GOVERNMENTAL BODY: Carroll City Council
DATE OF MEETING: April 22, 2019
TIME OF MEETING: 5:15 P.M.
LOCATION OF MEETING: 1026 N Adams Street - Adams Elementary School
Board Conference Room
www.cityofcarroll.com

AGENDA

I. Pledge of Allegiance

II. Roll Call

III. Introduction of New Employee: Dale Pottebaum, Street Superintendent

IV. Consent Agenda
   A. Approval of Minutes of the April 8 and 15 Meetings
   B. Approval of Bills and Claims
   C. Licenses and Permits:
      1. New Class “B” Beer Permit (includes Wine Coolers) with Outdoor Service and Sunday Sales – Carroll County Softball Association
      2. Renewal of Class “C” Beer Permit with Sunday Sales – Sparky’s One Stop
      3. Renewal of Class “E” Liquor License with Carryout Beer, Carryout Wine (includes Native Wine) and Sunday Sales – Walgreens #10770
      4. Renewal of Class “C” Beer Permit with Sunday Sales and Class “B” Native Wine Permit – Reiling 71 South

D. Firefighter Resignation and Appointment

V. Oral Requests and Communications from the Audience

VI. Ordinances
   None

VII. Resolutions
   A. 2019 Merchants Park Baseball Stadium Lease – Bucko Baseball d/b/a Carroll Merchants
      1. Resolution - Baseball Stadium Lease Agreement
      2. Allow the Sale of Alcohol at Merchants Park
      3. New Class “B” Beer Permit (includes Wine Coolers) with Outdoor Service and Sunday Sales – Carroll Merchants Baseball Club
B. 2019 Community Development Block Grant (CDBG) Owner Occupied Housing Rehabilitation Grant
   1. Public Hearing
   2. Resolution Providing Matching Funds
   3. Motion to Approve Technical Services Provider
   4. Motion to Approve Administrative Plan
   5. Resolution Amending Policies 0106 & 0107
   7. Resolution to Approve Residential Anti-Displacement and Relocation Assistance Plan
   8. Motion to Authorize Mayor to Sign the Applicant/Recipient Disclosure/Update Report and Federal Assurances Signature Page

C. Resolution Declaring an Official Intent under Treasury Regulation 1.150-2 to Issue Debt to Reimburse the City of Certain Original Expenditures Pain in Connection with a Fire Pumper Truck and Street Resurfacing – 2019 Project

VIII. Reports
   A. Cemetery Buildings Improvement Presentation
   B. Graham Park Master Plan Presentation
   C. Carroll Public Library/Carroll City Hall Project – Change Order No. 4

IX. Committee Reports
   X. Monthly Activity Reports
   XI. Comments from the Mayor
   XII. Comments from the City Council
   XIII. Comments from the City Manager
   XIV. Closed Session Iowa Code 21.5(1)(i) – City Manager Annual Review
   XV. Adjourn

May/June Meetings:
   Board of Adjustment – May 6, 2019 – Region XII - 1009 E Anthony St
   Planning and Zoning Commission – May 8, 2019 – Region XII - 1009 E Anthony St
   City Council – May 13, 2019 – Adams Elementary School - 1026 N Adams St
   Library Board of Trustees – May 20, 2019 – Region XII - 1009 E Anthony St
   Parks, Recreation and Cultural Advisory Board – May 20, 2019 – Carroll Recreation Center - 716 N Grant Rd
   City Council – Tuesday, May 28, 2019 – Adams Elementary School - 1026 N Adams St
   Board of Adjustment – June 3, 2019 – Region XII - 1009 E Anthony St
   City Council – June 10, 2019 – Adams Elementary School - 1026 N Adams St
   Planning and Zoning Commission – June 12, 2019 – Region XII - 1009 E Anthony St
   Library Board of Trustees – June 17, 2019 – Region XII - 1009 E Anthony St
   City Council – June 25, 2019 – Adams Elementary School - 1026 N Adams St

www.cityofcarroll.com

The City of Carroll will make every attempt to accommodate the needs of persons with disabilities, please notify us at least three business days in advance when possible at 712-792-1000, should special accommodations be required.
COUNCIL MEETING
APRIL 8, 2019

(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 5:18 p.m. in the Carroll High School Media Center, 2809 N. Grant Road. Members present: LaVern Dirkx, Jerry Fleshner, Clay Haley, Mike Kots and Carolyn Siemann. Absent: Misty Boes. Mayor Eric Jensen presided and City Attorney Dave Bruner was in attendance.

* * * * * *

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

* * * * * *

It was moved by Kots, seconded by Haley, to approve the following items on the consent agenda: a) minutes of the March 25, 2019 Council meeting, as written and b) bills and claims in the amount of $653,527.34. On roll call, all present voted aye. Absent: Boes. Motion carried.

* * * * * *

During the oral requests, Josh Lepird, Carroll resident, addressed Council about mosquito spraying. No Council action taken.

* * * * * *

Fire Chief Greg Schreck, Assistant Fire Chief Bob Shields, and Volunteer Firefighters Brad Warnke, Kyle Cmelik and BJ Schreck presented the new bunker gear recently purchased. No Council action taken.

* * * * * *

Mayor Jenssen read a proclamation declaring April 26, 2019 as Arbor Day in Carroll, Iowa and urging citizens to participate in tree planting programs that will ensure a greener Carroll and a greener Iowa and to nurture, protect, and wisely use Iowa’s natural wonder of trees. No Council action taken.

* * * * * *

It was moved by Haley, seconded by Fleshner, to approve Change Order No. 3 to the Carroll Public Library/Carroll City Hall project in the amount of $86,606.00 and add 21 days to the City Hall portion of the contract and 25 days to the Library portion of the contract. The effect of the proposed Change Order No. 3 on the contract is as follows:

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<tr>
<th></th>
<th>City Hall Cost</th>
<th>City Hall Completion Date</th>
<th>Library Completion Date</th>
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<td>Original Contract</td>
<td>$4,526,100.00</td>
<td>August 2, 2019</td>
<td>October 25, 2019</td>
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On roll call, all present voted aye. Absent: Boes. Motion carried.

*** *** ***

It was moved by Fleshner, seconded by Haley, to adjourn at 5:35 p.m. On roll call, all present voted aye. Absent: Boes. Motion carried.

____________________________________
Eric P. Jensen, Mayor

ATTEST:

____________________________________
Laura A. Schaefer, City Clerk
COUNCIL MEETING
APRIL 15, 2019

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

The Carroll City Council met in special session on this date at 5:15 p.m. in the Carroll Fire Station. Members present: Misty Boes, LaVern Dirkx, Jerry Fleshner, Mike Kots and Carolyn Siemann. Absent: Clay Haley. Mayor Eric Jensen presided and City Attorney Dave Bruner was in attendance.

* * * * * *

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

* * * * * *

It was moved by Fleshner, seconded by Kots, to approve Resolution No. 19-27, Policy 0715 – Small Wireless Facility Antenna/Tower Right-of-Way Siting, as amended. On roll call, all present voted aye. Absent: Haley. Motion carried.

* * * * * *

It was moved by Kots, seconded by Fleshner, to approve Resolution No. 19-28, Policy 0716 – Small Wireless Facility Design Guidelines, as amended. On roll call, all present voted aye. Absent: Haley. Motion carried.

* * * * * *

It was moved by Fleshner, seconded by Boes, to adjourn at 5:40 p.m. On roll call, all present voted aye. Absent: Haley. Motion carried.

________________________________________
Eric P. Jensen, Mayor

ATTEST:

________________________________________
Laura A. Schaefer, City Clerk
### Accounts Payable Summary

**Paid Items Dates:** 4/05/2019 Thru 4/18/2019  
**Partially Paid Items Dates:** 4/05/2019 Thru 4/18/2019  
**Unpaid Items Dates:** 4/05/2019 Thru 4/18/2019

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**Posting Dates:** 4/05/2019 Thru 4/18/2019
### ACCOUNTS PAYABLE

#### OPEN ITEM REPORT

**SUMMARY**

**REPORTING:** PAID, UNPAID, PARTIAL

**VENDOR SET:** 01 City of Carroll

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<th>VENDOR</th>
<th>VENDOR NAME</th>
<th>DESCRIPTION</th>
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## Accounts Payable Open Item Report

**Vendor Set:** 01 City of Carroll  
**Reporting:** Paid, Unpaid, Partial  
**Page:** 5  
**Bank:** AP

### Summary

- **Paid Items Dates:** 4/05/2019 THRU 4/18/2019  
- **Partially Items Dates:** 4/05/2019 THRU 4/18/2019  
- **Unpaid Items Dates:** 4/05/2019 THRU 4/18/2019

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- **Gross Am:** 154.28  
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- **Balance:** 0.00
## Accounts Payable Summary

**Vendor SET:** 01 City of Carroll  
**Reporting:** Paid, Unpaid, Partial

### Paid Items Dates:
4/05/2019 THRU 4/18/2019

### Partially Items Dates:
4/05/2019 THRU 4/18/2019

### Unpaid Items Dates:
4/05/2019 THRU 4/18/2019

### Payment Dates:
4/05/2019 THRU 4/18/2019

### Item Dates:
4/05/2019 THRU 4/18/2019

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### A C C O U N T S   P A Y A B L E

#### OPEN ITEM REPORT

**S U M M A R Y**

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**PAID ITEMS DATES**: 4/05/2019 THRU 4/18/2019

**PARTIALLY ITEMS DATES**: 4/05/2019 THRU 4/18/2019

**UNPAID ITEMS DATES**: 4/05/2019 THRU 4/18/2019

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**TOTALS**: 1,889.10 | 1,889.10- | 0.00 |
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### REPORTING: PAID, UNPAID, PARTIAL

#### ACCOUNTS PAYABLE

#### OPEN ITEM REPORT

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### A C C O U N T S P A Y A B L E

**S U M M A R Y**

| PAID ITEMS DATES | 4/05/2019 THRU 4/18/2019 |
| Partially Items Dates | 4/05/2019 THRU 4/18/2019 |
| Unpaid Items Dates | 4/05/2019 THRU 4/18/2019 |

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**ACCOUNTS PAYABLE**

**OPEN ITEM REPORT**

**SUMMARY**

--- PAYMENT DATES ---

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**TOTALS** 453.28

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**TOTALS** 349.00

**TOTALS** 150,237.73
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**REPORTING:** PAID, UNPAID, PARTIAL  

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#### Report Totals

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#### Unpaid Recap

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**GRAND TOTAL** | **510,458.82**
TO: Mike Pogge-Weaver, City Manager

FROM: Brad Burke, Chief of Police

DATE: April 17, 2019

RE: New & Renewal of License

The following establishment has made application for a new license:

Carroll County Softball Association
Class “B” Beer Permit (includes Wine Coolers) Outdoor Service and Sunday Sales

The following establishments have made application for renewal of license:

Sparky’s One Stop
402 East 6th Street
Class “C” Beer Permit with Sunday Sales

Walgreen’s #10770
105 East 6th Street
Class “E” Liquor License with Carryout Beer, Carryout Wine (includes Native Wine) and Sunday Sales

Reiling’s 71 South
112 Hwy 71 North
Class “C” Beer Permit with Sunday Sales and Class “B” Native Wine Permit

RECOMMENDATION: Council consideration and approval of these applications.
At its regular business meeting held on April 1, 2019, the Fire Department accepted the resignation of firefighter Jamie Wuebker.

As a result of the vacancy created by the resignation, the officers of the Department conducted interviews to fill the vacant position. Following the interviews with potential candidates, Chris Satterwhite was selected and accepted by the Department as a member subject to Council approval.

**RECOMMENDATION:** Mayor and Council acceptance of the resignation of Jamie Wuebker and approve the appointment of Chris Satterwhite to begin duties as members of the Carroll Volunteer Fire Department.
MEMO TO: Mike Pogge-Weaver, City Manager  
FROM: Jack Wardell, Director of Parks and Recreation
DATE: April 17, 2019
SUBJECT: 2019 Merchants Park Baseball Stadium Lease - Bucko Baseball d/b/a Carroll Merchants

- Resolution - Baseball Stadium Lease Agreement
- Allow the sale of alcohol at Merchants Park
- Request for approval of a Class “B” Beer Permit at the Merchants Park Baseball Stadium

Last year the Carroll Merchants baseball team played approximately 17 home games at Merchants Stadium. There were more single game dates and less double headers during the 2018 and this year will be similar.

2018 season went very well. Games were well attended and ran very smoothly. I would recommend the Mayor and City Council again approve the agreement and resolution allowing Carroll Merchants to play another full baseball season at the Carroll Merchants Baseball Stadium.

Attached to this memorandum is a letter from John Perrin, Carroll Athletic Association, requesting permission to serve alcohol again during the Carroll Merchants home games.

Chief Brad Burke reviewed and is recommending the approval of the Class “B” Beer permit including Wine Coolers with Outdoor Service and Sunday Sales.

RECOMMENDATIONS:
1) Mayor and City Council consideration and approval of the attached agreement and resolution with Bucko Baseball d/b/a Carroll Merchants for the 2019 baseball season.

2) Mayor and City Council consideration and approval to allow the Carroll Athletic Association to sell and serve alcohol at Merchants Park Baseball Stadium for Carroll Merchants home baseball games during the 2019 season.

3) Mayor and City Council consideration and approval of a new Class “B” Beer Permit (6 month) includes Wine Coolers with Outdoor Service and Sunday Sales.
A RESOLUTION APPROVING AGREEMENT WITH BUCKO BASEBALL d/b/a CARROLL MERCHANTS

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

WHEREAS, the Carroll Baseball Stadium Lease 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 Carroll Baseball Stadium Lease, attached Exhibit “A”, be authorized and approved, and that the Mayor and City Clerk are authorized to execute the contract on behalf of the City of Carroll.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this ______ day of April, 2019.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

BY: _________________________
   Eric P. Jensen, Mayor

ATTEST:

By: _________________________
   Laura A. Schaefer, City Clerk
CARROLL BASEBALL STADIUM LEASE

THIS AGREEMENT made and entered into this ___ day of ____________, 2019, by and between the City of Carroll, Iowa (Landlord) and Donny Roberts (Tenant) d/b/a Bucko Baseball d/b/a Carroll Merchants.

The parties agree as follows:

1. PREMISES AND TERM. Landlord leases to Tenant, the Carroll Baseball Stadium/Merchants Park in Carroll, Iowa, together with all improvements thereon, and all rights, easements and appurtenances thereto, upon the condition the Tenant performs as provided in this Lease for the 2019 baseball season (May 1st through September 1st). However, if tenant fails to utilize the Stadium and field for a period greater than 30 days during the lease term, the lease shall terminate.

After the 2019 baseball season the Tenant shall notify the Landlord if he wishes to lease for the following year. The Parties may then renegotiate a new Lease.

2. RENT. Tenant agrees to pay Landlord as rent: One dollar ($1.00) and other good and valuable consideration, payable 30 days in advance of the first day of May 1, 2019.

3. POSSESSION. Tenant shall be entitled to possession on May 1, 2019, and shall yield possession to Landlord on the last day of this Lease, which is September 1, 2019.

4. USE. Tenant shall use the premises only for the Carroll Merchants baseball team games and practices. Associated promotional baseball events must be specifically authorized by the Landlord and proof of additional insurance must be provided as required by the Landlord.

Games and practices of the Carroll Merchants shall not interfere with Kuemper High School or Carroll High School varsity or junior varsity games or practices. If any conflict occurs, it will be the obligation of the Tenant to make alternate arrangements for its games, practices or other events. The Tenant is responsible for obtaining the high schools schedules and making all necessary scheduling arrangements with each high school’s Activities Director.

5. CARE AND MAINTENANCE.

a) The Tenant takes the premises as is.

b) The Landlord shall maintain the premises.

c) The Tenant may assist in the maintenance of the premises under the direction and supervision of the Landlord. Tenant shall make no structural changes or alterations without prior consultation and written consent of Landlord.

d) Tenants shall not permit nor allow the premises to be damaged or depreciated in value by any act, omission to act or negligence of itself, its agents or employees.
6. UTILITIES. The Landlord shall pay for all utilities which may be used on the premises. Landlord shall not be liable for damages for failure to perform as herein provided, or for any stoppage for needed repairs or for improvements or arising from causes beyond the control of Landlord, provided Landlord uses reasonable diligence to resume such services.

The Landlord may contract for all non-alcohol drinks and food concessions during games and will retain profits pursuant to its concessions contract with the concession vendor. The tenant shall notify the Landlord and receive prior approval of the Landlord, if the tenant desires to sell alcohol on the premises. If approval is granted, the tenant shall be responsible for all permits, licenses and insurance requirements.

The Tenant shall provide staff at the entrance for collection of any admission fee and Tenant’s staff shall be available throughout the game for assistance to the public in case of need or emergency.

The Tenant will attend to the field under the supervision of Landlord during its use, which may include dragging, lining and chalking before the games. After each game, the Tenant shall also attend to the stadium, by picking up trash and generally policing the area.

The Tenants will make no unlawful use of the premises and agree to comply with all Federal, State and local laws.

7. SURRENDER. Upon the termination of this lease, Tenant shall surrender the premises to Landlord in good and clean condition, except for ordinary wear and tear or damage without fault or liability of Tenant.

8. ASSIGNMENT AND SUBLETTING. No assignment or subletting, shall be effective without the prior written consent of Landlord.

9. INSURANCE.

a) PROPERTY INSURANCE. Landlord and Tenant agree to insure their respective real and personal property for the full insurable value. Such insurance shall cover losses included in the Insurance Services Office Broad Form Causes of Loss. To the extent permitted by their policies the Landlord and Tenants waive all rights of recovery against each other.

b) LIABILITY INSURANCE, Tenant shall obtain commercial general liability insurance in the amounts of $1,000,000 liability insurance for each occurrence and $3,000,000 liability insurance as aggregate. This policy shall be endorsed to include the Landlord as an additional insured and proof provided to Landlord 30 days prior to lease beginning.

10. LIABILITY FOR DAMAGE. Each party shall be liable to the other for all damage to the property of the other negligently, recklessly or intentionally caused by that party (or their agents, employees or invitees).
11. **INDEMNITY.** Except for any negligence of Landlord, Tenant will protect, defend, and indemnify Landlord from and against any and all loss, costs, damage and expenses occasioned by, or arising out of, any accident or other occurrence causing or inflicting injury or damage to any person or property, happening or done in, upon or about the premises or due directly or indirectly to the tenancy, use or occupancy there, or any part thereof by Tenant or any person claiming through or under Tenant.

12. **DAMAGES.** In the event of damage to the premises, so that Tenant is unable to conduct business on the premises, this lease may be terminated at the option of either party. Such termination shall be effected by notice of one party to the other within twenty days after such notice; and both parties shall thereafter be released from all future obligations hereunder.

13. **MECHANICS' LIENS.** Neither Tenant, nor anyone claiming by, through, or under Tenant, shall have the right to file any mechanic's lien against the premises. Tenant shall give notice in advance to all contractors and subcontractors who may furnish, or agree to furnish, any material, service or labor for any improvement on the premises.

The tenant shall not incur any expense on behalf of the Landlord nor is the Tenant authorized in any fashion to contract with third parties on behalf of the Landlord. Any expenditure made by the Tenant on the premises must be approved by the Landlord along with proof of ability to pay for the expenditures or improvements.

14. **DEFAULT, NOTICE OF DEFAULT AND REMEDIES.**

**EVENTS OF DEFAULT**

Each of the following shall constitute an event of default by Tenant; 1) Failure to pay rent when due; 2) failure to observe or perform any duties, obligations, agreements, or conditions, imposed on Tenant pursuant to the terms of the lease; 3) abandonment of the premises.

**NOTICE OF DEFAULT**

Landlord shall give Tenant a written notice specifying the default and giving the Tenants ten (10) days in which to correct the default. If there is a default (other than for nonpayment of a monetary obligation of Tenant, including rent) that cannot be remedied in ten (10) days by diligent efforts of the Tenant, Tenant may propose an additional period of time in which to remedy the default. Consent to additional time must be granted by Landlord.

**REMEDIES**

In the event Tenant has not remedied a default in a timely manner following a Notice of Default, Landlord may proceed with all available remedies at law or in equity, including but not limited to the following: 1) Termination. Landlord may declare this lease to be terminated and shall give Tenant a written notice of such termination. In the event of termination of this lease, Landlord shall be entitled to prove claim for and obtain judgment against Tenant for the balance
of the rent agreed to be paid for the term herein provided, plus all expenses of Landlord in regaining possession of the premises and the reletting thereof, including attorney's fees and court costs, crediting against such claim, however, any amount obtained by reason of such reletting; 2) Forfeiture. If a default is not remedied in a timely manner, Landlord may then declare this lease to be forfeited and shall give Tenant a written notice of such forfeiture, and may, at the time, give Tenant the notice to quit provided for in Chapter 648 of the Code of Iowa.

15. ADVERTISING. Advertising, such as signs, banners, tarps, flags, fence coverings or any other display of advertising is prohibited unless prior approval is received from the Landlord.

16. NOTICES AND DEMANDS. All notices shall be given to the parties hereto at the addresses designated unless either party notifies the other, in writing, of a different address. Without prejudice to any other method of notifying a party in writing or making a demand or other communication, such notice shall be considered given under the terms of this lease when it is deposited in the U.S. Mail, registered or certified, properly addressed, return receipt requested and postage prepaid.

17. PROVISIONS BINDING. Each and every covenant and agreement herein contained shall extend to and be binding upon the respective successors, heirs, administrators, executors and assigns of the parties hereto.

18. CERTIFICATION. Tenant certifies that it is not acting, directly or indirectly, for or on behalf of any person, group, entity or nation named by any Executive Order or the United States Treasury Department as a terrorist, "Specially Designated National and Blocked Person" or any other banned or blocked person, entity, nation or transaction pursuant to any law, order, rule or regulation that is enforced or administered by the Office of Foreign Assets Control; and it is not engaged in this transaction, directly or indirectly on behalf of, or instigating or facilitation this transaction, directly or indirectly on behalf of, any such person, group, entity or nation. Tenant hereby agrees to defend, indemnify and hold harmless Landlord from and against any and all claims, damages, losses, risks, liabilities and expenses (including attorney's fees and costs) arising from or related to any breach of the foregoing certification.

CITY OF CARROLL, IOWA

By: ___________________________  By: ___________________________
   Eric P. Jensen, Mayor                  Donnie Roberts, Tenant
   112 E 5th                             W4743 County Highway A
   Carroll, IA  51401                    Spooner, WI 54801

ATTEST:

By: ___________________________
   Laura A. Schaefer, Clerk
April 2, 2019

The Carroll Athletic Association is the requesting the use of the Carroll Merchant Baseball Stadium and the area outside the baseball field (but within the fence) to set up beer ticket and dispensing stands during the Carroll Merchants home baseball games.

The Carroll Merchants regular season will run from last week in May through the first week of August of this year. There will be 19-21 scheduled home games. In addition, there will be an All-Star game on July 21st as well as playoff game(s) during the first week of August.

The Association will create temporary beer ticket and beer dispensing stands during each home Merchant game. (These will be dis-assembled following the game and stored securely until next use.) Only those serving beer will be allowed inside either stand. The location of the respective stands is noted on the map submitted with the license application and notarized signature.

Patrons will be asked to show their ID and those over 21 years of age will be given a wristband. They will be limited to buying only 2 beers at a time. They will be allowed to consume the beers in the grandstand and on the outside bleachers as shown on the map. Volunteers who work in the beer ticket or beer dispensing area will be asked to complete a state-sanctioned safe-serve program.

A good-faith effort will be made by the Association, volunteers, and players to remove all remnants of the beer sales from visibility following each game.

The Carroll Merchants Baseball Club will hold the liquor license and the dram insurance for the beer stand. The Carroll Merchants Baseball Club is registered non-profit organization operating under guidance from the Carroll Athletic Association.

Thank you for your consideration.

John Perrin,
Carroll Merchants Baseball Club-Secretary
Carroll Athletic Association-Board Member
MEMO TO:  Mike Pogge-Weaver, City Manager
FROM:  Laura A. Schaefer, Finance Director/City Clerk
DATE:  April 17, 2019
SUBJECT:  2019 Community Development Block Grant (CDBG) Owner Occupied Housing Rehabilitation Grant

- Public Hearing
- Resolution Providing Match Funds
- Motion to approve Technical Services Provider
- Motion to approve Administrative Plan
- Resolution Amending Policies No. 0106 & 0107
- Resolution Approving New Police Policy – Crowd Management
- Resolution to approve Residential Anti-Displacement and Relocation Assistance Plan
- Motion to authorize Mayor to sign the Applicant/Recipient Disclosure/Update Report and Federal Assurances Signature Page

In Fall 2016, the City began working with Region XII to gather information to apply for a CDBG owner occupied housing rehabilitation grant. Council took a number of steps at the January 14, 2019 Council meeting including approving the target area, allocating $100 per applicant for income verification and approving the process to procure technical services contingent upon grant award.

At the March 25, 2019 Council meeting, Council approved the allocation of $2,000 as a city match for each project with the intent of applying for five (5) housing projects.

Council needs to hold a public hearing for applying for this grant. The public hearing should discuss the nature of this project, funding sources and the requested amount, timeline of the application process, location of the proposed activities; plans to minimalize the displacement of citizens and plans to help those who may become displaced. The notice for the public hearing was published on Tuesday, April 16.

There are a number of items that require Council action and are discussed in detail below:

- As mentioned above, Council took action to allocate city funds to this project. Included with this memo is a resolution stating that the City would like to apply for five (5) projects and contribute $10,000 local match share.
• On March 5, 2019, City staff received two proposals for technical services: Region XII Council of Governments and Apex Companies, LLC. Based upon the scoring criteria listed in the request for proposals, City staff recommends entering into a contract with Region XII for technical services. Council motion to select Region XII to work with the City for technical services for this grant. Upon grant award, a contract would be executed at that time.

• Also, included is an Administrative Plan that outlines the primary goal of this grant/project is to preserve the housing stock, provide safe, decent and sanitary housing, improve the general aesthetics and attractiveness of the community’s housing stock and work to make the housing stock “Lead Safe”. This document states the rules to follow upon grant award. The City recommends working the Region XII to implement the requirements listed in the Administrative Plan. Funding for this is part of the grant. Upon grant award, a contract would be executed at that time.

• There are a number of policies that require Council action to comply with the grant requirements and include:
  
  o An updated Policy 0106 - Code of Conduct
  o An updated Policy 0107 - Equal Opportunity Policy Statement
  o New Police Policy for Crowd Management. Section 519 of the Department of Veteran Affairs and the U.S. Department of Housing and Urban Development, and Independent Agencies Appropriations Act of 1990 requires that all CDBG recipients adopt and enforce a policy to prohibit the use of excessive force by law enforcement agencies within the recipient’s jurisdiction against any individuals engaged in non-violent civil rights demonstrations. It is also required of CDBG grant recipients to follow a policy of enforcing applicable state and local laws against physically barring entrances or exits to a facility that is the subject of a non-violent protest demonstration. Police Chief Brad Burke drafted and recommends the adoption of this policy.
  o Implement a Residential Anti-Displacement and Relocation Assistance Plan
  o Authorize the Mayor to sign the Applicant/Recipient Disclosure/Update Report and the Federal Assurances Signature Page

Grant applications are due April 26, 2019 with award notification August 2019.
RECOMMENDATION: After public hearing Council action on the following items for the 2019 Community Development Block Grant (CDBG) Owner Occupied Housing Rehabilitation Grant:

- Resolution Providing Match Funds
- Motion to approve Technical Services Provider
- Motion to approve Administrative Plan
- Resolution Amending Policy No. 0106
- Resolution Amending Policy No. 0107
- Resolution adopting a Crowd Management Policy for the Police Department
- Resolution to approve Residential Anti-Displacement and Relocation Assistance Plan
- Motion to authorize the Mayor to sign the Applicant/Recipient Disclosure/Update Report
- Motion to authorize the Mayor to sign the Federal Assurances Signature Page
RESOLUTION NO.________

City of Carroll
RESOLUTION PROVIDING MATCH FUNDS
FOR THE 2019 CDBG OWNER-OCCUPIED REHABILITATION PROGRAM

WHEREAS, the City of Carroll has recognized the need for owner-occupied rehabilitation as stated in the Community Development and Housing Needs Assessment to provide safe and decent living conditions and to stabilize the older housing stock;

WHEREAS, the City intends to submit an application to the Iowa Economic Development Authority (IEDA), Housing Fund to initiate an owner-occupied rehabilitation program; AND

WHEREAS, the program will assist at least ___5____ low-income families to bring their homes up to the IEDA Housing Quality Standards and to be lead safe through the use of forgivable and low interest loans.

BE IT THEREFORE RESOLVED that the City Council of the City of Carroll, Iowa pledges to contribute $10,000 local match share. Local matching funds would be provided by the City of Carroll, which will be applied towards rehabilitation costs.

MOTION

SECOND

AYE

NAY

ABSENT

PASSED AND APPROVED this 22nd day of April, 2019.

__________________________
Eric P. Jensen, Mayor

ATTEST:

__________________________
Laura A. Schaefer, City Clerk
City of Carroll

Community Development Block Grant

Owner Occupied Rehabilitation Program

ADMINISTRATIVE PLAN

Program Year 2019

REVISED 03.25.2019
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Program Overview

The primary goals and objectives of the community's owner-occupied rehabilitation program are:

- To preserve and/or stabilize the community's housing stock that is affordable to low and moderate income persons;
- To provide safe, decent and sanitary housing to the community's residents who do meet income eligibility requirements have the financial means to make repairs to their own dwellings;
- To improve the general aesthetics and attractiveness of the community's housing stock, to maintain or increase the community's residential structure tax base, and to assist in the promotion and attraction of economic and community development opportunities; and
- To make the community's housing stock, those constructed prior to January 1, 1978, at least temporarily "Lead Safe".

Program will assist a minimum of 5 low to moderate income families. The target area is located within the incorporate city limits of Carroll.

CDBG Contract Number: TBD

Fair Housing & Non-Discrimination

The community will ensure that CDBG assistance is made available on a non-discriminatory basis without regard to race, color, religion, sex, disability, familial status, age, or national origin.

The community will follow the Affirmative Fair Housing Marketing Plan (AFHMP) to ensure those least likely to apply are informed of the CDBG program. This AFHMP will assist the communities to further reach all demographics of eligible individuals.

Program Eligibility

Owner-Occupied: In order for an applicant to be eligible for program assistance, the applicant must occupy the property to be assisted as their principal place of residence and must own the property (i.e., be the owner of record). Ownership means:

- Holding fee simple title to the property; or
- Maintaining a 99-year leasehold interest in the property.

Income Eligible: In order for an applicant to be eligible for program assistance, the applicant must also be income eligible. Specifically, applicants must have a household income that does not exceed 80% of the median household income as established by the U.S. Department
of Housing and Urban Development (HUD). The procedure for determining that an applicant meets the income eligibility requirement is detailed in Application Verification Process.

Property Requirements

Location of Property: In order to be eligible for program assistance, the assisted property must be included in the target/project area defined in the application approved by IEDA.

Properties located within a 100-year floodplain are not eligible for the program.

Verification of Ownership: Verification of ownership of the household will be determined by the recorded deed by accessing the County Assessor’s website.

Mortgage Payments: In order to be eligible for program assistance, the assisted property owner must be current with regard to their mortgage payments.

Property Taxes: In order to be eligible for program assistance, the assisted property owner must be current with regard to payment of their real estate property tax liability.

Utilities: In order to be eligible for program assistance, the assisted property owner must be current with regard to their utility payments associated with that property. Utilities covered under this requirement are limited to water, sanitary sewer, gas (natural gas, liquid petroleum gas, or fuel oil) and electric. Utilities not included under this requirement are telephone, cable television (including satellite television), or internet service providers.

Property Insurance: In order to be eligible for program assistance, the assisted property must be covered by property insurance (homeowner’s hazard and liability insurance) in an amount equal to, or greater than, the current assessed value of the property (land and buildings). The community should be named (included) on the assisted property owner’s insurance policy as an additional party insured.

Use of the Property: Residential properties containing businesses may only be included in the program when it can be clearly shown that CDBG funds will not benefit the business on the property. CDBG funds will only be used to rehabilitate residential portion of the unit and any funds used on shared/common areas must be prorated. Program files will document how the costs were allocated between the residential portion and business portion of the unit.

Property owner funds must be used to rehabilitate the non-residential (business) portion of the dwelling or property.

The entire property must meet IEDA Housing Quality Standards before the acceptance of work is signed and final payment to the contractor.

Condition of the Property: In order to be eligible for program assistance, the property must be free of garbage; debris; refuse; building materials (those not used for the
rehabilitation project); abandoned, non-operational or junk vehicles; etc. Additionally, the property must not be in violation of any local nuisance ordinances.

The dwelling itself must be reasonably clean and sanitary; free of garbage, debris and refuse; uncluttered; and in such a state that permits reasonable access by the community’s rehabilitation technician to conduct the initial inspection and, as applicable, conduct paint testing and a risk assessment of the property, and to the contractor(s) working on the property owner’s project.

Ability to Conform to Standards: In order to be eligible for program assistance, the dwelling (and the property as a whole) must be capable of withstanding rehabilitation. In other words, program funds may not be used unless the dwelling (and the property) can be brought into conformance with IEDA Housing Quality Standards (v.06.01.2016), as applicable.

Manufactured Homes: Manufactured homes may be assisted with CDBG funds only if all of the following criteria are met:

- The age of the manufactured home is constructed after 1976
- The manufactured home is permanently affixed to a site-built, permanent foundation and has had its towing hitch and running gear removed
- The homeowner owns the land on which the manufactured home is installed
- The manufactured home is taxed as real estate (real property) by the community.

Marketing Plan

Marketing the Program: The community will market its owner-occupied rehabilitation program to potential applicants and to contractors.

Marketing to Applicants: Marketing to potential applicants can be accomplished in a variety of ways. The community will market its program in order to provide sufficient information about its owner-occupied rehabilitation program and to generate further interest from potential applicants. Marketing may be conducted using any and all of the following methods:

- Newspapers of general circulation and other local publications;
- Radio and/or television (such as local cable television channels);
- Public informational meetings held in the community;
- Mailings;
- Social Media (when applicable)
- Postings at strategic locations accessible to the general public (e.g., the Post Office, City Hall or County Courthouse, grocery stores, schools, churches, libraries, etc.);
  and by
- Personal contact to potential applicants by community leaders, civic groups, etc.
If marketing to potential applicants occurred prior to a funding commitment from the IEDA and the community has on file the names and addresses of a number of potential applicants, re-contacting such persons is appropriate to regenerate their interest.

Marketing to potential applicants should convey basic requirements for participation in the community’s program (i.e., eligibility criteria, the form of assistance available, information about how, where and when to apply for the assistance as well as what information will be needed, and restrictions they need to be aware of). Marketing efforts should also address the requirement of making any target housing temporarily lead safe as well as the potential for temporary relocation during such work.

The community’s marketing efforts will not discriminate in any way and will provide for equal opportunity and fair housing to all potential applicants.

Additional marketing efforts may be necessary at some point during the administration of the community’s program. One of the most effective means of marketing the program during the course of its operation is to cover a “success story” about a completed project that went well and produced a finished product with a satisfied beneficiary. Information about a successful project already completed can be disseminated using the same media sources identified above. A success story marketing strategy would be used only when the affected property owner has given their permission to the community to do so.

Program Assistance

**Level of Benefit / Financial Commitment:** The level of benefit available to eligible applicants can best be described as the community’s preliminary projection of program funds to be applied toward a rehabilitation project (i.e., the hard costs of rehabilitation portion of the overall project only, and not including the direct administrative costs, lead hazard reduction costs, lead hazard reduction carrying costs, or temporary relocation costs that may be applied toward the total project).

Based on the community’s cost estimate, the after-rehabilitation value of the property will be determined and the determination will be made as to whether the applicant’s dwelling and property are feasible to rehabilitate. Using the community’s cost estimate, the community will first subtract the amount of all other sources of funds to be applied toward the rehabilitation costs of that project to arrive at the total amount of funds needed from the community’s program funds for the rehabilitation of that project.

In effect, the community can make a tentative financial commitment to the applicant for the rehabilitation work (the hard costs of rehabilitation) necessary to bring that dwelling into conformance with the applicable rehabilitation standards. The actual costs of rehabilitation, and from what sources of funds rehabilitation costs will be covered, may need to be reevaluated following the procurement of a contractor(s) when the actual rehabilitation cost of the project is known. The community’s focus at this point is only on the rehabilitation costs (i.e., those that will be secured against the assisted property owner’s property).
Maximum Amount of Program Assistance: The maximum amount of assistance to an individual rehabilitation project from the community’s program funds is $24,999. The maximum assistance level is on the hard costs of rehabilitation (materials, labor and the contractor’s overhead and profit) only, not the administrative costs, lead hazard reduction costs, lead hazard reduction carrying costs, or temporary relocation costs necessary to complete the project.

Eligible Expenditures: Program funds are intended to be used to cover the hard costs of rehabilitation (materials, labor, and the contractor’s overhead and profit) and the administrative (program implementation) costs associated with the rehabilitation of residential dwellings within the community that meet the eligibility requirements detailed in Property and Program Eligibility Requirements.

Program funds are also intended to be used to make assisted target housing temporarily “lead safe” (or portions of the dwelling temporarily “lead safe” if $5,000 or less in Housing Fund assistance is invested in the hard costs of rehabilitation) following clearance testing and final visual assessment that meets IDPH standards. Eligible expenditures of the community’s program funds for this purpose include the cost of any lead hazard reduction activities (either through normal rehabilitation or separate from normal rehabilitation), lead hazard reduction carrying costs and temporary relocation costs.

Rehabilitation costs are considered eligible expenditures where the net result of such expenditures is the provision of safe, decent and sanitary housing that conforms to the rehabilitation standards and, as applicable, results in housing (or portions of the housing if $5,000 or less in assistance) that is temporarily lead safe. All construction work is expected to be of good quality and be reasonably priced.

Project costs (the hard costs of rehabilitation) in excess of the maximum amount of program assistance available must come from sources other than the community’s program funds.

Five-Year Receding Forgivable Loan: CDBG Assistance will be provided as a five year receding forgivable loan. The property must remain the applicant’s principal residence for five years following the project acceptance date for the loan to be forgiven. The community will file a lien/security interest against the property in the amount of CDBG assistance.

In order for the assisted property owner to receive a five-year receding forgivable loan, he or she must sign a promissory note and mortgage lien to secure the full amount of the five-year receding forgivable loan. The mortgage lien will be recorded at the County Courthouse at the time of project acceptance. The five-year receding forgivable loan bears no interest.

The term of the promissory note and mortgage lien is five years, remaining at one hundred percent of the loan amount for the first full year and decreasing twenty percent each year thereafter. The anniversary date of the promissory note and mortgage lien is the date of project acceptance. Collection of the note and mortgage lien (as may be necessary) will be accomplished according to the following schedule:
If the rehabilitated property is sold, rented, transferred, vacated or abandoned prior to the first anniversary of the project completion and acceptance date, one-hundred percent (100%) of the note and mortgage lien becomes due.

- If the rehabilitated property is sold, rented, transferred, vacated or abandoned between the first and second anniversary dates of the project completion and acceptance date, eighty percent (80%) of the note and mortgage lien becomes due.
- If the rehabilitated property is sold, rented, transferred, vacated or abandoned between the second and third anniversary dates of the project completion and acceptance date, sixty percent (60%) of the note and mortgage lien becomes due.
- If the rehabilitated property is sold, rented, transferred, vacated or abandoned between the third and fourth anniversary dates of the project completion and acceptance date, forty percent (40%) of the note and mortgage lien becomes due.
- If the rehabilitated property is sold, rented, transferred, vacated or abandoned between the fourth and fifth anniversary dates of the project completion and acceptance date, twenty percent (20%) of the note and mortgage lien becomes due.
- At the fifth anniversary date, one-hundred percent (100%) of the note and mortgage lien is forgiven. The community will release the assisted property owner’s note and mortgage lien, upon written request, following completion of the five-year term.

If the assisted property becomes other than the assisted property owner’s principal place of residence at any time during the five-year term (through sale, transfer, rental, or vacating or abandonment of the property), repayment of the principal amount, based on the above schedule, is immediately repayable to the community.

The community may, at its option, release the mortgage lien (and subsequent conditions of the assistance) against the assisted property when there are extenuating circumstances that would warrant or justify the community’s decision to do so, regardless of the age of the forgivable loan.

The community’s release of a mortgage lien would be handled on a case-by-case basis with consideration given to the individual circumstances of that assisted property owner, or their representative, seeking the release. The community will gather sufficient information necessary to support and to document the assisted property owner’s inability to pay the amount owed to the community and the reason(s) for such a request. Consideration will be given to such issues as:

- The value of the property at the time of the request to release the mortgage lien and its impact on the settlement of any primary mortgage debt that may exist;
- Who will inherit the property (should the request to release the mortgage lien be related to the death of an assisted property owner), including other estate settlement issues; and Any insurance settlements.
Applicants must be given the opportunity to rescind the assistance offered due to the fact that a lien, mortgage or other security interest will be filed against their property as a result of the assistance, if accepted and executed.

A five-year receding forgivable loan from the community to applicants will result in a lien, mortgage or other security interest filed against their properties. Where there are existing liens, mortgages or other security interests already on file against assisted properties (e.g., the applicant’s primary mortgage), the community’s program assistance security interest may be filed (recorded) in a junior position to existing liens, mortgages or security interests.

In the event of future liens, mortgages or security interests filed on an assisted property owner’s property (e.g., a refinancing), the community may, at its discretion, subordinate its mortgage lien to any future liens, mortgages or other security interests.

**Unsecured Program Funds Assistance:** The community’s five-year receding forgivable loan discussed in the above section is a direct form of assistance financially secured through a mortgage lien filed on / against the assisted property.

The community may apply additional program funds toward individual rehabilitation projects undertaken that will not be secured against the assisted property owner’s properties.

The community may incur costs for the administration of its owner-occupied rehabilitation program (general administrative costs and direct, project specific administrative costs). The community may also incur costs for lead hazard reduction activity on target housing projects (as applicable) as well as lead hazard reduction carrying costs involved in doing such activity on those projects. Program funds may also be used for costs incurred in the temporary relocation of the occupants of assisted target housing, including their belongings, if interior rehabilitation that disturbs painted surfaces, known or presumed to be lead-based paint, and/or interior lead hazard reduction takes place.

**Application and Verification Process**

**Applicant Selection Process:** The community, through its marketing efforts to attract potential applicants, will indicate how to access the program (i.e., forms they need to fill out, where to get them, etc.), any time constraints for application submission, and where completed forms need to be submitted and who will be responsible for receiving them.

**Ranking System:** Applicants for program assistance will be selected according to a ranking system. The community’s ranking system is based on applicant need. Need, in this instance, is defined in terms of the applicant’s income and financial status (assets). Therefore, the neediest applicant’s application (i.e., the highest ranked application) will be processed first; the second neediest applicant’s application (i.e., second ranked application) will be processed second, and so on.)
The community will hold an initial application intake period for the receipt of all applications to be ranked. This application intake period will begin on February 15, 2019, and end on March 8, 2019. Applications received during this time frame will be assigned a “priority status” for funding. These priority status applications will then be evaluated and rank ordered according to the application selection criteria formula described below.

Processing of applications will begin with the highest ranked application and continue until all program funds are depleted or until all eligible priority status applicants have been funded, whichever comes first.

Should program funds remain after all eligible priority status applicants are served, the processing of applications will proceed based on the date and time of receipt of the application for those applications submitted after the initial application intake period cut-off date. The community will continue processing additional applications received according to this first-come, first-verified basis until program funds are depleted.

**Application Selection Criteria Formula:** The application selection criteria formula is a system of assigning numerical values to the individual criterion listed below to permit the rank ordering of the applications received during the initial application intake period. The application selection criteria formula is as follows:

**• INCOME**

For every $1,000 below HUD’s income limits (for the appropriate household size), points will be assigned according to the following table:

<table>
<thead>
<tr>
<th>Income Range</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $1,000 below the income limit</td>
<td>2 Points</td>
</tr>
<tr>
<td>$1,001 - $2,000 below the income limit</td>
<td>3 Points</td>
</tr>
<tr>
<td>$2,001 - $3,000 below the income limit</td>
<td>4 Points</td>
</tr>
<tr>
<td>$3,001 - $4,000 below the income limit</td>
<td>5 Points</td>
</tr>
<tr>
<td>$4,001 - $5,000 below the income limit</td>
<td>6 Points</td>
</tr>
<tr>
<td>$5,001 - $6,000 below the income limit</td>
<td>7 Points</td>
</tr>
<tr>
<td>$6,001 - $7,000 below the income limit</td>
<td>8 Points</td>
</tr>
<tr>
<td>$7,001 - $8,000 below the income limit</td>
<td>9 Points</td>
</tr>
<tr>
<td>$8,001 - $9,000 below the income limit</td>
<td>10 Points</td>
</tr>
<tr>
<td>$9,001 - $10,000 below the income limit</td>
<td>11 Points</td>
</tr>
<tr>
<td>$10,001 - $11,000 below the income limit</td>
<td>12 Points</td>
</tr>
<tr>
<td>$11,001 - $12,000 below the income limit</td>
<td>13 Points</td>
</tr>
<tr>
<td>$12,001 - $13,000 below the income limit</td>
<td>14 Points</td>
</tr>
<tr>
<td>Over $13,001 below the income limit</td>
<td>15 Points</td>
</tr>
</tbody>
</table>

**• LIQUID ASSETS**

The following points will be deducted from the total household points assigned for income where the household’s liquid assets exceeds the limits described below (liquid assets are defined as the total cash available to the applicant including, but not limited to, cash, checking accounts, savings accounts, stocks, bonds, certificates of deposit, mutual funds, etc., minus a $1,000 allowance for working capital). Liquid assets point deductions are as follows:
Rank ordering of applications received during the initial application intake period (according to the above criteria) can follow the individual assignment and deduction of points to those individual applications received. The community will prepare a written summary of the rank order in which applications will be processed. (Ranking sheet is attached as “Exhibit B”)

**Applicant Eligibility Determination and Verification Process:** As stated in the Program Eligibility section, applicants must be owner-occupants, be able to show proof of ownership, they must have resided in their dwellings at the time of application for program assistance and, most importantly, they must be income eligible.

Ownership, occupancy, and tenure will all be verified and documented by the community through County and/or other public records.

The income verification process is more detailed and entails a specific procedure to be followed. Basic income eligibility is based on the applicant’s annual gross household income. The community will refer to HUD’s “Technical Guide for Determining Income and Allowances for the HOME Program” for direction and guidance on certain income inclusions and exclusions. Income verifications are valid for twelve months.


The most current HUD income limitations, by county and by household size, must be used for determining and verifying income eligibility.

Additional documentation may also be obtained by the community to further substantiate an applicant’s annual (gross) household income (e.g., obtain a copy of the applicant’s federal and/or state income tax forms from the previous tax year).

In addition to documenting that an applicant meets the ownership, occupancy, tenure and income eligibility requirements, sufficient documentation must be obtained to clearly indicate that the applicant’s property also meets all applicable property eligibility requirements.

**File Documentation**

The community will keep the following items on file:
- Income verification documents
- Ownership verification documents
• Property inspection documents (initial and final)
• Construction documents (specifications, contracts, and related items)
• Final acceptance of work (signed by homeowner)
• CDBG environmental review documents
• Lead based paint related documents

Procurement

Marketing to Contractors: Marketing to contractors is essential to the success of any owner-occupied rehabilitation program. The community must conduct a sufficient amount of marketing specifically to contractors to generate and to secure their interest in participating in the community’s owner-occupied rehabilitation program.

Where there is an adequate number of contractors participating in the community’s program, fair and open competition for projects is maximized and overall costs are generally more reasonable because of the competition inherent with a larger pool of participating contractors.

Marketing to contractors can be accomplished using the same media resources used for marketing to potential applicants. In addition to using those resources, the community might also:

• Contact local homebuilders associations, construction trades organizations, unions, etc.;
• Contact the Better Business Bureau;
• Contact the Iowa Department of Public Health to obtain information on contractors that have been trained in safe work practices;
• Scan local telephone books (business directories, yellow pages, etc.);
• Contact the IEDA’s recommended plan review rooms and clearinghouses;
• Obtain information on contractors based on the community’s building permit issuance data;
• Contact local construction materials and equipment suppliers;
• Contact local lenders active in construction financing; and
• Contact other communities nearby that have, or have had, similar programs.

With the community’s efforts to solicit and attract contractors for participation in the program, nondiscrimination, equal opportunity and fair housing issues cannot be overlooked. The community will also make a good faith effort to solicit and attract the interest of minority and female owned businesses that might participate in the community’s owner-occupied rehabilitation program. Invitations to bid on the community’s projects need to be sent to the IEDA’s recommended clearinghouses and plan review rooms.

When marketing to contractors, the community will be aware of certain issues specifically of interest or concern to contractors and tailor its marketing efforts to address these issues to the extent practical. This may include, but not be limited to:

• The contractor’s ability to make a profit;
• The contractor’s location and/or proximity to the community;
• Federal, state or local requirements and/or restrictions that will affect them (e.g., licensing; training, including safe work practices as applicable; insurance coverage; OSHA requirements; contract conditions; warranties; etc.); and
• Their ability to be paid in a timely fashion.

From the community’s contractor marketing efforts, a list of potential contractors can be compiled and referenced as individual projects are undertaken.

**Contractor Requirements:** In order to participate as a contractor in the community’s owner-occupied rehabilitation program, the following minimum requirements must be met. All contractors must:
• Be registered with the State of Iowa, Department of Labor;
• Meet any and all local or state licensing requirements;
• Be able to provide evidence (i.e., certificate of successful completion and satisfactory test results) that all workers under his/her employ (i.e., employees and/or subcontractors and their employees) who will be involved in any rehabilitation that disturbs painted surfaces (known or presumed to be lead based paint) or any lead hazard reduction activity, have been trained in safe work practices as required by HUD’s Lead Safe Housing regulations and the IDPH’s 641-Chapter 70 IAC;
• Provide current and active insurance certificates that document sufficient insurance coverage; and
• Be approved by the IEDA as not being on the U.S. Department of Housing and Urban Development (HUD’s) or the U.S. Department of Labor’s (DOL’s) lists of debarred or suspended contractors.

**Contractor Procurement:** The procurement of contractors for individual rehabilitation projects (including any lead hazard reduction activity), or various components of rehabilitation projects, where projects are broken down into components, will be undertaken by the community. Contractors will be procured through a competitive sealed bids procurement process.

Upon completion of the final work write-up and bid documents, the community will publicly advertise for bids in at least one local newspaper of general circulation. In addition to publicly advertising, all known area contractors will be notified, in writing, inviting them to bid on the community’s projects as they are undertaken. Invitations to bid should also be sent to the IEDA recommended plan review rooms and area clearinghouses as well.

The community’s publicly advertised bidding process will allow sufficient time for contractors to compile and submit their bids. Bids will be opened publicly at a specified date, time and place. The lowest, responsible bidder will be awarded the contract subject to bid verification and acceptability. A responsible bidder is a contractor that has met all the Contractor Requirements and all other material terms and conditions of the bid documents. Contractor’s bids need to be typewritten or completed in ink. Contractor’s bids submitted in pencil will not be accepted.
Following the opening of all bids, the community will perform a verification of the bids received (i.e., to ensure true itemized bids submittal, to verify and to recalculate the contractor’s figures, to consider any alternate bids sought after and received, etc.). A bid tabulation (summary) sheet will then be prepared by the community reflecting all bids received. All contractors submitting bids must also include a non-collusion affidavit with their submissions.

The successful bidder(s) will be notified, in writing, of the community’s intent to award them a contract. All unsuccessful bidders will also be notified, in writing, by the community.

**Financial Management**

**Contractor Payment Procedures:** All payments to contractors are to be based on work completed at the time of the payment request. With all payment requests/contractor invoices received by the community, the community’s rehabilitation technician will make an inspection to verify that work (work for which payment is sought) has been completed. No payment requests will be honored prior to the community conducting an inspection.

All materials, supplies and equipment purchased by the contractor(s) (including subcontractors) for a particular rehabilitation project must be satisfactorily installed prior to the community making payment for those items on that project. Payment requests for materials, supplies and equipment stockpiled on a job site and not yet installed will not be honored until the contractor (or subcontractor) has satisfactorily installed them.

Contractors may be paid lump sum at the completion of projects, or may seek partial payments throughout construction with a final payment request at the completion of the project. The community will withhold a minimum of ten percent (10%) from all partial payment requests received from contractors. This ten percent (10%) withholding may be reduced to a lesser amount if the community requires participating contractors to be bonded. All withholding from partial payment requests will be paid to the contractor with the final payment request.

In addition to a required inspection prior to making payment to contractors, the community must receive fully executed lien waivers from contractors for all materials and supplies, equipment, and labor costs for which payment is being sought. Where partial payment requests are made by contractors, fully executed partial lien waivers are also necessary prior to the community honoring the contractor’s partial payment request.

Specifically, all fully executed lien waivers applicable to the first partial payment request must be received by the community before payment will be made on the contractor’s second partial payment request. Subsequent partial payment requests will follow this procedure, whereby lien waivers for the previous partial payment request are required prior to the community honoring subsequent partial payment requests. For final payment, fully executed lien waivers
are required prior to the community honoring the final payment, including the payment of funds previously withheld (retainage) from partial payments.

All lien waivers received from contractors (partial and final lien waivers) need to be reviewed and checked against the “Project Subcontractors / Suppliers” list that submitted by the contractor prior to the start of construction.

Any target housing assisted with the community’s program funds (and/or other HUD funds) that involves rehabilitation that disturbs painted surfaces, known or presumed to be lead based paint, and/or lead hazard reduction activity will require thorough, specialized cleaning and clearance testing and final visual assessment following the completion of such work. Final payment(s) to the contractor(s) will not occur prior to successful clearance testing and final visual risk assessment results meeting IDPH standards.

The property owner’s concurrence and acceptance of all work for which payment is being sought must be obtained prior to the community making any partial or final payments to contractors.

Change orders are an extension of the original project specifications (work write-up). Change orders need to detail all changes, be clear, concise and accurate, and be prepared individually listing all items if more than one item is included in the change order. The contractor’s costs associated with all items listed within change orders must also be itemized.

After the initial draw request, the community must request CDBG funds at least every six months, for both rehabilitation cost and grant administration.

Program Implementation

Initial Property Inspection: Following eligibility determination and verification, the community’s housing rehabilitation technician will arrange with the property owner a date and time in which to conduct an initial inspection of the property to be assisted.

The purpose of the initial inspection is to determine the scope of work to be accomplished with the rehabilitation of that property (i.e., the hard costs of rehabilitation). The initial inspection will be conducted in order to verify the presence and condition of all components, systems and equipment of the property owner’s dwelling and property, and to identify any and all items that do not conform to IEDA Housing Quality Standards (as applicable) for inclusion in the work write-up for that dwelling.

Typically, the initial inspection is the first opportunity to meet face-to-face with the property owner(s). If the property to be assisted is target housing, meeting with the property owner(s) at their property for the purpose of conducting the initial inspection is an ideal time to discuss lead-based paint issues likely to impact their own project. Prior to conducting the initial inspection, the community’s program administrator or rehabilitation technician needs to convey the first of several required lead-based paint related notices (if this has not transpired prior to the initial inspection).
The first notification requirement for target housing is to convey general information to the property owner about the dangers of lead-based paint. The community may use either the Environmental Protection Agency’s (EPA’s) standard pamphlet entitled “Renovate Right: Important Lead Hazard Information for Families, Child Care Providers, and Schools” or the Iowa Department of Public Health’s (IDPH’s) standard pamphlet entitled “Lead Poisoning - How to Protect Iowa’s Families” for this purpose.

Project files must be documented indicating that the property owner(s) has received this required notice. The community will use either the EPA Pamphlet - “Acknowledgement of Receipt” form or the IDPH Pamphlet - “Acknowledgement of Receipt” form for this purpose. Both acknowledgement of receipt forms require the property owner’s signature and date of their receipt.

Project files must be documented with a copy of the initial inspection report, signed (or initialed) and dated by the community’s staff who performed the initial inspection.

**Work Write-Up (Project Specifications)**: From the data and information gathered by the rehabilitation technician during the initial inspection, a work write-up (or project specifications as they are often referred to) will be generated. The work write-up is first used by the community in the formulation of a cost estimate. The work write-up eventually becomes a part of the bid documents needed for the procurement of a contractor(s).

All work write-ups will be written so that participating contractors that bid on the community’s projects will submit itemized bids (i.e., an individual line-item cost for each individual line-item of the work write-up).

**Cost Estimate**: The community will prepare a written cost estimate of the hard costs of rehabilitation for each project following the initial inspection and formulation of a work write-up. The community’s cost estimate will also be depicted in itemized form. The community’s cost estimate will be identified as such, be signed (or initialed) by the rehabilitation technician that prepared it, and dated. The community’s cost estimates must be included in individual project files.

The community’s written cost estimate is formulated to initially determine if that project is financially feasible to undertake, and secondarily to ensure the cost reasonableness of contractor’s bids that will be received for that project. The primary purpose for the community’s written cost estimate is to establish the probable cost of rehabilitation (i.e., the hard costs of rehabilitation) as well as determine the basis for what needs to be accomplished to that dwelling (if target housing) from a lead hazard reduction standpoint. Lead hazard reduction requirements are based on the community’s estimated cost of rehabilitation.

**Historical (Section 106) Clearance**: Assisted properties may be of historical significance. Historic preservation requirements may have an impact on the community’s work write-up (the original work write-up and/or the final, revised work write-up following any lead hazard
reduction need determination if target housing). Each house as it is identified will be submitted to the IEDA Section 106 Coordinator for Section 106 consultation.

**Contract Execution:** Following contractor(s) procurement, but prior to the award of a construction contract(s), the community will reevaluate the amount of assistance to be applied toward that project, secure all non-program funds and finalize its financial commitment of program funds to that property owner. The community’s loan documents (the five-year receding forgivable loan) will be prepared for signing.

Following notification(s) of award to the successful contractor(s), arrangements will be made with all parties to formally execute the rehabilitation construction contract(s). Prior to contract(s) execution, the successful contractor(s) must submit a complete list of the materials and equipment suppliers and a complete list of subcontractors intended to be used. Concurrent with the signing of a contract(s), the property owner will execute the promissory note and mortgage lien and/or repayable loan documents.

Following contract(s) execution, the community will issue a notice(s) to proceed to the contractor(s), all contracts entered into. Where projects are accomplished with several individual contracts in lieu of one general contract, the timing and coordination of issuing notices to proceed will need to be considered and handled accordingly.

Frequently, contract execution and loan documents signing, as well as obtaining the contractor(s) lists of suppliers and subcontractors and the actual issuance of the notice(s) to proceed, will actually take place during the scheduled pre-construction conference required to be held.

**Pre-Construction Conference:** Prior to the start of construction, the community will hold a pre-construction conference with the property owner and the contractor(s) awarded the contract(s). At the pre-construction conference, the final work write-up(s) (project specifications) will be reviewed by all parties, line item by line item, to ensure a thorough understanding of the work to be accomplished. Additional topics to be discussed at the pre-construction contract include, but are not limited to:

- Timing and coordination of the sequence of the work (especially when and where lead hazard reduction activity or rehabilitation work that disturbs painted surfaces, known or presumed to be lead-based paint, are to be accomplished, and/or if the project entails multiple contracts covering various components of the entire project);
- Temporary relocation, limited access to living areas, and coordination of household schedule with lead-based paint work activity issues, as applicable (i.e., conveyance of the details of the community’s temporary relocation offering and options, responsibilities, timing and coordination, packing and moving, storage, secured property owner non-access to work area(s) during interior lead hazard reduction work, specialized cleaning, clearance testing and final visual assessment, and the community’s authorization of re-occupancy following completion and successful clearance testing); and
- Safe work practices and OSHA requirements, as applicable.
Additionally, the responsibilities of all parties to the contract(s) need to be thoroughly discussed. The various processes and procedures involved in completing the project also needs to be covered (e.g., change order procedures, contractor payment processes, various lead hazard reduction requirements, grievance / dispute resolution procedures, etc.).

The required pre-construction conference, where all parties to the contract(s) are together, provides the contractor(s) an opportunity to issue the required Iowa Department of Public Health’s Pre-Renovation Notification (all target housing) if this has not transpired before this meeting. The community should ensure that this takes place and obtain a copy of the executed pre-renovation notification form for its project files.

**Construction Supervision:** Throughout the term of construction and/or lead hazard reduction activity, all individual rehabilitation projects, the community will oversee the work of the contractor(s) and any subcontractors doing the work.

Construction supervision will be accomplished primarily through periodic and frequent work-in-progress inspections by the community’s rehabilitation technician. Inspections relating to contractor payment requests, any community required (e.g., building or housing code required) inspections, and any inspections relating to change order requests will all occur as necessary.

Periodic inspections / construction supervision may also be necessary during rehabilitation that disturbs painted surfaces, known or presumed to contain lead-based paint, and/or during lead hazard reduction activity as well as during cleaning done for the purpose of clearance testing and final visual assessment. The primary purposes of these inspections are to ensure that contractors are following required safe work practices and applicable OSHA requirements. The community’s rehabilitation technician should wear appropriate protective clothing and equipment during such inspections.

All inspections must be documented in individual project files.

The main purpose of construction supervision is to ensure that all work specified in individual project work write-ups is completed, completed in a satisfactory workmanship-like manner, and completed in a timely manner.

**Change Orders:** During the course of construction, the community may find it necessary to change the work write-up on any given project. Changes occur with any addition to or with any deletion of items to be accomplished, or with any other change that may occur to the original, as-bid, work write-up that alters the scope of work in any way. Change orders are needed for any and all substitutions that are made to the project as well, even if the dollar value of that work item remains unaffected. Change orders are also needed for time extensions to a rehabilitation construction contract.

Any and all changes to the contract work write-up require a fully executed change order signed by all parties to the contract. Change orders need to be contained in individual project files.
**Project Completion / Acceptance:** Upon completion of the project (all work except the interior rehabilitation that will disturb painted surfaces, known or presumed to contain lead based paint, and/or interior lead hazard reduction activity accomplished in target housing), the community will conduct a final inspection of the rehabilitation work accomplished on that project (including exterior lead hazard reduction activity work if applicable). The final inspection will be conducted by the program administrator and/or rehabilitation technician in the presence of at least one representative of the community’s Rehabilitation Committee and in the presence of the property owner.

It is desired that the contractor(s) attend the final inspection to make note of and to clarify any unfinished and/or questioned work.

The final inspection is made to ensure that all work was completed and was accomplished in accordance with the work write-up and any change orders that were issued, and to ensure that work was accomplished in a satisfactory manner.

Should any rehabilitation work items remain unfinished or in need of rework, a punch-list will be formulated by the community (or its representative) and presented to the contractor(s) for finalization prior to final acceptance and final payment authorization. If work or rework remains, a time frame for completion of such items will also be specified in the punch-list.

For assisted target housing projects involving any interior lead hazard reduction activity, the final inspection is conducted for all rehabilitation work items and/or exterior lead hazard reduction items except the interior rehabilitation work that will disturb painted surfaces (known or presumed to be lead based paint) and/or interior lead hazard reduction activity to be accomplished. In effect, this is an intermediate final inspection. Therefore, all other (non-interior lead-based paint related) work needs to be completed, inspected and accepted prior to the contractor(s) commencing with the interior rehabilitation that will disturb painted surfaces (known or presumed to be lead based paint) and/or interior lead hazard reduction activity.

Temporary relocation will not occur until all other (non-interior lead-based paint related) work has been completed, inspected and accepted. Once the intermediate final inspection has occurred and the occupants and their belongings relocated the interior rehabilitation that disturbs known or presumed lead-based paint and/or lead hazard reduction activity can commence.

As an alternative, reverse work sequencing will be allowed if it better fits the work schedule of the contractor and/or the occupant. If reverse work sequencing is implemented, all interior rehabilitation work that does not disturb painted surfaces and/or does not involve interior lead hazard reduction activity needs to be completed and accepted initially. Temporary relocation will then occur, at which time the interior rehabilitation that disturbs known or presumed lead-based paint and/or interior lead hazard reduction activity can then commence. Upon completion of this work, clearance testing – including a final visual risk assessment – will be conducted on the interior of the dwelling. In effect, this is a partial final visual risk assessment (interior of the dwelling only). After successful clearance testing, the community will authorize re-occupancy of the assisted property. Subsequent to re-occupancy, all exterior
rehabilitation work items and all exterior lead hazard reduction items will then commence. Upon completion of this work the community will conduct a final inspection of all rehabilitation work and lead hazard reduction activity accomplished on the project. At or prior to the final inspection clearance testing and a visual risk assessment will be completed, if applicable, on all of the exterior work accomplished.

Upon completion of the interior lead-based paint related work, specialized cleaning procedures of the affected interior work areas must occur (in accordance with HUD guidelines) and prior to the community conducting the required clearance testing and final visual assessment.

Clearance testing and a final visual assessment must follow the completion of all lead-based paint related work. Clearance testing must be accomplished in accordance with the Iowa Department of Public Health's requirements found at 641-Chapter 70 of the Iowa Administrative Code. Clearance testing results must meet the applicable IDPH standards. If clearance testing fails to meet the applicable IDPH standards, the affected work areas must be re-cleaned by the contractor(s) responsible for this and clearance testing must be re-conducted. This process continues until the project meets IDPH clearance testing standards, including the final visual assessment.

Program funds are to be used only for the initial cost of cleaning for clearance testing. If clearance testing fails to meet the applicable IDPH standards, any and all costs associated with subsequent re-cleaning needs to be borne by the contractor(s) responsible for this. It is extremely important for contractors to follow safe work practices and to thoroughly clean affected work surfaces with the initial cleaning so that successful clearance testing results and successful final visual assessment results are achieved with the initial clearance testing and final visual assessment.

The community will use the “Notification of Lead Based Paint Hazard Reduction Completion and Final Visual Risk Assessment and Clearance Testing Results” form to document its clearance testing results as well as to notify the property owner as required. This form serves as the required notification as well as the IDPH (641-Chapter 70 IAC) required report.

The clearance test and final visual assessment will serve as the “final” final inspection for assisted target housing that includes any interior lead-based paint related work. Assisted target housing involving any interior rehabilitation that disturbs painted surfaces (known or presumed to be lead-based paint) and/or any interior lead hazard reduction activity will effectively entail two final inspections.

When all work is determined to have been satisfactorily completed, the community will execute a Final Completion and Acceptance form. This form requires the actual date of completion and acceptance as well as the signatures of all parties to the contract(s).

Following the execution of the Final Completion and Acceptance form, the community can issue the final payment and the payment of all withholding (retainage) from previous partial payment requests paid, once all lien waivers have been executed by the contractor and are in the community’s possession. Prior to making final payment and the payment of withheld funds to the contractor, all manufacturer’s and supplier’s warranties must have been conveyed to the
property owner by the contractor. An “Anti-Kickback Statement” should also be executed prior to the community making final payment to the contractor.

**Written Relocation Policy Guide:** The community’s written relocation policy must be submitted to IEDA as Exhibit A to the Administrative Plan as a condition of the contract with IEDA. The policy at a minimum must include the following information:

- When relocation is required under the program and how long temporary relocation will typically last
- How much notice will be provided to move and return
- What constitutes an appropriate relocation unit (must be post-1978 or documented as lead-safe by a clearance examination)
- Whose responsibility it is to identify a temporary unit
- What costs may be covered such as a unit provided, units at selected lodging paid directly, meal allowance if there are no cooking facilities, etc.
- How payments will be made

**Infeasible Structures:** Depending on the extent of the rehabilitation work (the hard costs of rehabilitation) necessary to bring a dwelling and the property as a whole into conformance with IEDA Housing Quality Standards (as applicable), the community may find a dwelling that is structurally and/or financially infeasible to rehabilitate. The community will apply the following formula to all projects in order to determine if that project is feasible for rehabilitation.

“If the community’s estimated cost of rehabilitation (the hard cost of rehabilitation) is at, or greater than, fifty percent (50%) of the replacement value for that size of unit, the proposed project will be considered infeasible to rehabilitate”.

**NOTE 1:** The estimated cost of rehabilitation would include all sources of funds, not just the community’s program funds.

**NOTE 2:** Replacement value will be based on sixty-five dollars ($65) per square foot with no basement space figured in; not including porches, breezeways, or attached garages; and with no square footage cost differential in treating second (or more) floors in the computation of total square footage.

Where a dwelling is determined infeasible for rehabilitation using the above formula, the community reserves the right to withdraw its offer of financial assistance toward that project and to its property owner.

**Roles and Responsibilities**

**Community:** The overall authority for the implementation and administration of the community’s owner-occupied rehabilitation program is with the community itself. This responsibility rests with the chief elected officials of the community (i.e., the mayor and city council or the board chair and supervisors).
The primary responsibility of the community is to ensure that the program is carried out in accordance with its contract with the Iowa Economic Development Authority (IEDA), and to ensure compliance with all applicable state and federal requirements governing the program funds associated with the community’s owner-occupied rehabilitation program.

Rehabilitation Committee: The community will establish a local oversight committee. This Rehabilitation Committee will be appointed by the chief elected official and be charged with certain programmatic responsibilities. At least one community representative (a City Councilperson or County Board Supervisor) will serve on this committee. Responsibilities of the Rehabilitation Committee include, but are not limited to:

- Final approval authorization of all applications for assistance;
- Individual rehabilitation construction contracts approval authorization;
- Grievance and dispute resolution responsibilities;
- Representation during final inspection;
- Long-term monitoring responsibilities to ensure that assisted properties remain the principal places of residence to the assisted property owners for the prescribed period tied to the community’s financial assistance (i.e., the five-year receding forgivable loan); and
- Oversight of any recaptured funds received from any five-year receding forgivable loans that go into default.

Program Administrator and/or Rehabilitation Technician: The community will designate certain staff for the day-to-day programmatic administrative responsibilities. This may be community staff or designated staff of a third party entity under contract with the community. Those responsible for the day-to-day programmatic administration may be one or more persons.

The primary responsibilities of the program administrator and/or rehabilitation technician include, but are not limited to:

- Marketing of the program to applicants and contractors;
- Application intake and processing;
- Ranking of applications received;
- Property and applicant eligibility determination processes;
- Verification of applicant information received documenting their eligibility to participate;
- Initial inspections;
- Work write-ups;
- Cost estimates;
- Historical clearances;
- Feasibility determinations;
- Level of benefit and determination of amount of assistance;
- The determination of lead hazard reduction need for all assisted target housing (recall that this can only be accomplished by Iowa-certified Sampling Technicians, Lead Inspectors / Risk Assessors, or Elevated Blood Lead (EBL) Inspectors / Risk Assessors);
• Revisions and finalization of individual project work write-ups, as applicable;
• Contractor procurement;
• Contracting;
• Temporary relocation (as applicable);
• Construction supervision (inspections, change orders, contractor payments, lead hazard reduction oversight, etc.);
• Project completion, final inspection(s), clearance testing and final visual assessment (as applicable) and final acceptance;
• Grievance and dispute resolution responsibilities; and
• Progress reporting to the Rehabilitation Committee, the community and the IEDA.

Rehabilitation Standards

Housing rehabilitation project will follow IEDA’s Housing Quality Standards. The full standards are listed in the CDBG Management Guide.

Lead Based Paint Requirements

The community will comply with HUD’s lead hazard reduction requirements through the duration of the program.

Target Housing—Lead Hazard Reduction: All target housing properties assisted with the community’s program funds must comply with HUD’s Lead Safe Housing Regulations. All lead based paint hazards must be identified and subsequently addressed (reduced) in target housing assisted with the community’s program funds. Lead hazard reduction activity will be conducted in conjunction and/or in combination with the rehabilitation work determined from the community’s initial inspection and included in a final, revised work write-up prior to the procurement of a contractor(s). All assisted target housing (i.e., the entire dwelling and the property as a whole) with an assistance investment greater than $5,000 must be made at least temporarily “lead safe” at the conclusion of clearance testing and final visual assessment.

The determination of lead hazard reduction need is based on (and directly tied to) the community’s estimated cost of rehabilitation for that project (the hard costs of rehabilitation). This determination is first based on the amount of program funds (and/or other HUD funds) to be used for rehabilitation, and secondly, based on the actual approach the community takes to physically determine the lead hazard reduction need (i.e., paint testing and risk assessment or the presumption of lead-based paint).

For target housing projects where the estimated cost of rehabilitation is $5,000 or less in program funds (and/or other HUD funds), lead hazard reduction need is determined by testing all painted surfaces that will be disturbed by the rehabilitation activity. Painted surfaces found to contain lead-based paint (those that will be disturbed during rehabilitation) must be repaired if deteriorated paint or lead-based paint hazards are present. The work items specified in the
community’s final, revised work write-up (rehabilitation and lead hazard reduction activity combined) for the repair of such painted surfaces to be disturbed will include, or compensate for, the lead hazard reduction activity needed.

The community may presume that assisted target housing in this estimated rehabilitation cost range contains lead-based paint. Where lead-based paint is presumed to be present, testing of painted surfaces is not required. Where lead-based paint is presumed to be present, all painted surfaces disturbed during rehabilitation must be repaired and the lead hazard reduction need determined accordingly by the community’s certified lead professional.

For target housing projects where the estimated cost of rehabilitation is between $5,001 and $24,999 in program funds (and/or other HUD funds), lead hazard reduction need is determined by testing of painted surfaces to be disturbed by the rehabilitation activity and conducting a risk assessment of the entire property. From the paint testing and risk assessment results, all painted surfaces containing lead-based paint that will be disturbed during rehabilitation will be identified and all lead-based paint hazards (including dust-lead hazards and soil-lead hazards) will be identified.

Work items specified to reduce the lead-based paint hazards identified from the required paint testing and the risk assessment will be considered as “interim controls”. The interim controls specified in the community’s final, revised work write-up, in addition to the rehabilitation work items, will include, or compensate for, the lead hazard reduction activity (interim controls) needed.

Communities may also presume that assisted target housing in this estimated rehabilitation cost range contains lead-based paint. Where lead- based paint is presumed to be present, testing of painted surfaces and conducting a risk assessment is not required. Work items specified to reduce lead-based paint hazards presumed to contain lead-based paint will be considered as “standard treatments”. The standard treatments specified in the final, revised work write-up, in addition to the rehabilitation work items, will include, or compensate for, the lead hazard reduction activity (standard treatments) needed.

The determination of all lead hazard reduction activity needed to make a project lead safe following clearance testing results and final visual assessment that meet IDPH standards is first based on the amount of program funds (and/or other HUD funds) to be applied toward the hard cost of rehabilitation, and secondly, based on the approach the community takes for making this determination (i.e., paint testing and risk assessment or the presumption of lead-based paint).

Once all lead hazard reduction activity to be accomplished has been determined by the Community’s certified lead professional, the community will compare these work items to its original initial inspection and work write-up that defines the rehabilitation work items to be accomplished. It is possible that one or more of the rehabilitation work items specified will effectively reduce or eliminate an identified (known or presumed) lead-based paint hazard(s). Where lead-based paint hazards will not be addressed with the specified rehabilitation work items, additional lead hazard reduction work items (i.e., interim controls or standard
treatments) will need to be added to the rehabilitation work items. A final, revised work write-up is then generated that incorporates all rehabilitation work items and all lead hazard reduction work items. This final, revised work write-up will then be used for the procurement of a contractor(s) to do the work.

The community must retain all original work write-ups and cost estimates and include them in the respective project files. Individual project cost estimates of the rehabilitation work items specified in the original work write-ups are the basis for determining what needs to be accomplished from a lead hazard reduction standpoint for each project.

The determination of lead-based paint hazards, regardless of the estimated cost of rehabilitation, can only be accomplished by certain Iowa-certified lead professionals. Paint testing and risk assessments can only be accomplished by lead professionals certified in Iowa as Lead Inspectors / Risk Assessors or Elevated Blood Lead (EBL) Inspectors / Risk Assessors. The determination of presuming that lead-based paint is present in target housing may be made by lead professionals certified in Iowa as Sampling Technicians or Lead Inspectors / Risk Assessors or Elevated Blood Lead (EBL) Inspectors / Risk Assessors. The required clearance testing and final visual assessment that follows completion of projects where lead hazard reduction activity occurred (regardless of the estimated cost of rehabilitation) may be conducted by any of the certified lead professionals referenced above. The community will employ all necessary Iowa-certified lead professionals.

There are notification requirements associated with the identification of lead-based paint hazards in target housing assisted with program funds (and/or other HUD funds).

Where the community conducts paint testing and risk assessments to determine the lead hazard reduction need, the community must convey to the assisted property owner the “Notification of Lead-Based Paint Inspection and Risk Assessment” form. This notification must be conveyed to the assisted property owner no later than fifteen days after the testing results have been received by the community (if applicable) and the evaluation (risk assessment) has been completed. A Lead Based Paint and Risk Assessment report must be prepared in accordance with the requirements found in the IDPH’s 641-Chapter 70 IAC.

Where the community presumes that lead-based paint and/or lead-based paint hazards exist in assisted target housing, the community must convey to the assisted property owner the “Notification That Lead-Based Paint or Lead-Based Paint Hazards are Presumed to be Present” form. This notification must be conveyed to the assisted property owner no later than fifteen days after the presumption determination was made. A Visual Risk Assessment report must be prepared in accordance with the requirements found in the IDPH’s 641-Chapter 70 IAC.

Any rehabilitation work that disturbs painted surfaces (i.e., paint that is known or presumed to be lead-based paint) and any other lead hazard reduction activity not accomplished with the rehabilitation work items (excluding the allowable de minimis
areas) can only be accomplished by contractors who have been trained in safe work practices.

**Target Housing—Occupancy**

*Scheduling the Lead-Based Paint Work:* The community will first coordinate with its contractors and property owners, the timing and sequence of all non-lead-based paint related interior and exterior rehabilitation work (i.e., those items that do not disturb painted surfaces; those items disturbing painted surfaces that are documented as not being lead-based paint; or those items that fall within the allowable de minimis areas), and any exterior lead-based paint related rehabilitation work and/or exterior lead hazard reduction activity, so that all of this work combined is accomplished prior to the start of any interior lead-based paint related rehabilitation work (i.e., interior work that disturbs painted surfaces, known or presumed to be lead-based paint, and/or any interior lead hazard reduction activity).

**Worksite Restricted Entry and Security**

**No Occupants at Worksite:** Occupants shall not be permitted to enter the worksite during lead hazard reduction activities until after hazard reduction work has been completed and clearance has been achieved.

**Protection of Occupants’ Belongings:** The dwelling and worksite shall be secured against unauthorized entry and occupants’ belongings shall be protected from contamination during hazard reduction activities by relocating or covering and sealing all belongings.

**Occupant Protection Measures**

All households will be provided the option of temporary relocation. Households with children under six years of age and/or a pregnant woman (if known) must be temporarily relocated as described below in the Temporary Relocation section.

Households that will not have safe access to sleeping areas, bathroom, and kitchen facilities outside the sealed work area must be temporarily relocated as described below in the Temporary Relocation section.

Households that live in houses that will require more than five calendar days to complete the lead hazard reduction activity for the interior of the house must be temporarily relocated as described below in the Temporary Relocation section.

Households that are not required to temporarily relocate and do not choose temporary relocation will be required to vacate the house during the work hours and have no access to the worksite when in the house after work hours except for households where all occupants of the house are at least 62 years old. The requirements that apply to projects where the households do not temporarily relocate (except for households where all occupants are at least 62 years old) are described in the “Eight Daytime Hours or Five Calendar Days” section.
Households that do not include any person under 62 years old and that have received complete disclosure of the nature of the work are not required to leave the house if there will be safe access to sleeping areas, bathroom, and kitchen facilities outside the sealed work area (worksite) and if each occupant of the house signs an “Elderly Waiver for Relocation.”

**Eight Daytime Hours or Five Calendar Days**

**Eight Daytime Hours**: Treatment of the interior will be completed within one period of 8-daytime hours, the worksite is contained so as to prevent the release of leaded dust and debris into other areas, and treatment does not create other safety, health or environmental hazards (e.g., exposed live electrical wiring, release of toxic fumes, or on-site disposal of hazardous waste).

**Five Calendar Days**: Treatment of the interior will be completed within 5 calendar days, the worksite is contained so as to prevent the release of leaded dust and debris into other areas, treatment does not create other safety, health or environmental hazards; and, at the end of work on each day, the worksite and the area within at least 10 feet (3 meters) of the containment area is cleaned to remove any visible dust or debris, and occupants have safe access to sleeping areas, and bathroom and kitchen facilities.

Prior to the start of the lead hazard reduction work the worksite shall be sealed to prevent the release of leaded dust, and to contain lead-based paint chips and other debris from hazard reduction activities within the worksite until they can be safely removed. A warning sign shall be posted at each entry to a room where hazard reduction activities are conducted.

For either Eight Daytime Hours or for Five Calendar Days, the work area will be sealed and no occupant will enter the work area until all such work has been completed AND successful clearance testing and final visual assessment results meeting IDPH standards has been achieved.

Temporary Relocation: Temporary relocation is required for the following households during interior work in target housing that disturbs areas that have or are presumed to have lead-based paint:
- all households with children under six and/or a pregnant woman (if known)
- for projects where there will not be safe access to sleeping areas, bathroom, and kitchen facilities during the lead hazard reduction work
- for projects that will require more than five days to complete the lead hazard reduction work
- any household that requests temporary relocation

The relocated households and their personal belongings will be fully protected during any rehabilitation work that disturbs painted surfaces (known or presumed to contain lead-based paint) and during any lead hazard reduction activity. Any personal belongings not temporarily relocated (e.g., large pieces of furniture, etc.) will be protected (e.g., covered and sealed) so
that they will not become contaminated with lead-contaminated dust or construction debris during such interior work.

The household will be relocated to a suitable, safe / decent / sanitary living arrangement that is free of any lead-based paint hazards (post-1978 unit or clearance examination). Temporary relocation will continue to be provided until the interior lead-based paint related work has been completed, the work area(s) thoroughly cleaned (using HUD recommended specialized cleaning methods) and clearance testing and final visual assessment (interior or exterior) has been conducted with results achieved that meet IDPH standards. The community will not authorize entry or re-occupancy of the assisted property by the relocated household until all such work has been completed and successful clearance testing and final visual assessment results meeting IDPH standards has been achieved.

Some, if not all, of the relocated household’s belongings must also be temporarily relocated (or adequately protected), prior to the start of such interior work. The occupant’s belongings will be relocated to a safe and secure location (e.g., a lockable storage facility) accessible only to their owners. Any personal belongings not temporarily relocated (such as large pieces of furniture) must be covered and sealed to prevent possible contamination from lead-contaminated dust or construction debris during interior lead-based paint related rehabilitation and/or lead hazard reduction activity.

**Appeal/Complaint Procedure**

Step 1: Any grievances or disputes arising between a property owner and the contractor(s) will initially be mediated by the community’s program administrator and/or rehabilitation technician. It is the grieving (or disputing) party’s obligation to contact the community’s program administrator and/or rehabilitation technician with a detailed account of the issue(s) comprising the grievance or dispute. The program administrator and/or rehabilitation technician will make a determination of resolution on the issue(s) brought to their attention and convey to both the property owner and the contractor a course of action to be taken, in what time frame, and by whom.

Step 2: Should either party contest the community’s program administrator’s and/or rehabilitation technician’s initial decision, a request for an appeal hearing by the community’s Rehabilitation Committee may be made. This request must be made in writing. The Community’s Rehabilitation Committee will set a date, time, and place for this appeal hearing and notify the parties of same. The Rehabilitation Committee will make their determination at, or shortly after, their meeting and convey their determination of resolution to the issue(s) raised, in writing, to both parties. The Rehabilitation Committee’s determination will convey to both parties a course of action to be taken, in what time frame, and by whom.

Step 3: Should either party contest the Rehabilitation Committee’s decision, a request to appeal this decision may be made to the community’s governing body (i.e., mayor and city council; chair and board of supervisors; etc.). The decision of the community’s governing body will be conveyed, in writing, to both parties. The governing body’s determination will
convey a course of action to be taken, in what time frame, and by whom. The decision of the community’s governing body will be final and binding on all parties.

Step 4: In the event that the grievance or dispute remains unresolved to the satisfaction of either party, the right to file legal action remains the last and only recourse available to the grieving or disputing party.

Should a grievance or dispute arise between either the property owner or the contractor and the community’s program administrator and/or rehabilitation technician, the procedure to follow is the same as described above, except that Step 1 would be omitted.

Written grievances or disputes that are received by the IEDA directly (or indirectly) from a property owner, the contractor or a representative of the property owner or contractor will be forwarded to the community for resolution. Resolution is to follow the above described process.

Program Amendments

Communities will provide a written proposal to amend policies and procedures established in the administration plan to Region XII Council of Governments, Inc. to submit to IEDA for approval.

Conflicts of Interest

The city will refer to 24. CFR.570.611 (CDBG regulations on conflicts of interest) should a potential conflict of interest arise and follow guidance provided in these regulations.

Definitions

Several of the definitions pertaining to lead hazard reduction activity have been added and/or modified to conform with, and to be consistent with, the Iowa Department of Public Health’s (IDPH’s) administrative rules found at 641-Chapter 70 of the Iowa Administrative Code (IAC).

For the purpose of owner-occupied rehabilitation activities performed under the Iowa Economic Development Authority’s (IEDA’s) Housing Fund, such definitions are verbatim with the IDPH’s administrative rules except for the following definitions: “certified lead professional”; “dust-lead hazards”; “interim controls”; “hazardous lead-based paint”; “soil-lead hazard”; “standard treatments”; and “target housing”. Modifications made to these definitions were made to delete any and all reference to child occupied facilities, housing specifically designated for the elderly or persons with disabilities, single room occupancy units, and multi-family activities, none of which have relevance to an owner-occupied rehabilitation activity performed under a Housing Fund award.
Adjusted (Gross) Household Income: The definition of adjusted (gross) household income, as used for the community’s owner-occupied rehabilitation program, is the same as the definition used in the U.S. Department of Housing and Urban Development’s (HUD’s) Section 8 Housing Assistance Payments programs (24 CFR, Part 813). Adjusted income is annual (gross) household income reduced by certain deductions for dependents, elderly households, medical expenses, childcare, and expenses related to assistance for persons with disabilities. Adjusted (gross) household income is used only to determine the level of benefit available to the community’s applicants.

Annual (Gross) Household Income: The definition of annual (gross) household income, as used for the community’s owner-occupied rehabilitation program, is the same as the definition used in HUD’s Section 8 Housing Assistance Payments programs (24 CFR, Part 813). Annual (gross) household income is used in the determination of income eligibility. (Refer to Section 7.3 for more detail on how an applicant’s annual (gross) household income is used in the community’s owner-occupied rehabilitation program).

Certified Lead Professional: Certified Lead Professional means a person who has been certified by the Iowa Department of Public Health as a Lead Inspector / Risk Assessor, Elevated Blood Level (EBL) Inspector / Risk Assessor, Lead Abatement Contractor, Lead Abatement Worker, Project Designer, Sampling Technician, or Lead-Safe Renovator.

Chewable Surfaces: Means interior or exterior surfaces painted with lead-based paint or presumed to be painted with lead-based paint that a young child could mouth or chew (previously known as accessible surfaces).

Community: Community, as used in this document, means the recipient of the IEDA’s Housing Fund (i.e., funds awarded for the owner-occupied housing rehabilitation program).

De Minimis Levels: The application of safe work practices to rehabilitation projects by the participating contractors and subcontractors is not required when rehabilitation work and/or lead hazard reduction activities do not disturb painted surfaces that total more than:

- Twenty (20) square feet on exterior surfaces;
- Two (2) square feet in any one interior room or space, or
- Ten percent (10%) of the total surface area of an interior or exterior component with a small surface area (e.g., windowsills, baseboards, trim, etc.).

Dust-lead hazard means surface dust in residential dwellings that contains a mass-per-area concentration of lead equal to or exceeding 40 micrograms per square foot on floors, 250 micrograms per square foot on interior windowsills, and 400 micrograms per square foot on window troughs based on dust wipe samples. A dust-lead hazard is present in a residential dwelling when the weighted arithmetic mean lead loading for all single-surface or composite samples of floors and interior windowsills is equal to or greater than 40 micrograms per square foot on floors, 250 micrograms per square foot on interior windowsills, and 400 micrograms per square foot on window troughs based on dust wipe samples.
**Friction Surfaces:** Friction surfaces mean interior or exterior surfaces that are subject to abrasion or friction, including, but not limited to, certain window, floor and stair surfaces.

**Hazardous Lead-Based Paint:** Hazardous Lead-Based Paint means lead-based paint (known or presumed to be lead-based paint) that is present on a friction surface where there is evidence of abrasion or where the dust-lead level on the nearest horizontal surface underneath the friction surface (e.g., the windowsill or floor) is equal to or greater than the dust-lead level; lead-based paint that is present on an impact surface that is damaged or otherwise deteriorated from impact; lead-based paint that is present on a chewable surface; or any other deteriorated lead-based paint in the residential dwelling or on the exterior of the residential dwelling.

**Impact Surfaces:** Impact surfaces mean interior or exterior surfaces that are subject to damage by repeated sudden force, such as certain parts of doorframes.

**Interim Controls:** Interim controls means a set of measures designed to temporarily reduce human exposure to lead-based paint hazards, including repairing deteriorated lead-based paint, specialized cleaning, maintenance, painting, and temporary containment. For the purpose of this program, interim controls must address all lead-based paint hazards in the assisted housing. The lead-based paint hazards must be identified by an Iowa certified lead inspector / risk assessor or an Iowa certified elevated blood lead (EBL) inspector / risk assessor through paint testing and a risk assessment.

**Iowa Economic Development Authority (IEDA):** The IEDA is the primary funding source for the community’s owner-occupied rehabilitation program through its federally (HUD) financed program known as the Housing Fund.

**Iowa Department of Public Health (IDPH):** In Iowa, the IDPH is the regulatory agency overseeing, in part, the Lead-Based Paint Activities Training and Certification program. The IDPH also establishes minimum work practice standards for lead professional activities.

**Household:** Household means one or more persons occupying a dwelling.

**Lead-Based Paint:** Lead-based paint means paint or other surface coatings that contain lead greater than or equal to 1.0 milligram per square centimeter or greater than 0.5 percent by weight. Lead-based paint is present on any surface that is tested and found to contain lead greater than or equal to 1.0 milligram per square centimeter or greater than 0.5 percent by weight and on any surface like a surface tested in the same room equivalent that has a similar painting history and that is found to be lead-based paint.

**Lead-Based Paint Hazard:** Lead-based paint hazard means hazardous lead-based paint, a dust-lead hazard, or a soil-lead hazard.

**Lead Hazard Reduction:** Lead hazard reduction means the reduction of lead-based paint hazards through interim controls or standard treatments. For purposes of this program, lead hazard reduction activities temporarily reduce lead-based paint hazards.
**Lead Hazard Reduction Carrying Costs:** Lead hazard reduction carrying costs are basically administrative in nature. Lead hazard reduction carrying costs are the additional costs incurred by the community’s lead professional staff to ensure that target housing is lead safe at the completion of the rehabilitation project following required clearance testing and final visual risk assessment. Lead hazard reduction carrying costs include, but are not limited to, required notifications and reports (preparation and/or conveyance), required paint testing and risk assessment (including laboratory analysis costs) or presumption of lead-based paint and/or lead-based paint hazards, visual risk assessment following the presumption of lead-based paint and/or lead-based paint hazards, revising project work write-ups to include lead hazard reduction activities and methodologies, construction oversight to ensure that safe work practices are used by participating contractors and subcontractors, and clearance testing and final visual assessment (including laboratory analysis costs).

**Lead Professional:** Lead professional means a person who conducts lead abatement, lead inspections, elevated blood lead (EBL) inspections, lead hazard screens, risk assessments, visual risk assessments, clearance testing after lead abatement, or clearance testing after interim controls, paint stabilization, standard treatments, or rehabilitation pursuant to 24 CFR 35.1340.

**Lead Safe:** “Lead safe” is the temporary condition of assisted housing immediately following the application of interim controls, paint stabilization, or standard treatments to temporarily reduce lead-based paint hazards and upon passing clearance testing and final visual assessment that meets the Iowa Department of Public Health (IDPH) standards. Lead hazard reduction measures incorporated into the community’s target housing rehabilitation projects (including paint stabilization, interim controls, and standard treatments) only temporarily reduces exposure by the occupants of the dwelling to lead-based paint hazards. Lead hazard reduction activity does not result in the assisted property being permanently free of lead-based paint and/or lead-based paint hazards. Additionally, rehabilitation projects receiving $5,000 or less in Housing Fund assistance (for the hard costs of rehabilitation) are not considered lead safe, only those areas (components) of the dwelling specifically addressed with, or affected by, the rehabilitation work and/or lead hazard reduction activity and has passed clearance testing and final visual assessment are considered “lead safe”, not the entire dwelling.

**Lead Safe Housing Regulations:** The Lead Safe Housing Regulations are technically known as the “Requirements for Notification, Evaluation, and Reduction of Lead Based Paint Hazards in Federally Owned Residential Property and Housing Receiving Federal Assistance; Final Rule” found at 24 CFR Part 35 et.al.

**Median Household Income:** Median household income means the area median household income established annually by HUD, by county, and based on household size.

**Paint Stabilization:** Paint Stabilization means repairing any physical defect in the substrate of a painted surface that is causing paint deterioration, removing loose paint from surfaces to be treated, and applying new paint or other protective coating pursuant to 24 CFR Part 35.
**Paint Testing:** Paint Testing means the process of determining, by a certified lead inspector / risk assessor or certified elevated blood lead (EBL) inspector / risk assessor, the presence or absence of lead-based paint on deteriorated paint surfaces or painted surfaces to be disturbed or replaced pursuant to 24 CFR Part 35 et. al.

**Prohibited Methods of Paint Removal:** The following methods **shall not** be used to remove paint that is, or presumed to be, lead-based paint:

- Open flame burning or torching;
- Machine grinding or sanding without high efficiency particulate air (HEPA) local exhaust control;
- Abrasive blasting or sandblasting without HEPA local exhaust control;
- Heat guns operating above 1,100 degrees Fahrenheit;
- Dry sanding or dry scraping (except dry scraping in conjunction with heat guns or within one foot of electrical outlets, or in areas that fall within the de minimis levels); or
- Paint stripping in poorly ventilated space using volatile strippers.

**Program Funds:** Program funds, as used in this document, means HUD funds awarded to the community from the IEDA’s Housing Fund, even though there may be other HUD funds or other federal funds used in the community’s owner-occupied rehabilitation program.

**Rehabilitation Standards:** Rehabilitation standards, for the purpose of the community’s owner-occupied rehabilitation program, are IEDA Housing Quality Standards, v.06.01.2016 (applicable to all communities where no other local codes, standards or ordinances exist).

**Safe Work Practices:** Safe Work Practices include: a) prohibited methods of paint removal, b) occupant protection, c) work site preparation, d) worker protection, e) specialized cleaning, and f) the de minimis levels.

**Standard Treatments:** Standard treatments means a series of hazard reduction measures designed to reduce all lead-based paint hazards in a residential dwelling without the benefit of a lead-based paint inspection and a risk assessment. Standard treatments consist of the stabilization of all deteriorated interior and exterior paint, the provision of smooth and cleanable horizontal interior hard surfaces, the correction of dust-generating conditions (i.e., conditions causing rubbing, binding, or crushing of surfaces presumed to be coated with lead-based paint), and the treatment of bare soil to control presumed soil-lead hazards.

**Soil-Lead Hazard:** Soil-Lead Hazard means bare soil on residential real property that contains total lead in excess of 400 parts per million for the dripline, mid-yard, and play areas. A soil-lead hazard is present in a dripline, mid-yard, or play area when the soil-lead concentration from a composite sample of bare soil is equal to or greater than 400 parts per million.
**Target Housing**: Target housing generally means any housing constructed prior to January 1, 1978. Refer to the Lead Safe Housing regulations found at 24 CFR Part 35 for exemptions.

**U.S. Department of Housing and Urban Development (HUD)**: HUD is the funding source for the IEDA’s Housing Fund.

"**Worksite**" or "**work area**" means an interior or exterior area where lead-based paint hazard reduction activity or renovation takes place. There may be more than one worksite in a dwelling unit.
TEMPORARY RELOCATION POLICY

The following relocation policies shall be followed:

1) Relocation shall be required under the following circumstances:
   a. When the residence is undergoing work that disturbs areas that have or are
      presumed to have lead based paint.
   b. When safe access to, and use of, sleeping areas, bathrooms and kitchen
      facilities is not available for period of at least eight (8) consecutive hours.
   c. When occupancy of the residence is not reasonable due to the presence of lead
      hazards, excessive noise, excessive airborne particles, electrical hazards, lack
      of heat, lack of running water, plumbing issues, lack of ingress/egress or any
      other reasons as verified by the program administrative entity and
      rehabilitation technician.
   d. NOTE: Households participating in the program in which all occupants are
      sixty-two (62) years of age or older are NOT required to leave the home if there
      will be safe access to sleeping areas, bathroom and kitchen facilities and if each
      occupant of the home signs an Elderly Waiver of Relocation form.

2) Contractors will be required to provide a minimum of five (5) working days notice
   prior to relocation being required.

3) Contractors shall notify residents within not more than one (1) working day of
   when the home has been certified for re-occupancy by the program administrative
   entity and rehabilitation technician.

4) All relocation units will be selected by the program administrator in consultation
   with the displaced persons and will be suitable, safe, decent and similarly accessible
   and must be constructed after January 1, 1978. All units will be inspected by the program
   administrative entity and rehabilitation technician prior to being approved for
   relocation. Units should be in as close a proximity to the permanent residence as
   feasible.

5) It is anticipated that temporary relocation will typically be for duration of five (5) to ten
   (10) working days. A provision will be placed in all rehabilitation contracts deducting
   temporary relocation costs from payments due the contractor
   beginning immediately after the fifteenth (15th) working day of relocation.

6) The City/County will, through the CDBG program, cover the following relocation
   related expenses:
      a. Cost of lodging, (rent, lease, hotel/motel).
      b. Cost of storage of essential household goods as needed.
      c. Per diem cost of food if no cooking facilities are available on site. d.
      Cost of utilities, (if applicable).
      e. Cost of moving, (if applicant is incapable of moving without
         assistance).
      f. Aggregate relocation costs shall be capped at $1,000.00/household. g.
         Payments will be based upon actual costs incurred within not later
         than 20 days of the local government’s receipt of proper expense
         documentation.

Homeowner Signature ___________________________ Date ________________
RESOLUTION NO. __________

A RESOLUTION AMENDING POLICY NO. 0106 –
CODE OF CONDUCT

WHEREAS, the City of Carroll plans to submit an application for a Community
Development Block Grant (CDBG) Owner Occupied Housing Rehabilitation Grant and;

WHEREAS, the City of Carroll’s current Code of Conducts needs to be updated for the
grant and;

WHEREAS, the City Council of the City of Carroll, Iowa, finds that the amended Policy
No. 0106 – Code of Conduct is acceptable and should, therefore, be approved.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll,
Iowa, that the attached amended Policy No. 0106 – Code of Conduct is approved.

PASSED AND APPROVED this 22nd day of April, 2019.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

_________________________________
Eric P. Jensen, Mayor

Attest:

_________________________________
Laura A. Schaefer, City Clerk
CITY OF CARROLL

POLICIES AND PROCEDURES MANUAL

<table>
<thead>
<tr>
<th>Subject</th>
<th>Code of Conduct</th>
<th>Policy No.</th>
<th>0106</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Division(s), Office(s)</td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effective/Revision Date</td>
<td>5/24/99; 4/22/19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approval(s)</td>
<td>Gerald L. Clausen, Mike Fogge-Weaver</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Purpose: The purpose of the Code of Conduct is to ensure the efficient, fair and professional administration of federal grant funds in compliance with 27 CFR, Part 84-(85-36(b)(3)) 2 CFR Part 200.318 and other applicable federal and state standards, regulations and laws.

Application: This Code of Conduct applies to all officers, employees, or agents of the City of Carroll engaged in the award or administration of contracts supported by federal grant funds.

Requirements: No officer, employee, or agent of the City of Carroll shall participate in the selection, award, or administration of a contract supported by federal grant funds, if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

a. The employee, officer, or agent;
b. Any member of his/her immediate family;
c. His/her partner; or
d. An organization which employs, or is about to employ any of the above; or, has a financial or other interest in the firm selected for award.

The City of Carroll officers, employees or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or subcontractors.

Fraud, Waste and Abuse: The City of Carroll has zero tolerance for the commission or concealment of acts of fraud, waste, or abuse. All officers, employees, or agents shall notify the City of Carroll of suspected actions. Allegations of such acts will be investigated and pursued to their logical conclusion, including legal action where warranted. Concerns may be reported to the City of Carroll.
Remedies: To the extent permitted by federal, state or local laws or regulations, violation of these standards may cause penalties, sanctions, or other disciplinary actions to be taken against the City of Carroll officer, employees, or agents, or the contractors, potential contractors, subcontractors, or their agents.
RESOLUTION NO. __________

A RESOLUTION AMENDING POLICY NO. 0107 – EQUAL OPPORTUNITY POLICY STATEMENT

WHEREAS, the City of Carroll plans to submit an application for a Community Development Block Grant (CDBG) Owner Occupied Housing Rehabilitation Grant and;

WHEREAS, the City of Carroll’s current Equal Opportunity Policy Statement needs to be updated for the grant and;

WHEREAS, the City Council of the City of Carroll, Iowa, finds that the amended Policy No. 0107 – Equal Opportunity Policy Statement is acceptable and should, therefore, be approved.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the attached amended Policy No. 0107 – Equal Opportunity Policy Statement is approved.

PASSED AND APPROVED this 22nd day of April, 2019.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

______________________________________________
Eric P. Jensen, Mayor

Attest:

______________________________________________
Laura A. Schaefer, City Clerk
It is the policy of the City of Carroll to provide equal opportunity to all employees, applicants and program beneficiaries; to provide equal opportunity for advancement of employees; to provide program and employment facilities which are accessible to the handicapped and to administer is programs in a manner that does not discriminate against any person because of race, creed, color, religion, sex, national origin, handicap disability, age, familial status, political affiliation, or citizenship or sexual orientation.

The Mayor City of Carroll has ultimate responsibility for the overall administration of the affirmation action/equal opportunity program. The total integration of equal opportunity into all parts of personnel and program management is the Mayor’s City of Carroll’s responsibility. The Mayor City of Carroll will review all policies and procedures as they affect equal opportunity and affirmative action and ensure compliance with relevant federal and state statutes.

The City of Carroll guarantees the right of appeal and recourse. Any person who feels that he or she has been denied employment, participation, representation, or services in any program administered by the City of Carroll because of race, creed, color, religion, sex, national origin, handicap disability, age, political affiliation, sexual orientation or citizenship has the right to file an equal opportunity complaint. The City Manager, who can be contacted at 712/792-1000, shall provide information relative to equal opportunity complaints.

This Equal Opportunity Policy of the City of Carroll shall be posted in conspicuous places within the facility, distributed to all employees, contractors and to the persons of all advisory and policy-making groups.
RESOLUTION NO. __________

A RESOLUTION APPROVING NEW POLICE POLICY – CROWD MANAGEMENT

WHEREAS, the Police Department has prepared the attached new Policy – Crowd Management, and

WHEREAS, the City Council of the City of Carroll, Iowa, finds that new Policy – Crowd Management is acceptable and should, therefore, be approved.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the attached Policy – Crowd Management is approved.

PASSED AND APPROVED this 22nd day of April, 2019.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

Eric P. Jensen, Mayor

Attest:

Laura A. Schaefer, City Clerk
I. PURPOSE
The purpose of this policy is to establish guidelines for managing crowds, protecting individual rights, and preserving the peace during demonstrations and civil disturbances.

II. POLICY
It is the policy of this agency to protect individual rights related to assembly and free speech; effectively manage crowds to prevent loss of life, injury, or property damage; and minimize disruption to persons who are not involved. Personnel shall not interfere with any individual engaged in non-violent civil rights demonstrations. Personnel shall not block entrances or exits to a public facility where non-violent demonstration is occurring.

III. DEFINITIONS
Civil Disturbance: A gathering that constitutes a breach of the peace or any assembly of persons where there is a threat of collective violence, destruction of property, or other unlawful acts. Such a gathering may also be referred to as a riot or unlawful assembly.

Crowd Control: Techniques used to address civil disturbances, to include a show of force, crowd containment, dispersal equipment and tactics, and preparations for multiple arrests.

Crowd Management: Techniques used to manage lawful assemblies before, during, and after the event for the purpose of maintaining lawful status through event planning, pre-event contact with event organizers, issuance of permits when applicable, information gathering, personnel training, and other means.

Demonstration: A lawful assembly of persons organized primarily to engage in free speech activity. These may be scheduled events that allow for law enforcement planning. They include, but are not limited to, marches, protests, and other assemblies intended to attract attention. Lawful demonstrations can devolve into civil disturbances that necessitate enforcement action.

IV. PROCEDURES
A. Preparation and Planning
1. Every effort should be made to make advance contact with event organizers and to gather the following necessary information about the event to ensure accurate assignment of personnel and resources:
   a. What type of event is involved?
   b. When is it planned?
c. Will the event coincide with other routine, large-scale events (e.g., sporting events)?

d. Is opposition to the event expected?

e. How many participants are expected?

f. What are the assembly areas and movement routes?

g. What actions, activities, or tactics are anticipated, to include use of demonstrator devices designed to thwart arrest?

h. What critical infrastructures are in the proximity of the event?

i. Have permits been issued?

j. Have other agencies such as fire and EMS been notified?

k. Is there a need to request mutual aid?

l. Has the appropriate level of properly equipped personnel been allocated to ensure safety of bystanders, officers, and demonstrators?

m. Will off-duty personnel be required?

n. What is the history of conduct at such events?

o. Are event organizers cooperative?

p. Who are the potential counter-protest groups?

q. Is there a history of violence between the group demonstrating and potential counter-protest groups?

2. The incident commander (IC) or a designee, shall prepare a written plan subject to the approval of the chief executive officer or his or her designee.

B. Management and Organization Principles

1. Government may impose reasonable restrictions on the time, place, and manner in which persons assemble and engage in free speech activity. This agency shall place only those limitations and restrictions on demonstrations necessary to maintain public safety and order and, to the degree possible, facilitate uninhibited speech, commerce, and freedom of movement.

2. Organization of responsibilities shall be as follows:

a. The chief executive officer shall designate an incident commander (IC) responsible for overall control of a demonstration or civil disturbance.

b. The IC shall implement the written plan.

c. In the case of a widely dispersed demonstration or disturbance, or event with multiple locations, multiple ICs may be assigned at the discretion of the chief executive officer.

d. The IC shall be responsible for preparing operations plans and management details associated with planned demonstrations.

3. The primary objectives of the IC at a civil disturbance are to accomplish the following:

a. Protect persons, regardless of their participation in the disturbance.

b. Disperse disorderly or threatening crowds in order to eliminate the immediate risks of continued escalation and further violence.

c. Arrest law violators, including those responsible for property damage, and remove or isolate persons inciting violent behavior.
C. General Crowd Response

1. Officers shall be deployed to monitor crowd activity. Sufficient resources to handle multiple unruly persons should be available, depending on the fluidity of the situation and degree of actual or likely disruption.
2. Uniformed personnel shall wear full uniform with clear identification.
3. Officers shall be positioned in such a manner as to minimize contact with the assembled crowds.
4. Officers should avoid engaging in conversations related to the demonstration with attendees, refrain from reacting in response to comments from demonstrators, and maintain a courteous and neutral demeanor.
5. Persons who reside, are employed, or have emergency business within the area marked off by a police line shall not be prevented from entering the area unless circumstances suggest that their safety would be in jeopardy or their entry would interfere with law enforcement operations.
6. Individuals designated by the IC should establish and maintain communication with event organizers and relay information on crowd mood to the IC.
7. Supervisors should maintain close contact with their assigned officers to ensure compliance with orders, monitor behavior and disposition, and ensure that they are aware of any changes in crowd behavior or intent.
8. Audio and video recording of agency crowd response should be considered for evidentiary purposes.
9. Mass arrests shall be avoided, unless necessary.
10. Officers shall ensure that a means of egress for all individuals is present at all times.

D. Response to Spontaneous Civil Disturbances

1. The first officer to arrive on the scene of a spontaneous civil disturbance should
   a. observe the situation from a safe distance to determine if the gathering is currently or potentially violent;
   b. notify communications of the nature and seriousness of the disturbance, particularly the availability of improvised or deadly weapons, the location and estimated number of participants, current activities (e.g., blocking traffic), direction of movement, and ingress and egress routes for emergency vehicles;
   c. request the assistance of a supervisor and necessary backup;
   d. attempt to identify crowd leaders and agitators engaged in criminal acts; and
   e. at the first available opportunity, request the crowd to voluntarily disperse.

2. The first supervisor in charge at the scene should
   a. deploy officers at vantage points to report on crowd actions;
   b. establish a perimeter sufficient to contain the disturbance and prohibit entrance into the affected area;
   c. ensure that, to the degree possible, uninvolved individuals are evacuated from the immediate area of the disturbance;
d. establish a temporary command post;
e. provide ongoing assessment to communications;
f. move and reroute pedestrian and vehicular traffic around the disorder;
g. control unauthorized ingress and egress by participants
h. prevent outside attempts to assist or reinforce participants
i. ensure adequate security is provided to fire and EMS personnel in the performance of emergency tasks;
j. support and relief for personnel are available;
k. ensure a secure staging area for emergency responders and equipment is designated;
l. designate liaison and staging points for media representatives are established and available information is provided as appropriate;
m. ensure photographic or video evidence is preserved, in accordance with applicable law and agency policy, of crowd actions and officer response;
n. determine the need for full mobilization of sworn officers and the recall of off-duty officers are determined.

E. Use of Force
   1. Officers should follow deadly and non-deadly force policy.
      
      2. Unless exigent circumstances justify immediate action, officers shall not independently make arrests or employ force without command authorization.

F. Crowd Dispersal
   1. Before ordering forced dispersal of a civil disturbance, the IC should determine whether lesser alternatives may be effective. These alternatives include the use of containment and dialogue, as follows:
      a. Establish contact with event organizers or crowd leaders to assess their intentions and motivations and develop a mutually acceptable plan for de-escalation and dispersal.
      b. Communicate to the participants that their assembly is in violation of the law and that the agency wishes to resolve the incident peacefully, but that acts of violence will be dealt with swiftly and decisively.
      c. Target specific violent or disruptive individuals for arrest.

   2. Prior to issuing dispersal orders, the IC should ensure that all potentially necessary law enforcement, fire, and EMS equipment and personnel are on hand to successfully carry out tactical operations and that logistical needs for making mass arrests are in place.

   3. When the IC has made a determination that crowd dispersal is required, he or she shall direct orders to issue warnings prior to taking action to disperse the crowd.
      a. The warning shall consist of an announcement citing the offenses or violations being committed, an order to disperse, and designated dispersal routes.
      b. A second and third warning should be issued at reasonable time intervals before designated actions are taken to disperse the crowd.
c. Where possible, the warnings should be audio or video recorded and the
time and the names of the issuing officers recorded in the IC’s event log.

4. Specific crowd dispersal tactics should be ordered as necessary where the crowd
does not heed warnings.

G. Mass Arrest
   During a civil disturbance, it may be necessary to make arrests of numerous individuals
   over a relatively short period of time.
RESOLUTION NO. __________

RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

This Residential Anti-displacement and Relocation Assistance Plan (RARAP) is prepared by the City of Carroll in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to our CDBG, UDAG, and/or HOME-assisted projects.

MINIMIZE DISPLACEMENT

Consistent with the goals and objectives of activities assisted under the Act, the City of Carroll will take the following steps to minimize the direct and indirect displacement of persons from their homes:

- Coordinate code enforcement with rehabilitation and housing assistance programs.
- Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent undue financial burden on established owners and tenants.
- Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation, working with empty units first.
- Arrange for facilities to house persons who must be relocated temporarily during rehabilitation.
- Adopt policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- Adopt policies which provide reasonable protections for tenants faced with conversion to a condominium or cooperative.
- Adopt tax assessment policies, such as deferred tax payment plans, to reduce impact of increasing property tax assessments on lower income owner-occupants or tenants in revitalizing areas.
- Establish counseling centers to provide homeowners and tenants with information on assistance available to help them remain in their neighborhood in the face of revitalization pressures.
- Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.
- If feasible, demolish or convert only dwelling units that are not occupied or vacant occupiable dwelling units (especially those units which are “lower-income dwelling units” (as defined in 24 CFR 42.305)
- Target only those properties deemed essential to the need or success of the project.

RELOCATION ASSISTANCE TO DISPLACED PERSONS

the City of Carroll will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG program, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation

ONE-FOR-ONE REPLACEMENT OF LOWER-INCOME DWELLING UNITS

The City of Carroll will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the CDBG program in accordance with 24 CFR 42.375.

Before entering into a contract committing the City of Carroll to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the City of Carroll will make public by publication in a newspaper of general circulation and submit to HUD IEDA the following information in writing:

1. A description of the proposed assisted project;
2. The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of an assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. To the extent known, the address, number of low-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided. NOTE: See also 24 CFR 42.375(d).
5. The source of funding and a time schedule for the provision of the replacement dwelling units;
6. The basis of concluding that each replacement dwelling unit will remain a lower-income dwelling unit for a least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375 (b).

To the extent that the specific location of the replacement dwelling units and other data in items 4 through 7 are not available at the time of the general submission, the City of Carroll will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

REPLACEMENT NOT REQUIRED BASE ON UNIT AVAILABILITY

Under 24 CFR 42.375 (d), the City of Carroll may submit a request to HUD for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.
CONTACTS

The City of Carroll is responsible for tracking the replacement of lower income dwelling units and ensuring that they are provided within the required period.

The City of Carroll is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use.

Passed and adopted this 22nd day of April, 2019.

_________________________________

Eric Jensen, Mayor

ATTEST

_________________________________

Laura Schaefer, City Clerk
Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing and Urban Development

OMB Approval No. 2510-0011 (exp. 11/30/2018)

Instructions. (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

Applicant/Recipient Information

Indicate whether this is an Initial Report [✓] or an Update Report [ ]

1. Applicant/Recipient Name, Address, and Phone (include area code):
   City of Carroll
   112 East Fifth Street, Carroll, IA 51401
   (712)-792-1000

2. Social Security Number or Employer ID Number:
   42-6004322

3. HUD Program Name
   City of Carroll CDBG Owner-Occupied Rehabilitation

4. Amount of HUD Assistance Requested/Received
   $210,500.00

5. State the name and location (street address, City and State) of the project or activity:
   In the target area within Carroll city limits.

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).
   [ ] Yes [✓] No

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of $200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9
   [ ] Yes [ ] No.

If you answered “No” to either question 1 or 2, Stop! You do not need to complete the remainder of this form. However, you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address

<table>
<thead>
<tr>
<th>Type of Assistance</th>
<th>Amount Requested/Provided</th>
<th>Expected Uses of the Funds</th>
</tr>
</thead>
</table>

(Note: Use Additional pages if necessary.)

Part III Interested Parties. You must disclose:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds $50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)

<table>
<thead>
<tr>
<th>Social Security No. or Employee ID No.</th>
<th>Type of Participation in Project/Activity</th>
<th>Financial Interest in Project/Activity ($ and %)</th>
</tr>
</thead>
</table>

(Note: Use Additional pages if necessary.)

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed $10,000 for each violation.

I certify that this information is true and complete.

Signature: [X] Date: (m/d/yyyy)

Form HUD-2880 (3/13)
Part I. Threshold Determinations - Applicants Only

5. Applicants enter the name and full address of the project or activity for which the HUD assistance is sought. Recipients enter the name and full address of the HUD-assisted project or activity to which the update report relates. The most appropriate government identifying number (e.g., RFP No.; IFB No.; grant announcement No.; or contract, grant, or loan No.) must be entered. Both applicant and recipient disclosures must include all other government assistance involved in the project or activity for which assistance is sought.

4. Uses of funds. Each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as "total structure" to include a number of structural costs, such as roof, elevators, exterior masonry, etc.

B. Non-Government Assistance. Note that the applicant and recipient disclosure report must specify all expected sources and uses of funds - both from HUD and any other source - that have been or are to be made available for the project or activity. Non-government sources of funding are also discussed in Part II and III of the report.
funds typically include (but are not limited to) foundations and private contributors.

Part III. Interested Parties.
This Part is to be completed by both applicants and recipients filing update reports. Applicants must provide information on:
1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds $50,000 or 10 percent of the assistance (whichever is lower).

Note: A financial interest means any financial involvement in the project or activity, including (but not limited to) situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided.
1. Enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.
2. Entry of the Social Security Number (SSN) or Employee Identification Number (EIN), as appropriate, for each person listed is optional.
3. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).
4. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

Note that if any of the source/use information required by this report has been provided elsewhere in this application package, the applicant need not repeat the information, but need only refer to the form and location to incorporate it into this report. (It is likely that some of the information required by this report has been provided on SF 424A, and on various budget forms accompanying the application.) If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional information required.

Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.

Notes:
1. All citations are to 24 CFR Part 4, which was published in the Federal Register. [April 1, 1996, at 63 Fed. Reg. 14448.]
2. Assistance means any contract, grant, loan, cooperative agreement, or other form of assistance, including the insurance or guarantee of a loan or mortgage, that is provided with respect to a specific project or activity under a program administered by the Department. The term does not include contracts, such as procurement contracts, that are subject to the Federal Acquisition Regulation (FAR) (48 CFR Chapter 1).
3. See 24 CFR §4.8 for detailed guidance on how the threshold is calculated.
4. "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the application), a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is sought.
5. For the purpose of this form and 24 CFR Part 4, "person" means an individual (including a consultant, lobbyist, or lawyer); corporation; company; association; authority; firm; partnership; society; State, unit of general local government, or other government entity, or agency thereof (including a public housing agency); Indian tribe; and any other organization or group of people.
FEDERAL ASSURANCES SIGNATURE PAGE

I, Eric Jensen, (applicant official) hereby certify that in carrying out the activities funded under the CDBG Program, the City of Carroll:

A. will minimize displacement of persons as a result of such activities;
B. will conduct and administer the program in conformity with Public Law 88-352 (Title VI of the Civil Rights Act of 1964), and Public Law 90-284 (Title VIII of the Civil Rights Act of 1968) and will affirmatively further fair housing;
C. will provide for opportunities for citizen participation, hearings, and access to information with respect to our community development program comparable to the requirements found under sections 104(a)(2) and 104(a)(3) of Title I of the Housing and Community Development Act of 1975 as amended through 1987; and
D. will not attempt to recover any capital costs of public improvements assisted in whole or part under the CDBG Program by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless (i) funds received under the CDBG Program are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under Public Law 93-383, as amended, or (ii) for purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not of very low income, the city/county has certified to the State that it lacks sufficient funds received under the CDBG Program to comply with the requirements of clause (i) above.

I also certify that to the best of my knowledge and belief, data in the application is true and correct, including commitment of local resources; the document has been duly authorized by the governing body of the applicant; and the applicant will comply with all applicable federal and state requirements, including the following, if assistance is approved:

A. Civil Rights Acts;
B. Housing and Community Development Acts of 1974, as amended;
C. Age Discrimination Act of 1975;
D. Section 504 of the Rehabilitation Act of 1973;
E. Davis-Bacon Act, as amended, where applicable under Section 110 of the Housing and Community Development Act of 1974, as amended; Contract Work Hours and Safety Standards Act; the Copeland Anti-kickback Act; the Department of Defense Reauthorization Act of 1986 and the Fair Labor Standards Act.
G. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended;
H. State of Iowa Citizen Participation Plan;
I. Lead-based Paint Poisoning Prevention Act;
J. Residential Anti-displacement and Relocation Assistance Plan;
K. Government-wide Restriction on Lobbying and the Hatch Act; and
L. Prohibition on the Use of Excessive Force.

Eric P. Jensen, Mayor
Typed Name of Applicant Official Signature Date

Laura A. Schaefer, City Clerk
Typed Name of Person Attesting Signature Date
MEMO TO: Mike Pogge-Weaver, City Manager
FROM: Laura A. Schaefer, Finance Director/City Clerk
DATE: April 17, 2019
SUBJECT: Resolution declaring an official intent under Treasury Regulation 1.150-2 to issue debt to reimburse the City for certain original expenditures paid in connection with a Fire Pumper Truck and the Street Resurfacing - 2019 Project

The FY 2020 budget incorporates the issuance of tax-exempt general obligation capital loan notes to finance the purchase of a fire pumper truck and partial funding for the Street Resurfacing – 2019 Project. The intent is to issue this type of debt after July 1, 2019. The fire pumper truck is anticipated to be delivered sometime in FY 2020. The Street Resurfacing – 2019 Project is anticipated to be completed by September 30, 2019. The intent is to reimburse these expenditures with debt proceeds when the debt is issued in FY 2020.

In order to be in compliance with IRS regulations and use tax-exempt debt proceeds to reimburse the City for the above-mentioned expenditures, Council would need to declare an official intent. Attached is a resolution declaring that official intent. To be effective, it must be adopted within 60 days after the funding of an expenditure that is expected to be reimbursed from the note issuance. It should be noted that architectural, engineering, and survey costs, which do not exceed 20% of the issuance amount, are not subject to the reimbursement rules meaning they can be reimbursed with bond proceeds even if they were originally paid longer than 60 days before adopting the reimbursement resolution.

RECOMMENDATION: Council approval of the attached resolution declaring an official intent under Treasury Regulation 1.150-2 to issue debt to reimburse the City for certain original expenditures paid in connection with a Fire Pumper Truck and the Street Resurfacing – 2019 Project.
April 22, 2019

The City Council of the City of Carroll, State of Iowa, met in regular session, in the Carroll Community School Board Conference Room (Adams Elementary), 1026 N Adams Street, Carroll, Iowa at 5:15 P.M., on the above date. There were present Mayor ______________, in the chair, and the following named Council Members:

________________________________________________________________________

Absent: ____________________________________________________________________

Vacant: ___________________________________________________________________

**********
Council Member ______________ introduced the following Resolution entitled "RESOLUTION DECLARING AN OFFICIAL INTENT UNDER TREASURY REGULATION 1.150-2 TO ISSUE DEBT TO REIMBURSE THE CITY FOR CERTAIN ORIGINAL EXPENDITURES PAID IN CONNECTION WITH SPECIFIED PROJECTS" and moved that it be adopted. Council Member ______________ seconded the motion to adopt, and the roll being called thereon, the vote was as follows:

AYES: _______________________________________

____________________________________________

NAYS: _______________________________________

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

RESOLUTION NO. ________

RESOLUTION DECLARING AN OFFICIAL INTENT UNDER TREASURY REGULATION 1.150-2 TO ISSUE DEBT TO REIMBURSE THE CITY FOR CERTAIN ORIGINAL EXPENDITURES PAID IN CONNECTION WITH SPECIFIED PROJECTS

WHEREAS, the City anticipates making cash expenditures for one or more capital improvement projects, generally described below (each of which shall hereinafter be referred to as a "Project"); and

WHEREAS, the City reasonably expects to issue debt to reimburse the costs of a Project; and

WHEREAS, the Council believes it is consistent with the City's budgetary and financial circumstances to issue this declaration of official intent.

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

Section 1. That this Resolution be and does hereby serve as a declaration of official intent under Treasury Regulation 1.150-2.

Section 2. That it is reasonably expected that capital expenditures will be made in respect of the following Project(s), from time to time and in such amounts as this Council determines to be necessary or desirable under the circumstances then and there existing.
Section 3. That the City reasonably expects to reimburse all or a portion of the following expenditures with the proceeds of bonds, notes or other indebtedness to be issued or incurred by the City in the future.

Section 4. That the total estimated costs of the Project(s), the maximum principal amount of the bonds, notes or other indebtedness to be issued for the foregoing Project(s) and the estimated dates of completion of the Project(s) are reasonably expected to be as follows:

<table>
<thead>
<tr>
<th>Project</th>
<th>Fund from which original expenditures are to be Advanced</th>
<th>Total Estimated Cost</th>
<th>Amount of Borrowing Anticipated</th>
<th>Estimated Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire truck acquisition</td>
<td>C.P. – Equipment Fund</td>
<td>$460,000</td>
<td>$460,000</td>
<td>June 30, 2020</td>
</tr>
<tr>
<td>Street improvements project</td>
<td>C.P. – Streets Fund</td>
<td>$1,024,000</td>
<td>$1,024,000</td>
<td>September 30, 2019</td>
</tr>
</tbody>
</table>

Section 5. That the City reasonably expects to reimburse the above-mentioned Project costs not later than the later of eighteen months after the capital expenditures are paid or eighteen months after the property is placed in service, but in no event more than three (3) years after the original expenditure is paid.

Section 6. That this Resolution be maintained by the City Clerk in an Official Intent File maintained in the office of the Clerk and available at all times for public inspection, subject to such revisions as may be necessary.

PASSED AND APPROVED this 22nd day of April, 2019.

Mayor

ATTEST:

City Clerk
CERTIFICATE

STATE OF IOWA    )  
COUNTY OF CARROLL  ) SS  
                   )                     

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

WITNESS my hand and the seal of the Council hereto affixed this 23rd day of April, 2019.

City Clerk, City of Carroll, State of Iowa

(SEAL)
MEMO TO:  Mike Pogge-Weaver, City Manager

FROM:  Jack Wardell, Director of Parks and Recreation

DATE:  April 16, 2019

SUBJECT:  Cemetery Buildings Improvement Presentation

❖ Cemetery Buildings Improvements

Craig Erickson with Shive Hattery will be present to talk about improvements to the Cemetery Chapel that addresses the ADA concerns at the building. The improvements include hard parking surfaces and making the southeast door ADA accessible so everyone can enter the recently remodeled chapel. This door can be a wood door to match the existing door.

Also, Shive Hattery looked at renovating the current north building into two family bathrooms. A cost estimate is attached.

Each project will be discussed in more detail at the City Council meeting.

RECOMMENDATION:  Mayor and City Council consideration and approval of the Cemetery Building Improvements.
Restroom Building Improvements
Carroll City Cemetery

Revised 2.14.2019

Demolition

Interior (Storage Building) $3500
Removal of plumbing fixtures, toilet accessories, walls, ceilings, light fixtures and electrical devices.
Removal of door, frame and stone for new door

Sub-total $3,500

New Work

Interior (New Restrooms)
Install new ADA Accessible doors and frames $5000
Install new plumbing fixtures, toilet partitions, toilet accessories, ceilings, light fixtures, base heaters and electrical outlets $30,000

Sub-total $35,000

Construction Cost $38,500

Contingency (20%) $7,700

Total $46,200

Probable Cost Range $42,000-$50,000
NEW 4" CONCRETE SIDEWALK, MAXIMUM SLOPE IN DIRECTION OF TRAVEL 1:20, MAXIMUM CROSS SLOPE 1:50

LANDSCAPE AREA

NEW CONCRETE CURB, MATCH PROFILE OF EXISTING

EXISTING DRIVE
MEMO TO: Mike Pogge-Weaver, City Manager
FROM: Jack Wardell, Director of Parks and Recreation
DATE: April 16, 2019
SUBJECT: Graham Park Master Plan Presentation

The Graham Park Master Plan originated in 2016 with the Graham Park Recreation District assistance of Iowa State University Design Lab. The project overview looked at the current conditions of the District. The plan gave some design strategies and concepts.

In January 2018 City Council approved a Resolution to work with Shive Hattery to develop the Graham Park Master Plan. The Graham Park committee was established and after several meetings, the attached plan was created for City Council review.

An overview of the Master Plan is divided into four projects.

Project 1 - Graham Park Improvements
- Park Amenities, trails, lighting and entrance
- Restroom Improvements
- Playground Improvements

Project 2 - Creek Improvements
- Reinforced concrete wall
- Riprap Armoring
- Rebuild Outfalls and Footings
- Earthwork Excavation
- Utility Adjustments
- Surfacing - Path and Gathering Area
- Boulder or Outcropping Stone Terracing

$1,420,100

$129,700
Project 3 - Grant Road Streetscape $947,200

Pedestrian Crossing
Paving Removal
ADA Ramps
8' Wide Trail - 5" PCC Paving
Trees
Signage
Roadway Lighting

Project 4 - Stadium Parking and Plaza $1,162,600

HMA Pavement Demolition
Sidewalk, curb and gutter
Storm Sewer Improvements
Bio-swale
Earthwork
Signage, lighting and electrical
HMA Paving Parking

Total Project Costs: $3,659,600

Each project will be discussed in more detail at the City Council meeting.

RECOMMENDATION: Mayor and City Council consideration and approval of the Graham Park Master Plan.
INTRODUCTION

THIS REPORT IS A CONTINUATION OF THE WORK DONE BY THE ISU CDL ON THE GRAHAM PARK RECREATIONAL DISTRICT. THE SCOPE OF THIS REPORT IS TO FURTHER REFINE SELECTED RECOMMENDATIONS FROM THE ISU CDL REPORT FOR THE PURPOSE OF CREATING HIGH LEVEL OPINIONS OF PROBABLE COSTS TO BE USED IN FUTURE CAPITAL IMPROVEMENTS PLANS (CIP).

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OVERALL PLAN ...................................................................................................................................................... 2-3
PROJECT 1 - GRAHAM PARK IMPROVEMENTS .............................................................................................. 4-11
PROJECT 2 - CREEK IMPROVEMENTS .......................................................................................................... 12-13
PROJECT 3 - GRANT ROAD STREETSCAPE .................................................................................................. 14-16
PROJECT 4 - STADIUM PARKING AND PLAZA ............................................................................................. 17-25
GRAHAM PARK RECREATIONAL DISTRICT
PROJECT AREAS

PROJECT 1:
Graham Park Improvements

PROJECT 2:
Creek Improvements

PROJECT 3:
Grant Road Streetscape

PROJECT 4:
Stadium Parking and Plaza

CARROLL GRAHAM PARK RECREATIONAL DISTRICT PARK IMPROVEMENTS
NOVEMBER 16, 2018
## GRAHAM PARK RECREATIONAL DISTRICT
### SUMMARY OPINION OF PROBABLE PROJECT COSTS

<table>
<thead>
<tr>
<th>PROJECT #</th>
<th>ITEM DESCRIPTION</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PARK IMPROVEMENTS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PARK AMENITIES, TRAILS, LIGHTING &amp; ENTRANCE</td>
<td>$864,400</td>
</tr>
<tr>
<td></td>
<td>RESTROOMS IMPROVEMENTS</td>
<td>$163,700</td>
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<tr>
<td></td>
<td>PLAYGROUND IMPROVEMENTS</td>
<td>$392,000</td>
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<tr>
<td></td>
<td><strong>PROJECT 1 TOTAL</strong></td>
<td><strong>$1,420,100</strong></td>
</tr>
<tr>
<td>2</td>
<td>CREEK IMPROVEMENTS</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>GRANT ROAD STREETSCAPE</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>STADIUM PARKING AND PLAZA</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>PROJECT 2-4 TOTAL</strong></td>
<td><strong>$2,239,500</strong></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL PROJECT COSTS</strong></td>
<td><strong>$3,659,600</strong></td>
</tr>
</tbody>
</table>

*All costs are in 2019 dollars. Escalate costs appropriately for future construction years.*

*Total project costs and construction costs provided herein are made on the basis of engineer's experience and qualifications and represent the engineer's best judgment. However, the engineer cannot and does not guarantee that bids or actual total project or construction costs will not vary from the estimate of probable construction cost. This cost opinion is intended to assist in budgetary assessment and does not guarantee that actual project costs will not exceed or be lower than the amounts stated in this estimate.*
PROJECT 1
GRAHAM PARK IMPROVEMENTS

IMPROVEMENTS INCLUDED:

- PARK SIGNAGE
- ADDITIONAL PARK TRAILS
- RESTROOM IMPROVEMENTS
- PLAYGROUND IMPROVEMENTS
- RESTROOM IMPROVEMENTS
- PARKING IMPROVEMENTS
- LIGHTING IMPROVEMENTS THROUGHOUT PARK
- ENTRANCE SIGNAGE

CARROLL GRAHAM PARK  RECREATIONAL DISTRICT PARK IMPROVEMENTS
NOVEMBER 16  2018
# PROJECT 1
GRAHAM PARK IMPROVEMENTS

OPINION OF PROBABLE COSTS
(2019 DOLLARS)

<table>
<thead>
<tr>
<th>#</th>
<th>PARK AMENITIES, TRAILS, LIGHTING &amp; ENTRANCE ITEM DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNITS</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PAVED PARKING @ EXISTING GRANULAR PARKING, 6&quot; PCC PAVING</td>
<td>3,600</td>
<td>SY</td>
<td>$75</td>
<td>$270,000</td>
</tr>
<tr>
<td>2</td>
<td>LOG PARKING BARRIER REPAIR</td>
<td>1</td>
<td>LS</td>
<td>$10,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>3</td>
<td>BENCH</td>
<td>27</td>
<td>EA</td>
<td>$1,200</td>
<td>$32,400</td>
</tr>
<tr>
<td>4</td>
<td>TRASH RECEPTACLE</td>
<td>12</td>
<td>EA</td>
<td>$600</td>
<td>$7,200</td>
</tr>
<tr>
<td>5</td>
<td>WATER FOUNTAIN</td>
<td>2</td>
<td>EA</td>
<td>$6,500</td>
<td>$13,000</td>
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<tr>
<td>6</td>
<td>ELECTRICAL DISTRIBUTION MODIFICATIONS</td>
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<td>LS</td>
<td>$20,000</td>
<td>$20,000</td>
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<tr>
<td>7</td>
<td>ROADWAY LIGHTING</td>
<td>16</td>
<td>EA</td>
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<td>$96,000</td>
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<tr>
<td>8</td>
<td>PEDESTRIAN LIGHTING</td>
<td>17</td>
<td>EA</td>
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<td>$68,000</td>
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<tr>
<td>9</td>
<td>ENTRANCE SIGNAGE</td>
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<td>EA</td>
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<td>$25,000</td>
</tr>
</tbody>
</table>

SUBTOTAL = $541,600
DESIGN CONTINGENCY (20%) = $108,300
SUBTOTAL = $649,900

PROFESSIONAL ENGINEERING FEE (15%) = $97,500
MATERIALS TESTING / PERMITS (3%) = $19,500
CONSTRUCTION CONTINGENCY (15%) = $97,500
TOTAL PROJECT COSTS = $864,400

EXISTING 20 PARK BENCHES WILL BE REMOVED AND REPLACED WITH NEW BENCHES IN PLAYGROUND IMPROVEMENTS
PROJECT 1
GRAHAM PARK IMPROVEMENTS

PARKING & TRAIL IMPROVEMENTS

- NEW PAVED PARKING
- NEW TRAIL

CARROLL GRAHAM PARK  RECREATIONAL DISTRICT PARK IMPROVEMENTS
NOVEMBER 16, 2018
PROJECT 1
GRAHAM PARK IMPROVEMENTS

RESTROOM MODIFICATIONS PROPOSED

Restrooms in Community Center

Restrooms near Skate Park

Restrooms near Playground

<table>
<thead>
<tr>
<th>#</th>
<th>RESTROOM IMPROVEMENTS - ITEM DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNITS</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DEMOLITION</td>
<td>1</td>
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<td>$3,500</td>
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<td>2</td>
<td>ADA COMPLIANT MODIFICATIONS</td>
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<td>$30,000</td>
<td>$30,000</td>
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<tr>
<td>3</td>
<td>DRINKING FOUNTAIN</td>
<td>1</td>
<td>LS</td>
<td>$6,000</td>
<td>$6,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>SUBTOTAL</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>$39,500</td>
</tr>
<tr>
<td></td>
<td>RESTROOMS BY SKATE PARK</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>DEMOLITION</td>
<td>1</td>
<td>LS</td>
<td>$4,000</td>
<td>$4,000</td>
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<tr>
<td>2</td>
<td>ADA COMPLIANT MODIFICATIONS</td>
<td>1</td>
<td>LS</td>
<td>$45,000</td>
<td>$45,000</td>
</tr>
<tr>
<td>3</td>
<td>DRINKING FOUNTAIN</td>
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<td>LS</td>
<td>$6,000</td>
<td>$6,000</td>
</tr>
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<td></td>
<td>OPTIONAL MODIFICATIONS</td>
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<tr>
<td>1</td>
<td>SCREEN WALLS AT ENTRANCES (QTY 4)</td>
<td>4</td>
<td>EA</td>
<td>$2,000</td>
<td>$8,000</td>
</tr>
</tbody>
</table>

|                          | SUBTOTAL   |          |            | $102,500  |
|                          | DESIGN CONTINGENCY (20%)        |          |            | $20,500   |
|                          | SUBTOTAL   |          |            | $123,000  |
|                          | PROFESSIONAL ENGINEERING FEE (15%) |          |            | $18,500   |
|                          | MATERIALS TESTING / PERMITS (3%) |          |            | $3,700    |
|                          | CONSTRUCTION CONTINGENCY (15%)  |          |            | $18,500   |
|                          | TOTAL PROJECT COSTS             |          |            | $163,700  |
# PROJECT 1
GRAHAM PARK IMPROVEMENTS

## PLAYGROUND MODIFICATIONS:

1. **EARTHWORK**
2. **SPLASH PAD**
   - (REMOVE EXISTING SLIDE AND CLIMBER)
3. **SEATING**
4. **ADDITIONAL PARK TRAILS**
5. **EXISTING SPIRAL SLIDE**
6. **EXISTING PLAYGROUND**
7. **EXISTING SWINGS**

## PLAYGROUND UPGRADES - ITEM DESCRIPTION

<table>
<thead>
<tr>
<th>#</th>
<th>PLAYGROUND UPGRADES - ITEM DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNITS</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EARTHWORK, BERMING</td>
<td>1</td>
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<td>$15,000</td>
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<tr>
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<td>PLAYGROUND REMOVALS/MODIFICATIONS AND ADA IMPROVEMENTS</td>
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<td>$25,000</td>
</tr>
<tr>
<td>3</td>
<td>PLAYGROUND ADA TRANSITIONS</td>
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<td>EA</td>
<td>$5,000</td>
<td>$15,000</td>
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<tr>
<td>4</td>
<td>DRINKING FOUNTAIN</td>
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<td>LS</td>
<td>$7,500</td>
<td>$7,500</td>
</tr>
<tr>
<td>5</td>
<td>SIDEWALK, 5' PCC PAVING</td>
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<td>BV</td>
<td>$50</td>
<td>$18,000</td>
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<td>7</td>
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<td>7</td>
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<td>$1,200</td>
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<tr>
<td>8</td>
<td>TRASH RECEPTACLE</td>
<td>2</td>
<td>EA</td>
<td>$600</td>
<td>$1,200</td>
</tr>
<tr>
<td>9</td>
<td>SPLASH PAD</td>
<td>1</td>
<td>EA</td>
<td>$100,000</td>
<td>$100,000</td>
</tr>
</tbody>
</table>

**SUBTOTAL** = $245,700
**DESIGN CONTINGENCY (20%)** = $49,140
**SUBTOTAL** = $294,840

**PROFESSIONAL ENGINEERING FEE (15%)** = $44,220
**MATERIALS TESTING / PERMITS (5%)** = $3,100
**CONSTRUCTION CONTINGENCY (15%)** = $44,220

**TOTAL PROJECT COSTS** = $393,260

---

CARROLL GRAHAM PARK  RECREATIONAL DISTRICT PARK IMPROVEMENTS

NOVEMBER 16, 2018
PROJECT 1
GRAHAM PARK IMPROVEMENTS
PARKING MODIFICATIONS

APPROXIMATE TOTAL EXISTING GRAVEL PARKING: 146
TOTAL NEW PAVED PARKING: 187

CARROLL GRAHAM PARK  RECREATIONAL DISTRICT PARK IMPROVEMENTS
NOVEMBER 16, 2018
PROJECT 1
GRAHAM PARK IMPROVEMENTS

LIGHTING IMPROVEMENTS

TOTAL: 38
- PEDESTRIAN: 17
- STREET: 16

CARROLL GRAHAM PARK  RECREATIONAL DISTRICT PARK IMPROVEMENTS
NOVEMBER 16, 2018
## Project 1: Graham Park Improvements
### Opinion of Probable Costs (2019 Dollars)

<table>
<thead>
<tr>
<th>#</th>
<th>Project 1: Graham Park Improvements</th>
<th>Quantity</th>
<th>Units</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Park Amenities, Trails, Lighting &amp; Entrance</td>
<td>1</td>
<td>LS</td>
<td>* $649,900</td>
<td>= $649,900</td>
</tr>
<tr>
<td>2</td>
<td>Restrooms Improvements</td>
<td>1</td>
<td>LS</td>
<td>* $123,000</td>
<td>= $123,000</td>
</tr>
<tr>
<td>3</td>
<td>Playground Improvements</td>
<td>1</td>
<td>LS</td>
<td>* $294,800</td>
<td>= $294,800</td>
</tr>
</tbody>
</table>

**Subtotal = $1,067,700**

- Professional Design/Engineering Fee (15%) = $160,200
- Materials Testing / Permits (3%) = $32,000
- Construction Contingency (15%) = $160,200

**Total Project Costs = $1,420,100**
PROJECT 2
CREEK IMPROVEMENTS

IMPROVEMENTS INCLUDED:

WINGWALL
STABILIZATION IS NEEDED ALONG WEST WINGWALL OF CULVERT TO PROTECT NEARBY TENNIS COURTS. RECOMMENDED EXTENDING WINGWALL OR NEW RETAINING WALL OFFSET BACK FROM BANK.

PROTECTION OF EXISTING INFRASTRUCTURE
PROTECTION OF NORTH GRANT ROAD AND PEDESTRIAN BRIDGES FROM EROSION IS RECOMMENDED. ARMOR EXISTING PEDESTRIAN BRIDGE ABUTMENTS AND PROVIDE BED AND BANK STABILIZATION WHERE NEEDED TO ADDRESS EROSION OR SLOPE STABILITY CONCERNS.

OUTFALL PROTECTION
MULTIPLE STREAM OUTFALLS HAVE COLLAPSED OR ARE ACTIVELY ARODING ADJACENT BANKS. RECOMMEND REBUILDING OUTFALLS AND ARMORING WITH RIPRAP OR FIELDSTONE.

CREEK ACCESS / EXPERIENCE
ACCESS TO THE STREAM CAN PROVIDE AN OPPORTUNITY FOR PARK USERS TO EXPERIENCE THIS NATURAL RESOURCE. EXISTING BANKS ARE VERY STEEP AND SHOULD BE LAID BACK. SPACE NEXT TO STREAM FOR RESTING, TEACHING, ACCESS IS RECOMMENDED.

CARROLL GRAHAM PARK  RECREATIONAL DISTRICT PARK IMPROVEMENTS
NOVEMBER 16, 2018
# PROJECT 2
CREEK IMPROVEMENTS

OPINION OF PROBABLE COSTS
(2019 DOLLARS)

<table>
<thead>
<tr>
<th>#</th>
<th>CREEK IMPROVEMENTS - ITEM DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNITS</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>REINFORCED CONCRETE WALL</td>
<td>250</td>
<td>SF</td>
<td>$40</td>
<td>$10,000</td>
</tr>
<tr>
<td>2</td>
<td>RIPRAP ARMORING</td>
<td>350</td>
<td>TN</td>
<td>$55</td>
<td>$19,300</td>
</tr>
<tr>
<td>3</td>
<td>REBUILD OUTFALLS AND FOOTINGS</td>
<td>6</td>
<td>EA</td>
<td>$1,500</td>
<td>$9,000</td>
</tr>
<tr>
<td>4</td>
<td>EARTHWORK EXCAVATION - STREAM ACCESS</td>
<td>400</td>
<td>CY</td>
<td>$15</td>
<td>$6,000</td>
</tr>
<tr>
<td>5</td>
<td>UTILITY ADJUSTMENTS</td>
<td>1</td>
<td>LA</td>
<td>$2,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>6</td>
<td>SURFACING - PATH AND GATHERING AREA</td>
<td>1,000</td>
<td>SF</td>
<td>$7</td>
<td>$7,000</td>
</tr>
<tr>
<td>7</td>
<td>BOULDER OR OUTCROPPING STONE TERRACING</td>
<td>50</td>
<td>EA</td>
<td>$400</td>
<td>$20,000</td>
</tr>
<tr>
<td>8</td>
<td>SEEDING AND RESTORATION</td>
<td>1</td>
<td>LS</td>
<td>$8,000</td>
<td>$8,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>SUBTOTAL</th>
<th>$81,300</th>
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</thead>
<tbody>
<tr>
<td>DESIGN CONTINGENCY (20%)</td>
<td></td>
<td>$16,300</td>
</tr>
<tr>
<td>SUBTOTAL</td>
<td></td>
<td>$97,600</td>
</tr>
<tr>
<td>PROFESSIONAL ENGINEERING FEE (15%)</td>
<td></td>
<td>$14,600</td>
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<tr>
<td>MATERIALS TESTING / PERMITS (3%)</td>
<td></td>
<td>$2,900</td>
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<tr>
<td>CONSTRUCTION CONTINGENCY (15%)</td>
<td></td>
<td>$14,600</td>
</tr>
<tr>
<td>TOTAL PROJECT COSTS</td>
<td></td>
<td>$129,700</td>
</tr>
</tbody>
</table>
PROJECT 3
GRANT ROAD STREETScape

IMPROVEMENTS INCLUDED:

TRAIL WIDENING
REMOVE 4' SIDEWALK AND REPLACE WITH 8' TRAIL.

STREET TREES
PROVIDE CONSISTENT STREET TREE PLANTINGS ON BOTH SIDES OF THE STREET. ASSUME 27 NEW TREES AND 4 ADDITIONAL MISSING TREES ON THE WEST SIDE OF GRANT ROAD.

PEDESTRIAN ACTIVATED CROSSING
PROVIDE PEDESTRIAN ACTIVATED CROSSWALK SIGNAL WITH SIGNAGE, CROSSWALK MARKINGS, SIDEWALK MODIFICATIONS, AND CURB RAMPS.

SIGNAGE
PROVIDE DISTRICT IDENTIFICATION MONUMENTS ON NORTH AND SOUTH END OF THE CORRIDOR.

CARROLL GRAHAM PARK RECREATIONAL DISTRICT PARK IMPROVEMENTS
NOVEMBER 16, 2018
PROJECT 3
GRANT ROAD STREETSCAPE

OPINION OF PROBABLE COSTS
(2019 DOLLARS)

<table>
<thead>
<tr>
<th>#</th>
<th>GRANT ROAD STREETSCAPE - ITEM DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNITS</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PEDESTRIAN CROSSINGS</td>
<td>2</td>
<td>EA</td>
<td>$100,000</td>
<td>$200,000</td>
</tr>
<tr>
<td>2</td>
<td>PAVING REMOVAL</td>
<td>1,600</td>
<td>SY</td>
<td>$15</td>
<td>$24,000</td>
</tr>
<tr>
<td>3</td>
<td>ADA RAMPS</td>
<td>8</td>
<td>EA</td>
<td>$3,000</td>
<td>$24,000</td>
</tr>
<tr>
<td>4</td>
<td>8' WIDE TRAIL, 5' PCC PAVING</td>
<td>3,200</td>
<td>SY</td>
<td>$65</td>
<td>$208,000</td>
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<tr>
<td>5</td>
<td>TREES</td>
<td>31</td>
<td>EA</td>
<td>$500</td>
<td>$15,500</td>
</tr>
<tr>
<td>6</td>
<td>SIGNAGE</td>
<td>2</td>
<td>EA</td>
<td>$25,000</td>
<td>$50,000</td>
</tr>
<tr>
<td>7</td>
<td>ROADWAY LIGHTING</td>
<td>12</td>
<td>EA</td>
<td>$6,000</td>
<td>$72,000</td>
</tr>
</tbody>
</table>

SUBTOTAL = $593,500

DESIGN CONTINGENCY (20%) = $118,700

SUBTOTAL = $712,200

PROFESSIONAL ENGINEERING FEE (15%) = $106,800
MATERIALS TESTING / PERMITS (3%) = $21,400
CONSTRUCTION CONTINGENCY (15%) = $106,800

TOTAL PROJECT COSTS = $947,200
PROJECT 3
GRANT ROAD STREETS
LIGHTING IMPROVEMENTS

12 TOTAL STREET LIGHTS
PROJECT 4
STADIUM PARKING AND PLAZA

IMPROVEMENTS INCLUDED:

- Reconfigured Parking
- Bioswales
- Drop Off
- After Hours Rec Center Parking
- Entrance Plazas / Event Space
- Truck Access to Rec Center
- Drop Off
- Entrance Gates

CARROLL GRAHAM PARK RECREATIONAL DISTRICT PARK IMPROVEMENTS
NOVEMBER 16, 2018
## PROJECT 4
**STADIUM PARKING AREAS AND PLAZA**

### OPINION OF PROBABLE COSTS
*(2019 DOLLARS)*

<table>
<thead>
<tr>
<th></th>
<th>STADIUM PARKING &amp; PLAZA - ITEM DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNITS</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>HMA PAVEMENT DEMOLITION</td>
<td>3,700</td>
<td>SY</td>
<td>$15</td>
<td>$55,500</td>
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<tr>
<td>2</td>
<td>5&quot; PCC PAVING, SIDEWALK</td>
<td>2,700</td>
<td>SY</td>
<td>$60</td>
<td>$162,000</td>
</tr>
<tr>
<td>3</td>
<td>7&quot; PCC PAVING</td>
<td>350</td>
<td>SY</td>
<td>$70</td>
<td>$24,500</td>
</tr>
<tr>
<td>4</td>
<td>PCC 6&quot; CURB AND GUTTER</td>
<td>3,500</td>
<td>LF</td>
<td>$30</td>
<td>$105,000</td>
</tr>
<tr>
<td>5</td>
<td>HMA PAVING, PARKING</td>
<td>700</td>
<td>SY</td>
<td>$40</td>
<td>$28,000</td>
</tr>
<tr>
<td>6</td>
<td>HMA PATCHING</td>
<td>1</td>
<td>LS</td>
<td>$50,000</td>
<td>$50,000</td>
</tr>
<tr>
<td>7</td>
<td>PAVERS</td>
<td>2,500</td>
<td>SF</td>
<td>$25</td>
<td>$62,500</td>
</tr>
<tr>
<td>8</td>
<td>STORM SEWER IMPROVEMENTS</td>
<td>1</td>
<td>LS</td>
<td>$30,000</td>
<td>$30,000</td>
</tr>
<tr>
<td>9</td>
<td>BIO-SWALE</td>
<td>1,600</td>
<td>SF</td>
<td>$30</td>
<td>$48,000</td>
</tr>
<tr>
<td>10</td>
<td>TOPSOIL</td>
<td>298</td>
<td>CY</td>
<td>$20</td>
<td>$5,960</td>
</tr>
<tr>
<td>11</td>
<td>TREE</td>
<td>40</td>
<td>EA</td>
<td>$500</td>
<td>$20,000</td>
</tr>
<tr>
<td>12</td>
<td>LANDSCAPING</td>
<td>1</td>
<td>LS</td>
<td>$20,000</td>
<td>$20,000</td>
</tr>
<tr>
<td>13</td>
<td>BENCH</td>
<td>6</td>
<td>EA</td>
<td>$1,200</td>
<td>$7,200</td>
</tr>
<tr>
<td>14</td>
<td>TRASH RECEPTACLE</td>
<td>3</td>
<td>EA</td>
<td>$600</td>
<td>$1,800</td>
</tr>
<tr>
<td>15</td>
<td>ENTRANCE SIGNAGE</td>
<td>1</td>
<td>LS</td>
<td>$50,000</td>
<td>$50,000</td>
</tr>
<tr>
<td>16</td>
<td>PEDESTRIAN LIGHTING</td>
<td>6</td>
<td>EA</td>
<td>$3,500</td>
<td>$21,000</td>
</tr>
<tr>
<td>17</td>
<td>ELECTRICAL DISTRIBUTION</td>
<td>1</td>
<td>LS</td>
<td>$20,000</td>
<td>$20,000</td>
</tr>
<tr>
<td>18</td>
<td>PAVEMENT STRIPING</td>
<td>1</td>
<td>LS</td>
<td>$2,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>19</td>
<td>TRUCK DOCK IMPROVEMENTS</td>
<td>1</td>
<td>LS</td>
<td>$15,000</td>
<td>$15,000</td>
</tr>
</tbody>
</table>

**SUBTOTAL** = $728,500

**DESIGN CONTINGENCY (20%)** = $145,700

**SUBTOTAL** = $874,200

**PROFESSIONAL ENGINEERING FEE (15%)** = $131,100
**MATERIALS TESTING / PERMITS (3%)** = $26,200
**CONSTRUCTION CONTINGENCY (15%)** = $131,100

**TOTAL PROJECT COSTS** = $1,162,600

---

**CARROLL GRAHAM PARK**  RECREATIONAL DISTRICT PARK IMPROVEMENTS

**NOVEMBER 16, 2018**
PROJECT 4
STADIUM PARKING AREAS
AND PLAZA

LIGHTING IMPROVEMENTS

6 TOTAL PEDESTRIAN LIGHTS
PROJECT 4
STADIUM PARKING AREAS AND PLAZA
AERIAL VIEW FROM EAST
PROJECT 4
STADIUM PARKING AREAS AND PLAZA
ENTRY PLAZA AT DROP OFF

CARROLL GRAHAM PARK RECREATIONAL DISTRICT PARK IMPROVEMENTS
PROJECT 4
STADIUM PARKING AREAS AND PLAZA
SEATING AREA IN PLAZA

CARROLL GRAHAM PARK  RECREATIONAL DISTRICT PARK IMPROVEMENTS
NOVEMBER 16, 2018
PROJECT 4
STADIUM PARKING AREAS AND PLAZA

PLAZA VIEW FROM REC CENTER

CARROLL GRAHAM PARK RECREATIONAL DISTRICT PARK IMPROVEMENTS

NOVEMBER 16, 2018
PROJECT 4
STADIUM PARKING AREAS AND PLAZA
TRUCK ACCESS TO REC CENTER

CARROLL GRAHAM PARK RECREATIONAL DISTRICT PARK IMPROVEMENTS
NOVEMBER 16, 2018
MEMO TO: Honorable Mayor and City Council Members  
FROM: Mike Pogge-Weaver, City Manager  
DATE: April 16, 2019  
SUBJECT: Carroll Public Library/Carroll City Hall  
Change Order No. 4  

During construction at the Library site and the future City Hall site, there were a number of unexpected items that were discovered that needed to be addressed. The items are detailed in the attached, proposed Change Order No. 4 and summarized as follows:

- Flagpole and Electrical Modifications at Library $5,900.00
- Control Panel, Mortise Locks & Masonry Columns at Library ($643.00)
- Audio/Visual Modifications at Library $6,951.00
- AV, Council Desk & Break Room at City Hall $7,762.00
- Countertop and Ceiling Conflict at Library ($170.00)
- Basement Ductwork at City Hall $9,261.00
- Millwork, Smoke Detectors & Circulation Pump at City Hall $6,381.00
- Circulation Pump at Library ($108.00)
- Flagpole Light at City Hall $1,515.00
- Flagpole Light at Library $1,514.00

Total Change Order No. 4 $38,363.00

The proposed Change Order No. 4 also adds 11 days to the contract for completion of the City Hall portion of the project and 4 days for the Library portion of the project. The new completion date of City Hall is October 1, 2019 and the Library completion date is December 19, 2019 at this time.
The effect of the proposed Change Order No. 4 on the Contract is as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
<th>City Hall Completion Date</th>
<th>Library Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract</td>
<td>$4,526,100.00</td>
<td>August 2, 2019</td>
<td>October 25, 2019</td>
</tr>
<tr>
<td>Change Order No. 1 (Approved)</td>
<td>$29,087.00</td>
<td>9 days</td>
<td>0 days</td>
</tr>
<tr>
<td>Contract with Change Order #1</td>
<td>$4,555,187.00</td>
<td>August 11, 2019</td>
<td>October 25, 2019</td>
</tr>
<tr>
<td>Change Order No. 2 (Approved)</td>
<td>$56,451.00</td>
<td>8 days</td>
<td>11 days</td>
</tr>
<tr>
<td>Contract with Change Order #2</td>
<td>$4,611,638.00</td>
<td>August 21, 2019</td>
<td>November 11, 2019</td>
</tr>
<tr>
<td>Change Order No. 3 (Approved)</td>
<td>$86,606.00</td>
<td>21 days</td>
<td>25 days</td>
</tr>
<tr>
<td>Contract with Change Order #3</td>
<td>$4,698,244.00</td>
<td>September 20, 2019</td>
<td>December 17, 2019</td>
</tr>
<tr>
<td>Change Order No. 4 (Proposed)</td>
<td>$38,363.00</td>
<td>11 days</td>
<td>4 days</td>
</tr>
<tr>
<td>Contract with Change Order #4</td>
<td>$4,736,607.00</td>
<td>October 1, 2019</td>
<td>December 19, 2019</td>
</tr>
</tbody>
</table>

The budget for the Carroll Public Library/Carroll City Hall included a planned construction contingency of $362,088.00. After approval of the third change order, $189,944 of the planned construction contingency remains. If the fourth change order is approved, $151,581 of the construction contingency will remain for the project.

**RECOMMENDATION:** Mayor and City Council consideration and approval of Change Order No. 4 to the Carroll Public Library/Carroll City Hall project in the amount of $38,363.00.
**Change Order**

<table>
<thead>
<tr>
<th>PROJECT (Name and address):</th>
<th>CHANGE ORDER NUMBER: 004</th>
<th>OWNER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carroll Library/City Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>627 North Adams</td>
<td></td>
<td></td>
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<tr>
<td>Carroll, IA 51401</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>TO CONTRACTOR (Name and address):</th>
<th>ARCHITECT’S PROJECT NUMBER: 17843000</th>
<th>FIELD:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badding Construction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>814 W 9th Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carroll, IA 51401</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTRACT DATE:</th>
<th>CONTRACT FOR: General Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 12, 2018</td>
<td></td>
</tr>
</tbody>
</table>

**THE CONTRACT IS CHANGED AS FOLLOWS:**

- **CR#12 (Flagpole and Electrical Modifications ITC #10) - PL**: Add $5,900.00
- **CR#28 (Control Panel, Mortise Locks & Masonry Columns) - PL**: Deduct ($643.00)
- **CR#37 (Audio/Visual Modifications ITC #08) - PL**: Add $6,951.00
- **CR#38 (AV, Council Desk & Break Room ITC #07) - CH**: Add $7,762.00
- **CR#39 (Countertop and Ceiling Conflict ITC #09) - PL**: Deduct ($170.00)
- **CR#42 (Basement Ductwork RFI #36) - CH**: Add $9,261.00
- **CR#45 (Millwork, Smoke Detectors & Circulation Pump ITC #09) - CH**: Add $6,381.00
- **CR#46 (Circulation Pump ITC #11 - PL)**: Deduct ($108.00)
- **CR#49 (Flagpole Light ITC #08R) - CH**: Add $1,650.00
- **CR#50 (Flagpole Light ITC #10R - PL)**: Add $1,515.00

The original Contract Sum was $4,526,100.00
The net change by previously authorized Change Orders $172,144.00
The Contract Sum prior to this Change Order was $4,698,244.00
The Contract Sum will be increased by this Change Order in the amount of $38,363.00
The new Contract Sum including this Change Order will be $4,736,607.00

The Contract Time will be increased by *see below* (*) days.
The date of Substantial Completion as of the date of this Change Order therefore is *see below*

*Carroll City Hall
Original Completion Date: August 2, 2019
Change Order 1 - Increase nine (9) days to August 11, 2019 (Executed and Approved)
Change Order 2 - Increase eight (8) days to August 21, 2019 (Executed and Approved)
Change Order 3 - Increase twenty-one (21) days to September 20, 2019 (Executed and Approved)
Change Order 4 - Increase eleven (11) working days to October 1, 2019

*Carroll Public Library
Original Completion Date: October 25, 2019
Change Order 2 - Increase eleven (11) days to November 11, 2019 (Executed and Approved)
Change Order 3 - Increase twenty-five (25) working days to December 17, 2019 (Executed and Approved)
Change Order 4 - Increase four (4) working days to December 19, 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.

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

<table>
<thead>
<tr>
<th>ARCHITECT (Firm name)</th>
<th>CONTRACTOR (Firm name)</th>
<th>OWNER (Firm name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPN Architects, Inc.</td>
<td>Badding Construction</td>
<td>City of Carroll, Iowa</td>
</tr>
<tr>
<td>100 Court Avenue, Suite 100</td>
<td>814 West 9th Street</td>
<td>112 E. 12th Street</td>
</tr>
<tr>
<td>Des Moines, IA 50309</td>
<td>Carroll, IA 51401</td>
<td>Carroll, IA 51401</td>
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<tr>
<td>Joe Feldmann</td>
<td>Tony Badding</td>
<td>Dr. Eric Jensen</td>
</tr>
<tr>
<td>(Typed name)</td>
<td>(Typed name)</td>
<td>(Typed name)</td>
</tr>
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<td>4/16/2019</td>
<td>04/16/19</td>
<td></td>
</tr>
</tbody>
</table>

DATE

BY (Signature)

Joe Feldmann

( Typed name)

DATE

BY (Signature)

Dr. Eric Jensen

( Typed name)

DATE

City of Carroll, Iowa

OPN Architects, Inc. Badding Construction

ARCHITECT (Firm name) CONTRACTOR (Firm name)

100 Court Avenue, Suite 100 814 West 9th Street

Des Moines, IA 50309 Carroll, IA 51401

ADDRESS ADDRESS

Joe Feldmann Tony Badding

(Typed name) (Typed name)

DATE DATE

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User Notes: (3BBADA45)
MEMO TO: Honorable Mayor and Members of the City Council
FROM: Mike Pogge-Weaver, City Manager
DATE: April 16, 2019
SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) – April 15, 2019
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) – April 8, 2019
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) – April 9, 2019
7. Historical Preservation Commission (no regular meeting dates) –
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –
Library Board Minutes
April 15, 2019

The Carroll Board of Trustees met in the Region XII Training Room. Trustees present: Jacob Fiscus, Thomas Parrish, Paul Reicks, Sondra Rierson, Carol Shields (5:20), Kyle Ulveling, Ralph von Qualen, and Director Rachel Van Erdewyk. Trustees absent: Summer Parrott and Laurie Schenkelberg.

Rierson called the meeting to order at 5:18. It was moved by Ulveling and seconded by von Qualen to approve the agenda. All voted aye. Absent: Parrott, Schenkelberg, and Shields. It was moved by von Qualen and seconded by Fiscus to approve the minutes of the March meeting. All voted aye. Absent: Parrott, Schenkelberg, and Shields. Shields present. After discussion about the electric bills, Van Erdewyk was asked to check with the city manager about what portion Badding Construction would be paying at the construction site. It was moved by Fiscus and seconded by von Qualen to approve the bills. All voted aye. Absent: Parrott and Schenkelberg.

Director’s Report: Children’s programming included Rookie Readers, Diane’s Read-Aloud, Pet Readers, Romp and Read, and outreach. Diane and Dr. Whoot visited Kuemper Preschool while Fairview Preschoolers visited the library for a field trip. Adult programming included Tech Help Fridays, Crafty Library Ladies, Book Clubs, and Poetry Group. The library hosted the Carroll County Historical Society and Historic Preservation Commission’s program on 150 years of Carroll history. 24 patrons attended this program. The library also hosted Sister Shirley Fineran from Sioux City’s Briar Cliff University for a program on human trafficking. 36 patrons attended this program. Total program attendance was 1,295. Monthly door count was 4,834. Total resources utilized was 22,405.

Board Education: Van Erdewyk talked about the new library automation system and gave the trustees a demonstration of the new catalog.

Old Business: Library/City Hall project update.

New Business: None.

It was moved by Shields and seconded by Fiscus to adjourn. All voted aye. Absent: Parrott and Schenkelberg. Meeting adjourned at 5:50. A reminder there will be no meeting in May. Next regular meeting will be June 17, 2019.

Sondra Rierson—President
Judy Behm—Recording Secretary
The regular meeting of the Carroll Airport Commission was held on Monday, April 8, 2019, at the Arthur Neu Airport. Commission members in attendance were Norman Hutcheson, Greg Siemann, Gene Vincent, Kevin Wittrock and Dick Fulton. Also attending were Robert and Joan Peters, Don Mensen, airport manager and Carol Schoeppner, recording secretary. Chairman Hutcheson conducted the 5:30 P.M. meeting.

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

HANGER LEASE
Robert Peters had concerns with the current hanger lease. He handed out a modified version of the current lease and a lengthy discussion pursued. The Commission did not act on any of the changes he wanted at this time. The Commission wanted a chance to study the purposed changes and will discuss this at the next meeting.

TALL STRUCTURE
Comm. Siemann reported there was no ruling from the Supreme Court. Steve Hamilton was going to suggest to Loren Danner to lower the grain leg and settle for a $20,000.00 payment. The Commission would not consider this as the attorney fees are over $50,000.00.

WATER DAMAGE
Don reported there was water damage in the shop hanger. The panel walls and doors are damaged. Schultes Construction is working on an estimate for the repairs. The Commission discussed what could be done with the river north of the airport to avoid this from happening again. Comm. Vincent will talk to Drainage District people. The City has no flood insurance.
AIRPORT SIGN
Mr. Jeff Minnich is working with I SAW THE SIGN for a contract for the airport sign. A contract is needed to secure a grant from the State. Comm. Vincent reported the company needed a down payment when ordering the materials for the sign. Comm. Vincent will work on this so the sign can be finished by the end of August.

TOPICS DISCUSSED:
Comm. Vincent met with the City Manager and since the City owns the property at the airport, the airport will be an alternate disposal for the city sludge if needed. The Commission will discuss proper payment to Chad Steinkamp if crops can not be planted.

State Airport Association meetings will be April 16th thru the 18th. in Sioux City. Chairman Hutcheson and Don Mensen plan to attend.

The Commission approved building permits to Michele Roth and Denis Heithoff.

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

<table>
<thead>
<tr>
<th>Company</th>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Carroll Aviation</td>
<td>contract</td>
<td>$6,600.00</td>
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<tr>
<td>Wittrock Motor</td>
<td>March car rental</td>
<td>349.00</td>
</tr>
<tr>
<td>Drees Oil</td>
<td>propane</td>
<td>171.44</td>
</tr>
<tr>
<td>Tigges Overhead Door</td>
<td>terminal door repairs</td>
<td>225.19</td>
</tr>
<tr>
<td>Rueters</td>
<td>tractor repair</td>
<td>77.70</td>
</tr>
<tr>
<td>Raccoon Valley Elect</td>
<td>March electric service</td>
<td>1,646.20</td>
</tr>
<tr>
<td>Carroll Refuse</td>
<td>March garbage</td>
<td>57.00</td>
</tr>
<tr>
<td>Ecwater</td>
<td>cooler rent/water</td>
<td>85.73</td>
</tr>
<tr>
<td>Carol Schoepner</td>
<td>secretary contract</td>
<td>350.00</td>
</tr>
</tbody>
</table>

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

There being no further business, a motion by Comm. Siemann and seconded by Comm. Vincent was made to adjourn at 7:26 P.M.
The next regular meeting of the Carroll Airport Commission will be May 13, 2019.

Chairman/Vice-Chairman

ATTEST:
CARROLL AIRPORT COMMISSION

Regular Meeting

Monday, May 13, 2019
5:30 P.M.
Arthur Neu Airport

Agenda

Approve minutes from previous meeting
Tall Structure Issue
Hanger Lease
Hanger Repair
New Business
Approve monthly bills
April 9, 2019

1. The meeting was called to order at 7:00 a.m. by Chairman Jeff Anthofer, in the office at the Carroll County Recycling Center. Others in attendance were Harvey Dales, City of Manning; Dr. Eric Jensen, City of Carroll; Mike Schwabe, City of Breda; and Rich Ruggles, Carroll County Supervisor. Also attending were Mary Wittry, Director, and Dan Halbur, Office Manager.

2. Agenda: Dales made the motion to approve the agenda and Dr. Jensen 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 March 12, 2019. Motion carried, all voting aye.

4. Dales reviewed the Bills Payable--see attached. Wittry went over the following: All Pro Door Co.--$900—commercial door opener; Barker Lemar--$900—EMS internal audit; Foth--$29303—cell construction/spring sampling/commingle line/financial assurance; Metta Technologies--$32298—wind screens; Stone Printing--$799—E-Waste recycling flyer; Tiefenthaler Ag-Lime--$13869—Rock; and Ziegler--$1316—maintenance. Dales made the motion and Schwabe seconded to approve the bills as presented. Motion carried, all voting aye.

5. Halbur presented the financial report—see attached. Schwabe made the motion and Dr. Jensen seconded to approve the financial report as presented. Motion carried, all voting aye.

6. Discuss/approve contractor: Wittry reported that two bids were received for the Recycling Center modification. Dr. Jensen made the motion and Ruggles seconded to approve Rotert's bid of $190570. Motion carried, all voting aye.

7. Discuss/approve chain fence: One bid was received to extend the chain link fence around the south expansion area of the Recycling Center. Dr. Jensen made the motion and Schwabe seconded to approve Elkhorn Fence Company's bid of $21427. Motion carried, all voting aye.

8. Wittry discussed the need for equipment for training/presentations. Schwabe made the motion and Ruggles seconded to approve Sound and Service's quote of $1159.95 for a TV and installation. Motion carried, all voting aye.

9. Wittry reviewed the updated agreement with Employment Resources. Dr. Jensen made the motion and Dales seconded to approve the agreement. Motion carried, all voting aye.

10. Wittry discussed the leachate treatment agreement with the City of Carroll. No action taken.

11. Wittry discussed available airspace and a nearby county's waste.

12. Wittry updated the board on the solar project.

13. Landfill update: Wittry informed the board on the cell construction; 973 Track Loader has arrived; 6 more windscreens have arrived; and litter control.

14. Recycling update: Wittry reported on the commingle line renovation and that all recycling products continue to move.

15. Other: The Environmental Protection Commission (EPC) will be at the Recycling Center for a tour April 15, 2019 from 1:30 p.m. to 2:30 p.m.

16. Next meeting date: Tuesday, May 14, 2019 at 7:00 a.m.

17. Dr. Jensen made the motion and Ruggles seconded to adjourn the meeting at 7:47 a.m. Motion carried, all voting aye.

Respectfully submitted by:

Dan Halbur
March 2019

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
- Continued work with Region 12 on housing grant
- Received and evaluated Request for Proposals for technical services for housing grant
- Filed FY 20 Budget proposal with County Auditor and State
- Attended the West Central Iowa Clerks Association Meeting – March 20 (Denison)
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
  - City employees blood profiles – March 6
  - Wellness Coalition Meeting – March 21

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- Work with Region 12 on housing grant to submit application
- Work with BSI on health insurance renewal
- Attend IMFOA Spring Conference – April 10 – 12 (Des Moines)
- Continue to promote wellness program with employees
  - Live Healthy Iowa 5K – April 13
  - Wellness Coalition Meeting – April 17

Accomplishments of particular note:

- 332 utility bills and statements were emailed in March 2019.
Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Department responded to five calls for service and held three training sessions in March.

Firefighters completed the annual pressure testing of fire hose that is utilized by the Department. Training for the month included truck operations and water supply, in addition to vehicle extrication procedures.

The Fire Department received a Lifepak Automatic Defibrillator (AED) as a result of a grant sponsored by the Carroll County Preparedness Coalition. The AED will be stored and maintained in the Department’s rescue apparatus. The AED will be available for any cardiac events that may occur at the station or on emergency scenes.

New protective bunker gear purchased by the Department was placed into service. Our thanks to the generous people and businesses within our community that have faithfully supported our Department with their contributions to our annual Firefighters Dance Fundraiser. These contributions, received over the past seven-plus years, made the purchase of this new bunker gear (over $60,000.00) possible.

Run Report for March:

<table>
<thead>
<tr>
<th>Alarm Date</th>
<th>Alarm Location</th>
<th>Incident Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/09/2019</td>
<td>908 Quint Ave</td>
<td>Alarm malfunction</td>
</tr>
<tr>
<td>03/16/2019</td>
<td>249 Perch</td>
<td>Carbon monoxide alarm</td>
</tr>
<tr>
<td>03/23/2019</td>
<td>Hwy 30 &amp; Olympic Ave</td>
<td>Vehicle collision – traffic control</td>
</tr>
<tr>
<td>03/28/2019</td>
<td>506 N Grant Rd</td>
<td>Mobile home – fire out on arrival</td>
</tr>
<tr>
<td>03/29/2019</td>
<td>915 W Highway 30</td>
<td>Reported natural gas leak – nothing found</td>
</tr>
</tbody>
</table>
As reported by Brad Burke, Police Chief

Routine Activities for the month:

Officer Justin Ferrin and K9 Eudoris completed training at K9 Tactical in Chariton on the 11\textsuperscript{th} and 12\textsuperscript{th}. This ongoing training ensures that the team is ready for any issue and that all their skills are ready for patrol situations.

All officers completed quarterly fitness testing on the 20\textsuperscript{th}. This consists of 1.5 mile run, timed push up and sit ups, sit and reach, max bench press, and max leg press.

On the 25\textsuperscript{th}, the Carroll City Council approved the purchase of new in car and body worn cameras for the department. The cameras are scheduled to be delivered in 4-6 weeks and will be installed then. This system will replace a 10 year old in car camera system along with the body cameras of the officers.
<table>
<thead>
<tr>
<th>Offenses</th>
<th>March 2019</th>
<th>March 2018</th>
<th>March 2017</th>
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<tr>
<td>Forcible Rape</td>
<td>1</td>
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<tr>
<td>Forcible Fondling</td>
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<td>2</td>
<td>1</td>
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<tr>
<td>Porno/Obscene Material</td>
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<td></td>
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<tr>
<td>Aggravated Assault</td>
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<td>1</td>
<td></td>
</tr>
<tr>
<td>Domestic Violence</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Simple Assault</td>
<td>2</td>
<td></td>
<td>3</td>
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<tr>
<td>Domestic Abuse</td>
<td>1</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>Burglary/B&amp;E</td>
<td>2</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>Shoplifting</td>
<td>3</td>
<td>6</td>
<td>8</td>
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<tr>
<td>Theft from Vehicle</td>
<td>1</td>
<td>5</td>
<td>3</td>
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<tr>
<td>Theft Vehicle Part</td>
<td></td>
<td></td>
<td>1</td>
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<tr>
<td>Theft of Bike</td>
<td></td>
<td></td>
<td>1</td>
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<tr>
<td>Theft from Building</td>
<td>6</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Other Larceny</td>
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<td>Motor Vehicle Theft</td>
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<tr>
<td>Arson</td>
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<tr>
<td>Counterfeit/Forgery</td>
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<td>3</td>
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<td>Credit/ATM Fraud</td>
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<td>Identify Theft</td>
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<td>Wire Fraud</td>
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<td>Stolen Property</td>
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<td>Vandalism: Other</td>
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<tr>
<td>Weapon Law Violation</td>
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<tr>
<td>Drug/Narc Violations</td>
<td>5</td>
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<td>8</td>
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<tr>
<td>Drug Equipment Viol</td>
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<tr>
<td>Drive Under Influence</td>
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<td>OWI 2&lt;sup&gt;nd&lt;/sup&gt;</td>
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<td>Found Animal</td>
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<td>Animal Bite</td>
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<td>Restraining Order</td>
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<td>1050F Traffic Accident</td>
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<td>10-50 PI Personal Injury</td>
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<tr>
<td>10-50 PI MV Pedestrian</td>
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<td>10-50 PI Car &amp; Bike</td>
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<tr>
<td>10-50 PD Prop.</td>
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<td>10-50 Car &amp; Deer</td>
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<tr>
<td>1050 PD: Hit and Run</td>
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<td>1050 PD: City Vehicle</td>
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<td>1050 PD: Police Vehicle</td>
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<td>10-50 PD Under 1500</td>
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<td>Assist Other Agency</td>
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**03/01/2019 thru 03/31/2019**

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<td>License Violation</td>
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<td>Warning Notices</td>
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**03/01/2019 thru 03/31/2019**

Salvage Vehicle Inspections: 14
# Building Department

As reported by Perry Johnson, Building Official

## Permits - By Class - By Type - March 2019

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<tr>
<th>Class</th>
<th>Permit Type</th>
<th>Date Issued</th>
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Agricultural Building Valuation Total: $0.00  Agricultural Building Fee Total: $0.00

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Commercial Building Valuation Total: $8,420,030.00  Commercial Building Fee Total: $12,787.00

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Commercial Right of Way Fee Total: $25.00

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Commercial Sign Fee Total: $90.00

Commercial Valuation Total: $8,420,030.00  Commercial Fee Total: $13,353.60
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## Permits - YTD - through March 2019

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<th>Permit Type</th>
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<th>Fee</th>
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Valuation Grand Total: $8,916,330.00  Fee Grand Total: $17,140.62
As reported by Randy Krauel, Public Works Director/City Engineer

Routine Activities for the month:

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

- Excavated six graves for Cemetery.
- Cleaned sidewalks on Hwy. 30.
- Sanded for one ice event.
- Maintained signs and signals.
- Bladed gravel roads.
- Hauled rock to gravel roads.
- Patched potholes in streets
- Placed nine yards of concrete for storm sewer repair – ROW Permit.
- Division Safety Meeting: Hard Hat Dos and Don’ts, March 27, 2019.

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

- Water production:
  - Monthly Total: 37.399 million gallons
  - Daily Average: 1.206 million gallons
  - Daily Maximum: 1.508 million gallons
- Completed 61 Iowa One Call locate requests.
- Meter Department
  - 141 service orders.
  - 8 delinquents.
  - 0 reread.
  - 0 stuck meters.
- Division Safety Meeting: Reviewed the principles and conveyed the importance of using proper methods for safe and efficient temporary traffic control at work sites, March 21, 2019.

**Division: Sean Kleespies: Wastewater Superintendent**

- Wastewater treatment:
  - Monthly Total: 59.356 million gallons
  - Daily Average: 1.915 million gallons
  - Daily Maximum: 4.666 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
Special Activities/Accomplishments of particular note:

**Division: Streets: Tom Weber, Street Superintendent**
- Flood emergency protective measures on March 12\textsuperscript{th} and 13\textsuperscript{th}.
- Cleaned out frozen storm sewer inlets on Saturday, March 9\textsuperscript{th}.

**Division: Water: Terry Kluver, Water Superintendent**
- Terry Kluver and Devin Pudenz attended the Work Zone Safety Workshop in Storm Lake on March 18, 2019
- Mike Killeen and Garold Sorensen attended the Work Zone Safety Workshop in Ames on March 6, 2019.
- Attended review meeting with JEO Consulting Group, Inc. for Water Distribution Main Replacement project.

**Division: Sean Kleespies: Wastewater Superintendent**
- Replaced three manhole rings and covers in Rolling Hills Park.
- Rain event on the 13\textsuperscript{th} handled very well by WWTP Staff
- Cleaned grease from the Raw Wet Well.
- Repaired manhole at Well #12 and Clark Street.
- Started dewatering Sludge Lagoon.
- One sanitary sewer backup reported.
- Repaired water pump on the Jet/Vac truck.
Activities planned for next month and other comments:

**Division: Water: Terry Kluver, Water Superintendent**
- Seed seven (7) excavation sites at this past winter’s watermain breaks and hydrant replacement sites.
- Start flushing 500 fire hydrants.
- Work with contractor on Street Resurfacing – 2019 project.

**Division: Sean Kleespies: Wastewater Superintendent**
- Laboratory Analysis.
- DNR Monthly Operating Report.
- DMRQA Proficiency Test for Lab Certification.
- Continue CCTV of the sanitary sewer.
- Start routine maintenance on the sanitary sewer system.
- Start the UV Disinfection project.
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<tr>
<th>PROJECT NAME</th>
<th>ACTION PLAN</th>
<th>CIP</th>
<th>BUDGET</th>
<th>ESTIMATED COST</th>
<th>PROJECTED COMPLETION</th>
<th>CONTRACTOR</th>
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<th>EXPENDITURE</th>
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</tr>
<tr>
<td>Well and Transmission Main</td>
<td>On-going</td>
<td>FY16</td>
<td>FY16</td>
<td>$383,312.50</td>
<td>2018</td>
<td>JEO Consulting Group, Inc.</td>
<td>$383,312.50</td>
<td>07-28-14</td>
<td>$327,680.61</td>
<td>95%</td>
<td>11-30-15</td>
<td>Contract Completion</td>
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<tr>
<td>Transmission Main – Group A</td>
<td>On-going</td>
<td>FY16</td>
<td>FY16</td>
<td>$790,134.07</td>
<td>2019</td>
<td>Drake Construction, L.C.</td>
<td>$790,134.07</td>
<td>03-23-14</td>
<td>$751,752.95</td>
<td>18%</td>
<td>04-16</td>
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<tr>
<td>Watermain Replacement</td>
<td>FY 16</td>
<td>FY16</td>
<td>$500,000</td>
<td>2018</td>
<td>JEO Consulting Group, Inc.</td>
<td>$19,800.00</td>
<td>02-11-19</td>
<td>$2,765.00</td>
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<td></td>
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<tr>
<td>Water Storage Tower</td>
<td>FY20</td>
<td>FY19</td>
<td>$575,000</td>
<td>2019</td>
<td>JEO Consulting Group, Inc.</td>
<td>$29,400.00</td>
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<td>$4,475.00</td>
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<td>08-31-16</td>
<td>CCSWMC Contract</td>
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<tr>
<td>Leachate Forcemain &amp; Gravity Sewer</td>
<td>FY18</td>
<td>FY18</td>
<td>$1,000,000</td>
<td>2020</td>
<td>Veenstra &amp; Kimm, Inc.</td>
<td>$73,500</td>
<td>07-18-16</td>
<td>CCSWMC $325,605.01</td>
<td>07-31-16</td>
<td>CCSWMC Contract</td>
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<tr>
<td>Wastewater Treatment Plant Disinfection Improvements</td>
<td>FY18</td>
<td>FY18</td>
<td>$330,0000</td>
<td>2018</td>
<td>Veenstra &amp; Kimm, Inc.</td>
<td>$18,800</td>
<td>08-31-16</td>
<td>$61,320.16</td>
<td>07-31-16</td>
<td>CCSWMC Contract</td>
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</table>
As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

**Golf:** Scott Haakenson, Golf Superintendent
- Painted ball markers
- Painted trash cans
- Cleaned up mowers
- Hung heads on mowers, checked height and cut
- Moved snow at clubhouse and shop
- Serviced mowers that needed it

**Cemetery:** Jake Bruggeman, Cemetery Sexton
- Performed the duties of 6 full burials. All during the week, none after hours or weekends.
- Sold 2 plots to Jim Hoffman Block 5 Lot 13 Spaces 2, 3.
- Sold 1 plot to Duane and Barbara Thielen Block 2 Lot 62 Space 5.
  - Collected all money from plot sales and turned into City Hall.
- Picked up multiple loads of sticks, brush, and trash that had accumulated from the winter weather.
- Started to level off sunken graves from last fall and winter as soon as the dirt was unfrozen and usable.
- Filled ruts along the roads from excessive snow melt and rains that occurred.
- Started fixing ruts left from trucks and the backhoe from winter grave openings and closings.
- Noted several old stones that had fallen over throughout the course of the winter and will be in contact with Boyce to get them fixed.
- Hired two men for summer help this year. Jon Grossman, who is returning from previous years. He will be working 3-4 days per week. Also, Mark Weber for his first season and he would like to work 5 days per week.
- Moved snow one day in the cemetery, sidewalks around cemetery grounds, and the rec center parking lots.

**Aquatic Center/Recreation Center:** Jessi Harmon, Aquatic & Fitness Specialist
- Lifeguard Schedule
- Lifeguard Meeting
- CRO Schedule
- State Water Testing
Recreation Center: Joel Cortum, Recreation Center Director
- Exercise equipment maintenance
- Spring soccer preparation
  - Put together team bags and coach folders
  - T-shirt orders
  - Set up goals, nets, and flags at soccer fields
  - Ordering of concession goods
- Romp & Read program
- Lifeguard certification courses

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
- Ordered fertilizer w/ pre-emergent
- Had cleanup day

Cemetery: Jake Bruggeman, Cemetery Sexton
- I definitely learned a lot in my first month, but I’ve still got a long-ways to go!

Aquatic Center/Recreation Center: Jessi Harmon, Aquatic & Fitness Specialist
- Romp & Read
- Finished Carroll Elementary Swim Lessons
- IPRA Spring Conference
- Lifeguard Class
**Recreation Center:** Grant Magill, Recreation Program Specialist
- Adult Co-Ed Volleyball
- Soccer program
- Soccer coaches meeting
- Soccer concession stand prep
- Baseball/Softball/T-Ball Registration
- Hiring referees
- Hiring concession stand workers

**Recreation Center:** Joel Cortum, Recreation Center Director
- Attended Iowa Soccer Symposium
- Attended Iowa Parks and Recreation Association Spring Conference

**Building Maintenance:** Andy Snyder, Building Maintenance Specialist
- Fixed bathrooms at city buildings
- Worked on vacuums at City Hall and Rec Center
- Fixed exercise equipment
- Sinks and drains at Rec Center and City Hall
- Downtown lights
- Working on specs, bids, quotes
- Locker locks at Rec Center
- Budget items
- Theater rentals
- Floor drains at Rec Center
- Finishing budget items
- Next year’s budget items
- Night cleaning 24/7 operations.
- A/C and heating repairs at city buildings
- Golf Course Club House siding
- 24 hour at Rec Center Cameras and Locks
- City construction sites
Activities planned for next month and other comments:

**Golf**: Scott Haakenson, Golf Superintendent
- Open golf course to play
- Turn on bathrooms and clean
- Service and turn on irrigation system

**Cemetery**: Jake Bruggeman, Cemetery Sexton
- Start to seed graves from the past fall/winter.
- Service all mowers and equipment for the upcoming growing season.
- Start my part-time help and get them reacquainted with equipment and procedures taking place here at the cemetery.

**Aquatic Center/Recreation Center**: Jessi Harmon, Aquatic & Fitness Specialist
- Lifeguard Class
- Mermaid Party
- Babysitting Class
- Story Time
- Romp & Read

**Recreation Center**: Grant Magill, Recreation Program Specialist
- Soccer season starts
- Soccer concession
- Adult Volleyball finishes up
- Meeting with Breda for 7th & 8th Grade Baseball

**Recreation Center**: Joel Cortum, Recreation Center Director
- Start of spring soccer season
- Mermaid Pool Party
- Baseball/softball/tee-ball registration
- Summer swim team registration
- Babysitting class registration
- Gym curtain install

**Safety Topic**:
- Safely using equipment
As reported by Rachel Van Erdewyk, Library Director

<table>
<thead>
<tr>
<th>Program Attendance:</th>
<th>Monthly Statistics:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tech Help Friday</td>
<td>Total Print Circulation: 9,879</td>
</tr>
<tr>
<td>Children’s Library Programs</td>
<td>BRIDGES Circulation: 836</td>
</tr>
<tr>
<td>Children’s Program Outreach</td>
<td>Consumer Reports: 512</td>
</tr>
<tr>
<td>Diane’s Read Aloud</td>
<td>Public Computer Use: 473</td>
</tr>
<tr>
<td>Crafty Library Ladies</td>
<td>Wi-Fi Use: 191</td>
</tr>
<tr>
<td>Book Club Groups</td>
<td>Website Visits 3,145</td>
</tr>
<tr>
<td>Poetry Group</td>
<td></td>
</tr>
<tr>
<td>Fairview Field Trips</td>
<td></td>
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<tr>
<td>Dr. Whoot Visits to Kuemper</td>
<td></td>
</tr>
<tr>
<td>Carroll: 150 Years of Rebirth &amp; Renewal</td>
<td></td>
</tr>
<tr>
<td>Human Trafficking in Western Iowa</td>
<td></td>
</tr>
</tbody>
</table>

| Total Program Attendance                | 1,295                                                    |
| Monthly Door Count                      | 4,834                                                    |
| Total Resources Utilized                | 22,405                                                   |
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, Romp and Read, and outreach events with book visits to the various daycares and preschools in the area. Diane took Dr. Whoot to visit preschoolers at Kuemper and Fairview preschoolers came to the library for a field trip.

2) **Adult & Teen Programs:** Adult programs continued this month with the regular monthly schedule of Tech Help Fridays, the Crafty Library Ladies, Book Clubs and the Poetry Group. The library hosted the Carroll County Historical Society and Historic Preservation Commission to present on the 150 years of Carroll history, honoring the celebration Carroll’s sesquicentennial. This was well attended with 24 patrons. The library also hosted Sister Shirley Fineran from Briar Cliff University to present information on human trafficking. This was well attended by 36 patrons.

3) View upcoming events on the library’s Google calendar at [www.carroll-library.org](http://www.carroll-library.org) by clicking on the Calendar of Events link on the home page or on Facebook.
   - **Earth Day Celebration:** Saturday, April 20 from 10-11:30 a.m. @ Des Moines Area Community College
   - **Summer Reading Signup:** Begins on Tuesday, May 28

**Library Statistics from March 2018-March 2019**
<table>
<thead>
<tr>
<th>Month</th>
<th>Resources Utilized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar-19</td>
<td>22,405</td>
</tr>
<tr>
<td>Feb-19</td>
<td>18,706</td>
</tr>
<tr>
<td>Jan-19</td>
<td>18,549</td>
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<tr>
<td>Dec-18</td>
<td>15,987</td>
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<tr>
<td>Nov-18</td>
<td>18,399</td>
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<tr>
<td>Oct-18</td>
<td>19,014</td>
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<tr>
<td>Sep-18</td>
<td>14,936</td>
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<tr>
<td>Aug-18</td>
<td>20,474</td>
</tr>
<tr>
<td>Jul-18</td>
<td>25,537</td>
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<tr>
<td>Jun-18</td>
<td>28,728</td>
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<tr>
<td>May-18</td>
<td>17,462</td>
</tr>
<tr>
<td>Apr-18</td>
<td>18,272</td>
</tr>
<tr>
<td>Mar-18</td>
<td>20,179</td>
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