

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

GOVERNMENTAL BODY: Carroll City Council

DATE OF MEETING: May 28, 2019

TIME OF MEETING: 5:15 P.M.

LOCATION OF MEETING: 1026 N Adams Street - Adams Elementary School
Board Conference Room

www.cityofcarroll.com

AGENDA

- I. Pledge of Allegiance
- II. Roll Call
- III. Consent Agenda
 - A. Approval of Minutes of the May 13 Meeting
 - B. Approval of Bills and Claims
 - C. Licenses and Permits:
None
 - D. Application for Tax Abatement under the Urban Revitalization Plan for:
 - a. Court Street LLC dba Lincoln Highway Suites (117 E 6th St)
- IV. Oral Requests and Communications from the Audience
- V. Ordinances
None
- VI. Resolutions
 - A. FY 2018/2019 Budget Amendment #1
 1. Public Hearing
 2. City Budget Amendment and Certification Resolution
 - B. Carroll City Hall East Stoop and Entry Stairs Design Services
- VII. Reports
 - A. Carroll Public Library/Carroll City Hall - Change Order No. 5
 - B. Bankers Trust Paying Agent Assignment



C. Relay for Life Fundraiser

1. Request for Street Closure
2. Allow the Sale of Alcohol
3. Outdoor Service – *Kerp's* (June 15, 2019)
4. Outdoor Service – *Carroll Brewing Company* (June 15, 2019)
5. 5K Fund Run Request

D. Sesquicentennial Celebration

1. Request for Street Closure
2. Allow the Sale and Consumption of Alcohol
3. New 5-day Class "B" Beer Permit (includes Wine Coolers) with Outdoor Service –
Carroll Chamber of Commerce (July 19, 2019)

VIII. Committee Reports

IX. Monthly Activity Reports

X. Comments from the Mayor

XI. Comments from the City Council

XII. Comments from the City Manager

XIII. Rental Housing Code and Inspection Workshop

XIV. Adjourn

June/July Meetings:

Board of Adjustment – June 3, 2019 – Region XII - 1009 E Anthony St

City Council – June 10, 2019 – Adams Elementary School - 1026 N Adams St

Planning and Zoning Commission – June 12, 2019 – Region XII - 1009 E Anthony St

Library Board of Trustees – June 17, 2019 – Region XII - 1009 E Anthony St

City Council – June 24, 2019 – Adams Elementary School - 1026 N Adams St

Board of Adjustment – July 1, 2019 – Region XII - 1009 E Anthony St

City Council – July 8, 2019 – Adams Elementary School - 1026 N Adams St

Planning and Zoning Commission – July 10, 2019 – Region XII - 1009 E Anthony St

Library Board of Trustees – July 15, 2019 – Region XII - 1009 E Anthony St

Parks, Recreation and Cultural Advisory Board – July 15, 2019 – Carroll Recreation Center - 716 N Grant Rd

City Council – July 22, 2019 – Adams Elementary School - 1026 N Adams St

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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 13, 2019

The Carroll City Council met in regular session on this date at 5:15 p.m. in the Carroll Community School District Board Room, 1026 N Adams Street (Adams Elementary). Members present: Misty Boes, LaVern Dirkx, Jerry Fleshner, Clay Haley, Mike Kots and Carolyn Siemann. Absent: Mayor Eric Jensen. Mayor Pro Tem Jerry Fleshner presided in the absence of Mayor Jensen 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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Rec Center Program Specialist Jessi Harmon presented and explained the 2018 American Red Cross Aquatic Examiner Service Award that was awarded to the Carroll Recreation Center. No Council action taken.

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It was moved by Haley, seconded by Dirkx, to approve the following items on the consent agenda: a) minutes of the April 22, 2019 Council meeting, as written; b) bills and claims in the amount of \$1,678,585.64; c) the following licenses and permits: New 6 month Class “B” Beer Permit (includes Wine Coolers) with Outdoor Service – *Dolly’s Bar & Grill (at Carroll Cycle Center)*, New Class “E” Liquor License with Carryout Beer, Carryout Wine (includes Native Wine) and Sunday Sales – *Casey’s General Store #3025*, and Renewal of Class “E” Liquor License with Carryout Beer, Carryout Wine (includes Native Wine) and Sunday Sales – *Hy-Vee*; and d) the Council appointments to the Parks, Recreation and Cultural Advisory Board for a three (3) year term that expires May 31, 2022: Matt Hodges, Jeff Aden, and Brook Mikkelsen. On roll call, all present voted aye. Absent: None. Motion carried.

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Nick Schultes asked about a rental housing ordinance during the oral requests from the audience. No Council action taken.

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Mayor Pro Tem Jerry Fleshner read a proclamation declaring May 2019 as Foster Care Month in Carroll, Iowa and urged all Iowans to help children in foster care build their brightest futures. Dawn Luetje, Project Manager for Lutheran Services of Iowa, addressed Council about foster care. No Council action taken.

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It was moved by Kots, seconded by Haley, to approve Resolution No. 19-36, Contract with Wellmark for Group Health Insurance Coverage and Setting COBRA Rates for FY 2020. Debbie Dean, Senior Benefit Consultant for 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 Siemann, to accept the updated bonding options provided by PFM and move the estimated construction timeline for the Carroll Recreation Center Improvements Project to July 2020. On roll call, all present voted aye. Absent: None. Motion carried.

It was moved by Boes, seconded by Siemann, to approve Resolution No. 19-37, the Scope of Architectural Services with RDG Planning & Design for a lump sum fee of \$55,000 and up to \$20,000 for the Statistically Accurate Community Survey for the Carroll Recreation Center Building Improvements Project. Mike Chambers, RDG Planning & Design Engineer, addressed Council on this issue. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Dirx, seconded by Haley, to approve Resolution No. 19-38, Annual City Manager Salary. 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. 19-39, FY 2019/2020 Salary Resolution. On roll call, all present voted aye. Absent: None. Motion carried.

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At 6:06 p.m., Mayor Pro Tem Fleshner, opened a public hearing on the Plans, Specifications, Form of Contract and Opinion of Cost for the 2019 Carroll Trails Project. Mayor Pro Tem Fleshner closed said hearing at 6:14 p.m.

It was moved by Siemann, seconded by Boes, to approve Resolution No. 19-40, Adopting Plans, Specifications, Form of Contract and Opinion of Cost for the 2019 Carroll Trails Project. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Kots, seconded by Haley, to accept the report of bid opening and approve the purchase of a 2020 Custom Fire Apparatus from Toyne, Inc., Breda, Iowa, at their bid price of \$434,166.37. On roll call, all present voted aye. Absent: None. Motion carried.

It was moved by Kots, seconded by Haley, to approve Resolution No. 19-41, Accepting the Interlocal Agreement with Region VIII Education Service Center and waive Purchasing Policy No. 501 in order to use The Interlocal Purchasing System (TIPS) program to purchase library shelving from Library Furniture International. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Dirkx, seconded by Boes, to accept the report of bid opening and approve the bid for the Carroll Public Library and Carroll City Hall Audiovisual Package from Communication Innovators at their bid price of \$197,350. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Haley, seconded by Dirkx, to approve the Invitation to Developers for property at 224 N Main Street. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Haley, seconded by Dirkx, to set Tuesday, May 28, 2019, as the date for a public hearing for the FY 2018/2019 Budget Amendment #1. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Kots, seconded by Haley, to adjourn at 6:43 p.m. On roll call, all present voted aye. Absent: None. Motion carried.

Jerry Fleshner, Mayor Pro Tem

ATTEST:

Laura A. Schaefer, City Clerk

ACCOUNTS PAYABLE
 OPEN ITEM REPORT
 SUMMARY

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	5/10/2019 THRU 5/23/2019	5/10/2019 THRU 5/23/2019	5/10/2019 THRU 5/23/2019
PARTIALLY ITEMS DATES:	5/10/2019 THRU 5/23/2019	5/10/2019 THRU 5/23/2019	5/10/2019 THRU 5/23/2019
UNPAID ITEMS DATES :		5/10/2019 THRU 5/23/2019	5/10/2019 THRU 5/23/2019

VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-001934	ACADEMY ROOFING & SHEET M	ROOF REPAIRS	805.00	0.00	000000	0/00/00	805.00
		** TOTALS **	805.00	0.00			805.00
01-001704	ACCO	POOL CHEMICALS	1,970.20	0.00	000000	0/00/00	1,970.20
01-001704	ACCO	POOL SUPPLIES	947.35	0.00	000000	0/00/00	947.35
		** TOTALS **	2,917.55	0.00			2,917.55
01-001698	ADVANCED LASER TECHNOLOGI	TONERS	142.43	0.00	000000	0/00/00	142.43
01-001698	ADVANCED LASER TECHNOLOGI	TONER - PW SECRETARY	59.95	0.00	000000	0/00/00	59.95
		** TOTALS **	202.38	0.00			202.38
01-002080	AMAZON/SYNCHRONY BANK	BOOKS	389.15	389.15-	114668	5/21/19	0.00
		** TOTALS **	389.15	389.15-			0.00
01-002916	AMERICAN RED CROSS	BABYSITTER CLASS	480.00	0.00	000000	0/00/00	480.00
01-002916	AMERICAN RED CROSS	LIFEGUARD TRAINING	76.00	0.00	000000	0/00/00	76.00
01-002916	AMERICAN RED CROSS	LIFEGUARD CLASS	300.00	0.00	000000	0/00/00	300.00
		** TOTALS **	856.00	0.00			856.00
01-002281	AMERICAN SECURITY CABINET	BOOK RETURN RENTAL	89.95	89.95-	114631	5/17/19	0.00
		** TOTALS **	89.95	89.95-			0.00
01-002370	ARNOLD MOTOR SUPPLY	CORE CREDIT	72.00-	0.00	000000	0/00/00	72.00-
01-002370	ARNOLD MOTOR SUPPLY	TRUCK REPAIRS	71.99	0.00	000000	0/00/00	71.99
01-002370	ARNOLD MOTOR SUPPLY	FILTERS #305	9.17	0.00	000000	0/00/00	9.17
01-002370	ARNOLD MOTOR SUPPLY	TRAILER BATTERIES	337.98	0.00	000000	0/00/00	337.98
		** TOTALS **	347.14	0.00			347.14
01-002805	BADDING CONSTRUCTION CO.	JUNE LIBRARY LEASE	4,725.00	0.00	000000	0/00/00	4,725.00
01-002805	BADDING CONSTRUCTION CO.	ADA UPGRADES #5	3,427.60	0.00	000000	0/00/00	3,427.60
01-002805	BADDING CONSTRUCTION CO.	ADA UPGRADES #6 FINAL	3,287.93	0.00	000000	0/00/00	3,287.93
		** TOTALS **	11,440.53	0.00			11,440.53
01-002818	BAKER AND TAYLOR INC.	BOOKS RETURNED	11.78-	11.78	114633	5/17/19	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	571.91	571.91-	114633	5/17/19	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	306.39	306.39-	114633	5/17/19	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	524.32	524.32-	114633	5/17/19	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	512.78	512.78-	114633	5/17/19	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	918.92	918.92-	114633	5/17/19	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	9.00	9.00-	114633	5/17/19	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	9.25	9.25-	114633	5/17/19	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	5.50	5.50-	114633	5/17/19	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	9.50	9.50-	114633	5/17/19	0.00
		** TOTALS **	2,855.79	2,855.79-			0.00

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 OPEN ITEM REPORT
 SUMMARY

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VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-001943	BAUER BUILT TIRE CENTER	TIRE REPAIRS	15.00	0.00	000000	0/00/00	15.00
		** TOTALS **	15.00	0.00			15.00
01-000609	BIERSCHBACH EQUIP & SUPPL	SIDEWALK/PEDESTRIAN CURB RAMPS	7,445.00	0.00	000000	0/00/00	7,445.00
		** TOTALS **	7,445.00	0.00			7,445.00
01-000528	BLUEGLOBES LLC	RUNWAY BULBS	64.68	64.68-	114624	5/17/19	0.00
01-000528	BLUEGLOBES LLC	RUNWAY BULBS	121.83	121.83-	114624	5/17/19	0.00
		** TOTALS **	186.51	186.51-			0.00
01-003515	BOMGAARS	SUMP PUMP AND HOSES	235.95	235.95-	114640	5/17/19	0.00
01-003515	BOMGAARS	REPAIR PARTS	19.45	19.45-	114640	5/17/19	0.00
01-003515	BOMGAARS	SUPPLIES	39.97	0.00	000000	0/00/00	39.97
01-003515	BOMGAARS	STEEL TOED BOOTS	136.96	0.00	000000	0/00/00	136.96
01-003515	BOMGAARS	BOLTS	14.12	0.00	000000	0/00/00	14.12
01-003515	BOMGAARS	GENERATOR REPAIRS	31.96	0.00	000000	0/00/00	31.96
01-003515	BOMGAARS	BATTERIES	17.38	0.00	000000	0/00/00	17.38
01-003515	BOMGAARS	POTTING MIX AND TOP SOIL	215.82	0.00	000000	0/00/00	215.82
01-003515	BOMGAARS	SUPPLIES	6.49	0.00	000000	0/00/00	6.49
01-003515	BOMGAARS	KEYS	3.98	0.00	000000	0/00/00	3.98
01-003515	BOMGAARS	GASKET GREASE	7.17	0.00	000000	0/00/00	7.17
01-003515	BOMGAARS	OIL	50.80	0.00	000000	0/00/00	50.80
01-003515	BOMGAARS	SUPPLIES	184.48	0.00	000000	0/00/00	184.48
01-003515	BOMGAARS	SUPPLIES	15.07	0.00	000000	0/00/00	15.07
01-003515	BOMGAARS	SUPPLIES	59.96	0.00	000000	0/00/00	59.96
01-003515	BOMGAARS	ROPE RAILING	47.44	0.00	000000	0/00/00	47.44
		** TOTALS **	1,087.00	255.40-			831.60
01-002311	BOOK FARM INC.	BOOKS	2,127.46	2,127.46-	114632	5/17/19	0.00
		** TOTALS **	2,127.46	2,127.46-			0.00
01-003670	BRIGGS INC OF OMAHA	SINKS	1,274.34	0.00	000000	0/00/00	1,274.34
01-003670	BRIGGS INC OF OMAHA	SUPPLIES	1.48	0.00	000000	0/00/00	1.48
01-003670	BRIGGS INC OF OMAHA	REPAIR PARTS	13.38	0.00	000000	0/00/00	13.38
01-003670	BRIGGS INC OF OMAHA	FAUCETS AND PARTS	239.06	0.00	000000	0/00/00	239.06
01-003670	BRIGGS INC OF OMAHA	SINK PARTS	20.15	0.00	000000	0/00/00	20.15
		** TOTALS **	1,548.41	0.00			1,548.41
01-003693	BRUNER & BRUNER	GENERAL WORK	567.00	0.00	000000	0/00/00	567.00
01-003693	BRUNER & BRUNER	POLICE/MAGISTRATE	756.00	0.00	000000	0/00/00	756.00
01-003693	BRUNER & BRUNER	BOARD OF ADJUSTMENT	162.00	0.00	000000	0/00/00	162.00
		** TOTALS **	1,485.00	0.00			1,485.00

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UNPAID ITEMS DATES :		5/10/2019 THRU 5/23/2019	5/10/2019 THRU 5/23/2019

VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	89.75	89.75-	114642	5/17/19	0.00
01-004138	CAPITAL SANITARY SUPPLY	TOWELS	142.50	0.00	000000	0/00/00	142.50
01-004138	CAPITAL SANITARY SUPPLY	CLEANER	89.00	0.00	000000	0/00/00	89.00
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	8.00	0.00	000000	0/00/00	8.00
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	81.02	0.00	000000	0/00/00	81.02
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	264.25	0.00	000000	0/00/00	264.25
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	42.00	0.00	000000	0/00/00	42.00
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	342.85	0.00	000000	0/00/00	342.85
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	137.50	0.00	000000	0/00/00	137.50
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	164.00	0.00	000000	0/00/00	164.00
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	7.50	0.00	000000	0/00/00	7.50
		** TOTALS **	1,368.37	89.75-			1,278.62
01-025028	CAROL SCHOEPPNER	SECRETARY CONTRACT	350.00	350.00-	114653	5/17/19	0.00
01-025028	CAROL SCHOEPPNER	PAY REQUESTS	129.79	129.79-	114653	5/17/19	0.00
		** TOTALS **	479.79	479.79-			0.00
01-000747	CARROLL AUTO SUPPLY	OIL FILTERS #60 & #54	14.34	0.00	000000	0/00/00	14.34
01-000747	CARROLL AUTO SUPPLY	OIL AND FILTERS #53	50.08	0.00	000000	0/00/00	50.08
		** TOTALS **	64.42	0.00			64.42
01-004132	CARROLL AVIATION INC.	IPPA CONFERENCE EXPENSES	399.46	399.46-	114641	5/17/19	0.00
01-004132	CARROLL AVIATION INC.	1/2 DISH TV SERVICE	571.78	571.78-	114641	5/17/19	0.00
01-004132	CARROLL AVIATION INC.	CONTRACT	6,600.00	6,600.00-	114641	5/17/19	0.00
		** TOTALS **	7,571.24	7,571.24-			0.00
01-004146	CARROLL CONTROL SYSTEMS	AHU #6 BATTERY	580.67	0.00	000000	0/00/00	580.67
01-004146	CARROLL CONTROL SYSTEMS	BACKFLOW TESTING	721.25	0.00	000000	0/00/00	721.25
01-004146	CARROLL CONTROL SYSTEMS	BOILER REPAIRS	52.50	0.00	000000	0/00/00	52.50
		** TOTALS **	1,354.42	0.00			1,354.42
01-004196	CARROLL HYDRAULICS	REPAIR PARTS	46.90	0.00	000000	0/00/00	46.90
		** TOTALS **	46.90	0.00			46.90
01-002977	CARROLL REFUSE SERVICE	APRIL GARBAGE PICKUP	57.00	57.00-	114634	5/17/19	0.00
		** TOTALS **	57.00	57.00-			0.00
01-004280	CDW GOVERNMENT INC	MACHINE SERVER UPGRADE	2,067.35	0.00	000000	0/00/00	2,067.35
		** TOTALS **	2,067.35	0.00			2,067.35
01-003058	CENTRAL IOWA READY MIX	PEEBLE LANE MUDJACKING	912.00	0.00	000000	0/00/00	912.00
01-003058	CENTRAL IOWA READY MIX	PEEBLE LANE MUDJACKING	994.00	0.00	000000	0/00/00	994.00
01-003058	CENTRAL IOWA READY MIX	SOUTHDALE DR PANEL REPLAC.	1,310.00	0.00	000000	0/00/00	1,310.00
01-003058	CENTRAL IOWA READY MIX	E 10TH ST. MUDJACKING	724.00	0.00	000000	0/00/00	724.00

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UNPAID ITEMS DATES :		5/10/2019 THRU 5/23/2019	5/10/2019 THRU 5/23/2019

VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
		** TOTALS **	3,940.00	0.00			3,940.00
01-002998	CENTURYLINK	BACKUP TELEPHONE	57.78	57.78-	114669	5/21/19	0.00
01-002998	CENTURYLINK	BACKUP TELEPHONE	157.77	157.77-	114670	5/21/19	0.00
		** TOTALS **	215.55	215.55-			0.00
01-002867	CINTAS FIRST AID & SAFETY	SAFETY SUPPLIES	133.38	0.00	000000	0/00/00	133.38
01-002867	CINTAS FIRST AID & SAFETY	SAFETY SUPPLIES	92.93	0.00	000000	0/00/00	92.93
01-002867	CINTAS FIRST AID & SAFETY	SAFETY SUPPLIES	113.04	0.00	000000	0/00/00	113.04
01-002867	CINTAS FIRST AID & SAFETY	SAFETY SUPPLIES	284.04	0.00	000000	0/00/00	284.04
		** TOTALS **	623.39	0.00			623.39
01-004835	COMMERCIAL SAVINGS BANK	MAY WATER ACH PROCESSING FEES	115.26	115.26-	000000	5/20/19	0.00
01-004835	COMMERCIAL SAVINGS BANK	FEDERAL WITHHOLDINGS	12,345.82	12,345.82-	000498	5/23/19	0.00
01-004835	COMMERCIAL SAVINGS BANK	FICA WITHHOLDING	14,861.62	14,861.62-	000498	5/23/19	0.00
01-004835	COMMERCIAL SAVINGS BANK	MEDICARE WITHHOLDING	4,407.00	4,407.00-	000498	5/23/19	0.00
		** TOTALS **	31,729.70	31,729.70-			0.00
01-004836	COMMUNITY OIL CO. INC.	OIL	675.85	0.00	000000	0/00/00	675.85
		** TOTALS **	675.85	0.00			675.85
01-000366	COMPUTER & NETWORK SPEC	SUBSCRIPTION CREDIT	121.00-	121.00	000000	0/00/00	0.00
01-000366	COMPUTER & NETWORK SPEC	SUBSCRIPTION CREDIT	121.00-	121.00	000000	0/00/00	0.00
01-000366	COMPUTER & NETWORK SPEC	COMPUTER REPLACEMENTS	3,852.00	3,852.00-	000000	0/00/00	0.00
01-000366	COMPUTER & NETWORK SPEC	IT MAINTENANCE	315.00	315.00-	000000	0/00/00	0.00
01-000366	COMPUTER & NETWORK SPEC	IT MAINTENANCE	82.50	82.50-	000000	0/00/00	0.00
01-000366	COMPUTER & NETWORK SPEC	IT MAINTENANCE	22.50	22.50-	000000	0/00/00	0.00
		** TOTALS **	0.00	0.00			0.00
01-000911	COMPUTER CONCEPTS OF IOWA	SUBSCRIPTION CREDIT	121.00-	121.00	114691	5/21/19	0.00
01-000911	COMPUTER CONCEPTS OF IOWA	SUBSCRIPTION CREDIT	121.00-	121.00	114691	5/21/19	0.00
01-000911	COMPUTER CONCEPTS OF IOWA	COMPUTER REPLACEMENTS	3,852.00	3,852.00-	114691	5/21/19	0.00
01-000911	COMPUTER CONCEPTS OF IOWA	IT MAINTENANCE	315.00	315.00-	114691	5/21/19	0.00
01-000911	COMPUTER CONCEPTS OF IOWA	IT MAINTENANCE	82.50	82.50-	114691	5/21/19	0.00
01-000911	COMPUTER CONCEPTS OF IOWA	IT MAINTENANCE	22.50	22.50-	114691	5/21/19	0.00
		** TOTALS **	4,030.00	4,030.00-			0.00
01-004862	CONTINENTAL RESEARCH CORP	SUPPLIES	217.80	0.00	000000	0/00/00	217.80
		** TOTALS **	217.80	0.00			217.80
01-003145	CORE AND MAIN LP	METERS	6,438.00	0.00	000000	0/00/00	6,438.00
		** TOTALS **	6,438.00	0.00			6,438.00
01-001595	COUNSEL OFFICE & DOCUMENT	COPIER MAINTENANCE	105.53	105.53-	114628	5/17/19	0.00

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VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-001595	COUNSEL OFFICE & DOCUMENT	TONER FREIGHT	7.57	7.57-	114628	5/17/19	0.00
01-001595	COUNSEL OFFICE & DOCUMENT	COPIER CONTRACT	71.72	0.00	000000	0/00/00	71.72
01-001595	COUNSEL OFFICE & DOCUMENT	COPIER CONTRACT	678.04	678.04-	114628	5/17/19	0.00
01-001595	COUNSEL OFFICE & DOCUMENT	TONER FREIGHT	7.66	7.66-	114628	5/17/19	0.00
		** TOTALS **	870.52	798.80-			71.72
01-001131	CUMMINS CENTRAL POWER	GENERATOR 2 HR LOAD TEST	802.83	0.00	000000	0/00/00	802.83
01-001131	CUMMINS CENTRAL POWER	GENERATOR 2 HR LOAD TEST	832.83	0.00	000000	0/00/00	832.83
01-001131	CUMMINS CENTRAL POWER	GENERATOR 2 HR LOAD TEST	793.83	0.00	000000	0/00/00	793.83
01-001131	CUMMINS CENTRAL POWER	GENERATOR 2 HR LOAD TEST	1,208.83	0.00	000000	0/00/00	1,208.83
01-001131	CUMMINS CENTRAL POWER	GENERATOR 2 HR LOAD TEST	802.83	0.00	000000	0/00/00	802.83
01-001131	CUMMINS CENTRAL POWER	GENERATOR 2 HR LOAD TEST	793.83	0.00	000000	0/00/00	793.83
		** TOTALS **	5,234.98	0.00			5,234.98
01-005395	D & K PRODUCTS	TURF CHEMICALS	144.00	0.00	000000	0/00/00	144.00
		** TOTALS **	144.00	0.00			144.00
01-002995	DTC WORLDWIDE	MEMBERSHIP CARDS	82.91	0.00	000000	0/00/00	82.91
		** TOTALS **	82.91	0.00			82.91
01-001075	E & F CUSTOM PUMPING INC.	LAGOON CLEANING	32,682.95	0.00	000000	0/00/00	32,682.95
		** TOTALS **	32,682.95	0.00			32,682.95
01-002425	EAGLE PRESSURE WASHER SER	PRESSURE WASHER HOSE	229.18	0.00	000000	0/00/00	229.18
		** TOTALS **	229.18	0.00			229.18
01-006725	EARL MAY STORE	FLOWERS	113.83	0.00	000000	0/00/00	113.83
		** TOTALS **	113.83	0.00			113.83
01-012590	ECHO ELECTRIC SUPPLY	HEATER FOR MOTOR	96.82	0.00	000000	0/00/00	96.82
01-012590	ECHO ELECTRIC SUPPLY	GYM CURTAIN REPAIRS	85.03	0.00	000000	0/00/00	85.03
01-012590	ECHO ELECTRIC SUPPLY	LIGHT BULBS	39.31	0.00	000000	0/00/00	39.31
01-012590	ECHO ELECTRIC SUPPLY	LIGHT KITS	123.75	0.00	000000	0/00/00	123.75
01-012590	ECHO ELECTRIC SUPPLY	LIGHT FIXTURE COVERS	8.84	0.00	000000	0/00/00	8.84
01-012590	ECHO ELECTRIC SUPPLY	LIGHT BULBS	185.72	0.00	000000	0/00/00	185.72
01-012590	ECHO ELECTRIC SUPPLY	REPAIR PARTS	28.08	0.00	000000	0/00/00	28.08
		** TOTALS **	567.55	0.00			567.55
01-006810	ECOWATER SYSTEMS	COOLER RENT/WATER	119.76	119.76-	114644	5/17/19	0.00
		** TOTALS **	119.76	119.76-			0.00
01-003440	EMBLEM ENTERPRISES INC.	UNIFORM PATCHES	495.19	0.00	000000	0/00/00	495.19
		** TOTALS **	495.19	0.00			495.19

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VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-004185	EMPLOYMENT RESOURCES	APRIL LIBRARY CLEANING	275.18	275.18-	114643	5/17/19	0.00
		** TOTALS **	275.18	275.18-			0.00
01-002029	ENVISIONWARE INC.	DATABASE RENEWAL	538.85	538.85-	114630	5/17/19	0.00
		** TOTALS **	538.85	538.85-			0.00
01-008027	FAREWAY STORES	SOCCER CONCESSIONS	5.16	0.00	000000	0/00/00	5.16
		** TOTALS **	5.16	0.00			5.16
01-008035	FARNER-BOCKEN CO.	CONCESSIONS	1,146.26	0.00	000000	0/00/00	1,146.26
		** TOTALS **	1,146.26	0.00			1,146.26
01-008050	FASTENAL COMPANY	SAFETY VESTS AND TEST GAUGES	543.70	0.00	000000	0/00/00	543.70
		** TOTALS **	543.70	0.00			543.70
01-006860	FELD FIRE EQUIPMENT CO.	10 BREATHING AIR CYLINDERS	9,850.00	0.00	000000	0/00/00	9,850.00
		** TOTALS **	9,850.00	0.00			9,850.00
01-000013	FIRE/POLICE RETIREMENT SY MFPRSI CONTRIBUTIONS		11,792.44	11,792.44-	000499	5/23/19	0.00
		** TOTALS **	11,792.44	11,792.44-			0.00
01-002806	FOUNDATION ANALYTICAL LAB	LAB TESTING	550.35	0.00	000000	0/00/00	550.35
		** TOTALS **	550.35	0.00			550.35
01-009500	GEHLING WELDING & REPAIR	#27 SUPPLIES	158.90	0.00	000000	0/00/00	158.90
		** TOTALS **	158.90	0.00			158.90
01-009535	GENERAL RENTAL	DIAMOND BLADE	894.00	0.00	000000	0/00/00	894.00
01-009535	GENERAL RENTAL	GRINDER	177.00	0.00	000000	0/00/00	177.00
		** TOTALS **	1,071.00	0.00			1,071.00
01-009540	GENERAL TRAFFIC CONTROLS	TRAFFIC SIGNAL PARTS	129.24	0.00	000000	0/00/00	129.24
		** TOTALS **	129.24	0.00			129.24
01-009855	GLIDDEN GRAPHIC	SUBSCRIPTION RENEWAL	40.00	40.00-	114645	5/17/19	0.00
		** TOTALS **	40.00	40.00-			0.00
01-010156	GRAPHIC EDGE, THE	UNIFORM CAPS	27.99	0.00	000000	0/00/00	27.99
01-010156	GRAPHIC EDGE, THE	LIFEGUARD SHIRTS	475.95	0.00	000000	0/00/00	475.95
01-010156	GRAPHIC EDGE, THE	LIFEGUARD SHIRTS	782.90	0.00	000000	0/00/00	782.90
		** TOTALS **	1,286.84	0.00			1,286.84
01-003408	GREAT AMERICA FINANCIAL S	COPIER CONTRACT	83.00	83.00-	114672	5/21/19	0.00
		** TOTALS **	83.00	83.00-			0.00

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01-001515	GREG SIEMANN	IPPA CONFERENCE FEES	200.00	200.00-	114626	5/17/19	0.00
		** TOTALS **	200.00	200.00-			0.00
01-005410	HERALD PUBLISHING COMPANY	STREET SUPERINTENDENT AD	137.00	0.00	000000	0/00/00	137.00
		** TOTALS **	137.00	0.00			137.00
01-003436	HICCUP PRODUCTIONS, INC.	PERFORMANCE FEE	700.00	700.00-	114637	5/17/19	0.00
		** TOTALS **	700.00	700.00-			0.00
01-011831	HY-VEE INC.	SENIOR DAY SUPPLIES	34.92	34.92-	114648	5/17/19	0.00
		** TOTALS **	34.92	34.92-			0.00
01-003439	IASRO	IASRO CLASS	150.00	0.00	000000	0/00/00	150.00
		** TOTALS **	150.00	0.00			150.00
01-012552	INDUSTRIAL BEARING SUPP.	EXHAUST FAN BELTS	10.37	0.00	000000	0/00/00	10.37
		** TOTALS **	10.37	0.00			10.37
01-012625	IOWA DEPT OF NATURAL RESO	CERTIFICATE RENEWALS	600.00	600.00-	114693	5/21/19	0.00
01-012625	IOWA DEPT OF NATURAL RESO	TOWER IMP. PERMIT FEE	1,155.00	0.00	000000	0/00/00	1,155.00
01-012625	IOWA DEPT OF NATURAL RESO	WATERMAIN RPL PERMIT FEE	102.40	0.00	000000	0/00/00	102.40
		** TOTALS **	1,857.40	600.00-			1,257.40
01-012678	IOWA PRISON INDUSTRIES	SIGNAL SUPPLIES	212.08	0.00	000000	0/00/00	212.08
		** TOTALS **	212.08	0.00			212.08
01-012685	IOWA SMALL ENGINE CENTER	#309 REPAIR PARTS	128.04	0.00	000000	0/00/00	128.04
		** TOTALS **	128.04	0.00			128.04
01-012706	IPERS	IPERS CONTRIBUTIONS	18,682.65	18,682.65-	000500	5/23/19	0.00
01-012706	IPERS	IPERS CONTRIBUTIONS	95.60	95.60-	000500	5/23/19	0.00
01-012706	IPERS	IPERS CONTRIBUTIONS	35.99	35.99-	000500	5/23/19	0.00
		** TOTALS **	18,814.24	18,814.24-			0.00
01-013917	JEO CONSULTING GROUP INC.	WATERMAIN REPLACEMENT	5,625.00	0.00	000000	0/00/00	5,625.00
01-013917	JEO CONSULTING GROUP INC.	STORAGE TOWER REHAB	10,800.00	0.00	000000	0/00/00	10,800.00
		** TOTALS **	16,425.00	0.00			16,425.00
01-025020	JOHN DEERE FINANCIAL	CLEANING SUPPLIES	17.85	17.85-	114652	5/17/19	0.00
01-025020	JOHN DEERE FINANCIAL	KEYS	5.95	5.95-	114652	5/17/19	0.00
01-025020	JOHN DEERE FINANCIAL	MOWER PARTS	29.33	29.33-	114652	5/17/19	0.00
01-025020	JOHN DEERE FINANCIAL	REPAIR PARTS	110.56	110.56-	114652	5/17/19	0.00
01-025020	JOHN DEERE FINANCIAL	FILTERS AND OIL	167.62	167.62-	114652	5/17/19	0.00

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01-025020	JOHN DEERE FINANCIAL	OIL	18.88	18.88-	114652	5/17/19	0.00
01-025020	JOHN DEERE FINANCIAL	OIL FILTER	24.41	24.41-	114652	5/17/19	0.00
01-025020	JOHN DEERE FINANCIAL	KITS AND BLADES	101.45	101.45-	114652	5/17/19	0.00
		** TOTALS **	476.05	476.05-			0.00
01-002163	JR'S UNLOCK SERVICE	SHELTER HOUSE KEYS	10.00	0.00	000000	0/00/00	10.00
		** TOTALS **	10.00	0.00			10.00
01-002700	JUSTIN FERRIN	ARIDE CLASS EXPENSES	12.78	12.78-	114692	5/21/19	0.00
		** TOTALS **	12.78	12.78-			0.00
01-014815	KEYSTONE LABORATORIES	BACTERIA SUPPLIES	137.50	0.00	000000	0/00/00	137.50
		** TOTALS **	137.50	0.00			137.50
01-002417	KITCHEN CONCEPTS	SINKS	145.04	0.00	000000	0/00/00	145.04
		** TOTALS **	145.04	0.00			145.04
01-002698	LANDSCAPERS PARADISE	STEPPING STONE	24.42	0.00	000000	0/00/00	24.42
01-002698	LANDSCAPERS PARADISE	RED MULCH	127.89	0.00	000000	0/00/00	127.89
		** TOTALS **	152.31	0.00			152.31
01-003022	LAVERN DIRKX	CTY ROUNDTABLE & SMART CONF.	155.44	0.00	000000	0/00/00	155.44
		** TOTALS **	155.44	0.00			155.44
01-002986	LINDA J. MC CANN	BOOK	20.00	20.00-	114635	5/17/19	0.00
		** TOTALS **	20.00	20.00-			0.00
01-001039	MARTIN'S FLAG CO, INC.	US FLAGS	654.42	0.00	000000	0/00/00	654.42
		** TOTALS **	654.42	0.00			654.42
01-017133	MASTERCARD	CONFERENCE EXPENSES	473.98	473.98-	114673	5/21/19	0.00
01-017133	MASTERCARD	ACROBAT PRO DC	14.99	14.99-	114674	5/21/19	0.00
01-017133	MASTERCARD	TECH SOUP SOFTWARE	264.00	264.00-	114675	5/21/19	0.00
01-017133	MASTERCARD	KERSEY - WWTP COURSE FEE	123.00	123.00-	114676	5/21/19	0.00
01-017133	MASTERCARD	SUPPLIES	1,106.42	1,106.42-	114677	5/21/19	0.00
01-017133	MASTERCARD	ADS AND SUPPLIES	538.64	538.64-	114694	5/21/19	0.00
		** TOTALS **	2,521.03	2,521.03-			0.00
01-001640	MIDWEST DATA MANAGEMENT	MAINTENANCE	90.00	90.00-	114629	5/17/19	0.00
		** TOTALS **	90.00	90.00-			0.00
01-017585	MIDWEST WHOLESALE	LUMBER	155.40	155.40-	114649	5/17/19	0.00
		** TOTALS **	155.40	155.40-			0.00

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01-018408	NAPA AUTO PARTS	CLEANER AND OIL	26.74	0.00	000000	0/00/00	26.74
		** TOTALS **	26.74	0.00			26.74
01-003263	NETBANX	APR EFT PROCESSING FEES	108.50	108.50-	000000	5/13/19	0.00
		** TOTALS **	108.50	108.50-			0.00
01-018634	NEU MINNICH COMITO & NEU	LEGAL FEES DANNER GRAIN LEG	100.00	100.00-	114650	5/17/19	0.00
		** TOTALS **	100.00	100.00-			0.00
01-002575	NEVCO SPORTS LLC	HANDHELD CONTROLLER SCOREBOARD	338.83	0.00	000000	0/00/00	338.83
		** TOTALS **	338.83	0.00			338.83
01-001301	NEW COOPERATIVE INC	FERTILIZER & CHEMICALS	3,842.00	3,842.00-	114625	5/17/19	0.00
		** TOTALS **	3,842.00	3,842.00-			0.00
01-011630	NORMAN HUTCHESON	IPPA FEES, PARKING AND MILEAGE	279.78	279.78-	114647	5/17/19	0.00
		** TOTALS **	279.78	279.78-			0.00
01-019124	NORTH CENTRAL LABORATORIE	LAB SUPPLIES	572.32	0.00	000000	0/00/00	572.32
		** TOTALS **	572.32	0.00			572.32
01-020326	OPTIONS INK	PROGRAM MATERIALS	46.50	46.50-	114651	5/17/19	0.00
01-020326	OPTIONS INK	SUPPLIES	38.80	0.00	000000	0/00/00	38.80
		** TOTALS **	85.30	46.50-			38.80
01-021050	P & H WHOLESALE INC.	YOUTH SPORTS CONCESSION STAND	438.57	0.00	000000	0/00/00	438.57
		** TOTALS **	438.57	0.00			438.57
01-001540	PETTY CASH	REPLENISH PETTY CASH	47.32	47.32-	114627	5/17/19	0.00
		** TOTALS **	47.32	47.32-			0.00
01-001490	PITNEY BOWES/PURCHASE POW	POSTAGE METER RENTAL	180.00	180.00-	114667	5/21/19	0.00
		** TOTALS **	180.00	180.00-			0.00
01-003173	R & R RENTAL	GAS BILL	153.39	153.39-	114636	5/17/19	0.00
01-003173	R & R RENTAL	JUNE CITY HALL LEASE	2,559.67	0.00	000000	0/00/00	2,559.67
		** TOTALS **	2,713.06	153.39-			2,559.67
01-001136	R & R SEPTIC SERVICE INC	SEPTIC SYSTEM FILTER	125.00	0.00	000000	0/00/00	125.00
		** TOTALS **	125.00	0.00			125.00
01-009870	RACCOON VALLEY ELECTRIC C	APRIL ELECTRIC SERVICE	1,157.39	1,157.39-	114646	5/17/19	0.00
		** TOTALS **	1,157.39	1,157.39-			0.00

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01-000490	RANDALL M. KRAUEL	SUDAS BOARD OF DIRECTORS	77.72	77.72-	114666	5/21/19	0.00
		** TOTALS **	77.72	77.72-			0.00
01-000326	RECORDED BOOKS LLC	AUDIO BOOKS	31.50	31.50-	114622	5/17/19	0.00
01-000326	RECORDED BOOKS LLC	AUDIO BOOKS	86.38	86.38-	114622	5/17/19	0.00
01-000326	RECORDED BOOKS LLC	AUDIO BOOKS	31.50	31.50-	114622	5/17/19	0.00
01-000326	RECORDED BOOKS LLC	AUDIO BOOKS	31.49	31.49-	114622	5/17/19	0.00
01-000326	RECORDED BOOKS LLC	AUDIO BOOKS	35.99	35.99-	114622	5/17/19	0.00
01-000326	RECORDED BOOKS LLC	AUDIO BOOKS	36.00	36.00-	114622	5/17/19	0.00
		** TOTALS **	252.86	252.86-			0.00
01-001333	SECURE SHRED SOLUTIONS LL	SHREDDING	9.00	0.00	000000	0/00/00	9.00
		** TOTALS **	9.00	0.00			9.00
01-025119	SEIDL ELECTRIC	LIGHT FIXTURE - TERMINAL	243.50	243.50-	114654	5/17/19	0.00
		** TOTALS **	243.50	243.50-			0.00
01-025250	SHERWIN WILLIAMS CO.	SALES TAX CREDIT	1.48-	0.00	000000	0/00/00	1.48-
01-025250	SHERWIN WILLIAMS CO.	FILTERS AND PAINT TIPS	108.42	0.00	000000	0/00/00	108.42
		** TOTALS **	106.94	0.00			106.94
01-025260	SHIELD TECHNOLOGY CORPORA	RMS LICENSES	3,192.50	0.00	000000	0/00/00	3,192.50
		** TOTALS **	3,192.50	0.00			3,192.50
01-002803	SITE ONE LANDSCAPE SUPPLY	SPRINKLER SYSTEMS PARTS	702.14	0.00	000000	0/00/00	702.14
		** TOTALS **	702.14	0.00			702.14
01-025333	SNYDER & ASSOCIATES INC.	US 30 AND GRANT	1,748.40	0.00	000000	0/00/00	1,748.40
		** TOTALS **	1,748.40	0.00			1,748.40
01-025856	STANARD AND ASSOCIATES	POST TEST	92.73	0.00	000000	0/00/00	92.73
		** TOTALS **	92.73	0.00			92.73
01-025874	STERICYCLE INC	SAFETY SUPPLIES	358.89	0.00	000000	0/00/00	358.89
		** TOTALS **	358.89	0.00			358.89
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	25.98	25.98-	114655	5/17/19	0.00
01-025880	STONE PRINTING CO.	BB/SB COACH/PROGRAM FOLDERS	304.28	0.00	000000	0/00/00	304.28
01-025880	STONE PRINTING CO.	FIFERLICK BUSINESS CARDS	71.89	0.00	000000	0/00/00	71.89
01-025880	STONE PRINTING CO.	PUDENZ BUSINESS CARDS	71.89	0.00	000000	0/00/00	71.89
01-025880	STONE PRINTING CO.	SUPPLIES	35.23	0.00	000000	0/00/00	35.23
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	4.50	4.50-	114655	5/17/19	0.00
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	1.50	1.50-	114655	5/17/19	0.00
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	4.56	4.56-	114655	5/17/19	0.00

ACCOUNTS PAYABLE
 OPEN ITEM REPORT
 SUMMARY

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	5/10/2019 THRU 5/23/2019	5/10/2019 THRU 5/23/2019	5/10/2019 THRU 5/23/2019
PARTIALLY ITEMS DATES :	5/10/2019 THRU 5/23/2019	5/10/2019 THRU 5/23/2019	5/10/2019 THRU 5/23/2019
UNPAID ITEMS DATES :		5/10/2019 THRU 5/23/2019	5/10/2019 THRU 5/23/2019

VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	79.60	79.60-	114655	5/17/19	0.00
01-025880	STONE PRINTING CO.	SUPPLIES	1.50	0.00	000000	0/00/00	1.50
		** TOTALS **	600.93	116.14-			484.79
01-003437	TEI LANDMARK AUDIO	MAKERSPACE EQUIPMENT	1,199.00	1,199.00-	114638	5/17/19	0.00
		** TOTALS **	1,199.00	1,199.00-			0.00
01-027060	TREASURER OF IOWA	APRIL SALES TAX	9,426.00	9,426.00-	000000	5/20/19	0.00
		** TOTALS **	9,426.00	9,426.00-			0.00
01-027079	TRIPLE A SEEDS INC.	GRASS SEED	55.00	55.00-	114656	5/17/19	0.00
		** TOTALS **	55.00	55.00-			0.00
01-003165	ULINE INC	ROPE RAILING REPLACEMENT	1,065.38	0.00	000000	0/00/00	1,065.38
		** TOTALS **	1,065.38	0.00			1,065.38
01-028168	UNITED PARCEL SERVICE	FREIGHT W/E 4/27/2019	9.45	9.45-	114657	5/17/19	0.00
01-028168	UNITED PARCEL SERVICE	FREIGHT W/E 5/4/2019	33.05	33.05-	114658	5/17/19	0.00
01-028168	UNITED PARCEL SERVICE	FREIGHT W/E 5/11/2019	32.80	32.80-	114659	5/17/19	0.00
		** TOTALS **	75.30	75.30-			0.00
01-028435	UTILITY EQUIPMENT COMPANY	FULL CIRCLE REPAIR CLAMP	168.00	0.00	000000	0/00/00	168.00
		** TOTALS **	168.00	0.00			168.00
01-002666	VAN WALL EQUIPMENT INC.	SUPPLIES	100.21	0.00	000000	0/00/00	100.21
01-002666	VAN WALL EQUIPMENT INC.	SUPPLIES	13.76	0.00	000000	0/00/00	13.76
01-002666	VAN WALL EQUIPMENT INC.	SUPPLIES	85.60	0.00	000000	0/00/00	85.60
01-002666	VAN WALL EQUIPMENT INC.	SUPPLIES	140.48	0.00	000000	0/00/00	140.48
		** TOTALS **	340.05	0.00			340.05
01-029020	VINCHATTLE ENTERPRISES IN	WTP COMPUTERS	1,685.00	0.00	000000	0/00/00	1,685.00
		** TOTALS **	1,685.00	0.00			1,685.00
01-003438	VODVILL ENTERTAINMENT COM	SUMMER PROGRAM	600.00	600.00-	114639	5/17/19	0.00
		** TOTALS **	600.00	600.00-			0.00
01-030120	WAL-MART STORE #01-1787	SUPPLIES	15.77	15.77-	114660	5/17/19	0.00
		** TOTALS **	15.77	15.77-			0.00
01-003377	WELLMARK BLUE CROSS/BLUE	JUNE HEALTH INS. PREMIUMS	39,567.47	39,567.47-	114671	5/21/19	0.00
		** TOTALS **	39,567.47	39,567.47-			0.00
01-030355	WITTRUCK MOTOR CO.	APRIL CAR RENTAL	349.00	349.00-	114661	5/17/19	0.00
		** TOTALS **	349.00	349.00-			0.00

05-23-2019 10:08 AM
 VENDOR SET: 01 City of Carroll
 REPORTING: PAID, UNPAID, PARTIAL

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

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	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	5/10/2019 THRU 5/23/2019	5/10/2019 THRU 5/23/2019	5/10/2019 THRU 5/23/2019
PARTIALLY ITEMS DATES:	5/10/2019 THRU 5/23/2019	5/10/2019 THRU 5/23/2019	5/10/2019 THRU 5/23/2019
UNPAID ITEMS DATES :		5/10/2019 THRU 5/23/2019	5/10/2019 THRU 5/23/2019

VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE---
01-003414	WITTROCK SOLUTIONS	ELLIPTICAL BATTERY	57.67	0.00	000000	0/00/00	57.67
		** TOTALS **	57.67	0.00			57.67
01-003291	WORLDPAY INTEGRATED PAYME	CC PROCESSING FEES	453.47	453.47-	000000	5/13/19	0.00
		** TOTALS **	453.47	453.47-			0.00
	* Payroll Expense		158,703.76				

05-23-2019 10:08 AM
 VENDOR SET: 01 City of Carroll
 REPORTING: PAID, UNPAID, PARTIAL

ACCOUNTS PAYABLE
 OPEN ITEM REPORT
 SUMMARY

PAGE: 13
 BANK: AP

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	5/10/2019 THRU 5/23/2019	5/10/2019 THRU 5/23/2019	5/10/2019 THRU 5/23/2019
PARTIALLY ITEMS DATES:	5/10/2019 THRU 5/23/2019	5/10/2019 THRU 5/23/2019	5/10/2019 THRU 5/23/2019
UNPAID ITEMS DATES :		5/10/2019 THRU 5/23/2019	5/10/2019 THRU 5/23/2019

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

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	308,429.61	308,429.61CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	132,650.14	0.00	132,650.14
VOID ITEMS	4,030.00CR	4,030.00	0.00
** TOTALS **	437,049.75	304,399.61CR	132,650.14

U N P A I D R E C A P

UNPAID INVOICE TOTALS	132,723.62
UNPAID DEBIT MEMO TOTALS	0.00
UNAPPLIED CREDIT MEMO TOTALS	73.48CR
** UNPAID TOTALS **	132,650.14

05-23-2019 10:08 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: 14
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	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	5/10/2019 THRU 5/23/2019	5/10/2019 THRU 5/23/2019	5/10/2019 THRU 5/23/2019
PARTIALLY ITEMS DATES:	5/10/2019 THRU 5/23/2019	5/10/2019 THRU 5/23/2019	5/10/2019 THRU 5/23/2019
UNPAID ITEMS DATES :		5/10/2019 THRU 5/23/2019	5/10/2019 THRU 5/23/2019

FUND TOTALS

001	GENERAL FUND	126,891.65
010	HOTEL/MOTEL TAX	53.45
110	ROAD USE TAX FUND	13,582.05
167	REC CENTER TRUST FUND	5.16
168	LIBRARY TRUST FUND	3,874.00
304	C.P. STREETS	6,715.53
309	C.P. - CORRIDOR OF COMM.	1,748.40
315	LIBRARY/CITY HALL REMODEL	7,284.67
600	WATER UTILITY FUND	19,064.45
602	WATER UTILITY CAP. IMP.	17,682.40
610	SEWER UTILITY FUND	41,876.76
850	MEDICAL INSURANCE FUND	39,567.47
	* PAYROLL EXPENSE	158,703.76
GRAND TOTAL		437,049.75

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Honorable Mayor and City Council Members
FROM: Mike Pogge-Weaver, City Manager *MSP-W*
DATE: May 23, 2019
SUBJECT: Application for Tax Abatement under the Urban Revitalization Plan for:
a. Court Street LLC dba Lincoln Highway Suites (117 E 6th St)

Court Street LLC dba Lincoln Highway Suites has applied for a for tax abatement related to rehabilitation of the existing structure they are completing at 117 E 6th Street. Attached is a copy of their application. The estimated cost of the work is \$725,000 and includes refacing the building, new roof, new windows, total rehabilitation of all 20 apartments including plumbing and HVAC. Staff has reviewed the application and has found that it complies with the requirements of the City's Urban Revitalization Plan that was adopted on February 25, 2019.

RECOMMENDATION: Mayor and City Council approved the attached resolution approving Application for Tax Abatement under the Urban Revitalization Plan for Court Street LLC dba Lincoln Highway Suites (117 E 6th St)

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RESOLUTION TO APPROVE TAX ABATEMENT

WHEREAS, on February 25, 2019 the City of Carroll did adopt an Urban Revitalization Plan with a tax abatement provision to encourage improvements to single family dwellings and multi-residential properties, and

WHEREAS Court Street LLC dba Lincoln Highway Suites, has applied for tax abatement for rehabilitation of an existing multi-residential property within the City of Carroll, in conformance with the City's Plan.

NOW, THEREFORE, be it resolved by the City Council of Carroll, Iowa, that tax abatement be granted to Court Street LLC dba Lincoln Highway Suites, for the properties located in Carroll, Iowa and legally described as follows, to-wit:

The West 75 feet of Lot 5, Block 10, Carroll, Carroll County, Iowa

Locally known as: 117 E 6th St, Carroll, IA 51401

Parcel ID: 06-24-456-009

BE IT FURTHER RESOLVED that a certified copy of this resolution with a copy of Court Street LLC dba Lincoln Highway Suites application for abatement attached thereto shall be forwarded to the Carroll County Assessor.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 28th day of May, 2019.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

BY: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

APPLICATION FOR TAX ABATEMENT UNDER THE CITY OF CARROLL URBAN REVITALIZATION PLAN

Please type or print

Applicant (Owner of Record): Court Street LLC DBA Lincoln Highway Suites

Address: 117 E. 6TH ST.

City: Carroll State: IA

Phone: 712-790-6283

Name of Other Owners of Record (if any): _____

Address: _____

City: _____ State: _____

Phone: _____

Legal Description or Parcel Number: 0624456009

Existing Property Use

- Agricultural
- Residential
- Multi-Residential
- Commercial
- Vacant

Current Property Value (from assessor's records)

Land: \$ 11,140 Building(s): \$ 281,640

Type of Improvements (check one):

- New construction on vacant land
- Addition(s) to existing structure
- Rehabilitation/Renovation of existing structure
- Replacement of existing structure(s)

Brief Description of Project: Total Refacing of building, new roof, new windows, gut and all new interior including new PTAC/Plumbing - 20 Apartments

Estimated Cost of Actual Improvements: \$ 740,000

Start Date: August 2018

Estimated or Actual Completion Date: March 2020

Tax Exemption Schedule

Check the tax exemption schedule for which you are applying. (check only one)

- 1. All Qualified Real Estate assessed as multiresidential, if the multiresidential property consists of three or more separate living quarters with at least seventy-five percent of the space used for residential purposes, shall receive an exemption from taxation on the first seventy-five thousand dollars (\$75,000) of actual value added per living quarter by the Improvements for a period of five (5) years.
- 2. All Qualified Real Estate assessed as residential, or multi-residential with fewer than three separate living quarters, shall receive an exemption from taxation on the first seventy-five thousand dollars (\$75,000) of actual value added by the Improvements for a period of five (5) years.

If residential rental property, complete the following:

Number of units: 20

Number of tenants being relocated and relocation assistance (Continue on a separate sheet if necessary)

Tenant _____ Date of Occupancy _____ Relocation Benefits _____

This was provided separately along with approved letter

Note: No change may be made once an application is approved and an exemption is granted.

Acknowledgments:

A copy of the building permit (if required) is attached.

The property to which improvements are made conform to all applicable city codes and anticipated improvements conform to the Carroll Urban Revitalization Plan as adopted.

The applicant certifies that all information in this application and all information provided in the support of this application is given for the purpose of obtaining an exemption from taxes on improvements and/or new construction, and is true and complete to the best of the applicant's knowledge.

Applicant's Signature: Adam Solmers Date Signed: 5-16-19

City Council Action:

____ Approved Resolution No. _____ Date: _____

____ Disapproved _____ Date: _____

Reason for disapproval: _____

County Assessor Action:

____ Approved _____ Date: _____

____ Disapproved _____ Date: _____

Reason for disapproval: _____

Date of Notification of Determination Sent to Applicant: _____

<u>Tennant</u>	<u>Date of Occupancy</u>	<u>Date of Relocation</u>
Theresa Zangerle	July 2018	March 2019
Michelle Smith	July 2018	March 2019
John Raygor	July 2018	May 2019
Eric Pierson	July 2018	February 2019
Thomas Ortiz	July 2018	March 2019
Keri Ehlers	July 2018	January 2019
Dennis Ritchie	July 2018	April 2019
Gary Ritchie	July 2018	March 2019

NOTES:

#1) I don't know when the tenants originally moved into the building so we are stating the Date of Occupancy as when we took the building over. No good records were kept by the previous owner.

#2) We have relocated Eric and Thomas to Studio units at our Court Street Plaza Apartment building. All others have moved to duplex, rental houses or made other arrangements.

#3) Letters were sent to the above former tenants on May 10th advising them the right to receive a relocation benefit of one month rent at the rate in which they paid their final month. We offered this benefit to them if they met the terms of the benefit. The owners of Court Street LLC will track responses and issue checks as contact with the former tenants is made. As of May 17th responses were received by Theresa Zangerle and Michelle Smith and checks were issued.

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 *MJP-W*
FROM: Laura A. Schaefer, Finance Director/City Clerk *LAS*
DATE: May 17, 2019
SUBJECT: FY 2018/2019 Budget Amendment #1
1. Public Hearing
2. City Budget Amendment and Certification Resolution

As required by the Iowa Code 384.18, the Notice of Public Hearing was published in the Daily Times Herald on Friday, May 17, 2019.

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 FY 2018/2019 Budget Amendment #1.

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14-116

CITY BUDGET AMENDMENT AND CERTIFICATION RESOLUTION - FY 2019 - AMENDMENT #1

To the Auditor of CARROLL County, Iowa:

The City Council of Carroll in said County/Counties met on 05/28/2019, at the place and hour set in the notice, a copy of which accompanies this certificate and is certified as to publication. Upon taking up the proposed amendment, it was considered and taxpayers were heard for and against the amendment.

The Council, after hearing all taxpayers wishing to be heard and considering the statements made by them, gave final consideration to the proposed amendment(s) to the budget and modifications proposed at the hearing, if any. thereupon, the following resolution was introduced.

RESOLUTION No. _____

A RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR ENDING JUNE 30 2019
(AS AMENDED LAST ON N/A.)

Be it Resolved by the Council of the City of Carroll

Section 1. Following notice published 05/17/2019

and the public hearing held, 05/28/2019 the current budget (as previously amended) is amended as set out herein and in the detail by fund type and activity that supports this resolution which was considered at that hearing:

		Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
Revenues & Other Financing Sources				
Taxes Levied on Property	1	5,685,648	0	5,685,648
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	3	5,685,648	0	5,685,648
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	966,899	0	966,899
Other City Taxes	6	1,910,488	0	1,910,488
Licenses & Permits	7	74,125	0	74,125
Use of Money and Property	8	182,050	0	182,050
Intergovernmental	9	2,042,734	0	2,042,734
Charges for Services	10	5,597,710	0	5,597,710
Special Assessments	11	0	0	0
Miscellaneous	12	1,369,331	0	1,369,331
Other Financing Sources	13	4,435,000	0	4,435,000
Transfers In	14	6,346,748	68,055	6,414,803
Total Revenues and Other Sources	15	28,610,733	68,055	28,678,788
Expenditures & Other Financing Uses				
Public Safety	16	2,182,326	24,000	2,206,326
Public Works	17	2,460,811	240,000	2,700,811
Health and Social Services	18	121,445	0	121,445
Culture and Recreation	19	3,215,933	419,929	3,635,862
Community and Economic Development	20	171,347	20,000	191,347
General Government	21	1,057,920	3,000	1,060,920
Debt Service	22	969,245	2,241	971,486
Capital Projects	23	10,152,779	1,087,065	11,239,844
Total Government Activities Expenditures	24	20,331,806	1,796,235	22,128,041
Business Type / Enterprises	25	4,896,271	0	4,896,271
Total Gov Activities & Business Expenditures	26	25,228,077	1,796,235	27,024,312
Transfers Out	27	6,346,748	68,055	6,414,803
Total Expenditures/Transfers Out	28	31,574,825	1,864,290	33,439,115
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out Fiscal Year	29	-2,964,092	-1,796,235	-4,760,327
Beginning Fund Balance July 1	30	18,682,047	1,505,251	20,187,298
Ending Fund Balance June 30	31	15,717,955	-290,984	15,426,971

Passed this 28 day of May, 2019
(Day) (Month/Year)

Signature
City Clerk/Finance Officer

Signature
Mayor

BUDGET AMENDMENT #1 FY 18/19

GENERAL FUND AMENDMENTS

HVAC rooftop units repair at PD	(24,000)
Parks pickup with lift gate	(20,621)
Emerald ash borer - tree removal	(143,775)
Resurface Graham Park tennis courts	(20,033)
Gym improvements	(26,000)
Rec Center projector & screen	(32,000)
Lifeguard chair	(5,500)
Rec Center fire alarm system	(11,000)
Rec Center 24 hour access	(16,000)
Whirlpool UV installation	(10,000)
Cemetery museum work	(20,000)
Cemetery - museum/restroom study	(22,000)
Historical building - crack repairs	(3,000)

7/1/2018 General Fund Balance	\$ 3,712,593
Estimated Revenues	7,662,699
Estimated Expenses	8,672,361
6/30/2019 Projected Balance	<u>\$ 2,702,931</u>

Note: The above budget amendment includes expenses for items of projects that were started in FY 2018 or earlier and have been or are expected to be completed in current FY 2019. These items were all accounted for in the FY 2019 re-estimated amounts when the FY 20 budget was prepared.

HOTEL/MOTEL TAX FUND

Sesquicentennial celebration	(20,000)
------------------------------	----------

ROAD USE TAX FUND

Medium duty truck	(138,000)
Pickup truck with lift gate	(22,000)
Concrete grinding	(80,000)

LOCAL OPTION SALES TAX FUND

Rec Center building improvements	(60,000)
Southside shelter house improvements	(33,000)

DOWNTOWN UR FUND

Transfer to WUF - TIF debt pmt	(68,055)
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DEBT SERVICE FUND

2018B loan interest	(2,241)
---------------------	---------

C.P. STREETS

Street Rehab - 2019	(411,000)
Third Street Resurfacing	(11,100)
Sidewalk Transition Plan	(15,765)

C.P. - CORRIDOR OF COMMERCE

Streetscape Phase 9	(508,500)
Streetscape Phase 10 & 11	(140,700)

WATER UTILITY FUND

Transfer from Downtown UR - debt pmt	68,055
--------------------------------------	--------

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Honorable Mayor and City Council Members
FROM: Mike Pogge-Weaver, City Manager *MSP-W*
DATE: May 23, 2019
SUBJECT: Carroll City Hall East Stoop and Entry Stairs Design Services

Due to unforeseen issues that were encountered with the east wall of the future City Hall site, the east stoop and entry stairs were required to be removed. Plans for the replacement stairs are needed and there are design services required from OPN Architects, Inc and their structural engineer to complete these plans. Attached is a proposed amendment to the professional services agreement with OPN Architects, Inc for this work in the amount of \$2,900.

The cost for this work will be covered out of the miscellaneous costs area of the overall Library/City Hall budget which is currently below what was budgeted and unless an unforeseen item is encountered it is expected this area will be under what was budgeted.

RECOMMENDATION: Mayor and City Council consideration and approval of resolutions approving the amendment to the professional services agreement with OPN Architects, Inc for the design of the entry stoop and stairs at a cost of \$2,900.

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YEARS



AIA® Document G802™ – 2007

Amendment to the Professional Services Agreement

Amendment Number: 004

TO: Mike Pogge-Weaver
(Owner or Owner's Representative)

In accordance with the Agreement dated: December 18, 2017

BETWEEN the Owner:
(Name and address)
City of Carroll
112 E. 5th Street
Carroll, Iowa 51401

and the Architect:
(Name and address)
OPN Architects, Inc.
100 Court Avenue, Suite 100
Des Moines, Iowa 50309

for the Project:
(Name and address)
Carroll City Hall
627 N. Adams Street
Carroll, Iowa 51401

Authorization is requested
 to proceed with Additional Services.
 to incur additional Reimbursable Expenses.

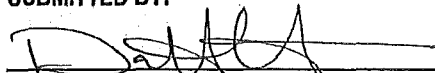
As follows:
Entry Stoop and Stairs - Additional Services

The following adjustments shall be made to compensation and time.
(Insert provisions in accordance with the Agreement, or as otherwise agreed by the parties.)

Compensation:
Total Add Fee: \$2,900

Time:
N/A

SUBMITTED BY:


(Signature)

Danielle Hermann, AIA, Associate Principal
(Printed name and title)

05/21/19
(Date)

AGREED TO:


(Signature)

Dr. Eric Jensen, Mayor
(Printed name and title)

(Date)

RESOLUTION NO. _____

A RESOLUTION APPROVING AN AMENDMENT NUMBER 4 TO THE PROFESSIONAL SERVICES AGREEMENT WITH OPN ARCHITECTS TO COMPLETE ENTRY STOOP AND STAIRS AT THE CITY OF CARROLL CITY HALL LOCATED AT 627 N. ADAMS ST., CARROLL, IA 51401

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

WHEREAS, the G802-2007 Amendment Number 4 to the Professional Services Agreement between Owner and Architect with OPN Architects for construction at the City of Carroll City Hall is attached hereto as Exhibit "A"; and

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

NOW, THEREFORE, BE IT RESOLVED that the G802-2007 Amendment Number 4 to the Professional Services Agreement between Owner and Architect with OPN Architects for construction at the City of Carroll City Hall, attached as Exhibit "A", be authorized and approved, and that the Mayor is authorized to execute the agreement on behalf of the City of Carroll.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 28th day of May, 2019.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

BY: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Honorable Mayor and City Council Members

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

DATE: May 22, 2019

SUBJECT: Carroll Public Library/Carroll City Hall
Change Order No. 5

During construction at the Library site and the future City Hall site, there were a number of unexpected items that were discovered that needed to be addressed. The items are detailed in the attached, proposed Change Order No. 5 and summarized as follows:

Card Access at 118B & Entry Light at City Hall	\$2,539.00
Masonry Pier at Library	\$1,549.00
Solid Surface Sills at Vestibule at City Hall	\$1,629.00
Spazzer Bars at Library	\$3,844.00
Add Back Mortise Locks at Library	\$910.00
Basement Ductwork Correction at City Hall	(\$907.00)
Council Chamber Ceiling at City Hall	\$665.00
Storm Drain at Library	\$7,051.00
Hardware Set at Library	\$520.00
Total Change Order No. 5	\$17,800.00

The proposed Change Order No. 5 also adds 2 days to the contract for completion of the City Hall portion of the project and 8 days for the Library portion of the project. The new completion date of City Hall is October 3, 2019 and the Library completion date is January 2, 2020 at this time.

1869 *Carroll* 2019
150
YEARS

The effect of the proposed Change Order No. 5 on the Contract is as follows:

	<u>Cost</u>	<u>City Hall Completion Date</u>	<u>Library Completion Date</u>
Original Contract	\$ 4,526,100.00	August 2, 2019	October 25, 2019
Change Order No. 1 (Approved)	\$ 29,087.00	9 days	0 days
Contract with Change Order #1	\$ 4,555,187.00	August 11, 2019	October 25, 2019
Change Order No. 2 (Approved)	\$ 56,451.00	8 days	11 days
Contract with Change Order #2	\$ 4,611,638.00	August 21, 2019	November 11, 2019
Change Order No. 3 (Approved)	\$ 86,606.00	21 days	25 days
Contract with Change Order #3	\$ 4,698,244.00	September 20, 2019	December 17, 2019
Change Order No. 4 (Approved)	\$ 38,363.00	11 days	4 days
Contract with Change Order #4	\$ 4,736,607.00	October 1, 2019	December 19, 2019
Change Order No. 5 (Proposed)	\$ 17,800.00	2 days	8 days
Contract with Change Order #5	\$ 4,754,407.00	October 3, 2019	January 2, 2020

The budget for the Carroll Public Library/Carroll City Hall included a planned construction contingency of \$362,088.00. After approval of the fourth change order, \$151,581 of the planned construction contingency remains. If the fifth change order is approved, \$133,781 of the construction contingency will remain for the project.

RECOMMENDATION: Mayor and City Council consideration and approval of Change Order No. 5 to the Carroll Public Library/Carroll City Hall project in the amount of \$17,800.00.



AIA[®]

Document G701™ – 2001

Change Order

PROJECT <i>(Name and address):</i>	CHANGE ORDER NUMBER: 005	OWNER: <input checked="" type="checkbox"/>
Carroll Library/City Hall 627 North Adams Carroll, IA 51401	DATE: May 22, 2019	ARCHITECT: <input checked="" type="checkbox"/>
TO CONTRACTOR <i>(Name and address):</i>	ARCHITECT'S PROJECT NUMBER: 17843000	CONTRACTOR: <input checked="" type="checkbox"/>
Badding Construction . 814 W 9 th Street Carroll, IA 51401	CONTRACT DATE: January 12, 2018	FIELD: <input type="checkbox"/>
	CONTRACT FOR: General Construction	OTHER: <input type="checkbox"/>

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

CR #48 (Card Access at 118B & Entry Light ITC #11) - CH	Add \$2,539.00
CR #51 (Masonry Pier at CW3 - RFI #25) - PL	Add \$1,549.00
CR #52 (Solid Surface Sills at Vestibule 103 - RFI #6) - CH	Add \$1,629.00
CR #54 (Spazzer Bars at Library - RFI #30) - PL	Add \$3,844.00
CR #55 (Add Back Mortise Locks at Library) - PL	Add \$910.00
CR #58 (Basement Ductwork Correction) - CH	Deduct (\$907.00)
CR #59 (Council Chamber Ceiling - ITC #12) - CH	Add \$665.00
CR #61 (Storm Drain ITC #14) - PL	Add \$7,051.00
CR #62 (Hardware Set #15 - ITC #15) - PL	Add \$520.00

The original Contract Sum was	\$	4,526,100.00
The net change by previously authorized Change Orders	\$	210,507.00
The Contract Sum prior to this Change Order was	\$	4,736,607.00
The Contract Sum will be increased by this Change Order in the amount of	\$	17,800.00
The new Contract Sum including this Change Order will be	\$	4,754,407.00

The Contract Time will be increased by *see below* (*) days.

The date of Substantial Completion as of the date of this Change Order therefore is *see below*

***Carroll City Hall**

Original Completion Date: August 2, 2019

Change Order 1 - Increase nine (9) days to August 11, 2019 (Executed and Approved)

Change Order 2 - Increase eight (8) days to August 21, 2019 (Executed and Approved)

Change Order 3 - Increase twenty-one (21) days to September 20, 2019 (Executed and Approved)

Change Order 4 - Increase eleven (11) working days to October 1, 2019 (Executed and Approved)

Change Order 5 - Increase two (2) working days to October 3, 2019

***Carroll Public Library**

Original Completion Date: October 25, 2019

Change Order 2 - Increase eleven (11) days to November 11, 2019 (Executed and Approved)

Change Order 3 - Increase twenty-five (25) working days to December 17, 2019 (Executed and Approved)

Change Order 4 - Increase four (4) working days to December 19, 2019 (Executed and Approved)

Change Order 5 - Increase eight (8) working days to January 2, 2020

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

OPN Architects, Inc.
ARCHITECT (Firm name)

100 Court Avenue, Suite 100
Des Moines, IA 50309

ADDRESS


BY (Signature)

Joe Feldmann
(Typed name)

5-22-19
DATE

Badding Construction
CONTRACTOR (Firm name)

814 West 9th Street
Carroll, IA 51401

ADDRESS


BY (Signature)

Tony Badding
(Typed name)

5.22.19
DATE

City of Carroll, Iowa
OWNER (Firm name)

112 E. 12th Street
Carroll, IA 51401

ADDRESS

BY (Signature)

Dr. Eric Jensen
(Typed name)

DATE

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Mike Pogge-Weaver, City Manager *MPW*
FROM: Laura A. Schaefer, Finance Director/City Clerk *Las*
DATE: May 21, 2019
SUBJECT: Bankers Trust Paying Agent Assignment

For years, the City of Carroll has used Bankers Trust as the city's paying agent for debt issuances. Basically, this means the City pays Bankers Trust and Bankers Trust takes care of paying the bond holders of the city's debt. Currently, the city has two outstanding debt issuances that Bankers Trust is the paying agent.

In March 2019, the City received notice from Bankers Trust that UMB Bank n.a. is acquiring Bankers Trust's Corporate Trust business which includes paying agent services. The acquisition is expected to close on June 10, 2019.

Attached is the notification letter and a Notice of Assignment. Kristin Cooper, Ahlers & Cooney, has advised that Council approve a motion to assign our paying agent agreement with Bankers Trust to UMB Bank n.a. Staff has had no issues with Bankers Trust and anticipate that UMB Bank n.a. will continue with the same level of service.

RECOMMENDATION: Council approval, by motion, acknowledging the assignment of Trustee, Escrow Agent and Paying Agent Agreement with Bankers Trust Company to UMB Bank n.a.

1869 *Carroll* 2019
150
YEARS



453 7th Street
Des Moines, IA 50309

March 15, 2019

CITY OF CARROLL
ATTN: CITY CLERK
112 E 5TH ST
CARROLL, IA 51401

Re: Service Transition

On behalf of Bankers Trust Company, I want to thank you for turning to us to handle your Corporate Trust needs. We appreciate the trust you've placed in us and feel fortunate to have built a strong relationship with you.

We also feel fortunate to have been presented with the opportunity to transition our Corporate Trust business to one of the industry's most experienced and respected Corporate Trust firms. I am pleased to let you know that Bankers Trust has accepted an offer from UMB Bank, n.a. to acquire our Corporate Trust business.

UMB is headquartered in Kansas City, Missouri, and is one of the largest institutions in the country in the Corporate Trust business. In addition to its demonstrated expertise in this area, UMB will have a local, familiar feel. UMB intends to open an office in Des Moines and anticipates that your account will continue to be managed at the same high level of service by familiar faces you may have worked with at Bankers Trust, but as UMB employees.

We are excited to transition administration of our Corporate Trust clients' accounts to UMB for several reasons, including UMB's:

- Demonstrated expertise and experience as a Corporate Trust fiduciary and service provider;
- Clear long-term commitment to the Corporate Trust business;
- Quality service focus that is consistent with our own;
- Employment of existing Corporate Trust team members; and
- Strong management and depth of talent.

The acquisition is expected to close on or about June 10, 2019. Between now and the closing date, teams from both organizations will prepare for the transition. The mechanism for the transition will be an assignment of your Trustee, Escrow Agent and/or Paying Agent agreement(s) to UMB Bank. The acquisition agreement contemplates that following the closing of the transaction, Bankers Trust will no longer serve as Trustee, Escrow Agent and/or Paying Agent, and UMB will perform all of Bankers Trust's responsibilities and obligations under your agreement(s). Bankers Trust will cease to have any responsibilities or obligations as Trustee, Escrow Agent and/or Paying Agent. The formal written notice of this assignment is attached to this letter. To ensure you continue to receive uninterrupted service, UMB has requested you sign and return the attached Acknowledgement. This Acknowledgement is included as part of the enclosed Notice.

I am sure you will have questions and your relationship officer will reach out to you to discuss the transition. I am also available to answer any questions or concerns you may have. Be assured that both Bankers Trust and UMB are focused on providing you with a smooth transition and continued high-quality service.

Thank you for your business. It has been a pleasure to work with you.

Sincerely,

Kevin Chorniak
Sr. Managing Director, Wealth Management & Institutional Trust Services

NOTICE OF ASSIGNMENT

CITY OF CARROLL

This will constitute notice that contingent upon and effective as of the closing of the acquisition by UMB Bank, n.a. ("UMB") of the trust business of Bankers Trust Company, anticipated to occur on or about June 10, 2019 (the "Effective Date"), the Trustee, Escrow Agent and/or Paying Agent Agreement(s) or equivalent arrangement(s) by and between you and Bankers Trust Company will be assigned to UMB. The assignment will transfer all of Bankers Trust Company's rights, responsibilities and obligations under the Agreement(s) to UMB. As a result of this assignment, as of the Effective Date, UMB will be deemed to be the successor trustee, escrow agent and/or paying agent and will assume Bankers Trust Company's responsibilities and obligations under the Agreement(s). On the Effective Date, Bankers Trust Company will no longer be the Trustee, Escrow Agent and/or Paying Agent and will cease to have any responsibility or obligations under the Agreement(s), such responsibility having been assumed by UMB as successor to Bankers Trust Company.

BANKERS TRUST COMPANY

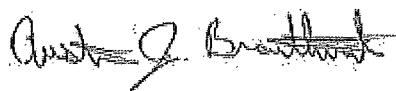
By



Kevin Chorniak, Senior Managing Director
Institutional & Wealth Management Services

UMB BANK, n.a.

By



Austin Braithwait, Executive Director
Corporate Trust

ACKNOWLEDGMENT TO ASSIGNMENT

The undersigned hereby acknowledges the assignment of the Trustee, Escrow Agent and/or Paying Agent Agreement(s) as set forth above, including the removal of Bankers Trust Company and succession of UMB as Trustee, Escrow Agent and/or Paying Agent as of the Effective Date. From and after the Effective Date, the undersigned hereby agrees Bankers Trust Company will no longer be the Trustee, Escrow Agent and/or Paying Agent and will cease to have any responsibility or obligations under the Agreement(s), such responsibility having been assumed by UMB as successor to Bankers Trust Company.

CITY OF CARROLL

Issuer/Client

By _____

Title _____

Date _____

City of Carroll

Brad Burke, Chief of Police

Police Department

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-3536

FAX: (712) 792-8088

MEMO TO: Mike Pogge-Weaver, City Manager

MJPW

FROM: Brad Burke, Chief of Police

DATE: May 23, 2019

SUBJECT: Relay for Life Fundraiser

- Request for Street Closure
- Allow the Sale of Alcohol
- Outdoor Service – *Kerp's* (June 15, 2019)
- Outdoor Service – *Carroll Brewing Company* (June 15, 2019)
- 5K Fund Run Request

I have received a request from a group of individuals who will be holding a fundraiser for Relay for Life. Andy Reiman has requested for the group a street closure on June 15, 2019 on 5th Street from Clark Street to the alleyway east of Court Street. The request is also to allow the sale and consumption of alcohol in this closed area. Mr. Reiman and his group would like the street closed from 7:00am until 10:00pm for the event which will include a fun run, beer garden, and live music. I have been working with this group along with *Kerp's* Bar and the Carroll Brewing Company on obtaining outdoor service for the event. I have attached the request from Mr. Reiman along with a flyer showing the route for the run and flyer for the "Block Party".

Since the 5K fun run is proposed on city streets, I wanted to present this request to the City Council for their consideration. If it is approved, the police department will work the group to help make the event as safe as possible.

RECOMMENDATION: Council discussion and approval of the following:

- Street Closure of 5th Street from Clark Street to the alleyway east of Court Street
- Allow for alcohol sales and consumption in the closed area
- Outdoor Service – *Kerp's* (June 15, 2019)
- Outdoor Service – *Carroll Brewing Company* (June 15, 2019)
- 5K Fun Run on city streets and outline any insurance requirements

From: Andy Reiman [<mailto:areiman@carrollglassco.com>]

Sent: Tuesday, May 21, 2019 10:56 AM

To: Brad Burke <bburke@cityofcarroll.com>

Cc: Cindy Heuton <cindyh@carrollbrewing.com>; Pat Macke <pmacke@pen-comm.net>; Anytime Fitness Carroll, IA <CarrollIA@anytimefitness.com>; billbadding@hotmail.com; Mike Badding <mike.badding@yahoo.com>; Jon Crook <jonc@carrollbrewing.com>; dennisk@carrollbrewing.com

Subject: City Council Agenda

Chief Burke,

Can you please get us on the agenda for 5/28/19? We would like the council review the following; closing down E. 5th St. from Clark St. to the alley west, allowing alcohol to be sold in that area, and bands playing in that area. We would like to close off this area from approximately 7:00am until 10:00pm on 6/15/19. We would also like to run/walk a 5K on city streets. Attached is a flyer for the event and a proposed map of the run. Please contact me with any questions.

Thanks

Andy Reiman

areiman@carrollglassco.com

Carroll Glass Company

Your Full Service Glass Professionals

229 N. Main St.

P.O. Box 551

Carroll, IA 51401

PH: (712) 792-1334 FAX: (712) 792-1361

CARROLL'S FIRST ANNUAL 5K BLOCK PARTY!

SATURDAY, JUNE 15 ON 5TH STREET, BETWEEN
CARROLL BREWING & KERPS

10:00 AM	Registration
11:00 AM	5K Race
12:00 PM	Food Available on the Street
1:00 PM	Scratch Cupcakery Curbside
3:00 PM	Live Music: Salty View's Acoustic Review
6:00 PM	Live Music: Wild Ambition

REGISTER AT: WWW.RUNREG.COM/5KBLOCKPARTY

JOIN US FOR OUR 5K BLOCK PARTY!

The Block Party starts at noon after the 5K race with food and beverages available from Kerps and Carroll Brewing Company, cupcakes from Scratch starting at 1pm and live music beginning at 3pm. The Block Party is open to the public with a free-will donation for Relay for Life. The 5K race fee is \$25 per participant for online registration and \$30 the day of the race, with 100% of the proceeds go to Carroll County's Relay for Life. Paper registration forms are available at Anytime Fitness, 1205 W Hwy 30 Suite 3.



THANK YOU TO OUR SPONSORS!



City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

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

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

DATE: May 23, 2019

SUBJECT: Sesquicentennial Celebration

- Request for Street Closure
- Allow the Sale and consumption of Alcohol
- New 5-day Class "B" Beer Permit (includes Wine Coolers) with Outdoor Service – *Carroll Chamber of Commerce (July 19, 2019)*

The Sesquicentennial Committee has been working very diligently planning the Sesquicentennial Celebration planned for July 19 – 21, 2019. Enclosed is a listing of the planned events.

Part of the planned events includes a beer garden on Friday along with a BBQ competition and a free live concert by the Johnny Holm Band that evening. These events are planned to occur in the downtown area. The Committee is requesting the City close the following streets (see enclosed map of the area):

400 & 500 block of N Adams Street
100 & 200 block of W 5th Street
200 block of W 4th Street

The Committee has also submitted for a new 5-day Class "B" Beer Permit (includes Wine Coolers) with Outdoor Service. The Police Department has completed their review of the application.

RECOMMENDATION: Council consideration and approval of the following:

- Street closure of the 400 & 500 block of N Adams Street, 100 & 200 block of W 5th Street and 200 block of W 4th Street
- Allow the sale and consumption of alcohol on city streets
- New 5-day Class "B" Beer Permit (includes Wine Coolers) with Outdoor Service
– *Carroll Chamber of Commerce*



CELEBRATE

July
19-21

1869 *Carroll* 2019
150
YEARS

*Come join us for
a weekend of fun!*

Friday, July 19 Downtown

8:00 am-6:00 pm	BBQ Competition
11:00 am-11:00 pm	Beer Garden & Food Trucks
7:00 pm	Disney's Beauty and the Beast
8 pm-11:30 pm	Johnny Holm Band - Free Live Concert

Saturday, July 20 Graham Park Area

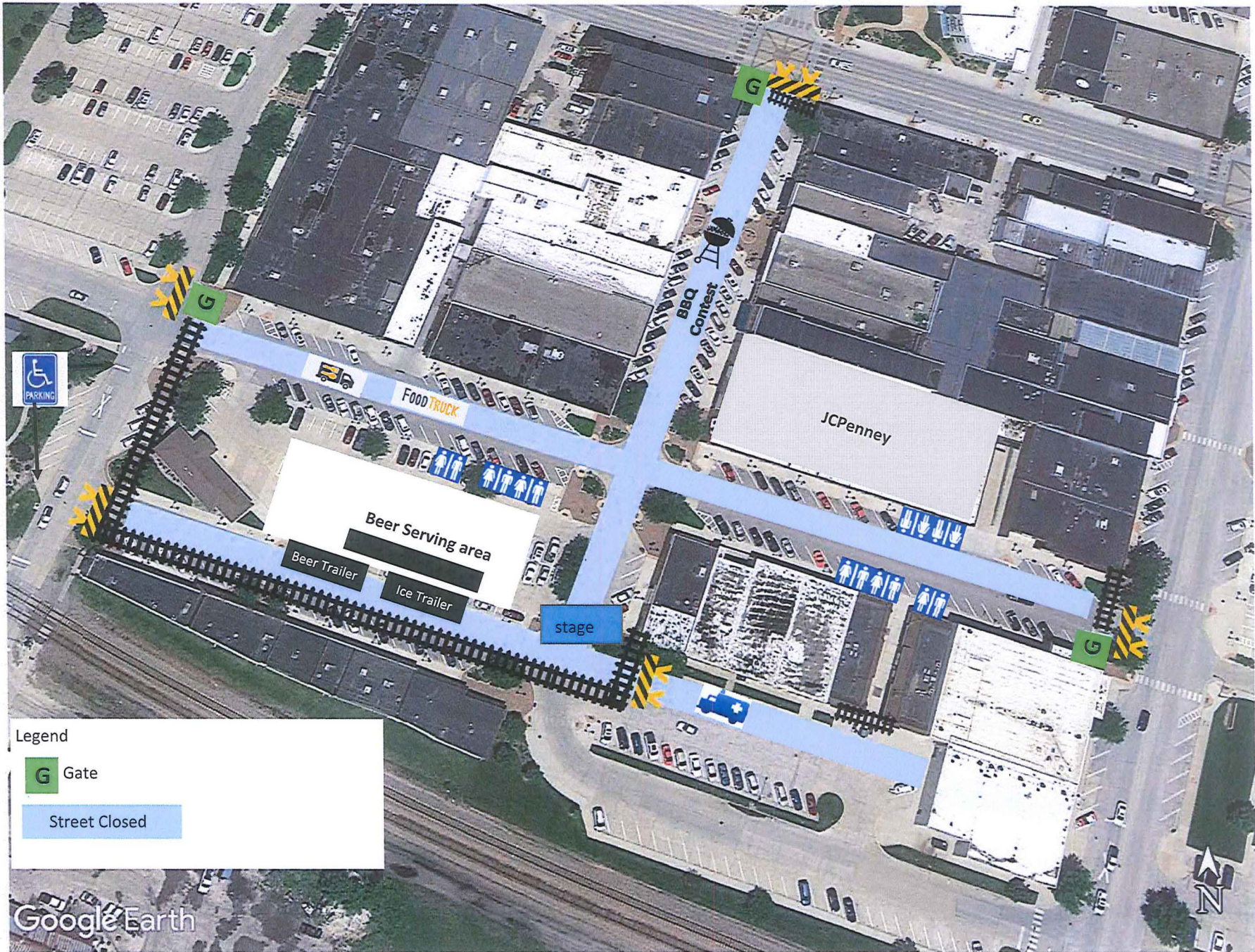
8:00 am-10:30 am	Kiwanis Pancake Breakfast
9:00 am-3:00 pm	RPM Car Show (Swan Lake State Park)
10:30-11:30 am	Kid's Parade
11:00 am -3:00 pm	Kid's Health & Safety Fair
12:00-6:00 pm	FREE Inflatables, Temporary Tattoos, Balloon Art
12:00-6:00 pm	Food Stands
3:00-5:00 pm	Free Swim at Aquatic Center with Inflatable Water Slide
5:00-6:30 pm	Community Picnic in the Park
7:00 pm	Disney's Beauty and the Beast
7:30 pm	Ecumenical Service
10:00 pm	Fireworks

Sunday, July 21

1:00-3:00 pm	Carroll County Historical Museum Tours
2:00 pm	Disney's Beauty and the Beast
1:00 pm	Merchants Combine & All-Star Game at Merchants Park

Anyone interested in sponsoring special events throughout the weekend festivities is encouraged to contact the Carroll Chamber of Commerce to discuss opportunities at (712) 792-4383. All contributions to the Sesquicentennial will be to CAA/Carroll 150, which is a 501 (c) 3 making contributions tax deductible.

For more information visit www.carrolliowa.com or contact the Chamber office at 792-4383. Like Carroll150 on Facebook.



Legend

G Gate

Street Closed

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Honorable Mayor and Members of the City Council

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

DATE: May 23, 2019

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 13, 2019**
5. Parks, Recreation & Cultural Advisory Board (meets 3rd Monday of January, March, May, July, September and November) –
6. Carroll County Solid Waste Management Commission (meets 2nd Tuesday of month) –
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 13, 2019, at the Arthur Neu Airport. Commission members in attendance were Norman Hutcheson, Greg Siemann, Gene Vincent, Kevin Wittrock and Dick Fulton, Also attending were Michael Zweigart, program manager from Lifeflight, Jason Atkins and Megan Sorensen from Air Methods Medical Helicopter Company, Don Mensen, airport manager and Carol Schoeppner, recording secretary. Chairman Hutcheson conducted the 5:30 P.M. meeting.

MEDICAL HELICOPTER SERVICE

Michael Sweigart from Unity Point Health, directs the medical air service which uses Air Methods. They are looking for a place in western Iowa and thought the Carroll Airport was the logical place. The Commission was aware of this for several months. They would need hanger space for the helicopter and housing for the staff. They would bring portable housing for the staff but would need space in the shop hanger for the helicopter. The Commission discussed the space needed in the hanger and placement of the portable housing. The septic system at the shop hanger would have to be updated as problems has risen from normal use. The Commission will inform the City of the pending Air Method request. A motion by Comm. Siemann and seconded by Comm. Fulton was made for the Commission to move forward with this project. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

MINUTES

The minutes from 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.

TALL STRUCTURE ISSUE

The Supreme Court ruled the grain leg has to be taken down in 9 months but took away the \$200.00 per day fine.

AIRPORT SIGN

The Commission has informed Carl Wilburn about erection of the airport sign. Carl informed Ryan Schroeder who contacted the DNR for any issues about erecting the airport sign because of the sign being in a Flood Plain. The Commission should submit the FAA Notice Criteria Tool form. It is recommended to apply to the Board of Adjustment for a variance or special exemption for the sign at that location and that size.

TOPICS DISCUSSED:

Adam Soyer cattle shed and Steve Hannasch machine shed does not violate protected air space.

Hanger sub-lease was discussed.

Work with Chad Steinkamp to measure farm land for planting.

BILLS

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

Carroll Aviation	contract	\$ 6,600.00
Neu, Minnich, Comito, Halbur, Neu & Badding	grian leg legal fees	100.00
Bomgaars	sump pump/misc'l	255.40
Rueter's	mower repair	75.58
Midwest Wholesale	lumber	155.40
Carroll Cleaning	restroom supplies	89.75
Carroll Aviation	1/2 TV service/Dish	571.78
Wittrock Motor	April car rental	349.00
New Cooperative	farm fertilizer/chem	3,842.00
Seidl Electric	light fixture	243.50
Carroll Aviation	IPPA fees/mileage	399.46
Norman Hutcheson	IPPA fees/mileage	279.78
Greg Siemann	IPPA fees	200.00
Blueglobes	runway lighs	186.51
Raccoon Valley Elec	April electric	1,157.39
Triple A Seeds	grass seed	55.00
Ecowater	cooler rent/water	119.76
Carroll Refuse	April garbage	57.00
Carol Schoeppner	Stones/printing	129.79
Carol Schoeppner	secretary contract	350.00

May 13, 2019

Page 3

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

There being no further business, a motion by Comm. Wittrock and seconded by Comm. Vincent was made to adjourn at 7:46 P.M..

The next regular meeting of the Carroll Airport Commission will be June 10, 2019 at the Arthur Neu Airport.

Chairman/Vice-Chairman

ATTEST:

CARROLL AIRPORT COMMISSION

Regular Meeting

Monday, June 10, 2019

5:30 P.M.

Arthur Neu Airport

Agenda

Approve minutes from previous meeting

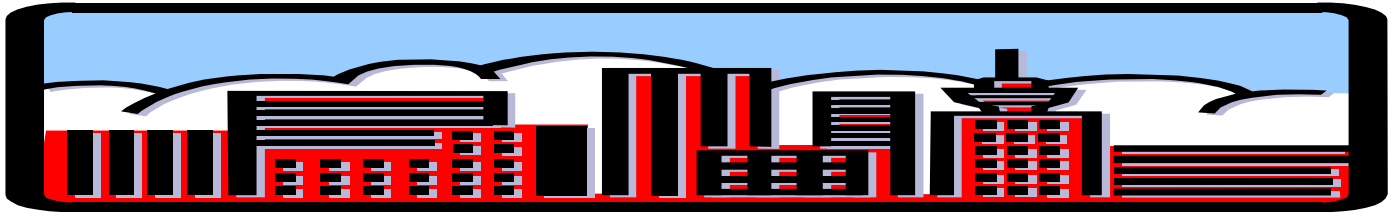
Tall Structure Issue

Air Methods

Farm Report

New Business

Approve monthly bills



City Manager's Monthly Activity Report

Mike Pogge-Weaver, City Manager



April 2019

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

Finance Department

As reported by Laura Schaefer, City Clerk/Finance Director

Routine Activities for the month:

- Dealt with water issues/collections
- Continued work with Region 12 on housing grant
- Worked with BSI on health insurance renewal
- Attended IMFOA Spring Conference – April 10 – 12 (Des Moines)
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
 - Live Healthy Iowa 5K – April 13
 - Wellness Coalition Meeting – April 17

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Draft financial policies
- Prepare and file FY 18/19 Budget Amendment #1
- Work with BSI on health insurance renewal – employee meetings
- Continue to promote wellness program with employees
 - Wellness Coalition Meeting – May 16

Accomplishments of particular note:

- 334 utility bills and statements were emailed in April 2019.

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Department responded to nine calls for service and held three training sessions in April.

Truck operations were the main focus of training in April. Firefighters divided into groups of seven and rotated through all of trucks that are utilized by the Department. Each firefighter had the opportunity to receive hands-on refresher training placing each vehicle in service as they would at a fire scene. Training sessions such as these are very important in keeping firefighters active and up to date with the all of the equipment and vehicles operated by the Department.

Three members of the Department attended the Carroll County Firefighters Association meeting in Arcadia on April 15th. A weather spotting training session was presented by the National Weather Service.

April was an active month with the Department responding to nine calls for assistance. Two of these calls were serious house fires with both homes suffering major fire damage. Fortunately, no firefighters or home occupants were injured as a result of these fires.

Run Report for April:

Alarm Date	Alarm Location	Incident Type
04/01/2019	22016 Olympic Ave	House fire
04/07/2019	432 E 7 th St	Oven fire
04/08/2019	20591 Quail Ave	Grass fire
04/09/2019	16501 200 th St	Grass fire
04/11/2019	1024 E 12 th St	False alarm
04/17/2019	1106 Woodland Dr	False alarm
04/19/2019	17753 Kittyhawk Ave	Grass fire
04/20/2019	Highway 71 & 270 th St	Grass fire
04/21/2019	102 W West St	House fire

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

Officer Justin Ferrin attended a K9 drug course at Midwest Counterdrug Training Center (MCTC) at Camp Dodge from the 1st through the 4th. This is an enhancement to the training Officer Ferrin has received with K9 Eudoris.

On the 16th and 17th, preschool students from Fairview Elementary did tours of the police department with officers. The students come through and learn about the job and see police cars and equipment used on the job.

Officers Blake Fiferlick and Steven Pudenz graduated from the basic academy at the Iowa Law Enforcement Academy on the 19th. They began their field training which is scheduled for 10 weeks. Once field training is complete, they will begin a patrol shift on their own.

On the 30th, the Carroll County Attorney sponsored a courtroom testimony training which was held at the Fire Station and put on by the Pottawattamie County Attorney. Officers in attendance were taught proper testimony procedures and trial preparation.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Offenses	Incidents		
	April 2019	April 2018	April 2017
Statutory Rape	1		
Forcible Fondling		1	2
Robbery			1
Aggravated Assault		1	
Domestic Violence			2
Simple Assault	2	2	2
Domestic Abuse	2	1	
Burglary/B&E			1
Shoplifting	3	3	6
Theft from Vehicle	3	3	5
Theft Vehicle Part			
Theft of Bike			1
Theft from Building	2	5	4
Other Larceny	1		
Motor Vehicle Theft			
Counterfeit/Forgery	3		
Credit/ATM Fraud	2		1
Identify Theft	1		
Bad Checks		1	
Stolen Property			
Vandalism			
Vandalism: Business	1		
Vandalism: Residence		1	
Vandalism: Vehicle	1	4	1
Vandalism: School			
Vandalism: Other			
Weapon Law Violation			
Drug/Narc Violations	3	7	3
Drug Equipment Viol			
Drive Under Influence	3	4	7
OWI 2 nd			
OWI 3 rd			
Liquor Law Violation	2	2	1
Drunkenness	3	2	2
Disorderly Conduct	1		
Harassment		1	
All Other Offenses	4	2	1
False Information	1	1	
Trespassing	2	7	
Runaway	2		
Missing Person			1
Cruelty to Animal			
Found Animal			

Found Property	3	1	8
Firearms Accident			
Unattended Death		1	1
Suicide			
Mental Case			
Animal Bite	1		
Dispose of Animal			
Warrant Outside	3	4	7
Restraining Order	2	1	
1050F Traffic Accident			
10-50 PI Personal Injury			
10-50 PI MV Pedestrian		1	
10-50 PI Car & Bike			
10-50 PD Prop.	2	13	15
10-50 Car & Deer			
1050 PD: Hit and Run	1	1	1
1050 PD: City Vehicle			1
1050 PD: Police Vehicle			
10-50 PD Under 1500	2	6	3
Assist Other Agency	1	4	
Moving Violations			
Op After Revocation	1	2	
Operate After Suspen	11	6	8
Miscellaneous Public	4	1	4
Total	74	89	89

04/01/2019 thru 04/30/2019

Citations	
Animal	0
Dark Windows	1
License Violation	21
Other	2
Violation (Parking)	5
Registration	10
Seatbelt	13
Tobacco	0
Traffic	50
Warning Notices	149
Loud Stereo	0
TOTAL	251

04/01/2019 thru 04/30/2019

Salvage Vehicle Inspections: 21



Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - April 2019

Class	Permit Type	Date Issued	Valuation	Permit #	Fee
<i>Agricultural</i>					
	Building	NONE	\$0.00		\$0.00
Agricultural Building Valuation Total:			\$0.00	Agricultural Building Fee Total:	\$0.00
Agricultural Valuation Total:			\$0.00	Agricultural Fee Total:	\$0.00
<i>Commercial</i>					
	Building	04/09/2019	\$800,000.00	190051	\$0.00
		04/10/2019	\$200,000.00	190057	\$691.00
		04/10/2019	\$946,870.00	190059	\$2,556.00
		04/11/2019	\$2,780,000.00	190065	\$5,590.00
Commercial Building Valuation Total:			\$4,726,870.00	Commercial Building Fee Total:	\$8,837.00
	Electrical	04/09/2019		190053	\$39.16
		04/09/2019		190054	\$35.88
		04/09/2019		190055	\$35.88
		04/12/2019		190066	\$50.13
		04/12/2019		190067	\$35.88
		04/23/2019		190070	\$53.88
Commercial Electrical Fee Total:					\$250.81
	Mechanical	04/01/2019		190050	\$64.91
		04/29/2019		190079	\$66.90
Commercial Mechanical Fee Total:					\$131.81
	Plumbing	04/29/2019		190080	\$65.50
Commercial Plumbing Fee Total:					\$65.50
	Right of Way	04/23/2019		190076	\$25.00
		04/30/2019		190086	\$25.00
Commercial Right of Way Fee Total:					\$50.00
	Sign	04/23/2019		190072	\$15.00
		04/24/2019		190073	\$30.00
Commercial Sign Fee Total:					\$45.00
Commercial Valuation Total:			\$4,726,870.00	Commercial Fee Total:	\$9,380.12

Residential					
Building					
	04/09/2019	\$20,000.00		190052	\$147.00
	04/10/2019	\$175,000.00		190058	\$628.50
	04/10/2019	\$378,000.00		190060	\$1,178.00
	04/10/2019	\$50,000.00		190062	\$284.50
	04/23/2019	\$10,000.00		190074	\$78.25
	04/24/2019	\$700,000.00		190078	\$1,941.00
	04/29/2019	\$8,000.00		190084	\$65.75
Residential Building Valuation Total:		\$1,341,000.00	Residential Building Fee Total:		\$4,323.00
Electrical					
	04/11/2019			190063	\$35.88
	04/23/2019			190068	\$47.08
	04/29/2019			190083	\$35.88
	04/30/2019			190085	\$35.88
			Residential Electrical Fee Total:		\$154.72
Mechanical					
	04/29/2019			190081	\$34.76
	04/29/2019			190082	\$34.76
			Residential Mechanical Fee Total:		\$69.52
Plumbing					
	NONE				\$0.00
			Residential Plumbing Fee Total:		\$0.00
Right of Way					
	04/09/2019			190056	\$395.00
	04/10/2019			190061	\$25.00
	04/11/2019			190064	\$25.00
	04/23/2019			190069	\$25.00
	04/23/2019			190071	\$25.00
	04/23/2019			190075	\$445.00
	04/24/2019			190077	\$25.00
			Residential Right of Way Fee Total:		\$965.00
Sign					
	NONE				\$0.00
			Residential Sign Fee Total:		\$0.00
Residential Valuation Total:		\$1,341,000.00	Residential Fee Total:		\$5,512.24
Valuation Grand Total:		\$6,067,870.00	Fee Grand Total:		\$14,892.36

Permits - YTD - through April 2019

Class	Permit Type	Valuation		Fee
<i>Agricultural</i>				
	Building	\$0.00		\$0.00
	Agricultural Valuation Total:	\$0.00	Agricultural Fee Total:	\$0.00
<i>Commercial</i>				
	Building	\$13,231,900.00		\$22,018.00
	Electrical			\$359.21
	Mechanical			\$390.76
	Plumbing			\$339.00
	Right of Way			\$75.00
	Sign			\$270.00
	Commercial Valuation Total:	\$13,231,900.00	Commercial Fee Total:	\$23,451.97
<i>Residential</i>				
	Building	\$1,752,300.00		\$6,435.38
	Electrical			\$841.20
	Mechanical			\$180.43
	Plumbing			\$109.00
	Right of Way			\$1,015.00
	Sign			\$0.00
	Residential Valuation Total:	\$1,752,300.00	Residential Fee Total:	\$8,581.01
Valuation Grand Total: \$14,984,200.00 Fee Grand Total: \$32,032.98				

Public Works

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

Routine Activities for the month:

Division: Streets; Dale Pottebaum, Street Superintendent

- Excavated one grave for Cemetery.
- Maintained signs and signals.
- Maintained snow equipment.
- Received ice control sand.
- Bladed gravel roads.
- Patched potholes.
- Placed 73.25 cubic yards of concrete for street repairs and ROW permits.
- Division Safety Meeting: “Concrete Safety”, April 8, 2019.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
 - Monthly Total: 43.139 million gallons
 - Daily Average: 1.438 million gallons
 - Daily Maximum: 1.819 million gallons
- Completed 207 Iowa One Call locate requests.
- Meter Department
 - 107 service orders.
 - 1 delinquent.
 - 3 reread.
 - 0 stuck meters.
- Division Safety Meeting: N/A

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
 - Monthly Total: 45.617 million gallons
 - Daily Average: 1.521 million gallons
 - Daily Maximum: 1.767 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: “Severe Weather Awareness Month”, April 11, 2019.

Special Activities/Accomplishments of particular note:

Division: Streets; Dale Pottebaum, Street Superintendent

- Assisted Water Division with water leak on April 3, 2019.
- General Traffic finished installing GPS time clocks in traffic signal controllers on April 26, 2019.

Division: Water; Terry Kluver, Water Superintendent

- Seeded five (5) excavation sites from this past winter's watermain breaks and fire hydrant replacements.
- Completed flushing 500 fire hydrants.
- Repaired watermain breaks at 526 Granada Road and at 801 E. 18th Street.

Division: Sean Kleespies, Wastewater Superintendent

- E & F Custom Pmping cleaned out Sludge Lagoon.
- Repaired water pump on the Jet/Vac.
- Spring cleaning of the Wastewater Plant grounds.
- Started spring Jet/Vac of the sanitary sewer system.
- Started the annual proficiency testing for the lab.
- No sanitary sewer back-ups for the month of April.
- Monthly/Weekly work orders were completed.

Activities planned for next month and other comments:

Division: Streets; Dale Pottebaum, Street Superintendent

- Street repairs and ROW permits.
- Maintain signs and signals.
- Paint traffic control markings.
- Spray mosquitoes, as needed.

Division: Water; Terry Kluver, Water Superintendent

- Submit permit-required samples for Nitrite, Nitrate, Arsenic, Sodium and Nitrogen-Ammonia.
- Compile analytical results for the 2019 Consumer Confidence Report.
- Prepare documents and specifications for bidding of Water Treatment Chemicals for F.Y 2019-2020.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Sanitary sewer repairs.
- Continue CCTV of the sanitary sewer system.
- Routine maintenance on the sanitary sewer system.
- Replace manholes along the Middle Raccoon River.
- Vinchattle Enterprises replacing the computer system in the blower building.

CAPITAL PROJECT STATUS SUMMARY – 05-14-19

PROJECT				ANTICIPATED		CONTRACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Sidewalk Transition Plan	2018	FY18		\$57,414	2018	FEH Design	\$5,680.00		\$5,680.00		09-14-18	
						Badding Constr. Co.	\$65,765.00		\$43,402.76		10-14-18	
Streambed Stabilization		FY17	FY14	\$385,000	2018	JEO Consulting Group, Inc.	\$39,850.00	02-25-19	\$9,050.00		08-01-19	
Street Resurfacing 2013	2015 On-going		FY16			JEO Consulting Group, Inc.	\$60,800.00+	09-24-12	\$143,848.36		11-15-13	Plus Hourly Construction Service
						Godbersen-Smith Construction Co.	\$555,808.75		\$563,827.37	95%	11-15-13	
Street Maintenance Building	2017 On-going	FY16	FY14	\$4,977,500	2019	FEH	\$22,500.00	01-25-16	\$2,250.00		05-01-16	Space Needs/ Prelim. Design Design
						FEH DESIGN	\$349,050.00	12-10-18			Fall, 2019	
US 30 – Grant Road Intersection	2017 On-going	FY12	FY12	\$2,604,530	2018	Snyder & Associates, Inc.	\$4,900.00	07-22-13	\$4,900.00	100%	08-15-13	TSIP Application
						Snyder & Associates, Inc.	\$421,525.00	04-14-14	\$438,921.04			Design & Construction
						Dixon Const. Co.	\$1,449,835.78	04-02-18	\$1,428,630.45		118 Working Days	

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Well and Transmission Main	2014	FY16	FY16			JEO Consulting Group, Inc.	\$383,312.50	07-28-14	\$327,680.61			
Transmission Main – Group A	2014	FY16	FY16			Drake Construction, L.C.	\$790,134.07	03-23-14	\$751,752.95	95%		Contract Completion 11-30-15
Watermain Replacement		FY16	FY16	\$500,000	2019	JEO Consulting Group, Inc.	\$19,800.00	02-11-19	\$8,165.00		2019	
Leachate Forcemain & Gravity Sewer						King Construction	\$661,257.50 Total \$370,434.53 City	07-18-16	CCSWMC \$325,605.01		08-31-16	CCSWMC Contract
Downtown Streetscape Phase 9	2017 On-going	FY18	FY18	\$1,340,500	2018	Confluence	\$109,101.00	10-23-17	\$103,973.46		05-18	
						Badding Constr. Co.	\$1,707,342.05	05-29-18	\$1,636,383.01	18%	11-16-18	
Street Resurfacing 2019	On-going	FY19	FY19	\$700,000	2019	JEO Consulting Group, Inc.	\$88,100.00 + Hourly	10-08-18	\$86,610.00		2019	Design Const. Service
						Ten Point Construction Co., Inc.			\$462,827.18			
Wastewater Treatment Plant Disinfection Improvements	2017	FY18	FY18	\$1,000,000	2020	Veenstra & Kimm, Inc.	\$73,500		\$63,179.28			
						Woodruff Const., LLC	\$967,530.00	03-25-19			03-01-20	
Wastewater Treatment Plant Sludge Handling			FY19	\$330,000		Veenstra & Kimm, Inc.	\$18,800		\$20,572.69			
Water Storage Tower		FY20	FY19	\$575,000	2019	JEO Consulting Group, Inc.	\$29,400.00	02-11-19	\$14,400.00		07-01-19	Design

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Parks: Tom Weber, Parks Superintendent

- Pick up sticks and trash in parks
- Daily garbage pickup and bathroom cleaning at all parks
- Checked all playground equipment and fixed as needed
- Applied crabgrass preventer and fertilizer to parks
- Drug all ballfields
- Painted lines at soccer fields
- Repaired broken sink at skate park from vandalism
- Mowed all parks weekly
- Put out tables in parks
- Trimmed trees
- Cut off roses in Central Business District

Golf: Scott Haakenson, Golf Superintendent

- Brush mowed greens once
- Mowed greens 8 times
- Mowed tees 8 times
- Mowed fairways 7 times
- Mowed collars 7 times
- Rolled greens 5 times
- Mowed rough as needed
- Cut cups 6 times
- Picked up sticks
- Bag mowed pine needles and cones

Cemetery: Jake Bruggeman, Cemetery Sexton

- Performed the duties of 1 cremation burial.
- Sold 4 spaces. Barb Toohey Block 12 Lot 12 Space 1, Karen Amunson Lot 424 Space 1, and Donald Mikkelsen Block 9 Lot 114 Spaces 3 and 4.
- Picked up numerous loads of branches and sticks throughout the grounds.
- Began blowing out leaves from along the stone wall and away from monuments that were then mulched with the mower.
- Leveled and seeded graves from last winter and fall.
- Assisted the American Legion vets with the instillation of a new flag pole in the military circle. Also, seeded where the underground boring had taken place for the lights on the flag pole.
- John Grossman started working on April 16th. Mark Weber started working on April 22nd.
- We began mowing and trimming around graves for the season on April 22nd.
- Cleaned the shop, office, breakroom, and bathroom.
- Met with Boyce about a few broken stones and a few chips that had been brought to my attention. We are working with them to get them repaired.

Aquatic Center/Recreation Center: Jessi Harmon, Aquatic & Fitness Specialist

- Lifeguard and CRO Schedule
- LG Meeting
- Romp & Read / Story Time
- Keeping fitness classes up to date

Recreation Center: Grant Magill, Recreation Program Specialist

- Soccer Program
- Starting up the Baseball/Softball/T-ball season
- Manage the Soccer Concessions

Recreation Center: Joel Cortum, Recreation Center Director

- Began spring soccer season
- Registration for baseball/softball/t-ball

Building Maintenance: Andy Snyder, Building Maintenance Specialist

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

Special Activities/Accomplishments of particular note:

Parks: Tom Weber, Parks Superintendent

- Power washed the tennis courts at Rolling Hills
- Turned on water and opened bathrooms

Golf: Scott Haakenson, Golf Superintendent

- Opened course April 3rd
- Cleaned and opened bathrooms
- Filled irrigation system and fixed 3 leaks

Cemetery: Jake Bruggeman, Cemetery Sexton

- Helping the Legion members accomplish their goal of having a new flag pole up with the proper lighting before Memorial Day.

Monthly Safety Topic:

- Equipment operation and maintenance.
- Continue to remind the part time help of the importance of staying away from monuments with the mowers to keep from damaging them.

Aquatic Center/Recreation Center: Jessi Harmon, Aquatic & Fitness Specialist

- Lifeguard Class
- Mermaid Party
- Babysitting Class

Recreation Center: Grant Magill, Recreation Program Specialist

- Supervised Soccer Games
- Finished up Co-Ed Volleyball
- Planning for the Youth Triathlon

Recreation Center: Joel Cortum, Recreation Center Director

- Assisted w/ Alice in Wonderland Mermaid Pool Party
- Started weekly staff meetings
- Installed dividing gym curtain

Building Maintenance: Andy Snyder, Building Maintenance Specialist

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

Activities planned for next month and other comments:

Parks: Tom Weber, Parks Superintendent

- Routine mowing
- Open bathrooms at Youth Sports Complex
- Maintain parks
- Chalk ball fields as needed
- Power wash Merchants Park bleachers

Golf: Scott Haakenson, Golf Superintendent

- Spread fertilizer with preemergent on tees and fairways
- Pour concrete on south side of clubhouse
- Routine mowing and spraying

Cemetery: Jake Bruggeman, Cemetery Sexton

- Continue with mowing and trimming weekly.
- Prepare the grounds for the Memorial Day service.
- Have prison help come down to help trim the week before Memorial Day.

Aquatic Center/Recreation Center: Jessi Harmon, Aquatic & Fitness Specialist

- Lifeguard Recert Class
- Aquatic Center Opens
- Youth Triathlon

Recreation Center: Grant Magill, Recreation Program Specialist

- Youth Triathlon
- Finish up the spring soccer program
- Start the baseball/softball/t-ball season
- Coaches meeting for baseball/softball/t-ball
- Handing out baseball/softball equipment

Recreation Center: Joel Cortum, Recreation Center Director

- Youth Triathlon
- Opening of Aquatic Center
- Beginning of baseball/softball/t-ball
- New gym floor installation/weight room reorganization

Building Maintenance: Andy Snyder, Building Maintenance Specialist

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



Director's Report April 2019

As reported by Rachel Van Erdewyk, Library Director

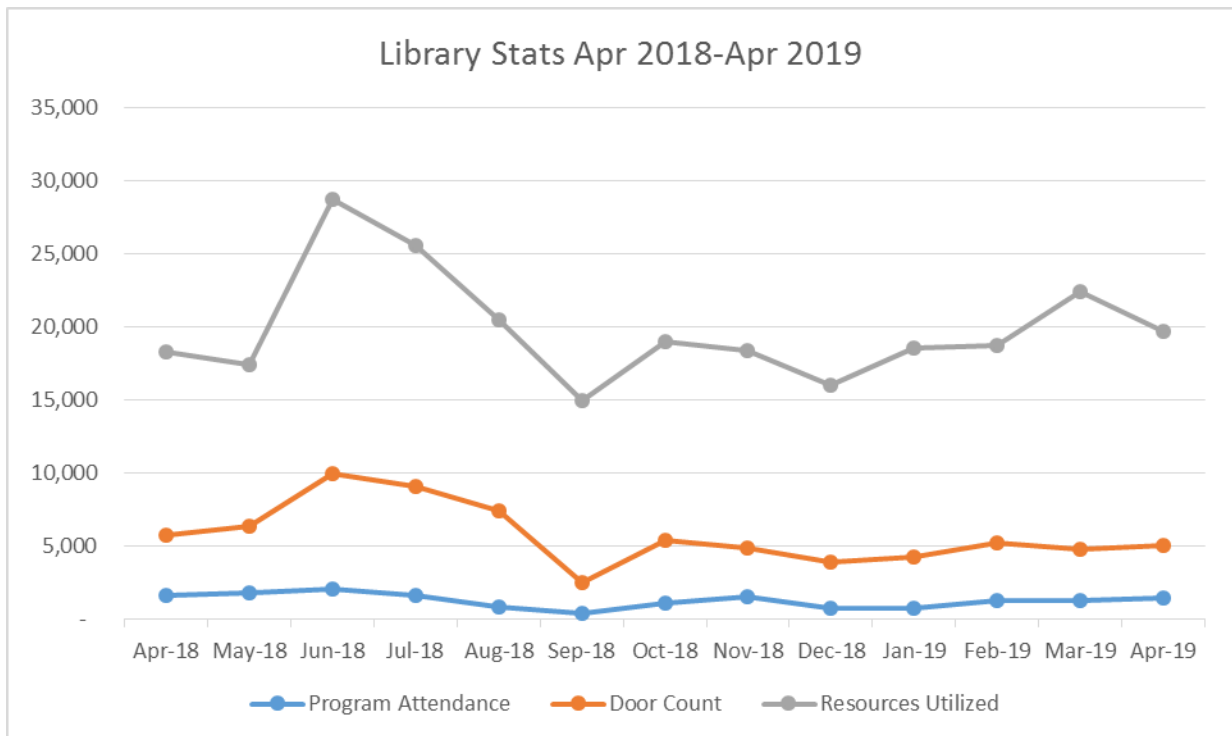
Tech Help Friday	19	Total Print Circulation:	7,529
Children's Library Programs	219	BRIDGES Circulation:	837
Children's Program Outreach	657	Consumer Reports:	431
Diane's Read Aloud	218	Public Computer Use:	522
Fairview & Kuemper Field Trips	205	Wi-Fi Use:	219
Book Clubs	8	Website Visits	3,296
Crafty Library Ladies	83	Gale Databases:	0
Poetry Group	5	Global Road Warrior Page Views:	1
Carroll Chamber Coffee	50	Learning Express Resources:	485
Linda McCann Iowa POW Camps	33	Freegal Music Downloads:	583
Earth Day	25	Transparent Language:	9
		Chilton Auto Manual	3
		ABC Mouse Sessions:	0
		Zinio Digital Magazine Circulation:	54
		Daily Times Herald Page Views:	5,682
		Lynda.com	69
		RBDigital	18
Total Program Attendance	1,522	Total Resources Utilized	19,738
Monthly Door Count	5,057		

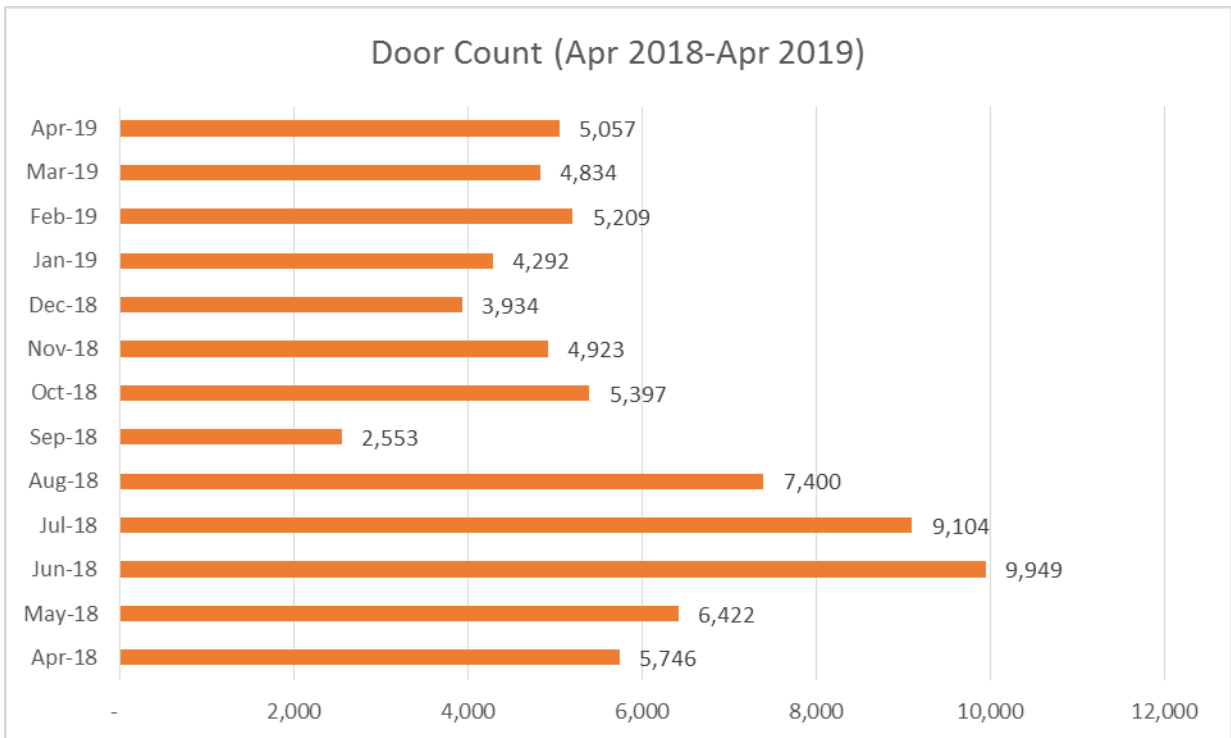
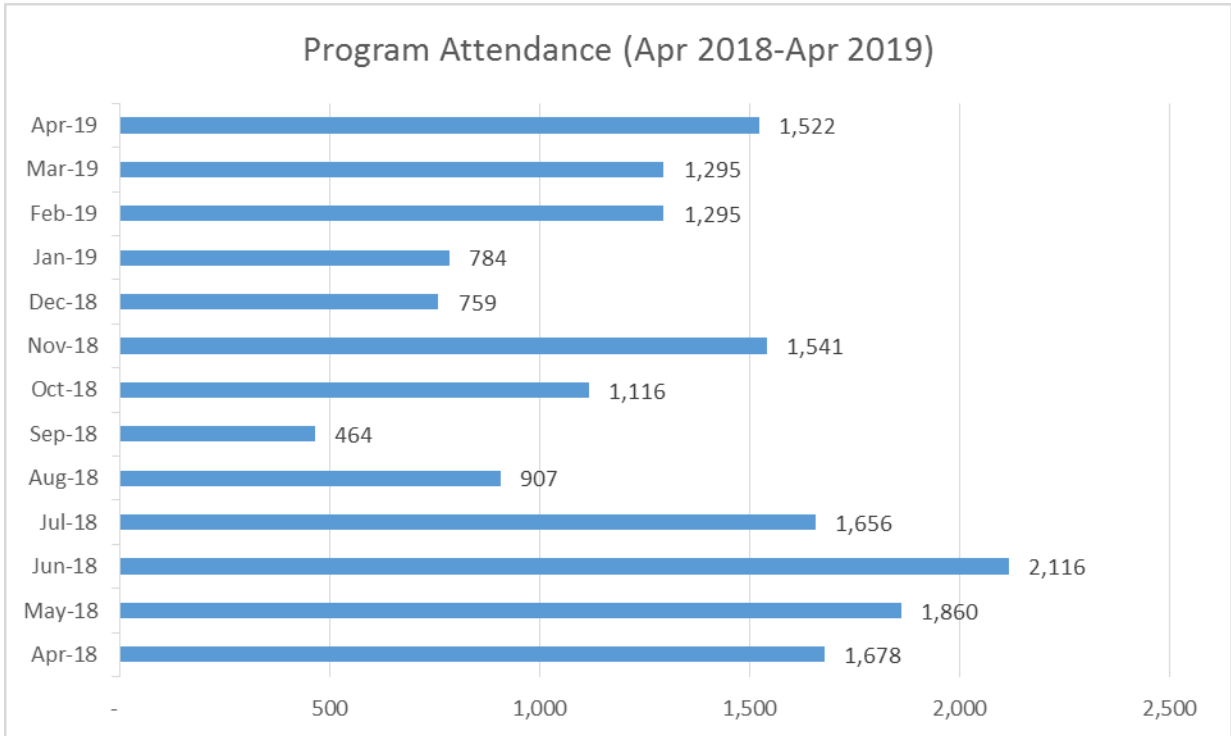
Special activities/accomplishments of particular note:

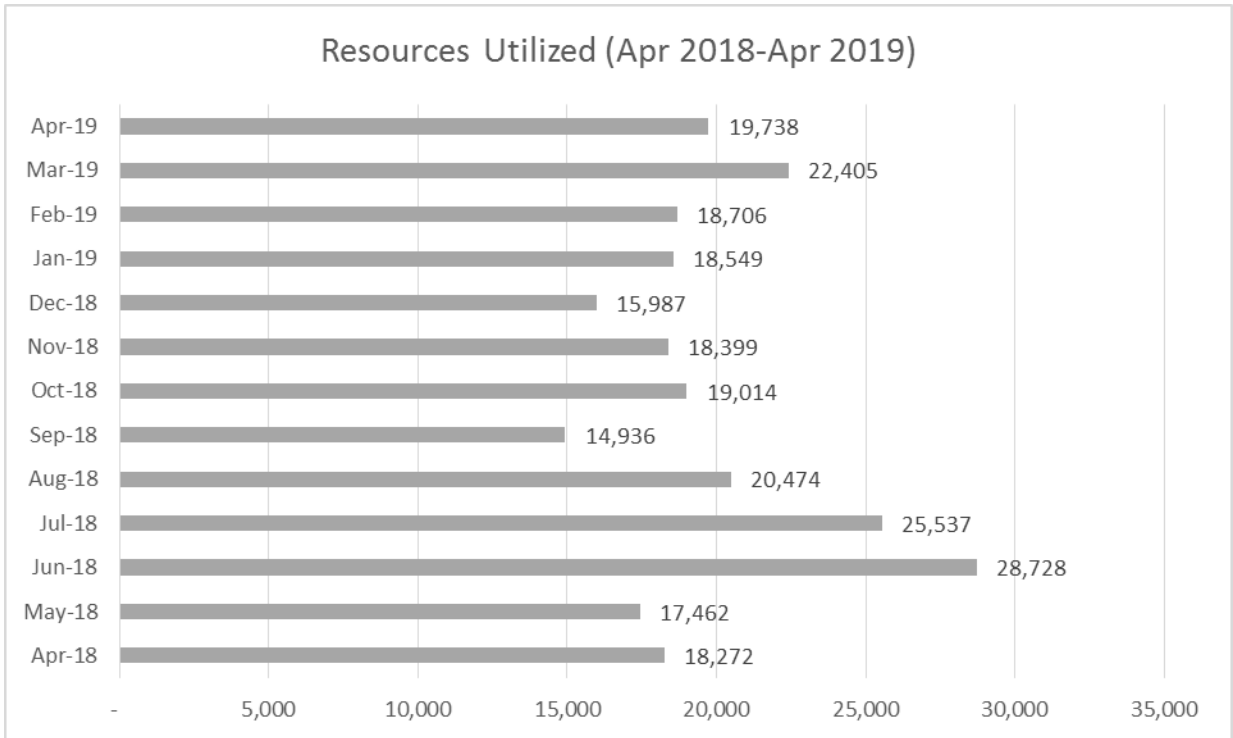
- 1) **Children's Programs:** Children's programming continued this month with the regular monthly schedule of Rookie Readers, Diane's Read-Aloud, Pet Readers, Romp and Read, and outreach events with book visits to the various daycares and preschools in the area. The Library and Carroll DMACC campus hosted their annual Earth Day Celebration featuring S.O.A.R., Dr. Whoot, and the DMACC Bear. This event had 25 participants.

- 2) **Adult & Teen Programs:** Adult programs continued this month with the regular monthly schedule of Tech Help Fridays, the Crafty Library Ladies, Book Clubs and the Poetry Group. Linda McCann, author, presented research and stories about the Iowa Prisoner of War camps during WWII, which housed 25,000 German, Italian, and Japanese prisoners. This program was well attended by 33 patrons. The Friends of the Carroll Public Library also hosted the annual Chamber Coffee in honor of National Library week in April. Approximately 50 business professionals attended.
- 3) View upcoming events on the library's Google calendar at www.carroll-library.org by clicking on the Calendar of Events link on the home page or on Facebook.
- Check out all of our Summer Reading Program 2019 Shows in June!

Library Statistics from April 2018-April 2019







City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

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

FROM: Greg L. Schreck, Building & Fire Safety Official *GLS*

DATE: May 22, 2019

SUBJECT: Rental Housing Code and Inspection

At the Strategic Planning Session, held in December, 2018, City Council selected, as a priority item, the establishment of a Rental Housing Code and Inspection process. The addition of one full-time Code Enforcement Officer to implement and oversee the Rental Housing Code is included in the F.Y. 19-20 Budget. This budget includes funding for start-up, training, and implementation costs for this initiative. Additional duties of the Code Enforcement Officer will deal with nuisance abatement issues within the City.

The first step in establishing the Rental Housing Code and Inspection process is discussion relating to the requirements of the Rental Housing Code itself. I have attached a draft proposal of the Ordinance for Council initial review and discussion. The next step in the process will be holding an informational open house for rental property owners, landlords or other interested parties for an overview of draft code requirements. Any changes in the draft Rental Housing Code will be presented for Council consideration and adoption in the July/August timeframe.

GLS:ds

attachment

CHAPTER 158

RENTAL HOUSING CODE

158.01 Scope of Provisions
158.02 Conflicting Provisions
158.03 Definitions
158.04 Certificate of Rental Permit
158.05 Inspection and Enforcement
158.06 Housing Appeals Board

158.07 Minimum Structure Standards for All
Rental Dwellings
158.08 Responsibilities of Owners Relating to the
Maintenance and Occupancy of Premises
158.09 Responsibilities of Occupants Relating to the
Maintenance and Occupancy of Premises
158.10 Penalty

158.01 SCOPE OF PROVISIONS. The provisions of this chapter (which may be known and cited as the Rental Housing Code for the City of Carroll, Iowa) apply to all rental dwellings within the City limits used or intended to be used for human occupancy, except that these provisions are not applicable to temporary housing as defined in this chapter.

158.02 CONFLICTING PROVISIONS. In any case where a provision of this chapter is found to be in conflict with a provision of any zoning, building, fire, safety, or health ordinance or code of the City, the provision which establishes the higher standard for the promotion and protection of the health and safety of the people shall prevail.

158.03 DEFINITIONS. Whenever the words “dwelling,” “dwelling unit,” “rooming house,” “rooming unit,” or “premises” are used in this chapter, they shall be construed as though they were followed by the words “or any part thereof.” The word “building” includes the word “structure” and the word “lot” includes the word “plot.” The following terms are also defined for use in this chapter:

1. “Acceptable” or “approved” means in substantial compliance with the provisions of this chapter.
2. “Accessory structure” means a detached structure which is not used, or intended to be used, for living or sleeping by human occupants.
3. “Adjoining grade” means the elevation of the ground which extends three (3) feet from the perimeter of the dwelling.
4. “Appurtenance” means that which is directly or indirectly connected or accessory to a thing.
5. “Attic” means any story situated wholly or partly within the roof or so designed, arranged or built to be used for business, storage, or habitation.
6. “Basement” means a story having a part but not more than one-half of its height above grade, which may or not be considered habitable space. A basement is counted as a story for the purpose of height regulations.

7. "Bath" means a bathtub or shower stall connected with both hot and cold water lines.
8. "Central heating system" means a single system supplying heat to one or more dwelling units or more than one rooming unit.
9. "Code Enforcement Officer" means the official of the City appointed to administer this chapter and any duly authorized representatives.
10. "Communal" means used or shared by, or intended to be used or shared by, the occupant of two or more rooming units or two or more dwelling units.
11. "Condominium" means a dwelling unit which is in compliance or conformance with the requirements of Chapter 499B of the Code of Iowa, as amended.
12. "Cooperative" means a dwelling unit which is in compliance or conformance with the requirements of Chapter 499B of the Code of Iowa, as amended.
13. "Court" means an open unoccupied space, other than a yard, on the same lot with a dwelling. A court not extending to the street or front or rear yard is an inner court. A court extending to the street or front yard or rear yard is an outer court.
14. "Dining room" means a habitable room used or intended to be used for the purpose of eating, but not for cooking or the preparation of meals.
15. "Duplex" means any habitable structure containing two single dwelling units. The classification shall be determined by the existence of two separate dwelling units, as defined in this section, and shall not be based upon the identity of the occupants.
16. "Dwelling" means any building, structure, or mobile home, except temporary housing, which is wholly or partly used or intended to be used for living or sleeping by human occupants and includes any appurtenances attached thereto.
17. "Dwelling, efficiency" – see efficiency dwelling
18. "Dwelling, multiple" - see "multiple dwelling."
19. "Dwelling, single-family" - see "single-family dwelling."
20. "Dwelling unit" means any habitable room or group of adjoining habitable rooms, located within a dwelling and forming a single unit with facilities which are used or intended to be used for living, sleeping, cooking and eating of meals.
21. "Efficiency dwelling" means a dwelling unit with a sleeping area open to the living area, with no intervening door.
22. "Egress" means an arrangement of exit routes to provide a means of exit from buildings and/or premises.

23. "Exit" means a continuous and unobstructed means of egress to a public way and includes intervening doors, doorways, corridors, windows, exterior-exit balconies, ramps, stairways, smoke-proof enclosures, horizontal exits, exit passageways, exit courts, walkways, sidewalks, and yards.
24. "Extermination" means the control and elimination of insects, rodents, or other pests by eliminating their harborage places; by removing or making inaccessible materials that may serve as their food; by poisoning, spraying, fumigating, trapping; or by any other recognized and legal pest elimination method approved by the Code Enforcement Officer.
25. "Family" means one or more persons occupying a dwelling and living as a single housekeeping unit. Each individual or group of individuals to whom rent is charged as a single unit shall be considered to be a separate family.
26. "Garbage" means animal or vegetable waste resulting from the handling, preparation, cooking, or consumption of food and also means combustible waste material. "Garbage" also includes paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, and other combustible materials.
27. "Habitable room" means a room or enclosed floor space, having a minimum of seventy (70) square feet of total floor area within a dwelling unit or rooming unit used or intended to be used for living, sleeping, cooking, or eating purposes, excluding bathrooms, toilet rooms, pantries, laundries, foyers, communicating corridors, closets, storage spaces, and stairways.
28. "Historical" means any property designated by the Carroll County Historic Preservation Commission as a Historical Site or any property on the National Register of Historical Places.
29. "Infestation" means the presence, within or around a dwelling, of any insects, rodents, or other pests, in such quantities as would be considered unsanitary.
30. "Kitchen" means a habitable room used or intended to be used for cooking or the preparation of meals.
31. "Kitchenette" means a food preparation area not less than forty (40) square feet in area.
32. "Kitchen sink" means a basin for washing utensils used for cooking, eating, and drinking, located in a kitchen and connected to both hot and cold water lines and properly connected to a drainage system.
33. "Lavatory" means a hand-washing basin which is connected to both hot and cold water lines, and properly connected to a drainage system, which is separate and distinct from a kitchen sink.
34. "Living room" means a habitable room within a dwelling unit which is used, or intended to be used, primarily for general living purposes.

35. “Mobile home” means any vehicle without motive power used or so manufactured or constructed as to permit its being used as a conveyance upon the public streets and highways and so designed, constructed, or reconstructed as will permit the vehicle to be used as a place for human habitation by one or more persons.
36. “Multiple dwelling” means any dwelling containing three or more dwelling units.
37. “Occupant” means any person, including owner or operator, living in, sleeping in, and/or cooking in, or having actual possession of a dwelling unit or a rooming unit.
38. “Operator” means any person who rents to another or who has custody or control of a building, or parts thereof, in which dwelling units or rooming units are let or who has custody or control of the premises.
39. “Owner” means any person who has custody and/or control of any dwelling, dwelling unit or rooming unit by virtue of a contractual interest in or legal or equitable title to the dwelling, dwelling unit or rooming unit. “Owner” also means any person who has custody and/or control of any dwelling, dwelling unit or rooming unit as guardian.
40. “Permit” - see “rental permit.”
41. “Placard” means any display document showing that the unit for which it is issued has been determined to be unfit for human habitation.
42. “Plumbing” means and includes any or all of the following supplied facilities and equipment: water pipes, garbage disposal units, waste pipes, toilets, sinks, lavatories, bathtubs, shower baths, water heating devices, catch basins, drains, vents, and any other similar supplied fixtures together with all connections to water and sewer.
43. “Premises” means a lot, plot, or parcel of land including a building and/or accessory structure thereon.
44. “Privacy” means the existence of conditions which will permit a person or persons to carry out an activity commenced without interruption or interference by unwanted persons.
45. “Properly installed, connected, constructed, or repaired” means as required by this or any other building, plumbing, mechanical or electrical code of the City, including work to be done in a workmanlike manner.
46. “Public way” means any parcel of land, unobstructed from the ground to the sky, more than ten feet in width, appropriated to the free passage of the general public.
47. “Refuse” means waste materials (except human waste) including garbage, rubbish, ashes, and dead animals.

48. “Refuse container” means a watertight container that is constructed of metal, or other durable material impervious to rodents, that is capable of being serviced without creating unsanitary conditions.
49. “Rental permit” means a document, issued periodically, which grants the owner or operator the option of letting a unit for rental purposes and showing that the unit for which it is issued was in compliance with the applicable provisions of this chapter at the time of issuance.
50. “Roomer” means an occupant of a rooming house or rooming unit and shall also mean an occupant of a dwelling who is not a member of the family occupying the dwelling except for guests and/or domestic employees.
51. “Rooming house” means any dwelling, or that part of any dwelling, containing one or more rooming units, including, but not limited to hotels and motels, in which space is let by the owner or operator to one or more persons. Occupants of units specifically designated as dwelling units within a rooming house shall not be included in the roomer count. An owner-occupied, single-family dwelling, condominium, or cooperative containing a family plus one or two roomers shall be excluded from this definition and be treated as a owner-occupied, single-family dwelling.
52. “Rooming unit” means any habitable room or group of adjoining habitable rooms located within a dwelling and forming a single unit with facilities which are used, or intended to be used, primarily for living and sleeping. A rooming unit shall have bath and toilet facilities available for exclusive use by the occupant or for communal use in accordance with subsections 158.07(15) through (22) and, in addition, may have kitchen and dining facilities available for use by the occupant therein.
53. “Rubbish” means inorganic waste material consisting of combustible and/or noncombustible materials.
54. “Secured” or “securing” means boarding up openings or locking openings to prevent unwanted entry as approved by the Code Enforcement Officer.
55. “Single-family dwelling” means a structure containing one dwelling unit.
56. “Supplied Facility” means equipment, appliance or system paid for, furnished by, provided by, or under the control of the owner or operator.
57. “Temporary housing” means any tent, trailer, motor home, or other structure used for human shelter which is designed to be transportable and which is not attached to the ground, to another structure, or to any utilities system on the same premises for more than thirty (30) days.
58. “Toilet” means a water closet, with a bowl and trap made in one piece, which is of such shape and form and which holds a sufficient quantity of water so that no

fecal matter will collect on the surface of the bowl and which is equipped with a flushing rim or flushing rims.

158.04 CERTIFICATE OF RENTAL PERMIT.

1. Rental Permit Required. It is a violation of this chapter for any person to let to another for rent any dwelling unit or rooming unit (except a dwelling or rooming unit located within an owner-occupied, single-family dwelling, condominium, or cooperative containing no more than two dwelling or rooming units), unless the owner or operator holds a valid rental permit. A rental permit is valid for a specified period of time. The document shall be transferable from one owner or operator to another at any time prior to its expiration, termination or revocation. The owner or operator shall notify the Code Enforcement Officer of any changes of interest or ownership in the property within thirty (30) days of any conveyance or transfer of interest affecting the property and provide the name and address of all persons who have acquired an interest therein. In the event that the Code Enforcement Officer has not been notified of such conveyance or transfer within the designated period of time, the rental permit shall be transferred from one owner or operator to another only upon payment of a fee which shall be assessed the new owner or operator, the amount of which shall be set by resolution of the Council. The rental permit shall state the date of issuance, the address of the structure to which it is applicable, and its expiration date. The rental permit shall also include the maximum number of occupants. All dwellings and dwelling units and rooming units being let for rent and occupancy without a valid permit or application for the same on file with the City and fees paid may be ordered vacated.

2. Application. The owner or operator shall file an application for a rental permit, accompanied by the appropriate fees as established by resolution of the Council, with the Code Enforcement Officer on an application form provided by the Code Enforcement Officer. All applications shall be filed and a rental permit obtained before being let for rent or occupancy. Failure to file an application for a rental permit shall constitute a municipal infraction. The owner or operator shall, within thirty (30) days of application, schedule and allow an inspection of the unit by the Code Enforcement Officer and failure to do so may be judicially enforced and constitutes a municipal infraction. All fees for inspections and/or permits shall be paid prior to the scheduled inspection.

3. Issuance. When all pertinent provisions of this chapter have been complied with by the owner or operator, the Code Enforcement Officer shall issue a rental permit.

4. Extension. A rental permit shall be valid through the expiration date contained thereon. However, extensions shall be granted to cover any time period between the stated expiration date and the period of time permitted by the Code Enforcement Officer to remedy any violations cited subsequent to an inspection

authorized or requested pursuant to the provisions of this chapter, provided a rental permit application is on file with fees paid.

158.05 INSPECTION AND ENFORCEMENT.

1. Authority. The Code Enforcement Officer is authorized to administer and enforce the provisions of the Rental Housing Code and to make inspections to determine the conditions of all dwellings, dwelling units, rooming units, structures, and premises located within the City, in order that the Code Enforcement Officer may perform the duty of safeguarding the health, safety, and welfare of the occupants of dwellings and of the general public under the provisions of this chapter.

2. Inspection of Rental Units. Inspection of rental units shall be conducted upon request, on a complaint basis, and/or through a program of regular rental inspections which program shall not be conducted more frequently than yearly or less frequently than the set schedule indicated below:

Single family dwelling	Every 3 years
Duplex	Every 3 years
Owner-occupied plus more than 2 dwelling units	Every 3 years
Multiple dwelling units	Every 3 years
Rooming houses	Every 3 years

The provisions of Sections 158.07 through 158.09 of this chapter shall apply to the inspections of all rental units.

3. Access by Owner or Operator. Every occupant of a dwelling, dwelling unit, or rooming unit shall give, upon proper notice, the owner or operator thereof, or any authorized agent or employee, access to any part of such dwelling, dwelling unit, rooming unit, or premises at all reasonable times for the purpose of effecting such maintenance, making such repairs, or making such alterations as are necessary to effect compliance with, or any lawful notice or order issued pursuant to the provisions of Sections 158.07 through 158.09.

4. Access by the Code Enforcement Officer. Whenever authorized to make an inspection or whenever the Code Enforcement Officer has reasonable cause to believe that there exists any condition in violation of any provisions of this chapter or in response to a complaint that an alleged violation may exist, the Code Enforcement Officer may enter such unit or premises during reasonable times to inspect and perform any action authorized by this chapter. If such unit or premises is tenant-occupied, the Code Enforcement Officer shall also notify the owner or other persons having charge or control of the building or premises of the requested entry. The Code Enforcement Officer shall at such times present official

identification and explain why entry is sought; and if entry is refused, the Code Enforcement Officer shall request that the inspection be conducted at a reasonable time, suitable to the owner or occupant. If the request for future entry is refused, the Code Enforcement Officer shall at that time, or at a later time, explain to the owner and/or occupant that said owner and/or occupant may refuse, without penalty, entry without a search warrant, and the Code Enforcement Officer may apply to the Iowa District Court for a search warrant and/or an administrative search warrant pursuant to Section 1.12, Carroll Code of Ordinances and Section 808.14 Iowa Code..

5. Search Warrant. If consent to inspect a building is withheld by any person having the lawful right to exclude, the Code Enforcement Officer may apply to the Iowa District Court in and for Carroll County for an administrative search warrant of the building. No owner or occupant or any other person having charge, care, or control of any dwelling, dwelling unit, rooming unit, structure, or premises shall fail or neglect, after presentation of a search warrant, to properly permit entry therein by the Code Enforcement Officer for the purpose of inspection and examination pursuant to this chapter.

6. Violation Notice. Whenever the Code Enforcement Officer determines, upon the basis of an inspection or other reliable information, a premises has one or more violations of this chapter, the Code Enforcement Officer shall give to the owner (and the tenant if a violation relates to Section 158.09) of the premises a written notice in substantially the following form:

ORDER TO REPAIR, CORRECT AND COMPLY

To: _____, Owner (and Tenant if applicable)

Re: _____, Location in Violation

You are hereby notified that the Code Enforcement Officer has determined the above premises has the following violations of the City of Carroll Rental Housing Code:

Code Section	Description of Violation	Location of Violation
_____	_____	_____
_____	_____	_____
_____	_____	_____

You are hereby ordered to repair, correct and comply with the requirements of the Rental Housing Code within thirty (30) days of your receipt of this order. Failure to comply with this order (or as it may be modified on appeal) will result in a denial or revocation of your rental permit and an order to vacate the premises.

You are advised that this order may be appealed by filing a written notice of appeal, containing the reasons for the appeal, with the Housing Appeals Board, City Hall, Carroll, Iowa, within seven (7) days of your receipt hereof. The appeal may dispute the above code violations or request additional time allowed for compliance or both. In addition, you may request that the Board grant a variance in the application of the Housing Code to your particular circumstances. Failure to file a timely appeal results in waiver of your right to have this order modified.

You are further advised that your failure to comply with this order (or as it may be modified on appeal) constitutes a municipal infraction per Chapter 4 of the City Code.

The order set out in this subsection shall be served upon the owner personally, upon a member of the owner’s family (if that person is of suitable age and discretion and informed of the contents thereof) personally, upon the owner by registered or certified mail with return receipt requested to the owner’s last known address (per County Assessor’s records); or upon the failure of all above methods, and by posting a copy thereof in a conspicuous place in or about the dwelling affected by the order. The owner (and the tenant if a violation relates to Section 158.09 of this chapter) may appeal the order by filing a written notice of appeal with the Housing Appeals Board within seven (7) days of the service of the order. The issues on appeal are restricted to disputes regarding the cited violations, requests for additional time for compliance, and requests for variances. The Code Enforcement Officer shall, after expiration of the time given in the order to repair, correct and comply (or as it may be modified on appeal), reinspect the premises as appropriate. The owner’s or tenant’s failure to comply with the order shall constitute a municipal infraction as defined in Chapter 4 of this Code of Ordinances.

7. Denial or Revocation of Rental Permit; Order to Vacate. Whenever the Code Enforcement Officer determines that the order to correct, repair and comply (or as it may be modified on appeal) has not been complied with, the Code Enforcement

Officer shall deny or revoke the rental permit for the premises and order the premises vacated. The denial or revocation and order shall be effective thirty (30) days after receipt by the owner and tenant of the premises of a written notice of the denial or revocation of the rental permit and order to vacate in substantially the following form:

NOTICE OF DENIAL OR REVOCATION OF RENTAL PERMIT AND ORDER TO VACATE

To: _____, Owner
 _____, Tenant

Re: _____, Location in Violation

You are hereby notified that the Rental Housing Code Enforcement Officer has determined that the Order to Repair, Correct and Comply dated _____ affecting the above premises has not been complied with and the following violations of the Rental Housing Code still exist:

Code Section	Description of Violation	Location of Violation
_____	_____	_____
_____	_____	_____
_____	_____	_____

You are hereby notified that, effective thirty (30) days after receipt of this notice and order, the rental permit covering the above premises is revoked (or the application for a rental permit is denied) and you are ordered to have the above premises vacated within such period of time.

You are advised that the revocation or denial of the rental permit and order to vacate the premises may be appealed by filing a written notice of appeal, containing the reasons for the appeal, with the Housing Appeals Board, City Hall, Carroll, Iowa, within seven (7) days of your receipt of this notice and order. Your appeal is solely limited to the issue of whether the previous Order to Repair, Correct and Comply (or as it may have been modified on a previous appeal) has been complied with and may not address matters concerning such order which were subject to previous appeal rights. However, tenants may, by filing a timely appeal, also request additional time to move.

You are further advised that this order to vacate may be judicially enforced and that the occupancy or sufferance of occupancy of the affected premises after the expiration of the thirty (30) day period provided herein without a valid rental permit constitutes a municipal infraction per Chapter 4 of the City Code.

The above notice and order shall be served upon the owner and tenant personally, upon a member of the owner's and tenant's family (if that person is of suitable age and discretion and informed of the contents thereof) personally, upon the owner and tenant by registered or certified mail, with return receipt requested, to the owner's last known address per County Assessor's records; or upon the failure of all above methods, by posting the copy thereof in a conspicuous place in or about the dwelling affected by the notice and order. In the instance where all of the cited violations are tenant violations under Section 158.09, the notice and order set out in this subsection shall be modified to delete reference to the revocation or denial of the rental permit for the premises and the owner may cause the premises to be re-occupied by the different tenants. The owner and/or tenant may appeal the notice and order by filing a written notice of appeal with the Housing Appeals Board within seven (7) days of this service of the notice. The issue on appeal is solely limited to the issue of whether the previous order to repair, correct and comply (or as it may have been modified on a previous appeal) has been complied with and may not address matters concerning such order which were subject to previous appeal rights. However, tenants may, by filing a timely appeal, also request additional time to move. The order to vacate may be judicially enforced and violation of the order to vacate and the occupancy or sufferance of occupancy of the affected premises after the expiration of the thirty-day period provided herein (or after such additional time as the Housing Appeals Board may have granted a tenant to move) without a valid rental permit constitutes a municipal infraction as defined in Chapter 4 of this Code of Ordinances.

8. Emergency Orders and Placarding. Whenever the Code Enforcement Officer, in the enforcement of this chapter, finds in or about a dwelling conditions which pose an immediate and serious threat to the health or safety of the occupants and/or the general public, the Code Enforcement Officer shall give to the owner and occupants of the premises a written order in substantially the following form:

EMERGENCY ORDER TO VACATE

To: _____, Owner

_____, Tenant

Re: _____, Location in Violation

You are hereby notified that the Code Enforcement Officer has determined that the above premises contain the following violations of the City of Carroll Rental Housing Code, which violations pose an immediate and serious threat to the health or safety of the occupants thereof and/or the general public:

Code Section	Description of Violation	Location of Violation
_____	_____	_____
_____	_____	_____
_____	_____	_____

You are hereby ordered to vacate the above premises within 48 hours of your receipt of this order.

You are advised that if the condition cited above is corrected and repaired before the expiration of your time limit herein, you may contact the Code Enforcement Officer, who may confirm the repair of the condition and rescind this order.

You are advised that this order may be appealed by filing a written notice of appeal containing the reasons for appeal with the Housing Appeals Board, City Hall, Carroll, Iowa, within twenty-four (24) hours of your receipt hereof. The appeal may dispute the above code violations but it may not request additional time for compliance, nor will the filing of an appeal act to delay the deadline for vacating the premises.

You are further advised that this order to vacate may be judicially enforced and your failure to comply with this order (or as it may be modified on appeal) constitutes a municipal infraction per Chapter 4 of the City Code.

The above notice and order shall be served upon the owner and tenant personally, or by phone, fax, or email (due to the urgency of the emergency order) if immediate personal service cannot be accomplished after reasonable attempts and by posting the copy thereof in a conspicuous place in or about the dwelling affected by the notice and order. The owner may appeal the order by filing a written notice of appeal with the Housing Appeals Board within twenty-four (24) hours of the service of the order. The sole issue on appeal is the cited violation. Time to comply or vacate may not be an issue on an appeal of the order, nor will the filing of an appeal extend the number of days before the premises must be vacated. The Code Enforcement Officer, upon issuing an emergency order to vacate, shall post upon the dwelling a placard designating the dwelling as unfit for human habitation. No dwelling which has been placarded shall again be used for human habitation until a written approval is secured from and such placard is removed by the Code Enforcement Officer. The Code Enforcement Officer shall remove such placard

whenever the violation upon which the placarding action was based has been eliminated. No person shall deface or remove the placard from any dwelling which was the subject of an emergency order to vacate and placarded as such. An emergency order to vacate may be judicially enforced and a violation of the emergency order to vacate and the occupancy or sufferance of occupancy of the affected premises after the expiration period provided in the order constitutes a municipal infraction as defined in Chapter 4 of this Code of Ordinances.

158.06 HOUSING APPEALS BOARD.

1. Established. In order to provide for interpretation of the provisions of this chapter and to hear appeals provided for under this chapter, there is established a Housing Appeals Board (hereinafter in this section referred to as the Board) consisting of three (3) members who do not hold any elective office in the municipal government, and who are appointed by the Mayor subject to the approval of the Council. Members are appointed for staggered terms of five (5) years. If any vacancy exists on the Board caused by resignation or otherwise, a successor shall be appointed for the remainder of the term.

2. Compensation. All members of the Board shall serve without compensation except for their actual expenses accrued, which shall be subject to the approval of the Council.

3. Officers. Such Board shall choose, annually, at its first regular meeting, one of its members to act as Chairperson of the Board, and another of its members as Vice Chairperson, who shall perform all the duties of the Chairperson during his or her absence or disability. The Board may also choose one of its members to act as Secretary or choose a non-board member to act as Secretary, who shall record all minutes and proceedings of the Board and who shall be responsible for filing same in the office of the Housing Appeals Board.

4. Jurisdiction. Any person affected by a written notice and/or order issued under this chapter which is specifically subject to appeal, may appeal to the Board by filing a written appeal specifying the grounds therefor within the time limits provided. Appeals shall include requests for additional time and variances allowed under this chapter. The filing of an appeal does not delay the time for compliance with a notice or order unless the Board fails to determine the matter within the time limit provided for compliance with the notice or order in which case such time for compliance shall automatically be extended to the time such determination is made except in the instance of an emergency order.

5. Procedures.

A. The Board, upon receipt of a written appeal, shall set a time and place for the hearing. The applicant shall be advised, in writing, of such time and place at least seven (7) days prior to the date of the hearing. At such a hearing the appellant shall have an opportunity to be heard and to show cause as to

why such notice or order should be modified, extended, revoked, or why a variance should be granted. The Board, by a majority vote, may sustain, modify, extend, or revoke a notice or order and grant or deny a variance.

B. The Board may grant additional time for compliance with a notice or order where specifically recognized by this chapter. However, the Board may, by an express determination, retain jurisdiction of a matter concerning additional time and make tentative extensions to be finally determined at a later date and time by the Board. In the event that additional time or tentative extensions are granted, the Board shall make specific findings of fact based on evidence relating to the following:

- (1) That there are historical or practical difficulties or unnecessary hardships in carrying out the strict letter of any notice or order; and
- (2) That such additional time or a tentative extension is in harmony with the general purpose and intent of this chapter in securing the public health, safety, and general welfare. Except under extraordinary circumstances, the grant of additional time, including the sum of tentative extensions shall not exceed twelve (12) months.

C. The Housing Appeals Board may grant a variance in a specific case and from a specific provision of this chapter subject to appropriate conditions; and provided the Board makes specific findings of fact based on the evidence presented on the record as a whole, and related to the following:

- (1) That there are historical or practical difficulties or unnecessary hardships in carrying out a strict letter of any notice or order; and
- (2) That due to the particular circumstances presented, the effect of the application of the provisions would be arbitrary in the specific case; and
- (3) That an extension would not constitute an appropriate remedy for these practical difficulties or unnecessary hardships in this arbitrary effect; and
- (4) That such variance is in harmony with the general purpose and intent of this chapter in securing the public health, safety, and general welfare.

D. Upon appeal or the request of the Code Enforcement Officer, the Board may consider the adoption of a general variance. The Board by a majority vote may establish a general variance for existing structures which cannot practicably meet the standards of the Rental Housing Code. Prior to considering any general variance, public notice shall be given. A general variance, if granted, shall:

- (1) State in what manner the variance from the specific provision is to be allowed; and
- (2) State the conditions under which the variance is to be made; and
- (3) Be based upon specific findings of fact based on evidence related to the following:
 - (a) That there are practical difficulties or unnecessary hardships in carrying out the strict letter of the specific provision, common to dwellings, dwelling units, or rooming units to which the variance will apply, and
 - (b) That such variance is in harmony with the general purpose and intent of this chapter in securing the public health, safety and general welfare.

6. Amendments. Additionally, the Housing Appeals Board may on its own motion recommend improvements, amendments or modifications to this chapter.

158.07 MINIMUM STRUCTURE STANDARDS FOR ALL RENTAL DWELLINGS.

1. Supplied Facility. Every supplied facility piece of equipment or required utility shall be constructed and/or installed so that it will function safely.
2. Kitchens. Every dwelling unit shall have a kitchen room or kitchenette equipped with the following:
 - A. An approved kitchen sink.
 - B. Space capable of properly accommodating a refrigerator and a stove or range.
 - C. Proper access terminals to utilities necessary to properly operate a refrigerator and stove or range.
 - D. Adequate space for the storage and preparation of food.
3. Water Closet Required. Every dwelling unit shall contain an approved water closet.
4. Bath Required. Every dwelling unit shall contain an approved bathtub or shower.
5. Lavatory Basin Required. Every dwelling shall contain an approved lavatory basin within or adjacent to the room containing the toilet.
6. Privacy in a Room Containing Toilet and Bath. Every toilet and every bath shall be contained within a room or within separate rooms which afford privacy for a person within said rooms.
7. Water Heating Facilities Required. Every kitchen sink, bath and lavatory basin required in accordance with the provisions of this chapter shall be properly

connected with supplied water heating facilities. Every supplied water heating facility shall be properly connected and shall be capable of heating water to such a temperature as to permit an adequate amount of water to be drawn at every kitchen sink and lavatory basin required under the provisions of this chapter at a temperature of not less than one hundred twenty degrees (120°) Fahrenheit [forty-eight degrees (48°) centigrade]. Such supplied water heating facilities shall be capable of meeting the requirements of this section when the required space heating facilities are not in operation.

8. Connection of Sanitary Facilities to Water and Sewer Systems. Every kitchen sink, laundry sink, mop sink, toilet, lavatory basin, and bath shall be properly connected to an approved water and sewer system.

9. Exits.

A. Every dwelling unit and every rooming unit shall have access directly to the outside or to a public corridor.

B. Every rental dwelling shall have at least two (2) exits as a means of egress from each floor, one of which may be a window. This requirement applies to the ground floor and above and basements that include sleeping rooms.

C. All windows used as exits for means of egress shall have a minimum net clear opening of 4.0 square feet and the minimum net clear opening dimensions shall be at least twenty-four (24) inches by twenty (20) inches. Exception: Windows of slightly lesser dimensions which were installed in conformance with a previous building code may be approved by the Code Enforcement Officer providing they have minimum net clear opening dimensions of at least twenty-two (22) inches by eighteen (18) inches. Where windows are provided as means of egress or rescue, they shall have finished sill height not more than forty-four (44) inches above the floor, except that a step or step stool may be used to maintain the 44-inch sill height requirement. If the sill of a window provided for egress is more than six (6) feet above grade, a portable escape ladder must be provided and must be stored in the same room as the egress window.

D. New dwelling units shall have exits as required by the Building Code and Fire Code of the City of Carroll.

E. Every means of egress shall comply with the following requirements:

(1) Handrails. All stairways comprised of four (4) or more risers shall be provided with a substantial and safe handrail. Unenclosed floor and roof openings, open and glazed sides of landings and ramps, balconies or porches which are more than thirty (30) inches above grade or above the floor below, and any emergency egress pathway

across a roof with a slope of more than 10 degrees shall be provided with a substantial and safe guardrail.

(2) Every stairway shall have a width, riser height and tread width which shall be adequate for safe use.

(3) Doors and windows readily accessible from outside the unit shall be lockable from inside the unit.

(4) Every doorway providing ingress or egress from any dwelling unit, rooming unit or habitable room shall be at least six (6) feet high and twenty-two (22) inches wide.

(5) Designated egress doorways and windows in all rental dwellings on any floor with more than four (4) dwelling units or more than six sleeping rooms in the case of a rooming house, shall be marked with illuminated exit signs.

10. Ventilation.

A. Every dwelling unit and rooming unit shall be free from dangerous levels of air pollution from carbon monoxide, sewer gas, fuel gas, dust, black mold, and other harmful air pollutants.

B. Every window or other device with openings to the outdoor space, used for ventilation, shall be supplied with screens of not less than sixteen mesh per inch.

C. Every system of mechanical ventilation, such as air conditioners and vent fans shall be maintained in operable condition.

11 Heating. Every dwelling shall have heating facilities which are properly installed and are capable of safely and adequately heating all habitable rooms, bathrooms, and toilet rooms located therein to a temperature of at least sixty-eight degrees (68°) Fahrenheit [twenty degrees (20°) centigrade] and shall be capable of maintaining in all said locations a minimum temperature of sixty-five degrees (65°) Fahrenheit, [eighteen degrees (18°) centigrade] at a distance of three (3) feet above the floor level at all times. Such heating facilities shall be so designed and equipped that heat, as herein specified, is available for all dwelling units and rooming units.

12. Electrical Requirements. Every habitable room shall contain at least two separate floor or wall-type electrical double convenience outlets which shall be situated a distance apart equivalent to at least twenty-five percent (25%) of the perimeter of the room. Every such outlet and fixture shall be properly installed. Every habitable room, toilet room, laundry room, furnace room, basement and cellar shall contain at least one supplied ceiling or wall-type electric light fixture or switched outlet. Every such outlet and fixture shall be properly installed. Temporary wiring or extension cords shall not be used as permanent wiring.

13. Minimum Space, Use and Location Requirements.

A. Habitable rooms shall have a floor area of not less than 70 square feet.

Exception: Kitchens.

B. Sleeping Rooms. In every dwelling unit of two or more rooms and every rooming unit, every room occupied for sleeping purposes by one occupant shall contain at least seventy (70) square feet of floor space and every room occupied for sleeping purposes by two occupants shall contain at least one hundred (100) square feet of floor space per sleeping room. An additional thirty (30) square feet per room is needed for each additional occupant, with maximum bedroom occupancy of four (4). Example: 1 sleeping room with 4 occupants = 160 Sq. Ft. Exception: The maximum occupancy of a sleeping room may be exceeded by one (1) child under the age of five (5) years, provided that the maximum occupancy of the dwelling unit is not exceeded.

C. Ceiling Height. The ceiling height of every habitable room shall be at least six feet four inches (6'4"). In any habitable room where the ceiling is a part of a sloping roof, at least one-half of the floor area shall have a ceiling height of at least six feet four inches (6'4"). "Floor area," as used in this subsection, means the area of the floor where the vertical measurement from floor to ceiling is five (5) feet or more. Obstruction of space by such items as water and gas pipes, cabinetry, etc., shall be permitted when such obstructions are located within two (2) feet of a partition or wall, do not interfere with an emergency ingress and egress, and are approved by the Code Enforcement Officer. Obstruction of a ceiling space shall be permitted when such obstruction is located at a height of not less than six feet four inches (6'4") from the floor.

14 Direct Access. Access to each dwelling unit or rooming unit shall not require first entering any other dwelling unit or rooming unit (except that access to a dwelling unit or a rooming unit may be through a living area of a unit occupied by the owner-operator of the structure). No dwelling unit containing two or more sleeping rooms shall have such room arrangements that access to a bathroom water closet compartment intended for use by occupants of more than one sleeping room can be had only by going through another sleeping room. A bathroom or water closet compartment shall not be used as the only passageway to any habitable room, hallway, basement, or to the exterior of the dwelling unit or rooming unit.

15. Lighting of Public Halls and Stairways. Public passageways and stairways in dwellings accommodating two to four dwelling units or rooming units shall be provided with convenient wall-mounted light switches which activate an adequate lighting system. Public passageways and stairways in buildings accommodating more than five (5) dwelling units or rooming units shall be lighted at all times with

an adequate artificial lighting system, except that such artificial lighting may be omitted from sunrise to sunset where an adequate natural lighting system is provided. Whenever the occupancy of a building exceeds one hundred (100) persons, the artificial lighting system as required herein shall be on an emergency circuit.

16. Fire Extinguishers; Minimum Approved Type. All rental dwelling units and rooming houses shall have a two and one-half pound type “ABC” fire extinguisher, or have access to a fire extinguisher within seventy-five (75) feet of any unit, which is approved by the Code Enforcement Officer or Fire Chief. Fire extinguishers shall be properly hung in an area of easy access.

17. Early Warning Fire Protection. All rental units shall have a centrally located smoke detector on each level and one in each bedroom.

18. A carbon monoxide detector located a maximum of four (4) feet off the floor or where recommended by the manufacturer, shall be provided on the main level and on each level with bedrooms. Exception: Units without gas piping may omit carbon monoxide detectors provided they do not have an attached garage.

19. Water Closets and Lavatory Basins. At least one approved water closet and one approved lavatory basin shall be supplied for each eight (8) persons or fraction thereof residing within a dwelling containing a rooming unit or units, including members of the operator’s family whenever they share the said facilities, provided that in a rooming house where rooms are let only to males, flush urinals may be substituted for not more than one-half of the required number of water closets.

20. Baths. At least one approved bath shall be supplied for each eight (8) persons or fraction thereof residing within a dwelling containing a rooming unit or units, including members of the operator’s family whenever they share the use of the facilities.

21. Location of Communal Toilets and Baths. Communal toilets and baths shall be located on the same floor or the floor immediately above or below the rooming unit.

22. Communal Kitchens. If a communal kitchen is supplied, it shall comply with the following requirements:

A. The minimum floor area of a communal kitchen shall be fifty (50) square feet. Floor area shall include that part of the floor occupied by cabinets and appliances. If the dining area is separate from the kitchen area, it shall have a minimum floor area of fifty (50) square feet.

B. The minimum floor area of a communal kitchen in which roomers are permitted to prepare and eat meals shall be one hundred (100) square feet.

- C. The communal kitchen shall be equipped with the following:
- (1) A refrigerator with an adequate food storage capacity.
 - (2) An approved kitchen sink.
 - (3) A stove or range.
 - (4) At least one cabinet of adequate size suitable for the storage of food and eating and cooking utensils.
 - (5) At least six (6) square feet of surface area which is easily cleanable and suitable for the preparation of food.
 - (6) An eating surface and adequate chairs for the normal use of the facilities if a communal dining room is not supplied.

D Every communal kitchen shall be located within a room accessible to the occupants of each rooming unit sharing the use of such kitchen, without going outside of the dwelling and without going through a dwelling unit or rooming unit of another occupant.

23. Kitchens: Stoves and Refrigerators. Kitchens or kitchenettes in all rental dwellings shall be supplied with a stove or range and a refrigerator by the owner, operator, or tenant(s).

24 Shades, Draperies and Window Coverings. Every window in rooms used for sleeping rooms in rooming units and furnished dwelling units shall be supplied with shades, draperies, or other devices or materials which, when properly used, will afford privacy to the occupants. Every window in rooms used for sleeping purposes in unfurnished dwelling units shall be supplied with hardware necessary to support shades, draperies, or other devices or materials which, when properly used, will afford privacy to the occupants.

158.08 RESPONSIBILITIES OF OWNERS RELATING TO THE MAINTENANCE AND OCCUPANCY OF PREMISES.

1. Maintenance of Structure.

A. Every foundation, roof, floor, wall, ceiling, stair, step, elevator, handrail, guardrail, porch, sidewalk, and appurtenance thereto shall be maintained in safe and sound condition and shall be capable of supporting the loads that normal use may cause to be placed thereon.

B. Every foundation, floor, exterior wall, exterior door, window, and roof shall be maintained in reasonably weather-tight, watertight, rodent proof and insect proof condition.

C. Every door, door hinge, door latch, and door lock shall be maintained in good and functional condition and every door, when closed, shall fit reasonably well within its frame.

- D. Every window, existing storm window, window latch, window lock, and other aperture covering, including its hardware, shall be maintained in good and functional condition and shall fit reasonably well within its frame.
- E. Every interior partition, wall, floor, ceiling and other interior surface shall be maintained so as to permit it to be kept in a clean and sanitary condition, and where appropriate, shall be capable of affording privacy.
2. Maintenance of Accessory Structures. Every foundation, exterior wall, roof, window, exterior door, basement hatchway, and appurtenance of every accessory structure shall be so maintained as to prevent the structure from becoming a harborage for rats or other vermin and shall be kept in a reasonably good state of repair.
3. Rainwater Drainage. All eaves, downspouts, and other roof drainage equipment on the premises shall be maintained in a good state of repair and so installed as to direct rainwater away from the structure.
4. Grading, Drainage and Landscaping of Premises. Every premises shall be graded and drained so no stagnant water will accumulate or stand thereon. Every premise shall be continuously maintained by suitable landscaping with grass, trees, shrubs, or other planted groundcover designed to reduce and control dust. Exception: This chapter shall not affect the existence or maintenance of storm water detention systems.
5. Chimneys and Smoke Pipes. Every chimney and every supplied smoke pipe shall be adequately supported, reasonably clean, and maintained in a reasonably good state of repair.
6. Protection of Exterior Wood Surfaces. All exterior wood surfaces of a dwelling and its accessory structures, fences, porches, and similar appurtenances shall be reasonably protected from the elements and against decay.
7. Means of Egress. Every means of egress shall be maintained in good condition and shall be free of obstruction at all times.
8. Hanging Screens and Storm Windows. The owner or operator of the premises shall be responsible for hanging all screens and storm windows required by this code, except when there is a written agreement between the owner and the occupant to the contrary. Screens shall be provided no later than the first day of June of each year and storm windows shall be provided no later than the first day of December of each year.
9. Electrical System. The electrical system of every dwelling or accessory structure shall not by reason of overloading, dilapidation, lack of insulation, improper fusing, or for any other cause expose the occupants to hazards of electrical shock or fire, and every electrical outlet, switch, and fixture shall be maintained in

good and safe working condition. The owner or operator shall supply properly sized fuses or equivalent, at the beginning of each tenant's occupancy.

10. Maintenance of Supplied Plumbing Fixtures. Every supplied plumbing fixture and water and waste pipe shall be maintained in good and sanitary working condition. All plumbing shall be so designed, installed or replaced so as to prevent contamination of the water supply through backflow, back siphonage, or cross-connection. Water pressure shall be adequate to permit a proper flow of water from all open outlets at all times.

11. Maintenance of Gas Appliances and Facilities. Every gas appliance shall be connected to a gas line with rigid black iron piping except that listed metal appliance connectors or semi-rigid tubing may be used if approved by the Code Enforcement Officer. Every indoor gas appliance shall have an approved shutoff valve, which shall be installed in the gas line outside of each appliance and ahead of the union connection thereto, in addition to any valve provided on the appliance. Said valve shall be within three (3) feet of the appliance it serves, except for gas ranges which shall have an approved flexible connector not over six (6) feet in length serving as a final connector. Every gas pipe shall be sound and tightly put together and shall be free of leaks, corrosion, or obstruction so as to reduce gas pressure or volume. Gas pressure shall be adequate to permit a proper flow of gas from all open gas valves at all times.

12. Maintenance of Heating and Supplied Cooling Equipment. The heating equipment of each dwelling shall be maintained in good and safe working condition and shall be capable of heating all habitable rooms, bathrooms, and toilet rooms located therein to the minimum temperature required in this chapter. However, heating and supplied cooling equipment shall not be required to be maintained in operational condition during that time of the year when the equipment is not normally used.

13. Floors - Kitchen and Bathrooms. Every toilet room floor surface, bathroom floor surface, and kitchen floor surface shall be constructed and maintained so as to permit such floor to be easily kept in a clean, dry, and sanitary condition.

14. Supplied Facilities. Every facility, utility, and piece of equipment required by this chapter and/or present in the unit and/or designated for the exclusive use by the occupants of the unit at the time that either the rental agreement is signed or possession is given shall function safely and shall be maintained in proper working condition. Maintenance of facilities, utilities, and equipment not required by this chapter shall be the owner's responsibility unless stated to the contrary in the rental agreement. No required supplied facility shall be removed, shut off, or disconnected from any occupied dwelling unit or rooming unit except for such temporary interruption as may be necessary while actual repairs, replacements, or alterations are being made.

15. Refrigerators and Stoves. All supplied refrigerators, stoves, and ranges shall be maintained in good and safe working condition.
16. Toilets, Baths and Lavatory Basins. All toilets, baths, and lavatory basins shall be maintained in good and sanitary working condition.
17. Fire Protection. All fire extinguishers and early warning fire protection systems shall be maintained in good working condition at all times and shall be provided at the beginning of each tenancy.
18. Covered Cisterns. All cisterns or similar water storage facilities shall be fenced, safely covered, or filled in such a way as not to create a hazard to life or limb.
19. Sealed Passages. All pipe passages, abandoned gas lines, chutes, and similar openings through walls or floors shall be adequately enclosed or sealed to prevent the spread of fire or passage of vermin.
20. Pest Extermination. Whenever infestation exists in two or more of the dwelling units or rooming units of any dwelling, or in the shared or public parts of any dwelling containing two or more dwelling units or more than one rooming unit, extermination thereof shall be the responsibility of the owner. For dwellings containing two or more dwelling or rooming units where a pest infestation is found the property owner shall be allowed thirty (30) days to treat the pest infestation. If, after thirty (30) days, the infestation remains, the property owner shall carry the responsibility of having the infested units treated by a licensed pest management professional of a licensed pest management company. The owner shall be required to perform quarterly treatments for a period of one year from date of first treatment after the initial thirty (30) days. The owner shall retain records from the licensed pest management professional and shall be made available to the Housing Inspector upon request at the one-year re-inspection. Failure to do so shall result in revocation of rental permit and all occupants will be vacated.
21. Owner to Let Clean Units. No owner shall permit occupancy of the vacant dwelling unit or rooming unit unless it is clean, sanitary, and fit for human occupancy.
22. Maintenance of Public Areas. Every owner or operator of a dwelling containing two or more dwelling units or more than one rooming unit shall be responsible for maintaining, in a safe and sanitary condition, the shared public areas of the dwelling and premises thereof, unless there is a written agreement between the owner and occupant to the contrary.
23. Maintenance of Fencing. Every fence shall be kept in a reasonably good state of repair or shall be removed.

24. Garbage Disposal. Every owner of a dwelling shall supply adequate facilities for the disposal of garbage which are approved by the Code Enforcement Officer and are in compliance with this Code of Ordinances.

25. Occupancy Control. No owner or operator shall knowingly allow the occupancy of a dwelling, dwelling unit, or rooming unit to exceed the number of persons listed on the rental permit.

158.09 RESPONSIBILITIES OF OCCUPANTS RELATING TO THE MAINTENANCE AND OCCUPANCY OF PREMISES.

1. Occupant Responsible for Controlled Area. Every occupant of a dwelling unit or rooming unit shall keep in a clean, safe, and sanitary condition that part of the dwelling, dwelling unit, rooming unit, or premises thereof he or she occupies and controls.

A. Every floor and floor covering shall be kept reasonably clean and sanitary.

B. Every wall and ceiling shall be kept reasonably clean and free of dirt or greasy film.

C. No dwelling or the premises thereof shall be used for the storage or handling of refuse.

D. No dwelling or the premises thereof shall be used for the storage or handling of dangerous or hazardous materials.

2. Plumbing Fixtures. The occupants of a dwelling unit shall keep all supplied plumbing fixtures therein in a clean and sanitary condition and shall be responsible for the exercise of reasonable care, proper use, and proper operation thereof.

3. Extermination of Pests. Every occupant of a single-family dwelling shall be responsible for the extermination of any insects, rodents, or other pests therein or on the premises; every occupant of a dwelling containing more than one dwelling unit or rooming unit shall be responsible for such extermination within the unit occupied by him whenever said unit is the only one infested. Notwithstanding the foregoing provisions of this section, whenever infestation is caused by the failure of the owner to maintain a dwelling in a reasonably rodent-proof or reasonably insect-proof condition, extermination shall be the responsibility of the owner.

4. Storage and Disposal of Garbage. Every occupant of a dwelling shall dispose of rubbish, garbage, and any other organic waste in a clean and sanitary manner by placing it in the supplied disposal facilities or storage containers required by this chapter.

5. Use and Operation of Supplied Heating Facilities. Every occupant of a dwelling unit or rooming unit shall be responsible for the exercise of reasonable care, proper use, and proper operation of supplied heating facilities.

6. Electrical Wiring. No temporary wiring or extension cords shall be used except extension cords which run directly from portable electric fixtures to convenience outlets and which do not lie beneath floor coverings or extend through doorways, transoms, or similar apertures and structural elements or attached thereto. The occupant shall not knowingly overload the circuitry of the dwelling unit or rooming unit.

7. Supplied Facilities. Every occupant of a dwelling unit shall keep all supplied fixtures and facilities therein in a clean and sanitary condition and shall be responsible for the exercise of reasonable care, proper use, and proper operation thereof. Occupants shall be responsible for maintaining batteries in all existing and required smoke detectors and/or carbon monoxide detectors.

8. Occupancy Control. No occupant shall allow the occupancy of any dwelling unit or rooming unit within which he or she resides to exceed the number of persons listed on the rental permit.

158.10 PENALTY. Any violation of the provisions of this chapter may constitute a municipal infraction and shall, upon conviction, be subject to penalties authorized under Chapter 4 of this Code of Ordinances including but not limited to, civil penalty, order for abatement, injunctive relief and other alternative relief. Each and every day that a violation occurs or continues shall be deemed a separate offense. The City may also enforce the provisions of this Chapter by any other cause of action allowed by the City's Code of Ordinances or the State of Iowa Code.