

# City of Tipton, Iowa

<b>Meeting:</b>	<b>Tipton City Council Meeting</b>
<b>Place:</b>	<b>Tipton Fire Station, 301 Lynn Street, Tipton, Iowa 52772</b>
<b>Date/Time:</b>	<b>5:30 p.m., Monday, February 1, 2016</b>
<b>Web Page:</b>	<b>www.tiptoniowa.org</b>
<b>Posted:</b>	<b>Friday, January 29, 2016 (Front door of City Hall &amp; City Website)</b>

<b>Mayor:</b>	Bryan Carney	<b>City Manager:</b>	Tim D. Long
<b>Council At Large:</b>	Leanne Boots	<b>City Attorney:</b>	Lynch Dallas, P.C.
<b>Council At Large:</b>	Pam Spear	<b>City Clerk:</b>	Lorna Fletcher
<b>Council Ward #1:</b>	Ross Leeper	<b>Interim City Clerk:</b>	Amy Lenz
<b>Council Ward #2:</b>	Dean Anderson	<b>D. of Public Works:</b>	Steve Nash
<b>Council Ward #3:</b>	Tim McNeill	<b>Police Officer in Charge:</b>	Sgt. Lisa Kenford

## **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 for January 18, 2016
2. Approval of Library Board Minutes for December 14, 2015
3. Approval of Library Director's Report for December 2015

## **G. Public Hearing**

1. None

## **H. Ordinance Approval/Amendment**

1. None.

## **I. Resolutions for Approval**

1. **Resolution No. 020116 A:** Acceptance of Tentative Agreement between the City of Tipton and U/E Local 893-13 for a Labor Contract for FY 2017.
2. **Resolution No. 020116 B:** Accepting a recommendation for Naming an Interim Chief of Police and Establishing an Interim Salary.
3. **Resolution No. 020116 C:** Mayor's recommendations for Appointments to Boards, Commissions and Committees.
4. **Resolution No. 020116 D:** Selection of an Executive Search Firm to Assist in the Search, Interview and Selection Process for a City Manager.

**J. Mayoral Proclamation**

1. None.

**K. Old Business**

1. None.

**L. Motions for Approval**

1. Consideration of Claims List – Motion to Approve

**M. Reports to be Received/Filed**

1. Water report from Alliance Water Resources for December 2015.

**N. Discussion Items (No Action)**

**O. Reports of Mayor/Council/Manager**

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

**AGENDA ITEM # F - 1**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

<b>DATE:</b>	February 1, 2016
<b>AGENDA ITEM:</b>	Consent Agenda
<b>ACTION:</b>	Council motion and vote of approval; alternately, vote to remove an item from Consent agenda to act upon individually.

**SYNOPSIS:** None.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Clerk and Finance Director

**MAYOR/COUNCIL ACTION:** Motion and vote to approve.

**ATTACHMENTS:** Minutes and report.

**PREPARED BY:** Tim Long

**DATE PREPARED:** 01/29/2016

January 18, 2016  
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 Carney called the meeting to order. Upon roll being called the following named council members were present: Boots, Spear, Leeper, Anderson and McNeill. Also present: Long, Lenz, Fletcher, Nash, Downs, Daufeldt, Tawnya Johnson, Smith, Kepford, Beck, Taber, Klay Johnson, Penrod, Coppess, Brian Brennan, Walsh, other visitors and the press.

Mayor Carney led the meeting in the Pledge of Allegiance.

**Agenda:**

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

**Communications:**

1. Deb Schwitzer – Schwitzer stated that they are being accused of trying to tear apart the City, when actually they are trying to be good people and fix it and put it back together like it was. She said the old council didn't think, they just acted.
2. Larry Hodgden – Hodgden heard that Lisa Kepford is going to be the Interim Police Chief and says that will be a good appointment. He is wondering why the previous police chief was paid more than the Cedar County sheriff.
3. Christina Eicher – Eicher gives her full support to Leanne and will not be running in the Special Election.

**Consent Agenda:**

Motion by Anderson, second by Leeper to approve the consent agenda which includes the January 4, 2016, Council Meeting Minutes, Clerk's/Investment Report, and the appointment of Scott Donohoe as the Fire Chief. Following the roll call vote the motion passed unanimously.

**Old Business:**

1. Clothing Contract, Tabled, October 5, 2015.

Motion by Spear, second by Boots to place the clothing contract back on the table. Following the roll call vote the motion passed unanimously.

Motion by Leeper, second by Spear, to approve Cintas, in the amount \$5,670.00, per year for flame retardant uniforms and shop towels for the electric and gas departments. And, to approve G & K Services, in the amount of \$2,350.00, for public works uniforms and shop towels. Following the roll call vote the motion passed unanimously.

**Motions for Approval:**

1. Claims List

ALLIANCE WATER RESOURCES	JANUARY SERVICES	24904.29
AMERICAN PUBLIC POWER ASSOCIATION	DEED MEMBERSHIP	209.42
AUS WATERLOO MC LOCKBOX	MATS CITY HALL	207.87
BARCO MUNICIPAL PRODUCTS	SAFETY JACKET FOR TUCKER	66.35
BUSINESS RADIO SALES AND SERVICE	PROGRAM 10 POLICE RADIOS	345.00
CEDAR COUNTY CO-OP	FUEL DISCOUNT	2128.49

CEDAR COUNTY ENGINEER	215.9 GL DSL	1757.28
CEDAR COUNTY SOLID WASTE	TRANSFER FEES	2760.00
CENTRAL IOWA DISTRIBUTING	SHOP SUPPLIES	135.30
CJ COOPER & ASSOC INC	RANDOM SELECT DRUG SCREENS	105.00
CLARENCE LOWDEN SUN-NEWS	BBALL REFS, FAC SCHEDULE	176.00
CLIFTON LARSON ALLEN LLP	PROGRESS BILLING FOR AUDIT	1500.00
D & R PEST CONTROL INC	PEST CONTROL-CITY HALL	315.99
EASTERN IOWA LIGHT & PWR	CEMETERY	943.73
ECONO SIGNS LLC	2 ARROW TRAFFIC SIGNS	202.92
EMERGENCY MEDICAL PRODUCTS	MEDICAL SUPPLIES	407.33
ENERGY ECONOMICS INC	ANODES AND INDEXES	604.02
FAMILY FOODS	MISC SUPPLIES AMB	73.59
FRIENDS OF THE ANIMALS	2 DOGS, 2 CATS	250.00
G & K SERVICES	UNIFORMS PUBLIC WORKS	478.16
GENERAL TRAFFIC CONTROLS	TRAFFIC SIGNAL SERVICE CALL	1687.50
INTEGRATED TECHNOLOGY PARTNERS	FIX PRINTER IN POLICE CAR	3575.20
IOWA ASSOCIATION OF MUNICIPAL UTILITIES	EIASSO DUES DEC-FEB	701.45
JOHNSON COUNTY AMBULANCE	ALS SERVICE	200.00
KELLER'S HOME FURNISHINGS	OFFICE CHAIR FOR MOLLY	279.00
KINUM INC	COLLECTION EXPENSE	83.68
KUNDE OUTDOOR EQUIPMENT	REPAIR POLE SAW	62.29
LIFE REFLECTIONS LLC	GRAPHICS NEW AMB #66	4250.00
MICHAEL SEEHUSEN	LONG REACH PLIERS SET	249.98
MID-STATES ORGANIZED CRIME	ANNUAL MEMBERSHIP FEE	100.00
MISC. VENDOR	CEDAR FALLS POLICE:	125.00
MITCHELL 1	MONTHLY WEB SUBSCRIPTIONS	233.05
MMTG	DUES JAN-JUNE 2016	1092.50
MOELLER TIPTON TIRE & AUTO	TIRE REPAIR #135	35.84
McCLURE ENGINEERING COMPANY	STORM & SANITARY SEWER STUDY	4075.00
OFFICE EXPRESS	OFFICE SUPPLIES	442.04
PEPSI-COLA	WATER AND POP ORDER	175.20
REPUBLIC SERVICES OF IOWA	RECYCLING SORT FEES	528.75
REXCO EQUIPMENT INC	ANNUAL MAINT & SRVC PARTS #138	1021.41
SECRETARY OF STATE	NOTARY RENEWAL FOR AMY	30.00
SHERMCO INDUSTRIES INC	SOLAR INTERCONNECTION REVIEW	2820.00
SIMPLEXGRINELL	ANNUAL FIRE ALARM TESTING	526.79
SPINUTECH INC	LICENSE, SUPPORT, HOSTING	565.00
STATE HYGIENIC LABORATORY	POOL TESTING FEES	32.50
STOREY KENWORTHY/MATT PARROTT	DOOR HANGERS	871.36
STUART C IRBY CO	FLOOD SEAL CONNECTORS	559.68
TIFFINY'S TIPTON BAKERY	MEETING SUPPLIES	24.30
TIPTON COMMUNITY SCHOOLS	47.5 HRS USE OF SCHOOL GYM	950.00
TIPTON CONSERVATIVE	MINUTES	566.20

TIPTON ELECTRIC MOTORS	WIRE	83.00
TIPTON PHARMACY	PHARMACEUTICALS	377.21
TYLER TECHNOLOGIES INC	UTILITY BILL NOTIFICATION	37.60
UTILITY SALES & SERVICE INC	SUPPLIES FOR GAS SERVICE LINES	631.14
VERMEER SALES & SERVICE INC	REPAIR PART TREES	84.96
WENDLING QUARRIES INC	53.05 TN ROAD STONE	609.93
WESCO RECEIVABLES CORP	CONNECTORS	29.43
WEST BRANCH FORD	TIRE REPAIR #68	16.00
XEROX CORPORATION	BASE & COPY CHARGES	1004.30
ZEE MEDICAL INC	1ST AID SUPPLIES	118.15
	<b>TOTALS</b>	<b>66426.18</b>

	<b>FUND TOTALS</b>	
001 GENERAL GOVERNMENT		13,927.09
600 WATER OPERATING		12,173.20
610 WASTEWATER/AKA SEWER REVENUE		12,599.88
630 ELECTRIC OPERATING		7,916.29
640 GAS OPERATING		1,783.68
670 GARBAGE COLLECTION		3,513.36
740 STORM WATER		4,075.00
750 CEMETERY ENTERPRISE		52.3
810 CENTRAL GARAGE		5,823.86
835 ADMINISTRATIVE SERVICES		4,561.52
	<b>GRAND TOTAL</b>	<b>66,426.18</b>

**City Credit Card Statement**

**City - One Card (employee check out card)**

Misc Supplies - Amazon	99.00	
<b>Total Charges</b>		<b>99.00</b>
<b>Police - One Card</b>		
Office Supplies - Walmart	77.82	
Operating Supplies - Extreme Training Equipment	234.92	
DARE Supplies - Tipton Happy Joes	130.00	
Misc Supplies - Walmart	47.37	
<b>Total Charges</b>		<b>490.11</b>
<b>Ambulance - One Card</b>		
Computer Supplies - Paypal, Amazon	100.87	
Training - IEMSA	310.00	
Postage/Shipping - USPS	20.22	
<b>Total Charges</b>		<b>431.09</b>
<b>Gas - One Card</b>		
Gas Main Supplies - Full Source	198.97	
<b>Total Charges</b>		<b>198.97</b>
<b>Electric - One Card</b>		
Operating Supplies - ULINE	286.11	

Grounds Maint Supplies - J. Thomas Distributors	226.21	
Office Supplies - Walmart	21.27	
Misc Supplies for Xmas lighting - 1000 Bulbs, AA Christmas	309.31	
<b>Total Charges</b>		<b>842.90</b>
<b>Public Works - One Card</b>		
Training - Kirkwood	900.00	
Operating Supplies - Walmart	25.49	
Small Tools - Harbor Freight Tools	35.79	
Computer Supplies - Tatems	297.00	
<b>Total Charges</b>		<b>1,258.28</b>
<b>Library - One Card</b>		
Postage/Shipping - USPS	196.17	
Office Supplies - Walmart, Tipton Pharmacy	38.70	
Materials - Walmart, Amazon	462.64	
Program Supplies - Walmart, Family Foods	15.23	
Bldg Maint Supplies - Walmart	16.70	
<b>Total Charges</b>		<b>729.44</b>
<b>JKFAC/Recreation - One Card</b>		
Operating Supplies - Walmart, Water Safety, Kiefer	165.24	
Concession Supplies - Walmart	49.76	
Uniform Apparel - FinishLine.com	47.69	
Travel Training - The Greater Des Moines	4.25	
Fuel - Git N Go	25.47	
Operating Supplies - Walmart	13.96	
<b>Total Charges</b>		<b>306.37</b>
<b>City Clerk - One Card</b>		
Training - Iowa League of Cities	80.00	
Office Supplies - Staples	159.98	
MS Office 365 Plan Licenses - Microsoft	792.00	
<b>Total Charges</b>		<b>1,031.98</b>
<b>Statement Total</b>		<b>5,388.14</b>

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

## 2. Letter of Support for Cedar County Community Foundation

Motion by Spear, second by Boots to approve making a monetary donation of \$1,255.61, if the grant that the Chamber of Commerce is applying for goes through. The project involves the beautification of light poles downtown.

## 3. Cedar County Fair Donation

Motion by Anderson, second by McNeill to approve a donation in the amount of \$500.00, to the Cedar County Fair.

**4. One Time Water and Sewer Exemption – 1507 Mulberry Street**

Motion by Boots, second by Spear to approve the one time water and sewer exemption at 1507 Mulberry Street, reducing the water and sewer portion of each to \$22.90, with a total credit of \$500.00. Following the roll call vote the motion passed unanimously.

**5. Rescheduling the February 1, 2016, Council Meeting**

No action taken. The council meeting will remain on February 1, 2016.

**Discussion Items (No action)**

**1. City Council Appointments**

Dean Anderson will remain on the Tree Committee. Pam Spear is coming off of the Cedar County Economic Development Committee, and will now serve on the Policy and Administration Committee, the Chamber of Commerce Board and the Labor Management Committee.

**2. Parking on 3<sup>rd</sup> Street, Adjacent to Library**

The current parking is 90 degree parking on both sides of the street and has led to a number of close calls and a few accidents. Staff is proposing that the parking on the south side of 3<sup>rd</sup> Street, be made angle parking.

**Reports of Mayor/Council/Committee/Manager:**

**Manager's Report:**

Interim Manager Long said thank you for being chosen for the interim period. He stated he has an open door policy. He is willing to meet with councilmembers during the day or early evenings.

**Adjourn:**

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

Meeting adjourned at 6:01.

Mayor

Attest:

Interim City Clerk

## December 14, 2015 Library Board Meeting Minutes

Members Present: Denise, Dale, Jen J. Jim, Erik, Jenn S. Marc, Heather, Jamie

Dale called meeting to order. Jim moved to approve agenda. Jen. J. second. Motion carried.

Motion to approve last meetings minutes. Erik moved. Jim second. Motion carried.

Open Forum: Rob Schmit from TMI presented about comprehensive preventative proactive maintenance for heating and cooling. Also will cover emergency situations. Get out in front of problems to prevent bigger problems later on. Total coverage agreement.

Librarian's Report: Library accreditation. We are good until 2017. \$100 donated for books Mercy Clinic in Tipton. Extra Grant Wood lithographs now in safe at City Hall. Erik spoke with Chris about the will of the deed regarding sale of donated lithographs. Denise & Diane finished inventory today - 15,269 items in the library. Goes quick thanks to barcodes. Breaks down by category which will be helpful for state report next July. Staff meeting at 8:30 on Wednesday 12/16/15.

Education: Library/City Relationship – staff recommends that board and staff connect with the new council members/mayor/city manager. Denise will attend more council meetings. Library board a totally separate entity-not required to submit minutes/reports. Denise has done this since she's been here. City gives library money, but doesn't require how library spends it. Library employees must be full time to attend city Christmas party.

Financial Report: Marc motioned to accept financial report. Heather second. Motion passed.

Finance Committee: TMI coming to open forum to give bid for contract for heating & cooling maintenance work. This will be for TMI to fix newer problems with heating/cooling. This will be one person then coming to fix problems instead of different companies/people. TMI currently comes to Tipton to work at courthouse, jail, CDS

Add Diane as fulltime employee. Diane will not take insurance. Erik expressed concern if Diane would decide to take insurance in the future or if she left the position. Erik abstained from the vote.

Marc motioned to present new budget to city. Jen. J. second. Motion carried.

Personnel Committee: No meetings.

Maintenance:

Friends of Library: No meeting until next month.

Old Business: Dane Esbeck hard to get in touch with. He came to library briefly. Dale will try to contact him again.

New Business: Consider adopting current Library Director Performance Evaluation form as permanent standard for further evaluation form. Denise & Diane have put together policy using policies from surrounding libraries. Table this discussion until January.

Dale motions to advertise for comprehensive total maintenance package. Marc second. Motion carried.

Grant Wood Appraisal: Library's cost to get the pieces appraised. City doesn't feel we need to update this. New appraisal would cause higher insurance rates.

Next meeting: Meal and meeting will be held at the Tipton Family Restaurant on Wednesday, January 27<sup>th</sup> at 6:30. Close library at 6:00 that evening.

Jen. J. motion to adjourn. Marc second

Submitted by Jenn Schuett

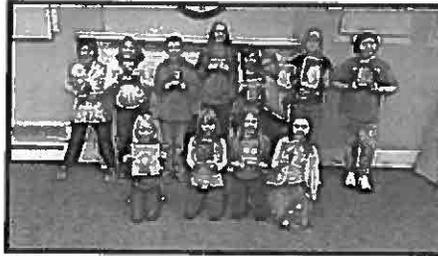
# Library Director's Report December 2015

## Programming

Kid's Programs  
Total 10 Programs 334 kids

Teen Programs  
Total 1 programs 13 teens

Adult Programs  
Total 1 programs 5 adults



## Materials

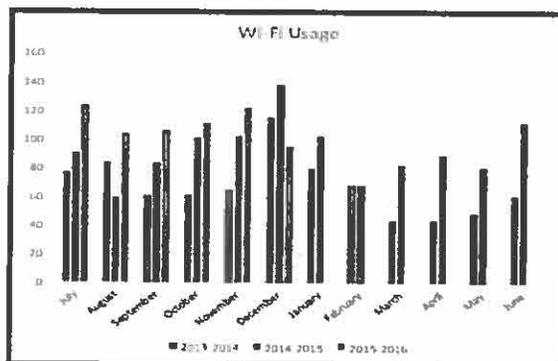
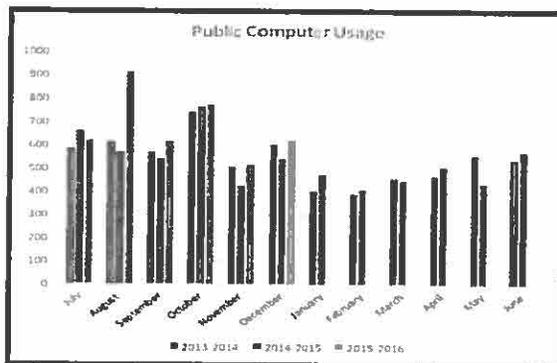
Adult CDs	2
Total Audios	2
Adult DVD's	12
Total DVD's	12
Adult Fiction	17
Adult Non-fiction	1
Beginner Readers	1
Biographies	3
Board Books	0
Christian Fiction	0
Easy Readers	0
Kid's B. Chapter	2
Kids Fiction	19
Kids Nonfiction	2
Kid's Picture Books	22
Large Type	3
Mystery	3
Teen Fiction	18
Total books	91
Magazines	38
Total Magazines	38
Other	19
Total Other	19
Total	162
Discarded	
Books	135
Magazines	84
Audios	0
Videos	2
Other	41
Total	262

## Meeting Room Users

Non-profits-4 users  
Private Individuals-4 users  
Total: 8 times

Monetary amount spent on:  
Books: \$1048.10  
CDs: \$75.00  
DVDs: \$202.88

Ebook checkouts: 95  
Audio checkouts: 35



Transactions written down from 12/8 thru 1/3  
Copies-153  
Faxes-19  
Interlibrary Loans-7  
Coffee-23  
Friends of the Library-24

**AGENDA ITEM # I – I**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

<b>DATE:</b>	February 1, 2016
<b>AGENDA ITEM:</b>	Resolution 020116 A Tentative Agreement
<b>ACTION:</b>	Council Discussion, motion and roll call vote.

**SYNOPSIS:** Please review attached resolution and Exhibit A

This is the foundation for the FY 2017 Union contract, as negotiated and settled by the bargaining committee earlier this month. Pending Council approval of this Tentative Agreement, the final contract form will be drawn up. The City's bargaining committee signed off and recommend its approval.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Manager

**MAYOR/COUNCIL ACTION:** Motion and roll call vote

**ATTACHMENTS:** Resolution and Exhibit A

**PREPARED BY:** Tim Long

**DATE PREPARED:** 01/29/2016

**RESOLUTION NO. 020116 A**

**A RESOLUTION OF ACCEPTANCE OF A TENTATIVE AGREEMENT  
BETWEEN THE CITY OF TIPTON, IOWA AND U/E LOCAL 893-13  
REGARDING WAGES, BENEFITS AND RULES OF WORK FOR  
BARGAINING UNIT EMPLOYEES OF THE CITY OF TIPTON**

WHEREAS, As provided for in Chapter 20 of the Iowa Code, the City of Tipton, Iowa ("City") and the employees of the City covered under the collective bargaining agreement with U/E Local 893-13 (the "Union") have recently completed bargaining sessions conducted by their respective representatives to provide for a Tentative Agreement regarding Wages, benefits and rules of work; and,

WHEREAS, Said bargaining sessions concluded a Tentative Agreement on January 15, 2016 with all representatives for the City and the Union having affixed their signatures to said Tentative Agreement.

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

SECTION 1. Said Tentative Agreement between the City of Tipton and UE Local 893-13, dated 1-15-16, and being a handwritten Tentative Agreement, is attached as Exhibit "A" and is made a part of and is hereafter a part of this Resolution.

SECTION 2. The City Council accepts this Tentative Agreement as binding as such, and authorizes the preparation of a final contract matching this Agreement in form, intent and substance for final approval.

PASSED and ADOPTED this 1<sup>st</sup> day of February, 2016.

\_\_\_\_\_  
Bryan Carney, Mayor

ATTEST:

\_\_\_\_\_  
Lorna Fletcher, City Clerk

## Exhibit "A"

### City of Tipton / UE Local 893-13 Tentative Agreement - 1-15-16

The parties tentatively agree to the following. All other terms remain current contract.

#### Article 12 Section A. Insurance

Add to Section 1 the following: "The Employer shall establish and maintain a ~~budget~~ flex spending account through which employees may elect to make pre-tax reductions in wages which will be paid to the account from which allowable medical expenses and dependent care expenses will be reimbursed.

Article 12. Section A.2. Change to reflect that effective July 1, 2014 employees shall contribute \$125/month toward family premiums and \$25/month toward single premiums. Effective July 1, 2017 employees shall contribute \$150/month toward family premiums and \$50/month toward single premiums

Article 13 Section 4. Health & Safety

Delete the 3rd & 4th sentence and replace with the following.

"The Employer shall provide each employee \$150 during the period of this contract to be used to purchase protective footwear and a winter coat with a city emblem. The employee shall provide receipts/proof of purchase to his/her supervisor within ten (10) days of purchasing his/her protective footwear and winter coat."

Article 16 Job Classifications - Delete the entire paragraph and replace with. "Job classifications for all bargaining unit employees shall be established by the employer and become part of the agreement. The employer will notify and provide the Union a copy of any changes, deletions, or additions to job classifications during the period of this agreement."

Article 17. Wages Delete the first paragraph of Section 1 and replace with: " A 2% increase effective July 1, 2016 and a 2% increase effective July 1, 2017. Employees found below the midpoint pursuant to the Verisight, Inc. City of Tipton Compensation, Classification, & Benefits Study, Union Appendix shall receive a 2% increase in addition to the above increase July 1, 2016 if the employees job evaluation is satisfactory or above. The employees found below the midpoint shall receive a 2% increase in addition to the above increase July 1, 2017 if the employees job evaluation is satisfactory or above. ~~Employees~~ There is no longer incentive pay effective July 1, 2016. All employees' current incentive pay shall be included in their wages effective July 1, 2016. The wage structure shall be adjusted annually by 1/2 of the average wage increase as suggested by Verisight, Inc. " ) of all employees

Article 18. Effective Period. The Agreement shall be effective July 1, 2014 through June 30, 2014

This tentative agreement is signed and agreed to by the parties January 16, 2015. This agreement is contingent on Council and Union approval:

For the Union:

For the City:

**AGENDA ITEM # I – 2**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

**DATE:** February 1, 2016

**AGENDA ITEM:** Appointment of Interim Chief of Police, salary adjustment

**ACTION:** Council motion and roll call vote

**SYNOPSIS:** This is to make an official appointment of Sergeant Lisa Kepford as Interim Chief of Police and establish a salary adjustment for the period, said adjustment being initially 10% with a subsequent adjustment to 15% after 60 days acceptable performance.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Manager

**MAYOR/COUNCIL ACTION:** Motion and roll call vote

**ATTACHMENTS:** Resolution 020116 B.

**PREPARED BY:** Tim Long

**DATE PREPARED:** January 28, 2016

RESOLUTION NO. 020116 B

A RESOLUTION APPOINTING AN INTERIM CHIEF OF POLICE FOR THE CITY OF  
TIPTON IOWA AND ESTABLISHING THE RATES OF COMPENSATION  
FOR THE DURATION OF THE APPOINTMENT

WHEREAS; Chapter 30 of the City Code of Tipton ("Code") establishes the duties of the Chief of Police for the City of Tipton; and,

WHEREAS; Chapter 15 of the Code establishes that the Mayor shall appoint, with Council approval, the Police Chief of the City of Tipton; and,

WHEREAS; Sergeant Lisa Kepford has appropriately and correctly carried out her role as an officer of the Police Department of the City of Tipton for a period years, most recently as the sole Sergeant of the Department, and is capable of carrying out the role of interim Chief of Police for an indeterminate period of time until the City Council determines a process for selection of a new Chief of Police; and,

WHEREAS; It is in the best interest of the City of Tipton that the Mayor appoint and Council members approve designating Sergeant Lisa Kepford as interim Chief of Police.

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

SECTION 1. The City of Tipton ("City") hereby appoints Sergeant Lisa Kepford ("Kepford") as Interim Police Chief of the City of Tipton, Iowa, to perform the duties and functions as specified in Chapter 30, "Police Department", of the City Code of the City of Tipton, and the Resolutions and Motions of the City Council, and to perform such other legally permissible duties and functions as the City Council shall from time to time assign. Kepford shall retain her regular status in the sworn classification of Sergeant and shall have the right to return to such classification at the conclusion of this interim appointment.

SECTION 2. The term of this interim assignment shall commence with the approval by the City Council of this Resolution, its signing by the Mayor and attestation by the City Clerk, and will remain in effect until terminated as provided herein.

SECTION 3. Compensation for Interim Chief Lisa Kepford shall be adjusted with an increase of 10% to her current rate of pay to \$29.25 per hour (\$26.59 x 110%) effective with the next full day worked following approval of this Resolution, with an increase of 15% to her current rate of pay to \$30.58 (\$26.59 x 115%) following 60 days' successful performance of her duties as Interim Chief of Police as determined by motion of the City Council, as compensation for serving as Interim Chief of Police. The City shall provide Kepford with a police department vehicle and cell phone for use for City business.

SECTION 4. The City Council or its relevant committee shall conduct an evaluation 60 days following Kepford's appointment to determine its approval of an increase to 115% of Kepford's base salary as noted in Section 3 above.

SECTION 5. Kepford shall provide the Mayor and City Manager with reasonable notice prior to taking two or more consecutive vacation or administrative leave days off.

SECTION 6. The City agrees to pay for professional dues and subscriptions necessary for Kepford's participation in organizations which are necessary and desirable for her professional development and the good of the City where such expenditures have been budgeted and approved by the City Council.

SECTION 7. The City may terminate this appointment provided for herein at its sole discretion at any time. The City will provide Kepford with as much notice as is practical of the City's intention to end the interim appointment to the position of Police Chief. No severance pay shall be owed as a result of the termination of the interim appointment. If so requested by the City Council, Kepford shall continue to utilize her best efforts and skills to perform her duties as Interim Police Chief after notice is given to end the interim appointment, and shall fully cooperate with any successor designated by the City Council.

PASSED and ADOPTED this 1<sup>st</sup> day of February, 2016.

\_\_\_\_\_  
Bryan Carney, Mayor

ATTEST:

\_\_\_\_\_  
Lorna Fletcher, City Clerk

**AGENDA ITEM # 1 - 3**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

**DATE:** February 1, 2016

**AGENDA ITEM:** Committee, Board Appointments by Mayor

**ACTION:** Consideration by Council, motion and roll call vote.

**SYNOPSIS:** These are appointments for various vacancies resulting from ends of term and changes in personnel.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** Mayor and Council

**MAYOR/COUNCIL ACTION:** Motion and roll call vote

**ATTACHMENTS:** Memo and Resolution 020116 C

**PREPARED BY:** Tim Long

**DATE PREPARED:** 01/28/2016

From: Tim D. Long  
Interim City Manager  
City of Tipton, Iowa

To: Bryan Carney, Mayor  
Members of the City Council  
City of Tipton, Iowa

January 29, 2016

Re: **Resolution 020116 C: Appointments by Mayor, Policy and Practice**

Mayor Carney:

This is a primer on board and commission appointments by Mayors for your and Council information.

**Summary:**

In practice, the Mayor determines which Council member is to serve on the City's advisory Boards either by means of executive decision, or by polling Council members, by nomination from others, or some combination thereof. The Council is obliged to move and second to approve, amend, or dis-approve your appointment. Council members so appointed are obliged to serve their respective terms.

**Supporting Background**

Mayors are authorized to appoint individuals to serve on various board and committee or commission functions on behalf of the City Council as follows:

Tiffin Code 15.03:

*(The Mayor shall appoint the Mayor Pro Tem and the Mayor also appoints, with Council approval, the following officials: 1. Police Chief, Library Board, Airport Committee, Tipton Development Commission, Cemetery Board, Planning and Zoning Commission, Zoning Board of Adjustment, Zoning Administrator, Board of Appeals, Tree Board.)*

And by the Code of Iowa, Section 372.4.2:

*The mayor shall appoint a council member as mayor pro tem, and shall appoint and dismiss the marshal or chief of police except where an intergovernmental agreement makes other provisions for police protection or as otherwise provided in section 400.13. However, the appointment and dismissal of the marshal or chief of police are subject to the consent of a majority of the council. Other officers must be selected as directed by the council.*

The City Council created the Tiffin Code over time, setting forth the makeup and appointments to various Boards and Commissions as set forth therein, and more specifically, as follows:

**Board of Adjustment**

Tiffin Code 168.10, 1, 2:

1. *Membership. The Board shall consist of five members to be appointed by the Mayor, subject to the approval of the City Council, each to be appointed by staggered terms of five years.*
2. *Vacancies. The Mayor shall appoint, subject to the approval of the City Council, persons to fill all vacancies as they occur, and shall at the regular Council meeting in the month of May appoint one member of the Board of Adjustment. This Board shall consist of one architect, engineer or contractor; one real estate broker, and three other persons selected for the knowledge and interest in matters pertaining to this Zoning Ordinance.*

Here you have a vacancy from the expiration of term of Mr. Gordon Esbeck, which must be filled to meet the membership requirements set forth in para 2 above.

**Tree Board**

Tiffin Code 151.03:

*There is hereby created and established a Tree Board for the City, which shall consist of five members, including citizens and residents, who shall be appointed by the Mayor, with the approval of the City Council, for staggered terms of three years. Members of the Board shall serve without compensation. In the event that a vacancy shall occur during the term of any member, his or her successor shall be appointed for the unexpired portion of the term...*

The Tree Board had two member terms expire on 12/01/2015: Council member Dean Anderson and Ms. Ellen Fear. The Board may be comprised of citizens *and* residents, which is generally the same, but both the Code and past practice have allowed a Council member to be a member. This can be a benefit, as the Council member can relay information between the Board and the City Council. The terms of Dean Anderson and Ellen Fear both expired 12/01/15. My understanding from the last meeting is that Council member Anderson and Ms. Fear would both accept a subsequent appointment.

**Cemetery Board of Trustees**

Tiffin Code, Chapter 26.01:

*Established. The Cemetery Board of Trustees .... consists of three members appointed by the Mayor with the approval of the Council. (no further direction on makeup or term of the Board members).*

Mr. David Fry was a member of the Board of Trustees and of the City Council. We are unclear if his leaving the Council affects his tenure on the Board, but recommend that his appointment be re-affirmed by the City Council to avoid any question.

**Development Commission**

Tiffin Code Chapter 25.02:

*Organization. The Commission shall be composed of seven members appointed by the Mayor with the approval of the City Council. Membership shall be constituted as follows: two representatives of the Tipton Chamber of Commerce, two representatives the Tipton Economic Development Corporation, two representatives of the Council, and one representative of the general public.*

1. *Term of Office. All appointments to the Commission shall be for staggered terms of six years, except to fill vacancies. Each term shall commence on July 1.*

There is a current vacancy on this Commission from Council member David Fry's term ending. Council member Dean Anderson is the other Council member on the Commission. This vacancy is to be filled by another current member of Council.

**OTHER COMMISSIONS AND BOARDS**

**Tipton Economic Development Corporation**

This corporation is chartered outside of the City of Tipton. Former Mayor Shirley Kepford and former Manager Chris Nosbisch were appointees to this Corporation. Council member Dean Anderson remains an appointee. I recommend the Mayor propose and Council approve appointment of himself or a Council member to fill former Mayor Kepford's slot, and appoint the interim City Manager as an interim member.

**Cedar County Economic Development**

Council member Pam Spear has expressed interest in being replaced on this Commission. There is no requirement that this appointee be a Council member; it can be community member.

**Tipton Chamber of Commerce Board**

Former Mayor Kepford and City Manager Chris Nosbisch were non-voting appointees to the Chamber of Commerce Board. I recommend the Council approve appointment of the Mayor or an alternate Council member and appointing the interim City Manager as an interim member.

**COUNCIL COMMITTEES**

**Policy & Administration**

This is a three-person informal advisory committee consisting of Council member Dean Anderson, former Council member Dawn Siech, and former Manager Chris Nosbisch. I recommend the Mayor recommend and Council approve a Council member as a replacement, and the interim City Manager as an interim member.

**Equipment Committee**

Another informal advisory committee consisting of Dawn Siech, Steve Nash and Klay Johnson. The Council needs to approve a Council replacement for former Council member Siech.

**Aquatic Committee**

Five-person advisory committee consisting of Director Adam Spangler, Stuart Werling, Mike Herring and former Council member Dawn Siech. The Council needs to approve a replacement for Ms Siech.

RESOLUTION NO. 020116 C

A RESOLUTION APPOINTING INDIVIDUALS TO  
THE VARIOUS COMMITTEES, BOARDS AND  
COMMISSIONS OF THE CITY OF TIFFIN, IOWA

WHEREAS, As provided for in Section 372 of the Iowa Code and Chapter 15 of the Code for the City of Tipton, Iowa, the Mayor is authorized to appoint individuals to serve on the City Council's several advisory Committees, Boards and Commissions of the City Council, subject to approval by the City Council; and,

WHEREAS, Several of the aforesaid advisory entities have vacancies because of changes of elected office, expiring terms and employee changes which are to be filled.

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

SECTION 1. The Board of Adjustment (Tipton Code Chapter 168) has one vacancy resulting from the expiration of term of Mr. Gordon Esbeck, said Board to consist of one architect, engineer or contractor, one real estate broker, and three other persons selected for the knowledge and interest in matters pertaining to the Zoning Ordinance, and therefore the Mayor recommends and City Council does approve \_\_\_\_\_ to fill a term ending April 30, 2020.

SECTION 2. The Tree Board (Tipton Code Chapter 151) has two members three year terms which expired December 1, 2015, that of Council member Dean Anderson and Ms. Ellen Fear, said Board to consist of any citizen of Tiffin and which can also be a Council member; therefore, the Mayor recommends and the City Council does approve \_\_\_\_\_ and \_\_\_\_\_ to fill terms which will expire November 30, 2018.

SECTION 3. The Cemetery Board of Trustees (Tipton Code Chapter 26) has former Council member David Fry as one of the three members of this Board, and since the Code is silent as to the makeup of this Board, to resolve any question as to Mr. Fry's appointment following his leaving the City Council, the Mayor recommends and the City Council does approve the re-affirmation of Mr. David Fry's appointment.

SECTION 4. The Tipton Development Commission (Tipton Code Chapter 25) has a vacancy resulting from former Council member David Fry's term ending, and this Commission shall by Code be constituted with two representatives of the Tipton Chamber of Commerce, two representatives of the Tipton Economic Development Corporation, two representatives of the Tipton City Council, and one representative of the general public; therefore the Mayor recommends and the City Council does approve the appointment of Council member \_\_\_\_\_.

SECTION 5. The Tipton Economic Development Corporation is chartered outside the City of Tipton's corporate charter, and includes the Mayor and City Manager as appointees to this

Corporation; therefore, the Mayor recommends and the City Council approves (Mayor or Council member) \_\_\_\_\_ and interim City Manager Tim Long to fill the vacancies resulting from the election and the resignation of former Manager Chris Nosbisch.

SECTION 6. The Cedar County Economic Development Commission has as one of its appointees Council member Ms. Pam Spears, who has expressed interest in being replaced as the Council member on this Commission; therefore, the Mayor recommends and the City Council approves Council member \_\_\_\_\_ be appointed to this Commission.

SECTION 7. The Tipton Chamber of Commerce Board of Directors has as non-voting appointees the Mayor and City Manager of the City of Tipton; former Mayor Kepford and City Manager Nosbisch were those appointees; therefore, the Mayor recommends and the City Council approves and the Council approves (Mayor/Mayor pro-tem) \_\_\_\_\_ and interim City Manager Tim Long be appointed to this Board.

SECTION 8. City Council Policy and Administration Committee is a three person advisory committee that has consisted of Council member Dean Anderson, former Council member Dawn Siech and former City Manager Chris Nosbisch; therefore, the Mayor recommends and Council approves Council members \_\_\_\_\_, and \_\_\_\_\_ and interim City Manager Tim Long be appointed to this Committee.

SECTION 9. City Council Equipment Committee is a three person advisory committee consisting of now former Council member Dawn Siech, Public Works Director Steve Nash and City mechanic Klay Johnson; given the Council vacancy created with the end of term of Dawn Siech, the Mayor recommends and Council approves filling the Council vacancy with Council member \_\_\_\_\_.

SECTION 10. City Council Aquatic Committee is a five-person advisory committee consisting of Director Adam Spangler, Stuart Werling, Mike Herring and now former Council member Dawn Siech; given the Council vacancy created with the end of term of Dawn Siech, the Mayor recommends and Council approves filling the Council vacancy with Council member \_\_\_\_\_.

PASSED and ADOPTED this 1<sup>st</sup> day of February, 2016.

\_\_\_\_\_  
Bryan Carney, Mayor

ATTEST:

\_\_\_\_\_  
Lorna Fletcher, City Clerk

**AGENDA ITEM # I - 4**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

<b>DATE:</b>	February 1, 2016
<b>AGENDA ITEM:</b>	Selection of Executive Search Firm for City Manager
<b>ACTION:</b>	Council discussion, motion and roll call vote

**SYNOPSIS:** The City received proposals from two executive search firms to assist with the process of hiring a new City Manager. The Council may choose based upon both the competencies and pricing of the two proposals. You are not required to accept the lowest cost proposal.

As I have worked with one of these firms as an independent contractor, I have recused myself from review, analysis and recommendation in this matter. Both firms are highly competent in their work.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** Mayor and City Council

**MAYOR/COUNCIL ACTION:** Motion and roll call vote.

**ATTACHMENTS:** Proposals and resolution 020116 D

**PREPARED BY:** Tim Long

**DATE PREPARED:** 01/29/2016

**RESOLUTION NO. 020116 D**

**A RESOLUTION APPROVING AN AGREEMENT FOR  
CONDUCTING A SEARCH FOR A REPLACEMENT  
CITY MANAGER FOR THE CITY OF TIPTON, IOWA**

WHEREAS, The City Council of the City of Tiffin ("City") seeks to obtain the services of an executive search firm to assist it in the search, interview and selection process for a City Manager; and,

WHEREAS, The City has received proposals from Brimeyer Fursman LLC, Maplewood, MN and Callahan Municipal Consultants LLC, Anamosa, IA for the aforesaid services; and,

WHEREAS, The City may consider the firm providing the best value and demonstrating the greatest comprehension of the needs and requirements of the City of Tiffin, in addition to considering the cost of the proposals, in making its selection of an executive search firm.

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

SECTION 1. The City Council approves the hiring of \_\_\_\_\_ to conduct the search, interview and selection process for City Manager for the City of Tipton at the earliest opportunity, as proposed, or as amended therein.

SECTION 2. The Mayor shall sign, and the City Clerk attest the Mayor's signature to the aforesaid agreement, which shall be attached to and become part of this Resolution.

PASSED and ADOPTED this 1<sup>st</sup> day of February, 2016.

\_\_\_\_\_  
Bryan Carney, Mayor

ATTEST:

\_\_\_\_\_  
Lorna Fletcher, City Clerk



# Callahan Municipal Consultants, LLC

417 Kaitlynn Ave Anamosa, IA 52205 Cell: 563-599-3708 callahan.cmc@gmail.com

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December 21, 2015

Mayor & City Council  
City Hall  
407 Lynn Street  
Tipton, Iowa 52772

Re: City Manager Search

Dear Mayor & City Council Members:

We are pleased to submit a proposal for the City Manager Recruitment Process. We have enclosed for your consideration our Proposal for the City Manager Recruitment Process.

### **Each Search is Unique**

Every executive recruitment process is unique and different. While the overall goal of each search process may be similar, we have learned that “one size does not fit all,” when it comes to the selection of a city manager. We have modified the search process on numerous occasions in order to meet the needs and expectations of the City Council.

Our fee for the search process will also vary, depending upon the needs of the City during the search process. We have completed searches ranging from \$6,000 in Guttenberg to a fee of \$13,000 in Fairfield. The fee will depend upon the tasks that are by the City and the steps in the search process that the City Council wants us to complete.

### **Two Party Search Process**

While we understand and recognize that we work for the City and that the City Council will make the final decisions on the search process, we have also learned that we need to develop a good working relationship with potential candidates for the position. Since we have completed numerous city manager searches, we have consistently communicated with potential candidates in a honest, professional, and open manner with frequent updates and reports. We place a high value on maintaining a professional relationship with potential candidates for not only the current search in progress, but also future searches in other communities. This “user friendly” approach with potential candidates has gained for us the trust and confidence of many potential candidates.

### **Limited Number of Searches**

Once we have accepted your request to conduct an executive search, we will be fully committed to the search process. We will pledge that we will not conduct more than two searches at any given time so that we can devote the time needed to successfully complete the search in Tipton in a professional and timely manner.

### **Reasons to Select Callahan Municipal Consultants**

**In summary, we would offer the following reasons why the City of Tipton may wish to select Callahan Municipal Consultants, LLC to facilitate the City's executive search for the next city manager:**

1. Patrick Callahan has over 40 years of combined experience as a city manager and as an executive search consultant.
2. After we commit to the Tipton city manager search process, we will "stay on task" and will complete the project in a timely manner.
3. We will keep the Mayor and City Council Members informed with frequent reports and updates on the search process.
4. We will also be willing to modify the search process to meet the City's needs and expectations, if requested to do so by the City of Tipton.
5. Since we are located in Anamosa, Iowa, which is less than 40 miles from Tipton, we will be very accessible during the search process.

If you have any questions or if you need additional information, please feel free to contact us.

Sincerely,

Callahan Municipal Consultants, LLC  
Patrick Callahan  
Municipal Consultant

# STANDARD PROPOSAL

Callahan Municipal Consultants, LLC

Response to Request for Proposal  
City Manager Position  
City of Tipton, Iowa  
December 21, 2015

Callahan Municipal Consultants, LLC  
Patrick Callahan  
417 Kaitlyn Avenue  
Anamosa, IA 52205  
563-599-3708  
[callahan.cmc@gmail.com](mailto:callahan.cmc@gmail.com)



## **City Manager Search**

### **City of Tipton, Iowa**

#### **A. Introduction**

First of all, we would like to thank you for the opportunity to submit this response to the request for proposals to assist the City of Tipton with the search for a city administrator. We have over 40 years of experience in city government as both a city manager/city administrator and as a consultant to cities. We established Callahan Municipal Consultants, LLC on September 1, 2013. We had worked as a municipal consultant in association with Snyder & Associates from 2010-2013. We have enclosed for your review a brief history or resume of our career in city government.

Since Callahan Municipal Consultants, LLC was established in 2013, we have assisted seven cities with searches for city managers or city administrators. We assisted the cities of Cascade, Guttenberg, Vinton, Fort Madison, Fairfield, Tiffin, and Treynor with the recruitment of a city administrator or city manager.

#### **B. Statement of History and Experience of Firm**

Patrick Callahan will serve as the project manager and will have direct responsibility for the services provided to the City Council. In addition to Mr. Callahan's experience with executive searches, Mr. Callahan has a total of 41 years of experience in municipal government. A brief summary of his experience includes:

1. Assistant to the Director of Public Works – City of Fort Madison, IA – 1974-1977
2. City Administrator – City of West Point, Iowa – 1977 to 1978
3. City Manager – City of Maquoketa, Iowa – 1978 to 1993
4. Municipal Consultant – Institute of Public Affairs – 1993 to 2005
5. City Administrator – City of Anamosa, Iowa – 2006 to 2010
6. Municipal Consultant – Snyder & Associates – 2010 to 2013
7. Callahan Municipal Consultants, LLC – 2013 to present

#### **C. Qualifications of Personnel Relating to Executive Searches**

Patrick Callahan has extensive experience assisting cities with the recruitment and selection process for city managers, city administrators, public works directors, and other executive positions from 1995 to 2014. Since establishing Callahan Municipal Consultants, LLC in 2013, Mr. Callahan has conducted the following searches:

1. City of Vinton (Population – 5,257)  
Search for City Administrator – 2014 Appointment
2. City of Guttenberg (Population – 1,919) Search for City Manager – 2013 Appointment

3. City of Cascade (Population – 2,159) Search for City Administrator – 2014 Appointment
4. City of Fort Madison (Population – 11,051) Search for City Manager – 2014 Appointment
5. City of Fairfield (Population - 9,464) – Search for City Administrator – 2014 Appointment
6. City of Tiffin (Population – 2,500) – Search for City Administrator/Clerk – 2015 Appointment
7. City of Treynor (Population - 919) – Search for City Manager/Clerk – 2015 Appointment

When Mr. Callahan joined Snyder & Associates in July 2010, the Firm's scope of services was expanded to include executive searches for city managers, city administrators, and city department heads. Mr. Callahan's involvement with numerous executive searches from 1995 to 2005 provided Snyder & Associates with an opportunity to offer this service to their clients in Iowa.

After joining Snyder & Associates, Mr. Callahan conducted the following executive searches in Iowa and Illinois:

1. City of Maquoketa (Population – 6,141) Director of Public Works, 2011
2. City of Cascade (Population – 2,159) City Administrator, 2011
3. City of Monroe (Population-1,830) City Administrator, 2012
4. Washington County, Iowa Public Health Administrator, 2013
5. Jackson County Economic Alliance – Economic Development Director, 2013
6. City of LaSalle, IL (Population 9,640) Director of Public Works - 2013

Prior to joining Snyder & Associates, Mr. Callahan assisted the Brimeyer Group with searches for city managers and city administrators from 1995 to 2005. He provided assistance with searches in the following cities in Iowa:

1. City of Dyersville – City Administrator
2. City of Cascade – City Administrator
3. City of Maquoketa – City Manager
4. City of Manchester – City Manager
5. City of Emmetsburg – City Administrator
6. City of Charles City – City Administrator
7. City of West Liberty – City Manager
8. City of West Burlington – City Administrator
9. City of Waukee – City Administrator
10. City of Storm Lake - City Administrator

Mr. Callahan served as the lead consultant for the Brimeyer Group for the searches in Dyersville, Manchester, and West Liberty.

A copy of Mr. Callahan's resume is attached.

Tim Long, a retired city administrator, will be assisting Callahan Municipal Consultants, LLC with this search process. Mr. Long has over twenty years experience as a city administrator for the Cities of Morrison, Illinois, Geneseo, Illinois, and Cascade, Iowa. He has both a masters degree in public administration and a bachelor of arts degree in political science from Northern Illinois University in DeKalb, Illinois.

A copy of Mr. Long's resume is attached.

#### **D. Statement of Our Understanding of the Work**

We would expect to have an extensive amount of involvement by the Mayor and all Council Members in the search process. The first step in the process would be to convene a meeting of all persons involved to review the search process, to develop a time table, to determine the salary range, and to discuss any modifications to the process.

We will conduct individual interviews with the Mayor, Council Members, and City Department Heads to gather information regarding the desired background and capabilities for the position. These individual interviews will also include questions regarding the city organization, business climate, services, organizations, city priorities, city projects, and related topics.

An important step in the search process will be the development of a position profile that clearly defines the education, background, management style, capabilities, level of experience, and personality traits of the ideal candidate for the position in City of Tipton. This position profile will be sent to potential candidates who have backgrounds that may match the characteristics of the ideal candidate. Personal phone calls will be made by the Consultant to potential candidates, who may have the desired level of experience and background for the position. The Consultant will reference the position profile and state the reasons why they may want to consider becoming an active candidate for the position in Tipton.

The search process will also include the preparation and placement of an advertisement of the position in various publications and posting on web sites. The aspects of the advertising plan for the position will be discussed and determined during the initial planning meeting with the Council Members.

After the deadline for applications has passed, we will conduct an initial review of all the applications. If the Council Members are interested, we will include them in this initial review of applications.

Once the most qualified candidates has been determined, we would schedule telephone or skype interviews with these candidates. We would expect that the Mayor and all Council Members would be present for these interviews of the semi-finalists.

We would envision that after the initial interviews, the Council would select and invite three or four candidates to participate in the formal interview process. The Council Members and citizens would have an opportunity to meet the candidates during an informal reception prior to the formal interviews, if it is acceptable to the Council.

The Mayor and all Council Members would be involved in the formal interview process. We have typically used a two part interview process with the first phase consisting of two or more Council Members meeting with each candidate in a more informal setting and the second phase being the more traditional interview with the Mayor and all Council Members.

In summary, the process used to select the finalists for the position will include the following steps.

1. Development of position profile, as noted above.
2. Comparison of resumes and background information of the candidates to characteristics listed in the position profile.
3. Preparation of questions for telephone or skype interviews and formal interviews that will assist the Council Members in determining whether the candidates possess the desired characteristics for the position.
4. Preparation and use of a rating system and ranking process that will be used during the initial interviews to determine whether the candidates possess the desired characteristics.
5. Completion of reference and background checks of the candidates selected for formal interviews.

All of these steps will involve active participation by the Mayor and City Council.

Lastly, the consultant will assist the Council with the process of reviewing and analyzing the information obtained during this search process to evaluate the candidates and the selection of the candidate that most closely resembles the ideal candidate for the position.

### **E. Tentative Time Table for Each Step in Process**

1. Confidential Interviews with Mayor & Council Members and Department Heads	Consultant	January
2. Preparation of Profile	Consultant/City	January
3. Preparation of Advertisements	Consultant	January
4. Preparation of List of Potential Candidates	Consultant	January
5. Placement of advertisements and posting on websites	Consultant	January
6. Council Approval of Profile	Consultant/City	February
7. Emailing of Profiles	Consultant	February
8. Phone Calls to Potential Candidates	Consultant	February
9. Deadline for Applications	-	February
10. Screening of Candidates	Consultant	February
11. Selection of Candidates for Initial Interviews	City Council	March
12. Initial Interviews of Candidates	Consultant/Council	March
13. Send a Packet of Information to Candidates for Formal Interviews	Consultant	March
14. Education Verification, Credit Checks, & Criminal Background Checks - Finalists	Consultant/City	March
15. Calls to Candidates' References	Consultant	March
16. Coordination of Interviews	Consultant	April
17. Formal Interviews of Finalists	Consultant/Council	April
18. Negotiations with Selected Candidate	Consultant/Mayor	April
19. Approval of Offer of Employment	City Council	April

*This tentative time table is strictly a summary of the steps in the process and potential dates for the completion of these steps. This time table will be reviewed and modified to meet the needs and expectations of the Mayor and City Council Member.*

### **F. List of Client References**

We have listed our most recent searches for various executive positions in Iowa and Illinois. The searches in Maquoketa, Iowa and LaSalle, Illinois were for the position of public works director. The mayors and city council members were actively involved in the search process for both of these positions. The searches for the Cities of Cascade, Monroe, Vinton, Fort Madison, Fairfield, Guttenberg, Tiffin, and Treynor were for the position of city manager or city administrator.

We have also conducted searches for two county positions. We conducted a search for a director of public health position for the Washington County, Iowa Board of Health in 2013. We also conducted a search for an economic development director position for Jackson County, Iowa in 2013. Many city and county elected officials were involved with these two successful searches.

We have provided for your consideration the names and telephone numbers of both elected and appointed officials who were involved with our most recent searches. If you need additional contact persons, please feel free to contact us.

The contact persons for the recent searches conducted for Iowa and Illinois governmental organizations are as follows:

1. City of Maquoketa – Brian Wagner, City Manager 563-652-2484
2. City of Cascade – Patrick Kearney, Council Member 563-543-7668
3. Washington County Board of Health – Wendy Miller 319-591-1790 or Danielle Pettit-Majewski 641-330-2418
4. Jackson County Economic Alliance – Larry “Buck” Koos Chairman of the Board and Jackson County Supervisor 563-599-7087 or Loras Herrig, City Administrator 563-872-4456
5. City of LaSalle, Illinois, Mayor Jeff Grove, 815-223-3755 or Tom Ptak, Council Member, 815-228-3491
6. City of Vinton – John Watson, Mayor, 319-929-4386 or 319-472-2841 or Chris Ward, City Administrator 319-472-4707
7. City of Guttenberg – Dr. Russell Loven, Mayor, 563-880-3162 or 563-252-1310
8. City of Fort Madison – Brad Randolph, Mayor, 319-371-8371 or Melinda Blind, City Clerk 319-372-7700
9. City of Fairfield – Ed Malloy, Mayor, 641-233-1080 or Martha Rasmussen, Council Member 641-919-4269 or 641-472-2339 or Joy Messer, City Clerk, 641-472-6193
10. City of Tiffin – Jim Bartels, Council Member, 319-545-2613 or Mike Ryan, Council Member, 319-545-2203.
11. City of Treynor – Bryce Poland, Mayor, 402-926-6831 or Tom Lewis, Council Member, 402-639-5487.

**G. Proposed Fees and Scope of Services**

**Proposed Consulting Fee Schedule  
December 21, 2015**

<b>TASKS</b>	<b>LEAD ROLE</b>	<b>FEE</b>
1. Confidential Interviews-City officials ( Two days)	Consultant	\$1,500
2. Preparation of Profile	Consultant	\$1,400
3. Council Approval of Profile	Council	\$0
4. Preparation of List of Potential Candidates	Consultant/Council	\$360
5. Printing and Mailing or Emailing of Profiles	Consultant	\$600
6. Preparation of Advertisements	Consultant	\$200
7. Placement of Advertisements	Consultant/City	\$200
8. Phone Calls to Potential Candidates	Consultant	\$400

9. Screening of Candidates	Consultant/Council	\$1,500
10. Selection of Candidates for Telephone & Skype Interviews - Council Meeting	Council	\$500
11. Telephone Interviews of 5-8 Finalists	Consultant/Council	\$1,300
12. Selection of Candidates for Formal Interviews	Council	-0-
13. Mail Packets of Information to Candidates for Interviews	Consultant	\$200
14. Education Verification, Credit Checks, & Criminal Background Checks.	Consultant/City	\$800
15. Calls on Candidate References	Consultant	\$720
16. Coordination of Interviews & Calls to Candidates	Consultant	\$680
17. Actual Formal Interviews – Two Days	Consultant/Council	\$1,300
18. Negotiations with Selected Candidate	Consultant	\$200
19. Council Approval of Offer of Employment	Council	-0-
SUB-TOTAL – Consulting Fee		\$11,860
Expenses -- Mileage, meals, phone calls, and copies		\$ 600
Grand Total – Not to Exceed		\$12,460

It is agreed and understood that the City of Tipton reserves the right to select only those phases in the process that the Council determines to be needed for a successful search. The payment to the Consultant shall be based on the actual number of phases that have been selected by the Council and completed by the Consultant.

#### **H. Six Month Performance Evaluation Process – Council Option**

If requested by the Council, we can assist the City with the six month performance evaluation of the person selected as city manager. In cooperation with the Mayor, City Council, and city manager, we will develop a performance evaluation form and rating system. We will distribute and collect the evaluation forms, summarize them, and present the summary to the Mayor, City Council, and city manager. If there is a need for an improvement in some aspect of the performance of the city manager, we will provide advice and suggestions, if requested. The fee for this service would be \$600, plus mileage.

#### **I. Estimated Additional Expenses**

The expenses listed in Section G do not include the cost of advertisements for the position. We typically prepare a list of advertising options that can range from \$50 to \$800. We will provide a list of such options and the associated cost for each option. The City Council will then select the preferred options and the costs will be billed directly to the City. The total cost for advertising is typically in the range of \$1,000 to \$2,000 for the search process.

The City will be responsible for the cost of meals and snacks during the interview process. These costs will be determined by the City, but are normally in the range of \$200 to \$400, depending upon the number of people involved in the process.

The City may offer to pay for the travel costs and lodging of the candidates, who are invited to Tipton for the formal interviews. It will be a Council decision as to whether the City reimburses the candidates for their travel expenses. While the cost will vary, depending upon the number of candidates and their distance from Tipton, the City should anticipate that the cost to reimburse candidates for travel expenses could be in the range of \$2,000 to \$4,000.

#### **J. Invoices For Services**

As we noted in Section G, we will provide the proposed consulting services for a fee not to exceed \$12,460. This fee includes our direct costs for mileage and copies. We would propose that our fee be billed to the City as two invoices. The first invoice would be sent following the completion of the telephone or skype interviews. The second and final invoice would be sent after the selected candidate has agreed to accept the position. Expenses, such as mileage, meals, and copying costs, will be itemized for the City. Copies of receipts will be provided to City, if requested.

#### **K. Final Comments**

We certainly appreciate the opportunity to present this proposal to the City of Tipton. We would welcome the opportunity to meet with you to further review our proposal for services and to answer any questions.

Since our office is less than 40 miles from the City of Tipton, we will be very accessible during the search process. We are willing to modify the search process, as outlined in this proposal, to meet the City's needs and expectations. We have learned from previous searches that each search is unique and the dynamics will vary. We would enjoy assisting the City of Tipton with the search process for a City Manager.

# PATRICK J. CALLAHAN

## PROFESSIONAL EXPERIENCE:

- 2013 – Present**      **MUNICIPAL CONSULTANT – CALLAHAN MUNICIPAL CONSULTANTS, LLC**
- Providing assistance to cities on capital improvement plans, 28E agreements, strategic planning & goal setting, executive searches, urban renewal plans, utility rate analysis, and utility franchise renewals, and budget analysis.
- 2015 – Present**      **JONES COUNTY SUPERVISOR -**  
Appointed to the Jones County Board of Supervisors in September, 2015 to fill the remaining term of the District 5 Supervisor.
- 2010-2013**          **MUNICIPAL CONSULTANT – SNYDER & ASSOCIATES**
- Provided assistance to cities on capital improvement plans, 28E agreements, project financing, executive searches, goal setting, urban renewal plans, utility rate analysis, and utility franchise renewals and budget analysis.
- 2006-2010**          **CITY ADMINISTRATOR – CITY OF ANAMOSA, IOWA**
- Responsibilities and duties included the supervising of the following departments: Public Works, Police, Fire, Water, Wastewater, Parks, Cemetery, and Administration. Managed significant capital improvement projects, such as street improvements, wastewater plant, public works building, and flood recovery.
- 1999-2005**          **FINANCIAL CONSULTANT – RUAN SECURITIES CORPORATION**
- Provided financial consulting services and assistance with bond issues to cities for the financing of capital projects.
- 1993-2005**          **LOCAL GOVERNMENT CONSULTANT – MUNICIPAL AND COUNTY MANAGEMENT SERVICES (MCMS)**
- As a self-employed municipal consultant, assisted cities with cable franchise renewal process, capital improvement plans, management studies, personnel studies, and financial reviews.
- 1993-2005**          **LOCAL GOVERNMENT CONSULTANT – INSTITUTE OF PUBLIC AFFAIRS – THE UNIVERSITY OF IOWA**
- Provided assistance to cities on strategic planning/goal setting, governmental service sharing, 28E agreements, and management

## **PATRICK J. CALLAHAN**

studies, conducting workshops/seminars, and writing governmental publications.

**1978-1993**

### **CITY MANAGER – CITY OF MAQUOKETA, IOWA**

Responsibilities and duties included the supervising of the following departments: Public Works, Police, Fire, Water, Wastewater, Parks, Airport, Local Access and Economic Development. Served as the Electric Utility Manager for the first seven years prior to creation of the Utility Board of Trustees. Managed significant capital improvement projects, such as, fourteen street reconstruction projects, power line extensions, new city hall, power plant expansion, new police station, and five storm sewer projects.

**1977-1978**

### **CITY ADMINISTRATOR / UTILITY DIRECTOR – CITY OF WEST POINT, IOWA**

Responsibilities included the supervision of activities in the Street, Sewer, Electric, Cemetery, Water, Parks, and Police Departments. Other duties included zoning enforcement, preparation of federal grant applications and budget work.

**1974-1977**

### **CITY PLANNER / ASSISTANT TO DIRECTOR OF PUBLIC WORKS – CITY OF FORT MADISON, IOWA**

Responsibilities included enforcement of zoning and subdivision regulations, preparing written reports, public relations, preparing federal grant applications, personnel reports, transportation studies and park and recreation planning.

#### **EDUCATION:**

**1972-1974**

The University of Iowa – Iowa City, Iowa  
Master of Arts Degree in Public Administration

**1968-1972**

Loras College – Dubuque, Iowa  
Bachelor of Arts Degree in Political Science

#### **MEMBERSHIPS:**

\* Iowa City Management Association Board of Directors  
1986-1991

\* Iowa League of Cities Board of Directors 1987-1989

\* Iowa Association of Municipal Utilities (IAMU)  
Board of Directors 1984-1986

## **TIM D. LONG**

1649 West 43<sup>rd</sup> Street, Davenport, Iowa 52806  
309.714.1519 (cell)  
E-mail: [longtimd@gmail.com](mailto:longtimd@gmail.com)

JULY 1, 2015

### **EMPLOYMENT**

**INTERIM CITY ADMINISTRATOR**  
CITY OF TIFFIN.

**FEBRUARY 2015 – JUNE 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.

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.

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

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**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.

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**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.

**TIM D. LONG**  
**DAVENPORT, IOWA**

**JULY 1, 2015**

**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.

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**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.

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**CITY ADMINISTRATOR**  
**CITY OF GENESEO**

**DECEMBER 1992 - MARCH 2007**  
**GENESE0, 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

**TIM D. LONG**  
**DAVENPORT, IOWA**

**JULY 1, 2015**

**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.

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**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.

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**ADMINISTRATIVE ASSISTANT/MPA INTERNSHIP** **APRIL 1990 - AUGUST 1991**  
**VILLAGE OF SUGAR GROVE** **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.





January 8, 2016

Mayor Bryan Carney  
407 Lynn Street  
Tipton, IA 52772

RE: Proposal for City Manager Executive Search

Dear Mayor Carney, Council Members Anderson, Boots, Leeper, McNeil and Spear.

On behalf of our team at Brimeyer Fursman, LLC, I would like to extend our appreciation for your time and consideration to review this outline and proposal to assist you and the citizens of Tipton in the recruitment and selection of your next City Manager. Picking the City's Manager is one of the most important functions you will undertake together. We trust our process, experience, and commitment to you will result in the highest quality and best possible search.

Dick Schrad will be assuming responsibility for the search. Dick has been with the firm over 4 years and has led or assisted with over 30 searches. I will be assisting from time to time as president of the firm with 20 years of senior/city management experience in local government and 7 years of executive search experience. We have conducted over 100 executive searches for administrative positions throughout the Midwest.

We will work closely with you to understand your needs and organization culture so the individuals recruited have the qualities and skills to be successful.

Included with this Letter of Interest are biographies, a select clients list, and an estimated timeframe to complete the project and estimated expenses for the project and other material requested. We are proud of our relationship with Iowa Cities and would very much enjoy working with you on this vital recruitment.

Thank you again for your consideration.

Very truly yours,



Dr. Richard Fursman Ed. D.  
President  
1666 Village Trail East  
Suite 7  
Maplewood, MN 55109

For additional information about Brimeyer Fursman, please visit [www.brimgroup.com](http://www.brimgroup.com)

## Introduction

### **Statement of Understanding**

The *City of Tipton* is reviewing options in preparation for the hiring of a City Manager. It will be the responsibility of the consultant to manage expectations, provide expert guidance, and take careful note of the information provided through the individual council members and the organization as a whole.

### **Firm Experience Brief history**

#### ***Founded 1991***

Founded by Jim Brimeyer in 1991, Brimeyer Fursman, LLC is headquartered in the Twin Cities of Minnesota. Current company president, Dr. Richard Fursman and Dick Shrad have undertaken scores of similar projects in Minnesota, Iowa, Wisconsin, Nebraska, Alaska and South Dakota. During those searches they successfully implemented recruitment strategies, demonstrating expertise in candidate assessment and the development of a selection process that addresses the needs of the organization and the entire community.

Richard has completed over 100 management searches in the Midwest. He and Mr. Schrad have assisted over 200 organizations in other Organization Development efforts. Brimeyer Fursman, LLC is now the industry leader in the process of “Onboarding” or preparing the Organization and new Administrator for transition, to ensure the best possible start. We take great care of our client’s needs and concerns not only as the process unfolds, but also through the new City Manager’s entry and transition.

### ***Current City Manager Search Engagements***

The firm is currently engaged in Phases I and II with the Cities of Detroit Lakes and Sandstone in Minnesota to assist with the placement of new City Administrators. Phase I for a Borough Manager and Police Chief with Haines, Alaska will begin in February.

### **Similar Searches 2011-2015**

Some of the more recent executive level searches include the cities of Eagan, St. Louis Park, Stillwater, Victoria, Vadnais Heights, Apple Valley, Woodbury, Wayzata, St. Cloud, Minnetonka, Hopkins, Worthington, and Dakota County Minnesota, Waverly, Centerville, Ottumwa and Mount Vernon, and Sioux City Iowa; New Richmond and Kimberly, Wisconsin; and, Petersburg, Alaska.

**Search Approach**

**Approach and Services Overview**

Our approach to executive search promotes maximum input from the Mayor and Council, staff, and citizens in the search process. We help guide the process, but *you* are the final authority in the selection of candidates. We maintain continual contact with the client throughout the search and keep the candidates informed as the search progresses. In addition to our milestone meetings with the Mayor and City Council, we will provide periodic updates to keep you informed of our progress. Brimeyer Fursman is committed to accurately portraying all candidates to the City. Likewise, we strive to accurately represent the position to candidates to prevent unrealistic expectations.

**Scope of Services Summary (Executive Search)**

<p><b>Phase I</b> <i>Organization Assessment and Develop Position Profile</i></p>	<p><b>Meet individually with the Mayor and Council, Department Heads, and key staff. Meet with selected representatives from the community and/or conduct public forums. Develop and present Position Profile.</b></p>
<p><b>Phase II</b> <i>Recruitment of Best Candidates</i></p>	<ul style="list-style-type: none"> <li>• Place announcements</li> <li>• Direct recruiting program</li> <li>• Collect and review resumes</li> <li>• Interview semi-finalists/Screen and evaluate</li> <li>• Prepare and present progress report</li> <li>• Assist elected board with the selection of top 5 candidates for interviews</li> <li>• Personality/Management Profile</li> </ul>
<p><b>Phase III</b> <i>Interview Preparations and Event</i></p>	<ul style="list-style-type: none"> <li>• Coordinate candidates' interviews</li> <li>• Prepare schedule, questions, review sheets</li> <li>• Monitor interviews, facilitate candidate review session</li> <li>• Develop compensation package</li> <li>• Assist with negotiations</li> <li>• Reference checks - credential verification – credit report – criminal and civil records checks</li> </ul>
<p><b>Optional Services</b></p>	
<p><b>Phase IV</b> <i>Onboarding</i></p>	<ul style="list-style-type: none"> <li>• Onboarding: Socialization process to assist new and existing leadership with the transition to a new City Manager.</li> </ul>
<p><b>Follow-up</b></p>	<ul style="list-style-type: none"> <li>• 6 months following the Manager's start, we assist in conducting a review.</li> </ul>

# Detailed Plan of Action Steps and Services Provided by Brimeyer Fursman, LLC

## Phase I Organization Assessment

*Each search process begins with a careful assessment of the current state of the organization.* This evaluation is used when the position profile is established to ensure applicants are screened according to the needs and established norms of the organization. You will be asked how much if any, change in direction is hoped for with the new City Manager. Candidates are screened for fit and capacity according to your requirements discovered during the process.

Assessment areas typically include organizational procedures, structure, systems and policies, culture, staff capacity, leadership and management philosophy, and previous experiences. Four methods may be used to gather information for assessment:

1. Interviews
2. Focus Groups
3. Questionnaires
4. Review of artifacts

## Employee & Citizen Engagement



Engaging as many stakeholders as possible in this first step of the process will provide an impetus for change needed and prepare the organization for the transition in leadership.

Members of our team have extensive training through the Institute of Cultural Affairs on facilitating community discussions. A critical success factor of the search is identifying community priorities and the environment in which the Administrator must function. *We encourage meetings with citizens to further assess the climate of the community with the use of forums and individual interviews.*

## **Establishing and Evaluating Expectations**

A successful search has a thorough definition and agreement by the Mayor and City Council on each aspect of the position. During this initial phase, our consultants will meet collectively and individually with the Mayor and City Council members, Department Directors and Administrators, and key staff to learn more about your goals and objectives. Critical factors to be determined include position responsibility and authority; reporting relationships; educational and experience requirements; personal and leadership qualities; and management style. We will carefully review your expectations and provide industry tested feedback. We will discuss pay expectations, the available talent pool, organization fit, and others that come up during the profile formation.

## **Organizational Review *Coordinated with Manager Search***

An organizational review and City Manager search should be a coordinated process whose elements happen together. The information from the organizational review /assessment is essential for the successful recruitment of the new City Manager. The same analysis becomes the foundation for a plan of action for the new City Manager once they start.

## ***“Mini” Culture Audit***

“Mini” Culture Audit: Our highly credentialed and experienced Organization Development professionals understand that when a CEO or Manager leaves, there is often heightened anxiety and work interruptions as people adjust. The areas impacting behavior are communication & expectations, environment, time, and group relations (power issues). The mini culture audit is used to help determine how to best recruit candidates for fit to create a positive work environment.

## **Position Profile – Recruiting Platform**



We will pay considerable attention to establishing organizational goals and priorities for the position. The identification of priorities serves a two-fold purpose: it assists the hiring authority in developing a consensus on what is important for the organization and it alerts potential candidates to the important issues of the organization.

After drafting the Profile, we will meet with the Mayor and City Council as a group to discuss the critical specifications of the position. A great deal of emphasis placed on the agreement of this analysis. Without this information, it is difficult to determine how potential candidates will affect the City’s plans and organizational team. The final Position Profile, after approval by the Mayor and City Council, becomes the document against which we evaluate prospective candidates.

**PHASE II**  
**Develop and**  
**Implement an**  
**Approved Recruitment**  
**Plan**

**Place Announcements**  
**Recruit Candidates**

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**Recruitment Ads**  
*ICMA: International City*  
*Managers Association*  
*Gov't Jobs*  
*Linked-IN*  
*Brimgroup Web Page*  
*Iowa League of Cities*  
*Neighboring Leagues*

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The Position Profile serves as the primary recruitment tool as a means of identifying the scope of the position and highlighting the unique characteristics and qualities of the community. Once the Profile is approved, we will prepare and conduct a comprehensive program to contact candidates and determine sources of candidates.

In addition to placing announcements in the appropriate professional and trade journals, we will announce the position on appropriate web sites and the Profile will be featured on the Brimeyer Fursman web site with a link to the City of Tipton official web site. We will utilize our local, regional, and national contacts to identify potential candidates. We will identify comparable organizations where key individuals will be contacted.

Often times we are able to identify candidates from similar assignments who may be appropriate for the position. *Sometimes the most qualified candidates are often not in the job market and do not respond to traditional advertising: therefore, we will directly recruit specific individuals with established patterns of talent, stability, and success through direct visits, calls, and mailings.*

**Accept and Acknowledge**  
**Applications**

Brimeyer Fursman will take responsibility for accepting and collecting applications and acknowledgments. We will maintain transparency and provide continual updates to the city and candidates as each step in the process proceeds. We take great care to treat all candidates with the greatest respect on behalf of the firm and Tipton.

**Review Resumes and**  
**Screen Candidates**



Following the application deadline, we will screen each applicant's experience and background against the Position Profile. After evaluating and comparing each application, we will compile a list of candidates for further consideration. We will conduct one-on-one interviews with the most promising individuals. Our staff will make every effort to conduct face-to-face interviews with these candidates. *Our in-depth evaluation and appraisal techniques* will cover issues such as work experience, education, professional development and achievement, career objectives, accomplishments, suitability, and specific interest in the position. We will pay particular attention to the management style that most closely reflects the needs of the organization.

### **Assessment Tools**

*Cover letter & resume review*  
*Short essays on topics related to the position*  
*Writing sample*  
*Summary of accomplishments*  
*Insights management profile*  
*One-on-one interviews*  
*360 Degree Reference Review*  
*Full Credit Report*  
*Credential Check*  
*Criminal Check*

### **Progress Report** **TOP 10-12**

We use a variety of techniques to “discover” the candidates who will have the greatest chance of success. Research shows that past performance is the greatest indicator of future success. We spend a great deal of time reviewing the accomplishments and lessons learned on mistakes with each candidate. Additionally, we profile management styles and capabilities of each candidate through testing and interviews.



Brimeyer Fursman is authorized to administer the **Insights Discovery Personality Profile System**. The results will cover motivation and behavior patterns, management strategies, identification and management of conflict areas. The City will gain insights into the strengths, management style, and key communication styles for each finalist candidate.

Once interviews are complete, we will select the most qualified individuals to present to the Mayor and City Council. We will prepare a *Progress Report that will provide information on ten candidates whose backgrounds most closely meet the requirements of the position.* This Progress Report will provide specific information on:

- Educational and work history
- Accomplishments and growth potential
- Strengths and possible limitations
- Skills and performance history related to the position
- Personality and decision making profile

We will deliver this report and personally review it with the Mayor and City Council. Five or six candidates will be selected for further consideration based on the review. We will propose a schedule for interviewing the candidates and discuss the compensation expectations of the Mayor and City Council once the finalists are selected.

### **PHASE III Coordinate and Conduct Final Interviews**

#### **Reference and Credential Checks**

#### **Final Interview and Selection Process**



#### **Council/Panel Interview Preparation**

#### **Selection**

360 Review: Prior to the interviews, *we will conduct discreet reference checks on the finalist candidates.* We will talk with peers and former associates of these candidates. We will speak with individuals who are, or have been, in positions to directly evaluate the candidates' job performance. We will verify the finalist candidates' credentials through educational, criminal, and credit checks.

- Resumes, cover letters, and reference reports will be provided on each candidate prior to the interview.
- We will also provide the Mayor and City Council with a list of suggested interview questions and evaluation forms.
- We will discuss the proposed procedures to be used in the interview process.
- Our suggested interview schedule will allow the candidates to get acquainted with the community and community leaders and to visit with the Mayor and City Council and the staff in informal settings.
- We culminate the process with individual and group interviews.
- If possible, all interviews will be scheduled within a period of two days depending upon the desire of the Mayor and City Council.
- A consultant will be present at each interview.

Before the interview process begins, we will review all protocols and also discuss the motivational forces guiding your interpretation of candidates. This is especially strong at the unconscious level with biases in the interview process, including:

- *Leniency/ Strictness Bias*
- *Halo Effect*
- *Horns Effect*
- *Similarity Effect*
- *Appraiser Biases*
- *Primacy Effect*
- *Contrast Effect*

After the interviews, we will meet with the Mayor and City Council to review the candidates using an ORID (Objective, Reflective, Interpretive, and Decisional) evaluation tool to assist in determining the top candidate. The consultant will assist in this process to the extent requested by the Mayor and City Council. *We take responsibility for notifying all unsuccessful candidates each time the candidate pool is narrowed down.*

**Negotiating Compensation Package**

Brimeyer Fursman, will take great care that the City of Tipton secures acceptance from the most desired individual. We will participate in the final negotiations. If any concerns arise in the final hour, by working as a third-party intermediary we can resolve important details of the offer which may have significant bearing on its final acceptance or rejection. We will negotiate the terms and conditions of employment and prepare a Letter of Agreement on behalf of the City of Tipton with the selected candidate.

*Additional Support Services*

If requested by the City, Brimeyer Fursman, will act as a spokesperson with the media in order to maintain the integrity of the selection process and to protect the confidentiality and privacy of the candidates who are not hired.

- Family issues and dual career households are factors that influence an individual's decision to change jobs. We address circumstances arising from a job change including spouse careers, real estate issues, family concerns, and relocation details.
- After the candidate is employed, we will follow up with both the City of Tipton and the candidate to insure a smooth transition and satisfactory completion of the assignment. This follow-up contact is intended to identify potential issues early so that adjustments can be made, if necessary.

**Phase IV**  
*Onboarding – Preparing for change*



*Onboarding* is a process focused on the integration of new senior-level managers into an organization. The goal is to *prepare Managers to succeed in their jobs as quickly as possible.* Brimeyer Fursman will meet with the directors and key staff, Mayor and City Council and the new City Manager to discuss and plan for the adjustments that naturally occur during periods of transition. This is particularly helpful to staff as they learn to work with their new supervisor. Items covered include effective communication, setting expectations, clarification of roles and responsibilities, a review of the culture and other norms.

**FOLLOW UP**

**Performance Review**

If requested by the Mayor and City Council, we will assist in conducting a performance evaluation of the selected City Manager between six and twelve months of employment. We will develop a Work Program that will contain objectives for the City Manager to accomplish in the ensuing six to twelve months.

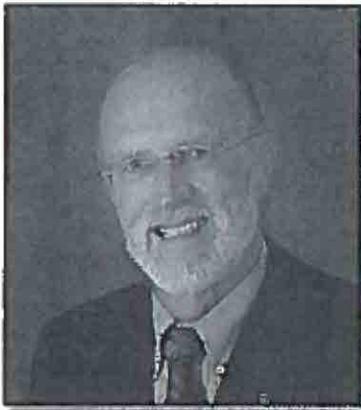
## Principles Assigned to Your Search



*Richard will be the lead consultant on the project and will be involved in all aspects of the search.*

**Dr. Richard Fursman, President:** Richard joined Brimeyer Fursman in 2007 and has conducted 100+ searches over that time period. Richard has 25 years of senior management experience in local government, most recently as the City Manager of Maplewood, Minnesota. Richard earned his Doctorate in Organization Development as well as his Bachelor of Arts in Economics from the University of St. Thomas and his Master of Arts degree in Urban and Regional Affairs from Mankato State University.

Richard is an Adjunct Faculty at the University of St. Thomas. He was awarded the title of Credentialed Manager by the International City/County Management Association. Richard is a past board member of the Minnesota City/County Management Association, a member of Rotary International, and past President of the Minnesota Metropolitan Manager's Association. Richard has conducted numerous strategic planning retreats and consults with municipalities and non-profits on reorganization and change management in the USA and Abroad.



*Dick will co-lead the search and assist with interviews and fact finding. He will assist with recruiting of candidates, screening, and assessing strengths and weaknesses. He will also be coordinating the interview process.*

**Dick Schrad, VP Regional Representative:** Dick joined Brimeyer Fursman in 2011. Dick has over 17 years of management experience in local government, most recently as the City Manager of Knoxville, Iowa. In addition to his assistance in searches, Dick also provided consultation service to the City of Washington, IA and served as interim City Administrator for Ottumwa, IA. Dick earned his Bachelor of Arts in Political Science from Creighton University and his Master of Business Administration degree from the University of Iowa. Dick began his career as the Assistant to the City Manager in St. Louis Park, MN. He also served as Development Director for Preston, IA and City Manager for Tipton, IA. In the private sector, Dick also served as Government Services Director for Telcom Engineering, Chesterfield, MO and President/Marketing Director for Schrad-Murphy Exhibits, Davenport, IA.

Dick served as Chairman and Member of the Scott County IA Planning and Zoning Commission for 18 years. Dick also served as President and Member of the Assumption High School Board of Education. *Dick was awarded the Joe Lukehart Professional Service Award by his colleagues at IaCMA in 2011.*

## Guarantee

Brimeyer Fursman offers an 18 month guarantee on the effectiveness of the City Manager. Should the Mayor and City Council determine it necessary to terminate the City Manager due to failure to adequately perform the duties as specified in the Profile and as represented by the process, or if the Manager quits the position, we will refill the position at no additional fee and will charge expenses only.

Brimeyer Fursman will not recruit candidates we have placed with your organization.

Should there be substantial changes in the political situation at the City of Tipton and a decision is made to terminate the City Manager for reasons other than failure to perform the duties as specified in the Position Profile, this guarantee is subject to negotiations between the Mayor and City Council and Brimeyer Fursman. The Guarantee is contingent on the Mayor and City Council successfully completing all phases and optional services of the process.

## Sample Time Table

*The sample time table is to provide a conceptual framework. Brimeyer Fursman will work with the City to develop the schedule.*

Brimeyer Fursman LLC will work with the Council on the timing of the search. *We will work closely with you to work through scheduling difficulties.* The following serves as an example that will be altered to fit everyone's schedules.

**Highlighted activities require full Council participation**

### Authorization to proceed

### January 18

Survey sent to council and staff	January 20
Profile Data Collection (with interviews of <u>Council</u> , Community, Staff)	January 25-27
<u>Approve Position Profile</u>	February 1
Start Recruitment	February 2
Deadline for Applications	March 5
Screen and Review Candidates	March 5-10
<u>Progress Report/Select Finalists</u>	March 21
Reference and Credential Checks	March 22-
<u>Interviews</u>	April 8-9
Start of New Manager	May 2016
<u>Onboarding Session</u> with New Manager and Council	At start

Fee Quotation Executive search process overview and fees	
	Search Fee
	<i>\$11,500</i>
<b>Phase I Develop Position Profile</b> <ul style="list-style-type: none"> <li>• Meet individually with the Mayor and City Council, Department Heads, and key staff</li> <li>• Meet with selected representatives from the community and/or conduct public forum</li> <li>• Develop, present, and Position Profile</li> </ul>	
<b>Phase II Recruit and Screen Candidates</b> <ul style="list-style-type: none"> <li>• Place Announcements</li> <li>• Direct Recruiting, Send Profiles</li> <li>• Review Resumes</li> <li>• Screen and evaluate candidates</li> <li>• Prepare and present Progress Report (progress report will be delivered in person and contain profiles of 10-12 candidates who demonstrate the best fit. <i>Here the council selects the top 5 for interviews.</i></li> </ul>	
<b>Phase III Interviews</b> <ul style="list-style-type: none"> <li>• Schedule and coordinate candidates' interviews with the City</li> <li>• Develop Interview questions</li> <li>• Participate in interviews</li> <li>• Develop compensation package</li> <li>• Participate in negotiations</li> <li>• Personal Management Style Profile Assessment</li> </ul>	
<b>Phase IV: Onboarding (after the Manager is hired)</b> <b>Phase V: Manager Review:</b>	<i>Please see next page</i>
<b>Out of Pocket Expenses :</b> Typical expenses include copies and supplies, position advertising (League Web Sites, ICMA, Iowa City/County Management Association, Linked-IN – and Mileage, Hotel, Management Profiles)	<i>\$2,500- \$3,450</i>
<b>TOTAL Not to Exceed</b>	<i>\$14,250</i>



## Related References

### **City of Ottumwa, IA (Population 25,023)**

Filled November 2015

Position Filled: City Administrator (Hired Andy Morris)

Applicant received – 35

Contact: Mayor Tom Lazio

Phone: 641-683-0600

[mayor@ci.ottumwa.ia.us](mailto:mayor@ci.ottumwa.ia.us)

### **City of Stillwater, MN (Population**

Filled December 2014

Position Filled: City Manager (Hired Tom McCarty)

Applicants received – 53

Contact: Mayor Ted Kozlowski

Phone: 651-300-4993

[tkozlowski@ci.stillwater.mn.us](mailto:tkozlowski@ci.stillwater.mn.us)

### **City of Ada, MN (Population 1,700)**

Filled November 2014

Position Filled: City Manager (Hired James Leiman)

Applicants received – 33

Contact: Project Coordinator Todd Sawrey

Phone: 701-729-5578

[tsawrey@loretel.net](mailto:tsawrey@loretel.net)

### **City of Victoria, MN (Population ~8,000)**

Filled: October, 2014

Position Filled: City Manager (Hired Laurie Hokkanen)

Applications Received: 45

Contact Mayor, Tom O'Connor

Phone: 952-261-9177

[toconnor@ci.victoria.mn.us](mailto:toconnor@ci.victoria.mn.us)

### **City of Centerville, MN (Population 3,900)**

Filled: October, 2014

Position Filled: City Manager (Hired Mike Ericson)

Applicants received: 42

Contact: Mayor Tom Willharber

Phone: (651)429-2140

[twilharber@centervillemn.com](mailto:twilharber@centervillemn.com)

### **City of Maple Plain, MN (Population 2,000)**

Filled: November 2013

Position Filled: City Manager (Hired Tessia Melvin)

Applications recived – 64

Contact: Council Mayor Jerry Young

Phone: (612) 237-3115

[jerryy@johnsonanderson.com](mailto:jerryy@johnsonanderson.com)

**City of Eagan, MN – population over 64,200**  
Position Filled: City Manager (Hired Dave Osberg )  
Dates of the search: October, 2012 – January, 2013  
Applications received – 39  
Contract: Dianne Miller (Assistant City Manager)  
Phone: (651)675-5014  
[dmiller@cityofeagan.com](mailto:dmiller@cityofeagan.com)

**City of Olivia, MN – population ~ 2,400**  
Position Filled: City Manager (Hired Dan Coughlin)  
Dates of the search: December, 2011 – February, 2012  
Applications received – 39  
Sue Hilgert, Mayor  
Phone: (320) 523-2361  
[shilgert@olivia.mn.us](mailto:shilgert@olivia.mn.us)

**City of Wayzata, MN – population 4,000**  
City Manager Search  
Position Filled: April, 2012 (Hired Heidi Nelson from Ramsey, MN)  
Applications Received- 75  
Contact: Mayor Ken Willcox  
Phone: (952)922-5569  
[KenWillcox@wayzata.org](mailto:KenWillcox@wayzata.org)

**City of Hopkins, MN – population over 18,000**  
City Manager Search  
Position Filled: (2011): City Manager (Mike Mornson)  
Application received – 65  
Mayor Eugene Maxwell  
Phone: (952)935-5270  
[emax33721@aol.com](mailto:emax33721@aol.com)

**City of St. Louis Park (Population: 45,000)**  
Fire Chief Search  
Position Filled 2013. (Hired Steve Koering)  
47 Applicants  
Contact: Nancy Deno Assistant City Manager  
Phone (952)924-2519  
[ndeno@stlouispark.org](mailto:ndeno@stlouispark.org)

**City of Waukeec, Iowa – Population ~16,000**  
Position Filled: Chief of Police (Hired John Quinn)  
Dates of search: October 2013 – January, 2014  
Applications received – 50  
Contact: Patty Holden – HR Director  
Phone: (515)978-7908  
[pholden@waukeec.org](mailto:pholden@waukeec.org)

## BRIMEYER FURSMAN EXECUTIVE SEARCH HISTORY 6/2012-2015

YEAR	CLIENT/ORGNAIZATION	POSITION	STATE	POPULATION
2015	City of Mount Vernon	City Administrator	IA	3,390
2015	City of Worthington	City Manager	MN	13,000
2015	City of Waverly	City Administrator	IA	9,874
2014	City Of Stillwater	City Manager	MN	18,500
2014	City of Victoria	City Manger	MN	8,000
2014	City of Victoria	Community Dev. Director	MN	8,000
2014	City of Ada	City Manager	MN	1,700
2014	City of Centerville	City Manager	MN	3,900
2014	City of Lake City	City Manager	MN	5,000
2014	City of Independence	City Manager	IA	6,000
2014	City of Dillworth	Chief of Police	MN	4,100
2014	City of Dillworth	City Manager	MN	4,100
2014	City of Waukee	Chief of Police	IA	16,000
2013	City of Arlington	City Manager	MN	2,233
2013	City of Charles City	City Administrator	IA	7,652
2013	City of Centerville	City Manager	IA	5,500
2013	City of Charles City	City Manager	IA	7,700
2013	City of Corcoran	City Manager	MN	5,500
2013	City of Griswold	City Manager	IA	1,036
2013	City of Lexington	City Manager/Clerk	MN	2,014
2013	City of Long Lake	City Manager	MN	1,768
2013	City of Maple Plain	City Manager	MN	1,792
2013	Borough of Petersburg	Chief of Police	AK	3,273
2013	City of St. Louis Park	Fire Chief	MN	45,000
2013	City of Vadnais Heights	City Manager	MN	12,300
2013	Lincoln Pipestone Rural Water	CEO	MN	4,250
2013	Wabasha County	County Administrator	MN	21,482
2012	City of Oelwein	City Administrator	IA	6,415
2012	City of Apple Valley	Chief of Police	MN	50,000
2012	City of Apple Valley	Parks and Recreation Director	MN	50,000
2012	City of Olivia	Chief of Police	MN	2,479
2012	City of Waverly	City Manager	IA	9,874
2012	City of Wayzata	City Manager	MN	3,688
2012	City of Eagan	City Manager	MN	64,200
2012	City of Eagan	Finance Director	MN	64,200
2012	City of Eagan	Director of Public Works	MN	64,200

**AGENDA ITEM # L - 1**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

**DATE:** February 1, 2016

**AGENDA ITEM:** Claims List

**ACTION:** Motion and vote.

**SYNOPSIS:** None

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** City Clerk and Finance Director

**MAYOR/COUNCIL ACTION:** Motion and voice vote

**ATTACHMENTS:** Claims list

**PREPARED BY:** Tim Long

**DATE PREPARED:** 01/29/2016

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
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01-0154 ASCENT AVIATION GROUP INC

I 3416598		2000 GL AVIATION FUEL	AP		R	1/27/2016		6,844.14	6,844.14CR	
		G/L ACCOUNT						6,844.14		
	660 5-835-2-64950	GAS PURCHASED					6,844.14	2000 GL AVIATION FUEL		
				REG. CHECK				6,844.14	6,844.14CR	0.00
								6,844.14	0.00	

01-0143 AUS WATERLOO MC LOCKBOX

I 6550855		MATS CITY HALL	AP		R	2/26/2016		69.64	69.64CR	
		G/L ACCOUNT						69.64		
	001 5-650-2-63100	BUILDING MAINTENANCE & REPAIR					69.64	MATS CITY HALL		
I 6550858		BLDG MAINT SUPPLIES	AMB	AP	R	2/26/2016		139.90	139.90CR	
		G/L ACCOUNT						139.90		
	001 5-160-2-63100	BUILDING MAINTENANCE & REPAIR					139.90	BLDG MAINT SUPPLIES AMB		
				REG. CHECK				209.54	209.54CR	0.00
								209.54	0.00	

01-0201 BARRON MOTOR SUPPLY

I 10625		LUBE ELEMENT	AP		R	1/27/2016		17.15	17.15CR	
		G/L ACCOUNT						17.15		
	810 5-899-2-63324	STOCK-REPAIR PARTS					17.15	LUBE ELEMENT		
				REG. CHECK				17.15	17.15CR	0.00
								17.15	0.00	

01-1 BIOENGINEERING, U OF I

I 363383-549		MNTNCE	AP		R	1/27/2016		171.00	171.00CR	
		G/L ACCOUNT						171.00		
	001 5-160-2-63500	OPERATIONAL EQUIPT MAINT & REP					171.00	BIOENGINEERING, U OF I:MNTNCE		
				REG. CHECK				171.00	171.00CR	0.00
								171.00	0.00	

PACKET: 02185 Council Mtg 020116 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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01-0380	CASCADE ENGINEERING									
I 30207817		100 WHEEL SETS FOR TOTES	AP		R	2/26/2016		439.00	439.00CR	
		G/L ACCOUNT						439.00		
	670	5-840-2-65070	OPERATING SUPPLIES				439.00	100 WHEEL SETS FOR TOTES		
			REG. CHECK					439.00	439.00CR	0.00
								439.00	0.00	
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01-0317	CJ COOPER & ASSOC INC									
I 59753		PRE-EMPLOYMENT SCREENING	AP		R	2/26/2016		35.00	35.00CR	
		G/L ACCOUNT						35.00		
	640	5-825-2-65100	SAFETY				35.00	PRE-EMPLOYMENT SCREENING		
			REG. CHECK					35.00	35.00CR	0.00
								35.00	0.00	
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01-0697	CUSTOM BUILDERS INC									
I 76093		UPS CHARGES	AP		R	2/26/2016		39.98	39.98CR	
		G/L ACCOUNT						39.98		
	630	5-820-2-65080	POSTAGE/SHIPPING				20.72	UPS CHARGES		
	001	5-465-2-65080	POSTAGE/SHIPPING				19.26	UPS CHARGES		
			REG. CHECK					39.98	39.98CR	0.00
								39.98	0.00	
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11-0859	E1CCD									
I 48393		EMT COURSE K ROWELL	AP		R	1/27/2016		1,529.50	1,529.50CR	
		G/L ACCOUNT						1,529.50		
	001	5-160-1-62300	TRAINING				1,529.50	EMT COURSE K ROWELL		
			REG. CHECK					1,529.50	1,529.50CR	0.00
								1,529.50	0.00	
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11-0930	EMERGENCY MEDICAL PRODUCTS									
I 1793820		MEDICAL SUPPLIES	AP		R	2/26/2016		22.00	22.00CR	
		G/L ACCOUNT						22.00		
	001	5-160-2-65070	OPERATING SUPPLIES				22.00	MEDICAL SUPPLIES		
			REG. CHECK					22.00	22.00CR	0.00
								22.00	0.00	
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VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
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01-0965 FAMILY FOODS

I 232		MISC SUPPLIES	AP		R	2/26/2016		41.82	41.82CR	
		G/L ACCOUNT						41.82		
		835 5-899-2-65980	MISCELLANEOUS					41.82	MISC SUPPLIES	
I 347		MISC SUPP FOR XMAS CELEBRAT	AP		R	2/26/2016		632.41	632.41CR	
		G/L ACCOUNT						632.41		
		600 5-810-2-65980	MISCELLANEOUS					126.48	MISC SUPP FOR XMAS CELEBRATION	
		610 5-815-2-65980	MISCELLANEOUS					126.48	MISC SUPP FOR XMAS CELEBRATION	
		630 5-820-2-65980	MISCELLANEOUS					126.49	MISC SUPP FOR XMAS CELEBRATION	
		640 5-825-2-65980	MISCELLANEOUS					126.48	MISC SUPP FOR XMAS CELEBRATION	
		670 5-840-2-65980	MISCELLANEOUS					126.48	MISC SUPP FOR XMAS CELEBRATION	
			REG. CHECK					674.23	674.23CR	0.00
								674.23	0.00	

01-1020 FLETCHER-REINHARDT CO.

I 51131188.001		4 METER BASES	AP		R	2/26/2016		142.52	142.52CR	
		G/L ACCOUNT						142.52		
		630 5-820-2-65300	METERS					142.52	4 METER BASES	
			REG. CHECK					142.52	142.52CR	0.00
								142.52	0.00	

01-1055 G & K SERVICES

I 480039		SHOPTOWELS	AP		R	2/26/2016		81.27	81.27CR	
		G/L ACCOUNT						81.27		
		630 5-820-2-65070	OPERATING SUPPLIES					81.27	SHOPTOWELS	
I 480052		UNIFORMS PUBLIC WORKS	AP		R	2/26/2016		49.68	49.68CR	
		G/L ACCOUNT						49.68		
		670 5-840-2-64350	UNIFORMS/EQUIPMENT					8.27	UNIFORMS PUBLIC WORKS	
		600 5-810-2-64350	UNIFORMS/EQUIPMENT					6.38	UNIFORMS PUBLIC WORKS	
		001 5-210-2-64350	UNIFORMS/EQUIPMENT					18.04	UNIFORMS PUBLIC WORKS	
		810 5-899-2-64350	UNIFORMS/EQUIPMENT					8.07	UNIFORMS PUBLIC WOPKS	
		001 5-299-2-64350	UNIFORMS/EQUIPMENT					8.92	UNIFORMS PUBLIC WORKS	
I 480053		UNIFORMS EL & GAS	AP		R	2/26/2016		112.83	112.83CR	
		G/L ACCOUNT						112.83		
		630 5-820-2-64350	UNIFORMS/EQUIPMENT					85.28	UNIFORMS EL & GAS	
		640 5-825-2-64350	UNIFORMS/EQUIPMENT					27.55	UNIFORMS EL & GAS	
I 483369		UNIFORMS PUBLIC WORKS	AP		R	2/26/2016		49.68	49.68CR	
		G/L ACCOUNT						49.68		
		670 5-840-2-64350	UNIFORMS/EQUIPMENT					8.27	UNIFORMS PUBLIC WORKS	

VENDOR SEQUENCE

VENDOR	ITEM N#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
	600	5-810-2-64350						6.38	UNIFORMS PUBLIC WORKS	
	001	5-210-2-64350						18.04	UNIFORMS PUBLIC WORKS	
	810	5-899-2-64350						8.07	UNIFORMS PUBLIC WORKS	
	001	5-299-2-64350						8.92	UNIFORMS PUBLIC WORKS	
I 483370		UNIFORMS EL & GAS	AP		R	2/26/2016		112.83	112.83CR	
		G/L ACCOUNT						112.83		
	630	5-820-2-64350						85.28	UNIFORMS EL & GAS	
	640	5-825-2-64350						27.55	UNIFORMS EL & GAS	
				REG. CHECK				406.29	406.29CR	0.00
								406.29	0.00	

11-1289 INTEGRATED TECHNOLOGY PARTN

I 102336		ADD IP PHONES AMB/CITY HALL AP			R	1/27/2016		579.20	579.20CR	
		G/L ACCOUNT						579.20		
	001	5-160-2-63730						290.59	ADD IP PHONES AMB/CITY HALL	
	835	5-899-2-63730						288.61	ADD IP PHONES AMB/CITY HALL	
I 102342		INSTALL TATUMS FOR AMY & KL AP			R	1/27/2016		662.50	662.50CR	
		G/L ACCOUNT						662.50		
	810	5-899-2-64190						662.50	INSTALL TATUMS FOR AMY & KLAY	
				REG. CHECK				1,241.70	1,241.70CR	0.00
								1,241.70	0.00	

1-1270 IOWA ASSOCIATION OF

I 11277		OQ TASK TESTING	AP		R	2/26/2016		155.00	155.00CR	
		G/L ACCOUNT						155.00		
	640	5-825-1-62300						155.00	OQ TASK TESTING	
I 11278		OQ TASK TESTING	AP		R	2/26/2016		100.00	100.00CR	
		G/L ACCOUNT						100.00		
	640	5-825-1-62300						60.00	OQ TASK TESTING	
	630	5-820-1-62300						40.00	OQ TASK TESTING	
I 11287		OQ TASK TESTING	AP		R	2/26/2016		50.00	50.00CR	
		G/L ACCOUNT						50.00		
	640	5-825-1-62300						50.00	OQ TASK TESTING	
				REG. CHECK				305.00	305.00CR	0.00
								305.00	0.00	

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
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01-1332 IOWA ONE CALL

I 177467		LOCATES	AP		R	2/26/2016		20.70	20.70CR	
		G/L ACCOUNT						20.70		
	630 5-820-2-65304	UNDERGROUND SUPPLIES					6.90	LOCATES		
	600 5-810-2-65307	SERVICE LINES					6.90	LOCATES		
	640 5-825-2-65307	SERVICE LINES					6.90	LOCATES		
		REG. CHECK						20.70	20.70CR	0.00
								20.70	0.00	

01-1271 IOWA PUBLIC AIRPORTS ASSOCT

I 2016IPAA		MEMBERSHIP DUES	AP		R	2/26/2016		75.00	75.00CR	
		G/L ACCOUNT						75.00		
	660 5-835-1-62100	DUES/FEES					75.00	MEMBERSHIP DUES		
		REG. CHECK						75.00	75.00CR	0.00
								75.00	0.00	

01-1458 KIRSH INC

I 1215AMB		COLLECTION EXPENSE	AP		R	1/27/2016		253.60	253.60CR	
		G/L ACCOUNT						253.60		
	001 5-160-2-64040	COLLECTION EXPENSE					253.60	COLLECTION EXPENSE		
I 1215UB		COLLECTION EXPENSE	AP		R	1/27/2016		81.73	81.73CR	
		G/L ACCOUNT						81.73		
	630 5-822-2-64040	COLLECTION EXPENSE					27.85	COLLECTION EXPENSE		
	600 5-811-2-64040	COLLECTION EXPENSE					5.45	COLLECTION EXPENSE		
	640 5-826-2-64040	COLLECTION EXPENSE					21.16	COLLECTION EXPENSE		
	670 5-840-2-64040	COLLECTION EXPENSE					0.15	COLLECTION EXPENSE		
	835 5-899-2-65980	MISCELLANEOUS					27.12	COLLECTION EXPENSE		
		REG. CHECK						335.33	335.33CR	0.00
								335.33	0.00	

01-1514 LANDS' END BUSINESS OUTFIT

I 5IN3496840		UNIFORM APPAREL	AP		R	1/27/2016		119.64	119.64CR	
		G/L ACCOUNT						119.64		
	835 5-899-2-64350	UNIFORMS/EQUIPMENT					17.40	UNIFORM APPAREL		
	630 5-822-2-64350	UNIFORMS/EQUIPMENT					20.45	UNIFORM APPAREL		
	640 5-826-2-64350	UNIFORMS/EQUIPMENT					20.45	UNIFORM APPAREL		

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
	600	5-811-2-64350						20.45		
								UNIFORM APPAREL		
	610	5-815-2-64350						20.45		
								UNIFORM APPAREL		
	670	5-840-2-64350						20.44		
								UNIFORM APPAREL		
								REG. CHECK		
								119.64	119.64CR	0.00
								119.64	0.00	
01-1593	LYNCH DALLAS PC									
	I 13109	LEGAL SERVICES 12/14-01/15	AP		R	1/27/2016		4,624.20	4,624.20CR	
		G/L ACCOUNT						4,624.20		
	835	5-899-2-64110	LEGAL EXPENSE				4,624.20	LEGAL SERVICES 12/14-01/15		
								REG. CHECK		
								4,624.20	4,624.20CR	0.00
								4,624.20	0.00	
01-1832	MUNICIPAL SUPPLY INC									
	I 0612995-IM	12 WATER METERS & PARTS	AP		R	1/27/2016		1,715.00	1,715.00CR	
		G/L ACCOUNT						1,715.00		
	600	5-810-2-65300	METERS				1,715.00	12 WATER METERS & PARTS		
								REG. CHECK		
								1,715.00	1,715.00CR	0.00
								1,715.00	0.00	
01-1886	NILES CHIROPRACTIC									
	I 0116NILES	PRE-EMPLOYMENT SCREENING	AP		R	2/27/2016		25.00	25.00CR	
		G/L ACCOUNT						25.00		
	835	5-899-2-65980	MISCELLANEOUS				25.00	PRE-EMPLOYMENT SCREENING		
								REG. CHECK		
								25.00	25.00CR	0.00
								25.00	0.00	
11-2057	PRAXAIR DISTRIBUTION INC									
	I 54696522	OXYGEN	AP		R	2/27/2016		39.90	39.90CR	
		G/L ACCOUNT						39.90		
	001	5-160-2-65070	OPERATING SUPPLIES				39.90	OXYGEN		
								REG. CHECK		
								39.90	39.90CR	0.00
								39.90	0.00	

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
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01-2112 RESCO

I 632485-00		DIGITAL VOLT PHASING METER	AP		R	2/26/2016		1,494.90	1,494.90CR	
		G/L ACCOUNT						1,494.90		
	630 5-820-2-65054	STATION EQUIPMENT					1,494.90	DIGITAL VOLT PHASING METER KIT		
I 632486-00		CHIN STRAPS FOR HARD HATS	AP		R	2/26/2016		43.41	43.41CR	
		G/L ACCOUNT						43.41		
	630 5-820-2-65100	SAFETY					43.41			
								REG. CHECK		
								1,538.31	1,538.31CR	0.00
								1,538.31	0.00	

01-2074 RE DIXON

I 1417763		COPY CHARGES	AP		R	2/26/2016		31.67	31.67CR	
		G/L ACCOUNT						31.67		
	001 5-160-2-64910	CONTRACT SERVICES					31.67	COPY CHARGES		
								REG. CHECK		
								31.67	31.67CR	0.00
								31.67	0.00	

01-2152 S J SMITH CO INC

I 5430329		CARBON DIOXIDE	AP		R	1/27/2016		49.50	49.50CR	
		G/L ACCOUNT						49.50		
	810 5-899-2-65070	OPERATING SUPPLIES					49.50	CARBON DIOXIDE		
I 5430330		WELDING GLOVES & HELMET	AP		R	1/27/2016		40.75	40.75CR	
		G/L ACCOUNT						40.75		
	810 5-899-2-65070	OPERATING SUPPLIES					40.75	WELDING GLOVES & HELMET		
								REG. CHECK		
								90.25	90.25CR	0.00
								90.25	0.00	

01-2232 SPANN & ROSE LUMBER CO

I 201601275112		BLDG MAINT SUPPLIES-CITY H	AP		R	2/26/2016		145.56	145.56CR	
		G/L ACCOUNT						145.56		
	001 5-650-2-63100	BUILDING MAINTENANCE & REPAIR					145.56	BLDG MAINT SUPPLIES-CITY HALL		
I 201601275113		BLDG MAINT SUPPLIES	AMB AP		R	2/26/2016		12.57	12.57CR	
		G/L ACCOUNT						12.57		
	001 5-160-2-63100	BUILDING MAINTENANCE & REPAIR					12.57	BLDG MAINT SUPPLIES AMB		

VENDOR SEQUENCE

VENDOR	ITEM NO#	DESCRIPTION	BANK	CHECK	STAT	DUE DT	DISC DT	GROSS BALANCE	PAYMENT DISCOUNT	OUTSTANDING
I 48088759		REROD	AP		R	2/26/2016		20.94	20.94CR	
		G/L ACCOUNT						20.94		
	001 5-290-2-65070	OPERATING SUPPLIES					20.94	REROD		
I 48088843		REROD, 2 X 4'S	AP		R	2/26/2016		30.94	30.94CR	
		G/L ACCOUNT						30.94		
	001 5-291-2-63994	CATCH BASIN/ST SEWER MAINTENAN					30.94	REROD, 2 X 4'S		
I 48088850		PINE	AP		R	2/26/2016		11.40	11.40CR	
		G/L ACCOUNT						11.40		
	001 5-210-2-65070	OPERATING SUPPLIES					11.40	PINE		
								221.41	221.41CR	0.00
								221.41	0.00	

01-2224 STAR EQUIPMENT LTD

I 02449785		DUCKBILL TEETH #20	AP		R	1/27/2016		87.24	87.24CR	
		G/L ACCOUNT						87.24		
	810 5-899-2-63321	REPAIR PARTS					87.24	DUCKBILL TEETH #20		
								87.24	87.24CR	0.00
								87.24	0.00	

01-2260 STUART C IRBY CO

I 5009373596.001		20 END CAPS	AP		R	1/27/2016		115.01	115.01CR	
		G/L ACCOUNT						115.01		
	630 5-820-2-65304	UNDERGROUND SUPPLIES					115.01	20 END CAPS		
								115.01	115.01CR	0.00
								115.01	0.00	

01-2317 T & M CLOTHING CO.

I 1340		20 JACKETS WITH EMBROIDERY	AP		R	2/26/2016		1,305.00	1,305.00CR	
		G/L ACCOUNT						1,305.00		
	001 5-150-2-64350	UNIFORMS/EQUIPMENT					1,305.00	20 JACKETS WITH EMBROIDERY		
								1,305.00	1,305.00CR	0.00
								1,305.00	0.00	





\*\*\*\*\* REPORT TOTALS \*\*\*\*\*

FUND DISTRIBUTION

FUND NO#	FUND NAME	AMOUNT
001	GENERAL GOVERNMENT	4,588.80CR
600	WATER OPERATING	1,887.04CR
610	WASTEWATER/ANA SEWER REVE	146.93CR
630	ELECTRIC OPERATING	2,303.58CR
640	GAS OPERATING	1,774.86CR
660	AIRPORT OPERATING	6,919.14CR
670	GARBAGE COLLECTION	602.61CR
810	CENTRAL GARAGE	944.15CR
835	ADMINISTRATIVE SERVICES	5,063.00CR
** TOTALS **		24,230.11CR

----- 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		24,230.11	24,230.11CR	0.00
		24,230.11	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		24,230.11	24,230.11CR	0.00
		24,230.11	0.00	

TOTAL CHECKS TO PRINT: 34

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ERRORS: 0                      WARNINGS: 0

City Credit Card Statement	Card Ttl	8,375.41
<b>Police - One Card</b>		
Operating Supplies - Stunning Sales, Galls	70.44	
DARE Supplies - Pizza Hut, Caseys	191.64	
<b>Total Charges</b>		<b>262.08</b>
<b>Ambulance - One Card</b>		
Training - Eastern Iowa Community College, Event Bright	217.92	
Navigation System & GPS Install for the new ambulance - Autosounds, Auto Toyz	874.00	
Cases and charger for tablets - Amazon	184.58	
2 tablets and supplies - Best Buy	1,484.89	
Operating Supplies - Walmart, Codelocks	221.07	
<b>Total Charges</b>		<b>2,982.46</b>
<b>Gas - One Card</b>		
Small Tools - Gempler's	99.65	
Relays for odorant injection - Paypal	55.99	
Flame resistant bibs - Paypal	169.98	
<b>Total Charges</b>		<b>325.62</b>
<b>Electric - One Card</b>		
Operating Supplies - Toolbarn	406.98	
Operating Supplies - Wag-Aero	74.29	
Misc Supplies - Walmart, AA Christmas	115.57	
<b>Total Charges</b>		<b>596.84</b>
<b>Public Works - One Card</b>		
Repair Parts - IWI Motor Parts #53	379.03	
Office Supplies - Walmart	195.66	
Operating Supplies - Walmart	2.01	
Training - Kirkwood	425.00	
Training - ISU	90.00	
<b>Total Charges</b>		<b>1,091.70</b>
<b>Library - One Card</b>		
Postage/Shipping - USPS	84.86	
Office Supplies - Walmart	116.43	
Materials - Walmart, Amazon	370.42	
Program Supplies - Walmart	734.20	
Misc Supplies - Walmart, FF	65.26	
<b>Total Charges</b>		<b>1,371.17</b>
<b>JKFAC/Recreation - One Card</b>		
Misc Supplies - Best Buy (this is an unauthorized purchase on Adam's card. The card has been cancelled and this charge will be removed)	375.44	
Concession Supplies - Walmart	27.92	
Operating Supplies - Walmart	59.29	
<b>Total Charges</b>		<b>462.65</b>
<b>Comm Dev - One Card</b>		
Misc Supplies - Tipton Pharmacy	4.90	
<b>Total Charges</b>		<b>4.90</b>
<b>City Clerk - One Card</b>		
Training - Iowa League of Cities	225.00	

Office Supplies - Staples	12.00	
	12.00	
	12.00	
	12.00	
	11.99	
Check Laser Printer - Advantage Laser	993.00	
<b>Total Charges</b>		<b>1,277.99</b>
<b>Statement Total</b>		<b>8,375.41</b>

**AGENDA ITEM #M - 1**

**AGENDA INFORMATION  
TIPTON CITY COUNCIL COMMUNICATION**

<b>DATE:</b>	February 1, 2016
<b>AGENDA ITEM:</b>	Alliance Water Resources December 2015 Report
<b>ACTION:</b>	None

**SYNOPSIS:** Report from Alliance Water Resources for last December.

**BUDGET ITEM:** N/A

**RESPONSIBLE DEPARTMENT:** Public Works

**MAYOR/COUNCIL ACTION:** None

**ATTACHMENTS:** None

**PREPARED BY:** Alliance Water Resources

**DATE PREPARED:** December 2015

## OPERATIONS REPORT – Tipton

December, 2015

### Administrative

- Brian Wendel has been the operator for the month of December.

### Treatment

- Operations at the Water Plant, East & West Lagoons and Aquatic Center performed 7 days per week.
- The East and West Lagoons had a CBOD removal rate of 96% and 88% respectively. A removal rate of 85 % is required.
- Call on 12/23 for a pump fail to start. Reset pump.
- Checked belt tensions and fluid levels on West & East Lagoon blowers.
- Performed drawdown test on wells 5 & 6.

### Collection/Distribution

- None

### Customer Service

- Completed meter work orders at 905 E.7<sup>th</sup> , 309 E. 4<sup>th</sup> , 1008 Lynn , 306 Walnut , 609 Orange , 108 Meridian , 806 Mulberry , 1006 Lynn , 1112 Lynn st.

### Project Updates

- None

### Safety

- None

### Regulatory

- December's Operation reports submitted to IDNR.

### Concerns for the Month

- None

### Positives for the Month

- Staff from the Maquoketa Division have been in Tipton to help with operations.
- All systems are operating very well.

#### **OPERATING DIVISIONS**

##### *MISSOURI*

Atchison Wholesale  
Water Commission

Bonne Terre

Boonville

Bowling Green

Euchanan County #1

Cameron

Cape Girardeau

Craig

East Central Missouri  
Water & Sewer  
Authority

Elsberry

Fayette

Franklin County #1

Franklin County #3

Henry County  
Water Company

Henry County #3

Lake Ozark/  
Osage Beach

Lincoln County #1

Nevada

Parkville

Phelps County #2

Platte County #C-1

Ralls County #1

St. Charles County #2

Ste. Genevieve

Sedalia

Versailles

##### *IOWA*

Maquoketa

Tipton

##### *TENNESSEE*

Dyersburg Welcome  
Center

## OPERATIONS REPORT – Tipton

### WATER SUPPLY SYSTEM

	Well # 5	Well # 6	Plant / System
Total Gals. Pumped(MG)	4.571 MG	5.456 MG	8.204 MG
Ave run time/day	3.64 hrs.	3.78 hrs.	5.7 hrs.
Chlorine Used (gallons)			146
Fluoride Used (lbs.)			145
Polyphosphate Used (lbs.)			127
Min. Free Cl <sub>2</sub> Residual (mg/l)			0.46
Coliform Absent/Present			Absent

#### Testing

Total water test performed this month – 178 Three Total Coliform required per month.

### Aquatic Center Information

Water used gal.	Filter wash water gal.	Chlorine added gal.	pH adjust - Acid added gal.
112,500	12,000	110	55

#### Testing

Total tests performed this month – 124

### Wastewater Treatment

#### West Wastewater Treatment Plant Loading

Parameter	Unit
Hydraulic Loading	0.618 MG/Day
Organic Loading	297.9 lbs. CBOD/Day

#### NPDES Permit Compliance 1689001-001

Parameter	Monthly Average	Permit Limit
pH	7.91 min 7.98 max	6.0 (min) – 9.0 (max)
CBOD <sub>5</sub>	7.2 mg/l- 34.4 lbs.	25 mg/l – 238.0 lbs.
TSS	12.4 mg/l – 59.7 lbs.	80 mg/l – 761.0 lbs.
NH <sub>3</sub> -N	4.20 – 22.6 lbs.	44.0 mg/l – 354.0

Effluent from the West Lagoon met the compliance requirements of the NPDES permit.

#### East Wastewater Treatment Plant Loading

Parameter	Unit
Hydraulic Loading	0.308 MG/day
Organic Loading	114.1 lbs. CBOD/Day

#### East Wastewater Treatment NPDES Permit Compliance 1689002-001

Parameter	Monthly Average	Permit Limit
pH	7.9 min 8.0 Max	6.0(min) - 9.0(max)
CBOD <sub>5</sub>	2.4 mg/l – 5.19 lbs.	25 mg/l – 125 lbs.
TSS	2.2 mg/l – 4.85 lbs.	80 mg/l – 400 lbs.
NH <sub>3</sub> -N	3.80 mg/l – 9.40 lbs.	16.2.0 mg/l – 81.0 lbs.
Chloride	191.0 mg/l – 341 lbs.	n/a

Effluent from the East Lagoon met the compliance requirements of the NPDES permit.

#### Testing

Total Wastewater tests performed this month – 306

From: Tim D. Long  
Interim City Manager  
City of Tipton, Iowa

To: Bryan Carney, Mayor  
Members of the City Council  
City of Tipton, Iowa

January 29, 2016

Re: **Manager's Report**

Mayor Carney, members of the City Council:

In order for the packets to be copied, scanned and distributed in a timely manner, without waiting for me to finish my report to Council, my completed report will be distributed at the meeting on Monday.

The outline of topics to be included in my report are as follows:

1. City of Tipton debt level review, as reported in the independent annual financial reports (audits).
2. Sewer system needs and related cost analysis study.
3. Snow removal enforcement policy and practice.
4. Iowa conflict of interest law, policy and practice (with legal opinion).
5. Disposition of Police Chief vehicle emergency equipment.
6. Job descriptions and wages analysis report.
7. Community Overview.