

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

GOVERNMENTAL BODY: Carroll City Council

DATE OF MEETING: January 11, 2021

TIME OF MEETING: 5:15 P.M.

LOCATION OF MEETING: City Hall Council Chambers

www.cityofcarroll.com

NOTICE

In support of Iowa Governor Kim Reynolds' proclamation declaring a State of Public Health Disaster Emergency in Iowa, the current COVID-19 situation makes it "impossible and impractical" to meet in one location. Due to this the Carroll City Hall will remain closed to the public for the January 11, 2021 City Council meeting. However, the meeting will be made available telephonically. The public will be able to hear and participate in the Council meeting by calling:

United States: 1 (312) 626-6799

Then when prompted, enter the following Access Code: 959 8347 1673#

Individuals may start calling in at 5:00 PM for the meeting.

Individuals may also join the meeting from your computer, tablet or smartphone by using the following link:

<https://zoom.us/j/95983471673>

Similar to a regular City Council meeting, participants will be invited to provide feedback at various points during the meeting. Participants are requested to keep their mics muted until invited by the Mayor or Council to provide feedback. Participants calling in can unmute and mute their phone by dialing *6. Participants using a computer, tablet or smartphone can unmute and mute themselves by clicking on the mute/unmute button in the bottom left corner of the zoom program. Participants who unmute themselves outside of feedback periods may be muted by the City and/or removed from the meeting.

The public can watch the meeting live from the City's YouTube channel by going to: <https://tinyurl.com/t64juzk> To ensure you can access the meeting when we go live we suggest that you subscribe to the City's YouTube channel. The YouTube meeting is a view only option and you will not be able to participate in the meeting via YouTube.

We thank you for your understanding of this change during the current situation.

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AGENDA

- I. Pledge of Allegiance
- II. Roll Call
- III. Consent Agenda
 - A. Approval of Minutes of the December 21 Meeting
 - B. Approval of Bills and Claims
 - C. Licenses and Permits:
 - None
 - D. Appointments to Committees Commission and Boards
 - Appointment by Mayor with Council Approval
 - 1. Denis Bormann – Historical Preservation Commission (3-year term to expire 12-31-23)
- IV. Oral Requests and Communications from the Audience
- V. Ordinances
 - None
- VI. Resolutions
 - A. Quiet Zone Study Update
- VII. Reports
 - A. F.Y. 2019-2020 Annual Financial Statement Audit
 - B. 2020-2021 Annual Planning Session – Work Plan
- VIII. Committee Reports
- IX. Comments from the Mayor
- X. Comments from the City Council
- XI. Comments from the City Manager
- XII. Adjourn

January/February Meetings:

Airport Commission – January 11, 2021 – Airport Terminal Building - 21177 Quail Avenue

~~Planning and Zoning Commission – January 13, 2021 – City Hall – 627 N Adams Street~~

City Council Budget Workshop #1 – January 18, 2021 – City Hall - 627 N Adams Street

Library Board of Trustees – Tuesday, January 19, 2021 – Carroll Public Library – 118 E 5th Street

City Council Budget Workshop #2 – Wednesday, January 20, 2021 – City Hall - 627 N Adams Street

City Council – January 25, 2021 – City Hall – 627 N Adams Street

City Council Budget Workshop #3 (if needed) – Wednesday, January 27, 2021 – City Hall - 627 N Adams Street

Board of Adjustment – February 1, 2021 – City Hall – 627 N Adams Street

City Council Budget Workshop #4 (if needed) – Wednesday, February 3, 2021 – City Hall - 627 N Adams Street

City Council – February 8, 2021 – City Hall – 627 N Adams Street

Airport Commission – February 8, 2021 – Airport Terminal Building - 21177 Quail Avenue

Planning and Zoning Commission – February 10, 2021 – City Hall - 627 N Adams Street

Library Board of Trustees – February 15, 2021 – Carroll Public Library – 118 E 5th Street

City Council – February 22, 2021 – City Hall – 627 N Adams Street

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

COUNCIL MEETING

DECEMBER 21, 2020

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

In support of Iowa Governor Kim Reynolds’ proclamation declaring a State of Public Health Disaster Emergency in Iowa, the current COVID-19 situation made it “impossible and impractical” to meet in one location. Due to this the Carroll City Hall was closed to the public for the December 21, 2020 City Council meeting. However, the meeting was held telephonically or via Zoom web conferencing. The public was able to hear and participate in the Council meeting by calling into a publicly posted phone number.

The Carroll City Council met in regular session on this date at 5:16 p.m. in the Council Chambers, City Hall, 627 N Adams Street. Members present: Jerry Fleshner, Clay Haley, Mike Kots and Carolyn Siemann. Absent: Misty Boes and LaVern Dirx. Mayor Pro Tem Jerry Fleshner presided in the absence of Mayor Eric Jensen.

* * * * *

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

* * * * *

It was moved by Haley, seconded by Kots, to approve the following items on the consent agenda: a) minutes of the December 14, 2020 Council meeting, as written; b) bills and claims in the amount of \$393,806.50; c) Appointments to Committees, Commissions and Boards:

Appointment by Mayor with Council Approval

1. Marty Steffes – Building Code Board of Appeals (5-year term to expire 12-31-25)
2. Summer Parrott – Library Board of Trustees (6-year term to expire 12-31-26)

Appointment by Council

1. Gregory Siemann – Airport Commission (6-year term to expire 12-31-26)
2. Daniel Messerich – Planning and Zoning Commission (5-year term to expire 12-31-25)
3. Pat Venteicher – Planning and Zoning Commission (5-year term to expire 12-31-25)
4. Eric Jensen – Carroll City/County Communications Commission (1-year term to expire 12-31-21)
5. Mike Pogge-Weaver – Carroll City/County Communications Commission (1-year term to expire 12-31-21)

d) Resolution No. 20-101, Carroll Police Department’s Amended Deadly and Non-Deadly Force Policy. On roll call, all present voted aye. Absent: Boes and Dirkx. Motion carried.

* * * * *

It was moved by Kots, seconded by Haley, to approve Resolution No. 20-102, Reaffirming Resolution No. 20-100 for the Sale of City Interest of Real Estate located at 224 N Main Street to Rowland Real Estate LLC for \$1,000.00. On roll call, all present voted aye. Absent: Boes and Dirkx. Motion carried.

* * * * *

It was moved by Haley, seconded by Kots, to approve Resolution No. 20-103, Final Plat of Third Replat of Ashwood Business Park Subdivision, City of Carroll, Carroll County, Iowa, and to waive the requirement for a preliminary plat and waive any platting irregularities. On roll call, all present voted aye. Absent: Boes and Dirkx. Motion carried.

* * * * *

It was moved by Haley, seconded by Siemann, to approve Resolution No. 20-104, Amending Policy No. 0501 – Purchasing Policy and Adopting New Policy 0501.1 – Purchasing Policy – Federally Funded Purchases/Contracts. On roll call, all present voted aye. Absent: Boes and Dirkx. Motion carried.

* * * * *

It was moved by Kots, seconded by Haley, to approve Resolution No. 20-105, New Policy 0109 – Fraud Reporting Policy. On roll call, all present voted aye. Absent: Boes and Dirkx. Motion carried.

* * * * *

It was moved by Kots, seconded by Haley, to approve Change Order No. 3 to the Street Resurfacing – 2020 Contract in the amount of \$117,886.28. The effect of Change Order No. 3 on the Contract price is as follows:

| | |
|-------------------------|-----------------------|
| Original Contract | \$963,633.17 |
| Change Order No. 1 | \$5,992.00 |
| Change Order No. 2 | \$4,814.00 |
| Change Order No. 3 | <u>\$117,886.28</u> |
| Revised Contract Amount | <u>\$1,092,325.45</u> |

On roll call, all present voted aye. Absent: Boes and Dirkx. Motion carried.

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It was moved by Haley, seconded by Siemann, to accept the Statement of Completion and Final Acceptance of Work for the Street Resurfacing – 2020 Project. On roll call, all present voted aye. Absent: Boes and Dirkx. Motion carried.

* * * * *

St. Anthony Regional Hospital President & CEO Ed Smith and Chief Medical Officer Dr. Kyle Ulveling, M.D. addressed Council (via Zoom Meeting) about the COVID-19 situation in Carroll County during the oral requests and communications from the audience. No Council action taken.

* * * * *

City Manager Mike Pogge-Weaver updated Council on the Carroll City/County Communications Commission during the Comments from the City Manager. No Council action taken.

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It was moved by Haley, seconded by Kots, to adjourn at 6:41 p.m. On roll call, all present voted aye. Absent: Boes and Dirkx. Motion carried.

Jerry Fleshner, Mayor Pro Tem

ATTEST:

Laura A. Schaefer, City Clerk

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

| | | | |
|------------------------|-----------------------------|---------------------------|---------------------------|
| PAID ITEMS DATES | : 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |
| PARTIALLY ITEMS DATES: | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |
| UNPAID ITEMS DATES : | | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |

| VENDOR | VENDOR NAME | DESCRIPTION | GROSS AMT | PAYMENTS | CHECK# | CHECK DT | BALANCE |
|-----------|---------------------------|-------------------------|-----------|----------|--------|----------|-----------|
| 01-001720 | ACCESS SYSTEMS | COPIER CONTRACT | 151.77 | 151.77- | 119952 | 12/24/20 | 0.00 |
| 01-001720 | ACCESS SYSTEMS | COPIER CONTRACT | 98.38 | 0.00 | 000000 | 0/00/00 | 98.38 |
| | | ** TOTALS ** | 250.15 | 151.77- | | | 98.38 |
| 01-001704 | ACCO | POOL CHEMICALS | 79.55 | 0.00 | 000000 | 0/00/00 | 79.55 |
| | | ** TOTALS ** | 79.55 | 0.00 | | | 79.55 |
| 01-001621 | ACE HARDWARE | SUPPLIES | 7.49 | 0.00 | 000000 | 0/00/00 | 7.49 |
| 01-001621 | ACE HARDWARE | SUPPLIES | 34.99 | 0.00 | 000000 | 0/00/00 | 34.99 |
| 01-001621 | ACE HARDWARE | CLEANING SUPPLIES | 14.96 | 0.00 | 000000 | 0/00/00 | 14.96 |
| 01-001621 | ACE HARDWARE | HOSE NOZZLE | 15.99 | 0.00 | 000000 | 0/00/00 | 15.99 |
| 01-001621 | ACE HARDWARE | DRILL/IMPACT KIT | 209.99 | 0.00 | 000000 | 0/00/00 | 209.99 |
| | | ** TOTALS ** | 283.42 | 0.00 | | | 283.42 |
| 01-001698 | ADVANCED LASER TECHNOLOGI | TONER CARTRIDGES - WTP | 504.80 | 0.00 | 000000 | 0/00/00 | 504.80 |
| | | ** TOTALS ** | 504.80 | 0.00 | | | 504.80 |
| 01-001910 | AHLERS & COONEY P.C. | MISC EMPLOYMENT MATTERS | 171.00 | 0.00 | 000000 | 0/00/00 | 171.00 |
| 01-001910 | AHLERS & COONEY P.C. | MID AMERICAN FRANCHISE | 48.00 | 0.00 | 000000 | 0/00/00 | 48.00 |
| | | ** TOTALS ** | 219.00 | 0.00 | | | 219.00 |
| 01-002080 | AMAZON/SYNCHRONY BANK | BOOKS AND VIDEOS | 100.84 | 100.84- | 119954 | 12/24/20 | 0.00 |
| | | ** TOTALS ** | 100.84 | 100.84- | | | 0.00 |
| 01-002650 | ANIMAL RESCUE OF CARROLL | FY 21 FUNDING REQUEST | 5,000.00 | 0.00 | 000000 | 0/00/00 | 5,000.00 |
| | | ** TOTALS ** | 5,000.00 | 0.00 | | | 5,000.00 |
| 01-029040 | ANTHONY A. VONNAHME | OIL | 96.24 | 0.00 | 000000 | 0/00/00 | 96.24 |
| | | ** TOTALS ** | 96.24 | 0.00 | | | 96.24 |
| 01-002370 | ARNOLD MOTOR SUPPLY | SUPPLIES | 59.90 | 0.00 | 000000 | 0/00/00 | 59.90 |
| 01-002370 | ARNOLD MOTOR SUPPLY | SUPPLIES | 11.09 | 0.00 | 000000 | 0/00/00 | 11.09 |
| 01-002370 | ARNOLD MOTOR SUPPLY | SUPPLIES | 36.56 | 0.00 | 000000 | 0/00/00 | 36.56 |
| 01-002370 | ARNOLD MOTOR SUPPLY | #35 CABLE | 39.09 | 0.00 | 000000 | 0/00/00 | 39.09 |
| 01-002370 | ARNOLD MOTOR SUPPLY | SUPPLIES | 52.41 | 0.00 | 000000 | 0/00/00 | 52.41 |
| 01-002370 | ARNOLD MOTOR SUPPLY | BATTERY UNIT #14 | 165.99 | 0.00 | 000000 | 0/00/00 | 165.99 |
| | | ** TOTALS ** | 365.04 | 0.00 | | | 365.04 |
| 01-002258 | ASCAP | LICENSE FEE | 367.00 | 0.00 | 000000 | 0/00/00 | 367.00 |
| | | ** TOTALS ** | 367.00 | 0.00 | | | 367.00 |
| 01-002805 | BADDING CONSTRUCTION CO. | STREET MAINT BLDG #3 | 90,755.76 | 0.00 | 000000 | 0/00/00 | 90,755.76 |
| | | ** TOTALS ** | 90,755.76 | 0.00 | | | 90,755.76 |

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

| | | | |
|------------------------|---------------------------|---------------------------|---------------------------|
| | =====PAYMENT DATES===== | =====ITEM DATES===== | =====POSTING DATES===== |
| PAID ITEMS DATES : | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |
| PARTIALLY ITEMS DATES: | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |
| UNPAID ITEMS DATES : | | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |

| VENDOR | VENDOR NAME | DESCRIPTION | GROSS AMT | PAYMENTS | CHECK# | CHECK DT | BALANCE |
|-----------|---------------------------|---------------------------|-----------|-----------|--------|----------|----------|
| 01-002818 | BAKER AND TAYLOR INC. | BOOKS | 271.17 | 271.17- | 119956 | 12/24/20 | 0.00 |
| 01-002818 | BAKER AND TAYLOR INC. | BOOKS | 554.06 | 554.06- | 119956 | 12/24/20 | 0.00 |
| 01-002818 | BAKER AND TAYLOR INC. | BOOKS | 257.78 | 257.78- | 119956 | 12/24/20 | 0.00 |
| 01-002818 | BAKER AND TAYLOR INC. | BOOKS | 435.05 | 435.05- | 119956 | 12/24/20 | 0.00 |
| 01-002818 | BAKER AND TAYLOR INC. | BOOKS | 282.00 | 282.00- | 119956 | 12/24/20 | 0.00 |
| 01-002818 | BAKER AND TAYLOR INC. | BOOKS | 466.36 | 466.36- | 119956 | 12/24/20 | 0.00 |
| 01-002818 | BAKER AND TAYLOR INC. | BOOKS | 15.00 | 15.00- | 119956 | 12/24/20 | 0.00 |
| 01-002818 | BAKER AND TAYLOR INC. | BOOKS | 3.75 | 3.75- | 119956 | 12/24/20 | 0.00 |
| 01-002818 | BAKER AND TAYLOR INC. | BOOKS | 7.00 | 7.00- | 119956 | 12/24/20 | 0.00 |
| 01-002818 | BAKER AND TAYLOR INC. | BOOKS | 5.50 | 5.50- | 119956 | 12/24/20 | 0.00 |
| 01-002818 | BAKER AND TAYLOR INC. | BOOKS | 7.50 | 7.50- | 119956 | 12/24/20 | 0.00 |
| | | ** TOTALS ** | 2,305.17 | 2,305.17- | | | 0.00 |
| 01-001239 | BLUE VALLEY PUBLIC SAFETY | SIREN REPAIRS | 1,512.00 | 0.00 | 000000 | 0/00/00 | 1,512.00 |
| | | ** TOTALS ** | 1,512.00 | 0.00 | | | 1,512.00 |
| 01-003515 | BOMGAARS | SUPPLIES | 52.94 | 0.00 | 000000 | 0/00/00 | 52.94 |
| 01-003515 | BOMGAARS | SUPPLIES | 9.94 | 0.00 | 000000 | 0/00/00 | 9.94 |
| 01-003515 | BOMGAARS | CLEANING SUPPLIES | 5.99 | 0.00 | 000000 | 0/00/00 | 5.99 |
| 01-003515 | BOMGAARS | CLEANING SUPPLIES | 25.98 | 0.00 | 000000 | 0/00/00 | 25.98 |
| 01-003515 | BOMGAARS | SUPPLIES | 28.44 | 0.00 | 000000 | 0/00/00 | 28.44 |
| 01-003515 | BOMGAARS | GREASE FITTINGS | 36.93 | 0.00 | 000000 | 0/00/00 | 36.93 |
| 01-003515 | BOMGAARS | AIR HOSE | 24.99 | 0.00 | 000000 | 0/00/00 | 24.99 |
| 01-003515 | BOMGAARS | SUPPLIES | 19.61 | 0.00 | 000000 | 0/00/00 | 19.61 |
| 01-003515 | BOMGAARS | LIFT STATION HEATERS | 39.98 | 0.00 | 000000 | 0/00/00 | 39.98 |
| | | ** TOTALS ** | 244.80 | 0.00 | | | 244.80 |
| 01-003693 | BRUNER & BRUNER | GENERAL WORK | 432.00 | 0.00 | 000000 | 0/00/00 | 432.00 |
| 01-003693 | BRUNER & BRUNER | POLICE/MAGISTRATE | 1,174.50 | 0.00 | 000000 | 0/00/00 | 1,174.50 |
| 01-003693 | BRUNER & BRUNER | 224 N MAIN ST LEGAL | 310.50 | 0.00 | 000000 | 0/00/00 | 310.50 |
| 01-003693 | BRUNER & BRUNER | PLANNING AND ZONING | 202.50 | 0.00 | 000000 | 0/00/00 | 202.50 |
| 01-003693 | BRUNER & BRUNER | 7TH STREET PROPERTY LEGAL | 175.50 | 0.00 | 000000 | 0/00/00 | 175.50 |
| 01-003693 | BRUNER & BRUNER | CLARK STREET NUISANCE | 175.50 | 0.00 | 000000 | 0/00/00 | 175.50 |
| 01-003693 | BRUNER & BRUNER | PUBLIC WORKS/ENGINEER | 175.50 | 0.00 | 000000 | 0/00/00 | 175.50 |
| | | ** TOTALS ** | 2,646.00 | 0.00 | | | 2,646.00 |
| 01-004138 | CAPITAL SANITARY SUPPLY | SOAP | 95.82 | 0.00 | 000000 | 0/00/00 | 95.82 |
| 01-004138 | CAPITAL SANITARY SUPPLY | CLEANING SUPPLIES | 97.00 | 0.00 | 000000 | 0/00/00 | 97.00 |
| 01-004138 | CAPITAL SANITARY SUPPLY | SUPPLIES | 55.00 | 0.00 | 000000 | 0/00/00 | 55.00 |
| | | ** TOTALS ** | 247.82 | 0.00 | | | 247.82 |
| 01-004120 | CARROLL APOTHECARY | SUPPLIES | 34.28 | 0.00 | 000000 | 0/00/00 | 34.28 |
| | | ** TOTALS ** | 34.28 | 0.00 | | | 34.28 |

| | | | |
|--|-------------------------|---------------------------|---------------------------|
| PAID ITEMS DATES : 12/18/2020 THRU 1/07/2021 | *****PAYMENT DATES***** | *****ITEM DATES***** | *****POSTING DATES***** |
| PARTIALLY ITEMS DATES: 12/18/2020 THRU 1/07/2021 | | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |
| UNPAID ITEMS DATES : | | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |

| VENDOR | VENDOR NAME | DESCRIPTION | GROSS AMT | PAYMENTS | CHECK# | CHECK DT | BALANCE |
|-----------|---------------------------|-------------------------------|-----------|-----------|--------|----------|----------|
| 01-000747 | CARROLL AUTO SUPPLY | UNIT #54 FILTERS | 14.14 | 0.00 | 000000 | 0/00/00 | 14.14 |
| | | ** TOTALS ** | 14.14 | 0.00 | | | 14.14 |
| 01-004133 | CARROLL BROADCASTING CO. | RADIO ADS | 100.00 | 0.00 | 000000 | 0/00/00 | 100.00 |
| 01-004133 | CARROLL BROADCASTING CO. | RADIO ADS | 100.00 | 0.00 | 000000 | 0/00/00 | 100.00 |
| 01-004133 | CARROLL BROADCASTING CO. | RADIO ADS | 100.00 | 0.00 | 000000 | 0/00/00 | 100.00 |
| 01-004133 | CARROLL BROADCASTING CO. | HOLIDAY GREETING RADIO ADS | 150.00 | 0.00 | 000000 | 0/00/00 | 150.00 |
| 01-004133 | CARROLL BROADCASTING CO. | HOLIDAY GREETING RADIO ADS | 150.00 | 0.00 | 000000 | 0/00/00 | 150.00 |
| 01-004133 | CARROLL BROADCASTING CO. | HOLIDAY GREETINGS RADIO ADS | 150.00 | 0.00 | 000000 | 0/00/00 | 150.00 |
| | | ** TOTALS ** | 750.00 | 0.00 | | | 750.00 |
| 01-004155 | CARROLL COUNTY | GASOLINE | 4,683.87 | 0.00 | 000000 | 0/00/00 | 4,683.87 |
| | | ** TOTALS ** | 4,683.87 | 0.00 | | | 4,683.87 |
| 01-004170 | CARROLL COUNTY RECORDER | WENDL SUBDIVISON PLAT 2 | 77.00 | 0.00 | 000000 | 0/00/00 | 77.00 |
| 01-004170 | CARROLL COUNTY RECORDER | 224 N MAIN RE SALES RECORDING | 54.00 | 0.00 | 000000 | 0/00/00 | 54.00 |
| | | ** TOTALS ** | 131.00 | 0.00 | | | 131.00 |
| 01-004196 | CARROLL HYDRAULICS | JET/VAC HOSE | 172.95 | 0.00 | 000000 | 0/00/00 | 172.95 |
| 01-004196 | CARROLL HYDRAULICS | SUPPLIES | 1.94 | 0.00 | 000000 | 0/00/00 | 1.94 |
| 01-004196 | CARROLL HYDRAULICS | #33 HYDRAULIC HOSE | 48.10 | 0.00 | 000000 | 0/00/00 | 48.10 |
| | | ** TOTALS ** | 222.99 | 0.00 | | | 222.99 |
| 01-003632 | CCI TECHNOLOGIES LLC | COMPUTER INSTALLATION | 474.35 | 474.35- | 119957 | 12/24/20 | 0.00 |
| 01-003632 | CCI TECHNOLOGIES LLC | IT MAINTENANCE | 225.00 | 225.00- | 119957 | 12/24/20 | 0.00 |
| 01-003632 | CCI TECHNOLOGIES LLC | IT MAINTENANCE | 315.00 | 315.00- | 119957 | 12/24/20 | 0.00 |
| 01-003632 | CCI TECHNOLOGIES LLC | COMPUTER INSTALLATION | 217.50 | 217.50- | 119957 | 12/24/20 | 0.00 |
| | | ** TOTALS ** | 1,231.85 | 1,231.85- | | | 0.00 |
| 01-001148 | CERTIFIED TESTING SERVICE | ST MAINT. BLDG TESTING | 3,259.00 | 0.00 | 000000 | 0/00/00 | 3,259.00 |
| 01-001148 | CERTIFIED TESTING SERVICE | SOIL TESTING PICKLEBALL | 132.00 | 0.00 | 000000 | 0/00/00 | 132.00 |
| | | ** TOTALS ** | 3,391.00 | 0.00 | | | 3,391.00 |
| 01-004137 | CHAMBER OF COMMERCE | TOURISM MARKETING | 7,375.50 | 0.00 | 000000 | 0/00/00 | 7,375.50 |
| | | ** TOTALS ** | 7,375.50 | 0.00 | | | 7,375.50 |
| 01-002867 | CINTAS FIRST AID & SAFETY | SAFETY SUPPLIES | 54.80 | 0.00 | 000000 | 0/00/00 | 54.80 |
| 01-002867 | CINTAS FIRST AID & SAFETY | SAFETY SUPPLIES | 64.69 | 0.00 | 000000 | 0/00/00 | 64.69 |
| 01-002867 | CINTAS FIRST AID & SAFETY | SAFETY SUPPLIES | 56.28 | 0.00 | 000000 | 0/00/00 | 56.28 |
| 01-002867 | CINTAS FIRST AID & SAFETY | FIRST AID SUPPLIES | 97.44 | 0.00 | 000000 | 0/00/00 | 97.44 |
| | | ** TOTALS ** | 273.21 | 0.00 | | | 273.21 |
| 01-004523 | CITY DIRECTORY INC | CITY DIRECTORY | 164.00 | 0.00 | 000000 | 0/00/00 | 164.00 |
| | | ** TOTALS ** | 164.00 | 0.00 | | | 164.00 |

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

| | | | |
|-----------------------|-----------------------------|---------------------------|---------------------------|
| PAID ITEMS DATES | : 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |
| PARTIALLY ITEMS DATES | : 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |
| UNPAID ITEMS DATES | : | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |

| VENDOR | VENDOR NAME | DESCRIPTION | GROSS AMT | PAYMENTS | CHECK# | CHECK DT | BALANCE |
|-----------|---------------------------|------------------------------|-----------|------------|--------|----------|-----------|
| 01-003633 | CLEANING SOLUTIONS INC | NOVEMBER LIBRARY CLEANING | 3,120.00 | 3,120.00- | 119958 | 12/24/20 | 0.00 |
| 01-003633 | CLEANING SOLUTIONS INC | DEC. CITY HALL CLEANING | 2,080.00 | 0.00 | 000000 | 0/00/00 | 2,080.00 |
| 01-003633 | CLEANING SOLUTIONS INC | DEC. PD CLEANING | 624.00 | 0.00 | 000000 | 0/00/00 | 624.00 |
| | | ** TOTALS ** | 5,824.00 | 3,120.00- | | | 2,704.00 |
| 01-004835 | COMMERCIAL SAVINGS BANK | FEDERAL WITHHOLDINGS | 14,674.98 | 14,674.98- | 000953 | 12/31/20 | 0.00 |
| 01-004835 | COMMERCIAL SAVINGS BANK | FICA WITHHOLDING | 15,171.12 | 15,171.12- | 000953 | 12/31/20 | 0.00 |
| 01-004835 | COMMERCIAL SAVINGS BANK | MEDICARE WITHHOLDING | 4,643.48 | 4,643.48- | 000953 | 12/31/20 | 0.00 |
| | | ** TOTALS ** | 34,489.58 | 34,489.58- | | | 0.00 |
| 01-001463 | COMMUNITY OF CONCERN | CDBG GRANT COVID-19 #3 | 5,175.00 | 0.00 | 000000 | 0/00/00 | 5,175.00 |
| 01-001463 | COMMUNITY OF CONCERN | FY 21 FUNDING REQUEST | 5,450.00 | 0.00 | 000000 | 0/00/00 | 5,450.00 |
| 01-001463 | COMMUNITY OF CONCERN | CDBG GRANT - COVID 19 FINAL | 250.00 | 0.00 | 000000 | 0/00/00 | 250.00 |
| | | ** TOTALS ** | 10,875.00 | 0.00 | | | 10,875.00 |
| 01-004865 | COON RAPIDS ENTERPRISE | SUBSCRIPTION RENEWAL | 32.00 | 32.00- | 119959 | 12/24/20 | 0.00 |
| | | ** TOTALS ** | 32.00 | 32.00- | | | 0.00 |
| 01-002934 | COREY & RON'S LAWN SERVIC | NUISANCE SNOW REMOVAL | 350.00 | 0.00 | 000000 | 0/00/00 | 350.00 |
| 01-002934 | COREY & RON'S LAWN SERVIC | NUISANCE 727 N COURT ST | 50.00 | 0.00 | 000000 | 0/00/00 | 50.00 |
| | | ** TOTALS ** | 400.00 | 0.00 | | | 400.00 |
| 01-000854 | DEARBORN NATIONAL | JAN LIFE INSURANCE PREMIUMS | 305.08 | 305.08- | 119974 | 12/30/20 | 0.00 |
| | | ** TOTALS ** | 305.08 | 305.08- | | | 0.00 |
| 01-001965 | DIANE TRACY | OUTREACH AND SUPPLIES | 41.83 | 41.83- | 119953 | 12/24/20 | 0.00 |
| | | ** TOTALS ** | 41.83 | 41.83- | | | 0.00 |
| 01-012590 | ECHO ELECTRIC SUPPLY | GENERATOR SERVICE | 400.00 | 0.00 | 000000 | 0/00/00 | 400.00 |
| 01-012590 | ECHO ELECTRIC SUPPLY | GENERATOR SERVICE | 400.00 | 0.00 | 000000 | 0/00/00 | 400.00 |
| | | ** TOTALS ** | 800.00 | 0.00 | | | 800.00 |
| 01-007253 | ELECTRIC MOTOR SERVICE LL | EQUIPMENT REPAIRS | 71.65 | 0.00 | 000000 | 0/00/00 | 71.65 |
| | | ** TOTALS ** | 71.65 | 0.00 | | | 71.65 |
| 01-008050 | FASTENAL COMPANY | ICE MELT | 38.81 | 0.00 | 000000 | 0/00/00 | 38.81 |
| 01-008050 | FASTENAL COMPANY | SUPPLIES | 0.42 | 0.00 | 000000 | 0/00/00 | 0.42 |
| | | ** TOTALS ** | 39.23 | 0.00 | | | 39.23 |
| 01-001291 | FEH DESIGN | ST. MAINT. BLDG | 13,631.70 | 0.00 | 000000 | 0/00/00 | 13,631.70 |
| | | ** TOTALS ** | 13,631.70 | 0.00 | | | 13,631.70 |
| 01-006860 | FELD FIRE EQUIPMENT CO. | FIRE EXTINGUISHER INSPECTION | 70.00 | 70.00- | 119961 | 12/24/20 | 0.00 |

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| | =====PAYMENT DATES===== | =====ITEM DATES===== | =====POSTING DATES===== |
| PAID ITEMS DATES | : 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |
| PARTIALLY ITEMS DATES: | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |
| UNPAID ITEMS DATES | : | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |

| VENDOR | VENDOR NAME | DESCRIPTION | GROSS AMT | PAYMENTS | CHECK# | CHECK DT | BALANCE |
|-----------|---------------------------|----------------------------|-----------|------------|--------|----------|----------|
| 01-006860 | FELD FIRE EQUIPMENT CO. | EXTINGUISHERS INSPECTED | 295.00 | 0.00 | 000000 | 0/00/00 | 295.00 |
| 01-006860 | FELD FIRE EQUIPMENT CO. | SCBA MASK (BACH) | 260.00 | 0.00 | 000000 | 0/00/00 | 260.00 |
| 01-006860 | FELD FIRE EQUIPMENT CO. | SCBA MASK - WARNKE | 250.00 | 0.00 | 000000 | 0/00/00 | 250.00 |
| 01-006860 | FELD FIRE EQUIPMENT CO. | SCOTT AIR PACK | 4,970.00 | 0.00 | 000000 | 0/00/00 | 4,970.00 |
| | | ** TOTALS ** | 5,845.00 | 70.00- | | | 5,775.00 |
| 01-000633 | FILTER CARE | FILTER CLEANING | 18.25 | 0.00 | 000000 | 0/00/00 | 18.25 |
| | | ** TOTALS ** | 18.25 | 0.00 | | | 18.25 |
| 01-000013 | FIRE/POLICE RETIREMENT SY | MFPRSI CONTRIBUTIONS | 12,435.15 | 12,435.15- | 000954 | 12/31/20 | 0.00 |
| | | ** TOTALS ** | 12,435.15 | 12,435.15- | | | 0.00 |
| 01-002806 | FOUNDATION ANALYTICAL LAB | LAB TESTING | 426.30 | 0.00 | 000000 | 0/00/00 | 426.30 |
| 01-002806 | FOUNDATION ANALYTICAL LAB | LAB TESTING | 2,735.80 | 0.00 | 000000 | 0/00/00 | 2,735.80 |
| | | ** TOTALS ** | 3,162.10 | 0.00 | | | 3,162.10 |
| 01-003534 | FUSEBOX MARKETING | WEB HOSTING FEE | 539.00 | 0.00 | 000000 | 0/00/00 | 539.00 |
| 01-003534 | FUSEBOX MARKETING | WEB MAINT. JANUARY | 255.00 | 0.00 | 000000 | 0/00/00 | 255.00 |
| | | ** TOTALS ** | 794.00 | 0.00 | | | 794.00 |
| 01-002649 | GALE/CENGAGE LEARNING | DATA BASE RENEWAL | 300.00 | 300.00- | 119955 | 12/24/20 | 0.00 |
| | | ** TOTALS ** | 300.00 | 300.00- | | | 0.00 |
| 01-009315 | GALL'S INC. | UNIFORM PANTS | 109.98 | 0.00 | 000000 | 0/00/00 | 109.98 |
| 01-009315 | GALL'S INC. | UNIFORM SUPPLIES | 28.00 | 0.00 | 000000 | 0/00/00 | 28.00 |
| | | ** TOTALS ** | 137.98 | 0.00 | | | 137.98 |
| 01-010156 | GRAPHIC EDGE LLC | JINGLE BELL RUN SHIRTS | 284.25 | 0.00 | 000000 | 0/00/00 | 284.25 |
| | | ** TOTALS ** | 284.25 | 0.00 | | | 284.25 |
| 01-005410 | HERALD PUBLISHING COMPANY | CODE COMPLIANCE OFFICER AD | 270.75 | 0.00 | 000000 | 0/00/00 | 270.75 |
| 01-005410 | HERALD PUBLISHING COMPANY | PUBLICITY | 75.00 | 75.00- | 119960 | 12/24/20 | 0.00 |
| 01-005410 | HERALD PUBLISHING COMPANY | LEGAL PUBLICATIONS | 533.34 | 0.00 | 000000 | 0/00/00 | 533.34 |
| 01-005410 | HERALD PUBLISHING COMPANY | HEALTH VIEW AD | 85.00 | 0.00 | 000000 | 0/00/00 | 85.00 |
| | | ** TOTALS ** | 964.09 | 75.00- | | | 889.09 |
| 01-003081 | HIGHWAY 30 COALITION | HIGHWAY 30 COALITION DUES | 300.00 | 0.00 | 000000 | 0/00/00 | 300.00 |
| | | ** TOTALS ** | 300.00 | 0.00 | | | 300.00 |
| 01-011831 | HY-VEE INC. | SUPPLIES | 36.92 | 36.92- | 119962 | 12/24/20 | 0.00 |
| | | ** TOTALS ** | 36.92 | 36.92- | | | 0.00 |
| 01-012540 | IMWCA | WORKER COMP #7 | 5,148.00 | 0.00 | 000000 | 0/00/00 | 5,148.00 |
| | | ** TOTALS ** | 5,148.00 | 0.00 | | | 5,148.00 |

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| | =====PAYMENT DATES===== | =====ITEM DATES===== | =====POSTING DATES===== |
| PAID ITEMS DATES | : 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |
| PARTIALLY ITEMS DATES: | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |
| UNPAID ITEMS DATES : | | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |

| VENDOR | VENDOR NAME | DESCRIPTION | GROSS AMT | PAYMENTS | CHECK# | CHECK DT | BALANCE |
|-----------|---------------------------|-------------------------------|------------|------------|--------|----------|------------|
| 01-012587 | INTERSTATE BATTERY SYSTEM | OPERATING SUPPLIES | 534.20 | 0.00 | 000000 | 0/00/00 | 534.20 |
| | | ** TOTALS ** | 534.20 | 0.00 | | | 534.20 |
| 01-012642 | IOWA LAW ENFORCE ACADEMY | ILEA CREDIBILITY FEE | 125.00 | 0.00 | 000000 | 0/00/00 | 125.00 |
| | | ** TOTALS ** | 125.00 | 0.00 | | | 125.00 |
| 01-012660 | IOWA LIBRARY ASSOCIATION | STAFF AND TRUSTEE MEMBERSHIPS | 720.00 | 720.00- | 119963 | 12/24/20 | 0.00 |
| | | ** TOTALS ** | 720.00 | 720.00- | | | 0.00 |
| 01-012666 | IOWA ONE CALL | NOV 2020 LOCATES | 88.20 | 0.00 | 000000 | 0/00/00 | 88.20 |
| | | ** TOTALS ** | 88.20 | 0.00 | | | 88.20 |
| 01-012685 | IOWA SMALL ENGINE CENTER | SAW BLADE | 91.80 | 0.00 | 000000 | 0/00/00 | 91.80 |
| 01-012685 | IOWA SMALL ENGINE CENTER | SHARPEN CHAIN | 43.20 | 0.00 | 000000 | 0/00/00 | 43.20 |
| 01-012685 | IOWA SMALL ENGINE CENTER | FILTERS AND MIXER | 96.59 | 0.00 | 000000 | 0/00/00 | 96.59 |
| | | ** TOTALS ** | 231.59 | 0.00 | | | 231.59 |
| 01-012706 | IPERS | IPERS CONTRIBUTIONS | 18,708.65 | 18,708.65- | 000955 | 12/31/20 | 0.00 |
| 01-012706 | IPERS | IPERS CONTRIBUTIONS | 94.50 | 94.50- | 000955 | 12/31/20 | 0.00 |
| 01-012706 | IPERS | IPERS CONTRIBUTIONS | 35.81 | 35.81- | 000955 | 12/31/20 | 0.00 |
| | | ** TOTALS ** | 18,838.96 | 18,838.96- | | | 0.00 |
| 01-003743 | JAMIE DAVIDISON | ACTIVITIES ROOM REFUND | 30.00 | 30.00- | 119975 | 12/30/20 | 0.00 |
| | | ** TOTALS ** | 30.00 | 30.00- | | | 0.00 |
| 01-002453 | JASON MATTHEW LAMBERTZ | PRODUCTION COSTS | 1,530.00 | 0.00 | 000000 | 0/00/00 | 1,530.00 |
| | | ** TOTALS ** | 1,530.00 | 0.00 | | | 1,530.00 |
| 01-013917 | JEO CONSULTING GROUP INC. | WATERMAIN RPLC 2020 | 3,530.00 | 0.00 | 000000 | 0/00/00 | 3,530.00 |
| 01-013917 | JEO CONSULTING GROUP INC. | WATER SUPPLY WELL 2020 | 5,320.00 | 0.00 | 000000 | 0/00/00 | 5,320.00 |
| | | ** TOTALS ** | 8,850.00 | 0.00 | | | 8,850.00 |
| 01-014520 | KASPERBAUER CLEANING SER | LAUNDER RUGS | 100.84 | 0.00 | 000000 | 0/00/00 | 100.84 |
| 01-014520 | KASPERBAUER CLEANING SER | LAUNDER RUGS | 100.84 | 0.00 | 000000 | 0/00/00 | 100.84 |
| 01-014520 | KASPERBAUER CLEANING SER | MATS FOR CAST SWIM TEAM | 144.62 | 0.00 | 000000 | 0/00/00 | 144.62 |
| | | ** TOTALS ** | 346.30 | 0.00 | | | 346.30 |
| 01-014815 | KEYSTONE LABORATORIES | BACTERIA SAMPLES | 137.50 | 0.00 | 000000 | 0/00/00 | 137.50 |
| | | ** TOTALS ** | 137.50 | 0.00 | | | 137.50 |
| 01-001550 | KING CONSTRUCTION LLC | WATERMAIN RPLC 2020 | 144,438.66 | 0.00 | 000000 | 0/00/00 | 144,438.66 |
| | | ** TOTALS ** | 144,438.66 | 0.00 | | | 144,438.66 |

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| PAID ITEMS DATES | =====PAYMENT DATES===== | =====ITEM DATES===== | =====POSTING DATES===== |
| : 12/18/2020 THRU 1/07/2021 | | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |
| PARTIALLY ITEMS DATES: 12/18/2020 THRU 1/07/2021 | | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |
| UNPAID ITEMS DATES : | | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |

| VENDOR | VENDOR NAME | DESCRIPTION | GROSS AMT | PAYMENTS | CHECK# | CHECK DT | BALANCE |
|-----------|---------------------------|--------------------------------|-----------|-----------|--------|----------|-----------|
| 01-002331 | MACQUEEN EQUIPMENT LLC | UNIT #35 MAIN AND SIDE BROOMS | 5,151.77 | 0.00 | 000000 | 0/00/00 | 5,151.77 |
| 01-002331 | MACQUEEN EQUIPMENT LLC | EQUIPMENT MAINT SUPPLIES | 2,194.94 | 0.00 | 000000 | 0/00/00 | 2,194.94 |
| | | ** TOTALS ** | 7,346.71 | 0.00 | | | 7,346.71 |
| 01-003481 | MARCO TECHNOLOGIES LLC | COPIER CONTRACT | 61.53 | 0.00 | 000000 | 0/00/00 | 61.53 |
| | | ** TOTALS ** | 61.53 | 0.00 | | | 61.53 |
| 01-017133 | MASTERCARD | HDMI FOR DIGITAL SIGNAGE SYSTE | 278.42 | 278.42- | 119977 | 12/31/20 | 0.00 |
| 01-017133 | MASTERCARD | DISPLAY STANDS AND SUPPLIES | 248.63 | 248.63- | 119908 | 12/18/20 | 0.00 |
| 01-017133 | MASTERCARD | ADS AND SUPPLIES | 174.63 | 174.63- | 119909 | 12/18/20 | 0.00 |
| 01-017133 | MASTERCARD | ADOBE SOFTWARE | 14.99 | 14.99- | 119910 | 12/18/20 | 0.00 |
| 01-017133 | MASTERCARD | BACKGROUND CHECK - CUSTER | 25.50 | 25.50- | 119964 | 12/24/20 | 0.00 |
| 01-017133 | MASTERCARD | DIGITAL SIGNAGE SYSTEM | 724.00 | 724.00- | 119979 | 12/31/20 | 0.00 |
| 01-017133 | MASTERCARD | DIGITAL SIGNAGE SYSTEM | 699.00 | 699.00- | 000000 | 0/00/00 | 0.00 |
| | | ** TOTALS ** | 1,466.17 | 1,466.17- | | | 0.00 |
| 01-017572 | MID STATES ORGANIZED | MOCIC MEMBERSHIP DUES | 150.00 | 0.00 | 000000 | 0/00/00 | 150.00 |
| | | ** TOTALS ** | 150.00 | 0.00 | | | 150.00 |
| 01-017585 | MIDWEST WHOLESALE | WATERMAIN REPL 2020 | 114.95 | 0.00 | 000000 | 0/00/00 | 114.95 |
| | | ** TOTALS ** | 114.95 | 0.00 | | | 114.95 |
| 01-017730 | MOORHOUSE READY MIX CO. | WATERMAIN REPLACEMENT 2020 | 834.00 | 0.00 | 000000 | 0/00/00 | 834.00 |
| | | ** TOTALS ** | 834.00 | 0.00 | | | 834.00 |
| 01-001803 | MUNICIPAL MANAGEMENT CORP | LEAK DETECTION | 3,000.00 | 0.00 | 000000 | 0/00/00 | 3,000.00 |
| | | ** TOTALS ** | 3,000.00 | 0.00 | | | 3,000.00 |
| 01-018408 | NAPA AUTO PARTS | #24 FITTINGS | 12.54 | 0.00 | 000000 | 0/00/00 | 12.54 |
| 01-018408 | NAPA AUTO PARTS | SUPPLIES | 8.91 | 0.00 | 000000 | 0/00/00 | 8.91 |
| 01-018408 | NAPA AUTO PARTS | SOAP | 31.78 | 0.00 | 000000 | 0/00/00 | 31.78 |
| | | ** TOTALS ** | 53.23 | 0.00 | | | 53.23 |
| 01-001792 | NEW OPPORTUNITIES | CDBG GRANT REIMB. FINAL | 25,625.00 | 0.00 | 000000 | 0/00/00 | 25,625.00 |
| | | ** TOTALS ** | 25,625.00 | 0.00 | | | 25,625.00 |
| 01-019124 | NORTH CENTRAL LABORATORIE | LAB SUPPLIES AND EQUIPMENT | 480.73 | 0.00 | 000000 | 0/00/00 | 480.73 |
| | | ** TOTALS ** | 480.73 | 0.00 | | | 480.73 |
| 01-020208 | O'HALLORAN INTERNATIONAL | #26 FILTERS | 141.86 | 0.00 | 000000 | 0/00/00 | 141.86 |
| | | ** TOTALS ** | 141.86 | 0.00 | | | 141.86 |
| 01-020203 | OFFICE STOP | OFFICE SUPPLIES | 36.19 | 0.00 | 000000 | 0/00/00 | 36.19 |
| | | ** TOTALS ** | 36.19 | 0.00 | | | 36.19 |

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| PAID ITEMS DATES | =====PAYMENT DATES===== | =====ITEM DATES===== | =====POSTING DATES===== |
| : 12/18/2020 THRU 1/07/2021 | | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |
| PARTIALLY ITEMS DATES: 12/18/2020 THRU 1/07/2021 | | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |
| UNPAID ITEMS DATES : | | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |

| VENDOR | VENDOR NAME | DESCRIPTION | GROSS AMT | PAYMENTS | CHECK# | CHECK DT | BALANCE |
|-----------|---------------------------|-----------------------------|-----------|-----------|--------|----------|-----------|
| 01-020400 | ORIENTAL TRADING COMPANY | SUPPLIES | 137.86 | 137.86- | 119965 | 12/24/20 | 0.00 |
| | | ** TOTALS ** | 137.86 | 137.86- | | | 0.00 |
| 01-001949 | PERFORMANCE TIRE & SERVIC | TIRE REPAIRS | 20.55 | 0.00 | 000000 | 0/00/00 | 20.55 |
| 01-001949 | PERFORMANCE TIRE & SERVIC | #28 TIRE REPAIRS | 65.29 | 0.00 | 000000 | 0/00/00 | 65.29 |
| | | ** TOTALS ** | 85.84 | 0.00 | | | 85.84 |
| 01-001540 | PETTY CASH | POSTAGE | 45.90 | 45.90- | 119951 | 12/24/20 | 0.00 |
| | | ** TOTALS ** | 45.90 | 45.90- | | | 0.00 |
| 01-003127 | PLANET TECHNOLOGIES, INC. | EMAIL HOSTING FEE | 43.12 | 0.00 | 000000 | 0/00/00 | 43.12 |
| | | ** TOTALS ** | 43.12 | 0.00 | | | 43.12 |
| 01-021735 | POSTMASTER | POSTAGE TO MAIL WATER BILLS | 1,538.40 | 1,538.40- | 119966 | 12/24/20 | 0.00 |
| | | ** TOTALS ** | 1,538.40 | 1,538.40- | | | 0.00 |
| 01-021860 | PRESTO-X-COMPANY | PEST CONTROL | 79.00 | 0.00 | 000000 | 0/00/00 | 79.00 |
| | | ** TOTALS ** | 79.00 | 0.00 | | | 79.00 |
| 01-000625 | PRODUCTIVITY PLUS ACCOUNT | #31 FUEL CAP | 34.75 | 34.75- | 119973 | 12/30/20 | 0.00 |
| 01-000625 | PRODUCTIVITY PLUS ACCOUNT | MOWER REPAIR PARTS | 109.00 | 109.00- | 119973 | 12/30/20 | 0.00 |
| 01-000625 | PRODUCTIVITY PLUS ACCOUNT | #33 FILTERS | 288.00 | 288.00- | 119973 | 12/30/20 | 0.00 |
| 01-000625 | PRODUCTIVITY PLUS ACCOUNT | #31 BELTS | 66.75 | 66.75- | 119973 | 12/30/20 | 0.00 |
| | | ** TOTALS ** | 498.50 | 498.50- | | | 0.00 |
| 01-003741 | QUADIENET FINANCE USA INC | POSTAGE | 2,000.00 | 2,000.00- | 119907 | 12/18/20 | 0.00 |
| | | ** TOTALS ** | 2,000.00 | 2,000.00- | | | 0.00 |
| 01-003740 | RAILPROS FIELD SERVICES I | WATERMAIN RPLC 2020 | 6,637.50 | 0.00 | 000000 | 0/00/00 | 6,637.50 |
| 01-003740 | RAILPROS FIELD SERVICES I | WATER MAIN RPLC 2020 | 5,642.00 | 0.00 | 000000 | 0/00/00 | 5,642.00 |
| | | ** TOTALS ** | 12,279.50 | 0.00 | | | 12,279.50 |
| 01-023640 | RAY'S REFUSE SERVICE | DEC. GARBAGE PICKUP | 1,008.64 | 0.00 | 000000 | 0/00/00 | 1,008.64 |
| | | ** TOTALS ** | 1,008.64 | 0.00 | | | 1,008.64 |
| 01-003137 | RDG PLANNING & DESIGN | CARROLL US 30 CORRIDOR PLAN | 10,800.00 | 0.00 | 000000 | 0/00/00 | 10,800.00 |
| | | ** TOTALS ** | 10,800.00 | 0.00 | | | 10,800.00 |
| 01-003455 | ROZANNE SWARTZENDRUBER | SEW ON PATCHES | 10.00 | 0.00 | 000000 | 0/00/00 | 10.00 |
| | | ** TOTALS ** | 10.00 | 0.00 | | | 10.00 |
| 01-024630 | RUTTEN'S VACUUM CENTER | VACUUM REPAIRS | 27.98 | 27.98- | 119967 | 12/24/20 | 0.00 |
| | | ** TOTALS ** | 27.98 | 27.98- | | | 0.00 |

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| PAID ITEMS DATES : 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |
| PARTIALLY ITEMS DATES: 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |
| UNPAID ITEMS DATES : | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |

| VENDOR | VENDOR NAME | DESCRIPTION | GROSS AMT | PAYMENTS | CHECK# | CHECK DT | BALANCE |
|-----------|---------------------------|----------------------------|-----------|------------|--------|----------|-----------|
| 01-002654 | S.I. AUTO BODY INC. | REPAIRS TO UNIT #54 | 1,316.00 | 0.00 | 000000 | 0/00/00 | 1,316.00 |
| 01-002654 | S.I. AUTO BODY INC. | REPAIRS TO UNIT #54 | 73.00 | 0.00 | 000000 | 0/00/00 | 73.00 |
| | | ** TOTALS ** | 1,389.00 | 0.00 | | | 1,389.00 |
| 01-024915 | SARGENT DRILLING | WELL CONSTR #3 | 14,846.93 | 0.00 | 000000 | 0/00/00 | 14,846.93 |
| | | ** TOTALS ** | 14,846.93 | 0.00 | | | 14,846.93 |
| 01-025110 | SECRETARY OF STATE | NOTARY FEE - BURKE | 30.00 | 0.00 | 000000 | 0/00/00 | 30.00 |
| | | ** TOTALS ** | 30.00 | 0.00 | | | 30.00 |
| 01-003722 | SOLVED BENEFIT SERVICES | NOV. HRA CHECKS | 11,225.15 | 11,225.15- | 000000 | 12/31/20 | 0.00 |
| | | ** TOTALS ** | 11,225.15 | 11,225.15- | | | 0.00 |
| 01-028180 | STATE HYGIENIC LABORATORY | BACTERIA SAMPLES | 54.00 | 0.00 | 000000 | 0/00/00 | 54.00 |
| 01-028180 | STATE HYGIENIC LABORATORY | WATER SAMPLE ANALYSIS | 42.50 | 0.00 | 000000 | 0/00/00 | 42.50 |
| | | ** TOTALS ** | 96.50 | 0.00 | | | 96.50 |
| 01-025880 | STONE PRINTING CO. | ON-CALL WALL CALENDAR | 8.24 | 0.00 | 000000 | 0/00/00 | 8.24 |
| 01-025880 | STONE PRINTING CO. | LAMINATING | 2.00 | 2.00- | 119968 | 12/24/20 | 0.00 |
| 01-025880 | STONE PRINTING CO. | OFFICE SUPPLIES | 13.43 | 13.43- | 119968 | 12/24/20 | 0.00 |
| 01-025880 | STONE PRINTING CO. | STAMP FOR FRONT DESK | 51.95 | 0.00 | 000000 | 0/00/00 | 51.95 |
| 01-025880 | STONE PRINTING CO. | SUPPLIES | 17.10 | 0.00 | 000000 | 0/00/00 | 17.10 |
| 01-025880 | STONE PRINTING CO. | TONER CARTRIDGE | 135.99 | 0.00 | 000000 | 0/00/00 | 135.99 |
| 01-025880 | STONE PRINTING CO. | SUPPLIES AND PAPER | 157.39 | 0.00 | 000000 | 0/00/00 | 157.39 |
| 01-025880 | STONE PRINTING CO. | PARKING TICKETS | 228.84 | 0.00 | 000000 | 0/00/00 | 228.84 |
| 01-025880 | STONE PRINTING CO. | PD ENVELOPES | 105.63 | 0.00 | 000000 | 0/00/00 | 105.63 |
| 01-025880 | STONE PRINTING CO. | PACHECO CARDS | 76.89 | 0.00 | 000000 | 0/00/00 | 76.89 |
| 01-025880 | STONE PRINTING CO. | OFFICE SUPPLIES | 13.36 | 0.00 | 000000 | 0/00/00 | 13.36 |
| | | ** TOTALS ** | 810.82 | 15.43- | | | 795.39 |
| 01-002682 | STOREY KENWORTHY/MATT PAR | W-2'S AND 1099'S | 289.74 | 0.00 | 000000 | 0/00/00 | 289.74 |
| | | ** TOTALS ** | 289.74 | 0.00 | | | 289.74 |
| 01-026401 | TEN POINT CONSTRUCTION CO | ST. REHAB 2020 #6 | 10,564.34 | 0.00 | 000000 | 0/00/00 | 10,564.34 |
| | | ** TOTALS ** | 10,564.34 | 0.00 | | | 10,564.34 |
| 01-026940 | TOYNE INC. | INSTALL RADIO BOX ENGINE 9 | 870.00 | 0.00 | 000000 | 0/00/00 | 870.00 |
| | | ** TOTALS ** | 870.00 | 0.00 | | | 870.00 |
| 01-027060 | TREASURER OF IOWA | NOVEMBER SALES TAX | 2,279.00 | 2,279.00- | 000000 | 12/21/20 | 0.00 |
| | | ** TOTALS ** | 2,279.00 | 2,279.00- | | | 0.00 |
| 01-003220 | TURFWERKS | REPAIR PARTS | 225.50 | 0.00 | 000000 | 0/00/00 | 225.50 |

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

| | | | |
|------------------------|---------------------------|---------------------------|---------------------------|
| | =====PAYMENT DATES===== | =====ITEM DATES===== | =====POSTING DATES===== |
| PAID ITEMS DATES : | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |
| PARTIALLY ITEMS DATES: | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |
| UNPAID ITEMS DATES : | | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |

| VENDOR | ----- VENDOR NAME ----- | DESCRIPTION | GROSS AMT | PAYMENTS | CHECK# | CHECK DT | -----BALANCE---- |
|-----------|---------------------------|--------------------------------|------------|------------|--------|----------|------------------|
| | | ** TOTALS ** | 225.50 | 0.00 | | | 225.50 |
| 01-028168 | UNITED PARCEL SERVICE | FREIGHT W/E 12/12/2020 | 26.43 | 26.43- | 119911 | 12/18/20 | 0.00 |
| 01-028168 | UNITED PARCEL SERVICE | FREIGHT W/E 12/19/2020 | 24.89 | 24.89- | 119976 | 12/30/20 | 0.00 |
| | | ** TOTALS ** | 51.32 | 51.32- | | | 0.00 |
| 01-028174 | UNITED STATES CELLULAR | CELL PHONES | 238.13 | 238.13- | 119969 | 12/24/20 | 0.00 |
| | | ** TOTALS ** | 238.13 | 238.13- | | | 0.00 |
| 01-028814 | VAN METER COMPANY, THE | FUSES | 148.91 | 0.00 | 000000 | 0/00/00 | 148.91 |
| | | ** TOTALS ** | 148.91 | 0.00 | | | 148.91 |
| 01-030120 | WAL-MART STORE #01-1787 | SUPPLIES | 18.86 | 0.00 | 000000 | 0/00/00 | 18.86 |
| 01-030120 | WAL-MART STORE #01-1787 | CELL PHONE EQUIPMENT | 157.92 | 0.00 | 000000 | 0/00/00 | 157.92 |
| 01-030120 | WAL-MART STORE #01-1787 | SUPPLIES | 23.23 | 0.00 | 000000 | 0/00/00 | 23.23 |
| 01-030120 | WAL-MART STORE #01-1787 | DVD'S | 49.76 | 0.00 | 000000 | 0/00/00 | 49.76 |
| 01-030120 | WAL-MART STORE #01-1787 | CD CASES | 31.66 | 0.00 | 000000 | 0/00/00 | 31.66 |
| | | ** TOTALS ** | 281.43 | 0.00 | | | 281.43 |
| 01-003377 | WELLMARK BLUE CROSS/BLUE | JAN. HEALTH INSURANCE PREMIUMS | 37,628.03 | 37,628.03- | 119906 | 12/18/20 | 0.00 |
| | | ** TOTALS ** | 37,628.03 | 37,628.03- | | | 0.00 |
| 01-003291 | WORLDPAY INTEGRATED PAYME | CC PROCESSING FEES | 363.74 | 363.74- | 000000 | 12/18/20 | 0.00 |
| | | ** TOTALS ** | 363.74 | 363.74- | | | 0.00 |
| | * Payroll Expense | | 160,120.03 | | | | |

01-07-2021 11:05 AM
 VENDOR SET: 01 City of Carroll
 REPORTING: PAID, UNPAID, PARTIAL

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

PAGE: 11
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| | =====PAYMENT DATES===== | =====ITEM DATES===== | =====POSTING DATES===== |
|------------------------|---------------------------|---------------------------|---------------------------|
| PAID ITEMS DATES : | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |
| PARTIALLY ITEMS DATES: | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |
| UNPAID ITEMS DATES : | | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |

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

| | GROSS | PAYMENTS | BALANCE |
|----------------|------------|--------------|------------|
| PAID ITEMS | 292,618.79 | 292,618.79CR | 0.00 |
| PARTIALLY PAID | 0.00 | 0.00 | 0.00 |
| UNPAID ITEMS | 412,459.54 | 0.00 | 412,459.54 |
| VOID ITEMS | 699.00CR | 699.00 | 0.00 |
| ** TOTALS ** | 704,379.33 | 291,919.79CR | 412,459.54 |

U N P A I D R E C A P

| | |
|------------------------------|------------|
| UNPAID INVOICE TOTALS | 412,459.54 |
| UNPAID DEBIT MEMO TOTALS | 0.00 |
| UNAPPLIED CREDIT MEMO TOTALS | 0.00 |
| ** UNPAID TOTALS ** | 412,459.54 |

01-07-2021 11:05 AM
VENDOR SET: 01 City of Carroll
REPORTING: PAID, UNPAID, PARTIAL

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

PAGE: 12
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| | =====PAYMENT DATES===== | =====ITEM DATES===== | =====POSTING DATES===== |
|------------------------|-----------------------------|---------------------------|---------------------------|
| PAID ITEMS DATES | : 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |
| PARTIALLY ITEMS DATES: | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |
| UNPAID ITEMS DATES : | | 12/18/2020 THRU 1/07/2021 | 12/18/2020 THRU 1/07/2021 |

FUND TOTALS

| | | |
|-----|---------------------------|------------|
| 001 | GENERAL FUND | 130,328.34 |
| 010 | HOTEL/MOTEL TAX | 7,407.06 |
| 110 | ROAD USE TAX FUND | 17,984.76 |
| 121 | LOCAL OPTION SALES TAX | 10,800.00 |
| 125 | U.R. DOWNTOWN S.R. | 364.50 |
| 304 | C.P. STREETS | 10,564.34 |
| 311 | C.P.-PARKS & RECREATION | 132.00 |
| 314 | C.P.-STREETS MAINT BLDG | 107,646.46 |
| 315 | LIBRARY/CITY HALL REMODEL | 1,002.42 |
| 600 | WATER UTILITY FUND | 15,762.86 |
| 602 | WATER UTILITY CAP. IMP. | 181,418.04 |
| 610 | SEWER UTILITY FUND | 11,690.26 |
| 850 | MEDICAL INSURANCE FUND | 49,158.26 |
| | * PAYROLL EXPENSE | 160,120.03 |

GRAND TOTAL 704,379.33

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Honorable Mayor and Members of the City Council
FROM: Mike Pogge-Weaver, City Manager *MPW*
DATE: January 6, 2021
SUBJECT: Appointments to Committees, Commissions and Boards

The Historical Preservation Commission has three terms that expired December 31, 2020. Denis Bormann has agreed to fill one and serve on this commission.

Member to be appointed by Council:

| | | |
|---|---------------|--|
| Historical Preservation Commission | Denis Bormann | 3-year term expiring December 31, 2023 |
|---|---------------|--|

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Mike Pogge-Weaver, City Manager *MJPW*

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

DATE: January 6, 2021

SUBJECT: Quiet Zone Study Update

A proposal to update the 2014 Union Pacific Railroad Quiet Zone Investigation has been requested and received from Bolton & Menk, Inc. The proposal includes study updates at the following street – railroad crossings:

Bella Vista Drive
N. Grant Road
N. Maple Street
N. Clark Street
N. Main Street
N. Carroll Street
Burgess Avenue

The Agreement terms are detailed in the attached. The Scope of Services is summarized as follows:

Task 1 – Crossing Review

- 1.1 Crossing Field Review
- 1.2 FRA Data Crossing Review
- 1.3 Traffic Data Review

Task 2 – Report Updates

- 2.1 Kickoff Meeting
- 2.2 Report Updates
- 2.3 Layout Updates
- 2.4 FRA & UPRR Coordination
- 2.5 Opinion of Probable Construction Cost Updates
- 2.6 Final Report

Estimated Fees for the Updates are hourly basis, not to exceed without prior consent, as follows:

| | |
|-------------------------------------|--------------------|
| 1.0 Crossing Review | \$4,450.00 |
| 2.0 Report Updates | <u>\$15,700.00</u> |
| Hourly (Estimated Cost to Complete) | \$20,150.00 |

The current Budget includes \$8,900.00 for the completion of the Quiet Zone Study Update. That estimate was provided by Bolton & Menk, Inc. in 2019 for the purposes of budgeting. In preparing the proposed estimated fee, Bolton & Menk, Inc. performed a more detailed analysis of the requirements of the Study Update. Bolton & Menk, Inc. has provided the attached Explanation of Fee Increase Memorandum.

It is proposed that funding for this Update be allocated through a future Budget amendment from the Local Option Sales Tax Fund.

RECOMMENDATION: Mayor and City Council consideration of passage and approval of the Resolution approving the Professional Services Agreement with Bolton & Menk, Inc. for the Quiet Zone Study Update at an estimated cost, based on hourly rates, not to exceed \$20,150.00 without prior consent.

RMK:ds

attachments (2)

RESOLUTION NO. _____

RESOLUTION APPROVING AN AGREEMENT WITH BOLTON & MENK, INC. FOR PROFESSIONAL SERVICES FOR THE QUIET ZONE STUDY UPDATE.

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

WHEREAS, a Professional Services Agreement for the Quiet Zone Study Update has been prepared with Bolton & Menk, Inc.; and,

WHEREAS, the City Council has determined that the Professional Services Agreement is in the best interests of the City and the residents thereof.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the Professional Services Agreement with Bolton & Menk, Inc. for the Quiet Zone Study Update is approved and the Mayor is authorized and directed to sign the Agreement on behalf of the City.

Passed and approved on this 11th day of January, 2021.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

AGREEMENT FOR PROFESSIONAL SERVICES

QUIET ZONE STUDY UPDATES PROJECT

CITY OF CARROLL, IA and BOLTON & MENK, INC.

This Agreement, made this 11th day of January, 2021, by and between the City of Carroll, 627 N. Adams St., (“CLIENT”), and BOLTON & MENK, INC., 300 W. McKinley St., (“CONSULTANT”).

WITNESS, whereas the CLIENT requires professional services in conjunction with Quiet Zone Study Updates project to update information and cost opinions for proposed quiet zone improvements within the City of Carroll for the future establishment of a Quiet Zone (“Project”) and whereas the CONSULTANT agrees to furnish the various professional services required by the CLIENT.

NOW, THEREFORE, in consideration of the mutual covenants and promises between the parties hereto, it is agreed:

SECTION I - CONSULTANT'S SERVICES

- A. The CONSULTANT agrees to perform the various Basic Services in connection with the proposed project as described in Exhibit I.
- B. Upon mutual agreement of the parties, Additional Services may be authorized as described in Paragraph IV.B.

SECTION II - THE CLIENT'S RESPONSIBILITIES

- A. The CLIENT shall promptly compensate the CONSULTANT in accordance with Section III of this Agreement.
- B. The CLIENT shall place any and all previously acquired information in its custody at the disposal of the CONSULTANT for its use. Such information shall include, but not limited to: boundary surveys, topographic surveys, preliminary sketch plan layouts, building plans, soil surveys, abstracts, deed descriptions, tile maps and layouts, aerial photos, utility agreements, environmental reviews, and zoning limitations. The CONSULTANT may rely upon the accuracy and sufficiency of all such information in performing services unless otherwise instructed, in writing, by CLIENT.
- C. The CLIENT will guarantee access to and make all provisions for entry upon public portions of the project and reasonable efforts to provide access to private portions and pertinent adjoining properties.
- D. The CLIENT will give prompt notice to the CONSULTANT whenever the CLIENT observes or otherwise becomes aware of any defect in the proposed project.
- E. The CLIENT shall designate a liaison person to act as the CLIENT'S representative with respect to services to be rendered under this Agreement. Said representative shall have the authority to transmit instructions, receive instructions, receive information, interpret and define the CLIENT'S policies with respect to the project and CONSULTANT'S services.

- F. The CONSULTANT'S services do not include legal, insurance counseling, accounting, independent cost estimating, financial advisory or "municipal advisor" (as described in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act 2010 and the municipal advisor registration rules issued by the SEC) professional services and the CLIENT shall provide such services as may be required for completion of the Project described in this Agreement.
- G. The CLIENT will obtain any and all regulatory permits required for the proper and legal execution of the Project. CONSULTANT will assist CLIENT with permit preparation and documentation to the extent described in Exhibit I.
- H. The CLIENT may hire, at its discretion, when requested by the CONSULTANT, an independent test company to perform laboratory and material testing services, and soil investigation that can be justified for the proper design and construction of the Project. The CONSULTANT shall assist the CLIENT in selecting a testing company. Payment for testing services shall be made directly to the testing company by the CLIENT and is not part of this Agreement. If CLIENT elects not to hire an independent test company, CLIENT shall provide CONSULTANT with guidance and direction on completing those aspects of design and construction that require additional testing data.

(Remainder of this page intentionally left blank)

SECTION III - COMPENSATION FOR SERVICES

A. FEES.

- The CLIENT will compensate the CONSULTANT in accordance with the following Schedule of Fees for the time spent in performance of Agreement services. Total cost of services shall not exceed \$ 20,150.00 without the prior consent of CLIENT.

Schedule of Fees

| Employee Classification | Hourly Billing Rates |
|--|----------------------|
| Senior Principal | \$230-290/Hour |
| Principal Engineer/Surveyor/Planner/GIS/Landscape Architect | \$150-225 |
| Senior Engineer/Surveyor/Planner/GIS/Landscape Architect | \$130-220 |
| Project Manager (Inc. Survey, GIS, Landscape Architect) | \$130-215 |
| Project Engineer/Surveyor/Planner/Landscape Architect | \$70-185 |
| Design Engineer/Landscape Designer/Graduate Engineer/Surveyor | \$90-190 |
| Specialist (Nat. Resources, GIS, Traffic, Graphics, Other) | \$70-175 |
| Senior Technician (Inc. Construction, GIS, Survey ¹) | \$90-180 |
| Technician (Inc. Construction, GIS, Survey ¹) | \$65-160 |
| Administrative/Corporate Specialists | \$60-140 |
| Structural/Electrical/Mechanical/Architect | \$120-175 |
| GPS/Robotic Survey Equipment | NO CHARGE |
| CAD/Computer Usage | NO CHARGE |
| Routine Office Supplies | NO CHARGE |
| Routine Photo Copying/Reproduction | NO CHARGE |
| Field Supplies/Survey Stakes & Equipment | NO CHARGE |
| Mileage | NO CHARGE |

¹ No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for Survey Technicians.

- The preceding Schedule of Fees shall apply for services provided through December 31, 2021. Hourly rates may be adjusted by CONSULTANT, in consultation with CLIENT, on an annual basis thereafter to reflect reasonable changes in its operating costs. Adjusted rates will become effective on January 1st of each subsequent year, upon written acceptance by CLIENT.

3. Rates and charges do not include sales tax. If such taxes are imposed and become applicable after the date of this Agreement CLIENT agrees to pay any applicable sales taxes.
4. The rates in the Schedule of Fees include labor, general business and other normal and customary expenses associated with operating a professional business. Unless otherwise agreed in writing, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes and routine expendable supplies; and no separate charges will be made for these activities and materials.
5. Additional services as outlined in Section I.B will vary depending upon project conditions and will be billed on an hourly basis at the rate described in Section III.A.1.
6. Expenses required to complete the agreed scope of services or identified in this paragraph will be invoiced separately, and include but are not limited to large quantities of prints; extra report copies; out-sourced graphics and photographic reproductions; document recording fees; special field and traffic control equipment rental; outside professional and technical assistance; geotechnical services; and other items of this general nature required by the CONSULTANT to fulfill the terms of this Agreement. CONSULTANT shall be reimbursed at cost plus an overhead fee (not-to-exceed 10%) for these Direct Expenses incurred in the performance of the work, subject to the Total cost not to exceed fee or approved Additional services.

B. PAYMENTS AND RECORDS

1. The payment to the CONSULTANT will be made by the CLIENT upon billing at intervals not more often than monthly at the herein rates and terms.
2. If CLIENT fails to make any payment due CONSULTANT for undisputed services and expenses within 45 days after date of the CONSULTANT'S invoice, a service charge of one and one-half percent (1.5%) per month or the maximum rate permitted by law, whichever is less, will be charged on any unpaid balance.
3. In addition to the service charges described in preceding paragraph, if the CLIENT fails to make payment for undisputed services and expenses within 60 days after the date of the invoice, the CONSULTANT may, upon giving seven days' written notice to CLIENT, suspend services and withhold project deliverables due under this Agreement until CONSULTANT has been paid in full for all past due amounts for undisputed services, expenses and charges, without waiving any claim or right against the CLIENT and without incurring liability whatsoever to the CLIENT.
4. Documents Retention. The CONSULTANT will maintain records that reflect all revenues, costs incurred and services provided in the performance of the Agreement. The CONSULTANT will also agree that the CLIENT, State, or their duly authorized representatives may, at any time during normal business hours and as often as reasonably necessary, have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., and accounting procedures and practices of the CONSULTANT which are relevant to the contract for a period of six years.

(Remainder of this page intentionally left blank)

SECTION IV - GENERAL

A. STANDARD OF CARE

Professional services provided under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the CONSULTANT'S profession currently practicing under similar conditions. No warranty, express or implied, is made.

B. CHANGE IN PROJECT SCOPE

In the event the CLIENT changes or is required to change the scope or duration of the project from that described in Exhibit I, and such changes require Additional Services by the CONSULTANT, the CONSULTANT shall be entitled to additional compensation at the applicable hourly rates. To the fullest extent practical, the CONSULTANT shall give notice to the CLIENT of any Additional Services, prior to furnishing such Additional Services. The CONSULTANT shall furnish an estimate of additional cost, prior to authorization of the changed scope of work and Agreement will be revised in writing.

C. LIMITATION OF LIABILITY

1. General Liability of CONSULTANT. For liability other than professional acts, errors, or omissions, and to the fullest extent permitted by law, CONSULTANT shall indemnify, defend and hold harmless CLIENT from losses, damages, and judgments (including reasonable attorneys' fees and expenses of litigation) arising from claims or actions relating to the Project, provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, but only to the extent caused by the acts and omissions in the non-professional services of CONSULTANT or CONSULTANT'S employees, agents, or subconsultants.
2. Professional Liability of CONSULTANT. With respect to professional acts, errors and omissions and to the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CLIENT from losses, damages, and judgments (including reasonable attorneys' fees and expenses of litigation) arising from third-party claims or actions relating to the Project, provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, but only to the extent caused by a negligent act, error or omission of CONSULTANT or CONSULTANT'S employees, agents, or subconsultants. This indemnification shall include reimbursement of CLIENT'S reasonable attorneys' fees and expenses of litigation, but only to the extent that defense is insurable under CONSULTANT's liability insurance policies.
3. General Liability of Client. To the fullest extent permitted by law, CLIENT shall indemnify, defend and hold harmless CONSULTANT from losses, damages, and judgments (including reasonable attorneys' fees and expenses of litigation) arising from third-party claims or actions relating to the Project, provided that any such claim, action, loss, damages, or judgment is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, but only to the extent caused by the acts or omission of CLIENT or CLIENT'S employees, agents, or other consultants.

4. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or the CONSULTANT. The CONSULTANT'S services under this Agreement are being performed solely for the CLIENT'S benefit, and no other entity shall have any claim against the CONSULTANT because of this Agreement or the performance or nonperformance of services provided hereunder.

D. INSURANCE

1. The CONSULTANT agrees to maintain, at CONSULTANT'S expense a commercial general liability (CGL) and excess or umbrella general liability insurance policy or policies insuring CONSULTANT against claims for bodily injury, death or property damage arising out of CONSULTANT'S general business activities. The general liability coverage shall provide limits of not less than \$2,000,000 per occurrence and not less than \$2,000,000 general aggregate. Coverage shall include Premises and Operations Bodily Injury and Property Damage; Personal and Advertising Injury; Blanket Contractual Liability; Products and Completed Operations Liability.
2. The CONSULTANT also agrees to maintain, at CONSULTANT'S expense, a single limit or combined limit automobile liability insurance and excess or umbrella liability policy or policies insuring owned, non-owned and hired vehicles used by CONSULTANT under this Agreement. The automobile liability coverages shall provide limits of not less than \$1,000,000 per accident for property damage, \$2,000,000 for bodily injuries, death and damages to any one person and \$2,000,000 for total bodily injury, death and damage claims arising from one accident.
3. CLIENT shall be named Additional Insured for the above CGL and Auto liability policies.
4. The CONSULTANT agrees to maintain, at the CONSULTANT'S expense, statutory worker's compensation coverage together with Coverage B, Employer's Liability limits of not less than \$500,000 for Bodily Injury by Disease per employee, \$500,000.00 for Bodily Injury by Disease aggregate and \$500,000 for Bodily Injury by Accident.
5. The CONSULTANT also agrees to maintain, at CONSULTANT'S expense, Professional Liability Insurance coverage insuring CONSULTANT against damages for legal liability arising from a negligent act, error or omission in the performance of professional services required by this Agreement during the period of CONSULTANT'S services and for three years following date of final completion of its services. The professional liability insurance coverage shall provide limits of not less than \$2,000,000 per claim and an annual aggregate of not less than \$2,000,000 on a claims-made basis.
6. CLIENT shall maintain statutory Workers Compensation insurance coverage on all of CLIENT'S employees and other liability insurance coverage for injury and property damage to third parties due to the CLIENT'S negligence.
7. Prior to commencement of this Agreement, CONSULTANT will provide the CLIENT with certificates of insurance, showing evidence of required coverages. All policies of insurance shall contain a provision or endorsement that the coverage afforded will not be canceled or reduced in limits by endorsement for any reason except non-payment of premium, until at least 30 days prior written notice has been given to the Certificate Holder, and at least 10 days prior written notice in the case of non-payment of premium

E. OPINIONS OR ESTIMATES OF CONSTRUCTION COST

Where provided by the CONSULTANT as part of Exhibit I or otherwise, opinions or estimates of construction cost will generally be based upon public construction cost information. Since the CONSULTANT has no control over the cost of labor, materials, competitive bidding process, weather conditions and other factors affecting the cost of construction, all cost estimates are opinions for general information of the CLIENT and the CONSULTANT does not warrant or guarantee the accuracy of construction cost opinions or estimates. The CLIENT acknowledges that costs for project financing should be based upon contracted construction costs with appropriate contingencies.

F. CONSTRUCTION SERVICES

It is agreed that the CONSULTANT and its representatives shall not at any time supervise, direct, control, or have authority over any contractor's work, nor shall CONSULTANT have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at any Project site, nor for any failure of a Contractor to comply with Laws and Regulations applicable to that Contractor's furnishing and performing of its work. CONSULTANT shall not be responsible for the acts or omissions of any Contractor. CLIENT acknowledges that on-site contractor(s) are solely responsible for construction site safety programs and their enforcement.

G. USE OF ELECTRONIC/DIGITAL DATA

1. Because of the potential instability of electronic/digital data and susceptibility to unauthorized changes, copies of documents that may be relied upon by CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by CONSULTANT. Except for electronic/digital data which is specifically identified as a project deliverable for this Agreement or except as otherwise explicitly provided in this Agreement, all electronic/digital data developed by the CONSULTANT as part of the Project is acknowledged to be an internal working document for the CONSULTANT'S purposes solely and any such information provided to the CLIENT shall be on an "AS IS" basis strictly for the convenience of the CLIENT without any warranties of any kind. As such, the CLIENT is advised and acknowledges that use of such information may require substantial modification and independent verification by the CLIENT (or its designees).
2. Provision of electronic/digital data, whether required by this Agreement or provided as a convenience to the Client, does not include any license of software or other systems necessary to read, use or reproduce the information. It is the responsibility of the CLIENT to verify compatibility with its system and long-term stability of media. CLIENT shall indemnify and hold harmless CONSULTANT and its Subconsultants from all claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting from third party use or any adaptation or distribution of electronic/digital data provided under this Agreement, unless such third-party use and adaptation or distribution is explicitly authorized by this Agreement.

H. REUSE OF DOCUMENTS

1. Drawings and Specifications and all other documents (including electronic and digital versions of any documents) prepared or furnished by CONSULTANT pursuant to this Agreement are instruments of service in respect to the Project and CONSULTANT shall retain an ownership interest therein. Upon payment of all fees owed to the CONSULTANT, the CLIENT shall acquire a limited license in all identified deliverables (including Reports, Plans and Specifications) for any reasonable use relative to the Project and the general operations of the CLIENT. Such limited license to Owner shall not create any rights in third parties.
2. CLIENT may make and disseminate copies for information and reference in connection with the use and maintenance of the Project by the CLIENT. However, such documents are not intended or represented to be suitable for reuse by CLIENT or others on extensions of the Project or on any other project. Any reuse by CLIENT or, any other entity acting under the request or direction of the CLIENT, without written verification or adaptation by CONSULTANT for such reuse will be at CLIENT'S sole risk and without liability or legal exposure to CONSULTANT and CLIENT shall indemnify and hold harmless CONSULTANT from all claims, damages, losses and expenses including attorney's fees arising out of or resulting from such reuse.

I. CONFIDENTIALITY

CONSULTANT agrees to keep confidential and not to disclose to any person or entity, other than CONSULTANT'S employees and subconsultants any information obtained from CLIENT not previously in the public domain or not otherwise previously known to or generated by CONSULTANT. These provisions shall not apply to information in whatever form that comes into the public domain through no fault of CONSULTANT; or is furnished to CONSULTANT by a third party who is under no obligation to keep such information confidential; or is information for which the CONSULTANT is required to provide by law or authority with proper jurisdiction; or is information upon which the CONSULTANT must rely for defense of any claim or legal action.

J. PERIOD OF AGREEMENT

This Agreement will remain in effect for the longer of a period of two (2) years or until such other expressly identified completion date, after which time the Agreement may be extended upon mutual agreement of both parties.

K. TERMINATION

This Agreement may be terminated:

1. For cause, by either party upon 7 days written notice in the event of substantial failure by other party to perform in accordance with the terms of this Agreement through no fault of the terminating party. For termination by CONSULTANT, cause includes, but is not limited to, failure by CLIENT to pay undisputed amounts owed to CONSULTANT within 120 days of invoice and delay or suspension of CONSULTANT'S services for more than 120 days for reasons beyond CONSULTANT'S cause or control; or,
2. For convenience by CLIENT upon 7 days written notice to CONSULTANT.

3. Notwithstanding, the foregoing, this Agreement will not terminate under paragraph IV.K if the party receiving such notice immediately commences correction of any substantial failure and cures the same within 10 days of receipt of the notice.
4. In the event of termination by CLIENT for convenience or by CONSULTANT for cause, the CLIENT shall be obligated to the CONSULTANT for payment of amounts due and owing including payment for services performed or furnished to the date and time of termination, computed in accordance with Section III of this Agreement. CONSULTANT shall deliver and CLIENT shall have, at its sole risk, right of use of any completed or partially completed deliverables, subject to provisions of Paragraph IV. H.
5. In event of termination by CLIENT for cause and in addition to any other remedies available to CLIENT, CONSULTANT shall deliver to CLIENT and CLIENT shall have right of use of any completed or partially completed deliverables, in accordance with the provisions of Paragraph IV.H. CLIENT shall compensate CONSULTANT for all undisputed amounts owed CONSULTANT as of date of termination.

L. INDEPENDENT CONTRACTOR

Nothing in this Agreement is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the CONSULTANT or any of its employees as the agent, representative, or employee of the CLIENT for any purpose or in any manner whatsoever. The CONSULTANT is to be and shall remain an independent contractor with respect to all services performed under this Agreement.

M. CONTINGENT FEE

The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from award or making of this Agreement.

N. NON-DISCRIMINATION

The provisions of any applicable law or ordinance relating to civil rights and discrimination shall be considered part of this Agreement as if fully set forth herein. **The CONSULTANT is an Equal Opportunity Employer** and it is the policy of the CONSULTANT that all employees, persons seeking employment, subcontractors, subconsultants and vendors are treated without regard to their race, religion, sex, color, national origin, disability, age, sexual orientation, marital status, public assistance status or any other characteristic protected by federal, state or local law.

O. ASSIGNMENT

Neither party shall assign or transfer any interest in this Agreement without the prior written consent of the other party.

P. SURVIVAL

All obligations, representations and provisions made in or given in Section IV and Documents Retention clause of this Agreement will survive the completion of all services of the CONSULTANT under this Agreement or the termination of this Agreement for any reason.

Q. SEVERABILITY

Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon CLIENT and CONSULTANT, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

R. CONTROLLING LAW

This Agreement is to be governed by the law of the State of Iowa and venued in courts of Iowa; or at the choice of either party, and if federal jurisdictional requirements can be met, in federal court in the district in which the project is located.

S. DISPUTE RESOLUTION

CLIENT and CONSULTANT agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice of dispute prior to proceeding to formal dispute resolution or exercising their rights under law. Any claims or disputes unresolved after good faith negotiations shall then be submitted to mediation using a neutral from the American Arbitration Association Construction Industry roster. If mediation is unsuccessful in resolving the dispute, then either party may seek to have the dispute resolved by bringing an action in a court of competent jurisdiction.

(Remainder of this page intentionally left blank)

SECTION V - SIGNATURES


THIS INSTRUMENT embodies the whole agreement of the parties, there being no promises, terms, conditions or obligation referring to the subject matter other than contained herein. This Agreement may only be amended, supplemented, modified or canceled by a duly executed written instrument signed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their behalf.

CLIENT: City of Carroll

CONSULTANT: Bolton & Menk, Inc.

Signature



Signature

Print Name and Title

Matthew W. Ferrier, Principal In Charge

Print Name and Title

Date

January 6, 2021

Date



Real People. Real Solutions.

300 W McKinley Street
PO Box 68
Jefferson, IA 50129

Ph: (515) 386-4101
Bolton-Menk.com

EXHIBIT 1

CONSULTANT SERVICES

QUIET ZONE STUDY UPDATES REPORT

CARROLL, IOWA

SCOPE OF SERVICES

The Consultant agrees to provide professional services required for the Quiet Zone Study Updates Project including the following street and railroad crossings:

- Bella Vista Road
- N. Grant Road
- N. Maple Street
- N. Clark Street
- N. Main Street
- N. Carroll Street
- Burgess Avenue

BASIC SERVICES

For purposes of this Project, Basic Services to be provided by the CONSULTANT are as follows:

Task 1 – Crossing Review

1.1 Crossing Field Review

Bolton & Menk will review each of the seven crossings within the proposed quiet zone. This review will compare the current conditions of the crossings to the condition at the time of the initial report. We will look for changes to the crossing materials and length, road conditions, sidewalk and ADA compliance issues, and adjacent land uses that may impact the proposed design layouts.

Normally the investigation is completed by using the City or County base map aerial photography with property line overlays along with a site visit. These maps are used to investigate alternatives, verify land use, identify driveway locations, verify adjacent parking use and determine clear zone requirements. The client will be required to provide updated aerials and property lines for our use.

The review of these crossings is best completed when conditions are clear and unobstructed, so it is the intent of this scope that the reviews be completed at a time when snow and ice and other adverse conditions are not present. However, review of the sites can be completed at the direction and schedule of the City although completion of this task during adverse conditions may adversely affect our ability to obtain all possible information.

1.2 FRA Data Crossing Review

We will review the Federal Rail Administration (FRA) crossing inventory and accident history for the rail corridor.

1.3 Traffic Data Review

Traffic volumes will be obtained from the IADOT and from the City of Carroll for the crossings within the corridor.

Task 2 – Report Updates

2.1 Kickoff Meeting

Bolton & Menk will facilitate a meeting with our project manager, design engineer and City staff to introduce parties, review the scope of work, verify schedule and obtain data from the City. We will discuss adjacent land uses and impacts the potential project could have on businesses and the travelling public. There will also be discussion on the original report safety alternatives and if they are still pertinent to the crossing or if other alternatives should be investigated.

2.2 Report Updates

Based on the data gathered in the field in Task 1 and the kickoff meeting with the City, Bolton & Menk will make updates to the report to reflect changes observed in the field, pavement conditions, land use changes and other factors. During this subtask we will also review the Federal Rail Administrations Quiet Zone Calculator with the updated safety information and use this to determine thresholds and revise the crossing improvement matrix.

It has been indicated by City staff that additional options for safety measures at certain crossings will be necessary. Bolton & Menk will provide a summary of the additional options in the report and include these in the overall crossing matrix and quiet zone scoring alternatives.

2.3 Layout Updates

Based on the data gathered in the field in Task 1 and the data received from the City, Bolton & Menk will make updates to the layout of each crossing that will include the current crossing elements. Any safety measure options added to a particular crossing will have a layout drawing completed.

2.4 FRA & UPRR Coordination

Bolton & Menk will contact representatives from the Federal Rail Administration and Union Pacific Railroad to review requirements, procedures and other information pertaining to the establishment of a quiet zone. Recent changes in how UPRR handles quiet zones could impact the process and have budgetary influences as well and are not included in this agreement.

UPRR no longer completes the elements of quiet zone establishment with its own staff. They now require a preliminary engineering agreement with them for the services of a sub-consultant to perform the elements of establishing a quiet zone. These costs can vary but the initial agreement is for up to \$25,000. This agreement does not include any engineering costs for the UPRR, if a safety measure chosen for a crossing require work to railroad equipment and facilities, that will require another agreement and additional fees with the UPRR.

2.5 Opinion of Probable Construction Cost Updates

Elements from the subtasks described above will be taken into account along with current bidding prices to revise the costs for constructing the proposed safety improvements. This will include cost determinations for any safety measure options added to a crossing.

2.6 Final Report

Bolton & Menk will prepare all elements of the report, preliminary layouts and opinion of costs and submit to the City Manager and Public Works Director for their review and comment. The City will facilitate meetings with adjacent property owners for their comments and Bolton & Menk will incorporate any revisions from those meetings into the final report. After all revisions have been made, the report will be submitted to the City for their use.

SCHEDULE

Bolton & Menk has the staff necessary to meet any reasonable schedule proposed by the City. Upon approval, Bolton & Menk will work with city staff and other project partners to develop a schedule and make updates as needed to ensure successful project delivery.

HOURS AND FEES

The estimated and associated fees for the updates to the Quiet Zone Report are provided below. Please see the schedule of fees included in the Agreement for hourly rates beyond the proposal below.

| WorkTaskDescription | Total Anticipated Fee |
|--|-----------------------|
| 1.0 Crossing Review | \$ 4,250 |
| 2.0 Report Updates | \$15,900 |
| HOURLY (ESTIMATED COST TO COMPLETE) | \$20,150 |

Bolton & Menk does not have any hidden costs for services. You will not be charged separately for indirect costs including mileage, survey supplies, computer time, copies, etc.

ADDITIONAL SERVICES NOT INCLUDED

Consultant services performed other than those authorized above shall be considered Additional Services. Additional Services not included in this proposal but may be applicable to this project include:

As the project was presented to us for this proposal, it was an update to the existing report to make it current with processes and costs. We did not include a public involvement plan as part of this proposal and agreement. However, at the Client's request, Bolton & Menk can provide fees associated with a public involvement plan including meetings with adjacent landowners to discuss the proposed improvements and potential impacts and a general public information meeting.



**BOLTON
& MENK**

Real People. Real Solutions.

300 W McKinley Street
PO Box 68
Jefferson, IA 50129

Ph: (515) 386-4101
Bolton-Menk.com

MEMORANDUM

Date: January 6, 2021
To: Randy Krauel, Public Works Director
City of Carroll, IA
From: James Leiding, Bolton & Menk, Inc.
Subject: Explanation of Fee Increase
Quiet Zone Updates Agreement

In December of 2019, Bolton & Menk provided the City of Carroll an estimate of fees for updating the Quiet Zone Study Report completed in 2014. This estimate included updates to graphical layout of each crossing to current date; however, it did not include any changes to the existing conditions. The opinion of costs were also to be updated to reflect more current bidding prices. Updates to the report were to reflect the cost changes and some changes in procedures as it pertains to dealing with the UPRR.

This estimate was for a basic update to the report and is now over 12 months old. Changes in staffing and hourly rates during this time have caused increases to the overall amount of fees required to complete the work.

Also, in conversations and correspondence with City staff for this agreement, it was indicated that changes to the existing conditions of some of the crossings have occurred since the original report. These changes will require additional site review and drafting to bring the layouts current. Additionally, there was indication that other safety measure options may be required at a some of the crossings to address comments/concerns from the adjacent property owners. For the purpose of this report update, we assumed that three crossings could be subject to these additional options and that will require the preparation of layout drawings, opinion of probable costs, inclusion into the quiet zone calculations, crossing improvement matrix and discussion in the report to be included in the final recommendations.

The rate changes, potential for changes to the existing conditions at crossings along with the potential for additional safety measure options for the quiet zone establishment that will need to be incorporated into the final report have caused our fees to be above the original estimate provided to the City. The proposed agreement is for a Not to Exceed fee and may be adjusted if scope varies from the assumptions made during the preparation of this agreement.

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Mike Pogge-Weaver, City Manager *MPW*
FROM: Laura A. Schaefer, Finance Director/City Clerk *LS*
DATE: January 6, 2021
SUBJECT: F.Y. 2019-2020 Annual Financial Statement Audit

Enclosed is a copy of the City audit for the fiscal year ending June 30, 2020. This audit was performed by Feldmann & Company CPAs, P.C.

The City received an unqualified opinion. The opinion states that the financial statements are presented fairly, in all material respects, the respective cash basis financial position of the governmental activities, the business activities, each major fund and the aggregate remaining fund information of the City. An unqualified opinion is the most common type of auditor's report.

Management's Discussion and Analysis, pages 8-16, is prepared by the City to discuss the major activities/changes that have occurred during FY 2020 and a little bit of insight into the next budget year.

Exhibit A, pages 18 and 19, summarizes all revenues and expenses by the major governmental activities (public safety, public works, etc.), business type activities and general receipts. Exhibit B (pages 20-21) and Exhibit D (pages 24-25) summarize the same revenues and expenses as Exhibit A by the major funds resulting in the ending balances as of June 30, 2020. Also, the Schedule of Findings and Questioned Costs are presented on pages 74 through 77.

Jennifer Walkup, CPA Manager, Feldmann & Company CPAs, P.C., plans to present the audit report to Council. If you have any questions about the audit report, please feel free to contact Jennifer Walkup or myself at City Hall.

RECOMMENDATION: Council consideration and acceptance of the F.Y. 2019-2020 Annual Financial Statement Audit.

CITY OF CARROLL

**INDEPENDENT AUDITOR'S REPORTS
BASIC FINANCIAL STATEMENTS
SUPPLEMENTARY AND OTHER INFORMATION
SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

JUNE 30, 2020

Feldmann & Company CPAs, P.C.

**523 North Main Street
Carroll, Iowa 51401**

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City of Carroll

Officials

| <u>Name</u> | <u>Title</u> | <u>Term Expires</u> |
|---|-----------------------------------|---------------------|
| Eric Jensen | Mayor | December 31, 2021 |
| Michael Kots | Council Member - Ward 1 | December 31, 2021 |
| Misty Boes | Council Member - Ward 2 | December 31, 2023 |
| Clay Haley | Council Member - Ward 3 | December 31, 2021 |
| Carolyn Siemann | Council Member - Ward 4 | December 31, 2023 |
| Jerry Fleshner | Council Member - At-Large | December 31, 2021 |
| | Mayor Pro Tempore | |
| LaVern Dirx | Council Member - At-Large | December 31, 2023 |
| Michel Pogge-Weaver | City Manager | June 30, 2021 (1) |
| Laura Schaefer | City Clerk, Treas. & Finance Dir. | June 30, 2021 (2) |
| Debra K. Goetzinger | Deputy City Clerk | June 30, 2021 (2) |
| Randall M. Krauel | Public Works Director | June 30, 2021 (2) |
| Jack Wardell | Parks and Recreation Director | June 30, 2021 (2) |
| David S. Bruner | City Attorney | Indefinite (1) |
| Brad Burke | Chief of Police | June 30, 2021 (2) |
| Greg Schreck | Building/Fire Safety Official | June 30, 2021(2) |
| Rachel Van Erdewyk | Library Director | June 30, 2021 (2) |
| Lisa Auen | Library Trustee | December 31, 2025 |
| Dale Schmidt | Library Trustee | December 31, 2025 |
| Brenda Hogue | Library Trustee | December 31, 2024 |
| Thomas Parish | Library Trustee Sec. | December 31, 2024 |
| M. Carol Shields | Library Trustee | December 31, 2024 |
| Kyle Ulveling | Library Trustee | December 31, 2022 |
| Ralph Von Qualen (County Representative) | Library Trustee | December 31, 2022 |
| Paul Reicks | Library Trustee President | December 31, 2022 |
| Summer Parrott | Library Trustee Vice Pres. | December 31, 2020 |
| Greg Siemann | Airport Commissioner | December 31, 2020 |
| Norman Hutcheson | Airport Commissioner/Chairman | December 31, 2022 |
| Gene Vincent | Airport Commissioner | December 31, 2023 |
| Richard Fulton | Airport Commissioner | December 31, 2024 |
| Kevin Wittrock | Airport Commissioner | December 31, 2024 |

(1) Not Elected - No specific term - Employment Agreement is in effect until terminated by either party.

(2) No specific term - Salary approved to the date shown.

Feldmann & Company C.P.A.s, P.C.

523 North Main Street
Carroll, Iowa 51401
(712) 792-2464

Independent Auditor's Report

To the Honorable Mayor and Members of the City Council:

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Carroll, Iowa, as of and for the year ended June 30, 2020, and the related Notes to Financial Statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the cash basis of accounting described in Note 1. This includes determining the cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. This includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the

City's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective cash basis financial position of the governmental activities, the business type activities, each major fund and the aggregate remaining fund information of the City of Carroll at June 30, 2020, and the respective changes in cash basis financial position for the year then ended in accordance with the basis of accounting described in Note 1.

Basis of Accounting

As described in Note 1, these financial statements were prepared on the basis of cash receipts and disbursements, which is a basis of accounting other than U.S. generally accepted accounting principles. Our opinions are not modified with respect to this matter.

Other Matters

Supplementary and Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Carroll's basic financial statements. We previously audited, in accordance with the standards referred to in the third paragraph of this report, the financial statements for the twenty-three years ended June 30, 2019, (which are not presented herein) and expressed unmodified opinions on those financial statements which were prepared on the basis of cash receipts and disbursements. The supplementary information included in Schedules 1 through 6, is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures; including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statement or to the financial statements themselves, and other additional procedures in accordance with US general accepted auditing standards. In our opinion, the supplementary information is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

The other information, the Budgetary Comparison Information, the Schedule of the City's Proportionate Share of the Net Pension Liability and the Schedule of City's

Contributions on pages 48 through 50 and pages 51 through 59 has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated October 23, 2020, on our consideration of the City of Carroll's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the City of Carroll's internal control over financial reporting and compliance.

Feldmann & Company CPAs, P.C.

Feldmann & Company CPAs, P.C.

October 23, 2020

MANAGEMENT'S DISCUSSION AND ANALYSIS

The City of Carroll provides this Management's Discussion and Analysis of its financial statements. This narrative overview and analysis of the financial activities is for the fiscal year ended June 30, 2020. We encourage readers to consider this information in conjunction with the City's financial statements, which follow.

FINANCIAL HIGHLIGHTS

- The City's governmental funds' receipts decreased 17.1% or approximately \$3,285,000 from fiscal year 2019 (FY 19). Program receipts were down about \$1,018,000 mainly due to a decrease in capital grants and contributions for capital projects. Bond proceeds were also down \$2,741,000 due to less debt issued for capital projects in fiscal year 2020 (FY20).
- Disbursements of the City's governmental activities also decreased \$2,088,000, or about 11.6%, from FY 19. Capital Projects is the main reason for the decrease. This decrease was offset by an increase in debt service payments made during FY 20.
- The City's total cash basis net position decreased about 0.80%, or approximately \$192,000, from June 30, 2019 to June 30, 2020. Of this amount, the cash basis net position of the governmental activities increased approximately \$1,280,000 and the cash basis net position of the business type activities decreased approximately \$1,472,000.

USING THIS ANNUAL REPORT

The annual report consists of a series of financial statements and other information as follows:

Management's Discussion and Analysis introduces the basic financial statements and provides an analytical overview of the City's financial activities.

The Government-wide Financial Statement consists of a Cash Basis Statement of Activities and Net Position. This statement provides information about the activities of the City as a whole and presents an overall view of the City's finances.

The Fund Financial Statements tell how governmental services were financed as well as what remains for future spending. Fund financial statements report the City's operations in more detail than the government-wide financial statement by providing information about the most significant funds.

Notes to the Financial Statements provide additional information essential to a full understanding of the data provided in the basic financial statements.

Other Information further explains and supports the financial statements with a comparison of the City's budget for the year and the City's proportionate share of the net pension liability and related contributions.

Supplementary Information provides detailed information about the nonmajor governmental funds and the City's indebtedness.

BASIS OF ACCOUNTING

The City maintains its financial records on the basis of cash receipts and disbursements and the financial statements of the City are prepared on that basis. The cash basis of accounting does not give effect to accounts receivable, accounts payable and accrued items. Accordingly, the financial statements do not present financial position and results of operations of the funds in accordance with U.S. generally accepted accounting principles. Therefore, when reviewing the financial information and discussion within this annual report, readers should keep in mind the limitations resulting from the use of the cash basis of accounting.

REPORTING THE CITY'S FINANCIAL ACTIVITIES

Government-wide Financial Statement

One of the most important questions asked about the City's finances is, "Is the City as a whole better off or worse off as a result of the year's activities?" The Cash Basis Statement of Activities and Net Position reports information which helps answer this question.

The Cash Basis Statement of Activities and Net Position presents the City's net position. Over time, increases or decreases in the City's net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The Cash Basis Statement of Activities and Net Position is divided into two kinds of activities:

- Governmental Activities include public safety, public works, health and social services, culture and recreation, community and economic development, general government, debt service and capital projects. Property taxes, user fees and state and federal grants finance most of these activities.
- Business Type Activities of the City include water utility, sanitary sewer utility and the storm water utility system. These activities are financed primarily by user charges.

Fund Financial Statements

The City has two kinds of funds:

- 1) Governmental funds account for most of the City's basic services. These focus on how money flows into and out of those funds and the balances at year-end that are available for spending. Governmental funds include: 1) the General Fund, 2) the Special Revenue Funds such as Road Use Tax and Local Option Sales Tax Fund,

3) the Debt Service Fund, 4) the Capital Projects Funds and 5) the Permanent Funds. The governmental fund financial statements provide a detailed view of the City's general government operations and the basic services it provides. Governmental fund information helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs.

The required financial statement for governmental funds is a Statement of Cash Receipts, Disbursements and Changes in Cash Balances.

- 2) Proprietary funds account for the City's Enterprise Funds and the Internal Service Fund. Enterprise Funds are used to report business-type activities. The City maintains Enterprise Funds to provide separate information for the water, sewer and storm water funds, considered to be major funds of the City. Internal Service Funds are an accounting device used to accumulate and allocate costs internally among the City's various functions.

The required financial statement for proprietary funds is a Statement of Cash Receipts, Disbursements and Changes in Cash Balances.

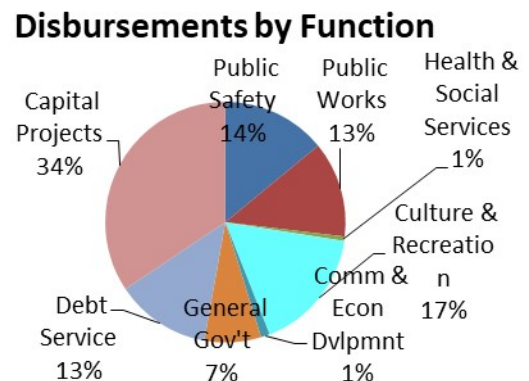
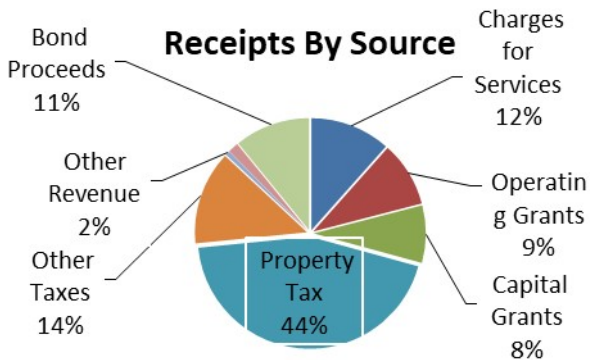
Reconciliations between the government-wide financial statement and the fund financial statements follow the fund financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Net position may serve over time as a useful indicator of financial position. The City's cash balance for governmental activities increased from a year ago, increasing from \$13.681 million to \$14.961 million. The analysis that follows focuses on the changes in cash basis net position of governmental activities.

Changes in Cash Basis Net Position of Governmental Activities
(Expressed in Thousand)

| | 2020 | 2019 |
|---|------------------|------------------|
| Receipts & Transfers: | | |
| Program Receipts: | | |
| Charges for Services & Sales | \$ 1,847 | \$ 1,981 |
| Operating Grants, Contributions and Restricted Interest | 1,501 | 1,467 |
| Capital Grants, Contributions and Restricted interest | 1,325 | 2,243 |
| General Receipts | | |
| Property Tax | 7,053 | 6,735 |
| Other Taxes | 2,161 | 2,014 |
| Franchise Tax & Fees | 106 | 101 |
| Unrestricted Investment Earnings | 239 | 230 |
| Bond Proceeds | 1,734 | 4,475 |
| Other General Receipts | 5 | 10 |
| Total Receipts | 15,971 | 19,256 |
| Disbursements: | | |
| Public Safety | 2,226 | 2,034 |
| Public Works | 2,039 | 2,457 |
| Health & Social Services | 93 | 104 |
| Culture & Recreation | 2,618 | 2,576 |
| Community & Economic Development | 190 | 170 |
| General Government | 1,209 | 970 |
| Debt Service | 2,031 | 1,665 |
| Capital Projects | 5,449 | 7,967 |
| Total Disbursements | 15,855 | 17,943 |
| Change in cash basis net position before transfers | 116 | 1,313 |
| Transfers, net | 1,164 | 1,240 |
| Change in cash basis net position | 1,280 | 2,553 |
| Cash basis net position beginning of the year | 13,681 | 11,128 |
| Cash basis net position end of year | \$ 14,961 | \$ 13,681 |



The City's total receipts for governmental activities decreased by 17.1% (\$3,285,000). The total cost of all programs and services decreased by approximately \$2,088,000, or about 11.6%. The primary decrease in receipts is mainly due to less debt issued. The decrease in disbursements is mainly due to less capital project expenditures.

The City increased the property tax rate for FY 20 by approximately 2.8%, which generated approximately \$318,000 more property tax revenue (including TIF collections). The City's total assessed valuation increased about 1.63% from FY 19 with the residential rollback increasing 1.2971%. Based on increases in the total assessed valuation, property tax receipts are budgeted to modestly increase about \$28,000 in FY 21.

The cost of all governmental activities this year was approximately \$15.855 million compared to approximately \$17.943 million last year. However, as shown in the Statement of Activities and Net Position on pages 18-19, the amount taxpayers ultimately financed for these activities was only \$11.2 million because some of the cost was paid by those directly benefited from the programs (\$1.847 million) or by other governments and organizations which funded certain programs with grants, contributions and restricted interest (\$2.8 million).

The City paid the remaining "public benefit" portion of governmental activities with property tax (some of which could only be used for certain programs) and with other receipts including hotel/motel tax, local option sales tax, cable franchise fees, interest and other miscellaneous receipts. Overall, the City's governmental activities program receipts, including governmental aid and fees for service, decreased in FY 20 from approximately \$5.691 million to \$4.673 million, principally due to less capital grants and contributions received for street rehabilitation projects, the replacement of the driveway at the airport and donations for the Library remodeling project. Additionally, charges for services was less in FY 20 due mainly to less fees collected in the Culture & Recreation area due to the shut down for the COVID-19 pandemic.

Business-Type Activities

Changes in Cash Basis Net Position of Business-Type Activities (Expressed in Thousand)

| | 2020 | 2019 |
|--|----------|----------|
| Receipts & Transfers: | | |
| Program Receipts: | | |
| Charges for Services & Sales | | |
| Water | \$ 1,462 | \$ 1,457 |
| Sewer | 2,103 | 2,118 |
| Storm Water | 264 | 263 |
| General Receipts | | |
| Unrestricted Investment Earnings | 225 | 216 |
| Other General Receipts | 71 | 87 |
| Total Receipts | 4,125 | 4,141 |
| Disbursements: | | |
| Water | 935 | 1,016 |
| Water - Capital Outlay | 936 | 46 |
| Sewer | 1,191 | 792 |
| Sewer - Capital Outlay | 1,016 | 85 |
| Storm Water | 7 | 7 |
| Storm Water – Capital Outlay | 348 | 20 |
| Total Disbursements | 4,433 | 1,966 |
| Change in cash basis net position before transfers | (308) | 2,175 |
| Transfers, net | (1,164) | (1,240) |
| Change in cash basis net position | (1,472) | 935 |
| Cash basis net position beginning of the year | 9,932 | 8,997 |
| Cash basis net position end of year | \$ 8,460 | \$ 9,932 |

The cash balance at June 30, 2020 was \$8,460,000, a decrease of approximately \$1,472,000. Revenues decreased \$16,000 from FY 19 mainly due to a decline in user fees for sewer.

Total disbursements increased by \$2,467,000 or 225.5% from FY 19 due mainly to capital projects for the Water, Sewer and Storm Water Departments.

INDIVIDUAL MAJOR GOVERNMENTAL FUND ANALYSIS

As the City completed the year, its governmental funds reported a combined fund balance of \$14,961,000, an increase of approximately \$1,280,000 from last year's total of \$13,681,000. The following are the major reasons for the changes in cash balances from the prior year for the City's major funds.

- The General Fund cash balance increased \$96,355 from the prior year to \$4,310,727, which is approximately 55% of General Fund receipts. The General Fund balances are projected to be spent down to 25% of receipts over the next few years. These additional cash reserves are intended to be used for various projects and one-time expenditures.
- The Special Revenue Road Use Tax (RUT) Fund cash balance decreased by \$57,800 to \$1,747,970. The City intends to use this money to upgrade the condition of City roads.
- The Special Revenue Local Option Sales Tax (LOST) Fund cash balance decreased by \$400,664 to \$633,708. The City intends to use this money for future City projects.
- The Debt Service cash balance increased by \$1,040 to \$88,662. This balance will be used for future principal and interest payments.
- The Capital Projects Funds balance on June 30, 2020 was \$7,275,026, an increase of \$1,603,422 from FY19. The increase is mainly due to bond proceeds for the 2020 street project that were not completely expended by June 30, 2020. The increase is also due to funds accumulated for streetscape improvements, the construction of the Streets Maintenance Building and other park improvement projects that had not been completed as of June 30, 2020.

INDIVIDUAL MAJOR BUSINESS TYPE FUND ANALYSIS

- The cash balance of the Water Utility Fund decreased by \$1,010,467 to \$1,623,024. The decrease was mainly due to transfers out to fund water capital improvement projects.
- The cash balance of the Sewer Utility Fund decreased by approximately \$417,625 to \$3,651,987. The decrease was mainly due to transfers out to fund sewer improvement projects. The accumulation of cash reserves is for future operating costs and capital expenditures.
- The cash balance of the Storm Water Utility Fund increased approximately \$173,261 to \$838,365. The accumulation of cash reserves is for future operating costs and capital expenditures.

BUDGETARY HIGHLIGHTS

In accordance with the Code of Iowa, the City Council annually adopts a budget following required public notice and hearings for all funds. Although the budget document presents functional disbursements by fund, the legal level of control is at the aggregated function level, not at the fund or fund type level. The budget may be amended during the year utilizing similar statutorily prescribed procedures. Over the course of the year, the City amended its budget two times. The first amendment was approved on April 27, 2020, and resulted in an increase in disbursements (including transfers) of \$2,227,028 and an increase in revenues and other financing sources of \$689,096. The amendment was primarily to account for various parks and recreation expenses including removal of ash trees, Rec Center building improvements, clean-up costs for 224 N Main Street, Small Business Relief Program and water and wastewater capital projects. The seconded budget amendment was approved on May 26, 2020, and resulted in an increase in disbursements of \$69,814 and an increase in revenues of \$49,050. The amendment was to account for a COVID-19 federal grant the city was awarded and the related expenditures for that grant.

After the budget amendments, The City's receipts were about \$256,500 more than the amended budget mainly due to more intergovernmental receipts received. Total disbursements were \$5.8 million less than the amended budget. This was primarily due to the delay of some capital purchases, unfinished construction projects and less than anticipated operating expenses.

DEBT ADMINISTRATION

At year-end, the City had \$10,436,000 in bonds and other long-term debt compared to \$10,690,000 last year as shown below.

| Outstanding Debt at Year-End (Expressed in Thousands) | | |
|--|-----------------|-----------------|
| | 2020 | 2019 |
| General Obligation Capital Loan Notes | \$7,040 | \$6,675 |
| Sewer Revenue Bonds | 3,396 | 4,015 |
| Total | <u>\$10,436</u> | <u>\$10,690</u> |

Debt decreased as a result of a greater amount of principal payments than new debt issued. Principal payments totaled \$1,759,000 and debt issued was \$1,505,000 for the 2020 Street Rehab project and the purchase of a new fire truck.

The Constitution of the State of Iowa limits the amount of general obligation debt that cities can issue to 5% of the assessed value of all taxable property within the

City's corporate limits. The City's outstanding general obligation debt of \$7,040,000 is well below the City's \$44.66 million legal debt limit.

More detailed information about the City's long-term debt is presented in Note 3 of the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The City's citizens and elected and appointment officials considered many factors when setting the 2021 fiscal year budget, associated tax rates and fees for services. One of those factors is the local economy. The regional economy is stable. Unemployment for Carroll County was at a rate of about 2.3% (January 2020 Local Area Unemployment Statistics for Carroll County obtained from Iowa Workforce Development) which is up slightly from the January 2019 unemployment rate of 2.1%. This is compared to the State's unemployment rate of 2.8% (January 2020) and the national rate of 3.6% (January 2020).

These indicators were taken into account when adopting the budget for fiscal year 2021 (FY 21). Budgeted revenues are expected to be approximately \$1.6 million less than final FY20 budget mainly due less donations and grants expected for capital projects as well as no debt issuance planned for FY 21. Budgeted disbursements are expected to be about \$1.5 million less than FY 20 final budgeted disbursements mainly due to less business type capital projects.

If budget estimates are realized, the City's budgeted cash balance is expected to decrease approximately \$6.0 million by the close of FY 21.

CONTACTING THE CITY'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers and creditors with a general overview of the City's finances and to show the City's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Laura Schaefer, City Clerk, 627 N. Adams Street, Carroll, IA 51401

City of Carroll

Basic Financial Statements

City of Carroll
Statement of Activities and
Net Position - Cash Basis
Year ended June 30, 2020

| Functions/Programs | Expenses | Charges for Services |
|--|------------------|-----------------------------|
| Governmental Activities | | |
| Public Safety Program | \$ 2,225,592.61 | \$ 156,113.47 |
| Public Works Program | 2,039,384.57 | 662,176.72 |
| Health and Social Services Program | 93,325.00 | 25,050.00 |
| Culture and Recreation Program | 2,618,447.37 | 967,700.39 |
| Community & Economic Development Program | 190,073.12 | 3,262.22 |
| General Government | 1,208,588.88 | 32,926.22 |
| Debt Service | 2,030,962.50 | - |
| Capital Projects | 5,449,046.09 | - |
| Total governmental activities | 15,855,420.14 | 1,847,229.02 |
| Business Type Activities | | |
| Water | 1,870,959.38 | 1,461,513.92 |
| Sewer | 2,208,115.62 | 2,102,846.05 |
| Storm Water | 354,346.90 | 264,450.76 |
| Total business type activities | 4,433,421.90 | 3,828,810.73 |
| Total | \$ 20,288,842.04 | \$ 5,676,039.75 |
| General Receipts: | | |
| Property Taxes levied for: | | |
| General purpose | | |
| Debt Service | | |
| Tax Increment Financing | | |
| Property Tax Replacement | | |
| Hotel Motel Tax | | |
| Local Option Sales Tax | | |
| Franchise taxes and fees | | |
| Unrestricted investment earnings | | |
| Bond Proceeds | | |
| Miscellaneous | | |
| Transfers | | |
| Total general receipts and transfers | | |
| Changes in Cash Balance | | |
| Cash Balance beginning of year | | |
| Cash Balance end of year | | |
| Cash Basis Net Position | | |
| Restricted: | | |
| Nonexpendable - Cemetery Perpetual Care | | |
| - Rec Center Trust | | |
| Expendable - Debt Service | | |
| - Streets | | |
| - Other purposes | | |
| Unrestricted | | |
| Total Cash Basis Net Position | | |

See notes to financial statements.

Exhibit A

| Program Revenues | | Net (Disbursements) Receipts | | |
|--|--|------------------------------|--------------------------|-------------------|
| Operating Grants Contributions and Restricted Interest | Capital Grants Contributions and Restricted Interest | Governmental Activities | Business Type Activities | Total |
| \$ 84,755.09 | \$ - | \$ (1,984,724.05) | \$ - | \$ (1,984,724.05) |
| 1,320,555.24 | - | (56,652.61) | - | (56,652.61) |
| - | - | (68,275.00) | - | (68,275.00) |
| 86,961.74 | - | (1,563,785.24) | - | (1,563,785.24) |
| - | - | (186,810.90) | - | (186,810.90) |
| 8,630.00 | - | (1,167,032.66) | - | (1,167,032.66) |
| - | - | (2,030,962.50) | - | (2,030,962.50) |
| - | 1,324,626.17 | (4,124,419.92) | - | (4,124,419.92) |
| 1,500,902.07 | 1,324,626.17 | (11,182,662.88) | - | (11,182,662.88) |
| - | - | - | (409,445.46) | (409,445.46) |
| - | - | - | (105,269.57) | (105,269.57) |
| - | - | - | (89,896.14) | (89,896.14) |
| - | - | - | (604,611.17) | (604,611.17) |
| \$ 1,500,902.07 | \$ 1,324,626.17 | (11,182,662.88) | (604,611.17) | (11,787,274.05) |
| | | 5,212,404.36 | - | 5,212,404.36 |
| | | 853,947.78 | - | 853,947.78 |
| | | 986,430.96 | - | 986,430.96 |
| | | 214,411.03 | - | 214,411.03 |
| | | 212,227.61 | - | 212,227.61 |
| | | 1,734,887.82 | - | 1,734,887.82 |
| | | 105,905.31 | - | 105,905.31 |
| | | 239,374.94 | 224,951.92 | 464,326.86 |
| | | 1,733,681.68 | - | 1,733,681.68 |
| | | 5,338.58 | 71,221.16 | 76,559.74 |
| | | 1,164,037.00 | (1,164,037.00) | - |
| | | 12,462,647.07 | (867,863.92) | 11,594,783.15 |
| | | 1,279,984.19 | (1,472,475.09) | (192,490.90) |
| | | 13,680,765.21 | 9,932,064.01 | 23,612,829.22 |
| | | \$ 14,960,749.40 | \$ 8,459,588.92 | \$ 23,420,338.32 |
| | | \$ 537,531.46 | \$ - | \$ 537,531.46 |
| | | 37,766.84 | - | 37,766.84 |
| | | 88,662.13 | - | 88,662.13 |
| | | 1,747,970.53 | - | 1,747,970.53 |
| | | 1,165,262.97 | - | 1,165,262.97 |
| | | 11,383,555.47 | 8,459,588.92 | 19,843,144.39 |
| | | \$ 14,960,749.40 | \$ 8,459,588.92 | \$ 23,420,338.32 |

City of Carroll
Statement of Cash Receipts, Disbursements
and Changes in Cash Balances
Governmental Funds
Year ended June 30, 2020

| | General | Special Revenue Road Use Tax | Special Revenue Local Option Sales Tax |
|--|------------------------|---|---|
| Receipts: | | | |
| Property tax | \$ 4,341,711.07 | \$ - | \$ - |
| Other Taxes | 318,132.92 | - | 1,734,887.82 |
| Use of money and property | 150,348.61 | - | 30,260.65 |
| Licenses and permits | 90,495.04 | - | - |
| Intergovernmental | 238,700.77 | 1,298,623.22 | - |
| Charges for service | 1,541,521.74 | - | - |
| Special assessments | - | - | - |
| Fines and fees | 60,471.19 | - | - |
| Miscellaneous | 190,919.94 | 2,302.12 | - |
| Total receipts | 6,932,301.28 | 1,300,925.34 | 1,765,148.47 |
| Disbursements: | | | |
| Public Safety | 2,184,670.16 | - | - |
| Public Works | 1,308,050.42 | 744,178.51 | - |
| Health and Social Services | 93,325.00 | - | - |
| Culture and Recreation | 2,625,943.59 | - | - |
| Community and Economic Development | 171,229.83 | - | - |
| General Government | 1,117,044.71 | - | 100,000.00 |
| Debt Service | - | - | - |
| Capital Projects | - | - | - |
| Total disbursements | 7,500,263.71 | 744,178.51 | 100,000.00 |
| Excess (deficiency) of receipts over (under) disbursements | (567,962.43) | 556,746.83 | 1,665,148.47 |
| Other financing sources (uses): | | | |
| Bond/note proceeds | - | - | - |
| Operating transfers in | 887,179.07 | 125,428.32 | - |
| Operating transfers(out) | (222,861.53) | (740,000.00) | (2,065,812.00) |
| Total other financing sources (uses) | 664,317.54 | (614,571.68) | (2,065,812.00) |
| Excess (deficiency) of receipts and other financing sources over disbursements and other financing uses | 96,355.11 | (57,824.85) | (400,663.53) |
| Cash balance beginning of year | 4,214,372.23 | 1,805,795.38 | 1,034,372.00 |
| Cash balance end of year | \$ 4,310,727.34 | \$ 1,747,970.53 | \$ 633,708.47 |
| Cash Basis Fund Balances | | | |
| Unspendable- | | | |
| Permanent fund-Cemetary Perpetual Care | \$ - | \$ - | \$ - |
| -Rec Center Trust | - | - | - |
| Restricted for Debt Service | - | - | - |
| Streets | - | 1,747,970.53 | - |
| Other purposes | 398,373.62 | - | 633,708.47 |
| Committed | - | - | - |
| Assigned | - | - | - |
| Unassigned | 3,912,353.72 | - | - |
| Total cash basis fund balances | \$ 4,310,727.34 | \$ 1,747,970.53 | \$ 633,708.47 |

Exhibit B

| | Debt Service | Capital Projects | Other Nonmajor Governmental Funds | Total |
|----|-----------------------|-----------------------|--|-----------------------|
| \$ | 853,947.78 | \$ - | \$ 1,857,124.25 | \$ 7,052,783.10 |
| | - | - | - | 2,053,020.74 |
| | - | 81,299.08 | 18,551.60 | 280,459.94 |
| | - | - | - | 90,495.04 |
| | 27,809.02 | 674,648.60 | 41,760.66 | 2,281,542.27 |
| | - | - | 5,480.00 | 1,547,001.74 |
| | - | - | - | - |
| | - | - | - | 60,471.19 |
| | - | 649,977.57 | 28,712.00 | 871,911.63 |
| | <u>881,756.80</u> | <u>1,405,925.25</u> | <u>1,951,628.51</u> | <u>14,237,685.65</u> |
| | - | - | 52,208.92 | 2,236,879.08 |
| | - | - | - | 2,052,228.93 |
| | - | - | - | 93,325.00 |
| | - | - | 24,663.94 | 2,650,607.53 |
| | - | - | 18,843.29 | 190,073.12 |
| | - | - | - | 1,217,044.71 |
| | 2,030,962.50 | - | - | 2,030,962.50 |
| | - | 5,449,046.09 | - | 5,449,046.09 |
| | <u>2,030,962.50</u> | <u>5,449,046.09</u> | <u>95,716.15</u> | <u>15,920,166.96</u> |
| | <u>(1,149,205.70)</u> | <u>(4,043,120.84)</u> | <u>1,855,912.36</u> | <u>(1,682,481.31)</u> |
| | - | 1,733,681.68 | - | 1,733,681.68 |
| | 1,150,245.37 | 3,912,861.53 | - | 6,075,714.29 |
| | - | - | (1,883,003.76) | (4,911,677.29) |
| | <u>1,150,245.37</u> | <u>5,646,543.21</u> | <u>(1,883,003.76)</u> | <u>2,897,718.68</u> |
| | 1,039.67 | 1,603,422.37 | (27,091.40) | 1,215,237.37 |
| | 87,622.46 | 5,671,603.36 | 866,999.78 | 13,680,765.21 |
| \$ | <u>88,662.13</u> | <u>7,275,025.73</u> | <u>839,908.38</u> | <u>14,896,002.58</u> |
| \$ | - | \$ - | \$ 537,531.46 | \$ 537,531.46 |
| | - | - | 37,766.84 | 37,766.84 |
| | 88,662.13 | - | - | 88,662.13 |
| | - | - | - | 1,747,970.53 |
| | - | - | - | - |
| | - | - | 133,180.88 | 1,165,262.97 |
| | - | 7,275,025.73 | - | 7,275,025.73 |
| | - | - | 131,429.20 | 131,429.20 |
| | - | - | - | 3,912,353.72 |
| \$ | <u>88,662.13</u> | <u>7,275,025.73</u> | <u>839,908.38</u> | <u>14,896,002.58</u> |

See notes to financial statements.

City of Carroll

**Reconciliation of the Statement of Cash Receipts, Disbursements
and Changes in Cash Balances
to the Cash Basis Statement of Activities and Net Position
Governmental Funds**

As of and for the year ended June 30, 2020

| | |
|--|-----------------|
| Total governmental funds cash balances (page 21) | \$14,896,002.58 |
|--|-----------------|

*Amounts reported for governmental activities in the Cash Basis
Statement of Activities and Net Position are different because:*

| | |
|---|------------------|
| The Internal Service Fund is used by management to charge the costs of health insurance and self-funding of the City's health insurance benefit plan to individual funds. A portion of the cash balance of the Internal Service Fund is included in the governmental activities in the Cash Basis Statement of Activities and Net Position. | <u>64,746.82</u> |
|---|------------------|

| | |
|--|------------------------|
| Cash Basis net position of Governmental activities (page 19) | <u>\$14,960,749.40</u> |
|--|------------------------|

| | |
|-----------------------------------|-----------------|
| Change in cash balances (page 21) | \$ 1,215,237.37 |
|-----------------------------------|-----------------|

*Amounts reported for business type activities in the Cash Basis
Statement of Activities and Net Position are different because:*

| | |
|---|------------------|
| The Internal Service Fund is used by management to charge the costs of health insurance and self-funding of the City's health insurance benefit plan to individual funds. A portion of the change in the cash balance of the Internal Service Fund is reported with the governmental activities in the Cash Basis Statement of Activities and Net Position. | <u>64,746.82</u> |
|---|------------------|

| | |
|--|------------------------|
| Change in cash basis net position of governmental activities (page 19) | <u>\$ 1,279,984.19</u> |
|--|------------------------|

See notes to financial statements.

City of Carroll

City of Carroll
Statement of Cash Receipts, Disbursements
and Changes in Cash Balances
Proprietary Funds

Year ended June 30, 2020

| | Enterprise Funds | |
|---|-------------------------|------------------------|
| | Major Fund | Major Fund |
| | Water | Sewer |
| Operating receipts: | | |
| Charges for service | \$ 1,461,513.92 | \$ 2,102,846.05 |
| Total operating receipts | <u>1,461,513.92</u> | <u>2,102,846.05</u> |
| Operating disbursements: | | |
| Governmental activities: | | |
| Public Safety | - | - |
| Public works | - | - |
| Cultural and recreational | - | - |
| General government | - | - |
| Business-type activities: | <u>933,820.67</u> | <u>1,201,589.28</u> |
| Total operating disbursements | <u>933,820.67</u> | <u>1,201,589.28</u> |
| Excess (deficiency) of operating receipts over (under) operating disbursements | <u>527,693.25</u> | <u>901,256.77</u> |
| Non-operating receipts (disbursements) | | |
| Use of money and property | 94,282.32 | 79,075.39 |
| Miscellaneous | 38,484.61 | 15,823.19 |
| Capital Outlay | - | - |
| Net non-operating receipts (disbursements) | <u>132,766.93</u> | <u>94,898.58</u> |
| Other financing sources (uses): | | |
| Bond/note proceeds | - | - |
| Operating transfers in | 908,335.00 | - |
| Operating transfers (out) | (2,579,262.00) | (1,413,780.00) |
| Total other financing sources (uses) | <u>(1,670,927.00)</u> | <u>(1,413,780.00)</u> |
| Excess of receipts and other financing sources over disbursements and other financing uses | <u>(1,010,466.82)</u> | <u>(417,624.65)</u> |
| Cash balance beginning of year | <u>2,633,490.36</u> | <u>4,069,611.54</u> |
| Cash balance end of year | <u>\$ 1,623,023.54</u> | <u>\$ 3,651,986.89</u> |
| Cash Basis Fund Balances | | |
| Restricted | \$ - | \$ - |
| Committed | - | - |
| Assigned | - | - |
| Unrestricted | <u>1,623,023.54</u> | <u>3,651,986.89</u> |
| Total cash basis fund balances | <u>\$ 1,623,023.54</u> | <u>\$ 3,651,986.89</u> |

Exhibit D

| <u>Major Fund</u> <u>Storm Water</u> | <u>Other Non-Major</u> <u>Proprietary</u> | <u>Total</u> | <u>Internal</u> <u>Service</u> <u>Employee</u> <u>Health</u> |
|---|--|------------------------|---|
| \$ 264,450.76 | \$ - | \$ 3,828,810.73 | \$ 613,865.59 |
| <u>264,450.76</u> | <u>-</u> | <u>3,828,810.73</u> | <u>613,865.59</u> |
| - | - | - | 179,185.54 |
| - | - | - | 85,082.04 |
| - | - | - | 138,244.83 |
| - | - | - | 48,365.06 |
| <u>6,748.00</u> | <u>10,375.00</u> | <u>2,152,532.95</u> | <u>96,144.55</u> |
| <u>6,748.00</u> | <u>10,375.00</u> | <u>2,152,532.95</u> | <u>547,022.02</u> |
| <u>257,702.76</u> | <u>(10,375.00)</u> | <u>1,676,277.78</u> | <u>66,843.58</u> |
| 14,480.76 | 37,113.45 | 224,951.92 | 16,627.23 |
| 1,077.36 | 15,836.00 | 71,221.16 | - |
| <u>-</u> | <u>(2,299,612.93)</u> | <u>(2,299,612.93)</u> | <u>-</u> |
| 15,558.12 | (2,246,663.48) | (2,003,439.85) | 16,627.23 |
| - | - | - | - |
| - | 2,020,670.00 | 2,929,005.00 | - |
| <u>(100,000.00)</u> | <u>-</u> | <u>(4,093,042.00)</u> | <u>-</u> |
| <u>(100,000.00)</u> | <u>2,020,670.00</u> | <u>(1,164,037.00)</u> | <u>-</u> |
| 173,260.88 | (236,368.48) | (1,491,199.07) | 83,470.80 |
| <u>665,104.38</u> | <u>2,563,857.73</u> | <u>9,932,064.01</u> | <u>874,735.81</u> |
| <u>\$ 838,365.26</u> | <u>\$ 2,327,489.25</u> | <u>\$ 8,440,864.94</u> | <u>\$ 958,206.61</u> |
| \$ - | \$ - | \$ - | \$ 958,206.61 |
| - | 2,327,489.25 | 2,327,489.25 | - |
| - | - | - | - |
| 838,365.26 | - | 6,113,375.69 | - |
| <u>\$ 838,365.26</u> | <u>\$ 2,327,489.25</u> | <u>\$ 8,440,864.94</u> | <u>\$ 958,206.61</u> |

See notes to financial statements.

Exhibit E

City of Carroll

**Reconciliation of the Statement of Cash Receipts, Disbursements
And Changes in Cash Balances
to the Cash Basis Statement of Activities and Net Position
Proprietary Funds
As of and for the year ended June 30, 2020**

Total enterprise funds cash balances (page 24) \$ 8,440,864.94

*Amounts reported for business type activities in the Cash Basis
Statement of Activities and Net Position are different because:*

The Internal Service Fund is used by management to charge the costs of health insurance and self-funding of the City's health insurance benefit plan to individual funds. A portion of the cash balance of the Internal Service Fund is included in the business type activities in the Cash Basis Statement of Activities and Net Position. 18,723.98

Cash Basis net position of Business type activities (page 19) \$ 8,459,588.92

Change in cash balances (page 24) \$(1,491,199.07)

*Amounts reported for business type activities in the Cash Basis
Statement of Activities and Net Position are different because:*

The Internal Service Fund is used by management to charge the costs of health insurance and self-funding of the City's health insurance benefit plan to individual funds. A portion of the change in the cash balance of the Internal Service Fund is reported with the business type activities in the Cash Basis Statement of Activities and Net Position. 18,723.98

Change in cash basis net position of business type activities (page 19) \$(1,472,475.09)

See notes to financial statements.

City of Carroll

Notes to Financial Statements

June 30, 2020

Note 1 - Summary of Significant Accounting Policies

The City of Carroll is a political subdivision of the State of Iowa located in Carroll County. It was first incorporated in 1869 and operates under the Home Rule provisions of the Constitution of Iowa. The City operates under the Mayor-Council form of government with the Mayor and Council Members elected on a non-partisan basis. The City provides numerous services to citizens including public safety, public works, health and human services, culture and recreation, community and economic developments, and general government services. The City also provides water, sewer and storm water utilities for its citizens.

A. Reporting Entity

For financial reporting purposes, the City of Carroll has included all funds, organizations, agencies, boards, commissions and authorities. The City has also considered all potential component units for which it is financially accountable, and other organizations for which the nature and significance of their relationship with the City are such that exclusion would cause the City's financial statements to be misleading or incomplete. The Governmental Accounting Standards Board has set forth criteria to be considered in determining financial accountability. These criteria include appointing a voting majority of an organization's governing body, and (1) the ability of the City to impose its will on that organization or (2) the potential for the organization to provide specific benefits to, or impose specific financial burdens on the City. The City has no component units that meet the Governmental Accounting Standards Board criteria.

Jointly Governed Organizations

The City also participates in several jointly governed organizations that provide goods or services to the citizenry of the City but do not meet the criteria of a joint venture since there is no ongoing financial interest or responsibility by the participating governments. City officials are members of the following boards and commissions: Carroll County Assessor's Conference Board, Carroll County Solid Waste Commission, City/County Communications Committee, Carroll County Regional Planning Commission, County Emergency Management Commission and County Joint E911 Service Board, Carroll Area Access Television 6 (CAAT6) Board, and Carroll Foundation.

B. Basis of Presentation

Government-Wide Financial Statements – The Cash Basis Statement of Activities and Net Position reports information on all of the nonfiduciary activities of the City. For the most part, the effect of interfund activity has been removed from this statement.

Governmental activities, which are supported by tax and intergovernmental revenues, are reported separately from business type activities, which rely to a significant extent on fees and charges for service.

The Cash Basis Statement of Activities and Net Position presents the City's nonfiduciary net position. Net position is reported in following categories/components:

Nonexpendable restricted net position is subject to externally imposed stipulations which require the cash balance to be maintained permanently by the City, including the City's Permanent Fund.

Expendable restricted net position results when constraints placed on the use of cash balances are either externally imposed or imposed by law through constitutional provisions or enabling legislation.

Unrestricted net position consists of cash balances not meeting the definition of the preceding categories. Unrestricted net position is often subject to the constraints imposed by management which can be removed or modified.

The Cash Basis Statement of Activities and Net Position demonstrates the degree to which the direct disbursements of a given function are offset by program receipts. Direct disbursements are those clearly identifiable with a specific function. Program receipts include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function and 2) grants, contributions, and interest on investments that are restricted to meeting the operational or capital requirements of a particular function. Property tax and other items not properly included among program receipts are reported instead as general receipts.

Fund Financial Statements - Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements. All remaining governmental funds are aggregated and reported as nonmajor governmental funds.

The City reports the following major governmental funds:

The General Fund is the general operating fund of the City. All general tax receipts from general and emergency levies and other receipts not allocated by law or contractual agreement to some other fund are accounted for in this fund. From the fund are paid the general operating disbursements, the fixed charges and the capital improvement costs that are not paid through other funds.

Special Revenue

Road Use Tax is used to account for the road use tax allocation from the State of Iowa

to be used for road construction and maintenance.

Local Option Sales Tax is used to account for a voter approved optional sales tax imposed on all sales within the electing jurisdiction. Revenue from this tax must be spent on the specific purposes set forth in the election ballot if other than property tax relief.

The Debt Service Fund is utilized to account for property tax and other receipts to be used for the payment of interest and principal on the City's general long term debt.

The Capital Projects Funds are utilized to account for all resources used in the acquisition and construction of capital facilities, with the exception of those that are financed through enterprise funds.

The City reports the following major proprietary funds:

The Enterprise, Water Fund accounts for the operation and maintenance of the City's water system.

The Enterprise, Sewer Fund accounts for the operation and maintenance of the City's waste water treatment and sanitary sewer system.

The Enterprise, Storm Water Fund accounts for the operation and maintenance of the City's storm water collection system.

The City also reports the following additional proprietary fund:

An Internal Service Fund is utilized to account for the financing of health insurance services provided to other departments on a cost reimbursement basis.

C. Measurement Focus and Basis of Accounting

The City of Carroll maintains its financial records on the basis of cash receipts and disbursements and the financial statements of the City are prepared on that basis. The cash basis of accounting does not give effect to accounts receivable, accounts payable and accrued items. Accordingly, the financial statements do not present financial position and results of operations of the funds in accordance with U.S. generally accepted accounting principles.

Under the terms of grant agreements, the City funds certain programs by a combination of specific cost-reimbursement grants, categorical block grants and general receipts. Thus, when program disbursements are paid, there are both restricted and unrestricted cash basis net positions available to finance the program. It is the City's policy to first apply cost-reimbursement grant resources to such programs, followed by categorical block grants and then by general receipts.

When a disbursement in governmental funds can be paid using either restricted or unrestricted resources, the City's policy is generally to first apply the disbursement toward restricted fund balance and then to less-restrictive classifications – committed, assigned and then unassigned fund balances.

Proprietary funds distinguish operating receipts and disbursements from non-operating items. Operating receipts and disbursements generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. All receipts and disbursements not meeting this definition are reported as non-operating receipts and disbursements.

D. Property Taxes and Governmental Cash Basis Fund Balances:

The following accounting policies are followed in preparing the financial statements:

Property tax revenues recognized in these funds become due and collectible in September and March of the current fiscal year with a 1 ½ % per month penalty for delinquent payments: is based on January 1, 2018 assessed property valuations: is for the tax accrual period July 1, 2019 through June 30, 2020 and reflects tax asking contained in the budget certified to the City Council in March 2019.

In the governmental fund financial statements, cash basis fund balances are classified as follows:

Nonspendable – Amounts which cannot be spent because they are legally or contractually required to be maintained intact.

Restricted – Amounts restricted to specific purposes when constraints placed on the use of the resources are either externally imposed by creditors, grantors, or state or federal laws or imposed by law through constitutional provisions or enabling legislation.

Assigned - Amounts the Council intends to use for specific purposes.

Unassigned – All amounts not included in the preceding classifications.

E. Budgets and Budgetary Accounting

The budgetary comparison and related disclosures are reported as Other Information. During the year ended June 30, 2020, there were no disbursements that exceeded the amounts budgeted in the general government and business type activities functions.

Note 2 - Cash and Pooled Investments

The City's deposits in banks at June 30, 2020, were entirely covered by federal depository insurance, or by the State Sinking Fund in accordance with Chapter 12C of the Code of

Iowa. This chapter provides for additional assessments against the depositories to ensure there will be no loss of public funds.

The City is authorized by statute to invest public funds in obligations of the United States government, its agencies and instrumentalities; certificates of deposit or other evidences of deposit at federally insured depository institutions approved by the City Council; prime eligible bankers acceptances; certain high rated commercial paper; perfected repurchase agreements; certain registered open-end management investment companies; certain joint investment trusts; and warrants or improvement certificates of a drainage district.

Interest rate risk – The City’s investment policy limits the investment of operating funds (funds expected to be expended in the current budget year or within 15 months of receipt) in instruments that mature within 397 days. Funds not identified as operating funds may be invested in investments with maturities longer than 397 days but the maturities shall be consistent with the needs and use of the City.

Note 3 - Bonds and Notes Payable

Annual debt service requirements to maturity for general obligation bonds, sewer revenue bonds and capital loan notes are as follows:

| Year Ending June 30, | Sewer Revenue Bonds | | General Obligation Capital Loan Notes | | Total | |
|----------------------------|------------------------|-------------------|--|---------------------|----------------------|---------------------|
| | Principal | Interest | Principal | Interest | Principal | Interest |
| 2021 | 639,000 | 59,430 | 1,170,000 | 220,343 | 1,809,000 | 279,773 |
| 2022 | 659,000 | 48,248 | 1,085,000 | 187,935 | 1,744,000 | 236,183 |
| 2023 | 678,000 | 36,715 | 915,000 | 159,975 | 1,593,000 | 196,690 |
| 2024 | 699,000 | 24,850 | 655,000 | 136,908 | 1,354,000 | 161,758 |
| 2025 | 721,000 | 12,618 | 370,000 | 118,065 | 1,091,000 | 130,683 |
| 2026-33 | - | - | 2,845,000 | 421,853 | 2,845,000 | 421,853 |
| | \$ 3,396,000 | \$ 181,860 | \$ 7,040,000 | \$ 1,245,078 | \$ 10,436,000 | \$ 1,426,938 |

The Code of Iowa requires that principal and interest on general obligation bonds be paid from the Debt Service fund.

The resolutions providing for the issuance of the general obligation bonds include the following provisions:

The funds to pay principal and interest will be provided from the levied direct annual tax, except for the sewer revenue bonds that are paid with revenue generated by the sewer enterprise fund.

General Obligation, Revenue and Capital Loan Notes

The City issued \$11,000,000, Revenue Capital Loan Notes, Series 2003, during the year ended June 30, 2004. Capital Loan Notes totaling \$8,000,000 were issued December 23, 2003, and an additional issue on June 9, 2004, of \$3,000,000. These notes will be used to defray the costs of wastewater treatment plant improvements. Interest rate is 3.00%. Interest payments are due semiannually beginning June 1, 2004. Principal and interest payments are paid semiannually starting June 1, 2006. In July 2015 the Iowa Finance Authority negotiated a reduced interest to 1.75% for payments starting in fiscal year 2015.

On April 23, 2015, the City issued \$1,770,000 in General Obligation Capital Loan Notes, Series 2015A, with an interest rate range of .750% to 1.850%. The net proceeds were used to defease/advance refund the GO Bond Series 2008A, in the amount of \$1,715,000.00. The City's designated Paying Agent, UMB Bank, N.A., Kansas City, MO, will pay principal and interest on the Notes; interest payable initially on December 1, 2015, and thereafter interest on each June 1 and December 1, through 2023, principal paid annually starting June 1, 2017.

On November 30, 2016, the City issued \$2,290,000 in General Obligation Capital Loan Notes, Series 2016B, with an interest rate range of .80% to 1.60%. The net proceeds were used to pay costs of cemetery maintenance building and Third Street storm sewer improvements. The City's designated Paying Agent, UMB Bank, N.A., Kansas City, MO, will pay principal and interest on the Notes; interest payable each June 1 and December 1, through 2024, principal paid annually starting June 1, 2017.

On November 14, 2018, the City issued \$4,475,000 in General Obligation Capital Loan Notes, Series 2018B, with an interest rate of 3.35%. Total project was split between 5 local banks. The net proceeds were used to pay costs of the Library/City Hall projects and park/trail improvements. The City will pay principal and interest on the Notes; interest payable each June 1 and December 1, through 2033, principal paid annually starting June 1, 2019.

On March 25, 2020, the City issued \$1,505,000 in General Obligation Capital Loan Notes, Series 2020A, with an interest rate range of 4.00% to 5.00% and a true interest cost of 1.23%. The net proceeds were used to pay for the purchase of a fire truck and the Street Rehab – 2019 Project. The City's designated Paying Agent, UMB Bank, N.A., Kansas City, MO, will pay interest on the Notes; interest payable each June 1 and December 1, through 2029, principal paid annually starting June 1, 2020.

Sewer Revenue Notes

The City has pledged future sewer customer receipts, net of specific operating disbursements, to repay \$11,000,000 of sewer revenue notes issued in FY 2004 with \$8,000,000 issued December 2003 and \$3,000,000 issued June 2004. Proceeds from the notes provided financing for the construction of the wastewater treatment plant

improvements and sanitary relief sewer improvements. The notes are payable solely from customer net receipts and are payable through 2025. Annual principal and interest payments on the notes are expected to require about 55% of net receipts. The total principal and interest remaining to be paid on the notes is \$3,577,860. For the current year, principal and interest paid and total customer net receipts were \$689,262.50 and \$1,252,166.77, respectively.

The resolutions providing for the issuance of the revenue notes include the following provisions:

- (a) The notes will only be redeemed from the future earnings of the sewer system activity and the note holders hold a lien on the future earnings of the fund.
- (b) Sufficient monthly transfers shall be made to a separate sewer revenue note sinking account within the Sewer Fund for the purpose of making the note principal and interest payments when due.
- (c) All funds remaining in the sewer account at the close of the month may be deposited in any of the funds created by the resolutions, to pay for extraordinary repairs or replacements to the sewer system, or for any lawful purpose.

Note 4 - Pension Plan

Plan Description - IPERS membership is mandatory for employees of the City, except for those covered by another retirement system. Employees of the City are provided with pensions through a cost-sharing multiple employer defined benefit pension plan administered by Iowa Public Employees' Retirement System (IPERS). IPERS issues a stand-alone financial report which is available to the public by mail at 7401 Register Drive, P.O. Box 9117, Des Moines, Iowa 50306-9117 or at www.ipers.org.

IPERS benefits are established under Iowa Code chapter 97B and the administrative rules thereunder. Chapter 97B and the administrative rules are the official plan documents. The following brief description is provided for general informational purposes only. Refer to the plan documents for more information.

Pension Benefits – A regular member may retire at normal retirement age and receive monthly benefits without an early retirement reduction. Normal retirement age is age 65, any time after reaching age 62 with 20 or more years of covered employment, or when the member's years of service plus the member's age at the last birthday equals or exceeds 88, whichever comes first. These qualifications must be met on the member's first month of entitlement to benefits. Members cannot begin receiving retirement benefits before age 55. The formula used to calculate a Regular member's monthly IPERS benefit includes:

- A multiplier based on years of service.
- The member's highest five year average salary, except for members with service before June 30, 2012, will use the highest three-year average salary as of that date if it is greater than the highest five-year average salary.

Protection occupation members may retire at normal retirement age, which is generally age 55 and may retire any time after reaching age 50 with 22 or more years of covered employment.

The formula used to calculate a protection occupation member's monthly IPERS benefit includes:

- 60% of average salary after completion of 22 years of service, plus an additional 1.5% of average salary for more than 22 years of service but not more than 30 years of service.
- The member's highest three-year average salary.

If a member retires before normal retirement age, the member's monthly retirement benefit will be permanently reduced by an early retirement reduction. The early retirement reduction is calculated differently for service before and after July 1, 2012. For service earned before July 1, 2012, the reduction is .25% for each month that the member receives benefits before the member's earliest normal retirement age. For service earned starting July 1, 2012, the reduction is .50% for each month that the member receives benefits before age 65.

Generally, once a member selects a benefits option, a monthly benefit is calculated and remains the same for the rest of the member's lifetime. However, to combat the effects of inflation, retirees who began receiving benefits prior to July 1990 receive a guaranteed dividend with their regular November benefit payments.

Disability and Death Benefits – A vested member who is awarded federal Social Security disability or Railroad Retirement disability benefits is eligible to claim IPERS benefits regardless of age. Disability benefits are not reduced for early retirement. If a member dies before retirement, the member's beneficiary will receive a lifetime annuity or a lump sum payment equal to the present actuarial value of the member's accrued benefit or calculated with a set formula, whichever is greater. When a member dies after retirement, death benefits depend on the benefit option the member selected at retirement.

Contributions – Contribution rates are established by IPERS following the annual actuarial valuation which applies IPERS Contribution Rate Funding Policy and Actuarial Amortization Method. State statute limits the amount rates can increase or decrease each year to 1 percentage point. IPERS Contribution Rate Funding Policy requires that the

actuarial contribution rate be determined by using the “entry age normal” actuarial cost method and the actuarial assumptions and methods approved by the IPERS Investment Board. The actuarial contribution rate covers normal cost plus the unfunded actuarial liability payment base on a 30-year amortization period. The payment to amortize the unfunded actuarial liability is determined as a level percentage of payroll based on the Actuarial Amortization Method adopted by the Investment Board.

In fiscal year 2020, pursuant to the required rate, Regular members contributed 6.29% of covered payroll and the City contributed 9.44% for a total rate of 15.73%. Protection occupation members contributed 6.61% of covered payroll and the City contributed 9.91% of covered payroll, for a total rate of 16.52%.

The city’s contributions to IPERS for the year ended June 30, 2020, totaled \$287,092.62.

Net Pension Liability, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions – At June 30, 2020, the City reported a liability of \$ 2,216,761 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2019 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City’s proportion of the net pension liability was based on the City’s share of contributions to IPERS relative to the contributions of all IPERS participating employers. At June 30, 2019, the City’s proportion was 0.0382817%, which was an increase of 0.000475% from its proportion measured as of June 30, 2018.

For the year ended June 30, 2020, the City’s pension expense, deferred outflows of resources and deferred inflows of resources totaled of \$411,069, \$351,608, and \$873,082 respectively.

There were no non-employer contributing entities to IPERS.

Actuarial Assumptions – The total pension liability in the June 30, 2019, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, as follows:

| | |
|--|---|
| Rate of inflation (effective June 30, 2017) | 2.60% per annum. |
| Rate of salary increase (effective June 30, 2017) | 3.25% to 16.25%, average, including inflation. Rates vary by membership group. |
| Long-term investment rate of return (effective June 30, 2017) | 7.00%, compounded annually, net of investment expense, including inflation. |
| Wage growth (effective June 30, 2017) | 3.25% per annum, based on 2.60% inflation and 0.65% real wage inflation. |

The actuarial assumptions used in the June 30, 2019, valuation were based on the results of an economic assumption study dated March 24, 2017, and a demographic assumption study dated June 28, 2018.

Mortality rates used in the 2019 valuation were based on the RP-2014 Employee and Healthy Annuitant Tables with MP-2017 generational adjustments.

The long term expected rate of return on IPERS investments was determined using a building block method in which best estimate ranges of expected future real rates (expected returns, net of investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

| <u>Asset Class</u> | <u>Asset Allocation</u> | <u>Long-Term Expected Real Rate of Return</u> |
|--------------------------|-------------------------|---|
| Domestic Equity | 22.0% | 5.60% |
| International Equity | 15.0 | 6.08 |
| Global Smart Beta Equity | 3.0 | 5.82 |
| Core Plus Fixed Income | 27.0 | 1.71 |
| Public Credit | 3.5 | 3.32 |
| Public Real Assets | 7.0 | 2.81 |
| Cash | 1.0 | (0.21) |
| Private Equity | 11.0 | 10.13 |
| Private Real Assets | 7.5 | 4.76 |
| Private Credit | <u>3.0</u> | 3.01 |
| Total | 100% | |

Discount Rate – The discount rate used to measure the total pension liability was 7.0 percent. The projection of cash flows used to determine the discount rate assumed employee contributions will be made at the contractually required rate and contributions from the City will be made at contractually required rates, actuarially determined. Based on those assumptions, IPERS’ fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on IPERS’ investments was applied to all periods of projected benefits payments to determine the total pension liability.

Sensitivity of the City’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate – The following presents the City’s proportionate share of the net pension liability calculated using the discount rate of 7.0%, as well as what the City’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1% lower (6.0 percent) or 1% higher (8.0 percent) than the current rate.

| | 1% Decrease (6.0%) | Discount Rate (7.0%) | 1% Increase (8.0%) |
|---|--------------------------|----------------------------|--------------------------|
| City's proportionate share of the net pension liability | \$3,953,407 | \$2,216,761 | \$ 760,104 |

IPERS' Net Position – Detailed information about IPERS fiduciary net position is available in the separately issued IPERS financial report which is available on IPERS' website at www.ipers.org.

Municipal Fire and Police Retirement System of Iowa (MFPRSI)

Plan Description – MFPRSI membership is mandatory for fire fighters and police officers covered by the provisions of Chapter 411 of the Code of Iowa. Employees of the City are provided with pensions through a cost-sharing multiple employer defined benefit pension plan administered by MFPRSI. MFPRSI issues a stand-alone financial report which is available to the public by mail at 7155 Lake Drive, Suite #201, West Des Moines, Iowa 50266 or at www.mfprsi.org.

MFPRSI benefits are established under Chapter 411 of the Code of Iowa and the administrative rules thereunder. Chapter 411 of the Code of Iowa and the administrative rules are the official plan documents. The following brief description is providing for general informational purposes only. Refer to the plan documents for more information.

Pension Benefits – Members with 4 or more years of service are entitled to pension benefits beginning at age 55. Full service retirement benefits are granted to members with 22 years of services, while partial benefits are available to those members with 4 to 22 years of service based on the ratio of years completed to the years required (i.e., 22 years). Members with less than 4 years of service are entitled to a refund of their contribution only, with interest, for the period of employment.

Benefits are calculated based upon the member's highest 3 years of compensation. The average of these 3 years becomes the member's average final compensation. The base benefit is 66% of the member's average final compensation. Members who perform more than 22 years of service receive an additional 2% of the member's average final compensation for each additional year of service, up to a maximum of 8 years. Survivor benefits are available to the beneficiary of a retired member according to the provisions of the benefit option chosen plus an additional benefit for each child. Survivor benefits are subject to a minimum benefit for those members who chose the basic benefit with a 50% surviving spouse benefit.

Active members, at least 55 years of age, with 22 or more years of service have the option to participate in the Deferred Retirement Option Program (DROP). The DROP is an arrangement whereby a member who is otherwise eligible to retire and commence benefits opts to continue to work. A member can elect a 3, 4, or 5 year DROP period. When electing to participate in DROP, the member signs a contract stating the member will retire at the end of the selected DROP period. During the DROP period, the member's retirement benefit is frozen and a DROP benefit is credited to a DROP account established for the member. Assuming the member completes the DROP period, the DROP benefit is equal to 52% of the member's retirement benefit at the member's earliest date eligible and 100% if the member delays enrollment for 24 months. At the member's actual date of retirement, the member's DROP account will be distributed to the member in the form of a lump sum or rollover to an eligible plan.

Disability and Death Benefits – Disability benefits may be either accidental or ordinary. Accidental disability is defined as permanent disability incurred in the line of duty, with benefits equivalent to the greater of 60% of the member's average final compensation or the member's service retirement benefit calculation amount. Ordinary disability occurs outside the call of duty and pays benefits equivalent to the greater of 50% of the member's average final compensation for those with 5 or more years of service or the member's services retirement benefit calculation amount and 25% of average final compensation for those with less than 5 years of service.

Death benefits are similar to disability benefits. Benefits for accidental death are 50% of the average final compensation of the member plus an additional amount for each child, or the provisions for ordinary death. Ordinary death benefits consist of a pension equal to 40% of the average final compensation of the member plus an additional amount for each child, or a lump-sum distribution to the designated beneficiary equal to 50% of the previous year's earnable compensation of the member or equal to the amount of the member's total contributions plus interest.

Benefits are increased annually in accordance with Chapter 411.6 of the Code of Iowa which provides a standard formula for the increases.

The surviving spouse or dependents of an active member who dies due to a traumatic personal injury incurred in the line of duty receives a \$100,000 lump-sum payment.

Contributions – Members contribution rates are set by state statute. In accordance with Chapter 411 of the Code of Iowa, the contribution rate was 9.40% of earnable compensation for the year ended June 30, 2020.

Employer contribution rates are based upon an actuarially determined normal contribution rate and set by state statute. The required actuarially determined contributions are calculated on the basis of the entry age normal method as adopted by the Board of Trustees as permitted under Chapter 411 of the Code of Iowa. The normal contribution rate is provided by state statute to be the actuarial liabilities of the plan less current plan assets, with such total divided by 1% of the actuarially determined present value of prospective future compensation of all members, further reduced by member contributions and state appropriations. Under the Code of Iowa, the employer's contribution rate cannot be less than 17.00% of earnable compensation. The contribution rate was 24.41% for the year ended June 30, 2020.

The City's contributions to MFPRSI for the year ended June 30, 2020 was \$226,793.51.

If approved by the state legislature, state appropriations may further reduce the City's contribution rate, but not below the minimum statutory contribution rate of 17.00% of earnable compensation. The State of Iowa, therefore, is considered to be a nonemployer contributing entity in accordance with the provisions of the Governmental Accounting Standards Board Statement No. 67 – Financial Reporting for Pension Plans, (GASB 67).

There were no state appropriations to MFPRSI during the fiscal year ended June 30, 2020.

Net Pension Liability, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions – At June 30, 2020, the City reported a liability of \$1,830,022 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportion of the net pension liability was based on the City's share of contributions to the MFPRSI relative to the contributions of all MFPRSI participating employers. At June 30, 2019, the City's proportion was 0.28% which was a decrease of 0.0146% from its proportions measured as of June 30, 2018.

For the year ended June 30, 2020, the City's pension expense, deferred outflows of resources and deferred inflows of resources totaled \$389,897, \$365,702 and \$(135,066) respectfully.

Actuarial Assumptions - The total pension liability in the June 30, 2019, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

| | |
|---------------------------|---|
| Rate of inflation | 3.00% |
| Salary increases | 3.75 to 15.11%, including inflation |
| Investment rate of return | 7.50%, net of investment expense, including inflation |

The actuarial assumptions used in the June 30, 2019, valuation were based on the results of an actuarial experience study for the period July 1, 2007 through June 30, 2017.

Postretirement mortality rates were based on the RP-2014 Blue Collar Combined Healthy Annuitant Table with males set forward zero years, females set forward two years and disabled individuals set-forward three year (male only rates), with generational projection of future mortality improvement with 50% of Scale BB beginning in 2017.

The long-term expected rate of return on MFPRSI investments was determined using a building-block method in which best-estimate ranges of expected future real rates (i.e., expected returns, net of investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

| <u>Asset Class</u> | <u>Long-Term Expected Real Rate of Return</u> |
|------------------------------|---|
| Large cap | 5.5% |
| Small cap | 5.8 |
| International large cap | 7.3 |
| Emerging markets | 9.0 |
| Emerging markets debt | 6.3 |
| Private non-core real estate | 8.0 |
| Master limited partnerships | 9.0 |
| Private equity | 9.0 |
| Core plus fixed income | 3.3 |
| Private core real estate | 6.0 |
| Tactical asset allocation | 6.4 |

Discount Rate – The discount rate used to measure the total pension liability was 7.50%. The projection of cash flows used to determine the discount rate assumed contributions will be made at 9.40% of covered payroll and the City contributions will be made at rates equal to the difference between actuarially determined rates and the member rate. Based on those assumptions, the MFPRSI’s fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term expected rate of return on MFPRSI’s investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of City's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate – The following presents the City's proportionate share of the net pension liability calculated using the discount rate of 7.50%, as well as what the city's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1% lower (6.50 %) or 1% higher (8.50 %) than the current rate.

| | 1% Decrease <u>(6.50%)</u> | Discount Rate <u>(7.50%)</u> | 1% Increase <u>(8.50%)</u> |
|--|----------------------------------|------------------------------------|----------------------------------|
| City's proportionate share of the net pension liability | \$ 2,979,597 | \$ 1,830,022 | \$ 877,949 |

MFPRSI's Fiduciary Net Position – Detailed information about MFPRSI's fiduciary net position is available in the separately issued MFPRSI financial report which is available on MFPRSI's website at www.mfprsi.org.

Note 5 - Other Postemployment Benefits (OPEB)

Plan Description - The City partially self-funds a single-employer health benefit plan which provides medical/prescription drug benefits for employees, retirees and their spouses. There are 51 active and three (3) inactive employees on the plan. Retired participants must be age 55 or older at retirement.

The medical/prescription drug coverage is provided through a fully-insured plan with Wellmark. The City self-funds the co-payments, deductibles and out-of-pocket maximums to a lower amount. Retirees under age 65 pay the same premium for the medical/prescription drug benefit as active employees, which results in an implicit subsidy and an OPEB liability.

Funding Policy - The contribution requirements of plan members are established by union contracts for Police union employees and by Council for the Public Works union employees and the non-union employees. The City currently finances the benefit plan on a pay-as-you-go basis. Currently, employees are required to pay, on a pre-tax basis, 20% of the cost of the premium equal to the cost of electing continuing coverage under COBRA. For FY 2020, employees contributed \$1,198.32 for single coverage and \$2,634.48 for family coverage. For the year ended June 30, 2020 the City contributed \$487,337.68 and plan members eligible for benefits contributed \$143,155.14 to the plan.

If an employee certifies that he/she is otherwise covered by health insurance and opts to waive coverage through the City, the City shall pay the employee an amount equal to thirty-percent (30%) of the single health insurance coverage.

Note 6 - Compensated Absences

City Employees accumulate a limited amount of earned but unused vacation and sick leave and comp time hours or subsequent use or for payment upon termination, retirement or death. These accumulations are not recognized as disbursement by the City until used or paid. The City's approximate liability or earned vacation, and sick leave, and comp time payable to employees at June 30, 2020, primarily relating to the General Fund, is as follows:

| <u>Type of Benefits</u> | <u>Liability June 30, 2020</u> |
|-------------------------|------------------------------------|
| Vacation | \$ 187,087.30 |
| Compensatory Time | 29,163.46 |
| Sick Leave | <u>467.04</u> |
| | <u>\$ 216,717.80</u> |

* Computed based on rates of pay in effect as of June 30, 2020.

Note 7 - Hospital Revenue Bonds

On November 1, 2006, the City issued a total of \$5,425,000 of Hospital Revenue Bonds under the provisions of Chapter 419 of the Code of Iowa. The bonds and related interest are payable solely from the revenue of St. Anthony Regional Hospital, and the bond principal and interest do not constitute liabilities of the City.

On November 26, 2012, the City issued a total of \$4,820,000 of Hospital Revenue Refunding Bonds under the provisions of Chapter 419 of the Code of Iowa. The bonds and related interest are payable solely from the revenue of St. Anthony Regional Hospital, and the bond principal and interest do not constitute liabilities of the City.

Note 8 - Land Fill Contract

The City of Carroll has an agreement with the Carroll County Solid Waste Commission for solid waste disposal, for all households and businesses within the City. For the year ended June 30, 2020, \$122,980 was paid pursuant to the agreement.

The City entered the agreement on February 25, 1971. There is no specified termination date. The City and other municipalities in the county have representation on the commission, which sets the rates paid based upon its annual budget. The charge is assessed to each municipality and the rural areas based upon population and adjusted arbitrarily based upon the distance the municipality is from the landfill to equalize hauling costs. The City of Carroll's share of the fees at June 30, 2020, was 47% of the total.

Note 9 - Interfund Transfers

The detail of interfund transfers for the year ended June 30, 2020, is as follows:

| Transfer to | Transfer from | Amount | |
|--------------------|----------------------|----------------------------|-----------------------|
| General | Special Revenue | Employee Benefits | \$775,377.10 |
| | Urban Renewal | UR Downtown | 38,729.97 |
| | Enterprise | Water- Liability Insurance | 34,262.00 |
| | | Sewer- Liability Insurance | 38,810.00 |
| Road Use | Special Revenue | Employee Benefits | 125,428.32 |
| Debt Service | Special Revenue | Ashwood TIF | 35,133.37 |
| | | Local Option Sales Tax | 415,812.00 |
| | Enterprise | Sewer | 699,300.00 |
| Capital Projects | | | |
| Streets | General Fund | | 50,000.00 |
| Airport | General Fund | | 16,086.53 |
| Housing | General Fund | | 4,200.00 |
| Streets | Special Revenue | Road Use Tax | 150,000.00 |
| Streets | Enterprise | Storm Water | 100,000.00 |
| CP Corridor | Enterprise | Water | 1,200,000.00 |
| CP Parks &Rec | Special Revenue | Local Option Sales Tax | 150,000.00 |
| | | Hotel/Motel | 152,575.00 |
| CP-St Mnt Bldg | Special Revenue | Local Option Sales Tax | 1,500,000.00 |
| | Special Revenue | Road Use Tax | 590,000.00 |
| Enterprise: | | | |
| Water | Special Revenue | UR Downtown | 908,335.00 |
| Water Depr | Enterprise | Water Utility | 50,000.00 |
| Water Cap Imp | Enterprise | Water Utility | 1,295,000.00 |
| Sewer Depr | Enterprise | Sewer Utility | 35,000.00 |
| Sewer Cap Imp | Enterprise | Sewer Utility | 640,670.00 |
| | | | <u>\$9,004,719.29</u> |

* Transfers generally move resources from the fund statutorily required to collect the resources to the fund statutorily required to disburse the resources.

Note 10 - Risk Management

The City is exposed to various risks of loss related to torts; theft, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. These risks are covered by the purchase of commercial insurance. The City assumes liability for any deductibles and claims in excess of coverage limitations. Settled claims from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

Iowa Municipalities Worker's Compensation Association

In July 1987, the City joined together with other cities and counties in the State to participate in the Iowa Municipalities Workers' Compensation Association (IMWCA), a public entity risk pool currently operating as a workers' compensation risk management and insurance program for 544 member cities, counties and Chapter 28E entities. Under the Workers' Compensation Coverage Agreement of the IMWCA, each participant of the IMWCA authorized the IMWCA to issue and sell bonds on behalf of the participants for the purpose of providing funds to pay claims and the costs of issuing such bonds. The City pays an annual premium to IMWCA to pay the City's pro rata share of the principal and interest on the bonds and administrative expenses of the IMWCA. The Workers' Compensation Coverage agreement provides that IMWCA will be self-sustaining through member premiums and will annually evaluate the need to reinsure through commercial companies to protect the fund from catastrophic claims. The City's pro rata share of the IMWCA's bonds outstanding for fiscal year ending June 30, 2020, is zero as the debt has been paid in its entirety. The City's annual contributions to IMWCA for the year ended June 30, 2020, were \$54,947.00.

Iowa Communities Assurance Pool

The City of Carroll is a member in the Iowa Communities Assurance Pool, as allowed by Chapter 670.7 of the Code of Iowa. The Iowa Communities Assurance Pool (Pool) is a local government risk-sharing pool whose 779 members include various governmental entities throughout the State of Iowa. The Pool was formed in August 1986 for the purpose of managing and funding third-party liability claims against its members. The Pool provides coverage and protection in the following categories: general liability, automobile liability, automobile physical damage, public official's liability, police professional liability, property, inland marine, and boiler/machinery. There have been no reductions in insurance coverage from prior years.

Each member's annual casualty contributions to the Pool fund current operations and provide capital. Annual casualty operating contributions are those amounts necessary to fund, on a cash basis, the Pool's general and administrative expenses, claims, claims expenses and reinsurance expenses estimated for the fiscal year, plus all or any portion of any deficiency in capital. Capital contributions are made during the first six years of membership and are maintained at a level determined by the Board not to exceed 300% of basis rates.

The Pool also provides property coverage. Members who elect such coverage make annual property operating contributions which are necessary to fund, on a cash basis, the Pool's general and administrative expenses and reinsurance premiums, losses and loss expenses for property risks estimated for the fiscal year, plus all or any portion of any deficiency in capital. Any year-end operating surplus is transferred to capital. Deficiencies in operations are offset by transfers from capital and, if insufficient, by the subsequent year's member contributions.

The City's property and casualty contributions to the Pool are recorded as disbursements from its operating funds at the time of payment to the Pool. The City's annual contributions to the Pool for the year ended June 30, 2020, were \$197,226.87.

The Pool uses reinsurance and excess risk-sharing agreements to reduce its exposure to large losses. The Pool retains general, automobile, police professional, and public officials' liability risks up to \$500,000 per claim. Claims exceeding \$500,000 are reinsured through reinsurance and excess risk-sharing agreements up to the amount of risk-sharing protection provided by the City's risk-sharing certificate. Property and automobile physical damage risks are retained by the Pool up to \$250,000 each occurrence, each location. Property risks exceeding \$250,000 are reinsured through reinsurance and excess risk-sharing agreements up to the amount of risk-sharing protection provided by the City's risk-sharing certificate.

The Pool's intergovernmental contract with its members provides that in the event a casualty claim, property loss or series of claims or losses exceeds the amount of risk-sharing protection provided by the member's risk-sharing certificate, or in the event a casualty claim, property loss or series of claims or losses exhausts the Pool's funds and any excess risk-sharing recoveries, then payment of such claims or losses shall be the obligation of the respective individual member against whom the claim was made or loss was incurred. As of June 30, 2020, settled claims have not exceeded the risk pool or reinsurance coverage since the Pool's inception.

Members agree to continue membership in the Pool for a period of not less than one full year. After such period, a member who has given 60 days' prior written notice may withdraw from the Pool. Upon withdrawal, payments for all casualty claims and claims expenses become the sole responsibility of the withdrawing member, regardless of whether a claim was incurred or reported prior to the member's withdrawal. Upon withdrawal, a formula set forth in the Pool's intergovernmental contract with its members is applied to determine the amount (if any) to be refunded to the withdrawing member.

The City also carries commercial insurance purchased from other insurers for coverage associated with airport liability in the amount of \$3,956. The City assumes liability for any deductibles, and claims in excess of coverage limitations. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

Note 11 – Related Party Transactions

The City had business transactions between the City and City Officials totaling \$1,317.15 during the year ended June 30, 2020.

Note 12 – Litigation

The City is defending itself against a lawsuit filed by Drake Construction, LLC regarding a contract dispute. Currently, the parties are exploring settlement. Discovery is ongoing with a trial date set for April 13, 2021. The City concedes that the contractor may be owed a payment on the contract but has filed a counterclaim based on the project not being

completed by the contract completion date and the contracted liquidated damages provision in the contract. In addition, the contractor's surety bond provides reimbursement for additional expenses for labor and equipment furnished by the City.

Note 13 – Development Agreements

The City has entered into a development agreement with Biokinometrics Holdings LLC and DMBA Properties & Consulting, Inc. for the construction of a 17,000 square foot, two story building investing not less than \$1,100,000 into capital improvements. The City agreed to pay the developer an amount not exceed \$300,000 subject to annual appropriation by the City Council. The agreement requires up to thirty payments, provided the developer is in compliance with the terms of the agreement. During the year ended June 30, 2020, the City rebated \$18,843.29 of incremental property tax to the developer. At June 30, 2020, the remaining balance to be paid on the agreement was \$270,937.55.

As part of the same development agreement with Biokinometrics Holdings LLC and DMBA Properties & Consulting, Inc., the City has agreed to pay the developer an amount not exceed 25% of the total cost of rehabilitation work to the existing building located at 226 E 5th Street. As of June 30, 2020, total cost of rehabilitation work has not been certified by the developer to the City. The developer has completed work on the building but not certified costs to the City.

In August 2018, the City entered into a development agreement with 704 Development Corporation for the construction a 12-unit residential subdivision. The City agreed to pay in the form of property tax rebates of potential incremental taxes to the developer an amount not to exceed \$72,000 subject to annual appropriations. The rebates will be available for up to a maximum of 10 years. During the year ended June 30, 2020, there were no payments made to the developer.

In October 2018, the City entered into a development agreement with Green Stream Homes of Iowa, LLC for the development of a 76-unit residential subdivision (60 two-bedroom apartment units and 16 duplex units). The City agreed to pay in the form of property tax rebates of potential incremental taxes to the developer an amount not to exceed \$600,000 subject to annual appropriations. The rebates will be available for up to a maximum of 10 years. Construction is to be completed by March 1, 2020. As of September 2020 the City understands that the developer is not going to proceed with this project. No tax rebate will be made by the City if this project is not completed.

Note 14 – Subsequent Events

In August 2020, the City entered in a construction contract totaling \$159,784.00 for pickleball courts financed by debt proceeds and private grants.

In September 2020, the City entered into a construction contract total of \$1,039,036.28 for streetscape improvements financed by tax increment financing and a construction contract total of \$4,489,300.00 for a new street maintenance facility by general fund, road use tax and local option sales tax funds.

In October 2020, the City entered into a development agreement with BTC, Inc. The City agreed to pay in the form of property tax rebates of potential incremental taxes an amount not to exceed \$200,000 subject to annual appropriations.

City of Carroll
Budgetary Comparison Schedule of Receipts, Disbursements and Changes in Balances -
Actual and Budget (Cash Basis) - All Governmental Funds and Proprietary Funds
June 30, 2020

| | Governmental Fund Type Actual | Proprietary Fund Actual | Less Funds not Required to be Budgeted and Adjustments |
|---|--|--|---|
| Receipts: | | | |
| Property tax | \$ 7,052,783.10 | \$ - | \$ - |
| Other taxes | 2,053,020.74 | - | - |
| Use of money and property | 280,459.94 | 224,951.92 | - |
| Licenses and permits | 90,495.04 | - | - |
| Intergovernmental | 2,281,542.27 | - | - |
| Charges for service | 1,547,001.74 | 3,828,810.73 | - |
| Fines and fees | 60,471.19 | - | - |
| Miscellaneous | 871,911.63 | 71,221.16 | - |
| Total receipts | <u>14,237,685.65</u> | <u>4,124,983.81</u> | <u>-</u> |
| Disbursements: | | | |
| Public Safety | 2,236,879.08 | - | - |
| Public Works | 2,052,228.93 | - | - |
| Health and Social Services | 93,325.00 | - | - |
| Culture and Recreation | 2,650,607.53 | - | - |
| Community & Economic Development | 190,073.12 | - | - |
| General Government | 1,217,044.71 | - | - |
| Debt Service | 2,030,962.50 | - | 699,300.00 |
| Capital Projects | 5,449,046.09 | - | - |
| Total Government Activities | <u>15,920,166.96</u> | <u>-</u> | <u>699,300.00</u> |
| Business Type Activities | <u>-</u> | <u>4,452,145.88</u> | <u>-</u> |
| Total disbursements | <u>15,920,166.96</u> | <u>4,452,145.88</u> | <u>699,300.00</u> |
| Excess (deficiency) of receipts over disburse | (1,682,481.31) | (327,162.07) | (699,300.00) |
| Other financing sources (uses), net | <u>2,897,718.68</u> | <u>(1,164,037.00)</u> | <u>-</u> |
| Excess (deficiency) of receipts and other financing sources over (under) disbursements and other financing uses | 1,215,237.37 | (1,491,199.07) | (699,300.00) |
| Balance beginning of year | <u>13,680,765.21</u> | <u>9,932,064.01</u> | <u>-</u> |
| Balance end of year | <u>\$ 14,896,002.58</u> | <u>\$ 8,440,864.94</u> | <u>\$ (699,300.00)</u> |

| Net | Budgeted Amounts | | Final to Actual | Net as % of Budget |
|-------------------------|-------------------------|-------------------------|----------------------------------|--------------------|
| | Original | Final | Variance Favorable (Unfavorable) | |
| \$ 7,052,783.10 | \$ 7,016,058.00 | \$ 7,016,058.00 | \$ 36,725.10 | 101% |
| 2,053,020.74 | 1,979,376.00 | 1,979,376.00 | 73,644.74 | 104% |
| 505,411.86 | 223,805.00 | 230,555.00 | 274,856.86 | 219% |
| 90,495.04 | 88,400.00 | 88,400.00 | 2,095.04 | 102% |
| 2,281,542.27 | 1,779,834.00 | 1,828,884.00 | 452,658.27 | 125% |
| 5,375,812.47 | 5,590,845.00 | 5,590,845.00 | (215,032.53) | 96% |
| 60,471.19 | - | - | 60,471.19 | - |
| 943,132.79 | 1,360,525.00 | 1,372,025.00 | (428,892.21) | 69% |
| <u>18,362,669.46</u> | <u>18,038,843.00</u> | <u>18,106,143.00</u> | <u>256,526.46</u> | 101% |
| 2,236,879.08 | 2,450,189.00 | 2,465,953.00 | 229,073.92 | 91% |
| 2,052,228.93 | 2,274,222.00 | 2,318,422.00 | 266,193.07 | 89% |
| 93,325.00 | 121,895.00 | 170,945.00 | 77,620.00 | 55% |
| 2,650,607.53 | 3,428,698.00 | 3,705,823.00 | 1,055,215.47 | 72% |
| 190,073.12 | 198,400.00 | 332,525.00 | 142,451.88 | 57% |
| 1,217,044.71 | 1,160,081.00 | 1,353,181.00 | 136,136.29 | 90% |
| 1,331,662.50 | 1,329,477.00 | 1,332,364.00 | 701.50 | 100% |
| 5,449,046.09 | 7,647,496.00 | 7,647,496.00 | 2,198,449.91 | 71% |
| 15,220,866.96 | 18,610,458.00 | 19,326,709.00 | 4,105,842.04 | 79% |
| 4,452,145.88 | 5,255,009.00 | 6,164,754.00 | 1,712,608.12 | 72% |
| <u>19,673,012.84</u> | <u>23,865,467.00</u> | <u>25,491,463.00</u> | <u>5,818,450.16</u> | 77% |
| (1,310,343.38) | (5,826,624.00) | (7,385,320.00) | 6,074,976.62 | |
| <u>1,733,681.68</u> | <u>1,484,000.00</u> | <u>1,484,000.00</u> | <u>(249,681.68)</u> | |
| 423,338.30 | (4,342,624.00) | (5,901,320.00) | 6,324,658.30 | |
| <u>23,612,829.22</u> | <u>19,223,560.00</u> | <u>23,612,829.00</u> | | |
| <u>\$ 24,036,167.52</u> | <u>\$ 14,880,936.00</u> | <u>\$ 17,711,509.00</u> | | |

See accompanying independent auditor's report.

City of Carroll

Notes to Required Supplementary Information – Budgetary Reporting

June 30, 2020

The budgetary comparison is presented in accordance with Government Accounting Standards Board Statement No. 41 for governments with significant budgetary perspective differences resulting from not being able to present budgetary comparisons for the General Fund and each major Special Revenue Fund.

In accordance with the Code of Iowa, the City Council annually adopts a budget on the cash basis following required public notice and hearing for all funds, except the Internal Service Fund. The annual budget may be amended during the year utilizing similar statutorily prescribed procedures.

Formal and legal budgetary control is based upon nine major classes of disbursements known as functions, not by fund. These nine functions are: public safety, public works, health and social services, culture and recreation, community and economic development, general government, debt service, capital projects, and business type activities. Function disbursements required to be budgeted include disbursements for the General Fund, Special Revenue Funds, Debt Service Fund, Capital Projects Funds, the Permanent Fund and Enterprise Funds. Although the budget document presents function disbursements by fund, the legal level of control is at the aggregated function level, not by fund. During the year, two budget amendment increased budgeted disbursements by \$1,625,996 and budgeted revenues by \$67,300. The budget amendments are reflected in the final budgeted amounts.

During the year ended June 30, 2020, disbursements did not exceed the amounts budgeted in the general government and business-type activities functions.

City of Carroll

Schedule of the City's Proportionate Share of the Net Pension Liability

**Iowa Public Employees' Retirement System
For the Last Six Years*
(In Thousands)**

Other Information

| | 2020 | 2019 | 2018 | 2017 | 2016 | 2015 |
|---|------------|-----------|-----------|-----------|-----------|-----------|
| City's proportionate of the net pension liability | 0.0382817% | 0.037807% | 0.036756% | 0.034411% | 0.032422% | 0.035048% |
| City's proportionate share of the net pension liability | \$2,217 | \$2,392 | \$2,428 | \$2,146 | \$1,602 | \$1,390 |
| City's covered-employee payroll | \$3,040 | \$2,941 | \$2,853 | \$2,720 | \$2,221 | \$2,218 |
| City's proportionate share of the net pension liability as a percentage of its covered-employee payroll | 72.93% | 81.33% | 85.10% | 79.56% | 72.13% | 62.67% |
| IPERS' net position as a percentage of the total pension liability | 85.45% | 83.62% | 82.21% | 81.82% | 85.19% | 87.61% |

* In accordance with GASB Statement No. 68, the amounts presented for each fiscal year determined as of June 30 of the preceding fiscal year.

See accompanying independent auditor's report.

**City of Carroll
Scheduled of City Contributions**

**Iowa Public Employees' Retirement System
Last 10 Fiscal Years**

Other Information

| | 2020 | 2019 | 2018 | 2017 |
|---|--------------|--------------|--------------|--------------|
| Statutorily required contribution | \$287,091 | \$277,872 | \$254,700 | \$242,817 |
| Contributions in relation to the statutorily required contribution | (287,091) | (277,872) | (254,700) | (242,817) |
| Contribution deficiency (excess) | \$ - | \$ - | \$ - | \$ - |
| City's covered payroll | \$ 3,040,013 | \$ 2,941,489 | \$ 2,852,890 | \$ 2,719,847 |
| Contributions as a percentage of covered payroll | 9.44% | 9.45% | 8.93% | 8.93% |

| 2016 | 2015 | 2014 | 2013 | 2012 | 2011 |
|--------------|--------------|--------------|--------------|--------------|--------------|
| \$198,356 | \$198,054 | \$204,797 | \$210,487 | \$200,546 | \$174,960 |
| (198,356) | (198,054) | (204,797) | (210,487) | (200,546) | (174,960) |
| \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| \$ 2,221,231 | \$ 2,217,864 | \$ 2,293,361 | \$ 2,428,474 | \$ 2,484,915 | \$ 2,517,417 |
| 8.93% | 8.93% | 8.93% | 8.67% | 8.07% | 6.95% |

See accompanying independent auditor's report.

City of Carroll
Notes to Other Information – Pension Liability
Iowa Public Employees' Retirement System
Year ended June 30, 2020

Changes of benefit terms:

There are no significant changes in benefit terms.

Changes of assumptions:

The 2018 valuation implemented the following refinements as a result of a demographic experience assumption study dated June 28, 2018:

- Changed mortality assumptions to the RP-2014 mortality tables with mortality improvements modeled using Scale MP-2017.
- Adjusted retirement rates.
- Lowered disability rates.
- Adjusted the probability of a vested Regular member electing to receive a deferred benefit.
- Adjusted the merit component of the salary increase assumption.

The 2017 valuation implemented the following refinements as a result of an experience study dated March 24, 2017:

- Decreased the inflation assumption from 3.00% to 2.60%.
- Decreased the assumed rate of interest on member accounts from 3.75% to 3.50% per year.
- Decreased the discount rate from 7.50% to 7.00%.
- Decreased the wage growth assumption from 4.00% to 3.25%.
- Decreased the payroll growth assumption from 4.00% to 3.25%.

The 2014 valuation implemented the following refinements as a result of a quadrennial experience study:

- Decreased the inflation assumption from 3.25% to 3.00%.
- Decreased the assumed rate of interest on member accounts from 4.00% to 3.75% per year.
- Adjusted male mortality rates for retirees in the Regular membership group.
- Reduced retirement rates for sheriffs and deputies between the ages of 55 and 64.
- Moved from an open 30 year amortization period to a closed 30 year amortization period for the UAL (unfunded actuarial liability) beginning June 30, 2014. Each year thereafter, changes in the UAL from plan experience will be amortized on a separate closed 20 year period.

City of Carroll

Schedule of the City's Proportionate Share of the Net Pension Liability

**Municipal Fire and Police Retirement System of Iowa
For the Last Six Year*
(In Thousands)**

Other Information

| | 2020 | 2019 | 2018 | 2017 | 2016 | 2015 |
|---|-----------|-----------|-----------|-----------|-----------|-----------|
| City's proportionate of the net pension liability | 0.278998% | 0.294602% | 0.303698% | 0.299390% | 0.287974% | 0.278188% |
| City's proportionate share of the net pension liability | \$1,830 | \$1,754 | \$1,899 | \$1,872 | \$1,043 | \$1,008 |
| City's covered-employee payroll | \$845 | \$856 | \$856 | \$860 | \$811 | \$755 |
| City's proportionate share of the net pension liability as a percentage of its covered-employee payroll | 216.68% | 204.91% | 221.85% | 217.67% | 128.61% | 133.51% |
| IPERS' net position as a percentage of the total pension liability | 79.94% | 81.07% | 80.60% | 78.20% | 83.04% | 86.27% |

* The amounts presented for each fiscal year were determined as of June 30.

Note: GASB Statement No. 68 requires ten years of information to be presented in this table. However, until a full 10 year trend is compiled, the City will present information for those years for which information is available.

See accompanying independent auditor's report.

**City of Carroll
Scheduled of City Contributions**

**Municipal Fire and Police Retirement System of Iowa
Last 10 Fiscal Years**

Other Information

| | 2020 | 2019 | 2018 | 2017 | 2016 |
|---|-----------|-----------|-----------|-----------|-----------|
| Statutorily required contribution | \$226,794 | \$219,896 | \$219,896 | \$222,948 | \$225,310 |
| Contributions in relation to the statutorily required contribution | (226,794) | (219,896) | (219,896) | (222,948) | (225,310) |
| Contribution deficiency (excess) | \$ - | \$ - | \$ - | \$ - | \$ - |
| City's covered payroll | \$929,101 | \$856,291 | \$856,291 | \$860,141 | \$811,343 |
| Contributions as a percentage of covered payroll | 24.41% | 25.68% | 25.68% | 25.92% | 27.77% |

| 2015 | 2014 | 2013 | 2012 | 2011 | 2010 | 2009 |
|-----------|------------|------------|------------|------------|------------|------------|
| \$229,656 | \$213,975 | \$182,280 | \$170,374 | \$151,853 | \$122,321 | \$126,086 |
| (229,656) | (213,975) | (182,280) | (170,374) | (151,853) | (122,321) | (126,086) |
| \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| \$755,200 | \$ 710,408 | \$ 697,855 | \$ 688,104 | \$ 763,081 | \$ 719,531 | \$ 672,457 |
| 30.41% | 30.12% | 26.12% | 24.76% | 19.90% | 17.00% | 18.75% |

See accompanying independent auditor's report.

City of Carroll

Notes to Other Information – Pension Liability Municipal Fire and Police Retirement System of Iowa

Year ended June 30, 2020

Changes of benefit terms:

There were no significant changes of benefit terms.

Changes of assumptions:

The 2018 valuation changed postretirement mortality rates to the RP-2014 Blue Collar Healthy Annuitant Table with males set-forward zero years, females set-forward two years and disabled individuals set-forward three years (male only rates), with generational projection of future mortality improvement with 50% of Scale BB beginning in 2017.

The 2017 valuation added five years projection of future mortality improvement with Scale BB.

The 2016 valuation changed postretirement mortality rates to the RP-2000 Blue Collar Combined Healthy Mortality Table with males set-back two years, females set-forward one year and disabled individuals set-forward one year (males only rates), with no projection of future mortality improvement.

The 2015 valuation phased in the 1994 Group Annuity Mortality Table for postretirement mortality. This resulted in a weighting of 1/12 of the 1971 Group Annuity Mortality table and 11/12 of the 1994 Group Annuity Mortality Table.

The 2014 valuation phased in the 1994 Group Annuity Mortality Table for post-retirement mortality. This resulted in a weighting of 2/12 of the 1971 Group Annuity Mortality Table and 10/12 of the 1994 Group Annuity Mortality Table.

City of Carroll

Supplementary Information

City of Carroll
Schedule of Cash Receipts, Disbursements
and Changes in Cash Balances
Nonmajor Governmental Funds
Year Ended June 30, 2020

| | Employee Benefits | Urban Renewal | Ashwood UR | Police K-9 Fund | Recrea- -tion Center Trust |
|---|------------------------------|--------------------------|-----------------------|--------------------------------|---|
| Receipts: | | | | | |
| Property tax | \$ 870,693.29 | \$ 954,367.10 | \$ 32,063.86 | \$ - | \$ - |
| Other taxes | - | - | - | - | - |
| Use of money and property: | | | | | |
| Interest on deposits | - | 5,094.82 | 310.09 | - | 640.20 |
| Intergovernmental: | | | | | |
| State funding | 30,112.13 | 3,524.79 | 2,759.42 | - | - |
| Charges for Services | - | - | - | - | - |
| Miscellaneous | - | - | - | - | - |
| Total receipts | 900,805.42 | 962,986.71 | 35,133.37 | - | 640.20 |
| Disbursements: | | | | | |
| Public Safety | - | - | - | 489.24 | - |
| Public Works | - | - | - | - | - |
| Culture & Recreation | - | - | - | - | 179.69 |
| Community and Economic Development: | | | | | |
| Capital | - | 18,843.29 | - | - | - |
| Total disbursements | - | 18,843.29 | - | 489.24 | 179.69 |
| Excess (deficiency) of receipts over (under) disbursements | 900,805.42 | 944,143.42 | 35,133.37 | (489.24) | 460.51 |
| Other financing sources (uses): | | | | | |
| Operating transfers in | - | - | - | - | - |
| Operating transfers (out) | (900,805.42) | (947,064.97) | (35,133.37) | - | - |
| Excess (deficiency) of receipts and other financing sources (uses) over (under) disbursements | (900,805.42) | (947,064.97) | (35,133.37) | - | - |
| Cash balance beginning of year | - | 136,102.43 | - | 489.24 | 34,664.66 |
| Cash balance end of year | \$ - | \$ 133,180.88 | \$ - | \$ - | \$ 35,125.17 |

Schedule 1

| | | | Permanent | | |
|--------------------|---------------------|---------------------|-------------------------|---------------------|----------------------|
| Police Forfeiture | Crime Prevention | Library Trust | Cemetery Perpetual Care | Rec Center Trust | Total |
| \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,857,124.25 |
| - | - | - | - | - | - |
| 115.11 | 946.37 | 1,156.17 | 9,627.50 | 661.34 | 18,551.60 |
| - | 1,650.00 | 3,714.32 | - | - | 41,760.66 |
| - | 5,480.00 | - | - | - | 5,480.00 |
| 2,634.00 | 8,000.00 | 1,178.00 | 15,100.00 | 1,800.00 | 28,712.00 |
| <u>2,749.11</u> | <u>16,076.37</u> | <u>6,048.49</u> | <u>24,727.50</u> | <u>2,461.34</u> | <u>1,951,628.51</u> |
| 8,395.21 | 43,324.47 | - | - | - | 52,208.92 |
| - | - | - | - | - | - |
| - | - | 24,484.25 | - | - | 24,663.94 |
| - | - | - | - | - | - |
| - | - | - | - | - | 18,843.29 |
| - | - | - | - | - | - |
| <u>8,395.21</u> | <u>43,324.47</u> | <u>24,484.25</u> | <u>-</u> | <u>-</u> | <u>95,716.15</u> |
| (5,646.10) | (27,248.10) | (18,435.76) | 24,727.50 | 2,461.34 | 1,855,912.36 |
| - | - | - | - | - | - |
| - | - | - | - | - | (1,883,003.76) |
| - | - | - | - | - | (1,883,003.76) |
| (5,646.10) | (27,248.10) | (18,435.76) | 24,727.50 | 2,461.34 | (27,091.40) |
| <u>12,839.77</u> | <u>64,935.90</u> | <u>69,858.32</u> | <u>512,803.96</u> | <u>35,305.50</u> | <u>866,999.78</u> |
| <u>\$ 7,193.67</u> | <u>\$ 37,687.80</u> | <u>\$ 51,422.56</u> | <u>\$ 537,531.46</u> | <u>\$ 37,766.84</u> | <u>\$ 839,908.38</u> |

See accompanying independent auditor's report.

City of Carroll

Statement of Cash Receipts, Disbursements
and Changes in Cash Balances
Non-Major Proprietary Funds
Year ended June 30, 2020

| | Water Depreciation | Storm Water Capital Improv. | Water Meter Deposit |
|---|-----------------------|--------------------------------|------------------------|
| Receipts: | | | |
| Use of money and property | \$ 15,715.83 | \$ 5,434.22 | \$ - |
| Miscellaneous | - | - | 10,650.00 |
| Total Receipts | <u>15,715.83</u> | <u>5,434.22</u> | <u>10,650.00</u> |
| Disbursements: | | | |
| Business-type activities: | | | |
| Operations | - | - | 10,375.00 |
| Capital Outlay | - | 347,598.90 | - |
| Total Disbursements | <u>-</u> | <u>347,598.90</u> | <u>10,375.00</u> |
| Excess (deficiency) of receipts over (under) disbursements | <u>15,715.83</u> | <u>(342,164.68)</u> | <u>275.00</u> |
| Other financing sources (uses): | | | |
| Operating transfers in | 50,000.00 | - | - |
| Operating transfers (out) | - | - | - |
| Total other financing sources (uses) | <u>50,000.00</u> | <u>-</u> | <u>-</u> |
| Excess of receipts and other financing sources over disbursements and other financing uses | 65,715.83 | (342,164.68) | 275.00 |
| Cash balance beginning of year | <u>841,891.33</u> | <u>386,693.07</u> | <u>45,245.90</u> |
| Cash balance end of year | <u>\$ 907,607.16</u> | <u>\$ 44,528.39</u> | <u>\$ 45,520.90</u> |
| Cash Basis Fund Balances | | | |
| Committed | \$ 907,607.16 | \$ 44,528.39 | \$ 45,520.90 |
| Unrestricted | - | - | - |
| Total cash basis fund balances | <u>\$ 907,607.16</u> | <u>\$ 44,528.39</u> | <u>\$ -</u> |

Schedule 2

| Non-Major Enterprise Funds | | | |
|-----------------------------------|----------------------------------|----------------------------------|------------------------|
| Sewer Depreciation | Sewer Capital Improv. | Water Capital Improv. | Total |
| \$ 11,685.67 | \$ 4,153.80 | \$ 123.93 | \$ 37,113.45 |
| - | - | 5,186.00 | 15,836.00 |
| <u>11,685.67</u> | <u>4,153.80</u> | <u>5,309.93</u> | <u>52,949.45</u> |
| - | - | - | 10,375.00 |
| - | 1,016,321.77 | 935,692.26 | 2,299,612.93 |
| - | 1,016,321.77 | 935,692.26 | 2,309,987.93 |
| <u>11,685.67</u> | <u>(1,012,167.97)</u> | <u>(930,382.33)</u> | <u>(2,257,038.48)</u> |
| 35,000.00 | 640,670.00 | 1,295,000.00 | 2,020,670.00 |
| - | - | - | - |
| <u>35,000.00</u> | <u>640,670.00</u> | <u>1,295,000.00</u> | <u>2,020,670.00</u> |
| 46,685.67 | (371,497.97) | 364,617.67 | (236,368.48) |
| 637,415.72 | 537,159.80 | 115,451.91 | 2,563,857.73 |
| <u>\$ 684,101.39</u> | <u>\$ 165,661.83</u> | <u>\$ 480,069.58</u> | <u>\$ 2,327,489.25</u> |
| \$ 684,101.39 | \$ 165,661.83 | \$ 480,069.58 | \$ 2,327,489.25 |
| - | - | - | - |
| <u>\$ 684,101.39</u> | <u>\$ 165,661.83</u> | <u>\$ 480,069.58</u> | <u>\$ 2,327,489.25</u> |

See accompanying independent auditor's report.

City of Carroll
Schedule of Indebtedness
Year ended June 30, 2020

| Obligation | Date of Issue | Interest Rates | Amount Originally Issued |
|---|----------------------|-----------------------|---------------------------------|
| Revenue Bonds | | | |
| Sewer Revenue Bonds | 6/9/2004 | 1.75% | 11,000,000.00 |
| General Obligation/Capital Loan Notes: | | | |
| Capital Loan Note Series 2020A | 2/24/2020 | 4-5.00% | 1,505,000.00 |
| Availa Bank | 11/14/2018 | 3.35% | 1,385,000.00 |
| Iowa Savings Bank | 11/14/2018 | 3.35% | 895,000.00 |
| Westside State Bank | 11/14/2018 | 3.35% | 895,000.00 |
| Commercial Savings Bank | 11/14/2018 | 3.35% | 600,000.00 |
| United Bank of Iowa | 11/14/2018 | 3.35% | 700,000.00 |
| Capital Loan Note Series 2015A GO Refunding Loan | 4/23/2015 | .75-1.85% | 1,770,000.00 |
| Capital Loan Note Series 2016B GO Cap Loan | 11/30/2016 | .8-1.60% | <u>2,290,000.00</u> |
| | | | <u>\$ 22,160,000.00</u> |

Schedule 3

| Balance Beginning of Year | Issued During Year | Redeemed During Year | Balance End of Year | Interest Paid | Interest Due and Unpaid |
|--|-----------------------------------|-------------------------------------|------------------------------------|--------------------------|--|
| 4,015,000.00 | - | 619,000.00 | 3,396,000.00 | 70,262.50 | - |
| - | 1,505,000.00 | 210,000.00 | 1,295,000.00 | 13,502.50 | - |
| 1,287,508.00 | - | 120,704.00 | 1,166,804.00 | 43,131.52 | - |
| 832,000.00 | - | 78,000.00 | 754,000.00 | 27,872.00 | - |
| 832,000.00 | - | 78,000.00 | 754,000.00 | 27,872.00 | - |
| 557,765.00 | - | 52,290.00 | 505,475.00 | 18,685.12 | - |
| 650,727.00 | - | 61,006.00 | 589,721.00 | 21,799.36 | - |
| 1,095,000.00 | - | 265,000.00 | 830,000.00 | 17,977.50 | - |
| 1,420,000.00 | - | 275,000.00 | 1,145,000.00 | 19,522.50 | - |
| <u>\$ 10,690,000.00</u> | <u>\$ 1,505,000.00</u> | <u>\$ 1,759,000.00</u> | <u>\$ 10,436,000.00</u> | <u>\$ 260,625.00</u> | <u>\$ -</u> |

See accompanying independent auditor's report.

Schedule 4

**City of Carroll
Bond and Note Maturities
June 30, 2020**

Revenue Bonds

Series 2004

WWTP Improvements

Revenue Bond

Issued June 9, 2004

| Year | | | |
|--------------------|------------------|---------------------|---------------------|
| Ending June 30, | Interest Rate | Amount | Revenue Bonds |
| 2021 | 1.75% | 639,000 | 639,000 |
| 2022 | 1.75% | 659,000 | 659,000 |
| 2023 | 1.75% | 678,000 | 678,000 |
| 2024 | 1.75% | 699,000 | 699,000 |
| 2025 | 1.75% | 721,000 | 721,000 |
| | | <u>\$ 3,396,000</u> | <u>\$ 3,396,000</u> |

General Obligation Notes

| Year | Series 2015A | | Series 2016B | | Series 2018B | | Series 2020A | | Total General Obligation Notes |
|-------------------|--------------------------|-------------------|---|---------------------|--------------------------------------|---------------------|--------------------------|---------------------|---|
| | Interest Rate | Amount | Interest Rate | Amount | Interest Rate | Amount | Interest Rate | Amount | |
| | <u>Aquatic Refunding</u> | | <u>Cemetery Bldg/3rd St Storm Sewer</u> | | <u>Library/City Hall Project</u> | | <u>Fire Trk/Streets</u> | | |
| | <u>April 23, 2015</u> | | <u>November 30, 2016</u> | | <u>November 14, 2018</u> | | <u>February 24, 2020</u> | | |
| Ended June 30, | Rate | Amount | Rate | Amount | Rate | Amount | Rate | Amount | Notes |
| 2021 | 1.60% | \$ 270,000 | 1.25% | \$ 275,000 | 3.35% | \$ 400,000 | 5.00% | \$ 225,000 | 1,170,000 |
| 2022 | 1.75% | 280,000 | 1.40% | 285,000 | 3.35% | 420,000 | 5.00% | 100,000 | 1,085,000 |
| 2023 | 1.85% | 280,000 | 1.50% | 290,000 | 3.35% | 225,000 | 5.00% | 120,000 | 915,000 |
| 2024 | | | 1.60% | 295,000 | 3.35% | 235,000 | 5.00% | 125,000 | 655,000 |
| 2025 | | | | | 3.35% | 240,000 | 5.00% | 130,000 | 370,000 |
| 2026 | | | | | 3.35% | 250,000 | 5.00% | 140,000 | 390,000 |
| 2027 | | | | | 3.35% | 260,000 | 5.00% | 145,000 | 405,000 |
| 2028 | | | | | 3.35% | 265,000 | 5.00% | 150,000 | 415,000 |
| 2029 | | | | | 3.35% | 275,000 | 4.00% | 160,000 | 435,000 |
| 2030 | | | | | 3.35% | 285,000 | | | 285,000 |
| 2031 | | | | | 3.35% | 295,000 | | | 295,000 |
| 2032 | | | | | 3.35% | 305,000 | | | 305,000 |
| 2033 | | | | | 3.35% | 315,000 | | | 315,000 |
| | | <u>\$ 830,000</u> | | <u>\$ 1,145,000</u> | | <u>\$ 3,770,000</u> | | <u>\$ 1,295,000</u> | <u>\$7,040,000</u> |

City of Carroll

City of Carroll

**Schedule of Cash Receipts, Disbursements
and Change in Cash Balances
Capital Projects Funds
Year Ended June 30, 2020**

| | <u>Street Rehabilitation</u> | <u>Library City Hall</u> | <u>Streets Maintenance Building</u> |
|---|----------------------------------|------------------------------|---|
| Receipts: | | | |
| Use of money and property: | | | |
| Interest on investments | \$ 3,887.41 | \$ 6,853.13 | \$ 55,744.66 |
| Intergovernmental: | | | |
| Federal Grant | - | - | - |
| State Grant | - | 466,727.40 | - |
| Carroll County | - | 5,000.00 | - |
| | - | 471,727.40 | - |
| Miscellaneous: | | | |
| Donations | - | 571,762.20 | - |
| Other Miscellaneous income | - | 30,965.37 | - |
| | - | 602,727.57 | - |
| Total receipts | <u>3,887.41</u> | <u>1,081,308.10</u> | <u>55,744.66</u> |
| Disbursements: | | | |
| Capital outlay | 221,343.04 | 3,007,750.27 | 243,399.58 |
| | <u>221,343.04</u> | <u>3,007,750.27</u> | <u>243,399.58</u> |
| Total disbursements | <u>221,343.04</u> | <u>3,007,750.27</u> | <u>243,399.58</u> |
| Deficiency of receipts under disbursements | <u>(217,455.63)</u> | <u>(1,926,442.17)</u> | <u>(187,654.92)</u> |
| Other financing sources (uses): | | | |
| General Obligation debt proceeds | 1,273,681.68 | - | - |
| Transfers In (Out): | | | |
| To General Fund & others | - | - | - |
| From General Fund & others | 300,000.00 | - | 2,090,000.00 |
| | <u>1,573,681.68</u> | <u>-</u> | <u>2,090,000.00</u> |
| Excess (deficiency) of receipts and other financing sources (uses) over disbursements | 1,356,226.05 | (1,926,442.17) | 1,902,345.08 |
| Balance beginning of year | <u>(415,516.24)</u> | <u>1,931,014.21</u> | <u>2,874,677.27</u> |
| Balance end of year | <u>\$ 940,709.81</u> | <u>\$ 4,572.04</u> | <u>\$ 4,777,022.35</u> |

Schedule 5

| Housing Fund | Corridor of Commerce | Airport | Parks & Recreation | Equipment Fund | Total |
|-----------------|-------------------------|----------------|-----------------------|-------------------|-----------------|
| \$ - | \$ 3,348.99 | \$ - | \$ 11,076.32 | \$ 388.57 | \$ 81,299.08 |
| 7,060.00 | - | 40,865.00 | - | - | 47,925.00 |
| - | 45,000.00 | - | 109,996.20 | - | 621,723.60 |
| - | - | - | - | - | 5,000.00 |
| 7,060.00 | 45,000.00 | 40,865.00 | 109,996.20 | - | 674,648.60 |
| - | - | - | 47,250.00 | - | 619,012.20 |
| - | - | - | - | - | 30,965.37 |
| - | - | - | 47,250.00 | - | 649,977.57 |
| 7,060.00 | 48,348.99 | 40,865.00 | 168,322.52 | 388.57 | 1,405,925.25 |
| 11,260.00 | 80,687.81 | 67,650.03 | 1,356,749.15 | 460,206.21 | 5,449,046.09 |
| 11,260.00 | 80,687.81 | 67,650.03 | 1,356,749.15 | 460,206.21 | 5,449,046.09 |
| 11,260.00 | 80,687.81 | 67,650.03 | 1,356,749.15 | 460,206.21 | 5,449,046.09 |
| (4,200.00) | (32,338.82) | (26,785.03) | (1,188,426.63) | (459,817.64) | (4,043,120.84) |
| - | - | - | - | 460,000.00 | 1,733,681.68 |
| - | - | - | - | - | - |
| 4,200.00 | 1,200,000.00 | 16,086.53 | 302,575.00 | - | 3,912,861.53 |
| 4,200.00 | 1,200,000.00 | 16,086.53 | 302,575.00 | 460,000.00 | 5,646,543.21 |
| - | 1,167,661.18 | (10,698.50) | (885,851.63) | 182.36 | 1,603,422.37 |
| - | 74,525.36 | (41,275.28) | 1,248,178.04 | - | 5,671,603.36 |
| \$ - | \$ 1,242,186.54 | \$ (51,973.78) | \$ 362,326.41 | \$ 182.36 | \$ 7,275,025.73 |

See accompanying independent auditor's report.

City of Carroll
Schedule of Receipts by Source and
Disbursements by Function
All Governmental Fund Types
For the Last Ten Years

For the Years ended June 30,

| | 2020 | 2019 | 2018 | 2017 |
|--|-------------------------|-------------------------|-------------------------|-------------------------|
| Receipts: | | | | |
| Property tax | \$ 7,052,783.10 | \$ 6,734,687.99 | \$ 6,467,815.32 | \$ 6,315,574.14 |
| Other Taxes | 2,053,020.74 | 1,902,607.73 | 1,804,817.86 | 1,913,639.18 |
| Non-property tax | - | - | - | - |
| Use of money and property | 280,459.94 | 267,235.44 | 139,478.38 | 108,417.25 |
| Licenses and permits | 90,495.04 | 76,014.66 | 87,502.24 | 80,503.84 |
| Intergovernmental | 2,281,542.27 | 2,445,890.92 | 2,561,416.90 | 2,126,946.58 |
| Charges for Services | 1,547,001.74 | 1,693,835.76 | 1,725,978.03 | 1,677,192.37 |
| Special assessments | - | - | - | - |
| Fines and fees | 60,471.19 | 62,887.98 | 103,202.40 | 64,996.72 |
| Miscellaneous | 871,911.63 | 1,597,310.18 | 377,022.90 | 357,396.35 |
| Total receipts | 14,237,685.65 | 14,780,470.66 | 13,267,234.03 | 12,644,666.43 |
| Disbursements: | | | | |
| Public Safety Program | 2,236,879.08 | 2,059,093.69 | 2,084,334.72 | 1,998,800.30 |
| Public Works Program | 2,052,228.93 | 2,478,038.94 | 2,350,036.21 | 2,089,764.87 |
| Health and Social Services Program | 93,325.00 | 104,185.00 | 107,005.00 | 101,375.00 |
| Culture and Recreation Program | 2,650,607.53 | 2,585,735.57 | 2,633,372.95 | 2,665,031.90 |
| Community and Economic Development Program | 190,073.12 | 170,364.81 | 119,838.71 | 114,582.22 |
| General Government | 1,217,044.71 | 976,189.60 | 981,728.74 | 1,037,872.98 |
| Debt Service | 2,030,962.50 | 1,664,805.45 | 1,781,586.15 | 1,743,657.18 |
| Capital Projects | 5,449,046.09 | 7,966,445.95 | 4,310,251.73 | 3,266,965.70 |
| Total disbursements | 15,920,166.96 | 18,004,859.01 | 14,368,154.21 | 13,018,050.15 |
| Excess (deficiency) of receipts over (under) disbursements | (1,682,481.31) | (3,224,388.35) | (1,100,920.18) | (373,383.72) |
| Other financing sources, net | 2,897,718.68 | 5,714,833.75 | 1,223,775.75 | 1,019,479.55 |
| Excess (deficiency) of receipts and other financing sources (uses) over (under) disbursements | 1,215,237.37 | 2,490,445.40 | 122,855.57 | 646,095.83 |
| Balance beginning of year | 13,680,765.21 | 11,190,319.81 | 11,067,464.24 | 10,421,368.41 |
| Balance end of year | \$ 14,896,002.58 | \$ 13,680,765.21 | \$ 11,190,319.81 | \$ 11,067,464.24 |

Schedule 6

| 2016 | 2015 | 2014 | 2013 | 2012 | 2011 |
|-------------------------|-------------------------|------------------------|------------------------|------------------------|------------------------|
| \$ 6,356,527.42 | \$ 6,592,626.16 | \$ 6,067,014.23 | \$ 6,056,661.80 | \$ 5,760,635.65 | \$ 5,555,482.90 |
| 1,728,626.59 | 1,799,782.76 | 1,601,246.98 | 1,657,031.49 | 1,504,595.60 | 1,575,604.70 |
| - | - | - | - | - | - |
| 81,388.36 | 67,284.88 | 52,740.68 | 54,773.45 | 57,126.89 | 61,269.11 |
| 82,998.16 | 83,630.71 | 75,342.69 | 65,097.37 | 63,764.45 | 81,580.33 |
| 1,945,518.85 | 1,512,758.17 | 1,199,469.11 | 1,902,694.79 | 2,113,613.13 | 3,443,056.73 |
| 1,720,850.72 | 1,687,492.25 | 1,776,696.48 | 1,670,721.37 | 1,706,685.62 | 1,653,576.74 |
| - | - | - | - | - | - |
| 69,564.35 | 70,730.45 | 75,342.29 | 66,969.17 | 54,534.19 | 51,736.28 |
| 227,960.13 | 179,109.35 | 209,639.55 | 354,328.62 | 266,697.99 | 276,884.47 |
| <u>12,213,434.58</u> | <u>11,993,414.73</u> | <u>11,057,492.01</u> | <u>11,828,278.06</u> | <u>11,527,653.52</u> | <u>12,699,191.26</u> |
| 1,938,331.21 | 1,906,630.63 | 1,776,907.84 | 1,813,369.47 | 1,820,199.02 | 1,782,233.01 |
| 2,065,191.97 | 2,067,094.76 | 2,185,955.93 | 2,167,353.30 | 1,930,014.05 | 1,875,419.28 |
| 100,325.00 | 102,525.00 | 107,575.00 | 103,900.00 | 103,196.00 | 102,765.00 |
| 2,521,114.49 | 2,603,412.07 | 2,516,906.96 | 2,238,842.89 | 2,417,219.85 | 2,542,526.01 |
| 145,531.69 | 157,123.42 | 239,825.48 | 383,043.37 | 423,006.75 | 158,550.41 |
| 974,943.53 | 935,009.41 | 922,779.99 | 851,595.01 | 885,071.90 | 1,161,529.37 |
| 3,526,090.38 | 2,196,365.03 | 2,352,246.01 | 3,035,244.62 | 2,511,493.00 | 2,527,978.00 |
| 2,551,695.07 | 2,326,714.41 | 973,421.15 | 3,191,507.88 | 1,780,110.35 | 4,102,417.94 |
| <u>13,823,223.34</u> | <u>12,294,874.73</u> | <u>11,075,618.36</u> | <u>13,784,856.54</u> | <u>11,870,310.92</u> | <u>14,253,419.02</u> |
| (1,609,788.76) | (301,460.00) | (18,126.35) | (1,956,578.48) | (342,657.40) | (1,554,227.76) |
| <u>1,952,357.00</u> | <u>4,008,242.75</u> | <u>1,040,982.25</u> | <u>2,140,803.28</u> | <u>1,366,648.55</u> | <u>1,646,622.00</u> |
| 342,568.24 | 3,706,782.75 | 1,022,855.90 | 184,224.80 | 1,023,991.15 | 92,394.24 |
| 10,078,800.17 | 6,372,017.42 | 5,349,161.52 | 5,164,936.72 | 4,140,945.57 | 4,048,551.33 |
| <u>\$ 10,421,368.41</u> | <u>\$ 10,078,800.17</u> | <u>\$ 6,372,017.42</u> | <u>\$ 5,349,161.52</u> | <u>\$ 5,164,936.72</u> | <u>\$ 4,140,945.57</u> |

See accompanying independent auditor's report.

Feldmann & Company C.P.As. P.C.
523 North Main Street
Carroll, Iowa 51401
(712) 792-2464

Independent Auditor's Report on Internal Control
over Financial Reporting and on Compliance and Other Matters
Based on an Audit of Financial Statements Performed in Accordance
with Government Auditing Standards

To the Honorable Mayor and
Members of the City Council:

We have audited in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business type activities, each major fund and the aggregate remaining fund information of the City of Carroll, Iowa, as of and for the year ended June 30, 2020, and the related notes to financial statements, which collectively comprise the City's basic financial statements and have issued our report thereon dated October 23, 2020. Our report expressed unmodified opinions on the financial statements which were prepared on the basis of cash receipts and disbursements, a basis of accounting other than U.S. generally accepted accounting principles.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City of Carroll's internal control over financial reporting to determine auditing procedures appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of City of Carroll's internal control. Accordingly, we do not express an opinion on the effectiveness of City of Carroll's internal control.

Our consideration of the internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, significant deficiencies or material weaknesses may exist that were not identified. We did not identify any deficiencies in internal control over financial reporting that we considered to be material weaknesses or significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented or detected and corrected on a timely basis.

A significant deficiency is a deficiency, or combination of deficiencies, in internal control which are less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City of Carroll's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, non-compliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under Government Auditing Standards. However, we noted certain immaterial instances of non-compliance or other matters which are described in Part III of the accompanying Schedule of Findings and Questioned Costs.

Comments involving statutory and other legal matters about the City's operations for the year ended June 30, 2020, are based exclusively on knowledge obtained from procedures performed during our audit of the financial statements of the City. Since our audit was based on tests and samples, not all transactions that might have had an impact on the comments were necessarily audited. The comments involving statutory and other legal matters are not intended to constitute legal interpretations of those statutes.

City of Carroll's Responses to Findings

The City of Carroll's responses to findings identified in our audit are described in the accompanying Schedule of Findings and Questioned Costs. City of Carroll's responses were not subjected to auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of the Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing and not to provide an opinion of the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

We would like to acknowledge the many courtesies and assistance extended to us by personnel of the City of Carroll during the course of our audit. Should you have any questions concerning any of the above matters, we shall be pleased to discuss them with you at your convenience.



Feldmann & Company CPAs, P.C.

October 23, 2020

City of Carroll
Schedule of Findings and Questioned Costs
Year ended June 30, 2020

I. Summary of Independent Auditor's Results

- a) Unmodified opinions were issued on the financial statements, which were prepared on the basis of cash receipts and disbursements, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles.
- b) The audit did not disclose non-compliance, which is material to the financial statements.

Findings Related to the Financial Statements:

Internal Control Deficiencies:

No matters were noted.

INSTANCES OF NON-COMPLIANCE

No matters were noted.

City of Carroll
Schedule of Findings and Questioned Costs
Year ended June 30, 2020

III. Other Findings Related to Statutory Reporting:

III-A-20 Official Depositories - A resolution naming official depositories has been approved by the Council. The maximum deposit amounts stated in the resolution was not exceeded during the year ended June 30, 2020.

III-B-20 Certified Budget - Disbursements during the year ended June 30, 2020, did not exceed the amounts budgeted per Chapter 384.20 of the Code of Iowa which states in part that public monies may not be expended or encumbered except under an annual or continuing appropriation.

III-C-20 Questionable Disbursements - No disbursements were noted that might not meet the requirements of public purpose as defined in an Attorney General’s opinion dated April 25, 1979.

III-D-20 Travel Expense - No expenditures of City money for travel expenses of spouses of City officials or employees were noted.

III-E-20 Business Transactions – Business transactions between the City and City officials or employees are detailed as follows:

| <u>Name, Title, and Business</u> | <u>Transaction</u> | <u>Amount</u> |
|--|--------------------------------|---------------|
| Clay Haley, Council Owner, Haley Implement Co. | parts/repairs | \$ 667.15 |
| Cory Venteicher, Employee Partner, Ron’s Lawn Service | Nuisance abatement Clean up | 650.00 |

In accordance with Chapter 362.5(3)(j) of the Code of Iowa the transactions with Haley Implement Co. and Ron’s Lawn Service do not appear to represent a conflict of interest.

III-F-20 Excess Balance – The balances in the Special Revenue Funds: Road Use Tax, Rec Center Trust, and Library Trust at June 30, 2020, were in excess of the disbursements for those funds for the year, as was, Capital Project – Street Rehabilitation, Corridor of Commerce, and Street Maintenance Building; Water Depreciation, Water Meter Deposit; Sewer Utility, Sewer Utility Depreciation and Storm Water Utility.

Recommendation – The City should consider the necessity of maintaining this substantial balance and, where financially feasible, consider reducing the balance in an orderly manner through revenue reductions.

Response — The Special Revenue Funds, Capital Project Funds, and Utility funds have planned future programs and projects that will reduce the fund balances.

Conclusion – Response accepted.

- III-G-20 Bond Coverage - Surety bond coverage of City officials and employees is in accordance with statutory provisions. The amount of coverage should be reviewed annually to ensure that the coverage is adequate for current operations.
- III-H-20 Minutes - No transactions were found that we believe should have been approved in the Council minutes but were not.
- III-I-20 Deposits and Investments - We noted no instances of noncompliance with the investment provisions of Chapter 12B & 12C of the Code of Iowa and the City's investment policy.
- III-J-20 Revenue Bonds and Notes – We noted no instances of non-compliance with the terms of the City's revenue bond/note provisions.
- III-K-20 Financial Condition – We observed one deficit ending balance for Capital Project - Airport in the amount of \$51,973.78, at the June 30, 2020.

Recommendation – The City should investigate alternatives to eliminate this deficit in order to return this fund to a sound financial position.

Response — The deficit was due to construction costs incurred prior to the receipt of federal grant proceeds. The deficit will be eliminated next year.

Conclusion – Response accepted.

- III-L-20 Tax Increment Financing (TIF) Chapter 403.19 of the Code of Iowa provides a municipality may certify loans, advances, indebtedness and bonds (indebtedness) to the County Auditor which qualify for reimbursement from incremental property tax submitted in fiscal year 2020. The County Auditor provides for the division of property tax to repay the certified indebtedness and provides available incremental property tax in subsequent fiscal years without further certification by the City until the amount of certified indebtedness is paid. We noted no corrections needed to TIF certification to comply with Chapter 403 of the Code of Iowa.
- III-M-20 Urban Renewal Annual Report - The urban renewal annual report was approved and certified to the Department of Management on or before December 1.

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Honorable Mayor and City Council Members
FROM: Mike Pogge-Weaver, City Manager *MJPW*
DATE: January 7, 2021
SUBJECT: 2020-2021 Annual Planning Session - Work Plan

The 2020-2021 Annual Planning Session Report was approved by the City Council on November 9, 2020. Attached to this report is the work plan for the 2020-2021 Annual Planning Session Report. This work plan details the priority items from the Annual Planning Session Report and shows the responsible party, potential work session dates (if needed), anticipated/tentative timeline, and anticipated/possible funding sources for each item. In addition to the priority items staff has included the on-going commitments that the Council has made in the past.

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

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

RECOMMENDATION: Approve the attached work plan for the 2020-2021 Annual Planning Session Report as presented.

2020-2021 Priority Items

| Item | Responsible Party | Potential Work session Date | Time Line | Anticipated Funding Source |
|--|--------------------------------------|---|---|---|
| New Priority Programs, Policies, and Initiatives | | | | |
| Street rehabilitation: Full-depth reconstruction program. Significantly increase current funding obligation. | Public Works and Administration | Review and discuss possible funding options during FY 2022 Budget Workshops Hold additional workshop following preparation of Pavement Management System Study | <u>Pavement Management System Study</u> Study Preparation CY 2021 <u>Street Restoration - 2021</u> Design FY 20-21 Construction 2021 <u>Adams Street Reconstruction - 2022</u> Design FY 20-21 and FY 21-22 Construction 2022 | STBG-SWAP Program Local Option Sales Tax Road Use Tax Storm Water Utility G.O. Bond |
| Acting on the RDG/Retail Coach Plan - The City needs to become more proactive in economic development—promoting Carroll—its assets/opportunities—in the media, especially social media, online at the City website, small events? Develop an ongoing marketing plan. | City Manager | None Anticipated at this time | <u>RDG Downtown Plan</u> Development of Concepts - Jan 2021 Refine Concepts - Feb - March 2021 Development of Action Strategy - March 2021 Plan Completion - April 2021 <u>Retail Coach</u> Complete Research and Analysis Early 2021 Complete Marketing Plan Early 2021 Begin Recruitment Efforts Mid 2021 | Tax Increment Financing General Fund Local Option Sales Tax |
| Acquiring homes that are in bad shape and tear down like we did with the hotel. | City Manager and Building Department | None Anticipated | Ongoing | General Fund Local Option Sales Tax |

2020-2021 Priority Items

| Item | Responsible Party | Potential Work session Date | Time Line | Anticipated Funding Source |
|---|--|---|---|--|
| Miracle Field – Fund and Implement plan for parking, shelter, and trail | Parks and Recreation | None Anticipated | 3-5 Years 2021 Parking Lot (Not funded) | G.O. Bond Hotel/Motel Tax Local Option Sales Tax Grants |
| Train Horn Mitigation – Update the study, Fund QZ improvements and implement | Public Works | Following completion of study update | FY 20-21 | General Fund Local Option Sales Tax |
| Reviewing Rec Center current operations (programming, membership, financing, operational and physical improvements). After the successful LOST vote, the City should add to the \$1 million commitment in LOST revenue for the Rec Center Project G.O. bonds—given the 5% per year construction inflation projected by RDG Architects—to hold down debt (c). Recreation Center Plan – Do the plan as presented. Consider a future attempt to bring Rec Center bonding to vote in November 2021. | Parks and Recreation | Review and discuss possible funding options during FY 2022 Budget Workshops | <p>November 25, 2019 Presentation of final layout and renderings</p> <p>November 2, 2021/March 1, 2022 Referendum</p> <p>Winter 2021/Spring 2022 Start of construction plans</p> <p>Summer 2022/Spring 2023 Approval of construction plans</p> <p>Summer 2022/Spring 2023 Start construction</p> | General Fund L.O.S.T. G.O. Bond |
| Review and revise the City’s zoning and subdivision ordinance. This needs to be a process that uses an open and inclusive process to help guide the future. | City Manager City Engineer Building Department | As needed | Start Subdivision in FY 2021 Consider Zoning in FY 2022 | General Fund |

2020-2021 Priority Items

| Item | Responsible Party | Potential Work session Date | Time Line | Anticipated Funding Source |
|---|-----------------------------------|---|---|--|
| On-Going Commitments/ Obligations | | | | |
| Council adoption of Financial Policies | Administration | None Anticipated | Ongoing | General Fund |
| Wastewater Treatment Plant Improvements o Copper Compliance - 2023 o Nutrient Reduction - 2024 Implement multi-year plan | Public Works | Jan/Feb 2021 to review rate report from V&K | <u>Copper Compliance</u> Compliance Date 10/1/2023 <u>Nutrient Reduction</u> Compliance Date 9/1/2024 | Sewer Utility Fund |
| Continue Streetscape on planned basis o Phase X (FY 2021/2022) o Phase XI (FY 2023/2024) | Public Works | Review sidewalks along US Highway - CY 2021 | <u>Phase 10</u> Construction Contract 9/14/2020 Construction 2021 <u>Phase 11</u> Final Plan FY 21-22 Construction FY 23-24 | Tax Increment Financing |
| Implement Housing Study – continue to study issue | Administration, Mayor and Council | Hold meetings with the builders/developers/real estate community in CY 2021 | Ongoing | Housing TIF Local Option Sales Tax General Fund |
| Graham Park District Improvements, including parking and enclose shelter | Parks and Recreation | 04/22/2019 Completed How do we fund? | Design Creek Improvement Winter 2020/21 Work over the next 20+ Years | G.O. Bond Hotel/Motel Tax Local Option Sales Tax |
| Continue the Master Trails Plan | Parks and Recreation | None Anticipated | <u>Phase 3</u> - Design to be completed Spring 2021 - Construction Summer 2021 (ROW Acquisition Dependent) Overall 10+ Years to complete | G.O. Bond Hotel/Motel Tax Local Option Sales Tax Grants |
| All-inclusive playground system at Northeast Park/Kellan’s Kingdom, including exercise stations and enclose shelter | Parks and Recreation | None Anticipated | 3-5 Years | G.O. Bond Hotel/Motel Tax Local Option Sales Tax Grants |

2020-2021 Priority Items

| Item | Responsible Party | Potential Work session Date | Time Line | Anticipated Funding Source |
|--|---------------------------|--|--|--|
| Hire Code Enforcement Officer to handle Rental Housing and Code Enforcement programs. The City needs to get a code enforcement/rental housing staff member hired to address the ongoing problems and numerous complaints about nuisance/dangerous buildings. We need to improve the public's perception that Carroll is not as well maintained as in the past. The City needs to identify/prioritize where sidewalks are needed due to safety issues—and figure out funding. | Building Code Enforcement | 5/28/2019 Completed | Nov 23, 2020 City Council approved and adopted rental housing code March 2021 City hires code enforcement officer | User Fees General Fund |
| Drainage Study/Improvements | Public Works | None Anticipated | Planning List FY 20-21 | Construction not anticipated at this time |
| Plan Timberline Road short- and long-term solutions | Public Works | Following preparation of plan alternates | Plan Alternate preparation FY 20-21 | General Fund Local Option Sales Tax |
| Review all fees that are charged by the City (golf course and rec center), rate review for facilities should be on-going. Develop plan/strategy for Rec Center for long-term viability, including programming, membership, financing, operational and physical improvements | Parks and Recreation | Spring 2020 | Ongoing | User Fees General Fund |
| Restrooms at the Cemetery | Parks and Recreation | | Staff to complete some improvements in FY 2022 - Budgeted at \$10,000 - City Staff to complete | G.O. Bond Hotel/Motel Tax Local Option Sales Tax Grants |
| Implement Street Maintenance Building project | Public Works | None Anticipated | Construction FY 20-21, FY 21-22 | General Fund Local Option Sales Tax Road Use Tax |
| Develop a plan for Pickleball Courts | Parks and Recreation | None Anticipated | Courts to be Completed Spring 2021 | G.O. Bond Grants |

City of Carroll


112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Honorable Mayor and Members of the City Council

FROM: Mike Pogge-Weaver, City Manager 

DATE: January 6, 2021

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) – **December 21, 2020**
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) – **December 14, 2020**
5. Parks, Recreation & Cultural Advisory Board (meets 1st Monday of January, March, May, July, September and November) –
6. Carroll County Solid Waste Management Commission (meets 2nd Tuesday of month) –
7. Carroll Historic Preservation Commission (no regular meeting dates) –
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

Library Board Minutes

December 21, 2020

The Carroll Board of Trustees met via tele-conference. Trustees present: Lisa Auen, Brenda Hogue, Thomas Parrish, Summer Parrott, Julie Perkins, Carol Shields, Ralph von Qualen, and Director Rachel Van Erdewyk. Trustees absent: Dale Schmidt and Kyle Ulveling. Also present was Madeline Parrott.

Parrott called the meeting to order at 5:20. It was moved by von Qualen and seconded by Hogue to approve the agenda. All voted aye. Absent: Schmidt and Ulveling. New employee, Kristy Dewey, was introduced to the trustees. It was moved by Shields and seconded by Hogue to approve the minutes of the October 19th meeting. All voted aye. Absent: Schmidt and Ulveling. It was moved by Parrish and seconded by Auen to approve the bills for November and December. All voted aye. Absent: Schmidt and Ulveling.

Director's report: Children's programming continues with Facebook Live Story Time. The Virtual Rookies at Home Grab and Go crafts continue to be popular. The Crafty Library Ladies and Book Clubs have been utilizing the Community Meeting Room to maintain social distancing. The Study Rooms are being utilized by students, by tutors, and by some professors; they are proving to be a necessary staple in this time of COVID-19. Curbside pick-up is still being utilized. Website and data-base use is strong. For October, total program attendance was 3,801. Monthly door count was 2,357. Total resources utilized was 26,888. For November, total program attendance was 2,705. Monthly door count was 2,137. Total resources utilized was 25,234.

Board Education: None.

Old Business: None.

New Business: Due to the city budget meeting on January 18, 2021, it was moved by Perkins and seconded by von Qualen to move the library board meeting to January 19, 2021. All voted aye. Absent: Schmidt and Ulveling. After discussion, it was moved by Shields and seconded by Parrish to approve FY 2021-2022 Budget to be presented to the City Council. All voted aye. Absent: Schmidt and Ulveling. After discussion, it was moved by Hogue and seconded by Shields to table the Holiday Closings for 2021 until Van Erdewyk gets more information from city clerk, Laura Schaefer. All voted aye. Absent: Schmidt and Ulveling.

It was moved by Hogue and seconded by von Qualen to adjourn. All voted aye. Absent: Schmidt and Ulveling. Meeting adjourned at 5:50. Next regular meeting will be January 19, 2021.

Summer Parrott—President

Judy Behm—Recording Secretary

CARROLL AIRPORT COMMISSION

Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Monday, December 14, 2020, at the Arthur Neu Airport. Commission members in attendance were Norman Hutcheson, Greg Siemann, Gene Vincent, Kevin Wittrock and Dick Fulton. Also attending were Don Mensen, airport manager and Carol Schoeppner, recording secretary. Chairman Hutcheson conducted the 5:30 P.M. meeting.

MINUTES

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

2021/2022 BUDGET

The 2021/2022 budget was discussed. A motion by Comm. Siemann and seconded by Comm. Vincent was made to approve the budget of \$226,000.00. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

5 YEAR CIP PLAN

Mr. Crawford prepared the resolution approving the 5-Year Improvement Program. This CIP Plan would begin in fiscal year 2023. A motion by Comm. Vincent and seconded by Comm. Wittrock was made to adopt said resolution. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

TOPICS DISCUSSED:

Solar panels constructed south of the airport should not interfere with airport traffic. Mr. Wilburn will be informed of this.

Wittrock Electric installed new LED lights in the big hanger.

Don reported on the fuel delivery system.

BILLS

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

| | | |
|---------------------|----------------------------|-------------|
| Carroll Aviation | contract | \$ 6,800.00 |
| Drees Oil | propane | 125.77 |
| Wittrock Motor | November car rental | 349.00 |
| Feld Fire | extinguisher inspections | 115.00 |
| Systech | fuel delivery repair | 550.00 |
| Carpet One | repair blinds | 30.00 |
| IA Dept Natural Res | 2 tank tags | 130.00 |
| Carol Schoeppner | postage | 55.00 |
| Ecowater | cooler rent/water | 140.52 |
| Raccoon Valley Elec | Nov electric service | 1,416.63 |
| Raccoon Valley Elec | (AM) Nov electric service | 298.56 |
| Carroll Refuse | Nov garbage | 72.00 |
| Petroleum Marketers | | |
| Management Ins | underground tank insurance | 2,661.00 |
| McClure Engineering | 3/21 Re-Hab Project | 3,754.32 |
| Carol Schoeppner | secretary contract | 350.00 |

A motion by Comm. Fulton and seconded by Comm. Siemann was made to approve the bills as presented to the Carroll Airport Commission. 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 6:08 P.M.

The next regular meeting of the Carroll Airport Commission will be January 11, 2021, at the Arthur Neu Airport.

Chairman/Vice-Chairman

ATTEST:

Carroll Airport Commission

December 14, 2020

\$ 16,847.80

| | | | |
|---------------------|----------------------------|----|----------|
| Carroll Aviation | contract | \$ | 6,800.00 |
| Drees Oil | propane | | 125.77 |
| Wittrock Motor | November car rental | | 349.00 |
| Feld Fire | extinguisher inspections | | 115.00 |
| Systech | fuel delivery repair | | 550.00 |
| Carpet One | repair blinds | | 30.00 |
| IA Dept Natural Res | 2 tank tags | | 130.00 |
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| Management Ins | underground tank insurance | | 2,661.00 |
| McClure Engineering | 3/21 Re-Hab Project | | 3,754.32 |
| Carol Schoeppner | secretary contract | | 350.00 |

CARROLL AIRPORT COMMISSION

Regular Meeting

January 11, 2021

Arthur Neu Airport

Monday, January 11, 2021

5:30 P.M.

Arthur Neu Airport

Agenda

Approve minutes from previous meeting

Fuel Delivery System

Equipment Report

New Business

Approve monthly bills