



City of LeClaire, Iowa
City Council -Committee of the Whole Meeting Agenda
Monday, March 7, 2022 – 6:00 p.m.
(immediately following the City Council Meeting)
Council Chambers
325 Wisconsin St
LeClaire, IA
[Electronic Attendance Link](#)

I. Call to Order with Roll Call

II. Discussion Items:

- A. LeClaire Community Improvement Corporation Lease
Dennis Bockenstedt, City Administrator
- B. City Center Plaza Engineering Services Agreement
Leo Foley, City Engineer
- C. Welcome to LeClaire Signage
Dennis Bockenstedt, City Administrator
- D. Fire Chief Recruitment Contract
Dennis Bockenstedt, City Administrator

III. Adjournment

Title VI Notice to the Public

It is the policy of the City of LeClaire to assure full compliance with Title VI of the Civil Rights Act of 1964. Related statutes and regulations provide that no person shall on the basis of race, color, national origin, gender, age or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by the City. Any person who believes that they are being denied participation in a project, being denied benefits of a program, or otherwise being discriminated against because of race, color, national origin, gender, age, or disability, may contact the City Administrator for the City of LeClaire at (563)-289-4242.

THE ALBERT GROSS SCHOOL LEASE AND AGREEMENT

THIS LEASE AGREEMENT, in duplicate, made and entered into this ___ day of _____, by and between the **City of LeClaire, Iowa**, hereinafter called the "Landlord", and the **LeClaire Community Improvement Corporation (L.C.I.C.)**, hereinafter called the "Tenant", WITNESSETH THAT:

1. The landlord, in consideration of the rents herein reserved and of the agreements and conditions herein contained, leases unto the Tenant and Tenant hereby rents and leases from Landlord, according to the terms and provisions herein, the property locally known and legally described as follow: The Albert Gross School, being a three story building whose lineal dimensions are ninety-five feet (95') long by ninety-five (95') wide and being located on Lot 4 Block 6 in Davenport and Rogers Addition to the City of LeClaire, Scott County, Iowa, said premises shall include the improvements thereon and all rights, easements and appurtenances thereto, for a one (1) year period commencing at midnight on the **1st** day of **April, 2022** and ending at midnight on the **31st** day of **March, 2023**.

2. Tenant agrees to pay to Landlord as rental for said term, as follows: \$1.00 per year, in advance, the first rent payment become due upon the execution of the lease.

3. Tenant shall be entitled to possession on the first day of the term of this lease, and shall yield possession to the landlord at the time and date of the close of this lease term, except as herein otherwise expressly provided.

4. Tenant may, at its own expense, either at the commencement of or during the term of this lease, make such alterations in and/or additions to the leased premises including, without prejudice to the generality of the foregoing, alterations in the water, gas and electric wiring system, as may be necessary to fit the same for its business, upon first obtaining written approval of Landlord as to the materials to be used and the manner of making such alterations and/or additions. Landlord covenants not to unreasonably withhold approval of alterations and/or additions proposed to be made by Tenant. Tenant may also, at its own expense, install such counters, racks, shelving, fixtures, fittings, machinery and equipment upon or within the leased premises as Tenant may consider to the conduct of its business. At any time prior to the expiration or earlier termination of the lease, Tenant may remove any or all such alterations, additions or installations in such a manner as will not substantially injure the leased premises.

In the event Tenant shall elect to make any such removal, Tenant shall restore the premises, or the portion or portions affected by such removal, to the same condition as existed prior to the making of such alteration, addition or installation. Landlord hereby agrees to permit Tenant to have and retain as its own any material removed from the above described real estate during said alteration and/or addition.

Tenant agrees to comply with all municipal ordinances regarding the acquisition of building permits before any alteration and/or addition shall begin.

5. Tenant, LeClaire Community Improvement Corporation and it only, shall have the right to sublet the premises herein above described. Landlord will review & approve Tenant's standard sublease agreement format and content. Tenant agrees to utilize only the approved sublease agreement as approved by Landlord whenever subletting any portion of the above-described premises for any reason.

6. Landlord covenants that its estate in said premises is fee simple and that the Tenant on paying the rent herein reserved and performing all the agreements by the Tenant to be performed as provided in this lease, shall and may peaceably have, hold and enjoy the demised premises for the term of this lease free from molestation, eviction or disturbance by the Landlord or any other person or legal entity whatsoever.

7. Tenant takes said premises in their present condition. Tenant will keep the roof, structural part of the floor, walls and other structural parts of the building in good repair and Tenant shall, after taking possession of said premises and until the termination of the lease and the actual removal from the premises, at its own expense, care for and maintain said premises in a reasonably safe and serviceable condition. Tenant will furnish its own interior and

exterior decorating. Without limiting the generality of the foregoing, Tenant will make necessary repairs to the sewer, the plumbing, the water pipes and electrical wiring. Tenant agrees to keep faucets closed so as to prevent waste of water and flooding of premises; to promptly take care of any leakage or stoppage in any of the water, gas or waste pipes. The Tenant agrees to maintain adequate heat to prevent freezing of pipes. Tenant at its own expense may install floor covering and will maintain such floor covering in good condition. Tenant shall make no structural alterations or improvements without the written approval of the Landlord first had and obtained, of the plans and specifications therefore, which permission shall not be unreasonably withheld.

Tenant will make no unlawful use of said premises and agrees to comply with all valid regulations of the Board of Health, City Ordinances or applicable municipality, the laws of the State of Iowa and the Federal government, but this provision shall not be construed as creating any duty by Tenant to members of the general public.

If Tenant, by the terms of this lease is leasing premises on the ground floor, it will not allow trash of any kind to accumulate on said premises in the halls, if any, or the alley or yard in front, side or rear thereof, and it will remove same from the premises at its own expense.

Tenant also agrees to remove snow and ice and other obstacles from the sidewalk on or abutting the premises, if premises include the ground floor, and this lease may be fairly construed to impose such liability on the Tenant.

Landlord will have the right to inspect said premises at any time by giving tenant reasonable notice of its intent to do so. Tenant will provide to the Landlord and keep current, copies of any and all keys that provide access to the building and/or any spaces contained therein.

8. Tenant, or any other occupant of the premises, during the term of the lease, shall pay, before delinquency, all charges for use of telephone, water, sewer, gas, heat, electricity, power, air conditioning, garbage disposal and not limited by the foregoing all other utilities and services of whatever kind and nature which may be used in or upon the demised premises. Tenant will not be charged for the use of city-provided services, sanitary sewer and solid waste collection and disposal.

9. Either party may terminate this lease for good reason by delivering a written notice of its intentions to do so to the other party no later than ninety (90) days prior to the intended termination date.

Tenant agrees that upon the termination of this lease, it will surrender, yield up and deliver the leased premises in good and clean condition, except the effects of ordinary wear and tear and depreciation arising from lapse of time, or damage without fault or liability of Tenant.

Tenant may, at the expiration of the term of this lease, or renewal or renewals thereof or at a reasonable time thereafter, if Tenant is not in default hereunder, remove any fixtures or equipment which said Tenant has installed in the leased premises, providing said Tenant repairs any and all damages caused by removal.

10. Tenant will protect, indemnify and hold harmless the Landlord from and against any and all loss, costs, damage and expenses occasioned by, or arising out of, any accident or other occurrence causing or inflicting injury and/or damage to any person or property, happening or done, in, upon or about the leased premises, or due directly to the tenancy, use or occupancy thereof, or any part thereof by the Tenant or any person claiming through or under the Tenant. The tenant agrees to execute the City's standard hold harmless agreement. The Tenant further covenants and agrees that it will at its own expense procure and maintain casualty and liability insurance in a responsible company or companies authorized to do business in the State of Iowa and to show and name the Landlord as an additional insured on said policies. Landlord and Tenant will each keep its respective property interest in the premises and its liabilities in regard thereto and the personal property on the premises reasonably insured against hazards and casualties, that is fire and those items usually covered by extended coverage; and Tenant will procure and deliver to the Landlord a certification from the responsible insurance companies to that effect. Tenant shall maintain not less than \$1,000,000.00 of liability insurance at all times during the life of this lease.

11. In the event of partial or total destruction or damage of the leased premises, which is a business interference, that is, which prevents the conducting of normal business operation and which damage is not reasonably repairable

within sixty (60) days after its occurrence, Tenant, at its option, may terminate this lease by giving Landlord 30 days advance notice of its intent to do so.

12. In the event Tenant is adjudicated a bankrupt or in the event of a judicial sale or other transfer of Tenant's leasehold interest by reason of any bankruptcy or insolvency proceedings or by other operation of law, then and in any such events, Landlord may, at its option, immediately terminate this lease, re-enter said premises, upon the giving of ten (10) days written notice by Landlord to Tenant, all to the extent permitted by applicable law. Further, in the event Tenant's corporate status shall be dissolved, this lease shall terminate as above provided.

13. Tenant shall have the right and privilege of attaching, affixing, painting or exhibiting signs on the leased premises, provided (1) that any and all signs shall comply with the ordinances of the city or municipality in which the property is located and the laws of the State of Iowa; (2) such signs shall not change the structure of the building; (3) when taken down such signs shall not damage the building; and (4) such signs shall be subject to the written approval of the Landlord, which approval shall not be unreasonably withheld. Landlord shall reserve and restrict solely for tenant's use, and tenant shall so mark and designate, a parking area containing 12 spaces for use of vehicles.

14. Neither the Tenant nor anyone claiming by, through, or under the Tenant, shall have the right to file or place any mechanic's lien or other lien of any kind or character whatsoever, upon said premises or upon any building or improvement thereon, or upon the leasehold interest of the Tenant therein, and notice is hereby given that no contractor, sub-contractor, or anyone else who may furnish any material, service or labor for any building, improvements, alteration, repairs or any part thereof, shall at any time be or become entitled to any lien thereon, and for the further security of the Landlord, the Tenant covenants and agrees to give actual notice thereof in advance, to any and all contractors and sub-contractors who may furnish or agree to furnish any such material, service or labor.

15. All real estate taxes levied or assessed by lawful authority against said real estate; all personal property taxes levied or assessed by lawful authority against the personal property on the premises; and all special assessments shall be paid by the Tenant.

16. The Tenant shall have the right, from time to time, during the term of this lease, or renewal thereof, to sell or otherwise dispose of any personal property of the Tenant situated in the said demised premises, when in judgment of the Tenant it shall have become obsolete, outworn or unnecessary in connection with the operation of the business on said premises.

17. The various rights, powers, options, elections and remedies of either party, provided in this lease, shall be construed as cumulative and no one of them as exclusive of the others, or exclusive of any rights, remedies or priorities allowed either party by law, and shall in no way affect or impair the right of either party to pursue any other equitable or legal remedy to which either party may be entitled as long as any default remains in any way unremedied, unsatisfied or undischarged.

18. Notices as provided for in this lease shall be given to the respective parties hereto at the respective addresses herein-below listed unless either party notifies the other, in writing, of a different address. Without prejudice to any other method of notifying a party in writing or making a demand or other communication, such message shall be considered given under the terms of this lease when set, addressed as above designated, postage prepaid, by registered or certified mail, return receipt request, by the United States mail and so deposited in a United States mail box.

ADDRESS OF LANDLORD

City of LeClaire
325 Wisconsin St.
LeClaire, Iowa 52753-9525

ADDRESSES OF TENANT

LeClaire Community Improvement Corporation
President
P. O. Box 42
LeClaire, Iowa 52753-0042

19. This lease does hereby cancel and terminate a certain lease dated February 23, 2020, made and entered into by and between the parties hereto.

20. Tenant shall provide Landlord with a financial statement setting forth its assets and liabilities, not later than December 15 of each year of this lease along with a written report of any and all improvements made to the leased premises during the prior 12 month period.

21. None of the covenants, provisions, terms or conditions of this lease to be kept or performed by Landlord or Tenant shall be in any manner modified, waived or abandoned, except by a written instrument duly signed by the parties and delivered to the Landlord and Tenant. The lease contains the whole agreement of the parties.

22. Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine, feminine or neuter gender according to the context.

IN WITNESS WHEREOF, the parties hereto have duly executed this lease in duplicate and day and year first above written.

CITY OF LECLAIRE, IOWA

LECLAIRE COMMUNITY IMPROVEMENT CORPORATION

By: _____
Dennis Gerard, Mayor

By: _____
President

By: _____
Tracy A. Northcutt, City Clerk

By: _____
Secretary/Treasurer



VEENSTRA & KIMM INC.

1800 5th Avenue
Rock Island, Illinois 61201

309.786.7590 // 877.241.8010
www.v-k.net

March 2, 2022

City of LeClaire
Attn: Dennis Bockenstedt, City Administrator
325 Wisconsin Street
LeClaire, IA 52753

LECLAIRE, IOWA
CITY PLAZA IMPROVEMENTS – CONCEPTUAL PLAN AND COORDINATION
ENGINEERING SERVICES AGREEMENT

This letter is to serve as a contract for the City Plaza Improvements – Conceptual Plan and Coordination project as discussed through our email correspondence and meeting in mid-February 2022.

Veenstra & Kimm, Inc. proposes the following tasks for conceptual planning and additional survey work (see Attachment 1 for a detailed work breakdown including hours and estimated costs).

- Base Map with additional survey
- Develop Initial Plan Concept with 1-2 alternates
- Meet with City-selected Plaza Committee to discuss Initial Concept Plan and Alternates
- Develop a combined Concept Plan
- Meet with Committee to discuss Combined Concept Plan
- Develop a Final Concept Plan
- Prepare Engineers Estimate of Probable Cost of Construction (includes design and construction engineering costs)
- Present Final Concept Plan and the Probable Cost of Construction to the Committee and to City Council

Veenstra & Kimm, Inc. estimates the cost of this project to not exceed Fourteen Thousand Seven Hundred Eighty One Dollars (\$14,781). The work will be completed no later than 45 days after this agreement is executed.

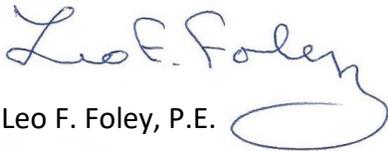
City of LeClaire

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March 2, 2022

This letter may be made an agreement by affixing the proper date and signatures in the spaces below and returning one signed copy to our office. If you have questions regarding this project, please contact the undersigned at 309-786-7590.

VEENSTRA & KIMM, INC.

A handwritten signature in blue ink that reads "Leo F. Foley". The signature is written in a cursive style with a large, looping flourish at the end.

Leo F. Foley, P.E.

LFF:mjf

Accepted this _____ day of _____, 2022.

CITY OF LECLAIRE, IOWA

By _____

Title _____

**CITY PLAZA - CONCEPTUAL PLANNING AND COORDINATION
WORK BREAKDOWN COST ESTIMATE**

Task/Responsible Party	# Hours	Hourly Rate	Cost
A. Base Map with Additional Survey			
Professional Land Surveyor I	1	\$ 127.00	\$ 127.00
Engineer XI	8	\$ 75.00	\$ 600.00
Survey Tech IV	4	\$ 77.00	\$ 308.00
B. Initial Concept Plan and Alternates - Development and Meeting			
Engineer I-A	4	\$ 186.00	\$ 744.00
Planner I	42	\$ 117.00	\$ 4,914.00
C. Combined Concept Plan - Development and Meeting			
Engineer I-A	4	\$ 186.00	\$ 744.00
Planner I	18	\$ 117.00	\$ 2,106.00
D. Final Concept Plan Development/Engineers Estimate of Construction Costs/Meeting			
Engineer I-A	3	\$ 186.00	\$ 558.00
Planner I	40	\$ 117.00	\$ 4,680.00
TOTAL ENGINEERING SERVICES (NTE)			\$ 14,781.00

Tracy Northcutt

From: Dennis Bockenstedt
Sent: Wednesday, March 2, 2022 7:34 AM
To: Tracy Northcutt
Subject: FW: Welcome to LeClaire Sign

For the COW on March 7. Resolution on March 21 if ok'd.

Thanks,
Dennis B.

From: Jeffrey M Smith <jeffreymsmith@yahoo.com>
Sent: Tuesday, March 1, 2022 7:58 PM
To: Dennis Bockenstedt <dbockenstedt@leclaireiowa.gov>
Subject: Re: Welcome to LeClaire Sign

Thank you. We don't have the sign yet, but I've attached a photo from another town. It would be like the blue circle in the center. I would have it made to match the size of the Optimists sign that's already up.

I can come on March 7th. What time is the meeting?

Thank you

Jeff



Sent from my iPhone

> On Mar 1, 2022, at 4:33 PM, Dennis Bockenstedt <dbockenstedt@leclaireiowa.gov> wrote:

>

> Jeffrey,

>

> I was able to verify everything below. If you have the sign you want added or a replica or picture of it, we can add that

to a Committee of the Whole meeting for the council to discuss.

>

> Let me know when you would like to do that. It would be the 1st or 3rd Monday of the month. The next one is March 7.

>

> Thanks,

>

> Dennis Bockenstedt

> City Administrator

> City of LeClaire

> 325 Wisconsin Street

> LeClaire, Iowa 52753-9525

> Office: 563-289-6004

>

>

>

> -----Original Message-----

> From: Jeffrey M Smith <jeffreymsmith@yahoo.com>

> Sent: Thursday, February 24, 2022 9:36 AM

> To: Dennis Bockenstedt <dbockenstedt@leclaireiowa.gov>

> Subject: Welcome to LeClaire Sign

>

> Dennis,

>

> I represent Snow Masonic Lodge in LeClaire. We have been inquiring about the welcome to LeClaire sign on highway 67 that has an Optimist Club sign on it, but no other local organizations. We would love to add a sign for our lodge.

>

> I was given the following information from Cindy Bruhn. "This is what Josselyn Smith with the Optimist Club said: We had to get city council approval, if I remember correctly. The organization provides the sign and, maybe, it was public works that puts it up after approval."

>

> If that is all correct, do we just need to come to a City Council meeting and request approval or is there more to the process? We would greatly appreciate your help in guiding us through the process.

>

> Thank you,

>

> Dr. Jeffrey M. Smith

> (563) 529-3518

>

> Sent from my iPhone

Mercer Group Associates

260 Manning Road SW, Unit 59
Marietta, Georgia 30064
770-335-3245 Cell

March 1, 2022

**Mr. Dennis Bockenstedt
City Administrator
City of LeClaire, Iowa**

VIA EMAIL

Dear Mr. Bockenstedt:

Mercer Group Associates (MGA) is pleased to present our **Proposal** to assist the city in **Recruitment of a Full-time Fire Chief**. The recruitment is the result of our recommendation in the 2021 Fire Department Analysis to transition from a volunteer to a full-time chief. This proposal letter includes four sections:

1. Understanding of the Project
2. Introduction to Mercer Group Associates
3. Approach and Work Plan
4. Cost Proposal

1. Understanding of the Project

In a recent telephone call, you told me that city officials, including the mayor, are interested in obtaining the services of our team from the 2021 Fire Department Analysis to assist the city in certain elements of the fire chief recruitment process, including at least the following tasks:

- Advice on the overall recruitment and selection process.
- Review and comment on the proposed job description for the Fire Chief position.
- Review and comment on the proposed changes to the city's Fire Department ordinance.
- Advice on marketing and advertising the opening.
- Review and discussion of candidate applications to determine the highest-ranking applicants.
- Participation in finalist interviews and city deliberations (likely onsite in LeClaire).

Mr. Dennis Bockenstedt
City Administrator of the City of LeClaire, Iowa
March 1, 2022
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2. Introduction to Mercer Group Associates

Mercer Group Associates (MGA) specializes in management consulting services to the public- and non-profit sectors. MGA is the direct successor to The Mercer Group, Inc., which was founded in 1990 by James L. Mercer, a nationally renowned consultant and executive recruiter, who served as the firm's President/CEO until his death in May 2021. Like The Mercer Group, Inc., MGA is a consortium of independent practices operating under a common brand.

MGA has fifteen offices across the United States, each staffed by senior and experienced consultants who have significant work and consulting experience in local government and non-profits. The contracting office for this project is the Marietta Office of Egan Management Consulting LLC (EMC), a Georgia corporation, located at 260 Manning Road SW, Unit 59, Marietta, Georgia 30064. A W-9 form for EMC is provided in a separate document.

Mercer Group Associates is a national leader in working collaboratively with our public- and non-profit sector clients to improve management, organizational, and operational effectiveness in order to make good organizations even better and to put struggling organizations on a path to excellence. Our clients include state government agencies, local governments (cities, counties, towns, and villages), utilities, school districts, transit authorities, special districts, colleges and universities, and non-profit organizations. Our consultants have conducted over 250 successful planning, management, and organizational consulting projects, including the 2016 Citywide Study and 2021 Fire Department Analysis for LeClaire, as well as over 1,000 executive searches.

The Mercer Group will assign the following consultants to the project:

- **Steve Egan**, an MGA Senior Associate based in the Atlanta area, will serve as your project manager and consultant. Steve is a former local government budget official and public works/utilities manager.

He has completed over 185 public and non-profit sector management consulting projects over the past forty years, including fifty public safety projects and a dozen executive recruitments. He has relevant experience in Iowa, including as project manager/lead consultant for the 2016 Government-wide Study and 2021 Fire Department Analysis for the city of LeClaire.

Steve earned bachelor and master degrees in history and government, with a focus on local government governance, management, and service delivery. He is a frequent speaker and trainer on governmental and non-profit planning, management, finance, and operations, and is the co-author of *Managing Professional Service Delivery: 9 Rules for Success*, a primer on the nuts-and-bolts of conducting successful professional service engagements.

- **William Stipp**, a Mercer Senior Vice-President based in the Phoenix area, consults in the areas of fire organizational and management studies, candidate assessment center design and facilitation, employee and supervisory development, and leadership training.

Bill has over thirty years of progressively responsible experience as a government and fire service manager, consultant, and instructor in three states, and is a serving member of the City Council in Goodyear, Arizona. He worked on the Fire Department element of the 2016 Citywide Study for LeClaire, as well as the 2021 Fire Department Analysis. For more than 15 years of his career, he held all chief fire officer ranks, including Chief of Department where he focused on regional operations, organizational management, professional staff development, and emergency response management.

Bill is a graduate of the National Fire Academy's Executive Fire Officer Program and a member of the International Association of Fire Chiefs and the Arizona Fire Chiefs Association, as well as an alumnus of the International Association of Firefighters.

3. Approach and Work Plan

Our approach and work plan are based on the scope of services defined in the Understanding of the Project section of the proposal.

- **Project Approach**: Our project team will work collaboratively with the Mayor, City Council Public Safety Liaison, City Administrator, and others Mayor Gerard may select on the recruitment topics mentioned earlier, as well as any others that the city may identify during the recruitment process. MGA topics to be addressed are:
 - Advice on the overall recruitment and selection process.
 - Review and comment on the proposed job description for the Fire Chief position.
 - Review and comment on the proposed changes to the city's Fire Department ordinance.
 - Advice on marketing and advertising the opening.
 - Review and discussion of candidate applications to determine the highest-ranking applicants.
 - Participation in finalist interviews and city deliberations (likely onsite in LeClaire).

➤ **Work Plan, Schedule, and Deliverables:** The work plan includes the following steps with an estimated time frame of about 90 days from initiation of the recruitment to the final city council action on hiring the preferred Fire Chief candidate.

- 1) **Project Initiation:** Our project manager will finalize the approach, assistance tasks, and work plan in consultation with the Mayor and City Administrator. (In our offices)
- 2) **Recruitment Process:** Our team will work with the city's Selection Committee (members to be determined by the mayor) to define the recruitment process, finalize the Fire Chief job Description, and finalize the proposed city code update for the Fire Department. (In our offices)
- 3) **Marketing and Advertising:** Our team will present ideas to the city on how best to market and advertise the Fire Chief opening to attract the widest possible applicant pool. This assistance could include a design and content information for a Recruitment Brochure and Advertising strategies for national and regional Fire & EMS associations and publications. (In our offices)
- 4) **Applicant Reviews:** Our team will review candidate applications and collaborate with the Selection Committee to identify up to five high-quality applicants for invitation to onsite interviews in LeClaire. (In our offices)
- 5) **Finalist Interviews:** Our team will participate in finalist interviews either by Zoom (both team members) or in-person in LeClaire (one team member, likely Mr. Stipp).

Pre-planning for the interviews will include development of a standard set of interview questions for each finalist and an interviewee rating form.

- 6) **Candidate Selection:** Our team will debrief with the Selection Committee to select the best candidate to recommend to the city council for the Fire Chief job. At the city council meeting to approve hiring the new Fire Chief, our team will be available by Zoom if any council member has a question for us.

Mr. Dennis Bockenstedt
City Administrator of the City of LeClaire, Iowa
March 1, 2022
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4. Cost Proposal

The cost project is based on a combination of hourly fees and expenses (if a site visit is requested).

- **Fees:** We estimate 40 total hours of work on the project at an hourly rate of \$125, or \$5,000 in total (16 for Tasks 1-3, 8 for Tasks 4, and 16 for Tasks 5-6). However, mid-project requests for addition assistance could slightly increase project hours.
- **Expenses:** If the city requests our in-person participation in finalist interviews (Work Plan Step 5), we would charge a maximum of an additional \$1,250 to cover the cost of airfare, two nights hotel, 2-3 days of rental cars, and meals. Note that Mr. Stipp is not available from April 22 through May 13 because of a military commitment.

All other recruitment-related expenses would be the responsibility of the city (e.g., advertising, candidate travel reimbursements).

Egan Management Consulting LLC has business liability, workers compensation, and business auto use policies in place that typically meet the requirement of our clients.

* * * *

We are committed to conducting our work in a manner that is professional and collaborative in order to produce a product that exceeds your expectations and offers practical and implementable recommendations. MGA and our assigned Senior Associates have no connection to Iowa or Illinois officials, agencies, businesses, suppliers, or contractors that work with or may work with the city of LeClaire. Our work will be objective and independent.

If you have any questions or require additional information regarding our proposal, please call Steve Egan, project manager, at 770-335-3245 or email me at stevegan46@gmail.com.

Very truly yours,

Mercer Group Associates

THE MERCER GROUP, INC.
Stephen D. Egan, Jr., Senior Associate
William Still, Senior Associate