

City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

GOVERNMENTAL BODY: Carroll City Council

DATE OF MEETING: May 24, 2021

TIME OF MEETING: 5:15 P.M.

LOCATION OF MEETING: City Hall Council Chambers

www.cityofcarroll.com

NOTICE

In support of Iowa Governor Kim Reynolds' proclamation dated April 30, 2021 declaring a State of Public Health Disaster Emergency in Iowa, the City will limit the public audience in the Council Chambers for the May 24, 2021 meeting to eight (8) individuals (excluding the Mayor, Councilmembers, and City Staff) to follow the social distancing practices recommended in her proclamation. The meeting will also be made available telephonically for those individuals in excess to this limit and for those individuals who wish to attend remotely. The public will be able to hear and participate in the Council meeting by calling:

United States: 1 (312) 626-6799

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

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

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

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

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

The public can watch the meeting live from the City's YouTube channel by going to: <https://tinyurl.com/t64juzk> and on CAAT 6. To ensure you can access the meeting when we go live we suggest that you subscribe to the City's YouTube channel. The YouTube meeting is a view only option and you will not be able to participate in the meeting via YouTube.

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

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AGENDA

- I. Pledge of Allegiance
- II. Roll Call
- III. Consent Agenda
 - A. Approval of Minutes of the May 10 Meeting
 - B. Approval of Bills and Claims
 - C. Licenses and Permits:
 - None
 - D. Sale of Surplus City Property - Sandblaster
 - E. Waive Purchasing Policy #0501 – Sunshade Mesh – Carroll Family Aquatic Center - 2021
 - F. Water Supply Well Replacement – 2020 – Change Order #3
- IV. Oral Requests and Communications from the Audience
- V. Ordinances
 - None
- VI. Resolutions
 - A. FY 2020/2021 Budget Amendment #2
 - 1. Public Hearing
 - 2. Resolution Amending the Current Budget for the Fiscal Year Ending June 30, 2021
 - B. Water Service, Sewer Service and Annexation Agreement with Olsen's Car Care Corner, Inc.
(dba Olsen's Outdoor Power)
- VII. Reports
 - A. Street Restoration – 2021 – Timberline Road – Main Street Sidewalk
- VIII. Committee Reports
- IX. Comments from the Mayor
- X. Comments from the City Council
- XI. Comments from the City Manager
- XII. Adjourn

June/July Meetings:

Board of Adjustment – June 7, 2021 – City Hall – 627 N Adams Street

Planning and Zoning Commission – June 9, 2021 – City Hall - 627 N Adams Street

City Council – June 14, 2021 – City Hall – 627 N Adams Street

Airport Commission – June 14, 2021 – Airport Terminal Building - 21177 Quail Avenue

Library Board of Trustees – June 21, 2021 – Carroll Public Library – 118 E 5th Street

City Council – June 28, 2021 – City Hall – 627 N Adams Street

Board of Adjustment – July 5, 2021 – City Hall – 627 N Adams Street

Parks, Recreation and Cultural Advisory Board – July 5, 2021 – Rec Center – 716 N Grant Road

City Council – July 12, 2021 – City Hall – 627 N Adams Street

Airport Commission – July 12, 2021 – Airport Terminal Building - 21177 Quail Avenue

Planning and Zoning Commission – July 14, 2021 – City Hall - 627 N Adams Street

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

City Council – July 26, 2021 – City Hall – 627 N Adams Street

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

COUNCIL MEETING

MAY 10, 2021

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

In support of Iowa Governor Kim Reynolds' proclamation declaring a State of Public Health Disaster Emergency in Iowa, the current COVID-19 situation made it "impossible and impractical" to meet in one location. Due to this the Carroll City Hall was closed to the public for the May 10, 2021 City Council meeting. However, the meeting was held telephonically or via Zoom web conferencing. The public was able to hear and participate in the Council meeting by calling into a publicly posted phone number.

The Carroll City Council met in regular session on this date at 5:15 p.m. in the Council Chambers, City Hall, 627 N Adams Street. Members present: Misty Boes, LaVern Dirx, Jerry Fleshner (arrived at 5:20 p.m.), Clay Haley, Mike Kots and Carolyn Siemann. Absent: None. Mayor Eric Jensen presided and City Attorney Dave Bruner was in attendance.

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

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It was moved by Haley, seconded by Kots, to approve the following items on the consent agenda: a) minutes of the April 26, 2021 Council meeting, as written; b) bills and claims in the amount of \$1,480,995.57; c) Licenses and Permits: New Cigarette Permit – Wendl's Weapons, Resolution No. 21-20, Allowing Carroll County Softball Association to Serve and Sell Alcoholic Beverages at the Adult Softball Slow Pitch Softball Fields, New Class "B" Beer Permit with Outdoor Service and Sunday Sales – *Carroll County Softball Association*, Renewal of Class "E" Liquor License with Class "B" Wine Permit and Class "C" Beer Permit with Sunday Sales – *Casey's General Store #3025*, New Special Class "A" Beer Permit with Sunday Sales – *Taqueria Los Comalez*, d) the appointment of Mary Bruner to the Parks, Recreation and Cultural Advisory Board for a 3-year term to expire May 31, 2024 and the appointment of Deb Quandt to the Parks, Recreation and Cultural Advisory Board for a 3-year term to expire May 31, 2024; e) acceptance of the resignations of Assistant Fire Chief Bob Shields and Firefighter Kyle Cmelik and appoint Cole Hoffman and Dan Sturm to begin duties as members of the Carroll Volunteer Fire Department; f) Resolution No. 21-21, Memorandum of Understanding With the Retired and Senior Volunteer Program (RSVP). On roll call, all present voted aye. Absent: Fleshner. Motion carried.

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There were no oral requests or communications from the audience.

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Council Member Fleshner arrived at 5:20 p.m.

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Mayor Jensen read a proclamation declaring May as National Bike Month and Friday, May 21, 2021 as Bike to Work Day and encourage all road users to share the road safely with bicyclists. No Council action taken.

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It was moved by Fleshner, seconded by Haley, to approve Resolution No. 20-22, Setting the Plan Design for the City of Carroll Partially Self-Funded Health Plan for July 1, 2021 and July 1, 2022. On roll call, all present voted aye. Absent: None. Motion carried.

It was moved by Kots, seconded by Fleshner, to approve Resolution No. 20-23, New Policy No. 0317 – Health Insurance Reserves and Medical Insurance Premium Rates. On roll call, all present voted aye. Absent: None. Motion carried.

It was moved by Haley, seconded by Siemann, to approve Resolution No. 20-24, Setting a Health Insurance Premium Holiday for the month of June 2021. On roll call, all present voted aye. Absent: None. Motion carried.

It was moved by Haley, seconded by Fleshner, to approve Resolution No. 20-25, A Contract with Wellmark for Group Health Insurance Coverage and Setting COBRA Rates for FY 2022. Debbie Dean, Senior Benefit Consultant with Benefit Source Inc., addressed Council on this issue. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Haley, seconded by Dirx, to approve Resolution No. 20-26, Supporting the Rehabilitation of the Sauk Rail Trail from Swan Lake State Park West Through the City and Approving a Local Match in the amount of \$100,000 for the Sauk Rail Trail Rehabilitation COVID 19 Trail Fund Application. Tom Farner, Carroll resident, addressed Council on this issue. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Haley, seconded by Fleshner, to approve Resolution No. 20-27, FY 2021/2022 Salary Resolution. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Kots, seconded by Siemann, to approve Resolution No. 20-28, Revised Employment Contract for the City Manager. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Fleshner, seconded by Boes, to approve the purchase of one (1) 2021 Ford Police Interceptor Utility vehicle, as specified, for \$28,580 (includes trade valued at \$9,250), from Champion Ford. On roll call, all present voted aye. Absent: None. Motion carried.

It was moved by Fleshner, seconded by Siemann, to approve the purchase of one (1) 2021 Ford Police Interceptor Utility vehicle, as specified, for \$37,830 (no trade) from Champion Ford at the time of delivery of the first vehicle. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Kots, seconded by Haley, to set Monday, May 24, 2021 as the date for a public hearing for the FY 2020/2021 Budget Amendment #2. 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 6:19 p.m. On roll call, all present voted aye. Absent: None. Motion carried.

Eric P. Jensen, Mayor

ATTEST:

Laura A. Schaefer, City Clerk

05-20-2021 08:54 AM
 VENDOR SET: 01 City of Carroll
 REPORTING: PAID, UNPAID, PARTIAL

ACCOUNTS PAYABLE
 OPEN ITEM REPORT
 SUMMARY

PAGE: 1
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	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	5/07/2021 THRU 5/20/2021	5/07/2021 THRU 5/20/2021	5/07/2021 THRU 5/20/2021
PARTIALLY ITEMS DATES:	5/07/2021 THRU 5/20/2021	5/07/2021 THRU 5/20/2021	5/07/2021 THRU 5/20/2021
UNPAID ITEMS DATES :		5/07/2021 THRU 5/20/2021	5/07/2021 THRU 5/20/2021

VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
01-001704	ACCO	POOL SCRUBBER & CHEMICALS	6,234.20	0.00	000000	0/00/00	6,234.20
		** TOTALS **	6,234.20	0.00			6,234.20
01-012650	ALLIANT ENERGY-IES UTILIT	GAS BILLS	6,240.88	6,240.88-	121042	5/14/21	0.00
		** TOTALS **	6,240.88	6,240.88-			0.00
01-002080	AMAZON/SYNCHRONY BANK	BOOKS AND VIDEOS	132.80	132.80-	121068	5/19/21	0.00
		** TOTALS **	132.80	132.80-			0.00
01-002916	AMERICAN RED CROSS	LIFEGUARD CLASS	160.00	0.00	000000	0/00/00	160.00
		** TOTALS **	160.00	0.00			160.00
01-002370	ARNOLD MOTOR SUPPLY	FUEL FILTER	4.39	0.00	000000	0/00/00	4.39
		** TOTALS **	4.39	0.00			4.39
01-002539	AUTO GRAPHICS PLUS	BASKETBALL SIGN/WINDOW DECALS	195.00	0.00	000000	0/00/00	195.00
		** TOTALS **	195.00	0.00			195.00
01-002818	BAKER AND TAYLOR INC.	BOOKS RETURNED	18.20-	18.20	121069	5/19/21	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	453.41	453.41-	121069	5/19/21	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	1,061.50	1,061.50-	121069	5/19/21	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	275.72	275.72-	121069	5/19/21	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	309.02	309.02-	121069	5/19/21	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	947.34	947.34-	121069	5/19/21	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	8.00	8.00-	121069	5/19/21	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	24.75	24.75-	121069	5/19/21	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	5.00	5.00-	121069	5/19/21	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	5.25	5.25-	121069	5/19/21	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	19.50	19.50-	121069	5/19/21	0.00
		** TOTALS **	3,091.29	3,091.29-			0.00
01-002826	BARCO MUNICIPAL PRODUCTS	FLAT STREET NAME PLATES	250.25	0.00	000000	0/00/00	250.25
		** TOTALS **	250.25	0.00			250.25
01-003783	BENTLEY RIDGE TREE FARM & TREES		2,780.00	0.00	000000	0/00/00	2,780.00
		** TOTALS **	2,780.00	0.00			2,780.00
01-003515	BOMGAARS	WEED KILLER	59.99	0.00	000000	0/00/00	59.99
01-003515	BOMGAARS	SUPPLIES	8.99	0.00	000000	0/00/00	8.99
01-003515	BOMGAARS	STORM DRAIN REPAIRS	39.99	0.00	000000	0/00/00	39.99
01-003515	BOMGAARS	SUPPLIES	53.32	0.00	000000	0/00/00	53.32
01-003515	BOMGAARS	AIR COMPRESSOR	201.95	0.00	000000	0/00/00	201.95
01-003515	BOMGAARS	BATTERIES	8.99	0.00	000000	0/00/00	8.99
01-003515	BOMGAARS	SUPPLIES	93.97	0.00	000000	0/00/00	93.97

05-20-2021 08:54 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
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PAID ITEMS DATES	: 5/07/2021 THRU 5/20/2021	5/07/2021 THRU 5/20/2021	5/07/2021 THRU 5/20/2021
PARTIALLY ITEMS DATES:	5/07/2021 THRU 5/20/2021	5/07/2021 THRU 5/20/2021	5/07/2021 THRU 5/20/2021
UNPAID ITEMS DATES	:	5/07/2021 THRU 5/20/2021	5/07/2021 THRU 5/20/2021

VENDOR	----- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	-----BALANCE----
01-003515	BOMGAARS	SUPPLIES	34.97	0.00	000000	0/00/00	34.97
		** TOTALS **	502.17	0.00			502.17
01-003693	BRUNER & BRUNER	GENERAL WORK	567.00	0.00	000000	0/00/00	567.00
01-003693	BRUNER & BRUNER	POLICE/MAGISTRATE	1,107.00	0.00	000000	0/00/00	1,107.00
01-003693	BRUNER & BRUNER	PARKS AND RECREATION	40.50	0.00	000000	0/00/00	40.50
01-003693	BRUNER & BRUNER	PLANING AND ZONING	121.50	0.00	000000	0/00/00	121.50
01-003693	BRUNER & BRUNER	MAIN STREET NUISANCE	243.00	0.00	000000	0/00/00	243.00
		** TOTALS **	2,079.00	0.00			2,079.00
01-001155	BRYAN ROCK PRODUCTS INC.	RED BALL DIAMOND	1,530.17	0.00	000000	0/00/00	1,530.17
		** TOTALS **	1,530.17	0.00			1,530.17
01-004138	CAPITAL SANITARY SUPPLY	RESTROOM SUPPLIES	39.25	39.25-	121038	5/14/21	0.00
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	201.90	0.00	000000	0/00/00	201.90
01-004138	CAPITAL SANITARY SUPPLY	RESTROOM SUPPLIES	89.75	89.75-	121038	5/14/21	0.00
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	90.00	0.00	000000	0/00/00	90.00
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	55.00	0.00	000000	0/00/00	55.00
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	100.65	0.00	000000	0/00/00	100.65
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	156.64	0.00	000000	0/00/00	156.64
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	109.00	0.00	000000	0/00/00	109.00
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	87.47	0.00	000000	0/00/00	87.47
		** TOTALS **	929.66	129.00-			800.66
01-025028	CAROL SCHOEPPNER	SECRETARY CONTRACT	350.00	350.00-	121044	5/14/21	0.00
		** TOTALS **	350.00	350.00-			0.00
01-004132	CARROLL AVIATION INC.	CONTRACT	6,800.00	6,800.00-	121037	5/14/21	0.00
01-004132	CARROLL AVIATION INC.	EQUIP - INSTALL WIFI TO HANGAR	636.00	636.00-	121037	5/14/21	0.00
		** TOTALS **	7,436.00	7,436.00-			0.00
01-004133	CARROLL BROADCASTING CO.	BB & SB RADIO ADS	350.00	0.00	000000	0/00/00	350.00
01-004133	CARROLL BROADCASTING CO.	RADIO ADS	100.00	0.00	000000	0/00/00	100.00
01-004133	CARROLL BROADCASTING CO.	RADIO ADS	100.00	0.00	000000	0/00/00	100.00
01-004133	CARROLL BROADCASTING CO.	RADIO ADS	100.00	0.00	000000	0/00/00	100.00
		** TOTALS **	650.00	0.00			650.00
01-004196	CARROLL HYDRAULICS	LEADER HOSE	171.85	0.00	000000	0/00/00	171.85
01-004196	CARROLL HYDRAULICS	#35 HYDRAULIC HOSE	21.61	0.00	000000	0/00/00	21.61
		** TOTALS **	193.46	0.00			193.46
01-002977	CARROLL REFUSE SERVICE	APRIL GARBAGE	72.00	72.00-	121034	5/14/21	0.00
		** TOTALS **	72.00	72.00-			0.00

05-20-2021 08:54 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
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=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES : 5/07/2021 THRU 5/20/2021	5/07/2021 THRU 5/20/2021	5/07/2021 THRU 5/20/2021
PARTIALLY ITEMS DATES: 5/07/2021 THRU 5/20/2021	5/07/2021 THRU 5/20/2021	5/07/2021 THRU 5/20/2021
UNPAID ITEMS DATES :	5/07/2021 THRU 5/20/2021	5/07/2021 THRU 5/20/2021

VENDOR	----- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	---BALANCE---
01-003632	CCI TECHNOLOGIES LLC	IT MAINTENANCE	415.00	415.00-	121076	5/19/21	0.00
01-003632	CCI TECHNOLOGIES LLC	IT MAINTENANCE	90.00	90.00-	121076	5/19/21	0.00
		** TOTALS **	505.00	505.00-			0.00
01-003779	CENTRAL PUMP & MOTOR LLC	FLOW METER REPLACEMENT	1,301.72	0.00	000000	0/00/00	1,301.72
		** TOTALS **	1,301.72	0.00			1,301.72
01-002998	CENTURYLINK	BACKUP PHONE LINE	155.45	155.45-	121070	5/19/21	0.00
01-002998	CENTURYLINK	BACKUP PHONE LINE	67.42	67.42-	121071	5/19/21	0.00
		** TOTALS **	222.87	222.87-			0.00
01-002867	CINTAS FIRST AID & SAFETY	SAFETY SUPPLIES	71.39	0.00	000000	0/00/00	71.39
		** TOTALS **	71.39	0.00			71.39
01-004523	CITY DIRECTORY INC	CITY DIRECTORY BOOK	206.25	206.25-	121081	5/19/21	0.00
		** TOTALS **	206.25	206.25-			0.00
01-003633	CLEANING SOLUTIONS INC	APRIL LIBRARY CLEANING	3,120.00	3,120.00-	121077	5/19/21	0.00
		** TOTALS **	3,120.00	3,120.00-			0.00
01-004835	COMMERCIAL SAVINGS BANK	MAY WATER ACH FEES	124.38	124.38-	000000	5/19/21	0.00
01-004835	COMMERCIAL SAVINGS BANK	FEDERAL WITHHOLDINGS	13,057.21	13,057.21-	001081	5/20/21	0.00
01-004835	COMMERCIAL SAVINGS BANK	FICA WITHHOLDING	15,841.36	15,841.36-	001081	5/20/21	0.00
01-004835	COMMERCIAL SAVINGS BANK	MEDICARE WITHHOLDING	4,690.14	4,690.14-	001081	5/20/21	0.00
		** TOTALS **	33,713.09	33,713.09-			0.00
01-004836	COMMUNITY OIL CO. INC.	HYDRAULIC OIL	82.90	0.00	000000	0/00/00	82.90
		** TOTALS **	82.90	0.00			82.90
01-002071	COMPUTER REPAIR & SERVICE	COMPUTER & COMPUTER ISSUES	233.75	0.00	000000	0/00/00	233.75
01-002071	COMPUTER REPAIR & SERVICE	MISC COMPUTER ISSUES	106.25	0.00	000000	0/00/00	106.25
01-002071	COMPUTER REPAIR & SERVICE	LAPTOP SETUP/COMPUTER ISSUE	233.75	0.00	000000	0/00/00	233.75
		** TOTALS **	573.75	0.00			573.75
01-001384	COPY SYSTEMS INC.	FOLDER INSERTER MAINTENANCE	146.25	0.00	000000	0/00/00	146.25
		** TOTALS **	146.25	0.00			146.25
01-003145	CORE AND MAIN LP	METERS	750.00	0.00	000000	0/00/00	750.00
		** TOTALS **	750.00	0.00			750.00
01-001595	COUNSEL OFFICE & DOCUMENT	COPIER CONTRACT	113.14	0.00	000000	0/00/00	113.14
		** TOTALS **	113.14	0.00			113.14
01-003784	COURSIGNS INC.	FLEX REPLACEMENT STAKES	269.80	0.00	000000	0/00/00	269.80

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

=====PAYMENT DATES=====		=====ITEM DATES=====		=====POSTING DATES=====	
PAID ITEMS DATES	: 5/07/2021 THRU 5/20/2021	5/07/2021 THRU	5/20/2021	5/07/2021 THRU	5/20/2021
PARTIALLY ITEMS DATES:	5/07/2021 THRU 5/20/2021	5/07/2021 THRU	5/20/2021	5/07/2021 THRU	5/20/2021
UNPAID ITEMS DATES	:	5/07/2021 THRU	5/20/2021	5/07/2021 THRU	5/20/2021

VENDOR	----- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
** TOTALS **			269.80	0.00			269.80
01-003777	DENNY BRUNING	ACTIVITIES ROOM REFUND	30.00	30.00-	121035	5/14/21	0.00
** TOTALS **			30.00	30.00-			0.00
01-000770	DIAMOND VOGEL PAINT CENTE	TRAFFIC PAINT	2,585.03	0.00	000000	0/00/00	2,585.03
** TOTALS **			2,585.03	0.00			2,585.03
01-001965	DIANE TRACY	BOOK DROP MILEAGE & SUPPLIES	46.26	46.26-	121066	5/19/21	0.00
** TOTALS **			46.26	46.26-			0.00
01-006275	DREES OIL CO. INC.	PROPANE	145.28	145.28-	121039	5/14/21	0.00
** TOTALS **			145.28	145.28-			0.00
01-006725	EARL MAY STORE	DOWNTOWN FLOWERS	920.46	0.00	000000	0/00/00	920.46
** TOTALS **			920.46	0.00			920.46
01-012590	ECHO ELECTRIC SUPPLY	REPAIR PARTS	124.80	0.00	000000	0/00/00	124.80
01-012590	ECHO ELECTRIC SUPPLY	BOX SEAL HWY 30 & N. WEST ST.	7.93	0.00	000000	0/00/00	7.93
01-012590	ECHO ELECTRIC SUPPLY	GROUND ADAPTERS	139.55	0.00	000000	0/00/00	139.55
** TOTALS **			272.28	0.00			272.28
01-006810	ECOWATER SYSTEMS	COOLER RENT/WATER	161.08	161.08-	121040	5/14/21	0.00
** TOTALS **			161.08	161.08-			0.00
01-002029	ENVISIONWARE INC.	DATABASE RENEWAL	518.88	518.88-	121067	5/19/21	0.00
** TOTALS **			518.88	518.88-			0.00
01-008020	FAMILY & SPECIALTY MEDICA	PHYSICAL TIEFENTHALER/YETMAR	350.00	0.00	000000	0/00/00	350.00
** TOTALS **			350.00	0.00			350.00
01-008050	FASTENAL COMPANY	#23 BOLTS	28.60	0.00	000000	0/00/00	28.60
** TOTALS **			28.60	0.00			28.60
01-006860	FELD FIRE EQUIPMENT CO.	BATTERIES/SCBA LENS CLEANER	271.90	0.00	000000	0/00/00	271.90
01-006860	FELD FIRE EQUIPMENT CO.	4 - NOMEX HOODS	99.80	0.00	000000	0/00/00	99.80
01-006860	FELD FIRE EQUIPMENT CO.	FIRE HOSE GASKETS	42.50	0.00	000000	0/00/00	42.50
01-006860	FELD FIRE EQUIPMENT CO.	FIRE BOOTS - BACH	288.75	0.00	000000	0/00/00	288.75
01-006860	FELD FIRE EQUIPMENT CO.	FOAM TANK LID - TRUCK #3	202.00	0.00	000000	0/00/00	202.00
01-006860	FELD FIRE EQUIPMENT CO.	2 - NOZZLE BALE HANDLES	114.00	0.00	000000	0/00/00	114.00
** TOTALS **			1,018.95	0.00			1,018.95
01-000013	FIRE/POLICE RETIREMENT SY	MFPRSI CONTRIBUTIONS	11,632.09	11,632.09-	001082	5/20/21	0.00
** TOTALS **			11,632.09	11,632.09-			0.00

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VENDOR	----	VENDOR NAME	-----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----	BALANCE	---
01-002806		FOUNDATION ANALYTICAL LAB		LAB TESTING	575.25	0.00	000000	0/00/00		575.25	
				** TOTALS **	575.25	0.00				575.25	
01-009315		GALLS INC.		EVIDENCE BOXES	41.83	0.00	000000	0/00/00		41.83	
				** TOTALS **	41.83	0.00				41.83	
01-000451		HABERL PLMBG & HEATING		REPAIR PLUGGED SINK	77.00	0.00	000000	0/00/00		77.00	
01-000451		HABERL PLMBG & HEATING		CLEANING OF SHOWER DRAIN	310.65	0.00	000000	0/00/00		310.65	
				** TOTALS **	387.65	0.00				387.65	
01-010660		HAWKEYE TRUCK EQUIPMENT		REPAIR PARTS	106.58	0.00	000000	0/00/00		106.58	
				** TOTALS **	106.58	0.00				106.58	
01-005410		HERALD PUBLISHING COMPANY		PUBLICITY	75.00	75.00-	121082	5/19/21		0.00	
				** TOTALS **	75.00	75.00-				0.00	
01-005635		HOLIDAY INN AIRPORT		IMFOA CONFERENCE - HOTEL	112.00	0.00	000000	0/00/00		112.00	
				** TOTALS **	112.00	0.00				112.00	
01-003778		HUNTER HELGERSON		MEMBERSHIP REFUND	93.00	93.00-	121036	5/14/21		0.00	
				** TOTALS **	93.00	93.00-				0.00	
01-011800		HYDRAFLO INC.		HYDRAFLO 6" EXTENSION KITS	721.05	0.00	000000	0/00/00		721.05	
				** TOTALS **	721.05	0.00				721.05	
01-003649		ICE TECHNOLOGIES INC		SECURE OFFSITE BACKUP SERVICE	111.00	111.00-	121078	5/19/21		0.00	
				** TOTALS **	111.00	111.00-				0.00	
01-012625		IOWA DEPT OF NATURAL RESO		CERTIFICATE RENEWALS	600.00	0.00	000000	0/00/00		600.00	
				** TOTALS **	600.00	0.00				600.00	
01-003782		IOWA DIVISION OF LABOR		ELEVATOR INSPECTION	225.00	225.00-	121080	5/19/21		0.00	
				** TOTALS **	225.00	225.00-				0.00	
01-005825		IOWA DIVISION OF LABOR SE		BOILER INSPECTIONS	160.00	0.00	000000	0/00/00		160.00	
				** TOTALS **	160.00	0.00				160.00	
01-012685		IOWA SMALL ENGINE CENTER		CARBURETOR	46.26	0.00	000000	0/00/00		46.26	
01-012685		IOWA SMALL ENGINE CENTER		SAW FILTERS	33.16	0.00	000000	0/00/00		33.16	
01-012685		IOWA SMALL ENGINE CENTER		BLOWER HOSE	26.14	0.00	000000	0/00/00		26.14	
				** TOTALS **	105.56	0.00				105.56	
01-012706		IPERS		IPERS CONTRIBUTIONS	19,169.79	19,169.79-	001083	5/20/21		0.00	

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01-012706	IPERS	IPERS CONTRIBUTIONS	178.37	178.37-	001083	5/20/21	0.00
01-012706	IPERS	IPERS CONTRIBUTIONS	64.65	64.65-	001083	5/20/21	0.00
		** TOTALS **	19,412.81	19,412.81-			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.	2021 STREET RESOLUTION	5,200.00	0.00	000000	0/00/00	5,200.00
		** TOTALS **	5,200.00	0.00			5,200.00
01-003246	JESSICA KLOCKE	LIFEGUARD RECERTIFICATIONS	75.00	75.00-	121073	5/19/21	0.00
		** TOTALS **	75.00	75.00-			0.00
01-003243	JET'S OUTDOOR POWER AND S BATTERY		134.98	0.00	000000	0/00/00	134.98
		** TOTALS **	134.98	0.00			134.98
01-002788	JIMMY JOHNS #2622	EMPLOYEE RECOGNITION	23.64	0.00	000000	0/00/00	23.64
		** TOTALS **	23.64	0.00			23.64
01-025020	JOHN DEERE FINANCIAL	ELECTRONIC CLEANER	37.26	37.26-	121087	5/19/21	0.00
01-025020	JOHN DEERE FINANCIAL	REPAIR PARTS	171.50	171.50-	121087	5/19/21	0.00
01-025020	JOHN DEERE FINANCIAL	EQUIPMENT REPAIRS	467.64	467.64-	121087	5/19/21	0.00
		** TOTALS **	676.40	676.40-			0.00
01-003781	JULIA CELESTE EVANS	RESUME WRITING WORKSHOP	200.00	200.00-	121079	5/19/21	0.00
		** TOTALS **	200.00	200.00-			0.00
01-014815	KEYSTONE LABORATORIES	2020 WELL CONSTRUCTION	165.00	0.00	000000	0/00/00	165.00
01-014815	KEYSTONE LABORATORIES	WATER SAMPLES	196.50	0.00	000000	0/00/00	196.50
		** TOTALS **	361.50	0.00			361.50
01-002698	LANDSCAPERS PARADISE	FERTILIZER AND GRASS SEED	230.92	0.00	000000	0/00/00	230.92
		** TOTALS **	230.92	0.00			230.92
01-001193	MARKET ON 30	PROGRAM SUPPLIES	2.84	2.84-	121065	5/19/21	0.00
		** TOTALS **	2.84	2.84-			0.00
01-017133	MASTERCARD	COMPUTER AND SUPPLIES	1,187.51	1,187.51-	121083	5/19/21	0.00
01-017133	MASTERCARD	CONFERENCE/PRINTER/SOFTWARE	260.13	260.13-	121084	5/19/21	0.00
01-017133	MASTERCARD	CERTIFICATE RENEWAL - PERRY	95.00	95.00-	121085	5/19/21	0.00
01-017133	MASTERCARD	SUPPLIES AND SIGNAGE SYSTEM	2,116.79	2,116.79-	121086	5/19/21	0.00
		** TOTALS **	3,659.43	3,659.43-			0.00
01-003495	MATTHEW KENNEBECK	K9 TRAINING	43.92	43.92-	121075	5/19/21	0.00

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VENDOR	----- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
		** TOTALS **	43.92	43.92-			0.00
01-017220 MC FARLAND CLINIC PC		PRE-EMPLOYMENT PHYSICAL PEUGH	351.50	0.00	000000	0/00/00	351.50
		** TOTALS **	351.50	0.00			351.50
01-003461 MERCHANT SERVICES		CC PROCESSING FEES	704.34	704.34-	000000	5/19/21	0.00
		** TOTALS **	704.34	704.34-			0.00
01-012680 MID AMERICAN ENERGY		ELECTRIC BILLS	38,700.54	38,700.54-	121043	5/14/21	0.00
		** TOTALS **	38,700.54	38,700.54-			0.00
01-001922 MIDWEST AUTOMATIC FIRE SP		SPRINKLER SYSTEM INSPECTION	215.00	0.00	000000	0/00/00	215.00
		** TOTALS **	215.00	0.00			215.00
01-017585 MIDWEST WHOLESALE		DOOR SCREWS	9.50	0.00	000000	0/00/00	9.50
		** TOTALS **	9.50	0.00			9.50
01-017730 MOORHOUSE READY MIX CO.		ROW - 126 W. ANTHONY	297.00	0.00	000000	0/00/00	297.00
01-017730 MOORHOUSE READY MIX CO.		GRANT & GRANADA WATERMAIN	660.00	0.00	000000	0/00/00	660.00
01-017730 MOORHOUSE READY MIX CO.		507 N MAIN WATER LINE	726.00	0.00	000000	0/00/00	726.00
01-017730 MOORHOUSE READY MIX CO.		GRANT & GRANADA WATERMAIN	396.00	0.00	000000	0/00/00	396.00
		** TOTALS **	2,079.00	0.00			2,079.00
01-017736 MOTION INDUSTRIES		ELECTRIC ACTUATOR BLOWER #4	6,608.85	0.00	000000	0/00/00	6,608.85
		** TOTALS **	6,608.85	0.00			6,608.85
01-018408 NAPA AUTO PARTS		OIL DRY & SHOP RAGS	51.36	0.00	000000	0/00/00	51.36
01-018408 NAPA AUTO PARTS		#28 SWITCH	5.23	0.00	000000	0/00/00	5.23
		** TOTALS **	56.59	0.00			56.59
01-003263 NETBANK		APRIL EFT PROCESSING FEES	94.54	94.54-	000000	5/19/21	0.00
		** TOTALS **	94.54	94.54-			0.00
01-001301 NEW COOPERATIVE INC		FARM CHEMICALS	3,936.82	3,936.82-	121030	5/14/21	0.00
		** TOTALS **	3,936.82	3,936.82-			0.00
01-020203 OFFICE STOP		COPY PAPER	365.00	0.00	000000	0/00/00	365.00
		** TOTALS **	365.00	0.00			365.00
01-001949 PERFORMANCE TIRE & SERVIC		#36 TIRE REPAIRS	50.29	0.00	000000	0/00/00	50.29
		** TOTALS **	50.29	0.00			50.29
01-000169 PERRY JOHNSON		APRIL INSPECTIONS MILEAGE	164.08	0.00	000000	0/00/00	164.08
		** TOTALS **	164.08	0.00			164.08

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01-003730	QUADIENT INC.	JUN-SEP POSTAGE METER RENTAL	111.00	0.00	000000	0/00/00	111.00
		** TOTALS **	111.00	0.00			111.00
01-009870	RACCOON VALLEY ELECTRIC C	AIR METHOD APRIL ELECTRIC	282.18	282.18-	121041	5/14/21	0.00
01-009870	RACCOON VALLEY ELECTRIC C	APRIL ELECTRIC SERVICE	1,113.11	1,113.11-	121041	5/14/21	0.00
		** TOTALS **	1,395.29	1,395.29-			0.00
01-003137	RDG PLANNING & DESIGN	CRC PROJECT RENOVATION	18,308.55	0.00	000000	0/00/00	18,308.55
		** TOTALS **	18,308.55	0.00			18,308.55
01-024915	SARGENT DRILLING	2020 WELL REPLACMENT	51,514.20	0.00	000000	0/00/00	51,514.20
		** TOTALS **	51,514.20	0.00			51,514.20
01-000612	SENECA COMPANIES	FREE PRODUCT RECOVERY	1,743.00	0.00	000000	0/00/00	1,743.00
		** TOTALS **	1,743.00	0.00			1,743.00
01-025250	SHERWIN WILLIAMS CO.	PAINT MACHINE OIL & FILTERS	203.66	0.00	000000	0/00/00	203.66
		** TOTALS **	203.66	0.00			203.66
01-025260	SHIELD TECHNOLOGY CORPORA	RMS SOFTWARE	3,192.50	0.00	000000	0/00/00	3,192.50
		** TOTALS **	3,192.50	0.00			3,192.50
01-025880	STONE PRINTING CO.	SUPPLIES	2.00	2.00-	121088	5/19/21	0.00
01-025880	STONE PRINTING CO.	SUPPLIES	2.00	2.00-	121088	5/19/21	0.00
01-025880	STONE PRINTING CO.	COPY PAPER	47.99	0.00	000000	0/00/00	47.99
01-025880	STONE PRINTING CO.	SOCCER SIGNS	21.00	0.00	000000	0/00/00	21.00
01-025880	STONE PRINTING CO.	SUPPLIES	101.90	101.90-	121088	5/19/21	0.00
01-025880	STONE PRINTING CO.	SUPPLIES	4.65	4.65-	121088	5/19/21	0.00
01-025880	STONE PRINTING CO.	CHAIR MAT & FLASH DRIVES	70.97	0.00	000000	0/00/00	70.97
01-025880	STONE PRINTING CO.	CHAIR MAT - PERRY	55.99	0.00	000000	0/00/00	55.99
		** TOTALS **	306.50	110.55-			195.95
01-026401	TEN POINT CONSTRUCTION CO	2020 STREET RESURFACING	30,000.00	0.00	000000	0/00/00	30,000.00
		** TOTALS **	30,000.00	0.00			30,000.00
01-003241	TERESIA VAUX	LIGEGUARD RECERTIFICATIONS	75.00	75.00-	121072	5/19/21	0.00
		** TOTALS **	75.00	75.00-			0.00
01-002702	TERRY JENSEN	STEEL TOED BOOTS	200.00	200.00-	121032	5/14/21	0.00
		** TOTALS **	200.00	200.00-			0.00
01-000578	TERRY KLUVER	STEEL TOED BOOTS	117.70	117.70-	121064	5/19/21	0.00
		** TOTALS **	117.70	117.70-			0.00

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01-003780	THE BLUE LINE	OFFICER AD	298.00	0.00	000000	0/00/00	298.00
		** TOTALS **	298.00	0.00			298.00
01-001566	THE WALLING COMPANY	VALVES	480.81	0.00	000000	0/00/00	480.81
		** TOTALS **	480.81	0.00			480.81
01-001705	TITAN MACHINERY	#33 KNOB	30.67	0.00	000000	0/00/00	30.67
		** TOTALS **	30.67	0.00			30.67
01-027060	TREASURER OF IOWA	SALES TAX	9,411.00	9,411.00-	000000	5/19/21	0.00
		** TOTALS **	9,411.00	9,411.00-			0.00
01-000534	TRI AIR TESTING INC.	BREATHING AIR ANALYSIS	195.01	0.00	000000	0/00/00	195.01
		** TOTALS **	195.01	0.00			195.01
01-003220	TURFWERKS	IRRIGATION MAINT.	391.93	0.00	000000	0/00/00	391.93
01-003220	TURFWERKS	WIRE CONNECTOR	131.00	0.00	000000	0/00/00	131.00
		** TOTALS **	522.93	0.00			522.93
01-002852	TYLER SCHULTES	STEEL TOED BOOTS	171.19	171.19-	121033	5/14/21	0.00
		** TOTALS **	171.19	171.19-			0.00
01-002437	UNIFIED CONTRACTING SERVI	INSTALL OPW LEAK DETECTION	8,685.00	8,685.00-	121031	5/14/21	0.00
		** TOTALS **	8,685.00	8,685.00-			0.00
01-028168	UNITED PARCEL SERVICE	FREIGHT W/E 5/1/2021	39.98	39.98-	121045	5/14/21	0.00
01-028168	UNITED PARCEL SERVICE	FREIGHT W/E 5/8/2021	37.64	37.64-	121089	5/19/21	0.00
		** TOTALS **	77.62	77.62-			0.00
01-028814	VAN METER COMPANY, THE	LIGHT BULBS	25.17	0.00	000000	0/00/00	25.17
		** TOTALS **	25.17	0.00			25.17
01-029020	VINCHATTLE ENTERPRISES IN	BLOCK HOUR CONTRACT	1,500.00	0.00	000000	0/00/00	1,500.00
		** TOTALS **	1,500.00	0.00			1,500.00
01-003377	WELLMARK BLUE CROSS/BLUE	JUNE HEALTH INSURANCE PREMIUMS	36,763.98	36,763.98-	121074	5/19/21	0.00
		** TOTALS **	36,763.98	36,763.98-			0.00
01-030355	WITTROCK MOTOR CO.	APRIL CAR RENTAL	349.00	349.00-	121046	5/14/21	0.00
		** TOTALS **	349.00	349.00-			0.00
01-003291	WORLDPAY INTEGRATED PAYME	CC PROCESSING FEES	594.49	594.49-	000000	5/19/21	0.00
		** TOTALS **	594.49	594.49-			0.00

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PARTIALLY ITEMS DATES:	5/07/2021 THRU 5/20/2021	5/07/2021 THRU 5/20/2021	5/07/2021 THRU 5/20/2021
UNPAID ITEMS DATES	:	5/07/2021 THRU 5/20/2021	5/07/2021 THRU 5/20/2021

VENDOR	----	VENDOR NAME	-----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----	BALANCE---
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* Payroll Expense					168,751.74					
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05-20-2021 08:54 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
BANK: AP

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	5/07/2021 THRU 5/20/2021	5/07/2021 THRU 5/20/2021	5/07/2021 THRU 5/20/2021
PARTIALLY ITEMS DATES:	5/07/2021 THRU 5/20/2021	5/07/2021 THRU 5/20/2021	5/07/2021 THRU 5/20/2021
UNPAID ITEMS DATES :		5/07/2021 THRU 5/20/2021	5/07/2021 THRU 5/20/2021

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

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	362,465.97	362,465.97CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	151,805.79	0.00	151,805.79
VOID ITEMS	0.00	0.00	0.00
** TOTALS **	514,271.76	362,465.97CR	151,805.79

U N P A I D R E C A P

UNPAID INVOICE TOTALS	151,805.79
UNPAID DEBIT MEMO TOTALS	0.00
UNAPPLIED CREDIT MEMO TOTALS	0.00
** UNPAID TOTALS **	151,805.79

05-20-2021 08:54 AM
VENDOR SET: 01 City of Carroll
REPORTING: PAID, UNPAID, PARTIAL

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

PAGE: 12
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	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	5/07/2021 THRU 5/20/2021	5/07/2021 THRU 5/20/2021	5/07/2021 THRU 5/20/2021
PARTIALLY ITEMS DATES:	5/07/2021 THRU 5/20/2021	5/07/2021 THRU 5/20/2021	5/07/2021 THRU 5/20/2021
UNPAID ITEMS DATES :		5/07/2021 THRU 5/20/2021	5/07/2021 THRU 5/20/2021

FUND TOTALS

001	GENERAL FUND	148,207.38
010	HOTEL/MOTEL TAX	468.51
110	ROAD USE TAX FUND	9,625.01
304	C.P. STREETS	35,200.00
309	C.P. - CORRIDOR OF COMM.	2,780.00
313	C.P. - REC CENTER BLDG	18,308.55
600	WATER UTILITY FUND	18,859.29
602	WATER UTILITY CAP. IMP.	51,679.20
610	SEWER UTILITY FUND	23,628.10
850	MEDICAL INSURANCE FUND	36,763.98
	* PAYROLL EXPENSE	168,751.74

GRAND TOTAL	514,271.76
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City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Mike Pogge-Weaver, City Manager

FROM: Randall M. Krauel, Director of Public Works

DATE: May 19, 2021

SUBJECT: Sale of Surplus City Property – Sandblaster

In 2015, the City replaced the sandblaster in the Street Division. At the time, there was no opportunity for trade-in available. The replaced sandblaster became unused equipment.

Carroll County Secondary Roads Department has inquired into purchase of the replaced sandblaster. The County has offered to trade motor grader blades for the sandblaster. The offer includes 15 each, 6-foot grader blades valued at \$170.82 each, for a total offer of \$2,562.30.

The estimated value of the sandblaster, determined by the Street Superintendent's search, is approximately \$1,400.00.

Policy No. 0304 Sale of Surplus City Property does not provide a mechanism for disposal of property by trading.

RECOMMENDATION: Mayor and City Council consideration of waiver of Policy No. 0304 Sale of Surplus City Property and acceptance of the Carroll County Secondary Roads Department offer to trade the replaced sandblaster for 15 each, 6-foot grader blades.

RMK:ds

City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Mike Pogge-Weaver, City Manager *MSP-W*

FROM: Jack Wardell, Director of Parks & Recreation *JW*

DATE: May 19, 2021

SUBJECT: Waive Purchasing Policy #0501 – Sunshade Mesh – Carroll Family Aquatic Center – 2021

Funding Sources: General Fund – 001-6-4045-23100 - \$3,000.00

Purchase Sunshade Mesh – Top of waterslides – Carroll Family Aquatic Center

At the Carroll Family Aquatic Center, the mesh shade at the top of the waterslides is in need of replacement. The frame on which the shade will be attached to is made by Waterloo Tent and Tarp Company – Waterloo Iowa.

Attached to this memorandum is Quotation No. 19031 from Waterloo Tent and Tarp Company - Sunshade Mesh – Solid Yellow at a cost of \$2,655.00.

Staff would recommend purchasing the shade from the same company that built the frame. Staff could seek a second quote but it will be costume built to the dimension of the frame. It is staff's belief this will cost more than purchasing direct from Waterloo Tent and Tarp Company.

General Procurement Guidelines

Purchases between \$1,000 and \$5,000

Purchases of goods or services greater than \$1,000 but less than \$5,000 will require at least two documented price quotes shall be solicited. Quotes may be solicited in person, by telephone, from websites, or in writing.

RECOMMENDATION: For Mayor City Council consideration and approval of waiving purchasing Policy #0501 to purchase Sunshade Mesh – Solid Yellow at a cost of \$2,655.00



Quotation

Waterloo Tent & Tarp Company, Inc.

3105 Airport Blvd.
Waterloo, Iowa 50703

Phone: 800-537-1193
Fax: 319-234-4670

Carroll Recreation Center
Andy Snyder
716 North Grant Road
Carroll IA 51401-2596

Quotation #: 19031
Date: 4/20/2021
Customer ID: Carr51401

Terms Net 30 Days T/E

Phone 712-792-5400

Fax 712-792-3097

Email Address Asnyder@cityofcarr

Quantity	Item	List Price	Ext Price
1	17-0 x 9-1 F1 Top	\$2655.00	\$2655.00
	Sunshade Mesh - Solid Yellow		
	Dual Peak		

* - FOB Waterloo, Iowa unless otherwise directed

Comment(s)

This quote does not include installation, shipping, or any applicable taxes.

Subtotal	\$2,655.00
Freight	
Tax	\$0.00
Net Total	\$2,655.00

Quotation valid until: .

Quotation Prepared By: Cheri Koth

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

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

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

DATE: May 19, 2021

SUBJECT: Water Supply Well Replacement - 2020
Change Order No. 3

On November 9, 2020, Change Order No. 1 to the Water Supply Well Replacement – 2020 project was accepted. The Change Order included, among other items, extension of the outer well casing to the water bearing formation. Change Order No. 1 was accepted prior to the performance of the work. The actual quantity of work performed has now been determined. Change Order No. 3 has been prepared to adjust the Change Order No. 1 quantities. A summary of the changes is as follows:

Item No.	Description	Units	Unit Cost	Change Order 1		Change Order 3	
				Quantity	Cost	Quantity	Cost
11a	36" Drilled Hole	VF	\$209.00	6	\$1,254.00	10	\$2,090.00
17a	Gravel Pack	LS	\$4,118.00	0.20	\$823.60	-0.28	(\$1,153.04)
Total							\$936.96

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

	Contract Price	Contract Time	
		Substantial Completion	Final Completion
Original Contract	\$568,790.00	180 days	210 days
Change Order No. 1	\$9,878.96	0 days	0 days
Change Order No. 2	\$0.00	66 days	66 days
Change Order No. 3	\$936.96	0 days	0 days
Contract w/Change Order	\$579,605.92	246 days	276 days

RECOMMENDATION: Mayor and City Council consideration of acceptance of proposed Change Order No. 3 to the Water Supply Well Replacement – 2020 Contract in the amount of \$936.96.

RMK:ds

attachment

Date of Issuance: **May 19, 2021** Effective Date: **May 24, 2021**
 Owner: **City of Carroll** Owner's Contract No.:
 Contractor: **Sargent Drilling** Contractor's Project No.:
 Engineer: **JEO Consulting Group, Inc.** Engineer's Project No.: **191586.00**
 Project: **2020 Water Supply Well Repl.** Contract Name:

The Contract is modified as follows upon execution of this Change Order:

Description: **Adjustment of Final Quantities to reflect quantities installed.**

Attachments: **Unit Price Change Order Estimate**

CHANGE IN CONTRACT PRICE		CHANGE IN CONTRACT TIMES	
Original Contract Price:		Original Contract Times:	
\$ <u>568,790.00</u>		Substantial Completion: <u>180</u>	
		Ready for Final Payment: <u>210</u>	
		days	
Increase of previously approved Change Orders No. 1 & 2:		Increase of previously approved Change Orders No. 1 & 2:	
\$ <u>9,878.96</u>		Substantial Completion: <u>66</u>	
		Ready for Final Payment: <u>66</u>	
		days	
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$ <u>578,668.96</u>		Substantial Completion: <u>246</u>	
		Ready for Final Payment: <u>276</u>	
		days	
Increase of this Change Order:		Increase of this Change Order:	
\$ <u>936.96</u>		Substantial Completion: <u>0</u>	
		Ready for Final Payment: <u>0</u>	
		days or dates	
Contract Price incorporating this Change Order:		Contract Times with all approved Change Orders:	
\$ <u>579,605.92</u>		Substantial Completion: <u>246</u>	
		Ready for Final Payment: <u>276</u>	
		days	
RECOMMENDED:		ACCEPTED:	
By: <u>[Signature]</u>	By: <u>[Signature]</u>	By: <u>[Signature]</u>	By: <u>[Signature]</u>
Engineer (If required)	Owner (Authorized Signature)	Contractor (Authorized Signature)	
Title: <u>Project Engineer</u>	Title: <u></u>	Title: <u>Municipal Manager</u>	
Date: <u>May 19, 2021</u>	Date: <u></u>	Date: <u>5-19-21</u>	

EJCDC® C-941, Change Order.

Prepared and published 2013 by the Engineers Joint Contract Documents Committee.

City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Mike Pogge-Weaver, City Manager *MSPW*
FROM: Laura A. Schaefer, Finance Director/City Clerk *LAS*
DATE: May 19, 2021
SUBJECT: FY 2020/2021 Budget Amendment #2
1. Public Hearing
2. Resolution Amending the Current Budget for the
Fiscal Year Ending June 30, 2021

As required by the Iowa Code 384.18, the Notice of Public Hearing was published in the Carroll Times Herald on Friday, May 14, 2021.

Attached please find a summary of all items to be amended and a resolution approving the amendment.

RECOMMENDATION: After public hearing, Council consideration and approval of the resolution amending the FY 2020/2021 Budget Amendment #2.

RESOLUTION NO. _____

RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR ENDING
JUNE 30, 2021

WHEREAS, the City Council of Carroll in Carroll County met on May 24, 2021 at 5:15PM to take up the proposed amendment. The proposed amendment #2 was considered and taxpayers were heard for and against the amendment.

WHEREAS, the Council, after hearing all taxpayers wishing to be heard and considering the statements made by them, gave final consideration to the proposed amendment #2 to the budget and modifications proposed at the hearing, if any.

NOW THEREFORE BE IT RESOLVED, by the Council of the City of Carroll, following notice published on May 14, 2021 and the public hearing held on May 24, 2021 the current budget is amended as set out in the attached adoption to be certified to the Auditor of Carroll County.

Passed and approved this 24th day of May, 2021.

Ayes: _____

Nays: _____

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

BY: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

BUDGET AMENDMENT #2 FY 20/21

GENERAL FUND AMENDMENTS

Transfer to CP-Airport	(11,493)
Transfer from Sewer Fund (prop/liab ins)	1,238
Transfer from Employee Ben SR Fund	10,000

Note: The items were included as part of the FY 21 re-estimates when the FY 22 budget was prepared.

EMPLOYEE BENEFIT SR FUND

Transfer to General Fund	(10,000)
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LOCAL OPTION SALES TAX FUND

Railroad Quiet Zone Study	(20,150)
Transfer to CP Streets Fund	(157,500)
Transfer to CP -Rec Bldg Fund	(260,000)

ASHWOOD UR FUND

Transfer to Debt Service Fund	(2,828)
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DEBT SERVICE FUND

2020A Principal Pmt	35,000
2020A Interest Pmt	(39,102)
Transfer from Ashwood UR Plan	2,828

C.P. AIRPORT

Transfer from General Fund	11,493
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C.P. STREETS

Transfer from LOST Fund	157,500
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C.P. - REC CENTER BLDG FUND

Transfer from LOST Fund	260,000
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C.P. - CORRIDOR OF COMMERCE

Transfer from Water Utility Fund	150,000
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WATER UTILITY FUND

Transfer to C.P. Corridor Fund	(150,000)
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WATER UTILITY CAP IMP FUND

Tower Improvements Project	(392,000)
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SEWER UTILITY FUND

Transfer to General Fund (prop/liab ins)	(1,238)
--	---------

City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Honorable Mayor and City Council Members

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

DATE: May 20, 2021

SUBJECT: Water Service, Sewer Service, and Annexation Agreement with Olsen's Car Care Corner, Inc. (dba Olsen's Outdoor Power)

Olsen's Car Care Corner, Inc. (dba Olsen's Outdoor Power) owns property at 19072 Kittyhawk Ave. The property is currently in the process of being annexed into the City of Carroll; however, it is currently in unincorporated Carroll County. The annexation process by the State of Iowa will take approximately another 90 to 120 days to complete.

Olsen's Car Care Corner, Inc. has requested that the City permit the extension of utilities to their property prior to the completion of the annexation process by the State of Iowa and has signed a Water Service, Sewer Service, and Annexation Agreement related to that request. City code only permits properties in the City of Carroll to connect to City water and sewer service without City Council approval. This agreement permits them to connect to City water and sewer utilities prior to the completion of the annexation and requires that they complete the annexation process.

RECOMMENDATION: Mayor and City Council consideration of a resolution approving a Water Service, Sewer Service, and Annexation Agreement with Olsen's Car Care Corner, Inc.

RESOLUTION NO. _____

RESOLUTION APPROVING A WATER SERVICE, SEWER SERVICE, AND
ANNEXATION AGREEMENT WITH OLSEN'S CAR CARE CORNER, INC.
(DBA OLSEN'S OUTDOOR POWER)

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

Section 1. That the Water Service, Sewer Service, and Annexation Agreement with Olsen's Car Care Corner, Inc. (dba Olsen's Outdoor Power) is approved.

Section 2. That the Mayor and City Clerk are hereby authorized and directed to execute said Water Service, Sewer Service, and Annexation Agreement with Olsen's Car Care Corner, Inc. (dba Olsen's Outdoor Power) on behalf of the City of Carroll.

Passed and approved by the Carroll City Council this 24th day of May, 2021.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

Prepared by:
Return to:

WATER SERVICE, SEWER SERVICE, AND ANNEXATION AGREEMENT

THIS ANNEXATION AGREEMENT (the "Agreement") entered into by the City of Carroll, 627 N Adams St, Carroll Iowa 51401 (hereafter the "City"); and Olsen's Car Care Corner, Inc., 2800 E. 7th Street, Atlantic, IA 50022 along with their successors and assigns. (hereafter collectively "Olsen").

WHEREAS, Olsen is the owner of the following described property located in unincorporated Carroll County, Iowa:

Lot 1 of the Solid Waste Subdivision of the NE 1/4 NE 1/4 of Section 22, Township 84 North, Range 35 West 5th P.M., Carroll County, Iowa. (the "Property")
; and

WHEREAS, Olsen has contacted the City about connecting to City water mains and City sanitary sewer mains; and

WHEREAS, it is the City's policy that a person who connects to the City water or sanitary sewer must annex into the corporate limits of the City; and

WHEREAS, Olsen has filed an application for annexation into the City of Carroll and they would like to connect the City water and sanitary sewer prior to the finalization of said annexation; and

WHEREAS, pursuant to Section 92.05 of the Code of Ordinances of the City of Carroll, Olsen may be allowed City water service by special agreement of the council; and

WHEREAS, pursuant to Section 95.06 of the Code of Ordinances of the City of Carroll, Olsen may be allowed City sanitary sewer service by special agreement of the council; and

WHEREAS, the City retains the right to impose a rate for customers outside the City for water and sanitary sewer usage and Olsen agrees to said rates; and

WHEREAS the City Council of the City desires to allow Olsen to connect to the City's water and/or sanitary sewer system, at Olsen's sole cost, as long as Olsen agrees to complete the voluntarily annexation of the Property into the City.

NOW, THEREFORE, BASED UPON THE COVENANTS DESCRIBED ABOVE, the Parties agree as follows:

1. Annexation. Olsen, and their successors and assigns, by the execution of this Agreement, irrevocably agree to voluntarily annex the Property into the City. The parties to this Agreement expressly agree that this Agreement required Olsen to continue with its Application for Voluntary Annexation, until Annexation is completed.
2. City ordinances. By execution of this Agreement, Olsen expressly agrees to abide by the City's ordinances, rules, and regulations that apply to water services and/or sewer services established by the Council.
3. Connection to the water and sanitary sewer system. Upon the execution of this Agreement, Olsen, at its sole cost and expense, may cause a water and sanitary sewer service line, a water meter and associated equipment to be constructed and connect to the City's public utility systems. Said connection shall be made by a licensed plumber and be in strict compliance with the rules and regulations of the City's Code of Ordinances. All non-domestic industrial sanitary sewer discharges shall be subject to approval by the City of Carroll and the Iowa DNR.
4. Payment for water and sewer services. Olsen expressly agrees to pay, when due, all amounts invoiced to Olsen by the City using the rates in effect at the time the invoice is created.
5. Recording. The City shall cause this Agreement to be recorded and Olsen shall reimburse the City for the costs of said recording.

Dated this ____ day of _____, _____.

Olsen's Car Care Corner, Inc.

City of Carroll, Iowa

Tad B. Olsen Pres.

Tad B Olsen, President

Eric P. Jensen, Mayor

Tad B. Olsen Sec.

Tad B Olsen, Secretary

ATTEST:

Laura Schaefer, City Clerk

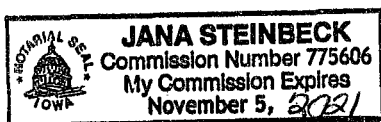
STATE OF IOWA, CARROLL COUNTY, ss:

On this _____ day of _____, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Eric P. Jensen and Laura Schaefer, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Carroll, Iowa; a municipal corporation; and that the instrument was signed on behalf of the City, by authority of its City Council, as passed by Resolution of the City Council; and Eric P. Jensen and Laura Schaefer acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the City, by it voluntarily executed.

Notary Public

STATE OF IOWA, COUNTY OF CASS, ss:

This instrument was acknowledged on this 14th day of May, 2021 before me, a Notary Public in and for said county, personally appeared TAD B OLSEN, to me personally known, who being by me duly sworn or affirmed did say that he is President and Secretary of said corporation and that said instrument was signed on behalf of the said corporation by authority of its board of directors and the said President and Secretary, acknowledged the execution of said instrument to be the voluntary act and deed of said corporation by it voluntary executed.



Jana Steinbeck
Notary Public

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

DATE: May 19, 2021

SUBJECT: Street Restoration - 2021
Timberline Road – Main Street Sidewalk

Pursuant to the January 25, 2021, Professional Services Agreement with JEO Consulting Group Inc., Alternates for the Timberline Road – Main Street sidewalk have been evaluated. The proposed sidewalk is located on the easterly side of Timberline Road and Main Street from the driveway at 111 Timberline Road to Hillcrest Drive. The proposed length is approximately 1,050 feet. A preliminary plan is attached.

The two Alternates that have been evaluated are summarized as follows:

1. Construction of a 4-foot-wide sidewalk located six feet back of curb. The sidewalk grade is proposed to be at or above the top of the street curb. This Alternate is illustrated in the attached preliminary plan. The preliminary estimated cost of this Alternate is \$65,000.
2. Construction of Alternate 1 with 240 feet of guardrail along the back side of the easterly curb on the Timberline Road – Main Street curve. The sidewalk behind the guardrail can be placed approximately four feet from the back of curb. The preliminary cost estimate of this Alternate is \$80,000.

Both Alternates include a sidewalk connection to the Sauk Rail Trail.

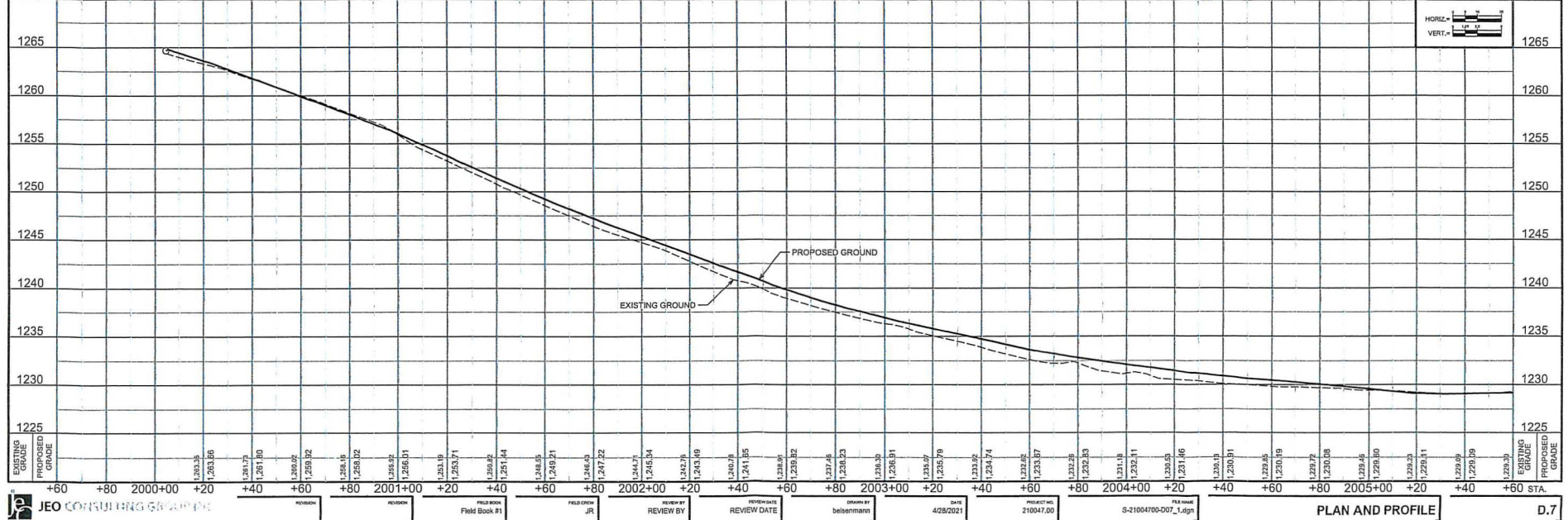
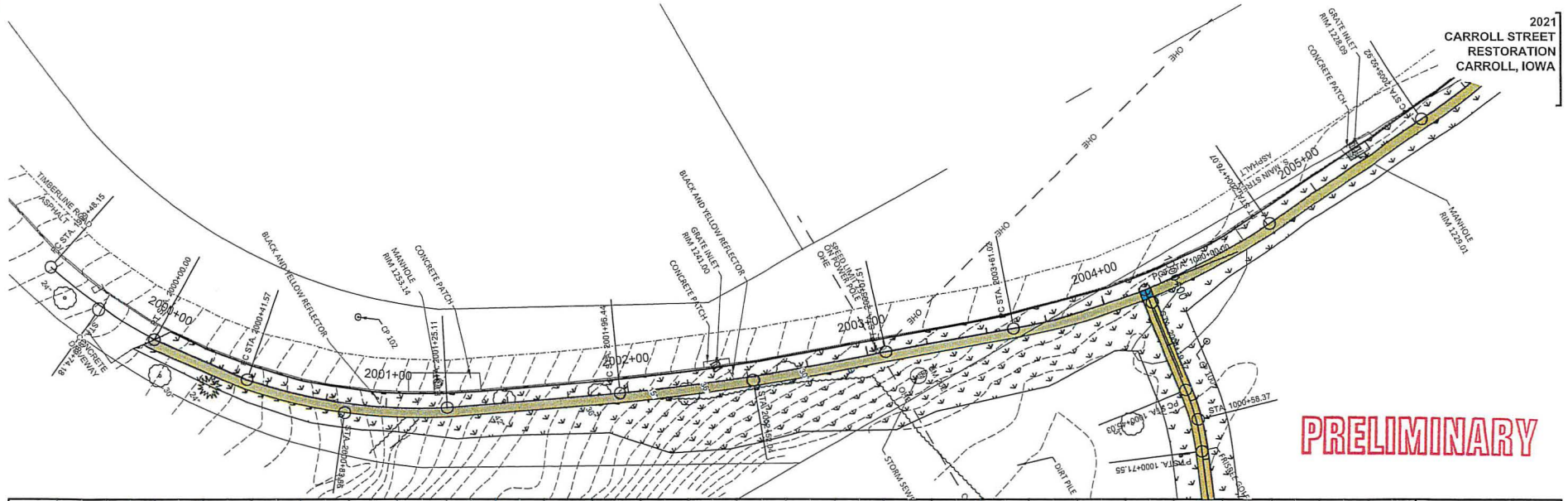
RECOMMENDATION: Mayor and City Council consideration of selection of the preferred Alternate for the Timberline Road – Main Street sidewalk.

RMK:ds

attachments (3)

2021
CARROLL STREET
RESTORATION
CARROLL, IOWA

PRELIMINARY



2021

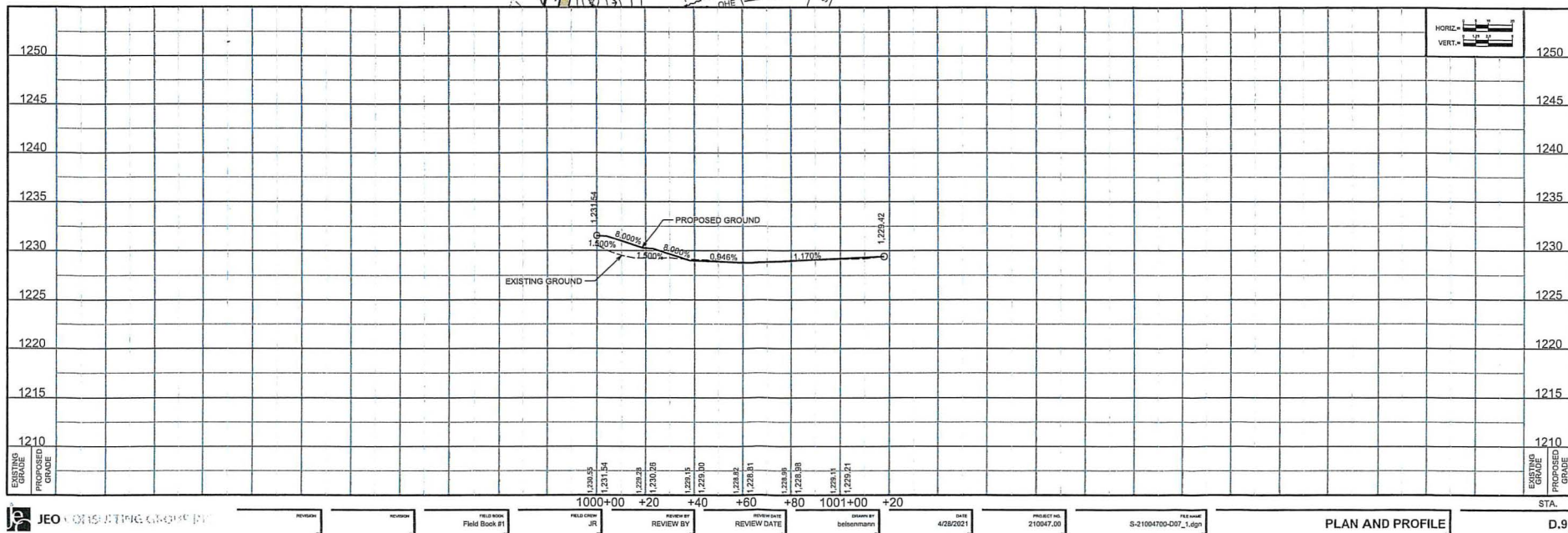
CARROLL STREET RESTORATION

CARROLL, IOWA



D.8

PRELIMINARY



City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Honorable Mayor and Members of the City Council

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

DATE: May 20, 2021

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) –
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) – **May 10, 2021**
5. Parks, Recreation & Cultural Advisory Board (meets 1st Monday of January, March, May, July, September and November) –
6. Carroll County Solid Waste Management Commission (meets 2nd Tuesday of month) – **May 11, 2021**
7. Carroll Historic Preservation Commission (no regular meeting dates) –
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

CARROLL AIRPORT COMMISSION

Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Monday, May 10, 2021, at the Arthur Neu Airport. Commission members in attendance were Norman Hutcheson, Greg Siemann, Gene Vincent, Kevin Wittrock and Dick Fulton. Also attending were Don Mensen, airport manager and Carol Schoeppner, recording secretary. Chairman Hutcheson conducted the 5:30 P.M. meeting.

MINUTES

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

HANGER REPAIR

Schroeder Construction submitted a bid of \$21,250.00 to repair the roof on the big hanger. A motion by Comm. Siemann and seconded by Comm. Fulton was made to approve the contract and down payment of \$10,625.00. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

AIR METHODS

Comm. Vincent is in contact with Air Methods as to what they will have to remove from the airport. He also said they will have to fulfill their contract with the City which runs through September. Don has terminated his contract with Air Methods in May.

FARM REPORT

Comm. Vincent reported there will be 60 acres in beans, 57 acres in corn and 20 acres of hay ground.

TOPICS DISCUSSED:

Don had Wi-Fi installed in the shop hanger. The Commission agreed to approve payment because of the print out for the fuel system.

The Commission decided to have the airport fertilized and Don will get the product from New Cooperative and have Chad Steinkamp apply it. It should cost around \$3,800.00.

Comm. Fulton reported the Masonic Lodge will prepare the Flight Breakfast and the Commission should be looking for static displays for the event.

Federal and Iowa Aviation Boards reclassification of Iowa airports.

BILLS

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

Carroll Aviation	contract	\$ 6,800.00
Drees Oil	propane	145.28
Schroeder Construction	roof repair	10,625.00
New Cooperative	farm chemicals	3,936.82
Unified Contracting	new leak detection	8,685.00
Carroll Refuse	April garbage	72.00
Ecowater	cooler rent/water	161.08
Carroll Cleaning	cleaning supplies	129.00
Wittrock Motor	April car rental	349.00
Carroll Aviation	Wi-Fi in hanger	636.00
Raccoon Valley Elec	April electric service	1,113.11
Raccoon Valley Elec	(AM) electric service	282.18
Carol Schoeppner	secretary contract	350.00

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

There being no further business, a motion by Comm. Sieman and seconded by Comm. Wittrock was made to adjourn at 6:43 P.M.

The next regular meeting of the Carroll Airport Commission will be June 14, 2021 at the Arthur Neu Airport.

Chairman/Vice-Chairman

ATTEST:

CARROLL AIRPORT COMMISSION

Regular meeting

Monday, June 14, 2021

5:30 P.M.

Arthur Neu Airport

Agenda

Approve previous meeting minutes

Shop Hanger Roof Repair

2020/2021 Budget

2021/2022 Budget

New Business

Approve monthly bills

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

May 11, 2021

1. The meeting was called to order at 6:30 a.m. by Vice-Chair Dr. Eric Jensen. Mayor of Carroll, at the Carroll County Recycling Center. Others in attendance were: Scott Johnson, Carroll County Board of Supervisor; Harvey Dales, City of Manning, Dan Snyder, City of Breda and Mary Wittry, Director. Chair Jeff Anthofer arrived at 6:35 a.m.
2. Wittry requested to add leachate line break and equipment repairs. Dales moved and Johnson seconded to approve the amended agenda as presented. Motion carried, all voting aye.
3. Johnson moved and Dales seconded to approve the minutes of the April 13, 2021 meeting as presented. Motion carried, all voting aye.
4. Dales reviewed the bills payable-see attached. Wittry discussed the following bills: All Pro Door, \$8,655 – replacement doors at the Recycling Center; Arcadia Limestone, \$7860.05 – rock; Foth Infrastructure and Environment, \$29,544.80 - general consulting, sampling, and progress on the monitored natural attenuation report; and Greteman Insurance, \$17,275 – auto/equipment insurance. Dales moved and Snyder second. Motion carried, all voting aye.
5. Wittry presented the financial report. Snyder moved and Dr. Jensen seconded to approve the financial report as presented. Motion carried, all voting aye.
6. Snyder moved and Dr. Jensen second to approve the wage and benefit recommendation for 2021-22 as presented. Motion carried, all voting aye.
7. Dales moved and Johnson seconded to accept the final pay application from J.B. Holland for \$138, 243.01 with \$41,432.68 paid in May and the retainage of \$97,823.52 to be paid in June from the landfill expansion account. Motion carried, all voting.
8. Dales moved and Snyder seconded to approve the contract as presented with Metro Waste Authority for disposal of household hazardous waste for the next 3 years at \$.94 per person per year. Motion carried, all voting aye.
9. Johnson moved and Dr. Jensen seconded to maintain the coverage limits on Commission owned vehicles as presented. Motion carried, all voting aye.
10. Equipment replacement for landfill and recycling center was discussed. Johnson moved and Dales seconded to purchase a 973K Caterpillar track loader, extend warranty on the 826 compactor up to 10,000 hours and to put an additional \$10,000 per month into the equipment replacement account from revenue received for out of county waste disposal. Motion carried, all voting aye. Dales moved and Snyder seconded to purchase a Bobcat S62 T4 skid steer loader as presented. Motion carried, all voting aye.
11. Discussion was held on bid submittal last July with a change operations after the submittal. No action taken.
12. Snyder moved and Johnson second to approve the quote as presented from Superior Jetting to flush the leachate lines as required by law every three years. Motion carried, all voting aye. The monitored natural attenuation plan was submitted to DNR as scheduled with a meeting scheduled for June.
13. Market prices for processed recyclable materials was presented.

14. A leachate line break occurred when a company was installing fiber near the recycling center. An unexpected expense on the compactor will be included in the bills in June. Next meeting date is June 8, 2021 at 6:30 a.m.
15. Johnson moved and Snyder seconded to adjourn the meeting at 7:45 a.m. Motion carried, all voting aye.

Respectfully submitted,

Mary Wittry

Retail Coach Summary Update
Prepared for the Carroll City Council
May 12, 2021

Project Summary

The last update for the Council was April 12, 2021 in written format. Since that time, the CADC has received more store specific data and has now requested data for a total of 32 different stores and restaurants in Carroll, i.e. the Bomgaars report that you receive in last month's update. It has become the goal to educate existing business owners on the Primary Retail Trade Area and the population of 33,000 people who consistently shop in Carroll. There has also been strong movement with business recruitment only two months after the original point of contact. Generating early excitement for the Carroll market post-COVID.

The CADC has finalized the marketing and communications strategy to shed light on the positivity that comes from working with Retail Coach. Our marketing and communications will help bring a consistent brand for this project, educate the constituents of Carroll, and excite existing and new businesses.

Similar to the store specific data, Retail Coach has run data on our entire downtown. Showing the large foot-print it has along with shopping trends, i.e. time of day, time spent, busiest day of the week, etc. It shows the recovering in our downtown, post-COVID, and that Carroll has recovered stronger and more quickly than most communities.

Existing Business Effort

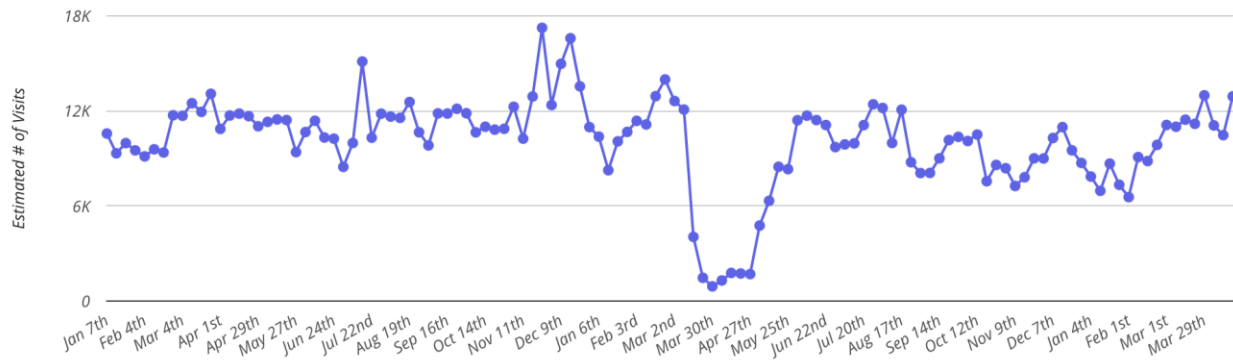
The CADC has requested store specific data for a total of 32 different retailers and restaurants around Carroll. This "geofenced" data tracks customers that come in and out of that specific location by tracking the GPS on the cell phone. Specifically this data helps the retailer see the town in which their customers live, the average time of day they visit, the day of the week with the most visits, how long the visit lasts, where the customers are prior/post the visit, their largest competitors, and more. This data given to our retailers is the same data that Retail Coach provides for companies like Target, showing just how valuable it is.

Of the 32 data sets requested, the CADC has received 16 and will continue to receive the rest over the coming weeks. Once the data is received, we visit with that retailer/restaurant to go over the data and deliver them a copy for their use.

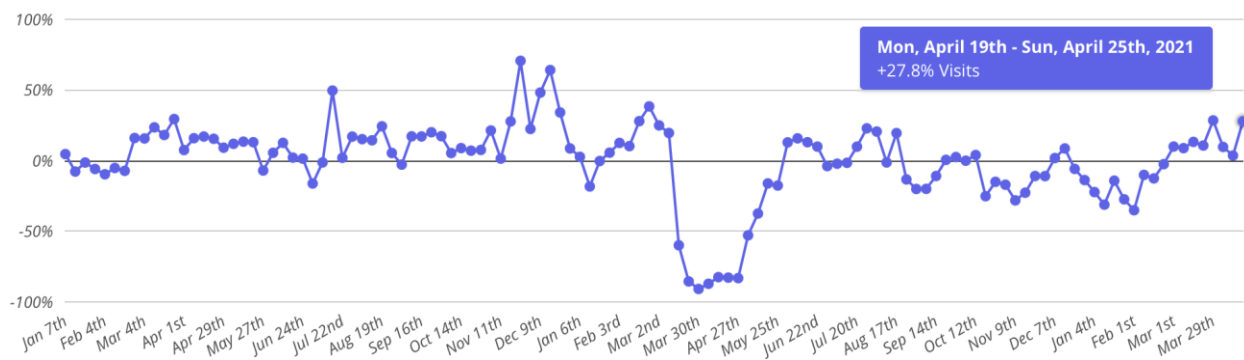
<u>Requested</u>		<u>Received</u>		<u>Delivered</u>	
April	May	April	May	April	May
29	32	7	16	7	11

Recently, Retail Coach ran a report of downtown Carroll, dating from January 1, 2019 to February 28, 2021. This report shows the estimated number of visits and geographical pull businesses in downtown Carroll have. It also shows the downtown's retail trade area, visitor profile, and more.

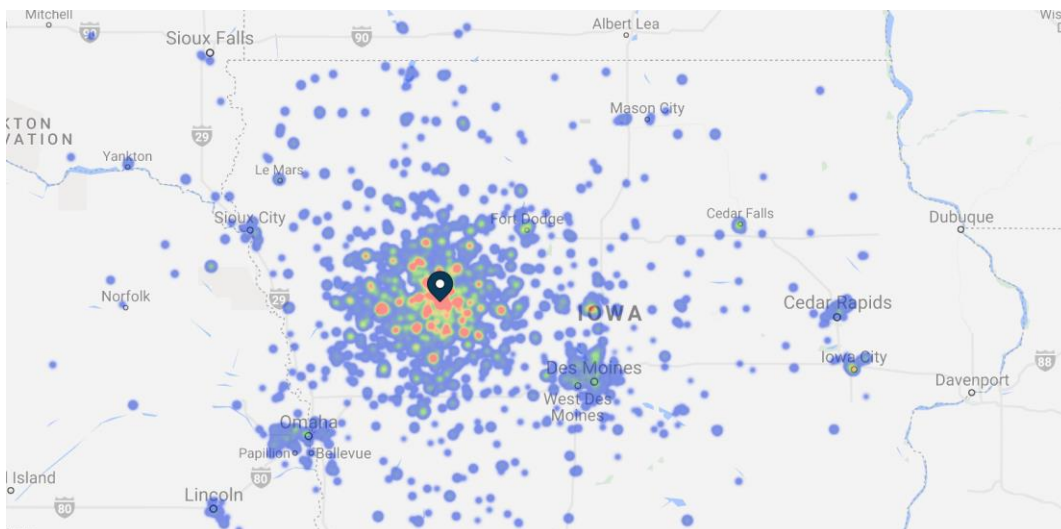
The first graph is of estimated weekly visits in downtown, which you can see the effects of COVID and the strong return that took place.



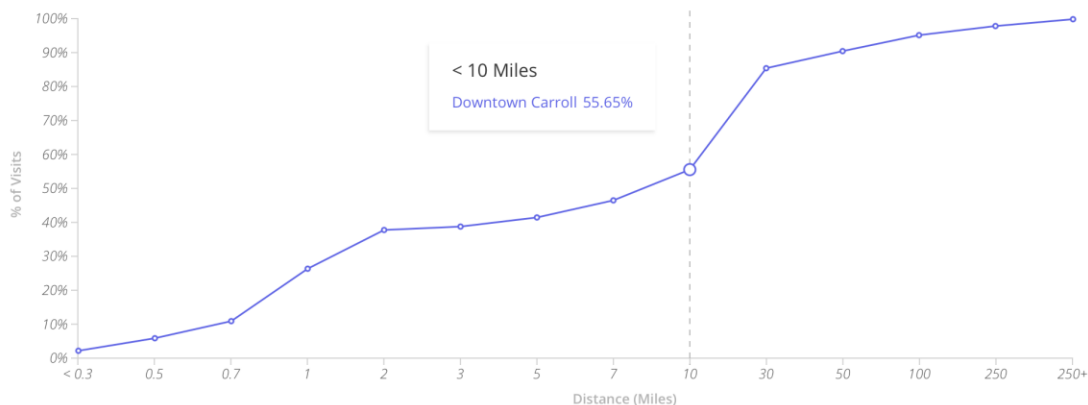
The next graphic shows a baseline change in weekly foot traffic in downtown Carroll. Again this chart shows the effects of COVID, and an overall steady return.



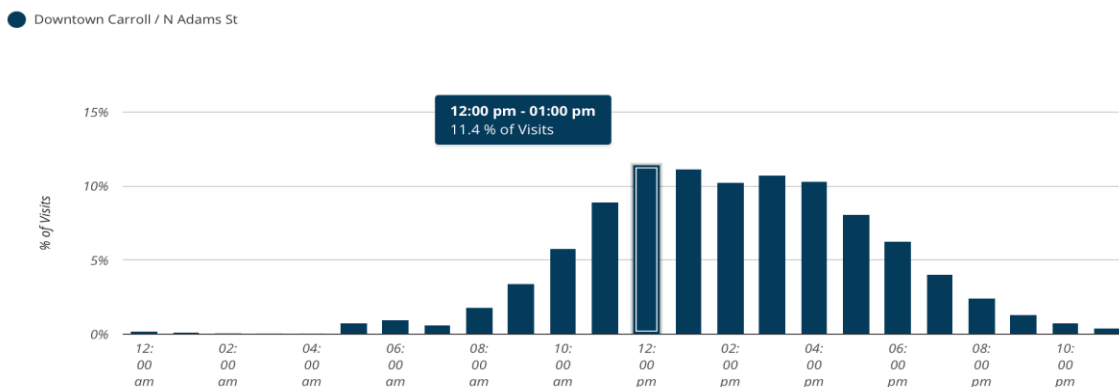
The heat map shows the downtown's specific retail trade area. This trade area is above average in a town that is a similar size to Carroll.



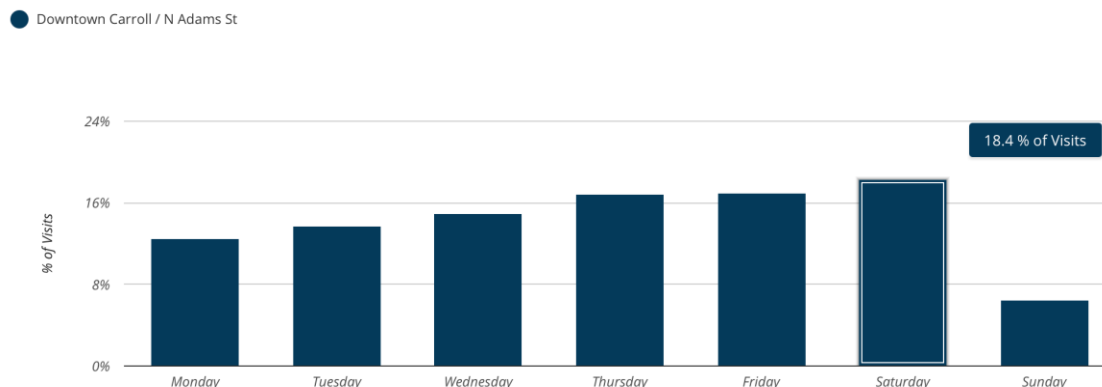
On par with communities similar to Carroll, approximately 45% of visitors come from over 10 miles away.



As expected, the most popular time of day for customers to visit is between 12pm-1pm with 11.4% of customers. This is a largely in part that most stores close at 5pm giving little to no time for visitors to come after they are off work. In terms of creating a synergy in the downtown of Carroll, more consistent hours would be helpful, and if stores closed at 6pm or 7pm instead of 5pm.



Historically, Thursday nights are known as shopping nights. However, on this chart, Thursday comes in at around the second or third busiest day in downtown Carroll.



Business Recruitment Effort

Retail Coach has made contact with 37 potential new businesses about the Carroll market and the possibilities of having a Carroll location. Shortly after Retail Coach made their first contact, they have already seen a lot of movement and interest in Carroll from these retailers. Retail Coach monitors the interest of the retailers by using a dashboard that categorizes the business based on their feedback. The categories on the dashboard are as followed:

- **Reviewing Market Info:** This means Retail Coach has sent them initial information on the Carroll market. Any business that is in this category has not given a response.
- **Review Sites:** This category means that the retailer is reviewing potential sites to see if the Carroll market would meet their needs.
- **Not Interested:** This means that the retailer does not believe the Carroll market is currently a good fit for their company. Just because the retailer may not be interested, does not mean they never will be in the future.
- **Not Right Now:** This category means that the retailer is interested in Carroll, but this is just not the right time for an expansion into the Carroll market.
- **Interested:** This category means a retailer is interested in coming to the Carroll market.
- **Interested, Need Franchisee:** This means the retailer is interested in the Carroll and needs to find a franchisee to make it a possible option.
- **Looking for a Site:** This category means the retailer is interested in the Carroll market and is looking for a site that will suit their needs.
- **Site Visit:** This means the retailer is now visiting Carroll to physically look at site options.
- **LOI/Opening/Opened:** This category means the retailer is opening a new location in Carroll or has opened a new location.

Based on the CADC update meetings with Mr. Farmer, the Carroll market has seen faster movement and interest than many other communities they have worked with of a similar size. Conversations with retailers are going smoothly this early in the process.

Business Recruitment Dashboard Update	<i>Category</i>	<i>Number of Retailers (April)</i>	<i>Number of Retailers (May)</i>
	Review Market Info	18	20
	Review Site	5	5
	Not Interested	3	2
	Not Right Now	4	4
	Interested	0	1
	Interested, Need Franchisee	4	3
	Looking for a Site	2	2
	Site Visit	0	0
	LOI/Opening/Opened	0	0

Marketing and Communications Plan

Due to any negativity and/or false assumption as to why Retail Coach is being used, the CADC has put together a plan to better communicate and market to Carroll County the purpose of Retail Coach. The CADC is taking an intentional and proactive approach to promote Retail Coach and the work they are doing.

Marketing Goals: Promote Retail Coach and the work it does to help existing businesses and bring new business throughout Carroll County.

- Ensure a consistent brand image for CADC and the work it does with Retail Coach.
- Develop a schedule and implementation of ongoing communications.
- Evaluation of communications and promotion for CADC and Retail Coach.
- Promote workshops and business data.
- Presentation to local communities on Retail Coach Data.

To start, the CADC will use the following sources to communicate and market Retail Coach activity.

- Social Media
- Press Releases
- Area Development Meetings
- City Council Updates

Correctly using these sources will drive positive communication throughout the community and bring even more excitement to the work Retail Coach is doing.

Final Summary

In total, between the data given to existing businesses and the movement of recruitment for new businesses, the Carroll community has a lot to be excited about. We have hard data to show that Carroll has recovered well from COVID and this is a strong market for economic growth. The proper steps will continue to be taken to maximize growth opportunities, both for existing and new businesses. The CADC will continue to market and communicate the success we are having early on and hope others do the same. The most success will come from the community working as a team to optimize the most success.