

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: December 18, 2018

TIME OF MEETING: 5:15 P.M.

LOCATION OF MEETING: Carroll Recreation Center Theater – 716 N Grant Rd

www.cityofcarroll.com

AGENDA

- I. Pledge of Allegiance
- II. Roll Call
- III. Consent Agenda
 - A. Approval of Minutes of the December 10 Meeting
 - B. Approval of Bills and Claims
 - C. Licenses and Permits:
 1. New Class “C” Liquor License including with Sunday Sales – *Kerps Bar & Grill*
- IV. Oral Requests and Communications from the Audience
- V. Proclamations
 - A. Kuemper Volleyball Team State Champions
 - B. National School Choice Week
- VI. Ordinances

None
- VII. Resolutions
 - A. Immigration Enforcement Policy Creation
- VIII. Reports
 - A. Downtown Streetscape Phase 9 – Change Order No. 1
 - B. 2018 Annual Planning Session Report
 - C. Carroll Public Library/Carroll City Hall – Change Order # 1
 - D. Carroll Public Library/City Hall - Furniture/Fixtures/Equipment Design Services
 - E. Carroll Recreation Center Master Plan Review
- IX. Committee Reports
- X. Monthly Activity Reports

- XI. Comments from the Mayor
- XII. Comments from the City Council
- XIII. Comments from the City Manager
- XIV. Adjourn

January/February Meetings:

Board of Adjustment – January 7, 2019 – Region XII - 1009 E Anthony St
Planning and Zoning Commission – January 9, 2019 – Region XII - 1009 E Anthony St
City Council – January 14, 2019 – Adams Elementary School - 1026 N Adams St
City Council 1st Budget Work Session – Thursday, January 17, 2019 – Adams Elementary School - 1026 N Adams St
Library Board of Trustees – January 21, 2019 – Region XII - 1009 E Anthony St
Parks, Recreation and Cultural Advisory Board – January 21, 2019 – Carroll Recreation Center - 716 N Grant Rd
City Council 2nd Budget Work Session – Tuesday, January 22, 2019 – Adams Elementary School - 1026 N Adams St
City Council – January 28, 2019 – Adams Elementary School - 1026 N Adams St
City Council 3rd Budget Work Session – Tuesday, January 29, 2019 – Adams Elementary School - 1026 N Adams St
Board of Adjustment – February 4, 2019 – Region XII - 1009 E Anthony St
Annual Chamber Banquet – February 4, 2019
City Council 4th Budget Work Session (as needed) – Tuesday, February 5, 2019 – Adams Elementary School - 1026 N Adams St
City Council – February 11, 2019 – Adams Elementary School - 1026 N Adams St
Planning and Zoning Commission – February 13, 2019 – Region XII - 1009 E Anthony St
Library Board of Trustees – February 18, 2019 – Region XII - 1009 E Anthony St
City Council – February 25, 2019 – Adams Elementary School - 1026 N Adams St

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

COUNCIL MEETING

DECEMBER 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. in the Carroll Community School District Board Room, 1026 N Adams Street (Adams Elementary). Members present: Misty Boes, LaVern Dirx, Jerry Fleshner, Clay Haley, Mike Kots and Carolyn Siemann. Absent: None. Mayor Eric Jensen presided and Attorney Barry Bruner attended in the absence of City Attorney Dave Bruner.

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

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It was moved by Haley, seconded by Kots, to approve the following items on the consent agenda: a) minutes of the November 27 and December 4, 2018 Council meetings, as written and b) bills and claims in the amount of \$1,283,417.16. 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.

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It was moved by Siemann, seconded by Haley, to approve Resolution No. 18121, The Standard Form of Agreement with FEH Design for Professional Services at an estimated cost of \$349,050.00 for the Street Maintenance Facility Project. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Haley, seconded by Kots, to approve Resolution No. 18122, Determining the Necessity and Fixing a Date of January 14, 2019, for a Public Hearing on the Matter of the Adoption of a Proposed Carroll Urban Revitalization Plan. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Fleshner, seconded by Kots, to approve Resolution No. 18123, Agreement with RenewActive by United Healthcare to allow their members access to the Carroll Recreation Center. 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 Change Order No. 3 in the amount of \$6,770.70 and add two working days to the U.S. 30 – Grant Road Intersection Improvement Project. The effect of Change Order No. 3 on the contract is as follows:

	<u>Cost</u>	<u>Working Days</u>
Original Contract	\$1,449,835.78	115
Change Order No. 1	4,434.00	1
Change Order No. 2	3,558.50	2
Change Order No. 3	<u>6,770.70</u>	2
Contract with Change Orders	<u>\$1,464,598.98</u>	120

On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Haley, seconded by Dirkx, to waive Purchasing Policy #501 and accept the quote from Carroll Control Systems, Inc. for the replacement of the Police Department’s roof top units #1&3 and repair of roof top unit #2 in the amount of \$22,434.00. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Kots, seconded by Haley, to approve the FY 2019-2020 Budget Schedule, as presented. On roll call, all present voted aye. Absent: None. Motion carried.

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Council held an appeal hearing on the order to abate a dangerous building at 224 N Main Street. City Manager Mike Pogge-Weaver and City Building Inspector Perry Johnson presented evidence to support the order to abate a dangerous building. Tom Daniel, owner of 224 N Main, presented evidence to reverse the order to abate the dangerous building. Amy Brown, 214 N Main Street, also addressed Council during the hearing.

It was moved by Kots, seconded by Haley, to affirm the order to abate the dangerous building located at 224 N Main Street. On roll call, all presented voted aye. Absent: None. Motion carried.

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It was moved by Fleshner, seconded by Haley, to adjourn at 6:27 p.m. On roll call, all present voted aye. Absent: None. Motion carried.

Eric P. Jensen, Mayor

ATTEST:

Laura A. Schaefer, City Clerk

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	12/07/2018 THRU 12/13/2018	12/07/2018 THRU 12/13/2018	12/07/2018 THRU 12/13/2018
PARTIALLY ITEMS DATES:	12/07/2018 THRU 12/13/2018	12/07/2018 THRU 12/13/2018	12/07/2018 THRU 12/13/2018
UNPAID ITEMS DATES :		12/07/2018 THRU 12/13/2018	12/07/2018 THRU 12/13/2018

VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-001704	ACCO	POOL AND SPA CHEMICALS	862.20	0.00	000000	0/00/00	862.20
		** TOTALS **	862.20	0.00			862.20
01-001910	AHLERS & COONEY P.C.	COLLISON VS. POGGE-WEAVER	5,607.50	0.00	000000	0/00/00	5,607.50
		** TOTALS **	5,607.50	0.00			5,607.50
01-012650	ALLIANT ENERGY-IES UTILIT	GAS BILLS	8,452.60	8,452.60-	113244	12/13/18	0.00
01-012650	ALLIANT ENERGY-IES UTILIT	GAS BILLS	3,658.90	3,658.90-	113245	12/13/18	0.00
		** TOTALS **	12,111.50	12,111.50-			0.00
01-000380	AMERICAN TEST CENTER	BOOM TRUCK/HOIST INSPECTIONS	1,485.00	0.00	000000	0/00/00	1,485.00
		** TOTALS **	1,485.00	0.00			1,485.00
01-003341	AMY HENRY	RENTAL DEPOSIT RETURNED HENRY	25.00	0.00	000000	0/00/00	25.00
		** TOTALS **	25.00	0.00			25.00
01-003347	ANDREA GACH	LEISURE PROGRAM REFUND GACH	10.00	0.00	000000	0/00/00	10.00
		** TOTALS **	10.00	0.00			10.00
01-003337	ANDREW HIGGINS	RENTAL DEPOSIT RETURNED HIGGIN	25.00	0.00	000000	0/00/00	25.00
		** TOTALS **	25.00	0.00			25.00
01-003358	ANNE COLLISON	LEISURE PROGRAM REFUND COLLISO	10.00	0.00	000000	0/00/00	10.00
		** TOTALS **	10.00	0.00			10.00
01-002370	ARNOLD MOTOR SUPPLY	TRUCK CLEANING SUPPLIES	23.98	0.00	000000	0/00/00	23.98
01-002370	ARNOLD MOTOR SUPPLY	AIR GREASER HOSE	44.99	0.00	000000	0/00/00	44.99
		** TOTALS **	68.97	0.00			68.97
01-003345	ASHLEY SMITH	RENTAL OVERPAYMENT - A SMITH	5.00	0.00	000000	0/00/00	5.00
		** TOTALS **	5.00	0.00			5.00
01-002539	AUTO GRAPHICS PLUS	150TH DECALS	250.00	0.00	000000	0/00/00	250.00
		** TOTALS **	250.00	0.00			250.00
01-000852	AUTOMATIC DOOR GROUP INC.	AUTO DOOR MAINT.	317.98	0.00	000000	0/00/00	317.98
		** TOTALS **	317.98	0.00			317.98
01-002805	BADDING CONSTRUCTION CO.	JAN. LIBRARY LEASE	4,725.00	0.00	000000	0/00/00	4,725.00
01-002805	BADDING CONSTRUCTION CO.	CARROLL CITY HALL/LIBRARY #2	192,032.03	0.00	000000	0/00/00	192,032.03
01-002805	BADDING CONSTRUCTION CO.	STREETSCAPE PHASE 9 #7	92,843.49	0.00	000000	0/00/00	92,843.49
01-002805	BADDING CONSTRUCTION CO.	ADA UPGRADES #3	11,362.21	0.00	000000	0/00/00	11,362.21
01-002805	BADDING CONSTRUCTION CO.	ADA UPGRADES #4	4,284.50	0.00	000000	0/00/00	4,284.50
		** TOTALS **	305,247.23	0.00			305,247.23

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VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-003349	BARB HALVERSON	ROOM RENTAL REFUND HALVERSON	20.00	0.00	000000	0/00/00	20.00
		** TOTALS **	20.00	0.00			20.00
01-000528	BLUEGLOBES LLC	RUNWAY LIGHTS	1,004.06	1,004.06-	113225	12/13/18	0.00
		** TOTALS **	1,004.06	1,004.06-			0.00
01-003515	BOMGAARS	MISC SUPPLIES	29.90	29.90-	113234	12/13/18	0.00
01-003515	BOMGAARS	SUPPLIES	5.94	0.00	000000	0/00/00	5.94
01-003515	BOMGAARS	PAINT	48.46	0.00	000000	0/00/00	48.46
01-003515	BOMGAARS	SUPPLIES	3.58	0.00	000000	0/00/00	3.58
		** TOTALS **	87.88	29.90-			57.98
01-001522	BRIAN'S DOORS	DOOR REPAIRS	199.00	0.00	000000	0/00/00	199.00
		** TOTALS **	199.00	0.00			199.00
01-003690	BROWN SUPPLY CO INC	SEWER SADDLES	528.00	0.00	000000	0/00/00	528.00
01-003690	BROWN SUPPLY CO INC	MANHOLE LIDS	2,175.00	0.00	000000	0/00/00	2,175.00
		** TOTALS **	2,703.00	0.00			2,703.00
01-003140	CANINE TACTICAL	K-9 CERTIFICATION	300.00	0.00	000000	0/00/00	300.00
		** TOTALS **	300.00	0.00			300.00
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	45.90	0.00	000000	0/00/00	45.90
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	259.00	0.00	000000	0/00/00	259.00
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	116.00	0.00	000000	0/00/00	116.00
		** TOTALS **	420.90	0.00			420.90
01-025028	CAROL SCHOEPPNER	SECRETARY CONTRACT	350.00	350.00-	113249	12/13/18	0.00
		** TOTALS **	350.00	350.00-			0.00
01-004132	CARROLL AVIATION INC.	INTERNET SUBSCRIPTION	427.74	427.74-	113235	12/13/18	0.00
01-004132	CARROLL AVIATION INC.	CONTRACT	6,600.00	6,600.00-	113235	12/13/18	0.00
		** TOTALS **	7,027.74	7,027.74-			0.00
01-004133	CARROLL BROADCASTING CO.	RADIO ADS	600.00	0.00	000000	0/00/00	600.00
		** TOTALS **	600.00	0.00			600.00
01-004146	CARROLL CONTROL SYSTEMS	BOILER SYSTEM TEST - MUSEUM	100.00	0.00	000000	0/00/00	100.00
		** TOTALS **	100.00	0.00			100.00
01-004183	CARROLL COUNTY TREASURER	LEIN FILING FEE 1015 N CLARK	5.00	5.00-	113236	12/13/18	0.00
		** TOTALS **	5.00	5.00-			0.00

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01-024005	CARROLL EYE CARE ASSOC.	PRE-EMPLOY EXAM FIFERLICK	26.00	26.00-	113248	12/13/18	0.00
		** TOTALS **	26.00	26.00-			0.00
01-004193	CARROLL FIRE DEPARTMENT	NOVEMBER FIRE CALLS AND DRILLS	2,530.00	0.00	000000	0/00/00	2,530.00
		** TOTALS **	2,530.00	0.00			2,530.00
01-004195	CARROLL GLASS CO.	BUILDING REPAIRS	11.00	11.00-	113237	12/13/18	0.00
		** TOTALS **	11.00	11.00-			0.00
01-004196	CARROLL HYDRAULICS	HOSES #23 PLOW	300.99	0.00	000000	0/00/00	300.99
		** TOTALS **	300.99	0.00			300.99
01-002977	CARROLL REFUSE SERVICE	NOVEMBER GARBAGE	57.00	57.00-	113230	12/13/18	0.00
		** TOTALS **	57.00	57.00-			0.00
01-004237	CARROLL VETERINARY CLINIC	DOG CARE CONTRACT	650.00	0.00	000000	0/00/00	650.00
		** TOTALS **	650.00	0.00			650.00
01-003325	CHRIS TOFT	SB LEAGUE REFUND TOFT	50.00	0.00	000000	0/00/00	50.00
		** TOTALS **	50.00	0.00			50.00
01-003323	CHRIS WALLACE	SB LEAGUE REFUND WALLACE	50.00	0.00	000000	0/00/00	50.00
		** TOTALS **	50.00	0.00			50.00
01-004836	COMMUNITY OIL CO. INC.	GREASE	789.00	0.00	000000	0/00/00	789.00
01-004836	COMMUNITY OIL CO. INC.	EQUIPMENT GAS	717.99	717.99-	113239	12/13/18	0.00
		** TOTALS **	1,506.99	717.99-			789.00
01-000366	COMPUTER & NETWORK SPEC	COMPUTER ISSUES	129.00	0.00	000000	0/00/00	129.00
		** TOTALS **	129.00	0.00			129.00
01-003145	CORE AND MAIN LP	METERS	9,477.00	0.00	000000	0/00/00	9,477.00
01-003145	CORE AND MAIN LP	METERS	9,477.00	0.00	000000	0/00/00	9,477.00
		** TOTALS **	18,954.00	0.00			18,954.00
01-003353	CORTNEY BLUML	SOCCER REFUND - BLUML	25.00	0.00	000000	0/00/00	25.00
		** TOTALS **	25.00	0.00			25.00
01-001595	COUNSEL OFFICE & DOCUMENT	COPIER CONTRACT	186.26	0.00	000000	0/00/00	186.26
		** TOTALS **	186.26	0.00			186.26
01-002648	D/R ELECTRIC INC.	ELECTRICAL REPAIR	775.00	0.00	000000	0/00/00	775.00
		** TOTALS **	775.00	0.00			775.00

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VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-005410	DAILY TIMES HERALD	ADS	250.50	0.00	000000	0/00/00	250.50
01-005410	DAILY TIMES HERALD	LEGAL PUBLICATIONS & AD	668.96	0.00	000000	0/00/00	668.96
01-005410	DAILY TIMES HERALD	1 YR. SUBSCRIPTION	150.00	0.00	000000	0/00/00	150.00
		** TOTALS **	1,069.46	0.00			1,069.46
01-003329	DOUG BRAUCKMAN	SOCCER REFUND BRAUCKMAN	25.00	0.00	000000	0/00/00	25.00
		** TOTALS **	25.00	0.00			25.00
01-006275	DREES OIL CO. INC.	CAMERAS - SECURITY SYSTEM	13,008.00	0.00	000000	0/00/00	13,008.00
01-006275	DREES OIL CO. INC.	PROPANE	173.89	173.89-	113240	12/13/18	0.00
		** TOTALS **	13,181.89	173.89-			13,008.00
01-006810	ECOWATER SYSTEMS	COOLER RENT AND WATER	110.42	110.42-	113241	12/13/18	0.00
		** TOTALS **	110.42	110.42-			0.00
01-003340	EMILY WEBER	RENTAL DEPOSIT RETURNED WEBER	25.00	0.00	000000	0/00/00	25.00
		** TOTALS **	25.00	0.00			25.00
01-004185	EMPLOYMENT RESOURCES	NOV. CITY HALL CLEANING	275.18	0.00	000000	0/00/00	275.18
		** TOTALS **	275.18	0.00			275.18
01-002627	ETHAN KATHOL	ILEA TRAINING	121.99	121.99-	113229	12/13/18	0.00
		** TOTALS **	121.99	121.99-			0.00
01-002644	ETS CORPORATION	CC PROCESSING FEES	331.46	331.46-	000000	12/07/18	0.00
		** TOTALS **	331.46	331.46-			0.00
01-007860	EXECUTIVE TECHNOLOGIES	COPIER CONTRACT	107.05	0.00	000000	0/00/00	107.05
		** TOTALS **	107.05	0.00			107.05
01-008027	FAREWAY STORES	DISTILLED WATER	149.52	0.00	000000	0/00/00	149.52
		** TOTALS **	149.52	0.00			149.52
01-000633	FILTER CARE	FILTERS CLEANED	112.50	0.00	000000	0/00/00	112.50
		** TOTALS **	112.50	0.00			112.50
01-003095	FOSTER GRANDPARENTS	1/2 FY 19 FUNDING REQUEST	1,500.00	0.00	000000	0/00/00	1,500.00
		** TOTALS **	1,500.00	0.00			1,500.00
01-003351	GARY LUDWIG	JR GOLF TOURNAMENT REFUND	40.00	0.00	000000	0/00/00	40.00
		** TOTALS **	40.00	0.00			40.00
01-009500	GEHLING WELDING & REPAIR	#29 WING REPAIRS	169.50	0.00	000000	0/00/00	169.50
		** TOTALS **	169.50	0.00			169.50

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VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-009535	GENERAL RENTAL	AIR COMPRESSOR RENTAL	115.00	0.00	000000	0/00/00	115.00
01-009535	GENERAL RENTAL	HAMMER DRILL BITS	226.00	0.00	000000	0/00/00	226.00
01-009535	GENERAL RENTAL	PROPANE	150.00	0.00	000000	0/00/00	150.00
		** TOTALS **	491.00	0.00			491.00
01-009540	GENERAL TRAFFIC CONTROLS	TRAFFIC SIGNAL HWY 30 & CARROL	24,417.32	0.00	000000	0/00/00	24,417.32
		** TOTALS **	24,417.32	0.00			24,417.32
01-001992	GOLF SERVICES LLC	2018 CLUBHOUSE MANAGER FINAL	3,115.12	0.00	000000	0/00/00	3,115.12
		** TOTALS **	3,115.12	0.00			3,115.12
01-001082	GOPHER PERFORMANCE	PICKLEBALL COURT TAPE	58.44	0.00	000000	0/00/00	58.44
		** TOTALS **	58.44	0.00			58.44
01-000992	GUTE TREE SERVICE	SPRAYING TREES IN CREEK LINE	1,950.00	1,950.00-	113226	12/13/18	0.00
		** TOTALS **	1,950.00	1,950.00-			0.00
01-010605	HACH CHEMICAL COMPANY	LAB SUPPLIES	453.94	0.00	000000	0/00/00	453.94
		** TOTALS **	453.94	0.00			453.94
01-010660	HAWKEYE TRUCK EQUIPMENT	OPERATING SUPPLIES	182.65	0.00	000000	0/00/00	182.65
		** TOTALS **	182.65	0.00			182.65
01-010680	HAWKINS WATER TREATMENT	WATER TREATMENT SUPPLIES	893.00	0.00	000000	0/00/00	893.00
		** TOTALS **	893.00	0.00			893.00
01-012615	IDALS	PESTICIDE CERTIFICATION FEES	30.00	30.00-	113243	12/13/18	0.00
		** TOTALS **	30.00	30.00-			0.00
01-012552	INDUSTRIAL BEARING SUPP.	FRONT WHEEL SEAL #26	45.95	0.00	000000	0/00/00	45.95
		** TOTALS **	45.95	0.00			45.95
01-012666	IOWA ONE CALL	NOV. 2018 ONE CALLS	72.00	0.00	000000	0/00/00	72.00
		** TOTALS **	72.00	0.00			72.00
01-012685	IOWA SMALL ENGINE CENTER	FUEL LINE	2.50	0.00	000000	0/00/00	2.50
01-012685	IOWA SMALL ENGINE CENTER	SNOWBLOWER REPAIRS	41.94	0.00	000000	0/00/00	41.94
		** TOTALS **	44.44	0.00			44.44
01-003356	JACOB FISCUS	SHELTER HOUSE REFUND	5.00	0.00	000000	0/00/00	5.00
		** TOTALS **	5.00	0.00			5.00
01-000256	JAMIE WUEBKER	REP EXTERIOR EXPANSION JOINT	646.05	0.00	000000	0/00/00	646.05

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	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	12/07/2018 THRU 12/13/2018	12/07/2018 THRU 12/13/2018	12/07/2018 THRU 12/13/2018
PARTIALLY ITEMS DATES:	12/07/2018 THRU 12/13/2018	12/07/2018 THRU 12/13/2018	12/07/2018 THRU 12/13/2018
UNPAID ITEMS DATES :		12/07/2018 THRU 12/13/2018	12/07/2018 THRU 12/13/2018

VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
		** TOTALS **	646.05	0.00			646.05
01-002453	JASON MATTHEW LAMBERTZ	PRODUCTION COSTS	570.00	0.00	000000	0/00/00	570.00
		** TOTALS **	570.00	0.00			570.00
01-003332	JAY POTTEBAUM	RENTAL DEPOSIT RETURNED POTTEB	25.00	0.00	000000	0/00/00	25.00
		** TOTALS **	25.00	0.00			25.00
01-003334	JEANA KANNE	RENTAL DEPOSIT RETURNED KANNE	25.00	0.00	000000	0/00/00	25.00
		** TOTALS **	25.00	0.00			25.00
01-003198	JEFF NICHOLS	MCTC TRAINING EXPENSES	122.70	122.70-	113233	12/13/18	0.00
		** TOTALS **	122.70	122.70-			0.00
01-003318	JEFF SCHOTT	GOAL SETTING SESSION	2,803.34	0.00	000000	0/00/00	2,803.34
		** TOTALS **	2,803.34	0.00			2,803.34
01-003338	JENNIFER ARKLAND	RENTAL DEPOSIT RETURNED ARKLAN	25.00	0.00	000000	0/00/00	25.00
		** TOTALS **	25.00	0.00			25.00
01-003328	JENNIFER AUEN	BB PROGRAM REFUND AUEN	30.00	0.00	000000	0/00/00	30.00
		** TOTALS **	30.00	0.00			30.00
01-013917	JEO CONSULTING GROUP INC.	STREET RESURFACING 2019	12,880.00	0.00	000000	0/00/00	12,880.00
		** TOTALS **	12,880.00	0.00			12,880.00
01-003359	JESSICA FUCHS	GOLF PROGRAM REFUND - FUCHS	50.00	0.00	000000	0/00/00	50.00
		** TOTALS **	50.00	0.00			50.00
01-003348	JILL HAWKINSON	LEISURE PROGRAM REFUND HAWKINS	10.00	0.00	000000	0/00/00	10.00
		** TOTALS **	10.00	0.00			10.00
01-025020	JOHN DEERE FINANCIAL	WINDOW AND SEAL	656.20	0.00	000000	0/00/00	656.20
01-025020	JOHN DEERE FINANCIAL	SUPPLIES	0.97	0.00	000000	0/00/00	0.97
01-025020	JOHN DEERE FINANCIAL	RADIATOR	313.79	0.00	000000	0/00/00	313.79
		** TOTALS **	970.96	0.00			970.96
01-003350	JOHN HICKS	BB PROGRAM REFUND HICKS	40.00	0.00	000000	0/00/00	40.00
		** TOTALS **	40.00	0.00			40.00
01-002163	JR'S UNLOCK SERVICE	SHELTERHOUSE LOCKS AND KEYS	506.00	0.00	000000	0/00/00	506.00
01-002163	JR'S UNLOCK SERVICE	LOCKER ROOM DOOR LOCKS	701.00	0.00	000000	0/00/00	701.00
		** TOTALS **	1,207.00	0.00			1,207.00

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PARTIALLY ITEMS DATES:	12/07/2018 THRU 12/13/2018	12/07/2018 THRU 12/13/2018	12/07/2018 THRU 12/13/2018
UNPAID ITEMS DATES :		12/07/2018 THRU 12/13/2018	12/07/2018 THRU 12/13/2018

VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-000994	KABEL BUSINESS SERVICES	DEC. FLEX PARTICIPANT FEES	90.00	90.00-	000000	12/07/18	0.00
01-000994	KABEL BUSINESS SERVICES	NOV HRA CHECKS	9,091.31	9,091.31-	000000	12/12/18	0.00
		** TOTALS **	9,181.31	9,181.31-			0.00
01-014520	KASPERBAUER CLEANING SER	LAUNDRER RUGS	86.49	0.00	000000	0/00/00	86.49
		** TOTALS **	86.49	0.00			86.49
01-003319	KEISER CORPORATION	EXERCISE BIKES	6,329.39	0.00	000000	0/00/00	6,329.39
		** TOTALS **	6,329.39	0.00			6,329.39
01-003343	LAURIE MOHR	RENTAL DEPOSIT RETURNED MOHR	25.00	0.00	000000	0/00/00	25.00
		** TOTALS **	25.00	0.00			25.00
01-016515	LOHRMANN ELECTRIC	REPAIR HWY 30 & CARROLL	245.00	0.00	000000	0/00/00	245.00
01-016515	LOHRMANN ELECTRIC	STREETSCAPE PHASE 9	20,200.00	0.00	000000	0/00/00	20,200.00
		** TOTALS **	20,445.00	0.00			20,445.00
01-003354	LYNDI STEGER	LEISURE PROGRAM REFUND STEGER	10.00	0.00	000000	0/00/00	10.00
		** TOTALS **	10.00	0.00			10.00
01-003344	MARIA MATIK	RENTAL DEPOSIT RETURNED MATIK	25.00	0.00	000000	0/00/00	25.00
		** TOTALS **	25.00	0.00			25.00
01-017130	MARK SCHRECK CONSTRUCTION	SNOW HAULING TRUCKS	1,125.00	0.00	000000	0/00/00	1,125.00
		** TOTALS **	1,125.00	0.00			1,125.00
01-002993	MC CLURE ENGINEERING CO.	ENGINEERING SERVICES	1,972.50	1,972.50-	113231	12/13/18	0.00
		** TOTALS **	1,972.50	1,972.50-			0.00
01-003342	MELANIE JOHNSTON	RENTAL DEPOSIT RETURNED JOHNST	25.00	0.00	000000	0/00/00	25.00
		** TOTALS **	25.00	0.00			25.00
01-003335	MICHELLE STERNS	RENTAL DEPOSIT RETURNED STERNS	25.00	0.00	000000	0/00/00	25.00
		** TOTALS **	25.00	0.00			25.00
01-012680	MID AMERICAN ENERGY	ELECTRIC BILLS	36,224.94	36,224.94-	113246	12/13/18	0.00
		** TOTALS **	36,224.94	36,224.94-			0.00
01-003355	MIKE WENDL	LEISURE PROGRAM OVERPAYMENT	10.00	0.00	000000	0/00/00	10.00
		** TOTALS **	10.00	0.00			10.00
01-017730	MOORHOUSE READY MIX CO.	ALLEY 5TH & CLARK	1,282.50	0.00	000000	0/00/00	1,282.50
01-017730	MOORHOUSE READY MIX CO.	ALLEY 5TH/CLARK	1,282.50	0.00	000000	0/00/00	1,282.50
01-017730	MOORHOUSE READY MIX CO.	ALLEY 5TH/CLARK-COURT	320.63	0.00	000000	0/00/00	320.63

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PARTIALLY ITEMS DATES:	12/07/2018 THRU 12/13/2018	12/07/2018 THRU 12/13/2018	12/07/2018 THRU 12/13/2018
UNPAID ITEMS DATES	:	12/07/2018 THRU 12/13/2018	12/07/2018 THRU 12/13/2018

VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-017730	MOORHOUSE READY MIX CO.	ADAMS ELEMENTARY - ALLEY	128.25	0.00	000000	0/00/00	128.25
01-017730	MOORHOUSE READY MIX CO.	ADAMS ELEMENTARY - ALLEY	1,282.50	0.00	000000	0/00/00	1,282.50
01-017730	MOORHOUSE READY MIX CO.	ADAMS ELEMENTARY - ALLEY	1,282.50	0.00	000000	0/00/00	1,282.50
01-017730	MOORHOUSE READY MIX CO.	CONCRETE - SEWER REPAIRS	961.88	0.00	000000	0/00/00	961.88
		** TOTALS **	6,540.76	0.00			6,540.76
01-018408	NAPA AUTO PARTS	#29 HEADLIGHT	18.98	0.00	000000	0/00/00	18.98
01-018408	NAPA AUTO PARTS	HEADLIGHT #26	18.04	0.00	000000	0/00/00	18.04
01-018408	NAPA AUTO PARTS	#33 HEADLIGHTS	39.82	0.00	000000	0/00/00	39.82
01-018408	NAPA AUTO PARTS	SOCKETS	26.96	0.00	000000	0/00/00	26.96
01-018408	NAPA AUTO PARTS	WIPER MOTOR	52.86	0.00	000000	0/00/00	52.86
		** TOTALS **	156.66	0.00			156.66
01-003322	NEBRASKA-IOWA INSUDTRIAL	OPERATING SUPPLIES	89.84	0.00	000000	0/00/00	89.84
		** TOTALS **	89.84	0.00			89.84
01-003263	NETBANX	NOV EFT PROCESSING FEES	98.74	98.74-	000000	12/07/18	0.00
		** TOTALS **	98.74	98.74-			0.00
01-018634	NEU MINNICH COMITO & NEU	DRAKE CONSTR. VS CITY OF CARRO	25.00	0.00	000000	0/00/00	25.00
		** TOTALS **	25.00	0.00			25.00
01-019124	NORTH CENTRAL LABORATORIE	LAB SUPPLIES	468.42	0.00	000000	0/00/00	468.42
01-019124	NORTH CENTRAL LABORATORIE	LAB SUPPLIES	685.15	0.00	000000	0/00/00	685.15
01-019124	NORTH CENTRAL LABORATORIE	LAB SUPPLIES	292.57	0.00	000000	0/00/00	292.57
		** TOTALS **	1,446.14	0.00			1,446.14
01-020208	O'HALLORAN INTERNATIONAL	HEATER ACTUATOR MOTOR	20.67	0.00	000000	0/00/00	20.67
01-020208	O'HALLORAN INTERNATIONAL	WHEEL BEARING OIL #26	19.35	0.00	000000	0/00/00	19.35
		** TOTALS **	40.02	0.00			40.02
01-020203	OFFICE STOP	OFFICE SUPPLIES	5.67	0.00	000000	0/00/00	5.67
		** TOTALS **	5.67	0.00			5.67
01-002956	OPN ARCHITECTS INC	DESIGN SERVICES	8,045.13	0.00	000000	0/00/00	8,045.13
01-002956	OPN ARCHITECTS INC	DESIGN SERVICES	5,424.68	0.00	000000	0/00/00	5,424.68
		** TOTALS **	13,469.81	0.00			13,469.81
01-021050	P & H WHOLESALE INC.	WATER HEATER REPLACEMENT	615.63	0.00	000000	0/00/00	615.63
01-021050	P & H WHOLESALE INC.	PVC FITTINGS	46.20	0.00	000000	0/00/00	46.20
01-021050	P & H WHOLESALE INC.	FITTINGS	12.08	0.00	000000	0/00/00	12.08
		** TOTALS **	673.91	0.00			673.91
01-003330	PAT SOPPE	BB TOURNAMENT REFUND SOPPE	20.00	0.00	000000	0/00/00	20.00

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		** TOTALS **	20.00	0.00			20.00
01-003333	PATRICIA RUTTEN	RENTAL DEPOSIT RETURNED RUTTEN	25.00	0.00	000000	0/00/00	25.00
		** TOTALS **	25.00	0.00			25.00
01-003357	PAUL DE SHAW	LEISURE PROGRAM REFUND DESHAW	5.00	0.00	000000	0/00/00	5.00
		** TOTALS **	5.00	0.00			5.00
01-003352	PAULA YETMAR	SB LEAGUE REFUND YETMAR	25.00	0.00	000000	0/00/00	25.00
		** TOTALS **	25.00	0.00			25.00
01-001949	PERFORMANCE TIRE & SERVIC	DUMP TRUCK TIRE REPAIRS	136.84	136.84-	113228	12/13/18	0.00
01-001949	PERFORMANCE TIRE & SERVIC	TIRE REPAIRS	19.72	0.00	000000	0/00/00	19.72
01-001949	PERFORMANCE TIRE & SERVIC	#16 - OIL CHANGE	25.71	0.00	000000	0/00/00	25.71
01-001949	PERFORMANCE TIRE & SERVIC	OIL CHANGE #17	25.89	0.00	000000	0/00/00	25.89
01-001949	PERFORMANCE TIRE & SERVIC	OIL CHANGE #20	25.71	0.00	000000	0/00/00	25.71
01-001949	PERFORMANCE TIRE & SERVIC	#18 - OIL CHANGE	25.71	0.00	000000	0/00/00	25.71
01-001949	PERFORMANCE TIRE & SERVIC	#15 OIL CHANGE	26.48	0.00	000000	0/00/00	26.48
01-001949	PERFORMANCE TIRE & SERVIC	#34 TIRES	3,120.00	0.00	000000	0/00/00	3,120.00
		** TOTALS **	3,406.06	136.84-			3,269.22
01-021275	PETROLEUM MARKETERS MUTUA	UNDERGROUND STORAGE TANK INS.	2,254.00	2,254.00-	113247	12/13/18	0.00
		** TOTALS **	2,254.00	2,254.00-			0.00
01-021735	POSTMASTER	POSTAGE REVITALIZATION	1,517.63	1,517.63-	113224	12/13/18	0.00
		** TOTALS **	1,517.63	1,517.63-			0.00
01-021860	PRESTO-X-COMPANY	PEST CONTROL REC CENTER	57.00	0.00	000000	0/00/00	57.00
		** TOTALS **	57.00	0.00			57.00
01-003159	PRIME POINT POLYGRAPH LLC	POLYGRAPH - PUDENZ	202.30	0.00	000000	0/00/00	202.30
		** TOTALS **	202.30	0.00			202.30
01-003173	R & R RENTAL	JAN. CITY HALL LEASE	2,559.67	0.00	000000	0/00/00	2,559.67
01-003173	R & R RENTAL	NOV. WATER BILL	70.75	70.75-	113232	12/13/18	0.00
		** TOTALS **	2,630.42	70.75-			2,559.67
01-009870	RACCOON VALLEY ELECTRIC C	NOVEMBER ELECTRIC SERVICE	1,381.23	1,381.23-	113242	12/13/18	0.00
		** TOTALS **	1,381.23	1,381.23-			0.00
01-003327	RANDY ANDERSON	SB LEAGUE REFUND ANDERSON	20.00	0.00	000000	0/00/00	20.00
		** TOTALS **	20.00	0.00			20.00
01-023640	RAY'S REFUSE SERVICE	NOVEMBER GARBAGE PICKUP	981.64	0.00	000000	0/00/00	981.64

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UNPAID ITEMS DATES	:	12/07/2018 THRU 12/13/2018	12/07/2018 THRU 12/13/2018

VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
		** TOTALS **	981.64	0.00			981.64
01-023815	REGION XII COG	EMPLOYMENT WORKSHOP	15.00	0.00	000000	0/00/00	15.00
01-023815	REGION XII COG	COMMUNITY WINDSHIELD SURVEY	1,830.00	0.00	000000	0/00/00	1,830.00
		** TOTALS **	1,845.00	0.00			1,845.00
01-023828	RETIRED SENIOR VOLUNTEER	1/2 FY 19 FUNDING REQUEST	4,750.00	0.00	000000	0/00/00	4,750.00
		** TOTALS **	4,750.00	0.00			4,750.00
01-003326	RHONDA FARRELL	SB LEAGUE REFUND FARRELL	50.00	0.00	000000	0/00/00	50.00
		** TOTALS **	50.00	0.00			50.00
01-003339	RHONDA HOFFMAN	BB TOURNAMENT REFUND HOFFMAN	21.00	0.00	000000	0/00/00	21.00
		** TOTALS **	21.00	0.00			21.00
01-002987	RIESBERG AUDIO AND DETAIL	ANTENNA UNIT #60 RADIO READ	45.00	0.00	000000	0/00/00	45.00
01-002987	RIESBERG AUDIO AND DETAIL	INSTALL 2 WAY RADIO #24	96.00	0.00	000000	0/00/00	96.00
		** TOTALS **	141.00	0.00			141.00
01-003320	ROCK RIVER ARMS INC.	RIFLE REPAIRS	80.25	0.00	000000	0/00/00	80.25
		** TOTALS **	80.25	0.00			80.25
01-024630	RUTTEN'S VACUUM CENTER	VACUUM BAGS	18.99	0.00	000000	0/00/00	18.99
		** TOTALS **	18.99	0.00			18.99
01-003346	SARAH MATTHEWSON	LEISURE PROGRAM REFUND MATTHEW	10.00	0.00	000000	0/00/00	10.00
		** TOTALS **	10.00	0.00			10.00
01-003336	SHEILA LAPPE	RENTAL DEPOSIT RETURNED LAPPE	25.00	0.00	000000	0/00/00	25.00
		** TOTALS **	25.00	0.00			25.00
01-004178	SOLID WASTE MANAGEMENT CO	JAN-MARCH ASSESSMENT	30,745.00	0.00	000000	0/00/00	30,745.00
		** TOTALS **	30,745.00	0.00			30,745.00
01-003331	STEVE ANTHOFER	RENTAL DEPOSIT RETURNED ANTHOF	25.00	0.00	000000	0/00/00	25.00
		** TOTALS **	25.00	0.00			25.00
01-025880	STONE PRINTING CO.	URBAN REVITALIZATION ENVELOPES	301.32	0.00	000000	0/00/00	301.32
		** TOTALS **	301.32	0.00			301.32
01-025935	SUBWAY	EMPLOYEE RECOGNITION	33.82	0.00	000000	0/00/00	33.82
		** TOTALS **	33.82	0.00			33.82
01-001739	SYN-TECH SYSTEMS INC.	SOFTWARE SUPPORT	550.00	550.00-	113227	12/13/18	0.00

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		** TOTALS **	550.00	550.00-			0.00
01-026800	TODD'S EXHAUST PROS	EXHAUST REPAIRS #29	94.95	0.00	000000	0/00/00	94.95
		** TOTALS **	94.95	0.00			94.95
01-004810	TRUE VALUE HARDWARE & HOM	BULBS	27.98	27.98-	113238	12/13/18	0.00
		** TOTALS **	27.98	27.98-			0.00
01-028168	UNITED PARCEL SERVICE	FREIGHT W/E 12/1/2018	63.71	63.71-	113250	12/13/18	0.00
01-028168	UNITED PARCEL SERVICE	FREIGHT W/E 12/8/2018	40.08	40.08-	113251	12/13/18	0.00
		** TOTALS **	103.79	103.79-			0.00
01-002449	UNITYPOINT CLINIC-OCCUPAT	RANDOM DRUG TESTING	126.00	0.00	000000	0/00/00	126.00
		** TOTALS **	126.00	0.00			126.00
01-029013	VERIZON WIRELESS	AIR CARDS	280.07	280.07-	113252	12/13/18	0.00
01-029013	VERIZON WIRELESS	CELL PHONES	335.02	335.02-	113252	12/13/18	0.00
		** TOTALS **	615.09	615.09-			0.00
01-003360	VIRGIL LAPPE	HOOR GLASS REFUND	633.75	0.00	000000	0/00/00	633.75
		** TOTALS **	633.75	0.00			633.75
01-011323	WES HORN	PIANO REPAIRS AND TUNING	310.00	0.00	000000	0/00/00	310.00
		** TOTALS **	310.00	0.00			310.00
01-030355	WITTRUCK MOTOR CO.	NOVEMBER CAR RENTAL	375.00	375.00-	113253	12/13/18	0.00
		** TOTALS **	375.00	375.00-			0.00
	* Payroll Expense		0.00				

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PARTIALLY ITEMS DATES:	12/07/2018 THRU 12/13/2018	12/07/2018 THRU 12/13/2018	12/07/2018 THRU 12/13/2018
UNPAID ITEMS DATES :		12/07/2018 THRU 12/13/2018	12/07/2018 THRU 12/13/2018

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

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	78,690.45	78,690.45CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	505,226.03	0.00	505,226.03
VOID ITEMS	0.00	0.00	0.00
** TOTALS **	583,916.48	78,690.45CR	505,226.03

U N P A I D R E C A P

UNPAID INVOICE TOTALS	505,226.03
UNPAID DEBIT MEMO TOTALS	0.00
UNAPPLIED CREDIT MEMO TOTALS	0.00
** UNPAID TOTALS **	505,226.03

12-13-2018 03:34 PM
VENDOR SET: 01 City of Carroll
REPORTING: PAID, UNPAID, PARTIAL

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

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=====PAYMENT DATES=====
PAID ITEMS DATES : 12/07/2018 THRU 12/13/2018
PARTIALLY ITEMS DATES: 12/07/2018 THRU 12/13/2018
UNPAID ITEMS DATES :

=====ITEM DATES=====
12/07/2018 THRU 12/13/2018
12/07/2018 THRU 12/13/2018
12/07/2018 THRU 12/13/2018

=====POSTING DATES=====
12/07/2018 THRU 12/13/2018
12/07/2018 THRU 12/13/2018
12/07/2018 THRU 12/13/2018

FUND TOTALS

001	GENERAL FUND	138,348.98
010	HOTEL/MOTEL TAX	1,041.93
110	ROAD USE TAX FUND	34,416.48
178	CRIME PREV/SPEC PROJECTS	280.07
179	POLICE K9 FUND	300.00
304	C.P. STREETS	28,526.71
309	C.P. - CORRIDOR OF COMM.	115,929.12
315	LIBRARY/CITY HALL REMODEL	212,786.51
600	WATER UTILITY FUND	25,770.95
602	WATER UTILITY CAP. IMP.	25.00
610	SEWER UTILITY FUND	17,399.42
850	MEDICAL INSURANCE FUND	9,091.31

GRAND TOTAL 583,916.48

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	: 12/14/2018 THRU 12/17/2018	12/14/2018 THRU 12/17/2018	12/14/2018 THRU 12/17/2018
PARTIALLY ITEMS DATES:	12/14/2018 THRU 12/17/2018	12/14/2018 THRU 12/17/2018	12/14/2018 THRU 12/17/2018
UNPAID ITEMS DATES	:	12/14/2018 THRU 12/17/2018	12/14/2018 THRU 12/17/2018

VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE---
01-004839	CONSOLIDATED MANAGEMENT	ILEA MEALS FIFERLICK	1,287.41	0.00	000000	0/00/00	1,287.41
01-004839	CONSOLIDATED MANAGEMENT	ILEA MEALS PUDENZ	1,287.41	0.00	000000	0/00/00	1,287.41
		** TOTALS **	2,574.82	0.00			2,574.82
01-011831	HY-VEE INC.	SENIOR DAY SUPPLIES	58.61	0.00	000000	0/00/00	58.61
		** TOTALS **	58.61	0.00			58.61
01-012625	IOWA DEPT OF NATURAL RESO	UNDERGROUND STORAGE TANK TAGS	130.00	0.00	000000	0/00/00	130.00
		** TOTALS **	130.00	0.00			130.00
01-005825	IOWA DIVISION OF LABOR SE	BOILER INSPECTION	40.00	0.00	000000	0/00/00	40.00
		** TOTALS **	40.00	0.00			40.00
01-021050	P & H WHOLESALE INC.	SUPPLIES	92.00	0.00	000000	0/00/00	92.00
		** TOTALS **	92.00	0.00			92.00
01-002273	SITE SERVICES INC	ASBESTOS REMOVAL	36,333.00	0.00	000000	0/00/00	36,333.00
		** TOTALS **	36,333.00	0.00			36,333.00
	* Payroll Expense		0.00				

12-17-2018 03:07 PM
 VENDOR SET: 01 City of Carroll
 REPORTING: PAID, UNPAID, PARTIAL

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

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	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES	: 12/14/2018 THRU 12/17/2018	12/14/2018 THRU 12/17/2018	12/14/2018 THRU 12/17/2018
PARTIALLY ITEMS DATES:	12/14/2018 THRU 12/17/2018	12/14/2018 THRU 12/17/2018	12/14/2018 THRU 12/17/2018
UNPAID ITEMS DATES :		12/14/2018 THRU 12/17/2018	12/14/2018 THRU 12/17/2018

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

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	0.00	0.00	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	39,228.43	0.00	39,228.43
VOID ITEMS	0.00	0.00	0.00
** TOTALS **	39,228.43	0.00	39,228.43

U N P A I D R E C A P

UNPAID INVOICE TOTALS	39,228.43
UNPAID DEBIT MEMO TOTALS	0.00
UNAPPLIED CREDIT MEMO TOTALS	0.00
** UNPAID TOTALS **	39,228.43

12-17-2018 03:07 PM
VENDOR SET: 01 City of Carroll
REPORTING: PAID, UNPAID, PARTIAL

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

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=====PAYMENT DATES=====
PAID ITEMS DATES : 12/14/2018 THRU 12/17/2018
PARTIALLY ITEMS DATES: 12/14/2018 THRU 12/17/2018
UNPAID ITEMS DATES :

=====ITEM DATES=====
12/14/2018 THRU 12/17/2018
12/14/2018 THRU 12/17/2018
12/14/2018 THRU 12/17/2018

=====POSTING DATES=====
12/14/2018 THRU 12/17/2018
12/14/2018 THRU 12/17/2018
12/14/2018 THRU 12/17/2018

FUND TOTALS

001	GENERAL FUND	2,763.43
315	LIBRARY/CITY HALL REMODEL	36,333.00
610	SEWER UTILITY FUND	132.00

GRAND TOTAL 39,228.43

City of Carroll

Brad Burke, Chief of Police

Police Department

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-3536

FAX: (712) 792-8088

TO: Mike Pogge-Weaver, City Manager *WSPW*

FROM: Brad Burke, Chief of Police *BB*

DATE: December 18, 2018

RE: New License

The following establishment has made application for a new license:

Kerp's Bar & Grill

223 East 5th Street

Class "C" Liquor License with Sunday Sales

RECOMMENDATION: Council consideration and approval of this application.



Proclamation

Kuemper Catholic 2018 Class 3A State Volleyball Champions

WHEREAS, Kuemper Catholic has a tradition of excellence and accomplishments in academic and athletic competition, reflecting the highest of ideals of hard work, learning, training and sportsmanship; and,

WHEREAS, in a highly competitive match, the 2018 Kuemper Catholic High School Girls Volleyball Knights defeated Tipton High School to claim the State Championship Class 3A victory after a stellar season with a 45 - 1 record.

WHEREAS, through their extraordinary efforts, this dynamic team and their coaches have displayed character, integrity and perseverance in order to obtain this high achievement; the City of Carroll is pleased to publicly commend and recognize the State Champions Kuemper Knights; now

NOW THEREFORE, I, ERIC P. JENSEN, MAYOR OF THE CITY OF CARROLL, on behalf of the City Council congratulate the Kuemper Catholic high school girls Volleyball team for winning the 2018 class 3a state championship.

Eric P. Jensen, Mayor



A Proclamation Commemorating The City of Carroll School Choice Week

WHEREAS, all children in the City of Carroll should have access to the highest-quality education possible; and,

WHEREAS, the City of Carroll recognizes the important role that an effective education plays in preparing all students in the City of Carroll to be successful adults; and,

WHEREAS, quality education is critically important to the economic vitality of the City of Carroll; and,

WHEREAS, the City of Carroll is home to excellent education options from which parents can choose for their children; and,

WHEREAS, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and,

WHEREAS, our area has many high-quality teaching professionals who are committed to educating our children; and,

WHEREAS, School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options;

NOW, THEREFORE, I, Mayor Eric Jensen do hereby recognize January 20-26, 2019 as THE CITY OF CARROLL SCHOOL CHOICE WEEK, and I call this observance to the attention of all of our citizens.

Eric P. Jensen, Mayor

City of Carroll

Brad Burke, Chief of Police

Police Department

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-3536

FAX: (712) 792-8088

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

FROM: Brad Burke, Chief of Police *BB*

DATE: December 13, 2018

SUBJECT: Immigration Enforcement policy creation

The 2018 Iowa Legislative session passed SF 481 "An Act relating to the Enforcement of Immigration Laws and Providing Penalties and Remedies, Including the Denial of State Funds" (codified at Chapter 825, Iowa Code). This law requires law enforcement agencies to adopt written policy that is consistent with SF 481. This puts into writing what is currently being completed by Carroll Police Officers.

RECOMMENDATION: Council discussion and approval to adopt the Immigration Enforcement policy for the Carroll Police Department.

RESOLUTION NO. _____

WHEREAS: The City Council of Carroll, Iowa meeting in regular session on the 18th day of December, 2018, has adopted this Resolution, and;

WHEREAS: The City Council supports the addition of the Immigration Enforcement policy for the Carroll Police Department;

WHEREAS: The City Council recognizes that 2018 Iowa Legislature passed SF 481 "An Act relating to the Enforcement of Immigration Laws and Providing Penalties and Remedies, Including the Denial of State Funds" which requires all agencies in the State to create written policy for immigration enforcement.

THEREFORE: BE IT RESOLVED, that the City of Carroll, by this Resolution of the City Council, approves the addition of the Immigration Enforcement policy for the Carroll Police Department.

Passed and approved by the City Council of the City of Carroll, IA, this 18th day of December, 2018.

CITY OF CARROLL, IOWA

Eric Jensen, Mayor

ATTEST: _____
Laura Schaefer, City Clerk

		<i>Effective Date</i>	<i>Number</i>
<i>Subject</i> Immigration Enforcement			
<i>Reference</i>		<i>special Instructions</i>	
<i>Distribution</i>		<i>Reevaluation Date</i>	<i>No. Pages</i> 2

I. PURPOSE

Senate File 481, "An Act relating to the Enforcement of Immigration Laws and Providing Penalties and Remedies, Including the Denial of State Funds", was passed by the Iowa legislature in 2018 (codified at Chapter 825, Iowa Code). It requires that law enforcement agencies adopt written policies that are consistent with SF 481. With the exception that information will no longer be collected from persons at the scene prior to their identification as a suspect, the standard practices of the Department will not change. This Policy will set forth Department practices in writing and provide additional detail as required by SF 481.

II. POLICY

The primary function of the Carroll Police Department is public safety for all who live, work, and visit Carroll. Enforcement of immigration law is a federal government function carried out by Immigration and Customs Enforcement (ICE), part of the Department of Homeland Security (DHS). If a federal immigration official requests assistance or cooperation with immigration enforcement, the Department will assist or cooperate with immigration enforcement in accordance with this policy, the Constitutions of the United States and the state of Iowa, and all local, state, and federal laws. Except for certain changes set forth in this policy, the standard practices of the Department will not change.

Community trust and cooperation are essential for effective policing and public safety. Accordingly, victims and witnesses of crimes will not be the focus of immigration inquiries and will be encouraged to report and cooperate with investigation of crime. The Department will not inquire about the national origin of a victim of a crime, a witness of a crime, or a person reporting a crime unless such information is pertinent to the investigation.

Enforcement of state and federal immigration laws is complex and requires cooperation of multiple agencies and consideration of many facts and circumstances. Except for emergencies, a supervisor will determine whether a federal immigration officer's request for enforcement assistance is reasonable or necessary. Department operational needs and overall community safety will be prioritized when determining how to utilize limited Department resources and personnel. Administration and Supervisors will assign and direct Department personnel as Carroll Police Department needs or situations dictate.

III. DEFINITIONS

Immigration Detainer Request: A written federal government request to maintain temporary custody of a person, including DHS I-247 or a successor form that is accompanied by one of the following: a) DHS form I-200 (Warrant for Arrest of an Alien); or b) DHA form I-205 (Warrant of Removal/Deportation). A request that is not accompanied by one of these forms is *not* an "immigration detainer request."

Immigration Law: Any state of Iowa or federal law relating to aliens, immigrants, or immigration, including but not limited to the federal Immigration and Nationality Act.

Public Offense: Any offense prohibited by statute and punishable by fine or imprisonment but excluding traffic violations.

Lawful Detention: Detention of a person for investigation of a Public Offense but excluding detention if the only reason for detention is that a person is a victim of or a witness to a public offense or is reporting a public offense.

IV. PROCEDURE:

Carroll Police Department personnel will comply with all federal and state laws, including SF 481 and will not prevent other Department personnel from compliance. The Department will consult with the Carroll County Attorney and/or City Attorney to determine the appropriate course of action if a conflict or interpretation of laws arises.

The Department does not operate a holding facility. Consequently, if the Department receives an Immigration Detainer Request, it will direct the requesting agency to contact the Carroll County Sheriff's Office or other entity with a holding facility.

If the Department receives a request for immigration enforcement assistance or cooperation from ICE or a federal immigration officer, the Department will cooperate or assist when it is reasonable or necessary. Except in an emergency, a supervisor will determine whether a federal immigration officer's request for enforcement assistance is reasonable or necessary based on the circumstances at the time of the request, including the operational needs of the Department and the overall safety of the City.

Department personnel will not consider race, skin color, spoken language, or national origin when assisting or cooperating with immigration law enforcement except for considerations allowed under the Constitutions of the United States and the state of Iowa.

Department personnel will not ask a victim, a witness to an alleged public offense, or a person reporting an alleged public offense for information about that person's national origin unless that information is pertinent to the investigation of the alleged public offense.

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 *MPW*

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

DATE: December 12, 2018

SUBJECT: Downtown Streetscape Phase 9
Change Order No. 1

During construction of the Downtown Streetscape Phase 9 project, three items of work that were not included in the Contract were found necessary to complete to continue Contract work. The items are detailed in the attached, proposed Change Order No.1 and summarized as follows:

Tree Removal, Clark Street	\$1,449.00
Concrete Removal, Clark Street	\$816.00
Concrete Removal and Replacement, 5 th Street	\$1,650.00
Total	\$3,915.00

Proposed Change Order No.1 also adds five days to the Contract completion date.

The effect of proposed Change Order No. 1 on the Contract is as follows:

	<u>Cost</u>	<u>Completion Date</u>
Original Contract	\$1,707,342.05	November 16, 2018
Change Order No. 1 proposed	\$3,915.00	5 days
Contract w/Change Order	\$1,711,257.05	November 21, 2018

The Contract cost is based on unit prices of quantities actually constructed. The final construction cost may vary from the above contract cost.

RECOMMENDATION: Mayor and City Council consideration and approval of Change Order No. 1 to the Downtown Streetscape Phase 9 project in the amount of \$3,915.00.

RMK:ds

attachments (2)

**CHANGE ORDER
NO. 1**

PROJECT: **DOWNTOWN STREETSCAPE PHASE 9**
 OWNER: City of Carroll, Iowa
 CONTRACTOR: Badding Construction Company
 ENGINEER: Confluence

OWNER'S Contract No.: Resolution #1845

DATE OF ISSUANCE: December 12, 2018

EFFECTIVE DATE: December 18, 2018

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

Description: See Attachment A

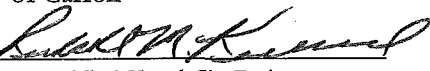
Reason for Change Order: See Attachment A

Attachments: Attachment A

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: \$ 1,707,342.05	Original Contract Times: Substantial Completion: November 16, 2018
Net Increase (Decrease) from previous Change Order No. 1: \$ 0.00	Net change from previous Change Orders No. --- to No. ---: Days None
Contract Price prior to this Change Order: \$ 1,707,342.05	Contract Times prior to this Change Order: Substantial Completion: November 16, 2018
Net Increase (Decrease) of this Change Order: \$ 3,915.00	Net increase (decrease) this Change Order: Days 5 days
Contract Price with all approved Change Orders: \$ 1,711,257.05	Contract Times with all approved Change Orders: Substantial Completion: November 21, 2018

RECOMMENDED:

City of Carroll

By: 
Randall M. Krauel, City Engineer

Date: December 12, 2018

APPROVED:

City of Carroll

By: _____
Eric P. Jensen, Mayor

Date: December 18, 2018

ACCEPTED:

Badding Construction Company

By: _____
(Authorized Signature)

Date: _____

DOWNTOWN STREETSCAPE PHASE 9

**CHANGE ORDER NO. 1
ATTACHMENT A**

Description:

- 1.1 Removal of tree in 500 Block of N. Clark Street
- 1.2 Removal of concrete in 600 Block of N. Clark Street
- 1.3 Removal and replacement of curb and gutter, and paving in 200 Block of E. 5th Street

Reason for Change:

- 1.1 Removal of existing tree in proposed parking area was not included in construction plans.
- 1.2 Concrete removal for street light construction in front of Post Office was not included in construction plans.
- 1.3 Plan elevations and form setting resulted in unacceptable sidewalk cross-slope.

Cost:

<u>Item No.</u>	<u>Description</u>	<u>Unit</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
1.1	Tree Removal	L.S.	1		\$1,449.00
1.2	Concrete Removal	L.S.	1		\$816.00
1.3	Remove and Replace curb and gutter, and Paving	L.S.	1		<u>\$1,650.00</u>
Total					\$3,915.00

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: December 13, 2018

SUBJECT: 2018 Annual Planning Session Report

Attached please find the 2018 Annual Planning Session Report that was developed at the Council's December 4, 2018 work session. Staff has made minor clerical corrections to the preliminary report, that in no way changes the intent that was discussed by the Council at December 4, 2018 work session, and presents this report for Council approval. If there are corrections you would like to see please advise staff prior to the Council meeting.

Page 8 presents the ON-GOING COMMITMENTS/OBLIGATIONS and NEW PRIORITY PROJECTS, PROGRAMS, POLICIES AND INITIATIVES. Page 9 presents the ORGANIZATIONAL EFFECTIVENESS. Please especially take note of these two pages. I will review these sections at the meeting and lead a discussion on them.

After the meeting on December 18th, I will prepare a separate document that will be presented at a meeting in January 2019 that will outline a work plan on these items over the next 12 months for Council approval. This work plan will include, for each item: a timeline, the responsible party, and if needed, a target date for a future work session on the item.

This document will serve as a guideline for staff to implement the priorities and action steps the Council has identified and adopted for the next year.

RECOMMENDATION: Motion to receive the 2018 Annual Planning Session Report dated December 4, 2018.

City of Carroll, Iowa Goal Setting Report

December 4, 2018

Mayor:

Dr. Eric Jensen

City Council:

Mike Kots

Misty Boes

Clay Haley

Carolyn Siemann

Jerry Fleshner

Lavern Dirkx

City Staff:

Mike Pogge-Weaver, City Manager

Laura Schafer, City Clerk/Finance Director

Randy Krauel, City Engineer/ Public Works Director

Brad Burke, Police Chief

Jack Wardell, Parks & Recreation Director

Rachel Van Erdewyk, Library Director

Facilitated by:

Jeff Schott

**CITY OF CARROLL, IOWA
GOAL SETTING SESSION
2018**

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Goal Setting Work Session Page 3

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Issues, Concerns, Trends, and Opportunities..... Page 6

On-Going Commitments/Obligations..... Page 8

New Priority Programs, Policies, and Initiatives.....Page 8

Organizational Effectiveness..... Page 9

Final Comments Page 9

Exhibit A – Significant Projects, Programs, Policies, and Initiatives Considered Page 10

CITY OF CARROLL, IOWA GOAL SETTING SESSION DECEMBER 4, 2018

Introduction

The City of Carroll requested Jeff Schott to assist the City with goal setting. Mr. Schott agreed to organize and facilitate a process that involved the following steps:

1. Prepare a questionnaire to identify recent accomplishments, issues/trends/concerns, potential new initiatives/programs/policies and suggestions to improve organizational effectiveness.
2. Conduct a goal-setting session with the elected officials and department heads.
3. Preparation of this report.

Goal Setting Work Session

The Mayor and the City Council held a goal setting work session on December 4, 2018, facilitated by Jeff Schott. In attendance and participating at this meeting were Mayor Dr. Eric Jensen and Council Members Mike Kots, Misty Boes, Clay Haley, Carolyn Siemann, Jerry Fleshner, and LaVern Dirkx. Also in attendance and participating in this session were City Manager Mike Pogge-Weaver, City Clerk/Finance Director Laura Schaefer, City Engineer/Public Works Director Randy Krauel, Police Chief Brad Burke, Parks and Recreation Director Jack Wardell, and Library Director Rachel Van Erdewyk. Eric Christianson, Local Government Field Specialist for Community and Economic Development, of Iowa State University Extension and Outreach also attended this session.

Major Accomplishments

The following were identified as major city accomplishments during the past two years:

City Operations & Facilities

- Moved the library and city hall to temporary locations/Library started/Continued progress with the library/Library/City Hall project/Successful library/city hall vote and plan
 - Awarded the Community Attraction Tourism grant for the new library project
- Developed written Rules of Procedure for Council
- Cemetery Sexton building completed
- Historic Preservation of old cemetery buildings
- Upgrade software for CAAT6
- Updated various city policies
- Held Council workshops on ongoing projects

Economic Development

- Business addition to much needed 5th Street (Brewery, Biokinometrics, etc.)

Housing & Community Development

- Support of housing developments to bolster our workforce
- New urban renewal areas (TIF) established for housing project
- Beginning some housing projects
 - Carroll Park Apartments project

Budget & Finance

- Balanced budget with growing reserves while holding taxes level

Public Safety

- K9 unit started at Police Department
- Hired a police captain
- Negotiated a 5-year Police Department Union Contract

Parks & Recreation

- Carroll Trails – Segments A & B/Trails master plan continues moving forward
- Carroll Recreation Center ADA Westside Entrance
- New starting blocks at pool at Rec Center
- 24 Hour Rec Gym (in process)
- New All-Inclusive Playground System at Northeast Park/Kellan's Kingdom (in process)
- Merchants Park renovation/Baseball Stadium completed

Infrastructure

- Third Street Storm Sewer Improvements completed
- Downtown Streetscape
 - Phase 8 – Completed;
 - Phase 9 – Construction in progress
- Street Resurfacing
 - Court Street, Third Street, High Ridge Road – Completed
 - 2019 Project – Design in progress
- U.S. 30 & Grant Road Intersection Improvements
- New driveway at Airport
- Water Distribution System Model and Evaluation
- Water Supply Transmission Main – Wells portion completed
- Wastewater Treatment Plant Disinfection Improvements – Design in progress
- Wastewater Treatment Plant Sludge Handling – Review in progress

Issues, Concerns, Trends and Opportunities

The following were identified as issues, concerns, trends, and opportunities that may affect future city services, policies, finances or operations:

City Operations and Facilities

- Implementing Maintenance Facility Construction project/adding to the fund/Begin construction on maintenance building
- Project Review – we are in the details on the library and I feel we are spending money more wisely as a result

Economic Development

- Low unemployment
- Support workforce development

Housing and Community Development

- Using urban revitalization to add value to housing
- Developing/implementing a policy that addresses rental properties that are eyesores throughout the city/Rental housing inspection program. People are worried about their property values
 - Older neighborhoods are seeing an increase in bad housing

Public Safety

- Addressing the public's perception that Carroll is less safe and not as clean as in the past. They are concerned about trespassers and harassment
- Trend = catch and release – put more pressure on courts or something

Human Resources

- Equitable pay for city positions
- Adequate staffing to meet the City's needs
- Staffing needs as the library continues to expand programs and services

Budget and Finance

- Maintaining a low/stable tax levy while also completing major/capital projects in a timely manner
- Focusing first on needs vs. wants when prioritizing
- While the City has done a good job on keeping taxes low, demand for “wants” (not necessarily needs) are outpacing growth in the City's tax base. Wants like Kellan's Kingdom and Pickleball are growing while existing commitments in park maintenance and streetscape maintenance are not keeping pace and are starting to suffer. Now with the retirement of Scott Parcher, ongoing maintenance is a concern. Then we have needs like property maintenance enforcement, rental housing inspection and sidewalk inspection that go unmet even with a desire to fill those wants over needs

- Potential decrease in city population and erosion of tax base
- Continuation of the multi-residential property rollback
- Cost involved with train horn mitigation

Parks and Recreation

- Development of Northeast Park/Miracle Field
- Graham Park plan
- Starting a fund for the Rec Center upgrades; also forming a Rec Center referendum committee/Revitalize Rec Center
- Continue with Trails Master Plan
- Pickleball Court – location and cost

Infrastructure

- Street Conditions – Funding for rehabilitation/reconstruction/general road disrepair
- Beautification/Streetscape still ongoing
- Wastewater Treatment – Compliance with disinfection and copper and nutrient reduction
- Water Distribution – Compliance with pressure, residual chlorine and ammonia limits
- Review bid process. Why do costs seem so inflated in Carroll?
- Not enough bidders on our jobs

Community Engagement/Communication/Intergovernmental Relations

- Loss of confidence from the public on the library campaign
- There is a general lack of civility and it seems as though every project/initiative is polarized and sides taken
- We have a need for better interaction with local government agencies e.g. school district and county government also private organizations like Chamber of Commerce and CADC
- We have a problem with the public perception that the city wastes money. There is public concern that the Rec Center has become stagnant with no changes. I believe this is true in every city but there is concern about public/police interactions. Half of the comments are the police don't do enough and half they say they do too much

Other Policy Issues/Discussion Points

The participants also discussed the following policy issues/discussion points:

- Guidance on FY 19-20 Budget:
 - Property Tax Levy
 - Debt Service Levy
- Street Maintenance Facility
- Miracle League request
- Railroad Quiet Zone request

On-Going Commitments/ Obligations

The following were identified as on-going commitments/obligations for the upcoming 24-month period:

- Library /City Hall construction
- Council adoption of Financial Policies
- Waste Water Treatment Plant improvements – comply with disinfection and nutrient reduction requirements – implementation of multi-year plan
- Continue street improvements
- Implement Street Maintenance building project
- Continue Corridor of Commerce streetscapes on planned basis
 - Phase IX completion
 - Phase X
 - Phase XI
- Implement Housing Study – continue to study issue
- Make a decision regarding Rental Housing and Code Enforcement, including staffing
- Develop plan/strategy for Rec Center for long-term viability, including programming, membership, financing, operational and physical improvements
- Develop plans regarding Graham Park Athletic district, including parking
- Trails expansion
- Develop a plan for Pickleball Courts
- All-inclusive playground system at Northeast Park/Kellan’s Kingdom

New Priority Programs, Policies and Initiatives

The participants reviewed potential new programs, policies and initiatives for consideration and selected the following as priorities for the upcoming 24-month period (listed in priority order):

- Rec Center improvements – start budgeting funds for Rec Center Plan with Spring 2020 referendum
- Code Enforcement Officer to handle rental inspections and nuisances

A complete list of all programs and initiatives considered by the Mayor and City Council members is attached as **Exhibit A**.

Organizational Effectiveness

The Mayor and City Council reviewed a variety of ideas relating to improving organizational effectiveness to accomplish the selected goals and priorities. After review and discussion, the Mayor and City Council selected the following steps to improve organizational effectiveness:

- Continue to identify methods to enhance communications with the public including department head presentations at council meetings
- Evaluate digitizing council materials, so transfer and sharing of information is more seamless and timely
- Continue meeting with the City Manager before each meeting. This is not only helpful in reviewing the topics that will be discussed at upcoming meetings but also to review city issues so they can be addressed before they are an issue

Final Comments

It was a pleasure to once again assist the City of Carroll with this goal setting process. I continue to be highly impressed with the level of cooperation and positive attitudes of the elected officials and staff.

It is important to note that the prioritization of projects and initiatives is not “cast in stone.” They can be modified as new circumstances may occur.

It is recommended that city staff prepare an “action plan” for accomplishing the planning goals. The action plan would define the steps that would be needed to accomplish each goal, identify who is responsible for implementation, and establish a timeline for accomplishment. The action plan should then be presented to the Mayor and City Council for review and approval. It is also recommended that staff review with the Mayor and City Council the status of implementing the goals on a quarterly basis.

Jeff Schott
December 5, 2018

Exhibit A

City of Carroll
Goal Setting Session – 2018

SIGNIFICANT INITIATIVES OR PROGRAMS CONSIDERED

- No new projects in the next 1-2 years
- Recreation Center Improvements - start budgeting funds for Rec Center Plan with Spring 2020 referendum
- Miracle Field
- Code enforcement officer to handle rental inspections and nuisances
- Citizen survey to guide service levels and capital programming
- Train noise mitigation. Complete a Train Horn Mitigation/Quiet Zone for all crossings in the City of Carroll including the five downtown crossings along with Bella Vista Road and Burgess Avenue
- Removal of stop lights/add pedestrian crossing Highway 30
- Develop a sidewalk construction and repair program/policy
- Develop a policy/ordinance that regulates the ATV/UTV use

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 *MJPW*
DATE: December 13, 2018
SUBJECT: Carroll Public Library/Carroll City Hall
Change Order No. 1

During demolition at the future City Hall site, three items of work were discovered that were not included in the Contract and were found necessary to complete to continue contract work. The items are detailed in the attached, proposed Change Order No. 1 and summarized as follows:

Removal of non-insulated walls and install new insulation & walls	\$ 22,095.00
<u>Council Chambers Revisions and prewiring for future generator</u>	<u>\$ 6,992.00</u>
Total Change Order No. 1	\$ 29,087.00

The proposed Change Order No. 1 also adds nine days to the Contract for completion of the City Hall portion of the project. The new completion date of City Hall is August 11, 2019. The Library completion date remains as October 25, 2019 at this time.

The effect of the proposed Change Order No. 1 on the Contract is as follows:

	<u>Cost</u>	<u>City Hall Completion Date</u>
Original Contract	\$ 4,526,100.00	August 2, 2019
Change Order No. 1 proposed	\$ 29,087.00	9 days
Contract with Change Order	\$ 4,555,187.00	August 11, 2019

The budget for the Carroll Public Library/Carroll City Hall included a planned construction contingency of \$362,088.00. After this change order, a \$333,001 construction contingency will remain for the project.

RECOMMENDATION: Mayor and City Council consideration and approval of Change Order No. 1 to the Carroll Public Library/Carroll City Hall project in the amount of \$29,087.00.



AIA® Document G701™ – 2001

Change Order

PROJECT <i>(Name and address):</i> Carroll City Hall 627 North Adams Carroll, IA 51401	CHANGE ORDER NUMBER: 001 DATE: December 13, 2018	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR <i>(Name and address):</i> Badding Construction . 814 W 9 th Street Carroll, IA 51401	ARCHITECT'S PROJECT NUMBER: 17843000 CONTRACT DATE: Jan 12, 2018 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

ITC -02 Exterior Wall and Mech Piping	Add \$22,095.00
ITC -03 Council Chamber Revisions	Add \$6,992.00

The original Contract Sum was	\$	<u>4,526,100.00</u>
The net change by previously authorized Change Orders	\$	<u>0.00</u>
The Contract Sum prior to this Change Order was	\$	<u>4,526,100.00</u>
The Contract Sum will be increased by this Change Order in the amount of	\$	<u>29,087.00</u>
The new Contract Sum including this Change Order will be	\$	<u>4,555,187.00</u>

The Contract Time will be increased by nine (9) days.
The date of Substantial Completion as of the date of this Change Order therefore is Aug 11, 2019

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

OPN Architects, Inc.	Badding Construction .	City of Carroll, Iowa
ARCHITECT <i>(Firm name)</i>	CONTRACTOR <i>(Firm name)</i>	OWNER <i>(Firm name)</i>
100 Court Avenue, Suite 100 Des Moines, IA 50309	814 West 9 th Street Carroll, IA 51401	112 E. 12 th Street Carroll, IA 51401
ADDRESS	ADDRESS	ADDRESS
BY <i>(Signature)</i>	BY <i>(Signature)</i>	BY <i>(Signature)</i>
Joe Feldmann <i>(Typed name)</i>	Tony Badding <i>(Typed name)</i>	Mike Pogge-Weaver <i>(Typed name)</i>
DATE	DATE	DATE

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: December 13, 2018

SUBJECT: Carroll Public Library/Carroll City Hall
Furniture/Fixtures/Equipment Design Services

OPN Architects has submitted proposals to the City for Furniture/Fixtures/Equipment Design Services for both the Carroll Public Library and the Carroll City Hall. The scope of work includes:

- Establishing a preliminary future pricing estimate
- Presentation of furniture layout, recommended furniture styles, finishes and fabrics and a revised preliminary furniture budget
- Product review with City Staff
- Finalization of furniture plan
- Electrical coordination between building and furniture, especially module office furniture
- Bid documents and coordination
- Punchlist

The proposed fee are as follows:

Carroll Public Library	\$43,500 + reimbursables of \$500-\$1,000
Carroll City Hall	\$11,500 + reimbursables of \$500-\$1,000
Total	\$55,000 + reimbursables of \$1,000-\$2,000

The cost estimate developed for the project listed an expected cost range for these services between \$45,392 and \$52,278. While this is higher than expected, the construction contingency and miscellaneous costs budget areas are currently below what was budgeted and unless there is an unforeseen item is encountered it is expected these items will be well under what was budgeted.

RECOMMENDATION: Mayor and City Council consideration and approval of a resolution approving an Amendment to the Professional Services Agreement between OPN Architects, Inc and the City of Carroll for Furniture, Furnishings and Equipment design for the Carroll Public Library and the Carroll City Hall

RESOLUTION NO. _____

A RESOLUTION APPROVING A G802-2007 STANDARD FORM OF AGREEMENT BETWEEN OWNER AND ARCHITECT WITH OPN ARCHITECTS FOR FURNITURE, FURNISHINGS AND EQUIPMENT DESIGN - ADDITIONAL SERVICES AT THE CITY OF CARROLL LIBRARY LOCATED AT 112 E 5TH ST., CARROLL, IA 51401

WHEREAS, Chapter 17, of the Code of Ordinances of the City of Carroll, Iowa, provides that all contracts made by the City be approved by the City Council by resolution; and

WHEREAS, the G802-2007 Standard Form of Agreement between Owner and Architect with OPN Architects for furniture, furnishings and equipment design - additional services at the City of Carroll Library is attached hereto as Exhibit "A"; and

WHEREAS, it is determined that the approval of the attached agreement is in the best interest of the City of Carroll, Iowa;

NOW, THEREFORE, BE IT RESOLVED that the G802-2007 Standard Form of Agreement between Owner and Architect with OPN Architects for furniture, furnishings and equipment design - additional services at the City of Carroll Library, attached as Exhibit "A", be authorized and approved, and that the Mayor is authorized to execute the agreement on behalf of the City of Carroll.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 18th day of December, 2018.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

BY: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk



AIA[®] Document G802[™] – 2007

Amendment to the Professional Services Agreement

Amendment Number: 002

TO: Mike Pogge-Weaver
(Owner or Owner's Representative)

In accordance with the Agreement dated: December 18, 2017

BETWEEN the Owner:
(Name and address)
City of Carroll
112 E. 5th Street
Carroll, IA 51401

and the Architect:
(Name and address)
OPN Architects, Inc.
100 Court Ave, Suite 100
Des Moines, IA 50309

for the Project:
(Name and address)
Carroll Public Library
112 E. 5th Street
Carroll, IA 51401

Authorization is requested
 to proceed with Additional Services.
 to incur additional Reimbursable Expenses.

As follows:
Furniture, Furnishings and Equipment Design - Additional Services

The following adjustments shall be made to compensation and time.
(Insert provisions in accordance with the Agreement, or as otherwise agreed by the parties.)

Compensation:
Furniture, Furnishings and Equipment Design: \$43,500.00

Time:
N/A

SUBMITTED BY:

AGREED TO:

(Signature)

(Signature)

Danielle Hermann, Associate Principal

(Printed name and title)

(Printed name and title)

(Date)

(Date)

AIA[®] Document B253[™] – 2007

Standard Form of Architect's Services: Furniture, Furnishings and Equipment Design

for the following **PROJECT:**
(Name and location or address)

Carroll Public Library
112 E. 5th Street
Carroll, IA 51401

THE OWNER:
(Name, legal status and address)

City of Carroll
112 E. 5th Street
Carroll, IA 51401

THE ARCHITECT:
(Name, legal status and address)

OPN Architects, Inc.
100 Court Avenue, Suite 100
Des Moines, IA 50309

THE AGREEMENT

This Standard Form of Architect's Services is part of or modifies the accompanying Owner-Architect Agreement (hereinafter, the Agreement) dated the Eighteenth day of December in the year Two Thousand Seventeen .
(In words, indicate day, month and year.)

TABLE OF ARTICLES

- | | |
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| 1 | INITIAL INFORMATION |
| 2 | FURNITURE, FURNISHINGS AND EQUIPMENT SERVICES |
| 3 | ADDITIONAL SERVICES |
| 4 | OWNER'S RESPONSIBILITIES |
| 5 | COMPENSATION |
| 6 | SPECIAL TERMS AND CONDITIONS |

ARTICLE 1 INITIAL INFORMATION

The Architect's performance of the services set forth in this document is based upon the following information. Material changes to this information may entitle the Architect to Additional Services.

(List below information, including conditions or assumptions, that will affect the Architect's performance.)

Design Services:

1. Establish Preliminary Furniture Pricing Estimate:

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document provides the Architect's scope of services only and must be used with an owner-architect agreement. It may be used with G802[™]-2007, Amendment to the Professional Services Agreement, to create a modification to any owner-architect agreement.

Using the schematic design furniture blocking concepts, OPN will review all programmed areas requiring furniture and pull together preferred selected styles that will complement the architecture, align with the budget as well as meet the functional needs of the end users. Once options are selected, we will verify the layouts, quantities and styles with the Carroll Public Library team for their approval. Using these quantities and minimal assistance from area furniture representatives, we will establish a preliminary furniture estimate. This estimate would be used as the foundation in establishing an actual furniture budget for the project.

2. Presentation:

OPN will provide the following:

- Preliminary Furniture Layout incorporating proposed/conceptual furniture pieces.
- Cut sheets representing recommended furniture style selections.
- Proposed concepts for furniture finish selections such as fabrics and materials that coordinate with architectural finish selections.
- Revised Preliminary Furniture Budget representing this phase of the project.

3. Product Review:

This process would involve OPN and representatives of Carroll Public Library to narrow down selections made in the Presentation Phase. This process requires the local manufacturers' representatives to supply chair mock ups and host/assist in organizing other relevant product review opportunities for review by the Design team. OPN will be responsible for all coordination issues related to this process.

4. Product Selection:

Based on information gathered during the Product Review Phase, final product selections will be made by OPN and Carroll Public Library team. This includes furniture systems, all seating solutions and tables. Also included are final furniture finish selections such as fabrics that coordinate with architectural finish selections.

5. Finalized Furniture Plan:

A Furniture Plan will be submitted for layout and quantity approval. Once this plan is approved by the Carroll Public Library team it will be released to selected furniture vendors for a more thorough pricing exercise that will be competitively bid or awarded per any pre-negotiated purchasing agreements.

6. Electrical Coordination:

While the furniture vendors are reviewing the furniture drawings, OPN will coordinate all final electrical requirements necessary with electrical contractors and/or furniture vendors as necessary to align with design intent outlined in construction documents.

7. Bid Documents and Coordination:

OPN will provide furniture plans and specifications of all products and finishes to the approved furniture vendors for a final PO request. OPN will supply the City of Carroll and Carroll Public Library with furniture product binders, furniture finishes, specifications and installation drawings as they relate to the approved furniture system as part of their Owners & Maintenance (O&M) resource material.

8. Punchlist:

A furniture punchlist and final closeout will be initiated by OPN. OPN will assist as required for any coordination issues that need to be addressed with each awarded vendor.

ARTICLE 2 FURNITURE, FURNISHINGS AND EQUIPMENT SERVICES

§ 2.1 The Architect shall consult with the Owner, research applicable criteria, attend Project meetings, communicate with members of the Project team and issue progress reports. The Architect shall coordinate the services provided by the Architect and the Architect's consultants with those services provided by the Owner and the Owner's consultants.

§ 2.2 The Architect shall prepare, and periodically update, a schedule that identifies milestone dates for decisions required by the Owner, services furnished by the Architect and completion of documentation to be provided by the

Architect. The Architect shall coordinate the Furniture, Furnishings and Equipment Design Services schedule with the Owner's Project schedule.

§ 2.3 The Architect shall submit documents to the Owner at intervals appropriate to the process for purposes of evaluation and approval by the Owner. The Architect shall be entitled to rely upon approvals received from the Owner to complete the Furniture, Furnishings and Equipment Design Services.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not (1) accept trade discounts, (2) have a significant financial interest, or (3) undertake any activity or employment or accept any contribution if it would reasonably appear that such activity, employment, interest or contribution could compromise the Architect's professional judgment.

§ 2.5 PROGRAMMING PHASE SERVICES

§ 2.5.1 The Architect shall consult with representatives of the Owner to review the applicable requirements of the Project in order to understand the goals and objectives of the Owner with respect to their impact on the Owner's furniture, furnishings and equipment requirements.

§ 2.5.2 The Architect shall assist the Owner in the preparation of a budget for the Work.

§ 2.5.3 The Architect shall gather information furnished by the Owner's designated representatives to aid the Architect in understanding the Owner's furniture, furnishings and equipment requirements.

§ 2.5.4 The Architect shall develop personnel space standards based upon an evaluation of the existing conditions at the Owner's facilities, and the functional requirements and standards of the Owner. Personnel space standards shall take into consideration the design and layout of furniture system workstation environments, if applicable. The proposed space standards shall be submitted for the Owner's review and approval.

§ 2.5.5 The Architect shall develop a general understanding of the Owner's equipment requirements, including data, telecommunications, and reproduction equipment related to furniture, furnishings and equipment.

§ 2.5.6 The Architect shall prepare a written summary of observations and make recommendations with respect to the planning of the facility for the Owner's review and approval.

§ 2.6 SCHEMATIC DESIGN PHASE SERVICES

§ 2.6.1 Based on the approved written program, the Architect shall prepare the design concept for the furniture, furnishings and equipment of the Project, indicating the types and quality.

§ 2.6.2 The Architect shall review with the Owner alternative designs and methods for procurement of the furniture, furnishings and equipment.

§ 2.6.3 The Architect shall assist the Owner in the preparation of a preliminary Project schedule and estimate of the Cost of the Work.

§ 2.7 DESIGN DEVELOPMENT PHASE SERVICES

§ 2.7.1 Based on the approved Schematic Design, the Architect shall obtain product data and prepare illustrations for furniture, furnishings and equipment as may be appropriate for the Project, including specially designed items or elements, to indicate finished appearance and functional operation.

§ 2.7.2 The Architect shall illustrate the design character of the Project. Such illustrations may include drawings, plans, elevations, renderings, photographs, and samples of actual materials, colors and finishes.

§ 2.7.3 The Architect shall assist the Owner in the preparation of adjustments to the preliminary schedule and estimate of the Cost of the Work.

§ 2.8 CONTRACT DOCUMENTS PHASE SERVICES

§ 2.8.1 Based on the approved Design Development drawings and other documents, including schedule and estimate of the Cost of the Work, the Architect shall prepare Drawings, Specifications and other documents required to describe

the requirements for the fabrication, procurement, shipment, delivery and installation of furniture, furnishings and equipment for the Project.

§ 2.8.2 The Architect shall assist the Owner in the preparation of the necessary Quotation Documents.

§ 2.9 QUOTATION PHASE SERVICES

§ 2.9.1 The Architect shall assist the Owner in establishing a list of proposed vendors for furniture, furnishings and equipment.

§ 2.9.2 The Architect shall assist the Owner in obtaining quotations for furniture, furnishings and equipment.

§ 2.9.3 The Architect shall prepare written responses to questions from vendors preparing quotations and provide written clarifications and interpretations of the Quotation Documents in the form of addenda.

§ 2.9.4 The Architect shall assist the Owner in the review of quotations including conformance with the design concept expressed in the Contract Documents.

§ 2.9.5 Quotation Documents include the Quotation Requirements and the proposed Contract Documents.

§ 2.9.6 The Architect shall assist the Owner in awarding and preparing agreements with vendors.

§ 2.9.7 If the Owner and Architect agree that the Architect will purchase furniture, furnishings and equipment on behalf of the Owner with funds provided by the Owner, the duties and compensation related to such additional services shall be set forth in a separate agreement.

§ 2.10 FURNITURE, FURNISHINGS AND EQUIPMENT CONTRACT ADMINISTRATION PHASE SERVICES

§ 2.10.1 The Architect shall provide administration of the contracts for furniture, furnishings and equipment only as set forth below and in AIA Document A251™–2007, General Conditions of the Contract for Furniture, Furnishings and Equipment.

§ 2.10.2 The Architect will assist the Owner in coordinating schedules for fabrication, delivery and installation of the Work, but will not be responsible for any failure of a Vendor to meet schedules for completion or to perform its respective duties and responsibilities in conformance with such schedules.

§ 2.10.3 The Architect shall review and approve or take other appropriate action upon a Vendor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

§ 2.10.4 As the buyer of goods, the Owner shall receive, inspect, and accept or reject furniture, furnishings and equipment at the time of their delivery to the premises and installation unless otherwise agreed. The Architect is not authorized to act as the Owner's agent in contractual matters.

§ 2.10.5 The Architect shall review final placement and inspect for damage, quality, assembly and function in order to determine that furniture, furnishings and equipment are in accordance with the requirements of the Contract Documents. The Architect may recommend to the Owner acceptance or rejection of furniture, furnishings and equipment.

§ 2.10.6 The Architect shall visit the Project premises at intervals appropriate to the stage of the Vendor's installation to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. The Architect shall not have control over, charge of, or be responsible for the means, methods, techniques, sequences or procedures of fabrication, shipment, delivery or installation, or for the safety precautions and programs in connection with the Work, as these are solely the Vendor's rights and responsibilities under the Contract Documents.

ARTICLE 3 ADDITIONAL SERVICES

§ 3.1 In addition to the Furniture, Furnishings and Equipment Design Services described above, the Architect shall provide the following Additional Services only if specifically designated below as the Architect’s responsibility. The Architect shall perform such Additional Services in accordance with a service description provided in Section 3.2 or attached as an exhibit to this services document.

(Designate the Additional Services the Architect shall provide in the second column of the table below. In the third column indicate whether the service description is located in Section 3.2 or in an exhibit attached to this services document. If in an exhibit, identify the exhibit.)

Services	Responsibility (Architect, Owner or Not Provided)	Location of Service Description (Section 3.2 below or an exhibit attached to this document and identified below)
§ 3.1.1 Measured Drawings	Not Provided	
§ 3.1.2 Existing FF&E Inventory	Not Provided	
§ 3.1.3 Valuations/Appraisals of Existing FF&E	Not Provided	
§ 3.1.4 Special Studies and Surveys	Not Provided	
§ 3.1.5 Graphics & Signage Design	Not Provided	
§ 3.1.6 Art Selection and/or Procurement	Not Provided	
§ 3.1.7 Special Consultants	Not Provided	
§ 3.1.8 Studies Related to Future FF&E	Not Provided	
§ 3.1.9 Detailed Cost Estimates	Not Provided	
§ 3.1.10 Detailed Quotation Review	Not Provided	
§ 3.1.11 Receive/Inspect/Accept/Reject Furniture	Not Provided	
§ 3.1.12 Post-Occupancy Evaluations	Not Provided	
§ 3.1.13 Operating Cost Analysis	Not Provided	
§ 3.1.14 Extending Services after Project Completion	Not Provided	
§ 3.1.15 Reviewing Extensive Number of Claims	Not Provided	
§ 3.1.16 Vendor Default Services	Not Provided	
§ 3.1.17 Damage Replacement Consulting	Not Provided	
§ 3.1.18 Public or Legal Proceedings Activities	Not Provided	
§ 3.1.19 On-Site Project Representation (B207™-2008)	Not Provided	

§ 3.2 DESCRIPTIONS OF ADDITIONAL SERVICES

(Insert a description of each service in Section 3.1 the Architect shall provide if not further described in an exhibit attached to this document.)

ARTICLE 4 OWNER’S RESPONSIBILITIES

§ 4.1 The Owner shall be responsible for negotiations and obligations of the lease, if any, and shall serve as the contact with the landlord. The Owner shall provide information contained in the lease or landlord correspondence relevant to the Project.

§ 4.2 The Owner shall be responsible for the relocation or removal of existing furniture, furnishings and equipment, and the contents from the facility, unless specifically designated otherwise in Article 6.

§ 4.3 The Owner shall establish and update an overall budget for the Project, including the Cost of the Work, the Owner’s other costs and reasonable contingencies related to all of these costs. The Cost of the Work shall be the total cost including applicable taxes or, to the extent the Project is not completed, the estimated cost to the Owner of all

elements of the Project designed or specified by the Architect. A reasonable allowance for contingencies shall be included for market conditions at the time of quotations and for changes in the Work. The Cost of the Work does not include the compensation of the Architect and Architect's consultants, the costs of financing or other costs that are the responsibility of the Owner.

ARTICLE 5 COMPENSATION

§ 5.1 For the Architect's Furniture, Furnishings and Equipment Services described under Article 2, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation.)

Lump Sum \$43,500.00

§ 5.2 For Additional Services provided under Section 3.1, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

§ 5.3 Compensation for Additional Services of the Architect's consultants when not included in Section 5.2, shall be the amount invoiced to the Architect plus percent (%), or as otherwise stated below:

§ 5.4 Where compensation for the Architect's services is based on a stipulated sum or percentage of the Cost of the Work, the compensation for each phase of services shall be as follows:

(Insert additional phases as appropriate.)

Programming Phase	percent ()
Schematic Design Phase	percent ()
Design Development Phase	percent ()
Contract Documents Phase	percent ()
Quotation Phase	percent ()
Furniture, Furnishings and Equipment Contract	percent ()
Administration Phase		

Total Compensation	one hundred	percent (100)
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§ 5.5 When compensation is based on a percentage of the Cost of the Work and any portions of the Project are deleted or otherwise not provided or installed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions, in accordance with the schedule set forth in Section 5.4 based on (1) the lowest bona fide quotation, or (2) if no such quotation is received, the most recent estimate of the Cost of the Work for such portions of the Project. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed.

ARTICLE 6 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Standard Form of Architect's Services: Furniture, Furnishings & Equipment Design, if any, are as follows:

RESOLUTION NO. _____

A RESOLUTION APPROVING A G802-2007 STANDARD FORM OF AGREEMENT BETWEEN OWNER AND ARCHITECT WITH OPN ARCHITECTS FOR FURNITURE, FURNISHINGS AND EQUIPMENT DESIGN – ADDITIONAL SERVICES AT THE CITY OF CARROLL CITY HALL LOCATED AT 627 N. ADAMS ST., CARROLL, IA 51401

WHEREAS, Chapter 17, of the Code of Ordinances of the City of Carroll, Iowa, provides that all contracts made by the City be approved by the City Council by resolution; and

WHEREAS, the G802-2007 Standard Form of Agreement between Owner and Architect with OPN Architects for furniture, furnishings and equipment design – additional services at the City of Carroll City Hall is attached hereto as Exhibit “A”; and

WHEREAS, it is determined that the approval of the attached agreement is in the best interest of the City of Carroll, Iowa;

NOW, THEREFORE, BE IT RESOLVED that the G802-2007 Standard Form of Agreement between Owner and Architect with OPN Architects for furniture, furnishings and equipment design – additional services at the City of Carroll City Hall, attached as Exhibit “A”, be authorized and approved, and that the Mayor is authorized to execute the agreement on behalf of the City of Carroll.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 18th day of December, 2018.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

BY: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk



AIA[®] Document G802[™] – 2007

Amendment to the Professional Services Agreement

Amendment Number: 002

TO: Mike Pogge-Weaver
(Owner or Owner's Representative)

In accordance with the Agreement dated: December 18, 2017

BETWEEN the Owner:
(Name and address)
City of Carroll
112 E. 5th Street
Carroll, IA 51401

and the Architect:
(Name and address)
OPN Architects, Inc.
100 Court Ave, Suite 100
Des Moines, IA 50309

for the Project:
(Name and address)
Carroll City Hall
627 N. Adams Street
Carroll, IA 51401

Authorization is requested
 to proceed with Additional Services.
 to incur additional Reimbursable Expenses.

As follows:
Furniture, Furnishings and Equipment Design - Additional Services

The following adjustments shall be made to compensation and time.
(Insert provisions in accordance with the Agreement, or as otherwise agreed by the parties.)

Compensation:
Furniture, Furnishings and Equipment Design: \$11,500.00

Time:
N/A

SUBMITTED BY:

AGREED TO:

(Signature)

(Signature)

Danielle Hermann, Associate Principal

(Printed name and title)

(Printed name and title)

(Date)

(Date)

AIA[®] Document B253[™] – 2007

Standard Form of Architect's Services: Furniture, Furnishings and Equipment Design

for the following **PROJECT:**
(Name and location or address)

Carroll City Hall
112 E. 5th Street
Carroll, IA 51401

THE OWNER:
(Name, legal status and address)

City of Carroll
112 E. 5th Street
Carroll, IA 51401

THE ARCHITECT:
(Name, legal status and address)

OPN Architects, Inc.
100 Court Avenue, Suite 100
Des Moines, Iowa 50309

THE AGREEMENT

This Standard Form of Architect's Services is part of or modifies the accompanying Owner-Architect Agreement (hereinafter, the Agreement) dated the Eighteenth day of December in the year Two Thousand Seventeen .
(In words, indicate day, month and year.)

TABLE OF ARTICLES

- 1 INITIAL INFORMATION
- 2 FURNITURE, FURNISHINGS AND EQUIPMENT SERVICES
- 3 ADDITIONAL SERVICES
- 4 OWNER'S RESPONSIBILITIES
- 5 COMPENSATION
- 6 SPECIAL TERMS AND CONDITIONS

ARTICLE 1 INITIAL INFORMATION

The Architect's performance of the services set forth in this document is based upon the following information. Material changes to this information may entitle the Architect to Additional Services.

(List below information, including conditions or assumptions, that will affect the Architect's performance.)

Design Services:

1. Establish Preliminary Furniture Pricing Estimate:

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document provides the Architect's scope of services only and must be used with an owner-architect agreement. It may be used with G802[™]-2007, Amendment to the Professional Services Agreement, to create a modification to any owner-architect agreement.

Using the schematic design furniture blocking concepts, OPN will review all programmed areas requiring furniture and pull together preferred selected styles that will complement the architecture, align with the budget as well as meet the functional needs of the end users. Once options are selected, we will verify the layouts, quantities and styles with the Carroll City Hall team for their approval. Using these quantities and minimal assistance from area furniture representatives, we will establish a preliminary furniture estimate. This estimate would be used as the foundation in establishing an actual furniture budget for the project.

2. Presentation:

OPN will provide the following:

- Preliminary Furniture Layout incorporating proposed/conceptual furniture pieces.
- Cut sheets representing recommended furniture style selections.
- Proposed concepts for furniture finish selections such as fabrics and materials that coordinate with architectural finish selections.
- Revised Preliminary Furniture Budget representing this phase of the project.

3. Product Review:

This process would involve OPN and representatives of Carroll City Hall to narrow down selections made in the Presentation Phase. This process requires the local manufacturers' representatives to supply chair mock ups and host/assist in organizing other relevant product review opportunities for review by the Design team. OPN will be responsible for all coordination issues related to this process.

4. Product Selection:

Based on information gathered during the Product Review Phase, final product selections will be made by OPN and Carroll City Hall team. This includes furniture systems, filing, all seating solutions and tables. Also included are final furniture finish selections such as fabrics that coordinate with architectural finish selections.

5. Finalized Furniture Plan:

A Furniture Plan will be submitted for layout and quantity approval. Once this plan is approved by the Carroll City Hall team it will be released to selected furniture vendors for a more thorough pricing exercise that will be competitively bid or awarded per any pre-negotiated purchasing agreements.

6. Electrical Coordination:

While the furniture vendors are reviewing the furniture drawings, OPN will coordinate all final electrical requirements necessary with electrical contractors and/or furniture vendors as necessary to align with design intent outlined in construction documents.

7. Bid Documents and Coordination:

OPN will provide furniture plans and specifications of all products and finishes to the approved furniture vendors for a final PO request. OPN will supply the City of Carroll and Carroll City Hall with furniture product binders, furniture finishes, specifications and installation drawings as they relate to the approved furniture system as part of their Owners & Maintenance (O&M) resource material.

8. Punchlist:

A furniture punchlist and final closeout will be initiated by OPN. OPN will assist as required for any coordination issues that need to be addressed with each awarded vendor.

ARTICLE 2 FURNITURE, FURNISHINGS AND EQUIPMENT SERVICES

§ 2.1 The Architect shall consult with the Owner, research applicable criteria, attend Project meetings, communicate with members of the Project team and issue progress reports. The Architect shall coordinate the services provided by the Architect and the Architect's consultants with those services provided by the Owner and the Owner's consultants.

§ 2.2 The Architect shall prepare, and periodically update, a schedule that identifies milestone dates for decisions required by the Owner, services furnished by the Architect and completion of documentation to be provided by the Architect. The Architect shall coordinate the Furniture, Furnishings and Equipment Design Services schedule with the Owner's Project schedule.

§ 2.3 The Architect shall submit documents to the Owner at intervals appropriate to the process for purposes of evaluation and approval by the Owner. The Architect shall be entitled to rely upon approvals received from the Owner to complete the Furniture, Furnishings and Equipment Design Services.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not (1) accept trade discounts, (2) have a significant financial interest, or (3) undertake any activity or employment or accept any contribution if it would reasonably appear that such activity, employment, interest or contribution could compromise the Architect's professional judgment.

§ 2.5 PROGRAMMING PHASE SERVICES

§ 2.5.1 The Architect shall consult with representatives of the Owner to review the applicable requirements of the Project in order to understand the goals and objectives of the Owner with respect to their impact on the Owner's furniture, furnishings and equipment requirements.

§ 2.5.2 The Architect shall assist the Owner in the preparation of a budget for the Work.

§ 2.5.3 The Architect shall gather information furnished by the Owner's designated representatives to aid the Architect in understanding the Owner's furniture, furnishings and equipment requirements.

§ 2.5.4 The Architect shall develop personnel space standards based upon an evaluation of the existing conditions at the Owner's facilities, and the functional requirements and standards of the Owner. Personnel space standards shall take into consideration the design and layout of furniture system workstation environments, if applicable. The proposed space standards shall be submitted for the Owner's review and approval.

§ 2.5.5 The Architect shall develop a general understanding of the Owner's equipment requirements, including data, telecommunications, and reproduction equipment related to furniture, furnishings and equipment.

§ 2.5.6 The Architect shall prepare a written summary of observations and make recommendations with respect to the planning of the facility for the Owner's review and approval.

§ 2.6 SCHEMATIC DESIGN PHASE SERVICES

§ 2.6.1 Based on the approved written program, the Architect shall prepare the design concept for the furniture, furnishings and equipment of the Project, indicating the types and quality.

§ 2.6.2 The Architect shall review with the Owner alternative designs and methods for procurement of the furniture, furnishings and equipment.

§ 2.6.3 The Architect shall assist the Owner in the preparation of a preliminary Project schedule and estimate of the Cost of the Work.

§ 2.7 DESIGN DEVELOPMENT PHASE SERVICES

§ 2.7.1 Based on the approved Schematic Design, the Architect shall obtain product data and prepare illustrations for furniture, furnishings and equipment as may be appropriate for the Project, including specially designed items or elements, to indicate finished appearance and functional operation.

§ 2.7.2 The Architect shall illustrate the design character of the Project. Such illustrations may include drawings, plans, elevations, renderings, photographs, and samples of actual materials, colors and finishes.

§ 2.7.3 The Architect shall assist the Owner in the preparation of adjustments to the preliminary schedule and estimate of the Cost of the Work.

§ 2.8 CONTRACT DOCUMENTS PHASE SERVICES

§ 2.8.1 Based on the approved Design Development drawings and other documents, including schedule and estimate of the Cost of the Work, the Architect shall prepare Drawings, Specifications and other documents required to describe the requirements for the fabrication, procurement, shipment, delivery and installation of furniture, furnishings and equipment for the Project.

§ 2.8.2 The Architect shall assist the Owner in the preparation of the necessary Quotation Documents.

§ 2.9 QUOTATION PHASE SERVICES

§ 2.9.1 The Architect shall assist the Owner in establishing a list of proposed vendors for furniture, furnishings and equipment.

§ 2.9.2 The Architect shall assist the Owner in obtaining quotations for furniture, furnishings and equipment.

§ 2.9.3 The Architect shall prepare written responses to questions from vendors preparing quotations and provide written clarifications and interpretations of the Quotation Documents in the form of addenda.

§ 2.9.4 The Architect shall assist the Owner in the review of quotations including conformance with the design concept expressed in the Contract Documents.

§ 2.9.5 Quotation Documents include the Quotation Requirements and the proposed Contract Documents.

§ 2.9.6 The Architect shall assist the Owner in awarding and preparing agreements with vendors.

§ 2.9.7 If the Owner and Architect agree that the Architect will purchase furniture, furnishings and equipment on behalf of the Owner with funds provided by the Owner, the duties and compensation related to such additional services shall be set forth in a separate agreement.

§ 2.10 FURNITURE, FURNISHINGS AND EQUIPMENT CONTRACT ADMINISTRATION PHASE SERVICES

§ 2.10.1 The Architect shall provide administration of the contracts for furniture, furnishings and equipment only as set forth below and in AIA Document A251™-2007, General Conditions of the Contract for Furniture, Furnishings and Equipment.

§ 2.10.2 The Architect will assist the Owner in coordinating schedules for fabrication, delivery and installation of the Work, but will not be responsible for any failure of a Vendor to meet schedules for completion or to perform its respective duties and responsibilities in conformance with such schedules.

§ 2.10.3 The Architect shall review and approve or take other appropriate action upon a Vendor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

§ 2.10.4 As the buyer of goods, the Owner shall receive, inspect, and accept or reject furniture, furnishings and equipment at the time of their delivery to the premises and installation unless otherwise agreed. The Architect is not authorized to act as the Owner's agent in contractual matters.

§ 2.10.5 The Architect shall review final placement and inspect for damage, quality, assembly and function in order to determine that furniture, furnishings and equipment are in accordance with the requirements of the Contract Documents. The Architect may recommend to the Owner acceptance or rejection of furniture, furnishings and equipment.

§ 2.10.6 The Architect shall visit the Project premises at intervals appropriate to the stage of the Vendor's installation to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. The Architect shall not have control over, charge of, or be responsible for the means, methods, techniques, sequences or procedures of fabrication, shipment, delivery or installation, or for the safety precautions and programs in connection with the Work, as these are solely the Vendor's rights and responsibilities under the Contract Documents.

ARTICLE 3 ADDITIONAL SERVICES

§ 3.1 In addition to the Furniture, Furnishings and Equipment Design Services described above, the Architect shall provide the following Additional Services only if specifically designated below as the Architect's responsibility. The Architect shall perform such Additional Services in accordance with a service description provided in Section 3.2 or attached as an exhibit to this services document.

(Designate the Additional Services the Architect shall provide in the second column of the table below. In the third column indicate whether the service description is located in Section 3.2 or in an exhibit attached to this services document. If in an exhibit, identify the exhibit.)

Services	Responsibility (Architect, Owner or Not Provided)	Location of Service Description (Section 3.2 below or an exhibit attached to this document and identified below)
§ 3.1.1 Measured Drawings	Not Provided	
§ 3.1.2 Existing FF&E Inventory	Not Provided	
§ 3.1.3 Valuations/Appraisals of Existing FF&E	Not Provided	
§ 3.1.4 Special Studies and Surveys	Not Provided	
§ 3.1.5 Graphics & Signage Design	Not Provided	
§ 3.1.6 Art Selection and/or Procurement	Not Provided	
§ 3.1.7 Special Consultants	Not Provided	
§ 3.1.8 Studies Related to Future FF&E	Not Provided	
§ 3.1.9 Detailed Cost Estimates	Not Provided	
§ 3.1.10 Detailed Quotation Review	Not Provided	
§ 3.1.11 Receive/Inspect/Accept/Reject Furniture	Not Provided	
§ 3.1.12 Post-Occupancy Evaluations	Not Provided	
§ 3.1.13 Operating Cost Analysis	Not Provided	
§ 3.1.14 Extending Services after Project Completion	Not Provided	
§ 3.1.15 Reviewing Extensive Number of Claims	Not Provided	
§ 3.1.16 Vendor Default Services	Not Provided	
§ 3.1.17 Damage Replacement Consulting	Not Provided	
§ 3.1.18 Public or Legal Proceedings Activities	Not Provided	
§ 3.1.19 On-Site Project Representation (B207™-2008)	Not Provided	

§ 3.2 DESCRIPTIONS OF ADDITIONAL SERVICES

(Insert a description of each service in Section 3.1 the Architect shall provide if not further described in an exhibit attached to this document.)

ARTICLE 4 OWNER'S RESPONSIBILITIES

§ 4.1 The Owner shall be responsible for negotiations and obligations of the lease, if any, and shall serve as the contact with the landlord. The Owner shall provide information contained in the lease or landlord correspondence relevant to the Project.

§ 4.2 The Owner shall be responsible for the relocation or removal of existing furniture, furnishings and equipment, and the contents from the facility, unless specifically designated otherwise in Article 6.

§ 4.3 The Owner shall establish and update an overall budget for the Project, including the Cost of the Work, the Owner's other costs and reasonable contingencies related to all of these costs. The Cost of the Work shall be the total cost including applicable taxes or, to the extent the Project is not completed, the estimated cost to the Owner of all elements of the Project designed or specified by the Architect. A reasonable allowance for contingencies shall be included for market conditions at the time of quotations and for changes in the Work. The Cost of the Work does not include the compensation of the Architect and Architect's consultants, the costs of financing or other costs that are the responsibility of the Owner.

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: Jack Wardell, *Director of Parks and Recreation* *JW*

DATE: December 13, 2018

SUBJECT: Carroll Recreation Center Master Plan Review

City Staff is preparing to send out Request for Qualifications (RFQ) to Architectural firms to assist the City with a development of a master plan. This master plan would be the basis of an possible referendum for the Recreation Center in March 2020. Before the RFQ is sent, staff is seeking guidance on what elements the Council wants included in the master plan, Based on previous Council discussions, staff plans to include the following elements:

- ❖ Pool updates with 4 new lap lanes, therapy water area, splash pad, zero depth entry swim area, water slide, and other improvements.
- ❖ Update Locker Rooms
- ❖ A new east gym area

Staff would like to send out the RFQ by December 20, 2018. The RFQ will also seek an estimated cost of the proposed elements. The Architectural firm will coordinate public meetings; present the plans and cost estimates with the public; Parks, Recreation and Cultural board; the City Council; and the Recreation Center Advisory committee input.

Schedule:

March 2019 - Hire architecture firm

October 2019 - Design approval by committee, board and City Council

October 2019 - March 2020 - Inform the public of the Recreation Center Improvements and the upcoming bond referendum by the Recreation Center Get Out to Vote committee

March 2020 - Bond Referendum vote

December 2020-January 2021 - Bids sent out

Spring 2021 - Construction

RECOMMENDATION: The Mayor and City Council to give city staff direction with any additions/deletions on the current master plan.



Capital Building
Projects Summary

March 9, 2017



Recreation Center

Current Situation

The Recreation Center was built in 1977 and is located at 716 N Grant Road. Facility improvements since it was built include addition of two new family changing rooms, removal of a racquetball court to expand the weight room, arts room into a fitness/aerobics room, new floor in the multi-purpose room, reroofing the facility and fire alarm upgrades.

Proposal

With increased usage and worn facilities, plans call for renovated locker rooms; the addition of a third multi-purpose room; new pool features including kids splash features, 4 new 25-yard lap lanes and zero entry pool; new gymnasium space; two additional activities rooms; atrium; and renovated office space.

Timeline

The Capital Improvement Plan (CIP) calls for the renovation of locker rooms, addition of a single court to the existing two court multi-purpose room and new pool features in fiscal year 2019. The CIP does not include projects related to the new gymnasium space, two additional activities rooms, atrium and renovated office spaces.

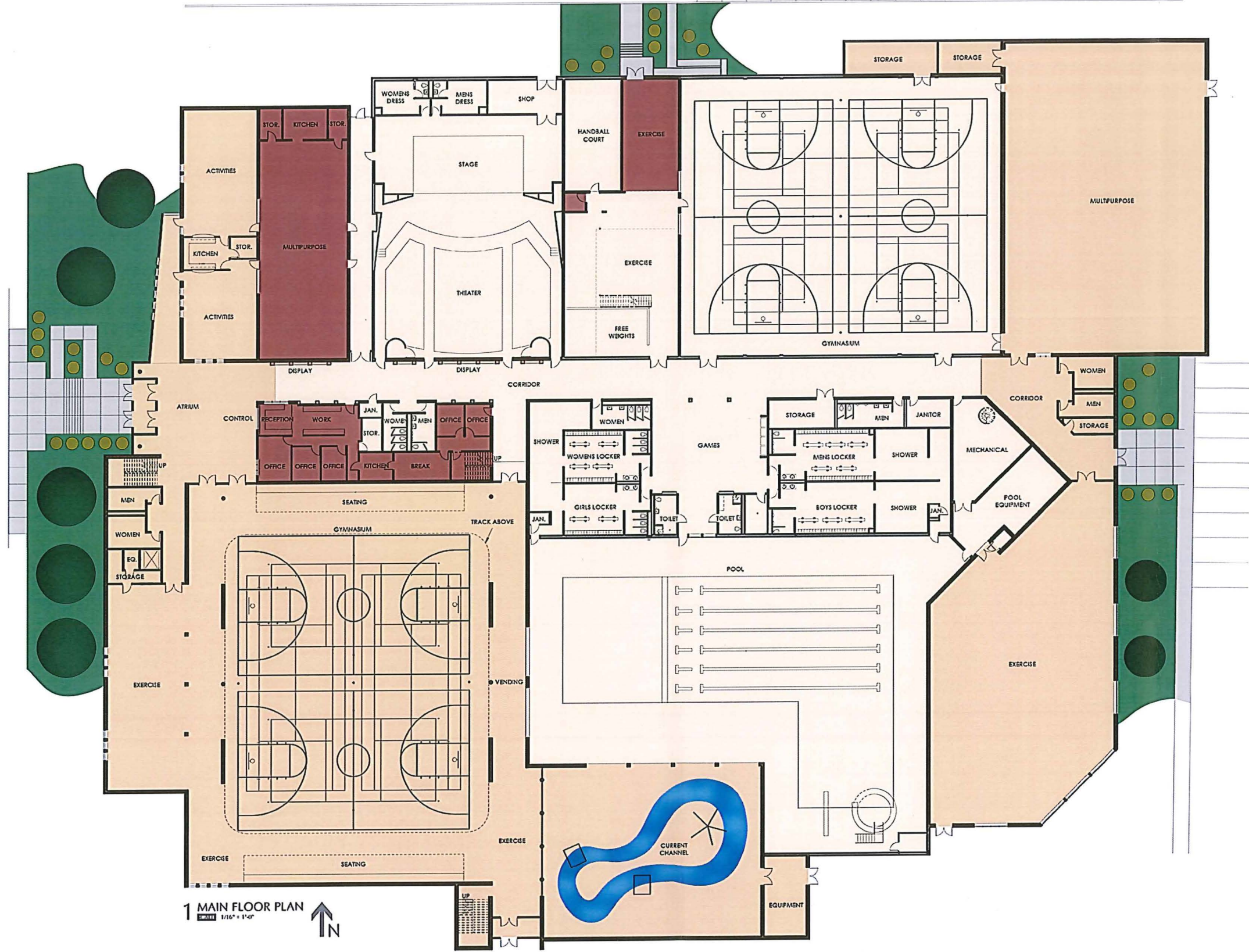
Project Cost and Funding Sources

The Recreation Center cost estimates are as follows:

Multi-purpose space	\$ 1,536,600	FEH estimate July 2015
Pool Upgrade	\$ 4,955,028	Waters Edge February 2016
Locker Room Renovations	\$ 840,000	FEH verbal estimate in February 2016
Renovate/remodel admin area	\$ 669,800	FEH estimate July 2015
Atrium/activity area/gymnasium	\$10,403,400	FEH estimate July 2015

(Note: The above values differ from what is shown in the List of Projects, Scenario 1 and Scenario 2 in order to factor a level of inflation and in some cases FFE and design costs)

All of these projects are proposed to be funded with G.O. bonding funds.



1 MAIN FLOOR PLAN
 SCALE 1/16" = 1'-0"
 ↑ N

Carroll Recreation Center

July 22, 2015

Additions and Renovations

Estimated Costs in 2016 Dollars

Exclusions:

1. Any work in existing exercise/handball court area
2. Any exterior work (ramp, steps, etc.) associated with that area
3. The two storage rooms north of the existing gym
4. Any work associated with the water features/equipment, including fees
5. Loose furnishings/equipment and soft costs unless noted

If phased, phased construction would suggest a new electrical service capable of back-feeding the existing facility and any future additions and possibly separate mechanical/HVAC systems [rooftop or separate mechanical rooms (?)] for each major addition. No new mechanical rooms are indicated on the schematic plans since system types have not been determined for the project. Electrical service upgrade and some fire alarm/control work would logically be accomplished with the first major Phase.

Phasing obviously increases the total cost for several reasons including multiple mobilization costs, the cost of adding to now existing structures, potentially separate mechanical/HVAC systems and the cost of inflation based on the time between phases and final completion.

The costs indicated below break the project into a few parts/possible phases:

1. Renovate/remodel administrative area (original arts/crafts area)	\$ 620,160
2. Atrium/ Activities area/ Gym and associated areas (two levels)	\$ 9,632,720
3. Multi-purpose	\$ 1,422,740
	\$ 11,675,620
Estimated A/E fees	\$ 934,050
	\$ 12,609,670

Above estimate would assume constructed as a single project with a 2016 construction start.

REVISIONS



If the second floor (track, exercise, toilets, etc.) over the gym was eliminated and first floor directly below was utilized as a track (seating could be partially retracted when track was in use), cost could be reduced by +/- \$2,450,000.

Additional budget items for consideration:

Exercise, corridor, toilets area	\$	1,505,510
A/E Fees	\$	120,440
Upgrade electrical service, fire alarm, control systems	\$	500,000
Site work	\$	85,000
FF & E	\$	340,000
Site survey/soils investigation	\$	28,000
Contingency	\$	630,500

Phasing could occur in nearly any order and/or combination of the parts listed above. For budgeting purposes future Phases should assume adding 10%/year compounded to cover additional phasing costs indicated above.

A possible phasing example assuming three Phases with one year between first and second phase construction starts and two years between subsequent phases follows. It has no purpose except to indicate the impact that phasing/extended time can have.

- Phase 1 – item 1 above
- Phase 2 – item 2 above
- Phase 3 – item 3 above

Phase 1—2016 construction start

Construction cost	\$	620,160
Estimated A/E fees	\$	<u>49,600</u>
	\$	669,760

Phase 2 – 2017 construction start

Construction cost (add 10%/year for cost items indicated above)	\$	10,595,990
Service upgrades (Electrical service, fire alarm, control systems)	\$	500,000
Estimated A/E fees	\$	<u>847,680</u>
	\$	11,943,670

Phase 3 – 2019 construction start

Construction cost (add 10%/year for cost items indicated above)	\$	1,893,670
Estimated A/E fees	\$	<u>151,500</u>
	\$	2,045,170



Page 3.

Total cost for this phasing example

\$ 14,658,600

The above figures represent preliminary budget numbers based on limited information and many assumptions and should be considered as such.

Please call me at my office if you have any questions.

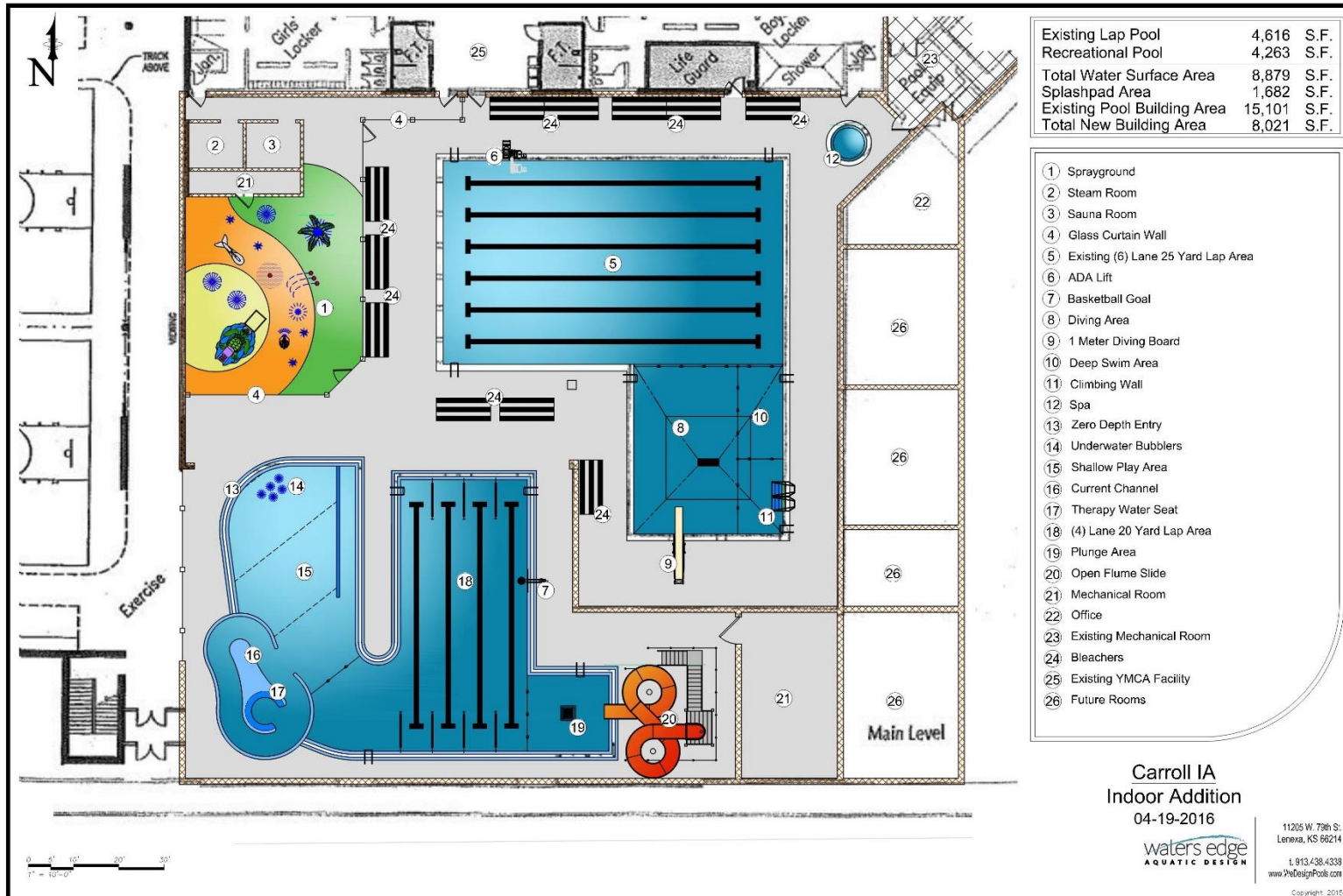
Sincerely,
FEH DESIGN

A handwritten signature in black ink, appearing to read "Ron Speckmann", with a long horizontal flourish extending to the right.

Ron Speckmann, AIA
Vice President



Current Concept

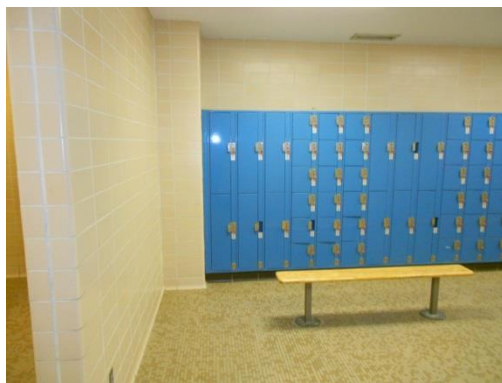
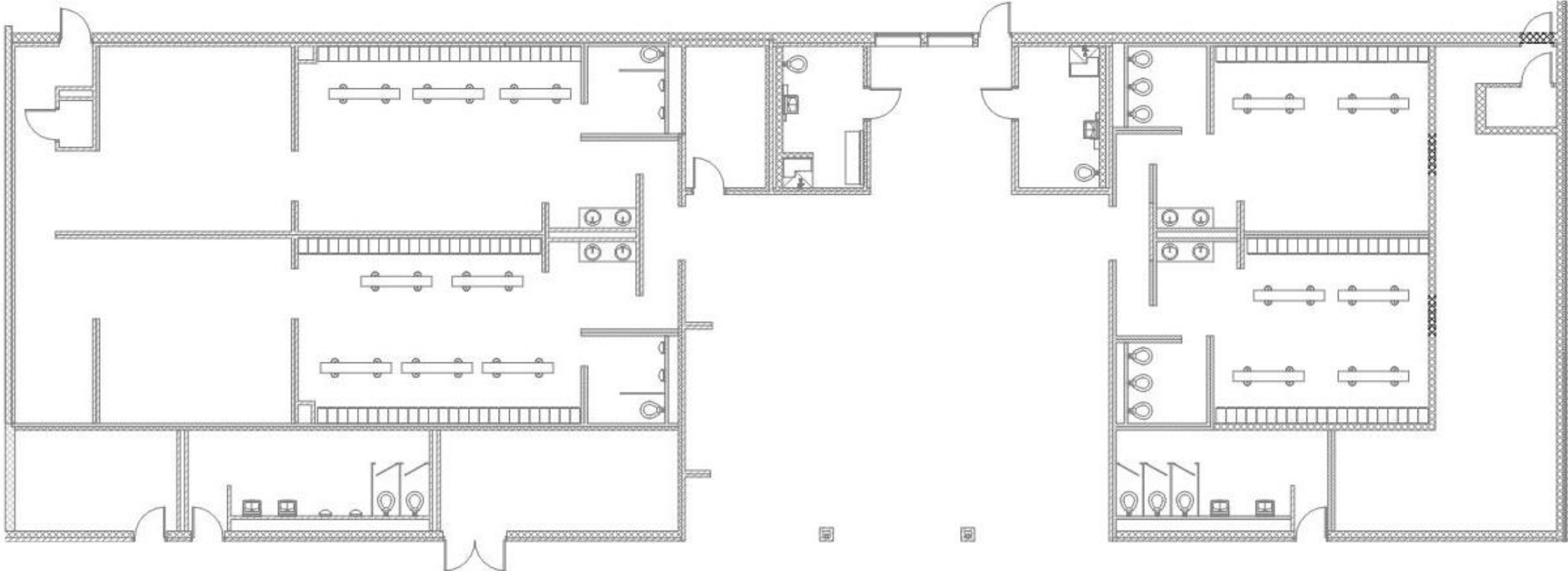


Opinion of Preliminary Costs - Layout A

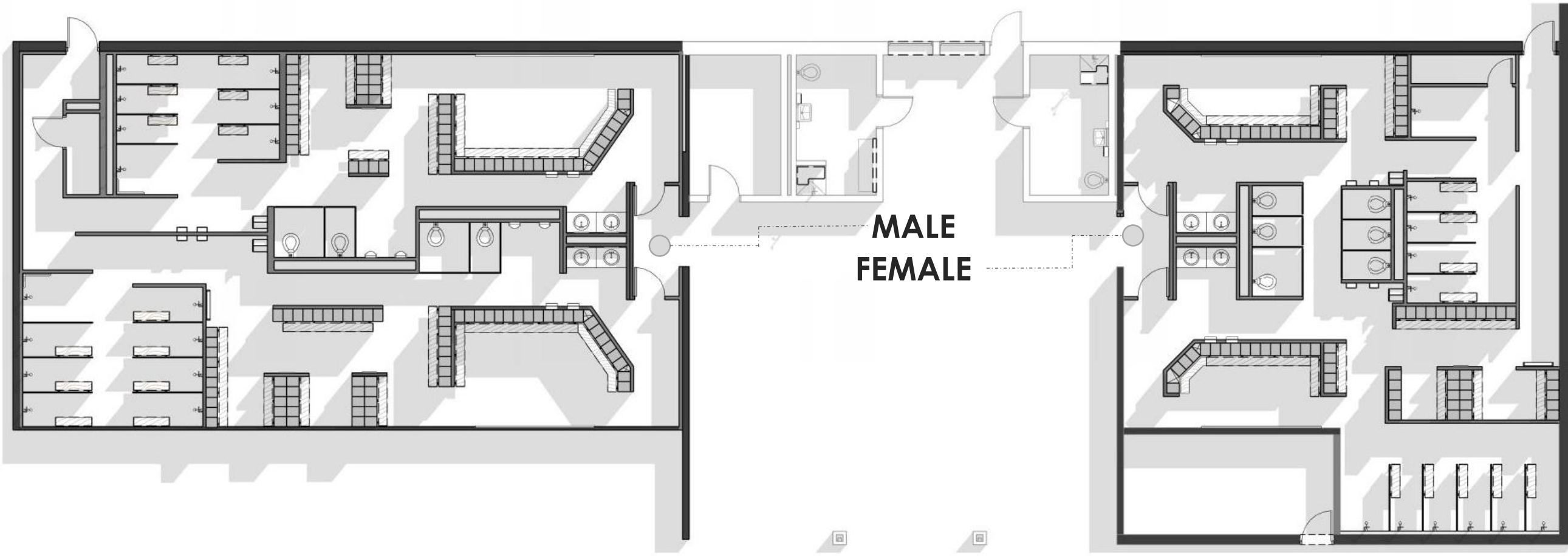
04/06/2016

Carroll Community Center Pool Improvements

Items	Quant.	Unit	Unit \$	Constr. Cost \$
1 Sitework				
Excavation	400	cy	30	12,000
Structural Fill	200	cy	45	9,000
Granular Fill	200	cy	60	12,000
Site Utilities	1	l.s	10,000	10,000
Pool Deck	6,600	s.f.	8	52,800
Demolition	3,000	s.f.	15	45,000
				140,800
2 Swimming Pool Construction				
New Pool	4,263	s.f.	200	852,600
Spray Pad	1,500	s.f.	100	150,000
Water slide	1	l.s.	150,000	150,000
BB goal and ADA lift	1	ls	10,000	10,000
Existing pool repairs	1	ls	20,000	20,000
Pool Heater	1	ls	25,000	25,000
				1,207,600
3 Building addition				
Divider wall	1,700	sf	30	51,000
New pool area	8,000	sf	250	2,000,000
Steam and sauna	900	sf	100	90,000
				2,090,000
4 Electrical				
Pool & Buildings Electrical	9,200	sf	16	147,200
Sound system	1	ls	5,000	5,000
				152,200
Construction Subtotal				3,590,600
Contractor's OH&P			15%	538,590
Construction Total				4,129,190
Project Costs Budget (Design/ CA, etc..)			10%	412,919
Project Total w/out Contingency				4,542,109
Contingency			10%	412,919
Project Total with Contingency				4,955,028



Existing Floorplan & Finishes : Locker Rooms

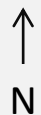


LOCKER COUNT: **MALE**

MEN → Double Tier (140)
 BOYS → Double Tier (106)
 TOTAL: 246 Lockers

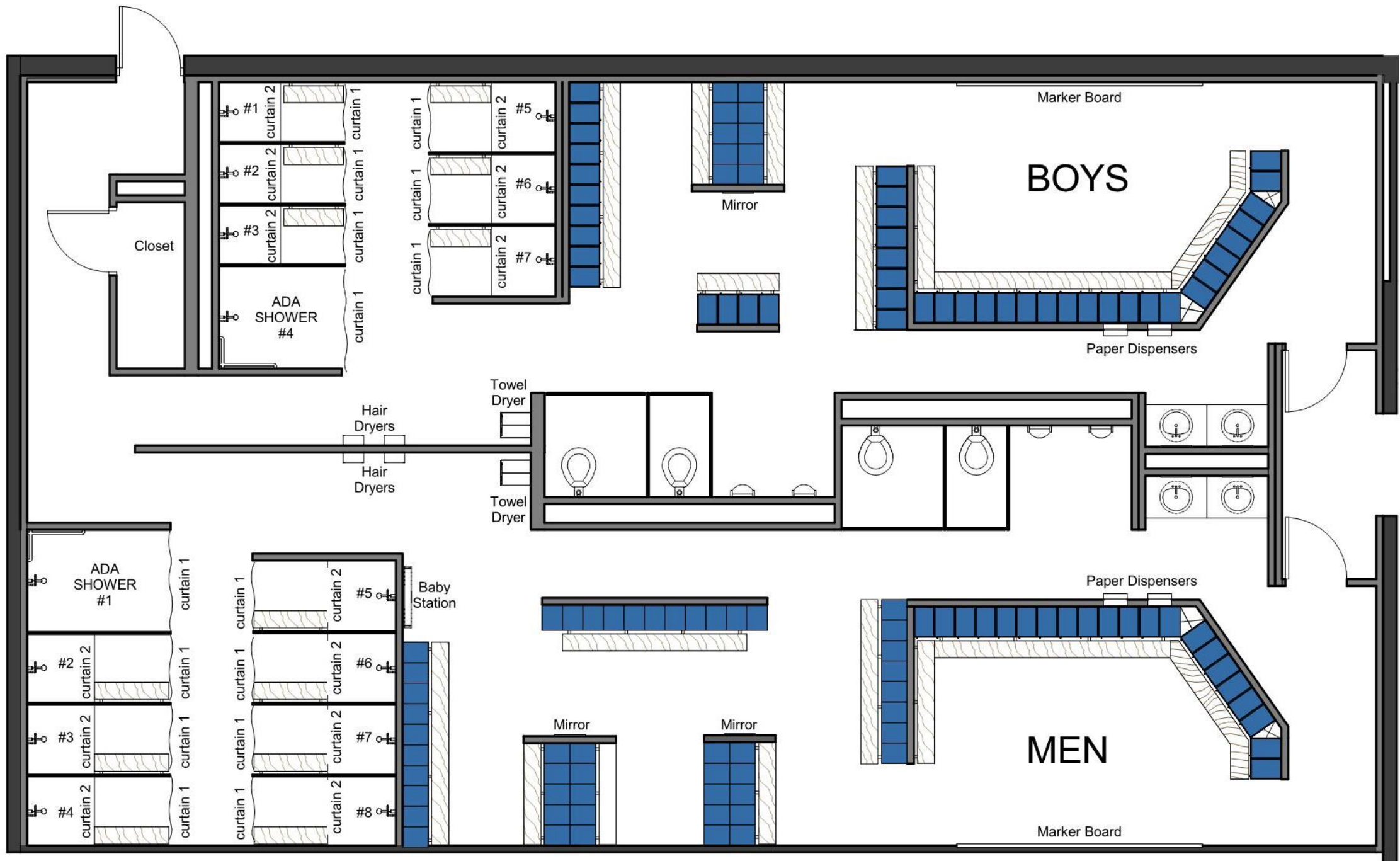
LOCKER COUNT: **FEMALE**

WOMEN → Double Tier (106)
 GIRLS → Double Tier (58)
 TOTAL: 164 Lockers



LABELS

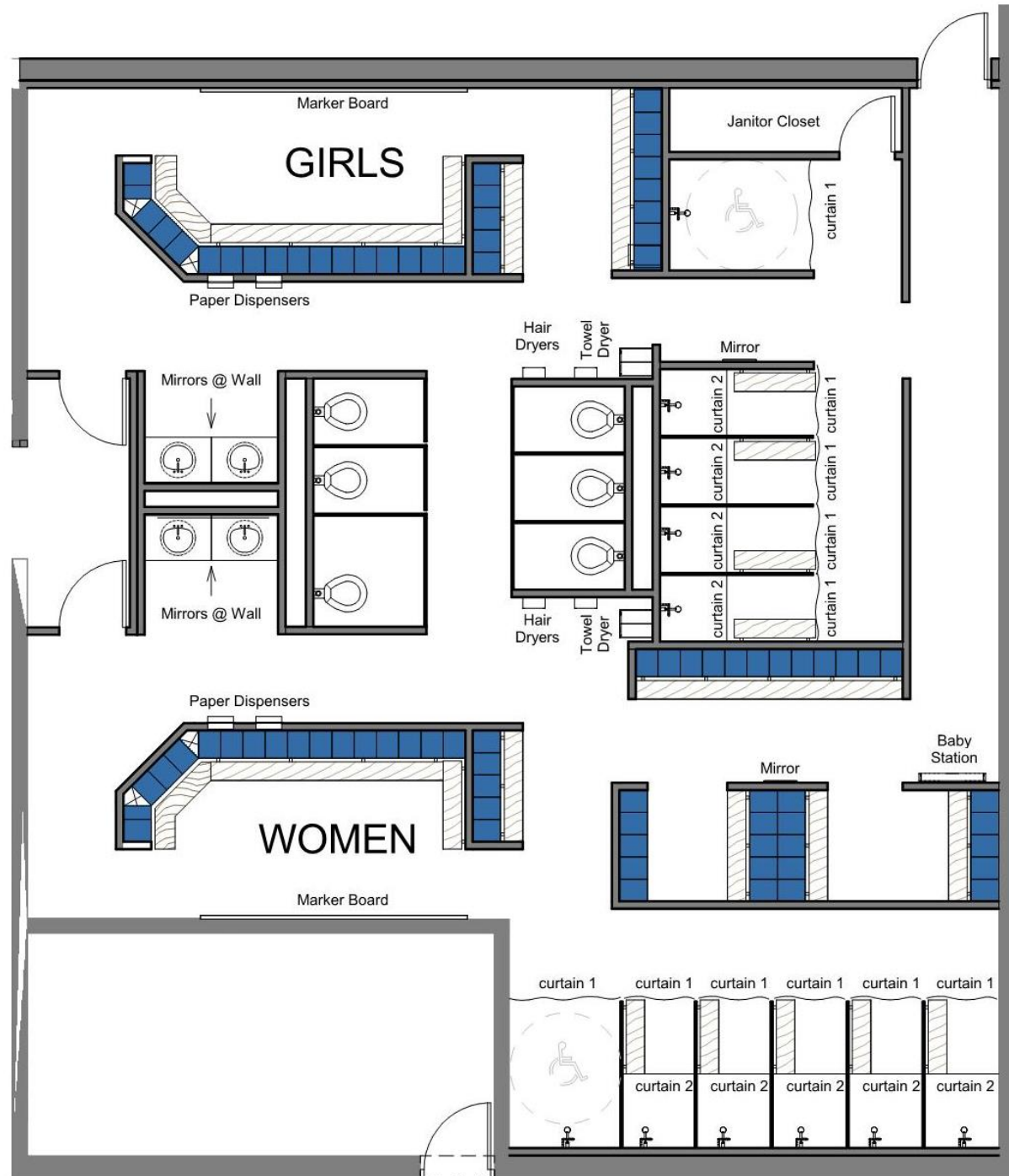
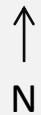
- 4 Sinks
- 4 Urinals
- 4 Toilets
- 4 Paper Dispensers
- 2 Marker Boards
- 7 Mirrors
- 2 Towel Dryers
- 4 Hair Dryers
- 1 Baby Station



PROPOSED PLAN: Men & Boy's Locker room

LABELS

- 4 Sinks
- 6 Toilets
- 4 Paper Dispensers
- 2 Marker Boards
- 6 Mirrors
- 2 Towel Dryers
- 4 Hair Dryers
- 1 Baby Station



PROPOSED PLAN: Women & Girl's Locker room

Indoor Pool Planning

Carroll, Iowa



waters edge
AQUATIC DESIGN

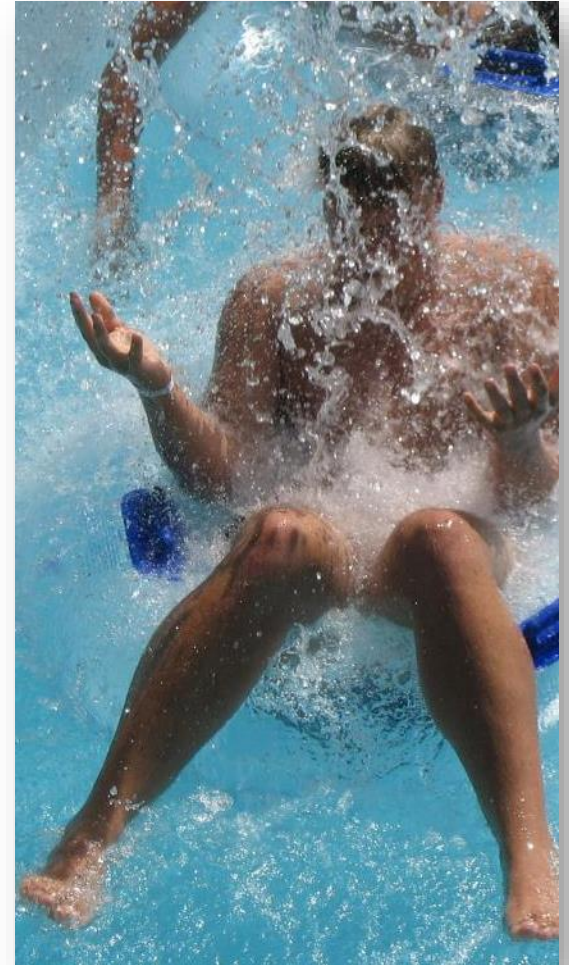
MARCH 7, 2017

Existing Facility

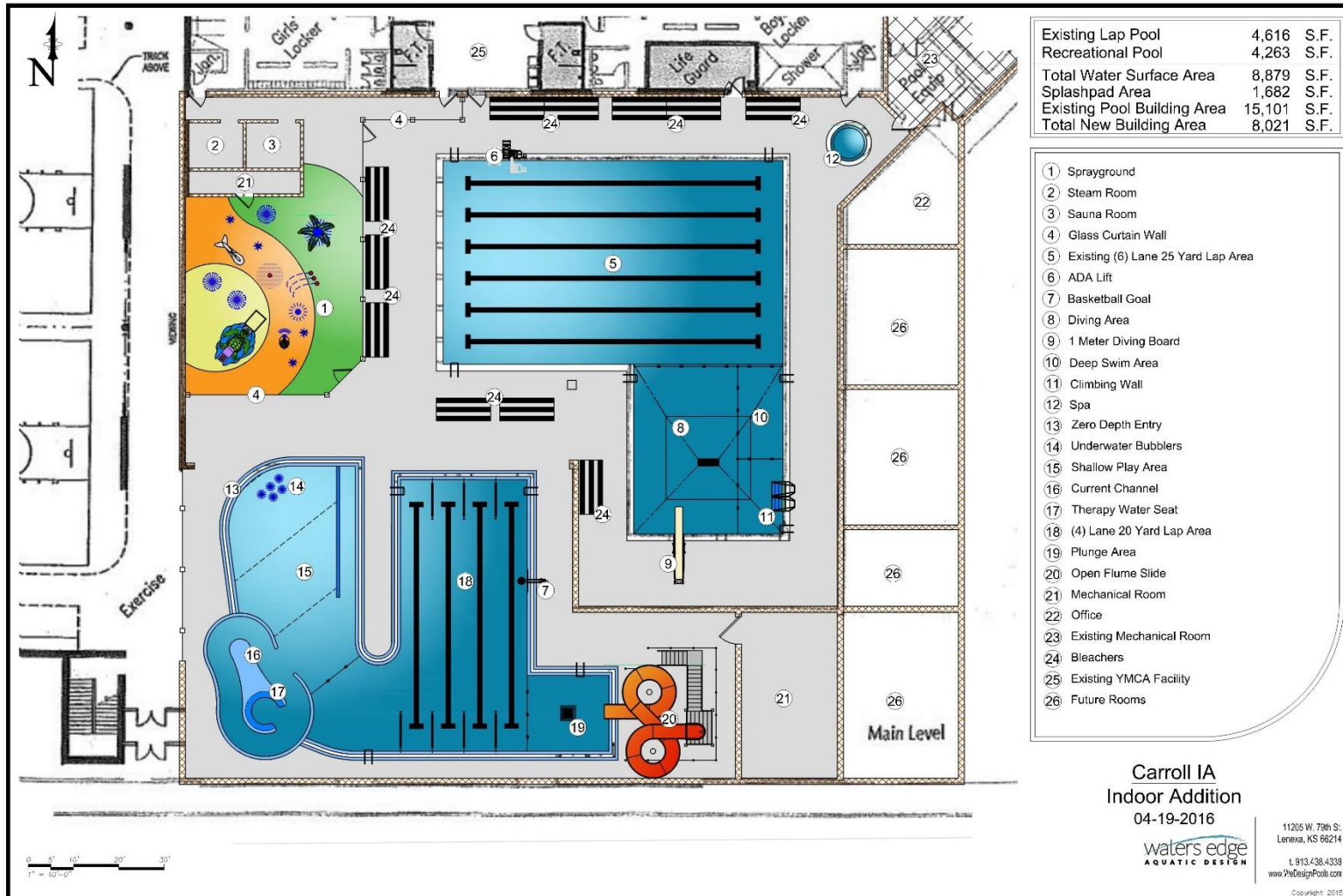


Indoor Aquatic Goals

- More lap lanes
- Moving water for resistance
- More usable area for lessons
- Zero depth/easy acces
- Spray play area
- Small slide
- Spa, steam and sauna
- Cool and warm water pools
- Use existing pool
- Future offices/ support spaces



Current Concept



Existing Pool (reuse)

Reuse the existing features:

- Six 25-yard lanes (cooler water)
- Diving area (1-meter board)
- Pool water treatment system
- Total existing water area = 6,226 sq. ft.
- Reuse 4,616 sq. ft. (lap + diving)
- Repurpose shallow area (1,610 sq. ft.)

Proposed New Features

Add these pool areas:

- Four 20-yard lanes
- Zero-depth to 3-feet deep warm pool
- Current channel
- Plunge area for water slide
- Spray pad (in previous shallow pool area)



Lap Lane Example



Zero Depth Example



Current Channel Example



Spray Examples



Other Features

Proposed additional items:

- Small water slide
- Climbing wall
- Basketball goal
- ADA lift
- Spa, steam and sauna areas

Water Slide Example



Climbing Wall Examples



Basketball Goal Example



Concept Overview

- Existing water surface area* 6,226 sq. ft.
(* Includes 1,610 sq. ft. area to become splash pad)
- Proposed water area 10,561 sq. ft.
 - ... Existing water area reused 4,616 sq. ft.
 - ... New recreation water area 4,263 sq. ft.
 - ... New spray pad area 1,682 sq. ft.
- Proposed building addition 8,021 sq. ft.

Preliminary Opinion of Project Cost

▪ Site work	\$ 141,000
▪ Aquatics	\$1,208,000
▪ Building	\$2,090,000
▪ Electrical	<u>\$ 152,000</u>
Construction	\$3,591,000
Contractor OHP	\$ 538,000
Contingency/Fees	<u>\$ 826,000</u>
Project Cost	\$4,955,000

QUESTIONS?



City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Honorable Mayor and Members of the City Council

FROM: Mike Pogge-Weaver, City Manager *MJPW*

DATE: December 13, 2018

SUBJECT: Committee Reports

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

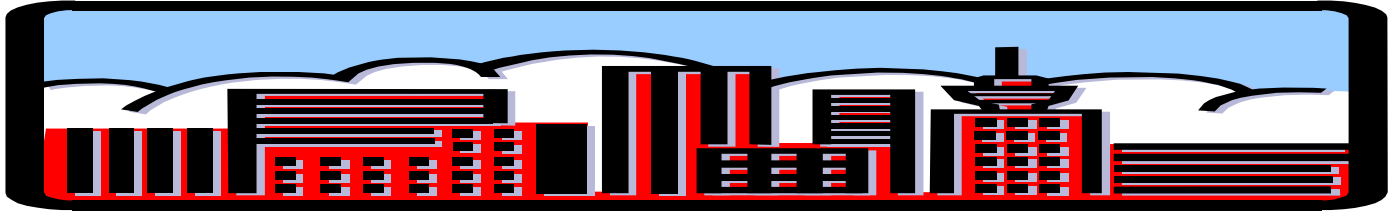
CARROLL COUNTY SOLID WASTE MANAGEMENT COMMISSION
EXECUTIVE BOARD MEETING--UNOFFICIAL MINUTES

December 11, 2018

1. The meeting was called to order at 8:00 a.m. by Chairman Marty Danzer, in the office of the Carroll County Recycling Center. Others in attendance were Harvey Dales, City of Manning; Jeff Anthofer, City of Coon Rapids; Mike Schwabe, City of Breda; and Dr. Eric Jensen, City of Carroll. Also attending were Mary Wittry, Director; Dan Halbur, Office Manager; and Richard Ruggles, Carroll County Supervisor.
2. Agenda: Dales made the motion to approve the agenda and Schwabe seconded. Motion carried, all voting aye.
3. Dales made the motion and Dr. Jensen seconded to approve the minutes of the Executive Board Meeting on November 13, 2018. Motion carried, all voting aye.
4. Maintenance building update: Wittry updated the board on change orders and services performed on pay application #6.
5. Dales reviewed the Bills Payable--see attached. Wittry went over the following: All Pro Door--\$2080.00--new springs on overhead door; Bauer Built--\$587.45--tire sections on loader; Clark Equipment--\$31623.20--new Bobcat; Foth--\$18824.62--general, groundwater, cell 5B/C and maintenance building; MasterCard--\$1231.65--defibrillator; Metro Waste Authority --\$4787.68-- hazardous waste program; Office Stop--\$649.05--prepaid envelopes; Olsen, Muhlbauer & Co --\$12450.00--audit; Stone Printing--\$602.96--scale tickets; Ziegler--\$9376.82--repairs. Dales made the motion and Dr. Jensen seconded to approve the bills as presented. Motion carried, all voting aye.
6. Halbur presented the financial report --see attached. Dales made the motion and Schwabe seconded to approve the financial report as presented. Motion carried, all voting aye.
7. Discussion/approval engineering and design of Recycling Center upgrade. Wittry discussed Foth's agreement for professional services for planning and spec's, bidding, and construction quality assurance. Schwabe made the motion and Anthofer seconded to approve Foth's proposal of \$95000 for engineering and design of the Recycling Center upgrade.
8. Wittry presented the proposed amended budget for 2018-2019. Anthofer made the motion and Schwabe seconded to approve the proposed amended budget for 2018-2019 as presented. Motion carried, all voting aye.
9. Wittry presented the proposed budget for 2019-2020. This budget includes no increase to tipping fees or assessments. Dales made the motion and Dr. Jensen seconded to approve the proposed budget for 2019-2020 with a 4% salary increase. Motion carried, all voting aye.
10. Transportation of inmates. Wittry discussed recommendations by Chris Polking prior to transporting inmates. More information will be brought forth at the January meeting. No action taken.
11. 5B/6 construction update: Wittry updated the board on a change order and progress of the dirt work.
12. Recycling update: Prices held steady from last month and products continue to move.
13. Other: Wittry and board members thanked Danzer for his years of service.
14. Next meeting date: **Executive Board on Wednesday, January 9, 2019 at 5:30 p.m.**
Annual Meeting on Wednesday, January 9, 2018 at 7:00 p.m.
15. Schwabe made the motion and Dales seconded to adjourn the meeting at 9:38 a.m. Motion carried, all voting aye.

Respectfully submitted by:

Dan Halbur



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

November 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 bonding attorney (Ahlers) and financial advisors (PFM) on debt issuance
- Prepared financial department operating budget for FY 19/20
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
 - Wellness Coalition Meeting – November 15
 - Wellness Meeting with Benefit Source – November 12 (new city wellness program)

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- Prepare FY 17/18 audit MD&A and final FY 17/18 audit report
- Compile and review FY 19/20 budget proposal
- Attend IA League of Cities Budget Workshop – December 6 (Johnston)
- Continue to promote wellness program with employees
 - Wellness Coalition Meeting – December 20
 - Wellness Meeting with Benefit Source – December 13 (new city wellness program)

Accomplishments of particular note:

- 318 utility bills and statements were emailed in November 2018

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

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

Firefighters assisted the Chamber of Commerce with the inspection and replacement of burned out and missing lights from the downtown Christmas decorations. The De

partment has assisted with this project for many years to help make the Christmas season enjoyable for our residents and guests shopping at our local downtown businesses.

Firefighters inspected and tested all emergency equipment and apparatus used by the Department. A building smoke ventilation class with hands-on activities was also conducted.

Run Report for November:

Alarm Date	Alarm Location	Incident Type
11/05/2018	1211 E 18 th St	Steam mistaken for smoke
11/08/2018	1746 N Carroll St	Discarded furniture fire in front yard
11/09/2018	28457 E Highway 30	Vehicle accident
11/11/2018	1151 Vine	Reported smoke smell – investigation only
11/19/2018	117 E 3 rd St	Smoke from chimney mistaken for building fire
11/20/2018	227 N Carroll St	Clothes dryer fire
11/27/2018	2 nd Street in Dedham	Building fire – Mutual aid given to Dedham FD
11/28/2018	5 th & Clark	Vehicle collision

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

On November 7th all officers completed firearms qualifications. Officers qualified on rifle, handgun, and low light qualifications. State law mandates that officers qualify 1 time per year. CPD goes above and beyond to ensure that our officers have the best knowledge and skills to carry firearms and qualify four times annually with many hours spent on training and practice.

Officer Patrick McCarty attended a sexual assault training in Jefferson on the 7th. This training was hosted by the Jefferson PD and was put on to give officers training on initial response to sexual assault cases.

Captain Ethan Kathol and Officer Roy Janssen were certified in vehicle theft inspection on the 14th. This training allows the officers to complete inspections for the Iowa Department of Transportation on salvage vehicles. The inspections are intended to reduce fraud and locate stolen vehicles and parts through the process.

Officers were assigned to Walmart for their Thanksgiving sales event. Annually, Walmart requests officers to ensure that no issues arise and to handle any that may occur due to the high volume of customers at that time. There were no issues this year.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

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

Cruelty to Animal			
Found Person			
Found Animal			
Found Property	3	2	5
Mental Case		2	
Unattended Death	1	2	
Suicide			
Home Accident			
Animal Bite			
Dispose of Animal			2
Warrant Outside	5	6	6
Restraining Order			1
1050F Traffic Accident			
10-50 PI Personal Injury	1	2	1
10-50 PI MV Pedestrian			1
10-50 PI Car & Bike	1		
10-50 PD Prop.	7	10	13
10-50 Car & Deer			
1050 PD: Hit and Run	2	3	5
1050 PD: City Vehicle			
1050 PD: Police Vehicle			
10-50 PD Under 1500	3	7	3
Assist Other Agency		1	
Moving Violations			
Op After Revocation	2	2	2
Operate After Suspen	8	9	6
Miscellaneous Public	1	1	
Total	88	95	113

11/01/2018 thru 11/30/2018

Citations	
Animal	0
Dark Windows	0
License Violation	22
Other	4
Violation (Parking)	7
Registration	13
Seatbelt	11
Tobacco	2
Traffic	47
Warning Notices	230
Loud Stereo	0
TOTAL	336

11/01/2018 thru 11/30/2018

Salvage Vehicle
Inspections: 12

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - November 2018

Class	Permit Type	Date Issued	Valuation	Permit #	Fee
<i>Agricultural</i>					
	Building	NONE			\$0.00
Agricultural Building Valuation Total:			\$0.00	Agricultural Building Fee Total: \$0.00	
Agricultural Valuation Total:			\$0.00	Agricultural Fee Total: \$0.00	
<i>Commercial</i>					
	Building	11/08/2018	\$0.00	180353	\$35.00
		11/20/2018	\$50,000.00	180365	\$284.50
		11/20/2018	\$110,000.00	180366	\$510.50
Commercial Building Valuation Total:			\$160,000.00	Commercial Building Fee Total: \$830.00	
	Electrical	11/08/2018		180348	\$82.41
		11/08/2018		180350	\$0.00
		11/08/2018		180355	\$0.00
		11/08/2018		180356	\$0.00
		11/15/2018		180363	\$35.88
		11/27/2018		180370	\$176.11
Commercial Electrical Fee Total:					\$294.40
	Mechanical	11/08/2018		180354	\$51.27
Commercial Mechanical Fee Total:					\$51.27
	Plumbing	11/15/2018		180359	\$122.00
Commercial Plumbing Fee Total:					\$122.00
	Right of Way	NONE			\$0.00
Commercial Right of Way Fee Total:					\$0.00
	Sign	11/08/2018		180357	\$15.00
		11/26/2018		180367	\$15.00
Commercial Sign Fee Total:					\$30.00
Commercial Valuation Total:			\$160,000.00	Commercial Fee Total: \$1,327.67	

Residential					
Building					
	11/15/2018	\$2,600.00		180360	\$34.50
	11/15/2018	\$1,000.00		180361	\$22.00
	11/26/2018	\$12,480.00		180368	\$97.00
Residential Building Valuation Total:		\$16,080.00	Residential Building Fee Total:		\$153.50
Electrical					
	11/08/2018			180349	\$47.08
	11/08/2018			180351	\$74.11
	11/15/2018			180364	\$50.13
	11/27/2018			180369	\$50.13
	11/30/2018			180371	\$36.44
			Residential Electrical Fee Total:		\$257.89
Mechanical					
	11/15/2018			180362	\$53.26
	11/30/2018			180372	\$28.63
			Residential Mechanical Fee Total:		\$81.89
Plumbing					
	11/08/2018			180352	\$30.50
			Residential Plumbing Fee Total:		\$30.50
Right of Way					
	11/15/2018			180358	\$25.00
			Residential Right of Way Fee Total:		\$25.00
Sign					
	NONE				\$0.00
			Residential Sign Fee Total:		\$0.00
Residential Valuation Total:		\$16,080.00	Residential Fee Total:		\$548.78
Valuation Grand Total:		\$176,080.00	Fee Grand Total:		\$1,876.45

Permits - YTD - through November 2018

Class	Permit Type	Valuation		Fee
<i>Agricultural</i>				
	Building	\$113,800.00		\$0.00
	Agricultural Valuation Total:	\$113,800.00	Agricultural Fee Total:	\$0.00
<i>Commercial</i>				
	Building	\$7,640,700.00		\$10,600.50
	Electrical			\$1,965.05
	Mechanical			\$446.65
	Plumbing			\$1,196.00
	Right of Way			\$740.50
	Sign			\$465.00
	Commercial Valuation Total:	\$7,640,700.00	Commercial Fee Total:	\$15,413.70
<i>Residential</i>				
	Building	\$6,359,821.37		\$21,459.17
	Electrical			\$3,320.98
	Mechanical			\$1,230.97
	Plumbing			\$1,565.50
	Right of Way			\$4,190.00
	Sign			
	Residential Valuation Total:	\$6,359,821.37	Residential Fee Total:	\$31,766.62
Valuation Grand Total:		\$14,114,321.37	Fee Grand Total:	\$47,180.32

Public Works

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

Routine Activities for the month:

Division: Streets: Tom Weber, Street Superintendent

- Excavated nine graves for Cemetery.
- Swept leaves.
- Hauled street sweepings pile to landfill.
- Sanded for two ice and snow events.
- Placed 50 cubic yards of concrete for street repairs and ROW permits.
- Maintained signs and signals.
- Installed snow fence in various locations.
- Fixed broken field tile at Golf Course.
- Division Safety Meeting: Danger at any Depth; November 9, 2018.

Division: Water: Terry Kluver, Water Superintendent

- Water production:

Monthly Total:	30.191 million gallons
Daily Average:	1.006 million gallons
Daily Maximum:	1.678 million gallons
- Completed 90 Iowa One Call locate requests.
- Meter Department
 - 83 service orders.
 - 1 delinquent.
 - 2 rereads.
 - 0 stuck meters.
- Division Safety Meeting: N/A

Division: Sean Kleespies: Wastewater Superintendent

- Wastewater treatment:

Monthly Total:	48.049 million gallons
Daily Average:	1.602 million gallons
Daily Maximum:	1.936 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "Trench Safety"; November 14, 2018.

Special Activities/Accomplishments of particular note:

Division: Streets: Tom Weber, Street Superintendent

- Put up Christmas lights in CBD on November 1, 2018.
- Repaired a traffic signal damaged in a car accident at Carroll Street and Hwy. 30 on November 9, 2018.
- Took delivery of a new snow plow truck on November 27, 2018.
- Assisted the Water Division with a watermain leak on Southgate Road on November 30, 2018.

Division: Water: Terry Kluver, Water Superintendent

- Repaired watermain break on Southgate Road between Prairie View Drive and Westridge Drive.
- Repaired service line to the farm hydrant at 112 E. 5th Street after contractor damaged it.
- Completed winter check list on 490 fire hydrants.
- Completed flushing 78 fire hydrants.
- Prepared F.Y. 19-20 Budget requests.

Division: Sean Kleespies: Wastewater Superintendent

- DNR plant inspection.
- Repaired sanitary sewer on Clark Street between 7th Street and 8th Street.
- E & F Custom Pump field-applied lagoon sludge.
- Routine maintenance on sanitary sewer system by Jet/Vac.
- Continued CCTV the sanitary sewer.
- Replaced pump start float at Highway 71 lift station.

Activities planned for next month and other comments:

Division: Streets: Tom Weber, Street Superintendent

- Plow and sand, snow and ice, as needed.
- Maintain snow removal equipment.
- Maintain traffic signals and signs.
- Paint and repair barricades.
- Trim trees.

Division: Water: Terry Kluver, Water Superintendent

- Update utilities maps with completed projects.
- Remove two (2) large bushes at High Service Pump Station.
- Install main valve kit on fire hydrant in front of Street Maintenance Building.
- Perform preventative maintenance on equipment.
- Pat Pudenz will be taking his exam for Grade 2 Water Treatment license.

Division: Sean Kleespies: Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Perform preventative maintenance on equipment.
- Winterize the Jet/Vac truck.
- Repair gas valve on the boiler.
- Repair primary sludge pump #1.
- Repair level transducer on the fine screen.

CAPITAL PROJECT STATUS SUMMARY – 12-11-18

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.	\$65,765.00		\$43,402.76		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	\$22,500.00	01-25-16	\$22,500.00		05-01-16	Space Needs/ Prelim. Design
						FEH DESIGN	\$349,050.99	12-10-18			Fall, 2019	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	
Street Resurfacing 2019	On-going	FY 19	FY 19	\$700,000	2019	JEO Consulting Group, Inc.	\$88,100.00 + Hourly	10-08-18	\$37,420.00		2019	Design Const. Service
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	\$422,446.02			Design & Construction
						Dixon Const. Co.	\$1,449,835.78	04-02-18	\$1,428,630.45		118 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
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	
Downtown Streetscape Phase 9	2017 On-going	FY18	FY18	\$1,340,500	2018	Confluence	\$109,101.00	10-23-17	\$103,973.46		05-18	
						Badding Constr. Co.	\$1,707,342.05	05-29-18	\$1,534,839.55	18%	11-16-18	
Downtown Streetscape Phase 10	On-going	FY 19	FY 19	\$1,300,000	2019	Confluence	\$97,915.00	10-22-18	\$10,240.70		04-19	
Downtown Streetscape Phase 11	On-going	FY20		\$1,700,000	2020	Confluence	\$118,775.00	03-19			03-20	
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		\$9,008.44			

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Golf: Scott Haakenson, Golf Superintendent

- Mulched leaves
- Brought in tee markers, flag poles, trash cans, ball washers off of course
- Planted 5 trees
- Started taking heads off of mowers
- Cleaned ball washers and trash cans

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

- Lifeguard and Control Room schedules
- Lifeguard meeting: November 11 and November 21
- Fitness Schedule
- Fitness Punch Card updates
- State Water Test
- Radio Ads

Recreation Center: Joel Cortum, Program Specialist

- Registration for Basketball
- Renew Active Membership Program
- Attended Lifeguard Meeting, City Council Meeting

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:

Golf: Scott Haakenson, Golf Superintendent

- Fertilized greens
- Shut down irrigation and blew out
- Winterized bathrooms and blew out lines to
- Sprayed greens and surrounds with snow mold application
- Topdressed greens for winter

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

- Lifeguard Instructor Course: November 9,17,18
- CPO: November 6 & 7
- Swim Tests for new swim band rule effective January 1, 2019.
- 1 CAST swim meet
- IPRA Nov 13 & 14

Recreation Center: Joel Cortum, Program Specialist

- Jingle Bell Run
- Turkey Shoot
- IPRA Nov 13 & 14

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 siren courthouse
- Next year's budget items
- Night cleaning shift
- A/C and heating repairs at city buildings
- Golf Course Club House siding
- 24 hour at Rec Center Cameras and Locks
- Cemetery door lock
- City construction sites
- West entry at Rec Center
- Water heater at Parks Maintenance Building

Activities planned for next month and other comments:

Golf: Scott Haakenson, Golf Superintendent

- Start sharpening reels
- Attend winter IGCSA meeting

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

- Red Cross Onsite Observation and Evaluation
- IPRA Aquatic Meeting
- Kids Night Out
- Continued Swim Tests
- 1 CAST swim meet / 2 high school swim meets

Recreation Center: Joel Cortum, Program Specialist

- Breakfast with Santa
- Kids Night Out

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- City building construction

Safety Topic:

- Construction sites
- Blackboarding





Director's Report November 2018

As reported by Rachel Van Erdewyk, Library Director

Program Attendance:

Tech Help Friday	25
Children's Library Programs	164
Children's Program Outreach	449
Diane's Read Aloud	211
Crafty Library Ladies	45
Preschool Field Trips	258
Title 1 Night	104
Poetry Group	7
CMS Book Talks	278

Monthly Statistics:

Total Print Circulation:	7,658
BRIDGES Circulation:	855
Consumer Reports:	340
Public Computer Use:	515
Wi-Fi Use:	195
Website Visits	2,915
Gale Databases:	26
Global Road Warrior Page Views:	7
Learning Express Resources:	57
Freegal Music Downloads:	644
Transparent Language:	56
Chilton Auto Manual	7
ABC Mouse Sessions:	2
Zinio Digital Magazine Circulation:	84
Daily Times Herald Page Views:	5,024
Lynda.com	14

Total Program Attendance 1,541

Monthly Door Count 4,923

Total Resources Utilized 18,399

Special activities/accomplishments of particular note:

- 1) **Children's Programs:** Children's programming continued this month with the regular monthly schedule of Rookie Readers, Diane's Read-Aloud, Pet Readers, and outreach events with book visits to the various daycares in the area. Diane hosted some preschools at the library for a field trip where she did a library tour and taught kids how to care for library books. Diane and Dr. Whoot also went to Fairview's Title 1 Night, a night dedicated to teach parents on how to help kids become better readers. Each of these activities was well received with a total of 362 children being reached.

- 2) **Adult & Teen Programs:** Adult programs continued this month with the regular monthly schedule of Tech Help Fridays, the Crafty Library Ladies, and the Poetry Group. Each year the Crafty Library Ladies donate a variety of their handmade projects to various causes. This year a total of 299 baby caps and blankets, shawls for hospice, chemo hats, scarves, headbands, vests and mittens have been donated to Wool Aid, St. Anthony Regional Hospital, and Family Resource Center. The Carroll Middle School 7th and 8th grade English teachers have been working in collaboration with the public library to bring students in 7th and 8th grade books of a higher level content to the CMS library for checkout. The public library also showed 278 7th and 8th grade students how they can access eBooks and eAudiobooks online from the public library as well.
- 3) View upcoming events on the library's Google calendar at www.carroll-library.org by clicking on the Calendar of Events link on the home page or on Facebook.
- Hugo Kringle Christmas Songs and Stories (children's program):
Friday, December 28 from 5-6 pm