

# 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 28, 2020

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

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

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

## AGENDA

- I. Pledge of Allegiance
- II. Roll Call
- III. Consent Agenda
  - A. Approval of Minutes of the January 13, 20 and 22 Meetings
  - B. Approval of Bills and Claims
  - C. Licenses and Permits:
    - 1. Renewal of Class "C" Beer Permit with Class "B" Wine Permit (includes Carryout Wine and Native Wine) and Sunday Sales – *Dollar General Store #2756*
    - 2. Renewal of Class "B" Liquor License with Outdoor Service and Sunday Sales – *Charlie's Steakhouse – Swizzle Stick Lounge – Carrollton Centre*
  - D. FFA Farm Lease Agreement - 2020
  - E. Merchants Park Lease – Carroll Merchants Baseball - 2020
  - F. Ash Tree Removal - 2020
- IV. Oral Requests and Communications from the Audience
- V. Proclamation – Camp Kesem
- VI. Ordinances
  - A. Carroll City Ordinance Chapter 69.08(8) Amendment – 30 Minute Kuemper Parking Request
- VII. Resolutions
  - A. Report of Bid Opening – Carroll Youth Sports Lighting Project – 2020
    - 1. Report of Proposal Opening
    - 2. Letter of Recommendation
    - 3. Award of Contract
  - B. Downtown Streetscape Phase 10 - Supplemental Services Agreement #1

VIII. Reports

- A. Water Storage Tower Rehabilitation – 2019 – Change Order No. 1
- B. Wastewater Treatment Plant Disinfection Improvements – Change Order No. 2
- C. Waive Purchasing Policy #0501 – Purchase of Cablecast Equipment for Carroll Area Access Television (CAAT)6

IX. Committee Reports

X. Monthly Activity Reports

XI. Comments from the Mayor

XII. Comments from the City Council

XIII. Comments from the City Manager

XIV. Budget Work Session

- A. Set Public Hearing – Proposed Property Tax Levy – Fiscal Year July 1, 2020 to June 31, 2021

XV. Adjourn

February/March Meetings:

City Council Budget Workshop – February 3, 2020 – City Hall – 627 N Adams Street  
Board of Adjustment – February 3, 2020 – City Hall – 627 N Adams Street  
City Council Budget Workshop – February 5, 2020 – City Hall– 627 N Adams Street  
City Council – February 10, 2020 – City Hall – 627 N Adams Street  
Airport Commission – February 10, 2020 – 21177 Quail Avenue  
Planning and Zoning Commission – February 12, 2020 – City Hall - 627 N Adams Street  
Library Board of Trustees – February 17, 2020 – City Hall - 627 N Adams Street  
City Council – February 24, 2020 – City Hall – 627 N Adams Street  
Board of Adjustment – March 2, 2020 – City Hall – 627 N Adams Street  
City Council – March 9, 2020 – City Hall – 627 N Adams Street  
Airport Commission – March 9, 2020 – 21177 Quail Avenue  
Planning and Zoning Commission – March 11, 2020 – City Hall - 627 N Adams Street  
Library Board of Trustees – March 16, 2020 – City Hall - 627 N Adams Street  
Parks, Recreation and Cultural Advisory Board – March 16, 2020 – City Hall - 627 N Adams Street  
City Council – March 23, 2020 – 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

JANUARY 13, 2020

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

The Carroll City Council met in regular session on this date at 5:15 p.m. in the Council Chambers, City Hall, 627 N Adams Street. Members present: Misty Boes, LaVern Dirkx, Jerry Fleshner, Clay Haley, Mike Kots and Carolyn Siemann. Absent: None. Mayor Eric Jensen presided and City Attorney Dave Bruner was in attendance.

\* \* \* \* \*

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

\* \* \* \* \*

It was moved by Haley, seconded by Kots, to approve the following items on the consent agenda: a) minutes of the December 23, 2019 Council meeting, as written; b) bills and claims in the amount of \$894,714.82. c) Appointment by Council of Shelley Diehl to the Planning and Zoning Commission (5-year term to expire 12-31-24). On roll call, all present voted aye. Absent: None. Motion carried.

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During the oral requests and communications from the audience Chico Kanne, Laura Comito, Ron Meiners, Jeanine Meiners, Rosanne Nees and Tacey Stoelk all addressed Council about the restroom located in Westgate Mall. No Council action taken.

\* \* \* \* \*

Mayor Jensen read a proclamation declaring January as National Blood Donor Month in Carroll and urged the citizens of Carroll to support blood donations by donating to local blood drives not only in January but all year long. No Council action taken.

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It was moved by Haley, seconded by Fleshner, to accept the FY 2018-2019 Annual Financial Statement Audit. On roll call, all present voted aye. Absent: None. Motion carried.

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At 6:00 p.m. January 13, 2020, Mayor Jensen opened a public hearing for the rezoning request of property legally described as:

A parcel of land located in the southeast quarter of Section 19, Township 84 North, Range 34 West of the Fifth P.M., Carroll County, Iowa being more particularly described as follows:

Referring to the southeast corner of the southeast quarter of said Section 19; thence N00°27'59"W, on the east line of said southeast quarter, 935.42 feet; thence S89°50'09"W on the north line of East Business Park Subdivision 552.83 feet to the point of beginning; thence N00°15'33"W, 339.98 feet to the south line of Northridge Fourth Subdivision, Phase Three; thence S89°50'21"W, on said south line, 694.67 feet to the east right of way line of Bella Vista Drive; thence S00°15'33"E, on said east line, 340.02 feet to the north line of East Business Park; thence N89°50'09"E, on said north line, 694.67 feet to the point of beginning, containing 5.42 acres, more or less, from P.U.D – Planned Unit Development with the underlying zoning of R-5, High-Density Residential District to R-3, Low-Density Residential District. Mayor Jensen allowed time for citizens to speak or present evidence in favor of the application. No evidence was presented in favor. Mayor Jensen allowed time for citizens to speak or present evidence in opposition of the application. No evidence was presented in opposition of the application. City Manager Mike Pogge-Weaver presented the Planning and Zoning Commission's recommendation and further presented evidence that the proposed rezoning would be consistent with the City of Carroll's Comprehensive Plan. The public notice of the public hearing for the City Council and Planning and Zoning Commission was properly made in a timely fashion and proof of publications are on file in the City Clerk's office. Mayor Jensen then requested further evidence from others. No further evidence was presented. The Council was then given the opportunity to ask questions of any of the witnesses or evidence. Mayor Jensen then closed the public hearing at 6:02 p.m.

It was moved by Kots, seconded by Haley, that upon consideration of all the evidence contained in the record of the public hearing dated January 13, 2020, including the fact that there was no opposition to the application; that all proper procedures and notices were followed; and rezoning is consistent with the City's Comprehensive Plan, the application to rezone the area legally described as:

A parcel of land located in the southeast quarter of Section 19, Township 84 North, Range 34 West of the Fifth P.M., Carroll County, Iowa being more particularly described as follows:

Referring to the southeast corner of the southeast quarter of said Section 19; thence N00°27'59"W, on the east line of said southeast quarter, 935.42 feet; thence S89°50'09"W on the north line of East Business Park Subdivision 552.83 feet to the point of beginning; thence N00°15'33"W, 339.98 feet to the south line of Northridge Fourth Subdivision, Phase Three; thence S89°50'21"W, on said south line, 694.67 feet to the east right of way line of Bella Vista



Drive; thence S00°15'33"E, on said east line, 340.02 feet to the north line of East Business Park; thence N89°50'09"E, on said north line, 694.67 feet to the point of beginning, containing 5.42 acres, more or less, from P.U.D – Planned Unit Development with the underlying zoning of R-5, High-Density Residential District to R-3, Low-Density Residential District be approved; that the City Clerk prepare detailed minutes of the public hearing and retain and preserve any and all written evidence and exhibits presented; that an ordinance amending the zoning map be presented to the Council for passage and approve the first reading and waive the second and third readings of said ordinance. On roll call, all present voted aye. Absent: None. Motion carried.

It was moved by Kots, seconded by Haley, to adopt said Ordinance No. 20-01. On roll call, all present voted aye. Absent: None. Motion carried.

\* \* \* \* \*

An ordinance amending the Carroll City Code of Ordinances by amending provisions pertaining to Chapter 40, Public Peace was introduced by Council Member Haley.

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

It was moved by Kots, seconded by Haley, to adopt said Ordinance No. 20-02. On roll call, all present voted aye. Absent: None. Motion carried.

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At 6:12 p.m. Mayor Jensen opened a public hearing on the Plans, Specifications, Form of Contract and Estimate of Cost for the Carroll Youth Sports Complex Lighting Project – 2020. Mayor Jensen closed the public hearing at 6:22 p.m.

It was moved by Dirkx, seconded by Haley, to approve Resolution No. 20-01, Adopting Plans, Specifications, Form of Contract and Estimate of Cost for the Carroll Youth Sports Complex Lighting Project – 2020. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Dirkx, seconded by Haley, to approve Resolution No. 20-02, Accepting the Professional Services Agreement for the design and bid phase services with Shive-Hattery, Inc. for the Carroll Trails Plan – Segment III – 2020 Project for a total fee of \$36,500.00. On roll call, all present voted aye. Absent: None. Motion carried.

\* \* \* \* \*

It was moved by Fleshner to purchase three (3) True C900 recumbent bikes with interactive display from Foremost Fitness Group in the amount of \$10,350.00. Motion failed due to the lack of a second.

It was moved by Haley, seconded by Kots, to purchase three (3) True C400 recumbent bikes with interactive display from Foremost Fitness Group in the amount of \$9,450.00. On roll call, all present voted aye except Siemann and Dirkx voted nay. Absent: None. Motion carried.

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It was moved by Fleshner, seconded by Haley, to adjourn at 6:52 p.m. On roll call, all present voted aye. Absent: None. Motion carried.

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Eric P. Jensen, Mayor

ATTEST:

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Laura A. Schaefer, City Clerk

COUNCIL MEETING

JANUARY 20, 2020

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

The Carroll City Council met in special session on this date at 5:16 p.m. in the Council Chambers, City Hall, 627 N Adams Street. Members present: Misty Boes, LaVern Dirkx, Jerry Fleshner, Clay Haley, Mike Kots, and Carolyn Siemann. Absent: None. Mayor Eric Jensen presided and City Attorney Dave Bruner was in attendance.

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

\* \* \* \* \*

Council began discussions on the FY 2020/2021 budget proposal. Council recessed at 6:36 p.m. and reconvened at 7:01 p.m. to continue budget discussions. No Council action taken.

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It was moved by Fleshner, seconded by Haley, to adjourn at 8:07 p.m. On roll call, all present voted aye. Absent: None. Motion carried.

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Eric P. Jensen, Mayor

ATTEST:

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Laura A. Schaefer, City Clerk

COUNCIL MEETING

JANUARY 22, 2020

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

The Carroll City Council met in special session on this date at 5:15 p.m. in the Council Chambers, City Hall, 627 N Adams Street. Members present: Misty Boes (arrived at 5:33 p.m.), LaVern Dirkx, Jerry Fleshner (arrived at 5:17 p.m.), Clay Haley, Mike Kots, and Carolyn Siemann. Absent: None. Mayor Eric Jensen presided and City Attorney Dave Bruner was in attendance.

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

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Council continued discussions on the FY 2020/2021 budget proposal. Shannon Landauer, Carroll Area Development Corporation Director, Airport Commission members Greg Siemann and Kevin Wittrock, Ashley Schable, Carroll Chamber of Commerce, and Chico Kanne, Downtown Restroom Association, addressed Council on FY 2020/2021 budget requests. Council recessed at 6:51 p.m. and reconvened at 7:16 p.m. to continue budget discussions. No Council action taken.

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It was moved by Fleshner, seconded by Haley, to adjourn at 8:22 p.m. On roll call, all present voted aye. Absent: None. Motion carried.

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Eric P. Jensen, Mayor

ATTEST:

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Laura A. Schaefer, City Clerk

01-23-2020 03:14 PM  
VENDOR SET: 01 City of Carroll  
REPORTING: PAID, UNPAID, PARTIAL

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

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	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020
PARTIALLY ITEMS DATES:	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020
UNPAID ITEMS DATES :		1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020

VENDOR	----- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	-----BALANCE----
01-001720	ACCESS SYSTEMS	COPIER CONTRACT	106.31	0.00	000000	0/00/00	106.31
		** TOTALS **	106.31	0.00			106.31
01-002080	AMAZON/SYNCHRONY BANK	BOOKS AND VIDEOS	436.57	436.57-	116929	1/23/20	0.00
		** TOTALS **	436.57	436.57-			0.00
01-002916	AMERICAN RED CROSS	LIFEGUARD CLASS	152.00	0.00	000000	0/00/00	152.00
01-002916	AMERICAN RED CROSS	STAFF RECERTIFICATION	190.00	0.00	000000	0/00/00	190.00
		** TOTALS **	342.00	0.00			342.00
01-002281	AMERICAN SECURITY CABINET	BOOK RETURN RENTAL	89.95	89.95-	116931	1/23/20	0.00
		** TOTALS **	89.95	89.95-			0.00
01-002370	ARNOLD MOTOR SUPPLY	FASTENERS	3.05	0.00	000000	0/00/00	3.05
01-002370	ARNOLD MOTOR SUPPLY	SUPPLIES	65.54	0.00	000000	0/00/00	65.54
01-002370	ARNOLD MOTOR SUPPLY	#23 BLADES	37.16	0.00	000000	0/00/00	37.16
01-002370	ARNOLD MOTOR SUPPLY	REPAIR PARTS	21.38	0.00	000000	0/00/00	21.38
		** TOTALS **	127.13	0.00			127.13
01-001557	ATCO INTERNATIONAL	GREASE	258.75	0.00	000000	0/00/00	258.75
		** TOTALS **	258.75	0.00			258.75
01-002539	AUTO GRAPHICS PLUS	POLICE BADGE DECAL & INSTALL	50.00	0.00	000000	0/00/00	50.00
		** TOTALS **	50.00	0.00			50.00
01-002805	BADDING CONSTRUCTION CO.	FEB. LIBRARY LEASE	4,725.00	0.00	000000	0/00/00	4,725.00
		** TOTALS **	4,725.00	0.00			4,725.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	500.26	500.26-	116933	1/23/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	36.02	36.02-	116933	1/23/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	259.06	259.06-	116933	1/23/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	533.86	533.86-	116933	1/23/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	237.63	237.63-	116933	1/23/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	550.98	550.98-	116933	1/23/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	5.50	5.50-	116933	1/23/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	10.50	10.50-	116933	1/23/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	5.50	5.50-	116933	1/23/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	14.00	14.00-	116933	1/23/20	0.00
		** TOTALS **	2,153.31	2,153.31-			0.00
01-002840	BARRON'S	PERIODIC RENEWAL	239.88	239.88-	116934	1/23/20	0.00
		** TOTALS **	239.88	239.88-			0.00
01-000528	BLUEGLOBES LLC	RUNWAY LIGHTS	83.46	83.46-	116897	1/15/20	0.00

01-23-2020 03:14 PM  
 VENDOR SET: 01 City of Carroll  
 REPORTING: PAID, UNPAID, PARTIAL

ACCOUNTS PAYABLE  
 OPEN ITEM REPORT  
 SUMMARY

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	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020
PARTIALLY ITEMS DATES:	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020
UNPAID ITEMS DATES :		1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020

VENDOR	----- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	-----BALANCE----
		** TOTALS **	83.46	83.46-			0.00
01-003515	BOMGAARS	SUPPLIES	14.17	0.00	000000	0/00/00	14.17
01-003515	BOMGAARS	SNOW SHOVELS	101.98	0.00	000000	0/00/00	101.98
01-003515	BOMGAARS	SAMPLER TUBING	14.49	0.00	000000	0/00/00	14.49
01-003515	BOMGAARS	HOSE NOZZLES - WASH BAY	39.98	0.00	000000	0/00/00	39.98
01-003515	BOMGAARS	BOLTS	0.28	0.00	000000	0/00/00	0.28
01-003515	BOMGAARS	BATTERIES & CLEANING SUPPLIES	135.89	0.00	000000	0/00/00	135.89
01-003515	BOMGAARS	SUPPLIES	9.99	0.00	000000	0/00/00	9.99
01-003515	BOMGAARS	SUPPLIES	23.75	0.00	000000	0/00/00	23.75
01-003515	BOMGAARS	SUPPLIES	17.12	0.00	000000	0/00/00	17.12
01-003515	BOMGAARS	SUPPLIES	25.31	0.00	000000	0/00/00	25.31
01-003515	BOMGAARS	ELECTRICAL CONNECTORS	32.94	0.00	000000	0/00/00	32.94
		** TOTALS **	415.90	0.00			415.90
01-001805	BOOK LOOK	BOOKS	399.74	399.74-	116927	1/23/20	0.00
		** TOTALS **	399.74	399.74-			0.00
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	63.63	63.63-	116940	1/23/20	0.00
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	73.45	0.00	000000	0/00/00	73.45
01-004138	CAPITAL SANITARY SUPPLY	TOWELS	142.50	0.00	000000	0/00/00	142.50
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	329.17	0.00	000000	0/00/00	329.17
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	119.35	0.00	000000	0/00/00	119.35
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	163.00	0.00	000000	0/00/00	163.00
		** TOTALS **	891.10	63.63-			827.47
01-025028	CAROL SCHOEPPNER	SECRETARY CONTRACT	350.00	350.00-	116914	1/15/20	0.00
		** TOTALS **	350.00	350.00-			0.00
01-000747	CARROLL AUTO SUPPLY	PARTS RETURNED	24.45-	0.00	000000	0/00/00	24.45-
01-000747	CARROLL AUTO SUPPLY	OIL AND FILTER #53	43.36	0.00	000000	0/00/00	43.36
01-000747	CARROLL AUTO SUPPLY	CRANK SENSOR CONNECTOR	103.11	0.00	000000	0/00/00	103.11
		** TOTALS **	122.02	0.00			122.02
01-004132	CARROLL AVIATION INC.	CONTRACT	6,700.00	6,700.00-	116905	1/15/20	0.00
		** TOTALS **	6,700.00	6,700.00-			0.00
01-004146	CARROLL CONTROL SYSTEMS	AHU #5 DAMPER REPAIRS	292.00	0.00	000000	0/00/00	292.00
01-004146	CARROLL CONTROL SYSTEMS	BOILER REPAIRS	910.67	0.00	000000	0/00/00	910.67
		** TOTALS **	1,202.67	0.00			1,202.67
01-004173	CARROLL COUNTY 911 FUND	RADIO	2,113.59	0.00	000000	0/00/00	2,113.59
		** TOTALS **	2,113.59	0.00			2,113.59

01-23-2020 03:14 PM  
 VENDOR SET: 01 City of Carroll  
 REPORTING: PAID, UNPAID, PARTIAL

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

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	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020
PARTIALLY ITEMS DATES:	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020
UNPAID ITEMS DATES :		1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020

VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
01-004183	CARROLL COUNTY TREASURER	LIEN FILING FEE 320 N WHITNEY	5.00	5.00-	116941	1/23/20	0.00
		** TOTALS **	5.00	5.00-			0.00
01-024005	CARROLL EYE CARE ASSOC.	SAFETY GLASSES - WEBER	146.75	0.00	000000	0/00/00	146.75
		** TOTALS **	146.75	0.00			146.75
01-004196	CARROLL HYDRAULICS	SUPPLIES	9.72	0.00	000000	0/00/00	9.72
01-004196	CARROLL HYDRAULICS	SHOP SUPPLIES	48.57	0.00	000000	0/00/00	48.57
01-004196	CARROLL HYDRAULICS	SNOWBLOWER REPAIR PARTS	32.05	0.00	000000	0/00/00	32.05
01-004196	CARROLL HYDRAULICS	REPAIR PARTS	164.77	0.00	000000	0/00/00	164.77
		** TOTALS **	255.11	0.00			255.11
01-004200	CARROLL LUMBER	GRAVEL MIX AND TILE	78.12	0.00	000000	0/00/00	78.12
		** TOTALS **	78.12	0.00			78.12
01-002977	CARROLL REFUSE SERVICE	DECEMBER GARBAGE	57.00	57.00-	116903	1/15/20	0.00
		** TOTALS **	57.00	57.00-			0.00
01-002998	CENTURYLINK	BACKUP PHONE LINE WWTP	151.00	151.00-	116935	1/23/20	0.00
01-002998	CENTURYLINK	BACKUP PHONE LINE WTP	60.74	60.74-	116936	1/23/20	0.00
		** TOTALS **	211.74	211.74-			0.00
01-004835	COMMERCIAL SAVINGS BANK	JAN WATER ACH PROCESSING FEES	116.28	116.28-	000000	1/15/20	0.00
01-004835	COMMERCIAL SAVINGS BANK	FEDERAL WITHHOLDINGS	13,422.21	13,422.21-	000688	1/16/20	0.00
01-004835	COMMERCIAL SAVINGS BANK	FICA WITHHOLDING	15,121.66	15,121.66-	000688	1/16/20	0.00
01-004835	COMMERCIAL SAVINGS BANK	MEDICARE WITHHOLDING	4,627.32	4,627.32-	000688	1/16/20	0.00
		** TOTALS **	33,287.47	33,287.47-			0.00
01-000911	COMPUTER CONCEPTS OF IOWA	IT EQUIPMENT	120.00	120.00-	116925	1/23/20	0.00
01-000911	COMPUTER CONCEPTS OF IOWA	IT MAINTENANCE	22.50	22.50-	116925	1/23/20	0.00
01-000911	COMPUTER CONCEPTS OF IOWA	IT MAINTENANCE	270.00	270.00-	116925	1/23/20	0.00
01-000911	COMPUTER CONCEPTS OF IOWA	IT MAINTENANCE	315.00	315.00-	116925	1/23/20	0.00
		** TOTALS **	727.50	727.50-			0.00
01-001595	COUNSEL OFFICE & DOCUMENT	COPIER CONTRACT	25.00	25.00-	116926	1/23/20	0.00
01-001595	COUNSEL OFFICE & DOCUMENT	COPIER CONTRACT	74.37	74.37-	116926	1/23/20	0.00
01-001595	COUNSEL OFFICE & DOCUMENT	COPIER MACHINE CONTRACT	95.83	0.00	000000	0/00/00	95.83
		** TOTALS **	195.20	99.37-			95.83
01-003516	DAWN STURM	LIFEGUARD CLASS REFUND	165.00	165.00-	116939	1/23/20	0.00
		** TOTALS **	165.00	165.00-			0.00
01-005615	DEMCO EDUCATIONAL CORP.	OPERATING SUPPLIES	126.29	126.29-	116944	1/23/20	0.00
		** TOTALS **	126.29	126.29-			0.00

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	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020
PARTIALLY ITEMS DATES:	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020
UNPAID ITEMS DATES :		1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020

VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
01-001965	DIANE TRACY	OUTREACH PROGRAMS & SUPPLIES	71.82	71.82-	116928	1/23/20	0.00
		** TOTALS **	71.82	71.82-			0.00
01-006000	DLT SOLUTIONS LLC	AUTO CAD ANNUAL SUBSCRIPTION	411.60	0.00	000000	0/00/00	411.60
		** TOTALS **	411.60	0.00			411.60
01-006275	DREES OIL CO. INC.	PROPANE	278.59	278.59-	116906	1/15/20	0.00
		** TOTALS **	278.59	278.59-			0.00
01-012590	ECHO ELECTRIC SUPPLY	EQUIPMENT REPAIRS	39.86	0.00	000000	0/00/00	39.86
01-012590	ECHO ELECTRIC SUPPLY	GENERATOR REPAIRS	496.86	0.00	000000	0/00/00	496.86
01-012590	ECHO ELECTRIC SUPPLY	GENERATOR MAINT.	400.00	0.00	000000	0/00/00	400.00
		** TOTALS **	936.72	0.00			936.72
01-006810	ECOWATER SYSTEMS	COOLER RENT AND WATER	90.07	90.07-	116907	1/15/20	0.00
		** TOTALS **	90.07	90.07-			0.00
01-004185	EMPLOYMENT RESOURCES	DEC. LIBRARY CLEANING	275.18	275.18-	116942	1/23/20	0.00
01-004185	EMPLOYMENT RESOURCES	DEC. PD CLEANING	550.35	0.00	000000	0/00/00	550.35
01-004185	EMPLOYMENT RESOURCES	DEC. CITY HALL CLEANING	275.18	0.00	000000	0/00/00	275.18
		** TOTALS **	1,100.71	275.18-			825.53
01-008020	FAMILY & SPECIALTY MEDICA	5 YEAR PHYSICAL - CMELIK	175.00	0.00	000000	0/00/00	175.00
		** TOTALS **	175.00	0.00			175.00
01-008027	FAREWAY STORES	BUDGET WORKSHOP SUPPLIES	21.44	0.00	000000	0/00/00	21.44
		** TOTALS **	21.44	0.00			21.44
01-008032	FARM & HOME PUBLISHERS	PLAT BOOK	56.00	56.00-	116945	1/23/20	0.00
		** TOTALS **	56.00	56.00-			0.00
01-008035	FARNER-BOCKEN CO.	CLEANING SUPPLIES	558.12	0.00	000000	0/00/00	558.12
		** TOTALS **	558.12	0.00			558.12
01-003403	FAST LANE AUTO CARE	VEHICLE SUPPLIES - 2 BRUSHES	55.86	0.00	000000	0/00/00	55.86
		** TOTALS **	55.86	0.00			55.86
01-008050	FASTENAL COMPANY	HYDRANT BOLTS	17.17	0.00	000000	0/00/00	17.17
01-008050	FASTENAL COMPANY	SUPPLIES	102.82	0.00	000000	0/00/00	102.82
		** TOTALS **	119.99	0.00			119.99
01-006860	FELD FIRE EQUIPMENT CO.	JAN-MAR SECURITY MONITORING	120.00	0.00	000000	0/00/00	120.00
		** TOTALS **	120.00	0.00			120.00



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PARTIALLY ITEMS DATES:	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020
UNPAID ITEMS DATES :		1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020

VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
01-002806	FOUNDATION ANALYTICAL LAB	LAB TESTING	325.80	0.00	000000	0/00/00	325.80
		** TOTALS **	325.80	0.00			325.80
01-000587	GAROLD SORENSEN	STEEL TOED WORK BOOTS	192.59	192.59-	116898	1/15/20	0.00
		** TOTALS **	192.59	192.59-			0.00
01-009500	GEHLING WELDING & REPAIR	REPAIR PARTS	35.00	0.00	000000	0/00/00	35.00
		** TOTALS **	35.00	0.00			35.00
01-002567	GEHLPRO WELDING	SNOWBLOWER REPAIRS	100.00	0.00	000000	0/00/00	100.00
		** TOTALS **	100.00	0.00			100.00
01-001654	GOLDEN VALLEY HARDSCAPES	PLAYGROUND MULCH	1,795.50	0.00	000000	0/00/00	1,795.50
01-001654	GOLDEN VALLEY HARDSCAPES	PLAYGROUND MULCH	1,795.50	0.00	000000	0/00/00	1,795.50
		** TOTALS **	3,591.00	0.00			3,591.00
01-010156	GRAPHIC EDGE, THE	BASKETBALL TSHIRTS	323.46	0.00	000000	0/00/00	323.46
		** TOTALS **	323.46	0.00			323.46
01-003408	GREAT AMERICA FINANCIAL S	COPIER CONTRACT	83.00	83.00-	116937	1/23/20	0.00
		** TOTALS **	83.00	83.00-			0.00
01-005410	HERALD PUBLISHING COMPANY	PUBLICITY	75.00	75.00-	116943	1/23/20	0.00
		** TOTALS **	75.00	75.00-			0.00
01-011831	HY-VEE INC.	PROGRAM EXPENSE	64.80	64.80-	116918	1/17/20	0.00
01-011831	HY-VEE INC.	SPECIAL DAY SUPPLIES	47.54	47.54-	116918	1/17/20	0.00
		** TOTALS **	112.34	112.34-			0.00
01-002869	I SAW THE SIGN LLC	AIRPORT SIGN	8,558.75	8,558.75-	116902	1/15/20	0.00
		** TOTALS **	8,558.75	8,558.75-			0.00
01-002198	ILA/IASL	AWARD POSTERS AND LABELS	18.00	18.00-	116930	1/23/20	0.00
		** TOTALS **	18.00	18.00-			0.00
01-012552	INDUSTRIAL BEARING SUPP.	SNOWBLOWER BELT	8.11	0.00	000000	0/00/00	8.11
		** TOTALS **	8.11	0.00			8.11
01-011996	IOWA ASSOCIATION OF BLDG	IABO MEMBERSHIPS	70.00	0.00	000000	0/00/00	70.00
		** TOTALS **	70.00	0.00			70.00
01-000214	IOWA D.A.R.E. ASSOCIATION	DARE MEMBERSHIP	100.00	0.00	000000	0/00/00	100.00
		** TOTALS **	100.00	0.00			100.00

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PARTIALLY ITEMS DATES:	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020
UNPAID ITEMS DATES :		1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020

VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
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01-012635	IOWA DEPARTMENT OF TRANSP	BLADE DRAGS	1,466.96	0.00	000000	0/00/00	1,466.96
		** TOTALS **	1,466.96	0.00			1,466.96
01-012652	IOWA GOLF ASSOCIATION	18 HOLE ANNUAL MEMBERSHIP	200.00	0.00	000000	0/00/00	200.00
		** TOTALS **	200.00	0.00			200.00
01-012642	IOWA LAW ENFORCE ACADEMY	RIFLE INSTRUCTOR SCHOOL	175.00	0.00	000000	0/00/00	175.00
		** TOTALS **	175.00	0.00			175.00
01-012660	IOWA LIBRARY ASSOCIATION	STAFF AND TRUSTEE MEMBERSHIPS	675.00	675.00-	116946	1/23/20	0.00
		** TOTALS **	675.00	675.00-			0.00
01-012679	IOWA PUBLIC AIRPORTS	MEMBERSHIP	175.00	175.00-	116909	1/15/20	0.00
		** TOTALS **	175.00	175.00-			0.00
01-002453	JASON MATTHEW LAMBERTZ	PRODUCTION COSTS	1,050.00	0.00	000000	0/00/00	1,050.00
		** TOTALS **	1,050.00	0.00			1,050.00
01-013917	JEO CONSULTING GROUP INC.	2020 STREET RESURFACING	46,240.00	0.00	000000	0/00/00	46,240.00
01-013917	JEO CONSULTING GROUP INC.	STREAMBED STABILIZATION	340.00	0.00	000000	0/00/00	340.00
		** TOTALS **	46,580.00	0.00			46,580.00
01-002616	JEREMY EHLERS	IOWA TURFGRASS CONFERENCE	44.64	44.64-	116900	1/15/20	0.00
		** TOTALS **	44.64	44.64-			0.00
01-025020	JOHN DEERE FINANCIAL	FILTERS AND BATTERY	223.28	223.28-	116913	1/15/20	0.00
01-025020	JOHN DEERE FINANCIAL	MOWER PARTS	451.72	451.72-	116913	1/15/20	0.00
01-025020	JOHN DEERE FINANCIAL	EQUIPMENT REPAIRS	8.98	8.98-	116913	1/15/20	0.00
01-025020	JOHN DEERE FINANCIAL	MOWER REPAIRS	279.24	279.24-	116913	1/15/20	0.00
		** TOTALS **	963.22	963.22-			0.00
01-003097	JP FLOORING	CARPET/RUG CLEANING	675.60	0.00	000000	0/00/00	675.60
		** TOTALS **	675.60	0.00			675.60
01-002367	JUNIOR LIBRARY GUILD	STANDING BOOK ORDER	1,201.20	1,201.20-	116932	1/23/20	0.00
		** TOTALS **	1,201.20	1,201.20-			0.00
01-000994	KABEL BUSINESS SERVICES -	DEC HRA CHECKS	2,190.67	2,190.67-	000000	1/21/20	0.00
		** TOTALS **	2,190.67	2,190.67-			0.00
01-001345	KELTEK INCORPORATED	EQUIPMENT RETURNED	210.33-	0.00	000000	0/00/00	210.33-
01-001345	KELTEK INCORPORATED	#14 SQUAD CAR EQUIPMENT	8,404.39	0.00	000000	0/00/00	8,404.39
		** TOTALS **	8,194.06	0.00			8,194.06

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PARTIALLY ITEMS DATES:	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020
UNPAID ITEMS DATES :		1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020

VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
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01-014815	KEYSTONE LABORATORIES	MONTHLY BAC-T/FLUORIDE	137.50	0.00	000000	0/00/00	137.50
		** TOTALS **	137.50	0.00			137.50
01-003458	LG PLAYGROUND LLC	BIKE RACKS - LIBRARY	611.00	0.00	000000	0/00/00	611.00
		** TOTALS **	611.00	0.00			611.00
01-017123	MANGOLD ENVIRONMENTAL	SAMPLE ANALYSIS	260.00	0.00	000000	0/00/00	260.00
		** TOTALS **	260.00	0.00			260.00
01-017133	MASTERCARD	ADOBE SOFTWARE & SECURE EMAIL	80.99	80.99-	116910	1/15/20	0.00
01-017133	MASTERCARD	8 CPR MASKS	81.14	81.14-	116911	1/15/20	0.00
01-017133	MASTERCARD	CONFERENCE REG. & WWTP COURSE	453.00	453.00-	116919	1/17/20	0.00
01-017133	MASTERCARD	IACP MEMBERSHIP	190.00	190.00-	116920	1/17/20	0.00
01-017133	MASTERCARD	MAIL CHIMP AND KEYS AND LOCKS	49.99	49.99-	116921	1/17/20	0.00
01-017133	MASTERCARD	CLASSES AND SUPPLIES	521.85	521.85-	116922	1/17/20	0.00
		** TOTALS **	1,376.97	1,376.97-			0.00
01-003461	MERCHANT SERVICES	CC PROCESSING FEES	756.27	756.27-	000000	1/21/20	0.00
		** TOTALS **	756.27	756.27-			0.00
01-012680	MID AMERICAN ENERGY	ELECTRIC BILLS	43,360.77	43,360.77-	116784	1/10/20	0.00
		** TOTALS **	43,360.77	43,360.77-			0.00
01-017585	MIDWEST WHOLESALE	DOOR REPAIR	65.00	65.00-	116912	1/15/20	0.00
01-017585	MIDWEST WHOLESALE	KEYPAD	163.50	163.50-	116912	1/15/20	0.00
		** TOTALS **	228.50	228.50-			0.00
01-002651	MOTOR INN OF CARROLL LLC	VEHICLE SUPPLIES	62.52	0.00	000000	0/00/00	62.52
		** TOTALS **	62.52	0.00			62.52
01-001873	MTI DISTRIBUTING INC.	MOWER PARTS	176.94	0.00	000000	0/00/00	176.94
		** TOTALS **	176.94	0.00			176.94
01-001645	MURPHY TRACTOR	#32 REPAIR PARTS	114.88	0.00	000000	0/00/00	114.88
		** TOTALS **	114.88	0.00			114.88
01-018408	NAPA AUTO PARTS	PARTS RETURNED	45.09-	0.00	000000	0/00/00	45.09-
01-018408	NAPA AUTO PARTS	REPAIR PARTS	30.01	0.00	000000	0/00/00	30.01
01-018408	NAPA AUTO PARTS	REPAIR PARTS	45.09	0.00	000000	0/00/00	45.09
01-018408	NAPA AUTO PARTS	REPAIR PARTS	2.64	0.00	000000	0/00/00	2.64
01-018408	NAPA AUTO PARTS	OIL AND FILTER	22.22	0.00	000000	0/00/00	22.22
01-018408	NAPA AUTO PARTS	SUPPLIES	29.97	0.00	000000	0/00/00	29.97
01-018408	NAPA AUTO PARTS	AIR FILTER	25.69	0.00	000000	0/00/00	25.69

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VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
01-018408	NAPA AUTO PARTS	REPAIR PARTS	75.99	0.00	000000	0/00/00	75.99
01-018408	NAPA AUTO PARTS	LIGHT #29	201.18	0.00	000000	0/00/00	201.18
		** TOTALS **	387.70	0.00			387.70
01-003514	NATASHA KLEVER	LEISURE PROGRAM REFUND	10.00	10.00-	116938	1/23/20	0.00
		** TOTALS **	10.00	10.00-			0.00
01-018440	NATIONAL RECREATION & PAR	NRPA MEMBERSHIP - WARDELL	175.00	0.00	000000	0/00/00	175.00
		** TOTALS **	175.00	0.00			175.00
01-003263	NETBANK	DEC EFT PROCESSING FEES	109.76	109.76-	000000	1/21/20	0.00
		** TOTALS **	109.76	109.76-			0.00
01-020208	O'HALLORAN INTERNATIONAL	EXHAUST CLAMP #29	46.90	0.00	000000	0/00/00	46.90
01-020208	O'HALLORAN INTERNATIONAL	#23 REPAIR PARTS	47.01	0.00	000000	0/00/00	47.01
01-020208	O'HALLORAN INTERNATIONAL	#26 REPAIR PARTS	97.97	0.00	000000	0/00/00	97.97
01-020208	O'HALLORAN INTERNATIONAL	#23 LUBE FILTER	33.57	0.00	000000	0/00/00	33.57
		** TOTALS **	225.45	0.00			225.45
01-020330	O'REILLY AUTO PARTS	SUPPLIES	10.99	0.00	000000	0/00/00	10.99
		** TOTALS **	10.99	0.00			10.99
01-020203	OFFICE STOP	SUPPLIES	7.90	0.00	000000	0/00/00	7.90
		** TOTALS **	7.90	0.00			7.90
01-002956	OPN ARCHITECTS INC	LIBRARY FFE DESIGN	2,220.24	0.00	000000	0/00/00	2,220.24
01-002956	OPN ARCHITECTS INC	LIBRARY DESIGN SERVICES	9,092.49	0.00	000000	0/00/00	9,092.49
		** TOTALS **	11,312.73	0.00			11,312.73
01-020326	OPTIONS INK	SIGNAGE	30.50	30.50-	116947	1/23/20	0.00
01-020326	OPTIONS INK	FREIGHT - BALL WASHERS	163.69	0.00	000000	0/00/00	163.69
		** TOTALS **	194.19	30.50-			163.69
01-021050	P & H WHOLESALE INC.	FURNACE FITTINGS	113.90	0.00	000000	0/00/00	113.90
01-021050	P & H WHOLESALE INC.	REPAIR PARTS	685.62	0.00	000000	0/00/00	685.62
01-021050	P & H WHOLESALE INC.	PVC FITTINGS	24.16	0.00	000000	0/00/00	24.16
		** TOTALS **	823.68	0.00			823.68
01-003517	PAUL HEUTON	REFUND GOLF ACH MEMBERSHIP	61.75	0.00	000000	0/00/00	61.75
		** TOTALS **	61.75	0.00			61.75
01-001949	PERFORMANCE TIRE & SERVIC	CAR TOWING BLUNK	125.00	0.00	000000	0/00/00	125.00
		** TOTALS **	125.00	0.00			125.00

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VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
01-000169	PERRY JOHNSON	IABO/ICC TRAINING	796.28	796.28-	116895	1/15/20	0.00
01-000169	PERRY JOHNSON	DEC. INSPECTIONS - MILEAGE	118.90	0.00	000000	0/00/00	118.90
01-000169	PERRY JOHNSON	NOV. INSPECTIONS - MILEAGE	135.14	0.00	000000	0/00/00	135.14
		** TOTALS **	1,050.32	796.28-			254.04
01-000423	PRO AUTO INC.	MIRROR REPAIRS	361.40	0.00	000000	0/00/00	361.40
		** TOTALS **	361.40	0.00			361.40
01-003181	PRO POWER LLC	SNOWBLOWER REPAIRS	70.86	0.00	000000	0/00/00	70.86
		** TOTALS **	70.86	0.00			70.86
01-000625	PRODUCTIVITY PLUS ACCOUNT	TRACTOR REPAIRS	1.85	1.85-	116783	1/10/20	0.00
01-000625	PRODUCTIVITY PLUS ACCOUNT	#33 PIN	7.20	7.20-	116783	1/10/20	0.00
01-000625	PRODUCTIVITY PLUS ACCOUNT	TRACTOR REPAIRS	486.00	486.00-	116783	1/10/20	0.00
01-000625	PRODUCTIVITY PLUS ACCOUNT	VEHICLE REPAIRS	690.00	690.00-	116783	1/10/20	0.00
		** TOTALS **	1,185.05	1,185.05-			0.00
01-009870	RACCOON VALLEY ELECTRIC C	DECEMBER ELECTRIC SERVICE (AM)	388.98	388.98-	116908	1/15/20	0.00
01-009870	RACCOON VALLEY ELECTRIC C	DECEMBER ELECTRIC SERVICE	1,866.66	1,866.66-	116908	1/15/20	0.00
		** TOTALS **	2,255.64	2,255.64-			0.00
01-000326	RECORDED BOOKS LLC	RBD DIGITAL RENEWAL	250.00	250.00-	116924	1/23/20	0.00
01-000326	RECORDED BOOKS LLC	ZINIO RENEWAL	750.00	750.00-	116924	1/23/20	0.00
01-000326	RECORDED BOOKS LLC	eMAGAZINES	392.43	392.43-	116924	1/23/20	0.00
		** TOTALS **	1,392.43	1,392.43-			0.00
01-023815	REGION XII COG	DIRKX STRICTLY BUSINESS WRKSH	20.00	20.00-	116948	1/23/20	0.00
		** TOTALS **	20.00	20.00-			0.00
01-003504	SAXTON INC DESIGN GROUP	LIBRARY FURNISHINGS	8,864.55	0.00	000000	0/00/00	8,864.55
		** TOTALS **	8,864.55	0.00			8,864.55
01-003513	SCHROEDER CONSTRUCTION &	SIDEWALK TO SHOP	954.00	954.00-	116904	1/15/20	0.00
		** TOTALS **	954.00	954.00-			0.00
01-025048	SCHULTES CONSTRUCTION, MI	REPAIR NORTH T HANGAR	1,021.46	1,021.46-	116915	1/15/20	0.00
		** TOTALS **	1,021.46	1,021.46-			0.00
01-000218	SCOTT HAAKENSON	IOWA TURFGRASS CONFERENCE	305.42	305.42-	116896	1/15/20	0.00
		** TOTALS **	305.42	305.42-			0.00
01-001333	SECURE SHRED SOLUTIONS LL	SHREDDING	234.00	0.00	000000	0/00/00	234.00
		** TOTALS **	234.00	0.00			234.00

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PAID ITEMS DATES	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020
PARTIALLY ITEMS DATES:	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020
UNPAID ITEMS DATES :	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020

VENDOR	----- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
01-000155	SHIVE HATTERY INC	2019 CARROLL TRAILS #9	572.82	0.00	000000	0/00/00	572.82
01-000155	SHIVE HATTERY INC	LIGHTING YOUTH SPORTS COMPLEX	1,373.04	0.00	000000	0/00/00	1,373.04
		** TOTALS **	1,945.86	0.00			1,945.86
01-025333	SNYDER & ASSOCIATES INC.	US 30/GRANT RD INTER.	3,040.00	0.00	000000	0/00/00	3,040.00
		** TOTALS **	3,040.00	0.00			3,040.00
01-025880	STONE PRINTING CO.	SUPPLIES	64.96	64.96-	116949	1/23/20	0.00
01-025880	STONE PRINTING CO.	SUPPLIES	14.64	14.64-	116949	1/23/20	0.00
01-025880	STONE PRINTING CO.	PRINTER INK	19.49	0.00	000000	0/00/00	19.49
01-025880	STONE PRINTING CO.	BOOKS	6.87	6.87-	116949	1/23/20	0.00
01-025880	STONE PRINTING CO.	BINDERS	23.25	0.00	000000	0/00/00	23.25
01-025880	STONE PRINTING CO.	SUPPLIES	87.98	87.98-	116949	1/23/20	0.00
01-025880	STONE PRINTING CO.	3 HOLE COPY PAPER	59.99	0.00	000000	0/00/00	59.99
01-025880	STONE PRINTING CO.	SUPPLIES	55.85	0.00	000000	0/00/00	55.85
		** TOTALS **	333.03	174.45-			158.58
01-002272	TIGGES OVERHEAD DOORS	HANGER REPAIRS	195.19	195.19-	116899	1/15/20	0.00
		** TOTALS **	195.19	195.19-			0.00
01-026940	TOYNE INC.	FIRE TRUCK CHASSIS	231,166.37	0.00	000000	0/00/00	231,166.37
		** TOTALS **	231,166.37	0.00			231,166.37
01-027060	TREASURER OF IOWA	SALES TAX	8,901.00	8,901.00-	000000	1/10/20	0.00
		** TOTALS **	8,901.00	8,901.00-			0.00
01-028168	UNITED PARCEL SERVICE	FREIGHT W/E 1/4/2020	25.35	25.35-	116785	1/10/20	0.00
01-028168	UNITED PARCEL SERVICE	FREIGHT W/E 1/11/2020	80.14	80.14-	116923	1/17/20	0.00
		** TOTALS **	105.49	105.49-			0.00
01-028435	UTILITY EQUIPMENT COMPANY	OPERATING SUPPLIES	2,203.78	0.00	000000	0/00/00	2,203.78
01-028435	UTILITY EQUIPMENT COMPANY	OPERATING SUPPLIES	144.50	0.00	000000	0/00/00	144.50
01-028435	UTILITY EQUIPMENT COMPANY	OPERATING SUPPLIES	205.14	0.00	000000	0/00/00	205.14
01-028435	UTILITY EQUIPMENT COMPANY	OPERATING SUPPLIES	497.45	0.00	000000	0/00/00	497.45
		** TOTALS **	3,050.87	0.00			3,050.87
01-003492	UTILITY SERVICE CO. INC.	TOWER IMPROVEMENTS #2	85,737.50	0.00	000000	0/00/00	85,737.50
		** TOTALS **	85,737.50	0.00			85,737.50
01-002771	VAN MAANEN ELECTRIC INC	RUNWAY REIL LIGHTS	381.94	381.94-	116901	1/15/20	0.00
		** TOTALS **	381.94	381.94-			0.00
01-028814	VAN METER COMPANY, THE	SUPPLIES RETURNED	25.46-	0.00	000000	0/00/00	25.46-
01-028814	VAN METER COMPANY, THE	CBD LED LIGHTS	950.00	0.00	000000	0/00/00	950.00

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	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020
PARTIALLY ITEMS DATES:	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020
UNPAID ITEMS DATES :		1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020

VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
01-028814	VAN METER COMPANY, THE	CBD LED SUPPLIES	50.00	0.00	000000	0/00/00	50.00
01-028814	VAN METER COMPANY, THE	FUSES	149.02	0.00	000000	0/00/00	149.02
		** TOTALS **	1,123.56	0.00			1,123.56
01-029009	VESSCO INC.	EQUIPMENT REPAIRS	509.98	0.00	000000	0/00/00	509.98
		** TOTALS **	509.98	0.00			509.98
01-030120	WAL-MART STORE #01-1787	SUPPLIES	59.39	0.00	000000	0/00/00	59.39
01-030120	WAL-MART STORE #01-1787	SUPPLIES	29.94	0.00	000000	0/00/00	29.94
		** TOTALS **	89.33	0.00			89.33
01-003377	WELLMARK BLUE CROSS/BLUE	FEB. HEALTH INS. PREMIUMS	40,284.62	40,284.62-	116917	1/17/20	0.00
		** TOTALS **	40,284.62	40,284.62-			0.00
01-030355	WITTROCK MOTOR CO.	DECEMBER CAR RENTAL	349.00	349.00-	116916	1/15/20	0.00
		** TOTALS **	349.00	349.00-			0.00
01-003291	WORLDPAY INTEGRATED PAYME	CC PROCESSING FEES	371.61	371.61-	000000	1/21/20	0.00
		** TOTALS **	371.61	371.61-			0.00

\* Payroll Expense 166,835.82

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ACCOUNTS PAYABLE  
OPEN ITEM REPORT  
SUMMARY

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	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020
PARTIALLY ITEMS DATES:	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020
UNPAID ITEMS DATES :		1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020

REPORT TOTALS

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	331,659.15	331,659.15CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	428,249.53	0.00	428,249.53
VOID ITEMS	0.00	0.00	0.00
** TOTALS **	759,908.68	331,659.15CR	428,249.53

UNPAID RECAP

UNPAID INVOICE TOTALS	428,554.86
UNPAID DEBIT MEMO TOTALS	0.00
UNAPPLIED CREDIT MEMO TOTALS	305.33CR
** UNPAID TOTALS **	428,249.53



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	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020
PARTIALLY ITEMS DATES:	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020
UNPAID ITEMS DATES :		1/10/2020 THRU 1/23/2020	1/10/2020 THRU 1/23/2020

FUND TOTALS

001	GENERAL FUND	93,651.86
010	HOTEL/MOTEL TAX	646.99
110	ROAD USE TAX FUND	6,159.76
168	LIBRARY TRUST FUND	120.00
178	CRIME PREV/SPEC PROJECTS	8,294.06
301	C.P. - EQUIPMENT PURCHASE	231,166.37
303	C.P. - AIRPORT	8,558.75
304	C.P. STREETS	46,240.00
309	C.P. - CORRIDOR OF COMM.	3,040.00
311	C.P.-PARKS & RECREATION	1,945.86
315	LIBRARY/CITY HALL REMODEL	25,553.28
600	WATER UTILITY FUND	23,748.51
602	WATER UTILITY CAP. IMP.	85,737.50
610	SEWER UTILITY FUND	14,934.63
620	STORM WATER UTILITY	460.00
621	STORM WATER CAP. IMP.	340.00
850	MEDICAL INSURANCE FUND	42,475.29
	* PAYROLL EXPENSE	166,835.82

GRAND TOTAL	759,908.68
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# City of Carroll

**Brad Burke, Chief of Police**

**Police Department**

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-3536

FAX: (712) 792-8088

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

**FROM:** Brad Burke, Chief of Police

**DATE:** January 22, 2020 *BS*

**RE:** Renewal of License

The following establishments have applied for renewal of license:

Dollar General Store #2756

840 East Plaza Drive

Class "C" Beer Permit with Class "B" Wine Permit (includes Carryout Wine and Native Wine) and Sunday Sales

Charlie's Steakhouse, Swizzle Stick Lounge, Carrollton Centre

1730 Highway 71 North

Class "B" Liquor License with Outdoor Service and Sunday Sales

**RECOMMENDATION:** Council consideration and approval of these applications.

# 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 *WSPW*  
**FROM:** Jack Wardell, Director of Parks and Recreation *PW*  
**DATE:** January 20, 2020  
**SUBJECT:** FFA Farm Lease Agreement – 2020  
➤ Resolution

The Carroll Community School District (CCSD) has again expressed an interest in having the FFA Chapter farm the City property immediately south of the City Cemetery. The lease agreement would be from April 1, 2020 to December 31, 2020.

The arrangements are the same as previous agreements. The City would receive \$1 for the lease. The City will not incur any expenses in the development of the crop. The advantages are the City would not have to maintain the property with mowing and spraying the site for weed control.

The CCSD board has already approved this lease at their January 20, 2020 meeting.

**RECOMMENDATION:** Motion to approve the agreement between City of Carroll and the CCSD that would allow the Carroll Area FFA Chapter to farm crops of approximately 6 acres of the City Cemetery property.

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

**RESOLUTION APPROVING THE FARM LEASE WITH  
THE CARROLL AREA FFA CHAPTER**

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

WHEREAS, the farm lease with the Carroll Area FFA Chapter is attached hereto as Exhibit "A"; and

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

NOW, THEREFORE, BE IT RESOLVED that the farm lease with the Carroll Area FFA Chapter attached as Exhibit "A", be authorized and approved, and that the Mayor is authorized to execute the Lease on behalf of the City of Carroll.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 28<sup>th</sup> day of January, 2020.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

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

ATTEST:

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

## FARM LEASE -- CASH RENT

THIS LEASE ("Lease") is made between The City of Carroll ("Landlord"), whose address for the purpose of this Lease is 112 East 5th St., Carroll, IA 51401, and The Carroll Area FFA Chapter, Carroll Community High School ("Tenant"), whose address for the purpose of this Lease is Carroll High School, 2809 North Grant Road, Carroll, Iowa 51401.

THE PARTIES AGREE AS FOLLOWS:

1. PREMISES AND TERM. Landlord leases to tenant the following real estate issued in Carroll County, Iowa (the "Real Estate"):

The six croplable acres of Part of Lot 1 of the Irregular Survey of the SE 1/4 SE, 1/4 of Section 25, Township 84 North, Range 35, West PM, Carroll County, Iowa, lying East of the Goetzinger and Steffes 1st Addition, and lying North of the North line of Clark Street, and lying West of the West line of South Grant Road, approximately nine acres.

and subject to county roadway easements and any other easements or restrictions of record. Possession by Tenant to Commence on April 1, 2020, and end on December 31, 2020.

2. RENT. Tenant agrees to pay Landlord as rent for the Real Estate ("the Rent"):

The rent shall be a total of one dollar (\$1.00). All inputs and returns shall be the responsibility of the Tenant.

3. PLANTING OF CROPS. Tenant shall prepare the Real Estate and plant such crops in a timely fashion as may be designated by Landlord.

Tenant shall make available any and all data collected to Landlord.

4. PROPER HUSBANDRY. Tenant agrees to farm the Real Estate in a good and husband like manner, and to seek to obtain the best crop production that the soil and crop season will permit. Tenant shall do what is reasonably necessary to control soil erosion including, but not limited to, the maintenance of existing watercourses, waterways, ditches, drainage areas, terraces and tile drains, and abstain from any practice which will cause damage to the Real Estate.

5. HARVESTING OF CROPS. Tenant agrees to appropriately care for all growing crops in a good and husband like manner, and to harvest all crops in a timely fashion.

6. TERMINATION OF LEASE. This lease shall be terminated on December 31, 2020.

7. POSSESSION AND CONDITION AT END OF TERM. At the termination of this Lease, the Tenant will relinquish possession of the Real Estate to the Landlord.

8. CARE OF SOIL. Tenant agrees to maintain soil fertility at the same or better level as at the time of this Lease.

9. FERTILIZER, LIME AND CHEMICALS. The following materials, in the amounts required by good husbandry, shall be acquired by Tenant and paid for by the parties as follows:

(1) Commercial Fertilizer	<u>100% Tenant</u>	<u>0% Landlord</u>
(2) Manure	<u>100% Tenant</u>	<u>0% Landlord</u>
(3) Lime and Trace Minerals	<u>100% Tenant</u>	<u>0% Landlord</u>
(4) Weed Control Chemicals	<u>100% Tenant</u>	<u>0% Landlord</u>
(5) Weed Spraying, Weed or Pest	<u>100% Tenant</u>	<u>0% Landlord</u>
(6) Other	<u>100% Tenant</u>	<u>0% Landlord</u>

Records of all chemicals, fertilizers, manures, or other soil applications shall be made available to the Landlord in a timely manner.

10. COST OF COMBINING AND SHELLING OF CROPS. The expense of combining and shelling of crops shall be as follows:

**100% Tenant 0% Landlord**

11. FARM MACHINERY AND EQUIPMENT. All necessary machinery and equipment shall be furnished by the **Tenant**.

12. CARE OF TREES, SHRUBS, AND GRASS. Landlord agrees to maintain all trees, shrubs and grass adjoining the said property.

13. WEED CONTROL. Otherwise, all noxious weeds shall be sprayed or otherwise timely destroyed by the tenant, at the Tenant's expense. Tenant shall timely cut or spray with herbicide, trees in fencerows.

14. LANDLORD'S RIGHT OF ENTRY AND INSPECTION. In the event notice of termination of this Lease has properly been served, landlord reserves the right to enter upon and plow the Real Estate after Tenant has completed the harvest of crops. Landlord may enter for any other reasonable purposes or to make repairs.

15. VIOLATION OF TERMS OF LEASE. If Tenant or Landlord violates the terms of the lease, the other shall have the right to the legal and equitable remedies to which it is entitled.

16. REPAIRS. Tenant agrees to maintain the Real Estate in good and proper repair. Landlord agrees to purchase repair materials that Landlord deems necessary.

17. EXPENSES INCURRED WITHOUT CONSENT OF LANDLORD. No expense shall be incurred for or on account of the Landlord without first obtaining the Landlord's written authorization. The Tenant agrees that the Tenant will take no action that might cause a mechanic's lien to be imposed upon the Real Estate.

18. PARTICIPATION IN GOVERNMENT PROGRAMS. The participation of the Real Estate in any offered program of the United States Department of Agriculture for crop production control or soil conservation shall be Landlord's option.

19. ATTORNEY FEES AND COURT COSTS. If either party files suit to enforce any of the terms of this Lease, the prevailing party shall be entitled to recover court costs and reasonable attorneys' fees.

20. CHANGE IN LEASE TERMS. The conduct of either party, by act or omission, shall not be construed as a material alteration of this Lease until such provision is reduced to writing and executed by both parties as addendum to this Lease.

21. LIABILITY FOR STUDENT EDUCATIONAL ACTIVITIES. **The Carroll Community School District shall provide liability insurance as per the contract currently in place within the Blanket School Policy with Employers Mutual, or a replacement policy as contracted by the school district. This contract shall cover students and employees while performing educational activities on the Real Estate.**

22. DELAY IN GIVING POSSESSION. In the event that possession cannot be delivered within fifteen (15) days of commencement of this Lease, either Landlord or Tenant may terminate this Lease by giving the other party notice in writing.

23. NOTICES. The notices contemplated in this Lease shall be made in writing and shall either be delivered in person, or be mailed in the US Mail, Registered Mail, Return Receipt Requested, to the Recipient's last known mailing address. The notice provisions of this Section 23 shall not apply to the notice of termination set forth in Section 6, Termination of Lease. The notice of termination is specifically governed by the Code of Iowa.

Tenant:   
\_\_\_\_\_

Landlord: \_\_\_\_\_  
\_\_\_\_\_

Date: 1/20/20

Date: \_\_\_\_\_

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

**DATE:** January 22, 2020

**SUBJECT:** Merchants Park Lease – Carroll Merchants Baseball - 2020

➤ Resolution – Baseball Stadium Lease Agreement

Last year the Carroll Merchants baseball team played approximately 20 home games at Merchants Stadium. This year they will have a similar schedule with more single game dates and less double headers during the 2020 season.

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

**RECOMMENDATION:** Mayor and City Council consideration and approval of the attached agreement and resolution with Carroll Merchants Baseball Club for the 2020 baseball season.

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

**A RESOLUTION APPROVING AGREEMENT WITH  
CARROLL MERCHANTS BASEBALL CLUB**

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

WHEREAS, the Carroll Baseball Stadium Lease is attached hereto as Exhibit "A"; and

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

NOW, THEREFORE, BE IT RESOLVED that the Carroll Baseball Stadium Lease, attached as Exhibit "A", be authorized and approved, and that the Mayor and City Clerk are authorized to execute the contract on behalf of the City of Carroll.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this \_\_\_\_\_ day of January, 2020.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

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

ATTEST:

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



## MERCHANTS PARK LEASE

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by and between the City of Carroll, Iowa (Landlord) and Carroll Merchants Baseball Club, an Iowa Corporation (Tenant).

The parties agree as follows:

1. **PREMISES AND TERM.** Landlord leases to Tenant, the Merchants Park in Carroll, Iowa, together with all improvements thereon, and all rights, easements and appurtenances thereto, upon the condition the Tenant performs as provided in this Lease for the 2020 baseball season (May 1st through September 1st). However, if tenant fails to utilize the Stadium and field for a period greater than 30 days during the lease term, the lease shall terminate.

After the 2020 baseball season the Tenant shall notify the Landlord if he wishes to lease for the following year. The Parties may then renegotiate a new Lease.

2. **RENT.** Tenant agrees to pay Landlord as rent: One dollar (\$1.00) and other good and valuable consideration, payable 30 days in advance of the first day of May 1, 2020.

3. **POSSESSION.** Tenant shall be entitled to possession on May 1, 2020, and shall yield possession to Landlord on the last day of this Lease, which is September 1, 2020.

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

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

### 5. CARE AND MAINTENANCE.

- a) The Tenant takes the premises as is.
- b) The Landlord shall maintain the premises.
- c) The Tenant may assist in the maintenance of the premises under the direction and supervision of the Landlord. Tenant shall make no structural changes or alterations without prior consultation and written consent of Landlord.
- d) Tenants shall not permit nor allow the premises to be damaged or depreciated in value by any act, omission to act or negligence of itself, its agents or

employees.

6. **UTILITIES.** The Landlord shall pay for all utilities which may be used on the premises. Landlord shall not be liable for damages for failure to perform as herein provided, or for any stoppage for needed repairs or for improvements or arising from causes beyond the control of Landlord, provided Landlord uses reasonable diligence to resume such services.

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

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

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

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

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

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

9. **INSURANCE.**

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

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

10. **LIABILITY FOR DAMAGE.** Each party shall be liable to the other for all damage to the property of the other negligently, recklessly or intentionally caused by that party (or their agents, employees or invitees).

11. **INDEMNITY.** Except for any negligence of Landlord, Tenant will protect, defend, and indemnify Landlord from and against any and all loss, costs, damage and expenses occasioned by, or arising out of, any accident or other occurrence causing or inflicting injury or damage to any person or property, happening or done in, upon or about the premises or due directly or indirectly to the tenancy, use or occupancy there, or any part thereof by Tenant or any person claiming through or under Tenant.

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

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

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

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

EVENTS OF DEFAULT

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

NOTICE OF DEFAULT

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

## REMEDIES

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

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

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


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

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

CITY OF CARROLL, IOWA –  
LANDLORD

CARROLL MERCHANTS BASEBALL  
CLUB – TENANT

By: \_\_\_\_\_  
Eric P. Jensen, Mayor  
112 E 5th  
Carroll, IA 51401

By:  \_\_\_\_\_  
John Perrin, President  
225 E 7<sup>TH</sup> Street  
Carroll, IA 51401

ATTEST:

By: \_\_\_\_\_  
Laura Schaefer, Clerk

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

**DATE:** January 20, 2020

**SUBJECT:** Ash Tree Removal - 2020

- Report of Proposal Opening
- Proposal Tabulation Sheet
- Ash Tree Inventory

In April 2018, Carroll County joined the list of 56 other counties who now have confirmed cases of Emerald Ash Borer infestation. The Iowa Department of Agriculture and Land Stewardship distributed a notice that a tree service contacted them about potentially infested trees in a rural area east of Carroll. The presence of the invasive insect was later confirmed. The beetle does not travel long distances on its own, people are responsible for the transmission, usually in firewood or other wood products. The tree will usually die within two to four years of infestation.

On January 15, 2020 seven proposals were opened at the time of the opening. Attached is the summary of the proposals received.

The lowest proposal was Snyder Tree Service of Carroll, Iowa.

Carroll Municipal Golf Course	20 Trees	\$ 8,000.00
City Cemetery	20 Trees	\$13,800.00
Rolling Hills Park	12 Trees	\$12,900.00
Graham Park	7 Trees	
Waterworks Park	1 Tree	
Total Cost	60 Trees	\$34,700.00

All work will be completed by April 15. The preferred order of tree removal will be (1) golf course, (2) cemetery and (3) Rolling Hills Park and Waterworks Park.

City staff recommendation is to remove declining trees with more than 30% damage and trees deemed potentially hazardous in parks and along the trail.

**RECOMMENDATION:** For the Mayor and City Council to consider and approve the proposal from Snyder Tree Service, Carroll, Iowa for the proposal cost of \$34,700.00.

City of Carroll  
Parks & Recreation Department  
Parks & Open Spaces Division  
627 N. Adams Street  
Carroll, Iowa 51401  
712-792-1000  
[www.cityofcarroll.com](http://www.cityofcarroll.com)

# REPORT OF PROPOSAL OPENING

Bids were opened: January 15, 2020 @ 1:00 PM

For: Removal of 60 Ash Trees

Pre-Bid Estimate:

Bidder	Carroll Municipal Golf Course	City Cemetery	Graham Park Rolling Hills Park Water Works Park	Removal of all 60 Trees
1 Eddy's Limbs - Maple River, Iowa	14,000.00	15,200.00	14,000.00	43,200.00
2 Gorden's Tree Services, LLC - Lake City, Iowa	23,500.00	54,000.00	32,000.00	94,500.00
3 Arborpro Tree Service - Fort Dodge Iowa	13,800.00	15,975.00	13,200.00	42,975.00
4 Gute Tree Service, Inc. - Carroll Iowa	16,950.00			
5 Wright Outdoor - West Des Moines, Iowa	21,006.00	28,706.00	27,006.00	76,718.00
6 Brown's Tree Service - Fairfield, Iowa	15,060.00	28,680.00	19,260.00	52,500.00
7 Snyder Tree Service - Carroll, Iowa	8,000.00	13,800.00	<del>\$12,900.00</del> <del>12,000.00</del>	34,700.00

Signed:

*Laura Schaefer, City Clerk*

Date: 1/15/2020

## ASH TREE INVENTORY

	Large 18"- 36" diameter	Medium 10"-18" diameter	Small 6"-10" diameter
Aquatic Center	3		
Clark Street			4
Graham Park	5		16
Minchen Park	4	1	
Maple Park	3	8	
High Service Pumphouse		8	
Adult SB Fields		13	
NE Park		34	
NW Park	1		
Thomas Addition		1	
Rec Ctr			1
Rolling Hills Park	1	12	
Southside		3	
Veterans Park		8	
Cemetery	59	8	
Totals	76	96	21





## Camp Kesem Proclamation

**WHEREAS,** Kesem is a nationwide community, driven by passionate college student leaders, that supports children through and beyond their parent's cancer; and,

**WHEREAS,** Kesem's flagship program, called Camp Kesem, operates free camps for children who have been impacted by parent's cancer; and,

**WHEREAS,** For many children, their camp experience is a life-changing event and provides them with a community of children with similar experiences and a safe and welcoming environment; and,

**NOW THEREFORE, I, ERIC P. JENSEN, MAYOR OF THE CITY OF CARROLL,** do hereby encourage the citizens of Carroll to reach out to Camp Kesem via their website, [www.campkesem.org](http://www.campkesem.org) and support Kesem's vision of ensuring that every child impacted by a parent's cancer is never alone.

---

Eric P. Jensen, Mayor

# City of Carroll

**Brad Burke, Chief of Police**

**Police Department**

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-3536

FAX: (712) 792-8088

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

**FROM:** Brad Burke, Chief of Police *BB*

**DATE:** January 22, 2020

**SUBJECT:** Carroll City Ordinance Chapter 69.08(8) amendment

Chapter 69 of the Carroll City Code deals with Parking Regulations and specifically 69.08(8) deals with parking on Clark Street. Kuemper Catholic Schools has requested a 30-minute parking space at the farthest north parking space in the 100 block of S Clark Street which is near the office area of Kuemper High School. This request is to accommodate for parking needs for quick visits to the school.

**RECOMMENDATION:** Council consideration and discussion of the ordinance change amendment to Chapter 69.08, subsection 8 of the City of Carroll Ordinance.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY  
OF CARROLL, IOWA, 2011, BY AMENDING PROVISIONS PERTAINING TO  
NO PARKING ZONES

BE IT ENACTED by the City Council of the City of Carroll, Iowa:

SECTION 1. Chapter 69, Section 08, Subsection 8, of the Code of Ordinances of the  
City of Carroll, Iowa, 2011, is amended by adding the following paragraph:

69.08(8)(E)  
“30 Minute Parking – 7:30 a.m. – 4:30 p.m. Monday through Friday School Days  
Only.”  
1. Parking space (1) beginning 115 feet southerly of the centerline of First  
Street easterly side only.

SECTION 2. REPEALER. All ordinances or parts of ordinances in conflict with the  
provisions of this ordinance are hereby repealed.

SECTION 3. SEVERABILITY CLAUSE. If any section, provision or part of this  
ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the  
validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid  
or unconstitutional.

SECTION 4. WHEN EFFECTIVE. This ordinance shall be in effect from and after its  
final passage, approval and publication as provided by law.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

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

ATTEST:

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

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_\_ day of  
\_\_\_\_\_, 2020.

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

# City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

**MEMO TO:** Mike Pogge-Weaver, City Manager *MSP-W*  
**FROM:** Jack Wardell, Director of Parks and Recreation *JW*  
**DATE:** January 20, 2020  
**SUBJECT:** Report of Bid Opening – Carroll Youth Sports Lighting Project - 2020

- Report of Proposal Opening
- Letter of Recommendation
- Award of Contract

On January 20, 2020 four proposals were opened at the time of the opening. Attached is the summary of the bids received.

The lowest bid was Drees Electric Company of Carroll, Iowa.

Base Bid	\$296,000.00	Fields 4 & 6
Alternate Bid	<u>\$141,000.00</u>	Field 7
Total Bid Price	\$437,000.00	

Current Budget:

Revenue		\$390,000.00
Expenses		
Debt Issuance	\$ 2,608.13	
Design Services	<u>\$25,500.00</u>	
		<u>\$ 28,108.13</u>
Available Funds		\$361,891.87

Options for consideration:

Option A: Accept base bid from Drees Electric.

Revenue	\$390,000.00
Base Bid	\$296,000.00
Other Expenses	<u>\$ 28,108.13</u>
Funds Available	\$ 65,891.87

Option B: Accept base bid and alternate bid. This is the recommendation from the Parks, Recreation and Cultural Board.

Revenue	\$390,000.00
Base Bid + Alternate	\$437,000.00
Other Expenses	<u>\$ 28,108.13</u>
Shortfall	\$(75,108.13)

Funding shortfall

LOST	\$ 37,554.07
------	--------------

Hotel/Motel Tax	\$ 37,554.06
-----------------	--------------

**RECOMMENDATION:** For the Mayor and City Council consideration and approval to accept the base bid plus alternate bid, Option B, from Drees Electric Company – Carroll, Iowa for the total bid price of \$437,000.00

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

RESOLUTION MAKING AWARD OF THE CONTRACT FOR CARROLL YOUTH  
SPORTS LIGHTING PROJECT 2019

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

WHEREAS, the following bid for the construction of public improvements described in general as the Carroll Youth Sports Complex Lighting Project 2020 and further described in the plans and specifications heretofore adopted by this Council is the lowest, responsive, responsible bid for said work as follows:

Contractor:	Drees Electric Company
Amount of Proposal:	\$437,000.00
Portion of Project:	All construction work

and,

NOW, THEREFORE, BE IT RESOLVED that the contract with Drees Electric Company for the construction of the Carroll Youth Sports Complex Lighting Project – 2020, is authorized and accepted, and that the Mayor and City Clerk are authorized to execute the contract on behalf of the City.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 28<sup>th</sup> day of January, 2020.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

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

ATTEST:

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

# SHIVEHATTERY

ARCHITECTURE+ENGINEERING

Client: City of Carroll, IA

Project Name: Youth Sports Complex Lighting

Bid Date & Time: January 20, 2020 at 2:00PM

Location: Carroll, Iowa

S-H Project No.: 418569-0

Name and Address of Bidder	BID SECURITY  (put "X" in box)	ADDENDA 1 & 2  (put "X" in box)	BIDDER STATUS FORM - 00 4100.01  (put "X" in box)	BIDDER STATUS FORM - 00 4100.02  (put "X" in box)	NON-COLLUSION AFFIDAVIT - 00 4100.03  (put "X" in box)	ALTERNATE BID Field 7	BASE BID Field 4 and 6	TOTAL BID
Drees Heating and Plumbing, Inc. 609 N. Carroll Street Carroll, IA 51401	X	X	X	X	X	\$141,000.00	\$296,000.00	\$437,000.00
Ardent Lighting Group, LLC 1378 118th Place Knoxville, IA 50138	X	X	*	**	***	\$139,474.00	\$299,074.00	\$438,548.00
ProTech 8615 Whitmore Circle, Suite 108 Omaha, NE 68122	X	X	*	**	***	\$151,448.00	\$299,784.00	\$451,232.00
Nelson Electric Company of Western Iowa, LC 820 W. 8th Street, PO Box 96 Carroll, IA 51401	X	X	X	X	X	\$173,200.00	\$371,300.00	\$544,500.00
<p>Key: * = Did not provide Bidder Status Form  ** = Did not provide Authorization to Transact Business  *** = Did not provide Non-Collusion Affidavit</p>								



January 28, 2020

City of Carroll, IA  
Attn: Jack Wardell  
627 N. Adams Street  
Carroll, IA 51401

RE: Carroll - Youth Sports Complex Lighting

Dear Mr. Wardell,

Four (4) bids were received on January 20, 2020 for the above referenced project. See attached bid tabulation sheet for details.

We propose the City of Carroll, IA council consider the bids and award the contract to Drees Heating and Plumbing, Inc. on the basis of their lowest responsive, responsible base bid of two hundred ninety-six thousand dollars and zero cents (\$296,000.00).

Regarding alternate acceptance, please notify Shive-Hattery if the council approves it and we can include the alternate in the Owner-Contractor agreement. The adjusted contract amount to include the alternate would then be four hundred thirty-seven thousand dollars and zero cents broken out as follows:

Base: \$296,000  
Alt 1: \$141,000  
Total: \$437,000

This award is subject to submittal of acceptable bonds and insurance.

Once approval from the board is obtained, please contact our office and we will proceed with obtaining the agreement, bonds, and insurance.

We look forward to continuing our work with City of Carroll, IA and beginning work with Drees Heating and Plumbing, Inc. on this project. Please call our office if you have any questions or comments regarding the above project.

Sincerely,

SHIVE-HATTERY, INC.



John Waldron, PE, Project Manager

Enclosure: Bid Tabulation







## Youth Sports Complex

100 50 0 100 200 300 Feet





# 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 *WJPW*

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

**DATE:** January 22, 2020

**SUBJECT:** Downtown Streetscape Phase 10  
Supplemental Services Agreement #1

During design development of the Downtown Streetscape Phase 10 project, two additional areas of streetscape work were requested to be added. The additional areas and related work are as follows:

- Northeast corner 4<sup>th</sup> Street and Main Street – Pavement and curb modifications to add on-street parking spaces.
- Northwest 4<sup>th</sup> Street and Main Street – Pavement and curb modifications to mitigate non-compliant sidewalk.

Supplemental Services Agreement #1 has been prepared to incorporate the design work into the Confluence Design Services Agreement for Phase 10. The Supplemental Services Agreement scope of services includes services necessary to prepare bidding and construction documents. The fee included in the Supplemental Services Agreement is \$5,560.00.

The effect of Supplemental Services Agreement #1 on the Design Services Agreement is as follows:

Design Services Agreement	\$97,915.00
Supplemental Services Agreement #1	\$5,560.00
Amended Design Services Agreement	\$103,475.00

**RECOMMENDATION:** Mayor and City Council consideration of passage and approval of the Resolution approving Supplemental Services Agreement #1 to the Design Services Agreement for the Downtown Streetscape Phase 10 project.

RMK:ds

attachments (3)

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

RESOLUTION APPROVING SUPPLEMENTAL SERVICES AGREEMENT #1 TO THE DESIGN SERVICES AGREEMENT FOR THE DOWNTOWN STREETScape PHASE 10 PROJECT.

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

WHEREAS, a Design Services Agreement with Confluence for the Downtown Streetscape Phase 10 project was approved October 22, 2018; and,

WHEREAS, a Supplemental Services Agreement #1 has been prepared to amend the Design Services Agreement by adding services desired by the City of Carroll; and,

WHEREAS, the City Council has determined that the Supplemental Services Agreement #1 is in the best interests of the City of Carroll and the residents thereof.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that Supplemental Services Agreement #1 to the Design Services Agreement with Confluence for the Downtown Streetscape Phase 10 project is approved, and that the Mayor is authorized to execute the Agreement on behalf of the City.

Passed and approved by the Carroll City Council this 28<sup>th</sup> day of January, 2020.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

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

ATTEST:

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

Supplemental Agreement

January 28, 2020

Mr. Randall M. Krauel, Public Works Director  
City of Carroll  
627 N. Adams Street  
Carroll, IA 51401

Re: Carroll Downtown Streetscape Phase 10, Confluence # 18297  
Supplemental Services Agreement # 1

Dear Randy:

At the request of the City of Carroll, we are providing this Supplemental Agreement #1 for the addition of limited streetscape modifications in the area of Main Street and East 4<sup>th</sup> Street. The scope of services are as follows:

1. As-built topographic survey (by JEO Consulting Group). See attached Exhibit B for survey limits.
2. Design of pavement and curb modifications to mitigate the non-compliant cross slope of the sidewalk that occurs at the planter island on Main Street along the movie theater and southward. This will involve street pavement removal and replacement to the planter island at the SE corner of the theater.
3. Design of pavement and curb modifications to add on-street parking spaces and close the driveway entrance to the parking lot at the NE corner of Main Street and East 4<sup>th</sup> Street.
4. Adjustments to storm sewer intakes.
5. Adjustments to decorative street light footings along the theater and relocation of decorative street light at Main and 4<sup>th</sup> Streets.
6. Preparation of construction documents and cost estimate.

Based on the above, we respectfully request that our original contract amount of \$97,915.00 be amended by \$5,560.00, for a revised total contract amount of \$103,475.00. This amendment is subject to all other terms and conditions of the original agreement. Upon your review and approval, please return one signed copy to us. Thank you for your consideration.

ACKNOWLEDGEMENT OF APPROVAL OF AMENDMENT

City of Carroll

By: Eric Jensen

Signature:

Title: Mayor

Date: January 28, 2020

Enc: Exhibit B

Cc: Cody Forch, JEO

Confluence

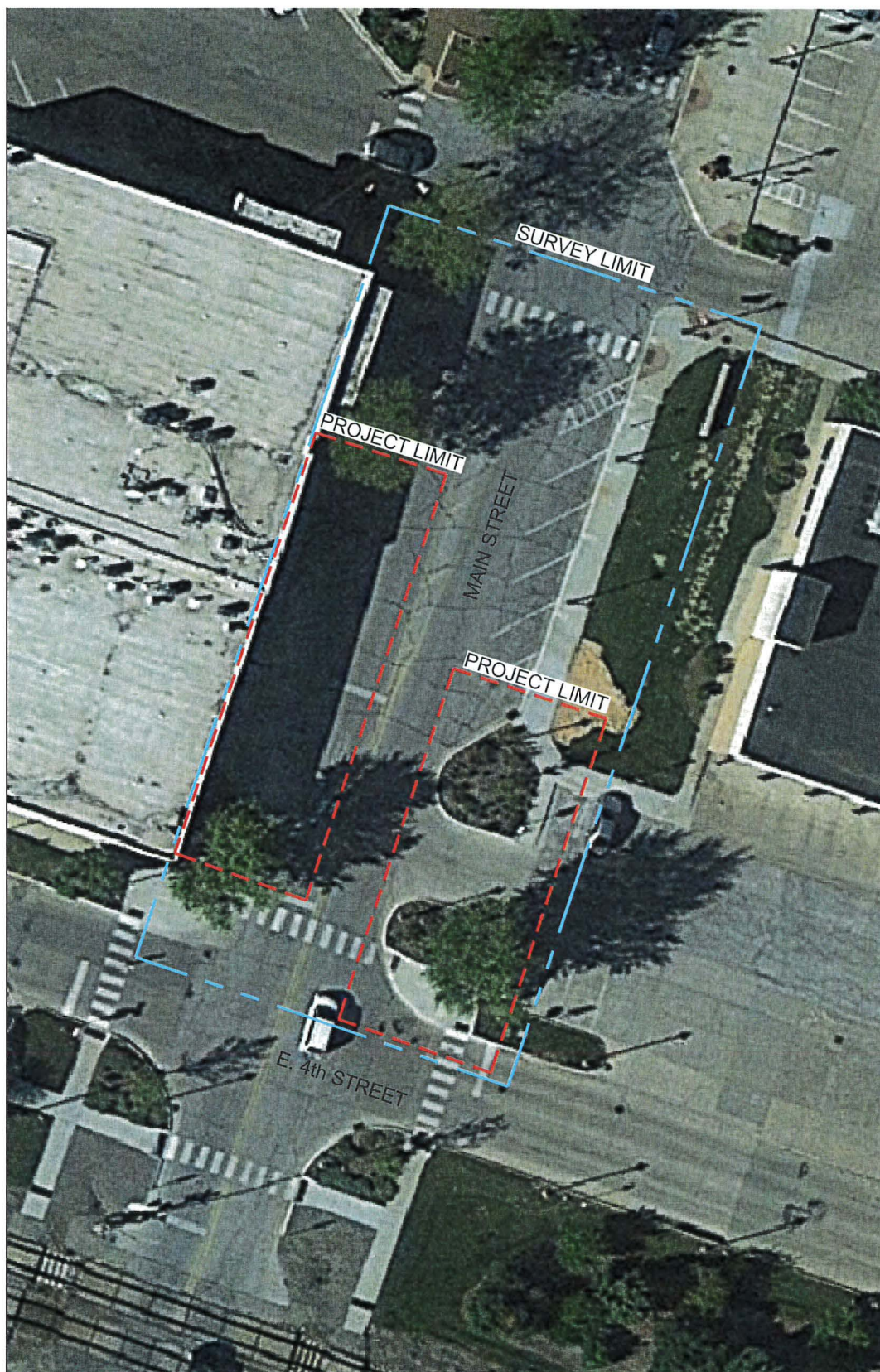
By: Jim Host

Signature: 

Title: Associate

Date: January 28, 2020





# 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

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

**DATE:** January 22, 2020

**SUBJECT:** Water Storage Tower Rehabilitation - 2019  
Change Order No. 1

The Third Amendment to Water Tower Attachment Option and Lease Agreement with Iowa RSA No. 9 Limited Partnership included installation of additional U.S. Cellular equipment on the Water Tower. The additional equipment necessitated structural modifications to the Tower railing to support the equipment. Within the Amendment, Iowa RSA No. 9 Limited Partnership agreed to reimburse the City \$48,200.00 for the structural modifications.

Proposed Change Order No. 1 is prepared to incorporate the structural modification work into the Water Storage Tower Rehabilitation contract. The Contract Price increase included in proposed Change Order No. 1 is \$48,200.00. The Contract Time increase is 10 days.

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

Original Contract Price	\$543,700.00
Proposed Change Order No. 1	\$48,200.00
Contract Price w/Change Order No. 1	\$591,900.00

**RECOMMENDATION:** Mayor and City Council consideration of approval of Change Order No. 1 to the Water Storage Tower Rehabilitation contract in the amount of \$48,200.00.

RMK:ds

attachments (2)



**CITY OF CARROLL****CHANGE ORDER  
NO. 1**

PROJECT: **WATER STORAGE TOWER REHABILITATION - 2019**  
OWNER: City of Carroll  
CONTRACTOR: Utility Service Co., Inc.  
ENGINEER: JEO Consulting Group, Inc.

OWNER'S Contract No.: Resolution #19-54

DATE OF ISSUANCE: January 13, 2020

EFFECTIVE DATE: January 28, 2020

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

Description: Railing structural modifications


Reason for Change Order: Proposed U.S. Cellular equipment additions.

Attachments: Suez Change Order Proposal #1 Revised.

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price:  \$ 543,700.00	Original Contract Times:  Substantial Completion 120 days Full Completion 150 days
Net Increase (Decrease) from previous Change Orders No. -- to --:  \$ 0.00	Net change from previous Change Orders No. -- to --:  None
Contract Price prior to this Change Order:  \$ 543,700.00	Contract Times prior to this Change Order:  Substantial Completion 120 days Full Completion 150 days
Net Increase (Decrease) of this Change Order:  \$ 48,200.00	Net increase (Decrease) this Change Order:  Substantial Completion 10 days Full Completion 10 days
Contract Price with all approved Change Orders:  \$ 591,900.00	Contract Times with all approved Change Orders:  Substantial Completion 130 days Full Completion 160 days

RECOMMENDED:

JEO Consulting Group, Inc.

By:   
ENGINEER (Authorized Signature)

Date: 1/15/2020

APPROVED:


City of Carroll

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

Date: \_\_\_\_\_

ACCEPTED:

Utility Service Co., Inc.

By:   
CONTRACTOR (Authorized Signature)

Date: 1-15-2020

UTILITY SERVICE CO., INC.  
535 COURTNEY HODGES BOULEVARD  
P O BOX 1350  
PERRY, GA 31069  
TEL 800-223-3695  
TEL 478-987-0303  
FAX 478-987-9657  
WWW.UTILITYSERVICE.COM



---

## CHANGE ORDER PROPOSAL #1 REVISED

---

TO:	FROM:
Caleb White	Ray Gormley
COMPANY:	DATE:
JEO Consulting Group, Inc.	11/06/2019
RE:	TOTAL NO. OF PAGES INCLUDING COVER:
Water Storage Tank Rehabilitation 2019 City of Carroll, IA	3

---

We can provide all labor, materials, equipment, tools, accessories and incidentals needed to complete the work as described below:

- Support bracing be installed on existing handrails to accommodate the new antennas - **\$48,200**
- All repairs/additions will be conducted in accordance with drawings S-101 & S-501 (attached) from "Rail Modification Details"
- This proposal does include work for repainting areas damaged during welding operations.

This Proposal shall expire, if not accepted, in 10 days; however, this Proposal may be withdrawn by USCI at any time prior to acceptance.

This work will require 10 additional contract days.

Notes/Exclusions:

- This proposal does not include the removal, handling, or disposal of any hazardous material such as lead based paint.
- USCI will not be responsible for weld inspections or inspectors
- No fabrication drawings/additional submittals will be provided

If the proposed work is acceptable to you, please sign below and email or fax this page back to me at 478-987-9657. If you have any questions, please call me at 800-223-3695.

Thank you,

A handwritten signature in blue ink that reads "Curt Dimsdale".

Curt Dimsdale

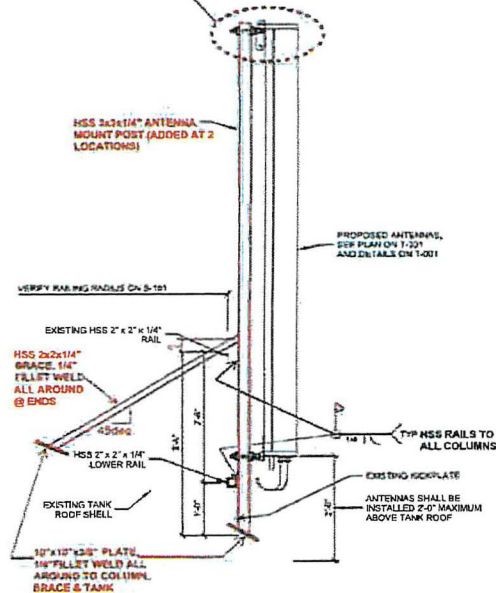
Owner Approval

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_



NOTE: IF CONNECTION BRACKET FROM NEW ANTENNA DIRECTLY TO SQUARE HSS 3X3 IS NOT ACHIEVABLE, INTRODUCING A STANDOFF ARM BRACKET, 2.5" NOM MOUNT PIPE AND SHORTENING THE HSS 3X3 COLUMN SIMILAR TO DETAIL "B" IS ALLOWED

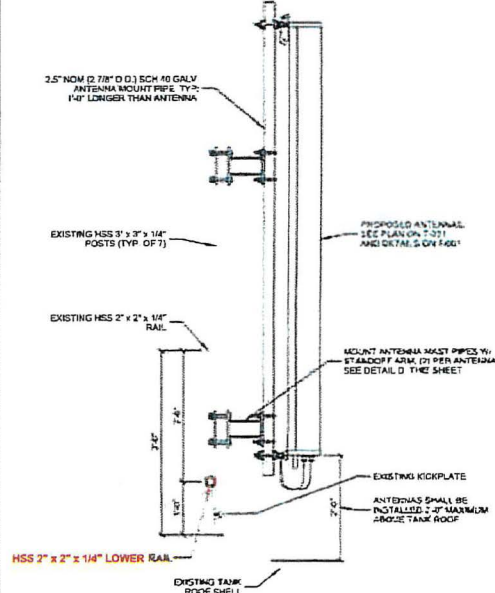


- NOTES:
1. CONTRACTOR TO COORDINATE RAILING MODIFICATION WITH CITY TO MINIMIZE COATING REPAIRS.
  2. NEW STEEL TO BE SHOP PRIMED AND PAINTED TO MATCH EXISTING TOWER COATING.
  3. ALL WELDS SHALL BE SEAL WELDED TO PREVENT RUST.
  4. ANY CLAMPED CONNECTION TO PAINTED STEEL SHALL HAVE A NEOPRENE GASKET TO PROTECT COATING.

**A RAILING SECTION**

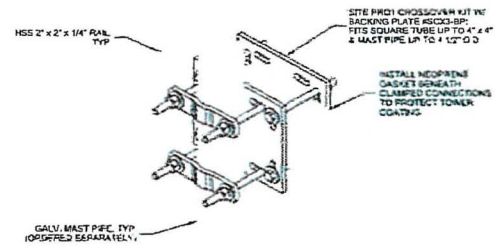


PROJECT: 3001 S-002 S-101 S-501  
 DATE: 9-11-2019  
 PROJECT: 3001 S-002 S-101 S-501



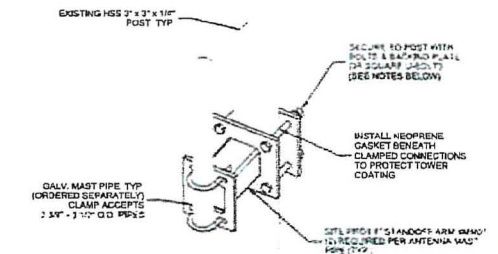
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1. CONTRACTOR TO COORDINATE RAILING MODIFICATION WITH CITY TO MINIMIZE COATING REPAIRS.
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  3. ALL WELDS SHALL BE SEAL WELDED TO PREVENT RUST.
  4. ANY CLAMPED CONNECTION TO PAINTED STEEL SHALL HAVE A NEOPRENE GASKET TO PROTECT COATING.

**B ANTENNA MOUNT SECTION**



NOTE:  
 USE THIS SAME HARDWARE TO INSTALL 2.38\"/>

**C CROSSOVER KIT W/ BACKING PLATE**



- NOTE:
1. OPTION 1: USE (4) 5/8\"/>
  - 2. OPTION 2: SECURE W/ (2) 5/8\"/>
- D 8\"/>**

**Edge**  
 Engineering & Construction, Inc.  
 604 WATER STREET  
 PRINCETON, IL 61351-1079  
 815.641.1188 VOICE  
 815.641.1188 FAX  
 www.edgeinc.com

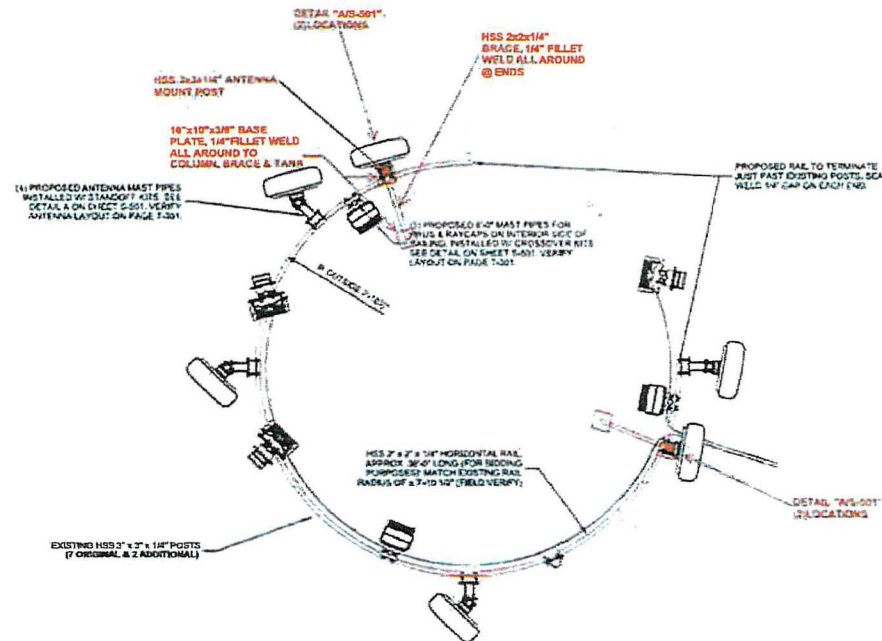
**US Cellular**  
 US CELLULAR  
 3070 N. 30TH AVENUE  
 SUITE 700  
 CHICAGO, IL 60641

**RAIL MODIFICATION DETAILS**  
 CARROLL NORTH (383325)  
 CARROLL, IOWA

DESIGNED BY	KCB
CHECKED BY	KCB
DATE	8/12/2019
PROJECT NUMBER	21250
SHEET NUMBER	DRAFT
SHEET NUMBER	S-501



**RAIL MODIFICATION PLAN**  
CARROLL NORTH (393325)  
CARROLL, IOWA



**NOTES**

1. FABRICATOR MAY LOCATE JOINTS IN CONTINUOUS RAILS AS NECESSARY TO AID IN INSTALLATION.
2. FINISHED RAIL MUST BE SMOOTH ARC TO MATCH DESIGNED RADIUS.

**A ROOFTOP RAILING PLAN**

	I hereby certify that the design and construction of the above project was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer in the State of Iowa.	
	Date: 9-11-2019	
	Printed or typed name: William P. Murphy	
	License Number: 17204	
My license expires on: December 31, 2020		
Pages of sheets covered by this seal: 1		
S-001, S-002, S-101, S-501		

NO.	DATE	REVISION
1	9/11/2019	ISSUED FOR PERMIT
2	9/11/2019	REVISED PER COMMENTS
3	9/11/2019	REVISED PER COMMENTS
4	9/11/2019	REVISED PER COMMENTS
5	9/11/2019	REVISED PER COMMENTS
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99	9/11/2019	REVISED PER COMMENTS
100	9/11/2019	REVISED PER COMMENTS

# 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

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

**DATE:** January 22, 2020

**SUBJECT:** Wastewater Treatment Plant Disinfection Improvements  
Change Order No. 2

During construction of the Wastewater Treatment Plant Disinfection Improvements, an item of work outside of the original Contract was reviewed and potential change order information requested from the Contractor. A brief description of it, along with cost, is as follows:

Connection of the new effluent sampler to the Plant SCADA system \$4,170.00

Proposed Change Order No. 2 has been prepared to incorporate the change into the Contract.

The effect of proposed Change Order No. 2 on the Contract cost is as follows:

Original Contract Cost	\$967,530.00
Change Order No. 1	\$23,839.60
Proposed Change Order No. 2	\$4,170.00
Contract Cost w/Change Orders	\$995,539.60

**RECOMMENDATION:** Mayor and City Council consideration of approval of Change Order No. 2 to the Wastewater Treatment Plant Disinfection Improvements Contract in the amount of \$4,170.00.

RMK:ds

attachment



# VEENSTRA & KIMM, INC.

3000 Westown Parkway • West Des Moines, Iowa 50266-1320  
515-225-8000 • 515-225-7848(FAX) • 800-241-8000(WATS)

January 22, 2020

## CHANGE ORDER NO. 2

CITY OF CARROLL, IOWA  
WASTEWATER TREATMENT PLANT DISINFECTION IMPROVEMENTS

### Description

Change Order No. 2 includes the following:

This change order includes the following modifications for the existing sampler in the UV Building:

1. Work to include ¾" rigid pipe to PP-1 with (3) #12 and (1) #12 ground to the existing 20-amp 3 pole breaker.
2. Power to new motor starter and hand-off-auto switch out of PP-1.
3. Control pipe and wiring back to new control panel in the UV Building.
4. Re-use existing stainless steel disconnect.
5. Make 120-volt connections at the sampler to the actuator valve.

This change order provides for a total add of \$4,170.00. The completion date for this project remains unchanged by this change order.

### WOODRUFF CONSTRUCTION, LLC

By Rich Larson

Title Project Manager

Date 1/22/2020

### VEENSTRA & KIMM, INC.

By Scott Kim

Title PROJECT MANAGER

Date JANUARY 22, 2020

### CITY OF CARROLL, IOWA

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

### ATTEST:

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



# City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

**MEMO TO:** Honorable Mayor and City Council Members

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

**DATE:** January 22, 2020

**SUBJECT:** Waive Purchasing Policy #0501 – Purchase of cablecast equipment for Carroll Area Access Television (CAAT)6

In July of 2018 the City replaced part of the cablecast equipment for CAAT6. This was done as City Hall was moving from the former Farner Government Building to the temporary City Hall. During the time the City was in the temporary City Hall, the City Council meeting were unable to be broadcasted live on CAAT6. Now that City Hall is back in permanent offices, staff has discovered that some of the old equipment that was not replaced in July 2018 is preventing the new equipment from broadcasting the council meeting live.

Staff has been working with Heartland Video Systems who provided the cablecast equipment in 2018 and received a quote in the amount of \$13,104.50 for the equipment and installation needed to broadcast the Council Meeting live on CAAT6. Due to the specialized nature of the equipment and that we previously purchased equipment from Heartland Video Systems, staff is requesting that the council waive purchase policy #0501 to purchase the equipment from Heartland Video Systems. This is a budgeted item in the FY 2020 budget.

**RECOMMENDATION:** Mayor and City Council consider waiving purchase policy #0501 related to the requirement for competitive quotes and approve the purchase of cablecast equipment and installation services from Heartland Video Systems in the amount of not to exceed \$13,104.50.



**1-800-332-7088**  
[www.hvs-inc.com](http://www.hvs-inc.com)

## QUOTE

**Quote #** WISQ63709-01  
**Doc Name** City of Carroll  
 TightRope Media  
 Upgrade Revision 2  
 bak  
**Date** 01/08/20  
**Sales Rep.** Bruce Kruse  
**Terms** Net 30

### Quote To:

City of Carroll  
 Mike Pogge-Weaver  
 112 E 5th Street  
 Carroll, IA 51401

(712)775-7505  
[mpoggeweaver@cityofcarroll.com](mailto:mpoggeweaver@cityofcarroll.com)

### Ship To:

City of Carroll  
 Mike Pogge-Weaver  
 112 E 5th Street  
 Carroll, IA 51401

Qty	Manuf	Model	Description	Unit List	Unit Price	Ext. Price
1	Blackmagic Design	VHUBSMTCS6G1212	Smart Videohub CleanSwitch 12x12	\$1,495.00	\$1,345.50	\$1,345.50
1	Blackmagic Design	HDL-SMTVDUO2	SmartView Duo 2	\$495.00	\$445.50	\$445.50
1	Blackmagic Design	HDL-AUDMON1RU12G	Blackmagic Audio Monitor 12G	\$1,195.00	\$1,075.50	\$1,075.50
1	Blackmagic Design	OGX-FR-C-P	openGear Frame with Cooling	\$1,499.00	\$1,349.10	\$1,349.10
1	Blackmagic Design	PS-OGX	Redundant Power Supply	\$679.00	\$577.15	\$577.15
1	Blackmagic Design	CONVOPENGSYNC	OpenGear Converter - Sync Generator	\$495.00	\$445.50	\$445.50
1	Blackmagic Design	CONVOPENGSDIDA	OpenGear Converter - SDI Distribution	\$495.00	\$445.50	\$445.50
1	AJA	FS1-R1-	Universal HD/SD Audio/Video Frame Sync/Converter, 1RU	\$2,995.00	\$2,545.75	\$2,545.75
			SubTotal			\$8,229.50

### System Integration

1	HVS	HVS4i	HVS will provide on-site for system installation, commissioning, and customer training not to exceed 2 days. Prior to HVS deployment, customer will have space cleared in racks per agreed upon rack elevation drawings and sufficient AC power outlets available. HVS will install equipment in racks, interconnect, and commission system. Existing equipment will be relocated to the new facility by City of Carroll personnel. Proposed price includes all travel expenses.	\$4,550.00	\$4,550.00	\$4,550.00
1	HVS	HVS5s	Cable, connectors, equipment support shelves, cable lacing strips, cable ties, and other consumables for on-site installations.	\$325.00	\$325.00	\$325.00

Estimate

TOTAL DOES NOT INCLUDE SHIPPING OR TAXES

**\$14,223.00 Total \$13,104.50**

Participation Fees May be Required for Your Usage of H.264 or HEVC Codecs.  
 Participation Fees for H.264 or HEVC Encoding and Decoding are Managed Via the MPEG Licensing Authority, [www.mpegla.com](http://www.mpegla.com)

California Contractors License Number 995083  
 Class C-7 Low Voltage Systems

Corporate Office: 1311 Pilgrim Road, Plymouth, WI 53073, (800) 332-7088 or (920) 893-4204, Fax(920) 893-3106  
 Iowa Office: 375 Collins Rd NE Ste 114, Cedar Rapids, IA 52402, (319) 294-1360 or (800) 332-7088, Fax(920) 893-3106  
 California Office: Long Beach, CA (951) 246-1602 or (800) 332-7088, Fax (951)246-1603  
 Denver Office: Denver, CO (303) 953-9015 or (800) 332-7088, Fax (920) 893-3106

WISQ63709-01

PROPOSALS FROM HEARTLAND VIDEO SYSTEMS INC. (HVS) ARE VALID FOR 30 DAYS.

Restocking Fees: A 15% restocking fee will be charged for items returned unopened and within 30 days of shipment date with approval.

Shipping Charges: Customer will be billed for shipping from vendor to HVS if applicable.

This pricing includes a cash/check discount. If paying by credit card, cash discount will be forfeited and added to the invoice.

Quote accepted for order by: \_\_\_\_\_ Date: \_\_\_\_\_

**California Contractors License Number 995083**

**Class C-7 Low Voltage Systems**

Corporate Office: 1311 Pilgrim Road, Plymouth, WI 53073, (800) 332-7088 or (920) 893-4204, Fax(920) 893-3106

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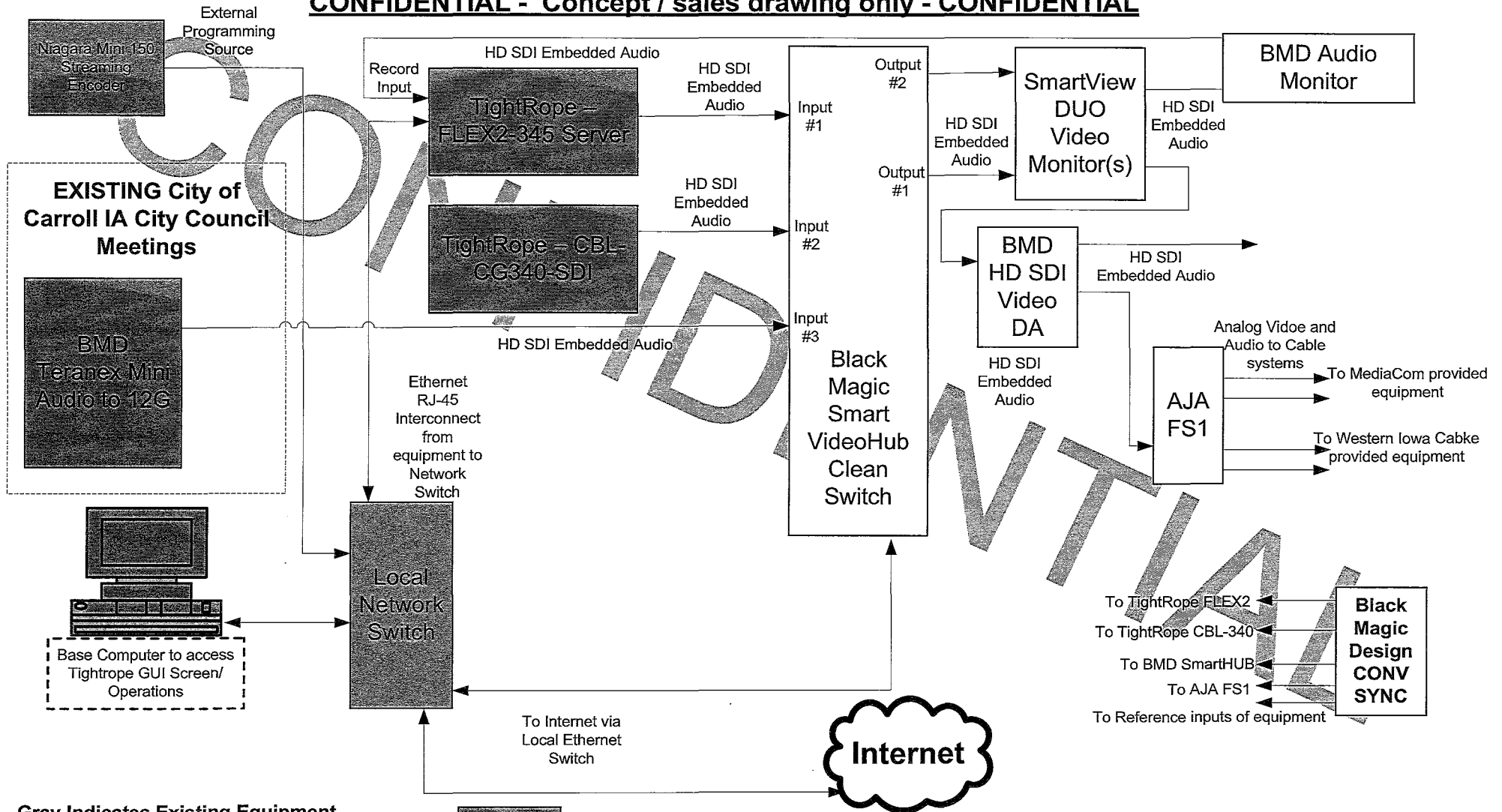
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WISQ63709-01

# City of Carroll TightRope Media System Revision 2

**CONFIDENTIAL - Concept / sales drawing only - CONFIDENTIAL**



Gray Indicates Existing Equipment

UPS #1 For TightRope Chassis'

Initials:  
Date: 1/8/2020  
Salesperson: BAK/PRS  
Quote #



**Heartland Video Systems, Inc.**  
1-800-332-7088 www.hvs-inc.com

Corporate Office: 1311 Pilgrim Road, Plymouth, WI 53073 (800) 332-7088 / (920) 893-4204  
Branch Office: 375 Collins Rd NE Ste 114, Cedar Rapids, IA 52402 (319) 294-1360 / (800) 332-7088  
Branch Office: Long Beach, CA (951) 246-1602 / (800) 332-7088  
Branch Office: Denver, CO (303) 953-9015 / (800) 332-7088



# City of Carroll

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112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

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**MEMO TO:** Honorable Mayor and Members of the City Council

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

**DATE:** January 23, 2020

**SUBJECT:** Committee Reports

1. Library Board (meets 3<sup>rd</sup> or 4<sup>th</sup> Monday of month) – **January 20, 2020**
2. Board of Adjustment (meets 1<sup>st</sup> Monday of month) –
3. Planning and Zoning Commission (meets 2<sup>nd</sup> Wednesday of month) –
4. Carroll Airport Commission (meets 2<sup>nd</sup> Monday of month) – **January 13, 2020**
5. Parks, Recreation & Cultural Advisory Board (meets 3<sup>rd</sup> Monday of January, March, May, July, September and November) – **January 21, 2020**
6. Carroll County Solid Waste Management Commission (meets 2<sup>nd</sup> Tuesday of month) – **January 8, 2020**  
**(Executive Board Meeting and Annual Board Meeting)**
7. Carroll Historic Preservation Commission (no regular meeting dates) –
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

## Carroll Public Library Board Minutes

January 20, 2020

The Carroll Board of Trustees met in the City Hall Conference Room. Trustees present: Lisa Auen, Thomas Parrish, Summer Parrott, Paul Reicks, Dale Schmidt, Carol Shields, Kyle Ulveling, and Director Rachel Van Erdewyk. Trustees absent: Laurie Schenkelberg and Ralph von Qualen.

Before the meeting, Van Erdewyk introduced new trustees Lisa Auen and Dale Schmidt. Reicks called the meeting to order at 5:17. It was moved by Ulveling and seconded by Parrish to approve the agenda. All voted aye. Absent: Schenkelberg and von Qualen. It was moved by Parrott and seconded by Shields to approve the minutes of the December meeting. All voted aye. Absent: Schenkelberg and von Qualen. It was moved by Ulveling and seconded by Schmidt to approve the bills. All voted aye. Absent: Schenkelberg and von Qualen.

Director's Report: Children's programming continued with Rookie Readers, Diane's Read Aloud, Pet Readers, and outreach. Adult programming continued with Tech Help Fridays, Crafty Library Ladies, Poetry Club, and book clubs. Total program attendance was 1,396. Total resources utilized was 23,042. Monthly door count was 4,347.

Board Education: None.

Old Business: Library project update.

New Business: Discussion was held on the cleaning contract with Employment Resources, a service of New Hope. It was moved by Schmidt and seconded by Parrott to approve a three-month service extension with Employment Resources. All voted aye. Absent: Schenkelberg and von Qualen. Discussion was held on a revised Meeting Room Use Policy. It was moved by Shields and seconded by Parrish to accept the revised Meeting Room Use Policy to include "In the spirit of the American Library Association's Library Bill of Rights and upholding intellectual freedom, meeting rooms provide a forum for the free exchange of ideas" to the end of the first paragraph, "Rooms are not available for personal use" at the end of page one, "Because the Library is intended for use of all members of the public, all meetings must be open to the public" was omitted from top of page two, "Charges to recoup for food or material costs may be acceptable if authorized in advance by the library administration" was added under the first paragraph on page two, and the word "receiving" was added to a sentence on page two, paragraph twelve. All voted aye. Absent: Schenkelberg and von Qualen. Discussion was held on the library being open on Sundays in the future. No action taken.

It was moved by Ulveling and seconded by Shields to adjourn. All voted aye. Absent: Schenkelberg and von Qualen. Meeting adjourned at 6:00. Next regular meeting will be February 17, 2020.

**CARROLL AIRPORT COMMISSION**

**Regular Meeting**

Monday, February 10, 2020

5:30 P.M.

Arthur Neu Airport

**AGENDA**

Approve minutes from previous meeting

Air Methods

Snow Removal Equipment Report

New Business

Approve monthly bills

## **CARROLL AIRPORT COMMISSION**

### **Regular Meeting**

The regular meeting of the Carroll Airport Commission was held on Monday, January 13, 2020, at the Arthur Neu Airport. Commission members in attendance were Greg Siemann, Gene Vincent, Kevin Wittrock and Dick Fulton. Norman Hutcheson attended via the internet. Also attending were Mr. Pete Crawford and Mr. Jay Pudenz, engineers, Mr. Don Mensen, airport manager and Carol Schoeppner, recording secretary. Vice-Chairman Siemann 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. Vincent was made to approve the minutes. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

#### **AIR METHODS**

Comm. Vincent reported that Air Methods is very pleased with the facility and the relationship with St. Anthony Hospital. The new helicopter should be delivered soon and would then like to have an open house. The housing facility for the crew is just above the flood plane.

#### **AIRPORT SIGN**

The sign looks good and the finish work will be completed in the spring. Mr. Crawford contacted the State to give them a progress report. I saw the Sign requested a payment of \$8,558.75.

#### **3/21 RUNWAY REHAB PROJECT**

Mr. Crawford had the agreement for engineering services to rehabilitate runway 3/21 and runway 3 aircraft turnaround and partial taxiway for approval. A motion by Comm. Vincent and seconded by Chairman Hutcheson was made to approve the engineering services and have Vice-Chairman Siemann sign said contract. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton. The project schedule for a public hearing and letting date should be in March and receive bids in April but this schedule is contingent on release of FAA funding.

**TOPICS DISCUSSED:**

Don reported that a broom for certain icing conditions would be better than the blade on the tractor.

Don will be sending out new hanger leases.

Contact Doug Jorgensen to seed grass around the Air Methods facility and the sign along with some ground work.

Don reported the IPAA meeting is in April. His term is up and suggested one of the Commission members volunteer to be on the board. He said he would do another term but would not be able to go to all the meetings.

**BILLS**

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

Carroll Aviation	contract	\$ 6,700.00
I Saw the Sign	payment on sign	8,558.75
M Schultes Const	N T-hanger repair	1,021.46
Midwest Wholesale	door repair & key pad	228.50
Drees Oil	propane	278.59
Wittrock Motor	Dec car rental	349.00
Tigges Overhead Door	hanger repairs	195.19
Rueter's	tractor repair	690.00
VanWall Equipment	equipment repair	8.98
Raccoon Valley Elec	Dec electric service	1,866.66
Ecowater	cooler rent/water	90.07
Van Maanen	runway REIL lights repair	381.94
Blueglobes LLC	runway lights repair	83.46
Carroll Refuse	Dec garbage	57.00
Schroeder Const	sidewalk to shop	954.00
Iowa Public Airports	1 year membership	175.00
Raccoon Valley Elec	(AM) Dec electric service	388.98
Carol Schoeppner	secretary contract	350.00

A motion by Comm. Vincent and seconded by Comm. Wittrock 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. Wittrock and seconded by Comm. Fulton was made to adjourn at 6:48 P.M....

January 13, 2020

Page 3

The next regular meeting of the Carroll Airport Commission will be February 10, 2020, at the Arthur Neu Airport.

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

ATTEST:

\_\_\_\_\_

## **PARKS, RECREATION AND CULTURAL BOARD MEETING MINUTES**

**January 21, 2020 @ 5:15 P.M.**

**Council Chambers – City Hall**

The Parks, Recreation and Cultural Board met on this date at 5:38 p.m. at the City Hall Council Chambers. Members Present: Jeff Aden, Matt Hodges, Brook Mikkelsen, Ryan Milligan, and Clay Netusil. Absent: Summer Boes, Christine Dirkx and Lois Neu. Staff Present: Jack Wardell, Director of Parks and Recreation and Joel Cortum, Recreation Superintendent.

The meeting was called to order at 5:41 P.M.

\* \* \* \* \*

It was moved by Milligan and seconded by Hodges to approve the January 21, 2020 agenda as presented. All present voted Aye.

\* \* \* \* \*

It was moved by Aden and seconded by Mikkelsen to approve the November 18, 2019 minutes. All present voted Aye.

\* \* \* \* \*

Wardell reviewed the bids received for the Youth Sports Complex Lighting Project. After discussion by Wardell and Joel Cortum, Recreation Superintendent, the board recommended the City Council consider accepting the base bid plus the alternate bid from Drees Electric Company – Carroll, Iowa for the total bid price of \$437,000.00. It was moved by Aden and seconded Mikkelsen. All present voted Aye.

\* \* \* \* \*

Wardell discussed the next phase of the Carroll Trails Plan - Segment III. Staring at E 18<sup>th</sup> going south to Northeast Park. No action required.

\* \* \* \* \*

Wardell reviewed the Carroll Recreation Center Building Improvements Plan that has been presented to the City Council. No action taken.

\* \* \* \* \*

Mikkelsen asked for an update on the use of the ice-skating rink and asked the City to look into skate rental options for the public. No action required.

\* \* \* \* \*

It was moved by Milligan seconded by Aden to adjourn at 6:30 pm. All present voted Aye.

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

January 8, 2020

1. The meeting was called to order at 6:00 p.m. by Chairman Jeff Anthofer, in the office at the Carroll County Recycling Center. Others in attendance were Dr. Eric Jensen, City of Carroll; Rich Ruggles, County Supervisor; and Harvey Dales, City of Manning. Also attending were Mary Wittry, Director, Dan Halbur, Office Manager; and Karen Monical, Education Coordinator.
2. Agenda: Wittry added to "other" discussion of insurance check. With the addition, Dales made the motion to approve the agenda and Dr. Jensen seconded. Motion carried, all voting aye.
3. Ruggles made the motion and Dr. Jensen seconded to approve the minutes of the Executive Board meeting on December 17, 2019. Motion carried, all voting aye.
4. Dales reviewed the Bills Payable--see attached. Wittry went over the following: Bowman & Miller P.C.--\$13250--audit; Heiar Fencing & Supply--\$30158--fence at landfill; Kolbeck --\$2429--brush and pallet grinding; Olsen, Muhlbauer & Co.--\$2320--accrual to cash conversion; SC Supply Company--\$400--traffic cones; Tiefenthaler Ag-Lime--\$12694--rock and freight. Dales made the motion and Ruggles seconded to approve the bills as presented. Motion carried, all voting aye.
5. Halbur presented the financial report --see attached. Dr. Jensen made the motion and Dales seconded to approve the financial report as presented. Motion carried, all voting aye.
6. Paper sort position: Bridget Graves has been hired for the paper sort position. She began employment on January 6. Dales made the motion and Dr. Jensen seconded to approve the new hire with the proposed wage package. Motion carried, all voting aye.
7. Landfill update: The fence is completed on the east side of the new cell. Rock was ordered and stockpiled for future use to receive the quoted price before price increase.
8. Recycling update: New Hope's last day was December 31, 2019.
9. Recycling trailers: Wittry discussed the processing cost of the recycling trailers throughout the county. Dr. Jensen made the motion to continue servicing the trailers with no changes for another 18 months and Anthofer seconded. Motion carried, Ruggles voting aye and Dales voting nay.
10. Monical updated the board on current and upcoming projects.
11. Next meeting date: **Tuesday, February 18, 2020 at 7:00 a.m.**
12. Other: The Commission will receive a check from insurance for storm damaged equipment.
13. Dr. Jensen made the motion and Ruggles seconded to adjourn the meeting at 6:47 p.m. Motion carried, all voting aye.

Respectfully submitted by:

Daniel J Halbur



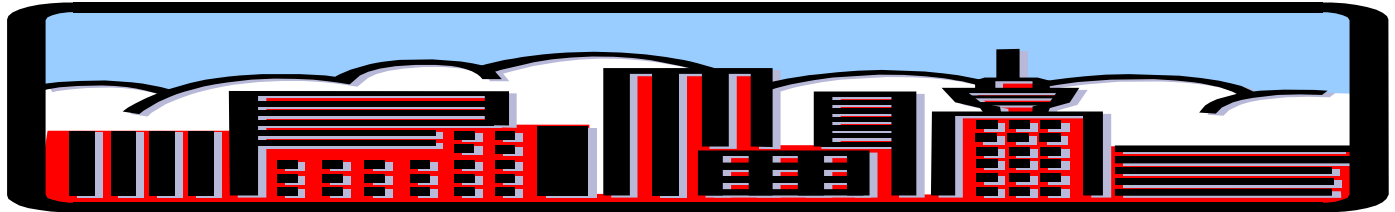
CARROLL COUNTY SOLID WASTE MANAGEMENT COMMISSION  
ANNUAL BOARD MEETING--UNAPPROVED MINUTES

JANUARY 8, 2020

1. The meeting was called to order at 7:00 p.m. by Jeff Anthofer in the office of the Carroll County Recycling Center. See attached list of attendees.
2. Introduction of attendees was conducted.
3. Dales made the motion and Dr. Jensen seconded to approve the agenda as presented. Motion carried, all voting aye.
4. Dales made the motion and Ruggles seconded to approve the minutes of the January 9, 2019 annual meeting as presented. Motion carried, all voting aye.
5. Ruggles has been appointed to serve the five year term as the Board of Supervisors representative on the Executive Board.
6. Hunt made a motion to retain all officers at their current position: Anthofer as Chairperson, Dr. Jensen as Vice-Chair, and Dales as Secretary/Treasurer. Ruggles seconded the motion. Motion carried, all voting aye.
7. Wittry presented the Director's annual report, detailing the highlights of 2019 and the goals for 2020. Ruggles made the motion to accept the Director's report as presented and Hunt seconded. Motion carried, all voting aye.
8. Wittry presented an overview of the 2018-2019 audit by Bowman & Miller. Dales made a motion to accept the audit report as presented and Ruggles seconded. Motion carried, all voting aye.
9. Wittry reported that there is no known pending litigation against the commission. Dr. Jensen made the motion and Ramsey seconded to accept the legal report as presented. Motion carried, all voting aye.
10. Wittry discussed the recycling trailers in Carroll County and the cost associated. No action taken.
11. Wittry presented the amended 2019-2020 budget, which was approved by the Executive Board at the December meeting. Dales made the motion and Dr. Jensen seconded to approve the amended 2019-2020 budget as presented. Motion carried, all voting aye.
12. Wittry presented the proposed 2020-2021 budget, which was approved by the Executive Board at the December meeting. Wittry noted that this budget includes a \$10/ton tipping fee increase for asbestos and special waste; \$5/ton increase for demolition waste delivered in roll offs; increase in recycling processing fees for contracted counties. No change to tipping fee for municipal solid waste and assessments. The recycling trailers will be funded through the next fiscal year. Dr. Jensen made the motion and Ruggles seconded to accept the proposed 2020-2021 budget as presented. Motion carried, all voting aye.
13. Other: None
14. Ramsey made the motion and Dr. Jensen seconded to adjourn the meeting at 7:45 p.m. Motion carried, all voting aye.

Respectfully submitted,

Daniel J Halbur



# **City Manager's Monthly Activity Report**

**Mike Pogge-Weaver, City Manager**



**December 2019**

This is a report of the various departments and divisions of the City of Carroll.

# Finance Department

**As reported by Laura Schaefer, City Clerk/Finance Director**

Routine Activities for the month:

- Dealt with water issues/collections
- Prepared information for budget requests for financial department
- Compiled budget requests from all departments
- Reviewed all departmental budget requests with each department & city manager
- Continued to prepare budget proposal for Council
- Began review of agenda management software
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
  - Wellness Coalition Meeting – December 17

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Continue to work on draft financial policies
- Prepare budget binder for Council
- Council budget work sessions
- Municipal Fire & Police Retirement System Board Meeting – January 9 (DSM)
- Continue to promote wellness program with employees
  - Wellness Coalition Meeting – January 16
  - Cyber security training for all employees – January 30

# Fire Department

## As reported by Greg Schreck, Fire Chief

### Routine Activities for the month:

The Department responded to six calls for service and held three training sessions in December.

The Department regretfully accepted the resignation of longtime volunteer firefighter Dick Henrich. Dick was a model volunteer firefighter that put service and dedication to the Department as an extremely high priority in his life. Dick very rarely missed a training drill, meeting or emergency call during his 42 years of service as a member of the Department. Firefighter Mike Bach also resigned in December as a 24-year member. We thank Dick and Mike for their service to the Department and community.

The Carroll Rotary Club treated Department members to an appreciation dinner held at the station December 2<sup>nd</sup>. As part of the gathering, Firefighters gave Rotary Members informational tours of the station and a firsthand look at the various vehicles, tools and equipment used by the department.

The Department toured the Smithfield Foods Plant on December 9<sup>th</sup>. The purpose of the tour was to familiarize firefighters with the plant layout and review emergency response procedures for any emergency that may occur at the plant.

### Run Report for December:

Alarm Date	Alarm Location	Incident Type
12/01/2019	818 W 8 <sup>th</sup>	Smoke smell from oven – no fire
12/11/2019	249 Perch	Reported odor of natural gas
12/13/2019	Hwy 30 & Quail Ave	Vehicle roll-over
12/25/2019	1006 Woodland Dr	Reported odor of natural gas
12/29/2019	½ S of Hwy 30 on Delta Ave	Vehicle roll-over
12/30/2019	115 N Clark	Reported smoke smell – nothing found

# Police Department

## **As reported by Brad Burke, Police Chief**

Routine Activities for the month:

On the 10<sup>th</sup>, the Carroll Middle School 6<sup>th</sup> grade graduated from DARE. There were approximately 140 students who completed the program which ran from the beginning of school until December. DARE will be taught at the Kuemper Middle School starting in January.

On the 11<sup>th</sup>, Officer Justin Ferrin and K9 Eudoris III were recertified through Canine Tactical. The K9 team gets certified yearly through Canine Tactical and an outside K9 trainer.

Officer Patrick McCarty attended Crisis Negotiation school from the 16<sup>th</sup> to the 20<sup>th</sup>. This training took place at Camp Dodge through Midwest Counterdrug Training Center (MCTC). Officer McCarty is now a level 1 certified negotiator which can be used for suicidal subjects, barricaded subjects, and hostage situations.

Officers participated in the quarterly fitness testing on the 18<sup>th</sup>. Attendance is mandatory in the testing and officers who present a passing score are awarded comp time.

Officer Matt Kennebeck completed field training on the 28<sup>th</sup>. He is now assigned to afternoon shift patrol and is working on his own as he continues to progress in his position as a police officer.

# Offense Summary

## CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Offenses	Incidents		
	December 2019	December 2018	December 2017
Forcible Rape			
Forcible Fondling		1	
Porn/Obscene Material			
Aggravated Assault		1	
Simple Assault	4	5	6
Intimidation			
Domestic Abuse	2	3	1
Burglary/B&E	2	1	1
Shoplifting	4	12	1
Theft from Vehicle		2	2
Theft of Bike			1
Theft from Building	7	4	8
Theft from Vending			
Other Larceny		1	
Motor Vehicle Theft		1	1
Counterfeit/Forgery		1	2
Credit/ATM Fraud	1	1	1
Identify Theft			
Wire Fraud		1	
Bad Checks	1		1
Stolen Property			
Vandalism: Business		1	1
Vandalism: Vehicle	2	1	
Vandalism: Residence			2
Vandalism: Other			
Weapon Law Violation			
Drug/Narc Violations	5	2	5
Drug Equipment Viol			
Drive Under Influence		1	1
OWI 2 <sup>nd</sup>	1		1
Liquor Law Violation	1		
Under 21 BAC .02			
Drunkenness	1		1
Disorderly Conduct		1	
Harassment	1	2	2
All Other Offenses	3	2	3
False Information			
Trespassing	4	1	1
Runaway			
Missing Person			
Found Property	3	2	1
Unattended Death	3	1	1

Suicide	1		
Animal Bite	1	1	
Warrant Outside	3	4	4
Restraining Order	3		
1050F Traffic Accident			
10-50 PI Personal Injury			
10-50 PI MV Pedestrian			
10-50 PI Car & Bike			
10-50 PD Prop.	18	16	28
10-50 Car & Deer			1
1050 PD: Hit and Run	2	1	2
1050 PD: Police Vehicle			
10-50 PD Under 1500	4	3	2
Assist Other Agency			1
Moving Violations			1
Op After Revocation		5	1
Operate After Suspen	1	13	8
Miscellaneous Public		5	1
<b>Total</b>	<b>78</b>	<b>96</b>	<b>93</b>

**December 1 – 31, 2019**

<b>Citations</b>	
Animal	0
Dark Windows	0
License Violation	7
Other	10
Parking Violation	9
Registration	12
Seatbelt	13
Tobacco	0
Traffic	84
Warning Notices	230
Loud Stereo	0
<b>TOTAL</b>	<b>365</b>

Salvage Vehicle Inspections: 11

# Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - December 2019						
Class	Permit Type	Date Issued	Valuation		Permit #	Fee
<b>Agricultural</b>						
	Building	NONE	\$0.00			\$0.00
Agricultural Building Valuation Total:			\$0.00	Agricultural Building Fee Total:		\$0.00
Agricultural Valuation Total:			\$0.00	Agricultural Fee Total:		\$0.00
<b>Commercial</b>						
	Building	12/11/2019	\$50,000.00		190352	\$284.50
Commercial Building Valuation Total:			\$50,000.00	Commercial Building Fee Total:		\$284.50
	Electrical	12/4/2019			190350	\$63.64
		12/19/2019			190356	\$47.08
			Commercial Electrical Fee Total:			\$110.72
	Mechanical	NONE				\$0.00
			Commercial Mechanical Fee Total:			\$0.00
	Plumbing	NONE				\$0.00
			Commercial Plumbing Fee Total:			\$0.00
	Right of Way	12/11/2019			190353	\$25.00
			Commercial Right of Way Fee Total:			\$25.00
	Sign	NONE				\$0.00
			Commercial Sign Fee Total:			\$0.00
Commercial Valuation Total:			\$50,000.00	Commercial Fee Total:		\$420.22



<b>Residential</b>						
	Building					
		12/30/2019	\$1,000.00		190357	\$22.00
	<b>Residential Building Valuation Total:</b>		<b>\$1,000.00</b>	<b>Residential Building Fee Total:</b>		<b>\$22.00</b>
	Electrical					
		12/4/2019			190351	\$35.88
		12/11/2019			190354	\$113.00
		12/11/2019			190355	\$47.08
				<b>Residential Electrical Fee Total:</b>		<b>\$195.96</b>
	Mechanical					
		NONE				\$0.00
				<b>Residential Mechanical Fee Total:</b>		<b>\$0.00</b>
	Plumbing					
		NONE				\$0.00
				<b>Residential Plumbing Fee Total:</b>		<b>\$0.00</b>
	Right of Way					
		NONE				\$0.00
				<b>Residential Right of Way Fee Total:</b>		<b>\$0.00</b>
	Sign					
		NONE				\$0.00
				<b>Residential Sign Fee Total:</b>		<b>\$0.00</b>
<b>Residential Valuation Total:</b>			<b>\$1,000.00</b>	<b>Residential Fee Total:</b>		<b>\$217.96</b>
<b>Valuation Grand Total:</b>			<b>\$51,000.00</b>	<b>Fee Grand Total:</b>		<b>\$638.18</b>

## Permits - YTD - through December 2019

Class	Permit Type	Valuation		Fee
<b><i>Agricultural</i></b>				
	Building	\$0.00		\$0.00
	<b>Agricultural Valuation Total:</b>	<b>\$0.00</b>	<b>Agricultural Fee Total:</b>	<b>\$0.00</b>
<b><i>Commercial</i></b>				
	Building	\$25,904,890.00		\$43,247.24
	Electrical			\$1,469.86
	Mechanical			\$1,183.04
	Plumbing			\$917.50
	Right of Way			\$520.00
	Sign			\$440.00
	<b>Commercial Valuation Total:</b>	<b>\$25,904,890.00</b>	<b>Commercial Fee Total:</b>	<b>\$47,777.64</b>
<b><i>Residential</i></b>				
	Building	\$3,818,120.00		\$14,791.63
	Electrical			\$2,586.09
	Mechanical			\$758.56
	Plumbing			\$1,094.00
	Right of Way			\$725.00
	Sign			\$0.00
	<b>Residential Valuation Total:</b>	<b>\$3,818,120.00</b>	<b>Residential Fee Total:</b>	<b>\$19,955.28</b>
<b>Valuation Grand Total:    \$29,723,010.00    Fee Grand Total:    \$67,732.92</b>				

# Public Works

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

Routine Activities for the month:

### **Division:** Streets; Dale Pottebaum, Street Superintendent

- Maintained signs and signals.
- Maintained gravel roads.
- Maintained snow equipment.
- Swept streets.
- Graded alleys.
- Patched potholes.
- Hauled street sweepings to Landfill.
- Division Safety Meeting: “Seat Belts”, December 18, 2019.

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

- Water production:
  - Monthly Total: 31.862 million gallons
  - Daily Average: 1.028 million gallons
  - Daily Maximum: 1.810 million gallons
- Completed 58 Iowa One Call locate requests.
- Meter Department
  - 64 service orders.
  - 23 delinquents.
  - 0 reread.
  - 0 stuck meters.
- Division Safety Meeting: Training on 150-lb chlorine tank repair using an emergency repair kit; December 31, 2019.

### **Division:** Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
  - Monthly Total: 46.775 million gallons
  - Daily Average: 1.509 million gallons
  - Daily Maximum: 1.822 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: “Slips, Trips and Falls”; December 11, 2019.

Special Activities/Accomplishments of particular note:

**Division:** Streets; Dale Pottebaum, Street Superintendent

- Fixed storm sewer on Grant Road on December 3, 2019.
- Snow removal and ice control on December 1, 15, and 29, 2019.
- Assisted Water Division with water leak on December 12, 2019.
- Assisted Water Division with fire hydrant replacement on December 12, 2019.
- Poured 5.5 cu yds of concrete for WTP.
- Assisted Wastewater Division with sewer repair on December 16, 2019.
- Trimmed trees in ROW.
- Started repairs of the Clark Street storm sewer.

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

- Placed Water Tower back online after water sample results were received.
- Repaired 8" watermain break at 125 Southgate Road on December 12<sup>th</sup>.
- Replaced fire hydrant and valve at N. West Street and 1<sup>st</sup> Street.
- Completed computerized Leak Detection Survey with contractor of all fire hydrants and valves.
- Installed four (4) fire hydrant extensions.

**Division:** Sean Kleespies, Wastewater Superintendent

- Routine Plant maintenance.
- Sanitary sewer maintenance.
- Repaired sanitary sewer main on Main Street at 9<sup>th</sup> Street.
- Continued work on the Disinfection Improvements project.
- E & F Custom Pumping cleaned out the sludge lagoon.
- Repaired Sludge Transfer Pump #2.
- Received a new trailer-mounted trash pump.

Activities planned for next month and other comments:

**Division:** Streets; Dale Pottebaum, Street Superintendent

- Street repairs and ROW permits.
- Maintain signs and signals.
- Snow removal and ice control, as needed.
- Trimming trees in Street ROW
- Repair the Clark Street storm sewer.

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

- Update utility maps with completed projects.
- Install maintenance kit in two (2) vacuum regulators at the Water Treatment Plant.
- Work with property owners on repairing two (2) service line leaks found during Leak Detection Survey.
- Repair watermain leak at Bass Street and Marcella Heights Drive found during Leak Detection Survey.

**Division:** Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Pipe work completed on the Disinfection Improvements project.
- Lab inspection by the Iowa Hygienic Lab.
- Manhole riser and lid replacement on 1700 block of Adams Street.

### CAPITAL PROJECT STATUS SUMMARY – 01-15-20

PROJECT				ANTICIPATED		CONTRACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Sidewalk Transition Plan	2018	FY18		\$57,414	2018	FEH Design	\$5,680.00		\$5,680.00		09-14-18	
						Badding Constr. Co.	\$65,765.00		\$43,402.76		10-14-18	
Streambed Stabilization		FY17	FY14	\$385,000	2018	JEO Consulting Group, Inc.	\$39,850.00	02-25-19	\$39,850.00		08-01-19	
						Healy Excavating	\$320,116.00	10-28-19			05-31-20	
Street Resurfacing 2013	2015 On-going		FY16			JEO Consulting Group, Inc.	\$60,800.00+	09-24-12	\$143,848.36	95%	11-15-13	Plus Hourly Construction Service
						Godbersen-Smith Construction Co.	\$555,808.75		\$563,827.37		11-15-13	
Street Maintenance Building	2017 On-going	FY16	FY14	\$4,977,500	2019	FEH	\$22,500.00	01-25-16	\$22,500.00		05-01-16	Space Needs/ Prelim. Design Design
						FEH DESIGN	\$349,050.00	12-10-18	\$174,443.25		Fall, 2019	
US 30 – Grant Road Intersection	2017 On-going	FY12	FY12	\$2,604,530	2018	Snyder & Associates, Inc.	\$4,900.00	07-22-13	\$4,900.00	97%	08-15-13	TSIP Application
						Snyder & Associates, Inc.	\$421,525.00	04-14-14	\$450,112.02		118 Working Days	Design & Construction
						Dixon Const. Co.	\$1,449,835.78	04-02-18	\$1,455,565.45			
Well and Transmission Main	2014	FY16	FY16			JEO Consulting Group, Inc.	\$383,312.50	07-28-14	\$335,899.36			
Transmission Main – Group A	2014	FY16	FY16			Drake Construction, L.C.	\$790,134.07	03-23-14	\$751,752.95	95%		Contract Completion 11-30-15
PROJECT				ANTICIPATED		CONTACT DATA						

Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Watermain Replacement		FY16	FY16	\$500,000	2019	JEO Consulting Group, Inc.	\$19,800.00	02-11-19	\$19,000.00		2019	
						King Construction	\$321,746.00	06-24-19	\$300,631.40	55%	09-30-19	
Leachate Forcemain & Gravity Sewer						King Construction	\$661,257.50 Total \$370,434.53 City	07-18-16	CCSWMC \$325,605.01		08-31-16	CCSWMC Contract
Wastewater Treatment Plant Disinfection Improvements	2017	FY18	FY18	\$1,000,000	2020	Veenstra & Kimm, Inc.	\$73,500		\$74,596.25			
						Woodruff Const., LLC	\$967,530.00	03-25-19	\$559,150.74	3%	03-01-20	
Water Storage Tower		FY20	FY19	\$575,000	2019	JEO Consulting Group, Inc.	JEO Consulting Group, Inc.	\$29,400.00	02-11-19	\$107,272.75		07-01-19
						Utility Service Co., Inc.	Utility Service Co., Inc.	\$543,700.00	06-04-19	\$178,030.00		120, 150 days
Watermain Improvement 2020		FY20	FY20	\$500,000	2020	JEO Consulting Group	\$136,500.00	10-14-19	\$26,475.00			
Water Well 2020		FY20	FY20	\$725,000	2020	JEO Consulting Group	\$125,800.00	10-14-19	\$10,050.00			
Downtown Streetscape Phase 10	On-going	FY19	FY19	\$1,300,000	2019	Confluence	\$97,915.00	10-22-18	\$87,917.15		04-19	
Downtown Streetscape Phase 11	On-going	FY20		\$1,700,000	2020	Confluence	\$118,775.00	03-19	\$21,519.95		03-20	
Street Resurfacing 2019	On-going	FY19	FY19	\$700,000	2019	JEO Consulting Group, Inc.	JEO Consulting Group, Inc.	\$88,100.00 + Hourly	10-08-18	\$86,610.00		2019
						Ten Point Construction Co., Inc.	Ten Point Construction Co., Inc.	\$928,994.54		\$1,055,300.28	95%	
Street Resurfacing 2020	On-going	FY20	FY20	\$1,575,000	2020	JEO Consulting Group	\$210,650.00	0-23-19	\$64,110.00			

# Parks and Recreation

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

Routine Activities for the month:

**Parks:** Tom Weber, Parks Superintendent

- Assist Jake with grave openings
- Trim bushes at Chamber Office
- Trim trees
- Check park garbage cans
- Maintain ice skating rink
- Cleared snow and ice from sidewalks as needed

**Golf:** Scott Haakenson, Golf Superintendent

- Routine activities for the month/statistics:
- Power washed trash cans
- Winterized sprayers
- Took cutting heads off of mowers
- Took mowers off of gang mower and washed
- Blew out pump house
- Cleaned fairway mowers
- Cleaned tee mower
- Cleaned greens mowers
- Took apart ball washers
- Sent in ball washers to be refurbished

**Cemetery:** Jake Bruggeman, Cemetery Sexton

- Dug 6 graves
- Performed the duties of 6 funerals. All full burials. One aged 0-5. No Saturday funerals.
- Sold 1 plot and turned in all paperwork to city hall.
- Worked with the parks department for the remaining time of the month.

**Recreation Center/Aquatic Center:** Joel Cortum, Recreation Center Director

- Planning and preparation for December events. Communicated w/ stakeholders leading up to event and coordinated the pick up and drop off of supplies.
- Recreation Center staffing, maintenance, and programming. Staff meetings and monthly lifeguard meetings. Communicating regularly with members.



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

- Changed light bulbs on city property
- Back washed filters for pools and spa at Rec Center
- General housekeeping
- Time sheets for staff
- Ordered supplies
- Vacuum Pool
- Night cleaning crew at Rec Center
- Power scrub gym and pool at Rec Center
- Bills

Special Activities/Accomplishments of particular note:

**Parks:** Tom Weber, Parks Superintendent

- Opened skating rink
- Installed eight new sinks in parks restrooms
- Mulched 71/30 intersection

**Golf:** Scott Haakenson, Golf Superintendent

- Attended winter IGCSA meeting

**Cemetery:** Jake Bruggeman, Cemetery Sexton

- Moved snow at the rec center and cemetery 1 morning.

**Recreation Center/Aquatic Center:** Joel Cortum, Recreation Center Director

- Record turnout for our Jingle Bell Run
- Breakfast w/ Santa
- Sold out Kids' Night Out w/ over 200 kids
- Member Appreciation Day
- Jessi received her Red Cross WSIT certification after attending a course in St. Joseph, Missouri

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

- Fixed bathrooms at city buildings
- Worked on vacuums at City Hall and Rec Center
- Fixed exercise equipment
- Sinks and drains at Rec Center and City Hall
- Downtown lights
- Working on specs, bids, quotes
- Locker locks at Rec Center
- Budget items
- Theater rentals
- Floor drains at Rec Center
- Finishing budget items
- Next year's budget items
- Night cleaning 24/7 operations.
- A/C and heating repairs at city buildings
- City construction site
- Finishing budget items
- Warranty roof leaks at Rec Center
- AHU belts and air filters serviced at Rec Center
- Electrical update at Museum
- Baseball lights pre-bid
- '20-'21 budget
- Replaced washer at Rec Center

Activities planned for next month and other comments:

**Parks:** Tom Weber, Parks Superintendent

- Install soccer goals at Maple Park
- Intall two new sinks at Rolling Hills Park
- Trim trees
- Add playground mulch to parks playground areas
- Remove snow and ice as needed

**Golf:** Scott Haakenson, Golf Superintendent

- Attend Iowa Turfgrass Conference
- Grind mowers
- Sand and paint tee markers

**Cemetery:** Jake Bruggeman, Cemetery Sexton

- Attend to any funerals or families needing to meet at the cemetery.
- Move snow as needed.
- Work with the parks department.

**Recreation Center/Aquatic Center:** Joel Cortum, Recreation Center Director

- Mermaid Party
- Swim lessons
- Basketball Basics
- New hip hop step class
- New recumbent bikes in weight room

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

- Roof drain piping repair

**Safety Topic:**

- Ladder inspections and safety
- Iowa One Call



# CITY OF CARROLL MONTHLY ACTIVITY REPORT

Department/Division Carroll Public Library

Month December Year 2019

Person preparing report Rachel Van Erdewyk



## Routine activities for the month/statistics:

### Program Attendance:

Tech Help Fridays	23
Children's Library Programs	216
Children's Programs Outreach	920
Diane's Read Aloud	142
Crafty Library Ladies	77
Poetry Group	9
Book Clubs	9

### Monthly Statistics:

Total Print Circulation	8,513
BRIDGES Circulation	869
Consumer Reports	lost data
Public Computer Use	552
Wi-Fi Use	140
Website Visits	3,080
Gale Databases	210
Global Road Warrior	0
Learning Express	1
Freegal	709
Transparent Language	2
Chilton Auto Manual	0
eMagazine Circulation	57
Daily Times Herald Archives Views	8,853
Lynda.com	37
RBDigital eAudiobooks	10
Brainfuse	9

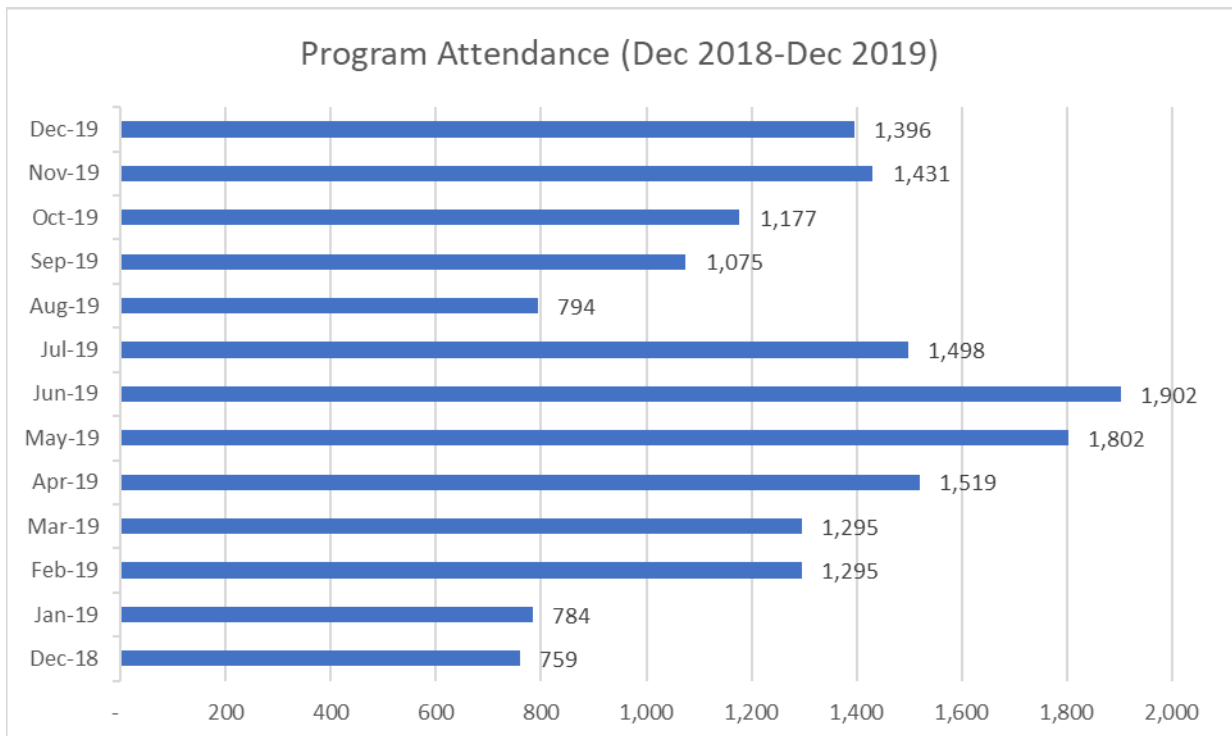
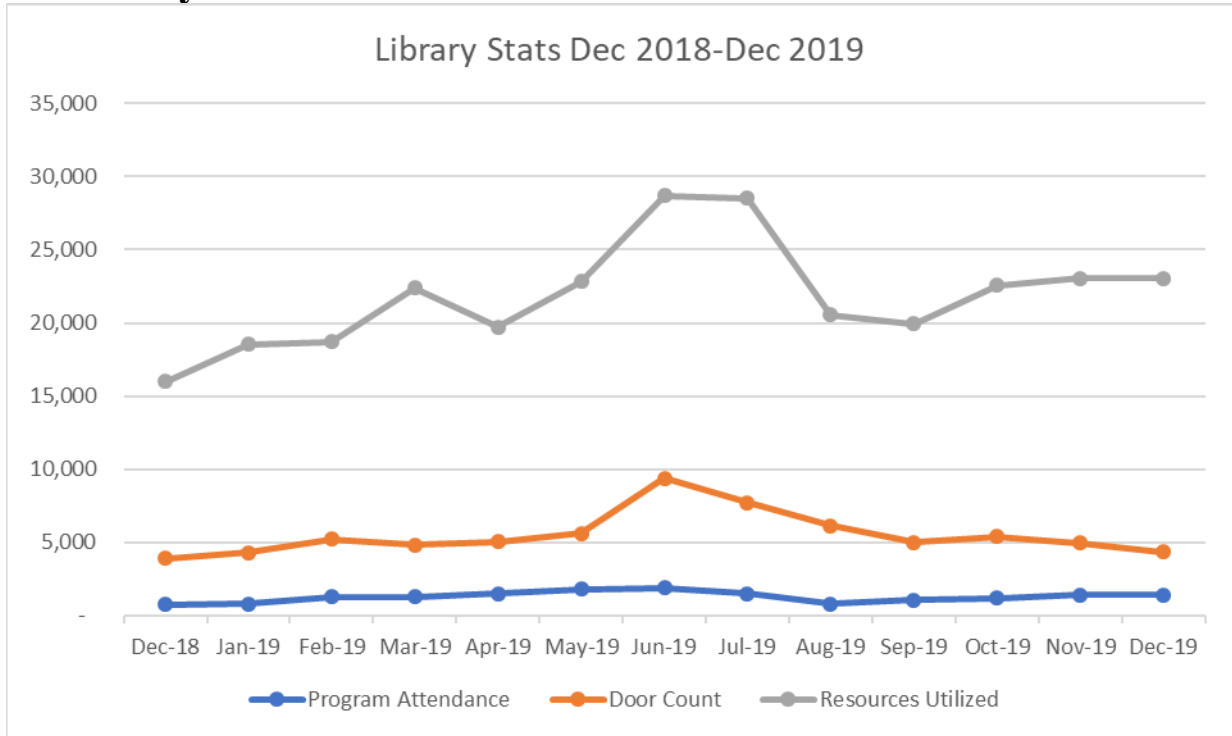
<b>Total Program Attendance</b>	<b>1,396</b>
<b>Monthly Door Count</b>	<b>4,347</b>

<b>Total Resources Utilized</b>	<b>23,042</b>
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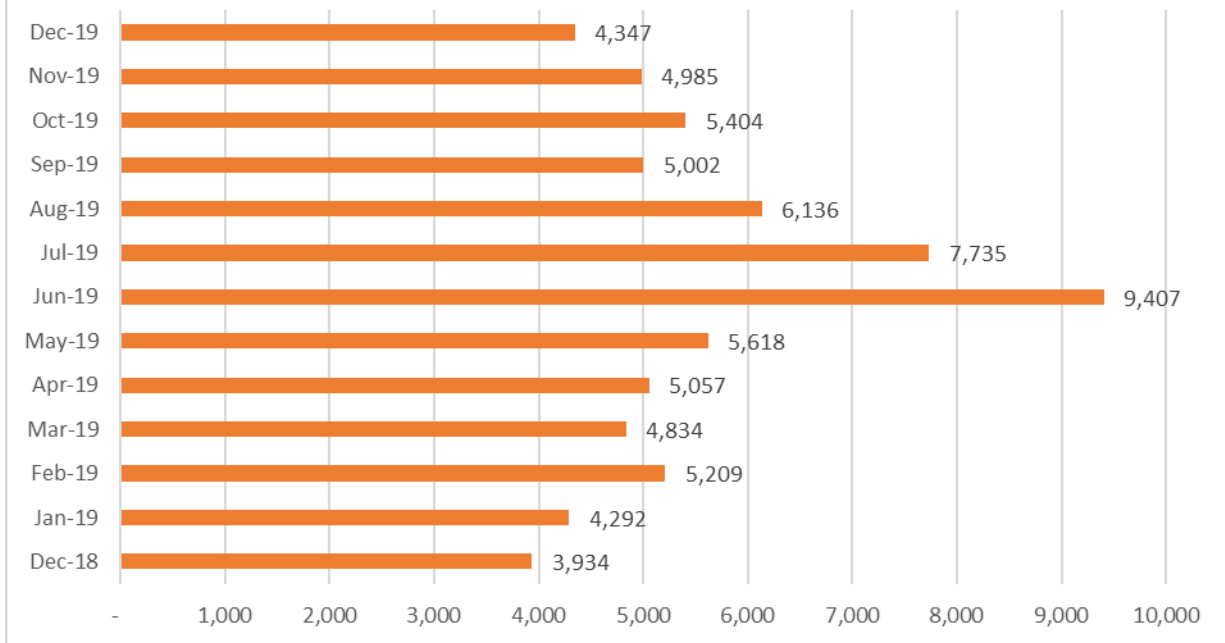
## Special activities/accomplishments:

- 1) Children's Programs:** Children's programming continued this month with the regular monthly schedule of Rookie Readers, Diane's Read-Aloud, Pet Readers, and outreach events with book visits to the Breda daycare. Diane also attended Kuemper's Preschool Round Up to talk to parents about the importance of reading to their children.
- 2) Adult & Teen Programs:** Adult programs continued this month with the regular monthly schedule of Tech Help Fridays, the Crafty Library Ladies, Book Clubs and the Poetry Group.
- 3) Library patrons saved \$110,140.89** this last month by checking out library materials from the Carroll Public Library!
- 4) View upcoming events on the library's Google calendar at [www.carroll-library.org](http://www.carroll-library.org)** by clicking on the Calendar of Events link on the home page or on Facebook.

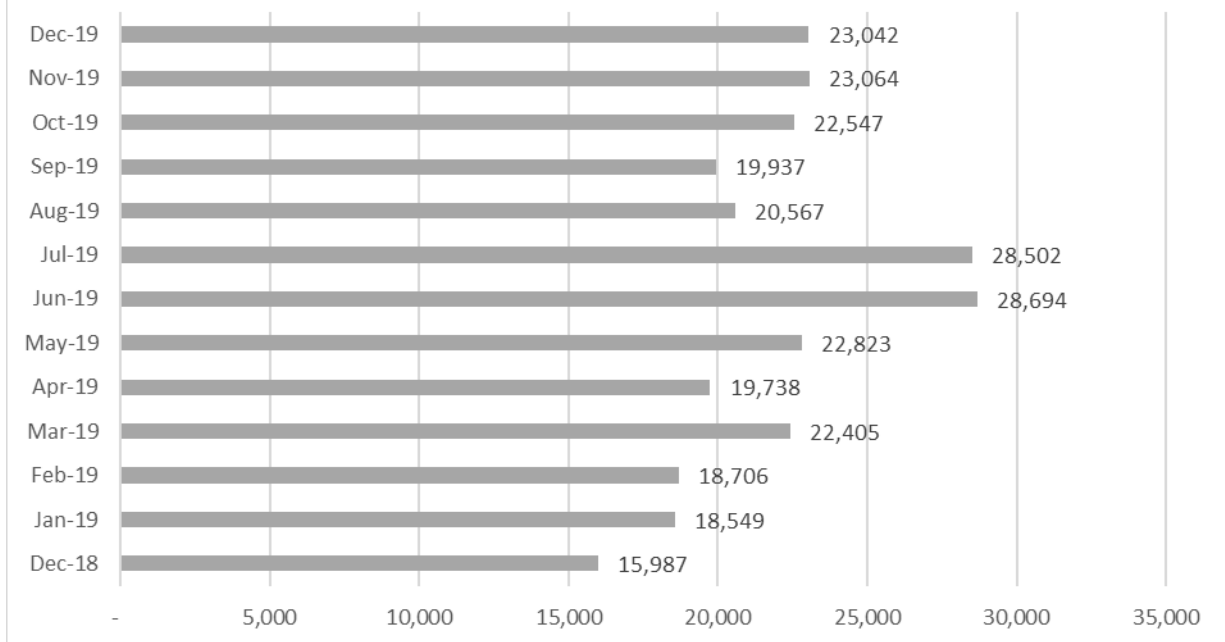
## Library Statistics from December 2018-December 2019



### Door Count (Dec 2018-Dec 2019)



### Resources Utilized (Dec 2018-Dec 2019)



# 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 *WSP-W*  
**FROM:** Laura A. Schaefer, Finance Director/City Clerk *LS*  
**DATE:** January 23, 2020  
**SUBJECT:** Set Public Hearing – Proposed Property Tax Levy – Fiscal Year July 1, 2020 to June 30, 2021

In 2019, the State legislators passed Senate File 634 (SF634). SF 634 was approved with the aim of adding transparency to city and county property taxes. This legislation does two main things. First, it adds additional public notification about city and county property tax collections and an additional public hearing. Second, it requires budgets to be approved by a 2/3 supermajority when property tax collections, in certain categories, exceed 2% over the previous year tax collections.

The new required public notice will only report part of the property taxes collected by the City, as required by the new law. Notably the debt service levy is excluded from the required public hearing notices. The levies impacted by the 2% threshold in Carroll's budget proposal are the regular general (\$8.10), tort liability, and employee benefits levies.

The required attached Notice of Public Hearing – Proposed Property Tax Levy includes a column with the sum of the current fiscal year's (FY 20) actual property taxes certified for levies under the levies specified to be impacted by the 2% threshold with the current year's (FY20) combined tax levy rate for those levies; a column for the effective tax rate which is the rate that would be assessed for these levies if the dollars requested is not changed in the next budget year (FY21); and a column with the sum of the proposed maximum property tax dollars that will be certified for levy under the levies subject to the new 2% threshold.

In the attached notice, the proposed FY 2020/2021 maximum property tax rate is \$10.09631 which is an increase of 0.63% from the FY 2019/2020 certified property tax rate.

After the public hearing and considering all comments, Council may approve the proposed property tax levy or decrease, not increase, the levy amount. A public hearing and approved resolution for the maximum property tax levy is required before setting a public hearing on the entire FY 2020/2021 budget.

**RECOMMENDATION:** Council consideration and approval to set February 24, 2020, as the date for a public hearing for the proposed property tax levy rate of \$10.09631.



<b>CITY NAME</b> <b>CARROLL</b>	<b>NOTICE OF PUBLIC HEARING -PROPOSED PROPERTY TAX LEVY</b> <b>Fiscal Year July 1, 2020 - June 30, 2021</b>	<b>CITY CODE</b> <b>14-116</b>
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The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

<b>Meeting Date:</b> 2/24/2020	<b>Meeting Time:</b> 5:15PM	<b>Meeting Location:</b> Council Chambers, City Hall, 627 N Adams Street
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At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy.

After adoption of the proposed tax levy, the Council will publish notice and hold a hearing on the proposed city budget.

<b>City Web Site (if available):</b> www.cityofcarroll.com		<b>City Telephone Number:</b> 712-792-1000		
<b>Iowa Department of Management</b>	<b>Current Year Certified Property Tax 2019/2020</b>	<b>Budget Year Effective Property Tax 2020/2021**</b>	<b>Budget Year Proposed Maximum Property Tax 2020/2021</b>	<b>Annual % CHG</b>
Regular Taxable Valuation 1	523,413,404	525,219,743	525,219,743	
<b>Tax Levies:</b>				
Regular General 2	\$4,239,649	\$4,239,649	\$4,254,280	
Contract for Use of Bridge 3	\$0	\$0		
Opr & Maint Publicly Owned Transit 4	\$0	\$0		
Rent, Ins. Maint. Of Non-Owned Civ. Ctr. 5	\$0	\$0		
Opr & Maint of City-Owned Civic Center 6	\$0	\$0		
Planning a Sanitary Disposal Project 7	\$0	\$0		
Liability, Property & Self-Insurance Costs 8	\$150,000	\$150,000	\$150,000	
Support of Local Emer. Mgmt. Commission 9	\$0	\$0		
Emergency 10	\$0	\$0		
Police & Fire Retirement 11	\$244,282	\$244,282	\$264,319	
FICA & IPERS 12	\$488,756	\$488,756	\$498,142	
Other Employee Benefits 13	\$146,962	\$146,962	\$136,039	
<b>*Total 384.15A Maximum Tax Levy 14</b>	<b>\$5,269,649</b>	<b>\$5,269,649</b>	<b>\$5,302,780</b>	<b>0.63%</b>
<b>Calculated 384.15A MaximumTax Rate 15</b>	<b>\$10.06785</b>	<b>\$10.03323</b>	<b>\$10.09629</b>	

Explanation of significant increases in the budget:

Increase for general operating expenses

If applicable, the above notice also available online at:

www.cityofcarroll.com; www.carroll-library.org; Facebook.com/cityofcarroll; Facebook.com/carrollpolice; Facebook.com/CPLCarrollIA; Twitter.com/cityofcarroll; Twitter.com/carrollLibrary; Instagram.com/Carroll.Library; www.pinterest.com/carrollpublib

\*Total city tax rate will also include voted general fund levy, debt service levy, and capital improvement reserve levy

\*\*Budget year effective property tax rate is the rate that would be assessed for these levies if the dollars requested is not changed in the coming budget year