



City of LeClaire, Iowa
City Council Meeting Agenda
Monday, September 20, 2021 – 6:00 p.m.
Council Chambers
325 Wisconsin St
LeClaire, IA
[Electronic Attendance Link](#)

- I. Call to Order with Roll Call**
- II. Pledge of Allegiance**
- III. Public Hearings – None**
- IV. Consent Agenda Approval:**
Resolution 21-156:
 - A. Agenda & Revisions
 - B. Claims
 - C. Liquor Licenses – Faithful Pilot – Annual
 - D. Other Items
- V. Council Minutes:**
Resolution 21-157: All Council Minutes of September 7, 2021
- VI. Public Appearances – Library Board Appointment of Melita Tunnicliff as Library Director**
- VII. Mayor’s Report**
- VIII. Council Reports:**
 - A. Finance, Economic Development, Strategic Planning, IT & Chamber:**
Mayor Pro Tem Dennis Gerard
 - 1. Resolution 21-158: Set Public Hearing for Amendment to Urban Revitalization Plan
 - 2. Resolution 21-159: City Administrator Search Consultant
 - B. Planning & Zoning, Board of Adjustment, Streets, Garbage, Sewer, Public Works:**
Council Liaison Sara Gravert
 - C. Tourism, Civic Groups, Pleasant Valley School District, Downtown Business:**
Council Liaison Ryan Salvador
 - D. Parks & Recreation Commission & LeClaire Community Library:**
Council Liaison Amy Blair
 - 3. Resolution 21-160: Parks & Rec Commission Members Tim Lovell & Tonia Kennedy
 - 4. Resolution 21-161: Application to Scott County Regional Authority for Dog Park
 - E. Public Safety:**
Council Liaison Barry Long
- IX. Adjournment**

Title VI Notice to the Public

It is the policy of the City of Le Claire 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)-289-6004.

Resolution 21-156

A RESOLUTION APPROVING THE SEPTEMBER 20, 2021, CONSENT AGENDA

BE IT RESOLVED by the City Council of the City of LeClaire, Iowa, that the September 20, 2021, Consent Agenda is hereby approved as amended and including any "other items" as may be shown. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

PASSED AND APPROVED by the **LECLAIRE CITY COUNCIL** this **20th** day of **September, 2021**.

Tracy A. Northcutt, City Clerk

_____ **Resolution Approved**

_____ **Resolution Vetoed**

_____ **Resolution Uncontested**

Ray C. Allen, Mayor

September 20, 2021

Date

VENDOR NAME	REFERENCE	VENDOR TOTAL
ADVANCED BUSINESS SYSTEMS	MAINT CONTRACT FOR COPIER	119.03
AGVANTAGE FS	UNLEADED	3,571.40
ALEXIS FIRE EQUIPMENT CO.	T1 BATTERIES & CONNECTIONS	1,254.58
LINDA S. ALLEN	JANITOR	180.00
AMAZON	SOCCER SUPPLIES	654.67
COMMUNITY SUCCESS INITIATIVE	TOURISM MANAGER	2,350.00
DAHL FORD OF DAVENPORT	WHEEL COVERS	127.46
DAVENPORT ELECTRIC CONTRACT CO	LS6 REPLACE JUNCT BOXES	1,516.65
DEMCO, INC.	TAPE,DUE SLIPS,LABEL PEELER	124.51
FASTENAL-IABETT	WEDGE ANCHOR PWD	15.50
FERGUSON WATERWORKS #2516	METERS	475.61
GALLS	A THEMAS DUTY BOOTS	105.48
IOWA AMERICAN WATER CO.	6INFS	88.90
IA ASSN OF MUNICIPAL UTILITIES	EIASSO 09/21-12/21	1,303.20
IA DEPT OF REVENUE	REC CENTER MEMBERSHIP TAX	586.00
IOWA STATE FIRE MARSHAL	AST RENEWAL FEE	40.00
J.P. COOKE CO.	2021 PET TAGS	74.00
KEITH & CO. SCREENPRINTING	FALL SOCCER SHIRTS	1,095.75
MANATT'S, INC.	HOT MIX ASPHALT FOR POTHOLES	585.00
MEDIACOM	09/08/21-10/07/21 INTERNET/PHN	1,676.25
MIDAMERICAN ENERGY	GAS & ELECTRIC	15,395.09
OVERDRIVE, INC.	EBOOKS	240.00
PANTHER UNIFORMS, INC.	SCHMITZ	496.05
PS3 ENTERPRISES, INC.	SCOUT PARK PORTABLE TOILET	120.00
QC ANALYTICAL SERVICES, LLC	SEWAGE TESTING	3,390.61
QUAD CITY TIMES	MINUTES-COUNCIL 08/26/21	31.72
QUADIANT, INC.	POSTAGE METER LEASE	78.57
REPUBLIC COMPANIES	CITY HALL COURTYARD	174.96
REPUBLIC SERVICES	REFUSE/RECYCLING	27,758.06
SADLER POWER TRAIN, INC.	3103 ENGINE REPAIRS	999.67
SCOTT COUNTY SHERIFF	BOOKING FEES	275.00
SCOTT COUNTY TREASURER	303 S. 14TH ST PROP TAX	1,078.00
SELCO, INC.	CHANGEABLE MESSAGE SIGN	2,845.00
	Project# 2020A753.5	2,845.00
SHERWIN-WILLIAMS CO.	FREEDOM ROCK SEALER	204.29
STATE HYGIENIC LABORATORY	SEWER TESTING	500.00
PATRICIA STEWART	JANITOR	220.00
VEENSTRA & KIMM, INC.	TRRTRL BRDG 7154 FINAL	51,982.07
	Multiple Projects	31,568.10
VISA	MULTI DEPT CHARGES	732.61
VISIT QUAD CITIES	FUNDING 07/21-06/22	5,000.00
ZELIS PAYMENTS, INC.	CHK 1731-1753	5,278.84
		=====
	Accounts Payable Total	132,744.53
	Invoices: Paid	27,329.09
	Invoices: Not Scheduled	105,415.44

**CLAIMS REPORT
CLAIMS FUND SUMMARY**

FUND	NAME	AMOUNT
001	GENERAL	12,177.98
002	GENERAL-GARBAGE	27,775.29
008	GENERAL-LIBRARY BOARD	2,010.87
009	GENERAL-TOURISM BOARD	7,642.04
012	GENERAL-SELF INSURANCE	5,278.84
110	ROAD USE	8,234.53
327	2020A/FYE21-FYE23 CIP	52,469.47
610	SEWER O & M	17,155.51

	TOTAL FUNDS	132,744.53

Resolution 21-157

**A RESOLUTION APPROVING ALL COUNCIL
MEETING MINUTES OF SEPTEMBER 7, 2021**

BE IT RESOLVED by the City Council of the City of LeClaire, Iowa, that all Council Meeting Minutes of September 7, 2021, are all hereby approved as presented. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

PASSED AND APPROVED by the **LECLAIRE CITY COUNCIL** this **20th** day of **September, 2021**.

Tracy A. Northcutt, City Clerk

Resolution Approved

Resolution Vetoed

Resolution Uncontested

Ray C. Allen, Mayor

September 20, 2021

Date

City of LeClaire, Iowa
City Council Meeting Minutes
Tuesday, September 7, 2021 – 6:00 p.m.
Council Chambers
325 Wisconsin St
LeClaire, IA

Mayor: _____ Choate: _____ Blair: _____
Gerard: _____ Gravert: _____ Long: _____
Salvador: _____ Laserfiche: _____ Publication: _____

Mayor Ray Allen called the City Council Meeting to order at 6:00 p.m. in the City Hall Council Chambers, 325 Wisconsin Street. Present: Council Members Amy Blair, Dennis Gerard, Barry Long and Ryan Salvador, City Clerk Tracy Northcutt, Police Chief Shane Themas and City Engineer Leo Foley. Absent: Council Member Sara Gravert. The Pledge of Allegiance was recited.

Public Hearing

Mayor Ray Allen called a Public Hearing to order at 6:01 pm for the purpose of receiving public comment on the Pebble Creek Brewery Plat & Site Plan. No written or verbal comments were submitted. Moved by Long, seconded by Blair to close the public hearing at 6:02 p.m. Motion carried unanimously on roll call vote.

Resolution 21-146

Moved by Long, seconded by Blair, approving the September 7, 2021, Consent Agenda. Motion carried unanimously on roll call vote.

Resolution 21-147

Moved by Long, seconded by Salvador, approving all the Council Meeting Minutes of August 16 & 26, 2021, as presented. Motion carried unanimously on roll call vote.

Public Appearances

None

Mayor's Report

Mayor Allen stated that an interview for City Administrator has been conducted but a decision has not been made on finding a replacement.

Council Reports

Resolution 21-148

Moved by Gerard, seconded by Blair, approving a one-year contract extension with First Central State Bank, from October 1, 2021 to September 30, 2022, as presented. Motion carried unanimously on roll call vote.

Resolution 21-149

Moved by Gerard, seconded by Salvador, approving the annual telephone system maintenance agreement with Tri-City Communications, Davenport, IA, in an amount not to exceed \$2,697.00 for a one-year period from September 1, 2021 to August 31, 2022, as presented. Motion carried unanimously on roll call vote.

Resolution 21-150

Moved by Blair, seconded by Gerard, approving an Engineering Services Agreement with Veenstra & Kimm, Inc., for the Pebble Creek Brewery Projects in an amount not to exceed \$1,294.50, as presented. Motion carried unanimously on roll call vote.

Resolution 21-151

Moved by Blair, seconded by Salvador, acknowledging the receipt of the Planning & Zoning Commission's Recommendations 21-08 & 21-09, as presented. Motion carried unanimously on roll call vote.

Resolution 21-152

Moved by Blair, seconded by Gerard, approving the Pebble Creek North 13th Addition Final Minor Plat, as presented. Motion carried unanimously on roll call vote.

Resolution 21-153

Moved by Blair, seconded by Salvador, approving the site plan for Pebble Creek Brewery, as presented. Motion carried unanimously on roll call vote.

Resolution 21-154

Moved by Blair, seconded by Long, approving Pay Estimate 2 to Manatt's Inc. in the amount of \$685,219.60 for the 2020 HMA Overlay Project, as presented. Motion carried unanimously on roll call vote.

Resolution 21-155

Moved by Salvador, seconded by Long, approving the Tourism Board appointment of Sara Sampson to fill the expired term of Liz Quinn for a 2-year term to expire June 2023, as presented. Motion carried unanimously on roll call vote.

Adjournment

Moved by Salvador, seconded by Blair, to adjourn at 6:07 p.m. Motion carried unanimously on roll call vote.

Ray C. Allen, Mayor

Attest:

Tracy A. Northcutt, City Clerk

Resolution 21-158

RESOLUTION DETERMINING THE NECESSITY AND FIXING DATE FOR A PUBLIC HEARING ON THE MATTER OF THE ADOPTION OF A PROPOSED AMENDMENT NO. 1 TO THE LECLAIRE URBAN REVITALIZATION PROGRAM

WHEREAS, the City adopted the LeClaire Urban Revitalization Program (the "Revitalization Plan" or "Program") for the Urban Revitalization Area (the "Urban Revitalization Area") via adoption of Ordinance No. 291 approved on December 5, 1983; and

WHEREAS, the City extended the duration of the Program by repeatedly extending Ordinance No. 291 via Ordinance Nos. 433, 501, 580, 597, and acting consistent with the on-going viability of the Program including retaining the Program in Chapter 168 of its Code of Ordinances; and

WHEREAS, by the foregoing action, the Council has determined that the Urban Revitalization Area within the City of LeClaire can be revitalized as authorized by Code of Iowa Chapter 404 (the "Act"); and

WHEREAS, a proposed Amendment No. 1 to the Revitalization Plan ("Amendment") has been prepared, the purpose of which is to (i) amend the duration of the Revitalization Plan, (ii) update the description of the Area to include property annexed into the City after the adoption of the Revitalization Plan, (iii) update the zoning section, (iv) simplify and update the available exemption schedules, and (v) clarify the application procedures under the Revitalization Plan; and

WHEREAS, before such Amendment can be adopted, it is necessary that a public hearing be held thereon and that due notice be given in accordance with the requirements of the Act.

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

Section 1. It is determined that the rehabilitation, conservation, redevelopment, economic development, or a combination thereof of the Urban Revitalization Area, as amended by this Amendment, remains necessary in the interest of the public health, safety, or welfare of the residents of the City, and the Urban Revitalization Area, as amended by this amendment, continues to substantially meet the criteria of Section 404.1, and the Revitalization Plan as amended by the proposed Amendment, attached to this Resolution as Exhibit 1, is declared to substantially meet the criteria of Iowa Code Section 404.2.

Section 2. It is determined that it is in the best interests of the citizens of the City of LeClaire, Iowa to hold a public hearing on the matter of the adoption of the Amendment, on November 1, 2021, in Council Chamber, City Hall, 325 Wisconsin Street, LeClaire, Iowa, at 6:00 P.M.

Section 3. That the City Clerk be and is hereby directed to publish a notice of a public hearing on the Amendment two times: (i) once at least thirty days prior to the date of said public hearing and (ii) once not less than seven days nor more than twenty days prior to the date of said public hearing, as provided in Section 404.2(6) of the Code of Iowa. November 1, 2021 will be the next regularly scheduled City Council meeting after the second publication of notice.

Section 4. That the City Clerk shall not less than thirty (30) days prior to the public hearing, cause notice of said hearing to be given by ordinary mail at the last known addresses of the owners of record of all property to be added to the Area by this Amendment. The City Clerk shall also send

notice by ordinary mail, addressed to the "occupants" of all addresses located within the property to be added to the Area, if such addresses are available and different than the owners' addresses.

Section 5. Be it further resolved that copies of the Amendment be made available to the public through the office of the City Clerk.

Section 6. The notice of the proposed hearing shall be in substantially the following form:

NOTICE OF PUBLIC HEARING OF THE CITY COUNCIL OF THE CITY OF
LECLAIRE, IOWA, ON THE MATTER OF THE ADOPTION OF A PROPOSED
AMENDMENT NO. 1 TO THE LECLAIRE URBAN REVITALIZATION
PROGRAM FOR THE URBAN REVITALIZATION AREA

Public notice is hereby given that the City Council of the City of LeClaire, Iowa, will hold a public hearing on November 1, 2021, in the Council Chamber, City Hall, 325 Wisconsin Street, LeClaire, Iowa, at 6:00 P.M., at which meeting the Council proposes to take action on the adoption of an Amendment No. 1 ("Amendment") to the LeClaire Urban Revitalization Program ("Plan") for the Urban Revitalization Area described therein, under the authority of Chapter 404 of the Code of Iowa, as amended.

The purpose of the Amendment is to (i) amend the duration of the Plan, (ii) update the description of the Area to include property annexed into the City after the adoption of the Plan described as Lots #1 (Parcel #850433501) & #2 (Parcel #850433502) of the Pebble Creek North 5th Addition to the City of LeClaire, (iii) update the zoning section, (iv) simplify and update the available exemption schedules, and (v) clarify the application procedures under the Plan.

Any persons interested may appear at said meeting of the Council and present evidence for or against the adoption of the Amendment. The proposed Amendment is on file in the office of the City Clerk and available for public inspection or copying during ordinary business hours.

This notice is given by order of the City Council of the City of LeClaire, Iowa, pursuant to Section 404.2(6) of the Code of Iowa, 2021, as amended.

Dated this ____ day of _____, 2021.

City Clerk, City of LeClaire, Iowa

(End of Notice)

PASSED AND APPROVED by the **LECLAIRE CITY COUNCIL** this **20th** day of **September, 2021**.

Tracy A. Northcutt, City Clerk

_____ **Resolution Approved**

_____ **Resolution Vetoed**

_____ **Resolution Uncontested**

Ray C. Allen, Mayor

September 20, 2021

Date

Resolution 21-159

**A RESOLUTION APPROVING AN AGREEMENT WITH MIDWEST
MUNICIPAL CONSULTING, LLC IN AN AMOUNT NOT TO EXCEED
\$11,100.00 FOR A SEARCH CONSULTANT FOR A CITY ADMINISTRATOR**

BE IT RESOLVED by the City Council of the City of LeClaire, Iowa, that an Agreement with Midwest Municipal Consulting, LLC. in an amount not to exceed \$11,100.00 for a Search Consultant for City Administrator is hereby approved; provided, however, that said agreement is in substantially similar form and content to that attached hereto and incorporated herein. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

PASSED AND APPROVED by the **LECLAIRE CITY COUNCIL** this **20th** day of **September, 2021**.

Tracy A. Northcutt, City Clerk

Resolution Approved

Resolution Vetoed

Resolution Uncontested

Ray C. Allen, Mayor

September 20, 2021

Date



Executive Recruitment
•
Board Effectiveness Training
•
Goal Setting and Strategic Planning
•
Job Descriptions
•
Compensation Studies
•
Capital Improvement Planning

September 14, 2021

Edwin N. Choate
City Administrator
325 Wisconsin Street
LeClaire, IA 52753

Dear Mr. Choate, Honorable Mayor and Members of the City Council:

This engagement letter will confirm our recent conversations and provide an agreement basis for my services in connection with the search of your next City Administrator. It is my understanding that the City desires recruitment assistance scheduled for immediately, for which I am pleased to offer my services.

Finding the right person to carry out the directions of the Mayor and Council is a major process. This is more labor intensive than finding people to fill other positions within the **city's workforce. Cities are staffed to do the routine steps for regular employee selections.** They are not staffed to do the tasks associated with executive searches. The decision to use a consulting service is a proper use of resources. Identifying the right person is more than finding someone with the credentials. It is finding the person that will fit best within the organization and the community.

I trust the current content and format are in line with your thinking; if not ideal, we can alter accordingly.

Enclosed also is biographic information.

Your signature at the bottom of the proposal will confirm your acceptance of my service and payment details. Please forward a signed copy to me and I will enter an acceptable meeting date on the calendar and begin immediate preparation for your search.

I look forward to working with the City of LeClaire. If you have any questions regarding this proposal, please contact me at 515-391-9816.

Respectfully submitted,

Elizabeth A. Hansen
Elizabeth A. Hansen,
ICMA- CM, ICMC, SHRM-CP
President

Enc(s)



CITY ADMINISTRATOR EXECUTIVE SEARCH



Midwest Municipal Consulting, L.L.C.

Elizabeth A. Hansen, Founder and President
1210 NE 29th Street, Ankeny IA 50021
515-391-9816

September 14 2021

Introduction and Eligibility

Midwest Municipal Consulting, LLC represents municipalities, non-profit organizations, and businesses in the Midwest. Our professional team specializes in short and long-term goal setting and community visioning, strategic, action, capital improvement and equipment replacement planning, and a variety of human resource needs, including executive professional searches filling critical leadership positions.

Is the mission of your community to provide high quality services that meet the needs of your residents? We bring extensive experience and professionalism and can customize our support to meet your individual needs and concerns.

Our executives and facilitators are certified professionals in Human Resource Management from the National Society of Human Resources (SHRM-CP). They have been community leaders; leading searches such as these for decades. We know that executives play a critical role in how services are provided to the public and how local government and non-profit organization resources are utilized. We take pride in working with our clients to find the best possible fit for your community and organization. We find highly talented individuals with a commitment to serve the public, and our placements will be some of the best and brightest in their fields.

Midwest Municipal Consulting, LLC

Elizabeth Hansen, President and Founder

1210 NE 29th Street

[Ehansen.mmc@gmail.com](mailto:ehansen.mmc@gmail.com)

515-391-9816 Office and Cell

Ankeny, IA 50021

www.midwestmunicipalconsulting.com

A native of the Midwest, Ms. Hansen has over 18 years of experience in local government management, including as City Administrator in Elk Point, South Dakota as well as Jefferson, Nevada and Windsor Heights, Iowa. Her communities benefited from her leadership and proficiency in community visioning and financial planning. These skills, abilities and experiences are vital tools to promote and develop growth in rural and small communities throughout the Midwest. She has a master's in Public Administration from the University of South Dakota and a bachelor's degree in Paralegal Studies from National American University in Sioux Falls, South Dakota.

Hansen was named Manager of the Year in 2014 by the Iowa City/County Management Association, and in 2007 she became the first recipient of the organization's Emerging Leader award. Ms. Hansen is also a Credentialed City Manager from the International City/County Manager's Association (ICMA-CM), Certified Municipal Clerk in the State of Iowa and Certified Human Resource Professional from the National Society of Human Resource Management (SHRM-CP).

Scope – Proposed Strategy

Ms. Hansen brings years of experience working closely with elected officials and department directors in many city planning settings. Her search process is based on prior experience and on a proven search methodology. The goal of this process is two-fold. First, to maximize your input while minimizing your time investment until we have a small, select pool of final candidates. Second, to provide you with the benefit of my expertise as you select a candidate who best matches your needs.

Task		Fee
Phase I: Learn the Community's Needs	We learn the community's needs through interviews with key city employees, elected and/or appointed officials, and any identified leaders in the community, such as the School Superintendent, developers and other citizens selected by the Council. An appropriate compensation is determined. The outcome of all is shared with the Mayor and City Council members.	\$1,200
Profile the Position and Marketing Strategy	Based on the above input, I work with the Mayor and City Council members to delineate the skills, knowledge, and abilities a successful candidate must possess, along with the important traits, attitudes, and values. I do this by way of several informal meetings with city delegates to identify their thoughts on the critical strengths and characteristics they seek in a new leader. These meetings enable us to learn the City's requirements for the position, such as experience, education, and training, as well as management and communication style. We then discuss the challenges the City is facing and the goals for the next three to five years. I develop a position profile which includes a comprehensive job description, an overview of the community, the key opportunities and challenges facing the candidate and the selection criteria established for the search.	\$1,800 Update \$800
Phase II: Tap the Candidate Pool	I tap the candidate pool in a variety of ways. One, I develop and place advertisements in appropriate professional publications and newspapers. Two, I develop and distribute the position profile to likely candidates and others who may be interested or helpful. Three, my personal contacts with City Managers/Administrators and City Clerks throughout the state and region tend to be the most fruitful source of top applicants. Four, I seek out and encourage top-level people to apply for the position who may not be looking for employment or who may be reluctant to apply directly to the City. Five, I review my files to find candidates who I know already meet your specifications and contact people in local governments who may know of suitable candidates for the position.	\$1,500
Screen, Evaluate, Interview	Upon receipt of applications, I will screen and pre-quality candidate for you. I do this by reviewing the applications and narrowing the candidate pool based on the extent of match with the specified criteria. This narrowed pool is then further reduced	\$2,500

	through written samples, one-on-one meetings, or telephone interviews with the candidates. A written report of backgrounds, strengths, accomplishments, writing samples and reference results are provided.	
Background Checks	For candidates who pass the screening stage above, I conduct complete and thorough background investigations on their employment, education, criminal and general background. We also make inquiries to individuals who are working with or have worked with the applicant. After background checks are completed, we screen down the top three to five candidates (number of finalists you desire).	\$2,300
Phase III: Narrow the Field	Once the finalists have been determined, they are invited to attend an on-site evaluation/interview for one or two days. At this time, they are given a tour of the City and meetings with selected community leaders, staff, and City officials are arranged. We will provide scheduling and logistics support. I will also work with you to develop appropriate interview questions and travel arrangements for the on-site interviews.	\$1,800
Make Offer	I work with you and your City Attorney to help structure an offer that meets the City's needs. I may assist the City with the development of an employment contract, if necessary.	\$700

References

Recent Midwest Municipal Consulting executive search experience includes:

City/Pop	Position	Contact	Number
Windsor Heights (4809)	City Clerk (2018)	Marcia Woodke	(702) 497-0644
Windsor Heights (4809)	Public Works Director (2018)	Marcia Woodke	(702) 497-0644
Windsor Heights (4809)	Public Safety Director (2018)	Marcia Woodke	(702) 497-0644
Ottumwa (24,321)	City Administrator (2020)	Tom Lazio	(641) 683-0600
West Liberty (3736)	City Manager (2020)	Lee Geertz	(319) 627-2418
Griswold (1036)	City Manager (2020)	Carmen Sorenson	(712) 249-2198
West Liberty (3736)	Police Chief (2021)	Lee Geertz	(319) 627-2418
West Liberty (3736)	City Manager (2021)	Lee Geertz	(319) 627-2418
Center Point (2555)	City Administrator (2021)	Paula Freeman-Brown	(319) 310-0568
Carroll (10,103)	Parks & Recreation Director (2021)	Mike Pogge-Weaver	(712) 775-7505
Washington (7266)	City Administrator (2021)	Jaron Rosien	(319) 321-5365
Humboldt (4792)	City Administrator (2021)	Gloria Christensen	(515) 332-3435
Woodbine (1488)	City Administrator (2021)	Katrina Kelley	(712) 647-2550

Respondent Resume - Attached Professional Profile

Additional Human Resource Experience - Attached Infographic

Previous Position Profile - Attached

Proposed Recruitment Timeline

Here is a proposed tentative search timeline:

September	City Council approved a contract with a consulting firm to hire City Administrator
September	Confidential Interviews with Department Heads, Mayor and City Council and any focus groups
September	Update the Profile for the Position
October	Council approves job description and profile
October	Prepare advertisements and a list of potential candidates. Consultants advertised for the position on various websites. Emailing profile. Phone calls to potential candidates.
November	Deadline for applications and Screening of Candidates
November	If necessary, Special Council Committee or Board Meeting – Closed Session to Update City Council on Process. Provide list of finalists ranked by consultant for review by Council Personnel Committee and any other delegates. Finalists reduced to 3-5. Select candidates for interview and to confirm dates/times of interview.
November	Phone, Skype, or Zoom Interview and/or Written Sample
November	Send a packet of Information to Candidates for Formal Interviews
November	Education Verification, Criminal Background Checks - Finalists Call to Candidate References and Coordinate Interviews
December	Formal Interviews. Additional elements of interview process may include: <ul style="list-style-type: none"> • Tour provided by City. • Interviews by Department Heads. • Interviews to be conducted by community leaders (from boards, chamber, EDC, business, and volunteers). • Public open house and formal presentations. • Comment cards provided and collected at each event. • Finalist does public presentation and final interview with City Council. • Comment cards provided to Mayor and Council before deliberation. Closed Session to deliberate and direct the consultants to negotiate wage and other details of an employment offer (and contract, if necessary).
December	Extend offer of employment. May include consultant to draft agreement. City Attorney reviewed and amended the agreement for execution.
December	City Council to approve offer of employment (contract) at Council Meeting.
January	City Administrator to start, depending on 30-day or 60-day notice requirement per previous contract

Benefit Statement

The City of LeClaire will benefit by awarding the contract to Midwest Municipal Consulting, LLC because the President and Founder has over eighteen (18) years of municipal experience in the Midwest and mostly in Iowa. The connections throughout the state of South Dakota, Iowa, and some in Nebraska, Minnesota and Illinois is great. It is helpful Ms. Hansen has experience and relationships built while serving on the Iowa League of Cities (ILC) Board of Directors, Iowa City Manager's Association, and many board positions she has served. She facilitates sessions for the Iowa Municipal Professional's Institute offered by Iowa State Extension and hosts a booth at the ILC and Iowa Finance Officers Association (IMFOA) Conferences, to stay in front of potential candidates. Hansen also is currently filling two executive positions in 2021 for West Liberty. For all these reasons, Ms. Hansen can leverage an extensive network of contacts that most out of state, part-time or semi-retired consultants may not.

Professional Fee and Payment Policy

Midwest Municipal Consulting will conduct the search and provide all the related services outlined above for a flat fee of \$9,600 plus expenses, which includes the cost of advertising and mileage. Normally expenses do not exceed \$1,500. The City will pay for the costs associated with bringing finalists into the community to interview.

Alternative steps and an alternative timeline could also be arranged. Clients use the above tasks, timeline and costs to narrow the scope of services requested.

It normally takes 90-120 days to complete a candidate search and fill a position at this level. Fees are payable in three equal payments, with the first one-third payment due at the signing of the agreement; one-third due after Phase II and the final payment due at the time the offer of employment is accepted.

Approval to Proceed

This proposal will be honored for 30 days; however, the recruitment timeline may require altering.

If the above proposal meets with your approval, please sign below, and return one original to me. Thank you.

Edwin N. Choate, City Administrator

Elizabeth A. Hansen, President
Midwest Municipal Consulting, LLC

Resolution 21-160

A RESOLUTION APPROVING THE PARK & RECREATION COMMISSION APPOINTMENTS OF TONIA KENNEDY TO FILL THE EXPIRED TERM OF MEGAN HERSHBARGER FOR A 3 YEAR TERM TO EXPIRE AUGUST 2024 AND TIM LOVELL TO FILL THE UNEXPIRED TERM OF LAUREN FRIEDENBERG TO EXPIRE AUGUST 2023.

WHEREAS, the Parks & Recreation Commission (Commission) held a public meeting and reviewed candidates on September 1, 2021; and

WHEREAS, the Commission recommends the appointment of Tonia Kennedy for a three year term to expire August 2024 to fill the expired term of Megan Hershbarger; and

WHEREAS, the Commission recommends the appointment of Tim Lovell to fill the unexpired term of Lauren Friedenberg to expire August 2023; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of LeClaire, Iowa, that the Park & Recreation Commission appointment of Tonia Kennedy to fill the expired term of Megan Hershbarger for a three-year term to expire August 2024, and Tim Lovell to fill the unexpired term of Lauren Friedenberg is hereby approved. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

PASSED AND APPROVED by the **LECLAIRE CITY COUNCIL** this **20th** day of **September, 2021**.

Tracy A. Northcutt, City Clerk

Resolution Approved

Resolution Vetoed

Resolution Uncontested

Ray C. Allen, Mayor

September 21, 2021

Date

Resolution 21-161

**A RESOLUTION APPROVING THE PARK & RECREATION
COMMISSION APPLICATION TO SCOTT COUNTY REGIONAL
AUTHORITY FOR A MATCHING GRANT IN THE AMOUNT OF
\$10,000.00 FOR A DOG PARK AT HOLLYHOCK PARK.**

WHEREAS, the Scott County Regional Authority Grants are due October 1, 2021; and

WHEREAS, the one of the scoring metrics is matching funds from the City; and

WHEREAS, donations in the amount of \$1,100.00 have been collected thus far; and

WHEREAS, the Commission requests the use of Automated Traffic Cameras as a funding source for the remaining \$8,900.00; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of LeClaire, Iowa, that the Park & Recreation Commission application to Scott County Regional Authority for a matching grant in the amount of \$10,000.00 for a dog park at Hollyhock Park is hereby approved. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

PASSED AND APPROVED by the **LECLAIRE CITY COUNCIL** this **20th** day of **September, 2021**.

Tracy A. Northcutt, City Clerk

Resolution Approved

Resolution Vetoed

Resolution Uncontested

Ray C. Allen, Mayor

September 21, 2021
Date