

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

GOVERNMENTAL BODY: Carroll City Council

DATE OF MEETING: February 26, 2018

TIME OF MEETING: 5:15 P.M.

LOCATION OF MEETING: City Hall Council Chambers

www.cityofcarroll.com

AGENDA

- I. Pledge of Allegiance
- II. Roll Call
- III. Recognition of Mark Adams Retirement – Parks Department
- IV. Consent Agenda
 - A. Approval of Minutes of the February 13 Meeting
 - B. Approval of Bills and Claims
 - C. Licenses and Permits:
None
 - D. Appointments to Committees, Commissions and Boards
 1. Jacob Fiscus - Historic Preservation Commission (3 year term to expire December 31, 2020)
 2. Frank Hermesen – Historic Preservation Commission (3 year term to expire December 31, 2020)
 3. Dan Messerich – Planning and Zoning Commission (5 year unexpired term expiring December 31, 2020)
 - E. Firefighter Resignation and Appointment
- V. Oral Requests and Communications from the Audience
- VI. Ordinances
None
- VII. Resolutions
 - A. Carroll Park Improvement Projects (Pickleball Courts, Lighting at Youth Sports Complex and Trails) – Not to Exceed \$905,000 General Obligation Capital Loan Notes (Essential Corporate Purpose)
 1. Public Hearing on the authorization of a Loan Agreement and the issuance of Notes to evidence the obligation of the City thereunder
 2. Resolution instituting proceedings to take additional action

B. Library/City Hall Remodel Projects and Carroll Park Improvements (Pickleball Courts, Lighting at Youth Sports Complex and Trails) - \$4,525,000 General Obligation Capital Loan Notes, Series 2018

1. Resolution authorizing the issuance and levying a tax for the payment thereof

C. Graham Park Tennis Court Resurfacing Project - 2018

D. Resolution in support of Workforce Housing Tax Credit (WHTC) benefit application to be submitted to the Iowa Economic Development Authority (IEDA) by 704 Development Corporation for a housing project called Rolling Hills South Condominiums

VIII. Reports

A. Downtown Streetscape Phase 8 – Change Order No. 1

B. Wastewater Disinfection Treatment Facility Plan

C. 2017-2018 Annual Planning Session - Work Plan

IX. Committee Reports

X. Monthly Activity Reports

XI. Comments from the Mayor

XII. Comments from the City Council

XIII. Comments from the City Manager

XIV. Adjourn

March/April Meetings:

Board of Adjustment – March 5, 2018

City Council – March 12, 2018

Airport Commission – March 12, 2018

Planning and Zoning Commission – March 14, 2018

Library Board of Trustees – March 19, 2018

Parks, Recreation and Cultural Advisory Board – March 19, 2018

City Council – March 26, 2018

Board of Adjustment – April 2, 2018

City Council – April 9, 2018

Airport Commission – April 9, 2018

Planning and Zoning Commission – April 11, 2018

Library Board of Trustees – April 16, 2018

City Council – April 23, 2018

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The City of Carroll will make every attempt to accommodate the needs of persons with disabilities, please notify us at least three business days in advance when possible at 712-792-1000, should special accommodations be required.

COUNCIL MEETING

FEBRUARY 13, 2018

(Please note these are draft minutes and may be amended by Council before final approval.)

The Carroll City Council met in regular session on this date at 5:15 p.m. in the Council Chambers of the Farner Government Building. Members present: Misty Boes, LaVern Dirks, Jerry Fleshner (arrived at 5:24 p.m.), Mike Kots, and Carolyn Siemann. Absent: Clay Haley. Mayor Eric Jensen presided and City Attorney Dave Bruner was in attendance.

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The Pledge of Allegiance was led by the City Council. No Council action taken.

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It was moved Kots, seconded by Boes, to approve the minutes of the January 22, January 29, February 1 and February 5, 2018 council meetings as written. On roll call, all present voted aye. Absent: Fleshner and Haley. Motion carried.

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It was moved by Kots, seconded by Boes, to approve the bills and claims in the amount of \$311,957.83. On roll call, all present voted aye. Absent: Fleshner and Haley. Motion carried.

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It was moved by Kots, seconded by Boes, to approve the following licenses and permits:

- Renewal of Class “C” Liquor License with Sunday Sales – *Kerp’s*
- Renewal of Class “C” Beer Permit – *Carroll Can Redemption*
- Renewal of Class “C” Beer Permit with Carryout Wine (includes Native Wine) and Sunday Sales – *Dollar General Store #2756*
- Renewal of Class “E” Liquor License with Carryout Beer, Carryout Wine (includes Native Wine) and Sunday Sales – *Wal-Mart Supercenter #1787*
- Renewal of Class “B” Liquor License with Sunday Sales and Outdoor Service – *Charlie’s Steakhouse – Swizzle Stick Lounge – Carrollton Centre*
- New Class “C” Liquor License (8 Month) with Outdoor Service and Sunday Sales – *Golf Services, LLC*
- New Class “C” Liquor License with Brew Pub and Sunday Sales – *Carroll Brewing Company.*

On roll call, all present voted aye. Absent: Fleshner and Haley. Motion carried.

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There were no oral requests or communications from the audience.

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The Mayor read a proclamation declaring February 17 – 24, 2018 as FFA Week in Carroll, Iowa. No Council action taken.

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It was moved by Kots, seconded by Siemann, to accept the report of bid opening and approve Resolution No. 1822, Making Award of the Construction Contract for the U.S. 30 – Grant Road Intersection Improvement Project to Dixon Construction Company at their bid price of \$1,449,835.78. On roll call, all present voted aye. Absent: Fleshner and Haley. Motion carried.

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Council Member Fleshner arrived at 5:24 p.m.

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It was moved by Kots, seconded by Boes, to approve Resolution No. 1823, Amendment No. 3 to the Professional Services Agreement with Snyder & Associates, Inc. for professional construction phase services in the amount of \$187,400 for the U.S. 30 – Grant Road Intersection Improvement Project. On roll call, all present voted aye. Absent: Haley. Motion carried.

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It was moved by Fleshner, seconded by Dirx, to approve Resolution No. 1824, Agreement with JEO Consulting Group, Inc. in the amount of \$84,100 plus hourly for construction services for the Street Resurfacing – 2018 Project. On roll call, all present voted aye. Absent: Haley. Motion carried.

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It was moved by Kots, seconded by Fleshner, to approve Resolution No. 1825, Committing Funds for Construction and Assuring Operation and Maintenance of the West Street Resurfacing Project. On roll call, all present voted aye. Absent: Haley. Motion carried.

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It was moved by Fleshner, seconded by Siemann, to approve Resolution No. 1826, Accepting the Proposal with Shive Hattery in the amount of \$14,900 for the Northeast Park Master Plan - 2018. On roll call, all present voted aye. Absent: Haley. Motion carried.

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It was moved by Fleshner, seconded by Boes, to approve Resolution No. 1827, Fixing a Date (February 26, 2018) for a Meeting on the Authorization of a Loan Agreement and the Issuance of Not to Exceed \$905,000 General Obligation Capital Loan Notes of the City of

Carroll, Iowa (For Essential Corporate Purposes), and Providing for Publication of Notice Thereof. On roll call, all present voted aye. Absent: Haley. Motion carried.

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It was moved by Kots, seconded by Fleshner, to approve the proposed FY 2018/2019 budget which includes setting March 12, 2018 as the date for a public hearing for the proposed FY 2018/2019 budget and directs the City Clerk to publish said public hearing notice. On roll call, all present voted aye. Absent: Haley. Motion carried.

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It was moved by Fleshner, seconded by Boes, to waive Purchasing Policy No. 0501 and purchase two (2) new treadmills, two (2) Matrix machines and two (2) ellipticals for the total purchase price of \$34,036.27 with trade in of current equipment, delivery and installation. On roll call, all present voted aye. Absent: Haley. Motion carried.

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It was moved by Kots, seconded by Boes, to go into Executive Closed Session per Iowa Code 20.17(3) – Union Negotiations at 6:02 p.m. On roll call, all present voted aye. Absent: Haley. Motion carried.

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It was moved by Kots, seconded by Boes, to go back into open session at 7:04 p.m. On roll call, all present voted aye. Absent: Haley. Motion carried.

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It was moved by Fleshner, seconded by Kots, to adjourn at 7:04 p.m. On roll call, all present voted aye. Absent: Haley. Motion carried.

Eric P. Jensen, Mayor

ATTEST:

Laura A. Schaefer, City Clerk

A C C O U N T S P A Y A B L E
 O P E N I T E M R E P O R T
 S U M M A R Y

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	2/09/2018 THRU 2/22/2018	2/09/2018 THRU 2/22/2018	2/09/2018 THRU 2/22/2018
PARTIALLY ITEMS DATES:	2/09/2018 THRU 2/22/2018	2/09/2018 THRU 2/22/2018	2/09/2018 THRU 2/22/2018
UNPAID ITEMS DATES :		2/09/2018 THRU 2/22/2018	2/09/2018 THRU 2/22/2018

VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-003204	AEA 11	TRAINING - 13 OFFICERS	325.00	0.00	000000	0/00/00	325.00
		** TOTALS **	325.00	0.00			325.00
01-002080	AMAZON/SYNCHRONY BANK	BOOKS AND VIDEOS	419.94	419.94-	110566	2/22/18	0.00
		** TOTALS **	419.94	419.94-			0.00
01-002916	AMERICAN RED CROSS	CLASS & RISK MGMT SERIES	1,344.00	0.00	000000	0/00/00	1,344.00
01-002916	AMERICAN RED CROSS	CERTIFICATION FEE	20.00	0.00	000000	0/00/00	20.00
		** TOTALS **	1,364.00	0.00			1,364.00
01-000380	AMERICAN TEST CENTER	AUTO LIFT INSPECTION	1,485.00	0.00	000000	0/00/00	1,485.00
		** TOTALS **	1,485.00	0.00			1,485.00
01-003201	AMY BOOHER	FROZEN MERMAID PARTY REFUND	25.00	0.00	000000	0/00/00	25.00
		** TOTALS **	25.00	0.00			25.00
01-002370	ARNOLD MOTOR SUPPLY	WIPERS #23	37.96	0.00	000000	0/00/00	37.96
01-002370	ARNOLD MOTOR SUPPLY	WIPERS #28	17.98	0.00	000000	0/00/00	17.98
01-002370	ARNOLD MOTOR SUPPLY	OIL FILTER	13.76	0.00	000000	0/00/00	13.76
		** TOTALS **	69.70	0.00			69.70
01-002818	BAKER AND TAYLOR INC.	BOOKS	352.53	352.53-	110567	2/22/18	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	201.04	201.04-	110567	2/22/18	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	130.38	130.38-	110567	2/22/18	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	524.48	524.48-	110567	2/22/18	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	684.97	684.97-	110567	2/22/18	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	647.73	647.73-	110567	2/22/18	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	6.50	6.50-	110567	2/22/18	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	5.00	5.00-	110567	2/22/18	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	2.50	2.50-	110567	2/22/18	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	11.75	11.75-	110567	2/22/18	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	8.00	8.00-	110567	2/22/18	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	12.25	12.25-	110567	2/22/18	0.00
		** TOTALS **	2,587.13	2,587.13-			0.00
01-001829	BARKER LEMAR ENGINEERING	PHASE II ESA 627 N ADAMS ST	5,083.00	0.00	000000	0/00/00	5,083.00
		** TOTALS **	5,083.00	0.00			5,083.00
01-001943	BAUER BUILT TIRE CENTER	#31 TIRE REPAIR	22.50	0.00	000000	0/00/00	22.50
		** TOTALS **	22.50	0.00			22.50
01-002709	BERNARD J & RITA R UCKELM	CROP DAMAGE & COMPACTION COMP	418.50	0.00	000000	0/00/00	418.50
		** TOTALS **	418.50	0.00			418.50

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UNPAID ITEMS DATES :		2/09/2018 THRU 2/22/2018	2/09/2018 THRU 2/22/2018

VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-002655	BETH ANN WALTERS	REFUND SWIM LESSONS	17.00	0.00	000000	0/00/00	17.00
		** TOTALS **	17.00	0.00			17.00
01-003515	BOMGAARS	SUPPLIES	316.91	0.00	000000	0/00/00	316.91
01-003515	BOMGAARS	#23 PLOW PARTS	6.93	0.00	000000	0/00/00	6.93
01-003515	BOMGAARS	ICE MELT	274.35	0.00	000000	0/00/00	274.35
01-003515	BOMGAARS	BRINE PARTS #27 & #23	151.98	0.00	000000	0/00/00	151.98
01-003515	BOMGAARS	BRINE FITTINGS #27	11.48	0.00	000000	0/00/00	11.48
01-003515	BOMGAARS	BATTERIES	15.99	0.00	000000	0/00/00	15.99
		** TOTALS **	777.64	0.00			777.64
01-003661	BREDA TELEPHONE CORPORATI	LOCAL & LONG DISTANCE	2,440.71	2,440.71-	110424	2/09/18	0.00
		** TOTALS **	2,440.71	2,440.71-			0.00
01-003670	BRIGGS INC OF OMAHA	SINK REPAIRS	36.92	0.00	000000	0/00/00	36.92
		** TOTALS **	36.92	0.00			36.92
01-003693	BRUNER & BRUNER	GENERAL WORK	513.00	0.00	000000	0/00/00	513.00
01-003693	BRUNER & BRUNER	POLICE/MAGISTRATE	688.50	0.00	000000	0/00/00	688.50
01-003693	BRUNER & BRUNER	LIBRARY	27.00	0.00	000000	0/00/00	27.00
01-003693	BRUNER & BRUNER	PLANNING AND ZONING	94.50	0.00	000000	0/00/00	94.50
01-003693	BRUNER & BRUNER	ZONING/SUBDIVISION/BUILDINGS	40.50	0.00	000000	0/00/00	40.50
01-003693	BRUNER & BRUNER	PUBLIC WORKS/ENGINEER	148.50	0.00	000000	0/00/00	148.50
01-003693	BRUNER & BRUNER	TRANSMISSION MAIN	135.00	0.00	000000	0/00/00	135.00
		** TOTALS **	1,647.00	0.00			1,647.00
01-003140	CANINE TACTICAL	K-9 TRAINING	200.00	0.00	000000	0/00/00	200.00
		** TOTALS **	200.00	0.00			200.00
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	110.00	0.00	000000	0/00/00	110.00
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	221.90	0.00	000000	0/00/00	221.90
		** TOTALS **	331.90	0.00			331.90
01-025028	CAROL SCHOEPPNER	SECRETARY CONTRACT	350.00	350.00-	110557	2/14/18	0.00
		** TOTALS **	350.00	350.00-			0.00
01-003202	CAROL TIGGES	FROZEN MERMAID PARTY REFUND	20.00	0.00	000000	0/00/00	20.00
		** TOTALS **	20.00	0.00			20.00
01-000747	CARROLL AUTO SUPPLY	FUEL LINE CLIPS #20	6.10	0.00	000000	0/00/00	6.10
01-000747	CARROLL AUTO SUPPLY	REPAIR PARTS	129.52	0.00	000000	0/00/00	129.52
		** TOTALS **	135.62	0.00			135.62
01-004132	CARROLL AVIATION INC.	1/2 ANNUAL INTERNET - LOUNGE	367.74	367.74-	110543	2/14/18	0.00

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VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-004132	CARROLL AVIATION INC.	CONTRACT	6,450.00	6,450.00-	110543	2/14/18	0.00
		** TOTALS **	6,817.74	6,817.74-			0.00
01-004193	CARROLL FIRE DEPARTMENT	JANUARY FIRE CALLS AND DRILLS	2,890.00	0.00	000000	0/00/00	2,890.00
		** TOTALS **	2,890.00	0.00			2,890.00
01-004196	CARROLL HYDRAULICS	#23 SNOW PLOW REPAIRS	94.62	0.00	000000	0/00/00	94.62
		** TOTALS **	94.62	0.00			94.62
01-004200	CARROLL LUMBER	PAINT STENCIL	21.95	0.00	000000	0/00/00	21.95
01-004200	CARROLL LUMBER	CONCRETE TRAILER SUPPLIES	193.60	0.00	000000	0/00/00	193.60
		** TOTALS **	215.55	0.00			215.55
01-002977	CARROLL REFUSE SERVICE	JANUARY GARBAGE	57.00	57.00-	110541	2/14/18	0.00
01-002977	CARROLL REFUSE SERVICE	JAN. TRASH COLLECTIONS	11,793.19	11,793.19-	110423	2/09/18	0.00
		** TOTALS **	11,850.19	11,850.19-			0.00
01-002998	CENTURYLINK	BACKUP PHONE LINE	56.82	56.82-	110542	2/14/18	0.00
01-002998	CENTURYLINK	TELEPHONE BACKUP LINE	108.06	108.06-	110568	2/22/18	0.00
		** TOTALS **	164.88	164.88-			0.00
01-004137	CHAMBER OF COMMERCE	2017 WELLNESS	1,220.00	0.00	000000	0/00/00	1,220.00
		** TOTALS **	1,220.00	0.00			1,220.00
01-004656	CLARKE MOSQUITO CONTROL	MOSQUITO CONTROL SUPPLIES	1,469.60	0.00	000000	0/00/00	1,469.60
		** TOTALS **	1,469.60	0.00			1,469.60
01-004835	COMMERCIAL SAVINGS BANK	STOP PAYMENT CHARGE	12.00	12.00-	000000	2/20/18	0.00
01-004835	COMMERCIAL SAVINGS BANK	FEDERAL WITHHOLDINGS	11,544.24	11,544.24-	000119	2/15/18	0.00
01-004835	COMMERCIAL SAVINGS BANK	FICA WITHHOLDING	13,489.26	13,489.26-	000119	2/15/18	0.00
01-004835	COMMERCIAL SAVINGS BANK	MEDICARE WITHHOLDING	4,124.80	4,124.80-	000119	2/15/18	0.00
		** TOTALS **	29,170.30	29,170.30-			0.00
01-004836	COMMUNITY OIL CO. INC.	GREASE	103.98	0.00	000000	0/00/00	103.98
01-004836	COMMUNITY OIL CO. INC.	OIL	575.86	0.00	000000	0/00/00	575.86
		** TOTALS **	679.84	0.00			679.84
01-000366	COMPUTER & NETWORK SPEC	PC SETUP	90.00	0.00	000000	0/00/00	90.00
01-000366	COMPUTER & NETWORK SPEC	COMPUTER	1,495.00	1,495.00-	110560	2/22/18	0.00
		** TOTALS **	1,585.00	1,495.00-			90.00
01-000911	COMPUTER CONCEPTS OF IOWA	IT MAINTENANCE	240.00	240.00-	110561	2/22/18	0.00
01-000911	COMPUTER CONCEPTS OF IOWA	IT MAINTENANCE	25.00	25.00-	110561	2/22/18	0.00
		** TOTALS **	265.00	265.00-			0.00

ACCOUNTS PAYABLE
 OPEN ITEM REPORT
 SUMMARY

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	2/09/2018 THRU 2/22/2018	2/09/2018 THRU 2/22/2018	2/09/2018 THRU 2/22/2018
PARTIALLY ITEMS DATES:	2/09/2018 THRU 2/22/2018	2/09/2018 THRU 2/22/2018	2/09/2018 THRU 2/22/2018
UNPAID ITEMS DATES :		2/09/2018 THRU 2/22/2018	2/09/2018 THRU 2/22/2018

VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE---
01-001595	COUNSEL OFFICE & DOCUMENT	COPIER CONTRACT	165.06	165.06-	110564	2/22/18	0.00
		** TOTALS **	165.06	165.06-			0.00
01-002648	D/R ELECTRIC INC.	GENERATOR REPAIRS	40.00	0.00	000000	0/00/00	40.00
		** TOTALS **	40.00	0.00			40.00
01-005410	DAILY TIMES HERALD	PUBLICITY SUPPLIES	155.00	155.00-	110572	2/22/18	0.00
		** TOTALS **	155.00	155.00-			0.00
01-005615	DEMCO EDUCATIONAL CORP.	SUPPLIES	204.09	204.09-	110573	2/22/18	0.00
		** TOTALS **	204.09	204.09-			0.00
01-001643	DIGITAL ALLY INC.	EQUIPMENT REPAIRS	245.00	0.00	000000	0/00/00	245.00
		** TOTALS **	245.00	0.00			245.00
01-006270	DREES HEATING & PLUMBING	WATERLINE REPLACEMENT	751.00	0.00	000000	0/00/00	751.00
		** TOTALS **	751.00	0.00			751.00
01-006275	DREES OIL CO. INC.	PROPANE	141.93	0.00	000000	0/00/00	141.93
01-006275	DREES OIL CO. INC.	PROPANE	431.74	0.00	000000	0/00/00	431.74
01-006275	DREES OIL CO. INC.	PROPANE	221.34	0.00	000000	0/00/00	221.34
01-006275	DREES OIL CO. INC.	FUEL - EQUIPMENT BUILDING	275.71	275.71-	110545	2/14/18	0.00
		** TOTALS **	1,070.72	275.71-			795.01
01-012590	ECHO ELECTRIC SUPPLY	SUPPLIES	42.90	0.00	000000	0/00/00	42.90
		** TOTALS **	42.90	0.00			42.90
01-006810	ECOWATER SYSTEMS	COOLER RENT/WATER	95.96	95.96-	110546	2/14/18	0.00
		** TOTALS **	95.96	95.96-			0.00
01-002644	ETS CORPORATION	CC PROCESSING FEES	337.42	337.42-	000000	2/21/18	0.00
		** TOTALS **	337.42	337.42-			0.00
01-008050	FASTENAL COMPANY	SIGN BOLTS	42.49	0.00	000000	0/00/00	42.49
01-008050	FASTENAL COMPANY	BOLTS #36	1.38	0.00	000000	0/00/00	1.38
		** TOTALS **	43.87	0.00			43.87
01-006860	FELD FIRE EQUIPMENT CO.	30 GALLON SPILL KIT	304.33	0.00	000000	0/00/00	304.33
		** TOTALS **	304.33	0.00			304.33
01-000633	FILTER CARE	FILTER CLEANING	140.90	0.00	000000	0/00/00	140.90
		** TOTALS **	140.90	0.00			140.90

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PAID ITEMS DATES :	2/09/2018 THRU 2/22/2018	2/09/2018 THRU 2/22/2018	2/09/2018 THRU 2/22/2018
PARTIALLY ITEMS DATES:	2/09/2018 THRU 2/22/2018	2/09/2018 THRU 2/22/2018	2/09/2018 THRU 2/22/2018
UNPAID ITEMS DATES :		2/09/2018 THRU 2/22/2018	2/09/2018 THRU 2/22/2018

VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-000013	FIRE/POLICE RETIREMENT SY	MFPRSI CONTRIBUTIONS	11,406.01	11,406.01-	000120	2/14/18	0.00
		** TOTALS **	11,406.01	11,406.01-			0.00
01-009535	GENERAL RENTAL	REPAIR IMPACT	59.95	0.00	000000	0/00/00	59.95
		** TOTALS **	59.95	0.00			59.95
01-010156	GRAPHIC EDGE, THE	UNIFORM SHIRTS	648.50	0.00	000000	0/00/00	648.50
		** TOTALS **	648.50	0.00			648.50
01-010680	HAWKINS WATER TREATMENT	WATER TREATMENT SUPPLIES	677.60	0.00	000000	0/00/00	677.60
01-010680	HAWKINS WATER TREATMENT	WATER TREATMENT SUPPLIES	66.00	0.00	000000	0/00/00	66.00
		** TOTALS **	743.60	0.00			743.60
01-011831	HY-VEE INC.	SUPPLIES	46.54	46.54-	110575	2/22/18	0.00
01-011831	HY-VEE INC.	BUDGET SESSION SUPPLIES	17.98	17.98-	110575	2/22/18	0.00
01-011831	HY-VEE INC.	SUPPLIES	37.23	37.23-	110575	2/22/18	0.00
01-011831	HY-VEE INC.	SUPPLIES	21.33	21.33-	110575	2/22/18	0.00
01-011831	HY-VEE INC.	SUPPLIES	38.52	38.52-	110575	2/22/18	0.00
		** TOTALS **	161.60	161.60-			0.00
01-012635	IOWA DEPARTMENT OF TRANSP	PAPER FOR SQUAD CARS	156.96	0.00	000000	0/00/00	156.96
		** TOTALS **	156.96	0.00			156.96
01-012625	IOWA DEPT OF NATURAL RESO	2018 TANK FEES	130.00	130.00-	110576	2/22/18	0.00
01-012625	IOWA DEPT OF NATURAL RESO	OPERATOR EXAM FEE - KERSEY	30.00	30.00-	110577	2/22/18	0.00
		** TOTALS **	160.00	160.00-			0.00
01-012660	IOWA LIBRARY ASSOCIATION	STAFF & TRUSTEE MEMBERSHIPS	750.00	750.00-	110578	2/22/18	0.00
		** TOTALS **	750.00	750.00-			0.00
01-012666	IOWA ONE CALL	JAN 2018 LOCATES	29.10	0.00	000000	0/00/00	29.10
		** TOTALS **	29.10	0.00			29.10
01-012679	IOWA PUBLIC AIRPORTS	ANNUAL MEMBERSHIP	150.00	150.00-	110548	2/14/18	0.00
		** TOTALS **	150.00	150.00-			0.00
01-012706	IPERS	IPERS CONTRIBUTIONS	16,044.69	16,044.69-	000121	2/14/18	0.00
01-012706	IPERS	IPERS CONTRIBUTIONS	239.20	239.20-	000121	2/14/18	0.00
01-012706	IPERS	IPERS CONTRIBUTIONS	33.83	33.83-	000121	2/14/18	0.00
		** TOTALS **	16,317.72	16,317.72-			0.00
01-002453	JASON MATTHEW LAMBERTZ	PRODUCTION COSTS	1,050.00	0.00	000000	0/00/00	1,050.00
		** TOTALS **	1,050.00	0.00			1,050.00

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VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-013917	JEO CONSULTING GROUP INC.	WELL & TRANSMISSION MAIN	22,302.50	0.00	000000	0/00/00	22,302.50
01-013917	JEO CONSULTING GROUP INC.	3RD ST. RESURFACING	1,574.50	0.00	000000	0/00/00	1,574.50
		** TOTALS **	23,877.00	0.00			23,877.00
01-025020	JOHN DEERE FINANCIAL	TRUCK WASH SOAP	121.76	121.76-	110580	2/22/18	0.00
01-025020	JOHN DEERE FINANCIAL	EQUIPMENT REPAIRS	14.58	14.58-	110580	2/22/18	0.00
01-025020	JOHN DEERE FINANCIAL	EQUIPMENT REPAIRS	41.40	41.40-	110580	2/22/18	0.00
01-025020	JOHN DEERE FINANCIAL	BULK OIL	327.68	327.68-	110580	2/22/18	0.00
		** TOTALS **	505.42	505.42-			0.00
01-000994	KABEL BUSINESS SERVICES	JAN HRA CHECKS	14,901.34	14,901.34-	000000	2/12/18	0.00
01-000994	KABEL BUSINESS SERVICES	JAN. HRA PARTICIPANTS FEE	165.75	165.75-	000000	2/15/18	0.00
		** TOTALS **	15,067.09	15,067.09-			0.00
01-014520	KASPERBAUER CLEANING SER	UNIFORM ALTERATIONS	30.00	0.00	000000	0/00/00	30.00
		** TOTALS **	30.00	0.00			30.00
01-003067	KELSEY HALL	PROGRAM SUPPLIES	45.02	45.02-	110569	2/22/18	0.00
		** TOTALS **	45.02	45.02-			0.00
01-002897	KIEFER SWIM PRODUCTS	STARTING BLOCKS	23,656.30	0.00	000000	0/00/00	23,656.30
		** TOTALS **	23,656.30	0.00			23,656.30
01-014940	KITT PLBG. AND HTG. INC.	FURNACE FILTERS	150.00	150.00-	110549	2/14/18	0.00
		** TOTALS **	150.00	150.00-			0.00
01-010827	LEON HENDRICKS	JAN. CONTRACT METER READER	1,797.83	1,797.83-	110425	2/09/18	0.00
		** TOTALS **	1,797.83	1,797.83-			0.00
01-017133	MASTERCARD	SECURE EMAIL - ACROBAT PRO PC	71.99	71.99-	110550	2/14/18	0.00
01-017133	MASTERCARD	RED CROSS AND ID SUPPLIES	881.72	881.72-	110551	2/14/18	0.00
01-017133	MASTERCARD	CONFERENCE/TRAINING/SUPPLIES	927.58	927.58-	110552	2/14/18	0.00
01-017133	MASTERCARD	2018 APWA SPRING CONFERENCE	185.00	185.00-	110553	2/14/18	0.00
01-017133	MASTERCARD	2018 IMMI CONFERENCE	450.00	450.00-	110554	2/14/18	0.00
01-017133	MASTERCARD	PUBLICITY SUPPLIES	121.38	121.38-	110579	2/22/18	0.00
		** TOTALS **	2,637.67	2,637.67-			0.00
01-035189	MICHAEL W. LAPPE	REFUND GOLF ACH MEMBERSHIP	57.09	0.00	000000	0/00/00	57.09
		** TOTALS **	57.09	0.00			57.09
01-012680	MID AMERICAN ENERGY	ELECTRIC BILL	27,280.37	27,280.37-	110427	2/09/18	0.00
		** TOTALS **	27,280.37	27,280.37-			0.00
01-002951	MIKE POGGE-WEAVER	NW IA LEAGUE MEETING	30.00	0.00	000000	0/00/00	30.00

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		** TOTALS **	30.00	0.00			30.00
01-003199	MINITEX	VOYAGER SCANNER	164.00	164.00-	110570	2/22/18	0.00
		** TOTALS **	164.00	164.00-			0.00
01-003020	MONERIS SOLUTIONS INC.	JANUARY CC PROCESSING FEES	165.55	165.55-	000000	2/21/18	0.00
01-003020	MONERIS SOLUTIONS INC.	JAN. ONLINE PROCESSING FEES	253.45	253.45-	000000	2/21/18	0.00
01-003020	MONERIS SOLUTIONS INC.	JAN. CC PROCESSING FEES	5.00	5.00-	000000	2/21/18	0.00
		** TOTALS **	424.00	424.00-			0.00
01-000925	MOTION PICTURE LICENSING	UMBRELLA LICENSE	196.32	196.32-	110562	2/22/18	0.00
		** TOTALS **	196.32	196.32-			0.00
01-010194	MRS. GROSSMAN'S PAPER CO.	PROGRAM SUPPLIES	1,472.00	1,472.00-	110574	2/22/18	0.00
		** TOTALS **	1,472.00	1,472.00-			0.00
01-018408	NAPA AUTO PARTS	PLOW LIGHT #27	10.99	0.00	000000	0/00/00	10.99
01-018408	NAPA AUTO PARTS	PLOW LIGHT #27	15.52	0.00	000000	0/00/00	15.52
		** TOTALS **	26.51	0.00			26.51
01-003021	NBX MERCHANT SERVICES COR	JAN EFT PROCESSING FEES	109.18	109.18-	000000	2/20/18	0.00
		** TOTALS **	109.18	109.18-			0.00
01-018634	NEU MINNICH COMITO & NEU	GRAIN LEG LEGAL FEES	225.00	225.00-	110555	2/14/18	0.00
		** TOTALS **	225.00	225.00-			0.00
01-020208	O'HALLORAN INTERNATIONAL	DUMP TRUCK REPAIRS	252.73	252.73-	110556	2/14/18	0.00
01-020208	O'HALLORAN INTERNATIONAL	REPAIRS #23	49.66	0.00	000000	0/00/00	49.66
01-020208	O'HALLORAN INTERNATIONAL	SWITCH #26	118.84	0.00	000000	0/00/00	118.84
		** TOTALS **	421.23	252.73-			168.50
01-020326	OPTIONS INK	FREIGHT - WATER SAMPLE	17.67	0.00	000000	0/00/00	17.67
		** TOTALS **	17.67	0.00			17.67
01-021050	P & H WHOLESALE INC.	BALL VALVES	18.57	0.00	000000	0/00/00	18.57
		** TOTALS **	18.57	0.00			18.57
01-003099	PARTSMASTER	SUPPLIES	371.00	0.00	000000	0/00/00	371.00
		** TOTALS **	371.00	0.00			371.00
01-003200	PATRICK O'LEARY	REFUND GOLF ACH MEMBERSHIP	40.42	0.00	000000	0/00/00	40.42
		** TOTALS **	40.42	0.00			40.42
01-001949	PERFORMANCE TIRE & SERVIC	OIL CHANGE #19	27.21	0.00	000000	0/00/00	27.21

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01-001949	PERFORMANCE TIRE & SERVIC	OIL CHANGE #16	27.96	0.00	000000	0/00/00	27.96
01-001949	PERFORMANCE TIRE & SERVIC	OIL CHANGE #20	26.46	0.00	000000	0/00/00	26.46
01-001949	PERFORMANCE TIRE & SERVIC	OIL CHANGE #15	27.21	0.00	000000	0/00/00	27.21
01-001949	PERFORMANCE TIRE & SERVIC	OIL CHANGE #17	27.21	0.00	000000	0/00/00	27.21
01-001949	PERFORMANCE TIRE & SERVIC	OIL CHANGE #18	25.71	0.00	000000	0/00/00	25.71
01-001949	PERFORMANCE TIRE & SERVIC	VAN TOW	125.00	0.00	000000	0/00/00	125.00
01-001949	PERFORMANCE TIRE & SERVIC	CAR TOWING FLU741	160.00	0.00	000000	0/00/00	160.00
		** TOTALS **	446.76	0.00			446.76
01-001540	PETTY CASH	POSTAGE	43.54	43.54-	110422	2/09/18	0.00
		** TOTALS **	43.54	43.54-			0.00
01-001490	PITNEY BOWES/PURCHASE POW	POSTAGE METER RENTAL	180.00	180.00-	110563	2/22/18	0.00
		** TOTALS **	180.00	180.00-			0.00
01-003127	PLANET TECHNOLOGIES, INC.	ONLINE EMAIL ACCTS	59.64	0.00	000000	0/00/00	59.64
		** TOTALS **	59.64	0.00			59.64
01-001982	POLLARDWATER	OPERATING SUPPLIES	2,347.41	0.00	000000	0/00/00	2,347.41
		** TOTALS **	2,347.41	0.00			2,347.41
01-003173	R & R RENTAL	MARCH CITY HALL LEASE	792.00	0.00	000000	0/00/00	792.00
		** TOTALS **	792.00	0.00			792.00
01-009870	RACCOON VALLEY ELECTRIC C	JANUARY ELECTRIC SERVICE	1,660.77	1,660.77-	110547	2/14/18	0.00
		** TOTALS **	1,660.77	1,660.77-			0.00
01-023640	RAY'S REFUSE SERVICE	JAN. TRASH COLLECTIONS	32,512.84	32,512.84-	110428	2/09/18	0.00
		** TOTALS **	32,512.84	32,512.84-			0.00
01-000326	RECORDED BOOKS LLC	AUDIO BOOKS	31.50	31.50-	110559	2/22/18	0.00
01-000326	RECORDED BOOKS LLC	E-MAGAZINES	434.40	434.40-	110559	2/22/18	0.00
01-000326	RECORDED BOOKS LLC	AUDIO BOOKS	40.50	40.50-	110559	2/22/18	0.00
01-000326	RECORDED BOOKS LLC	AUDIO BOOKS	35.99	35.99-	110559	2/22/18	0.00
01-000326	RECORDED BOOKS LLC	AUDIO BOOKS	31.50	31.50-	110559	2/22/18	0.00
01-000326	RECORDED BOOKS LLC	AUDIO BOOKS	31.49	31.49-	110559	2/22/18	0.00
		** TOTALS **	605.38	605.38-			0.00
01-023815	REGION XII COG	JAN. TAXI PROGRAM DONATIONS	4,080.00	4,080.00-	110429	2/09/18	0.00
		** TOTALS **	4,080.00	4,080.00-			0.00
01-024630	RUTTEN'S VACUUM CENTER	VACUUM REPAIRS	91.98	0.00	000000	0/00/00	91.98
01-024630	RUTTEN'S VACUUM CENTER	VACUUM REPAIRS	39.99	0.00	000000	0/00/00	39.99
		** TOTALS **	131.97	0.00			131.97

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01-003203	SARAH SIMPSON	REC MEMBERSHIP REFUND	21.00	0.00	000000	0/00/00	21.00
		** TOTALS **	21.00	0.00			21.00
01-025050	SCHUMACHER ELEVATOR CO.	ELEVATOR MAINTENANCE	208.84	0.00	000000	0/00/00	208.84
		** TOTALS **	208.84	0.00			208.84
01-004178	SOLID WASTE MANAGEMENT CO	DISPOSAL FEES	15.00	0.00	000000	0/00/00	15.00
		** TOTALS **	15.00	0.00			15.00
01-025874	STERICYCLE INC	SAFETY SUPPLIES	15.06	0.00	000000	0/00/00	15.06
		** TOTALS **	15.06	0.00			15.06
01-025880	STONE PRINTING CO.	SUPPLIES	21.91	21.91-	110581	2/22/18	0.00
01-025880	STONE PRINTING CO.	SUPPLIES	5.00	5.00-	110581	2/22/18	0.00
01-025880	STONE PRINTING CO.	SUPPLIES	8.29	8.29-	110581	2/22/18	0.00
01-025880	STONE PRINTING CO.	SUPPLIES	38.45	38.45-	110581	2/22/18	0.00
01-025880	STONE PRINTING CO.	SUPPLIES	11.78	0.00	000000	0/00/00	11.78
01-025880	STONE PRINTING CO.	SUPPLIES	3.00	3.00-	110581	2/22/18	0.00
01-025880	STONE PRINTING CO.	SUPPLIES	8.99	0.00	000000	0/00/00	8.99
01-025880	STONE PRINTING CO.	SUPPLIES	119.90	119.90-	110581	2/22/18	0.00
01-025880	STONE PRINTING CO.	SUMMER READING PROGRAM	80.00	80.00-	110581	2/22/18	0.00
01-025880	STONE PRINTING CO.	SUMMER READING PROGRAM	80.00	80.00-	110581	2/22/18	0.00
01-025880	STONE PRINTING CO.	PROGRAM SUPPLIES	50.00	50.00-	110581	2/22/18	0.00
01-025880	STONE PRINTING CO.	SUMMER READING PROGRAM	80.00	80.00-	110581	2/22/18	0.00
01-025880	STONE PRINTING CO.	UTILITY BILL ENVELOPES	787.00	0.00	000000	0/00/00	787.00
01-025880	STONE PRINTING CO.	CORRECTION PENS	8.38	0.00	000000	0/00/00	8.38
01-025880	STONE PRINTING CO.	FLOOR SAVERS	56.00	0.00	000000	0/00/00	56.00
01-025880	STONE PRINTING CO.	SUPPLIES	2.52	2.52-	110581	2/22/18	0.00
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	22.48	0.00	000000	0/00/00	22.48
		** TOTALS **	1,383.70	489.07-			894.63
01-025935	SUBWAY	EMPLOYEE RECOGNITION	42.33	0.00	000000	0/00/00	42.33
		** TOTALS **	42.33	0.00			42.33
01-027060	TREASURER OF IOWA	1/16-1/31/2018 SALES TAX	10,278.00	10,278.00-	000000	2/12/18	0.00
01-027060	TREASURER OF IOWA	JANUARY SALES TAX	3,754.00	3,754.00-	000000	2/20/18	0.00
		** TOTALS **	14,032.00	14,032.00-			0.00
01-027085	TROPHIES PLUS INC.	MARK ADAMS PLAQUE	36.99	0.00	000000	0/00/00	36.99
		** TOTALS **	36.99	0.00			36.99
01-004810	TRUE VALUE HARDWARE & HOM	MISC SUPPLIES	44.45	44.45-	110544	2/14/18	0.00
		** TOTALS **	44.45	44.45-			0.00

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01-001088	TYLER TECHNOLOGIES	ONLINE BILLING ACCESS	180.00	0.00	000000	0/00/00	180.00
		** TOTALS **	180.00	0.00			180.00
01-028168	UNITED PARCEL SERVICE	FREIGHT	47.63	47.63-	110430	2/09/18	0.00
01-028168	UNITED PARCEL SERVICE	FREIGHT W/E 2/10/2018	76.76	76.76-	110582	2/22/18	0.00
		** TOTALS **	124.39	124.39-			0.00
01-028814	VAN METER COMPANY, THE	WIRE	5.00	0.00	000000	0/00/00	5.00
		** TOTALS **	5.00	0.00			5.00
01-030115	WALL STREET JOURNAL	SUBSCRIPTION RENEWAL	525.00	525.00-	110583	2/22/18	0.00
		** TOTALS **	525.00	525.00-			0.00
01-003377	WELLMARK BLUE CROSS/BLUE	MAR. HEALTH INSURANCE PREMIUMS	38,064.92	38,064.92-	110571	2/22/18	0.00
		** TOTALS **	38,064.92	38,064.92-			0.00
01-030355	WITTRUCK MOTOR CO.	JANUARY CAR RENTAL	375.00	375.00-	110558	2/14/18	0.00
		** TOTALS **	375.00	375.00-			0.00
01-001715	WORLD TRADE PRESS	DATABASE RENEWAL	586.30	586.30-	110565	2/22/18	0.00
		** TOTALS **	586.30	586.30-			0.00

* Payroll Expense 149,034.22

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PARTIALLY ITEMS DATES:	2/09/2018 THRU 2/22/2018	2/09/2018 THRU 2/22/2018	2/09/2018 THRU 2/22/2018
UNPAID ITEMS DATES :		2/09/2018 THRU 2/22/2018	2/09/2018 THRU 2/22/2018

R E P O R T T O T A L S

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	378,423.97	378,423.97CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	77,159.20	0.00	77,159.20
VOID ITEMS	0.00	0.00	0.00
** TOTALS **	455,583.17	378,423.97CR	77,159.20

U N P A I D R E C A P

UNPAID INVOICE TOTALS	77,159.20
UNPAID DEBIT MEMO TOTALS	0.00
UNAPPLIED CREDIT MEMO TOTALS	0.00
** UNPAID TOTALS **	77,159.20

A C C O U N T S P A Y A B L E
O P E N I T E M R E P O R T
S U M M A R Y

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	2/09/2018 THRU 2/22/2018	2/09/2018 THRU 2/22/2018	2/09/2018 THRU 2/22/2018
PARTIALLY ITEMS DATES:	2/09/2018 THRU 2/22/2018	2/09/2018 THRU 2/22/2018	2/09/2018 THRU 2/22/2018
UNPAID ITEMS DATES :		2/09/2018 THRU 2/22/2018	2/09/2018 THRU 2/22/2018

FUND TOTALS

001	GENERAL FUND	152,889.24
010	HOTEL/MOTEL TAX	700.35
110	ROAD USE TAX FUND	9,753.23
167	REC CENTER TRUST FUND	23,656.30
168	LIBRARY TRUST FUND	1,495.00
179	POLICE K9 FUND	200.00
304	C.P. STREETS	1,574.50
315	LIBRARY/CITY HALL REMODEL	792.00
600	WATER UTILITY FUND	25,325.77
602	WATER UTILITY CAP. IMP.	22,856.00
610	SEWER UTILITY FUND	13,619.55
620	STORM WATER UTILITY	555.00
850	MEDICAL INSURANCE FUND	53,132.01
*	PAYROLL EXPENSE	149,034.22

GRAND TOTAL 455,583.17

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Honorable Mayor and Members of the City Council
FROM: Mike Pogge-Weaver, City Manager *MTP-CW*
DATE: February 21, 2018
SUBJECT: Appointment to Committees, Commissions and Boards

The Historical Preservation Commission has two members whose terms expired on December 31, 2017. One of the open positions is an alternate commissioner. We have received applications from Jacob Fiscus and Frank Hermsen requesting appointment to the Historical Preservation Commission.

Thomas Loeck has resigned from the Planning and Zoning Commission. Daniel Messerich has submitted his application to fulfill Thomas's unexpired term which expires on December 31, 2020.

Members to be appointed by Mayor with Council approval:

Historical Preservation Commission	Jacob Fiscus	3 year term expiring December 31, 2020
	Frank Hermsen (alternate)	3 year term expiring December 31, 2020

Members to be appointed by Council:

Planning and Zoning Commission	Daniel Messerich	5 year unexpired term expiring December 31, 2020
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CARROLL VOLUNTEER FIRE DEPT.

801 N. BELLA VISTA DR.
CARROLL, IOWA 51401

MEMO TO: Mike Pogge-Weaver, City Manager *MSP-w*

FROM: Greg Schreck, Fire Chief *GS*

DATE: February 20, 2018

SUBJECT: Firefighter Resignation and Appointment

At its regular business meeting, held December 4, 2017, the Fire Department accepted the resignation of Firefighter Ken Murray, effective January 1, 2018. Ken has faithfully served the Department and community for twenty-five years. His hard work, experience and dedication will be missed by all members who have served with him.

As a result of the vacancy created by Murray's resignation, the Department accepted Jacob Hannasch as a member of the Department, subject to Council approval and successful completion of the required physical examination.

RECOMMENDATION: Mayor and City Council acceptance of the resignation of Volunteer Firefighter Ken Murray and approval of Jacob Hannasch as a member of the Fire Department.

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Mike Pogge-Weaver, City Manager *M.P.W.*

FROM: Laura A. Schaefer, Finance Director/City Clerk *Las*

DATE: February 21, 2018

SUBJECT: Carroll Park Improvement Projects (Pickleball Courts, Lighting at Youth Sports Complex and Trails) – Not to Exceed \$905,000 General Obligation Capital Loan Notes (Essential Corporate Purpose)

- Public Hearing on the authorization of a Loan Agreement and the issuance of Notes to evidence the obligation of the City thereunder
- Resolution instituting proceedings to take additional action

The FY 2019 budget proposal contains a debt issuance to cover projects costs to fund the Library/City Hall Remodel Projects, Pickleball Courts, new lighting at the Youth Sports Complex and trails expansion. A referendum for the Library/City Hall Remodel Projects was passed in August 2017; therefore, a public hearing is not required for that project and is only required for the remainder park improvement projects. It is anticipated that the debt will be sold after July 1, 2018 and structured for an eighteen (18) year repayment.

The FY 2019 budget also includes an estimate of principal and interest to be repaid and incorporated into the proposed FY 2019 tax levy. In order to include this into the FY 2019 tax levy, a public hearing needs to be conducted and a pre-levy resolution approved prior to adopting the FY 2019 budget.

The notice of public hearing was published Monday, February 19, 2018.

A public hearing will need to be conducted at the Council meeting with action to be taken on the enclosed resolution entitled "Resolution instituting proceedings to take additional action for the issuance of not to exceed \$905,000 General Obligation Capital Loan Notes." The resolution will document the receipt of any oral or written objections to the issuance on the capital loan notes. It is a requirement of Iowa Code to take action to either adopt the resolution or abandon the proposal.

RECOMMENDATION: At the close of the public hearing, Council consideration and approval of the attached resolution instituting proceedings to take additional action for the issuance of not to exceed \$905,000 General Obligation Capital Loan Notes (Essential Corporate Purpose), for the purpose of paying the costs for park improvements (pickleball courts, lighting at the Youth Sports Complex and Trails).

February 26, 2018

The City Council of the City of Carroll, Iowa, met in _____ session, in the Council Chambers, City Hall, 112 E. 5th Street, Carroll, Iowa, at _____, M., on the above date. There were present Mayor _____, in the chair, and the following named Council Members:

Absent: _____

* * * * *

The Mayor announced that this was the time and place for the public hearing and meeting on the matter of the authorization of a Loan Agreement and the issuance of not to exceed \$905,000 General Obligation Capital Loan Notes in order to provide funds to pay the costs of rehabilitation, improvement and equipping of parks already owned, including facilities, equipment, signage, and improvements commonly found in City parks; and the construction and reconstruction of trail and sidewalk improvements, for essential corporate purposes, and that notice of the proposed action by the Council to institute proceedings for the authorization of the Loan Agreement and the issuance of the Notes had been published as provided by Sections 384.24A and 384.25 of the Code of Iowa.

The Mayor then asked the Clerk whether any written objections had been filed by any resident or property owner of the City to the issuance of the Notes. The Clerk advised the Mayor and the Council that _____ written objections had been filed. The Mayor then called for oral objections to the issuance of the Notes and _____ were made. Whereupon, the Mayor declared the time for receiving oral and written objections to be closed.

(Attach here a summary of objections received or made, if any)

Whereupon, the Mayor declared the hearing on the authorization of entering into a Loan Agreement and the issuance of the Notes to be closed.

The Council then considered the proposed action and the extent of objections thereto.

Whereupon, Council Member _____ introduced and delivered to the Clerk the Resolution hereinafter set out entitled "RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE ISSUANCE OF NOT TO EXCEED \$905,000 GENERAL OBLIGATION CAPITAL LOAN NOTES", and moved:

- that the Resolution be adopted.
- to ADJOURN and defer action on the Resolution and the proposal to institute proceedings for the issuance of notes to the meeting to be held at _____ .M. on the _____ day of _____, 2018, at this place.

Council Member _____ seconded the motion. The roll was called and the vote was,

AYES: _____

NAYS: _____

Whereupon, the Mayor declared the measure duly adopted.

RESOLUTION INSTITUTING PROCEEDINGS TO TAKE
ADDITIONAL ACTION FOR THE ISSUANCE OF NOT TO
EXCEED \$905,000 GENERAL OBLIGATION CAPITAL LOAN
NOTES

WHEREAS, pursuant to notice published as required by law, the City Council has held a public meeting and hearing upon the proposal to institute proceedings for the authorization of a Loan Agreement and the issuance of not to exceed \$905,000 General Obligation Capital Loan Notes, for essential corporate purposes, in order to provide funds to pay the costs of rehabilitation, improvement and equipping of parks already owned, including facilities, equipment, signage, and improvements commonly found in City parks; and the construction and reconstruction of trail and sidewalk improvements, and has considered the extent of objections received from residents or property owners as to the proposed issuance of Notes; and following action is now considered to be in the best interests of the City and residents thereof.

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

Section 1. That this Council does hereby institute proceedings and take additional action for the authorization and issuance in the manner required by law of not to exceed \$905,000 General Obligation Capital Loan Notes for the foregoing essential corporate purposes.

Section 2. This Resolution shall serve as a declaration of official intent under Treasury Regulation 1.150-2 and shall be maintained on file as a public record of such intent. It is reasonably expected that the general fund moneys may be advanced from time to time for capital expenditures which are to be paid from the proceeds of the above Notes. The amounts so advanced shall be reimbursed from the proceeds of the Notes not later than eighteen months after the initial payment of the capital expenditures or eighteen months after the property is placed in service. Such advancements shall not exceed the amount authorized in this Resolution unless the same are for preliminary expenditures or unless another declaration of intention is adopted.

PASSED AND APPROVED this 26th day of February, 2018.

Mayor

ATTEST:

City Clerk

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Mike Pogge-Weaver, City Manager *MSP-w*
FROM: Laura A. Schaefer, Finance Director/City Clerk *las*
DATE: February 22, 2018
SUBJECT: Library/City Hall Remodel Projects and Carroll Park Improvements (Pickleball Courts, Lighting at Youth Sports Complex and Trails) –\$4,525,000 General Obligation Capital Loan Notes, Series 2018

- Resolution authorizing the issuance and levying a tax for the payment thereof

The FY 2019 budget proposal contains a debt issuance to cover projects costs to fund the Library/City Hall Remodel Projects, Pickleball Courts, new lighting at the Youth Sports Complex and trails expansion. It is anticipated that the debt will be sold after July 1, 2018 and structured for an eighteen (18) year repayment.

The attached “pre-levy” resolution tells the public that the City has a need to pay for debt service (principal and interest) for these specific projects from capital loan notes to be sold at a later date. The pre-levy resolution gives the basis for the debt service to be included in the FY 2019 budget. It does not bind the Council to the repayment schedule.

Passage of the attached resolution authorizes the City to include the anticipated debt service to be paid during FY 2019 and levy a tax to pay for the debt. The current anticipated total debt service amount of principal and interest for FY 2019 is \$394,294 and has been incorporated into the City’s levy rate of \$11.28383 as proposed to Council during the budget work sessions.

This resolution incorporates a par amount of not to exceed \$4,525,000 which is slightly higher than the estimated par amount discussed with Council during budget work sessions of \$4,480,000. The difference is the amount estimated for issuance costs. At this time, it is anticipated that the issuance costs will be paid by other city funds and not by debt proceeds. By authorizing \$4,525,000 to be issued, Council has flexibility to use debt proceeds to pay issuance costs at the time of issuing the debt, if desired. Or a lesser amount (\$4,480,000) can be issued.

RECOMMENDATION: Council consideration and approval of the Resolution authorizing the issuance of not to exceed \$4,525,000 General Obligation Capital Loan Notes, Series 2018 and levying a tax for the payment thereof for the Library/City Hall Remodel Projects and Carroll Park Improvements (Pickleball Courts, Lighting at Youth Sports Complex and Trails).

February 26, 2018

The City Council of the City of Carroll, State of Iowa, met in _____ session, in the Council Chambers, City Hall, 112 E. 5th Street, Carroll, Iowa, at _____ .M., on the above date. There were present Mayor _____, in the chair, and the following named Council Members:

Absent: _____

Vacant: _____

* * * * *

Council Member _____ introduced the following Resolution entitled "RESOLUTION AUTHORIZING THE ISSUANCE OF \$4,525,000 GENERAL OBLIGATION CAPITAL LOAN NOTES, SERIES 2018, AND LEVYING A TAX FOR THE PAYMENT THEREOF", and moved that the same be adopted. Council Member _____ seconded the motion to adopt. The roll was called and the vote was,

AYES: _____

NAYS: _____

Whereupon, the Mayor declared the Resolution duly adopted as follows:

RESOLUTION AUTHORIZING THE ISSUANCE OF
\$4,525,000 GENERAL OBLIGATION CAPITAL LOAN
NOTES, SERIES 2018, AND LEVYING A TAX FOR THE
PAYMENT THEREOF

WHEREAS, the City of Carroll, State of Iowa ("Issuer"), is a municipal corporation, organized and existing under the Constitution and laws of the State of Iowa, and is not affected by any special legislation; and

WHEREAS, the Issuer is in need of funds to pay (i) costs of reconstructing, renovating, remodeling, equipping and furnishing a building for use as city administrative offices and a city hall, and thereafter for the reconstruction, renovation, remodeling, equipping and furnishing of the existing city administrative offices, city hall, and library for use as an expanded Carroll public library facility; and (ii) costs of the rehabilitation, improvement and equipping of parks already owned, including facilities, equipment, signage, and improvements commonly found in City parks; and the construction and reconstruction of trail and sidewalk improvements (the "Project"), and it is deemed necessary and advisable that General Obligation Capital Loan Notes, Series 2018 in the amount of \$4,525,000 be issued; and

WHEREAS, the City Council has taken such acts as are necessary to authorize issuance of the Notes.

NOW, THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF CARROLL, STATE OF IOWA:

Section 1. Authorization of the Issuance. General Obligation Capital Loan Notes, Series 2018, in the amount of \$4,525,000 shall be issued pursuant to the provisions of Iowa Code Sections 384.24A, 384.25, and 384.26 for the purposes covered by the hearing held on February 26, 2018 and the election previously held on August 1, 2017.

Section 2. Levy of Annual Tax. For the purpose of providing funds to pay the principal and interest as required under Chapter 76.2, there is levied for each future year the following direct annual tax upon all the taxable property in the City of Carroll, State of Iowa, to wit:

AMOUNT	FISCAL YEAR (JULY 1 TO JUNE 30) YEAR OF COLLECTION
\$394,294.00	2018/2019

Principal and interest coming due at any time when the proceeds of the tax on hand are insufficient to pay the amount due shall be promptly paid when due from current funds available for that purpose and reimbursement must be made.

Section 3. Amendment of Levy of Annual Tax. Based upon the terms of the future sale of the Notes to be issued, this Council will file an amendment to this Resolution ("Amended Resolution") with the County Auditor.

Section 4. Filing. A certified copy of this Resolution shall be filed with the County Auditor of County of Carroll, State of Iowa, who shall, pursuant to Iowa Code Section 76.2, levy, assess and collect the tax in the same manner as other taxes and, when collected, these taxes shall be used only for the purpose of paying principal and interest on the Notes.

PASSED AND APPROVED this 26th day of February, 2018.

Mayor

ATTEST:

City Clerk

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Mike Pogge-Weaver, City Manager *M.P.W.*
FROM: Jack Wardell, Director of Parks and Recreation *JW*
DATE: February 14, 2018
SUBJECT: Graham Park Tennis Court Resurfacing Project – 2018

Funding Source: F.Y. 18 – Parks & Open Spaces - Capital - \$50,000.00

- ❖ Professional Services Agreement
- ❖ Resolution

The Graham Park tennis courts are in need of some repair work that should be done after the high school season. Some of the concerns with the courts are ponding of water, minor cracks and discoloring of the courts.

Attached is the recommended procedures to repair the courts from Tennis Courts Unlimited from Nebraska City, NE. Their recommendations are:

1. Clean and prepare surface for color coatings. Power wash.
2. Fill all cracks with court patch binder and sand smooth.
3. Install court patch binder to low areas on courts with court patch binder and sand smooth.
4. Install one coat of Deco Color acrylic resurface over entire surface.
5. Install two coats of Deco Color to match existing colors.
6. Stripe courts to USTA standards.
7. A one year warranty on workmanship and material.

Total Cost: \$29,900.00

RECOMMENDATION: For the Mayor and City Council consideration and approval of the Agreement with Tennis Court Unlimited, Inc. for the Graham Park Tennis Court Resurfacing Project – 2018 for the total project cost of \$29,900.00

RESOLUTION _____

RESOLUTION ACCEPTING AND APPROVING THE PROPOSAL WITH TENNIS COURT UNLIMITED FOR GRAHAM PARK TENNIS COURT RESURFACING PROJECT – 2018

WHEREAS, the Graham Park Tennis Court Resurfacing Project - 2018 has been prepared with Tennis Courts Unlimited Inc., and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the Graham Park Tennis Court Resurfacing Project – 2018 is accepted.

BE IT RESOLVED that the Contract for Professional Services with Tennis Court Unlimited, Inc. for the Graham Park Tennis Court Resurfacing Project – 2018 is approved upon review and acceptance by the City Attorney.

Passed and approved by the Carroll City Council this 26th day of February 2018.

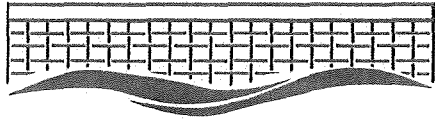
CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

Tennis Courts UNLIMITED INC



CHAN LAURENT

To: City of Carroll

Re: Tennis court renovations

Renovation procedures. 6-courts

1. Clean and prepare surface for color coating. Power wash.
2. Fill all cracks with court patch binder and sand smooth.
3. Install court patch binder to low areas on courts with court patch binder and sand smooth.
4. Install one coat of Deco Color acrylic resurfacer over entire surface
5. Install two coats of Deco Color to match existing colors.
6. Stripe courts to USTA standards.
7. A one year warranty on workmanship and material.

Total Investment: \$29,900.00

Accepted _____

Date _____

Payment schedule: 33% down with signed contract with balance due on completion.

Thank you, Chan Laurent

402-873-6334
1130 N. 58th Road • Nebraska City, NE 68410

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Honorable Mayor and City Council Members

FROM: Mike Pogge-Weaver, City Manager *MSP-W*

DATE: February 22, 2018

SUBJECT: Resolution in support of Workforce Housing Tax Credit (WHTC) benefit application to be submitted to the Iowa Economic Development Authority (IEDA) by 704 Development Corporation for a housing project called Rolling Hills South Condominiums.

704 Development Corporation, represented by Matt Greteman, President, is requesting City Council consideration and approval of an application for WHTC benefits for a project proposed in the City of Carroll that was submitted to IEDA on February 21, 2018.

An estimated total of 12 new housing units will be added through this project, providing workforce living opportunities in the City of Carroll. These housing units will provide homes for varied sectors of the population in the city, including entry level work force, students, seniors, disabled citizen and families. The total construction cost of the project is approximately \$2.3 million.

A resolution of support from the City Council and an identification of the local match for the project, at a minimum of \$1,000 per dwelling unit, is required for submittal of application to the WHTC program.

It is proposed that up to \$72,000 in incremental tax rebates be proposed to the Developer. The grants shall be made solely from the incremental property tax revenue produced by the Project. The actual amount of incremental taxes granted to the Developer as rebates is dependent on the assessed value of the completed Project, tax rates, tax laws, tax payments, low and moderate income housing set-aside requirements, and other factors. Depending on these variables, the aggregate grants to the Developer may not reach the stated maximum.

The WHTC are State of Iowa tax credits and have no fiscal impact on the City of Carroll general fund. The only obligation to the City of Carroll would be on the local match as outlined above.

In order to make a timely application, 704 Development Corporation submitted the application to IEDA on February 21, 2018. They are permitted to submit this resolution to IEDA at a later date.

WHTC Program Overview

The WHTC assists in the construction or rehabilitation of housing in communities with workforce housing needs. This program provides tax benefits to developers to provide housing in Iowa communities, focusing especially on those projects using abandoned, empty or dilapidated properties.

In small cities, which Carroll qualifies for, developers may receive an investment tax credit of up to 20% of the investment directly related to the construction or rehabilitation of the housing. The tax credit is based on the new investment used for the first \$150,000 of value for each home or unit. Additionally, developers are eligible for a refund of sales, service or use taxes paid during construction. As a small city community, the total project costs may not exceed \$215,000 per unit.

The total program benefits are limited to \$1 million per project.

RECOMMENDATION: Council discussion and possible approval of the resolution in support of Workforce Housing Tax Credit (WHTC) benefit application to be submitted to the Iowa Economic Development Authority (IEDA) by 704 Development Corporation for a housing project called Rolling Hills South Condominiums.

ITEMS TO INCLUDE ON AGENDA

CITY OF CARROLL, IOWA

February 26, 2018

5:15 P.M.

- A RESOLUTION IN SUPPORT OF A WORKFORCE HOUSING TAX CREDIT (WHTC) BENEFIT APPLICATION TO BE SUBMITTED TO THE IOWA ECONOMIC DEVELOPMENT AUTHORITY (IEDA) BY 704 DEVELOPMENT CORPORATION FOR A HOUSING PROJCT CALLED ROLLING HILLS SOUTH CONDOMINIUMS

IMPORTANT INFORMATION

1. The above agenda items should be included, along with any other agenda items, in the meeting agenda. The agenda should be posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the body holding the meeting. If no such office exists, the notice must be posted at the building in which the meeting is to be held.
2. If you do not now have a bulletin board designated as above mentioned, designate one and establish a uniform policy of posting your notices of meeting and tentative agenda.
3. Notice and tentative agenda must be posted at least 24 hours prior to the commencement of the meeting.

February 26, 2018

The City Council of the City of Carroll, State of Iowa, met in _____ session, in the Council Chamber of the Farner Government Building, Carroll, Iowa, at 5:15 o'clock P.M., on the above date. There were present Mayor Eric P. Jensen, in the chair, and the following named Council Members:

Absent: _____

* * * * *

Council Member _____ then introduced the following proposed Resolution entitled "A RESOLUTION IN SUPPORT OF A WORKFORCE HOUSING TAX CREDIT (WHTC) BENEFIT APPLICATION TO BE SUBMITTED TO THE IOWA ECONOMIC DEVELOPMENT AUTHORITY (IEDA) BY 704 DEVELOPMENT CORPORATION FOR A HOUSING PROJCT CALLED ROLLING HILLS SOUTH CONDOMINIUMS", and moved that the same be adopted. Council Member _____ seconded the motion to adopt. The roll was called and the vote was,

AYES: _____

NAYS: _____

Whereupon, the Mayor declared the Resolution duly adopted as follows:

RESOLUTION NO. _____

A RESOLUTION IN SUPPORT OF A WORKFORCE HOUSING TAX CREDIT (WHTC) BENEFIT APPLICATION TO BE SUBMITTED TO THE IOWA ECONOMIC DEVELOPMENT AUTHORITY (IEDA) BY 704 DEVELOPMENT CORPORATION FOR A HOUSING PROJET CALLED ROLLING HILLS SOUTH CONDOMINIUMS

WHEREAS, 704 Development Corporation (“Developer”), represented by Matt Greteman, President, has requested City support for its application to the Iowa Economic Development Authority (“IEDA”) for state tax incentives under the Workforce Housing Tax Credit Program for a 12 unit bi-attached townhome development to be known as “Rolling Hills South Condominiums” (“Project”) on property located in the City of Carroll (“City”); and

WHEREAS, successful completion of the “Rolling Hills South Condominiums” project requires funding from a number of sources, including an award of Iowa Workforce Housing Tax Credit benefits in the estimated amount of \$448,956.00; and

WHEREAS, the application requirements for the Workforce Housing Tax Credit Program include a requirement for the submission of a resolution in support of the housing project by the community where the housing project will be located, which requirement is intended to be satisfied by roll call and resolution; and

WHEREAS, a further application requirement for the Workforce Housing Tax Credit Program is documentation of a local matching funds pledge for the project in an amount of not less than \$1,000 per dwelling unit; and

WHEREAS, Developer intends to invest approximately \$250,000 in public improvements (including streets, sanitary sewer mains, water mains, storm sewer, and utility infrastructure) to prepare the Project site for development; and

WHEREAS, the City intends to utilize its powers under the urban renewal law to facilitate the construction of the public improvements related to the residential development through the provision of up to \$72,000 in incremental tax rebates to Developer, subject to certain conditions to be set forth in a detailed “Development Agreement”; and

WHEREAS, the City of Carroll needs additional residential units for its residents and to support its businesses and industries with available employees.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa:

Section 1: The City Council of the City of Carroll does hereby express its support for the “Rolling Hills South Condominiums” project application to the IEDA, seeking an award of Workforce Housing Tax Credit benefits in the amount of \$448,956.00 for the above described Project.

Section 2: That the following are the proposed terms of the City's support of the Project, contingent on the conditions in Section 3:

1. The payment of up to ten (10) annual grants to Developer funded exclusively by tax increment produced by the Project under Iowa Code Section 403.19. Each grant will be reduced as necessary to satisfy the City's obligation to set aside funds to assist with low and moderate income housing in the City as required by Iowa Code Section 403.22.
2. The aggregate amount of grant payments to Developer shall not exceed the lesser of \$72,000 or the actual costs incurred by Developer in the construction of the public improvements. (Note that the grants shall be made solely from the incremental property tax revenue produced by the Project, and that the actual amount of incremental taxes granted to Developer as rebates is dependent on the assessed value of the completed Project, tax rates, tax laws, tax payments, low and moderate income housing set-aside requirements, and other factors; depending on these variables, the aggregate grants to the Developer may not reach the stated maximum.)
3. Preconditions to the payment of any grants under the terms of the Development Agreement will include, but are not limited to:
 - a. Timely completion of the public improvements;
 - b. Timely certification of costs for the public improvements;
 - c. The provision of appropriate maintenance bonds for the public improvements; and
 - d. Dedication of the public improvements to the City; and acceptance of the public improvements by the City.

Section 3: That the terms listed in Section 2 shall be subject to and conditioned on all of the following:

1. An award of Iowa Workforce Housing Tax Credit benefits in an amount sufficient to support the completion of the Project.
2. Completion of all legislative processes (including but not limited to public hearings and public notice, consultation meetings, and other requirements) necessary to adopt an urban renewal plan, authorize the Project as an urban renewal project in said plan, and adopt a TIF ordinance covering the Project, all pursuant to Iowa's urban renewal law then in effect.
3. The property for the project being rezoned appropriately for its intended use.

4. The inclusion of the terms listed in Section 2 into a Development Agreement to be drafted by the City's counsel, including but not limited to, the above terms and other terms recommended by counsel; and the approval of the Development Agreement by the City Council in its final form following all required legislative processes including a public hearing.

Section 4: That the Mayor and the City Manager are hereby authorized and directed to sign any forms required by the Administrative Rules of the IEDA to evidence the City's support for the application by 704 Development Corporation as described above, upon approval of the same by the City's legal counsel.

Section 5: That, should the Developer be awarded tax credit benefits consistent with this Resolution, the City Manager is hereby authorized and directed to proceed with the preparation of the necessary documents for the Urban Renewal Plan and Development Agreement for the Council's consideration.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 26th day of February, 2018.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

BY: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

CERTIFICATE

STATE OF IOWA)
) SS
COUNTY OF CARROLL)

I, the undersigned City Clerk of the City of Carroll, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the corporate records of the City showing proceedings of the City Council, and the same is a true and complete copy of the action taken by the Council with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of meeting and tentative agenda, a copy of which was timely served on each member of the Council and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Council (a copy of the face sheet of the agenda being attached hereto) pursuant to the local rules of the Council and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective City offices as indicated therein, that no Council vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the City or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand and the seal of the City hereto affixed this _____ day of _____, 2018.

City Clerk, City of Carroll, State of Iowa

(SEAL)



Application

95226 - Workforce Housing Tax Incentive Program

207832 - 704 Affordable Housing Project

Workforce Housing Tax Credits

Status: Editing

Submitted Date:

Applicant Information

Project Officer

AnA User Id MATT.GRETEMAN@IOWAID
First Name* Matt P. Greteman
First Name Middle Name Last Name

Title:
Email:* matt@greteman.com
Address:* 704 W. Hwy 30
P.O. Box 707

City* Carroll Iowa 51401
City State/Province Postal Code/Zip
Phone:* 712-792-5050
Phone Ext.

Program Area of Interest* Economic Development
Fax: 712-792-0440

Organization Information

Organization Name:* 704 Development Corporation
Organization Type:* For-Profit – Privately Held
DUNS:

Organization Website:
Address: 704 W. Hwy 30
P.O. Box 707
Phone: Carroll Iowa 51401
City State/Province Postal Code/Zip
712-792-5050
Fax: 712-792-0440
Ext.

Cover Sheet-General Information

Authorized Official

Name* Matthew P. Greteman
Title* President
Organization* 704 Development Corporation
If you are an individual, please provide your First and Last Name.
Address* 704 W. Hwy 30
P.O. Box 707
City/State/Zip* Carroll Iowa 51401
City State Zip
Telephone Number* 712-792-5050
E-Mail* matt@greteman.com

Fiscal Officer/Agent

Please enter the "Fiscal Officer" for your Organization.

If you are an individual, please provide your First and Last Name.

Name* Michael V. Greteman

Title Treasurer
Organization 704 Development Corporation
Address 704 W. Hwy 30
 P.O. Box 707
City/State/Zip Carroll Iowa 51401
City State Zip
Telephone Number 712-792-5050
E-Mail mvgreteman@yahoo.com
County(ies) Participating, Involved, or Affected by this Proposal* Carroll County
Congressional District(s) Involved or Affected by this Proposal* 4th - Rep Steve King (R)
Congressional Map
Iowa Senate District(s) Involved or Affected by this Proposal* 6
District Map
Iowa House District(s) Involved or Affected by this Proposal* 12
District Map

Applicant Information

Applicant Name: (legal entity applying for award)*

704 Development Corporation

Mr. Matthew Greteman
Salutation Contact First Name Contact Last Name

President
Contact Title

704 W. Hwy 30, P.O. Box 707
Address

Carroll Iowa 51401
City State Zip Code

712-792-5050 matt@greteman.com
Phone E-mail

Corporation
Entity Type

164183 421400479
Iowa Secretary of State business number Federal Taxpayer ID number

Contact Information

Elected Official

Carroll
City or County

Dr. Eric Jensen
Salutation First Name Last Name Suffix

Mayor
Title

112 E 5th Street
Address

Address 2

Carroll Iowa 51401
City State Zip +4

712-792-1000

Phone Fax E-mail

Local Sponsor/Contact

Mr. Mike Pogge-Weaver
Salutation First Name Last Name Suffix

City Manager
Title

112 E 5th Street
Address

Address 2

Carroll Iowa 51401
City State Zip +4

712-792-1000 mpoggeweaver@cityofcarroll.com
Phone Fax E-mail

Project Information

Project name or alias: 704 Affordable Housing Project

Project Address Westridge Drive
Address

Carroll Iowa Carroll County 51401
City State County Zip Code

Is the project seeking Low Income Housing Tax Credits (LIHTC)? No

If yes, please indicate the amount of LIHTC eligible basis: \$0.00

Eligible projects under the Workforce Housing Tax Incentive Program must fall into one of four categories.

Category of proposed project: New const., rehab, repair, or redevelopment of dwelling units in distressed workforce housing community (Greenfield Development)

Has the IEDA designated the community where the project will take place as a distressed workforce housing community? Yes

Please provide a brief description of the proposed housing development project: (500 character limit)
The proposed housing development project would include six duplexes for a total of twelve units. The development would be new construction on a greenfield site.

Describe why assistance through the Workforce Housing Tax Credit program is needed for the project to proceed. (500 character limit)
Assistance is needed for the project to proceed due to the rising construction and labor expenses affecting development in rural communities. These rising prices are making it increasingly difficult to provide an affordable housing product to the market.

Describe why the current housing market is not meeting the A housing study was recently conducted in Carroll County and determined there was a specific need for houses in this price range and below. It was opined that many residents

community's housing needs? (500 character limit) would purchase in this price range but did not have any options. Construction of housing in this price range would satisfy the needs of the consumers in this range and free up their existing space for those in the lower price range.

When completed and available for occupancy, will the units meet the United States Department of Housing and Urban Development's housing quality standards and all applicable

safety standards? Yes

Does the project include local matching funds for the project in an amount equal to at least \$1,000 per dwelling

unit to be developed? Yes

Type of local match: Rebate

Does the project involve rehabilitation, repair, redevelopment or preservation of a historic property as defined in Iowa Code Section 404A.1(2)?

No

Proposed end date of project:

02/01/2021

The proposed project MUST be completed within three (3) years from date the project is registered by IEDA.

Units

Housing Activity	Housing Activity	Unit Type	Unit Ownership	# of Units in Project
Activity #1	New const., rehab, repair, or redevelopment of dwelling units in distressed workforce housing community (Greenfield Development)	Single Family Attached (Duplex)	Owner Occupied	12
Activity #2				
Activity #3				
Activity #4				
Totals				12

WHTC-Budget

Total Tax Credit Award Amount \$0.00

Project Expenditures (RESIDENTIAL ONLY)

Expense	Expense Amount
Building Acquisition	\$0.00
Land Acquisition	\$16,380.00
Site Development (including demolition)	\$173,000.00
Construction (materials only)	\$1,236,000.00
Construction (labor and operations)	\$780,000.00
Architect/Engineer Fees	\$28,000.00
Building Permits and Fees	\$9,600.00
Construction Loan Interest	\$63,000.00
Total	\$2,305,980.00

Cash Sources (UP-FRONT FUNDS ONLY)

Source	Amount	Status
WHTC Equity (Tax Credit Equity Only)	\$360,000.00	Applied for
LIHTC Equity (Tax Credit Equity Only)	\$0.00	
Historic Tax Credit Equity (State Tax Credit Equity Only)	\$0.00	
Historic Tax Credit Equity (Federal Tax Credit Equity Only)	\$0.00	
Brownfield/Grayfield Credit (Tax Credit Equity Only)	\$0.00	
HOME (Loan)	\$0.00	
HOME (Grant or Forgivable Loan)	\$0.00	
FHLB Affordable Housing Program (Loan)	\$0.00	
FHLB Affordable Housing Program (Grant or Forgivable Loan)	\$0.00	
USDA-RD (Loan)	\$0.00	
USDA-RD (Grant or Forgivable Loan)	\$0.00	
Local Match (Loan)	\$0.00	
Local Match (Grant or Forgivable Loan)	\$0.00	
Local Match (Property Tax Abatement or Refund)	\$72,000.00	Applied for
Local Match (In-kind)	\$0.00	
Developer (Cash or Equity)	\$873,980.00	Committed
Private Lender (Loan)	\$1,000,000.00	Committed
All Other Public Sources (Loan)	\$0.00	
All Other Public Sources (Grant or Forgivable Loan)	\$0.00	
Total	\$2,305,980.00	

Estimated Amount of Assistance

Source	Option A	Option B
Workforce Housing Tax Credit*	\$374,796.00	\$360,000.00
Sales Tax Refund (on materials only)	\$74,160.00	\$74,160.00
Total Estimated Workforce Housing Incentives:	\$448,956.00	\$434,160.00

Requested Award

Cost per Unit

NOTE: per unit cost cannot exceed \$200,000 per unit or \$250,000 per unit if project involves historic property as defined in Iowa Code Section 404A.1(2).

Sub-Total Residential Costs (from above)	\$2,305,980.00
Number of Units:	12
Cost per Unit:	\$192,165.00

**Is the applicant requesting a
Sales Tax Refund for the
project?** Yes

If yes, is the applicant requesting a Sales Tax Refund for the project in an amount less than what is shown above (Estimated amount)?

No

If Yes, enter revised amount requested: \$0.00

Is the applicant requesting Workforce Housing Tax Incentive Credits for the project?

Yes

If yes, is the applicant requesting a Workforce Housing Tax Incentive for the project in an amount less than what is shown above (Estimated amount)?

No

If Yes, enter revised amount requested: \$0.00

Acknowledgement

I understand amounts calculated are estimates based on initial application information provided to IEDA. Amounts of assistance estimated are maximum amounts and could be less depending on final project costs. Award amounts under the Workforce Housing Tax Incentive Program will not be increased should project costs increase.

I understand:* Yes

I understand compliance fees imposed in Iowa code Section 15.330(12) shall apply to all Workforce Housing Tax Incentive Program agreements.

I Understand:* Yes

Required Attachments

Attachment	Description	File Name	Type	File Size
Resolution in support of the housing project by the community where the housing project will be located:				
Documentation of local match to project:	Bank letter	704 Bank letter.pdf	pdf	56 KB
Documentation of all secured funding sources for the project:	Project Map	trn-160499-Preliminary_Platt-122117.pdf	pdf	1.1 MB
Project map:				
Affidavit stating the Business has not, within the last 5-years, violated state or federal environmental and worker safety statues, rules, and regulations: Download a sample affidavit here	Affidavit	704 affidavit.pdf	pdf	109 KB

PRELIMINARY PLAT ROLLING HILLS SOUTH CONDOMINIUMS CITY OF CARROLL CARROLL COUNTY, IOWA

CURVE	RADIUS (FT)	DELTA	LENGTH	TANGENT	DIRECTION
C1	185.00' L	33° 33' 18.88"	108.15'	106.81'	N 15° 59' 14.68" W
C2	225.00' R	27° 51' 55.48"	109.43'	108.35'	N 18° 49' 55.76" W
C3	39.00' L	40° 34' 48.54"	27.62'	27.05'	N 25° 11' 18.53" W
C4	59.00' R	276° 38' 44.04"	284.87'	78.46'	S 87° 09' 20.84" E
C5	39.00' L	63° 29' 06.81"	43.21'	41.04'	S 19° 25' 27.77" W
C6	175.00' L	20° 26' 48.50"	62.45'	62.12'	S 22° 32' 29.88" E
C7	235.00' R	33° 33' 18.88"	137.63'	135.67'	S 15° 59' 14.68" E

LINE	LENGTH	BEARING
L1	22.77'	N 00° 47' 24.77" E
L2	9.55'	N 32° 45' 54.13" W
L3	9.55'	S 32° 45' 54.13" E
L4	22.86'	S 00° 47' 24.77" W

INDEX OF SHEETS
SHEET 1 - BOUNDARY INFORMATION
SHEET 2 - BOUNDARY DESCRIPTION AND DEDICATION

LEGEND		MEASURED DISTANCE	M
UTILITY EASEMENT	-----	PLATTED DISTANCE	P
BUILDING SET BACK LINE	-----	RECORDED DISTANCE	R
MONUMENT FOUND	⊕	RIGHT-OF-WAY	ROW
FOUND MONUMENT LABEL	Ⓐ	EASEMENT	EASE.
MONUMENT SET YELLOW	●	UTILITY	UTIL.
CAP. NO. 21443	○	PROPOSED	PROP.
TEMPORARY POINT	○	ELECTRICAL	ELEC.



US HIGHWAY 71

N 00° 44' 28" W (ASSUMED BEARING) 2629.24' (M) 2629.43' (R) I-A
1315.06' (M) 1315.16' (R) I-B

OWNER, SUBDIVIDER
704 DEVELOPMENT CORP.
704 W. HWY. 30
CARROLL, IA 51401
712-792-5050

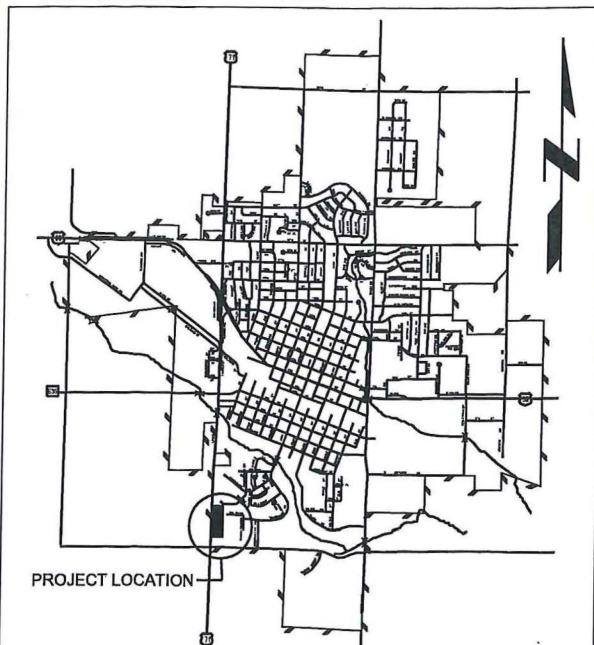
LAND SURVEYOR
MATT FOUTS, LS
724 SIMON AVENUE
CARROLL, IOWA 51401
712-792-9711

DESIGN ENGINEER
CODY FORCH, PE
724 SIMON AVENUE
CARROLL, IOWA 51401
712-792-9711

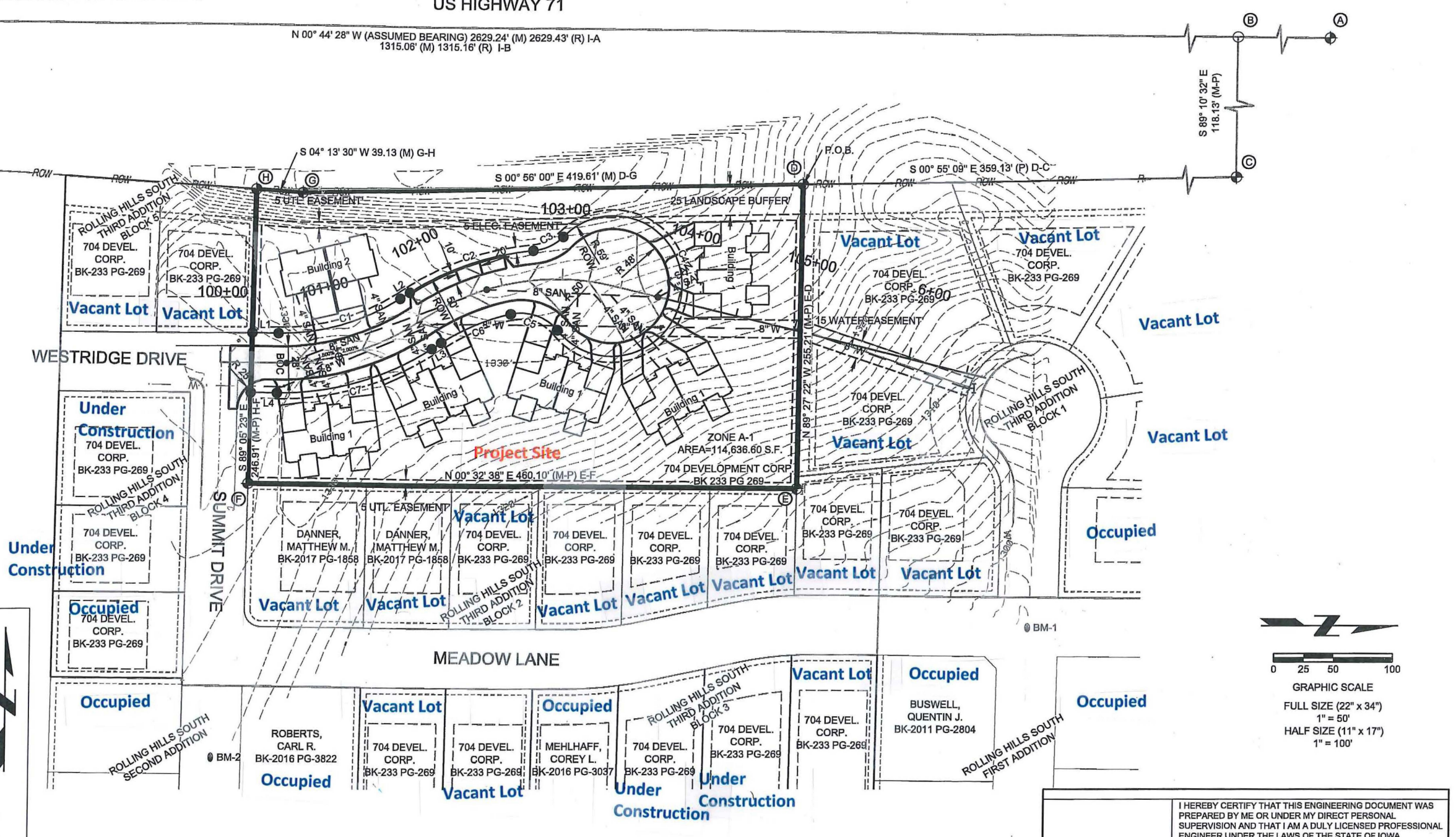
ACREAGE TABLE

TOTAL ACREAGE	2.63 ACRES
NUMBER OF LOTS	1
MIN. LOT AREA	2.08 ACRES
AVG. LOT AREA	2.08 ACRES
MAX. LOT AREA	2.08 ACRES
PUBLIC LAND AREA	0.00 ACRES
ROW LAND AREA	0.55 ACRES
COMMON OPEN SPACE	1.53 ACRES

ZONING:
EXISTING ZONING A-1
PROPOSED ZONING P.U.D.



CITY OF CARROLL, IOWA



BUILDING SETBACKS:
SPACE BETWEEN BUILDINGS - 10' MIN.

NOTE:
ALL BEARINGS ARE ASSUMED, ALL MONUMENTS SET ARE 5/8" REBAR WITH YELLOW CAP LS# 21443 UNLESS OTHERWISE NOTED. MONUMENTS TO BE SET UPON COMPLETION OF CONSTRUCTION.

SEE SHEET 2 FOR MONUMENT DESCRIPTIONS.

CITY APPROVALS	PRELIMINARY PLAT APPROVED 704 DEVELOPMENT CORP.
RECOMMEND TENTATIVE PLAT APPROVAL - PLANNING & ZONING COMMISSION	
CHAIRMAN _____ DATE _____	
TENTATIVE PLAT ACCEPTED - CITY OF CARROLL, IOWA	
MAYOR _____ DATE _____	



I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA

Cody Forch 12/21/17
SIGNATURE _____ DATE _____
CODY F. FORCH
PRINTED OR TYPED NAME
22843
MY LICENSE RENEWAL DATE IS: DECEMBER 31, 2018
PAGES OR SHEETS COVERED BY THIS SEAL:
SHEET 1 & 2

2017
ROLLING HILLS SOUTH
CONDOMINIUMS
CARROLL, IOWA
160499

PRELIMINARY PLAT
BOUNDARY INFORMATION

PROJECT NO.	160499.00
DATE	12/19/2017
DRAWN BY	ASCHLADER
FILE NAME	S-160499-Preliminary Plat 1.dgn
FIELD BOOK	
FIELD CREW	FC INI
SURVEY FILE NO.	
PLAN IN HAND INITIALS	PIH INI
DATE	PIH DATE
70 PERCENT REVIEW INITIALS	70% INI
DATE	70% DATE
95 PERCENT REVIEW INITIALS	95% INI
DATE	95% DATE
REVISIONS	

SHEET 1

www.jeo.com

JEO CONSULTING GROUP INC



800.723.8567

Rolling Hills South Condominiums Location Map and Photos



Photo A



Photo B



Photo C



City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Mike Pogge-Weaver, City Manager *MSP-W*

FROM: Randall M. Krauel, Director of Public Works *RMK*

DATE: February 8, 2018

SUBJECT: Downtown Streetscape Phase 8
Change Order No. 1

During construction of the Downtown Streetscape Phase 8 project, field conditions were encountered that dictated changes to the plans. The changes are detailed in the attached Change Order No. 1 and summarized as follows:

1.1	Concrete saw cutting performed by City personnel at the request of the Contractor	(\$114.00)
1.2	Adjustment of storm sewer structure in the SE corner of 4 th Street and Main Street	\$3,186.00
1.3	Addition of paver edging at 5 th Street and Carroll Street	\$274.00
1.4	Addition of streetscape on Clark Street from Fourth Street Parking Lot to 5 th Street	\$8,141.00
1.5	Additional concrete	\$8,946.00
1.6	Additional demolition	\$3,944.00
Total		<u>\$24,377.00</u>

The proposed Change Order changes the contract price as follows:

Original Contract Price	\$1,294,844.41
Proposed Change Order No. 1	\$24,377.00
Contract Price w/Change Order	\$1,319,221.41

The proposed Change Order also includes a change in the Substantial Completion date from November 15, 2017 to November 30, 2017.

RECOMMENDATION: Mayor and City Council consideration and approval of Change Order No. 1 to the Downtown Streetscape Phase 8 project in the amount of \$24,377.00.

RMK:km

**CHANGE ORDER
NO. 1**

PROJECT: **DOWNTOWN STREETSCAPE PHASE 8**
 OWNER: City of Carroll, Iowa
 CONTRACTOR: Badding Construction Company
 ENGINEER: Confluence

OWNER'S Contract No.: Resolution #1746

DATE OF ISSUANCE: February 8, 2018

EFFECTIVE DATE: February 13, 2018

You are directed to make the following changes in the Contract Documents:

Description: See Attachment A

Reason for Change Order: See Attachment A

Attachments: Attachment A

CHANGE IN CONTRACT PRICE:
Original Contract Price: \$ 1,294,844.41
Net Increase (Decrease) from previous Change Order No. 1: \$ 0.00
Contract Price prior to this Change Order: \$ 1,294,844.41
Net Increase (Decrease) of this Change Order: \$ 24,377.00
Contract Price with all approved Change Orders: \$ 1,319,221.41

CHANGE IN CONTRACT TIMES:
Original Contract Times: Substantial Completion: November 15, 2017
Net change from previous Change Orders No. --- to Substantial Completion: None
Contract Times prior to this Change Order: Substantial Completion: November 15, 2017
Net increase (decrease) this Change Order: Substantial Completion: 15 days
Contract Times with all approved Change Orders: Substantial Completion: November 30, 2017

RECOMMENDED:

City of Carroll

By: _____
Randall M. Krauel, City Engineer

Date: February 8, 2017

APPROVED:

City of Carroll

By: _____
Eric P. Jensen, Mayor

Date: February 13, 2018

ACCEPTED:

Badding Construction Company

By: _____
(Authorized Signature)

Date: _____

DOWNTOWN STREETSCAPE PHASE 8

**CHANGE ORDER NO. 1
ATTACHMENT A**

Description:

- 1.1 City maintenance personnel performed concrete saw cutting on the east side of Main Street, north of 4th Street.
- 1.2 Adjust storm sewer structure Sta. 5+54.69, 28.82' Rt. (SE cor. 4th St. & Main St.)
- 1.3 Addition of edging material at sidewalk paver edge, 5th Street and Carroll Street.
- 1.4 Addition of Clark Street streetscape on the west side of Clark Street from 4th Street Parking Lot to 5th Street. Unit price items paid in contract quantities.
- 1.5 Additional concrete work on Northeast Access Road, Main Street and Fourth Street Parking Lot.
- 1.6 Additional concrete and soil removal on Northeast Access Road, West Street and Main Street.

Reason for Change:

- 1.1 Contractor request. Subcontractor had removed his concrete saw from City.
- 1.2 Plan elevations defining structure did not match field elevations.
- 1.3 Plan did not include paver edging along grass edge of sidewalk pavers.
- 1.4 Completion of Clark Street streetscape adjacent to proposed Carroll Brewing Co.
- 1.5 Additional concrete removal and replacement required to provide adequate drainage.
- 1.6 Additional removals necessary to provide adequate drainage.

Cost:

<u>Item No.</u>	<u>Description</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
1.1	Sawcut	L.F.	38	\$3.00	(\$114.00)
1.2	Structure Adjustment	L.S.	1		\$3,186.00
1.3	Paver Edging	L.S.	1		\$274.00
1.4	Clark Street	L.S.	1		\$8,141.00
1.5	Additional concrete	L.S.	1		\$8,946.00
1.6	Additional demolition	L.S.	1		\$3,944.00
Total					\$24,377.00

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Mike Pogge-Weaver, City Manager *WSP-W*

FROM: Randall M. Krauel, Director of Public Works *RMK*

DATE: February 20, 2018

SUBJECT: Wastewater Disinfection Treatment Facility Plan

The Wastewater National Pollutant Discharge Elimination Systems (NPDES) Permit includes compliance with effluent limitations on the following improvement schedule:

	<u>Date</u>	<u>Status</u>
DO/Disinfection – Self-Assessment Matrix and Work Record Request	01/01/17	Complete
Copper: Compliance Strategy	05/01/17	Complete
DO/Disinfection: Facility Plan	10/01/17	Complete
DO/Disinfection: Progress Report	04/01/18	
Copper: Progress Report	05/01/18	
DO/Disinfection: Plans and Specifications	09/01/18	
Nutrient Reduction: Feasibility Report	11/01/18	
DO/Disinfection: Construction Contract	11/01/18	
Copper: Progress Report	05/01/19	
DO/Disinfection: Progress Report	07/01/19	
DO/Disinfection: Complete Construction	03/01/20	
DO/Disinfection: Compliance	04/01/20	
Copper: Progress Report	05/01/20	
Copper: Progress Report	05/01/21	
Copper: Compliance	10/01/21	

The Wastewater Disinfection Treatment Facility Plan has been completed by Veenstra & Kimm, Inc. A copy, excluding Appendices, is attached. The Appendices are the Wastewater NPDES Permit, a Wedeco UV Proposal and an Enaqua UV Proposal.

The Plan was prepared to address the impact of changes to water quality standards included in the NPDES Permit. The specific standard addressed by the Plan is the geometric mean of E. coli concentration being less than 126 colonies per 100 milliliters.

The plan presents the results of study and analysis of the Wastewater Treatment Facility including the following:

- Identification of alternatives for upgrading the Wastewater Treatment Facility to meet regulatory disinfection requirements.
- Preliminary design considerations and estimated costs of the recommended improvements.

The Plan recommends that Ultraviolet (UV) disinfection be utilized for meeting the E. coli limitations. The UV Disinfection Estimated Project cost is \$715,000.

The next step to implement disinfection is to initiate design of the improvements.

RECOMMENDATION: Mayor and City Council consideration and acceptance of the Wastewater Disinfection Treatment Facility Plan.

RMK:km

attachment

REPORT

ON

***WASTEWATER DISINFECTION TREATMENT
FACILITY PLAN***

CARROLL, IOWA

JANUARY, 2018



VEENSTRA & KIMM, INC.

**REPORT
ON
WASTEWATER DISINFECTION TREATMENT
FACILITY PLAN
CARROLL, IOWA
JANUARY, 2018**

I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.

Signed:

Date:



Todd W. Penisten JANUARY 30, 2018

Todd W. Penisten, P.E.

Iowa License No. 16918

My license renewal date is December 31, 2019

Parts covered by this seal:

ALL

Prepared by
VEENSTRA & KIMM, INC.
West Des Moines,
Iowa

CHAPTER 1 - GENERAL

INTRODUCTION

This report presents the results of the Facility Plan completed for the City of Carroll. The Disinfection Facility Plan was undertaken to address the impact of changes to water quality standards proposed by the State of Iowa.

SCOPE

This report presents the results of the engineering studies and analysis of the wastewater treatment facility for the City of Carroll, Iowa. The studies include the following:

1. Identification of alternatives for upgrading or replacing the existing wastewater treatment facility to meet current and future needs and forthcoming regulatory disinfection requirements.
2. Preliminary design considerations, estimated cost and methods of financing the recommended improvements.

DESCRIPTION OF SERVICE AREA

The service area includes the incorporated limits of the City of Carroll. The City of Carroll is located in West Central Iowa approximately 90 miles northwest of Des Moines.

PRESENT LAND USE

The community consists of residential development with some commercial and industrial development.

PLANNING PERIOD

The Iowa Department of Natural Resources requires the planning period for proposed improvements extend at least 20 years beyond the date when the improvements are scheduled to begin operation. For the purposes of this report, the planning period will be 20 years and extend to the year 2038.

TOPOGRAPHY AND DRAINAGE

The general ground surface topography consists of nearly level to strongly sloping terrain. The drainage in the study area flows into an Unnamed Creek to the Middle Raccoon River.

SOILS

Generally, the soil types in the study area can be characterized as well-drained and poorly drained loamy or silty materials.

COST ESTIMATES AND PRESENT WORTH ANALYSES

All costs included herein represent present day costs. No provisions have been made for inflation or deflation.

CHAPTER 2 - EFFLUENT LIMITATIONS

GENERAL

This chapter discusses the water quality standards and effluent limitations which impact the proposed improvements to the Carroll, Iowa Wastewater Treatment Facility. Point discharges of pollution in Iowa are normally regulated by permits issued by IDNR. Because the permits limit the quantity of certain parameters and pollutants in the effluent from point sources, the limitations which apply to a given effluent are essential for proper planning and design of wastewater treatment facilities. These effluent limitations are also, in turn, directly related to the water quality standards which apply to the river or stream receiving the discharge and must be appropriately modified to suit local conditions.

RECEIVING STREAMS

The City of Carroll currently discharges its treated wastewater into an Unnamed Creek which discharges to Middle Raccoon River. This Unnamed Creek is classified as secondary contact recreational use (Class A2) and a warm water fisheries.

WATER QUALITY STANDARDS

Water quality standards for the State of Iowa are regulated by IDNR and presented in Section 567 - Environmental Protection Commission of the Iowa Administrative Code under Chapter 61 - Water Quality Standards. IDNR has developed a classification system for all surface waters in the State of Iowa to define water quality according to use and for the protection of beneficial uses. This classification system establishes general use and designated use river and stream segments.

General use segments are watercourses with intermittent flow or typically flow only for short periods of time following precipitation or as a result of discharges from wastewater treatment facilities. These waters do not support a viable aquatic community of significance during low flow, and do not maintain pooled conditions during periods of no flow. However, during elevated flow periods when sufficient flow exists in the intermittent watercourses to support various uses, the general use segments are to be protected in accordance with the "General Water Quality Criteria" which are discussed later in this chapter. Also, aquatic life existing within these watercourses during elevated flows are to be protected from acutely toxic conditions.

Designated use segments are bodies of water which maintain flow throughout the year, or contain sufficient pooled areas during intermittent flow periods to maintain a viable aquatic community of significance. Designated use waters are to be protected for all uses of general use segments in addition to the specific uses assigned.

Designated use segments include:

Class A1 - Primary Contact Recreation Use: Waters in which recreational or other uses may result in prolonged and direct contact with the water, involving considerable risk of ingesting water in quantities sufficient to pose a health hazard. Such activities would include, but not be limited to, swimming, diving, water skiing, and water contact recreational canoeing.

Class A2 - Secondary Contact Recreational Use: Waters in which recreational or other uses may result in contact with the water that is either incidental or accidental. During the recreational use, the probability of ingesting appreciable quantities of water is minimal. Class A2 uses include fishing, commercial and recreational boating, any limited contact incidental to shoreline activities and activities in which users do not swim or float in the water body while on a boating activity.

Class A3 - Children's Recreational Use: Waters in which recreational uses by children are common. Class A3 waters are water bodies having definite banks and bed with visible evidence of the flow or occurrence of water. This type of use would primarily occur in urban or residential areas.

Class B(WW-1) Warm Water - Type 1: Waters in which temperature, flow and other habitat characteristics are suitable to maintain warm water game fish populations along with a resident aquatic community that includes a variety of native nongame fish and invertebrate species. These waters generally include border rivers, large interior rivers, and the lower segments of medium-size tributary streams.

Class B(WW-2) Warm Water - Type 2: Waters in which flow or other physical characteristics are capable of supporting a resident aquatic community that includes a variety of native nongame fish and invertebrate species. The flow and other physical characteristics limit the maintenance of warm water game fish populations. These waters generally consist of small perennially flowing streams.

IDNR has also established "General Water Quality Criteria" which are applicable to all surface waters including those which are designated use segments. As stated in Chapter 61, the "General Water Quality Criteria" are applicable at all places and at all times to protect livestock and wildlife watering, aquatic life, non-contact recreation, crop irrigation, and industrial, domestic, agricultural and other incidental water withdrawal uses not protected by specific numerical criteria. The "General Water Quality Criteria" are as follows:

1. Such waters shall be free from substances attributable to point source waste discharges that will settle to form sludge deposits.
2. Such waters shall be free from floating debris, oil, grease, scum, and other floating materials attributable to wastewater discharges or agricultural practices in amounts sufficient to create a nuisance.
3. Such waters shall be free from materials attributable to wastewater discharges or agricultural practices producing objectionable color, odor, or other aesthetically objectionable conditions.
4. Such waters shall be free from substances attributable to wastewater discharges or agricultural practices in concentrations or combinations which or toxic to human, animal, or plant life.
5. Such waters shall be free from substances attributable to wastewater discharges or agricultural practices, in quantities which would produce undesirable or nuisance aquatic life.
6. The turbidity of the receiving water shall not be increased by more than 25 Nephelometric turbidity units by any point source discharge.
7. Cations and anions guideline values to protect livestock watering may be found in the "Supporting Document for Iowa Water Quality Management Plans," Chapter IV, July 1976, as revised on November 11, 2009.
8. The Escherichia coli (E. coli) content of water which enters a sinkhole or losing stream segment, regardless of the water body's designated use, shall not exceed a Geometric Mean value of 126 organisms/100 ml or a sample maximum value of 235 organisms/100 ml. No new wastewater discharges will be allowed on watercourses which directly or indirectly enter sinkholes or losing stream segments.

EFFLUENT LIMITATIONS

The Federal Wastewater treatment Act Amendment of 1972 (PL92-500) increased the role each state plays in control of the discharge of pollutants into its waterways. Under this amendment, the National Pollutant Discharge Elimination System (NPDES) permit program was established which is administered by the Environmental Protection Agency (EPA). Monitoring and surveillance of water quality is conducted by IDNR through its operation permit program. IDNR has assumed the responsibility of the NPDES program for the State and the program is now operated through the state operating permit system. The NPDES permit establishes effluent limitations for all wastewater treatment systems discharging or planning to discharge effluent to rivers and streams within the State of Iowa.

REGULATORY REQUIREMENTS

The City of Carroll's wastewater treatment facility operates under Iowa NPDES Permit No. 1415001 issued by the IDNR. The current permit was issued on November 1, 2016 and expires on October 31, 2021. A copy of this permit is included in Appendix A. A summary of the major effluent parameters of the operating permit are:

<u>Parameter</u>	<u>Permit Limit</u>
Average 30 Day CBOD ₅ , mg/l	25
Average 30 Day CBOD ₅ , ppd	876
Maximum 7 Day Average CBOD ₅ , mg/l	40
Maximum 7 Day Average CBOD ₅ , ppd	1,401
Average 30 Day TSS, mg/l	30
Average 30 Day TSS, ppd	1,051
Maximum 7 Day Average TSS, mg/l	45
Maximum 7 Day Average TSS, ppd	1,576
D.O. Yearly Minimum, mg/l	5.0
7 Day Average pH	6.5
Daily Maximum pH	9.0

The new disinfection and D.O. limits do not become effective until April 1, 2020. The disinfection requirements are such that the geometric mean is less than 126 colonies of E. coli per 100 ml. The E. coli effluent limitations are only required to be met from March 15 through November 15 of each year.

CHAPTER 3 - POPULATION AND FLOWS

The population projections of the City of Carroll are based on the Carroll 2013 Comprehensive Plan report prepared by the Region VII Council of Governments. That study utilized the forecasts made by Woods & Poole Economics Incorporated, a national economics research firm, for each county in the United States. The population projections of the City of Carroll were interpolated from the Carroll County projections made by Woods & Poole Economics Incorporated.

The population projections of the City of Carroll are summarized below in Table 3-1.

TABLE 3-1
Population

<u>Year</u>	<u>Population</u>
1910	3,546
1920	4,254
1930	4,691
1940	5,389
1950	6,231
1960	7,682
1970	8,716
1980	9,705
1990	9,579
2000	10,106
2010	10,103
2020	10,251
2030	10,473
2040	10,705

*Estimate

INDUSTRIES

The city of Carroll is home to two Significant Industrial User (SIU), Smithfield Farmland Corp. and Carroll County Solid Waste Management Commission. The City has a Pretreatment Agreement with both Smithfield Farmland Corp. and Carroll County Solid Waste Management Commission included in their NPDES permit. Effluent flow from both Smithfield Farmland Corp. and Carroll County Solid Waste Management Commission are reported in the City's monthly operating reports to IDNR.

WASTEWATER FLOWS

The Iowa Department of Natural Resources requires wastewater flows during specific conditions be determined to establish the design parameters for improvements to wastewater treatment facilities. These conditions include the following:

Average Dry Weather (ADW) Flow – The daily average flow when the groundwater is at or near normal and runoff is not occurring.

Average Wet Weather Flow (AWW 30) – The daily average flow for the wettest 30 consecutive days.

Maximum Wet Weather (MWW) Flow – The total maximum flow received during any 24-hour period when the groundwater is high and runoff is occurring.

Peak Hourly Wet Weather (PHWW) Flow – The total maximum flow received during one hour when the groundwater is high, runoff is occurring, and the domestic, commercial and industrial flows are at their peak.

EXISTING WASTEWATER HYDRAULIC AND ORGANIC LOADINGS

The existing wastewater hydraulic and organic loadings for the wastewater treatment facility will remain unchanged under this facility plan. If future upgrades to the existing wastewater treatment facility become necessary the design flows and loadings will be modified accordingly. The design of the disinfection facilities would include the flexibility to accommodate an increase in the hydraulic capacity of the facility without requiring significant modifications.

TABLE 3-2
EXISTING PERMITTED DESIGN CAPACITY

CARROLL, IOWA <u>Flow/Loading</u>	Existing Permitted <u>Design Capacity</u>
Flow, mgd	
ADW	1.600
AWW	4.200
MWW	6.300
PHWW (Plant Capacity)	6.300
PHWW (Plant Capacity plus Equalization Basin)	15.00
	Organic Loadings, lbs./day
BOD	4,735
TKN	1,021

CHAPTER 4 – DISINFECTION ALTERNATIVES

INTRODUCTION

The existing treatment plant does not include disinfection. However, the newly received NPDES operating permit includes a compliance schedule for E. coli effluent limitations that will require disinfection. Disinfection would occur downstream of the Vertical Loop Reactor effluent. The two types of disinfection evaluated were UV disinfection and chlorine gas disinfection.

DISINFECTION

The recently issued operating permit for the wastewater treatment plant requires the City to meet an E-coli limit of 126 colonies per 100 milliliter. Disinfection is required during all months except for the winter months. The treatment plant will be required to disinfect to meet the permit standard.

Chlorination/Dechlorination

There are two technologies for disinfecting wastewater. The first technology is chlorination. Under this process disinfection is achieved by the addition of chemical chlorine.

Chlorine is a strong oxidant which destroys pathogenic organisms. IDNR design standards recommend that a chlorination system be designed to deliver a dosage of 6 mg/l of chlorine for a nitrified effluent. Based on an Average Wet Weather flow of 4.2 mgd, the maximum 30 day usage would average 210 lbs/day. Typically, a 30-day chemical storage capacity would be recommended. A facility capable of storing approximately 6,300 pounds of chlorine would be required.

The IDNR design standards also require that a minimum 30 minutes detention at Average Wet Weather flow be maintained. Therefore, a chlorine contact basin with a volume of 87,500 gallons would need to be constructed.

The Uniform Fire Code (UFC) requires that if more than 150 lbs of chlorine is stored at one time, the facility must be equipped with safety systems to contain and treat the gas in case of an accidental leak. The enforcement of this requirement is typically left up to the local jurisdiction which enforces the code. Because of the potential liability, it is believed that any new system should seriously consider complying with this requirement.

If the facility was to disinfect with chlorine, it would also be required to remove any residual chlorine in the effluent (dechlorination). The residual chlorine is toxic to aquatic life at low levels.

Ultraviolet Light Disinfection

The second technology for disinfection is ultraviolet (UV) light disinfection. Ultraviolet disinfection is by irradiation of the effluent with the UV wavelength light that has a germicidal effect at 250 – 270 nanometers (nm). UV light is effective on bacteria, most viruses, and protozoa by causing photochemical damage to their DNA and RNA rendering them unable to reproduce.

A single channel houses the ultraviolet disinfection lights and associated equipment. There is no chemical addition with ultraviolet disinfection. Ultraviolet disinfection does require a high-quality effluent, as particulate matter is difficult to disinfect. The low suspended solids level in the Carroll effluent should be suitable for ultraviolet disinfection.

Ultraviolet disinfection requires the use of electrical power for the lights. The cost-effectiveness of ultraviolet disinfection is partially dependent on power costs. The City can purchase power at a very favorable rate.

There are options on the type of UV lamps and systems as follows:

- Low Pressure Low Intensity Lamps (LP/LI) – used for smaller systems, manual controls, manual cleaning, requires more lamp bulbs.
- Low Pressure High Intensity Lamps (LP/HI) – has higher power level but fewer lamps. Power can be modulated to demand. Automatic cleaning systems are provided. Longer lamp life is expected of 0.5 to 1.5 years.
- Medium Pressure High Intensity Lamps (MP/HI) – These lamps have a high-power demand but require fewer lamps, have a shorter lamp life, and require automatic cleaning due to scaling. This type of system is used in very large installations and is proprietary to a couple of manufacturers.

The cost-effectiveness of ultraviolet disinfection and chlorine disinfection generally rests on the cost for power. At the City's power purchase cost, ultraviolet disinfection would be less costly than chlorination in the long term. Ultraviolet disinfection has the secondary advantage of not requiring chemical handling.

The new ultraviolet disinfection facility will include a small building located near the UV equipment. The small building will serve the purpose of housing the UV equipment. The UV Building will provide a location for the effluent sampler. The sampling points for the effluent will be relocated to the UV disinfection chamber to allow post-disinfection sampling. The sampler will be located in the building with a capability of sampling at the post-disinfection location.

Recommendation

Based on the evaluation of the various disinfection options available, it is recommended that Ultraviolet disinfection be utilized for meeting any future E. coli limitations contained in the City of Carroll's NPDES operating permit.

The estimated cost for an ultraviolet disinfection facility for the wastewater treatment plant is shown in Table 4-1 UV Disinfection Cost Estimate.

**TABLE 4-1
UV DISINFECTION COST ESTIMATE**

Description	Estimated Cost
UV Equipment	\$ 206,000
UV Equipment Installation	70,000
Electrical and Control	45,000
Mason Block Walls & Roof Over Equipment	40,000
Concrete Channel & Building Footing	110,000
Effluent Meter Structure	34,000
Yard Piping, Manholes & Sluice Gates	<u>20,000</u>
 Construction Total	 \$ 525,000
 Contingency	 \$ 80,000
Engineering, Legal and Administrative Costs	<u>\$ 110,000</u>
 Estimated Project Cost	 \$ 715,000

The above estimate is to construct a concrete block building with a cast-in-place concrete foundation housing the UV disinfection equipment.

The estimated annual operation and maintenance costs for both the Enaqua and Wedeco UV equipment are shown on Table 4-2 Annual UV Disinfection Operation and Maintenance Costs.

Carroll UV

6.3 MGD Unit

Days UV Running: 3/15/2018 11/15/2018
 Days UV Running: 245 days
 Hours UV Running: 5,880 Hours

O&M Bulb Replacement Costs

	<u>Lifespan Bulb:</u>	<u># of Bulbs</u>	<u># Replaced/ 5-years</u>	<u>Cost/Bulb</u>	<u>5 Year Replacement Cost</u>	<u>Annual Replacement Cost</u>
Enaqua	14,000	70	147	\$ 75.00	\$ 11,025.00	\$ 2,205.00
WEDECO	18,000	24	40	\$ 250.00	\$ 10,000.00	\$ 2,000.00

O&M Sleeve Replacement Costs

	<u># of Sleeves</u>	<u>Frequency to Replace</u>	<u># Replaced/ 5-years</u>	<u>Cost per Sleeve</u>	<u>5 Year Replacement Cost</u>	<u>Annual Replacement Cost</u>
Enaqua	70	-	-	\$ -	\$ -	\$ -
WEDECO	24	5	5	\$ 120.00	\$ 2,880.00	\$ 576.00

SLEEVES

Does Not Require Sleeve Replacement
 \$120 (5 years each sleeve)

O&M Power Consumption Costs

	<u>Power Draw (kW)</u>	<u>Cost/kWhr</u>	<u>Annual Power Cost</u>
Enaqua	30.3	\$ 0.08	\$ 14,253.12
WEDECO	16.9	\$ 0.08	\$ 7,949.76

O&M Labor/Maintenance Costs

	<u>Cost/Man Hour</u>	<u>Time</u>	<u>Annual Man Hour Cost</u>	<u>TOTAL O&M</u>
Enaqua	\$ 20.00	6.0	\$ 120.00	\$ 16,525.00
WEDECO	\$ 20.00	4.5	\$ 90.00	\$ 10,666.00

10-Year Present Worth

	<u>Construction</u>	<u>Rounded Power</u>	<u>Total O&M</u>	<u>Years</u>	<u>Inflation Rate</u>	<u>Present Worth</u>
Enaqua	\$ 751,755.00	\$ 14,200.00	\$ 16,525.00	20	3%	\$ 997,605.27
WEDECO	\$ 666,684.00	\$ 8,000.00	\$ 10,666.00	20	3%	\$ 825,367.15

Labor Costs

Enaqua	4.5 hrs to clean tubes	1.5 hr to change all 70 lamps
WEDECO	0.5 hr to change a ballast (similar to bulb) 1.0 hr to change 24 lamps (pull the rack)	0 No chemicals to refill, no tubes to clean 3 Change out rings on wipers

CHAPTER 5 - ENVIRONMENTAL IMPACT

GENERAL

This chapter will describe more specific impacts, both positive and negative, which will result from the implementation of the wastewater treatment facilities improvements. It is divided into four parts: Natural Environment, Socio-Economic Factors, Sensitive Areas, and Irretrievable and Irreversible Commitment of Resources.

NATURAL ENVIRONMENT

Water Quality

The primary goal of the recommended wastewater treatment facilities improvements is to improve the water quality in the area streams. The improvements to the existing treatment facilities will provide the necessary treatment facilities to handle the community's wastewater treatment needs and to comply with state and federal water quality standards.

Construction of the recommended wastewater treatment facilities improvements may impact the area's surface water supplies temporarily. Excavated materials may be introduced into streams during periods of heavy rains or winds or during construction of the wastewater treatment facilities improvements. Measures to prevent construction runoff include excavating the smallest areas of land for the shortest amount of time or applying mulch to exposed areas. Also, the existing wastewater treatment facilities will be in operation at all times during construction of the recommended improvements to protect the water quality of the receiving stream.

Air Quality

Air quality in Carroll will be temporarily impacted by fugitive dust produced during construction depending on weather or soil conditions. Some precautions will be necessary to avoid serious impact on air quality. Spraying earth mounds with water or other dust retardants and excavating the minimum amounts of land are two solutions.

Population growth and development will impact air quality through increased sources of pollution. Automobile ownership and use will increase, thus increasing emissions. Continued advancements by the auto industry to reduce emissions and continued regulation of emissions by EPA will also promote air quality goals. Industrial development may create additional point sources of pollution; however, those emissions will be regulated by the Iowa Department of Natural Resources to help achieve and ultimately maintain ambient air quality in Carroll.

Noise

Noise impacts will be short term and associated with construction. Depending on when construction occurs, residences and businesses near the existing treatment facilities may be affected by heavy equipment noise. No long term impacts are anticipated, however, since noise producing equipment or facilities will be located away from residential development or contained within structures.

Energy

An increase in energy consumption is anticipated as a result of the implementation of the recommended improvements. The operation of the upgraded treatment facilities will increase the demand for electricity.

Future development will also place increased demands on energy. Measures to reduce energy consumption include building more energy efficient homes and landscaping. Advanced developments in alternative forms of energy, such as wind or solar, may make those sources more economically feasible in the future.

SOCIO-ECONOMICAL FACTORS

Population

Implementation of the recommended improvements will indirectly affect population growth. The additional capacity in the treatment facilities may promote new residential, commercial and industrial growth. The creation of new jobs or housing opportunities will help attract people to the community.

Economy

The recommended improvements will result in a positive impact on the community's economy. Carroll will be able to market itself as having complied with water quality management objectives in order to seek new investment in the area. New firms attracted to the area will create new jobs as well as increase the tax base. The community will also benefit from employment opportunities directly associated with construction of the treatment facilities.

Negative impacts associated with the recommended improvements will be the costs to the users for construction, and operation and maintenance of the expanded facilities. Sewer fees per household will increase; however, by maximizing the use of the existing treatment facilities, the costs will be reduced.

Land Use

The recommended improvements will result in both short term and long term impacts on land use. The improvements will temporarily affect land adjacent to the treatment facility and along the sewer routes.

Long term impacts on land use will result from future growth in the community. Development will expand into agricultural areas and the productivity of the land will be lost. The conversion of farmland, however, will not significantly impact the amount of land available in the area for agricultural purposes.

SENSITIVE AREAS

Wildlife Habitats

A direct benefit of the recommended improvements will be an improved environment for aquatic and terrestrial wildlife due to the improved water quality. Construction of the facilities may temporarily affect wildlife habitats, but long term impacts should be minor.

Any future development anticipated in the community may have a greater impact on wildlife. Future development may encroach on wildlife habitats existing in undeveloped areas. Buildings and paved surfaces may adversely affect stream habitats by removing bank cover, resulting in increased runoff, siltation, or bank erosion. Some species may become more vulnerable to predators by removing burrowing or nesting areas. New roads may present barriers to seasonal movements of some species or separate them from food sources. Urbanization can also impact common "urban" wildlife where more intensive human activity on the ground may affect nesting areas.

Means of minimizing impacts to wildlife habitats include cutting the minimum swath of vegetation for trenching and pipe placement; aligning piping which minimize the taking of young and mature trees; filling and regrading backfill material as soon as possible after trenching; using cover material that is equal in quality to the topsoil removed during excavation; replanting excavated areas with materials native to the disturbed areas or otherwise well suited to it; and inspecting replantings and erosion control measures to ensure successful regeneration to plant materials.

Rare and Endangered Species

Little impact is foreseen on rare or endangered species due to the implementation of the recommended improvements. Since construction of the treatment facilities improvements will occur in developed or cultivated areas, no impact is anticipated on endangered species.

Cultural Resources

No archaeological sites in or around the Carroll Wastewater Treatment Facility are expected. A copy of this report will be submitted to the State Historical Preservation Office for approval prior to the construction of any facilities.

Recreational and Open Space

No impact on recreation areas are anticipated from construction of the proposed improvements.

IRRETRIEVABLE AND IRREVERSIBLE COMMITMENT OF RESOURCES

Land, energy and materials are the greatest areas of resource commitment. The Carroll Wastewater Treatment Facility improvements will not require the purchase of additional land.

Energy in various forms will be utilized during construction, operation and maintenance of the facilities. The commitment of resources must be weighed in light of the anticipated water quality and socio-economic benefits resulting from the upgrading and expansion of the existing wastewater collection and treatment facilities.

CHAPTER 6 - FINANCING

GENERAL

This section of the report develops a financing plan for the proposed improvements that has been recommended in this facility plan report. The intention of this financing plan is to be only a rough guide and not to take place of the detailed program which will be developed by the City's bonding attorney and financial counsel.

The financing plan is necessary so that the wastewater utility can carry out its primary responsibility which is to produce a high quality effluent to meet its NPDES permit requirements. The wastewater utility must also function as a business in that revenues generated from water sales and other miscellaneous items must cover all operating and maintenance costs, equipment replacement, capital improvement projects, all outstanding debt, and maintain a reasonable surplus in case of emergencies. In the following paragraphs we will review methods of financing, past utility transactions, projected capital improvement projects, the costs of the proposed improvement program and the impact on existing wastewater rates.

METHODS OF FINANCING

In general, most wastewater improvement projects are financed through one of the following methods or a combination of the following methods: revenue bonds and State Revolving Fund (SRF).

Revenue Bonds are paid through surpluses in the particular utility fund and are usually funded through increases in rates. These bonds are not supported by general taxation and, therefore, are viewed as more risky in the financial market. This increased riskiness causes these bonds to typically sell for ½% above similar GO issues. In addition, reserve funds of approximately 25% of the annual principal and interest are required in order to provide the bond buyers an additional level of protection. Also, other reserve funds for equipment replacement and capital improvements are typically required. Revenue bonds do create a force savings plan in that additional reserve accounts do contain monies which can be used once the revenue issue is paid off. However, revenue bonds, because of the additional required reserve, do demand higher wastewater rates than a comparable GO issue. Finally, unlike general obligation bonds, no election is required for revenue bonds.

State Revolving Fund (SRF). This fund is operated by the Iowa Department of Natural Resources and the Iowa Finance Authority and provides low interest loans for financing improvements to wastewater treatment facilities. The loan takes the form of a revenue bond or a general obligation bond issued by the City and purchased by the Iowa Finance Authority. The interest rate is dependent upon the rate which the State can sell bonds. The annual rate has been running at 2% to 3% depending upon the term of the loan. For a sewer revenue issue the coverage requirement is 10%. This means that the net revenues of the system cannot be less than 110% of the operating, maintenance and debt service

expenses of the system. This compares to a typical coverage of 25% for a conventional sewer revenue bond issue. There is a 1% loan initiation fee and a 0.25% annual loan servicing fee. In addition, the City must have an approved user charge system to ensure "fairness" and to ensure that adequate revenues are generated. There are also some additional requirements with respect to the construction contract documents.

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Honorable Mayor and City Council Members
FROM: Mike Pogge-Weaver, City Manager *MPW*
DATE: February 22, 2018
SUBJECT: 2017-2018 Annual Planning Session - Work Plan

The 2017-2018 Annual Planning Session Report was approved by the City Council on January 8, 2018. Attached to this report is the work plan for the 2017-2018 Annual Planning Session Report. This work plan details each priority item from the Annual Planning Session Report and shows the responsible party, potential work session dates (if needed), anticipated/tentative timeline, and anticipated/possible funding sources for each item.

The work plan provides a realistic schedule for each of the projects. Future approvals on each item in the work plan are still subject to final approval of the Council. Additionally, needed financial resources through bonding will be necessary for several of the projects to ultimately move forward.

With that in mind, this work plan should be viewed as a guide for the Community on how staff will proceed with each item. As with any good guide, it should be viewed as a document that will help "show us the way" but not as a document that is "set in stone" or forces the City to act in a certain way. It will be subject to change when a change in course is necessary.

The request is for the Council to review and ask questions on the work plan, make desired changes, and approve the document.

RECOMMENDATION: Approve the attached work plan for the 2017-2018 Annual Planning Session Report as presented.

2017-2018 Priority Items

Item	Responsible Party	Potential Work session Date	Time Line	Anticipated Funding Source
Revisit traffic signal situation – Hwy 30 at Court and Adams, including pedestrian crossing across Hwy 30	Public Works	July 2018	FY 18-19	General Fund
Identify and evaluate alternatives for affordable lot prices to include city land acquisition and/or infrastructure	Administration	6/26/2017 Completed	Ongoing	TIF Tax Abatement General Fund
A more permanent set of pickle ball courts - at Northwest Park	Parks and Recreation	None Anticipated	FY 18-19	G.O. Bond
Implementation of Library /City Hall concept/financing plan, design and construction	Administration and Library	None Anticipated	Construction 2018/2019	G.O. Bond Hotel/Motel Tax Local Option Sales Tax Library Foundation
Council adoption of Financial Policies	Administration	Fall 2018	Ongoing	General Fund
Waste Water Treatment Plant improvements – comply with disinfection and nutrient reduction requirements	Public Works	10/24/2016 Completed	<u>Disinfection</u> Facility Plan 10/01/2017 Final Plan 09/01/2018 Construction Contract 11/01/2018 Compliance 04/01/2020 <u>Nutrient Reduction</u> Feasibility Report 11/01/2018	Sewer Utility Fund State Revolving Fund Loan
Continue street improvements	Public Works	None Anticipated	<u>3rd St HMA Resurfacing</u> Construction 2017 - Complete <u>Street Resurfacing - 2018</u> Design FY 17-18 Construction 2018 - Complete <u>Street Resurfacing - 2019</u> Design FY 18-19 Construction 2019 <u>Street Resurfacing - 2020</u> Design FY 19-20 Construction 2020	STP Federal Funding Local Option Sales Tax Road Use Tax Storm Water Utility

Item	Responsible Party	Potential Work session Date	Time Line	Anticipated Funding Source
Grant Rd/Hwy 30 improvements	Public Works	None Anticipated	Check Plan Submittal 06/30/2017 Final Plan Submittal 08/18/2017 ROW Acquisition 10/31/2017 Project Letting 01/17/2018	Traffic Safety Improvement Program Local Option Sales Tax Tax Increment Financing Urban - State Traffic Engineering Program
Implement Street Maintenance Building project	Public Works	None Anticipated	Planning/Design FY 18-19 Construction FY 20-21	General Fund Local Option Sales Tax G.O. Bond
Water distribution study	Public Works	None Anticipated	Study Completed 03/30/2018	Utility Fund
Continue Corridor of Commerce streetscapes on planned basis -Phases IX	Public Works	None Anticipated	Phase 9 Design FY 17-18 Construction 2019	Tax Increment Financing
Implement Housing Study - continue to study issue; make a decision regarding the city role	Administration, Mayor and Council	6/26/2017 Completed		Housing TIF Local Option Sales Tax General Fund
Make a decision regarding rental housing, sidewalk repair, and code enforcement, including staffing	Administration, Police, & Building	5/8/2017 Completed (Sidewalks) 6/26/2017 Completed (Rental Housing)		User Fees General Fund
Develop plan/strategy for Rec Center for long-term viability -Programming, membership, financing, operational and physical improvements	Parks and Recreation	Spring 2018	Ongoing	
Start Rec Center improvement projects	Parks and Recreation	Spring 2018	Pre-design FY 18-19 Referendum 2nd half 2019 Planning/Design FY 19-20 Construction FY 20-21	G.O. Bond Hotel/Motel Tax Local Option Sales Tax
Develop plans regarding Graham Park Athletic District, including parking	Parks and Recreation	2/10/2017 Reviewed Plan Future workshops will be needed	Pre-design FY 18-19 Work over the next 20+ Years	G.O. Bond Hotel/Motel Tax Local Option Sales Tax
Trails expansion	Parks and Recreation	None Anticipated	10+ Years	G.O. Bond Hotel/Motel Tax Local Option Sales Tax

Item	Responsible Party	Potential Work session Date	Time Line	Anticipated Funding Source
Make a decision regarding design of city gateway signs at entryways to city	Public Works	January 23, 2017 Completed	No further action until directed by City Council	General Fund G.O. Bond

** In some cases a projected cost is an educated guess. Until detailed plans are completed final budget and actual costs may run **substantially** higher or lower than what is presented here.

Additional Workshop Items

City Council Policy and Procedures	Administration	April 9, 2018
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City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Honorable Mayor and Members of the City Council

FROM: Mike Pogge-Weaver, City Manager *MSP-w*

DATE: February 21, 2018

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) – **February 19, 2018**
2. Board of Adjustment (meets 1st Monday of month) –
3. Planning and Zoning Commission (meets 2nd Wednesday of month) –
4. Carroll Airport Commission (meets 2nd Monday of month) – **February 12, 2018**
5. Parks, Recreation & Cultural Advisory Board (meets 3rd Monday of January, March, May, July, September and November) –
6. Carroll County Solid Waste Management Commission (meets 2nd Tuesday of month) – **February 12, 2018**
7. Historical Preservation Commission (no regular meeting dates) –
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

Library Board Minutes

February 19, 2018

The Carroll Board of Trustees met in the Mayor's Conference Room of City Hall. Trustees present were: Janet Auge, Jacob Fiscus, Tom Louis, Summer Parrott, Paul Reicks, Sondra Rierson, Carol Shields, Kyle Ulveling (5:18), Ralph von Qualen, and Director Rachel Van Erdewyk. No trustees were absent. Also present was City Manager Mike Pogge-Weaver.

Fiscus called the meeting to order at 5:16. It was moved by von Qualen and seconded by Louis to approve the agenda. All voted aye. Ulveling absent. It was moved by Louis and seconded by Auge to approve the minutes of the January meeting. All voted aye. Ulveling absent. Ulveling arrived during discussion of the bills. It was moved by Rierson and seconded by Louis to approve the bills. All voted aye.

Director's Report: Toddler Story Times and Children's Outreach programming remained steady despite inclement weather conditions. Romp and Read, in conjunction with the Rec Center, has been re-introduced. This program will continue until the end of April. Van Erdewyk presented to area Homeschoolers, with an invitation to access the library resources, including STEM materials. The library added the database Transparent Languages, and the Freegal database updated streaming from 3 hours per day to 5 hours per day. Monthly door count was 5,677 and total resources utilized was 19,294.

Old Business: An update was given on the progress of the library/city hall project.

New Business: None.

It was moved by Parrott and seconded by Auge to adjourn. All voted aye. Meeting adjourned at 5:35. Next regular meeting will be March 19, 2018.

Jacob Fiscus—President

Judy Behm—Recording Secretary

CARROLL AIRPORT COMMISSION

Regular Meeting

Monday, March 12, 2018

5:30 P.M.

Arthur Neu Airport

Agenda

Approve minutes from previous meeting

Tall Structure Issue

Bathroom repair

New Business

Approve monthly bills

CARROLL AIRPORT COMMISSION

Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Monday, February 12, 2018, at the Arthur Neu Airport. Commission members in attendance were Greg Siemann, Kevin Wittrock and Dick Fulton. Also attending were Don Mensen, airport manager and Carol Schoeppner, recording secretary. Vice-Chairman Siemann conducted the 5:30 P.M. meeting.

MINUTES

The minutes of the previous meeting were reviewed by the Commission. A motion by Comm. Fulton and seconded by Comm. Wittrock was made to approve the minutes. Motion carried by Commissioners Siemann, Wittrock and Fulton.

TALL STRUCTURE ISSUE

There was much discussion concerning the pending litigation with the board of adjustments ruling and the pending Iowa Supreme Court ruling. There should be a ruling on February 15th on failure to grant a variance with the board of adjustments.

BATHROOM REPAIR

Kitt Plumbing submitted an estimate of \$7,130.00 on the upstairs bathroom repair. A motion by Comm. Fulton and seconded by Comm. Wittrock was made to proceed and approve the estimate. Motion carried by Commissioners Siemann, Wittrock and Fulton. The estimate does not include the flooring.

BILLS

The following bills were presented to the Carroll Airport Commission for approval:

Carroll Aviation	contract	\$ 6,450.00
Neu, Minnich, Comito,		
Halbur, Neu, Badding	grain leg legal fees	225.00
Rueter's	tractor repair	670.55
O'Halloran	dump truck repair	252.73
Wittrock Motor	Jan car rental	375.00
Carroll Aviation	1/2 of internet	367.74

Dept of Natural Res	underground tank fees	130.00
Drees Oil	equip building fuel	275.71
Kitt Plumbing	furnace filters	150.00
True Value Hardware	misc'l supplies	44.45
Ecowater	cooler rent/water	95.96
Raccoon Valley Elec	Jan electric service	1,660.77
IA Public Airport	annual membership	150.00
Carroll Refuse	Jan garbage	57.00
Carol Schoeppner	secretary contract	350.00

A motion by Comm. Wittrock and seconded by Comm. Fulton was made to approve the bills as presented to the Carroll Airport Commission. Motion carried by Commissioners Siemann, Wittrock and Fulton.

There being no further business a motion by Comm. Fulton and seconded by Comm. Wittrock was made to adjourn at 6:19 P.M..

The next regular meeting of the Carroll Airport Commission will be March 12, 2018, at the Arthur Neu Airport.

Chairman/Vice-Chairman

ATTEST:

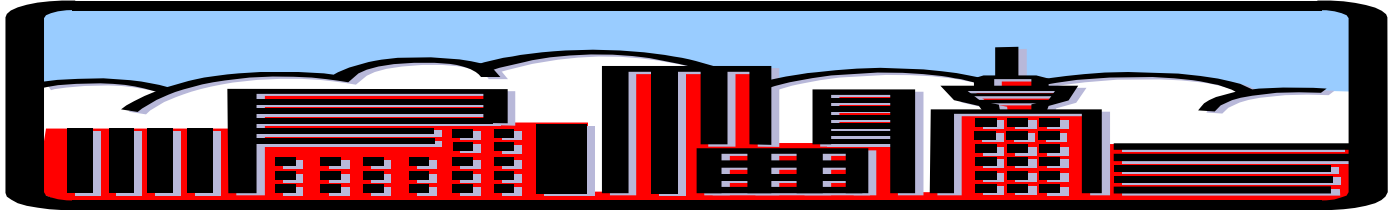
CARROLL COUNTY SOLID WASTE MANAGEMENT COMMISSION
EXECUTIVE BOARD MEETING--UNOFFICIAL MINUTES

February 12, 2018

1. The meeting was called to order at 8:00 a.m. by Chairman Marty Danzer, in the boardroom at the Carroll County Recycling Center. Others in attendance were Dr. Eric Jensen, City of Carroll; Harvey Dales, City of Manning; and Mike Schwabe, City of Breda. Also attending were Mary Wittry, Director, and Dan Halbur, Office Manager.
2. Agenda: Wittry requested discussion of Cass County in Other business. With the addition, Dales made the motion to approve the agenda and Schwabe seconded. Motion carried, all voting aye.
3. Dales made the motion and Dr. Jensen seconded to approve the minutes of the Executive Board meeting on January 17, 2018. Motion carried, all voting aye.
4. Dales reviewed the Bills Payable--see attached. Wittry went over the following: Central States Wire Products--\$3524.40—baling wire; Geologic Computer Systems--\$3358.00—move GPS to new compactor; Foth--\$20737.99—permit renewal, general consulting, and annual water quality report; Haley Implement--\$908.17—Bobcat repairs; Rehrig Pacific Company--\$1821.00—recycling bins; and Ziegler--\$428152.71—new compactor. Schwabe made the motion and Dales seconded to approve the financial report and bills as presented. Motion carried, all voting aye.
5. Halbur presented the financial report --see attached. Dales made the motion and Schwabe seconded to approve the financial report as presented. Motion carried, all voting aye.
6. Wittry discussed options for moving tires, appliances, compost, and brush.
7. Discussion/decision conceptual design of maintenance building: Wittry presented a preliminary drawing of the maintenance building to the board. Schwabe made the motion to approve the preliminary drawing and Dr. Jensen seconded. Motion carried, all voting aye.
8. Discussion/decision design and engineering of maintenance building: Wittry discussed Foth's quote for planning and spec's, bidding assistance, and construction phases. Dales made the motion to approving the Foth engineering contract of \$92000 and Dr. Jensen seconded. Motion carried, all voting aye.
9. Education coordinator position update: Wittry informed that board that members of the Association were interested in creating an Education Coordinator position. Wittry will bring more information to the board.
10. Landfill update: Wittry discussed tipping fees and assessments of neighboring counties.
11. Recycling update: Wittry informed the board that the price of cardboard has dropped to \$97.50/ton.
12. Wittry informed the board of dates to upcoming events.
13. Next meeting date: March 13, 2018 at 8:00 a.m.
14. Other: Wittry informed the board that the Commission has received a call from a Cass County supervisor who is searching for an outlet for Cass County waste. No action taken.
15. Schwabe made the motion and Dr. Jensen seconded to adjourn the meeting at 8:54 a.m. Motion carried, all voting aye.

Respectfully submitted by:

Daniel J Halbur



City Manager's Monthly Activity Report Mike Pogge-Weaver, City Manager

January 2018

City of *Carroll*

This is a report of the various departments and divisions of the City of Carroll.

Finance Department

As reported by Laura Schaefer, City Clerk/Finance Director

Routine Activities for the month:

- Dealt with water issues/collections
- Finalized FY 17 audit report
- FY 19 Departmental budget review meetings
- Compiled Proposed FY 2019 budget books
- IMWCA worker compensation safety visit – January 4
- Prepare 2017 W-2s and 1095C and file with Federal and state governments
- Worked with Region 12 for housing grant
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
 - Wellness Coalition Meeting – January 18

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- IMWCA Regional training – Carroll Fire Station – February 7
- Budget work sessions – February 1 & 5
- Prepare state FY 19 budget forms
- Continue to promote wellness program with employees
 - Wellness Meeting with Benefit Source – February 15
 - Wellness Coalition Meeting – February 15
 - Live Healthy Iowa 5K – April 14

Accomplishments of particular note:

- 293 utility bills and statements were emailed in January 2018.

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Department responded to eight calls for service and held three training sessions in January.

Firefighters conducted refresher training in vehicle collision response including a hands-on extrication session utilizing a vehicle provided by Quandt Auto Salvage. Our thanks to Quandt for dropping off and picking up the vehicle used during this training session. The process of testing fire hose began on January 22nd. This is a very time consuming, but necessary, process to ensure all fire hose is in good condition.

Vehicle and equipment inspections were also performed in January.

Firefighters did a detailed cleanup of all apparatus and the truck bay area of the building.

Run Report for January:

Alarm Date	Alarm Location	Incident Type
01/01/2018	Highway 30 & Jade Ave	Vehicle fire
01/01/2018	209 N West St	Furnace malfunction – smoke only
01/01/2018	1327 Highland Dr	Vehicle fire
01/05/2018	1045 Amy Ave	False alarm
01/05/2018	406 E Anthony St	Rooftop furnace malfunction – smoke only
01/08/2018	613 W Highway 30	Gasoline spill
01/22/2018	914 E Highway 30 Lot 29	Mobile home fire
01/25/2018	1032 Simon Ave	Good intent call

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

Officer Jeff Nichols began training at the Iowa Law Enforcement Academy (ILEA) on the 2nd. The basic training runs for 15.5 weeks and will prepare the officer for daily encounters. He will also complete a field training program of 10 weeks after graduation from ILEA.

DARE began at St. Lawrence schools for the 6th grade on January 8th. This program is 10 weeks long and will teach the kids about resistance to drugs, alcohol, the effects of bullying, and cybercrimes. The program is taught by Sgt. Gary Bellinghausen.

Officer Justin Ferrin and K9 Eudoris presented to the Rotary Club on the 29th. A demonstration was given to the audience on narcotics detection and many questions were answered about Eudoris and the training he completed.

On the 30th, officers completed hazmat operations training at the Carroll Fire Department. This is a required ILEA training and must be completed every 3 years. A second session will take place February 12th for the remaining officers.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Offenses	Incidents		
	January 2018	January 2017	January 2016
Forcible Rape	1		
Forcible Fondling		1	
Porno/Obscene Material		1	1
Robbery			
Aggravated Assault	2		
Simple Assault	2	4	2
Domestic Abuse	1	2	2
Burglary/B&E		5	
Shoplifting	3	3	6
Theft from Vehicle	2	2	1
Theft Vehicle Part	1		
Theft of Bike			
Theft from Building	5	1	8
Other Larceny		1	
Motor Vehicle Theft		1	1
Arson	1		
Counterfeit/Forgery	1	2	6
Credit/ATM Fraud		1	
Identify Theft			
Bad Checks			3
Stolen Property			
Vandalism			
Vandalism: Business	3	4	2
Vandalism: Residence		2	
Vandalism: Vehicle	1	4	1
Vandalism: School			
Vandalism: Other			1
Weapon Law Violation			
Drug/Narc Violations	3	3	4
Drug Equipment Viol			
Drive Under Influence	3	5	2
OWI 2 nd		1	1
OWI 3 rd			
Liquor Law Violation		1	1
Drunkenness	6	5	1
Disorderly Conduct		3	1
Harassment			2
All Other Offenses	1	4	1
False Information		1	1
Trespassing	2	1	
Runaway			
Missing Person			
Cruelty to Animal			

Found Person			
Found Animal	1		
Found Property	1		
Firearms Accident			
Unattended Death			2
Suicide			
Mental Case			2
Animal Bite			
Dispose of Animal			
Warrant Outside	6	8	7
Restraining Order	1		2
1050F Traffic Accident			
10-50 PI Personal Injury			
10-50 PI MV Pedestrian			
10-50 PI Car & Bike			
10-50 PD Prop.	11	19	17
10-50 Car & Deer			
1050 PD: Hit and Run	4	1	1
1050 PD: City Vehicle	1		
1050 PD: Police Vehicle			
10-50 PD Under 1500	3	5	4
Assist Other Agency			
Moving Violations			
Op After Revocation	2	1	3
Operate After Suspen	14	8	9
Miscellaneous Public	2	6	2
Total	84	106	97

01/01/2018 thru 01/31/2018

Citations	
Animal	
Tobacco	1
Dark Windows	
License Violation	20
Other	2
Violation (Parking)	78
Registration	19
Seatbelt	20
Traffic	50
Warning Notices	291
Loud Stereo	
TOTAL	481

01/01/2018 thru 01/31/2018

Salvage Vehicle Inspections: 2

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - January 2018

Class	Permit Type	Date Issued	Valuation	Permit #	Fee
<i>Agricultural</i>					
	Building	NONE	\$0.00		\$0.00
	Agricultural Building Valuation Total:		\$0.00	Agricultural Building Fee Total:	\$0.00
	Agricultural Valuation Total:		\$0.00	Agricultural Fee Total:	\$0.00
<i>Commercial</i>					
	Building	01/09/2018	\$31,600.00	180003	\$203.50
	Commercial Building Valuation Total:		\$31,600.00	Commercial Building Fee Total:	\$203.50
	Electrical	NONE			\$0.00
					Commercial Electrical Fee Total: \$0.00
	Mechanical	NONE			\$0.00
					Commercial Mechanical Fee Total: \$0.00
	Plumbing	01/09/2018		180004	\$30.50
		01/24/2018		180008	\$34.00
					Commercial Plumbing Fee Total: \$64.50
	Right of Way	01/09/2018		180005	\$0.00
					Commercial Right of Way Fee Total: \$0.00
	Sign	01/04/2018		180001	\$30.00
		01/16/2018		180006	\$15.00
					Commercial Sign Fee Total: \$45.00
	Commercial Valuation Total:		\$31,600.00	Commercial Fee Total:	\$313.00

<i>Residential</i>						
Building						
		01/19/2018	\$0.00		180007	\$35.00
Residential Building Valuation Total:			\$0.00	Residential Building Fee Total:		\$35.00
Electrical						
		01/09/2018			180002	\$111.00
				Residential Electrical Fee Total:		\$111.00
Mechanical						
		NONE				\$0.00
				Residential Mechanical Fee Total:		\$0.00
Plumbing						
		NONE				\$0.00
				Residential Plumbing Fee Total:		\$0.00
Right of Way						
		NONE				\$0.00
				Residential Right of Way Fee Total:		\$0.00
Sign						
		NONE				\$0.00
				Residential Sign Fee Total:		\$0.00
Residential Valuation Total:			\$0.00	Residential Fee Total:		\$146.00
Valuation Grand Total:			\$31,600.00	Fee Grand Total:		\$459.00

Permits - YTD - through January 2018

Class	Permit Type	Valuation		Fee
<i>Agricultural</i>				
	Building	\$0.00		\$0.00
	Agricultural Valuation Total:	\$0.00	Agricultural Fee Total:	\$0.00
<i>Commercial</i>				
	Building	\$31,600.00		\$203.50
	Electrical			\$0.00
	Mechanical			\$0.00
	Plumbing			\$64.50
	Right of Way			\$0.00
	Sign			\$45.00
	Commercial Valuation Total:	\$31,600.00	Commercial Fee Total:	\$313.00
<i>Residential</i>				
	Building	\$0.00		\$35.00
	Electrical			\$111.00
	Mechanical			\$0.00
	Plumbing			\$0.00
	Right of Way			\$0.00
	Sign			
	Residential Valuation Total:	\$0.00	Residential Fee Total:	\$146.00
Valuation Grand Total:		\$31,600.00	Fee Grand Total:	\$459.00

Public Works

As reported by Randy Krauel, Public Works Director/City Engineer

Routine Activities for the month:

Division: Streets; Tom Weber, Street Superintendent

- Excavated three graves for Cemetery.
- Maintained signs and signals.
- Plowed and sanded for five snow events.
- Trimmed trees in all alleys.
- Removed trees in road ditches and drainage ditches.
- Pothole patched.
- Bladed gravel roads.
- Division Safety Meeting: Iowa One Call Meeting on January 16th.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
 - Monthly Total: 34.611 million gallons
 - Daily Average: 1.116 million gallons
 - Daily Maximum: 1.397 million gallons
- Completed 30 Iowa One Call locate requests.
- Meter Department
 - 33 service orders.
 - 9 delinquents.
 - 3 rereads.
 - 5 stuck meters.
 - 3 high water bills.
- Division Safety Meeting: Iowa One Call Excavation Safety Workshop, January 16, 2018.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
 - Monthly Total: 36.712 million gallons
 - Daily Average: 1.184 million gallons
 - Daily Maximum: 1.605 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "Electrical Safety", January 3rd.

Special Activities/Accomplishments of particular note:

Division: Streets; Tom Weber, Street Superintendent

- Installed new flooring on the concrete trailer.
- Removed Christmas lights and banners in CBD on January 9th.
- Assisted the Water Division with a watermain break on Main Street on January 15th.
- Installed several new street name signs.

Division: Water; Terry Kluver, Water Superintendent

- Repaired watermain break at Main Street and 5th Street on January 15.
- Updated utilities maps with completed projects.
- Installed new Chlorinator at Water Treatment Plant.

Division: Sean Kleespies, Wastewater Superintendent

- CCTV inspection of sanitary sewer.
- Replaced breakroom flooring.
- Plowed snow at the WWTP.
- Jet/Vac for the City of Glidden.
- Replaced manhole cover on Bella Vista Drive and 4th Street.
- Hup Electric aligned Blower #4.
- Replaced drive coupling on Blower #4.
- Worked on Wastewater training manuals.

Activities planned for next month and other comments:

Division: Streets; Tom Weber, Street Superintendent

- Finish removing trees from drainage ditches.
- Install street name signs.
- Plow and sand, as needed.
- Maintain signs and signals.
- Pothole patch.
- Blade gravel roads.

Division: Water; Terry Kluver, Water Superintendent

- Complete budget items for F.Y. 2017 – 2018.
- Obtain permit-required samples for Combined Radium and Gross Alpha.
- Obtain Lead and Copper samples weekly for Wastewater Study.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Continue CCTV inspections of the sanitary sewer.
- Work on Wastewater training manuals for grade testing.
- Travis Boell, Paul Kersey and Sean Kleespies will attend a Work Zone Safety Workshop in Storm Lake on March 20th.

CAPITAL PROJECT STATUS SUMMARY – 02-14-18

PROJECT				ANTICIPATED		CONTRACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Trails	2015 On-going	FY 17	FY16									
Rec Center Locker Rooms	2015 On-going	FY 17										
Streambed Stabilization		FY 17	FY16	\$385,000	2018							
Street Resurfacing 2013	2015 On-going		FY16			JEO Consulting Group, Inc.	\$60,800.00 +	09-24-12	\$143,848.36		11-15-13	Plus Hourly Construction Services
						Godbersen-Smith Construction Co.	\$555,808.75		\$563,827.37	95%	11-15-13	
Street Maintenance Building	2016 On-going	FY 16	FY14	\$4,308,500	2019	FEH Design	\$22,500.00	01-25-16	\$22,500.00		05-01-16	Space Needs/ Prelim. Design
US 30 – Grant Road Intersection	2016 On-going	FY 14	FY14	\$1,466,150	2017	Snyder & Associates, Inc.	\$4,900.00	07-22-13	\$4,900.00	100%	08-15-13	TSIP Application
						Snyder & Associates, Inc.	\$199,600.00	04-14-14	\$221,600.00			Design
						Dixon Const. Co.	\$1,449,835.78	04-02-18			115 Working Days	
Downtown Streetscape Phase 8	2016 On-going	FY 15	FY15	\$998,500	2017	Confluence Confluence	\$101,940.00 \$25,196.000	11-10-14 06-12-17	\$146,321.91		05-15-17 11-15-17	Design Const. Services
						Badding Construction Company	\$1,294,844.41	06-12-17	\$1,231,457.11	95%	11-15-17	

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Corridor Entry Features	2016 On-going	FY 17	FY17	\$440,000	2018	Confluence	\$19,550.00	01-23-17	\$18,861.96			
Third Street HMA Resurfacing	2016 On-going	FY 17	FY17	\$1,036,000	2018	JEO Consulting Group, Inc.	\$71,193.00 \$80,078.00	09-26-16	\$136,535.45			Design Construction Services
						Tri-State Paving	\$788,870.73	Late Start Date 08-14-17	\$752,499.13	95%	40 Working Days	
Well and Transmission Main	2014	FY 16	FY16			JEO Consulting Group, Inc.	\$324,000.00	07-28-14	\$327,680.61			
Transmission Main – Group A	2014	FY 16	FY16			Drake Construction, L.C.	\$790,134.07	03-23-14	\$751,752.95	95%		Contract Completion 11-30-15
Watermain Replacement		FY 16	FY16	\$500,000	2018							
Leachate Forcemain & Gravity Sewer						King Construction	\$661,257.50 Total \$335,962.50 City	07-18-16	CCSWMC \$325,605.01		08-31-16	CCSWMC Contract
Water System Hydraulic Model						JEO Consulting Group, Inc.	\$49,600.00	08-14-17	\$39,050.00		12-29-17	
Downtown Streetscape Phase 9	2016 On-going	FY18	FY18	\$985,500	2018	Confluence	\$85,500.00	10-23-17	\$28,953.85		05-18	
Street Resurfacing 2018	2017 On-going	FY18	FY18	\$700,000	2018	JEO Consulting Group, Inc.	\$84,100.00	02-13-18			11-15-18	

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Parks: Scott Parcher, Parks Superintendent

- Clean park areas
- Pick up trash, branches
- Dump trash cans
- Equipment maintenance
- Trim trees

Golf: Scott Haakenson, Golf Superintendent

- Worked on reel mowers: clean, tear down, new bearings and seals, grind reels and bed knives.
- Sand and paint ball washers

Cemetery: John Snyder, Cemetery Sexton

- Took care of four burials, three full burial and one cremation. One of the full burials was on a Saturday
- Picked up all garbage, tree branches, and windblown decorations daily
- Moved snow when and where needed at the cemetery. Also both sides of Clark Street sidewalks, 1st Street sidewalk and Rec Center parking lots, east and west sides.
- Took care of all cemetery book work including but not limited to burial records, grave sales, collecting money due to the city for private cremation services, and grave sales.
- Worked on snow plow hydraulics

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

Rec Center Numbers per sales information report:

Daily Admission	886 (645 regular admission, 217 reduced rate, 24 free infant/child)
Membership Swipes	10,961
Total Usage	12,733

- Busy month of sales and membership usage at the Carroll Recreation Center
- Fitness: continued teaching 9 am water fitness 3x a week, and added teaching 6 am water fitness 3x a week as we search for new instructor
- Lifeguarding: Tuesday's noon shift and during high school rental of pool for PE
- Started doing some of Pam's tasks (maternity): purchase birthday party supplies and senior day items, EFTs with insufficient funds, verifying EFT payments of upcoming amounts and recently sold, membership cancel/changes, monthly billing and payments, corporate membership payments, office assistance
- Weight and cardio room equipment quotes and purchasing plan
- Weekly meetings with software on auto pays and improved reporting/statistics
- Updated WSI and WSIT Certification online with the American Red Cross
- Wrote grant application for \$1,000 from ICAP to use towards Aquatics Examiner Service with the American Red Cross to assist in pool risk management.
- Met with parent on youth usage of weight/cardio room
- CPR certification

Recreation Center: Sarah Haberl, Aquatics & Fitness Specialist

- Taught 18+ hours of fitness classes
- Fitness schedules
- Lifeguard schedules
- CRO hours
- Lifeguarded lunch shifts and evenings for bad weather
- Attended 5 hours of Carroll County Leadership Institute

Recreation Center: Mike Mertes, Program Specialist

- Monitor Production Slideshow update
- Updating website & social media
- Update digital sign at Rec Center

Recreation Center: Pam Hanlin, Secretary

- Maternity leave

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Changed light bulbs on city property
- Back washed filters for pools and spa at Rec Center
- General housekeeping
- Time sheets for staff
- Ordered supplies
- Vacuum Pool
- Night cleaning crew at Rec Center
- Power scrub gym and pool at Rec Center
- Bills

Special Activities/Accomplishments of particular note:

Parks: Scott Parcher, Parks Superintendent

- Move snow from sidewalks and paths and ice rink

Golf: Scott Haakenson, Golf Superintendent

- Attended Iowa Turf Conference

Cemetery: John Snyder, Cemetery Sexton

- Snow plow repair

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- Instructed 24 hour Water Safety Instructor course with 9 students
- CAST hosted 1 youth swim meet ending by 1:00 pm on Saturday, January 20
- Instructed an LGI/LGIT instructor review class for the state of Iowa with 17 students and had to bring in another instructor due almost doubling maximum for this course. Revenue was over \$1,200 for this offering.
- Partners with Library to host 2 Storytimes at the REC and a “Romp and Read” cooperative program at the REC bringing in over 100 people to the REC those days.

Recreation Center: Sarah Haberl, Aquatics & Fitness Specialist

- WSI (Water Safety Instructor) certified after 24 hours of classes
- Interviewed summer staff

Recreation Center: Mike Mertes, Program Specialist

- 1st – 6th Basketball
 - 85 kids registered
- Spring Soccer Registration opened
- Adult Coed Volleyball
- Business Sponsorship letters sent out
- Spring Soccer / League Registration Dates Flyer Sent to school

Recreation Center: Pam Hanlin, Secretary

- Maternity leave

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Fixed bathrooms at city buildings
- Worked on vacuums at City Hall and Rec Center
- Fixed exercise equipment
- Sinks and drains at Rec Center and City Hall
- Downtown lights
- Working on specs, bids, quotes
- Locker locks at Rec Center
- Budget items
- Theater rentals
- Floor drains at Rec Center
- Finishing budget items
- Next year’s budget items
- Heating system at city buildings
- Softener repair at Rec Center
- Web Server for Rec
- New auto scrubber at Rec Center
- Golf Course carpet quotes
- Quotes on door locks and cameras at Rec Center
- Outside lights at Fire Station
- Water line quotes at Rec Center

Activities planned for next month and other comments:

Parks: Scott Parcher, Parks Superintendent

- Hire new employee to replace Mark Adams
- Move snow and ice from sidewalks and trails

Golf: Scott Haakenson, Golf Superintendent

- Continue working on mowers
- Paint ball washers
- Paint trash cans

Cemetery: John Snyder, Cemetery Sexton

- Start looking for part time help for the summer
- Snow removal when needed

Recreation Center: McKenzie Kiger, Recreation Center Superintendent

- CPR and First Aid classes to the public
- March Babysitting Clinic, instructing this 8 hours class for “tweens”
- Lifeguard Instructor course, instructing this 21 hour course

Recreation Center: Sarah Haberl, Aquatics & Fitness Specialist

- Mermaid Party, February 10, 2018
- Lifeguard classes February 4 & 11
- Lifeguard in-service training February 14

Recreation Center: Mike Mertes, Program Specialist

- Adult Coed Volleyball
- Spring Soccer registration
- Business Sponsor entries

Recreation Center: Pam Hanlin, Secretary

- Maternity leave

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- AHU #4 Specs

Safety Topic:

- CPR class
- Snow blowers





Director's Report January 2018

As reported by Rachel Van Erdewyk, Library Director

Tech Help Friday	37	Total Print Circulation:	7,700
Children's Library Programs	174	BRIDGES Circulation:	832
Children's Program Outreach	365	Consumer Reports:	250
Diane's Read Aloud	39	Public Computer Use:	699
Romp & Read	40	Wi-Fi Use:	223
Book Clubs	14	Website Visits	3,853
Crafty Library Ladies	60	Gale Databases:	54
Poetry Group	11	Global Road Warrior Page Views:	390
Teen Advisory Group	5	Learning Express Resources:	52
Homeschool Presentation	4	Freemal Music Downloads:	377
Homeschool STEM activities	9	Transparent Language:	9
		Chilton Auto Manual	22
		ABC Mouse Sessions:	102
		Zinio Digital Magazine Circulation:	68
		Daily Times Herald Page Views:	4,663
Total Program Attendance	758	Total Resources Utilized	19,294
Monthly Door Count	5,677		

Special activities/accomplishments of particular note:

- 1) **Children's Programs:** Children's programming continued this month with the regular monthly schedule of Rookie Readers, Diane's Read-Aloud, and outreach with book visits. Due to weather, some programs were canceled and no participants attending. Romp and Read is a program we are bringing back in conjunction with the Rec Center. Diane reads a few stories and then McKenzie Kiger, Recreation Superintendent, leads the kids through a physical activity. This program has been well received with many story time kids and parents attending.

- 2) **Adult & Teen Programs:** Adult and Teen programs continued this month with the regular monthly schedule of Tech Help Fridays, Crafty Library Ladies, Book Club, Teen Advisory Group (TAG), and the Poetry Group. In addition to these programs, we held a presentation for homeschool parents to show them online resources and the library STEM materials to help them expand their curriculum. We welcomed the homeschool families to utilize our STEM materials whenever they are visiting the library and they have been utilizing the STEM materials during their visit to the library.

- 3) **Online Databases:** Recently we updated our Freegal streaming from 3 hours a day to 5 hours a day at no additional cost. We also recently added a new database, Transparent Language. Transparent Language is an online language-learning system that utilizes courses to build ones listening, speaking, reading and writing skills in a foreign language. Staff are being trained on the database and social media promotions for the database will follow. You can check out Transparent Language with your library card by signing up for an account:
<https://library.transparent.com/carroll/game/ng/#/login>

- 4) **Upcoming Events:**
View upcoming events on the library's Google calendar at www.carroll-library.org by clicking on the Calendar of Events link on the home page.