



**GRINNELL FINANCE COMMITTEE MEETING
TUESDAY, JULY 5, 2022, AT 8:00 A.M.
IN THE LARGE CONFERENCE ROOM ON THE 2ND FLOOR
OF CITY HALL AND VIA ZOOM**

Join Zoom Meeting

<https://zoom.us/j/96082313349?pwd=WHpNaHJ1S3hZdGpoOVcrZTErc1RQQT09>

Meeting ID: 960 8231 3349

Passcode: 550521

One tap mobile

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+13017158592,,96082313349#,,,,*550521# US (Washington DC)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 931 3860 US

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 444 9171 US

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Find your local number: <https://zoom.us/u/aeDY3k9urF>

TENTATIVE AGENDA

ROLL CALL: Wray (Chair), White, Bly.

PERFECTING AND APPROVAL OF AGENDA:

COMMITTEE BUSINESS:

1. Discuss economic development incentives with business representatives.
2. Review/discuss employee compensation.
3. Consider resolution setting salary and benefits for non-bargaining unit and supervisory personnel for FY 2022-2023 (See Resolution No. 2022-128).
4. Consider resolution approving a cooperative agreement between the city of Grinnell on behalf of the Grinnell Human Rights Commission and the Iowa Civil Rights Commission (See Resolution No. 2022-129).
5. Consider resolution for monthly internal transfers of funds (See Resolution No. 2022-130).
6. Consider resolution for monthly transfers of funds for trust and agency (See Resolution No. 2022-131).
7. Consider special Campbell Fund request from the Backpack for Kids Program.

INQUIRIES:

ADJOURN:

Salaries - 3% Annual vs. CPI

Starting Salary \$50,000

<u>Year</u>	<u>Avg CPI</u>	<u>CPI Inc Increase</u>	<u>3% Inc Increase</u>	<u>CPI Inc Salary</u>	<u>3% Inc Salary</u>
2002	1.6	\$800	\$1,500	\$50,800	\$51,500
2003	2.3	\$1,168	\$1,545	\$51,968	\$53,045
2004	2.7	\$1,403	\$1,591	\$53,372	\$54,636
2005	3.4	\$1,815	\$1,639	\$55,186	\$56,275
2006	3.2	\$1,766	\$1,688	\$56,952	\$57,964
2007	2.8	\$1,595	\$1,739	\$58,547	\$59,703
2008	3.8	\$2,225	\$1,791	\$60,772	\$61,494
2009	-0.04	\$0	\$1,845	\$60,772	\$63,339
2010	1.6	\$972	\$1,900	\$61,744	\$65,239
2011	3.2	\$1,976	\$1,957	\$63,720	\$67,196
2012	2.1	\$1,338	\$2,016	\$65,058	\$69,212
2013	1.5	\$976	\$2,076	\$66,034	\$71,288
2014	1.6	\$1,057	\$2,139	\$67,090	\$73,427
2015	0.1	\$67	\$2,203	\$67,157	\$75,629
2016	1.3	\$873	\$2,269	\$68,030	\$77,898
2017	2.1	\$1,429	\$2,337	\$69,459	\$80,235
2018	2.4	\$1,667	\$2,407	\$71,126	\$82,642
2019	1.8	\$1,280	\$2,479	\$72,406	\$85,122
2020	1.2	\$869	\$2,554	\$73,275	\$87,675
2021	4.7	\$3,444	\$2,630	\$76,719	\$90,306
2022*	8.6	\$6,598	\$2,709	\$83,317	\$93,015
Totals		\$33,317	\$43,015	\$1,353,504	\$1,476,839

* As of May 2022.

RESOLUTION NO. 2022-128

“RESOLUTION SETTING SALARY AND BENEFITS FOR NON-BARGAINING UNIT AND SUPERVISORY PERSONNEL FOR THE CITY OF GRINNELL FOR FY 2022-2023.”

BE IT RESOLVED by the City Council of the City of Grinnell that this salary range (to include merit and/or special consideration pay) be adopted. This salary range does not include longevity pay. (See Attachment A for actual salaries and hourly rates set for FY 2023),

Title	Salary
City Manager	\$13,215/month
City Clerk/Finance Director	\$6,886/month to \$8,952/month
Fire Chief	\$6,886/month to \$8,952/month
Police Chief	\$6,886/month to \$8,952/month
Public Services Director	\$6,886/month to \$8,952/month
Building & Planning Director	\$6,501/month to \$8,452/month
Library Director	\$6,501/month to \$8,452/month
Recreation Director	\$6,501/month to \$8,452/month
Wastewater Director	\$6,501/month to \$8,452/month
Water Director	\$6,501/month to \$8,452/month
Police Captain	\$5,512/month to \$7,165/month
Police Sergeant	\$4,852/month to \$6,737/month
Assistant Library Director	\$25.74/hour to \$30.09/hour
Library Technical Administrator	\$25.74/hour to \$30.09/hour
Deputy City Clerk	\$24.41/hour to \$31.73/hour
Assistant Public Services Supervisor	\$24.41/hour to \$31.73/hour
Wastewater Assistant Supervisor	\$24.41/hour to \$31.73/hour
Fire Driver/Firefighter	\$23.15/hour to \$32.37/hour
Building and Planning Technician	\$24.07/hour to \$30.10/hour
Water/Wastewater Operator	\$24.07/hour to \$30.10/hour
Recreation Coordinator	\$24.07/hour to \$30.10/hour
Youth Services Coordinator	\$24.07/hour to \$30.10/hour
Evidence & Police Administrative Technician	\$24.07/hour to \$30.10/hour
Accounting Technician	\$21.88/hour to \$26.23/hour
Administrative Technician - Utility Billing	\$21.88/hour to \$26.23/hour
Cemetery & Parks Technician	\$21.88/hour to \$26.23/hour
Library Assistant	\$21.88/hour to \$26.23/hour
Public Services Worker	\$20.99/hour to \$26.24/hour
Administrative Clerk - Police	\$18.79/hour to \$24.43/hour
Administrative Clerk - Public Services	\$18.79/hour to \$24.43/hour
Administrative Clerk - Recreation	\$18.79/hour to \$24.43/hour
Circulation Clerk	\$14.10/hour to \$24.43/hour

PASSED AND APPROVED this 5th day of July 2022.

DAN F. AGNEW, MAYOR

ATTEST:

ANNMARIE WINGERTER, CITY CLERK/FINANCE DIRECTOR

Employee	Title/Position	FT/PT	Salary	Exempt/ Non-Exempt
Behrens, Russ	City Manager	FT	\$158,582.04/yr	Exempt
McClelland, Michael	Police Chief	FT	\$107,419.00/yr	Exempt
Neff, Duane	Public Services Director	FT	\$104,794.56/yr	Exempt
Sicard, Dan	Fire Chief	FT	\$102,348.72/yr	Exempt
Wingarter, Ann	City Clerk/Finance Director	FT	\$94,305.46/yr	Exempt
Ramos, Daniel	Wastewater Director	FT	\$92,056.44/yr	Exempt
Altenhofen, Jordon	Water Department Supervisor	FT	\$92,056.44/yr	Exempt
Allsup, Jordan	Recreation Director	FT	\$89,717.40/yr	Exempt
Avis, Tyler	Building & Planning Director	FT	\$89,717.40/yr	Exempt
Neal, Karen	Library Director	FT	\$85,005.28/yr	Exempt
Johnson, Dan	Police Captain	FT	\$84,592.70/yr	Exempt
Wray, Chris	Police Sergeant	FT	\$38.72/hr	Non-Exempt
Smith, Ban	Police Sergeant	FT	\$34.67/hr	Non-Exempt
Moore, Matt	Police Sergeant	FT	\$34.67/hr	Non-Exempt
Jepson, Heath	Patrol Officer	FT	\$32.01/hr	Non-Exempt
Nelson, Greg	Patrol Officer	FT	\$32.01/hr	Non-Exempt
Sittig, Zach	Patrol Officer	FT	\$32.01/hr	Non-Exempt
Anderson, Nathan	Patrol Officer	FT	\$31.45/hr	Non-Exempt
Kriegel, Joshua	Assistant Supervisor - Wastewater	FT	\$30.35/hr	Non-Exempt
Snow, Mallory	Assistant Library Director	FT	\$29.94/hr	Non-Exempt
Kies, Dalton	Patrol Officer	FT	\$29.76/hr	Non-Exempt
Coogler, Holly	Patrol Officer	FT	\$29.30/hr	Non-Exempt
Richmond, Keagan	Operator - Water	FT	\$29.27/hr	Non-Exempt
Carrillo-Torres, Ozzy	Patrol Officer	FT	\$28.73/hr	Non-Exempt
Soubayi, Jonathan	Patrol Officer	FT	\$28.73/hr	Non-Exempt
Creelius, Scott	Operator - Water	FT	\$28.59/hr	Non-Exempt
Eggermont, Carl	Assistant Supervisor - Public Services	FT	\$28.55/hr	Non-Exempt
Devig, Alyssa	Deputy City Clerk	FT	\$28.49/hr	Non-Exempt
Shore, Monique	Technical Administrator	FT	\$28.25/hr	Non-Exempt
Cuppy, Jacob	Patrol Officer	FT	\$28.22/hr	Non-Exempt
Stupka, Nathan	Patrol Officer	FT	\$28.22/hr	Non-Exempt
Schultz, Aaron	Operator - Water	FT	\$27.95/hr	Non-Exempt
Mealey, Sharon	Administrative Assistant	FT	\$27.47/hr	Non-Exempt
Garwood, Brian	Groundskeeper	FT	\$27.32/hr	Non-Exempt
Wells, Shamus	Operator - Wastewater	FT	\$26.96/hr	Non-Exempt
Simmons, Wanda	Evidence & Police Administrative Technician	FT	\$26.25/hr	Non-Exempt
Snodgrass, Travis	Street Maintenance	FT	\$26.21/hr	Non-Exempt
Elliott, Patrick	Public Services Worker	FT	\$26.08/hr	Non-Exempt
Carr, Bud	Public Services Worker	FT	\$26.04/hr	Non-Exempt
Jameson, Josh	Building & Planning Technician	FT	\$25.88/hr	Non-Exempt
Ellis, Don	Public Services Worker	FT	\$25.84/hr	Non-Exempt
Ford, Robert	Public Services Worker	FT	\$25.84/hr	Non-Exempt
Ernsperger, Douglas	Public Services Worker	FT	\$25.65/hr	Non-Exempt
Spencer, Tom	Public Services Worker	FT	\$25.65/hr	Non-Exempt
Stewart, Keith	Public Services Worker	FT	\$25.65/hr	Non-Exempt
Davis, Shelby	Recreation Coordinator	FT	\$25.01/hr	Non-Exempt

Saunders, Terry	Public Services Worker	FT	\$24.91/hr	Non-Exempt
Morrison, Grace	Youth Services Coordinator	FT	\$24.72/hr	Non-Exempt
Tejada, Daniel	Operator - Wastewater	FT	\$24.55/hr	Non-Exempt
Thompson, Justin	Operator – Water/Wastewater	FT	\$24.55/hr	Non-Exempt
Petersen, Jed	Firefighter/Driver	FT	\$24.34/hr	Non-Exempt
Zell, Todd	Firefighter/Driver	FT	\$24.34/hr	Non-Exempt
Bell, Walker	Library Assistant	PT/24 hrs per wk	\$22.80/hr	Non-Exempt
Chang, Lucy	Library Assistant	PT/24 hrs per wk	\$22.80/hr	Non-Exempt
Romero, Rachel	Library Assistant	PT/24 hrs per wk	\$22.80/hr	Non-Exempt
Ruse, Veronica	Library Assistant	PT/24 hrs per wk	\$22.80/hr	Non-Exempt
Shaffer, Michelle	Library Assistant	PT/24 hrs per wk	\$22.80/hr	Non-Exempt
Benz, Kristin	Administrative Technician - Public Services	PT/28 hrs per wk	\$22.59/hr	Non-Exempt
McCombs, Julia	Administrative Technician - Recreation	PT/28 hrs per wk	\$22.56/hr	Non-Exempt
Williams, Christian	Firefighter/Driver	FT	\$22.53/hr	Non-Exempt
Watts, Shannon	Administrative Technician - Police	FT	\$21.09/hr	Non-Exempt
Sittig, Zared	Firefighter/Driver	FT	\$19.59/hr	Non-Exempt
Beck, DJ	Firefighter/Driver	PT	\$17.19/hr	Non-Exempt
Esrey, Kyle	Firefighter/Driver	PT	\$17.19/hr	Non-Exempt
Lukehart, Vince	Firefighter/Driver	PT	\$17.19/hr	Non-Exempt
Smith, Kyle	Firefighter/Driver	PT	\$17.19/hr	Non-Exempt
	Soccer Referee	PT	\$15.00 - \$35.00/game	Non-Exempt
	Program Instructor	PT	\$15.00 - \$25.00/hr	Non-Exempt
	Flag Football Referee	PT	\$15.00 - \$25.00/game	Non-Exempt
	Umpire/Referee/Official – Adult Leagues	PT	\$15.00 - \$25.00/game	Non-Exempt
	Field/Site Supervisor	PT	\$15.00 - \$25.00/hr	Non-Exempt
Hiner, Susan	Circulation Clerk	PT/10 hrs per wk	\$14.10/hr	Non-Exempt
Loew, Amelia	Circulation Clerk	PT/14 hrs per wk	\$14.10/hr	Non-Exempt
Suppacheewa, Dolruedee	Circulation Clerk	PT/14 hrs per wk	\$14.10/hr	Non-Exempt
Intern	Building & Planning Intern	PT	\$12.00/hr	Non-Exempt
	Reserve Police Officers	PT	\$11.37/hr	Non-Exempt
	Head Lifeguard/Lifeguard Manager	PT	\$11.00 - \$16.00/hr	Non-Exempt
	CBD Watering/Compost Site	PT	\$10.00 - \$15.30/hr	Non-Exempt
	Swim Team Coach	PT	\$10.00 - \$25.00/hr	Non-Exempt
	GET-12 Videotaping	PT	\$10.00 - \$15.00/hr	Non-Exempt
	Office Help/Recreation Associate	PT	\$10.00 - \$12.00/hr	Non-Exempt
	Water Safety Instructor	PT	\$8.50 - \$11.00/hr	Non-Exempt
	Program Assistant	PT	\$8.00 - \$15.00/hr	Non-Exempt
	Intern/Office Help	PT	\$8.00 - \$10.00/hr	Non-Exempt
	Waterslide Attendant	PT	\$8.00 - \$9.00/hr	Non-Exempt
	Library Pages	PT	\$7.57/hr	Non-Exempt
	Cashier/Concession Stand Worker	PT	\$7.50 - \$12.00/hr	Non-Exempt
	Lifeguard	PT	\$7.50 - \$11.00/hr	Non-Exempt
	Water Safety Aide	PT	\$7.50 - \$8.50/hr	Non-Exempt
	Monitor	PT	\$7.50 - \$8.50/hr	Non-Exempt

RESOLUTION NO. 2022-128

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City Clerk/Finance Director	\$7,260/month to \$9,438/month
Fire Chief	\$7,260/month to \$9,438/month
Police Chief	\$7,260/month to \$9,438/month
Public Services Director	\$7,260/month to \$9,438/month
Building & Planning Director	\$6,855/month to \$8,911/month
Library Director	\$6,855/month to \$8,911/month
Recreation Director	\$6,855/month to \$8,911/month
Wastewater Director	\$6,855/month to \$8,911/month
Water Director	\$6,855/month to \$8,911/month
Police Captain	\$5,812/month to \$7,555/month
Police Sergeant	\$5,116/month to \$6,737/month
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Library Technical Administrator	\$27.14/hour to \$35.28/hour
Deputy City Clerk	\$25.74/hour to \$33.46/hour
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Fire Driver/Firefighter	\$25.39/hour to \$32.37/hour
Building and Planning Technician	\$25.39/hour to \$31.74/hour
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Recreation Coordinator	\$25.39/hour to \$31.74/hour
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Accounting Technician	\$23.07/hour to \$30.00/hour
Administrative Technician - Utility Billing	\$23.07/hour to \$30.00/hour
Cemetery & Parks Technician	\$23.07/hour to \$30.00/hour
Library Assistant	\$23.07/hour to \$30.00/hour
Public Services Worker	\$22.13/hour to \$27.66/hour
Administrative Clerk - Police	\$19.81/hour to \$25.76/hour
Administrative Clerk - Public Services	\$19.81/hour to \$25.76/hour
Administrative Clerk - Recreation	\$19.81/hour to \$25.76/hour
Circulation Clerk	\$14.10/hour to \$25.76/hour

PASSED AND APPROVED this 5th day of July 2022.

DAN F. AGNEW, MAYOR

ATTEST:

ANNMARIE WINGERTER, CITY CLERK/FINANCE DIRECTOR

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Watts, Shannon	Administrative Technician - Police	FT	\$21.09/hr	Non-Exempt
Sittig, Zared	Firefighter/Driver	FT	\$19.59/hr	Non-Exempt
Beck, DJ	Firefighter/Driver	PT	\$17.19/hr	Non-Exempt
Esrey, Kyle	Firefighter/Driver	PT	\$17.19/hr	Non-Exempt
Lukehart, Vince	Firefighter/Driver	PT	\$17.19/hr	Non-Exempt
Smith, Kyle	Firefighter/Driver	PT	\$17.19/hr	Non-Exempt
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	Flag Football Referee	PT	\$15.00 - \$25.00/game	Non-Exempt
	Umpire/Referee/Official – Adult Leagues	PT	\$15.00 - \$25.00/game	Non-Exempt
	Field/Site Supervisor	PT	\$15.00 - \$25.00/hr	Non-Exempt
Hiner, Susan	Circulation Clerk	PT/10 hrs per wk	\$14.10/hr	Non-Exempt
Loew, Amelia	Circulation Clerk	PT/14 hrs per wk	\$14.10/hr	Non-Exempt
Suppacheewa, Dolruedee	Circulation Clerk	PT/14 hrs per wk	\$14.10/hr	Non-Exempt
Intern	Building & Planning Intern	PT	\$12.00/hr	Non-Exempt
	Reserve Police Officers	PT	\$11.37/hr	Non-Exempt
	Head Lifeguard/Lifeguard Manager	PT	\$11.00 - \$16.00/hr	Non-Exempt
	CBD Watering/Compost Site	PT	\$10.00 - \$15.30/hr	Non-Exempt
	Swim Team Coach	PT	\$10.00 - \$25.00/hr	Non-Exempt
	GET-12 Videotaping	PT	\$10.00 - \$15.00/hr	Non-Exempt
	Office Help/Recreation Associate	PT	\$10.00 - \$12.00/hr	Non-Exempt
	Water Safety Instructor	PT	\$8.50 - \$11.00/hr	Non-Exempt
	Program Assistant	PT	\$8.00 - \$15.00/hr	Non-Exempt
	Intern/Office Help	PT	\$8.00 - \$10.00/hr	Non-Exempt
	Waterslide Attendant	PT	\$8.00 - \$9.00/hr	Non-Exempt
	Library Pages	PT	\$7.57/hr	Non-Exempt
	Cashier/Concession Stand Worker	PT	\$7.50 - \$12.00/hr	Non-Exempt
	Lifeguard	PT	\$7.50 - \$11.00/hr	Non-Exempt
	Water Safety Aide	PT	\$7.50 - \$8.50/hr	Non-Exempt
	Monitor	PT	\$7.50 - \$8.50/hr	Non-Exempt

RESOLUTION NO. 2022-129

A RESOLUTION TO APPROVE A COOPERATIVE AGREEMENT BETWEEN IOWA CIVIL RIGHTS COMMISSION AND THE CITY OF GRINNELL/GRINNELL HUMAN RIGHTS COMMISSION.

WHEREAS, the city of Grinnell/Human Rights Commission wishes to enter into this agreement for the purpose of receiving assistance from the Iowa Civil Rights Commission for our local agency in resolving discrimination complaints and to reduce case backlogs without compromising quality or the integrity of the system; and

WHEREAS, this agreement is criteria is designed to ensure efficient, effective, and coordinated effort between the ICRC and local agencies; and

WHEREAS, the scope of the cooperative agreement is for the satisfactory intake and resolution of complaints whose allegations fall within the prohibitions of Iowa Code §§216.6, 216.5A, 216.7, 216.8, 216.9, 216.10 and 216.11. This Cooperative Agreement does not cover complaints that do not fall within these sections of the Iowa Code; and

WHEREAS, the Grinnell Human Rights Commission and the city of Grinnell agrees to all the terms as provided in said cooperative agreement; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the city of Grinnell, Iowa that authorization be given to Mayor Agnew to sign the Cooperative Agreement with the Iowa Civil Rights Commission on behalf of the Grinnell Human Rights Commission.

PASSED AND APPROVED THIS 5th day of July 2022.

Dan F. Agnew, Mayor

ATTEST:

Annamarie Wingerter, City Clerk/Finance Director

COOPERATIVE AGREEMENT
Between GRINNELL HUMAN RIGHTS COMMISSION
&
IOWA CIVIL RIGHTS COMMISSION

1. **Definitions:** As used in this Cooperative Agreement the following terms are defined as follows:

- a) "ICRC" means the Iowa Civil Rights Commission.
- b) "Local agency" means Grinnell Human Rights Commission and must comply with the requirements of Iowa Code §216.19
- c) "Fiscal Year 2022" runs from July 1, 2022 to June 30, 2023.
- d) "Intake" means a completed and signed complaint that meets the jurisdictional requirements of ICRA and forwarded to the ICRC for initial processing and investigation with accompanying release, contact information and jurisdictional review documentation.
- e) "Resolution" means a case closure resulting in an administrative closure (except for failure to cooperate or locate Complainant); a conciliated and settled case; satisfactory adjustment; a No Probable Cause Order; a Probable Cause Order; or closure after Public Hearing.
- f) "Initial filing date" means the date as determined by local file-stamp receipt date shown on the complaint.

2. **Authority:** To effectuate the purposes of the "Iowa Civil Rights Act" (ICRA), the ICRC now enters into a Cooperative Agreement with the Grinnell Human Rights Commission. Iowa Code §216.19.

3. **Purpose:** ICRC's purpose is to assist local agencies in resolving discrimination complaints and to reduce case backlogs without compromising quality or the integrity of the system. ICRC has designed criteria to ensure an efficient, effective, and coordinated effort between the ICRC and local agencies.

4. **Scope:** Under this Cooperative Agreement, ICRC contracts with the Grinnell Human Rights Commission for the satisfactory intake and resolution of complaints whose allegations fall within the prohibitions of Iowa Code §§216.6, 216.6A, 216.7, 216.8, 216.8A, 216.9, 216.10 and 216.11. This Cooperative Agreement does not cover complaints that do not fall within these sections of the Iowa Code.

3. **Period:** This Cooperative Agreement will run during Fiscal Year 2023. There is no commitment on the part of ICRC to contract with the Grinnell Human Rights Commission for the resolution of complaints after June 30, 2023.

4. **Total Amount:** The total amount ICRC can be required to spend, as aggregate compensation to all contracting local commissions for work performed under cooperative agreements for Fiscal Year 2023 is \$33,000.00 maximum. If insufficient funds exist for payment of all cases tendered for payment by the contracting Local Commissions, payment shall be allocated on a first-come first-served basis, according to the date of submission of the intakes or resolutions to the ICRC.

5. **Payment Date:** ICRC agrees to provide payment on a quarterly basis based upon satisfaction of the conditions established in this agreement. Payment will be provided for work performed and accepted under this Agreement by the ICRC, and for cases cross-filed with the local agency EEOC or HUD, when credit has been approved by that agency. Payment will be provided only for cases that are determined by the ICRC to be jurisdictional under the ICRA, if the complaints are timely received by the ICRC, and for cases cross-filed with the local agency and EEOC or HUD, credit has been approved by that agency. In the case of payment for intake services, ICRC accepts the work if/when ICRC opens the case file corresponding to the intake. Payment is conditioned upon execution of this contract which must be accomplished and returned to the ICRC no later than September 1, 2022. Agreements presented after that date will be rejected by the ICRC absent prior written approval for late submission by the Director of the ICRC.

6. **Payment Schedule:**

(a) **Intakes:** See attached Schedule A for breakdown of reimbursement rates based on the timing of receipt of the complaint for housing and non-housing referrals to the ICRC. If the ICRC complaint form is used, it will not be necessary to submit the jurisdictional review documentation. All information noted on the jurisdictional review documentation must be provided to the ICRC with the intake documentation. No payment will be made for non-housing intakes that are more than 60 days old or housing intakes that are more than 30 days old on the date received by the ICRC.

(b) **Resolutions:** See Schedule A (attached) for rate of payment based on time received. In the case of administrative closures for failure to cooperate or failure to locate complainant, no reimbursement will be provided. Further, this clause does not apply to resolutions submitted by the local agency directly to either the EEOC or HUD for contract credit or payment by the

federal agencies, in which case, the ICRC will provide no payment. Settlement agreements for cross-filed EEOC cases cannot include a no-rehire clause or global release and must indicate in the agreement itself that the agreement was signed voluntarily. These are EEOC requirements that will not be waived by the EEOC and cannot be waived by the ICRC. Any agreements with language that includes the impermissible language or that is missing the required EEOC voluntary settlement language will be rejected by the ICRC (and EEOC) and no payment will be made until the settlement agreements are revised accordingly. Resolution date shall be the date of receipt of the case closure by the ICRC. In the case of resolutions on complaints cross-filed with the EEOC, if the EEOC refuses credit for the resolution, the ICRC's payment obligations under this agreement shall be extinguished. Because HUD prohibits ICRC from seeking credit for housing complaints investigated by a local agency, payment will only be made for cases directly referred to the ICRC for investigation immediately after intake.

(c) **Jurisdictional:** Any and all complaints submitted for credit and payment must be jurisdictional, including meeting the 300-day limit when the complaint is received by the ICRC, and must be a claim under the Iowa Civil Rights Act.

(d) **Initial Filing Date:** All complaints must show a local file-stamp receipt date. Credit may be rejected for complaints without a local file-stamp receipt date.

7. **Maintenance of Effort:** Iowa Code §216.19(2) provides that a city with a population of 29,000 or greater shall to maintain an independent local civil/human rights agency, shall structure and adequately fund the local human/civil rights agency to effect cooperative undertakings with ICRC and to aid in effectuating the purposes of the "Iowa Civil Rights Act," and when staff is provided, the local agency or commission shall have control over such staff. The ICRC reserves the right to deny payment for closures which appear to have been adversely affected by a failure to comply with this code section or any other reasonable indication of lack of independence or neutrality by the local agency in its investigation of the complaint, and such may serve as grounds justifying termination of this agreement.

8. **Information Sharing:** Pursuant to I.A.C r. 161—11.10, the filing of a complaint or confidential information pertaining to a complaint covered by this agreement may be shared between the parties to this agreement as part of the routine use of such records, to administer the program for which the information is collected.

9. **Confidentiality:** Pursuant to I.A.C r. 161—1.6(4)(e)(4) and Iowa Code Section 215.15(5), the Grinnell Human Rights Commission agrees not to disclose the filing of a complaint or

confidential information pertaining to a complaint covered by this agreement until the complaint has been officially set for public hearing. Once a complaint has been officially set for public hearing, the Grinnell Human Rights Commission agrees not to disclose confidential information pertaining to the complaint that is not publicly available, except as allowed by ICRC's rules.

10. **Reports:** The local agency agrees to submit quarterly reports on the electronic templates provided by the ICRC to ICRC listing each intake and resolution submitted for contract credit or payment under this Agreement. Quarterly Reports are due, as applicable, on October 5, 2022 (for July 1 — September 30, 2022 activity); January 5, 2023 (October 1 — December 31, 2022 activity); April 5, 2023 (for January 1 - March 31, 2023 activity), and July 15, 2023 (for April 1 - June 30, 2023 activity). Payments under this contract will be made after the Quarterly Reports are completed and submitted to the ICRC. Failure to provide Quarterly reports within 30 days of due date will result in forfeiture of funds for the quarter for which the quarterly report is not timely filed. As a condition of final payment, the local commission must submit, and ICRC must have received, all cases no later than July 15, 2023. Cases submitted after July 15, 2023, will not be paid.

11. **Training.** ICRC and the local agency will cooperate in planning, sponsoring, and conducting necessary complaint processing training for staff and commissioners.

12. This contract recognizes the 300-day filing period for initial complaints, as set forth in Iowa Code Ch. 216, is measured by the day the complaint is received by the ICRC, not the day received by the local commission. Therefore, local commissions are responsible for ensuring that cases are received by the ICRC within 300 days of the date of the last incident of discrimination. The local agency agrees that complaints that are not received by the ICRC within the 300-day time limit are not jurisdictional on their face and no payment will be made in that case. To be considered received by the ICRC, the complaint must be physically received by the ICRC either through mail, fax, personal delivery or by email, by 4:30 pm, Monday through Friday. The ICRC prefers email (icrc@iowa.gov) over fax, as email has historically been more reliable. Complaints received (or sent by email) after 4:30 pm will be considered filed on the next business day.

13. **Closures.** Closure submissions for case resolutions must include the following closing documents from the local commission: Copies of closures notices sent to all parties by the local commission and a copy of the local commission's findings/decision. All closure documents including settlement agreements and withdrawals must include local and state case numbers, and when cross-med with EEOC, federal case number. Payment may be denied if closure papers or

settlement agreements do not include case numbers, or if any case number is Incorrect. ICRC may be required to obtain a full copy of the case file maintained by the local commission. The copies should be provided to ICRC at no cost and within two weeks of request.

If required by your local protocol, ordinance or practice, separate signature lines have been provided for your Mayor and Commission Chair.

Mayor

Date

Chairperson, Grinnell Human Rights Commission

Date

Stan Thompson Executive Director, Iowa Civil Rights Commission

Date

SCHEDULE A

***The following summarizes the payment schedule.

Intake:	Complaint sent to ICRC for processing and investigation within 7 days (housing) or 30 days (non-housing) of initial filing date with local agency.	\$500 for housing cases eligible for cross-filing with HUD; \$250 for employment cases eligible for cross-filing with EEOC; \$125 for cases not eligible for cross-filing

	Complaint sent to ICRC for processing and investigation greater than 7 days but within 30 days (housing); greater than 30 days but within 60 days (non-housing) of initial filing date with local agency.	\$250 for housing cases eligible for cross-filing with HUD; \$150 for employment cases eligible for cross-filing with EEOC; \$75 for cases not eligible for cross-filing
	Complaint sent to ICRC for processing and investigation greater than 30 days (housing) or 60 days (non-housing) of initial filing date with local agency.	\$0
Resolutions for Non-housing Cases:	Complaint Resolutions sent to ICRC for closure processing within 180 days of initial filing date with local agency.	\$325 for cases eligible for cross-filing with EEOC; \$100 for cases not eligible for cross-
	Complaint Resolutions sent to ICRC for closure processing greater than 180 days but within 600 days of initial filing date with local agency.	\$200 for cases eligible for cross-filing with EEOC; \$50 for cases not eligible for cross-
	Complaint Resolutions sent to ICRC for closure processing greater than 600 days of initial filing date with local agency.	\$0

RESOLUTION NO. 2022-130

RESOLUTION FOR MONTHLY INTERNAL TRANSFER FUNDS

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRINNELL, IOWA:

The following transfer is hereby authorized:

FROM FUND

001.4-950.4.6790 GENERAL - \$71,696.60

TO FUND:

003-3.410.3.4790 GENERAL LIBRARY - \$71,696.60

PURPOSE OF TRANSFERS

To generate funds for July 2022 expenses incurred by Library per budget as approved by council with city claims for June.

PASSED AND APPROVED this 5th day of July 2022.

Dan F. Agnew, Mayor

Attest:

Annmarie Wingerter, City Clerk/Finance Director

RESOLUTION NO. 2022-131

RESOLUTION TO TRANSFER FUNDS MONTHLY

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRINNELL, IOWA:

The following monthly transfer is hereby authorized:

FROM:

112 TRUST & AGENCY	Monthly Transfer	\$76,419.34
610 WATER	Monthly Transfer	5,579.21
620 SEWER	Monthly Transfer	5,258.39
670 SOLID WASTE	Monthly Transfer	1,935.26
		\$89,192.20

TO:

138 MEDICAL INSURANCE RESERVE	\$45,352.56
140 HEALTH INSURANCE ESCROW	43,839.64
	\$89,192.20

PURPOSE OF TRANSFERS

For medical insurance reserve and police/fire work comp monthly transfers as budgeted for FY22.

PASSED AND APPROVED this 5th day of July 2022.

Dan F. Agnew, Mayor

Attest:

Annmarie Wingerter, City Clerk/Finance Director



June 21, 2022

City of Grinnell
Attn: Sharon
520 4th Ave
Grinnell, IA 50112

RE: Campbell Fund Request

City Council,

Over the past eleven years the Grinnell Optimist Club, Second Mile and the Campbell Fund (in '11, '13, '14, '15, '16, '17, '18, '19, '20 & '21) have teamed up to provide the annual "Backpack for Kids" program in Grinnell the second Saturday in August.

We are requesting a \$2,000 grant from the Campbell Fund to be used for purchasing backpacks and school supplies for local students. With the help of the schools, we are able to continue to meet requests from students throughout the school year.

The program has evolved over the years. This past year, in junction with the Drake Library, we again held the event under the outdoor awning, as it had worked so well the prior year! We were able serve about 114 very appreciative students and their families.

In combination with a donation received from Second Mile and the generous support of the Campbell Fund, we are able to provide this wonderful program in support of "Bringing Out the Best in Kids"!

Thank you for your consideration.

Cory Latcham, Event Chair