

November 27, 2018

Dear Mayor Schmidt and Cherokee City Council,

The transition is nearly complete. I have provided each of you with a detailed written summary of the transition's progress. I am also finalizing a paper transition file, which the next City Administrator will find helpful.

Due to the nature of this position, it is not possible to tie up all the loose ends. Each time I think I have captured all the items for the transition, I think of something else.

I am willing to volunteer my time to help you, to the extent this doesn't conflict with my new position in Sheldon.

My family and I will be moving to Sheldon sometime next year. Our daughters will finish out the school year here in Cherokee. We plan to live in Northwest Iowa for many years to come, and I have an interest in seeing Cherokee's successes continue.

Thank you again for the tremendous opportunity to serve the City of Cherokee.

Sincerely,

  
Sam Kooiker

Enclosure: Signed October 23 resignation notice.

October 23, 2018

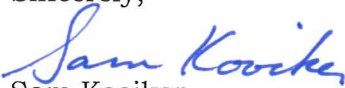
Dear Mayor Craig Schmidt and Cherokee City Council,

By this letter, I am submitting my resignation as the Cherokee City Administrator effective December 4, 2018. It has been a great privilege to serve with such dedicated staff, elected officials, community members and partner organizations. There is no "I" in team - Together, we have been able to achieve many accomplishments and goals during my time as City Administrator. This includes:

- Hiring and retention of talented City personnel and good employee relations; implementation of the Employee Assistance Program; achieving the lowest mod factor for Worker's Comp in at least 8 years.
- Sound budgeting and a healthy general fund balance; capital improvements planning, including new equipment for the Cherokee Fire Department.
- Updating data and record back-up systems at City Hall, and working with CML Telephone and Evertex to facilitate additional investment in our community.
- Significant Public Works capital improvements, including a new water line loop and a major sewer abandonment project.
- Land acquisition near Police Department (donated by CML Telephone).
- Replacing the 1988 Zoning Map and our 1976 Personnel Manual; updating our liability insurance.
- Updating our employee disability insurance plan, employee life insurance policies and our Police officer deferred compensation plans.
- A façade restoration program involving 14 downtown storefronts.
- Removal of the obsolete North 1<sup>st</sup> Street Water Plant, the demolition of 123 E. Main and addressing numerous property maintenance issues, including implementation of an exciting plan of action for the Lewis Apartments at 231 W. Main and the former Wilson School at 100 E. Willow.
- The sale of multiple vacant city lots and important goal-setting discussions with the U.S. Army regarding the future of the Army Reserve Center on Highway 3.
- Updating the City's Urban Revitalization Plan to provide property tax breaks for investment; terminating four Urban Renewal Areas and implementation of two.
- Encouraging investment and new growth in the South Industrial Park.
- Updating our Property Maintenance codes and implementation of Statewide Urban Design and Specifications (SUDAS).
- Multiple 28E agreements, including a police officer sharing plan with Marcus and replacement of the 1964 Rural Fire District agreement.
- The management of multiple major flood events in a short time frame.

I am particularly thankful for your kindness and support after my accident in 2015, which resulted in a lengthy hospitalization and several months in a wheelchair. My last day with the City of Cherokee will be Tuesday, December 4, 2018.

Sincerely,

  
Sam Kooiker