

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: September 28, 2020

TIME OF MEETING: 5:15 P.M.

LOCATION OF MEETING: City Hall Council Chambers

www.cityofcarroll.com

NOTICE

In support of Iowa Governor Kim Reynolds' proclamation declaring a State of Public Health Disaster Emergency in Iowa, the current COVID-19 situation makes it "impossible and impractical" to meet in one location. Due to this the Carroll City Hall will remain closed to the public for the September 28, 2020 City Council meeting. However, the meeting will be made available telephonically. The public will be able to hear and participate in the Council meeting by calling:

United States: 1 (312) 757-3129

United States (Toll Free): 1 (877) 568-4106

Then when prompted, enter the following Access Code: 636 298 469 #

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

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

<https://global.gotomeeting.com/join/636298469>

While the phones will be muted through most of the meeting, the phones will be unmuted at various points to receive feedback from the community, similar to a regular City Council meeting.

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

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

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AGENDA

- I. Pledge of Allegiance
- II. Roll Call
- III. Consent Agenda
 - A. Approval of Minutes of the September 14 Meeting
 - B. Approval of Bills and Claims
 - C. Licenses and Permits:
 - 1. Renewal of Class “C” Liquor License (Commercial) with Sunday Sales and Outdoor Service –
Bloomer’s, Inc.
 - D. Firefighter Resignation and Appointment
- IV. Oral Requests and Communications from the Audience
- V. Ordinances
 - None
- VI. Resolutions
 - A. Resolution Setting Public Hearing on Proposed Ordinance Repealing Current Electric Franchise, Granting a New Franchise to MidAmerican Energy Company, and Imposing a Franchise Fee
 - B. Water Distribution Main Replacements – 2020
 - 1. Watermain Easement
 - 2. Temporary Easement for Watermain Construction
 - C. Street Maintenance Facility
 - 1. Report of Bid Opening
 - 2. Consideration of Award of Bid
 - D. US 30 Corridor Plan and Retail Recruitment
 - 1. Contract with RDG Planning and Design Group for the US 30 Corridor Plan
 - 2. Funding for the Carroll Area Development Corporation (CADC) in the amount of \$150,000 over Three Years to Support the Development of a Retail Recruitment for Carroll
- VII. Reports
 - A. Bid Opening Results – Light Fairway Mower – Golf Course - 2020
 - B. New Web Site for the City of Carroll

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

October/November Meetings:

Board of Adjustment – October 5, 2020 – City Hall – 627 N Adams Street
City Council – October 12, 2020 – City Hall – 627 N Adams Street
Airport Commission – October 12, 2020 – Airport Terminal Building - 21177 Quail Avenue
Planning and Zoning Commission – October 14, 2020 – City Hall - 627 N Adams Street
Council Planning Session – October 15, 2020 – Conservation Education Center – 22676 Swan Lake Drive
Library Board of Trustees – October 19, 2020 – Carroll Public Library – 118 E 5th Street
City Council – October 26, 2020 – City Hall – 627 N Adams Street
Board of Adjustment – November 2, 2020 – City Hall – 627 N Adams Street
Parks, Recreation and Cultural Advisory Board – November 2, 2020 – City Hall - 627 N Adams Street
City Council – November 9, 2020 – City Hall – 627 N Adams Street
Airport Commission – November 9, 2020 – Airport Terminal Building - 21177 Quail Avenue
Planning and Zoning Commission – November 11, 2020 – City Hall - 627 N Adams Street
Library Board of Trustees – November 16, 2020 – Carroll Public Library – 118 E 5th Street
City Council – November 23, 2020 – City Hall – 627 N Adams Street

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

COUNCIL MEETING

SEPTEMBER 14, 2020

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

In support of Iowa Governor Kim Reynolds' proclamation declaring a State of Public Health Disaster Emergency in Iowa, the current COVID-19 situation made it "impossible and impractical" to meet in one location. Due to this the Carroll City Hall was closed to the public for the September 14, 2020 City Council meeting. However, the meeting was held telephonically. The public was able to hear and participate in the Council meeting by calling into a publicly posted toll-free phone number.

The Carroll City Council met in regular session on this date at 5:15 p.m. in the Council Chambers, City Hall, 627 N Adams Street. Members present: Misty Boes, LaVern Dirkx, Clay Haley, Mike Kots and Carolyn Siemann. Absent: Jerry Fleshner. Mayor Eric Jensen presided and City Attorney Dave Bruner was in attendance via telephone.

* * * * *

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

* * * * *

It was moved by Haley, seconded by Kots, to approve the following items on the consent agenda: a) minutes of the August 24, 2020 Council meeting, as written; b) bills and claims in the amount of \$1,467,195.35; c) New Class "C" Liquor License with Sunday Sales – *Denny's Bar & Grill*; d) Resolution No. 20-69, Amendment No. 1 to the Community Attraction and Tourism (CAT) Grant Agreement for the Carroll Public Library Project; e) Certification of Compliance with CDBG Procurement Standards for the 2019 Community Development Block Grant (CDBG) Owner Occupied Housing Rehabilitation Grant; f) Change Order No. 2 in the amount of \$4,814.00 to the Street Resurfacing – 2020 – HMA Resurfacing with Milling Contract; g) Resolution No. 20-70, FY 2019/2020 Annual Road Use Tax Financial Report. On roll call, all present voted aye. Absent: Fleshner. Motion carried.

* * * * *

There were no oral requests or communications from the audience.

* * * * *

It was moved by Dirkx, seconded by Haley, to accept the Report of Proposal Opening and approve Resolution No. 20-71, Making Award of Construction Contract for the Downtown Streetscape Phase 10 Project to Bidding Construction at their bid price of \$1,039,036.28. On roll call, all present voted aye. Absent: Fleshner. Motion carried.

* * * * *

It was moved by Haley, seconded by Boes, to approve Resolution No. 20-72, Setting Dates of a Consultation and A Public Hearing on a Proposed Amendment No. 1 to the Westfield Urban Renewal Plan in the City of Carroll, State of Iowa. On roll call, all present voted aye. Absent: Fleshner. Motion carried.

* * * * *

It was moved by Haley, seconded by Boes, to approve Resolution No. 20-73, Fixing a Date for a Public Hearing on the Proposal to Enter into a Development Agreement with BTC, Inc. and Providing for Publication of Notice Thereof. On roll call, all present voted aye. Absent: Fleshner. Motion carried.

* * * * *

It was moved by Kots, seconded by Haley, to adjourn at 5:28 p.m. On roll call, all present voted aye. Absent: Fleshner. Motion carried.

Eric P. Jensen, Mayor

ATTEST:

Laura A. Schaefer, City Clerk

09-24-2020 01:43 PM
 VENDOR SET: 01 City of Carroll
 REPORTING: PAID, UNPAID, PARTIAL

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

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	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	9/11/2020 THRU 9/24/2020	9/11/2020 THRU 9/24/2020	9/11/2020 THRU 9/24/2020
PARTIALLY ITEMS DATES:	9/11/2020 THRU 9/24/2020	9/11/2020 THRU 9/24/2020	9/11/2020 THRU 9/24/2020
UNPAID ITEMS DATES :		9/11/2020 THRU 9/24/2020	9/11/2020 THRU 9/24/2020

VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
01-001720	ACCESS SYSTEMS	COPIER CONTRACT	142.51	142.51-	119181	9/24/20	0.00
		** TOTALS **	142.51	142.51-			0.00
01-001621	ACE HARDWARE	SUPPLIES	4.99	0.00	000000	0/00/00	4.99
01-001621	ACE HARDWARE	SUPPLIES	7.99	0.00	000000	0/00/00	7.99
01-001621	ACE HARDWARE	SUPPLIES	3.99	0.00	000000	0/00/00	3.99
01-001621	ACE HARDWARE	CABLE	15.99	0.00	000000	0/00/00	15.99
01-001621	ACE HARDWARE	PEST CONTROL	7.98	0.00	000000	0/00/00	7.98
01-001621	ACE HARDWARE	SUPPLIES	63.97	0.00	000000	0/00/00	63.97
01-001621	ACE HARDWARE	PAINT BRUSHES	27.97	0.00	000000	0/00/00	27.97
01-001621	ACE HARDWARE	SUPPLIES	55.97	0.00	000000	0/00/00	55.97
01-001621	ACE HARDWARE	HOSE	15.99	0.00	000000	0/00/00	15.99
01-001621	ACE HARDWARE	SUPPLIES	55.95	0.00	000000	0/00/00	55.95
01-001621	ACE HARDWARE	HOSE AND HOSE REELS	163.97	0.00	000000	0/00/00	163.97
01-001621	ACE HARDWARE	CLEANING SUPPLIES	5.99	0.00	000000	0/00/00	5.99
01-001621	ACE HARDWARE	SUPPLIES	29.99	0.00	000000	0/00/00	29.99
01-001621	ACE HARDWARE	SUPPLIES	20.98	0.00	000000	0/00/00	20.98
01-001621	ACE HARDWARE	CLEANING SUPPLIES	7.98	0.00	000000	0/00/00	7.98
01-001621	ACE HARDWARE	CLEANING SUPPLIES	13.99	0.00	000000	0/00/00	13.99
01-001621	ACE HARDWARE	CLEANING SUPPLIES	18.99	0.00	000000	0/00/00	18.99
01-001621	ACE HARDWARE	CLEANING SUPPLIES	30.97	0.00	000000	0/00/00	30.97
01-001621	ACE HARDWARE	WEED KILLER	15.99	0.00	000000	0/00/00	15.99
01-001621	ACE HARDWARE	FERTILIZER AND SUPPLIES	143.91	0.00	000000	0/00/00	143.91
		** TOTALS **	713.55	0.00			713.55
01-001910	AHLERS & COONEY P.C.	WESTFIELD UR AMENDMENT	644.50	0.00	000000	0/00/00	644.50
01-001910	AHLERS & COONEY P.C.	BTC, INC. DEVELOPMENT AGMT	1,397.50	0.00	000000	0/00/00	1,397.50
01-001910	AHLERS & COONEY P.C.	LOSST BONDS - LEGAL EXPENSE	2,013.50	0.00	000000	0/00/00	2,013.50
01-001910	AHLERS & COONEY P.C.	MID AMERICAN FRANCHISE AGMT	576.00	0.00	000000	0/00/00	576.00
		** TOTALS **	4,631.50	0.00			4,631.50
01-002080	AMAZON/SYNCHRONY BANK	BOOKS AND VIDEOS	100.94	100.94-	119183	9/24/20	0.00
		** TOTALS **	100.94	100.94-			0.00
01-002370	ARNOLD MOTOR SUPPLY	SPRAYER	65.09	0.00	000000	0/00/00	65.09
01-002370	ARNOLD MOTOR SUPPLY	SUPPLIES	38.16	0.00	000000	0/00/00	38.16
		** TOTALS **	103.25	0.00			103.25
01-001557	ATCO INTERNATIONAL	GLOVES	95.60	0.00	000000	0/00/00	95.60
		** TOTALS **	95.60	0.00			95.60
01-000852	AUTOMATIC DOOR GROUP INC.	AUTO DOOR REPAIRS	1,031.46	0.00	000000	0/00/00	1,031.46
		** TOTALS **	1,031.46	0.00			1,031.46

A C C O U N T S P A Y A B L E
 O P E N I T E M R E P O R T
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PARTIALLY ITEMS DATES :	9/11/2020 THRU 9/24/2020	9/11/2020 THRU 9/24/2020	9/11/2020 THRU 9/24/2020
UNPAID ITEMS DATES :		9/11/2020 THRU 9/24/2020	9/11/2020 THRU 9/24/2020

VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
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01-002818	BAKER AND TAYLOR INC.	BOOKS RETURNED	15.15-	15.15	119185	9/24/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	561.18	561.18-	119185	9/24/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	806.59	806.59-	119185	9/24/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	302.32	302.32-	119185	9/24/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	454.19	454.19-	119185	9/24/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	1,196.94	1,196.94-	119185	9/24/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	454.72	454.72-	119185	9/24/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	7.00	7.00-	119185	9/24/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	12.25	12.25-	119185	9/24/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	8.00	8.00-	119185	9/24/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	21.50	21.50-	119185	9/24/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	9.50	9.50-	119185	9/24/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	7.00	7.00-	119185	9/24/20	0.00
		** TOTALS **	3,826.04	3,826.04-			0.00
01-000528	BLUEGLOBES LLC	WINDSOCK/RUNWAY LIGHTS REPAIR	1,655.57	1,655.57-	119136	9/17/20	0.00
		** TOTALS **	1,655.57	1,655.57-			0.00
01-003515	BOMGAARS	SUPPLIES RETURNED	16.15-	0.00	000000	0/00/00	16.15-
01-003515	BOMGAARS	SOCCER FIELD MARKING	103.95	0.00	000000	0/00/00	103.95
01-003515	BOMGAARS	SUPPLIES	12.99	0.00	000000	0/00/00	12.99
01-003515	BOMGAARS	SOFTNER SALT	54.90	0.00	000000	0/00/00	54.90
01-003515	BOMGAARS	SUPPLIES	28.25	0.00	000000	0/00/00	28.25
01-003515	BOMGAARS	SUPPLIES	3.68	0.00	000000	0/00/00	3.68
01-003515	BOMGAARS	BATTERIES	79.95	0.00	000000	0/00/00	79.95
01-003515	BOMGAARS	LAWN SUPPLIES	51.98	0.00	000000	0/00/00	51.98
01-003515	BOMGAARS	"C" CELL BATTERIES	47.97	0.00	000000	0/00/00	47.97
		** TOTALS **	367.52	0.00			367.52
01-003714	BROTHERS CART WORLD	CART RENTALS	645.00	0.00	000000	0/00/00	645.00
		** TOTALS **	645.00	0.00			645.00
01-003479	BULLETPROOF IT LLC	BALLISTIC HELMET	449.00	0.00	000000	0/00/00	449.00
		** TOTALS **	449.00	0.00			449.00
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	27.00	27.00-	119195	9/24/20	0.00
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	108.00	0.00	000000	0/00/00	108.00
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	82.60	0.00	000000	0/00/00	82.60
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	112.00	0.00	000000	0/00/00	112.00
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	55.00	0.00	000000	0/00/00	55.00
		** TOTALS **	384.60	27.00-			357.60
01-025028	CAROL SCHOEPPNER	SECRETARY CONTRACT	350.00	350.00-	119156	9/17/20	0.00
		** TOTALS **	350.00	350.00-			0.00

09-24-2020 01:43 PM
 VENDOR SET: 01 City of Carroll
 REPORTING: PAID, UNPAID, PARTIAL

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PARTIALLY ITEMS DATES:	9/11/2020 THRU 9/24/2020	9/11/2020 THRU	9/24/2020	9/11/2020 THRU	9/24/2020
UNPAID ITEMS DATES	:	9/11/2020 THRU	9/24/2020	9/11/2020 THRU	9/24/2020

VENDOR	----	VENDOR NAME	-----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----	BALANCE----

01-004132		CARROLL AVIATION INC.		CONTRACT	6,800.00	6,800.00-	119143	9/17/20		0.00
				** TOTALS **	6,800.00	6,800.00-				0.00
01-004133		CARROLL BROADCASTING CO.		REC CENTER VOTE ADS	480.00	0.00	000000	0/00/00		480.00
01-004133		CARROLL BROADCASTING CO.		REC CENTER VOTE ADS	480.00	0.00	000000	0/00/00		480.00
01-004133		CARROLL BROADCASTING CO.		RADIO ADS	225.00	0.00	000000	0/00/00		225.00
				** TOTALS **	1,185.00	0.00				1,185.00
01-004146		CARROLL CONTROL SYSTEMS		BOILER REPAIRS	222.36	0.00	000000	0/00/00		222.36
				** TOTALS **	222.36	0.00				222.36
01-001694		CARROLL COUNTY CONSERVATI		COUNCIL PLANNING SESSION	85.00	0.00	000000	0/00/00		85.00
				** TOTALS **	85.00	0.00				85.00
01-004183		CARROLL COUNTY TREASURER		PROPERTY TAXES SCHABEN PROPERT	139.00	0.00	000000	0/00/00		139.00
01-004183		CARROLL COUNTY TREASURER		PROPERTY TAXES SCHABEN PROPERT	127.00	0.00	000000	0/00/00		127.00
01-004183		CARROLL COUNTY TREASURER		PROPERTY TAXES SCHABEN PROPERT	127.00	0.00	000000	0/00/00		127.00
01-004183		CARROLL COUNTY TREASURER		PROPERTY TAXES - 224 N MAIN	589.00	0.00	000000	0/00/00		589.00
01-004183		CARROLL COUNTY TREASURER		PROPERTY TAXES - 624 N CARROLL	1,467.00	0.00	000000	0/00/00		1,467.00
01-004183		CARROLL COUNTY TREASURER		DRAINAGE ASSESSMENTS	2,445.00	0.00	000000	0/00/00		2,445.00
01-004183		CARROLL COUNTY TREASURER		PROPERTY TAXES 408 W. 7TH	936.00	0.00	000000	0/00/00		936.00
01-004183		CARROLL COUNTY TREASURER		HAND SOAP	82.60	0.00	000000	0/00/00		82.60
				** TOTALS **	5,912.60	0.00				5,912.60
01-004196		CARROLL HYDRAULICS		#27 HYDRAULIC HOSE	43.08	0.00	000000	0/00/00		43.08
01-004196		CARROLL HYDRAULICS		#34 HYDRAULIC HOSE	63.89	0.00	000000	0/00/00		63.89
				** TOTALS **	106.97	0.00				106.97
01-002977		CARROLL REFUSE SERVICE		AUGUST GARBAGE	72.00	72.00-	119140	9/17/20		0.00
				** TOTALS **	72.00	72.00-				0.00
01-004237		CARROLL VETERINARY CLINIC		NOVEMBER DOG CARE CONTRACT	650.00	0.00	000000	0/00/00		650.00
				** TOTALS **	650.00	0.00				650.00
01-003632		CCI TECHNOLOGIES LLC		IT MAINTENANCE	45.00	45.00-	119191	9/24/20		0.00
01-003632		CCI TECHNOLOGIES LLC		IT MAINTENANCE	315.00	315.00-	119191	9/24/20		0.00
01-003632		CCI TECHNOLOGIES LLC		IT MAINTENANCE	60.00	60.00-	119191	9/24/20		0.00
01-003632		CCI TECHNOLOGIES LLC		COMPUTER UPGRADES	1,045.00	1,045.00-	119191	9/24/20		0.00
				** TOTALS **	1,465.00	1,465.00-				0.00
01-004325		CENTRAL IOWA DISTRIBUTING		OPERATING SUPPLIES	157.00	0.00	000000	0/00/00		157.00
01-004325		CENTRAL IOWA DISTRIBUTING		OPERATING SUPPLIES	91.00	0.00	000000	0/00/00		91.00
				** TOTALS **	248.00	0.00				248.00

09-24-2020 01:43 PM
 VENDOR SET: 01 City of Carroll
 REPORTING: PAID, UNPAID, PARTIAL

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=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES : 9/11/2020 THRU 9/24/2020	9/11/2020 THRU 9/24/2020	9/11/2020 THRU 9/24/2020
PARTIALLY ITEMS DATES: 9/11/2020 THRU 9/24/2020	9/11/2020 THRU 9/24/2020	9/11/2020 THRU 9/24/2020
UNPAID ITEMS DATES :	9/11/2020 THRU 9/24/2020	9/11/2020 THRU 9/24/2020

VENDOR	----- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	-----BALANCE----
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01-002998	CENTURYLINK	BACK-UP PHONE LINE	152.79	152.79-	119187	9/24/20	0.00
01-002998	CENTURYLINK	BACKUP PHONE LINE	64.45	64.45-	119188	9/24/20	0.00
		** TOTALS **	217.24	217.24-			0.00
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01-001393	CHAMPION FORD INC.	#36 VEHICLE REPAIRS	340.00	0.00	000000	0/00/00	340.00
		** TOTALS **	340.00	0.00			340.00
<hr/>							
01-003493	CITY OF ATLANTIC	BRAINFUSE DATABASE	1,100.00	1,100.00-	119190	9/24/20	0.00
		** TOTALS **	1,100.00	1,100.00-			0.00
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01-003633	CLEANING SOLUTIONS INC	AUGUST CLEANING SUPPLIES	3,120.00	3,120.00-	119192	9/24/20	0.00
		** TOTALS **	3,120.00	3,120.00-			0.00
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01-004835	COMMERCIAL SAVINGS BANK	SEPT. ACH PROCESSING FEES	123.42	123.42-	000000	9/15/20	0.00
01-004835	COMMERCIAL SAVINGS BANK	FEDERAL WITHHOLDINGS	13,473.95	13,473.95-	000882	9/24/20	0.00
01-004835	COMMERCIAL SAVINGS BANK	FICA WITHHOLDING	14,979.70	14,979.70-	000882	9/24/20	0.00
01-004835	COMMERCIAL SAVINGS BANK	MEDICARE WITHHOLDING	4,634.38	4,634.38-	000882	9/24/20	0.00
		** TOTALS **	33,211.45	33,211.45-			0.00
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01-003451	COMMUNICATION INNOVATORS	AV UPGRADES COUNCIL CHAMBERS	4,659.00	0.00	000000	0/00/00	4,659.00
		** TOTALS **	4,659.00	0.00			4,659.00
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01-004836	COMMUNITY OIL CO. INC.	REPAIR PARTS	54.35	0.00	000000	0/00/00	54.35
01-004836	COMMUNITY OIL CO. INC.	#2 RED FUEL	494.00	0.00	000000	0/00/00	494.00
		** TOTALS **	548.35	0.00			548.35
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01-000366	COMPUTER & NETWORK SPEC	MISC COMPUTER ISSUES	309.99	0.00	000000	0/00/00	309.99
01-000366	COMPUTER & NETWORK SPEC	COMPUTER - KATHOL	1,649.00	0.00	000000	0/00/00	1,649.00
01-000366	COMPUTER & NETWORK SPEC	EMAIL SETUP	30.00	0.00	000000	0/00/00	30.00
		** TOTALS **	1,988.99	0.00			1,988.99
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01-002071	COMPUTER REPAIR & SERVICE	NEW ROUTER & VPN	3,387.00	0.00	000000	0/00/00	3,387.00
01-002071	COMPUTER REPAIR & SERVICE	ANTI-VIRUS - POLICE DEPT.	660.00	0.00	000000	0/00/00	660.00
01-002071	COMPUTER REPAIR & SERVICE	ANTI-VIRUS SOFTWARE	750.00	0.00	000000	0/00/00	750.00
		** TOTALS **	4,797.00	0.00			4,797.00
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01-001539	CONFLUENCE	STREETSCAPE PHASE 10	3,042.05	0.00	000000	0/00/00	3,042.05
		** TOTALS **	3,042.05	0.00			3,042.05
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01-003145	CORE AND MAIN LP	METER PARTS	125.00	0.00	000000	0/00/00	125.00
		** TOTALS **	125.00	0.00			125.00
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01-001595	COUNSEL OFFICE & DOCUMENT	COPIER CONTRACT	75.79	0.00	000000	0/00/00	75.79

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		** TOTALS **	75.79	0.00			75.79
01-002147	CURT S STRUTZ	ADULT PROGRAM	375.00	375.00-	119184	9/24/20	0.00
		** TOTALS **	375.00	375.00-			0.00
01-005395	D & K PRODUCTS	CHEMICALS AND GRASS SEED	2,881.45	0.00	000000	0/00/00	2,881.45
		** TOTALS **	2,881.45	0.00			2,881.45
01-005640	DES MOINES REGISTER	SUBSCRIPTION RENEWAL	242.62	242.62-	119197	9/24/20	0.00
		** TOTALS **	242.62	242.62-			0.00
01-001965	DIANE TRACY	BOOK DROPS	27.66	27.66-	119182	9/24/20	0.00
		** TOTALS **	27.66	27.66-			0.00
01-003008	DMBA PROPERTIES & CONSULT	FY21 TIF REFUND BIOKINEMATRICS	20,082.41	0.00	000000	0/00/00	20,082.41
		** TOTALS **	20,082.41	0.00			20,082.41
01-006270	DREES HEATING & PLUMBING	ROOF DRAIN PIPE OVER GYM	432.58	0.00	000000	0/00/00	432.58
		** TOTALS **	432.58	0.00			432.58
01-006275	DREES OIL CO. INC.	PROPANE	94.76	94.76-	119144	9/17/20	0.00
		** TOTALS **	94.76	94.76-			0.00
01-006725	EARL MAY STORE	LANDSCAPING SUPPLIES	609.78	0.00	000000	0/00/00	609.78
		** TOTALS **	609.78	0.00			609.78
01-012590	ECHO ELECTRIC SUPPLY	STREET LIGHT REPAIRS	126.63	126.63-	119148	9/17/20	0.00
01-012590	ECHO ELECTRIC SUPPLY	GFCI OUTLETS	91.24	0.00	000000	0/00/00	91.24
		** TOTALS **	217.87	126.63-			91.24
01-006810	ECOWATER SYSTEMS	COOLER RENT/WATER	139.61	139.61-	119145	9/17/20	0.00
		** TOTALS **	139.61	139.61-			0.00
01-003715	EDUCATIONAL DEVELOPMENT C	BOOKS	494.65	494.65-	119194	9/24/20	0.00
		** TOTALS **	494.65	494.65-			0.00
01-008027	FAREWAY STORES	PROGRAM BAGS	7.50	0.00	000000	0/00/00	7.50
		** TOTALS **	7.50	0.00			7.50
01-006860	FELD FIRE EQUIPMENT CO.	FIRE HOSE REPAIRS	34.75	0.00	000000	0/00/00	34.75
01-006860	FELD FIRE EQUIPMENT CO.	EXTINGUISHER INSPECTIONS	254.00	0.00	000000	0/00/00	254.00
01-006860	FELD FIRE EQUIPMENT CO.	EXTINGUISHER INSPECTIONS	146.00	0.00	000000	0/00/00	146.00
01-006860	FELD FIRE EQUIPMENT CO.	EXTINGUISHER INSPECTED	65.00	0.00	000000	0/00/00	65.00
01-006860	FELD FIRE EQUIPMENT CO.	10 PR. SAFETY GLOVES	79.50	0.00	000000	0/00/00	79.50

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				** TOTALS **	579.25	0.00				579.25
01-000013		FIRE/POLICE RETIREMENT SY		MFPRSI CONTRIBUTIONS	13,118.15	13,118.15-	000883	9/24/20		0.00
				** TOTALS **	13,118.15	13,118.15-				0.00
01-002806		FOUNDATION ANALYTICAL LAB		LAB TESTING	177.90	0.00	000000	0/00/00		177.90
				** TOTALS **	177.90	0.00				177.90
01-009315		GALL'S INC.		VEST - PANCHECO	699.00	0.00	000000	0/00/00		699.00
				** TOTALS **	699.00	0.00				699.00
01-009500		GEHLING WELDING & REPAIR		REPAIR CONCRETE BREAKER #34	495.79	0.00	000000	0/00/00		495.79
01-009500		GEHLING WELDING & REPAIR		4" FITTING	19.50	0.00	000000	0/00/00		19.50
01-009500		GEHLING WELDING & REPAIR		REPAIR CARROLL ST. LIGHT POLE	270.00	0.00	000000	0/00/00		270.00
				** TOTALS **	785.29	0.00				785.29
01-001224		GRAPHIC CONTROLS LLC		OPERATING SUPPLIES	668.04	0.00	000000	0/00/00		668.04
				** TOTALS **	668.04	0.00				668.04
01-010156		GRAPHIC EDGE, THE		FALL SOCCER SHIRTS	1,021.00	0.00	000000	0/00/00		1,021.00
				** TOTALS **	1,021.00	0.00				1,021.00
01-010605		HACH CHEMICAL COMPANY		LAB SUPPLIES	953.23	0.00	000000	0/00/00		953.23
				** TOTALS **	953.23	0.00				953.23
01-003275		HEARTLAND VIDEO SYSTEMS I		SOFTWARE MAINTENANCE	800.00	0.00	000000	0/00/00		800.00
				** TOTALS **	800.00	0.00				800.00
01-005410		HERALD PUBLISHING COMPANY		1 YR SUBSCRIPTION RENEWAL	84.00	84.00-	119196	9/24/20		0.00
01-005410		HERALD PUBLISHING COMPANY		PUBLICITY	576.00	576.00-	119196	9/24/20		0.00
				** TOTALS **	660.00	660.00-				0.00
01-011831		HY-VEE INC.		MAYOR'S COFFEEE SUPPLIES	59.93	59.93-	119147	9/17/20		0.00
				** TOTALS **	59.93	59.93-				0.00
01-002869		I SAW THE SIGN LLC		AIRPORT SIGN FINAL PAYMENT	3,423.25	3,423.25-	119138	9/17/20		0.00
				** TOTALS **	3,423.25	3,423.25-				0.00
01-012552		INDUSTRIAL BEARING SUPP.		#35 SUPPLIES	13.39	0.00	000000	0/00/00		13.39
				** TOTALS **	13.39	0.00				13.39
01-001549		INLAND TRUCK PARTS COMPAN		EQUIPMENT MAINT. SUPPLIES	1,213.87	0.00	000000	0/00/00		1,213.87
01-001549		INLAND TRUCK PARTS COMPAN		EQUIPMENT MAINT. SUPPLIES	21.80	0.00	000000	0/00/00		21.80
				** TOTALS **	1,235.67	0.00				1,235.67

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01-000414		INTERNATIONAL CODE COUNCI		ICC MEMBERSHIP	145.00	0.00	000000	0/00/00		145.00
				** TOTALS **	145.00	0.00				145.00
01-012642		IOWA LAW ENFORCE ACADEMY		MMPI EVALUATION	150.00	0.00	000000	0/00/00		150.00
				** TOTALS **	150.00	0.00				150.00
01-012647		IOWA LEAGUE OF CITIES		LEAGUE ANNUAL CONFERENCE	45.00	45.00-	119149	9/17/20		0.00
				** TOTALS **	45.00	45.00-				0.00
01-012685		IOWA SMALL ENGINE CENTER		SUPPLIES	24.00	0.00	000000	0/00/00		24.00
				** TOTALS **	24.00	0.00				24.00
01-012706		IPERS		IPERS CONTRIBUTIONS	18,638.47	18,638.47-	000884	9/24/20		0.00
01-012706		IPERS		IPERS CONTRIBUTIONS	50.21	50.21-	000884	9/24/20		0.00
				** TOTALS **	18,688.68	18,688.68-				0.00
01-002453		JASON MATTHEW LAMBERTZ		PRODUCTION COSTS	960.00	0.00	000000	0/00/00		960.00
				** TOTALS **	960.00	0.00				960.00
01-013917		JEO CONSULTING GROUP INC.		2020 STREET RESURFACING	17,110.00	0.00	000000	0/00/00		17,110.00
				** TOTALS **	17,110.00	0.00				17,110.00
01-002941		JOHN DEERE FINANCIAL		SKATE PARK CONCRETE REPAIRS	31.19	31.19-	119139	9/17/20		0.00
01-002941		JOHN DEERE FINANCIAL		SKATE PARK - CONCRETE REPAIRS	31.19	31.19-	119139	9/17/20		0.00
				** TOTALS **	62.38	62.38-				0.00
01-025020		JOHN DEERE FINANCIAL		SUPPLIES	5.90	5.90-	119155	9/17/20		0.00
01-025020		JOHN DEERE FINANCIAL		FILTERS	64.30	64.30-	119155	9/17/20		0.00
01-025020		JOHN DEERE FINANCIAL		FILTERS	1.93	1.93-	119155	9/17/20		0.00
01-025020		JOHN DEERE FINANCIAL		#34 BACKHOE - ENGINE OIL	169.26	169.26-	119155	9/17/20		0.00
				** TOTALS **	241.39	241.39-				0.00
01-014815		KEYSTONE LABORATORIES		LEAD-COPPER-BACTERIA SAMPLES	166.60	0.00	000000	0/00/00		166.60
				** TOTALS **	166.60	0.00				166.60
01-014940		KITT PLBG. AND HTG. INC.		RESTROOM REPAIRS	15.25	15.25-	119150	9/17/20		0.00
01-014940		KITT PLBG. AND HTG. INC.		RESTROOM REPAIRS	82.25	82.25-	119150	9/17/20		0.00
				** TOTALS **	97.50	97.50-				0.00
01-002698		LANDSCAPERS PARADISE		GRASS SEED	135.50	0.00	000000	0/00/00		135.50
				** TOTALS **	135.50	0.00				135.50
01-017133		MASTERCARD		SUPPLIES	635.63	635.63-	119151	9/17/20		0.00

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01-017133	MASTERCARD	MAIL CHIMP AND SUPPLIES	334.34	334.34-	119152	9/17/20	0.00
01-017133	MASTERCARD	SUPPLIES & TRAINING CLASSES	928.24	928.24-	119153	9/17/20	0.00
01-017133	MASTERCARD	SUPPLIES	565.00	565.00-	119198	9/24/20	0.00
		** TOTALS **	2,463.21	2,463.21-			0.00
01-003712	MATTHEW SCHMITZ	REC MEMBERSHIP REFUND	151.00	151.00-	119193	9/24/20	0.00
		** TOTALS **	151.00	151.00-			0.00
01-002993	MC CLURE ENGINEERING CO.	ENGINEERING RE-HAB PROJECT	4,970.14	4,970.14-	119141	9/17/20	0.00
		** TOTALS **	4,970.14	4,970.14-			0.00
01-003461	MERCHANT SERVICES	CC PROCESSING FEES	583.35	583.35-	000000	9/15/20	0.00
		** TOTALS **	583.35	583.35-			0.00
01-017565	MID IOWA INSURANCE CO.	HAIL INSURANCE	681.00	681.00-	119154	9/17/20	0.00
		** TOTALS **	681.00	681.00-			0.00
01-017585	MIDWEST WHOLESALE	SPRAY FOAM - STORM INTAKES	104.00	0.00	000000	0/00/00	104.00
		** TOTALS **	104.00	0.00			104.00
01-002596	MOHR SAND GRAVEL & CONSTR	CONCRETE	1,762.25	0.00	000000	0/00/00	1,762.25
		** TOTALS **	1,762.25	0.00			1,762.25
01-003713	NADINE LENGELING	WATERMAIN REPLACE TEMP EASEMNT	400.00	0.00	000000	0/00/00	400.00
01-003713	NADINE LENGELING	WATERMAIN REPLACEMENT	5,000.00	0.00	000000	0/00/00	5,000.00
		** TOTALS **	5,400.00	0.00			5,400.00
01-018408	NAPA AUTO PARTS	SUPPLIES	4.44	0.00	000000	0/00/00	4.44
01-018408	NAPA AUTO PARTS	BATTERY	117.70	0.00	000000	0/00/00	117.70
01-018408	NAPA AUTO PARTS	#27 HYDRAULIC FITTINGS	30.30	0.00	000000	0/00/00	30.30
01-018408	NAPA AUTO PARTS	SHOP - OIL DRY	19.50	0.00	000000	0/00/00	19.50
		** TOTALS **	171.94	0.00			171.94
01-003298	NUTRIEN AD SOLUTIONS INC	FERTILIZER	960.00	960.00-	119142	9/17/20	0.00
		** TOTALS **	960.00	960.00-			0.00
01-020208	O'HALLORAN INTERNATIONAL	TRANSMISSION OIL	85.03	0.00	000000	0/00/00	85.03
01-020208	O'HALLORAN INTERNATIONAL	#23 TRUCK REPAIRS	764.41	0.00	000000	0/00/00	764.41
01-020208	O'HALLORAN INTERNATIONAL	2 - 12 VOLT BATTERIES TRK #5	169.90	0.00	000000	0/00/00	169.90
		** TOTALS **	1,019.34	0.00			1,019.34
01-020326	OPTIONS INK	FREIGHT - WATER SAMPLES	50.40	0.00	000000	0/00/00	50.40
		** TOTALS **	50.40	0.00			50.40

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01-021050	P & H WHOLESALE INC.	FITTINGS RETURNED	209.48-	0.00	000000	0/00/00	209.48-
01-021050	P & H WHOLESALE INC.	RESTROOM SUPPLIES	117.33	0.00	000000	0/00/00	117.33
01-021050	P & H WHOLESALE INC.	COPPER FITTINGS	232.55	0.00	000000	0/00/00	232.55
01-021050	P & H WHOLESALE INC.	SUPPLIES	21.30	0.00	000000	0/00/00	21.30
		** TOTALS **	161.70	0.00			161.70
01-021860	PRESTO-X-COMPANY	PEST CONTROL - 627 N ADAMS	75.00	0.00	000000	0/00/00	75.00
		** TOTALS **	75.00	0.00			75.00
01-000625	PRODUCTIVITY PLUS ACCOUNT	MOWER REPAIRS	1,380.73	1,380.73-	119180	9/24/20	0.00
		** TOTALS **	1,380.73	1,380.73-			0.00
01-009870	RACCOON VALLEY ELECTRIC C (AM)	AUGUST ELECTRIC SERVICE	284.85	284.85-	119146	9/17/20	0.00
01-009870	RACCOON VALLEY ELECTRIC C	AUGUST ELECTRIC SERVICE	1,105.55	1,105.55-	119146	9/17/20	0.00
		** TOTALS **	1,390.40	1,390.40-			0.00
01-000155	SHIVE HATTERY INC	ARCHITECTURE FEES TRAILS #6	4,849.60	0.00	000000	0/00/00	4,849.60
		** TOTALS **	4,849.60	0.00			4,849.60
01-003057	SIMMERING-CORY & IOWA COD	SEPT. 2020 CODE SUPPLEMENT	304.00	0.00	000000	0/00/00	304.00
		** TOTALS **	304.00	0.00			304.00
01-000322	STATE LIBRARY OF IOWA	GALE/CREDO/TL PLATFORM FEE	631.18	631.18-	119179	9/24/20	0.00
		** TOTALS **	631.18	631.18-			0.00
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	1.70	1.70-	119199	9/24/20	0.00
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	22.98	22.98-	119199	9/24/20	0.00
01-025880	STONE PRINTING CO.	LAMINATING FLAG FOOTBALL RULES	6.50	0.00	000000	0/00/00	6.50
01-025880	STONE PRINTING CO.	PAMP AGREEMENT FORMS	125.00	0.00	000000	0/00/00	125.00
01-025880	STONE PRINTING CO.	PACKAGING TAPE	11.98	0.00	000000	0/00/00	11.98
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	92.00	0.00	000000	0/00/00	92.00
		** TOTALS **	260.16	24.68-			235.48
01-003711	TEMPLETON FAMILY FARMS	CITY HOTEL DEMOLITION	71,250.00	0.00	000000	0/00/00	71,250.00
		** TOTALS **	71,250.00	0.00			71,250.00
01-001705	TITAN MACHINERY	#33 FILTER	189.00	0.00	000000	0/00/00	189.00
01-001705	TITAN MACHINERY	#31 - UPDATE COMPUTER	1,603.57	0.00	000000	0/00/00	1,603.57
		** TOTALS **	1,792.57	0.00			1,792.57
01-027060	TREASURER OF IOWA	AUG SALES TAX	4,424.00	4,424.00-	000000	9/21/20	0.00
		** TOTALS **	4,424.00	4,424.00-			0.00
01-027079	TRIPLE A SEEDS INC.	GRASS SEED	63.75	63.75-	119157	9/17/20	0.00

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	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	9/11/2020 THRU 9/24/2020	9/11/2020 THRU 9/24/2020	9/11/2020 THRU 9/24/2020
PARTIALLY ITEMS DATES:	9/11/2020 THRU 9/24/2020	9/11/2020 THRU 9/24/2020	9/11/2020 THRU 9/24/2020
UNPAID ITEMS DATES :		9/11/2020 THRU 9/24/2020	9/11/2020 THRU 9/24/2020

VENDOR	----	VENDOR NAME	-----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----	BALANCE----
01-027079		TRIPLE A SEEDS INC.		GRASS SEED	127.50	127.50-	119157	9/17/20		0.00
01-027079		TRIPLE A SEEDS INC.		LAWN SUPPLIES	180.00	0.00	000000	0/00/00		180.00
				** TOTALS **	371.25	191.25-				180.00
01-028168		UNITED PARCEL SERVICE		FREIGHT W/E 9/5/2020	54.69	54.69-	119158	9/17/20		0.00
01-028168		UNITED PARCEL SERVICE		FREIGHT W/E 9/12/2020	55.91	55.91-	119159	9/17/20		0.00
				** TOTALS **	110.60	110.60-				0.00
01-028435		UTILITY EQUIPMENT COMPANY		OPERATING SUPPLIES	95.06	0.00	000000	0/00/00		95.06
				** TOTALS **	95.06	0.00				95.06
01-030120		WAL-MART STORE #01-1787		COMPUTER SUPPLIES	42.97	0.00	000000	0/00/00		42.97
01-030120		WAL-MART STORE #01-1787		SUPPLIES	25.44	0.00	000000	0/00/00		25.44
01-030120		WAL-MART STORE #01-1787		ACADEMY SUPPLIES	16.94	0.00	000000	0/00/00		16.94
01-030120		WAL-MART STORE #01-1787		SUPPLIES	8.36	0.00	000000	0/00/00		8.36
01-030120		WAL-MART STORE #01-1787		SUPPLIES	21.67	0.00	000000	0/00/00		21.67
01-030120		WAL-MART STORE #01-1787		SUPPLIES	54.31	0.00	000000	0/00/00		54.31
				** TOTALS **	169.69	0.00				169.69
01-003377		WELLMARK BLUE CROSS/BLUE		OCT. HEALTH INSURANCE PREMIUMS	35,037.10	35,037.10-	119189	9/24/20		0.00
				** TOTALS **	35,037.10	35,037.10-				0.00
01-002762		WITTROCK ELECTRIC LLC		LIGHTS AND ELECTRIC REPAIR	178.36	178.36-	119137	9/17/20		0.00
				** TOTALS **	178.36	178.36-				0.00
01-030355		WITTROCK MOTOR CO.		AUGUST CAR RENTAL	349.00	349.00-	119160	9/17/20		0.00
01-030355		WITTROCK MOTOR CO.		2020 RAM PICKUP TRUCK	35,687.00	35,687.00-	119161	9/21/20		0.00
				** TOTALS **	36,036.00	36,036.00-				0.00
01-003307		WORLDPAY INTEGRATED PAYME		CC PROCESSING FEES	283.55	283.55-	000000	9/15/20		0.00
01-003307		WORLDPAY INTEGRATED PAYME		AUG CC PROCESSING FEES	428.09	428.09-	000000	9/15/20		0.00
				** TOTALS **	711.64	711.64-				0.00

* Payroll Expense 166,846.36

09-24-2020 01:43 PM
VENDOR SET: 01 City of Carroll
REPORTING: PAID, UNPAID, PARTIAL

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

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	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	9/11/2020 THRU 9/24/2020	9/11/2020 THRU 9/24/2020	9/11/2020 THRU 9/24/2020
PARTIALLY ITEMS DATES:	9/11/2020 THRU 9/24/2020	9/11/2020 THRU 9/24/2020	9/11/2020 THRU 9/24/2020
UNPAID ITEMS DATES :		9/11/2020 THRU 9/24/2020	9/11/2020 THRU 9/24/2020

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

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	346,755.96	346,755.96CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	169,730.45	0.00	169,730.45
VOID ITEMS	0.00	0.00	0.00
** TOTALS **	516,486.41	346,755.96CR	169,730.45

U N P A I D R E C A P

UNPAID INVOICE TOTALS	169,956.08
UNPAID DEBIT MEMO TOTALS	0.00
UNAPPLIED CREDIT MEMO TOTALS	225.63CR
** UNPAID TOTALS **	169,730.45

09-24-2020 01:43 PM
VENDOR SET: 01 City of Carroll
REPORTING: PAID, UNPAID, PARTIAL

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

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	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	9/11/2020 THRU 9/24/2020	9/11/2020 THRU 9/24/2020	9/11/2020 THRU 9/24/2020
PARTIALLY ITEMS DATES:	9/11/2020 THRU 9/24/2020	9/11/2020 THRU 9/24/2020	9/11/2020 THRU 9/24/2020
UNPAID ITEMS DATES :		9/11/2020 THRU 9/24/2020	9/11/2020 THRU 9/24/2020

FUND TOTALS

001	GENERAL FUND	153,918.53
010	HOTEL/MOTEL TAX	28.86
110	ROAD USE TAX FUND	11,761.61
125	U.R. DOWNTOWN S.R.	91,332.41
303	C.P. - AIRPORT	8,393.39
304	C.P. STREETS	17,110.00
309	C.P. - CORRIDOR OF COMM.	3,042.05
311	C.P.-PARKS & RECREATION	4,849.60
600	WATER UTILITY FUND	10,970.58
602	WATER UTILITY CAP. IMP.	5,425.00
610	SEWER UTILITY FUND	7,770.92
850	MEDICAL INSURANCE FUND	35,037.10
	* PAYROLL EXPENSE	166,846.36

GRAND TOTAL	516,486.41
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City of Carroll

Brad Burke, Chief of Police

Police Department

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-3536

FAX: (712) 792-8088

TO: Mike Pogge-Weaver, City Manager

FROM: Brad Burke, Chief of Police

DATE: September 24, 2020

RE: Renewal of License

The following establishment has applied for renewal of license:

Bloomer's, Inc.

1235 Plaza Drive

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

RECOMMENDATION: Council consideration and approval of this application.



CARROLL VOLUNTEER FIRE DEPT.

801 N. BELLA VISTA DR.
CARROLL, IOWA 51401

MEMO TO: Mike Pogge-Weaver, City Manager

WSP-w

FROM: Greg Schreck, Fire Chief

GS

DATE: September 28, 2020

SUBJECT: Firefighter Resignation and Appointment

With the recent resignation of firefighter Jordan Lickteig, the Department has moved forward to fill the vacant position. At the September 14, 2020 business meeting, applicant Shawn Pottebaum was presented and accepted by the Department for membership, subject to Council approval.

RECOMMENDATION: Mayor and City Council acceptance of the resignation of Volunteer Firefighter Jordan Lickteig and approval of Shawn Pottebaum as a member of the Carroll Volunteer Fire Department.

GLS:ds

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Honorable Mayor and City Council Members

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

DATE: September 21, 2020

SUBJECT: Resolution setting public hearing on proposed ordinance repealing current electric franchise, granting a new franchise to MidAmerican Energy Company, and imposing a franchise fee.

With the expiration of the current MidAmerican Energy Company electric franchise, City staff have been negotiating with MidAmerican Energy a new electric franchise for the City. Overall negotiations have gone well and a tentative agreement has been reached on a new 20-year agreement.

The key highlights on the proposed ordinance includes:

- While the franchise runs for 20 years, either the City or MidAmerican may, during the first ninety (90) days following the fifth, tenth, or fifteenth anniversaries of the effective date of the franchise, provide written notice to the other party of its desire to amend the franchise. If, at the conclusion of the negotiations, the City determines in good faith that the franchise, if continued without amendment, will have a material or significant adverse impact on the City or the Company's electric customers located within the corporate limits of the City, the City may terminate the franchise. If neither party requests such negotiations at year five, year ten, or year fifteen, the franchise will continue through the conclusion of twenty years from its initial approval date.
- Usually, the City does not pay for the relocation of any MidAmerican infrastructure in public right of way due to a City project. MidAmerican will not be required to relocate, at its cost and expense, facilities in the public right of way that have been relocated at by them at their expense and the direction of the City in the previous five (5) years.

- A 1% franchise fee will be collected with the proposed franchise on all MidAmerican electrical sales within the corporate limits of the City. The collection of the 1% Local Option Sales Taxes would be discontinued with the new franchise fee; therefore, the consumer will see no financial change in their utility bills.

Funds collected with the 1% franchise fee in excess of the amounts necessary for costs associated with inspecting, supervising or otherwise regulating its franchises may be expended for any of the following: the construction, reconstruction, or repair of streets, highways, bridges, sidewalks, pedestrian underpasses and overpasses, street lighting fixtures, and public grounds, and the acquisition of real estate needed for such purposes; public safety, including the equipping of fire, police, emergency services, sanitation, street, and civil defense departments; the establishment, construction, reconstruction, repair, equipping, remodeling, and extension of public works, public utilities, and public transportation systems; the repair, remediation, restoration, cleanup, replacement, and improvement of existing public improvements and other publicly owned property, buildings, and facilities; projects designed to prevent or mitigate future disasters as defined in Iowa Code § 29C.2; energy conservation measures for low-income homeowners, low-income energy assistance programs, and weatherization programs; abatement of fees for property damaged by a disaster as defined in Iowa Code § 29C.2; and economic development activities and projects.

If the Council finds the proposed ordinance acceptable, the next step would be for the City Council to set a public hearing for the proposed ordinance repealing the current electric franchise, granting a new franchise to MidAmerican Energy Company, and on the proposal to impose a franchise fee.

RECOMMENDATION: Consider approving a resolution setting public hearing on proposed ordinance repealing the current electric franchise, granting a new franchise to MidAmerican Energy Company, and imposing a franchise fee.

(This Notice to be posted)

NOTICE AND CALL OF PUBLIC MEETING

Governmental Body: The City Council of the City of Carroll, State of Iowa.

Date of Meeting: September 28, 2020.

Time of Meeting: 5:15 P.M.

Place of Meeting: Electronic meeting pursuant to the electronic meeting provisions of 21.4(1)(b) and 21.8

PUBLIC NOTICE IS HEREBY GIVEN that the above mentioned governmental body will meet at the date, time and place above set out. The tentative agenda for the meeting is as follows:

- RESOLUTION SETTING PUBLIC HEARING ON PROPOSED ORDINANCE REPEALING CURRENT ELECTRIC FRANCHISE, GRANTING A NEW FRANCHISE TO MIDAMERICAN ENERGY COMPANY, AND IMPOSING A FRANCHISE FEE.

Such additional matters as are set forth on the additional _____ page(s) attached hereto.
(number)

This notice is given at the direction of the Mayor pursuant to Chapter 21, Code of Iowa, and the local rules of the governmental body.

City Clerk, the City of Carroll, State of
Iowa

September 28, 2020

The City Council of the City of Carroll, State of Iowa, met in _____
session, conducted electronically pursuant to the electronic meeting provisions of
21.4(1)(b) and 21.8, at 5:15 P.M., on the above date. There were present Mayor
_____, in the chair, and the following named Council Members:

Absent: _____

* * * * *

Council Member _____ introduced the following Resolution entitled "RESOLUTION SETTING PUBLIC HEARING ON PROPOSED ORDINANCE REPEALING CURRENT ELECTRIC FRANCHISE, GRANTING A NEW FRANCHISE TO MIDAMERICAN ENERGY COMPANY, AND IMPOSING A FRANCHISE FEE," and moved that the same be adopted. Council Member _____ seconded the motion to adopt. The roll was called and the vote was,

AYES: _____

NAYS: _____

Whereupon, the Mayor declared the following Resolution duly adopted:

**RESOLUTION SETTING PUBLIC HEARING ON PROPOSED ORDINANCE
REPEALING CURRENT ELECTRIC FRANCHISE, GRANTING A NEW
FRANCHISE TO MIDAMERICAN ENERGY COMPANY, AND IMPOSING A
FRANCHISE FEE**

WHEREAS, the City Council will consider a proposed ordinance repealing Ordinance No. 9506 and granting to MidAmerican Energy Company, its successors and assigns, the right and non-exclusive franchise to acquire, construct, erect, maintain and operate in the City of Carroll, Iowa, an electric system and communications facilities and to furnish and sell electric energy to the City and its inhabitants for a period of 20 years; and

WHEREAS, pursuant to Iowa Code section 364.2(4)(f), the proposed ordinance imposes a franchise fee. The franchise fee provision of the ordinance provides, "There is hereby imposed a franchise fee of one percent (1%) upon the gross revenue generated from the sale of electricity by the Company within the corporate limits of the City. The franchise fee shall be remitted by the Company to the City on or before the last business day of the calendar quarter following the close of the calendar quarter in which the franchise fee is charged;" and

WHEREAS, the City shall be solely responsible for the proper use of any amounts collected as a franchise fee, and shall only use such fees as collected for purposes as allowed by applicable law; and

WHEREAS, pursuant to Iowa Code § 364.2(4)(a), the City Council of the City of Carroll will hold a public hearing regarding any amendment to its electric franchises prior to adoption of any amended franchises; and

WHEREAS, pursuant to Iowa Code § 364.2(4)(f)(2), before a city adopts or amends a franchise ordinance to increase the percentage rate at which franchise fees are assessed, a revenue purpose statement shall be prepared specifying the purpose or purposes for which the revenue collected from the increased rate will be expended; and

WHEREAS, the revenue purpose statement shall be published as provided in Iowa Code § 362.3.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that this Council shall meet at 5:15 P.M. on the 12th day of October, 2020, for the following purposes:

1. To consider the adoption of a Resolution Adopting Revenue Purpose Statement Regarding Revenues from Proposed Electric Franchise Fees Pursuant to Iowa Code § 364.2(4)(f); and
2. To hold a public hearing to receive public comments on the proposed repeal of its current Electric franchise with MidAmerican Energy Company, and granting of a new franchise to MidAmerican Energy Company (under which a franchise fee will be assessed); and
3. To consider an Ordinance Repealing Ordinance No. 9506 and Granting to MidAmerican Energy Company, its Successors and Assigns, the Right and Non-Exclusive Franchise to Acquire, Construct, Erect, Maintain and Operate in the City of Carroll, Iowa, an Electric System and Communications Facilities and to Furnish and Sell Electric Energy to the City and its Inhabitants and Authorizing the City to Collect Franchise Fees for a Period of 20 Years.

Due to the current COVID-19 situation that makes it "impossible and impractical" to meet in one location the Carroll City Hall will remain closed to the public for the October 12, 2020 City Council meeting. However, the meeting will be made available telephonically. The public will be able to hear and participate in the Council meeting by calling: 1 (877) 568-4106 and when prompted, enter the following Access Code: 636 298 469 #. Individuals may start calling in at 5:00 PM for the meeting. Individuals may also join the meeting from a computer, tablet or smartphone by going to <https://global.gotomeeting.com/join/636298469>.

BE IT FURTHER RESOLVED, that the Clerk is hereby instructed to cause a Notice of Public Hearing to be published in the manner required by Iowa Code § 362.3.

BE IT FURTHER RESOLVED, that the Clerk is hereby instructed to cause a Notice of meeting to consider the adoption of a Resolution Adopting Revenue Purpose Statement Regarding Revenues from Proposed Electric Franchise Fees to be published in the manner required by Iowa Code § 362.3.

PASSED AND APPROVED this 28th day of September, 2020.

Mayor

ATTEST:

City Clerk

CERTIFICATE

STATE OF IOWA)
) SS
COUNTY OF CARROLL)

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

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

City Clerk, the City of Carroll, State of Iowa

(SEAL)

ORDINANCE NO. _____

AN ORDINANCE REPEALING ORDINANCE NO. 9506 AND GRANTING TO MIDAMERICAN ENERGY COMPANY, ITS SUCCESSORS AND ASSIGNS, THE RIGHT AND NON-EXCLUSIVE FRANCHISE TO ACQUIRE, CONSTRUCT, ERECT, MAINTAIN AND OPERATE IN THE CITY OF CARROLL, IOWA, AN ELECTRIC SYSTEM AND COMMUNICATIONS FACILITIES AND TO FURNISH AND SELL ELECTRIC ENERGY TO THE CITY AND ITS INHABITANTS AND AUTHORIZING THE CITY TO COLLECT FRANCHISE FEES FOR A PERIOD OF 20 YEARS.

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

Section 1. Ordinance No. 9506 (City Code Sections 111.01 through 111.07 both inclusive) and all amendments and supplements thereto shall upon the effective date of this Ordinance be repealed and replaced by this Ordinance. Upon the effective date of this Ordinance, all prior electric franchises granted to MidAmerican Energy Company to furnish electric service to the City and its inhabitants are hereby repealed and all other ordinances or parts of ordinances in conflict herewith are also hereby repealed.

SECTION 2. There is hereby granted to MidAmerican Energy Company, an Iowa corporation (hereinafter called the “Company”), and to its successors and assigns, the right and non-exclusive franchise to acquire, construct, erect, maintain, and operate in the City of Carroll, Iowa (hereinafter called the “City”), a system for the transmission and distribution of electric energy and communications signals along, under, over, and upon the public streets, avenues, rights-of-way, and alleys of the City (collectively “public street” or “public streets”) to serve customers within the City, and to furnish and sell electric energy to the City and its inhabitants. The Company is granted the right to exercise of powers of eminent domain, subject to City Council approval by resolution. The term “communications signals” refers to Company owned equipment that is used solely to monitor and communicate the status of the electric energy system to the Company’s control center. The City Council reserves to itself the right to extend this franchise to other public places or public grounds at the request of the Company. This franchise shall be effective for a twenty (20) year period from and after the effective date of this ordinance; provided, however, that either the City or the Company may, during the first ninety (90) days following the fifth, tenth, or fifteenth anniversaries of the effective date of the franchise, provide written notice to the other party of its desire to amend the franchise. The parties may negotiate for a period of up to ninety (90) days following receipt of notice. If, at the conclusion of the negotiation period, the City determines in good faith that the franchise, if continued without amendment, will have a material or significant adverse impact on the City or the Company’s electric customers located within the corporate limits of the City, the City may terminate the franchise. Failure to amend the franchise at the first or second date option does not render invalid the City’s second option or third option to amend or terminate. If neither party requests such negotiations at year five, year ten, or year fifteen, the franchise will continue through the conclusion of twenty years from its initial approval date.

SECTION 3. The rights and privileges hereby granted are subject to the provisions, restrictions, and limitations of Chapter 364 of the Code of Iowa, as amended from time to time. Further, the Company shall comply with all applicable federal, state, and local regulations regarding reporting, including, but not limited to, those described in Chapter 113 of the Code of Ordinances of Carroll, Iowa, as amended from time to time.

SECTION 4. The Company shall have the right to erect all necessary poles on public streets and to place thereon the necessary wires, fixtures, and accessories as well as to excavate and bury conduits or conductors in public streets for the distribution of electric energy and communications signals in and through the City, provided (i) the same shall be placed in accord with this franchise, ordinances, and policies of the City adopted by resolution or motion of the Council regarding the placement of equipment, structures, facilities, accessories, or other objects in public streets, including regulations that assign corridors or other placements to users of the public streets that may be adopted regarding separation of structures, facilities, accessories, or other objects; (ii) the same shall be so placed as not to interfere with any above- or below-ground utility services or future facilities that have been or known to be located by or under authority of the City; and (iii) the same shall be placed, when possible and in accordance with MidAmerican's Tariff and Iowa Utilities Board rules, underground. The Company shall comply with all federal and state regulations regarding joint use of its poles and trenches for telecommunication carriers as defined in 47 C.F.R. § 1.1402.

SECTION 5. The Company shall, excluding facilities located in private easements (whether titled in the Company exclusively or in the Company and other entities), in accordance with Iowa law, including the Company's Tariff on file with and made effective by the Iowa Utilities Board as may subsequently be amended ("Tariff"), at its cost and expense, locate and relocate its existing facilities or equipment in, on, over, or under any public street in the City in such a manner as the City may require for the purposes of facilitating the use, construction, reconstruction, maintenance, or repair of the public street or other public improvement. If the City has a reasonable alternative route for the public street or an alternative construction method that would not increase the City's cost, would not cause the relocation of Company installations, or would minimize the cost or expense of relocation of Company installations, the City and the Company shall work together to consider said alternative route or construction method. The City shall, in the extension or modification of public streets, make provision for the placement of Company service lines and facilities in, on, over, or under those public streets without charge to the Company. In planning for the extension or modification of public streets, the City shall to the extent practicable consider design of such changes to limit the need for relocation of Company facilities. The City shall be responsible for surveying and staking the public streets for City projects that require the Company to relocate Company facilities. If requested, the City shall provide, at no cost to the Company, copies of its relocation plan and profile and cross section drawings. If tree/vegetation removal must be completed by the City as part of the City's project and are necessary whether or not utility facilities must be relocated, the City, at its own cost shall be responsible for said removals. If the timing of tree/vegetation removal does not coincide with the Company's facilities relocation schedule and the Company must remove trees/vegetation that are included in the City's portion of the project, the City shall either remove the trees/vegetation at its cost or reimburse the Company for the reasonable expenses incurred to remove said trees/vegetation. If project funds from a source other than the City are available to pay for the relocation of utility facilities and if the use of such funds for relocation of utility facilities does not impact the funds available for the project, the City shall attempt to secure said funds and provide them to the Company to compensate the Company for the costs of relocation.

SECTION 6. All facilities and equipment comprising the Company's electric distribution system located in the public streets shall be located so as to cause minimum interference with the proper use of the public streets and to cause minimum interference with the rights or reasonable convenience of property owners who adjoin the public streets. In making excavations in any public streets for the installation, maintenance, or repair of conductors, conduits, or the erection of poles, wires, or other

appliances, the Company shall not unreasonably obstruct the use of the public streets. The Company in making such excavations shall, if required by ordinance, obtain a City permit therefore and provide City representatives with twenty-four (24) hours advance notice prior to the actual commencement of the work. In emergencies that require immediate excavation, the Company may proceed with the work without first providing advance notice or applying for or obtaining the permit; provided that the Company shall apply for and obtain the permit as soon as possible after commencing such emergency work. The Company shall comply with all provisions and requirements of the City in its regulation of the use of public streets in performing all work. The Company shall also comply with all City regulations regarding paving cuts, placement of facilities, and restoration of pavement and other public infrastructure. In the event of an excavation, the Company shall replace the surface of the public street, restoring the public street to the condition as existed prior to the Company's excavation. However, the Company shall not be required to improve or modify the public street, or other areas adjacent to the Company project, to a condition superior to its immediate previously existing condition, except that any replacement of any surface shall conform to current City regulations regarding its depth and composition and any sidewalk replacement shall conform to the requirements of the Americans with Disabilities Act. The Company shall complete all repairs in a timely manner. In the event that the Company does not timely comply with its obligations under this Section after receiving at least forty-eight (48) hours' notice from the City, the City may perform the work and recover its cost from the Company upon notice to the Company.

SECTION 7. The City's vacation of a public street shall not deprive the Company of its right to operate and maintain existing facilities and their replacements on, below, above, or beneath the vacated property. Prior to the City abandoning or vacating any public street where the Company has facilities, the City shall grant the Company a utility easement for said facilities.

The City shall provide the Company with not less than thirty (30) days advance notice of the City's proposed action and, upon request, retain a public easement covering existing and future facilities and activities. The City shall not be obligated to provide a utility easement if the Company is properly noticed and the Company does not make a timely request.

SECTION 8. The Company shall not be required to relocate, at its cost and expense, Company facilities in the public right of way that have been relocated at Company expense at the direction of the City in the previous five (5) years.

SECTION 9. If the City orders or requests the Company to relocate its existing facilities or equipment in order to directly facilitate the private portion of a project of a commercial or private developer or other non-public entity, the City shall require the developer or non-public entity to reimburse the Company for the cost of such relocation as a precondition to relocation. The Company shall not be required to relocate its facilities or equipment in order to facilitate such a private project at its expense

SECTION 10. Nothing in this ordinance may be deemed to create civil liability on the part of the City for actions, omissions, or negligence of the Company, or of the Company's agents, contractors, employees, licensees, or invitees. Further, nothing in this ordinance may be deemed to create civil liability on the part of the Company for actions, omissions, or negligence of the City, or of the City's agents, contractors, employees, licensees, or invitees. This ordinance may not be interpreted or construed to provide any third parties (including, but not limited to, the Company's customers) with any remedy, claim, liability, reimbursement, cause of action, or any other right as against the Company

or the City. The Company and the City shall bear responsibility for their own actions, omissions, and negligence. The Company shall defend, indemnify, and hold harmless the City from any and all claims, suits, losses, damages, costs, reasonable attorneys' fees, or other expenses, on account of (i) any personal injury, death, or damage to property arising from the Company's negligent performance of its rights or obligations pursuant to its franchise and this ordinance; or (ii) any negligent act or omission of the Company, its agents, contractors, employees, licensees, or invitees in, on, or around public streets. Notwithstanding the foregoing provisions, the Company shall not be obligated to defend, indemnify, and hold harmless the City for any costs or damages arising from the sole negligence of the City, its officers, employees, or agents.

SECTION 11. The pruning and removal of trees/vegetation shall be done in accordance with current nationally accepted safety and utility industry standards and federal, state, and local laws, rules, and regulations. The Company is authorized and empowered to prune or remove, at the Company's expense, any tree extending into any public street to maintain electric reliability, safety, to restore utility service, and to prevent limbs, branches, or trunks from interfering with the wires and facilities of the Company. The pruning and removal of trees/vegetation shall be completed in accordance with nationally accepted safety and utility standards, NSI Z133.1-2012, American National Standard for Arboricultural Operations-Safety Requirements, and ANSI A300(part 1) – 2008 Pruning, (Revision of ANSI A300 part 1-2001) American National Standard for Tree, Shrub, and other Woody Plant Management – Standard of Practices (Pruning) or subsequent revisions to these standards, and City ordinances regarding the pruning of trees that incorporate by reference that standard.

SECTION 12. Upon request, the Company shall provide the City, on a project specific basis, information indicating the horizontal location, relative to boundaries of the public streets, of all equipment which it owns or over which it has control that is located in public streets, including documents, maps, and other information in paper or electronic or other forms ("Information"). The Company and the City recognize the Information may in whole or part be considered a confidential record under state or federal law or both. Therefore, the City shall not release the Information without prior consent of the Company and shall return the Information to the Company upon request. The City recognizes that the Company claims the Information may constitute a trade secret or is otherwise protected from public disclosure by state or federal law on other grounds, and agrees to retain the Information in its non-public files. Furthermore, the City agrees that no documents, maps, or other Information provided to the City by the Company shall be made available to the public or other entities if such documents or Information are exempt from disclosure under the provisions of the Freedom of Information Act, the Federal Energy Regulatory Commission Critical Energy Infrastructure requirements pursuant to 18 CFR 388.112 and 388.113, or Chapter 22 of the Code of Iowa, as such statutes and regulations may be amended from time to time. In the event any action at law, in equity, or administrative is brought against the City regarding disclosure of any document which the Company has designated as a trade secret or as otherwise protected from disclosure, the Company shall assume, upon request of the City, the defense of said action and reimburse the City any and all costs, including attorney fees and penalties to the extent allowed by law.

SECTION 13. The Company shall construct, operate, and maintain its facilities in accordance with the applicable regulations of the Iowa Utilities Board or its successors and Iowa law. During the term of this franchise, the Company shall furnish electric energy in the quantity and quality consistent with and in accordance with the applicable regulations of the Iowa Utilities Board, the Company's tariff made effective by the Iowa Utilities Board or its successors, and Iowa law.

SECTION 14. There is hereby imposed a franchise fee of one percent (1%) upon the gross revenue generated from the sale of electricity by the Company within the corporate limits of the City. The franchise fee shall be remitted by the Company to the City on or before the last business day of the calendar quarter following the close of the calendar quarter in which the franchise fee is charged.

A. The Company will commence collecting franchise fees on or before the first Company billing cycle of the first calendar month following ninety (90) days of receipt of information required of the City to implement the franchise fee, including the City's documentation of customer classes subject to or exempted from City-imposed franchise fee.

B. The City shall be solely responsible for identifying customer classes subject to or exempt from paying the City imposed franchise fee. The Company shall have no obligation to collect franchise fees from customers in annexed areas until and unless notice of such annexation has been provided to the Company by certified mail. The Company shall commence collecting franchise fees in the annexed areas no sooner than sixty (60) days after receiving notice from the City.

C. The Company shall not, under any circumstances, be required to return or refund any franchise fees that have been collected from customers and remitted to the City. In the event the Company is required to provide data or information in defense of the City's imposition of franchise fees or the Company is required to assist the City in identifying customers or calculating any franchise fee refunds for groups of or individual customers, the City shall reimburse the Company for the reasonable expenses incurred by the Company to provide such data or information.

SECTION 15. Upon implementation of a franchise fee, the City shall not, pursuant to Section 480A.6 of the Code of Iowa, collect any right of way management fees from the Company.

SECTION 16. The City reserves to itself all home rule powers and authority.

SECTION 17. The company shall continually, at its expense, procure and maintain coverage and annually provide evidence of financial resources to pay losses and damages through a combination of self-insurance and commercial insurance or full self-insurance in amounts satisfactory to the City insuring against all claims, demands, or actions for injury, death and damage of property sustained as a result of any one occurrence in an amount of not less than \$2,500,000, and aggregate in the amount of not less than \$5,000,000 arising from, related to, or connected with, the conduct and operation of Company's business in, on, or around the City's public streets and right of ways. The City shall be listed as the additional insured.

SECTION 18. This franchise shall apply to and bind the City and the Company and their successors and assigns. No consent shall be required for any assignment or transfer by merger, consolidation, or reorganization. Upon any sale or assignment by the Company, the Company shall file with the City Clerk written notice of the proposed sale or assignment and clearly summarize the proposed procedure and the terms and conditions thereof. If the City determines it needs additional information, the Company shall provide the requested information. The Company shall reimburse the City for the City's costs incurred in reviewing all matters relating to the sale or assignment, including the costs for consultants and technical experts. The City shall have sixty (60) days from the date of written notice

of the sale or assignment to adopt a resolution. If the City fails to adopt a resolution affirming or rejecting the sale or assignment within the sixty (60) day period, the sale or assignment shall be deemed approved.

SECTION 19. Either the City or the Company (“party”) may terminate this franchise if the other party shall be materially in breach of its provisions. Upon the occurrence of a material breach, the non-breaching party shall provide the breaching party with notification by certified mail specifying the alleged breach. The breaching party shall have sixty (60) days to cure the breach, unless it notifies the non-breaching party, and the parties agree upon a shorter or longer period for cure. If the breach is not cured within the cure period, the non-breaching party may terminate this franchise and pursue any other right or remedy available under law or in equity, including, but not limited to, a claim to recover all damages, costs of enforcement, and reasonable attorneys’ fees. A party shall not be considered to be in breach of this franchise if it has operated in compliance with state and federal law. A party shall not be considered to have breached this franchise if the alleged breach is the result of the actions of a third party or the other party.

SECTION 20. If any provision of this ordinance shall be adjudged to be illegal or void, such adjudication shall not affect the validity of the ordinance as a whole, and the remaining provisions of this ordinance, which are severable from said unlawful provisions, shall be and remain in full force and effect, the same as if the ordinance contained no illegal or void provisions.

SECTION 21. To the fullest extent permitted by law, each of the parties hereto waives any right it may have to a trial by jury in respect to litigation directly or indirectly arising out of, under, or in connection with this ordinance. Each party further waives any right to consolidate any action in which a jury trial has been waived with any other action in which a jury trial cannot be or has not been waived.

SECTION 22. This ordinance and the rights and privileges herein granted shall become effective and binding upon its approval, passage, and publication in accordance with Iowa law and the written acceptance by the Company. The City shall provide the Company with an original signed copy of this ordinance within ten (10) days of its final passage. The Company shall, within thirty (30) days after the City Council approval of this ordinance, file in the office of the City Clerk, its acceptance in writing of all the terms and provisions of this ordinance. Following City Council approval, this ordinance shall be published in accordance with the Code of Iowa. The effective date of this ordinance shall be the date of publication. In the event that the Company does not file its written acceptance of this ordinance within thirty (30) days after its approval by the City Council, this ordinance shall be void and of no effect.

Passed and approved by the Carroll City Council this ____ day of _____, 2020.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____, 20____.

Laura A. Schaefer, City Clerk

NOTICE OF HEARING – ELECTRIC FRANCHISE

Notice is hereby given that the City Council of Carroll, Iowa will conduct a public hearing on the 12th day of October 2020, at 5:15 P.M., to receive comments on the following item:

Ordinance Repealing Ordinance No. 9506 and Granting to MidAmerican Energy Company, its Successors and Assigns, the Right and Non-Exclusive Franchise to Acquire, Construct, Erect, Maintain and Operate in the City of Carroll, Iowa, an Electric System and Communications Facilities and to Furnish and Sell Electric Energy to the City and its Inhabitants and Authorizing the City to Collect Franchise Fees for a Period of 20 Years.

Pursuant to Iowa Code section 364.2(4) (f), the proposed ordinance imposes a franchise fee. The franchise fee provision of the ordinance provides, "There is hereby imposed a franchise fee of one percent (1%) upon the gross revenue generated from the sale of electricity by the Company within the corporate limits of the City. The franchise fee shall be remitted by the Company to the City on or before the last business day of the calendar quarter following the close of the calendar quarter in which the franchise fee is charged."

The City shall be solely responsible for the proper use of any amounts collected as a franchise fee, and shall only use such fees as collected for purposes as allowed by applicable law.

This is a summary of the proposed ordinance. The proposed ordinance is on file and available for public inspection in the office of the City Clerk. You may contact the City Clerk by calling _____ to request a copy of the proposed ordinance.

Due to the current COVID-19 situation that makes it "impossible and impractical" to meet in one location the Carroll City Hall will remain closed to the public for the October 12, 2020 City Council meeting. However, the meeting will be made available telephonically. The public will be able to hear and participate in the Council meeting by calling: 1 (877) 568-4106 and when prompted, enter the following Access Code: 636 298 469 #. Individuals may start calling in at 5:00 PM for the meeting. Individuals may also join the meeting from a computer, tablet or smartphone by going to <https://global.gotomeeting.com/join/636298469>.

Any and all residents and interested property owners are invited and encouraged to attend this hearing at the time and place mentioned above and to submit comments either orally, in writing, or both. For further information, please contact City Hall.

This Notice is given by order of the Council of Carroll, Iowa, as provided by Sections 380.7(3) and 362.3 of the Code of Iowa, as amended.

Dated this _____ day of _____, 2020.

City Clerk, City of Carroll, State of Iowa

01767992-1\10275-073

**NOTICE OF MEETING OF THE CITY COUNCIL OF THE
CITY OF CARROLL, STATE OF IOWA, ON THE MATTER
OF THE PROPOSED RESOLUTION ADOPTING
REVENUE PURPOSE STATEMENT REGARDING USE OF
REVENUES FROM PROPOSED ELECTRIC FRANCHISE
FEES PURSUANT TO IOWA CODE SECTION 364.2(4)(f)**

PUBLIC NOTICE is hereby given that the City Council of the City of Carroll, State of Iowa, will meet on the 12th day of October, 2020, at 5:15 P.M., at which meeting the City Council proposes to consider the adoption of the attached Resolution Adopting Revenue Purpose Statement Regarding Revenues from Proposed Electric Franchise Fees Pursuant to Iowa Code § 364.2(4)(f).

Due to the current COVID-19 situation that makes it "impossible and impractical" to meet in one location the Carroll City Hall will remain closed to the public for the October 12, 2020 City Council meeting. However, the meeting will be made available telephonically. The public will be able to hear and participate in the Council meeting by calling: 1 (877) 568-4106 and when prompted, enter the following Access Code: 636 298 469 #. Individuals may start calling in at 5:00 PM for the meeting. Individuals may also join the meeting from a computer, tablet or smartphone by going to <https://global.gotomeeting.com/join/636298469>.

This Notice is given by order of the Council of Carroll, Iowa, as provided by Sections 364.2(4)(f) and 362.3 of the Code of Iowa, as amended.

Dated this _____ day of _____, 2020.

City Clerk, City of Carroll, State of Iowa

RESOLUTION NO. _____

**RESOLUTION ADOPTING REVENUE PURPOSE STATEMENT REGARDING
USE OF REVENUES FROM PROPOSED ELECTRIC FRANCHISE FEES
PURSUANT TO IOWA CODE § 364.2(4)(f)**

WHEREAS, the City of Carroll, Iowa is considering an amendment to its current electric franchise with MidAmerican Energy Company (under which a franchise fee will be assessed); and

WHEREAS, the City Council of the City of Carroll will hold a public hearing regarding any amendment to its electric franchise prior to adoption of any amended franchise; and

WHEREAS, Iowa Code § 364.2(4)(f) requires adoption of a “Revenue Purpose Statement” by a city council prior to the adoption of any franchise containing a franchise fee or any ordinance imposing a franchise fee specifying the purpose or purposes for which any revenue generated by a franchise fee will be used, and

WHEREAS, as required by Iowa Code § 364.2(4)(f) a copy of the proposed “Revenue Purpose Statement” has been published in the manner provided by Iowa Code § 362.3.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Carroll:

Section 1: The following “Revenue Purpose Statement” is hereby adopted by the City Council of the City of Carroll, to wit:

**REVENUE PURPOSE STATEMENT REGARDING USE OF REVENUE FROM
MIDAMERICAN ENERGY COMPANY FRANCHISE FEES**

Pursuant to Iowa Code § 364.2(4)(f) the City of Carroll states that all revenue generated from franchise fees assessed on the sales of electricity within the city shall be deposited in the franchise fee account in the general fund and shall be used to reimburse the City for all costs associated with inspecting, supervising or otherwise regulating its franchises. Moneys in the franchise fee account in the general fund in excess of the amounts necessary for costs associated with inspecting, supervising or otherwise regulating its franchises shall be expended for any of the following: the construction, reconstruction, or repair of streets, highways, bridges, sidewalks, pedestrian underpasses and overpasses, street lighting fixtures, and public grounds, and the acquisition of real estate needed for such purposes; public safety, including the equipping of fire, police, emergency services, sanitation, street, and civil defense departments; the establishment, construction, reconstruction, repair, equipping, remodeling, and extension of public works, public utilities, and public transportation systems; the repair, remediation, restoration, cleanup, replacement, and improvement of existing public improvements and other publicly owned property, buildings, and facilities; projects designed to prevent or mitigate future disasters as defined in Iowa Code § 29C.2; energy conservation measures for low-income homeowners, low-income energy assistance programs, and weatherization programs; abatement of fees for property damaged by a disaster as defined in Iowa Code § 29C.2; and economic development activities and projects.

Section 2. The City Clerk shall cause this “Revenue Purpose Statement Regarding Use of Revenue from MidAmerican Energy Company Franchise Fees” as adopted to be published in the manner required by Iowa Code § 362.3.

Adopted the ____ day of _____, 2020.

Mayor

ATTEST:

City Clerk

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Mike Pogge-Weaver, City Manager

MSP-W

FROM: Randall M. Krauel, Director of Public Works

RMK

DATE: September 23, 2020

SUBJECT: Water Distribution Main Replacements - 2020

- Watermain Easement
- Temporary Easement for Watermain Construction

Plans for the Water Distribution Main Replacements project include the elimination of a dead-end watermain on S. Court Street. Elimination of the dead-end watermain is proposed by connection to an existing watermain near the Middle Raccoon River. The connection requires watermain construction across privately-owned property.

Nadine M. Lengeling, owner of the property, has consented to providing a permanent Watermain Easement and a Temporary Easement for Watermain Construction for the construction and maintenance of the watermain. The conditions of the Easements, along with plats, are detailed in the attached Easements and summarized as follows:

WATERMAIN EASEMENT

The permanent Watermain Easement is triangular in shape located at the south end of S. Court Street, approximately 2,450 square feet in size. The consideration included in the Easement is \$5,000.00.

TEMPORARY EASEMENT FOR WATERMAIN CONSTRUCTION

The Temporary Easement is trapezoidal in shape located at the south end of S. Court Street, approximately 401 square feet in size. The Temporary Easement terminates 90 days after completion of construction or 18 months from the date of acceptance, whichever occurs first. Consideration included in the Easement is \$400.00.

RECOMMENDATION: Mayor and City Council consideration of passage and approval of the Resolutions approving and accepting the Watermain Easement and the Temporary Easement for Watermain Construction from Nadine M. Lengeling for the Water Distribution Main Replacements – 2020 project.

RMK:ds

attachments (5)

CARROLL, IOWA



RESOLUTION NO. _____

RESOLUTION APPROVING AND ACCEPTING A WATERMAIN EASEMENT FOR THE WATER DISTRIBUTION MAIN REPLACEMENTS – 2020 PROJECT FROM NADINE M. LENGELING.

WHEREAS, the City's Water Distribution Main Replacements – 2020 project, previously adopted by the City Council, includes construction of watermain across privately-owned property; and,

WHEREAS, Nadine M. Lengeling has offered to the City a Watermain Easement across property described as:

A parcel of land located in the 10th Addition to the City of Carrol, Carroll County, Iowa, more particularly described as follows: Referring to the southeast corner of Lot 7, Block 74 of said 10th Addition as the point of beginning; thence S69°57'05"E, 70.00 feet; thence S65°26'04"W, 99.66 feet to the west right-of-way line of the southerly extension of S. Court Street; thence N20°49'14"E on said west line, 70.00 feet to the point of beginning. Containing 2,450 square feet (0.06 acres), more or less.

The Easement is for the purpose of the City constructing, reconstructing, repairing, enlarging and maintaining a watermain across the property; and,

WHEREAS, the City Council has determined that the Easement is in the best interests of the City and the residents thereof.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the Watermain Easement across the above-stated property granted by Nadine M. Lengeling is approved and accepted.

Passed and approved by the Carroll City Council this 28th day of September, 2020.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

RESOLUTION NO. _____

RESOLUTION APPROVING AND ACCEPTING A TEMPORARY EASEMENT FOR WATERMAIN CONSTRUCTION FOR THE WATER DISTRIBUTION MAIN REPLACEMENTS – 2020 PROJECT FROM NADINE M. LENGELING.

WHEREAS, the City's Water Distribution Main Replacements – 2020 project, previously adopted by the City Council, includes construction of watermain across privately-owned property; and,

WHEREAS, Nadine M. Lengeling has offered to the City a Temporary Easement for Watermain Construction across property described as:

A parcel of land located in the 10th Addition to the City of Carroll, Carroll County, Iowa, more particularly described as follows: Referring to the southeast corner of Lot 7, Block 74 of said 10th Addition; thence S69°57'05"E, 70.00 feet to the point of beginning; thence continue S69°57'05"E, 10.00 feet to the southwest corner of Lot 6, Block 75 of said 10th Addition; thence S20°35'46"W on the east right-of-way line of the southerly extension of S. Court Street, 20.00 feet; thence N69°56'59"W, 30.08 feet; thence N65°26'04"E, 28.47 feet to the point of beginning. Containing 401 square feet (0.01 acres), more or less.

The Easement is for the purpose of the City constructing a watermain across the property; and,

WHEREAS, the City Council has determined that the Easement is in the best interests of the City and the residents thereof.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the Temporary Easement for Watermain Construction across the above-stated property granted by Nadine M. Lengeling is approved and accepted.

Passed and approved by the Carroll City Council this 28th day of September, 2020.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

Prepared by and Return to: Randall M. Krauel, City of Carroll, 627 N. Adams Street, Carroll, Iowa 51401

WATERMAIN EASEMENT

KNOW ALL PERSONS BY THESE PRESENTS:

That Nadine M. Lengeling (hereinafter called "Grantor") in consideration of the sum of Five Thousand dollars (\$5,000.00) to be paid by the City of Carroll, Iowa, upon final approval and acceptance of this Easement by the City of Carroll, Iowa, does hereby convey unto the City of Carroll, Iowa, a municipal corporation, (hereinafter called "Jurisdiction") a perpetual Easement for Watermain Right-of-Way under, over, through and across the following described real estate:

A PARCEL OF LAND LOCATED IN THE 10TH ADDITION TO THE CITY OF CARROLL, CARROLL COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS FOLLOWS: REFERRING TO THE SOUTHEAST CORNER OF LOT 7, BLOCK 74 OF SAID 10TH ADDITION AS THE POINT OF BEGINNING; THENCE S69°57'05"E, 70.00 FEET; THENCE S65°26'04"W, 99.66 FEET TO THE WEST RIGHT-OF-WAY LINE OF THE SOUTHERLY EXTENSION OF S. COURT STREET; THENCE N20°49'14"E ON SAID WEST LINE, 70.00 FEET TO THE POINT OF BEGINNING. CONTAINING 2,450 SQUARE FEET (0.06 ACRES), MORE OR LESS.

(hereinafter called "Easement Area") for the purpose of the Jurisdiction constructing, reconstructing, repairing, enlarging and maintaining a watermain, together with necessary appurtenances thereto, under, over, through and across said Easement Area.

This Easement shall be subject to the following terms and conditions:

1. ERECTION OF STRUCTURES PROHIBITED. Grantor shall not erect any structure over or within the Easement Area without obtaining the prior written approval of the Jurisdiction.
2. CHANGE OF GRADE PROHIBITED. Grantor shall not change the grade, elevation or contour of any part of the Easement Area without obtaining the prior written consent of the Jurisdiction.
3. USE OF EASEMENT AREA. Grantor shall have the right to use the Easement Area for any purpose that is not prohibited or restricted by this Watermain Easement or any other legal prohibition or restriction.

4. RIGHT OF ACCESS. The Jurisdiction shall have the right of access to the Easement Area and have all rights of ingress and egress reasonably necessary for the use and enjoyment of the Easement Area as herein described, including but not limited to, the right to remove any unauthorized obstructions or structures placed or erected on the Easement Area.
5. EASEMENT RUNS WITH LAND. This Easement shall be deemed to run with the land and shall be binding on Grantor and on Grantor's heirs, successors, and assigns.
6. LIABILITY. Except as may be caused by the negligent acts or omissions of the Jurisdiction, its employees, agents or its representatives, the Jurisdiction shall not be liable for injury or property damage occurring in or to the Easement Area, the property abutting said Easement Area, nor for property damage to any improvements or obstructions thereon resulting from the Jurisdiction's exercise of this Easement. Grantor agrees to indemnify and hold Jurisdiction, its employees, agents and representatives harmless against any loss, damage, injury or any claim or lawsuit for loss, damage or injury arising out of or resulting from the negligent or intentional acts or omissions of Grantor or its employees, agents or representatives.
7. APPROVAL BY THE JURISDICTION. This Easement shall not be binding until it has received the final approval and acceptance by the Jurisdiction.

Grantor does HEREBY COVENANT with the Jurisdiction that Grantor holds said real estate described in this Easement by title in fee simple; that Grantor has good and lawful authority to convey the same; and said Grantor covenants to WARRANT AND DEFEND the said premises against the lawful claims of all persons whomsoever.

Words and phrases herein including acknowledgment hereof shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

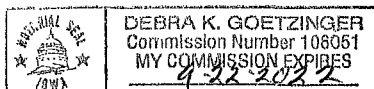
Signed this 14 day of Sept., 2020.

Nadine Lengeling

Nadine M. Lengeling

STATE OF IOWA
CARROLL COUNTY, ss

This instrument was acknowledged before me on September 14, 2020, by Nadine Lengeling as Owner of the above entitled real estate.



Debra K Goetzinger
Notary Public

CONSENT OF MORTGAGEE

KNOW ALL PERSONS BY THESE PRESENTS:

That the undersigned, the present holder of Mortgage, dated the 17th day of August, 2020 and recorded in the records of the office of the Recorder of Carroll County, State of Iowa, Instrument # 2020-2698 on the 21st day of August, 2020 does hereby consent to the granting of the foregoing easement and further covenant and agree that its Mortgage shall be subordinated and subject thereto.

Executed this 17th day of September, 2020.

BANK: Availa Bank

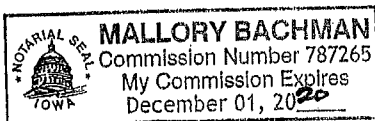
By [Signature]
Title: Market President

By [Signature]
Title: VICE PRESIDENT

STATE OF Iowa

COUNTY OF Carroll ss:

On this 17th day of September, 2020, before me, the undersigned, a Notary Public in and for the State of Iowa personally appeared Sean Haluska and Sarah Culligan Irbeck to me personally known, who, being by me duly sworn, did say that they are the Market President and Vice President of Bank executing the within and foregoing instrument to which this is attached, that the seal affixed hereto has been procured by said corporation (no seal has been procured by the said corporation); that said instrument was signed (and sealed) on behalf of said corporation by authority of its Board of Directors; and that the said Sean Haluska and Sarah Culligan Irbeck as such officers acknowledged the execution of said instrument to be the voluntary act and deed of said corporation, by it and by them voluntarily executed.



[Signature]
Notary Public for the State of Iowa

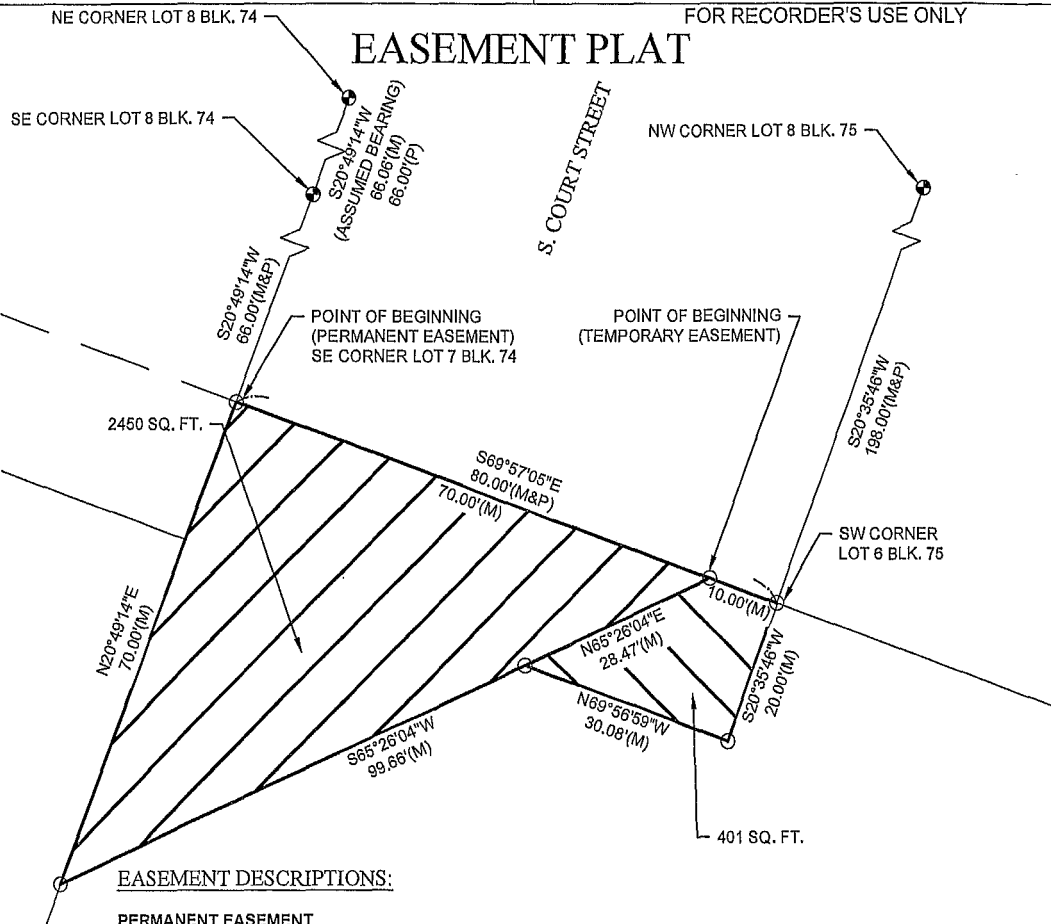
APPROVAL BY JURISDICTION

I, Eric P. Jensen, Mayor, do hereby certify that the within and foregoing Easement was duly approved and accepted by the Carroll City Council by Resolution No.____, passed on the ____ day of _____, 2020.

Signed this ____ day of _____, 2020.

Eric P. Jensen, Mayor

Index Legend	
Location:	PT BLOCK 77, 10TH ADDITION
	CITY OF CARROLL, CARROLL COUNTY
Requestor:	CITY OF CARROLL
Proprietor:	NADINE M. LENGELING
Surveyor/ Prepared By:	MATTHEW A. FOUTS
Surveyor Company:	JEO CONSULTING GROUP INC.
Return To:	724 SIMON AVE. CARROLL, IA 51401



EASEMENT DESCRIPTIONS:

PERMANENT EASEMENT

A PARCEL OF LAND LOCATED IN THE 10TH ADDITION TO THE CITY OF CARROLL, CARROLL COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS FOLLOWS: REFERRING TO THE SOUTHEAST CORNER OF LOT 7, BLOCK 74 OF SAID 10TH ADDITION AS THE POINT OF BEGINNING; THENCE S69°57'05"E, 70.00 FEET; THENCE S65°26'04"W, 99.66 FEET TO THE WEST RIGHT-OF-WAY LINE OF THE SOUTHERLY EXTENSION OF S. COURT STREET; THENCE N20°49'14"E ON SAID WEST LINE, 70.00 FEET TO THE POINT OF BEGINNING. CONTAINING 2450 SQUARE FEET (0.06 ACRES), MORE OR LESS.

TEMPORARY EASEMENT

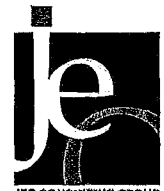
A PARCEL OF LAND LOCATED IN THE 10TH ADDITION TO THE CITY OF CARROLL, CARROLL COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS FOLLOWS: REFERRING TO THE SOUTHEAST CORNER OF LOT 7, BLOCK 74 OF SAID 10TH ADDITION; THENCE S69°57'05"E, 70.00 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE S69°57'05"E, 10.00 FEET TO THE SOUTHWEST CORNER OF LOT 6, BLOCK 75 OF SAID 10TH ADDITION; THENCE S20°35'48"W ON THE EAST RIGHT-OF-WAY LINE OF THE SOUTHERLY EXTENSION OF S. COURT STREET, 20.00 FEET; THENCE N69°56'59"W, 30.08 FEET; THENCE N65°26'04"E, 28.47 FEET TO THE POINT OF BEGINNING. CONTAINING 401 SQUARE FEET (0.01 ACRES), MORE OR LESS.

THE EAST LINE OF LOT 8, BLOCK 74 IS ASSUMED TO BEAR S20°49'14"W AND IS THE BASIS OF BEARING FOR THIS PLAT.

NOTE: ALL BEARINGS ARE ASSUMED

NOTE: ALL MONUMENTS SET ARE 5/8" X 24" REBAR WITH A YELLOW PLASTIC CAP "23586" UNLESS OTHERWISE NOTED.

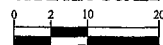
DATE	8/19/2020
SCALE	1"=20'
DRAWN	MAF
JOB NO.	R191586
FIELD BOOK	CARROL #47
FIELD WORK	DJ
SHEET	1 OF 1
FILE NO.	



JEO CONSULTING GROUP

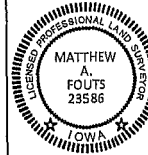
800.723.8567
Carroll, IA 512-792-9711
Ankeny, Iowa 515-964-5310
www.jeo.com

GRAPHIC SCALE



LEGEND

- MONUMENT FOUND
- MONUMENT SET
- CALCULATED POINT
- D DEEDED DISTANCE
- G GOVERNMENT DISTANCE
- M MEASURED DISTANCE
- P PLATTED DISTANCE
- R RECORDED DISTANCE
- Y.P.C. YELLOW PLASTIC CAP
- O.P.C. ORANGE PLASTIC CAP
- R.P.C. RED PLASTIC CAP



I hereby certify that this land surveying document was prepared and the related survey was performed by me or under my direct personal supervision and that I am a duly licensed Land Surveyor under the laws of the State of Iowa.	
<i>Matthew A. Fouts</i>	8/19/2020
(signature)	(date)
Printed or typed name: Matthew A. Fouts	
License Number: 23586	
My license renewal date is December 31, 2021	
Pages or sheets covered by this seal:	
SHEET 1 OF 1	

TEMPORARY EASEMENT FOR WATERMAIN CONSTRUCTION

KNOW ALL PERSONS BY THESE PRESENTS:

That Nadine M. Lengeling (hereinafter called "Grantor") in consideration of the sum of Four Hundred dollars (\$400.00) to be paid by the City of Carroll, Iowa, upon final approval and acceptance of this Easement by the City of Carroll, Iowa, does hereby convey unto the City of Carroll, Iowa, a municipal corporation, (hereinafter called "Jurisdiction") a Temporary Easement in connection with the construction of a watermain, which easement shall be over, through and across the following described real estate:

A PARCEL OF LAND LOCATED IN THE 10TH ADDITION TO THE CITY OF CARROLL, CARROLL COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS FOLLOWS: REFERRING TO THE SOUTHEAST CORNER OF LOT 7, BLOCK 74 OF SAID 10TH ADDITION; THENCE S69°57'05"E, 70.00 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE S69°57'05"E, 10.00 FEET TO THE SOUTHWEST CORNER OF LOT 6, BLOCK 75 OF SAID 10TH ADDITION; THENCE S20°35'46"W ON THE EAST RIGHT-OF-WAY LINE OF THE SOUTHERLY EXTENSION OF S. COURT STREET, 20.00 FEET; THENCE N69°56'59"W, 30.08 FEET; THENCE N65°26'04"E, 28.47 FEET TO THE POINT OF BEGINNING. CONTAINING 401 SQUARE FEET (0.01 ACRES), MORE OR LESS.

(hereinafter called "Easement Area").

This Easement shall be subject to the following terms and conditions:

1. PURPOSE OF EASEMENT. A watermain shall not be installed over or under the Easement Area. This easement is granted only for the purpose of allowing the Jurisdiction, its agents, employees, and contractors a right of temporary entry over the Easement Area to facilitate the hauling, transporting and storage of material and equipment during construction of a watermain on other property which is the subject of a separate permanent watermain easement.
2. PROPERTY TO BE RESTORED. The Jurisdiction, upon completion of the project shall restore the easement area in a good and workmanlike manner to its original condition as nearly as possible, including but not limited to the restoration of lawns by seeding, complete restoration of any driveways, fences or other structures damaged by the Jurisdiction during the course of construction, except those items listed in paragraph 3 below for which the Jurisdiction shall instead compensate Grantor.
3. COMPENSATION TO GRANTOR. Grantor and Jurisdiction agree that the following items shall not be restored by Jurisdiction but are instead compensated for as indicated by the consideration set forth in this easement: None

It is understood and agreed that the consideration set forth in this Easement constitutes full and adequate compensation for damages to the items listed in this paragraph.

4. TERMS OF EASEMENT. The rights granted to the Jurisdiction under this easement shall terminate 90 days after the above described watermain project has been completed or 18 months from the date of acceptance of this easement by the Jurisdiction, whichever occurs first.

Signed this 14 day of Sept., 2020.

Nadine Lengeling
Nadine M. Lengeling

STATE OF IOWA
CARROLL COUNTY, ss

This instrument was acknowledged before me on September 14, 2020, by
Nadine Lengeling as Owner of the above entitled real estate.

Debra K. Goetzing
Notary Public



CONSENT OF MORTGAGEE

KNOW ALL PERSONS BY THESE PRESENTS:

That the undersigned, the present holder of Mortgage, dated the 17th day of August, 2020 and recorded in the records of the office of the Recorder of Carroll County, State of Iowa, Instrument # 2020-2698 on the 21st day of August, 2020, — does hereby consent to the granting of the foregoing easement and further covenant and agree that its Mortgage shall be subordinated and subject thereto.

Executed this 17th day of September, 2020.

BANK: Availa Bank

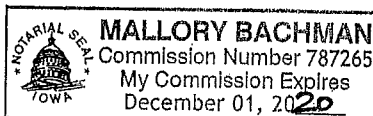
By [Signature]
Title: Market President

By [Signature]
Title: VICE PRESIDENT

STATE OF IOWA

COUNTY OF Carroll ss:

On this 17th day of September, 2020, before me, the undersigned, a Notary Public in and for the State of Iowa personally appeared Sean Haluska and Sarah Culligan Irbeck to me personally known, who, being by me duly sworn, did say that they are the Market President and Vice President of Bank executing the within and foregoing instrument to which this is attached, that the seal affixed hereto has been procured by said corporation (no seal has been procured by the said corporation); that said instrument was signed (and sealed) on behalf of said corporation by authority of its Board of Directors; and that the said Sean Haluska and Sarah Culligan Irbeck as such officers acknowledged the execution of said instrument to be the voluntary act and deed of said corporation, by it and by them voluntarily executed.



[Signature]
Notary Public for the State of Iowa

APPROVAL BY JURISDICTION

I, Eric P. Jensen, Mayor, do hereby certify that the within and foregoing Easement was duly approved and accepted by the Carroll City Council by Resolution No.____, passed on the ____ day of _____, 2020.

Signed this ____ day of _____, 2020.

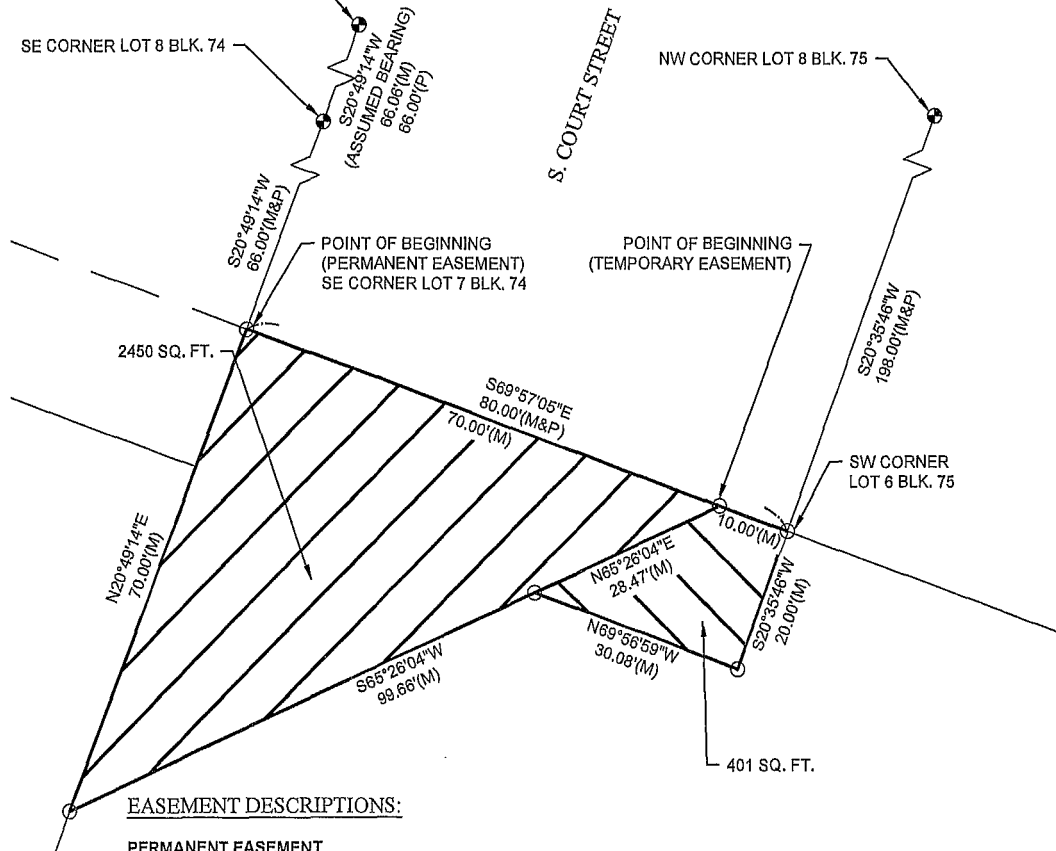
Eric P. Jensen, Mayor

Index Legend	
Location:	PT BLOCK 77, 10TH ADDITION
	CITY OF CARROLL, CARROLL COUNTY
Requestor:	CITY OF CARROLL
Proprietor:	NADINE M. LENGELING
Surveyor/ Prepared By:	MATTHEW A. FOUTS
Surveyor Company:	JEO CONSULTING GROUP INC.
Return To:	724 SIMON AVE. CARROLL, IA 51401

NE CORNER LOT 8 BLK. 74

FOR RECORDER'S USE ONLY

EASEMENT PLAT



EASEMENT DESCRIPTIONS:

PERMANENT EASEMENT

A PARCEL OF LAND LOCATED IN THE 10TH ADDITION TO THE CITY OF CARROLL, CARROLL COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS FOLLOWS: REFERRING TO THE SOUTHEAST CORNER OF LOT 7, BLOCK 74 OF SAID 10TH ADDITION AS THE POINT OF BEGINNING; THENCE S89°57'05"E, 70.00 FEET; THENCE S65°26'04"W, 99.66 FEET TO THE WEST RIGHT-OF-WAY LINE OF THE SOUTHERLY EXTENSION OF S. COURT STREET; THENCE N20°49'14"E ON SAID WEST LINE, 70.00 FEET TO THE POINT OF BEGINNING. CONTAINING 2450 SQUARE FEET (0.06 ACRES), MORE OR LESS.

TEMPORARY EASEMENT

A PARCEL OF LAND LOCATED IN THE 10TH ADDITION TO THE CITY OF CARROLL, CARROLL COUNTY, IOWA, MORE PARTICULARLY DESCRIBED AS FOLLOWS: REFERRING TO THE SOUTHEAST CORNER OF LOT 7, BLOCK 74 OF SAID 10TH ADDITION; THENCE S89°57'05"E, 70.00 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE S89°57'05"E, 10.00 FEET TO THE SOUTHWEST CORNER OF LOT 6, BLOCK 75 OF SAID 10TH ADDITION; THENCE S20°35'46"W ON THE EAST RIGHT-OF-WAY LINE OF THE SOUTHERLY EXTENSION OF S. COURT STREET, 20.00 FEET; THENCE N69°56'59"W, 30.08 FEET; THENCE N65°26'04"E, 28.47 FEET TO THE POINT OF BEGINNING. CONTAINING 401 SQUARE FEET (0.01 ACRES), MORE OR LESS.

THE EAST LINE OF LOT 8, BLOCK 74 IS ASSUMED TO BEAR S20°49'14"W AND IS THE BASIS OF BEARING FOR THIS PLAT.

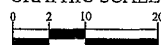
NOTE: ALL BEARINGS ARE ASSUMED

NOTE: ALL MONUMENTS SET ARE 5/8" X 24" REBAR WITH A YELLOW PLASTIC CAP "23586" UNLESS OTHERWISE NOTED.

DATE	8/19/2020
SCALE	1"=20'
DRAWN	MAF
JOB NO.	R191586
FIELD BOOK	CARROLL #47
FIELD WORK	DJ
SHEET	1 OF 1
FILE NO.	

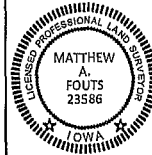


GRAPHIC SCALE



LEGEND

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- O.P.C. ORANGE PLASTIC CAP
- R.P.C. RED PLASTIC CAP



I hereby certify that this land surveying document was prepared and the related survey was performed by me or under my direct personal supervision and that I am a duly licensed Land Surveyor under the laws of the State of Iowa.	
<i>Matthew A. Fouts</i>	8/19/2020
(signature)	(date)
Printed or typed name: Matthew A. Fouts	
License Number: 23586	
My license renewal date is December 31, 2021	
Pages or sheets covered by this seal:	
SHEET 1 OF 1	

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Mike Pogge-Weaver, City Manager

FROM: Randall M. Krauel, Director of Public Works

DATE: September 23, 2020

SUBJECT: Street Maintenance Facility

- Report of Bid Opening
- Consideration of Award of Bid

On September 15, bids for the construction of the Street Maintenance Facility were received, opened and tabulated. Bidding included a Base Bid and eleven Add Alternate Bids. Four bidders submitted Bids. One Bid was determined to be nonresponsive. A Summary of Bids Received is attached.

The Bidding Documents were structured such that the low bid would be determined on the basis of the sum of the Base Bid and any Add Alternate Bids accepted. It is recommended that the following Add Alternate Bids be accepted.

Add Alternate Bid No. 1 – Additional Truck Bay

Add Alternate Bid No. 10 – Heavy Duty, Complete System, Motorized Single Girder, Electric Chain Hoist, Motorized Trolley Top Running Bridge Crane – 5 Ton

Based on the sum of the Base Bid and the recommended Add Alternate Bids, Bidding Construction is the lowest responsive responsible bidder at a bid price of \$4,489,300.00.

Based on that bid price, the estimated project cost is currently as follows:

Planning/Design

Planning Study	\$22,500.00
Architectural Design Fees	\$293,094.28
Soil Testing	<u>\$3,430.00</u>

Subtotal Design

\$319,024.28

Street Maintenance Facility

- Report of Bid Opening
- Consideration of Award of Bid

September 23, 2020

Page 2

Construction

Base Bid	\$4,036,000.00
Add Alternate Bid No. 1	\$357,000.00
Add Alternate Bid No. 10	\$96,300.00
Architect Construction Fees	\$63,073.00
Construction Testing (Est.)	\$20,000.00
Construction Contingency (Est.)	<u>\$225,000.00</u>

Subtotal Construction	<u>\$4,797,373.00</u>
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Total Estimated Project Cost	\$5,116,397.28
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Funding for the project is planned as follows:

General Fund	\$905,568.00
Road Use Tax Fund	\$590,000.00
Local Option Sales Tax	\$3,450,000.00
Capital Projects – Streets	\$52,500.00
Interest (08-20)	<u>\$123,887.00</u>

Total	\$5,121,955.00
-------	----------------

RECOMMENDATION: Mayor and City Council consideration of the Resolution awarding the Contract for the Street Maintenance Facility Base Bid and Add Alternate Bid Nos. 1 and 10 to Bidding Construction at their bid price of \$4,489,300.00.

RMK:ds

attachments (2)

RESOLUTION NO. _____

RESOLUTION MAKING AWARD OF THE CONSTRUCTION CONTRACT FOR THE STREET MAINTENANCE FACILITY.

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

WHEREAS, the following Bid for the construction of public improvements described in general as the Street Maintenance Facility and further described in the plans and specifications heretofore adopted by this Council is the lowest responsive, responsible Bid for said work as follows:

Contractor:	Badding Construction
Amount of Proposal:	\$4,489,300.00
Portion of Project:	Base Bid
	Add Alternate Bid No. 1
	Add Alternate Bid No. 10

and,

WHEREAS, the City Council has determined that award of the construction contract is in the best interest of the City and the residents thereof.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the contract with Badding Construction for the construction of the Street Maintenance Facility, is authorized and accepted, and that the Mayor and City Clerk are authorized to execute the contract on behalf of the City.

Passed and approved by the Carroll City Council this 28th day of September, 2020.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

SUMMARY OF BIDS RECEIVED

Project: **STREET MAINTENANCE FACILITY**

Date: September 15, 2020

Location: **City Hall**

Sheet No. 1 of 1

		ARCHITECT'S ESTIMATE	Woodruff Construction, LLC 1890 Kountry Lane Fort Dodge, IA 50501	Badding Construction 814 West 9th Carroll, IA 51401	Pro Commercial, LLC 405 South Main Avenue Huxley, IA 50124	Story Construction Co. 2810 Wakefield Circle Ames, IA 50010-7707
DESCRIPTION	UNIT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
Base Bid - General Construction Contract	LS	\$3,866,911.00	\$4,370,000.00	\$4,036,000.00		\$4,398,000.00
Add Alternate Bid No. 1 - Additional Truck Bay	LS	\$263,802.00	\$335,000.00	\$357,000.00		\$412,000.00
Add Alternate Bid No. 2 - Pressure Washer	LS	\$14,570.00	\$19,900.00	\$15,000.00		\$14,150.00
Add Alternate Bid No. 3 - Mobile Ladder Stands	LS	\$2,978.00	\$4,000.00	\$6,500.00		\$3,270.00
Add Alternate Bid No. 4 - Emergency Generator	LS	\$174,413.00	\$143,000.00	\$146,000.00		\$148,000.00
Add Alternate Bid No. 5 - Vehicle Lift System	LS	\$23,161.00	\$22,000.00	\$26,000.00		\$22,680.00
Add Alternate Bid No. 6 - Wheel Lift System	LS	\$9,811.00	\$9,000.00	\$21,000.00		\$17,900.00
Add Alternate Bid No. 7 - Dry Shake Colored Hardener	LS	\$34,513.00	\$17,800.00	\$68,000.00		\$52,230.00
Add Alternate Bid No. 8 - Vertical Reciprocation Conveyor - Hydraulic Straddle	LS	\$9,171.00	\$44,700.00	\$48,400.00		\$44,000.00
Add Alternate Bid No. 9 - Heavy Duty, Complete System, Motorized Single Girder, Electric Chain Hoist, Motorized Trolley Underhung Bridge Crane - 2 Ton	LS	\$55,115.00	\$40,500.00	\$48,200.00		\$44,400.00
Add Alternate Bid No. 10 - Heavy Duty, Complete System, Motorized Single Girder, Electric Chain Hoist, Motorized Trolley Top Running Bridge Crane - 5 Ton	LS	\$61,001.00	\$97,000.00	\$96,300.00		\$111,800.00
Add Alternate Bid No. 11 - Air Compressor	LS	\$8,526.00	\$9,000.00	\$9,200.00		\$8,300.00
AMOUNT OF BID SECURITY		5%	5%	5%		5%
SURETY			United Fire & Casualty Company	Merchants Bonding Company (Mutual)		United Fire & Casualty Company
<i>I hereby certify that the above is a true and correct summary of proposals received.</i>					Nonresponsive	
<i>Project Manager _____</i>	COMMENTS					

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: September 23, 2020

SUBJECT: US 30 Corridor Plan and Retail Recruitment

- Contract with RDG Planning and Design Group for the US 30 Corridor Plan
- Funding for the Carroll Area Development Corporation (CADC) in the amount of \$150,000 over three years to support the development of a Retail Recruitment for Carroll

For a number of months, the City of Carroll and CADC have been discussing the challenges we are now facing with the retail environment in Carroll. While the City remains strong as a regional retail destination, with COVID-19 and the closing of JCPenney's, the retail environment in Carroll is facing new and unique challenges. At the same time, COVID-19 has caused some to change their shopping patterns with many staying more local versus traveling to Des Moines or Omaha areas to shop. Additionally, having a strong retail sector is important to a community's quality-of-life similar to other community amenities like parks, schools, library, and other amenities. To that end, it is important to double down on our efforts to help Carroll remain a regional retail destination.

To do that, a two-part process is being recommended. First is to hire a firm to help develop a US 30 Corridor Plan which includes a review of the entire US 30 corridor in the Carroll city limits with targeted work on the downtown area and the JCPenney's building. The second part, which will run concurrently with and extend over the next three years, is to retain the services of a firm to work on Retail Recruitment for Carroll.

This is an exciting partnership between CADC and the City of Carroll to write the next chapter for Carroll. While the JCPenney's building is a target space of this effort, it is not the sole focus. This partnership will work on vacant space overall, including highway corridor sites, mall space, plaza space, and stand-alone buildings in Carroll. While there are no guarantees on how successful this process will be, one guarantee that can be made is there will be no success without a community effort.

US 30 Corridor Plan

For this part of the project, RDG Planning and Design is proposed to be retained to complete the plan and will be led by the City of Carroll. RDG has completed past projects in the City of Carroll including the Carroll County housing study and more recently they worked on the Carroll Recreation Center Improvement project.

The main objectives of this Corridor Plan are:

1. A focused review of the core Corridor of Commerce area. This review would identify market opportunities, redevelopment opportunities, parking, current and future land use, need for public investments, and a review of city codes to ease development in Carroll and to encourage the desired type of development.
2. Review the remainder of the US 30 corridor, outside the core Corridor of Commerce area, including from Grant Road east to Pella/Farner-Bocken(Core-Mark) and from US Highway 71 west to the Wal-Mart area. This area would also have similar work completed as the Corridor of Commerce area including identifying market opportunities, redevelopment opportunities, parking, current and future land use, need for public investments, and a review of city codes to ease development in Carroll and to encourage the desired type of development.
3. With the upcoming JCPenney's closure, develop architectural scenarios to help potential future users understand how the building could be redeveloped, including a new façade, for a single user or for multiple users.

RDG Planning and Design will also work in concert with the retail consultant that would be hired by CADC to guide their planning process and to ensure cohesion between the two efforts.

Retail Recruitment

For this part of the project, TheRetailCoach is proposed to be retained to complete the retail recruitment and development strategy and will be led by CADC. The project will include:

- Analyzing the current market conditions
- Determine retail opportunities through retail gap analysis
- Identify development and redevelopment opportunities in the City
- Identify retailers and developers that could assist in recruitment of retailers
- Marketing of the retail opportunities in Carroll
- Recruiting retailers and developers
- Development of a unique downtown retail profile and gap analysis
 - Hold workshops with existing business owners on opportunities they have to grow in context of retail gaps in Carroll
- Ongoing Retail Recruitment Assistance

TheRetailCoach will also work in concert with the consultant that would be hired by the City of Carroll to develop the US 30 Corridor Plan to guide their planning process and to ensure cohesion between the two efforts.

Financial Investment

US 30 Corridor Plan

The City of Carroll will lead this part of the project by retaining RDG Planning and Design. The cost of this project is \$60,000.

Retail Recruitment

CADC will lead this part of the project by retaining TheRetailCoach and staff the project. To support CADC efforts, it is asked that the City provide \$50,000 per year for three years. The cost of TheRetailCoach is \$97,000 over the three years and the remaining \$53,000 will be used to cover CADC expenses and staff costs to work on the project.

Funding Source

These activities are not budgeted for in the FY 2020/2021 budget. With that said, there is urgency to move on these activities in order to position the City as we move past COVID-19 and the closure of JCPenney's. Staff would propose these be funded using Local Options Sales Tax funds. This is also a logical source as it will go directly back to boosting the local retail environment in Carroll. The annual investment would be as follows:

FY 2020/2021	\$110,000
FY 2021/2022	\$ 50,000
<u>FY 2022/2023</u>	<u>\$ 50,000</u>
TOTAL	\$210,000

STAFF RECOMMENDATIONS: Consider approval of the following items:

1. A resolution approving a contract with RDG Planning and Design Group in the amount of \$60,000 for the US 30 Corridor Plan.
2. Approve a motion providing Carroll Area Development Corporation (CADC) \$50,000 per year starting in Fiscal Year 2020/2021 for three years for a total of \$150,000 to support the development of a Retail Recruitment for Carroll by retaining the services of TheRetailCoach and to support the administration of the project.

RESOLUTION NO. _____

A RESOLUTION APPROVING A CONTRACT WITH RDG SCHUTTE WILSCAM BIRGE, INC. (d/b/a RDG PLANNING & DESIGN) FOR THE US 30 CORRIDOR PLAN

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 contract with RDG Schutte Wilscam Birge, INC. (d/b/a RDG Planning & Design) for the US 30 Corridor Plan is attached hereto as Exhibit "A"; and

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

NOW, THEREFORE, BE IT RESOLVED that the contract with RDG Schutte Wilscam Birge, INC. (d/b/a RDG Planning & Design) for the US 30 Corridor Plan, attached as Exhibit "A", be authorized and approved, and that the Mayor and City Clerk are authorized to execute the contract on behalf of the City of Carroll.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 28th day of September, 2020.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

BY: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

proposal to prepare the
U.S. 30 Corridor Plan
for Carroll, Iowa

August 21, 2020



Contact

Cory Scott, AICP
cscott@rdgusa.com
515.473.6394



September 4 2020

City of Carroll
627 N Adams Street
Carroll, Iowa 51401

RE:
US Highway 30 Corridor Plan

Dear Mike Pogge-Weaver:

RDG Planning & Design is excited for the possibility to work with City of Carroll to prepare the US 30 Corridor Plan, which includes the entire corridor in the city limits with a targeted study on the downtown environs and old JC Penny Building. This study will include recommendations for land use, mobility, and aesthetic enhancements.

Planning for corridors is a passion for us and an important focus of our practice. Our work in cities of all sizes throughout the Midwest have provided detailed and complete road maps for real development and helped communities view their home in new ways. Our plans have received considerable recognition, receiving numerous awards for Best Plan and, most importantly, Implemented Plan by state chapters of the APA. We are eager to apply our experiences and perspectives to Carroll, including our local experience working on the County's Housing Plan. Our team would make a great partner for you on this important project – here are a few reasons why:

- » **Engagement.** Public engagement is the cornerstone of any plan, and as your partners, we will engage with community members to ensure we reach stakeholders. In light of the pandemic, we have been leveraging numerous techniques resulting in, arguably, greater engagement and participation.
- » **Implementation Focus.** We take a strategic approach to our plans, providing clear directives that identify “what,” “who,” “how,” and “when.” Comparable work to the JC Penny site has resulted in successful adaptive reuse and sometimes complete redevelopment. Matt Coen, AIA, has been instrumental in helping people understand possible scenarios and action steps.
- » **Large and Small Scale Land Use Planning.** We know we will need to take a large scale perspective, understanding how development will affect the entire region. At the same time, smaller scale analysis of select sites will need to be done to understand future scenarios. Our experience working on both these scales will ensure an informed and unified vision for the city.

While we have experience with hundreds of similar plans, our team knows there isn't a “one size fits all” approach when it comes to planning, and will work with you to create a one-of-a-kind plan. Our team has two decade of history working together on projects locally and across the nation. The combination of our broad experience with our Iowa-pride will make us a valuable and committed partner.

Thank you for your consideration. We would be honored to work with you on this exciting project!

Sincerely,



Cory Scott, AICP
515.473.6394 | cscott@rdgusa.com

Firm Profile.	Tab 1
Key Personnel.	Tab 2
Projects + References.	Tab 3
Scope of Services.	Tab 4
Timeline + Fee	Tab 5

TAB 1

FIRM PROFILE





301 Grand Avenue Des Moines, Iowa | 515.288.3141

ABOUT US

We are a network of design and planning professional dedicated to applying our talents in extraordinary ways. We're architects, landscape architects, engineers, artists, and planners with a passion for design and a drive to make a difference. Beyond creating a vibrant community, we want you to enjoy the process of getting there. With offices in Omaha (NE), St. Louis (MO), and Des Moines (IA), we are employee-owned. More than 60% of our employees own stock in the company.

From our newest staff to the founding fathers that began their practices in the 1960's, we are dedicated to the collaborative planning process. Officially formed in 1989 as the Renaissance Design Group and crafted to bring well-established firms together into practice, our organization provides the right people for integrated solutions.

The Community & Regional Planning group provides a wide variety of design and planning services. With a growing national practice, we are a regional leader in urban design, downtown planning, housing studies, comprehensive planning, and enhancement of transportation corridors. Since our formation in 1989, we have worked in more than 300 large and small communities throughout the Midwest.

We believe in applying new ways of thinking and innovative approaches to the preparation of plans that address community and regional issues. At the same time, plan recommendations must be based upon a realistic assessment of the practicality of implementation. The resultant product, as evidenced by our numerous successful planning efforts and awards, is an innovative plan with an emphasis upon implementation.

73 LICENSED
PROFESSIONALS

178 EMPLOYEES

75% OF STAFF ARE
STOCKHOLDERS

33 LEED APS

OUR SERVICES

PLANNING AWARDS

2019 Transportation Plan - APA Iowa - Davenport Bicycle and Pedestrian Plan, IA
2019 Merit Award - ASLA Nebraska/Dakotas - Grand Forks Downtown Plan, ND
2018 Economic Development - APA Iowa - Spencer Riverfront Plan, IA
2017 Implementation - APA Iowa - Clear Lake Downtown Plan, IA
2017 Merit Award - ASLA Great Plains - Deadwood Alive! in Deadwood, SD
2016 Implementation - APA Iowa - Marshalltown City Center Plan, IA
2015 Daniel Burnham Award - APA Iowa - EnvisionCR - Cedar Rapids, IA
2014 Transportation Plan - APA Iowa - Mason City Bicycle and Pedestrian Plan
2013 Best Plan - APA Wyoming - Downtown Gillette, Wyoming
2011 Best Practice - APA Nebraska - Downtown Lexington, Nebraska
2010 Planning - ASLA Iowa - The Neighborhood at Indian Creek - Marion, Iowa
2010 Best Practice - APA Nebraska - Downtown Nebraska City, Nebraska
2009 Implementation - APA Iowa - Downtown Council Bluffs, Iowa
2009 ASLA Central States - Green Streets and Streetscape Handbook for Omaha
2008 ASLA Great Plains - Streetscape Handbook for Omaha
2008 Lady Bird Johnson Award - Green Streets for Omaha
2007 Best Practice - APA Iowa - Marshalltown City Center Plan, Iowa
2007 ASLA Great Plains Chapter - Green Streets for Omaha
2007 Plan - ASLA Iowa - Green Streets for Omaha
2005 Outstanding Plan - APA Iowa - Downtown Clear Lake, Iowa



TAB 2

KEY PERSONNEL





CORY SCOTT AICP

Lead Planner | 515.288.3141 | cscott@rdgusa.com

Since joining RDG in 2000, Cory has been involved in all phases of project development, including conducting research and focus groups to producing graphics and publications. Cory has been published in numerous articles, cited in academic studies, and spoken at conferences about market-based planning. His plans and passion for communities have resulted in millions of dollars of new investment - both public and private funds, and honored by numerous awards. Selected downtown and corridor plans include:

EDUCATION

2010, University of Nebraska at Omaha, Master of Science, Urban Studies

2000, Iowa State University, Bachelor of Science, Community and Regional Planning

REGISTRATIONS

American Institute of Certified Planners National Charrette Institute - Management & Facilitation

Iowa	Kansas	Minnesota	Nebraska	Nebraska City	South Dakota	Wyoming
<ul style="list-style-type: none">• Belle Plaine• Burlington• Clear Lake• Council Bluffs• Dyersville• Marshalltown• Mason City	<ul style="list-style-type: none">• DeSoto• Fort Scott• Olathe• Illinois• Mount Vernon	<ul style="list-style-type: none">• Bemidji• Detroit Lakes• Park Rapids	<ul style="list-style-type: none">• Auburn• Beatrice• Columbus• Falls City• Gothenburg• Kearney• Lexington• McCook	<ul style="list-style-type: none">• Ogallala• Plattsmouth• Schuyler	<ul style="list-style-type: none">• Deadwood• Sturgis• Yankton• Wisconsin• De Pere• La Crosse• Waupaca• Wauwatosa	<ul style="list-style-type: none">• Buffalo• Gillette• Rawlins

Selected Corridor Plans

- | | |
|--|--|
| <ul style="list-style-type: none">• Courthouse Avenue - Auburn, NE• Highway 100 Corridor Study - Cedar Rapids, IA• Bluff Street Redevelopment Plan - Council Bluffs, IA• 6th Avenue Corridor Plan - Des Moines, IA• Douglas Avenue Corridor Study - Des Moines, IA• Ingersoll Avenue Improvement Study - Des Moines, IA• Southside Revitalization Plan - Des Moines, IA• West Lake Drive - Detroit Lakes - MN• 71B Corridor Plan - Fayetteville, AR• Highway 169 Study - Fort Scott, KS• Northwest Land Use and Transportation Plan - Fargo, ND• Stocktrail Neighborhood - Gillette, WY | <ul style="list-style-type: none">• West Adams Street - Macomb, IL• Academy Arts District Plan - Maize, KS• Original Town Neighborhood Plan - North Platte, NE• Highway 163 Corridor - Pleasant Hill, IA• Spencer Complete Streets - Spencer, IA• Blackstone Neighborhood - Omaha, NE• Green Streets - Omaha Plan, NE• Streetscape Handbook - Omaha, NE• Maple Street Corridor Plan - Omaha, NE• Mt. Rushmore Corridor Master Plan - Rapid City, SD• MidTown and East Tosa North Avenue - Wauwatosa, WI• South Central Neighborhood - Wichita, KS |
|--|--|



CHARLIE COWELL AICP

Project Manager | ccowell@rdgusa.com

EDUCATION

2013, University of Iowa, Master of Science Urban and Regional Planning

2011, University of Northern Iowa
Bachelor of Arts, Economics

REGISTRATIONS

American Institute of Certified Planners

Charlie has experience across many fields of urban planning and implementation, including historic preservation, code writing, and active transportation. As a former planner with City of Sioux City, he worked with developers on site plan proposals, downtown greenspace improvements, code reviews, and drafting recommendations. Charlie's experience assisting developers and implementing plans translates into his success as a consultant creating realistic and sustainable recommendations for communities of all sizes.

Land Use & Comprehensive Planning

- Grimes Comprehensive Plan Update - *Iowa*
- Kalona Comprehensive Plan Update - *Iowa*
- Plan Dyersville: Comprehensive Plan - *Iowa*
- Seward Comprehensive Plan - *Nebraska*
- Detroit Lakes Comprehensive Plan Update - *Minnesota*
- Derby Comprehensive Plan - *Kansas*

Development Ordinance & Guidelines

Charlie provides ordinance review on all planning projects and specializes in ordinance drafting and development.

- Grand Forks Downtown Form Based Code - *North Dakota (In progress)*
- Dyersville Zoning Ordinance Rewrite - *Iowa (In progress)*
- Bettendorf Zoning Rewrite - *Iowa*
- Pella Planning Services - *Iowa*
- Highway 141 Overlay Design Manual - *Grimes, IA*
- The Neighborhood at Indian Creek Design Standards - *Marion, IA*
- Camdenton Zoning Updates - *Missouri*
- Seward Zoning Updates - *Nebraska*
- Kalona Zoning Services - *Iowa*

Housing Market Studies

- Mitchell County Housing Study - *Iowa*
- Tri-County Housing Assessment - *Calhoun, Hamilton, & Pocahontas Counties, IA*
- Muscatine Housing Demand Study - *Iowa*
- Indiana Uplands Regional Housing Assessment - *Indiana*

Special District & Downtown Plans

- Pella Downtown Streetscape - *Iowa*
- Academy Arts District Plan - *Maize, KS*
- Dyersville Downtown Plan - *Iowa*
- Mandan Downtown Plan - *North Dakota*
- MidTown Tosa Plan - *Wauwatosa, WI*
- Waupaca Downtown Plan - *Wisconsin*
- West Lake Drive Corridor Plan - *Detroit Lakes, MN*

Historic Preservation Commission Liaison* – *Sioux City, IA*
Code Development, Enforcement, and Site Plan Review* – *Sioux City, IA*

**Indicates work completed while employed with another firm.*



LAURA KESSEL
PLA, AICP, LEED AP

Landscape Architect | 515.288.3141 | lkessel@rdgusa.com

Laura combines her education and experience in landscape architecture and planning to create designs that work from the regional scale to the human scale. Laura strives to create timeless and sustainable designs that enhance our communities from an economic, environmental, aesthetic, and social perspective. Laura takes great care in servicing a community's needs whether designing a plaza that serves as the heart of a community; a park that nourishes the land and the people who use it; or a land use plan that allows for a strategic look toward the future.

Douglas Avenue Corridor Plan - Des Moines, IA

Williston Downtown Redevelopment Plan - North Dakota

Gray's Station Master Plan - Des Moines, IA

Main Street Landing Design Guidelines - Davenport, IA

Coralville Riverfront Master Plan - Iowa

Federal Avenue - Streetscape Improvements - Mason City, IA

Towncrest Urban Renewal Plan - Iowa City, IA

Iowa River Landing - Streetscape - Coralville, IA

Palmer College - Campus Master Plan Update - Davenport, IA

The Neighborhood at Indian Creek - Master Plan - Marion, IA

Kum & Go - New Headquarters Area Master Plan - Des Moines, IA

Chaplain Schmitt Island - Design Guidelines - Dubuque, IA

Forest Grove Park - Land Use Plan - Bettendorf, IA

Ankeny Comprehensive Plan - Iowa

US 69 - Corridor Study - Bourbon County, KS



MATT COEN AIA
Architect mcoen@rdgusa.com

Matt serves as an architect and economic development consultant in our architecture studio. With over 15 years of experience, Matt has built his career on community revitalization and economic development efforts including urban planning, infill development, historic preservation, housing, and public improvement projects. Complementing this work, Matt has extensive experience in corporate and institutional architecture projects.

Grand View University - Des Moines

Campus master plan

Des Moines Public Schools - Des Moines

Community stadium planning

Iowa State University - Ames, Iowa

Veterinary Diagnostic Lab

The Integer Group - Des Moines, Iowa

Design of interior rehabilitation

Flynn Wright Corporate Offices - Des Moines

Historic preservation and adaptive reuse of a building

ReMy Health Corporate Offices - Des Moines

Design of corporate office space

Legacy Foundation Offices - Ottumwa

Design of facade improvements and interior rehabilitation

Ames City Hall - Phase II - Ames

Design of interior rehabilitation

Hotel Maytag - Des Moines

Design of historic rehabilitation and adaptive re-use of abandoned hotel building

Drake University - Des Moines

Land use scoping

Grinnell College - Grinnell

Various planning studies

Vogel Building - Ottumwa

Design of historic restoration and adaptive re-use of abandoned hospital building

Parkway Lofts - Des Moines

Design of multi-family residential new construction

High Street Master Plan - Des Moines

Master planning of four-block corridor

Wilson Building - Clinton, Iowa

Design of historic restoration and adaptive re-use of abandoned office building into multi-family residential units



AMY HAASE AICP®

Advisor | ahaase @rdgusa.com

Since joining RDG in 1999, Amy has managed numerous projects including comprehensive plans, housing market studies, downtown and corridor redevelopment, neighborhood revitalization, park master plans, and transportation studies. Amy is a trusted leader in developing plans and leading public engagement processes that fit the needs of communities for communities of all sizes throughout the Midwest.

Amy managed the Carroll County Housing Study, which brings a regional understanding to the demographic and housing trends. She will provide remote assistance to the team.

Corridor and Neighborhood Planning (selected)

- Live Salina: A Strategic Housing and Neighborhood Plan – *Salina, KS*
- North Omaha Development Project – *Omaha, NE*
- Park Avenue Redevelopment Study – *Omaha, NE*
- Wintergreen Area Redevelopment Plan – *Omaha, NE*
- Neighborhood Redevelopment Plan – *Grand Island, NE*
- Downtown Revitalization Plan – *Norfolk, NE*
- Downtown Plan – *Seward, NE*



MARTY SHUKERT FAICP

Designer - Highway 30 | mshukert@rdgusa.com

Martin is a city planner/urban designer with over 40 years of experience. He served as Omaha's Planning and Community Development Director in the 1980s, leading major downtown/neighborhood reinvestment programs, writing comprehensive plan elements, developing/implementing the city's zoning ordinance, and trail development. Since 1989, he has continued his commitment to planning excellence and innovation in a variety of areas including transportation, transit and trails, downtown, housing, land use, redevelopment, corridor design, wayfinding, architecture, and more.

Marty has contributed to the design of hundreds of corridors throughout the Midwest. He will work with team to develop design concepts for the US 30 Corridor.

Iowa:	Burlington, Clear Lake, Council Bluffs, Marshalltown, Mason City, Oskaloosa, Pella, Perry, Shenandoah
Kansas:	De Soto, Fort Scott, Hays, Olathe, Shawnee, Topeka
Minnesota:	Bemidji, Detroit Lakes, Park Rapids
Missouri:	Excelsior Springs, Olathe, Saint Louis, Trenton
Nebraska:	Alliance, Fremont, Grand Island, Hastings, Lincoln, Kearney, Nebraska City, Omaha, Ralston, Papillion
North Dakota:	Grand Forks, Jamestown
South Dakota:	Deadwood, Rapid City
Wisconsin:	De Pere, La Crosse, Waupaca, Wauwatosa
Wyoming:	Buffalo, Gillette, Rawlins

TAB 6

PROJECTS + REFERENCES





Downtown Action Plan

Grand Forks, North Dakota

The City of Grand Forks initiated the Downtown Plan to make downtown a greater destination for people to visit, work, and live. The plan and process took a unique approach by focusing on creating a compendium of action plans that are tailored to specific audiences. These compendiums include: (1) development strategies, which focuses on targeted redevelopment of certain sites and design guidelines; (2) streetscape, which focuses on designing and rebuilding Demers Avenue, and (3) parks, which focuses on completely redesigning the city's signature downtown gathering space. The streetscape is being implemented before the plan's completion.

REFERENCE

Meredith Richards
Deputy Director, Community Development
701.792.2864
mrichards@grandforksgov.com



Armory Reuse Study

Park Rapids, Minnesota

The Armory is a 24,000 square foot building located in downtown Park Rapids. The former National Guard Armory building was constructed in 1922. The building was in use until 1992, at which time the State closed it. During the preparation of the Downtown Plan in 2007 (RDG), a developer from California began to investigate the possibility of rehabilitating the abandoned Armory. In 2010, the developer purchased the property and began the rehabilitation of the site and annex building. The feasibility study includes an architectural program and proforma for an event center and arts center (visual and performing). Since the study's completion, the facility was saved from the wrecking ball and has become the home of performing arts and restaurant.



Business Corridors Plan

Detroit Lakes

Detroit Lakes' downtown has long served as the city's center for commercial and civic life, and a regional center for health care. Within two years of this plan's adoption, millions of dollars in new public and private investment occurred. Much of plan's recommendations had been remarkably implemented, including the realignment of Highway 10, redevelopment of a 5-acre site at the gateway to downtown, circulation improvements, new mixed use projects, hotel, and healthcare services. In 2018, the city adopted an update to the plan that links the city's core to Lake Detroit. In addition, RDG was retained to update their future land use map to show the location of future land use, roads, trails, parks, and reinvestment areas.

REFERENCE

Larry Remmen
Community Development Director
218.846.7123
lremmen@lakesnet.net



US 69 Corridor Plan

Fort Scott, Kansas

The US 69 Corridor Management Plan, prepared by RDG and Felsburg Holt & Ullevig, establishes a unified vision to guide public and private development along the US 69 corridor in southern Bourbon County. The vision defines a framework for transportation and land use decisions to 2040, based on the opportunities and challenges that affect the nature and extent of potential improvements. The study evaluates future traffic operations to determine if and how the existing US 69 alignment can continue to provide safe and efficient travel well into the future. The implementation of this plan addresses both the local community needs and regional travel demands, and guides transportation and land development

REFERENCE

Mike Moriarty
Bureau Chief of Transportation Planning,
Kansas Department of Transportation
785.296.8864
mike.moriarty@ks.gov



US 6 Douglas Avenue

Des Moines, Iowa

The Douglas Avenue Corridor Plan is an older commercial highway that hosts many local-owned businesses, single-family homes, multi-family residential properties, retail centers, and a hospital. The project emerged as a grassroots effort by the Douglas Avenue Coalition, which received resounding funding support for the plan from the city and county. The function and appearance of the corridor influences thousands of people on a daily basis who drive, walk, bike, shop, and live near the corridor. The plan presents scenarios for improving circulation along the corridor and to businesses, redevelopment opportunities, street-scape possibilities, and leveraging the river as a resource for stimulating investment.

REFERENCE

Laura Peters
Planning Committee Chair
515.283.4182
LAPeters@dmgov.org



Older Corridors Plan

Davenport, Iowa

RDG studied Davenport's older commercial corridors and recommended actions the City should take to encourage revitalization. The corridors included the Brady/Harrison/Welcome Way one-way pairs, Locust Street, and Rockingham Road. Two of these corridors, Brady/Harrison/Welcome Way and Locust Street, transverse the range of historical development in Davenport, from the downtown area through mid-century development areas to current suburban-style development. The third corridor, Rockingham Road, crosses the old heavy industrial district and reflects a mixed use development pattern, with residences in close proximity to industry.

REFERENCE

Matt Flynn, AICP
Senior Planning Manager
563.326.7743
mflynn@ci.davenport.ia.us

TAB 3

SCOPE OF SERVICES



PHASE 1: RESEARCH & ANALYSIS

1.1 COMMUNICATIONS PLAN

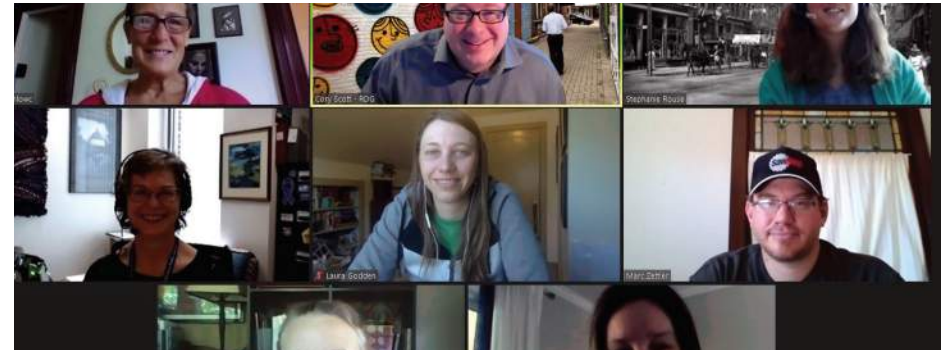
RDG will tailor the communications plan with city staff before the start of the project. Elements of the communications plan must be considered carefully to design an effective process that maximizes the city's resources and community participation. The process should include a spectrum of tools:

- » **Steering Committee.** The steering committee meets at strategic milestones of the project to provide direction, mid-course correction, and review deliverables. A preliminary timeline and agenda is provided in scope..
- » **Management Group.** The management group includes the project managers between the City and RDG. We will meet on a regular basis by video conference. Additional participants are pulled in when necessary.
- » **Project Website and Video.** RDG will develop a website that will provide updates on the planning process and host interactive features to gain input. It will also include an introductory video filmed by RDG and narrated by local stakeholders.
- » **Social Media.** RDG will schedule and coordinate announcements for existing social media. This will include 45-second videos that can be shared by committee members on their social media accounts.
- » **Project Logo.** A project logo will be developed to use as the brand for the project.

1.2 ENGAGEMENT

The overall planning process pivots from centralized events to decentralized engagement. Our pilot efforts in La Crosse have shown that engagement has substantially increased from past projects. While events may not have the energy of a large group gathering, the input and feedback are unmatched.

- A. **Committee Meeting: #1: Kick-off Discussion.** This initial meeting will review the scope and schedule of the project. Also, it will begin to refine the specific objectives of the plan. In light of the pandemic, this meeting will be conducted by video conference to ensure inclusivity with everyone's comfort in participating.
- B. **Committee Meeting #1a-1e: One-on-One Discussions.** We will follow-up with each committee member through video conference to discuss concerns and ideas for the future of the study area. This follow-up discussion approach has proven to be very effective to expand dialogue that can otherwise be time-constrained in the large group meeting.



- C. **Online Survey.** Committee members and the general public will be invited to participate in an online survey, which will address the broader corridor and specific sites/buildings. It will include a visual listening exercise to understand personal preferences.
- D. **Roaming Display.** RDG will design a roaming display that can be placed in a lobby or moved under a tent for community events. The display will be a low-tech version of the survey that's posted online. Local stakeholders will manage where and when the display will be located, but is best if displayed at existing events.
- E. **Stakeholder Interviews.** Working with the Steering Committee and the city, RDG will identify stakeholders and conduct a program of discussions to address the project area, its dynamics, potential, and future directions.
- F. **Committee Meeting #2: Walking Tour.** The project team will do a walking tour of the JC Penny building and downtown. Other segments of Highway 30 will be toured by bicycle. We have found this to be an effective approach to keeping socially distanced, building relationships, and learning about people's ideas and concerns.
- G. **Concept to Implementation.** Subsequent tasks identify techniques to engage the public in the planning process, including the design studio, implementation workshop, and open house gallery.



1.3 CONDITIONS

The conditions report includes a memorandum that will be distributed to staff and committee members. This will provide the foundation for Phase 2.

- A. **Data Collection.** RDG will compile existing maps and plans from various local, state, and federal agencies.
- B. **Market Understanding.** This component provides a review of population and economic factors and projections. We will use U.S. Census information, ESRI data, Carroll County Housing Study, private demographic and economic information, and employment data. This data will be supplemented by content gathered during our stakeholder groups.
- C. **Fieldwork.** The team will inventory building uses for the study area to understand the market's condition. Also, the team will gather and analyze material on transportation, walkability, parking, recreation opportunities, connections to neighborhoods, and overall image.

PHASE 2: PLAN CONCEPTS

2.1. ENGAGEMENT

- A. **PUBLIC WORKSHOP: Design Studio.** During our second visit, the planning team will make extensive use of design studios in most of our urban design work. During the two-day studio, we work on-location with committee members and stakeholders to develop concepts for the action plan. Open sessions encourage the public to drop by informally to learn about the project and emerging ideas. Quick results and high energy are a fundamental part of the process. The studio will use the information gathered in previous parts of the process and will address:
 - The guiding vision for Highway 30 and downtown.
 - Key market focuses and opportunities.
 - Major functional issues and public investment needs.
 - Sub-districts, or "corridor nodes."
 - Redevelopment opportunities, including test fits for development.
 - Possible reuse of parking areas and under-used buildings for new development.
 - Transportation concept showing circulation patterns and prototypical streetscape vignettes.
 - Connections to adjacent neighborhoods and community destinations.
- B. **Committee Meeting #3: Design Studio Concepts.** While committee members are encouraged to visit the project team during the design studio, we will host a follow-up video conference to discuss the results of the week's event. The meeting can be setup as a webinar, allowing the public to attend the meeting.
- C. **Old JC Penny Building.** During the design studio, Matt Coen will meet with stakeholders at the JC Penny building to prepare preliminary program and site analysis.
 - **Basic Programming and Site Analysis.** This study will result in the determination of quantity of unit types and sizes which can be used in the owner's pro forma to test the financial feasibility of two potential programs. The team will prepare a demonstration program for the reuse of the JC Penny building, showing possible circulation and tenant spaces.
 - **Facade Concept.** The team will provide a concept for retrofitting the facade of the building.

PHASE 3: Plan Elements

Following the design studio, the team will refine the concept sketches and graphics to illustrate key concepts. These interim and refined plans are presented to the Steering Committee in preparation for the open house gallery.

3.1 ENGAGEMENT

- A. **Committee Meeting #4: Concept Refinement.** Prior to developing the supporting narrative and storyboarding the publication, the planning team will meet with the steering committee to review the refined graphics from the design studio to gain further buy-in or course correction. This meeting can be setup as a webinar, allowing for the public to watch the meeting and submit write-in questions.
- B. **Committee Meetings #4a-4c.** We will host small-group discussions to walk-through the concepts in small groups, allowing for more discussion, if desired.

3.2 PUBLICATION DRAFT

This task is the preparation of the plan document, creating the graphics and narrative associated with concepts and strategies for the district. We provided samples of work to Mike Pogge-Weaver that demonstrate our deliverable. The framework includes:

- » **Discovery.** Background information that incorporates qualitative information from public input and our observations, and quantitative information from field research and data collection.
- » **Vision.** A summary of themes and goals that guide the concepts.
- » **Concepts.** Graphics will be developed to describe proposed projects in an inspiring way that can be used for funding support. These may include plan view maps, elevation sketches, perspective illustrations, or models. This includes each segment of the plan - the entire Highway 30 corridor in Carroll, downtown environs, and JC Penny building.
- » **Supporting Narrative.** Language that accompanies the graphics, describing the concept and steps for implementation. The plan will include demonstration projects from other communities and case studies of comparable projects that help illustrate desirable outcomes.
- » **Implementation Strategies.** Concepts will outline a framework of implementation steps and are discussed in Phase 4.



PHASE 4: Implementation Strategies

RDG's fundamental goal and commitment is to provide the city with a strategic vision that has lasting effects, which is possibly one of the most valuable characteristics of our plans.

4.1 ENGAGEMENT

- A. **Committee Meeting #5: Implementation Workshop.** This workshop invites the steering committee, city staff, and key stakeholders to review concepts presented in the plan. Also, this meeting provides participants with the opportunity to provide changes to the draft document.
 - **Priority Criteria and Phasing.** During the implementation workshop, the team works with participants to establish a set of criteria for determining the priority level of proposed projects. These priority criteria will be matched with the vision established in the public engagement process and used to recommend phasing for projects.
- B. **PUBLIC WORKSHOP: Video Presentation.** The project team will record a presentation to post online that guides people through the plan's recommendations. Material from the presentation will be transposed to the Open House Gallery.
- C. **PUBLIC WORKSHOP: Open House Gallery.** Adapting to the pandemic results in NOT scheduling large group gatherings. As alternative, we have shifted to creating gallery spaces for people to review content onsite or online. The online gallery will be placed on the project website and people can provide additional feedback on the plan. The onsite gallery includes an exhibit of posters than can be placed at city hall, library, or other venue. Again, participants can visit displays at their leisure and retain their level of comfort by being socially distanced.

4.2 PUBLICATION

- A. **Implementation Strategy.** Content from the Implementation Workshop will be transposed to the report.
- A. **Code Review.** RDG will conduct a review of the city's code that impacts projects.
- B. **JC Penny Site.** RDG will provide a guide for next steps to advancing concepts.



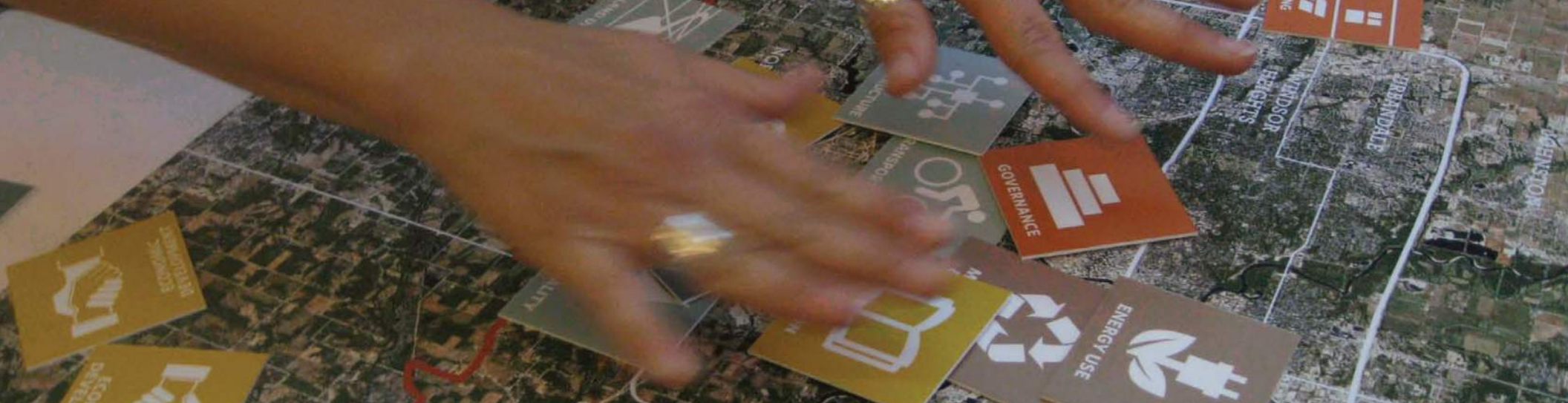
4.3 FORMAL APPROVAL

RDG believes in empowering the community to take ownership of the plan. To that end, RDG will aid the Steering Committee to present the plan at formal meetings. Alternatively, a representative of the project team can present at formal hearings.

TAB 4

TIMELINE + FEE





TIMELINE + AVAILABILITY STATEMENT

The plan is scheduled to take approximately 6 months.

Cory Scott will manage the overall process, while Charlie Cowell will manage day-to-day activities. The US 30 Corridor Plan comes at a timely moment for Cory and Charlie. They have or will be completing several projects by September 2020, including the Ames Comprehensive Plan (IA), Neenah South Commercial Street (WI), Fayetteville 71B Corridor Plan (AR), Bloomington Housing & Neighborhood Plan (IN) and Fargo's Northwest Growth Area Study (ND). The completion of these projects provides additional availability.

Some of the activities in the planning process are scheduled to be outdoors. We want to maximize public engagement and inclusivity by providing settings that are in open air. This approach has been extremely effective in our current work on the Downtown La Crosse Plan. Therefore, we recommend launching the process at your earliest convenience.

FEE - \$60,000

The scope and available fee are not in alignment, so we are providing a cost that shows a proportionate of time for each phase.

PHASE 1: DISCOVERY - 4 weeks (September-October)

\$10,000

PHASE 2: PLAN CONCEPTS - 4 weeks (October). In order to host outdoor activities, this phase wants to occur before colder weather sets.

\$16,000 - \$21,000

PHASE 3: PLAN ELEMENTS - 8-10 weeks (November-January)

\$24,000

PHASE 4: IMPLEMENTATION STRATEGIES - 4 weeks (January-February)

\$5,000

Exclusions:

- > Streetscape illustrations are conceptual only, ideas that will require further stakeholder involvement, testing, engineering, and cost estimation.
- > Advancing dialogue with DOT is excluded unless under separate agreement.
- > Engineering services, including but not limited to civil engineering and traffic engineering.

**AGREEMENT FOR CONSULTING SERVICES
BETWEEN THE CITY OF CARROLL, IOWA AND
RDG PLANNING & DESIGN**

This Agreement is entered by and between the City of Carroll, Iowa hereinafter referred to as the "City" and RDG Schutte Wilscam Birge, Inc. (dba RDG Planning & Design), 1302 Howard Street, Omaha, Nebraska 68102, hereinafter referred to as the "Consultants."

WHEREAS, the City wishes to develop a U.S. 30 Corridor Plan for the city; and

WHEREAS, the City is committed to a planning process that provides community engagement in the preparation of the plan; and

WHEREAS, the Consultants have indicated a willingness to provide professional planning services to the City in the preparation of this plan.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

Section One. Scope of Services

The Consultants agree to provide in a complete and professional manner the work elements set forth in *Exhibit A, Scope of Services*, attached hereto and incorporated into this Agreement.

Section Two. Additional Services

- 2.1. If, during the progress or upon completion of the work outlined in the Scope of Services in this Agreement, it is desirable or necessary to cause the Consultant to perform additional services other than those outlined in the Scope of Services, a fee for such services may be negotiated and agreed upon prior to commencing services.
- 2.2. Additional tasks may be added to this agreement by amendment(s) at such time the City is prepared to proceed with each Task.

Section Three. Time of Performance

- 3.1. The schedule for completion of project deliverables is on or before **April 30, 2021**.
- 3.2. The city's representative may extend the schedule beyond the completion.

Section Four. Responsibilities of the City

The City agrees to provide the Consultants with complete information and available maps and materials relevant to the completion of the services provided herein and to perform the following services:

- 4.1. **Access to Work.** The City shall make best efforts to arrange access to and make provisions for the Consultants to enter upon public and private lands as required for the Consultants to perform such work as inventories, field surveys, and inspections in the development of the Plan.
- 4.2. **Records, Files, and Previous Planning Efforts.** The City shall make all records and files (GIS data) relevant to the Plan available to the Consultants as needed and furnish all reasonable and necessary assistance in the use of such records and files. In addition, the City shall make previous reports and market studies available to the Consultants, along with all other studies and work that provide information pertinent to the completion of the Plan.

- 4.3. **Consideration of Consultants' Work.** The City shall give thorough consideration to all reports, drawings, and other documents presented for review by the Consultants and shall inform the Consultants of all decisions and comments within thirty (30) days to avoid undue delays.
- 4.4. **Steering Committee.** The City shall organize a Steering Committee to provide direction, review deliverables, and promote participation in the planning process. The City's Representative shall be the primary point of contact with the Steering Committee.
- 4.5. **Meetings.** The City shall provide logistical support for all meetings, including arranging for meeting places and assisting with notification of participants and citizens. The City shall further hold all required public hearings, serve all required notices, and fulfill all legal requirements associated with the project.
- 4.6. **City's Representative.** Mike Pogge-Weaver shall be responsible for the City's portion of the project management.

Section Five. Compensation and Method of Payment

- 5.1. Total compensation pursuant to the services specified in this Agreement, except as provided in Section 2.1, shall be a fixed-fee not-to-exceed Sixty Thousand Dollars (\$60,000.00).
- 5.2. Payment for services shall be made monthly in proportion to services performed. All billings shall be accompanied by a written progress report describing the status of the project.
- 5.3. The fee includes all travel-related expenses for three (3) visits. Additional visits can be negotiated as provided in Section 2.
- 5.4. The fee includes the production of one hard copy and one electronic copy of the Plan. Production of additional copies shall be reimbursed at cost.

Section Six. Ownership of Materials

- 6.1. The City shall control all media releases or other publicity related to the completion of this project.
- 6.2. No report or map produced in whole or part under this agreement shall be the subject of a copyright application by the Consultants. The City becomes the owner of the project deliverables and has full right to use, copy, distribute and reuse such materials at its discretion without further cost or payment to the consultants. Reproduction or distribution of illustrations or renderings shall acknowledge the principal author, RDG Planning & Design.

Section Seven. Assignment

The Consultants agree that they are prohibited from assigning an interest in this agreement or delegating the performance of any of its duties hereunder without the written consent of the City.

Section Eight. Amendments

Either party to this Agreement may request an amendment or modification. Such amendment will not take effect unless incorporated into this Agreement by written amendment executed by both parties.

Section Nine. Nondiscrimination

In the execution of this Agreement, the Consultants shall not discriminate against any employee or applicant for employment because of age, race, religion, sex, sexual orientation, disability, national origin, age, marital status, or receipt of public assistance.

Section Ten. Termination

This agreement may be terminated by either party upon ten (10) days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the other. In the event of such termination, due to the fault of others than this firm, this firm shall be paid for services and expenses to the date of such termination.

Section Eleven. Independent Contractor

In relationship to the City of Carroll, the status of the Consultants under and by virtue of this Agreement is that of independent contractor.

Section Twelve. Indemnification

The CONSULTANT agrees to fully indemnify, and hold harmless the CITY and their officers, employees, and volunteers from any and all loss, damage, liability, claim, demand, or cause of action whatsoever to the extent arising out of or resulting from any negligent act or omission or willful misconduct of the CONSULTANT, its officers, or employees in the performance of this Agreement. The CITY agrees to indemnify and hold harmless the CONSULTANT from and against any and all losses, liability, causes of action, costs, expenses, fines, penalties, charges or liabilities of whatever nature as may accrue against the CONSULTANT as a result of the negligence of the CITY in performing its obligations hereunder.

IN WITNESS WHEREOF, the AGREEMENT has been executed this ____ day of _____, 2020.

CITY OF CARROLL, IOWA

By:

Eric P. Jensen
Mayor

RDG SCHUTTE WILSCAM BIRGE, INC. (d/b/a RDG PLANNING & DESIGN)

By:

Amy Haase, AICP
Principal



Proposal For:

July 9th, 2020

Retail Recruitment & Development Strategy

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Prepared for:

The City of Carroll, Iowa

Prepared by:

Austin Farmer
Project Director

Ph: (817) 845-4220

Email: austin.farmer@theretailcoach.net

Qualifications & Experience

Your Retail Partner

We are a national retail consulting, market research, and development firm. Our experience combines strategy, technology, and creative marketing to execute high-impact retail recruitment and development strategies for local governments, chambers of commerce, and economic development organizations.

Since 2000, we have provided the research, relationships, and strategies needed to drive new retail developments in communities across the United States.

PROVEN RESULTS

5+ million

Square feet of new retail space
recruited to client communities
in the past five years

\$600 million

Additional sales tax dollars
generated in client communities
in the past five years

650+

Communities throughout the US
have trusted The Retail Coach with
their retail recruitment efforts



Qualifications & Experience

Experts You Can Trust

Our team has more than 50 years of combined experience in retail recruitment and development. We pride ourselves on being consultants and not brokers. We only do what is in the best interest of our client communities and their future retail growth.

OUR TEAM OF RETAIL RECRUITMENT EXPERTS:



Kelly Cofer, CCIM
Founder & CEO



Aaron Farmer
President



Austin Farmer
Project Director



Charles Parker
Project Director



Nancy Dees
Finance Director



Matthew Lautensack
Director of Research &
Development



Caroline Hearnberger
Retail Recruitment
Specialist



Kyle Cofer
Project Manager

Retail Recruitment Experts You Can Trust



- 50+ years of retail recruitment and development experience.
- We are consultants, not brokers. We have no conflicts of interest and will do what is best for the long-term growth of your community.
- Member of the most exclusive retail professional network - CCIM.

Retailers Recruited to Client Communities

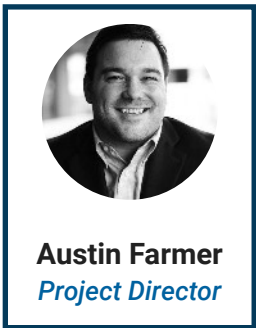


TARGET



And Hundreds More...

Your Project Team



Project Lead

Austin manages all of The Retail Coach's projects in Iowa and will be the primary point of contact for this project. Prior to joining The Retail Coach, Austin founded Catalyst Growth Partners, a strategic marketing firm specializing in supporting high growth companies, and served as Vice President of Global Marketing and Sales for an international tax advisory firm where he led domestic and international marketing initiatives and oversaw international market development. Austin started his career in marketing and digital strategy at GameStop, the world's largest video game and consumer electronics retailer. Since, he has held leadership positions in the economic development, non-profit, and financial services industries. A graduate of Texas A&M University, Austin received a bachelors degree in Marketing with a concentration in Entrepreneurial Leadership and was a member of the distinguished Mays Fellows Program.



Kelly Cofer, CCIM
Founder & CEO

C. Kelly Cofer leads The Retail Coach with more than 25 years of experience in all aspects of retail real estate and economic development. Mr. Cofer's professional background encompasses market research and site selection, advisory and leasing services, and property brokerage and development for leading national and regional retailers and restaurants in more than 150 cities throughout the United States. Mr. Cofer has earned the prestigious Certified Commercial Investment Member (CCIM) designation from the Chicago-based Commercial Investment Real Estate Institute and attended the Economic Development Institute at the University of Oklahoma. He holds a Bachelor of Science degree from Texas A&M University in College Station.



Aaron Farmer
President

With a degree in Marketing from The Mays Business School at Texas A&M University in College Station and an MBA from Texas A&M University – Commerce, Aaron brings to The Retail Coach knowledge of the most current research on retail and marketing trends. Prior to joining The Retail Coach, Aaron was employed in marketing research and retail development where he worked on projects for some of America's leading retailers and restaurants including FedEx, Kinkos, Sally Beauty Supply, Adidas, Concentra and the National American Association of Subway Franchises (NAASF). Mr. Farmer's expertise touches each step of a project from the initial trade area determination to the actual recruitment of retailers. Aaron is a sought after speaker for industry organizations throughout the country.

Relevant Experience

- Ankeny, IA
- Council Bluffs, IA
- **Fort Dodge, IA**
- **Pella, IA**

**Active clients*

OUR PROPRIETARY PROCESS

The **Retail360® Process:** Moving Beyond Data to Bring Retailers to Carroll

Retail recruitment is a process, not an event. Through our proprietary Retail360® Process, we offer a dynamic system of products and services that enable communities to expand their retail base and generate additional sales tax revenue.

The Retail360® Process identifies the strengths and weaknesses of your community to attract retail and highlights your community's advantage over competing cities. Through our multi-phase approach to recruiting new retailers, we're able to help communities build a long-term retail economic development plan.



Market-Based Solutions

We understand that no two communities are the same, and that each one has its own unique set of development and/or redevelopment needs. Therefore, we work with our clients to determine those needs and to offer custom, tailored solutions. Our strategies are data-driven and verified through our comprehensive Retail360® Process.

On-The-Ground Analysis

Just as each client has their own set of needs, we know that each client has a unique position in the marketplace as it competes to recruit new retailers. We spend time in your community with leaders and stakeholders, which enables us to determine your market position and identify retailers that fit your community.

Retail Action Plan

We analyze, recommend, and execute aggressive strategies for pursuing the ideal retailers, as well as coaching our clients through the recruitment and development process. This partnership typically produces the best results when, together, we derive short-term and long-term strategies based on market data and opportunities.

Summary of Scope of Work & Deliverables

1. Analyzing the Market

- Competing Communities Analysis
 - Custom Retail Trade Area Map
 - Retail Trade Area Demographic Profile
 - Retail Trade Area Psychographic Profile
 - City Demographic Profile
 - Daytime Population Survey
 - Discussions with Key Community and Business Stakeholders
-

2. Determining Retail Opportunities

- Retail Gap Analysis
 - Consumer Propensity Report
-

3. Identifying Development & Redevelopment Opportunities

- Analysis of up to Ten (10) Development/Redevelopment Sites
 - Up to Twenty (20) Retail Site Profiles for Available Retail Sites
-

4. Identifying Retailers & Developers for Recruitment

- Target list of up to Thirty-five (35) Retailers with Contact Information
 - Target list of up to Twenty (20) Developers with Contact Information
-

5. Marketing & Branding

- Retail Market Profile
- Retail Market Flyer
- Up to Thirty-five (35) Customized Retailer Feasibility Packages
- Developer Opportunity Package
- Online Retail Dashboard (Retail360 website)
- Interactive Site Mapping - Up to (5) Preloaded Sites

Summary of Scope of Work & Deliverables

6. Recruiting Retailers & Developers

- Retail Recruitment Plan
 - Retailer & Developer Recruitment Status Dashboard
 - Monthly Recruitment Updates
-

7. Downtown Retail

- Custom Retail Trade Area Map
 - Downtown Retail Trade Area Demographic Profile
 - Downtown Retail Trade Area Psychographic Profile
 - Stakeholder Discussions & Workshop with Existing Business Owners to Share Mobile Location Data and Retail Gap Analyses
-

8. Ongoing Retail Recruitment Coaching

- Ongoing Coaching & Support from The Retail Coach Team
- Representation of the City at Regional and National Retail Industry Events including ICSC Recon in Las Vegas

Scope of Work & Deliverables

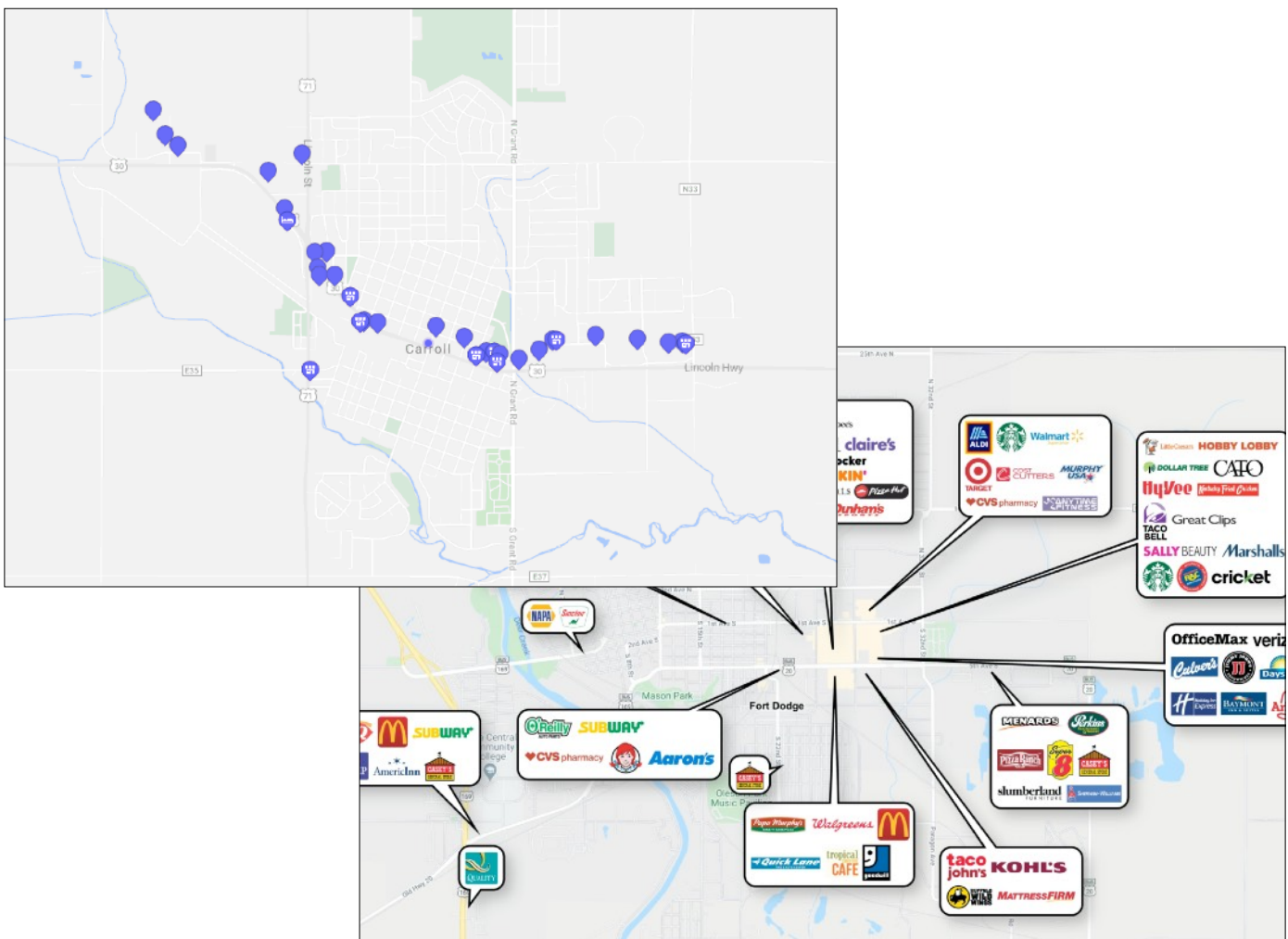
Analyzing The Market

The Retail Coach will perform extensive market research and analysis to evaluate the area and the Carroll community. This “macro” to “micro” approach enables The Retail Coach to analyze competitive and economic forces that may impact the community’s retail recruitment and development plan. The Retail Coach will gather market-specific data to assist in identifying Retail Trade Area boundaries, potential consumer bases, community issues and opportunities.

Competing Community Analysis

It is important to monitor what is occurring in area communities from a retail economic development prospective. What are their advantages and/or challenges? Are they experiencing positive or negative growth? What are their current retail offerings?

A community must have a clear understanding of the competitive nature of retail recruitment. Before analyzing the Carroll community, **The Retail Coach will look at competing communities to identify a competitive advantage**, via economic and market forces, that have a direct impact on retail recruitment and development in Carroll.



Scope of Work & Deliverables

Analyzing The Market

Custom Retail Trade Areas

The Retail Trade Area is the geographical area from which the community's retailers derive a majority of their business. It is the foundational piece of the retail plan and its accuracy is critical.

We utilize retail trade area data when communicating with retailers and developers to ensure that the community fully leverages the amount of shoppers coming into the community. **The Retail Coach will hand draw retail trade areas for Carroll based on cell phone/GPS data from shoppers** as well as on-the-ground analysis from The Retail Coach team.

To best confirm a community's Retail Trade Area, we will execute the following strategic steps:

Mobile Data for Location Decisions

The Retail Coach will utilize mobile location technology that analyzes location and behavioral data collected from mobile devices to determine consumer visits to Carroll. This high-confidence data is used to verify Retail Trade Areas and validate retail site selection decisions.

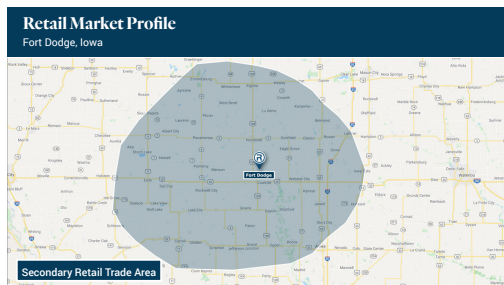
Retail Trade Area Mapping

The Retail Coach will delineate a boundary map of the Retail Trade Area utilizing the mobile data collected




 TheRetailCoach.

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Population			Age		
2010	248,952		0 - 9 Years		11.60%
2020	245,392		10 - 17 Years		9.83%
2025	246,069		18 - 24 Years		13.33%
Educational Attainment (%)			25 - 34 Years		11.57%
Graduate or Professional Degree	9.2%		35 - 44 Years		10.70%
Bachelors Degree	18.1%		45 - 54 Years		10.41%
Associate Degree	12.7%		55 - 64 Years		13.42%
Some College	21.2%		65 and Older		19.15%
High School Graduate (GED)	31.3%		Average Age		38.37
Some High School, No Degree	4.7%		Average Age		40.37
Less than 9th Grade	2.9%		Race Distribution (%)		
Income			White		88.98%
Average HH	\$75,070		Black/African American		2.30%
Median HH	\$55,922		American Indian/Alaskan		0.33%
Per Capita	\$32,661		Asian		3.91%
			Native Hawaiian/Islander		0.18%
			Other Race		2.31%
			Two or More Races		1.99%
			Hispanic		6.59%

 TheRetailCoach | PO Box 7272 | Tupelo, MS 38802 | 800.851.0962 | theretailcoach.net

The information contained herein was obtained from sources believed to be reliable. However, The Retail Coach, LLC makes no guarantee, warranties or representations as to the completeness or accuracy thereof. The presentation of this property is submitted subject to terms, conditions, changes of price or conditions, prior sale or lease or withdrawn without notice.



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Analyzing The Market

Demographic Profiling

A community must be able to instantaneously provide information and data sets sought by retailers during the site selection and site evaluation process. The data must be accurate, current, and readily available.

The Retail Coach will create comprehensive 2010 Census, 2019, and 2024 demographic profiles for the Retail Trade Area and Carroll community. The profile includes population and projected population growth, ethnicities, average and median household incomes, median age, households and household growth, and educational attainment.

Psychographic Profiling

As retail site selection has evolved from an art to a science, psychographic lifestyle segmentation has become an essential element of retailers' preferred location criteria. Understanding a consumer's propensity to purchase certain retail goods and services—as well as specific retail brands—is valuable to national, regional, and independent retailers. Knowing the retail sectors and products that consumers demand removes a great deal of risk for an independent business.

Based on the market segmentation system developed by ESRI, **The Retail Coach will develop a Tapestry Segmentation Profile** of the households in the Retail Trade Area. This is done by using the most advanced socioeconomic and demographic data to measure consumer attitudes, values, lifestyles, and purchasing behaviors, to understand the sectors and brands of retailers that may be of interest.

Identification of Ancillary Issues Impacting Retail

We will work with the City to identify other root-cause issues of the local economy, and include recommendations for the City to improve opportunities.

The Retail Coach will provide an Ancillary Issue Report and Recommendations, including an analysis of current/projected trade area factors, housing availability and impact on retail, and a connectivity analysis to assess signage, roadway, landscaping, and mobility factors and their impact on retail growth.

Stakeholder Discussions

Buy-in from key community leaders and stakeholders is crucial to the retail plan. Our belief is that, "if they are not in on it and up on it — they may be down on it." One of our first meetings will be with independent businesses who may see our work as threatening.

The Retail Coach will obtain plan **buy-in from public and private stakeholders through a series of individual and group meetings**. Stakeholders may include City staff and representatives, community leaders, real estate brokers, retail developers, property owners, and owners of independent businesses.

Determining Retail Opportunities

Retail Gap Analysis

A community is able to quantify its retail demand through a Retail Gap Analysis, which provides a summary of the primary spending gaps — or opportunities — for 68 retail sectors. The analysis is ultimately used to identify recruitment targets for the community.

The Retail Gap Analysis will:

- Identify retail sales surpluses and leakages for more than 68 retail sectors.
- Distinguish retail sectors with the highest prospect for success, and quantify their retail potential.

The Retail Coach will determine the level of retail demand for the designated Retail Trade Area. The analysis computes the retail potential of the Retail Trade Area and then compares it to estimated actual sales in the community. The difference is either a leakage, where Carroll consumers are traveling outside the community to purchase certain retail goods and services; or a surplus, where consumers are traveling from outside to Carroll to purchase certain retail goods and services.

RETAIL TRADE AREA • GAP/OPPORTUNITY ANALYSIS Lancaster, California					
SECTOR	DESCRIPTION	POTENTIAL SALES	ACTUAL SALES	LEAKAGE/SURPLUS	LEAKAGE INDEX
44, 45, 722	Total retail trade including food and drinking places	\$5,466,572,222	\$4,067,050,149	\$1,399,522,073	0.74
441	Motor vehicle and parts dealers	\$1,050,303,888	\$807,557,441	\$242,746,447	0.76
4411	Automobile dealers	\$934,073,328	\$729,732,973	\$204,340,355	0.78
4412	Other motor vehicle dealers	\$44,306,969	\$15,133,206	\$29,173,763	0.34
4413	Automotive parts, accessories, and tire stores	\$71,923,591	\$57,691,262	\$14,232,329	0.80
442	Furniture and home furnishings stores	\$101,628,653	\$59,928,392	\$41,700,261	0.59
4421	Furniture stores	\$47,810,570	\$32,784,195	\$15,026,075	0.69
4422	Home furnishings stores	\$53,818,082	\$27,143,897	\$26,674,185	0.50
443	Electronics and appliance stores	\$100,090,136	\$75,793,267	\$24,297,169	0.76
443141	Household appliance stores	\$13,243,018	\$8,207,687	\$5,035,331	0.62
443142	Electronics stores	\$86,847,417	\$67,585,580	\$19,261,837	0.78
444	Building material and garden equipment and supplies dealers	\$269,438,023	\$190,682,407	\$78,755,616	0.71
4441	Building material and supplies dealers	\$252,459,583	\$184,512,421	\$67,947,162	0.73
44411	Home centers	\$113,040,298	\$116,995,966	\$26,014,332	0.82
44412	Paint and wallpaper stores	\$4,653,594	\$3,299,641	\$1,353,953	0.71
44413	Hardware stores	\$19,034,936	\$10,055,639	\$8,979,297	0.53
44419	Other building material dealers	\$85,730,755	\$54,161,175	\$31,569,580	0.63
4442	Lawn and garden equipment and supplies stores	\$16,978,440	\$6,169,986	\$10,808,454	0.36
44421	Outdoor power equipment stores	\$1,698,914	\$565,445	\$1,133,469	0.33
44422	Nursery, garden center, and farm supply stores	\$15,279,526	\$5,604,541	\$9,674,985	0.37
445	Food and beverage stores	\$741,355,400	\$493,775,993	\$247,579,407	0.66
4451	Grocery stores	\$690,138,519	\$460,723,332	\$229,415,187	0.67
44511	Supermarkets and other grocery (except convenience) stores	\$671,420,560	\$445,444,156	\$225,976,404	0.66
44512	Convenience stores	\$18,717,959	\$15,279,176	\$3,438,783	0.82
4452	Specialty food stores	\$17,424,351	\$8,986,552	\$8,437,799	0.52
4453	Beer, wine, and liquor stores	\$35,792,530	\$24,066,109	\$11,726,421	0.67

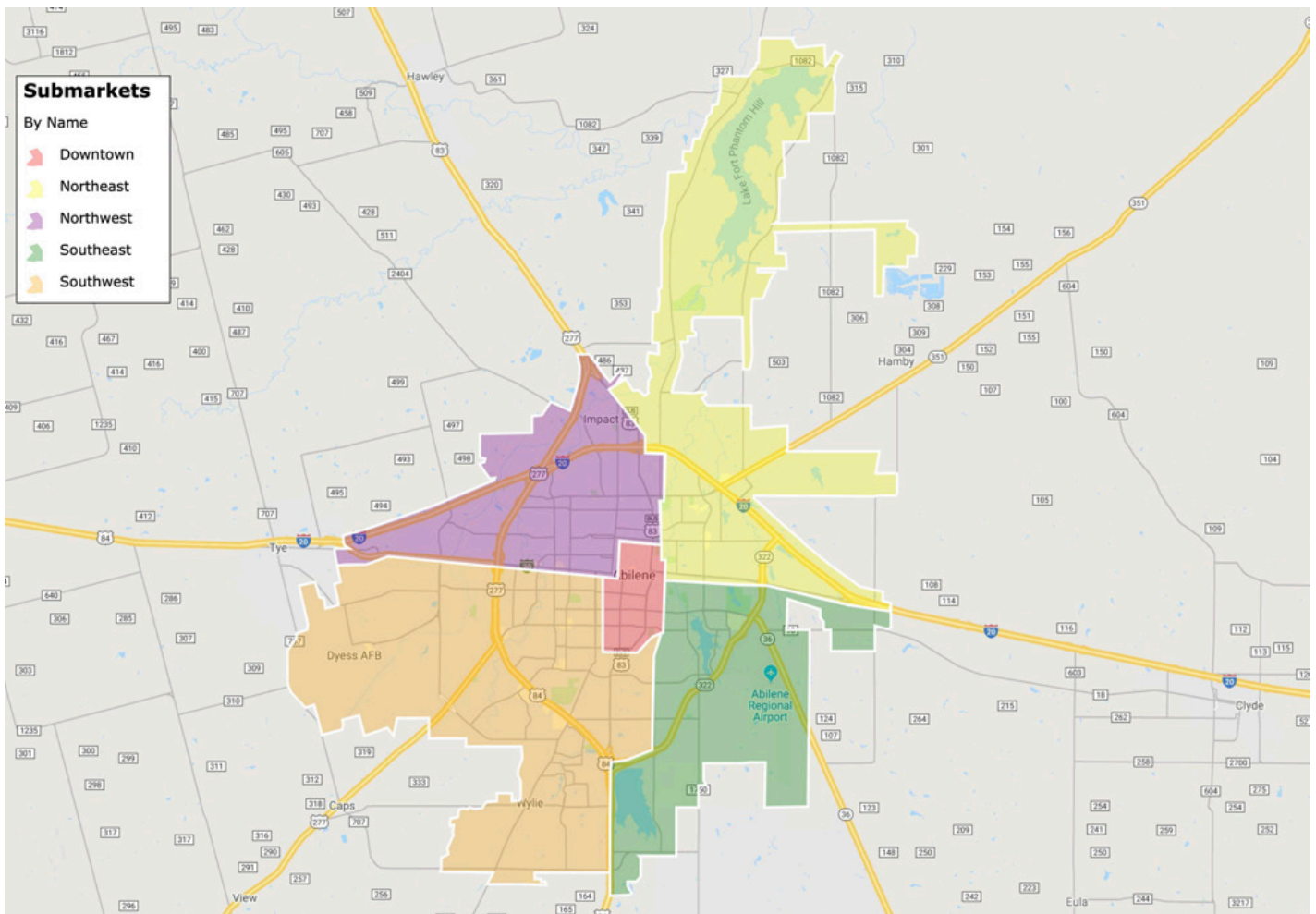
*Positive numbers denote leakage; negative numbers denote a surplus.
 †A Leakage Index of greater than 1.0 means that the community retail sales include shoppers from outside the trade area (surplus). If the index is less than 1.0, the members of the community are shopping outside of the community for their retail needs.

Determining Retail Opportunities

Submarket Analysis

Every community has multiple retail submarkets. Having a strong understanding of your community's submarkets and what drives retail in each submarket is vital to overall retail recruitment success.

The Retail Coach will provide a Submarket Analysis highlighting at least three (3) key areas of focus for retail growth, development, or redevelopment.



Identifying Development & Redevelopment Opportunities

Identifying and Marketing Vacancies & Development Sites

Retailers are interested not only in the market data on your community, but also in evaluating all available property vacancies and sites that fit their location preferences. A community must create and maintain a database of prime available properties along with accurate and current marketing information. Successful retail recruitment begins to happen with the introduction of available sites.

The Retail Coach will identify priority **retail vacancies and development/redevelopment sites** to market.

Factors influencing site selection for priority sites will include:

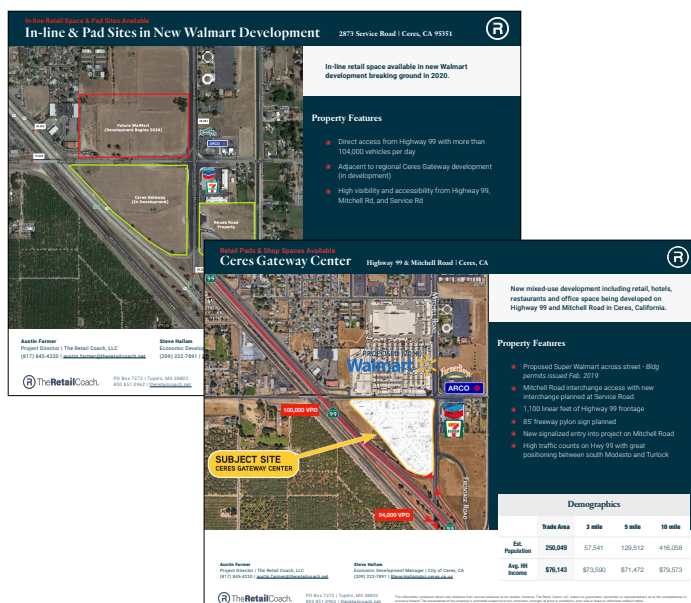
- Existing market conditions
- Retail Trade Area population
- Traffic counts and traffic patterns
- Site-line visibility from primary & secondary traffic arteries
- Ingress/regress
- Adequate parking
- Site characteristics
- Topography
- Proximity to retail clusters

Retail Site Profiles

A critical step in attracting retail is providing accurate and current information on each identified vacancy and site.

The Retail Coach will create a **Retail Site Profile** for each identified vacancy and site with current site-specific information, including:

- Location
- Aerial photographs
- Site plan
- Demographic profile
- Property size and dimensions
- Traffic count
- Appropriate contact information



Identifying Retailers & Developers for Recruitment

The Retail Coach has been successful in recruiting leading retail brands to our client communities for more than 18 years. Our process is driven by providing accurate and current data sets, as well as site-specific information to retailers that “fit” the community.

Identifying Potential Retailers

The Retail Coach will target national and regional retail brands that are a good “fit” for the community. This means that the Retail Trade Area population, disposable incomes, consumer spending habits, and education levels meet the retailers’ ideal location criteria.

The Retail Coach **will develop and review a master list of potential retailers** with Carroll staff and work together to prepare a final target list of retailers for recruitment. This list will include retailers from TRC’s analysis as well as new retail/restaurant concepts or regional retailers and restaurants that may be a good fit for the community.

Identifying Potential Developers

Much of our recruitment success comes from establishing a network of regional and national retail developers over the past 18 years. Developer networking and recruitment have become key components in a community’s retail recruitment and development/redevelopment success. If a higher-tier retailer were to express interest in a community, and there was not sufficient ready-to-lease properties matching their needs and brand requirements, a developer must be identified to build the interested retailer a suitable property.

The Retail Coach will use its network to **identify retail real estate developers active in Carroll and the region for recruitment**. We will also work with Carroll staff to contact and build relationships with developers active in the region.

Marketing & Branding

Retail Market Profile

To attract targeted retailers, the most critical step is to provide accurate and current community data and site-specific information on available vacancies and sites. It is important that this marketing information positively reflects the community's attributes and brand to corporate site selectors, real estate brokers, and developers, because it is essential in making initial decisions about locating in the community.

The Retail Coach will **develop a Retail Market Profile tailored to the specific needs of targeted retailers'** essential site selection and location criteria for Carroll. The profile serves as a community introduction, and includes:

- Retail Trade Area Map
- Location Map
- Traffic Count Map
- Demographic Profile Summary
- Appropriate logo and contact information

Retailer-Specific Feasibility Packages

Unlike the more general Retail Market Profile, a Retailer Feasibility Package is developed to send specifically to the real estate department or broker for individual retailers.

The Retail Coach will **create Retailer-Specific Feasibility Packages to address essential location criteria.** These feasibility packages include:

- Community Overview
- Retail Site Profiles
- Location Map
- Retail Trade Area Map
- Existing Retailer Aerial Map
- Retailer Location Map
- Retail Trade Area Demographic Profile Summary
- Retail Gap Analysis Summary Table
- Retail Trade Area Psychographic Profile
- Retail Trade Area Demographic Profile
- Community Demographic Profile
- Area Traffic Generators
- Appropriate logo and contact information



Marketing & Branding

Developer Opportunity Package

Our team creates a Developer Opportunity Package to send specifically to retail developers active in the community and/or region to spark their interest in retail opportunities.



The Retail Coach **will create a Developer Opportunity Package to highlight development/redevelopment opportunities** in Carroll. This will include:

- Community Overview & Location Map
- Retail Trade Area & Demographic Trends
- Aerial Imagery & Traffic Counts
- Site-line visibility from major and secondary traffic arteries
- Ingress/egress for primary and secondary traffic arteries
- Median cuts or possibilities
- Traffic signal existence or possibilities
- Site characteristics and topography
- Area Retail & Zoning
- Residential clustering and support
- Proximity to “anchor” retailers
- Top Employers & Workplace Population
- Potential retail tenants

Online Retail Dashboard

Being able to quickly and easily access and share retail opportunity information greatly increases a community’s opportunity for success. To assist with this, we develop a custom online retail dashboard that can be accessed online anytime through a branded Retail360® link.

The Retail Coach **will create a Retail360® Retail Dashboard** for Carroll, which will be available for visual presentation and easy downloading of all data sets and marketing information. With a few clicks, retailers, brokers and developers can learn about your community’s retail potential like never before.

Interactive Site Mapping

Retail site selectors do much of their research while in hotel rooms and in airports, so a visual GIS platform that streamlines data and sites into one interactive and centralized location is a powerful tool.

The Retail Coach **will develop a concise, easy-to-access, interactive site mapping platform** for Carroll, along with the preloaded prime vacancies and development/redevelopment sites that we will be marketing. Data can be presented by demographic, socioeconomic, psychographic, and retail spending layers that are detailed down to the block level, to meet the needs of each individual user — whether they be a retailer, developer, or even a local entrepreneur.

Recruiting Retailers & Developers

Recruitment of Retailers

The Retail Coach is the **first national retail recruitment firm to introduce retailer and developer recruitment specifically for communities**. Eighteen years and 500 projects later, the recruitment of retailers remains one of the primary metrics of success. Today, our experience has proven that a community must move beyond just gathering data sets, and proactively recruit retail.

The Retail Coach **will actively recruit retailers on Carroll's behalf**. Our retailer recruitment process includes:

1. Introductory emails and retail market profile are sent to each targeted retailer.
2. Personal phone calls are placed to measure interest level.
3. Personal emails and retailer feasibility packages are sent to each targeted retailer.
4. Personal emails and retail site profiles for prime vacancies are sent to the appropriate targeted retailers.
5. Personal emails are sent to inform targeted retailers of significant market changes.
6. Personal emails are sent to decision markers once per quarter to continue seeking responses regarding their interest level in the community.
7. A retailer status report is provided with each retailer's complete contact information and comments resulting from recruitment activities.

Recruitment of Developers

Much of our recruitment success comes from having established a network of national retail developers over the past 18 years. Oftentimes, a retailer may have interest in a community, only to find that suitable "for lease" properties do not exist.

The Retail Coach **will actively recruit developers on Carroll's behalf**. Our developer recruitment process includes:

1. Introductory emails and opportunity packages are sent to developers.
2. Personal telephone calls are placed to measure interest level.
3. Personal emails are sent to inform developers of the status of interested retailers, and any significant market changes.
4. A developer status report is provided with each developer's complete contact information and comments resulting from recruitment activities.

Retail Conferences

We help communities connect with retailers and developers at retail conferences such as the annual ICSC Recon Conference and other regional events.

The Retail Coach **will assist in marketing Carroll, and its vacancies and sites, to retailers, developers, and brokers at retail industry conferences**.

Ongoing Retail Coaching

Retail Coaching

We partner with communities on a long-term basis and are available when clients have questions, new ideas, or need access to GIS mapping and current data statistics. We are also available if clients need to brainstorm opportunities as the community grows and develops.

The Retail Coach **will provide ongoing coaching and support for retail recruitment activities** for Carroll.



Project Pricing

Comprehensive Retail Recruitment & Development Plan

\$37,500

Plus up to **\$2,500** in reimbursable expenses

Includes:

- Analyzing the Carroll Retail Market
- Determining Retail Opportunities
- Identifying Development and Redevelopment Opportunities
- Identifying Retailers and Developers for Recruitment
- Marketing and Branding
- Actively Recruiting Retailers and Developers
- Downtown Workshop
- Ongoing Retail Recruitment

Work Fees

The total fee for completion of this work is **\$37,500** payable in three installments:

- a) **\$15,000** upon execution of the agreement;
- b) **\$15,000** at 90 days following execution of contract;
- c) **\$7,500** at 180 days following execution of contract;

If Carroll elects to extend the agreement, the additional fee shall be **\$30,000** for each additional 12 month period of data updates, recruitment and coaching. Work fees are payable within 30 days of receiving invoice.

Reimbursable Project Expenses

It is estimated that reimbursable expenses will not exceed **\$2,500**.

Reimbursable expenses include:

- a) All travel costs;
- b) Cost of special renderings and maps, if any;
- c) Cost of copies for reports and maps/drawings; and
- d) Cost of shipping expenses, if any.

Project expenses are payable within 30 days after receipt of the expense invoice.

Optional Contract Extensions

Because we believe retail recruitment is an ongoing process, and not an event, we offer the ability to extend the project agreement for up to two additional years. Your agreement can be extended at any time to ensure you have the tools, resources, and support you need to successfully recruit retailers.

Year 2 Contract Extension

\$30,000

Extends your agreement by an additional 12 months. During that 12 month period, you will continue to receive the following:

- Data Updates
- Site Evaluations
- Online Dashboard Update
- Access to GIS Site Mapping
- Recruitment of Retailers and Developers
- Coaching and Support from the The Retail Coach Team

Year 3 Contract Extension

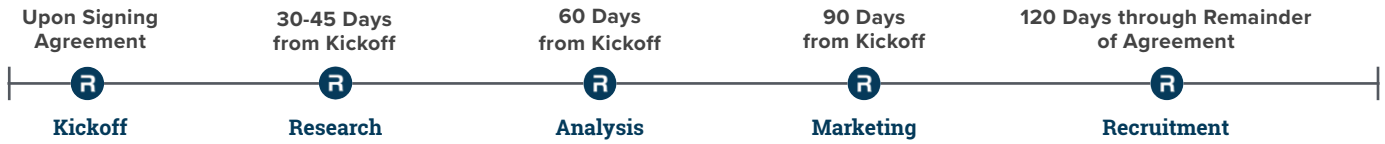
\$30,000

Extends your agreement by an additional 12 months. During that 12 month period, you will continue to receive the following:

- Data Updates
- Site Evaluations
- Online Dashboard Update
- Access to GIS Site Mapping
- Recruitment of Retailers and Developers
- Coaching and Support from The Retail Coach Team

PROJECT EXPECTATIONS

Project Timeline



REPORTING

The Retail Coach will provide written or electronic project updates on a bi-monthly basis.



COMMUNITY TRIPS

The Retail Coach team will make at least two (2) site visits to Carroll during the project.



PROJECT TIMELINE

The Retail Coach is available to begin work immediately upon agreement of terms with a project duration of 12 months.

Client Testimonials

"The Retail Coach is hands-down one of the best consultant teams of any kind that our team has had the pleasure of working with. Their extensive expertise and nationwide connections with site selectors, developers, and major chains have opened up new doors for the City of Lancaster, allowing us to take our recruitment efforts to the next level and collaborate with brands that hadn't previously considered our market. They work as an extension of our staff, anticipating needs and freeing up in-house staff time. I can't recommend the Retail Coach highly enough."

Chenin Dow

Economic Development Manager
City of Lancaster, California

"In my opinion, The Retail Coach's strategy and assistance has netted us over 325,000 square feet of occupied retail development during one of the most significant retail downturns in the last 20 years. Money well spent."

Samuel D. R. Satterwhite

Executive Director
Wylie Economic Development Corporation

"The location of Sprouts Farmers Market was a direct result of meetings coordinated by The Retail Coach between our community and site selectors at ICSC/Recon in 2012."

Warren Unsicker, CEcD

Vice President, Economic Development
Broken Arrow Economic Development Corporation

"For years I researched firms to help me with retail development and The Retail Coach continued to surface as the best choice provider. Over and over again I heard about their 'service after the sale.' This was important. You see a lot of firms can run data and put together fancy reports. What allows The Retail Coach to stand out is their coaching. A tool is useless unless someone 'coaches' you on the best way to utilize it. When you hire The Retail Coach you are not just buying data, you are hiring a coach to help you with your retail development needs. I highly recommend them to any community seeking to effectively recruit retail development."

Dave Quinn, CEcD, Executive Director

Previously Bastrop, Texas Economic Development Corporation
Currently Frisco, Texas

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

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

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

DATE: September 14, 2020

SUBJECT: Bid Opening Results – Light Fairway Mower – Golf Course - 2020

- Report of Bid Opening

Pre-Bid Estimate: \$55,000.00 Line Item - 001-6-4035-37271

On September 11, 2020 two bids were received at the time of the bid opening and the results are listed below:

Company - Bidder	2020 Light Fairway Mower	TRADE IN 2014 John Deere 8700 Mower	Total Cost
1 <u>Turfwerks - Johnston, Iowa</u>	<u>\$53,503.00</u>	<u>(\$17,000.00)</u>	<u>\$36,503.00</u>
2 <u>Van Wall Equipment - Urbandale, Iowa</u>	<u>\$56,969.00</u>	<u>(\$15,000.00)</u>	<u>\$41,969.00</u>

The low bid from Turfwerks – Johnston, Iowa met the bid requirements.

RECOMMENDATION: For the Mayor and City Council to approve the bid from Turfwerks, Johnston Iowa for the total cost of \$36,503.00.

CITY OF CARROLL

Parks and Recreation Department - Golf Course Division

627 N Adams Street

Carroll, Ia 51401

(712)792-1000

(712)792-3097

Website: www.cityofcarroll.com

BID OPENING REPORT

Bids Opening: September 11, 2020 @ 11:00 am

For: One (1) Lightweight Fairway Mower

Pre-Bid Estimate: \$55,000 - Capital Outlays - Equipment Replacement 001-6-4035-37271

	Company - Bidder	2020 Light Fairway Mower	TRADE IN 2014 John Deere 8700 Mower	Total Cost
1	<u>TurfWerks - Johnston, Iowa</u>	<u>\$53,503.00</u>	<u>(\$17,000.00)</u>	<u>\$36,503.00</u>
2	<u>VanWall Equipment - Urbandale, Iowa</u>	<u>\$56,969.00</u>	<u>(\$15,000.00)</u>	<u>\$41,969.00</u>
3	<u></u>	<u></u>	<u></u>	<u></u>
4	<u></u>	<u></u>	<u></u>	<u></u>
5	<u></u>	<u></u>	<u></u>	<u></u>

Signature: _____

Samuel A. Schaefer, City Clerk

Date: 9/11/2020



Fairway Mowers

LF550/570™



LF570™ 4WD shown
with TurfGroomer

Jacobsen's LF550/570 lightweight fairway mowers offer industry leading productivity and functionality through programmable controls, increased performance and simplified maintenance.

QUICK SPECS

Engine: Kubota® diesel and turbocharged diesel

Cutting Units:

LF550™ - Five 5 in. x 22 in. (12.7 cm x 55.9 cm)

LF570™ - Five 7 in. x 22 in. (17.8 cm x 55.9 cm)

Height of Cut:

LF550™ - 0.375-0.75 in. (9.5-19 mm)

LF570™ - 0.375-1.125 in. (9.5-28.5 mm)

High Cut Kit Available

Width of Cut: 100 in. (2.54 m)

Dimensions:

Weight: 2242-2421 lbs. (1017-1098 kg) depending on model, with reels down and full fluids

Length (less catchers): 108 in. (2.74 m)

Height (with ROPS): 88 in. (2.23 m)

Width: 115 in. (2.92 m)

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 *MPW*

DATE: September 23, 2020

SUBJECT: New Website for the City of Carroll

The FY 2020/2021 budget included funding to complete an update to the main City of Carroll website (<https://www.cityofcarroll.com/>). The idea was to provide more of a focus on the Carroll community while still maintaining information about the “government” functions of the City. With over 40,000 unique user visits to the City of Carroll website in the past year, this is an important tool to showcase the Carroll community.

The City also maintains separate websites for the Carroll Recreation Center (<http://www.carrollreccenter.com/>) and the Carroll Public Library (<http://www.carroll-library.org/>). Both of these sites are also in need of updating. Funds were budgeted this fiscal year to complete updates on both of these sites. In discussions with both Jack Wardell and Rachel Van Erdewyk, it has been decided to bring those two sites under the City’s main website. This will help reinforce them as part of the City’s organizations and add to the overall City brand as more than just traditional “governmental” operations and allow the City to highlight the quality of life services the City provides. Additionally, bringing them under the City’s website will save the City funds over the long term. The current URLs for both sites will be maintained. When the URLs are used by the public the user will go directly to the specific landing page within the City website for Rec Center or Library when a user uses those specific URLs.

Finally, the project will create unique content that tells the Carroll community story with videos and photography from the Carroll community. Specifically, the project will create a minimum of 15 two to three-minute videos highlighting items in the community along with showcasing community members and why they are part of the Carroll community. The City plans to use these videos on both our website and other marketing outlets like social media and cable marketing.

RECOMMENDATION: Mayor and City Council consideration of a resolution approving a contract with Fusebox Marketing for a new website for the City of Carroll in the amount of \$18,020.

RESOLUTION NO. _____

**A RESOLUTION APPROVING A CONTRACT WITH FUSEBOX MARKETING FOR A
NEW WEBSITE FOR THE CITY OF CARROLL.**

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 contract with Fusebox Marketing for a new website for the City of Carroll is attached hereto as Exhibit "A"; and

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

NOW, THEREFORE, BE IT RESOLVED that the contract with Fusebox Marketing for a new website for the City of Carroll, attached as Exhibit "A", be authorized and approved, and that the Mayor and City Clerk are authorized to execute the contract on behalf of the City of Carroll.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 28th day of September, 2020.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

BY: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

PROJECT PROPOSAL

NEW WEBSITE FOR THE CITY OF CARROLL

PREPARED FOR:



City of Carroll
627 N. Adams Street
Carroll, IA 51401



Mike Pogge-Weaver
mpoggeweaver@cityofcarroll.com
Phone: 712-792-1000



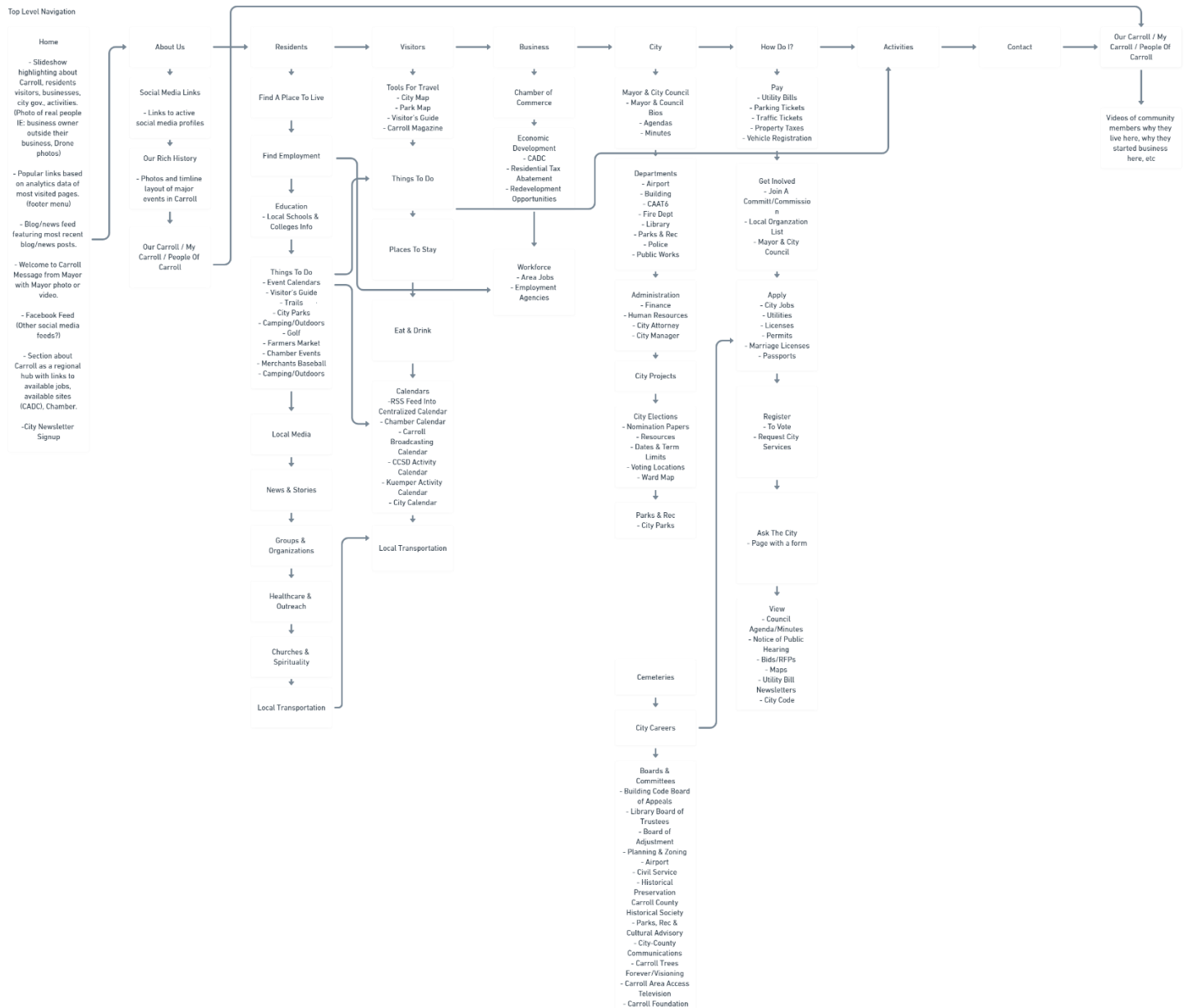
Proposal Sent:
09/22/2020

City of Carroll - Website Design Process

Step 1: Page Sitemap Creation

A page sitemap is a list of pages your website will contain and how they are organized. The sitemap also informs our team and clients which pages will be included within the website project. It also allows for coding preparation and what content needs to be created. The link below indicates the pages that will be included on your new website.

<https://whimsical.com/8kaJbL6FYx7hcepsCxak1P>



Step 2: Design and Layout

Our team will meet with you to discuss the design, colors, and layout preferences for your new website. Next, we will design layouts of your homepage and internal web pages. We will review the designs with you via email or screenshare and revise the look and feel until your approval. Once you have approved the layouts, the website will be coded into a functioning website. Any design or layout changes after design approval may result in additional charges because of recoding time.

Step 3: Coding and Development

After all mockups have been approved, the design files are then passed to our dev team. Our dev team will turn your mockups into a functioning website by coding in HTML, JavaScript, PHP, and other coding. Our team will build the following functions into your new website:

- **Content Management System (CMS)** - WordPress is an online, open source website creation tool written in PHP. But in non-geek speak, it is probably the easiest and most powerful blogging and website content management system (or CMS) in existence today. Our team will customize your WordPress CMS to fit the needs for your website's functionality. Your website will contain all native WordPress features which includes page and blog creation.
- **Google Analytics** - Google Analytics is a freemium web analytics service offered by Google that tracks and reports website traffic. Google Analytics is now the most widely used web analytics service on the Internet. Google Analytics allows you to track daily visits, pages viewed, geolocation of traffic, and much more.
- **Responsive Coding** - Responsive coding is the approach that your design should respond to the user's device and screen. If visitors switch from a laptop to iPad, the website will automatically switch to accommodate for resolution, image size and scripting abilities.
- **Alert Manager** – This feature will allow you to update scrolling text on the top of the website to alert visitors of important information.
- **RSS Calendar**– This feature will be a city calendar with RSS feed with categorized events.
- **Public Job Board** – Public facing form where visitors can post job openings for their business. Each job will be automatically added into a job board. The website admin can adjust the default number of days the jobs will remain on the website. The administrator will be notified via email when a job is posted and will need to click an approve button for the job to be posted. The job board will be organized by placing the job openings in chronological order. Each job will contain: Job Title, Job Description, Pay, Company, Company Contact Information.
- **YouTube Channel Creation and Website Embed Feature** – Create a YouTube channel to host all videos for the website and create CMS feature to embed all videos by pasting YouTube link.
- **Blog** – Ability to create blog articles on website and blog can be categorized by time posted, category, and tag.
- **Blog Auto Feed** – Auto feed Blog posts to Facebook
- **Social Media Feed** – Feed the latest posts from Facebook, Instagram, and Twitter to website
- **Email List Sign Up** – Collect emails on website of individuals that want to receive emails from the City. Email contacts will be stored in administrative panel and can be exported into a CSV.
- **Agenda and Minutes Manager** – Ability to easily upload agenda and minutes and documents will auto format on the page and create a yearly archive.

Step 4: Content Writing, Migration, and Development

Your sitemap allows clients and our team to visually see what content will be needed for your new website. During the coding and development phase our team will start gathering information for the content on your new website. Content will be gathered from your current website, new content provided by you, and our team will write copy and provide stock photography for any missing content. Our copywriter will write an average of 300 words per page for any pages missing content. You can send our team content by email, Dropbox, Google Drive, or similar.

Step 5: Client Review & Final Testing

After your website has been designed, coded, and content is added, it's time to perform a final review of the site. Our team will email you a test link to give you time to manually browse the website to ensure you are happy with the website before launch. Our team will make any final adjustments during this step and prepare the website for launch.

Step 6: Website Launch

Once you have thoroughly reviewed the website and are ready, we can launch your new website. Launching your website consists of pointing your domain at our hosting server. Once this is complete, your website will display online.

Website Hosting + SSL + Security

Website Hosting

A website is a series of files, images and code. These files take up space and need a place to live. Without an online home, your files would just sit on a computer and no one would ever see them. We provide website hosting suited for your website coding.

Secure Socket Layer (SSL) Certificate

An SSL is the standard security technology for establishing an encrypted link between a web server and a browser. This link ensures that all data passed between the web server and browser remain private. You'll notice your website URL will start with "https" instead of just "http" telling users the connection to your website is secure.

Sucuri Firewall, Monitoring, and Performance Boost

Our web application firewall (WAF) is a specialized security tool that helps protect your website by filtering and monitoring your website traffic. Just as an online user can interact with a website, hackers can conduct malicious interactions as well. These attacks predominantly occur as SQL injections, cross-site scripting and malicious file executions. Our solution helps prevent these types of activities and provides additional website loading and performance using our content delivery network (CDN).

Onsite Video Creation

As part of the City's new website, 1 minute videos of community members will be created. There will be 15 videos to start. Each video will include:

- Fusebox team will create questionnaire for all interviews
- Face to face interview
- On-site video with clips
- Sample individuals to interview (pending agreeing to being interviewed and availability):
 - Austin Scott, Owner of Fusebox Marketing
 - Jim Auen, Auen Distributing
 - Shaun Quam, McFarland Clinic
 - Sam Dvorak, McFarland Clinic
 - Eric Jensen, Mayor
 - Brandon Vonnahme, Owner of Anytime Fitness & Verizon Wireless
 - Sondra Rierson,
 - Joel Lundstrum
 - Chris & John, Carroll Merchants
 - Mike Franey, Real Estate Agent
 - Heather, Fusion Dance
 - Etc.
- ***Drone video can be added for an additional charge for each video

Photography

To provide a professional and updated look and feel to the new website, our team will take photography for the new site.

- Photos of all city parks and amenities
- Photos of individuals who will be in videos
- Photos of City's downtown, welcome signs
- Chamber of commerce & staff
- Municipal Golf Course
- Merchants Park
- Sauk Rail Trail
- Farmer's Market
- Swan Lake / Camping
- St. Anthony Hospital
- 3-4 Families Outside Home (for residents' area of site)
- 4-5 Restaurants (outside of building (slideshow for places to eat)
- Outside of DMACC, CCSD Buildings, Kuemper Buildings
- Outside of St. Anthony, McFarland Clinic, Chiropractic Clinic(s)
- Carroll Museum
- Bus & Limo Company
- Development properties

- Airport
- Fire Department
- Library
- Police Station (cars and outside)
- Administration Group Photo
- City Hall
- Cemetery

Investment

Service Description	Investment
Professional Website Design, 15 Videos, Photography	\$18,020 (one-time)
Website Hosting + SSL Security	Already Paid For (Current Website)
Sucuri Website Firewall Protection	Already Paid For (Current Website)

Terms and Signatures

Website Design Warranty

To ensure that you get the most out of your website and that your online presence reaches its full potential, Fusebox Marketing provides an extensive 30-day website design warranty and maintenance policy for the solutions we build and host. Websites that are not hosted by Fusebox Marketing are not covered by this warranty. The warranty begins upon the launch of your website. Any code altered by the client, other vendors, and/or 3rd party applications used in the website is outside the scope of our warranty. The accuracy of content provided or approved by the client to complete the website is the client's responsibility. Warranty requests can be made via phone or email and include the following types of updates: fixing broken links, error messages, loading problems, viewing or downloading content, layout and display issues, text or image updates, or anything else that needs resolved which is within the scope of the website design project. There are excluded items not covered by warranty which include but are not limited to: problems/errors arising or caused by hosting system (unless Fusebox Marketing is hosting your website), client error, 3rd party integrations, design or layout changes after design approval (moving images or text around/changing website color scheme/etc.), new functionality, additional pages/content not stated in scope, and digital marketing (meta tags/title tags/etc.) (this is generally part of a separate service offering such as SEO).

Website Design/Domain/Hosting Payment Policy

We require a non-refundable down payment of half of the website design project investment price for to be paid up front to start the project. We will invoice for the second half of the project and any yearly fees related to the project upon launch of the website. All yearly fees for services such as domain registration and website hosting are paid up-front for the upcoming year.

Website Maintenance

Website maintenance and updates are made at our current hourly rate and are billed in quarter-hour increments. You may also opt into our web maintenance plan which is perfect for clients who need their website's usability, design, functionality, and security to be continuously improving. Our team will make necessary coding and design enhancements, provide you with any support you need, improve graphics, increase page load speeds, and more. This time can also be used to make any website updates to text or images you request.

Marketing Payment and Cancellation Policy

All monthly recurring services will be billed on the 1st business day each month after services for the previous month have been completed. This includes, but is not limited to the following: SEO, SEM, PPC, Social Media, Email Marketing, and Web Enhancements. All marketing services have a 6-month commitment and are month to month after the 6-month term. If you decide to cancel any service after the initial 6-month term, our team will finish the work for the month of cancellation and invoice you one final time. For any cancellations that occur within the initial 6-months, the client is responsible to pay for the remainder of the full 6-month agreement. Fees for 3rd party vendors may be eligible to be cancelled immediately. For 3rd party fees such as Google Ads, CallRail, and Facebook ads, the client will pay those 3rd party vendors directly.

Stock Photography/Video Usage

Your website or other marketing collateral may include stock photography. Fusebox Marketing uses Adobe Stock to purchase stock photos and video to use on client websites. The licenses and videos used on your website belong to Fusebox Marketing, unless the client purchases and provides our team with the files. In very rare cases Fusebox Marketing may request removal of images or videos from website or other collateral or any photos or videos licensed to Fusebox Marketing.

Signatures

By signing this signature page, you agree to all terms and services listed within this proposal.

Client: City of Carroll

Company: Fusebox Marketing

Print Name: _____

Austin Scott

Signature: _____

Signature: _____

Date: _____

Date: _____

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 *MGP W*

DATE: September 24, 2020

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) – **September 21, 2020**
2. Board of Adjustment (meets 1st Monday of month) –
3. Planning and Zoning Commission (meets 2nd Wednesday of month) –
4. Carroll Airport Commission (meets 2nd Monday of month) – **September 14, 2020**
5. Parks, Recreation & Cultural Advisory Board (meets 1st Monday of January, March, May, July, September and November) –
6. Carroll County Solid Waste Management Commission (meets 2nd Tuesday of month) – **September 15, 2020**
7. Carroll Historic Preservation Commission (no regular meeting dates) –
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

Library Board Minutes

September 21, 2020

The Carroll Board of trustees met via tele-conference. Trustees present: Lisa Auen, Brenda Hogue, Thomas Parrish, Summer Parrott, Paul Reicks, Dale Schmidt, Carol Shields, Kyle Ulveling, Ralph von Qualen, and Director Rachel Van Erdewyk. Trustees absent: none.

Reicks called the meeting to order at 5:15. It was moved by Ulveling and seconded by Schmidt to approve the amended agenda. All voted aye. It was moved by Auen and seconded by Hogue to approve the minutes of the August meeting. All voted aye.

New Business: Discussion item: Social Stairs request. After discussion it was moved by Parrott and seconded by Shields for Van Erdewyk to develop an events policy for the possible use of library areas beyond normal meeting room usage. All voted aye. A decision on the Social Stairs request was tabled until the policy is presented and adopted. Discussion item: DVD checkout limit. Discussion was held, and the request was tabled until Van Erdewyk could retrieve more information for the board. Discussion item: FY 21-22 Budget priorities. Van Erdewyk updated the board on items to be included in the upcoming budget proposal.

After discussion of the financials, it was moved by Ulveling and seconded by von Qualen to approve the bills. All voted aye.

Director's Report: Van Erdewyk shared some of the programing stats. Summer Reading shows—3,805. Summer Storytime movie—77. Diane's Read Aloud on Facebook Live—5,941. Science Tellers—17. Summer Storytime—151. Meeting and Study rooms are now available. Total program attendance—10,077. Monthly door count—2,347. Total resources utilized—24,250.

Board Education: None.

Old Business: None.

It was moved by Schmidt and seconded by Auen to adjourn. All voted aye. Meeting adjourned at 6:11. Next regular meeting will be October 19, 2020.

Paul Reicks—President

Judy Behm—Recording Secretary

CARROLL AIRPORT COMMISSION

Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Monday, September 14, 2020, at the Arthur Neu Airport. Commission members in attendance were Norman Hutcheson, Greg Siemann, Gene Vincent and Dick Fulton. Also attending were Don Mensen, airport manager and Carol Schoeppner, recording secretary. Kevin Wittrock did not attend. Chairman Hutcheson conducted the 5:30 P.M. meeting.

MINUTES

The minutes of the previous meeting and the minutes of the special meeting of July 2, 2020, were reviewed by the Commission and a motion by Comm. Siemann and seconded by Comm. Vincent was made to approve both minutes. Motion carried by Commissioners Hutcheson, Siemann, Vincent and Fulton.

3/21 RE/HAB PROJECT

Don reported that Fahrner Asphalt Sealers delivered some of the equipment and would be starting the project the next day.

TOPICS DISCUSSED:

The airport sign is completed and Comm. Vincent had the final statement. It is a quality sign and should last for years.

Don checked with Nutrien Ag solutions and they suggested sparying the clover at the end of September.

It was decided to do extended maintenance on the Kubota mower rather than replacing it.

The next project after the 3/21 re-hab project is the replacing of the runway lights with LED lights. There is a need for a corporate hanger but for what ever reason the FAA does not want to deviate from the last five year CIP Plan submitted. Funding options were discussed.

BILLS

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

Carroll Aviation	contract	\$ 6,800.00
Wittrock Motor	August car rental	349.00
Mid Iowa Insurance	hail insurance/farm	681.00
Rueter's	Kubota repair	70.34
Rueter's	mower repair	1,380.73
Kitt Plumbing	restroom repair	97.50
Triple A Seeds	grass seed	191.25
Wittrock Electric	electric repair	178.36
Drees Oil	propane	94.76
Nutrien Ag Solutions	fertilizer	960.00
Ace Hardware	fertilizer/supplies	143.91
Ecowater	cooler rent/water	139.61
Carroll Refuse	August garbage	72.00
Echo Group	street light repair	126.63
Blueglobes	windsock/runway	1,655.57
	lights repair	
Raccoon Valley Electric	Aug electric service	1,105.55
Raccoon Valley Electric	(AM) Aug Electric	284.85
I Saw the Sign	airport sign	3,423.25
McClure Engineering	3/21 Re-Hab project	4,970.14
Carol Schoeppner	secretary contract	350.00

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

There being no further business, a motion by Comm. Siemann and seconded by Comm. Vincent was made to adjourn at 6:19 P.M..

The next regular meeting of the Carroll Airport Commission will be October 12, 2020, at the Arthur Neu Airport.

ATTEST:

Chairman/Vice-Chairman

CARROLL AIRPORT COMMISSION

September 14, 2020

\$ 23,074.45

Carroll Aviation	contract	\$ 6,800.00
Wittrock Motor	August car rental	349.00
Mid Iowa Insurance	hail insurance/farm	681.00
Rueter's	Kubota repair	70.34
Rueter's	mower repair	1,380.73
Kitt Plumbing	restroom repair	97.50
Triple A Seeds	grass seed	191.25
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Carol Schoeppner	secretary contract	350.00

CARROLL AIRPORT COMMISSION

Regular Meeting

October 12, 2020

Arthur Neu Airport

5:30 P.M.

AGENDA

Approve minutes from previous meeting

3/21 Re-Hab Project

Farm Report

New Business

Approve monthly bills

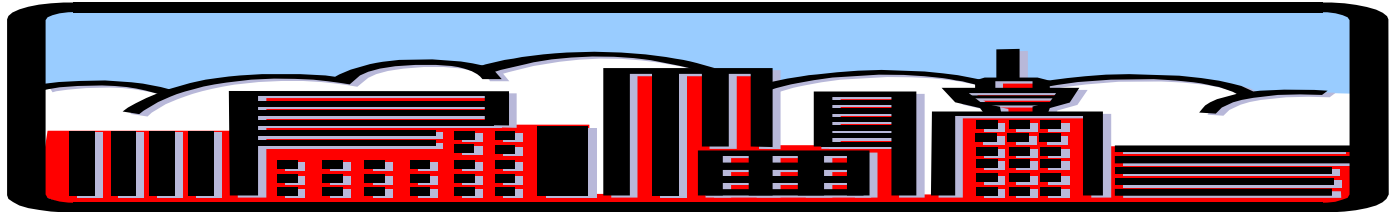
CARROLL COUNTY SOLID WASTE MANAGEMENT COMMISSION
EXECUTIVE BOARD MEETING-UNOFFICIAL MINUTES

September 15, 2020

1. The meeting was called to order at 4:30 p.m. by Chairman Jeff Anthofer at the Carroll County Recycling Center. Others in attendance were Dr. Eric Jensen, City of Carroll; Harvey Dales, City of Manning; and Mary Wittry, Director.
2. Dales moved and Dr. Jensen seconded to approve the agenda as presented. Motion carried, all voting aye.
3. Dr. Jensen moved and Dales seconded to approve the minutes of the August 11, 2020. Motion carried, all voting aye.
4. Dales reviewed the Bills Payable-see attached. Wittry discussed the following bills: Foth Infrastructure and Environments, \$43,353.67- general consulting, plan development, leachate lagoon, facility strategic plan, lifecycle, DNR correspondence, and fall sampling. Motion carried, all voting aye.
5. Wittry presented the financial report. A Certificate of Deposit for \$139,692.02 was put in the expansion account for July waste deliveries. Dr. Jensen moved and Dales seconded to approve the financial report as presented. Motion carried, all voting aye. The auditing firm will be here on Thursday, September 24, 2020 for field work with a draft audit presentation at the October 13th Board meeting.
6. Foth Infrastructure and Environment LLC. Virtually presented the results of the Facility Strategic Plan that demonstrates 3 potential expansion areas within the Commission's property line. The plan will be used by future boards and staff members.
7. The 973D track loader has 7,891 hours and is used at the landfill. The track links, bushings, and the front idler are over 90% worn. Ziegler quoted \$32,750 with the exact amount not known as there maybe more repairs once the tracks have been removed. Dales moved and Dr. Jensen seconded to approve the quote to replace the worn-out parts on the 973D. Motion carried, all voting aye.
8. Environmental Management Systems (EMS) have access to grant funds with submittals due November 1, 2020. Considerations include wind block, tile line and education activities. An EMS presentation will be given at the October meeting.
9. The Commission's proposal for acceptance of Cass County waste was accepted for a start date in late 2021.
10. The office remains closed due to COVID and all businesses is handled by a speaker system and a deposit box next to the scale.
11. Staff will be meeting with the City of Carroll on the leachate conditioning system to continue to pursue options to work together in treating the Commission's leachate.
12. Market prices for Corrugated cardboard continue to hover around \$55 per ton. Newsprint is \$100 per ton with mixed paper from \$40 to 80 per ton depending on mill capacity. Plastics and steel remain very low.
13. Wittry reviewed upcoming meetings and events.
14. Dales moved and Dr. Jensen seconded to adjourn the meeting at 6:30 p.m.

Respectfully submitted:

Mary Wittry



City Manager's Monthly Activity Report

Mike Pogge-Weaver, City Manager

August 2020

City of *Carroll*

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

Finance Department

As reported by Laura Schaefer, City Clerk/Finance Director

Routine Activities for the month:

- Dealt with water issues/collections
- Continued to learn about COVID 19 and new laws/regulations
- Continued to review of city financials during COVID-19 pandemic
- Continued preparing financials for FY 2019/2020 reporting
- Attended the Municipal Fire & Police Retirement System (MFPRSI) Meeting – Aug. 20
- Begin preparing submission for FEMA and State of IA COVID-19 Reimbursement
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
 - Wellness Coalition Meeting – July 20 (Zoom Meeting)

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Continue to work on draft financial policies
- Continue to learn about COVID 19 and new laws/regulations
- Continue preparing year end reporting for fiscal year 2019/2020
 - Auditor workpapers
 - Annual Financial Report
 - Road Use Tax Report
 - Urban Renewal Report
 - GASB 77 Letters to affected taxing entities
- Fieldwork for annual audit – September 14 - 18
- Continue to promote wellness program with employees
 - Wellness Coalition Meeting – September 17 (Zoom Meeting)

Accomplishments of particular note:

- 481 utility bills were emailed August 2020

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Department responded to five calls for service and held two training sessions in August.

Our training goals this summer continue to focus on truck driver safety and pump operations. All firefighters continued building knowledge and skill in all phases of truck operations. Our most important goal is to operate all trucks safely in traffic while responding to and from emergency incidents. We also strive to provide well-rounded firefighter training and knowledge so all members work together as a team during any type of emergency situation.

Run Report for August:

Alarm Date	Alarm Location	Incident Type
08/06/2020	Rolling Hills Park	Tree on fire
08/09/2020	227 E 18 th St	Storage shed fire
08/26/2020	1116 N West St	House fire
08/29/2020	1106 Woodland Dr	False alarm
08/31/2020	1506 N West St	Attic fire

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

All officers attended a TRACS software update on the 17th. TRACS is a reporting writing and reporting software that is provided free of charges from the Iowa DOT. This software reports required numbers to the FBI for National Incident Based Reporting. The update was used to give officers new information on upgrades and changes to the software.

Officer Walter Pacheco Belen began employment with the police department on August 17th. Officer Pacheco is originally from Puerto Rico and has been living in Des Moines for the previous 4 years. Officer Pacheco began training at the Iowa Law Enforcement Academy (ILEA) on August 31st and will graduate on December 18th.

Captain Kathol was recertified as a Glock armorer on the 25th. This training allows him to perform maintenance and repairs on the department issued handguns.

Officers Steven Pudenz and Matt Kennebeck attended CTK Interview and Interrogation training August 31st through September 2nd. The training is given to new officers to help them complete thorough interviews with suspects and witnesses. This enhanced training is assigned to officers within the first two years of employment.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Offenses	Incidents		
	August 2020	August 2019	August 2018
Statutory Rape	2		
Forcible Fondling		2	
Aggravated Assault	1		1
Simple Assault	3	3	2
Intimidation	1	1	
Domestic Abuse	2	8	6
Burglary/B&E	3	5	1
Shoplifting		4	3
Theft from Vehicle		3	2
Theft of Bike	1	1	
Theft from Building	3	5	2
Other Larceny		2	1
Motor Vehicle Theft			2
Counterfeit/Forgery			1
Credit/ATM Fraud	3		
Identify Theft			1
Bad Checks		1	1
Vandalism: Business			1
Vandalism: Residence	2	1	
Vandalism: Vehicle	5	1	2
Vandalism: Other	1		
Weapon Law Violation	1		
Drug/Narc Violations	5	3	4
Drug Equipment Viol			
Drive Under Influence	4	2	1
Under 21 BAC .02			1
Drunkenness	2	4	4
Disorderly Conduct	1	3	3
Harassment		1	
All Other Offenses	3		1
Trespassing	2	1	7
Runaway			1
Found Property		1	3
Unattended Death		1	
Mental Case		1	
Animal Bite		4	
Warrant Outside	7	1	6
Restraining Order	1	2	
Car and Bike	1		
10-50 PI Personal Injury		1	
10-50 PI MV Pedestrian		1	1
10-50 PI Car & Bike			

10-50 PD Prop.	7	11	9
10-50 PD: Hit and Run	3	1	1
10-50 PD: Police Vehicle			
10-50 PD Under 1000			
10-50 PD Under 1500	3	4	4
Assist Other Agency		1	2
Op After Revocation	1	1	3
Operate After Suspen	8	8	8
Miscellaneous Public	3	4	4
Total	78	93	89

August 1 – 31, 2020

Citations	
Animal	0
Dark Windows	2
License Violation	35
Other	2
Parking Violation	1
Registration	8
Seatbelt	5
Tobacco	0
Traffic	53
Warning Notices	256
Loud Stereo	0
TOTAL	362

Salvage Vehicle Inspections: 17

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - August 2020

Class	Permit Type	Date Issued	Valuation		Permit #	Fee
Agricultural						
	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
Commercial						
	Building					
		8/21/2020	\$90,000.00		200297	\$413.00
Commercial Building Valuation Total:			\$90,000.00	Commercial Building Fee Total:		\$413.00
	Electrical					
		8/21/2020			200299	\$300.43
			Commercial Electrical Fee Total:			\$300.43
	Mechanical					
		8/21/2020			200300	\$28.63
			Commercial Mechanical Fee Total:			\$28.63
	Plumbing					
		8/21/2020			200296	\$79.50
			Commercial Plumbing Fee Total:			\$79.50
	Right of Way					
		8/12/2020			200280	\$0.00
			Commercial Right of Way Fee Total:			\$0.00
	Sign					
		8/12/2020			200281	\$15.00
		8/21/2020			200291	\$25.00
		8/21/2020			200298	\$15.00
			Commercial Sign Fee Total:			\$55.00
Commercial Valuation Total:			\$90,000.00	Commercial Fee Total:		\$876.56

Residential						
	Building					
		8/4/2020	\$18,000.00		200277	\$128.25
		8/4/2020	\$4,000.00		200278	\$47.00
		8/12/2020	\$0.00		200279	\$35.00
		8/12/2020	\$50,000.00		200282	\$285.00
		8/12/2020	\$0.00		200283	\$35.00
		8/12/2020	\$2,000.00		200286	\$28.25
		8/21/2020	\$237,000.00		200293	\$858.00
		8/21/2020	\$237,000.00		200295	\$858.00
		8/28/2020	\$60,000.00		200302	\$316.00
		8/28/2020	\$5,000.00		200303	\$47.00
	Residential Building Valuation Total:		\$613,000.00	Residential Building Fee Total:		\$2,637.50
	Electrical					
		8/4/2020			200274	\$35.88
		8/4/2020			200275	\$35.88
		8/12/2020			200285	\$35.88
		8/28/2020			200301	\$35.88
		8/28/2020			200304	\$67.48
		8/28/2020			200305	\$153.76
		8/28/2020			200306	\$59.95
				Residential Electrical Fee Total:		\$424.71
	Mechanical					
		8/12/2020			200284	\$28.63
		8/28/2020			200307	\$34.76
		8/28/2020			200308	\$34.76
				Residential Mechanical Fee Total:		\$98.15
	Plumbing					
		NONE				\$0.00
				Residential Plumbing Fee Total:		\$0.00
	Right of Way					
		8/4/2020			200276	\$1,106.11
		8/18/2020			200287	\$25.00
		8/18/2020			200288	\$25.00
		8/18/2020			200289	\$25.00
		8/19/2020			200290	\$1,675.55
		8/21/2020			200292	\$25.00
		8/21/2020			200294	\$25.00
				Residential Right of Way Fee Total:		\$2,906.66
	Sign					
		NONE				\$0.00
				Residential Sign Fee Total:		\$0.00
Residential Valuation Total:			\$613,000.00	Residential Fee Total:		\$6,067.02
Valuation Grand Total:			\$703,000.00	Fee Grand Total:		\$6,943.58

Permits - YTD - through July 2020				
Class	Permit Type	Valuation		Fee
<i>Agricultural</i>				
	Building	\$0.00		\$0.00
	Agricultural Valuation Total:	\$0.00	Agricultural Fee Total:	\$0.00
<i>Commercial</i>				
	Building	\$16,982,906.00		\$33,188.29
	Electrical			\$2,165.65
	Mechanical			\$925.12
	Plumbing			\$1,041.00
	Right of Way			\$626.50
	Sign			\$110.00
	Commercial Valuation Total:	\$16,982,906.00	Commercial Fee Total:	\$38,056.56
<i>Residential</i>				
	Building	\$1,958,432.00		\$9,018.75
	Electrical			\$1,756.82
	Mechanical			\$395.20
	Plumbing			\$674.00
	Right of Way			\$5,020.35
	Sign			\$0.00
	Residential Valuation Total:	\$1,958,432.00	Residential Fee Total:	\$16,865.12
Valuation Grand Total: \$18,941,338.00 Fee Grand Total: \$54,921.68				

Public Works

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

Routine Activities for the month:

Division: Streets; Dale Pottebaum, Street Superintendent

- Maintained signs and signals.
- Maintained gravel roads.
- Placed 76.75 cu. yds. of concrete for street repair and ROW Permits.
- Repaired CBD lights.
- Mowed ditches
- Swept streets.
- Graded alleys.
- Patched potholes.
- Division Safety Meeting: “Look Before You Leap”, August 25, 2020.

Division: Water; Terry Kluver, Water Superintendent

- Water production:
 - Monthly Total: 50.119 million gallons
 - Daily Average: 1.617 million gallons
 - Daily Maximum: 1.913 million gallons
- Completed 153 Iowa One Call locate requests.
- Meter Department
 - 33 service orders.
 - 13 delinquents.
 - 7 reread.
 - 0 stuck meters.
- Division Safety Meeting: N/A

Division: Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
 - Monthly Total: 27.426 million gallons
 - Daily Average: 0.885 million gallons
 - Daily Maximum: 1.081 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: “IWCA Informer”, August 13, 2020; August 17, 2020.

Special Activities/Accomplishments of particular note:

Division: Streets; Dale Pottebaum, Street Superintendent

- Removed bushes for Parks Department.
- Removed two shelters from Golf Course on August 19, 2020.
- Removed tree debris from streets following storm on August 10, 2020.
- Assisted Water Division with watermain breaks on August 9 and August 20, 2020.
- Received salt for winter ice control.

Division: Water; Terry Kluver, Water Superintendent

- Submitted twenty-six (26) samples of the thirty (30) permit-required Lead and Copper samples from home service lines due June 1, 2020 through September 30, 2020.
- Worked with contractor on Water Supply Well Replacement project.
- Worked with contractor on fire hydrant relocation and lowering two (2) watermains for the Street Resurfacing project.
- Contractor installed new rooftop heating and air conditioning unit at High Service Pump Station.

Division: Sean Kleespies, Wastewater Superintendent

- Routine Plant maintenance.
- Sanitary sewer maintenance.
- Replaced two bulbs and two ballasts on the UV disinfection system.
- Mid Iowa Solid Waste Equipment Company repaired the Aries CCTV system.
- Cleaned out the drying bed.
- Completed the lab proficiency testing.
- Replaced the fan belt on makeup air unit #6.
- Dewatered the sludge lagoon.
- Carroll Control Systems, Inc. installed a new burner for the digester boiler.

Activities planned for next month and other comments:

Division: Streets; Dale Pottebaum, Street Superintendent

- Street repairs and ROW permits.
- Street sweeping.
- Maintain signs and signals.
- Spray mosquitoes, as needed.

Division: Water; Terry Kluver, Water Superintendent

- Obtain Unregulated Contaminant Monitoring Rule (UCMR4) samples from SEP, Raw and Distribution System.
- Work with contractor on Water Distribution Main Replacement project.
- Work with contractor on Water Supply Well Replacement project.
- Obtain remaining permit-required samples for Lead and Copper.
- Seed excavation sites from this past summer's watermain breaks.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Vinchattle Enterprises, Inc. will repair the UV Communication.
- Begin preparing heaters for Winter.
- E & F Custom Pumping, Inc. will begin hauling sludge from lagoon.
- Review purchase of a new CCTV system.
- Replace the sand in the drying bed.

CAPITAL PROJECT STATUS SUMMARY – 09-15-2020

PROJECT				ANTICIPATED		CONTRACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Street Resurfacing 2013	2015 On-going		FY16			JEO Consulting Group, Inc.	\$60,800.00+	09-24-12	\$143,848.36	95%	11-15-13	Plus Hourly Construction Service
						Godbersen-Smith Construction Co.	\$555,808.75		\$563,827.37		11-15-13	
Street Maintenance Building	2017 On-going	FY16	FY14	\$4,977,500	2019	FEH	\$22,500.00	01-25-16	\$22,500.00		05-01-16	Space Needs/ Prelim. Design Design
						FEH DESIGN	\$349,050.00	12-10-18	\$259,076.38		Fall, 2019	
Downtown Streetscape Phase 10	On-going	FY19	FY19	\$1,300,000	2019	Confluence	\$103,475.00	10-22-18	\$96,622.93		04-19	
						Badding Const.	\$1,039,036.28	09-14-20			09-30-21	
Downtown Streetscape Phase 11	On-going	FY20		\$1,700,000	2020	Confluence	\$118,775.00	03-19	\$24,083.95		03-20	
Street Resurfacing 2020	On-going	FY20	FY20	\$1,575,000	2020	JEO Consulting Group	\$210,650.00	09-23-19	\$155,467.50		62 Working Days	
						Ten Point Const. Co., Inc.	\$974,439.17	07-20-20	\$513,906.68			
Well and Transmission Main	2014	FY16	FY16			JEO Consulting Group, Inc.	\$383,312.50	07-28-14	\$335,899.36	95%		Contract Completion 11-30-15
Transmission Main – Group A	2014	FY16	FY16			Drake Construction, L.C.	\$790,134.07	03-23-14	\$751,752.95			

PROJECT				ANTICIPATED		CONTACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Water Storage Tower		FY20	FY19	\$575,000	2019	JEO Consulting Group, Inc.	\$29,400.00	02-11-19	\$139,870.00	100%	07-01-19	Design
						Utility Service Co., Inc.	\$596,900.00	06-04-19	\$596,900.00		07-04-20	Substantial
Watermain Improvement 2020		FY20	FY20	\$500,000	2020	JEO Consulting Group	\$136,500.00	10-14-19	\$120,166.49		210 Days	
						King Construction	\$797,071.00	04-27-20	\$160,331.58			
Water Well 2020		FY20	FY20	\$725,000	2020	JEO Consulting Group	\$125,800.00	10-14-19	\$59,392.86		210 Days	
						Sargent Drilling	\$568,790.00	04-27-20	\$154,163.55			
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

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Parks: Tom Weber, Parks Superintendent

- Daily park routes – clean bathrooms and dump garbage
- Water plants and trees
- Repaired sidewalk panel at 24 hour entrance to Recreation Center
- Sprayed voluntary trees
- Installed a new toilet in Rolling Hills due to vandalism
- Re-seeded slow pitch fields
- Re-seeded Merchants Park
- Re-seeded new trail
- Clean up storm damage
- Mowed as needed
- Trimmed
- Push mow Central Business District
- Weed flower beds

Golf: Scott Haakenson, Golf Superintendent

- Mowed tees 13 times
- Mowed fairways 13 times
- Mowed collars 13 times
- Mowed greens 31 times
- Cut cups 9 times
- Verticut greens 2 times
- Serviced mowers as needed
- Sprayed greens, tees, and surrounds as needed
- Watered greens, tees, and fairways as needed
- Mowed rough as needed
- Repaired split rail fences where needed
- Trimmed trees
- Watered new trees

Cemetery: Jake Bruggeman, Cemetery Sexton

- Performed the duties of seven funerals with one being a cremation, two were Saturday services.
- Dug seven graves.
- Sold a total of 10 grave spaces.
- Turned in all paperwork and monies received to City Hall.
- Helped several people with locating grave spaces.
- Mowed as the weather allowed.
- Push mowed Babyland areas.
- String trimmed throughout the grounds.
- Emptied garbage cans as needed.
- Greased, sharpened blades, cleaned and repaired a mower tire.
- Changed oil in the golf cart.
- Watered new grass seedings.
- Edged around outside of cemetery and trimmed the ditches along Grant Road.
- Seeded new graves.
- Leveled graves that had sunken.
- Assisted the parks dept. with removal of rock and plant material from islands around city hall.
- Marked 20 new ash trees for removal and showed tree company trees for removal.
- Spot sprayed weeds.

Building Maintenance: Andy Snyder, Building Maintenance Specialist

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

Special Activities/Accomplishments of particular note:

Parks: Tom Weber, Parks Superintendent

- Painted Southside shelter houses
- Re-seeded and planted trees at Library and Police Station
- Removed plants on 7th and Carroll Street and seeded grass
- Mulched Chamber of Commerce property
- Repaired broken areas on Skate Park concrete surface

Golf: Scott Haakenson, Golf Superintendent

- Got course ready for 3 tournaments
- Picked up storm damage
- Aerified dry spots on the greens
- Built new step for chemical building

Cemetery: Jake Bruggeman, Cemetery Sexton

- Cleaned up trees, limbs, and sticks for a week following the August 10th derecho.

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Fixed bathrooms at city buildings
- Worked on vacuums at City Hall and Rec Center
- Fixed exercise equipment
- Sinks and drains at Rec Center and City Hall
- Downtown lights
- Working on specs, bids, quotes
- Locker locks at Rec Center
- Budget items
- Theater rentals
- Floor drains at Rec Center
- Finishing budget items
- Next year's budget items
- Night cleaning 24/7 operations.
- A/C and heating repairs at city buildings
- Finishing budget items
- Air filters around city buildings
- Bellavista storm siren
- Winterizing Aquatic Center
- Washing AC coils out at city buildings
- Water fountain at Rec Center
- Disinfecting all areas

Activities planned for next month and other comments:

Parks: Tom Weber, Parks Superintendent

- Re-seed other areas
- Mow
- Start spraying
- Paint areas in need
- Get soccer fields ready
- Daily park routes
- Weed flower beds

Golf: Scott Haakenson, Golf Superintendent

- Aerify and topdress greens
- Pray for rain

Cemetery: Jake Bruggeman, Cemetery Sexton

- Continue mowing and trimming as needed.
- Take care of funeral services.
- Seed grass in ruts, bare spots and new graves.
- Trim trees.
- Spray the grounds for the fall.
- Apply fall fertilizer to the grounds.

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Aquatic Center winterizing

Safety Topic:

- Covid-19 awareness
- Tree cutting
- Hearing protection
- Eye protection



Department/Division Carroll Public Library

Month August Year 2020

Person preparing report Rachel Van Erdewyk



PUBLIC LIBRARY

INFORM • INSPIRE • IMAGINE

Routine activities for the month/statistics:

Program Attendance:		Monthly Statistics:	
Tech Help Fridays (canceled)	0	Total Print Circulation	7,318
Children's Library Programs (canceled)	0	BRIDGES Circulation	1,239
Children's Programs Outreach (canceled)	0	Public Computer Use	87
Diane's Read Aloud—Facebook Live	5,941	Wi-Fi Use	201
Crafty Library Ladies (canceled)	0	Website Visits	3,198
Summer Storytime	151	Daily Times Herald Archives Views	10,867
Summer Storytime Movie	77	Consumer Reports	142
Curbside Pickup	80	Gale Databases	30
Summer Reading Shows 2020	3,805	Global Road Warrior	0
Science Tellers	17	Learning Express	10
New! Meeting & Study Room Use	6	Freegal	1,052
		Transparent Language	2
		Chilton Auto Manual	0
		eMagazine Circulation	78
		Lynda.com	0
		RBDigital eAudiobooks	19
		Brainfuse	7
Total Program Attendance	10,077		
Monthly Door Count	2,347	Total Resources Utilized	24,250

Special activities/accomplishments:

- 1) Children's Programs:** Miss Diane has continued her daily Facebook live video of reading stories to children. August wrapped up our online Summer Reading Program Shows. The library hosted a variety of virtual shows from science, magic, bubbles, and learning to juggle. Overall, the library had 24 virtual shows available from June to August for summer reading. Miss Diane continued her special storytimes in the library for the daycares when the library was closed to the public. The library invited the daycare over for a special movie viewing as well.
- 2) Brainfuse—Online Library Resource:** With the school year under way, students have free access to a variety of tools through Brainfuse such as virtual study rooms, a writing lab to submit papers and other documents for review, live help with the FAFSA, and live online tutoring. Check Brainfuse out here to get started: <http://main.carrollpubliclibrary.iowa.h.brainfuse.com>

- 3) **Meeting and Study Rooms:** The library now has the meeting room and study rooms open for use! Contact the library to reserve a room--call 792-3432, email info@carroll-library.org, or text 712-221-8461 for more information.

Library Statistics from August 2019-August 2020

