

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: February 24, 2020

TIME OF MEETING: 5:15 P.M.

LOCATION OF MEETING: City Hall Council Chambers

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AGENDA

- I. Pledge of Allegiance
- II. Roll Call
- III. Consent Agenda
 - A. Approval of Minutes of the February 10 Meeting
 - B. Approval of Bills and Claims
 - C. Licenses and Permits:
 - 1. New Class "C" Liquor License (8 Month) with Outdoor Service and Sunday Sales – *Golf Services, LLC*
 - 2. Renewal of Class "E" Liquor License with Class "B" Wine Permit (includes Carryout Wine and Native Wine) and Class "C" Beer Permit (includes Carryout Beer) and Sunday Sales – *Wal-Mart Supercenter #1787*
 - D. Firefighter Resignation and Appointment
 - E. Wastewater Treatment Plant Disinfection Improvements – Change Order No. 3
- IV. Oral Requests and Communications from the Audience
- V. Ordinances
 - A. City Code Chapter 7, Fiscal Management Amendment Ordinance
- VI. Resolutions
 - A. Fire Pumper Truck and Street Improvements - \$1,505,000* (Subject to Adjustment per Terms of Offering) General Obligation Capital Loan Notes, Series 2020A
 - 1. Receipt of Bids
 - 2. Resolution Directing Sale
 - B. FY 2020/2021 Maximum Property Tax Dollars
 - 1. Public Hearing
 - 2. Resolution Approving the FY 2020/2021 Maximum Property Tax Dollars
 - C. Cleaning Services Contracts for City Hall and Police Department

- D. Professional Services Agreement – Graham Park Creek Improvements – 2020
- E. Excel Development Group – Iowa Finance Authority (IFA) – Low-Income Housing Tax Credit Program Support Request
- F. 2019 Community Development Block Grant (CDBG) Owner Occupied Housing Rehabilitation Grant - Affirmative Fair Housing Policy

VII. Reports

- A. Downtown Carroll Business District Public Restroom Discussion
- B. FY 2020/2021 Budget – Set Public Hearing Date

VIII. Committee Reports

- IX. Monthly Activity Reports
- X. Comments from the Mayor
- XI. Comments from the City Council
- XII. Comments from the City Manager
- XIII. Adjourn

March/April Meetings:

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
 Board of Adjustment – April 6, 2020 – City Hall – 627 N Adams Street
 Planning and Zoning Commission – April 8, 2020 – City Hall - 627 N Adams Street
 City Council – April 13, 2020 – City Hall – 627 N Adams Street
 Airport Commission – April 13, 2020 – 21177 Quail Avenue
 Library Board of Trustees – April 20, 2020 – Carroll Public Library – 118 E 5th Street
 City Council – April 27, 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

FEBRUARY 10, 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.

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

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It was moved by Haley, seconded by Kots, to approve the following items on the consent agenda: a) minutes of the January 28, 2020 Council meeting, as written; b) bills and claims in the amount of \$780,705.27; c) appointment by Mayor with Council approval of Brenda Hogue to the Library Board of Trustees (unexpired term to expire 12-31-24) and appointment by Council of Mary Bruner to the Parks, Recreation and Cultural Advisory Board (unexpired term to expire 05-31-21) and Jonathan Campbell to the Board of Adjustment (5-year term to expired 12-31-24). On roll call, all present voted aye. Absent: None. Motion carried.

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There were no oral requests or communications from the audience.

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Mayor Jensen read a proclamation declaring February 23, 2020 as Rotary Day in Carroll, Iowa. No Council action taken.

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It was moved by Kots, seconded by Haley, to approve the third reading of an ordinance amending provisions pertaining to No Parking Zones, specifically a 30-minute parking space at the farthest north parking space on the east side of the street in the 100 block of S Clark Street. On roll call, all present voted aye. Absent: None. Motion carried.

It was moved Haley, seconded by Siemann, to adopt said Ordinance No. 2003. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Haley, seconded by Fleshner, to postpone the discussion of the Rental Housing Code and schedule a work session for a later date. Leo Kasperbauer read a written statement from Margaret Saddoris. Others to address Council included Leo Kasperbauer, Don

Kanne, Dave Schapman, Doug Wanninger, Mern Irlbeck, Brian Wittrock and Dave Farrell. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Dirkx, seconded by Kots, to approve Resolution No. 20-07, Approving Electronic Bidding Procedures and Distribution of Preliminary Official Statement for the \$1,505,000 General Obligation Capital Loan Notes, Series 2020A for the purchase of a new fire pumper truck and street improvements completed with the Street Rehabilitation – 2019 Project. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Haley, seconded by Dirkx, to approve Resolution No. 20-08, Bond Counsel Engagement Agreement with Ahlers & Cooney, P.C. for the issuance of bonds, notes and other obligations. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Boes, seconded by Kots, to waive City of Carroll Purchasing Policy #0501 and approve the purchase of one (1), 2020 Ford Police Interceptor Utility 3.3L V6 vehicle, as specified, for \$34,848 from Champion Ford. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Kots, seconded by Boes, to approve Change Order No. 9 to the Carroll Public Library/Carroll City Hall Project in the amended amount of \$14,246 which does not include the purchase and installation of the front doors at the Police Department and adds 5 working days for the Library portion of the project. The effect of the proposed Change Order No. 9 on the contract price is as follows:

	<u>Cost</u>	<u>City Hall Completion Date</u>	<u>Library Completion Date</u>
Original Contract	\$ 4,526,100.00	August 2, 2019	October 25, 2019
Change Order No. 1 (Approved)	\$ 29,087.00	9 days	No days
Contract with Change Order #1	\$ 4,555,187.00	August 11, 2019	October 25, 2019
Change Order No. 2 (Approved)	\$ 56,451.00	8 days	11 days
Contract with Change Order #2	\$ 4,611,638.00	August 21, 2019	November 11, 2019
Change Order No. 3 (Approved)	\$ 86,606.00	21 days	25 days
Contract with Change Order #3	\$ 4,698,244.00	September 20, 2019	December 17, 2019
Change Order No. 4 (Approved)	\$ 38,363.00	11 days	4 days
Contract with Change Order #4	\$ 4,736,607.00	October 1, 2019	December 19, 2019
Change Order No. 5 (Approved)	\$ 17,800.00	2 days	8 days
Contract with Change Order #5	\$ 4,754,407.00	October 3, 2019	January 2, 2020
Change Order No. 6 (Approved)	\$ 63,267.00	No days	16 days

Contract with Change Order #6	\$ 4,817,674.00	October 3, 2019	January 24, 2020
Change Order No. 7 (Approved)	\$ 61,622.00	20 days	No days
Contract with Change Order #7	\$4,879,296.00	November 1, 2019	January 24, 2020
Change Order No. 8 (Approved)	\$ 8,043.00	No days	No days
Contract with Change Order #8	\$4,887,339.00	November 1, 2019	January 24, 2020
Changer Order No. 9 (Proposed)	\$ 14,246.00	No days	5 days
Contract with Change Order #9	\$4,901,585.00	November 1, 2019	January 31, 2020

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

It was moved by Kots, seconded by Fleshner, to approve the purchase and installation of the front doors at the Police Department in the amount of \$15,764.00 with funding to be identified. On roll call, all present voted aye. 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.

Eric P. Jensen, Mayor

ATTEST:

Laura A. Schaefer, City Clerk

02-20-2020 08:32 AM
 VENDOR SET: 01 City of Carroll
 REPORTING: PAID, UNPAID, PARTIAL

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PAID ITEMS DATES :	2/07/2020 THRU 2/20/2020	2/07/2020 THRU 2/20/2020	2/07/2020 THRU 2/20/2020
PARTIALLY ITEMS DATES:	2/07/2020 THRU 2/20/2020	2/07/2020 THRU 2/20/2020	2/07/2020 THRU 2/20/2020
UNPAID ITEMS DATES :		2/07/2020 THRU 2/20/2020	2/07/2020 THRU 2/20/2020

VENDOR	----- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	-----BALANCE----
01-001720	ACCESS SYSTEMS	COPIER CONTRACT	207.79	0.00	000000	0/00/00	207.79
		** TOTALS **	207.79	0.00			207.79
01-001704	ACCO	POOL SUPPLIES	187.50	0.00	000000	0/00/00	187.50
		** TOTALS **	187.50	0.00			187.50
01-003526	ADAM WUEBKER	REFUND GOLF ACH MEMBERSHIP	42.42	42.42-	117171	2/20/20	0.00
		** TOTALS **	42.42	42.42-			0.00
01-012650	ALLIANT ENERGY-IES UTILIT	GAS BILLS	8,877.75	8,877.75-	117035	2/07/20	0.00
		** TOTALS **	8,877.75	8,877.75-			0.00
01-002080	AMAZON/SYNCHRONY BANK	BOOKS AND VIDEOS	407.51	407.51-	117161	2/20/20	0.00
		** TOTALS **	407.51	407.51-			0.00
01-002281	AMERICAN SECURITY CABINET	BOOK RETURN RENTAL	89.95	89.95-	117162	2/20/20	0.00
		** TOTALS **	89.95	89.95-			0.00
01-002370	ARNOLD MOTOR SUPPLY	BATTERIES RETURNED	144.00-	0.00	000000	0/00/00	144.00-
01-002370	ARNOLD MOTOR SUPPLY	REPAIR PARTS	4.39	0.00	000000	0/00/00	4.39
01-002370	ARNOLD MOTOR SUPPLY	SUPPLIES	215.76	0.00	000000	0/00/00	215.76
01-002370	ARNOLD MOTOR SUPPLY	#29 BATTERIES	245.98	0.00	000000	0/00/00	245.98
01-002370	ARNOLD MOTOR SUPPLY	GENERATOR BATTERIES	519.98	0.00	000000	0/00/00	519.98
01-002370	ARNOLD MOTOR SUPPLY	GREASE	75.48	0.00	000000	0/00/00	75.48
01-002370	ARNOLD MOTOR SUPPLY	OIL	33.98	0.00	000000	0/00/00	33.98
		** TOTALS **	951.57	0.00			951.57
01-002818	BAKER AND TAYLOR INC.	BOOKS RETURNED	21.21-	21.21	117165	2/20/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS RETURNED	14.58-	14.58	117165	2/20/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	450.56	450.56-	117165	2/20/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	381.94	381.94-	117165	2/20/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	284.35	284.35-	117165	2/20/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	362.01	362.01-	117165	2/20/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	551.23	551.23-	117165	2/20/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	447.57	447.57-	117165	2/20/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	9.75	9.75-	117165	2/20/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	7.25	7.25-	117165	2/20/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	13.00	13.00-	117165	2/20/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	7.50	7.50-	117165	2/20/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	11.00	11.00-	117165	2/20/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	6.25	6.25-	117165	2/20/20	0.00
		** TOTALS **	2,496.62	2,496.62-			0.00
01-000609	BIERSCHBACH EQUIP & SUPPL	SUPPLIES	170.00	0.00	000000	0/00/00	170.00

02-20-2020 08:32 AM
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VENDOR	----- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
		** TOTALS **	170.00	0.00			170.00
01-003515	BOMGAARS	SUPPLIES RETURNED	17.99-	0.00	000000	0/00/00	17.99-
01-003515	BOMGAARS	REPAIR PARTS	29.39	29.39-	117140	2/14/20	0.00
01-003515	BOMGAARS	REPAIR PARTS	10.99	0.00	000000	0/00/00	10.99
01-003515	BOMGAARS	SUPPLIES	89.07	0.00	000000	0/00/00	89.07
01-003515	BOMGAARS	FOLDING TABLES	2,103.48	0.00	000000	0/00/00	2,103.48
01-003515	BOMGAARS	TABLE CART	250.00	0.00	000000	0/00/00	250.00
01-003515	BOMGAARS	SUPPLIES	12.76	0.00	000000	0/00/00	12.76
01-003515	BOMGAARS	SUPPLIES	13.98	0.00	000000	0/00/00	13.98
01-003515	BOMGAARS	LED BULBS	17.99	0.00	000000	0/00/00	17.99
01-003515	BOMGAARS	REPAIR PARTS	5.98	0.00	000000	0/00/00	5.98
01-003515	BOMGAARS	HOSE PARTS	77.28	0.00	000000	0/00/00	77.28
01-003515	BOMGAARS	REPAIR PARTS	3.89	0.00	000000	0/00/00	3.89
01-003515	BOMGAARS	FASTENERS	9.29	0.00	000000	0/00/00	9.29
01-003515	BOMGAARS	SUPPLIES	28.48	0.00	000000	0/00/00	28.48
01-003515	BOMGAARS	SUPPLIES	1.05	0.00	000000	0/00/00	1.05
		** TOTALS **	2,635.64	29.39-			2,606.25
01-003670	BRIGGS INC OF OMAHA	THEROMSTAT REPAIRS	32.49	0.00	000000	0/00/00	32.49
		** TOTALS **	32.49	0.00			32.49
01-003690	BROWN SUPPLY CO INC	SUPPLIES	496.00	0.00	000000	0/00/00	496.00
		** TOTALS **	496.00	0.00			496.00
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	313.00	0.00	000000	0/00/00	313.00
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	38.25	0.00	000000	0/00/00	38.25
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	55.00	0.00	000000	0/00/00	55.00
		** TOTALS **	406.25	0.00			406.25
01-025028	CAROL SCHOEPPNER	SECRETARY CONTRACT	350.00	350.00-	117150	2/14/20	0.00
		** TOTALS **	350.00	350.00-			0.00
01-004132	CARROLL AVIATION INC.	CONTRACT	6,700.00	6,700.00-	117141	2/14/20	0.00
		** TOTALS **	6,700.00	6,700.00-			0.00
01-004133	CARROLL BROADCASTING CO.	RADIO ADS	600.00	0.00	000000	0/00/00	600.00
		** TOTALS **	600.00	0.00			600.00
01-004196	CARROLL HYDRAULICS	SHOP SUPPLIES	266.44	0.00	000000	0/00/00	266.44
		** TOTALS **	266.44	0.00			266.44
01-004200	CARROLL LUMBER	CONCRETE STORM DRAIN REPAIRS	21.40	0.00	000000	0/00/00	21.40
		** TOTALS **	21.40	0.00			21.40

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VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
01-002977	CARROLL REFUSE SERVICE	JAN TRASH COLLECTIONS	11,830.61	11,830.61-	117034	2/07/20	0.00
01-002977	CARROLL REFUSE SERVICE	JANUARY GARBAGE	57.00	57.00-	117138	2/14/20	0.00
		** TOTALS **	11,887.61	11,887.61-			0.00
01-002998	CENTURYLINK	BACKUP PHONE LINE	60.74	60.74-	117167	2/20/20	0.00
		** TOTALS **	60.74	60.74-			0.00
01-002867	CINTAS FIRST AID & SAFETY	FIRST AID SUPPLIES	60.17	0.00	000000	0/00/00	60.17
		** TOTALS **	60.17	0.00			60.17
01-004835	COMMERCIAL SAVINGS BANK	FEB ACH WATER CHARGES	116.46	116.46-	000000	2/18/20	0.00
01-004835	COMMERCIAL SAVINGS BANK	FEDERAL WITHHOLDINGS	12,247.65	12,247.65-	000707	2/13/20	0.00
01-004835	COMMERCIAL SAVINGS BANK	FICA WITHHOLDING	14,544.84	14,544.84-	000707	2/13/20	0.00
01-004835	COMMERCIAL SAVINGS BANK	MEDICARE WITHHOLDING	4,412.06	4,412.06-	000707	2/13/20	0.00
		** TOTALS **	31,321.01	31,321.01-			0.00
01-004836	COMMUNITY OIL CO. INC.	ENGINE OIL	645.05	0.00	000000	0/00/00	645.05
		** TOTALS **	645.05	0.00			645.05
01-000366	COMPUTER & NETWORK SPEC	COMPUTER SETUP	159.00	0.00	000000	0/00/00	159.00
		** TOTALS **	159.00	0.00			159.00
01-000911	COMPUTER CONCEPTS OF IOWA	IT MAINTENANCE	315.00	315.00-	117157	2/20/20	0.00
01-000911	COMPUTER CONCEPTS OF IOWA	IT MAINTENANCE	75.00	75.00-	117157	2/20/20	0.00
		** TOTALS **	390.00	390.00-			0.00
01-001539	CONFLUENCE	STREETSCAPE PHASE 11	2,564.00	0.00	000000	0/00/00	2,564.00
		** TOTALS **	2,564.00	0.00			2,564.00
01-002934	COREY & RON'S LAWN SERVIC	SNOW REMOVAL SIMON & COURT	100.00	0.00	000000	0/00/00	100.00
		** TOTALS **	100.00	0.00			100.00
01-001595	COUNSEL OFFICE & DOCUMENT	COPIER MAINTENANCE	117.91	117.91-	117159	2/20/20	0.00
01-001595	COUNSEL OFFICE & DOCUMENT	COPIER MAINTENANCE	132.57	132.57-	117159	2/20/20	0.00
01-001595	COUNSEL OFFICE & DOCUMENT	TONER FREIGHT	8.80	8.80-	117159	2/20/20	0.00
01-001595	COUNSEL OFFICE & DOCUMENT	COPIER CONTRACT	147.16	0.00	000000	0/00/00	147.16
01-001595	COUNSEL OFFICE & DOCUMENT	COPIER MAINTENANCE	151.80	151.80-	117159	2/20/20	0.00
		** TOTALS **	558.24	411.08-			147.16
01-005615	DEMCO EDUCATIONAL CORP.	OPERATING SUPPLIES	113.25	113.25-	117175	2/20/20	0.00
		** TOTALS **	113.25	113.25-			0.00
01-001965	DIANE TRACY	OUTREACH PROGRAM/SUPPLIES	74.22	74.22-	117160	2/20/20	0.00

02-20-2020 08:32 AM
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UNPAID ITEMS DATES :		2/07/2020 THRU 2/20/2020	2/07/2020 THRU 2/20/2020

VENDOR	----- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
** TOTALS **			74.22	74.22-			0.00
01-006275	DREES OIL CO. INC.	PROPANE	243.59	243.59-	117142	2/14/20	0.00
** TOTALS **			243.59	243.59-			0.00
01-012590	ECHO ELECTRIC SUPPLY	ELECTRICAL REPAIR	117.37	117.37-	117146	2/14/20	0.00
01-012590	ECHO ELECTRIC SUPPLY	13 WATT NIGHT LIGHTS	29.88	0.00	000000	0/00/00	29.88
01-012590	ECHO ELECTRIC SUPPLY	ELECTRICAL SUPPLIES	8.70	0.00	000000	0/00/00	8.70
01-012590	ECHO ELECTRIC SUPPLY	CAN LIGHT BULBS	35.28	0.00	000000	0/00/00	35.28
01-012590	ECHO ELECTRIC SUPPLY	RESTROOM REPAIRS	26.48	0.00	000000	0/00/00	26.48
** TOTALS **			217.71	117.37-			100.34
01-006810	ECOWATER SYSTEMS	COOLER RENT AND WATER	113.42	113.42-	117143	2/14/20	0.00
01-006810	ECOWATER SYSTEMS	WATER FILTER SYSTEM	2,395.00	2,395.00-	117143	2/14/20	0.00
** TOTALS **			2,508.42	2,508.42-			0.00
01-007253	ELECTRIC MOTOR SERVICE LL	BLOWER MOTOR REPAIRS	462.50	0.00	000000	0/00/00	462.50
** TOTALS **			462.50	0.00			462.50
01-003141	ELM USA INC.	DISC REPAIR CLEANER	3,245.00	3,245.00-	117168	2/20/20	0.00
** TOTALS **			3,245.00	3,245.00-			0.00
01-004185	EMPLOYMENT RESOURCES	LIBRARY JAN. CLEANING	593.35	593.35-	117173	2/20/20	0.00
01-004185	EMPLOYMENT RESOURCES	JANUARY PD CLEANING	945.80	0.00	000000	0/00/00	945.80
01-004185	EMPLOYMENT RESOURCES	JAN CITY HALL CLEANING	623.05	0.00	000000	0/00/00	623.05
** TOTALS **			2,162.20	593.35-			1,568.85
01-002627	ETHAN KATHOL	DCI CRIME LAB - EVIDENCE	98.90	98.90-	117164	2/20/20	0.00
** TOTALS **			98.90	98.90-			0.00
01-008027	FAREWAY STORES	SENIOR DAY SUPPLIES	11.97	0.00	000000	0/00/00	11.97
** TOTALS **			11.97	0.00			11.97
01-008050	FASTENAL COMPANY	SUPPLIES	21.68	0.00	000000	0/00/00	21.68
01-008050	FASTENAL COMPANY	ANCHOR BOLTS	41.75	0.00	000000	0/00/00	41.75
** TOTALS **			63.43	0.00			63.43
01-006860	FELD FIRE EQUIPMENT CO.	FIRE ALARM INSPECTION	395.00	0.00	000000	0/00/00	395.00
01-006860	FELD FIRE EQUIPMENT CO.	EXTINGUISHER INSPECTION	280.00	0.00	000000	0/00/00	280.00
** TOTALS **			675.00	0.00			675.00
01-008860	FRANK & SON, JOE P.	HEATER REPAIRS	245.00	0.00	000000	0/00/00	245.00
** TOTALS **			245.00	0.00			245.00

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PARTIALLY ITEMS DATES:	2/07/2020 THRU 2/20/2020	2/07/2020 THRU 2/20/2020	2/07/2020 THRU 2/20/2020
UNPAID ITEMS DATES :		2/07/2020 THRU 2/20/2020	2/07/2020 THRU 2/20/2020

VENDOR	----- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	-----BALANCE----
01-009500	GEHLING WELDING & REPAIR	REPAIR PARTS	9.20	0.00	000000	0/00/00	9.20
		** TOTALS **	9.20	0.00			9.20
01-010150	GRAINGER PARTS	WATER FOUNTAIN SENSOR	319.00	0.00	000000	0/00/00	319.00
		** TOTALS **	319.00	0.00			319.00
01-010605	HACH CHEMICAL COMPANY	LAB SUPPLIES	4,957.76	0.00	000000	0/00/00	4,957.76
		** TOTALS **	4,957.76	0.00			4,957.76
01-010680	HAWKINS WATER TREATMENT	WATER TREATMENT SUPPLIES	887.50	0.00	000000	0/00/00	887.50
01-010680	HAWKINS WATER TREATMENT	WATER TREATMENT SUPPLIES	749.50	0.00	000000	0/00/00	749.50
		** TOTALS **	1,637.00	0.00			1,637.00
01-005410	HERALD PUBLISHING COMPANY	PUBLICITY SUPPLIES	105.00	105.00-	117174	2/20/20	0.00
		** TOTALS **	105.00	105.00-			0.00
01-000130	HGM ASSOCIATES INC	BRIDGE INSPECTIONS 2020	3,440.00	0.00	000000	0/00/00	3,440.00
		** TOTALS **	3,440.00	0.00			3,440.00
01-003081	HIGHWAY 30 COALITION	HWY 30 COALITION MEMBERSHIP	300.00	0.00	000000	0/00/00	300.00
		** TOTALS **	300.00	0.00			300.00
01-011831	HY-VEE INC.	SENIOR DAY SUPPLIES	52.18	52.18-	117145	2/14/20	0.00
01-011831	HY-VEE INC.	BUDGET WORK SESSION	11.97	11.97-	117145	2/14/20	0.00
01-011831	HY-VEE INC.	BIRTHDAY PARTY SUPPLIES	40.53	40.53-	117145	2/14/20	0.00
		** TOTALS **	104.68	104.68-			0.00
01-011800	HYDRAFLO INC.	OPERATING SUPPLIES	3,094.70	0.00	000000	0/00/00	3,094.70
		** TOTALS **	3,094.70	0.00			3,094.70
01-001572	IMFOA	IMFOA DUES	50.00	0.00	000000	0/00/00	50.00
		** TOTALS **	50.00	0.00			50.00
01-003295	IMPACT7G INC	224 N MAIN ASBESTOS SERVICES	3,500.00	0.00	000000	0/00/00	3,500.00
		** TOTALS **	3,500.00	0.00			3,500.00
01-012552	INDUSTRIAL BEARING SUPP.	BEARINGS/SEAL	187.14	0.00	000000	0/00/00	187.14
		** TOTALS **	187.14	0.00			187.14
01-012640	IOWA FIRE CHIEFS ASSOCIAT	FIRE CHIEF'S ASSN MEMBERSHIP	25.00	0.00	000000	0/00/00	25.00
		** TOTALS **	25.00	0.00			25.00
01-012660	IOWA LIBRARY ASSOCIATION	TRUSTEE MEMBERSHIP	30.00	30.00-	117176	2/20/20	0.00
		** TOTALS **	30.00	30.00-			0.00

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UNPAID ITEMS DATES :		2/07/2020 THRU 2/20/2020	2/07/2020 THRU 2/20/2020

VENDOR	----- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	-----BALANCE----
01-012666	IOWA ONE CALL	JANUARY 2020 LOCATES	25.20	0.00	000000	0/00/00	25.20
		** TOTALS **	25.20	0.00			25.20
01-003525	JARED SMOUSE	MEMBERSHIP REFUND	24.80	24.80-	117170	2/20/20	0.00
		** TOTALS **	24.80	24.80-			0.00
01-002453	JASON MATTHEW LAMBERTZ	PRODUCTION COSTS	960.00	0.00	000000	0/00/00	960.00
		** TOTALS **	960.00	0.00			960.00
01-013917	JEO CONSULTING GROUP INC.	2020 STREET RESURFACING	10,630.00	0.00	000000	0/00/00	10,630.00
01-013917	JEO CONSULTING GROUP INC.	STREAMBED STABILIZATION	170.00	0.00	000000	0/00/00	170.00
		** TOTALS **	10,800.00	0.00			10,800.00
01-003527	JIM GOSSETT	GOLF ACH MEMBERSHIP REFUND	84.84	84.84-	117172	2/20/20	0.00
		** TOTALS **	84.84	84.84-			0.00
01-025020	JOHN DEERE FINANCIAL	SNOW BLOWER ENGINE REPAIRS	364.81	364.81-	117182	2/20/20	0.00
01-025020	JOHN DEERE FINANCIAL	SNOW BLOWER PARTS	62.14	62.14-	117182	2/20/20	0.00
01-025020	JOHN DEERE FINANCIAL	TRACTOR REPAIRS	64.41	64.41-	117182	2/20/20	0.00
		** TOTALS **	491.36	491.36-			0.00
01-002700	JUSTIN FERRIN	K9 TRAINING	22.49	22.49-	117033	2/07/20	0.00
		** TOTALS **	22.49	22.49-			0.00
01-000994	KABEL BUSINESS SERVICES -	DEC HRA PARTICIPANT FEES	178.75	178.75-	000000	2/14/20	0.00
01-000994	KABEL BUSINESS SERVICES -	JAN FLEX PARTICIPANT FEES	100.80	100.80-	000000	2/14/20	0.00
01-000994	KABEL BUSINESS SERVICES -	JAN HRA PARTICIPANT FEES	178.75	178.75-	000000	2/14/20	0.00
01-000994	KABEL BUSINESS SERVICES -	JAN. HRA CHECKS	4,901.48	4,901.48-	000000	2/12/20	0.00
		** TOTALS **	5,359.78	5,359.78-			0.00
01-001345	KELTEK INCORPORATED	MOUNTING TABS, MIC MOUNTS	288.03	0.00	000000	0/00/00	288.03
		** TOTALS **	288.03	0.00			288.03
01-014815	KEYSTONE LABORATORIES	BACTERIA SAMPLE ANALYSIS	137.50	0.00	000000	0/00/00	137.50
		** TOTALS **	137.50	0.00			137.50
01-014940	KITT PLBG. AND HTG. INC.	HVAC SERVICE CALL/SUPPLIES	69.25	69.25-	117148	2/14/20	0.00
		** TOTALS **	69.25	69.25-			0.00
01-003301	LIBRARY FURNITURE INTERNA	FURNISHINGS	2,358.00	0.00	000000	0/00/00	2,358.00
01-003301	LIBRARY FURNITURE INTERNA	FURNISHINGS	924.00	0.00	000000	0/00/00	924.00
01-003301	LIBRARY FURNITURE INTERNA	LIBRARY SHELIVING	67,957.00	0.00	000000	0/00/00	67,957.00
		** TOTALS **	71,239.00	0.00			71,239.00

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VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
01-002440	LIBRARY IDEAS LLC	KIDS AUDIO BOOKS	1,957.45	1,957.45-	117163	2/20/20	0.00
		** TOTALS **	1,957.45	1,957.45-			0.00
01-017123	MANGOLD ENVIRONMENTAL	TOWER IMPROVEMENTS	458.00	0.00	000000	0/00/00	458.00
		** TOTALS **	458.00	0.00			458.00
01-017133	MASTERCARD	MAIL CHIMP AND REGISTRATION	359.99	359.99-	117149	2/14/20	0.00
01-017133	MASTERCARD	APWA CONFERENCE REGISTRATION	200.00	200.00-	117177	2/20/20	0.00
01-017133	MASTERCARD	SUPPLIES	505.00	505.00-	117178	2/20/20	0.00
01-017133	MASTERCARD	SUPPLIES	788.48	788.48-	117179	2/20/20	0.00
01-017133	MASTERCARD	GRAPHIC DESIGN SOFTWARE	119.40	119.40-	117180	2/20/20	0.00
01-017133	MASTERCARD	SUPPLIES	133.83	133.83-	117181	2/20/20	0.00
		** TOTALS **	2,106.70	2,106.70-			0.00
01-001947	MATHESON TRI-GAS INC.	SAFETY GLASSES	82.35	0.00	000000	0/00/00	82.35
		** TOTALS **	82.35	0.00			82.35
01-002993	MC CLURE ENGINEERING CO.	ENGINEERING REHAB PROJECT	1,585.80	1,585.80-	117139	2/14/20	0.00
		** TOTALS **	1,585.80	1,585.80-			0.00
01-003461	MERCHANT SERVICES	CC PROCESSING FEES	501.16	501.16-	000000	2/14/20	0.00
		** TOTALS **	501.16	501.16-			0.00
01-012680	MID AMERICAN ENERGY	ELECTRIC BILLS	44,328.29	44,328.29-	117147	2/14/20	0.00
		** TOTALS **	44,328.29	44,328.29-			0.00
01-000208	MIKE HEITHOFF	SHADE TREE SHORT COURSE	240.00	240.00-	117155	2/20/20	0.00
		** TOTALS **	240.00	240.00-			0.00
01-000925	MOTION PICTURE LICENSING	MOVIE UMBRELLA LICENSE	205.05	205.05-	117158	2/20/20	0.00
		** TOTALS **	205.05	205.05-			0.00
01-002651	MOTOR INN OF CARROLL LLC	SUPPLIES	62.52	0.00	000000	0/00/00	62.52
		** TOTALS **	62.52	0.00			62.52
01-003529	MURRAY'S WELDING	VEHICLE CONSOLE BRACKET	46.00	0.00	000000	0/00/00	46.00
		** TOTALS **	46.00	0.00			46.00
01-018408	NAPA AUTO PARTS	SUPPLIES RETURNED	28.98-	0.00	000000	0/00/00	28.98-
01-018408	NAPA AUTO PARTS	SUPPLIES	77.45	0.00	000000	0/00/00	77.45
01-018408	NAPA AUTO PARTS	SUPPLIES	40.99	0.00	000000	0/00/00	40.99
01-018408	NAPA AUTO PARTS	REPAIR PARTS	30.45	0.00	000000	0/00/00	30.45
01-018408	NAPA AUTO PARTS	REPAIR PARTS	2.64	0.00	000000	0/00/00	2.64

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01-018408	NAPA AUTO PARTS	COOLANT	8.44	0.00	000000	0/00/00	8.44
01-018408	NAPA AUTO PARTS	OIL AND FILTER	22.80	0.00	000000	0/00/00	22.80
		** TOTALS **	153.79	0.00			153.79
01-003263	NETBANX	JAN EFT PROCESSING FEES	110.08	110.08-	000000	2/14/20	0.00
		** TOTALS **	110.08	110.08-			0.00
01-019124	NORTH CENTRAL LABORATORIE	LAB SUPPLIES	528.88	0.00	000000	0/00/00	528.88
		** TOTALS **	528.88	0.00			528.88
01-020208	O'HALLORAN INTERNATIONAL	DUST SHIELD #26	108.53	0.00	000000	0/00/00	108.53
01-020208	O'HALLORAN INTERNATIONAL	#29 FILTERS	74.05	0.00	000000	0/00/00	74.05
01-020208	O'HALLORAN INTERNATIONAL	#28 FILTERS	211.28	0.00	000000	0/00/00	211.28
		** TOTALS **	393.86	0.00			393.86
01-020330	O'REILLY AUTO PARTS	GEAR OIL	11.97	0.00	000000	0/00/00	11.97
		** TOTALS **	11.97	0.00			11.97
01-020203	OFFICE STOP	OFFICE SUPPLIES	27.07	0.00	000000	0/00/00	27.07
01-020203	OFFICE STOP	COPY PAPER	350.00	0.00	000000	0/00/00	350.00
		** TOTALS **	377.07	0.00			377.07
01-020326	OPTIONS INK	FREIGHT CHROME REGULATORS	38.82	0.00	000000	0/00/00	38.82
		** TOTALS **	38.82	0.00			38.82
01-021050	P & H WHOLESALE INC.	DISINFECTION IMPROVEMENTS	123.99	0.00	000000	0/00/00	123.99
01-021050	P & H WHOLESALE INC.	RESTROOM REPAIRS	100.68	0.00	000000	0/00/00	100.68
		** TOTALS **	224.67	0.00			224.67
01-001949	PERFORMANCE TIRE & SERVIC	#28 TIRE REPAIRS	47.70	0.00	000000	0/00/00	47.70
01-001949	PERFORMANCE TIRE & SERVIC	#32 TIRE REPAIRS	113.50	0.00	000000	0/00/00	113.50
		** TOTALS **	161.20	0.00			161.20
01-001490	PITNEY BOWES/PURCHASE POW	POSTAGE METER RENTAL	180.00	180.00-	117135	2/14/20	0.00
		** TOTALS **	180.00	180.00-			0.00
01-021860	PRESTO-X-COMPANY	PEST CONTROL - REC CENTER	60.00	0.00	000000	0/00/00	60.00
		** TOTALS **	60.00	0.00			60.00
01-002978	QCI	EMAIL ISSUE	135.00	0.00	000000	0/00/00	135.00
		** TOTALS **	135.00	0.00			135.00
01-009870	RACCOON VALLEY ELECTRIC C	JANAURY ELECTRIC SERVICE	1,945.33	1,945.33-	117144	2/14/20	0.00
01-009870	RACCOON VALLEY ELECTRIC C	AIR METHODS - JAN. ELECTRIC	422.95	422.95-	117144	2/14/20	0.00

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		** TOTALS **	2,368.28	2,368.28-			0.00
01-023640	RAY'S REFUSE SERVICE	JAN TRASH COLLECTIONS	32,530.05	32,530.05-	117036	2/07/20	0.00
		** TOTALS **	32,530.05	32,530.05-			0.00
01-003137	RDG PLANNING & DESIGN	REC CENTER IMPROVEMENTS	888.53	0.00	000000	0/00/00	888.53
		** TOTALS **	888.53	0.00			888.53
01-023805	RECREONICS CORP.	SUPPLIES	172.48	0.00	000000	0/00/00	172.48
		** TOTALS **	172.48	0.00			172.48
01-023815	REGION XII COG	JAN. TAXI PROGRAM DONATIONS	2,730.00	2,730.00-	117037	2/07/20	0.00
		** TOTALS **	2,730.00	2,730.00-			0.00
01-002987	RIESBERG AUDIO AND DETAIL EQUIPMENT REMOVAL		350.00	0.00	000000	0/00/00	350.00
		** TOTALS **	350.00	0.00			350.00
01-024630	RUTTEN'S VACUUM CENTER	VACUUM REPAIRS	64.98	0.00	000000	0/00/00	64.98
		** TOTALS **	64.98	0.00			64.98
01-003528	SCHAEFFER MANUFACTURING C	GEAR OIL	499.40	0.00	000000	0/00/00	499.40
		** TOTALS **	499.40	0.00			499.40
01-025119	SEIDL ELECTRIC	AIR METHODS	372.18	372.18-	117151	2/14/20	0.00
01-025119	SEIDL ELECTRIC	ELECTRIC TO HELIPAD	1,820.00	1,820.00-	117151	2/14/20	0.00
		** TOTALS **	2,192.18	2,192.18-			0.00
01-000612	SENECA COMPANIES	FREE PRODUCT RECOVERY	1,735.50	0.00	000000	0/00/00	1,735.50
		** TOTALS **	1,735.50	0.00			1,735.50
01-000155	SHIVE HATTERY INC	LIGHTING YOUTH SPORTS CMPLX	1,838.13	0.00	000000	0/00/00	1,838.13
		** TOTALS **	1,838.13	0.00			1,838.13
01-003057	SIMMERING-CORY & IOWA COD	JAN. 2020 CODE SUPPLEMENT	482.00	0.00	000000	0/00/00	482.00
		** TOTALS **	482.00	0.00			482.00
01-025333	SNYDER & ASSOCIATES INC.	US 30 & GRANT ROAD INTER.	528.00	0.00	000000	0/00/00	528.00
		** TOTALS **	528.00	0.00			528.00
01-000322	STATE LIBRARY OF IOWA	KIDS MATTER CONFERENCE	125.00	125.00-	117156	2/20/20	0.00
		** TOTALS **	125.00	125.00-			0.00
01-025874	STERICYCLE INC	OSHA SAFETY	376.08	0.00	000000	0/00/00	376.08
		** TOTALS **	376.08	0.00			376.08

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01-025880	STONE PRINTING CO.	SUPPLIES	1.00	1.00-	117183	2/20/20	0.00
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	3.00	3.00-	117183	2/20/20	0.00
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	89.99	89.99-	117183	2/20/20	0.00
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	26.50	0.00	000000	0/00/00	26.50
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	40.14	0.00	000000	0/00/00	40.14
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	149.98	149.98-	117183	2/20/20	0.00
		** TOTALS **	310.61	243.97-			66.64
01-025935	SUBWAY	EMPLOYEE RECOGNITION	31.90	0.00	000000	0/00/00	31.90
		** TOTALS **	31.90	0.00			31.90
01-002272	TIGGES OVERHEAD DOORS	OVERHEAD DOOR REPAIRS	60.00	0.00	000000	0/00/00	60.00
		** TOTALS **	60.00	0.00			60.00
01-027060	TREASURER OF IOWA	SALES TAX	197.00	197.00-	000000	2/19/20	0.00
01-027060	TREASURER OF IOWA	1/16-1/31/2020 SALES TAX	8,609.00	8,609.00-	000000	2/10/20	0.00
01-027060	TREASURER OF IOWA	JANUARY SALES TAX	4,176.00	4,176.00-	000000	2/20/20	0.00
		** TOTALS **	12,982.00	12,982.00-			0.00
01-002852	TYLER SCHULTES	STEEL TOED BOOTS	200.00	200.00-	117137	2/14/20	0.00
		** TOTALS **	200.00	200.00-			0.00
01-028168	UNITED PARCEL SERVICE	FREIGHT W/E 2/1/2020	44.75	44.75-	117152	2/14/20	0.00
01-028168	UNITED PARCEL SERVICE	FREIGHT W/E 2/8/2020	91.81	91.81-	117153	2/14/20	0.00
		** TOTALS **	136.56	136.56-			0.00
01-028290	USA BLUE BOOK	SUPPLIES AND EQUIPMENT REPAIRS	263.04	0.00	000000	0/00/00	263.04
		** TOTALS **	263.04	0.00			263.04
01-028814	VAN METER COMPANY, THE	HEATER REPAIRS	34.78	0.00	000000	0/00/00	34.78
		** TOTALS **	34.78	0.00			34.78
01-002666	VAN WALL EQUIPMENT INC.	REPAIR PARTS	1,410.10	0.00	000000	0/00/00	1,410.10
01-002666	VAN WALL EQUIPMENT INC.	REPAIR PARTS	973.13	0.00	000000	0/00/00	973.13
01-002666	VAN WALL EQUIPMENT INC.	REPAIR PARTS	329.80	0.00	000000	0/00/00	329.80
		** TOTALS **	2,713.03	0.00			2,713.03
01-029013	VERIZON WIRELESS	AIR CARDS	280.11	280.11-	117038	2/07/20	0.00
01-029013	VERIZON WIRELESS	CELL PHONES	322.08	322.08-	117038	2/07/20	0.00
		** TOTALS **	602.19	602.19-			0.00
01-029009	VESSCO INC.	OPERATING SUPPLIES	551.19	0.00	000000	0/00/00	551.19
01-029009	VESSCO INC.	EQUIPMENT REPAIRS	591.72	0.00	000000	0/00/00	591.72

02-20-2020 08:32 AM
VENDOR SET: 01 City of Carroll
REPORTING: PAID, UNPAID, PARTIAL

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

PAGE: 11
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	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	2/07/2020 THRU 2/20/2020	2/07/2020 THRU 2/20/2020	2/07/2020 THRU 2/20/2020
PARTIALLY ITEMS DATES:	2/07/2020 THRU 2/20/2020	2/07/2020 THRU 2/20/2020	2/07/2020 THRU 2/20/2020
UNPAID ITEMS DATES :		2/07/2020 THRU 2/20/2020	2/07/2020 THRU 2/20/2020

VENDOR	----- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	-----BALANCE----
01-029009	VESSCO INC.	OPERATING SUPPLIES	186.55	0.00	000000	0/00/00	186.55
		** TOTALS **	1,329.46	0.00			1,329.46
01-003377	WELLMARK BLUE CROSS/BLUE	MARCH HEALTH INS. PREMIUMS	40,284.62	40,284.62-	117169	2/20/20	0.00
		** TOTALS **	40,284.62	40,284.62-			0.00
01-002762	WITTROCK ELECTRIC LLC	ELECTRICAL TO POLE BY HANGAR	688.00	688.00-	117136	2/14/20	0.00
		** TOTALS **	688.00	688.00-			0.00
01-030355	WITTROCK MOTOR CO.	JANUARY CAR RENTAL	349.00	349.00-	117154	2/14/20	0.00
		** TOTALS **	349.00	349.00-			0.00
01-003307	WORLDPAY INTEGRATED PAYME	JAN CC PROCESSING FEES	449.66	449.66-	000000	2/14/20	0.00
		** TOTALS **	449.66	449.66-			0.00
	* Payroll Expense		159,419.33				

02-20-2020 08:32 AM
VENDOR SET: 01 City of Carroll
REPORTING: PAID, UNPAID, PARTIAL

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

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	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	2/07/2020 THRU 2/20/2020	2/07/2020 THRU 2/20/2020	2/07/2020 THRU 2/20/2020
PARTIALLY ITEMS DATES:	2/07/2020 THRU 2/20/2020	2/07/2020 THRU 2/20/2020	2/07/2020 THRU 2/20/2020
UNPAID ITEMS DATES :		2/07/2020 THRU 2/20/2020	2/07/2020 THRU 2/20/2020

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

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	382,865.75	382,865.75CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	127,885.77	0.00	127,885.77
VOID ITEMS	0.00	0.00	0.00
** TOTALS **	510,751.52	382,865.75CR	127,885.77

U N P A I D R E C A P

UNPAID INVOICE TOTALS	128,076.74
UNPAID DEBIT MEMO TOTALS	0.00
UNAPPLIED CREDIT MEMO TOTALS	190.97CR
** UNPAID TOTALS **	127,885.77

02-20-2020 08:32 AM
VENDOR SET: 01 City of Carroll
REPORTING: PAID, UNPAID, PARTIAL

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

PAGE: 13
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	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	2/07/2020 THRU 2/20/2020	2/07/2020 THRU 2/20/2020	2/07/2020 THRU 2/20/2020
PARTIALLY ITEMS DATES:	2/07/2020 THRU 2/20/2020	2/07/2020 THRU 2/20/2020	2/07/2020 THRU 2/20/2020
UNPAID ITEMS DATES :		2/07/2020 THRU 2/20/2020	2/07/2020 THRU 2/20/2020

FUND TOTALS

001	GENERAL FUND	156,682.88
010	HOTEL/MOTEL TAX	691.97
110	ROAD USE TAX FUND	8,806.16
168	LIBRARY TRUST FUND	3,245.00
178	CRIME PREV/SPEC PROJECTS	280.11
303	C.P. - AIRPORT	1,585.80
304	C.P. STREETS	10,630.00
309	C.P. - CORRIDOR OF COMM.	3,092.00
311	C.P.-PARKS & RECREATION	1,838.13
315	LIBRARY/CITY HALL REMODEL	71,239.00
600	WATER UTILITY FUND	24,312.13
602	WATER UTILITY CAP. IMP.	458.00
610	SEWER UTILITY FUND	22,057.66
612	SEWER UTILITY CAP. IMP.	136.75
620	STORM WATER UTILITY	563.00
621	STORM WATER CAP. IMP.	170.00
850	MEDICAL INSURANCE FUND	45,543.60
	* PAYROLL EXPENSE	159,419.33

GRAND TOTAL 510,751.52

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

FROM: Brad Burke, Chief of Police *BB*

DATE: February 20, 2020

RE: New and Renewal of License

The following establishment has applied for a new license:

Golf Services, LLC

2266 North West Street

Class "C" Liquor License (8 Month) with Outdoor Service and Sunday Sales

The following establishment has applied for renewal of license:

Walmart Supercenter #1787

2014 Kittyhawk

Class "E" Liquor License with Class "B" Wine Permit (includes Carryout Wine and Native Wine) and Class "C" Beer Permit (includes Carryout Beer) 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

FROM: Greg Schreck, Fire Chief *JS*

DATE: February 24, 2020

SUBJECT: Firefighter Resignation and Appointment

With the recent resignations of long-term firefighters Dick Henrich and Mike Bach, that became effective January 1, 2020, the Department has moved forward in filling these two positions. At our January 6, 2020 business meeting, applicants Baron Brinkman and Josh Sample were presented and accepted by the Department for membership, subject to Council approval.

RECOMMENDATION: Mayor and City Council acceptance of the resignations of Volunteer Firefighters Dick Henrich and Mike Bach and approval of Baron Brinkman and Josh Sample as members of the Carroll Volunteer Fire Department.

GLS:ds

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 *RMK*

DATE: February 19, 2020

SUBJECT: Wastewater Treatment Plant Disinfection Improvements
Change Order No. 3

During construction of the Wastewater Treatment Plant Disinfection Improvements, it was discovered that the design plans for the ultraviolet disinfection equipment provided by the equipment manufacturer had omitted the installation of a cleaning air box. The box has been supplied by the equipment manufacturer under the contract. A proposed Change Order No. 3 has been prepared to add the electrical modifications necessary to connect the box to the ultraviolet control cabinet. The cost of the connection included in proposed Change Order No. 3 is \$1,383.80. No change in Contract time is proposed in Change Order No. 3.

The effect of proposed Change Order No. 3 on the Contract cost is as follows:

Original Contract Cost	\$967,530.00
Change Order No. 1	\$23,839.60
Change Order No. 2	\$4,170.00
Proposed Change Order No. 3	\$1,383.80
Contract Cost w/Change Orders	\$996,923.40

RECOMMENDATION: Mayor and City Council consideration of approval of Change Order No. 3 to the Wastewater Treatment Plant Disinfection Improvements Contract in the amount of \$1,383.80.

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)

February 13, 2020

CHANGE ORDER NO. 3

CITY OF CARROLL, IOWA WASTEWATER TREATMENT PLANT DISINFECTION IMPROVEMENTS

Description

Change Order No. 3 includes the following:

This change order includes the following electrical modifications to provide for the installation of the air cleaning box for the ultraviolet disinfection equipment:

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.

This change order provides for a total add of \$1,383.80. The completion date for this project remains unchanged by this change order.

WOODRUFF CONSTRUCTION, LLC

By *Jason Kimm*

Title *C.O.O*

Date *2, 18, 2020*

VEENSTRA & KIMM, INC.

By *Ed Kimm*

Title *PROJECT MANAGER*

Date *2/13/2020*

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: Mike Pogge-Weaver, City Manager *MJPW*
FROM: Laura A. Schaefer, City Clerk/Finance Director *LS*
DATE: February 14, 2020
SUBJECT: City Code Chapter 7, Fiscal Management Amendment Ordinance

With the passage of Senate File 634 in the 2019 Iowa Legislative session, Iowa Code 384 was updated to reflect a new required public notice/hearing for property tax dollars being levied. This also has an impact on City Code 7.05, Operating Budget Preparations.

Staff recommends changing Section 7.05 to "The annual operating budget of the City shall be prepared in accordance with Iowa Code Chapter 384." So if there are any changes to Iowa Code 384 in the future, City Code will still be compliance and would not need to be updated at that time.

RECOMMENDATION: Council discussion of the proposed ordinance amendment to Chapter 7, subsection 05, approval of the first reading and waive the second and third readings of the ordinance.

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF CARROLL, IOWA, BY AMENDING PROVISIONS PERTAINING TO FISCAL MANAGEMENT.

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

SECTION 1. SECTION MODIFIED. Section 7.05 of the Code of Ordinances of the City of Carroll, Iowa, is repealed and the following adopted in lieu thereof:

7.05 Operating Budget Preparations. The annual operating budget of the City shall be prepared in accordance with Iowa Code Chapter 384.

SECTION 2. 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 3. 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: Laura A. Schaefer, Finance Director/City Clerk *JS*
DATE: February 14, 2020
SUBJECT: Fire Pumper Truck and Street Improvements –\$1,505,000* (Subject to Adjustment per Terms of Offering) General Obligation Capital Loan Notes, Series 2020A

- Receipt of bids
- Resolution directing sale

Council has held the required public hearing for the issuance of \$1,505,000* (Subject to Adjustment per Terms of Offering) General Obligation Capital Loan Notes, Series 2020A for a fire pumper truck and street improvements completed as part of the Street Rehabilitation – 2019 Project.

Bids are scheduled to be opened at 10AM on February 24, 2020 and will be presented at the Council meeting later that day. PFM will review the bids received and make a recommendation after the bid opening.

If interest rates are acceptable, attached is a resolution to direct the sale (or award the bid) of the general obligation capital loan notes to the best bidder.

If you have any questions, please call me or stop by City Hall.

RECOMMENDATION: Council consideration, acceptance of the receipt of bids, and approval of the attached resolution directing sale of \$1,505,000* (Subject to Adjustment per Terms of Offering) General Obligation Capital Loan Notes, Series 2020A for a fire pumper truck and street improvements completed as part of the Street Rehabilitation – 2019 Project.

February 24, 2020

The City Manager, or his designee, of the City of Carroll, State of Iowa, met in City Hall, 627 N. Adams Street, Carroll, Iowa, at 10:00 A.M., on the above date, to open sealed bids received, access electronic bids and to refer the sale of the Notes to the best and most favorable bidder for cash, subject to approval by the City Council at 5:15 P.M. on the above date.

The following persons were present:

* * * * *

This being the time and place for the opening of bids for the sale of \$1,505,000* (Subject to Adjustment per Terms of Offering) General Obligation Capital Loan Notes, Series 2020A, the meeting was opened for the receipt of bids for the Notes. The following actions were taken:

1. Sealed bids were filed and listed in the minutes while unopened, as follows:

Name & Address of Bidders:

(Attach List of Bidders)

2. The City Clerk then declared the time for filing of sealed bids to be closed and that the sealed bids be opened. The sealed bids were opened and announced.

3. Electronic bids received were accessed and announced as follows:

Name & Address of Bidders:

(Attach List of Bidders)

4. The best bid was determined to be as follows:

Name & Address of Bidder: _____

True Interest Rate (as-bid): _____%

Net Interest Cost (as-bid): \$ _____

In consultation with PFM Financial Advisors, LLC, the City considered the adjustment of the aggregate principal amount of the Notes and each scheduled maturity thereof in accordance with the Terms of Offering and the following actions were taken:

Final Par Amount as adjusted: \$ _____

Purchase Price as adjusted: \$ _____

All bids were then referred to the Council for action.

February 24, 2020

The City Council of the City of Carroll, State of Iowa, met in _____ session, in the Council Chambers, City Hall, 627 N. Adams Street, Carroll, Iowa, at 5:15 P.M., on the above date. There were present Mayor _____, in the chair, and the following named Council Members:

Absent: _____

Vacant: _____

* * * * *

Council Member _____ introduced the following Resolution entitled "RESOLUTION DIRECTING SALE OF \$1,505,000* (SUBJECT TO ADJUSTMENT PER TERMS OF OFFERING) GENERAL OBLIGATION CAPITAL LOAN NOTES, SERIES 2020A," and moved its adoption. Council Member _____ seconded the motion to adopt. The roll was called and the vote was,

AYES: _____

NAYS: _____

Whereupon, the Mayor declared the following Resolution duly adopted:

RESOLUTION DIRECTING SALE OF \$1,505,000* (SUBJECT TO ADJUSTMENT PER TERMS OF OFFERING) GENERAL OBLIGATION CAPITAL LOAN NOTES, SERIES 2020A

WHEREAS, bids have been received for the Notes described as follows and the best bid received (with permitted adjustments, if any) is determined to be the following:

\$1,505,000* (SUBJECT TO ADJUSTMENT PER TERMS OF OFFERING) GENERAL OBLIGATION CAPITAL LOAN NOTES, SERIES 2020A

Bidder: _____ of _____

The terms of award:

Final Par Amount as adjusted: \$ _____

Purchase Price as adjusted: \$ _____

True Interest Rate: _____%

Net Interest Cost: \$ _____

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

Section 1. That the bid for the Notes as above set out is hereby determined to be the best and most favorable bid received and, the Notes are hereby awarded as described above.

Section 2. That the statement of information for Note bidders and the form of contract for the sale of the Notes are hereby approved and the Mayor and Clerk are authorized to execute the same on behalf of the City.

Section 3. That all acts of the Clerk done in furtherance of the sale of the Notes are hereby ratified and approved.

PASSED AND APPROVED this 24th day of February, 2020.

Mayor

ATTEST:

City Clerk

CERTIFICATE

STATE OF IOWA

)

) SS

COUNTY OF CARROLL

)

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

WITNESS my hand and the seal of the Council hereto affixed this _____ day of _____, 2020.

City Clerk, City of Carroll, State of Iowa

(SEAL)

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 *MWP-W*
FROM: Laura A. Schaefer, Finance Director/City Clerk *LAS*
DATE: February 14, 2020
SUBJECT: FY 2020/2021 Maximum Property Tax Dollars
A. Public Hearing
B. Resolution Approving the FY 2020/2021 Maximum Property Tax Dollars

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. 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.

The required attached Notice of Public Hearing – Proposed Property Tax Levy was published on Tuesday, February 11, 2020 and posted on all the City's social media sites, as required by the new law.

A public hearing needs to be conducted and Council needs to take action on the attached resolution approving the FY 2020/2021 maximum property tax dollars. 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: After public hearing, Council consideration and adoption of a resolution approving the FY 2020/2021 Maximum Property Tax Dollars.

CITY NAME Carroll	NOTICE OF PUBLIC HEARING -PROPOSED PROPERTY TAX LEVY Fiscal Year July 1, 2020 - June 30, 2021	CITY CODE 14-116
-----------------------------	---	----------------------------

The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

Meeting Date: 2/24/2020	Meeting Time: 5:15 P.M.	Meeting Location: City Hall, Council Chambers, 627 N Adams Street
-----------------------------------	-----------------------------------	---

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.

City Web Site (if available): www.cityofcarroll.com		City Telephone Number: 712-792-1000		
Iowa Department of Management	Current Year Certified Property Tax 2019/2020	Budget Year Effective Property Tax 2020/2021**	Budget Year Proposed Maximum Property Tax 2020/2021	Annual % CHG
Regular Taxable Valuation	1 523,413,404	525,219,743	525,219,743	
Tax Levies:				
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	
*Total 384.15A Maximum Tax Levy	14 \$5,269,649	\$5,269,649	\$5,302,780	0.63%
Calculated 384.15A Maximum Tax Rate	15 \$10.06785	\$10.03323	\$10.09629	

Explanation of significant increases in the budget:

Increase for general operating expenses

If applicable, the above notice also available online at:

www.cityofcarroll.com/finance; www.carroll-library.org; Facebook.com/cityofcarroll; Facebook.com/carrollpolice;
Facebook.com/CPLCarrollIA; Twitter.com/cityofcarroll; Twitter.com/carrollLibrary; Instagram.com/CarrollLibrary;
www.pinterest.com/carrollpublib; www.carrollreccenter.com; www.Facebook.com/CarrollRecreationCenter

*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

RESOLUITON NO. _____

APPROVAL OF FY 2020/2021 MAXIMUM PROPERTY TAX DOLLARS

WHEREAS, the City Council of the City of Carroll have considered the proposed FY2020/2021 city maximum property tax dollars for the affected levy total, and

WHEREAS, a notice concerning the proposed city maximum property tax dollars was published as required and posted on city web site and/or social media accounts,

WHEREAS, a public hearing concerning the proposed city maximum property tax dollars was held on February 24, 2020,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Carroll that the maximum property tax dollars for the affected tax levies for FY2020/2021 shall not exceed the following total:

Total maximum levy for affected property tax levies - \$5,302,780

The Maximum Property Tax dollars requested in the total maximum levy for affected property tax levies for FY2020/2021 does not represent an increase of greater than 102% from the Maximum Property Tax dollars requested for FY 2019/2020.

ADOPTED AND PASSED BY THE CITY COUNCIL OF THE CITY OF CARROLL, IOWA, this 24th day of February, 2020.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

Roll Call Vote:

- _____ - YEA/NAY
- _____ - YEA/NAY
- _____ - YEA/NAY
- _____ - YEA/NAY
- _____ - YEA/NAY


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: Laura A. Schaefer, Finance Director/City Clerk 
DATE: February 20, 2020
SUBJECT: Cleaning Services Contracts for City Hall and Police Department

In November 2019, the City received notification from Employment Resources, a service of New Hope, that due to recent funding and regulatory changes for New Hope, they are reconfiguring their current business model for supported employment which affects our cleaning services we receive from them.

The change is that we can no longer contract for cleaning services with Employment Resources. If we would like to continue to receive cleaning services, we will be required to hire the individuals as employees of the City of Carroll.

To aid in the transition, Employment Resources offered a 3-month extension to continue to contract with them at our current rate plus a \$5.32 per hour per person surcharge to cover Employment Resource's administrative costs. The City chose this 3-month extension option to allow staff time to review what solution would be the most efficient for city operations.

Staff reviewed the options of hiring part-time staff from Employment Resources, hire a full-time employee to clean all the facilities or seek another independent contractor to clean the facilities. City staff does not believe it would be the most efficient option to hire more part-time staff and manage the cleaning of all the facilities. Staff estimates it would cost more than \$70,000/year for a full-time employee (wages and full-time benefits). For the final option, staff prepared a Request for Proposal (RFP) for cleaning services. On February 4, 2020, bids were opened for the RFP for cleaning services for City Hall, Library and Police Department. Attached is a summary of the bids received.

Low bid for City Hall (\$1,700/month) and the Library (\$2,000/month) was from Bewitched Cleaning, Sac City, Iowa. Low bid for the Police Department (\$624/month) was from Cleaning Solutions, Inc., Coon Rapids, Iowa. This expense has been incorporated into each department's budget for the remainder of FY 2020 and for the new FY 2021 budget year.

Staff reviewed the bids and checked client references. Both Bewitched Cleaning and Cleaning Solutions, Inc. had a tour of the facilities. Both appear to be the lowest responsive, responsible bidders.

A contract for cleaning services with each vendor is attached to this memorandum. The Library Board of Trustees has reviewed their options and have entered into a contract with Bewitched Cleaning to clean the new Library.

RECOMMENDATION: Council consideration and approval of the following:

- Resolution to enter into a contract for cleaning services with Bewitched Cleaning to clean City Hall.
- Resolution to enter into a contract for cleaning services with Cleaning Solutions, Inc. to clean the Police Department.

RESOLUTION NO. _____

RESOLUTION APPROVING A CLEANING SERVICES CONTRACT
WITH BEWITCHED CLEANING

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, a Cleaning Services Contract is attached as Exhibit A.

WHEREAS, it is determined that the approval of the Cleaning Services Contract with Bewitched Cleaning to clean City Hall is in the best interest of the City of Carroll, Iowa;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the Cleaning Services Contract with Bewitched Cleaning to clean City Hall is approved.

Passed and approved by the Carroll City Council this 24th day of February, 2020.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

CITY OF CARROLL
CITY HALL
CLEANING CONTRACT

THIS AGREEMENT made and entered into this 19th day of Feb, 2020, by and between the City of Carroll, Iowa (the "City") and Bewtiched Cleaning ("Contractor").

The parties agree as follows:

1. Services

The contractor will provide cleaning services for City Hall, approximately 7,895 square feet. General requirements include:

- a. Cleaning time: Monday through Friday before 8 a.m. and after 6:30 p.m. or as otherwise agreed upon by both parties. Cleaning is not permitted during City Council meetings which are generally the second and fourth Monday nights of each month.
- b. Cleaning Products: The City will provide all cleaning products to be used on site in the cleaning process. The City will also provide the vacuum cleaner, mop and broom, toilet paper, paper towels, hand soap, and trash can liners.
- c. Security Clearance: All cleaning personnel must have a background clear of any theft, fraud, drug abuse and felonies. The City reserves the right to prohibit any contractor personnel from providing services on site.
- d. General Cleaning
 - i. Daily
 1. Empty trash receptacles in all areas of the building, replace liners, take trash to dumpster
 2. Clean/Disinfect all restrooms
 - a. All sinks, commodes, urinals, cleaned inside and out
 - b. Clean Mirrors
 - c. Wet mop all floor surfaces
 - d. Clean mirrors with glass cleaner
 - e. Replenish paper towels, toilet paper, and soap dispenser as needed
 3. Clean breakrooms
 - a. Wipe down tables
 - b. Do dishes
 - c. Wipe down counter
 - d. Wipe down chairs
 - e. Sweep
 - f. Mop if needed
 4. Sweep & mop all hard surface floors (Minimum of twice a week. More frequently in the winter.)

5. Vacuum all mats/rugs
6. Vacuum high traffic carpet areas
7. Clean drinking fountain
- ii. Once Weekly
 1. Glass surfaces - clean with glass cleaner
 - a. PLEASE DO NOT CLEAN THE WINDOW BETWEEN THE DOORS TO THE COUNCIL CHAMBERS WITH THE CARROLL LOGO DECAL. CITY HALL STAFF WILL CLEAN THIS WINDOW.
 2. Dust window sills, blinds, file cabinets, pictures, baseboards
 3. Vacuum non high traffic areas
 4. Dust – wipe down ledges and chairs
 5. Wipe down conference room tables
 6. Wipe down/dust areas not occupied by staff or paperwork

2. Areas to be Cleaned

- a. Lobby
- b. Offices
- c. Hallway
- d. Break Room
- e. Workroom
- f. Restrooms (2)
- g. Conference Room
- h. City Council Chambers (once per week)

3. Insurance Requirements

Contractor shall provide certificates of insurance acceptable to the City of Carroll prior to commencement of the work. In addition, the Contractor shall include the City of Carroll as an additional insured for claims caused by the Contractor. Commercial General Liability Insurance shall be provided in the following amounts:

\$1,000,000.00 Each Occurrence
 \$2,000,000.00 General Aggregate
 \$1,000,000.00 Auto Liability
 Workers Compensation State Statutory Limits

4. Term

The initial term of this contract shall be March 30, 2020 through June 30, 2021, with the option to renew for up to three (3) additional (1) year term, each beginning July 1st and expiring June 30th.

5. Payment

The City will pay the Contractor \$1,700/month upon receipt of an invoice for services provided.

6. Cancellation

Either party may cancel this contract with a 30-day notice to the other party with or without cause.

Executed this 19th day of Feb, 2020.

City of Carroll

Bewitched Cleaning

Eric P. Jensen, Mayor

Samantha Thomas

Samantha Thomas

Laura A. Schaefer, City Clerk

RESOLUTION NO. _____

RESOLUTION APPROVING A CLEANING SERVICES CONTRACT
WITH CLEANING SOLUTIONS, INC.

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, a Cleaning Services Contract is attached as Exhibit A.

WHEREAS, it is determined that the approval of the Cleaning Services Contract with Cleaning Solutions, Inc. to clean the Police Department is in the best interest of the City of Carroll, Iowa;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the Cleaning Services Contract with Cleaning Solutions, Inc. to clean the Police Department is approved.

Passed and approved by the Carroll City Council this 24th day of February, 2020.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

CITY OF CARROLL
POLICE DEPARTMENT
CLEANING CONTRACT

THIS AGREEMENT made and entered into this 18th day of February, 2020, by and between the Carroll Police Department ("PD") and Cleaning Solutions, Inc. ("Contractor").

The parties agree as follows:

1. Services

The contractor will provide cleaning services for the PD, approximately 5,445 square feet. General requirements include:

- a. Cleaning time: Monday through Friday 8:15 a.m. to 5:00 p.m. or as otherwise agreed upon by both parties.
- b. Cleaning Products: The PD will provide all cleaning products to be used on site in the cleaning process. The PD will also provide the vacuum cleaner, mop and broom, toilet paper, paper towels, hand soap, and trash can liners.
- c. Security Clearance: All cleaning personnel must have a background clear of any theft, fraud, drug abuse and felonies. The PD reserves the right to prohibit any contractor personnel from providing services on site.
- d. General Cleaning
 - i. Daily (3 times per week)
 1. Empty trash receptacles in all areas of the building, replace liners, take trash to dumpster
 2. Clean/Disinfect all restrooms
 - a. All sinks, commodes, urinals, cleaned inside and out
 - b. Clean Mirrors
 - c. Wet mop all floor surfaces
 - d. Clean mirrors with glass cleaner
 - e. Replenish paper towels, toilet paper, and soap dispenser as needed
 3. Clean breakrooms/Training Room
 - a. Wipe down tables
 - b. Do dishes
 - c. Wipe down counter
 - d. Wipe down chairs
 - e. Sweep
 - f. Vacuum if needed
 4. Sweep & mop all hard surface floors (Minimum of twice a week. More frequently in the winter.)
 5. Vacuum all mats/rugs
 6. Vacuum high traffic carpet areas

7. Clean drinking fountain
- ii. Once Weekly
 1. Glass surfaces - clean with glass cleaner
 - a. PLEASE DO NOT CLEAN THE BULLETPROOF GLASS IN THE FRONT ENTRYWAY OF THE POLICE DEPARTMENT. POLICE DEPARTMENT PERSONNEL WILL CLEAN THE BULLETPROOF GLASS
 2. Dust window sills, blinds, file cabinets, pictures, baseboards
 3. Sweep stairs
 4. Vacuum non high traffic areas
 5. Dust – wipe down ledges and chairs
 6. Wipe down all tables
 7. Wipe down/dust areas not occupied by staff or paperwork

2. Areas to be Cleaned

- a. Lobby
- b. Offices
- c. Hallways including stairs to bay and mezzanine
- d. Break room/squad room
- e. Restrooms (2 public, 2 staff and 1 shower)

3. Insurance Requirements

Contractor shall provide certificates of insurance acceptable to the City of Carroll prior to commencement of the work. In addition, the Contractor shall include the City of Carroll as an additional insured for claims caused by the Contractor. Commercial General Liability Insurance shall be provided in the following amounts:

\$1,000,000.00 Each Occurrence
\$2,000,000.00 General Aggregate
\$1,000,000.00 Auto Liability
Workers Compensation State Statutory Limits

4. Term

The initial term of this contract shall be March ____, 2020 through June 30, 2021, with the option to renew for up to three (3) additional (1) year term, each beginning July 1st and expiring June 30th.

5. Payment

The PD will pay the Contractor \$624/month upon receipt of an invoice for services provided.

6. Cancellation

Either party may cancel this contract with a 30-day notice to the other party with or without cause.

Executed this _____ day of _____, 2020.

City of Carroll

Cleaning Solutions, Inc.

Eric P. Jensen, Mayor

Christopher Brown

Brooke or Chris Brown

Brooke F Brown

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
FROM: Jack Wardell, Director of Parks and Recreation *fw*
DATE: February 17, 2020
SUBJECT: Professional Services Agreement – Graham Park Creek Improvements - 2020

- ❖ Professional Services Agreement
- ❖ Resolution

This Professional Services Agreement is working to stabilize and improve the creek in Graham Park - Lateral #77 Drainage District #23. Shive-Hattery will assist with a site assessment and design improvements along the creek corridor.

Improvements to the creek include:

- A. Improvements to the Wingwall
- B. Protection of Existing Infrastructure
- C. Outfall Protection
- D. Creek Access/Experience

Attached is a map and more clarification of the project plans. With help from Shive-Hattery we have begun discussions with the Carroll County Engineer and have received favorable responses with the project but more work and discussions with the County Engineer and the County Board of Supervisors will need to happen since the County has jurisdiction of the creek area.

COMPENSATION:

Design	\$16,600.00
Wetland Delineation/Permitting	\$ 4,600.00
Drainage District Coordination	<u>\$ 2,300.00</u>
Estimated Total	\$23,500.00

CURRENT BUDGET

Revenue:

City of Carroll - Local Option Sales Tax (L.O.S.T.)	\$ 75,000.00
REAP Grant	\$125,000.00
Interest	<u>\$ 1,247.00</u>
Total Revenue	\$201,247.00

Expenses:

Master Plan – Received the report - April 22, 2019	\$ 27,000.00
Current Professional Services Agreement (Attached)	\$ 23,500.00
Opinion of Probable Cost (2021 Construction - 6% increase)	\$137,540.00
Total Expenses	<u>\$188,040.00</u>
Excess Revenue	\$ 13,207.00

RECOMMENDATION: For the Mayor and City Council consideration and approval of the Professional Services Agreement with Shive-Hattery for the Graham Park Creek Improvements for the Fee of \$23,500.00.

RESOLUTION _____

RESOLUTION ACCEPTING AND APPROVING THE PROFESSIONAL SERVICES AGREEMENT WITH SHIVE-HATTERY FOR GRAHAM PARK CREEK IMPROVEMENTS PROJECT – 2020

WHEREAS, the Graham Park Creek Improvements Project - 2020 has been prepared with Shive-Hattery, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the Professional Services Agreement with Shive-Hattery for the Graham Park Creek Improvements Project – 2020 is accepted.

BE IT RESOLVED that the Contract for Professional Services with Shive-Hattery for the Graham Park Creek Improvements Project – 2020 is approved upon review and acceptance by the City Attorney.

Passed and approved by the Carroll City Council this 24th day of February, 2020.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

PROFESSIONAL SERVICES AGREEMENT

ATTN: Jack Wardell
CLIENT: City of Carroll, IA
112 E 5th Street
Carroll, IA 51401

PROJECT: City of Carroll - Graham Park Creek Improvements

PROJECT LOCATION: Carroll, IA

DATE OF AGREEMENT: February 13, 2020

PROJECT DESCRIPTION

The City of Carroll is working to stabilize and improve the creek running through Graham Park. Shive-Hattery will assist with a site assessment and design of improvements along the creek corridor.

SCOPE OF SERVICES

We will provide the following services for the project:
Civil Engineering and Landscape Architecture

These services will consist of the following tasks:

1. Design
 - A. Create a topographic base map utilizing LiDAR data. Showing contours, surface improvements, location of public utilities, and trees four inches and larger.
 - 1) Conduct limited topographic survey of stream alignment/profile in park area for project design. We anticipate using LiDAR for areas above the top of bank. Cross sections of the stream will be surveyed at structures and at critical locations to provide detail for the project design. The survey is intended for use in informing design and ultimately preparing construction documents. It will not include any boundary retracement or ALTA services.
 - B. Stream Assessment.
 - 1) Assess current conditions of the stream from E11th Street south to Lincoln Highway.
 - a) Provide 1 day recon survey of the stream corridor to collect and characterize: vegetation, bank composition, bed composition, baseline stability and geomorphic conditions, in-stream habitat conditions, and general ecological function of the site.
 - C. Develop preliminary design of improvements along channel corridor to include:
 - 1) Stabilization/wingwall extension at upstream culvert under E 11th Street.
 - 2) Bank stabilization locations and details for protection of existing infrastructure.
 - 3) Outfall protection or reconstruction where pipe discharges into the creek are undermining or creating erosion.
 - 4) Creek access/experience.
 - a) Prepare plan and construction details for improvements to encourage park users to interact with the creek through access, teaching, and respite.
 - b) Design grading of a path and laying back grades to make access more inviting.
 - D. Develop an opinion of probable project costs for budgeting purposes.
 - E. Meeting with City to review preliminary design and discuss direction for refinements.



- F. Final Design/Construction Documents
 - 1) Incorporate client feedback and make refinements to the design.
 - 2) Prepare construction plans for the project. Anticipated plan sheets include:
 - a) Cover sheet
 - b) Project quantities and notes
 - c) Existing conditions/removals
 - d) Plan sheet
 - e) Cross sections
 - f) Construction details
 - 3) Prepare technical specifications for the project.
 - 4) Update the opinion of probable construction costs.
 - 5) Deliver plans and specifications to client.
- 2. Wetland Delineation/Permitting
 - A. Wetland/Waters of the US Delineation
 - 1) Provide a wetland and Waters of the United States (WOTUS) delineation for the project area. The delineation will use mandatory technical criteria, field indicators, and other sources of information to evaluate whether the project area has jurisdictional wetlands or WOTUS. The delineation will be performed by an experienced environmental scientist or engineer. If wetlands or WOTUS are present, the upper boundaries within the project area will be identified and mapped.
 - B. Facilitate permitting discussions with US Army Corps of Engineers (USACE) and the Iowa Department of Natural Resources (DNR), to review the proposed improvements.
 - 1) We anticipate the project will not require a 404 permit or will be covered under a nationwide permit.
 - 2) We anticipate the project will not require any floodplain modeling for the floodplain permit.
 - 3) Initiate additional environmental investigations, modeling, or reports if required. Additional Investigations, modeling, or reports beyond those listed above will be considered an Additional Service and will be handled by an amendment to this agreement.
 - C. Drainage District and County Board of Supervisors Coordination.
 - 1) Coordinate proposed improvements with Carroll County Board of Supervisors who act as the Board of trustees for the drainage district.
 - 2) Attend a Board of Supervisors meeting to review project with Drainage District Trustees and answer questions.

CLIENT RESPONSIBILITIES

It will be your responsibility to provide the following:

- 1. Identify a Project Representative with full authority to act on behalf of the Client with respect to this project. The Client Project Representative shall render decisions in a timely manner in order to avoid delays of Shive-Hattery's services.
- 2. Legal, accounting, and insurance counseling services or other consultants, including geotechnical, or vendors that may be necessary. The Client shall coordinate these services with those services provided by Shive-Hattery.
- 3. Provide to Shive-Hattery any available drawings, survey plats, testing data and reports related to the project, either hard copy or electronic media. Electronic media is preferred.
- 4. Unless specifically included in the Scope of Services to be provided by Shive-Hattery, the Client shall furnish tests, inspections, permits and reports required by law, regulation or code including but not limited to hazardous materials, structural, mechanical, chemical, air pollution and water pollution tests.

SCHEDULE

We will begin our services upon receipt of this Agreement executed by you which will serve as a notice to proceed.

- We will meet with you to develop a mutually agreed-upon schedule for the Scope of Services.

COMPENSATION

Description	Fee Type	Fee	Estimated Expenses	Total
Design	Fixed Fee	\$16,600	Included	\$16,600
Wetland Delineation/Permitting	Fixed Fee	\$4,600	Included	\$4,600
Drainage District Coordination	Fixed Fee	\$2,300	Included	\$2,300
ESTIMATED TOTAL				\$23,500

Fee Types:

- Fixed Fee - We will provide the Scope of Services for the fee amounts listed above.

Expenses:

- Included – Expenses have been included in the Fee amount.

The terms of this proposal are valid for 30 days from the date of this proposal.

ADDITIONAL SERVICES

The following are additional services you may require for your project. We can provide these services but they are not part of this proposal at this time.

1. Additional Investigations, modeling, or reports required for permitting purposes or Drainage District approval.
2. Design of restoration or stabilization practices beyond those identified in the scope of services.

OTHER TERMS

STANDARD TERMS AND CONDITIONS

Copyright © Shive-Hattery April 2019

PARTIES

"S-H" shall mean Shive-Hattery, Inc. or Shive-Hattery A/E Services, P.C. and "CLIENT" shall mean the person or entity executing this Agreement with "S-H."

LIMITATION OF LIABILITY AND WAIVER OF CERTAIN DAMAGES

The CLIENT agrees, to the fullest extent of the law, to limit the liability of S-H, its officers, directors, shareholders, employees, agents, subconsultants, affiliated companies, and any of them, to the CLIENT and any person or entity claiming by or through the CLIENT, for any and all claims, damages, liabilities, losses, costs, and expenses including reasonable attorneys' fees, experts' fees, or any other legal costs, in any way related to the Project or Agreement from any cause(s) to an amount that shall not exceed the compensation received by S-H under the agreement or fifty thousand dollars (\$50,000), whichever is greater. The parties intend that this limitation of liability apply to any and all liability or cause of action, claim, theory of recovery, or remedy however alleged or arising, including but not limited to negligence, errors or omissions, strict liability, breach of contract or warranty, express, implied or equitable indemnity and all other claims, which except for the limitation of liability above, the CLIENT waives.

CLIENT hereby releases S-H, its officers, directors, shareholders, employees, agents, subconsultants, affiliated companies, and any of them, and none shall be liable to the CLIENT for consequential, special, exemplary, punitive, indirect or incidental losses or damages, including but not limited to loss of use, loss of product, cost of capital, loss of goodwill, lost revenues or loss of profit, interruption of business, down time costs, loss of data, cost of cover, or governmental penalties or fines.

INDEMNIFICATION

Subject to the limitation of liability in this Agreement, S-H agrees to the fullest extent permitted by law, to indemnify and hold harmless the CLIENT, its officers, directors, shareholders, employees, contractors, subcontractors and consultants against all claims, damages, liabilities, losses or costs, including reasonable attorneys' fees, experts' fees, or other legal costs to the extent caused by S-H's negligent performance of service under this Agreement and that of its officers, directors, shareholders, and employees.

The CLIENT agrees to the fullest extent permitted by law, to indemnify and hold harmless S-H, its officers, directors, shareholders, employees, agents, subconsultants, and affiliated companies against all damages, liabilities, losses, costs, and expenses including reasonable attorneys' fees, expert's fees, and any other legal costs to the extent caused by the acts or omissions of the CLIENT, its employees, agents, contractors, subcontractors, consultants or anyone for whom the CLIENT is legally liable.

HAZARDOUS MATERIALS - INDEMNIFICATION

To the fullest extent permitted by law, CLIENT agrees to defend, indemnify, and hold S-H, its officers, directors, shareholders, employees, agents, consultants and affiliated companies, and any of them harmless from and against any and all claims, liabilities, losses, costs, or expenses including reasonable attorney's fees, experts' fees and any other legal costs (including without limitation damages to property, injuries or death to persons, fines, or penalties), arising out of, or resulting from the discharge, escape, release, or saturation of smoke, vapors, soot, fumes, acids, alkalies, toxic chemicals, liquids, gases, polychlorinated biphenyl, petroleum contaminants spores, biological toxins, or any other materials, irritants, contaminants, or pollutants in or into the atmosphere, or on, onto, upon, in, or into the surface or subsurface of soil, water, or watercourses, objects, or any tangible or intangible matter, whether sudden or not.

STANDARD OF CARE

Services provided by S-H under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances on projects of similar size, complexity, and geographic location as that of the Project. Nothing in this Agreement is intended to create, nor shall it be construed to create, a fiduciary duty owed by either party to the other party.

BETTERMENT

The CLIENT recognizes and expects that certain change orders may be required to be issued as the result in whole or part of imprecision, incompleteness, omissions, ambiguities, or inconsistencies in S-H's drawings, specifications, and other design, bidding or construction documentation furnished by S-H or in other professional services performed or furnished by S-H under this Agreement (herein after in this Betterment section referred to as S-H Documentation). If a required item or component of the Project is omitted from S-H's Documentation, the CLIENT is responsible for paying all costs required to add such item or component to the extent that such item or component would have been required and included in the original S-H Documentation. In no event will S-H be responsible for costs or expense that provides betterment or upgrades or enhances the value of the Project.

RIGHT OF ENTRY

The CLIENT shall provide for entry for the employees, agents and subcontractors of S-H and for all necessary equipment. While S-H shall take reasonable precautions to minimize any damage to property, it is understood by the CLIENT that in the normal course of the project some damages may occur, the cost of correction of which is not a part of this Agreement.

PAYMENT

Unless otherwise provided herein, invoices will be prepared in accordance with S-H's standard invoicing practices then in effect and will be submitted to CLIENT each month and at the completion of the work on the project. Invoices are due and payable upon receipt by the CLIENT. If the CLIENT does not make payment within thirty (30) days after the date the invoice was mailed to the CLIENT, then the amount(s) due S-H shall bear interest due from the date of mailing at the lesser interest rate of 1.5% per month compounded or the maximum interest rate allowed by law. In the event that S-H files or takes any action, or incurs any costs, for the collection of amounts due it from the client, S-H shall be entitled to recover its entire cost for attorney fees and other collection expenses related to the collection of amounts due it under this Agreement. Any failure to comply with this term shall be grounds for a default termination.

TERMINATION

Either party may terminate this Agreement for convenience or for default by providing written notice to the other party. If the termination is for default, the non-terminating party may cure the default before the effective date of the termination and the termination for default will not be effective. The termination for convenience and for default, if the default is not cured, shall be effective seven (7) days after receipt of written notice by the non-terminating party. In the event that this Agreement is terminated for the convenience of either party or terminated by S-H for the default of the CLIENT, then S-H shall be paid for services performed to the termination effective date, including reimbursable expenses due, and termination expenses attributable to the termination. In the event the CLIENT terminates the Agreement for the default of S-H and S-H does not cure the default, then S-H shall be paid for services performed to the termination notice date, including reimbursable expenses due, but shall not be paid for services performed after the termination notice date and shall not be paid termination expenses. Termination expenses shall include expenses reasonably incurred by S-H in connection with the termination of the Agreement or services, including, but not limited to, closing out Project records, termination of subconsultants and other persons or entities whose services were retained for the Project, and all other expenses directly resulting from the termination.

INFORMATION PROVIDED BY OTHERS

S-H shall indicate to the CLIENT the information needed for rendering of services hereunder. The CLIENT shall provide to S-H such information, including electronic media, as is available to the CLIENT and the CLIENT's consultants and contractors, and S-H shall be entitled to rely upon the accuracy and completeness thereof. The CLIENT recognizes that it is difficult for S-H to assure the accuracy, completeness and sufficiency of such client-furnished information, either because it is provided by others or because of errors or omissions which may have occurred in assembling the information the CLIENT is providing. Accordingly, the CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless S-H, its officers, directors, shareholders, employees, agents, subconsultants and affiliated companies, and any of them, from and against any and all claims, liabilities, losses, costs, expenses (including reasonable attorneys' fees, experts' fees, and any other legal costs) for injury or loss arising or allegedly arising from errors, omissions or inaccuracies in documents or other information provided by the CLIENT.

UNDERGROUND UTILITIES

Information for location of underground utilities may come from the CLIENT, third parties, and/or research performed by S-H or its subcontractors. S-H will use the standard of care defined in this Agreement in providing this service. The information that S-H must rely on from various utilities and other records may be inaccurate or incomplete. Therefore, the CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless S-H, its officers, directors, shareholders, employees agents, subconsultants, affiliated companies, and any of them for all claims, losses, costs and damages arising out of the location of underground utilities provided or any information related to underground utilities by S-H under this Agreement.

CONTRACTOR MATTERS

CLIENT agrees that S-H shall not be responsible for the acts or omissions of the CLIENT's contractor, or subcontractors, their employees, agents, consultants, suppliers or arising from contractor's or subcontractors' work, their employees, agents, consultants, suppliers or other entities that are responsible for performing work that is not in conformance with the construction Contract Documents, if any, prepared by S-H under this Agreement. S-H shall not have responsibility for means, methods, techniques, sequences, and progress of construction of the contractor, subcontractors, agents, employees, agents, consultants, or others entities. In addition, CLIENT agrees that S-H is not responsible for safety at the project site and that safety during construction is for the CLIENT to address in the contract between the CLIENT and contractor.

SHOP DRAWING REVIEW

If, as part of this Agreement S-H reviews and approves Contractor submittals, such as shop drawings, product data, samples and other data, as required by S-H, these reviews and approvals shall be only for the limited purpose of checking for conformance with the design concept and the information expressed in the contract documents. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades or construction safety precautions, all of which are the sole responsibility of the Contractor. S-H's review shall be conducted with reasonable promptness while allowing sufficient time in S-H's judgment to permit adequate review. Review of a specific item shall not indicate that S-H has reviewed the entire assembly of which the item is a component. S-H shall not be responsible for any deviations from the contract documents not brought to the attention of S-H in writing by the Contractor. S-H shall not be required to review partial submissions or those for which submissions of correlated items have not been received.

OPINIONS OF PROBABLE COST

If, as part of this Agreement S-H is providing opinions of probable construction cost, the CLIENT understands that S-H has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing, and that S-H's opinions of probable construction costs are to be made on the basis of S-H's qualifications and experience. S-H makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual costs.

CONSTRUCTION OBSERVATION

If, as part of this Agreement S-H is providing construction observation services, S-H shall visit the project at appropriate intervals during construction to become generally familiar with the progress and quality of the contractors' work and to determine if the work is proceeding in general accordance with the Contract Documents. Unless otherwise specified in the Agreement, the CLIENT has not retained S-H to make detailed inspections or to provide exhaustive or continuous project review and observation services. S-H does not guarantee the performance of, and shall have no responsibility for, the acts or omissions of any contractor, its subcontractors, employees, agents, consultants, suppliers or any other entities furnishing materials or performing any work on the project.

S-H shall advise the CLIENT if S-H observes that the contractor is not performing in general conformance of Contract Documents. CLIENT shall determine if work of contractor should be stopped to resolve any problems.

OTHER SERVICES

The CLIENT may direct S-H to provide other services including, but not limited to, any additional services identified in S-H's proposal. If S-H agrees to provide these services, then the schedule shall be reasonably adjusted to allow S-H to provide these services. Compensation for such services shall be at S-H's Standard Hourly Fee Schedule in effect at the time the work is performed unless there is a written Amendment to Agreement that contains an alternative compensation provision.

OWNERSHIP & REUSE OF INSTRUMENTS OF SERVICE

All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by S-H as instruments of service shall remain the property of S-H. The CLIENT shall not reuse or make any modifications to the plans and specifications without the prior written authorization of S-H. The CLIENT agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless S-H its officers, directors, shareholders, employees, agents, subconsultants and affiliated companies, and any of them from any and all claims, losses, costs or damages of any nature whatsoever arising out of, resulting from or in any way related to any unauthorized reuse or modifications of the construction documents by the CLIENT or any person or entity that acquires or obtains the plans and specifications from or through the CLIENT without the written authorization of S-H.

DISPUTE RESOLUTION

If a dispute arises between S-H and CLIENT, the executives of the parties having authority to resolve the dispute shall meet within thirty (30) days of the notification of the dispute to resolve the dispute. If the dispute is not resolved within such thirty (30) day time period, CLIENT and S-H agree to submit to non-binding mediation prior to commencement of any litigation and that non-binding mediation is a precondition to any litigation. Any costs incurred directly for a mediator, shall be shared equally between the parties involved in the mediation.

EXCUSABLE EVENTS

S-H shall not be responsible for any event or circumstance that is beyond the reasonable control of S-H that has a demonstrable and adverse effect on S-H's ability to perform its obligations under this Agreement or S-H's cost and expense of performing its obligations under this Agreement (an "Excusable Event"), including without limitation, a change in law or applicable standards, actions or inactions by a governmental authority, the presence or encounter of hazardous or toxic materials on the Project, war (declared or undeclared) or other armed conflict, terrorism, sabotage, vandalism, riot or other civil disturbance, blockade or embargos, explosion, epidemic, quarantine, strike, lockout, work slowdown or stoppage, accident, act of God, failure of any governmental or other regulatory authority to act in a timely manner, unexcused act or omission by CLIENT or contractors of any level (including, without limitation, failure of the CLIENT to furnish timely information or approve or disapprove of S-H's services or work product promptly, delays in the work caused by CLIENT, CLIENT's suspension, breach or default of this Agreement, or delays caused by faulty performance by the CLIENT or by contractors of any level). When an Excusable Event occurs, the CLIENT agrees S-H is not responsible for damages, nor shall S-H be deemed to be in default of this Agreement, and S-H shall be entitled to a change order to equitably adjust for S-H's increased time and/or cost to perform its services due to the Excusable Event.

ASSIGNMENT

Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent of the other party.

SEVERABILITY, SURVIVAL AND WAIVER

Any provision of this Agreement later held to be unenforceable for any reason shall be deemed void, and all remaining provisions shall continue in full force and effect. All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating responsibility or liability between the CLIENT and S-H shall survive the completion of the services hereunder and the termination of this Agreement. The failure of a party to insist upon strict compliance of any term hereof shall not constitute a waiver by that party of its rights to insist upon strict compliance at a subsequent date.

GOVERNING LAW

This Agreement shall be governed pursuant to the laws in the state of the locale of the S-H office address written in this Agreement.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of S-H to provide equal employment opportunities for all. S-H enforces the following acts and amendments as presented by Federal government or State governments: Title VII of the Civil Rights Act of 1965, Age Discrimination in Employment ACT (ADEA), Americans With Disabilities Act (ADA), Iowa Civil Rights Act of 1965, and Illinois Human Rights Act [775ILCS 5]. S-H will not discriminate against any employee or applicant because of race, creed, color, religion, sex, national origin, gender identity, sexual orientation, marital status, ancestry, veteran status, or physical or mental handicap, unless related to performance of the job with or without accommodation.

COMPLETE AGREEMENT

This Agreement constitutes the entire and integrated agreement between the CLIENT and S-H and supersedes all prior negotiations, representations and agreements, whether oral or written. If the CLIENT issues a Purchase Order of which this Agreement becomes a part, the terms of this Agreement shall take precedence in the event of a conflict of terms.

AGREEMENT

This proposal shall become the Agreement for Services when accepted by both parties. Original, facsimile, electronic signatures or other electronic acceptance by the parties (and returned to Shive-Hattery) are deemed acceptable for binding the parties to the Agreement. The Client representative signing this Agreement warrants that he or she is authorized to enter into this Agreement on behalf of the Client.

Thank you for considering this proposal. We look forward to working with you. If you have any questions concerning this proposal, please contact us.

Sincerely,
SHIVE-HATTERY, INC.



Luke Monat, PE
Project Manager
lmonat@shive-hattery.com

AGREEMENT ACCEPTED AND SERVICES AUTHORIZED TO PROCEED

CLIENT: City of Carroll, IA

BY: _____ **TITLE:** _____
(signature)

PRINTED NAME: _____ **DATE ACCEPTED:** _____

CC: Craig Erickson

PROJECT 2 CREEK IMPROVEMENTS

IMPROVEMENTS INCLUDED:

WINGWALL

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



PROTECTION OF EXISTING INFRASTRUCTURE

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



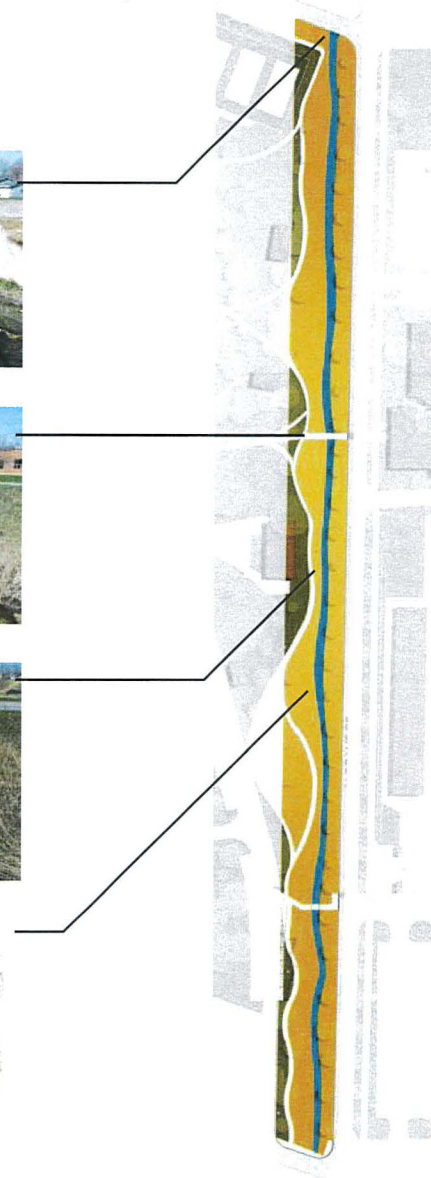
OUTFALL PROTECTION

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



CREEK ACCESS / EXPERIENCE

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



PROJECT 2

CREEK IMPROVEMENTS

OPINION OF PROBABLE COSTS
(2019 DOLLARS)

#	CREEK IMPROVEMENTS - ITEM DESCRIPTION	QUANTITY	UNITS		UNIT COST		TOTAL COST
1	REINFORCED CONCRETE WALL	250	SF	*	\$40	=	\$10,000
2	RIPRAP ARMORING	350	TN	*	\$55	=	\$19,300
3	REBUILD OUTFALLS AND FOOTINGS	6	EA	*	\$1,500	=	\$9,000
4	EARTHWORK EXCAVATION - STREAM ACCESS	400	CY	*	\$15	=	\$6,000
5	UTILITY ADJUSTMENTS	1	LA	*	\$2,000	=	\$2,000
6	SURFACING - PATH AND GATHERING AREA	1,000	SF	*	\$7	=	\$7,000
7	BOULDER OR OUTCROPPING STONE TERRACING	50	EA	*	\$400	=	\$20,000
8	SEEDING AND RESTORATION	1	LS	*	\$8,000	=	\$8,000
SUBTOTAL							= \$81,300
DESIGN CONTINGENCY (20%)							= \$16,300
SUBTOTAL							= \$97,600
PROFESSIONAL ENGINEERING FEE (15%)							= \$14,600
MATERIALS TESTING / PERMITS (3%)							= \$2,900
CONSTRUCTION CONTINGENCY (15%)							= \$14,600
TOTAL PROJECT COSTS							= \$129,700



City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Honorable Mayor and City Council Members

FROM: Mike Pogge-Weaver, City Manager *MSP-w*

DATE: February 14, 2020

SUBJECT: Excel Development Group
Iowa Finance Authority (IFA) -
Low-Income Housing Tax Credit Program Support Request

Chris Lenz of Excel Development Group has approached the City requesting City support of a new development. The proposed development will consist of 10 two-bedroom duplexes (20 units total) for residents aged 55 and over. The development is proposed to be located on property currently owned by Roman J Steffes & Sons Construction, Inc located immediately south of the Northridge Fourth Subdivision Phase Three and immediately east of N Bella Vista Dr.

The units will all have high energy efficient appliances, heating and air units and an attached 1 car garage. The proposed rents are as follows:

- 14 units targeting 60% Area Median Income (AMI), rent will be \$600
- 2 units targeting 50% AMI, rent will be \$550
- 4 units targeting 40% AMI, rent will be \$485

The developer has estimated that utilities to be at or below \$100, which is in addition to the above rents. The total project cost is approximately \$4.9 million. Attached are sample elevations and a site plan layout from a development completed by Excel Development Group in Grand Island, NE. These elevations are substantially similar to what is planned and layout of the Grand Island develop is similar to what is being planning for Carroll.

The Low-Income Housing Tax Credit Program through the Iowa Finance Authority (IFA) has a tax credit cap of \$348,160 per unit that cannot be exceeded by a developer in the development of units under this program. As such the developer is requesting that the City of Carroll install the public infrastructure in the development by committing \$150,000 from TIF funding towards the infrastructure. The developer would pay any infrastructure expenses over the \$150,000 upfront to the City. If the City completes and directly pays for the public infrastructure the City's contribution will not count toward the expense cap set by IFA. Once developed, this site is estimated to generate approximately \$112,000 in TIF funds. The remaining amount (\$38,000) could come from the required LMI set aside that will be generated from the Rolling Hills South Condominiums Urban Renewal District.

Excel Development Group has found they have a track record of successfully developing Low-Income Housing Tax Credit Program developments in four states (Nebraska, Iowa, Kansas, and Oklahoma)

with nearly 2,000 housing units. To that end, staff has visited a similar development in Orange City that was completed in 2013/2014 by Excel Development Group. Staff met with City Staff from Orange City, including the Code Enforcement Officer/Rental Housing Inspector, the Police Chief, and the Community Development Director. All were pleased with the development and support a second similar development by Excel Development Group that is also currently being applied for with IFA.

STAFF RECOMMENDATIONS: Consider a resolution supporting Excel Development Group's Low-Income Housing Tax Credit Program Application to the Iowa Finance Authority.

RESOLUTION NO. _____

A RESOLUTION SUPPORTING EXCEL DEVELOPMENT GROUP'S LOW-INCOME HOUSING TAX
CREDIT PROGRAM APPLICATION TO THE IOWA FINANCE AUTHORITY

WHEREAS, Excel Development Group is preparing to make application to the Iowa Finance Authority for the Low-Income Housing Tax Credit Program; and,

WHEREAS, the development is proposed to be located on property currently owned by Roman J Steffes & Sons Construction, Inc located immediately south of the Northridge Fourth Subdivision Phase Three and immediately east of N Bella Vista Dr; and,

WHEREAS, the development will consist of 10 two-bedroom duplexes (20 units total) for residents aged 55 and over with high energy efficient appliances, heating and air units, and an attached 1 car garage with each unit.

NOW, THEREFORE, BE IT RESOLVED by the Carroll City Council that the City is supportive of Excel Development Group's application to the Iowa Finance Authority for the Low-Income Housing Tax Credit Program; and,

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Carroll City Council that the City plans to complete the public infrastructure for the above described project and contribute up to \$150,000 towards the cost of the public infrastructure with Excel Development Group paying all cost for the public infrastructure for the project over \$150,000, subject to the following:

1. Approval of Excel Development Group's Low-Income Housing Tax Credit Program application by Iowa Finance Authority.
2. The development shall consist of a minimum of 10 two-bedroom duplexes (20 units total) for residents aged 55 and over with high energy efficient appliances and heating and air units and an attached 1 car garage with each unit.
3. The units shall look substantially similar to the units presented to the City of Carroll at their February 24, 2020 meeting and included as Exhibit A to this Resolution.
4. While the City Council intends to complete the public infrastructure for the project and contribute up to \$150,000 towards the cost of the public infrastructure, City is required to complete certain actions and public hearings prior to the approval of a formal Development Agreement and an Urban Renewal District for the project. There is no guarantee by the City that those actions will be successful.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this _____ day of _____, 20____.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

BY: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

R:\Projects 2018\Excel\Grand Island\Revit\Trinity Heights Grand Island 1-21.rvt



1 SITE PLAN

SP 1" = 100'-0"

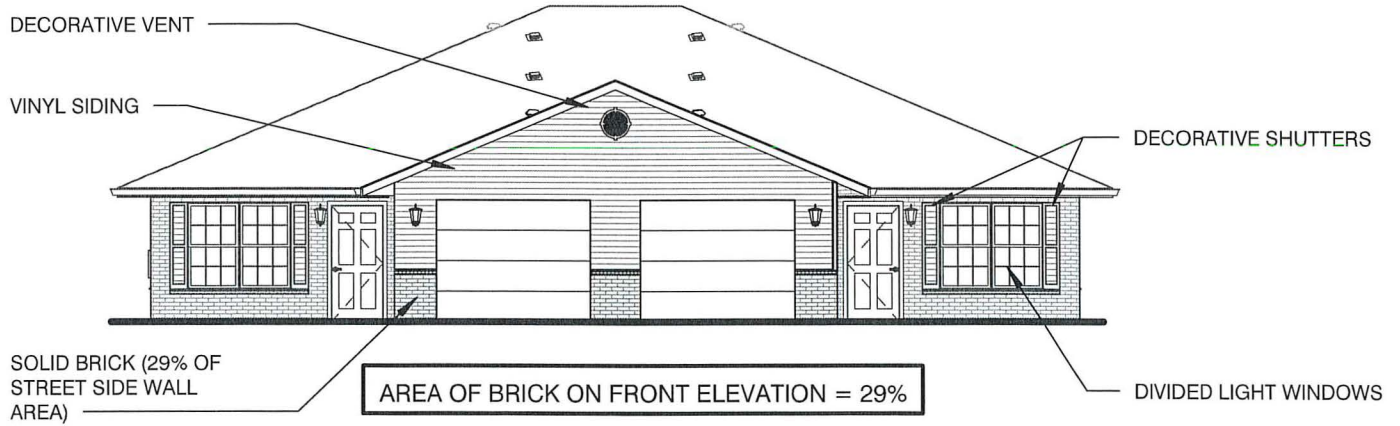


TRINITY HEIGHTS, LLC
28 DUPLEX UNITS

Architectural Design Associates
Suite 105
7501 'O' Street
Lincoln, Nebraska 68510
www.adalincn.com
tel 402 486 3232

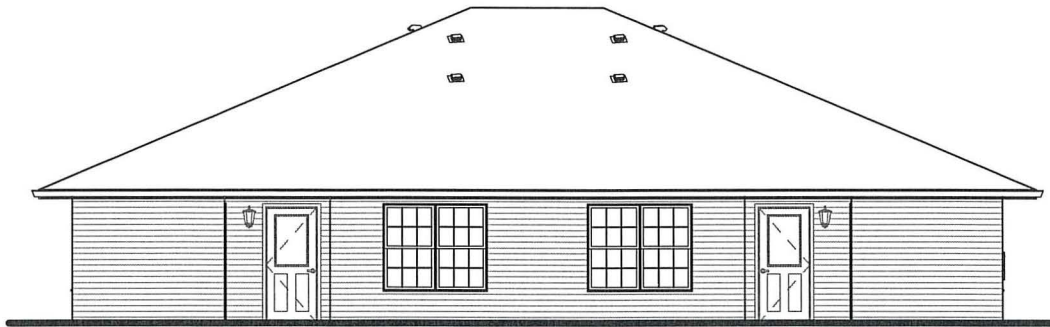
Project number
17-093
Date
1-10-2019
Scale
1" = 100'-0"
© Copyright ADA 2019





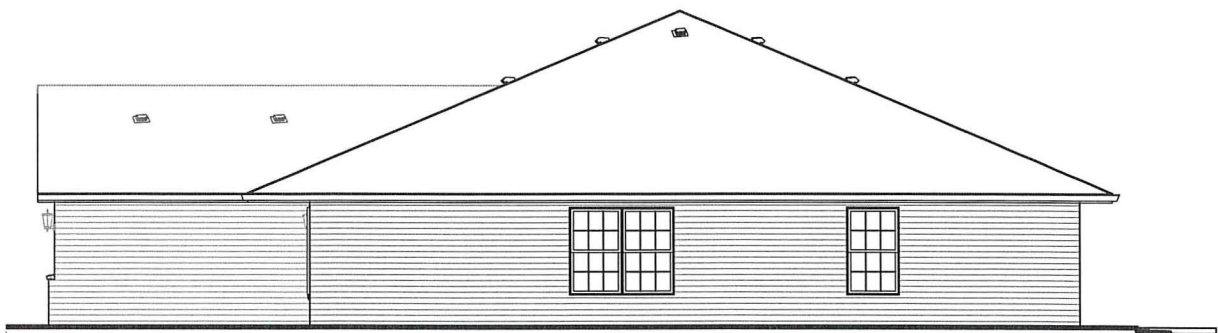
1 FRONT ELEVATION

K1.2 3/32" = 1'-0"



2 REAR ELEVATION

K1.2 3/32" = 1'-0"



3 SIDE ELEVATION

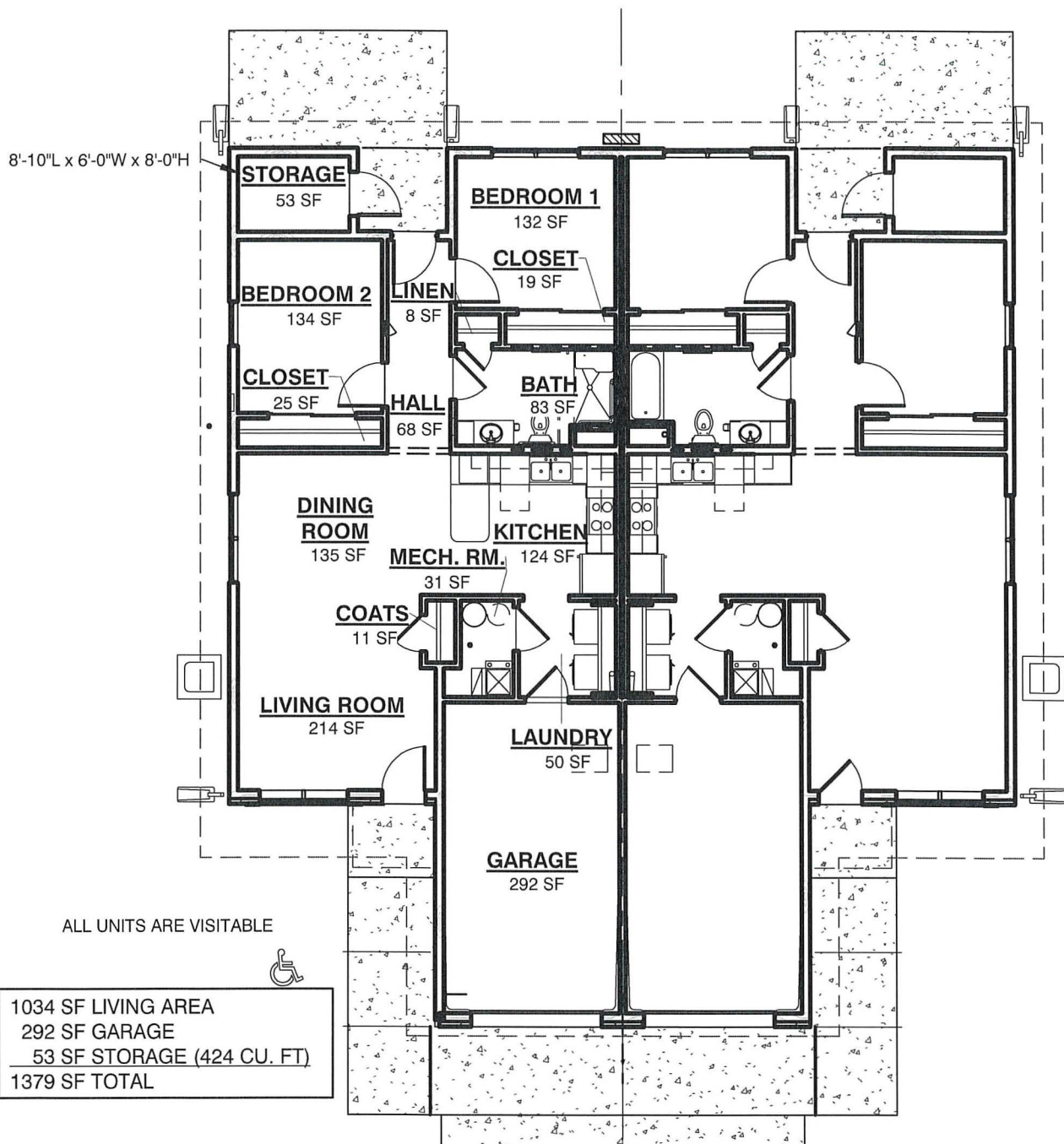
K1.2 3/32" = 1'-0"

January 14, 2019

TRINITY HEIGHTS, LLC

ADA
Architectural Design Associates, P.C.

7501 "O" Street, Suite 105 Lincoln, NE. 68510 phone (402) 486-3232 fax (402) 486-3380 ada@adalincoln.com



1 KENSINGTON FLOOR PLAN

K1.3

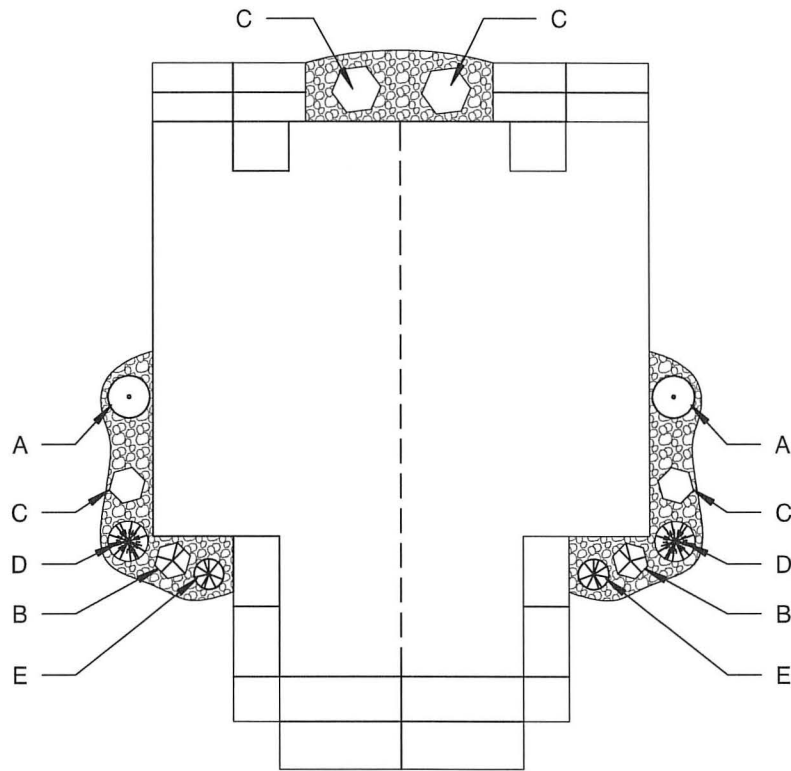
3/32" = 1'-0"

January 14, 2019

ADA
Architectural Design Associates, P.C.

TRINITY HEIGHTS, LLC

7501 "O" Street, Suite 105 Lincoln, NE. 68510 phone (402) 486-3232 fax (402) 486-3380 ada@adalincn.com



1 KENSINGTON DUPLEX

1 **TYPICAL PLANTING FLOORPLAN**

GN1.8 1" = 20'-0"

HOUSE SHRUB SCHEDULE							
LBL	QTY	COMMON NAME	SCIENTIFIC NAME	MIN. SIZE	SPREAD	HT	PLANT METHOD
A	16	HOSTA	HOSTAS PLANTAIN LILIES	3 GAL	3'	2'	CONTAINER
B	16	SPIDERWORT	TRADENSCANTIA VIRGINIANA	3 GAL	3'	2'	CONTAINER
C	32	BLACK EYED SUSANS	RUDBECKIA	3 GAL	2'	3'	CONTAINER
D	16	TALL PHLOX	PHLOX PANICULATA	3 GAL	3'	4'	CONTAINER
E	16	MUMS	MUMS CHRYSANTHEMUM	3 GAL	2'	2'	CONTAINER

STREET TREE SCHEDULE							
SYMBOL	QTY	COMMON NAME	SCIENTIFIC NAME	SPREAD	HT	PLANTING SIZE	PLANT METHOD
1	12	FLAME AMUR MAPLE	ACER TARARICUM GINNALA 'FLAME'	30'	45'	1 1/2" CAL	B&B CONT OR 44" SPADE

NOTES:

 = 3" LAYER OF WOOD MULCH w/ WEED LINER

ALL LAWN AREAS TO BE SEEDED

STREET TREES TO BE PLANTED TO MEET
CITY OF GRAND ISLAND STANDARDS

January 14, 2019

TRINITY HEIGHTS, LLC

ADA
Architectural Design Associates, P.C.

7501 "O" Street, Suite 105 Lincoln, NE. 68510 phone (402) 486-3232 fax (402) 486-3380 ada@adalincoln.com

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: Laura A. Schaefer, Finance Director/City Clerk 

DATE: February 19, 2020

SUBJECT: 2019 Community Development Block Grant (CDBG) Owner Occupied Housing Rehabilitation Grant – Affirmative Fair Housing Policy

In Fall 2016, the City began working with Region XII to gather information to apply for a CDBG owner occupied housing rehabilitation grant. On July 17, 2019, the official announcement was made that Carroll was 1 of 29 communities to receive this grant in the amount of \$210,500.

The City has continued to work with Region XII to complete a number of steps to officially be awarded the grant. Another requirement of the grant is to approve a policy for affirmative fair housing. The policy requirements are already obligations under Federal law.

Attached is a policy provided by the Iowa Economic Development Authority (IEDA) for Council to consider and approve.

RECOMMENDATION: Council discussion and approval of a resolution to approve New Policy No. 0107.2 – Affirmative Fair Housing Policy.

RESOLUTION NO. _____

A RESOLUTION APPROVING POLICY NO. 0107.2 –
AFFIRMATIVE FAIR HOUSING POLICY

WHEREAS, the City of Carroll has been awarded a Community Development Block Grant (CDBG) Owner Occupied Housing Rehabilitation Grant and;

WHEREAS, the City of Carroll is required to have an Affirmative Fair Housing Policy on file and;

WHEREAS, the City Council of the City of Carroll, Iowa, finds that the new Policy 0107.2 – Affirmative Fair Housing Policy is acceptable and should, therefore, be approved.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the attached new Policy 0107.2 – Affirmative Fair Housing Policy is approved.

PASSED AND APPROVED this 24th day of February, 2020.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

Eric P. Jensen, Mayor

Attest:

Laura A. Schaefer, City Clerk

AFFIRMATIVE FAIR HOUSING POLICY

This notice is published pursuant to the requirements of Executive Order 11063 on equal opportunity in housing and non-discrimination in the sale or rental of housing built with federal assistance, and with Title VIII of the Civil Rights Act of 1968, as amended, which prohibits discrimination in the provision of housing because of race, color, creed, religion, sex, national origin, disability or familial status.

The City of Carroll advises the public that it will administer its assisted programs and activities relating to the housing and community development in a manner to affirmatively further fair housing in the sale or rental of housing, the financing of housing and the provision of brokerage services.

The City of Carroll shall assist individuals who believe they have been subject to discrimination in housing through the resources of the Iowa Civil Rights Commission or the U.S. Department of Housing and Urban Development.

The City of Carroll has designated the following _____ as the contact to coordinate efforts to comply with this policy. Inquiries should be directed to:

NAME: Mike Pogge-Weaver

OFFICE: City Manager

ADDRESS: 627 N. Adams Street

CITY/STATE/ZIP: Carroll, IA 51401

PHONE NUMBER: 712-792-1000

HOURS: Monday - Friday, 8AM - 5PM

Approved on this 24th day of February, 2020

Eric Jensen
Mayor, City of Carroll



Honorable Mayor Jensen and City Council,

Three weeks ago we formed the Downtown Carroll Public Restroom Committee. It is comprised of Clay Haley, Carolyn Siemann, Laura Comito, Todd Kanne, Bob Fasbender, Rosanne Nees, and Jeanine Meiners.

We formed the committee to run the business of the Carroll Downtown Public Restrooms in a professional and transparent fashion. Our first order of business was to formalize our budget. Next we decided on having quarterly meetings for the committee to review financials. Then we changed the checking account to require dual signatures and added three additional committee members to the signature card.

We identified four potential sources of revenue to operate the public restroom. The Carroll Rotary Club has generously provided \$1,200 this year and pledged their support in that amount for years to come. Availa Bank provides \$50 a month for the placement of their ATM by the restrooms. Downtown business owners will be solicited to provide funds following Council action. The final source is the City of Carroll, pending your consideration.

Downtown business support has waned over the past several years. One of our goals is to form a strong private-public partnership to sustain this valuable downtown amenity. We feel it is necessary at this point to acquire City buy-in. Your buy-in combined with our committee's management of the funds will provide for a strong proposition for business owners.

Included is a draft letter to the business owners asking for their participation. We have not sent this yet as we want your input first. Very few of the downtown businesses have their own restroom available for use by their patrons. None of these restrooms are ADA compliant. The Downtown Carroll Public Restroom is ADA accessible.

Attached please find a copy of our latest bank statement, minutes from our three meetings, our financial statement template, a map of the downtown businesses, and a listing of those businesses.

The City of Carroll has a long heritage of supporting the Downtown Business District. We humbly request your continued support of the Downtown Carroll Business District by supporting the public restroom. With an estimated annual budget of \$8,000, we would appreciate the Council considering to provide half the budget: \$4,000. We are well past half of the City's fiscal year and have many commitments to meet ranging from supplies to repairs. Please consider allocating \$2,000 from your 2020 budget and \$4,000 from your 2021 budget. It is, of course, up to the Council but we humbly recommend you look to the L.O.S.T fund to support the public restroom.

Thank you in advance for your consideration,

The Downtown Carroll Business District Public Restroom Committee

Downtown Restroom Association

PO Box 729

Carroll, Iowa 51401

Public restrooms are a necessary and important amenity for Carroll's Central Business District. Easily available restrooms make good business sense and help foster shopping. Knowing that there are clean, safe public restrooms readily accessible, people are more apt to shop here. On the other hand, no public restrooms, or dirty public restrooms could deter people from shopping in Carroll. If we all work together, we can provide this essential service to residents and visitors.

Chico Kanne owns the property where the public restrooms are located. He pays the taxes, insurance and electric bill. The Carroll Chamber of Commerce contributes to those costs by paying Kanne \$187.00 per month.

The Downtown Restroom Association is asking for your help to pay for the cleaning and general maintenance of the public restrooms.

The total estimated cost is \$700 per month / \$8,400 per year

- Monthly cleaning - 6 days a week \$300.00
- Water bill \$100.00
- Supplies \$100.00
- Maintenance & repairs \$200.00

If the funds collected for maintenance and repairs are not used each month, they will be put in reserve to be used when repairs and maintenance are needed.

The Carroll Rotary made a generous donation to the construction of the public restrooms. The public restrooms are a signature project for their organization. The Rotary has contributed \$1200 this year to help with maintenance and repairs. Additional funds from the Rotary in the future are subject to yearly approval.

The Downtown Restroom Association will be contacting the 63 businesses in the Central Business District asking them to contribute to the public restrooms.

The Association is also asking the City of Carroll for their support and funding to help subsidize the public restrooms.

Downtown Restroom Association: Chair-Clay Haley, Carroll City Council; Laura Comito, Artworks Studio; Bob Fasbender, Michael Shoes; Todd Kanne, Community Oil, Jeanine Meiners, Jeanine's Hallmark; Rosanne Nees, Carroll Chamber and Carolyn Siemann, Carroll City Council.

Downtown Restroom Association

PO Box 729

Carroll, Iowa 51401

Central Business District Businesses

The Downtown Restroom Association is asking for your support and investment in the downtown public restrooms. Please consider contributing by choosing one of the options below.

☐ \$10 per month or \$120 per year

☐ \$20 per month or \$240 per year

For your convenience and to maintain a consistent amount of funds in the public restrooms account, we are asking payments be made through Automatic Clearing House (ACH). However, if you are making a yearly contribution, you may pay by check.

Thank you for your consideration. We appreciate your support.

Business name: _____

Owner/ Manager Name: _____

Signature: _____

Date: _____

Downtown Restroom Association: Chair-Clay Haley, Carroll City Council; Laura Comito, Artworks Studio; Bob Fasbender, Michael Shoes; Todd Kanne, Community Oil, Jeanine Meiners, Jeanine's Hallmark; Rosanne Nees, Carroll Chamber and Carolyn Siemann, Carroll City Council.



126 W 6th Street
Carroll, IA 51401

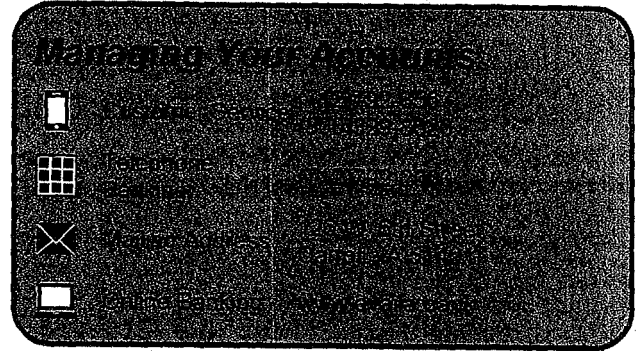
Statement Ending 01/31/2020

Page 1 of 4

ADDRESS SERVICE REQUESTED

>000527 7287103 0001 092258 10Z

DOWNTOWN RESTROOM LLC
515 N ADAMS ST STE 224
CARROLL IA 51401-2700



Summary of Accounts

Account Type	Account Number	Ending Balance
SIMPLY FREE BUSINESS CHECKING	3010830	\$520.86

SIMPLY FREE BUSINESS CHECKING-3010830

Account Summary

Date	Description	Amount	Description	Amount
01/01/2020	Beginning Balance	\$870.86	Minimum Balance	\$520.86
	1 Credit(s) This Period	\$50.00		
	2 Debit(s) This Period	\$400.00		
01/31/2020	Ending Balance	\$520.86		

Deposits

Date	Description	Amount
01/16/2020	Transfer Deposit ATM SPACE/WESTGATE	\$50.00

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount
1174	01/08/2020	\$200.00	1175	01/28/2020	\$200.00

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount
01/01/2020	\$870.86	01/16/2020	\$720.86
01/08/2020	\$670.86	01/28/2020	\$520.86

Overdraft and Returned Item Fees

	Total for this period	Total year-to-date	Previous year-to-date
Total Overdraft Fees	\$0.00	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00	\$0.00



000071000 151500 095100 E014824 22500

126 W 6th Street
Carroll, IA 51401

Downtown Restroom LLC 300 No Adams St Suite 224 Carroll, IA 51401		75.254/750	1174
PAY TO THE ORDER OF <u>First Impression</u>		\$ 200.00	
<u>Two hundred</u> + <u>no</u> / <u>100</u> DOLLARS			
CARROLL COUNTY STATE BANK MEMBER FDIC CARROLL, IA			
FOR <u>Dec</u>		<u>Jeanine M. Mearns</u>	
⑆073902546⑆ 3010830⑈ 01174			
#1174	01/08/2020	\$200.00	

Downtown Restroom LLC 300 No Adams St Suite 224 Carroll, IA 51401		75.254/750	1175
PAY TO THE ORDER OF <u>First Impression</u>		\$ 200.00	
<u>Two hundred</u> + <u>no</u> / <u>100</u> DOLLARS			
CARROLL COUNTY STATE BANK MEMBER FDIC CARROLL, IA			
FOR <u>Jan. cleaning</u>		<u>Jeanine M. Mearns</u>	
⑆073902546⑆ 3010830⑈ 01175			
#1175	01/28/2020	\$200.00	

Carroll Downtown Public Restroom

Meeting Minutes

February 5, 2020

The initial meeting of the Downtown Public Restroom committee began at 8AM Wednesday February 5, 2020. Those present included:

- Jeanine Meiners
- Laura Comito
- Todd Kanne
- Bob Fasbender (Carroll Rotary Club)
- Clay Haley (City of Carroll)
- Carolyn Siemann (City of Carroll)
- Rosanne Nees (Carroll Chamber of Commerce)

Items Discussed

- Budget
 - Approximately an \$8,000 per year cost to operate
- Sources of revenue
 - Carroll Rotary Club
 - \$1,200/year
 - City of Carroll (L.O.S.T)
 - 50% of estimated expenses up to \$4,000/ year per council action
 - Downtown Merchants
 - \$3,000 of donations or advertising sales
- Accounting
 - Quarterly board meetings will be held.
 - Todd Kanne has volunteered his office to keep daily records and present monthly statements to the committee.
 - There will be a quarterly financial review carried out by the restroom committee to provide trust for all involved in the numbers.
 - Check signature policy
 - We are implementing a dual signature system for the checking account.

Action Steps

- Rosanne Neese
 - Draft letter to downtown businesses to review at the next meeting. Including options for monthly and annual support of the restrooms.
- Jeanine Meiners
 - Deliver current numbers to Todd Kanne
 - Set up the following as authorized signatories for the checking account:
 - Bob Fasbender
 - Todd Kanne
 - Laura Comito
- Clay Haley
 - Check with David Bruner to learn if a City funded restroom could be utilized as a code compliant restroom for Full Swing Golf without causing liability for the City or committee.
 - Schedule a follow-up committee meeting for Tuesday February 11, 2020 at 8 AM in City Hall.
- Bob Fasbender
 - Try to get Rotary funds released as soon as possible to act as seed money for supplies and cleaning.

Carroll Downtown Public Restroom

Meeting Minutes

February 11, 2020

The second meeting of the Downtown Public Restroom committee began at 8AM Wednesday February 11, 2020. Those present included:

- Jeanine Meiners
- Laura Comito
- Todd Kanne
- Bob Fasbender (Carroll Rotary Club)
- Clay Haley (City of Carroll)
- Carolyn Siemann (City of Carroll)
- Rosanne Nees (Carroll Chamber of Commerce)

Items Discussed

- Rosanne Neese
 - Presented the draft of our letter to the downtown business district.
- Jeanine Meiners
 - Reported the following as authorized signatories for the checking account:
 - Bob Fasbender
 - Todd Kanne
 - Laura Comito
 - Confirmed dual signature policy has been established at Availa Bank.
- Todd Kanne
 - Presented the template for the financial statements.
- Laura Comito
 - Reported on an incident at a downtown Carroll business in which a person was trapped in the business's restroom because their walker did not allow clearance to open the door.
 - This made us aware there are no ADA accessible restrooms in the downtown business district except for the current public restrooms that were designed by the City.
- Bob Fasbender
 - Presented a check from the Carroll Rotary Club in the amount of \$1,200.

Actions Steps

- Carolyn Siemann
 - Proofread draft of our letter to the downtown business district.
- Rosanne Neese
 - Prepare final draft of our letter to the downtown business district for submission to the City Council.
- Clay Haley
 - Schedule a follow-up committee meeting for Tuesday February 18, 2020 at 8 AM in City Hall.
 - Prepare minutes for this meeting.
- Jeanine Meiners
 - Bring last bank statement from Availa Bank for presentation to Council.

Carroll Downtown Public Restroom

Meeting Minutes

February 18, 2020

The third meeting of the Downtown Carroll Public Restroom committee began at 8AM Wednesday February 18, 2020. Those present included:

- Jeanine Meiners
- Bob Fasbender (Carroll Rotary Club)
- Clay Haley (City of Carroll)
- Carolyn Siemann (City of Carroll)
- Rosanne Nees (Carroll Chamber of Commerce)

Items Discussed

- Rosanne Neese
 - Presented the final draft of our letter to the downtown business district Carolyn had reviewed the document.
- Jeanine Meiners
 - Delivered the last available bank statement.

Actions Steps

- All Members Available are to attend the City Council meeting on Monday February 24th at 5:15 PM in City Hall.
- Clay Haley
 - Schedule a follow-up committee meeting for Tuesday February 25, 2020 at 8 AM in City Hall.
 - Prepare minutes for this meeting.
 - Prepare a memo to the Carroll City Council for their meeting agenda.

Downtown Restroom Association
Statment of Income
for Period Ending Friday, January 31, 2020 and
and 1 Periods of Year Ending Thursday, December 31, 2020

	Period Ending Friday, January 31, 2020	Percentage	for 1 Periods of Year Ending Thursday, December 31, 2020	Percentage
Net Income (Loss)				
Operating Income (Loss)				
Gross Profit (Loss)				
Income	0.00	0.00	0.00	0.00
Cost of Sales	0.00	0.00	0.00	0.00
Total Gross Profit (Loss):	0.00	0.00	0.00	0.00
Operating and Non-Cash Expenses				
Operating Expenses	0.00	0.00	0.00	0.00
Non-Cash Expenses	0.00	0.00	0.00	0.00
Total Operating and Non-Cash Expenses:	0.00	0.00	0.00	0.00
Total Operating Income (Loss):	0.00	0.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00
Other Expenses	0.00	0.00	0.00	0.00
Total Net Income (Loss):	0.00	0.00	0.00	0.00

2/11/2020
12:35:30 PM

Downtown Restroom Association
Chart of Accounts

Page 1

Account: All
Category: All
Cash flow category: All

Account ID	Name	Summarize	Cash flow category
Cash Equivalent			
1050	Cash in Bank - Availa Bank	Default detail	Operating
9980	Deposit Clearing	Default summary	Operating
Owner's Equity			
3050	Retained Earnings	Default summary	Investing
Income			
3001	Merchants/Donations	Default detail	
3002	City	Default detail	
3003	Rotary/Other	Default detail	
Operating Expense			
5080	Bank Charges	Default detail	
5180	Cleaning	Default detail	
5540	Maintenance and Repairs	Default detail	
5720	Utilities/Water	Default detail	
5810	Supplies	Default detail	
Transfer			
9990	Transfer	Force summary	Operating

Downtown Restroom Association
Trial Balance
for 1 Periods for Fiscal Year Ending Thursday, December 31, 2020

Ending Friday, January 31, 2020

Assets		
Cash Equivalents		0.00
Current Assets		0.00
Fixed Assets		0.00
Other Assets		0.00
	Total Assets:	<u>0.00</u>
Liabilities and Owner's Equity		
Liabilities		
Current Liabilities		0.00
Other Liabilities		0.00
	Total Liabilities:	<u>0.00</u>
Owner's Equity		0.00
	Total Liabilities and Owner's Equity:	<u>0.00</u>
Operating Income		
Gross Profit		
Income		0.00
Cost of Sales		0.00
	Total Gross Profit:	<u>0.00</u>
Operating and Non-Cash Expenses		
Operating Expenses		0.00
Non-Cash Expenses		0.00
	Total Operating and Non-Cash Expenses:	<u>0.00</u>
	Total Operating Income:	<u>0.00</u>
Other Income		0.00
Other Expenses		0.00
Net Income (Loss)		<u>0.00</u>
Total		<u>0.00</u>

Downtown Restroom Association
Balance Sheet
for 1 Periods of Fiscal Year Ending Thursday, December 31, 2020

Ending Friday, January 31, 2020

Assets		
Current Assets		
	Total Current Assets:	<u>0.00</u>
Fixed Assets		0.00
Other Assets		0.00
	Total Assets:	<u>0.00</u>
Liabilities and Owner's Equity		
Liabilities		
Current Liabilities		0.00
Other Liabilities		0.00
	Total Liabilities:	<u>0.00</u>
Owner's Equity		0.00
	Total Liabilities and Owner's Equity:	<u>0.00</u>



Highway 30

Carroll's Central Business District



No.	Business	No.	Business
1	Edward Jones - Janson	37	Jachelle's
2	Julie Mayhall Greteman	38	Bordenaro's Meat Market
3	Lenz Ins & RE/MAX Prof Realty	39	Crossfit Carroll
4	Jeanine's Hallmark	40/41	Promesing Image Salon & Spa
5	True Value Hardware & Home Store	42	Family & Specialty Medical Center
6	Available - 1,490 SF	43	Artwork Studio
7	Glik's	45	Anderson Shoes
8	Buckle	45A	Available - no access
9	Brown's Shoe Fit Company	46	JCPenney
10	Glik's	47	BestMED Respiratory/ Western Iowa Sleep
11	Available space	48	Available space
12	Available space	49	True Wealth
13	Christopher & Banks	50	Prim & Polished :The Hair & Nail Studio
14	A Touch of Country	53	Ski's Sandwich Shop
15	Full Swing	54	Kathy's Head-Quarters
15A	Public Restroom	55	Natural Look Salon
16	Jena Bug Boutique	56	Wilkie Clothiers
17	True Wellness Counseling	57	Just Around the Corner
18	Flower Garden	58	Empty—Theatre expansion
19	The Office Stop	59	Empty - Theatre expansion
20	Blush Boutique	60	Empty - Theatre expansion
21	Eckerman Jewelry	61	Empty - Theatre expansion
22	Merle Norman	62	Carroll 5 Theatres
22A	A Head of the Times	63	Barb's Little Clipper
22B	Available Space	64	Cloud 9 Spa
23	Jacobson Travel	65	Sporrer's Barber & Beauty Shop
24	Available - 1,780 SF	66	Jeannie's Beauty Shop
24A	Meraki Salon	67	Alchemy Salon
25	Whylie Eye Care Expansion	68	Fortney Girl Fit
26	Whylie Eye Care	69	Michael's Shoes
27	Uptown Sporting Goods	70	Next Generation Chiropractic
28	Uptown Storage	71	Daryls' Hair Stylist
29	Toploft	72	Hair Force
30	Hair Biz	73	Mrs. Glynn and Co.
31	We the Dreamzers	74	The Hair Market Salon
32	Pretty Nails	75	A Fun Top & Jeans
33	Morrow Tax & Accounting	76	Hair Junction
34	Brother's on Main	77	Principal Financial - Ramaekers
35	Feldmann Accurant		
36	Renee's Dance & Tumbling/ Carroll Power Tumbling		

Business Name	First Name	Last Name	Address	Phone
A Fun Top and Jeans	Julie	Hicks	203 W 4th St.	712-775-2702
A Head of the Times	Angi	Baumeister	509 N Adams	(712)792-5119
A Touch of Country	Joanne	Blair	515 N Adams St Suite 217	712-210-2778
Alchemy Salon				
Anderson Shoe Store	Erica	Burris	510 N Adams St	(712)792-9887
Artworks Studio	Laura	Comito	512 N Adams	(712)775-2035
Barb's Little Clipper	Barb	Smith	227 W 4th St	(712)792-6481
Blush Boutique	Chelsi	Bruner	513 N Adams St	(712)775-2626
Bordenaro's Meat Market	Tom & Cindy	Bordenaro	516 N Adams St	712-792-6328
Brothers on Main	Mike	Badding	529 N Main St	(712)792-3431
Brown's Shoe Fit Co	Dane	Housken	521 N Adams St	(712)792-0430
Buckle	Miranda	Knudsen	529 N Adams St	(712)792-5711
Carroll 5 Theatre	Kim	Daniel	407 N Main	(712)792-6219
Christopher & Banks	Jennifer	Cadwell	515 N Adams Suite 223	(712)792-0035
Cloud 9 Spa	Danielle	Corkins	221 W 4th St	(712)210-5796
Crossfit				
Dancin' with Renee	Renee	Werden	519 N Main	(712)792-1166
Daryl's Hair Stylist	Amy	Riddle	209 1/2 West 4th	(712)792-2446
Eckerman Jewelry	Mike	Eckerman	511 N Adams St	(712)792-3807
Edward Jones Company-Cam Janson	Cameron	Janson, F.A.	528 N Carroll St	(712)792-5101
Family & Specialty Medical Center	Dr. Aaron	Pick	515 N Main St	(712)792-3528
Feldmann Accurant	Jennifer	Walkup	523 N Main St	(712)792-2464
Flower Garden & Gift Shoppe	Lorrie	Farrell	224 W 5th St	(712)792-2600
Fortney Girl Fit				
Full Swing	Jen	Monson	515 N Adams Street	712-775-4653
Glik's	Lindsey	Larson	515 N Adams St, Ste 204	(712)792-9178
Hair Biz	Diane	Nepple	524 N Adams St	(712)792-9675
Hair Force				
Hair Junction	Jolene	Rosauer	201 West 4th Street	(712)775-2175
Jachelle's	Michelle	Hardy	518 N Adams St	(712)792-0014
Jacobsen Travel Agency	Patty	Fricke	214 West 5th	(712)792-4431
JCPenney	Andrea	Hartman	504 N Adams St	(712)792-2843
Jeanine's Hallmark	Jeanine	Meiners	515 N Adams St, Ste 224	(712)792-1224

Jeannie's Beauty Shop				
Jenna Bug Boutique				
Julie Mayhall Greteman Attorney at Law, PLC	Julie	Mayhall	223 W 6th St	(712) 792-1554
Just Around the Corner Consignments	Megan	Hathcock	121 W 5th St	(712)792-8112
Kathy's Headquarters	Kathy	Stein	402 N Adams	(712)792-5347
Lenz Insurance and RE/MAX Professionals Realty	Janelle	Lenz	526 N Carroll	(712)792-1700
Meraki Salon				
Merle Norman	Alice	Simons	509 N Adams St	(712)792-5248
Michael's Shoes	Bob	Fasbender	215 W 4th St	(712)792-3115
Morrow Tax & Accounting	Susan	Morrow	111 W 6th St	(712)792-4655
Mrs. Glynn and Co.	Beth	Glynn	207 W 4th Street	712-540-4099
Natural Look Salon	Randy	Nieland	400 N Adams St	(712)792-3104
Next Generation Chiropractic	Nathan	Lueth, DC	213 W 4th St	(712)775-2295
Pretty Nails	Doy	Dao	516 N Adams	(712)792-9409
Prim & Polished: The Hair & Nail Studio	Sammy	Baumeister	100 W 5th St	(712)775-2728
Principal Financial	Matt	Ramaekers	223 W 5th St	(712)792-6588
Promesing Image Salon & Spa	Maria	Promes	514 N Adams St	(712)792-4305
Ski Sandwiches				
Sporrer Barber and Beauty Shop	Duane	Sporrer	223 W 4th Street	(712)792-1251
The Hair Market Station				
The Office Stop, Inc.	Tony	Brown	216 W 5th St	(712)792-5904
Toploft Clothing	Stephanie	Hackfort	526 N Adams St	(712)775-2194
True Value Hardware & Home Store	Cindy	Jorgensen	221 W 6th St	(712)792-9363
True Wellness Counseling				
TrueWealth	Becky	Muhlbauer	503 N Main St	(712)792-6400
Uptown Sporting Goods	Larry	Greteman	528 N Adams St	(712)792-3346
We the Dreamerz	Jade	Dirks	522 N Adams St	(712)790-1045
Western Iowa Sleep	Brian & Sharon	Best	106 W 5th	(712)775-5555
Whylie Eye Care Center	Dr. Frank	Greteman	501 N Adams St	(712)792-9709
Wilkie Clothiers	Wade	Wilkie	125 W 5th St	(712)792-9863

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: Laura A. Schaefer, City Clerk/Finance Director *las*

DATE: February 14, 2020

SUBJECT: FY 2020/2021 Budget – Set Public Hearing Date

Since Fall 2019, City staff has been preparing the FY 2020/2021 proposed budget. In January 2020, Council held three separate work sessions on the proposed budget.

A new requirement for the budget adoption process is to hold a public hearing and adopt a resolution approving the maximum property tax dollars. Once that step has been completed, Council may proceed to set a public hearing date for the FY 2020/2021 budget.

Attached is a copy of the State of Iowa budget forms that includes the public hearing notice to be published in the Carroll Times Herald no later than Friday, March 13, 2020 for a public hearing date of March 23, 2020. The notice summarizes the actual revenues and expenses for FY 2019, re-estimated revenues and expenses for FY 2020, and proposed FY 2021 revenues and expenses as well as the proposed tax levy (\$11.59799) for FY 2021. Once the public hearing date is set, the maximum expense amounts and tax levy for FY 2021 will also be set.

RECOMMENDATION: Council consideration and approval of the proposed FY 2020/2021 budget which includes setting March 23, 2020 as the date for a public hearing for the proposed FY 2020/2021 budget and directs the City Clerk to publish said public hearing notice.

14-116

Adoption of Budget and Certification of City Taxes

FISCAL YEAR BEGINNING JULY 1, 2020 - ENDING JUNE 30, 2021

Resolution No.: _____

The City of: Carroll County Name: CARROLL Date Budget Adopted: _____
 (Date) xx/xx/xx

The below-signed certifies that the City Council, on the date stated above, lawfully approved the named resolution adopting a budget for next fiscal year, as summarized on this and the supporting pages. Attached is Long Term Debt Schedule Form 703 which lists any and all of the debt service obligations of the City.

County Auditor Date Stamp		Telephone Number		Signature	
		January 1, 2019 Property Valuations			
		With Gas & Electric		Without Gas & Electric	
		2a	525,219,743	2b	515,931,099
		3a	573,329,116	3b	564,040,472
Regular		4a	471,805	Last Official Census	
DEBT SERVICE				10,103	
Ag Land					

TAXES LEVIED

Code Sec.	Dollar Limit	Purpose	(A) Request with Utility Replacement	(B) Property Taxes Levied	(C) Rate
384.1	8.10000	Regular General levy	5 4,254,280	4,179,042	43 8.10000
(384)		Non-Voted Other Permissible Levies			
12(8)	0.67500	Contract for use of Bridge	6	0	44 0
12(10)	0.95000	Opr & Maint publicly owned Transit	7	0	45 0
12(11)	Amt Nec	Rent, Ins. Maint of Civic Center	8	0	46 0
12(12)	0.13500	Opr & Maint of City owned Civic Center	9	0	47 0
12(13)	0.06750	Planning a Sanitary Disposal Project	10	0	48 0
12(14)	0.27000	Aviation Authority (under sec.330A.15)	11	0	49 0
12(15)	0.06750	Levee Impr. fund in special charter city	13	0	51 0
12(17)	Amt Nec	Liability, property & self insurance costs	14	150,000	52 0.28559
12(21)	Amt Nec	Support of a Local Emerg.Mgmt.Comm.	482	0	465 0
(384)		Voted Other Permissible Levies			
12(1)	0.13500	Instrumental/Vocal Music Groups	15	0	53 0
12(2)	0.81000	Memorial Building	16	0	54 0
12(3)	0.13500	Symphony Orchestra	17	0	55 0
12(4)	0.27000	Cultural & Scientific Facilities	18	0	56 0
12(5)	As Voted	County Bridge	19	0	57 0
12(6)	1.35000	Missi or Missouri River Bridge Const.	20	0	58 0
12(9)	0.03375	Aid to a Transit Company	21	0	59 0
12(16)	0.20500	Maintain Institution received by gift/devise	22	0	60 0
12(18)	1.00000	City Emergency Medical District	463	0	466 0
12(20)	0.27000	Support Public Library	23	0	61 0
28E.22	1.50000	Unified Law Enforcement	24	0	62 0
Total General Fund Regular Levies (5 thru 24)			25 4,404,280	4,326,387	
384.1	3.00375	Ag Land	26 1,417	1,417	63 3.00375
Total General Fund Tax Levies (25 + 26)			27 4,405,697	4,327,804	Do Not Add
Special Revenue Levies					
384.8	0.27000	Emergency (if general fund at levy limit)	28	0	64 0
384.6	Amt Nec	Police & Fire Retirement	29	264,319	0.50325
	Amt Nec	FICA & IPERS (if general fund at levy limit)	30	489,330	0.94844
Rules	Amt Nec	Other Employee Benefits	31	136,039	0.25901
Total Employee Benefit Levies (29,30,31)			32 898,500	882,603	65 1.71070
Sub Total Special Revenue Levies (28+32)			33 898,500	882,603	
Valuation					
386	As Req	With Gas & Elec	Without Gas & Elec		
SSMID 1	(A)	(B)	34	0	66 0
SSMID 2	(A)	(B)	35	0	67 0
SSMID 3	(A)	(B)	36	0	68 0
SSMID 4	(A)	(B)	37	0	69 0
SSMID 5	(A)	(B)	555	0	565 0
SSMID 6	(A)	(B)	556	0	566 0
SSMID 7	(A)	(B)	1177	0	### 0
SSMID 8	(A)	(B)	1185	0	### 0
Total Special Revenue Levies			39 898,500	882,603	
384.4	Amt Nec	Debt Service Levy	40 860,970	847,020	70 1.50170
384.7	0.67500	Capital Projects (Capital Improv. Reserve)	41	0	71 0
Total Property Taxes (27+39+40+41)			42 6,165,167	6,057,427	72 11.59799

COUNTY AUDITOR - I certify the budget is in compliance with ALL the following:

Budgets that DO NOT meet ALL the criteria below are not statutorily compliant & must be returned to the city for correction.

- 1) The prescribed Notice of Public Hearing Budget Estimate (Form 631.1) was lawfully published, or posted if applicable, filed proof was evidenced.
- 2) Budget hearing notices were published or posted not less than 10 days, nor more than 20 days, prior to the budget hearing.
- 3) Adopted property taxes do not exceed published or posted amounts.
- 4) Adopted expenditures do not exceed published or posted amounts in each of the nine program areas, or in total.
- 5) Number of the resolution adopting the budget has been included at the top of this form.
- 6) The budget file uploaded to the SUBMIT Area matched the paper copy certified by the city to this office.
- 7) The long term debt schedule (Form 703) shows sufficient payment amounts to pay the G.O. debt certified by the city to this office.

(County Auditor)

CHECK CITY VALUATIONS
Taxable Valuations By Class By Levy Authority
100% Valuations By Class By Levy Authority

Commercial & Industrial Replacement Claim Estimation

This sheet has been designed to allow each city to estimate the amount of property tax reimbursement that will be received from the State for each fund.

The City of Carroll

		(A) Commercial - Non-TIF	(B) Commercial - TIF	(C) Industrial - Non-TIF	(D) Industrial - TIF
1	Taxable	136,223,809	45,829,082	12,688,778	138,760
2	100% Assessed	156,451,908	45,829,082	14,114,060	138,760

REPLACEMENT \$		FILLS TO:
3	General Fund	\$145,261 REVENUES, LINE 18, COL (C)
4	Special Fund	\$29,634 REVENUES, LINE 18, COL (D)
5	Debt Fund	\$26,014 REVENUES, LINE 18, COL (F)
6	Capital Reserve Fund	\$0 REVENUES, LINE 18, COL (G)

REPLACEMENT PAYMENT PERCENTAGE

Beginning in FY 2017-2018, the amount of commercial & industrial replacement payments paid by the State of Iowa to local governments becomes limited by the total amount of payments made in FY 2016-2017. This limitation of total dollars available for repayment of commercial & industrial replacement claims may cause all payments to local governments to be pro-rated. The amount of proration necessary for the budget year will not be known until August, but the dropdown below will allow the estimated commercial & industrial replacement payments to be reduced by a selected proration percentage.

To reduce that estimated amount of commercial & industrial replacement payment budgeted for the coming fiscal year, complete an estimation of the replacement payment above. Once complete, select a proration percentage from the list below. The proration percentage will limit the amount of estimated replacement payment budgeted. This will hopefully prevent an over estimation in the budget year revenues.

86%
 85%
 84%
 83%
 82%
 81%
 80%

* Please input the amount of revenue being received from any grants or reimbursements from the State of Iowa, excluding the replacement amounts on lines 3 through 6 above. Separate the revenues by fund receiving the money.

		(A) <u>General</u>	(B) <u>Special Revenue</u>	(C) <u>TIF Sp. Revenue</u>	(D) <u>Debt Service</u>	(E) <u>Capital Projects</u>	(F) <u>Proprietary</u>
Other State Grants & Reimbursements	18	\$8,143	\$4,564			\$600,000	

Fund Balance Worksheet for City of **Carroll**

			General (A)	Special Rev (B)	TIF Special Rev (C)	Debt Serv (D)	Capt Proj (E)	Permanent (G)	Total Government (H)	Proprietary (I)	Grand Total (J)
(1) *Annual Report FY 2019											
Beginning Fund Balance July 1 (pg 5, line 134) *	1		4,038,784	2,318,663	46,091	122,837	4,138,217	525,728	11,190,320	8,996,978	20,187,298
Actual Revenues Except Beg Bal (pg 5, line 132) *	2		7,919,721	4,154,510	956,454	936,270	9,499,833	22,381	23,489,169	5,175,078	28,664,247
Actual Expenditures Except End Bal (pg 9, line 136) *	3		7,744,133	3,450,218	866,443	971,485	7,966,446	0	20,998,725	4,239,992	25,238,717
Ending Fund Balance June 30 (pg 9, line 147) *	4		4,214,372	3,022,955	136,102	87,622	5,671,604	548,109	13,680,764	9,932,064	23,612,828
(2) ** Re-Estimated FY 2020			General	Spec Rev	TIF Special Rev	Debt Serv	Capt Proj	Permanent	Tot Govt	Proprietary	Grand Total
Beginning Fund Balance	5		4,214,372	3,022,955	136,102	87,622	5,671,604	548,109	13,680,764	9,932,064	23,612,828
Re-Est Revenues	6		8,028,109	4,094,625	999,225	1,343,672	7,292,197	23,630	21,781,458	7,108,405	28,889,863
Re-Est Expenditures	7		8,902,933	4,894,024	1,131,497	1,341,188	6,173,742	0	22,443,384	9,434,922	31,878,306
Ending Fund Balance	8		3,339,548	2,223,556	3,830	90,106	6,790,059	571,739	13,018,838	7,605,547	20,624,385
(3) ** Budget FY 2021			General	Spec Rev	TIF Special Rev	Debt Serv	Capt Proj	Permanent	Tot Govt	Proprietary	Grand Total
Beginning Fund Balance	9		3,339,548	2,223,556	3,830	90,106	6,790,059	571,739	13,018,838	7,605,547	20,624,385
Revenues	10		7,935,174	4,039,055	1,124,234	1,386,942	2,031,750	20,130	16,537,285	6,900,630	23,437,915
Expenditures	11		9,184,235	3,495,043	1,035,902	1,388,271	7,657,300	0	22,760,751	6,684,761	29,445,512
Ending Fund Balance	12		2,090,487	2,767,568	92,162	88,777	1,164,509	591,869	6,795,372	7,821,416	14,616,788

* The figures in section (1) are taken from FORM F-66(IA-2) STATE OF IOWA FINANCIAL REPORT FOR FISCAL YEAR ENDED JUNE 30,

2019

** The remaining two sections are filled in by the software once ALL worksheets are completed.

RE-ESTIMATED EXPENDITURES SCHEDULE PAGE 1

RE-ESTIMATED Fiscal Year Ending

2020

Fiscal Years

GOVERNMENT ACTIVITIES		GENERAL	SPECIAL	TIF	DEBT	CAPITAL	PERMANENT	PROPRIETARY	RE-ESTIMATED	ACTUAL
(A)	(B)	(C)	REVENUE	SPECIAL	SERVICE	PROJECTS	(H)	(I)	2020	2019
			(D)	REVENUES	(F)	(G)			(J)	(K)
PUBLIC SAFETY										
Police Department/Crime Prevention	1	1,739,181	60,598						1,799,779	1,575,462
Jail	2								0	0
Emergency Management	3								0	0
Flood Control	4								0	0
Fire Department	5	140,025							140,025	120,750
Ambulance	6								0	0
Building Inspections	7	173,632							173,632	145,695
Miscellaneous Protective Services	8	227,500							227,500	214,404
Animal Control	9	4,150							4,150	0
Other Public Safety	10								0	2,783
TOTAL (lines 1 - 10)	11	2,284,488	60,598				0		2,345,086	2,059,094
PUBLIC WORKS										
Roads, Bridges, & Sidewalks	12	42,294	622,059						664,353	938,795
Parking - Meter and Off-Street	13								0	0
Street Lighting	14	165,000							165,000	155,942
Traffic Control and Safety	15								0	0
Snow Removal	16		149,400						149,400	167,359
Highway Engineering	17								0	0
Street Cleaning	18		25,760						25,760	21,307
Airport (if not Enterprise)	19	239,200							239,200	160,522
Garbage (if not Enterprise)	20	677,980							677,980	669,559
Other Public Works	21	236,061	147,783						383,844	364,554
TOTAL (lines 12 - 21)	22	1,360,535	945,002				0		2,305,537	2,478,038
HEALTH & SOCIAL SERVICES										
Welfare Assistance	23								0	0
City Hospital	24								0	0
Payments to Private Hospitals	25								0	0
Health Regulation and Inspection	26								0	0
Water, Air, and Mosquito Control	27								0	0
Community Mental Health	28								0	0
Other Health and Social Services	29	121,895							121,895	104,185
TOTAL (lines 23 - 29)	30	121,895	0				0		121,895	104,185
CULTURE & RECREATION										
Library Services	31	514,126	24,500						538,626	491,842
Museum, Band and Theater	32								0	11,316
Parks	33	812,171							812,171	462,839
Recreation	34	1,968,891	98,000						2,066,891	1,473,076
Cemetery	35	177,176							177,176	146,562
Community Center, Zoo, & Marina	36								0	0
Other Culture and Recreation	37	1,000							1,000	101
TOTAL (lines 31 - 37)	38	3,473,364	122,500				0		3,595,864	2,585,736

RE-ESTIMATED EXPENDITURES SCHEDULE PAGE 2

RE-ESTIMATED

Fiscal Year Ending

2020

Fiscal Years

GOVERNMENT ACTIVITIES CONT.

(A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	RE-ESTIMATED 2020 (J)	ACTUAL 2019 (K)
COMMUNITY & ECONOMIC DEVELOPMENT										
Community Beautification	39								0	0
Economic Development	40	75,500							75,500	72,250
Housing and Urban Renewal	41	4,000		120,000					124,000	3,830
Planning & Zoning	42	1,000							1,000	1,021
Other Com & Econ Development	43	104,907							104,907	83,044
TIF Rebates	44			18,843					18,843	10,219
TOTAL (lines 39 - 44)	45	185,407	0	138,843			0		324,250	170,364
GENERAL GOVERNMENT										
Mayor, Council, & City Manager	46	50,169							50,169	27,251
Clerk, Treasurer, & Finance Adm.	47	516,044							516,044	482,286
Elections	48	6,250							6,250	0
Legal Services & City Attorney	49	62,133							62,133	59,636
City Hall & General Buildings	50	101,220							101,220	74,928
Tort Liability	51	259,359							259,359	248,909
Other General Government	52	226,408							226,408	83,180
TOTAL (lines 46 - 52)	53	1,221,583	0	0			0		1,221,583	976,190
DEBT SERVICE										
Gov Capital Projects	55				1,341,188				1,341,188	971,485
TIF Capital Projects	56					6,078,145			6,078,145	7,966,446
						95,597			95,597	0
TOTAL CAPITAL PROJECTS	57	0	0	0		6,173,742	0		6,173,742	7,966,446
TOTAL Governmental Activities Expenditures (lines 11+22+30+38+44+52+53+54)	58	8,647,272	1,128,100	138,843	1,341,188	6,173,742	0		17,429,145	17,311,538
BUSINESS TYPE ACTIVITIES										
Proprietary: Enterprise & Budgeted ISF										
Water Utility	59							1,148,858	1,148,858	1,017,525
Sewer Utility	60							1,357,397	1,357,397	791,272
Electric Utility	61							0	0	0
Gas Utility	62							0	0	0
Airport	63							0	0	0
Landfill/Garbage	64							0	0	0
Transit	65							0	0	0
Cable TV, Internet & Telephone	66							0	0	0
Housing Authority	67							0	0	0
Storm Water Utility	68							6,500	6,500	6,686
Other Business Type (city hosp., ISF, parking, etc.)	69							0	0	0
Enterprise DEBT SERVICE	70							699,300	699,300	693,320
Enterprise CAPITAL PROJECTS	71							2,829,125	2,829,125	151,029
Enterprise TIF CAPITAL PROJECTS	72							0	0	0
TOTAL BUSINESS TYPE EXPENDITURES (lines 56 - 68)	73							6,041,180	6,041,180	2,659,832
TOTAL ALL EXPENDITURES (lines 58+74)	74	8,647,272	1,128,100	138,843	1,341,188	6,173,742	0	6,041,180	23,470,325	19,971,370
Regular Transfers Out	75	255,661	3,765,924					2,193,742	6,215,327	3,255,623
Internal TIF Loan Transfers Out	76			992,654				1,200,000	2,192,654	2,011,724
Total ALL Transfers Out	77	255,661	3,765,924	992,654	0	0	0	3,393,742	8,407,981	5,267,347
Total Expenditures and Other Fin Uses (lines 73+74)	78	8,902,933	4,894,024	1,131,497	1,341,188	6,173,742	0	9,434,922	31,878,306	25,238,717
Ending Fund Balance June 30	79	3,339,548	2,223,556	3,830	90,106	6,790,059	571,739	7,605,547	20,624,385	23,612,828

THE USE OF THE CONTINUING APPROPRIATION IS VOLUNTARY. SUCH EXPENDITURES DO NOT REQUIRE AN AMENDMENT. HOWEVER THE ORIGINAL AMOUNT OF THE CAPITAL PROJECT MUST HAVE APPEARED ON A PREVIOUS YEAR'S BUDGET TO OBTAIN THE SPENDING AUTHORITY. THE CONTINUING APPROPRIATION CAN NOT BE FOR A YEAR PRIOR TO THE ACTUAL YEAR. CONTINUING APPROPRIATIONS END WITH THE ACTUAL YEAR. SEE INSTRUCTIONS.

RE-ESTIMATED REVENUES DETAIL
RE-ESTIMATED Fiscal Year Ending 2020

Fiscal Years

		GENERAL	SPECIAL	TIF	DEBT	CAPITAL	PERMANENT	PROPRIETARY	RE-ESTIMATED	ACTUAL
		(C)	REVENUES	SPECIAL	SERVICE	PROJECTS	(H)	(I)	2020	2019
(A)	(B)		(D)	REVENUES	(F)	(G)			(J)	(K)
				(E)						
REVENUES & OTHER FINANCING SOURCES										
Taxes Levied on Property	1	4,390,984	880,000		865,732				6,136,716	5,788,804
Less: Uncollected Property Taxes - Levy Year	2								0	0
Net Current Property Taxes (line 1 minus line 2)	3	4,390,984	880,000		865,732	0			6,136,716	5,788,804
Delinquent Property Taxes	4								0	0
TIF Revenues	5			989,891					989,891	945,885
Other City Taxes:										
Utility Tax Replacement Excise Taxes	6								0	0
Utility franchise tax (Iowa Code Chapter 364.2)	7	95,000							95,000	100,899
Parimutuel wager tax	8								0	0
Gaming wager tax	9								0	0
Mobile Home Taxes	10								0	0
Hotel/Motel Taxes	11	220,000							220,000	207,299
Other Local Option Taxes	12		1,734,888						1,734,888	1,594,410
Subtotal - Other City Taxes (lines 6 thru 12)	13	315,000	1,734,888		0	0			2,049,888	1,902,608
Licenses & Permits	14	72,900							72,900	76,015
Use of Money & Property	15	123,525	15,870	3,050		51,500	5,130	170,200	369,275	483,173
Intergovernmental:										
Federal Grants & Reimbursements	16	1,200				255,250		80,000	336,450	219,908
Road Use Taxes	17		1,272,978						1,272,978	1,305,163
Other State Grants & Reimbursements	18	167,579	30,112	6,284	27,809	793,510			1,025,294	850,365
Local Grants & Reimbursements	19	69,289	4,564			5,000			78,853	70,453
Subtotal - Intergovernmental (lines 16 thru 19)	20	238,068	1,307,654	6,284	27,809	1,053,760		80,000	2,713,575	2,445,889
Charges for Fees & Service:										
Water Utility	21							1,489,800	1,489,800	1,457,394
Sewer Utility	22							2,105,000	2,105,000	2,117,659
Electric Utility	23								0	0
Gas Utility	24								0	0
Parking	25								0	0
Airport	26								0	0
Landfill/Garbage	27	555,000							555,000	548,241
Hospital	28								0	0
Transit	29	55,000							55,000	36,780
Cable TV, Internet & Telephone	30								0	0
Housing Authority	31								0	0
Storm Water Utility	32							256,500	256,500	263,092
Other Fees & Charges for Service	33	1,161,545	5,000						1,166,545	1,108,815
Subtotal - Charges for Service (lines 21 thru 33)	34	1,771,545	5,000		0	0	0	3,851,300	5,627,845	5,531,981
Special Assessments	35								0	0
Miscellaneous	36	218,182	15,934			707,276	18,500	77,900	1,037,792	1,747,545
Other Financing Sources:										
Regular Operating Transfers In	37	847,905	135,279		415,812	2,795,661		2,020,670	6,215,327	3,255,623
Internal TIF Loan Transfers In	38	50,000			34,319	1,200,000		908,335	2,192,654	2,011,724
Subtotal ALL Operating Transfers In	39	897,905	135,279	0	450,131	3,995,661	0	2,929,005	8,407,981	5,267,347
Proceeds of Debt (Excluding TIF Internal Borrowing)	40					1,484,000			1,484,000	4,475,000
Proceeds of Capital Asset Sales	41								0	0
Subtotal-Other Financing Sources (lines 36 thru 38)	42	897,905	135,279	0	450,131	5,479,661	0	2,929,005	9,891,981	9,742,347
Total Revenues except for beginning fund balance (lines 3, 4, 5, 12, 13, 14, 19, 33, 34, 35, & 39)	43	8,028,109	4,094,625	999,225	1,343,672	7,292,197	23,630	7,108,405	28,889,863	28,664,247
Beginning Fund Balance July 1	44	4,214,372	3,022,955	136,102	87,622	5,671,604	548,109	9,932,064	23,612,828	20,187,298
TOTAL REVENUES & BEGIN BALANCE (lines 41+42)	45	12,242,481	7,117,580	1,135,327	1,431,294	12,963,801	571,739	17,040,469	52,502,691	48,851,545

EXPENDITURES SCHEDULE PAGE 1

Fiscal Year Ending 2021

Fiscal Years

GOVERNMENT ACTIVITIES		GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2021	RE-ESTIMATED 2020	ACTUAL 2019
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
PUBLIC SAFETY											
Police Department/Crime Prevention	1	1,857,329	8,000						1,865,329	1,799,779	1,575,462
Jail	2								0	0	0
Emergency Management	3								0	0	0
Flood Control	4								0	0	0
Fire Department	5	167,052							167,052	140,025	120,750
Ambulance	6								0	0	0
Building Inspections	7	251,318							251,318	173,632	145,695
Miscellaneous Protective Services	8	242,634							242,634	227,500	214,404
Animal Control	9								0	4,150	0
Other Public Safety	10	4,150							4,150	0	2,783
TOTAL (lines 1 - 10)	11	2,522,483	8,000				0		2,530,483	2,345,086	2,059,094
PUBLIC WORKS											
Roads, Bridges, & Sidewalks	12	42,294	784,689						826,983	664,353	938,795
Parking - Meter and Off-Street	13								0	0	0
Street Lighting	14	165,000							165,000	165,000	155,942
Traffic Control and Safety	15	8,900							8,900	0	0
Snow Removal	16		145,400						145,400	149,400	167,359
Highway Engineering	17								0	0	0
Street Cleaning	18		25,760						25,760	25,760	21,307
Airport (if not Enterprise)	19	217,400							217,400	239,200	160,522
Garbage (if not Enterprise)	20	682,980							682,980	677,980	669,559
Other Public Works	21	232,172	157,962						390,134	383,844	364,554
TOTAL (lines 12 - 21)	22	1,348,746	1,113,811				0		2,462,557	2,305,537	2,478,038
HEALTH & SOCIAL SERVICES											
Welfare Assistance	23								0	0	0
City Hospital	24								0	0	0
Payments to Private Hospitals	25								0	0	0
Health Regulation and Inspection	26								0	0	0
Water, Air, and Mosquito Control	27								0	0	0
Community Mental Health	28								0	0	0
Other Health and Social Services	29	121,895							121,895	121,895	104,185
TOTAL (lines 23 - 29)	30	121,895	0				0		121,895	121,895	104,185
CULTURE & RECREATION											
Library Services	31	558,469	14,000						572,469	538,626	491,842
Museum, Band and Theater	32								0	0	11,316
Parks	33	724,586							724,586	812,171	462,839
Recreation	34	2,292,653	63,312						2,355,965	2,066,891	1,473,076
Cemetery	35	178,597							178,597	177,176	146,562
Community Center, Zoo, & Marina	36								0	0	0
Other Culture and Recreation	37	1,000							1,000	1,000	101
TOTAL (lines 31 - 37)	38	3,755,305	77,312				0		3,832,617	3,595,864	2,585,736

EXPENDITURES SCHEDULE PAGE 2

Fiscal Year Ending 2021

Fiscal Years

GOVERNMENT ACTIVITIES CONT.

(A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	BUDGET 2021 (J)	RE-ESTIMATED 2020 (K)	ACTUAL 2019 (L)
COMMUNITY & ECONOMIC DEVELOPMENT											
Community Beautification	39								0	0	0
Economic Development	40	77,250							77,250	75,500	72,250
Housing and Urban Renewal	41	3,000		75,000					78,000	124,000	3,830
Planning & Zoning	42	1,000							1,000	1,000	1,021
Other Com & Econ Development	43	96,407							96,407	104,907	83,044
TIF Rebates	44			22,500					22,500	18,843	10,219
TOTAL (lines 39 - 44)	45	177,657	0	97,500			0		275,157	324,250	170,364
GENERAL GOVERNMENT											
Mayor, Council, & City Manager	46	38,669							38,669	50,169	27,251
Clerk, Treasurer, & Finance Adm.	47	538,833							538,833	516,044	482,286
Elections	48	6,250							6,250	6,250	0
Legal Services & City Attorney	49	63,133							63,133	62,133	59,636
City Hall & General Buildings	50	108,736							108,736	101,220	74,928
Tort Liability	51	271,228							271,228	259,359	248,909
Other General Government	52	76,300							76,300	226,408	83,180
TOTAL (lines 46 - 52)	53	1,103,149	0	0			0		1,103,149	1,221,583	976,190
DEBT SERVICE											
Gov Capital Projects	54				1,388,271				1,388,271	1,341,188	971,485
TIF Capital Projects	55					6,432,300			6,432,300	6,078,145	7,966,446
TOTAL CAPITAL PROJECTS	56					1,225,000			1,225,000	95,597	0
TOTAL CAPITAL PROJECTS	57	0	0	0		7,657,300	0		7,657,300	6,173,742	7,966,446
TOTAL Government Activities Expenditures (lines 11+22+30+38+45+53+54+57)	58	9,029,235	1,199,123	97,500	1,388,271	7,657,300	0		19,371,429	17,429,145	17,311,538
BUSINESS TYPE ACTIVITIES											
Proprietary: Enterprise & Budgeted ISF											
Water Utility	59							1,215,884	1,215,884	1,148,858	1,017,525
Sewer Utility	60							877,385	877,385	1,357,397	791,272
Electric Utility	61							0	0	0	0
Gas Utility	62							0	0	0	0
Airport	63							0	0	0	0
Landfill/Garbage	64							0	0	0	0
Transit	65							0	0	0	0
Cable TV, Internet & Telephone	66							0	0	0	0
Housing Authority	67							0	0	0	0
Storm Water Utility	68							6,500	6,500	6,500	6,686
Other Business Type (city hosp., ISF, parking, etc.)	69							0	0	0	0
Enterprise DEBT SERVICE	70							706,920	706,920	699,300	693,320
Enterprise CAPITAL PROJECTS	71							1,810,000	1,810,000	2,829,125	151,029
Enterprise TIF CAPITAL PROJECTS	72							0	0	0	0
TOTAL Business Type Expenditures (lines 59 - 73)	73							4,616,689	4,616,689	6,041,180	2,659,832
TOTAL ALL EXPENDITURES (lines 58+74)	74	9,029,235	1,199,123	97,500	1,388,271	7,657,300	0	4,616,689	23,988,118	23,470,325	19,971,370
Regular Transfers Out	75	155,000	2,295,920						2,068,072	4,518,992	3,255,623
Internal TIF Loan / Repayment Transfers Out	76			938,402					938,402	2,192,654	2,011,724
Total ALL Transfers Out	77	155,000	2,295,920	938,402	0	0	0	2,068,072	5,457,394	8,407,981	5,267,347
Total Expenditures & Fund Transfers Out (lines 75+76)	78	9,184,235	3,495,043	1,035,902	1,388,271	7,657,300	0	6,684,761	29,445,512	31,878,306	25,238,717
Ending Fund Balance June 30	79	2,090,487	2,767,568	92,162	88,777	1,164,509	591,869	7,821,416	14,616,788	20,624,385	23,612,828

* A continuing appropriation is the unexpended budgeted amount from a prior year's capital project. The entry is made on the Con Approps page that must accompany the budget forms if used. SEE INSTRUCTIONS FOR USE.

CITY OF

Carroll

Department of Management

The last two columns will fill in once
the Re-Est forms are completed

REVENUES DETAIL

Fiscal Year Ending

2021

Fiscal Years

(A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	BUDGET 2021 (J)	RE-ESTIMATED 2020 (K)	ACTUAL 2019 (L)
REVENUES & OTHER FINANCING SOURCES											
Taxes Levied on Property	1	4,327,804	882,603		847,020	0			6,057,427	6,136,716	5,788,804
Less: Uncollected Property Taxes - Levy Year	2								0	0	0
Net Current Property Taxes (line 1 minus line 2)	3	4,327,804	882,603		847,020	0			6,057,427	6,136,716	5,788,804
Delinquent Property Taxes	4								0	0	0
TIF Revenues	5			1,123,234					1,123,234	989,891	945,885
Other City Taxes:											
Utility Tax Replacement Excise Taxes	6	77,893	15,897		13,950	0			107,740	0	0
Utility franchise tax (Iowa Code Chapter 364.2)	7	95,000							95,000	95,000	100,899
Parimutuel wager tax	8								0	0	0
Gaming wager tax	9								0	0	0
Mobile Home Taxes	10								0	0	0
Hotel/Motel Taxes	11	220,000							220,000	220,000	207,299
Other Local Option Taxes	12		1,653,834						1,653,834	1,734,888	1,594,410
Subtotal - Other City Taxes (lines 6 thru 12)	13	392,893	1,669,731		13,950	0			2,076,574	2,049,888	1,902,608
Licenses & Permits	14	100,900							100,900	72,900	76,015
Use of Money & Property	15	107,775	6,500	1,000		16,000	5,130	170,200	306,605	369,275	483,173
Intergovernmental:											
Federal Grants & Reimbursements	16	1,200				255,250			256,450	336,450	219,908
Road Use Taxes	17		1,283,081						1,283,081	1,272,978	1,305,163
Other State Grants & Reimbursements	18	153,404	34,198	0	26,014	600,000		0	813,616	1,025,294	850,365
Local Grants & Reimbursements	19	68,789				5,250			74,039	78,853	70,453
Subtotal - Intergovernmental (lines 16 thru 19)	20	223,393	1,317,279	0	26,014	860,500		0	2,427,186	2,713,575	2,445,889
Charges for Fees & Service:											
Water Utility	21							1,489,800	1,489,800	1,489,800	1,457,394
Sewer Utility	22							2,105,000	2,105,000	2,105,000	2,117,659
Electric Utility	23								0	0	0
Gas Utility	24								0	0	0
Parking	25								0	0	0
Airport	26								0	0	0
Landfill/Garbage	27	555,000							555,000	555,000	548,241
Hospital	28								0	0	0
Transit	29	55,000							55,000	55,000	36,780
Cable TV, Internet & Telephone	30								0	0	0
Housing Authority	31								0	0	0
Storm Water Utility	32							256,500	256,500	256,500	263,092
Other Fees & Charges for Service	33	1,140,970	5,000						1,145,970	1,166,545	1,108,815
Subtotal - Charges for Service (lines 21 thru 33)	34	1,750,970	5,000		0	0	0	3,851,300	5,607,270	5,627,845	5,531,981
Special Assessments	35								0	0	0
Miscellaneous	36	178,675	9,500			250	15,000	77,900	281,325	1,037,792	1,747,545
Other Financing Sources:											
Regular Operating Transfers In	37	852,764	148,442		467,786	1,155,000		1,895,000	4,518,992	6,215,327	3,255,623
Internal TIF Loan Transfers In	38				32,172			906,230	938,402	2,192,654	2,011,724
Subtotal ALL Operating Transfers In	39	852,764	148,442	0	499,958	1,155,000	0	2,801,230	5,457,394	8,407,981	5,267,347
Proceeds of Debt (Excluding TIF Internal Borrowing)	40								0	1,484,000	4,475,000
Proceeds of Capital Asset Sales	41								0	0	0
Subtotal-Other Financing Sources (lines 38 thru 40)	42	852,764	148,442	0	499,958	1,155,000	0	2,801,230	5,457,394	9,891,981	9,742,347
Total Revenues except for beginning fund balance (lines 3, 4, 5, 13, 14, 15, 20, 34, 35, 36, & 41)	43	7,935,174	4,039,055	1,124,234	1,386,942	2,031,750	20,130	6,900,630	23,437,915	28,889,863	28,664,247
Beginning Fund Balance July 1	44	3,339,548	2,223,556	3,830	90,106	6,790,059	571,739	7,605,547	20,624,385	23,612,828	20,187,298
TOTAL REVENUES & BEGIN BALANCE (lines 42+43)	45	11,274,722	6,262,611	1,128,064	1,477,048	8,821,809	591,869	14,506,177	44,062,300	52,502,691	48,851,545

CITY OF

Carroll

Department of Management

ADOPTED BUDGET SUMMARY

YEAR ENDED JUNE 30, 2021

Fiscal Years

(A)	(B)	GENERAL (C)	SPECIAL REVENUES (D)	TIF SPECIAL REVENUES (E)	DEBT SERVICE (F)	CAPITAL PROJECTS (G)	PERMANENT (H)	PROPRIETARY (I)	BUDGET 2021 (J)	RE-ESTIMATED 2020 (K)	ACTUAL 2019 (L)
Revenues & Other Financing Sources											
Taxes Levied on Property	1	4,327,804	882,603		847,020	0			6,057,427	6,136,716	5,788,804
Less: Uncollected Property Taxes-Levy Year	2	0	0		0	0			0	0	0
Net Current Property Taxes	3	4,327,804	882,603		847,020	0			6,057,427	6,136,716	5,788,804
Delinquent Property Taxes	4	0	0		0	0			0	0	0
TIF Revenues	5			1,123,234					1,123,234	989,891	945,885
Other City Taxes	6	392,893	1,669,731		13,950	0			2,076,574	2,049,888	1,902,608
Licenses & Permits	7	100,900	0					0	100,900	72,900	76,015
Use of Money and Property	8	107,775	6,500	1,000	0	16,000	5,130	170,200	306,605	369,275	483,173
Intergovernmental	9	223,393	1,317,279	0	26,014	860,500		0	2,427,186	2,713,575	2,445,889
Charges for Fees & Service	10	1,750,970	5,000		0	0	0	3,851,300	5,607,270	5,627,845	5,531,981
Special Assessments	11	0	0		0	0		0	0	0	0
Miscellaneous	12	178,675	9,500		0	250	15,000	77,900	281,325	1,037,792	1,747,545
Sub-Total Revenues	13	7,082,410	3,890,613	1,124,234	886,984	876,750	20,130	4,099,400	17,980,521	18,997,882	18,921,900
Other Financing Sources:											
Total Transfers In	14	852,764	148,442	0	499,958	1,155,000	0	2,801,230	5,457,394	8,407,981	5,267,347
Proceeds of Debt	15	0	0	0	0	0		0	0	1,484,000	4,475,000
Proceeds of Capital Asset Sales	16	0	0	0	0	0	0	0	0	0	0
Total Revenues and Other Sources	17	7,935,174	4,039,055	1,124,234	1,386,942	2,031,750	20,130	6,900,630	23,437,915	28,889,863	28,664,247
Expenditures & Other Financing Uses											
Public Safety	18	2,522,483	8,000	0			0		2,530,483	2,345,086	2,059,094
Public Works	19	1,348,746	1,113,811	0			0		2,462,557	2,305,537	2,478,038
Health and Social Services	20	121,895	0	0			0		121,895	121,895	104,185
Culture and Recreation	21	3,755,305	77,312	0			0		3,832,617	3,595,864	2,585,736
Community and Economic Development	22	177,657	0	97,500			0		275,157	324,250	170,364
General Government	23	1,103,149	0	0			0		1,103,149	1,221,583	976,190
Debt Service	24	0	0	0	1,388,271		0		1,388,271	1,341,188	971,485
Capital Projects	25	0	0	0		7,657,300	0		7,657,300	6,173,742	7,966,446
Total Government Activities Expenditures	26	9,029,235	1,199,123	97,500	1,388,271	7,657,300	0		19,371,429	17,429,145	17,311,538
Business Type Proprietary: Enterprise & ISF	27							4,616,689	4,616,689	6,041,180	2,659,832
Total Gov & Bus Type Expenditures	28	9,029,235	1,199,123	97,500	1,388,271	7,657,300	0	4,616,689	23,988,118	23,470,325	19,971,370
Total Transfers Out	29	155,000	2,295,920	938,402	0	0	0	2,068,072	5,457,394	8,407,981	5,267,347
Total ALL Expenditures/Fund Transfers Out	30	9,184,235	3,495,043	1,035,902	1,388,271	7,657,300	0	6,684,761	29,445,512	31,878,306	25,238,717
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	31										
	32	-1,249,061	544,012	88,332	-1,329	-5,625,550	20,130	215,869	-6,007,597	-2,988,443	3,425,530
Beginning Fund Balance July 1	33	3,339,548	2,223,556	3,830	90,106	6,790,059	571,739	7,605,547	20,624,385	23,612,828	20,187,298
Ending Fund Balance June 30	34	2,090,487	2,767,568	92,162	88,777	1,164,509	591,869	7,821,416	14,616,788	20,624,385	23,612,828

LONG TERM DEBT SCHEDULE
GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS
PAGE 1

City Name: Carroll

Fiscal Year
2021

GO - TOTAL	1,205,000	181,271	1,386,271	2,000	0	527,301	860,970
NON-GO TOTAL	639,000	59,430	698,430	8,490	0	706,920	0
GRAND TOTAL	1,844,000	240,701	2,084,701	10,490	0	1,234,221	860,970

Debt Name (A)		Amount of Issue (B)	Type of Debt Obligation (C)	Debt Resolution Number (D)	Principal Due FY 2021 (E)	Interest Due FY 2021 (F)	Total Obligation Due FY 2021 (G)	Bond Reg./ Paying Agent Fees Due FY 2021 =(H)	Reductions due to Refinancing or Prepayment of Certified Debt =(I)	Paid from Funds OTHER THAN Current Year Debt Service Taxes =-(J)	Amount Paid Current Year Debt Service Levy =(K)
(1)	2015A Aquatic Refunding	1,770,000	GO	1520	270,000	14,400	284,400	500		284,900	0
(2)	2016B-Cemetery Bldg/Third Street	2,290,000	GO	1681	275,000	16,498	291,498	500		242,001	49,997
(3)	2018B Library/City Hall/Park Improvements	4,475,000	GO	18116	400,000	126,295	526,295				526,295
(4)	2020A - Fire Truck/Street Improvements	1,445,000	GO		260,000	24,078	284,078	1,000		400	284,678
(5)	SRF Loan - WWTP	10,998,000	NON - GO		639,000	59,430	698,430	8,490		706,920	0
(6)			NO SELECTION				0				0
(7)			NO SELECTION				0				0
(8)			NO SELECTION				0				0
(9)			NO SELECTION				0				0
(10)			NO SELECTION				0				0
(11)			NO SELECTION				0				0
(12)			NO SELECTION				0				0
(13)			NO SELECTION				0				0
(14)			NO SELECTION				0				0
(15)			NO SELECTION				0				0
(16)			NO SELECTION				0				0
(17)			NO SELECTION				0				0
(18)			NO SELECTION				0				0
(19)			NO SELECTION				0				0
(20)			NO SELECTION				0				0
(21)			NO SELECTION				0				0
(22)			NO SELECTION				0				0
(23)			NO SELECTION				0				0
(24)			NO SELECTION				0				0
(25)			NO SELECTION				0				0
(26)			NO SELECTION				0				0
(27)			NO SELECTION				0				0
(28)			NO SELECTION				0				0
(29)			NO SELECTION				0				0
(30)			NO SELECTION				0				0
				TOTALS	1,844,000	240,701	2,084,701	10,490	0	1,234,221	860,970

NOTICE OF PUBLIC HEARING BUDGET ESTIMATE

FISCAL YEAR BEGINNING JULY 1, 2020 - ENDING JUNE 30, 2021

City of Carroll, Iowa

The City Council will conduct a public hearing on the proposed Budget at City Hall, 627 N Adams Street

on 3/23/2020 at 5:15 PM
(Date) xx/xx/xx (hour)

The Budget Estimate Summary of proposed receipts and expenditures is shown below.

Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor, City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property \$ 11.59799

The estimated tax levy rate per \$1000 valuation on Agricultural land is \$ 3.00375

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

712-792-1000
phone number

Laura A. Schaefer
City Clerk/Finance Officer's NAME

		Budget FY 2021	Re-estimated FY 2020	Actual FY 2019
		(a)	(b)	(c)
Revenues & Other Financing Sources				
Taxes Levied on Property	1	6,057,427	6,136,716	5,788,804
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	3	6,057,427	6,136,716	5,788,804
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	1,123,234	989,891	945,885
Other City Taxes	6	2,076,574	2,049,888	1,902,608
Licenses & Permits	7	100,900	72,900	76,015
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Charges for Fees & Service	10	5,607,270	5,627,845	5,531,981
Special Assessments	11	0	0	0
Miscellaneous	12	281,325	1,037,792	1,747,545
Other Financing Sources	13	0	1,484,000	4,475,000
Transfers In	14	5,457,394	8,407,981	5,267,347
Total Revenues and Other Sources	15	23,437,915	28,889,863	28,664,247
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Public Safety	16	2,530,483	2,345,086	2,059,094
Public Works	17	2,462,557	2,305,537	2,478,038
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Business Type / Enterprises	25	4,616,689	6,041,180	2,659,832
Total ALL Expenditures	26	23,988,118	23,470,325	19,971,370
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Total ALL Expenditures/Transfers Out	28	29,445,512	31,878,306	25,238,717
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	-6,007,597	-2,988,443	3,425,530
Beginning Fund Balance July 1	30	20,624,385	23,612,828	20,187,298
Ending Fund Balance June 30	31	14,616,788	20,624,385	23,612,828

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Honorable Mayor and Members of the City Council

FROM: Mike Pogge-Weaver, City Manager

DATE: February 20, 2020

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) – **February 17, 2020**
2. Board of Adjustment (meets 1st Monday of month) –
3. Planning and Zoning Commission (meets 2nd Wednesday of month) –
4. Carroll Airport Commission (meets 2nd Monday of month) – **February 10, 2020**
5. Parks, Recreation & Cultural Advisory Board (meets 3rd Monday of January, March, May, July, September and November) –
6. Carroll County Solid Waste Management Commission (meets 2nd Tuesday of month) – **February 18, 2020**
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

February 17, 2020

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

Before the meeting Van Erdewyk introduced new trustee Brenda Hogue. Reicks called the meeting to order at 5:15. It was moved by Schmidt and seconded by Auen to approve the agenda. All voted aye. It was moved by Ulveling and seconded by Shields to approve the minutes of the January meeting. All voted aye. It was moved by Parrott and seconded by von Qualen to approve the bills. All voted aye.

Director's Report: Children's programming continued with Diane's Read Aloud, Pet Readers, Toddler Story Times, and Outreach. Adult programming continued with Crafty Library Ladies, Poetry Club, Book Clubs, and Tech Help Fridays. Total program attendance was 1,052. Total resources utilized was 25,595. Monthly door count was 4,793.

Old Business: Library project update. Discussion on tentative closing and re-opening dates and events planned for the remodeled library Grand Opening.

New Business: Discussion was held on the proposed security cameras policy for the remodeled library. It was moved by Ulveling and seconded by Parrott to approve the Library Security Cameras Policy. All voted aye. Discussion was held on the new cleaning contract. It was moved by Parrish and seconded by Schmidt to approve entering into a cleaning services contract with Bewitched Cleaning in amount of \$2,000.00 per month. All voted aye.

It was moved by Ulveling and seconded by Auen to adjourn. All voted aye. Meeting adjourned at 5:54. Next regular meeting will be March 16, 2020.

Paul Reicks—President

Judy Behm—Recording Secretary

CARROLL AIRPORT COMMISSION

Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Monday, February 10, 2020, at the Arthur Neu Airport. Commission members in attendance were Greg Siemann, Gene Vincent and Dick Fulton. Norman Hutcheson attended via the internet. Kevin Wittrock was absent. 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. Vincent and seconded by Comm. Fulton was made to approve the minutes. Motion carried by Commissioners Hutcheson, Siemann, Vincent and Fulton.

AIR METHODS

A pole light was erected on the northwest corner of the ramp. The Commission determined that Air Methods should pay for this. Due to the quality of the water at the airport a filtering system was installed. The employees of Air Methods reported that the sulfur smell was gone after the installation.

3/21 RUNWAY RE/HAB

Mr. Crawford and Mr. Pudenz had the photos from the drone and they also drove the runway and taxiway for the rehab project. They will determine the amount of work to be done for the bid process. There are 6 to 8 slabs to be replaced along with the sealing of cracks. The Commission will set the bid date at the March meeting. McClure Engineering completed the Iowa Airport Inventory Survey. The Commission discussed including runway markings into the project bid process.

TOPICS DISCUSSED:

Don reported the IPAA meeting will be in Waterloo, April 21st thru the 23rd.

The airport sign will be completed this spring.

Don discussed the airport hanger leases and two hangers will be put on a monthly lease if not in compliance.

A letter drafted by Comm. Siemann to Carl Wilburn RE: Loren Danner building permit dated 12-1-2019 was discussed and a motion by Comm. Hutcheson and seconded by Comm. Siemann was made to have this letter be part of the Commission minutes. Motion carried by Commissioners Hutcheson, Siemann, Vincent, and Fulton.

State application grant due April 30th.

BILLS

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

Carroll Aviation	contract	\$ 6,700.00
ECHO Group	electrical repair	117.37
Kitt Plumbing	HVAC repair/supplies	69.25
Wittrock Electric	electric pole/ramp	688.00
Drees Oil	propane	243.59
Ecowater	water filter system	2,395.00
Rueter's	Kubota repair	5.55
Wittrock Motor	January car rental	349.00
Ecowater	cooler rent/water	113.42
Raccoon Valley Elec	Jan electric service	1,945.33
Raccoon Valley Elec	(AM) Jan electric service	422.95
Carroll Refuse	January garbage	57.00
Bomgaars	misc'l repairs	29.39
Seidl Electric	(AM) electric to helipad	2,192.18
McClure Engineerisng	3/21 Re-Hab Project	1,585.80
Carol Schoeppner	secretary contract	350.00

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

There being no further business, a motion by Comm. Fulton and seconded by Comm. Vincent was made adjourn at 6:47 P.M..

The next regular meeting of the Carroll Airport Commission will be March 9, 2020 at the Arthur Neu Airport.

February 10, 2020

Page 3

Chairman/Vice-Chairman

ATTEST:

CARROLL AIRPORT COMMISSION

Regular Meeting

Monday, March 9, 2020

5:30 P.M.

Arthur Neu Airport

AGENDA

Approve minutes from previous meeting

3/21 Runway Re-Hab Project

Air Methods

New Business

Approve Monthly Bills

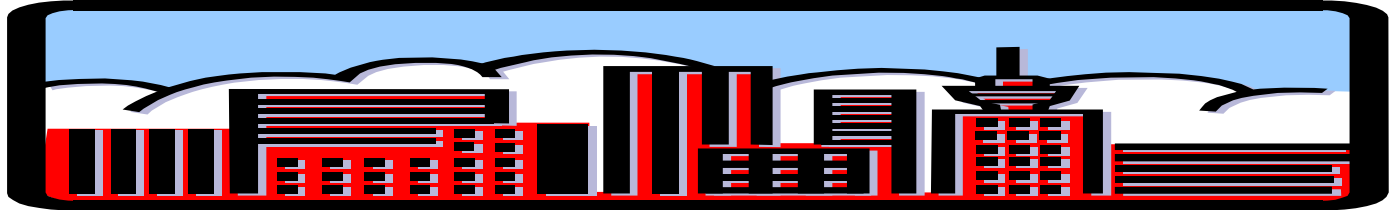
CARROLL COUNTY SOLID WASTE MANAGEMENT COMMISSION
EXECUTIVE BOARD MEETING—UNOFFICIAL MINUTES

February 18, 2020

1. The meeting was called to order at 8:00 a.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; Harvey Dales; City of Manning, Dan Snyder: Mayor of Breda. Also attending were Mary Wittry; Director, Cathy Toms; Office Manager, and Karen Monical; Education Coordinator.
2. Agenda: Harvey Dales made a motion to approve the agenda and Dan Snyder seconded. Motion carried, all voting aye.
3. Rich Ruggles made a motion and Harvey Dales seconded, to approve the minutes of the Executive Board meeting on January 8, 2020. Motion carried, all voting aye.
4. Dales reviewed the Bills Payable—see attached. Wittry went over the following: Carroll Hydraulics--\$740.56 parts; Central States Wire Product--\$3,978.00 baling wire; Drees Heating & Plumbing--\$590.25 repairs; Forklifts--\$1,304.03 parts/repairs; Foth Infrastructure & Environment--\$35,029.07 consulting/groundwater/strategic planning; Haley Implement Co--\$4,056.23 parts & repairs; Visa--\$1,880.24 SWANA/supplies/recycling bags. Dales made the motion and Snyder seconded to approve the bills as presented. Motion carried, all voting aye.
5. Wittry presented the financial report—see attached. Dales made the motion and Ruggles seconded to approve the financial report as presented. Motion carried, all voting aye.
6. Recycling update: The inmates are working out very well.
7. Update on closure/post closure meeting: The DNR certified the closing of our old site in 2007 but it must be maintained for 30 years. Staff is looking into our options to decrease monitoring and reporting costs.
8. Update on leachate treatment agreement: The Commission is currently over the permitted limit for biological oxygen demand (BOD) with the Waste Water Treatment Plant. Options for treatment and disposal of the leachate are being explored.
9. Landfill update: No new news at this time.
10. Market Update: Market prices for processed recyclables continue to be low and regionalization was discussed.
11. Next meeting date: March 10, 2020 at 7 a.m.
12. Other: None
13. Rich Ruggles made the motion and Dan Snyder seconded to adjourn the meeting at 7:45 a.m. Motion carried, all voting aye.

Respectfully submitted by:

Cathy Toms



City Manager's Monthly Activity Report

Mike Pogge-Weaver, City Manager

January 2020

City of *Carroll*

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

Finance Department

As reported by Laura Schaefer, City Clerk/Finance Director

Routine Activities for the month:

- Dealt with water issues/collections
- Prepared budget binders for Council
- Council budget work sessions
- Cleaning services bid process
- Prepared information for upcoming debt issuance – credit call/official statement
- Municipal Fire & Police Retirement System Board Meeting – January 9 (DSM)
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
 - Wellness Coalition Meeting – January 16

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Continue to work on draft financial policies
- Post notice of public hearing/conduct public hearing for proposed max levy
- Prepare FY 21 state budget forms
- Municipal Fire & Police Retirement System Board Meeting – February 26-27 (DSM)
- Continue to promote wellness program with employees
 - Wellness Coalition Meeting – February 20
 - Cyber security training for all employees – March 26

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 January.

The Officers of the Department conducted interviews with four applicants to fill three vacant positions on the Department. These positions were created with the resignations of Dick Henrich, Mike Bach and Jose Rodriguez.

Training in January included a tour and pre-plan of St. Anthony Regional Hospital and Nursing Home. Tours like this assist firefighters by refreshing in their minds as to the building layout and response procedures in the event of an emergency at this location. On January 20th, our department hosted the Carroll County Firefighters Association meeting. Meeting attendees reviewed the capabilities of the aerial drone recently received and placed in service by Carroll County emergency responders. Fire Lieutenant B.J. Schreck and Training Officer Brad Warnke are certified drone pilots. There are also pilots from the Police and Sheriff's Departments and two civilian pilots.

Run Report for January:

Alarm Date	Alarm Location	Incident Type
01/06/2020	502 S Maple	Sprinkler head activation – no fire
01/06/2020	214 N Clark Apt 3	Carbon monoxide detector malfunction
01/15/2020	1010 Woodland Dr	Alarm malfunction
01/19/2020	17965 Carroll St (Maple River)	Carbon monoxide detector malfunction
01/29/2019	Grant & Highway 30	Two vehicle collision
01/31/2019	100 S Crawford	Small fire in bathroom

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

DARE began on January 7th for 6th grade students at Kuemper Middle School. It is scheduled to run until April 21st with a graduation to occur later that week.

On the 19th, K9 Eudoris III and Officer Ferrin attended a presentation at Fairview Elementary. The K9 team was present for a demonstration to the 2nd grade class that had recently read a book titled Officer Buckle and Gloria which is about a K9 team that presents to schools on safety.

The newest police car, unit 14, was outfitted this month and put on patrol on the 30th. This new vehicle is a Ford Police Interceptor Utility Hybrid and is marked similar to our other units.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Offenses	Incidents		
	January 2020	January 2019	January 2018
Forcible Rape			1
Forcible Fondling			
Aggravated Assault		1	2
Simple Assault	3	3	2
Intimidation			
Domestic Abuse	5	2	1
Burglary/B&E		3	
Shoplifting	7	6	3
Theft from Vehicle	1	5	2
Theft Vehicle Part		2	1
Theft from Building	3	5	5
Theft from Vending			
Other Larceny		1	
Arson			1
Counterfeit/Forgery		3	1
Credit/ATM Fraud	2	1	
Identify Theft			
Wire Fraud			
Bad Checks	1		
Vandalism: Business			3
Vandalism: Other		1	
Vandalism: Vehicle	1	5	1
Vandalism: Residence		2	
Vandalism: School	1		
Weapon Law Violation			
Drug/Narc Violations		2	3
Drug Equipment Viol			
Drive Under Influence	6	3	3
OWI 2 nd	2		
Liquor Law Violation	1	1	
Under 21 BAC .02			
Drunkenness		2	6
Disorderly Conduct		4	
Harassment	2		
All Other Offenses	5	2	1
False Information			
Trespassing		2	2
Missing Person			
Found Person			1
Found Property	1	1	1
Unattended Death			
Suicide			

Animal Bite		1	
Warrant Outside	3	6	6
Restraining Order	1		1
1050F Traffic Accident			
10-50 PI Personal Injury	2		
10-50 PI MV Pedestrian			
10-50 PI Car & Bike			
10-50 PD Prop.	10	24	11
10-50 Car & Deer			
1050 PD: Hit and Run	2	2	4
1050 PD: City Vehicle			1
10-50 PD Under 1500	1	2	3
Assist Other Agency			
Moving Violations			
Op After Revocation	2	1	2
Operate After Suspen	6	13	14
Miscellaneous Public	4		2
Total	72	106	84

January 1 – 31, 2020

Citations	
Animal	0
Dark Windows	1
License Violation	18
Other	1
Parking Violation	90
Registration	11
Seatbelt	1
Tobacco	0
Traffic	64
Warning Notices	281
Loud Stereo	0
TOTAL	467

Salvage Vehicle Inspections: 9

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - January 2020

Class	Permit Type	Date Issued	Valuation		Permit #	Fee
<i>Agricultural</i>						
	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
<i>Commercial</i>						
	Building	1/2/2020	\$54,488.00		190358	\$300.15
		1/14/2020	\$148,000.00		200012	\$563.50
		1/30/2020	\$0.00		200016	\$35.00
Commercial Building Valuation Total:			\$202,488.00	Commercial Building Fee Total:		\$898.65
	Electrical	1/3/2020			200004	\$102.97
		1/14/2020			200005	\$119.41
		1/14/2020			200006	\$116.23
		1/14/2020			200010	\$35.88
		1/30/2020			200019	\$74.13
			Commercial Electrical Fee Total:			\$448.62
	Mechanical	1/14/2020			200013	\$35.26
		1/30/2020			200017	\$46.88
			Commercial Mechanical Fee Total:			\$82.14
	Plumbing	1/14/2020			200011	\$114.50
			Commercial Plumbing Fee Total:			\$114.50
	Right of Way	NONE				\$0.00
			Commercial Right of Way Fee Total:			\$0.00
	Sign	NONE				\$0.00
			Commercial Sign Fee Total:			\$0.00
Commercial Valuation Total:			\$202,488.00	Commercial Fee Total:		\$1,543.91

Residential					
Building					
	NONE	\$0.00			\$0.00
Residential Building Valuation Total:		\$0.00	Residential Building Fee Total:		\$0.00
Electrical					
	1/3/2020			200003	\$35.88
	1/22/2020			200014	\$33.20
		Residential Electrical Fee Total:			\$69.08
Mechanical					
	1/2/2020			200002	\$28.63
	1/14/2020			200007	\$28.63
	1/14/2020			200008	\$28.63
	1/22/2020			200015	\$31.38
		Residential Mechanical Fee Total:			\$117.27
Plumbing					
	NONE				\$0.00
		Residential Plumbing Fee Total:			\$0.00
Right of Way					
	1/14/2020			200009	\$25.00
	1/30/2020			200018	\$25.00
		Residential Right of Way Fee Total:			\$50.00
Sign					
	NONE				\$0.00
		Residential Sign Fee Total:			\$0.00
Residential Valuation Total:		\$0.00	Residential Fee Total:		\$236.35
Valuation Grand Total:		\$202,488.00	Fee Grand Total:		\$1,780.26

Permits - YTD - through January 2020				
Class	Permit Type	Valuation		Fee
<i>Agricultural</i>				
	Building	\$0.00		\$0.00
	Agricultural Valuation Total:	\$0.00	Agricultural Fee Total:	\$0.00
<i>Commercial</i>				
	Building	\$202,488.00		\$898.65
	Electrical			\$448.62
	Mechanical			\$82.14
	Plumbing			\$114.50
	Right of Way			\$0.00
	Sign			\$0.00
	Commercial Valuation Total:	\$202,488.00	Commercial Fee Total:	\$1,543.91
<i>Residential</i>				
	Building	\$0.00		\$0.00
	Electrical			\$69.08
	Mechanical			\$117.27
	Plumbing			\$0.00
	Right of Way			\$50.00
	Sign			\$0.00
	Residential Valuation Total:	\$0.00	Residential Fee Total:	\$236.35
Valuation Grand Total: \$202,488.00 Fee Grand Total: \$1,780.26				

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.
- Graded alleys.
- Patched potholes.
- Hauled street sweepings to Landfill.
- Division Safety Meeting: “The Intersection Problem”, January 9, 2019.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
 - Monthly Total: 29.831 million gallons
 - Daily Average: 0.962 million gallons
 - Daily Maximum: 1.155 million gallons
- Completed 32 Iowa One Call locate requests.
- Meter Department
 - 37 service orders.
 - 19 delinquents.
 - 1 reread.
 - 0 stuck meters.
- Division Safety Meeting: Iowa One Call Excavation Safety Awareness Program; January 14, 2020.

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
 - Monthly Total: 38.956 million gallons
 - Daily Average: 1.257 million gallons
 - Daily Maximum: 1.672 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: Iowa One Call Excavation Safety Awareness Program; January 14, 2020.

Special Activities/Accomplishments of particular note:

Division: Streets; Dale Pottebaum, Street Superintendent

- Snow removal and ice control for multiple events.
- Removed snow from CBD.
- Assisted Water Division with water leak on January 22, 2019.
- Trimmed trees in ROW.
- Started repairs of the Clark Street storm sewer.
- Dale Pottebaum, Jeff Warnke and Kurt Mosman attended a traffic control class held by General Traffic Control on January 7th and 8th.
- Most employees attended the Iowa One Call Workshop on January 14, 2019.
- Removed Christmas lights from CBD.

Division: Water; Terry Kluver, Water Superintendent

- Repaired watermain break on Bass Street between Pike Avenue and Marcella Heights Drive.
- Installed three (3) fire hydrant main valve seats after Leak Detection Survey.
- Repaired watermain break at Lois Avenue and Lynn Street.
- Assisted the Street Division with snow removal on multiple snow events.

Division: Sean Kleespies, Wastewater Superintendent

- Routine Plant maintenance.
- Sanitary sewer maintenance.
- Received new 4" diesel trailer pump.
- Continued work on the Disinfection Improvements project.
- Repaired Blower #4 Motor.
- Replaced manhole on N. Adams Street
- Passed Lab Certification Inspection.
- Passed annual WET test.
- Sanitary sewer backup on Woodland Drive.

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

- Jared Hays will be taking his exam for Grade 2 Distribution System certification.
- Terry Kluver will be attending the Carroll DMACC Career Discovery Day to highlight the Water Operator career path.
- Obtain permit-required samples for Nitrite from SEP and distribution system.
- Complete and file end-of-year documents.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Install Blower #4 motor.
- Repair seals on Digester #1 mixer.
- Hook up sampler in the UV building.
- Start up the new UV system.
- Complete Copper Compliance Test for the BLM.

CAPITAL PROJECT STATUS SUMMARY – 02-12-2020

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	\$40,190.00		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		11-15-13	Plus Hourly Construction Service
						Godbersen-Smith Construction Co.	\$555,808.75		\$563,827.37	95%	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	\$201,954.25		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		08-15-13	TSIP Application
						Snyder & Associates, Inc.	\$421,525.00	04-14-14	\$453,152.02			Design & Construction
						Dixon Const. Co.	\$1,449,835.78	04-02-18	\$1,455,565.45	97%	118 Working Days	
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	\$995,539.60	03-25-19	\$858,440.64	3%	03-01-20	
Water Storage Tower		FY20	FY19	\$575,000	2019	JEO Consulting Group, Inc.	\$29,400.00	02-11-19	\$107,272.75		07-01-19	Design
						Utility Service Co., Inc.	\$591,900.00	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	\$52,540.00			
Water Well 2020		FY20	FY20	\$725,000	2020	JEO Consulting Group	\$125,800.00	10-14-19	\$18,480.00			
Downtown Streetscape Phase 10	On-going	FY19	FY19	\$1,300,000	2019	Confluence	\$103,475.00	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.	\$88,100.00 + Hourly	10-08-18	\$86,610.00		2019	Design Const. Service
						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	\$121,360.00			

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Parks: Tom Weber, Parks Superintendent

- Replaced two sinks in Rolling Hills Park
- Trimmed trees in parks
- Trimmed trees at City Hall
- Dump trash cans in parks twice week
- Serviced airiator
- Painted flatbeds on two pickups
- Painted picnic tables
- Organized shop

Golf: Scott Haakenson, Golf Superintendent

- Sanded and painted red tee markers
- Cleaned and ground reels and bedknives on toro gang mower
- Cleaned and ground reels and bedknives on G-Plex collar mower
- Moved snow in front of shop a few times

Cemetery: Jake Bruggeman, Cemetery Sexton

- Dug 6 graves
- Performed the duties of six funerals, one Saturday funeral
- Turned in all paperwork and receipts to city hall
- Assisted three individuals with burial plot information
- Emptied trash cans as needed
- Worked with the parks department for the remaining time of the month

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

- Mailed sponsorship request letters
- 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

- Painted and installed permanent soccer goals in Maple Park
- Spread two semi loads of play ground mulch in all parks

Golf: Scott Haakenson, Golf Superintendent

- Jeremy and I attended the Iowa Turf Conference

Cemetery: Jake Bruggeman, Cemetery Sexton

- Pushed snow at the rec center and cemetery six times

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

- Mermaid Party
- Swim lessons
- Basketball Basics
- New hip hop step class
- Installation of three new recumbent bikes in the weight room
- Completion of digital program guide for spring/summer activities

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
- Roof drain leaks at Rec Center
- Electrical update at Museum
- Baseball lights bid
- '20-'21 budget
- Golf carpet cleaned
- Tables ordered for Rec Center

Activities planned for next month and other comments:

Parks: Tom Weber, Parks Superintendent

- Paint bathroom at cemetery by old shop
- Cut trees in NE Park
- Cut trees in Maple Park
- Paint picnic tables
- Snow removal as needed
- Install steps to storage area

Golf: Scott Haakenson, Golf Superintendent

- Keep grinding reels
- Sand and paint yellow and white tee markers
- Paint trash cans

Cemetery: Jake Bruggeman, Cemetery Sexton

- Perform the duties of any funerals needed and assist any individuals needing plots
- Move snow as needed
- Continue to help the parks department on a daily basis

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

- Start of adult volleyball
- Registration deadlines for spring soccer and the next session of swim lessons
- State swim meet

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Water meter replacement at Rec

Safety Topic:

- Iowa One Call Meeting
- Heavy Equipment



CITY OF CARROLL MONTHLY ACTIVITY REPORT

Department/Division Carroll Public Library

Month January Year 2020

Person preparing report Rachel Van Erdewyk



Routine activities for the month/statistics:

Program Attendance:

Tech Help Fridays	20
Children's Library Programs	259
Children's Programs Outreach	541
Diane's Read Aloud	147
Crafty Library Ladies	68
Poetry Group	6
Book Clubs	11

Monthly Statistics:

Total Print Circulation	8,523
BRIDGES Circulation	955
Consumer Reports	119
Public Computer Use	536
Wi-Fi Use	177
Website Visits	3,613
Gale Databases	98
Global Road Warrior	6
Learning Express	43
Freegal	847
Transparent Language	2
Chilton Auto Manual	12
eMagazine Circulation	67
Daily Times Herald Archives Views	10,414
Lynda.com	170
RBDigital eAudiobooks	13
Brainfuse	0

Total Program Attendance **1,052**

Monthly Door Count **4,793**

Total Resources Utilized **25,595**

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, Romp and Read at the Carroll Rec Center, and outreach events with book visits to the Breda daycare.
- 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) Need tax information and forms?** Check out our link at the Carroll Public Library's Website for all your tax needs: <http://www.carroll-library.org/tax-resources-available-at-carroll-public-library->
- 4) View upcoming events on the library's Google calendar** at www.carroll-library.org by clicking on the Calendar of Events link on the home page or on Facebook.

Library Statistics from January 2019-January 2020

