

# 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:** October 28, 2019

**TIME OF MEETING:** 5:15 P.M.

**LOCATION OF MEETING:** The Council meeting will start at the Carroll Recreation Center located at 716 N Grant Rd and then continue at the City Hall Council Chambers

**[www.cityofcarroll.com](http://www.cityofcarroll.com)**

## **AGENDA**

- I. Pledge of Allegiance
- II. Roll Call
- III. Consent Agenda
  - A. Approval of Minutes of the October 14 Meeting
  - B. Approval of Bills and Claims
  - C. Licenses and Permits:
    - 1. New 5-day Class "C" Liquor License – *Hy-Vee Family Resource Center Annual Fall Affair (November 5, 2019)*
    - 2. Renewal of Class "C" Liquor License with Outdoor Service and Sunday Sales – *Rancho Grande*
- IV. Oral Requests and Communications from the Audience
- V. Ordinances
  - None
- VI. Resolutions
  - A. Middle Raccoon River Streambed Stabilization - 2019
    - 1. Report of Proposal Opening
    - 2. Consideration of Award of Contract
  - B. Wastewater Treatment Plant Antidegradation Analysis
    - 1. Professional Engineering Services Proposal
  - C. Carroll Youth Sports Complex Lighting Project 2019
    - 1. Professional Services Agreement

VII. Reports

- A. Softball Field #7 Rental – Kuemper Catholic Girls Softball 2020 Season
- B. Carroll Aquatic Center Pool Painting – 2019 – Change Order #1
- C. Report of Bid Opening – Compact Utility Tractor – Parks Dept. 2019
- D. Wastewater Pump Purchase
- E. Carroll Public Library Furniture Fixtures and Equipment (FFE) Package
  - 1. Report of Bid Opening
  - 2. Award of Bid
- F. Carroll Public Library Shelving End Panels
- G. Purchase of CSB Motor Bank Site

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/December Meetings:

City Council Planning Session – October 29, 2019 – City Hall - 627 N Adams Street  
Board of Adjustment – November 4, 2019 – City Hall – 627 N Adams Street  
City Council – November 11, 2019 – City Hall – 627 N Adams Street  
Airport Commission – November 11, 2019 – 21177 Quail Avenue  
Planning and Zoning Commission – November 13, 2019 – City Hall - 627 N Adams Street  
Library Board of Trustees – November 18, 2019 – City Hall - 627 N Adams Street  
Parks, Recreation and Cultural Advisory Board – November 18, 2019 – City Hall - 627 N Adams Street  
City Council – November 25, 2019 – City Hall – 627 N Adams Street  
Board of Adjustment – December 2, 2019 – City Hall – 627 N Adams Street  
City Council – December 9, 2019 – City Hall – 627 N Adams Street  
Airport Commission – December 9, 2019 – 21177 Quail Avenue  
Planning and Zoning Commission – December 11, 2019 – City Hall - 627 N Adams Street  
Library Board of Trustees – December 16, 2019 – City Hall - 627 N Adams Street  
City Council – December 23, 2019 – 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

OCTOBER 14, 2019

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

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

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

\* \* \* \* \*

It was moved by Kots, seconded by Haley, to approve the following items on the consent agenda: a) minutes of the September 23, 2019 Council meeting, as written; b) bills and claims in the amount of \$1,131,206.17; c) Renewal of Class “B” Native Wine Permit with Sunday Sales – *Carroll Design & Salvage*; Renewal of Class “E” Liquor License with Class “C” Beer Permit (Carryout Beer) and Class “B” Wine Permit (Carryout Wine includes Native Wine) – *Fareway Stores, Inc. #409*; Renewal of Class “C” Beer Permit with Class “B” Wine Permit (Carryout Wine includes Native Wine) and Sunday Sales – *Hy-Vee Fast & Fresh*; Renewal of Class “C” Liquor License with Catering Privilege and Sunday Sales – *Hy-Vee Market Café*; d) Resolution No. 19-72, Obligating funds from the Central Business District Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment finance obligations which shall come due in the next succeeding fiscal year (FY 2021). On roll call, all present voted aye. Absent: None. Motion carried.

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CJ Niles, Carroll, IA, addressed Council during the oral requests and communications regarding the City Hall building, thanking Council for their service and supporting the hiring of City Manager Mike Pogge-Weaver. No Council action taken.

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Mayor Jensen read a proclamation declaring October 14 - 18, 2019 as City Week in the City of Carroll. No Council action taken.

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Mayor Jensen read a proclamation declaring October 2019 as National Breast Cancer Awareness Month and encouraged all citizens to join in activities that will increase awareness of what Americans can do to prevent breast cancer. No Council action taken.

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It was moved by Haley, seconded by Fleshner, to reconsider the third reading of an ordinance to amend parking on Main Street. On roll call, all present voted aye. Absent: None. Motion carried.

It was moved by Haley, seconded by Fleshner, to approve the third reading of an ordinance amending provisions to parking by removing parking on the east side of Main Street from 5<sup>th</sup> Street to 225 feet north of 5<sup>th</sup> Street. Carroll County Board of Supervisors Chairman Neil Bock addressed Council on this issue. On roll call, all present voted aye. Absent: None. Motion carried.

It was moved by Haley, seconded by Kots, to adopt said Ordinance No. 1910. On roll call, all present voted aye. Absent: None. Motion carried.

It was moved by Kots, seconded by Haley, to direct City staff to restripe the parking on the east side of Main Street between 4<sup>th</sup> Street and 5<sup>th</sup> Street to a 60-degree angle which would add two parking spaces. On roll call, all present voted aye. Absent: None. Motion carried.

It was moved by Haley, seconded by Kots, to direct city staff to remove the drive access to the south police department parking lot on the east side of Main Street which will add four additional parking spaces on the east side of Main Street with the upcoming Streetscape Phase 10 project. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Fleshner, seconded by Dirkx, to approve Resolution No. 19-73, Amendment No. 2 in the amount of \$4,800 to the Professional Services Agreement with JEO Consulting Group, Inc. for the Water Storage Tower Rehabilitation – 2019 Project. The effect of Amendment No. 2 on the Agreement is as follows:

Original Agreement	\$ 29,400.00
Amendment No. 1	89,500.00
Amendment No. 2	<u>4,800.00</u>
Total	<u>\$123,700.00</u>

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

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It was moved by Haley, seconded by Dirkx, to approve Resolution No. 19-74, Accepting the Iowa Department of Transportation Agreement No. 3-19-STBG-SWAP-19 for a Surface Transportation Block Grant Program Federal-aid Swap Project for the West Street resurfacing. On roll call, all present voted aye. Absent: None. Motion carried.



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It was moved by Kots, seconded by Fleshner, to approve Resolution No. 19-75, Agreement with JEO Consulting Group, Inc. for Professional Services in the estimated amount of \$125,800.00 for the Water Supply Well Replacement – 2020 Project. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Fleshner, seconded by Haley, to approve Resolution No. 19-76, Agreement with JEO Consulting Group, Inc. for Professional Services in the amount of \$136,500.00 for the Water Distribution Main Replacements – 2020 Project. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Haley, seconded by Dirkx, to approve Change Order No. 1 to the Wastewater Treatment Plant Disinfection Improvements Contract in the amount of \$23,839.60. The effect of Change Order No. 1 on the contract is as follows:

Original Contract Cost	\$967,530.00
Change Order No. 1	<u>23,839.60</u>
Contract with Change Order No. 1	<u>\$991,369.60</u>

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

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It was moved by Kots, seconded by Haley, to approve the bids for the Carroll Public Library Furniture Fixtures and Equipment Package awarding Section 8 to Library Furniture International in the amount of \$4,717.00; Sections 9, 18 and 19 to Saxton in the amount of \$17,807.71; Sections 10, 13 and 21 to Pigott of Des Moines in the amount of \$14,825.33; Sections 11, 12, 17 and 20 to Storey Kenworthy in the amount of \$30,850.73; Sections 15 and 16 to Stone Printing in the amount of \$9,394.90 and Section 22 to Workspace in the amount of \$14,121.38. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Haley, seconded by Kots, to accept the bid in the amount of \$18,696.00 from Drees Company for the Carroll Public Library security cameras. On roll call, all present voted aye. Absent: None. Motion carried.

\* \* \* \* \*

It was moved by Fleshner, seconded by Haley, to approve Change Order No. 2 to the Carroll Trails Improvement – 2019 Project in the amount of \$10,191.80. The effect of Change Order No. 1 on the contract is as follows:

Original Contract Cost	\$738,016.66
Change Order No. 1	34,556.08
Change Order No. 2	<u>10,191.80</u>
Contract with Change Orders	<u>\$782,764.54</u>

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

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It was moved by Fleshner, seconded by Haley, to adjourn at 6:31 p.m. On roll call, all present voted aye. Absent: None. Motion carried.

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Eric P. Jensen, Mayor

ATTEST:

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Laura A. Schaefer, City Clerk

10-24-2019 02:01 PM  
 VENDOR SET: 01 City of Carroll  
 REPORTING: PAID, UNPAID, PARTIAL

ACCOUNTS PAYABLE  
 OPEN ITEM REPORT  
 SUMMARY

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	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	10/11/2019 THRU 10/24/2019	10/11/2019 THRU 10/24/2019	10/11/2019 THRU 10/24/2019
PARTIALLY ITEMS DATES:	10/11/2019 THRU 10/24/2019	10/11/2019 THRU 10/24/2019	10/11/2019 THRU 10/24/2019
UNPAID ITEMS DATES :		10/11/2019 THRU 10/24/2019	10/11/2019 THRU 10/24/2019

VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
01-001704	ACCO	CHEMICALS	121.95	0.00	000000	0/00/00	121.95
		** TOTALS **	121.95	0.00			121.95
01-003484	ADAPTIVE AUDIOLOGY SOLUTI	HEARING TESTS	1,715.00	0.00	000000	0/00/00	1,715.00
		** TOTALS **	1,715.00	0.00			1,715.00
01-001698	ADVANCED LASER TECHNOLOGI	TONER CARTRIDGES	234.85	0.00	000000	0/00/00	234.85
		** TOTALS **	234.85	0.00			234.85
01-003305	ADVANTAGE ARCHIVES LLC	MICROFILM SUBSCRIPTION	1,809.00	1,809.00-	116161	10/24/19	0.00
		** TOTALS **	1,809.00	1,809.00-			0.00
01-002080	AMAZON/SYNCHRONY BANK	BOOKS AND VIDEOS	735.71	735.71-	116156	10/24/19	0.00
		** TOTALS **	735.71	735.71-			0.00
01-002281	AMERICAN SECURITY CABINET	BOOK RETURN RENTAL	89.95	89.95-	116157	10/24/19	0.00
		** TOTALS **	89.95	89.95-			0.00
01-002650	ANIMAL RESCUE OF CARROLL	FY 20 FUNDING REQUEST	5,000.00	0.00	000000	0/00/00	5,000.00
		** TOTALS **	5,000.00	0.00			5,000.00
01-029040	ANTHONY A. VONNAHME	GREASE	261.04	0.00	000000	0/00/00	261.04
01-029040	ANTHONY A. VONNAHME	OIL/GREASE	464.52	0.00	000000	0/00/00	464.52
		** TOTALS **	725.56	0.00			725.56
01-002370	ARNOLD MOTOR SUPPLY	SUPPLIES	32.99	0.00	000000	0/00/00	32.99
01-002370	ARNOLD MOTOR SUPPLY	SUPPLIES	23.94	0.00	000000	0/00/00	23.94
01-002370	ARNOLD MOTOR SUPPLY	SUPPLIES	23.94	0.00	000000	0/00/00	23.94
		** TOTALS **	80.87	0.00			80.87
01-002818	BAKER AND TAYLOR INC.	BOOKS	931.98	931.98-	116159	10/24/19	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	522.22	522.22-	116159	10/24/19	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	462.86	462.86-	116159	10/24/19	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	568.38	568.38-	116159	10/24/19	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	818.40	818.40-	116159	10/24/19	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	17.00	17.00-	116159	10/24/19	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	10.25	10.25-	116159	10/24/19	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	8.50	8.50-	116159	10/24/19	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	10.75	10.75-	116159	10/24/19	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	16.75	16.75-	116159	10/24/19	0.00
		** TOTALS **	3,367.09	3,367.09-			0.00
01-000528	BLUEGLOBES LLC	RUNWAY LIGHTS REPAIR	1,333.51	1,333.51-	116107	10/21/19	0.00
		** TOTALS **	1,333.51	1,333.51-			0.00

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UNPAID ITEMS DATES :		10/11/2019 THRU 10/24/2019	10/11/2019 THRU 10/24/2019

VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
01-003515	BOMGAARS	SUPPLIES	49.99	49.99-	116121	10/21/19	0.00
01-003515	BOMGAARS	SUPPLIES	49.95	49.95-	116121	10/21/19	0.00
01-003515	BOMGAARS	SUPPLIES	48.97	48.97-	116121	10/21/19	0.00
01-003515	BOMGAARS	PAINT AND SUPPLIES	83.66	0.00	000000	0/00/00	83.66
01-003515	BOMGAARS	VINYL TUBING	49.00	0.00	000000	0/00/00	49.00
01-003515	BOMGAARS	SUPPLIES	36.96	0.00	000000	0/00/00	36.96
01-003515	BOMGAARS	224 N MAIN CLEANUP	140.68	0.00	000000	0/00/00	140.68
01-003515	BOMGAARS	224 N MAIN CLEANUP	8.97	0.00	000000	0/00/00	8.97
01-003515	BOMGAARS	POWER STEERING FLUID	6.98	0.00	000000	0/00/00	6.98
01-003515	BOMGAARS	224 N MAIN CLEANUP	5.98	0.00	000000	0/00/00	5.98
01-003515	BOMGAARS	WEED KILLER	54.99	0.00	000000	0/00/00	54.99
01-003515	BOMGAARS	WEED KILLER	54.99	0.00	000000	0/00/00	54.99
01-003515	BOMGAARS	SUPPLIES	19.99	0.00	000000	0/00/00	19.99
01-003515	BOMGAARS	SUPPLIES	29.98	0.00	000000	0/00/00	29.98
		** TOTALS **	641.09	148.91-			492.18
01-002311	BOOK FARM INC.	BOOKS	145.00	145.00-	116158	10/24/19	0.00
		** TOTALS **	145.00	145.00-			0.00
01-001805	BOOK LOOK	BOOKS	537.51	537.51-	116154	10/24/19	0.00
		** TOTALS **	537.51	537.51-			0.00
01-003661	BREDA TELEPHONE CORPORATI	LOCAL AND LONG DISTANCE	2,667.04	2,667.04-	116104	10/15/19	0.00
		** TOTALS **	2,667.04	2,667.04-			0.00
01-003693	BRUNER & BRUNER	GENERAL WORK	810.00	0.00	000000	0/00/00	810.00
01-003693	BRUNER & BRUNER	POLICE/MAGISTRATE	756.00	0.00	000000	0/00/00	756.00
01-003693	BRUNER & BRUNER	TOBACCO ENFORCEMENT	135.00	0.00	000000	0/00/00	135.00
01-003693	BRUNER & BRUNER	224 N MAIN ST. CLOSING	202.50	0.00	000000	0/00/00	202.50
		** TOTALS **	1,903.50	0.00			1,903.50
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	124.73	124.73-	116163	10/24/19	0.00
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	11.00	0.00	000000	0/00/00	11.00
		** TOTALS **	135.73	124.73-			11.00
01-025028	CAROL SCHOEPPNER	SECRETARY CONTRACT	350.00	350.00-	116138	10/21/19	0.00
		** TOTALS **	350.00	350.00-			0.00
01-004132	CARROLL AVIATION INC.	CONTRACT	6,700.00	6,700.00-	116122	10/21/19	0.00
		** TOTALS **	6,700.00	6,700.00-			0.00
01-002977	CARROLL REFUSE SERVICE	AUGUST GARBAGE	57.00	57.00-	116114	10/21/19	0.00
01-002977	CARROLL REFUSE SERVICE	SEPTEMBER GARBAGE	57.00	57.00-	116114	10/21/19	0.00

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ACCOUNTS PAYABLE  
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UNPAID ITEMS DATES :		10/11/2019 THRU 10/24/2019	10/11/2019 THRU 10/24/2019

VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
		** TOTALS **	114.00	114.00-			0.00
01-004237	CARROLL VETERINARY CLINIC	OCT. DOG CARE CONTRACT	650.00	0.00	000000	0/00/00	650.00
01-004237	CARROLL VETERINARY CLINIC	NOV. DOG CARE CONTRACT	650.00	0.00	000000	0/00/00	650.00
		** TOTALS **	1,300.00	0.00			1,300.00
01-004325	CENTRAL IOWA DISTRIBUTING	CLEANING SUPPLIES	108.30	0.00	000000	0/00/00	108.30
		** TOTALS **	108.30	0.00			108.30
01-002998	CENTURYLINK	BACK-UP PHONE LINE	61.04	61.04-	116115	10/21/19	0.00
01-002998	CENTURYLINK	BACK-UP PHONE LINE	151.89	151.89-	116116	10/21/19	0.00
		** TOTALS **	212.93	212.93-			0.00
01-001148	CERTIFIED TESTING SERVICE	PICKLEBALL GEOTECHNICAL TEST	1,800.00	0.00	000000	0/00/00	1,800.00
		** TOTALS **	1,800.00	0.00			1,800.00
01-002867	CINTAS FIRST AID & SAFETY	FIRST AID SUPPLIES	162.33	0.00	000000	0/00/00	162.33
		** TOTALS **	162.33	0.00			162.33
01-003493	CITY OF ATLANTIC	BRAINFUSE DATABASE	1,100.00	1,100.00-	116162	10/24/19	0.00
		** TOTALS **	1,100.00	1,100.00-			0.00
01-004835	COMMERCIAL SAVINGS BANK	OCT. ACH WATER PROCESSING FEES	116.40	116.40-	000000	10/15/19	0.00
01-004835	COMMERCIAL SAVINGS BANK	FEDERAL WITHHOLDINGS	12,397.86	12,397.86-	000619	10/24/19	0.00
01-004835	COMMERCIAL SAVINGS BANK	FTCA WITHHOLDING	14,694.90	14,694.90-	000619	10/24/19	0.00
01-004835	COMMERCIAL SAVINGS BANK	MEDICARE WITHHOLDING	4,439.12	4,439.12-	000619	10/24/19	0.00
		** TOTALS **	31,648.28	31,648.28-			0.00
01-004836	COMMUNITY OIL CO. INC.	OIL	204.07	0.00	000000	0/00/00	204.07
01-004836	COMMUNITY OIL CO. INC.	EQUIPMENT FUEL	1,255.20	1,255.20-	116124	10/21/19	0.00
01-004836	COMMUNITY OIL CO. INC.	RED FUEL	499.40	0.00	000000	0/00/00	499.40
		** TOTALS **	1,958.67	1,255.20-			703.47
01-000911	COMPUTER CONCEPTS OF IOWA	IT MAINTENANCE	45.00	45.00-	116150	10/24/19	0.00
01-000911	COMPUTER CONCEPTS OF IOWA	IT MAINTENANCE	30.00	30.00-	116150	10/24/19	0.00
01-000911	COMPUTER CONCEPTS OF IOWA	IT MAINTENANCE	1,312.00	1,312.00-	116150	10/24/19	0.00
01-000911	COMPUTER CONCEPTS OF IOWA	IT MAINTENANCE	22.50	22.50-	116150	10/24/19	0.00
		** TOTALS **	1,409.50	1,409.50-			0.00
01-001595	COUNSEL OFFICE & DOCUMENT	COPIER MAINTENANCE	168.94	168.94-	116153	10/24/19	0.00
01-001595	COUNSEL OFFICE & DOCUMENT	TONER FREIGHT	7.73	7.73-	116153	10/24/19	0.00
01-001595	COUNSEL OFFICE & DOCUMENT	COPIER CONTRACT	142.87	0.00	000000	0/00/00	142.87
01-001595	COUNSEL OFFICE & DOCUMENT	COPIER MAINTENANCE	104.83	104.83-	116153	10/24/19	0.00
		** TOTALS **	424.37	281.50-			142.87

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ACCOUNTS PAYABLE  
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UNPAID ITEMS DATES :		10/11/2019 THRU 10/24/2019	10/11/2019 THRU 10/24/2019

VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
01-005395	D & K PRODUCTS	FERTILIZER	2,286.50	0.00	000000	0/00/00	2,286.50
01-005395	D & K PRODUCTS	FERTILIZER	2,152.00	0.00	000000	0/00/00	2,152.00
01-005395	D & K PRODUCTS	FERTILIZER	1,398.80	0.00	000000	0/00/00	1,398.80
		** TOTALS **	5,837.30	0.00			5,837.30
01-003485	DALE POTTEBAUM	STEEL TOED WORK BOOTS	200.00	200.00-	116120	10/21/19	0.00
		** TOTALS **	200.00	200.00-			0.00
01-005615	DEMCO EDUCATIONAL CORP.	OPERATING SUPPLIES	235.48	235.48-	116166	10/24/19	0.00
01-005615	DEMCO EDUCATIONAL CORP.	OPERATING SUPPLIES	123.92	123.92-	116166	10/24/19	0.00
		** TOTALS **	359.40	359.40-			0.00
01-005645	DEPARTMENT OF PUBLIC SAFE	IOWA SYSTEM	810.00	0.00	000000	0/00/00	810.00
		** TOTALS **	810.00	0.00			810.00
01-005640	DES MOINES REGISTER	PERIODICAL RENEWAL	574.31	574.31-	116167	10/24/19	0.00
		** TOTALS **	574.31	574.31-			0.00
01-001965	DIANE TRACY	TRAVEL AND CONFERENCE	268.76	268.76-	116155	10/24/19	0.00
		** TOTALS **	268.76	268.76-			0.00
01-003008	DMBA PROPERTIES & CONSULT	TIF REFUNDING-BIOKENEMETRICS	18,843.29	0.00	000000	0/00/00	18,843.29
		** TOTALS **	18,843.29	0.00			18,843.29
01-006275	DREES OIL CO. INC.	PROPANE	141.32	141.32-	116125	10/21/19	0.00
01-006275	DREES OIL CO. INC.	GASOLINE TRUCK #9	79.77	0.00	000000	0/00/00	79.77
		** TOTALS **	221.09	141.32-			79.77
01-003491	DREYER PAINTING	POOL PAINTING	38,735.00	0.00	000000	0/00/00	38,735.00
		** TOTALS **	38,735.00	0.00			38,735.00
01-012590	ECHO ELECTRIC SUPPLY	ELECTRICAL REPAIRS	21.57	21.57-	116130	10/21/19	0.00
01-012590	ECHO ELECTRIC SUPPLY	FUSE - WEATHER SIREN	4.41	0.00	000000	0/00/00	4.41
01-012590	ECHO ELECTRIC SUPPLY	SUPPLIES	6.45	0.00	000000	0/00/00	6.45
01-012590	ECHO ELECTRIC SUPPLY	SUPPLIES	33.29	0.00	000000	0/00/00	33.29
01-012590	ECHO ELECTRIC SUPPLY	SUPPLIES	27.40	0.00	000000	0/00/00	27.40
		** TOTALS **	93.12	21.57-			71.55
01-006810	ECOWATER SYSTEMS	COOLER RENT AND WATER	121.26	121.26-	116126	10/21/19	0.00
		** TOTALS **	121.26	121.26-			0.00
01-007253	ELECTRIC MOTOR SERVICE LL	ROOF TOP BLOWER REPAIRS	68.80	0.00	000000	0/00/00	68.80
		** TOTALS **	68.80	0.00			68.80

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01-004185	EMPLOYMENT RESOURCES	SEPTEMBER LIBRARY CLEANING	275.18	275.18-	116164	10/24/19	0.00
		** TOTALS **	275.18	275.18-			0.00
01-008027	FAREWAY STORES	SUPPLIES	4.29	0.00	000000	0/00/00	4.29
		** TOTALS **	4.29	0.00			4.29
01-008050	FASTENAL COMPANY	SUPPLIES	23.28	0.00	000000	0/00/00	23.28
01-008050	FASTENAL COMPANY	SAFETY VEST	11.99	0.00	000000	0/00/00	11.99
		** TOTALS **	35.27	0.00			35.27
01-006860	FELD FIRE EQUIPMENT CO.	100' HOSE	171.65	0.00	000000	0/00/00	171.65
01-006860	FELD FIRE EQUIPMENT CO.	EXTINGUISHER INSPECTION	325.00	325.00-	116127	10/21/19	0.00
01-006860	FELD FIRE EQUIPMENT CO.	FIRE EXTINGUISHER INSPECTION	273.00	0.00	000000	0/00/00	273.00
01-006860	FELD FIRE EQUIPMENT CO.	EXTINGUISHER INSPECTIONS	305.00	0.00	000000	0/00/00	305.00
01-006860	FELD FIRE EQUIPMENT CO.	FIRE EXTINGUISHER INSPECTION	20.00	0.00	000000	0/00/00	20.00
01-006860	FELD FIRE EQUIPMENT CO.	EXTINGUISHER INSPECTION	688.00	0.00	000000	0/00/00	688.00
		** TOTALS **	1,782.65	325.00-			1,457.65
01-000013	FIRE/POLICE RETIREMENT SY	MEFRSI CONTRIBUTIONS	11,923.24	11,923.24-	000620	10/24/19	0.00
		** TOTALS **	11,923.24	11,923.24-			0.00
01-002806	FOUNDATION ANALYTICAL LAB	LAB TESTING	622.50	0.00	000000	0/00/00	622.50
		** TOTALS **	622.50	0.00			622.50
01-009315	GALL'S INC.	UNIFORM BOOTS, PANTS, BELT	219.81	0.00	000000	0/00/00	219.81
01-009315	GALL'S INC.	MENTZER - VEST	699.00	0.00	000000	0/00/00	699.00
01-009315	GALL'S INC.	KATHOL - VEST	671.00	0.00	000000	0/00/00	671.00
		** TOTALS **	1,589.81	0.00			1,589.81
01-009540	GENERAL TRAFFIC CONTROLS	SIGNAL REPAIRS	538.00	0.00	000000	0/00/00	538.00
		** TOTALS **	538.00	0.00			538.00
01-003408	GREAT AMERICA FINANCIAL S	COPIER CONTRACT	83.00	83.00-	116143	10/22/19	0.00
		** TOTALS **	83.00	83.00-			0.00
01-000992	GUTE TREE SERVICE	TREES BY CLUBHOUSE	2,400.00	0.00	000000	0/00/00	2,400.00
		** TOTALS **	2,400.00	0.00			2,400.00
01-005410	HERALD PUBLISHING COMPANY	PUBLICITY	225.00	225.00-	116165	10/24/19	0.00
		** TOTALS **	225.00	225.00-			0.00
01-011307	HOG SLAT INC.	REPAIR PARTS	390.00	0.00	000000	0/00/00	390.00
		** TOTALS **	390.00	0.00			390.00



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01-011831	HY-VEE INC.	SUPPLIES RETURNED	2.66-	2.66	116129	10/21/19	0.00
01-011831	HY-VEE INC.	150TH CELEBRATION SUPPLIES	111.07	111.07-	116129	10/21/19	0.00
01-011831	HY-VEE INC.	SENIOR DAY SUPPLIES	72.89	72.89-	116129	10/21/19	0.00
01-011831	HY-VEE INC.	SWIM MEET CONCESSIONS	8.27	8.27-	116129	10/21/19	0.00
01-011831	HY-VEE INC.	SWIM MEET CONCESSIONS	2.49	2.49-	116129	10/21/19	0.00
		** TOTALS **	192.06	192.06-			0.00
01-000019	ICMA MEMBERSHIP RENEWALS	ICMA DUES	1,057.84	0.00	000000	0/00/00	1,057.84
		** TOTALS **	1,057.84	0.00			1,057.84
01-012552	INDUSTRIAL BEARING SUPP.	REPAIR PARTS	228.67	0.00	000000	0/00/00	228.67
		** TOTALS **	228.67	0.00			228.67
01-012587	INTERSTATE BATTERY SYSTEM	BATTERIES RETURNED	160.90-	0.00	000000	0/00/00	160.90-
01-012587	INTERSTATE BATTERY SYSTEM	BATTERIES	969.40	0.00	000000	0/00/00	969.40
		** TOTALS **	808.50	0.00			808.50
01-012666	IOWA ONE CALL	SEPT. 2019 LOCATES	148.50	0.00	000000	0/00/00	148.50
		** TOTALS **	148.50	0.00			148.50
01-012706	IPERS	IPERS CONTRIBUTIONS	18,464.17	18,464.17-	000621	10/24/19	0.00
01-012706	IPERS	IPERS CONTRIBUTIONS	155.01	155.01-	000621	10/24/19	0.00
01-012706	IPERS	IPERS CONTRIBUTIONS	35.71	35.71-	000621	10/24/19	0.00
		** TOTALS **	18,654.89	18,654.89-			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.	STREAMBED STABILIZATION	5,690.00	0.00	000000	0/00/00	5,690.00
01-013917	JEO CONSULTING GROUP INC.	WATERMAIN REPLACE 2019	93.75	0.00	000000	0/00/00	93.75
01-013917	JEO CONSULTING GROUP INC.	WATER STORAGE TOWER REHAB	44,600.00	0.00	000000	0/00/00	44,600.00
		** TOTALS **	50,383.75	0.00			50,383.75
01-025020	JOHN DEERE FINANCIAL	SUPPLIES	35.71	35.71-	116137	10/21/19	0.00
01-025020	JOHN DEERE FINANCIAL	FILTERS	49.25	49.25-	116137	10/21/19	0.00
01-025020	JOHN DEERE FINANCIAL	GENERATOR MAINTENANCE	79.70	79.70-	116137	10/21/19	0.00
01-025020	JOHN DEERE FINANCIAL	SUPPLIES	15.95	15.95-	116137	10/21/19	0.00
01-025020	JOHN DEERE FINANCIAL	DIAMOND TIP RESCUE BLADE	209.95	209.95-	116137	10/21/19	0.00
01-025020	JOHN DEERE FINANCIAL	MOWER PARTS	171.23	171.23-	116137	10/21/19	0.00
		** TOTALS **	561.79	561.79-			0.00
01-002700	JUSTIN FERRIN	K9 TRAINING	81.63	81.63-	116142	10/22/19	0.00
		** TOTALS **	81.63	81.63-			0.00

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01-001345	KELTEK INCORPORATED	SQUAD CAR COMPUTER	5,017.40	0.00	000000	0/00/00	5,017.40
		** TOTALS **	5,017.40	0.00			5,017.40
01-014815	KEYSTONE LABORATORIES	SAMPLE ANALYSIS	137.50	0.00	000000	0/00/00	137.50
		** TOTALS **	137.50	0.00			137.50
01-000561	KURT MOSMAN	STEEL TOED WORK BOOTS	200.00	200.00-	116109	10/21/19	0.00
		** TOTALS **	200.00	200.00-			0.00
01-000560	LAURA SCHAEFER	IMFOA FALL CONFERENCE	111.94	111.94-	116108	10/21/19	0.00
		** TOTALS **	111.94	111.94-			0.00
01-002969	LINKEDIN CORPORATION	LYNDA.COM RENEWAL	2,500.00	2,500.00-	116160	10/24/19	0.00
		** TOTALS **	2,500.00	2,500.00-			0.00
01-003490	LORI LANGE	FITNESS CARD REFUND	31.50	0.00	000000	0/00/00	31.50
		** TOTALS **	31.50	0.00			31.50
01-001193	MARKET ON 30	PARADE SUPPLIES	41.94	41.94-	116151	10/24/19	0.00
01-001193	MARKET ON 30	PARADE SUPPLIES	13.28	13.28-	116151	10/24/19	0.00
		** TOTALS **	55.22	55.22-			0.00
01-017133	MASTERCARD	FRONT WARNING STROBE	171.27	171.27-	116131	10/21/19	0.00
01-017133	MASTERCARD	APWA FALL CONFERENCE	347.64	347.64-	116132	10/21/19	0.00
01-017133	MASTERCARD	CONFERENCE/TRAVEL EXPENSES	1,703.19	1,703.19-	116133	10/21/19	0.00
01-017133	MASTERCARD	SUPPLIES	440.39	440.39-	116134	10/21/19	0.00
01-017133	MASTERCARD	SUPPLIES/CONFERENCE/CLASSES	2,944.80	2,944.80-	116144	10/22/19	0.00
01-017133	MASTERCARD	SUPPLIES	259.33	259.33-	116168	10/24/19	0.00
		** TOTALS **	5,866.62	5,866.62-			0.00
01-003461	MERCHANT SERVICES	CC PROCESSING FEES	423.89	423.89-	000000	10/15/19	0.00
		** TOTALS **	423.89	423.89-			0.00
01-002951	MIKE POGGE-WEAVER	IaCMA SUMMER CONFERENCE	289.32	0.00	000000	0/00/00	289.32
01-002951	MIKE POGGE-WEAVER	IaCMA BOARD MEETING	74.24	0.00	000000	0/00/00	74.24
		** TOTALS **	363.56	0.00			363.56
01-018408	NAPA AUTO PARTS	EQUIPMENT REPAIRS/AUTO FILTER	39.28	39.28-	116135	10/21/19	0.00
01-018408	NAPA AUTO PARTS	SUPPLIES	23.48	0.00	000000	0/00/00	23.48
01-018408	NAPA AUTO PARTS	REPAIR PARTS	22.10	0.00	000000	0/00/00	22.10
01-018408	NAPA AUTO PARTS	BRAKES/ROTORS TRUCK #40	148.55	0.00	000000	0/00/00	148.55
		** TOTALS **	233.41	39.28-			194.13

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01-019143	NBS CALIBRATIONS	SCALE CALIBRATION	155.00	0.00	000000	0/00/00	155.00
01-019143	NBS CALIBRATIONS	THERMOMETER REPAIRS	175.00	0.00	000000	0/00/00	175.00
		** TOTALS **	330.00	0.00			330.00
01-018610	NELSON WOOD WORK & UPHOLS	EQUIPMENT RECOVERED	150.00	0.00	000000	0/00/00	150.00
		** TOTALS **	150.00	0.00			150.00
01-003263	NETBANK	SEPT. EFT PROCESSING FEES	104.04	104.04-	000000	10/21/19	0.00
		** TOTALS **	104.04	104.04-			0.00
01-003298	NUTRIEN AD SOLUTIONS INC	WEED CONTROL	780.00	780.00-	116118	10/21/19	0.00
		** TOTALS **	780.00	780.00-			0.00
01-020208	O'HALLORAN INTERNATIONAL	TRUCK INSPECTION & REPAIR	382.58	382.58-	116136	10/21/19	0.00
		** TOTALS **	382.58	382.58-			0.00
01-020203	OFFICE STOP	OFFICE SUPPLIES	43.72	0.00	000000	0/00/00	43.72
		** TOTALS **	43.72	0.00			43.72
01-001520	OUR IOWA	PERIODICAL RENEWAL	19.98	19.98-	116152	10/24/19	0.00
		** TOTALS **	19.98	19.98-			0.00
01-001949	PERFORMANCE TIRE & SERVIC	TIRE REPAIR #40	25.44	0.00	000000	0/00/00	25.44
		** TOTALS **	25.44	0.00			25.44
01-003449	PIGOTT INC.	FURNISHINGS	437.46	0.00	000000	0/00/00	437.46
		** TOTALS **	437.46	0.00			437.46
01-001327	POLICE LEGAL SCIENCES INC	PLS TRAINING	1,800.00	0.00	000000	0/00/00	1,800.00
		** TOTALS **	1,800.00	0.00			1,800.00
01-002978	QCI	MISC COMPUTER ISSUE	135.00	0.00	000000	0/00/00	135.00
		** TOTALS **	135.00	0.00			135.00
01-003173	R & R RENTAL	ELECTRIC BILLS	92.22	92.22-	116117	10/21/19	0.00
01-003173	R & R RENTAL	GAS BILLS	12.45	12.45-	116117	10/21/19	0.00
		** TOTALS **	104.67	104.67-			0.00
01-001136	R & R SEPTIC SERVICE INC	SEPTIC SYSTEM	22,225.11	22,225.11-	116110	10/21/19	0.00
		** TOTALS **	22,225.11	22,225.11-			0.00
01-009870	RACCOON VALLEY ELECTRIC C	SEPT. ELECTRIC SERVICE	1,051.32	1,051.32-	116128	10/21/19	0.00
		** TOTALS **	1,051.32	1,051.32-			0.00

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01-000490	RANDALL M. KRAUEL	APWA FALL CONFERENCE MILEAGE	114.84	114.84-	116106	10/21/19	0.00
		** TOTALS **	114.84	114.84-			0.00
01-003137	RDG PLANNING & DESIGN	REC CENTER BLDG IMPROVEMENTS	5,845.65	0.00	000000	0/00/00	5,845.65
		** TOTALS **	5,845.65	0.00			5,845.65
01-000326	RECORDED BOOKS LLC	AUDIO BOOKS	107.99	107.99-	116149	10/24/19	0.00
01-000326	RECORDED BOOKS LLC	AUDIO BOOKS	71.99	71.99-	116149	10/24/19	0.00
01-000326	RECORDED BOOKS LLC	AUDIO BOOKS	76.49	76.49-	116149	10/24/19	0.00
01-000326	RECORDED BOOKS LLC	AUDIO BOOKS	31.50	31.50-	116149	10/24/19	0.00
01-000326	RECORDED BOOKS LLC	AUDIO BOOKS	35.99	35.99-	116149	10/24/19	0.00
		** TOTALS **	323.96	323.96-			0.00
01-002987	RIESBERG AUDIO AND DETAIL	RADAR REPAIRS	28.60	0.00	000000	0/00/00	28.60
		** TOTALS **	28.60	0.00			28.60
01-025048	SCHULTES CONSTRUCTION, MI	SEALING CONCRETE	557.13	557.13-	116139	10/21/19	0.00
		** TOTALS **	557.13	557.13-			0.00
01-000016	SECURITY TITLE/INVESTMENT	224 N MAIN ST ABSTRACT	270.00	0.00	000000	0/00/00	270.00
		** TOTALS **	270.00	0.00			270.00
01-000155	SHIVE HATTERY INC	CARROLL TRAILS 2019	25,495.38	0.00	000000	0/00/00	25,495.38
		** TOTALS **	25,495.38	0.00			25,495.38
01-001492	SNYDER FLOORING	CARPET CLEANING TEMP CITY HALL	886.25	0.00	000000	0/00/00	886.25
		** TOTALS **	886.25	0.00			886.25
01-025880	STONE PRINTING CO.	SUPPLIES	18.59	18.59-	116169	10/24/19	0.00
01-025880	STONE PRINTING CO.	SUPPLIES	2.00	2.00-	116169	10/24/19	0.00
01-025880	STONE PRINTING CO.	UTILITY BILLS	2,271.25	0.00	000000	0/00/00	2,271.25
01-025880	STONE PRINTING CO.	SUPPLIES	16.76	16.76-	116169	10/24/19	0.00
01-025880	STONE PRINTING CO.	ELECTRICAL PERMIT FORMS	60.94	0.00	000000	0/00/00	60.94
01-025880	STONE PRINTING CO.	MECHANICAL PERMIT FORMS	60.94	0.00	000000	0/00/00	60.94
01-025880	STONE PRINTING CO.	SIGN PERMIT FORMS	51.27	0.00	000000	0/00/00	51.27
01-025880	STONE PRINTING CO.	DEMOLITION PERMIT FORMS	51.27	0.00	000000	0/00/00	51.27
01-025880	STONE PRINTING CO.	PLUMBING PERMIT FORMS	60.94	0.00	000000	0/00/00	60.94
01-025880	STONE PRINTING CO.	ROW PERMIT FORMS	77.07	0.00	000000	0/00/00	77.07
01-025880	STONE PRINTING CO.	BUILDING PERMIT FORMS	60.94	0.00	000000	0/00/00	60.94
01-025880	STONE PRINTING CO.	SUPPLIES	11.98	11.98-	116169	10/24/19	0.00
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	36.99	0.00	000000	0/00/00	36.99
		** TOTALS **	2,780.94	49.33-			2,731.61
01-027055	TRANS-IOWA EQUIPMENT CO.	COMBINATION SEWER CLEANER	350,928.00	0.00	000000	0/00/00	350,928.00

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 VENDOR SET: 01 City of Carroll  
 REPORTING: PAID, UNPAID, PARTIAL

ACCOUNTS PAYABLE  
 OPEN ITEM REPORT  
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	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	10/11/2019 THRU 10/24/2019	10/11/2019 THRU 10/24/2019	10/11/2019 THRU 10/24/2019
PARTIALLY ITEMS DATES :	10/11/2019 THRU 10/24/2019	10/11/2019 THRU 10/24/2019	10/11/2019 THRU 10/24/2019
UNPAID ITEMS DATES :		10/11/2019 THRU 10/24/2019	10/11/2019 THRU 10/24/2019

VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
01-027055	TRANS-IOWA EQUIPMENT CO.	OPERATING SUPPLIES	811.01	0.00	000000	0/00/00	811.01
01-027055	TRANS-IOWA EQUIPMENT CO.	EQUIPMENT MAINT. SUPPLIES	456.38	0.00	000000	0/00/00	456.38
01-027055	TRANS-IOWA EQUIPMENT CO.	EQUIPMENT MAINT. SUPPLIES	203.26	0.00	000000	0/00/00	203.26
		** TOTALS **	352,398.65	0.00			352,398.65
01-027060	TREASURER OF IOWA	SALES TAX	9,674.00	9,674.00-	000000	10/15/19	0.00
01-027060	TREASURER OF IOWA	10/1-10/15/2019 SALES TAX	416.00	416.00-	000000	10/21/19	0.00
		** TOTALS **	10,090.00	10,090.00-			0.00
01-000875	TRUE NORTH COMPANIES	AD & D INSURANCE FIREFIGHTERS	465.50	0.00	000000	0/00/00	465.50
		** TOTALS **	465.50	0.00			465.50
01-004810	TRUE VALUE HARDWARE & HOM	FUSES/ELECTRICAL	15.98	15.98-	116123	10/21/19	0.00
		** TOTALS **	15.98	15.98-			0.00
01-001088	TYLER TECHNOLOGIES	ONLINE BILLING ACCESS	180.00	0.00	000000	0/00/00	180.00
		** TOTALS **	180.00	0.00			180.00
01-002437	UNIFIED CONTRACTING SERVI	SUMP SENSOR	290.12	290.12-	116112	10/21/19	0.00
		** TOTALS **	290.12	290.12-			0.00
01-028168	UNITED PARCEL SERVICE	FREIGHT W/E 10/5/2019	28.86	28.86-	116105	10/15/19	0.00
01-028168	UNITED PARCEL SERVICE	FREIGHT W/E 10/12/2019	44.56	44.56-	116140	10/21/19	0.00
		** TOTALS **	73.42	73.42-			0.00
01-028290	USA BLUE BOOK	OPERATING SUPPLIES	77.29	0.00	000000	0/00/00	77.29
		** TOTALS **	77.29	0.00			77.29
01-003492	UTILITY SERVICE CO. INC.	TOWER IMPROVEMENT #1	178,030.00	0.00	000000	0/00/00	178,030.00
		** TOTALS **	178,030.00	0.00			178,030.00
01-002771	VAN MAANEN ELECTRIC INC	REIL LIGHTS REPAIR (RUNWAY)	2,795.49	2,795.49-	116113	10/21/19	0.00
		** TOTALS **	2,795.49	2,795.49-			0.00
01-028814	VAN METER COMPANY, THE	SUPPLIES	20.59	0.00	000000	0/00/00	20.59
		** TOTALS **	20.59	0.00			20.59
01-002666	VAN WALL EQUIPMENT INC.	REPAIR PARTS	116.62	0.00	000000	0/00/00	116.62
		** TOTALS **	116.62	0.00			116.62
01-030120	WAL-MART STORE #01-1787	STORAGE TOTES	29.94	0.00	000000	0/00/00	29.94
01-030120	WAL-MART STORE #01-1787	150TH CELEBRATION SUPPLIES	16.59	0.00	000000	0/00/00	16.59
01-030120	WAL-MART STORE #01-1787	CLEANING SUPPLIES	58.72	0.00	000000	0/00/00	58.72
01-030120	WAL-MART STORE #01-1787	SUPPLIES	156.78	0.00	000000	0/00/00	156.78

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REPORTING: PAID, UNPAID, PARTIAL

ACCOUNTS PAYABLE  
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	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES	: 10/11/2019 THRU 10/24/2019	10/11/2019 THRU 10/24/2019	10/11/2019 THRU 10/24/2019
PARTIALLY ITEMS DATES:	10/11/2019 THRU 10/24/2019	10/11/2019 THRU 10/24/2019	10/11/2019 THRU 10/24/2019
UNPAID ITEMS DATES	:	10/11/2019 THRU 10/24/2019	10/11/2019 THRU 10/24/2019

VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
01-030120	WAL-MART STORE #01-1787	BATTERIES	49.99	0.00	000000	0/00/00	49.99
		** TOTALS **	312.02	0.00			312.02
01-003377	WELLMARK BLUE CROSS/BLUE	NOV. HEALTH INS. PREMIUMS	41,880.34	41,880.34-	116119	10/21/19	0.00
		** TOTALS **	41,880.34	41,880.34-			0.00
01-002381	WESTMOR FLUID SOLUTIONS L	FUEL DELIVERY REPAIR	573.21	573.21-	116111	10/21/19	0.00
		** TOTALS **	573.21	573.21-			0.00
01-030355	WITTROCK MOTOR CO.	SEPTEMBER CAR RENTAL	349.00	349.00-	116141	10/21/19	0.00
01-030355	WITTROCK MOTOR CO.	DEDUCTIBLE	600.00	0.00	000000	0/00/00	600.00
		** TOTALS **	949.00	349.00-			600.00
01-003291	WORLDPAY INTEGRATED PAYME	SEPT. CC PROCESSING FEES	676.41	676.41-	000000	10/21/19	0.00
		** TOTALS **	676.41	676.41-			0.00
	* Payroll Expense		160,005.39				

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ACCOUNTS PAYABLE  
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	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES	: 10/11/2019 THRU 10/24/2019	10/11/2019 THRU 10/24/2019	10/11/2019 THRU 10/24/2019
PARTIALLY ITEMS DATES	: 10/11/2019 THRU 10/24/2019	10/11/2019 THRU 10/24/2019	10/11/2019 THRU 10/24/2019
UNPAID ITEMS DATES	:	10/11/2019 THRU 10/24/2019	10/11/2019 THRU 10/24/2019

REPORT TOTALS

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	339,697.54	339,697.54CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	715,696.24	0.00	715,696.24
VOID ITEMS	0.00	0.00	0.00
** TOTALS **	1,055,393.78	339,697.54CR	715,696.24

UNPAID RECAP

UNPAID INVOICE TOTALS	715,857.14
UNPAID DEBIT MEMO TOTALS	0.00
UNAPPLIED CREDIT MEMO TOTALS	160.90CR
** UNPAID TOTALS **	715,696.24



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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=====  
PAID ITEMS DATES : 10/11/2019 THRU 10/24/2019  
PARTIALLY ITEMS DATES: 10/11/2019 THRU 10/24/2019  
UNPAID ITEMS DATES :

=====ITEM DATES=====  
10/11/2019 THRU 10/24/2019  
10/11/2019 THRU 10/24/2019  
10/11/2019 THRU 10/24/2019

=====POSTING DATES=====  
10/11/2019 THRU 10/24/2019  
10/11/2019 THRU 10/24/2019  
10/11/2019 THRU 10/24/2019

FUND TOTALS

001	GENERAL FUND	189,271.69
010	HOTEL/MOTEL TAX	266.55
110	ROAD USE TAX FUND	7,792.21
125	U.R. DOWNTOWN S.R.	18,843.29
178	CRIME PREV/SPEC PROJECTS	135.00
311	C.P.-PARKS & RECREATION	27,295.38
315	LIBRARY/CITY HALL REMODEL	437.46
600	WATER UTILITY FUND	18,119.73
602	WATER UTILITY CAP. IMP.	222,723.75
610	SEWER UTILITY FUND	362,368.99
620	STORM WATER UTILITY	564.00
621	STORM WATER CAP. IMP.	5,690.00
850	MEDICAL INSURANCE FUND	41,880.34
*	PAYROLL EXPENSE	160,005.39

GRAND TOTAL 1,055,393.78

# 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:** October 24, 2019 *BB*

**RE:** New 5-Day License and Renewal of License

The following establishment has applied for a new license:

Hy-Vee Family Resource Center Annual Fall Affair (November 5, 2019)  
5-Day Class "C" Liquor License

The following establishment has applied for renewal of license:

Rancho Grande  
323 North Main  
Class "C" Liquor License with Outdoor Service and Sunday Sales

**RECOMMENDATION:** Council consideration and approval of these applications.

# City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

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

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

**DATE:** October 23, 2019

**SUBJECT:** Middle Raccoon River Streambed Stabilization - 2019

1. Report of Proposal Opening
2. Consideration of Award of Contract

On October 22, Proposals for the construction of the Middle Raccoon River Streambed Stabilization project were received, opened and tabulated. Five Proposals were received. The unit prices included in the Proposals are detailed in the attached Summary of Proposals Received. The Proposal totals are summarized as follows:

Healy Excavating	\$320,116.00
Graves Construction Co., Inc.	\$402,451.50
King Construction	\$478,645.00
Murphy Heavy Contracting Corp.	\$346,925.00
Nelson & Rock Contracting, Inc.	\$379,076.00

Healy Excavating appears to have submitted the lowest responsive, responsible Proposal.

Based on the lowest Proposal received, the current project cost estimate is as follows:

Design	\$ 39,850.00
Construction	<u>\$320,116.00</u>
Total	\$359,966.00

Proposed funding for the project is as follows:

Stormwater Utility Fund	\$385,000.00
Hungry Canyons Alliance	<u>\$ 80,000.00</u>
Total	\$465,000.00

The project schedule includes construction substantial completion by May 31, 2020.

**RECOMMENDATION:** Mayor and City Council consideration of the Resolution awarding the contract for the Middle Raccoon River Streambed Stabilization – 2019 project to Healy Excavating at their proposal price of \$320,116.00

RMK:ds

attachments (2)

RESOLUTION NO. \_\_\_\_\_

RESOLUTION MAKING AWARD OF THE CONSTRUCTION CONTRACT FOR THE  
MIDDLE RACCOON RIVER STREAMBED STABILIZATION – 2019 PROJECT.

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 proposal for the construction of public improvements described in general as the Middle Raccoon River Streambed Stabilization – 2019 project and further described in the plans and specifications heretofore adopted by this Council is the lowest responsive, responsible proposal for said work as follows:

Contractor:	Healy Excavating
Amount of Bid:	\$320,116.00
Portion of Project:	All Construction Work;

and,

WHEREAS, a contract with Healy Excavating for the construction of the Middle Raccoon River Streambed Stabilization – 2019 project is prepared; and,

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

NOW, THEREFORE, BE IT RESOVLED by the City Council of the City of Carroll, Iowa, that the contract with Healy Excavating for the construction of the Middle Raccoon River Streambed Stabilization – 2019 project, 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 28<sup>th</sup> day of October, 2019.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

By: \_\_\_\_\_  
Eric P. Jensen, Mayor

ATTEST:

By: \_\_\_\_\_  
Laura A. Schaefer, City Clerk

**CITY OF CARROLL**

## SUMMARY OF PROPOSALS RECEIVED

Project: MIDDLE RACCOON RIVER STREAMBED STABILIZATION - 2019

Date: **October 22, 2019**

Location: City Hall

Sheet No. 1 of 2

					ENGINEER'S ESTIMATE		John J. Healy d/b/a Healy Excavating 3483 Perkins Avenue Lake View, LA 51450		Graves Construction Co., Inc. 1810 340th Street Spencer, LA 51301		King Contracting, LLC d/b/a King Construction 104 Main St/P.O. Box 369 Wall Lake, IA 51466		Murphy Heavy Contracting Corp. 101 Roosevelt Street Anita, LA 50020	
ITEM NO.	REFERENCE NUMBER	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
		EARTHWORK												
2.01	2010-108-B-0	Clearing and Grubbing	0.78	ACRE	\$10,000.00	\$7,800.00	\$16,500.00	\$12,870.00	\$42,000.00	\$32,760.00	\$30,000.00	\$23,400.00	\$15,000.00	\$11,700.00
2.02	2010-108-D-1	Topsoil, On-Site	220.00	CY	\$5.00	\$1,100.00	\$21.00	\$4,620.00	\$15.00	\$3,300.00	\$30.00	\$6,600.00	\$5.00	\$1,100.00
2.30	2010-108-E-0	Excavation, Class 10	1,542.00	CY	\$15.00	\$23,130.00	\$12.00	\$18,504.00	\$25.75	\$39,706.50	\$25.00	\$38,550.00	\$25.00	\$38,550.00
		STREETS AND RELATED WORK												
7.01	7030-108-A-0	Removal of Shared Use Path	30.00	SY	\$36.00	\$1,080.00	\$45.00	\$1,350.00	\$30.00	\$900.00	\$25.00	\$750.00	\$20.00	\$600.00
7.02	7030-108-C-0	Shared Use Path, PCC, 6"	30.00	SY	\$45.00	\$1,350.00	\$120.00	\$3,600.00	\$100.00	\$3,000.00	\$125.00	\$3,750.00	\$150.00	\$4,500.00
		TRAFFIC CONTROL												
8.01	8030-108-A-0	Temporary Traffic Control	1.00	LS	\$5,000.00	\$5,000.00	\$5,500.00	\$5,500.00	\$4,950.00	\$4,950.00	\$6,000.00	\$6,000.00	\$3,750.00	\$3,750.00
		SITEWORK AND LANDSCAPING												
9.01	9010-108-B-0	Hydraulic Seeding, Seeding, Fertilizing, and Mulching, Type (Type 1)	0.50	ACRE	\$5,000.00	\$2,500.00	\$5,000.00	\$2,500.00	\$4,000.00	\$2,000.00	\$6,200.00	\$3,100.00	\$4,500.00	\$2,250.00
9.02	9010-108-B-0	Hydraulic Seeding, Seeding, Fertilizing, and Mulching, Type (Type 2)	0.23	ACRE	\$5,000.00	\$1,150.00	\$5,500.00	\$1,265.00	\$5,000.00	\$1,150.00	\$6,500.00	\$1,495.00	\$6,000.00	\$1,380.00
9.03	9040-108-F-1	Wattle, 12" Round, Straw	500.00	LF	\$3.00	\$1,500.00	\$4.50	\$2,250.00	\$3.25	\$1,625.00	\$6.00	\$3,000.00	\$4.25	\$2,125.00
9.04	9040-108-F-2	Wattle, Removal	500.00	LF	\$1.00	\$500.00	\$1.50	\$750.00	\$1.00	\$500.00	\$2.00	\$1,000.00	\$1.00	\$500.00
9.05	9040-108-I-0	Revetment, IDOT Class E	1,970.00	TONS	\$80.00	\$157,600.00	\$67.50	\$132,975.00	\$60.00	\$118,200.00	\$96.00	\$189,120.00	\$65.00	\$128,050.00
9.06	9040-108-O-1	Stabilized Construction Entrance	48.00	SY	\$20.00	\$960.00	\$35.00	\$1,680.00	\$100.00	\$4,800.00	\$60.00	\$2,880.00	\$40.00	\$1,920.00
		MISCELLANEOUS												
11.01	11,020-108-A	Mobilization	1.00	LS	\$25,900.00	\$25,900.00	\$20,000.00	\$20,000.00	\$56,000.00	\$56,000.00	\$31,000.00	\$31,000.00	\$24,500.00	\$24,500.00
11.02	SPECIAL 2.05	Steel Sheet Piling	1,680.00	SF	\$50.00	\$84,000.00	\$51.90	\$87,192.00	\$42.00	\$70,560.00	\$75.00	\$126,000.00	\$50.00	\$84,000.00
11.03	SPECIAL 2.04	Grout for Retention	140.00	CY	\$250.00	\$35,000.00	\$179.00	\$25,060.00	\$450.00	\$63,000.00	\$300.00	\$42,000.00	\$300.00	\$42,000.00
		Construction Subtotal Base Bid				\$348,570.00								
		Contingency				\$15,730.00								
		Total Construction Cost				\$364,300.00				\$320,116.00		\$402,451.50		\$478,645.00
AMOUNT OF PROPOSAL GUARANTEE					5% Minimum		5%		5%		5%		10%	
SURETY							Granite Re, Inc.		Merchants Bonding Company (Mutual)		Merchants Bonding Company (Mutual)		Employers Mutual Casualty Company	
I hereby certify that the above is a true and correct summary of proposals received.					COMMENTS									
Project Manager														

# CITY OF CARROLL

## SUMMARY OF PROPOSALS RECEIVED

Project: MIDDLE RACCOON RIVER STREAMBED STABILIZATION - 2019  
 Date: October 22, 2019  
 Location: City Hall

Sheet No. 2 of 2

					ENGINEER'S ESTIMATE		Nelson & Rock Contracting, Inc 23565 Hwy. K45 Onawa, IA 51040							
ITEM NO.	REFERENCE NUMBER	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
		EARTHWORK												
2.01	2010-108-B-0	Clearing and Grubbing	0.78	ACRE	\$10,000.00	\$7,800.00	\$20,000.00	\$15,600.00						
2.02	2010-108-D-1	Topsoil, On-Site	220.00	CY	\$5.00	\$1,100.00	\$10.00	\$2,200.00						
2.30	2010-108-E-0	Excavation, Class 10	1,542.00	CY	\$15.00	\$23,130.00	\$22.00	\$33,924.00						
		STREETS AND RELATED WORK												
7.01	7030-108-A-0	Removal of Shared Use Path	30.00	SY	\$36.00	\$1,080.00	\$35.00	\$1,050.00						
7.02	7030-108-C-0	Shared Use Path, PCC, 6"	30.00	SY	\$45.00	\$1,350.00	\$140.00	\$4,200.00						
		TRAFFIC CONTROL												
8.01	8030-108-A-0	Temporary Traffic Control	1.00	LS	\$5,000.00	\$5,000.00	\$4,500.00	\$4,500.00						
		SITE WORK AND LANDSCAPING												
9.01	9010-108-B-0	Hydraulic Seeding, Seeding, Fertilizing, and Mulching, Type (Type 1)	0.50	ACRE	\$5,000.00	\$2,500.00	\$10,000.00	\$5,000.00						
9.02	9010-108-B-0	Hydraulic Seeding, Seeding, Fertilizing, and Mulching, Type (Type 2)	0.23	ACRE	\$5,000.00	\$1,150.00	\$10,000.00	\$2,300.00						
9.03	9040-108-F-1	Wattle, 12" Round, Straw	500.00	LF	\$3.00	\$1,500.00	\$6.00	\$3,000.00						
9.04	9040-108-F-2	Wattle, Removal	500.00	LF	\$1.00	\$500.00	\$1.00	\$500.00						
9.05	9040-108-J-0	Revetment, IDOT Class E	1,970.00	TONS	\$80.00	\$157,600.00	\$65.00	\$128,050.00						
9.06	9040-108-O-1	Stabilized Construction Entrance	48.00	SY	\$20.00	\$960.00	\$49.00	\$2,352.00						
		MISCELLANEOUS												
11.01	11,020-108-A	Mobilization	1.00	LS	\$25,900.00	\$25,900.00	\$70,000.00	\$70,000.00						
11.02	SPECIAL 2.05	Steel Sheet Piling	1,680.00	SF	\$50.00	\$84,000.00	\$30.00	\$50,400.00						
11.03	SPECIAL 2.04	Grout for Revetment	140.00	CY	\$250.00	\$35,000.00	\$400.00	\$56,000.00						
		Construction Subtotal Base Bid				\$348,570.00								
		Contingency				\$15,730.00								
		Total Construction Cost				\$364,300.00		\$379,076.00						
AMOUNT OF PROPOSAL GUARANTEE					5% Minimum		5%							
SURETY							Western Surety Company							
I hereby certify that the above is a true and correct summary of proposals received.					COMMENTS									
Project Manager														

# City of Carroll

---

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

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

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

**DATE:** October 23, 2019

**SUBJECT:** Wastewater Treatment Plant Antidegradation Analysis  
Professional Engineering Services Proposal

A request to discharge wastewater to the public system which contains constituents that are incompatible with the treatment process has been received. The Iowa Department of Natural Resources (DNR) has preliminarily reviewed the request and is requiring an antidegradation analysis be completed prior to final review. An antidegradation analysis will analyze the impacts of the proposed wastewater discharge on the receiving stream.

A Professional Engineering Services Proposal to perform an antidegradation analysis has been requested and received from Veenstra & Kimm, Inc. A copy of the Proposal is attached. The scope of services included in the Proposal are those necessary to comply with the requirements of the DNR. The proposed fee for services is \$8,800.00.

**RECOMMENDATION:** Mayor and City Council consideration of the Resolution accepting the Proposal of Veenstra & Kimm, Inc., for Professional Engineering Services for the Wastewater Treatment Plant Antidegradation Analysis.

RMK:ds

attachments (2)



RESOLUTION NO. \_\_\_\_\_

RESOLUTION ACCEPTING THE PROPOSAL OF VEENSTRA & KIMM, INC. FOR PROFESSIONAL ENGINEERING SERVICES FOR THE WASTEWATER TREATMENT PLANT ANTIDEGRADATION ANALYSIS.

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

WHEREAS, a Professional Engineering Services Proposal for the preparation of a Wastewater Treatment Plant Antidegradation Analysis has been prepared with Veenstra & Kimm, Inc.; and,

WHEREAS, the City Council has determined that the Professional Engineering Services Proposal of Veenstra & Kimm, Inc. for the Wastewater Treatment Plant Antidegradation Analysis is in the best interests of the City and residents thereof.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the Professional Engineering Services Proposal of Veenstra & Kimm, Inc. is accepted and the Mayor and City Clerk are authorized to execute and attest the Proposal on behalf of the City.

Passed and approved by the Carroll City Council this 28<sup>th</sup> day of October, 2019.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

By: \_\_\_\_\_  
Eric P. Jensen, Mayor

ATTEST:

By: \_\_\_\_\_  
Laura A. Schaefer, City Clerk



## **VEENSTRA & KIMM, INC.**

3000 Westown Parkway • West Des Moines, Iowa 50266-1320

515-225-8000 • 515-225-7848 (FAX) • 800-241-8000 (WATS)

---

October 22, 2019

Randy Krauel  
Public Works Director  
City of Carroll  
627 N. Adams Street  
Carroll, Iowa 51401

**CARROLL, IOWA  
WASTEWATER TREATMENT PLANT ANTIDEGRADATION ANALYSIS  
PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES**

We are pleased to submit Veenstra & Kimm, Inc.'s proposal to provide professional engineering services for the antidegradation analysis for the existing wastewater treatment facility. The antidegradation analysis will include influent copper (Cu) from a potential industrial user.

Veenstra & Kimm, Inc.'s proposal for engineering services is based on the following scope of project as follows:

1. Prepare an antidegradation analysis for influent copper (Cu) for the wastewater treatment plant.
2. Evaluate both a non-degrading alternative and the influent copper (Cu) alternative including estimated costs, present worth costs, practicability, and economic efficiency.
3. Evaluate the social and economic importance.
4. Prepare public notice for publication in the local newspaper and for posting at City Hall.
5. Prepare and send notice to the EPA, U.S. Fish and Wildlife Services, Iowa Environmental Council, Environmental Law & Policy Center, Iowa League of Cities, IDNR Field Office No. 4, and Carroll County.

Randy Krauel  
October 22, 2019  
Page 2

Veenstra & Kimm, Inc. will provide engineering services for:

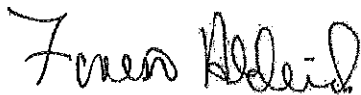
Copper (Cu) Antidegradation Analysis \$8,800.00

Fees for services under this proposal will be billed and payable monthly.

This proposal may be made an agreement upon acceptance by affixing the proper signature and date in the spaces below.

If you have any questions or comments, please contact us at 1-800-241-8000.

VEENSTRA & KIMM, INC.



Forrest S. Aldrich

0-03

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2019

CITY OF CARROLL, IOWA

Attest:

By \_\_\_\_\_

By \_\_\_\_\_

Title VI/Non-Discrimination Assurances

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation **Federal Highway Administration**, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project or program set forth in Appendix B of 49 CRF Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the **Federal Highway Administration** to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the **Federal Highway Administration**, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the **Federal Highway Administration** may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the **Federal Highway Administration** may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Title VI/Non-Discrimination Assurances

## APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 - - 12189) as implemented by Department of Transportation regulations at 49 CFR Parts 37 and 38;
- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).

# 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 *MPG-W*  
**FROM:** Jack Wardell, Director of Parks and Recreation *JW*  
**DATE:** October 18, 2019  
**SUBJECT:** Professional Services Agreement - Youth Sports Complex Lighting Project 2019

- Professional Services Agreement
- Resolution

## PROJECT DESCRIPTION:

A professional services agreement for services required to perform the removal of the existing sports field lights and replacement with new lights located to optimize light distribution of three baseball/softball fields at the Carroll Youth Sports Complex.

## SCOPE OF SERVICES:

Shive Hattery will provide Electrical Engineering and Construction Administration.

The services will consist of the following:

1. Design Phase
2. Bid Phase
3. Construction Administration Phase

Attached to this memorandum is the Professional Services Agreement that provides the details of all three phases.

## CITY RESPONSIBILITIES:

1. Identify a Project Representative with full authority to act on behalf of the Client with respect to this project. The Client Project Representation shall render decisions in a timely manner in order to avoid delays of Shive-Hattery's services.

2. Legal, accounting and insurance counseling services or other consultants, including geotechnical, or vendors that may be necessary. The Client shall coordinate these services with those services provided by Shive-Hattery.
3. Provide to Shive-Hattery any available drawings, survey plats, testing data and reports related to the project, either hard copy or electronic media. Electronic media preferred.
4. Unless specifically included in the Scope of Services to be provided by Shive Hattery, the Client shall furnish tests, inspections, permits and reports required by law, regulation or code including but not limited to hazardous materials, structural, mechanical, chemical, air pollution and water pollution tests.
5. Shive-Hattery is not a municipal advisor as defined by the Dodd-Frank Act and as such does not offer municipal advisory services including advice regarding any municipal financial products or securities. Any advice or recommendations provided to the client is intended as architectural/engineering services and should not be interpreted as advice regarding municipal financial products or services. The client understands they are responsible to retain the services of a registered municipal advisor for any advice it seeks regarding municipal financial products or securities.

#### **SCHEDULE:**

Services will begin upon receipt of this Agreement executed by the City.

#### **COMPENSATION:**

Scope of Services	\$25,500.00 Fixed Fee plus expenses
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**RECOMMENDATION:** For the Mayor and City Council to authorize the City of Carroll to enter into the Professional Services Agreement with Shive-Hattery, Inc. For the removal of the existing sports field lights and replacement with new lights located to optimize light distribution of three baseball/softball fields at the Carroll Youth Sports Complex for the fixed fee of \$25,500.00.



RESOLUTION \_\_\_\_\_

**RESOLUTION ACCEPTING THE PROPOSAL AND APPROVING THE PROFESSIONAL SERVICES AGREEMENT WITH SHIVE-HATTERY, INC., FOR ELECTRICAL ENGINEERING AND CONSTRUCTION ADMINISTRATION FOR YOUTH SPORTS COMPLEX LIGHTING - 2019 PROJECT**

WHEREAS, a Professional Services Proposal for the Youth Sports Lighting 2019 project will be prepared with Shive-Hattery, Inc.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the Professional Services Proposal with Shive-Hattery, Inc. for the Youth Sports Lighting 2019 project is accepted.

BE IT RESOLVED that the amended Contract for Professional Services with Shive-Hattery, Inc. for the Youth Sports Lighting 2019 project is approved upon review and acceptance by the City Attorney.

Passed and approved by the Carroll City Council this 28th day of October, 2019.

CITY COUNCIL OF THE

CITY OF CARROLL, IOWA

By: \_\_\_\_\_

Eric P. Jensen, Mayor

ATTEST:

By: \_\_\_\_\_

Laura A. Schaefer, City Clerk

## ***PROFESSIONAL SERVICES AGREEMENT***

**ATTN:** Jack Wardell  
**CLIENT:** City of Carroll, IA  
112 E 5th Street  
Carroll, IA 51401-2799

**PROJECT:** Carroll Youth Sports Complex Lighting Project

**PROJECT LOCATION:** Carroll, IA

**DATE OF AGREEMENT:** October 14, 2019

### **PROJECT DESCRIPTION**

We are confident that we can provide a design to meet budget requirements. Project will include removal of existing sports field lights and replacement with new lights located to optimize light distribution on the playing fields. Design will include new lighting and electrical distribution / controls for three softball fields. Re-use of existing infrastructure to be thoroughly reviewed for maximum benefit.

Musco's opinion of probable construction cost for materials, installing new poles/fixtures, and removing existing poles/fixtures is \$325,000.

### **SCOPE OF SERVICES**

We will provide the following services for the project:

Electrical Engineering and Construction Administration

These services will consist of the following tasks:

1. Design Phase
  - A. Meet with client to review project scope, schedule and construction budget.
  - B. Meet with owner representative for design input. Project cost reduction to be reviewed.
  - C. Meet with client to review Client expectations.
  - D. Coordinate design intent with authority having jurisdiction.
  - E. Prepare, for owner approval, preliminary design documents consisting of drawings and other documents illustrating the scope, scale and relationship of project components.
  - F. Prepare construction document drawings and specifications to include site demolition, site layout, lighting plan schedules and details as may be required to convey design intent.
  - G. Identify owner provided scope of work, if any.
  - H. Provide final documents for owner review and approval.
  - I. Issue construction documents for bidding and construction.



2. Bid Phase
  - A. Prepare Advertisement for Bids and Notice of Public Hearing consistent with Iowa law for publication by the City.
  - B. Prepare and issue bidding documents consistent with the requirements of the Iowa Bidding Laws to prospective bidders and plan rooms.
  - C. Conduct a Pre-Bid meeting and document same with meeting notes.
  - D. Respond to contractor questions and prepare and issue addenda information as required during bidding.
  - E. Attend bid opening.
  - F. Prepare bid tabulation for Owner consideration. Prepare a bid results letter to the City.
3. Construction Administration Phase
  - A. Contract administration of a single construction contract including preparation of AIA Owner/Contractor Agreement compiling executed contract, bonds, and certificate of insurance, answering contractor questions and documenting, reviewing, and analyzing change order requests and reviewing and analyzing contractor payment applications.
  - B. Provide monthly on-site, construction observations to observe and evaluate the progress of the Work and its compliance with the Project Specifications and Contract Documents.
  - C. Review Project Submittals and Shop Drawings.
  - D. Provide contract modifications for RFI, ASI, PR, and Change Orders.
  - E. Review Contractor's Pay Requests and Change Order pricing. The AIA change order system will be used.
  - F. Conduct a substantial completion inspection and final completion inspection for review of the work and review the contractor's punch list of items requiring attention and/or completion.
  - G. Prepare substantial completion certificate after punch list is performed.

### **CLIENT RESPONSIBILITIES**

It will be your responsibility to provide the following:

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

5. Shive-Hattery is not a municipal advisor as defined by the Dodd-Frank Act and as such does not offer municipal advisory services including advice regarding any municipal financial products or securities. Any advice or recommendations provided to the client is intended as architectural/engineering services and should not to be interpreted as advice regarding municipal financial products or services. The client understands they are responsible to retain the services of a registered municipal advisor for any advice it seeks regarding municipal financial products or securities.

### SCHEDULE

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

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

### COMPENSATION

Description	Fee Type	Fee	Total
Scope of Services	Fixed Fee	\$25,500	\$25,500
<b>TOTAL</b>			<b>\$25,500 + expenses</b>

#### Fee Types:

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

#### Expenses:

- The expense amounts will be reimbursed in accordance with our Reimbursable Expense Fee Schedule in effect at the time that the expense is incurred.

See attached *Reimbursable Expense Fee Schedule*.

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

### ADDITIONAL SERVICES

Unless specifically stated in the Scope of Services, any resilient design related services including areas of resistance, reliability and redundancy (i.e. flood protection, storm/tornado shelter, emergency generators, utility backup, etc.) are not included in this proposal.

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

1. Revisions to designs previously reviewed with authorized acceptance and/or approval.
2. Existing building documentation and survey.
3. Existing site documentation and survey; boundary, topographic and utility.
4. Storm water management calculations or detention design.
5. Detailed cost estimating.
6. Review of contractor-provided as-builts.
7. Record drawings.



## 8. Enhanced Construction Administration Services:

- A. The purpose of this service is to provide additional presence at the site to be a more active advisor representing the City with the project scheduling, onsite meetings, and observation of installed components. We will provide the following:
  - 1) Attend additional onsite visits to participate either Owner/Architect/Contractor meetings or onsite observation during construction to observe construction progress.
  - 2) Review and monitor construction schedule, submittals, and equipment on critical path of accelerated project schedule.
  - 3) Facilitate additional reporting of contractor installed components to review operations and compliance to the specifications.

## OTHER TERMS

### STANDARD TERMS AND CONDITIONS

Copyright © Shive-Hattery March 2016

### PARTIES

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

### LIMITATION OF LIABILITY AND WAIVER OF CERTAIN DAMAGES

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

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

### INDEMNIFICATION

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

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

### HAZARDOUS MATERIALS - INDEMNIFICATION

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



## **STANDARD OF CARE**

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

## **BETTERMENT**

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

## **RIGHT OF ENTRY**

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

## **PAYMENT**

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

## **TERMINATION**

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

## **INFORMATION PROVIDED BY OTHERS**

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

## **UNDERGROUND UTILITIES**

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



## **CONTRACTOR MATTERS**

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

## **SHOP DRAWING REVIEW**

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

## **OPINIONS OF PROBABLE COST**

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

## **CONSTRUCTION OBSERVATION**

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

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

## **OTHER SERVICES**

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

## **OWNERSHIP & REUSE OF INSTRUMENTS OF SERVICE**

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

## **DISPUTE RESOLUTION**

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

### **EXCUSABLE EVENTS**

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

### **ASSIGNMENT**

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

### **SEVERABILITY, SURVIVAL AND WAIVER**

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

### **GOVERNING LAW**

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

### **EQUAL EMPLOYMENT OPPORTUNITY**

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

### **COMPLETE AGREEMENT**

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



## **AGREEMENT**

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

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

Sincerely,  
SHIVE-HATTERY, INC.



John Waldron, Electrical Engineer  
jwaldron@shive-hattery.com

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## **AGREEMENT ACCEPTED AND SERVICES AUTHORIZED TO PROCEED**

**CLIENT:** City of Carroll, IA

**BY:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_  
(signature)

**PRINTED NAME:** \_\_\_\_\_ **DATE ACCEPTED:** \_\_\_\_\_

# **REIMBURSABLE EXPENSE FEE SCHEDULE** **Effective January 1, 2019 - December 31, 2019**

<u>EXPENSE</u>	<u>FEE</u>
<b><u>TRAVEL</u></b>	
Mileage- Car/Truck	\$0.58/ Mile
Mileage- Survey Truck	\$0.68/ Mile
Lodging, Meals	Cost + 10%
Airfare	Cost + 10%
Car Rental	Cost + 10%
<b><u>OUTSIDE SERVICES</u></b>	
Computer Services	Cost + 10%
Aerial Photogrammetry	Cost + 10%
Professional Services	Cost + 10%
Prints/Plots/Photos	Cost + 10%
Deliveries	Cost + 10%
<b><u>IN-HOUSE SERVICES</u></b>	
<b>Drawings/Prints/Plots:</b>	
Bond	\$ .30 /Sq.Ft.
Mylar	\$ .75 /Sq.Ft.
Photogloss	\$ .90 /Sq.Ft.
Color Bond	\$ .60 /Sq.Ft.
Foam Core Mounting	\$13.00
<b>Color Prints:</b>	
Letter Size	\$1.00
Legal and 11x17	\$2.00

# City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

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

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

**DATE:** October 18, 2019

**SUBJECT:** **Softball Field #7 Rental** - Kuemper Catholic Girls Softball 2020 Season

The City has received an inquiry from Carroll Kuemper Catholic Schools on the possibility of using Field #7 (see attached map) during the months of May, June and July. Representatives from Kuemper Catholic will be present for the discussion. Practices would begin Monday May 11, 2020. Kuemper Catholic is scheduled to have 13 home dates this season. Two of these dates will be on Saturdays when City Programs are not playing games during the 2020 softball season.

In a typical season there will be 12-15 home night games. Most nights will be Junior Varsity and Varsity to follow. Practices will be held on non-game days and will be typically in the morning once summer vacation starts. Practices should not impact our parking on the nights Parks and Recreation have games scheduled. It is estimated Kuemper would use 70 hours field use between practices and games. Several hours will be under the field lights, assuming the lights on Field #7 are replaced. Kuemper Catholic would propose to collect gate fees for their games.

Kuemper Catholic has indicated their intentions would be to have different branding on the fence and around field #7. All signs, banners and other branding will need the approval of the Director of Parks and Recreation.

There has been discussions about improvements to the field dugouts and add additional portable bleachers to the area behind home plate. Parks and Recreation Department was planning on placing concrete pads under all city bleachers over the next several years and Field 7 could be the start of the concrete pads. City intentions are to pour concrete pads on the first and third base sides only. Kuemper would want to have concrete behind home plate as well. The City financial commitment would be  $\frac{2}{3}$  of the concert cost with Kuemper paying  $\frac{1}{3}$  of the concrete cost. All concrete construction will be performed by Kuemper volunteers with concrete experience. Also Kuemper would like to extend both dugouts towards the outfield. The City has an interest in replacing the roofs and sides of the current dugout. The dugouts are original with the construction of the facility in the early 1990's. Kuemper will purchase all materials, which will be in



red and grey colors, to build and extend the dugouts. If field #7 is not rented by Kuemper at a future date, they will remove the red areas and replace them with matching grey materials at their expense.

City staff would recommend the City Council to allow a trial year before entering into a multiple year agreement. Our recommendation for a fee would be \$1,750, which is approximately \$25.00 per hour, for the season. This takes into account the cost of field lighting and Parks Department personnel duties. If Kuemper does make the proposed improvements before the next season practice begins, City Staff would recommend waiving the rental fee of \$1,750 for the trial season.

The City would continue the mowing of the field and the surrounding area. Whether Kuemper Catholic softball program was using the field or not the City would still mow and maintain the field. Dragging and chalking the lines on the field will be done by Parks staffing once a day during game days only. However work needed to be done between the Junior Varsity and Varsity games will be the responsibility of the Kuemper coaches/personnel, they would have access to the chalk and equipment.

At the Council Meeting, staff will be present to discuss what impact this could have on Parks and Recreation summer softball/baseball and T-ball programs. We have attached a mock schedule which shows no city games being played on Field 7. Possible impacts are (1) if new lighting is not installed prior to the baseball/softball season, we will need Field 7 for City program games and (2) parking during our 5:30/6:00 games could be affected by Kuemper's Junior Varsity games.

**RECOMMENDATION:** For the Mayor and City Council to give staff direction.





125 0 125 250 Feet

Disclaimer:  
These maps do not represent a professional survey.  
The mapping data has been abstracted to only contain  
the information required for local government purposes.  
The maps are compiled from official records (including plats,  
surveys and recorded deeds), but they may contain completion  
errors not on the original documents.  
YOU SHOULD ALWAYS USE THE ORIGINAL RECORDED DOCUMENTS TO ANSWER LEGAL AND SURVEY QUESTIONS.  
No liability (either expressed or implied) for the accuracy of the  
data delineated herein is assumed by Carroll County, the Carroll County Assessor,  
or their employees. The Carroll County data is provided for demonstration purposes  
only and may not be distributed without prior written permission from Carroll County.

  
N  
Carroll County GIS Department  
114 East 6th St. Carroll County Courthouse  
Carroll, Iowa 51401  
712-792-1923 info@carrollia.us  
www.co.carrollia.us



Date	Time	Division Name	Field	Home Team Name	Away Team Name
06/01/2020	6:00 PM	1st & 2nd Baseball	Field 3	8	2
06/01/2020	6:00 PM	3rd & 4th Baseball	Field 4	1	4
06/01/2020	6:00 PM	1st & 2nd Baseball	Field 5	7	10
06/01/2020	6:00 PM	5th & 6th Baseball	Field 6	1	4
06/01/2020	6:00 PM	1st & 2nd Baseball	Field 9	3	6
06/01/2020	8:00 PM	3rd & 4th Baseball	Field 4	3	2
06/01/2020	8:00 PM	5th & 6th Baseball	Field 6	2	3
06/02/2020	6:00 PM	1st & 2nd Baseball	Field 3	9	4
06/02/2020	6:00 PM	3rd & 4th Softball	Field 4	4	3
06/02/2020	6:00 PM	1st & 2nd Baseball	Field 5	1	5
06/02/2020	6:00 PM	5th & 6th Softball	Field 6	4	3
06/02/2020	8:00 PM	3rd & 4th Softball	Field 4	2	1
06/02/2020	8:00 PM	5th & 6th Softball	Field 6	2	1
06/04/2020	6:00 PM	1st & 2nd Baseball	Field 3	10	8
06/04/2020	6:00 PM	3rd & 4th Baseball	Field 4	1	3
06/04/2020	6:00 PM	1st & 2nd Baseball	Field 5	2	3
06/04/2020	6:00 PM	5th & 6th Baseball	Field 6	1	2
06/04/2020	6:00 PM	1st & 2nd Baseball	Field 9	4	7
06/04/2020	8:00 PM	3rd & 4th Baseball	Field 4	2	4
06/04/2020	8:00 PM	5th & 6th Baseball	Field 6	3	4
06/05/2020	6:00 PM	1st & 2nd Baseball	Field 3	6	1
06/05/2020	6:00 PM	3rd & 4th Softball	Field 4	4	2
06/05/2020	6:00 PM	1st & 2nd Baseball	Field 5	5	9
06/05/2020	6:00 PM	5th & 6th Softball	Field 6	4	2
06/05/2020	8:00 PM	3rd & 4th Softball	Field 4	1	3
06/05/2020	8:00 PM	5th & 6th Softball	Field 6	1	3
06/08/2020	6:00 PM	1st & 2nd Baseball	Field 3	10	4

06/08/2020	6:00 PM	3rd & 4th Baseball	Field 4	2	1
06/08/2020	6:00 PM	1st & 2nd Baseball	Field 5	8	3
06/08/2020	6:00 PM	5th & 6th Baseball	Field 6	3	1
06/08/2020	6:00 PM	1st & 2nd Baseball	Field 9	1	2
06/08/2020	8:00 PM	3rd & 4th Baseball	Field 4	4	3
06/08/2020	8:00 PM	5th & 6th Baseball	Field 6	4	2
06/09/2020	6:00 PM	1st & 2nd Baseball	Field 3	7	5
06/09/2020	6:00 PM	3rd & 4th Softball	Field 4	1	4
06/09/2020	6:00 PM	1st & 2nd Baseball	Field 5	9	6
06/09/2020	6:00 PM	5th & 6th Softball	Field 6	1	4
06/09/2020	8:00 PM	3rd & 4th Softball	Field 4	3	2
06/09/2020	8:00 PM	5th & 6th Softball	Field 6	3	2
06/11/2020	6:00 PM	1st & 2nd Baseball	Field 3	3	1
06/11/2020	6:00 PM	3rd & 4th Baseball	Field 4	4	1
06/11/2020	6:00 PM	1st & 2nd Baseball	Field 5	4	8
06/11/2020	6:00 PM	5th & 6th Baseball	Field 6	4	1
06/11/2020	6:00 PM	1st & 2nd Baseball	Field 9	5	10
06/11/2020	8:00 PM	3rd & 4th Baseball	Field 4	2	3
06/11/2020	8:00 PM	5th & 6th Baseball	Field 6	3	2
06/12/2020	6:00 PM	1st & 2nd Baseball	Field 3	2	9
06/12/2020	6:00 PM	3rd & 4th Softball	Field 4	3	4
06/12/2020	6:00 PM	1st & 2nd Baseball	Field 5	6	7
06/12/2020	6:00 PM	5th & 6th Softball	Field 6	3	4
06/12/2020	8:00 PM	3rd & 4th Softball	Field 4	1	2
06/12/2020	8:00 PM	5th & 6th Softball	Field 6	1	2
06/15/2020	6:00 PM	1st & 2nd Baseball	Field 3	9	3
06/15/2020	6:00 PM	3rd & 4th Baseball	Field 4	3	1
06/15/2020	6:00 PM	1st & 2nd Baseball	Field 5	4	5

06/15/2020	6:00 PM	5th & 6th Baseball	Field 6	2	1
06/15/2020	6:00 PM	1st & 2nd Baseball	Field 9	10	6
06/15/2020	8:00 PM	3rd & 4th Baseball	Field 4	4	2
06/15/2020	8:00 PM	5th & 6th Baseball	Field 6	4	3
06/16/2020	6:00 PM	1st & 2nd Baseball	Field 3	8	1
06/16/2020	6:00 PM	3rd & 4th Softball	Field 4	2	4
06/16/2020	6:00 PM	1st & 2nd Baseball	Field 5	7	2
06/16/2020	6:00 PM	5th & 6th Softball	Field 6	2	4
06/16/2020	8:00 PM	3rd & 4th Softball	Field 4	3	1
06/16/2020	8:00 PM	5th & 6th Softball	Field 6	3	1
06/18/2020	6:00 PM	1st & 2nd Baseball	Field 3	6	4
06/18/2020	6:00 PM	3rd & 4th Baseball	Field 4	1	2
06/18/2020	6:00 PM	1st & 2nd Baseball	Field 5	1	9
06/18/2020	6:00 PM	5th & 6th Baseball	Field 6	1	3
06/18/2020	6:00 PM	1st & 2nd Baseball	Field 9	3	7
06/18/2020	8:00 PM	3rd & 4th Baseball	Field 4	3	4
06/18/2020	8:00 PM	5th & 6th Baseball	Field 6	2	4
06/19/2020	6:00 PM	1st & 2nd Baseball	Field 3	5	8
06/19/2020	6:00 PM	3rd & 4th Softball	Field 4	4	1
06/19/2020	6:00 PM	1st & 2nd Baseball	Field 5	2	10
06/19/2020	6:00 PM	5th & 6th Softball	Field 6	4	1
06/19/2020	8:00 PM	3rd & 4th Softball	Field 4	2	3
06/19/2020	8:00 PM	5th & 6th Softball	Field 6	2	3
06/22/2020	6:00 PM	1st & 2nd Baseball	Field 3	5	6
06/22/2020	6:00 PM	3rd & 4th Baseball	Field 4	3	2
06/22/2020	6:00 PM	1st & 2nd Baseball	Field 5	7	1
06/22/2020	6:00 PM	5th & 6th Baseball	Field 6	2	3
06/22/2020	6:00 PM	1st & 2nd Baseball	Field 9	8	9



06/22/2020	8:00 PM	3rd & 4th Baseball	Field 4	4	1
06/22/2020	8:00 PM	5th & 6th Baseball	Field 6	4	1
06/23/2020	6:00 PM	1st & 2nd Baseball	Field 3	4	2
06/23/2020	6:00 PM	3rd & 4th Softball	Field 4	2	1
06/23/2020	6:00 PM	1st & 2nd Baseball	Field 5	10	3
06/23/2020	6:00 PM	5th & 6th Softball	Field 6	2	1
06/23/2020	8:00 PM	3rd & 4th Softball	Field 4	3	4
06/23/2020	8:00 PM	5th & 6th Softball	Field 6	3	4
06/25/2020	6:00 PM	1st & 2nd Baseball	Field 3	9	7
06/25/2020	6:00 PM	3rd & 4th Baseball	Field 4	2	4
06/25/2020	6:00 PM	1st & 2nd Baseball	Field 5	2	5
06/25/2020	6:00 PM	5th & 6th Baseball	Field 6	3	4
06/25/2020	6:00 PM	1st & 2nd Baseball	Field 9	6	8
06/25/2020	8:00 PM	3rd & 4th Baseball	Field 4	1	3
06/25/2020	8:00 PM	5th & 6th Baseball	Field 6	1	2
06/26/2020	6:00 PM	1st & 2nd Baseball	Field 3	1	10
06/26/2020	6:00 PM	3rd & 4th Softball	Field 4	1	3
06/26/2020	6:00 PM	1st & 2nd Baseball	Field 5	3	4
06/26/2020	6:00 PM	5th & 6th Softball	Field 6	1	3
06/26/2020	8:00 PM	3rd & 4th Softball	Field 4	4	2
06/26/2020	8:00 PM	5th & 6th Softball	Field 6	4	2

# City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

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

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

**DATE:** October 21, 2019

**SUBJECT:** Carroll Aquatic Center Pool Painting - 2019 - Change Order #1

**Pre - Bid Estimate:** \$40,000.00 General Fund Outdoor Pool

On September 3, 2019 City Council awarded the Carroll Aquatic Center Pool Painting Project to the lowest responsive bidder - Dreyer Painting from Stockton, IL for the bid price of \$38,735.00. The painting has been completed and their work was very good.

In the course of removing the old paint and preparing the pool for new paint it was noticeable in many areas new caulk was needed. The contractor installed 470 feet of new caulk throughout the pool basin. The install price was \$6.00 per foot for a total cost \$2,820.00

Original Bid Price	\$38,735.00
<b>Change Order #1 (Proposed)</b>	<b>\$ 2,820.00</b>
Price with Change Order #1	\$41,555.00

**RECOMMENDATION:** For the Mayor and City Council consideration and approval of Change Order #1 in the amount of \$2,820.00 for the Carroll Aquatic Center Pool Painting - 2019 Project.

# City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

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

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

*pw*

**DATE:** October 21 2019

**SUBJECT:** Report of Bid Opening - Compact Utility Tractor - Parks Dept. 2019

**Pre-Bid Estimate: \$14,000.00** - 001-6-4030-37271 - Capital Equipment Replacement

On October 16, 2019 three bids were received at the time of the bid opening. Below is the result of the bids:

	<u>Utility Tractor</u>	<u>Less Trade-In</u>	<u>Total Bid</u>
Olsen's Outdoor Power - Carroll, IA	\$29,825.00	\$(5,000.00)	\$24,825.00
Rueter's Red Power - Carroll, IA	\$25,081.50	\$(2,206.50)	\$22,875.00
Van Wall Equipment - Carroll, IA	\$30,988.00	\$(2,900.00)	\$28,088.00

All three bids met the minimum specifications outlined in bid documents.

The City of Carroll also received options to lease(rent) a Compact Utility Tractor from Rueter's Red Power and Van Wall Equipment . A summary of the lease options are below:

	<u>Per Hour</u>	<u>Lease / Rental</u>	
		<u>Minimum Hrs</u>	<u>Maximum Hrs</u>
Rueters Red Power - Carroll, IA	\$20.00	150 hours	200 hours
Van Wall Equipment - Carroll, IA	\$27.50	200 hours	200 hours

Although there are advantages to leasing the Compact Utility Tractor City Staff is recommending to accept the bid for the purchase of the Utility Tractor from Rueter's Red Power for the final bid price of \$22,875.00. The Parks and Opens Spaces budget will be able to withstand going over budget for the purchase of the tractor. The budget does have the hiring of another full time Municipal Service Worker which has been on hold since July and it is anticipated that there will not be a new employee before January 2020.

**RECOMMENDATION:** For the Mayor and the City Council consideration and approval of the bid from Rueter's Red Power - Carroll, IA for the final purchase price of \$22,875.00

**CITY OF CARROLL**  
**Parks & Recreation Department - Parks and Open Spaces Division**  
**627 N. Adams Street, Carroll Iowa 51401**  
**(712) 792-1000**

**For:** Compact Utility Tractor

**Bids were opened on:** October 18, 2019 @ 11:00 AM - City Hall Conference Room

**Pre-Bid Estimate:** \$14,000.00 001-6-4030-37271 Equipment Replacement

	NAME OF BIDDER	UTILITY TRACTOR	LESS TRADE IN	TOTAL COST
1.	<u>Olsen's Outdoor Power - Carroll, Iowa</u>	<u>\$ 29,825.00</u>	<u>\$ (5,000.00)</u>	<u>\$ 24,825.00</u>
2.	<u>Rueter's Red Power - Carroll, Iowa</u>	<u>\$ 25,081.50</u>	<u>\$ (2,206.50)</u>	<u>\$ 22,875.00</u>
3.	<u>Van Wall Equipment - Carroll, Iowa</u>	<u>\$ 30,988.00</u>	<u>\$ (2,900.00)</u>	<u>\$ 28,088.00</u>

**Signed:** 

**Date:** 10/18/2019

# City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

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

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

**DATE:** October 23, 2019

**SUBJECT:** Wastewater Pump Purchase

The current Budget includes funding in the amount of \$40,000.00 for the purchase of a 4-inch pump for the Wastewater Division. Price quotes for the purchase of the pump have been received and are summarized as follows:

Central Service & Supply, Inc.	Godwin - Isuzu	\$39,900.00
D.J. Gongol & Associates, Inc.	Gorman Rupp- Isuzu	\$39,128.00
H.M. Cragg Co.	Generac - Deutz	\$38,792.00

H.M. Cragg Co. provided the lowest price quotation of \$38,792.00 for a Generac pump.

**RECOMMENDATION:** Mayor and City Council consideration of award of the purchase of a 4-inch pump for the Wastewater Division to H.M. Cragg Co. for a Generac pump at their quoted price of \$38,792.00 and authorization of the Mayor to sign the Purchase Order on behalf of the City.

RMK: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 *MSP-W*

**DATE:** October 23, 2019

**SUBJECT:** Carroll Public Library Furniture Fixtures and Equipment (FFE) Package

- Report of Bid Opening
- Award of Bid

On October 2, 2019, bids for the FFE related to the Carroll Public Library Project were received, opened, and tabulated. The bid package included 15 sections. On October 14<sup>th</sup> the Council awarded 14 of the 15 sections and held off on Section 14 - Herman Miller as OPN and staff continued to review that section. Section 14 includes staff workstations and some of the chairs in the Library. For Section 14, a total of two bids were received. Attached is a summary of the bids received.

All bids received were reviewed for compliance with specifications and totals verified. Following review, it was determined that the lowest responsive bid for Section 14 is as follows:

<u>Section</u>	<u>Responsive Low Bid</u>	<u>Vendor</u>
Section 14 - Herman Miller	\$92,584.58	Pigott

Attached to this memo is a letter from OPN Architects discussing the bid opening and their recommendation. OPN is recommending the City reject the low bid for Section 14 and select the second low bidder.

Currently the furniture budget for the Library is as follows:

Shelving:	\$135,913.00	(Actual cost)
End Panels:	\$ 23,798.75	(Actual cost)
Furniture Except Sec 14:	\$ 91,716.35	(Actual cost)
Furniture for Section 14:	\$ 92,584.58	(Actual cost)
<b>TOTAL:</b>	<b>\$344,012.68</b>	

The budget for the library shelving and furniture had a range of \$388,928 to \$435,072; which based on actual costs is \$44,915.32 under budget.

**RECOMMENDATION:** Mayor and City Council consideration and approval of bids for the Carroll Public Library Furniture Fixtures and Equipment awarding Section 14 to Pigott of Des Moines in the amount of \$92,584.58.

**BID TABULATION RESULTS**

301 N. Broom Street #100  
Madison, WI 53703

**Project:** Carroll Public Library  
**Location:** Carroll, IA  
**Project #:** 17842001  
**Issue Date:** September 16, 2016

Bidder	Section 14 Herman Miller
Piggot	\$92,584.58
LFI	NO BID
Saxton	NO BID
Stone Printing	\$80,698.31
Storey Kenworthy	NO BID
Triplett	NO BID
Workspace	NO BID



Alternate Submitted  
Partial Section Submitted  
Awarded

SUGGESTED BID AWARDS	
	\$92,584.58



Cedar Rapids  
200 Fifth Avenue SE Ste. 201  
Cedar Rapids, Iowa 52401  
(319) 363-6018

Des Moines  
100 Court Avenue Ste. 100  
Des Moines, Iowa 50309  
(515) 309-0722

Iowa City  
24 ½ S. Clinton Street Ste. 1  
Iowa City, Iowa 52240  
(319) 363-6018

Madison  
301 N. Broom Street Ste. 100  
Madison, Wisconsin 53703  
(608) 819-0260

opnarchitects.com

To: City of Carroll, 510 N. Carroll Street, Ste. 2, Carroll, Iowa 51401

Date: October 24, 2019

**Carroll Public Library:** Upon reviewing the bid responses submitted for Carroll Public Library, OPN Architects recommends the City of Carroll accept the following bid submissions for section 14, as follows:

#### Section 14 – Herman Miller: Pigott

*Note: Stone Printing was the apparent low bidder, however, we feel the submitted alternate product did not meet the expectations of the product specified as the basis-of-design for the following reasons:*

- Caper Chairs – the alternate submitted (Safco Sassy) does not offer an equivalent to the original specified seat material. We selected a flex-net material for it's performance and comfort. The proposed alternate is plastic seat. We believe this will drastically decrease the comfort of the chair especially in long term situations. The warranty of the caper chair is a 12 year, 3-shift warranty. The Safco Sassy offers a 5 year (casters/plastic shell) warranty. The Caper chair is a Nylon/Flex-net/Aluminum construction, the Sassy is a steel and polypropylene construction. This also means the weight of the Caper chair is significantly less than the Sassy – Caper = 9 pounds, Sassy = 18 pounds. The weight limit of the Caper chair is 300 lbs., the limit for the Sassy chair is 250 lbs. The Caper chair is 95% recyclable whereas the Safco Sassy chair does not disclose specifically what percentage of the chair is recyclable.
  - Note: This chair makes up the largest differential between the submitted bids within Section 14 primarily due to the fact that the substitution was not an equal. An equal to the Safco chair submitted was approximately an \$80 difference per chair.
- Eames Molded Study Chairs: The submitted alternate (JSI Wink chair) is not an equal based on the limited information that was submitted. The Eames chair is 100% recyclable, 13.5 lbs, has a 5 year/3 shift warranty, a weight limit of 300 pounds and a chrome/wood base detail. JSI has a 15 year limited, single shift warranty and no wood chrome base option. No other specification information was provided.





- Nelson Pedestal Table: The submitted alternate (National Footing Table) is not offered in the original specified height – 21.5” lounge work height. This table will be used by patrons when sitting in lounge chairs and allows them to work comfortably on a laptop or papers spread in front of them. The alternate table height will not allow patrons to comfortably work at these tables – they will instead be used for setting cups of coffee or books.
- Nelson pedestal tables & Everywhere Square Tables: The alternate submitted (National Footings Tables) does not offer a true equal to a polished aluminum finish for the base. A polished paint is offered but over time will scratch and chip – this is not covered under warranty.
- Herman Miller Everywhere Community Meeting Room Multi Function Flip Top Tables: Basis of design is a 12 year warranty on all parts – including casters with a thermoplastic edge – highly durable, will not peel off. The alternate submitted, Surfaceworks has a 5 year limited warrant and a laminate edge which is less durable.
- Workstations: The originally submitted alternate by Stone Printing was not a true equal to the originally specified Herman Miller workstations. OPN spoke with the manufacturers representative of 3H who agreed with this statement. They agreed to revise their submitted product to more closely align with the basis of design provided by Herman Miller. Once this process was complete the new price resulted in a little over \$2,000 increase.

OPN Architects is pleased to offer this recommendation and is looking forward to seeing through the completion of the Carroll Public Library Furniture project for the Carroll Public Library. Please feel free to contact me with any questions.

Sincerely,

Mindy B. Sorg

Senior Registered Interior Designer, OPN Architects

# 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 *MJP*

**DATE:** October 23, 2019

**SUBJECT:** Carroll Public Library Shelving End Panels

In August, the Council reviewed pricing for the shelving end caps. At that time pricing was presented from both Iowa Prison Industries (IPI) and Library Furniture International (LFI). Based on discussion in August the two vendors estimated pricing for the Library shelving end panels, including freight and installation as follows:

IPI	\$19,635
LFI	\$86,250

On August 12<sup>th</sup>, the Council approved waiving purchase policy #0501 related to the requirement for competitive quotes and approve the purchase of library end panels from Iowa Prison Industries in the amount not to exceed \$23,000.00.

Since that time staff from OPN Architects has been working with IPI on getting firm and final pricing. That has now been received and the final quote from IPI based on the current plan is \$23,798.75. Since this exceeds the original not to exceed amount of \$23,000.00 previously approved by the council this is being resubmitted for the Council's consideration.

Currently the furniture budget for the Library is as follows:

Shelving:	\$135,913.00	(Actual cost)
End Panels:	\$ 23,798.75	(Actual cost)
Furniture Except Sec 14:	\$ 91,716.35	(Actual cost)
Furniture for Section 14:	\$ 92,584.58	(Actual cost)
<u>TOTAL:</u>	<u>\$344,012.68</u>	

The budget for the library shelving and furniture had a range of \$388,928 to \$435,072; which based on actual costs is \$44,915.32 under budget.

**RECOMMENDATION:** Mayor and City Council consider waiving purchase policy #0501 related to the requirement for competitive quotes and approve the purchase of library end panels from Iowa Prison Industries in the amount not to exceed \$23,798.75.



## IPI FURNITURE QUOTE FORM

Date:	09/18/2019
PO#	
Ship Time:	
(Days from Receipt of	
ACCOUNT #	

1445 E Grand Ave, Des Moines IA 50316 | www.iaprisond.com | 800-332-7922

<b>BILL TO ADDRESS:</b>				<b>SHIP TO ADDRESS:</b>				<b>SPECIAL INSTRUCTIONS:</b>			
Carroll Public Library				Carroll Public Library							
<b>ORDER CONTACT:</b>				<b>DELIVERY CONTACT:</b>				<b>OTHER INSTRUCTIONS:</b>			
Name:	Mindy Sorg			Name:	Mindy Sorg			Install?		NO	
Email:				Email:				Loading Dock?		NO	
Phone:				Phone:				emi-Accessible?		YES	
								Lam/Melamin/	Paint/Stain	Tmold/	Desired
Plant	Item #	Description	Qty	Price	Total	Fabric Color	Color	Edging	Height		
CHILDREN'S SECTION: FLOOR 1											
ACW	FCW 8506	EP1: 32" X 50" Solid End Panel	6	\$ 139.50	\$ 837.00						
ACW	FCW8507	EP1A: 32" X 50" Single Shelf Panel	3	\$ 156.75	\$ 470.25						
ACW	FCW8508	EP1B: 32" X 50" Recessed Niche End Panel	3	\$ 156.75	\$ 470.25						
ACW	FCW 8509	EP2: 26" X 50" Solid End Panel	10	\$ 130.50	\$ 1,305.00						
ACW	FCW8510	EP2A: 26" X 50" Single Shelf End Panel	4	\$ 147.25	\$ 589.00						
ACW	FCW8511	EP2B: 26" X 50" Recessed Niche End Panel	6	\$ 139.50	\$ 837.00						
ACW	FCW8512	EP3: 15" X 50" Solid End Panel	2	\$ 123.50	\$ 247.00						
				\$ -	\$ -						
ADULT SECTION: FLOOR 1											
ACW	FCW8513	EP4: 26" X 68" Solid End Panel	15	\$ 153.00	\$ 2,295.00						
ACW	FCW8514	EP4A: 26" X 68" Single Shelf Panel	5	\$ 171.00	\$ 855.00						
ACW	FCW8515	EP4B: 26" X 68" Recessed Niche End Panel	8	\$ 162.00	\$ 1,296.00						
ACW	FCW8516	EP4C: 26" X 68" Double Niche End Panel	6	\$ 171.00	\$ 1,026.00						
ACW	FCW8517	EP5: 15" X 68" Solid End Panel	4	\$ 133.00	\$ 532.00						
				\$ -	\$ -						
ADULT SECTION: FLOOR 2											
ACW	FCW8518	EP6: 25" X 85" Solid End Panel	1	\$ 185.00	\$ 185.00						
ACW	FCW8519	EP6A: 25" X 85" Single Shelf Panel	2	\$ 185.25	\$ 370.50						
ACW	FCW8520	EP6B: 25" X 85" Recessed Niche End Panel	5	\$ 185.25	\$ 926.25						
ACW	FCW8521	EP6C: 25" X 85" Double Recessed Shelf End Panel	7	\$ 184.50	\$ 1,291.50						
ACW	FCW8522	EP7: 13" X 85" Solid End Panel	2	\$ 133.00	\$ 266.00						
				\$ -	\$ -						
		INSTALLATION	1	\$ 10,000.00	\$ 10,000.00						
				\$ -	\$ -						
				\$ -	\$ -						
				\$ -	\$ -						
Standard delivery is provided at no charge for orders of \$500 or more. A 10% freight charge will be applied to orders under \$500 (minimum charge of \$10). Standard delivery includes unloading and bringing product to your dock or front door; customer assistance may be required on large items and/or volume orders. Installation service should be quoted and scheduled in advance.				<b>Subtotal:</b>		\$ 23,798.75					
				<b>Total Cost</b>		\$ 23,798.75					



# City of Carroll

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112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

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**MEMO TO:** Honorable Mayor and City Council Members

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

**DATE:** October 23, 2019

**SUBJECT:** Purchase of CSB Motor Bank site

The gift agreement between the City of Carroll and Commercial Savings Bank (CBS) included a purchase option of the CSB motor bank site. The property includes the two (2) lots west of the alley from the current City Hall, with a local address of 624 Carroll Street. The gift agreement stated that if the City chooses to purchase said lots, the purchase price shall be the appraised value of the lots, not to exceed \$200,000, based on the appraisal completed by a mutually agreed appraiser.

The bank completed an appraisal on the property in August of 2018. The appraised value of the motor bank site was \$150,000. The Carroll County Assessor has placed the assessed value on the property at \$196,974.

The overall project budget for the Library/City Hall project included a \$150,000 for this purchase. This purchase has been held off as a safety net to ensure that the overall project remained under budget. The Library/City Hall project is at the point that it is clear it will be under budget and staff is now recommending moving forward with the purchase at this time.

Finally, City Policy 307 requires the City to seek a MAI appraisal for all real estate bought or sold by the City and that the City shall not buy land for more than the appraised value. With the appraisal in hand from CSB and that appraised value in fact less than the assessed value set by the Carroll County Assessor, staff is recommending that the Council proceed with the purchase and wave the requirement of City Policy 307 to seek an independent appraisal of the property.

**RECOMMENDATION:** Mayor and City Council consider waiving purchase policy #307 related to the City seeking a MAI appraisal for all real estate bought by the City and approve the purchase of property at 624 Carroll Street in the amount of \$150,000.

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION APPROVING THE PURCHASE OF REAL ESATE LEGALLY DESCRIBED AS LOT NINE (9) AND TEN (10), BLOCK EIGHT (8), ORIGINAL TOWN (NOW CITY) OF CARROLL AND LOCATED AT 624 N CARROLL ST, CARROLL, IA 51401

WHEREAS, it is determined that the approval of the purchase of the property at 624 N Carroll St is in the best interest of the City of Carroll, Iowa;

NOW, THEREFORE, BE IT RESOLVED by the Carroll City Council that City Policy #307 related to the seeking a MAI appraisal prior to the purchase of real property is hereby waived; and,

NOW, BE IT FURTHER RESOLVED by the Carroll City Council that the purchase of 624 N Carroll Street legally described as:

LOT NINE (9) AND TEN (10), BLOCK EIGHT (8), ORIGINAL TOWN (NOW CITY) OF CARROLL

in the amount of \$150,000.00 is authorized and approved.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 28<sup>th</sup> day of October, 2019.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

BY: \_\_\_\_\_  
Eric P. Jensen, Mayor

ATTEST:

By: \_\_\_\_\_  
Laura A. Schaefer, City Clerk

## PROPERTY GIFT AGREEMENT

This Property Gift Agreement ("Agreement") is made between Commercial Savings Bank ("CSB") and the City of Carroll, Iowa ("City").

### RECITALS

- A. CSB is the owner of real estate located at 627 N Adams Street, Carroll, Iowa, with the building thereon being 8172 square feet and tax assessed value of \$993,000 as of 2015. This property runs from Adams Street west to the alley ("Gifted Property").
- B. City owns real estate located at 112 and 118 E 5<sup>th</sup> Street, Carroll, Iowa, which houses the city library, administrative offices and police department. The City is a municipal corporation.
- C. CSB desires to gift its real estate at 627 N Adams Street, Carroll, Iowa, to the City under the terms set forth in this Agreement. CSB will be vacating this property upon the completion of construction of its new bank facility on the corner of Highway 30 and West Street, Carroll, Iowa.
- D. CSB desires the City to use this Gifted Property for housing of the City's administrative offices, with the condition this move would provide additional space at the 112 E 5<sup>th</sup> Street location for the reconstruction and use for an expanded City library therein, creating a larger library facility of approximately 18,000 square feet.
- E. The City is desirous of accepting this generous gift, only subject to the conditions, requirements and contingencies set forth in this Agreement.
- F. The City and CSB agree and understand that this gift is contingent on the City moving and transferring its administrative offices to the gifted CSB location, and the City then reconstructing and enlarging the present library to include the floor space presently occupied by the City's administrative offices, so to create a library facility of approximately 18,000 square feet at 112 and 118 E 5<sup>th</sup> Street, Carroll, Iowa.

If the City cannot accomplish the intended purpose of this gift as stated herein, the gift and this Agreement will become null and void.

The Parties Agree As Follows:

1. Donation of Subject Property. CSB agrees to convey the above stated Gifted Property in fee simple by donation on the terms and conditions set forth in this Agreement.

2. Closing. The transfer and closing of this matter shall be on a date mutually agreed upon by CSB and the City, but before August 1, 2018, unless CSB is delayed in relocating to their new facility. If CSB is not relocated to their building by June 30, 2018, the transfer and closing of this matter shall be delayed to 30 days after CSB opens for business at their new location. CSB shall deliver a Warranty Deed to the Gifted Property to the City at closing, free and clear of all liens, restrictions and encumbrances.

3. Care. The Gifted Property shall be preserved in its present condition and delivered in said condition at the time of possession.

4. Fixtures. All property that integrally belongs to or is part of the real estate whether attached or detached shall be considered a part of the Gifted Property and included in the transfer.

5. Abstract and Title. CSB at their expense, shall promptly obtain an abstract of title to the real estate through the date on or near the closing date and deliver to the City for examination by its attorney. It shall show merchantable title in CSB in conformity with this agreement, Iowa law and Title Standards. The abstract shall then become the property of the City.

6. Real Estate Taxes. CSB shall pay any and all taxes up through the closing date and shall make arrangements acceptable to the Carroll County Treasurer, to satisfy the same, no taxes shall become delinquent, and CSB shall be responsible for full payment of these taxes.

7. Right to Inspect and Examine. Prior to closing the City, employees, agents, and other professional personnel employed by the City, may enter upon the Gifted Property for the purpose of making inspection and examination as the City deems appropriate.

8. Risk of Loss. All risk of loss shall remain with CSB until closing.

9. Agreement Binding on Successor's In Interest. This Agreement shall be binding not only upon the City and CSB, but also upon heirs, assigns, personal representatives and successors in interest.

10. Approval. CSB shall obtain its Board of Directors approval herein, and likewise the City shall obtain approval of this Agreement by resolution of the Carroll City Council.

11. Conditions Precedent. Further obligations of the City and CSB are subject to the following conditions precedent, all of which must be satisfied prior to closing.

a) CSB shall have moved into its new building.

b) City's satisfactory inspection of the above stated Gifted Property.

c) City shall have held a referendum on the issuance of general obligation bonds or notes in a sufficient amount (as determined by the City) to pay costs associated with the renovation and remodeling of the Gifted Property for use as the City's administrative offices and for the remodeling and renovation of the existing administrative office space for the expansion of the

library, with the referendum being approved by the voters of the City and the City then being legally authorized to issue its bonds or notes for the authorized amount to complete both phases of the above described project.

d) CSB's receipt of regulatory approval for the move to the new location.

e) If any condition precedent remains unsatisfied by the date of closing, this Agreement will terminate unless CSB and the City amend this Agreement in writing to postpone the closing date.

12. Purchase Option. There are two (2) lots west of the alley, with a local address of 624 Carroll Street, Carroll, Iowa, which are presently being used as CSB employee parking and drive through banking. CSB hereby grants a purchase option to the City to purchase said two (2) lots at the time of closing of the Gifted Property. If the City chooses to purchase said lots, the purchase price shall be the appraised value of the lots, not to exceed \$200,000, based on the appraisal completed by a mutually agreed appraiser.

13. Extended Restrictions. After closing, the City shall not sell the Gifted Property within five (5) years of the closing date; the City shall not sell the Gifted Property to another financial institution, including banks and credit unions within 10 years of the closing date; and the renovated City administrative space at 112 E 5<sup>th</sup> Street, Carroll, Iowa, shall be used exclusively for library purposes for at least a period of ten (10) years after the closing.

14. Sole Discretion of City. The City shall have the sole and exclusive discretion to determine the design, plans, specifications and construction arrangements for the renovations to both the library space at 112 and 118 E 5<sup>th</sup> Street and the new administrative office space at 627 N Adams Street.

IN WITNESS, of the provisions herein, the City and CSB have executed this Property Gift Agreement on the below stated date.

COMMERCIAL SAVINGS BANK

By   
Ryan Milligan, Vice President

Dated: May 18, 2017

CITY OF CARROLL, IOWA

By   
Eric Jensen, Mayor

By   
Laura Schaefer, Clerk

Dated: May 22, 2017



# City of Carroll

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112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

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**MEMO TO:** Honorable Mayor and Members of the City Council

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

**DATE:** October 23, 2019

**SUBJECT:** Committee Reports

1. Library Board (meets 3<sup>rd</sup> or 4<sup>th</sup> Monday of month) – **October 21, 2019**
2. Board of Adjustment (meets 1<sup>st</sup> Monday of month) –
3. Planning and Zoning Commission (meets 2<sup>nd</sup> Wednesday of month) –
4. Carroll Airport Commission (meets 2<sup>nd</sup> Monday of month) – **October 14, 2019**
5. Parks, Recreation & Cultural Advisory Board (meets 3<sup>rd</sup> Monday of January, March, May, July, September and November) –
6. Carroll County Solid Waste Management Commission (meets 2<sup>nd</sup> Tuesday of month) –
7. Carroll Historic Preservation Commission (no regular meeting dates) –
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

## Carroll Public Library Board Minutes

October 21, 2019

The Carroll Board of trustees met in the City Hall Conference Room. Trustees present: Jacob Fiscus (5:19), Thomas Parrish, Summer Parrott, Paul Reicks, Laurie Schenkelberg (via phone), Carol Shields, Kyle Ulveling (via phone), Ralph von Qualen, and Director Rachel Van Erdewyk. Trustee absent: Sondra Rierson.

Reicks called the meeting to order at 5:15. It was moved by Shields and seconded by Parrott to approve the agenda. All voted aye. Absent: Fiscus and Rierson. New library employee Kayla Strasser was introduced to the board. It was moved by von Qualen and seconded by Parrish to approve the minutes of the September meeting. All voted aye. Absent: Fiscus and Rierson. Fiscus arrived at 5:19. It was moved by von Qualen and seconded by Shields to approve the bills. All voted aye. Absent: Rierson.

Director's Report: Regular children's programming continued along with the Miss Sapphire challenge, featuring children's librarian Diane Tracy. Tracy was challenged to attend space camp, following the summer theme, and read space themed books to the local daycares. Regular adult programming continued along with a program presented by Laura Keyes on the History of the Hershey Chocolate Company. 21 participants enjoyed behind the scenes stories and chocolate. Total program attendance was 1,075. Total resources utilized was 19,937. Monthly door count was 5,002.

Board education: None.

Old Business: Library project update.

New Business: Discussion was held on closing dates for the library move. It was moved by Shields and seconded by Parrott to close the library on December 30, 2019 and reopen on January 13, 2020, tentative on any unforeseen circumstances. All voted aye. Absent: Rierson.

It was moved by Fiscus and seconded by von Qualen to adjourn. All voted aye. Absent: Rierson. Meeting adjourned at 5:44. Next regular meeting will be November 18, 2019.

---

Paul Reicks—President

Judy Behm—Recording Secretary

## **CARROLL AIRPORT COMMISSION**

### **Regular Meeting**

The regular meeting of the Carroll Airport Commission was held on Monday, October 14, 2019, at the Arthur Neu Airport. Commission members in attendance were Norman Hutcheson, Greg Siemann,, Gene Vincent, Kevin Wittrock and Dick Fulton. Also attending were Mr. Pete Crawford, engineer, Don Mensen, airport manager and Carol Schoeppner, recording secretary. Chairman Hutcheson conducted the 5:30 P.M. meeting.

#### **MINUTES**

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

#### **AIR METHODS**

Comm. Vincent reported word from corporate that Air Methods would be in place by November 12th. People from Air Methods plan to meet with Ed Smith from the hospital and the house should be in place soon.

#### **SIGN**

Mike Schultes Construction will pour the cement for the sign after the end of the month if all permits are in place.

#### **HANGER CEILING FANS**

Rick Pudenz requested permission to install ceiling fans in his hanger to eliminate some of the moisture because of it being a north hanger. After discussion a motion by Comm. Siemann and seconded by Comm. Vincent was made to allow Mr. Pudenz to install, at his expense and by a licensed electrician fans in his hanger. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

**TOPICS DISCUSSED:**

Comm. Vincent reported the beans are out.

Comm. Siemann had the FAA 5yr engineering request to be sent to the FAA for approval.

Mr. Crawford will have the FAA 5yr AIP plan to be approved at the November meeting.

Rob Peters moved his airplane to Spencer.

The new drainage system is ponding but within a year it should be better.

When Schultes Construction is on the field, they will look into replacing some of the foam in the north T-hangers.

R&R Septic Systems presented a bill for the new septic system in the amount of \$22,225.11. Air Methods will pay 1/2 of this bill.

**BILLS**

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

Carroll Aviation	contract	\$ 6,700.00
R&R Septic Services	septic system	22,225.11
Rueter's	equipment repair	392.04
NAPA Auto Parts	equipment repair	39.28
True Value Hdw	electrical repair	15.98
Feld Fire	extinguishers inspect	325.00
Wittrock Motor	Sept car rental	349.00
VanWall Equipment	generator maint	79.70
ECHO Group	electrical repair	21.57
Community Oil	equipment fuel	1,255.20
Westmor Fluid	fuel delivery repair	573.21
Drees Oil	propane	141.32
O'Halloran	truck inspection	382.58
Blueglobes	runway lights repair	1,333.51
Carroll Refuse	Aug/Sept garbage	114.00
Van Maamen Elec	runway lights (REIL)	2,795.49
Raccoon Valley Elec	Sept electric service	1,051.32
Unified Contracting	sump sensor	290.12
Nutrien Ag	weed control	780.00
Mike Schultes Const	sealing concrete	557.13
Ecowater	cooler rent/water	121.26
Bomgaars	misc'l items	148.91
Carol Schoeppner	secretary contract	350.00

October 14, 2019

Page 3

A motion by Comm. Fulton 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, Wittrock and Fulton.

There being no further business, a motion by Comm. Wittrock and seconded by Comm. Fulton was made adjourn at 6:18 P.M..

The next regular meeting of the Carroll Airport Commission will be November 11, 2019 at the Arhur Neu Airport.

Chairman/Vice-Chairman

ATTEST:

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**CARROLL AIRPORT COMMISSION**

**Regular Meeting**

Monday, November 11, 2019

5:30 P.M.

Arthur Neu Airport

**AGENDA**

Approve minutes from previous meeting

Air Methods

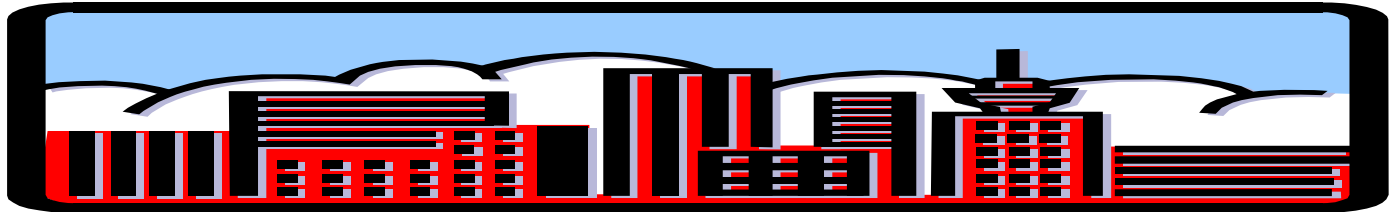
Airport Sign

Approve 5yr AIP Plan

Approve Reestimated 2019/2020 Budget

Approve 2020/2021 Budget

Approve monthly bills



# **City Manager's Monthly Activity Report**

**Mike Pogge-Weaver, City Manager**



**September 2019**

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

# Finance Department

**As reported by Laura Schaefer, City Clerk/Finance Director**

Routine Activities for the month:

- Dealt with water issues/collections
- Began drafting financial policies
- Moved to new City Hall location and unpack/set up new office area
- FY 19 Worker Comp audit – September 9
- FY 19 Financial statement audit fieldwork – September 23 - 27
- West Central Iowa Clerks Association Meeting – September 18 (Denison)
- City Hall Chamber Coffee & Dedication – September 27
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
  - Wellness Coalition Meeting – September 19
  - City Wellness Team Meeting – September 24

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Continue to work on draft financial policies
- Attend Cyber Security Conference – October 8 (Carrollton Inn)
- IMFOA Fall Conference – October 16 – 18 (Des Moines)
- Council Goal Setting Session – October 29
- Prepare information for budget preparations for city departments
- Prepare FY 2019 Annual Financial Report
- Review draft of FY 18/19 Audit report
- Continue to promote wellness program with employees
  - Wellness Coalition Meeting – October 17
  - Hearing tests for all full-time city employees – month of October & then will plan for educational session about eardrum tests

Accomplishments of particular note:

- 341 utility bills and statements were emailed in September 2019.

# Fire Department

## As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Department responded to seven calls for service and held three training sessions in September.

Department members held a farm equipment extrication exercise at Haley Equipment on September 16. Firefighters utilized an old combine corn head and our rescue manikin to simulate a subject being entangled in this piece of equipment. Our hydraulic rescue equipment was used to free the practice subject from the corn head. This training was rated as very good by our members as we approach the harvest season.

Firefighters are preparing for our annual Firefighters Dance to be held November 2, 2019. The Department will conduct residential ticket sales on Monday evenings in October.

### Run Report for September:

Alarm Date	Alarm Location	Incident Type
09/02/2019	502 S Maple St	Alarm malfunction
09/14/2019	Hwy 30 & Maple St	Vehicle collision
09/17/2019	800 N Grant Rd	Fire sprinkler system malfunction
09/20/2019	26399 260 <sup>th</sup> St	Mutual aid given to Glidden Fire Dept.
09/20/2019	818 Bella Vista Dr	Alarm malfunction
09/22/2019	1751 E Hwy 30	Fire sprinkler system malfunction
09/26/2019	278 Peeble Ln	Carbon monoxide false alarm

# Police Department

## **As reported by Brad Burke, Police Chief**

Routine Activities for the month:

Officers Patrick McCarty and Blake Fiferlick were certified as marijuana analysis by the Iowa DCI Crime Lab. The training took place from the 16<sup>th</sup> to the 19<sup>th</sup>. The police department tests marijuana in our lab located at the police department for local charges as well as for roughly 15 other agencies in the area. There are three certified officers to test marijuana and the results are used as evidence in court hearings.

Captain Ethan Kathol and Sergeant Gary Bellinghausen attended C3 De Escalation training in Jefferson on the 17<sup>th</sup> and 25<sup>th</sup>. This training is intended to give the officers training to help those in a mental health crisis. C3 stands for Calm Circuit Connection and can help angry or distraught individuals calm down and gain control over themselves.

Captain Kathol taught active shooter response training to employees at Smithfield Foods in Carroll on the 19<sup>th</sup>. The training gives the employees response tactics and helps the company prepare to handle an emergency event.

Officers participated in the quarterly fitness testing on the 26<sup>th</sup>. It is mandatory for officers to participate in the testing and there is an incentive of comp time for passing the test.

Kuemper High School Homecoming parade was on the 27<sup>th</sup>. Officers assisted with street closures and leading the parade route.



# Offense Summary

## CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

Offenses	Incidents		
	September 2019	September 2018	September 2017
Forcible Rape	1		
Forcible Fondling	1		
Incest		2	
Aggravated Assault		1	
Statutory Rape	1		
Robbery	1		
Simple Assault	3	1	5
Intimidation	1		
Domestic Abuse	4	3	1
Burglary/B&E	3	2	3
Shoplifting	6	4	10
Theft from Vehicle		2	2
Theft Vehicle Part		1	
Theft of Bike			
Theft from Building	3	4	3
Other Larceny		1	1
Motor Vehicle Theft		2	3
Arson			1
Counterfeit/Forgery	2	1	4
Credit/ATM Fraud			1
Bad Checks	1	1	1
Vandalism: Business			
Vandalism: Residence	2	1	5
Vandalism: Vehicle	6	1	2
Vandalism: School		2	
Vandalism: Other	1		
Weapon Law Violation			
Drug/Narc Violations	1	2	2
Drug Equipment Viol			
Drive Under Influence	2	4	7
OWI 2 <sup>nd</sup>		1	1
Liquor Law Violation			1
Under 21 BAC .02			
Drunkenness	4	4	3
Disorderly Conduct	2		3
Harassment			
All Other Offenses	3	3	1
False Information			
Trespassing	2	4	3
Runaway			
Missing Person	1		
Cruelty to Animal			

Found Animal			
Found Property	2		2
Warrant Outside	5	3	6
Restraining Order		4	
1050F Traffic Accident			
10-50 PI Personal Injury			
10-50 PI MV Pedestrian			
10-50 PI Car & Bike			
10-50 PD Prop.	15	10	17
10-50 Car & Deer			
1050 PD: Hit and Run	2	1	
1050 PD: City Vehicle	1		
1050 PD: Police Vehicle			
10-50 PD Under 1500	2	1	7
Assist Other Agency	1		
Moving Violations	1		
Op After Revocation	2	1	4
Operate After Suspen	8	13	7
Miscellaneous Public	1	3	5
<b>Total</b>	<b>91</b>	<b>86</b>	<b>111</b>

**09/01/2019 thru 09/30/2019**

<b>Citations</b>	
Animal	0
Dark Windows	0
License Violation	20
Other	0
Violation (Parking)	5
Registration	11
Seatbelt	16
Tobacco	0
Traffic	87
Warning Notices	245
Loud Stereo	0
<b>TOTAL</b>	<b>384</b>

**09/01/2019 thru 09/30/2019**

Salvage Vehicle  
Inspections: 6

# Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - September 2019						
Class	Permit Type	Date Issued	Valuation		Permit #	Fee
<b>Agricultural</b>						
	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
<b>Commercial</b>						
	Building					
		9/11/2019	\$13,000.00		190228	\$103.25
		9/16/2019	\$10,984,500.00		190259	\$16,327.30
		9/17/2019	\$150,000.00		190261	\$566.00
		9/18/2019	\$150,000.00		190263	\$566.00
Commercial Building Valuation Total:			\$11,297,500.00	Commercial Building Fee Total:		\$17,562.55
	Electrical					
		9/30/2019			190286	\$24.80
			Commercial Electrical Fee Total:			\$24.80
	Mechanical					
		9/11/2019			190229	\$34.76
		9/12/2019			190236	\$34.76
		9/25/2019			190281	\$35.26
		9/26/2019			190284	\$295.42
		9/30/2019			190288	\$44.26
			Commercial Mechanical Fee Total:			\$444.46
	Plumbing					
		9/16/2019			190260	\$36.50
		9/26/2019			190285	\$215.50
		9/30/2019			190289	\$57.50
			Commercial Plumbing Fee Total:			\$309.50
	Right of Way					
		9/11/2019			190227	\$25.00
		9/23/2019			190273	\$25.00
			Commercial Right of Way Fee Total:			\$50.00
	Sign					
		9/11/2019			190231	\$5.00
		9/23/2019			190276	\$15.00
			Commercial Sign Fee Total:			\$20.00
Commercial Valuation Total:			\$11,297,500.00	Commercial Fee Total:		\$18,411.31

Residential					
Building					
	9/12/2019	\$430,000.00		190232	\$1,308.00
	9/17/2019	\$0.00		190262	\$35.00
Residential Building Valuation Total:		\$430,000.00	Residential Building Fee Total:		\$1,343.00
Electrical					
	9/1/2019			190230	\$35.58
	9/20/2019			190266	\$35.88
	9/25/2019			190280	\$35.88
	9/25/2019			190282	\$41.48
	9/25/2019			190283	\$35.88
	9/30/2019			190287	\$35.88
Residential Electrical Fee Total:					\$220.58
Mechanical					
	9/12/2019			190237	\$34.76
	9/19/2019			190265	\$56.01
	9/20/2019			190267	\$46.51
	9/20/2019			190270	\$46.51
	9/20/2019			190271	\$69.76
	9/23/2019			190275	\$28.63
	9/24/2019			190279	\$62.76
Residential Mechanical Fee Total:					\$344.94
Plumbing					
	9/12/2019			190238	\$29.50
	9/20/2019			190268	\$50.50
	9/20/2019			190269	\$50.50
	9/20/2019			190272	\$68.00
	9/24/2019			190278	\$114.00
Residential Plumbing Fee Total:					\$312.50
Right of Way					
	9/18/2019			190264	\$25.00
	9/23/2019			190274	\$25.00
	9/24/2019			190277	\$25.00
Residential Right of Way Fee Total:					\$75.00
Sign					
	NONE				\$0.00
Residential Sign Fee Total:					\$0.00
Residential Valuation Total:		\$430,000.00	Residential Fee Total:		\$2,296.02
Valuation Grand Total:		\$11,727,500.00	Fee Grand Total:		\$20,707.33

## Permits - YTD - through September 2019

Class	Permit Type	Valuation		Fee
<i>Agricultural</i>				
	Building	\$0.00		\$0.00
	<b>Agricultural Valuation Total:</b>	<b>\$0.00</b>	<b>Agricultural Fee Total:</b>	<b>\$0.00</b>
<i>Commercial</i>				
	Building	\$25,468,900.00		\$41,677.74
	Electrical			\$1,296.26
	Mechanical			\$1,065.51
	Plumbing			\$790.00
	Right of Way			\$370.00
	Sign			\$380.00
	<b>Commercial Valuation Total:</b>	<b>\$25,468,900.00</b>	<b>Commercial Fee Total:</b>	<b>\$45,579.51</b>
<i>Residential</i>				
	Building	\$2,746,420.00		\$10,876.88
	Electrical			\$1,794.88
	Mechanical			\$648.54
	Plumbing			\$738.00
	Right of Way			\$525.00
	Sign			\$0.00
	<b>Residential Valuation Total:</b>	<b>\$2,746,420.00</b>	<b>Residential Fee Total:</b>	<b>\$14,583.30</b>
<b>Valuation Grand Total: \$28,215,320.00    Fee Grand Total: \$60,162.81</b>				



# Public Works

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

Routine Activities for the month:

### **Division:** Streets; Dale Pottebaum, Street Superintendent

- Excavated one grave for Cemetery.
- Maintained signs and signals.
- Maintained gravel roads.
- Swept streets.
- Graded alleys.
- Patched potholes.
- Placed 124.25 cubic yards of concrete for roads and ROW permits.
- Hauled street sweepings to Landfill.
- Division Safety Meeting: "Excavations #1", September 24, 2019.

### **Division:** Water; Terry Kluver, Water Superintendent

- Water production:
  - Monthly Total: 33.793 million gallons
  - Daily Average: 1.126 million gallons
  - Daily Maximum: 1.338 million gallons
- Completed 165 Iowa One Call locate requests.
- Meter Department
  - 37 service orders.
  - 4 delinquents.
  - 3 reread.
  - 0 stuck meters.
- Division Safety Meeting: Inspected high-visibility garments and replaced worn or dirty ones so as to preclude their function as high-visibility clothing, September 26, 2019.

### **Division:** Sean Kleespies, Wastewater Superintendent

- Wastewater treatment:
  - Monthly Total: 46.371 million gallons
  - Daily Average: 1.599 million gallons
  - Daily Maximum: 3.156 million gallons
- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: "Electrical Safety", September 11, 2019.

Special Activities/Accomplishments of particular note:

**Division:** Streets; Dale Pottebaum, Street Superintendent

- Assisted with the City Hall move.
- Moved picnic tables for Airport Flight Breakfast.
- Sprayed for mosquitoes on September 19<sup>th</sup>.
- Assisted Water Division with water leak repair.
- Assisted Water Division with replacing fire hydrant.
- Set barricades for Kuemper Homecoming.
- Trimmed trees in ROW.
- Moved payment box for City Hall.

**Division:** Water; Terry Kluver, Water Superintendent

- Replaced fire hydrant at Court Street and Hwy. 30.
- Seeded two (2) excavation sites.
- Continue operating Water Tower on bypass for Water Storage Tower Rehabilitation.
- Abandoned water service line to the former golf course residence.

**Division:** Sean Kleespies, Wastewater Superintendent

- Routine Plant maintenance.
- Cleaned and replaced the scraper on Final Clarifier #1
- Received the new Jet/Vac truck.
- Replaced sections of the sidewalk leading to the Primary Clarifiers
- Started Disinfection facilities project.
- Vinchattle Enterprises working on the Blower Room Computer upgrade.
- Travis Boell, Paul Kersey and Matt Riedell attended Iowa Hygienic Lab Symposium on September 26, 2019.

Activities planned for next month and other comments:

**Division:** Streets; Dale Pottebaum, Street Superintendent

- Street repairs and ROW permits.
- Maintain signs and signals.
- Spray mosquitoes, as needed.
- Haul street sweepings.
- Prepare trucks for Winter snow removal and ice control.
- Crack fill roads.
- Cutting trees in ROW.

**Division:** Water; Terry Kluver, Water Superintendent

- Replace fire hydrant and valve at N. West Street and Hwy. 30.
- Complete Winter checklist on 490 fire hydrants.
- Work with contractor on installation of 16" watermain to tower for Water Distribution Main Replacement – 2019.
- Chemically treat Well #19.
- Jared Hays and Pat Pudenz to attend Iowa Section AWWA Region 3 Training in Storm Lake on October 9, 2019.

**Division:** Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Brad Vinchattle will finish up Blower Room Computer upgrade.
- Repair scraper bar on Clarifier #2.
- Continue progress on the Disinfection facilities project.

## CAPITAL PROJECT STATUS SUMMARY – 10-15-19

PROJECT				ANTICIPATED		CONTRACT DATA						
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Sidewalk Transition Plan	2018	FY18		\$57,414	2018	FEH Design	\$5,680.00		\$5,680.00		09-14-18	
						Badding Constr. Co.	\$65,765.00		\$43,402.76		10-14-18	
Streambed Stabilization		FY17	FY14	\$385,000	2018	JEO Consulting Group, Inc.	\$39,850.00	02-25-19	\$33,735.00		08-01-19	
Street Resurfacing 2013	2015 On-going		FY16			JEO Consulting Group, Inc.	\$60,800.00+	09-24-12	\$143,848.36		11-15-13	Plus Hourly Construction Service
						Godbersen-Smith Construction Co.	\$555,808.75		\$563,827.37	95%	11-15-13	
Street Maintenance Building	2017 On-going	FY16	FY14	\$4,977,500	2019	FEH	\$22,500.00	01-25-16	\$22,500.00		05-01-16	Space Needs/ Prelim. Design Design
						FEH DESIGN	\$349,050.00	12-10-18	\$71,234.25		Fall, 2019	
US 30 – Grant Road Intersection	2017 On-going	FY12	FY12	\$2,604,530	2018	Snyder & Associates, Inc.	\$4,900.00	07-22-13	\$4,900.00		08-15-13	TSIP Application
						Snyder & Associates, Inc.	\$421,525.00	04-14-14	\$450,112.02			Design & Construction
						Dixon Const. Co.	\$1,449,835.78	04-02-18	\$1,430,565.45	97%	118 Working Days	
Well and Transmission Main	2014	FY16	FY16			JEO Consulting Group, Inc.	\$383,312.50	07-28-14	\$335,899.36			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	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
Watermain Replacement		FY16	FY16	\$500,000	2019	JEO Consulting Group, Inc.	\$19,800.00	02-11-19	\$18,240.00		2019	
						King Construction	\$321,746.00	06-24-19	\$199,373.74	55%	09-30-19	
Leachate Forcemain & Gravity Sewer						King Construction	\$661,257.50 Total \$370,434.53 City	07-18-16	CCSWMC \$325,605.01		08-31-16	CCSWMC Contract
Downtown Streetscape Phase 10	On-going	FY19	FY19	\$1,300,000	2019	Confluence	\$97,915.00	10-22-18	\$87,917.15		04-19	
Downtown Streetscape Phase 11	On-going	FY20		\$1,700,000	2020	Confluence	\$118,775.00	03-19	\$14,040.00		03-20	
Street Resurfacing 2019	On-going	FY19	FY19	\$700,000	2019	JEO Consulting Group, Inc.	\$88,100.00 + Hourly	10-08-18	\$86,610.00		2019	Design Const. Service
						Ten Point Construction Co., Inc.	\$928,994.54		\$998,735.27	95%		
Wastewater Treatment Plant Disinfection Improvements	2017	FY18	FY18	\$1,000,000	2020	Veenstra & Kimm, Inc.	\$73,500		\$74,596.25			
						Woodruff Const., LLC	\$967,530.00		\$31,474.45	3%		
Water Storage Tower		FY20	FY19	\$575,000	2019	JEO Consulting Group, Inc.	\$29,400.00	02-11-19	\$37,517.50		07-01-19	Design
						Utility Service Co., Inc.	\$543,700.00	06-04-19			120, 150 days	



# Parks and Recreation

**As reported by Jack Wardell, Parks and Recreation Director**

Routine Activities for the month:

**Parks:** Tom Weber, Parks Superintendent

- Mow weekly
- Do daily routes checking parks and bathrooms
- Sprayed parking lot at City Hall
- Ordered chemical for fall spraying
- Ordered fertilizer for fall application
- Over seeded several areas
- Cleaned up 15 stumps and seeded
- Weeded flower beds
- Picked up garbage in Central Business District

**Golf:** Scott Haakenson, Golf Superintendent

- Mowed greens 20 times
- Rolled greens 1 time
- Mowed tees 11 times
- Mowed fairways 11 times
- Mowed collars 11 times
- Cut cups 8 times
- Mowed rough as needed
- Sprayed greens and tees as needed
- Serviced mowers as needed
- Picked up sticks as needed
- Emptied trash daily

**Cemetery:** Jake Bruggeman, Cemetery Sexton

- Performed the duties of 2 full burials. One of which was a 2-year-old child. One being on a Saturday.
- Performed the duties of one disinterment from baby land that was moved to a regular plot. This being the 2-year-old.
- Sold one space to Dean and Aura Lee Sibenaller, Mt. Olivet Block B Lot 8E Space 4.
- Picked up numerous loads of branches and sticks throughout the grounds.
- Leveled and seeded sunken graves.
- Filled in holes and bare spots and seeded them for the fall.
- Tilled and seeded areas in the right of way outside the stone wall that had been dug up for utility work and hadn't been fixed.
- Emptied garbage cans as needed.
- Cleaned the office, shop, and restrooms during inclement weather.
- Serviced and cleaned decks, sharpened blades, and greased mowers.
- Trimmed suckers off of trees.
- Mowed and trimmed daily throughout the grounds.
- Watered new seedings when needed.

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

- Fall sports coordination. Scheduling of officials and facility/field supervisors. Communicating weather cancellations.
- Recreation Center staffing, maintenance, and programming. Weekly staff meetings and monthly lifeguard meetings. Communicating regularly with members.

**Building Maintenance:** Andy Snyder, Building Maintenance Specialist

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

Special Activities/Accomplishments of particular note:

**Parks:** Tom Weber, Parks Superintendent

- Seeded new playground at Northeast Park where possible
- Replaced dead plants in Central Business District
- Did playground inspections

**Golf:** Scott Haakenson, Golf Superintendent

- Deep tined greens
- Topdressed greens
- Planted 2 trees
- Had 11 stumps ground out

**Cemetery:** Jake Bruggeman, Cemetery Sexton

- A new bench was added near the old chapel and we planted some perennials around it. Also helped plant some donated perennials in the beds located in the center of Block 8.

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

- Start of high school swim team and Carroll Area Swim Team.
- Organized a booth at the Smithfield-Farmland Health fair
- Hosted Senior Fun Day

**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
- Golf Course awning
- Rec Center hallway floor refinish
- City construction sites
- Storm sirens
- Finishing budget items
- Aquatic Center bids on paint and heater
- Hanging items at new City Hall
- Warranty roof leaks at Rec Center
- Move water lift to Rec Center and install
- Clean and remove items from temporary City Hall
- Police water heater

Activities planned for next month and other comments:

**Parks:** Tom Weber, Parks Superintendent

- Spray fall chemicals
- Fertilize parks
- Aeration of City Parks
- Winterize irrigation systems
- Winterize other city bathrooms
- Trim trees
- Plant trees

**Golf:** Scott Haakenson, Golf Superintendent

- Spray herbicide on whole course
- Fertilize tees and fairways

**Cemetery:** Jake Bruggeman, Cemetery Sexton

- Continue with mowing and trimming as needed.
- Trim trees.
- Mulch leaves.

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

- CRO and fitness instructor meetings
- Installation of flooring outside pool
- Installation of additional handicap lift for indoor pool
- Halloween Party
- Beginning of monthly community member recognition events
- Top 64
- Beginning of fall swim lesson sessions

**Building Maintenance:** Andy Snyder, Building Maintenance Specialist

- Aquatic Center Projects

**Safety Topic:**

- Chainsaw safety
- Lifting safely





## Director's Report September 2019

**As reported by Rachel Van Erdewyk, Library Director**

Tech Help Fridays	23	Total Print Circulation:	8,052
Children's Library Programs	158	BRIDGES Circulation:	826
Children's Programs Outreach	509	Consumer Reports:	220
Diane's Read Aloud	194	Public Computer Use:	506
Miss Sapphire Challenge	76	Wi-Fi Use:	201
Book Clubs	5	Website Visits	3,005
Crafty Library Ladies	82	Gale Databases:	468
Poetry Group	7	Global Road Warrior:	1,430
Hershey Chocolate Program	21	Learning Express Resources:	110
		Freegal Music Downloads:	293
		Transparent Language:	3
		Chilton Auto Manual	0
		Zinio Digital Magazine Circulation:	93
		Daily Times Herald Page Views:	4,722
		Lynda.com	3
		RBDigital	5
<b>Total Program Attendance</b>	<b>1,075</b>		
<b>Monthly Door Count</b>	<b>5,002</b>	<b>Total Resources Utilized</b>	<b>19,937</b>

### Special activities/accomplishments of particular note:

- 1) **Children's Programs:** Children's programming continued this month with the regular monthly schedule of Rookie Readers, Diane's Read-Aloud, Pet Readers, Romp and Read, and outreach events with book visits to the Breda daycare. The trophy for summer reading was full, so Miss Sapphire was challenged to attend space camp and read space theme books to children at the local daycares. This was well attended by 76 children and adults.



- 2) **Adult & Teen Programs:** Adult programs continued this month with the regular monthly schedule of Tech Help Fridays, the Crafty Library Ladies, Book Clubs and the Poetry Group. Laura Keyes came to the library to present on the History of the Hershey Chocolate Company, which was well attended by 21 participants who got to eat chocolate and learn the behind the scenes stories of the famous American company.
- 3) View upcoming events on the library's Google calendar at [www.carroll-library.org](http://www.carroll-library.org) by clicking on the Calendar of Events link on the home page or on Facebook.

## Library Statistics from September 2018-September 2019

