City Council Meeting

Monday, December 12, 2022 at 5:15 pm

LOCATION OF MEETING:

City Hall Council Chambers, 627 N. Adams Street, Carroll, Iowa 51401

NOTICE

In addition to attending the meeting in person, the public can watch the meeting live from the City's Cable Access Channel CAAT6 available on Western Iowa Network and Mediacom or on the City's YouTube channel by going to: https://www.youtube.com/CityofCarrollIowa If you choose to watch live on YouTube you are encouraged to subscribe to the City's YouTube channel so you can access the meeting live when it starts. CAAT6 and YouTube meeting feeds are a view only option and you will not be able to participate in the meeting via CAAT6 or YouTube.

The City of Carroll will make the meeting available telephonically via zoom for those individuals who wish to attend remotely. Individuals wishing to attend remotely need to contact the City at 712-792-1000 by 3:00 PM the day of the meeting to make arrangements.

AGENDA

1. **Pledge of Allegiance**
2. **Roll Call**
3. **Consent Agenda**
   a. **Approval of Minutes of the November 28 Meeting**
   b. **Approval of Bills and Claims**
   c. **Licenses and Permits:**
      - Renewal of Class "C" Retail Alcohol License – *Kerps Bar & Grill*
      - Renewal of Class "E" Liquor License with Class "B" Native Wine Permit and Class "C" Beer Permit – *Sparky's One Stop - Carroll*

   d. **Graham Park Ditch #77 Improvements Project**
      - Certificate of Substantial Completion

Also see item VI.D - February 24, 2020 - Professional Services Agreement -

Graham Park Creek Improvements - 2020.

Also see item VI.C - January 25, 2021 - Professional Services Agreement - Graham Park Creek Improvements - 2020-2021 - Amendment to Agreement.

Also see item VIII.B - August 23, 2021 - Professional Services Agreement - Graham Park Creek Improvements - 2020-2021 - Amendment No. 2 to Agreement.

Also see item VI.C - September 13, 2021 - Public Hearing on Plans, Specifications, Form of Contract and Estimate of Cost.

Also see item 6.a. - January 24, 2022 - Graham Park Creek Improvements - 2022 - Amendment to Agreement.

Also see item 6.a. - March 28, 2022 - Graham Park Drainage Ditch #77 Improvements - Report of Bid Opening and Consideration of Award of Contract.

Also see item 3.h. - September 26, 2022 - Graham Park Drainage Ditch #77 Improvements - Change Order No. 1

4. **Oral Requests and Communications from the Audience**
   Members of the public wishing to address the Council for items not on the agenda are asked to approach the podium and wait to be recognized. After recognition, the person shall state their name and address for the record. Statement or questions are limited to five (5) minutes.

5. **Ordinances**
   None
6. **Resolutions**
   a. **WWTP VLR Replacement Air Piping**

      - Report of Bid Opening
      - Consideration of Rejection of Bid

Also see item 7.b - April 25, 2022 - Wastewater Treatment Plant - Vertical Loop Reactor Air Piping Replacement

Also see item 7.b - August 22, 2022 - Wastewater Treatment Plant Vertical Loop Reactor Replacement Air Piping

Also see item 8.a - September 26, 2022 - WWTP VLR Replacement Air Piping

b. **Water Well No. 19 Rehabilitation**
Also see item 7.c - October 10, 2022 - Water Well No. 19 Rehabilitation

c. **Municipal Golf Course Clubhouse Manager Lease and Management Agreement**

7. **Reports**
   a. **2022 Golf Course Pump House Project**
   Also see item 7.a - June 27, 2022 - Professional Services Agreement - JEO Consulting Group Inc. - Golf Course Well Improvements Project

   b. **Downtown Streetscape Phase 11 Concept Plan**

      - Concept Plan

   Also see item VI.c - October 22, 2018 - Resolutions: Corridor of Commerce Downtown Streetscape Phase 11 - Design Services Agreement

   Also see item 12 - June 13, 2022 - Work Session: Downtown Streetscape Phase 11

   Also see item 7.b - June 27, 2022 - Corridor of Commerce Downtown Streetscape Phase 11

   c. **Compensation and Classification Study**
   Also see item 6.f - May 23, 2022 - Resolution authorizing a contract for a classification and compensation study

   d. **Council Member Dirkx Reports**
8. **Committee Reports (Informational Only)**
9. **Comments from the Mayor**
10. **Comments from the City Council**
11. **Comments from the City Manager**
12. **Review the applications and select semi-finalists for the Carroll City Manager position according to Iowa Code 21.5(1)(i) to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session**
13. **Adjourn**

December Meetings:

* Airport Commission – December 12, 2022 – Airport Terminal Building - 21177 Quail Ave

~~* Planning and Zoning Commission – December 14, 2022 – City Hall - 627 N Adams St~~ - No Meeting

* Library Board of Trustees – December 13, 2022 – Carroll Public Library – 118 E 5th St

* City Council – December 19, 2022 – City Hall – 627 N Adams St

www.cityofcarroll.com

The City of Carroll will make every attempt to accommodate the needs of persons with disabilities, please notify us at least three business days in advance when possible at 712-792-1000, should special accommodations be required.

| Agenda published on 12/08/2022 at 3:37 PM

COUNCIL MEETING

NOVEMBER 28, 2022

(Please note these are draft minutes and may be amended by Council before final approval.)

The Carroll City Council met in regular session on this date at 5:15 p.m. in the Council Chambers, City Hall, 627 N Adams Street. Council Members present: Kyle Bauer, Misty Boes, Tom Bordenaro, LaVern Dirkx, JJ Schreck, and Carolyn Siemann. Absent: None. Mayor Mark Beardmore presided and City Attorney Dave Bruner was in attendance.

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The Pledge of Allegiance was led by the City Council. No Council action taken.

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It was moved by Bordenaro, seconded by Bauer, to approve the following items on the consent agenda: a) minutes of the November 14, 2022 Council meeting, as written; b) bills and claims in the amount of $471,911.90; c) Licenses and permits: None; d) FY 2023-2024 Budget Schedule, as presented and Resolution No. 22-107, Change to the City Council of Carroll December 2023 Meeting Schedule by moving the December 25, 2023 Council meeting to December 18, 2023; e) the purchase of a Bobcat Compact Excavator and Attachment #2 (plate compactor) from Haley Equipment at their bid price $69,506.44; f) the purchase of a 72" 1585 John Deere front mount mower with cab and snow blower from Van Wall Equipment at their bid price of $38,183.70; and g) the purchase of a slit seeder from Van Wall Equipment at their bid price of $16,650.00. On roll call, all present voted aye. Absent: None. Motion carried.

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Randy Toft, Carroll resident, addressed Council during the oral requests and communications from the audience. No Council action taken.

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It was moved by Siemann, seconded by Bordenaro, to approve the second reading and waive the third reading of an ordinance amending the Carroll Municipal Golf Course Fees and Charges for the 2023 season. On roll call, all present voted aye. Absent: None. Motion carried.

It was moved by Siemann, seconded by Schreck, to approve said Ordinance No. 2209. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Schreck, seconded by Bauer, to approve Resolution No. 22-108, Obligating funds from the Rolling Hills South Condominiums Urban Renewal Tax Fund for

appropriation of the payment of the tax increment grant to 704 Development Corp. for FY 2024. On roll call, all present voted aye. Absent: None. Motion carried.

It was moved by Bordenaro, seconded by Bauer, to approve Resolution No. 22-109, Authorizing or Confirming Advancement of Costs for An Urban Renewal Project and Authorizing Certification of Expenses Incurred by the City for Payment Under Iowa Code Section 403.19 for the Rolling Hills South Condominiums Urban Renewal Plan. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Dirkx, seconded by Siemann, to approve Resolution No. 22-110, Authorizing a Loan to the Streets Capital Project Fund from the Sewer Utility Fund with Repayment from the Downtown Urban Renewal Tax Increment Revenue Fund. On roll call, all present voted aye. Absent: None. Motion carried.

It was moved by Dirkx, seconded by Schreck, to approve Resolution No. 22-111, Authorizing or Confirming Advancement of Costs for An Urban Renewal Project and Authorizing Certification of Expenses Incurred by the City for Payment Under Iowa Code Section 403.19 for the Seventh Amended and Restated Central Business District Urban Renewal Plan. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Bordenaro, seconded by Siemann, to approve Resolution No. 22-112, Agreement with Region XII Council of Governments for Zoning, Tax Abatement, Tax Increment Finance Assistance at a rate of $75/hour. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Bordenaro, seconded by Siemann, to accept the Water System Preliminary Engineering Report. Ethan Joy, JEO Consulting Group representative, and Bruce Baumeister, Culligan Water representative and Carroll resident, addressed Council on this issue. On roll call, all present voted aye. Absent: None. Motion carried.

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Council discussed the Union Pacific Railroad Quiet Zone. It was moved by Siemann, seconded by Boes, to engage Bolton & Menk, Inc. to establish a scope of work and sequential timeline for a reviewable railroad quiet zone within the City of Carroll. On roll call: Ayes: Boes, Dirkx, and Siemann; Nays: Bauer, Bordenaro, Schreck and Mayor Beardmore. Absent: None. Motion failed.

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It was moved by Schreck, seconded by Bordenaro, to go into closed session at 6:12 p.m. pursuant to Iowa Code 20.17(3) for union negotiations and Iowa Code 21.9 for strategies in matters relating to employment conditions of employees of the governmental body who are not covered by a collective bargaining agreement. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Siemann, seconded by Bordenaro, to go back into open session at 7:02 p.m. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Bordenaro, seconded by Bauer, to adjourn at 7:03 p.m. On roll call, all present voted aye. Absent: None. Motion carried.

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Mark E. Beardmore, Mayor

ATTEST:

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Laura A. Schaefer, City Clerk

	======PAYMENT DATES=======	=======ITEM DATES=========	======POSTING DATES=======
PAID ITEMS DATES :	11/25/2022 THRU 12/08/2022	11/25/2022 THRU 12/08/2022	11/25/2022 THRU 12/08/2022
PARTIALLY ITEMS DATES:	11/25/2022 THRU 12/08/2022	11/25/2022 THRU 12/08/2022	11/25/2022 THRU 12/08/2022
UNPAID ITEMS DATES :		11/25/2022 THRU 12/08/2022	11/25/2022 THRU 12/08/2022

VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE---
01-001720	ACCESS SYSTEMS	COPIER CONTRACT	157.66	0.00	000000	0/00/00	157.66
		** TOTALS **	157.66	0.00			157.66
01-001704	ACCO	POOL/SPA CHEMICALS	2,004.10	0.00	000000	0/00/00	2,004.10
		** TOTALS **	2,004.10	0.00			2,004.10
01-001621	ACE HARDWARE	HAND SPRAYERS	8.96	0.00	000000	0/00/00	8.96
01-001621	ACE HARDWARE	CARPET CLEANER	6.99	0.00	000000	0/00/00	6.99
01-001621	ACE HARDWARE	TAPE AND CAULK	23.98	0.00	000000	0/00/00	23.98
01-001621	ACE HARDWARE	SUPPLIES	15.98	0.00	000000	0/00/00	15.98
01-001621	ACE HARDWARE	SUPPLIES	9.99	0.00	000000	0/00/00	9.99
01-001621	ACE HARDWARE	BOLTS AND LIGHT BULBS	13.46	0.00	000000	0/00/00	13.46
01-001621	ACE HARDWARE	SAW BLADE	3.99	0.00	000000	0/00/00	3.99
		** TOTALS **	83.35	0.00			83.35
01-001910	AHLERS & COONEY P.C.	UNION NEGOTIATIONS	592.00	0.00	000000	0/00/00	592.00
01-001910	AHLERS & COONEY P.C.	MISC UR MATTERS	96.00	0.00	000000	0/00/00	96.00
01-001910	AHLERS & COONEY P.C.	OVERLAND PROPERTY GROUP DA	1,312.00	0.00	000000	0/00/00	1,312.00
01-001910	AHLERS & COONEY P.C.	AMENDED 704 DEV. CORP DA	606.00	0.00	000000	0/00/00	606.00
		** TOTALS **	2,606.00	0.00			2,606.00
01-012650	ALLIANT ENERGY-IES UTILIT	GAS BILLS	9,831.27	9,831.27-	125792	12/08/22	0.00
		** TOTALS **	9,831.27	9,831.27-			0.00
01-002144	AMERICAN WATER WORKS	2023-2024 DUES	85.00	0.00	000000	0/00/00	85.00
		** TOTALS **	85.00	0.00			85.00
01-003050	AXON ENTERPRISE INC.	TASER	1,485.60	0.00	000000	0/00/00	1,485.60
		** TOTALS **	1,485.60	0.00			1,485.60
01-002805	BADDING CONSTRUCTION CO.	REC CENTER REMODELING #3	236,417.00	0.00	000000	0/00/00	236,417.00
		** TOTALS **	236,417.00	0.00			236,417.00
01-003400	BEELNER SERVICE INC.	DRAIN SPRINKLER SYSTEM	1,275.00	0.00	000000	0/00/00	1,275.00
		** TOTALS **	1,275.00	0.00			1,275.00
01-003515	BOMGAARS	DRAIN REPAIRS	6.99	0.00	000000	0/00/00	6.99
01-003515	BOMGAARS	PLANT SUPPLIES	31.95	0.00	000000	0/00/00	31.95
01-003515	BOMGAARS	LIFT STATION HEATERS	59.97	0.00	000000	0/00/00	59.97
01-003515	BOMGAARS	ICE SCRAPERS & CHAIN LINKS	66.51	0.00	000000	0/00/00	66.51
01-003515	BOMGAARS	SUPPLIES	18.99	0.00	000000	0/00/00	18.99
		** TOTALS **	184.41	0.00			184.41
01-003661	BREDA TELEPHONE CORPORATI	LOCAL AND LONG DISTANCE	3,321.59	3,321.59-	125789	12/08/22	0.00

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VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE---
		** TOTALS **	3,321.59	3,321.59-			0.00
01-003690	BROWN SUPPLY CO INC	GRADER EDGE BLADE	2,500.00	0.00	000000	0/00/00	2,500.00
01-003690	BROWN SUPPLY CO INC	SEWER SADDLES	1,480.00	0.00	000000	0/00/00	1,480.00
01-003690	BROWN SUPPLY CO INC	SEWER SADDLES & SUPPLIES	1,606.72	0.00	000000	0/00/00	1,606.72
		** TOTALS **	5,586.72	0.00			5,586.72
01-003140	CANINE TACTICAL	K9 TRAINING	200.00	0.00	000000	0/00/00	200.00
		** TOTALS **	200.00	0.00			200.00
01-003791	CAPITAL ONE	SUPPLIES	87.30	87.30-	125790	12/08/22	0.00
01-003791	CAPITAL ONE	CLEANING SUPPLIES	1.74	1.74-	125790	12/08/22	0.00
01-003791	CAPITAL ONE	CAMERA	24.48	24.48-	125790	12/08/22	0.00
01-003791	CAPITAL ONE	SUPPLIES	8.88	8.88-	125790	12/08/22	0.00
01-003791	CAPITAL ONE	SUPPLIES	6.26	6.26-	125790	12/08/22	0.00
01-003791	CAPITAL ONE	BATTERIES	20.78	20.78-	125790	12/08/22	0.00
01-003791	CAPITAL ONE	SUPPLIES	32.74	32.74-	125790	12/08/22	0.00
01-003791	CAPITAL ONE	USB HUBS	44.96	44.96-	125790	12/08/22	0.00
01-003791	CAPITAL ONE	SUPPLIES	49.98	49.98-	125790	12/08/22	0.00
01-003791	CAPITAL ONE	SUPPLIES	23.42	23.42-	125790	12/08/22	0.00
01-003791	CAPITAL ONE	PRINTABLE BUSINESS CARDS	5.27	5.27-	125790	12/08/22	0.00
01-003791	CAPITAL ONE	KID'S NIGHT OUT SUPPLIES	17.16	17.16-	125790	12/08/22	0.00
01-003791	CAPITAL ONE	PROGRAM SUPPLIES	4.00	4.00-	125790	12/08/22	0.00
01-003791	CAPITAL ONE	CLEANING SUPPLIES	13.59	13.59-	125790	12/08/22	0.00
01-003791	CAPITAL ONE	PROGRAM SUPPLIES	0.98	0.98-	125790	12/08/22	0.00
01-003791	CAPITAL ONE	SUPPLIES	23.03	23.03-	125790	12/08/22	0.00
		** TOTALS **	364.57	364.57-			0.00
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	65.47	0.00	000000	0/00/00	65.47
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	113.10	0.00	000000	0/00/00	113.10
		** TOTALS **	178.57	0.00			178.57
01-004155	CARROLL COUNTY	GASOLINE	7,432.92	0.00	000000	0/00/00	7,432.92
		** TOTALS **	7,432.92	0.00			7,432.92
01-004160	CARROLL COUNTY AUDITOR	1/2 FY 23 COMM CENTER	75,000.00	0.00	000000	0/00/00	75,000.00
		** TOTALS **	75,000.00	0.00			75,000.00
01-003964	CARROLL COUNTY GIS	MAP - BUILDING DEPT.	10.00	0.00	000000	0/00/00	10.00
		** TOTALS **	10.00	0.00			10.00
01-004170	CARROLL COUNTY RECORDER	REZAC/APQS ANNEX - RECORDING	302.00	0.00	000000	0/00/00	302.00
		** TOTALS **	302.00	0.00			302.00

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VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE---
01-004174	CARROLL COUNTY SHERIFF	FINGERPRINTS	90.00	0.00	000000	0/00/00	90.00
		** TOTALS **	90.00	0.00			90.00
01-004196	CARROLL HYDRAULICS	#35 HYDRAULIC HOSE	358.24	0.00	000000	0/00/00	358.24
01-004196	CARROLL HYDRAULICS	#24 HYDRAULIC HOSES	35.72	0.00	000000	0/00/00	35.72
		** TOTALS **	393.96	0.00			393.96
01-004200	CARROLL LUMBER	TRAPPERS CABIN REPAIRS	78.58	0.00	000000	0/00/00	78.58
01-004200	CARROLL LUMBER	TRAPPERS CABIN REPAIRS	0.89	0.00	000000	0/00/00	0.89
		** TOTALS **	79.47	0.00			79.47
01-002977	CARROLL REFUSE SERVICE	NOV. TRASH COLLECTIONS	12,983.71	12,983.71-	125788	12/08/22	0.00
		** TOTALS **	12,983.71	12,983.71-			0.00
01-004237	CARROLL VETERINARY CLINIC	JAN. DOG CARE CONTRACT	650.00	0.00	000000	0/00/00	650.00
		** TOTALS **	650.00	0.00			650.00
01-001148	CERTIFIED TESTING SERVICE	ST. MAINT. BLDG TESTING	465.00	0.00	000000	0/00/00	465.00
01-001148	CERTIFIED TESTING SERVICE	REC CENTER TESTING	652.80	0.00	000000	0/00/00	652.80
		** TOTALS **	1,117.80	0.00			1,117.80
01-004137	CHAMBER OF COMMERCE	TOURISM PROMOTION	14,070.06	0.00	000000	0/00/00	14,070.06
		** TOTALS **	14,070.06	0.00			14,070.06
01-001393	CHAMPION FORD INC.	REMOTE BATTERY	2.99	0.00	000000	0/00/00	2.99
		** TOTALS **	2.99	0.00			2.99
01-002867	CINTAS FIRST AID & SAFETY	SAFETY SUPPLIES	136.10	0.00	000000	0/00/00	136.10
		** TOTALS **	136.10	0.00			136.10
01-004525	CITY OF CARROLL	2 MTHS WATER - DOWNTON RESTROO	93.27	93.27-	125783	11/30/22	0.00
		** TOTALS **	93.27	93.27-			0.00
01-003633	CLEANING SOLUTIONS INC	NOV. CITY HALL CLEANING	2,080.00	0.00	000000	0/00/00	2,080.00
01-003633	CLEANING SOLUTIONS INC	NOV. PD CLEANING	624.00	0.00	000000	0/00/00	624.00
01-003633	CLEANING SOLUTIONS INC	NOV. REC CENTER CLEANING	2,100.00	0.00	000000	0/00/00	2,100.00
		** TOTALS **	4,804.00	0.00			4,804.00
01-004835	COMMERCIAL SAVINGS BANK	NOV. WATER ACH CHARGES	125.52	125.52-	000000	11/29/22	0.00
01-004835	COMMERCIAL SAVINGS BANK	FEDERAL WITHHOLDINGS	14,578.91	14,578.91-	001424	12/01/22	0.00
01-004835	COMMERCIAL SAVINGS BANK	FICA WITHHOLDING	15,062.60	15,062.60-	001424	12/01/22	0.00
01-004835	COMMERCIAL SAVINGS BANK	MEDICARE WITHHOLDING	4,942.26	4,942.26-	001424	12/01/22	0.00
		** TOTALS **	34,709.29	34,709.29-			0.00

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UNPAID ITEMS DATES :		11/25/2022 THRU 12/08/2022	11/25/2022 THRU 12/08/2022

VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE---
01-000854	DEARBORN NATIONAL	DEC. LIFE INS. PREMIUMS	336.21	336.21-	125787	12/08/22	0.00
		** TOTALS **	336.21	336.21-			0.00
01-002278	DONNA EVANS	IA LIBRARY ASSN CONFERENCE	269.80	269.80-	125781	11/30/22	0.00
		** TOTALS **	269.80	269.80-			0.00
01-006150	DPC INDUSTRIES INC	CHLORINE	1,838.43	0.00	000000	0/00/00	1,838.43
		** TOTALS **	1,838.43	0.00			1,838.43
01-006270	DREES HEATING & PLUMBING	REPAIR POOL ALARM	192.89	0.00	000000	0/00/00	192.89
		** TOTALS **	192.89	0.00			192.89
01-006275	DREES OIL CO. INC.	PROPANE	134.21	0.00	000000	0/00/00	134.21
01-006275	DREES OIL CO. INC.	PROPANE	123.95	0.00	000000	0/00/00	123.95
		** TOTALS **	258.16	0.00			258.16
01-012590	ECHO ELECTRIC SUPPLY	LIGHT BULBS	14.50	0.00	000000	0/00/00	14.50
01-012590	ECHO ELECTRIC SUPPLY	LIGHT BULBS - HALLWAY	19.68	0.00	000000	0/00/00	19.68
01-012590	ECHO ELECTRIC SUPPLY	PARKING LOT LIGHT BULBS	39.20	0.00	000000	0/00/00	39.20
		** TOTALS **	73.38	0.00			73.38
01-006810	ECOWATER SYSTEMS	SOFTNER SALT	105.60	0.00	000000	0/00/00	105.60
		** TOTALS **	105.60	0.00			105.60
01-008050	FASTENAL COMPANY	BOLTS	34.05	0.00	000000	0/00/00	34.05
		** TOTALS **	34.05	0.00			34.05
01-006860	FELD FIRE EQUIPMENT CO.	FIRE EXTINGUISHER INSPECTED	84.00	0.00	000000	0/00/00	84.00
01-006860	FELD FIRE EQUIPMENT CO.	RECHARGE EXTINGUISHER	55.42	0.00	000000	0/00/00	55.42
		** TOTALS **	139.42	0.00			139.42
01-002806	FOUNDATION ANALYTICAL LAB	LAB TESTING	2,251.50	0.00	000000	0/00/00	2,251.50
01-002806	FOUNDATION ANALYTICAL LAB	LAB TESTING	136.00	0.00	000000	0/00/00	136.00
		** TOTALS **	2,387.50	0.00			2,387.50
01-003534	FUSEBOX MARKETING	DEC. WEB MAINTENANCE	255.00	0.00	000000	0/00/00	255.00
		** TOTALS **	255.00	0.00			255.00
01-009315	GALLS INC.	BURKE BOOTS RETURNED	127.46-	0.00	000000	0/00/00	127.46-
01-009315	GALLS INC.	BURKE BOOTS	160.49	0.00	000000	0/00/00	160.49
01-009315	GALLS INC.	BELLINGHAUSEN BOOTS	123.08	0.00	000000	0/00/00	123.08
01-009315	GALLS INC.	DUTY BELTS	187.45	0.00	000000	0/00/00	187.45
01-009315	GALLS INC.	KATHOL - BOOTS	250.95	0.00	000000	0/00/00	250.95
01-009315	GALLS INC.	DUTY BELT	54.15	0.00	000000	0/00/00	54.15

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UNPAID ITEMS DATES :		11/25/2022 THRU 12/08/2022	11/25/2022 THRU 12/08/2022

VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE---
01-009315	GALLS INC.	KEY HOLDER	31.31	0.00	000000	0/00/00	31.31
01-009315	GALLS INC.	UNIFORM SHIRTS & CHEVRON	235.11	0.00	000000	0/00/00	235.11
01-009315	GALLS INC.	UNIFORM PANTS - BURKE	156.39	0.00	000000	0/00/00	156.39
		** TOTALS **	1,071.47	0.00			1,071.47
01-010156	GRAPHIC EDGE LLC	SOCCER SHIRTS	5,059.00	0.00	000000	0/00/00	5,059.00
01-010156	GRAPHIC EDGE LLC	WHISTLES AND TIMERS	129.96	0.00	000000	0/00/00	129.96
01-010156	GRAPHIC EDGE LLC	HATS	209.92	0.00	000000	0/00/00	209.92
01-010156	GRAPHIC EDGE LLC	LIFEGUARD SHIRTS	873.04	0.00	000000	0/00/00	873.04
		** TOTALS **	6,271.92	0.00			6,271.92
01-010605	HACH CHEMICAL COMPANY	LAB SUPPLIES	636.97	0.00	000000	0/00/00	636.97
01-010605	HACH CHEMICAL COMPANY	LAB SUPPLIES	76.04	0.00	000000	0/00/00	76.04
01-010605	HACH CHEMICAL COMPANY	LAB SUPPLIES	208.88	0.00	000000	0/00/00	208.88
01-010605	HACH CHEMICAL COMPANY	LAB SUPPLIES	136.76	0.00	000000	0/00/00	136.76
01-010605	HACH CHEMICAL COMPANY	LAB SUPPLIES	132.80	0.00	000000	0/00/00	132.80
01-010605	HACH CHEMICAL COMPANY	LAB SUPPLIES	51.02	0.00	000000	0/00/00	51.02
01-010605	HACH CHEMICAL COMPANY	LAB SUPPLIES	18.92	0.00	000000	0/00/00	18.92
		** TOTALS **	1,261.39	0.00			1,261.39
01-010660	HAWKEYE TRUCK EQUIPMENT	#27 - DUMP BODY VIBRATOR	931.00	0.00	000000	0/00/00	931.00
		** TOTALS **	931.00	0.00			931.00
01-001066	HENNINGSEN CONSTRUCTION	COLD PATCH	1,129.55	0.00	000000	0/00/00	1,129.55
		** TOTALS **	1,129.55	0.00			1,129.55
01-005410	HERALD PUBLISHING COMPANY	LEGAL PUBLICATIONS	651.71	0.00	000000	0/00/00	651.71
		** TOTALS **	651.71	0.00			651.71
01-012540	IMWCA	WORKER COMP #6	9,845.00	0.00	000000	0/00/00	9,845.00
		** TOTALS **	9,845.00	0.00			9,845.00
01-012589	INTOXIMETERS	DRYGAS	125.00	0.00	000000	0/00/00	125.00
		** TOTALS **	125.00	0.00			125.00
01-001538	IOWA FINANCE AUTHORITY	12/1/2022 INTEREST PYMT	18,357.50	18,357.50-	000000	12/01/22	0.00
		** TOTALS **	18,357.50	18,357.50-			0.00
01-012666	IOWA ONE CALL	OCTOBER 2022 LOCATES	121.90	0.00	000000	0/00/00	121.90
		** TOTALS **	121.90	0.00			121.90
01-001761	IOWA POLICE CHIEFS ASSOCI	MEMBERSHIP DUES	125.00	0.00	000000	0/00/00	125.00
		** TOTALS **	125.00	0.00			125.00

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UNPAID ITEMS DATES :		11/25/2022 THRU 12/08/2022	11/25/2022 THRU 12/08/2022

VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE---
01-012685	IOWA SMALL ENGINE CENTER	OIL	52.04	0.00	000000	0/00/00	52.04
		** TOTALS **	52.04	0.00			52.04
01-002453	JASON MATTHEW LAMBERTZ	PRODUCTION COSTS	960.00	0.00	000000	0/00/00	960.00
		** TOTALS **	960.00	0.00			960.00
01-002163	JR'S UNLOCK SERVICE	KEYS	10.00	0.00	000000	0/00/00	10.00
		** TOTALS **	10.00	0.00			10.00
01-014520	KASPERBAUER CLEANING SER	LAUNDER RUGS	122.44	0.00	000000	0/00/00	122.44
		** TOTALS **	122.44	0.00			122.44
01-014815	KEYSTONE LABORATORIES	MONTHLY BAC-T/FLUORIDE AUG 22	84.25	0.00	000000	0/00/00	84.25
01-014815	KEYSTONE LABORATORIES	MONTHLY BAC-T AUG 22	68.75	0.00	000000	0/00/00	68.75
01-014815	KEYSTONE LABORATORIES	SAMPLE ANALYSIS - 2912 N GRANT	31.00	0.00	000000	0/00/00	31.00
01-014815	KEYSTONE LABORATORIES	SAMPLE ANALYSIS SEPTEMBER	84.25	0.00	000000	0/00/00	84.25
01-014815	KEYSTONE LABORATORIES	SAMPLE ANALYSIS - SEPTEMBER	68.75	0.00	000000	0/00/00	68.75
01-014815	KEYSTONE LABORATORIES	SAMPLE ANALYSIS - OCTOBER	84.25	0.00	000000	0/00/00	84.25
01-014815	KEYSTONE LABORATORIES	SAMPE ANALYSIS - OCTOBER	68.75	0.00	000000	0/00/00	68.75
		** TOTALS **	490.00	0.00			490.00
01-016510	LOGAN CONTRACTORS SUPPLY	DRILL BITS RETURNED	230.00-	0.00	000000	0/00/00	230.00-
01-016510	LOGAN CONTRACTORS SUPPLY	CONCRETE DRILL BITS	230.00	0.00	000000	0/00/00	230.00
01-016510	LOGAN CONTRACTORS SUPPLY	ST. MAINT. SUPPLIES	4,455.00	0.00	000000	0/00/00	4,455.00
		** TOTALS **	4,455.00	0.00			4,455.00
01-003481	MARCO TECHNOLOGIES LLC	COPIER CONTRACT	288.34	0.00	000000	0/00/00	288.34
		** TOTALS **	288.34	0.00			288.34
01-002993	MC CLURE ENGINEERING CO.	ADAMS ST RECONSTRUCTION	16,942.00	0.00	000000	0/00/00	16,942.00
		** TOTALS **	16,942.00	0.00			16,942.00
01-012680	MID AMERICAN ENERGY	ELECTRIC BILLS	47,106.81	47,106.81-	125793	12/08/22	0.00
		** TOTALS **	47,106.81	47,106.81-			0.00
01-017585	MIDWEST WHOLESALE BLDG PR	SUPPLIES RETURNED	78.92-	0.00	000000	0/00/00	78.92-
01-017585	MIDWEST WHOLESALE BLDG PR	SIDE BOARDS	93.20	0.00	000000	0/00/00	93.20
		** TOTALS **	14.28	0.00			14.28
01-017730	MOORHOUSE READY MIX CO.	ROW - 5TH & CLARK	731.05	0.00	000000	0/00/00	731.05
01-017730	MOORHOUSE READY MIX CO.	ROW - HWY 30 & CLARK	731.05	0.00	000000	0/00/00	731.05
		** TOTALS **	1,462.10	0.00			1,462.10
01-018408	NAPA AUTO PARTS	SUPPLIES	11.49	0.00	000000	0/00/00	11.49

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VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE---
01-018408	NAPA AUTO PARTS	EQUIPMENT REPAIR PARTS	109.49	0.00	000000	0/00/00	109.49
01-018408	NAPA AUTO PARTS	#23 SUPPLIES	13.25	0.00	000000	0/00/00	13.25
		** TOTALS **	134.23	0.00			134.23
01-019124	NORTH CENTRAL LABORATORIE	LAB SUPPLIES	517.88	0.00	000000	0/00/00	517.88
		** TOTALS **	517.88	0.00			517.88
01-020208	O'HALLORAN INTERNATIONAL	#24 FILTERS	148.04	0.00	000000	0/00/00	148.04
		** TOTALS **	148.04	0.00			148.04
01-003893	ODEYS INC.	PROGRAM SUPPLIES	228.78	0.00	000000	0/00/00	228.78
		** TOTALS **	228.78	0.00			228.78
01-020326	OPTIONS INK	BUSINESS CARDS	43.05	0.00	000000	0/00/00	43.05
01-020326	OPTIONS INK	FREIGHT - WATER SAMPLES	28.18	0.00	000000	0/00/00	28.18
		** TOTALS **	71.23	0.00			71.23
01-002985	PAUL KERSEY	STEEL TOED WORK BOOTS	184.03	184.03-	125782	11/30/22	0.00
		** TOTALS **	184.03	184.03-			0.00
01-001949	PERFORMANCE TIRE & SERVIC	TIRES	357.64	0.00	000000	0/00/00	357.64
		** TOTALS **	357.64	0.00			357.64
01-021860	PRESTO-X-COMPANY	PEST CONTROL - 627 N ADAMS ST	96.05	0.00	000000	0/00/00	96.05
		** TOTALS **	96.05	0.00			96.05
01-000625	PRODUCTIVITY PLUS ACCOUNT	KUBOTA REPAIRS	95.53	95.53-	000000	11/25/22	0.00
01-000625	PRODUCTIVITY PLUS ACCOUNT	KUBOTA REPAIRS	3.20	3.20-	125786	12/08/22	0.00
01-000625	PRODUCTIVITY PLUS ACCOUNT	KUBOTA REPAIRS	57.74	57.74-	125786	12/08/22	0.00
01-000625	PRODUCTIVITY PLUS ACCOUNT	EQUIPMENT REPAIRS	304.48	304.48-	125786	12/08/22	0.00
		** TOTALS **	460.95	460.95-			0.00
01-023640	RAY'S REFUSE SERVICE	NOV. GARBAGE PICKUP	1,349.56	0.00	000000	0/00/00	1,349.56
01-023640	RAY'S REFUSE SERVICE	NOV. TRASH COLLECTIONS	36,846.82	36,846.82-	125794	12/08/22	0.00
		** TOTALS **	38,196.38	36,846.82-			1,349.56
01-023815	REGION XII COG	P & Z WORKSHOP - BEARDMORE	20.00	20.00-	125784	11/30/22	0.00
01-023815	REGION XII COG	CITY/COUNTY ROUNDTABLE	60.00	0.00	000000	0/00/00	60.00
01-023815	REGION XII COG	NOV. TAXI PROGRAM DONATIONS	700.00	700.00-	125795	12/08/22	0.00
		** TOTALS **	780.00	720.00-			60.00
01-003503	RFG LOGISTICS INC	ROAD ROCK SALT	2,152.58	0.00	000000	0/00/00	2,152.58
01-003503	RFG LOGISTICS INC	ROAD ROCK SALT	2,218.80	0.00	000000	0/00/00	2,218.80
01-003503	RFG LOGISTICS INC	ROAD ROCK SALT	2,100.55	0.00	000000	0/00/00	2,100.55

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UNPAID ITEMS DATES :		11/25/2022 THRU 12/08/2022	11/25/2022 THRU 12/08/2022

VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE---
		** TOTALS **	6,471.93	0.00			6,471.93
01-004178	SOLID WASTE MANAGEMENT CO	LANDFILL FEES	10.00	0.00	000000	0/00/00	10.00
01-004178	SOLID WASTE MANAGEMENT CO	JAN-MAR ASSESSMENT	30,745.00	0.00	000000	0/00/00	30,745.00
		** TOTALS **	30,755.00	0.00			30,755.00
01-001778	SPRAYER SPECIALTIES INC	#26 BALL VALVE ASSEMBLY	309.41	0.00	000000	0/00/00	309.41
		** TOTALS **	309.41	0.00			309.41
01-028180	STATE HYGIENIC LABORATORY	BACTERIA SAMPLE - WELL #18	13.50	0.00	000000	0/00/00	13.50
01-028180	STATE HYGIENIC LABORATORY	WATER SAMPLE ANALYSIS	42.50	0.00	000000	0/00/00	42.50
		** TOTALS **	56.00	0.00			56.00
01-025880	STONE PRINTING CO.	SUPPLIES RETURNED	20.59-	0.00	000000	0/00/00	20.59-
01-025880	STONE PRINTING CO.	OFFICE PRINTER	227.99	0.00	000000	0/00/00	227.99
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	347.84	0.00	000000	0/00/00	347.84
01-025880	STONE PRINTING CO.	SUPPLIES	9.02	0.00	000000	0/00/00	9.02
01-025880	STONE PRINTING CO.	PRINTER INK	41.99	0.00	000000	0/00/00	41.99
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	8.34	0.00	000000	0/00/00	8.34
		** TOTALS **	614.59	0.00			614.59
01-000136	STRATEGIC INSIGHTS INC	CAP IMP PROGRAM RENEWAL	775.00	0.00	000000	0/00/00	775.00
		** TOTALS **	775.00	0.00			775.00
01-026940	TOYNE INC.	OPERATING SUPPLIES	425.49	0.00	000000	0/00/00	425.49
01-026940	TOYNE INC.	EQUIPMENT REPAIRS	1,290.29	0.00	000000	0/00/00	1,290.29
01-026940	TOYNE INC.	REPLACE 2 VISTA DISPLAYS	5,616.15	0.00	000000	0/00/00	5,616.15
		** TOTALS **	7,331.93	0.00			7,331.93
01-003220	TURFWERKS	REPAIR PARTS	37.20	0.00	000000	0/00/00	37.20
		** TOTALS **	37.20	0.00			37.20
01-001088	TYLER TECHNOLOGIES	PCI SERVICE FEE	360.00	0.00	000000	0/00/00	360.00
		** TOTALS **	360.00	0.00			360.00
01-003499	UMB BANK	12/1/2022 INTEREST PAYMENTS	54,075.00	54,075.00-	000000	11/29/22	0.00
		** TOTALS **	54,075.00	54,075.00-			0.00
01-028174	UNITED STATES CELLULAR	CELL PHONES	173.55	173.55-	125785	11/30/22	0.00
		** TOTALS **	173.55	173.55-			0.00
01-028814	VAN METER COMPANY, THE	CBD LIGHTS	30.16	0.00	000000	0/00/00	30.16
01-028814	VAN METER COMPANY, THE	CBD LIGHTS	30.16	0.00	000000	0/00/00	30.16
		** TOTALS **	60.32	0.00			60.32

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01-029009	VESSCO INC.	OPERATING SUPPLIES	513.47	0.00	000000	0/00/00	513.47
01-029009	VESSCO INC.	OPERATING SUPPLIES	149.40	0.00	000000	0/00/00	149.40
		** TOTALS **	662.87	0.00			662.87
01-003722	iSOLVED BENEFIT SERVICES	NOV HRA & FLEX FEES	289.65	289.65-	000000	12/06/22	0.00
		** TOTALS **	289.65	289.65-			0.00

* Payroll Expense 179,337.16

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

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	399,461.18	399,461.18CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	456,364.94	0.00	456,364.94
VOID ITEMS	0.00	0.00	0.00
** TOTALS **	855,826.12	399,461.18CR	456,364.94

U N P A I D R E C A P

UNPAID INVOICE TOTALS	456,821.91
UNPAID DEBIT MEMO TOTALS	0.00
UNAPPLIED CREDIT MEMO TOTALS	456.97CR
** UNPAID TOTALS **	456,364.94

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FUND TOTALS

001	GENERAL FUND	268,943.80
010	HOTEL/MOTEL TAX	14,918.18
110	ROAD USE TAX FUND	23,952.21
121	LOCAL OPTION SALES TAX	93.27
200	DEBT SERVICE FUND	72,432.50
304	C.P. STREETS	16,942.00
313	C.P. - REC CENTER BLDG	237,069.80
314	C.P.-STREETS MAINT BLDG	465.00
600	WATER UTILITY FUND	16,855.42
610	SEWER UTILITY FUND	24,295.32
850	MEDICAL INSURANCE FUND	521.46
	* PAYROLL EXPENSE	179,337.16
	GRAND TOTAL	855,826.12

City of Carroll

627 N. Adams Street Carroll, Iowa 51401 (712) 792-1000 FAX: (712) 792-0139

MEMO TO: Jeff Cayler, Interim City Manager

FROM: Chad Tiemeyer, Director of Parks and Recreation

DATE: December 5, 2022

SUBJECT: Graham Park Ditch #77 Improvements Project
- Certificate of Substantial Completion

The Contractor, Healy Excavating, has substantially completed the Graham Park Drainage Ditch #77 Improvements Project. The date of substantial completion was October 12, 2022.

All punch list items are complete and both City staff and Shive-Hattery engineers have approved the completion of the project.

RECOMMENDATION: Mayor and City Council consideration and acceptance of the Certificate of Substantial Completion for the Graham Park Drainage Ditch #77.

CERTIFICATE OF SUBSTANTIAL COMPLETION

Owner:	City of Carroll, Iowa	Owner's Contract No.:	22-23
Contractor:	Healy Excavating	Contractor's Project No.:	
Engineer:	Shive-Hattery, Inc.	Engineer's Project No.:	4193010
Project:	Graham Park Drainage Ditch #77 Improvements	Contract Name:	

This Certificate of Substantial Completion applies to:

☒ All Work ☐ The following specified portions of the Work:

October 12, 2022

Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Work or portion thereof designated above is hereby established, subject to the provisions of the Contract pertaining to Substantial Completion. The date of Substantial Completion in the final Certificate of Substantial Completion marks the commencement of the contractual correction period and applicable warranties required by the Contract.

A punch list of items to be completed or corrected is attached to this Certificate and was provided to John Healy via email on October 13, 2022. As of November 18, 2022, punch list items have been completed as noted on the attached list. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract.

The City shall release the 5% retainage upon completion of all punch list tasks and written confirmation from the contactor that all work was completed per the contract documents.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work shall be as provided in the Contract.

The following documents are attached to and made a part of this Certificate: *Punch List*

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract.

EXECUTED BY ENGINEER:	RECEIVED:	RECEIVED:
By: Dan Jenson	By:	By: John Healy
(Authorized signature)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: Civil Engineer	Title:	Title: Owner
Date: 11-18-2022	Date:	Date: 11/21/2022

SHIVEHATTERY
ARCHITECTURE + ENGINEERING

Punch List Report

Shive Hattery Project Number	4193010
Project Name	City of Carroll - Graham Park Drainage Ditch #77 Improvements
Date	11/18/2022

ID	Name	Element	Description	Location
1	**Additional Erosion Control**	**Coir Mat Installation**	**Contractor shall install additional erosion control to cover all bare areas along the stream bank where exposed bare soil was visible on October 12, 2022 walk over. Contractor shall provide a written statement that this task has been completed.**	**Various pare areas along ditch channel**
2	Seed and Fertilizer Documents	Seed and Fertilizer Documents	Provide seed and fertilizer documents/tags/reciepts or a written statement that the seeding was completed per the contract documents.	NA

Disclaimer:

The omission of items from this list does not alter the contractor's responsibility to complete the work in accordance with the contract documents. If there are additions, deletions, or changes, please contact our office within two weeks of the report date.

City of Carroll

627 N. Adams Street Carroll, Iowa 51401 (712) 792-1000 FAX: (712) 792-0139

MEMO TO: Jeff Cayler, Interim City Manager

FROM: Randall M. Krauel, Director of Public Works RMK

DATE: December 7, 2022

SUBJECT: WWTP VLR Replacement Air Piping
Report of Bid Opening
Consideration of Rejection of Bid

Bids for the Wastewater Treatment Plant Vertical Loop Reactor Replacement Air Piping project were scheduled to be received, opened and tabulated on Tuesday, November 22, 2022, at 2:00 P.M. One bid was received as follows:

King Construction	$390,000.00

The bid exceeds the Engineer's Estimate of construction cost, $250,000.00, by $140,000.00. Award of the bid does not appear to be in the best interest of the City.

RECOMMENDATION: Mayor and City Council consideration and rejection of the bid for the WWTP VLR Replacement Air Piping project.

RMK:ds

City of Carroll

627 N. Adams Street Carroll, Iowa 51401 (712) 792-1000 FAX: (712) 792-0139

MEMO TO: Jeff Cayler, Interim City Manager

FROM: Randall M. Krauel, Director of Public Works RMK

DATE: December 7, 2022

SUBJECT: Water Well No. 19 Rehabilitation

On October 10, 2022, a proposal for rehabilitation of Well No. 19 was accepted from Layne Christensen Company. Rehabilitation was recommended as a result of water production capacity decrease from 300 gallons per minute to 100 gallons per minute. Pump repairs were not included in the proposal.

Following rehabilitation, the specific capacity of Well No. 19 increased from 4.4 gallons per minute per foot of drawdown (gpm/ft) to 5.7 gpm/ft. For comparison, the specific capacity of the other water wells ranges from 6.0 gpm/ft to 22.3 gpm/ft. The well with the 6.0 gpm/ft specific capacity is also currently being rehabilitated.

Well No. 19, post-treatment inspection, following initial rehabilitation, identified additional material plugging the screen and gravel pack that may be removed by additional treatment. Water Systems Engineering, Inc. reviewed the post-treatment inspection and recommended a protocol for additional treatment. Layne Christensen Company has prepared a Quotation to perform the additional treatment for the amount of $13,070.00.

Following removal of the well pump and motor, Layne Christensen Company inspected both and prepared a Quotation in the amount of $7,721.00 for recommended repairs. That Quotation was approved administratively on November 10, 2022.

The current proposed cost of Well No. 19 rehabilitation is as follows:

Water Systems Engineering, Inc.	$1,580.00
Layne Christensen Company – Well Rehabilitation	$44,685.00
Layne Christensen Company – Pump and Motor Repair	$7,721.00
Layne Christensen Company – Well Rehabilitation – Proposed	$13,070.00
Total - Proposed	$67,056.00

RECOMMENDATION: Mayor and City Council consideration of passage and approval of the Resolution accepting the Quotation of Layne Christensen Company for Well No. 19 additional rehabilitation in the amount of $13,070.00.

RMK:ds

attachment

RESOLUTION NO. _____

RESOLUTION ACCEPTING THE QUOTATION FOR WELL NO. 19 ADDITIONAL REHABILITATION.

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

WHEREAS, the following Quotation for Well No. 19 additional rehabilitation has been prepared.

Contractor:	Layne Christensen Company
Amount of Proposal:	$13,070.00
Portion of Project:	Additional rehabilitation work;

and,

WHEREAS, the City Council has determined that the acceptance of the Proposal is in the best interest of the City and the residents thereof.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the Proposal of Layne Christensen Company for the Well No. 19 additional rehabilitation is accepted and the Mayor is authorized to execute the Proposal on behalf of the City.

Passed and approved by the Carroll City Council this 12th day of December, 2022.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Mark E. Beardmore, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

City of Carroll

627 N. Adams Street Carroll, Iowa 51401 (712) 792-1000 FAX: (712) 792-0139

MEMO TO: Jeff Cayler, Interim City Manager

FROM: Chad Tiemeyer, Director of Parks and Recreation

DATE: December 8, 2022

SUBJECT: Municipal Golf Course Clubhouse Manager Lease and Management Agreement

- Golf Course Lease and Management Agreement
- Resolution Approving the Golf Course Clubhouse Manager Lease and Management Agreement

Brenda Bruggeman has managed the Golf Course Clubhouse since 2012. The City has received many compliments on Brenda and her staff. She has been a great partner in running the golf course operations. Attached to this memo is the Golf Course Clubhouse Manager Lease and Management Agreement which is similar to her last lease agreement except for an increase in contract fees from $28,600 to $29,600 each year for the next three golf seasons.

The only other change to the contract is raising the minimum requirements for general liability from $500,000 to $1,000,000. This was upon request from the City Attorney and the City's insurance.

RECOMMENDATION: Mayor and City Council consideration and approval of the Resolution approving the Golf Course Clubhouse Manager Lease and Management Agreement with Brenda Bruggeman for the 2023-2025 golf seasons.

RESOLUTION NO. _____

A RESOLUTION APPROVING A GOLF COURSE CLUBHOUSE MANAGER LEASE AND MANAGEMENT AGREEMENT

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 Golf Course Clubhouse Manager Lease and Management Agreement with Brenda Bruggeman is attached hereto as Exhibit "A"; and

WHEREAS, it is determined that the approval of the attached Agreement is in the best interest of the City of Carroll, Iowa;

NOW, THEREFORE, BE IT RESOLVED that the Golf Course Clubhouse Manager Lease and Management Agreement, attached as Exhibit "A", be authorized and approved, and that the Mayor and City Clerk are authorized to execute the agreement on behalf of the City of Carroll.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 12th day of December, 2022.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

BY:_____
Mark E. Beardmore, Mayor

ATTEST:

By:_____
Laura A. Schaefer, City Clerk

LEASE AND MANAGEMENT AGREEMENT

This Agreement is made and entered into by and between the City of Carroll, Iowa, a municipal corporation hereinafter referred to as the "City", and Brenda Bruggeman, hereinafter referred to as the "Manager".

The parties enter into this agreement, whereby the City leases to the Manager, the Clubhouse located on the grounds of the Municipal Golf Course, Carroll, Iowa. The consideration for said lease is set out below.

The parties mutually agree, and covenant as follows:

1. The term of this lease and agreement shall be from January 1, 2023, to December 31, 2025, unless this lease and agreement is renewed for an additional one year by the City on or before December 1, 2025. No notice of termination shall be required to be given by the City, and the Manager waives all termination notice requirements.

2. The Manager shall maintain a business at the clubhouse wherein the manager will sell food, beer, liquor, and merchandise incidentals to the sport of golf. In addition, the manager shall manage the clubhouse golf operations.

3. The Manager shall obtain all necessary licenses and permits for the operation of the above-mentioned business. The Manager shall also follow and comply with all local, state, and federal ordinances, laws, and regulations.

4. The Manager shall begin clubhouse business operations no later than 7:00 A.M., daily and shall operate said business until at least 8:00 P.M. If the weather is not conducive to the playing of golf, it may be acceptable to deviate from the above said operating hours.

5. The parties recognize the State Liquor Laws, which establish 2:00 A.M. as the closing hour for establishments holding an Iowa Liquor License. However, because of the proximity of the clubhouse to the adjoining residential area, the Manager agrees that the normal closing hours shall be 11:30 P.M. or before with some noted exceptions. The Manager will be allowed to stay open until 2:00 A.M. on all Thursday Night Men's League dates, and until 2:00 A.M. on nights of couples two-ball events, special golf outing events, and other special outings or events. The Manager shall give a one-week notice to the Director of Parks and Recreation of all non-scheduled special events, which may exceed the normal 11:30 P.M. closing time.

   The parties also recognize that because of the limited size of the clubhouse, some patrons are required to use the patio area after some golf events. This

use outside the clubhouse has been a source of complaints from adjoining residential owners, especially after dark. Therefore, the Manager and staff shall refrain from serving anyone outside the clubhouse after 10:30 P.M. In addition, the Manager shall request all patrons to be inside the clubhouse by 11:00 P.M.

6. The Manager shall have the tee blocks always open to the public with the exceptions of those hours specified by the Director of Parks and Recreation including those hours for Men's and Women's Club Championship, City Championships, Father-Son Championship, Men's Thursday Night League, Women's Tuesday Night League, and Wednesday Men's Senior League.

7. Holiday tournaments and special events are permissible. It is the intent of the City to limit as much as possible the times that would prohibit open golf by those not participating in the event. The City Director of Parks and Recreation shall approve these events along with other events.

8. The Manager shall open the clubhouse for business upon the opening of the golf course by the City and shall keep the clubhouse open for business through the last weekend in October and may continue to operate the clubhouse if the weather is conducive to the game of golf.

9. The Manager shall remove from the clubhouse all merchandise and other items owned by the Manager no later than November 30 each year.

10. The Manager shall provide the City Finance Director with certificates of insurance for general liability in the amount of $500,000; dram shop insurance in the amount of $300,000; and post a fidelity bond in the amount of $25,000. The above limits of liability are the minimum limits required by the City of Carroll and in no way should they be construed to be adequate for the Manager's liability exposure.

11. The Manager shall have the right to all income from the operation of the concessions at the clubhouse and shall be responsible for all its expenses in the operation of said clubhouse concession and business therein. The Manager shall be totally and solely responsible for the natural gas bills from May through and including November. The Manager shall also be responsible for 50% of the monthly electric and 50% of the internet service billed to the City during the same period. A rental fee of $1,600.00 per year shall be paid to the City by the Manager, based upon the depreciation schedule agreed upon by the parties. This fee shall be for the purpose of reimbursement to the City for the use of equipment furnished by the City for use by the Manager during the operation of the Manager's business within the Clubhouse.

12. The Manager shall be responsible for the following duties:

a. Collect seasonal membership fees and trail fees from golf patrons and the City will pick up the money collected daily from the clubhouse. Distribute any information deemed necessary to the members concerning golf play, golf season schedule, and golf car operations.

b. Collect green fees from golf patrons and the City will pick up the money daily from the clubhouse.

c. Rent the City's motorized golf cars to golf patrons and the City will pick up money from the clubhouse daily. The Manager shall be responsible for enforcing the rules and regulations of the golf car operation. The Manager shall have the authority to deny the use of a motorized golf car to anyone that does not qualify to use the motorized golf cars or is not abiding by the rules and regulations for the proper operation of said golf cars.

d. Be responsible for routine maintenance of the golf cars which include, among other things, cleaning, checking gas and oil levels, checking for physical damages, checking tires, tire pressure, and checking foot brakes, accelerator, and other controls. Manager will empty trash cans/barrels adjacent to the clubhouse including patio area. Any additional personnel required for those activities shall be the responsibility of the Manager.

e. Enforce the rules and regulations of the golf course. The Manager shall have the authority to remove anyone from the golf course who is not adhering to those rules and regulations.

f. Organize and set tee times according to City policy and record tee time reservations to ensure an orderly operation.

g. The Manager shall allow the City Finance Director to review the Manager's books and records regarding all fees and collections made by the Manager and deposited with the City over the course of the lease.

13. The City shall pay the Manager a fee of $29,600.00 for the performance of the duties and responsibilities required by this agreement. This fee will be paid equally over 7 months beginning May 15. The City will deduct the fee for equipment rental, and electric service from March 1 through October 31, from the last monthly payment in November. The City shall notify the Manager of the amount due for phone/internet/cable and the Manager shall directly pay the provider monthly.

14. The Manager shall put forth its best efforts to develop a positive and enjoyable environment, promote and manage the Golf Course Clubhouse

and the Golf Course operation. Any concerns or complaints of the Manager should be addressed immediately with the Director of Parks and Recreation. Concerns or complaints should be addressed only between the Manager and Director, not the golf patrons. Breach of this provision or any other material breach of any other provision may lead to immediate termination of this Agreement by the City with or without notice depending on the nature of the breach.

15. All news releases or advertisements related to the Golf Course or Clubhouse and activities or operations shall be made by and through the Parks and Recreation Department.

16. The Manager shall not assign, transfer, or sublet this agreement or any portion thereof, without the written consent of the City.

17. IT IS MUTUALLY AGREED AND UNDERSTOOD, that all Golf Course and Clubhouse rules are a part of this Agreement as if attached hereto.

Dated this 12th day of December 2022.

CITY OF CARROLL, IOWA

By: _____
Mark E. Beardmore, Mayor

By: Brenda Bruggeman
Brenda Bruggeman, Manager

By: _____
Laura Schaefer, Clerk

City of Carroll

627 N. Adams Street Carroll, Iowa 51401 (712) 792-1000 FAX: (712) 792-0139

MEMO TO: Jeff Cayler, Interim City Manager

FROM: Chad Tiemeyer, Director of Parks and Recreation

DATE: December 5, 2022

SUBJECT: 2022 Golf Course Pump House Project

On June 27, 2022, the City of Carroll and JEO Consulting Group, Inc. entered into a Professional Services Agreement to help identify specific issues, determine ways to optimize efficiency, provide the best alternatives and estimated cost opinions for each option.

Several issues were identified including:

- Foundation is uneven causing the floor of the building to crack and tilt
- Conduit is breaking off the walls
- Foundation has fallen below the top of the wet well causing the platform to crack and pipes to bend which then causes unneeded stress
- The current electrical systems running the pumps are 20 years old and outdated
- The current supply well is in good shape, but no redundancy in case it was to fail
- Limited control to the irrigation system

JEO has identified five options that would improve the current conditions. These options are:

Alternative #1
Repair structural foundation of booster station building.
Cost Estimate: $178,000

This option allows the fix of the foundation and replacement of the current floor with new subbase underneath. The existing wet well will be assessed and it is assumed it will need to be replaced. Flexible joints will be installed on existing pipes entering booster station to help with any future movement.

Alternative #2
Replace Existing VFD (Variable-Frequency Drive) and Controls.
Cost Estimate: $80,000

Will upgrade existing electrical and install two VFD's and a new control panel. This allows for more efficient use of pumps, instead of one running when turned on, and the other only turning on when needed. This will extend the life of the pump motors and allow for more control.

Alternative #3
Install new booster station system and enclosure.
Cost Estimate: $590,000

Includes demolition of existing booster pump station and replacing with new foundation, prefabricated booster pump system and enclosure, electrical and controls.

Alternative #4
Install a new supply well
Cost Estimate: $335,000

A new irrigation supply well would provide redundancy in case the current supply well would fail.

Alternative #5
Install new smart sprinkler heads and controls.
Cost Estimate: $196,762

Replacement of existing sprinkler heads with new smart sprinkler heads with integrated controls. Allows for central control on a single interface.

The amount budgeted in FY 23 for this Golf Course Pump House Project is:

LOST	$266,625.00
General Fund	$158,375.00
Total	$425,000.00

Requests for FY 2024 depends on which alternative(s) are pursued by City Council.

A representative from JEO will be in attendance to discuss this project further.

RECOMMENDATION: Mayor and City Council consideration and direction on the Golf Course Pump House Project.

City of Carroll, Iowa
2022 Golf Course Well Improvements Memo

Prepared by:

Ethan Joy, PE:

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402.494.7019

Noah Dryden:

ndryden@jeo.com

712.792.9711

JEO Consulting Group, Inc.

724 Simon Ave

Carroll, IA 51401

712.792.9711; Fax 402.494.1702

Offices in:

Nebraska, Iowa, and Kansas

JEO Project No. 220309.00

Memorandum
For
City Of Carroll, Iowa
2022 Golf Course Well Improvements

1 General

The City of Carroll, IA operates and maintains the Carroll Municipal Golf Course. The existing golf course is located between 30th St. and W Randall Rd. on the north and south, and N Grant Rd. and West St. on the east and west. The existing water supply irrigation system was originally constructed in 2002 and is in need of improvements. The irrigation system utilizes a groundwater supply well that pumps water to a detention pond. Water from the detention pond is pumped via a separate booster pump station and is distributed through the irrigation system. The existing booster pump building has developed a structural lean to the unit.

In 2022, the city hired JEO Consulting Group to prepare a memorandum that will provide various options to improve the existing golf course irrigation system. This memorandum will include concept alternatives to install a new water supply well, repair the structural foundation of the booster pump station, electrical upgrades to the booster station pumps, replace the existing sprinkler system with new smart sprinkler heads and controllers, and replace the booster station pump system. Additionally, the memorandum will provide opinions of cost for each solution and analyze each alternative based on a good, better, best evaluation.

2 Improvement Alternatives

2.1 Summary of Alternatives

Five alternatives were considered to improve the existing irrigation system for the Carroll Municipal Golf Course. The table below compares each improvement by the capital cost and priority for the golf course.

Alternative No.	Estimated Opinion of Cost	Description
Alternative No. 1: Repair Structural Foundation of Booster Station Building	$178,000	**Good** – Structural integrity of the booster pump station is critical for future use
Alternative No. 2: Replace Existing VFD and Controls	$80,000	**Better** – Installing VFD's on each booster pump will provide more control and efficiency
Alternative No. 3: Install New Booster Station System and Enclosure	$590,000	**Best** – Due to its twenty-year life span, the booster station system will most likely need to be replaced within the next five to ten years
Alternative No. 4: Install a New Irrigation Well	$335,000	**Best** – The existing supply well is in good condition; however, redundancy would reduce the

		load of the existing supply pump
Alternative No. 5: Install New Smart Sprinkler Heads and Controls	$196,761.95	**Best** – New smart sprinkler heads and controls would improve the irrigation system and be more efficient, however, it is not an essential component of the system

2.2 Irrigation System Improvements

Alternative No. 1: Repair Structural Foundation of Booster Station Building

The first alternative examined in this report evaluates the existing condition of the booster station building and provides an approach to level the booster pump station and prevent additional movement and settling.

It is believed the station developed a structural lean due to the original construction of the booster pump building. Before the booster station was constructed, the site was elevated with fill material. The pre-cast wet well extends below the fill and sits on undisturbed soil. Likely, as the fill material settled around the wet well over time, the booster station building and concrete slab shifted down, while the pre-cast wet well has remained in place. The concrete slab is most likely tilted because the anchor bolts and washer plates tried to hold the slab in place while it settled.

This alternative includes the following approach to repair the existing structural lean. The first step is to install a new overhead door on the end wall of the building. Next, the existing booster pump system should be removed and install temporary caps on the interior piping. The concrete floor will need to be broken up and removed. The existing pre-cast wet well may have been affected by movement, and as such, the condition of the pre-cast wet well will need to be assessed during construction. For this alternative, it will be assumed the top pre-cast sections will need to be removed and reset. A new floor will be constructed by excavating 18 inches of existing soil and replacing it with 18 inches of crushed rock or granular fill. Then a new 6-inch concrete slab will be poured flush with the top of the pre-cast shaft. The top of the pre-cast shaft and the top of the new concrete slab may be at different elevations than the perimeter foundation wall, due to the settlement. The elevations and conditions will need to be assessed when the existing concrete floor is removed. Flexible joints will need to be installed on existing pipes entering the booster station building to help with potential future movement.

An opinion of cost to repair the structural foundation of the booster station and remove existing piping is $110,000. A breakdown of the opinion of cost can be found in **Appendix A**.

Alternative No. 2: Replace Existing VFD & Controls

The existing electrical and controls in the booster station building were installed during the original construction in 2002. This alternative includes replacing the existing VFD and control panel with two new VFD's and a new control panel.

The following is a description of the work anticipated to be done within this alternative. The existing control cabinet, feeder, and pump feeders will be demolished. New pump branch circuits will be installed from the 480-volt panel to each new VFD, and new feeders will be installed from each VFD to its designated pump. Next, a new control panel branch circuit will be installed from the existing 120-volt panel to the new control panel. Lastly, new control wiring will be installed between the existing motors and the new VFD's and control panel.

The total estimated cost for this improvement is $80,000. The breakdown of the cost can be seen in **Appendix B**.

Alternative No. 3: Install New Booster Station System and Enclosure

This alternative includes demolition of the the existing booster pump station and replacing it with a new foundation, a prefabricated booster pump system and enclosure, electrical and controls. The existing system is original to the 2002 construction and contains two 50 HP vertical turbine pumps rated at 500 gpm each.

The new system will include a pre-packaged pump skid with two vertical turbine pumps/motors, isolation valves, check valves, a discharge flow meter, a new control panel, and piping. Three manufacturers provided a quote to install a new pre-packaged pump skid. Below is a table that lists the manufacturer, the proposed cost by the manufacturer, and a description of their proposal. Each proposal can be found in **Appendix E – Appendix G**.

Manufacturer	Cost of System	Description of Proposal
Flowtronex	$152,325	- Control System - Pump System – Pumps, valves, piping - Freight
Leibold Irrigation, Inc.	$177,197	- Removal of old booster station system - Control System - Pump System – Pumps, valves, piping - Freight and installation

Rainbird Golf Irrigation	$150,200	- Control System - Pump System – Pumps, valves, piping - Freight

This option includes demolition of the entire existing booster station building and concrete slab. A new concrete slab would be poured above the existing wet well, and then a new prefabricated enclosure, booster station system, electrical, and controls would be installed. The total opinion of cost for the prefabricated enclosure, booster pump skid, electrical, a concrete slab, and demolition is approximately $590,000. A breakdown of the cost can be found in **Appendix C**. A detailed quote for the prefabricated building is included in the Leibold Irrigation, Inc. proposal in **Appendix F**.

Alternative No. 4: Install a New Supply Well

The second alternative involves installing a new supply well for the existing detention pond. The existing irrigation system has one supply well, therefore, a second supply well will provide redundancy for the system.

The state of Iowa does not have minimum distance requirements between irrigation wells; however, it is good practice to install a new well outside of an existing well's cone of drawdown influence. Based on existing well records, the new supply well should be installed more than 100 feet from the existing supply well. The figure below shows a proposed location for the new supply well.

Figure 1: Proposed New Well Location Map

For this alternative, it will be assumed a new submersible well will be constructed in the location shown in **Figure 1**. It is expected the aquifer at the new well location will have the same capacity and characteristics as the existing supply well. The new supply well will be constructed based on the well records of the existing supply well. Additional transmission main will need to be installed to discharge into the existing detention pond. In addition, new automatic controls and telemetry will be necessary to communicate with the newly constructed well. The total cost to construct a new supply well is estimated to be $335,000. A breakdown of the cost estimate can be found in **Appendix D**.

<u>Alternative No. 5: Install New Smart Sprinkler Heads and Controls</u>

The last improvement includes replacing the existing sprinkler heads with new smart sprinkler heads with integrated controls. The product included in this alternative is manufactured by Rainbird, however, other manufacturers have similar systems. The new sprinkler heads would be the Eagle 900 series rotors. These rotors have a throw radius up to 97 feet with 360-degree turn capability. The integrated controls include Rainbird's Integrated Control Interface Plus

(ICI+). This system allows for central control on a single interface. The total cost to replace each existing rotor head and install a new integrated control system is estimated to be $196,761.95. The quote from Rainbird can be found in **Appendix H**.

THIS PAGE CONCLUDES

THE

TECHNICAL MEMORANDUM

FOR THE

2022 CARROLL MUNICIPAL GOLF COURSE IRRIGATION WELL IMPROVEMENTS PROJECT

FOR

CARROLL, IOWA

Appendix A: Repair Structural Foundation of Booster Station Cost Estimate

ENGINEER'S CONCEPTUAL OPINION OF PROBABLE COST					
Golf Course Irrigation Improvements					
Carroll, IA			*Date Prepared:*		
JEO Project No. 220309.00			*August 31, 2022*		
ESTIMATE OF QUANTITIES					
Item #	**Description**	**Unit**	**Quantity**	**Unit Price**	**Total**
Alternative No. 1 - Repair Structural Foundation of Booster Station					
1.	Mobilization	LS	1	$10,000.00	$10,000
2.	Bonding and Insurance	LS	1	$3,000.00	$3,000
3.	Foundation Repair, Complete	LS	1	$95,000.00	$95,000
4.	Existing Piping/Pump Removal	LS	1	$15,000.00	$15,000
			Construction Subtotal	Base Bid	$123,000
			Contingency	20%	$24,600
			Total Opinion of Construction Cost		**$147,600**
PROFESSIONAL SERVICES					
1.	Overhead (Engineering, Survey, Architecture,Legal, Fiscal, Etc.)			25%	$30,750
				Subtotal	$30,750
			Total Opinion of Project Cost		**$178,350**

JEO Consulting Group Inc.'s (JEO) Opinions of Probable Cost provided for herein are to be made on the basis of JEO's experience and qualifications and represent JEO's best judgment. However, since JEO has no control over the cost of labor, materials, equipment, or services furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, JEO cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from Opinions of Probable Cost prepared by JEO.

Appendix B: Replace Existing VFD and Controls Cost Estimate

ENGINEER'S CONCEPTUAL OPINION OF PROBABLE COST
Golf Course Irrigation Improvements
Carroll, IA
JEO Project No. 220309.00

Date Prepared:
August 31, 2022

ESTIMATE OF QUANTITIES

Item #	Description	Unit	Quantity	Unit Price	Total
	Alternative No. 2 - Replace Existing VFD and Controls				
1.	Mobilization	LS	1	$6,100.00	$6,100
2.	Demo - Control Panel, Feeder, Well Feeders	LS	1	$ 7,500.00	$7,500
3.	Well Circuit Breaker - 100A/3P, 480V	EA	2	$ 668.75	$1,338
4.	Well VFD Line Side Conductor - #3	LF	90	$ 3.59	$323
5.	Well VFD Line Side Ground - #8	LF	30	$ 2.09	$63
6.	Well VFD Line Side Conduit - 1-1/4" EMT	LF	30	$ 11.60	$348
7.	Well VFD - 50hp, 480V 3PH	EA	2	$14,100.00	$28,200
8.	Well VFD Load Side VFD Cable - #3	LF	50	$ 19.28	$964
9.	Well VFD Load Side Conduit - 1-1/4" EMT	LF	50	$ 11.60	$580
10.	Control Panel Circuit Breaker - 20A/1P, 120V	EA	1	$ 109.00	$109
11.	Control Panel Conductor - #12	LF	20	$ 0.99	$20
12.	Control Panel Ground - #12	LF	10	$ 0.99	$10
13.	Control Panel Conduit - 3/4" EMT	LF	10	$ 7.40	$74
14.	Control Panel	LS	1	$20,000.00	$20,000
15.	Control Wiring	LF	300	$ 1.41	$423
16.	Control Conduit - 3/4" EMT	LF	75	$ 7.40	$555
			Construction Subtotal	Base Bid	$66,610
			Contingency	20%	$13,330
			Total Opinion of Construction Cost		**$80,000**

JEO Consulting Group Inc.'s (JEO) Opinions of Probable Cost provided for herein are to be made on the basis of JEO's experience and qualifications and represent JEO's best judgment. However, since JEO has no control over the cost of labor, materials, equipment, or services furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, JEO cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from Opinions of Probable Cost prepared by JEO.

Appendix C: Prefabricated Booster Pump Station and Enclosure

ENGINEER'S CONCEPTUAL OPINION OF PROBABLE COST					
Golf Course Irrigation Improvements					
Carroll, IA			*Date Prepared:*		
JEO Project No. 220309.00			*August 31, 2022*		
ESTIMATE OF QUANTITIES					
Item #	**Description**	**Unit**	**Quantity**	**Unit Price**	**Total**
Alternative No. 3 - Install Prefabricated Booster Pump Station and Enclosure					
1.	Mobilization	LS	1	$30,000.00	$30,000
2.	Bonding and Insurance	LS	1	$10,000.00	$10,000
3.	Demolition of Existing Booster Station Building	LS	1	$ 8,000.00	$8,000
4.	Prefabricated Enclosure	LS	1	$ 62,042.00	$62,042
5.	New Foundation, Complete	LS	1	$ 15,000.00	$15,000
6.	Electrical and Controls	LS	1	$ 20,000.00	$20,000
7.	Prefabricated Booster Pump Skid	LS	1	$ 170,000.00	$170,000
8.	Installation of Booster Pump Station, Complete	LS	1	$ 90,000.00	$90,000
			Construction Subtotal	Base Bid	$405,050
			Contingency	20%	$81,010
			Total Opinion of Construction Cost		**$486,060**
PROFESSIONAL SERVICES					
1.	Overhead (Engineering, Survey, Architecture,Legal, Fiscal, Etc.)			25%	$101,263
				Subtotal	$101,263
				Total Opinion of Project Cost	**$587,323**

JEO Consulting Group Inc.'s (JEO) Opinions of Probable Cost provided for herein are to be made on the basis of JEO's experience and qualifications and represent JEO's best judgment. However, since JEO has no control over the cost of labor, materials, equipment, or services furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, JEO cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from Opinions of Probable Cost prepared by JEO.

Appendix D: New Supply Well Cost Estimate

ENGINEER'S CONCEPTUAL OPINION OF PROBABLE COST					
Golf Course Irrigation Improvements					
Carroll, IA			*Date Prepared:*		
JEO Project No. 220309.00			*August 31, 2022*		
ESTIMATE OF QUANTITIES					
Item #	**Description**	**Unit**	**Quantity**	**Unit Price**	**Total**
Alternative No. 4 Install a New Supply Well					
1.	Mobilization	LS	1	$15,000.00	$15,000
2.	Bonding and Insurance	LS	1	$5,000.00	$5,000
3.	Site Grading	LS	1	$10,000.00	$10,000
4.	Seeding, Fertilizer and Mulch	LS	1	$2,000.00	$2,000
5.	Drill 24" Bore Hole	VF	236	$200.00	$47,200
6.	12" SS Screen (20 Slot)	VF	20	$500.00	$10,000
7.	12" PVC Casing	LF	191	$150.00	$28,650
8.	Gravel Pack	VF	28	$500.00	$14,000
9.	Step Drawdown and Constant Rate Pump Testing	HOUR	12	$200.00	$2,400
10.	Well TV Inspection	LS	1	$2,100.00	$2,100
11.	Submersible Pump, Motor, Drop Pipe, Check Valve, etc., Complete	LS	1	$40,000.00	$40,000
12.	Electrical/Controls/Alarms	LS	1	$40,000.00	$40,000
13.	6" PVC Water Main, DR 18	LF	120	$65.00	$7,800
14.	Valves, Misc Fittings	LS	1	$5,000.00	$5,000
			Construction Subtotal	Base Bid	$229,150
			Contingency	20%	$45,830
				Total Opinion of Construction Cost	**$274,980**
PROFESSIONAL SERVICES					
1.	Overhead (Engineering, Survey, Architecture,Legal, Fiscal, Etc.)			25%	$57,288
				Subtotal	$57,288
				Total Opinion of Project Cost	**$332,268**

JEO Consulting Group Inc.'s (JEO) Opinions of Probable Cost provided for herein are to be made on the basis of JEO's experience and qualifications and represent JEO's best judgement. However, since JEO has no control over the cost of labor, materials, equipment, or services furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, JEO cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from Opinions of Probable Cost prepared by JEO.

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BUDGET PROPOSAL
Variable Speed Pump Station

Date: 8/31/22
To: Carroll GC
Location: Carroll, IA

Project: Carroll GC
Quotation: MCI08312022CAR
Quoted by: CD

Requirements: 1000 GPM at 110 PSI at station discharge

Supply Power: 460/3/60

Pump set: 19'-8" (Unconfirmed)
Wet well Depth: 20'-8" (Unconfirmed)
Wet well Size: 60" (Unconfirmed)

PROPOSAL SCOPE

1 Ea. MCI UL Listed QCZJ Packaged Pump Station
Part Number PPS-N-VT2-1000-110-DV-P-48-3-6

UL Listed Pump Station complete with skid, sch40 steel manifolds, isolation valves, vertical turbine pumps/motors, check valves and discharge flow meter. Standard MPC controls with dual VFD drives. Built under ISO9001:2015 certification.

MPC Standard Controls

- UL 508a Listed Control Panel
- Short Circuit Current Rating 100 ka
- NEMA 3R Enclosure
  - 3 Point Latch
  - Carbon Steel w/ Powder Coat Finish
- UL Listed heat exchanger
- 200-amp Main Fused Disconnect
- Type 1 Surge Protection w/status indicators
- Incoming Line Phase Monitor w/primary fusing
- PM Pump 5 HP
  - Class J fuses/block per contactor
  - AB Contactor w/1 AB SS OL per motor
- 2 Ea. Main Pump 50 HP
  - 2 Ea. 50HP Variable Frequency Drive w/high speed JKS fuse protection
    - 3 ½% DC Input Link Reactor
    - Door Mounted Keypad

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        - 50 HP 6 Year Warranty on VFD which includes coverage against damages from momentary line or load anomalies such as lightning strikes.
- AB Compactlogix PLC Platform
- AB 10" Panelview +7 Color HMI
- Inhand Network Switch with Modem
- AB DC Power Supply
- AB "Full Size" 30 mm N4 Door Devices
    - Green Illuminated Switch per pump
    - System Switches: System Control, Low Discharge, VSD Bypass, PLC Bypass, Speed Pot and Red Illuminated Fault Push Button
- GFCI Outlet
- Control Power Transformer w/primary/secondary fusing
- Flow Signal Input: Pulse
- Lake Level Controls
    - HOA Selector Switch
    - PNR & Probes
- Fertigation Relay
- Safeties:
    - Low level shutdown
    - Low discharge pressure shutdown
    - High discharge pressure shutdown w/auto restart
    - VSD fault with auto restart
    - Phase Failure, Imbalance and low voltage protection
- Operation Features
    - Lamp Test Function
    - Automatic alternation of pumps based on least run time
    - Intelligent Slow Ramp feature for automatic line fill
- 10" Color Touch screen interface
    - 3 Year Flow Total Logging Day/Week/Month/Year
    - Pump Run Times
    - Event Log
    - Flow and Station Trending
    - Assignable I/O
- **MPC Remote Cell Monitoring w/1 Year Activation**
- **<u>Remote pump station disable feature from any smart device or PC</u>**
- **Factory support remote access to PLC/HMI and VFD for programming and troubleshooting**
- **nSite, MCI's Cloud Based Solution NO SUBSCRIPTION FEE**
    - Scheduled monthly email with flow report in Excel format
    - Access to one full year of pressure, flow, alarms and event data
- **nAlert**
    - Manage maintenance due dates for all aspects of maintenance on your pumping station.
    - Warning light, display message and email alert when due.

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- Monitor and report irregular operation of irrigation system, pump system and filter system.

Instrumentation

- SS Panel Mounted Pressure Transducer 0-250 PSIG
- DI220B Flow sensor
- 4" Pipe Mounted Pressure Gauge/s w/316SS isolation ball valve

Pumps

- 2 Ea. 50 HP Vertical Turbine Pumps, **(85% Efficiency)**, 19'-8" Pump Length (Unconfirmed), each rated for 500 GPM @ 277'TDH including station losses. To include;
  - Cast Iron Bowls w/316 Investment cast SS Impellers
  - 416SS Stainless Steel Shafting
  - 416SS Impeller collets
  - Water lubricated line shaft bearings with maximum 5 ft. spacing
  - **MCI custom leak less packing system designed to prevent water from leaking on the pump skid.**
  - MCI Fusion Bonded Epoxy coated internal/external Fabricated Steel Discharge Heads
  - Threaded Carbon Steel Column pipe, Standard wall thickness, 5' ft. sections.
  - Stainless Steel Pump Strainer
  - 50 HP, 1800 RPM, 460/3/60, premium efficient, Vertical Hollow Shaft Motors with motor space heaters and non-reverse ratchets.
- 1 Ea., PM, 5 HP Submersible SS Pump & Motor. With 2" Fusion Bonded Epoxy Coated pump head and 304SS discharge threaded column pipe.

Isolation Valves

- 6" Station Discharge isolation butterfly valve gear operator, 316SS disc and EPDM elastomers, fusion bonded body, rated for 250PSI.
- 2" and 6" Grooved Pump Isolation Valves with lever actuator.
- 2" and 6" Pump silent wafer check valves coated with fusion bonded epoxy and SS disc.
- 316SS threaded ball valves, 1.5" and below

Relief Valves Standard Fusion Bonded Epoxy Inside/Out w/ Bronze Trim

- Cla-Val 50-01 3" Station pressure relief valve with bronze trim, piped to wet well with discharge isolation butterfly valve w/lever operator, SS disc and EPDM elastomers, fusion bonded body.

Skid

- 6" Structural skid system
- Integral Wet Well Access Hatch(s)
- Steel Grit blasting to SSPC-10 of station structural steel.
- Poly Powder coated non-skid paint system

Piping

- Steel Grit blasting to SSPC-6 of station piping.
- NSF61 fusion bonded epoxy powder coating of all piping 2" and above internal and externally.

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- Piping 2" and below to be 304SS
- Hose Bibb connection

On Site set supervision, Start up and training not included in pricing.

PRICE: $152,325.00 includes freight to site

Pricing does NOT include any installation, crane charges, taxes unless otherwise noted.

FOB: Dallas, Texas
Lead Time: 18-22 weeks following approved drawings
4-6 weeks for approval drawings

MCI Flowtronex reserves the right to substitute alternate products for any named brand products based on availability.

Optional Adders (Not included in price):

Cell Connect for Single Pump Station Connection to Irrigation Central $2,800.00

Self-cleaning Lake Screen $1,490.00

- SCS8 self-cleaning lake screen rated for 1150gpm requiring 32gpm backwash, 60 min backwash pressure and 1.5" supply line. (Includes solenoid, 120Vac flush valve with in-line wye strainer, pressure reducing valve and isolation ball valve.)

Transition-Pipe $1,280.00

- 6" Flanged X 10" PE Discharge transition pipe with 90-degree elbows and swivel

Mag Meter $3,482.00

- 6" Magnetic Flowmeter with local access display, flanged connections, ebonite liner and an accuracy of .4% of indicated value)

Additional Warranty items

- **Warranty Includes crane if needed**
- **6-year warranty on Variable frequency drive (Includes lightning damage coverage and labor to replace)**
- **6 Year Warranty on ALL COMPONENTS IN ELECTRICAL PANEL, Inclusive of power related damage such as lightning. Includes parts only.**
- **2-year warranty on Station**

TERMS AND CONDITIONS OF SALE

All sales by and purchases from MOTOR CONTROLS INC.., (Seller) are governed by the following terms and conditions:

1. **All purchases and credits occurring after the closing date of a month will appear on the periodic statement for the next month. Payment shall be made to the Seller in U.S. currency at its offices in Dallas, Dallas County, Texas.**
2. **All purchase orders are subject to acceptance at Motor Controls Inc, Dallas, Texas. The following terms shall govern unless superseded by revised terms in the proposal body. Receipt of Production deposit**

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verification of acceptable credit and confirmation of design are required before production. On domestic orders deposit is required to initiate the order with the deposit due upon receipt. Deposit required to be determined based on credit analysis. For international orders, either an Irrevocable Letter of Credit (ILC) drawn on a U.S. Bank, with all costs of the ILC borne by the purchaser, is required for the full amount of purchase at time of order, or cash in advance.

3. In all cases if customer is unable to accept delivery once fabrication, assembly and testing are completed at the factory MCI shall invoice the total balance due. Customer shall agree to coordinate with MCI for storage arrangements and/or additional storage charges as deemed appropriate and necessary.
4. Late fee of 1.5% per month will be added to any balance due after thirty (30) days from the date of invoice. All payments and/or credits are applied to the outstanding balance before computing a finance charge.
5. All Orders shall be F.O.B. Dallas, Texas.
6. City, State, and local taxes are excluded from the contract price unless otherwise noted. Sales tax will be invoiced on the contract price unless written exemption is provided.
7. Prices valid for 15 days from date of proposal unless otherwise noted.
8. Orders regularly entered, whether verbal or written, can only be cancelled in writing by the Buyer upon terms that will compensate the Seller against loss. Any additional paperwork furnished at the Buyer's request, such as sketches, drawings and specification sheets will be charged at Seller's cost.
9. Any claim for defects, damages or shortages of an order delivered must be made by the Buyer in writing and delivered to Seller within a period of ten (10) days after delivery. Failure to make such claim within the specified time constitutes an acceptance and admission that the order fully complies with the terms, conditions and specifications required. The Seller's liability shall be limited to the stated selling price of any defective goods and shall in no event include special or consequential damages, including profits (or profits lost) or loss of use. Seller shall not be liable to buyer or any other person for any liability, loss, or damage caused or alleged to be caused, directly or indirectly, by the pumping package. Seller makes no warranty, whether express or implied, with respect to fitness for a particular purpose or merchantability of the pumping package or component
10. The Buyer bears the risk of loss of or damage to or destruction of the goods from the time of delivery. The Seller retains title to the goods until the Buyer pays the entire purchase price as specified plus any interest thereon. If requested by Seller, Buyer shall execute a security agreement and financing statement evidencing Seller's security interest in the goods delivered to Buyer
11. If the credit of Buyer in the judgment of the Seller becomes impaired at any time, the Seller has the right to require payment in advance before making further shipments, and to demand immediate performance of the Buyer of all obligations imposed upon him by this agreement.
12. If there is any breach of or default under this agreement and if the same is placed in the hands of an attorney for collection, or if collected by lawsuit or through the probate or bankruptcy court, or if any action of foreclosure be had hereunder, Buyer shall be liable for reasonable attorney's fees incurred by the Seller. In the event of default by Buyer, Seller may immediately proceed to enforce payment of Buyer's obligation and exercise all the rights and remedies provided by the Business and Commerce Code of the State of Texas, or the Uniform Commercial Code, as well as any other rights and remedies afforded to Seller by law. Should Buyer be in default, Seller may require Buyer to return all goods previously delivered to Buyer by Seller, and any subsequent expenses for retaking, holding, preparing for sale, and reselling of such goods shall be at Buyer's expense. Funds realized from such resale shall be credited to Buyer's unpaid account.
13. The Seller, or any credit bureau or investigating agency employed by the Seller, is hereby authorized to investigate the references herein listed or statements or other data obtained from the Buyer or from any other persons pertaining to the Buyer's credit or financial responsibility. The Buyer has read and understands the foregoing terms and conditions of this application for credit and has signed the same as an indication of intent to enter into an agreement with Seller for the future purchase of goods and services from time to time. The Buyer also understands that upon acceptance of this application by the Seller, this document constitutes an agreement between the Buyer and the Seller for payment of debts owed to the Seller in return for the delivery of goods ordered or performance of services requested by Buyer.
14. The terms herein contained shall be governed by the statutes of the State of Texas, and specifically the Business and Commerce Code of the State of Texas and the Uniform Commercial Code. In the event that

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any account owing by Buyer to Seller becomes delinquent, and legal proceedings are instituted for collection of said account or indebtedness, such legal proceedings may be instituted and prosecuted against Buyer and its guarantors, if any, in any Court in Dallas County, Texas, and the undersigned expressly agrees that venue for such proceeding shall be in Dallas County, Texas, even if the principal offices of the Buyer are located in another county within this state or outside of this state.

15. **SELLER DISCLAIMS ANY WARRANTIES, EXPRESS OR IMPLIED, REGARDING THE MERCHANTABILITY OF THE GOODS DELIVERED TO BUYER NOR THE FITNESS OF SUCH GOODS FOR A PARTICULAR USE UNLESS A WRITTEN WARRANTY IS GIVEN TO BUYER BY SELLER AT TIME OF DELIVERY.**
16. **Seller warrants that the water pumping system or components will be free of defects in Materials and workmanship for 2 years from date of authorized start-up but not later than 27 months from date of invoice**;

    Provided that all installation and operation responsibilities have been properly performed and documented. Seller will provide a replacement part or component during the warranty life. Repairs done at Seller expense must be pre-authorized. Upon request, Seller will provide advice for troubleshooting the system.

    This proposal contains equipment that may require costly means to remove or replace based on site conditions. Seller will not accept liability for costs associated with the removal or replacement of equipment in difficult to access locations. This includes but is not limited to the use of diving services, barges, helicopters, or other unusual requirements.

    Default of any agreement with Seller or;
    a. **The misuse, abuse of the pumping package outside its intended use.**
    b. **Failure to perform required maintenance service.**
    c. **Pumping water not suitable for irrigation.**
    d. **Exposure to electrolysis erosion.**
    e. **Water salinity in excess of 2000 parts per million.**
    f. **Water from a reverse osmosis plant without countermeasures in place.**
    g. **Water with a Langelier Index less than -0.5 and greater than +1.5**
    h. **Presence of destructive gaseous or chemical solutions in our around the packaged system.**
17. **The terms contained herein may be modified only by written agreement signed by Buyer and an officer of Seller, MOTOR CONTROLS INC.**

Is this sale Taxable? (Circle one) YES NO

(If non-taxable please provide tax exempt certificate for the "ship-to" state)
****Please fill out fields below and return all pages.****

Date: _____Total Purchase Amount:_____

Buyers Name:_____

Buyers Signature:_____

Email order confirmation to: _____

Requested ship date:_____

Deliver to: _____

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Delivery address:_____

City_____ **State**_____ **Zip**_____

Delivery contact name:_____

Delivery contact number: _____

Delivery contact email:_____

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Cell Modem Acknowledgement

MCI Flowtronex provides a state-of-the-art cell communication service designed to give the user premium functionality from anywhere that has an internet connection.
Our Remote Cell Monitoring Package includes the following features:

- The ability to provide a remote connection utilizing any smart phone, tablet, or PC that is capable of connection to the internet.
- nSite allows for flow report totals to be automatically emailed to the user once a month in an easy to use excel format.
- If the pump station has multiple flow zones the system will display flow totals for each zone in different tabs for more simple navigation.
- Remote management of the pump station includes performance tuning to each individual system's needs to further improve efficiency and reliability of our product.
- nAlert will send prompt notifications about maintenance due dates for all aspects on the pumping station along with alarm alerts.
- Free critical software updates to ensure you are getting the latest features and security.
- This agreement while in effect includes remote factory support at no additional cost to assist with the operation, troubleshooting, and tuning of the control system. This service often eliminates unnecessary service calls.
- Allows our support staff to access and troubleshoot 24/7 with full access to HMI, PLC and VFD from the MCI offices.
- Remote Training opportunities for new staff or refresher for existing staff.

These benefits are offered to you if the cell package is active. Your pump station incudes one year of cell connection unless otherwise indicated. You will be invoiced for renewal 30 days prior to the end of your term. Invoice are net 30 days. Service shall be terminated for non-payment. If you chose to not renew, please notify MCI Flowtronex. If service is terminated for any reason a reconnection fee of $375 shall apply plus any un-paid balance. Cell communication is only available for intended use. Un-authorized connections are subject to additional charges.

Responsible Party Billing Information

Bill to Company: _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Contact Name: _____

Accounting Contact Name: _____

Phone: _____

Email: _____

***Signature*:** _____

Customer Email Address for VPN Token:_____

By signing above, I the signee, am acknowledging all the above information and understand that I will be billed after the end of the original terms of service then every 12 months.

Contact MCI To Pay by Credit Card

LEIBOLD IRRIGATION, INC.

Phone 815-747-6024
Fax 815-747-6103

18950 County Highway 5 West
East Dubuque, IL 61025

June 13th, 2022

Mr. Scott Haakenson
Superintendent
Carroll Municipal Golf Course
2266 N West St
Carroll, IA 51401

New Pump Station Quote

Thank you for allowing Leibold Irrigation the opportunity to provide you with the following quote for the installation of a new 1000 gpm Watertronics Pump Station (specification attached below).

Included in this cost:

- Removal of old station from existing structure. Includes equipment/crane needed. This is assuming the station will need to be removed prior to station delivery in order to complete building structure issues.
- Acceptance of delivery of station upon arrival, off-loading, and transport to installation location.
- Set of new station, pumps, motors and panel.
- Includes equipment/crane needed to set station.
- Watertronics 1000 gpm station and controls listed below
- Installation of new mainline connection from the new pump station to irrigation system. *We highly recommend replacing the current aged steel drop pipe connecting to the 10" mainline of the irrigation system. *

Not included:

- Permits and fees if required
- Electrical disconnection of main 460 volt power to existing station for removal
- Electrical connection of main 460 volt power to new station
- Building modification to allow removal and installation of new station. ie. Installation of garage door on the east side of the existing structure or removal of roof.
- Concrete leveling of the current concrete pad to be leveled with the top of the wet well. This needs to be addressed before the new station can be installed.

Total for Pump Station and Installation - **$177,197**

**no sales tax assumed, tax exempt certificate will be needed before performing work.*
**no bid bond included in pricing*

***PRICE GOOD FOR 30 days**

***Option for Composite Enclosure to encompass pump station* - $62,042 additional**
This could be a good option if the current building is removed and a new concrete pad is poured. The pump station and enclosure could be installed on the new concrete pad without having to build a new building. There would be some additional electrical work needed and would be the responsibility of the golf course. Specifications and coordination with the electrical contractor will be provided upon request. See attached literature on these composite enclosures.

WATERTRONICS

COMPOSITE ENCLOSURES

- NON-CORROSIVE, SOUND ATTENUATING COMPOSITE MATERIAL
- SECURE EQUIPMENT PROTECTION
- SUPERIOR IMPACT RESISTANCE

Watertronics Specs attached to email

Please feel free to reach out with any questions or concerns.

Troy Tietjens
Leibold Irrigation, Inc.
Cell 563-213-0011
ttietjens@li-inc.com

To accept this proposal, please sign and date below and return with ***50% deposit*** to Leibold Irrigation Inc, 18950 County Hwy 5 W, East Dubuque, IL 61025

_____ _____ _____

Rain Bird Corporation
6991 East Southpoint Drive
Tucson, AZ 85756
Email: pumps@rainbird.com

PUMP STATION QUOTE

Quote #: GVT050521 401B

Project Information			
Job Name:	**Carroll Municipal GC**	Date:	**8/18/2022**
Job Country:	**USA**	Distributor Name:	**Turfwerks**
Job State/Province:	**IA**	Distributor Contact:	**Brian Freeman**
Job City:	**Carroll Municipal GC**	Dist. Contact Email:	bfreeman@turfwerks.com
Rain Bird Rep.:	**Greg Rounds**	Dist. Contact Phone:	**913-530-3903**

Station Details			
Pump Platform:	**T2L050N0N00058SFX8**	Power Requirement:	**480/3/60**
Station Type:	**Vertical Turbine In Wet Well**	Max Flow Rate (GPM)	**1000**
Low water level from slab:	**Verify**	Discharge Pressure (PSI)	**120**
Water Source:	**Irrigation Pond**	Main Disconnect Switch:	**200**
Water Quality:	**Average**	Full Load Amps:	**148**

Site Conditions			
Wet well diameter (area):	**60"**	Site Elevation:	**1270'**
Low water level:	**10'**	Intake Flume Dia:	**TBD**
Pump set:	**20.5'**	Discharge Pipe Dia.:	**6"**
Wet Well Depth:	**21.5'**	Slab Dimensions:	**TBD**

Pump Station Pricing

Base Price:	**$147,700**	The GRAND TOTAL includes the base pump station price, the total price of all selected options, one day of Authorized Service Provider start-up and training assistance, freight to the job site.
Option Pricing:	**$28,143**	
Freight:	**Included**	
ASP Startup/Set Assistance :	**$2,500**	
GRAND TOTAL:	**$178,343**	

Prices valid for thirty (30) days from the date of this proposal.

Lead Time to Shipment

16-18 Weeks	From receipt of all documents below: Purchase Order Signed Quote Signed Approval Drawing	Pump Stations are included in Rain Bird's Pump Station Professional Customer Satisfaction Policy.

All reasonable efforts will be made to meet the requested shipment date after the receipt of a signed contract however, Rain Bird Corporation will not be liable for delays in shipment or delivery.

Pump Station Details

Main Pumps

Quantity	*Type*		*Description*
2	**50**	HP MOTOR	**Premium Efficiency** vertical main motors: Weather Protected Type I (WP1), Inverter ready insulation, precision balanced, high thrust bearing, non-reversing ratchets, motor space heaters, 4-Pole/1800RPM, 1.15 SF. 3-year manufacturer's and Rain Bird warranty
2		PUMP	Vertical turbine main pumps: Low vibration, corrosion resistant, high efficiency ductile iron discharge heads with 416SS line shafts, threaded steel column pipe, high pressure packing seals, **316SS** impellers, and galvanized steel basket strainers.

Pressure Maintenance Pump

Quantity	*Type*		*Description*
1	**5**	HP MOTOR	Submersible pressure maintenance motor 2-Pole/3600RPM, 1.15SF, operating in accordance with NEMA MG-1 and MG-2
1		PUMP	Vertical submersible pressure maintenance pump with stainless steel construction of vital pump components

All main pump motors are VFD or full voltage started. Main motors will auto alternate on start up to equalize run time.
Pressure maintenance pump to be full voltage started only.

System Details

This quote is for a UL Listed prepackaged variable speed vertical turbine pumping station built with custom fabricated steel piping, valves, industrial control panel, and supporting structural steel skid. The manifolds, pipes, and structural skid are to be powder coated green for maximum corrosion and impact protection. The controls shall be mounted inside a UL Listed and NEMA rated industrial control cabinet.

Mechanical System

Description

- Variable Frequency Drive [VFD]
- Programmable Logic Controller [PLC]
- Color touchscreen operator interface [HMI]
- Circuit breaker motor protection
- Dual mechanically and electrically interlocked contactors for main pump motors
- NEMA 4 electrical enclosure with interior panel light
- Heat Exchanger for closed loop cooling of the electrical enclosure
- Pressure relief valve with butterfly isolation valve
- ANSI lugged station discharge isolation valve
- Individual pump silent check valves and isolation valves
- Flow meter spool with paddle wheel flow meter, fertigation run relay, and optical isolator
- Stainless Steel Pressure Transducer
- Low water level safety float switch to protect against loss of prime
- Individual pump air release valve
- Hose bib connection for wash down
- Integral wet well service hatch
- Liquid filled discharge pressure gauge
- All decks, manifolds, internal and external piping - steel grit blasted to white metal condition and polyester powder coated for maximum corrosion protection. Skid also treated with fusion bonded zinc epoxy primer

Control System

Description

- Automatic alternation of main motors to equalize run time
- Automatic pressure ramp-up capability
- Electrical overload shutdown safety
- VFD fault shutdown
- Automatic system diagnostic utility
- Automatic low water level shutdown safety
- Individual pump lighted HOA switches
- High pressure and low pressure discharge safeties
- Main power line phase monitoring
- Single phase and three phase surge protection safeties
- Pump Manager 2 remote control and monitoring software compatible with Smart Pump™ (Requires Ethernet modems for communication).

Pump Station Options

Mechanical Options

Quantity / Type	Cost	Options
1	$4,969	Magnetic flow meter upgrade
1	$2,483	5 kw Station Heater (provides protection for normal low outside temperatures)

Control Options

Quantity / Type	Cost	Options
1	$10,291	VFD per main pump
1	$4,835	Communication Package with Cellular Modem kit and 1-year data plan with GSP – Rain Bird to supply preconfigured equipment and start up assistance. Customer to verify adequate cellular signal at pump house.
1	$1,649	Lake level control circuit: Analog submersible transducer

Filtration Options

Quantity / Type	Cost	Options
1	$3,916	8" auto-flush wye strainer with 1/8 in. perforated screen

Pump Station Professional Customer Satisfaction Policy and Telephone Technical Support Plans

Quantity / Type	Cost	Options
3 Years	Included	Rain Bird guarantees that its pump station will be free of manufacturer defects for three years from the date of start-up but not beyond forty months from the date of purchase by the original customer with a copy of the seller's invoice required for coverage under this Policy. Labor costs associated with repair or replacement of parts will be covered for no more than one year from date of start-up. Refer to the Rain Bird Pump Station Professional Customer Satisfaction Policy Terms and Conditions for details.

Electrical Power Notice

Confirm electrical service (Voltage, Phase, and FLA) on your site matches what is specified in this quote. Electrical changes after an order is placed are expensive and can delay a project. An engineering service charge of $750 will be assessed to provide technical support. In addition, the customer will be responsible for all parts, labor, and travel to change electrical power required on a station.

Shipment, Delivery, and Set-Up

- All reasonable efforts will be made to meet the requested shipment date after the receipt of a signed contract however, Rain Bird Corporation will not be liable for delays in shipment and delivery.
- **Freight is included in this quote**
- Customer will be responsible for having job site readily accessible for station delivery via flat bed truck.
- Customer will provide the equipment and personnel required to unload and/or set the pump station.
- **Station Set-up assistance charges are included in this quote**
- Customer will be responsible for electrical permit if required.
- Customer will be responsible for primary electrical hookup to pump station.
- Customer will be responsible for making all piping connections.
- Customer will be responsible for building modifications (roof removal & installation) if required.
- Customer will be responsible for wet well, slab and concrete work.
- **To maintain the Pump Station Professional Customer Satisfaction Policy, set-up must be performed by a Rain Bird Authorized Service Provider**

Start-Up

- **Start-up charges include one day on site.** Start-up assistance includes one man-day (8 hours) from the nearest Rain Bird Authorized Service Provider to start the pump station and verify proper functionality.
- Any additional support (including excessive travel) shall be remunerated by customer.
- Purchaser will notify Rain Bird 21 days in advance of the desired start-up date.
- Purchaser will be billed an additional $950.00 if the startup date is changed with less than two days advance notice.

Payment Terms and Banking Notes

- Due net 10th prox., past due thereafter.
- Interest of 10% per annum is charged on overdue accounts and interest charges will be enforced.
- In the event the customer cannot take delivery on the requested date, delivery shall be deemed completed at the pump station manufacturing facility for the purpose of payment and eighty (80) percent of the contract price will be due immediately, not to exceed ten (10) days. In addition, the customer will be responsible for additional storage and handling charges incurred with a minimum charge of $750 to be added to the invoice.
- All purchase orders are subject to acceptance at the factory in Tucson, Arizona. Receipt of production deposit, verification of acceptable credit and confirmation of order are required before production. On orders of $100,000 or less, a 25% production deposit is required to initiate the order with a balance due net 10 days from date of final invoice. On order greater than $100,000, a 50% production deposit is required and balance is due net 10 days from date of final invoice.

Other Information

- Prices valid for thirty (30) days from the date of this proposal.
- State and local sales taxes are not included in these prices.
- Seller retains a security interest in the above mentioned equipment as provided by the UNIFORM COMMERCIAL CODE, until payment is received in full.
- All claims for shortages or incorrect deliveries must be submitted in writing to Rain Bird Customer Service within 15 days after receipt of goods.
- Pump Stations are considered a Special Order product. A completed Pump Station unit may not be returned to Rain Bird for credit. Order cancellations are subject to fees of up to 100% of the total pump station order price depending on the time of cancellation.
- Rain Bird's warranty does not cover damage caused by or resulting from misapplication, abuse or failure to conduct routine maintenance or winterization. Damage caused by freezing temperatures below 32°F will not be covered under warranty regardless of whether or not an environmental package or heater is installed.
- This pump station is custom designed to operate within the stated minimum and maximum flow rates. Operating this pump station outside of the stated design parameters violates any warranty stated or implied. Rain Bird only guarantees performance within design specification as listed on this quote only.
- This pump station is designed with standard construction materials, and is intended for fresh water pumping only. Using this pump station to pump aggressive/corrosive liquids, salty water, reverse osmosis water, deionized water, etc. voids any stated or implied warranty as well as Rain Bird's Pump Station Professional Customer Satisfaction Policy.
- During the duration of the Pump Station Professional Customer Satisfaction Policy, customer may be billed for on-site service or spare parts required to repair system or component failures resulting from lightning strikes, electrical surge, operator error, inadequate maintenance or other site anomalies.
- This Rain Bird Pump Station Quotation document is complete, and the pumping station will be manufactured as described in this quote only. No additional equipment or services will be provided that are not specifically listed in this quote. Manufacturing methods, materials, and processes are per Rain Bird’s Pump Station Specification document, and is the only governing design specification, unless where otherwise listed in this quote. Please reference Rain Bird’s Pump Station Specification for all design, manufacturing, and engineering clarifications to this quote
- Rain Bird's Pump Station Professional Customer Satisfaction Policy is available upon request.

Acceptance

I/We hereby agree that in the event of default in the payment of any amount due, and if this account is placed in the hands of an attorney or agency for collection or legal action, to pay an additional charge equal to the costs of collection including agency, private process servers fees and reasonable attorney's fees, court costs incurred and any other costs of collection permitted by the laws governing these transactions. A charge up to 1.5% per month (or maximum allowable under law) which is ANNUAL PERCENTAGE RATE OF 18% will be added to any balance due after thirty (30) days from the date of invoice. All payments and/or credits are applied to the outstanding balance before computing a finance charge.

Quote Summary

Job Name:	**Carroll Municipal GC**
Quote Number:	**GVT050521401B**
Total Price:	**$178,343**
Lead Time:	**16-18 Weeks**

Accepted By

Company Name: _____

Signed By: _____

Print Name: _____

Date: _____

End User Name: _____

Address and contact info: _____

TurfWerks
PARTNERS IN GROWTH

RAIN BIRD

5225 NW Beaver Drive
Johnston, IA 50131
Toll Free: 877-544-8102
Fax: 515-270-0117

Carroll Municipal

7/28/2022

Rotor Replacement

DATE	SALESMAN	P.O.#	SHIP VIA	TERMS
7/28/2022	Ben Summers			NET 30

ITEM #	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
	CENTRAL CONTROL				
001351	2 YR GSP EXTENSION	1	EA.	5625.00	5625.00
PROGRAMMING	DATABASE PROGRAMMING	2	EA.	1000.00	2000.00
	DECODER/IC EQUIPMENT				
HS1000	ICSD	35	EA.	53.91	1886.85
	CENTRAL INTERFACES				
HS6020	ICI +	1	EA.	12015.66	12015.66
	RAINBIRD GOLF SPRINKLERS				
A900IC	ROTOR FC VIH-E IC	412	EA.	382.97	157783.64
A950IC	ROTOR PC VIH-E IC	41	EA.	398.80	16350.80
	WIRE				
20235	KING DBRY600	1000	EA.	1.10	1100.00

TERMS AND CONDITIONS:

***Prices do not include any applicable shipping charges or sales tax unless stated.**
***All additional materials ordered after original shipment will be subject to freight charges. All returns are subject to freight charges.**
***All returns are subject to restocking fee's. Those fee's will be determined by each vendor (25%). All returns must be in like new condition.**
***Pipe Prices Guaranteed 14 days from quote date**
***Wire Prices Guaranteed 14 days from qutoe date**
***All other Prices Guaranteed for 30 days from 7/28/2022**
***Materials after the guarantee date will be subject to price increases.**
***This estimate is provided for Customer convenience. Turfwerks does not guarantee any materials quanties for projects. You should compare these quantities to your own.**

SUBTOTAL	$	196,761.95
FREIGHT EST		
MISC		
TOTAL	$	196,761.95

MATERIALS SUBTOTAL * **$ 196,761.95**

City of Carroll

627 N. Adams Street Carroll, Iowa 51401 (712) 792-1000 FAX: (712) 792-0139

MEMO TO: Jeff Cayler, Interim City Manager

FROM: Randall M. Krauel, Director of Public Works RMK

DATE: December 7, 2022

SUBJECT: Downtown Streetscape Phase 11 Concept Plan

Downtown Streetscape Phase 11 is the last phase of the revised Corridor of Commerce Master Plan originally prepared in 2003. Phase 11 is proposed to include the following roadway segments:

U.S. Hwy 30: U.S. Hwy 71 to West Street
U.S. Hwy 30: Clark Street to Grant Road

The current very preliminary estimated cost of Phase 11 is as follows:

Design	$118,775.00
Construction	$1,600,000.00
Total – Estimated	$1,718,775.00

The previous Phases have been financed primarily with Tax Increment Financing from the project area. Phase 11 is proposed to continue that method of financing anticipated to be as follows:

WUF/TIF, F.Y. 18-19	$118,900.00
SUF/TIF, F.Y. 22-23	$1,000,000.00
SUF/TIF, F.Y. 24-25	$600,000.00
Total – Estimated	$1,718,900.00

The current Capital Improvement Plan for F.Y. 23-F.Y. 27 includes construction of Phase 11 in F.Y. 24. The 2022 Leadership – Goal Setting – Strategic Planning Work Session Executive Summary includes Continue Streetscape of Phase XI. F.Y. 25 in The City's Goals Program for Calendar Year 2023.

In addition to detailing the proposed streetscape improvements included in the 2003 Corridor of Commerce Master Plan, Phase 11 incorporates mobility and image elements identified by the community survey included in the Corridor of Commerce Plan 2.0. Mobility elements include completion of sidewalks where gaps currently exist and improving the condition of existing sidewalks. Image elements include lighting.

On October 22, 2018, a Design Services Agreement was entered into with Confluence for Design Development, Construction Documents, Plans and Specifications and Letting Service for Phase 11. Jim Host with Confluence will be present at the December 12, 2022, City Council Meeting to review the Phase 11 Concept Plan.

RECOMMENDATION: Mayor and City Council review of the Downtown Streetscape Phase 11 Concept Plan and consideration of direction to proceed with project development for construction in F.Y. 25.

RMK:ds

City of Carroll

627 N. Adams Street Carroll, Iowa 51401 (712) 792-1000 FAX: (712) 792-0139

MEMO TO: The Honorable Mayor and City Council

FROM: Jeff Cayler, Interim City Manager

DATE: December 8, 2022

SUBJECT: Classification and Compensation Study

Several months ago, the City Council contracted with GovHR to conduct a Classification and Compensation Study. The last similar study was completed in 1994.

The primary focus of this study was to:

- Identify comparable communities in Iowa and collect compensation data
- Job evaluation - Analysis and Establishment of a Classification Plan
- Salary and benefit survey

Based on the information collected, the attached report was drafted. The first draft of this report was distributed to elected officials and all department heads for their review. Following this review, a few minor grammatical and information errors were corrected. This report contains a very large amount of information that will need to be reviewed and evaluated. The department heads and I have met a number of times already to apply local knowledge of the duties and responsibilities of the various job classifications. Information will be presented at a future City Council meeting with proposals and an implementation strategy.

RECOMMENDATION: Council vote to receive the Classification and Compensation Study as prepared by GovHR.

CITY OF CARROLL, IOWA

CLASSIFICATION AND COMPENSATION STUDY

FINAL REPORT

DECEMBER 2022

GovHR USA
GovTemps USA

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I. INTRODUCTION

GovHR USA, LLC (GovHR) is pleased to have had the opportunity to work with the City of Carroll on this Classification and Compensation Study. Human resource management is a significant concern as governmental services continue to increase in cost and complexity, and the resources to fund local governments are constrained. Day-to-day operations present challenging administrative problems in planning, organizing, and directing human resource functions in order to achieve maximum efficiency and effectiveness in the delivery of municipal services. A properly developed and administered Classification and Compensation Plan forms the foundation for meeting these challenges. It helps to ensure that the City can not only recruit the best and brightest employees but can also retain those employees, even in a competitive marketplace. By retaining qualified, experienced employees the City avoids the costs of re-recruitments and lost productivity, while maximizing the benefits of the investments it has made in employees and the institutional and community knowledge acquired by those employees over their tenures.

GovHR understands the high expectations that have been established in Carroll for service delivery and competitiveness in recruiting and retaining excellent employees. These factors have been taken into consideration in the analysis and reflected in the Study results.

A. Scope of Work

The scope of work called for GovHR to carry out the following:

Job Evaluation Analysis and Job Classification System

Below is a list of tasks included in this component of the Study (listed in the order that the work was performed):

- **Study preparation and project meetings**. Met with City Administration to discuss Study methods and expectations, and to review the current Classification and Compensation Plan and organizational structure. Determined problem areas, answered questions, and reviewed the scope and schedule of work.
- **Material distribution**. Prepared a memorandum of explanation, which was distributed to employees. Held meetings with employees to discuss the Job Analysis Questionnaire (JAQ) and to explain the scope and purpose of the Study. Employees were allowed about ten (10) days to complete the questionnaire. The completed questionnaires were then reviewed by each employee's Supervisor and/or Department Head and City Administration. The JAQs were returned to GovHR within approximately five (5) weeks of distribution.

- **Determined comparable communities and collected compensation data.** GovHR, along with the City, determined a logical survey sample of "like" communities that impact the compensation market of Carroll. Then, GovHR designed and sent out the survey for the benchmark positions and benefits covered in the Study.
- **Job Evaluation Analysis and Establishment of a Classification Plan**. Upon return of the JAQs by the City, GovHR performed the following:
    - Read each JAQ and corresponding Job Description in its entirety.
    - Conducted virtual interviews with at least one (1) employee in each position covered by the Study to further understand the scope of duties and responsibilities of the position.
    - Applied a measurement system of Job Evaluation Factors to all positions, which formed the basis for internal rankings (equity) of positions.
    - Upon completion of the Job Evaluation measurements, a new Classification Plan was developed.

Salary and Benefit Survey

The following tasks were included in this component of the Study:

- Tabulated, summarized, and analyzed comparative compensation information obtained from the comparable communities. Prepared pay tabulations that compared the salary ranges of the City of Carroll to the salary ranges of its comparable communities. Prepared comparison calculations at the 50th, 60th, 65th, 75th and 80th percentiles. Displayed data for each jurisdiction and for each position and summarized the data in table form. Based on discussions with the City and the gathered data, developed salary ranges that would establish Carroll as a payer at the 50th percentile of the salary data from the comparable communities.
- Based on the above data, developed, and recommended new salary schedules and recommended new Job Titles for some positions.
- Analyzed and summarized the benefit information.

Draft and Final Report Preparation

- A preliminary analysis of the data and recommended Classification and Compensation Plan was shared with the City. Feedback from City Administration was reviewed and incorporated into the recommendations.
- A draft report was prepared by GovHR and sent electronically to the City.
- A presentation of the draft findings was conducted for City Leadership.
- Once the presentation was made and review comments were returned by the City this final report was prepared and transmitted electronically.

II. EXECUTIVE SUMMARY

A Classification and Compensation Study encompasses a significant amount of information that can be time consuming to condense and organize into an abbreviated format. Therefore, GovHR has compiled this Executive Summary in order to provide a quick synopsis regarding the major components, findings and recommendations of this Study. The purpose of a well-designed Classification and Compensation Study is twofold. First, it establishes internal equity (ranking) among employees across Departments in the City. Second, it assures external equity/competitiveness by comparing the compensation of Carroll employees against market data.

A. Internal Equity - Classification Plan Development

The Study developed a new Classification Plan for forty-five (45) positions in the City. To complete this task, the Consultant completed a Job Evaluation. The Job Evaluation included the completion of a questionnaire by all employees covered in the Study and interviews with at least one (1) employee working in each position covered by the Study (see Appendix A). Upon the completion of those tasks, the Consultants assigned a numerical value to each position so that like positions within the organization would be grouped together in a classification to produce an internal equity hierarchy. Nine (9) factors were used for the evaluation of Carroll's positions:

1) Preparation and Training
2) Experience Required
3) Decision Making and Independent Judgment
4) Responsibility for Policy Development
5) Planning of Work
6) Contact with Others
7) Work of Others (Supervision Exercised)
8) Working Conditions
9) Use of Technology/Specialized Equipment

The product of this internal ranking is shown in Table 1, which lists the City's positions with their numerical Job Evaluation score, also known as a Classification Plan. The higher the Job Evaluation Score, the higher the position is within the Classification Plan.

B. External Equity – Market Competitiveness

The next component of the Classification and Compensation Study involved establishing external competitiveness. A group of communities comparable to the City was established. The Consultants started with Iowa communities with populations between 5,000 and 21,000 that are not located within larger metropolitan areas. After that, a specific set of comparison criteria (e.g., total valuation, governmental activities expenditures, salaries and wage paid, etc.) was applied to each community (see Appendix B). Based on the results of this analysis, fifteen (15) communities with a total compatibility score of eighty-eight (88) or greater were deemed to be most comparable to the City. The full list of the fifteen (15) chosen comparables is listed below.

Boone	Fort Madison	Pella
Charles City	Grinnell	Sioux Center
Clear Lake	Keokuk	Spencer
Decorah	Knoxville	Storm Lake
Denison	Le Mars	Waverly

Salary Data

GovHR then prepared and distributed a salary survey to the fifteen (15) comparable communities. Fourteen (14) of the communities responded to the survey either by directly responding to the survey or supplying GovHR with a copy of their most recent Compensation Plan. The salary summary results can be found in Table 2 and the detailed salary data can be found in Appendix C. To provide external competitiveness for the City's salaries, the salary ranges derived from this data collection were used to help establish the proposed Compensation Plan. In some cases where there was not enough salary range data, actual salaries were used. The recommended pay ranges are contained within Table 3 of the report.

Proposed Classification and Compensation Plan

The goal of this Study was to recommend a Classification and Compensation Plan that is internally equitable and externally competitive. To accomplish this, a Compensation Plan was developed using the 50th percentile comparison of the salary ranges that were acquired through the salary survey. The resulting Classification and Compensation Plan consists of twelve (12) pay grades; one (1) being lowest and twelve (12) being highest and is broken down into the following four (4) bands:

Grades 1 – 3: Administrative and Technical Staff

Grades 4 – 7: Supervisors and Advanced Technical Staff

Grades 8 – 11: Directors and Senior Managers

Grade 12: City Manager

All proposed pay ranges are open ranges. There is a 4% gradation between Grades 1 – 3, a 5% gradation between Grades 4 – 7 and a 10% gradation between Grades 8 – 11. Grades 1 – 7 have a 30% range spread from minimum to maximum and Grades 8 – 12 have a 35% range spread from minimum to maximum.

Future Administration of the Classification and Compensation Plan

Within the body of this report, GovHR has outlined how the City can maintain the Classification and Compensation Plan. GovHR will supply the City with a User's Manual and all associated documents to maintain the Classification and Compensation Plan and the steps to ensure the City remains competitive with the market in the years to come.

III. JOB EVALUATION

GovHR's approach to Job Evaluation involves a quantitative point and factor comparison method, which cross-compares all positions in the organization against numerous factors such as educational requirements, experience, work conditions, etc. Therefore, all jobs in each organizational unit (e.g., Police, Administration, Finance, etc.) may be compared against each other, based upon the same factors.

In conducting the Job Evaluation exercise, it must be emphasized that the position, and not the incumbent's qualifications, performance, or years of service in the position, is evaluated. An incumbent employee may feel he/she should be placed in a higher level (i.e., receive more points) because the individual performs well, has a long tenure with the organization, and/or has additional education or skills not required to perform that job, or may feel he/she does more tasks than a similar employee in another Department, but these are not valid determinants for a position.

Before reviewing the results of the evaluation of the positions, it is important to note that the purpose of a Job Evaluation is to identify whether a job is more or less advanced than, or equal to, other jobs in the organization, based on nine (9) objective factors. While these factor definitions are guidelines, they are constructed to allow limited flexibility of interpretation while at the same time providing a strict framework and structure for comparison. The nine (9) factors used for the evaluation of Carroll's positions are as follows:

1) Preparation and Training
2) Experience Required
3) Decision Making and Independent Judgment
4) Responsibility for Policy Development
5) Planning of Work
6) Contact with Others
7) Work of Others (Supervision Exercised)
8) Working Conditions
9) Use of Technology/Specialized Equipment

As part of the Job Evaluation process, the duties, responsibilities, and qualification requirements for each position were reviewed via a thorough reading of the incumbent's current job description and a Job Analysis Questionnaire (JAQ) completed by each employee (Appendix A). In addition, GovHR conducted interviews with at least one (1) employee in each of the positions covered by the Study. Points were then assigned to each factor by selecting the description that best fit the appropriate level of compliance. In other words, a position that requires a master's degree would receive more points under the "Preparation and Training" factor than positions that did not require this advanced degree. Points for each factor were then totaled for each position. Using this method, the positions were found to fall into distinguishable Job Factor Analysis (JFA) scores. Table 1 contains the Classification Plan, including the Position Title, the Proposed New Title (if applicable), the JFA Score, Skill Level and proposed Grade for the evaluated positions.

IV. THE CLASSIFICATION PLAN

A Classification Plan provides for a systematic arrangement of positions into classifications. A position, often referred to as a job (e.g., Office Assistant), contains a specific set of duties and responsibilities and that is the objective of the classification process – not the person currently holding that job. A classification is a grouping of positions which have similar levels of knowledge, skills and abilities needed to perform the job. The positions are also similar in nature of work, level of work difficulty and responsibilities. Positions allocated to the same classification are sufficiently similar with respect to the types of factors enumerated above to permit them to be compensated at the same general level of pay. The positions do not have to be identical, they can be in different departments, dealing with different subject matters and performing different duties.

It is this arrangement of positions and resulting classification structure that forms the basis for the Classification Plan. As noted in the previous section, a Job Evaluation and Classification Plan is not intended to assess individual performance. To that end, a position that belongs in a certain classification is not entitled to be placed in a higher classification simply because the individual performs with a high degree of success and efficiency, nor is it placed in a lower classification simply because the incumbent performs with low competence or productivity. Variations in individual performance are not recognized by differences in classifications, instead they are management issues. Similarly, there is a tendency in some work forces to use the Classification Plan to reward longevity, even though the duties and responsibilities of individual positions may not have changed over time. Longevity is not a classification factor and the Classification Plan should not be used in this manner.

As an assessment of duties performed and of responsibilities exercised, a Classification Plan is an exceedingly useful managerial tool. It provides the fundamental rationale for the Compensation Plan and helps management identify positions which have taken on (or in some cases reduced) duties and responsibilities. Through proper maintenance of the Classification Plan, employees are assured of management's continuing concern about the nature of work that they carry out and its reward in the form of appropriate pay levels and relationships. The Classification Plan also provides the basis for recruitment, screening, and selection of employees in direct relationship to job content. Promotional ladders as well as opportunities for lateral career development are also evidenced by the logical grouping of allied occupational classifications and hierarchies.

V. SALARY AND BENEFIT DATA

The City of Carroll initiated this Study with the objective of assuring that its Compensation Plan is both internally equitable and externally competitive. The Job Evaluation System (outlined in Section III) is performed to address the issue of internal equity. To achieve external competitiveness, a market survey of comparable jurisdictions was conducted. The following explains the labor market review and collection of salary data.

A. Selection of Comparable Jurisdictions for Data Purposes

Selecting jurisdictions for the comparison group is an important element in a Classification and Compensation Study. When selecting jurisdictions to serve as comparables, it is important to use particular criteria to evaluate the other jurisdictions to assure that those chosen as comparables will be the most similar to Carroll.

To determine which municipalities should be used for survey purposes, GovHR first considered all Iowa communities with populations between 5,000 and 21,000 that are not located within larger metropolitan areas.

Criterion	Total Possible Points	Factor Weight
1. Population	15	15%
2. Median Household Income	15	15%
3. Total Valuation	15	15%
4. Property Tax Revenue	15	15%
5. Governmental Activities Expenditures	15	15%
6. Salaries and Wages Paid	15	15%
7. Proximity	10	10%
	100	100%

The eight (8) categories listed above were selected to mirror important criteria that reflected the following:

1) Similar Financial Conditions: 75% of the criteria involved financial benchmarks.
2) Population: 15% of the criteria involved a population comparison.
3) Proximity: 10% of the criteria involved the proximity of the communities to Carroll.

Within each of the seven (7) categories, ranges of compatibility were established. For example, the closer a community was to matching Carroll's estimated population, the closer the community would be to receiving the maximum of fifteen (15) points. A community whose population was significantly larger or smaller than Carroll's population would receive fewer or even zero (0) points. Thus, a municipality achieving a total of one hundred (100) points would be considered most comparable to the City of Carroll. A community with zero (0) points was therefore determined to be the least comparable to Carroll. A more detailed explanation of the methodology used to determine the comparable communities is included in Appendix B.

A cutoff of eighty-eight (88) points was established to select the communities most similar to Carroll across the seven (7) categories. After applying the seven (7) criteria, fifteen (15) communities achieved eighty-eight (88) or more compatibility points on the comparison scale with Carroll. The full list of the fifteen (15) comparables is below:

Boone	Fort Madison	Pella
Charles City	Grinnell	Sioux Center
Clear Lake	Keokuk	Spencer
Decorah	Knoxville	Storm Lake
Denison	Le Mars	Waverly

B. Selection of Benchmark Positions for Survey Purposes

When developing the salary survey, it is important to select positions that are likely to have data available from the surveyed municipalities. These positions are referred to as benchmark positions. Based on the size of the Study and number of positions in Carroll, GovHR recommended limiting the benchmark positions in the survey to approximately 35 positions. This is because as the number of positions surveyed

increases there tends to be a decline the number of organizations responding to the survey. This decline in response rates is thought to be due to the amount of work organizations need to devote to completing a lengthier survey. Positions recommended as benchmarks are those that:

1) Are representative of each occupational grouping (e.g., Administration, Finance, Police, etc.).
2) Include multiple numbers of City employees, when possible.
3) Can be described in a concise manner that accurately identifies the nature of work and level of difficulty.
4) Are known to commonly exist in other communities.

After discussion with City Administration, thirty-eight (38) positions were selected as benchmark positions for the survey. Below is a list of all the surveyed positions:

Administrative Assistant	Municipal Service Worker
Aquatic Center Pool Manager	Parks & Recreation Director
Assistant Library Director	Parks/Golf/Cemetery Seasonal Worker
Building Official	Police Captain
City Manager	Police Chief
Code Compliance Officer	Police Officer
Concession Worker	Police Sergeant
Deputy City Clerk	Public Works Director/City Engineer
Engineering Technician	Recreation Center Building Supervisor
Finance Director/City Clerk	Recreation Custodian
Fire Chief	Recreation Superintendent
Fitness Instructor	Secretary
Head Lifeguard	Street Superintendent
Librarian	Wastewater Operator I
Library Assistants	Wastewater Operator II
Library Director	Wastewater Superintendent
Library Pages	Water Operator I
Lifeguard	Water Operator II
Mechanic	Water Superintendent

C. Salary Survey

After identifying the benchmark positions, the Consultants then prepared and distributed a salary survey to the fifteen (15) comparable communities. Fourteen (14) of the communities responded to the survey or supplied GovHR with a copy of their Compensation Plan/Union Contracts. Table 2 is a summary of the benchmark salary survey data. The detailed salary survey data for each position is contained in Appendix C.

It is important to make a few of observations regarding Table 2 and Appendix C.

1) The salary data is information that was available as of August 2022. The new recommended salary ranges for the City were developed using this salary data from the comparable communities.
2) Some of the comparable municipalities provided salary range minimums and maximums for comparison purposes, while others (those that don't utilize salary ranges as part of their pay plans) provided actual salaries for surveyed positions. The salary range minimums and maximums were analyzed to determine the 50th, 60th, 65th, 75th and 80th percentiles to identify wage ranges for "average" and "above average" payers. Any actual salaries provided by the comparable municipalities were only analyzed in a few instances when there was not enough salary range information. Salary ranges are a better gauge of market salaries than an actual salary and are thus preferred to conduct analysis.
3) Salary ranges associated with positions that have been reclassified may not be consistent with other salary ranges in a particular Grade.
4) Data contained within Appendix C has been thoroughly reviewed. If the Consultants determined the data was not relevant, it was removed. Thus, if a specific position within the salary survey has two worksheets associated with it in Appendix C, then data was removed. The second data sheet will have the word "Edited" after the title of the position surveyed. If a specific data point was removed, it is highlighted on the first and second worksheets and then removed on the second worksheet associated with the position.

D. Appraisal and Use of Salary Data

While comparing Carroll's current salaries to those paid by other employers in the comparable communities, it must be noted that variations in compensation may be due to several factors, including:

1) Organizational size and economic conditions can have an impact on positions. In smaller organizations, employees are often asked to "wear many hats" and therefore take on more duties and responsibilities than would normally be required of a certain position. In addition, the

economic downturn forced organizations to "do more with less", compelling staff to take on more duties and responsibilities than they have in the past. Therefore, it becomes increasingly harder to compare “like” positions within organizations.

2) Some employers place a different relative worth on certain groups of employees. For example, some employers are forced to place a higher value on certain employees or groups of employees because of the market, and therefore, pay them more. Overall, the policies and value judgments of different employers in compensating the same kind of work can vary widely. There is rarely a single prevailing rate for any particular kind of work, even within the same labor market.
3) It can be difficult to make exact comparisons among the different employers of the duties and responsibilities of ostensibly similar jobs.

Nevertheless, comparative salary data is widely recognized as a good measure of the appropriate compensation rates with respect to the prevailing market. This data is also useful as an indication of prevailing opinions concerning the compensation relationships that should exist among different classifications of work. Of equal importance, however, are the internal relationships for the various positions that were accomplished in the Job Evaluation portion of this Study.

E. The Benefits Survey and Findings

The benefits portion of the survey collected data related to the following benefits:

Health – Dental – Life
Short-Term Disability – Long-Term Disability
Sick Leave
Holidays & Personal Days
Vacation
Maternity/Paternity Leave
Employee Discounts to City-Owned Amenities
Safety Equipment Allowances

A review of the benefits offered in Carroll versus the comparable communities shows that the City’s benefits are competitive with the other entities surveyed. However, there are some differences that are noted below:

Health – Dental – Vision – On average, the comparable communities contribute more for Health and Life insurance than Carroll, and several of those communities contribute to Dental Insurance where Carroll does not do so.

Short and Long-term Disability – The City does not provide these benefits. Only one comparable community provides short-term disability insurance, and a few provide long-term disability insurance. All that provide the long-term disability insurance pay 100% of the benefit cost.

Sick Leave – Carroll provides 12 sick days per year to the average of 15 days. Carroll does allow for 180 days of sick leave accrual while it varies in the comparable communities.

Holidays and Personal Days – Carroll provides 8.5 holidays to the average of 9.8 holidays and is on par with the comparable communities with two personal days.

Vacation – Leave varies by comparable community, but Carroll seems to be on par with the leave provided elsewhere.

Maternity/Paternity Leave – All comparable communities as well as Carroll follow Federal law as it relates to this benefit.

Employee Discounts to City-Owned Amenities – Carroll offers a discount to the Recreation Center. Few comparable communities have discounts for City-owned amenities.

Safety Equipment Allowances – This benefit varies by comparable community and Carroll does offer a benefit for shoes.

Appendix D contains tables summarizing the detailed data related to the benefits survey.

VI. COMPENSATION PLAN DEVELOPMENT AND RECOMMENDATIONS

A. Development of the Compensation Plan

A basic element in any human resources management program is adequate and equitable employee compensation. A Compensation Plan of this nature is essential if qualified employees are to be recruited and retained. To achieve this goal, there must be a reasonable and widely accepted model of Job Factors upon which the Compensation Plan rests. Application of this model was the purpose of the Job Evaluation aspect of this Study. The Plan presented in this report is designed to accomplish the Study goals by:

1) Providing for equal compensation for work of equivalent job content and responsibility.
2) Facilitating adjustments to compensation levels based on changing economic and employment conditions that impact these interrelationships.
3) Establishing compensation ranges that compare favorably with those of other equivalent jurisdictions within the appropriate labor market.

In preparing this Plan, the Study only looked at base compensation. The compensation associated with longevity or other fringe benefits was not analyzed or factored into the Compensation Plan.

B. Compensation Plan Options for the City's Consideration

One of the purposes of this Study was to provide an updated Compensation Plan that relates to the external market and is internally equitable. Below is a detailed explanation of three (3) different Compensation Plans:

1) Defined Increment Plan: This is a Compensation Plan that has salary ranges with a minimum and a maximum with defined percentage increments (e.g., 3%) in between. If an employee has a satisfactory performance evaluation, he/she systematically advances through the compensation range. The performance evaluation and resulting salary increment increase occurs annually.
2) Open Range Merit Plan: This is a Compensation Plan that also has salary ranges with minimums and maximums, but without defined percentage increments in between. Employees are advanced through the compensation range based on an annual satisfactory performance evaluation, with the percentage of their increase determined annually by City Administration.
3) Blended Merit Plan: This is a Compensation Plan that uses techniques from both a Defined Increment Plan and an Open Range Merit Plan.

In considering which Plan to use, it is important to understand that employees at various levels of responsibility may react differently toward, and be motivated differently by, the Compensation Plan they work under. Management personnel that are goal-oriented may have a higher acceptance of the Open Range Merit Plan, and thus tend to be more comfortable with this method of compensation. Mid to lower-level positions may want the assurance of a defined salary increase based on satisfactory performance. Possible advantages and disadvantages of each Plan are summarized below.

Defined Increment Plan

Advantages

City: A Defined Increment Plan has the advantage of creating financial predictability because it is easier for management to predict and plan for salary increases on an annual basis.

Employees: Employees like a Defined Increment Plan because it offers security and predictability for advancement through the range. Another advantage of this Plan is that it offers a high degree of internal equity and fairness – the expectation that fellow workers in this Plan are all being treated the same.

Disadvantages

City: The City may feel that a Defined Increment Plan simply rewards compensation increases on a routine basis. However, by tying the increase to a satisfactory performance evaluation, the City can be assured that only employees with acceptable performance will receive a salary increase.

Employees: Employees may feel unmotivated to perform at an above average or at a superior level, knowing their salary increase amount is pre-determined. One way to remove this negative notion is to allow an employee with a superior performance evaluation to get a two (2) increment increase. This, however, would be the exception and not the rule. Most employees would be considered "average" performers and receive a one (1) increment increase.

Open Range Merit Plan

Advantages

City: The Open Range Merit Plan tends to motivate employees to perform at a higher level, thereby achieving greater production/benefit for the City. This Plan also enables the supervising authority to reward high-performing employees with a salary increase greater than a defined increment.

Employees: Employees who are high performers like working under this Plan as they can earn a higher percentage salary increase.

Disadvantages

City: Anticipating the cost of merit increases has less financial predictability, as it is not always possible to know how many employees will be high performers in any given year. However, the City can fund a "merit increase pool" for all Open Range Merit Plan employees to receive an average percentage (i.e., a 2-3% increase), knowing that some employees will receive less (or no) increase and some employees will earn more.

Employees: An Open Range Merit Plan can create a perceived inequity regarding how individuals are granted salary increases. It is incumbent upon management to use an equitable performance evaluation system when implementing this Plan. It is also incumbent on management to ensure that the performance evaluation system is applied fairly and that supervisors receive appropriate training on conducting the evaluation and using the evaluation tool properly.

Blended Merit Plan

There are positives and negatives for both Defined Increment and Open Range Merit Plans. However, it is also possible to design a pragmatic salary system that uses elements of both Defined Increment and Open Range Merit Plans. It is becoming increasingly common for organizations to have a Blended Merit Plan for various levels of positions that reflects the particular circumstances and culture of the organization. A Plan of this type is customizable to the needs of the organization. It is also the preferred Plan for organizations that are transitioning from a Defined Increment Plan to an Open Range Merit Plan. The following is one example of a Blended Merit Plan:

Exempt: All exempt employees are in an Open Range Merit Plan.

Non-exempt: Non-exempt employees are in a Blended Merit Plan. In this Plan, salary ranges begin at the minimum with, for example, three (3) defined increments and then transition into an open range. The initial increment of the assigned range is intended as the normal hiring/promoting rate. Increments two (2) and three (3) would be awarded upon successful completion of the employee's initial evaluation period and/or after another period that is set by the City (e.g., increment two (2) after the initial evaluation and increment three (3) after an additional year of employment.) After

that, the employee may advance through the open range as a result of a successful performance evaluation.

C. Recommendation: Open Range Merit Plan

GovHR is recommending that the City adopt an Open Range Merit Plan. An Open Range Merit Plan has salary ranges with minimums and maximums, but without defined percentage increments in between. Employees are advanced through the ranges based on an annual satisfactory performance evaluation, with the percentage of their increase determined by their supervisor and City Administration.

The Open Range Merit Plan also allows maximum flexibility for the City relative to recruitment and funding as employees can be hired within the range and the increases provided annually for meritorious performance can fluctuate based on available funding. Given Carroll's goal to recruit, reward and retain motivated, high-performing employees, the Open Range Merit Plan has been selected for recommendation.

D. Pay Philosophy

An important component in the process of developing a Compensation Plan is understanding and applying the pay philosophy of the City. In Carroll, the City subscribes to a pay philosophy of compensation employees at a rate at the 50th percentile.

E. Proposed Compensation Plan and Structure

The next step in this process is to combine the JFA scores included in Tables 1 and 2 with the proposed salary ranges in Table 3. The Classification and Compensation Plan consists of twelve (12) pay grades; one (1) being lowest and twelve (12) being highest and is broken down into the following four (4) bands:

Grades 1 – 3: Administrative and Technical Staff

Grades 4 – 7: Supervisors and Advanced Technical Staff

Grades 8 – 11: Directors and Senior Managers

Grade 12: City Manager

All proposed pay ranges are open ranges. There is a 4% gradation between Grades 1 – 3, a 5% gradation between Grades 4 – 7 and a 10% gradation between Grades 8 – 11. Grades 1 – 7 have a 30% range spread from minimum to maximum and Grades 8 – 12 have a 35% range spread from minimum to maximum.

> **Note 1:** Different compensation grades may have different ranges from minimum to maximum compensation. It is appropriate for the lower grades in a Compensation Plan to have a smaller spread from minimum to maximum as it is likely that new employees would start at the minimum compensation of the range. Conversely, it is more likely that more experienced employees or Department Head level employees may be hired at a rate above the minimum compensation of a range, thus it is necessary to have a greater spread from minimum to maximum compensation.

> **Note 2:** Gradation refers to the relationship between the minimum compensation of one grade to the minimum compensation of the next grade. In this case, the starting compensation for employees in Grade 2 is 4% higher than Grade 1 and so on. The gradation will vary depending upon the relationship between the salary data for the grade, the number of grades in the compensation band and the established compensation range.

Table 2 combines all of the classification and compensation data at the 50th percentile.

Implementation and Administration of the Compensation Plan

Implementation of the Compensation Plan, as it affects individual employees, should be under the following pattern of adjustments:

1) Employees whose present compensation is below the minimum compensation of the range for their classification should be raised to the minimum of the range.
2) The compensation of employees whose present compensation is within the range for their classification should be slotted into the new Compensation Plan at their current pay rate.
3) The compensation of employees whose present compensation is above the maximum compensation of the range should be held at their present rate, without a reduction in compensation, until such time that further market analysis indicates commensurate alignment with the marketplace. However, the City can consider lump sum increases for these employees, which does not impact base compensation levels, until the ranges adjust to include the individual employee compensation rates.

In other studies, GovHR has been asked for ideas on how to address the situation of long-term employees whose current compensation falls near the bottom (within 5 - 10%) of the proposed range. If this occurs, it illustrates that the position has been compensated at less than the market rate for someone with similar tenure. Thus, some communities elect to make additional adjustments for those employees at implementation. This program is discretionary for the City to adopt and only occurs one time, at the implementation of the new Classification and Compensation Plan. If the City wishes to consider such a program, an example is illustrated below:

Service	**Adjustment**
1 - 3 Years	0%
Over 3 and up to 8 Years	1%
Over 8 and up to 15 Years	2%
Over 15 Years	3%

Employee Advancement through the Ranges

To implement the new Compensation Plan, GovHR recommends that the starting salary of the range (minimum) is the normal hiring/promoting rate. Exceptions to this starting point should be limited to hiring situations involving:

1) Applicants with exceptional background and qualifications.
2) A promotion in which the employee's current compensation is higher than the minimum of the new range.
3) In the case of a labor market situation where it is impossible to recruit qualified candidates at the minimum.

In these cases, employees may be appointed to their positions anywhere within the defined range (generally up to the midpoint), depending on their experience and qualifications, and based on the provisions of the City's policies (if applicable). Employees should not be hired below the minimum of their compensation range.

Salary advancement between the hiring rate and the top of the range (maximum) is done throughout the employee's tenure with the organization. Advancement through the range would be done on an annual

basis and be dependent on a satisfactory performance evaluation. Incumbents progressing through the range should understand that standards of performance would become more exacting or controlling as compensation levels advance. Typical movement through the range could be in increments of 1% to 3%, depending on the employee's performance evaluation and goal attainment, as well as the financial resources of the City.

The City may also wish to provide a merit bonus for exemplary performance after an employee reaches the maximum compensation for the range. If this option is exercised, then an employee would be eligible to receive a payment after a successful performance evaluation each year. This payment should not be worked into the base salary. It can be in the form of a lump sum payment that is a set amount calculated each year and the same for all employees, such as $500 for meeting expectations and $1,000 for exceeding expectations. Another option is to calculate a percentage of the employee's base compensation and provide a lump sum payment equivalent to that amount, such as 1% for meeting expectations and 2% for exceeding expectations.

It is recommended that the City set aside a "merit pool" every year, to fund increases for employees in this Plan. This money would then serve as the pool for merit payments, knowing that some employees will be high performers, getting a higher percentage, and some employees will be lower performers, getting a lower percentage.

Again, it should also be noted that the implementation and use of a formal performance evaluation process for all staff members is a key component to the success of this Plan. Equally, if not more important, is that supervisors are adequately trained to perform the formal performance evaluation process.

Future Administration of the Compensation Plan

To maintain competitive salary levels there should be an annual review of the City's salary ranges. The fifteen (15) communities used in the survey group for this Study have been determined to be comparable jurisdictions to the City. Therefore, Carroll can continue to use these jurisdictions as a comparable salary survey group for annual salary comparison purposes, until it is determined that they are no longer valid comparables. As mentioned earlier, the salary levels for these comparables are current as of August 2022. It is GovHR's recommendation that an annual survey of these communities be conducted to determine

the percentage increase each organization in the comparable group is granting, either as an annual across-the-board increase to their employees or as a general adjustment to their compensation ranges. The City may wish to provide an across-the-board increase to all employees based on the information received from the comparable communities. If this is the case, then the increases would be granted separately from any merit increase that would be awarded as a result of a successful performance evaluation.

It is the further recommendation of GovHR that the compensation ranges for each grade be increased by the average percentage increase of the comparable group, even if an across-the-board increase is not given to all employees. Employees would continue to advance through the compensation ranges (provided that the employee is not at the maximum of the compensation range) by virtue of a merit increase granted for satisfactory or above satisfactory performance of their job duties. Finally, it is recommended that the City review the compatibility of the municipalities after five (5) years.

F. Future Administration of the Classification Plan

The administration of a Classification Plan is an ongoing process. It must be recognized that it is not static and is not intended to affix positions permanently into classifications. Instead, the Plan must be administered continually to adapt it to changing conditions.

Three (3) specific types of changes in the Plan itself are possible: abolition of a position, creation of a position, or a revision of a position.

1) When a position in a classification is eliminated or when a position has significantly changed work duties and responsibilities to the extent that the position becomes inappropriate or inaccurate, the position should be abolished.
2) New positions should be created when new work situations arise that are not covered by the established positions. However, caution should be exercised in this respect, particularly to assure that new positions are justified, are not merely duplicating established positions, cannot be accommodated through changes in existing positions, and reflect substantially permanent rather than temporary situations.
3) The adjustment or revision of a position should be done when there are substantial changes to the requirements of the position or to the nature and complexities of the duties being performed. In this instance, a position may need to be re-scored and move up or down into a new classification.

All changes should be thoroughly evaluated for their effect on employee morale and the integrity of the classification relationships established in the Classification and Compensation Plan. City Administration has been provided with the Job Analysis Questionnaire as well as the Job Factor Scoring Sheet, enabling the City to grade a newly created or revised position. GovHR provides scoring assistance in such cases free of charge for one (1) year after the delivery of this report.

Appreciation

GovHR has appreciated the opportunity to work with the City of Carroll on this Classification and Compensation Study. A special thank you to the employees for all of the information provided to allow for the analysis and to the City Administration for the significant amount of work and support dedicated to the project.

Current Job Title	Grade	Total Score	Skill Level
City Manager			
City Manager	12	790	790+
Directors and Senior Managers			
Public Works Director/City Engineer	11	750	745 to 785
Police Chief	10	735	700 to 740
Parks and Recreation Director	9	685	650 to 690
Library Director		655	
Finance Director/City Clerk		655	
Wastewater Superintendent		650	
Fire Chief	8	635	605 to 645
Police Captain		635	
Water Superintendent		625	
Street Superintendent		625	
Supervisors and Advanced Technical			
Parks Superintendent	7	600	555 to 600
Building Official		590	
Golf Course Superintendent		585	
Recreation Superintendent		585	
Sergeant		570	
Wastewater Operator IV	6	510	505 to 550
Detective		505	
Assistant Library Director	5	500	455 to 500
Aquatics/Fitness/Specialist		480	
Program Specialist/Recreation		485	
Cemetery Sexton		465	
Patrol Officer		455	
Engineering Technician		455	
Code Enforcement Officer	4	435	405 to 450
Building Maintenance Specialist		435	
Wastewater Operator II		425	
Water Operator II		425	
Mechanic		410	
Deputy City Clerk		405	
Administrative and Technical			
Adult Services Librarian	3	400	355 to 400
Children's Services Librarian		400	
Administrative Assistant - Police		395	
Wastewater Operator I		390	
Water Operator l		390	
Municipal Service Worker		375	
Municipal Service Worker - Parks		375	
Municipal Service Worker - Golf		375	

Table 1 - Classification Plan

Current Job Title	Grade	Total Score	Skill Level
Municipal Service Worker - Water		375	
Administrative Assistant/Payroll		360	
Program Specialist/Library		355	
City Manager Secretary	2	345	305 to 350
Secretary/Engineering		325	
Secretary/Recreation		325	
Municipal Services/Recreation	1	260	To 300

Table 2 - Comprehensive Table

Job Title	Total	Skill Level	Grade	50th Percentile Salary Survey Data		Current Salary Range		Proposed Salary Range 50th Percentile	
City Manager									
City Manager	790	790+	12	110,000	148,000	109,813	144,491	110,000	148,500
Directors and Senior Managers									
Public Works Director/City Engineer	750	745 to 785	11	85,000	108,559	90,712	119,358	87,513	118,143
Police Chief	735	700 to 740	10	86,909	104,785	78,762	103,635	79,558	107,403
Parks and Recreation Director	685	650 to 690	9	74,324	92,663	66,812	87,911	72,325	97,639
Library Director	655			66,453	86,301	68,021	89,501		
Finance Director/City Clerk	655			73,574	96,145	70,227	92,404		
Wastewater Superintendent	650			70,959	95,315	72,096	94,863		
Fire Chief	635	605 to 645	8	84,171	108,799	65,764	86,531	65,750	88,763
Police Captain	635			68,384	88,657	63,398	83,419		
Water Superintendent	625			67,392	88,000	63,398	83,419		
Street Superintendent	625			60,296	75,500	59,984	78,926		
Supervisors and Advanced Technical									
Parks Superintendent	600	555 to 600	7			59,984	78,926	60,197	78,255
Building Official	590			63,271	87,912	53,335	70,177		
Golf Course Superintendent	585					59,984	78,926		
Recreation Superintendent	585			53,836	71,081	59,984	78,926		
Sergeant	570			63,773	75,000	57,928	76,222		
Wastewater Operator IV	510	505 to 550	6			56,019	73,709	57,330	74,529
Detective	505	-							
Assistant Library Director	500	455 to 500	5	49,742	62,625	39,364	51,794	54,600	70,980
Aquatics/Fitness/Specialist	480								
Program Specialist/Recreation	485					41,748	54,931		
Cemetery Sexton	465					43,285	56,955		
Patrol Officer	455			55,973	69,222	50,475	66,414		
Engineering Technician	455			49,816	63,877	56,819	74,764		

Job Title	Total	Skill Level	Grade	50th Percentile Salary Survey Data		Current Salary Range		Proposed Salary Range 50th Percentile	
Code Enforcement Officer	435	405 to 450	4	51,074	67,964	47,131	62,013	52,000	67,600
Building Maintenance Specialist	435					49,851	65,595		
Wastewater Operator II	425			53,269	62,263	50,095	65,913		
Water Operator II	425			53,269	62,263	50,095	65,913		
Mechanic	410			50,606	61,100	47,131	62,013		
Deputy City Clerk	405			48,880	64,125	46,367	61,008		
Administrative and Technical									
Adult Services Librarian	400	355 to 400	3	43,729	56,084	35,512	46,727	43,805	56,946
Children's Services Librarian	400					35,512	46,727		
Administrative Assistant - Police	395			41,226	54,652	39,401	51,844		
Wastewater Operator I	390					47,131	62,013		
Water Operator l	390			48,305	55,149	47,131	62,013		
Municipal Service Worker	375			43,722	57,308	41,748	54,931		
Municipal Service Worker - Parks	375					41,748	54,931		
Municipal Service Worker - Golf	375					41,748	54,931		
Municipal Service Worker - Water	375					41,748	54,931		
Administrative Assistant/Payroll	360					39,401	51,844		
Program Specialist/Library	355					35,512	46,727		
City Manager Secretary	345	305 to 350	2					42,120	54,756
Secretary/Engineering	325			37,180	46,082	35,512	46,727		
Secretary/Recreation	325					35,512	46,727		
Municipal Services/Recreation	260	To 300	1	30,950	42,744	41,748	54,931	40,500	52,650

50th Percentile - Proposed Pay Ranges		
Administrative and Technical *4% Between Each Grade and a 30% Range Spread*		
	Minimum	Maximum
1	40,500	52,650
2	42,120	54,756
3	43,805	56,946

Supervisors and Advanced Technical *5% Between Each Grade and a 30% Range Spread*		
	Minimum	Maximum
4	52,000	67,600
5	54,600	70,980
6	57,330	74,529
7	60,197	78,255

Directors and Senior Managers *10% Between Each Grade and a 35% Range Spread*		
	Minimum	Maximum
8	65,750	88,763
9	72,325	97,639
10	79,558	107,403
11	87,513	118,143

City Manager *35% Range Spread*		
	Minimum	Maximum
12	110,000	148,500

APPENDIX A

EMPLOYEE JOB ANALYSIS QUESTIONNAIRE (JAQ)

City of Carroll, Iowa

NAME:	DATE:
YEARS OF EXPERIENCE WITH EMPLOYER:	JOB TITLE:
YEARS OF EXPERIENCE ON THIS JOB:	YOUR JOB IS: FULL TIME ☐ PART TIME ☐
YOUR YEARS OF EXPERIENCE IN THIS FIELD:	YOUR EDUCATION: ☐High Sch. ☐Assoc. Deg. ☐Bach. Deg. ☐Mas. Deg.
NAME OF IMMEDIATE SUPERVISOR:	HIS/HER TITLE:

INSTRUCTIONS

The purpose of this questionnaire is to obtain additional information about your job that may not be included in your current job description. Please answer each question thoughtfully and frankly. After you have finished your portion of the questionnaire, give it to your immediate supervisor, who will complete his/her section.

General Summary: In three or four sentences, please summarize the major purpose or primary function of your job.

Please indicate if you have reviewed your current job description.

If you have any changes to your current job description, please mark them on the JD and attach it to this JAQ, or indicate changes here:

If you do not have a job description available to review, please list your job duties. Try to place your duties in order of importance and group "like" tasks together (e.g., "clerical duties including word processing, opening mail, filing, etc." or "front desk responsibilities including greeting visitors, answering telephones and routing calls, etc."). Job duties:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Feel free to add more numbers/duties if necessary.

FACTOR 1. Education & Training: In your opinion, what kind of education and training is necessary to perform your job?

- ☐ LEVEL 1: Level of knowledge that is below what is normally attained through high school graduation.
- ☐ LEVEL 2**:** High school diploma (GED) or equivalent.
- ☐ LEVEL 3: High school, plus elementary technical training, acquired on the job or through one year or less of technical or business school.
- ☐ LEVEL 4: Extensive technical or specialized training such as would be acquired by an Associate's Degree or two years of technical or business school.
- ☐ LEVEL 5: Completion of four-year college degree program.
- ☐ LEVEL 6: Additional professional level of education beyond a four-year college program, such as a CPA or Professional Engineer (P.E.) training.
- ☐ LEVEL 7: Completion of graduate coursework equal to a Master's Degree or higher.

What specific degree/coursework is NECESSARY?

What specific degree/coursework is PREFERRED?

If a specific certificate or license is mandated by an outside agency to perform your duties, name the certificate or license:

What special skills, knowledge, and abilities are required to perform your job? Please list:

FACTOR 2. Years of Experience: How much previous work experience do you feel is necessary to perform your job?

LEVEL 1:	LEVEL 2:	LEVEL 3:	LEVEL 4:	LEVEL 5:
☐ Less Than 1 Year	☐ 1 to 3 Years	☐ 4 to 6 Years	☐ 7 to 10 Years	☐ More than 10 Years

What is the minimum number of years required?

What specific experience is necessary?

FACTOR 3. Independent Judgment and Decision Making

Part 1: How much discretion do you have in making decisions with or without the input or direction of your supervisor?

☐ LITTLE: Little discretion or independent judgment exercised.

☐ SOME: Some discretion or judgment exercised, but supervisor is normally available.

☐ OFTEN: Job often requires making decisions in absence of specific policies and/or guidance from supervisors, but some direct guidance is received from supervisors.

☐ HIGH: High level of discretion with decisions restricted only by Departmental policies and little direct guidance from supervisors.

☐ VERY HIGH: Very high level of discretion with decisions only restricted by the broadest policies of the Organization.

Part 2: If you make an erroneous decision, what impact would this decision have on your work unit, department, and/or the Organization?

☐ MINOR: Some inconvenience and delays but minor costs in terms of time, money, or public/employee good will.

☐ MODERATE: Moderate costs in time, money, or public/employee good will would be incurred. Delays in important projects/schedules likely.

☐ SERIOUS: Important goals would not be achieved and the financial, employee, or public relations posture of the Organization would be seriously affected.

☐ CRITICAL: Critical goals and objectives of the Organization would be adversely and very seriously affected. Error could likely result in critical financial loss, property damage, or bodily harm/loss of life.

FACTOR 4. Responsibility for Policy Development: Does your job require you to participate in the development of policies for your unit/division/department/the Organization?

☐ LEVEL 1: Position involves only the execution of policies or use of existing procedures.

☐ LEVEL 2: May provide some input to supervisor when policies and procedures are updated.

☐ LEVEL 3: Position involves some development of policies/procedures for the Department and/or the interpretation or explanation of departmental policies for others in the organization or residents.

☐ LEVEL 4: Position involves significant or primary responsibility for the development of policies and procedures for a division or organizational component of a department, as well as the interpretation, execution and recommendation of changes to department policies.

☐ LEVEL 5: Position involves significant or primary responsibility for the development of policies and procedures for an entire department, plus occasional participation in the development of policies which affect other departments in the organization.

☐ LEVEL 6: Position involves the primary responsibility for the development of departmental policies and procedures and regular participation in the development of policies that affect other departments and occasionally involves participation in the development of organization-wide policies.

Give some examples of the types of policies you've written or been a part of creating:

FACTOR 5. Planning: How much latitude do you have to set your own daily work schedule and priorities for a given workday?

☐ LEVEL 1: Position requires that my daily work load and activities are assigned to me by my supervisor.

☐ LEVEL 2: Position requires that I plan my own daily work load and work independently according to established procedures or standards.

☐ LEVEL 3: Position requires that I plan my own daily work load and those of others in the department (first-level supervision).

☐ LEVEL 4: Position requires an above average ability to analyze data and develop departmental plans, including plans where a number of difficult, technical and/or administrative problems must be addressed (Manager/Division level planning).

☐ LEVEL 5: Position requires a high level of analytical ability to develop plans for a department or complex situation, including plans that involve integrating/involving/impacting other departments (Department Head level planning).

FACTOR 6. Contacts with Others: In the course of performing your job, what contacts with people in your department, other departments within the organization, and/or people from outside the organization are you required to make?

☐ LEVEL 1: Position involves interaction with fellow workers on routine matters with relatively little public contact.

☐ LEVEL 2: Position involves frequent internal and external contact, but generally on routine matters such as furnishing or obtaining information.

☐ LEVEL 3: Position involves frequent internal contact and regular contact with outsiders generally on routine matters, including contacts with irate outsiders which require some public relations skill for taking complaints for others to follow up upon.

☐ LEVEL 4: Position involves frequent internal and external contacts which require public relations skills in handling complaints. Contacts involve non-routine problems and require in-depth discussion and/or persuasion in order to resolve the problem. Handles more difficult contacts that are referred by front line employees.

☐ LEVEL 5: Position involves frequent internal and external contacts which require skill in dealing with, and influencing others, and initiating changes in policy/procedures to address the issue so as to avoid having to deal with the issue again in the future.

☐ LEVEL 6: Position involves frequent internal and external contacts in which I act as the spokesperson for the department and am authorized to make commitments of significant resources on behalf of the department.

☐ LEVEL 7: Position involves frequent internal and external contacts where I represent the entire organization and am authorized to make commitments in matters of broad or critical interest to the entire organization.

With which internal individuals or groups do you have the most contact?

With which external individuals or groups do you have the most contact?

FACTOR 7. Supervision Given:

Do you supervise or assign work to other employees? ☐ Yes ☐ No

If yes:

☐ LEVEL 1: Position is regularly responsible for assigning work to an employee or employees, without acting in a supervisory role. To whom does this position assign work?

☐ LEVEL 2: Position is responsible for the supervision of one full time or several part time employees.

☐ LEVEL 3: Position is responsible for the supervision of two to five full time (or full time equivalent) employees.

☐ LEVEL 4: Position is responsible for the supervision of six to 15 full time (or full time equivalent) employees.

☐ LEVEL 5: Position is responsible for direct and/or indirect supervision of 16 to 29 full time (or full time equivalent) employees.

☐ LEVEL 6: Position is responsible for direct and/or indirect supervision of 30 to 50 full time (or full time equivalent) employees.

☐ LEVEL 7: Position is responsible for direct and/or indirect supervision of more than 51 full time (or full time equivalent) employees.

Actual number of full-time (or full-time equivalent) employees supervised:

FACTOR 8. Physical Demands: Please describe any physical demands required to perform your job.

Demand	No	Yes	How often? (Rarely, Occasionally or Daily)
Lifting to 20 pounds	☐	☐	
Lifting 20-50 pounds	☐	☐	
Lifting 50+ pounds	☐	☐	
Climbing	☐	☐	
Walking	☐	☐	
Kneeling	☐	☐	
Crouching	☐	☐	
Crawling	☐	☐	
Bending	☐	☐	
Sitting	☐	☐	
Prolonged Standing	☐	☐	
Prolonged Visual Concentration	☐	☐	

Unpleasant or Hazardous Conditions: Please describe any unpleasant or hazardous conditions you are exposed to in performing your job and how often you are exposed to those conditions. Include only those conditions which are directly related to your work rather than specific work area conditions.

Condition	No	Yes	How Often? (Rarely, Occasionally or Daily)
Lighting-dimness or brightness	☐	☐	
Dust	☐	☐	
Heat	☐	☐	
Cold	☐	☐	
Odors	☐	☐	
Noise	☐	☐	
Vibration	☐	☐	
Wetness/Humidity	☐	☐	
Toxic Agents	☐	☐	
Electrical Currents	☐	☐	
Heavy Machinery	☐	☐	
Violence	☐	☐	
Disease	☐	☐	
Smoke	☐	☐	
Other	☐	☐	

FACTOR 9. Use of Technology/Specialized Equipment: Please check the level of technology or specialized equipment use needed for you to perform your job.

☐ LEVEL 1: Position has no responsibility for, or use of, technology.

☐ LEVEL 2: Position has some basic use of computers for data entry and some use of the telephone, copier, etc.

☐ LEVEL 3: Position has daily use of computers for data entry and use of the telephone, fax machine, copier, etc. Position has daily use of light equipment such as push mowers, weed whackers, pole saws, custodial equipment, etc.

☐ LEVEL 4: Position has daily use of computers, the Internet, Smartphones, etc. to create databases, spreadsheets, or reports. Position designs and creates customized reports, presentations, and/or documents using advanced software skills.

☐ LEVEL 5A: Position provides routine consultation and technology support for everyday computer programming and/or software requests/questions to others in the organization; is an applications super user; or uses specialized software such as GIS, SCADA or telecommunications software.

☐ LEVEL 5B: Position uses, troubleshoots, and/or repairs various pieces of specialized equipment such as HVAC, lighting, gas flares, blowers, engines, heavy equipment, diagnostic equipment, large vehicles (vacuum trucks, street sweepers, fire apparatus) and/or medical or public safety equipment.

☐ LEVEL 6: Position is responsible for advanced computer programming, system security, maintenance, training, and purchasing of items such as computers, printers, scanners, etc., for the computer system for the organization (IT personnel).

☐ LEVEL 7: Position is responsible for the overall direction and supervision of the staff that are responsible for the computer and technology needs of the organization, including responsibility for developing technology policies for the organization (IT personnel).

---

10. Comments/Additional Information: Feel free to add additional information below. If using a printed copy of this form, use the back of the form to add your comments.

Type your name and the date below, then save this form as a Word document with the file name of "JobTitle.LastName.FirstName" and email it to your supervisor. If using a printed copy of this form, sign and date it and then deliver to your supervisor.

_____ _____

EMPLOYEE'S SIGNATURE OR TYPED NAME ***DATE***

THIS SECTION TO BE COMPLETED BY IMMEDIATE SUPERVISOR AND/OR DEPARTMENT HEAD

Please provide your comments below. If using a printed copy of the form and additional space is needed, please use the back of this form or attach an additional sheet. **Please do not mark in employee's portion of the questionnaire.**

1. Do you agree with the employee's answers to all of the above questions? If not, please explain.

2. List any job duties or assignments which the employee performs which are in addition to those listed on the job description or this form.

3. How long has this employee worked for you?

4. Additional comments from the employee's immediate supervisor:

Type your name and the date below, then email this form to your Department Head (if applicable) or to the Human Resources Director. If using a printed copy of this form, sign and date it before forwarding.

SUPERVISOR'S SIGNATURE OR TYPED NAME ***DATE***

If Supervisor isn't Department Head, Department Head should review this form as well.

☐ I have read the above and substantially concur.
☐ I have read the above and have the following comments:

Type your name and the date below, and then email this form to Human Resources. If using a printed copy of this form, sign and date it before forwarding.

DEPARTMENT HEAD SIGNATURE OR TYPED NAME ***DATE***

IMPORTANT DATES:

July 15th: Employees complete and submit the JAQs to their Supervisors. Please save file as follows: JobTitle.LastName.FirstName

July 25th: Supervisors and Department Heads review and then submit the JAQs to Human Resources.

August 5th: Human Resources reviews and then submits the JAQs to GovHR USA.

Week of August 15th: GovHR USA conducts virtual interviews with employees.

APPENDIX B

1. Population: Maximum 15 Points

10,224

Factor	Minimum Range			Maximum Range			Points
1.50	6,816	10,224		10,224	15,336		15
2.00	5,112	6,815		15,337	20,448		11
2.50	4,090	5,111		20,449	25,560		7
3.00	3,408	4,089		25,561	30,672		3
All Others							0

2. Median Household Income: Maximum 15 Points

$49,555

Factor	Minimum Range			Maximum Range			Points
1.50	33,037	49,555		49,555	74,333		15
2.00	24,778	33,036		74,334	99,110		11
2.50	19,822	24,777		99,111	123,888		7
3.00	16,518	19,821		123,889	148,665		3
All Others							0

3. Total Valuation: Maximum 15 Points

$583.68 Million

Factor	Minimum Range			Maximum Range			Points
1.50	389.12	583.68		583.68	875.52		15
2.00	291.84	389.11		875.53	1,167.36		11
2.50	233.47	291.83		1,167.37	1,459.20		7
79.88	194.56	233.46		1,459.21	1,751.04		3
All Others							0

4. Property Tax Revenue: Maximum 15 Points

$6.16 Million

Factor	Minimum Range			Maximum Range			Points
1.50	4.11	6.16		6.16	9.24		15
2.00	3.08	4.10		9.25	12.32		11
2.50	2.46	3.07		12.33	15.40		7
3.00	2.05	2.45		15.41	18.48		3
All Others							0

5. Total Governmental Activities Expenditures: Maximum 15 Points

$13.59 Million

Factor	Minimum Range			Maximum Range			Points
1.50	9.06	13.59		13.59	20.39		15
2.00	6.80	9.05		20.40	27.18		11
2.50	5.44	6.79		27.19	33.98		7
3.00	4.53	5.43		33.99	40.77		3
All Others							0

6. Salaries and Wages Paid: Maximum 15 Points

$4.23 Million

Factor	Minimum Range			Maximum Range			Points
1.5	2.82	4.23		4.23	6.35		15
2.0	2.12	2.81		6.36	8.46		11
2.5	1.69	2.11		8.47	10.58		7
3.0	1.41	1.68		10.59	12.69		3
All Others							0

7. Proximity to Carroll: Maximum 10 Points

	Points
0 - 60 Miles	10
31 - 50 Miles	8
51 - 70 Miles	6
71+ Miles	2

Initial Screen:
Cities with populations between 5,000 and 21,000 and not located within a larger metropolitan area.

Sources:

(1) Iowa Department of Management - 2020 Annual Financial Reports for: Property Tax Revenue, Total Expenditures and Salaries Paid: https://dom-localgov.iowa.gov/afr-search

(2) Iowa Department of Management - 2020 City Taxable & TIF Valuation for FY 2020/2021 Total Valuation: https://dom.iowa.gov/document/city-taxable-tif-valuation-class-ay2020fy2022

(3) U.S. Census Bureau: Population and Median Household Income - Past 12 Months in 2020 dollars.

(4) Google Maps: Proximity

Note:

Each of the eight criterion contain ranges to assess comparability with the City's data. For example, each of the four ranges for the City's population is developed using a factor of .5 percent (+/-). To determine the population range that will receive a score of 15 (most similar to the City), the City's population is multiplied by 1.5 (maximum range) and divided by 1.5 (minimum range). The City's population is then multiplied and divided by 2.0, 2.5 and 3.0 to determine ranges of decreasing similarity (and subsequently decreasing "comparability points").

City	Population	Max. Points	Median HH Income	Max. Points	Total Valuation	Max. Points	Prop. Tax Revenue	Max. Points	Total GA Exp.	Max. Points	Salaries Paid	Max. Points	Proximity	Max. Points	Total Points
Carroll	**10,224**	**15**	**49,555**	**15**	**583.68**	**15**	**6.16**	**15**	**13.59**	**15**	**4.23**	**15**	**0**	**10**	**100**
Spencer	11,356	15	45,224	15	573.25	15	6.61	15	17.59	15	5.61	15	89	8	98
Boone	12,469	15	60,854	15	452.29	15	6.39	15	11.45	15	4.72	15	53	8	98
Le Mars	10,572	15	68,306	15	603.97	15	6.14	15	16.21	15	4.80	15	113	6	96
Clear Lake	7,574	15	61,338	15	723.70	15	5.69	15	12.08	15	3.67	15	146	6	96
Storm Lake	11,256	15	47,943	15	353.51	11	4.58	15	15.01	15	3.86	15	56	8	94
Grinnell	9,513	15	50,668	15	384.00	11	4.44	15	15.22	15	3.86	15	130	6	92
Waverly	10,398	15	65,701	15	510.72	15	7.15	15	25.37	11	5.36	15	166	2	88
Sioux Center	8,273	15	76,580	11	436.58	15	3.85	11	17.97	15	4.40	15	132	6	88
Fort Madison	10,174	15	44,334	15	316.46	11	4.62	15	17.72	15	5.49	15	257	2	88
Decorah	7,747	15	55,920	15	371.55	11	5.05	15	16.66	15	3.75	15	235	2	88
Charles City	7,281	15	37,301	15	295.16	11	4.34	15	13.92	15	3.48	15	179	2	88
Pella	10,554	15	75,848	11	652.81	15	6.20	15	12.95	15	7.70	11	137	6	88
Keokuk	9,792	15	43,304	15	358.19	11	5.00	15	12.86	15	5.81	15	264	2	88
Denison	8,178	15	53,808	15	237.01	7	4.30	15	10.21	15	2.57	11	28	10	88
Knoxville	7,472	15	50,629	15	244.59	7	4.11	15	9.73	15	3.18	15	130	6	88
Pleasant Hill	10,860	15	74,612	11	713.17	15	5.73	15	28.65	7	4.76	15	100	8	86
Webster City	7,751	15	54,531	15	263.11	7	4.07	11	18.72	15	4.44	15	82	8	86
Nevada	7,057	15	60,144	15	311.50	11	3.94	11	10.55	15	2.68	11	76	8	86
Creston	7,487	15	44,631	15	238.58	7	3.33	11	9.49	15	3.73	15	95	8	86
Oskaloosa	11,536	15	49,856	15	388.23	11	4.96	15	26.97	11	4.10	15	154	2	84
Mount Pleasant	8,982	15	51,615	15	344.87	11	3.96	11	14.38	15	4.94	15	229	2	84
Fairfield	9,641	15	42,862	15	368.74	11	5.47	15	8.73	11	4.50	15	205	2	84
Algona	5,336	11	48,492	15	269.63	7	3.98	11	11.07	15	2.91	15	100	8	82
Spirit Lake	5,420	11	52,664	15	423.30	15	3.06	7	15.95	15	2.36	11	108	6	80
Washington	7,255	15	54,541	15	264.39	7	3.95	11	14.14	15	3.23	15	216	2	80
Orange City	6,228	11	71,848	15	282.39	7	3.40	11	13.32	15	2.83	15	120	6	80
Atlantic	6,758	11	46,625	15	249.40	7	3.98	11	10.30	15	2.42	11	54	8	78
Perry	7,929	15	47,802	15	178.18	0	2.93	7	13.94	15	3.80	15	50	10	77
DeWitt	5,520	11	56,563	15	303.91	11	3.06	7	16.44	15	2.93	15	228	2	76
Newton	15,667	11	48,417	15	560.04	15	8.12	15	33.75	3	9.48	7	116	6	72
Osceola	5,536	11	50,696	15	199.66	3	3.24	11	16.91	15	2.38	11	124	6	72
Iowa Falls	5,063	7	45,331	15	204.51	3	3.20	11	12.11	15	2.60	11	114	6	68
Estherville	5,861	11	53,542	15	175.81	0	2.42	3	9.59	15	3.60	15	96	8	67
Sheldon	5,428	11	54,931	15	230.52	3	1.79	0	10.31	15	2.27	11	123	6	61
Independence	6,166	11	58,631	15	245.96	7	3.66	11	10.12	15	0.26	0	183	2	61
Oelwein	5,844	11	38,320	15	191.86	0	3.01	7	9.68	15	2.47	11	196	2	61
Manchester	5,094	7	49,729	15	225.85	3	2.96	7	9.77	15	2.47	11	205	2	60
Red Oak	5,582	11	50,524	15	164.72	0	2.85	7	6.30	7	2.55	11	92	8	59
Maquoketa	6,068	11	48,164	15	221.36	3	2.85	7	8.77	11	2.03	7	231	2	56
Centerville	5,325	11	32,689	11	141.13	0	2.49	7	5.68	7	2.69	11	183	2	49
Cherokee	5,099	7	46,405	15	169.58	0	2.43	3	5.95	7	1.94	7	81	8	47
Clarinda	5,493	11	48,309	15	145.78	0	2.28	3	6.06	7	1.47	3	101	6	45
Glenwood	5,170	11	63,852	15	180.00	0	2.72	7	4.39	0	1.43	3	112	6	42

City	Population	Max. Points	Median HH Income	Max. Points	Total Valuation	Max. Points	Prop. Tax Revenue	Max. Points	Total GA Exp.	Max. Points	Salaries Paid	Max. Points	Proximity	Max. Points	Total Points
Carroll	**10,224**	**15**	**49,555**	**15**	**583.68**	**15**	**6.16**	**15**	**13.59**	**15**	**4.23**	**15**	**0**	**10**	**100**
Spencer	11,356	15	45,224	15	573.25	15	6.61	15	17.59	15	5.61	15	89	8	98
Boone	12,469	15	60,854	15	452.29	15	6.39	15	11.45	15	4.72	15	53	8	98
Le Mars	10,572	15	68,306	15	603.97	15	6.14	15	16.21	15	4.80	15	113	6	96
Clear Lake	7,574	15	61,338	15	723.70	15	5.69	15	12.08	15	3.67	15	146	6	96
Storm Lake	11,256	15	47,943	15	353.51	11	4.58	15	15.01	15	3.86	15	56	8	94
Grinnell	9,513	15	50,668	15	384.00	11	4.44	15	15.22	15	3.86	15	130	6	92
Waverly	10,398	15	65,701	15	510.72	15	7.15	15	25.37	11	5.36	15	166	2	88
Sioux Center	8,273	15	76,580	11	436.58	15	3.85	11	17.97	15	4.40	15	132	6	88
Fort Madison	10,174	15	44,334	15	316.46	11	4.62	15	17.72	15	5.49	15	257	2	88
Decorah	7,747	15	55,920	15	371.55	11	5.05	15	16.66	15	3.75	15	235	2	88
Charles City	7,281	15	37,301	15	295.16	11	4.34	15	13.92	15	3.48	15	179	2	88
Pella	10,554	15	75,848	11	652.81	15	6.20	15	12.95	15	7.70	11	137	6	88
Keokuk	9,792	15	43,304	15	358.19	11	5.00	15	12.86	15	5.81	15	264	2	88
Denison	8,178	15	53,808	15	237.01	7	4.30	15	10.21	15	2.57	11	28	10	88
Knoxville	7,472	15	50,629	15	244.59	7	4.11	15	9.73	15	3.18	15	130	6	88

APPENDIX C

	City Manager			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone	City Administrator			135,200
Charles City				128,500
Clear Lake				154,294
Decorah		110,000	148,000	
Denison				115,000
Fort Madison				124,530
Grinnell				158,582
Keokuk	City Administrator/Finance Director. Contract			139,327
Knoxville				
Le Mars	City Administrator			145,000
Pella	City Administrator			180,003
Sioux Center	City Manager/Clerk			153,000
Spencer	City Manager	117,300	146,625	
Storm Lake		109,387	153,142	
Waverly	City Administrator			142,314
Carroll		109,813	144,491	
Range Data				
Average		112,229.00	149,255.67	143,250.02
50th Percentile		110,000.00	148,000.00	142,314.00
60th Percentile		111,460.00	149,028.40	145,000.00
65th Percentile		112,190.00	149,542.60	149,000.00
70th Percentile		112,920.00	150,056.80	153,000.00
75th Percentile		113,650.00	150,571.00	153,647.00
80th Percentile		114,380.00	151,085.20	154,294.00
Actual Data				
Average		128,925.02	171,900.03	
50th Percentile		128,082.60	170,776.80	
60th Percentile		130,500.00	174,000.00	
65th Percentile		134,100.00	178,800.00	
70th Percentile		137,700.00	183,600.00	
75th Percentile		138,282.30	184,376.40	
80th Percentile		138,864.60	185,152.80	

Finance Director/City Clerk				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone				101,920
Charles City	Clerk/Treasurer			74,630
Clear Lake	Director of Finance and Admin. Svcs.			121,555
Decorah		65,000	88,000	
Denison				85,904
Fort Madison	Fin Dtr/Treasurer. City Clerk is separate position			86,880
Grinnell		80,222	104,290	
Keokuk	City Clerk	54,884	76,838	
Knoxville				
Le Mars	Fin Dtr. Also a separate City Clerk at $56,200			95,000
Pella	Finance Director			137,600
Sioux Center				93,000
Spencer	Deputy City Manager/Finance Director	88,119	113,309	
Storm Lake	Finance Director	95,472	133,661	
Waverly	City Clerk	66,925	78,293	
Carroll		70,227	92,404	
Range Data				
Average		75,103.73	99,065.12	99,561.11
50th Percentile		73,573.50	96,145.00	94,000.00
60th Percentile		80,222.00	104,290.00	96,384.00
65th Percentile		82,196.35	106,544.68	98,806.00
70th Percentile		84,170.69	108,799.36	101,228.00
75th Percentile		86,145.04	111,054.04	106,828.75
80th Percentile		88,119.38	113,308.72	113,701.00
Actual Data				
Average		89,605.00	119,473.34	
50th Percentile		84,600.00	112,800.00	
60th Percentile		86,745.60	115,660.80	
65th Percentile		88,925.40	118,567.20	
70th Percentile		91,105.20	121,473.60	
75th Percentile		96,145.88	128,194.50	
80th Percentile		102,330.90	136,441.20	

	Deputy City Clerk			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone	A/P-Payroll Specialist	32,695	42,918	
Charles City	N/A			
Clear Lake	City Clerk			65,270
Decorah		40,000	54,000	
Denison	Note: Not a certified City Clerk yet			42,087
Fort Madison	City Clerk			80,060
Grinnell		49,483	64,327	
Keokuk		41,500	58,100	
Knoxville				
Le Mars	Two employees			62,000
Pella		48,277	66,664	
Sioux Center	Acts as office mfr, conducts financials (payroll, AP/AR)			62,400
Spencer		61,480	79,052	
Storm Lake	City Clerk	57,845	75,198	
Waverly	Deputy Clerk	54,642	63,923	
Carroll		46,367	61,008	
Range Data				
Average		48,240.25	63,022.78	62,363.45
50th Percentile		48,879.90	64,125.00	62,400.00
60th Percentile		50,514.80	64,794.40	63,548.00
65th Percentile		52,320.45	65,612.35	64,122.00
70th Percentile		54,126.10	66,430.30	64,696.00
75th Percentile		55,442.75	68,797.50	65,270.00
80th Percentile		56,563.80	71,784.40	68,228.00
Actual Data				
Average		56,127.11	74,836.14	
50th Percentile		56,160.00	74,880.00	
60th Percentile		57,193.20	76,257.60	
65th Percentile		57,709.80	76,946.40	
70th Percentile		58,226.40	77,635.20	
75th Percentile		58,743.00	78,324.00	
80th Percentile		61,405.20	81,873.60	

	Administrative Assistant			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone				
Charles City	Utility Billing Clerk			36,982
Clear Lake	Accounting Clerk			58,572
Decorah		40,000	54,000	
Denison				34,671
Fort Madison		33,280	42,744	
Grinnell	Accounting Tech	44,364	57,674	
Keokuk	Finance Clerk & HR/Payroll Clerk	30,250	42,350	
Knoxville				
Le Mars				67,500
Pella		39,603	54,725	
Sioux Center				47,840
Spencer		42,453	54,579	
Storm Lake	Deputy City Clerk	57,845	75,198	
Waverly	Office Coordinator	54,642	63,918	
Carroll		39,401	51,844	
Range Data				
Average		42,804.58	55,648.55	49,113.00
50th Percentile		41,226.40	54,652.00	47,840.00
60th Percentile		42,835.04	55,314.64	52,132.80
65th Percentile		43,503.96	56,346.86	54,279.20
70th Percentile		44,172.88	57,379.08	56,425.60
75th Percentile		46,933.40	59,235.10	58,572.00
80th Percentile		50,530.56	61,420.64	60,357.60
Actual Data				
Average		44,201.70	58,935.60	
50th Percentile		43,056.00	57,408.00	
60th Percentile		46,919.52	62,559.36	
65th Percentile		48,851.28	65,135.04	
70th Percentile		50,783.04	67,710.72	
75th Percentile		52,714.80	70,286.40	
80th Percentile		54,321.84	72,429.12	

	Secretary			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone	Deputy Clerk	38,626	45,443	
Charles City	Also does A/P			36,360
Clear Lake	Office Clerk			39,665
Decorah	Billing Clerk	35,000	48,000	
Denison				
Fort Madison	Records Clerk - Police Department	32,802	36,962	
Grinnell	Admin. Tech - Utility Billing Clerk	44,364	57,674	
Keokuk		33,275	46,585	
Knoxville				
Le Mars		37,898	43,742	
Pella				
Sioux Center	Office Assistant			43,680
Spencer	N/A			
Storm Lake	Customer Service Representative	36,462	45,578	
Waverly	Secretary/Receptionist	44,158	51,667	
Carroll		35,512	46,727	
Range Data				
Average		37,823.12	46,956.37	39,901.67
50th Percentile		37,179.80	46,081.50	39,665.00
60th Percentile		38,043.35	46,868.00	40,468.00
65th Percentile		38,298.42	47,363.25	40,869.50
70th Percentile		38,553.48	47,858.50	41,271.00
75th Percentile		40,009.37	48,916.80	41,672.50
80th Percentile		41,945.58	50,200.32	42,074.00
Actual Data				
Average		35,911.50	47,882.00	
50th Percentile		35,698.50	47,598.00	
60th Percentile		36,421.20	48,561.60	
65th Percentile		36,782.55	49,043.40	
70th Percentile		37,143.90	49,525.20	
75th Percentile		37,505.25	50,007.00	
80th Percentile		37,866.60	50,488.80	

	Police Chief			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone		86,909	113,607	
Charles City	Public Safety Dtr. (also over Fire & Code Enf.)			95,886
Clear Lake				113,297
Decorah		70,000	90,000	
Denison				88,493
Fort Madison				95,510
Grinnell		80,222	104,290	
Keokuk		70,440	96,616	
Knoxville				
Le Mars				101,700
Pella				120,000
Sioux Center				88,000
Spencer		88,119	113,309	
Storm Lake		95,472	133,661	
Waverly		89,571	104,785	
Carroll		78,762	103,635	
Range Data				
Average		82,961.90	108,038.28	100,412.27
50th Percentile		86,909.31	104,785.00	95,886.36
60th Percentile		87,635.12	109,899.40	99,374.54
65th Percentile		87,998.03	112,456.60	101,118.64
70th Percentile		88,409.40	113,368.59	104,019.40
75th Percentile		88,845.00	113,457.97	107,498.50
80th Percentile		89,280.60	113,547.35	110,977.60
Actual Data				
Average		90,371.05	120,494.73	
50th Percentile		86,297.72	115,063.63	
60th Percentile		89,437.09	119,249.45	
65th Percentile		91,006.77	121,342.36	
70th Percentile		93,617.46	124,823.28	
75th Percentile		96,748.65	128,998.20	
80th Percentile		99,879.84	133,173.12	

	Police Captain			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone	Commander			84,725
Charles City				72,287
Clear Lake				96,345
Decorah		55,000	75,000	
Denison	Assistant Chief			69,546
Fort Madison				75,632
Grinnell		64,215	83,479	
Keokuk	Asst. Chief. Also 2 Captains at $54884-76838	61,525	86,135	
Knoxville				
Le Mars	Asst. Police Chief. (No Captains)			88,000
Pella				97,802
Sioux Center				
Spencer	Police Lieutenant	72,552	93,275	
Storm Lake	Assistant Police Chief	81,578	114,209	
Waverly		77,940	91,179	
Carroll		63,398	83,419	
Range Data				
Average		68,801.74	89,528.03	83,476.57
50th Percentile		68,383.71	88,657.00	84,724.72
60th Percentile		72,552.42	91,179.00	86,689.89
65th Percentile		73,899.32	91,703.05	87,672.47
70th Percentile		75,246.21	92,227.10	89,669.00
75th Percentile		76,593.11	92,751.14	92,172.50
80th Percentile		77,940.00	93,275.19	94,676.00
Actual Data				
Average		75,128.92	100,171.89	
50th Percentile		76,252.25	101,669.66	
60th Percentile		78,020.90	104,027.87	
65th Percentile		78,905.22	105,206.97	
70th Percentile		80,702.10	107,602.80	
75th Percentile		82,955.25	110,607.00	
80th Percentile		85,208.40	113,611.20	

	Police Sergeant			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone				74,231
Charles City	Lieutenant	63,773	64,771	
Clear Lake	Lieutenant			83,449
Decorah		55,000	75,000	
Denison				62,685
Fort Madison	Union			61,006
Grinnell		56,529	73,488	
Keokuk		47,725	66,815	
Knoxville				
Le Mars				74,549
Pella		64,917	89,690	
Sioux Center				
Spencer	N/A			
Storm Lake	Lieutenant	74,526	104,337	
Waverly		67,766	75,733	
Carroll	If 40 hrs	57,928	76,222	
Range Data				
Average		61,462.29	78,547.66	71,184.14
50th Percentile		63,772.80	75,000.00	74,231.04
60th Percentile		64,459.20	75,439.68	74,358.34
65th Percentile		64,802.40	75,659.52	74,421.98
70th Percentile		65,486.72	78,524.16	74,485.63
75th Percentile		66,341.60	82,711.20	74,549.28
80th Percentile		67,196.48	86,898.24	76,329.22
Actual Data				
Average		64,065.72	85,420.96	
50th Percentile		66,807.94	89,077.25	
60th Percentile		66,922.50	89,230.00	
65th Percentile		66,979.79	89,306.38	
70th Percentile		67,037.07	89,382.76	
75th Percentile		67,094.35	89,459.14	
80th Percentile		68,696.30	91,595.07	

	Police Officer			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone		55,172	69,902	
Charles City	Plus $2000/yr stipend for living in town	56,784	74,360	
Clear Lake	Certified starts at $62400	58,240	72,800	
Decorah		56,514	69,222	
Denison	Non-certified=minimum, certified=maximum	53,094	58,993	
Fort Madison		48,006	57,366	
Grinnell	Union	58,323	69,987	
Keokuk	Range based on yrs of service w. 3 steps	49,271	60,147	
Knoxville				
Le Mars	Patrolman	57,940	66,214	
Pella		55,973	77,334	
Sioux Center	7 officers, actual average			69,680
Spencer		60,555	77,869	
Storm Lake	Patrol Officer - union contract - hourly rate	52,562	66,290	
Waverly		55,806	67,766	
Carroll	If 40 hrs	50,475	66,414	
Range Data				
Average		55,249.19	68,327.12	69,680.00
50th Percentile		55,972.80	69,222.40	69,680.00
60th Percentile		56,567.68	69,919.13	69,680.00
65th Percentile		56,729.92	69,970.03	69,680.00
70th Percentile		57,246.38	71,112.20	69,680.00
75th Percentile		57,939.96	72,800.00	69,680.00
80th Percentile		58,119.98	73,736.00	69,680.00
Actual Data				
Average		62,712.00	83,616.00	
50th Percentile		62,712.00	83,616.00	
60th Percentile		62,712.00	83,616.00	
65th Percentile		62,712.00	83,616.00	
70th Percentile		62,712.00	83,616.00	
75th Percentile		62,712.00	83,616.00	
80th Percentile		62,712.00	83,616.00	

Fire Chief				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone				100,360
Charles City				70,946
Clear Lake	Volunteer with a monthly stipend			13,000
Decorah				$1,200/qtr
Denison				79,944
Fort Madison				93,120
Grinnell		80,222	104,290	
Keokuk		70,440	98,616	
Knoxville				
Le Mars				106,000
Pella				
Sioux Center	Volunteer			
Spencer		88,119	113,309	
Storm Lake		95,472	133,661	
Waverly	Annual pay $6,179 + $15/fire call			
Carroll		65,764	86,531	
Range Data				
Average		83,563.35	112,468.93	77,228.37
50th Percentile		84,170.69	108,799.36	86,532.19
60th Percentile		86,539.90	111,504.98	93,120.00
65th Percentile		87,724.51	112,857.78	94,930.00
70th Percentile		88,854.64	115,343.95	96,740.00
75th Percentile		89,957.54	118,396.79	98,550.00
80th Percentile		91,060.43	121,449.63	100,360.00
Actual Data				
Average		69,505.53	92,674.04	
50th Percentile		77,878.97	103,838.63	
60th Percentile		83,808.00	111,744.00	
65th Percentile		85,437.00	113,916.00	
70th Percentile		87,066.00	116,088.00	
75th Percentile		88,695.00	118,260.00	
80th Percentile		90,324.00	120,432.00	

	Building Official			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone				86,806
Charles City	Also is CBO but its not req'd by City			60,029
Clear Lake				66,726
Decorah	N/A			
Denison	Building Inspector, Levels I-IV	49,181	58,029	
Fort Madison	Planning & Zoning/Building Inspector			82,410
Grinnell	Bldg & Pln Director. Also some code enf.	75,742	98,465	
Keokuk	Community Development Director	61,625	86,135	
Knoxville				
Le Mars	Code Enforcement Officer/Building Official			73,000
Pella		64,917	89,690	
Sioux Center				65,000
Spencer		53,872	69,264	
Storm Lake	Building & Code Compliance Director	96,472	133,661	
Waverly				
Carroll		53,335	70,177	
Range Data				
Average		66,968.06	89,207.28	72,328.47
50th Percentile		63,270.90	87,912.30	69,863.00
60th Percentile		64,916.80	89,689.60	73,000.00
65th Percentile		67,623.10	91,883.45	75,352.50
70th Percentile		70,329.40	94,077.30	77,705.00
75th Percentile		73,035.70	96,271.15	80,057.50
80th Percentile		75,742.00	98,465.00	82,410.00
Actual Data				
Average		65,095.63	86,794.17	
50th Percentile		62,876.70	83,835.60	
60th Percentile		65,700.00	87,600.00	
65th Percentile		67,817.25	90,423.00	
70th Percentile		69,934.50	93,246.00	
75th Percentile		72,051.75	96,069.00	
80th Percentile		74,169.00	98,892.00	

	Code Compliance Officer			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone	Community Service Officer			60,320
Charles City				57,720
Clear Lake	N/A			
Decorah		60,000	81,000	
Denison	Code Enforcement Official			46,765
Fort Madison	Comm. Svc. Officer-all description + animals			46,905
Grinnell				
Keokuk		36,603	51,244	
Knoxville				
Le Mars				
Pella	Code Enforcement Officer	48,277	66,664	
Sioux Center				45,760
Spencer	Building Code Official	53,872	69,264	
Storm Lake	Code Enforcement Officer	39,021	48,776	
Waverly	Zoning Specialist	63,701	74,521	
Carroll		47,131	62,013	
Range Data				
Average		50,245.63	65,244.83	51,493.93
50th Percentile		51,074.40	67,964.00	46,905.00
60th Percentile		53,872.00	69,264.00	51,231.00
65th Percentile		55,404.00	70,578.25	53,394.00
70th Percentile		56,936.00	71,892.50	55,557.00
75th Percentile		58,468.00	73,206.75	57,720.00
80th Percentile		60,000.00	74,521.00	58,240.00
Actual Data				
Average		46,344.54	61,792.71	
50th Percentile		42,214.50	56,286.00	
60th Percentile		46,107.90	61,477.20	
65th Percentile		48,054.60	64,072.80	
70th Percentile		50,001.30	66,668.40	
75th Percentile		51,948.00	69,264.00	
80th Percentile		52,416.00	69,888.00	

Public Works Director/City Engineer				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone	Director of PW, Parks & Cemetery			98,863
Charles City	No PWD. City Engineer	80,000	95,000	
Clear Lake	Public Works Director			87,755
Decorah		85,000	115,000	
Denison	Public Works Director			77,635
Fort Madison	Public Works Director. Not an engineer			107,560
Grinnell		80,222	104,290	
Keokuk	Not a licensed engineer	65,832	92,164	
Knoxville				
Le Mars				
Pella				139,400
Sioux Center	Assistant Utilities Manager			101,000
Spencer		88,119	113,309	
Storm Lake	Water Quality Dtr.-water & ww only	95,472	133,661	
Waverly	Public Works Director	92,797	108,559	
Carroll		90,712	119,358	
Range Data				
Average		83,920.34	110,167.59	102,035.47
50th Percentile		85,000.00	108,559.00	99,931.64
60th Percentile		86,871.63	111,408.83	101,000.00
65th Percentile		87,807.44	112,833.75	102,640.00
70th Percentile		89,054.90	113,646.98	104,280.00
75th Percentile		90,458.19	114,154.36	105,920.00
80th Percentile		91,861.48	114,661.74	107,560.00
Actual Data				
Average		91,831.92	122,442.56	
50th Percentile		89,938.48	119,917.97	
60th Percentile		90,900.00	121,200.00	
65th Percentile		92,376.00	123,168.00	
70th Percentile		93,852.00	125,136.00	
75th Percentile		95,328.00	127,104.00	
80th Percentile		96,804.00	129,072.00	

Engineering Technician				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone	N/A			
Charles City	GIS Coord. Assists CE w. many of listed duties			45,967
Clear Lake	N/A			
Decorah	Assistant City Engineer	65,000	88,000	
Denison				
Fort Madison				
Grinnell				
Keokuk		41,500	58,100	
Knoxville				
Le Mars				
Pella				
Sioux Center				
Spencer	Contracted service			
Storm Lake				
Waverly		49,816	63,877	
Carroll		56,819	74,764	
Range Data				
Average		52,105.33	69,992.27	45,967.00
50th Percentile		49,816.00	63,876.80	45,967.00
60th Percentile		52,852.80	68,701.44	45,967.00
65th Percentile		54,371.20	71,113.76	45,967.00
70th Percentile		55,889.60	73,526.08	45,967.00
75th Percentile		57,408.00	75,938.40	45,967.00
80th Percentile		58,926.40	78,350.72	45,967.00
Actual Data				
Average		41,370.30	55,160.40	
50th Percentile		41,370.30	55,160.40	
60th Percentile		41,370.30	55,160.40	
65th Percentile		41,370.30	55,160.40	
70th Percentile		41,370.30	55,160.40	
75th Percentile		41,370.30	55,160.40	
80th Percentile		41,370.30	55,160.40	

	Street Superintendent			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone	Daily Operations Manager			78,013
Charles City	Streets & Water Supt. Over storm sanitary sewer			93,879
Clear Lake	N/A			
Decorah	N/A			
Denison	Street Commissioner			61,852
Fort Madison	Public Works Superintendent			81,200
Grinnell	Assistant Supervisor	49,483	64,327	
Keokuk		54,884	76,838	
Knoxville				
Le Mars				87,000
Pella		71,656	98,987	
Sioux Center				75,795
Spencer		57,671	74,161	
Storm Lake	Public Services Supervisor	81,578	114,209	
Waverly	Street Foreman	62,920	73,611	
Carroll		59,984	78,926	
Range Data				
Average		63,032.08	83,688.96	79,623.24
50th Percentile		60,295.73	75,499.69	79,606.68
60th Percentile		62,920.00	76,838.00	81,200.00
65th Percentile		65,104.00	82,375.30	82,650.00
70th Percentile		67,288.00	87,912.60	84,100.00
75th Percentile		69,472.00	93,449.90	85,550.00
80th Percentile		71,656.00	98,987.20	87,000.00
Actual Data				
Average		71,660.92	95,547.89	
50th Percentile		71,646.01	95,528.01	
60th Percentile		73,080.00	97,440.00	
65th Percentile		74,385.00	99,180.00	
70th Percentile		75,690.00	100,920.00	
75th Percentile		76,995.00	102,660.00	
80th Percentile		78,300.00	104,400.00	

	Mechanic			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone	Mechanic Foreman			64,666
Charles City		55,557	57,824	
Clear Lake				62,316
Decorah	Operator/Mechanic	51,147	55,702	
Denison	Mechanic/Maintenance Worker			55,044
Fort Madison	Laborer II			47,216
Grinnell	N/A			
Keokuk	Range is Class A to Class B Mechanic	47,965	49,317	
Knoxville				
Le Mars				
Pella		48,277	66,664	
Sioux Center				79,248
Spencer		50,066	64,376	
Storm Lake				
Waverly	Equipment Mechanic	52,957	70,554	
Carroll		47,131	62,013	
Range Data				
Average		50,994.67	60,739.47	61,698.10
50th Percentile		50,606.40	61,100.00	62,316.00
60th Percentile		51,147.20	64,376.00	63,256.08
65th Percentile		51,599.60	64,948.00	63,726.12
70th Percentile		52,052.00	65,520.00	64,196.16
75th Percentile		52,504.40	66,092.00	64,666.20
80th Percentile		52,956.80	66,664.00	67,582.56
Actual Data				
Average		55,528.29	74,037.72	
50th Percentile		56,084.40	74,779.20	
60th Percentile		56,930.47	75,907.30	
65th Percentile		57,353.51	76,471.34	
70th Percentile		57,776.54	77,035.39	
75th Percentile		58,199.58	77,599.44	
80th Percentile		60,824.30	81,099.07	

Municipal Service Worker				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone		37,947	57,308	
Charles City	General Maintenance	43,722	47,549	
Clear Lake	Public Works Employee			62,316
Decorah	Operator	46,051	50,170	
Denison	Maintenance Worker I-IV	43,597	57,314	
Fort Madison	Labor I or Labor II	45,010	46,430	
Grinnell	Public Service Worker	42,550	53,187	
Keokuk	Range is based on depart. assigned to	46,696	47,965	
Knoxville				
Le Mars	Equipment Operator	52,874	61,547	
Pella	Equipment Operator	41,621	57,491	
Sioux Center				
Spencer	N/A			
Storm Lake	Public Services Maint. Worker I-IV	41,746	68,357	
Waverly	Operator (incl. Equip Op. & Refuse Coll.)	49,816	61,963	
Carroll		41,748	54,931	
Range Data				
Average		44,693.65	55,389.21	62,316.00
50th Percentile		43,721.60	57,308.28	62,316.00
60th Percentile		45,010.00	57,314.19	62,316.00
65th Percentile		45,530.60	57,402.70	62,316.00
70th Percentile		46,051.20	57,491.20	62,316.00
75th Percentile		46,373.60	59,519.20	62,316.00
80th Percentile		46,696.00	61,547.20	62,316.00
Actual Data				
Average		56,084.40	74,779.20	
50th Percentile		56,084.40	74,779.20	
60th Percentile		56,084.40	74,779.20	
65th Percentile		56,084.40	74,779.20	
70th Percentile		56,084.40	74,779.20	
75th Percentile		56,084.40	74,779.20	
80th Percentile		56,084.40	74,779.20	

Water Superintendent				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone	Both plants contracted out to US Water			
Charles City	Street & Water Supt. Grade IV in T & D			93,879
Clear Lake				77,355
Decorah		65,000	88,000	
Denison				
Fort Madison	Water Treat Supv. Must have Grade IV			74,630
Grinnell	Water Director	75,742	98,465	
Keokuk				
Knoxville				
Le Mars				98,000
Pella	Water Treatment Plant Superintendent	79,082	109,262	
Sioux Center				90,646
Spencer	Contracted service			
Storm Lake		52,582	68,357	
Waverly		67,392	78,832	
Carroll		63,398	83,419	
Range Data				
Average		67,959.52	88,583.28	86,902.08
50th Percentile		67,392.00	88,000.00	90,646.40
60th Percentile		70,732.00	92,186.00	91,939.44
65th Percentile		72,402.00	94,279.00	92,585.96
70th Percentile		74,072.00	96,372.00	93,232.48
75th Percentile		75,742.00	98,465.00	93,879.00
80th Percentile		76,409.92	100,624.48	94,703.20
Actual Data				
Average		78,211.87	104,282.50	
50th Percentile		81,581.76	108,775.68	
60th Percentile		82,745.50	110,327.33	
65th Percentile		83,327.36	111,103.15	
70th Percentile		83,909.23	111,878.98	
75th Percentile		84,491.10	112,654.80	
80th Percentile		85,232.88	113,643.84	

Water Plant Operator II				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone				
Charles City	No tanker endorsement	50,211	52,915	
Clear Lake				69,201
Decorah		53,269	57,616	
Denison				
Fort Madison	Water Treat Asst Supv. Has Grade IV			68,180
Grinnell	.60 increase per grade	50,060	62,263	
Keokuk				
Knoxville				
Le Mars	City has Ops up to Grade IV	61,755	64,730	
Pella	Lead Water Plant Treatment Operator	55,973	77,334	
Sioux Center				60,320
Spencer	Contracted service			
Storm Lake	Water Treatment Operator Grade II	44,678	58,082	
Waverly	Senior Water Operator	54,642	63,918	
Carroll		50,095	65,913	
Range Data				
Average		52,941.09	62,408.37	65,900.33
50th Percentile		53,268.80	62,263.00	68,180.00
60th Percentile		54,092.48	63,256.24	68,384.20
65th Percentile		54,504.32	63,752.86	68,486.30
70th Percentile		54,907.84	64,080.64	68,588.40
75th Percentile		55,307.20	64,324.00	68,690.50
80th Percentile		55,706.56	64,567.36	68,792.60
Actual Data				
Average		59,310.30	79,080.40	
50th Percentile		61,362.00	81,816.00	
60th Percentile		61,545.78	82,061.04	
65th Percentile		61,637.67	82,183.56	
70th Percentile		61,729.56	82,306.08	
75th Percentile		61,821.45	82,428.60	
80th Percentile		61,913.34	82,551.12	

Water Plant Operator I				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone				
Charles City	No tanker endorsement	47,549	50,211	
Clear Lake				60,424
Decorah		47,798	52,062	
Denison				
Fort Madison	Water Plant Operator	42,450	48,380	
Grinnell		48,812	61,015	
Keokuk				
Knoxville				
Le Mars		55,286	58,115	
Pella	Water Treatment Plant Operator	50,710	70,034	
Sioux Center				54,080
Spencer	Contracted service			
Storm Lake		41,746	52,182	
Waverly	Water Operator	49,816	58,302	
Carroll		47,131	62,013	
Range Data				
Average		48,021.00	56,287.73	57,252.00
50th Percentile		48,305.20	55,148.60	57,252.00
60th Percentile		49,012.80	58,152.64	57,886.40
65th Percentile		49,364.20	58,218.16	58,203.60
70th Percentile		49,715.60	58,283.68	58,520.80
75th Percentile		50,039.60	58,980.55	58,838.00
80th Percentile		50,352.64	59,929.96	59,155.20
Actual Data				
Average		51,526.80	68,702.40	
50th Percentile		51,526.80	68,702.40	
60th Percentile		52,097.76	69,463.68	
65th Percentile		52,383.24	69,844.32	
70th Percentile		52,668.72	70,224.96	
75th Percentile		52,954.20	70,605.60	
80th Percentile		53,239.68	70,986.24	

Wastewater Superintendent				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone				
Charles City	Water Resource Recovery Facility Supt. (Grade IV T)			78,073
Clear Lake	N/A			
Decorah		65,000	88,000	
Denison				
Fort Madison	Must have a Grade IV			75,440
Grinnell	Wastewater Director	75,742	98,465	
Keokuk		65,832	92,164	
Knoxville				
Le Mars				96,500
Pella	Wastewater Treatment Plant Supt.	79,082	109,262	
Sioux Center				89,440
Spencer	Contracted service			
Storm Lake		74,526	104,337	
Waverly		67,392	78,832	
Carroll		72,096	94,863	
Range Data				
Average		71,262.27	95,176.73	84,863.37
50th Percentile		70,959.00	95,314.50	83,756.73
60th Percentile		74,526.00	98,465.00	87,166.69
65th Percentile		74,830.00	99,933.00	88,871.67
70th Percentile		75,134.00	101,401.00	90,146.00
75th Percentile		75,438.00	102,869.00	91,205.00
80th Percentile		75,742.00	104,337.00	92,264.00
Actual Data				
Average		76,377.03	101,836.04	
50th Percentile		75,381.06	100,508.08	
60th Percentile		78,450.02	104,600.03	
65th Percentile		79,984.51	106,646.01	
70th Percentile		81,131.40	108,175.20	
75th Percentile		82,084.50	109,446.00	
80th Percentile		83,037.60	110,716.80	

Wastewater Plant Operator II				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone				
Charles City	No tanker	50,211	52,915	
Clear Lake	N/A			
Decorah		53,269	57,616	
Denison				
Fort Madison	WW Asst Superintendent			58,385
Grinnell	.60 increase per grade	50,060	62,263	
Keokuk				52,499
Knoxville				
Le Mars	City has Operators up to Grade IV	55,515	64,730	
Pella	Lead Wastewater Plant Treatment Opera	55,973	77,334	
Sioux Center				70,720
Spencer	Contracted service			
Storm Lake		44,678	58,082	
Waverly	Senior Wastewater Operator	56,430	66,019	
Carroll		50,095	65,913	
Range Data				
Average		52,305.20	62,708.49	60,534.73
50th Percentile		53,268.80	62,263.00	58,385.00
60th Percentile		54,616.64	63,742.96	60,852.00
65th Percentile		55,290.56	64,482.94	62,085.50
70th Percentile		55,606.72	64,987.52	63,319.00
75th Percentile		55,744.00	65,374.40	64,552.50
80th Percentile		55,881.28	65,761.28	65,786.00
Actual Data				
Average		54,481.26	72,641.68	
50th Percentile		52,546.50	70,062.00	
60th Percentile		54,766.80	73,022.40	
65th Percentile		55,876.95	74,502.60	
70th Percentile		56,987.10	75,982.80	
75th Percentile		58,097.25	77,463.00	
80th Percentile		59,207.40	78,943.20	

Wastewater Plant Operator				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone				
Charles City	No tanker	47,549	50,211	
Clear Lake	N/A			
Decorah	City has Operator 1-4	47,798	71,427	
Denison				
Fort Madison	Wastewater Treatment Operator	47,715	56,060	
Grinnell		48,812	61,015	
Keokuk				45,760
Knoxville				
Le Mars		55,286	58,115	
Pella	Wastewater Treatment Plant Operator	50,710	70,034	
Sioux Center				64,480
Spencer	Contracted service			
Storm Lake		41,746	52,182	
Waverly	Wastewater Operator	49,816	58,302	
Carroll		47,131	62,013	
Range Data				
Average		48,679.13	59,668.33	55,120.00
50th Percentile		48,305.20	58,208.80	55,120.00
60th Percentile		49,012.80	58,844.92	56,992.00
65th Percentile		49,364.20	59,794.33	57,928.00
70th Percentile		49,715.60	60,743.74	58,864.00
75th Percentile		50,039.60	63,269.65	59,800.00
80th Percentile		50,352.64	66,426.16	60,736.00
Actual Data				
Average		49,608.00	66,144.00	
50th Percentile		49,608.00	66,144.00	
60th Percentile		51,292.80	68,390.40	
65th Percentile		52,135.20	69,513.60	
70th Percentile		52,977.60	70,636.80	
75th Percentile		53,820.00	71,760.00	
80th Percentile		54,662.40	72,883.20	

Library Director				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone				77,823
Charles City				58,365
Clear Lake				74,422
Decorah		60,000	81,000	
Denison				60,320
Fort Madison				77,330
Grinnell		75,742	98,465	
Keokuk		57,500	80,500	
Knoxville				
Le Mars				72,000
Pella				90,750
Sioux Center				
Spencer		72,906	93,724	
Storm Lake		57,845	75,198	
Waverly		78,301	91,601	
Carroll		68,021	89,501	
Range Data				
Average		67,049.00	87,141.29	73,001.35
50th Percentile		66,453.00	86,300.50	74,422.00
60th Percentile		72,906.00	91,601.00	76,166.80
65th Percentile		73,615.00	92,131.75	77,039.20
70th Percentile		74,324.00	92,662.50	77,428.54
75th Percentile		75,033.00	93,193.25	77,576.34
80th Percentile		75,742.00	93,724.00	77,724.14
Actual Data				
Average		65,701.22	87,601.63	
50th Percentile		66,979.80	89,306.40	
60th Percentile		68,550.12	91,400.16	
65th Percentile		69,335.28	92,447.04	
70th Percentile		69,685.68	92,914.24	
75th Percentile		69,818.71	93,091.61	
80th Percentile		69,951.73	93,268.97	

Assistant Library Director				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone				45,526
Charles City				37,744
Clear Lake				50,856
Decorah		50,000	68,000	
Denison				36,400
Fort Madison	Admin Asst			42,740
Grinnell		49,483	64,327	
Keokuk	Library Business Manager	41,500	58,100	
Knoxville				
Le Mars	Currently not filled	47,403	54,787	
Pella		64,917	89,690	
Sioux Center				
Spencer		53,872	69,264	
Storm Lake	Assistant Librarian	34,070	42,588	
Waverly	Assistant Librarian	52,083	60,923	
Carroll		39,364	51,794	
Range Data				
Average		49,166.03	63,459.88	42,653.14
50th Percentile		49,741.50	62,625.10	42,740.00
60th Percentile		50,416.64	65,061.60	43,854.40
65th Percentile		51,145.76	66,347.15	44,411.60
70th Percentile		51,874.88	67,632.70	44,968.80
75th Percentile		52,530.40	68,316.00	45,526.00
80th Percentile		53,156.48	68,758.40	46,592.00
Actual Data				
Average		38,387.82	51,183.76	
50th Percentile		38,466.00	51,288.00	
60th Percentile		39,468.96	52,625.28	
65th Percentile		39,970.44	53,293.92	
70th Percentile		40,471.92	53,962.56	
75th Percentile		40,973.40	54,631.20	
80th Percentile		41,932.80	55,910.40	

	Librarian			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone	Actual average of 4 incumbents			36,941
Charles City	Children's Services			34,300
Clear Lake	Children's Library Director			50,856
Decorah				
Denison	Children's Librarian			35,360
Fort Madison	Circulation Clerk			35,050
Grinnell	Youth Service Coordinator	48,812	61,015	
Keokuk	Patron Services Supervisor	36,603	51,244	
Knoxville				
Le Mars	Six different levels of library staff	29,515	50,211	
Pella	Youth Services Librarian	58,822	81,224	
Sioux Center				
Spencer		38,646	49,691	
Storm Lake				
Waverly		52,083	60,923	
Carroll		35,512	46,727	
Range Data				
Average		44,080.37	59,051.43	38,501.36
50th Percentile		43,729.20	56,083.60	35,360.00
60th Percentile		48,812.00	60,923.20	35,992.39
65th Percentile		49,629.80	60,946.15	36,308.59
70th Percentile		50,447.60	60,969.10	36,624.78
75th Percentile		51,265.40	60,992.05	36,940.98
80th Percentile		52,083.20	61,015.00	39,723.98
Actual Data				
Average		34,651.22	46,201.63	
50th Percentile		31,824.00	42,432.00	
60th Percentile		32,393.15	43,190.87	
65th Percentile		32,677.73	43,570.31	
70th Percentile		32,962.31	43,949.74	
75th Percentile		33,246.88	44,329.18	
80th Percentile		35,751.59	47,668.78	

	Library Assistants			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone	Average of $6/hr			12,480
Charles City	Patron Services			30,893
Clear Lake				26,000
Decorah	Library Assistant I, II and III	24,981	42,307	
Denison	Part-time	15,600	27,040	
Fort Madison	Part-time			28,142
Grinnell	Also Circ. Clerk: $38095-$49524	39,328	51,010	
Keokuk		27,500	38,500	
Knoxville				
Le Mars				
Pella		34,174	47,195	
Sioux Center				
Spencer		31,200	39,520	
Storm Lake	Library Clerk I and II	29,224	39,416	
Waverly	Circulation Clerk	26,000	29,120	
Carroll		28,080	37,440	
Range Data				
Average		28,500.90	39,263.55	24,378.95
50th Percentile		28,362.00	39,468.00	27,071.20
60th Percentile		29,619.20	40,077.44	27,713.92
65th Percentile		30,310.80	41,052.96	28,035.28
70th Percentile		31,002.40	42,028.48	28,417.50
75th Percentile		31,943.60	43,529.20	28,830.15
80th Percentile		32,984.64	45,240.00	29,242.80
Actual Data				
Average		21,941.06	29,254.74	
50th Percentile		24,364.08	32,485.44	
60th Percentile		24,942.53	33,256.70	
65th Percentile		25,231.75	33,642.34	
70th Percentile		25,575.75	34,101.00	
75th Percentile		25,947.14	34,596.18	
80th Percentile		26,318.52	35,091.36	

Library Pages				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone				15,683
Charles City				
Clear Lake	N/A			
Decorah	Included with Assistant			
Denison				17,680
Fort Madison				15,080
Grinnell				16,640
Keokuk				
Knoxville				
Le Mars				
Pella	Library Shelver. Minimum wage			15,080
Sioux Center				
Spencer	N/A			
Storm Lake		23,754	29,692	
Waverly		18,720	20,800	
Carroll		22,880	30,680	
Range Data				
Average		21,237.00	25,246.00	16,032.64
50th Percentile		21,237.00	25,246.00	15,683.20
60th Percentile		21,740.40	26,135.20	16,065.92
65th Percentile		21,992.10	26,579.80	16,257.28
70th Percentile		22,243.80	27,024.40	16,448.64
75th Percentile		22,495.50	27,469.00	16,640.00
80th Percentile		22,747.20	27,913.60	16,848.00
Actual Data				
Average		14,429.38	19,239.17	
50th Percentile		14,114.88	18,819.84	
60th Percentile		14,459.33	19,279.10	
65th Percentile		14,631.55	19,508.74	
70th Percentile		14,803.78	19,738.37	
75th Percentile		14,976.00	19,968.00	
80th Percentile		15,163.20	20,217.60	

Parks & Recreation Director				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone	No Rec dept. Parks/Pools is under PW Dtr			
Charles City				62,374
Clear Lake	Parks Superintendent			61,152
Decorah		60,000	81,000	
Denison				56,183
Fort Madison	Parks/Cemetery Superintendent			71,050
Grinnell	Rec Director	75,742	98,465	
Keokuk				
Knoxville				
Le Mars				
Pella	Community Services Director			103,700
Sioux Center	Parks Dtr: $80000; Rec Dtr: $70000			
Spencer		72,906	93,724	
Storm Lake				
Waverly	Director of Leisure Services	78,301	91,601	
Carroll		66,812	87,911	
Range Data				
Average		71,737.31	91,197.56	70,891.78
50th Percentile		74,324.12	92,662.62	62,374.00
60th Percentile		75,174.85	93,299.58	65,844.40
65th Percentile		75,600.21	93,618.07	67,579.60
70th Percentile		75,997.90	94,198.31	69,314.80
75th Percentile		76,381.75	94,909.42	71,050.00
80th Percentile		76,765.60	95,620.54	77,580.00
Actual Data				
Average		63,802.60	85,070.13	
50th Percentile		56,136.60	74,848.80	
60th Percentile		59,259.96	79,013.28	
65th Percentile		60,821.64	81,095.52	
70th Percentile		62,383.32	83,177.76	
75th Percentile		63,945.00	85,260.00	
80th Percentile		69,822.00	93,096.00	

Recreation Superintendent				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone				
Charles City	Golf Course Mgr. (No Rec specific person, YMCA does most of that)			52,229
Clear Lake	Wellness Center Assistant Director			65,915
Decorah		50,000	68,000	
Denison	Assistant Director			32,788
Fort Madison				
Grinnell	Rec Coordinator	48,812	61,015	
Keokuk				
Knoxville				
Le Mars				
Pella	Managers (Aqua; Golf/Ath; or Comm Ctr)	58,822	81,224	
Sioux Center				
Spencer		57,671	74,161	
Storm Lake				
Waverly	N/A			
Carroll		59,984	78,926	
Range Data				
Average		53,826.46	71,100.10	50,310.70
50th Percentile		53,835.73	71,080.69	52,228.80
60th Percentile		56,137.16	72,929.10	54,966.04
65th Percentile		57,287.88	73,853.31	56,334.66
70th Percentile		57,786.55	74,867.64	57,703.28
75th Percentile		57,959.19	75,927.04	59,071.90
80th Percentile		58,131.83	76,986.43	60,440.52
Actual Data				
Average		45,279.63	60,372.84	
50th Percentile		47,005.92	62,674.56	
60th Percentile		49,469.44	65,959.25	
65th Percentile		50,701.19	67,601.59	
70th Percentile		51,932.95	69,243.94	
75th Percentile		53,164.71	70,886.28	
80th Percentile		54,396.47	72,528.62	

	Fitness Instructor			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone				
Charles City	N/A			
Clear Lake	Wellness Center Fitness Coordinator			41,808
Decorah	N/A			
Denison	Programs Coordinator			32,000
Fort Madison				
Grinnell	N/A-seasonal ppl & coordinated by Dtr.			
Keokuk				
Knoxville				
Le Mars				
Pella				
Sioux Center				
Spencer	N/A			
Storm Lake				
Waverly	N/A			
Carroll		31,720	62,920	
Range Data				
Average		#DIV/0!	#DIV/0!	36,903.98
50th Percentile		#NUM!	#NUM!	36,903.98
60th Percentile		#NUM!	#NUM!	37,884.79
65th Percentile		#NUM!	#NUM!	38,375.19
70th Percentile		#NUM!	#NUM!	38,865.59
75th Percentile		#NUM!	#NUM!	39,355.99
80th Percentile		#NUM!	#NUM!	39,846.39
Actual Data				
Average		33,213.59	44,284.78	
50th Percentile		33,213.59	44,284.78	
60th Percentile		34,096.31	45,461.74	
65th Percentile		34,537.67	46,050.23	
70th Percentile		34,979.03	46,638.71	
75th Percentile		35,420.39	47,227.19	
80th Percentile		35,861.75	47,815.67	

Aquatic Center Pool Manager				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone	Pool Dtr (outdoor); mo'ly rate annualized			25,118
Charles City	Two in this position; same rate			26,000
Clear Lake				35,360
Decorah		27,040	35,360	
Denison				
Fort Madison				
Grinnell	Seasonal	33,280	34,278	
Keokuk				
Knoxville				
Le Mars				
Pella	Aquatics Coordinator	39,603	54,725	
Sioux Center	Aquatics Director			49,920
Spencer	Contracted service			
Storm Lake				
Waverly	Pool Manager	31,200	35,360	
Carroll		31,200	41,600	
Range Data				
Average		32,780.80	39,930.80	34,099.60
50th Percentile		32,240.00	35,360.00	30,680.00
60th Percentile		32,864.00	35,360.00	33,488.00
65th Percentile		33,176.00	35,360.00	34,892.00
70th Percentile		33,912.32	37,296.48	36,816.00
75th Percentile		34,860.80	40,201.20	39,000.00
80th Percentile		35,809.28	43,105.92	41,184.00
Actual Data				
Average		30,689.64	40,919.52	
50th Percentile		27,612.00	36,816.00	
60th Percentile		30,139.20	40,185.60	
65th Percentile		31,402.80	41,870.40	
70th Percentile		33,134.40	44,179.20	
75th Percentile		35,100.00	46,800.00	
80th Percentile		37,065.60	49,420.80	

	Head Lifeguard			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone	Manager	20,800	22,360	
Charles City	Swim Lesson WSI			20,280
Clear Lake				23,920
Decorah	N/A			
Denison				
Fort Madison				
Grinnell	Seasonal			29,994
Keokuk				
Knoxville				
Le Mars				
Pella				
Sioux Center				27,040
Spencer	Contracted service			
Storm Lake				
Waverly	Assistant Manager	27,560	29,120	
Carroll		29,120	39,000	
Range Data				
Average		24,180.00	25,740.00	25,308.40
50th Percentile		24,180.00	25,740.00	25,480.00
60th Percentile		24,856.00	26,416.00	26,416.00
65th Percentile		25,194.00	26,754.00	26,884.00
70th Percentile		25,532.00	27,092.00	27,335.36
75th Percentile		25,870.00	27,430.00	27,778.40
80th Percentile		26,208.00	27,768.00	28,221.44
Actual Data				
Average		22,777.56	30,370.08	
50th Percentile		22,932.00	30,576.00	
60th Percentile		23,774.40	31,699.20	
65th Percentile		24,195.60	32,260.80	
70th Percentile		24,601.82	32,802.43	
75th Percentile		25,000.56	33,334.08	
80th Percentile		25,399.30	33,865.73	

	Lifeguard			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone		18,720	22,360	
Charles City		17,992	18,512	
Clear Lake				20,800
Decorah		20,280	25,480	
Denison	Range includes Lifeguard supervisors	22,880	34,174	
Fort Madison				
Grinnell	.12 increase per year of service			24,960
Keokuk				
Knoxville				
Le Mars				
Pella		25,376	27,477	
Sioux Center	Starting rate given	21,840		
Spencer	Contracted service			
Storm Lake				
Waverly		24,960	27,040	
Carroll		24,960	33,280	
Range Data				
Average		21,721.14	25,840.53	22,880.00
50th Percentile		21,840.00	26,260.00	22,880.00
60th Percentile		22,464.00	27,040.00	23,296.00
65th Percentile		22,776.00	27,149.20	23,504.00
70th Percentile		23,296.00	27,258.40	23,712.00
75th Percentile		23,920.00	27,367.60	23,920.00
80th Percentile		24,544.00	27,476.80	24,128.00
Actual Data				
Average		20,592.00	27,456.00	
50th Percentile		20,592.00	27,456.00	
60th Percentile		20,966.40	27,955.20	
65th Percentile		21,153.60	28,204.80	
70th Percentile		21,340.80	28,454.40	
75th Percentile		21,528.00	28,704.00	
80th Percentile		21,715.20	28,953.60	

	Concession Worker			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone		15,080	16,640	
Charles City	Cashier/Concessions			16,432
Clear Lake				18,720
Decorah				16,640
Denison	Concession/Golf Attendant	18,720	27,269	
Fort Madison				
Grinnell	Seasonal	18,720	20,800	
Keokuk				
Knoxville				
Le Mars				
Pella	Concessions-Admissions Worker			19,323
Sioux Center	Starting rate given	19,760		
Spencer	Contracted service			
Storm Lake				
Waverly	Cashier/Concessions	20,800	22,880	
Carroll		22,880	30,680	
Range Data				
Average		18,616.00	21,897.20	17,778.80
50th Percentile		18,720.00	21,840.00	17,680.00
60th Percentile		19,136.00	22,464.00	18,304.00
65th Percentile		19,344.00	22,776.00	18,616.00
70th Percentile		19,552.00	23,318.88	18,780.32
75th Percentile		19,760.00	23,977.20	18,870.80
80th Percentile		19,968.00	24,635.52	18,961.28
Actual Data				
Average		16,000.92	21,334.56	
50th Percentile		15,912.00	21,216.00	
60th Percentile		16,473.60	21,964.80	
65th Percentile		16,754.40	22,339.20	
70th Percentile		16,902.29	22,536.38	
75th Percentile		16,983.72	22,644.96	
80th Percentile		17,065.15	22,753.54	

Recreation Center Building Supervisor				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone				
Charles City	N/A			
Clear Lake	Wellness Center Director			83,595
Decorah				
Denison	Parks & Rec Maintenance			42,286
Fort Madison				
Grinnell	N/A			
Keokuk				
Knoxville				
Le Mars				
Pella				
Sioux Center				
Spencer	N/A			
Storm Lake				
Waverly	Building Superintendent	67,392	78,832	
Carroll		31,200	41,600	
Range Data				
Average		67,392.00	78,832.00	62,940.70
50th Percentile		67,392.00	78,832.00	62,940.70
60th Percentile		67,392.00	78,832.00	67,071.56
65th Percentile		67,392.00	78,832.00	69,136.99
70th Percentile		67,392.00	78,832.00	71,202.42
75th Percentile		67,392.00	78,832.00	73,267.85
80th Percentile		67,392.00	78,832.00	75,333.28
Actual Data				
Average		56,646.63	75,528.84	
50th Percentile		56,646.63	75,528.84	
60th Percentile		60,364.40	80,485.87	
65th Percentile		62,223.29	82,964.39	
70th Percentile		64,082.18	85,442.90	
75th Percentile		65,941.07	87,921.42	
80th Percentile		67,799.95	90,399.94	

	Recreation Custodian			
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone				
Charles City	N/A			
Clear Lake				31,200
Decorah		33,238	47,549	
Denison	Part-time Maintenance			40,082
Fort Madison				
Grinnell	N/A			
Keokuk				
Knoxville				
Le Mars				
Pella		30,950	42,744	
Sioux Center	Average actual			47,840
Spencer	N/A			
Storm Lake				
Waverly	Government Building Maintenance	26,520	30,680	
Carroll		31,200	41,600	
Range Data				
Average		30,236.27	40,324.27	39,707.20
50th Percentile		30,950.40	42,744.00	40,081.60
60th Percentile		31,408.00	43,704.96	41,633.28
65th Percentile		31,636.80	44,185.44	42,409.12
70th Percentile		31,865.60	44,665.92	43,184.96
75th Percentile		32,094.40	45,146.40	43,960.80
80th Percentile		32,323.20	45,626.88	44,736.64
Actual Data				
Average		35,736.48	47,648.64	
50th Percentile		36,073.44	48,097.92	
60th Percentile		37,469.95	49,959.94	
65th Percentile		38,168.21	50,890.94	
70th Percentile		38,866.46	51,821.95	
75th Percentile		39,564.72	52,752.96	
80th Percentile		40,262.98	53,683.97	

Parks/Golf/Cemetery Seasonal Worker				
Comparable Community	Title & Position Comments	Minimum Rate:	Maximum Rate:	Actual Salary:
Boone				27,040
Charles City	Parks Labor	21,840	26,000	
Clear Lake	Seasonal Mower			35,360
Decorah		18,720	31,200	
Denison	Summer Parks Maintenance	20,800	27,040	
Fort Madison				
Grinnell	N/A			
Keokuk	Hired thru temp agency, rate incl. SS/FICA			31,200
Knoxville				
Le Mars				
Pella	Parks/Golf Seasonal Worker	20,093	24,981	
Sioux Center				24,960
Spencer		31,200	39,520	
Storm Lake	Public Service Maint. Worker-Seasonal	23,754	29,692	
Waverly	Grounds Maintenance Specialist	47,008	63,482	
Carroll		28,080	37,440	
Range Data				
Average		26,202.11	34,559.20	29,640.00
50th Percentile		21,840.00	29,692.00	29,120.00
60th Percentile		22,988.40	30,596.80	30,368.00
65th Percentile		23,562.60	31,049.20	30,992.00
70th Percentile		25,243.20	32,864.00	31,616.00
75th Percentile		27,477.00	35,360.00	32,240.00
80th Percentile		29,710.80	37,856.00	32,864.00
Actual Data				
Average		26,676.00	35,568.00	
50th Percentile		26,208.00	34,944.00	
60th Percentile		27,331.20	36,441.60	
65th Percentile		27,892.80	37,190.40	
70th Percentile		28,454.40	37,939.20	
75th Percentile		29,016.00	38,688.00	
80th Percentile		29,577.60	39,436.80	

APPENDIX D

Comparable Community	Health Insurance		Dental Coverage	
	Employee Only - Muni Contribution	Family - Muni Contribution	Employee Only- Muni Contribution	Family-Muni Contribution
Boone	100% (Fire 90%; Police 93%)	90% of the difference between single and family plan	100.00%	All but $10/mo.
Charles City	80.00%	80.00%	100% ($26)	27% ($26)
Clear Lake	100.00%	100.00%	0.00%	0.00%
Decorah	95.00%	90.00%	100.00%	0.00%
Denison	95.00%	95.00%	100.00%	100.00%
Fort Madison	100.00%	87.00%	0.00%	0.00%
Grinnell	100.00%	70.00%	0.00%	0.00%
Keokuk	100.00%	90.00%	100.00%	90.00%
Knoxville				
Le Mars	82% BU; 88% NBU	82% BU; 88% NBU	100.00%	100.00%
Pella				
Sioux Center	95.00%	75.00%	Offered - no cost share	Offered - no cost share
Spencer	100.00%	74.00%		
Storm Lake	90.00%	90.00%	0.00%	0.00%
Waverly	86.00%	86.00%	100.00%	86.00%
Carroll, IA	80% of lowest cost plan available to City	80% of lowest cost plan available to City	0.00%	0.00%
Average:	94.6%	85.2%	60.0%	41.8%

Comparable Community	Life Insurance		Short-Term Disability Insurance		Long-Term Disability Insurance	
	Amount of Coverage	Employer Contribution	Amount of Coverage	Employer Contribution	Amount of Coverage	Employer Contribution
Boone	$25,000	100%	N/A		N/A	
Charles City	1XSalary; 2X for DHs	100%	None other than sick days		N/A	
Clear Lake	$45,000	100%	None. Generous sick leave policy. 2 days/mo		60% payout	100%
Decorah	$30,000	100%	N/A		N/A	
Denison	$25,000 empl/$3,000 dependent	100%	Varies	0		100%
Fort Madison	Varies from $10,000-$50,000	100%	N/A		N/A	
Grinnell	$20,000	100%	N/A		N/A	
Keokuk	$20,000	100%	N/A		N/A	
Knoxville						
Le Mars	$15,000	100%				
Pella						
Sioux Center	$50,000	100%	90% after expiration of sick leave, vaca and prior to long term disability benefit	100% of the 90%	Comply with Iowa Code provision	100%
Spencer	$50,000	100%	N/A		N/A	
Storm Lake	$50,000	100%	N/A	N/A	60% of your earnings up to $6,000	100%
Waverly	$12,000	100%	N/A		60% of monthly pay, max of $5,000 monthly	100%
Carroll, IA	**$10,000**	**100%**	**N/A**	**N/A**	**N/A**	**N/A**
Average:	$31,700	100%				

Comparable Community	How many Sick Days granted per year?	Maximum accrual of Sick Days?	How many Holidays granted per year?	How many Personal Days granted per year?
Boone	12 (Fire 216 hours)	No max (at time of termination max paid out $2,000)	10	0
Charles City	18	120	10	2
Clear Lake	24	800 hours		None
Decorah	12	1200	13	2
Denison	18	720 hours (paid down to 720 each year)	10	0
Fort Madison	18	125 days or 1000 hours	10	2 (Police & Fire Union 3)
Grinnell	12	90	8-9 (depending on dept.)	3-4 (depending on dept.)
Keokuk	13 (for non-union non-public safety)	180 (for non-union non-public safety)	11	3 (non-union)
Knoxville				
Le Mars	12	125	9	2
Pella				
Sioux Center	6	40 days or 320 hrs	8	1
Spencer	12	No maximum	7	4 + 1 additional if no sick hours are used
Storm Lake	8 hr per month for 8 hour shift employee/ 12 hr per month for 12 hr shift employee	1440	10	1
Waverly	18	130	11	3
Carroll, IA	**12.0**	**180.0**	**8.5**	**2.0**
Average:	15.0		9.8	2.0

Comparable Community	Vacation Time
Boone	non-union: 1 yr = 40 hrs; 2 yrs = 80 hrs; 5 yrs = 120 hrs; 10yrs = 160 hrs Public Works: 1yr = 40 hrs; 2yrs = 80 hrs; 5yrs = 120 hrs; 10yrs = 168 hrs; 15yrs = 176 hrs; 20yrs = 184 hrs; 25yrs = 200 hrs Police: 1yr = 48 hrs; 2yrs = 96 hrs; 5yrs = 144 hrs; 10yrs = 192 hrs; 18yrs = 216 hrs; 25yrs = 240 hrs Fire: 1yr = 56 hrs; 2yrs = 108 hrs; 5yrs = 160 hrs; 10yrs = 220 hrs; 18yrs = 240 hrs
Charles City	Hire=1 week; 2 years = 2 weeks; 7 years = 3 weeks; 14 years = 4 weeks; 20 years = 5 weeks
Clear Lake	New employee after completion of 90 days=One week; After one year of continuous employment=Two weeks; After two years of continuous employment=Three weeks; After six years of continuous employment=Four weeks; After twelve years of continuous employment=Five weeks
Decorah	after 6 mo -5 days 2 years - 10 days 7 years- 15 days 15 years - 20 days 20 years - 25 days
Denison	On 1 year anniversary = 5 days The following are added on 7/1 each year: during 2nd-4th yrs=10 days; during 5th-9th yrs=15 days; during 10th-15th yrs=20 days; after 15 yrs=20 days + 1 day for each add'l year up to 25 days
Fort Madison	1 to 4 yrs=10 days; 5 to 12 yrs=15 days; 13 to 19 yrs=20 days; 20 yrs+=25 days (Police union hired after 6/30/13 not eligible). Fire union-1yr=5days; 2-5=10 days; 6-12=15 days; 13-19=20 days; 20+=25 days (if hired after 6/1/08 not eligible)
Grinnell	After 1 yr=80 hrs; after 7 yrs=120 hrs; after 15 yrs = 160 hrs; after 25 yrs=200 hrs
Keokuk	1-5; 4-10; 10-20; 17- 25; 25- 30 (non-union administration personnel)
Knoxville	
Le Mars	0-12 mos.=6; 2-5 yrs=12; 6-10 yrs=15; 10+ yrs=18. 21 day max
Pella	
Sioux Center	2 weeks after 2 years, 3 weeks after 7 years, 4 weeks after 15 years, accrue an additional day/every 5 years after 20 to maximum of 5 weeks. Can only carry over 1 week
Spencer	Accrual: 1 yr: 3.33 hrs/mo.; 2 yrs: 6.667 hrs./mo; 9 yrs: 10 hrs/mo.; 15 yrs: 13.333 hrs/mo
Storm Lake	Eight (8) Hour Shift Employees Twelve (12) Hour Shift Employees Years of Service Hours Earned Years of Service Hours Earned 1 40 1 42 2 80 2 84 3 88 3 92 5 96 5 101 7 104 7 109 9 112 9 118 10 120 10 126 12 128 12 134 14 136 14 143 16 144 16 151 18 152 18 160 20 160 20 168
Waverly	6mo-2yr: 5 days; 2yr-6yr: 10 days; 7yr-14yr: 20 days; 24+yrs: 25 days
Carroll, IA	**Less than 1 yr=5 days; 2-7 yrs=10 days; 8-17 yrs=15; 18+ yrs=20 days**
Average:	

Comparable Community	Maternity/Paternity Leave
Boone	Maternity Leave up to 12 weeks, paid with available sick/vacation Paternity Leave technically could take 12 weeks but can only use 3 days of sick time the rest would have to be vacation or unpaid
Charles City	
Clear Lake	Maternity follows FMLA - can use any available paid leave. Paternity - follows FMLA for unpaid, can use up to one week of sick pay.
Decorah	Employee may be gone for up to 12 weeks, using earned time or FMLA
Denison	Follows FMLA law
Fort Madison	Employees use FMLA leave concurrent with leave available (Sick; Vacation: Personal)
Grinnell	It only states that sick leave can be used for maternity leave. No paternity but can use FMLA
Keokuk	6 weeks maternity as part of FMLA
Knoxville	
Le Mars	
Pella	
Sioux Center	As allowed by law
Spencer	FMLA (up to 12 weeks unpaid); may use any accrued time or take it unpaid
Storm Lake	Iowa Code Section 216.6(2)(e) provides job-protected pregnancy leave. There is no length of service or minimum hour requirement for an employee to be eligible for this job-protected leave under the Iowa pregnancy law. Depending on the employee's length of service to the City and the number of hours that the employee has worked in a twelve-month period, pregnancy leave may also be available under the provisions of the
Waverly	12 weeks unpaid leave
Carroll, IA	Follows FMLA Law
Average:	

Comparable Community	Employee Discounts to City-Owned Amenities			
	Rec Center	Pool	Golf Course	Other
Boone		Free		
Charles City	YMCA/Snap/Other=1/2 of single membership paid by City	Free family pass to full-time	Free single membership to full-time	
Clear Lake	50%	N/A	N/A	
Decorah	N/A	N/A	N/A	
Denison	N/A	N/A	N/A	N/A
Fort Madison	N/A	N/A	N/A	N/A
Grinnell	N/A	N/A	N/A	Tuition reimbursement. Housing stipend (for living within city limits 2,000)
Keokuk				Single membership to YMCA or Gym Fire department
Knoxville				
Le Mars				
Pella				
Sioux Center	N/A	N/A	N/A	We provide a $100 cash benefit to any fitness related facility/activity/year
Spencer	N/A - not allowed by a public entity	N/A - not allowed by a public entity	N/A - not allowed by a public entity	N/A - not allowed by a public entity
Storm Lake				
Waverly	N/A	N/A	N/A	N/A
Carroll, IA	50% discount for FT & Fire Volunteers on family or single membership; 30% for PT on single membership	None	None	None
Average:				

Comparable Community	Safety Equipment Allowance	
	Clothing	Shoes
Boone	Police $850/yr; Fire $600/yr; PW $255/yr	PW $185/yr
Charles City	$500	Included in clothing allowance
Clear Lake		
Decorah	N/A	N/A
Denison	Yearly: Police/Fire $580; Building/Code $373; Public Works $555	Included in clothing allowance
Fort Madison	$1175 in July Police union; PW & Parks $200 clothing $200 winter wear	$300/yr
Grinnell	Provided	$100 (for public services)
Keokuk		
Knoxville		
Le Mars		
Pella		
Sioux Center	Varies by dept, but all safety reflective shirts, coats, gear etc provided annually	$75/year accrues to max $150/every 3 years
Spencer	$400/yr. clothing for public works & parks departments; Fire: $500/yr; Police: $700/yr.; EMT/Fire: Additional $250/yr	Seasonal Parks & Public Works: $75 reimbursement w/receipt; Regular staff when hard toed shoes required: $100/year reimbursement
Storm Lake	$250 - for Public Service water and wastewater - PD uniforms are fully paid	
Waverly	City provides required safety clothing at no cost	$60/year all positions required to safety shoes
Carroll, IA	None	Up to $200 for one pair of safety shoes no more than once/year
Average:		

City of Carroll

627 N. Adams Street Carroll, Iowa 51401 (712) 792-1000 FAX: (712) 792-0139

MEMO TO: The Honorable Mayor and City Council

FROM: Jeff Cayler, Interim City Manager

DATE: December 5, 2022

SUBJECT: Council Member Dirkx Reports

Council Member LaVern Dirkx attended three different meetings and/or conferences over the past several months. These included:

- State housing conference
- Washington D.C. trip
- Iowa League of Cities conference

He will be giving a brief report to the City Council about these meetings/conferences.

No action will be required.

Library Board Minutes

November 22, 2022

The Carroll Board of Trustees met in the Community Meeting Room at the Carroll Public Library. Trustees present: Brenda Hogue, Summer Parrott, Dale Schmidt, Ralph Von Qualen, Marcie Hircock, Thomas Parrish, Kyle Ulveling and Lisa Auen. Absent: Julie Perkins. Also present: Director Wendy Johnson.

Parrott called the meeting to order at 5:15pm. It was moved by Ulveling and seconded by Von Qualen to approve the agenda. All voted aye. Absent: Perkins. It was moved by Auen and seconded by Parrish to approve the minutes from the October 17th and November 1st meeting. All voted aye. Absent: Perkins

Julie Perkins arrived 5:17pm.

Correspondence: none

It was moved by Parrish and seconded by Hircock to approve the bills. All voted aye. Absent: none

Director's Report: Updates were provided on library programs, addressing issues with the website and special note of 400 participates in the Sawn Lake Story Walk.

Board Education: none

Old Business: Motion was made to eliminate late fees (including those already incurred) and ILL fees associated with Iowa Shares, with the exception of all fees for lost or damaged materials beginning January 1st, 2023. Ulveling approved the motion and it was seconded by Hircock. All voted aye. Absent: none.

Discussion was had on the DVD check out age and "R" rated DVD's, more information is being gathered before moving forward.

New Business: Verified the holiday hours for the library and discussed the proposed 2024 fiscal year budget.

Ulveling left at 6:28pm

No December meeting, next meeting with be in January of 2023.

Agenda Items for next meeting:

DVD checkout age and rated "R" DVD's

Recommendations for board members due to upcoming terms ending

It was moved by Hogue and seconded by Perkins to adjourn at 6:58pm. All voted aye. Absent: Ulveling

Next regular meeting **January 16, 2023, 6:15pm** at the Carroll Public Library: Community Meeting Room – 118 E 5th St, Carroll, IA 51401.

Summer Parrot – President

Brenda Hogue-Recording Secretary