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.

DRAFT

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: _____

DRAFT

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.

Availa Bank

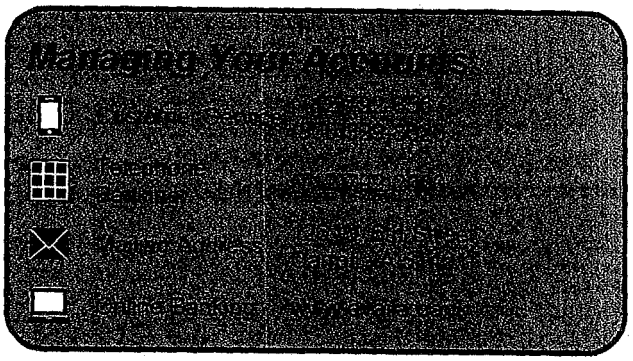
126 W 6th Street
Carroll, IA 51401

ADDRESS SERVICE REQUESTED

>000527 7287103 0001 092258 10Z

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

Statement Ending 01/31/2020



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

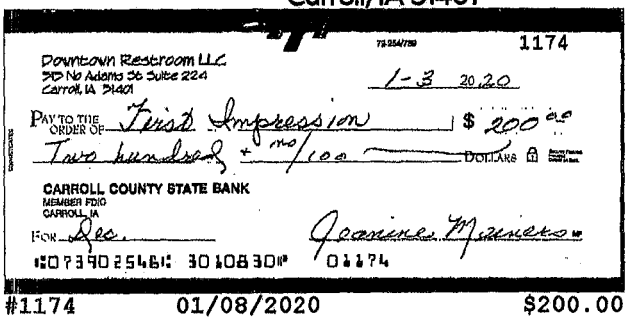
	Total for this period	Total year-to-date	Previous year-to-date
Total Overdraft Fees	$0.00	$0.00	$0.00
Total Returned Item Fees	$0.00	$0.00	$0.00

00527 7287103 001092258 0001/0001 E600

EQUAL HOUSING LENDER Member FDIC

Availa Bank

126 W 6th Street
Carroll, IA 51401


Downtown Restroom LLC
313 No Adams St Suite 224
Carroll, IA 51401

1174

1-3 2020

PAY TO THE ORDER OF First Impression $ 200 00

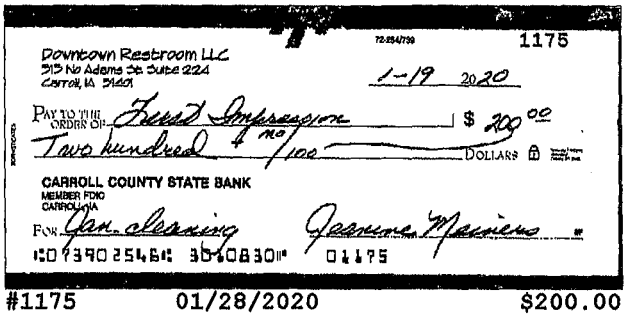
Two hundred + no/100 DOLLARS

CARROLL COUNTY STATE BANK
MEMBER FDIC
CARROLL, IA

FOR Rec. Jeanine Marriero

⑆073902546⑆ 3010830⑈ 01174

#1174 01/08/2020 $200.00


Downtown Restroom LLC
313 No Adams St Suite 224
Carroll, IA 51401

1175

1-19 2020

PAY TO THE ORDER OF First Impression $ 200 00

Two hundred + no/100 DOLLARS

CARROLL COUNTY STATE BANK
MEMBER FDIC
CARROLL, IA

FOR Jan. cleaning Jeanine Marriero

⑆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

Downtown Restroom Association
Chart of Accounts

Account: All
Category: All
Cash flow category: All

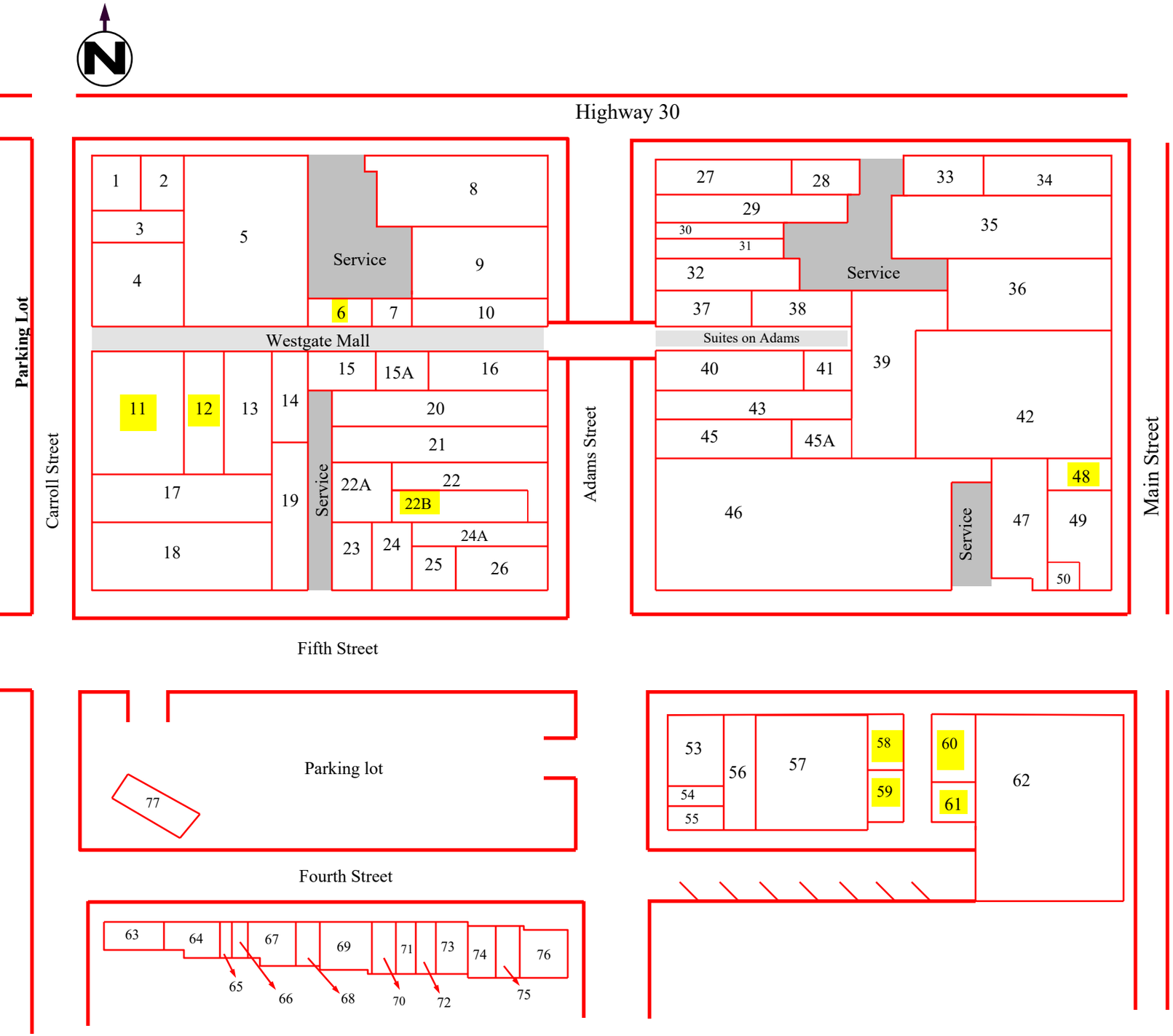
Account ID	Name	Summarize	Cash flow category
	Cash Equivalent		
1050	Cash in Bank - Availa Bank	Default detail	Operating
9980	Deposit Clearing	Default summary	Operating
	Owner's Equity		
3050	Retained Earnings	Default summary	Investing
	Income		
3001	Merchants/Donations	Default detail	
3002	City	Default 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:	0.00
Liabilities and Owner's Equity		
Liabilities		
Current Liabilities		0.00
Other Liabilities		0.00
	Total Liabilities:	0.00
Owner's Equity		0.00
	Total Liabilities and Owner's Equity:	0.00
Operating Income		
Gross Profit		
Income		0.00
Cost of Sales		0.00
	Total Gross Profit:	0.00
Operating and Non-Cash Expenses		
Operating Expenses		0.00
Non-Cash Expenses		0.00
	Total Operating and Non-Cash Expenses:	0.00
	Total Operating Income:	0.00
Other Income		0.00
Other Expenses		0.00
Net Income (Loss)		0.00
Total		0.00

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:	0.00
Fixed Assets		0.00
Other Assets		0.00
	Total Assets:	0.00
Liabilities and Owner's Equity		
Liabilities		
Current Liabilities		0.00
Other Liabilities		0.00
	Total Liabilities:	0.00
Owner's Equity		0.00
	Total Liabilities and Owner's Equity:	0.00



Carroll's Central Business District

No.	Business
1	Edward Jones - Janson
2	Julie Mayhall Greteman
3	Lenz Ins & RE/MAX Prof Realty
4	Jeanine's Hallmark
5	True Value Hardware & Home Store
6	Available - 1,490 SF
7	Glik's
8	Buckle
9	Brown's Shoe Fit Company
10	Glik's
11	Available space
12	Available space
13	Christopher & Banks
14	A Touch of Country
15	Full Swing
15A	Public Restroom
16	Jena Bug Boutique
17	True Wellness Counseling
18	Flower Garden
19	The Office Stop
20	Blush Boutique
21	Eckerman Jewelry
22	Merle Norman
22A	A Head of the Times
22B	Available Space
23	Jacobson Travel
24	Available - 1,780 SF
24A	Meraki Salon
25	Whylie Eye Care Expansion
26	Whylie Eye Care
27	Uptown Sporting Goods
28	Uptown Storage
29	Toploft
30	Hair Biz
31	We the Dreamzers
32	Pretty Nails
33	Morrow Tax & Accounting
34	Brother's on Main
35	Feldmann Accurant
36	Renee's Dance & Tumbling/ Carroll Power Tumbling

No.	Business
37	Jachelle's
38	Bordenaro's Meat Market
39	Crossfit Carroll
40/41	Promesing Image Salon & Spa
42	Family & Specialty Medical Center
43	Artwork Studio
45	Anderson Shoes
45A	Available - no access
46	JCPenney
47	BestMED Respiratory/ Western Iowa Sleep
48	Available space
49	True Wealth
50	Prim & Polished :The Hair & Nail Studio
53	Ski's Sandwich Shop
54	Kathy's Head-Quarters
55	Natural Look Salon
56	Wilkie Clothiers
57	Just Around the Corner
58	Empty—Theatre expansion
59	Empty - Theatre expansion
60	Empty - Theatre expansion
61	Empty - Theatre expansion
62	Carroll 5 Theatres
63	Barb's Little Clipper
64	Cloud 9 Spa
65	Sporrer's Barber & Beauty Shop
66	Jeannie's Beauty Shop
67	Alchemy Salon
68	Fortney Girl Fit
69	Michael's Shoes
70	Next Generation Chiropractic
71	Daryls' Hair Stylist
72	Hair Force
73	Mrs. Glynn and Co.
74	The Hair Market Salon
75	A Fun Top & Jeans
76	Hair Junction
77	Principal Financial - Ramaekers

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