City of Carroll

112 E. 5th Street Carroll, Iowa 51401-2799 (712) 792-1000 FAX: (712) 792-0139

MEMO TO: Honorable Mayor and City Council Members

FROM: Laura A. Schaefer, Finance Director/City Clerk

DATE: September 8, 2016

SUBJECT: City Manager Conditional Offer

On September 2, 2016, Michel Pogge-Weave was conditionally offered the city manager position. The conditional offer is contingent on the following:

1. Completion of a background check of education, driving, criminal and credit
2. Completion of a reference background check
3. Completion of both a physical exam and drug and alcohol test
4. Ratification of this offer by City Council

Completion of items #1 and #2 above are complete with no findings. Item #3 is scheduled for Monday, September 12.

The conditional offer lists a number of employment items that have been negotiated with Mr. Pogge-Weaver. If approved by Council, these items will be presented in a formal contract at a later date.

RECOMMENDATION: Council consideration of the resolution approving a conditional offer of employment for the city manager position with Michel Pogge-Weaver.

RESOLUTION NO. _____

A RESOLUTION APPROVING THE CONDITIONAL OFFER OF EMPLOYMENT FOR CITY MANAGER

WHEREAS, Chapter 17, of the Code of Ordinances of the City of Carroll, Iowa, provides that all contracts made by the City be reduced to writing and approved by the City Council by resolution; and

WHEREAS, the conditional offer of employment is attached hereto as Exhibit A; and

WHEREAS, it is determined that the approval of the attached conditional offer of employment for city manager with Michel Pogge-Weaver is in the best interest of the City of Carroll, Iowa;

NOW, THEREFORE, BE IT RESOLVED that the conditional offer of employment for city manager with Michel Pogge-Weaver, attached as Exhibit A, be authorized and approved, and that the Mayor is authorized to execute the conditional offer on behalf of the City of Carroll.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 12th day of September, 2016.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

BY:_____
Eric P. Jensen, Mayor

ATTEST:

By:_____
Laura A. Schaefer, City Clerk

September 2, 2016

Mike Pogge-Weaver
712 11th St. N
Benson, MN 56215

Re: City Manager Position

Dear Michel:

It is my pleasure to present you a conditional offer of employment for the City of Carroll's position of City Manager. This conditional offer is contingent on the results of the following:

1. Completion of a background check which includes education, driving, criminal and credit.
2. Completion of a reference background check by Steve Niebur which may include verification of information you have provided; interviews with individuals familiar with you regarding your qualifications, work performance and ability to get along with employees and the public (e.g., former supervisor, elected officials co-workers or others familiar with you). We will also check for any malpractice or professional disciplinary action.
3. Completion of both a physical exam and drug and alcohol test.
4. Ratification of this offer by the City Council.

1. Employment Duties. Your employment shall be with the City in the position of City Manager. As the City Manager, your responsibilities include those contained in the City's Code of Ordinances, the City Manager's Job Description and such other tasks as may be assigned to you from time to time by the City.

2. Salary. In consideration of your services to the City, beginning October 17, 2016, you shall receive a salary of $105,000 per year, to be paid every two weeks, from which the City shall make withholdings and deductions as required by applicable law. Future salary adjustments are subject to salary administration policies. This position is exempt under the provisions of the Fair Labor Standards Act.

3. Benefits. The City will provide you with the same benefits such as paid vacation, sick leave and health insurance, which are described in the City Personnel Policies. The City's Personnel Policies may be revised from time to time. The position shall be subject to the latest revision of City's Personnel Policies. The City will provide forty (40) hours of vacation when you begin employment and you will accrue 6.67 hours per month. The City will credit you with 6 years of service on the vacation schedule. You will not be able to take vacation during the first 90 days of employment.

a. Sick Leave: You will be provided forty (40) hours of sick leave when you begin employment. You will accrue 8 hours of sick leave each month in accordance with the City's personnel policies.

4. Residence Requirement. You will be required to live in the City of Carroll.
5. Severance Pay: A three month severance pay provision will be inserted in the contract. The severance will be increased to four (4) months after your six month evaluation.
6. Automobile Allowance. The City will provide an automobile allowance of $200.00 per month to you.
7. Moving and Relocation Expenses. The City agrees to reimburse you for reasonable and actual relocation and moving expenses up to $4,000, incurred by moving from Benson, MN to Carroll, Iowa.

If you accept this conditional offer of employment, please sign in the space provided below and return to me. By so signing, you acknowledge that you have received no inducements or representations other than those set forth in this letter, which cause you to accept this conditional offer of employment. This offer is contingent on approval of the City Council.

We look forward to continue working with you and hope that you will find your new position as City Manager with the City of Carroll a rewarding experience. If you have any questions, please contact me.

Sincerely,

CITY OF CARROLL

Eric P. Jensen

I accept the conditional offer of employment as the City of Carroll's City Manager.

ACCEPTED: _____ DATE: 9/2/2016
Michel J. Pogge-Weaver