

# 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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**GOVERNMENTAL BODY:** Carroll City Council

**DATE OF MEETING:** November 9, 2020

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

**LOCATION OF MEETING:** City Hall Council Chambers

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

## NOTICE

In support of Iowa Governor Kim Reynolds' proclamation declaring a State of Public Health Disaster Emergency in Iowa, the current COVID-19 situation makes it "impossible and impractical" to meet in one location. Due to this the Carroll City Hall will remain closed to the public for the November 9, 2020 City Council meeting. However, the meeting will be made available telephonically. The public will be able to hear and participate in the Council meeting by calling:

United States: 1 (312) 626-6799

Then when prompted, enter the following Access Code: 976 3329 0933 #

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

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

<https://zoom.us/j/97633290933>

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

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

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

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**AGENDA**

- I. Pledge of Allegiance
- II. Roll Call
- III. Consent Agenda
  - A. Approval of Minutes of the October 26 and 29 Meetings
  - B. Approval of Bills and Claims
  - C. Licenses and Permits:
    - 1. Renewal of Class “B” Native Wine Permit with Sunday Sales – *Carroll Design & Salvage*
  - D. Water Distribution Main Replacements – 2020 - Change Order No. 1
  - E. Water Supply Well Replacement – 2020 – Change Order No. 1
  - F. F.Y. 2021-2022 Budget Schedule and Council Meeting Dates for Calendar Year 2021
- IV. Oral Requests and Communications from the Audience
- V. Ordinances
  - A. Carroll City Ordinance Chapter 44, Noise Control, Addition – 2<sup>nd</sup> Reading
  - B. Carroll Family Aquatic Center, Carroll Municipal Golf Course, and Carroll Recreation Center Fees and Charges (One Ordinance)
  - C. Rental Housing Code – 2<sup>nd</sup> Reading
- VI. Resolutions
  - A. Cleaning Services Contract for Carroll Recreation Center
  - B. Downtown Streetscape Phase 10 – Construction Phase Services Agreement
  - C. Policy No. 0902 – Return to Work Policy – Temporary Modified Assignment
- VII. Reports
  - A. F.Y. 2020 State Annual Financial Report
  - B. FY 2020 Annual Urban Renewal Report
  - C. Police Vehicle Purchase
  - D. Work Session: Annual Planning Session Follow-up and Discussion
- VIII. Committee Reports
- IX. Comments from the Mayor
- X. Comments from the City Council

XI. Comments from the City Manager

XII. Adjourn

November/December Meetings:

Airport Commission – November 9, 2020 – Airport Terminal Building - 21177 Quail Avenue

Planning and Zoning Commission – November 11, 2020 – City Hall - 627 N Adams Street

~~Library Board of Trustees – November 16, 2020 – Carroll Public Library – 118 E 5<sup>th</sup> Street~~

City Council – November 23, 2020 – City Hall – 627 N Adams Street

Board of Adjustment – December 7, 2020 – City Hall – 627 N Adams Street

Planning and Zoning Commission – December 9, 2020 – City Hall - 627 N Adams Street

City Council – December 14, 2020 – City Hall – 627 N Adams Street

Airport Commission – December 14, 2020 – Airport Terminal Building - 21177 Quail Avenue

Library Board of Trustees – December 21, 2020 – Carroll Public Library – 118 E 5<sup>th</sup> Street

City Council – December 28, 2020 – City Hall – 627 N Adams Street

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



*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 26, 2020

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

In support of Iowa Governor Kim Reynolds' proclamation declaring a State of Public Health Disaster Emergency in Iowa, the current COVID-19 situation made it "impossible and impractical" to meet in one location. Due to this the Carroll City Hall was closed to the public for the October 26, 2020 City Council meeting. However, the meeting was held telephonically. The public was able to hear and participate in the Council meeting by calling into a publicly posted toll-free phone number.

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

\* \* \* \* \*

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

\* \* \* \* \*

It was moved by Haley, seconded by Kots, to approve the following items on the consent agenda: a) minutes of the October 12, 2020 Council meeting, as written; b) bills and claims in the amount of \$782,434.70; and c) Renewal of Class "C" Liquor License with Outdoor Service and Sunday Sales – *Rancho Grande*; 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*; and Renewal of Class "C" Liquor License with Catering Privilege and Sunday Sales – *Hy-Vee Market Cafe*. On roll call, all present voted aye. Absent: None. Motion carried.

\* \* \* \* \*

Brad Carlson, President of Carlson Property Holdings & Management and Property Manager for Fairview Village Apartment Complex, gave Council an update on the Fairview Village Apartment Complex during the oral request and communications from the audience. No Council action taken.

\* \* \* \* \*

An Ordinance Amending the Code of Ordinances by Adding a New Chapter for Noise Control was introduced by Council Member Haley.



It was moved by Haley, seconded by Boes, to approve the first reading of said ordinance. On roll call, all present voted aye. Absent: None. Motion carried.

\* \* \* \* \*

Council discussed the Carroll Family Aquatic Center, Municipal Golf Course, and Carroll Recreation Center Fees and Charges proposed ordinance. No Council action taken.

It was moved by Kots, seconded by Siemann, to approve Resolution No. 20-84, Authorizing Fees and Charges for the City Cemetery. On roll call, all present voted aye. Absent: None. Motion carried.

An Ordinance Amending the Code of Ordinances by Amending Provisions Pertaining to Chapter 115, Cemetery, was introduced by Council Member Fleshner.

It was moved by Fleshner, seconded by Haley, to approve the first reading and waive the second and third readings of said Ordinance. On roll call, all present voted aye. Absent: None. Motion carried.

It was moved by Kots, seconded by Haley, to approve said Ordinance No. 2016. On roll call, all present voted aye. Absent: None. Motion carried.

It was moved by Siemann, seconded by Kots, to approve Resolution No. 20-85, Adding Policy No. 821 – Cemetery Grave Decorations. On roll call, all present voted aye. Absent: None. Motion carried.

\* \* \* \* \*

On Ordinance Amending the Code of Ordinances by Adding a New Chapter for Rental Housing Code was introduced by Council Member Haley.

It was moved Haley, seconded by Siemann, to approve the first reading of said ordinance. Margaret Saddoris, Leo Kasperbauer, and Jeff McCarville, addressed Council on this issue. On roll call, all present voted aye except Dirkx and Fleshner voted nay. Absent: None. Motion carried.

\* \* \* \* \*

At 7:00 p.m. Mayor Jensen opened a public hearing on the FY 2020/2021 Budget Amendment #1. Mayor Jensen closed said public hearing at 7:02 p.m.

It was moved by Haley, seconded by Kots, to approve Resolution No. 20-86, FY 2020/2021 Budget Amendment #1. On roll call, all present voted aye. Absent: None. Motion carried.

\* \* \* \* \*

It was moved by Haley, seconded by Fleshner, to approve Resolution No. 20-87, Authorizing or Confirming Advancement of Costs for Urban Renewal Projects and Authorizing Certification of Expenses Incurred by the City for Payment under Iowa Code Section 403.19 for the Westfield Urban Renewal Area. On roll call, all present voted aye. Absent: None. Motion carried.

\* \* \* \* \*

It was moved by Fleshner, seconded by Haley, to adjourn at 7:05 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

COUNCIL MEETING  
OCTOBER 29, 2020

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

The Carroll City Council met in special session on this date at 4:00 p.m. in Wapiti Classroom at Swan Lake Conservation Education Center, 22676 Swan Lake Drive. Council Members present: Misty Boes, LaVern Dirkx, Jerry Fleshner, Clay Haley, Mike Kots, and Carolyn Siemann. Absent: None. Mayor Eric Jensen presided.

The City Council held their annual goal setting session with Elizabeth Hansen, Midwest Municipal Consulting, LLC, serving as facilitator. No Council action taken.

Council adjourned at 8:00 p.m.

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Eric P. Jensen, Mayor

ATTEST:

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Laura A. Schaefer, City Clerk

11-05-2020 10:16 AM  
VENDOR SET: 01 City of Carroll  
REPORTING: PAID, UNPAID, PARTIAL

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

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=====PAYMENT DATES=====  
PAID ITEMS DATES : 10/23/2020 THRU 11/05/2020  
PARTIALLY ITEMS DATES: 10/23/2020 THRU 11/05/2020  
UNPAID ITEMS DATES :

=====ITEM DATES=====  
10/23/2020 THRU 11/05/2020  
10/23/2020 THRU 11/05/2020  
10/23/2020 THRU 11/05/2020

=====POSTING DATES=====  
10/23/2020 THRU 11/05/2020  
10/23/2020 THRU 11/05/2020  
10/23/2020 THRU 11/05/2020

VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-002915	911 CUSTOM LLC	FLASHLIGHTS	917.00	0.00	000000	0/00/00	917.00
		** TOTALS **	917.00	0.00			917.00
01-003465	ABSOLUTE CONCRETE CONSTRU	TRAILS SEGMENT II - FINAL	38,131.50	0.00	000000	0/00/00	38,131.50
		** TOTALS **	38,131.50	0.00			38,131.50
01-001720	ACCESS SYSTEMS	COPIER CONTRACT	93.91	0.00	000000	0/00/00	93.91
		** TOTALS **	93.91	0.00			93.91
01-001704	ACCO	CHLORINE	660.40	0.00	000000	0/00/00	660.40
		** TOTALS **	660.40	0.00			660.40
01-001621	ACE HARDWARE	SUPPLIES	11.94	0.00	000000	0/00/00	11.94
01-001621	ACE HARDWARE	SUPPLIES	39.06	0.00	000000	0/00/00	39.06
01-001621	ACE HARDWARE	SUPPLIES	16.99	0.00	000000	0/00/00	16.99
01-001621	ACE HARDWARE	WATER SYSTEM KEY	8.99	0.00	000000	0/00/00	8.99
01-001621	ACE HARDWARE	UNIT #20 KEYS	20.12	0.00	000000	0/00/00	20.12
01-001621	ACE HARDWARE	CABLE TIES	9.99	0.00	000000	0/00/00	9.99
01-001621	ACE HARDWARE	SUPPLIES	13.98	0.00	000000	0/00/00	13.98
01-001621	ACE HARDWARE	SUPPLIES	4.68	0.00	000000	0/00/00	4.68
01-001621	ACE HARDWARE	FURNACE FILTERS	9.98	0.00	000000	0/00/00	9.98
01-001621	ACE HARDWARE	SUPPLIES	23.96	0.00	000000	0/00/00	23.96
01-001621	ACE HARDWARE	SUPPLIES	4.99	0.00	000000	0/00/00	4.99
		** TOTALS **	164.68	0.00			164.68
01-003484	ADAPTIVE AUDIOLOGY SOLUTI	39 EMPLOYEES HEARING TESTS	1,365.00	0.00	000000	0/00/00	1,365.00
		** TOTALS **	1,365.00	0.00			1,365.00
01-001698	ADVANCED LASER TECHNOLOGI	TONER CARTRIDGE	89.95	0.00	000000	0/00/00	89.95
		** TOTALS **	89.95	0.00			89.95
01-001910	AHLERS & COONEY P.C.	LABOR RELATIONS	1,054.50	0.00	000000	0/00/00	1,054.50
01-001910	AHLERS & COONEY P.C.	WESTFIELD UR AMENDMENT	677.00	0.00	000000	0/00/00	677.00
01-001910	AHLERS & COONEY P.C.	BTC INC. DEVELOPMENT AGMT	199.50	0.00	000000	0/00/00	199.50
		** TOTALS **	1,931.00	0.00			1,931.00
01-002981	AMERICAN PLANNING ASSOCIA	APA DUES	702.00	0.00	000000	0/00/00	702.00
		** TOTALS **	702.00	0.00			702.00
01-002370	ARNOLD MOTOR SUPPLY	TREE SPADE REPAIRS	111.99	0.00	000000	0/00/00	111.99
01-002370	ARNOLD MOTOR SUPPLY	#29 DOOR PANEL CLIPS	5.99	0.00	000000	0/00/00	5.99
		** TOTALS **	117.98	0.00			117.98
01-002826	BARCO MUNICIPAL PRODUCTS	SIGN SUPPLIES	438.19	0.00	000000	0/00/00	438.19

11-05-2020 10:16 AM  
VENDOR SET: 01 City of Carroll  
REPORTING: PAID, UNPAID, PARTIAL

A C C O U N T S   P A Y A B L E  
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	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES	: 10/23/2020 THRU 11/05/2020	10/23/2020 THRU 11/05/2020	10/23/2020 THRU 11/05/2020
PARTIALLY ITEMS DATES:	10/23/2020 THRU 11/05/2020	10/23/2020 THRU 11/05/2020	10/23/2020 THRU 11/05/2020
UNPAID ITEMS DATES	:	10/23/2020 THRU 11/05/2020	10/23/2020 THRU 11/05/2020

VENDOR	----- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	-----BALANCE----
		** TOTALS **	438.19	0.00			438.19
01-000949	BOHLMANN INC.	PIETIG BENCH - ROLLING HILLS	730.00	0.00	000000	0/00/00	730.00
		** TOTALS **	730.00	0.00			730.00
01-003515	BOMGAARS	FASTNERS	1.00	0.00	000000	0/00/00	1.00
01-003515	BOMGAARS	SUPPLIES	87.22	0.00	000000	0/00/00	87.22
01-003515	BOMGAARS	WEED KILLER/RAT POISON	52.97	0.00	000000	0/00/00	52.97
01-003515	BOMGAARS	EXTENSION CORD	42.99	0.00	000000	0/00/00	42.99
01-003515	BOMGAARS	DRILL PUMP KIT AND ANTI-FREEZE	20.06	0.00	000000	0/00/00	20.06
01-003515	BOMGAARS	BRINE TRAILER PAINT	45.49	0.00	000000	0/00/00	45.49
01-003515	BOMGAARS	BRINE TANK CAPS	24.98	0.00	000000	0/00/00	24.98
01-003515	BOMGAARS	CABLE TIES - CHRISTMAS LIGHTS	51.75	0.00	000000	0/00/00	51.75
01-003515	BOMGAARS	CABLE TIES - CHRISTMAS LIGHTS	20.58	0.00	000000	0/00/00	20.58
01-003515	BOMGAARS	FASTENERS FOR ICE RINK	76.80	0.00	000000	0/00/00	76.80
		** TOTALS **	423.84	0.00			423.84
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	54.13	0.00	000000	0/00/00	54.13
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	68.00	0.00	000000	0/00/00	68.00
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	54.00	0.00	000000	0/00/00	54.00
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	86.00	0.00	000000	0/00/00	86.00
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	89.75	0.00	000000	0/00/00	89.75
01-004138	CAPITAL SANITARY SUPPLY	HAND TOWELS	65.90	0.00	000000	0/00/00	65.90
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	122.00	0.00	000000	0/00/00	122.00
		** TOTALS **	539.78	0.00			539.78
01-000747	CARROLL AUTO SUPPLY	#53 - AIR FILTER	13.52	0.00	000000	0/00/00	13.52
		** TOTALS **	13.52	0.00			13.52
01-004237	CARROLL VETERINARY CLINIC	DEC. 2020 DOG CARE CONTRACT	650.00	0.00	000000	0/00/00	650.00
		** TOTALS **	650.00	0.00			650.00
01-001148	CERTIFIED TESTING SERVICE	SOIL TESTING	1,391.50	0.00	000000	0/00/00	1,391.50
		** TOTALS **	1,391.50	0.00			1,391.50
01-003633	CLEANING SOLUTIONS INC	OCTOBER CITY HALL CLEANING	2,080.00	0.00	000000	0/00/00	2,080.00
01-003633	CLEANING SOLUTIONS INC	PD OCTOBER CLEANING	624.00	0.00	000000	0/00/00	624.00
		** TOTALS **	2,704.00	0.00			2,704.00
01-004835	COMMERCIAL SAVINGS BANK	FEDERAL WITHHOLDINGS	13,079.51	13,079.51-	000918	11/05/20	0.00
01-004835	COMMERCIAL SAVINGS BANK	FICA WITHHOLDING	14,397.18	14,397.18-	000918	11/05/20	0.00
01-004835	COMMERCIAL SAVINGS BANK	MEDICARE WITHHOLDING	4,433.78	4,433.78-	000918	11/05/20	0.00
		** TOTALS **	31,910.47	31,910.47-			0.00

11-05-2020 10:16 AM  
 VENDOR SET: 01 City of Carroll  
 REPORTING: PAID, UNPAID, PARTIAL

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=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES : 10/23/2020 THRU 11/05/2020	10/23/2020 THRU 11/05/2020	10/23/2020 THRU 11/05/2020
PARTIALLY ITEMS DATES: 10/23/2020 THRU 11/05/2020	10/23/2020 THRU 11/05/2020	10/23/2020 THRU 11/05/2020
UNPAID ITEMS DATES :	10/23/2020 THRU 11/05/2020	10/23/2020 THRU 11/05/2020

VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
01-001463	COMMUNITY OF CONCERN	CBDG GRANT COVID19 #2	8,500.00	0.00	000000	0/00/00	8,500.00
		** TOTALS **	8,500.00	0.00			8,500.00
01-003145	CORE AND MAIN LP	OPERATING SUPPLIES	350.00	0.00	000000	0/00/00	350.00
		** TOTALS **	350.00	0.00			350.00
01-000854	DEARBORN NATIONAL	NOV. LIFE INSURANCE PREMIUMS	322.24	322.24-	119511	10/27/20	0.00
		** TOTALS **	322.24	322.24-			0.00
01-001122	DIVISION OF LABOR/ELEVATO	BOILER INSPECTION	40.00	0.00	000000	0/00/00	40.00
		** TOTALS **	40.00	0.00			40.00
01-012590	ECHO ELECTRIC SUPPLY	GENERATOR REPAIRS	480.15	0.00	000000	0/00/00	480.15
		** TOTALS **	480.15	0.00			480.15
01-008050	FASTENAL COMPANY	CBD SUPPLIES	48.07	0.00	000000	0/00/00	48.07
01-008050	FASTENAL COMPANY	CBD LIGHT POLE TAGS	474.65	0.00	000000	0/00/00	474.65
		** TOTALS **	522.72	0.00			522.72
01-001291	FEH DESIGN	STREET MAINT. BUILDING	7,884.00	0.00	000000	0/00/00	7,884.00
01-001291	FEH DESIGN	PICKLEBALL COURTS ENGINEERING	905.40	0.00	000000	0/00/00	905.40
		** TOTALS **	8,789.40	0.00			8,789.40
01-006860	FELD FIRE EQUIPMENT CO.	EXTINGUISHER INSPECTION	110.00	0.00	000000	0/00/00	110.00
01-006860	FELD FIRE EQUIPMENT CO.	EXTINGUISHER INSPECTION	50.00	0.00	000000	0/00/00	50.00
01-006860	FELD FIRE EQUIPMENT CO.	EXTINGUISHER INSPECTIONS	465.60	0.00	000000	0/00/00	465.60
01-006860	FELD FIRE EQUIPMENT CO.	EXTINGUISHERS RECHARGED	196.20	0.00	000000	0/00/00	196.20
01-006860	FELD FIRE EQUIPMENT CO.	KITCHEN HOOD INSPECTION	150.00	0.00	000000	0/00/00	150.00
01-006860	FELD FIRE EQUIPMENT CO.	EXTINGUISHERS RECHARGED	35.00	0.00	000000	0/00/00	35.00
		** TOTALS **	1,006.80	0.00			1,006.80
01-000633	FILTER CARE	FILTER CLEANING	113.20	0.00	000000	0/00/00	113.20
		** TOTALS **	113.20	0.00			113.20
01-002806	FOUNDATION ANALYTICAL LAB	LAB TESTING	1,871.95	0.00	000000	0/00/00	1,871.95
		** TOTALS **	1,871.95	0.00			1,871.95
01-003534	FUSEBOX MARKETING	WEB MAINTENANCE - OCT	255.00	0.00	000000	0/00/00	255.00
01-003534	FUSEBOX MARKETING	WEB MAINTENANCE - NOV	255.00	0.00	000000	0/00/00	255.00
		** TOTALS **	510.00	0.00			510.00
01-009315	GALL'S INC.	HANDCUFFS	74.24	0.00	000000	0/00/00	74.24
01-009315	GALL'S INC.	KATHOL BOOTS	138.80	0.00	000000	0/00/00	138.80
01-009315	GALL'S INC.	BURKE BOOTS	227.28	0.00	000000	0/00/00	227.28

11-05-2020 10:16 AM  
 VENDOR SET: 01 City of Carroll  
 REPORTING: PAID, UNPAID, PARTIAL

A C C O U N T S P A Y A B L E  
 O P E N I T E M R E P O R T  
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=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES : 10/23/2020 THRU 11/05/2020	10/23/2020 THRU 11/05/2020	10/23/2020 THRU 11/05/2020
PARTIALLY ITEMS DATES: 10/23/2020 THRU 11/05/2020	10/23/2020 THRU 11/05/2020	10/23/2020 THRU 11/05/2020
UNPAID ITEMS DATES :	10/23/2020 THRU 11/05/2020	10/23/2020 THRU 11/05/2020

VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	---BALANCE---
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01-009315	GALL'S INC.	BARRIER TAPE	106.49	0.00	000000	0/00/00	106.49
01-009315	GALL'S INC.	FINGERPRINT KIT	94.96	0.00	000000	0/00/00	94.96
01-009315	GALL'S INC.	RAINCOATS	94.41	0.00	000000	0/00/00	94.41
01-009315	GALL'S INC.	MENTZER BOOTS	166.36	0.00	000000	0/00/00	166.36
		** TOTALS **	902.54	0.00			902.54
01-009500	GEHLING WELDING & REPAIR	BRINE TRAILER REPAIRS	742.00	0.00	000000	0/00/00	742.00
01-009500	GEHLING WELDING & REPAIR	#29 - SUPPLIES	26.00	0.00	000000	0/00/00	26.00
		** TOTALS **	768.00	0.00			768.00
01-005410	HERALD PUBLISHING COMPANY	ADS	320.75	0.00	000000	0/00/00	320.75
01-005410	HERALD PUBLISHING COMPANY	LEGAL PUBLICATIONS	1,046.21	0.00	000000	0/00/00	1,046.21
		** TOTALS **	1,366.96	0.00			1,366.96
01-005635	HOLIDAY INN AIRPORT	IMFOA - HOTEL	100.80	0.00	000000	0/00/00	100.80
		** TOTALS **	100.80	0.00			100.80
01-012540	IMWCA	WORKER COMP #5	5,148.00	0.00	000000	0/00/00	5,148.00
		** TOTALS **	5,148.00	0.00			5,148.00
01-012666	IOWA ONE CALL	SEPTEMBER 2020 LOCATES	158.40	0.00	000000	0/00/00	158.40
		** TOTALS **	158.40	0.00			158.40
01-002453	JASON MATTHEW LAMBERTZ	PRODUCTION COSTS	870.00	0.00	000000	0/00/00	870.00
		** TOTALS **	870.00	0.00			870.00
01-013917	JEO CONSULTING GROUP INC.	WATER TOWER REHABILITATION	825.00	0.00	000000	0/00/00	825.00
01-013917	JEO CONSULTING GROUP INC.	2020 DISTR. MAIN REPLACEMENT	2,040.00	0.00	000000	0/00/00	2,040.00
01-013917	JEO CONSULTING GROUP INC.	2020 WELL REPLACEMENT	4,763.00	0.00	000000	0/00/00	4,763.00
		** TOTALS **	7,628.00	0.00			7,628.00
01-002163	JR'S UNLOCK SERVICE	MASTER PADLOCKS & KEYS	700.00	0.00	000000	0/00/00	700.00
		** TOTALS **	700.00	0.00			700.00
01-003725	KANNE & ASSOCIATES	APPRAISAL - 408 W 7TH ST	175.00	0.00	000000	0/00/00	175.00
		** TOTALS **	175.00	0.00			175.00
01-001550	KING CONSTRUCTION LLC	DISTR. MAIN REPLACEMENT #2	261,475.27	0.00	000000	0/00/00	261,475.27
		** TOTALS **	261,475.27	0.00			261,475.27
01-015190	KNOBBE PLBG. & HTG.	FURNACE RPRS SOUTHSIDE SHELTER	240.87	0.00	000000	0/00/00	240.87
01-015190	KNOBBE PLBG. & HTG.	SOCCER CONCESSION DRAIN REPAIR	607.50	0.00	000000	0/00/00	607.50
		** TOTALS **	848.37	0.00			848.37

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PARTIALLY ITEMS DATES:	10/23/2020 THRU 11/05/2020	10/23/2020 THRU 11/05/2020	10/23/2020 THRU 11/05/2020
UNPAID ITEMS DATES :		10/23/2020 THRU 11/05/2020	10/23/2020 THRU 11/05/2020

VENDOR	----- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	-----BALANCE----
01-000560	LAURA SCHAEFER	IMFOA CONFERENCE - MILEAGE	105.80	105.80-	119515	10/30/20	0.00
		** TOTALS **	105.80	105.80-			0.00
01-000674	LIDDERDALE COUNTRY STORE	PLANNING SESSION	221.00	0.00	000000	0/00/00	221.00
		** TOTALS **	221.00	0.00			221.00
01-002331	MACQUEEN EQUIPMENT LLC	VACTOR CHECK VALVES REPAIR	825.60	0.00	000000	0/00/00	825.60
		** TOTALS **	825.60	0.00			825.60
01-003481	MARCO TECHNOLOGIES LLC	COPIER CONTRACT	31.85	0.00	000000	0/00/00	31.85
		** TOTALS **	31.85	0.00			31.85
01-017133	MASTERCARD	CONF. REGISTRATION & SUPPLIES	84.34	84.34-	119434	10/23/20	0.00
01-017133	MASTERCARD	CIOURSE FEE AND MEMBERSHIP	208.00	208.00-	119435	10/23/20	0.00
		** TOTALS **	292.34	292.34-			0.00
01-012680	MID AMERICAN ENERGY	ELECTRIC BILLS - 408 W 7TH ST	22.56	22.56-	119517	10/30/20	0.00
		** TOTALS **	22.56	22.56-			0.00
01-003718	MIDWEST MUNICIPAL CONSULT	1/2 GOAL SETTING SESSION	1,831.91	0.00	000000	0/00/00	1,831.91
		** TOTALS **	1,831.91	0.00			1,831.91
01-017585	MIDWEST WHOLESALE	LUMBER AND SUPPLIES	329.80	0.00	000000	0/00/00	329.80
01-017585	MIDWEST WHOLESALE	2 X 8 FORMS	93.92	0.00	000000	0/00/00	93.92
01-017585	MIDWEST WHOLESALE	GARAGE REPAIRS	49.50	0.00	000000	0/00/00	49.50
01-017585	MIDWEST WHOLESALE	GARAGE REPAIRS	401.21	0.00	000000	0/00/00	401.21
01-017585	MIDWEST WHOLESALE	GARAGE REPAIRS	131.68	0.00	000000	0/00/00	131.68
01-017585	MIDWEST WHOLESALE	GARAGE REPAIRS	1,483.94	0.00	000000	0/00/00	1,483.94
		** TOTALS **	2,490.05	0.00			2,490.05
01-018408	NAPA AUTO PARTS	SUPPLIES	13.95	0.00	000000	0/00/00	13.95
01-018408	NAPA AUTO PARTS	12 VOLT BATTERY TRUCK #6	128.74	0.00	000000	0/00/00	128.74
		** TOTALS **	142.69	0.00			142.69
01-019143	NBS CALIBRATIONS	EQUIPMENT REPAIRS	220.00	0.00	000000	0/00/00	220.00
01-019143	NBS CALIBRATIONS	EQUIPMENT REPAIRS	175.00	0.00	000000	0/00/00	175.00
		** TOTALS **	395.00	0.00			395.00
01-019124	NORTH CENTRAL LABORATORIE	LAB SUPPLIES	1,691.54	0.00	000000	0/00/00	1,691.54
		** TOTALS **	1,691.54	0.00			1,691.54
01-019135	NOVA FITNESS EQUIPMENT	ELLIPTICAL REPAIRS	326.55	0.00	000000	0/00/00	326.55
		** TOTALS **	326.55	0.00			326.55



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UNPAID ITEMS DATES	:	10/23/2020 THRU 11/05/2020	10/23/2020 THRU 11/05/2020

VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	---BALANCE---
01-020208	O'HALLORAN INTERNATIONAL	#24 FILTERS	111.14	0.00	000000	0/00/00	111.14
		** TOTALS **	111.14	0.00			111.14
01-020203	OFFICE STOP	COPY PAPER	350.00	0.00	000000	0/00/00	350.00
01-020203	OFFICE STOP	OFFICE SUPPLIES	6.39	0.00	000000	0/00/00	6.39
		** TOTALS **	356.39	0.00			356.39
01-003270	OLSEN'S OUTDOOR POWER	BELT AND OIL	93.68	0.00	000000	0/00/00	93.68
		** TOTALS **	93.68	0.00			93.68
01-003726	PATRICIA JOYCE TREIBEL LE	DE-ESCALATION TRAINING	809.95	0.00	000000	0/00/00	809.95
		** TOTALS **	809.95	0.00			809.95
01-002985	PAUL KERSEY	STEEL TOED BOOTS	200.00	200.00-	119516	10/30/20	0.00
		** TOTALS **	200.00	200.00-			0.00
01-001949	PERFORMANCE TIRE & SERVIC	#35 TIRE REPAIRS	207.40	0.00	000000	0/00/00	207.40
01-001949	PERFORMANCE TIRE & SERVIC	#101 BRINE TRAILER TIRES	560.00	0.00	000000	0/00/00	560.00
		** TOTALS **	767.40	0.00			767.40
01-021735	POSTMASTER	POSTAGE TO MAIL WATER BILLS	1,547.20	1,547.20-	119436	10/23/20	0.00
		** TOTALS **	1,547.20	1,547.20-			0.00
01-000625	PRODUCTIVITY PLUS ACCOUNT	SUPPLIES	0.59	0.59-	119509	10/27/20	0.00
01-000625	PRODUCTIVITY PLUS ACCOUNT	#31 FILTERS	137.00	137.00-	119509	10/27/20	0.00
01-000625	PRODUCTIVITY PLUS ACCOUNT	EQUIPMENT REPAIRS	329.85	329.85-	119509	10/27/20	0.00
01-000625	PRODUCTIVITY PLUS ACCOUNT	KUBOTA REPAIRS	152.10	152.10-	119509	10/27/20	0.00
01-000625	PRODUCTIVITY PLUS ACCOUNT	#31 SUPPLIES	41.00	41.00-	119509	10/27/20	0.00
01-000625	PRODUCTIVITY PLUS ACCOUNT	LAWN MOWER REPAIRS	116.42	116.42-	119509	10/27/20	0.00
		** TOTALS **	776.96	776.96-			0.00
01-003488	RADAR SHOP, THE	RADAR RECERTIFICATIONS	301.00	0.00	000000	0/00/00	301.00
		** TOTALS **	301.00	0.00			301.00
01-023640	RAY'S REFUSE SERVICE	OCTOBER GARBAGE PICKUP	1,157.64	0.00	000000	0/00/00	1,157.64
		** TOTALS **	1,157.64	0.00			1,157.64
01-024905	SAFETY-KLEEN CORP.	SOLVENT	276.56	0.00	000000	0/00/00	276.56
01-024905	SAFETY-KLEEN CORP.	WASHER SOLVENT	259.09	0.00	000000	0/00/00	259.09
		** TOTALS **	535.65	0.00			535.65
01-024915	SARGENT DRILLING	WELL REPLACEMENT #2	41,236.79	0.00	000000	0/00/00	41,236.79
		** TOTALS **	41,236.79	0.00			41,236.79

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VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	---BALANCE---
01-000612	SENECA COMPANIES	FREE PRODUCT RECOVERY	1,743.00	0.00	000000	0/00/00	1,743.00
		** TOTALS **	1,743.00	0.00			1,743.00
01-003724	SOUTH DAKOTA PARKS & RECR JOB POSTING - SDPRA		25.00	0.00	000000	0/00/00	25.00
		** TOTALS **	25.00	0.00			25.00
01-028180	STATE HYGIENIC LABORATORY	WATER SAMPLE ANALYSIS	42.50	0.00	000000	0/00/00	42.50
		** TOTALS **	42.50	0.00			42.50
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	11.98	0.00	000000	0/00/00	11.98
01-025880	STONE PRINTING CO.	FAIR HOUSING FLYER	275.00	0.00	000000	0/00/00	275.00
		** TOTALS **	286.98	0.00			286.98
01-002685	THE PAVEMENT DOCTOR	INJECTED PATCHING	7,462.40	0.00	000000	0/00/00	7,462.40
		** TOTALS **	7,462.40	0.00			7,462.40
01-002272	TIGGES OVERHEAD DOORS	FIX #35 GARAGE DOOR	85.00	0.00	000000	0/00/00	85.00
		** TOTALS **	85.00	0.00			85.00
01-001705	TITAN MACHINERY	#33 MAINT. SUPPLIES	969.00	0.00	000000	0/00/00	969.00
		** TOTALS **	969.00	0.00			969.00
01-027060	TREASURER OF IOWA	10/1-10/15/2020 SALES TAX	408.00	408.00-	000000	10/26/20	0.00
		** TOTALS **	408.00	408.00-			0.00
01-000683	TREASURER STATE OF IOWA	UNCLAIMED PROPERTY	141.00	141.00-	119510	10/27/20	0.00
		** TOTALS **	141.00	141.00-			0.00
01-003220	TURFWERKS	TEE MOWER	36,503.00	0.00	000000	0/00/00	36,503.00
		** TOTALS **	36,503.00	0.00			36,503.00
01-028168	UNITED PARCEL SERVICE	FREIGHT W/E 10/17/2020	44.34	44.34-	119512	10/27/20	0.00
01-028168	UNITED PARCEL SERVICE	FREIGHT W/E 10/24/2020	14.45	14.45-	119518	10/30/20	0.00
		** TOTALS **	58.79	58.79-			0.00
01-028174	UNITED STATES CELLULAR	CELL PHONES	275.30	275.30-	119513	10/27/20	0.00
		** TOTALS **	275.30	275.30-			0.00
01-028275	UPTOWN SPORTING GOODS	BASE PLUGS	480.00	0.00	000000	0/00/00	480.00
		** TOTALS **	480.00	0.00			480.00
01-028814	VAN METER COMPANY, THE	SUPPLIES RETURNED	25.56-	0.00	000000	0/00/00	25.56-
01-028814	VAN METER COMPANY, THE	WELL #14 SUPPLIES	42.37	0.00	000000	0/00/00	42.37
01-028814	VAN METER COMPANY, THE	WELL #14 SUPPLIES	25.56	0.00	000000	0/00/00	25.56

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VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
01-028814	VAN METER COMPANY, THE	SWITCH - WELL #14	34.39	0.00	000000	0/00/00	34.39
01-028814	VAN METER COMPANY, THE	LIGHTING SUPPLIES	87.02	0.00	000000	0/00/00	87.02
		** TOTALS **	163.78	0.00			163.78
01-029010	VEENSTRA & KIMM INC.	SANITARY SEWER RATE STUDY #4	218.00	0.00	000000	0/00/00	218.00
		** TOTALS **	218.00	0.00			218.00
01-000386	ZIMCO SUPPLY CO	FALL FERTILIZER	1,744.00	0.00	000000	0/00/00	1,744.00
01-000386	ZIMCO SUPPLY CO	FALL FERTILIZER	1,853.00	0.00	000000	0/00/00	1,853.00
01-000386	ZIMCO SUPPLY CO	FALL FERTILIZER	817.50	0.00	000000	0/00/00	817.50
		** TOTALS **	4,414.50	0.00			4,414.50

* Payroll Expense	159,819.69
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UNPAID ITEMS DATES	:	10/23/2020 THRU 11/05/2020	10/23/2020 THRU 11/05/2020

	R E P O R T   T O T A L S		
	GROSS	PAYMENTS	BALANCE
PAID ITEMS	195,880.35	195,880.35CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	459,108.80	0.00	459,108.80
VOID ITEMS	0.00	0.00	0.00
** TOTALS **	654,989.15	195,880.35CR	459,108.80

U N P A I D   R E C A P	
UNPAID INVOICE TOTALS	459,134.36
UNPAID DEBIT MEMO TOTALS	0.00
UNAPPLIED CREDIT MEMO TOTALS	25.56CR
** UNPAID TOTALS **	459,108.80

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UNPAID ITEMS DATES :

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10/23/2020 THRU 11/05/2020

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10/23/2020 THRU 11/05/2020  
10/23/2020 THRU 11/05/2020

FUND TOTALS

001	GENERAL FUND	105,123.13
010	HOTEL/MOTEL TAX	15.53
110	ROAD USE TAX FUND	13,901.13
311	C.P.-PARKS & RECREATION	40,428.40
314	C.P.-STREETS MAINT BLDG	7,884.00
600	WATER UTILITY FUND	7,012.76
602	WATER UTILITY CAP. IMP.	310,340.06
610	SEWER UTILITY FUND	10,142.21
850	MEDICAL INSURANCE FUND	322.24
	* PAYROLL EXPENSE	159,819.69

GRAND TOTAL 654,989.15

# 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:** November 5, 2020

**RE:** Renewal of License

The following establishment has applied for renewal of license:

Carroll Design & Salvage

734 Hwy 30 East

Renewal Class "B" Native Wine Permit with Sunday Sales

**RECOMMENDATION:** Council consideration and approval of this application.

# City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

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

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

**DATE:** November 4, 2020

**SUBJECT:** Water Distribution Main Replacements - 2020  
Change Order No. 1

Plans for the abandonment of the Whitney Street watermain south of 1<sup>st</sup> Street required cutting and capping following construction of the replacement watermain. Following excavation, it was discovered that the existing watermain fitting contained leaded joints. With no method to securely cap the pipe or leaded joint, it was recommended to completely replace the fitting and valve at that location.

The work, not included in the Contract, included a section of watermain pipe, three fittings and a water valve. The cost of the work was \$7,255.00. A proposed Change Order No. 1 has been prepared to incorporate the work and cost into the Contract.

The effect of proposed Change Order No. 1 on the Contract Price is as follows:

Original Contract Price	\$797,071.00
Change Order No. 1	\$7,255.00
Contract Price w/Change Order	\$804,326.00

No change in Contract time is included in proposed Change Order No. 1.

**RECOMMENDATION:** Mayor and City Council consideration of acceptance of Change Order No. 1 to the Water Distribution Main Replacement – 2020 project in the amount of \$7,255.00.

RMK:ds

attachment

Change Order No. 1

Date of Issuance:	<b>October 26, 2020</b>	Effective Date:	<b>November 9, 2020</b>
Owner:	<b>City of Carroll</b>	Owner's Contract No.:	
Contractor:	<b>King Construction</b>	Contractor's Project No.:	
Engineer:	<b>JEO Consulting Group, Inc.</b>	Engineer's Project No.:	<b>191586.00</b>
Project:	<b>2020 Water Main Replacements</b>	Contract Name:	

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

Description: **Inclusion of additional 6-inch fittings, new 6-inch valve, and additional linear feet of 6" pipe to replace existing lead packed valves and fittings.**Attachments: **Unit Price Change Order Estimate, Changes to Work**

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price:	Original Contract Times:
\$ <u>797,071.00</u>	Substantial Completion: <u>180</u>
	Ready for Final Payment: <u>210</u>
	days
No previously approved change orders.	No previously approved change orders.
\$ <u>0.00</u>	Substantial Completion: <u>0</u>
	Ready for Final Payment: <u>0</u>
	days
Contract Price prior to this Change Order:	Contract Times prior to this Change Order:
\$ <u>797,071.00</u>	Substantial Completion: <u>180</u>
	Ready for Final Payment: <u>210</u>
	days
Increase of this Change Order:	Increase of this Change Order:
\$ <u>7,255.00</u>	Substantial Completion: <u>0</u>
	Ready for Final Payment: <u>0</u>
	days or dates
Contract Price Incorporating this Change Order:	Contract Times with all approved Change Orders:
\$ <u>804,326.00</u>	Substantial Completion: <u>180</u>
	Ready for Final Payment: <u>210</u>
	days

RECOMMENDED:  
By: [Signature]  
Engineer (If required)

Title: **Project Engineer**  
Date: **October 26, 2020**

ACCEPTED:  
By: \_\_\_\_\_  
Owner (Authorized Signature)

Title: \_\_\_\_\_  
Date: \_\_\_\_\_

ACCEPTED:  
By: [Signature]  
Contractor (Authorized Signature)

Title: **PM**  
Date: **10/26/20**

EJCDC® C-941, Change Order.

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

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## Change Order Estimate

JEO Project Name: <b>2020 Water Main Replacements</b>		JEO Project Number: <b>191586</b>			
Owner: <b>City of Carroll</b>		Change Order Number: <b>1</b>			
Contractor: <b>King Construction</b>		Effective Date: <b>November 9, 2020</b>			
Item		Change Order Information			
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)
1	WATER MAIN, TRENCHED, PVC (DR 14), 6-INCH	15	LF	\$97.00	\$1,455.00
14	FITTING, TEE, 6-INCH X 6-INCH X 6-INCH	1	EA	\$1,300.00	\$1,300.00
21	FITTING, SLEEVE, 6-INCH	2	EA	\$1,000.00	\$2,000.00
44	VALVE, GATE VALVE, 6-INCH	1	EA	\$2,500.00	\$2,500.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
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				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
		<b>Total</b>			<b>\$7,255.00</b>

## Changes to Work - Change Order No. 1

The contractor, by acceptance of the Change Order, is to incorporate the following changes to the work:

1. Additional quantities for bid items 1, 14, and 21 shall be incorporated into the work.
2. The bid item No. 44 – “VALVE, GATE VALVE, 6-INCH” is to be incorporated into the work and shall be listed on the Estimate of Quantities and Estimate Reference Information tables shown on sheet C.01 with the following information:

ITEM #	REFERENCE #	DESCRIPTION	UNIT	QUANTITY
44	5020-108-A-0	VALVE, GATE VALVE, 6-INCH	EA	1

ITEM #	REFERENCE #	DESCRIPTION
44	5020-108-A-0	ALL COMPONENTS ATTACHED TO THE VALVE OR REQUIRED FOR ITS COMPLETE INSTALLATION, INCLUDING UNDERGROUND OR ABOVE GROUND OPERATOR, SQUARE VALVE OPERATION NUT, VALVE BOX AND COVER, VALVE BOX EXTENSION, AND VALVE STEM EXTENSION ARE INCIDENTAL TO BID ITEM.

# City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

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

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

DATE: November 4, 2020

SUBJECT: Water Supply Well Replacement - 2020  
Change Order No. 1

During construction of the Water Supply Well Replacement (Well 20), the planned preliminary testing work provided information that could improve development of the Well and provide capacity above the original estimate. The testing, impact and costs are summarized as follows:

- A. Test well geology indicated that the outer casing could be extended a short distance to the water bearing formation. The extension would improve drilling methods to reduce the amount of mud used in drilling through the formation and improve development of the well.

Cost: \$8,034.96

- B. The 8-hour and 24-hour pump tests indicated that the well was capable of producing more than the estimated 400 gallons per minute (gpm) flow capacity. Based on the tests, a capacity of 650 gpm is recommended. The proposed change is to increase the pump size to provide the recommended capacity.

Cost: \$1,844.00

Total Change Order Cost \$9,878.96

The effect of proposed Change Order No. 1 on the Contract Price is as follows:

Original Contract Price	\$568,790.00
Change Order No. 1	\$9,878.96
Contract Price w/Change Order	\$578,668.96

No change in Contract time is included in proposed Change Order No. 1.

**RECOMMENDATION:** Mayor and City Council consideration of acceptance of Change Order No. 1 to the Water Supply Well Replacement – 2020 project in the amount of \$9,878.96.

RMK:ds

attachment

Date of Issuance:	November 2, 2020	Effective Date:	November 9, 2020
Owner:	City of Carroll	Owner's Contract No.:	
Contractor:	Sargent Drilling	Contractor's Project No.:	
Engineer:	JEO Consulting Group, Inc.	Engineer's Project No.:	191586.00
Project:	2020 Water Supply Well Repl.	Contract Name:	

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

Description: **Inclusion of Work Change Directives No. 1 and No. 2 into the contract to reflect subsurface conditions and to increase capacity of the new Well #20.**

Attachments: **Unit Price Change Order Estimate**

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: \$ <u>568,790.00</u>	Original Contract Times: Substantial Completion: <u>180</u> Ready for Final Payment: <u>210</u> days
No previously approved change orders. \$ <u>0.00</u>	No previously approved change orders. Substantial Completion: <u>0</u> Ready for Final Payment: <u>0</u> days
Contract Price prior to this Change Order: \$ <u>568,790.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>180</u> Ready for Final Payment: <u>210</u> days
Increase of this Change Order: \$ <u>9,878.96</u>	Increase of this Change Order: Substantial Completion: <u>0</u> Ready for Final Payment: <u>0</u> days or dates
Contract Price incorporating this Change Order: \$ <u>578,668.96</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>180</u> Ready for Final Payment: <u>210</u> days

RECOMMENDED:		ACCEPTED:		ACCEPTED:	
By: <u>[Signature]</u>	By: _____	By: <u>[Signature]</u>	By: _____	By: <u>[Signature]</u>	By: _____
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)			
Title: <u>Project Engineer</u>	Title: _____	Title: <u>Municipal Manager</u>	Title: _____	Title: _____	Title: _____
Date: <u>November 2, 2020</u>	Date: _____	Date: <u>11-2-20</u>	Date: _____	Date: _____	Date: _____

## Change Order Estimate

JEO Project Name: 2020 Water Supply Well Repl.		JEO Project Number: 191586.00			
Owner: City of Carroll		Change Order Number: 1			
Contractor: Sargent Drilling		Effective Date: November 9, 2020			
Item		Change Order Information			
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)
<b>Work Change Directive No. 1 - Final Quantities</b>					
11	36" DRILLED HOLE	6	VF	\$209.00	\$1,254.00
12	24" STEEL CONDUCTOR CASING	16	VF	\$155.00	\$2,480.00
13	GROUT 36" DRILL HOLE	21%	EA	\$15,616.00	\$3,279.36
14	24" DRILLED HOLE	8	VF	\$66.00	\$528.00
15	14" STAINLESS STEEL SCREEN	-6	VF	\$244.00	(\$1,464.00)
16	14" STEEL CASING	14	VF	\$81.00	\$1,134.00
17	GRAVEL PACK	20%	LS	\$4,118.00	\$823.60
18	GROUT 24" DRILL HOLE, DEVELOP, AND DISINFECT WELL	N.C.	EA	\$18,145.00	\$0.00
				\$0.00	\$0.00
<b>Work Change Directive No. 2 - Final Quantities</b>				\$0.00	\$0.00
22	VERTICAL TURBINE PUMP, MOTOR, AND COLUMN PIPE	3.5%	EA	\$53,444.00	\$1,844.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
		<b>Total</b>			<b>\$9,878.96</b>



# 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:** Laura A. Schaefer, Finance Director/City Clerk   
**DATE:** November 4, 2020  
**SUBJECT:** F. Y. 2021-2022 Budget Schedule and Council Meeting Dates for Calendar Year 2021

City staff is beginning the budget process. We are dealing with the challenge of preparing a budget that will allow for the continued delivery of quality City services and development and growth of the City of Carroll. With the threat of continued state cutbacks this will be a challenge. City staff is reviewing and prioritizing budget requests in an effort to present you a budget that will maintain the City's current healthy financial condition while meeting the needs of the residents.

Also, Senate File 634 (SF634) added a new requirement for an additional notice and public hearing on the maximum amount of property tax to be certified for the upcoming budget. Council attendance will be very important on February 22 (maximum levy public hearing) and March 22 (budget public hearing). Staff requests Council members review their schedules and let staff know if they have any conflicts on either of those dates.

The following is a proposed schedule for FY 2021-2022 budget review and adoption:

January 11	Deliver proposed budget books to Mayor and Council
January 18	Budget Work Session #1 – 5:15PM (food provided)
January 20	Budget Work Session #2 – 5:15PM
January 27	Budget Work Session #3 – 5:15PM
February 3	Budget Work Session #4 – 5:15PM (if needed)
February 8	Regular Council Meeting – Set Public Hearing for Maximum Property Tax
February 22	Regular Council Meeting – Public Hearing for Maximum Property Tax
February 22	Regular Council Meeting – Set Public Hearing for FY 2022 Budget
March 22	Regular Council Meeting – Public Hearing/Adopt FY 2022 Budget
March 31	Last day to certify budget to County Auditor

Currently, there are no conflicts that would require a regularly scheduled Council meeting to be moved to another date in calendar year 2021. A 2021 calendar is attached.

Please let staff know as soon as possible if you have conflicts with any of these dates.

**RECOMMENDATION:** Council approval of the F.Y. 2021-2022 Budget Schedule.



**FY 2021-2022  
BUDGET CALENDAR**

December 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Staff submit budgets to City Manager	2	3	4	5
6	7	8	9	10	11	12
13	14 Council Mtg 5:15	15	16	17	18	19
20	21	22	23	24 offices closed at Noon	25 offices closed	26
27	28 Council Mtg 5:15	29	30	31 offices closed at Noon		

January 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 offices closed	2
3	4	5	6	7	8	9
10	11 Council Meeting - 5:15/Deliver Budget Books	12	13	14	15	16
17	18 Council Work Session # 1 - 5:15	19	20 Council Work Session # 2 - 5:15	21	22	23
24 31	25 Council Meeting - 5:15	26	27 Council Work Session # 3 - 5:15 (if needed)	28	29	30

February 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Chamber Banquet	2	3 Council Work Session # 4 - 5:15 (if needed)	4	5	6
7	8 5:15 / Orders Max Prop Tax Hrg	9	10	11	12	13
14	15	16	17	18	19	20
21	22 Council Mtg Max Prop Tax/Set Public Hrg Budget	23	24	25	26	27
28						

March 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8 Council Mtg 5:15	9	10	11	12	13
14	15	16	17	18	19	20
21	22 Council Mtg 5:15--Public Hrg on Budget/ Adopt	23	24	25	26	27
28	29	30	31 Last day to Certify to Co. Auditor			

# City of Carroll Meeting Calander

## 2021

January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

May						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



November						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

March						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

-  City Council Meeting
-  City Council Budget Workshop
-  City Holiday (Offices Closed All Day)
-  City Holiday (Offices Closed at 12:00 PM)
-  Chamber Banquet



# City of Carroll

**Brad Burke, Chief of Police**

**Police Department**

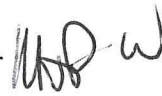
112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-3536

FAX: (712) 792-8088

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



**FROM:** Brad Burke, Chief of Police



**DATE:** November 4, 2020

**SUBJECT:** Carroll City Ordinance Chapter 44, Noise Control, addition

As of this date I have not received any feedback on this ordinance.

In December of 2019, the City Code of Ordinances amended Disorderly Conduct due to a court ruling that the code was unconstitutionally vague. Since that time, the police department has not been able to adequately handle noise complaints. After a review with the City Attorney, City Manager, and Mayor, the attached draft of the ordinance was created.

**RECOMMENDATION:** Council consideration of the ordinance addition of Noise Control, Chapter 44 of the City of Carroll Code of Ordinances.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF CARROLL, IOWA, 2011, BY ADDING A NEW CHAPTER FOR NOISE CONTROL

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

SECTION 1. NEW CHAPTER

The Code of Ordinances of the City of Carroll, Iowa, is amended by adding a new chapter, Chapter 44, entitled NOISE CONTROL, which is hereby adopted to read as follows:

44.01: DEFINITIONS:

As used in this chapter, the following definitions shall apply:

1. **AMPLIFIED SOUND:** To increase sound in intensity and duration by electrical, electronic, mechanical or other nonhuman means, including an electronic device.
2. **NOISE DISTURBANCE:** Any loud and raucous noise, or any noise which unreasonably disturbs, injures or endangers the comfort, repose, health, peace or safety of reasonable persons of ordinary sensitivity.
3. **PERSON:** Any natural person, business association or other business entity including, but not limited to, a partnership, a sole proprietorship, a political subdivision, a public or private agency of any kind, a utility, a successor or assignee of any of the foregoing, or any other legal entity.
4. **PLAINLY AUDIBLE:** Any sound for which the information content of the sound is transferred to the listener such as, but not limited to, understanding of spoken speech, comprehension of whether a voice is raised or lowered or comprehension of musical rhythms.
5. **PUBLIC PLACE:** Any street, avenue, boulevard, highway, sidewalk or alley or similar place owned or controlled by the city, including any structure or park.
6. **REAL PROPERTY LINE:** An imaginary line along the ground surface and its vertical extension, which separates the real property owned by one person from that owned by another person, but not including intrabuilding real property divisions.
7. **SOUND PRODUCTION DEVICE:** Radio, tape player, disc player, loudspeaker, digital audio player, portable media player or other electric, electronic or mechanical device that produces or reproduces sound.

44.02: SPECIFIC ACTIVITIES PROHIBITED:

1. No person shall play or operate, or permit the playing or operating of, a sound production device within a motorized vehicle that is plainly audible by any person: 1) either across a real property line or at a distance of fifty feet (50') or more from the vehicle; and 2) for more than thirty (30) continuous seconds.
2. No person shall operate a motor vehicle or a recreational vehicle whose exhaust system has been modified by the installation of a muffler cut-out or bypass to create excessive or unusual noise, that is plainly audible by any person: 1) either across a real property line or at a distance of fifty feet (50') or more from the vehicle; and 2) for more than thirty (30) continuous seconds.

3. No person shall cause or create, or permit the causing or creating of, a noise disturbance that is plainly audible by any person: 1) either across a real property line or at a distance of fifty feet (50'); and 2) for more than thirty (30) continuous seconds.
4. No person shall so load, unload, open, close or handle boxes, crates, containers, building materials, garbage cans or similar objects outdoors between the hours of ten o'clock (10:00) P.M. and five o'clock (5:00) A.M. the following morning as to create a noise disturbance across the real property line for more than thirty (30) continuous seconds. property.
5. No person shall operate construction equipment before six o'clock (6:00) A.M. and after ten o'clock (10:00) P.M. to create a noise disturbance across the real property line of residentially zoned property for more than thirty (30) continuous seconds, unless a permit therefor has been obtained from the city.

#### 44.03: EXCEPTIONS TO PROVISIONS:

The provisions herein shall not apply to:

1. The emission of sound for the purpose of alerting persons to the time of day, the existence of an emergency or the approved testing thereof.
2. The emission of sound in the performance of emergency work, including snow removal and maintenance of trees.
3. Emergency vehicles, such as firetrucks, police and ambulances.
4. Essential services, such as electrical substations and safety devices.
5. Construction and maintenance activities between six o'clock (6:00) A.M. and ten o'clock (10:00) P.M. "Maintenance activities" shall be nonroutine operations, temporary in nature and conducted infrequently.
6. Cement sawing of freshly poured concrete street, alley, sidewalk or road surface.
7. Reasonable activities conducted on public playgrounds and public or private school grounds, which are conducted in accordance with the manner in which such spaces are generally used, including, but not limited to, school athletic and school entertainment events.
8. Events conducted by affiliated groups if sponsored or funded in whole or in part, by a governmental entity.
9. Equipment used for political advertisements.
10. Equipment used for public health and safety purposes.
11. Church or clock carillons, bells or chimes or other reasonable sounding of devices from houses of worship.
12. Parades, processions or other public events.
13. Car or truck horns or similar devices when used to denote danger or a warning or possible danger.
14. Garbage collections services as applied in Chapter 106 of the City of Carroll Code of Ordinances.
15. Special permission may be granted by the Chief of Police to exceed the noise and/or time limits outlined in this chapter for specific activities, events, celebrations, and public gatherings.

#### 44.04: VIOLATION:

Violation of this chapter shall be considered a municipal infraction punishable by a penalty as provided for in section 1.14 of this code or a simple misdemeanor punishable by a fine of at least ninety dollars (\$90.00), but not more than eight hundred fifty-five dollars (\$855.00).

SECTION 2. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 4. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

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

ATTEST:

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

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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

# City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

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

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

**DATE:** November 4, 2020

**SUBJECT:** Carroll Family Aquatic Center Fees

At the October 26, 2020 meeting, the history of the revenue and expenses for the Carroll Family Aquatic Center was reviewed. Below are the proposed new rates for the 2021 season.

<u>MEMBERSHIP</u>	<u>CURRENT</u>	<u>PROPOSED</u>
<b>Family Season Pass</b>	\$190.00	\$200.00
<b>Caregiver Season Pass</b>	\$25.00	\$30.00
<b>Single Season Pass</b> (4yo & older)	\$95.00	\$100.00
<b>Bulk Rate</b> (100 punches)	\$400.00	\$475.00
<b>Daily Admission</b> (4yo & older)	\$6.00	\$7.00
<b>Kids 3yo &amp; younger</b>	FREE	FREE

**RECOMMENDATION:** For the Mayor and City Council to consider and approve the attached Ordinance containing the new proposed rates at the Carroll Family Aquatic Center for the 2021 season

# 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 & Recreation

**DATE:** November 4, 2020

**SUBJECT:** Carroll Municipal Golf Course Fees

At the October 26, 2020 meeting, the history of the revenue and expenses for the Carroll Municipal Golf Course was reviewed. Below are the proposed new rates for the 2021 season.

Golfers do have the option of paying for any membership over a twelve-month period. Those monthly rates are included below.

<u>MEMBERSHIP</u>	<u>CURRENT</u>	<u>PROPOSED</u>
<b>Family</b>	\$781.00 \$65.08/month	\$820.00 \$68.34/month
<b>Adult</b>	\$509.00 \$42.42/month	\$534.00 \$44.50/month
<b>Senior</b> (65yo & older)	\$458.00 \$38.17/month	\$481.00 \$40.09/month
<b>Senior Couple</b> (65yo & older-one person)	\$703.00 \$58.59/month	\$738.00 \$61.50/month
<b>Student</b>	\$232.00 \$19.34/month	\$244.00 \$20.34/month
<b>Trail Fees</b>	\$200.00 \$16.67/month	\$200.00 \$16.67/month
<b>Cart Rental</b>	\$480.00 \$40.00/month	\$495.00 \$41.25/month

A slight increase for daily rates is also recommended. The following is the recommendation from staff:

<b><u>GREEN FEES</u></b>	<b><u>CURRENT</u></b>	<b><u>PROPOSED</u></b>
<b>Weekday 9 holes</b>	\$16.50	\$17.00
<b>Weekday 18 holes</b>	\$25.00	\$27.50
<b>Weekend 9 holes</b>	\$19.00	\$20.00
<b>Weekend 18 holes</b>	\$29.00	\$32.00

**RECOMMENDATION:** For the Mayor and City Council to consider and approve the attached Ordinance containing the new proposed rates at the Carroll Municipal Golf Course for the 2021 season.



# 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 *MGP w*

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

**DATE:** November 4, 2020

**SUBJECT:** Carroll Recreation Center Fees

At the October 26, 2020 meeting, the history of the revenue and expenses for the Carroll Recreation Center was reviewed. Below are the proposed new rates for the 2021.

Members do have the option of paying for their annual membership over a twelve-month period. Those monthly rates are included below.

## **CITY OF CARROLL RESIDENTS**

<b><u>MEMBERSHIP</u></b>	<b><u>CURRENT</u></b>	<b><u>PROPOSED</u></b>
<b>Family</b>	\$453.00 \$37.75/month	\$474.00 \$39.50/month
<b>Single Parent</b>	\$399.00 \$33.25/month	\$420.00 \$35.00/month
<b>Adult</b>	\$228.00 \$19.00/month	\$240.00 \$20.00/month
<b>Senior</b> (62yo & older)	\$204.00 \$17.00/month	\$216.00 \$18.00/month
<b>Senior Couple</b> (62yo & older-one person)	\$360.00 \$30.00/month	\$378.00 \$31.50/month
<b>College Student</b>	\$204.00 \$17.00/month	\$216.00 \$18.00/month
<b>Youth</b> (18yo & younger)	\$156.00 \$13.00/month	\$168.00 \$14.00/month
<b>24-hour Access – per member</b> (added to above membership)	\$120.00 \$10.00/month	\$120.00 \$10.00/month



**NON-CITY OF CARROLL RESIDENTS**

<b><u>MEMBERSHIP</u></b>	<b><u>CURRENT</u></b>	<b><u>PROPOSED</u></b>
<b>Family</b>	N/A	\$498.00 \$41.50/month
<b>Single Parent</b>	N/A	\$441.00 \$36.75/month
<b>Adult</b>	N/A	\$252.00 \$21.00/month
<b>Senior</b> (62yo & older)	N/A	\$227.00 \$18.92/month
<b>Senior Couple</b> (62yo & older-one person)	N/A	\$397.00 \$33.09/month
<b>College Student</b>	N/A	\$227.00 \$18.92/month
<b>Youth</b> (18yo & younger)	N/A	\$177.00 \$14.75/month
<b>24-hour Access – per member</b> (added to above membership)	N/A	\$126.00 \$10.50/month

Members do have the option of paying for a 30-day membership instead of a yearly membership. Those rates are listed below.

**CITY OF CARROLL RESIDENTS**

<b><u>MEMBERSHIP</u></b>	<b><u>CURRENT</u></b>	<b><u>PROPOSED</u></b>
<b>Family</b> <i>Income Based</i>	\$50.00 N/A	\$52.00 \$19.75
<b>Single Parent</b> <i>Income Based</i>	\$47.00 N/A	\$49.00 \$17.50
<b>Adult</b> <i>Income Based</i>	\$31.00 N/A	\$33.00 \$10.00
<b>Senior</b> (62yo & older) <i>Income Based</i>	\$29.00 N/A	\$31.00 \$9.00
<b>Senior Couple</b> (62yo & older-one person) <i>Income Based</i>	\$45.00 N/A	\$47.00 \$15.75
<b>College Student</b> <i>Income Based</i>	\$29.00 N/A	\$31.00 \$9.00
<b>Youth</b> (18yo & younger) <i>Income Based</i>	\$23.00 N/A	\$25.00 \$7.00
<b>24-hour Access – per member</b> <i>Income Based</i> (added to above membership)	\$20.00 N/A	\$20.00 \$20.00

### **NON-CITY OF CARROLL RESIDENTS**

<b><u>MEMBERSHIP – 30 DAY</u></b>	<b><u>CURRENT</u></b>	<b><u>PROPOSED</u></b>
<b>Family</b>	N/A	\$55.00
<b>Single Parent</b>	N/A	\$52.00
<b>Adult</b>	N/A	\$35.00
<b>Senior</b> (62yo & older)	N/A	\$33.00
<b>Senior Couple</b> (62yo & older-one person)	N/A	\$50.00
<b>College Student</b>	N/A	\$33.00
<b>Youth</b> (18yo & younger)	N/A	\$27.00
<b>24-hour Access – per member</b> (added to above membership)	N/A	\$26.00

### **MISCELLANEOUS**

<b><u>TYPE</u></b>	<b><u>CURRENT</u></b>	<b><u>FEE</u></b>
<b>Daily Admission</b>		
<b>Youth</b> (5yo – 18yo)	\$5.00	\$6.00
<b>Adult</b>	\$8.00	\$9.00
<b>4yo &amp; younger</b>	One (1) free per one paying adult	One (1) free per one paying adult
<b>Group Rate</b> (10 people or more)	\$3.50 youth \$7.00 adult	\$4.00 youth \$7.50 adult

There is no proposed fee increase for the following: Unlimited Fitness Pass, Fitness Punch Card, Flex & Stretch Fitness Class, Aquasthencis Fitness Class, Stretch & Strengthen Fitness Class or Afternoon Aqua.

**RECOMMENDATION:** For the Mayor and City Council to consider and approve the attached Ordinance containing the new proposed rates at the Carroll Recreation Center.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING THE CITY OF CARROLL'S CITY ENTERPRISE FEES AND CHARGES

BE IT enacted by the City Council of the City of Carroll, Iowa;

SECTION 1. The City Council for the City of Carroll, Iowa, repeals Chapter 114 of the Carroll City Code and is replaced with the following:

**114.01 - CARROLL FAMILY AQUATIC CENTER FEES AND CHARGES**  
(Effective January 1, 2021)

<b><u>MEMBERSHIP</u></b>	<b><u>FEE</u></b>
<b>Family Season Pass</b>	\$200.00
<b>Caregiver Season Pass</b>	\$30.00
<b>Single Season Pass</b> (4yo & older)	\$100.00
<b>Bulk Rate</b> (100 punches)	\$475.00
<b>Daily Admission</b> (4yo & older)	\$7.00
<b>Kids 3yo &amp; younger</b>	FREE

**114.02 – CARROLL MUNICIPAL GOLF COURSE FEES AND CHARGES**  
(Effective January 1, 2021)

<b><u>MEMBERSHIP - ANNUAL</u></b>	<b><u>FEE</u></b>
<b>Family</b>	\$820.00
<b>Adult</b>	\$534.00
<b>Senior</b> (65yo & older)	\$481.00
<b>Senior Couple</b> (65yo & older-one person)	\$738.00
<b>Student</b>	\$244.00
<b>Trail Fees</b>	\$200.00
<b>Cart Rental</b>	\$495.00

### MISCELLANEOUS

<u>TYPE</u>	<u>FEE</u>
Green Fees Weekday 9 holes	\$17.00
Green Fees Weekday 18 holes	\$27.50
Green Fees Weekend 9 holes	\$20.00
Green Fees Weekend 18 holes	\$32.00
Cart Rental 9 holes Weekday	\$10.00
Cart Rental 18 holes Weekday	\$20.00
Cart Rental 9 holes Weekends	\$12.50
Cart Rental 18 holes Weekends	\$25.00
Trail Fees 9 holes	\$5.00
Trail Fees 18 holes	\$7.50

The City Council does authorize the Director of Parks and Recreation to adjust green fees or allow specials to encourage more rounds of golf.

### **114.03 CARROLL RECREATION CENTER FEES AND CHARGES** (Effective January 1, 2021)

#### CITY OF CARROLL RESIDENTS

<u>MEMBERSHIP - ANNUAL</u>	<u>FEE</u>
Family	\$474.00
Single Parent	\$420.00
Adult	\$240.00
Senior (62yo & older)	\$216.00
Senior Couple (62yo & older-one person)	\$378.00
College Student	\$216.00
Youth (18yo & younger)	\$168.00
24-hour Access – per member (added to above membership)	\$120.00

### NON-CITY OF CARROLL RESIDENTS

<u>MEMBERSHIP - ANNUAL</u>	<u>FEE</u>
<b>Family</b>	\$498.00
<b>Single Parent</b>	\$441.00
<b>Adult</b>	\$252.00
<b>Senior</b> (62yo & older)	\$227.00
<b>Senior Couple</b> (62yo & older-one person)	\$397.00
<b>College Student</b>	\$227.00
<b>Youth</b> (18yo & younger)	\$177.00
<b>24-hour Access – per member</b> (added to above membership)	\$126.00

### CITY OF CARROLL RESIDENTS

<u>MEMBERSHIP – 30 DAY</u>	<u>FEE</u>
<b>Family</b>	\$52.00
<i>Income Based</i>	\$19.75
<b>Single Parent</b>	\$49.00
<i>Income Based</i>	\$17.50
<b>Adult</b>	\$33.00
<i>Income Based</i>	\$10.00
<b>Senior</b> (62yo & older)	\$31.00
<i>Income Based</i>	\$9.00
<b>Senior Couple</b> (62yo & older-one person)	\$47.00
<i>Income Based</i>	\$15.75
<b>College Student</b>	\$31.00
<i>Income Based</i>	\$9.00
<b>Youth</b> (18yo & younger)	\$25.00
<i>Income Based</i>	\$7.00
<b>24-hour Access – per member</b>	\$20.00
<i>Income Based</i> (added to above membership)	\$20.00

### NON-CITY OF CARROLL RESIDENTS

<u>MEMBERSHIP – 30 DAY</u>	<u>FEE</u>
<b>Family</b>	\$55.00
<b>Single Parent</b>	\$52.00
<b>Adult</b>	\$35.00
<b>Senior</b> (62yo & older)	\$33.00
<b>Senior Couple</b> (62yo & older-one person)	\$50.00
<b>College Student</b>	\$33.00
<b>Youth</b> (18yo & younger)	\$27.00
<b>24-hour Access – per member</b> (added to above membership)	\$26.00

### MISCELLANEOUS

<u>TYPE</u>	<u>FEE</u>
<b>Daily Admission</b> Youth (5yo – 18yo) Adult 4yo & younger	\$6.00 \$9.00 One (1) free per one paying adult
<b>Group Rate</b> (10 people or more)	\$4.00 youth \$7.50 adult
<b>Unlimited Fitness Pass</b> (Annual)	\$420.00 (member) \$750.00 (non-member)
<b>Fitness Punch Card</b> (10 punches)	\$40.00 (member) \$50.00 (non-member)
<b>Flex &amp; Stretch</b> <b>Aquasthenics</b> <b>Stretch &amp; Strengthen</b> <b>Afternoon Aqua</b>	(member) \$20.00/month/class \$25.00 10-punch card <hr/> (non-member) \$30.00/month/class \$35.00 10-punch card

The City Council does authorize the Director of Parks and Recreation to adjust rates or fees or allow specials to encourage more memberships and activities at the Carroll Recreation Center.

SECTION 2. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. SEVERABILITY CLAUSE. If any section, provisions of part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 4. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed and approved this \_\_\_\_\_ day of November, 2020

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

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

ATTEST:

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

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the  
\_\_\_\_\_ day of \_\_\_\_\_, 2020.

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



# City of Carroll

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112 E. 5th Street


Carroll, Iowa 51401-2799

(712) 792-1000

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

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

**DATE:** November 5, 2020

**SUBJECT:** Rental Housing Code – 2<sup>nd</sup> Reading

The City Council has worked for over a year to create a Rental Housing Inspection Program and associated Rental Housing Code. The purpose of this ordinance is to establish minimum standards and ongoing inspections for all rental housing within the City to ensure safe, sanitary housing for the residents of rental housing. It requires that rental properties apply for an annual rental housing permit and properties be inspected by the City a minimum of every three years in order to safeguard the health, safety, and welfare of the occupants of dwellings and of the general public. As an incentive to encourage property owners to maintain their properties, buildings with one or fewer deficient items at the time of the first inspection will not have their next regular inspection for 5 years and will have a reduced annual fee for 5 years.

This supports the Council's adopted priority to develop and implement a Rental Housing Code for the City of Carroll. On October 26, 2020, the City Council approved the first reading of the draft ordinance on a 4-2 vote.

## **Background**

The Fiscal Year 2020 budget approved in March of 2019 included funding to establish a rental housing inspection program starting January 1, 2020. Staff then began drafting and developing a formal rental housing code for the City of Carroll. At the May 28, 2019 Council meeting, during a Council workshop, a draft of the Rental Housing Code was reviewed and a few adjustments were made to the draft. An open house for rental housing owners was held on June 26, 2019 to discuss the Rental Housing Inspection Program and Code draft. Three rental property owners also appeared at the July 8, 2019 Council meeting to discuss the proposed ordinance. The City Council held discussions on it at their November 11, 2019 and November 25, 2019 meetings as they looked to implement the program. At those meetings a new draft was presented along with a staff proposed fee structure that focused on an annual permit fee versus an initial inspection fee that was previously discussed.

The City Council discussed the proposed Rental Housing Code at their February 10th Council meeting. At that meeting the Council directed staff to have the proposed code presented at a future workshop of the Council and also asked that the public submit comments on the code for the Council to discuss at the workshop.

The week of February 10<sup>th</sup>, staff set March 9<sup>th</sup> for the workshop and asked that comments on the Rental Housing Code be submitted to the City by 5:00 PM on February 27<sup>th</sup>. This was communicated to Carroll Broadcasting and Carroll Times Herald both whom ran stories on this. It was also communicated to key local rental housing property owners and it was posted on the City's social media page. A total of 21 comment letters were received. Comments that were specific to the code were compiled into a single document for the ease of the Council and public to review. A total of 87 pages that contained a total of 113 code specific comments were received. The Council held a workshop on March 9<sup>th</sup> on the proposed rental housing code that lasted 2 hours and 51 minutes. The Council provided direction to staff on revisions they wanted made. Staff then made the revisions and posted a revised draft ordinance on the City's website on March 13, 2020. Notice of the revised draft ordinance was sent to media and key local rental housing property owners on March 13, 2020.

The proposed ordinance and fee structure are based on the March 13, 2020 draft. Due to COVID-19 the City paused work on adopting the ordinance. Due to this pause, staff has proposed a change to the implementation timeline in Section 158.04 related to existing rental housing units. For rental units in existence prior to the adoption of the proposed rental housing code, an application will be considered timely filed if submitted by March 31, 2021 and said initial permits will be valid until March 31, 2023. Future permits would be valid for 1 year.

Since the October 26<sup>th</sup> meeting, a scrivener's error was found in the text. At the bottom of page 17, under 158.07 paragraph 9.E(1), the second sentence reads:

Unenclosed floor and roof openings, open and glass sides of landings and ramps, balconies or porches which are more than thirty (30) inches above grade or above the floor below.

This section was changed in March based on comments and unfortunately a few key words were left out leaving it an incomplete sentence. The sentence should have read:

Unenclosed floor and roof openings, open and glass sides of landings and ramps, and balconies or porches which are more than thirty (30) inches above grade or above the floor below shall be provided with a substantial and safe guardrail.

Since a change at this point would require a new first reading and talking with the City Attorney, staff suggests the Council proceed with this error in place and if the proposed ordinance is adopted then follow up with an ordinance that corrects this error. Additional changes could also be made with the second ordinance if the Council would so choose.

### **COVID-19 and the start of Rental Housing Inspections**

With concerns related to COVID-19, work on the rental housing code was put on pause by the City. Since then the City has seen a rash of fires and unsafe living conditions that has resulted in the City declaring structures to be dangerous buildings. Due to these issues, the City announced to the media and a number of rental property owners that the City was going to resume work to consider implementing a rental housing code on September 25th.

While COVID-19 remains a concern, many communities in Iowa have restarted rental housing inspections. In fact, of those communities that responded to an inquiry on the status of their rental housing inspection program, all but one has restarted inspections at this time, even in light of COVID-19. The one city that has not restarted inspections is preparing to restart them soon. As we all navigate through COVID-19, we are learning more about the virus and how to adapt to it. To that end a set of "Rental Housing Inspections - COVID-19 Safety Procedures" have been developed by several communities in Iowa and will be used by the City of Carroll if we begin inspections while COVID-19 remains a concern.

It should also be noted that the City has not begun the hiring process for a code enforcement officer, who will also oversee the rental housing program for the City. Staff anticipates that if the Council moves forward on the proposed ordinance that they will hold the first reading on October 26, the second reading on November 9, and the third and final reading and final adoption on November 23. If that holds true, staff will begin the process to fill the position after final adoption of the ordinance and realistically would not have someone start until February. Depending on the skill set of the candidate, inspections may start immediately or may be delayed until needed training can be completed. While routine inspections will not start until we have a code enforcement officer hired and trained, the City does reserve the right to use existing staff to complete inspections when complaints are received and in situations deemed necessary by the City.

**RECOMMENDATION:** Mayor and City Council consideration and possible approval of the second reading of the Ordinance to adopt the Rental Housing Code for the City of Carroll.

#### Attachments:

- Ordinance in final form
- Ordinance summary for publication
- Resolution setting fees and Rental Housing Property Maintenance Guide in final form
- COVID-19 Safety Procedures (for reference)
- Proposed Correction Ordinance (for reference)

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF CARROLL, IOWA, BY ADDING A NEW CHAPTER FOR RENTAL HOUSING CODE**

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

**SECTION 1. NEW CHAPTER.** The Code of Ordinance of the City of Carroll, Iowa, is amended by adding a new chapter, Chapter 158, entitled RENTAL HOUSING CODE, which is hereby adopted to read as follows:

**CHAPTER 158**

**RENTAL HOUSING CODE**

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

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

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

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

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

1. “Acceptable” or “approved” means in substantial compliance with the provisions of this chapter.
2. “Accessory structure” means a detached structure which is not used, or intended to be used, for living or sleeping by human occupants.
3. “Adjoining grade” means the elevation of the ground which extends three (3) feet from the perimeter of the dwelling.

4. "Appurtenance" means that which is directly or indirectly connected or accessory to a thing.
5. "Attic" means any story situated wholly or partly within the roof or so designed, arranged or built to be used for business, storage, or habitation.
6. "Basement" means a story having a part but not more than one-half of its height above grade, which may or not be considered habitable space. A basement is counted as a story for the purpose of height regulations.
7. "Bath" means a bathtub or shower stall connected with both hot and cold water lines.
8. "Central heating system" means a single system supplying heat to one or more dwelling units or more than one rooming unit.
9. "Code Enforcement Officer" means the official of the City appointed to administer this chapter and any duly authorized representatives.
10. "Communal" means used or shared by, or intended to be used or shared by, the occupant of two or more rooming units or two or more dwelling units.
11. "Condominium" means a dwelling unit which is in compliance or conformance with the requirements of Chapter 499B of the Code of Iowa, as amended.
12. "Cooperative" means a dwelling unit which is in compliance or conformance with the requirements of Chapter 499B of the Code of Iowa, as amended.
13. "Court" means an open unoccupied space, other than a yard, on the same lot with a dwelling. A court not extending to the street or front or rear yard is an inner court. A court extending to the street or front yard or rear yard is an outer court.
14. "Dining room" means a habitable room used or intended to be used for the purpose of eating, but not for cooking or the preparation of meals.
15. "Duplex" means any habitable structure containing two single dwelling units.
16. "Dwelling" means any building, structure, or mobile home, except temporary housing, which is wholly or partly used or intended to be used for living or sleeping by human occupants and includes any appurtenances attached thereto.
17. "Dwelling, efficiency" – see efficiency dwelling
18. "Dwelling, multiple" - see "multiple dwelling."
19. "Dwelling, single-family" - see "single-family dwelling."
20. "Dwelling unit" means any habitable room or group of adjoining habitable rooms, located within a dwelling and forming a single unit with facilities which are used or intended to be used for living, sleeping, cooking and eating of meals.



21. "Efficiency dwelling" means a dwelling unit with a sleeping area open to the living area, with no intervening door.
22. "Egress" means an arrangement of exit routes to provide a means of exit from buildings and/or premises.
23. "Exit" means a continuous and unobstructed means of egress to a public way and includes intervening doors, doorways, corridors, windows, exterior-exit balconies, ramps, stairways, smoke-proof enclosures, horizontal exits, exit passageways, exit courts, walkways, sidewalks, and yards.
24. "Extermination" means the control and elimination of insects, rodents, or other pests by eliminating their harborage places; by removing or making inaccessible materials that may serve as their food; by poisoning, spraying, fumigating, trapping; or by any other recognized and legal pest elimination method approved by the Code Enforcement Officer.
25. "Family" means one or more persons occupying a dwelling and living as a single housekeeping unit. Each individual or group of individuals to whom rent is charged as a single unit shall be considered to be a separate family.
26. "Garbage" means animal or vegetable waste resulting from the handling, preparation, cooking, or consumption of food and also means combustible waste material. "Garbage" also includes paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, and other combustible materials.
27. "Habitable room" means a room or enclosed floor space, having a minimum of seventy (70) square feet of total floor area within a dwelling unit or rooming unit used or intended to be used for living, sleeping, cooking, or eating purposes, excluding bathrooms, toilet rooms, pantries, laundries, foyers, communicating corridors, closets, storage spaces, and stairways.
28. "Historical" means any property designated by the Carroll County Historic Preservation Commission as a Historical Site or any property on the National Register of Historical Places.
29. "Infestation" means the presence, within or around a dwelling, of any insects, rodents, or other pests, in such quantities as would be considered unsanitary.
30. "Kitchen" means a habitable room used or intended to be used for cooking or the preparation of meals.
31. "Kitchenette" means a food preparation area not less than forty (40) square feet in area.
32. "Kitchen sink" means a basin for washing utensils used for cooking, eating, and drinking, located in a kitchen and connected to both hot and cold water lines and properly connected to a drainage system.

33. "Lavatory" means a hand-washing basin which is connected to both hot and cold water lines, and properly connected to a drainage system, which is separate and distinct from a kitchen sink.
34. "Living room" means a habitable room within a dwelling unit which is used, or intended to be used, primarily for general living purposes.
35. "Mobile home" means any vehicle without motive power used or so manufactured or constructed as to permit its being used as a conveyance upon the public streets and highways and so designed, constructed, or reconstructed as will permit the vehicle to be used as a place for human habitation by one or more persons.
36. "Multiple dwelling" means any dwelling containing three or more dwelling units.
37. "Occupant" means any person, including owner or operator, living in, sleeping in, and/or cooking in, or having actual possession of a dwelling unit or a rooming unit.
38. "Operator" means any person who rents to another or who has custody or control of a building, or parts thereof, in which dwelling units or rooming units are let or who has custody or control of the premises.
39. "Owner" means any person who has custody and/or control of any dwelling, dwelling unit or rooming unit by virtue of a contractual interest in or legal or equitable title to the dwelling, dwelling unit or rooming unit. "Owner" also means any person who has custody and/or control of any dwelling, dwelling unit or rooming unit as guardian.
40. "Permit" - see "rental permit."
41. "Placard" means any display document showing that the unit for which it is issued has been determined to be unfit for human habitation.
42. "Plumbing" means and includes any or all of the following supplied facilities and equipment: water pipes, garbage disposal units, waste pipes, toilets, sinks, lavatories, bathtubs, shower baths, water heating devices, catch basins, drains, vents, and any other similar supplied fixtures together with all connections to water and sewer.
43. "Premises" means a lot, plot, or parcel of land including a building and/or accessory structure thereon.
44. "Privacy" means the existence of conditions which will permit a person or persons to carry out an activity commenced without interruption or interference by unwanted persons.
45. "Properly installed, connected, constructed, or repaired" means as required by this or any other building, plumbing, mechanical or electrical code of the City, including work to be done in a workmanlike manner.

46. "Public way" means any parcel of land, unobstructed from the ground to the sky, more than ten feet in width, appropriated to the free passage of the general public.
47. "Refuse" means waste materials (except human waste) including garbage, rubbish, ashes, and dead animals.
48. "Refuse container" means a watertight container that is constructed of metal, or other durable material impervious to rodents, that is capable of being serviced without creating unsanitary conditions.
49. "Rental permit" means a document, issued periodically, which grants the owner or operator the option of letting a unit for rental purposes and showing that the unit for which it is issued was in compliance with the applicable provisions of this chapter at the time of issuance.
50. "Roomer" means an occupant of a rooming house or rooming unit and shall also mean an occupant of a dwelling who is not a member of the family occupying the dwelling except for guests and/or domestic employees.
51. "Rooming house" means any dwelling, or that part of any dwelling, containing one or more rooming units, including, but not limited to hotels and motels, in which space is let by the owner or operator to one or more persons. Occupants of units specifically designated as dwelling units within a rooming house shall not be included in the roomer count. An owner-occupied, single-family dwelling, condominium, or cooperative containing a family plus one or two roomers shall be excluded from this definition and be treated as a owner-occupied, single-family dwelling.
52. "Rooming unit" means any habitable room or group of adjoining habitable rooms located within a dwelling and forming a single unit with facilities which are used, or intended to be used, primarily for living and sleeping. A rooming unit shall have bath and toilet facilities available for exclusive use by the occupant or for communal use in accordance with subsections 158.07(15) through (22) and, in addition, may have kitchen and dining facilities available for use by the occupant therein.
53. "Rubbish" means inorganic waste material consisting of combustible and/or noncombustible materials.
54. "Single-family dwelling" means a structure containing one dwelling unit.
55. "Supplied Facility" means equipment, appliance or system paid for, furnished by, provided by, or under the control of the owner or operator.
56. "Temporary housing" means any tent, trailer, motor home, or other structure used for human shelter which is designed to be transportable and which is not attached to the ground, to another structure, or to any utilities system on the same premises for more than thirty (30) days.



57. "Toilet" means a water closet, with a bowl and trap made in one piece, which is of such shape and form and which holds a sufficient quantity of water so that no fecal matter will collect on the surface of the bowl and which is equipped with a flushing rim or flushing rims.

#### **158.04 CERTIFICATE OF RENTAL PERMIT.**

1. Rental Permit Required. It is a violation of this chapter for any person to let to another for rent any dwelling unit or rooming unit (except a dwelling or rooming unit located within an owner-occupied, single-family dwelling, condominium, or cooperative containing no more than two dwelling or rooming units), unless the owner or operator holds a valid rental permit. A rental permit is valid from the date of issuance until March 31<sup>st</sup> of the following year. Renewals of rental permits shall be made annually between January 2<sup>nd</sup> and March 31<sup>st</sup>. For existing rental properties in existence prior to the adoption of this chapter, rental permit applications shall be considered timely filed if they are received by the City on or before March 31, 2021 and such permits will be valid until March 31, 2023. The document shall be transferable from one owner or operator to another at any time prior to its expiration, termination or revocation. The owner or operator shall notify the Code Enforcement Officer of any changes of interest or ownership in the property within thirty (30) days of any conveyance or transfer of interest affecting the property and provide the name and address of all persons who have acquired an interest therein. In the event that the Code Enforcement Officer has not been notified of such conveyance or transfer within the designated period of time, the rental permit shall be transferred from one owner or operator to another only upon payment of a fee which shall be assessed the new owner or operator, the amount of which shall be set by resolution of the Council. The rental permit shall state the date of issuance, the address of the structure to which it is applicable, and its expiration date. The rental permit shall also include the maximum number of occupants. All dwellings and dwelling units and rooming units being let for rent and occupancy without a valid permit or application for the same on file with the City and fees paid may be ordered vacated.

2. Application. The owner or operator shall file an application for a rental permit, accompanied by the appropriate fees as established by resolution of the Council, with the Code Enforcement Officer on an application form provided by the Code Enforcement Officer. All applications shall be filed and a rental permit obtained before being let for rent or occupancy. Failure to file an application for a rental permit shall constitute a municipal infraction. The owner or operator shall, within thirty (30) days of application, schedule and allow an inspection of the unit by the Code Enforcement Officer, if such an inspection is due under the provisions of Section 158.05 of this chapter, and failure to do so may be judicially enforced and constitutes a municipal infraction. All fees for inspections and/or permits shall be paid prior to the scheduled inspection.

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

4. Extension. A rental permit shall be valid through the expiration date contained thereon. However, extensions shall be granted to cover any time period between the stated expiration date and the period of time permitted by the Code Enforcement Officer to remedy any violations cited subsequent to an inspection authorized or requested pursuant to the provisions of this chapter, provided a rental permit application is on file with fees paid.

#### **158.05 INSPECTION AND ENFORCEMENT.**

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

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

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

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

As an incentive to encourage property owners to maintain their properties, if on the first inspection a Single family dwelling has only one deficient item, a duplex or a triplex building has only one deficient item in the entire building, or a four plex or larger building has only one deficient item in no more than 25% of the units, then the frequency of regular reinspection shall be set as indicated in the schedule below

and the annual rental housing permit fee shall be 60% of the normal rate annually for the next 5 years:

Single family dwelling	Every 5 years
Duplex	Every 5 years
Owner-occupied plus more than 2 dwelling units	Every 5 years
Multiple dwelling units	Every 5 years
Rooming houses	Every 5 years

If a unit becomes vacant and it has been at least 20 months from the last inspection of that unit an owner may, but the owner is not required to, request the City complete a regular inspection while the unit is vacant to avoid future disruption of the tenant.

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

4. Access by the Code Enforcement Officer. Whenever authorized to make an inspection or whenever the Code Enforcement Officer has reasonable cause to believe that there exists any condition in violation of any provisions of this chapter or in response to a complaint that an alleged violation may exist, the Code Enforcement Officer may enter such unit or premises during reasonable times to inspect and perform any action authorized by this chapter. If such unit or premises is tenant-occupied, the Code Enforcement Officer shall also notify the owner or other persons having charge or control of the building or premises of the requested entry. The Code Enforcement Officer shall at such times present official identification and explain why entry is sought; and if entry is refused, the Code Enforcement Officer shall request that the inspection be conducted at a reasonable time, suitable to the owner or occupant. If the request for future entry is refused, the Code Enforcement Officer shall at that time, or at a later time, explain to the owner and/or occupant that said owner and/or occupant may refuse, without penalty, entry without a search warrant, and the Code Enforcement Officer may apply to the Iowa District Court for an administrative search warrant pursuant to Section 1.12, Carroll Code of Ordinances and Section 88.14 Iowa Code.

5. Administrative Search Warrant. If consent to inspect a building is withheld by any person having the lawful right to exclude, the Code Enforcement Officer may apply to the Iowa District Court in and for Carroll County for an administrative search

warrant of the building. No owner or occupant or any other person having charge, care, or control of any dwelling, dwelling unit, rooming unit, structure, or premises shall fail or neglect, after presentation of an administrative search warrant, to properly permit entry therein by the Code Enforcement Officer for the purpose of inspection and examination pursuant to this chapter.

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

ORDER TO REPAIR, CORRECT AND COMPLY		
To:	_____, Owner (and Tenant if applicable)	
Re:	_____, Location in Violation	
You are hereby notified that the Code Enforcement Officer has determined the above premises has the following violations of the City of Carroll Rental Housing Code:		
Code Section	Description of Violation	Location of Violation
_____	_____	_____
_____	_____	_____
_____	_____	_____
You are hereby ordered to repair, correct and comply with the requirements of the Rental Housing Code within thirty (30) days of your receipt of this order. Failure to comply with this order (or as it may be modified on appeal) will result in a denial or revocation of your rental permit and an order to vacate the premises.		
You are advised that this order may be appealed by filing a written notice of appeal, containing the reasons for the appeal, with the Housing Appeals Board, City Hall, Carroll, Iowa, within seven (7) days of your receipt hereof. The appeal may dispute the above code violations or request additional time allowed for compliance or both. In addition, you may request that the Board grant a variance in the application of the Housing Code to your particular circumstances. Failure to file a timely appeal results in waiver of your right to have this order modified.		
You are further advised that your failure to comply with this order (or as it may be modified on appeal) constitutes a municipal infraction per Chapter 4 of the City Code.		

The order set out in this subsection shall be served upon the owner personally, upon a member of the owner's family (if that person is of suitable age and discretion and informed of the contents thereof) personally, upon the owner by registered or certified mail with return receipt requested to the owner's last known address (per County Assessor's records); or upon the failure of all above methods, and by posting a copy thereof in a conspicuous place in or about the dwelling affected by the order. The owner (and the tenant if a violation relates to Section 158.09 of this chapter) may appeal the order by filing a written notice of appeal with the Housing Appeals Board

within seven (7) days of the service of the order. The issues on appeal are restricted to disputes regarding the cited violations, requests for additional time for compliance, and requests for variances. The Code Enforcement Officer shall, after expiration of the time given in the order to repair, correct and comply (or as it may be modified on appeal), reinspect the premises as appropriate. The owner's or tenant's failure to comply with the order shall constitute a municipal infraction as defined in Chapter 4 of this Code of Ordinances.

7. Denial or Revocation of Rental Permit; Order to Vacate. Whenever the Code Enforcement Officer determines that the order to correct, repair and comply (or as it may be modified on appeal) has not been complied with, the Code Enforcement Officer shall deny or revoke the rental permit for the premises and order the premises vacated. The denial or revocation and order shall be effective thirty (30) days after receipt by the owner and tenant of the premises of a written notice of the denial or revocation of the rental permit and order to vacate in substantially the following form:

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

To: \_\_\_\_\_, Owner

\_\_\_\_\_, Tenant

Re: \_\_\_\_\_, Location in Violation

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

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

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

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

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

The above notice and order shall be served upon the owner and tenant personally, upon a member of the owner's and tenant's family (if that person is of suitable age and discretion and informed of the contents thereof) personally, upon the owner and tenant by registered or certified mail, with return receipt requested, to the owner's last known address per County Assessor's records; or upon the failure of all above methods, by posting the copy thereof in a conspicuous place in or about the dwelling affected by the notice and order. In the instance where all of the cited violations are tenant violations under Section 158.09, the notice and order set out in this subsection shall be modified to delete reference to the revocation or denial of the rental permit for the premises and the owner may cause the premises to be re-occupied by the different tenants. The owner and/or tenant may appeal the notice and order by filing

a written notice of appeal with the Housing Appeals Board within seven (7) days of this service of the notice. The issue on appeal is solely limited to the issue of whether the previous order to repair, correct and comply (or as it may have been modified on a previous appeal) has been complied with and may not address matters concerning such order which were subject to previous appeal rights. However, tenants may, by filing a timely appeal, also request additional time to move. The order to vacate may be judicially enforced and violation of the order to vacate and the occupancy or sufferance of occupancy of the affected premises after the expiration of the thirty-day period provided herein (or after such additional time as the Housing Appeals Board may have granted a tenant to move) without a valid rental permit constitutes a municipal infraction as defined in Chapter 4 of this Code of Ordinances.

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

### EMERGENCY ORDER TO VACATE

To: \_\_\_\_\_, Owner

\_\_\_\_\_, Tenant

Re: \_\_\_\_\_, Location in Violation

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

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

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

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

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

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

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



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

#### **158.06 HOUSING APPEALS BOARD.**

1. Established. In order to provide for interpretation of the provisions of this chapter and to hear appeals provided for under this chapter, there is established a Housing Appeals Board (hereinafter in this section referred to as the Board) consisting of five (5) members of which 4 shall be residents of the City of Carroll, who do not hold an elective office in the municipal government, and who are appointed by the Mayor subject to the approval of the Council. Members should come from a diverse background such as a rental property owner, a tenant, an individual engaged in a construction trade, and a non-rental property owner. Members are appointed for staggered terms of five (5) years. If any vacancy exists on the Board caused by resignation or otherwise, a successor shall be appointed for the remainder of the term.
2. Compensation. All members of the Board shall serve without compensation except for their actual expenses accrued, which shall be subject to the approval of the Council.
3. Officers. Such Board shall choose, annually, at its first regular meeting, one of its members to act as Chairperson of the Board, and another of its members as Vice Chairperson, who shall perform all the duties of the Chairperson during his or her absence or disability. The Board may also choose one of its members to act as Secretary or choose a non-board member to act as Secretary, who shall record all minutes and proceedings of the Board and who shall be responsible for filing same in the office of the Housing Appeals Board.
4. Jurisdiction. Any person affected by a written notice and/or order issued under this chapter which is specifically subject to appeal, may appeal to the Board by filing a written appeal specifying the grounds therefor within the time limits provided. Appeals shall include requests for additional time and variances allowed under this chapter. The filing of an appeal does not delay the time for compliance with a notice or order unless the Board fails to determine the matter within the time limit provided for compliance with the notice or order in which case such time for compliance shall automatically be extended to the time such determination is made except in the instance of an emergency order.

5. Procedures.

A. The Board, upon receipt of a written appeal, shall set a time and place for the hearing. The applicant shall be advised, in writing, of such time and place at least seven (7) days prior to the date of the hearing. At such a hearing the appellant shall have an opportunity to be heard and to show cause as to why such notice or order should be modified, extended, revoked, or why a variance should be granted. The Board, by a majority vote, may sustain, modify, extend, or revoke a notice or order and grant or deny a variance.

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

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

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

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

D. Upon appeal or the request of the Code Enforcement Officer, the Board may consider the adoption of a general variance. The Board by a

majority vote may establish a general variance for existing structures which cannot practicably meet the standards of the Rental Housing Code. Prior to considering any general variance, public notice shall be given. A general variance, if granted, shall:

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

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

#### **158.07 MINIMUM STRUCTURE STANDARDS FOR ALL RENTAL DWELLINGS.**

1. Supplied Facility. Every supplied facility piece of equipment or required utility shall be constructed and/or installed so that it will function safely.
2. Kitchens. Every dwelling unit shall have a kitchen room or kitchenette equipped with the following:
  - A. A fully functioning kitchen sink.
  - B. Space capable of properly accommodating a refrigerator and a stove or range.
  - C. Proper access terminals to utilities necessary to properly operate a refrigerator and stove or range.
  - D. Adequate space for the storage and preparation of food.
3. Water Closet Required. Every dwelling unit shall contain an approved water closet.
4. Bath Required. Every dwelling unit shall contain an approved bathtub or shower.
5. Lavatory Basin Required. Every dwelling shall contain an approved lavatory basin within or adjacent to the room containing the toilet.

6. Privacy in a Room Containing Toilet and Bath. Every toilet and every bath shall be contained within a room or within separate rooms which afford privacy for a person within said rooms.

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

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

9. Exits.

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

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

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

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

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

(1) Handrails. All stairways comprised of four (4) or more risers shall be provided with a substantial and safe handrail. Unenclosed floor and roof openings, open and glass sides of landings and ramps,

balconies or porches which are more than thirty (30) inches above grade or above the floor below.

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

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

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

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

10. Ventilation.

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

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

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

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

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

13. Minimum Space, Use and Location Requirements.

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

**Exception:** Kitchens.

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

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

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

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

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

16. Fire Extinguishers; Minimum Approved Type. All rental dwelling units and rooming houses shall have a two and one-half pound type "ABC" fire extinguisher, or have access to a fire extinguisher within seventy-five (75) feet of any unit, which is approved by the Code Enforcement Officer or Fire Chief. Fire extinguishers shall be properly hung in an area of easy access or hung inside a cabinet under the kitchen sink. Extinguishers may not be located or mounted over the kitchen range (stove/oven).

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

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

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

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

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

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

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

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

- C. The communal kitchen shall be equipped with the following:
- (1) A refrigerator with an adequate food storage capacity.
  - (2) An approved kitchen sink.
  - (3) A stove or range.
  - (4) At least one cabinet of adequate size suitable for the storage of food and eating and cooking utensils.
  - (5) At least six (6) square feet of surface area which is easily cleanable and suitable for the preparation of food.
  - (6) An eating surface and adequate chairs for the normal use of the facilities if a communal dining room is not supplied.
- D Every communal kitchen shall be located within a room accessible to the occupants of each rooming unit sharing the use of such kitchen, without going outside of the dwelling and without going through a dwelling unit or rooming unit of another occupant.

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

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

1. Maintenance of Structure.
  - A. Every foundation, roof, floor, wall, ceiling, stair, step, elevator, handrail, guardrail, porch, sidewalk, and appurtenance thereto shall be maintained in safe and sound condition and shall be capable of supporting the loads that normal use may cause to be placed thereon.
  - B. Every foundation, floor, exterior wall, exterior door, window, and roof shall be maintained in reasonably weather-tight, watertight, rodent resistant and insect resistant condition.
  - C. Every door, door hinge, door latch, and door lock shall be maintained in good and functional condition and every door, when closed, shall fit reasonably well within its frame.
  - D. Every window, existing storm window, window latch, window lock, and other aperture covering, including its hardware, shall be maintained in good and functional condition and shall fit reasonably well within its frame.



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

condition. All plumbing shall be so designed, installed or replaced so as to prevent contamination of the water supply through backflow, back siphonage, or cross-connection. Water pressure shall be adequate to permit a proper flow of water from all open outlets at all times.

11. Maintenance of Gas Appliances and Facilities. Every gas appliance shall be connected to a gas line with rigid iron piping except that listed metal appliance connectors or semi-rigid tubing may be used if approved by the Code Enforcement Officer. An approved flexible connector of no longer than six feet in length may be used to connect a gas range and gas clothes dryer to the gas supply line. Every indoor gas appliance shall have an approved shutoff valve, which shall be installed in the gas line outside of each appliance and ahead of the union connection thereto, in addition to any valve provided on the appliance. Said valve shall be clearly visible and located in the same room as the appliance. Every gas pipe shall be sound and tightly put together and shall be free of leaks, corrosion, or obstruction so as to reduce gas pressure or volume. Gas pressure shall be adequate to permit a proper flow of gas from all open gas valves at all times.

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

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

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

15. Refrigerators and Stoves. All supplied refrigerators, stoves, and ranges shall be maintained in good and safe working condition.

16. Toilets, Baths and Lavatory Basins. All toilets, baths, and lavatory basins shall be maintained in good and sanitary working condition.

17. Fire Protection. All fire extinguishers and early warning fire protection systems shall be maintained in good working condition at all times and shall be provided at the beginning of each tenancy.

18. Covered Cisterns. All cisterns or similar water storage facilities shall be fenced, safely covered, or filled in such a way as not to create a hazard to life or limb.

19. Sealed Passages. All pipe passages, abandoned gas lines, chutes, and similar openings through walls or floors shall be adequately enclosed or sealed to prevent the spread of fire or passage of vermin.

20. Pest Extermination. Whenever infestation exists in two or more of the dwelling units or rooming units of any dwelling, or in the shared or public parts of any dwelling containing two or more dwelling units or more than one rooming unit, extermination thereof shall be the responsibility of the owner. For dwellings containing two or more dwelling or rooming units where a pest infestation is found the property owner shall be allowed thirty (30) days to treat the pest infestation. If, after thirty (30) days, the infestation remains, the property owner shall carry the responsibility of having the infested units treated by a licensed pest management professional of a licensed pest management company. The owner shall be required to perform quarterly treatments for a period of one year from date of first treatment after the initial thirty (30) days. The owner shall retain records from the licensed pest management professional and shall be made available to the Housing Inspector upon request at the one-year re-inspection. Failure to do so shall result in revocation of rental permit and all occupants will be vacated.

21. Owner to Let Clean Units. No owner shall permit occupancy of the vacant dwelling unit or rooming unit unless it is clean, sanitary, and fit for human occupancy.

22. Maintenance of Public Areas. Every owner or operator of a dwelling containing two or more dwelling units or more than one rooming unit shall be responsible for maintaining, in a safe and sanitary condition, the shared public areas of the dwelling and premises thereof, unless there is a written agreement between the owner and occupant to the contrary.

23. Maintenance of Fencing. Every fence shall be kept in a reasonably good state of repair or shall be removed.

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

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

26. Lead Paint. In all pre-1978 buildings, no owner or operator shall allow painted surfaces to be peeling, chipping, chalking, cracking, damaged or otherwise separated from the substrate. This shall not be required of properties that have been certified lead-based paint free by a certified lead-based paint inspector.

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

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

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

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

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

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

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

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

4. Storage and Disposal of Garbage. Every occupant of a dwelling shall dispose of rubbish, garbage, and any other organic waste in a clean and sanitary manner by

placing it in the supplied disposal facilities or storage containers required by this chapter.

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

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

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

8. Occupancy Control. No occupant shall allow the occupancy of any dwelling unit or rooming unit within which he or she resides to exceed the number of persons listed on the rental permit nor shall they use a room for sleeping that does not meet egress requirements.

9. Electrical Systems. Every occupant of a dwelling unit or rooming unit shall not block and shall keep free access to the unit's electrical systems.

10. Early Warning Fire Protection. Every occupant of a dwelling unit or rooming unit shall not disassemble, remove, remove batteries, or otherwise tamper with any early warning fire protection device provided in a unit.

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

**SECTION 2. SEVERABILITY CLAUSE.** If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

**SECTION 3. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

Passed and approved by the Council the \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_, 2020.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

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

ATTEST:

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

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Third Reading: \_\_\_\_\_

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_\_ day of  
\_\_\_\_\_, 2020.

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

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF CARROLL, IOWA, BY ADDING CHAPTER 158 RENTAL HOUSING CODE FOR THE CITY OF CARROLL, IOWA.

The City Council of the City of Carroll, Iowa has enacted an ordinance that adds Chapter 158 to the Code of Ordinance of the City of Carroll, Iowa known and cited as the Rental Housing Code for the City of Carroll, Iowa. This publication is a summary of the enacted ordinance.

The purpose of this ordinance is to establish minimum standards for all rental housing within the City limits used or intended to be used for human occupancy. The Code Enforcement Officer is authorized to administer and enforce the provisions of the Rental Housing Code and to make inspections to determine the conditions of all dwellings, dwelling units, rooming units, structures, and premises located within the City, in order that the Code Enforcement Officer may perform the duty of safeguarding the health, safety, and welfare of the occupants of dwellings and of the general public under the provisions of this chapter.

The said ordinance includes the following sections:

- 158.01 Scope of Provisions
- 158.02 Conflicting Provisions
- 158.03 Definitions
- 158.04 Certificate of Rental Permit
- 158.05 Inspection and Enforcement
- 158.06 Housing Appeals Board
- 158.07 Minimum Structure Standards for All Rental Dwellings
- 158.08 Responsibilities of Owners Relating to the Maintenance and Occupancy of Premises
- 158.09 Responsibilities of Occupants Relating to the Maintenance and Occupancy of Premises
- 158.10 Penalty

Section 158.04 provides the following regarding required permits and associated fees:

158.04 CERTIFICATE OF RENTAL PERMIT.

1. Rental Permit Required. It is a violation of this chapter for any person to let to another for rent any dwelling unit or rooming unit (except a dwelling or rooming unit located within an owner-occupied, single-family dwelling, condominium, or cooperative containing no more than two dwelling or rooming units), unless the owner or operator holds a valid rental permit. A rental permit is valid from the date of issuance until March 31<sup>st</sup> of the following year. Renewals of rental permits shall be made annually between January 2<sup>nd</sup> and March 31<sup>st</sup>. For existing rental properties in existence prior to the adoption of this chapter, rental permit applications shall be

considered timely filed if they are received by the City on or before March 31, 2021 and such permits will be valid until March 31, 2023. The document shall be transferable from one owner or operator to another at any time prior to its expiration, termination or revocation. The owner or operator shall notify the Code Enforcement Officer of any changes of interest or ownership in the property within thirty (30) days of any conveyance or transfer of interest affecting the property and provide the name and address of all persons who have acquired an interest therein. In the event that the Code Enforcement Officer has not been notified of such conveyance or transfer within the designated period of time, the rental permit shall be transferred from one owner or operator to another only upon payment of a fee which shall be assessed the new owner or operator, the amount of which shall be set by resolution of the Council. The rental permit shall state the date of issuance, the address of the structure to which it is applicable, and its expiration date. The rental permit shall also include the maximum number of occupants. All dwellings and dwelling units and rooming units being let for rent and occupancy without a valid permit or application for the same on file with the City and fees paid may be ordered vacated.

2. Application. The owner or operator shall file an application for a rental permit, accompanied by the appropriate fees as established by resolution of the Council, with the Code Enforcement Officer on an application form provided by the Code Enforcement Officer. All applications shall be filed and a rental permit obtained before being let for rent or occupancy. Failure to file an application for a rental permit shall constitute a municipal infraction. The owner or operator shall, within thirty (30) days of application, schedule and allow an inspection of the unit by the Code Enforcement Officer, if such an inspection is due under the provisions of Section 158.05 of this chapter, and failure to do so may be judicially enforced and constitutes a municipal infraction. All fees for inspections and/or permits shall be paid prior to the scheduled inspection.

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

4. Extension. A rental permit shall be valid through the expiration date contained thereon. However, extensions shall be granted to cover any time period between the stated expiration date and the period of time permitted by the Code Enforcement Officer to remedy any violations cited subsequent to an inspection authorized or requested pursuant to the provisions of this chapter, provided a rental permit application is on file with fees paid.

Section 158.10 of the ordinance provides the following penalties:

158.10 PENALTY. Any violation of the provisions of this chapter may constitute a municipal infraction and shall, upon conviction, be subject to penalties authorized under Chapter 4 of the City of Carroll Code of Ordinances including but not limited



to, civil penalty, order for abatement, injunctive relief and other alternative relief. Each and every day that a violation occurs or continues shall be deemed a separate offense. The City may also enforce the provisions of this Chapter by any other cause of action allowed by the City's Code of Ordinances or the State of Iowa Code.

A full copy of this ordinance may be inspected and obtained at Carroll City Hall located at 627 N Adams Street, Carroll, IA 51401 during normal business hour Monday through Friday 8:00 AM to 5:00 PM. Alternatively, a copy of the adopted ordinance is available on-line at <https://www.cityofcarroll.com/Rental-Housing-Code>.

This ordinance shall be in effect from and after its final passage, approval, and publication of a summary as provided by law.

Passed by the Council the \_\_\_\_\_ day of \_\_\_\_\_, 2020, and approved the \_\_\_\_ day of \_\_\_\_\_, 2020.

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

ATTEST:

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

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

A RESOLUTION SETTING RENTAL HOUSING FEES

WHEREAS, City Code Chapter 158 requires fees for rental housing permits and inspection fees to be set by a resolution of the City Council.

NOW, THEREFORE, BE IT RESOLVED by the Carroll City Council that the following fee schedule is hereby adopted for rental housing permits and inspections:

Annual Permit Fee:	First unit in a building	\$35.00
	Each additional unit in a building	\$10.00
Inspection Fee:	Initial inspection	No Fee
	First reinspection	No Fee
	Second and subsequent reinspection	\$55.00 per unit

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

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

ATTEST:

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



## RENTAL HOUSING PROPERTY MAINTENANCE GUIDE

For the complete City of Carroll Code of Ordinances referenced herein, please visit  
<http://www.cityofcarroll.com/city-code>

Dear Landlord:

To get a Head Start on the City's Rental Inspection Program, use this checklist to evaluate the condition of your rental property prior to a routine inspection. By using this guide, you may avoid a lengthy inspection and potentially costly re-inspection fees.

Note: While it is impossible to list every violation of the housing code that may occur, this list contains violations that are commonly found during routine inspections. If a question is answered with a NO response, a code violation is likely to be present.

### **EXTERIOR PROPERTY/AREA**

#### **Property Maintenance Code**

YES	NO	Description/Detail	Code Section
<input type="checkbox"/>	<input type="checkbox"/>	All Windows/Doors Functional	158.08.1/2
<input type="checkbox"/>	<input type="checkbox"/>	Property does not have unpainted or peeling paint in excess of 50% of the area	158.08.6
<input type="checkbox"/>	<input type="checkbox"/>	Property has a paved approach from street to property line. Existing gravel driveways installed prior to the Spring of 2017 are permitted to remain but may not be expanded.	170.08
<input type="checkbox"/>	<input type="checkbox"/>	Property has all vehicles parked on approved surfaces	69.15
<input type="checkbox"/>	<input type="checkbox"/>	Property does NOT have an accumulation of weeds and brush	50.02.9
<input type="checkbox"/>	<input type="checkbox"/>	Property does NOT have an accumulation of garbage or debris	158.08.24
<input type="checkbox"/>	<input type="checkbox"/>	Property does NOT have any Junk Vehicles on site	51.02
<input type="checkbox"/>	<input type="checkbox"/>	Property is NOT providing habitation for rodents or wild animals	158.08.1B

#### **Emergency Response: The following inspection items ensure adequate response during emergency situations**

YES	NO	Description/Detail	Code Section
<input type="checkbox"/>	<input type="checkbox"/>	Property has house numbers clearly visible from the streets	150.02

**Exterior Structural Issues: The following inspection items deal with exterior structural issues**

YES	NO	Description/Detail	Code Section
		Property has no loose or crumbling plaster	158.08.1A
		Property is properly waterproofed both on the exterior walls and roof	158.08.1/3
		Property has NO broken, rotted, split or buckled exterior walls	158.08.1
		All fences and retaining walls are maintained and NOT in need of repairs	158.08.23
		Chimney is not in danger of falling down or bulging	158.08.5
		Property has no unsafe storage of combustible materials	158.09.1D
		Porch and Deck flooring supports are not defective or deteriorated	158.08.1
		Porch and Deck flooring supports are of sufficient size to support loads imposed	158.08.1

**Sidewalk Compliance: The following inspection items deal with sidewalk safety detailed in the Sidewalk Inspection Program**

YES	NO	Description/Detail	Code Section
		Sidewalks do not present any tripping or falling hazards	136.02.2

**INTERIOR PROPERTY/AREA**

**Electrical Safety Items: The following inspection items deal with electrical systems and electrical safety**

YES	NO	Description/Detail	Code Section
		Electrical panel is clearly labeled with all circuits marked	158.08.9
		Electrical service is sized to handle loads imposed by the property	158.08.9
		Extension cords are sized properly and not running under rugs or furniture	158.09.6
		Unused openings in the electrical panel or cutout boxes are properly closed	158.08.9
		The proper over current protection (fuse/circuit breaker) is installed	158.08.9
		Disconnection points are clearly marked and labeled for each service, feed, or branch circuit	158.08.9
		Electrical room is clearly marked and accessible	158.08.9
		There is a clear and unobstructed means of access to the control panel	158.08.9

**Plumbing/Heating Items: The following inspection items deal with mechanical systems (plumbing, heating, air conditioning)**

YES	NO	Description/Detail	Code Section
		Water heaters and boilers have pressure relief valves piped to within 6" of the floor	158.07.7
		Fuel fired equipment does not have missing or corroded flues	158.08.5
		Fuel fired equipment has a shutoff valve installed in the gas piping and it shall be clearly visible and located in the same room as the appliance	158.08.11

**Fire Safety: The following inspection items deal with fire safety and prevention of fires**

YES	NO	Description/Detail	Code Section
		Fire Extinguishers are present	158.07.16
		Fire alarm system, when required, is present and in good operating condition	158.07.17
		Class 1 liquids are not stored in building (ex: gasoline)	158.09.1D
		Smoke Detectors are Operational	158.07.17
		Smoke Detectors are located in required locations	158.07.17

**Structural Items: The following inspection items deal with the overall safety of the building or structure**

YES	NO	Description/Detail	Code Section
		Flooring supports are of sufficient size to support loads imposed	158.08.1A
		Flooring supports are not defective or deteriorated	158.08.1
		Walls and partitions are of sufficient size to carry imposed loads	158.08.1A

**Ingress/Egress Items: The following inspection items deal with entrance and exiting issues**

YES	NO	Description/Detail	Code Section
		All sleeping quarters have appropriate egress exits	158.07.9
		Living and sleeping space is in allowable areas	158.07.13B

**Sanitation Items: The following inspection items deal with sanitation within the structure**

YES	NO	Description/Detail	Code Section
		Bathroom facilities have working toilets, sinks and bathing facilities	158.08.16
		Kitchen area has a working sink and drain	158.07
		Structure has a working properly sized heating unit	158.07.11
		Structure has hot and cold water to all fixture units	158.07
		Structure is connected to proper sanitary sewer system	158.07.8

**City of Carroll**  
**Rental Housing Inspections**  
**COVID-19 Safety Procedures**

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As the City of Carroll looks to establish rental licensure inspections during the current COVID-19 environment certain safety measures will need to be taken. The City has looked to other communities in Iowa who have rental housing inspections and have or are looking to reestablish rental housing inspections in their communities.

The following are the best practices the City will use for rental housing inspections while COVID-19 remains a concern in our community:

Facial protection:

- Mouth and nose covering for everyone during the inspection. This may require the City to provide masks for tenants. Owners and building managers attending the inspections will be required to have their own protection.
- Glasses will be required for all inspectors.

Disposable gloves or hand sanitizer:

- Gloves will be worn by all inspectors. Gloves will be disposed and replaced for each dwelling unit or hand sanitizer shall be used by the inspector after each dwelling unit.

Inspection procedures:

- The inspector will refrain from touching anything within the units. The landlord or tenant will open doors, turn on water, flush toilets, turn on switches, etc.
- Where possible the tenant will vacate the unit during the inspection.
- Inspection time will be limited to less than 5 minutes if the unit has not been vacated.

Tenant health verification will be completed before the inspection begins and shall verify:

- No one with a fever within the last 14 days is residing in the residence.
- No one knowingly in contact with someone with COVID-19 in the last 14 days.
- No one presently having other flu-like symptoms in the residence.

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF CARROLL, IOWA, BY AMENDING CHAPTER 158 RENTAL HOUSING CODE FOR THE CITY OF CARROLL, IOWA.**

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

**SECTION 1. SECTION MODIFIED.** Section 158.07 paragraph 9.E(1) of the Code of Ordinances of the City of Carroll, Iowa, is repealed and the following adopted in lieu thereof:

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

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

**SECTION 2. SEVERABILITY CLAUSE.** If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

**SECTION 3. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

Passed and approved by the Council the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

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

ATTEST:

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

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Third Reading: \_\_\_\_\_

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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



# City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

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

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

**DATE:** November 3, 2020

**SUBJECT:** Cleaning Services Contract for Carroll Recreation Center

Cleaning at the 60,000 square foot Carroll Recreation Center is a very time-consuming process. Areas like the four locker rooms and weight room need to be deep cleaned daily and should be done when the areas have low traffic or when they are closed. Over the last few years, the City has been challenged to keep and maintain a clean look to the Recreation Center. Another concern is finding staff that are willing to work the late hours needed for the locker rooms and weight room.

Attached is a proposal from Cleaning Solutions Inc., who currently cleans city hall, police station and library. All departments are satisfied with Cleaning Solutions work so far. Their duties would be:

## SCOPE OF SERVICES

1. Locker Rooms Daily
  - A. All sinks, commodes, urinals, cleaned inside and out
  - B. Clean Mirrors
  - C. Disinfect and Wipe Down Counters
  - D. Replenish paper towels, toilet paper, and soap dispenser as needed
  - E. Empty Trash
2. Locker Room Floors
  - A. Daily Disinfect and Debris Removal
    - I. Sweep/Dustmop Floors
    - II. Mop with Disinfect-Corners, Edges, Under benches, Stalls, Woman's Shower Stalls
  - B. Twice Per Week: Foam flooring and showers (Wednesday, Sunday)
  - C. Twice per Week: Auto-scrub (Monday, Thursday)
3. Weight Room
  - A. Wipe Down all Machines
  - B. Clean Mirrors
  - C. Empty Trash
  - D. Vacuum and Mop Flooring
  - E. Weekly: Auto-scrub

The remaining of the cleaning of hallways, four restrooms, two family change rooms, three other rooms and office area will be performed by the full time Municipal Service Worker at the Recreation Center. Their fee proposal is based on a per day rate of \$84.00 for six days per week. This comes out to be approximately \$26,208.00 per year.

The Part-time and Seasonal line item has a budget of \$30,240 per year for night time cleaning staff. The current duties for the part-time staff is everything included with Cleaning Solutions and also empty all trash cans in commons area, clean commons areas, auto-scrub hallways and pick up trash in gym and sweep gym floor. These extra duties will be absorbed by other staff members.

**RECOMMENDATION:** For the Mayor and City Council to consider and approve the attached resolution to enter into a contract for cleaning services with Cleaning Solutions, Inc. to clean locker rooms and the weight room as outlined in the contract for the Carroll Recreation Center.

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

**RESOLUTION APPROVING A CLEANING SERVICES CONTRACT  
WITH CLEANING SOLUTIONS, INC.**

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

WHEREAS, a Cleaning Services Contract is attached as Exhibit A.

WHEREAS, it is determined that the approval of the Cleaning Services Contract with Cleaning Solutions, Inc. to clean Carroll Recreation Center is in the best interest of the City of Carroll, Iowa;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the Cleaning Services Contract with Cleaning Solutions, Inc. to clean Carroll Recreation Center is approved.

Passed and approved by the Carroll City Council this 9<sup>TH</sup> day of November, 2020.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

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

ATTEST:

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

## Cleaning Solutions Inc.

32472 310<sup>th</sup> St.

Coon Rapids, IA 50058



### Carroll Recreation Center

Date	Services Performed By:	Services Performed For:
10/27/2020	Cleaning Solutions Inc 32472 310th St. Coon Rapids, IA 50058	Carroll Rec Center 716 N. Grant Rd Carroll, IA 51401



*We, at Cleaning Solutions are very excited about the opportunity to work with the people of Carroll Recreation Center. Our hope is to develop a long-term positive relationship for many years to come.*

### About Us...

Cleaning Solutions has been in business for over 13 years. In that time, we have cleaned a wide variety of facilities ranging from small offices and banks to much larger facilities such as the Fort Des Moines Navy Base, the Greene County Recreation Center, and factories like Pella Windows and American Athletic. Some of the services we specialize in are Commercial Janitorial Cleaning, Floor Restoration, and Carpet Cleaning. Many of our clients have been with us from the beginning; and we have established a good rapport with them and a pleasant work environment.

### Contractor Responsibilities...



Cleaning Solutions shall provide all labor for the specified cleaning services detailed on the General Duties and Requirements page below.

## Client Responsibilities...



*Carroll Rec Center will provide all cleaning products to be used on site in the cleaning process. Also the Rec Center Shall provide all vacuum cleaners, mops and brooms, toilet paper, paper towels, hand soap, trash can liners etc.*

## Fee Schedule...

The following chart breaks down the frequency of cleaning with the Daily Rate. Cleaning Solutions only charges for days that we work.

Item Description	Frequency	Daily Rate
Daily Cleaning Rate	6x's per Week	\$84.00

## Insurance/Invoicing Procedures...

Currently, all of our Insurance and Workmans Comp information is already on file with Carroll City Hall.

We send our invoices out every month via email on the 25<sup>th</sup>.

Attachments:

General Duties and Requirements Page





## General Duties and Requirements...

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### SCOPE OF SERVICES

#### General Cleaning

1. Locker Rooms Daily
  - A. All sinks, commodes, urinals, cleaned inside and out
  - B. Clean Mirrors
  - C. Disinfect and Wipe Down Counters
  - D. Replenish paper towels, toilet paper, and soap dispenser as needed
  - E. Empty Trash
2. Locker Room Floors
  - A. Daily Disinfect and Debris Removal
    - I. Sweep/Dustmop Floors
    - II. Mop with Disinfect-Corners, Edges, Under benches, Stalls, Woman's Shower Stalls
  - B. Twice Per Week: Foam flooring and showers (Wednesday, Sunday)
  - C. Twice per Week: Auto-scrub (Monday, Thursday)
3. Weight Room
  - A. Wipe Down all Machines
  - B. Clean Mirrors
  - C. Empty Trash
  - D. Vacuum and Mop Flooring
  - E. Weekly: Auto-scrub

# City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

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

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

DATE: November 4, 2020

SUBJECT: Downtown Streetscape Phase 10  
Construction Phase Services Agreement

The October 22, 2018, Design Services Agreement with Confluence excluded construction observation services. Information was presented at the time that construction service fees were not included in the Agreement but would be required at the time of construction.

An Agreement for the Provision of Limited Professional Services has been prepared with Confluence for Construction Phase Services. The Basic Services provided in the Agreement include review of submittals, attendance at construction meetings, electrical review and preparation of a punch list. The fees are proposed on an hourly basis not to exceed \$22,300.00, based on estimated hours.

A summary of the Design Services Agreement and the Construction Services Agreement is as follows:

Design Services Agreement, 10-22-18	\$97,915.00
Supplemental Service Agreement # 1, 01-28-20	\$5,560.00
Construction Services Agreement	<u>\$22,300.00</u>
Total	\$125,775.00

**RECOMMENDATION:** Mayor and City Council consideration of passage and approval of the Resolution Approving the Agreement for Limited Professional Services with Confluence for the Corridor of Commerce Downtown Streetscape Phase 10 Project.

RMK:ds

attachments (2)

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

RESOLUTION APPROVING AN AGREEMENT FOR THE PROVISION OF LIMITED PROFESSIONAL SERVICES WITH CONFLUENCE FOR THE CORRIDOR OF COMMERCE DOWNTOWN STREETScape PHASE 10 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, an Agreement for the Provision of Limited Professional Services with Confluence has been prepared for construction phase services for the Corridor of Commerce Downtown Streetscape Phase 10 project; and,

WHEREAS, the City Council has determined that the Agreement for the Provision of Limited Professional Services is in the best interests of the City of Carroll and residents thereof.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the Agreement for Provision of Limited Professional Services with Confluence for the Corridor of Commerce Downtown Streetscape Phase 10 Project is approved.

Passed and approved by the Carroll City Council this 9<sup>th</sup> day of November, 2020.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

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

ATTEST:

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



## AN AGREEMENT FOR THE PROVISION OF LIMITED PROFESSIONAL SERVICES

CLIENT: City of Carroll DATE: November 2, 2020  
CLIENT CONTACT: Randy Krauel PROJECT #: 20378

### PROJECT NAME AND LOCATION:

Carroll Downtown Streetscape - Phase 10 – C.O.  
Carroll, Iowa

### PROJECT UNDERSTANDING:

Confluence understands that the City of Carroll is seeking a fee proposal for Construction Phase Services for the Downtown Streetscape Phase 10 Project. Confluence is providing the following proposal for our General Services to the City. Confluence has assumed that all RPR services as well as the review and recommendation for monthly pay estimates will be performed by the City. Confluence estimates monthly construction meetings for the Downtown Streetscape Phase 10 Project.

### BASIC SCOPE OF SERVICES:

Provide services to include: review of required shop drawings and submittals; attendance at regular construction meetings or meetings as needed; preparation of the project punch list (site work, civil, electrical); electrical review as requested.

### FEE ARRANGEMENT:

Basic Services shall be on an hourly basis not to exceed \$22,300.00, based upon the following estimate of hours:

Landscape Architect Principal (6 hrs. x \$180.00) =	\$ 1,080.00
Landscape Architect Project Manager (100 hrs. x \$110.00) =	\$ 11,000.00
Confluence- Clerical Staff (6 hrs. x \$60.00) =	\$ 360.00
Project Civil Engineer (8 hrs. x \$185.00) =	\$ 1,480.00
Project Electrical Engineer (20 hrs. x \$155.00) =	\$ 3,100.00
Senior Electrical Engineer (24 hrs. x \$220.00) =	\$ 5,280.00
Total	\$22,300.00

Reimbursable expenses are in addition to the fee to a maximum of 10% of the fee.

The attached hourly rate schedule and general conditions are a part of this agreement.

OFFERED BY:

Confluence

ACCEPTED BY:

City of Carroll

Signature

11/02/20  
Date

Signature

Date

Jim Host, Associate  
Printed Name / Title

Eric P. Jensen, Mayor  
Printed Name / Title

## GENERAL CONDITIONS

**1. PARTIES AND SCOPE OF WORK:** Confluence (hereinafter referred to as "Confluence") shall perform professional services as set forth in Confluence's proposal, the Client's acceptance thereof if accepted by Confluence, and these General Conditions. "Client" refers to the person or business entity ordering the professional services to be done by Confluence. The Client shall designate representatives who are authorized to make all decisions on the Client's behalf when requested to do so by Confluence. If the Client is ordering professional services on behalf of another, the Client represents and warrants that the Client is the duly authorized agent of said party for the purpose of ordering and directing said professional services. Unless otherwise stated in writing, the Client assumes sole responsibility for determining whether the quantity and the nature of the professional services ordered by the Client is adequate and sufficient for the Client's intended purpose. Client shall communicate these General Conditions to each and every third party to whom the Client transmits any part of Confluence's work. Confluence shall have no duty or obligation to any third party greater than that set forth in Confluence's proposal, Client's acceptance thereof and these General Conditions. The ordering of professional services from Confluence shall constitute acceptance of the terms of Confluence's proposal and these General Conditions.

**2. SCHEDULING OF WORK:** Confluence will perform professional services with due and reasonable diligence consistent with sound professional practices. If Confluence is required to delay commencement of professional services or if, upon embarking upon its professional services, Confluence is required to stop or interrupt the progress of its professional services as a result of changes in the scope of the professional services requested by the Client, to fulfill the requirements of third parties, interruptions in the progress of construction, or other causes beyond the direct reasonable control of Confluence, additional charges will be applicable and payable by Client.

**3. ACCESS TO SITE:** Client will arrange and provide such access to the site as is necessary for Confluence to perform professional services. Confluence shall take reasonable measures and precautions to minimize damage to the site and any improvements located thereon as the result of its professional services or the use of its equipment; however, Confluence has not included in its fee the cost of restoration of damage which may occur. If Client desires or requires Confluence to restore the site to its former condition, upon written request Confluence will perform such additional professional services as is necessary to do so and Client agrees to pay Confluence the cost thereof.

**4. CLIENTS DUTY TO NOTIFY LANDSCAPE ARCHITECT:** Client represents and warrants that he has advised Confluence of any known or suspected hazardous materials, utility lines and pollutant at any site at which Confluence is to do professional services hereunder, and unless Confluence has assumed in writing the responsibility of locating subsurface objects, structures, lines or conduits. Client agrees to defend, indemnify and save Confluence harmless from all claims, suits, losses, costs and expenses, including reasonable attorney's fees as a result of personal injury, death or property damage occurring with respect to Confluence's performance of its professional services and resulting to or caused by contact with subsurface or latent objects, structures, lines or conduits where the actual or potential presence and location thereof was not revealed to Confluence by Client.

**5. RESPONSIBILITY:** Confluence's professional services shall not include determining, supervising or implementing the means, methods, techniques, sequences or procedures of construction. Confluence shall not be responsible for evaluating, reporting or affecting job conditions concerning health, safety or welfare. Confluence's professional services or failure to perform same shall not in any way excuse any contractor, subcontractor or supplier from performance of its work in accordance with the contract documents. Confluence has no right or duty to stop the contractor's work.

**6. STANDARD OF CARE:** Confluence's professional services will be performed in accordance with this agreement and with generally accepted principles and practices. In performing its professional services, Confluence will use that degree of care and skill ordinarily exercised under similar circumstances by members of its profession.

~~**7. LIMITATION OF LIABILITY:** Should Confluence or any of its professional employees be found to have been negligent in the performance of its professional services, or if a claim is made and breached any express or implied warranty, representation or contract, Client, all parties claiming to have in any way relied upon Confluence's professional services agree that the maximum aggregate amount of the liability of Confluence, its officers, employees, agents, and sub-consultants shall be limited to \$\_\_\_\_\_.~~  
~~\_\_\_\_\_, CONFLUENCE\_JH \_\_\_\_\_ CLIENT \_\_\_\_\_~~

**8. PRICING ESTIMATES:** Neither Confluence nor Client has any control over the costs of labor, materials, equipment, over contractors' methods of determining bid prices, or over competitive bidding, market or negotiation conditions. Accordingly, Confluence cannot and does not warrant or represent those bids or negotiated prices will not vary from any established budgetary constraints. Client may perform its own cost analysis or retain its own cost consultant and shall be solely responsible for the accuracy and preparation of cost estimates at each appropriate stage of the project. Confluence will cooperate and work closely with any cost consultant to help ensure that the project can be constructed within any appropriate budgetary constraints.

**9. ADDITIONAL SERVICES:** Client may request or it may become necessary for Confluence to perform Additional Services in order to further the objectives of the project. Whenever reasonably possible, Confluence will notify Client in advance of Confluence's intention to perform the particular Additional Service, and Client's failure to instruct Confluence not to perform the Additional Service shall be considered Client's acquiescence to the performance of the Additional Service and agreement to pay for it. Notwithstanding any other description of Basic or Additional Services, any services which Client requests Confluence to perform after final payment has been made to the contractor(s) or more than sixty (60) days after the project has been certified to be substantially complete shall be considered Additional Services. Any modifications or changes requested by Client inconsistent with Client's prior approval(s) shall be considered Additional Services. Confluence shall be entitled to rely on the accuracy of any drawings or other information supplied to it by Client, its employees, representatives or other consultants, and any services necessitated because of an error or omission in any drawing or other information supplied by Client, its employees, representatives or other consultants shall be an Additional Service. Additional Services shall be billed at Confluence's normal hourly

rates, and Client shall pay such charges above and beyond any charges for Basic Services set forth in the Proposal.

**10. CONSTRUCTION ADMINISTRATION:** Confluence shall have no responsibility for construction administration unless explicitly described in the Proposal. If construction observation services are performed, Confluence shall not have control or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the construction work, for any defects, deficiencies or other acts or omissions of the contractor or any other persons performing any of the construction work or for the failure of any of them to carry out the work in accordance with the plans and specifications, and Confluence visits to the construction site shall be for the purpose of becoming generally familiar with the progress and the quality of the construction work and to determine in general if the work when completed will be in accordance with the plans and specifications, and Confluence is not authorized to stop the construction work or take any other action relating to job site safety. If Confluence reviews contractors' applications for payment, such reviews shall be made to the best of Confluence's knowledge, information and belief based on Confluence's limited observation of the construction work, and Confluence shall be entitled to rely on documentation submitted by the contractor(s) or others which is not inconsistent with Confluence's own observations. If the Client requests in writing that Confluence provide any specific construction phase services and if Confluence agrees in writing to provide such services, then Confluence shall be compensated for Additional Services.

**11. CLAIMS:** Client acknowledges that Confluence is a corporation and agrees to make any claim arising out of or relating to the project against Confluence only, and not against any of Confluence's directors, officers, employees or agents.

**12. INSURANCE:** Confluence shall keep and maintain its current insurance policies, including professional liability insurance and comprehensive general liability insurance, for the duration of the project. If Client desires additional insurance, Confluence shall use its best efforts to obtain the additional insurance, but Client shall reimburse Confluence for any additional premium or other related costs that Confluence thereby incurs. Client will use its best efforts to ensure that the construction contractor(s) name Confluence as an additional insured on their comprehensive general liability insurance policies and agree to indemnify Client and Confluence in language reasonably satisfactory to both Client and Confluence.

**13. TERMINATION:** Either party upon seven day's prior written notice may terminate this Agreement. In the event of termination, Confluence shall be compensated by Client for all services performed up to and including the termination date, including reimbursable expenses, and for the completion of such services, records and reports as are necessary to place Confluence's files in order and/or protect its professional reputation.

**14. WITNESS FEES:** Confluence's employees shall not be retained as expert witnesses except by separate, written agreement. Client agrees to pay Confluence's legal expenses, administrative costs and fees pursuant to Confluence's then current fee schedule for Confluence to respond to any subpoena.

**15. PAYMENT:** Client shall be invoiced as professional services are completed and reported at Confluence's option, either monthly or at end of project. Client agrees to pay each invoice within thirty (30) days of its receipt. Client further agrees to pay interest on all amounts invoiced and not paid or objected to for valid cause in writing within said thirty (30) day period at the rate of eighteen (18) percent per annum (or the maximum interest rate permitted under applicable law), until paid. Client agrees to pay Confluence's cost of collection of all amounts due and unpaid after sixty (60) days, including court costs and reasonable attorney's fees. Confluence shall not be bound by any provision or agreement requiring or providing for arbitration of disputes or controversies arising out of this agreement, and provision wherein Confluence waives any rights to a mechanics' lien, or any provision conditioning Confluence's right to receive payment for its professional services upon payment to Client by any third party. These General Conditions are notice, where required, that Confluence shall file a lien whenever necessary to collect past due amounts. Failure to make payment within 30 days of invoice shall constitute a release of Confluence from any and all claims which Client may have, either in tort or contract, and whether known or unknown at the time.

**16. LATE PAYMENTS:** Accounts unpaid 60 days after the invoice date may be subject to a monthly service charge of 1.5% on the then unpaid balance (18.0% true annual rate), at the sole election of Confluence, in the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

**17. ENTIRE AGREEMENT:** This agreement constitutes the entire understanding of the parties, and there are no representations, warranties or undertakings made other than as set forth herein. This agreement may be amended, modified or terminated only in writing, signed by each of the parties hereto.

**18. INDEMNIFICATION:** The Client shall indemnify and hold harmless Confluence and all of its personnel from and against any and all claims, damages, losses and expenses (including reasonable attorney's fees) arising out of or resulting from the performance of professional services, provided that any such claim, damage, loss or expense is caused in whole or in part by the negligent act, omission, and/or strict liability of the Client, anyone directly or indirectly employed by the Client (except Confluence), or anyone for whose acts any of them may be liable.

**19. MISCELLANEOUS:** To the extent within Client's control, Confluence shall have the right to take photographs, and make other reasonable promotional use of the project, and Confluence shall be given appropriate credit on all construction signs or other promotional materials concerning the project. Client may accept Confluence's Proposal either by signature, or oral assent, authorizing Confluence to commence providing professional services or making any payments to Confluence in consideration of professional services, and any of the above modes of acceptance shall be deemed to incorporate these Business Terms into the contract between the parties thereby formed.

**20. OWNERSHIP OF DOCUMENTS:** All documents produced by Confluence under this agreement shall remain the property of Confluence and may not be used by the Client for any other endeavor without written consent.

EXHIBIT 'A'

CONFLUENCE

STANDARD HOURLY RATES

Senior Principal .....	\$160.00 - \$210.00 per hour
Principal .....	\$140.00 - \$195.00 per hour
Associate Principal .....	\$130.00 - \$170.00 per hour
Associate .....	\$110.00 - \$160.00 per hour
Senior Project Manager .....	\$100.00 - \$150.00 per hour
Project Manager .....	\$90.00 - \$120.00 per hour
Senior Landscape Architect .....	\$90.00 - \$120.00 per hour
Landscape Architect .....	\$80.00 - \$110.00 per hour
Senior Project Planner .....	\$90.00 - \$120.00 per hour
Planner II .....	\$80.00 - \$110.00 per hour
Planner I .....	\$70.00 - \$100.00 per hour
Landscape Architect-In-Training .....	\$70.00 - \$100.00 per hour
Landscape Architect Intern / Landscape Designer .....	\$60.00 - \$85.00 per hour
Draftsperson .....	\$50.00 - \$85.00 per hour
Graphic Designer .....	\$70.00 - \$100.00 per hour
Clerical / System Staff .....	\$42.00 - \$80.00 per hour

REIMBURSABLE EXPENSES

Social Pinpoint Public Engagement Tool .....	\$1,500.00
Filing Fees .....	1.15 x cost
Materials and Supplies .....	1.15 x cost
Meals and Lodging .....	1.15 x cost
Mileage .....	\$.575 per mile
Postage .....	1.15 x cost
Printing by Vendor .....	1.15 x cost
B/W Photocopies/Prints 8½ x 11 .....	\$.05 each
B/W Photocopies/Prints 11x17 .....	\$.09 each
Color Photocopies/Prints 8½ x 11 .....	\$.65 each
Color Photocopies/Prints 11x17 .....	\$1.50 each
Large Format Plotting – Bond .....	\$2.50/SF
Large Format Plotting - Mylar .....	\$4.50/SF
Large Format Plotting - Photo .....	\$5.00/SF
Flash Drives .....	\$10.00 each
Booklet Binding (cover, coil, back) .....	\$4.50 each
Foam Core .....	\$8.00 each
Easel Pads .....	\$32.75 each
Electronic Files .....	\$50.00 Each
Online Meeting Service .....	\$35.00 Each

Effective 5/1/2020



# 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:** Laura A. Schaefer, Finance Director/City Clerk   
**DATE:** November 5, 2020  
**SUBJECT:** Policy No. 0902 – Return to Work Policy  
Temporary Modified Assignment

Since 2010, the City of Carroll has had a Return to Work Program in place for on the job injuries. The main objective was to return employees, who are injured on the job, to work as soon as possible following any restrictions as prescribed by the health care provider.

Return to Work Programs are beneficial to both the employer and employee. Studies have been conducted that show if an employee is out of work for longer than six months, their chance of returning to work is less than 50 percent. After one year it drops to 25 percent and after two years the chance of this employee returning to work is 1 percent.

In 2017, Iowa legislation was passed that changed the Iowa Workers Compensation Code. One of the significant changes was that when an offer of suitable work is made by the employer, it must be in writing. The notice should also communicate to the employee that if they refuse the offer of temporary work, they may lose some eligible worker's compensation benefits. In addition, the employee must communicate the reason for refusal in writing to the employer, upon the time of refusal.

Included with this memo is an updated Return to Work Policy with a Return-to-Work Agreement. The new policy and agreement were obtained from the City's worker compensation insurance carrier, Iowa Municipal Workers' Compensation Association (IMWCA) and was reviewed by the City's labor attorney Mike Galloway, Ahlers & Cooney.

**RECOMMENDATION:** Council approval, by resolution, of the updated Policy No. 0902 – Return to Work Policy – Temporary Modified Assignment.

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

**A RESOLUTION AMENDING POLICY NO. 0902 –  
RETURN-TO-WORK POLICY  
TEMPORARY MODIFIED ASSIGNMENT**

WHEREAS, the City of Carroll has had a Return-To-Work Policy in place since 2010 and;

WHEREAS, in 2017 the Iowa Legislature passed a law that changed the Iowa Workers Compensation Code specifically requiring the employer to communicate in writing to the affected employee the offer of suitable light duty and;

WHEREAS, the City Council of the City of Carroll, Iowa, finds that the amended Policy No. 0902 – Return to Work/Temporary Modified Assignment is acceptable and should, therefore, be approved.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the attached amended Policy No. 0902 – Return to Work/Temporary Modified Assignment is approved.

PASSED AND APPROVED this 9th day of November, 2020.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

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

Attest:

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

# CITY OF CARROLL

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## POLICIES AND PROCEDURES MANUAL

Subject <b>Return-To-Work Policy Temporary Modified Assignment</b>		Policy No. 0902
Responsible Division(s) , Office(s) <b>All Departments</b>		Related Policies & Procedures
Effective/Revision Date 12/13/10; 11/9/2020	Approval (s)	

It is the policy of the City of Carroll to provide temporary modified work, if available at the earliest possible date following an injury or illness, for employees who are unable to return to their regular job classifications. This policy is to complement the procedures applicable to employees eligible for reasonable accommodation or covered under the Americans with Disabilities Act (ADA) or leave benefits under the Family and Medical Leave Act (FMLA).

Inquiries about the ADA or FMLA should be directed to the City Clerk.

### **Eligibility:**

Whenever an employee becomes unable to temporarily perform his/her regular job classification the City of Carroll may offer temporary modified work. Whether the City of Carroll offers temporary modified work is always dependent upon the individual circumstances.

### **Definitions:**

#### **Modified Duty:**

Temporary work assignments within the worker's physical abilities, knowledge and skill (also known as light duty and transitional duty). Modified Duty assignments must be accompanied with a Work Status Report or medical provider's certification.

### **Objectives:**

- Provide procedures for administering temporary modified return-to-work assignments;
- When possible, temporary modified assignments will be made available to injured workers to minimize or eliminate lost time from work. The City of Carroll cannot guarantee temporary modified assignments and is under no obligation to offer, create or burden any specific position for the purpose of offering placement to such a position.
- Promote speedy recovery and rehabilitate employee back to work as effectively and as quickly as possible while keeping the employee's work patterns and income consistent.
- Complete the essential tasks of the employee's job function.
- Maintain communication among all parties to ensure quality medical care and to manage claim costs.

## **Procedures:**

### **City Clerk:**

- Provides the employee with a job description that reflects the essential functions and physical demands of the position and a Work Status Report for the designated medical provider to complete
- Reviews the completed Work Status Report or medical certification in conjunction with the job description to determine if a temporary modified work is available in any department within the City of Carroll. Consults with the Designated Medical Provider if necessary
- Fills out the RTW Agreement and meets with the employee to review
- Monitors on-going medical and work adjustment, meets with employee as needed to review status
- Determines from Medical Provider whether restrictions apply both at home and at work or other non-work location.

### **Employee**

- Takes required paperwork to designated medical provider appointments (job description, Work Status Report)
- Reviews and signs RTW Agreement
- Follows work restrictions as prescribed by designated medical provider
- Adheres to the temporary restrictions and accommodations, does not perform any activities that exceed work restrictions. Adheres to restrictions both at work and elsewhere as determined by Medical Provider.
- Reports immediately to supervisor any work duties or activities that exceed work restrictions
- Reports immediately to supervisor if any work restriction(s)/accommodation(s) cause discomfort or make medical condition worse
- Informs supervisor in advance of medical appointments, schedule any medical appointments during non-work time, if possible
- Updates supervisor with current Work Status Report or updated certification from designated medical provider after every appointment

In the event an employee refuses a temporary modified assignment, which is within the restrictions identified by the designated medical provider, workers compensation benefits could be affected. In such cases, the City of Carroll will notify the insurance carrier of the employee's refusal of the temporary modified assignment. A refusal by an employee of a light duty or modified work assignment may have an adverse effect on the employee's workers' compensation benefits.

If, at the end of the temporary modified duty assignment, the employee is able to perform his/her regular job duties with or without reasonable accommodations, then the employee may return to his/her regular position. If, at the end of the temporary modified duty assignment, the employee is not able to perform his/her regular job duties, the City of Carroll will review the employee's medical condition and determine whether the individual is a qualified individual with a disability as defined by the Americans with Disabilities Act (ADA).

# Return-To-Work Agreement

[Date]

[Name of temporarily restricted worker]

I understand a temporary modified assignment that complies with my temporary work restrictions as identified by my designated medical professional is being offered to me. I also understand that I may lose my eligibility for certain worker's compensation benefits for rejection of the modified assignment.

I understand this offer is for a temporary period of time.

I agree to follow the work restrictions as prescribed by the designated medical provider and understand that I need to adhere to the agreed upon temporary restrictions and accommodations. Pursuant to the healthcare provider, these restrictions may apply both at work and at non-work locations. I also understand that if I am asked to perform any work assignments or activities that exceed my work restrictions, I will immediately report the situation to my direct supervisor and that I will not perform these activities. Furthermore, I will immediately report to my direct supervisor if any of the work restriction(s)/accommodation(s) cause me discomfort or make my medical condition worse.

I understand that I should try to schedule any medical appointments during non-work time. If I am unable to do so, I understand that I need to inform my supervisor in advance of the appointment date. I understand that the time off for the appointment will be unpaid, unless otherwise covered by a paid leave policy.

I also understand that it is my responsibility to provide my supervisor with current work status reports from my physician.

I understand that a temporary modified/alternate duty assignment will be periodically reviewed and will not normally exceed 90 calendar days. This does not imply entitlement to a permanently modified position.

The City of Carroll follows the provisions of the Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA) and the Iowa Civil Rights Act (ICRA). If the employee believes he or she is disabled within the meaning of ADA or ICRA, then he or she should discuss that belief with the City Clerk.

---

Employee Signature

Date

---

Supervisor Signature

Date



## TEMPORARY/MODIFIED ALTERNATE DUTY AGREEMENT FORM

Employee Name: \_\_\_\_\_ Date of Injury/Onset of Illness: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Department: \_\_\_\_\_ Date Assigned to Temporary Light Duty by Physician: \_\_\_\_\_

Temporary Duty Start Date: \_\_\_\_\_ Temporary Duty End \_\_\_\_\_

Description of Work Restrictions, per Treating Physician: (List specifically what is stated in medical note.)

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Assignment Type: ☐ Modified ☐ Alternate\* (Temporary work in another position and/or location)

\*If Alternative location, Supervisor's Name: \_\_\_\_\_ Alternative location: \_\_\_\_\_

Description of Accommodation(s) Offered: \_\_\_\_\_

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Work schedule: ☐ Unchanged ☐ Changed \_\_\_\_\_ Work hours per Day from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Work Days: ☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Wage Rate: \_\_\_\_\_

If assignment not available - Reason/Discussion Points: \_\_\_\_\_

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The work restrictions and accommodations were reviewed with the employee on: \_\_\_\_\_

- ☐ Yes, I understand this agreement and I accept this work. I will comply with restrictions as prescribed by my treating physician.
- ☐ No, I understand this agreement and I do not accept this work alternate work position. I understand that refusal of this return to work offer may adversely affect my worker's compensation benefits.

I refuse this offer of work restrictions and accommodations because:

---

---

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# City of Carroll

---

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

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

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

**DATE:** November 5, 2020

**SUBJECT:** F.Y. 2020 State Annual Financial Report

Attached is a copy of the State Annual Financial Report for Fiscal Year ending June 30, 2020. This report is required by Chapter 384.22 of the Code of Iowa and is to be filed with the Office of the Auditor of State by December 1, 2020. Also, the first page of the report is required to be published and a proof of publication must be submitted with the report. The report summarizes all the revenues and expenses as well as the outstanding debt for the fiscal year ending June 30, 2020.

If you have any questions about the report, please stop by City Hall or call me.

**RECOMMENDATION:** Council acceptance and authorization for publication of the State Annual Financial Report for the Fiscal Year ending June 30, 2020.

STATE OF IOWA  2020  FINANCIAL REPORT  FISCAL YEAR ENDED  JUNE 30, 2020  CITY OF CARROLL, IOWA  DUE: December 1, 2020	
	16201400300000
	CITY OF CARROLL
	627 N ADAMS STREET
	CARROLL IA 51401
	POPULATION: 10103

**NOTE** - The information supplied in this report will be shared by the Iowa State Auditor's Office, the U.S. Census Bureau, various public interest groups, and State and federal agencies.

ALL FUNDS				
	Governmental (a)	Proprietary (b)	Total Actual (c)	Budget (d)
<b>Revenues and Other Financing Sources</b>				
Taxes Levied on Property	6,066,352		6,066,352	6,022,902
Less: Uncollected Property Taxes-Levy Year	0		0	
<b>Net Current Property Taxes</b>	6,066,352		6,066,352	6,022,902
Delinquent Property Taxes	0		0	
TIF Revenues	986,431		986,431	993,156
Other City Taxes	2,053,021	0	2,053,021	1,979,376
Licenses and Permits	90,495	0	90,495	88,400
Use of Money and Property	280,460	224,952	505,412	230,555
Intergovernmental	2,281,541	0	2,281,541	1,828,884
Charges for Fees and Service	1,547,001	3,828,811	5,375,812	5,590,845
Special Assessments	0	0	0	
Miscellaneous	932,384	71,221	1,003,605	1,372,025
Other Financing Sources	1,733,682	0	1,733,682	1,484,000
Transfers In	5,376,414	2,929,005	8,305,419	8,462,623
<b>Total Revenues and Other Sources</b>	21,347,781	7,053,989	28,401,770	28,052,766
<b>Expenditures and Other Financing Uses</b>				
Public Safety	2,236,879		2,236,879	2,465,953
Public Works	2,052,229		2,052,229	2,318,422
Health and Social Services	93,325		93,325	170,945
Culture and Recreation	2,650,608		2,650,608	3,705,823
Community and Economic Development	190,073		190,073	332,525
General Government	1,217,044		1,217,044	1,353,181
Debt Service	1,331,662		1,331,662	1,332,364
Capital Projects	5,449,045		5,449,045	7,647,496
<b>Total Governmental Activities Expenditures</b>	15,220,865	0	15,220,865	19,326,709
BUSINESS TYPE ACTIVITIES		5,151,446	5,151,446	6,164,754
<b>Total All Expenditures</b>	15,220,865	5,151,446	20,372,311	25,491,463
Other Financing Uses	0	0	0	
Transfers Out	4,911,677	3,393,742	8,305,419	8,462,623
<b>Total All Expenditures/and Other Financing Uses</b>	20,132,542	8,545,188	28,677,730	33,954,086
<b>Excess Revenues and Other Sources Over (Under) Expenditures/and Other Financing Uses</b>	1,215,239	-1,491,199	-275,960	-5,901,320
Beginning Fund Balance July 1, 2019	13,680,764	9,932,064	23,612,828	23,612,829
Ending Fund Balance June 30, 2020	14,896,003	8,440,865	23,336,868	17,711,509

**NOTE** - These balances do not include the following, which were not budgeted and are not available for city operations:

Non-budgeted Internal Service Funds 958,206	Pension Trust Funds
Private Purpose Trust Funds	Agency Funds

Indebtedness at June 30, 2020	Amount	Indebtedness at June 30, 2020	Amount
General Obligation Debt	7,040,000	Other Long-Term Debt	0
Revenue Debt	0	Short-Term Debt	0
TIF Revenue Debt	3,396,000		
		General Obligation Debt Limit	43,024,308

#### CERTIFICATION

The forgoing report is correct to the best of my knowledge and belief

	Publication
Signature of Preparer	
Printed name of Preparer Laura A. Schaefer	Phone Number 712-792-1000
	Date Signed

REVENUE P2  
CITY OF CARROLL  
REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2020  
NON-GAAP/CASH BASIS

Item Description		General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)	
<b>Section A - Taxes</b>	1										1
<b>Taxes levied on property</b>	2	4,341,711	870,693		853,948			6,066,352		6,066,352	2
Less: Uncollected Property Taxes - Levy Year	3							0		0	3
Net Current Property Taxes	4	4,341,711	870,693		853,948	0	0	6,066,352		6,066,352	4
Delinquent Property Taxes	5							0		0	5
<b>Total Property Tax</b>	6	4,341,711	870,693		853,948	0	0	6,066,352		6,066,352	6
<b>TIF Revenues</b>	7			986,431				986,431		986,431	7
<b>Other City Taxes</b>											
Utility Tax Replacement Excise Taxes	8							0		0	8
Utility Franchise Tax (Chapter 364.2, Code of Iowa)	9	105,905						105,905		105,905	9
Parimutuel Wager Tax	10							0		0	10
Gaming Wager Tax	11							0		0	11
Mobile Home Tax	12							0		0	12
Hotel / Motel Tax	13	212,228						212,228		212,228	13
Other Local Option Taxes	14		1,734,888					1,734,888		1,734,888	14
<b>Total Other City Taxes</b>	15	318,133	1,734,888		0	0	0	2,053,021	0	2,053,021	15
<b>Section B - Licenses and Permits</b>	16	90,495						90,495		90,495	16
<b>Section C - Use of Money and Property</b>	17										17
Interest	18	109,264	33,119	5,405		81,298	10,289	239,375	181,752	421,127	18
Rents and Royalties	19	41,085						41,085	43,200	84,285	19
Other Miscellaneous Use of Money and Property	20							0		0	20
	21							0		0	21
<b>Total Use of Money and Property</b>	22	150,349	33,119	5,405	0	81,298	10,289	280,460	224,952	505,412	22
<b>Section D - Intergovernmental</b>	24										24
<b>Federal Grants and Reimbursements</b>	26										26
Federal Grants	27	1,745				40,865		42,610		42,610	27
Community Development Block Grants	28					7,060		7,060		7,060	28
Housing and Urban Development	29							0		0	29
Public Assistance Grants	30							0		0	30
Payment in Lieu of Taxes	31							0		0	31
	32							0		0	32
<b>Total Federal Grants and Reimbursements</b>	33	1,745	0		0	47,925	0	49,670	0	49,670	33

REVENUE P3  
CITY OF CARROLL  
REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2020  
NON-GAAP/CASH BASIS

Item Description		General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)	
<b>Section D - Intergovernmental - Continued</b>	41										41
<b>State Shared Revenues</b>	43										43
Road Use Taxes	44		1,298,623					1,298,623		1,298,623	44
<b>Other state grants and reimbursements</b>	48										48
State grants	49							0		0	49
Iowa Department of Transportation	50					45,000		45,000		45,000	50
Iowa Department of Natural Resources	51	8,630				109,996		118,626		118,626	51
Iowa Economic Development Authority	52					466,727		466,727		466,727	52
CEBA grants	53							0		0	53
Commercial & Industrial Replacement Claim	54	150,206	30,112	6,284	27,809			214,411		214,411	54
GTSB Grant	55	4,200						4,200		4,200	55
Library State Appropriations	56	4,543	3,714					8,257		8,257	56
State Tobacco Funding	57		1,650					1,650		1,650	57
	58							0		0	58
	59							0		0	59
<b>Total State</b>	60	167,579	1,334,099	6,284	27,809	621,723	0	2,157,494	0	2,157,494	60
<b>Local Grants and Reimbursements</b>											
County Contributions	63	44,148				5,000		49,148		49,148	63
Library Service	64							0		0	64
Township Contributions	65	25,229						25,229		25,229	65
Fire/EMT Service	66							0		0	66
	67							0		0	67
	68							0		0	68
	69							0		0	69
<b>Total Local Grants and Reimbursements</b>	70	69,377	0	0	0	5,000	0	74,377	0	74,377	70
<b>Total Intergovernmental (Sum of lines 33, 60, and 70)</b>	71	238,701	1,334,099	6,284	27,809	674,648	0	2,281,541	0	2,281,541	71
<b>Section E -Charges for Fees and Service</b>	72										72
Water	73							0	1,461,514	1,461,514	73
Sewer	74							0	2,102,846	2,102,846	74
Electric	75							0		0	75
Gas	76							0		0	76
Parking	77							0		0	77
Airport	78							0		0	78
Landfill/garbage	79	556,118						556,118		556,118	79
Hospital	80							0		0	80

## REVENUE P4

## CITY OF

REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30,

NON-GAAP/CASH BASIS

Item Description		General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)	
<b>Section E - Charges for Fees and Service - Continued</b>	81										81
Transit	82	25,050						25,050		25,050	82
Cable TV	83							0		0	83
Internet	84							0		0	84
Telephone	85							0		0	85
Housing Authority	86							0		0	86
Storm Water	87							0	264,451	264,451	87
Other:	88										88
Nursing Home	89							0		0	89
Police Service Fees	90		5,480					5,480		5,480	90
Prisoner Care	91							0		0	91
Fire Service Charges	92	20						20		20	92
Ambulance Charges	93							0		0	93
Sidewalk Street Repair Charges	94	37,037						37,037		37,037	94
Housing and Urban Renewal Charges	95							0		0	95
River Port and Terminal Fees	96							0		0	96
Public Scales	97							0		0	97
Cemetery Charges	98	34,025						34,025		34,025	98
Library Charges	99							0		0	99
Park, Recreation, and Cultural Charges	100	889,271						889,271		889,271	100
Animal Control Charges	101							0		0	101
	102							0		0	102
	103							0		0	103
<b>Total Charges for Service</b>	104	1,541,521	5,480	0	0	0	0	1,547,001	3,828,811	5,375,812	104
<b>Section F - Special Assesments</b>	106							0		0	106
<b>Section G - Miscellaneous</b>	107										107
Contributions	108	500	8,312			619,012	1,800	629,624	0	629,624	108
Deposits and Sales/Fuel Tax Refunds	109	1,189						1,189	10,650	11,839	109
Sale of Property and Merchandise	110	91,330	5,503			4,194	15,100	116,127	25,960	142,087	110
Fines	111	60,471						60,471	29,643	90,114	111
Internal Service Charges	112							0		0	112
Other Misc. Revenue	113	97,901	300			26,772		124,973	4,968	129,941	113
	114							0		0	114
	115							0		0	115
	116							0		0	116
	117							0		0	117
	118							0		0	118
	119							0		0	119
<b>Total Miscellaneous</b>	120	251,391	14,115	0	0	649,978	16,900	932,384	71,221	1,003,605	120

REVENUE P5  
CITY OF  
REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30,  
NON-GAAP/CASH BASIS

Item Description		General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)	
<b>Total All Revenues (Sum of lines 6, 7, 15,16,22, 71, 104, 106, and 120)</b>	121	6,932,301	3,992,394	998,120	881,757	1,405,924	27,189	14,237,685	4,124,984	18,362,669	121
<b>Section H - Other Financing Sources</b>	123										123
Proceeds of capital asset sales	124							0		0	124
Proceeds of long-term debt (Excluding TIF internal borrowing)	125					1,733,682		1,733,682		1,733,682	125
Proceeds of anticipatory warrants or other short- term debt	126							0		0	126
Regular transfers in and interfund loans	127	848,449	125,428		415,812	2,712,862		4,102,551	2,020,670	6,123,221	127
Internal TIF loans and transfers in	128	38,730			35,133	1,200,000		1,273,863	908,335	2,182,198	128
	129							0		0	129
	130							0		0	130
<b>Total Other Financing Sources</b>	131	887,179	125,428	0	450,945	5,646,544	0	7,110,096	2,929,005	10,039,101	131
<b>Total Revenues Except for Beginning Balances (Sum of lines 121 and 131)</b>	132	7,819,480	4,117,822	998,120	1,332,702	7,052,468	27,189	21,347,781	7,053,989	28,401,770	132
<b>Beginning Fund Balance July 1, 2019</b>	134	4,214,372	3,022,955	136,102	87,622	5,671,604	548,109	13,680,764	9,932,064	23,612,828	134
<b>Total Revenues and Other Financing Sources (Sum of lines 132 and 134)</b>	136	12,033,852	7,140,777	1,134,222	1,420,324	12,724,072	575,298	35,028,545	16,986,053	52,014,598	136

**EXPENDITURES P6**  
**CITY OF CARROLL**  
EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2020  
NON-GAAP/CASH BASIS

Item Description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g)) (i)	Line
<b>Section A — Public Safety</b>	1										1
Police Department/Crime Prevention	2	1,682,854	52,209					1,735,063		1,735,063	2
Jail	3							0		0	3
Emergency Management	4							0		0	4
Flood control	5							0		0	5
Fire Department	6	122,933						122,933		122,933	6
Ambulance	7							0		0	7
Building Inspections	8	149,845						149,845		149,845	8
Miscellaneous Protective Services	9	225,301						225,301		225,301	9
Animal Control	10							0		0	10
Other Public Safety	11	3,737						3,737		3,737	11
	12							0		0	12
	13							0		0	13
<b>Total Public Safety</b>	14	2,184,670	52,209		0	0	0	2,236,879		2,236,879	14
<b>Section B — Public Works</b>	15										15
Roads, Bridges, Sidewalks	16	30,155	494,478					524,633		524,633	16
Parking Meter and Off-Street	17							0		0	17
Street Lighting	18	162,784						162,784		162,784	18
Traffic Control Safety	19							0		0	19
Snow Removal	20		97,989					97,989		97,989	20
Highway Engineering	21							0		0	21
Street Cleaning	22		12,927					12,927		12,927	22
Airport (if not an enterprise)	23	223,388						223,388		223,388	23
Garbage (if not an enterprise)	24	671,876						671,876		671,876	24
Other Public Works	25	130,549						130,549		130,549	25
Public Works Admin	26	89,298	138,785					228,083		228,083	26
	27							0		0	27
<b>Total Public Works</b>	28	1,308,050	744,179		0	0	0	2,052,229		2,052,229	28
<b>Section C — Health and Social Services</b>	29										29
Welfare Assistance	30							0		0	30
City Hospital	31							0		0	31
Payments to Private Hospitals	32							0		0	32
Health Regulation and Inspections	33							0		0	33
Water, Air, and Mosquito Control	34							0		0	34
Community Mental Health	35							0		0	35
Other Health and Social Services	36	93,325						93,325		93,325	36
	37							0		0	37
	38							0		0	38
<b>Total Health and Social Services</b>	39	93,325	0		0	0	0	93,325		93,325	39
<b>Section D — Culture and Recreation</b>	40										40
Library Services	41	505,219	24,484					529,703		529,703	41
Museum, Band, Theater	42	10,920						10,920		10,920	42
Parks	43	537,404						537,404		537,404	43
Recreation	44	1,474,330	180					1,474,510		1,474,510	44
Cemetery	45	98,071						98,071		98,071	45
Community Center, Zoo, Marina, and Auditorium	46							0		0	46
Other Culture and Recreation	47							0		0	47
	48							0		0	48
	49							0		0	49
<b>Total Culture and Recreation</b>	50	2,625,944	24,664		0	0	0	2,650,608		2,650,608	50



## EXPENDITURES P7

## CITY OF

EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, -- Continued

## NON-GAAP/CASH BASIS

Item description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f) (g)	Proprietary (h)	Grand Total (Sum of col. (g) (i)	Line
<b>Section E — Community and Economic Development</b>	51										51
Community beautification	52							0		0	52
Economic development	53	75,500						75,500		75,500	53
Housing and urban renewal	54	3,142						3,142		3,142	54
Planning and zoning	55	272						272		272	55
Other community and economic development	56	92,316						92,316		92,316	56
TIF Rebates	57			18,843				18,843		18,843	57
	58							0		0	58
<b>Total Community and Economic Development</b>	59	171,230	0	18,843	0	0	0	190,073		190,073	59
<b>Section F — General Government</b>	60										60
Mayor, Council and City Manager	61	28,015						28,015		28,015	61
Clerk, Treasurer, Financial Administration	62	497,161						497,161		497,161	62
Elections	63	6,145						6,145		6,145	63
Legal Services and City Attorney	64	35,269						35,269		35,269	64
City Hall and General Buildings	65	91,321						91,321		91,321	65
Tort Liability	66	259,316						259,316		259,316	66
Other General Government	67	199,817	100,000					299,817		299,817	67
	68							0		0	68
	69							0		0	69
<b>Total General Government</b>	70	1,117,044	100,000		0	0	0	1,217,044		1,217,044	70
<b>Section G — Debt Service</b>	71				1,331,662			1,331,662		1,331,662	71
	72							0		0	72
	73							0		0	73
<b>Total Debt Service</b>	74	0	0	0	1,331,662	0	0	1,331,662		1,331,662	74
<b>Section H — Regular Capital Projects — Specify</b>	75										75
Streets	76					464,742		464,742		464,742	76
Airport/Library/Parks & Rec Projects	77					4,903,615		4,903,615		4,903,615	77
<b>Subtotal Regular Capital Projects</b>	78	0	0		0	5,368,357	0	5,368,357		5,368,357	78
<b>TIF Capital Projects — Specify</b>	79										79
	80					80,688		80,688		80,688	80
	81							0		0	81
<b>Subtotal TIF Capital Projects</b>	82	0	0		0	80,688	0	80,688		80,688	82
<b>Total Capital Projects</b>	83	0	0		0	5,449,045	0	5,449,045		5,449,045	83
<b>Total Governmental Activities Expenditures</b>	84	7,500,263	921,052	18,843	1,331,662	5,449,045	0	15,220,865		15,220,865	84
(Sum of lines 14, 28, 39, 50, 59, 70, 74, 83)	85										85

TIF Rebates are expended out of the TIF Special Revenue Fund within the Community and Economic Development program's activity "Other"

## EXPENDITURES P8

CITY OF

EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, -- Continued

NON-GAAP/CASH BASIS

Item description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g)) (i)	Line
<b>Section I — Business Type Activities</b>	87										87
Water — Current Operation	88								944,196	944,196	88
Capital Outlay	89								935,692	935,692	89
Debt Service	90									0	90
Sewer and Sewage Disposal — Current Operation	91								1,201,589	1,201,589	91
Capital Outlay	92								1,016,322	1,016,322	92
Debt Service	93								699,300	699,300	93
Electric — Current Operation	94									0	94
Capital Outlay	95									0	95
Debt Service	96									0	96
Gas Utility — Current Operation	97									0	97
Capital Outlay	98									0	98
Debt Service	99									0	99
Parking — Current Operation	100									0	100
Capital Outlay	101									0	101
Debt Service	102									0	102
Airport — Current Operation	103									0	103
Capital Outlay	104									0	104
Debt Service	105									0	105
Landfill/Garbage — Current operation	106									0	106
Capital Outlay	107									0	107
Debt Service	108									0	108
Hospital — Current Operation	109									0	109
Capital Outlay	110									0	110
Debt Service	111									0	111
Transit — Current Operation	112									0	112
Capital Outlay	113									0	113
Debt Service	114									0	114
Cable TV, Telephone, Internet — Current Operation	115									0	115
Capital Outlay	116									0	116
Housing Authority — Current Operation	117									0	117
Capital Outlay	118									0	118
Debt Service	119									0	119
Storm Water — Current Operation	120								6,748	6,748	120
Capital Outlay	121								347,599	347,599	121
Debt Service	122									0	122
Other Business Type — Current Operation	123									0	123
Capital Outlay	124									0	124
Debt Service	125									0	125
Internal Service Funds — Specify	126										126
	127									0	127
	128									0	128
<b>Total Business Type Activities</b>	129								5,151,446	5,151,446	129

## EXPENDITURES P9

## CITY OF CARROLL

EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2020 -- Continued

NON-GAAP/CASH BASIS

Item description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f) (g)	Proprietary (h)	Grand Total (Sum of col. (g) (i)	Line
<b>Subtotal Expenditures (Sum of lines 84 and 129)</b>	130	7,500,263	921,052	18,843	1,331,662	5,449,045	0	15,220,865	5,151,446	20,372,311	130
<b>Section J — Other Financing Uses Including Transfers Out</b>	131										131
Regular transfers out	132	222,862	3,706,617					3,929,479	2,193,742	6,123,221	132
Internal TIF loans/repayments and transfers out	133			982,198				982,198	1,200,000	2,182,198	133
	134							0		0	134
<b>Total Other Financing Uses</b>	135	222,862	3,706,617	982,198	0	0	0	4,911,677	3,393,742	8,305,419	135
<b>Total Expenditures and Other Financing Uses (Sum of lines 130 and 135)</b>	136	7,723,125	4,627,669	1,001,041	1,331,662	5,449,045	0	20,132,542	8,545,188	28,677,730	136
	137										137
<b>Ending fund balance June 30, :</b>	138										138
<b>Governmental:</b>	139										139
Nonspendable	140						575,298	575,298		575,298	140
Restricted	141	398,374	2,381,678	133,181	88,662			3,001,895		3,001,895	141
Committed	142					7,275,027		7,275,027		7,275,027	142
Assigned	143		131,430					131,430		131,430	143
Unassigned	144	3,912,353						3,912,353		3,912,353	144
<b>Total Governmental</b>	145	4,310,727	2,513,108	133,181	88,662	7,275,027	575,298	14,896,003		14,896,003	145
<b>Proprietary</b>	146								8,440,865	8,440,865	146
<b>Total Ending Fund Balance June 30,</b>	147	4,310,727	2,513,108	133,181	88,662	7,275,027	575,298	14,896,003	8,440,865	23,336,868	147
<b>Total Requirements (Sum of lines 136 and 147)</b>	148	12,033,852	7,140,777	1,134,222	1,420,324	12,724,072	575,298	35,028,545	16,986,053	52,014,598	148

**OTHER P10**

Part III Intergovernmental Expenditures Please report below expenditures made to the State or to other local governments on a reimbursement or cost sharing basis. Include these expenditures in part II. Enter amount.

Purpose	Amount paid to other local governments	Purpose	Amount paid to State
Correction		Highways	
Health		All other	
Highways			
Transit Subsidies	16,025		
Libraries			
Police protection			
Sewerage			
Sanitation	122,980		
All other	228,041		

**Part IV**

Wages & Salaries Report here the total salaries and wages paid to all employees of your government before deductions of social security, retirement, etc. Include also salaries and wages paid to employees of any utility owned and operated by your government, as well as salaries and wages of municipal employees charged to construction projects.

YOU ARE REQUIRED TO ENTER SALARY DOLLARS IN THE Amount areas FOR SALARIES AND WAGES PAID	Amount
<b>Total Salaries and Wages Paid</b>	4,191,890

**Part V Debt Outstanding, Issued, and Retired**
**Transit subsidies**
**A. Long-Term Debt**

Debt During the Fiscal Year				Debt Outstanding JUNE 30, 2020					
Purpose	Line	Debt Outstanding JULY 1, 2019	Issued	Retired	General Obligation	TIF Revenue	Revenue	Other	Interest Paid This Year
Water Utility	1.								
Sewer Utility	2.	4,015,000		619,000		3,396,000			70,263
Electric Utility	3.								
Gas Utility	4.								
Transit-Bus	5.								
Industrial Revenue	6.								
Mortgage Revenue	7.								
TIF Revenue	8.								
Other Purposes / Miscellaneous	9.								
GO	10.	6,675,000	1,505,000	1,140,000	7,040,000				190,363
Parking	11.								
Airport	12.								
Stormwater	13.								
Section 108	14.								
<b>Total Long-Term</b>		10,690,000	1,505,000	1,759,000	7,040,000	3,396,000	0	0	260,626

**B. Short-Term Debt Amount**
**Outstanding as of July 1, 2019**
**Outstanding as of JUNE 30, 2020**

DEBT LIMITATION FOR GENERAL OBLIGATIONS		Amount		
Part VI	Actual valuation -- January 1, 2018	860,486,170	x.0.5 = \$	43,024,308.5

**Part VII CASH AND INVESTMENT ASSETS AS OF JUNE 30, 2020**

Type of asset	Amount				
Cash and investments - Include cash on hand, CD's, time, checking and savings deposits, Federal securities, Federal agency securities, State and local government securities, and all other securities. Exclude value of real property.	Bond and interest funds (a)	Bond construction funds (b)	Pension/retirement funds (c)	All other Funds (d)	Total (e)
	221,842	135,247		23,937,985	24,295,074
If you budget on a NON-GAAP CASH BASIS, the amount in the Total above SHOULD EQUAL the above summed amounts on the sheet All Funds P1: Ending fund balance, column C PLUS the amounts in the shaded Note area.					

**REMARKS**

-

# 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 *MP-W*  
**FROM:** Laura A. Schaefer, Finance Director/City Clerk *Las*  
**DATE:** November 5, 2020  
**SUBJECT:** FY 2020 Annual Urban Renewal Report

New urban renewal (UR) area reporting requirements were in effect as of July 1, 2012 with the passage of HF 2460 which requires that all cities, counties and rural improvement zones with active urban renewal areas provide specified information concerning active UR areas and any associated tax increment financing districts. This report must be approved by Council and submitted electronically by December 1 each year.

The first page of the report is a summary of the UR areas within the City of Carroll, balance in the TIF special revenue accounts as of June 30, 2020 and TIF debt outstanding. The supporting pages for each urban renewal area include a data collection page, listing of the specific projects of the UR area, the debt outstanding, a page that links the projects to the debt outstanding and any rebate payments made to a developer as a result of a development agreement. The final page(s) for each UR area summarizes the TIF district values (both base value and incremental value) and amount of TIF revenue received for FY 2020.

If you have any questions about this report, please feel free to contact me or stop by City Hall.

**RECOMMENDATION:** Council consideration and approval of the attached FY 2020 Annual Urban Renewal Report.

# Annual Urban Renewal Report, Fiscal Year 2019 - 2020

## Levy Authority Summary

Local Government Name: CARROLL  
Local Government Number: 14G116

Active Urban Renewal Areas	U.R. #	# of Tif Taxing Districts
CARROLL CITY URBAN RENEWAL	14004	5
CARROL MONTEREY POINT URBAN RENEWAL	14016	1
CARROLL ASHWOOD URBAN RENEWAL	14019	2
CARROLL OAKPARK URBAN RENEWAL	14022	1
CARROLL WESTFIELD URBAN RENEWAL	14023	1
CARROLL ACE BUILDERS URBAN RENEWAL	14024	1

**TIF Debt Outstanding:** 3,638,858

<b>TIF Sp. Rev. Fund Cash Balance</b>			<b>Amount of 07-01-2019 Cash Balance</b>
<b>as of 07-01-2019:</b>	<b>136,102</b>	<b>0</b>	<b>Restricted for LMI</b>

TIF Revenue:	986,431
TIF Sp. Revenue Fund Interest:	5,405
Property Tax Replacement Claims	6,284
Asset Sales & Loan Repayments:	0
<b>Total Revenue:</b>	<b>998,120</b>

Rebate Expenditures:	18,843
Non-Rebate Expenditures:	982,198
Returned to County Treasurer:	0
<b>Total Expenditures:</b>	<b>1,001,041</b>

<b>TIF Sp. Rev. Fund Cash Balance</b>			<b>Amount of 06-30-2020 Cash Balance</b>
<b>as of 06-30-2020:</b>	<b>133,181</b>	<b>0</b>	<b>Restricted for LMI</b>

**Year-End Outstanding TIF**  
**Obligations, Net of TIF Special**  
**Revenue Fund Balance:** 2,504,636

## Urban Renewal Area Data Collection

Local Government Name: CARROLL (14G116)  
 Urban Renewal Area: CARROLL CITY URBAN RENEWAL  
 UR Area Number: 14004

UR Area Creation Date: 11/1967

UR Area Purpose: To foster economic development in the area through public improvements including streetscape improvements, street intersection improvements and other utility improvements

## Tax Districts within this Urban Renewal Area

	Base No.	Increment No.	Increment Value Used
CARROLL CITY/CARROLL SCH/AMEND AREA CATF2 UR TIF INCREM	140111	140112	14,299,520
CARROLL CITY/CARROLL SCH/CATIF UR TIF INCREM	140119	140120	8,849,152
CARROLL CITY/CARROLL SCH/AMEND AREA CTIF3 UR TIF INCREM	140177	140178	16,882,989
CARROLL CITY/CARROLL SCH/AMEND AREA CTIF4 UR INCREMENT	140203	140204	0
CARROLLCITY/CARROLLSCH/AMENDAREACTIF5	140216	140217	1,035,230

## Urban Renewal Area Value by Class - 1/1/2018 for FY 2020

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	3,447,080	62,730,130	263,260	0	-7,408	69,144,102	0	69,144,102
Taxable	0	1,962,004	56,457,117	236,934	0	-7,408	60,681,932	0	60,681,932
Homestead Credits									15

**TIF Sp. Rev. Fund Cash Balance as of 07-01-2019:**

136,102

0

**Amount of 07-01-2019 Cash Balance Restricted for LMI**

TIF Revenue: 954,367  
 TIF Sp. Revenue Fund Interest: 5,095  
 Property Tax Replacement Claims: 3,525  
 Asset Sales & Loan Repayments: 0  
**Total Revenue: 962,987**

Rebate Expenditures: 18,843  
 Non-Rebate Expenditures: 947,065  
 Returned to County Treasurer: 0  
**Total Expenditures: 965,908**

**TIF Sp. Rev. Fund Cash Balance as of 06-30-2020:**

133,181

0

**Amount of 06-30-2020 Cash Balance Restricted for LMI**



## Projects For CARROLL CITY URBAN RENEWAL

### Hwy 30 & Grant Rd Intersection Improvements

Description:	Roadway intersection improvements
Classification:	Roads, Bridges & Utilities
Physically Complete:	Yes
Payments Complete:	No

### Streetscape Phase 9

Description:	Streetscape improvements: Clark St (4th St to 7th St), West St (5th St to US 30), 4th St (Adams St to Clark St), 5th St (West St to Alley east and Court St to Clark St)
Classification:	Roads, Bridges & Utilities
Physically Complete:	Yes
Payments Complete:	No

### Streetscape Phase 10

Description:	Streetscape improvements: 7th St (West St to Carroll St), Westgate Mall Parking Lot, 4th Street Parking Lot & Pedestrian Curb Ramps
Classification:	Roads, Bridges & Utilities
Physically Complete:	No
Payments Complete:	No

### Streetscape Phase 11

Description:	Streetscape improvements: US 30 (US 71 to West St) & US 30 (Clark St to Grant Road)
Classification:	Roads, Bridges & Utilities
Physically Complete:	No
Payments Complete:	No

### Biokinometrics Building Construction

Description:	Construction of building at 211 E 4th St
Classification:	Commercial-Medical
Physically Complete:	Yes
Payments Complete:	No

### City Hotel Project

Description:	Acquisition and demolition costs of 224 N Main Street
Classification:	Acquisition of property
Physically Complete:	No
Payments Complete:	No



## Debts/Obligations For CARROLL CITY URBAN RENEWAL

### Water Fund Loan #10

Debt/Obligation Type:	Internal Loans
Principal:	435,500
Interest:	2,855
Total:	438,355
Annual Appropriation?:	No
Date Incurred:	11/13/2017
FY of Last Payment:	2020

### DMBA Agreement

Debt/Obligation Type:	Rebates
Principal:	289,781
Interest:	0
Total:	289,781
Annual Appropriation?:	Yes
Date Incurred:	12/27/2016
FY of Last Payment:	2033

### Water Fund Loan #11

Debt/Obligation Type:	Internal Loans
Principal:	1,099,000
Interest:	32,160
Total:	1,131,160
Annual Appropriation?:	No
Date Incurred:	11/27/2018
FY of Last Payment:	2021

### Water Fund Loan #12

Debt/Obligation Type:	Internal Loans
Principal:	1,200,000
Interest:	37,725
Total:	1,237,725
Annual Appropriation?:	No
Date Incurred:	11/25/2019
FY of Last Payment:	2023

### GF Internal Loan - Main Street

Debt/Obligation Type:	Internal Loans
Principal:	281,500
Interest:	0
Total:	281,500
Annual Appropriation?:	No
Date Incurred:	11/11/2019
FY of Last Payment:	2021

## Non-Rebates For CARROLL CITY URBAN RENEWAL

TIF Expenditure Amount:	438,355
Tied To Debt:	Water Fund Loan #10
Tied To Project:	Streetscape Phase 9
TIF Expenditure Amount:	35,376
Tied To Debt:	Water Fund Loan #11
Tied To Project:	Hwy 30 & Grant Rd Intersection Improvements
TIF Expenditure Amount:	257,740
Tied To Debt:	Water Fund Loan #11
Tied To Project:	Streetscape Phase 9
TIF Expenditure Amount:	30,683
Tied To Debt:	Water Fund Loan #11
Tied To Project:	Streetscape Phase 10
TIF Expenditure Amount:	37,181
Tied To Debt:	Water Fund Loan #11
Tied To Project:	Streetscape Phase 11
TIF Expenditure Amount:	2,180
Tied To Debt:	Water Fund Loan #12
Tied To Project:	Hwy 30 & Grant Rd Intersection Improvements
TIF Expenditure Amount:	2,943
Tied To Debt:	Water Fund Loan #12
Tied To Project:	Streetscape Phase 9
TIF Expenditure Amount:	103,877
Tied To Debt:	Water Fund Loan #12
Tied To Project:	Streetscape Phase 10
TIF Expenditure Amount:	38,730
Tied To Debt:	GF Internal Loan - Main Street
Tied To Project:	City Hotel Project

## Rebates For CARROLL CITY URBAN RENEWAL

### 211 E 4th Street

TIF Expenditure Amount:	18,843
Rebate Paid To:	DMBA Properties & Consulting, Inc.
Tied To Debt:	DMBA Agreement
Tied To Project:	Biokinometrics Building Construction
Projected Final FY of Rebate:	2033

## Jobs For CARROLL CITY URBAN RENEWAL

Project:	Biokinometrics Building Construction Biokinometrics Holdings, LLC and DMBA Properties & Consulting, Inc.
Company Name:	
Date Agreement Began:	12/27/2016
Date Agreement Ends:	06/01/2033
Number of Jobs Created or Retained:	10
Total Annual Wages of Required Jobs:	40,000
Total Estimated Private Capital Investment:	1,100,000
Total Estimated Cost of Public Infrastructure:	24,996

### TIF Taxing District Data Collection

Local Government Name: CARROLL (14G116)  
 Urban Renewal Area: CARROLL CITY URBAN RENEWAL (14004)  
 TIF Taxing District Name: CARROLL CITY/CARROLL SCH/AMEND AREA CATF2 UR TIF INCREM  
 TIF Taxing District Inc. Number: 140112

TIF Taxing District Base Year:	1984		<b>UR Designation</b>
FY TIF Revenue First Received:	1986	Slum	01/1985
Subject to a Statutory end date?	No	Blighted	01/1985
		Economic Development	No

#### TIF Taxing District Value by Class - 1/1/2018 for FY 2020

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	18,071,670	0	0	0	18,071,670	0	18,071,670
Taxable	0	0	16,264,503	0	0	0	16,264,503	0	16,264,503
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2020	3,772,150	14,299,520	14,299,520	0	0

FY 2020 TIF Revenue Received: 339,549

### TIF Taxing District Data Collection

Local Government Name: CARROLL (14G116)  
 Urban Renewal Area: CARROLL CITY URBAN RENEWAL (14004)  
 TIF Taxing District Name: CARROLL CITY/CARROLL SCH/CATIF UR TIF INCREM  
 TIF Taxing District Inc. Number: 140120

TIF Taxing District Base Year:	1966		<b>UR Designation</b>
FY TIF Revenue First Received:	1986	Slum	07/1967
Subject to a Statutory end date?	No	Blighted	07/1967
		Economic Development	No

#### TIF Taxing District Value by Class - 1/1/2018 for FY 2020

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	9,790,840	0	0	0	9,840,700	0	9,840,700
Taxable	0	0	8,811,756	0	0	0	8,849,152	0	8,849,152
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2020	821,365	8,849,152	8,849,152	0	0

FY 2020 TIF Revenue Received: 201,630



♣ Annual Urban Renewal Report, Fiscal Year 2019 - 2020

### TIF Taxing District Data Collection

Local Government Name: CARROLL (14G116)  
 Urban Renewal Area: CARROLL CITY URBAN RENEWAL (14004)  
 TIF Taxing District Name: CARROLL CITY/CARROLL SCH/AMEND AREA CTIF3 UR TIF INCREM  
 TIF Taxing District Inc. Number: 140178  
 TIF Taxing District Base Year: 2007  
 FY TIF Revenue First Received: 2010  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2029

	UR Designation
Slum	No
Blighted	No
Economic Development	09/2008

#### TIF Taxing District Value by Class - 1/1/2018 for FY 2020

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	3,447,080	33,619,990	263,260	0	-7,408	39,984,102	0	39,984,102
Taxable	0	1,962,004	30,257,991	236,934	0	-7,408	34,445,410	0	34,445,410
Homestead Credits									15

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2020	23,108,520	16,882,990	16,882,989	1	0

FY 2020 TIF Revenue Received: 389,345

### TIF Taxing District Data Collection

Local Government Name: CARROLL (14G116)  
 Urban Renewal Area: CARROLL CITY URBAN RENEWAL (14004)  
 TIF Taxing District Name: CARROLL CITY/CARROLL SCH/AMEND AREA CTIF4 UR INCREMENT  
 TIF Taxing District Inc. Number: 140204  
 TIF Taxing District Base Year: 2013  
 FY TIF Revenue First Received: 2015  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2034

	UR Designation
Slum	No
Blighted	No
Economic Development	11/2014

#### TIF Taxing District Value by Class - 1/1/2018 for FY 2020

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2020	16,924,810	0	0	0	0

FY 2020 TIF Revenue Received: 0

♣ Annual Urban Renewal Report, Fiscal Year 2019 - 2020

**TIF Taxing District Data Collection**

Local Government Name: CARROLL (14G116)  
 Urban Renewal Area: CARROLL CITY URBAN RENEWAL (14004)  
 TIF Taxing District Name: CARROLLCITY/CARROLLSCH/AMENDAREACTIF5  
 TIF Taxing District Inc. Number: 140217  
 TIF Taxing District Base Year: 2016  
 FY TIF Revenue First Received: 2019  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District  
 statutorily ends: 2038

	UR Designation
Slum	No
Blighted	No
Economic Development	12/2016

**TIF Taxing District Value by Class - 1/1/2018 for FY 2020**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	1,247,630	0	0	0	1,247,630	0	1,247,630
Taxable	0	0	1,122,867	0	0	0	1,122,867	0	1,122,867
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2020	212,400	1,035,230	1,035,230	0	0

FY 2020 TIF Revenue Received: 23,843

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**Urban Renewal Area Data Collection**

Local Government Name: CARROLL (14G116)  
 Urban Renewal Area: CARROL MONTEREY POINT URBAN RENEWAL  
 UR Area Number: 14016

UR Area Creation Date: 11/2002

UR Area Purpose: To foster economic development in the area through rebates for Carroll IHA Senior Housing Limited Partnership, by Burns & Burns L.C. General Partner

**Tax Districts within this Urban Renewal Area**

	Base No.	Increment No.	Increment Value Used
CARROLL CITY/CARROLL SCH/MP CATF3 UR TIF INCREM	140157	140158	0

**Urban Renewal Area Value by Class - 1/1/2018 for FY 2020**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

**TIF Sp. Rev. Fund Cash Balance as of 07-01-2019:** 0 0 **Amount of 07-01-2019 Cash Balance Restricted for LMI**

TIF Revenue: 0  
 TIF Sp. Revenue Fund Interest: 0  
 Property Tax Replacement Claims: 0  
 Asset Sales & Loan Repayments: 0  
**Total Revenue: 0**

Rebate Expenditures: 0  
 Non-Rebate Expenditures: 0  
 Returned to County Treasurer: 0  
**Total Expenditures: 0**

**TIF Sp. Rev. Fund Cash Balance as of 06-30-2020:** 0 0 **Amount of 06-30-2020 Cash Balance Restricted for LMI**



◆ Annual Urban Renewal Report, Fiscal Year 2019 - 2020

**TIF Taxing District Data Collection**

Local Government Name: CARROLL (14G116)  
 Urban Renewal Area: CARROL MONTEREY POINT URBAN RENEWAL (14016)  
 TIF Taxing District Name: CARROLL CITY/CARROLL SCH/MP CATF3 UR TIF INCREM  
 TIF Taxing District Inc. Number: 140158  
 TIF Taxing District Base Year: 2001  
 FY TIF Revenue First Received: 2004  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2023

	UR Designation
Slum	No
Blighted	No
Economic Development	11/2002

**TIF Taxing District Value by Class - 1/1/2018 for FY 2020**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2020	126,580	0	0	0	0

FY 2020 TIF Revenue Received: 0

### Urban Renewal Area Data Collection

Local Government Name: CARROLL (14G116)  
 Urban Renewal Area: CARROLL ASHWOOD URBAN RENEWAL  
 UR Area Number: 14019

UR Area Creation Date: 04/2006

UR Area Purpose: to foster economic development in the area through public improvements including grading, street paving and constructing sanitary sewer and storm water improvements

### Tax Districts within this Urban Renewal Area

	Base No.	Increment No.	Increment Value Used
CARROLL CITY/CARROLL SCH/ASHWOOD CATF1 UR TIF INCREM	140167	140168	1,329,543
CARROLL CITY/CARROLL SCH/ASHWOOD AG CAATF UR TIF INCREM	140197	140198	29,615

### Urban Renewal Area Value by Class - 1/1/2018 for FY 2020

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	52,760	0	1,477,270	0	0	0	1,530,030	0	1,530,030
Taxable	29,615	0	1,329,543	0	0	0	1,359,158	0	1,359,158
Homestead Credits									0

**TIF Sp. Rev. Fund Cash Balance as of 07-01-2019:**

0

0

**Amount of 07-01-2019 Cash Balance Restricted for LMI**

TIF Revenue: 32,064  
 TIF Sp. Revenue Fund Interest: 310  
 Property Tax Replacement Claims: 2,759  
 Asset Sales & Loan Repayments: 0  
**Total Revenue: 35,133**

Rebate Expenditures: 0  
 Non-Rebate Expenditures: 35,133  
 Returned to County Treasurer: 0  
**Total Expenditures: 35,133**

**TIF Sp. Rev. Fund Cash Balance as of 06-30-2020:**

0

0

**Amount of 06-30-2020 Cash Balance Restricted for LMI**

## Projects For CARROLL ASHWOOD URBAN RENEWAL

### Ashwood Bus Park Improvements

Description:	grading, street paving, constructing sanitary sewer and storm water improvements
Classification:	Roads, Bridges & Utilities
Physically Complete:	Yes
Payments Complete:	No

## Debts/Obligations For CARROLL ASHWOOD URBAN RENEWAL

### 2014 Ashwood Refunding

Debt/Obligation Type:	Gen. Obligation Bonds/Notes
Principal:	221,287
Interest:	39,050
Total:	260,337
Annual Appropriation?:	No
Date Incurred:	08/12/2014
FY of Last Payment:	2027

## Non-Rebates For CARROLL ASHWOOD URBAN RENEWAL

TIF Expenditure Amount:	35,133
Tied To Debt:	2014 Ashwood Refunding
Tied To Project:	Ashwood Bus Park Improvements

# ▲ Annual Urban Renewal Report, Fiscal Year 2019 - 2020

## TIF Taxing District Data Collection

Local Government Name: CARROLL (14G116)  
 Urban Renewal Area: CARROLL ASHWOOD URBAN RENEWAL (14019)  
 TIF Taxing District Name: CARROLL CITY/CARROLL SCH/ASHWOOD CATF1 UR TIF INCREM  
 TIF Taxing District Inc. Number: 140168  
 TIF Taxing District Base Year: 2005  
 FY TIF Revenue First Received: 2008  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2027

UR Designation	
Slum	No
Blighted	No
Economic Development	04/2006

## TIF Taxing District Value by Class - 1/1/2018 for FY 2020

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	1,477,270	0	0	0	1,477,270	0	1,477,270
Taxable	0	0	1,329,543	0	0	0	1,329,543	0	1,329,543
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2020	14,498	1,329,543	1,329,543	0	0

FY 2020 TIF Revenue Received: 31,571

## TIF Taxing District Data Collection

Local Government Name: CARROLL (14G116)  
 Urban Renewal Area: CARROLL ASHWOOD URBAN RENEWAL (14019)  
 TIF Taxing District Name: CARROLL CITY/CARROLL SCH/ASHWOOD AG CAATF UR TIF INCREM  
 TIF Taxing District Inc. Number: 140198  
 TIF Taxing District Base Year: 2005  
 FY TIF Revenue First Received: 2008  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2027

UR Designation	
Slum	No
Blighted	No
Economic Development	04/2006

## TIF Taxing District Value by Class - 1/1/2018 for FY 2020

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	52,760	0	0	0	0	0	52,760	0	52,760
Taxable	29,615	0	0	0	0	0	29,615	0	29,615
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2020	5,132	29,615	29,615	0	0

FY 2020 TIF Revenue Received: 493



♣ Annual Urban Renewal Report, Fiscal Year 2019 - 2020

**Urban Renewal Area Data Collection**

Local Government Name: CARROLL (14G116)  
 Urban Renewal Area: CARROLL OAKPARK URBAN RENEWAL  
 UR Area Number: 14022

UR Area Creation Date: 09/2007

UR Area Purpose: to foster economic development in the area through public improvements including constructing and installing roadway and utility improvements including sanitary sewers, water main extensions and storm sewers

**Tax Districts within this Urban Renewal Area**

	Base No.	Increment No.	Increment Value Used
CARROLL CITY/CARROLL SCH/OAKPARK OAKTF UR TIF INCREM	140173	140174	0

**Urban Renewal Area Value by Class - 1/1/2018 for FY 2020**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

**TIF Sp. Rev. Fund Cash Balance as of 07-01-2019:** 0 0 **Amount of 07-01-2019 Cash Balance Restricted for LMI**

TIF Revenue: 0  
 TIF Sp. Revenue Fund Interest: 0  
 Property Tax Replacement Claims: 0  
 Asset Sales & Loan Repayments: 0  
**Total Revenue:** 0

Rebate Expenditures: 0  
 Non-Rebate Expenditures: 0  
 Returned to County Treasurer: 0  
**Total Expenditures:** 0

**TIF Sp. Rev. Fund Cash Balance as of 06-30-2020:** 0 0 **Amount of 06-30-2020 Cash Balance Restricted for LMI**

♣ Annual Urban Renewal Report, Fiscal Year 2019 - 2020

**TIF Taxing District Data Collection**

Local Government Name: CARROLL (14G116)  
 Urban Renewal Area: CARROLL OAKPARK URBAN RENEWAL (14022)  
 TIF Taxing District Name: CARROLL CITY/CARROLL SCH/OAKPARK OAKTF UR TIF INCREM  
 TIF Taxing District Inc. Number: 140174  
 TIF Taxing District Base Year: 2007  
 FY TIF Revenue First Received: 2010  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2029

	UR Designation
Slum	No
Blighted	No
Economic Development	09/2007

**TIF Taxing District Value by Class - 1/1/2018 for FY 2020**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2020	7,400	0	0	0	0

FY 2020 TIF Revenue Received: 0



◆ Annual Urban Renewal Report, Fiscal Year 2019 - 2020

**Urban Renewal Area Data Collection**

Local Government Name: CARROLL (14G116)  
 Urban Renewal Area: CARROLL WESTFIELD URBAN RENEWAL  
 UR Area Number: 14023

UR Area Creation Date: 05/2007

UR Area Purpose: To foster economic development in the area through public improvements including sewer, water and street improvements

**Tax Districts within this Urban Renewal Area**

	Base No.	Increment No.	Increment Value Used
CARROLL CITY/CARROLL SCH/WESTFIELD WESTF UR TIF INCREM	140175	140176	0

**Urban Renewal Area Value by Class - 1/1/2018 for FY 2020**

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

**TIF Sp. Rev. Fund Cash Balance as of 07-01-2019:** 0 0 **Amount of 07-01-2019 Cash Balance Restricted for LMI**

TIF Revenue: 0  
 TIF Sp. Revenue Fund Interest: 0  
 Property Tax Replacement Claims: 0  
 Asset Sales & Loan Repayments: 0  
**Total Revenue:** 0

Rebate Expenditures: 0  
 Non-Rebate Expenditures: 0  
 Returned to County Treasurer: 0  
**Total Expenditures:** 0

**TIF Sp. Rev. Fund Cash Balance as of 06-30-2020:** 0 0 **Amount of 06-30-2020 Cash Balance Restricted for LMI**

### TIF Taxing District Data Collection

Local Government Name: CARROLL (14G116)  
 Urban Renewal Area: CARROLL WESTFIELD URBAN RENEWAL (14023)  
 TIF Taxing District Name: CARROLL CITY/CARROLL SCH/WESTFIELD WESTF UR TIF INCREM  
 TIF Taxing District Inc. Number: 140176  
 TIF Taxing District Base Year: 2007  
 FY TIF Revenue First Received: 2010  
 Subject to a Statutory end date? Yes  
 Fiscal year this TIF Taxing District statutorily ends: 2029

	UR Designation
Slum	No
Blighted	No
Economic Development	05/2007

### TIF Taxing District Value by Class - 1/1/2018 for FY 2020

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2020	27,770	0	0	0	0

FY 2020 TIF Revenue Received: 0

### Urban Renewal Area Data Collection

Local Government Name: CARROLL (14G116)  
 Urban Renewal Area: CARROLL ACE BUILDERS URBAN RENEWAL  
 UR Area Number: 14024

UR Area Creation Date: 05/2008

UR Area Purpose: to foster economic development  
 through public improvements  
 including water main and sanitary  
 sewer installation

### Tax Districts within this Urban Renewal Area

	Base No.	Increment No.	Increment Value Used
CARROLL CITY/CARROLL SCH/ACE BUILDERS ACETF UR TIF INCREM	140179	140180	0

### Urban Renewal Area Value by Class - 1/1/2018 for FY 2020

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

**TIF Sp. Rev. Fund Cash Balance as of 07-01-2019:** 0 0 **Amount of 07-01-2019 Cash Balance Restricted for LMI**

TIF Revenue: 0  
 TIF Sp. Revenue Fund Interest: 0  
 Property Tax Replacement Claims: 0  
 Asset Sales & Loan Repayments: 0  
**Total Revenue:** 0

Rebate Expenditures: 0  
 Non-Rebate Expenditures: 0  
 Returned to County Treasurer: 0  
**Total Expenditures:** 0

**TIF Sp. Rev. Fund Cash Balance as of 06-30-2020:** 0 0 **Amount of 06-30-2020 Cash Balance Restricted for LMI**

## ▲ Annual Urban Renewal Report, Fiscal Year 2019 - 2020

### TIF Taxing District Data Collection

Local Government Name:	CARROLL (14G116)		
Urban Renewal Area:	CARROLL ACE BUILDERS URBAN RENEWAL (14024)		
TIF Taxing District Name:	CARROLL CITY/CARROLL SCH/ACE BUILDERS ACETF UR TIF INCREM		
TIF Taxing District Inc. Number:	140180		
TIF Taxing District Base Year:	2007		
FY TIF Revenue First Received:	2010		UR Designation
Subject to a Statutory end date?	Yes	Slum	No
Fiscal year this TIF Taxing District		Blighted	No
statutorily ends:	2029	Economic Development	05/2008

### TIF Taxing District Value by Class - 1/1/2018 for FY 2020

	Agricultural	Residential	Commercial	Industrial	Other	Military	Total	Gas/Electric Utility	Total
Assessed	0	0	0	0	0	0	0	0	0
Taxable	0	0	0	0	0	0	0	0	0
Homestead Credits									0

	Frozen Base Value	Max Increment Value	Increment Used	Increment Not Used	Increment Revenue Not Used
Fiscal Year 2020	64,635	0	0	0	0

FY 2020 TIF Revenue Received: 0



# City of Carroll

Brad Burke, Chief of Police

Police Department

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-3536

FAX: (712) 792-8088

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

**FROM:** Brad Burke, Chief of Police *BB*

**DATE:** November 4, 2020

**SUBJECT:** Police Vehicle Purchase

The police department has solicited bids on one (1) 2021 model year police package vehicle. This was for one (1) 4-wheel or all-wheel drive sport utility vehicle that will replace a 2017 Ford Police Interceptor Utility.

Dodge, Ford and Chevrolet are manufacturers of the police package sport utility vehicles. Both Dodge and Ford offer many different powertrain options and the dealers were asked to provide bids with those options. Bids were requested from Champion Ford, New Way Ford, Motor Inn Auto Group, and Wittrock Motors. Bids were timely received from Champion Ford and New Way Ford. Wittrock Motors provided a bid after the deadline and nothing was received from Motor Inn. These bids were due by 10:00 a.m. on Monday, November 2, 2020.

The bids received with trade in were as follows with the different options listed:

<u>Utility Vehicle</u>	<u>New Way Ford</u>	<u>Champion</u>
2021 Ford Interceptor Util.		
Hybrid	\$25,889	\$27,228
Ecoboost	\$26,594	\$27,933
V6TIVCT	\$22,738	\$24,077

The police department currently has a Hybrid model on patrol. A recent completed study of the police department fleet shows that the Hybrid model has a reduced fuel usage cost of about \$750 per year and a reduction of service cost of about \$200 annually. This equates to approximately \$4,750 of savings over the life of the vehicle. The Hybrid model has been on patrol since December 2019. During this time, we have had some minor mechanical issues, mainly issues with sensors. These have all been repaired under warranty. With that information, I am suggesting that the City purchase the Ford Police Interceptor Utility Hybrid as the estimated savings over the life of the vehicle factored in with the purchase price will surpass the lowest bid on the V6TIVCT model.

**RECOMMENDATION:** Council consideration of the bids as submitted and approval to purchase one (1), 2021 Ford Police Interceptor Utility Hybrid as specified, for \$25,889 from New Way Ford.

2-Nov-20

Company	Make	Model	Cost	Trade-in	Price
Champlon Ford	Ford	Interceptor Hybrid	\$37,478	\$10,250	\$27,228.00
	Ford	Interceptor Ecoboost	\$38,183	\$10,250	\$27,933.00
	Ford	Interceprot V6TIVCT	\$34,327	\$10,250	\$24,077.00
New Way Ford	Ford	Interceptor Hybrid	\$36,889	\$11,000	\$25,889.00
	Ford	Interceptor Ecoboost	\$37,594	\$11,000	\$26,594.00
	Ford	Interceprot V6TIVCT	\$33,738	\$11,000	\$22,738.00
Wittrock Motor	Dodge	Durango HEMI	\$33,157		\$33,157.00

SUBMITTED LATE

# 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 *MPW*

**DATE:** November 5, 2020

**SUBJECT:** Work session: Annual Planning Session Follow-up and Discussion

The City Council held their annual planning session on Thursday, October 29<sup>th</sup>. This year Elizabeth Hansen of the Midwest Municipal Consulting, L.L.C. facilitated the session at Swan Lake Conservation Education Center. Attached please find the final Annual Planning Session Report. Staff has made minor clerical corrections to the preliminary report, that in no way changes the intent that was discussed by the Council at the work session, and presents this report for Council approval. If there are corrections you would like to see please advise staff prior to the Council meeting.

Page 17 and top of Page 18 presents the THE CITY'S ON-GOING PRIORITIES FOR FISCAL YEAR 2021. The bottom of Page 18 presents the THE CITY'S PROPOSED NEW INITIATIVES FISCAL YEAR 2021. Please especially take note of these two pages. I will review these sections at the meeting and lead a discussion on them.

After the meeting on December 18th, I will prepare a separate document that will be presented at a meeting in December 2020 that will outline a work plan on these items over the next 12 months for Council approval. This work plan will include, for each item: a timeline, the responsible party, and if needed, a target date for a future work session on the item.

This document will serve as a guideline for staff to implement the priorities and action steps the Council has identified and adopted for the next year.

**RECOMMENDATION:** Motion to receive the 2020 Annual Planning Session Report dated October 29, 2020.



**CITY OF CARROLL, IOWA**

**2020 LEADERSHIP - GOAL SETTING –**

**STRATEGIC PLANNING WORK SESSION**

**EXECUTIVE SUMMARY**



**Executive Summary Written by  
Elizabeth Hansen, President**

**Midwest Municipal Consulting  
1210 NE 29<sup>th</sup> Street  
Ankeny, IA 50021  
515-391-9816**

[Ehansen.mmc@gmail.com](mailto:Ehansen.mmc@gmail.com)  
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**CITY OF CARROLL, IA  
2020 LEADERSHIP – GOAL SETTING – PLANNING WORK SESSION**

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# **CITY OF CARROLL, IA**

## **2020 LEADERSHIP – GOAL SETTING – PLANNING WORK SESSION**

### **I     INTRODUCTION**

The City Council of the City of Carroll held a Leadership – Goal Setting – Strategic Planning Work Session on October 29, 2020. The work session was held at the Swan Lake Conservation Education Center. The work session was facilitated by Elizabeth Hansen, president of Midwest Municipal Consulting, LLC of Ankeny, Iowa.

Participants at all or part of the session were:

Dr. Eric Jensen	Mayor
Mike Kots	Council Member
Misty Boes	Council Member
Clay Haley	Council Member
Carolyn Siemann	Council Member
Jerry Fleshner	Council Member
LaVern Dirkx	Council Member
Mike Pogge-Weaver	City Manager
Laura Schaefer	City Clerk/Finance Director
Dave Bruner	City Attorney
Randy Krauel	City Engineer/Public Works Director
Greg Schreck	Building Official/Safety/Fire Chief
Jack Wardell	Parks and Recreation Director
Brad Burke	Police Chief
Judy Behm	Assistant Library Director

The primary objectives of the session were:

- 1) To provide the opportunity for all members of the City's leadership team to be part of the planning process
- 2) To enhance communication and develop renewed team spirit among the participants
- 3) To review progress being made by the City
- 4) To discuss changes that are likely to impact the City
- 5) To develop consensus on issues and opportunities facing the City (one to three-year perspective)
- 6) To develop an updated goals program for the City (one to three-year perspective)
- 7) To review the roles of the City's leadership team
- 8) To be an educational and enjoyable day

This report summarizes the results of the session and includes recommendations for follow-up actions to be taken.

## **II INTRODUCTORY REMARKS**

Mayor Dr. Eric Jensen opened the goal setting – strategic planning work session stating the importance of keeping progress going. City Manager Mike Pogge-Weaver shared his appreciation of the Council and Staff coming together to understand the priorities. He stated that he enjoys the dialog and frank discussion as they are always good. The City Manager then introduced the meeting facilitator, Elizabeth Hansen.

### **III COMMUNICATION ENHANCEMENT**

After introductory remarks were made, the facilitator reviewed the agenda, and went over some ground rules. She then explained the importance of having a goal setting – strategic planning session and indicated that one of the primary objectives of the retreat was to enhance communication among the participants. The first activity began the communication process by providing participants the opportunity to share backgrounds, perspectives on the greatest challenges facing the City, and expectations for the session.

The facilitator pointed out that there is passion, dedication, loyalty, and skills among the group; that they are serving for all the right reasons.

Many of the challenges cited were incorporated into later discussions on issues and opportunities facing the City. The refreshment breaks, meals, and group discussion and action planning provided additional opportunities to further enhance communication.

**See attachment A for the  
Greatest Challenges Facing the City  
and Expectations for the Session**

### **IV REVIEW OF FISCAL YEAR 2020 ON-GOING PRIORITIES AND NEW INITIATIVES**

The first review was of the previous adopted strategic plan from fiscal year 2019/2020. The facilitator reviewed the responses of the questionnaire to affirm which On-Going Priorities were completed and ones that should remain on the list. Next the facilitator did the same with the previously approved New Initiatives.

**See attachment B for the Review  
of Fiscal Year 2020**

### **V REVIEW OF PROGRESS BEING MADE**

The next activity focused on a review of progress being made by the City over the last year or two. It was agreed that significant progress has been made in several areas. Participants agreed there have been numerous successes. The facilitator suggested review and celebration of these accomplishments by including the comprehensive list in an upcoming City newsletter, on the City's website, continuous social media posts and/or in the local newspaper.

**See attachment C for the Review  
of Progress being made by the City**

**VI     CHANGES THAT HAVE, AND ARE EXPECTED TO, IMPACT THE CITY:  
ISSUES AND OPPORTUNITIES FACING THE CITY**

Participants discussed significant changes that have impacted the City over the past five years, and those anticipated changes that are expected to impact the City in the next five years.

**See Attachment D for a Listing of Issues  
Facing the City**

**VII    UPDATING THE CITY’S GOALS: POTENTIAL SOLUTIONS**

Participants identified several issues and opportunities facing the City from a one to three-year perspective. The listing provided a fresh update and consensus on issues, both external and internal, to be addressed by the City.

**See Attachment E for a Listing  
of Significant Initiatives (Solutions)**

**VIII   THE GOALS PROGRAM**

The identified issues and opportunities were then converted into a proposed goals program for the City. It was pointed out that Department Heads met prior on October 5, 2020 and provided a recommendation to help the Elected Officials determine what the top goals should be. The proposed goals program needs to be further discussed and refined, agreed-upon, and then implemented.

**See Attachment F for the Proposed  
Goals Program for 2021  
and Department Head Recommendations**

After the Council voted, the results indicated that there was a four-way tie for the remaining goals. The Council elected to vote again on the four-way tie. The second voting results are indicated under the first votes listed per item in Attachment F.

**IX     PRELIMINARY ACTION PLANS TO ACHIEVE THE GOALS**

The facilitator expressed the importance of developing an action plan for the highest priorities. City Manager Mike Pogge-Weaver will oversee the further development of action plans to address each of the goals. He will present the action plan to the Council in a separate report for consideration and approval.

## **X      ROLES AND RESPONSIBILITIES**

Participants reviewed the major roles and responsibilities of the City Council, individual council members, the Mayor, City Manager, Department Heads, City employees and citizens. The facilitator recommended the group refer to the City's organizational chart and code of ordinance for further clarification as well as job descriptions, which can specify additional roles and responsibilities.

**See Attachment G for the Listing  
of Major Roles and Responsibilities**

## **XI     CLOSING REMARKS**

The session concluded with the facilitator challenging the participants to make a positive impact in their leadership roles. She pointed out the inter-dependency of the City Council and staff, and the need to be mission and goal driven. The facilitator thanked the participants and wished them well in their tenure serving Carroll.

## **XI     RECOMMENDED FOLLOW-UP ACTIONS**

It was agreed that considerable progress was made at the work session and that follow-up actions are needed.

The recommended sequence of actions is:

- 1) The City Manager reviews the Executive Summary of the session
- 2) The City Manager fine-tunes the prioritized issues and the suggested goals program
- 3) The City Manager reviews the Executive Summary with the City Council
- 4) The City Council acts on the proposed goals program, including the action plan
- 5) Action plan is developed for each goal under the direction of the City Manager
- 6) The City Council and City Manager monitor progress on achievements of the goals regularly
- 7) A follow-up work session be scheduled in two years to evaluate progress and update the goals program

<p><b>CHALLENGES FACING THE CITY AND EXPECTATIONS FOR THE WORK SESSION</b></p>
--

(From the Enhancing Communication Worksheet)

**CHALLENGES**

- 1) Infrastructure
- 2) Communications and uniformed citizens
- 3) Housing stock
- 4) COVID-19
- 5) Economic development
- 6) Population draw and retaining young people
- 7) Small business and retail growth
- 8) Financial stability and unfunded mandates
- 9) Employment/Staff

**EXPECTATIONS**

- 1) Big picture plan for the year
- 2) Share and learn from others
- 3) Clear direction for staff and Plan of Action
- 4) Determine investments that the City needs to make
- 5) Always move forward



<p style="text-align: center;"><b>REVIEW OF FISCAL YEAR 2019 &amp; 2020 ON-GOING PROJECTS AND NEW INITIATIVES WORK PLAN</b></p>
---

From this list of On-Going Priorities provided from your 2018-2020 Goal Setting Report, which items have been completed and should be removed? Which ones need to remain to continue work?

	Item	Completed/Remain
1.	Library/City Hall Construction	Completed.
2.	Adoption of Financial Policies	Remain. Informal/maintain status quo/remain flexible – due to unknowns re: COVID/state finances & policies impacting City.
3.	Wastewater Treatment Plant Improvements <ul style="list-style-type: none"> <li>o Nutrient Reduction</li> <li>o Copper Compliance</li> </ul> Implement multi-year plan	Remain. Nutrient Reduction – 2022. Copper Compliance – 2023.
4.	Increase funding for continued Street Improvements	Remain.
5.	Implement Street Maintenance Building Project	Completed.
6.	Continue Streetscape on planned Basis <ul style="list-style-type: none"> <li>o Phase X</li> </ul> Phase XI	Remain.
7.	Implement a Housing Study	Remain. Investigate opportunities as they arise. Keep acquiring old vacant homes to tear down.
8.	Graham Park District Improvements, including parking and enclose shelter	Remain.
9.	Continue the Master Trails Plan	Remain.
10.	Pickleball courts	Completed.
11.	All-inclusive playground system at Northeast Park/Kellan's Kingdom, including exercise stations and enclose shelter	Remain. Playground – Completed, Miracle Field – Underway, Parking, Shelter, and Trail and Exercise Stations - Remain. Remove for now/cost.

From the list of New Projects, Programs, Policies and Initiatives provided from your Strategic Priorities Plan, these items have been completed, thus will be removed and some will be moved to the On-going Priorities list in order to continue work.

	<b>Item</b>	<b>Completed/Remain</b>
1.	Conduct a Recreation Center Strategic Plan - programming, membership, financing, operational and physical improvements	Remain.
2.	Hire Code Enforcement Officer to handle Rental Housing and Code Enforcement programs	Remain.
3.	Drainage Study/Improvements	Remain.
4.	Plan Timberline Road short- and long-term solutions	Remain.
5.	Miracle Field	Remain.
6.	Look at fee structure for golf course and rec center	Remain.
7.	Restrooms at the Cemetery	Remain.
8.	Conduct a new study on Quiet Zone; train horn mitigation	Remain.

<p><b>REVIEW OF PROGRESS BEING MADE BY THE CITY: WHAT IS WORKING WELL?</b></p>
--

**THE SUCCESSES**

**Project/improvement**

US 30-Grant Road Intersection Improvements  
Third Street Resurfacing  
Rolling Hills Park well  
Water Distribution Main Replacements  
Phase II Trail. Continued trails expansion  
Street rehab projects  
Downtown Streetscape Phase 9. Continued street improvements/Streetscape  
Water upgrades have occurred and continue. Watermain (Union Pacific Right-of-way)  
Airport: runway 3-21, taxiway, and ramp rehabilitation project; 100% FAA/CARES funded.  
Middle Raccoon River Streambed Stabilization.  
Wastewater Treatment Plant Disinfection Improvements.  
Water Storage Tower Rehabilitation. Water Tower painting and rehab.  
Street improvements – drainage/lights/new pavement.  
Construction Contract awarded for Pickleball Courts.  
New Library/City Hall. Complete library – City hall.  
Cooperation with civic groups (e.g. Kellen's Kingdom project, American Legion Flag project)

**Finance**

Continue to have strong fund balances, even with COVID-19. Strong General Fund ending balance FY2020: (\$203,820 increase). Staying in good standing - City's continued balanced budget/carry over of 25%+ general fund ending balance.  
Strong Sales Tax growth, even in light of COVID.  
City's decreasing debt obligations over the next few years.  
City's continued stable levy.  
Maintain street maintenance facility - funds in position to build.  
LOST extension passed.

**Economic Development**

DMACC expansion.  
Remodel of City Hall.  
Continuing the CDBG Owner Occupied Housing Rehab program is also a good investment.  
Western Iowa Networks.  
We continue to see strong commercial development in Carroll.  
St. Anthony Cancer Center.  
Development of the Urban Revitalization Area.  
Proper use of TIF funds for growth to continue.  
Corridor of Commerce continuance.  
Good information in media re: City's policies/actions to promote growth/investment.  
Assisting businesses during Covid-19 shutdown.

Investments in infrastructure, the airport, and amenities such as trails, aquatic center, rec center, golf course, pickleball, and streetscape beautification, are all critical to Carroll's long-term economic viability – increasing population/businesses/good paying jobs.  
Getting hotel acquired.

### **City Operations/Human Resources/Policies**

How well staff worked through COVID-19 disruptions. Solid work by staff through the COVID-19 pandemic (s). Good work managing ongoing challenges due to pandemic. Have received several positive comments regarding helpful staff during pandemic.

Updated City of Carroll Personnel Policies – 05/26/2020.

Developed draft of Rental Housing Code/held numerous public meetings for input.

Department heads exceptional.

Setting multi-year contracts for employees. Good work/outcomes with union contracts.

Health insurance partial self-funding plan.

Keeping employees – not much turnover.

Good information @ City's website and in City Manager's weekly report.

New cemetery cleanup policy.

### **Public Safety**

Purchase of new fire truck.

Upgrades of Radio System underway.

New body/vehicle cams.

Police department staffing.

Police and fire departments' focus on training and updated/needed equipment is critical to their safety and their continued ability to perform their jobs effectively and professionally.

Keeping streetlights on Highway 30.

We were rated a safe City – Thanks!

Prompt snow removal and preventive de-icing of streets.

Working with the Chief of Police - by getting through an issue a couple of years ago. I now hear from the public what a good job he is doing.

**CHANGES THAT HAVE IMPACTED AND ARE  
EXPECTED TO IMPACT THE CITY:  
ISSUES AND OPPORTUNITIES**

**WHAT IS NOT WORKING WELL?**

**WHAT IS THE CITY CURRENTLY DOING THAT IT SHOULD NOT BE DOING?**

The following were identified as issues, concerns, trends, and opportunities that may affect future City services, policies, finances, or operations:

**Item**

- ◆ Potential population decrease/Loss of population.
- ◆ Business closings/not lasting long.
- ◆ Wastewater Treatment compliance w/copper and nutrient reduction discharge requirements.
- ◆ Water Distribution pressures and chlorine residual compliance.
- ◆ Aging population of Carroll.
- ◆ Trails Phase III.
- ◆ Spending too much money on plans and specifications on projects that do not come to completion. Not completing projects that were studied.
- ◆ Unfunded mandates from the State.
- ◆ Rec Center project. Recreation Center Building upkeep and Improvements.
- ◆ Population decline and the growing need for additional work force population.
- ◆ Deteriorating road conditions – not enough spent on repairs. Street rehabilitation/reconstruction funding.
- ◆ New/additional slide at Aquatic Center.
- ◆ Effects of COVID-19 on City operations.
- ◆ Retail is suffering. The closing of JCPenney's will be a hit to downtown. The City needs to take an active role in recruiting retail to Carroll. We cannot continue to rely on our past fortunes/luck. The City needs to put direct effort in economic development and not rely just on CADC. We need to be the masters of our destiny. Empty retail/commercial buildings. People want to hear from the City regarding what it is doing/intends to do to keep the downtown vital & to increase foot traffic.
- ◆ Improvements with communication efforts between citizens and the City—weekly manager's report.
- ◆ Golf Course maintenance building (cold storage) addition.
- ◆ The need for additional housing at all levels.
- ◆ Public's perception that Carroll is becoming increasingly run down and nuisance/dangerous building are dealt with too slowly.
- ◆ Public's perception that Carroll is becoming less safe & not as clean.
- ◆ Rental inspections.
- ◆ Train horns.
- ◆ Graham Park.
- ◆ Need to take advantage of favorable interest rates for future projects.

- ◆ Not promoting our City on a state-wide campaign. We have lots to offer.
- ◆ Potential loss of population, erosion of tax base.
- ◆ City does little to assist during unexpected setbacks such as assisting with debris removal after high wind damage.
- ◆ Recreation Superintendent.
- ◆ Due to pockets of dilapidation, people are worried about their property values.
- ◆ People are concerned about Carroll's ability to attract professionals/skilled workers.
- ◆ People want more work accomplished on streets.
- ◆ People are concerned about their taxes & want the City to keep its levy stable.
- ◆ People believe there are increasing numbers of distracted drivers in Carroll and question what the City can do to stop this trend due to safety concerns: drivers, pedestrians, bikers.
- ◆ With City – Carroll Area Development Corporation (CADC) – Chamber – would like to see them all partner.
- ◆ Plan for additional retail and manufacturing businesses.
- ◆ Cemetery decorations policy.
- ◆ Building maintenance accounts – save money (set aside) for maintenance items to City property.
- ◆ There is public perception that Carroll is not diverse and inclusive, especially toward minority and progressive women.

<p align="center"><b>SIGNIFICANT INITIATIVES OR PROGRAMS (SOLUTIONS) - WHAT IS THE CITY NOT DOING THAT IT SHOULD BE DOING?</b></p>
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	Item (What is the solution to an issue?)	New Initiative (Action Needed) Or On-Going
1.	Street rehabilitation: Full-depth reconstruction program. Significantly increase current funding obligation.	New
2.	Downtown revitalization.	On-Going
3.	Hire a rental housing/code enforcement officer.	On-Going
4.	Reviewing Rec Center current operations and rates to make improvements.	New
5.	Study of about how to revitalize/maintain downtown shopping.	#2 On-Going
6.	Retain firm to assist with the recruitment of retail businesses to Carroll. In particular clothing.	#2 On-Going
7.	Review and revise the City's zoning and subdivision ordinance. This needs to be a process that uses an open and inclusive process to help guide the future.	New
8.	Review all fees that are charged by the City.	New
9.	Policy updates.	On-Going
10.	Continue Graham Park area improvement initiatives.	On-Going
11.	Acquiring homes that are in bad shape and tear down like we did with the hotel.	New
12.	Economic development. Needs Clarity.	#2 On-Going
13.	The City needs to get a code enforcement/rental housing staff member hired to address the ongoing problems and numerous complaints about nuisance/dangerous buildings. We need to improve the public's perception that Carroll is not as well maintained as in the past.	#3 On-Going
14.	The City needs to become more proactive in economic development—promoting Carroll—its assets/opportunities—in the media, especially social media, online at the City website, small events? Develop an ongoing marketing plan.	New
15.	After the successful LOST vote, the City should add to the \$1million commitment in LOST revenue for the Rec Center Project G.O. bonds—given the 5% per year construction inflation projected by RDG Architects—to hold down debt (c). Recreation Center Plan – Do plan as presented.	#4 New
16.	Rec Center update (locker rooms – rest rooms). Consider smaller Rec Center improvement projects.	#4 New
17.	The City needs to identify/prioritize where sidewalks are needed due to safety issues—and figure out funding.	#3 On-Going

18.	Rental inspector.	#3 On-Going
19.	Rate review for facilities should be on-going.	#8 On-Going
20.	I don't hear much on this. They're happy with what is going on. We are clean, safe, taxes are fair, good schools, good streets, and hard-working employees. Instead of hearing our City workers are lazy, I hear that they work hard.	On-Going
21.	Anticipate possible assistance to public when Covid-19 vaccine becomes available. IE: we should have policies in place in case vaccine is limited in distribution. May need to determine which employees first qualify for vaccine or may need to be sure we have a policy in place to allow time to receive vaccine. As the time draws near, we should be proactive in case there are problems.	On-Going
22.	Train horn mitigation – Update the study, Fund QZ improvements and implement.	New
23.	People want to know about the City's long-term (5 year) streets plan/priority projects. This information needs to be publicized/placed on the City's website. More communication is needed.	On-Going
24.	Consider a future attempt to bring Rec Center bonding to vote. Maybe scale back the project.	#4 New
25.	Miracle Field – Fund and Implement plan for parking, shelter, and trail.	New



**THE CITY'S GOALS PROGRAM  
FOR FISCAL YEAR 2021**

**THE CITY'S ON-GOING PRIORITIES  
FOR FISCAL YEAR 2021**

**ON-GOING PRIORITIES**

1.	Adoption of Financial Policies
2.	Wastewater Treatment Plant Improvements <ul style="list-style-type: none"> <li>o Nutrient Reduction - 2022</li> <li>o Copper Compliance - 2023</li> </ul> Implement multi-year plan
3.	Continue Streetscape on planned Basis <ul style="list-style-type: none"> <li>o Phase X</li> <li>o Phase XI</li> </ul>
4.	Implement a Housing Study
5.	Graham Park District Improvements, including parking and enclose shelter
6.	Continue the Master Trails Plan
7.	All-inclusive playground system at Northeast Park/Kellan's Kingdom, including exercise stations and enclose shelter
8.	Hire Code Enforcement Officer to handle Rental Housing and Code Enforcement programs. The City needs to get a code enforcement/rental housing staff member hired to address the ongoing problems and numerous complaints about nuisance/dangerous buildings. We need to improve the public's perception that Carroll is not as well maintained as in the past. The City needs to identify/prioritize where sidewalks are needed due to safety issues—and figure out funding.
9.	Drainage Study/Improvements
10.	Plan Timberline Road short- and long-term solutions
11.	Miracle Field
12.	Review all fees that are charged by the City (golf course and rec center), rate review for facilities should be on-going
13.	Restrooms at the Cemetery
14.	Conduct a new study on Quiet Zone; train horn mitigation
15.	Continue to work with Region XII on housing (CDBG)
16.	Utilize the housing study to improvement availability at all levels
17.	Downtown revitalization - Study of about how to revitalize/maintain downtown shopping. Retain firm to assist with the recruitment of retail businesses to Carroll. In particular clothing.
18.	Policy updates.

19.	Continue Graham Park area improvement initiatives.
20.	Anticipate possible assistance to public when Covid-19 vaccine becomes available. IE: we should have policies in place in case vaccine is limited in distribution. May need to determine which employees first qualify for vaccine or may need to be sure we have a policy in place to allow time to receive vaccine. As the time draws near, we should be proactive in case there are problems.
21.	People want to know about the City's long-term (5 year) streets plan/priority projects. This information needs to be publicized/placed on the City's website. More communication is needed.

## THE CITY'S PROPOSED NEW INITIATIVES FISCAL YEAR 2021

# of

VOTES

Second Vote

7	1.	Street rehabilitation: Full-depth reconstruction program. Significantly increase current funding obligation.
$\frac{4}{3}$	2.	Reviewing Rec Center current operations (programming, membership, financing, operational and physical improvements). After the successful LOST vote, the City should add to the \$1million commitment in LOST revenue for the Rec Center Project G.O. bonds—given the 5% per year construction inflation projected by RDG Architects—to hold down debt (c). Recreation Center Plan – Do the plan as presented. Consider a future attempt to bring Rec Center bonding to vote in November 2021.
$\frac{4}{2}$	3.	Review and revise the City's zoning and subdivision ordinance. This needs to be a process that uses an open and inclusive process to help guide the future.
5	4.	Acquiring homes that are in bad shape and tear down like we did with the hotel.
7	5.	Acting on the RDG/Retail Coach Plan - The City needs to become more proactive in economic development—promoting Carroll—its assets/opportunities—in the media, especially social media, online at the City website, small events? Develop an ongoing marketing plan.
$\frac{4}{4}$	6.	Train Horn Mitigation – Update the study, Fund QZ improvements and implement
$\frac{4}{5}$	7.	Miracle Field – Fund and Implement plan for parking, shelter, and trail

<p style="text-align: center;"><b>DEPARTMENT HEADS RECOMMENDED NEW INITIATIVES FISCAL YEAR 2021</b></p>
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# of  
Votes

6	Street rehabilitation: Full-depth reconstruction program. Quadruple current funding obligation.
6	Review all fees that are charged by the City.
5	Reviewing Rec Center current operations and rates to make improvements. After the successful LOST vote, the City should add to the \$1million commitment in LOST revenue for the Rec Center Project G.O. bonds—given the 5% per year construction inflation projected by RDG Architects—to hold down debt. Rec Center update (locker rooms – rest rooms). Consider smaller Rec Center improvement projects. Recreation Center Plan – Do nothing, redo concept, implement in phases or do plan as presented. Consider a future attempt to bring Rec Center bonding to vote. Maybe scale back the project.
5	Acquiring homes that are in bad shape and tear down like we did with the hotel.
3	Economic development. Needs clarity.
3	Miracle Field – Fund and Implement plan for parking, shelter and trail
3	Train Horn Mitigation – Update the study, Fund QZ improvements and implement
2	The City needs to become more proactive in economic development—promoting Carroll—its assets/opportunities—in the media, especially social media, online at the City website, small events? Develop an ongoing marketing plan.
2	The City needs to identify/prioritize where sidewalks are needed due to safety issues—and figure out funding.
0	Review and revise the City’s zoning and subdivision ordinance. This needs to be a process that uses an open and inclusive process to help guide the future.

**ROLES AND RESPONSIBILITIES  
OF THE CITY COUNCIL**

**MOST SIGNIFICANT**

1. To provide leadership, direction, and long-range planning for the City
2. To determine policy for the City
3. To hire and monitor the performance of the City administrator/manager (to manage City operations)
4. To adopt an annual budget for the City
5. To represent the collective best interests of the City and the citizens of the City
6. Determine vision, values and set the “tone” for the City

**ROLES AND RESPONSIBILITIES  
OF INDIVIDUAL COUNCIL MEMBERS**

**MOST SIGNIFICANT**

1. To represent the citizens and be accessible to them
2. To make leadership and policy decisions for the greater good of the City
3. To be prepared for, and participate in, council meetings
4. To act professionally and listen respectfully to other council members, staff, and citizens
5. To share information and communicate openly with the City manager and other council members
6. Listeners, educators, promoters, supporters

## **ROLES AND RESPONSIBILITIES OF THE MAYOR**

### **MOST SIGNIFICANT**

1. To conduct orderly and effective City council meetings
2. To represent the City at public functions
3. To facilitate discussions on agenda items and help resolve conflict among council members
4. To make advisory committee appointments
5. To sign the City's legal documents
6. To also function as a council member

## **ROLES AND RESPONSIBILITIES OF THE CITY ADMINISTRATOR/MANAGER**

### **MOST SIGNIFICANT**

1. To prepare and provide information for the council, make policy recommendations based on the information, and implement adopted policies
2. To be a liaison between the council and staff
3. To provide leadership and foster a positive work environment for the City's employees
4. To develop and administer the City's annual budget
5. To recommend the appointment of and terminate (when necessary) City employees
6. Mediates and resolves conflicts, negotiator, timer, educator, evaluator, and cutter

## **ROLES AND RESPONSIBILITIES OF DEPARTMENT HEADS**

### **MOST SIGNIFICANT**

1. To provide leadership and goals for their departments
2. To manage the day-to-day quality operations of their departments
3. Analyze issues, evaluate services, and develop professional recommendations as experts
4. To prepare and administer the department's annual budget
5. To communicate and cooperate with other entities in the City
6. To keep the City manager and department staff informed
7. To provide training and development opportunities for department employees
8. To recommend new hires to the City manager
9. Researchers, planners, preparers, cutters, shock absorbers

**ROLES AND RESPONSIBILITIES  
OF ALL CITY EMPLOYEES AND CITY  
OFFICIALS**

**MOST SIGNIFICANT**

1. To understand the relationship between the Mayor, Council, Administration and Staff
2. To act in accordance with defined roles
3. To have a positive attitude towards their job and when dealing with the public
4. To be team players
5. To be fiscally responsible
6. To be a positive representative and ambassador of the City
7. To have a strong work ethic
8. To be receptive to, and participate in, training and development opportunities
9. To be innovative problem solvers

**ROLES AND RESPONSIBILITIES  
OF THE CITIZENS**

**MOST SIGNIFICANT**

1. To vote in City elections
2. To provide fiscal support for City services and operations; I. E., to pay their taxes
3. To keep informed on issues that affect the City and to communicate their concerns to the City's elected officials and staff
4. To be involved in community affairs
5. To be positive contributors to the community