between 2004 and 2007 while maintaining a balanced budget.

Coordinated the research, development, and passage of effective city storm water and soil erosion

CITY ADMINISTRATOR
CITY OF GENESEO, CONTINUED

DECEMBER 1992 - MARCH 2007
GENESEO, ILLINOIS

control and highway development and appearance ordinances in cooperation with ad-hoc committees of the City Council and the Bi-State Regional Planning Commission.

Researched, developed, and assisted the Mayor and City Council in passage of a 5%, \$500,000 per year utility tax, the proceeds of which were used solely for the reconstruction of city streets on a pay-as-you-go basis. The program was popular and successful in rebuilding miles of deteriorated streets.

Partnered with the City Finance Director and independent auditors to initiate a Comprehensive Annual Financial Report and subsequently obtaining the *Excellence in Financial Reporting* award of the Government Finance Officers Association for the final seven years of my employment with the city.

Developed and coordinated the in-house process for the recruitment and selection of Chief of Police and Public Utilities Manager (both to replace retirees) by including staff, their respective boards, and City Council.

Initiated and coordinated an ad-hoc committee's search and selection of a planning consultant, visioning process and the subsequent development of a five-year revision of the city's comprehensive land use plan.

ASSISTANT TO THE DIRECTOR / INTERNSHIP

MARCH 1992 - DECEMBER 1992

GREATER STERLING DEVELOPMENT CORPORATION (GSDC)

STERLING, ILLINOIS

Coordinated environmental remediation and physical clearance of an abandoned industrial site for re-use of the property as commercial office space.

Analyzed central business district parking and recommended revisions to City of Sterling parking regulations, implemented by the City Council.

Prepared documents and application for a successful micro-loan revolving fund grant.

Provided interim management of the GSDC small business incubator building.

ADMINISTRATIVE ASSISTANT/MPA INTERNSHIP
VILLAGE OF SUGAR GROVE

APRIL 1990 - AUGUST 1991
SUGAR GROVE, ILLINOIS

Prepared site analysis and recommendations, and coordinated selection of architect and bid process for the new village municipal center.

Wrote specifications, conducted bid process and supervised removal of underground fuel storage tanks from village property.

Represented the village on the Northeastern Illinois Planning Commission's "Balanced Development" task force, from 1990 to 1991.

INSIDE SALES MANAGER
HILL FASTENER CORPORATION

AUGUST 1988 - APRIL 1990
ROCK FALLS, ILLINOIS

Interpreted customer needs with manufacturing capacities as related to the standards of the International Fastener Institute.

Coordinated solicitation and presentation of quotation packages for specialized cold-headed fasteners.

DISTRIBUTION CENTER SHIPPING-RECEIVING
HARDWARE WHOLESALERS, INC. (NOW: DO-IT BEST CENTERS)

AUGUST 1973 - MARCH 1986
DIXON, ILLINOIS

Proficient in all aspects of warehousing, shipping and receiving.

EDUCATION

MASTERS IN PUBLIC ADMINISTRATION
NORTHERN ILLINOIS UNIVERSITY

MAY 1992
DEKALB, ILLINOIS

AREA OF CONCENTRATION: Urban Management and Development

- Graduated with Honors; Member, Pi Alpha Alpha Honor Society
- Awarded the American Society of Public Administration's Outstanding Student
- Received the Distinguished Manuscript Award for the MPA "Starred Paper"
 - Long, T. D. (1992). *Market and development constraints on housing for moderate to median-income households along the Randall Road Corridor*. DeKalb, IL: Northern Illinois University.

BACHELOR OF ARTS
NORTHERN ILLINOIS UNIVERSITY

MAY 1988
DEKALB, ILLINOIS

MAJOR: Political Science, International Relations.

Minor in German language.

Graduated with honors, emphasis on international relations and economics.

PROFESSIONAL REFERENCES

James Bartels, Council Member, City of Tiffin
513 Deerview Ave, Tiffin, Iowa 52340
319-545-2613 (home)

Doug Boldt, City Administrator, City of Tiffin
300 Railroad St, Tiffin, Iowa 52340
319-545-2572
cityadministrator@tiffin-iowa.org

Nadine Palmgren, Mayor, City of Geneseo
115 S Oakwood Ave, Geneseo, Illinois 61254
309-944-6419 (City Hall)
309-714-2792 (cell)
npalmgren@cityofgeneseo.com

Lester Weinstine, City Attorney, City of Morrison (retired)
409 N Cherry Street, Morrison, Illinois 61270
815-772-7211 (office)
224-623-4624 (cell – preferred) e-mail: skipperlester@hotmail.com

Roger Drey, Mayor, City of Morrison (retired)
300 E Park St, Morrison, Illinois 61270
815-772-2220 (home)

Lisa Crews, Finance Director, the Putnam Museum, Davenport, Iowa
(former Finance Director, Project NOW, Rock Island, Illinois)
563-324-1054, ext 215
563-349-4607 (cell – preferred) e-mail: lisacrews8@msn.com

Steve Thompson, P.E., V.P. Civil Engineering
MSA Professional Services, Dubuque, Iowa
Consulting Engineer, City of Cascade
400 Ice Harbor Dr, Suite 110
563-582-3973 (office)
563-599-2123 (cell – preferred) e-mail: sthompson@msa-ps.com

John Danos, Partner, Dorsey & Whitney Public Finance
Bond/TIF Counsel, Cities of Cascade and Tiffin, Iowa
Dorsey & Whitney, 801 Grand Ave, Ste 4100, Des Moines, Iowa 50300
515-283-1000 (office - preferred)

LETTER OF AGREEMENT

Between the

CITY OF _____

And

TIM D. LONG
Interim Administrator

The purpose of this Agreement is to set forth certain matters of understanding between the City of _____, herein called the "City" and Tim D. Long, herein called the "Employee", or collectively referred to as "the Parties" regarding the position of Interim City Administrator. This Agreement is not meant to alter the at-will employment relationship, but is meant to describe the details of the employment relationship between the parties as follows:

SECTION I. DUTIES

The City agrees to employ Tim D. Long and Tim D. Long agrees to work for the City in the capacity of Interim City Administrator. As Interim City Administrator, the Employee will perform the functions and duties of City Administrator as specified in the _____ Code of Ordinances and City Administrator's job description for a temporary period of time, except as modified herein, as well as all other duties related thereto as specified herein and to perform all other legally permissible and proper duties and functions as the City Council shall from time to time assign.

SECTION II. SALARY

The City agrees to pay the Employee, as an exempt employee, not subject to the Fair Labor Standards Act with regard to overtime, for his services rendered as Interim City Administrator \$ _____ per hour which will begin on Employee's first full day of performing the duties of Interim City Administrator, which shall be on _____, 2016, but which the parties acknowledge may be amended to a date sooner or later than said date. The Employee shall be paid for the hours worked during the City's regular pay period; however, in no event shall the Employee be paid for more than forty (40) hours per week. The position shall terminate as set forth in Section III herein.

SECTION III. INTERIM STATUS AND TERMINATION:

A. It is the intent and understanding of the parties that the position of Interim City Administrator is temporary and as such the relationship is at-will. The parties anticipate that the position shall terminate contingent upon its hiring of a full-time City Administrator and that person taking over responsibilities of City Administrator, or following some mutually-agreed upon transition period for the benefit of the City and the full-time City Administrator, or until either party to this Agreement terminates the employment relationship. The termination date of the position may be altered or extended by mutual agreement of the Parties by action of the City Council.

B. The Parties specifically acknowledge and affirm that it is their intent to maintain an at-will employment relationship and nothing in the Letter of Agreement shall prevent, limit or otherwise interfere with the right of the City Council to terminate the services of the Employee at any time for or without cause.

C. Nothing in this Letter of Agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time from his position with the City, subject only to the provisions set forth in Section IX (D) of this agreement.

D. The Employee shall remain employed as the primary employee of the City while employed by the City. For the purposes of this Paragraph D, the term "employed" shall not be construed to include occasional teaching, writing, consulting service performed on the employee's time off, which does not interfere with the successful completion of work required of the Employee by the City.

SECTION IV. HOURS OF WORK:

Employee agrees to devote his full time to his position and its responsibilities and to work during regular City Hall business hours as well as perform and be available for additional duties outside of regular business hours, as more fully described herein. It is recognized that the Employee must devote a great deal of time outside the normal office hours to the business of the City and to that end the Employee will be allowed to infrequently take time off as appropriate during such normal office hours, with prior notice to, and agreement by the Mayor. In the event the Employee is granted time off work for a full day or days, Employee's salary will be reduced pro-rata relative to the bi-weekly pay period. In other words, if the Employee is granted 1 day off in a 10-working-day, bi-weekly period, Employees' salary shall be reduced by 1/10 of the bi-weekly salary described in Section II above.

Nothing herein is intended to create other than a salaried position and the Employee's compensation is for the total services rendered and not for any specific number of hours.

SECTION V. EMPLOYEE BENEFITS:

The Employee shall not be entitled to receive employee benefits as offered to full or part time City employees, including but not limited to health, life and dental insurance as well as benefit time.

SECTION VI. RETIREMENT:

The Employee shall be registered for retirement benefits under the terms of the Iowa Public Employees Retirement System (IPERS), with said benefits paid to IPERS or Employee's ICMA Retirement Corporation (ICMA-RC) account as required by Iowa law.

SECTION VII. EXPENSES:

The City agrees to budget for and to pay the reasonable expenses for the Employee's travel, meetings and other business occasions in order for the Employee to adequately pursue necessary official and other related functions for the City as directed and approved by the City Council.

Routine expenses directly related to the performance of the Employee's duties as Interim City Administrator shall be paid in reimbursement by the City as long as the Employee submits expense receipts or vouchers.

SECTION VIII. BONDING:

The City shall bear the full cost of any fidelity or other bonds required of the Employee under any law or ordinance.

SECTION IIX. INDEMNIFICATION:

The City shall defend, save harmless, and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as Interim City Administrator. Employee agrees to promptly report any claim to the City and to cooperate in the investigation and the defense of any such claim. City has no obligation to indemnify Employee or to defend claims against Employee that arise out of conduct that a court of competent jurisdiction determines was in clear violation of City Code or Ordinances and the law.

SECTION IX. OTHER TERMS AND CONDITIONS OF EMPLOYMENT:

- A. The Employee shall attend, unless specifically excused by the Mayor, all City Council Meetings, and other meetings of the City when his attendance is specifically requested.
- B. The City, in consultation with the Employee, shall fix any such other conditions of employment, as it may determine from time to time, relating to the performance of the Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Letter of Agreement, the ordinances of the City of _____ or the laws of the State of Iowa.
- C. All provisions of the _____ Code of Ordinances, as well as all other regulations and rules of the City and statutes of the State of Iowa shall apply to the employee, except as otherwise set forth in this agreement.
- D. The Employee agrees to give the City 2 weeks' written notice prior to voluntarily resigning his position with the City, but the City Council may, in its discretion, accept the resignation and shorten the time between resignation and conclusion of the employment to any amount of time less than one 2 weeks, including making the resignation effective immediately.
- E. Employee agrees to inform the Mayor in advance of all absences from the City for periods longer than 48 hours.

SECTION X. GENERAL PROVISIONS

- A. This Agreement, dated _____, 2015, constitutes the entire agreement between City and Employee. This agreement may be amended by written agreement, signed by the City and Employee.
- B. If any provision of this Agreement is held invalid or unenforceable, the remainder will be unaffected.
- C. This agreement is effective beginning on or about _____, 2015.

D. This agreement was approved by the City Council and ratified by the Mayor on the ____ day of _____, 2015. City and Employee have each retained an original copy.

Tim D. Long, Applicant

CITY OF _____

By _____
_____, Mayor

Attest: _____
_____, City Clerk

STATE OF IOWA)
) ss:
COUNTY OF _____)

I, the undersigned, a Notary Public in and for the aforesaid county and state, do hereby certify that Tim D. Long, "APPLICANT", the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that he signed, sealed and delivered said instrument as his free and voluntary act for the uses and purposed therein set forth.

Given under my hand and seal this ____ day of _____, 2015

NOTARY PUBLIC

N. Discussion Items (No Action)

AGENDA ITEM # N – 1

**AGENDA INFORMATION
TIPTON CITY COUNCIL COMMUNICATION**

DATE: January 4, 2016

AGENDA ITEM: Budget Parameters

ACTION: None

SYNOPSIS: Staff will be asking the Council once again about budget requirements for the coming fiscal year.

BUDGET ITEM: N/A

RESPONSIBLE DEPARTMENT: City Manager

MAYOR/COUNCIL ACTION: None

ATTACHMENTS: None

PREPARED BY: Chris Nosbisch

DATE PREPARED: 12/31/15

O. Reports Mayor/Council/Manager

**CITY OF TIPTON
CITY MANAGER
REPORT TO THE CITY COUNCIL
January 4, 2016**

- This will be my last official meeting with the City of Tipton. My last day in the office will be Friday, January 15, 2016.
- As an update, it appears that both of the search firms have interest pending some answers to questions they have of the City. It is my hope to have information available to the Council on the January 18, 2016 meeting.