City of Carroll

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June 9, 2016

MEMO

TO : Honorable Mayor and City Councilmembers

FROM : Gerald L. Clausen, City Manager

SUBJECT : Delegating authority to City Engineer to recommend action on behalf of the City of Carroll on Department of Transportation permit applications

The Iowa Department of Transportation (IDOT) requires a resolution designating such authority. Any application to the IDOT for work in their Right of Way (ROW) located within the City of Carroll is submitted to the City for review. Currently, any applications of such nature are submitted to the City, reviewed by the City Engineer and presented to the City Manager for a recommendation of yes or no. I have relied upon Randy's review and recommendation on all such applications.

This resolution will move the authority for the City of Carroll from the City Manager to the City Engineer. I recommend approval of this resolution, particularly because it appears there will be an undetermined amount of time before a City Manager will be appointed and arrive after my July 29th departure.

RECOMMENDATION: Motion and second to authorize the City Engineer to provide recommendations to the IDOT on permit requests.

RESOLUTION NO. _____

RESOLUTION DELEGATING AND AUTHORIZING THE CITY ENGINEER TO RECOMMEND ACTION ON BEHALF OF THE CITY OF CARROLL ON IOWA DEPARTMENT OF TRANSPORTATION PERMIT APPLICAIONS.

WHEREAS, if proposed work to be included in an Iowa Department of Transportation permit application is within the City, City action by a delegated official is required.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the City Engineer is delegated and authorized to recommend action on the following permit applications.

Application for Use of Highway Right of Way for Utilities Accommodation
Application to Perform Work Within State Highway Right of Way
Application for Permit to Construct Entrance from Private Property to Primary Road or Primary Road Extension

Passed and approved by the Carroll City Council this _____ day of _____, 2016.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk