



GRINNELL CITY COUNCIL REGULAR SESSION MEETING
MONDAY, JULY 20, 2020 AT 7:00 P.M.

VIA ZOOM

1. Roll Call

2. Perfecting And Approval Of Agenda

2.A. Perfecting And Approval Of Agenda

Documents:

[07.20.20 - AGENDA - COUNCIL.PDF](#)

3. Consent Agenda

3.A. Consent Agenda

Documents:

[3 - CONSENT AGENDA.PDF](#)

4. Meeting Minutes/Communications

4.A. Meeting Minutes And Communications

Documents:

[4 - MEETING MINUTES AND COMMUNICATIONS.PDF](#)

5. Committee Business

5.A. Report From The Finance Committee

5.A.1. Report From The Finance Committee

Documents:

[5A - FINANCE COMMITTEE AGENDA AND SUPPORTING DOCUMENTS.PDF](#)

5.B. Report From Public Works And Grounds Committee

5.B.1. Report From The Public Works And Grounds Committee

Documents:

[5B - PUBLIC WORKS AND GROUNDS COMMITTEE AND SUPPORTING DOCUMENTS.PDF](#)

5.C. Report From Public Safety Committee

5.C.1. Report From The Public Safety Committee

Documents:

[5C - PUBLIC SAFETY COMMITTEE AGENDA AND SUPPORTING DOCUMENTS.PDF](#)

5.D. Report From Planning Committee

5.D.1. Report From The Planning Committee

Documents:

[5D - PLANNING COMMITTEE AGENDA AND SUPPORTING DOCUMENTS.PDF](#)

6. Inquiries

7. Adjournment



GRINNELL CITY COUNCIL REGULAR SESSION MEETING
MONDAY, JULY 20, 2020 AT 7:00 P.M.
VIA ZOOM

Join Zoom Meeting

<https://zoom.us/j/97470008748?pwd=d2lIRjN3Mkg0enNNVkJhbWVhNQT09>

Meeting ID: 974 7000 8748

Password: 760109

One tap mobile

+13017158592,,97470008748#,,,,0#,,760109# US (Germantown)

+13126266799,,97470008748#,,,,0#,,760109# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 974 7000 8748

Password: 760109

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

TENTATIVE AGENDA

1) Call to Order:

2) Perfecting and Approval of Agenda:

3) Consent Agenda:

- a) Previous minutes as drafted from the Monday, July 6, 2020 Regular Session.
- b) Approve Liquor License renewals:
 - 1) Bowladrome, Inc, 915 State St.
- c) Review Campbell Fund requests.

**All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time Council votes on the motion.*

4) Meeting Minutes and Communications:

- a) Finance Committee minutes: July 6, 2020.
- b) Public Works & Grounds Committee minutes: July 6, 2020.
- c) Planning Committee minutes: July 6, 2020.
- d) June 2020 Treasurer's Report.

- e) June 2020 Monthly Building Permit Report.
- f) Parks & Recreation Board minutes: July 13, 2020.

5) Committee Business:

A. Report from the Finance Committee Meet at 8:00 a.m.

- 1. Consider special Campbell Fund request from MICA for building repairs.
- 2. Review proposals received for Compensation Study.
- 3. 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. 2020-115).

B. Report from the Public Works and Grounds Committee Meet at 5:30 p.m.

- 1. Consider Windstream ROW request, new fiber service to Spaulding Lofts, 4th Ave & Spring St.
- 2. Consider request from Poweshiek Water Association to connect property at 812 6th Ave W (house at former Four Winds Motel property – in city limits).
- 3. Discuss Prairie Pointe retention pond.

C. Report from the Public Safety Committee Meet at 6:15 p.m.

- 1. Consider approval of resolution approving Police Chief Recruitment contract. (See Resolution 2020-116).
- 2. Consider request to utilize on street parking along Main Street between 4th and 5th Avenues for seating for outdoor dining.

D. Report from the Planning Committee

No Meeting

6) Inquiries:

7) Adjourn



GRINNELL CITY COUNCIL REGULAR SESSION MEETING
MONDAY, JULY 6, 2020 AT 7:00 P.M.

VIA ZOOM

<https://zoom.us/j/97830195891?pwd=WWpkSUIOaCtCM3hLWE4xOVZCYmF4QT09>

MINUTES

Mayor Agnew called the meeting to order at 7:03 p.m. with all the council members in attendance.

White made the motion, second by Hueftle-Worley to approve the agenda. AYES: 6-0. Motion carried.

Hueftle-Worley made the motion, second by White to approve the consent agenda as follows:

1. Previous minutes as drafted from the Monday, June 15, 2020 Regular Session.
2. Approve City Claims and Payroll Claims from June 2, 2020 through and including July 6, 2020 in the amount of \$2,112,876.79.
3. Approve Liquor License renewals:
 - 1) Casey's General Stores, Inc, 312 West St.
 - 2) Fraternal Order of Eagles, 616 4th Ave.
 - 3) The Peppertree at The Depot Crossing, 1014 3rd Ave – removed as restaurant has closed.
 - 4) Prairie Canary, 924 Main St.
4. Approve Mayor and Council Appointments, Effective July 1, 2020:
 - 1) Board Adjustment (5 yr term)
 1. Sondi Burnell
5. Review Campbell Fund requests.

AYES: 6-0. Motion carried.

The Council acknowledged receipt of the previous meeting minutes and other communications as follows:

- a) Finance Committee minutes: June 15, 2020.
- b) Public Works & Grounds Committee minutes: June 15, 2020.
- c) Public Safety Committee minutes: June 15, 2020.
- d) Planning Committee minutes: June 15, 2020.
- e) Library Board minutes: May 27, 2020.
- f) May 2020 Monthly Police Report.
- g) May 2020 Central Park Campaign Report.
- h) May 2020 Skatepark Campaign Report.
- i) May 2020 Veterans Memorial Building Campaign Report.

FINANCE COMMITTEE

Wray made the motion, second by White to approve Resolution 2020-106 – A resolution

setting public hearing date for the Proposed Authorization of a Loan Agreement and the Issuance of Not to Exceed \$3,190,000 General Obligation Refunding Capital Loan Notes of the City (For Essential Corporate Purposes). AYES: 6-0. Motion carried.

Wray made the motion, second by Bly to approve Resolution 2020-107 - A resolution setting public hearing date for the Proposed Authorization of a Loan Agreement and the Issuance of Not to Exceed \$5,000,000 General Obligation Capital Loan Notes of the City (For Essential Corporate Purposes) AYES: 6-0. Motion carried.

Wray made the motion, second by White to approve Resolution No. 2020-108 - A resolution setting salary and benefits for non-bargaining unit and supervisory personnel for the city of Grinnell for FY 21. AYES: 6-0. Motion carried.

PUBLIC WORKS AND GROUNDS COMMITTEE

Hueftle-Worley made the motion, second by Wray to approve Resolution No. 2020-109 – A resolution awarding contract for the 8th Avenue (Park Street to East Street) Repairs Project to Jasper Construction Services, Inc, Newton, IA in the amount of \$58,430.00. AYES: 6-0. Motion carried.

Hueftle-Worley made the motion, second by Wray to approve Resolution No. 2020-110 – A resolution authorizing payment of contractor’s pay request No. 4 in the amount of \$23,539.73 to Unified Contracting Services, Inc. of Des Moines, Iowa for the Fuel System Improvements Project. AYES: 6-0. Motion carried.

Hueftle-Worley made the motion, second by Wray to approve Resolution No. 2020-111 - A resolution adopting the city fees and policies for rental and services for the city of Grinnell. AYES: 6-0. Motion carried.

Hueftle-Worley made the motion, second by Wray to approve Resolution No. 2020-112 - A resolution approving rate changes for disposal of yard waste and brush material. AYES: 6-0. Motion carried.

The request from Poweshiek Water Association to connect property at 812 6th Ave W (house at former Four Winds Motel property – in city limits) was tabled until the next council meeting. No action was taken.

Hueftle-Worley made the motion, second by Wray to approve Commdatalink ROW request, 5th Ave, contingent on them meeting with staff prior to beginning work. AYES: 6-0. Motion carried.

Hueftle-Worley made the motion, second by Wray to approve Commdatalink ROW request, Pearl St, contingent on them meeting with staff prior to beginning work. AYES: 6-0. Motion carried.

Inquiry – it was requested that directions be placed on the website explaining how the public can join the council and committee meetings via Zoom.

PUBLIC SAFETY COMMITTEE

A meeting was not held.

PLANNING COMMITTEE

Bly provided a synopsis of a discussion with Dr. Eli Perencevich from the University of Iowa Hospitals about ongoing COVID-19 issues, specifically discussing methods to promote voluntary mask wearing. No action was taken.

Bly made the motion, second by Davis to approve Resolution No. 2020-113 - A resolution setting dates of a consultation and a public hearing on a proposed amendment No. 8 to the Grinnell Urban Renewal Plan in the city of Grinnell. AYES: 6-0. Motion carried.

Bly made the motion, second by Davis to approve Resolution No. 2020-114 - A resolution approving agreement with Real Property Research Group, Inc, Woodstock, GA for a housing market study. AYES: 6-0. Motion carried.

The committee discussed a waiver document and handling of special events during the COVID-19 pandemic. They will continue to look at the document and decide later if updates are needed. No action was taken.

ORDINANCES

Hueftle-Worley made the motion, second by White to approve the third reading of Ordinance No. 1483 – An ordinance amending provisions pertaining to Animal Protection and Control. AYES: 6-0. Motion carried.

INQUIRIES

There were no inquiries.

ADJOURNMENT

The Mayor declared the meeting adjourned at 7:23 p.m.

DAN F. AGNEW, MAYOR

ATTEST:

ANNMARIE WINGERTER, CITY CLERK/FINANCE DIRECTOR

Applicant License Application (LC0018214)

| | | |
|--|---------------------------------|----------------------------|
| Name of Applicant: <u>Bowladrome, Inc.</u> | | |
| Name of Business (DBA): <u>Bowladrome, Inc.</u> | | |
| Address of Premises: <u>915 State Street</u> | | |
| City <u>Grinnell</u> | County: <u>Poweshiek</u> | Zip: <u>5011200</u> |
| Business <u>(641) 236-5827</u> | | |
| Mailing <u>915 State St.</u> | | |
| City <u>Grinnell</u> | State <u>IA</u> | Zip: <u>50112</u> |

Contact Person

| | |
|-------------------------------------|---|
| Name <u>Mike Kriegel</u> | |
| Phone: <u>(641) 821-0119</u> | Email <u>bowladrome@windstream.net</u> |

Classification Class C Liquor License (LC) (Commercial)

Term:12 months

Effective Date: 08/07/2019

Expiration Date: 08/06/2020

Privileges:

Class C Liquor License (LC) (Commercial)

Sunday Sales

Status of Business

| | |
|--|--|
| BusinessType: <u>Privately Held Corporation</u> | |
| Corporate ID Number: <u>XXXXXXXXXX</u> | Federal Employer ID <u>XXXXXXXXXX</u> |

Ownership

Mike Kriegel

First Name: Mike **Last Name:** Kriegel
City: Grinnell **State:** Iowa **Zip:** 50112
Position: President
% of Ownership: 0.00% **U.S. Citizen:** Yes

Connie Buffum

First Name: Connie **Last Name:** Buffum
City: Grinnell **State:** Iowa **Zip:** 50112
Position: Secretary
% of Ownership: 100.00% **U.S. Citizen:** Yes

Insurance Company Information

| |
|---|
| Insurance Company: <u>Illinois Casualty Co</u> |
|---|

Policy Effective Date: 08/07/2019

Policy Expiration 08/06/2020

Bond Effective

Dram Cancel Date:

Outdoor Service Effective

Outdoor Service Expiration

Temp Transfer Effective Date:

Temp Transfer Expiration Date:



Grinnell FINANCE COMMITTEE Meeting
MONDAY, JULY 6, 2020 AT 8:00 A.M.
VIA ZOOM

<https://zoom.us/j/92828348820?pwd=NjdzYWJVK1JVSmVtMitjMktsTTdBdz09>

MINUTES

ROLL CALL: Wray (Chair), White, Bly. Also present: Mayor Agnew, Russ Behrens, and Ann Wingerter.

PERFECTING AND APPROVAL OF AGENDA: Approved as presented.

COMMITTEE BUSINESS:

1. White made the motion, second by Bly to recommend approval of Resolution 2020-106 – A resolution setting public hearing date for the Proposed Authorization of a Loan Agreement and the Issuance of Not to Exceed \$3,190,000 General Obligation Refunding Capital Loan Notes of the City (For Essential Corporate Purposes). AYES: 3-0. Motion carried.
2. Bly made the motion, second by White to recommend approval of Resolution 2020-107 – A resolution setting public hearing date for the Proposed Authorization of a Loan Agreement and the Issuance of Not to Exceed \$5,000,000 General Obligation Capital Loan Notes of the City (For Essential Corporate Purposes). AYES: 3-0. Motion carried.
3. White made the motion, second by Bly to recommend approval of Resolution No. 2020-108 - A resolution setting salary and benefits for non-bargaining unit and supervisory personnel for the city of Grinnell for FY 21. AYES: 3-0. Motion carried.

INQUIRIES: None.

The meeting was adjourned at 8:03 a.m.

JO WRAY, CHAIR

ATTEST:

ANNMARIE WINGERTER, CITY CLERK/FINANCE DIRECTOR



Grinnell PUBLIC WORKS AND GROUNDS Meeting
MONDAY, JULY 6, 2020 AT 5:30 P.M.
VIA ZOOM

<https://zoom.us/j/98145304172?pwd=YXBPbVdEYnM3bEt3TmtkOHprZlVHZz09>

MINUTES

ROLL CALL: Hueftle-Worley (Chair), Wray, Gaard. Also present: Mayor Agnew, Jim White, Rachel Bly, Greg Roth, Tyler Avis, Russ Behrens and Ann Wingerter.

PERFECTING AND APPROVAL OF AGENDA: Approved as presented.

COMMITTEE BUSINESS:

1. Wray made the motion, second by Gaard to recommend approval of Resolution No. 2020-109 – A resolution awarding contract for the 8th Avenue (Park Street to East Street) Repairs Project to Jasper Construction Services, Inc, Newton, IA in the amount of \$58,430.00. AYES: 3-0. Motion carried.
2. Wray made the motion, second by Gaard to recommend approval of Resolution No. 2020-110 - A resolution authorizing payment of contractor's pay request No. 4 in the amount of \$23,539.73 to Unified Contracting Services, Inc. of Des Moines, Iowa for the Fuel System Improvements Project. AYES: 3-0. Motion carried.
3. Gaard made the motion, second by Wray to recommend approval of Resolution No. 2020-111 - A resolution adopting the city fees and policies for rental and services for the city of Grinnell. AYES: 3-0. Motion carried.
4. Wray made the motion, second by Gaard to recommend approval of Resolution No. 2020-112 - A resolution approving rate changes for disposal of yard waste and brush material. AYES: 3-0. Motion carried.
5. The request from Poweshiek Water Association to connect property at 812 6th Ave W (house at former Four Winds Motel property – in city limits) was tabled until the next meeting.
6. Wray made the motion, second by Gaard to recommend approval of Commdatalink ROW request, 5th Ave, contingent on them meeting with staff before starting work. AYES: 3-0. Motion carried.
7. Wray made the motion, second by Gaard to recommend approval of Commdatalink ROW request, Pearl St, contingent on them meeting with staff before starting work. AYES: 3-0. Motion carried.

INQUIRIES: None.

The meeting was adjourned at 5:42 p.m.

BYRON HUEFTLE-WORLEY, CHAIR

ATTEST:

ANNMARIE WINGERTER, CITY CLERK/FINANCE DIRECTOR



**GRINNELL PLANNING COMMITTEE MEETING
MONDAY, JULY 6, 2020 AT 6:15 P.M.
VIA ZOOM**

<https://zoom.us/j/92929699735?pwd=U2djQmpwMFEvY0xwK0kzNEpLTzEvZz09>

MINUTES

ROLL CALL: Bly (Chair), Davis, Gaard. Also present: Mayor Agnew, Jim White, Jo Wray, Angela Voos, Eli Perencevich, Monica Chavez, Russ Behrens, and Ann Wingerter.

PERFECTING AND APPROVAL OF AGENDA: Approved as presented.

COMMITTEE BUSINESS:

1. Dr. Eli Perencevich from the University of Iowa Hospitals provided information on how mask wearing and shield wearing help prevent the spread of COVID-19 along with hand washing and social distancing. He recommended following the three c's:
 - Avoid Crowds
 - Avoid Closed Spaces
 - Avoid Close Contact

It was suggested that we encourage mask usage to help assist in minimizing the spread of COVID-19.

2. Davis made the motion, second by Gaard to recommend approval of Resolution No. 2020-113 - A resolution setting dates of a consultation and a public hearing on a proposed amendment No. 8 to the Grinnell Urban Renewal Plan in the city of Grinnell. AYES: 3-0. Motion carried.
3. Davis made the motion, second by Gaard to recommend approval of Resolution No. 2020-114 – A resolution approving agreement with Real Property Research Group, Inc, Woodstock, GA for a housing market study. AYES: 3-0. Motion carried.
4. The committee was in generally in favor of a waiver document for special events during the COVID-19 pandemic but decided to table any formal action since special events were not being allowed at this time.

INQUIRIES: None.

The meeting was adjourned at 6:59 p.m.

RACHEL BLY, CHAIR

ATTEST:

ANNMARIE WINGERTER, CITY CLERK/FINANCE DIRECTOR

CITY OF GRINNELL
MONTH TO DATE TREASURERS REPORT
AS OF: JUNE 2020

| FUND | BEGINNING CASH BALANCE | MONTH TO DATE RECEIPTS | MONTH TO DATE DISBURSEMENTS | ENDING CASH BALANCE |
|--------------------------------------|-----------------------------------|-----------------------------------|--|--------------------------------|
| GENERAL FUNDS | | | | |
| 001-GENERAL FUND | 367,628.51 | 234,336.18 | 305,613.64 | 296,351.05 |
| 002 VETERANS MEM - GENERAL FUND | 104,563.10 | 1,087.81 | 7,505.07 | 98,145.84 |
| 003-LIBRARY - GENERAL FUND | 0.00 | 44,700.92 | 44,700.92 | 0.00 |
| 004-CITY HALL RES - GENERAL | 321,273.94 | 79,382.36 | 0.00 | 400,656.30 |
| 009-SPORTS AUTHORITY | 50,279.30 | 29.31 | 0.00 | 50,308.61 |
| 010-BUILDING & PLANNING - GEN | 207,104.24 | 18,885.74 | 18,241.87 | 207,748.11 |
| 011-UTILITY FRANCHISE - GEN | 1,478,667.83 | 0.00 | 154,359.03 | 1,324,308.80 |
| 102 - FORBES FUND - GENERAL | 14,364.30 | 0.00 | 0.00 | 14,364.30 |
| 103 - LIBRARY FUND STATE - GENERAL | 1,048.31 | 0.00 | 1,046.00 | 2.31 |
| 104 - STAYING WELL - GENERAL | 2,569.41 | 0.00 | 0.00 | 2,569.41 |
| 107 - PLANTINGS - GEN | 10,103.18 | 0.00 | 0.00 | 10,103.18 |
| 108 - TREE FUND - GEN | 3,220.00 | 0.00 | 0.00 | 3,220.00 |
| 130-CDBG HSG GRANT 01 - GEN | 9,870.23 | 0.00 | 0.00 | 9,870.23 |
| TOTAL GENERAL FUNDS | 2,570,692.35 | 378,422.32 | 531,466.53 | 2,417,648.14 |
| SPECIAL REVENUE FUNDS | | | | |
| 110-ROAD USE FUND - SPEC REV | 883,305.43 | 55,167.34 | 120,699.46 | 817,773.31 |
| 112-T&A EMP BEN- SPEC REV | 519,841.25 | 12,515.50 | 187,933.61 | 344,423.14 |
| 121-LOCAL OPTION SALES TAX | 554,118.95 | 95,014.40 | 100,692.63 | 548,440.72 |
| 133-T-A RES UNEMP - SPEC REV | 12,953.25 | 7.55 | 0.00 | 12,960.80 |
| 136-INSURANCE DED -SPEC REV | 65,130.50 | 37.97 | 0.00 | 65,168.47 |
| 138-MED INS RESERVE - SPEC RV | 380,483.63 | 27,161.84 | 3,516.00 | 404,129.47 |
| 140-HEALTH INS ESC-SPEC REV | 839,687.07 | 48,841.37 | 178.23 | 888,350.21 |
| 145-HOTEL/MOTEL TAX - SPC REV | 97,690.16 | 39.98 | 29,109.73 | 68,620.41 |
| 167-LIBRARY GIFTS - SPEC REV | 94,138.64 | 2,005.71 | 19,411.77 | 76,732.58 |
| 177-FORFEITURE FUND | 18,824.15 | 11.02 | (78.21) | 18,913.38 |
| 490-FIRE EQMT REP FUND - SP R | 20,546.49 | 11.98 | 0.00 | 20,558.47 |
| 491-GEN EQMT REP FUND- SP RV | 380,779.89 | 222.01 | 0.00 | 381,001.90 |
| 492-WA EQMT REV FUND - SP RV | 124,104.22 | 72.36 | 0.00 | 124,176.58 |
| 493-SEW EQMT REV FUND- SP RV | 174,525.20 | 101.75 | 0.00 | 174,626.95 |
| 494-SANITATION EQMT REP FUND-SP RV | 461,137.21 | 267.23 | 2,792.24 | 458,612.20 |
| 496-WATER TOWER RES | 7,629.09 | 0.00 | 7,629.09 | 0.00 |
| 498-OFFICE EQMT REP FD - SR | 68,806.88 | 40.12 | 0.00 | 68,847.00 |
| 499-REC EQMT REP FD- SP RV | 1,770.02 | 1.03 | 0.00 | 1,771.05 |
| TOTAL SPECIAL REVENUE FUNDS | 4,705,472.03 | 241,519.16 | 471,884.55 | 4,475,106.64 |
| TAX INCREMENT FINANCING FUNDS | | | | |
| 125-URBAN REN - TIF SPEC REV | 361,532.25 | 54,054.39 | 59.00 | 415,527.64 |
| TOTAL TIF FUNDS | 361,532.25 | 54,054.39 | 59.00 | 415,527.64 |
| DEBT SERVICE FUNDS | | | | |
| 200-DEBT SERV - SPEC REV | 2,493,992.19 | 3,474.86 | 2,364,300.62 | 133,166.43 |
| TOTAL DEBT SERVICE FUNDS | 2,493,992.19 | 3,474.86 | 2,364,300.62 | 133,166.43 |
| CAPITAL PROJECT FUNDS | | | | |
| 302 - EAST ST RECON - CP | (1,494.12) | | 34,041.60 | (35,535.72) |
| 303- CLNS FY 17-18 | 6,920.40 | 0.00 | 0.00 | 6,920.40 |

CITY OF GRINNELL
MONTH TO DATE TREASURERS REPORT
AS OF: JUNE 2020

| FUND | BEGINNING CASH BALANCE | MONTH TO DATE RECEIPTS | MONTH TO DATE DISBURSEMENTS | ENDING CASH BALANCE |
|---|-----------------------------------|-----------------------------------|--|--------------------------------|
| 304 - SKATEPARK PROJECT | (4,048.69) | 4,048.69 | 0.00 | 0.00 |
| 305 - HWY 6 WA MAIN RELOCATE | 0.00 | 5,930.00 | 5,930.00 | 0.00 |
| 307 - 10TH AVE (WEST TO PARK) | (0.03) | 0.03 | 0.00 | 0.00 |
| 308 - 5TH AVE ST RECONST | 0.00 | 0.00 | 0.00 | 0.00 |
| 309 - GMRC RISE PROJECT | (3,898.10) | 4,359.00 | 0.00 | 460.90 |
| 310 - CENTRAL PARK PROJECT | 11,554.09 | 0.00 | 11,554.09 | 0.00 |
| 313 - ITM MUSEUM/CITY HALL RELOCATION | 79,148.90 | 0.00 | 79,148.90 | 0.00 |
| 314 - CLNS 18-19 | 19,223.11 | 0.00 | 7,633.58 | 11,589.53 |
| 315 - CLNS 19-20 | 132,279.33 | 0.00 | 56,766.42 | 75,512.91 |
| 316 - INDOOR ACTIVITY CENTER | 50,027.29 | 29.17 | 0.00 | 50,056.46 |
| 317 - WATER MAIN PROJECT | (2,972.00) | 3,730.00 | 757.00 | 1.00 |
| 318 - REED STREET (1ST TO 6TH) | (1,514.98) | 8,140.00 | 6,623.78 | 1.24 |
| 319 - PARK STREET (IIRR TO 1ST) | (2,344.65) | 8,605.00 | 6,260.23 | 0.12 |
| 320 - SE SEWER LINING & MANHOLE PROJECT | (10,119.65) | 10,880.00 | 756.00 | 4.35 |
| 350 - AIRPORT DEVELOPMENT | 513,336.98 | 11,653.06 | 355,139.15 | 169,850.89 |
| 361 - STORM WA QUALITY PROJECT | (42,129.88) | 42,450.00 | 314.00 | 6.12 |
| 364 - CBDG FAÇADE IMP | 2,227.35 | 0.00 | 0.00 | 2,227.35 |
| 366 - 10TH AVE UPRR | 18,206.80 | 0.00 | 0.00 | 18,206.80 |
| 369 - REINVESTMENT PROJECT | 2,667.58 | 0.00 | 0.00 | 2,667.58 |
| 371 - WATER TOWER PROJECT | 151,092.06 | 7,720.93 | 1,202.65 | 157,610.34 |
| 372 - BIKE TRAIL PROJECT | 103,648.99 | 53.70 | 11,542.86 | 92,159.83 |
| 373 - 8TH AVENUE STR CONST PROJECT | (2,969.08) | 12,833.00 | 10,131.88 | (267.96) |
| 375 - I-80 INTERCHANGE PROJECT | (31,125.52) | 32,910.00 | 1,783.00 | 1.48 |
| 376 - CBD PROJECTS | (27,845.12) | 70,226.12 | | 42,381.00 |
| 377 - 16TH AVE BOX CULVERT | 32,393.65 | 170,105.47 | 1,499.50 | 200,999.62 |
| CAPITAL PROJECT FUNDS | 992,264.71 | 393,674.17 | 591,084.64 | 794,854.24 |
| PERMANENT FUNDS | | | | |
| 500-PERP CARE FD - PERMANENT | 526,330.46 | 1,163.66 | 0.00 | 527,494.12 |
| TOTAL PERMANENT FUNDS | 526,330.46 | 1,163.66 | 0.00 | 527,494.12 |
| PROPRIETARY FUNDS | | | | |
| 141-WATER DEP FUND - PROP | 87,110.34 | 5,100.00 | 7,650.00 | 84,560.34 |
| 610-WATER FUND | 1,102,016.46 | 151,670.89 | 137,791.93 | 1,115,895.42 |
| 620-SEWER OPERATION AND MAINT | 1,925,749.83 | 142,965.32 | 775,452.84 | 1,293,262.31 |
| 378 - WW TRMT PLAN PROJECT | 936,527.56 | 142,108.78 | 142,108.78 | 936,527.56 |
| 630-STORM SEWER FUND | 235,755.63 | 29,280.12 | 90,413.57 | 174,622.18 |
| 670-SOLID WASTE | 604,711.97 | 113,856.57 | 81,683.19 | 636,885.35 |
| TOTAL PROPRIETARY FUNDS | 4,891,871.79 | 584,981.68 | 1,235,100.31 | 4,241,753.16 |
| TOTAL FUND BALANCES | 16,542,155.78 | 1,657,290.24 | 5,193,895.65 | 13,005,550.37 |

June 2020 Building Department Memorandum
City of Grinnell, Iowa



FROM: Tyler Avis
Director of Building and Planning

DATE: July 10, 2020

TO: Honorable Dan Agnew
Honorable Council Persons
Mr. Russell Behrens, City Manager
Ms. Ann Wingerter, City Clerk

Subject: Monthly Report for June

CITY OF GRINNELL
520 Fourth Avenue
Grinnell, Iowa
50112-1947
Phone: 641-236-2600
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JUNEOR

DAN F.
AGNEW
dagnew@grinnelliowa.gov

CITY COUNCIL

BYRON HUEFTLE-WORLEY
At-Large

JIM WHITE
At-Large

JULIE DAVIS
1st Ward

JO WRAY
2nd Ward

RACHEL BLY
3rd Ward

LAMOYNE GAARD
4th Ward

ADMINISTRATION

RUSSELL L.
BEHRENS
City Manager
RBehrens@grinnelliowa.gov

ANNMARIE WINGERTER
City Clerk/Finance Director
AWingerter@grinnelliowa.gov

WILLIAM J.
SUEPPEL
City Attorney
billjs@mearndonlaw.com

During the month of June there were 65 projects started which include the following:

| | |
|-------------------------|----|
| New Residential: | 2 |
| Residential Repair: | 2 |
| Residential Remodel: | 3 |
| Garage: | 2 |
| Deck: | 3 |
| Fence: | 7 |
| Flatwork: | 2 |
| Mechanical: | 17 |
| Swimming Pool: | 5 |
| Radon Mitigation: | 1 |
| Roof: | 7 |
| Shed: | 4 |
| Siding: | 2 |
| Water Heater Changeout: | 3 |

Total project valuation for June: \$881,124.35
Total project valuation for FY '20: \$ 8,591,558.88

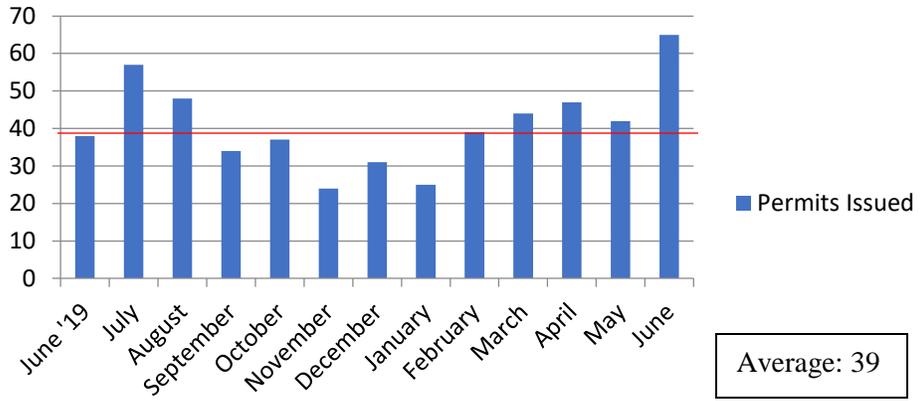
Two letters were sent for properties having tall grass.

Respectfully Submitted,

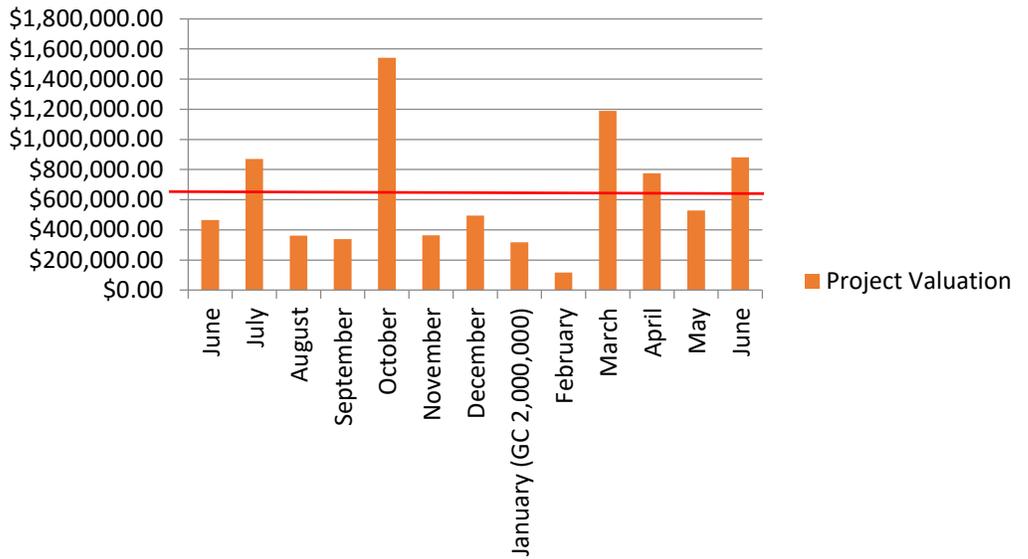
A handwritten signature in black ink, appearing to read "Tyler Avis".

Tyler Avis
Director of Building and Planning

Permits Issued



Monthly Project Valuation



PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 6/01/2020 THRU 6/30/2020

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

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PROJECT: 20200445 - SHED - NO VEHICLES TYPE: SHED SHED - NO VEHICLES

PROPERTY: 1710 PRAIRIE ST

APPLIED DATE: 6/01/2020 ISSUED DATE: 6/01/2020 EXPIRATION DATE: 7/16/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: VANWYKWOOD VAN WYK WOOD BUILDERS ISSUED TO: BROWN, KRISTY

4588 HWY 146 1710 PRAIRIE ST

GRINNELL, IA 50112 GRINNELL, IA 50112

SQUARE FEET: 1,064

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: NEW SHED

SEGMENT: SHED - SMALL STORAGE SHED

CONTRACTOR: VANWYKWOOD VAN WYK WOOD BUILDERS CLASS: GC GENERAL CONTRACTOR

4588 HWY 146

GRINNELL, IA 50112

ISSUED DATE: 6/01/2020 EXPIRATION DATE: 9/29/2020

BUILDING CODE: SHED SMALL STORAGE SHED

STATUS: Not Started VALUATION: 2,500.00 BALANCE: 0.00

PROJECT: 20200446 - DECK/PORCH TYPE: DECK DECK/PORCH

PROPERTY: 610 14TH AVE

APPLIED DATE: 6/01/2020 ISSUED DATE: 6/01/2020 EXPIRATION DATE: 9/29/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: ISSUED TO: SIMON, PAULA

610 14TH AVE

GRINNELL, IA 50112

SQUARE FEET: 1,144

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: CONSTRUCT 12 X 16 DECK

SEGMENT: DECK - DECK/PORCH

CONTRACTOR: CLASS:

ISSUED DATE: 6/01/2020 EXPIRATION DATE: 9/29/2020

BUILDING CODE: DECK DECK/PORCH

STATUS: Not Started VALUATION: 968.35 BALANCE: 0.00

PROJECT: 20200447 - WATER HEATER CHANGEOUT TYPE: WH C/O WATER HEATER CHANGEOUT

PROPERTY: 1510 PENROSE ST

APPLIED DATE: 6/01/2020 ISSUED DATE: 6/01/2020 EXPIRATION DATE: 9/29/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: LATCENTEIN LATCHAM ENTERPRISES INC ISSUED TO: AHRENS PARK

PO BOX 252 P.O. BOX 284

GRINNELL, IA 50112 GRINNELL, IA 50112-

SQUARE FEET: 1,540

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 6/01/2020 THRU 6/30/2020

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

DESCRIPTION: REPLACE ELECTRIC WATER HEATER WITH NEW

SEGMENT: WH C/O - WATER HEATER CHANGEOUT

CONTRACTOR: LATCENTEIN LATCHAM ENTERPRISES INC

CLASS: GC

GENERAL CONTRACTOR

PO BOX 252
GRINNELL, IA 50112

ISSUED DATE: 6/01/2020 EXPIRATION DATE: 9/29/2020

BUILDING CODE: WH C/O WATER HEATER CHANGEOUT

STATUS: Not Started VALUATION: 950.00 BALANCE: 0.00

PROJECT: 20200448 - MECHANICAL

TYPE: MECH MECHANICAL

PROPERTY: 1804 REED ST

APPLIED DATE: 6/01/2020 ISSUED DATE: 6/01/2020 EXPIRATION DATE: 9/29/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: JENSHEAT&A JENSEN HEATING & AIR CONDITION

ISSUED TO: BECK, DONALD

519 WEST STREET
GRINNELL, IA 50112

1804 REED ST
GRINNELL, IA 50112

SQUARE FEET: 1,120

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 55.00

DESCRIPTION: REPLACE EXISTING FURNACE AND AC WITH NEW

SEGMENT: MECH - MECHANICAL

CONTRACTOR: JENSHEAT&A JENSEN HEATING & AIR CONDITION

CLASS: MC

MECHANICAL CONTRACTOR

519 WEST STREET
GRINNELL, IA 50112

ISSUED DATE: 6/01/2020 EXPIRATION DATE: 9/29/2020

BUILDING CODE: MECH MECHANICAL

STATUS: Not Started VALUATION: 8,745.00 BALANCE: 55.00

PROJECT: 20200449 - SIDING

TYPE: SIDING SIDING

PROPERTY: 410 PARK ST

APPLIED DATE: 6/01/2020 ISSUED DATE: 6/01/2020 EXPIRATION DATE: 9/29/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR:

ISSUED TO: CHEDESTER, JERRY

417 HIGH ST
GRINNELL, IA 50112

SQUARE FEET: 924

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: REPLACE SIDING

SEGMENT: SIDING - SIDING

CONTRACTOR:

CLASS:

ISSUED DATE: 6/01/2020 EXPIRATION DATE: 9/29/2020

BUILDING CODE: SIDING SIDING

STATUS: Not Started VALUATION: 500.00 BALANCE: 0.00

PROJECTS: THRU ZZZZZZZZZZ REPORT SEQUENCE: Project
 PROJECT TYPE: All CONTRACTOR CLASS: All - All Contractor Classes
 CONTRACTORS: All
 APPLIED DATES: 6/01/2020 THRU 6/30/2020 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
 STATUS INCLUDED: All ISSUED DATES: 0/00/0000 THRU 99/99/9999

PROJECT: 20200450 - SHED - NO VEHICLES TYPE: SHED SHED - NO VEHICLES
 PROPERTY: 1828 8TH AVE
 APPLIED DATE: 6/02/2020 ISSUED DATE: 6/02/2020 EXPIRATION DATE: 7/17/2020 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: RICHMOND, MOLLY
 1828 8TH AVE
 GRINNELL, IA 50112
 SQUARE FEET: 2,080
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

DESCRIPTION: NEW 10X12 STORAGE SHED IN REAR YARD

SEGMENT: SHED - SMALL STORAGE SHED
 CONTRACTOR: CLASS:
 ISSUED DATE: 6/02/2020 EXPIRATION DATE: 9/30/2020
 BUILDING CODE: SHED SMALL STORAGE SHED
 STATUS: Not Started VALUATION: 900.00 BALANCE: 0.00

PROJECT: 20200451 - RESIDENTIAL ACCESSORY BUILDING TYPE: 05-RESACC RESIDENTIAL ACCESSORY BLD
 PROPERTY: 1323 ELM ST
 APPLIED DATE: 6/03/2020 ISSUED DATE: 6/03/2020 EXPIRATION DATE: 10/01/2020 COMPLETION DATE: 0/00/0000
 CONTRACTOR: BAUSCONS BAUSTIAN CONSTRUCTION ISSUED TO: LAIR, THOMAS
 506 W PERSHING DRIVE 1323 ELM ST
 BROOKLYN, IA 52211 GRINNELL, IA 50112
 SQUARE FEET: 1,894
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 634.06

DESCRIPTION: CONSTRUCT 24X30 GARAGE IN THE REAR YARD AND EXTEND EXISING DRIVEWAY

SEGMENT: 05-RESACC - GARAGE
 CONTRACTOR: BAUSCONS BAUSTIAN CONSTRUCTION CLASS: GC GENERAL CONTRACTOR
 506 W PERSHING DRIVE
 BROOKLYN, IA 52211
 ISSUED DATE: 6/03/2020 EXPIRATION DATE: 10/01/2020
 BUILDING CODE: RESACC RESIDENTIAL ACCESSORY BUILDING
 STATUS: Not Started VALUATION: 33,700.00 BALANCE: 634.06

PROJECT: 20200452 - MECHANICAL TYPE: MECH MECHANICAL
 PROPERTY: 1413 ANN ST
 APPLIED DATE: 6/04/2020 ISSUED DATE: 6/04/2020 EXPIRATION DATE: 10/02/2020 COMPLETION DATE: 0/00/0000
 CONTRACTOR: GERMLUMHE GERMAN PLUMBING HEATING & COOL ISSUED TO: KOLLENKARK, ANDREW
 610 1ST AVENUE 1413 ANN ST
 GRINNELL, IA 50112 GRINNELL, IA 50112
 SQUARE FEET: 960
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 55.00

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 6/01/2020 THRU 6/30/2020

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

DESCRIPTION: HVAC SYSTEM INSTALLATION.

SEGMENT: MECH - MECHANICAL

CONTRACTOR: GERMLUMHE GERMAN PLUMBING HEATING & COOL CLASS: MC MECHANICAL CONTRACTOR

610 1ST AVENUE
GRINNELL, IA 50112

ISSUED DATE: 6/04/2020 EXPIRATION DATE: 10/02/2020

BUILDING CODE: MECH MECHANICAL

STATUS: Not Started VALUATION: 6,480.00 BALANCE: 55.00

PROJECT: 20200453 - MECHANICAL

TYPE: MECH MECHANICAL

PROPERTY: 1317 PRINCE ST

APPLIED DATE: 6/04/2020 ISSUED DATE: 6/04/2020 EXPIRATION DATE: 10/02/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: WARNICK&RE WARNICK & REEVES MECHANICAL ISSUED TO: LEACH, LARRY & WINDY

2570 W 12TH ST N 1317 PRINCE ST
NEWTON, IA 50208 GRINNELL, IA 50112

SQUARE FEET: 1,152

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: REPLACEMENT OF EXISTING FURNACE AND AIR CONDITIONER.

SEGMENT: MECH - MECHANICAL

CONTRACTOR: WARNICK&RE WARNICK & REEVES MECHANICAL CLASS:

2570 W 12TH ST N
NEWTON, IA 50208

ISSUED DATE: 6/04/2020 EXPIRATION DATE: 10/02/2020

BUILDING CODE: MECH MECHANICAL

STATUS: Not Started VALUATION: 5,968.00 BALANCE: 0.00

PROJECT: 20200455 - SHED - NO VEHICLES

TYPE: SHED SHED - NO VEHICLES

PROPERTY: 1510 1ST AVE LOT75

APPLIED DATE: 6/04/2020 ISSUED DATE: 6/04/2020 EXPIRATION DATE: 7/19/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: ISSUED TO: GRINNELL MHP LLC

1510 1ST AVE
GRINNELL, IA 50112

SQUARE FEET: 288

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: INSTALLATION OF A 12FT x 24 FT SHED IN THE BACKYARD BEHIND TRAILER HOME.

SEGMENT: SHED - SMALL STORAGE SHED

CONTRACTOR: CLASS:

ISSUED DATE: 6/04/2020 EXPIRATION DATE: 10/02/2020

BUILDING CODE: SHED SMALL STORAGE SHED

STATUS: Not Started VALUATION: 1,000.00 BALANCE: 0.00

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 6/01/2020 THRU 6/30/2020

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

PROJECT: 20200456 - FENCE

TYPE: FENCE FENCE

PROPERTY: 209 16TH AVE

APPLIED DATE: 6/05/2020 ISSUED DATE: 6/05/2020 EXPIRATION DATE: 10/03/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: ISSUED TO: WHITMAN, JOSEPH & JESSIC
209 16TH AVE
GRINNELL, IA 50112

SQUARE FEET: 0

DWELLING TYPE: PRIVATE UNITS: 0

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: INSTALLATION OF A 14' X 42' QUICK SET POOL THAT WILL HOLD APPROX. 3000 GALLONS OF WATER.
INSTALLATION OF A FENCE TO GO AROUND THE POOL.

SEGMENT: FENCE - FENCE

CONTRACTOR: CLASS:

ISSUED DATE: 6/05/2020 EXPIRATION DATE: 10/03/2020

BUILDING CODE: FENCE FENCE

STATUS: Not Started VALUATION: 500.00 BALANCE: 0.00

SEGMENT: POOL - SWIMMING POOL

CONTRACTOR: CLASS:

ISSUED DATE: 6/05/2020 EXPIRATION DATE: 10/03/2020

BUILDING CODE: POOL SWIMMING POOL

STATUS: Not Started VALUATION: 500.00 BALANCE: 0.00

PROJECT: 20200457 - MECHANICAL

TYPE: MECH MECHANICAL

PROPERTY: 100 PEARL ST

APPLIED DATE: 6/06/2020 ISSUED DATE: 6/06/2020 EXPIRATION DATE: 10/04/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: LATCENTEIN LATCHAM ENTERPRISES INC ISSUED TO: GREFE, STUART
PO BOX 252 98 PEARL ST
GRINNELL, IA 50112 GRINNELL, IA 50112

SQUARE FEET: 941

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: AC UNIT INSTALLATION.

SEGMENT: MECH - MECHANICAL

CONTRACTOR: LATCENTEIN LATCHAM ENTERPRISES INC CLASS: GC GENERAL CONTRACTOR

PO BOX 252
GRINNELL, IA 50112

ISSUED DATE: 6/06/2020 EXPIRATION DATE: 10/04/2020

BUILDING CODE: MECH MECHANICAL

STATUS: Not Started VALUATION: 1,000.00 BALANCE: 0.00

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 6/01/2020 THRU 6/30/2020

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

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PROJECT: 20200458 - RESIDENTIAL REMODEL TYPE: 04-RESREM RESIDENTIAL REMODEL

PROPERTY: 1625 PARK ST

APPLIED DATE: 6/08/2020 ISSUED DATE: 6/08/2020 EXPIRATION DATE: 10/06/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: WENDELLKOI KOOISTRA, WENDELL ISSUED TO: BIERMAN, RICK

886 US HWY 6 1625 PARK ST

GRINNELL, IA 50112-8005 GRINNELL, IA 50112

SQUARE FEET: 1,658

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: INSTALL NEW EGRESS WINDOW

SEGMENT: 04-RESREM - RESIDENTIAL REMODEL

CONTRACTOR: WENDELLKOI KOOISTRA, WENDELL CLASS: GC GENERAL CONTRACTOR

886 US HWY 6

GRINNELL, IA 50112-8005

ISSUED DATE: 6/08/2020 EXPIRATION DATE: 10/06/2020

BUILDING CODE: RESREM RESIDENTIAL REMODEL

STATUS: Not Started VALUATION: 1,500.00 BALANCE: 0.00

PROJECT: 20200459 - SWIMMING POOL TYPE: POOL SWIMMING POOL

PROPERTY: 604 VAN HORN CIR

APPLIED DATE: 6/09/2020 ISSUED DATE: 6/09/2020 EXPIRATION DATE: 10/07/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: ISSUED TO: VAN WYK, DARREN

604 VAN HORN CIR

GRINNELL, IA 50112

SQUARE FEET: 2,292

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: INSTALL POOL WITH FENCE ATTACHED.

SEGMENT: POOL - SWIMMING POOL

CONTRACTOR: CLASS:

ISSUED DATE: 6/09/2020 EXPIRATION DATE: 10/07/2020

BUILDING CODE: POOL SWIMMING POOL

STATUS: Not Started VALUATION: 1,000.00 BALANCE: 0.00

PROJECT: 20200460 - RESIDENTIAL REMODEL TYPE: 04-RESREM RESIDENTIAL REMODEL

PROPERTY: 1223 SPENCER ST

APPLIED DATE: 6/09/2020 ISSUED DATE: 6/09/2020 EXPIRATION DATE: 10/07/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: ISSUED TO: MATHIS, SHARON

1223 SPENCER ST

GRINNELL, IA 50112

SQUARE FEET: 1,121

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 6/01/2020 THRU 6/30/2020

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

DESCRIPTION: INSTALL EGRESS WINDOW IN SW CORNER OF HOUSE

SEGMENT: 04-RESREM - RESIDENTIAL REMODEL

CONTRACTOR:

CLASS:

ISSUED DATE: 6/09/2020 EXPIRATION DATE: 10/07/2020

BUILDING CODE: RESREM RESIDENTIAL REMODEL

STATUS: Not Started VALUATION: 1,200.00 BALANCE: 0.00

PROJECT: 20200461 - DECK/PORCH

TYPE: DECK DECK/PORCH

PROPERTY: 1337 REED ST

APPLIED DATE: 6/10/2020 ISSUED DATE: 6/10/2020 EXPIRATION DATE: 10/08/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR:

ISSUED TO: RASMUSSEN, LANA

1337 REED ST

GRINNELL, IA 50112

SQUARE FEET: 1,148

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: REPLACE EXISTING FRONT PORCH WITH NEW

SEGMENT: DECK - DECK/PORCH

CONTRACTOR:

CLASS:

ISSUED DATE: 6/10/2020 EXPIRATION DATE: 10/08/2020

BUILDING CODE: DECK DECK/PORCH

STATUS: Not Started VALUATION: 500.00 BALANCE: 0.00

PROJECT: 20200462 - MECHANICAL

TYPE: MECH MECHANICAL

PROPERTY: 1819 SPRING ST

APPLIED DATE: 6/11/2020 ISSUED DATE: 6/11/2020 EXPIRATION DATE: 10/09/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: JENSHEAT&A JENSEN HEATING & AIR CONDITION

ISSUED TO: BUSH, RAY

519 WEST STREET

1819 SPRING ST

GRINNELL, IA 50112

GRINNELL, IA 50112

SQUARE FEET: 2,044

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 55.00

DESCRIPTION: HVAC REMOVAL AND INSTALLATION.

SEGMENT: MECH - MECHANICAL

CONTRACTOR: JENSHEAT&A JENSEN HEATING & AIR CONDITION

CLASS: MC

MECHANICAL CONTRACTOR

519 WEST STREET

GRINNELL, IA 50112

ISSUED DATE: 6/11/2020 EXPIRATION DATE: 10/09/2020

BUILDING CODE: MECH MECHANICAL

STATUS: Not Started VALUATION: 7,995.00 BALANCE: 55.00

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 6/01/2020 THRU 6/30/2020

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

PROJECT: 20200463 - ROOF & SIDING

TYPE: ROOF ROOF

PROPERTY: 1849 7TH AVE

APPLIED DATE: 6/12/2020 ISSUED DATE: 6/12/2020 EXPIRATION DATE: 10/10/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: DOUBLEU DOUBLE U CONSTRUCTION

ISSUED TO: ECKRICH, GARY

16231 IRIS BLVD

1849 7TH AVE

DRAKESVILLE, IA 52552

GRINNELL, IA 50112

SQUARE FEET: 1,136

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: ROOF(SHINGLES) AND SIDING INSTALLATION.

SEGMENT: ROOF - ROOF

CONTRACTOR: DOUBLEU DOUBLE U CONSTRUCTION

CLASS:

16231 IRIS BLVD

DRAKESVILLE, IA 52552

ISSUED DATE: 6/12/2020 EXPIRATION DATE: 10/10/2020

BUILDING CODE: ROOF ROOF

STATUS: Not Started VALUATION: 5,000.00 BALANCE: 0.00

SEGMENT: SIDING - SIDING

CONTRACTOR: DOUBLEU DOUBLE U CONSTRUCTION

CLASS:

16231 IRIS BLVD

DRAKESVILLE, IA 52552

ISSUED DATE: 6/12/2020 EXPIRATION DATE: 10/10/2020

BUILDING CODE: SIDING SIDING

STATUS: Not Started VALUATION: 15,000.00 BALANCE: 0.00

PROJECT: 20200464 - MECHANICAL

TYPE: MECH MECHANICAL

PROPERTY: 1510 1ST AVE LOT60

APPLIED DATE: 6/12/2020 ISSUED DATE: 6/12/2020 EXPIRATION DATE: 10/10/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: WARNICK&RE WARNICK & REEVES MECHANICAL

ISSUED TO: GRINNELL MHP LLC

2570 W 12TH ST N

1510 1ST AVE

NEWTON, IA 50208

GRINNELL, IA 50112

SQUARE FEET: 0

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: INSTALLATION OF CUSTOMER SUPPLIED CENTRAL AC UNIT.

SEGMENT: MECH - MECHANICAL

CONTRACTOR: WARNICK&RE WARNICK & REEVES MECHANICAL

CLASS:

2570 W 12TH ST N

NEWTON, IA 50208

ISSUED DATE: 6/12/2020 EXPIRATION DATE: 10/10/2020

BUILDING CODE: MECH MECHANICAL

STATUS: Not Started VALUATION: 886.00 BALANCE: 0.00

PROJECTS: THRU ZZZZZZZZZZ REPORT SEQUENCE: Project
 PROJECT TYPE: All CONTRACTOR CLASS: All - All Contractor Classes
 CONTRACTORS: All
 APPLIED DATES: 6/01/2020 THRU 6/30/2020 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
 STATUS INCLUDED: All ISSUED DATES: 0/00/0000 THRU 99/99/9999

PROJECT: 20200465 - DECK/PORCH TYPE: DECK DECK/PORCH
 PROPERTY: 933 PRAIRIE ST
 APPLIED DATE: 6/12/2020 ISSUED DATE: 6/12/2020 EXPIRATION DATE: 10/10/2020 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: MILLER, MICHELLE
 933 PRAIRIE ST
 GRINNELL, IA 50112
 SQUARE FEET: 0
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

DESCRIPTION: ADDITION OF A LEAN-TO TO ACT AS A ROOF ABOVE PATIO SPACE.

SEGMENT: DECK - DECK/PORCH
 CONTRACTOR: CLASS:
 ISSUED DATE: 6/12/2020 EXPIRATION DATE: 10/10/2020
 BUILDING CODE: DECK DECK/PORCH
 STATUS: Not Started VALUATION: 1,500.00 BALANCE: 0.00

PROJECT: 20200466 - NEW RESIDENTIAL BUILDING TYPE: 01-NEWRES NEW RESIDENTIAL BUILDING
 PROPERTY: 1940 JEWEL DR
 APPLIED DATE: 6/15/2020 ISSUED DATE: 6/15/2020 EXPIRATION DATE: 10/13/2020 COMPLETION DATE: 0/00/0000
 CONTRACTOR: JACKBLDG JACK BUILDING AND DESIGN LLC ISSUED TO: MONTGOMERY, JOHN
 622 WEST DES MOINES ST 1940 JEWEL DR
 BROOKLYN, IA 52211 GRINNELL, IA 50112
 SQUARE FEET: 2,128
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

DESCRIPTION: CONSTRUCT A 2,128 SQ FT SINGLE STORY HOME WITH AN ATTACHED GARAGE

SEGMENT: 01-NEWRES - NEW RESIDENTIAL BUILDING
 CONTRACTOR: JACKBLDG JACK BUILDING AND DESIGN LLC CLASS:
 622 WEST DES MOINES ST
 BROOKLYN, IA 52211
 ISSUED DATE: 6/15/2020 EXPIRATION DATE: 10/13/2020
 BUILDING CODE: 102 SINGLE FAMILY DETACHED
 STATUS: Not Started VALUATION: 275,000.00 BALANCE: 0.00

SEGMENT: ELEC-NC - ELECTRICAL
 CONTRACTOR: JACKBLDG JACK BUILDING AND DESIGN LLC CLASS:
 622 WEST DES MOINES ST
 BROOKLYN, IA 52211
 ISSUED DATE: 6/15/2020 EXPIRATION DATE: 10/13/2020
 BUILDING CODE: ELEC-NC ELECTRICAL NO CHARGE
 STATUS: Not Started VALUATION: 0.00 BALANCE: 0.00

SEGMENT: MECH-NC - MECHANICAL
 CONTRACTOR: JACKBLDG JACK BUILDING AND DESIGN LLC CLASS:
 622 WEST DES MOINES ST
 BROOKLYN, IA 52211
 ISSUED DATE: 6/15/2020 EXPIRATION DATE: 10/13/2020
 BUILDING CODE: MECH-NC MECHANICAL NO CHARGE
 STATUS: Not Started VALUATION: 0.00 BALANCE: 0.00

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 6/01/2020 THRU 6/30/2020

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

SEGMENT: PLUM-NC - PLUMBING

CONTRACTOR: JACKBLDG JACK BUILDING AND DESIGN LLC CLASS:
622 WEST DES MOINES ST
BROOKLYN, IA 52211

ISSUED DATE: 6/15/2020 EXPIRATION DATE: 10/13/2020

BUILDING CODE: PLB-NC PLUMBING-NO CHARGE

STATUS: Not Started VALUATION: 0.00 BALANCE: 0.00

PROJECT: 20200467 - FLATWORK

TYPE: FLATWORK FLATWORK

PROPERTY: 1933 SPENCER ST

APPLIED DATE: 6/15/2020 ISSUED DATE: 6/15/2020 EXPIRATION DATE: 10/13/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: K&M CONCRE K & M CONCRETE

ISSUED TO: VINCENT, CLINT

185 CLINTON ST

1933 SPENCER ST

BROOKLYN, 52211

GRINNELL, IA 50112

SQUARE FEET: 840

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: REPLACE EXISTING DRIVEWAY AND INSTALL ADDITIONAL 8X30 AREA

SEGMENT: FLATWORK - FLATWORK

CONTRACTOR: K&M CONCRE K & M CONCRETE CLASS:
185 CLINTON ST
BROOKLYN, 52211

ISSUED DATE: 6/15/2020 EXPIRATION DATE: 10/13/2020

BUILDING CODE: FLATWORK FLATWORK

STATUS: Not Started VALUATION: 500.00 BALANCE: 0.00

PROJECT: 20200468 - ROOF

TYPE: ROOF ROOF

PROPERTY: 810 LINCOLN DR

APPLIED DATE: 6/15/2020 ISSUED DATE: 6/15/2020 EXPIRATION DATE: 10/13/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: VANSCONST VAN'S CONSTRUCTION

ISSUED TO: HIGGASON, MAX

707 BROADWAY ST

810 LINCOLN DR

BROOKLYN, IA 52211

GRINNELL, IA 50112

SQUARE FEET: 1,742

DWELLING TYPE: PRIVATE UNITS: 2

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: REPLACE EXISTING ROOF WITH NEW FOR ENTIRE STRUCTURE

SEGMENT: ROOF - ROOF

CONTRACTOR: VANSCONST VAN'S CONSTRUCTION CLASS:
707 BROADWAY ST
BROOKLYN, IA 52211

ISSUED DATE: 6/15/2020 EXPIRATION DATE: 10/13/2020

BUILDING CODE: ROOF ROOF

STATUS: Not Started VALUATION: 14,500.00 BALANCE: 0.00

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 6/01/2020 THRU 6/30/2020

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

PROJECT: 20200469 - ROOF TYPE: ROOF ROOF

PROPERTY: 805 TURNBERRY DR

APPLIED DATE: 6/15/2020 ISSUED DATE: 6/15/2020 EXPIRATION DATE: 10/13/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: VANSCONSTR VAN'S CONSTRUCTION

ISSUED TO: PICK, WARREN

707 BROADWAY ST

805 TURNBERRY DR

BROOKLYN, IA 52211

GRINNELL, IA 50112

SQUARE FEET: 1,272

DWELLING TYPE: PRIVATE UNITS: 2

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: REPLACE EXISTING ROOF WITH NEW ON ENTIRE STRUCTURE

SEGMENT: ROOF - ROOF

CONTRACTOR: VANSCONSTR VAN'S CONSTRUCTION

CLASS:

707 BROADWAY ST

BROOKLYN, IA 52211

ISSUED DATE: 6/15/2020 EXPIRATION DATE: 10/13/2020

BUILDING CODE: ROOF ROOF

STATUS: Not Started VALUATION: 14,500.00 BALANCE: 0.00

PROJECT: 20200470 - ROOF TYPE: ROOF ROOF

PROPERTY: 809 TURNBERRY DR

APPLIED DATE: 6/15/2020 ISSUED DATE: 6/15/2020 EXPIRATION DATE: 10/13/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: VANSCONSTR VAN'S CONSTRUCTION

ISSUED TO: FALCK, SHARON

707 BROADWAY ST

809 TURNBERRY DR

BROOKLYN, IA 52211

GRINNELL, IA 50112

SQUARE FEET: 1,392

DWELLING TYPE: PRIVATE UNITS: 2

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: REPLACE EXISTING ROOF ON ENTIRE STRUCTURE

SEGMENT: ROOF - ROOF

CONTRACTOR: VANSCONSTR VAN'S CONSTRUCTION

CLASS:

707 BROADWAY ST

BROOKLYN, IA 52211

ISSUED DATE: 6/15/2020 EXPIRATION DATE: 10/13/2020

BUILDING CODE: ROOF ROOF

STATUS: Not Started VALUATION: 14,500.00 BALANCE: 0.00

PROJECT: 20200471 - MECHANICAL TYPE: MECH MECHANICAL

PROPERTY: 925 REED ST

APPLIED DATE: 6/15/2020 ISSUED DATE: 6/15/2020 EXPIRATION DATE: 10/13/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR:

ISSUED TO: STEFFENSMEIER, JOSH

925 REED ST

GRINNELL, IA 50112

SQUARE FEET: 0

DWELLING TYPE: PRIVATE UNITS: 0

STATUS: OPEN BALANCE: 0.00

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 6/01/2020 THRU 6/30/2020

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

DESCRIPTION: REPLACE THREE TON A/C CONDENSER

SEGMENT: MECH - MECHANICAL

CONTRACTOR:

CLASS:

ISSUED DATE: 6/15/2020 EXPIRATION DATE: 10/13/2020

BUILDING CODE: MECH MECHANICAL

STATUS: Not Started VALUATION: 2,500.00 BALANCE: 0.00

PROJECT: 20200472 - MECHANICAL

TYPE: MECH MECHANICAL

PROPERTY: 309 EAST ST

APPLIED DATE: 6/15/2020 ISSUED DATE: 6/15/2020 EXPIRATION DATE: 10/13/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: LATCENTEIN LATCHAM ENTERPRISES INC

ISSUED TO: SHEARER, LONIE

PO BOX 252

309 EAST ST

GRINNELL, IA 50112

GRINNELL, IA 50112

SQUARE FEET: 1,184

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: REPLACE EXISTING MINI-SPLIT WITH NEW

SEGMENT: MECH - MECHANICAL

CONTRACTOR: LATCENTEIN LATCHAM ENTERPRISES INC

CLASS: GC

GENERAL CONTRACTOR

PO BOX 252

GRINNELL, IA 50112

ISSUED DATE: 6/15/2020 EXPIRATION DATE: 10/13/2020

BUILDING CODE: MECH MECHANICAL

STATUS: Not Started VALUATION: 2,500.00 BALANCE: 0.00

PROJECT: 20200473 - ROOF

TYPE: ROOF ROOF

PROPERTY: 1801 3RD AVE

APPLIED DATE: 6/16/2020 ISSUED DATE: 6/16/2020 EXPIRATION DATE: 10/14/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR:

ISSUED TO: GLOSSER, RANDY & LORI

1801 3RD AVE

GRINNELL, IA 50112

SQUARE FEET: 1,440

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: REPLACE EXISTING SHINGLES WITH NEW

SEGMENT: ROOF - ROOF

CONTRACTOR:

CLASS:

ISSUED DATE: 6/16/2020 EXPIRATION DATE: 10/14/2020

BUILDING CODE: ROOF ROOF

STATUS: Not Started VALUATION: 15,000.00 BALANCE: 0.00

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 6/01/2020 THRU 6/30/2020

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

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PROJECT: 20200474 - MECHANICAL TYPE: MECH MECHANICAL

PROPERTY: 530 SPRING ST

APPLIED DATE: 6/18/2020 ISSUED DATE: 6/18/2020 EXPIRATION DATE: 10/16/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: ISSUED TO: WHANNEL, DENNIS
530 SPRING ST
GRINNELL, IA 50112

SQUARE FEET: 924

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 55.00

DESCRIPTION: AC UNIT INSTALLATION.

SEGMENT: MECH - MECHANICAL

CONTRACTOR: GERMLUMHE GERMAN PLUMBING HEATING & COOL CLASS: MC MECHANICAL CONTRACTOR
610 1ST AVENUE
GRINNELL, IA 50112

ISSUED DATE: 6/18/2020 EXPIRATION DATE: 10/16/2020

BUILDING CODE: MECH MECHANICAL

STATUS: Not Started VALUATION: 2,770.00 BALANCE: 55.00

PROJECT: 20200475 - MECHANICAL TYPE: MECH MECHANICAL

PROPERTY: 1412 8TH AVE

APPLIED DATE: 6/18/2020 ISSUED DATE: 6/18/2020 EXPIRATION DATE: 10/16/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: GERMLUMHE GERMAN PLUMBING HEATING & COOL ISSUED TO: HAVEL, JANET
610 1ST AVENUE 1412 8TH AVENUE
GRINNELL, IA 50112 GRINNELL, IA 50112

SQUARE FEET: 884

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 55.00

DESCRIPTION: HVAC UNIT INSTALLATION.

SEGMENT: MECH - MECHANICAL

CONTRACTOR: GERMLUMHE GERMAN PLUMBING HEATING & COOL CLASS: MC MECHANICAL CONTRACTOR
610 1ST AVENUE
GRINNELL, IA 50112

ISSUED DATE: 6/18/2020 EXPIRATION DATE: 10/16/2020

BUILDING CODE: MECH MECHANICAL

STATUS: Not Started VALUATION: 5,498.00 BALANCE: 55.00

PROJECT: 20200476 - MECHANICAL TYPE: MECH MECHANICAL

PROPERTY: 2006 REED ST

APPLIED DATE: 6/18/2020 ISSUED DATE: 6/18/2020 EXPIRATION DATE: 10/16/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: GERMLUMHE GERMAN PLUMBING HEATING & COOL ISSUED TO: ERICKSON, KARLA
610 1ST AVENUE 2006 REED ST
GRINNELL, IA 50112 GRINNELL, IA 50112

SQUARE FEET: 3,075

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 55.00

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 6/01/2020 THRU 6/30/2020

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

DESCRIPTION: FURNACE INSTALLATION.

SEGMENT: MECH - MECHANICAL

CONTRACTOR: GERMPUMHE GERMAN PLUMBING HEATING & COOL CLASS: MC MECHANICAL CONTRACTOR

610 1ST AVENUE
GRINNELL, IA 50112

ISSUED DATE: 6/18/2020 EXPIRATION DATE: 10/16/2020

BUILDING CODE: MECH MECHANICAL

STATUS: Not Started VALUATION: 3,490.00 BALANCE: 55.00

PROJECT: 20200477 - MECHANICAL

TYPE: MECH MECHANICAL

PROPERTY: 500 16TH AVE

APPLIED DATE: 6/18/2020 ISSUED DATE: 6/18/2020 EXPIRATION DATE: 10/16/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: GERMPUMHE GERMAN PLUMBING HEATING & COOL ISSUED TO: NEWPORT, DAVE

610 1ST AVENUE 500 16TH AVE
GRINNELL, IA 50112 GRINNELL, IA 50112

SQUARE FEET: 1,816

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 55.00

DESCRIPTION: AC UNIT INSTALLATION.

SEGMENT: MECH - MECHANICAL

CONTRACTOR: GERMPUMHE GERMAN PLUMBING HEATING & COOL CLASS: MC MECHANICAL CONTRACTOR

610 1ST AVENUE
GRINNELL, IA 50112

ISSUED DATE: 6/18/2020 EXPIRATION DATE: 10/16/2020

BUILDING CODE: MECH MECHANICAL

STATUS: Not Started VALUATION: 3,068.00 BALANCE: 55.00

PROJECT: 20200478 - ROOF

TYPE: ROOF ROOF

PROPERTY: 215 WEST ST

APPLIED DATE: 6/18/2020 ISSUED DATE: 6/18/2020 EXPIRATION DATE: 10/16/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: A+ROOF A+ ROOFING ISSUED TO: GOODE INVESTMENTS LLC

621 485TH AVENUE P O BOX 556
SEARSBORO, IA 50242 PELLA, IA 50219

SQUARE FEET: 7,500

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: RE-SHINGLE OF ROOF ON PLAZA BUILDING.

SEGMENT: ROOF - ROOF

CONTRACTOR: A+ROOF A+ ROOFING CLASS: GC GENERAL CONTRACTOR

621 485TH AVENUE
SEARSBORO, IA 50242

ISSUED DATE: 6/18/2020 EXPIRATION DATE: 10/16/2020

BUILDING CODE: ROOF ROOF

STATUS: Not Started VALUATION: 15,800.00 BALANCE: 0.00

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 6/01/2020 THRU 6/30/2020

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

PROJECT: 20200479 - WATER HEATER CHANGEOUT TYPE: WH C/O WATER HEATER CHANGEOUT

PROPERTY: 915 CHATTERTON ST

APPLIED DATE: 6/18/2020 ISSUED DATE: 6/18/2020 EXPIRATION DATE: 10/16/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: GERMLUMHE GERMAN PLUMBING HEATING & COOL ISSUED TO: VAVERKA-MARTINE, JESSICA
610 1ST AVENUE 915 CHATTERTON ST
GRINNELL, IA 50112 GRINNELL, IA 50112

SQUARE FEET: 1,144

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 45.00

DESCRIPTION: WATER HEATER CHANGEOUT.

SEGMENT: WH C/O - WATER HEATER CHANGEOUT

CONTRACTOR: GERMLUMHE GERMAN PLUMBING HEATING & COOL CLASS: MC MECHANICAL CONTRACTOR
610 1ST AVENUE
GRINNELL, IA 50112

ISSUED DATE: 6/18/2020 EXPIRATION DATE: 10/16/2020

BUILDING CODE: WH C/O WATER HEATER CHANGEOUT

STATUS: Not Started VALUATION: 1,095.00 BALANCE: 45.00

PROJECT: 20200480 - NEW RESIDENTIAL BUILDING TYPE: 01-NEWRES NEW RESIDENTIAL BUILDING

PROPERTY: 1119 SPRING ST

APPLIED DATE: 6/18/2020 ISSUED DATE: 6/18/2020 EXPIRATION DATE: 10/16/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: CHUCKGRIFF GRIFFITH HOME BUILDERS ISSUED TO: SCHLUP, MICHAEL JR
1402 HWY 224 S 1327 SUMMER ST
KELLOG, IA 50135 GRINNELL, IA 50112

SQUARE FEET: 2,040

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: CONSTRUCTION OF A NEW SINGLE FAMILY HOME.

SEGMENT: 01-NEWRES - NEW RESIDENTIAL BUILDING

CONTRACTOR: CHUCKGRIFF GRIFFITH HOME BUILDERS CLASS: GC GENERAL CONTRACTOR
1402 HWY 224 S
KELLOG, IA 50135

ISSUED DATE: 6/18/2020 EXPIRATION DATE: 10/16/2020

BUILDING CODE: 102 SINGLE FAMILY DETACHED

STATUS: Not Started VALUATION: 330,000.00 BALANCE: 0.00

SEGMENT: ELEC-NC - ELECTRICAL

CONTRACTOR: CHUCKGRIFF GRIFFITH HOME BUILDERS CLASS: GC GENERAL CONTRACTOR
1402 HWY 224 S
KELLOG, IA 50135

ISSUED DATE: 6/18/2020 EXPIRATION DATE: 10/16/2020

BUILDING CODE: ELEC-NC ELECTRICAL NO CHARGE

STATUS: Not Started VALUATION: 0.00 BALANCE: 0.00

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 6/01/2020 THRU 6/30/2020

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

SEGMENT: MECH-NC - MECHANICAL

CONTRACTOR: CHUCKGRIFF GRIFFITH HOME BUILDERS CLASS: GC GENERAL CONTRACTOR
1402 HWY 224 S
KELLOG, IA 50135

ISSUED DATE: 6/18/2020 EXPIRATION DATE: 10/16/2020

BUILDING CODE: MECH-NC MECHANICAL NO CHARGE

STATUS: Not Started VALUATION: 0.00 BALANCE: 0.00

SEGMENT: PLUM-NC - PLUMBING

CONTRACTOR: CHUCKGRIFF GRIFFITH HOME BUILDERS CLASS: GC GENERAL CONTRACTOR
1402 HWY 224 S
KELLOG, IA 50135

ISSUED DATE: 6/18/2020 EXPIRATION DATE: 10/16/2020

BUILDING CODE: PLB-NC PLUMBING-NO CHARGE

STATUS: Not Started VALUATION: 0.00 BALANCE: 0.00

PROJECT: 20200481 - MECHANICAL

TYPE: MECH MECHANICAL

PROPERTY: 1604 8TH AVE

APPLIED DATE: 6/18/2020 ISSUED DATE: 6/18/2020 EXPIRATION DATE: 10/16/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: LATCENTEIN LATCHAM ENTERPRISES INC

ISSUED TO: KOGER, KEITH & SHARON

PO BOX 252

1604 8TH AVE

GRINNELL, IA 50112

GRINNELL, IA 50112

SQUARE FEET: 1,546

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: GEOTHERMAL INSTALLATION.

SEGMENT: MECH - MECHANICAL

CONTRACTOR: LATCENTEIN LATCHAM ENTERPRISES INC CLASS: GC GENERAL CONTRACTOR
PO BOX 252
GRINNELL, IA 50112

ISSUED DATE: 6/18/2020 EXPIRATION DATE: 10/16/2020

BUILDING CODE: MECH MECHANICAL

STATUS: Not Started VALUATION: 1,000.00 BALANCE: 0.00

PROJECT: 20200482 - RADON MITIGATION SYSTEM

TYPE: RADON RADON MITIGATION SYSTEM

PROPERTY: 1820 4TH AVE

APPLIED DATE: 6/18/2020 ISSUED DATE: 6/18/2020 EXPIRATION DATE: 8/17/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: SAFEHOME SAFE HOME RADON SOLUTIONS

ISSUED TO: KEMPF, KASEY

1832 9TH AVE

1820 4TH AVE

GRINNELL, IA 50112

GRINNELL, IA 50112

SQUARE FEET: 1,204

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: RADON MITIGATION SYSTEM INSTALLATION.

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 6/01/2020 THRU 6/30/2020

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

SEGMENT: RADON - RADON MITIGATION

CONTRACTOR: SAFEHOME SAFE HOME RADON SOLUTIONS CLASS:
1832 9TH AVE
GRINNELL, IA 50112

ISSUED DATE: 6/18/2020 EXPIRATION DATE: 10/16/2020
BUILDING CODE: RADON RADON MITIGATION SYSTEM
STATUS: Not Started VALUATION: 1,400.00 BALANCE: 0.00

PROJECT: 20200483 - MECHANICAL TYPE: MECH MECHANICAL

PROPERTY: 1030 BROAD ST

APPLIED DATE: 6/19/2020 ISSUED DATE: 6/19/2020 EXPIRATION DATE: 10/17/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: GERMLUMHE GERMAN PLUMBING HEATING & COOL ISSUED TO: GREAT WESTERN BANK
610 1ST AVENUE 1030 BROAD STREET
GRINNELL, IA 50112 GRINNELL, IA 50112

SQUARE FEET: 22,110

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 160.00

DESCRIPTION: TWO AC UNIT INSTALLATIONS.

SEGMENT: MECH - MECHANICAL

CONTRACTOR: GERMLUMHE GERMAN PLUMBING HEATING & COOL CLASS: MC MECHANICAL CONTRACTOR
610 1ST AVENUE
GRINNELL, IA 50112

ISSUED DATE: 6/19/2020 EXPIRATION DATE: 10/17/2020
BUILDING CODE: MECH MECHANICAL
STATUS: Not Started VALUATION: 4,180.00 BALANCE: 160.00

PROJECT: 20200484 - FENCE TYPE: FENCE FENCE

PROPERTY: 439 12TH AVE

APPLIED DATE: 6/19/2020 ISSUED DATE: 6/19/2020 EXPIRATION DATE: 10/17/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: ISSUED TO: NOLTON, BRIAN & VICKI
439 12TH AVE
GRINNELL, IA 50112

SQUARE FEET: 5,200

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 50.00

DESCRIPTION: INSTALLATION OF A 80ft X 65ft WOOD/CHAINLINK FENCE IN THE BACKYARD.

SEGMENT: FENCE - FENCE

CONTRACTOR: CLASS:
ISSUED DATE: 6/19/2020 EXPIRATION DATE: 10/17/2020
BUILDING CODE: FENCE FENCE

STATUS: Not Started VALUATION: 1,500.00 BALANCE: 50.00

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 6/01/2020 THRU 6/30/2020

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

PROJECT: 20200485 - FENCE & POOL

TYPE: FENCE FENCE

PROPERTY: 515 HARRISON AVE

APPLIED DATE: 6/24/2020 ISSUED DATE: 6/24/2020 EXPIRATION DATE: 10/22/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR:

ISSUED TO: NEELEY, JENNIFER
515 HARRISON AVE
GRINNELL, IA 50112

SQUARE FEET: 1,044

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: 40 X 25 FENCE AND SWIMMING POOL

SEGMENT: FENCE - FENCE

CONTRACTOR:

CLASS:

ISSUED DATE: 6/24/2020 EXPIRATION DATE: 10/22/2020

BUILDING CODE: FENCE FENCE

STATUS: Not Started VALUATION: 500.00 BALANCE: 0.00

SEGMENT: POOL - SWIMMING POOL

CONTRACTOR:

CLASS:

ISSUED DATE: 6/24/2020 EXPIRATION DATE: 10/22/2020

BUILDING CODE: POOL SWIMMING POOL

STATUS: Not Started VALUATION: 0.00 BALANCE: 0.00

PROJECT: 20200486 - ROOF & SIDING

TYPE: ROOF ROOF

PROPERTY: 724 EAST ST

APPLIED DATE: 6/24/2020 ISSUED DATE: 6/24/2020 EXPIRATION DATE: 10/22/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR:

ISSUED TO: CHEDESTER, JERRY
417 HIGH ST
GRINNELL, IA 50112

SQUARE FEET: 1,896

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: REPLACE SHINGLES ON PORCH ROOF AND SIDING ON GARAGE

SEGMENT: ROOF - ROOF

CONTRACTOR:

CLASS:

ISSUED DATE: 6/24/2020 EXPIRATION DATE: 10/22/2020

BUILDING CODE: ROOF ROOF

STATUS: Not Started VALUATION: 2,000.00 BALANCE: 0.00

PROJECT: 20200487 - SWIMMING POOL

TYPE: POOL SWIMMING POOL

PROPERTY: 1803 SUMMER ST

APPLIED DATE: 6/24/2020 ISSUED DATE: 6/24/2020 EXPIRATION DATE: 12/21/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR:

ISSUED TO: ROTH, TONY & STACEY
1803 SUMMER ST
GRINNELL, IA 50112

SQUARE FEET: 0

DWELLING TYPE: PRIVATE UNITS: 0

STATUS: OPEN BALANCE: 0.00

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 6/01/2020 THRU 6/30/2020

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

DESCRIPTION: INSTALL POOL AND FENCE

SEGMENT: FENCE - FENCE

CONTRACTOR:

CLASS:

ISSUED DATE: 0/00/0000 EXPIRATION DATE: 9/30/2020

BUILDING CODE: FENCE FENCE

STATUS: Not Started VALUATION: 500.00 BALANCE: 0.00

SEGMENT: POOL - SWIMMING POOL

CONTRACTOR:

CLASS:

ISSUED DATE: 6/24/2020 EXPIRATION DATE: 10/22/2020

BUILDING CODE: POOL SWIMMING POOL

STATUS: Not Started VALUATION: 800.00 BALANCE: 0.00

PROJECT: 20200488 - FENCE

TYPE: FENCE FENCE

PROPERTY: 1030 ELM ST

APPLIED DATE: 6/24/2020 ISSUED DATE: 6/24/2020 EXPIRATION DATE: 10/22/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: CENTRALFEN CENTRAL IOWA FENCING

ISSUED TO: BACKLIN, AARON & LAUREN

1403 WILLOW CT

1030 ELM ST

CUMMING, IA 50601

GRINNELL, IA 50112

SQUARE FEET: 3,388

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 50.00

DESCRIPTION: 116' OF 4' TALL BLACK CHAIN LINK FENCE

SEGMENT: FENCE - FENCE

CONTRACTOR: CENTRALFEN CENTRAL IOWA FENCING

CLASS: FENCE FENCING CONTRACTOR

1403 WILLOW CT

CUMMING, IA 50601

ISSUED DATE: 6/24/2020 EXPIRATION DATE: 10/22/2020

BUILDING CODE: FENCE FENCE

STATUS: Not Started VALUATION: 2,474.00 BALANCE: 50.00

PROJECT: 20200489 - MECHANICAL

TYPE: MECH MECHANICAL

PROPERTY: 1402 REED ST

APPLIED DATE: 6/25/2020 ISSUED DATE: 6/25/2020 EXPIRATION DATE: 10/23/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: GERMLUMHE GERMAN PLUMBING HEATING & COOL

ISSUED TO: MARTINO, NANCY

610 1ST AVENUE

1402 REED ST

GRINNELL, IA 50112

GRINNELL, IA 50112

SQUARE FEET: 1,940

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 55.00

DESCRIPTION: HVAC INSTALLATION.

SEGMENT: MECH - MECHANICAL

CONTRACTOR: GERMLUMHE GERMAN PLUMBING HEATING & COOL

CLASS: MC MECHANICAL CONTRACTOR

610 1ST AVENUE

GRINNELL, IA 50112

ISSUED DATE: 6/25/2020 EXPIRATION DATE: 10/23/2020

BUILDING CODE: MECH MECHANICAL

STATUS: Not Started VALUATION: 6,600.00 BALANCE: 55.00

PROJECTS: THRU ZZZZZZZZZZ REPORT SEQUENCE: Project
 PROJECT TYPE: All CONTRACTOR CLASS: All - All Contractor Classes
 CONTRACTORS: All
 APPLIED DATES: 6/01/2020 THRU 6/30/2020 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
 STATUS INCLUDED: All ISSUED DATES: 0/00/0000 THRU 99/99/9999

PROJECT: 20200490 - MECHANICAL TYPE: MECH MECHANICAL
 PROPERTY: 1503 SPENCER ST
 APPLIED DATE: 6/25/2020 ISSUED DATE: 6/25/2020 EXPIRATION DATE: 10/23/2020 COMPLETION DATE: 0/00/0000
 CONTRACTOR: GERMLUMHE GERMAN PLUMBING HEATING & COOL ISSUED TO: NESS, KRIS
 610 1ST AVENUE 1503 SPENCER ST
 GRINNELL, IA 50112 GRINNELL, IA 50112
 SQUARE FEET: 1,666
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 55.00

DESCRIPTION: HVAC INSTALLATION.

SEGMENT: MECH - MECHANICAL
 CONTRACTOR: GERMLUMHE GERMAN PLUMBING HEATING & COOL CLASS: MC MECHANICAL CONTRACTOR
 610 1ST AVENUE
 GRINNELL, IA 50112
 ISSUED DATE: 6/25/2020 EXPIRATION DATE: 10/23/2020
 BUILDING CODE: MECH MECHANICAL
 STATUS: Not Started VALUATION: 10,688.00 BALANCE: 55.00

PROJECT: 20200491 - WATER HEATER CHANGEOUT TYPE: WH C/O WATER HEATER CHANGEOUT
 PROPERTY: 527 HARRISON AVE
 APPLIED DATE: 6/25/2020 ISSUED DATE: 6/25/2020 EXPIRATION DATE: 10/23/2020 COMPLETION DATE: 0/00/0000
 CONTRACTOR: GERMLUMHE GERMAN PLUMBING HEATING & COOL ISSUED TO: STROVERS, KAREN J.
 610 1ST AVENUE 527 HARRISON AVE
 GRINNELL, IA 50112 GRINNELL, IA 50112
 SQUARE FEET: 1,333
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 45.00

DESCRIPTION: WATER HEATER CHANGEOUT.

SEGMENT: WH C/O - WATER HEATER CHANGEOUT
 CONTRACTOR: GERMLUMHE GERMAN PLUMBING HEATING & COOL CLASS: MC MECHANICAL CONTRACTOR
 610 1ST AVENUE
 GRINNELL, IA 50112
 ISSUED DATE: 6/25/2020 EXPIRATION DATE: 10/23/2020
 BUILDING CODE: WH C/O WATER HEATER CHANGEOUT
 STATUS: Not Started VALUATION: 1,700.00 BALANCE: 45.00

PROJECT: 20200492 - RESIDENTIAL ACCESSORY BUILDING TYPE: 05-RESACC RESIDENTIAL ACCESSORY BLD
 PROPERTY: 311 8TH AVE
 APPLIED DATE: 6/25/2020 ISSUED DATE: 6/25/2020 EXPIRATION DATE: 10/23/2020 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: KINNAMAN, GERALD
 311 8TH AVE
 GRINNELL, IA 50112
 SQUARE FEET: 704
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

PROJECTS: THRU ZZZZZZZZZZ REPORT SEQUENCE: Project
 PROJECT TYPE: All CONTRACTOR CLASS: All - All Contractor Classes
 CONTRACTORS: All
 APPLIED DATES: 6/01/2020 THRU 6/30/2020 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
 STATUS INCLUDED: All ISSUED DATES: 0/00/0000 THRU 99/99/9999

DESCRIPTION: INSTALLATION OF A 22' X 32' TWO CAR GARAGE ON THE WEST LOT NEXT TO PRIMARY RESIDENCE.

SEGMENT: 05-RESACC - GARAGE
 CONTRACTOR: CLASS:
 ISSUED DATE: 6/25/2020 EXPIRATION DATE: 10/23/2020
 BUILDING CODE: RESACC RESIDENTIAL ACCESSORY BUILDING
 STATUS: Not Started VALUATION: 18,000.00 BALANCE: 0.00

PROJECT: 20200493 - RESIDENTIAL REMODEL TYPE: 04-RESREM RESIDENTIAL REMODEL
 PROPERTY: 819 CENTER ST
 APPLIED DATE: 6/25/2020 ISSUED DATE: 6/25/2020 EXPIRATION DATE: 10/23/2020 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: MAAS, ERIC & HEATHER
 629 HWY 6
 GRINNELL, IA 50112
 SQUARE FEET: 950
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

DESCRIPTION: REPLACEMENT OF BASEMENT WALL.

SEGMENT: 04-RESREM - RESIDENTIAL REMODEL
 CONTRACTOR: VANHAMMECO VAN HAMME CONSTRUCTION INC CLASS:
 1018 OAKLAND DR
 TAMA, IA 52339
 ISSUED DATE: 6/25/2020 EXPIRATION DATE: 10/23/2020
 BUILDING CODE: RESREM RESIDENTIAL REMODEL
 STATUS: Not Started VALUATION: 10,000.00 BALANCE: 0.00

PROJECT: 20200494 - SWIMMING POOL TYPE: FENCE FENCE
 PROPERTY: 605 10TH AVE
 APPLIED DATE: 6/26/2020 ISSUED DATE: 6/26/2020 EXPIRATION DATE: 10/24/2020 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: SMITH, NATHAN J
 605 10TH AVE
 GRINNELL, IA 50112
 SQUARE FEET: 0
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 57.50

DESCRIPTION: INSTALLATION OF A TEMPORARY FENCE AND AN ABOVE GROUND SWIMMING POOL. FENCE TO BE INSTALLED AROUND THE PERIMETER OF THE POOL.

SEGMENT: FENCE - FENCE
 CONTRACTOR: CLASS:
 ISSUED DATE: 6/26/2020 EXPIRATION DATE: 10/24/2020
 BUILDING CODE: FENCE FENCE
 STATUS: Not Started VALUATION: 500.00 BALANCE: 50.00

SEGMENT: POOL - SWIMMING POOL
 CONTRACTOR: CLASS:
 ISSUED DATE: 6/26/2020 EXPIRATION DATE: 10/24/2020
 BUILDING CODE: POOL SWIMMING POOL
 STATUS: Not Started VALUATION: 1,000.00 BALANCE: 7.50

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 6/01/2020 THRU 6/30/2020

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

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PROJECT: 20200495 - FENCE TYPE: FENCE FENCE

PROPERTY: 1220 WEST ST

APPLIED DATE: 6/26/2020 ISSUED DATE: 6/26/2020 EXPIRATION DATE: 10/24/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: ISSUED TO: HARTZ, ERIC
1220 WEST ST
GRINNELL, IA 50112

SQUARE FEET: 1,920

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 50.00

DESCRIPTION: INSTALLATION OF A 4FT TALL PICKET FENCE IN THE BACKYARD.

SEGMENT: FENCE - FENCE

CONTRACTOR: CLASS:

ISSUED DATE: 6/26/2020 EXPIRATION DATE: 10/24/2020

BUILDING CODE: FENCE FENCE

STATUS: Not Started VALUATION: 800.00 BALANCE: 50.00

PROJECT: 20200496 - SHED - NO VEHICLES TYPE: SHED SHED - NO VEHICLES

PROPERTY: 1710 10TH AVE

APPLIED DATE: 6/29/2020 ISSUED DATE: 6/29/2020 EXPIRATION DATE: 8/13/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: ISSUED TO: KNIGHT, DEAN
1710 10TH AVE
GRINNELL, IA 50112

SQUARE FEET: 96

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 0.00

DESCRIPTION: INSTALLATION OF 12' X 8' GARDEN SHED ON THE SOUTHWEST CORNER OF THE PROPERTY.

SEGMENT: SHED - SMALL STORAGE SHED

CONTRACTOR: CLASS:

ISSUED DATE: 6/29/2020 EXPIRATION DATE: 10/27/2020

BUILDING CODE: SHED SMALL STORAGE SHED

STATUS: Not Started VALUATION: 2,000.00 BALANCE: 0.00

PROJECT: 20200497 - MECHANICAL TYPE: MECH MECHANICAL

PROPERTY: 1704 PRAIRIE ST

APPLIED DATE: 6/29/2020 ISSUED DATE: 6/29/2020 EXPIRATION DATE: 10/27/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR: GERMLUMHE GERMAN PLUMBING HEATING & COOL ISSUED TO: CIRSI
610 1ST AVENUE 412-1ST AVENUE
GRINNELL, IA 50112 GRINNELL, IA 50112

SQUARE FEET: 1,176

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 55.00

DESCRIPTION: HVAC INSTALLATION.

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 6/01/2020 THRU 6/30/2020

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

SEGMENT: MECH - MECHANICAL

CONTRACTOR: GERMPUMHE GERMAN PLUMBING HEATING & COOL CLASS: MC MECHANICAL CONTRACTOR
610 1ST AVENUE
GRINNELL, IA 50112

ISSUED DATE: 6/29/2020 EXPIRATION DATE: 10/27/2020

BUILDING CODE: MECH MECHANICAL

STATUS: Not Started VALUATION: 5,130.00 BALANCE: 55.00

PROJECT: 20200498 - RESIDENTIAL REPAIR & FLATWORK

TYPE: 02-RESREP RESIDENTIAL REPAIR

PROPERTY: 512 11TH AVE

APPLIED DATE: 6/30/2020 ISSUED DATE: 6/30/2020 EXPIRATION DATE: 10/28/2020 COMPLETION DATE: 0/00/0000

CONTRACTOR:

ISSUED TO: JONES, CONNOR
512 11TH AVE
GRINNELL, IA 50112

SQUARE FEET: 1,279

DWELLING TYPE: PRIVATE UNITS: 1

STATUS: OPEN BALANCE: 268.04

SEGMENT: 02-RESREP - RESIDENTIAL REPAIR

CONTRACTOR: KRIEGEL KRIEGEL MASONRY CLASS:
405 W 6TH ST
TAMA, IA 52239

ISSUED DATE: 6/30/2020 EXPIRATION DATE: 10/28/2020

BUILDING CODE: RESREP RESIDENTIAL REPAIR

STATUS: Not Started VALUATION: 10,767.00 BALANCE: 257.53

SEGMENT: FLATWORK - FLATWORK

CONTRACTOR: CLASS:
ISSUED DATE: 6/30/2020 EXPIRATION DATE: 10/28/2020
BUILDING CODE: FLATWORK FLATWORK

STATUS: Not Started VALUATION: 572.00 BALANCE: 10.51

TOTAL PRINTED: 53 PROJECTS TOTAL VALUATION: \$881,124.35 TOTAL BALANCE: \$1,909.60

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 6/01/2020 THRU 6/30/2020

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

*** SEGMENT RECAP ***

| PROJECT SEGMENT | # OF SEGMENTS | BALANCE |
|-----------------------------------|---------------|----------|
| 01-NEWRES - NEW RESIDENTIAL BUILD | 2 | 0.00 |
| 02-RESREP - RESIDENTIAL REPAIR | 1 | 257.53 |
| 04-RESREM - RESIDENTIAL REMODEL | 3 | 0.00 |
| 05-RESACC - GARAGE | 2 | 634.06 |
| DECK - DECK/PORCH | 3 | 0.00 |
| ELEC-NC - ELECTRICAL | 2 | 0.00 |
| FENCE - FENCE | 7 | 200.00 |
| FLATWORK - FLATWORK | 2 | 10.51 |
| MECH - MECHANICAL | 17 | 710.00 |
| MECH-NC - MECHANICAL | 2 | 0.00 |
| PLUM-NC - PLUMBING | 2 | 0.00 |
| POOL - SWIMMING POOL | 5 | 7.50 |
| RADON - RADON MITIGATION | 1 | 0.00 |
| ROOF - ROOF | 7 | 0.00 |
| SHED - SMALL STORAGE SHED | 4 | 0.00 |
| SIDING - SIDING | 2 | 0.00 |
| WH - WATER HEATER CHANGEOUT | 3 | 90.00 |
| *** TOTALS *** | 65 | 1,909.60 |

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 6/01/2020 THRU 6/30/2020

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

*** PROJECT TYPE RECAP ***

| PROJECT TYPE | # OF PROJECTS | BALANCE |
|-----------------------------------|---------------|----------|
| 01-NEWRES - NEW RESIDENTIAL BUILD | 2 | 0.00 |
| 02-RESREP - RESIDENTIAL REPAIR | 1 | 268.04 |
| 04-RESREM - RESIDENTIAL REMODEL | 3 | 0.00 |
| 05-RESACC - RESIDENTIAL ACCESSORY | 2 | 634.06 |
| DECK - DECK/PORCH | 3 | 0.00 |
| FENCE - FENCE | 6 | 207.50 |
| FLATWORK - FLATWORK | 1 | 0.00 |
| MECH - MECHANICAL | 17 | 710.00 |
| POOL - SWIMMING POOL | 2 | 0.00 |
| RADON - RADON MITIGATION SYSTEM | 1 | 0.00 |
| ROOF - ROOF | 7 | 0.00 |
| SHED - SHED - NO VEHICLES | 4 | 0.00 |
| SIDING - SIDING | 1 | 0.00 |
| WH - WATER HEATER CHANGEOUT | 3 | 90.00 |
| *** TOTALS *** | 53 | 1,909.60 |

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: All

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 6/01/2020 THRU 6/30/2020

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

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*** MONTHLY RECAP BASED ON ISSUED DATE ***

ISSUED YEAR: 2020

| MONTH | PROJECTS | VALUATION | BALANCE |
|-------|----------|------------|----------|
| JUNE | 53 | 881,124.00 | 1,909.60 |

SELECTION CRITERIA

REPORT SELECTION

PROJECT RANGE FROM: THROUGH ZZZZZZZZZZ
PROJECT TYPE: All
CONTRACTOR CLASS: All All Contractor Classes
CONTRACTOR: All
PROJECT STATUS: All
SEGMENTS: All
PHASES: All
COMMENT CODES: All

PROJECT DATES

APPLIED RANGE FROM: 06/01/2020 THROUGH 06/30/2020
ISSUED RANGE FROM: 00/00/0000 THROUGH 99/99/9999
EXPIRE RANGE FROM: 00/00/0000 THROUGH 99/99/9999
COMPLETION RANGE FROM: 00/00/0000 THROUGH 99/99/9999

BALANCE SELECTION

SELECTION: ALL

PRINT OPTIONS

PRINT MONTHLY RECAP YES
PRINT SEGMENTS: YES
PRINT PHASES: NO
ONE PROJECT PER PAGE: NO
PRINT REJECTION NOTES: YES
PRINT PROJECT W/O SEGMENTS: NO
PRINT CONDITIONS: NO
PRINT DESCRIPTION: YES
PRINT NOTES: NO
SEQUENCE: Project
COMMENT CODES: None

*** END OF REPORT ***



Grinnell PARKS AND RECREATIONS BOARD meeting
MONDAY, JULY 13TH, 2020 AT 7:00 P.M.
MERRILL PARK-WEST SHELTER

Tentative agenda

ROLL CALL: Russ Crawford Ralph Eyberg, Whitney Jensen, Allison Haack, Sabrina Edsen, Duane Neff and Jordan Allsup.
Absent: Ray Spriggs and Lisa Lindley

APPROVE AGENDA: At 7:02pm Haack made the motion to approve agenda, second by Jensen to approve the agenda. AYES: All. Motion carried.

APPROVE MEETING MINUTES: Eyberg made the motion, second by Haack to approve June 8th, 2020 meeting minutes. AYES: All. Motion carried.

OLD BUSINESS:

1. Master Parks Plan – priority of projects, fundraising opportunities, grant writing, goals for 2020-2021 fiscal year
 - **Parks and Cemetery Vegetation – Eyberg-** Prairie path on the south end of Arbor Lake will be getting mowed soon. No action necessary.
 - **Bailey Park– Allsup-** Received an observation by RDG Planning and Design on the Bailey Park shelter. Upon their observation they recommend would be to demolish the existing shelter and to build new. Staff will be seeking designs, plans, and estimates to what a new shelter project will consist of. No action necessary.
 - **Parks to do list- Allsup/Neff-** The watershed and wildlife signage at Arbor Lake Park is getting looked at for a possible make over soon for park users. Questions about the teeter totter at the Bailey Park playground were brought up about replacement and Allsup will be looking into prices to see about a new replacement piece. No action necessary.
2. Recreation- Allsup reported on the program offerings of the Recreation Department amid the COVID-19 pandemic. With Soccer and Flag Football registration deadline coming up there is to be an expected decrease in registration due to the pandemic. No action necessary.
3. Aquatics- Allsup reported on the 2020 Grinnell Mutual Family Aquatic Center season with the its operations during the pandemic. Recreation swim has now been offered by reservation only since June 22nd and has been running for the most part really smooth. No action necessary.

NEW BUSINESS:

1. Election of Chair and Vice Chair – Jensen made the motion to nominate Russ Crawford as Chair for Parks & Recreation Board. Second by Eyberg. AYES: all. Motion carried. Eyberg made the motion to nominate Allison Haack as Vice Chair for Parks and Recreation Board. Second by Edsen. AYES: all. Motion carried.

NOTES:

INQUIRES:

ADJOURN: Eyberg made the motion at 7:30pm to adjourn the meeting, second by Haack. AYES: All.
Motion carried.

Parks and Recreation Director

Jordan Allsup



Grinnell FINANCE COMMITTEE Meeting
MONDAY, JULY 20, 2020 AT 8:00 A.M.
VIA ZOOM

Join Zoom Meeting

<https://zoom.us/j/92981952996?pwd=S0s2YStzbnJrMUI0bFZ3WTlkTmJNUT09>

Meeting ID: 929 8195 2996

Password: 736264

One tap mobile

+13017158592,,92981952996#,,,,0#,,736264# US (Germantown)

+13126266799,,92981952996#,,,,0#,,736264# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 929 8195 2996

Password: 736264

Find your local number: <https://zoom.us/u/akSI2eEpG>

TENTATIVE AGENDA

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

PERFECTING AND APPROVAL OF AGENDA:

COMMITTEE BUSINESS:

A. Report from the Finance Committee Meet at 8:00 a.m.

1. Consider special Campbell Fund request from MICA for building repairs.
2. Review proposals received for Compensation Study.
3. 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. 2020-115).

INQUIRIES:

ADJOURN:



Mid-Iowa Community Action, Inc.

Poweshiek County Family Development Center

July 14, 2020

The Honorable Dan Agnew, Mayor
City of Grinnell
520 4th Ave.
Grinnell, IA 50112

Dear Mayor Agnew,

I am writing this letter to ask to invite the Campbell Fund to join Mid-Iowa Community Action's work in Poweshiek County.

MICA's Poweshiek Family Development Center (PCFD), located at 609 4th Avenue in Grinnell, is a haven as well as a first point of contact for limited-income families in accessing MICA services. Each year PCFD serves approximately 1,100 limited-income families through a variety of programs and services that provide opportunities to people in vulnerable situations; to equip them to achieve stability, security, and success; and to collaborate with families and partners to create communities where fewer people find themselves in poverty, and those who do have a path out.

MICA began a renovation project at PCFD in 2018. Phase 1 of the renovation converted a PCFD meeting room into a Head Start classroom, which had relocated from the Grinnell Community Daycare and Preschool to PCFD in January 2019. Due to a successful fundraising effort by local volunteers, we were able to move to Phase 2, which was a conversion of the building's unfinished area (once Grinnell's fire station) into a large meeting facility, a food storage area, offices for Substance Abuse Treatment Unit of Central Iowa, and food pantry conversion. With this renovation, we will now have a pantry with a wider selection of food for families, more storage for the food pantry, and a meeting room to help families increase their social capital.

While we have been able to meet most of our facility needs with the renovation, over the course of this two-year construction project we have experienced cost overruns of \$70,000, mostly due to materials and labor cost increases resulting in higher-than-originally-projected expenses. To partially meet this \$70,000 funding need, an entity in Grinnell has committed \$25,000 and we have requested further funding from another Grinnell partner. I'm writing to inquire if the Campbell Fund would consider becoming another partner in this project.

Helping People. Changing Lives. Building Communities.

Thank you for your consideration of this request. Should you have any questions, please feel free to contact Clarissa Thompson, MICA's Executive Director, at 641.752.7162 or clarissa@micaonline.org, or Mindy Clayton, Poweshiek County Family Development Partnership Manager at 641.236.3923 or mindy.clayton@micaonline.org.

I look forward to hearing from you regarding our request, and am grateful for the opportunity to invite the Campbell Fund to be a partner in MICA's work.

Sincerely,

Mindy Clayton

Mindy Clayton
Poweshiek County Family Development Partnership Manager

Helping People. Changing Lives. Building Communities.



Gallagher

Insurance | Risk Management | Consulting

City of Grinnell, Iowa

Professional Services Proposal To Conduct a Pay Plan and Compensation Study

July 15, 2020

Ronnie Charles, National Managing Director
Ronnie_Charles@ajg.com
Annette Hoefler, Senior Consultant
Annette_Hoefler@ajg.com

Gallagher Human Resources & Compensation
Consulting Practice
901 Marquette Ave. S., Suite 1900
Minneapolis, MN 55402
www.GallagherHRCC.com



Gallagher

Insurance | Risk Management | Consulting

July 15, 2020

Russ Behrens, City Manager
City of Grinnell, Iowa
520 Fourth Avenue
Grinnell, IA 50112-1947

Dear Mr. Behrens:

In response to your request, Gallagher's Human Resources & Compensation Consulting practice is pleased to submit a proposal to provide assistance to the City of Grinnell ("the City") related to the City's RFP for a Pay Plan and Compensation Study covering 71 full-time and part-time non-bargaining and bargaining unit employees in approximately 37 job titles and 61 seasonal employees. Gallagher has provided a response that is in alignment with the City's RFP and clearly addresses a comprehensive study of positions, classifications, and compensation for purposes of determining the appropriateness of existing classifications and ensuring market competitiveness among employers with whom the City competes for talent.

Gallagher believes a review of our proposal will demonstrate several characteristics that will be advantageous to the City including our previous service to the City. Ronnie Charles, National Managing Director, will be the Project Director and Annette Hoefer, Senior Consultant, will be your Project Manager and day-to-day contact. Annette is located in Marion, Iowa.

Gallagher believes that we provide the City with the most diverse project team of any consulting practice in the country, which enhances the solutions and recommendations that are provided on this engagement. The questions and perspective provided by the Gallagher team ensure we anticipate the many issues the City may face throughout this project, as well as the ongoing management of the new classification and compensation structure.

Gallagher appreciates the opportunity to submit this proposal and looks forward to assisting the City in conducting this study. Should you need any additional information or have questions regarding our proposal, please contact me at 651.234.0848; [Ronnie Charles@ajg.com](mailto:Ronnie_Charles@ajg.com) or Annette Hoefer at 319.377.3771 or [Annette Hoefer@ajg.com](mailto:Annette_Hoefer@ajg.com). I am authorized to negotiate the terms and conditions of this proposal and commit the organization.

Sincerely,

Ronnie Charles, SPHR, GPHR, IPMA-SCP
Managing Director



Gallagher

Insurance | Risk Management | Consulting

CITY OF GRINNELL PROPOSAL FOR PAY PLAN AND COMPENSATION STUDY

PROPOSAL SUBMITTAL FORMS

Submit proposal electronically to rbehrens@grinnelliowa.gov

1. Name of proposer organization, address, telephone, and email address:

Legal entity: Gallagher Benefit Services, Inc.

Service entity: Gallagher's Human Resources & Compensation Consulting practice

901 Marquette Ave. S., Suite 1900

Minneapolis, MN 55402

www.GallagherHRCC.com

Ronnie Charles, National Managing Director

651.234.0848

Ronnie_Charles@ajg.com

Annette Hoefler, Senior Consultant

319.377.3771

Annette_Hoefler@ajg.com

2. Type of organization:

Corporation

3. Year established and former firm name(s) (if applicable):

Arthur J. Gallagher & Co. opened its doors for business in 1927.

The Public Sector and Higher Education practice was formally Fox Lawson and Associates, LLC and was purchased by Gallagher in 2009.

4. Federal Identification Number or social security number:

36-4291971



Insurance | Risk Management | Consulting

5. **General character of work performed:**

Arthur J. Gallagher & Co. opened its doors for business in 1927 and is still “growing strong” because of a practiced ability to help clients think ahead. Founded by its namesake who was previously the leading producer for Chicago’s largest insurance brokerage, Gallagher is now one of the world’s largest human capital, insurance brokerage and risk management services firms. Headquartered in Rolling Meadows, IL, Gallagher has operations in 33 countries, and extend its client-service capabilities to more than 90 countries through a global network of correspondent brokers and consultants.

Gallagher’s interactions with you will be straightforward and candid. By earning the trust of our clients, we have sustained a reputation for ethics and a commitment to transparency that continue to contribute to our growth. In fact, Gallagher was the first insurance broker named to the Ethisphere® Institute’s annual list of the World’s Most Ethical Companies in 2012 and has earned this recognition for next several consecutive years, through 2019. This is a tremendous achievement: in 2018, only 135 companies based in 23 countries and representing 57 industry categories received this honor. Gallagher is the only insurance broker to have ever been recognized.

The Public Sector service line of Gallagher’s Human Resources & Compensation Consulting practice includes extensive experience in developing and communicating a compensation philosophy, designing, and implementing market-aligned pay structures, and developing job evaluation methods to maintain internal equity. We conduct benchmark analyses, including conducting custom tailored salary surveys, and recommend appropriate administrative and procedural guidelines to maintain the compensation system. Gallagher ensures that our clients are in compliance with applicable laws and regulations, such as the Fair Labor Standards Act (FLSA), the Americans with Disabilities Act (ADA), and Equal Employment Opportunity (EEO) standards and have pay systems that are appropriate for their organization and market strategy. 95% of the work of Gallagher’s Public Sector and Higher Education practice is with public sector organizations.



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Industry Associations and Presentations

Gallagher also has a strategic alliance with the International Public Management Association for Human Resources (IPMA – HR), the National Public Employers Labor Relations Association (NPELRA), and the Colleges and Universities Professional Association for Human Resources (CUPA - HR). We have been frequent featured speakers at IPMA-HR national conferences.

Industry Leadership

The consultants of Gallagher have demonstrated leadership in the field of compensation. Each member has obtained their IPMA-CP certification, the CCP certification, or teaches courses through *WorldatWork*. They teach courses on a variety of compensation topics including Job Analysis and Evaluation, Performance Management, Broad Banding, Gainsharing and Variable Pay seminars.

Published Articles

Gallagher consultants also have published articles in [American City and County](#), [Public Management](#), [Corporate Report Ventures](#), [Corporate Board Member](#), and [Benefits Planner](#). We encourage you to access many of these articles through our website at www.ajg.com/compensation.

Client Expectations

Gallagher takes pride in fulfilling and exceeding our clients' expectations. To ensure that we are accomplishing this, we conduct random client satisfaction feedback surveys after completion of projects. These surveys provide valuable feedback regarding our performance on projects and the level of satisfaction of our clients. Below are some of the comments we consistently receive from our clients.

Customer Service and Follow-Up

“Gallagher is very responsive to their clients' questions and immediate needs; if there is a question, it is answered quickly and in words we understand.”

Teaching, Feedback & Guidance

“Gallagher does an excellent job walking their clients through the project; they teach ‘classification and compensation 101’ and they move up to advanced courses when we are ready.”

Professional

“Gallagher is very professional, knowledgeable, and accommodating in handling their clients' questions and concerns.”

Analytic Ability & Data Quality

“Gallagher analyzes data in a manner that is easy to understand and provides data that is credible and valid.”

Gallagher Better WorksSM Assessment Tool

With our Gallagher Better WorksSM model, Gallagher works with organizations to establish a vision and path to organizational wellbeing. In order to develop a strategy custom to each organization, Gallagher first aligns objectives and priorities as individuals that draft the blueprint of organization success.

The proprietary Gallagher Better WorksSM Assessment tool is used to gather data around the unique nature of each organization’s goals and workforce. Key stakeholders complete the assessment using individual perspectives to define urgency around a number of topics in each area of wellbeing (physical & emotional, career, financial, organizational). Gallagher will then aggregate the results to provide decision-makers with an interactive report defining top areas of organizational urgency.





6. Names and titles of principals of the firm:

Ronnie Charles, National Managing Director

Mike Verdoorn, Managing Principal Consultant

7. Names and titles of key personnel who are expected to be involved with this project and number of years with the firm:

Ronnie Charles, Managing Director, is the Project Director for services provided to the City. Annette Hoefler, Senior Consultant, is the day-to-day contact and has direct and continued responsibility for the services provided to the City. Annette is in Marion and will be available and easily accessible to the City for the duration of the project.

| | |
|--|----------|
| Ronnie Charles, National Managing Director | 5 years |
| Annette Hoefler, Senior Consultant | 15 years |
| Elishka Correa, Consulting Associate | 3 years |

8. Provide resumes describing qualifications and experience of the personnel listed in number 7. (Submit and label as Attachment A to this proposal.)

Please see Attachment A.

9. List the names, addresses, telephone numbers and contact person(s) of other employers for which the proposer has completed similar projects in the last three years, with specific emphasis on mid-size Midwest municipal governments. (Submit and label as Attachment B to this proposal.)

Please see Attachment B.

10. List other significant experience qualifying the proposer for this project.

Below is a partial list of the cities and counties we have worked with nationally:

| CITIES | |
|---------------------------|----------------------------|
| Ann Arbor, MI, City of | Los Angeles, CA, City of |
| Arlington, MN, City of | Mandan, ND, City of |
| Asheville, NC, City of | Mason City, IA, City of |
| Ashland, OR, City of | Medford, OR, City of |
| Atlanta Traffic Court, GA | Mercer Island, WA, City of |
| Baltimore, MD, City of | Mesa, AZ, City of |



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| CITIES | |
|--|-------------------------------|
| Barnesville, MN, City of | Mill Creek, WA, City of |
| Bellingham, WA, City of | Missoula, MT, City of |
| Bend, OR, City of | Montrose, CO, City of |
| Beverly Hills, CA, City of | Mount Pleasant, MI, City of |
| Billings, MT, City of | Mountain View, CA, City of |
| Bismarck, ND, City of | Murray City Corporation, UT |
| Burlington, IA, City of | Newcastle, WA, City of |
| Carlsbad, CA, City of | North Branch, MN, City of |
| Carson, CA, City of | North Lauderdale, FL, City of |
| Cave Creek, AZ, Town of | Northfield, MN, City of |
| College Station, TX, City of | Oceanside, CA, City of |
| Colorado Springs Attorney's Office, CO | Palo Alto, CA, City of |
| Colorado Springs, CO, City of | Paradise Valley, AZ, Town of |
| Concord, NC, City of | Pella, IA, City of |
| Cumberland, MD, City of | Peoria, AZ, City of |
| Dallas, TX, City of | Phoenix, AZ, City of |
| Danville, VA, City of | Plymouth, MN, City of |
| Davis, CA, City of | Prescott, AZ, City of |
| Desert Hot Springs, CA, City of | Pulaski, VA, Town of |
| Des Plaines, IL, City of | Queen Creek, AZ, Town of |
| Dickinson, ND, City of | Rancho Cucamonga, CA, City of |
| District of Columbia Government | Redmond, WA, City of |
| Durham, NC, City of | Richland, WA, City of |
| Eden Prairie, MN, City of | Rifle, CO, City of |
| Edmond, OK, City of | Rio Rancho, NM, City of |
| Encinitas, CA, City of | Riverside, CA, City of |
| Fargo, ND, City of | Roanoke, VA, City of |
| Farmington, MN, City of | Rochester, MN, City of |
| Fayetteville, NC, City of | Roseburg, OR, City of |
| Federal Way, WA, City of | Sacramento, CA, City of |
| Fergus Falls, MN, City of | San Clemente, CA, City of |
| Flagstaff, AZ, City of | San Francisco, CA, City of |
| Fremont, CA, City of | San Jose, CA, City of |
| Fresno, CA, City of | San Ramon, CA, City of |
| Ft. Collins, CO, City of | Santa Ana, CA, City of |
| Ft. Lauderdale, FL, City of | Santa Cruz, CA, City of |
| Grants Pass, OR, City of | Schaumburg, IL, Village of |
| Glen Ellyn, IL, Village of | Scottsdale, AZ, City of |
| Goodyear, AZ, City of | Seattle, WA, City of |
| Grand Forks, ND, City of | Shakopee, MN, City of |
| Greensboro, NC, City of | Sheboygan Falls, WI, City of |
| Hamilton, OH, City of | Sioux City, IA, City of |
| Hanford, CA, City of | Sioux Falls, SD, City of |
| Hartford, CT, City of | Solano Beach, CA, City of |
| Healdsburg, CA, City of | Surprise, AZ, City of |
| Hercules, CA, City of | Tacoma, WA, City of |



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| CITIES | |
|--|------------------------------------|
| Hilton Head, SC, Town of | Telluride, CO, City of |
| Huber Heights, OH, City of | Thief River Falls, MN, City of |
| Huron, SD, City of | Tucson, AZ, City of |
| Issaquah, WA, City of | Tukwila, WA, City of |
| Jackson, MN, City of | Upper Arlington, OH, City of |
| Kalamazoo, MI, City of | Valley City, ND, City of |
| Kalispell, MT, City of | Vancouver, WA, City of |
| Kansas City, MO, City of | Walnut Creek, CA, City of |
| Kennewick, WA, City of | Washington DC, City of |
| Kingman, AZ, City of | Watertown, NY, City of |
| Kirkland, WA, City of | West Fargo, ND, City of |
| Lake Havasu City, AZ, City of | West Hollywood, CA, City of |
| Lake Oswego, OR, City of | West Jordan, UT, City of |
| Lakewood, CO, City of | Wichita, KS, City of |
| Larkspur, CA, City of | Wilmington, NC, City of |
| Liberty, MO, City of | Windsor, CA, Town of |
| Litchfield Park, AZ, City of | Woodland Park, CO, City of |
| Longview, WA, City of | Yuma, AZ, City of |
| COUNTIES | |
| Alameda County Office of Education, CA | Maricopa County Attorney, AZ |
| Baltimore Co., MD | Maricopa County Superior Court, AZ |
| Becker County, MN | Maricopa County, AZ |
| Blue Earth County, MN | Marin County, CA |
| Broward County, FL | McLean County, ND |
| Burleigh County, ND | Mecklenburg County, NC |
| Carver County, MN | Miami-Dade County, FL |
| Cass County, ND | Mille Lacs County, MN |
| Charleston County, SC | Monterey County, CA |
| City/County of Denver, CO | Montgomery County, MD |
| City/County of San Francisco, CA | Mower County, MN |
| Clay County, MN | Multnomah County, OR |
| Cochise County, AZ | Nassau County, NY |
| Coconino County, AZ | New Hanover County, NC |
| Contra Costa County, CA | Olmstead County, MN |
| Crow Wing County, MN | Pima County, AZ |
| Dakota County, MN | Pine County, MN |
| Dodge County, MN | Pipestone County, MN |
| Douglas County, WI | Polk County, MN |
| Durham County, NC | Polk County, WI |
| Eau Claire County, WI | Ramsey County, MN |
| El Dorado County, CA | Rice County, MN |
| Escambia County, FL | Rockdale County, GA |
| Faribault County, MN | Santa Cruz County, CA |
| Freeborn County, MN | Santa Rosa County, FL |
| Fulton County, GA | Scott County, IA |
| Greene County, OH | Scott County, MN |



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| COUNTIES | |
|--------------------------------|--|
| Gwinnett County, GA | Sedgwick County, KS |
| Hennepin County, MN | Shelby County, TN |
| Itasca County, MN | Sherburne County, MN |
| Johnson County, KS | Solano County, CA |
| Kent County, MI | St. Louis County, MN |
| Kern County, CA | Stearns County, MN |
| King County Superior Court, WA | Unified Gov't of Wyandotte Co./KCK, KS |
| King County, WA | Ventura County, CA |
| Klickitat County, WA | Watonwan County, MN |
| Lane County, OR | Yakima County, WA |

11. Describe how the proposer will perform the services from the SCOPE OF SERVICES, beginning on page 8.

Due to the current COVID situation, all meetings will be conducted by webinar or conference call until further notice.

Based on Gallagher’s understanding of the City’s needs, a detailed summary of the phases of a work plan has been prepared which addresses the City’s stated needs. The City desires the classification and compensation review and update of all 37 bargaining and non-bargaining City jobs.

Project Initiation and Strategy Development

Gallagher’s general approach which is consistent with best practices for the success of a classification and compensation study is to start by reviewing and updating an overall classification and compensation philosophy and strategy with our clients. A steering committee, similar to the City’s previous study, could be used in the process of updating this strategy as well as to guide subsequent steps in this study.



Classification Study

The City would like to review and analyze the duties and responsibilities for all of the City's 37 jobs to make sure the jobs are described correctly, that similar types of work are classified together, and that levels of work are appropriately differentiated. Employees will be provided with an organization-approved, electronic Position Description Questionnaire (PDQ) to collect job responsibility information for individual employees which will be further reviewed by City managers. Employee informational sessions conducted in a webinar format will be held in advance of the completion of the PDQs to ensure employees understand how to complete the questionnaires as well as inform them of the overall study process.

Completed PDQs will then be reviewed in relation to the current job descriptions. Gallagher consultants will also conduct individual or group interviews by job title to clarify information found within the PDQs and offer employees an opportunity provide additional input to the process. Recommendations for updates to the City's classifications will be provided to the City. Gallagher will provide recommendations regarding FLSA status on the existing and any recommended new classifications. Gallagher will also develop new classification specifications/job descriptions as a result of this classification process. Recommendations for allocation of employees to the updated classifications will be made. The City will review all recommendations and classification specifications within this process and provide consolidated and timely feedback to Gallagher. One set of revisions for the job descriptions and classification recommendations is provided for in this process.

Job Evaluation

During the previous study, the Decision Band Method® of job evaluation was applied to City jobs. Gallagher will discuss with the City whether it wants to maintain this system and if so, will apply this system to all resulting jobs and update the internal equity ratings as appropriate. Otherwise, Gallagher will explore more options with the City. The City will have the opportunity to provide consolidated feedback to the job evaluation results and the results finalized by Gallagher. Detailed and tailored training will be provided to the administrative staff that will be responsible for overseeing the system.



Compensation and Benefits Survey and Pay Structure Development

Following industry standards and best practices, a customized survey process will be undertaken to collect market information related to City classifications. Gallagher and the City will work together to review and update the listing of comparable organizations to survey. Private sector data will be collected by direct survey of a selected organizations such as in the previous study or by using valid and credible published survey sources and the data integrated with the customized survey data to arrive at the market information. The survey will also include the various benefit offerings of the City's selected market.

Gallagher follows professionally accepted compensation principles and practices as outlined by *WorldatWork*, SHRM, and the Department of Labor. Some of these guidelines are listed below. Gallagher has authored many articles on various aspects of conducting salary surveys; please refer to our website www.ajg.com/compensation for these specific articles.

Gallagher utilizes the following guidelines for benchmark selection:

- Representation of all job families and levels throughout the organization
- Highly populated jobs
- Jobs found in most organizations
- Jobs with recruitment or retention problems

Gallagher will review job descriptions and other job documentation to ensure that the duties and responsibilities, level in which the job is functioning, and the reporting relationships are understood so that participating organizations can match their classifications to the benchmark jobs. Gallagher will draw on our 30 years of salary and benefits survey experience to determine if a comparable job can be found in the labor market. Gallagher will ask the City to clarify any questionable jobs and/or answer any questions about a particular job.

Gallagher follow guidelines for job matching (match only those jobs that match at least 80% of the duties, responsibilities and functions as outlined in the benchmark job summary). While some firms may claim to use a higher percentage, Gallagher believes anything over 80% may exclude data that are good, valid matches. Gallagher does not ask participants to rate the quality of the match, as this introduces additional subjectivity to the process that cannot be controlled.

Gallagher follows professionally accepted guidelines for defining labor markets and selecting organizations to survey. Gallagher factors in that different jobs will have different recruiting markets, by:

- Type of organization (e.g. Public vs. Private sector)
- Size of organization
- Geographic location

It is important to define an organization's labor market prior to the survey rather than after the data have been collected so that it does not appear that the labor market data are being manipulated to support a certain conclusion. This could cause significant issues from an employee perception standpoint as well as potentially violate Federal Trade Commission and the U.S. Department of Labor's Sherman Antitrust Act guidelines regarding the analysis of salary data. Any published sources utilized must meet the following criteria:

- Be conducted by a reputable salary survey firm
- Survey data is not self-reported
- Survey is conducted on a continual basis instead of a one-time event
- Survey reports its data sources, the effective date of the data, and was tested to ensure accurate matches and data

Gallagher will develop a data collection form that poses questions in a fashion that is easy for participants to answer, as well as being easy to quantify and analyze.

Gallagher will follow-up with participants to ensure data quality and validity of matches and data being reported. If there are any questions, Gallagher asks questions and seeks job descriptions, organizational charts, and other information.

Gallagher performs several reviews of the data as well as statistical tests to identify any extreme data and to ensure the validity of the data.

Gallagher utilizes trend factors for aging data so that all data is consistent to a current point in time. The trend factors are derived from either the U.S. Department of Labor data or *WorldatWork* Surveys.



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Gallagher applies geographic differentials as appropriate and necessary to ensure that the data are reflective of the City's labor market and economic conditions. Gallagher uses third party resources (ERI) to identify the appropriate geographic differences.

Gallagher calculates various statistics for summarizing the data (means, medians, and percentiles). Gallagher follows the Federal Trade Commission and the U.S. Department of Labor guidelines that 5 matches should exist per job to draw reliable conclusions. Therefore, Gallagher does not calculate statistics (means, medians, etc.) on jobs with fewer than 5 job matches.

In addition to the collection of pay data, Gallagher will also collect benefits program data.

The City would like the development of new or updated salary structures so that compensation is equitable and competitive. To develop a reliable salary structure, Gallagher integrates market data and custom survey results with the internal equity ratings from job evaluation, so that the structure is internally equitable and externally competitive. In this step, Gallagher assigns all jobs to the right pay grade and all employees to the right place in the range based on agreed upon criteria. During this phase, Gallagher will also discuss how pay progression is integrated in a sustainable system that grows with the City and allows for employee development and contribution to goal achievement. Up to three implementation scenarios will be provided to the City.

Gallagher will also review, and update select classification and compensation policies, including overtime policy, for the City's consideration.

Draft and Final Reports

Gallagher will communicate the results of each phase and recommendations to be delivered at milestones and critical junctures during the project. Gallagher will be in constant contact with the designated City project manager. A draft report will be submitted for the City's review and discussion and necessary updates made. Gallagher anticipates that City Council and other communications meetings will be required of the consultant. During this phase, we will provide detailed training to the City's administrative staff on the entirety of the new system.

Follow-up Technical Support

Per the RFP, follow-up support will be provided to the City for a minimum of six (6) months following the plan implementation date. Because it is difficult to determine the level of support at this point, we will provide an estimate of 20 hours at no additional cost to the City.

Work Plan

| WORK PLAN Due to the COVID situation, meetings and interviews will be conducted by Webinar and telephone. | |
|---|--|
| Study Component | Summary Tasks/Deliverables |
| 1. Project Initiation and Strategy Development Project Manager | <p>Gallagher: Review of current systems including classification, job evaluation, and compensation. Assessment of needs and issues. Review of the Decision Band Method®.</p> <p>Gallagher and City: Development of or facilitation of an updated compensation philosophy and strategies with leadership and administration. The City to review, provide feedback and approve.</p> <p>Gallagher and City: Individual interviews with the City Council. (Optional for an additional fee.)</p> <p>Gallagher and City: Employee orientation sessions conducted by Gallagher to explain the PDQ and study process.</p> |
| 2. Classification Study Project Manager Consultant | <p>Gallagher: Review of current organization material and job descriptions, and PDQ's.</p> <p>Gallagher and City: Individual and employee interviews conducted by telephone or webinar.</p> <p>Gallagher: Development of recommended classification structure and changes.</p> <p>City: Provide consolidated and timely feedback to recommended classification changes. One set of revisions by the organization.</p> <p>Gallagher: Finalized classification recommendations and allocations provided to the City.</p> <p>Gallagher: Development and approval of new class specifications/descriptions. One set of revisions allowed by the City. Finalized classification specifications.</p> |

| WORK PLAN | |
|---|---|
| Due to the COVID situation, meetings and interviews will be conducted by Webinar and telephone. | |
| Study Component | Summary Tasks/Deliverables |
| <p>3. Job Evaluation</p> <p>Project Manager Consultant</p> | <p>Gallagher: Application of the Decision Band Method® and provided related recommendations.</p> <p>City: Internal review conducted, and consolidated feedback provided to Gallagher. Finalized job evaluation.</p> <p>Gallagher and City: Training scheduled and conducted for administration as appropriate in the use of the job evaluation system.</p> |
| <p>4. Compensation and Benefits Survey and Pay Structure Development</p> <p>Project Manager Consultant</p> | <p>Gallagher and City: Labor market confirmed, and survey participants identified up to 35 organizations and confirmed by the City.</p> <p>Gallagher and City: All 37 City jobs will be surveyed.</p> <p>Gallagher: Market pricing specifications detailing the survey and data collection process developed by Gallagher and approved by the City.</p> <p>Gallagher: Custom salary and benefits survey document developed by Gallagher and approved by the City.</p> <p>Gallagher: Published (private sector) source data identified and approved for compensation research. (Optional)</p> <p>Gallagher: Custom survey distributed collecting pay and benefits information.</p> <p>City: Completion of the survey document as if it was a participant.</p> <p>Gallagher: Data verified, and competitive analysis performed.</p> <p>Gallagher: Recommended pay structure(s) options or update of existing structures. Competitive position of benefits programs determined, and recommendations made for update.</p> <p>Gallagher: With the advanced input and current employee listing, up to three transition options costed and next steps/costs outlined.</p> <p>Gallagher: Review and update of pay guidelines including overtime.</p> |

| WORK PLAN | |
|---|--|
| Due to the COVID situation, meetings and interviews will be conducted by Webinar and telephone. | |
| Study Component | Summary Tasks/Deliverables |
| 5. Draft and Final Report Project Manager Consultant | Gallagher: Draft report developed and discussed with the City. City: Quality assurance reviews conducted. Review and written feedback provided. Gallagher: Report finalized. Gallagher: Final presentations made to the City. Gallagher: Project closure and training as appropriate and requested by the City. |
| 6. Follow up Technical Support Project Manager Consultant | Gallagher: Provide services to the City as requested. 20 hours of services included. |

- 11. (Continued) Provide a time schedule generally outlining the phases of the project, beginning with an anticipated start date of September 2020, a preliminary report by January 2021, and a final report by February 1, 2021.**

In today’s world, speed is important. Given the significance of this project, it is important for City officials, department heads, and employees to have sufficient time to review and approve the recommendations of Gallagher and to ensure proper communications occur. The City has requested the completion of this study by February 1, 2021. Based on Gallagher’s 35 years of public sector experience, a five month timeline is the minimum amount of time that this study could be completed and is predicated on the City’s ability to meet very tight timelines and make quick decisions as well as surveyed organizations ability to provide data in a timely matter.

Gallagher has provided for a 5-month timeline, but the City should also be cognizant that this schedule could be altered by events outside of the City’s or consultant’s control. Gallagher will discuss the details of each phase during Phase I and identify specific deadlines for the project at that time. Gallagher will conduct frequent meetings and conference calls with the City to ensure that the schedule is monitored throughout the project.

| PHASE | DECRPTION | MONTH | | | | |
|-------|--|-------|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 1 | Project Initiation and Strategy Development | | | | | |
| 2 | Classification Study | | | | | |
| 3 | Job Evaluation | | | | | |
| 4 | Compensation and Benefits Survey and Pay Structure Development | | | | | |
| 5 | Draft and Final Report | | | | | |

12. Describe the proposed communication program designed to gain the cooperation of Elected Officials, City Manager, Department Directors, and employees which will enhance the credibility of the resulting pay plans.

Gallagher recommends that use of a steering committee to act as sounding board and decision maker throughout the study process. This committee may be made up of elected officials, management staff and employees. The City utilized a committee within its past study with Gallagher and this group can act as a communication conduit throughout the organization for the course of the study.

Council member interviews could also be included as part of this study and are listed as an option within the cost section of this proposal. Council members are interviewed to ascertain their current views of classification, compensation, and benefits within the City and to address any concerns that they may have regarding the study.

City employees will have the opportunity to participate in this study in several ways: during the study and PDQ introduction meetings, during employee interviews and at study conclusion meetings as authorized by the City.

Gallagher also recommends that the City publish regular updates regarding the study through its newsletter and/or intranet. Gallagher can assist the City in reviewing those communication materials.

13. Describe criteria that will be used to update the job descriptions. How do you propose to gather the information? Who will you survey (inside the organization, other governmental jurisdictions, and local businesses)?

(Partial repeat of question 11.) The City would like to review and analyze the duties and responsibilities for all of the City's 37 jobs to make sure the jobs are described correctly, that similar types of work are classified together, and that levels of work are appropriately differentiated. Employees will be provided with an organization-approved, electronic Position Description Questionnaire (PDQ) to collect job responsibility information for individual employees which will be further reviewed by City managers. Employee informational sessions conducted in a webinar format will be held in advance of the completion of the PDQs to ensure employees understand how to complete the questionnaires as well as inform them of the overall study process.

Completed PDQs will then be reviewed in relation to the current job descriptions. Gallagher consultants will also conduct individual or group interviews by job title to clarify information found within the PDQs and offer employees an opportunity provide additional input to the process. Recommendations for updates to the City's classifications will be provided to the City. Gallagher will provide recommendations regarding FLSA status on the existing and any recommended new classifications. Gallagher will also develop new classification specifications/job descriptions as a result of this classification process. Recommendations for allocation of employees to the updated classifications will be made. The City will review all recommendations and classification specifications within this process and provide consolidated and timely feedback to Gallagher.

14. Describe the way the salary survey will be conducted. How do you propose to gather the information? Who will you survey (inside the organization, other governmental jurisdictions, and local businesses)? What existing survey data will be considered, if any? What analysis will be performed?

(Partial repeat of question 11.) Following industry standards and best practices, a customized survey process will be undertaken to collect market information related to City classifications. Gallagher and the City will work together to review and update the listing of comparable public organizations to survey. Private sector data will be collected by direct survey of a number of selected organizations such as in the previous study or by using valid and credible published survey sources and the data integrated with the customized survey data to arrive at the market information. The survey will also include the various benefit offerings of the City's selected market.



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Gallagher follows professionally accepted compensation principles and practices as outlined by WorldatWork, SHRM, and the Department of Labor. Some of these guidelines are listed below. Gallagher has authored many articles on various aspects of conducting salary surveys; please refer to our website www.ajg.com/compensation for these specific articles.

Gallagher utilizes the following guidelines for benchmark selection:

- Representation of all job families and levels throughout the organization
- Highly populated jobs
- Jobs found in most organizations
- Jobs with recruitment or retention problems

Gallagher will review job descriptions and other job documentation to ensure that the duties and responsibilities, level in which the job is functioning, and the reporting relationships are understood so that participating organizations can match their classifications to the benchmark jobs. Gallagher will draw on our 35 years of salary and benefits survey experience to determine if a comparable job can be found in the labor market. Gallagher will ask the City to clarify any questionable jobs and/or answer any questions about a particular job.

Gallagher follow guidelines for job matching (match only those jobs that match at least 80% of the duties, responsibilities and functions as outlined in the benchmark job summary). While some firms may claim to use a higher percentage, Gallagher believes anything over 80% may exclude data that are good, valid matches. Gallagher does not ask participants to rate the quality of the match, as this introduces additional subjectivity to the process that cannot be controlled.

Gallagher follows professionally accepted guidelines for defining labor markets and selecting organizations to survey. Gallagher factors in that different jobs will have different recruiting markets, by:

- Type of organization (e.g. Public vs. Private sector)
- Size of organization
- Geographic location

It is important to define an organization's labor market prior to the survey rather than after the data have been collected so that it does not appear that the labor market data are being manipulated to support a certain conclusion. This could cause significant issues from an employee perception standpoint as well as potentially violate Federal Trade Commission and the U.S. Department of Labor's Sherman Antitrust Act guidelines regarding the analysis of salary data. Any published sources utilized must meet the following criteria:

- Be conducted by a reputable salary survey firm
- Survey data is not self-reported
- Survey is conducted on a continual basis instead of a one-time event
- Survey reports its data sources, the effective date of the data, and was tested to ensure accurate matches and data

Gallagher will develop a data collection form that poses questions in a fashion that is easy for participants to answer, as well as being easy to quantify and analyze. This survey document is sent out by email to survey participants and can be completed in a file or hard copy format.

Gallagher will follow-up with participants to ensure data quality and validity of matches and data being reported. If there are any questions, Gallagher asks questions and seeks job descriptions, organizational charts, and other information.

Gallagher performs several reviews of the data as well as statistical tests to identify any extreme data and to ensure the validity of the data.

Gallagher utilizes trend factors for aging data so that all data is consistent to a current point in time. The trend factors are derived from either the U.S. Department of Labor data or WorldatWork Surveys.

Gallagher applies geographic differentials as appropriate and necessary to ensure that the data are reflective of the City's labor market and economic conditions. Gallagher uses third party resources (ERI) to identify the appropriate geographic differences.

Gallagher calculates various statistics for summarizing the data (means, medians, highs, lows, percentiles). Gallagher follows the Federal Trade Commission and the U.S. Department of Labor guidelines that 5 matches should exist per job to draw reliable conclusions. Therefore, Gallagher does not calculate statistics (means, medians, etc.) on jobs with fewer than 5 job matches. Gallagher compares these statistics to the City's current data in order to determine the current competitiveness of the organization's pay to the market.

- 15. Describe the process that will be utilized to establish the pay structure. What pay theories will you consider? (i.e. pay for performance, variable pay, broad banding , use of competencies, etc.) Describe your experience in successful implementation of these pay strategies.**

(Partial repeat of question 11.) The City would like the development of new or updated salary structures so that compensation is equitable and competitive. To develop a reliable salary structure, Gallagher integrates market data and custom survey results with the internal equity ratings from job evaluation, so that the structure is internally equitable and externally competitive. Multiple options for pay structures are considered in alignment with pay progression: step, open range and a combination of step and open ranges. Any of these structures can be considered in alignment with pay for performance, competencies, or variable pay. In the state of Iowa, those structure options previously listed are the most found structures. The key for any structure development is that it is aligned with the organization's strategy and philosophy which will be determined multiple times, throughout this process.

In this step, Gallagher assigns all jobs to the right pay grade and all employees to the right place in the range based on agreed upon criteria. During this phase, Gallagher will also discuss how pay progression is integrated in a sustainable system that grows with the City and allows for employee development and contribution to goal achievement. Up to three implementation scenarios will be provided to the City.

- 16. Describe generally the implementation support that will be provided by the proposer.**

Gallagher will be available to answer any questions that may arise as the result of the new system. These questions can take many forms such as: minimum hiring requirements, employee classification concerns, job evaluation of a new job, and/or development, or adjustment of a new job description. Gallagher consultants respond within 24 business hours to these concerns.

Per the RFP, follow-up support will be provided to the City for a six (6) months following the plan implementation date. Because it is difficult to determine the level of support at this point, we will provide an estimate of 20 hours which will be offered at no additional cost to the City.

17. Describe the specific assistance and support the proposer will request of the city of Grinnell to complete this project.

Because of the importance of the project, we recommend that the City allocate a portion of the City's project manager and an administrative support person's time for the duration of the project to ensure adequate internal support to the project.

During this project, Gallagher is a mentor to the City and provides work products that fit your needs. To successfully complete this project, we anticipate reasonable support from the City in the following areas, in general:

- Designation of and access to a City project manager and support staff.
- Provision of accurate and timely information to the study. We trust that data provided by the City is current and accurate.
- Collection of any classification and compensation information, questionnaires, job descriptions and related material.
- Discussion of the City's current systems.
- Administration and scheduling of the PDQ process.
- Logistics regarding strategy and stakeholder meetings.
- The City's timely completion of all survey documents as if it were a participant.
- Review and approval of consultant deliverables/recommendations, draft reports and other deliverables in timely fashion providing consolidated written feedback.
- Provision of City developed communication materials to Gallagher for review in advance of distribution.

18. Describe any other project phases the proposer deems necessary to complete and maintain this project.

Optional Phase: The City has indicated an interest in pay for performance within the RFP. Gallagher provides a work plan for the development of a performance management process to support the possible introduction of pay for performance to the City.

Performance Management

Gallagher will review any current system with the City, identify its strengths and weaknesses, determine how employee performance contributes to City objectives, and identify key areas of performance. We will review alternative performance management systems with the City and select the method that is appropriate for the City. Gallagher will either update the City’s existing system or develop a new system, whichever is appropriate. We will train appropriate City representatives on the application of the system and provide guidelines for the possible link of the system to pay. This activity is outlined as an optional cost.

| WORK PLAN | |
|------------------------|---|
| Study Component | Summary Tasks/Deliverables |
| Performance Management | <p>Gallagher: Review the current system and determine its strengths and weaknesses and determine how employee performance contributes to the overall mission and objectives of the City. We will identify key areas of performance.</p> <p>Gallagher and City: Examine various approaches to performance management systems. Various systems will include: behaviorally anchored rating scales, management by objective, forced ranking, competencies, etc.</p> <p>Gallagher: Develop/update up to four (4) evaluation or related forms and documents to ensure they support the City’s mission and objectives.</p> <p>Gallagher: Develop general administrative guidelines in accordance with the compensation system. This activity does not involve the creation of a detailed performance management procedures manual which can be provided at an additional cost.</p> <p>Gallagher and City: Conduct training of applicable employees in the usage of the system and performance management methods.</p> |

19. The total proposed cost to the City for this project, as defined by the Scope of Services will be:

Proposers should list below an itemization of the costs involved in the project clearly indicating any optional variations including pricing. Please list below how you plan to structure the study and plan and the costs for those components.

Our fees to conduct the classification and compensation study are inclusive of all fees except for the purchase of City requested resources like additional surveys. The table below outlines the price per phase.

| Phase | Fees |
|--|-----------------------------|
| PHASE 1: Project Initiation and Strategy Development | \$2,500 |
| Optional: Council Interviews | \$1,500 |
| PHASE 2: Classification Study (including class specification development) | \$30,000 |
| PHASE 3: Job Evaluation | \$5,000 |
| PHASE 4: Compensation and Benefits Survey and Pay Structure Development | \$25,000 |
| PHASE 5: Draft and Final Report | \$5,000 |
| PHASE 6: Follow up Technical Support (20 hours estimated at no additional cost) | \$0 |
| Optional: Performance Management | \$17,500 |
| TOTAL COST (depending on the options selected) | \$67,500 to \$86,500 |

Our study costs are directly derived from estimating the number of hours needed to perform the work and the level of the consultant charged with performing the work. Gallagher typically bills on a monthly basis for work completed in the previous month. All expenses are included in this quote. Gallagher will be able to adjust fees to meet the City's scope of work if it changes before or during the process.



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We, the undersigned, do hereby provide the above required information in the form and format required by the city of Grinnell as described below. I/We fully understand that failure to provide this information as required will constitute an incomplete proposal and may be grounds for rejection of this proposal.

Gallagher Benefit Service, Inc.

Typed or Printed Name of Proposer

Ronnie Charles, National Managing Director

Typed or Printed Name and Title of Authorized Representative

Date: July 15, 2020

Signature of Authorized Representative



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ATTACHMENT A

Gallagher fosters a commitment of excellence, professionalism, integrity, collaboration, and urgency to each of our clients. With each unique client, Gallagher combines these principles to deliver client services customized, specifically to meet your needs. Your Gallagher consulting team has years of experience consulting to public sector clients. All the staff as outlined below are available to be part of your project team. Staff resumes begin below.

RONNIE E. CHARLES, SPHR, GPHR, IPMA-SCP - Managing Director Mr. Charles is the National Managing Director with the firm. He is responsible for leading Gallagher's public sector consulting practice in the United States. Mr. Charles has over 30 years of public sector human resources experience including Chief Human Resources Officer (CHRO) experience most recently in the City of Baltimore with additional professional employment in the District of Columbia, State of Virginia, and City of Suffolk, Virginia. Mr. Charles has a Bachelor's Degree in Management from Saint Paul's College. Mr. Charles is a member of several professional organizations, including the International Public Management Association for Human Resources (IPMA-HR) and currently chairs the International IPMA-HR Professional Development Committee. In addition, Mr. Charles is a past Chair of the Human Resources Institute (HRCI). He brings vast experience in domestic U.S., international, and global HR compensation practices.

ANNETTE HOEFER, MBA, CCP - Senior Consultant Ms. Hoefer is the Project Manager in the coordination of the activities for the City. She is responsible for conducting classification and compensation consulting projects. Prior to joining the firm, Ms. Hoefer worked for 9 years in the same capacity at Lee and Burgess Associates, a consulting firm based in Colorado, and prior to that, had held human resources positions in energy and insurance companies. Ms. Hoefer has a Bachelor's Degree in Business Administration from the University of Iowa and a Master's Degree in Business Administration with an emphasis in Human Resources from same institution and has earned her CCP certification from WorldatWork. She conducted the previous compensation study for the City and has provided similar services to other Iowa organizations.

ELISHKA CORREA, MA-HRIR – Consulting Associate Ms. Correa will provide staff support during all phases of this study. She has been with Gallagher for 3 years and provided job evaluation, classification, pay equity, compensation, and related consulting support for several projects. She has a Bachelor's Degree in Psychology from St. Xavier's College, India and a Master's Degree in Human Resources and Industrial Relations from the University of Minnesota. Prior to joining Gallagher Benefit Services, she worked in the nonprofit and education sector.



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ATTACHMENT B

In addition to the City of Grinnell, our firm has assisted several hundred public sector clients throughout the country in the last 20 years. These projects have included from less than 100 to more than 100,000 employees. We have included a sampling of references that demonstrates our experience in conducting similar engagements. Contact names and phone numbers are listed for each project. These projects are relevant in demonstrating our ability to meet the needs of the City and show considerable experience in developing compensation programs for a variety of municipalities. Our references can attest to the timeliness, quality, and responsiveness of the services we provide, as well as our knowledge of legal issues, such as the ADA and FLSA, our understanding of job classifications, and our skill and ability in dealing with public organizations and sensitive personnel issues.

LINN COUNTY, IA In 2010, we conducted a review of this large eastern Iowa county's performance management system and merit plan. The review was presented to the Board of Supervisors. We have recently completed a classification and compensation study of non-bargaining jobs for this County with the Board accepting all recommendations. We continue to assist the Human Resources Director with a variety of compensation related issues such as job audits, job evaluation, and market pricing. Lisa Powell, Human Resources Director, 319.892.5124, Lisa.Powell@linncounty.org, Address: 935 2nd Avenue SW, Cedar Rapids, IA 52404-2100.

CITY OF JOHNSTON, IA In 2010, we conducted job evaluation and a salary and benefits survey resulting in the development of a new pay system for this organization. Through 2012 to 2014, we assisted this City in the development of and training in a new performance management system. We continue to provide performance management training and updated the compensation study in 2016. We also conducted a study of Fire jobs in 2017 and continue to provide classification reviews for this City. Teresa Rotschafer, Finance Director, TRotschafer@ci.johnston.ia.us, 515.727.7783, Address: 6221 Merle Hay Road, Johnston, IA 50131.

CITY OF WEST DES MOINES, IA In 2010 and 2011, we conducted a salary and benefits study for this fast growing Des Moines metro area community. We also made recommendations for pay structure updates and conducted a pay for performance readiness assessment. We completed a pay equity study and information technology job study in 2018. We continue to assist West Des Moines with special compensation studies and job evaluation review. Ms. Jane Pauba Dodge, Human Resources Director, Jane.Dodge@wdm.iowa.gov, 515.222.3616, Address: 4200 Mills Civic Parkway, West Des Moines, IA 50265.



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OLMSTED COUNTY, MN We have been providing compensation and classification services to the County for over 30 years. During this time, the County has successfully maintained a single salary structure across all bargaining units and had continued compliance with the Minnesota Pay Equity Law. Dale Ignatius, Director of Human Resources, Ignatius.dale@co.olmsted.mn.us, 507.328.7711. Address: 151 4th Street, Se, Rochester, MN 55906.

CITY OF HOPKINS MN We conducted a full classification and compensation study for all city positions through employee completion of position description questionnaires, job evaluation application and the conduct of market pricing of jobs using published survey data. Ari Lenz, Assistant City Manager, 952.548.6303, alenz@hopkinsmn.com. Address: 1010 1st Street South, Hopkins, MN 55343.

CITY OF OWATONNA MN We completed a full classification and compensation study of all city positions through employee completion of position description questionnaires and related employee interviews, job evaluation review and the conduct of a market survey. Lynn Gorski, Director of Human Resources, 507.774.7345, Lynn.Gorski@ci.owatonna.mn.us. Address: 540 West Hills Circle, Owatonna, MN 55060.

LAKE COUNTY MN We conducted a full classification and compensation study for this county in 2018. The study involved developing a new classification and pay plan. Cammie Young, Human Resources Director, 218-834-894, Cammie.Young@co.lake.mn.us. Address: 601 Third Avenue, Two Harbors, MN 55616.

Other Iowa Clients

Des Moines Public Schools
Des Moines Regional Transit
City of Urbandale
City of Pella
Cedar Rapids Community Schools



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* * * * *

Thank you for this opportunity to offer our services. Please feel free to contact myself or Annette at any time if you have any questions or require additional information. We look forward to hearing from you soon.

Sincerely,

Gallagher's Human Resources & Compensation Consulting practice

Legal entity name: Gallagher Benefit Services, Inc.

Ronnie E. Charles, SPHR, GPHR, IPMA-SCP
Managing Director

Consulting and insurance brokerage services to be provided by Gallagher Benefit Services, Inc. and/or its affiliate Gallagher Benefit Services (Canada) Group Inc. Gallagher Benefit Services, Inc. is a licensed insurance agency that does business in California as "Gallagher Benefit Services of California Insurance Services" and in Massachusetts as "Gallagher Benefit Insurance Services." Neither Arthur J. Gallagher & Co., nor its affiliates provide accounting, legal or tax advice.



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RESOLUTION NO. 2020-115

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 20th day of July 2020.

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 2021" runs from July 1, 2020 to June 30, 2021.
2. **Authority:** In order 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:** Our purpose is to assist local agencies in resolving discrimination complaints and to reduce case backlogs without compromising quality or the integrity of the system. We have 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 2021. 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, 2021.
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 2021 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 in the case of cases cross-filed with the 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 in the case of cases cross-filed with the 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, 2020. 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. For purposes of the contract, intake is defined as receipt by the ICRC of a completed, signed, jurisdictional complaint in any area covered by the ICRA, including housing, that are forwarded to the ICRC for processing and investigation, with accompanying release, contact information and jurisdictional review documentation. 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 definitions and rate of payment based on time received. For purposes of the contract, resolution includes case closures resulting in Satisfactory Adjustments, Administrative Closures for reasons *other than* failure to cooperate or unable to locate, No Probable Cause Orders, Probable Cause Orders or closures after Public Hearings. 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 to 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. HUD prohibits ICRC from seeking credit for housing complaints cross-filed with HUD, and any such complaints should be referred to the ICRC for investigation 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.

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 in order 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 publically 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, 2020** (for July 1 – September 30, 2020 activity); **January 5, 2021** (October 1 – December 31, 2020 activity); **April 5, 2021** (for January 1 - March 31, 2021 activity), and **July 15, 2021** (for April 1 - June 30, 2021 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, 2021. Cases submitted after July 15, 2021, 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.

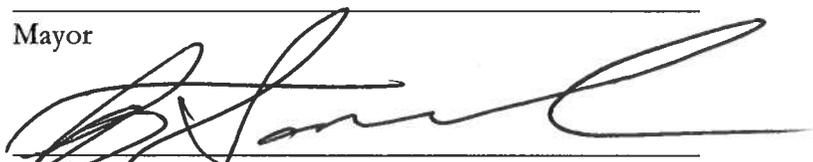
12. This contract recognizes the 300-day filing period for initial complaints, as set forth in Iowa Code Ch. 216, is measured by the day the complaint *is received by the ICRC*, not the day received by the local commission. Therefore, local commissions **are responsible for ensuring that cases are received 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-filed 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



Chairperson, Grinnell Human Rights Commission

Date

7/14/20

Date

Elizabeth A. Johnson, Executive Director, Iowa Civil Rights Commission

Date

SCHEDULE A

*****The following summarizes the payment schedule.**

| | | |
|---|---|---|
| Intake: (See definition for Intake below) | 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: (See definition for Resolutions below) | 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-filing |
| | 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-filing |
| | Complaint Resolutions sent to ICRC for closure processing greater than 600 days of initial filing date with local agency. | \$0 |

For the purpose of this contract the definition for the terms of payments are as follows:

“INTAKE”

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.

“RESOLUTIONS”

Case closures resulting in an administrative closure (except for failure to cooperate or locate Complainant); conciliated and settled cases; satisfactory adjustments; No Probable Cause Orders; Probable Cause Orders; and closures after Public Hearing.

“INITIAL FILING”

Initial filing date will be determined by local file-stamp receipt date shown on the complaint. All complaints must show a local file-stamp receipt date. Credit may be rejected for complaints without a local file-stamp receipt date.



**Grinnell PUBLIC WORKS AND GROUNDS Meeting
MONDAY, JULY 20, 2020 AT 5:30 P.M.
VIA ZOOM**

Join Zoom Meeting

<https://zoom.us/j/93178756986?pwd=M0w1T0FSSHNZdTZvU1ArV1QzeEpmQT09>

Meeting ID: 931 7875 6986

Password: 720044

One tap mobile

+13017158592,,93178756986#,,,,0#,,720044# US (Germantown)

+13126266799,,93178756986#,,,,0#,,720044# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 931 7875 6986

Password: 720044

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

TENTATIVE AGENDA

ROLL CALL: Hueftle-Worley (Chair), Wray, Gaard.

PERFECTING AND APPROVAL OF AGENDA:

COMMITTEE BUSINESS:

1. Consider Windstream ROW request, new fiber service to Spaulding Lofts, 4th Ave & Spring St.
2. Consider request from Poweshiek Water Association to connect property at 812 6th Ave W (house at former Four Winds Motel property – in city limits).
3. Discuss Prairie Pointe retention pond.

INQUIRIES:

ADJOURNMENT:

City of Grinnell

**PUBLIC RIGHT-OF-WAY
COMMUNICATIONS SYSTEM
LICENSE APPLICATION
ORDINANCE NO. 1060**

OSP-20977 / WO# 71339249800000

1. Applicant: Windstream Iowa Communications, LLC 4001 N. Rodney Parham Rd
Name Address
Little Rock, AR 72212 501-748-7984
City, State Zip Telephone
2. Contact Person: Kyle Petty 4001 N. Rodney Parham Rd
Name Address
Little Rock, AR 72212 501-748-7984
City, State Zip Telephone

3. Application requires an engineering site plan for the proposed system that is to be placed within the City Right-of-way. Check off each of these items as they are included on the site plan:

- Plans drawn to scale.
- Street names.
- Right-of-way widths.
- Pavement widths.
- Sidewalk location and width including sidewalk ramps.
- Obstacles or improvements that are in or near the work area.
An example of such are: existing trees, fence, drainage structures,
Water stop-boxes, ditches, and utility vaults.
- Horizontal and vertical location and physical size of the proposed utility.
- Proposed construction work method such as "open cut" or "bore".
- A drawing and explanation of concrete or asphalt restoration.
- Information regarding sod work and tree replacement.
- Location of other existing utilities within the work area.
- Typical detail sections where special attention is required for some restoration work.
- Excavation soil replacement and compaction requirements. Aggregate replacement under street surfaces, soil backfill outside of 5' from edge of street surface.
- Detailed time schedule.
- Address of adjacent properties.
- Legal description of communication system location.

4. List any other items of concern particular to this project:
5. **Administrative Fee:** An Administrative fee of \$50.00 shall be due and payable to the City Engineer at the time of filing of the initial license application and at the time of filing of each proposed amendment to the license. (Attach copy of receipt)
Receipt No. __.
6. **Use Fee: (Serving no additional customers)** If the licensed serves no customers other than itself, then in addition to the Administrative Fee, the licensee shall pay a use fee to the City Engineer at the time of filing of the initial license application. The amount of the use fee shall be the greater of the following two (2) amounts: \$100.00 or \$1.00 per lineal foot of route traversed by the communication line within any public right-of-way in a C-2 zone and \$0.50 per lineal foot in any other part of the city. At the time of filing of each proposed amendment to the license involving an increase in the length of route traversed within public right-of-way, the licensee shall pay to the City Engineer an additional fee computed at the rate of \$1.00 per lineal foot of additional route of traversed within any public right-of-way.

(Serving additional customers) If the licensed system serves customers other than the licensee itself, then, in addition to the administrative fee, the licensee shall pay an annual use fee to the City Engineer. The annual use fee shall be based on a license year ending on March 31 of each year, and the use fee for each license year shall be due and payable at the end of such year on March 31, or if the license has terminated during such year, on the date of termination. The amount of the annual use fee shall be the greater of the following two (2) amounts: \$100.00, or three percent of the gross revenues derived by the licensee from the sale or exchange of services in connection with the operation of the licensee's communications system within the public right-of-way during the license year. Each annual use fee payment shall be accompanied by a report from the licensee in a form approved by the City Manager and the city legal department showing the basis for the computation of the fee and such other relevant data as may be required by the City Manager and the city legal department. Each such report shall contain a notarized verification by the chief financial officer of the licensee, and upon request by the city, such reports shall be verified by a certified public accountant at the expense of the licensee.

Office Use Only

| | | | |
|--------------|--|---------------|------------------------|
| Fees: | Administrative Fee: | | <u>\$50.00</u> |
| | Use Fee: | | |
| | (No Additional Customers) Greater of \$100.00 or: | | |
| | Linear Feet Within C-2: _____ | x \$1.00 | _____ |
| | Linear Feet Outside C-2: <u>1467</u> | x \$0.50 | <u>733.50</u> |
| | | Total: | <u>\$783.50</u> |

**(Additional Customers) Greater of \$100.00 or 3% Gross Revenues from Services.
Paid annually.**

Date of Acceptance 07/02/2020

Date of Approval _____

Staff TA



WINDSTREAM

713392498 FP GRNLIA SPAULDING LOFTS EWR07758 - SD190264



CONTRACT DESIGN BY:

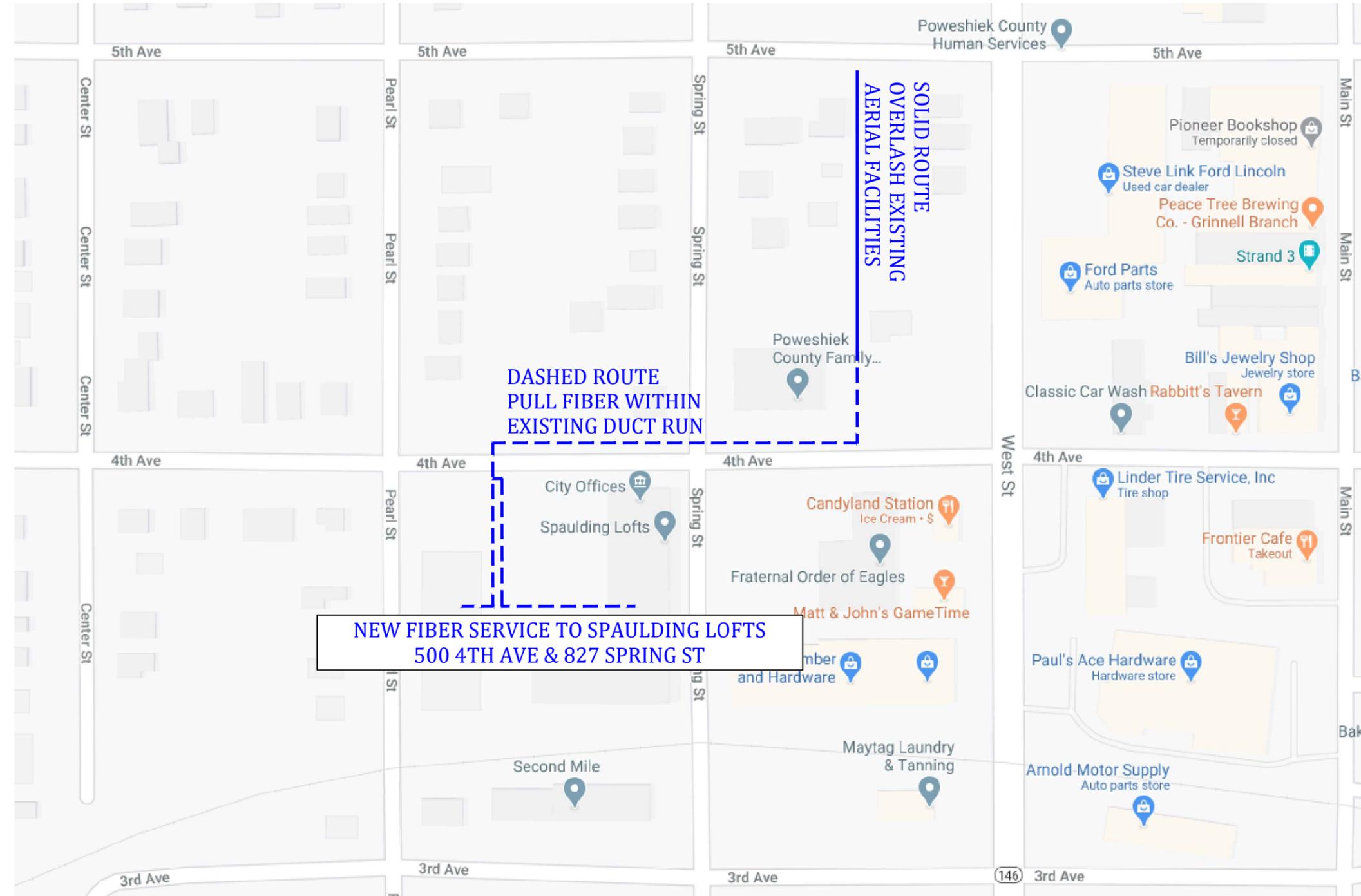


DESCRIPTION:PROJECT TO OVERLASH EXISTING WINDSTREAM AERIAL FIBER BETWEEN SPRING AND WEST ST. FIBER TO THEN BE PLACED WITHIN EXISTING DUCT RUN TO SPAULDING LOFT APARTMENTS.

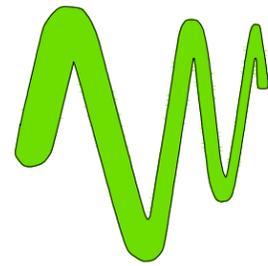
PLACING PERMITS REQUIRED:
CITY OF GRINNELL IA
FOR NEW HAND HOLE PLACEMENT IN ROW AT BUILDING LOCATION

CONSTRUCTION NOTES:

1. CABLE PLACEMENT WILL BE VIA AERIAL OVERLASH OR WITHIN EXISTING DUCT RUNS FROM BEGINNING OF PROJECT TO END OF THE PROJECT.
2. ALL HANDHOLES WILL BE PLACED AT OR BELOW FINAL GRADE.
3. DRAWINGS SCALE - 1"=50'
4. FOLLOW ALL OSHA SAFETY PRECAUTIONS
5. UNDERGROUND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE RECORDS AND FIELD OBSERVATIONS BUT ARE NOT EXACT. IT IS THE CONTRACTOR'S RESPONSIBILITY TO FIELD LOCATE ALL UNDERGROUND OBSTRUCTIONS AND UTILITIES PRIOR TO CONSTRUCTION.



| |
|---------------------------|
| PROJECT: 713392498 |
| FP GRNLIA SPAULDING LOFTS |
| EWR07758 - SD190264 |
| DATE: 6/26/2020 |
| ENGINEER: CHRIS COOK |
| FIELD ENG: JAMES REASON |
| DESIGN ENG: JAMES REASON |
| SHEET: COVER/VICINITY |



WINDSTREAM

713392498 FP GRNLIA SPAULDING LOFTS
EWR07758 - SD190264



CONTRACT DESIGN BY:



DESCRIPTION: PROJECT TO OVERLASH EXISTING WINDSTREAM AERIAL FIBER BETWEEN SPRING AND WEST ST. FIBER TO THEN BE PLACED WITHIN EXISTING DUCT RUN TO SPAULDING LOFT APARTMENTS.

PLACING PERMITS REQUIRED:
CITY OF GRINNELL IA
FOR NEW HAND HOLE PLACEMENT IN ROW AT BUILDING LOCATION

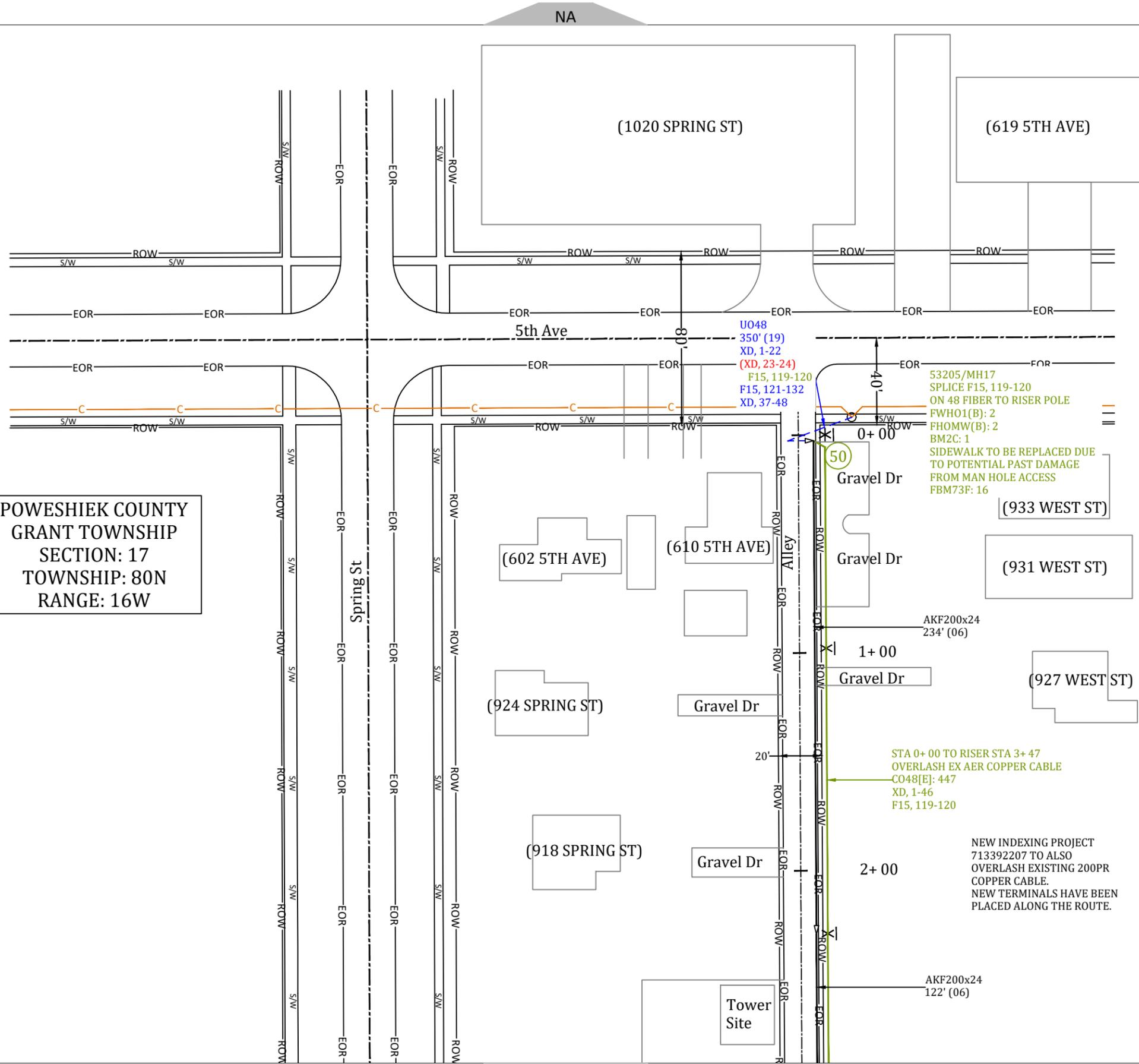
CONSTRUCTION NOTES:

1. CABLE PLACEMENT WILL BE VIA AERIAL OVERLASH OR WITHIN EXISTING DUCT RUNS FROM BEGINNING OF PROJECT TO END OF THE PROJECT.
2. ALL HANDHOLES WILL BE PLACED AT OR BELOW FINAL GRADE.
3. DRAWINGS SCALE - 1"=50'
4. FOLLOW ALL OSHA SAFETY PRECAUTIONS
5. UNDERGROUND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE RECORDS AND FIELD OBSERVATIONS BUT ARE NOT EXACT. IT IS THE CONTRACTOR'S RESPONSIBILITY TO FIELD LOCATE ALL UNDERGROUND OBSTRUCTIONS AND UTILITIES PRIOR TO CONSTRUCTION.

| WORK ORDER UNIT SUMMARY | | | | | | |
|---|-----------------|-------|-------|-------|--|-------|
| EXCHANGE NAME: GRNLIA (GRINNELL IA) | | | | | | |
| W.O. TITLE: FP GRNLIA SD190264 EWR07758 SPAULDING LOFTS | | | | | | |
| UNIT DESCRIPTION | UNIT CODE | SHT 1 | SHT 2 | SHT 3 | | TOTAL |
| TII NETWORK TECHNOLOGY 1x32 WALL MOUNT FDH (MAT ONLY) | #FDH1GRSA9B0131 | | | 2 | | 2 |
| BOND AT EXISTING FIBER SPLICE | BM2C | 1 | | | | 1 |
| OVERLASH EXISTING UTILITY WITH NEW 48 FIBER | CO48[E] | 447 | | | | 447 |
| INSTALL FDH SPLITTER (LABOR ONLY) | FBDSM (LABOR) | | | 2 | | 2 |
| PULL 24 FIBER WITHIN EXISTING DUCT | FBFO24I | | | 694 | | 694 |
| PULL 48 FIBER WITHIN EXISTING DUCT | FBFO48I | | 773 | | | 773 |
| PLACE 24X36X24 FIBER HAND HOLE | FBHF(24X36X24)T | | | 1 | | 1 |
| REPLACE CONCRETE SIDEWALK | FBM73F | 16 | | | | 16 |
| 3" x 8' RISER GUARD | FBM80PF | | 1 | | | 1 |
| FIBER OPTIC SPLICE ENCLOSURE | FHBFO(48) | | | 1 | | 1 |
| FIBER SPLICE NON-WORKING FIBER STRAND | FHO1(B) | | | 4 | | 4 |
| FIBER MAINTENANCE WINDOW FOR WORKING FIBER | FHOMW(B) | 2 | | | | 2 |
| FIBER TESTING FOR NEW SPLITTER | FHOT | | | 2 | | 2 |
| FIBER SPLICE WORKING FIBER STRAND | FWHO1(B) | 2 | | | | 2 |
| 5/8" x 8' #6 GROUND ROD | SBBM2 | | | 1 | | 1 |

PROJECT: 713392498
FP GRNLIA SPAULDING LOFTS
EWR07758 - SD190264
DATE: 6/26/2020
ENGINEER: CHRIS COOK
FIELD ENG: JAMES REASON
DESIGN ENG: JAMES REASON

SHEET: UNIT SUMMARY REPORT



POWESHIEK COUNTY
GRANT TOWNSHIP
SECTION: 17
TOWNSHIP: 80N
RANGE: 16W

NA

NA

SHEET 2



CONTRACT DESIGN BY:
PEARCE
SERVICES

| SHEET SUMMARY #1 | |
|------------------|-----|
| BM2C | 1 |
| CO48[E] | 447 |
| FBM73F | 16 |
| FHOMW(B) | 2 |
| FWHO1(B) | 2 |

CITY OF GRINNELL IA PERMIT REQUIRED

TO CO

| LEGEND | |
|--------------------------------|--|
| PROP PLACEMENT (AERIAL) | |
| PROP PLACEMENT (BURY) | |
| EXISTING BURIED FIBER | |
| EXISTING BURIED COPPER | |
| EXISTING PEDESTAL | |
| PROPOSED PEDESTAL | |
| EXISTING HAND HOLE | |
| PROPOSED HAND HOLE | |
| POWER BY OTHERS | |
| TELCO BY OTHERS | |
| GAS | |
| SANITARY/STORM BORE / NEW DUCT | |
| PLACEMENT STATIONING | |
| STATE STATIONING (IF APP) | |
| MARKER POST/LOCATE POST | |
| HYDRANT | |
| EXISTING MARKER POST | |
| TRANSFORMER | |
| CULVERT | |
| STORM SEWER REMOVAL | |
| AERIAL TERMINALS | |
| SB: FIBER TERMINAL TAILS | |

PROJECT: 713392498
FP GRNLIA SD190264 EWR07758
SPAULDING LOFTS, GRINNELL, IA
DATE: 6/26/2020
ENGINEER: CHRIS COOK
FIELD ENG: JAMES REASON
DESIGN ENG: JAMES REASON

SHEET: 1 / 3 SCALE: 1"=50'

ONE CALL UTILITY LOCATION SERVICES
IA - IOWA ONE CALL - 811 - 1-800-292-8989

U048
350' (19)
XD, 1-22
(XD, 23-24)
F15, 119-120
F15, 121-132
XD, 37-48

53205/MH17
SPLICE F15, 119-120
ON 48 FIBER TO RISER POLE
FWHO1(B): 2
FHOMW(B): 2
BM2C: 1
SIDEWALK TO BE REPLACED DUE
TO POTENTIAL PAST DAMAGE
FROM MAN HOLE ACCESS
FBM73F: 16

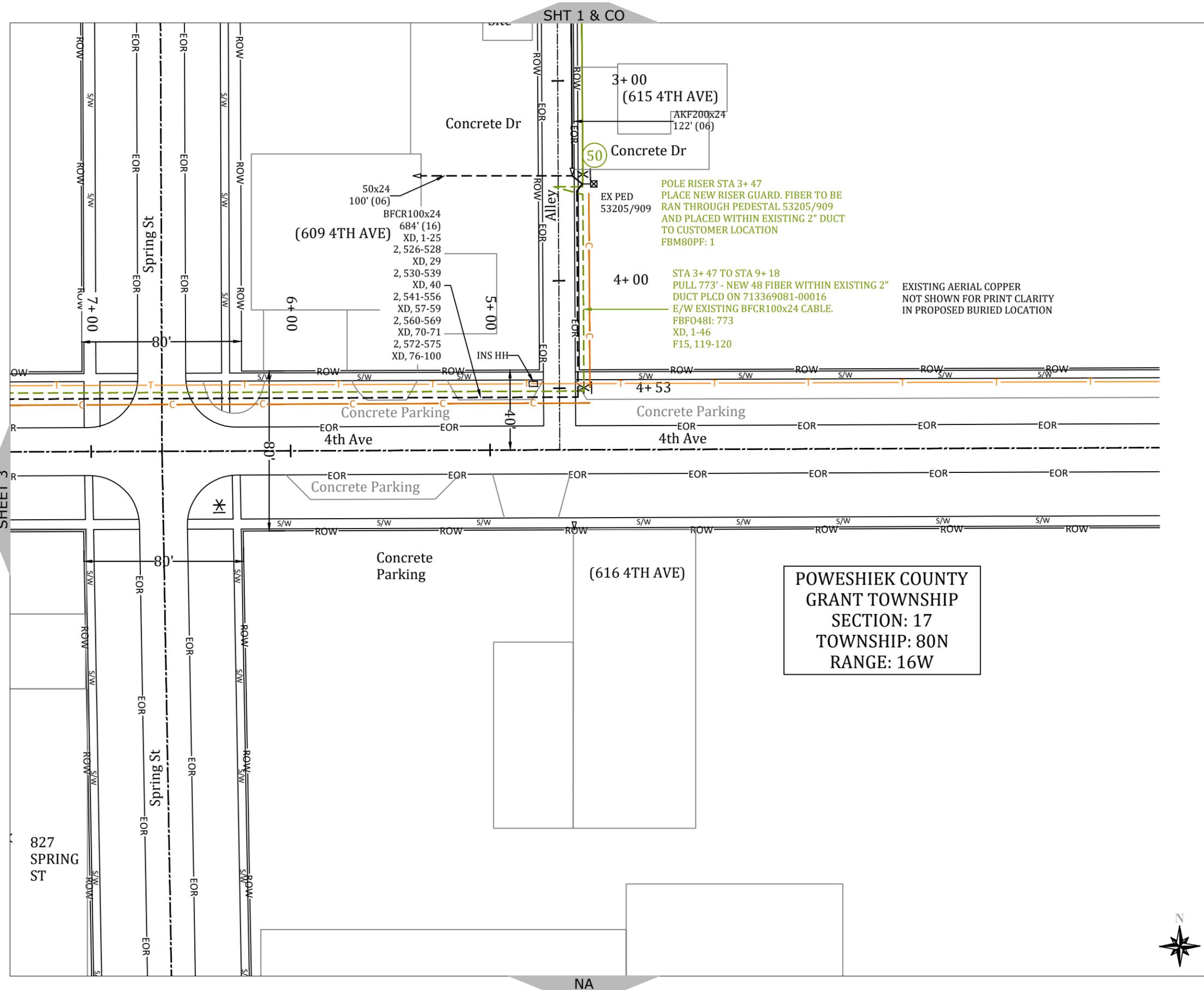
AKF200x24
234' (06)

STA 0+00 TO RISER STA 3+47
OVERLASH EX AER COPPER CABLE
CO48[E]: 447
XD, 1-46
F15, 119-120

NEW INDEXING PROJECT
713392207 TO ALSO
OVERLASH EXISTING 200PR
COPPER CABLE.
NEW TERMINALS HAVE BEEN
PLACED ALONG THE ROUTE.

AKF200x24
122' (06)

Tower Site



SHT 1 & CO

SHEET 3

POWESHIEK COUNTY
GRANT TOWNSHIP
SECTION: 17
TOWNSHIP: 80N
RANGE: 16W



CONTRACT DESIGN BY:
PEARCE SERVICES

| SHEET SUMMARY #2 | |
|------------------|-----|
| FBFO48I | 773 |
| FBM80PF | 1 |

| LEGEND | |
|--------------------------------|--|
| PROP PLACEMENT (AERIAL) | |
| PROP PLACEMENT (BURY) | |
| EXISTING BURIED FIBER | |
| EXISTING BURIED COPPER | |
| EXISTING PEDESTAL | |
| PROPOSED PEDESTAL | |
| EXISTING HAND HOLE | |
| PROPOSED HAND HOLE | |
| POWER BY OTHERS | |
| TELCO BY OTHERS | |
| GAS | |
| SANITARY/STORM BORE / NEW DUCT | |
| PLACEMENT STATIONING | |
| STATE STATIONING (IF APP) | |
| MARKER POST/LOCATE POST | |
| HYDRANT | |
| EXISTING MARKER POST | |
| TRANSFORMER | |
| CULVERT | |
| STORM SEWER REMOVAL | |
| AERIAL TERMINALS | |
| SB: FIBER TERMINAL TAILS | |

CITY OF GRINNELL IA PERMIT REQUIRED

ONE CALL UTILITY LOCATION SERVICES
IA - IOWA ONE CALL - 811 - 1-800-292-8989

PROJECT: 713392498
FP GRNLIA SD190264 EWR07758
SPAULDING LOFTS, GRINNELL, IA
DATE: 6/26/2020
ENGINEER: CHRIS COOK
FIELD ENG: JAMES REASON
DESIGN ENG: JAMES REASON
SHEET: 2 / 3 SCALE: 1"=50'

POWESHIEK COUNTY
GRANT TOWNSHIP
SECTION: 17
TOWNSHIP: 80N
RANGE: 16W

BFCR100x24
684' (16)
XD, 1-25
2, 526-528
XD, 29
2, 530-539
XD, 40
2, 541-556
XD, 57-59
2, 560-569
XD, 70-71
2, 572-575
XD, 76-100

STA 3+47 TO STA 9+18
PULL 773' - NEW 48 FIBER WITHIN EXISTING 2"
DUCT PLCD ON 713369081-00016
E/W EXISTING BFCR100x24 CABLE.
FBFO48I: SHEET 2
XD, 1-46
F15, 119-120

PLACE NEW 24x36 FIBER HAND HOLE
NEXT TO EXISTING WS PEDESTAL.
STEN: 53205/@512
FBHF(24x36x24)T: 1
SBBM2: 2
LEAVE 100' COIL IN HH
FHBFO(48): 1
FHO1(B): 2

TO BUILDING 500 4TH AVE
FROM NEW HAND HOLE:
PULL 24 FIBER WITHIN
EXISTING CUSTOMER DUCT
WITH 50PR COPPER CABLE
FBFO24I: 287
XD, 1-47
F15, 120

TERM NOT SHOWN IN
RECORDS
PER REDLINE
ON 713369081-00016
53205/512.1
-P1-3G(I)(B)-50
2, 551-556
XD, 7-9
2, 560-569
XD, 20-21
2, 572-575
XD, 26-50

PER MIRROR:
TERM 53205/512.1
PLCD ON
713369081-00016
SERVICE @
827 SPRING ST
(OTHER BUILDING
ON SITE)
2, 901-950

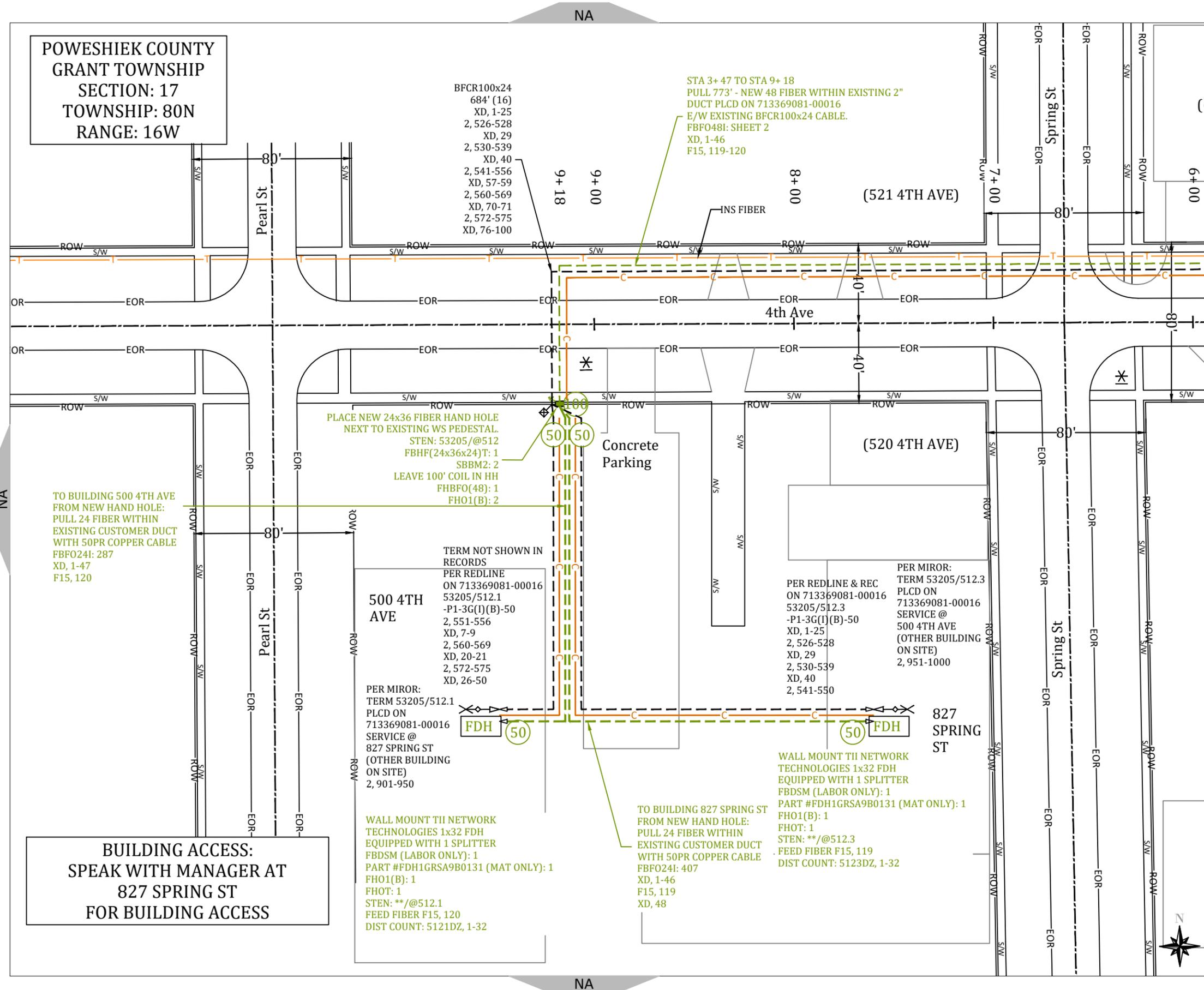
WALL MOUNT TII NETWORK
TECHNOLOGIES 1x32 FDH
EQUIPPED WITH 1 SPLITTER
FBDSM (LABOR ONLY): 1
PART #FDH1GRSA9B0131 (MAT ONLY): 1
FHO1(B): 1
FHOT: 1
STEN: **/@512.1
FEED FIBER F15, 120
DIST COUNT: 5121DZ, 1-32

PER MIRROR:
TERM 53205/512.3
PLCD ON
713369081-00016
SERVICE @
500 4TH AVE
(OTHER BUILDING
ON SITE)
2, 951-1000

WALL MOUNT TII NETWORK
TECHNOLOGIES 1x32 FDH
EQUIPPED WITH 1 SPLITTER
FBDSM (LABOR ONLY): 1
PART #FDH1GRSA9B0131 (MAT ONLY): 1
FHO1(B): 1
FHOT: 1
STEN: **/@512.3
FEED FIBER F15, 119
DIST COUNT: 5123DZ, 1-32

TO BUILDING 827 SPRING ST
FROM NEW HAND HOLE:
PULL 24 FIBER WITHIN
EXISTING CUSTOMER DUCT
WITH 50PR COPPER CABLE
FBFO24I: 407
XD, 1-46
F15, 119
XD, 48

BUILDING ACCESS:
SPEAK WITH MANAGER AT
827 SPRING ST
FOR BUILDING ACCESS



CONTRACT DESIGN BY:



SHEET SUMMARY #3

| | |
|-----------------|-----|
| #FDH1GRSA9B0131 | 2 |
| FBDSM (LABOR) | 2 |
| FBFO24I | 694 |
| FBHF(24X36X24)T | 1 |
| FHBFO(48) | 1 |
| FHO1(B) | 4 |
| FHOT | 2 |
| SBBM2 | 1 |

LEGEND

| | |
|--------------------------------|-------|
| PROP PLACEMENT (AERIAL) | --- |
| PROP PLACEMENT (BURY) | --- |
| EXISTING BURIED FIBER | --- |
| EXISTING BURIED COPPER | --- |
| EXISTING PEDESTAL | ⊠ |
| PROPOSED PEDESTAL | ⊠ |
| EXISTING HAND HOLE | ⊠ |
| PROPOSED HAND HOLE | ⊠ |
| POWER BY OTHERS | PWR |
| TELCO BY OTHERS | T |
| GAS | G |
| SANITARY/STORM BORE / NEW DUCT | SS |
| PLACEMENT STATIONING | 1+00 |
| STATE STATIONING (IF APP) | 1+00 |
| MARKER POST/LOCATE POST | BM53F |
| HYDRANT | ⊠ |
| EXISTING MARKER POST | ⊠ |
| TRANSFORMER | TR |
| CULVERT | --- |
| STORM SEWER REMOVAL | X-X |
| AERIAL TERMINALS | T |
| SB: FIBER TERMINAL TAILS | --- |

PROJECT: 713392498
FP GRNLIA SD190264 EWR07758
SPAULDING LOFTS, GRINNELL, IA
DATE: 6/26/2020
ENGINEER: CHRIS COOK
FIELD ENG: JAMES REASON
DESIGN ENG: JAMES REASON
SHEET: 3 / 3 SCALE: 1"=50'

CITY OF GRINNELL IA PERMIT REQUIRED
SHT 2 & CO
ONE CALL UTILITY LOCATION SERVICES
IA - IOWA ONE CALL - 811 - 1-800-292-8989

Parcel Lines may be up to 6' off



Ann Wingerter

From: Russ Behrens
Sent: Monday, June 22, 2020 8:29 AM
To: Ann Wingerter; Jan Anderson
Subject: FW: house by Four Winds Motel

For the next Council meeting.

Russ

From: Tod Zeman <Tod@poweshiekwater.com>
Sent: Monday, June 22, 2020 8:00 AM
To: Russ Behrens <RBehrens@grinnelliowa.gov>
Subject: house by Four Winds Motel

Good morning Russ-

We were contacted by the new owner of the home that had previously been with the Motel wanting water because the nearest line for the city was like 1600 feet east and our water line is near his driveway. So we are asking, on his behalf, if it would be possible to serve him? Thank you for the consideration. Have a great day.

Tod Zeman
Line Extension Coordinator

Poweshiek Water Association
125 Industrial Dr., PO Box 504
Brooklyn, IA 52211
641-522-7416, x102



**GRINNELL PUBLIC SAFETY COMMITTEE MEETING
MONDAY, JULY 20, 2020 AT 6:15 P.M.
VIA ZOOM**

Join Zoom Meeting

<https://zoom.us/j/95240994781?pwd=TnRkTDVxNy9EYWkrbHZ0NjR6OWpDUT09>

Meeting ID: 952 4099 4781

Password: 919059

One tap mobile

+19292056099,,95240994781#,,,,0#,,919059# US (New York)

+13017158592,,95240994781#,,,,0#,,919059# US (Germantown)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 952 4099 4781

Password: 919059

Find your local number: <https://zoom.us/u/a7Yt3ufC3>

TENTATIVE AGENDA

ROLL CALL: White (Chair), Hueftle-Worley, Davis

PERFECTING AND APPROVAL OF AGENDA:

COMMITTEE BUSINESS:

1. Consider approval of resolution approving Police Chief Recruitment contract. (See Resolution 2020-116).
2. Consider request to utilize on street parking along Main Street between 4th and 5th Avenues for seating for outdoor dining.

INQUIRIES:

ADJOURNMENT

RESOLUTION NO. 2020-116

RESOLUTION APPROVING CONTRACT WITH CAYLER CONSULTING LLC,
CARROLL, IA FOR THE RECRUITMENT OF POLICE CHIEF

WHEREAS the Police Chief, Dennis Reilly, will be retiring on December 31, 2020; and

WHEREAS the city of Grinnell desires to hire a new Police Chief by December 31, 2020; and

WHEREAS Cayler Consulting LLC is experienced in the hiring process of a police chief; and

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

Section 1. That the contract with Cayler Consulting LLC, Carroll, IA is hereby accepted in an amount not to exceed ten thousand and 00/100 dollars (\$10,000.00) plus expenses.

Section 2. The Mayor and City Clerk of the City of Grinnell, Iowa are hereby authorized and directed to execute the contract with Cayler Consulting LLC, Carroll, IA as is herein referred.

Passed this 20th day of July 2020 and signed this 20th day of July 2020.

By: _____
Mayor

Attest: _____
City Clerk



June 10, 2020

Russ Behrens, City Manager
City of Grinnell
420 4th Avenue
Grinnell, IA 50112

Dear Russ:

Thank you for your inquiry regarding the possibility of assisting you with the search and hiring process for the position of police chief for the Grinnell Police Department. This appointment will have an impact on the city and department for many years to come and it would be a pleasure to work with you in helping you search for, and assess the abilities of your selected finalists. I have attached a copy of my resume so you will have information regarding my education, training, work experience and consulting experience.

CAYLER CONSULTING, LLC provides a menu of options to assist communities in the Police Chief search and selection process. I am happy to help you with as much, or as little, of this search/hiring process as you wish. I will review the entire process in this letter but emphasize that you may pick and choose those items you want me to help you with.

In addition to the information that will be gathered in preparation for this process I will solicit the involvement of the Mayor, City Council Members, city administration, representatives of the police department and representatives of the community. Their involvement will help guide the process to select a Police Chief that is not only professionally competent, but who will fit the organization, and has the support of the representatives that assisted in the selection.

CAYLER CONSULTING, LLC conducts the advertising and recruitment of candidates and assists the City with arranging an assessment of final candidates by various stakeholder groups within the community.

PROCESS

Develop and place advertisements: I will prepare the position announcement and recommend the venues for placing the announcements, in consultation with city staff and based on previous experience. In addition, the notice of the employment opportunity is placed on professional organization websites and delivered by electronic mail to various public safety organizations and individuals in Iowa that may have interest in applying for the position. I recommend placing the announcement on the city's website as well.

Develop a Position Profile: I will interview the Mayor, City Council members, city staff, representatives of the police department, and community leaders to identify candidates that exhibit a management style compatible with the community and the department. The input received from these interviews will help me develop a "Position Profile" listing characteristics desired in the new police chief. The leadership values identified in this step will help guide the evaluation of the candidates. The participation of these representatives gives ownership of the resulting appointment, and increases the probability of success for the new chief.

Questions asked of these groups are designed to identify essential factors (traits) of an ideal candidate. These will include background, experience, education, specific skills and abilities. Additionally, these interviews are designed to help focus on the "personality" of the community and identify the characteristics most desired in a new chief that will identify him/her as a good fit for this personality. The interview results are summarized in writing and submitted for review by the appointing authority for further input and comments to CAYLER CONSULTING, LLC. Those comments will result in a final Position Profile that represents a consensus of the Council, city leadership and the community.

Review applications: I will review applications as received to assess whether or not candidates meet the minimum requirements as set by the City. At the conclusion of the application deadline the list will be screened to approximately fifteen (15) candidates who most closely meet the Position Profile. I will then present the applicants with essay questions drawn from the values identified in the Position Profile. Their responses provide the opportunity to assess the communication skills and management priorities of the applicant.

Candidates that meet the position requirements and complete the essay portion will be interviewed by telephone to clarify their professional experience and evaluate their communication skills.

Reference checks: I will conduct preliminary personal reference and employment checks on the top candidates. These are primarily telephone contacts with previous employers and references provided by the candidate. The candidates' credentials will be confirmed with the Iowa Law Enforcement Academy to validate the ability to be licensed as a police officer in Iowa.

Civil Service Commission

The Commission is charged with certifying candidates for the position of police chief. I will work with the commission to make sure that the statutory requirements are met.

CAYLER CONSULTING, LLC receives all applications for the position and selects those that meet the job description and pass an initial background evaluation. Those candidates are asked to participate in responding to essay questions drawn from issues identified in the profile analysis. The Commission is provided the resumes, background information and

essay responses and asked to create a list of no more than ten candidates for final consideration.

All applications are available for review by the city, along with my recommendations. This includes the opportunity to discuss our suggestions and reasoning with appropriate city representatives. The city will make the final determination of which applicants will continue in the process.

ASSESSMENT PHASE

Candidates selected as finalists will proceed to this phase of the process. The Mayor and City Council will select the steps utilized in this portion of the process. Up to five finalists are invited to participate in an evaluation process in Grinnell.

Required testing: Candidates will be administered tests as required by the State of Iowa and/or the Iowa Law Enforcement Academy. These tests will include physical agility testing, Iowa POST testing and Minnesota Multi-Phasic Personality Inventory Testing (MMPI – Psychological testing). Tests will vary depending on certification, etc.

Meet the community: Schedule an informal reception where the candidates and members of the community, city employees, Mayor and City Council members have the opportunity to meet. These individuals are invited to provide their impressions of the candidates to City officials and/or CAYLER CONSULTING, LLC.

Interview Panels: Interest groups interview candidates. The recommended interest groups would include up to three individual panels. The city will decide which panels to use.

- Mayor and Council Members
- Department directors
- Professional law enforcement representatives drawn from area police and sheriff's department
- Representatives from the Grinnell Police Department
- Community representatives drawn from business, school administrators, and neighborhood organizations
- Any combination of individuals from the potential groups listed above

Following these interviews, the various panels are brought together to inform the appointing authority of the observations and impressions gained during the interviews. They are not necessarily asked to rank the candidates, but to offer their thoughts to the appointing authority and elected officials regarding the candidates.

The process involves the people that will work directly with the police chief and provides them with the opportunity to have input into the process.

IOWA LAW ENFORCEMENT CERTIFICATION

Candidates certified in Iowa may move from one department to another without the physical agility and POST test. They may be required to take the Minnesota Multi-Phasic Personality Inventory (MMPI) if they have not done so within the previous 12 months, and come from outside the department.

Out-of-state candidates are required to pass the physical agility (within one year of appointment), MMPI and POST test. CAYLER CONSULTING, LLC is certified to administer all three of these tests as needed or desired. Out of state candidates must be certified by another state to obtain Iowa Certification without attending the academy. Federal agency certification, such as FBI, is not accepted by the Iowa Law Enforcement Academy for certification of law enforcement positions. However, ILEA has developed a waiver process to address this issue.

Once a final candidate has been selected, CAYLER CONSULTING, LLC will do the following:

Background check: I will conduct a thorough background check including criminal, credit, driving and personal background history of the selected candidate.

Employment offer: Provide assistance in the offer of employment to the selected candidate, including the development and negotiation of the wage and benefit package.

Employment Agreement: I can provide sample employment agreements and/or assist the City with drafting an employment agreement with the selected candidate.

Fees:

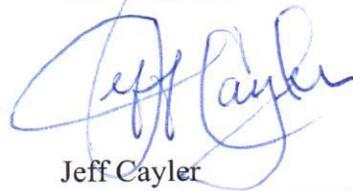
I would offer the following options:

1. My normal hourly rate for consulting services is \$150 per hour. Since Grinnell is a previous customer, I am prepared to offer the discounted rate of \$125 per hour. If you would like me to conduct the recruitment and advertising portion of your search as well as coordinating the items as listed above (and/or from the list below), I would propose a not to exceed amount of \$10,000, plus expenses. The city would also bear any approved costs for advertising. I will provide a weekly Activity and Expense report throughout the process.
2. If you elect to conduct the recruitment/advertising/assessment or any other portions of this process yourself, but still need assistance in coordinating any other aspects of the process, I would simply bill you on an hourly basis, plus expenses. I have included a list of potential services at the end of this letter.

I would be happy to discuss these options in greater detail if you wish. I have provided a short list of references toward the end of this series of documents.

Again, thank you for allowing me to offer this proposal. Certainly, if you have any questions, do not hesitate to contact me.

Best Regards,

A handwritten signature in blue ink, appearing to read "Jeff Cayler". The signature is fluid and cursive, with the first name "Jeff" and last name "Cayler" clearly distinguishable.

Jeff Cayler
Chief of Police (retired)
Cayler Consulting, LLC

Other Professional Services Available

If the City elects to conduct various portions of the recruitment/selection process itself, I would still be able to assist your city with any of the items shown below. These services would be billed on an hourly basis, plus expenses.

- Assist in establishing timeline for recruitment, screening, testing, etc.
- Sample advertisements, public notice, and position announcement
- Sample job descriptions
- Sample employment agreement
- Physical agility research and letter to candidates
- Review of resumes and credentials
- Screen applicants; correspond with, speak to applicants
- Write finalist and "Dear John" letters
- Call finalists
- MMPI, POST and physical agility test administration
- Research on Iowa certification for non-certified candidates
- Assisting with the development of the timeline for recruitment/advertising, screening, testing, background check, hiring and start date
- Provide counsel and direction on State of Iowa hiring requirements
- Coordinate "meet and greet events"
- Arrange and facilitate interviews with other city staff, elected officials, department members and other appropriate groups
- Conduct background check on selected candidate(s)
- Other related services as requested

References

Aaron Adams, City Manager
City of Knoxville
(641) 205-1202
aadams@knoxvilleia.gov

Mayor John Slight
City of Boone
(515) 298-0804
john@patclemons.com

Sam Kooiker, City Manager
City of Sheldon
(712) 324-4651
sam@cityofsheldon.com

Chief Jeremy Logan
Oelwein Police Department
(319) 283-4311
jlogan@oelweinpolice.org

Perry Buffington, Human Resource Director
City of Mason City
(641) 424-7130
pbuffington@masoncity.net

Mike Funke, Human Resource/Risk Manager
City of Coralville
(319) 248-1700
mfunke@coralville.org

Karen Jennings, Human Resource Administrator
City of Iowa City
(319) 356-5025
Karen-jennings@iowa-city.org

Mayor Dick Kirchoff
City of LeMars
(712) 299-0794
dkirchoff@lemarsiowa.com

Chad Bird, City Manager
City of Decorah
(563) 277-5140
citymanager@decorahia.org

JEFF CAYLER

1326 Amy Avenue Carroll, IA 51401 712-830-3794 jeff.cayler@gmail.com

EDUCATION

Master of Science, Criminal Justice Administration, Central Missouri State University
(4.0 G.P.A.)

Bachelor of Arts, Sociology/Criminal Justice, University of Iowa

PROFESSIONAL EXPERIENCE

Chief of Police (2/24/85 – 6/8/15) – City of Carroll, Iowa

Carroll City/County Communications Administrator (2/24/85 – 1/28/13)

Sergeant/Patrol Supervisor (7/1/83 – 2/24/85), City of Carroll, Iowa

Patrol Officer (6/1/81 – 7/1/83), City of Carroll, Iowa

Adjunct Professor of Criminal Justice, Buena Vista University, 8/00 – 12/12

HONORS/ AWARDS

McCartney Award, Iowa Law Enforcement Academy, 1981

Named to the Outstanding College Students of America, 1988

Named one of the Outstanding Graduates of the Department of Criminal Justice
Administration, Central Missouri State University, 1988

Rotary Club Human Services/Non-Profit Award (“for exemplifying Rotary’s ideal of
service in the workplace”).

ORGANIZATIONS

International Association of Chiefs of Police, Life Member

Iowa Police Chiefs Association (past Vice President and President, ‘96 - ‘00)

Iowa State Police Officers’ Association

Iowa Association of Chiefs of Police & Peace Officers

Chairman, Carroll County E-911 Service Board

Chairman, Carroll County Emergency Management Commission

Board of Directors, Second Judicial District, Dept. of Correctional Services

Chairman, Region V Drug Task Force ‘97 – ‘99, ‘00 – ‘06

Chair, Iowa Community Assurance Pool, Law Enf. Advisory Board, ‘00 – ‘08

Iowa Mun. Workers Comp. Assoc., Loss Control Advisory Board, ‘00 – ‘15

Advisory Board Member (North-Central Region), Criminal Justice Information

Systems (F.B.I., C.J.I.S. Division), United States Dept. of Justice, ‘96–‘98, ‘01– ‘06

National Advisory Policy Board Member, Criminal Justice Information Systems (F.B.I.,

C.J.I.S. Division), United States Department of Justice, ‘96 – ‘98

**GRINNELL POLICE CHIEF SEARCH CALENDAR
06-11-20**

Grinnell City Council approves resolution hiring Cayler Consulting to assist with Police Chief Search.

- August 24 - 28 Initial interviews of stakeholders in Grinnell. Information will be used to draft Position Profile Document. Draft and submit Position Profile document to City. Finalize job posting and placement of advertisements. Application deadline of September 30, 2020.
- August 28 – Sept. 4 Begin reviewing application documents from candidates as received. Begin screening, conducting basic internet checks on candidates.
- September 4 – 30 Continue review of applications as received. Finalize testing/interview dates. Draft interview questions, identify interview panels, select panelists. Select possible testing and interview dates and location.
- September 30 Application process closes at 4:00 p.m.
- October 2 – 4 Finish evaluating candidates to determine which meet the minimum qualifications.
- October 5 – 9 Provide City with resumes and application materials of selected candidates. Invite selected finalists to submit responses to Candidate Screening Questions. Responses due back October 12. Conduct preliminary internet background and reference checks.
- October 12 – 16 Evaluate responses to Candidate Screening Questions; conduct telephone interviews with selected candidates.

| | |
|-----------------|--|
| October 19 – 23 | Cayler Consulting will meet and/or confer with City representatives to reduce list no more than 5 to invite to Grinnell for interviews. Might consider 1 - 2 alternates in the event any of the selected finalists withdraw. |
| October 21 – 23 | Five finalists notified and invited to Grinnell for testing/interviews November 6 – 7. Names of finalists to be released sometime in next two weeks. Short bios to be included. |
| November 6 | Candidates requiring POST, MMPI and/or physical agility testing will be tested on this date. Public reception to be held late afternoon/early evening of this day/date. |
| November 7 | In the beginning of the day, all the Candidates will be in the same room with all the panelists, and will have 7 minutes each to share their backgrounds. Candidates will then rotate through three interview panels. Select top candidate(s). |
| November 7 | Conditional offer of employment extended |
| November 7 – 11 | Complete background investigation |
| November 16 | Council approves appointment |
| December 21 | Selected candidate sworn in, begins employment and attends first City Council meeting. |



**GRINNELL PLANNING COMMITTEE MEETING
MONDAY, JULY 20, 2020 **No Meeting**
VIA ZOOM**

Join Zoom Meeting

TENTATIVE AGENDA

ROLL CALL: Bly (Chair), Davis, Gaard.

PERFECTING AND APPROVAL OF AGENDA

COMMITTEE BUSINESS:

No Meeting

INQUIRIES:

ADJOURNMENT: