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**From:** Katherine Beenken <kbeenken@ahlerslaw.com>  
**Sent:** Friday, March 22, 2024 2:35 PM  
**To:** earlhamcityhall@mchsi.com  
**Subject:** RE: Personnel manual

**Follow Up Flag:** Follow up  
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Well Hello!

Yes, Trudy and I had quite the time with her handbook and I would say she is "awesome" too!

Typically with handbooks, we can start with a "to not exceed" dollar amount that you either already have authorization for or are comfortable approaching counsel with. Once we hit that threshold, we notify you before moving forward. I'm not sure what to expect with your existing project, but a general review of a personnel manual usually takes about 2-4 hours and includes initial revisions and recommendations. After that, if there are lots of new policies or if there's a need to walk through the considerations and proposals, it adds up to more time.

I usually recommend Cities start with a "to not exceed" amount of \$1500-\$2000 just to see how large of a project they are working with, or, if it can all be done within that threshold.

If you'd prefer a different approach that is certainly OK too. Please let me know how I can be of assistance. Thanks!

Katherine A. Beenken



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**From:** earlhamcityhall@mchsi.com <earlhamcityhall@mchsi.com>  
**Sent:** Friday, March 22, 2024 2:18 PM  
**To:** Katherine Beenken <kbeenken@ahlerslaw.com>  
**Subject:** Personnel manual

Good Afternoon Katherine,

We are in the process of updating our the personnel manual for the City of Earlham. I've been toying with this for years, thinking I could do it by myself. Well, after too many years of "toying", I decided I better get some help. And in talking to our COG (Southern Iowa Council of Governments), I decided I needed legal help.