

# 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:** September 24, 2018

**TIME OF MEETING:** 5:15 P.M.

**LOCATION OF MEETING:** City Hall Council Chambers

**[www.cityofcarroll.com](http://www.cityofcarroll.com)**

## AGENDA

- I. Pledge of Allegiance
- II. Roll Call
- III. Recognition of Scott Parcher Retirement – Parks Superintendent
- IV. Consent Agenda
  - A. Approval of Minutes of the September 10 and 12 Meetings
  - B. Approval of Bills and Claims
  - C. Licenses and Permits:  
None
  - D. West Central Iowa Rural Water Association – Request to Provide Water Service within Two-Mile Limit
  - E. Resolution – Carroll County Federal Recreational Trails Grant Application for Sauk Rail Trail Repaving
- V. Oral Requests and Communications from the Audience
  1. Committee for a Responsible Jail Location Presentation
- VI. Ordinances
  - A. Carroll Park Apartments Urban Renewal Plan (Council to consider to postpone until October 8)
    1. Consideration of Ordinance for the Division of Revenues under Iowa Code Section 403.19 for Carroll Park Apartments Urban Renewal Plan
  - B. Carroll Park Apartments Urban Renewal Plan – Development Agreement with Kenyon Hill Ridge LLC (Council to consider to postpone until October 8)
    1. Public Hearing on the proposal to enter into a Development Agreement with Kenyon Hill Ridge LLC
    2. Resolution approving and authorizing the execution of a Development Agreement by and between the City of Carroll and Kenyon Hill Ridge LLC

VII. Resolutions

- A. Carroll Trail Phase II Design – Segments A & B – 2018
- B. Change City Council Meetings October 2018 – August 2019

VIII. Reports

- A. Discussion: Creation of an Urban Revitalization Area to Provide Tax Abatement

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. Closed Session per Iowa Code 21.5(1)(c) – Strategy with Counsel Regarding Present Litigation

XV. Adjourn

October/November Meetings:

- Board of Adjustment – October 1, 2018
- City Council – October 8, 2018
- Airport Commission – October 8, 2018
- Planning and Zoning Commission – October 10, 2018
- Library Board of Trustees – October 15, 2018
- City Council – October 22, 2018
- Board of Adjustment – November 5, 2018
- City Council – November 12, 2018
- Airport Commission – November 12, 2018
- Planning and Zoning Commission – November 14, 2018
- Library Board of Trustees – November 19, 2018
- Parks, Recreation and Cultural Advisory Board – November 19, 2018
- City Council – November 26, 2018

**[www.cityofcarroll.com](http://www.cityofcarroll.com)**



*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  
SEPTEMBER 10, 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. at the Council Chambers of the Farner Government Building. Members present: Misty Boes, LaVern Dirkx, Jerry Fleshner, Clay Haley, Mike Kots and Carolyn Siemann. Absent: None. Mayor Eric Jensen presided and City Attorney Dave Bruner was in attendance.

\* \* \* \* \*

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

\* \* \* \* \*

It was moved by Haley, seconded by Kots, to approve the following items on the consent agenda: a) minutes of the August 27 Council meeting, as written, b) bills and claims in the amount of \$675,028.82, and c) the following licenses and permits: New Class "C" Liquor License (Commercial) – *Denny's*, Renewal of Special Class "C" Liquor License (Beer/Wine) with Sunday Sales – *Hunan Chinese Restaurant, Inc.* and Renewal of Class "C" Liquor License (Commercial) with Sunday Sales and Outdoor Service – *Bloomer's, Inc.* On roll call, all present voted aye. Absent: None. Motion carried.

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There were no oral requests or communications from the audience.

\* \* \* \* \*

It was moved by Kots, seconded by Haley, to approve the second reading of an Ordinance Providing that General Property Taxes Levied and Collected Each Year on all Property Located within the Carroll Park Apartments Urban Renewal Area, in the City of Carroll, County of Carroll, State of Iowa, By and For the Benefit of the State of Iowa, City of Carroll, County of Carroll, Carroll Community School District and Other Taxing Districts, Be Paid to a Special Fund for Payment of Principal and Interest on Loans, Monies Advanced to and Indebtedness, Including Bonds Issued or to Be Issued, Incurred by the City in Connection with the Carroll Park Apartments Urban Renewal Area (The Carroll Park Apartments Urban Renewal Plan). Neil Bock, John Werden, Ronnie Schagt, Josh Sample, Jeff Scharfenkamp, Kris Auen and Rhonda Bock, all Carroll, Iowa residents, addressed Council on this issue. On roll call, all present voted aye except Siemann voted nay. Absent: None. Motion carried.

\* \* \* \* \*

An Ordinance Amending the City of Carroll's Recreation Center Fees and Charges was introduced by Council Member Kots.

It was moved by Kots, seconded by Haley, to approve the first reading and waive the second and third readings of said ordinance. On roll call, all present voted aye. Absent: None. Motion carried.

It was moved by Kots, seconded by Haley, to adopt said Ordinance No. 1805. On roll call, all present voted aye. Absent: None. Motion carried.

It was moved by Kots, seconded by Fleshner, to approve Resolution No. 1890, Revising Policy No. 809, Carroll Recreation Center Rates and Admission Fees. On roll call, all present voted aye. Absent: None. Motion carried.

It was moved by Kots, seconded by Fleshner, to accept the bid from Drees Company for \$25,537.00 for the purchase of a camera system and door access system to convert the Carroll Recreation Center into 24-hour access. Jen Macke, Anytime Fitness owner, Kimberly Preston, Anytime Fitness Manager, Tony Wernimont, Platinum Fitness owner, and Ronnie Schagt, Carroll, Iowa resident, addressed Council on this issue. On roll call, all present voted aye except Haley voted nay. Absent: None. Motion carried.

\* \* \* \* \*

An Ordinance Amending the Code of Ordinances by Amending Provisions Pertaining to No Parking on Fifth Street from Grant Road to Walnut Street (north side only) was introduced by Council Member Dirx.

It was moved by Dirx, seconded by Haley, to approve the first reading and waive the second and third readings of said Ordinance. On roll call, all present voted aye. Absent: None. Motion carried.

It was moved by Kots, seconded by Haley, to adopt said Ordinance No. 1806. On roll call, all present voted aye. Absent: None. Motion carried.

\* \* \* \* \*

It was moved by Kots, seconded by Haley, to approve Resolution No. 1891, The Second Amendment to Water Tower Attachment Option and Lease Agreement with SprintCom, Inc. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Haley, seconded by Dirx, to approve Resolution No. 1892, Annual Road Use Tax Financial Report for FY 2017/2018. On roll call, all present voted aye. Absent: None. Motion carried.



\* \* \* \* \*

It was moved by Haley, seconded by Dirkx, to accept the bid from Schroeder Siding – Carroll, Iowa, at their bid price of \$12,993.00 for the Golf Course Clubhouse Siding Project. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Haley, seconded by Fleshner, to approve the Statement of Completion and Final Acceptance of Work for the Third Street HMA Resurfacing Project. On roll call, all present voted aye. Absent: None. Motion carried.

\* \* \* \* \*

Council discussed a potential change to the solicitor ordinance and a request to allow food vendors sales on public property. No Council action taken.

\* \* \* \* \*

Council discussed the Lincoln Highway Suites (Former Morrison Apartments) Tax Abatement Request/New Urban Renewal Area. Ronnie Schagt, Carroll, Iowa resident, addressed Council on this issue. No Council action taken.

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It was moved by Fleshner, seconded by Dirkx, to adjourn at 7:54 p.m. On roll call, all present voted aye. Absent: None. Motion carried.

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Eric P. Jensen, Mayor

ATTEST:

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Laura A. Schaefer, City Clerk

COUNCIL MEETING  
SEPTEMBER 12, 2018

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

The Carroll City Council met in special session on this date at 5:15 p.m. at the Council Chambers of the Farner Government Building. Members present: Misty Boes, LaVern Dirks, Jerry Fleshner (arrived at 5:16 p.m.), Clay Haley, Mike Kots and Carolyn Siemann. Absent: None. Mayor Eric Jensen presided and City Attorney Dave Bruner was in attendance.

\* \* \* \* \*

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

\* \* \* \* \*

Council Member Fleshner arrived at 5: 16 p.m.

\* \* \* \* \*

Carroll City Manager Mike Pogge-Weaver introduced and summarized the Carroll Public Library/Carroll City Hall agenda items. Jean Ludwig, Doug Burns and Janet Auge, all of Carroll, Iowa, addressed Council on those items. Jean Ludwig filed a petition in dissatisfaction of the Carroll Library/City Hall Project. Janet Auge filed a petition in support of the State of Iowa Community Attraction and Tourism (CAT) Grant.

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It was moved by Haley, seconded by Kots, to accept the quote from Library Furniture International to move the Carroll Public Library for a total cost of \$21,250 per move. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Haley seconded by Fleshner, to approve the quote from Crimmins Relocation Services to move the Carroll City Hall for a total cost of \$12,150 for the first move and \$9,650 for the second move. On roll call, all present voted aye. Absent: None. Motion carried.

\* \* \* \* \*

It was moved by Kots, seconded by Haley, to approve Resolution No. 1893, Authorizing the Acquisition of Real Property from Commercial Savings Bank at 627 N Adams Street. On roll call, all present voted aye. Absent: None. Motion carried.

\* \* \* \* \*

It was moved by Fleshner, seconded by Boes, to approve Resolution No. 1894, Award of Contract for Abatement of Asbestos at 112 E 5<sup>th</sup> Street and 627 N Adams Street in the amount of \$33,908.00. On roll call, all present voted aye. Absent: None. Motion carried.

\* \* \* \* \*

It was moved by Haley, seconded by Fleshner, to adjourn at 5:30 p.m. On roll call, all present voted aye. Absent: None. Motion carried.

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Eric P. Jensen, Mayor

ATTEST:

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Laura A. Schaefer, City Clerk

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018
PARTIALLY ITEMS DATES :	9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018
UNPAID ITEMS DATES :		9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018

VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-012650	ALLIANT ENERGY-IES UTILIT	GAS BILLS	3,658.90	3,658.90-	112440	9/12/18	0.00
		** TOTALS **	3,658.90	3,658.90-			0.00
01-002080	AMAZON/SYNCHRONY BANK	BOOKS AND VIDEO	430.10	430.10-	112461	9/20/18	0.00
		** TOTALS **	430.10	430.10-			0.00
01-002330	APWA IOWA CHAPTER	APWA IA CONFERENCE REG.	185.00	185.00-	112464	9/20/18	0.00
		** TOTALS **	185.00	185.00-			0.00
01-002370	ARNOLD MOTOR SUPPLY	SUPPLIES	26.36	0.00	000000	0/00/00	26.36
01-002370	ARNOLD MOTOR SUPPLY	TRAFFIC LOOP REPAIRS	30.99	0.00	000000	0/00/00	30.99
01-002370	ARNOLD MOTOR SUPPLY	#50 BRAKE CONTROL	146.98	0.00	000000	0/00/00	146.98
01-002370	ARNOLD MOTOR SUPPLY	BATTERIES #23	233.98	0.00	000000	0/00/00	233.98
		** TOTALS **	438.31	0.00			438.31
01-002539	AUTO GRAPHICS PLUS	#15 GRAPHICS	465.00	0.00	000000	0/00/00	465.00
01-002539	AUTO GRAPHICS PLUS	WINDOW HOUR DECALS	90.00	0.00	000000	0/00/00	90.00
		** TOTALS **	555.00	0.00			555.00
01-003050	AXON ENTERPRISES INC.	TASER CARTRIDGES	1,186.00	0.00	000000	0/00/00	1,186.00
		** TOTALS **	1,186.00	0.00			1,186.00
01-002805	BADDING CONSTRUCTION CO.	LOCKSET - CEMETERY MAINT. BLDG	879.75	0.00	000000	0/00/00	879.75
01-002805	BADDING CONSTRUCTION CO.	SEPT. LEASE PAYMENT	4,725.00	0.00	000000	0/00/00	4,725.00
		** TOTALS **	5,604.75	0.00			5,604.75
01-002818	BAKER AND TAYLOR INC.	BOOKS	566.83	566.83-	112465	9/20/18	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	323.14	323.14-	112465	9/20/18	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	170.42	170.42-	112465	9/20/18	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	106.44	106.44-	112465	9/20/18	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	613.70	613.70-	112465	9/20/18	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	666.56	666.56-	112465	9/20/18	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	21.03	21.03-	112465	9/20/18	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	5.25	5.25-	112465	9/20/18	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	3.50	3.50-	112465	9/20/18	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	2.50	2.50-	112465	9/20/18	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	11.50	11.50-	112465	9/20/18	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	13.00	13.00-	112465	9/20/18	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	9.75	9.75-	112465	9/20/18	0.00
		** TOTALS **	2,513.62	2,513.62-			0.00
01-001829	BARKER LEMAR ENGINEERING	ADAMS ST SITE ASSESSMENT	2,000.00	0.00	000000	0/00/00	2,000.00
		** TOTALS **	2,000.00	0.00			2,000.00

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UNPAID ITEMS DATES :		9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018

VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-000528	BLUEGLOBES LLC	RUNWAY LIGHTS REPAIR	506.41	506.41-	112427	9/12/18	0.00
		** TOTALS **	506.41	506.41-			0.00
01-003515	BOMGAARS	POOL FILTER FITTING	5.29	0.00	000000	0/00/00	5.29
01-003515	BOMGAARS	SUPPLIES	1.99	0.00	000000	0/00/00	1.99
01-003515	BOMGAARS	SUPPLIES	3.29	0.00	000000	0/00/00	3.29
01-003515	BOMGAARS	PINS #34	20.13	0.00	000000	0/00/00	20.13
01-003515	BOMGAARS	LAWN WEED SPRAY	54.99	0.00	000000	0/00/00	54.99
01-003515	BOMGAARS	2 WHEEL CART REPAIRS	19.98	0.00	000000	0/00/00	19.98
01-003515	BOMGAARS	CUBICLE ELECTRICAL	31.98	0.00	000000	0/00/00	31.98
01-003515	BOMGAARS	CUBICLE ELECTRICAL	2.67	0.00	000000	0/00/00	2.67
01-003515	BOMGAARS	PLASTIC WALL IN MALL	52.74	0.00	000000	0/00/00	52.74
01-003515	BOMGAARS	REPAIR PARTS	10.83	0.00	000000	0/00/00	10.83
01-003515	BOMGAARS	SUPPLIES	16.99	0.00	000000	0/00/00	16.99
		** TOTALS **	220.88	0.00			220.88
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	113.50	113.50-	112436	9/12/18	0.00
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	6.00	6.00-	112436	9/12/18	0.00
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	149.58	0.00	000000	0/00/00	149.58
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	66.00	0.00	000000	0/00/00	66.00
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	183.24	0.00	000000	0/00/00	183.24
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	263.81	0.00	000000	0/00/00	263.81
		** TOTALS **	782.13	119.50-			662.63
01-025028	CAROL SCHOEPPNER	SECRETARY CONTRACT	350.00	350.00-	112443	9/12/18	0.00
		** TOTALS **	350.00	350.00-			0.00
01-004122	CARROLL AREA CHILD CARE	FY 19 FUNDING REQUEST	17,000.00	0.00	000000	0/00/00	17,000.00
		** TOTALS **	17,000.00	0.00			17,000.00
01-000747	CARROLL AUTO SUPPLY	OIL AND FILTER #53	35.26	0.00	000000	0/00/00	35.26
01-000747	CARROLL AUTO SUPPLY	OIL AND FILTER #60	20.45	0.00	000000	0/00/00	20.45
01-000747	CARROLL AUTO SUPPLY	SUPPLIES	13.22	0.00	000000	0/00/00	13.22
		** TOTALS **	68.93	0.00			68.93
01-004132	CARROLL AVIATION INC.	CONTRACT	6,600.00	6,600.00-	112435	9/12/18	0.00
		** TOTALS **	6,600.00	6,600.00-			0.00
01-004146	CARROLL CONTROL SYSTEMS	A/C REPAIR BLOWER ROOM	226.00	0.00	000000	0/00/00	226.00
		** TOTALS **	226.00	0.00			226.00
01-004170	CARROLL COUNTY RECORDER	RECORDING FEES	276.00	0.00	000000	0/00/00	276.00
		** TOTALS **	276.00	0.00			276.00

=====PAYMENT DATES=====      =====ITEM DATES=====      =====POSTING DATES=====  
 PAID ITEMS DATES : 9/07/2018 THRU 9/20/2018      9/07/2018 THRU 9/20/2018      9/07/2018 THRU 9/20/2018  
 PARTIALLY ITEMS DATES: 9/07/2018 THRU 9/20/2018      9/07/2018 THRU 9/20/2018      9/07/2018 THRU 9/20/2018  
 UNPAID ITEMS DATES :      9/07/2018 THRU 9/20/2018      9/07/2018 THRU 9/20/2018

VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-004196	CARROLL HYDRAULICS	REPAIR PARTS	65.01	0.00	000000	0/00/00	65.01
		** TOTALS **	65.01	0.00			65.01
01-002977	CARROLL REFUSE SERVICE	AUGUST GARBAGE	57.00	57.00-	112433	9/12/18	0.00
		** TOTALS **	57.00	57.00-			0.00
01-004237	CARROLL VETERINARY CLINIC	OCT. DOG CARE CONTRACT	650.00	0.00	000000	0/00/00	650.00
		** TOTALS **	650.00	0.00			650.00
01-004233	CARROLLTON INN	MOORE PARKS SUPERINTENDENT	99.68	0.00	000000	0/00/00	99.68
		** TOTALS **	99.68	0.00			99.68
01-004280	CDW GOVERNMENT INC	RECEIPT PRINTER POWER CORDS	39.74	0.00	000000	0/00/00	39.74
01-004280	CDW GOVERNMENT INC	RECEIPT PRINTER AND PAPER	648.62	0.00	000000	0/00/00	648.62
		** TOTALS **	688.36	0.00			688.36
01-002998	CENTURYLINK	BACKUP PHONE LINE	57.75	57.75-	112467	9/20/18	0.00
01-002998	CENTURYLINK	BACKUP TELEPHONE	110.31	110.31-	112468	9/20/18	0.00
		** TOTALS **	168.06	168.06-			0.00
01-002867	CINTAS FIRST AID & SAFETY	LENS CLEANER	15.38	0.00	000000	0/00/00	15.38
		** TOTALS **	15.38	0.00			15.38
01-004835	COMMERCIAL SAVINGS BANK	SEPT. ACH WATER	113.64	113.64-	000000	9/13/18	0.00
01-004835	COMMERCIAL SAVINGS BANK	FEDERAL WITHHOLDINGS	12,289.50	12,289.50-	000289	9/13/18	0.00
01-004835	COMMERCIAL SAVINGS BANK	FICA WITHHOLDING	14,525.24	14,525.24-	000289	9/13/18	0.00
01-004835	COMMERCIAL SAVINGS BANK	MEDICARE WITHHOLDING	4,388.90	4,388.90-	000289	9/13/18	0.00
		** TOTALS **	31,317.28	31,317.28-			0.00
01-004836	COMMUNITY OIL CO. INC.	OIL	98.03	0.00	000000	0/00/00	98.03
		** TOTALS **	98.03	0.00			98.03
01-000366	COMPUTER & NETWORK SPEC	COMPUTER ISSUE	30.00	0.00	000000	0/00/00	30.00
		** TOTALS **	30.00	0.00			30.00
01-000911	COMPUTER CONCEPTS OF IOWA	IT MAINTENANCE	425.46	425.46-	112456	9/20/18	0.00
01-000911	COMPUTER CONCEPTS OF IOWA	IT MAINTENANCE	250.00	250.00-	112456	9/20/18	0.00
01-000911	COMPUTER CONCEPTS OF IOWA	IT MAINTENANCE	240.00	240.00-	112456	9/20/18	0.00
01-000911	COMPUTER CONCEPTS OF IOWA	IT MAINTENANCE	80.00	80.00-	112456	9/20/18	0.00
		** TOTALS **	995.46	995.46-			0.00
01-002071	COMPUTER REPAIR & SERVICE #16	CAR COMPUTER ISSUES	37.50	0.00	000000	0/00/00	37.50
01-002071	COMPUTER REPAIR & SERVICE	MISC COMPUTER ISSUE	37.50	0.00	000000	0/00/00	37.50
01-002071	COMPUTER REPAIR & SERVICE	ANTI-VIRUS SOFTWARE	875.00	0.00	000000	0/00/00	875.00

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018
PARTIALLY ITEMS DATES:	9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018
UNPAID ITEMS DATES :		9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018

VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-002071	COMPUTER REPAIR & SERVICE	ANTI-VIRUS	770.00	0.00	000000	0/00/00	770.00
		** TOTALS **	1,720.00	0.00			1,720.00
01-001539	CONFLUENCE	PHASE 9 STREETSCAPE	2,661.95	0.00	000000	0/00/00	2,661.95
		** TOTALS **	2,661.95	0.00			2,661.95
01-002934	COREY & RON'S LAWN SERVIC	NUISANCE - 209 N CRAWFORD	80.00	0.00	000000	0/00/00	80.00
01-002934	COREY & RON'S LAWN SERVIC	NUISANCE - 624 SAN SALVADOR	125.00	0.00	000000	0/00/00	125.00
		** TOTALS **	205.00	0.00			205.00
01-001595	COUNSEL OFFICE & DOCUMENT	COPIER CONTRACT	170.96	170.96-	112459	9/20/18	0.00
01-001595	COUNSEL OFFICE & DOCUMENT	COPIER CONTRACT	68.50	0.00	000000	0/00/00	68.50
		** TOTALS **	239.46	170.96-			68.50
01-003290	CRIMMONS RELOCATION SERVI	CITY HALL MOVE	12,000.00	0.00	000000	0/00/00	12,000.00
		** TOTALS **	12,000.00	0.00			12,000.00
01-005395	D & K PRODUCTS	HERBICIDE	144.64	0.00	000000	0/00/00	144.64
		** TOTALS **	144.64	0.00			144.64
01-005410	DAILY TIMES HERALD	PUBLICITY SUPPLIES	230.00	230.00-	112473	9/20/18	0.00
		** TOTALS **	230.00	230.00-			0.00
01-000500	DEB GOETZINGER	IPERS SYSTEM UPDATE TRAINING	61.59	61.59-	112454	9/20/18	0.00
		** TOTALS **	61.59	61.59-			0.00
01-005640	DES MOINES REGISTER	NEWSPAPER RENEWAL	569.49	569.49-	112474	9/20/18	0.00
		** TOTALS **	569.49	569.49-			0.00
01-001965	DIANE TRACY	OUTREACH PROGRAMS	239.15	239.15-	112460	9/20/18	0.00
		** TOTALS **	239.15	239.15-			0.00
01-000781	DIXON CONSTRUCTION CO.	US 30/GRANT PAY APPL. #5	121,067.54	0.00	000000	0/00/00	121,067.54
		** TOTALS **	121,067.54	0.00			121,067.54
01-002278	DONNA EVANS	SW IOWA LIBRARIANS	23.21	23.21-	112462	9/20/18	0.00
		** TOTALS **	23.21	23.21-			0.00
01-006270	DREES HEATING & PLUMBING	PHASE 9 CONSTR. SERVICES	3,365.97	0.00	000000	0/00/00	3,365.97
		** TOTALS **	3,365.97	0.00			3,365.97
01-006275	DREES OIL CO. INC.	UNLEADED GASOLINE	1,234.80	0.00	000000	0/00/00	1,234.80
		** TOTALS **	1,234.80	0.00			1,234.80

		=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====			
PAID ITEMS DATES :		9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018	9/07/2018 THRU	9/20/2018		
PARTIALLY ITEMS DATES:		9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018	9/07/2018 THRU	9/20/2018		
UNPAID ITEMS DATES :			9/07/2018 THRU 9/20/2018	9/07/2018 THRU	9/20/2018		
VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-012590	ECHO ELECTRIC SUPPLY	ELECTRIC REPAIRS	33.36	33.36-	112439	9/12/18	0.00
01-012590	ECHO ELECTRIC SUPPLY	LED LIGHTING TUBES	99.12	0.00	000000	0/00/00	99.12
01-012590	ECHO ELECTRIC SUPPLY	LED LIGHTING TUBES	74.34	0.00	000000	0/00/00	74.34
01-012590	ECHO ELECTRIC SUPPLY	REPAIR PARTS	23.68	0.00	000000	0/00/00	23.68
01-012590	ECHO ELECTRIC SUPPLY	CUBICLE ELECTRICAL	59.61	0.00	000000	0/00/00	59.61
01-012590	ECHO ELECTRIC SUPPLY	LIGHT REPAIRS	10.90	0.00	000000	0/00/00	10.90
		** TOTALS **	301.01	33.36-			267.65
01-006810	ECOWATER SYSTEMS	COOLER RENT/WATER	129.92	129.92-	112437	9/12/18	0.00
		** TOTALS **	129.92	129.92-			0.00
01-007253	ELECTRIC MOTOR SERVICE	FAN SWITCH	45.00	0.00	000000	0/00/00	45.00
		** TOTALS **	45.00	0.00			45.00
01-003141	ELM USA INC.	DISC CLEANER SUPPLIES	75.08	75.08-	112470	9/20/18	0.00
		** TOTALS **	75.08	75.08-			0.00
01-002644	ETS CORPORATION	ONLINE CC PROCESSING FEES	234.76	234.76-	000000	9/10/18	0.00
01-002644	ETS CORPORATION	IN OFFICE CC PROCESSING	124.18	124.18-	000000	9/10/18	0.00
		** TOTALS **	358.94	358.94-			0.00
01-008020	FAMILY & SPECIALTY MEDICA	PHYSICALS STRAUTMAN/SCHULTES	350.00	0.00	000000	0/00/00	350.00
		** TOTALS **	350.00	0.00			350.00
01-008050	FASTENAL COMPANY	SUPPLIES	118.97	0.00	000000	0/00/00	118.97
01-008050	FASTENAL COMPANY	SUPPLIES	151.67	0.00	000000	0/00/00	151.67
01-008050	FASTENAL COMPANY	SUPPLIES	12.89	0.00	000000	0/00/00	12.89
01-008050	FASTENAL COMPANY	BOLTS CONCRETE BREAKER	32.98	0.00	000000	0/00/00	32.98
01-008050	FASTENAL COMPANY	BOLTS #35	4.64	0.00	000000	0/00/00	4.64
01-008050	FASTENAL COMPANY	SUPPLIES	1.49	0.00	000000	0/00/00	1.49
01-008050	FASTENAL COMPANY	SPADE	32.39	0.00	000000	0/00/00	32.39
		** TOTALS **	355.03	0.00			355.03
01-003288	FBI-LEEDA	FBI-LEEDA	695.00	0.00	000000	0/00/00	695.00
		** TOTALS **	695.00	0.00			695.00
01-001291	FEH DESIGN	PICKLEBALL COURTS	2,786.25	2,786.25-	112429	9/12/18	0.00
		** TOTALS **	2,786.25	2,786.25-			0.00
01-006860	FELD FIRE EQUIPMENT CO.	PROTECTIVE BOOTS - GOETZINGER	265.00	0.00	000000	0/00/00	265.00
		** TOTALS **	265.00	0.00			265.00
01-008212	FELDMANN & CO. CPA'S PC	1/3 FY 18 AUDIT FEE	4,667.00	0.00	000000	0/00/00	4,667.00
		** TOTALS **	4,667.00	0.00			4,667.00



	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018
PARTIALLY ITEMS DATES:	9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018
UNPAID ITEMS DATES :		9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018

VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-003289	FERMERRA YOUNG	SOCCER REFUND	15.00	0.00	000000	0/00/00	15.00
		** TOTALS **	15.00	0.00			15.00
01-000633	FILTER CARE	FILTER CLEANING	132.10	0.00	000000	0/00/00	132.10
		** TOTALS **	132.10	0.00			132.10
01-002806	FOUNDATION ANALYTICAL LAB	LAB TESTING	186.75	0.00	000000	0/00/00	186.75
		** TOTALS **	186.75	0.00			186.75
01-009315	GALL'S INC.	UNIFORM PANTS	50.75	0.00	000000	0/00/00	50.75
01-009315	GALL'S INC.	HOLSTER	46.70	0.00	000000	0/00/00	46.70
01-009315	GALL'S INC.	SCHRECK & AMDOR BOOTS	443.12	0.00	000000	0/00/00	443.12
		** TOTALS **	540.57	0.00			540.57
01-009500	GEHLING WELDING & REPAIR	SUPPLIES	9.12	0.00	000000	0/00/00	9.12
		** TOTALS **	9.12	0.00			9.12
01-010156	GRAPHIC EDGE, THE	STAFF SHIRTS	592.62	0.00	000000	0/00/00	592.62
01-010156	GRAPHIC EDGE, THE	COED SOFTBALL SHIRTS	138.60	0.00	000000	0/00/00	138.60
01-010156	GRAPHIC EDGE, THE	VOLLEYBALL SHIRT	4.25	0.00	000000	0/00/00	4.25
		** TOTALS **	735.47	0.00			735.47
01-002965	HOTSY CLEANING SYSTEMS IN	SUPPLIES	52.50	0.00	000000	0/00/00	52.50
		** TOTALS **	52.50	0.00			52.50
01-011831	HY-VEE INC.	SUPPLIES RETURED	32.09-	32.09	112475	9/20/18	0.00
01-011831	HY-VEE INC.	REC SUPERINTENDENT LUNCH	34.16	34.16-	112475	9/20/18	0.00
01-011831	HY-VEE INC.	TONIC SOL FA MEAL	109.79	109.79-	112475	9/20/18	0.00
01-011831	HY-VEE INC.	PROGRAM SUPPLIES	18.82	18.82-	112475	9/20/18	0.00
		** TOTALS **	130.68	130.68-			0.00
01-012552	INDUSTRIAL BEARING SUPP.	V-BELTS	12.05	0.00	000000	0/00/00	12.05
		** TOTALS **	12.05	0.00			12.05
01-012642	IOWA LAW ENFORCE ACADEMY	TASER CERTIFICATION - BENSLEY	50.00	0.00	000000	0/00/00	50.00
		** TOTALS **	50.00	0.00			50.00
01-012647	IOWA LEAGUE OF CITIES	LEAGUE BANQUET	60.00	0.00	000000	0/00/00	60.00
		** TOTALS **	60.00	0.00			60.00
01-012666	IOWA ONE CALL	AUGUST 2018 LOCATES	224.50	0.00	000000	0/00/00	224.50
		** TOTALS **	224.50	0.00			224.50

		=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====				
PAID ITEMS DATES	:	9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018	9/07/2018 THRU	9/20/2018			
PARTIALLY ITEMS DATES:	:	9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018	9/07/2018 THRU	9/20/2018			
UNPAID ITEMS DATES	:		9/07/2018 THRU 9/20/2018	9/07/2018 THRU	9/20/2018			
VENDOR	----	VENDOR NAME	-----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK# CHECK DT	----BALANCE---
01-012685		IOWA SMALL ENGINE CENTER		EQUIPMENT SUPPLIES	14.95	14.95-	112441 9/12/18	0.00
01-012685		IOWA SMALL ENGINE CENTER		MOWERS	999.90	0.00	000000 0/00/00	999.90
01-012685		IOWA SMALL ENGINE CENTER		BLADES	32.72	0.00	000000 0/00/00	32.72
				** TOTALS **	1,047.57	14.95-		1,032.62
01-002312		JARED HAYS		IRWA FALL CONFERENCE	269.60	269.60-	112463 9/20/18	0.00
				** TOTALS **	269.60	269.60-		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
01-025020		JOHN DEERE FINANCIAL		FILTERS #35	71.78	71.78-	112482 9/20/18	0.00
01-025020		JOHN DEERE FINANCIAL		REPAIR PARTS	74.93	74.93-	112482 9/20/18	0.00
01-025020		JOHN DEERE FINANCIAL		TRIMMER LINE	46.85	46.85-	112482 9/20/18	0.00
01-025020		JOHN DEERE FINANCIAL		FILTERS	36.86	36.86-	112482 9/20/18	0.00
01-025020		JOHN DEERE FINANCIAL		EQUIPMENT REPAIRS	73.36	73.36-	112482 9/20/18	0.00
01-025020		JOHN DEERE FINANCIAL		EQUIPMENT REPAIRS	45.17	45.17-	112482 9/20/18	0.00
01-025020		JOHN DEERE FINANCIAL		TRIMMER LINE	8.95	8.95-	112482 9/20/18	0.00
01-025020		JOHN DEERE FINANCIAL		BLADES	154.17	154.17-	112482 9/20/18	0.00
01-025020		JOHN DEERE FINANCIAL		OIL	85.57	85.57-	112482 9/20/18	0.00
				** TOTALS **	597.64	597.64-		0.00
01-003097		JP FLOORING		LIBRARY CARPET - TEMP LOCATION	7,452.10	0.00	000000 0/00/00	7,452.10
				** TOTALS **	7,452.10	0.00		7,452.10
01-002163		JR'S UNLOCK SERVICE		NEW LOCKS AND KEYS - CITY HALL	368.00	0.00	000000 0/00/00	368.00
01-002163		JR'S UNLOCK SERVICE		LOCKS - BACK DOOR	75.00	0.00	000000 0/00/00	75.00
				** TOTALS **	443.00	0.00		443.00
01-000994		KABEL BUSINESS SERVICES	-	AUG HRA PARTICIPANT FEES	169.00	169.00-	000000 9/14/18	0.00
01-000994		KABEL BUSINESS SERVICES	-	PARTICIPANT FEES FLEX SPENDING	90.00	90.00-	000000 9/18/18	0.00
01-000994		KABEL BUSINESS SERVICES	-	AUGUST HRA CHECKS	1,481.49	1,481.49-	000000 9/10/18	0.00
				** TOTALS **	1,740.49	1,740.49-		0.00
01-014815		KEYSTONE LABORATORIES		MONTHLY BACTERIA SAMPLES	137.50	0.00	000000 0/00/00	137.50
				** TOTALS **	137.50	0.00		137.50
01-002698		LANDSCAPERS PARADISE		SEED	392.00	0.00	000000 0/00/00	392.00
				** TOTALS **	392.00	0.00		392.00
01-017133		MASTERCARD		ILA CONFERENCE	153.00	153.00-	112476 9/20/18	0.00
01-017133		MASTERCARD		ILA CONFERENCE	153.00	153.00-	112477 9/20/18	0.00
01-017133		MASTERCARD		CONFERENCE REG./ACROBAT PRO DC	139.99	139.99-	112478 9/20/18	0.00
01-017133		MASTERCARD		WWTP COURSES/SUPPLIES RETURNED	101.84	101.84-	112479 9/20/18	0.00

		=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====			
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PARTIALLY ITEMS DATES:		9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018	9/07/2018 THRU	9/20/2018		
UNPAID ITEMS DATES :			9/07/2018 THRU 9/20/2018	9/07/2018 THRU	9/20/2018		
VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE---
01-017133	MASTERCARD	CONVERT DVDS	49.39	49.39-	112480	9/20/18	0.00
01-017133	MASTERCARD	BATTERIES FOR AIR PACKS	206.89	206.89-	112481	9/20/18	0.00
		** TOTALS **	804.11	804.11-			0.00
01-002959	MATTHEW RIEDELL	STEEL TOED BOOTS	150.00	150.00-	112432	9/12/18	0.00
		** TOTALS **	150.00	150.00-			0.00
01-002993	MC CLURE ENGINEERING CO.	ENTRANCE DRIVE PROJECT	493.91	493.91-	112434	9/12/18	0.00
		** TOTALS **	493.91	493.91-			0.00
01-017565	MID IOWA INSURANCE CO.	CROP HAIL INSURANCE	707.00	707.00-	112442	9/12/18	0.00
		** TOTALS **	707.00	707.00-			0.00
01-003278	MIKE KOTS	ENHANCE IA BOARD MEETING	87.75	0.00	000000	0/00/00	87.75
		** TOTALS **	87.75	0.00			87.75
01-003054	MIKE MADIGAN	STEEL TOED BOOTS	85.59	85.59-	112469	9/20/18	0.00
		** TOTALS **	85.59	85.59-			0.00
01-002596	MOHR SAND GRAVEL & CONSTR	MUDJACK MIX	1,377.50	0.00	000000	0/00/00	1,377.50
		** TOTALS **	1,377.50	0.00			1,377.50
01-017730	MOORHOUSE READY MIX CO.	CONCRETE PARKS	59.50	0.00	000000	0/00/00	59.50
01-017730	MOORHOUSE READY MIX CO.	CONCRETE - PARKS	34.75	0.00	000000	0/00/00	34.75
01-017730	MOORHOUSE READY MIX CO.	ROW ADAMS STREET	353.25	0.00	000000	0/00/00	353.25
01-017730	MOORHOUSE READY MIX CO.	17TH AND CARROLL	706.50	0.00	000000	0/00/00	706.50
01-017730	MOORHOUSE READY MIX CO.	ROW NORTH WEST ST	647.63	0.00	000000	0/00/00	647.63
01-017730	MOORHOUSE READY MIX CO.	11TH AND MAIN ST REPAIRS	412.13	0.00	000000	0/00/00	412.13
01-017730	MOORHOUSE READY MIX CO.	ROW HARRIET AVE.	706.50	0.00	000000	0/00/00	706.50
01-017730	MOORHOUSE READY MIX CO.	18TH STREET REPAIRS	883.13	0.00	000000	0/00/00	883.13
01-017730	MOORHOUSE READY MIX CO.	18TH STREET REPAIRS	883.13	0.00	000000	0/00/00	883.13
01-017730	MOORHOUSE READY MIX CO.	18TH STREET REPAIRS	706.50	0.00	000000	0/00/00	706.50
01-017730	MOORHOUSE READY MIX CO.	18TH STREET REPAIRS	1,177.50	0.00	000000	0/00/00	1,177.50
01-017730	MOORHOUSE READY MIX CO.	18TH STREET REPAIRS	1,177.50	0.00	000000	0/00/00	1,177.50
01-017730	MOORHOUSE READY MIX CO.	18TH STREET REPAIRS	353.25	0.00	000000	0/00/00	353.25
01-017730	MOORHOUSE READY MIX CO.	SKYLINE DR REPAIRS	824.25	0.00	000000	0/00/00	824.25
01-017730	MOORHOUSE READY MIX CO.	SKYLINE DR REPAIRS	1,177.50	0.00	000000	0/00/00	1,177.50
01-017730	MOORHOUSE READY MIX CO.	18TH STREET REPAIRS	1,177.50	0.00	000000	0/00/00	1,177.50
01-017730	MOORHOUSE READY MIX CO.	18TH STREET REPAIRS	1,177.50	0.00	000000	0/00/00	1,177.50
01-017730	MOORHOUSE READY MIX CO.	18TH STREET REPAIRS	1,177.50	0.00	000000	0/00/00	1,177.50
01-017730	MOORHOUSE READY MIX CO.	18TH STREET REPAIRS	1,177.50	0.00	000000	0/00/00	1,177.50
01-017730	MOORHOUSE READY MIX CO.	18TH STREET REPAIRS	588.75	0.00	000000	0/00/00	588.75
		** TOTALS **	15,401.77	0.00			15,401.77

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018
PARTIALLY ITEMS DATES:	9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018
UNPAID ITEMS DATES :		9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018

VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-018408	NAPA AUTO PARTS	SUPPLIES #50	23.99	0.00	000000	0/00/00	23.99
01-018408	NAPA AUTO PARTS	ELECTRICAL WIRE	78.00	0.00	000000	0/00/00	78.00
01-018408	NAPA AUTO PARTS	U-BOLT #29	7.98	0.00	000000	0/00/00	7.98
01-018408	NAPA AUTO PARTS	SUPPLIES	31.97	0.00	000000	0/00/00	31.97
01-018408	NAPA AUTO PARTS	OIL DRY	36.98	0.00	000000	0/00/00	36.98
01-018408	NAPA AUTO PARTS	12 VOLT BATTERY - GENERATOR	122.14	0.00	000000	0/00/00	122.14
		** TOTALS **	301.06	0.00			301.06
01-003076	NEWSTRIPE INC	SUPPLIES	184.36	0.00	000000	0/00/00	184.36
		** TOTALS **	184.36	0.00			184.36
01-019124	NORTH CENTRAL LABORATORIE	LAB SUPPLIES	574.69	0.00	000000	0/00/00	574.69
		** TOTALS **	574.69	0.00			574.69
01-020208	O'HALLORAN INTERNATIONAL	SUPPLIES #29	222.32	0.00	000000	0/00/00	222.32
01-020208	O'HALLORAN INTERNATIONAL	ANTIFREEZE	42.08	0.00	000000	0/00/00	42.08
01-020208	O'HALLORAN INTERNATIONAL	REPAIRS #28	3,414.51	0.00	000000	0/00/00	3,414.51
		** TOTALS **	3,678.91	0.00			3,678.91
01-002956	OPN ARCHITECTS INC	DESIGN SERVICES - LIBRARY	97,371.60	0.00	000000	0/00/00	97,371.60
01-002956	OPN ARCHITECTS INC	DESIGN SERVICES - CITY HALL	59,025.50	0.00	000000	0/00/00	59,025.50
		** TOTALS **	156,397.10	0.00			156,397.10
01-020326	OPTIONS INK	OFFICE SUPPLIES	23.45	0.00	000000	0/00/00	23.45
01-020326	OPTIONS INK	FREIGHT - BACTERIA SAMPLES	25.14	0.00	000000	0/00/00	25.14
		** TOTALS **	48.59	0.00			48.59
01-021050	P & H WHOLESALE INC.	WATER LINE REPAIRS	16.40	0.00	000000	0/00/00	16.40
		** TOTALS **	16.40	0.00			16.40
01-001540	PETTY CASH	PD CASH DRAWER	75.00	75.00-	112457	9/20/18	0.00
01-001540	PETTY CASH	CITY HALL CASH DRAWER	50.00	50.00-	112458	9/20/18	0.00
		** TOTALS **	125.00	125.00-			0.00
01-021440	PIZZA HUT	CONCESSIONS	8.00	0.00	000000	0/00/00	8.00
01-021440	PIZZA HUT	CONCESSIONS	8.00	0.00	000000	0/00/00	8.00
		** TOTALS **	16.00	0.00			16.00
01-023827	PONTEM SOFTWARE BY RIA	CEMETERY SOFTWARE MAINT.	948.00	0.00	000000	0/00/00	948.00
		** TOTALS **	948.00	0.00			948.00
01-021860	PRESTO-X-COMPANY	CITY HALL PEST CONTROL	47.00	0.00	000000	0/00/00	47.00
		** TOTALS **	47.00	0.00			47.00

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=====PAYMENT DATES=====
PAID ITEMS DATES : 9/07/2018 THRU 9/20/2018
PARTIALLY ITEMS DATES: 9/07/2018 THRU 9/20/2018
UNPAID ITEMS DATES :

=====ITEM DATES=====
9/07/2018 THRU 9/20/2018
9/07/2018 THRU 9/20/2018
9/07/2018 THRU 9/20/2018

=====POSTING DATES=====
9/07/2018 THRU 9/20/2018
9/07/2018 THRU 9/20/2018
9/07/2018 THRU 9/20/2018
  
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VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-000625	PRODUCTIVITY PLUS ACCOUNT	#31 REPAIR PARTS RETURNED	525.00-	525.00	112428	9/12/18	0.00
01-000625	PRODUCTIVITY PLUS ACCOUNT	REPAIR PARTS	69.98	69.98-	112428	9/12/18	0.00
01-000625	PRODUCTIVITY PLUS ACCOUNT	EQUIPMENT REPAIRS	77.70	77.70-	112428	9/12/18	0.00
01-000625	PRODUCTIVITY PLUS ACCOUNT	#33 FILTERS	245.50	245.50-	112428	9/12/18	0.00
01-000625	PRODUCTIVITY PLUS ACCOUNT	AIR FILTERS	99.85	99.85-	112428	9/12/18	0.00
01-000625	PRODUCTIVITY PLUS ACCOUNT	OIL AND FILTERS #31	85.50	85.50-	112428	9/12/18	0.00
01-000625	PRODUCTIVITY PLUS ACCOUNT	AIR FILTERS AND CARTRIDGE	40.87	40.87-	112428	9/12/18	0.00
01-000625	PRODUCTIVITY PLUS ACCOUNT	REPAIR PARTS	350.83	350.83-	112428	9/12/18	0.00
01-000625	PRODUCTIVITY PLUS ACCOUNT	REPAIR PARTS	15.88	15.88-	112428	9/12/18	0.00
01-000625	PRODUCTIVITY PLUS ACCOUNT	EQUIPMENT REPAIRS	152.28	152.28-	112428	9/12/18	0.00
		** TOTALS **	613.39	613.39-			0.00
01-023125	QUANDT AUTO SALVAGE	NUISANCE - 108 S WEST CAUGHEY	927.50	0.00	000000	0/00/00	927.50
		** TOTALS **	927.50	0.00			927.50
01-003173	R & R RENTAL	SEPT. CITY HALL LEASE	2,559.67	0.00	000000	0/00/00	2,559.67
		** TOTALS **	2,559.67	0.00			2,559.67
01-001136	R & R SEPTIC SERVICE INC	RESTROOM REPAIRS GRAHAM PARK	155.00	0.00	000000	0/00/00	155.00
		** TOTALS **	155.00	0.00			155.00
01-009870	RACCOON VALLEY ELECTRIC C	AYUGUST ELECTRIC SERVICE	1,020.62	1,020.62-	112438	9/12/18	0.00
		** TOTALS **	1,020.62	1,020.62-			0.00
01-000326	RECORDED BOOKS LLC	AUDIO BOOKS	31.50	31.50-	112453	9/20/18	0.00
01-000326	RECORDED BOOKS LLC	AUDIO BOOKS	107.09	107.09-	112453	9/20/18	0.00
01-000326	RECORDED BOOKS LLC	AUDIO BOOKS	35.99	35.99-	112453	9/20/18	0.00
01-000326	RECORDED BOOKS LLC	AUDIO BOOKS	31.50	31.50-	112453	9/20/18	0.00
		** TOTALS **	206.08	206.08-			0.00
01-024630	RUTTEN'S VACUUM CENTER	VACUUM AND VACUUM BAGS	567.98	0.00	000000	0/00/00	567.98
		** TOTALS **	567.98	0.00			567.98
01-024915	SARGENT DRILLING	WELL #11 - PULL PUMP/VIDEO	2,700.00	0.00	000000	0/00/00	2,700.00
		** TOTALS **	2,700.00	0.00			2,700.00
01-025048	SCHULTES CONSTRUCTION, MI	SEALING SIDEWALK	1,149.12	1,149.12-	112444	9/12/18	0.00
		** TOTALS **	1,149.12	1,149.12-			0.00
01-001333	SECURE SHRED SOLUTIONS LL	SHREDDING	180.00	0.00	000000	0/00/00	180.00
		** TOTALS **	180.00	0.00			180.00
01-025250	SHERWIN WILLIAMS CO.	DOOR PAINT	56.13	0.00	000000	0/00/00	56.13
		** TOTALS **	56.13	0.00			56.13

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018
PARTIALLY ITEMS DATES:	9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018
UNPAID ITEMS DATES :		9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018

VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-000155	SHIVE HATTERY INC	GRAHAM PARK - PHASE I	4,050.00	0.00	000000	0/00/00	4,050.00
		** TOTALS **	4,050.00	0.00			4,050.00
01-025333	SNYDER & ASSOCIATES INC.	TREE REMOVAL	1,150.00	0.00	000000	0/00/00	1,150.00
		** TOTALS **	1,150.00	0.00			1,150.00
01-004178	SOLID WASTE MANAGEMENT CO	OCT-DEC ASSESSMENT	30,745.00	0.00	000000	0/00/00	30,745.00
		** TOTALS **	30,745.00	0.00			30,745.00
01-002277	SOLUTIONS INC.	SERVER REPLACEMENT	360.00	0.00	000000	0/00/00	360.00
		** TOTALS **	360.00	0.00			360.00
01-025606	SOPPE CHIROPRACTIC CLINIC	RANDOM DRUG TESTING	20.00	0.00	000000	0/00/00	20.00
		** TOTALS **	20.00	0.00			20.00
01-025880	STONE PRINTING CO.	SUPPLIES RETURNED	2.83-	0.00	000000	0/00/00	2.83-
01-025880	STONE PRINTING CO.	SUPPLIES	5.99	0.00	000000	0/00/00	5.99
01-025880	STONE PRINTING CO.	DOOR TAGS	163.90	0.00	000000	0/00/00	163.90
01-025880	STONE PRINTING CO.	COPY AND CASH REGISTER PAPER	352.73	0.00	000000	0/00/00	352.73
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	34.50	34.50-	112483	9/20/18	0.00
01-025880	STONE PRINTING CO.	STORAGE BOXES	64.99	0.00	000000	0/00/00	64.99
01-025880	STONE PRINTING CO.	CASH DRAWER	243.97	0.00	000000	0/00/00	243.97
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	179.98	0.00	000000	0/00/00	179.98
01-025880	STONE PRINTING CO.	PHONE CORDS - KRAUEL	9.98	0.00	000000	0/00/00	9.98
01-025880	STONE PRINTING CO.	BOOKCASE AND 3-HOLE PUNCH	161.99	0.00	000000	0/00/00	161.99
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	7.82	0.00	000000	0/00/00	7.82
		** TOTALS **	1,223.02	34.50-			1,188.52
01-000578	TERRY KLUVER	IRWA FALL CONFERENCE	141.52	141.52-	112455	9/20/18	0.00
		** TOTALS **	141.52	141.52-			0.00
01-027060	TREASURER OF IOWA	8/16-8/31/2018 SALES TAX	11,183.00	11,183.00-	000000	9/10/18	0.00
		** TOTALS **	11,183.00	11,183.00-			0.00
01-027085	TROPHIES PLUS INC.	PLAQUE - SCOTT PARCHER	38.99	0.00	000000	0/00/00	38.99
		** TOTALS **	38.99	0.00			38.99
01-028168	UNITED PARCEL SERVICE	FREIGHT W/E 9/1/2018	20.57	20.57-	112445	9/12/18	0.00
01-028168	UNITED PARCEL SERVICE	FREIGHT W/E 9/8/2018	61.85	61.85-	112484	9/20/18	0.00
		** TOTALS **	82.42	82.42-			0.00
01-002449	UNITYPOINT CLINIC-OCCUPAT	RANDOM DRUG TESTING	42.00	0.00	000000	0/00/00	42.00
		** TOTALS **	42.00	0.00			42.00

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 :	9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018
PARTIALLY ITEMS DATES:	9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018
UNPAID ITEMS DATES :		9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018

VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-028275	UPTOWN SPORTING GOODS	BASKETBALLS/VOLLEYBALLS	169.50	0.00	000000	0/00/00	169.50
01-028275	UPTOWN SPORTING GOODS	FLAG FOOTBALLS/MOUTHGUARDS	100.00	0.00	000000	0/00/00	100.00
01-028275	UPTOWN SPORTING GOODS	VOLLEYBALLS/SCOREBOARD	134.95	0.00	000000	0/00/00	134.95
		** TOTALS **	404.45	0.00			404.45
01-002771	VAN MAANEN ELECTRIC INC	RUNWAY LIGHTS REPAIR	375.00	375.00-	112431	9/12/18	0.00
		** TOTALS **	375.00	375.00-			0.00
01-028814	VAN METER COMPANY, THE	LED BULBS CBD	818.04	0.00	000000	0/00/00	818.04
01-028814	VAN METER COMPANY, THE	WATER SOLENOID	263.17	0.00	000000	0/00/00	263.17
		** TOTALS **	1,081.21	0.00			1,081.21
01-030120	WAL-MART STORE #01-1787	SUPPLIES	90.87	90.87-	112485	9/20/18	0.00
		** TOTALS **	90.87	90.87-			0.00
01-003377	WELLMARK BLUE CROSS/BLUE	OCT. HEALTH INSURANCE PREMIUMS	37,603.39	37,603.39-	112471	9/20/18	0.00
01-003377	WELLMARK BLUE CROSS/BLUE	10/1-1/1/19 DAVIS 134AD2005	3,805.50	3,805.50-	112472	9/20/18	0.00
		** TOTALS **	41,408.89	41,408.89-			0.00
01-002024	WICKS CONSTRUCTION INC.	ENTRANCE DRIVE PROJECT	12,733.80	12,733.80-	112430	9/12/18	0.00
		** TOTALS **	12,733.80	12,733.80-			0.00
01-030355	WITTROCK MOTOR CO.	AUGUST CAR RENTAL	375.00	375.00-	112446	9/12/18	0.00
01-030355	WITTROCK MOTOR CO.	MUD FLAPS #20	116.00	0.00	000000	0/00/00	116.00
01-030355	WITTROCK MOTOR CO.	SPLASH GUARDS	116.00	0.00	000000	0/00/00	116.00
		** TOTALS **	607.00	375.00-			232.00
01-000386	ZIMCO SUPPLY CO	8" CUP CUTTER	182.00	0.00	000000	0/00/00	182.00
		** TOTALS **	182.00	0.00			182.00
	* Payroll Expense		157,688.44				

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
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PARTIALLY ITEMS DATES:	9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018
UNPAID ITEMS DATES :		9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018

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

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	283,800.90	283,800.90CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	417,242.90	0.00	417,242.90
VOID ITEMS	0.00	0.00	0.00
<b>** TOTALS **</b>	<b>701,043.80</b>	<b>283,800.90CR</b>	<b>417,242.90</b>

U N P A I D R E C A P

UNPAID INVOICE TOTALS	417,245.73
UNPAID DEBIT MEMO TOTALS	0.00
UNAPPLIED CREDIT MEMO TOTALS	2.83CR
<b>** UNPAID TOTALS **</b>	<b>417,242.90</b>



	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018
PARTIALLY ITEMS DATES:	9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018
UNPAID ITEMS DATES :		9/07/2018 THRU 9/20/2018	9/07/2018 THRU 9/20/2018

FUND TOTALS

001	GENERAL FUND	119,560.68
010	HOTEL/MOTEL TAX	92.92
110	ROAD USE TAX FUND	23,866.14
303	C.P. - AIRPORT	13,227.71
309	C.P. - CORRIDOR OF COMM.	127,095.46
311	C.P.-PARKS & RECREATION	7,716.00
315	LIBRARY/CITY HALL REMODEL	185,133.87
600	WATER UTILITY FUND	17,940.18
610	SEWER UTILITY FUND	8,912.52
620	STORM WATER UTILITY	556.00
850	MEDICAL INSURANCE FUND	39,253.88
	* PAYROLL EXPENSE	157,688.44
GRAND TOTAL		701,043.80

# 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 *MPP-w*

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

**DATE:** September 18, 2018

**SUBJECT:** West Central Iowa Rural Water Association  
Request to Provide Water Service Within Two-Mile Limit

On September 14, West Central Iowa Rural Water Association made a request to provide water service within the two-mile limit to the following:

Amy Brown                      Maple River Township, Section 15                      18381 Kittyhawk Avenue

The approximate location is illustrated on the attached map.

The options appear to be as follows:

1. Not respond to the plan within 75 days. West Central Iowa Rural Water Association may provide the service proposed.
2. Within 75 days of receipt of the plan, notify West Central Iowa Rural Water Association that the City requires additional time or information to study provision of water service outside the limits of the City.
3. Waive the right to provide water service. West Central Iowa Rural Water Association may provide the service.
4. Reserve the right to provide water service in some or all areas of the plan. Preparations must be made to provide service within three years.

**RECOMMENDATION:** Mayor and City Council consideration and waiver of the right to provide water service.

RMK:ds

attachment

HIGHWAY AND TRANSPORTATION MAP  
**CARROLL COUNTY**  
**IOWA**

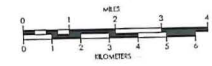


Prepared By  
 OFFICE OF SYSTEMS PLANNING  
 Phone: (515) 239-1664  
 WWW.IOWADOT.GOV/MAPS



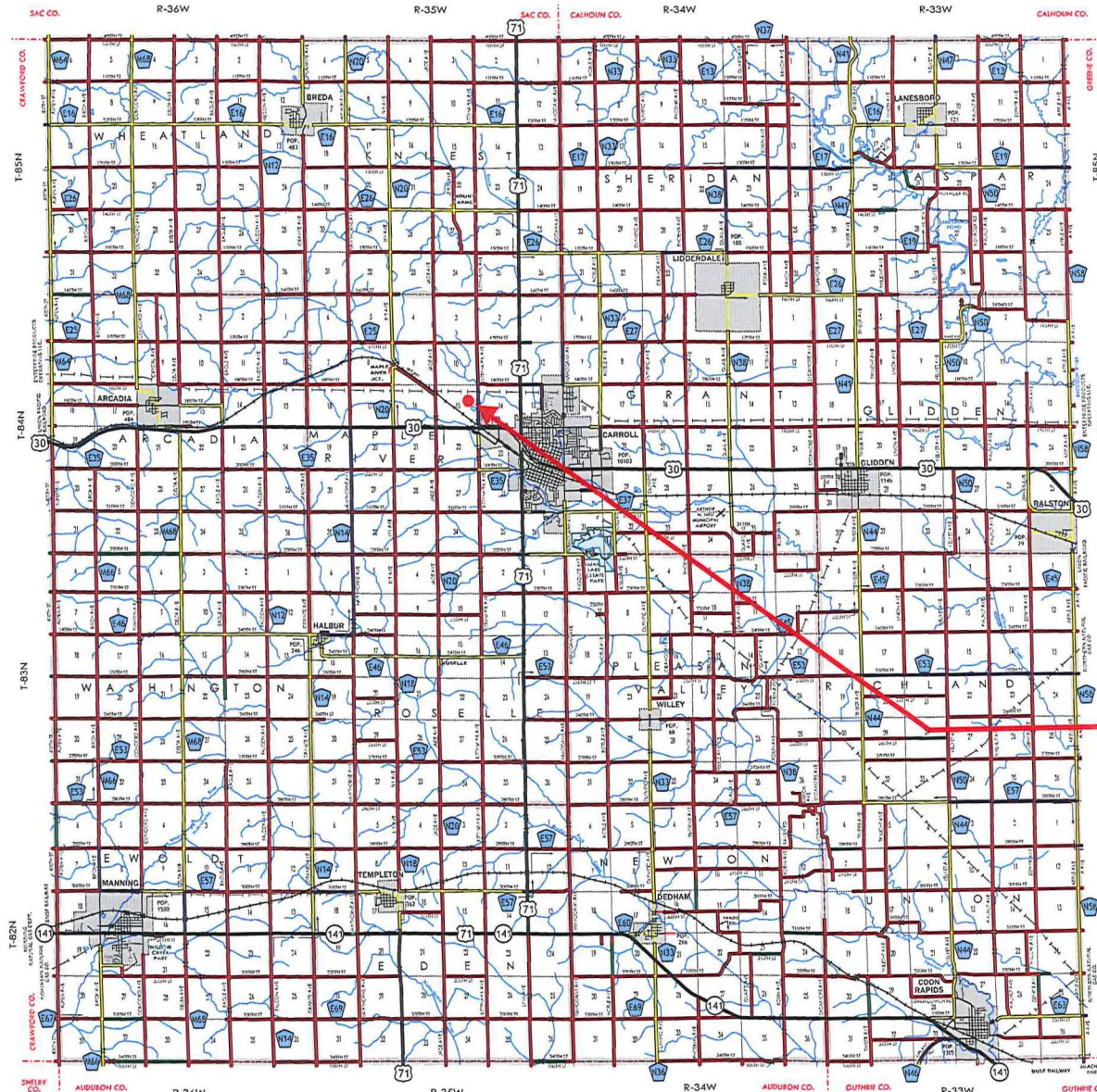
In Cooperation With  
 United States  
 Department of Transportation

JANUARY 1, 2018



LEGEND

- INTERSTATE HIGHWAY
- PRIMARY HIGHWAY-DIVIDED
- PRIMARY HIGHWAY
- PORTLAND CEMENT CONCRETE ROAD
- ADHESIVE ROAD
- MULCHING ROAD
- GRAVEL ROAD
- EARTHEN ROAD
- INTERSTATE HIGHWAY
- UNITED STATES HIGHWAY
- STATE HIGHWAY
- COUNTY HIGHWAY
- RAILROAD
- RRRIDE
- AIRPORT
- HYDROLOGY
- MEDE
- STATE BOUNDARY
- COUNTY BOUNDARY
- COUNTY BOUNDARY
- TOWNSHIP LINE
- SECTION LINE
- ROAD NAMES
- UNINCORPORATED PLACE
- STATE PARKS
- STATE INSTITUTIONS
- FEDERAL LAND



West Central Iowa  
 Rural Water  
 Association

Requested  
 Service 09-14-18



# City of Carroll

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112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

**MEMO TO:** Mike Pogge-Weaver, City Manager *MPW*  
**FROM:** Jack Wardell, Director of Parks and Recreation *JW*  
**DATE:** September 19, 2018  
**SUBJECT:** **Memo to Council** – Resolution - Carroll County Federal  
Recreational Trails Grant Application for Sauk Rail Trail Repaving

➤ Resolution

The Carroll County Conservation Board is applying for the Federal Recreational Trails Grant for the Sauk Rail Trail Repaving Project. The preliminary cost estimate is \$630,000. The grant program contributes 80% of the project cost.

This project covers approximately 2.2 miles. The current trail is 8 ft wide asphalt. The plan is to install 5 inches of concrete over the existing asphalt. The project would start at Swan Lake and go through the City of Carroll and end at the Houlihan Access.

**RECOMMENDATION:** For the Mayor and City Council consideration and approval for support of the Carroll County Conservation Board Federal Recreational Trail Grant Application.



Resolution # \_\_\_\_\_

**RESOLUTION SUPPORTING THE CARROLL COUNTY CONSERVATION BOARD'S  
FEDERAL RECREATIONAL TRAILS APPLICATION FOR SAUK RAIL TRAIL  
REPAVING**

**WHEREAS**, The Carroll County Conservation Board is interested in the repaving of the Sauk Rail Trail for the enjoyment of the citizenry of the county, the surrounding area, and the entire State of Iowa; and,

**WHEREAS**, the Sauk Rail Trail traverses through Rolling Hills Park and Water Works Park in the City of Carroll, and

**WHEREAS**, The Sauk Rail Trail is an important recreational amenity and facility for the residents of the city, and,

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Carroll, Iowa that the City of Carroll fully supports the Sauk Rail Trail repaving application submitted by the Carroll County Conservation Board.

Passed and approved by the Carroll City Council this 24<sup>th</sup> day of September, 2018.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

By: \_\_\_\_\_  
Eric P. Jensen, Mayor

ATTEST:

\_\_\_\_\_  
Laura A. Schaefer, City Clerk

# 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:** September 20, 2018

**SUBJECT:** Carroll Park Apartments Urban Renewal Plan

- Consideration of Ordinance for the division of revenues under Iowa Code Section 403.19 for Carroll Park Apartments Urban Renewal Plan (3<sup>rd</sup> Reading and consider final adoption).

Carroll Park Apartments Urban Renewal Plan – Development Agreement with Kenyon Hill Ridge LLC

- Public hearing on the proposal to enter into a Development Agreement with Kenyon Hill Ridge LLC
- Resolution approving and authorizing the execution of a Development Agreement by and between the City of Carroll and Kenyon Hill Ridge LLC

The Developer of Carroll Park Apartments, Kenyon Hill Ridge LLC, has requested that the City postpone action on the Development Agreement to October 8<sup>th</sup>. Specifically, the developer has requested modifications to Section 3.2 of the agreement concerning when the development needs to be fully completed. Staff will republish notice of the new hearing date.

## **STAFF RECOMMENDATIONS:**

1. Postpone consideration of the 3<sup>rd</sup> reading and final adoption of the ordinance for the division of revenues under Iowa Code Section 403.19 for Carroll Park Apartments Condominiums Urban Renewal Plan to October 8, 2018.
2. Postpone the public hearing, and consideration of the resolution adopting the Development Agreement with Kenyon Hill Ridge LLC to October 8, 2018.

# 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 *MSPW*  
**FROM:** Jack Wardell, Director of Parks & Recreation *JW*  
**DATE:** September 29, 2018  
**SUBJECT:** Carroll Trail Phase II Design – Segments A & B - 2018

- Professional Services Agreement
- Area Maps
- Resolution

## **PROJECT DESCRIPTION:**

This project will include the design of two trails within the City of Carroll. The first trail will be a 4,100 linear foot loop around the Carroll Youth Sports Complex and soccer fields that will tie into the on-street bike lanes along 30th Street. The second trail will be approximately 3,600 linear feet of off-street trail along North Grant Road that will start at Veterans Memorial Park, then travels on the eastside of Grant Road for a short distance and crosses Grant Road onto the Carroll Municipal Golf Course and proceeds north and connects with 30th Street.

## **SCOPE OF SERVICES:**

1. Design Phase
  - a. Kickoff Meeting
  - b. Data Collection/Base Map
  - c. Preliminary design services in the preparation of design plans and specifications depicting the proposed trail improvements, grading, drainage, paving utility relocation and other features.
  - d. Plan sheets
  - e. Review and approve the preliminary design, the consultant shall proceed with Final Design and further develop the design plans and specifications.
2. Bidding Services (Cost not included with North Grant Road Trail)
3. Construction Phase (Cost not included with either Phase)

**CITY RESPONSIBILITIES:**

1. Identify a Project Representative with full authority to act on behalf of the Client with respect to this project. The Client Project Representative shall render decisions in a timely manner in order to avoid delays of Shive-Hattery services.
2. Legal, accounting, and insurance counseling services or other consultants, including geotechnical, or vendors that may be necessary. The Client shall coordinate these services with those services provided by Shive-Hattery.
3. Provide to Shive-Hattery any available drawings, survey plats, testing data and reports related to the project, either hard copy or electronic media. Electronic media is preferred.
4. Unless specifically included in the Scope of Services to be provided by Shive-Hattery, the Client shall furnish tests, inspections, permits and reports required by law, regulation or code including but not limited to hazardous materials, structural, mechanical, chemical, air pollution and water pollution tests.
5. Shive-Hattery is not a municipal advisor as defined by the Dodd-Frank Act and as such does not offer municipal advisory services including advice regarding any municipal financial products or securities. Any advice or recommendations provided to the client is intended as architectural/engineering services and should not to be interpreted as advice regarding municipal financial products or services. The client understands they are responsible to retain the services of a registered municipal advisor for any advice it seeks regarding municipal financial products or securities.

**SCHEDULE:**

Services will begin upon receipt of this agreement executed by the City of Carroll to serve notice to proceed.

**COMPENSATION:**

**Phase II - A Youth Sports Complex & Soccer Fields**

Design Construction Documents	\$30,000.00
Bid Phase	\$ 3,500.00
Construction Phase	<u>\$ T B D</u>
Estimated Total for Segment A	\$33,500.00

**Phase II - B North Grant Road Trail**

Design Construction Documents	\$65,000.00
Bid Phase	\$ T B D
Construction Phase	<u>\$ T B D</u>
Estimated Total for Segment A	\$65,000.00



**Estimated Total – Segments A & B Completed Separately**                      **\$ 98,500.00**

**Estimated Total – Segments A & B Completed As One Project**                      **\$ 89,000.00**

**RECOMMENDATION:** Mayor and City Council consideration and approval of the Professional Services Agreement for the Carroll Trail Phase II Design – Segments A & B for the estimated contract price \$89,000.00

RESOLUTION \_\_\_\_\_

**RESOLUTION ACCEPTING THE PROPOSAL AND APPROVING THE CONTRACT WITH SHIVE HATTERY, INC., FOR PROFESSIONAL SERVICES FOR THE CARROLL TRAIL PHASE II DESIGN – SEGMENT A & B - 2018 PROJECT**

WHEREAS, a Professional Services Proposal for the Carroll Trail Phase II Design – Segment A & B – 2018 project will be prepared with Shive Hattery, Inc.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the Professional services Proposal with Shive Hattery, Inc. for the Carroll Trail Phase II Design – Segment A & B – 2018 project is accepted.

BE IT RESOLVED that the Contract for Professional Services with Shive Hattery, Inc. for the Carroll Trail Phase II Design – Segment A & B – 2018 project is approved upon review and acceptance by the City Attorney.

Passed and approved by the Carroll City Council this 24th day of September, 2018.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

By: \_\_\_\_\_  
Eric P. Jensen, Mayor

ATTEST:

By: \_\_\_\_\_  
Laura A. Schaefer, City Clerk

## **PROFESSIONAL SERVICES AGREEMENT**

**ATTN:** Jack Wardell  
**CLIENT:** City of Carroll, IA  
112 E 5th Street  
Carroll, IA 51401-2799

**PROJECT:** City of Carroll 2019 Trail Improvements

**PROJECT LOCATION:** Carroll, IA

**DATE OF AGREEMENT:** September 1, 2018

### **PROJECT DESCRIPTION**

Project includes design of two trails in the City of Carroll. The first trail will be a 4,100 linear foot loop around the Carroll Youth Sports Complex and soccer fields that will tie into the on-street bike lanes along 30th Street. The second trail will be approximately 3,600 linear feet of off-street trail along North Grant Road that starts at Veteran's Memorial Park, then travels north along the golf course and high school to its ending point at 30th Street.

Project also includes the bidding phase services for one bid letting with the understanding that the City plans to bid these two trail segments in separate years. Therefore, two sets of construction documents will be prepared, but only one let for construction under this agreement. Scope of services for construction phase services has been included with the understanding that these services will be added at the time of construction, if desired by the City of Carroll.

### **SCOPE OF SERVICES**

We will provide the following services for the project: Civil Engineering and Land Surveying

These services will consist of the following tasks:

1. Design Phase Services
  - A. Kickoff Meeting with Owner.
  - B. Data Collection/Base Map
    - 1) Field review of existing conditions along proposed alignment;
    - 2) Obtain detailed topographic survey along the proposed route and confirm right of way location;
    - 3) Develop base map from topographic survey information. Review any available underground utility information and add to base map.
  - C. The Consultant will perform preliminary design services in the preparation of design plans and specifications depicting the proposed trail improvements, grading, drainage, paving, utility relocation and other features of the project. Additionally, the following tasks will be completed during this phase:
    - 1) Perform drainage study to review existing drainage patterns and effects of reducing ditch capacity for trail construction;
    - 2) Coordinate with individual utility companies and address specific conflicts;
    - 3) Develop temporary and permanent easement plats, including determination of ownership, for all parcels requiring an easement to accommodate the trail construction;



- 4) Prepare preliminary opinion of probable construction cost;
- 5) Quality control review of plans and opinion of probable construction cost;
- 6) Submit preliminary design documents for Owner review.
- 7) Attend preliminary design review meeting with Owner.
- D. Plan sheets to be prepared include:
  - 1) Cover sheet with index of sheets and location map;
  - 2) Typical sections;
  - 3) Summary of quantities, estimate reference information, and design tabulations;
  - 4) Storm water pollution prevention plan;
  - 5) Trail plan and profiles (includes drainage improvements);
  - 6) Survey control sheets;
  - 7) Accessible curb ramp design;
  - 8) Trail cross sections;
  - 9) Signing and striping details.
- E. Following the review and approval of the preliminary design, the Consultant shall proceed with Final Design and further develop the design plans and specifications. Tasks in this phase of design include:
  - 1) Preparation of supplemental specifications, if needed;
  - 2) Preparation of final opinion of probable construction cost;
  - 3) Preparation of national pollutant discharge elimination system (NPDES) permit, if applicable;
  - 4) Revise plans and documents per Owner's review comments on preliminary plans;
  - 5) Submit final plans to Owner.
2. Bidding Services
  - A. Advertise and solicit bids; issue and manage construction document distribution;
  - B. Provide plan clarifications and answer questions during bid period;
  - C. Facilitate the bid opening;
  - D. Prepare bid tabulations and make recommendation to City Council for award of project.
3. Construction Phase Services (To be added later by Addendum)
  - A. Prepare and distribute construction documents and notice to proceed
  - B. Review form of contract, bonds, and insurance;
  - C. Schedule and facilitate a preconstruction meeting to communicate schedule and the administrative details of the project;
  - D. Make visits to the project site at appropriate stages of construction as Project Engineer/Manager deems necessary;
  - E. Review Contractor's payment applications and provide recommendation to Owner for payment;
  - F. Negotiate and prepare change orders (if necessary);
  - G. Review and approve shop drawings and samples;
  - H. Coordinate construction testing as required by specifications;
  - I. Facilitate and participate in periodic construction progress meetings;
  - J. Provide final review of work to determine if work has been completed satisfactorily with City representative and Contractor Superintendent. Prepare punchlist as needed;
  - K. Review final payment application and provide recommendation for final acceptance;
  - L. Provide record drawings.

### **CLIENT RESPONSIBILITIES**

It will be your responsibility to provide the following:

1. Identify a Project Representative with full authority to act on behalf of the Client with respect to this project. The Client Project Representative shall render decisions in a timely manner in order to avoid delays of Shive-Hattery's services.



2. Legal, accounting, and insurance counseling services or other consultants, including geotechnical, or vendors that may be necessary. The Client shall coordinate these services with those services provided by Shive-Hattery.
3. Provide to Shive-Hattery any available drawings, survey plats, testing data and reports related to the project, either hard copy or electronic media. Electronic media is preferred.
4. Unless specifically included in the Scope of Services to be provided by Shive-Hattery, the Client shall furnish tests, inspections, permits and reports required by law, regulation or code including but not limited to hazardous materials, structural, mechanical, chemical, air pollution and water pollution tests.
5. Shive-Hattery is not a municipal advisor as defined by the Dodd-Frank Act and as such does not offer municipal advisory services including advice regarding any municipal financial products or securities. Any advice or recommendations provided to the client is intended as architectural/engineering services and should not to be interpreted as advice regarding municipal financial products or services. The client understands they are responsible to retain the services or a registered municipal advisor for any advice it seeks regarding municipal financial products or securities.

### SCHEDULE

We will begin our services upon receipt of this Agreement executed by you which will serve as a notice to proceed. We will meet with you to develop a mutually agreed-upon schedule for the Scope of Services.

### COMPENSATION

Description	Fee Type	Fee	Estimated Expenses	Total
<b>Ball Field Trail Loop</b>				
Design Phase Services	Hourly w/Max	\$30,000	Included	\$30,000
Bidding Services	Hourly w/Max	\$3,500	Included	\$3,500
Construction Phase Services (will be added by addendum when needed)	Hourly w/Max	TBD	Included	TBD
<b>ESTIMATED TOTAL</b>		\$33,500	Included	<b>\$33,500</b>

Description	Fee Type	Fee	Estimated Expenses	Total
<b>North Grant Road Trail</b>				
Design Phase Services, including drainage study	Hourly w/Max	\$65,000	Included	\$65,000
Bidding Services (will be added by addendum when needed)	Hourly w/Max	TBD	Included	TBD
Construction Phase Services (will be added by addendum when needed)	Hourly w/Max	TBD	Included	TBD
<b>ESTIMATED TOTAL</b>		\$65,000	Included	<b>\$65,000</b>

#### **ESTIMATED TOTAL FOR BOTH TRAIL SEGMENTS**

**\$98,500**

*NOTE: If at the beginning of the project, the City chooses to move forward with the design of both trail segments, a discount of \$9,500 will be provided to the city for the Design Phase Services. This would translate to an Estimated Total of \$89,000 for this agreement.*

Fee Types:

- Hourly w/Max - We will provide the Scope of Services on an hourly rate basis at our Standard Hourly Fee Schedule in effect at the time that the services are performed. We will not exceed the estimated amounts above without your prior authorization.

Expenses:

- Included – Expenses have been included in the Fee amount.

*See attached Standard Hourly Fee Schedule.*

The terms of this proposal are valid for 30 days from the date of this proposal.

**ADDITIONAL SERVICES**

Unless specifically stated in the Scope of Services, any resilient design related services including areas of resistance, reliability and redundancy (i.e. flood protection, storm/tornado shelter, emergency generators, utility backup, etc.) are not included in this proposal.

The following are additional services you may require for your project. We can provide these services but they are not part of this proposal at this time.

1. Engineering services other than those listed in the Scope of Services
2. Attend additional meetings beyond those listed in the Scope of Services
3. Design of trail segments beyond those identified in the Project Description
4. Bridge or stream crossing design
5. United States Army Corps of Engineers or Iowa Department of Natural Resources permitting, unless stated otherwise in the Scope of Services
6. Prepare design plans, bid items and specifications in Iowa Department of Transportation (DOT) format and/or coordination with for an Iowa DOT bid letting
7. Geotechnical Investigations
8. Subsurface utility investigations (potholing)
9. Construction phase services
10. Bidding services for second trail segment

**EXHIBITS**

1. Ball Field Trail Concept
2. North Grant Road Trail Concept

**OTHER TERMS****STANDARD TERMS AND CONDITIONS**

Copyright © Shive-Hattery March 2016

**PARTIES**

"S-H" shall mean Shive-Hattery, Inc., Shive-Hattery A/E Services, P.C., or Design Organization, a Division of Shive-Hattery, Inc. "CLIENT" shall mean the person or entity executing this Agreement with "S-H."

**LIMITATION OF LIABILITY AND WAIVER OF CERTAIN DAMAGES**

The CLIENT agrees, to the fullest extent of the law, to limit the liability of S-H, its officers, directors, shareholders, employees, agents, subconsultants, affiliated companies, and any of them, to the CLIENT and any person or entity claiming by or through the CLIENT, for any and all claims, damages, liabilities, losses, costs, and expenses including reasonable attorneys' fees, experts' fees, or any other legal costs, in any way related to the Project or Agreement from any cause(s) to an amount that shall not exceed the compensation received by S-H under the agreement or fifty thousand dollars (\$50,000), whichever is greater. The parties intend that this limitation of liability apply to any and all liability or cause of action, claim, theory of recovery, or remedy however alleged or arising, including but not limited to negligence, errors or omissions, strict liability, breach of contract or warranty, express, implied or equitable indemnity and all other claims, which except for the limitation of liability above, the CLIENT waives.



CLIENT hereby releases S-H, its officers, directors, shareholders, employees, agents, subconsultants, affiliated companies, and any of them, and none shall be liable to the CLIENT for consequential, special, exemplary, punitive, indirect or incidental losses or damages, including but not limited to loss of use, loss of product, cost of capital, loss of goodwill, lost revenues or loss of profit, interruption of business, down time costs, loss of data, cost of cover, or governmental penalties or fines.

#### **INDEMNIFICATION**

Subject to the limitation of liability in this Agreement, S-H agrees to the fullest extent permitted by law, to indemnify and hold harmless the CLIENT, its officers, directors, shareholders, employees, contractors, subcontractors and consultants against all claims, damages, liabilities, losses or costs, including reasonable attorneys' fees, experts' fees, or other legal costs to the extent caused by S-H's negligent performance of service under this Agreement and that of its officers, directors, shareholders, and employees.

The CLIENT agrees to the fullest extent permitted by law, to indemnify and hold harmless S-H, its officers, directors, shareholders, employees, agents, subconsultants, and affiliated companies against all damages, liabilities, losses, costs, and expenses including, reasonable attorneys' fees, expert's fees, and any other legal costs to the extent caused by the acts or omissions of the CLIENT, its employees, agents, contractors, subcontractors, consultants or anyone for whom the CLIENT is legally liable.

#### **HAZARDOUS MATERIALS - INDEMNIFICATION**

To the fullest extent permitted by law, CLIENT agrees to defend, indemnify, and hold S-H, its officers, directors, shareholders, employees, agents, consultants and affiliated companies, and any of them harmless from and against any and all claims, liabilities, losses, costs, or expenses including reasonable attorney's fees, experts' fees and any other legal costs (including without limitation damages to property, injuries or death to persons, fines, or penalties), arising out of, or resulting from the discharge, escape, release, or saturation of smoke, vapors, soot, fumes, acids, alkalies, toxic chemicals, liquids, gases, polychlorinated biphenyl, petroleum contaminants spores, biological toxins, or any other materials, irritants, contaminants, or pollutants in or into the atmosphere, or on, onto, upon, in, or into the surface or subsurface of soil, water, or watercourses, objects, or any tangible or intangible matter, whether sudden or not.

#### **STANDARD OF CARE**

Services provided by S-H under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances on projects of similar size, complexity, and geographic location as that of the Project. Nothing in this Agreement is intended to create, nor shall it be construed to create, a fiduciary duty owed by either party to the other party.

#### **BETTERMENT**

The CLIENT recognizes and expects that certain change orders may be required to be issued as the result in whole or part of imprecision, incompleteness, omissions, ambiguities, or inconsistencies in S-H's drawings, specifications, and other design, bidding or construction documentation furnished by S-H or in other professional services performed or furnished by S-H under this Agreement (herein after in this Betterment section referred to as S-H Documentation). If a required item or component of the Project is omitted from S-H's Documentation, the CLIENT is responsible for paying all costs required to add such item or component to the extent that such item or component would have been required and included in the original S-H Documentation. In no event will S-H be responsible for costs or expense that provides betterment or upgrades or enhances the value of the Project.

#### **RIGHT OF ENTRY**

The CLIENT shall provide for entry for the employees, agents and subcontractors of S-H and for all necessary equipment. While S-H shall take reasonable precautions to minimize any damage to property, it is understood by the CLIENT that in the normal course of the project some damages may occur, the cost of correction of which is not a part of this Agreement.

#### **PAYMENT**

Unless otherwise provided herein, invoices will be prepared in accordance with S-H's standard invoicing practices then in effect and will be submitted to CLIENT each month and at the completion of the work on the project. Invoices are due and payable upon receipt by the CLIENT. If the CLIENT does not make payment within thirty (30) days after the date the invoice was mailed to the CLIENT, then the amount(s) due S-H shall bear interest due from the date of mailing at the lesser interest rate of 1.5% per month compounded or the maximum interest rate allowed by law. In the event that S-H files or takes any action, or incurs any costs, for the collection of amounts due it from the client, S-H shall be entitled to recover its entire cost for attorney fees and other collection expenses related to the collection of amounts due it under this Agreement. Any failure to comply with this term shall be grounds for a default termination.



## **TERMINATION**

Either party may terminate this Agreement for convenience or for default by providing written notice to the other party. If the termination is for default, the non-terminating party may cure the default before the effective date of the termination and the termination for default will not be effective. The termination for convenience and for default, if the default is not cured, shall be effective seven (7) days after receipt of written notice by the non-terminating party. In the event that this Agreement is terminated for the convenience of either party or terminated by S-H for the default of the CLIENT, then S-H shall be paid for services performed to the termination effective date, including reimbursable expenses due, and termination expenses attributable to the termination. In the event the CLIENT terminates the Agreement for the default of S-H and S-H does not cure the default, then S-H shall be paid for services performed to the termination notice date, including reimbursable expenses due, but shall not be paid for services performed after the termination notice date and shall not be paid termination expenses. Termination expenses shall include expenses reasonably incurred by S-H in connection with the termination of the Agreement or services, including, but not limited to, closing out Project records, termination of subconsultants and other persons or entities whose services were retained for the Project, and all other expenses directly resulting from the termination.

## **INFORMATION PROVIDED BY OTHERS**

S-H shall indicate to the CLIENT the information needed for rendering of services hereunder. The CLIENT shall provide to S-H such information, including electronic media, as is available to the CLIENT and the CLIENT's consultants and contractors, and S-H shall be entitled to rely upon the accuracy and completeness thereof. The CLIENT recognizes that it is difficult for S-H to assure the accuracy, completeness and sufficiency of such client-furnished information, either because it is provided by others or because of errors or omissions which may have occurred in assembling the information the CLIENT is providing. Accordingly, the CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless S-H, its officers, directors, shareholders, employees, agents, subconsultants and affiliated companies, and any of them, from and against any and all claims, liabilities, losses, costs, expenses (including reasonable attorneys' fees, experts' fees, and any other legal costs) for injury or loss arising or allegedly arising from errors, omissions or inaccuracies in documents or other information provided by the CLIENT.

## **UNDERGROUND UTILITIES**

Information for location of underground utilities may come from the CLIENT, third parties, and/or research performed by S-H or its subcontractors. S-H will use the standard of care defined in this Agreement in providing this service. The information that S-H must rely on from various utilities and other records may be inaccurate or incomplete. Therefore, the CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless S-H, its officers, directors, shareholders, employees, agents, subconsultants, affiliated companies, and any of them for all claims, losses, costs and damages arising out of the location of underground utilities provided or any information related to underground utilities by S-H under this Agreement.

## **CONTRACTOR MATTERS**

CLIENT agrees that S-H shall not be responsible for the acts or omissions of the CLIENT's contractor, or subcontractors, their employees, agents, consultants, suppliers or arising from contractor's or subcontractors' work, their employees, agents, consultants, suppliers or other entities that are responsible for performing work that is not in conformance with the construction Contract Documents, if any, prepared by S-H under this Agreement. S-H shall not have responsibility for means, methods, techniques, sequences, and progress of construction of the contractor, subcontractors, agents, employees, agents, consultants, or others entities. In addition, CLIENT agrees that S-H is not responsible for safety at the project site and that safety during construction is for the CLIENT to address in the contract between the CLIENT and contractor.

## **SHOP DRAWING REVIEW**

If, as part of this Agreement S-H reviews and approves Contractor submittals, such as shop drawings, product data, samples and other data, as required by S-H, these reviews and approvals shall be only for the limited purpose of checking for conformance with the design concept and the information expressed in the contract documents. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades or construction safety precautions, all of which are the sole responsibility of the Contractor. S-H's review shall be conducted with reasonable promptness while allowing sufficient time in S-H's judgment to permit adequate review. Review of a specific item shall not indicate that S-H has reviewed the entire assembly of which the item is a component. S-H shall not be responsible for any deviations from the contract documents not brought to the attention of S-H in writing by the Contractor. S-H shall not be required to review partial submissions or those for which submissions of correlated items have not been received.

## **OPINIONS OF PROBABLE COST**

If, as part of this Agreement S-H is providing opinions of probable construction cost, the CLIENT understands that S-H has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing, and that S-H's opinions of probable construction costs are to be made on the basis of S-H's qualifications and experience. S-H makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual costs.



### **CONSTRUCTION OBSERVATION**

If, as part of this Agreement S-H is providing construction observation services, S-H shall visit the project at appropriate intervals during construction to become generally familiar with the progress and quality of the contractors' work and to determine if the work is proceeding in general accordance with the Contract Documents. Unless otherwise specified in the Agreement, the CLIENT has not retained S-H to make detailed inspections or to provide exhaustive or continuous project review and observation services. S-H does not guarantee the performance of, and shall have no responsibility for, the acts or omissions of any contractor, its subcontractors, employees, agents, consultants, suppliers or any other entities furnishing materials or performing any work on the project.

S-H shall advise the CLIENT if S-H observes that the contractor is not performing in general conformance of Contract Documents. CLIENT shall determine if work of contractor should be stopped to resolve any problems.

### **OTHER SERVICES**

The CLIENT may direct S-H to provide other services including, but not limited to, any additional services identified in S-H's proposal. If S-H agrees to provide these services, then the schedule shall be reasonably adjusted to allow S-H to provide these services. Compensation for such services shall be at S-H's Standard Hourly Fee Schedule in effect at the time the work is performed unless there is a written Amendment to Agreement that contains an alternative compensation provision.

### **OWNERSHIP & REUSE OF INSTRUMENTS OF SERVICE**

All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by S-H as instruments of service shall remain the property of S-H. The CLIENT shall not reuse or make any modifications to the plans and specifications without the prior written authorization of S-H. The CLIENT agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless S-H its officers, directors, shareholders, employees, agents, subconsultants and affiliated companies, and any of them from any and all claims, losses, costs or damages of any nature whatsoever arising out of, resulting from or in any way related to any unauthorized reuse or modifications of the construction documents by the CLIENT or any person or entity that acquires or obtains the plans and specifications from or through the CLIENT without the written authorization of S-H.

### **DISPUTE RESOLUTION**

If a dispute arises between S-H and CLIENT, the executives of the parties having authority to resolve the dispute shall meet within thirty (30) days of the notification of the dispute to resolve the dispute. If the dispute is not resolved within such thirty (30) day time period, CLIENT and S-H agree to submit to non-binding mediation prior to commencement of any litigation and that non-binding mediation is a precondition to any litigation. Any costs incurred directly for a mediator, shall be shared equally between the parties involved in the mediation.

### **EXCUSABLE EVENTS**

S-H shall not be responsible for any event or circumstance that is beyond the reasonable control of S-H that has a demonstrable and adverse effect on S-H's ability to perform its obligations under this Agreement or S-H's cost and expense of performing its obligations under this Agreement (an "Excusable Event"), including without limitation, a change in law or applicable standards, actions or inactions by a governmental authority, the presence or encounter of hazardous or toxic materials on the Project, war (declared or undeclared) or other armed conflict, terrorism, sabotage, vandalism, riot or other civil disturbance, blockade or embargos, explosion, epidemic, quarantine, strike, lockout, work slowdown or stoppage, accident, act of God, failure of any governmental or other regulatory authority to act in a timely manner, unexcused act or omission by CLIENT or contractors of any level (including, without limitation, failure of the CLIENT to furnish timely information or approve or disapprove of S-H's services or work product promptly, delays in the work caused by CLIENT, CLIENT's suspension, breach or default of this Agreement, or delays caused by faulty performance by the CLIENT or by contractors of any level). When an Excusable Event occurs, the CLIENT agrees S-H is not responsible for damages, nor shall S-H be deemed to be in default of this Agreement, and S-H shall be entitled to a change order to equitably adjust for S-H's increased time and/or cost to perform its services due to the Excusable Event.

### **ASSIGNMENT**

Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent of the other party.

### **SEVERABILITY, SURVIVAL AND WAIVER**

Any provision of this Agreement later held to be unenforceable for any reason shall be deemed void, and all remaining provisions shall continue in full force and effect. All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating responsibility or liability between the CLIENT and S-H shall survive the completion of the services hereunder and the termination of this Agreement. The failure of a party to insist upon strict compliance of any term hereof shall not constitute a waiver by that party of its rights to insist upon strict compliance at a subsequent date.

### **GOVERNING LAW**

This Agreement shall be governed pursuant to the laws in the state of the locale of the S-H office address written in this Agreement.

**EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of S-H to provide equal employment opportunities for all. S-H enforces the following acts and amendments as presented by Federal government or State governments: Title VII of the Civil Rights Act of 1965, Age Discrimination in Employment ACT (ADEA), Americans With Disabilities Act (ADA), Iowa Civil Rights Act of 1965, and Illinois Human Rights Act [ 775ILCS 5]. S-H will not discriminate against any employee or applicant because of race, creed, color, religion, sex, national origin, gender identity, sexual orientation, marital status, ancestry, veteran status, or physical or mental handicap, unless related to performance of the job with or without accommodation.

**COMPLETE AGREEMENT**

This Agreement constitutes the entire and integrated agreement between the CLIENT and S-H and supersedes all prior negotiations, representations and agreements, whether oral or written. If the CLIENT issues a Purchase Order of which this Agreement becomes a part, the terms of this Agreement shall take precedence in the event of a conflict of terms.

**AGREEMENT**

This proposal shall become the Agreement for Services when accepted by both parties. Original, facsimile, electronic signatures or other electronic acceptance by the parties (and returned to Shive-Hattery) are deemed acceptable for binding the parties to the Agreement. The Client representative signing this Agreement warrants that he or she is authorized to enter into this Agreement on behalf of the Client.

Thank you for considering this proposal. We look forward to working with you. If you have any questions concerning this proposal, please contact us.

Sincerely,  
SHIVE-HATTERY, INC.



Jenifer Bates, Senior Transportation Engineer-Project Manager  
jbates@shive-hattery.com

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***AGREEMENT ACCEPTED AND SERVICES AUTHORIZED TO PROCEED***

**CLIENT:** City of Carroll, IA

**BY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_  
(signature)

**PRINTED NAME:** \_\_\_\_\_ **DATE ACCEPTED:** \_\_\_\_\_

**CC:** Craig Erickson

**STANDARD HOURLY FEES SCHEDULE**  
Effective January 1, 2018 to December 31, 2018

**PROFESSIONAL STAFF:**

Grade 1	\$ 86.00
Grade 2	\$103.00
Grade 3	\$116.00
Grade 4	\$130.00
Grade 5	\$142.00
Grade 6	\$155.00
Grade 7	\$168.00
Grade 8	\$185.00
Grade 9	\$202.00

**TECHNICAL STAFF:**

Grade 1	\$ 60.00
Grade 2	\$ 74.00
Grade 3	\$ 83.00
Grade 4	\$ 91.00
Grade 5	\$103.00
Grade 6	\$116.00
Grade 7	\$130.00

**ADMIN STAFF:** \$ 59.00

**SURVEY STAFF:**

One Person	\$ 122.00
Two Person	\$ 187.00
Scanning Surveyor	\$ 150.00
Surveyor with 2 Scanners	\$ 200.00

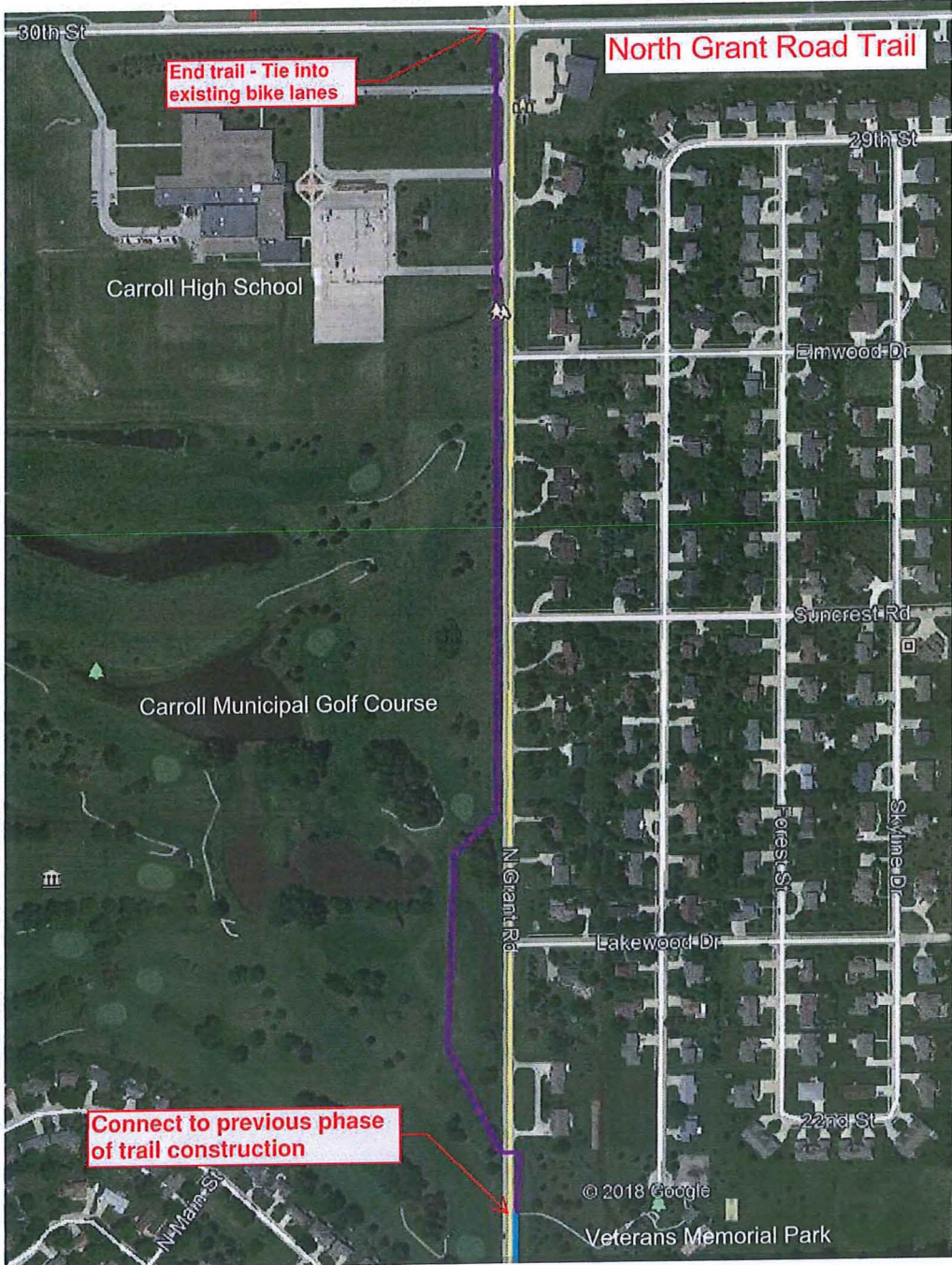




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Google Earth





**North Grant Road Trail**

**End trail - Tie into existing bike lanes**

Carroll High School

Carroll Municipal Golf Course

**Connect to previous phase of trail construction**

© 2018 Google

Veterans Memorial Park

# 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 *MJP-w*  
**FROM:** Laura A. Schaefer, Finance Director/City Clerk *lao*  
**DATE:** September 18, 2018  
**SUBJECT:** Change City Council Meetings October 2018 – August 2019

As the Library/City Hall project has continued to progress, many changes are occurring. City Hall relocated administrative offices to 510 N Carroll Street, Suite 2 as of September 17, 2018. The Library is in the process of moving and plan to open at their temporary location of 425 W US Highway 30, Suite 340 on October 1. It is anticipated that the construction phase of the remodeling of the current library/city hall space at 112 E 5<sup>th</sup> Street will begin October 2018. As such, Council needs to hold their regular meetings at a different location.

The Carroll Community School District has agreed to allow City Council to hold their regular Council meetings in the School Board Room (1026 N Adams Street) on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays (except December) of each month October 2018 through August 2019 with a conflict four of the Mondays. For the Mondays with conflicts, the proposed date for the regular Council meeting would be the following Tuesday. The second regular Council meeting is proposed to be moved to the third Tuesday of December (December 18, 2018).

City Code 17.04, Council Meetings, requires Council to set the time and place of regular Council meetings by resolution.

Attached is a resolution setting the regular City Council meeting dates October 2018 through August 2019 at the Carroll Community School District Board Room beginning at 5:15P.M.

**RECOMMENDATION:** Council consideration and approval of the attached resolution setting the dates for the regular City Council meeting dates October 2018 through August 2019 at the Carroll Community School District Board Room beginning at 5:15PM.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION SETTING DATE AND TIME OF REGULAR CITY COUNCIL MEETINGS  
OCTOBER 2018 THROUGH AUGUST 2019**

WHEREAS, Chapter 17, of the Code of Ordinances of the City of Carroll, Iowa, provides that all regular Council meetings time and place be fixed by resolution; and

WHEREAS, the remodeling of the Farner Government Building located at 112 E 5<sup>th</sup> Street for a new Carroll Public Library requires the regular Council meetings from October 2018 through August 2019 to be relocated; and

WHEREAS, Carroll Community School District (CCSD) has generously agreed to allow the regular Council meetings to be held in the CCSD Board Room located at 1026 N Adams Street at 5:15P.M.; and,

WHEREAS, the dates of the regular Council meetings October 2018 through August 2019 is attached as Exhibit A;

NOW, THEREFORE, BE IT RESOLVED that through the generosity of CCSD, the regular Council meetings October 2018 through August 2019 will be held at the CCSD Board Room located at 1026 N Adams Street beginning at 5:15 P.M.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 24th day of September, 2018.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

BY: \_\_\_\_\_  
Eric P. Jensen, Mayor

ATTEST:

By: \_\_\_\_\_  
Laura A. Schaefer, City Clerk



# 2018-2019

## Carroll City Council Meetings

### October '18

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### November '18

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### December '18

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### January '19

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### February '19

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

### March '19

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### April '19

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### May '19

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### June '19

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### July '19

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### August '19

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### September '19

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

City Council meetings will be held at Adams Elementary School in the board conference room, located at 1026 North Adams Street, Carroll, Iowa. Regular meetings begin at 5:15 p.m. and are highlighted above. Please enter Adams Elementary School on the west side of the building along Adams Street and enter the doors that are closest to the flag pole. Interested parties wanting to get on the City Council agenda should contact City Hall at 712-792-1000. Special sessions are announced to the public at least 24 hours in advance.



# 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:** September 20, 2018  
**SUBJECT:** Discussion: Creation of an Urban Revitalization Area to provide Tax Abatement

The Council has been discussing the creation of an Urban Revitalization Area in order to provide Tax Abatement for property improvements. This stems from a request made by Chad Kanne, Matt Wendl, and Adam Schweers in conjunction with the redevelopment of Morrison Apartments to be called Lincoln Highway Suites. In that case, the developer is requesting the City provide a 10-year 100% abatement on the increased value of the renovated building.

At the meeting on August 27<sup>th</sup>, the Council requested that staff identify a potential area that could be included in an Urban Revitalization Area and to detail the various tax abatement schedules that the City could potentially offer. At the September 10<sup>th</sup> meeting, staff presented a map of a proposed district that was based, in part, on the Carroll Housing Condition Windshield Survey that was completed by Region XII as part of the 2013 Comprehensive Plan and a suggested Urban Revitalization District that was made by Don Kanne. Attached is that map. At the September 10<sup>th</sup> meeting, the Council discussed the proposed district and wanted to take time to drive the proposed area before making a decision on a possible district.

## **What is tax abatement?**

Tax abatement provides a temporary reduction in property taxes over a specified period of time on the portion of the assessed value added by new construction, or improvements to an existing structure. To be eligible, the code provides that improvements must increase the value of the property by at least fifteen percent, or ten percent in the case of residential properties. The City can specify a lower minimum improvement level to be eligible for an abatement (not higher); however, this has the potential to become an administrative burden on the County Assessor if a lower minimum improvement threshold is used. The City also needs to identify the specific properties, which must include a minimum of two parcels, that would be part of the Urban Revitalization District. The City also would need to establish an abatement schedule for the various property classifications in the Urban Revitalization Plan.

**Potential Abatement Schedules**

The following are the maximum abatement schedules that could be offered by a City. The Council has the ability to have a lesser abatement schedule than what is listed.

Multiresidential (3+ living quarters, with 75% of the space for residential purposes):

10 years – 100%

Commercial or Industrial:

10 years - Declining percentage: 80-70-60-50-40-40-30-30-20-20

- OR -

3 years - 100%

Residential in a district that is **NOT** designated as blighted:

5 years - 100%, up to \$75,000 of value added

Residential in a district that **IS** designated as blighted:

10 years - 115%, up to \$20,000 of value added

- OR -

10 years - Declining percentages: 80-70-60-50-40-40-30-30-20-20

- OR -

3 years – 100%

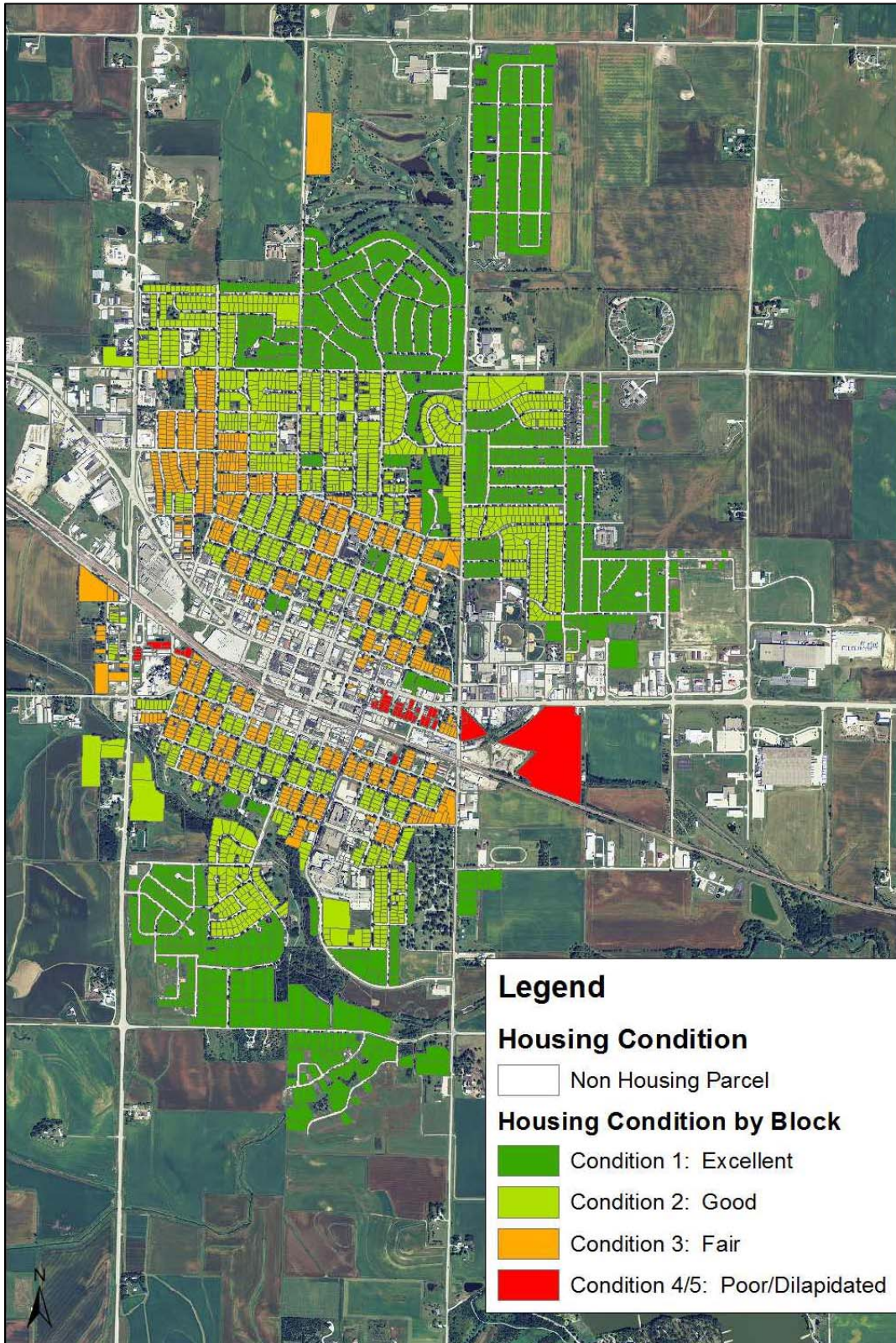
- OR -

10 years – 100%

The Council can also choose to have different types of abatements in different areas. For example, the Council may choose to offer residential abatements throughout the entire area but target commercial and multiresidential abatements in certain areas. The Council should discuss what kind of abatements they want to target throughout the city.

**RECOMMENDATION:** Mayor and City Council discuss a potential area for an Urban Renewal District and a potential abatement schedule.

**Figure 4-7: Carroll Housing Condition Windshield Survey**





# CARROLL COUNTY APPRAISAL

**Don Kanne**  
Certified Residential Appraiser

512 N Court St  
Carroll, IA 51401  
P: 712-792-2776  
F: 712-792-2746  
ccappraisal@westianet.net

www.carrollcountyappraisals.com

dex

# Carroll street map

dexknow

directo

Telephone subscri  
new listings to app  
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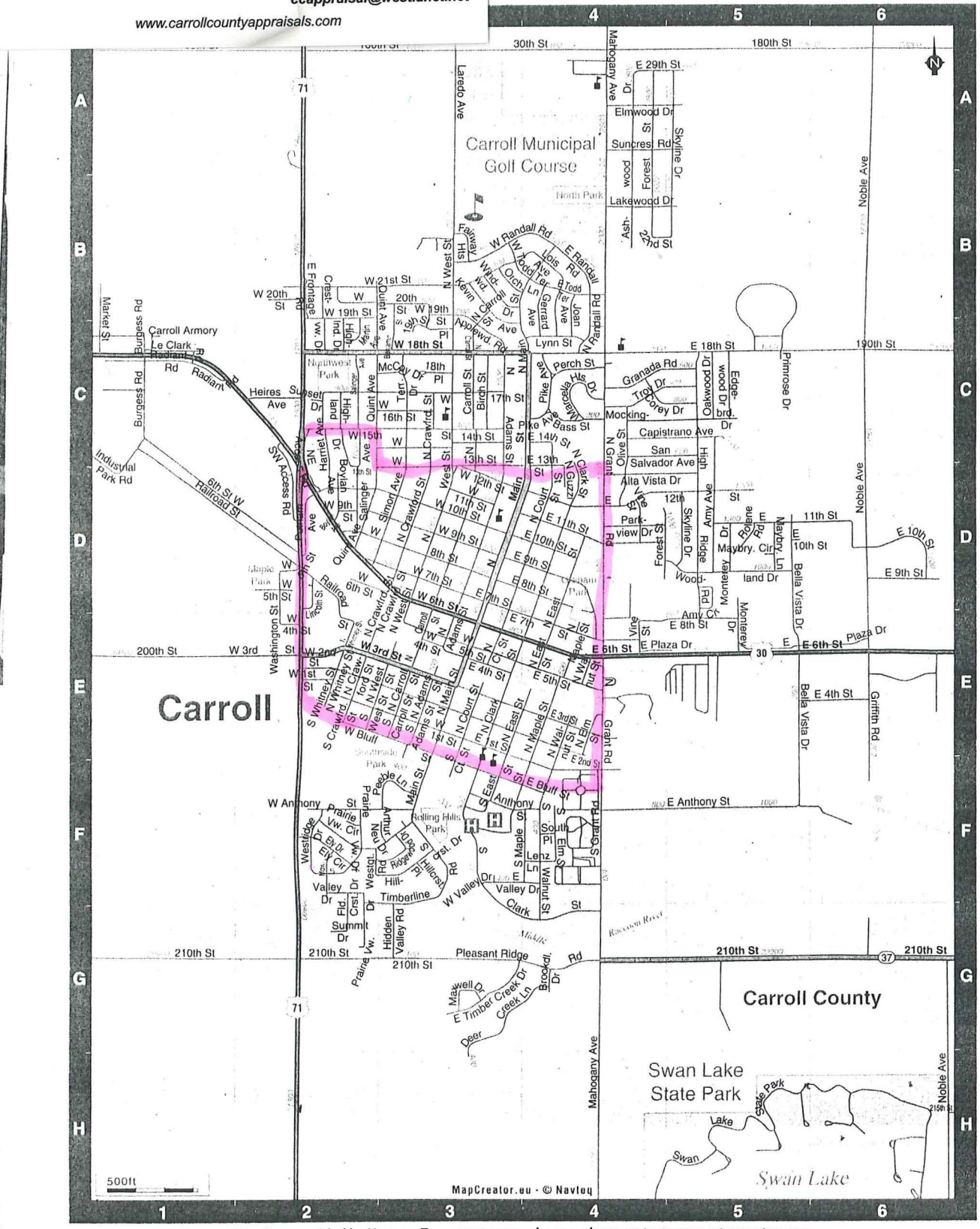
**Resolving Disput**  
Your local telephon  
number listed in th  
If your telephone p  
**Iowa Utilities Board**  
**Customer Service**  
1375 E Court Ave  
Des Moines, Iowa  
Toll free 877 565-  
or Email customer  
or Fax 515 725-73

- CenturyLink
- CenturyLink - Sm
- CenturyLink - Lar
- CenturyLink - Servicio en Español
- AT&T
- Matrix Business Te
- OrbitCom, Inc.
- Scranton Telepho
- Trinsic, Powered
- Western Iowa Net
- Windstream Com

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Services for Residen  
Centro de Servicio  
Services for Small B  
Services for Large B  
Web Address: www

 **Matrix** BUSIN  
TECHNO.  
433 Las Colinas Blvd.  
Irving, TX 75039  
Customer Service N  
Web Address: www



Map data provided by Navteq. To request a map change, please go to [mapreporter.navteq.com](http://mapreporter.navteq.com).



Potential Carroll Urban Revitalization District  
September 6, 2018



Super 8 by Wyndham Carroll  
Carroll Inn  
Days Inn by Wyndham Carroll  
US Highway 71  
Railroad Street  
Maple Park  
Washington St  
GS  
Lincoln St  
W Anthony St  
Prairie View Dr  
South Gate Rd

W 18th Street  
Northwest Park  
17th St  
W 17th St  
W 15th St  
W 15th St  
W 13th Street  
Bluff Street  
S Main Street  
S Clark Street  
S Walnut Street

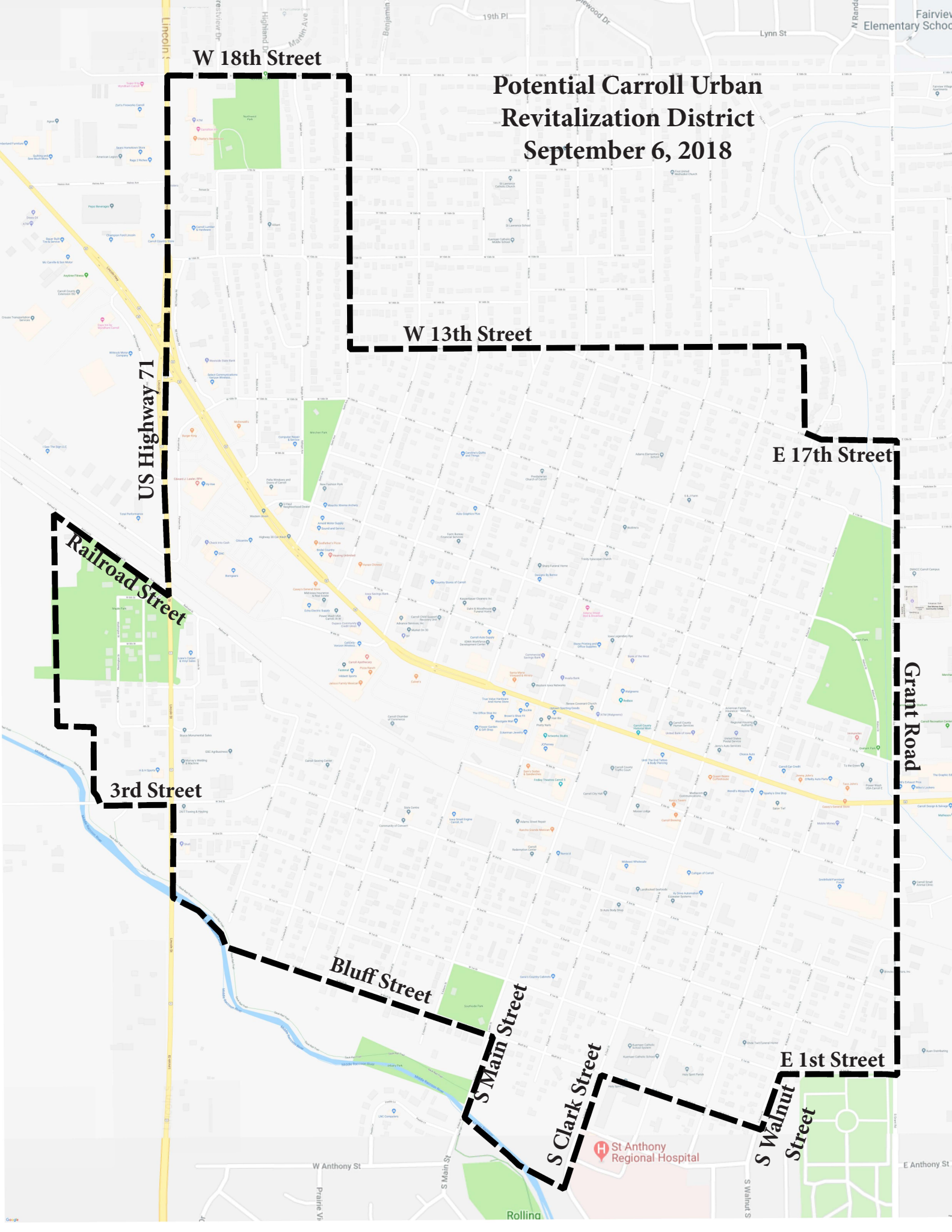
W 18th St  
Mccoy Dr  
18th Pl  
St Lawrence Catholic Church  
W 17th St  
W 16th St  
W 15th St  
Simon Ave  
S Cour St  
S Main St  
S Clark St  
S Walnut St

W 18th St  
E 18th St  
N Main St  
Pike Ave  
First United Methodist Church  
Blich St  
N West St  
Grant Road  
E 17th Street  
E 17th St  
E 16th St  
E 15th St  
E 14th St  
E 13th St  
E 12th St  
E 11th St  
E 10th St  
E 9th St  
E 8th St  
E 7th St  
E 6th St  
E 5th St  
E 4th St  
E 3rd St  
E 2nd St  
E 1st Street  
St Anthony Regional Hospital  
Carroll City Cemetery



# Potential Carroll Urban Revitalization District

September 6, 2018



W 18th Street

W 13th Street

E 17th Street

US Highway 71

Railroad Street

3rd Street

Grant Road

Bluff Street

S Main Street

S Clark Street

E 1st Street

S Walnut Street

St Anthony Regional Hospital

# City of Carroll

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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 *WSPW*

**DATE:** September 20, 2018

**SUBJECT:** Committee Reports

1. Library Board (meets 3<sup>rd</sup> or 4<sup>th</sup> Monday of month) –
2. Board of Adjustment (meets 1<sup>st</sup> Monday of month) –
3. Planning and Zoning Commission (meets 2<sup>nd</sup> Wednesday of month) –
4. Carroll Airport Commission (meets 2<sup>nd</sup> Monday of month) – **September 11, 2018**
5. Parks, Recreation & Cultural Advisory Board (meets 3<sup>rd</sup> Monday of January, March, May, July, September and November) –
6. Carroll County Solid Waste Management Commission (meets 2<sup>nd</sup> Tuesday of month) – **September 18, 2018**
7. Historical Preservation Commission (no regular meeting dates) –
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

## CARROLL AIRPORT CPOMMISSION

### Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Tuesday, September 11, 2018, at the Arthur Neu Airport. Commission members in attendance were Norman Hutcheson, Greg Siemann, Gene Vincent, Kevin Wittrock and Dick Fulton. Also attending were Mr. Pete Crawford, engineer, Don Mensen, airport manager and Carol Schoeppner, recording secretary. Chairman Hutcheson 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. Siemann was made to approve the minutes. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

#### AIRPORT SIGN

Mr. Crawford had the paper work for the grant from the State for the airport sign. This is a 50/50 grant in the amount of \$10,000.00. A motion by Comm. Vincent and seconded by Comm. Siemann was made to approve the resolution approving the IDOT Grant Agreement and a resolution to execute the grant agreement. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton. After the execution of the agreement there are twelve months to complete the project. Much discussion was about the material and dimensions of the sign. Comm. Vincent has been working with two local companies. Mr. Crawford will advise on the plans. Venteicher Electric will be contacted for the electrical to the sign.

#### BILLION DOLLAR FUND APPLICATION

Mr. Crawford presented a probable project cost for the runway and taxiway lighting rehabilitation. This would replace the lights with LED lighting for both runways, taxiway lights and approach lights. Included is replacing the underground wiring for the main runway. The estimated cost is \$782,850.00. A motion by Comm. Wittrock and seconded by Comm. Fulton was made to submit this project for funding. Motion carried by Commissioners Hutcheson,



Siemann, Vincent, Wittrock and Fulton. If approved there would be no local funds required.

**ENTRANCE DRIVE PROJECT**

Wicks Construction requested payment #3 for the entrance drive project in the amount of \$12,733.80. A motion by Comm. Vincent and seconded by Comm. Wittrock was made to pay the request. There is still the seeding and the 5% retainage to be paid to complete the project.

**CAR RENTAL**

A motion by Comm. Vincent and seconded by Comm. Fulton was made to renew the car rental agreement for the airport with Wittrock Motors for three years. Motion carried by Commissioners Hutcheson, Siemann, Vincent and Fulton. Comm. Wittrock abstained from voting.

**TOPICS DISCUSSED:**

The Flight Breakfast was a success with the Lodge serving 1095. It was perfect weather with about 25 planes flying in. Chairman Hutcheson commented on the efficiency of Don,s family with the parking and crowd control.

Comm. Vincent will work with Mr. Crawford to update the crop land map.

Comm. Vincent will check into chemicals for the fall weed spraying that Don will do.

Don reported the lift pump went out on the septic system.

Mr. Crawford reported on the FAA meeting in Kansas City.

**BILLS**

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

Carroll Aviation	contract	\$ 6,600.00
Wittrock Motor	August car rental	375.00
IA Small Engine	equipment supplies	14.95
Mid Iowa Insurance	crop insurance	707.00
Echo Group Inc	electric repair	33.36
Ecowater	cooler rent/water	129.92
Carroll Cleaning	misc'l cleaning supplies	119.50
Van Maamen Elec	runway lights repair	375.00

September 11, 2018

Page 3

Raccoon Valley Elec	Aug electric service	1,020.62
Carroll Refuse	August garbage	57.00
Blueglobes Inc	runway lights repair	506.41
Mike Schultes Const	sealing sidewalk	1,149.12
Wicks Construction	entrance drive pgt	12,733.80
McClue Engineering	entrance drive pgt	493.91
Carol Schoeppner	secretary contract	350.00

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

There being no further business, a motion by Comm. Wittrock and seconded by Comm. Fulton was made to adjourn at 7:08 P.M..

The next regular meeting of the Carroll Airport Commission will be October 8, 2018, at the Arthur Neu Airport.

\_\_\_\_\_  
Chairman/Vice-Chairman

ATTEST:

\_\_\_\_\_

**CARROLL AIRPORT COMMISSION**

**Regular Meeting**

Monday, October 8, 2018

5:30 P.M.

Arthur Neu Airport

**Agenda**

Approve minutes from previous meeting

Tall Structure Litigation

Airport Sign

Entrance Drive Project

New Business

Approve monthly bills

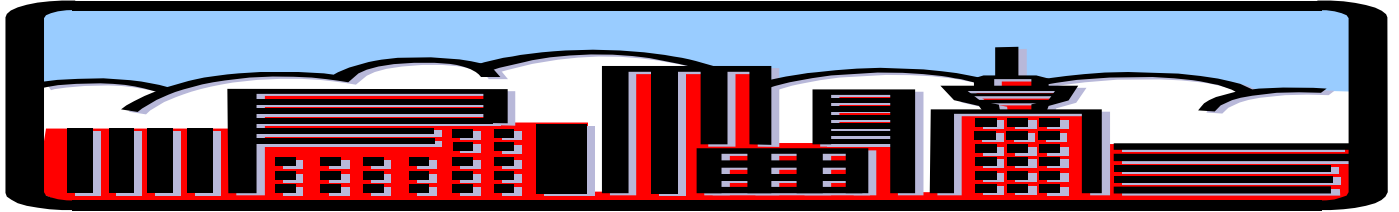
CARROLL COUNTY SOLID WASTE MANAGEMENT COMMISSION  
EXECUTIVE BOARD MEETING--UNOFFICIAL MINUTES

September 18, 2018

1. The meeting was called to order at 8:00 a.m. by Chairman Marty Danzer, in the boardroom of the Carroll County Recycling Center. Others in attendance were Harvey Dales, City of Manning; and Jeff Anthofer, City of Coon Rapids. Also attending were Mary Wittry, Director and Dan Halbur, Office Manager.
2. Agenda: Wittry added to "other" discussion of an employee award. Anthofer made the motion and Dales seconded to approve the agenda as presented, along with the addition. Motion carried, all voting aye.
3. Dales made the motion and Anthofer seconded to approve the minutes of the Executive Board meeting on August 14, 2018. Motion carried, all voting aye.
4. Dales reviewed the Bills Payable--see attached. Wittry went over the following: Central States Wire Products--\$4230.00—baling wire; Foth--\$40232.52—consulting, groundwater, closed landfill assessment, cell design, maintenance building; Group O--\$5793.00—recycling bags; Recovery Systems--\$6223.63—baler repair; Rotert Construction--\$65692.50—maintenance building; Southwestern Sales Company--\$4147.77—landfill tarp. Anthofer made the motion and Dales seconded to approve the bills as presented. Motion carried, all voting aye.
5. Halbur presented the financial report --see attached. Dales made the motion and Anthofer seconded to approve the financial report as presented. Motion carried, all voting aye.
6. Discuss/approve maintenance building change order: Wittry informed the board of the need to widen the pad in front of the maintenance building. Dales made the motion and Danzer seconded to approve the change order. Motion carried, all voting aye.
7. Discuss/approve solar project contractor: Wittry tabled until next month. No action taken.
8. Discuss/approve new skid loader: Haley provided a quote of \$31623.20. Anthofer made the motion and Dales seconded to approve the purchase of a skid loader. Motion carried, all voting aye.
9. Landfill update: Wittry reported on wet conditions, cell construction, and other projects.
10. Wittry updated the board on the maintenance building construction.
11. Recycling update: Halbur reported on market prices and Wittry reported on the commingle line/air filtration system.
12. Other: Wittry informed the board that a Commission staff member will be receiving an award at the Fall Conference in October.
13. **Next meeting date: Wednesday, October 17, 2018 at 8:00 a.m.**
14. Anthofer made the motion and Danzer seconded to adjourn the meeting at 8:36 a.m. Motion carried, all voting aye.

Respectfully submitted by:

Daniel J Halbur



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

**August 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
- Worked with Rec Center on Perfect Mind software questions
- Worked with office document purging
- Prepared FY 17/18 audit workpapers
- FY 17/18 audit fieldwork completed
- Worked with legal counsel on Library/City Hall petition for injunction relief
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
  - Kids Health & Safety Fair – August 11
  - Wellness Coalition Meeting – August 16

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- Continue with office document purging
- Work with Rec Center on Perfect Mind software questions
- Prepare and file FY 17/18 Road Use Tax Report – due September 30
- Work with legal/bond counsel on Library/City Hall petition for injunction relief
- Move City offices and get set up at temporary location at 510 N Carroll St, Suite 2
- Continue to promote wellness program with employees
  - Wellness Coalition Meeting – September 20
  - Wellness Meeting with Benefit Source – September 26

Accomplishments of particular note:

- 310 utility bills and statements were emailed in August 2018.



# Fire Department

## As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Department responded to nine calls for service and held three training sessions in August.

Firefighters continued training in basic ventilation and search and rescue techniques. Our Department's Training Committee set up various rescue situations in a smoke-filled environment for members to practice search patterns with zero visibility. Additional training with Tower 8 and hands-on roof ventilation was also conducted at an abandoned two-story home located at 713 N. Crawford St. This house is scheduled for demolition and has proven to be a valuable training structure for the Department over the past several months.

The Fire Department joined with Police, EMS, and Sheriff's Department for the 2018 National Night Out held August 7<sup>th</sup>. This event was well attended and it was great to see so many people attending as families.

Department members continue our community service duty by providing parking and pedestrian safety service for football games held at the Carroll Stadium on Friday nights. Our Volunteer Department has provided this nine-week service for both high schools for many years.

Run Report for August:

Alarm Date	Alarm Location	Incident Type
08/02/2018	119 E 19 <sup>th</sup> St	Reported smell of smoke – nothing found
08/03/2018	726 N Carroll St	Small trash fire
08/03/2018	Brookdale & S Grant Rd	Ruptured natural gas line
08/03/2018	326 W 8 <sup>th</sup> St Apt 4	False alarms
08/06/2018	190 <sup>th</sup> & Sycamore Ave	Two vehicle collision – extrication required
08/06/2018	21138 Mahogany	Ruptured natural gas line
08/08/2018	Highway 30 & 71	Two vehicle collision – extrication not required
08/14/2018	190 <sup>th</sup> & Noble	Two vehicle collision – Extrication not required
08/25/2018	18462 Noble	Mid-American transformer fire

# Police Department

## As reported by Brad Burke, Police Chief

Routine Activities for the month:

On the 7<sup>th</sup>, the Carroll Police Department hosted the first National Night Out Event in Graham Park. This was a bigger success than was imagined as hundreds of community members came out to enjoy an evening of games and events as well as conversation with law enforcement. Thanks to Officers Amdor and McCarty for putting this together.

Officer Jon York graduated from the Iowa Law Enforcement Academy on the 15<sup>th</sup>. He began his 10 week field training program the following day. Officer York will be assigned to the overnight shift once he has completed this training.

Sergeant JJ Schreck attended Women in Command conference at Hawkeye Community College on the 20<sup>th</sup> and 21<sup>st</sup>. This training is taught by female law enforcement executives examining the traits and skill sets needed to being a successful female law enforcement leader.

Officer Patrick McCarty attended narcotics training at the Midwest Counterdrug Training Center at Camp Dodge in Johnston on August 21-23. Officer McCarty was taught how to work drug cases and how to work with informants to run a successful case from start to prosecution.

Kuemper School teachers and staff were presented with active shooter training on the 21<sup>st</sup>. This training was taught by Officer Amdor and Lt. Fransen from the Carroll County Sheriff's Office. ALICE technique was used and gave the staff at Kuemper tools to use in an emergency situation.

Officer Kenny Bensley was certified as a TASER instructor on the 23<sup>rd</sup>. The class which was at ILEA was put on by Axon which is the manufacturer of TASER. He is now able to instruct and repair the department TASER.

# Offense Summary

## CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Offenses	Incidents		
	August 2018	August 2017	July 2016
Forcible Rape			
Forcible Fondling		1	
Robbery			
Aggravated Assault	1		
Domestic Violence			
Simple Assault	2	3	2
Domestic Abuse	6	1	3
Burglary/B&E	1	4	6
Shoplifting	3	5	5
Theft from Vehicle	2	2	8
Theft Vehicle Part			1
Theft of Bike		2	2
Theft from Building	2	7	11
Other Larceny	1		1
Motor Vehicle Theft	2		
Arson			
Counterfeit/Forgery	1	2	10
Credit/ATM Fraud			1
Identify Theft	1		
Bad Checks	1		
Embezzlement			1
Vandalism			
Vandalism: Business	1	3	1
Vandalism: Residence			1
Vandalism: Vehicle	2	4	4
Vandalism: School			
Vandalism: Other			1
Weapon Law Violation			1
Drug/Narc Violations	4	3	5
Drug Equipment Viol			
Drive Under Influence	1	4	2
OWI 2 <sup>nd</sup>		1	
OWI 3 <sup>rd</sup>			
Liquor Law Violation			1
Under 21 BAC.02	1		
Drunkenness	4	5	1
Disorderly Conduct	3	1	1
Harassment			
All Other Offenses	1	3	5
False Information			
Trespassing	7	3	3
Runaway	1		
Missing Person			1

Cruelty to Animal			
Found Person			1
Found Animal			
Found Property	3	4	4
Mental Case			1
Unattended Death			1
Suicide		1	2
Home Accident			1
Animal Bite		2	1
Dispose of Animal			
Warrant Outside	6	10	6
Restraining Order		2	1
1050F Traffic Accident			
10-50 PI Personal Injury		1	
10-50 PI MV Pedestrian	1		1
10-50 PI Car & Bike			
10-50 PD Prop.	9	12	12
10-50 Car & Deer			
1050 PD: Hit and Run	1	2	2
1050 PD: City Vehicle			1
1050 PD: Police Vehicle			1
10-50 PD Under 1500	4	7	4
Assist Other Agency	2	2	
Moving Violations		1	
Op After Revocation	3	2	2
Operate After Suspen	8	14	7
Miscellaneous Public	4	2	6
<b>Total</b>	<b>89</b>	<b>116</b>	<b>128</b>

**08/01/2018 thru 08/31/2018**

<b>Citations</b>	
Animal	0
Dark Windows	0
License Violation	14
Other	4
Violation (Parking)	0
Registration	8
Seatbelt	37
Tobacco	0
Traffic	43
Warning Notices	197
Loud Stereo	0
<b>TOTAL</b>	<b>303</b>

**08/01/2018 thru 08/31/2018**

Salvage Vehicle Inspections: 12
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# Building Department

As reported by Perry Johnson, Building Official

## Permits - By Class - By Type - July 2018

Class	Permit Type	Date Issued	Valuation	Permit #	Fee
<b><i>Agricultural</i></b>					
	Building	8/20/2018	\$250,000.00	180271	\$0.00
<b>Agricultural Building Valuation Total:</b>			<b>\$250,000.00</b>	<b>Agricultural Building Fee Total: \$0.00</b>	
<b>Agricultural Valuation Total:</b>			<b>\$250,000.00</b>	<b>Agricultural Fee Total: \$0.00</b>	
<b><i>Commercial</i></b>					
	Building	08/03/2018	\$150,000.00	180233	\$608.00
		08/03/2018	\$50,000.00	180235	\$288.00
		08/09/2018	\$0.00	180237	\$35.00
		08/16/2016	\$650,000.00	180253	\$1,816.00
<b>Commercial Building Valuation Total:</b>			<b>\$850,000.00</b>	<b>Commercial Building Fee Total: \$2,747.00</b>	
	Electrical	08/03/2018		180232	\$293.22
		08/22/2018		180257	\$64.58
		08/16/2018		180263	\$35.88
		08/16/2018		180257	\$64.58
		08/22/2018		180273	\$47.08
		08/27/2018		180292	\$96.03
<b>Commercial Electrical Fee Total:</b>					<b>\$601.37</b>
	Mechanical	08/16/2018		180255	\$44.26
<b>Commercial Mechanical Fee Total:</b>					<b>\$44.26</b>
	Plumbing	08/16/2018		180254	\$48.00
<b>Commercial Plumbing Fee Total:</b>					<b>\$48.00</b>
	Right of Way	None			\$0.00
<b>Commercial Right of Way Fee Total:</b>					<b>\$0.00</b>
	Sign	08/03/2018		180231	\$45.00
		08/17/2018		180270	\$15.00
<b>Commercial Sign Fee Total:</b>					<b>\$60.00</b>
<b>Commercial Valuation Total:</b>			<b>\$850,000.00</b>	<b>Commercial Fee Total: \$3,500.63</b>	

<b>Residential</b>					
Building					
	08/09/2018	\$88,000.00		180236	\$100.00
	08/09/2018	\$235,600.00		180238	\$864.00
	08/09/2018	\$50,000.00		180251	\$284.50
	08/09/2018	\$50,000.00		180252	\$287.63
<b>Residential Building Valuation Total:</b>		<b>\$423,600.00</b>	<b>Residential Building Fee Total:</b>		<b>\$1,536.13</b>
Electrical					
	08/03/2018			180234	\$50.13
	08/16/2018			180256	\$50.13
	08/17/2018			180264	\$57.28
	08/17/2018			180265	\$47.08
	08/17/2018			180266	\$33.20
	08/17/2018			180267	\$35.88
	08/17/2018			180268	\$126.00
	08/17/2018			180269	\$103.00
	08/22/2018			180274	\$35.88
	08/27/2018			180293	\$45.06
			<b>Residential Electrical Fee Total:</b>		<b>\$583.64</b>
Mechanical					
	08/09/2018			180240	\$65.51
	08/09/2018			180245	\$53.26
	08/16/2018			180258	\$60.76
			<b>Residential Mechanical Fee Total:</b>		<b>\$179.53</b>
Plumbing					
	08/09/2018			180241	\$66.00
	08/09/2018			180242	\$30.50
	08/09/2018			180243	\$30.50
	08/09/2018			180244	\$68.50
	08/16/2018			180259	\$61.00
	08/16/2018			180261	\$30.50
	08/16/2018			180262	\$34.00
	08/27/2018			180294	\$27.00
			<b>Residential Plumbing Fee Total:</b>		<b>\$348.00</b>
Right of Way					
	08/03/2018			180229	\$25.00
	08/03/2018			180230	\$25.00
	08/09/2018			180239	\$25.00
	08/09/2018			180246	\$25.00
	08/09/2018			180247	\$25.00
	08/09/2018			180248	\$25.00
	08/09/2018			180249	\$25.00
	08/09/2018			180250	\$25.00
	08/16/2018			180260	\$25.00
	08/21/2018			180272	\$25.00
	08/27/2018			180291	\$25.00
			<b>Residential Right of Way Fee Total:</b>		<b>\$275.00</b>
Sign					
	NONE				\$0.00
			<b>Residential Sign Fee Total:</b>		<b>\$0.00</b>
<b>Residential Valuation Total:</b>		<b>\$423,600.00</b>	<b>Residential Fee Total:</b>		<b>\$2,922.30</b>
<b>Valuation Grand Total:</b>		<b>\$1,523,600.00</b>	<b>Fee Grand Total:</b>		<b>\$6,422.93</b>



## Permits - YTD - through July 2018

Class	Permit Type	Valuation		Fee
<i>Agricultural</i>				
	Building	\$113,800.00		\$0.00
	<b>Agricultural Valuation Total:</b>	<b>\$113,800.00</b>	<b>Agricultural Fee Total:</b>	<b>\$0.00</b>
<i>Commercial</i>				
	Building	\$1,106,600.00		\$4,302.50
	Electrical			\$1,549.30
	Mechanical			\$188.35
	Plumbing			\$841.50
	Right of Way			\$645.50
	Sign			\$250.00
	<b>Commercial Valuation Total:</b>	<b>\$1,106,600.00</b>	<b>Commercial Fee Total:</b>	<b>\$7,777.15</b>
<i>Residential</i>				
	Building	\$6,182,301.37		\$20,356.77
	Electrical			\$2,708.47
	Mechanical			\$1,086.19
	Plumbing			\$1,385.00
	Right of Way			\$2,545.00
	Sign			
	<b>Residential Valuation Total:</b>	<b>\$6,182,301.37</b>	<b>Residential Fee Total:</b>	<b>\$28,081.43</b>
<b>Valuation Grand Total:</b>		<b>\$7,402,701.37</b>	<b>Fee Grand Total: \$35,858.58</b>	

# Public Works

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

Routine Activities for the month:

**Division:** Streets: Tom Weber, Street Superintendent

- Excavated seven graves for Cemetery.
- Placed 130 cubic yards of concrete for street repairs and ROW permits.
- Maintained signs and signals.
- Swept streets.
- Bladed all alleys.
- Pothole patched.
- Division Safety Meeting: What Can You do to Prevent Accidents; August 23, 2018.

**Division:** Water: Terry Kluver, Water Superintendent

- Water production:
  - Monthly Total: 37.941 million gallons
  - Daily Average: 1.224 million gallons
  - Daily Maximum: 1.891 million gallons
- Completed 245 Iowa One Call locate requests.
- Meter Department
  - 222 service orders.
  - 3 delinquents.
  - 2 rereads.
  - 0 stuck meters.
- Division Safety Meeting: Training on 150-pound chlorine tank repair using an emergency repair kit, August 29, 2018.

**Division:** Sean Kleespies: Wastewater Superintendent

- Wastewater treatment:
  - Monthly Total: 65.133 million gallons
  - Daily Average: 2.101 million gallons
  - Daily Maximum: 6.068 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: Confined Space, August 14, 2018.

Special Activities/Accomplishments of particular note:

**Division:** Streets: Tom Weber, Street Superintendent

- Cleaned several road ditches with help from DOT.
- Called in mud jacking crew for void under street at 1026 Skyline Drive.

**Division:** Water: Terry Kluver, Water Superintendent

- Seeded excavation sites from last Summer's work.
- Installed new 8-inch watermain valve at 11<sup>th</sup> Street and Main Street.
- Installed four (4) fire hydrant extensions.
- Completed six (6) flow tests on fire hydrants for Public Protection Classification (PPC) survey.

**Division:** Sean Kleespies: Wastewater Superintendent

- CCTV storm sewers and sanitary sewer.
- Replaced belts on VLR surface aeration.
- Repaired Influent sampler line.
- Repaired hydraulic solenoids on the Jet/Vac.
- No sanitary sewer backup for the month.
- Routine maintenance on sanitary sewer system by Jet/Vac.
- Continued education for Paul Kersey and Travis Boell.
- Passed the proficiency test for lab certification.

Activities planned for next month and other comments:

**Division:** Streets: Tom Weber, Street Superintendent

- Maintain signs and signals.
- Sweep streets.
- Street repairs.
- Assist, as needed, with City Hall move.
- Pothole patch.
- Replace fire hydrant for Water Division.

**Division:** Water: Terry Kluver, Water Superintendent

- Install replacement fire hydrant and valve at Adams Street and 9<sup>th</sup> Street and Main Street and 13<sup>th</sup> Street.
- Mow five (5) well sites.
- Jared Hays and Terry Kluver to attend the Fall Water Conference in Okoboji, September 11-12, 2018.

**Division:** Sean Kleespies: Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Start Jet/Vac sanitary sewers.
- Repair sanitary sewer between Quint Avenue and Salinger on 10<sup>th</sup> Street.
- Prepare the Wastewater Treatment Plant for Winter.

**CAPITAL PROJECT STATUS SUMMARY – 09-12-18**

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									
Sidewalk Transition Plan	2018	FY18		\$57,414	2018	FEH Design	\$5,680.00		\$5,680.00		09-14-18	
						Badding Constr. Co.	\$54,500.00				10-14-18	
Streambed Stabilization		FY 17	FY16	\$385,000	2018							
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
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	
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.	\$412,500.00	04-14-14	\$328,660.77			Design & Construction
						Dixon Const. Co.	\$1,449,835.78	04-02-18	\$858,483.51		118 Working Days	
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	\$143,765.45			Design Construction Services
						Tri-State Paving	\$788,870.73	Late Start Date 08-14-17	\$772,208.02	95%	40 Working Days	

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Downtown Streetscape Phase 9	2017 On-going	FY18	FY18	\$1,340,500	2018	Confluence	\$109,101.00	10-23-17	\$90,460.70		05-18	
						Badding Constr. Co.	\$1,707,342.05	05-29-18	\$514,219.21	18%	11-16-18	
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
Wastewater Treatment Plant Disinfection Improvements	2017	FY18	FY18	\$1,000,000	2020	Veenstra & Kimm, Inc.	\$73,500		\$1,993.64			
Wastewater Treatment Plant Sludge Handling			FY19	\$330,0000		Veenstra & Kimm, Inc.	\$18,800		\$5,572.46			

# Parks and Recreation

**As reported by Jack Wardell, Parks and Recreation Director**

Routine Activities for the month:

**Parks:** Scott Parcher, Parks Superintendent

- Clean all park areas – branches, sticks and trash
- Mow all park areas and ballfields
- Trim curbs and sidewalks and parks
- Mow and paint lines for fall soccer and football
- Clean and rake volleyball courts
- Clean all shelters
- Mulch playgrounds, little league and Graham Park
- Trim trees
- Pull and spray weeds in downtown perennial beds
- Water flowers
- Aerify and reseed Merchants Park
- Groom all parking lots
- Groom all ballfields
- Cut down two Crab Trees on 4<sup>th</sup> Street
- Equipment maintenance
- Put equipment away after baseball and softball
- Reseed along new bike trail

**Golf:** Scott Haakenson, Golf Superintendent

- Mowed tees 13 times
- Mowed fairways 13 times
- Mowed collars 13 times
- Mowed greens 29 times
- Rolled greens 1 time
- Mowed rough as needed
- Cut cups 13 times
- Sprayed greens and tees as needed
- Weed ate as needed
- Picked up sticks after storm
- Watered tees, greens, fairways as needed
- Serviced equipment as needed

**Cemetery:** John Snyder, Cemetery Sexton

- Took care of 5 funerals, with 2 of them being held on Saturdays.
- Mowed entire cemetery 4 times
- Trimmed around trees, monuments, buildings, etc.
- Did all burial records, grave sales, and all other cemetery related paperwork
- Removed 1 large Ash Tree due to a lightning strike
- Filled in numerous sunken graves as well as some low areas
- Serviced equipment when needed
- Picked up garbage on a daily basis



- Collected money due to the City of Carroll from all out of town funeral homes
- Pulled weeds in all flower gardens
- Watered trees and flower gardens when needed
- Pruned all shrubs two times, trimmed trees where needed
- Sprayed for weeds in Veterans Circle podium area

**Aquatic Center/Recreation Center:** Jessi Harmon, Aquatic & Fitness Specialist

- Pool Water Testing
- Scheduling
- LG Meeting 8-12 @ 6pm
- Radio Ad

**Recreation Center:** Joel Cortum, Program Specialist

- Referee Meeting
- Coaches Meeting
- Storage organization
- T-shirt order for fall sports
- Radio Ad

**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

- New swing set in Graham Park
- Reseed parks and right-of-ways where needed

**Golf:** Scott Haakenson, Golf Superintendent

- Had 8" cup tournament

**Cemetery:** John Snyder, Cemetery Sexton

- Showed Jack how bad some of the boulder wall is deteriorating in case of liability from injury
- Worked with R.T. Shreck on electrical installment and new flag pole for Veterans Circle

**Aquatic Center/Recreation Center:** Jessi Harmon, Aquatic & Fitness Specialist

- High School Swim Team Started
- Aquatic Center Closed
- Swim Aide Class
- Private Pool Parties
- DMACC Boat Floats
- Duck Races
- CPR Class
- Doggie Dip
- Tonic Sol Fa

**Recreation Center:** Joel Cortum, Program Specialist

- 7 on 7 Flag Football
- 2 new sets of bags boards for future events
- Tonic Sol Fa

**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
- Storm sirens testing
- Next year's budget items
- Night cleaning shift
- Aquatic Center
- Street lights to LED
- Golf Course garage doors
- A/C repair at city buildings
- Golf Course Club House siding
- 24 hour at Rec Center
- New HVAC controls at Rec
- Load in and out for band at Rec
- Aquatic Center outside lighting to LED
- Doggy Dip at Aquatic Center
- Cemetery door lock
- Start winterizing Aquatic Center

Activities planned for next month and other comments:

**Parks:** Scott Parcher, Parks Superintendent

- Aerify areas and seed
- Plant plants downtown and Main Street
- Spray broadleaf weeds
- Mark out for new trees from nursery

**Golf:** Scott Haakenson, Golf Superintendent

- Aerify greens and topdress
- Aerify tees and reseed

**Cemetery:** John Snyder, Cemetery Sexton

- Start mulching leaves and preparing equipment for winter

**Aquatic Center/Recreation Center:** Jessi Harmon, Aquatic & Fitness Specialist

- Fit or Faster Clinic
- Lifeguard Class
- Girls on the Run
- IWSC Overview
- Elderidge Fitness Event
- IPRA 9-11-18

**Recreation Center:** Joel Cortum, Program Specialist

- Fall Soccer
- Volleyball
- Flag Football
- Adult Bags League
- IPRA 9-11-18

**Building Maintenance:** Andy Snyder, Building Maintenance Specialist

- City building move

**Safety Topic:**

- Proper lifting and moving heavy objects Heavy objects
- MSDS Sheet Review

