

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

GOVERNMENTAL BODY: Carroll City Council

DATE OF MEETING: November 11, 2019

TIME OF MEETING: 5:15 P.M.

LOCATION OF MEETING: City Hall Council Chambers

www.cityofcarroll.com

AGENDA

- I. Pledge of Allegiance
- II. Roll Call
- III. Consent Agenda
 - A. Approval of Minutes of the October 28 and 29 Meetings
 - B. Approval of Bills and Claims
 - C. Licenses and Permits:
 1. Renewal of Class "C" Beer Permit with Class "B" Native Wine Permit and Sunday Sales – *Kimmes Carroll Country Store 1*
 2. Renewal of Class "C" Beer Permit with Class "B" Native Wine Permit and Sunday Sales – *Kimmes Carroll Country Store 2*
 3. Renewal of Class "C" Liquor License with Outdoor Service – *Ossy's Show Club/Piranha Club*
 - D. Carroll Library Sign Package
 - E. Carroll Public Library/Carroll City Hall Audiovisual Package – Change Order No. 2
 - F. Carroll Public Library Furniture Fixtures and Equipment Package – Change Order No. 1
- IV. Oral Requests and Communications from the Audience
- V. Proclamation – Small Business Saturday
- VI. Ordinances
 - A. Carroll City Ordinance Chapter 136.03 Amendment
- VII. Resolutions
 - A. Resolution Authorizing Advancement of Costs for an Urban Renewal Project and Certification of Expenses Incurred by the City for Payment Under Iowa Code Section 403.19 – Redevelopment of City Apartments Property
 - B. Municipal Golf Course Clubhouse Manager Lease and Management Agreement

VIII. Reports

- A. Rental Housing Code
- B. F.Y. 2019 State Annual Financial Report
- C. Wastewater Treatment Plant - Nutrient Reduction Strategy Report

IX. Committee Reports

X. Comments from the Mayor

XI. Comments from the City Council

XII. Comments from the City Manager

XIII. Work Session: Annual Planning Session Follow-Up and Discussion

XIV. Adjourn

November/December Meetings:

Airport Commission – November 11, 2019 – 21177 Quail Avenue

~~Planning and Zoning Commission – November 13, 2019 – City Hall – 627 N Adams Street~~

Library Board of Trustees – November 18, 2019 – City Hall - 627 N Adams Street

Parks, Recreation and Cultural Advisory Board – November 18, 2019 – City Hall - 627 N Adams Street

City Council – November 25, 2019 – City Hall – 627 N Adams Street

Board of Adjustment – December 2, 2019 – City Hall – 627 N Adams Street

City Council – December 9, 2019 – City Hall – 627 N Adams Street

Airport Commission – December 9, 2019 – 21177 Quail Avenue

Planning and Zoning Commission – December 11, 2019 – City Hall - 627 N Adams Street

Library Board of Trustees – December 16, 2019 – City Hall - 627 N Adams Street

City Council – December 23, 2019 – City Hall – 627 N Adams Street

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

COUNCIL MEETING

OCTOBER 28, 2019

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

The Carroll City Council began the Council meeting with a tour of the Carroll Recreation Center, 716 N Grant Road at 5:15 p.m. and then reconvened the meeting at 6:15 p.m. in the Council Chambers, City Hall, 627 N Adams Street. Members present: Misty Boes, LaVern Dirkx, Jerry Fleshner, Clay Haley, Mike Kots and Carolyn Siemann. Absent: None. Mayor Eric Jensen presided and City Attorney Dave Bruner was in attendance.

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

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It was moved by Haley, seconded by Kots, to approve the following items on the consent agenda: a) minutes of the October 14, 2019 Council meeting, as written; b) bills and claims in the amount of \$1,055,393.78; and c) New 5-day Class "C" Liquor License – *Hy-Vee/Family Resource Center Annual Fall Affair (November 5, 2019)* and Renewal of Class "C" Liquor License with Outdoor Service and Sunday Sales – *Rancho Grande*. On roll call, all present voted aye. Absent: None. Motion carried.

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There were no oral requests or communication from the audience.

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It was moved by Fleshner, seconded by Kots, to approve Resolution No. 19-77, Award of the Construction Contract for the Middle Raccoon River Streambed Stabilization – 2019 Project to Healy Excavating at their proposal price of \$320,116.00. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Kots, seconded by Haley, to approve Resolution No. 19-78, Accepting the Proposal of Veenstra & Kimm, Inc. for Professional Engineering Services in the amount of \$8,800.00 for the Wastewater Treatment Plant Antidegradation Analysis. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Haley, seconded by Siemann, to approve Resolution No. 19-79, Accepting the Proposal of Shive Hattery, Inc. for Professional Services of Electrical Engineering and Construction Administration in the amount of \$25,500.00 (plus expenses) for the Youth

Sports Complex Lighting – 2019 Project. On roll call, all present voted aye. Absent: None. Motion carried.

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Council discussed an inquiry from Kuemper Catholic Schools to rent Youth Sports Complex Field #7 for the 2020 softball season. Kuemper President John Steffes, Kuemper Activities Director Chad Klein, Kuemper Head Softball Coach Erin Bohlmann, and Jamie Venteicher addressed Council on this issue. No Council action taken.

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It was moved by Haley, seconded by Kots, to approve Change Order No. 1 to the Carroll Aquatic Center Pool Painting Project in the amount of \$2,820.00. The effect of Change Order No. 1 on the contract is as follows:

Original Bid Price	\$38,735.00
Change Order No. 1	<u>2,820.00</u>
Bid with Change Order No. 1	<u>\$41,555.00</u>

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

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The agenda item Report of Bid Opening – Company Utility Tractor – Parks Department 2019 was removed from the agenda.

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It was moved by Fleshner, seconded by Haley, to award the purchase of a 4-inch pump for the Wastewater Division to H.M. Cragg Co. for a Generac pump at their quoted price of \$38,792.00 and authorize the Mayor to sign the Purchase Order on behalf of the City. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Haley, seconded by Boes, to approve the bid for the Carroll Public Library Furniture Fixtures and Equipment Package awarding Section 14 to Pigott of Des Moines in the amount of \$92,584.58. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Haley, seconded by Siemann, to waive Purchasing Policy #0501 related to the requirement for competitive quotes and approve the purchase of library end panels from Iowa Prison Industries in the amount not to exceed \$23,798.75. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Haley, seconded by Kots, to waive Policy #0307 related to the City seeking a MAI appraisal for all real estate bought by the City and approve Resolution No. 19-80, Purchase of Real Estate in the amount of \$150,000.00 Legally Described as Lot Nine (9) and Ten (10), Block Eight (8), Original Town (Now City) of Carroll and Located at 624 N Carroll Street, Carroll, Iowa. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Fleshner, seconded by Haley, to adjourn at 7:23 p.m. On roll call, all present voted aye. Absent: None. Motion carried.

Eric P. Jensen, Mayor

ATTEST:

Laura A. Schaefer, City Clerk

COUNCIL MEETING
OCTOBER 29, 2019

(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 the Council Chambers, City Hall, 627 N Adams Street. Council Members present: Misty Boes, LaVern Dirx, 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 Regenia Bailey, Bailey Leadership Initiative, LLC, serving as facilitator. No Council action taken.

It was moved by Fleshner, seconded by Haley, to adjourn at 8:32 p.m. All present voted aye. Absent: None. Motion carried.

Eric P. Jensen, Mayor

ATTEST:

Laura A. Schaefer, City Clerk

11-07-2019 10:27 AM
 VENDOR SET: 01 City of Carroll
 REPORTING: PAID, UNPAID, PARTIAL

ACCOUNTS PAYABLE
 OPEN ITEM REPORT
 SUMMARY

PAGE: 1
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	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	10/25/2019 THRU 11/07/2019	10/25/2019 THRU 11/07/2019	10/25/2019 THRU 11/07/2019
PARTIALLY ITEMS DATES :	10/25/2019 THRU 11/07/2019	10/25/2019 THRU 11/07/2019	10/25/2019 THRU 11/07/2019
UNPAID ITEMS DATES :		10/25/2019 THRU 11/07/2019	10/25/2019 THRU 11/07/2019

VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-001621	ACE HARDWARE	SUPPLIES	11.99	0.00	000000	0/00/00	11.99
01-001621	ACE HARDWARE	224 N MAIN SUPPLIES	22.98	0.00	000000	0/00/00	22.98
01-001621	ACE HARDWARE	SUPPLIES	7.97	0.00	000000	0/00/00	7.97
01-001621	ACE HARDWARE	SUPPLIES	4.99	0.00	000000	0/00/00	4.99
01-001621	ACE HARDWARE	SUPPLIES	31.99	0.00	000000	0/00/00	31.99
01-001621	ACE HARDWARE	SUPPLIES	17.98	0.00	000000	0/00/00	17.98
01-001621	ACE HARDWARE	KEY	1.99	0.00	000000	0/00/00	1.99
01-001621	ACE HARDWARE	HOSE	29.99	0.00	000000	0/00/00	29.99
01-001621	ACE HARDWARE	PUMP	149.99	0.00	000000	0/00/00	149.99
01-001621	ACE HARDWARE	SUPPLIES	25.98	0.00	000000	0/00/00	25.98
01-001621	ACE HARDWARE	SUPPLIES	5.00	0.00	000000	0/00/00	5.00
01-001621	ACE HARDWARE	SUPPLIES	25.97	0.00	000000	0/00/00	25.97
01-001621	ACE HARDWARE	SUPPLIES	14.97	0.00	000000	0/00/00	14.97
01-001621	ACE HARDWARE	SUPPLIES	14.38	0.00	000000	0/00/00	14.38
01-001621	ACE HARDWARE	SUPPLIES	0.40	0.00	000000	0/00/00	0.40
01-001621	ACE HARDWARE	SUPPLIES	19.96	0.00	000000	0/00/00	19.96
		** TOTALS **	386.53	0.00			386.53
01-003484	ADAPTIVE AUDIOLOGY SOLUTI	HEARING TESTS	420.00	0.00	000000	0/00/00	420.00
		** TOTALS **	420.00	0.00			420.00
01-001698	ADVANCED LASER TECHNOLOGI	TONER CARTRIDGE	84.95	0.00	000000	0/00/00	84.95
01-001698	ADVANCED LASER TECHNOLOGI	TONER CARTRIDGE PW SECRETARY	59.95	0.00	000000	0/00/00	59.95
		** TOTALS **	144.90	0.00			144.90
01-001910	AHLERS & COONEY P.C.	SIXTH AMENDED UR PLAN	386.00	0.00	000000	0/00/00	386.00
01-001910	AHLERS & COONEY P.C.	GENERAL LEGAL MATTERS	119.50	0.00	000000	0/00/00	119.50
		** TOTALS **	505.50	0.00			505.50
01-001930	ALLENDER BUTZKE ENGINEERS	SITE MONITORING GRAHAM PARK	1,500.00	0.00	000000	0/00/00	1,500.00
		** TOTALS **	1,500.00	0.00			1,500.00
01-012650	ALLIANT ENERGY-IES UTILIT	GAS BILLS	3,600.96	3,600.96-	116291	11/07/19	0.00
		** TOTALS **	3,600.96	3,600.96-			0.00
01-002981	AMERICAN PLANNING ASSOCIA	AM. PLANNING MEMBERSHIP	702.00	0.00	000000	0/00/00	702.00
		** TOTALS **	702.00	0.00			702.00
01-001558	ARBOR DAY FOUNDATION	ARBOR DAY FOUNDATION DUES	20.00	0.00	000000	0/00/00	20.00
		** TOTALS **	20.00	0.00			20.00
01-002370	ARNOLD MOTOR SUPPLY	WINTERIZE BATHROOMS	23.94	0.00	000000	0/00/00	23.94
01-002370	ARNOLD MOTOR SUPPLY	WIRING CABLE	66.00	0.00	000000	0/00/00	66.00
01-002370	ARNOLD MOTOR SUPPLY	TRUCK REPAIR PARTS	136.99	0.00	000000	0/00/00	136.99

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VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-002370	ARNOLD MOTOR SUPPLY	CLEANER	28.14	0.00	000000	0/00/00	28.14
		** TOTALS **	255.07	0.00			255.07
01-002805	BADDING CONSTRUCTION CO.	NOVEMBER LIBRARY LEASE	4,725.00	4,725.00-	116250	10/30/19	0.00
		** TOTALS **	4,725.00	4,725.00-			0.00
01-001943	BAUER BUILT TIRE CENTER	TIRES - JOHN DEERE TRACTOR	1,686.84	0.00	000000	0/00/00	1,686.84
		** TOTALS **	1,686.84	0.00			1,686.84
01-000609	BIERSCHBACH EQUIP & SUPPL	SAW SHAFT RETURNED	406.00-	0.00	000000	0/00/00	406.00-
01-000609	BIERSCHBACH EQUIP & SUPPL	SAW SHAFT RETURNED	42.55-	0.00	000000	0/00/00	42.55-
01-000609	BIERSCHBACH EQUIP & SUPPL	BLADE SHAFT FOR SAW	430.76	0.00	000000	0/00/00	430.76
01-000609	BIERSCHBACH EQUIP & SUPPL	STREET MAINT. SUPPLIES	2,448.00	0.00	000000	0/00/00	2,448.00
01-000609	BIERSCHBACH EQUIP & SUPPL	STREET MAINT. SUPPLIES	2,784.00	0.00	000000	0/00/00	2,784.00
		** TOTALS **	5,214.21	0.00			5,214.21
01-003515	BOMGAARS	SUMP PUMP	108.98	0.00	000000	0/00/00	108.98
01-003515	BOMGAARS	REPAIR PARTS	6.99	0.00	000000	0/00/00	6.99
01-003515	BOMGAARS	BOLTS FOR SNOW PLOWS	17.26	0.00	000000	0/00/00	17.26
01-003515	BOMGAARS	SUPPLIES	108.75	0.00	000000	0/00/00	108.75
01-003515	BOMGAARS	BATTERIES	47.97	0.00	000000	0/00/00	47.97
01-003515	BOMGAARS	SUPPLIES	55.98	0.00	000000	0/00/00	55.98
01-003515	BOMGAARS	SUPPLIES	295.75	0.00	000000	0/00/00	295.75
01-003515	BOMGAARS	SUPPLIES	39.99	0.00	000000	0/00/00	39.99
01-003515	BOMGAARS	#29 BRINE TANK PARTS	84.18	0.00	000000	0/00/00	84.18
01-003515	BOMGAARS	SUPPLIES	3.75	0.00	000000	0/00/00	3.75
01-003515	BOMGAARS	#29 BRINE TANK PARTS	57.86	0.00	000000	0/00/00	57.86
01-003515	BOMGAARS	4 - SAFETY MARKERS	17.94	0.00	000000	0/00/00	17.94
		** TOTALS **	845.40	0.00			845.40
01-001134	BRAD BURKE	KENNEBECK GRADUATION	39.00	39.00-	116286	11/07/19	0.00
		** TOTALS **	39.00	39.00-			0.00
01-003661	BREDA TELEPHONE CORPORATI	LOCAL AND LONG DISTANCE	2,513.74	2,513.74-	116289	11/07/19	0.00
		** TOTALS **	2,513.74	2,513.74-			0.00
01-003670	BRIGGS INC OF OMAHA	FILTERS FOR SIGNALS	285.83	0.00	000000	0/00/00	285.83
01-003670	BRIGGS INC OF OMAHA	SOCCER GOALS	57.18	57.18-	116290	11/07/19	0.00
		** TOTALS **	343.01	57.18-			285.83
01-003140	CANINE TACTICAL	K9 TRAINING	560.00	0.00	000000	0/00/00	560.00
		** TOTALS **	560.00	0.00			560.00
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES RETURNED	42.50-	0.00	000000	0/00/00	42.50-

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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VENDOR	----- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	-----BALANCE----
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	41.00	0.00	000000	0/00/00	41.00
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	61.25	0.00	000000	0/00/00	61.25
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	163.00	0.00	000000	0/00/00	163.00
01-004138	CAPITAL SANITARY SUPPLY	FLOOR SCRUBBER	3,599.00	0.00	000000	0/00/00	3,599.00
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	61.25	0.00	000000	0/00/00	61.25
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	28.00	0.00	000000	0/00/00	28.00
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	303.25	0.00	000000	0/00/00	303.25
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	84.15	0.00	000000	0/00/00	84.15
		** TOTALS **	4,298.40	0.00			4,298.40
01-000747	CARROLL AUTO SUPPLY	GLOVES	47.90	0.00	000000	0/00/00	47.90
01-000747	CARROLL AUTO SUPPLY	FILTERS #22	14.14	0.00	000000	0/00/00	14.14
		** TOTALS **	62.04	0.00			62.04
01-004155	CARROLL COUNTY	GASOLINE	4,924.84	0.00	000000	0/00/00	4,924.84
		** TOTALS **	4,924.84	0.00			4,924.84
01-004196	CARROLL HYDRAULICS	BRINE TANK REPAIR PARTS	3.24	0.00	000000	0/00/00	3.24
		** TOTALS **	3.24	0.00			3.24
01-004200	CARROLL LUMBER	224 N MAIN CLEANUP	71.78	0.00	000000	0/00/00	71.78
01-004200	CARROLL LUMBER	BLASTING SAND	189.75	0.00	000000	0/00/00	189.75
01-004200	CARROLL LUMBER	SELF LEVELING SEALANT	59.96	0.00	000000	0/00/00	59.96
01-004200	CARROLL LUMBER	FOAM FOR INTAKES	37.90	0.00	000000	0/00/00	37.90
		** TOTALS **	359.39	0.00			359.39
01-002977	CARROLL REFUSE SERVICE	OCT. TRASH COLLECTIONS	12,449.68	12,449.68-	116288	11/07/19	0.00
		** TOTALS **	12,449.68	12,449.68-			0.00
01-002867	CINTAS FIRST AID & SAFETY	SAFETY SUPPLIES	107.54	0.00	000000	0/00/00	107.54
01-002867	CINTAS FIRST AID & SAFETY	SAFTEY SUPPLIES	134.13	0.00	000000	0/00/00	134.13
01-002867	CINTAS FIRST AID & SAFETY	SAFETY VESTS	210.95	0.00	000000	0/00/00	210.95
		** TOTALS **	452.62	0.00			452.62
01-004835	COMMERCIAL SAVINGS BANK	STOP PAYMENT CHARGES	12.00	12.00-	000000	11/04/19	0.00
01-004835	COMMERCIAL SAVINGS BANK	FEDERAL WITHHOLDINGS	12,596.77	12,596.77-	000633	11/07/19	0.00
01-004835	COMMERCIAL SAVINGS BANK	FICA WITHHOLDING	15,169.04	15,169.04-	000633	11/07/19	0.00
01-004835	COMMERCIAL SAVINGS BANK	MEDICARE WITHHOLDING	4,537.54	4,537.54-	000633	11/07/19	0.00
		** TOTALS **	32,315.35	32,315.35-			0.00
01-003451	COMMUNICATION INNOVATORS	LIBRARY AV EQUIPMENT	20,061.00	0.00	000000	0/00/00	20,061.00
		** TOTALS **	20,061.00	0.00			20,061.00
01-000366	COMPUTER & NETWORK SPEC	MISC COMPUTER ISSUE	60.00	0.00	000000	0/00/00	60.00

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UNPAID ITEMS DATES	:	10/25/2019 THRU 11/07/2019	10/25/2019 THRU 11/07/2019

VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-000366	COMPUTER & NETWORK SPEC	WINDOWS 10 PRINTER REPAIRS	240.60	0.00	000000	0/00/00	240.60
		** TOTALS **	300.60	0.00			300.60
01-002071	COMPUTER REPAIR & SERVICE	CAAT6 COMPUTER ISSUE	90.95	0.00	000000	0/00/00	90.95
		** TOTALS **	90.95	0.00			90.95
01-000854	DEARBORN NATIONAL	NOV. LIFE INSURANCE PREMIUMS	322.24	322.24-	116248	10/30/19	0.00
		** TOTALS **	322.24	322.24-			0.00
01-006270	DREES HEATING & PLUMBING	CAMERA LOG IN REC CENTER	95.00	0.00	000000	0/00/00	95.00
		** TOTALS **	95.00	0.00			95.00
01-006275	DREES OIL CO. INC.	DIESEL FUEL	870.17	0.00	000000	0/00/00	870.17
01-006275	DREES OIL CO. INC.	UNLEADED GASOLINE	897.15	0.00	000000	0/00/00	897.15
		** TOTALS **	1,767.32	0.00			1,767.32
01-003491	DREYER PAINTING	POOL CAULKING	2,820.00	2,820.00-	116253	10/30/19	0.00
		** TOTALS **	2,820.00	2,820.00-			0.00
01-012590	ECHO ELECTRIC SUPPLY	REPAIR PARTS	15.85	0.00	000000	0/00/00	15.85
		** TOTALS **	15.85	0.00			15.85
01-006810	ECOWATER SYSTEMS	SOFTNER SALT	68.00	0.00	000000	0/00/00	68.00
		** TOTALS **	68.00	0.00			68.00
01-004185	EMPLOYMENT RESOURCES	OCTOBER PD CLEANING	550.35	0.00	000000	0/00/00	550.35
01-004185	EMPLOYMENT RESOURCES	OCT. CITY HALL CLEANING	275.18	0.00	000000	0/00/00	275.18
		** TOTALS **	825.53	0.00			825.53
01-008050	FASTENAL COMPANY	HYDRANT BOLTS	25.45	25.45-	116258	10/30/19	0.00
		** TOTALS **	25.45	25.45-			0.00
01-001291	FEH DESIGN	ST. MAINT. BLDG	22,755.50	0.00	000000	0/00/00	22,755.50
		** TOTALS **	22,755.50	0.00			22,755.50
01-006860	FELD FIRE EQUIPMENT CO.	CITY HALL SECURITY MONITORING	133.20	0.00	000000	0/00/00	133.20
01-006860	FELD FIRE EQUIPMENT CO.	SERVICE & REPAIR AMKUS JAWS	1,563.50	0.00	000000	0/00/00	1,563.50
01-006860	FELD FIRE EQUIPMENT CO.	EXTINGUISHER INSPECTION	426.20	0.00	000000	0/00/00	426.20
01-006860	FELD FIRE EQUIPMENT CO.	EXTINGUISHER RECHARGED	35.00	0.00	000000	0/00/00	35.00
01-006860	FELD FIRE EQUIPMENT CO.	3 NOMEX HOODS	63.00	0.00	000000	0/00/00	63.00
		** TOTALS **	2,220.90	0.00			2,220.90
01-000633	FILTER CARE	FILTER CLEANING	88.50	0.00	000000	0/00/00	88.50
		** TOTALS **	88.50	0.00			88.50

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PAID ITEMS DATES	: 10/25/2019 THRU 11/07/2019	10/25/2019 THRU 11/07/2019	10/25/2019 THRU 11/07/2019
PARTIALLY ITEMS DATES:	10/25/2019 THRU 11/07/2019	10/25/2019 THRU 11/07/2019	10/25/2019 THRU 11/07/2019
UNPAID ITEMS DATES	:	10/25/2019 THRU 11/07/2019	10/25/2019 THRU 11/07/2019

VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-001946	FIRE SERVICE TRAINING BUR	FF1 TESTING FEE	50.00	0.00	000000	0/00/00	50.00
		** TOTALS **	50.00	0.00			50.00
01-002806	FOUNDATION ANALYTICAL LAB	LAB TESTING	701.85	0.00	000000	0/00/00	701.85
		** TOTALS **	701.85	0.00			701.85
01-009315	GALL'S INC.	UNIFORM BELT	18.19	0.00	000000	0/00/00	18.19
		** TOTALS **	18.19	0.00			18.19
01-009500	GEHLING WELDING & REPAIR	#29 BRINE TANK	7,544.88	0.00	000000	0/00/00	7,544.88
		** TOTALS **	7,544.88	0.00			7,544.88
01-010156	GRAPHIC EDGE, THE	SHIRTS WITH DECALS	166.48	0.00	000000	0/00/00	166.48
01-010156	GRAPHIC EDGE, THE	FALL VOLLEYBALL SHIRTS	4.75	0.00	000000	0/00/00	4.75
01-010156	GRAPHIC EDGE, THE	JACKET DECAL	13.00	0.00	000000	0/00/00	13.00
		** TOTALS **	184.23	0.00			184.23
01-010615	HALEY IMPLEMENT CO.	FORD 3415 REPAIRS	573.30	0.00	000000	0/00/00	573.30
		** TOTALS **	573.30	0.00			573.30
01-005410	HERALD PUBLISHING COMPANY	LEGAL PUBLICATIONS	615.03	0.00	000000	0/00/00	615.03
		** TOTALS **	615.03	0.00			615.03
01-005635	HOLIDAY INN AIRPORT	IMFOA - HOTEL	201.60	0.00	000000	0/00/00	201.60
		** TOTALS **	201.60	0.00			201.60
01-002869	I SAW THE SIGN LLC	CBD YELLOW SIGNS	1,004.50	0.00	000000	0/00/00	1,004.50
		** TOTALS **	1,004.50	0.00			1,004.50
01-012540	IMWCA	WORKER COMP #5	5,735.00	0.00	000000	0/00/00	5,735.00
01-012540	IMWCA	FY 19 AUDIT ADJUSTMENT	1,419.00	0.00	000000	0/00/00	1,419.00
		** TOTALS **	7,154.00	0.00			7,154.00
01-012552	INDUSTRIAL BEARING SUPP.	BELTS	20.57	0.00	000000	0/00/00	20.57
		** TOTALS **	20.57	0.00			20.57
01-000414	INTERNATIONAL CODE COUNCI	ICC MEMBERSHIPS	135.00	0.00	000000	0/00/00	135.00
		** TOTALS **	135.00	0.00			135.00
01-012589	INTOXIMETERS	INTOXIMETER DRY GAS	115.00	0.00	000000	0/00/00	115.00
		** TOTALS **	115.00	0.00			115.00
01-012604	IOWA PEACE OFFICERS ASSOC	MEMBERSHIP DUES	470.00	0.00	000000	0/00/00	470.00

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UNPAID ITEMS DATES :		10/25/2019 THRU 11/07/2019	10/25/2019 THRU 11/07/2019

VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
		** TOTALS **	470.00	0.00			470.00
01-012685	IOWA SMALL ENGINE CENTER	REPAIR PARTS	43.96	0.00	000000	0/00/00	43.96
01-012685	IOWA SMALL ENGINE CENTER	PUSH MOWER	299.00	0.00	000000	0/00/00	299.00
		** TOTALS **	342.96	0.00			342.96
01-003494	J. J.KELLER & ASSOCIATES	OSHA MANUAL	20.00	0.00	000000	0/00/00	20.00
		** TOTALS **	20.00	0.00			20.00
01-002453	JASON MATTHEW LAMBERTZ	PRODUCTION COSTS	870.00	0.00	000000	0/00/00	870.00
		** TOTALS **	870.00	0.00			870.00
01-013440	JERRY'S AUTO SERVICE	#53 - TIRE REPAIRS	25.00	0.00	000000	0/00/00	25.00
		** TOTALS **	25.00	0.00			25.00
01-003246	JESSICA HARMON	AQUATIC KICKBOXING CLASS	81.20	81.20-	116252	10/30/19	0.00
		** TOTALS **	81.20	81.20-			0.00
01-002700	JUSTIN FERRIN	K9 TRAINING	46.99	46.99-	116287	11/07/19	0.00
01-002700	JUSTIN FERRIN	CMV TRAINING EXPENSES	42.43	42.43-	116287	11/07/19	0.00
		** TOTALS **	89.42	89.42-			0.00
01-000994	KABEL BUSINESS SERVICES -	OCT. HRA PARTICIPANT FEES	172.25	172.25-	000000	11/04/19	0.00
01-000994	KABEL BUSINESS SERVICES -	NOV. FLEX PARTICIPANT FEES	93.60	93.60-	000000	11/05/19	0.00
		** TOTALS **	265.85	265.85-			0.00
01-002326	KAREN MENTZER	MFPRSI SUMMIT	107.30	107.30-	116249	10/30/19	0.00
		** TOTALS **	107.30	107.30-			0.00
01-014520	KASPERBAUER CLEANING SER	LAUNDRER RUGS	90.24	90.24-	116259	10/30/19	0.00
01-014520	KASPERBAUER CLEANING SER	LAUNDRER RUGS	90.24	90.24-	116259	10/30/19	0.00
01-014520	KASPERBAUER CLEANING SER	LAUNDRER RUGS	90.24	0.00	000000	0/00/00	90.24
		** TOTALS **	270.72	180.48-			90.24
01-001550	KING CONSTRUCTION LLC	WATER MAIN REPLACEMENT #3	101,257.66	0.00	000000	0/00/00	101,257.66
		** TOTALS **	101,257.66	0.00			101,257.66
01-000189	KUEMPER HIGH SCHOOL	2019 KUEMPER YEARBOOK AD	25.00	0.00	000000	0/00/00	25.00
		** TOTALS **	25.00	0.00			25.00
01-003301	LIBRARY FURNITURE INTERNA	FURNISHINGS	2,359.00	0.00	000000	0/00/00	2,359.00
01-003301	LIBRARY FURNITURE INTERNA	FURNISHINGS	923.00	0.00	000000	0/00/00	923.00
		** TOTALS **	3,282.00	0.00			3,282.00

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VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-000674	LIDDERDALE COUNTRY STORE	PLANNING SESSION	240.00	0.00	000000	0/00/00	240.00
		** TOTALS **	240.00	0.00			240.00
01-017123	MANGOLD ENVIRONMENTAL	WATER SAMPLE ANALYSIS	544.00	0.00	000000	0/00/00	544.00
01-017123	MANGOLD ENVIRONMENTAL	WATER SAMPLES	15.00	0.00	000000	0/00/00	15.00
		** TOTALS **	559.00	0.00			559.00
01-001193	MARKET ON 30	TRICK OR TRUNK SUPPLIES	31.97	0.00	000000	0/00/00	31.97
01-001193	MARKET ON 30	OFFICE SUPPLIES	26.99	0.00	000000	0/00/00	26.99
		** TOTALS **	58.96	0.00			58.96
01-017230	MC MASTER-CARR SUPPLY CO.	LINE VOLTAGE THERMOSTAT	154.76	0.00	000000	0/00/00	154.76
		** TOTALS **	154.76	0.00			154.76
01-012680	MID AMERICAN ENERGY	ELECTRIC BILLS	36,264.86	36,264.86-	116292	11/07/19	0.00
		** TOTALS **	36,264.86	36,264.86-			0.00
01-001804	MID IOWA SOLID WASTE EQUI	3300 TRACTOR REPAIRS	696.56	0.00	000000	0/00/00	696.56
01-001804	MID IOWA SOLID WASTE EQUI	3300 TRACTOR REPAIRS	2,161.79	0.00	000000	0/00/00	2,161.79
		** TOTALS **	2,858.35	0.00			2,858.35
01-000188	MID-AMERICA SPORTS ADVANT	STADIUM FENCE CAP	909.97	0.00	000000	0/00/00	909.97
		** TOTALS **	909.97	0.00			909.97
01-017585	MIDWEST WHOLESALE	SUPPLIES	48.95	0.00	000000	0/00/00	48.95
		** TOTALS **	48.95	0.00			48.95
01-002951	MIKE POGGE-WEAVER	ICMA CONFERENCE EXPENSES	198.51	0.00	000000	0/00/00	198.51
		** TOTALS **	198.51	0.00			198.51
01-017730	MOORHOUSE READY MIX CO.	ST. PANEL - 18TH & QUINT	1,203.60	0.00	000000	0/00/00	1,203.60
01-017730	MOORHOUSE READY MIX CO.	ST. PANEL- 18TH & QUINT	300.90	0.00	000000	0/00/00	300.90
01-017730	MOORHOUSE READY MIX CO.	ST. PANEL - 18TH & QUINT	902.70	0.00	000000	0/00/00	902.70
01-017730	MOORHOUSE READY MIX CO.	ST.PANEL - 18TH & QUINT	902.70	0.00	000000	0/00/00	902.70
01-017730	MOORHOUSE READY MIX CO.	ROW - 1339 QUINT AVE	421.26	0.00	000000	0/00/00	421.26
01-017730	MOORHOUSE READY MIX CO.	ROW WEST OF MCFARLAND CLINIC	564.12	0.00	000000	0/00/00	564.12
		** TOTALS **	4,295.28	0.00			4,295.28
01-018408	NAPA AUTO PARTS	BATTERIES RETURNED	144.00-	0.00	000000	0/00/00	144.00-
01-018408	NAPA AUTO PARTS	GENERATOR REPAIRS	558.00	0.00	000000	0/00/00	558.00
01-018408	NAPA AUTO PARTS	SUPPLIES	18.99	0.00	000000	0/00/00	18.99
01-018408	NAPA AUTO PARTS	TORQUE WRENCH	42.91	0.00	000000	0/00/00	42.91
		** TOTALS **	475.90	0.00			475.90

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VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-020203	OFFICE STOP	OFFICE SUPPLIES	224.25	0.00	000000	0/00/00	224.25
		** TOTALS **	224.25	0.00			224.25
01-021050	P & H WHOLESALE INC.	PRIMARY BLDG. HEAT CONTROL	393.31	393.31-	116254	10/30/19	0.00
01-021050	P & H WHOLESALE INC.	WATER HEATER REPAIRS	15.83	15.83-	116293	11/07/19	0.00
01-021050	P & H WHOLESALE INC.	WATER LINE REPAIRS	108.48	108.48-	116179	10/25/19	0.00
01-021050	P & H WHOLESALE INC.	SUPPLIES	60.93	60.93-	116293	11/07/19	0.00
01-021050	P & H WHOLESALE INC.	SUPPLIES	8.68	8.68-	116293	11/07/19	0.00
01-021050	P & H WHOLESALE INC.	WATER HEATER	575.04	575.04-	116293	11/07/19	0.00
01-021050	P & H WHOLESALE INC.	FURNACE FILTERS	23.06	23.06-	116293	11/07/19	0.00
01-021050	P & H WHOLESALE INC.	SUPPLIES	20.18	20.18-	116293	11/07/19	0.00
		** TOTALS **	1,205.51	1,205.51-			0.00
01-002985	PAUL KERSEY	STEEL TOED BOOTS	200.00	200.00-	116178	10/25/19	0.00
		** TOTALS **	200.00	200.00-			0.00
01-001949	PERFORMANCE TIRE & SERVIC	#18 OIL CHANGE AND REPAIRS	118.83	0.00	000000	0/00/00	118.83
01-001949	PERFORMANCE TIRE & SERVIC	#20 WINDOW	133.36	0.00	000000	0/00/00	133.36
01-001949	PERFORMANCE TIRE & SERVIC	#16 VEHICLE REPAIRS	408.06	0.00	000000	0/00/00	408.06
01-001949	PERFORMANCE TIRE & SERVIC	TIRE REPAIRS	12.72	0.00	000000	0/00/00	12.72
01-001949	PERFORMANCE TIRE & SERVIC	#16 WATER PUMP VEHICLE REPAIRS	1,265.56	0.00	000000	0/00/00	1,265.56
01-001949	PERFORMANCE TIRE & SERVIC	#18 VEHICLE REPAIRS	326.50	0.00	000000	0/00/00	326.50
01-001949	PERFORMANCE TIRE & SERVIC	#15 OIL CHANGE/ANTIFREEZE	32.93	0.00	000000	0/00/00	32.93
01-001949	PERFORMANCE TIRE & SERVIC	#16 OIL CHANGE & AIR FILTER	40.21	0.00	000000	0/00/00	40.21
01-001949	PERFORMANCE TIRE & SERVIC	#20 OIL CHANGE	26.47	0.00	000000	0/00/00	26.47
01-001949	PERFORMANCE TIRE & SERVIC	#18 OIL CHANGE	26.47	0.00	000000	0/00/00	26.47
01-001949	PERFORMANCE TIRE & SERVIC	#17 OIL CHANGE AND ANTIFREEZE	32.93	0.00	000000	0/00/00	32.93
01-001949	PERFORMANCE TIRE & SERVIC	#17 OIL CHANGE	26.47	0.00	000000	0/00/00	26.47
		** TOTALS **	2,450.51	0.00			2,450.51
01-002938	PHOTOGRAPHY BY FISCUS	PICTURES	60.00	0.00	000000	0/00/00	60.00
01-002938	PHOTOGRAPHY BY FISCUS	DRONE PICTURE AQUATIC CENTER	75.00	0.00	000000	0/00/00	75.00
		** TOTALS **	135.00	0.00			135.00
01-003449	PIGOTT INC.	LIBRARY FURNISHINGS	7,412.67	7,412.67-	116262	11/04/19	0.00
		** TOTALS **	7,412.67	7,412.67-			0.00
01-021735	POSTMASTER	POSTAGE TO MAIL WATER BILLS	1,567.09	1,567.09-	116180	10/25/19	0.00
		** TOTALS **	1,567.09	1,567.09-			0.00
01-000625	PRODUCTIVITY PLUS ACCOUNT	MOWER FILTER	53.75	53.75-	116247	10/30/19	0.00
01-000625	PRODUCTIVITY PLUS ACCOUNT	EQUIPMENT REPAIRS	51.80	51.80-	116247	10/30/19	0.00
		** TOTALS **	105.55	105.55-			0.00

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VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-003173	R & R RENTAL	WATER BILL	88.91	88.91-	116251	10/30/19	0.00
		** TOTALS **	88.91	88.91-			0.00
01-001136	R & R SEPTIC SERVICE INC	224 N MAIN CLEANUP	120.00	0.00	000000	0/00/00	120.00
		** TOTALS **	120.00	0.00			120.00
01-023640	RAY'S REFUSE SERVICE	OCTOBER GARBAGE PICKUP	2,557.29	0.00	000000	0/00/00	2,557.29
01-023640	RAY'S REFUSE SERVICE	OCT. TRASH COLLECTIONS	34,928.32	34,928.32-	116294	11/07/19	0.00
		** TOTALS **	37,485.61	34,928.32-			2,557.29
01-023815	REGION XII COG	HOUSING SUMMIT	25.00	25.00-	116263	11/04/19	0.00
01-023815	REGION XII COG	CITY/COUNTY ROUNDTABLE	60.00	0.00	000000	0/00/00	60.00
01-023815	REGION XII COG	OCT. TAXI PROGRAM DONATIONS	2,910.00	2,910.00-	116295	11/07/19	0.00
		** TOTALS **	2,995.00	2,935.00-			60.00
01-003312	RILEY NEHRING	COMPLIANCE CHECKS	50.00	0.00	000000	0/00/00	50.00
		** TOTALS **	50.00	0.00			50.00
01-000016	SECURITY TITLE/INVESTMENT	ABSTRACT - SCHABEN PROPERTY	220.00	0.00	000000	0/00/00	220.00
		** TOTALS **	220.00	0.00			220.00
01-000612	SENECA COMPANIES	FREE PRODUCT RECOVERY	1,735.50	0.00	000000	0/00/00	1,735.50
		** TOTALS **	1,735.50	0.00			1,735.50
01-002803	SITE ONE LANDSCAPE SUPPLY	HUNTER VALVE BOX HAND PUMP	83.68	0.00	000000	0/00/00	83.68
		** TOTALS **	83.68	0.00			83.68
01-004178	SOLID WASTE MANAGEMENT CO	LANDFILL DISPOSAL FEES	19.80	0.00	000000	0/00/00	19.80
		** TOTALS **	19.80	0.00			19.80
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.	LAMINATING	89.03	0.00	000000	0/00/00	89.03
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	4.84	0.00	000000	0/00/00	4.84
01-025880	STONE PRINTING CO.	SUPPLIES	73.49	0.00	000000	0/00/00	73.49
01-025880	STONE PRINTING CO.	SUPPLIES	64.99	0.00	000000	0/00/00	64.99
01-025880	STONE PRINTING CO.	SUPPLIES	163.48	0.00	000000	0/00/00	163.48
01-025880	STONE PRINTING CO.	SUPPLIES	10.99	0.00	000000	0/00/00	10.99
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	17.98	0.00	000000	0/00/00	17.98
		** TOTALS **	424.80	0.00			424.80
01-002682	STOREY KENWORTHY/MATT PAR	LASER CHECKS	361.58	0.00	000000	0/00/00	361.58
		** TOTALS **	361.58	0.00			361.58

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VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-003314	TBCREATIONS	FACE PAINTING HALLOWEEN PARTY SUPPLIES	250.00	0.00	000000	0/00/00	250.00
		** TOTALS **	250.00	0.00			250.00
01-003459	TEYT JOHNSON	PAINT BRUSHES	8.54	8.54-	116257	10/30/19	0.00
		** TOTALS **	8.54	8.54-			0.00
01-026940	TOYNE INC.	DOOR SWITCH REPAIRS RESCUE 7	142.90	0.00	000000	0/00/00	142.90
		** TOTALS **	142.90	0.00			142.90
01-027060	TREASURER OF IOWA	N BECKER UNCLAIMED PROPERTY	25.00	25.00-	116256	10/30/19	0.00
01-027060	TREASURER OF IOWA	SEPT. SALES TAX	3,635.00	3,635.00-	000000	10/31/19	0.00
01-027060	TREASURER OF IOWA	10/16-10/31/2019 SALES TAX	8,999.00	8,999.00-	000000	11/05/19	0.00
		** TOTALS **	12,659.00	12,659.00-			0.00
01-028168	UNITED PARCEL SERVICE	FREIGHT W/E 10/19/2019	38.07	38.07-	116255	10/30/19	0.00
01-028168	UNITED PARCEL SERVICE	FREIGHT W/E 10/26/2019	24.34	24.34-	116264	11/04/19	0.00
		** TOTALS **	62.41	62.41-			0.00
01-028174	UNITED STATES CELLULAR	CELL PHONES	272.28	272.28-	116181	10/25/19	0.00
		** TOTALS **	272.28	272.28-			0.00
01-029010	VEENSTRA & KIMM INC.	WWTP IMPROVEMENTS 2018	2,303.70	0.00	000000	0/00/00	2,303.70
		** TOTALS **	2,303.70	0.00			2,303.70
01-029013	VERIZON WIRELESS	AIR CARDS	280.07	280.07-	116296	11/07/19	0.00
01-029013	VERIZON WIRELESS	CELL PHONES	323.92	323.92-	116296	11/07/19	0.00
		** TOTALS **	603.99	603.99-			0.00
01-003317	VERNE SIMMONDS COMPANY	EQUIPMENT REPAIR PARTS	254.42	0.00	000000	0/00/00	254.42
		** TOTALS **	254.42	0.00			254.42
01-000191	WATTERS LANDSCAPING	AERATION OF GREENS	1,835.77	1,835.77-	116261	11/04/19	0.00
		** TOTALS **	1,835.77	1,835.77-			0.00
01-002590	WENDL'S WEAPONS LLC	MEMBERSHIPS	1,600.00	0.00	000000	0/00/00	1,600.00
		** TOTALS **	1,600.00	0.00			1,600.00
01-003472	WOODRUFF CONSTRUCTION LLC	DISINFECTION IMP. #3	60,315.50	0.00	000000	0/00/00	60,315.50
		** TOTALS **	60,315.50	0.00			60,315.50
01-000386	ZIMCO SUPPLY CO	FERTILIZER	272.00	0.00	000000	0/00/00	272.00
01-000386	ZIMCO SUPPLY CO	CHEMICALS	1,532.50	0.00	000000	0/00/00	1,532.50
		** TOTALS **	1,804.50	0.00			1,804.50

11-07-2019 10:27 AM
VENDOR SET: 01 City of Carroll
REPORTING: PAID, UNPAID, PARTIAL

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

PAGE: 11
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=====PAYMENT DATES===== =====ITEM DATES===== =====POSTING DATES=====
PAID ITEMS DATES : 10/25/2019 THRU 11/07/2019 10/25/2019 THRU 11/07/2019 10/25/2019 THRU 11/07/2019
PARTIALLY ITEMS DATES: 10/25/2019 THRU 11/07/2019 10/25/2019 THRU 11/07/2019 10/25/2019 THRU 11/07/2019
UNPAID ITEMS DATES : 10/25/2019 THRU 11/07/2019 10/25/2019 THRU 11/07/2019

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

* Payroll Expense 163,397.22

11-07-2019 10:27 AM
 VENDOR SET: 01 City of Carroll
 REPORTING: PAID, UNPAID, PARTIAL

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

PAGE: 12
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	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	10/25/2019 THRU 11/07/2019	10/25/2019 THRU 11/07/2019	10/25/2019 THRU 11/07/2019
PARTIALLY ITEMS DATES:	10/25/2019 THRU 11/07/2019	10/25/2019 THRU 11/07/2019	10/25/2019 THRU 11/07/2019
UNPAID ITEMS DATES :		10/25/2019 THRU 11/07/2019	10/25/2019 THRU 11/07/2019

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

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	323,139.97	323,139.97CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	280,572.58	0.00	280,572.58
VOID ITEMS	0.00	0.00	0.00
** TOTALS **	603,712.55	323,139.97CR	280,572.58

U N P A I D R E C A P

UNPAID INVOICE TOTALS	281,207.63
UNPAID DEBIT MEMO TOTALS	0.00
UNAPPLIED CREDIT MEMO TOTALS	635.05CR
** UNPAID TOTALS **	280,572.58

11-07-2019 10:27 AM
VENDOR SET: 01 City of Carroll
REPORTING: PAID, UNPAID, PARTIAL

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

PAGE: 13
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	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES	: 10/25/2019 THRU 11/07/2019	10/25/2019 THRU 11/07/2019	10/25/2019 THRU 11/07/2019
PARTIALLY ITEMS DATES:	10/25/2019 THRU 11/07/2019	10/25/2019 THRU 11/07/2019	10/25/2019 THRU 11/07/2019
UNPAID ITEMS DATES	:	10/25/2019 THRU 11/07/2019	10/25/2019 THRU 11/07/2019

FUND TOTALS

001	GENERAL FUND	153,536.44
010	HOTEL/MOTEL TAX	388.80
110	ROAD USE TAX FUND	22,112.69
178	CRIME PREV/SPEC PROJECTS	330.07
311	C.P.-PARKS & RECREATION	220.00
314	C.P.-STREETS MAINT BLDG	22,755.50
315	LIBRARY/CITY HALL REMODEL	35,480.67
600	WATER UTILITY FUND	21,446.59
602	WATER UTILITY CAP. IMP.	101,419.66
610	SEWER UTILITY FUND	18,948.22
612	SEWER UTILITY CAP. IMP.	62,619.20
620	STORM WATER UTILITY	563.00
850	MEDICAL INSURANCE FUND	494.49
	* PAYROLL EXPENSE	163,397.22
GRAND TOTAL		603,712.55

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 *MSP-W*

FROM: Brad Burke, Chief of Police *BB*

DATE: November 7, 2019

RE: Renewal of License

The following establishments have applied for renewal of license:

Kimmes Carroll Country Store 1

Class "C" Beer Permit with Class "B" Native Wine Permit and Sunday Sales

Kimmes Carroll Country Store 2

Class "C" Beer Permit with Class "B" Native Wine Permit and Sunday Sales

Ossy's Show Club/Piranha Club

1215 Plaza Drive

Class "C" Liquor License with Outdoor Service

RECOMMENDATION: Council consideration and approval of these applications.

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Honorable Mayor and City Council Members

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

DATE: November 7, 2019

SUBJECT: Carroll Library Sign Package

Library Sign Package was distributed to five potential vendors, including three in the City of Carroll. On November 4, 2019, bids for the Library Sign Package were received, opened, and tabulated. One bid was received. The bid was as follows:

	Part 1 ADA Signage	Part 2 Vinyl Signage	Part 3 Monument Signage A	Part 3 Monument Signage B	Part 4 Plaque
Trophies Plus	\$1,559.52	No Bid	\$1,526.78	\$2,787.66	\$5,813.58

All bids received were reviewed for compliance with specifications and totals verified. Following review, it was determined that the bid submitted by Trophies Plus for Parts 1, 3, and 4 at a total cost not to exceed of \$10,160.76 was in compliance with the specifications. No bid was received for Part 2, Vinyl Signage.

With the Monument Sign, two options were provided. Option A involves removing the existing letters, powder coating the existing letters, cleaning the sign face and reinstalling the letters. Option B involves removing the existing lettering, cleaning the sign face, and installing new lettering. In both cases the former City Hall letters would be removed (not reinstalled), and the library lettering would be centered on the sign with Police. If an existing letter is broken in the removal process, the City will be forced to go with all new letters under option B. The City would proceed first with option A in reusing the letters. If reusing the letters is successful than the total cost for the signage will only be \$8,899.88.

The signage portion of the project was included in the miscellaneous line item of the budget which was \$391,055.04. To date \$269,557.04 has been spent out of this part of the project budget. It is expected the miscellaneous line item will remain within budget.

RECOMMENDATION: Mayor and City Council consideration and approval of bids for the Carroll Library Sign Package from Trophies Plus for Parts 1, 3, and 4 at their bid price not to exceed \$10,160.76.

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Honorable Mayor and City Council Members
FROM: Mike Pogge-Weaver, City Manager *MSP-W*
DATE: November 7, 2019
SUBJECT: Carroll Public Library/Carroll City Hall Audiovisual Package
Change Order No. 2

During work to finalize the audiovisual equipment at the Library, it was discovered that a couple of items need to be modified. The changes are as follows:

Replace the AV Cabinet in the community room	\$4,722.00
Credit for returned product	- \$950.00
Total Change Order No. 2	\$3,772.00

The audiovisual portion of the project was included in the miscellaneous line item of the overall Library/City Hall budget which is currently below what was budgeted and unless an unforeseen item is encountered it is expected this area will be under what was budgeted.

RECOMMENDATION: Mayor and City Council consideration and approval of Change Order No. 2 to the Carroll Public Library/Carroll City Hall Audiovisual Package in the amount of \$3,772.00.

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Honorable Mayor and City Council Members
FROM: Mike Pogge-Weaver, City Manager *MSPW*
DATE: November 7, 2019
SUBJECT: Carroll Public Library Furniture Fixtures and Equipment Package
Change Order No. 1

In the process of ordering a set of chairs it was discovered that the fabric that was originally specified on the chairs might start to pull at the seams, especially in a high use/traffic environment like a library. Due to this, OPN is recommending that we select a fabric that is more durable. This resulted in a pricing change of \$735.00. There was only one vendor that bid on these particular chairs so this change would not result in a different possible vendor.

Upgraded fabric	\$735.00
Total Change Order No. 1	\$735.00

With this change, the total spent on all furniture, fixtures, and equipment for the Library will be \$344,747.68. The budget for the library shelving and furniture had a range of \$388,928 to \$435,072; which based on actual costs is \$44,180.32 under budget.

RECOMMENDATION: Mayor and City Council consideration and approval of Change Order No. 1 to the Carroll Public Library Furniture Fixtures and Equipment Package in the amount of \$735.00.



Proclamation

Small Business Saturday

WHEREAS, The City of Carroll supports our local businesses that create jobs, boost our local economy and preserve our neighborhoods; and,

WHEREAS, The people of Carroll are grateful to the small businesses of Carroll for their generous contribution to the quality of life we all enjoy; and,

WHEREAS, The City Council of Carroll, Iowa, celebrates our local small businesses and the contributions they make to our local economy and community; and,

NOW THEREFORE, I, ERIC P. JENSEN, MAYOR OF THE CITY OF CARROLL, do hereby proclaim the November 30, 2019 as Small Business Saturday in Carroll, Iowa and urge all residents of Carroll to join the rest of America and do a portion of their holiday shopping at small, locally owned businesses.

Eric P. Jensen, Mayor

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 *MSP-w*

FROM: Brad Burke, Chief of Police *BB*

DATE: November 5, 2019

SUBJECT: Carroll City Ordinance Chapter 136.03 amendment

Chapter 136 of the City of Carroll Code of Ordinances deals with Sidewalk Regulations and specifically 136.03 deals with Removal of Snow, Ice and Accumulations. The attached amendment to The City Code of Ordinances Chapter 136.03 provides more detail on how the City can efficiently require homeowners to remove snow and ice from sidewalks. This change in ordinance will create a better timeline that the snow and ice removal need to be accomplished while also detailing how notification will be delivered as well as the ramifications if the ordinance is ignored.

RECOMMENDATION: Council consideration and first reading of the ordinance change to Chapter 136, subsection 03 of the City of Carroll Ordinance.

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF CARROLL, IOWA, 2011, BY AMENDING PROVISIONS PERTAINING TO DANGEROUS AND VICIOUS ANIMALS

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

SECTION 1. Chapter 136, Section 03, of the Code of Ordinances of the City of Carroll, Iowa, 2011, is repealed and the following adopted in lieu thereof:

136.03: REMOVAL OF SNOW AND/OR ICE ACCUMULATIONS:

1. It is the responsibility of the owner to remove snow, ice and accumulations promptly from sidewalks and the owner shall be liable for injuries and damages caused by the failure to use reasonable care in the removal of snow, ice and accumulations. If the owner does not remove snow, ice and accumulations within a reasonable time and after receiving notice by the City, the City may do so and assess the costs against the owner for collection in the same manner as property tax. If the City is required to remove snow, ice and accumulations after notice, this action shall not release or relieve the owner of liability imposed above. The owner shall further defend, indemnify, and hold harmless the City of Carroll, from and against any claim, arising out of the failure to remove snow, ice and accumulations.

(Code of Iowa, Sec. 364.12[2b & e])

2. Enforcement of Section: The City Manager shall appoint the director of public works, building official, and/or the police chief or their designated representative, who shall enforce the provisions of this section.

3. Definitions: Unless otherwise expressly stated, the following terms shall have the meaning given in this subsection:

ACCUMULATIONS: Snow and/or ice deposits.

PERSON: Includes an individual or group or association of individuals; a firm or any member thereof; a corporation, or any executive officer, manager, person in charge or employee thereof; and the use of a pronoun specifying one gender shall include both genders.

PROPERTY OWNER: The record titleholder or the contract purchaser of record, if any.

SNOW SEASON: The period beginning October 1 and ending May 1.

4. Obligation of Property Owner:

A. The owner of any property abutting a public sidewalk with the exception of bike paths and combination bike paths/pedestrian walkways maintained by the city, shall remove snow, ice and accumulations from sidewalks within a reasonable time but in no case more than twenty four (24) hours following the

cessation of the weather or other event by which they were deposited, provided, however, that in extraordinary weather circumstances the director of public works, building official or police chief or their designated representative may extend the period of time provided herein. In those situations, the director of public works, building official or police chief or their designated representative will deliver to news media a statement indicating the amount of additional time property owners shall have to remove accumulations from sidewalks.

B. If accumulations are not removed as required above, including any extraordinary weather circumstances, or required treatment pursuant to subsection 5 is not completed and maintained, the building official or chief of police or their designated representative may give to the property owner a notice entitled "Official Notice - Failure to Remove Snow or Ice Accumulation on Sidewalk and/or Failure to Treat Snow and/or Ice Accumulation on Sidewalk" setting forth the location/address of the violation and to whom the notice is directed with the explanation of the violations. This notice shall be personally served upon the owner of the residence. If personal service is not possible, written notice of such violation shall be affixed to the front door of the premises. If the owner is leasing or renting the premise, the tenant shall be personally served or notice affixed to the front door and the owner shall also be personally served with the notice. The owner of the property in violation shall have twenty-four (24) hours from the time of service or posting of this notice in which to take corrective action and bring the sidewalk into compliance with this code. The existence of extraordinary weather conditions as determined by the director of public works, building official or police chief, pursuant to this subsection, shall extend the twenty-four (24) hours until such extraordinary weather conditions have dissipated. Upon notification by the public works director, building official or police chief of the end of extraordinary weather conditions the twenty-four (24) hours will start. If after notice, the accumulations are not timely removed or the required treatment pursuant to subsection 5 is not completed and maintained, the police chief or their designated representative is authorized to issue a civil citation pursuant to section 364.22 of the code of Iowa.

C. A second subsequent violation of this section shall not be considered a repeat offense pursuant to section 364.22, Code of Iowa, for the purposes of increasing the civil penalty provided in said code section, unless the prior or preceding offenses have occurred within the current snow season.

5. Treatment of Unremovable Snow And/Or Ice: When accumulations have formed upon any sidewalk so that it cannot be reasonably removed, the abutting property owner shall within the period set forth in subsection 4 of this section keep and maintain such accumulations sprinkled with fine cinders, sand or de-icing chemicals in such manner as to provide traction and prevent the sidewalk from being dangerous to persons using the same. Nothing in this subsection shall be construed to be a substitute for the removal of accumulations, as required in subsection 4 of this section. This subsection shall only apply when accumulations cannot be reasonably removed, however, all accumulations shall be removed as soon as practical.

6. Unlawful Deposit of Snow And/Or Ice: No person shall remove, or cause to be removed, accumulations from private premises and deposit the same or cause the same to be deposited upon any public street, avenue, alley, public square or traveled area within the city.

The chief of police or their designated representative is authorized to issue a civil citation pursuant to section 364.22 of the code of Iowa to anyone violating this subsection indicating said person is in violation of this subsection and is subject to the penalties provided for in section 364.22, the code of Iowa.

7. Removal By The City of Carroll: Whenever accumulations have remained on any sidewalk in violation of subsection 4 and/or whenever unremovable accumulations have formed on any sidewalk in violation of subsection 5, and the time for the property owner to take action after service of the notice has expired, the city may cause such accumulations to be removed and/or treatment of unremovable accumulations either by use of city personnel and equipment or by contracting for the work to be undertaken.

8. Right to Assess: When the city removes or causes to be removed accumulations and/or treats accumulations, the city may assess the actual cost plus any administrative costs of removing such accumulations from the abutting property owners' sidewalks and/or treatment of unremovable accumulations, in addition to taking any other action provided for in this section.

9. Assessment of Costs: The actual cost of removal and/or treatment of accumulations, including an administrative cost of seventy-five dollars (\$75) per occurrence, shall be paid by the owner of the property abutting thereon.

The property owner shall be sent an itemized bill by the city for said costs to permit voluntary payment thereof by the property owner. The bill shall be sent within thirty (30) days of the city's action as set forth in subsection 8 of this section. Failure to pay said bill within thirty (30) days after mailing of bill will cause the action to appear on a schedule of assessments to be forwarded to the City Clerk.

10. Schedule of Assessments: Whenever any accumulations have been removed from any sidewalks or treatment of the sidewalks for unremovable accumulations by the city as provided in this section, and the right to assess provided for in subsection 9 is invoked, the city shall cause to be prepared a schedule giving the name of the owner, so far as known, a description of the property, the date when the work was done, and the amount charged to each lot, and for what work and materials the charge was made. As soon thereafter as practicable the schedule shall be filed with the City Clerk.

11. Certification For Collection: Upon receipt of the schedule of assessments and certification by the City Clerk, the City Clerk shall file said assessments with the County Treasurer for collection in the manner provided by law.

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 _____, 2019.

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 _____, 2019.

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 *M.P.W.*
FROM: Laura A. Schaefer, Finance Director/City Clerk *las*
DATE: November 6, 2019
SUBJECT: Resolution Authorizing Advancement of Costs for An Urban Renewal Project and Certification of Expenses Incurred by the City for Payment Under Iowa Code Section 403.19 – Redevelopment of City Apartments Property

On September 9, 2019, Council approved a resolution authorizing amending the Central Business District Project Area to include Blocks 29, 30 and 37, Carroll (Original Town) in order to allow for redevelopment of the City Apartments property.

The City has acquired the City Apartment property and is in the process of clean-up/demolition. The City has also been working with Nathan Overberg at Ahlers & Cooney, P.C. to get the correct documentation in place to allow for the use of tax increment finance (TIF) collections to reimburse for these acquisition and clean-up/demolition costs. The attached resolution authorizes for the advancement of costs from the General Fund related to this project and requires the certification of costs to the County Auditor before December 1, 2019 in order to collect TIF to reimburse these related expenses.

The amount listed to be advanced and repaid is not to exceed \$281,500. The property was acquired for \$31,500. While other costs such as closing costs, recording fees and clean-up/demolition costs are not completely known at this time, an estimate of not to exceed \$250,000 is included in the resolution.

There is not a set repayment schedule with this advancement. It is intended that any additional TIF collected greater than the amount needed for the Water Utility Fund Internal Loan (used to finance the various phases of the Streetscape Projects) will be repaid to the General Fund.

RECOMMENDATION: Council consideration and approval of the attached Resolution authorizing advancement of costs for an urban renewal project and certification of expenses incurred by the City for payment under Iowa Code Section 403.19 for the redevelopment of the City Apartments property.

November 11, 2019

The City Council of the City of Carroll, Iowa, met in regular session, at in the Council Chambers, City Hall Carroll, Iowa at 5:15 P.M., on the above date. There were present _____ in the chair, and the following named Council Members:

Absent: _____

* * * * *

Council Member _____ introduced the following Resolution entitled "RESOLUTION AUTHORIZING ADVANCEMENT OF COSTS FOR AN URBAN RENEWAL PROJECT AND CERTIFICATION OF EXPENSES INCURRED BY THE CITY FOR PAYMENT UNDER IOWA CODE SECTION 403.19" and moved its adoption. Council Member _____ seconded the motion to adopt. The roll was called and the vote was,

AYES: _____

NAYS: _____

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ADVANCEMENT OF COSTS FOR AN URBAN RENEWAL PROJECT AND CERTIFICATION OF EXPENSES INCURRED BY THE CITY FOR PAYMENT UNDER IOWA CODE SECTION 403.19

WHEREAS, the City of Carroll, Iowa has adopted the Sixth Amended and Restated Central Business District Urban Renewal Plan (the "Plan") for the Central Business District Project Area (the "Urban Renewal Area") for the purpose of undertaking urban renewal projects, including the project described as "[t]he acquisition, demolition, clearing, disconnection of utilities, grading, and/or other related work for the removal of some or all buildings on properties that contain building(s) that has been declared a dangerous building by the City of Carroll," (the "Project") within the Urban Renewal Area; and

WHEREAS, the Project is located in the Urban Renewal Area; is described in Section IV of the Plan; does not exceed the projected Project cost estimate in the Plan; and, in the judgment of the Council will further one or more of the objectives of the Plan and constitutes a public use and purpose as provided by Iowa Code Chapters 15A and 403; and

WHEREAS, the City intends to advance or has advanced costs from the General Fund to pay costs associated with the Project, and thereafter reimburse said fund with tax increment; and

WHEREAS, before approving an urban renewal project for reimbursement with tax increment, it is necessary to make certain findings under Chapter 403; and

WHEREAS, it is the intention of the City to certify the amount of funds advanced for reimbursement under Iowa Code Section 403.19 before December 1, 2019; and

WHEREAS, the amount of funds advanced or to be advanced for the Project is currently estimated at \$31,500 for acquisition of the property located at 224 N Main Street and not to exceed \$250,000 for closing costs, recording fees and all other clean-up/demolition costs related to this property.

NOW, THEREFORE, IT IS RESOLVED by the City Council of the City of Carroll, Iowa, as follows:

Section 1. Pursuant to Ordinance Nos. 8502, 9001, 9120, 0817, 1412, 1701, and 19-08, there has been established the Central Business District Project Area Tax Increment Revenue Fund (the "Tax Increment Fund"), into which all incremental property tax revenues received from the Urban Renewal Area, as amended, are deposited. The Council finds the Project to be an Urban Renewal Project as defined in Iowa Code Chapter 403, and further finds that said Project is included in the Plan for the Urban Renewal Area.

Section 2. It is hereby directed that the total costs for the Project advanced from time to time from the General Fund in order to pay the costs of the Project shall be treated as an internal loan (the "Loan") from the General Fund and the General Fund shall be reimbursed the total actual Project cost from the Tax Increment Fund.

Section 3. All Project costs to be incurred for the Project are approved, to be advanced as described in Section 2. The Project is currently estimated to cost approximately \$281,500.

Section 4. Certification for reimbursement under Iowa Code Section 403.19 shall be made by the Council on or before December 1, 2019.

ADOPTED AND PASSED BY THE CITY COUNCIL OF THE CITY OF CARROLL, STATE OF IOWA, this 11th day of November, 2019.

Mayor

ATTEST:

City Clerk

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

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

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

DATE: November 5, 2019

SUBJECT: Municipal Golf Course Clubhouse Manager Lease and Management Agreement

- Golf Course Lease and Management Agreement
- Resolution Approving the Golf Course Clubhouse Manager Lease and Management Agreement

Brenda Bruggemen has managed the Golf Course clubhouse for several seasons. The City receives many compliments on Brenda and her staff. Attached to this memorandum is the contract the City Council has approved in the past with the exception of a contract fee increase from \$27,700.00 to \$28,600.00 each year for the next three golf seasons.

RECOMMENDATION: The Mayor and City Council consideration and approval of the Golf Course Clubhouse Manager Lease and Management Agreement with Brenda Bruggeman for the 2020, 2021 and 2022 golf seasons.

RESOLUTION NO. _____

**A RESOLUTION APPROVING A GOLF COURSE CLUBHOUSE MANAGER LEASE
AND MANAGEMENT AGREEMENT**

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, the Golf Course Clubhouse Manager Lease and Management Agreement with Brenda Bruggeman is attached hereto as Exhibit "A"; and

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

NOWHEREFORE, BE IT RESOLVED that the Golf Course Clubhouse Manager Lease and Management Agreement attached as Exhibit "A", be authorized and accepted, and that the Mayor and City Clerk are authorized to execute the contract on behalf of the City of Carroll.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 11th day of November, 2019.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

BY: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

LEASE AND MANAGEMENT AGREEMENT

This Agreement is made and entered into by and between the City of Carroll, Iowa, a municipal corporation hereinafter referred to as the "City", and Brenda Bruggeman, hereinafter referred to as the "Manager".

The parties enter into this agreement, whereby the City leases to the Manager, the Clubhouse located on the grounds of the Municipal Golf Course, Carroll, Iowa. The consideration for said lease is set out below.

The parties mutually agree and covenant as follows:

1. The term of this lease and agreement shall be from January 1, 2020, to December 31, 2022, unless this lease and agreement is renewed for an additional one year by the City on or before December 1, 2022. No notice of termination shall be required to be given by the City, and the Manager waives any and all termination notice requirements.
2. The Manager shall maintain a business at the clubhouse wherein it will sell food, beer, liquor and merchandise incidental to the sport of golf. In addition, it shall manage the clubhouse golf operations.
3. The Manager shall obtain all necessary licenses and permits for the operation of the above-mentioned business. The Manager shall also follow and comply with all local, state and federal ordinances, laws and regulations.
4. The Manager shall begin clubhouse business operations no later than 7:00 a.m., daily and shall operate said business until at least 8:00 p.m. In the event that the weather is not conducive to the playing of golf, it may be acceptable to deviate from the above said operating hours.
5. The parties recognize the State Liquor Laws, which establish 2:00 A.M. as the closing hour for establishments holding an Iowa Liquor License. However, because of the proximity of the clubhouse to the adjoining residential area, the Manager agrees that the normal closing hours shall be 11:30 P.M. or before with some noted exceptions. The Manager will be allowed to stay open until 2:00 A.M. on all Thursday Night Men's League dates, and until 2:00 A.M. on nights of couples two-ball events, special golf outing events, and other special outings or events. The Manager shall give a one-week notice to the Director of Parks and Recreation of all non-scheduled special events, which may exceed the normal 11:30 P.M. closing time.

The parties also recognize that because of the limited size of the clubhouse, some patrons are required to use the patio area after some golf events. This use outside the clubhouse has been a source of complaints from adjoining residential owners, especially after dark. Therefore, the Manager and staff shall refrain from serving anyone outside the clubhouse after 10:30 P.M. In addition, the Manager shall request all patrons to be inside the clubhouse by 11:00 P.M.

6. The Manager shall have the tee blocks open to the public at all times with the exceptions of those hours specified by the Director of Parks and Recreation including those hours for Men's and Women's Club Championship, City Championships, Father-Son Championship, Men's Thursday Night League, Women's Tuesday Night League and Wednesday Men's Senior League.
7. Holiday tournaments and special events are permissible. It is the intent of the City to limit as much as possible the times that would prohibit open golf by those not participating in the event. The City Director of Parks and Recreation shall approve these events along with other events.
8. The Manager shall open the clubhouse for business upon the opening of the golf course by the City, and shall keep the clubhouse open for business through the last weekend in October, and may continue to operate the clubhouse as long as the weather is conducive to the game of golf.
9. The Manager shall remove from the clubhouse all merchandise and other items owned by the Manager no later than November 30 each year.
10. The Manager shall provide the City Finance Director with certificates of insurance for general liability in the amount of \$500,000; dram shop insurance in the amount of \$300,000; and post a fidelity bond in the amount of \$25,000. The above limits of liability are the minimum limits required by the City of Carroll. In no way should they be construed to be adequate for the Manager's liability exposure.
11. The Manager shall have the right to all income from the operation of the concessions at the clubhouse, and shall be responsible for all its expenses in the operation of said clubhouse concession and business therein. The Manager shall be totally and solely responsible for the natural gas bills from May through and including November. The Manager shall also be responsible for 50% of the monthly electric and internet service billed to the City during the same period of time. A rental fee of \$1,600.00 per year shall be paid to the City by the Manager, based upon the depreciation schedule agreed upon by the parties. This fee shall be for the purpose of reimbursement to the City for the use of equipment furnished by the City for use by the Manager during the operation of the Manager's business within the Clubhouse.

12. The Manager shall be responsible for the following duties:
- a. Collect season membership fees and trail fees from golf patrons and the City will pick up the money collected daily from the clubhouse. Distribute any information deemed necessary to the members concerning golf play, golf season schedule, and golf car operations.
 - b. Collect green fees from golf patrons and the City will pick up the money daily from the clubhouse.
 - c. Rent the City's motorized golf cars to golf patrons and the City will pick up money from the clubhouse on a daily basis. The Manager shall be responsible for enforcing the rules and regulations of the golf car operation. The Manager shall have the authority to deny the use of a motorized golf car to anyone that does not qualify to use the motorized golf cars, or is not abiding by the rules and regulations for the proper operation of said golf cars.
 - d. Be responsible for routine maintenance of the golf cars which include, among other things, cleaning, checking gas and oil levels, checking for physical damages, checking tires, tire pressure, and checking foot brakes, accelerator and other controls. Manager will empty trash cans/barrels adjacent to the clubhouse including patio area. Any additional personnel required for those activities shall be the responsibility of the Manager.
 - e. Enforce the rules and regulations of the golf course. The Manager shall have the authority to remove anyone from the golf course who is not adhering to those rules and regulations.
 - f. Organize and set tee times according to City policy and record tee time reservations to ensure an orderly operation.
 - g. The Manager shall allow the City Finance Director to review the Manager's books and records regarding all fees and collections made by the Manager and deposited with the City over the course of the lease.
13. The City shall pay the Manager a fee of \$28,600.00 for the performance of the duties and responsibilities required by this agreement. This fee will be paid equally over 7 months beginning May 15. The City will deduct the fee for equipment rental, electric and internet service from March 1 through October 31, from the last monthly payment in November.
14. The Manager shall put forth its best efforts to develop a positive and enjoyable environment, promote and manage the Golf Course Clubhouse

and the Golf Course operation. Any concerns or complaints of the Manager should be addressed immediately with the Director of Parks and Recreation. Concerns or complaints should be addressed only between the Manager and Director, not the golf patrons. Breach of this provision or any other material breach of any other provision may lead to immediate termination of this Agreement by the City with or without notice depending on the nature of the breach.

15. All news releases or advertisements related to the Golf Course or Clubhouse and activities or operations shall be made by and through the Parks and Recreation Department.
16. The Manager shall not assign, transfer or sublet this agreement or any portion thereof, without the written consent of the City.
17. IT IS MUTUALLY AGREED AND UNDERSTOOD, that all Golf Course and Clubhouse rules are a part of this Agreement as if attached hereto.

Dated this 11th day of November, 2019.

CITY OF CARROLL, IOWA

By _____
Eric P. Jensen, Mayor

By _____
Brenda Bruggeman

By _____
Laura Schaefer, 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 *MSPW*

FROM: Greg Schreck, Building/Fire Safety Official *JS*

DATE: November 5, 2019

SUBJECT: Rental Housing Code

The City Council has worked for the past several months to create a Rental Housing Inspection Program and associated Rental Housing Code. City staff has moved forward with the implementation process, as directed by Council. 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 major concern that was heard up to this point was with the proposed fee. Staff has reviewed various fee structures by other communities around the state and the estimated cost of establishing the rental housing program here in the City and proposes the following fee structure:

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	\$15.00 per unit
	Second and subsequent reinspections	\$55.00 per unit

Under this fee structure, the annual permit fee would be \$35.00 for a single-family dwelling; \$45.00 for a duplex; \$55.00 for a triplex; \$65.00 for a fourplex; etc. Each building would be charged the initial \$35.00 fee, therefore in an apartment complex with three, four-plex buildings the total annual permit fee would be \$195.00 (\$65.00 per four-plex multiplied by three buildings for a total annual permit fee of \$195.00).

RECOMMENDATION: Council review and discussion of the proposed rental housing ordinance and proposed rental housing fees and direct staff to bring it back to the November 25th City Council meeting for a first reading.

GLS:ds

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	\$15.00 per unit
	Second and subsequent reinspections	\$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

CHAPTER 158

RENTAL HOUSING CODE

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

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

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

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

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

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

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

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

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

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

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

158.04 CERTIFICATE OF RENTAL PERMIT.

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

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

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

4. Access by the Code Enforcement Officer. Whenever authorized to make an inspection or whenever the Code Enforcement Officer has reasonable cause to believe that there exists any condition in violation of any provisions of this chapter or in response to a complaint that an alleged violation may exist, the Code Enforcement Officer may enter such unit or premises during reasonable times to

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

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

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

ORDER TO REPAIR, CORRECT AND COMPLY

To: _____, Owner (and Tenant if applicable)

Re: _____, Location in Violation

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

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

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

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

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

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

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

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

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

To: _____, Owner
 _____, Tenant

Re: _____, Location in Violation

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

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

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

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

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

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

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

EMERGENCY ORDER TO VACATE

To: _____, Owner
_____, Tenant

Re: _____, Location in Violation

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

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

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

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

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

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

The above notice and order shall be served upon the owner and tenant personally, or by phone, fax, or 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 three (3) members who are residents of the City of Carroll, who do not hold any elective office in the municipal government, and who are appointed by the Mayor subject to the approval of the Council. Members are appointed for staggered terms of five (5) years. If any vacancy exists on the Board caused by resignation or otherwise, a successor shall be appointed for the remainder of the term.
2. Compensation. All members of the Board shall serve without compensation except for their actual expenses accrued, which shall be subject to the approval of the Council.
3. Officers. Such Board shall choose, annually, at its first regular meeting, one of its members to act as Chairperson of the Board, and another of its members as Vice Chairperson, who shall perform all the duties of the Chairperson during his or her absence or disability. The Board may also choose one of its members to act as Secretary or choose a non-board member to act as Secretary, who shall record all minutes and proceedings of the Board and who shall be responsible for filing same in the office of the Housing Appeals Board.
4. Jurisdiction. Any person affected by a written notice and/or order issued under this chapter which is specifically subject to appeal, may appeal to the Board by filing a written appeal specifying the grounds therefor within the time limits provided. Appeals shall include requests for additional time and variances allowed under this chapter. The filing of an appeal does not delay the time for compliance with a notice or order unless the Board fails to determine the matter within the time limit provided for compliance with the notice or order in which case such time for compliance shall automatically be extended to the time such determination is made except in the instance of an emergency order.
5. Procedures.
 - A. The Board, upon receipt of a written appeal, shall set a time and place for the hearing. The applicant shall be advised, in writing, of such time and place at least seven (7) days prior to the date of the hearing. At such a hearing the appellant shall have an opportunity to be heard and to show cause as to

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

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

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

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

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

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

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

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

158.07 MINIMUM STRUCTURE STANDARDS FOR ALL RENTAL DWELLINGS.

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

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

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

9. Exits.

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

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

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

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

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

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

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

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

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

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

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

10. Ventilation.

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

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

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

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

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

13. Minimum Space, Use and Location Requirements.

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

Exception: Kitchens.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. Maintenance of Structure.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

158.10 PENALTY. Any violation of the provisions of this chapter may constitute a municipal infraction and shall, upon conviction, be subject to penalties authorized under Chapter 4 of 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.

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Mike Pogge-Weaver, City Manager *MSP-w*
FROM: Laura A. Schaefer, Finance Director/City Clerk *LAS*
DATE: November 5, 2019
SUBJECT: F.Y. 2019 State Annual Financial Report

Attached is a copy of the State Annual Financial Report for Fiscal Year ending June 30, 2019. 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, 2019. Also, the first page of the report is required to be published and a proof of publication must be mailed when the report is returned to the Office of the Auditor of State. The report summarizes all the revenues and expenses as well as the outstanding debt for the fiscal year ending June 30, 2019.

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, 2019.

STATE OF IOWA
2019
FINANCIAL REPORT
FISCAL YEAR ENDED
JUNE 30, 2019
CITY OF CARROLL, IOWA
DUE: December 1, 2019

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)
Revenues and Other Financing Sources				
Taxes Levied on Property	5,788,804		5,788,804	5,685,648
Less: Uncollected Property Taxes-Levy Year	0		0	
Net Current Property Taxes	5,788,804		5,788,804	5,685,648
Delinquent Property Taxes	0		0	
TIF Revenues	945,885		945,885	966,899
Other City Taxes	1,902,608	0	1,902,608	1,910,488
Licenses and Permits	76,015	0	76,015	74,125
Use of Money and Property	267,234	215,939	483,173	182,050
Intergovernmental	2,445,889	0	2,445,889	2,042,734
Charges for Fees and Service	1,693,836	3,838,145	5,531,981	5,597,710
Special Assessments	0	0	0	
Miscellaneous	1,660,197	87,348	1,747,545	1,369,331
Other Financing Sources	4,475,000	0	4,475,000	4,435,000
Transfers In	4,233,701	1,033,646	5,267,347	6,414,803
Total Revenues and Other Sources	23,489,169	5,175,078	28,664,247	28,678,788
Expenditures and Other Financing Uses				
Public Safety	2,059,094		2,059,094	2,206,326
Public Works	2,478,038		2,478,038	2,700,811
Health and Social Services	104,185		104,185	121,445
Culture and Recreation	2,585,736		2,585,736	3,635,862
Community and Economic Development	170,364		170,364	191,347
General Government	976,190		976,190	1,060,920
Debt Service	971,485		971,485	971,486
Capital Projects	7,966,446		7,966,446	11,239,844
Total Governmental Activities Expenditures	17,311,538	0	17,311,538	22,128,041
BUSINESS TYPE ACTIVITIES		2,659,832	2,659,832	4,896,271
Total All Expenditures	17,311,538	2,659,832	19,971,370	27,024,312
Other Financing Uses	0	0	0	
Transfers Out	3,687,187	1,580,160	5,267,347	6,414,803
Total All Expenditures/and Other Financing Uses	20,998,725	4,239,992	25,238,717	33,439,115
Excess Revenues and Other Sources Over (Under) Expenditures/and Other Financing Uses	2,490,444	935,086	3,425,530	-4,760,327
Beginning Fund Balance July 1, 2018	11,190,320	8,996,978	20,187,298	20,187,298
Ending Fund Balance June 30, 2019	13,680,764	9,932,064	23,612,828	15,426,971

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

Non-budgeted Internal Service Funds 874,736	Pension Trust Funds
Private Purpose Trust Funds	Agency Funds
Indebtedness at June 30, 2019	Amount
General Obligation Debt	6,675,000
Revenue Debt	4,015,000
TIF Revenue Debt	0
	General Obligation Debt Limit
	42,335,971

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, City Clerk/Finance Director	Phone Number 712-792-1000
	Date Signed 11/11/2019
Signature of Mayor or other City official (Name and Title)	

PLEASE PUBLISH THIS PAGE ONLY

REVENUE P2
CITY OF CARROLL
REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2019
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)	
Section A - Taxes	1										1
Taxes levied on property	2	4,309,760	994,533		484,511			5,788,804		5,788,804	2
Less: Uncollected Property Taxes - Levy Year	3							0		0	3
Net Current Property Taxes	4	4,309,760	994,533		484,511	0	0	5,788,804		5,788,804	4
Delinquent Property Taxes	5							0		0	5
Total Property Tax	6	4,309,760	994,533		484,511	0	0	5,788,804		5,788,804	6
TIF Revenues	7			945,885				945,885		945,885	7
Other City Taxes											
Utility Tax Replacement Excise Taxes	8							0		0	8
Utility Franchise Tax (Chapter 364.2, Code of Iowa)	9	100,899						100,899		100,899	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	207,299						207,299		207,299	13
Other Local Option Taxes	14		1,594,410					1,594,410		1,594,410	14
Total Other City Taxes	15	308,198	1,594,410		0	0	0	1,902,608	0	1,902,608	15
Section B - Licenses and Permits	16	76,015						76,015		76,015	16
Section C - Use of Money and Property	17										17
Interest	18	104,232	25,094	4,286		86,566	9,381	229,559	172,739	402,298	18
Rents and Royalties	19	37,675						37,675	43,200	80,875	19
Other Miscellaneous Use of Money and Property	20							0		0	20
	21							0		0	21
Total Use of Money and Property	22	141,907	25,094	4,286	0	86,566	9,381	267,234	215,939	483,173	22
Section D - Intergovernmental	24										24
Federal Grants and Reimbursements	26										26
Federal Grants	27	279				219,629		219,908		219,908	27
Community Development Block Grants	28							0		0	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
Total Federal Grants and Reimbursements	33	279	0		0	219,629	0	219,908	0	219,908	33

REVENUE P3
CITY OF CARROLL
REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2019
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)	
Section D - Intergovernmental - Continued	41										41
State Shared Revenues	43										43
Road Use Taxes	44		1,305,163					1,305,163		1,305,163	44
Other state grants and reimbursements	48										48
State grants	49							0		0	49
Iowa Department of Transportation	50					626,605		626,605		626,605	50
Iowa Department of Natural Resources	51							0		0	51
Iowa Economic Development Authority	52							0		0	52
CEBA grants	53							0		0	53
Commercial & Industrial Replacement Claim	54	154,744	35,736	6,283	16,327			213,090		213,090	54
Library State Appropriations	55	4,513	3,682					8,195		8,195	55
State Tobacco Funding	56		2,475					2,475		2,475	56
	57							0		0	57
	58							0		0	58
	59							0		0	59
Total State	60	159,257	1,347,056	6,283	16,327	626,605	0	2,155,528	0	2,155,528	60
Local Grants and Reimbursements											
County Contributions	63	42,862				5,000		47,862		47,862	63
Library Service	64							0		0	64
Township Contributions	65	22,591						22,591		22,591	65
Fire/EMT Service	66							0		0	66
	67							0		0	67
	68							0		0	68
	69							0		0	69
Total Local Grants and Reimbursements	70	65,453	0	0	0	5,000	0	70,453	0	70,453	70
Total Intergovernmental (Sum of lines 33, 60, and 70)	71	224,989	1,347,056	6,283	16,327	851,234	0	2,445,889	0	2,445,889	71
Section E -Charges for Fees and Service	72										72
Water	73							0	1,457,394	1,457,394	73
Sewer	74							0	2,117,659	2,117,659	74
Electric	75							0		0	75
Gas	76							0		0	76
Parking	77							0		0	77
Airport	78							0		0	78
Landfill/garbage	79	548,241						548,241		548,241	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)	
Section E - Charges for Fees and Service - Continued	81										81
Transit	82	36,780						36,780		36,780	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	263,092	263,092	87
Other:	88										88
Nursing Home	89							0		0	89
Police Service Fees	90		6,360					6,360		6,360	90
Prisoner Care	91							0		0	91
Fire Service Charges	92	40						40		40	92
Ambulance Charges	93							0		0	93
Sidewalk Street Repair Charges	94	12,332						12,332		12,332	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	36,135						36,135		36,135	98
Library Charges	99							0		0	99
Park, Recreation, and Cultural Charges	100	1,053,948						1,053,948		1,053,948	100
Animal Control Charges	101							0		0	101
	102							0		0	102
	103							0		0	103
Total Charges for Service	104	1,687,476	6,360	0	0	0	0	1,693,836	3,838,145	5,531,981	104
Section F - Special Assesments	106							0		0	106
Section G - Miscellaneous	107										107
Contributions	108	15,207	1,636			1,391,533		1,408,376		1,408,376	108
Deposits and Sales/Fuel Tax Refunds	109	1,200						1,200	11,025	12,225	109
Sale of Property and Merchandise	110	91,051	10,470				13,000	114,521	36,372	150,893	110
Fines	111	62,887						62,887	38,753	101,640	111
Internal Service Charges	112							0		0	112
Other misc.	113	43,702	29,511					73,213	1,198	74,411	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
Total Miscellaneous	120	214,047	41,617	0	0	1,391,533	13,000	1,660,197	87,348	1,747,545	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)	
Total All Revenues (Sum of lines 6, 7, 15,16,22, 71, 104, 106, and 120)	121	6,962,392	4,009,070	956,454	500,838	2,329,333	22,381	14,780,468	4,141,432	18,921,900	121
Section H - Other Financing Sources	123										123
Proceeds of capital asset sales	124							0		0	124
Proceeds of long-term debt (Excluding TIF internal borrowing)	125					4,475,000		4,475,000		4,475,000	125
Proceeds of anticipatory warrants or other short-term debt	126							0		0	126
Regular transfers in and interfund loans	127	957,329	145,440		400,694	1,540,000		3,043,463	212,160	3,255,623	127
Internal TIF loans and transfers in	128				34,738	1,155,500		1,190,238	821,486	2,011,724	128
	129							0		0	129
	130							0		0	130
Total Other Financing Sources	131	957,329	145,440	0	435,432	7,170,500	0	8,708,701	1,033,646	9,742,347	131
Total Revenues Except for Beginning Balances (Sum of lines 121 and 131)	132	7,919,721	4,154,510	956,454	936,270	9,499,833	22,381	23,489,169	5,175,078	28,664,247	132
Beginning Fund Balance July 1, 2018	134	4,038,784	2,318,663	46,091	122,837	4,138,217	525,728	11,190,320	8,996,978	20,187,298	134
Total Revenues and Other Financing Sources (Sum of lines 132 and 134)	136	11,958,505	6,473,173	1,002,545	1,059,107	13,638,050	548,109	34,679,489	14,172,056	48,851,545	136

EXPENDITURES P6
CITY OF CARROLL
EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2019
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
Section A — Public Safety	1										1
Police Department/Crime Prevention	2	1,563,278	12,184					1,575,462		1,575,462	2
Jail	3							0		0	3
Emergency Management	4							0		0	4
Flood control	5							0		0	5
Fire Department	6	120,750						120,750		120,750	6
Ambulance	7							0		0	7
Building Inspections	8	145,695						145,695		145,695	8
Miscellaneous Protective Services	9	214,404						214,404		214,404	9
Animal Control	10							0		0	10
Other Public Safety	11	2,783						2,783		2,783	11
	12							0		0	12
	13							0		0	13
Total Public Safety	14	2,046,910	12,184		0	0	0	2,059,094		2,059,094	14
Section B — Public Works	15										15
Roads, Bridges, Sidewalks	16	46,145	892,650					938,795		938,795	16
Parking Meter and Off-Street	17							0		0	17
Street Lighting	18	155,942						155,942		155,942	18
Traffic Control Safety	19							0		0	19
Snow Removal	20		167,359					167,359		167,359	20
Highway Engineering	21							0		0	21
Street Cleaning	22		21,307					21,307		21,307	22
Airport (if not an enterprise)	23	160,522						160,522		160,522	23
Garbage (if not an enterprise)	24	669,559						669,559		669,559	24
Other Public Works	25	99,982						99,982		99,982	25
Public Works Admi	26	95,815	168,757					264,572		264,572	26
	27							0		0	27
Total Public Works	28	1,227,965	1,250,073		0	0	0	2,478,038		2,478,038	28
Section C — Health and Social Services	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	104,185						104,185		104,185	36
	37							0		0	37
	38							0		0	38
Total Health and Social Services	39	104,185	0		0	0	0	104,185		104,185	39
Section D — Culture and Recreation	40										40
Library Services	41	487,522	4,320					491,842		491,842	41
Museum, Band, Theater	42	11,316						11,316		11,316	42
Parks	43	462,839						462,839		462,839	43
Recreation	44	1,470,398	2,678					1,473,076		1,473,076	44
Cemetery	45	146,562						146,562		146,562	45
Community Center, Zoo, Marina, and Auditorium	46							0		0	46
Other Culture and Recreation	47	101						101		101	47
	48							0		0	48
	49							0		0	49
Total Culture and Recreation	50	2,578,738	6,998		0	0	0	2,585,736		2,585,736	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
Section E — Community and Economic Development	51										51
Community beautification	52							0		0	52
Economic development	53	72,250						72,250		72,250	53
Housing and urban renewal	54	3,830						3,830		3,830	54
Planning and zoning	55	1,021						1,021		1,021	55
Other community and economic development	56	83,044						83,044		83,044	56
TIF Rebates	57			10,219				10,219		10,219	57
	58							0		0	58
Total Community and Economic Development	59	160,145	0	10,219	0	0	0	170,364		170,364	59
Section F — General Government	60										60
Mayor, Council and City Manager	61	27,251						27,251		27,251	61
Clerk, Treasurer, Financial Administration	62	482,286						482,286		482,286	62
Elections	63							0		0	63
Legal Services and City Attorney	64	59,636						59,636		59,636	64
City Hall and General Buildings	65	74,928						74,928		74,928	65
Tort Liability	66	248,909						248,909		248,909	66
Other General Government	67	83,180						83,180		83,180	67
	68							0		0	68
	69							0		0	69
Total General Government	70	976,190	0		0	0	0	976,190		976,190	70
Section G — Debt Service	71				971,485			971,485		971,485	71
	72							0		0	72
	73							0		0	73
Total Debt Service	74	0	0	0	971,485	0	0	971,485		971,485	74
Section H — Regular Capital Projects — Specify	75										75
Street	76					4,069,174		4,069,174		4,069,174	76
Airport/City Hall & Library/Parks & Rec	77					3,897,272		3,897,272		3,897,272	77
Subtotal Regular Capital Projects	78	0	0		0	7,966,446	0	7,966,446		7,966,446	78
TIF Capital Projects — Specify	79										79
	80							0		0	80
	81							0		0	81
Subtotal TIF Capital Projects	82	0	0		0	0	0	0		0	82
Total Capital Projects	83	0	0		0	7,966,446	0	7,966,446		7,966,446	83
Total Governmental Activities Expenditures	84	7,094,133	1,269,255	10,219	971,485	7,966,446	0	17,311,538		17,311,538	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
Section I -- Business Type Activities	87										87
Water -- Current Operation	88								1,017,525	1,017,525	88
Capital Outlay	89								46,346	46,346	89
Debt Service	90									0	90
Sewer and Sewage Disposal -- Current Operation	91								791,272	791,272	91
Capital Outlay	92								84,876	84,876	92
Debt Service	93								693,320	693,320	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								6,686	6,686	120
Capital Outlay	121								19,807	19,807	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
Total Business Type Activities	129								2,659,832	2,659,832	129

EXPENDITURES P9
CITY OF CARROLL
EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2019 -- 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
Subtotal Expenditures (Sum of lines 84 and 129)	130	7,094,133	1,269,255	10,219	971,485	7,966,446	0	17,311,538	2,659,832	19,971,370	130
Section J — Other Financing Uses Including Transfers Out	131										131
Regular transfers out	132	650,000	2,180,963					2,830,963	424,660	3,255,623	132
Internal TIF loans/repayments and transfers out	133			856,224				856,224	1,155,500	2,011,724	133
	134							0		0	134
Total Other Financing Uses	135	650,000	2,180,963	856,224	0	0	0	3,687,187	1,580,160	5,267,347	135
Total Expenditures and Other Financing Uses (Sum of lines 130 and 135)	136	7,744,133	3,450,218	866,443	971,485	7,966,446	0	20,998,725	4,239,992	25,238,717	136
	137										137
Ending fund balance June 30, :	138										138
Governmental:	139										139
Nonspendable	140						548,109	548,109		548,109	140
Restricted	141	379,514	2,840,167	136,102	87,622			3,443,405		3,443,405	141
Committed	142	778,956				5,671,604		6,450,560		6,450,560	142
Assigned	143	285,402	182,788					468,190		468,190	143
Unassigned	144	2,770,500						2,770,500		2,770,500	144
Total Governmental	145	4,214,372	3,022,955	136,102	87,622	5,671,604	548,109	13,680,764		13,680,764	145
Proprietary	146								9,932,064	9,932,064	146
Total Ending Fund Balance June 30,	147	4,214,372	3,022,955	136,102	87,622	5,671,604	548,109	13,680,764	9,932,064	23,612,828	147
Total Requirements (Sum of lines 136 and 147)	148	11,958,505	6,473,173	1,002,545	1,059,107	13,638,050	548,109	34,679,489	14,172,056	48,851,545	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					
Libraries					
Police protection					
Sewerage					
Sanitation	122,980				
All other	233,478				

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
Total Salaries and Wages Paid		4,061,975

Part V Debt Outstanding, Issued, and Retired

Transit subsidies

A. Long-Term Debt

Debt During the Fiscal Year					Debt Outstanding JUNE 30,				
Purpose	Line	Debt Outstanding JULY 1, NaN	Issued	Retired	General Obligation	TIF Revenue	Revenue	Other	Interest Paid This Year
Water Utility	1.								
Sewer Utility	2.	4,616,000		601,000			4,015,000		80,780
Electric Utility	3.								
Gas Utility	4.								
Transit-Bus	5.								
Industrial Revenue	6.								
Mortgage Revenue	7.								
TIF Revenue	8.								
Other Purposes / Miscellaneous	9.								
GO	10.	3,045,000	4,475,000	845,000	6,675,000				125,485
Parking	11.								
Airport	12.								
Stormwater	13.								
Section 108	14.								
Total Long-Term		7,661,000	4,475,000	1,446,000	6,675,000	0	4,015,000	0	206,265

B. Short-Term Debt Amount

Outstanding as of June 1, NaN

Outstanding as of JUNE 30,

DEBT LIMITATION FOR GENERAL OBLIGATIONS		Amount		
Part VI	Actual valuation -- January 1, NaN	846,719,429	x.0.5 = \$	42,335,971.45

Part VII CASH AND INVESTMENT ASSETS AS OF JUNE 30,

Type of asset	Amount				
	Bond and interest funds (a)	Bond construction funds (b)	Pension/retirement funds (c)	All other Funds (d)	Total (e)
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.	223,724	2,336,809	21,927,032	24,487,565	

If you budget on a NON-GAAP CASH BASIS, the amount in the Total below SHOULD EQUAL the following 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 *W.P.W*

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

DATE: November 12, 2019

SUBJECT: Wastewater Treatment Plant
Nutrient Reduction Strategy Report

The Wastewater Treatment Plant National Pollutant Discharge Elimination System (NPDES) Permit issued on November 1, 2016, includes the requirement to prepare and submit a report that evaluates the feasibility and reasonableness of reducing the amounts of nitrogen and phosphorus discharged into surface water. Veenstra & Kimm, Inc. has prepared and submitted a Wastewater Treatment Plant Nutrient Reduction Strategy Final Report. A copy is attached.

Information in the Report is detailed and summarized as follows:

The Total Nitrogen and Total Phosphorus removal history for the past three years is summarized as follows:

Total Nitrogen (TN) Removal History Annual Average

	<u>Influent (mg/L)</u>	<u>Effluent (mg/L)</u>	<u>% Removal</u>	<u>Goal</u>	<u>Concentration (mg/L)</u>
2017	28.7	10.7	62.7	66%	10 mg/L
2018	26.2	10.7	59.1	66%	10 mg/L
2019	25.9	11.5	55.6	66%	10 mg/L

Total Phosphorous (TP) Removal History Annual Average

2017	5.2	0.3	94.2	75%	1 mg/L
2018	5.5	0.7	87.2	75%	1 mg/L
2019	5.0	1.1	78.0	75%	1 mg/L

Two alternatives for nutrient reduction are detailed in the Report and summarized as follows:

Alternative No. 1 – Upgrade Existing Wastewater Treatment Plant. Includes construction of additional treatment process tanks and equipment installation to achieve nutrient reduction. The upgrades include separate process tanks for total nitrogen and total phosphorus reduction. Estimated cost is \$1,450,000.

Alternative No. 2 – Operational Modifications to Existing Wastewater Treatment Plant. Includes optimizing the operational protocols for the existing treatment process in order to achieve reduction in total nitrogen and total phosphorus. Costs are anticipated to be staff time spent monitoring and sampling the process.

Alternative No. 2 in the preferred alternative.

The implementation schedule for nutrient reduction proposed in the Report is as follows:

November, 2019	Submit Nutrient Reduction Report to DNR
November, 2024	Submit Progress Report
November, 2028	Submit Progress Report
November, 2029	Achieve compliance with nutrient discharge limits.

RECOMMENDATION: Mayor and City Council consideration of acceptance of the Wastewater Treatment Plant Nutrient Reduction Strategy Final Report for submittal to the Iowa Department of Natural Resources

RMK:ds

attachment

REPORT

ON

***WASTEWATER TREATMENT PLANT
NUTRIENT REDUCTION STRATEGY
FINAL REPORT***

CARROLL, IOWA

October 2019



REPORT

ON

**WASTEWATER TREATMENT PLANT
NUTRIENT REDUCTION STRATEGY
FINAL REPORT**

CARROLL, IOWA

OCTOBER 2019

I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.

Signed:

Date:



Todd W. Penisten, P.E.
Iowa License No. 16918
My license renewal date is December 31, 2019

Parts covered by this seal:

All

Prepared by
VEENSTRA & KIMM, INC.
West Des Moines,
Iowa

CHAPTER 1 - GENERAL

INTRODUCTION

This report presents the findings of the evaluation performed on the existing Wastewater Treatment Plant's performance for nutrient removal (Total Nitrogen [TN] and Total Phosphorus [TP]) with the current flows and loadings. The report provides a strategy for improvements to achieve nutrient reduction and a proposed schedule to implement those improvements. The report does not include any in-depth analysis of existing processes or equipment other than capability for nutrient removals. There will be a discussion of operational changes possible that could enhance overall nutrient removal performance.

SCOPE

This report presents the results of the engineering studies and analysis of the Wastewater Treatment Plant for the City of Carroll, Iowa. The studies include the following:

1. Identification of alternatives for upgrading or replacing the existing Wastewater Treatment Plant to meet current and future needs and forthcoming regulatory nutrient reduction requirements.
2. Preliminary design considerations, estimated cost and methods of financing the recommended improvements.

DESCRIPTION OF SERVICE AREA

The service area includes the incorporated limits of the City of Carroll. The City of Carroll is located in West Central Iowa approximately 90 miles northwest of Des Moines.

PRESENT LAND USE

The community consists of residential development with some commercial and industrial development.

PLANNING PERIOD

The Iowa Department of Natural Resources (IDNR) requires the planning period for proposed improvements extend at least 20 years beyond the date when the improvements are scheduled to begin operation. For the purposes of this report, the planning period will be 20 years and extend to the year 2039.

TOPOGRAPHY AND DRAINAGE

The general ground surface topography consists of nearly level to strongly sloping terrain.

The drainage in the study area flows into an Unnamed Creek to the Middle Raccoon River.

SOILS

Generally, the soil types in the study area can be characterized as well-drained and poorly drained loamy or silty materials.

COST ESTIMATES AND PRESENT WORTH ANALYSES

All costs included herein represent present day costs. No provisions have been made for inflation or deflation.

CHAPTER 2 - EFFLUENT LIMITATIONS

GENERAL

This chapter discusses the water quality standards and effluent limitations which impact the proposed improvements to the Carroll, Iowa Wastewater Treatment Plant. Point discharges of pollution in Iowa are normally regulated by permits issued by IDNR. Because the permits limit the quantity of certain parameters and pollutants in the effluent from point sources, the limitations which apply to a given effluent are essential for proper planning and design of wastewater treatment facilities. These effluent limitations are also, in turn, directly related to the water quality standards which apply to the river or stream receiving the discharge and must be appropriately modified to suit local conditions.

WATER QUALITY STANDARDS

Water quality standards for the State of Iowa are regulated by IDNR and presented in Section 567 - Environmental Protection Commission of the Iowa Administrative Code under Chapter 61 - Water Quality Standards. IDNR has developed a classification system for all surface waters in the State of Iowa to define water quality according to use and for the protection of beneficial uses. This classification system establishes general use and designated use river and stream segments.

General use segments are watercourses with intermittent flow or typically flow only for short periods of time following precipitation or as a result of discharges from wastewater treatment facilities. These waters do not support a viable aquatic community of significance during low flow, and do not maintain pooled conditions during periods of no flow. However, during elevated flow periods when sufficient flow exists in the intermittent watercourses to support various uses, the general use segments are to be protected in accordance with the "General Water Quality Criteria" which are discussed later in this chapter. Also, aquatic life existing within these watercourses during elevated flows are to be protected from acutely toxic conditions.

Designated use segments are bodies of water which maintain flow throughout the year, or contain sufficient pooled areas during intermittent flow periods to maintain a viable aquatic community of significance. Designated use waters are to be protected for all uses of general use segments in addition to the specific uses assigned.

Designated use segments include:

Class A1 - Primary Contact Recreation Use: Waters in which recreational or other uses may result in prolonged and direct contact with the water, involving considerable risk of ingesting water in quantities sufficient to pose a health hazard. Such activities would include, but not be limited to, swimming, diving, water skiing, and water contact recreational canoeing.

Class A2 - Secondary Contact Recreational Use: Waters in which recreational or other uses may result in contact with the water that is either incidental or accidental. During the recreational use, the probability of ingesting appreciable quantities of water is minimal. Class A2 uses include fishing, commercial and recreational boating, any limited contact incidental to shoreline activities and activities in which users do not swim or float in the water body while on a boating activity.

Class A3 - Children's Recreational Use: Waters in which recreational uses by children are common. Class A3 waters are water bodies having definite banks and bed with visible evidence of the flow or occurrence of water. This type of use would primarily occur in urban or residential areas.

Class B(WW-1) Warm Water - Type 1: Waters in which temperature, flow and other habitat characteristics are suitable to maintain warm water game fish populations along with a resident aquatic community that includes a variety of native nongame fish and invertebrate species. These waters generally include border rivers, large interior rivers, and the lower segments of medium-size tributary streams.

Class B(WW-2) Warm Water - Type 2: Waters in which flow or other physical characteristics are capable of supporting a resident aquatic community that includes a variety of native nongame fish and invertebrate species. The flow and other physical characteristics limit the maintenance of warm water game fish populations. These waters generally consist of small perennially flowing streams.

IDNR has also established "General Water Quality Criteria" which are applicable to all surface waters including those which are designated use segments. As stated in Chapter 61, the "General Water Quality Criteria" are applicable at all places and at all times to protect livestock and wildlife watering, aquatic life, non-contact recreation, crop irrigation, and industrial, domestic, agricultural and other incidental water withdrawal uses not protected by specific numerical criteria. The "General Water Quality Criteria" are as follows:

1. Such waters shall be free from substances attributable to point source waste discharges that will settle to form sludge deposits.
2. Such waters shall be free from floating debris, oil, grease, scum, and other floating materials attributable to wastewater discharges or agricultural practices in amounts sufficient to create a nuisance.
3. Such waters shall be free from materials attributable to wastewater discharges or agricultural practices producing objectionable color, odor, or other aesthetically objectionable conditions.
4. Such waters shall be free from substances attributable to wastewater discharges or agricultural practices in concentrations or combinations which or toxic to human, animal, or plant life.
5. Such waters shall be free from substances attributable to wastewater discharges or agricultural practices, in quantities which would produce undesirable or nuisance aquatic life.
6. The turbidity of the receiving water shall not be increased by more than 25 Nephelometric turbidity units by any point source discharge.
7. Cations and anions guideline values to protect livestock watering may be found in the "Supporting Document for Iowa Water Quality Management Plans," Chapter IV, July 1976, as revised on November 11, 2009.
8. The *Escherichia coli* (*E. coli*) content of water which enters a sinkhole or losing stream segment, regardless of the water body's designated use, shall not exceed a Geometric Mean value of 126 organisms/100 ml or a sample maximum value of 235 organisms/100 ml. No new wastewater discharges will be allowed on watercourses which directly or indirectly enter sinkholes or losing stream segments.

RECEIVING STREAMS

The City of Carroll currently discharges its treated wastewater into an Unnamed Creek which discharges to Middle Raccoon River. This Unnamed Creek is classified as secondary contact recreational use (Class A2) and a warm water fisheries.

EFFLUENT LIMITATIONS

The Federal Wastewater Treatment Act Amendment of 1972 (PL92-500) increased the role each state plays in control of the discharge of pollutants into its waterways. Under this amendment, the National Pollutant Discharge Elimination System (NPDES) permit program was established which is administered by the Environmental Protection Agency (EPA). Monitoring and surveillance of water quality is conducted by IDNR through its operation permit program. IDNR has assumed the responsibility of the NPDES program for the State and the program is now operated through the state operating permit system. The NPDES permit establishes effluent limitations for all wastewater treatment systems discharging or planning to discharge effluent to rivers and streams within the State of Iowa.

REGULATORY REQUIREMENTS

The City of Carroll's Wastewater Treatment Plant operates under Iowa NPDES Permit No. 1415001 issued by the IDNR. The current permit was issued on November 1, 2016 and expires on October 31, 2021. A copy of this permit is included in Appendix A. A summary of the major effluent parameters of the operating permit are:

<u>Parameter</u>	<u>Permit Limit</u>
Average 30 Day CBOD ₅ , mg/l	25
Average 30 Day CBOD ₅ , ppd	876
Maximum 7 Day Average CBOD ₅ , mg/l	40
Maximum 7 Day Average CBOD ₅ , ppd	1,401
Average 30 Day TSS, mg/l	30
Average 30 Day TSS, ppd	1,051
Maximum 7 Day Average TSS, mg/l	45
Maximum 7 Day Average TSS, ppd	1,576
Average 30 Day TKN, ppd	1,940
Daily Maximum, ppd	3,175
D.O. Yearly Minimum, mg/l	5.0
Minimum pH	6.5
Daily Maximum pH	9.0

Copper, Total (as CU) Effective Dates 11/01/2016 to 09/30/2021

Average 30 Day CU, mg/l	0.076
Average 30 Day CU, ppd	2.7
Daily Maximum CU, ppd	0.092
Daily Maximum CU, ppd	3.2

Copper, Total (as CU) Effective Dates 10/01/2021 to 10/31/2021

Average 30 Day CU, mg/l	0.01691
Average 30 Day CU, ppd	0.5914
Daily Maximum CU, ppd	0.02691
Daily Maximum CU, ppd	0.9423

Ammonia Nitrogen

	<u>30-Day Average (mg/L)</u>	<u>Maximum Day (mg/l)</u>
January	5.2	15.2
February	5.9	14.2
March	4.6	14.7
April	2.1	15.7
May	1.9	12.1
June	1.4	7.3
July	1.1	5.0
August	1.0	5.6
September	1.5	6.6
October	2.8	12.3
November	3.4	14.7
December	4.0	16.0

E. Coli (March to November), Geometric Mean 126#/100 ml

The new disinfection and D.O. limits do not become effective until April 1, 2020. The disinfection requirements are such that the geometric mean is less than 126 colonies of E. coli per 100 ml. The E. coli effluent limitations are only required to be met from March 15 through November 15 of each year.

Proposed Nutrient Limits

The current permit, page 26, includes a requirement to prepare and submit a report that evaluates the feasibility and reasonableness of reducing the amounts of nitrogen and phosphorous discharged into surface water.

The Final Effluent goal to achieve is on an annual average mass limits based upon AWW design flow as follows:

	<u>Concentration</u>	<u>% Removal</u>
Total Nitrogen	10.0 mg/l	66%
Total Phosphorous	1.0 mg/l	75%

CHAPTER 3 - POPULATION AND FLOWS

The population projections of the City of Carroll are based on the Carroll 2013 Comprehensive Plan report prepared by the Region VII Council of Governments. That study utilized the forecasts made by Woods & Poole Economics Incorporated, a national economics research firm, for each county in the United States. The population projections of the City of Carroll were interpolated from the Carroll County projections made by Woods & Poole Economics Incorporated.

The population projections of the City of Carroll are summarized below in Table 3-1

TABLE 3-1
Population

<u>Year</u>	<u>Population</u>
1910	3,546
1920	4,254
1930	4,691
1940	5,389
1950	6,231
1960	7,682
1970	8,716
1980	9,705
1990	9,579
2000	10,106
2010	10,103
2020	10,251*
2030	10,473*
2040	10,705*

*Estimate

INDUSTRIES

The City of Carroll is home to two Significant Industrial User (SIU), Smithfield Farmland Corp. and Carroll County Solid Waste Management Commission. The City has a Pretreatment Agreement with both Smithfield Farmland Corp. and Carroll County Solid Waste Management Commission included in their NPDES permit. Effluent flow from both Smithfield Farmland Corp. and Carroll County Solid Waste Management Commission are reported in the City's monthly operating reports to IDNR.

WASTEWATER FLOWS

The IDNR requires wastewater flows during specific conditions be determined to establish the design parameters for improvements to wastewater treatment facilities. These conditions include the following:

Average Dry Weather (ADW) Flow – The daily average flow when the groundwater is at or near normal and runoff is not occurring.

Average Wet Weather Flow (AWW 30) – The daily average flow for the wettest 30 consecutive days.

Maximum Wet Weather (MWW) Flow – The total maximum flow received during any 24-hour period when the groundwater is high and runoff is occurring.

Peak Hourly Wet Weather (PHWW) Flow – The total maximum flow received during one hour when the groundwater is high, runoff is occurring, and the domestic, commercial and industrial flows are at their peak.

EXISTING WASTEWATER HYDRAULIC AND ORGANIC LOADINGS

The existing wastewater hydraulic and organic loadings for the Wastewater Treatment Plant will remain unchanged under this facility plan. If future upgrades to the existing Wastewater Treatment Plant become necessary, the design flows and loadings will be modified accordingly. The design of the disinfection facilities would include the flexibility to accommodate an increase in the hydraulic capacity of the facility without requiring significant modifications.

TABLE 3-2
EXISTING PERMITTED DESIGN CAPACITY

CARROLL, IOWA	Existing Permitted
<u>Flow/Loading</u>	<u>Design Capacity</u>
Flow, mgd	
ADW	1.600
AWW	4.200
MWW	6.300
PHWW (Plant Capacity)	6.300
PHWW (Plant Capacity plus Equalization Basin)	15.00
Organic Loadings, lbs./day	
BOD	4,735
TKN	1,021

CHAPTER 4 – EXISTING WASTEWATER TREATMENT PLANT

GENERAL

Construction of the existing Wastewater Treatment Plant started in 2004 with plant startup in 2006. The secondary treatment process is a Vertical Loop Reactor (VLR). This is equivalent to the extended aeration mode of activated sludge process and is discussed later in this section.

WASTEWATER TREATMENT PLANT PROCESS SUMMARY

The following Table 4-1 is a summary of the process units and equipment.

Table 4-1 Process Units and Equipment Summary

<u>Process</u>	<u>Equipment</u>	<u>Description</u>	<u>Comments</u>
Influent Flow Metering	Fiberglass Reinforced Plastic (FRP) Parshall Flumes	18"	Level Sensors
Screening	Cylindrical Fine Screen	1/4" Openings	Level Control
	Manual Screens (2)	2" Openings	Hand Raked
Grit Removal	Vortex Grit Removal	10' Diameter	Waste-Tech
Grit Washing Equipment	Spiral Conveyor	10.75" ID Tube	Parkson
Primary Clarifiers	40' Diameter (1), 7' SWD 50' Diameter (1)	Pier Supported Clarifier Mechanism	U.S. Filter
Vertical Loop Reactor	Rectangular Tanks (3)	110' x 25' x 20' SWD (Each Tank)	Mechanical Disc Aerators, Coarse Bubble Aeration
Final Clarifiers	75' Diameter (2), 14' SWD	Pier Supported Clarifier Mechanism	Eimco

Aerobic Sludge Digesters	35' Diameter (1) 40' Diameter (1)	Mechanical Mixer	Eimco
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VLR PROCESS DESCRIPTION

The current VLR is a tank with three (3) passes. Each pass is 110 FT x 25 FT x 20 FT SWD or 411,000 gallons with a total tank volume of 1,233,000 gallons. The tanks or passes are in series but isolation or bypassing of a pass is available when needed.

Each pass has two 30 circular disc aerators with a 15 HP drive on each to provide velocity in the pass or channel as well as aeration. Each pass has a coarse bubble diffuser grid to provide additional aeration as flow travels under the horizontal baffle.

At the typical flows and loadings shown in 2018, the Plant effluent BOD and TSS have been < 6.0 mg/l and < 12.1 mg/l respectively. Ammonia-Nitrogen has been < 0.96 mg/l.

CHAPTER 5 – EXISTING FACILITY OPERATION

GENERAL

The existing facility has performed well in compliance with the past permit effluent limits.

NUTRIENT REMOVAL PERFORMANCE

Influent nutrient loadings for total nitrogen (TN) and total phosphorus (TP) are included in a summary in Appendix B – Wastewater Nutrient Testing. Influent nutrient loadings would be considered as domestic range concentrations.

Effluent nutrient discharge and the test results for Middle Raccoon River are included in the summary found in Appendix B – Wastewater Nutrient Testing. The Middle Raccoon River test results include samples taken both upstream and downstream of discharge location for the Wastewater Treatment Plant. Table 5-1 Total Nitrogen (TN) Removal History and Table 5-2 Total Phosphorous (TP) Removal History both include the annual average TN and TP concentrations.

Table 5-1 Total Nitrogen (TN) Removal History

	TN (PPD) Annual Average				
	<u>Influent (mg/l)</u>	<u>Effluent (mg/l)</u>	<u>% Removal</u>	<u>Goal</u>	<u>Concentration (mg/l)</u>
2013	45.5	12.1	73.4	66%	10 mg/l
2014	37	12.2	67.0	66%	10 mg/l
2015	30.1	9.7	67.7	66%	10 mg/l
2016	25.2	11.9	52.8	66%	10 mg/l
2017	28.7	10.7	62.7	66%	10 mg/l
2018	26.2	10.7	59.1	66%	10 mg/l
2019	25.9	11.5	55.6	66%	10 mg/l

Table 5-2 Total Phosphorous (TP) Removal History

	TP (PPD) Annual Average				
	<u>Influent (mg/l)</u>	<u>Effluent (mg/l)</u>	<u>% Removal</u>	<u>Goal</u>	<u>Concentration (mg/l)</u>
2013	6.9	0.8	88.4	75%	1 mg/l
2014	4.9	0.5	73.7	75%	1 mg/l
2015	4.6	0.9	80.4	75%	1 mg/l
2016	4.4	0.6	86.4	75%	1 mg/l
2017	5.2	0.3	94.2	75%	1 mg/l
2018	5.5	0.7	87.2	75%	1 mg/l
2019	5.0	1.1	78.0	75%	1 mg/l

The proposed effluent limits outlined in the NPDES permit on an annual basis are as follows:

	<u>Minimum Concentration</u>	<u>or</u>	<u>Minimum Removal</u>
Total Nitrogen (TN)	10.0 mg/l		66%
Total Phosphorus (TP)	1.0 mg/l		75%

CHAPTER 6 – NUTRIENT REDUCTION ALTERNATIVES

GENERAL

This chapter is to evaluate potential nutrient reduction alternatives. The existing Vertical Loop Reactor (VLR) equipment installed in 2004 was manufactured by Evoqua Water Technologies.

NUTRIENT REDUCTION ALTERNATIVE 1 – UPGRADE EXISTING WASTEWATER TREATMENT PLANT

Nutrient Reduction Alternative 1 would include the construction of additional treatment process tanks and equipment installation to achieve the desired nutrient reduction. The upgrades would include separate process tanks for both total nitrogen and total phosphorous reduction.

Total Nitrogen Reduction

Total nitrogen reduction would be achieved by constructing two process tanks. The total nitrogen reduction component of this option would include construction of a post-anoxic tank followed by a re-aeration tank. The post-anoxic tank would include submersible mixers as well as the addition of coarse bubble aeration. The anticipated total nitrogen effluent under this alternative is anticipated at less than 3 mg/l.

Total Phosphorous Reduction

Total phosphorous reduction would be achieved by constructing an upfront anaerobic tank. The anaerobic tank would include submersible mixers.

The cost estimate for this alternative is shown in Table 6-1 – Upgrade Existing Wastewater Treatment Plant.

**TABLE 6-1 – UPGRADE EXISTING WASTEWATER TREATMENT PLANT
TOTAL NITROGEN & TOTAL PHOSPHOROUS**

Total Nitrogen Reduction	
Post Anoxic Tank	\$125,000
Re-Aeration Tank	75,000
Coarse Bubble Aeration	25,000
Blowers	50,000
Submersible Mixing Equipment	50,000
Piping	75,000
Electrical	250,000
Sitework	40,000
Total Phosphorous Reduction	
Anaerobic Tank	100,000
Submersible Mixing Equipment	40,000
Piping	40,000
Electrical	150,000
Sitework	30,000
	<hr/>
Construction Total	\$1,050,000
Contingency @ 20%	210,000
Engineering, Legal & Administrative	190,000
	<hr/>
Project Total	\$1,450,000

NUTRIENT REDUCTION ALTERNATIVE 2 – OPERATIONAL MODIFICATIONS TO EXISTING WASTEWATER TREATMENT PLANT

Nutrient Reduction Alternative 2 includes a review of the existing VLR treatment process. During the review it has been determined that the current treatment process could potentially meet the proposed National Pollutant Discharge Elimination System (NPDES) permit for total nitrogen and total phosphorous discharge limits. This would include optimizing the operational protocols for the existing VLR treatment process in order to achieve the desired reduction in total nitrogen and total phosphorous in the effluent discharge.

The City is currently adjusting operation of the VLR process in order to optimize the level of nutrient reduction achieved. This includes monitoring and adjusting the rates for both waste activated sludge and return activated sludge. The adjustment for these components is based upon the dissolved oxygen levels, nitrite levels and ammonia levels within the various stages of the VLR process. If the desired total phosphorous reduction is not able to be achieved through adjustment of the VLR process then chemical addition may become necessary. This nutrient reduction alternative does not currently have a cost associated with it other than staff hours spent monitoring and sampling the VLR process.

A review of the effluent sampling results from 2013 to the present indicate that the existing VLR treatment process is very close to achieving compliance with the proposed NPDES permit. Therefore, this alternative would include continuing to monitor, sample and adjust the operational protocols as needed for the existing VLR process over the next several years.

At the same time this would afford the City of Carroll the opportunity to continue to utilize the existing wastewater treatment plant while also potentially achieving compliance with the NPDES permit. This would also allow the City of Carroll to potentially avoid a significant capital expenditure associated with upgrading the wastewater treatment plant.

CHAPTER 7 – NUTRIENT REDUCTION ALTERNATIVE SELECTION AND IMPLEMENTATION SCHEDULE

NUTRIENT REDUCTION ALTERNATIVE SELECTION

As a part of this report, two alternatives were evaluated for the reduction of both total nitrogen and total phosphorous for the City of Carroll wastewater treatment plant. Those alternatives include the following:

NUTRIENT REDUCTION ALTERNATIVE 1 – UPGRADE EXISTING WASTEWATER TREATMENT PLANT

NUTRIENT REDUCTION ALTERNATIVE 2 – OPERATIONAL MODIFICATIONS TO EXISTING WASTEWATER TREATMENT PLANT

IMPLEMENTATION SCHEDULE

Two primary factors were included in nutrient reduction alternative selection by the City of Carroll. One, the costs associated with each of the two alternatives. Two, the ability to continue to use the existing wastewater treatment plant to the extent possible. Therefore, the City of Carroll has selected Nutrient Reduction Alternative 2 – Operational Modifications to Existing Wastewater Treatment Plant as the preferred alternative.

A schedule for implementing the selected method for the wastewater treatment plant nutrient reduction as proposed in this report is presented in the following schedule.

November 1, 2019	Submit Nutrient Reduction Report to IDNR
November 1, 2024	Submit Progress Report
November 1, 2028	Submit Progress Report
November 1, 2029	Achieve Compliance with proposed nutrient discharge limits

APPENDIX A

NPDES PERMIT

IOWA DEPARTMENT OF NATURAL RESOURCES
National Pollutant Discharge Elimination System (NPDES) Permit

OWNER NAME & ADDRESS

CITY OF CARROLL
CITY HALL
112 E 5TH STREET
CARROLL, IA 51401

FACILITY NAME & ADDRESS

CARROLL, CITY OF STP
1400 E ANTHONY
CARROLL, IA 51401

Section 30, T84N, R34W
Carroll County

IOWA NPDES PERMIT NUMBER: 1415001
DATE OF ISSUANCE: 11/01/2016
DATE OF EXPIRATION: 10/31/2021

**YOU ARE REQUIRED TO FILE FOR
RENEWAL OF THIS PERMIT BY:** 05/04/2021
EPA NUMBER: IA0021377

This permit is issued pursuant to the authority of section 402(b) of the Clean Water Act (33 U.S.C 1342(b)), Iowa Code section 455B.174, and rule 567-64.3, Iowa Administrative Code. You are authorized to operate the disposal system and to discharge the pollutants specified in this permit in accordance with the effluent limitations, monitoring requirements and other terms set forth in this permit.

You may appeal any condition of this permit by filing a written notice of appeal and request for administrative hearing with the director of this department within 30 days of your receipt of this permit.

Any existing unexpired Iowa operation permit or Iowa NPDES permit previously issued by the department for the facility identified above is revoked by the issuance of this permit. This provision does not apply to any authorization to discharge under the terms and conditions of a general permit issued by the department or to any permit issued exclusively for the discharge of stormwater.

FOR THE DEPARTMENT OF NATURAL RESOURCES

By _____

Melinda McCoy
NPDES Section
ENVIRONMENTAL SERVICES DIVISION

Facility Name: CARROLL, CITY OF STP

Permit Number: 1415001

Outfall No.: 001 DISCHARGE FROM A VERTICAL LOOP REACTOR WASTEWATER TREATMENT FACILITY

Receiving Stream: UNNAMED CREEK

Route of Flow: UNNAMED CREEK TO MIDDLE RACCOON RIVER

Class A2 waters are secondary contact recreational use waters in which recreational or other uses may result in contact with the water that is either incidental or accidental. During the recreational use, the probability of ingesting appreciable quantities of water is minimal. Class A2 uses include fishing, commercial and recreational boating, any limited contact incidental to shoreline activities and activities in which users do not swim or float in the water body while on a boating activity.

Waters designated Class B(WW2) are those in which flow or other physical characteristics are capable of supporting a resident aquatic community that includes a variety of native nongame fish and invertebrate species. The flow and other physical characteristics limit the maintenance of warm water game fish populations. These waters generally consist of small perennially flowing streams.

Outfall No.: 006 BYPASS LOCATED AT THE OVERFLOW FROM THE FLOW EQUALIZATION BASIN

Receiving Stream: UNNAMED CREEK

Route of Flow: UNNAMED CREEK TO MIDDLE RACCOON RIVER

Class A2 waters are secondary contact recreational use waters in which recreational or other uses may result in contact with the water that is either incidental or accidental. During the recreational use, the probability of ingesting appreciable quantities of water is minimal. Class A2 uses include fishing, commercial and recreational boating, any limited contact incidental to shoreline activities and activities in which users do not swim or float in the water body while on a boating activity.

Waters designated Class B(WW2) are those in which flow or other physical characteristics are capable of supporting a resident aquatic community that includes a variety of native nongame fish and invertebrate species. The flow and other physical characteristics limit the maintenance of warm water game fish populations. These waters generally consist of small perennially flowing streams.

Bypasses from any portion of a treatment facility or from a sanitary sewer collection system designed to carry only sewage are prohibited.

Facility Name: CARROLL, CITY OF STP

Permit Number: 1415001

Effluent Limitations:

You are prohibited from discharging pollutants except in compliance with the following effluent limitations:

001 DISCHARGE FROM A VERTICAL LOOP REACTOR WASTEWATER TREATMENT FACILITY

<i>Outfall: 001 Effective Dates: 11/01/2016 to 10/31/2021</i>			
<u>Parameter</u>	<u>Season</u>	<u>Limit Type</u>	<u>Limits</u>
CBOD5			85% Removal Required
	Yearly	7 Day Average	40 MG/L 1401 LBS/DAY
	Yearly	30 Day Average	25 MG/L 876 LBS/DAY
TOTAL SUSPENDED SOLIDS			85% Removal Required
	Yearly	7 Day Average	45 MG/L 1576 LBS/DAY
	Yearly	30 Day Average	30 MG/L 1051 LBS/DAY
NITROGEN, TOTAL KJELDAHL (AS N)			
	Yearly	30 Day Average	1940 LBS/DAY
	Yearly	Daily Maximum	3175 LBS/DAY
PH			
	Yearly	Daily Maximum	9.0 STD UNITS
	Yearly	Minimum	6.5 STD UNITS
ACUTE TOXICITY, CERIODAPHNIA			
	Yearly	Daily Maximum	1 NO TOXICITY
ACUTE TOXICITY, PIMEPHALES			
	Yearly	Daily Maximum	1 NO TOXICITY

Facility Name: CARROLL, CITY OF STP

Permit Number: 1415001

<i>Outfall: 001 Effective Dates: 11/01/2016 to 10/31/2021</i>			
<u>Parameter</u>	<u>Season</u>	<u>Limit Type</u>	<u>Limits</u>
AMMONIA NITROGEN (N)			
	JAN	30 Day Average	5.2 MG/L 181.9 LBS/DAY
	JAN	Daily Maximum	15.2 MG/L 532.1 LBS/DAY
	FEB	30 Day Average	5.9 MG/L 204.5 LBS/DAY
	FEB	Daily Maximum	14.2 MG/L 497.4 LBS/DAY
	MAR	30 Day Average	4.6 MG/L 159.9 LBS/DAY
	MAR	Daily Maximum	14.7 MG/L 514.5 LBS/DAY
	APR	30 Day Average	2.1 MG/L 73.8 LBS/DAY
	APR	Daily Maximum	15.7 MG/L 550.0 LBS/DAY
	MAY	30 Day Average	1.9 MG/L 64.5 LBS/DAY
	MAY	Daily Maximum	12.1 MG/L 357.3 LBS/DAY
	JUN	30 Day Average	1.4 MG/L 47.3 LBS/DAY
	JUN	Daily Maximum	7.3 MG/L 210.2 LBS/DAY
	JUL	30 Day Average	1.1 MG/L 38.1 LBS/DAY
	JUL	Daily Maximum	5.0 MG/L 140.1 LBS/DAY
	AUG	30 Day Average	1.0 MG/L 34.7 LBS/DAY
	AUG	Daily Maximum	5.6 MG/L 161.1 LBS/DAY
	SEP	30 Day Average	1.5 MG/L 52.1 LBS/DAY
	SEP	Daily Maximum	6.6 MG/L 192.7 LBS/DAY
	OCT	30 Day Average	2.8 MG/L 98.8 LBS/DAY
	OCT	Daily Maximum	12.3 MG/L 409.8 LBS/DAY
	NOV	30 Day Average	3.4 MG/L 119.8 LBS/DAY
	NOV	Daily Maximum	14.7 MG/L 514.5 LBS/DAY
	DEC	30 Day Average	4.0 MG/L 139.1 LBS/DAY
	DEC	Daily Maximum	16.0 MG/L 559.2 LBS/DAY

Facility Name: CARROLL, CITY OF STP

Permit Number: 1415001

Outfall	Wastewater Parameter	Sample Frequency	Sample Type	Monitoring Location
The following monitoring requirements shall be in effect from 11/01/2016 to 10/31/2021				
001	FLOW	7/WEEK OR DAILY	24 HOUR TOTAL	MECHANICAL PLANT INFLUENT
001	FLOW	7/WEEK OR DAILY	24 HOUR TOTAL	INFLUENT TO STORM WATER RETENTION BASIN
001	FLOW	7/WEEK OR DAILY	24 HOUR TOTAL	STORM WATER BASIN RETURN
001	FLOW	7/WEEK OR DAILY	CALCULATED	TOTAL RAW WASTE
001	FLOW	7/WEEK OR DAILY	24 HOUR TOTAL	FINAL EFFLUENT
001	BIOCHEMICAL OXYGEN DEMAND (BOD5)	2 TIMES PER WEEK	24 HOUR COMPOSITE	RAW WASTE
001	TOTAL SUSPENDED SOLIDS	2 TIMES PER WEEK	24 HOUR COMPOSITE	RAW WASTE
001	NITROGEN, TOTAL KJELDAHL (AS N)	1 EVERY MONTH	24 HOUR COMPOSITE	RAW WASTE
001	PH	2 TIMES PER WEEK	GRAB	RAW WASTE
001	TEMPERATURE	2 TIMES PER WEEK	GRAB	RAW WASTE
001	CBOD5	2 TIMES PER WEEK	24 HOUR COMPOSITE	EFFLUENT AFTER DISINFECTION
001	TOTAL SUSPENDED SOLIDS	2 TIMES PER WEEK	24 HOUR COMPOSITE	EFFLUENT AFTER DISINFECTION
001	DISSOLVED OXYGEN	2 TIMES PER WEEK	GRAB	EFFLUENT AFTER DISINFECTION
001	AMMONIA NITROGEN (N)	2 TIMES PER WEEK	24 HOUR COMPOSITE	EFFLUENT AFTER DISINFECTION
001	NITROGEN, TOTAL KJELDAHL (AS N)	1 EVERY MONTH	24 HOUR COMPOSITE	EFFLUENT AFTER DISINFECTION
001	NITROGEN, TOTAL (AS N)	1 TIME PER WEEK	24 HOUR COMPOSITE	EFFLUENT AFTER DISINFECTION
001	PHOSPHORUS, TOTAL (AS P)	1 TIME PER WEEK	24 HOUR COMPOSITE	EFFLUENT AFTER DISINFECTION
001	PH	5 TIMES PER WEEK	GRAB	EFFLUENT AFTER DISINFECTION
001	TEMPERATURE	2 TIMES PER WEEK	GRAB	EFFLUENT AFTER DISINFECTION
001	CHLORIDE (AS CL)	1 EVERY MONTH	24 HOUR COMPOSITE	EFFLUENT AFTER DISINFECTION
001	ARSENIC, TOTAL (AS AS)	1 EVERY MONTH	24 HOUR COMPOSITE	EFFLUENT AFTER DISINFECTION
001	COPPER, TOTAL (AS CU)	1 TIME PER WEEK	24 HOUR COMPOSITE	EFFLUENT AFTER DISINFECTION
001	ACUTE TOXICITY, CERIODAPHNIA	1 EVERY 12 MONTHS	24 HOUR COMPOSITE	EFFLUENT AFTER DISINFECTION
001	ACUTE TOXICITY, PIMEPHALES	1 EVERY 12 MONTHS	24 HOUR COMPOSITE	EFFLUENT AFTER DISINFECTION

Outfall	Wastewater Parameter	Sample Frequency	Sample Type	Monitoring Location
The following monitoring requirements shall be in effect from 04/01/2020 to 10/31/2021				
001	E. COLI	GEO. MEAN 1/3 MONTHS	GRAB	EFFLUENT AFTER DISINFECTION

Facility Name: CARROLL, CITY OF STP

Permit Number: 1415001

Special Monitoring Requirements

Outfall # Description

001 **TOTAL RAW WASTE FLOW**

To calculate the total raw waste flow: (TOTAL RAW WASTE FLOW = MECHANICAL PLANT INFLUENT + INFLUENT TO STORM WATER RETENTION BASIN - STORM WATER BASIN RETURN).

Mass calculations for BOD5, TSS, and TKN raw waste samples shall use the calculated total raw waste flow.

E. COLI

The limit for E. coli of 126 org/100 ml specified on the limit page(s) of this permit for outfall 001 is a geometric mean. The disinfection season is established in the Iowa Administrative Code, Subparagraph 567 IAC 61.3(3)"a"(1), and is in effect from March 15 to November 15. Any disinfection system (chlorine, UV light, etc.) shall be operated to comply with the limit during the entire disinfection season whenever wastewater is being discharged from outfall 001.

The facility must collect and analyze a minimum of five samples in one calendar month during each 3-month period from March 15 to November 15. The 3-month periods are March – May, June – August, and September – November. The collection of five samples in each 3-month period will result in a minimum of 15 samples being collected during a calendar year. For example, for the first 3-month period, the operator may choose April as the calendar month to collect the 5 individual E. coli samples to determine compliance with the limits. The operator may also choose the months of March or May as well, as long as each of the 5 samples is collected during a single calendar month. The same principle applies to the other two 3-month periods during the disinfection season. The following requirements apply to the individual samples collected in one calendar month:

Samples must be spaced over one calendar month.

No more than one sample can be collected on any one day.

There must be a minimum of two days between each sample.

No more than two samples may be collected in a period of seven consecutive days.

If the effluent has been disinfected using chlorine, ultraviolet light (UV), or any other process intended to disrupt the biological integrity of the E. coli, the samples shall be analyzed using the Most Probable Number method found in Standard Method 9223B (Colilert® or Colilert-18® made by IDEXX Laboratories, Inc.). If the effluent has not been disinfected the samples may be analyzed using either the MPN method above or EPA Method 1603: Escherichia coli (E. coli) in water by membrane filtration using modified membrane-thermotolerant E. coli agar (modified mTEC) or mColiBlue-24® made by the Hach Company.

The geometric mean must be calculated using all valid sample results collected during a month. The geometric mean formula is as follows: Geometric Mean = (Sample one * Sample two * Sample three * Sample four * Sample five...Sample N)^(1/N), which is the Nth root of the result of the multiplication of all of the sample results where N = the number of samples. If a sample result is a less than value, the value reported by the lab without the less than sign should be used in the geometric mean calculation.

The geometric mean can be calculated in one of the following ways:

Use a scientific calculator that can calculate the powers of numbers.

Enter the samples in Microsoft Excel and use the function "GEOMEAN" to perform the calculation.

Use the geometric mean calculator on the Iowa DNR webpage at: <http://www.iowadnr.gov/Environmental-Protection/Water-Quality/NPDES-Wastewater-Permitting/NPDES-Operator-Information/Bacteria-Sampling>

Facility Name: CARROLL, CITY OF STP

Permit Number: 1415001

AMMONIA NITROGEN (N)

Ammonia shall be sampled and analyzed using an EPA approved method specified in 40 CFR 136 or using the Timberline Method Ammonia-001 alternative test procedure.

NITROGEN, TOTAL (AS N)

Total nitrogen shall be determined by testing for Total Kjeldahl Nitrogen (TKN) and nitrate + nitrite nitrogen and reporting the sum of the TKN and nitrate + nitrite results (reported as N). Nitrate + nitrite can be analyzed together or separately.

COPPER, TOTAL (AS CU)

EPA approved test methods shall be used to test at or below the limits on the limit page(s) of this permit. If a sample result is not at a detection level which is low enough to demonstrate compliance with the limit in the permit, the facility will be considered non-compliant with that limit.

Facility Name: CARROLL, CITY OF STP

Permit Number: 1415001

Significant Industrial User Discharges:

Significant Industrial User: SMITHFIELD FARMLAND CORP.

Outfall # Outfall Description

001 EFFLUENT (WASTE) PRIOR TO DISCHARGE TO MUNICIPAL COLLECTION SYSTEM.

Facility Name: CARROLL, CITY OF STP

Permit Number: 1415001

Significant Industrial User Effluent Limitations

You are prohibited from discharging pollutants except in compliance with the following effluent limitations:

SMITHFIELD FARMLAND CORP.			
Outfall: 001 Effective Dates: 11/01/2016 to 10/31/2021			
<u>Parameter</u>	<u>Season</u>	<u>Limit Type</u>	<u>Limit Values</u>
FLOW			
	Yearly	30 Day Average	0.13 MGD
	Yearly	Daily Maximum	0.195 MGD
BIOCHEMICAL OXYGEN DEMAND (BOD5)			
	Yearly	30 Day Average	1000.0 LBS/DAY
	Yearly	Daily Maximum	1500.0 LBS/DAY
TOTAL SUSPENDED SOLIDS			
	Yearly	30 Day Average	550.0 LBS/DAY
	Yearly	Daily Maximum	950.0 LBS/DAY
NITROGEN, TOTAL KJELDAHL (AS N)			
	Yearly	30 Day Average	55.0 LBS/DAY
	Yearly	Daily Maximum	70.0 LBS/DAY
OIL AND GREASE			
	Yearly	30 Day Average	500.0 MG/L
	Yearly	Daily Maximum	750.0 MG/L
PH			
	Yearly	Daily Maximum	10.5 STD UNITS
	Yearly	MINIMUM	6.0 STD UNITS

Facility Name: CARROLL, CITY OF STP

Permit Number: 1415001

Monitoring and Reporting Requirements

- (a) Samples and measurements taken shall be representative of the volume and nature of the monitored wastewater.
- (b) Analytical and sampling methods specified in 40 CFR Part 136 or other methods approved in writing by the department shall be utilized. Samples collected for operational testing need not be analyzed by approved analytical methods; however, commonly accepted test methods should be used.
- (c) You are required to report all data including calculated results needed to determine compliance with the limitations contained in this permit. The results of any monitoring not specified in this permit performed at the compliance monitoring point and analyzed according to 40 CFR Part 136 shall be included in the calculation and reporting of any data submitted in accordance with this permit. This includes daily maximums and minimums and 30-day and 7-day averages for all parameters that have concentration (mg/l) and mass (lbs/day) limits. In addition, flow data shall be reported in million gallons per day (MGD).
- (d) Results of all monitoring shall be recorded on forms provided by, or approved by, the department, and shall be submitted to the appropriate regional field office of the department by the fifteenth day following the close of the reporting period. Your reporting period is on a MONTHLY basis, ending on the last day of each reporting period.
- (e) Any records of monitoring activities and results shall include for all samples: the date, exact place and time of the sampling; the dates the analyses were performed; who performed the analyses; the analytical techniques or methods used; and the results of such analyses.
- (f) Chapter 63 of the Iowa Administrative Code contains further explanation of these monitoring requirements.

Facility Name: CARROLL, CITY OF STP

Permit Number: 1415001

SMITHFIELD FARMLAND CORP.				
Outfall	Wastewater Parameter	Sample Frequency	Sample Type	Monitoring Location
001	BIOCHEMICAL OXYGEN DEMAND (BOD5)	2 TIMES PER WEEK	24 HOUR COMPOSITE	PRIOR TO DISCHARGE TO CITY SEWER
001	FLOW	7/WEEK OR DAILY	24 HOUR TOTAL	PRIOR TO DISCHARGE TO CITY SEWER
001	NITROGEN, TOTAL KJELDAHL (AS N)	2 TIMES PER WEEK	24 HOUR COMPOSITE	PRIOR TO DISCHARGE TO CITY SEWER
001	OIL AND GREASE	1 EVERY MONTH	GRAB	PRIOR TO DISCHARGE TO CITY SEWER
001	PH	2 TIMES PER WEEK	GRAB	PRIOR TO DISCHARGE TO CITY SEWER
001	TOTAL SUSPENDED SOLIDS	1 TIME PER WEEK	24 HOUR COMPOSITE	PRIOR TO DISCHARGE TO CITY SEWER
001	TEMPERATURE	2 TIMES PER WEEK	GRAB	PRIOR TO DISCHARGE TO CITY SEWER

Facility Name: CARROLL, CITY OF STP

Permit Number: 1415001

Significant Industrial User Discharges:

Significant Industrial User: CARROLL COUNTY SOLID WASTE MANAGEMENT COMMISSION

Outfall # Outfall Description

001 SANITARY LANDFILL LEACHATE DISCHARGE TO SANITARY SEWER.

Facility Name: CARROLL, CITY OF STP

Permit Number: 1415001

Significant Industrial User Effluent Limitations

You are prohibited from discharging pollutants except in compliance with the following effluent limitations:

CARROLL COUNTY SOLID WASTE MANAGEMENT COMMISSION			
Outfall: 001 Effective Dates: 11/01/2016 to 10/31/2021			
<u>Parameter</u>	<u>Season</u>	<u>Limit Type</u>	<u>Limit Values</u>
FLOW			
	Yearly	30 Day Average	0.025 MGD
	Yearly	Daily Maximum	0.05 MGD
BIOCHEMICAL OXYGEN DEMAND (BOD5)			
	Yearly	30 Day Average	50.0 LBS/DAY
	Yearly	Daily Maximum	50.0 LBS/DAY
PH			
	Yearly	Daily Maximum	9.0 STD UNITS
	Yearly	MINIMUM	6.0 STD UNITS

Facility Name: CARROLL, CITY OF STP

Permit Number: 1415001

Monitoring and Reporting Requirements

- (a) Samples and measurements taken shall be representative of the volume and nature of the monitored wastewater.
- (b) Analytical and sampling methods specified in 40 CFR Part 136 or other methods approved in writing by the department shall be utilized. Samples collected for operational testing need not be analyzed by approved analytical methods; however, commonly accepted test methods should be used.
- (c) You are required to report all data including calculated results needed to determine compliance with the limitations contained in this permit. The results of any monitoring not specified in this permit performed at the compliance monitoring point and analyzed according to 40 CFR Part 136 shall be included in the calculation and reporting of any data submitted in accordance with this permit. This includes daily maximums and minimums and 30-day and 7-day averages for all parameters that have concentration (mg/l) and mass (lbs/day) limits. In addition, flow data shall be reported in million gallons per day (MGD).
- (d) Results of all monitoring shall be recorded on forms provided by, or approved by, the department, and shall be submitted to the appropriate regional field office of the department by the fifteenth day following the close of the reporting period. Your reporting period is on a MONTHLY basis, ending on the last day of each reporting period.
- (e) Any records of monitoring activities and results shall include for all samples: the date, exact place and time of the sampling; the dates the analyses were performed; who performed the analyses; the analytical techniques or methods used; and the results of such analyses.
- (f) Chapter 63 of the Iowa Administrative Code contains further explanation of these monitoring requirements.

Facility Name: CARROLL, CITY OF STP

Permit Number: 1415001

CARROLL COUNTY SOLID WASTE MANAGEMENT COMMISSION

Outfall	Wastewater Parameter	Sample Frequency	Sample Type	Monitoring Location
001	AMMONIA NITROGEN (N)	1 EVERY MONTH	24 HOUR COMPOSITE	PRIOR TO DISCHARGE TO CITY SEWER
001	BIOCHEMICAL OXYGEN DEMAND (BOD5)	1 EVERY MONTH	24 HOUR COMPOSITE	PRIOR TO DISCHARGE TO CITY SEWER
001	COPPER, TOTAL (AS CU)	1 EVERY MONTH	24 HOUR COMPOSITE	PRIOR TO DISCHARGE TO CITY SEWER
001	FLOW	7/WEEK OR DAILY	24 HOUR TOTAL	PRIOR TO DISCHARGE TO CITY SEWER
001	PH	1 EVERY MONTH	GRAB	PRIOR TO DISCHARGE TO CITY SEWER
001	TOTAL SUSPENDED SOLIDS	1 EVERY MONTH	24 HOUR COMPOSITE	PRIOR TO DISCHARGE TO CITY SEWER

Facility Name: CARROLL, CITY OF STP

Permit Number: 1415001

ADDITIONAL MONITORING REQUIREMENTS – CARROLL COUNTY SOLID WASTE MANAGEMENT COMMISSION (CCSWMC) LANDFILL

The permittee shall analyze a representative sample of the leachate discharge from the CCSWMC Landfill at least annually for each of the pollutants listed below. Also, the permittee shall monitor the volume of waste discharged and BOD₅, TSS, Ammonia Nitrogen, pH and Copper at the frequencies specified on the “Industrial Contributor Monitoring and Reporting Requirements” page of this permit for the CCSWMC Landfill.

Conventional Pollutants and Metals

Biochemical Oxygen Demand (BOD₅)
Total Organic Carbon
Total Dissolved Solids
Total Suspended Solids
Ammonia Nitrogen
pH
Arsenic, Total (as As)
Barium, Total (as Ba)
Cadmium, Total (as Cd)
Chemical Oxygen Demand*
Chloride*
Chromium, Total (as Cr)
Chromium, Hexavalent (as Cr⁺⁶)*
Copper, Total (as Cu)
Cyanide*
Iron, Total (as Fe)
Lead, Total (as Pb)
Mercury, Total (as Hg)
Molybdenum (as Mo)*
Nickel, Total (as Ni)
Nitrate*
Phosphate (Total)*
Phosphorus*
Potassium, Total (as K)*
Selenium, Total (as Se)
Silver, Total (as Ag)
Zinc, Total (as Zn)

*Added consistent with Attachment B of the Treatment Agreement between the City of Carroll and CCSWMC Landfill dated September 14, 2009.

Volatile Compounds

Method of Analysis: EPA Methods 624 or 1624

Chloromethane (methyl chloride)
Bromomethane (methyl bromide)
Vinyl chloride
Chloroethane (ethyl chloride)
Methylene chloride (dichloromethane)
1,1-Dichloroethene (1,1-dichloroethylene)
1,1-Dichloroethane
1,2-Dichloroethene (1,2-dichloroethylene)
Chloroform
1,2-Dichloroethane
1,1,1-Trichloroethane (methyl chloroform)
Carbon tetrachloride
Bromodichloromethane
1,1,2,2-Tetrachloroethane
1,2-Dichloropropane
1,3-Dichloropropene
Trichloroethene
Dibromochloromethane
1,1,2-Trichloroethane
Benzene
2-Chloroethyl vinyl ether
Bromoform
Tetrachloroethene
Toluene
Chlorobenzene
Ethylbenzene

Facility Name: CARROLL, CITY OF STP

Permit Number: 1415001

Acid Extractable Compounds

Method of Analysis: EPA Methods 625 or 1625

2-Chlorophenol
2-Nitrophenol
2,4-Dimethylphenol
Benzoic acid
2,4-Dichlorophenol
4-Chloro-3-methylphenol
2,4,6-Trichlorophenol
2,4,5-Trichlorophenol
2,4-Dinitrophenol
4-Nitrophenol
4,6-Dinitro-2-methylphenol
Pentachlorophenol

Chlorinated Hydrocarbon Insecticides

Methods of Analysis: EPA Methods 608 or 625

Beta BHC
Delta BHC
Gamma BHC
Heptachlor
Aldrin
Heptachlor epoxide
Endosulfan
Dieldrin
4,4'-DDE
Endrin
Endosulfan II
4,4'-DDD
Endosulfan sulfate
4,4'-DDT
Endrin aldehyde
Chlordane
Toxaphene

Polychlorinated Biphenyls

Methods of Analysis: EPA Methods 608 or 625

Arochlor-1016
Arochlor-1221
Arochlor-1232
Arochlor-1242
Arochlor-1248
Arochlor-1254
Arochlor-1260

Base/Neutral Compounds

Methods of Analysis: EPA Methods 625 or 1625

bis (2-chloroethyl) ether
1,3-Dichlorobenzene
1,4-Dichlorobenzene
Benzyl alcohol
1,2-Dichlorobenzene
bis (2-chloroisopropyl) ether
N-Nitroso-dipropylamine
Hexachloroethane
Nitrobenzene
Isophorone
bis (2-chloroethoxy) methane
1,2,4-Trichlorobenzene
Naphthalene
Hexachlorobutadiene
Hexachlorocyclopentadiene
2-Chloronaphthalene
Dimethyl phthalate
Acenaphthylene
Acenaphthene
Dibenzofuran
2,4-Dinitrotoluene
2,6-Dinitrotoluene
Diethyl phthalate
4-Chlorophenyl phenyl ether
Fluorene
N-Nitrosodiphenylamine
4-Bromophenyl phenyl ether
Hexachlorobenzene
Phenanthrene
Anthracene
Di-n-butyl phthalate
Fluoranthene
Pyrene
Butyl benzyl phthalate
3,3'-Dichlorobenzidine
Benzo (a) anthracene
bis (2-ethylhexyl) phthalate
Chrysene
Di-n-octyl phthalate
Benzo (b) fluoranthene
Benzo (k) fluoranthene
Benzo (a) pyrene
Indeno (1,2,3-cd) pyrene
Dibenz (a,h) anthracene
Benzo (g,h,i) perylene

Facility Name: CARROLL, CITY OF STP

Permit Number: 1415001

Outfall Number: 001

Ceriodaphnia and Pimephales Toxicity Effluent Testing

1. For facilities that have not been required to conduct toxicity testing by a previous NPDES permit, the initial annual toxicity test shall be conducted within three (3) months of permit issuance. For facilities that have been required to conduct toxicity testing by a previous NPDES permit, the initial annual toxicity test shall be conducted within twelve months (12) of the last toxicity test.
2. The test organisms that are to be used for acute toxicity testing shall be *Ceriodaphnia dubia* and *Pimephales promelas*. The acute toxicity testing procedures used to demonstrate compliance with permit limits shall be those listed in 40 CFR Part 136 and adopted by reference in rule 567--63.1(1). The method for measuring acute toxicity is specified in USEPA, October 2002, Methods for Measuring the Acute Toxicity of Effluents and Receiving Waters to Freshwater and Marine Organisms, Fifth Edition. U.S. Environmental Protection Agency, Office of Water, Washington, D.C., EPA 821-R-02-012.
3. The diluted effluent sample must contain a minimum of 100.00 % effluent and no more than 0.00 % of culture water.
4. One valid positive toxicity result will require, at a minimum, quarterly testing for effluent toxicity until three successive tests are determined not to be positive.
5. Two successive valid positive toxicity results or three positive results out of five successive valid effluent toxicity tests will require a toxicity reduction evaluation to be completed to eliminate the toxicity.
6. A non-toxic test result shall be indicated as a "1" on the monthly operation report. A toxic test result shall be indicated as a "2" on the monthly operation report. DNR Form 542-1381 shall also be submitted to the DNR field office along with the monthly operation report.

Ceriodaphnia and Pimephales Toxicity Effluent Limits

The maximum limit of "1" for the parameters Acute Toxicity, *Ceriodaphnia* and Acute Toxicity, *Pimephales* means no positive toxicity results.

Definition: "Positive toxicity result" means a statistical difference of mortality rate between the control and the diluted effluent sample. For more information see USEPA, October 2002, Methods for Measuring the Acute Toxicity of Effluents and Receiving Waters to Freshwater and Marine Organisms, Fifth Edition, U.S. Environmental Protection Agency, Office of Water, Washington, D.C., EPA 821-R-02-012.

Facility Name: CARROLL, CITY OF STP

Permit Number: 1415001

Design Capacity

Design: 1

The design capacity for the treatment works is specified in Construction Permit Number 2002-450-S, issued Monday, October 13, 2003.

The treatment plant is designed to treat:

- * An average dry weather (ADW) flow of 1.6000 Million Gallons Per Day (MGD).
- * An average wet weather (AWW) flow of 4.2000 Million Gallons Per Day (MGD).
- * A maximum wet weather (MWW) flow of 6.3000 Million Gallons Per Day (MGD).
- * A design 5-day biochemical oxygen demand (BOD5) load of 4735 lbs/day.
- * A design Total Kjeldahl Nitrogen (TKN) load of 1021.00 lbs/day.

Operator Certification Type/Grade: WW/IV

Wastes in such volumes or quantities as to exceed the design capacity of the treatment works or reduce the effluent quality below that specified in the operation permit of the treatment works are considered to be a waste which interferes with the operation or performance of the treatment works and are prohibited by rule IAC 567-62.1(7).

Facility Name: CARROLL, CITY OF STP

Permit Number: 1415001

SEWAGE SLUDGE HANDLING AND DISPOSAL REQUIREMENTS

"Sewage sludge" is solid, semisolid, or liquid residue generated during the treatment of domestic sewage in a treatment works. Sewage sludge does not include the grit and screenings generated during preliminary treatment.

1. The permittee shall comply with all existing Federal and State laws and regulations that apply to the use and disposal of sewage sludge and with technical standards developed pursuant to Section 405(d) of the Clean Water Act when such standards are promulgated. If an applicable numerical limit or management practice for pollutants in sewage sludge is promulgated after issuance of this permit that is more stringent than a sludge pollutant limit or management practice specified in existing Federal or State laws or regulations, this permit shall be modified, or revoked and reissued, to conform to the regulations promulgated under Section 405(d) of the Clean Water Act. The permittee shall comply with the limitation no later than the compliance deadline specified in the applicable regulations.
2. The permittee shall provide written notice to the Department of Natural Resources prior to any planned changes in sludge disposal practices.
3. Land application of sewage sludge shall be conducted in accordance with criteria established in rule IAC 567--67.1 through 67.11 (455B).

Facility Name: CARROLL, CITY OF STP

Permit Number: 1415001

MAJOR CONTRIBUTING INDUSTRIES LIMITATIONS, MONITORING AND REPORTING REQUIREMENTS

1. You are required to notify the department, in writing, of any of the following:

(a) 180 days prior to the introduction of pollutants to your facility from a significant industrial user. A significant industrial user means an industrial user of a treatment works that:

(1) Discharges an average of 25,000 gallons per day or more of process wastewater excluding sanitary, noncontact cooling and boiler blowdown wastewater;

(2) Contributes a process waste stream which makes up five percent or more of the average dry weather hydraulic or organic capacity of the publicly-owned treatment works:

(3) Is subject to Categorical Pretreatment Standards under 40 CFR 403.6 and 40 CFR Chapter I, Subchapter N; or

(4) Is designated by the department as a significant industrial user on the basis that the contributing industry, either singly or in combination with other contributing industries, has a reasonable potential for adversely affecting the operation of or effluent quality from the publicly-owned treatment works or for violating any pretreatment standards or requirements.

(b) 60 days prior to a proposed expansion, production increase or process modification that may result in the discharge of a new pollutant or a discharge in excess of limitations stated in the existing treatment agreement.

(c) 10 days prior to any commitment by you to accept waste from any new significant industrial user. Your written notification must include a new or revised treatment agreement in accordance with rule 64.3(5)(455B).

2. You shall require all users of your facility to comply with Sections 204(b), 307 and 308 of the Clean Water Act.

Section 204(b) requires that all users of the treatment works constructed with funds provided under Sections 201(g) or 601 of the Act to pay their proportionate share of the costs of operation, maintenance and replacement of the treatment works.

Section 307 of the Act requires users to comply with pretreatment standards promulgated by EPA for pollutants that would cause interference with the treatment process or would pass through the treatment works.

Section 308 of the Act requires users to allow access at reasonable times to state and EPA inspectors for the purpose of sampling the discharge and reviewing and copying records.

3. You shall limit and monitor pollutants for each significant industrial user as required elsewhere in this permit, and submit sample results to the department monthly. Your report shall be submitted by the fifteenth day of the following month.

Revised: June 16, 2009 CAC

Facility Name: CARROLL, CITY OF STP

Permit Number: 1415001

Dissolved Oxygen and *E. coli* Compliance Schedule

1. The facility shall make necessary improvements to meet the dissolved oxygen and *E. coli* limits according to the following schedule:

- Complete a Self-Assessment Matrix and submit a Work Record Request form to DNR's Wastewater Engineering Section by 1/1/2017. The forms and instructions are available on the DNR website at <http://www.iowadnr.gov/InsideDNR/RegulatoryWater/WastewaterConstruction.aspx>. Questions on the forms should be directed to either Terry Kirschenman at 515/725-8422 or Emy Liu at 515/725-8421.
- Submit a Facility Plan by 10/1/2017. The Facility Plan shall be in accordance with Chapter 11.2 of the Iowa Wastewater Facilities Design Standards adopted April 25, 1979.
- Submit progress report by 4/1/2018.
- Submit final plans and specifications by 9/1/2018.
- Award contract for construction of wastewater treatment improvements by 11/1/2018.
- Submit progress report by 7/1/2019.
- Complete construction of wastewater treatment improvements by 3/1/2020.
- Achieve compliance with final dissolved oxygen and *E. coli* limits by 4/1/2020.

Within fourteen (14) days following all dates of compliance, the permittee shall provide written notice of compliance with the scheduled event. All written notices and progress reports shall be sent to the following address:

Iowa Department of Natural Resources
Environmental Services Division
Regional Office #4
1401 Sunnyside Lane
Atlantic, IA 50022-2259

Facility Name: CARROLL, CITY OF STP

Permit Number: 1415001

Compliance Schedule for Copper

1. The facility shall meet the final copper limits listed on the limits page of this permit according to the following schedule:

- The facility shall submit a compliance strategy, by 5/1/2017. The compliance strategy must describe the steps the facility will take to comply with the final effluent limits for the above-identified pollutants as soon as possible, but no later than 10/1/2021.
- The facility shall submit progress reports every 12 months until compliance with final effluent limits for the above-identified pollutants is achieved, with the first progress report due 5/1/2018.
- Achieve compliance with final effluent limits for copper by 10/1/2021.

Within fourteen (14) days following all dates of compliance, the permittee shall provide written notice of compliance with the scheduled event. All written notices and progress reports shall be sent to the following address:

Iowa Department of Natural Resources
Environmental Services Division
Regional Office #4
1401 Sunnyside Lane
Atlantic, IA 50022-2259

Facility Name: CARROLL, CITY OF STP

Permit Number: 1415001

Nutrient Reduction Requirements

In support of the Iowa Nutrient Reduction Strategy you shall prepare and submit a report that evaluates the feasibility and reasonableness of reducing the amounts of nitrogen and phosphorus discharged into surface water. The report shall be submitted no later than **11/1/2018** and shall address the following:

- ▲ A description of the existing treatment facility with particular emphasis on its capabilities for removing nitrogen and phosphorus. The description shall include monitoring data that define the current amounts of total nitrogen (TKN+nitrate+nitrite) and total phosphorus in both the raw wastewater and the final effluent.
- ▲ A description and evaluation of operational changes to the existing treatment facility that could be implemented to reduce the amounts of total nitrogen and total phosphorus discharged in the final effluent and the feasibility and reasonableness of each. Your evaluation must discuss the projected degree of total nitrogen and total phosphorus reduction achievable for each operational change. When evaluating feasibility you must consider what, if any, effect operational changes would have on the removal of other pollutants (e.g. CBOD₅, TSS). When evaluating reasonableness you shall include estimates of the additional cost, if any, to implement such changes and for a publicly-owned treatment works the impact on user rates.
- ▲ A description and evaluation of new or additional treatment technologies that would achieve significant reductions in the amounts of total nitrogen and total phosphorus discharged in the final effluent with a goal of achieving annual average concentrations of 10 mg/L total nitrogen and 1 mg/L total phosphorus for plants treating typical domestic strength sewage. For purposes of this evaluation typical domestic sewage is considered to contain approximately 25 – 35 mg/L total nitrogen and 4 - 8 mg/L total phosphorus. For plants treating wastewater with total nitrogen and/or total phosphorus concentrations greater than typical domestic strength sewage, the evaluation shall include the projected reductions in the total nitrogen and phosphorus effluent concentrations achievable with the application of feasible and reasonable treatment technology with a goal of achieving at least a 66 % reduction in nitrogen and 75% reduction in total phosphorus. For each treatment technology the report shall assess its feasibility, reasonableness, practicability, the availability of equipment, capital costs, annual operating costs, impact on user rates and any non-water quality environmental impacts (e.g. additional air pollution, increased sludge production, etc.).
- ▲ Based on the evaluations of operational changes and new or additional treatment technologies the report must select the preferred method(s) for reducing total nitrogen and total phosphorus in the final effluent, the rationale for the selected method(s) and an estimate of the effluent quality achievable.
- ▲ The report must include a schedule for making operational changes and/or installing new or additional treatment technologies to achieve the concentration and/or percentage removal goals listed above. Additional financial justification must be included in the report if no operational changes or treatment technologies are feasible or reasonable.

The schedule will be incorporated into the NPDES permit by amendment. Effluent discharge limits will be based on one full year of operating data after implementation of the operational changes or completion of plant modifications and a six month optimization period.

The report shall be sent to the following address:

Melinda McCoy
NPDES Section
Iowa Department of Natural Resources
502 East 9th Street
Des Moines, IA 50319

STANDARD CONDITIONS

1. ADMINISTRATIVE RULES

Rules of this Department that govern the operation of your facility in connection with this permit are published in Part 567 of the Iowa Administrative Code (IAC) in Chapters 60-65, 67, and 121. Reference to the term "rule" in this permit means the designated provision of Part 567 of the IAC. Reference to the term "CFR" means the Code of Federal Regulations.

2. DEFINITIONS

- (a) 7 day average means the sum of the total daily discharges by mass, volume, or concentration during a 7 consecutive day period, divided by the total number of days during the period that measurements were made. Four 7 consecutive day periods shall be used each month to calculate the 7-day average. The first 7-day period shall begin with the first day of the month.
- (b) 30 day average means the sum of the total daily discharges by mass, volume, or concentration during a calendar month, divided by the total number of days during the month that measurements were made.
- (c) Daily maximum means the total discharge by mass, volume, or concentration during a twenty-four hour period.

3. DUTY TO PROVIDE INFORMATION

You must furnish to the Director, within a reasonable time, any information the Director may request to determine compliance with this permit or determine whether cause exists for modifying, revoking and reissuing, or terminating this permit, in accordance with 567 IAC 64.3(11)"c". You must also furnish to the Director, upon request, copies of any records required to be kept by this permit.

4. MONITORING AND RECORDS OF OPERATION

- (a) Maintenance of records. You shall retain for a minimum of three years all paper and electronic records of monitoring activities and results including all original strip chart recordings for continuous monitoring instrumentation and calibration and maintenance records. *{See 567 IAC 63.2(3)}*
- (b) Any person who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required to be maintained under this permit shall, upon conviction, be punished by a fine of not more than \$10,000 or by imprisonment for not more than two years, or both. *{See 40 CFR 122.41(j)(5)}*

5. SIGNATORY REQUIREMENTS

Applications, reports or other information submitted to the Department in connection with this permit must be signed and certified in accordance with 567 IAC 64.3(8).

6. OTHER INFORMATION

Where you become aware that you failed to submit any relevant facts in a permit application, or submitted incorrect information in a permit application, you must promptly submit such facts or information. Where you become aware that you failed to submit any relevant facts in the submission of in any report to the director, including records of operation, you shall promptly submit such facts or information. *{See 567 IAC 60.4(2)"a" and 567 IAC 63.7}*

7. TRANSFER OF TITLE OR OWNER ADDRESS CHANGE

If title to your facility, or any part of it, is transferred the new owner shall be subject to this permit. You are required to notify the new owner of the requirements of this permit in writing prior to any transfer of title. The Director shall be notified in writing within 30 days of the transfer. No transfer of the authorization to discharge from the facility represented by the permit shall take place prior to notifying the department of the transfer of title. Whenever the address of the owner is changed, the department shall be notified in writing within 30 days of the address change. Electronic notification is not sufficient; all title transfers or address changes must be reported to the department by mail. *{See 567 IAC 64.14}*

8. PROPER OPERATION AND MAINTENANCE

All facilities and control systems shall be operated as efficiently as possible and maintained in good working order. A sufficient number of staff, adequately trained and knowledgeable in the operation of your facility shall be retained at all times and adequate laboratory controls and appropriate quality assurance procedures shall be provided to maintain compliance with the conditions of this permit. *{See 40 CFR 122.41(e) and 567 IAC 64.7(7)"f"}*

9. PERMIT MODIFICATION, SUSPENSION OR REVOCATION

- (a) This permit may be modified, suspended, or revoked and reissued for cause including but not limited to those specified in 567 IAC 64.3(11).
- (b) This permit may be modified due to conditions or information on which this permit is based, including any new standard the department may adopt that would change the required effluent limits. *{See 567 IAC 64.3(11)}*
- (c) If a toxic pollutant is present in your discharge and more stringent standards for toxic pollutants are established under Section 307(a) of the Clean Water Act, this permit will be modified in accordance with the new standards. *{See 40 CFR 122.62(a)(6) and 567 IAC 64.7(7)"g"}*

The filing of a request for a permit modification, revocation or suspension, or a notification of planned changes or anticipated noncompliance does not stay any permit condition.

10. DUTY TO REAPPLY AND PERMIT CONTINUATION

If you wish to continue to discharge after the expiration date of this permit, you must file a complete application for reissuance at least 180 days prior to the expiration date of this permit. If a timely and sufficient application is submitted, this permit will remain in effect until the Department makes a final determination on the permit application. *{See 567 IAC 64.8(1) and Iowa Code 17A.18}*

11. DUTY TO COMPLY

You must comply with all conditions of this permit. Any permit noncompliance constitutes a violation of the Clean Water Act and is grounds for enforcement action; permit termination, revocation and reissuance, or modification; or denial of a permit renewal application. Issuance of this permit does not relieve you of the responsibility to comply with all local, state and federal laws, ordinances, regulations or other legal requirements applying to the operation of your facility. *{See 40 CFR 122.41(a) and 567 IAC 64.7(4)"e"}*

STANDARD CONDITIONS

12. DUTY TO MITIGATE

You shall take all reasonable steps to minimize or prevent any discharge in violation of this permit which has a reasonable likelihood of adversely affecting human health or the environment. *{See 40 CFR 122.41(d) and 567 IAC 64.7(7)“i”}*

13. TWENTY-FOUR HOUR REPORTING

You shall report any noncompliance that may endanger human health or the environment, including, but not limited to, violations of maximum daily limits for any toxic pollutant (listed as toxic under 307(a)(1) of the Clean Water Act) or hazardous substance (as designated in 40 CFR Part 116 pursuant to 311 of the Clean Water Act). Information shall be provided orally within 24 hours from the time you become aware of the circumstances. A written submission that includes a description of noncompliance and its cause; the period of noncompliance including exact dates and times, whether the noncompliance has been corrected or the anticipated time it is expected to continue; and the steps taken or planned to reduce, eliminate, and prevent a recurrence of the noncompliance must be provided within 5 days of the occurrence. *{See 567 IAC 63.12}*

14. OTHER NONCOMPLIANCE

You shall report all instances of noncompliance not reported under Condition #13 at the time monitoring reports are submitted. You shall give advance notice to the appropriate regional field office of the department of any planned activity which may result in noncompliance with permit requirements. *{See 567 IAC 63.14}*

15. INSPECTION OF PREMISES, RECORDS, EQUIPMENT, METHODS AND DISCHARGES

You are required to permit authorized personnel to:

- (a) Enter upon the premises where a regulated facility or activity is located or conducted or where records are kept under conditions of this permit;
- (b) Have access to and copy, at reasonable times, any records that must be kept under the conditions of this permit;
- (c) Inspect, at reasonable times, any facilities, equipment, practices or operations regulated or required under this permit; and
- (d) Sample or monitor, at reasonable times, to assure compliance or as otherwise authorized by the Clean Water Act.

16. FAILURE TO SUBMIT FEES

This permit may be revoked, in whole or in part, if the appropriate permit fees are not submitted within thirty (30) days of the date of notification that such fees are due. *{See 567 IAC 64.16(1)}*

17. NEED TO HALT OR REDUCE ACTIVITY

It shall not be a defense for a permittee in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of this permit. *{See 40 CFR 122.41(c) and 567 IAC 64.7(7)“j”}*

18. NOTICE OF CHANGED CONDITIONS

You are required to notify the director of any changes in existing conditions or information on which this permit is based. This includes, but is not limited to, the following:

- (a) If your facility is a publicly owned treatment works (POTW) or otherwise may accept waste for treatment from an indirect discharger or industrial contributor (See 567 IAC 64.3(5) for further notice requirements).
- (b) If your facility is a POTW and there is any substantial change in the volume or character of pollutants being introduced to the POTW by a source introducing pollutants into the POTW at the time of issuance of the permit. *{See 40 CFR 122.42(b)}*
- (c) As soon as you know or have reason to believe that any activity has occurred or will occur which would result in the discharge of any toxic pollutant which is not limited in this permit. *{See 40 CFR 122.42(a)}*
- (d) If you have begun or will begin to use or manufacture as an intermediate or final product or byproduct any toxic pollutant which was not reported in the permit application.

19. PLANNED CHANGES

The permittee shall give notice to the appropriate regional field office of the department 30 days prior to any planned physical alterations or additions to the permitted facility. Notice is required only when:

- (a) Notice has not been given to any other section of the department. (Note: Facility expansions, production increases, or process modifications which may result in new or increased discharges of pollutants must be reported to the Director in advance. If such discharges will exceed effluent limitations, your report must include an application for a new permit. If any modification of, addition to, or construction of a disposal system is to be made, you must first obtain a written permit from this Department. In addition, no construction activity that will result in disturbance of one acre or more shall be initiated without first obtaining coverage under NPDES General Permit No. 2 for “Storm water discharge associated with construction activity.”) *{See 567 IAC 64.7(7)“a” and 64.2}*
- (b) The alteration or addition to a permitted facility may meet one of the criteria for determining whether a facility is a new source as defined in 567 IAC 60.2;
- (c) The alteration or addition results in a significant change in the permittee’s sludge use or disposal practices; or
- (d) The alteration or addition could significantly change the nature or increase the quantity of pollutants discharged. This notification applies to pollutants that are not subject to effluent limitations in the permit. *{See 567 IAC 63.13 and 63.14}*

20. USE OF CERTIFIED LABORATORIES

Analyses of wastewater, groundwater or sewage sludge that are required to be submitted to the department as a result of this permit must be performed by a laboratory certified by the State of Iowa. Routine, on-site monitoring for pH, temperature, dissolved oxygen, total residual chlorine and other pollutants that must be analyzed immediately upon sample collection, settleable solids, physical measurements, and operational monitoring tests specified in 567 IAC 63.3(4) are excluded from this requirement.

STANDARD CONDITIONS

21. BYPASSES

- (a) Definition. "Bypass" means the diversion of waste streams from any portion of a treatment facility or collection system. A bypass does not include internal operational waste stream diversions that are part of the design of the treatment facility, maintenance diversions where redundancy is provided, diversions of wastewater from one point in a collection system to another point in a collection system, or wastewater backups into buildings that are caused in the building lateral or private sewer line.
- (b) Prohibitions.
- Bypasses from any portion of a treatment facility or from a sanitary sewer collection system designed to carry only sewage are prohibited.
 - Bypass is prohibited and the department may not assess a civil penalty against a permittee for bypass if the permittee has complied with all of the following:
 - Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage; and
 - There were no feasible alternatives to the bypass such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate backup equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance; and
 - The permittee submitted notices as required by paragraph (d) of this section.
- (c) The Director may approve an anticipated bypass after considering its adverse effects if the Director determines that it will meet the three conditions listed above and a request for bypass has been submitted to the Department in accordance with 567 IAC 63.6(2).
- (d) Reporting bypasses. Bypasses shall be reported in accordance with 567 IAC 63.6.

22. UPSET PROVISION

- (a) Definition. "Upset" means an exceptional incident in which there is unintentional and temporary noncompliance with technology based permit effluent limitations because of factors beyond the reasonable control of the permittee. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.
- (b) Effect of an upset. An upset constitutes an affirmative defense in an action brought for noncompliance with such technology based permit effluent limitations if the requirements of paragraph "c" of this condition are met. No determination made during administrative review of claims that noncompliance was caused by upset, and before an action for noncompliance, is final administrative action subject to judicial review.

- (c) Conditions necessary for demonstration of an upset. A permittee who wishes to establish the affirmative defense of upset shall demonstrate through properly signed operating logs or other relevant evidence that:
- An upset occurred and that the permittee can identify the cause(s) of the upset;
 - The permitted facility was at the time being properly operated;
 - The permittee submitted notice of the upset to the Department in accordance with 567 IAC 63.6(3); and
 - The permittee complied with any remedial measures required in accordance with 567 IAC 63.6(6)"b".
- (d) Burden of Proof. In any enforcement proceeding, the permittee seeking to establish the occurrence of an upset has the burden of proof.

23. PROPERTY RIGHTS

This permit does not convey any property rights of any sort or any exclusive privilege. *{See 567 IAC 64.4(3)"b"}*

24. EFFECT OF A PERMIT

Compliance with a permit during its term constitutes compliance, for purposes of enforcement, with Sections 301, 302, 306, 307, 318, 403 and 405(a)-(b) of the Clean Water Act, and equivalent limitations and standards set out in 567 IAC Chapters 61 and 62. *{See 567 IAC 64.4(3)"a"}*

25. SEVERABILITY

The provisions of this permit are severable and if any provision or application of any provision to any circumstance is found to be invalid by this department or a court of law, the application of such provision to other circumstances, and the remainder of this permit, shall not be affected by such finding.

APPENDIX B

WASTEWATER NUTRIENT TESTING

WASTEWATER NUTRIENT TESTING

Sample Date	Wastewater						Middle Raccoon River					
	Influent			Effluent			Upstream			Downstream		
	TN	TP	CU	TN ^(A)	TP ^(A)	CU	TN ^(B)	TP ^(B)	CU	TN ^(B)	TP ^(B)	CU
12-08-12	40.0 mg/L	9.00 mg/L		2.3 mg/L	0.56 mg/L							
01-09-13							5.80 mg/L	0.10 mg/L		12.6 mg/L	0.09 mg/L	
03-19-13	46.60 mg/L	9.60 mg/L		13.2 mg/L	0.54 mg/L		10.0 mg/L	0.29 mg/L		15.6 mg/L	0.59 mg/L	
06-25-13	24.40 mg/L	4.40 mg/L	.07 mg/L	8.50 mg/L	0.57 mg/L	<.01 mg/L	11.6 mg/L	0.06 mg/L	<.01 mg/L	11.2 mg/L	0.36 mg/L	.01 mg/L
10-11-13	56.00 mg/L	6.23 mg/L	.18 mg/L	11.6 mg/L	1.72 mg/L	.01 mg/L	3.20 mg/L	<0.20 mg/L	<.01 mg/L	7.60 mg/L	0.44 mg/L	.02 mg/L
12-30-13	55.00 mg/L	7.61 mg/L	.19 mg/L	15.1 mg/L	0.28 mg/L	<.01 mg/L	10.0 mg/L	0.20 mg/L	<.01 mg/L	11.7 mg/L	0.20 mg/L	<.01 mg/L
03-18-14	60.00 mg/L	10.1 mg/L	.30 mg/L	21.1 mg/L	0.38 mg/L	<.01 mg/L	6.20 mg/L	0.21 mg/L	<.01 mg/L	6.90 mg/L	0.20 mg/L	.01 mg/L
06-24-14	31.00 mg/L	2.29 mg/L	.08 mg/L	9.2 mg/L	0.44 mg/L	.01 mg/L	21.7 mg/L	<0.20 mg/L	<.01 mg/L	22.8 mg/L	0.20 mg/L	<.01 mg/L
09-16-14	30.00 mg/L	3.40 mg/L	.14 mg/L	7.8 mg/L	0.95 mg/L	<.01 mg/L	19.7 mg/L	<0.20 mg/L	<.01 mg/L	21.1 mg/L	<0.20 mg/L	<.01 mg/L
12-11-14	27.00 mg/L	3.90 mg/L	.097 mg/L	10.6 mg/L	0.27 mg/L	.013 mg/L	17.1 mg/L	<0.20 mg/L	.002 mg/L	19.9 mg/L	<0.20 mg/L	.003 mg/L
03-25-15	47.00 mg/L	10.01 mg/L	.187 mg/L	15.4 mg/L	1.30 mg/L	.013 mg/L	15.7 mg/L	<0.40 mg/L	.002 mg/L	14.4 mg/L	0.64 mg/L	.002mg/L
06-23-15	26.00 mg/L	<0.40 mg/L	1.38 mg/L	9.7 mg/L	<0.40 mg/L	.014 mg/L	24.0 mg/L	<0.40 mg/L	.002 mg/L	23.0 mg/L	<0.40 mg/L	.003 mg/L
09-24-15	26.00 mg/L	7.23 mg/L	.167 mg/L	7.50 mg/L	1.40 mg/L	.011 mg/L	18.41 mg/L	<0.40 mg/L	.007 mg/L	17.90 mg/L	<0.40 mg/L	.007 mg/L
12-08-15	21.40 mg/L	<1.00 mg/L	.075 mg/L	6.40 mg/L	<.40 mg/L	.012 mg/L	20.23 mg/L	<0.40 mg/L	.005 mg/L	18.1 mg/L	<0.40 mg/L	.006 mg/L
03-17-16	28.40 mg/L	3.98 mg/L	.091 mg/L	19.10 mg/L	1.15 mg/L	.016 mg/L	16.30 mg/L	<0.40 mg/L	.004 mg/L	15.80 mg/L	<0.40 mg/L	.006 mg/L
06-16-16	22.50 mg/L	3.69 mg/L	.105 mg/L	6.70 mg/L	<0.40 mg/L	.013 mg/L	17.11 mg/L	<0.40 mg/L	.003 mg/L	16.11 mg/L	<0.40 mg/L	.003 mg/L
10-05-16	19.40 mg/L	3.23 mg/L	.100 mg/L	10.80 mg/L	0.40 mg/L	.012 mg/L	13.70 mg/L	0.53 mg/L	.014 mg/L	14.30 mg/L	0.71 mg/L	.010 mg/L
11-17-16	30.50 mg/L	6.56 mg/L	.179 mg/L	11.10 mg/L	<0.40 mg/L	.015 mg/L	14.70 mg/L	<0.40 mg/L	.003 mg/L	13.80 mg/L	<0.40 mg/L	.004 mg/L
02-09-17	28.25 mg/L	6.60 mg/L	.140 mg/L	11.73 mg/L	0.32 mg/L	.009 mg/L	10.27 mg/L	0.67 mg/L	<.002 mg/L	8.08 mg/L	0.55 mg/L	.003 mg/L
05-25-17	18.35 mg/L	1.50 mg/L	.089 mg/L	7.57 mg/L	0.27 mg/L	.013 mg/L	19.08 mg/L	0.38 mg/L	.008 mg/L	19.65 mg/L	0.27 mg/L	.007 mg/L
11-08-17	39.64 mg/L	7.60 mg/L	.16 mg/L	12.87mg/L	0.29 mg/L	.039 mg/L	10.49 mg/L	0.17 mg/L	.014 mg/L	10.33 mg/L	0.15 mg/L	.018 mg/L
03-28-18	26.83 mg/L	6.00 mg/L		10.41 mg/L	0.33 mg/L	.049 mg/L	11.89 mg/L	0.37 mg/L	.028 mg/L	11.83 mg/L	0.34 mg/L	.019 mg/L
07-25-18	26.12 mg/L	4.90 mg/L	.14 mg/L	11.68 mg/L	0.56 mg/L	.021 mg/L	11.68 mg/L	.56 mg/L	.011 mg/L	13.73 mg/L	0.18 mg/L	.015 mg/L
12-06-18	25.83 mg/L	5.50 mg/L	.11 mg/L	10.17 mg/L	1.40 mg/L	.024 mg/L	11.13 mg/L	0.16 mg/L	.005 mg/L	10.63 mg/L	0.18 mg/L	.005 mg/L

Notes:

- A. DNR-proposed, technology-based discharge limits: TN - 10 mg/L, TP - 1.0 mg/L. Source: Iowa Nutrient Reduction Strategy
- B. EPA-proposed storm water quality standards: TN - 0.712 to 3.26 mg/L, TP - 0.070 to 0.118 mg/L. Source: Iowa Nutrient Reduction Strategy

City of Carroll

112 E. 5th Street

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MEMO TO: Honorable Mayor and Members of the City Council

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

DATE: November 6, 2019

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) –
2. Board of Adjustment (meets 1st Monday of month) –
3. Planning and Zoning Commission (meets 2nd Wednesday of month) –
4. Carroll Airport Commission (meets 2nd Monday of month) –
5. Parks, Recreation & Cultural Advisory Board (meets 3rd Monday of January, March, May, July, September and November) –
6. Carroll County Solid Waste Management Commission (meets 2nd Tuesday of month) –
7. Carroll Historic Preservation Commission (no regular meeting dates) – **October 17, 2019**
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

Carroll Historic Preservation Commission
City of Carroll
Meeting Minutes
Thursday, October 17, 2019

Venue: City Hall City Council Meeting Room

Members of the City of Carroll Historic Commission met in Carroll City Hall on Thursday, October 17, 2019 at 10:00 am. Members present were: Chairperson Barbara Hackfort, Vicki Gach, Mary Baumhover, Carolyn Siemann and Joni Rutten. Absent: Jacob Fiscus. The meeting was called to order by Chairperson Barbara Hackfort.

The agenda was approved by consensus. The first agenda item, the minutes of the July 18, 2019 meeting were approved on motion by Joni Rutten, seconded by Vicki Gach.

The second agenda item was an update of the actions of the city taken in regard to the City Hotel. Barbara Hackfort, Vicki Gach and Carolyn Siemann recently toured the building and reported that the meeting has been cleaned out of furnishings. City Councilwoman, Carolyn reported that the city had possession of the building and the asbestos will be removed at city expense. It was noted that the City Hotel building was never on any historical register and the structure exists mostly as originally built.

The third agenda item was an update of the City Cemetery Museum. It was reported that regular cleaning is proceeding, perennial plants have been planted in two beds. Handicapped accessibility will be proposed for the city budget for next year. Carolyn suggested sending an email to council members, mayor and city manager re keeping the carriage doors and handicapped accessibility.

It was reported that the names of Susan and Douglas Duncan and the Knights of Columbus should be added to the donor list. Vicki reported that the outdoor building plaques left to be put up are at the new library and the Carroll Theater.

Agenda item number four was a discussion of three Annual Project Proposals: a). Iowa Site Inventory; b). Characters Calendar II and c.) KCIM Radio Plan. Details were presented on each proposal by Chairperson Barbara.

Discussion comments included:

Iowa Site Inventory

- Barbara noted a need to apply for grant funding to work on the Iowa Site Inventory
- The inventory would include listing all local sites, residences, business buildings and older structures that could be termed historical in order to consider determination to remove or demolish.
- The Iowa Historical Preservation Commission provides a format and requirements for conducting the inventory.

KCIM Radio Plan

- questions whether radio programs are listened to in the computer age
- the cost of the plan vs. benefits
- an alternate marketing plan could use a city or other web site, or daily free newspaper
- such a site could be used for questions and answers with the public

Character Calendar II

--It was suggested that producing another calendar be postponed to the future.

After lengthy discussion, a motion was made by Mary Baumhover, seconded by Joni Rutten to select the Iowa Site Inventory as the annual project for 2020 and proceed by investigating the possible sites for planning and completion of the Iowa Site Inventory of those sites. The motion carried unanimously.

Vicki Gach volunteered to receive and make a list of suggested sites for the Iowa Site Inventory from member emails.

A motion was made by Joni Rutten seconded by Vicki Gach to set up a custom social media marketing plan for the Carroll Historic Preservation Commission. The motion was accepted unanimously.

The meeting was adjourned on motion by Carolyn Siemann seconded by Barbara Hackfort. The next meeting date to be determined.

Respectfully submitted,
Mary Baumhover, Secretary

Note: These minutes will be officially approved at the next meeting.

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MEMO TO: Honorable Mayor and City Council Members
FROM: Mike Pogge-Weaver, City Manager *MJPW*
DATE: November 7, 2019
SUBJECT: Work session: Annual Planning Session Follow-up and Discussion

The City Council held their annual planning session on Tuesday, October 29th. After over a decade of Jeff Schott facilitating the annual planning session and with his retirement this past year, Regenia Bailey was selected to lead this year's session.

At the end of each year's planning session a list of potential priorities would be identified. In the past, council members could select up to three different items as their priorities in order to identify the council priorities for the upcoming year. This year, the facilitator permitted a "bullet" approach in which each council member was to mark their top three priorities and one item to receive multiple votes as long as only a total of three votes were cast by a council member.

Since the meeting, concerns have been raised on using the bullet method on selecting this year's priorities. Due to this it was decided to have a discussion with the council on how to proceed before the final report is presented to the council.

Attached to this memo are photos of the flip chart pages from the meeting. At the end of the meeting on October 29th three new priorities were identified and include the following:

- Rec Center
 - Smaller project: locker room, gym/walking track
 - Referendum on March 3, 2020
- Street projects—increase the funding
- Train horn mitigation—new information: how much would a new study cost?

RECOMMENDATION: Mayor and City Council review and discuss the priority programs and activities for the upcoming year.

enroll Herald - include - Mike's email

Drainage Study / Improvements

city property -
and city property impacted

Street projects ↑ bump it up

- Timber line Rd - cost contained solutions

- short term
- long term

- Miracle Field

Carroll Herald - include - Mike's email

Rec Center

- ⑥ Smaller project
locker, gym/walking track
indoor pickleball
- March 3, 2020

⇒ Pickle ball Courts
not @ \$300k

- exercise - stations - NE park ^{w/ Reeves} grant

|| trails ⇒ continue Master Plan

- Shelter ⇒ Graham Park
NE Park
⇒ ac/heat enclosed

⇒ look @ fee restructuring
on golf course / rec center

| Restrooms @ cemetery

— new info = on train horn mitigation
how much ^{new} study would cost.
continue to work w/ Region 12

— work session on housing
needs / trends
analytical — website
multifamily -
townhouses / condos