



City of LeClaire, Iowa
City Council – Committee of the Whole
Meeting Agenda
Tuesday, January 3, 2023 – 6:00 p.m.
(Immediately following the City Council Meeting)
Council Chambers
325 Wisconsin St
LeClaire, IA
[Electronic Attendance Link](#)

City Council

Mayor Dennis Gerard
Amy Blair
Bill Bloom
Sara Gravert
Barry Long, Mayor Pro Tem
Ryan Salvador

I. Call to Order with Roll Call

II. Discussion Items:

- A. Council Budget Goals
Dennis Bockenstedt, City Administrator
- B. Urban Renewal Area Application – 423 N. Cody Road
Dennis Bockenstedt, City Administrator
- C. Urban Renewal Area Application – 214 N. Cody Road
Dennis Bockenstedt, City Administrator
- D. I-80 Mississippi River Bridge Replacement Final Comments
Dennis Bockenstedt, City Administrator
- E. Wastewater Treatment Plant Staffing Issues
Dennis Bockenstedt, City Administrator
- F. Non-Union Pay Plan/Salary Resolution
Dennis Bockenstedt, City Administrator

III. Adjournment

Title VI Notice to the Public

It is the policy of the City of LeClaire to assure full compliance with Title VI of the Civil Rights Act of 1964. Related statutes and regulations provide that no person shall on the basis of race, color, national origin, gender, age or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity conducted by the City. Any person who believes that they are being denied participation in a project, being denied benefits of a program, or otherwise being discriminated against because of race, color, national origin, gender, age, or disability, may contact the City Administrator for the City of LeClaire at (563)-289-6004.

PROJECT APPLICATION FORM
FOR TAX EXEMPTIONS UNDER THE
LECLAIRE URBAN REVITALIZATION PROGRAM

(Please Print or Type)

1. DATE OF APPLICATION: 12/27/2022

2. NAME(S) OF APPLICANT(S): Rodney and Kimberly Collier Root 67 LLC

ADDRESS(ES): 423 N. Coly Ro

(Now 423-425-427-429 N. Coly Ro)

PHONE #(s): 563-289-5448 (Rodney) 563-370-7467 (Kim)

3. U.R.A. TRACT: _____ U.R.A. PARCEL #: 9535371-ML4

Legal DAVENPORT and ROBERT'S DAVENPORT and ROBERT'S Description:

PT Mill Lot E. OF R.R.

4. DETAILED DESCRIPTION OF IMPROVEMENTS: (Attach copy of City Building Permit):

- 1995 Building - 1950 addition to South Side -
 - Renovation of building to include: new Rubber Roof with 3" insulation, windows, doors, HVAC, plumbing, FACIA, PAINT, electrical, drywall. FINISHED OCT 18, 2022.
- Four new Retail businesses opened.

5. ESTIMATED OR ACTUAL COST OF IMPROVEMENTS AT TIME OF APPLICATION:
\$ 190,000

6. ESTIMATED OR ACTUAL DATE OF PHASED OR TOTAL COMPLETION (SPECIFY):
10-18-2022

7. LIST OF ANY CURRENT TENANTS AND ADDRESSES AND PHONE NUMBERS, (IF APPLICABLE) WITHIN THE PROJECT SITE(S) UNDER CONSIDERATION:

- 423 N. Cody Rd - Cody Rose Flower Co.
- 425 N. Cody Rd - The Clothing Co.
- 427 N. Cody Rd - The Next General Store
- 429 N. Cody Rd Buttercupp Candles.

8. AVAILABLE EXEMPTION SCHEDULES (Check One):

Residential - All qualified real estate assessed as residential property is eligible to receive a one hundred percent (100%) exemption from taxation on the first \$75,000 of actual value added by eligible improvements. The exemption is for a period of five (5) years.

Residential with Three or More Separate Dwelling Units All qualified real estate assessed as residential property under Iowa Code Section 441.21(14)(a)(6) on or after January 1, 2022, having three or more separate dwelling units, is eligible to receive a one hundred percent (100%) exemption from taxation on the actual value added by eligible improvements. The exemption is for a period of ten (10) years.

Commercial or Industrial (Option A) All qualified real estate assessed as commercial or industrial property is eligible to receive a one hundred percent (100%) exemption from taxation on the actual value added by eligible improvements. The exemption is for a period of three (3) years

Commercial or Industrial (Option B) All qualified real estate assessed as commercial or industrial is eligible to receive, for a period of ten (10) years, an exemption from taxation on a declining percentage of the actual value added by improvements under the following schedule:

- i. For the first year, eighty percent (80%) of the actual value added
- ii. For the second year, seventy percent (70%) of the actual value added
- iii. For the third year, sixty percent (60%) of the actual value added
- iv. For the fourth year, fifty percent (50%) of the actual value added
- v. For the fifth year, forty percent (40%) of the actual value added
- vi. For the sixth year, forty percent (40%) of the actual value added
- vii. For the seventh year, thirty percent (30%) of the actual value added
- viii. For the eighth year, thirty percent (30%) of the actual value added
- ix. For the ninth year, twenty percent (20%) of the actual value added
- x. For the tenth year, twenty percent (20%) of the actual value added

9. DO YOU PROPOSE TO USE INDUSTRIAL DEVELOPMENT REVENUE BOND FINANCING IN CONJUNCTION WITH THE ABOVE-LISTED TAX EXEMPTION CHOSEN?

YES _____

NO _____

10. (IF APPLICABLE) (WERE) OR (WILL) ANY TENANTS BE DISPLACED DUE TO THE IMPROVEMENTS THAT (HAVE BEEN) OR (WILL BE) MADE?

YES _____ NO X

11. HAS RELOCATION COMPENSATION BEEN PROVIDED TO THEM? IF SO, HOW MUCH?

N/A

12. I (WE), Rodney Collier Kimberly Collier
(list any and all applicants)

THE UNDERSIGNED, DO HEREBY STATE, THAT I HAVE READ THIS APPLICATION PACKET IN ITS ENTIRETY; THAT I UNDERSTAND THE DUTIES AND OBLIGATIONS OF PROVIDING RELOCATION COMPENSATION, AS SPELLED OUT HEREIN, TO ANY TENANTS DISPLACED BY THIS ACTION; THAT, TO THE BEST OF MY KNOWLEDGE, THE PROPOSED REAL ESTATE DOES MEET THE ELIGIBILITY REQUIREMENTS AS SPELLED OUT HEREIN; AND THAT ALL OF THE ABOVE-LISTED INFORMATION THAT I HAVE PROVIDED IS TRUE AND CORRECT.

Rodney Collier
(Signature of Applicant)

Kimberly K. Collier
(Signature of Applicant)

(CITY AND COUNTY USE ONLY)

Preliminary Application Approval Date and Resolution #: _____
(if applicable)

Date Application Reviewed by City Council: _____

Formal Application Approval Date and Resolution #: _____

Exemption Option Chosen: _____

Transmitted to County Assessor: _____

County Assessor Approval: _____

Rejection: _____

(Reasons for Rejection): _____

Certificate of Occupancy

PLANNING AND DEVELOPMENT
SCOTT COUNTY, IOWA

Permit Number: LC07225
Permit Issued: August 19, 2022
Occupancy Classification: MFD

Owner: COLLIER, RODNEY
PO BOX 623
LeClaire, IA 52753

Property Address:
423 NORTH CODY ROAD
LeClaire, IA 52753

Contractor: INGLEBY CONSTRUCTION
285 MADISON DRIVE
LeClaire, IA 52753

Legal Description: DAVENPORT & ROGER'S DAVENPORT & ROGER'S PT MILL LOT E OF R.R.
DAVENPORT 'ROGER'S PT MILL LOT E OF R.R.
Description: REMODEL OF EXISTING SHELL TO CREATE 4 UNITS, TO INCLUDE ROOF AND SIDING,
ALL PER CODE

THE ABOVE WAS INSPECTED AND TO THE
BEST OF MY KNOWLEDGE CONFORMS TO ALL
REQUIREMENTS OF THE SCOTT COUNTY
BUILDING DEPARTMENT

Robert W. Beck 10-13-22
DATE

IF BUILDING PLANS WERE SUBMITTED, ONE SET
WILL BE KEPT ON FILE FOR 90 DAYS

PROJECT APPLICATION FORM
FOR TAX EXEMPTIONS UNDER THE
LECLAIRE URBAN REVITALIZATION PROGRAM

(Please Print or Type)

1. DATE OF APPLICATION: 12-27-22

2. NAME(S) OF APPLICANT(S): Rodney and Kimberly Collier

ADDRESS(ES): 214 N. Cobb Rd
Leclaire, IA 52753

PHONE #(s): 563-289-5448 (Rodney) 563-370-7367 (Kim)

3. U.R.A. TRACT: _____ U.R.A. PARCEL #: 95356091017

Legal Grasshoppers 1st ADD Lot: 001 Grasshoppers Description:

1ST ADD LOTS 1 and 2 and Lot 1 BLK 7

* Built on open/vacant Lot 1

4. DETAILED DESCRIPTION OF IMPROVEMENTS: (Attach copy of City Building Permit):

New home construction/build - two story - 3600 sq Ft

Residential home

5. ESTIMATED OR ACTUAL COST OF IMPROVEMENTS AT TIME OF APPLICATION:

\$1,000

6. ESTIMATED OR ACTUAL DATE OF PHASED OR TOTAL COMPLETION (SPECIFY):

1-16-23

7. LIST OF ANY CURRENT TENANTS AND ADDRESSES AND PHONE NUMBERS, (IF APPLICABLE) WITHIN THE PROJECT SITE(S) UNDER CONSIDERATION:

N/A New build

8. AVAILABLE EXEMPTION SCHEDULES (Check One):

Residential - All qualified real estate assessed as residential property is eligible to receive a one hundred percent (100%) exemption from taxation on the first \$75,000 of actual value added by eligible improvements. The exemption is for a period of five (5) years.

Residential with Three or More Separate Dwelling Units All qualified real estate assessed as residential property under Iowa Code Section 441.21(14)(a)(6) on or after January 1, 2022, having three or more separate dwelling units, is eligible to receive a one hundred percent (100%) exemption from taxation on the actual value added by eligible improvements. The exemption is for a period of ten (10) years.

Commercial or Industrial (Option A) All qualified real estate assessed as commercial or industrial property is eligible to receive a one hundred percent (100%) exemption from taxation on the actual value added by eligible improvements. The exemption is for a period of three (3) years

Commercial or Industrial (Option B) All qualified real estate assessed as commercial or industrial is eligible to receive, for a period of ten (10) years, an exemption from taxation on a declining percentage of the actual value added by improvements under the following schedule:

- i. For the first year, eighty percent (80%) of the actual value added
- ii. For the second year, seventy percent (70%) of the actual value added
- iii. For the third year, sixty percent (60%) of the actual value added
- iv. For the fourth year, fifty percent (50%) of the actual value added
- v. For the fifth year, forty percent (40%) of the actual value added
- vi. For the sixth year, forty percent (40%) of the actual value added
- vii. For the seventh year, thirty percent (30%) of the actual value added
- viii. For the eighth year, thirty percent (30%) of the actual value added
- ix. For the ninth year, twenty percent (20%) of the actual value added
- x. For the tenth year, twenty percent (20%) of the actual value added

9. DO YOU PROPOSE TO USE INDUSTRIAL DEVELOPMENT REVENUE BOND FINANCING IN CONJUNCTION WITH THE ABOVE-LISTED TAX EXEMPTION CHOSEN?

YES _____ NO

10. (IF APPLICABLE) (WERE) OR (WILL) ANY TENANTS BE DISPLACED DUE TO THE IMPROVEMENTS THAT (HAVE BEEN) OR (WILL BE) MADE?

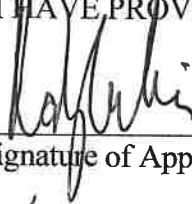
YES _____ NO X

11. HAS RELOCATION COMPENSATION BEEN PROVIDED TO THEM? IF SO, HOW MUCH?

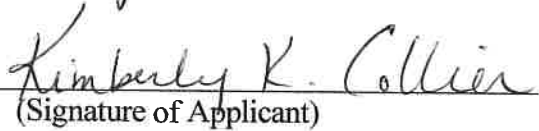
N/A

12. I (WE), Madina and Kimberly Collier
(list any and all applicants)

THE UNDERSIGNED, DO HEREBY STATE, THAT I HAVE READ THIS APPLICATION PACKET IN ITS ENTIRETY; THAT I UNDERSTAND THE DUTIES AND OBLIGATIONS OF PROVIDING RELOCATION COMPENSATION, AS SPELLED OUT HEREIN, TO ANY TENANTS DISPLACED BY THIS ACTION; THAT, TO THE BEST OF MY KNOWLEDGE, THE PROPOSED REAL ESTATE DOES MEET THE ELIGIBILITY REQUIREMENTS AS SPELLED OUT HEREIN; AND THAT ALL OF THE ABOVE-LISTED INFORMATION THAT I HAVE PROVIDED IS TRUE AND CORRECT.



(Signature of Applicant)



(Signature of Applicant)

(CITY AND COUNTY USE ONLY)

Preliminary Application Approval Date and Resolution #: _____
(if applicable)

Date Application Reviewed by City Council: _____

Formal Application Approval Date and Resolution #: _____

Exemption Option Chosen: _____

Transmitted to County Assessor: _____

County Assessor Approval: _____

Rejection: _____

(Reasons for Rejection): _____



CITY OF LECLAIRE, IOWA

325 WISCONSIN STREET
LECLAIRE, IOWA 52753

TEL: (563)-289-4242 EXT. #1104
WWW.LECLAIREIOWA.GOV

FAX: (563)-289-6014
DBOCKENSTEDT@LECLAIREIOWA.GOV

DATE: January 3, 2022

TO: Illinois Department of Transportation

FROM: City of LeClaire City Council

RE: Submission of Comments – I-80 Mississippi River Bridge – Final Alternatives

The City of LeClaire, Iowa respectfully submits the following comments regarding the Interstate 80 Mississippi River Bridge replacement project regarding the final four proposed alternatives (2 – 5).

City of LeClaire Project Goals:

1. To minimize impact on area businesses and residents
2. To see the fewest properties as possible acquired and removed
3. To keep maximum access open to US67 and the City's business districts during construction
4. To integrate transportation alternates into the I-80 corridor

Alternative 2: Replaces Bridge 50 feet to the East

Impact: This alternative requires the most ROW acres and requires the acquisition of four properties due to the new bridge footprint. It also requires the relocation of the City's sanitary sewer lift station. This option has a construction time of 4.5 years.

Major Con: This alternative would eliminate two homes and two businesses including Markman Peat and Les Baer.

City Position: The City is not supportive of this option due to the properties that would need to be taken. If this alternative's footprint could be reduced to take fewer properties, the City would find this option acceptable.

Alternative 3: Replaces Bridge 50 feet to the West

Impact: This alternative requires the second most ROW acres and requires the acquisition of six residential properties due to the new bridge footprint. It does not require the relocation of the City's sanitary sewer lift station, however. This option also has a construction time of 4.5 years.

Major Con: This alternative requires the acquisition and removal of six homes.

City Position: The City is supportive of this option, because it has a shorter construction time and does not remove any commercial properties; however, the City would like to see the footprint for this alternative adjusted to reduce the number of properties that must be removed.

Alternative 4: Companion Bridges are built 20 feet to the East

Impact: This alternative utilizes the fewest ROW acres; however, it still requires the acquisition and removal of one residential property and two commercial properties. It also has a longer construction time of 6.5 years and requires the relocation of the sanitary sewer lift station.

Major Con: Alternative four would take 6.5 years to construct and it requires the removal of two commercial properties including Markman Peat and Les Baer.

City Position: The City is not supportive of this option due to the properties that would need to be taken. If this alternative's footprint could be reduced to take fewer properties, the City would find this option acceptable.

Alternative 5: Companion Bridges are built 20 feet to the West

Impact: This alternative utilizes one more acre of ROW than Alternative 4. It also requires the removal two residential properties and one commercial property, but it does not require the relocation of the sanitary sewer lift station. The construction time on this option is 6.5 years.

Major Con: The alternative would take 6.5 years to construct and require removal of two residential properties and one commercial property, Markman Peat.

City Position: The City is not supportive of this option due to the properties that would need to be taken. If this alternative's footprint could be reduced to take fewer properties, the City would find this option acceptable.

Other:

The City would like to have a multi-use trail across the I-80 Mississippi River bridge to connect the Grand Illinois Trail and the Mississippi River Trail included in the project scope.

The City would like to have a multi-use trail across the 35th Street bridge to connect city trails that are on either side included in the project scope.

City Position: The City would like the project scope to include the addition of multi-use trails in this corridor to improve access for alternate methods of transportation including a means to cross the Mississippi River which does not exist today. It also improves recreational opportunities and healthier lifestyles by connecting bicycle and pedestrian trails that extend throughout the metro area. It also adds improved transportation routes for those that cannot afford a vehicle or cannot drive a vehicle.

Conclusion:

The final four alternatives presented regarding the replacement and possible relocation of the Interstate 80 Mississippi River bridge have many similarities. The two primary criteria for City consideration are 1) the length of time of the construction, and 2) the number and quality of properties to be removed.

After reviewing those alternatives and the City's goals for the project, **the City would prefer Alternative 3 due to the shorter time frame and no removal of commercial properties; however, the City would like to see the IDOT continue to work to reduce the number of properties that must be removed. The City has concerns about the removal of properties that are on the fringe of the project area and would like to see other mitigation considered such as sound or safety barriers or fences.**

The City of LeClaire would also prefer to see that the reconstruction of the I-80 bridge corridor integrate multi-use trail options across the Mississippi River and across the 35th Street overpass. This would provide residents of the City and the metro area pedestrian and bicycle transportation options through those corridors that provide no options at the current time.

PUBLIC WORKS TECHNICIAN - GRADE I

1. GENERAL PURPOSE:

Performs a variety of skilled, semi-skilled, and unskilled maintenance work and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water, sewer, street, storm drainage, parks, and other public facilities, systems, equipment, and structures.

2. SUPERVISION RECEIVED:

Works under the general supervision of the Public Works Supervisor.

3. SUPERVISION EXERCISED:

May, on occasion, supervise subordinate public works technicians, part-time, temporary, seasonal employees, all as assigned by the Public Works Supervisor.

4. APPOINTING AUTHORITY:

City Administrator

5. ASSIGNED HOURS:

Normal hours will be Monday through Friday, 7:00 a.m. to 3:30 p.m. Some weekend work on occasions is required and is possible on an "as-needed" and approved, basis. Some overtime may be offered and required, on an "as-needed" and approved, basis.

6. WORK LOCATION:

City-Wide

7. AFFILIATED CLASSIFICATIONS:

1) FLSA: Non-exempt 2) AFSCME UNION: Bargaining Unit Position

8. ESSENTIAL DUTIES AND RESPONSIBILITIES:

Implements construction, maintenance, operation activities, and work designed to provide quality water, sewer, street, drainage, and other public services for the City.

Submits or logs onto daily/weekly time/work-activity sheets as required.

Performs skilled maintenance operations requiring specialized training and experience which includes the operation of heavy maintenance equipment.

Performs preventative maintenance and repairs of City equipment and facilities.

Conducts laboratory analysis of wastewater, sludge, and effluent samples to provide data for the efficient operation of the wastewater treatment plant, pumping, and collection systems.

Cleans sewers and intakes; applies and tamps patching materials to pavement holes; spreads gravel; loads and unloads materials and equipment; operates a snow plow; spreads sand and salt on road surfaces; operates vehicles from pick-up trucks to tractors as required; mows weeds and grass in the right-of-way and parks; raises and lowers manholes and performs the masonry work involved; builds simple forms and performs various concrete work, and occasionally reads water meters as needed.

Operates and maintains light, medium, and heavy-duty type maintenance equipment which may include the following: motor grader, backhoe, dozer and end loader, dump truck; air compressor; stationary machines and pumps; operates and maintains sanitary sewer lift stations; and operates and maintains wells, pumps and controls for the water system. Also operates and maintains light, medium, and heavy-duty type construction and power equipment, such as a mechanized broom, jetter/sludge injector truck, backhoe/loader, air compressor, stationary machines and pumps, mowers, etc.

Operates and maintains the sewage treatment and water systems to insure compliance with any and all State and Federal guidelines governing such systems within required parameters and standards.

Performs a variety of other skilled or related work as directed or required.

Serves as sewage treatment plant operator.

Checks oil, coolant, etc., on equipment before operation; operates equipment and tools in such a manner as to minimize the potential for injury to himself/herself, to fellow workers, to property and equipment.

Reports damage or major maintenance requirements of equipment or facilities as soon as possible to the Public Works Supervisor.

Composes, completes, and maintains a variety of reports and records relating to work activities, equipment, supplies, and operations of the department, as required.

Provides recommendations regarding improvements and acquisitions necessary for the efficient and effective operations of the City to the Public Works Supervisor.

Maintains harmony among subordinates and resolves differences.

Maintains and updates location records of infrastructure facilities.

Assists in the coordination of the disposition of used and surplus City property.

On occasion, assists in the training of other City personnel in public works construction and maintenance techniques.

Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools.

Installs and maintains traffic control devices to assure compliance with the

Manual on Uniform Traffic Control Devices, (MUTCD).

Performs routine work including the use of some skills acquired by experience and on-the-job instruction.

Monitors the performance of all equipment, gauges, and charts in the water and wastewater treatment systems; records statistical data concerning utility systems operations; maintains, operates, repairs, and replaces utility equipment as necessary; charts lab test results for trend analysis and maintains accurate records of analyses and test results; evaluates data and writes reports as required.

Operates, maintains, and repairs malfunctions at the wastewater and water systems; repairs gauges, pumps, filters, and other controls and equipment.

Collects samples and identifies concentrations of chemical, physical, or biological characteristics of water and wastewater required in accordance with local, State, and Federal requirements; gathers and tests samples for system efficiency reports as required.

Performs quality control tests on lab equipment and lab analyses; evaluates procedures and results for accuracy and determines appropriate methods.

Maintains system operations to assure operations within required parameters and standards.

Trains and assists lesser skilled technicians in all aspects of the public works department's operations as needed.

Contains and properly disposes of hazardous wastes generated by the department's operations.

Operates and maintains the systems wells, towers, pumping stations; cleans wet wells and bar screens.

Calibrates, modifies, or repairs instrumentation and control equipment including recorders, flow meters, and other such equipment.

Monitors and reports on the performance of system electrical components, circuits, and equipment.

Coordinates and assists other utilities in the location of City utility systems.

Inspects and/or repairs chlorine pumps, booster pumps, meters, streets, drainage systems and sewer system at specified intervals to insure that all aspects of the systems are functioning properly.

Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, etc.

Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor, and/or institutes and takes corrective actions.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel, sand, etc.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Performs all duties in conformance to appropriate safety and security standards.

Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.

Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services, fire hydrants and drinking fountains; assists in shutting off broken sections of water mains.

Services water supply, sewer lift and other pumps.

Assists in the training of subordinate employees to increase their skills in the maintenance, construction and repair of water, sewer, street and storm drainage facilities.

Operates a variety of power construction and maintenance equipment used in the water, sewer and street department.

Assists with the planning, scheduling and implementation of construction, maintenance, and operation and construction activities designed to provide quality water, sewer, street and drainage service for the city.

Plans, carries out and evaluates preventive maintenance schedules for all vehicles and mechanical equipment, either personally, or through outside vendors.

Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools.

Tests, services and repairs vehicles and mechanical equipment.

Inspects, adjusts and replaces necessary mechanical units and related parts in the performance of repair and maintenance work.

Cuts and welds metal.

Changes and repairs tires and tubes within equipment capabilities.

Evaluates status of mechanical equipment and vehicles, and performs or schedules needed repairs.

Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement.

Develops shop procedures and budget data for the maintenance and repair of vehicles and mechanical systems.

Purchases equipment, parts, and supplies used for vehicle and mechanical system maintenance.

Provides emergency field assistance to disabled City equipment as needed and appropriate.

Assists in the preparation of bid specifications for vehicles and mechanical equipment.

Maintains records, prepares reports and other specialized maintenance records of equipment and mechanical equipment as required.

9. PERIPHERAL DUTIES:

Serves on various employee or other committees as assigned.

May on occasion be called upon to respond to officials or public requests for information regarding the operations of the department or to attend meetings where such is discussed.

THE DUTIES LISTED ABOVE IN SECTIONS 8 & 9 ARE INTENDED ONLY AS ILLUSTRATIONS OF THE VARIOUS TYPES OF WORK THAT MAY BE PERFORMED UNDER THIS CLASSIFICATION. THE OMISSION OF SPECIFIC STATEMENTS OF DUTIES DOES NOT EXCLUDE THEM FROM THE CLASSIFICATION IF THE WORK IS SIMILAR OR A LOGICAL EXTENSION OF THE DUTIES OF THE CLASSIFICATION, PROVIDED THE EMPLOYEE HAS BEEN PROPERLY TRAINED TO PERFORM THE DUTIES.

10. DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Graduation from high school or GED equivalent; and,
- (B) At least (8) years of directly related public works City service; and,
- (C) Must have served at least (4) years at a PWT - II level; and,
- (D) Must possess valid Iowa Grade II Wastewater and Iowa Grade I Water Operator's Certifications.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction, and repair activities associated with public works operations.
- (B) Some skill understanding in reading and interpreting construction drawings, plans, and specifications.
- (C) Skill in operation of listed tools and equipment.
- (D) Must be able to speak and write fluently in the English language.
- (E) Ability to accurately prepare, record, organize, and maintain field inspection and office administrative records, data, and systems. Ability to perform required mathematical calculations.
- (F) Ability to establish and maintain effective working relationships with employees, other departments, officials and the public. Ability to communicate effectively orally and in writing.
- (G) Ability to work independently and to carry out and complete daily, weekly, bi-monthly, monthly, semi-annual, and annual tasks according to work schedules and other time constraints.
- (H) Working knowledge of the hazards and safety precautions common to municipal public works activities.
- (I) Working knowledge of the practices, methods, materials, and tools used in modern equipment and facilities maintenance.

- (J) Thorough knowledge of equipment, facilities, materials, methods and procedures used in; public water supply, distribution, and storage systems; sewage collection, pumping, and treatment systems; storm drainage systems; and street systems. Thorough knowledge of pipe installation, connection, and repair and street construction and repair.
- (K) Ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to understand and carry out written and oral instructions.

11. SPECIAL REQUIREMENTS:

- (A) Must possess a valid driver's license, including a CDL endorsement.
- (B) Must be physically capable of moving about on various construction type work sites and under adverse field conditions.
- (C) Pre-employment physical including drug and alcohol testing is required for this position as well as post-employment, random drug testing and alcohol testing as required per City policy.

12. TOOLS AND EQUIPMENT USED:

Personal computer; calculator; phone; copy machine; pipe locator, pressure gauges, testing equipment, motor vehicle, mobile or portable radio; various mechanic's tools, air tools, electronic vehicle diagnostic tools and other tools required for minor repairs and routine maintenance of motor vehicles and equipment; simple surveying equipment; welders; and other various, related tools and equipment as listed above under "Essential Duties and Responsibilities".

13. PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms; walk, climb, balance, stoop, kneel, crouch, crawl, and smell.

The employee must occasionally lift and/or move, individually, up to 50 pounds. Specific vision abilities required by this job include close and distance and color vision, peripheral vision, depth perception, and the ability to adjust focus.

14. WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee usually works outside in varying weather conditions. The employee occasionally works in high, precarious places and is customarily exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The employee frequently works near moving mechanical parts. The noise level in the work environment is usually quiet while in an office setting and moderate to very noisy when in a field setting.

15. SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. Preference may be given, in priority order, 1) to those applicants possessing a valid Iowa Grade II Wastewater and an Iowa Grade I Water Operator's Certification(s), and 2) to qualified City residents.

THIS CLASSIFICATION DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND EMPLOYEE AND IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE OVER TIME.

**Non-Union Pay Ranges - Proposed
Fiscal Year 2023**

	1	2	3	4	5	*Merit/Max
City Administrator	Contract					
City Clerk/Treasurer *	\$ 59,291	\$ 62,271	\$ 64,450	\$ 66,706	\$ 69,041	\$ 72,493
Library Director	\$ 51,250	\$ 55,457	\$ 60,422	\$ 62,537	\$ 64,726	\$ 67,962
Parks & Recreation Director	\$ 51,250	\$ 55,457	\$ 60,422	\$ 62,537	\$ 64,726	\$ 67,962
Public Works Director *	\$ 67,686	\$ 70,055	\$ 74,000	\$ 75,044	\$ 77,671	\$ 81,554
Police Chief *	\$ 75,206	\$ 77,838	\$ 80,563	\$ 83,382	\$ 86,301	\$ 90,616
Fire Chief	\$ 67,686	\$ 70,055	\$ 72,506	\$ 75,044	\$ 77,671	\$ 81,554
Fire Captain	\$ 56,428	\$ 58,402	\$ 60,447	\$ 62,562	\$ 64,754	\$ 67,992
Current salaries						

3.5 % steps on Employee Anniversary Date with

Successful performance evaluation to move up a step

Plan is adjusted annually for COLA

Market analysis with comparable cities should be done every 3-5 years
(West Liberty, Camanche, Eldridge, DeWitt, Carlisle, Dyersville)

* Benchmark positions

* 1% per year merit increase until top pay rate is achieved

Resolution 23-xxx

**A RESOLUTION SETTING SALARIES FOR ALL OFFICERS AND
EMPLOYEES OF THE CITY OF LECLAIRE FOR THE FISCAL YEAR
JULY 1, 2022 TO JUNE 30, 2023**

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

Section 1. The following position classifications and staffing levels shall be approved and shall be paid not more than the gross salaries or wages indicated, and the City Clerk is authorized to issue warrants/checkspayment to the people occupying those positions during F.Y. 2022-2023, less legally required or authorized deductions from the amount set out below, no later than Friday of each week or as otherwise specifically provided for and make such contributions to I.P.E.R.S. and Social Security or other purposes as required by law or authorization of the Council, all subject to audit and review by the Council.

<u>NO.</u>	<u>POSITION</u>	<u>MAXIMUM RATE OF PAY</u>	<u>REGULAR HOURS</u>	<u>AUTHORIZED STAFFING LEVELS</u>
<u>POLICE DEPARTMENT</u>				
1.	Chief of Police	1,742.61/wk.*	Salaried	1
2.	Sergeant of Patrol	34.59/hr.*	40/week	1
3.	Corporal	32.54/hr.*	40/week	1
4.	Patrol Officer F.T.	30.49/hr.*	40/week	5
5.	Patrol Officer P.T.	27.93/hr.*	As needed	4
6.	P.D. Admin. Support Services Coord.	19.79/hr.*	40/week	1
7.	Community Service Officer	20.50/hr.*	40/week	1
<u>LIBRARY</u>				
8.	Library Director	1,306.96/wk.*	Salaried	1
9.	Library Circ. Manager F.T.	20.73/hr.*	40/week	1
10.	Library Children's Services Coord.	17.07/hr.*	40/week	1
11.	Library Circ. Clerk P.T.	13.71/hr.*	As needed	3
<u>PUBLIC WORKS DEPARTMENT</u>				
12.	Public Works Director	1,568.35/wk.*	Salaried	1
13.	PW Utilities Operator	27.68/hr.*	40/week	0
14.	PWD Technician – Gr. I	26.26/hr.*	40/week	12 (MAX.)
15.	PWD Technician – Gr. II	23.51/hr.*	40/week	54
16.	PWD Technician – Gr. III	21.52/hr.*	40/week	1
17.	PWD Technician – Gr. IV	18.11/hr.*	40/week	0
18.	PWD F.T. Laborer	17.07/hr.*	40/week	0
<u>FIRE DEPARTMENT</u>				
19.	Fire Chief	1,568.35/wk.*	Salaried	1
20.	Fire Captain	32.69/hr.	40/week	1
21.	Firefighters	Stipend – Formula Derived	N/A	40
<u>ADMINISTRATION</u>				
22.	City Administrator	2,168.27/wk.*	Salaried	1
23.	City Clerk/Treasurer	1,394.09/wk.*	Salaried	1
24.	Deputy City Clerk	25.22/hr.*	40/week	0
25.	Admin. Support Services Coord.	21.52/hr.*	40/week	2
26.	F.T. Secretary & Receptionist	15.27/hr.*	40/week	0
27.	City Attorney	190.00/hr.	As needed	
28.	Admin. Vehicle Allowance	200.00/mo.	Monthly	1

PARKS & RECREATION

29. **Parks & Recreation Director** 1,306.96/wk.* Salaried **1**

ELECTED OFFICIALS

30. Mayor \$4,000.00/yr.* N/A 1
 (\$333.33/mo.)

31. City Council Members \$2,000.00/yr.* N/A 5
 (\$166.67/mo.)

* Actual rates are dependent on work classifications, certifications/licenses held, steps, shift differentials, additional Council authorizations, collective bargaining agreement provisions, employment agreements, etc.

Section 2. Overtime hours shall be paid for at one and a half times the hourly equivalent rate for the job performed or as otherwise spelled out in the "LeClaire Human Resources Guidelines" or under the collective bargaining agreement(s) in effect during this time.

Section 3. Employee fringe benefits such as vacation pay, personal leave, hospitalization benefits, etc., shall be in accordance with the separate resolution establishing the "LeClaire Human Resources Guidelines" and/or the collective bargaining agreement(s) in effect during this time available for public viewing in the City Clerk's office.

Section 4. The City Clerk is hereby directed to publish this resolution in its entirety.

PASSED AND APPROVED by the **LECLAIRE CITY COUNCIL** this **6th** day of **June, 2022**.

Tracy A. Northcutt, City Clerk



_____ **Resolution Approved**

_____ **Resolution Vetoed**

_____ **Resolution Uncontested**

Dennis Gerard, Mayor

June 6, 2022