

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 23, 2020

TIME OF MEETING: 5:15 P.M.

LOCATION OF MEETING: City Hall Council Chambers

www.cityofcarroll.com

NOTICE

In support of Iowa Governor Kim Reynolds' proclamation declaring a State of Public Health Disaster Emergency in Iowa, the current COVID-19 situation makes it "impossible and impractical" to meet in one location. Due to this the Carroll City Hall will remain closed to the public for the November 23, 2020 City Council meeting. However, the meeting will be made available telephonically. The public will be able to hear and participate in the Council meeting by calling:

United States: 1 (312) 626-6799

Then when prompted, enter the following Access Code: 926 8998 7933#

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

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

<https://zoom.us/j/92689987933>

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

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

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

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AGENDA

- I. Pledge of Allegiance
- II. Roll Call
- III. Consent Agenda
 - A. Approval of Minutes of the November 9 Meeting
 - 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*
 - 4. Renewal of Class “E” Liquor License with Class “B” Native Wine Permit and Class “C” Beer Permit (Carryout Beer) and Sunday Sales – *Sparky’s One Stop*
 - D. Water Supply Well Replacement – 2020 – Change Order No. 2
- IV. Oral Requests and Communications from the Audience
- V. Ordinances
 - A. Rental Housing Code – 3rd Reading
- VI. Resolutions
 - A. Rental Housing Code – Fee Schedule
 - B. Code Compliance Officer – Wage Resolution
 - C. 224 N Main Street Property Sale and Redevelopment
 - D. Contract for Professional Services - Carroll Trails Plan Segment III – 2020 – Amendment to Agreement
 - E. Wendl Subdivision Plat 2
 - 1. Preliminary Plat
 - 2. Final Plat
 - F. Biokinometrics Holdings LLC and DMBA Properties & Consulting, Inc.
 - 1. Annual Tax Increment Finance Appropriations for FY 2022
 - G. Sixth Amended and Restated Downtown Urban Renewal Internal Loan

VII. Reports

None

VIII. Committee Reports

IX. Comments from the Mayor

X. Comments from the City Council

XI. Comments from the City Manager

XII. Closed Session Per Iowa Code 21.5(1)(c) – Strategy with Legal Counsel

XIII. Adjourn

December/January Meetings:

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

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

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

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

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

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

Board of Adjustment – January 4, 2021 – City Hall – 627 N Adams Street

Parks, Recreation and Cultural Advisory Board – January 4, 2021 – Rec Center – 716 N Grant Road

City Council – January 11, 2021 – City Hall – 627 N Adams Street

Airport Commission – January 11, 2021 – Airport Terminal Building - 21177 Quail Avenue

Planning and Zoning Commission – January 13, 2021 – City Hall - 627 N Adams Street

Library Board of Trustees – January 18, 2021 – Carroll Public Library – 118 E 5th Street

City Council – January 25, 2021 – 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

NOVEMBER 9, 2020

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

In support of Iowa Governor Kim Reynolds' proclamation declaring a State of Public Health Disaster Emergency in Iowa, the current COVID-19 situation made it "impossible and impractical" to meet in one location. Due to this the Carroll City Hall was closed to the public for the November 9, 2020 City Council meeting. However, the meeting was held telephonically or via Zoom web conferencing. The public was able to hear and participate in the Council meeting by calling into a publicly posted phone number.

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

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

* * * * *

It was moved by Haley, seconded by Kots, to approve the following items on the consent agenda: a) minutes of the October 26 and 29, 2020 Council meetings, as written; b) bills and claims in the amount of \$654,989.15; c) Renewal of Class "B" Native Wine Permit with Sunday Sales – *Carroll Design & Salvage*; d) Change Order No. 1 to Water Distribution Main Replacement – 2020 Project in the amount of \$7,255.00; e) Change Order No. 1 to the Water Supply Well Replacement – 2020 Project in the amount of \$9,878.96; and f) FY 2021-2022 Budget Schedule and Council Meeting Dates for Calendar Year 2021. On roll call, all present voted aye. Absent: None. Motion carried.

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

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It was moved by Kots, seconded by Haley, to approve the second reading and waive the third reading of the Ordinance Amending the Code of Ordinances by Adding a New Chapter for Noise Control. On roll call, all present voted aye. Absent: None. Motion carried.

It was moved by Haley, seconded by Boes, to adopt said Ordinance No. 2017. On roll call, all present voted aye. Absent: None. Motion carried.

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An Ordinance Amending the Code of Ordinances by Amending the City of Carroll's City Enterprise Fees and Charges was introduced by Council Member Fleshner.

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

It was moved by Haley, seconded by Siemann, to approve said Ordinance No. 2018. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Kots, seconded by Siemann, to approve the second reading of the Ordinance Amending the Code of Ordinances by Adding a New Chapter for Rental Housing Code. Margaret Saddoris, Leo Kasparbauer, Dave Farrell and Joleen Kasparbauer, addressed Council on this issue. On roll call, all present voted aye except Dirkx and Fleshner voted nay. Absent: None. Motion carried.

* * * * *

It was moved by Haley, seconded by Fleshner, to approve Resolution No. 20-88, Cleaning Services Contract with Cleaning Solutions, Inc. for cleaning services at the Carroll Recreation Center in the amount of \$84.00 per day. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Haley, seconded by Fleshner, to approve Resolution No. 20-89, Agreement for the Provision of Limited Professional Services with Confluence in the amount of \$22,300.00 for the Corridor of Commerce Downtown Streetscape Phase 10 Project. On roll call, all present voted aye. Absent: None. Motion carried.

* * * * *

It was moved by Fleshner, seconded by Haley, to approve Resolution No. 20-90, Updated Policy No. 0902 – Return to Work Policy – Temporary Modified Assignment. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Haley, seconded by Boes, to accept the FY 2020 State Annual Financial Report and authorize the publication of the first page of the report. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Fleshner, seconded by Haley, to approve the FY 2020 Annual Urban Renewal Report. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Kots, seconded by Fleshner, to accept the bid to purchase one (1) 2021 Ford Police Interceptor Utility Hybrid vehicle from New Way Ford at their bid price of \$25,889.00. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Haley, seconded by Kots, to receive the 2020 Annual Planning Session Report dated October 29, 2020, as amended. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Fleshner, seconded by Haley, to adjourn at 6:34 p.m. On roll call, all present voted aye. Absent: None. Motion carried.

Eric P. Jensen, Mayor

ATTEST:

Laura A. Schaefer, City Clerk

11-19-2020 10:47 AM
VENDOR SET: 01 City of Carroll
REPORTING: PAID, UNPAID, PARTIAL

A C C O U N T S P A Y A B L E
O P E N I T E M R E P O R T
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=====PAYMENT DATES=====		=====ITEM DATES=====		=====POSTING DATES=====	
PAID ITEMS DATES	: 11/06/2020 THRU 11/19/2020	11/06/2020 THRU 11/19/2020		11/06/2020 THRU 11/19/2020	
PARTIALLY ITEMS DATES:	11/06/2020 THRU 11/19/2020	11/06/2020 THRU 11/19/2020		11/06/2020 THRU 11/19/2020	
UNPAID ITEMS DATES	:	11/06/2020 THRU 11/19/2020		11/06/2020 THRU 11/19/2020	

VENDOR	----- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	-----BALANCE-----
01-001704	ACCO	POOL/SPA CHEMICALS	629.60	0.00	000000	0/00/00	629.60
		** TOTALS **	629.60	0.00			629.60
01-001698	ADVANCED LASER TECHNOLOGI	LASERJET PRINTER & SETUP	388.14	0.00	000000	0/00/00	388.14
01-001698	ADVANCED LASER TECHNOLOGI	TONER CARTRIDGE PW SECRETARY	70.00	0.00	000000	0/00/00	70.00
		** TOTALS **	458.14	0.00			458.14
01-001910	AHLERS & COONEY P.C.	WESTFIELD UR AMENDMENT	88.00	0.00	000000	0/00/00	88.00
01-001910	AHLERS & COONEY P.C.	BTC INC DEVELOPMENT AGREEMENT	88.00	0.00	000000	0/00/00	88.00
		** TOTALS **	176.00	0.00			176.00
01-012650	ALLIANT ENERGY-IES UTILIT	GAS BILLS	3,883.21	3,883.21-	119531	11/09/20	0.00
		** TOTALS **	3,883.21	3,883.21-			0.00
01-002144	AMERICAN WATER WORKS	2021 STANDARD REVISIONS	850.00	0.00	000000	0/00/00	850.00
01-002144	AMERICAN WATER WORKS	2021-2022 DUES	85.00	0.00	000000	0/00/00	85.00
		** TOTALS **	935.00	0.00			935.00
01-002370	ARNOLD MOTOR SUPPLY	OIL AND FILTER	26.06	0.00	000000	0/00/00	26.06
		** TOTALS **	26.06	0.00			26.06
01-002805	BADDING CONSTRUCTION CO.	ST MAINT FACILITY #1	45,177.25	0.00	000000	0/00/00	45,177.25
		** TOTALS **	45,177.25	0.00			45,177.25
01-002818	BAKER AND TAYLOR INC.	BOOKS	291.01	291.01-	119632	11/17/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	503.25	503.25-	119632	11/17/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	1,245.87	1,245.87-	119632	11/17/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	817.93	817.93-	119632	11/17/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	682.28	682.28-	119632	11/17/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	219.10	219.10-	119632	11/17/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	9.00	9.00-	119632	11/17/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	19.25	19.25-	119632	11/17/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	4.50	4.50-	119632	11/17/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	11.00	11.00-	119632	11/17/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	13.50	13.50-	119632	11/17/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	4.25	4.25-	119632	11/17/20	0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	0.25	0.25-	119632	11/17/20	0.00
		** TOTALS **	3,821.19	3,821.19-			0.00
01-000609	BIERSCHBACH EQUIP & SUPPL	SUPPLIES	8.00	0.00	000000	0/00/00	8.00
01-000609	BIERSCHBACH EQUIP & SUPPL	SEALANT MELTER RENTAL	3,940.00	0.00	000000	0/00/00	3,940.00
		** TOTALS **	3,948.00	0.00			3,948.00
01-001239	BLUE VALLEY PUBLIC SAFETY	REPAIR & MAINT. OF SIRENS	3,779.90	0.00	000000	0/00/00	3,779.90

11-19-2020 10:47 AM
 VENDOR SET: 01 City of Carroll
 REPORTING: PAID, UNPAID, PARTIAL

A C C O U N T S P A Y A B L E
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=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES : 11/06/2020 THRU 11/19/2020	11/06/2020 THRU 11/19/2020	11/06/2020 THRU 11/19/2020
PARTIALLY ITEMS DATES: 11/06/2020 THRU 11/19/2020	11/06/2020 THRU 11/19/2020	11/06/2020 THRU 11/19/2020
UNPAID ITEMS DATES :	11/06/2020 THRU 11/19/2020	11/06/2020 THRU 11/19/2020

VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
		** TOTALS **	3,779.90	0.00			3,779.90
01-002209	BOB BAUER	STEEL TOED SHOES	188.31	188.31-	119612	11/11/20	0.00
		** TOTALS **	188.31	188.31-			0.00
01-003515	BOMGAARS	SUPPLIES	81.87	0.00	000000	0/00/00	81.87
01-003515	BOMGAARS	KEYS	5.97	0.00	000000	0/00/00	5.97
01-003515	BOMGAARS	SUPPLIES	4.99	0.00	000000	0/00/00	4.99
01-003515	BOMGAARS	GREASE GUN	174.99	0.00	000000	0/00/00	174.99
01-003515	BOMGAARS	SUPPLIES	5.38	0.00	000000	0/00/00	5.38
01-003515	BOMGAARS	SUPPLIES	74.97	0.00	000000	0/00/00	74.97
01-003515	BOMGAARS	SUPPLIES	12.98	0.00	000000	0/00/00	12.98
		** TOTALS **	361.15	0.00			361.15
01-003661	BREDA TELEPHONE CORPORATI	LOCAL AND LONG DISTANCE	2,406.06	2,406.06-	119527	11/09/20	0.00
		** TOTALS **	2,406.06	2,406.06-			0.00
01-003693	BRUNER & BRUNER	GENERAL WORK	1,053.00	0.00	000000	0/00/00	1,053.00
01-003693	BRUNER & BRUNER	POLICE/MAGISTRATE	837.00	0.00	000000	0/00/00	837.00
01-003693	BRUNER & BRUNER	7TH STREET PROPERTY	81.00	0.00	000000	0/00/00	81.00
01-003693	BRUNER & BRUNER	CLARK STREET PROPERTY	167.00	0.00	000000	0/00/00	167.00
01-003693	BRUNER & BRUNER	PUBLIC WORKS/ENGINEER	270.00	0.00	000000	0/00/00	270.00
		** TOTALS **	2,408.00	0.00			2,408.00
01-003140	CANINE TACTICAL	K9 TRAINING - KENNEBECK	8,750.00	0.00	000000	0/00/00	8,750.00
		** TOTALS **	8,750.00	0.00			8,750.00
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	9.00	9.00-	119619	11/11/20	0.00
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	174.93	0.00	000000	0/00/00	174.93
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	152.50	0.00	000000	0/00/00	152.50
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	153.00	0.00	000000	0/00/00	153.00
		** TOTALS **	489.43	9.00-			480.43
01-025028	CAROL SCHOEPPNER	SECRETARY CONTRACT	350.00	350.00-	119624	11/11/20	0.00
		** TOTALS **	350.00	350.00-			0.00
01-004120	CARROLL APOTHECARY	FIRST AID KIT	6.99	0.00	000000	0/00/00	6.99
01-004120	CARROLL APOTHECARY	BATH TRANSFER BENCH	60.45	0.00	000000	0/00/00	60.45
		** TOTALS **	67.44	0.00			67.44
01-000747	CARROLL AUTO SUPPLY	BATTERY CORE RETURN	214.50-	0.00	000000	0/00/00	214.50-
01-000747	CARROLL AUTO SUPPLY	STORM SIREN BATTERIES	1,392.12	0.00	000000	0/00/00	1,392.12
		** TOTALS **	1,177.62	0.00			1,177.62

11-19-2020 10:47 AM
 VENDOR SET: 01 City of Carroll
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PARTIALLY ITEMS DATES: 11/06/2020 THRU 11/19/2020	11/06/2020 THRU 11/19/2020	11/06/2020 THRU 11/19/2020
UNPAID ITEMS DATES :	11/06/2020 THRU 11/19/2020	11/06/2020 THRU 11/19/2020

VENDOR	----- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
01-004132	CARROLL AVIATION INC.	CONTRACT	6,800.00	6,800.00-	119618	11/11/20	0.00
		** TOTALS **	6,800.00	6,800.00-			0.00
01-004133	CARROLL BROADCASTING CO.	RADIO ADS	100.00	0.00	000000	0/00/00	100.00
01-004133	CARROLL BROADCASTING CO.	RADIO ADS	100.00	0.00	000000	0/00/00	100.00
01-004133	CARROLL BROADCASTING CO.	RADIO ADS	100.00	0.00	000000	0/00/00	100.00
		** TOTALS **	300.00	0.00			300.00
01-004146	CARROLL CONTROL SYSTEMS	AHU #15 REPAIRS	1,053.70	0.00	000000	0/00/00	1,053.70
		** TOTALS **	1,053.70	0.00			1,053.70
01-004155	CARROLL COUNTY	GASOLINE	3,221.82	0.00	000000	0/00/00	3,221.82
		** TOTALS **	3,221.82	0.00			3,221.82
01-004160	CARROLL COUNTY AUDITOR	REC CENTER/LOST ELECTIONS	3,823.14	0.00	000000	0/00/00	3,823.14
		** TOTALS **	3,823.14	0.00			3,823.14
01-004200	CARROLL LUMBER	LUMBER	100.00	0.00	000000	0/00/00	100.00
		** TOTALS **	100.00	0.00			100.00
01-002977	CARROLL REFUSE SERVICE	OCT TRASH COLLECTIONS	12,850.32	12,850.32-	119526	11/09/20	0.00
01-002977	CARROLL REFUSE SERVICE	OCTOBER GARBAGE	72.00	72.00-	119615	11/11/20	0.00
		** TOTALS **	12,922.32	12,922.32-			0.00
01-003632	CCI TECHNOLOGIES LLC	IT MAINTENANCE	618.00	618.00-	119634	11/17/20	0.00
01-003632	CCI TECHNOLOGIES LLC	IT MAINTENANCE	315.00	315.00-	119634	11/17/20	0.00
01-003632	CCI TECHNOLOGIES LLC	IT MAINTENANCE	67.50	67.50-	119634	11/17/20	0.00
		** TOTALS **	1,000.50	1,000.50-			0.00
01-002998	CENTURYLINK	BACK-UP PHONE LINE	65.10	65.10-	119667	11/19/20	0.00
01-002998	CENTURYLINK	BACK-UP PHONE LINE	153.59	153.59-	119668	11/19/20	0.00
		** TOTALS **	218.69	218.69-			0.00
01-004137	CHAMBER OF COMMERCE	FLU SHOT CHAMBER BUCKS	10.00	0.00	000000	0/00/00	10.00
		** TOTALS **	10.00	0.00			10.00
01-003633	CLEANING SOLUTIONS INC	OCTOBER CLEANING SERVICE	3,120.00	3,120.00-	119635	11/17/20	0.00
		** TOTALS **	3,120.00	3,120.00-			0.00
01-004835	COMMERCIAL SAVINGS BANK	FEDERAL WITHHOLDINGS	13,116.68	13,116.68-	000928	11/19/20	0.00
01-004835	COMMERCIAL SAVINGS BANK	FICA WITHHOLDING	15,434.36	15,434.36-	000928	11/19/20	0.00
01-004835	COMMERCIAL SAVINGS BANK	MEDICARE WITHHOLDING	4,602.80	4,602.80-	000928	11/19/20	0.00
		** TOTALS **	33,153.84	33,153.84-			0.00

11-19-2020 10:47 AM
 VENDOR SET: 01 City of Carroll
 REPORTING: PAID, UNPAID, PARTIAL

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PAID ITEMS DATES : 11/06/2020 THRU 11/19/2020	11/06/2020 THRU 11/19/2020	11/06/2020 THRU 11/19/2020
PARTIALLY ITEMS DATES: 11/06/2020 THRU 11/19/2020	11/06/2020 THRU 11/19/2020	11/06/2020 THRU 11/19/2020
UNPAID ITEMS DATES :	11/06/2020 THRU 11/19/2020	11/06/2020 THRU 11/19/2020

VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
01-000366	COMPUTER & NETWORK SPEC	MALWARE PROTECTION	45.00	0.00	000000	0/00/00	45.00
01-000366	COMPUTER & NETWORK SPEC	COMPUTER ISSUES	30.00	0.00	000000	0/00/00	30.00
01-000366	COMPUTER & NETWORK SPEC	COMPUTER SETUP	90.00	0.00	000000	0/00/00	90.00
		** TOTALS **	165.00	0.00			165.00
01-002071	COMPUTER REPAIR & SERVICE	ANTI-VIRUS	30.00	0.00	000000	0/00/00	30.00
01-002071	COMPUTER REPAIR & SERVICE	BACKUP SERVER REPAIRS	127.50	0.00	000000	0/00/00	127.50
		** TOTALS **	157.50	0.00			157.50
01-001539	CONFLUENCE	STREETSCAPE PHASE 10	125.64	0.00	000000	0/00/00	125.64
		** TOTALS **	125.64	0.00			125.64
01-003728	CONNIE SAPP	SHELTER HOUSE REFUND	45.00	45.00-	119529	11/09/20	0.00
		** TOTALS **	45.00	45.00-			0.00
01-001595	COUNSEL OFFICE & DOCUMENT	COPIER CONTRACT	99.43	0.00	000000	0/00/00	99.43
		** TOTALS **	99.43	0.00			99.43
01-005395	D & K PRODUCTS	CHEMICALS	1,533.60	0.00	000000	0/00/00	1,533.60
		** TOTALS **	1,533.60	0.00			1,533.60
01-003727	DARLENE TAGGART	FITNESS PUNCH CARD REFUND	35.00	35.00-	119528	11/09/20	0.00
		** TOTALS **	35.00	35.00-			0.00
01-005615	DEMCO EDUCATIONAL CORP.	OFFICE SUPPLIES	638.99	638.99-	119639	11/17/20	0.00
		** TOTALS **	638.99	638.99-			0.00
01-001965	DIANE TRACY	OUTREACH AND SUPPLIES	36.24	36.24-	119630	11/17/20	0.00
		** TOTALS **	36.24	36.24-			0.00
01-002995	DTC WORLDWIDE	IP PRINTER SUPPLIES	346.70	0.00	000000	0/00/00	346.70
		** TOTALS **	346.70	0.00			346.70
01-001075	E & F CUSTOM PUMPING INC.	LAGOON CLEANING	26,075.20	0.00	000000	0/00/00	26,075.20
		** TOTALS **	26,075.20	0.00			26,075.20
01-012590	ECHO ELECTRIC SUPPLY	STREETLIGHT FUSES	827.79	827.79-	119530	11/09/20	0.00
01-012590	ECHO ELECTRIC SUPPLY	ELECTRICAL REPAIRS	10.90	10.90-	119621	11/11/20	0.00
01-012590	ECHO ELECTRIC SUPPLY	ELECTRICAL REPAIRS	21.57	21.57-	119621	11/11/20	0.00
01-012590	ECHO ELECTRIC SUPPLY	GARAGE LIGHT BULBS	390.77	0.00	000000	0/00/00	390.77
01-012590	ECHO ELECTRIC SUPPLY	LIGHT BALLAST	17.04	0.00	000000	0/00/00	17.04
		** TOTALS **	1,268.07	860.26-			407.81
01-006810	ECOWATER SYSTEMS	COOLER RENT AND WATER	117.18	117.18-	119620	11/11/20	0.00

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UNPAID ITEMS DATES :	11/06/2020 THRU 11/19/2020	11/06/2020 THRU 11/19/2020

VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
		** TOTALS **	117.18	117.18-			0.00
01-003720	FAHRNER ASPHALT SEALERS L	3/21 RE-HAB PROJECT FINAL	45,354.77	45,354.77-	119617	11/11/20	0.00
		** TOTALS **	45,354.77	45,354.77-			0.00
01-008020	FAMILY & SPECIALTY MEDICA	PHYSICALS BACH & POTTEBAUM	350.00	0.00	000000	0/00/00	350.00
		** TOTALS **	350.00	0.00			350.00
01-008035	FARNER-BOCKEN CO.	SUPPLIES	704.12	0.00	000000	0/00/00	704.12
		** TOTALS **	704.12	0.00			704.12
01-008050	FASTENAL COMPANY	HYDRANT GAUGES	66.58	0.00	000000	0/00/00	66.58
		** TOTALS **	66.58	0.00			66.58
01-006860	FELD FIRE EQUIPMENT CO.	OCT-DEC SECURITY MONITORING	120.00	0.00	000000	0/00/00	120.00
01-006860	FELD FIRE EQUIPMENT CO.	LICENSE - CAMERA SOFTWARE	248.00	0.00	000000	0/00/00	248.00
01-006860	FELD FIRE EQUIPMENT CO.	CAMERA REPAIRS	348.56	0.00	000000	0/00/00	348.56
01-006860	FELD FIRE EQUIPMENT CO.	FIRE BOOTS HANNASCH	282.50	0.00	000000	0/00/00	282.50
		** TOTALS **	999.06	0.00			999.06
01-008212	FELDMANN & CO. CPA'S PC	1/3 FY20 AUDIT SERVICES	4,660.00	0.00	000000	0/00/00	4,660.00
		** TOTALS **	4,660.00	0.00			4,660.00
01-000013	FIRE/POLICE RETIREMENT SY	MFPRSI CONTRIBUTIONS	12,114.85	12,114.85-	000929	11/19/20	0.00
		** TOTALS **	12,114.85	12,114.85-			0.00
01-002806	FOUNDATION ANALYTICAL LAB	LAB TESTING	1,023.00	0.00	000000	0/00/00	1,023.00
		** TOTALS **	1,023.00	0.00			1,023.00
01-009315	GALL'S INC.	BOOTS - PUDENZ	138.80	0.00	000000	0/00/00	138.80
01-009315	GALL'S INC.	BURKE BOOTS	227.28	0.00	000000	0/00/00	227.28
01-009315	GALL'S INC.	KENNEBECK BOOTS	159.95	0.00	000000	0/00/00	159.95
01-009315	GALL'S INC.	GLOVES	125.92	0.00	000000	0/00/00	125.92
01-009315	GALL'S INC.	SPIKE STRIPS	393.05	0.00	000000	0/00/00	393.05
		** TOTALS **	1,045.00	0.00			1,045.00
01-009500	GEHLING WELDING & REPAIR	REPAIR LIGHT POLE	162.00	0.00	000000	0/00/00	162.00
01-009500	GEHLING WELDING & REPAIR	SIGNAL REPAIRS	24.00	0.00	000000	0/00/00	24.00
		** TOTALS **	186.00	0.00			186.00
01-009535	GENERAL RENTAL	REPAIR HAMMER DRILL	45.00	0.00	000000	0/00/00	45.00
		** TOTALS **	45.00	0.00			45.00
01-010010	GOLF COURSE SUPT. ASSOC.	MEMBERSHIP DUES - EHLERS	205.00	0.00	000000	0/00/00	205.00

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		** TOTALS **	205.00	0.00			205.00
01-003427	GRAVE DISCOVER LLC	CEMETERY SOFTWARE MAINT.	3,588.00	0.00	000000	0/00/00	3,588.00
		** TOTALS **	3,588.00	0.00			3,588.00
01-010193	GROSSMAN & SONS EXCAVATIN	TREE STUMP REMOVAL	1,000.00	0.00	000000	0/00/00	1,000.00
		** TOTALS **	1,000.00	0.00			1,000.00
01-010605	HACH CHEMICAL COMPANY	LAB SUPPLIES	528.70	0.00	000000	0/00/00	528.70
		** TOTALS **	528.70	0.00			528.70
01-010680	HAWKINS WATER TREATMENT	WATER TREATMENT SUPPLIES	749.50	0.00	000000	0/00/00	749.50
		** TOTALS **	749.50	0.00			749.50
01-005410	HERALD PUBLISHING COMPANY	1 YR. SUBSCRIPTION	84.00	0.00	000000	0/00/00	84.00
01-005410	HERALD PUBLISHING COMPANY	PUBLICITY	75.00	75.00-	119638	11/17/20	0.00
		** TOTALS **	159.00	75.00-			84.00
01-011831	HY-VEE INC.	BIRTHDAY PARTY SUPPLIES	46.53	46.53-	119641	11/17/20	0.00
01-011831	HY-VEE INC.	LUNCH SUPPLIES	26.13	26.13-	119641	11/17/20	0.00
		** TOTALS **	72.66	72.66-			0.00
01-003649	ICE TECHNOLOGIES INC	IT BACKUP	90.00	90.00-	119636	11/17/20	0.00
		** TOTALS **	90.00	90.00-			0.00
01-012615	IDALS	PESTICIDE LICENSES	45.00	0.00	000000	0/00/00	45.00
		** TOTALS **	45.00	0.00			45.00
01-012552	INDUSTRIAL BEARING SUPP.	BELTS	12.55	0.00	000000	0/00/00	12.55
		** TOTALS **	12.55	0.00			12.55
01-003294	INTERACTIVE FITNESS	BIKE SUBSCRIPTION	398.00	0.00	000000	0/00/00	398.00
		** TOTALS **	398.00	0.00			398.00
01-012589	INTOXIMETERS	#18 PBT REPLACEMENT	395.00	0.00	000000	0/00/00	395.00
		** TOTALS **	395.00	0.00			395.00
01-012666	IOWA ONE CALL	OCTOBER 2020 LOCATES	150.30	0.00	000000	0/00/00	150.30
		** TOTALS **	150.30	0.00			150.30
01-012690	IOWA RURAL WATER ASSN.	IRWA MEMBERSHIP - 2021	375.00	0.00	000000	0/00/00	375.00
		** TOTALS **	375.00	0.00			375.00
01-012685	IOWA SMALL ENGINE CENTER	EQUIPMENT REPAIRS	18.70	18.70-	119622	11/11/20	0.00

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VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
		** TOTALS **	18.70	18.70-			0.00
01-012706	IPERS	IPERS CONTRIBUTIONS	18,421.13	18,421.13-	000930	11/19/20	0.00
01-012706	IPERS	IPERS CONTRIBUTIONS	193.73	193.73-	000930	11/19/20	0.00
01-012706	IPERS	IPERS CONTRIBUTIONS	85.66	85.66-	000930	11/19/20	0.00
		** TOTALS **	18,700.52	18,700.52-			0.00
01-002453	JASON MATTHEW LAMBERTZ	PRODUCTION COSTS	960.00	0.00	000000	0/00/00	960.00
		** TOTALS **	960.00	0.00			960.00
01-003732	JAY DUNGAN	SHELTER HOUSE REFUND	45.00	45.00-	119670	11/19/20	0.00
		** TOTALS **	45.00	45.00-			0.00
01-013917	JEO CONSULTING GROUP INC.	2020 STREET RESURFACING	4,998.75	0.00	000000	0/00/00	4,998.75
		** TOTALS **	4,998.75	0.00			4,998.75
01-025020	JOHN DEERE FINANCIAL	OIL FILTERS	29.67	29.67-	119645	11/17/20	0.00
01-025020	JOHN DEERE FINANCIAL	#32 FILTERS	132.44	132.44-	119645	11/17/20	0.00
01-025020	JOHN DEERE FINANCIAL	MOWER WHEELS	52.50	52.50-	119645	11/17/20	0.00
01-025020	JOHN DEERE FINANCIAL	JD MULCHING BLADES	135.90	135.90-	119645	11/17/20	0.00
01-025020	JOHN DEERE FINANCIAL	SUPPLIES	127.44	127.44-	119645	11/17/20	0.00
01-025020	JOHN DEERE FINANCIAL	REPAIR PARTS AND SUPPLIES	207.34	207.34-	119645	11/17/20	0.00
		** TOTALS **	685.29	685.29-			0.00
01-003729	JUDY BEYER	ACTIVITIES ROOM REFUND	30.00	30.00-	119637	11/17/20	0.00
		** TOTALS **	30.00	30.00-			0.00
01-000994	KABEL BUSINESS SERVICES	- OCTOBER HRA CHECKS	5,264.19	5,264.19-	000000	11/09/20	0.00
01-000994	KABEL BUSINESS SERVICES	- OCTOBER FLEX & HRA FEES	273.05	273.05-	000000	11/06/20	0.00
		** TOTALS **	5,537.24	5,537.24-			0.00
01-014815	KEYSTONE LABORATORIES	SAMPLE ANALYSIS	209.00	0.00	000000	0/00/00	209.00
		** TOTALS **	209.00	0.00			209.00
01-000561	KURT MOSMAN	STEEL TOED WORK BOOTS	200.00	200.00-	119525	11/09/20	0.00
		** TOTALS **	200.00	200.00-			0.00
01-017123	MANGOLD ENVIRONMENTAL	SAMPLE ANALYSIS	126.00	0.00	000000	0/00/00	126.00
		** TOTALS **	126.00	0.00			126.00
01-003481	MARCO TECHNOLOGIES LLC	COPIER CONTRACT	52.95	0.00	000000	0/00/00	52.95
		** TOTALS **	52.95	0.00			52.95
01-017133	MASTERCARD	ONLINE CONFERENCE	100.00	100.00-	119642	11/17/20	0.00

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01-017133	MASTERCARD	GASOLINE K-9 TRAINING	259.77	259.77-	119643	11/17/20	0.00
01-017133	MASTERCARD	IMFOA CONFERENCE	131.96	131.96-	119644	11/17/20	0.00
01-017133	MASTERCARD	ERAILSAFE PROGRAM	14.00	14.00-	119671	11/19/20	0.00
01-017133	MASTERCARD	SUPPLIES	1,076.07	1,076.07-	119672	11/19/20	0.00
01-017133	MASTERCARD	SUPPLIES	144.65	144.65-	119673	11/19/20	0.00
		** TOTALS **	1,726.45	1,726.45-			0.00
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01-002040	MATTHEW JACOB KENNEBECK	K-9 TRAINING MEALS	260.96	260.96-	119631	11/17/20	0.00
		** TOTALS **	260.96	260.96-			0.00
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01-002993	MC CLURE ENGINEERING CO.	ENGINEERING 3/21 RE-HAB PROJ	19,306.83	19,306.83-	119616	11/11/20	0.00
		** TOTALS **	19,306.83	19,306.83-			0.00
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01-003461	MERCHANT SERVICES	CC PROCESSING FEES	671.11	671.11-	000000	11/16/20	0.00
		** TOTALS **	671.11	671.11-			0.00
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01-012680	MID AMERICAN ENERGY	ELECTRIC BILLS	37,250.85	37,250.85-	119532	11/09/20	0.00
		** TOTALS **	37,250.85	37,250.85-			0.00
<hr/>							
01-017730	MOORHOUSE READY MIX CO.	ROW - 1308 N CARROLL ST	502.50	0.00	000000	0/00/00	502.50
01-017730	MOORHOUSE READY MIX CO.	CONCRETE - N. WEST ST	887.25	0.00	000000	0/00/00	887.25
01-017730	MOORHOUSE READY MIX CO.	ROW - WALNUT & 5TH STREET	636.50	0.00	000000	0/00/00	636.50
01-017730	MOORHOUSE READY MIX CO.	ROW - 1521 HIGHLAND DR	603.00	0.00	000000	0/00/00	603.00
01-017730	MOORHOUSE READY MIX CO.	ROW - 1508 BIRCH	938.00	0.00	000000	0/00/00	938.00
01-017730	MOORHOUSE READY MIX CO.	ROW MAPLE STREET	670.00	0.00	000000	0/00/00	670.00
01-017730	MOORHOUSE READY MIX CO.	ROW - ANTHONY ST	268.00	0.00	000000	0/00/00	268.00
		** TOTALS **	4,505.25	0.00			4,505.25
<hr/>							
01-018110	MUNICIPAL SUPPLY INC.	CHECK VALVE	1,381.53	0.00	000000	0/00/00	1,381.53
		** TOTALS **	1,381.53	0.00			1,381.53
<hr/>							
01-003529	MURRAY'S WELDING	DOOR REPAIR AT BAND SHELL	378.00	0.00	000000	0/00/00	378.00
		** TOTALS **	378.00	0.00			378.00
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01-018125	MURRAY'S WELDING AND MACH	CONSOLE PHONE BOX	97.00	0.00	000000	0/00/00	97.00
		** TOTALS **	97.00	0.00			97.00
<hr/>							
01-018408	NAPA AUTO PARTS	DUMP TRUCK SUPPLIES	12.48	12.48-	119623	11/11/20	0.00
		** TOTALS **	12.48	12.48-			0.00
<hr/>							
01-002975	NATIONWIDE MUTUAL INSURAN	BLANKET BOND RENEWAL	446.00	0.00	000000	0/00/00	446.00
		** TOTALS **	446.00	0.00			446.00
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01-019143	NBS CALIBRATIONS	SCALE CALIBRATION	155.00	0.00	000000	0/00/00	155.00

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		** TOTALS **	155.00	0.00			155.00
01-003263	NETBANK	OCT EFT PROCESSING FEES	100.12	100.12-	000000	11/16/20	0.00
		** TOTALS **	100.12	100.12-			0.00
01-003731	NOTHERN ESCROW INC.	PICKLEBALL CRTS/PILLAR INC. #1	123,294.79	0.00	000000	0/00/00	123,294.79
		** TOTALS **	123,294.79	0.00			123,294.79
01-020203	OFFICE STOP	OFFICE SUPPLIES	106.86	0.00	000000	0/00/00	106.86
		** TOTALS **	106.86	0.00			106.86
01-020326	OPTIONS INK	SUPPLIES	110.00	0.00	000000	0/00/00	110.00
01-020326	OPTIONS INK	FREIGHT - BACTERIA SAMPLES	25.19	0.00	000000	0/00/00	25.19
		** TOTALS **	135.19	0.00			135.19
01-001949	PERFORMANCE TIRE & SERVIC	DUMP TRUCK REPAIRS	1,586.57	1,586.57-	119611	11/11/20	0.00
01-001949	PERFORMANCE TIRE & SERVIC	DRAIN PLUG REPAIRS #17	27.97	0.00	000000	0/00/00	27.97
01-001949	PERFORMANCE TIRE & SERVIC	DUMP TRUCK REPAIRS	53.10	53.10-	119611	11/11/20	0.00
01-001949	PERFORMANCE TIRE & SERVIC	OIL CHANGE #15	26.48	0.00	000000	0/00/00	26.48
01-001949	PERFORMANCE TIRE & SERVIC	OIL CHANGE #18	25.71	0.00	000000	0/00/00	25.71
01-001949	PERFORMANCE TIRE & SERVIC	OIL CHANGE #17	28.94	0.00	000000	0/00/00	28.94
01-001949	PERFORMANCE TIRE & SERVIC	OIL CHANGE #20	25.29	0.00	000000	0/00/00	25.29
01-001949	PERFORMANCE TIRE & SERVIC	OIL CHANGE #16	25.71	0.00	000000	0/00/00	25.71
		** TOTALS **	1,799.77	1,639.67-			160.10
01-000169	PERRY JOHNSON	OCTOBER MILEAGE INSPECTIONS	180.55	0.00	000000	0/00/00	180.55
		** TOTALS **	180.55	0.00			180.55
01-021860	PRESTO-X-COMPANY	PEST CONTROL 627 N ADAMS ST	79.00	0.00	000000	0/00/00	79.00
		** TOTALS **	79.00	0.00			79.00
01-003730	QUADIENT INC.	POSTAGE MACHINE	2,756.00	0.00	000000	0/00/00	2,756.00
		** TOTALS **	2,756.00	0.00			2,756.00
01-001136	R & R SEPTIC SERVICE INC	SEPTIC FILTER CLEANING	45.00	0.00	000000	0/00/00	45.00
		** TOTALS **	45.00	0.00			45.00
01-009870	RACCOON VALLEY ELECTRIC C	OCTOBER ELECTRIC SERVICE	1,244.10	1,244.10-	119640	11/17/20	0.00
01-009870	RACCOON VALLEY ELECTRIC C	OCT. ELECTRIC AIR METHOD	276.76	276.76-	119640	11/17/20	0.00
		** TOTALS **	1,520.86	1,520.86-			0.00
01-023640	RAY'S REFUSE SERVICE	OCT TRASH COLLECTIONS	35,679.85	35,679.85-	119533	11/09/20	0.00
		** TOTALS **	35,679.85	35,679.85-			0.00

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PAID ITEMS DATES : 11/06/2020 THRU 11/19/2020	11/06/2020 THRU 11/19/2020	11/06/2020 THRU 11/19/2020
PARTIALLY ITEMS DATES: 11/06/2020 THRU 11/19/2020	11/06/2020 THRU 11/19/2020	11/06/2020 THRU 11/19/2020
UNPAID ITEMS DATES :	11/06/2020 THRU 11/19/2020	11/06/2020 THRU 11/19/2020

VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
01-003137	RDG PLANNING & DESIGN	CARROLL US 30 CORRIDOR PLAN	1,200.00	0.00	000000	0/00/00	1,200.00
		** TOTALS **	1,200.00	0.00			1,200.00
01-023815	REGION XII COG	OCT. TAXI PROGRAM DONATIONS	1,710.00	1,710.00-	119534	11/09/20	0.00
		** TOTALS **	1,710.00	1,710.00-			0.00
01-025250	SHERWIN WILLIAMS CO.	BREAKFAST WITH SANTA	65.24	0.00	000000	0/00/00	65.24
		** TOTALS **	65.24	0.00			65.24
01-003057	SIMMERING-CORY & IOWA COD CITY CODE WEB HOSTING		450.00	0.00	000000	0/00/00	450.00
		** TOTALS **	450.00	0.00			450.00
01-025332	SIRCHIE FINGER PRINT LABO FACE MASKS		86.70	0.00	000000	0/00/00	86.70
		** TOTALS **	86.70	0.00			86.70
01-025606	SOPPE CHIROPRACTIC CLINIC EE PHYSICAL & DRUG TESTING		80.00	0.00	000000	0/00/00	80.00
		** TOTALS **	80.00	0.00			80.00
01-025874	STERICYCLE INC	OSHA	394.14	0.00	000000	0/00/00	394.14
		** TOTALS **	394.14	0.00			394.14
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	6.86	6.86-	119646	11/17/20	0.00
01-025880	STONE PRINTING CO.	TONER CARTRIDGES	114.97	0.00	000000	0/00/00	114.97
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	47.22	47.22-	119646	11/17/20	0.00
01-025880	STONE PRINTING CO.	CALL SHEETS	129.90	0.00	000000	0/00/00	129.90
01-025880	STONE PRINTING CO.	BREAKFAST WITH SANTA SUPPLIES	50.00	0.00	000000	0/00/00	50.00
01-025880	STONE PRINTING CO.	CEMETERY BROCHURES	22.46	0.00	000000	0/00/00	22.46
		** TOTALS **	371.41	54.08-			317.33
01-025935	SUBWAY	EMPLOYEE RECOGNITION	26.39	0.00	000000	0/00/00	26.39
		** TOTALS **	26.39	0.00			26.39
01-026401	TEN POINT CONSTRUCTION CO	2020 STREET RESURFACING	65,265.78	0.00	000000	0/00/00	65,265.78
		** TOTALS **	65,265.78	0.00			65,265.78
01-027060	TREASURER OF IOWA	10/16-10/31/2020 SALES TAX	10,054.00	10,054.00-	000000	11/06/20	0.00
01-027060	TREASURER OF IOWA	SALES TAX	3,087.00	3,087.00-	000000	11/19/20	0.00
		** TOTALS **	13,141.00	13,141.00-			0.00
01-027085	TROPHIES PLUS INC.	PLATE ENGRAVING	10.00	0.00	000000	0/00/00	10.00
		** TOTALS **	10.00	0.00			10.00
01-003220	TURFWERKS	SPRAYER ENGINE PARTS	828.87	0.00	000000	0/00/00	828.87
		** TOTALS **	828.87	0.00			828.87

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=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES : 11/06/2020 THRU 11/19/2020	11/06/2020 THRU 11/19/2020	11/06/2020 THRU 11/19/2020
PARTIALLY ITEMS DATES: 11/06/2020 THRU 11/19/2020	11/06/2020 THRU 11/19/2020	11/06/2020 THRU 11/19/2020
UNPAID ITEMS DATES :	11/06/2020 THRU 11/19/2020	11/06/2020 THRU 11/19/2020

VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----
01-001088	TYLER TECHNOLOGIES	WEB CC FEES - COVID FINAL	45.00	0.00	000000	0/00/00	45.00
01-001088	TYLER TECHNOLOGIES	ADDRESS VERIFICATION MAINT.	600.00	0.00	000000	0/00/00	600.00
		** TOTALS **	645.00	0.00			645.00
01-002437	UNIFIED CONTRACTING SERVI	VALVE CHECK	170.37	170.37-	119613	11/11/20	0.00
01-002437	UNIFIED CONTRACTING SERVI	LEAK DETECTOR TESTING	784.00	784.00-	119613	11/11/20	0.00
		** TOTALS **	954.37	954.37-			0.00
01-028168	UNITED PARCEL SERVICE	FREIGHT W/E 10/31/2020	105.54	105.54-	119535	11/09/20	0.00
01-028168	UNITED PARCEL SERVICE	FREIGHT W/E 11/7/2020	23.20	23.20-	119647	11/17/20	0.00
		** TOTALS **	128.74	128.74-			0.00
01-002449	UNITYPOINT CLINIC-OCCUPAT	PRE-EMPLOYMENT DRUG TESTING	42.00	0.00	000000	0/00/00	42.00
		** TOTALS **	42.00	0.00			42.00
01-028814	VAN METER COMPANY, THE	LIGHT BULBS	113.97	0.00	000000	0/00/00	113.97
01-028814	VAN METER COMPANY, THE	LIGHT BULBS	25.00	0.00	000000	0/00/00	25.00
		** TOTALS **	138.97	0.00			138.97
01-029013	VERIZON WIRELESS	AIR CARDS	320.08	320.08-	119536	11/09/20	0.00
01-029013	VERIZON WIRELESS	CELL PHONES	312.06	312.06-	119536	11/09/20	0.00
		** TOTALS **	632.14	632.14-			0.00
01-003377	WELLMARK BLUE CROSS/BLUE	DEC. HEALTH INSURANCE PREMIUMS	36,397.36	36,397.36-	119669	11/19/20	0.00
		** TOTALS **	36,397.36	36,397.36-			0.00
01-002762	WITTROCK ELECTRIC LLC	POLE LIGHT REPLACEMENT	766.00	766.00-	119614	11/11/20	0.00
		** TOTALS **	766.00	766.00-			0.00
01-030355	WITTROCK MOTOR CO.	OCTOBER CAR RENTAL	349.00	349.00-	119625	11/11/20	0.00
		** TOTALS **	349.00	349.00-			0.00
01-003307	WORLDPAY INTEGRATED PAYME	CC PROCESSING FEES	240.36	240.36-	000000	11/16/20	0.00
		** TOTALS **	240.36	240.36-			0.00

* Payroll Expense 165,465.03

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PARTIALLY ITEMS DATES	: 11/06/2020 THRU 11/19/2020	11/06/2020 THRU 11/19/2020	11/06/2020 THRU 11/19/2020
UNPAID ITEMS DATES	:	11/06/2020 THRU 11/19/2020	11/06/2020 THRU 11/19/2020

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

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	470,537.08	470,537.08CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	332,021.33	0.00	332,021.33
VOID ITEMS	0.00	0.00	0.00
** TOTALS **	802,558.41	470,537.08CR	332,021.33

U N P A I D R E C A P

UNPAID INVOICE TOTALS	332,235.83
UNPAID DEBIT MEMO TOTALS	0.00
UNAPPLIED CREDIT MEMO TOTALS	214.50CR
** UNPAID TOTALS **	332,021.33

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=====PAYMENT DATES=====

PAID ITEMS DATES : 11/06/2020 THRU 11/19/2020
PARTIALLY ITEMS DATES: 11/06/2020 THRU 11/19/2020
UNPAID ITEMS DATES :

=====ITEM DATES=====

11/06/2020 THRU 11/19/2020
11/06/2020 THRU 11/19/2020
11/06/2020 THRU 11/19/2020

=====POSTING DATES=====

11/06/2020 THRU 11/19/2020
11/06/2020 THRU 11/19/2020
11/06/2020 THRU 11/19/2020

FUND TOTALS

001	GENERAL FUND	203,671.91
010	HOTEL/MOTEL TAX	344.05
110	ROAD USE TAX FUND	10,476.74
121	LOCAL OPTION SALES TAX	1,200.00
178	CRIME PREV/SPEC PROJECTS	320.08
303	C.P. - AIRPORT	64,661.60
304	C.P. STREETS	70,264.53
309	C.P. - CORRIDOR OF COMM.	125.64
311	C.P.-PARKS & RECREATION	124,294.79
314	C.P.-STREETS MAINT BLDG	45,177.25
600	WATER UTILITY FUND	29,070.98
602	WATER UTILITY CAP. IMP.	135.00
610	SEWER UTILITY FUND	44,951.01
620	STORM WATER UTILITY	566.00
850	MEDICAL INSURANCE FUND	41,833.80
	* PAYROLL EXPENSE	165,465.03

GRAND TOTAL 802,558.41

City of Carroll

Brad Burke, Chief of Police

Police Department

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-3536

FAX: (712) 792-8088

TO: Mike Pogge-Weaver, City Manager

FROM: Brad Burke, Chief of Police

DATE: November 18, 2020

RE: Renewal of License

The following establishments have applied for renewal of license:

Kimmes Carroll Country Store 1

1511 Hwy 71 North

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

Kimmes Carroll Country Store 2

422 West 6th Street

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

Ossy's Show Club/Piranha Club

1215 Plaza Drive

Class "C" Liquor License with Outdoor Service

Sparky's One Stop

402 East 6th Street

Class "E" Liquor License with Class "B" Native Wine Permit and Class "C" Beer Permit
(Carryout Beer) with Sunday Sales

RECOMMENDATION: Council consideration and approval of these applications.

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Mike Pogge-Weaver, City Manager

FROM: Randall M. Krauel, Director of Public Works

DATE: November 18, 2020

SUBJECT: Water Supply Well Replacement - 2020
Change Order No. 2

The Water Supply Well Replacement Contract includes the following Contract Times:

Substantial Completion	180 days
Full Completion	210 days

The Contract Times commence on the date specified in the Notice to Proceed. The Notice to Proceed included that the Contract Times would commence to run on June 1, 2020. The resulting completion dates are as follows:

Substantial Completion	November 28, 2020
Final Completion	December 28, 2020

The Iowa Department of Natural Resources (DNR) has permitting authority over construction of the well. The DNR issued a Water Supply Construction Permit on July 22, 2020. The Permit issuance delayed the start of construction by 52 days beyond the Notice to Proceed date.

The contractor, Sargent Drilling, has advised that delivery of the concrete block for the Well building was delayed two weeks due to COVID-related supply delays.

The attached proposed Change Order No. 2 has been prepared to add 66 days to the Substantial and Final Completion dates. The proposed additional days include 52 days for Permit issuance and 14 days for block delivery.

The effect of proposed Change Order No. 2 on the Contract is as follows:

Contract Price:

Original Contract Price	\$568,790.00
Change Order No. 1 (11-09-20)	\$9,878.96
Change Order No. 2 (Proposed)	\$0.00
Contract Price w/Change Orders	\$578,668.96

Water Supply Well Replacements – 2020

Change Order No. 2

November 18, 2020

Page 2

Contract Times:

	<u>Substantial Completion</u>	<u>Final Completion</u>
Original Contract Time	180 Days	210 Days
Original Contract Dates	November 28, 2020	December 28, 2020
Change Order No. 1 Time	0 Days	0 Days
Change Order No. 2 Time	66 Days	66 Days
Contract Dates w/Change Order	February 2, 2021	March 4, 2021

RECOMMENDATION: Mayor and City Council consideration of proposed Change Order No. 2 to the Water Supply Well Replacement – 2020 Contract adding 66 Days to the Substantial Completion and Final Completion times.

RMK:ds

attachment

Date of Issuance:	November 17, 2020	Effective Date:	November 23, 2020
Owner:	City of Carroll	Owner's Contract No.:	
Contractor:	Sargent Drilling	Contractor's Project No.:	
Engineer:	JEO Consulting Group, Inc.	Engineer's Project No.:	191586.00
Project:	2020 Water Supply Well Repl.	Contract Name:	

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

Description: **Modification of the contract dates to add days between NTP issuance and receipt of the Iowa DNR construction permit; addition of two weeks' time to contract for COVID-related supply delays.**

Attachments: **None.**

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: \$ <u>568,790.00</u>	Original Contract Times: Substantial Completion: <u>180</u> Ready for Final Payment: <u>210</u> days
Increase of previously approved Change Order No. 1. \$ <u>9,878.96</u>	No increase by previously approved Change Order No. 1. Substantial Completion: <u>0</u> Ready for Final Payment: <u>0</u> days
Contract Price prior to this Change Order: \$ <u>578,668.96</u>	Contract Times prior to this Change Order: Substantial Completion: <u>180 (Nov. 28, 2020)</u> Ready for Final Payment: <u>210 (Dec. 28, 2020)</u> days
Increase of this Change Order: \$ <u>0.00</u>	Increase of this Change Order: Substantial Completion: <u>66</u> Ready for Final Payment: <u>66</u> days or dates
Contract Price incorporating this Change Order: \$ <u>578,668.96</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>246 (Feb 2nd, 2021)</u> Ready for Final Payment: <u>276 (March 4th, 2021)</u> days

RECOMMENDED:		ACCEPTED:	
By: <u>[Signature]</u>	By: _____	By: <u>[Signature]</u>	By: _____
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)	
Title: <u>Project Engineer</u>	Title: _____	Title: <u>[Signature]</u>	Title: _____
Date: <u>November 17, 2020</u>	Date: _____	Date: <u>11-18-2020</u>	Date: _____

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 

DATE: November 18, 2020

SUBJECT: Rental Housing Code – 3rd Reading

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

This supports the Council's adopted priority to develop and implement a Rental Housing Code for the City of Carroll. On October 26, 2020, the City Council approved the first reading of the draft ordinance on a 4-2 vote. On November 9, 2020, the City Council approved the second reading of the draft ordinance on a 4-2 vote.

Background

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

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

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

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

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

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

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

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

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

COVID-19 and the start of Rental Housing Inspections

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

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

Since the November 9th City Council meeting, staff updated the Rental Housing Inspections - COVID-19 Safety Procedures. Specifically, it was clarified when the safety protocols would be followed, if a unit is occupied by a tenant during the time of inspection that multiple inspections may be necessary, and when inspections would be suspended due to COVID-19. Based on reviewing a number of sources, the following criteria is proposed to be followed by the City on suspending inspections due to COVID-19:

- The City will suspend inspections of **occupied** rental housing units when the 14 day positivity rate in Carroll County is above 7.5% **or** over the past 14 days there are over 30 new cases in Carroll County (or 15 per 10,000 residents).
- The City will suspend inspections of **unoccupied** rental housing units when the 14 day positivity rate in Carroll County is above 15% **or** over the past 14 days there are over 60 new cases in Carroll County (or 30 per 10,000 residents).

It should also be noted that the City has not begun the hiring process for a code enforcement officer, who will also oversee the rental housing program for the City. If the ordinance is approved, staff will begin the process to fill the position after final adoption of the ordinance and realistically would not have someone start until February. Depending on the skill set of the candidate, inspections may start immediately or may be delayed until needed training can be completed. While routine inspections will not start until we have a code enforcement officer hired and trained, the City does reserve the right to use existing staff to complete inspections when complaints are received and in situations deemed necessary by the City.

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

Attachments:

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

ORDINANCE NO. _____

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

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

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

CHAPTER 158

RENTAL HOUSING CODE

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

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

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

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

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

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

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

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

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

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

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

158.04 CERTIFICATE OF RENTAL PERMIT.

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

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

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

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

158.05 INSPECTION AND ENFORCEMENT.

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

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

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

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

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

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

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

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

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

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

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

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:

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

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

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

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

To: _____, Owner

_____, Tenant

Re: _____, Location in Violation

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

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

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

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

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

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

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

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

EMERGENCY ORDER TO VACATE

To: _____, Owner

_____, Tenant

Re: _____, Location in Violation

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

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

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

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

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

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

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

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

158.06 HOUSING APPEALS BOARD.

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

5. Procedures.

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

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

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

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

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

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

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

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

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

158.07 MINIMUM STRUCTURE STANDARDS FOR ALL RENTAL DWELLINGS.

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

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

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

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

9. Exits.

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

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

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

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

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

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

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

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

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

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

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

10. Ventilation.

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

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

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

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

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

13. Minimum Space, Use and Location Requirements.

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

Exception: Kitchens.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Passed and approved by the Council the _____ day of _____
_____, 2020.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

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

Laura A. Schaefer, City Clerk

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

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

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

The said ordinance includes the following sections:

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

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

158.04 CERTIFICATE OF RENTAL PERMIT.

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

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

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

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

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

Section 158.10 of the ordinance provides the following penalties:

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

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

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

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

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

Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk



RENTAL HOUSING PROPERTY MAINTENANCE GUIDE

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

Dear Landlord:

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

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

EXTERIOR PROPERTY/AREA

Property Maintenance Code

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

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

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

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

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

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

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

INTERIOR PROPERTY/AREA

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

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

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

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

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

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

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

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

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

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

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

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

City of Carroll
Rental Housing Inspections
COVID-19 Safety Procedures

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

The following are the best practices the City will use for all rental housing inspections when there have been any new cases of COVID-19 in the past 14 days in Carroll County:

Facial protection:

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

Disposable gloves or hand sanitizer:

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

Inspection procedures:

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

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

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

In the interest of public health, when new COVID-19 case counts are high, the City may suspend certain rental housing inspection activities. The suspension of some or all rental housing inspections will be based on the positivity rate and incidence rate over the past 14 days in Carroll County. The City will suspend inspections of occupied rental housing units when the 14 day positivity rate in Carroll County is above 7.5% or over the past 14 days there are over 30 new cases in Carroll County (or 15 per 10,000 residents). The City will suspend inspections of unoccupied rental housing units when the 14 day positivity rate in Carroll County is above 15% or over the past 14 days there are over 60 new cases in Carroll County (or 30 per 10,000 residents). At the sole judgement of the City's Code Enforcement Officer, the City may conduct complaint-based inspection if the complaint is an immediate life and safety hazard.

ORDINANCE NO. _____

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

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

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

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

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

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

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

Passed and approved by the Council the _____ day of _____, 2020.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

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

Laura A. Schaefer, City Clerk

City of Carroll


112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Honorable Mayor and City Council Members

FROM: Mike Pogge-Weaver, City Manager 

DATE: November 18, 2020

SUBJECT: Rental Housing Code – Fee Schedule

With the anticipated approval of the Rental Housing Code at the November 23, 2020 City Council meeting, the fee schedule will now need to be adopted by the City. Attached is the fee schedule that has been reviewed and considered by the City Council during the review and approval process for the Rental Housing Code Ordinance. The fee schedule for rental housing permits and inspections is as follows:

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

If these continue to be found acceptable, staff would recommend approving the proposed resolution.

RECOMMENDATION: Mayor and City Council consideration and possible approval of the Resolution setting Rental Housing Fees.

RESOLUTION NO. _____

A RESOLUTION SETTING RENTAL HOUSING FEES

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

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

Annual Permit Fee:

First unit in a building	\$35.00
Each additional unit in a building	\$10.00

Inspection Fee:

Initial inspection	No Fee
First reinspection	No Fee
Second and subsequent reinspection	\$55.00 per unit

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this _____ day of _____, 20____.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

BY: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

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 *MWP*

DATE: November 18, 2020

SUBJECT: Code Compliance Officer: Wage Resolution

The City Council has worked for over a year to create a Rental Housing Inspection Program and associated Rental Housing Code. The City Council approved FY 2021/2022 goals on November 9, 2020, which included the following:

Hire Code Enforcement Officer to handle Rental Housing and Code Enforcement programs. The City needs to get a code enforcement/rental housing staff member hired to address the ongoing problems and numerous complaints about nuisance/dangerous buildings. We need to improve the public's perception that Carroll is not as well maintained as in the past. The City needs to identify/prioritize where sidewalks are needed due to safety issues—and figure out funding.

At the November 23rd City Council meeting the Council will consider the third reading and possible final adoption of the proposed rental housing ordinance. Staff has developed a position description for a Code Compliance Officer that will oversee rental housing inspection, code enforcement, and a city sidewalk inspection program.

Staff has reviewed wage data for similar positions in other Iowa communities. Based on this review staff recommends that the wage for the position be set at \$21.358 to \$28.103 per hour. The position would be a non-exempt position eligible for overtime pay under FLSA.

RECOMMENDATION: Mayor and City Council consideration and possible approval of the attached resolution Salaries/Wages for the Code Compliance Officer of the City of Carroll for Fiscal Year 2020/2021.

RESOLUTION NO. _____

**A RESOLUTION SETTING SALARIES/WAGES FOR THE CODE COMPLIANCE
OFFICER OF THE CITY OF CARROLL FOR FISCAL YEAR 2020/2021**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CARROLL, IOWA THAT:

Section 1. The Code Compliance Officer position shall be paid the salaries or wages indicated below for the Fiscal Year 2021 Wage Schedule and the City Clerk and/or City Manager is hereby authorized to issue checks less legally required or authorized deductions from the amounts set out below on a bi-weekly basis, and also make such contributions to Social Security, I.P.E.R.S., or other purpose as required by law or authorization of the Council, all subject to audit and review by the Council.

Section 2. All City personnel are subject to the provisions contained in the City of Carroll Personnel Policy Manual adopted on February 24, 2003 and last updated on May 26, 2020. All employees and positions covered by bargaining units or other employment related contracts are subject to the terms and conditions of those agreements in addition to the City's Personnel Policy Manual.

Position

July 1, 2020 Hourly Rate / Salary

Code Compliance Officer

21.358 - 28.103

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

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 

DATE: November 19, 2020

SUBJECT: 224 N Main Street Property Sale and Redevelopment

The City Council approved the RFP for the sale and redevelopment of 224 N Main St on October 12, 2020.

Rowland Real Estate LLC of Clive submitted the only bid for the purchase of the former City Hotel/City Apartments site at 224 N Main Street for \$1,000. Information on this property sale was widely circulated by the City and was covered by the Carroll Times Herald and Carroll Broadcasting. 101 unique visitors visited the City's website to view the RFP information on this property sale a total of 111 times during the time that this RFP was posted prior to the submittal deadline.

It is proposed that the Council waive its policy requiring an appraisal prior to sale, since the value of this property is minimal and bids were solicited by the City.

The City must satisfy the legal requirements for disposing of real estate, pursuant to Section 364.7 Iowa Code (2019). To proceed, the Council must pass a Resolution setting a public hearing on the proposed disposal of its real estate. Notice of the public hearing must be published and a public hearing held at the next meeting. After the public hearing, the Council may adopt the Resolution disposing of its interest in the real estate.

RECOMMENDATION: After deliberation, the Council may approve the Resolution establishing a public hearing for December 14, 2020, for the sale of this property to Rowland Real Estate LLC for \$1,000.00.

RESOLUTION NO. _____

**RESOLUTION SETTING A PUBLIC HEARING ON THE PROPOSED SALE OF
CITY INTEREST IN REAL ESTATE**

WHEREAS, Rowland Real Estate LLC has offered to purchase City owned real estate legally described as:

Lot 9 and the South 11 feet of the West 68 feet of Lot 10, Block 37, Second Addition to the City of Carroll, Carroll County, Iowa

WHEREAS, the sale of the City's real estate interest is deemed appropriate; and

WHEREAS, it is proposed to sell the City's interest in the above-stated real estate by Real Estate Contract of Sale to Rowland Real Estate LLC for \$1,000 subject to conditions listed in the attached Exhibit A. The sale of this real estate is in the best interest of the City and the Council intends to waive its policy No. 307, requiring an appraisal herein;

WHEREAS, Section 364.7 Iowa Code (2019), requires a public hearing on the conveyance of city interest in real estate.

NOW, THEREFORE, BE IT RESOLVED that a public hearing on the proposed sale of the city's interest in this real estate is set for the 14th day of December, 2020, at 5:15 P.M., in the Council Chamber at the Carroll City Hall at 627 N Adams St, Carroll, Iowa.

Passed and Approved this 23rd day of November, 2020.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

BY: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

EXHIBIT A

Conditions of sale

- a. The City is selling the Property "As is". The City has completed environmental testing on the Property. The Purchaser was able to find and download copies of the environmental reports for the project on-line during the period of this RFP at <https://www.cityofcarroll.com/Redevelopment-Opportunities>. Copies are also available from the City upon request.
- b. Any tree removal, landscaping, surveying or other work desired by the Purchaser is the responsibility of the Purchaser.
- c. Any unknown or unforeseen conditions are the responsibility of the Purchaser.
- d. The Purchaser shall keep the Property free of garbage; debris; refuse; building materials; abandoned, non-operational, or junk vehicles; appliances and household furnishings. Yards must be maintained continuously in a healthy manner.
- e. The City shall provide a Real Estate Contract of Sale to the Purchaser specifying the terms and conditions of the redevelopment Proposal. A deed will be provided upon completion of the terms and requirements set forth the Real Estate Contract of Sale.
- f. Redevelopment shall start within 9 months of the date of the Real Estate Contract of Sale or date otherwise approved and must be completed within 18 months of the date of the Real Estate Contract of Sale.
- g. All proposed work requiring permits in accordance with the codes adopted by the City of Carroll must be secured by a licensed registered contractor who is currently registered with the City of Carroll.
- h. The sale price is \$1,000, of which \$100 has been escrowed with the City of Carroll. The Purchaser shall pay the City of Carroll the final \$900 at the time the Real Estate Contract of Sale is provided to the Purchaser by the City of Carroll.
- i. The purchaser agrees to add architectural details to the proposed building including the addition of small dormers above the front entry doors and off set north and south units 3 feet in front of the middle units. Final design shall be approved by the City Manager prior to the start of construction.

The City of Carroll reserves the right to cancel the Real Estate Contract of Sale for failure to meet the terms of these conditions.

**NOTICE OF PUBLIC HEARING
ON PROPOSED SALE OF CITY'S
INTEREST IN REAL ESTATE**

In accordance with Section 364.7 Iowa Code (2019), notice is hereby given that the City Council of Carroll, Iowa, will conduct a public hearing on December 14, 2020, at 5:15 P.M., in the Council Chamber at the Carroll City Hall at 627 N Adams St, Carroll, Iowa, concerning the proposed sale of the City's interest in real estate legally described as:

Lot 9 and the South 11 feet of the West 68 feet of Lot 10, Block 37, Second Addition to the City of Carroll, Carroll County, Iowa

The proposed sale is by Real Estate Contract of Sale to Rowland Real Estate LLC for \$1,000, subject to condition by the City. The disposal of the above-stated real estate is deemed to be in the best interest of the City of Carroll, Iowa.

At said time and place a public hearing will be conducted on the proposed sale, and at such hearing any person interested may appear and file objections thereto. The City Council shall hear the objections and any evidence for or against the proposal, and forthwith enter of record its decision.

LAURA A. SCHAEFER, CITY CLERK
CITY OF CARROLL, IOWA

Rowland Real Estate LLC

15920 Hickman Road

Box 400 Box 422

Clive, IA 50325

REDEVELOPMENT PROPOSAL

224 N Main St. Carroll

Section 4: Bid Amount \$1,000, Check included for 10% = \$100.00

Section 5: Enclosed letter from Peoples Bank

Section 6: Proposal to build one 4- plex condo unit with detached garages. Each unit would have separate entrances to their condo. See attached proposed site plan

Section 9: Proposal Evaluation

- a) Recent project in Jefferson, Iowa. We build three, 4 unit condo buildings. Total of 12 units.
- b) 4 plex condo unit to be build with detached garages. Each unit has its own front and back door.
- c) See attached sample photo of buildings built (photo shown is two units not 4)
- d) Residential multi family condos
- e) \$1,000
- f) Attached letter from Peoples Bank
- g) Each unit has individual entry front and back doors

PROPOSAL TO PURCHASE PROPERTY FOR PRIVATE REDEVELOPMENT

Name of Proposer: Rowland Rea Estate LLC

Address: 15920 Hickman Rd Suite 400 Box 422 Clive, IA 50325

Telephone: 515-210-2452

Legal Description: Lot 9 and the South 11 feet of the West 68 feet of Lot 10, Block 37,
Second Addition to the City of Carroll, Carroll County, Iowa

Land Purchase Offer Price: \$1,000.00

Good Faith Deposit: \$100.00

Description of Project or Proposed Use of Property: (For example the type of housing proposed – to be rental or owner occupied, amenities proposed, landscaping planned, etc. This explanation of the housing/development project can be attached as separate page)

See Attached
4 Plex Condo units

Estimated Cost of Improvements:

Funding Source (s): Peoples Bank

Estimated Sale Price or Rental Cost, if applicable: Rent \$1,000 a month

Estimated Time For Commencement: 6-12 months

Estimated Time For Completion: 6-12 months

Additional Comments:

The City reserves the right to waive informalities in the sale procedures herein provided and to reject any and all Proposals. If this Proposal is accepted, the City shall provide a Real Estate Contract of Sale to the Proposer specifying the terms and conditions of the redevelopment proposal. A deed will be provided upon completion of the terms and requirements set forth within.

In the event this Proposal is accepted by the City Council and the Proposer fails or refuses to enter into a contract of sale for the property within 45 days after notification of acceptance of proposal, the City may terminate all rights of the Proposer hereunder, and, in such event, may retain the good faith deposit of the Proposer as liquidated damages and the City may proceed with other arrangements or plans for the sale of the Property to which this Proposal relates.

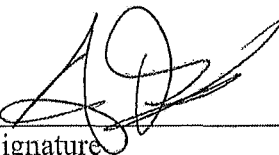
The City may withdraw from the sale of the Property at any time prior to conveyance of title and possession of said Property by reason of the City being enjoined or prevented from so doing by any order or decision or act of any judicial, legislative, or executive body having authority in the premises, or by reason of the City not being able to transfer unencumbered title. In such case, the deposit can be refunded to the Proposer.

Failure by the Proposer to perform the requirements set forth above in the required time frame will result in the Property reverting back to the City of Carroll. In such event, the City may retain all improvements and funds paid by the Proposer.

Sale, assignment, or transfer of the Real Estate Contract by the Proposer, prior to the completion of the development requirements, must have prior written approval by the City of Carroll.

If you have questions, contact Mike Pogge-Weaver, 627 N Adams St, Carroll, IA 51401; (712) 775-7505 or email mpoggeweaver@cityofcarroll.com.

Rowland Real Estate
Name of Proposer (type or print)


Signature

11/9/2020
Date

Rowland Real Estate LLC
15920 Hickman Road
Suite 400 Box 422
Clive, IA 50325

Rowland Real Estate LLC

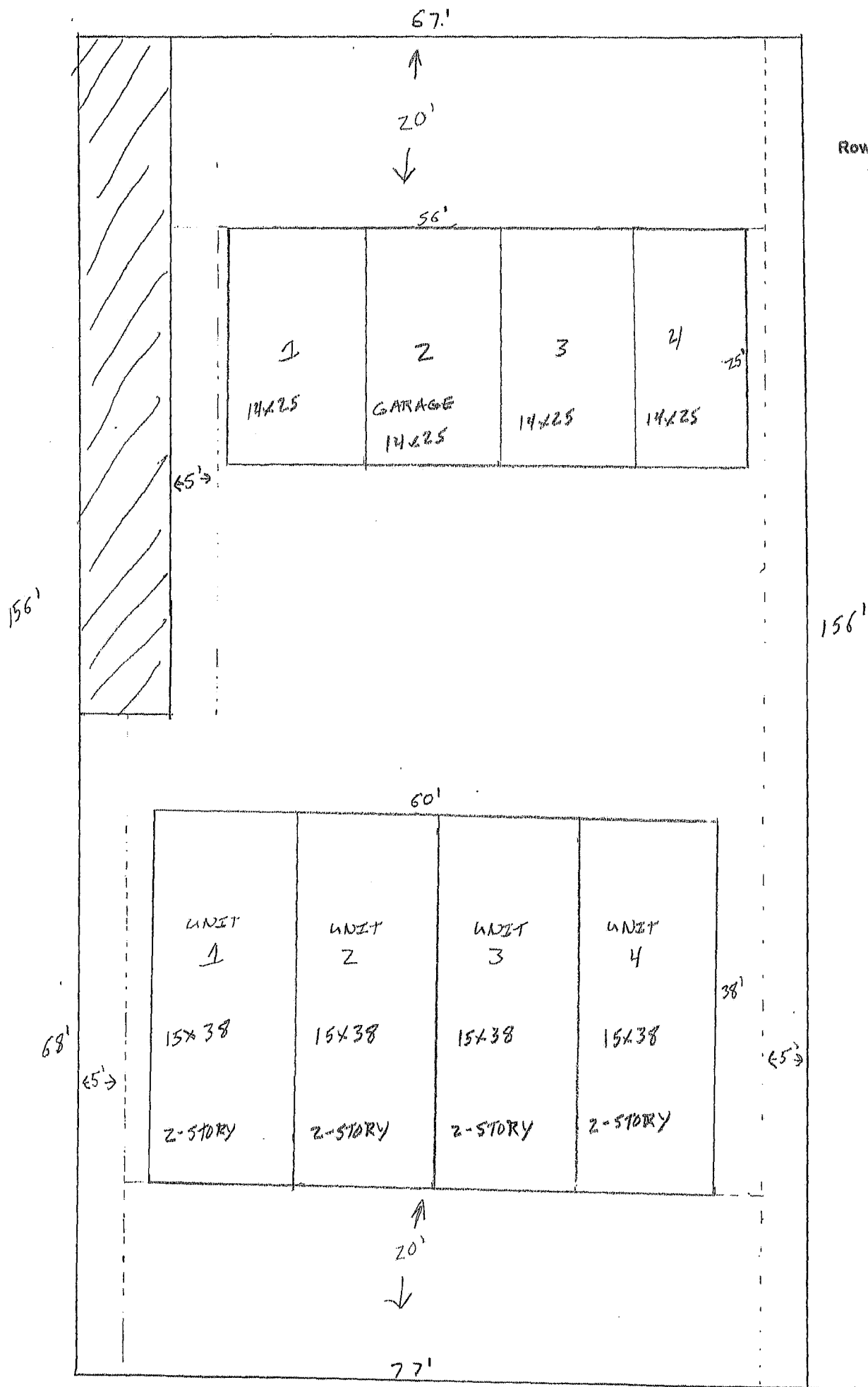
15920 Hickman Road
Suite 400 Box 422
Clive, IA 50325



3/4 = 10'

Rowland Real Estate LLC

15920 Hickman Road
Suite 400 Box 422
Clive, IA 50325





Andrew Rowland
1155 SE Grant Woods Court
Waukee, IA 50263

October 20, 2020

Dear Mr. Rowland:

Based on our previous experience financing your successful development on North Olive Street in Jefferson and after learning more about your plans for a similar development in Carroll, Peoples Bank would like to convey our interest in supporting such a project. Our interest is subject to the accuracy of all of the information, data, representations, exhibits and other material submitted in connection with your development. Our interest is also conditioned on the full underwriting and due diligence of the request.

Sincerely,

John P Rigler III
President & COO
Peoples Bank
Direct: 515-327-7727
jprigler@mypeoples.bank

www.mypeoples.bank | 800-891-9389

ADEL PO Box 98 | 804 Greenwood Hills Dr. | Adel, IA 50003
GRAND JUNCTION PO Box 49 | 205 E Main St. | Grand Junction, IA 50107
JEFFERSON 116 W State St | Jefferson, IA 50129
RIPLEY PO Box 37 | 303 Main St. | Rippey, IA 50235
WAUKEE PO Box 880 | 1185 SE University Ave. | Waukee, IA 50263

CLIVE 12701 University Ave. | Clive, IA 50325
GUTHRIE CENTER 401 Main St. | Guthrie Center, IA 50115
OGDEN PO Box 697 | 338 W. Walnut St. | Ogden, IA 50212
SCRANTON PO Box 426 | 1021 Main St. | Scranton, IA 51462

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 *MWP*
FROM: Jack Wardell, Director of Parks and Recreation *JW*
DATE: November 16, 2020
SUBJECT: Contract for Professional Services – Carroll Trails Plan Segment III - 2020

❖ Amendment to Agreement

An amended Professional Services Agreement for services related to the Carroll Trails Plan Segment III - 2020 had been requested and received from Shive-Hattery. There is no change to the Project Description. This Amendment adds a fee for an additional topographic survey at Northeast Park to document the grading changes that have occurred for the Miracle Field construction since the original survey in early 2020.

COMPENSATION:

Original Professional Services Agreement

Shive-Hattery purposes to perform the services stated above for an Hourly w/Max fee and will not exceed the estimated amounts listed below without the City of Carroll's prior authorization.

Design Phase Services:	\$33,500.00
Bidding Services:	\$ 3,000.00
Construction Phase Services:	\$ T.B.D.
Estimated Total	\$36,500.00

Amended Professional Services Agreement:

Additional topographic survey	\$ 2,000.00
Total New Contract Services Agreement	\$38,500.00

BUDGET:

Cash on Hand		\$176,500
Hotel/Motel	FY 21	\$100,000
Local Option Sales Tax (L.O.S.T)	FY 21	\$150,000
Hotel/Motel	FY 22	\$100,000
Local Option Sales Tax (L.O.S.T)	FY 22	\$150,000
Funds Available		\$670,000

RECOMMENDATION: For the Mayor and City Council consideration and approval of the Amended Agreement for Professional Services Agreement with Shive-Hattery for the Carroll Trails Plan Segment III – 2020 for a total fee of \$38,500.00.

RESOLUTION NO. _____

RESOLUTION APPROVING AN AMENDMENT TO THE AGREEMENT WITH SHIVE HATTERY FOR THE CARROLL TRAILS PLAN SEGMENT III – 2020 PROJECT.

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

WHEREAS, an Amendment to Agreement with Shive Hattery, Inc. has been prepared for design phase services for the Carroll Trails Plan Segment III – 2020 project; and,

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the Amendment to Agreement with Shive-Hattery, Inc. for the Carroll Trails Plan Phase III - 2020 Project is approved.

Passed and approved by the Carroll City Council this 23rd day of November, 2020

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

AMENDMENT TO AGREEMENT
between SHIVE-HATTERY, INC. AND THE CLIENT

ATTN: Jack Wardell
CLIENT: City of Carroll, IA
627 N. Adams St
Carroll, IA 51401

PROJECT: Carroll Trails Plan – Segment III

PROJECT LOCATION: Carroll, IA

ORIGINAL AGREEMENT DATE: January 8, 2020

AMENDMENT NO.: 1

AMENDMENT DATE: November 13, 2020

City of Carroll, IA and Shive-Hattery, Inc. (S-H) agree to amend the Original Agreement as follows:

PROJECT DESCRIPTION

There is no change to the Project Description.

This Amendment adds fee for additional topographic survey at Northeast Park to document the grading changes that have occurred for the Miracle Field construction since the original survey in early 2020.

SCOPE OF SERVICES

Scope of services for the topographic survey are as per the original agreement. Refer to Exhibit A for extents of additional survey area.

SCHEDULE

No change.

COMPENSATION

The compensation for the scope of services included in this amendment are as follows:

Description	Fee	Fee Type	Reimbursable Expenses
Additional topographic survey	\$2,000	Hourly w/Max	Included
TOTAL	\$2,000		Included



EXHIBITS

1. Additional Survey Area

AGREEMENT

When accepted by both parties, this Amendment will amend the Original Agreement and is subject to all other terms and conditions of the Original Agreement. Original, facsimile, electronic signatures or other electronic acceptance by the parties (and returned to Shive-Hattery) are deemed acceptable for binding the parties to the Amendment. The Client representative signing this Amendment warrants that he or she is authorized to enter into this Amendment on behalf of the Client.

Sincerely,

SHIVE-HATTERY, INC.



Jenifer J. Bates, PE
jbates@shive-hattery.com

AMENDMENT ACCEPTED AND SERVICES AUTHORIZED TO PROCEED

CLIENT: City of Carroll, IA

BY: _____ TITLE: _____
(signature)

PRINTED NAME: _____ DATE ACCEPTED: _____

CC: Craig Erickson

Exhibit A

Northeast Park

Topographic
Survey area of
changed site
conditions

© 2020 Google

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Planning and Zoning Commission

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

DATE: November 18, 2020

SUBJECT: Wendl Subdivision Plat 2

Matthew J Wendl has submitted and is requesting approval of an application for a preliminary and final plat to be named Wendl Subdivision Plat 2. The subdivision is located on the south side of Highway 30 on the east side of Carroll.

The property is identified in the 2013 Carroll Comprehensive Plan as Mobile Homes and Commercial. The existing zoning is B-2, General Business District (Lot 1 and the north part of Lot 3) and R-6, Mobile Home Parks (Lot 2 and the south part of Lot 3).

The development consists of 3 lots which are at least 5.00 acres in size. Each lot meets the minimum requirements for single-family residential.

No new streets or right-of-ways are proposed as part of this development. All three lots will have access to Highway 30.

No new City owned utilities are proposed in the development.

The attached preliminary and final plat is pertinent to the application and includes the exterior boundary description of the proposed plat.

The Planning and Zoning Commission met on November 11, 2020 and recommended that the Carroll City Council approval of Wendl Subdivision Plat 2, Preliminary and Final Plats and waive any platting irregularities and subject to changing the proposed zoning on the Preliminary Plat for Lot 3 to "R-6 and B-2" and removing the zoning information from the Final Plat. The zoning information was updated between the Planning and Zoning Commission meeting and City Council meeting and now shown correctly.

STAFF RECOMMENDATION: That the Carroll City Council approval of Wendl Subdivision Plat 2, Preliminary and Final Plats and waive any platting irregularities.

**CITY OF CARROLL
SUBDIVISION DATA**

NAME OF PLAN: Wendl Subdivision Plat 2 - Preliminary and Final Plats

NAME OF OWNER/DEVELOPER: Matthew J Wendl

GENERAL INFORMATION:

PLAT LOCATION: South side of Highway 30 E
SIZE OF PLAN: 51.20 Acres
ZONING: B-2, General Business District (Lot 1 and the north part of Lot 3)
R-6, Mobile Home Parks (Lot 2 and the south part of Lot 3)

LOTS:

NUMBER: 3 Lots
SIZE/DENSITY: 29.11 acres, more or less
USE: Business and Single Family Residential
BUILDING LINES: 60' front yard; 100' rear yard; and 30' side yard

ADJACENT LANDS:

NORTH: Commercial Land
SOUTH: Agricultural Land
EAST: Industrial Land
WEST: Commercial and Industrial Land

STREET DEVELOPMENT:

No new streets or right-of-ways are proposed as part of this development. All three lots will have access to Highway 30.

WASTE WATER:

No new City owned water utilities are proposed in the development. City utilities currently serve each lot.

WATER SYSTEM:

No new City owned sanitary sewer utilities are proposed in the development. City utilities currently serve each lot.

PRELIMINARY AND FINAL PLAT DRAWINGS:

Staff recommends approval by waiving any platting irregularities

Prepared by: City of Carroll, 627 N Adams Street, Carroll, IA 51401

712-792-1000

RESOLUTION NO.: _____

WHEREAS, Matthew J. Wendl has filed a Preliminary Plat for Wendl Subdivision Plat 2, City of Carroll, Carroll County, Iowa; and,

WHEREAS, the Preliminary Plat was given tentative approval by the City Planning and Zoning Commission at their meeting of November 11, 2020;

NOW, THEREFORE, BE IT RESOLVED that the Council does hereby tentatively approve the Preliminary Plat for Wendl Subdivision Plat 2, City of Carroll, Carroll County, Iowa. Council gives authorization to proceed with preparation of the Final Plat pursuant to Section 6-6.0308 of the City of Carroll Subdivision Ordinance.

Passed and adopted by the Carroll City Council this 23rd day of November, 2020.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

CERTIFICATE

State of Iowa)
 ss.
Carroll, County)

We, Eric P. Jensen, Mayor and Laura A. Schaefer, City Clerk of the City of Carroll, Iowa hereby certify that at a meeting of the City Council of the City of Carroll, Iowa, held on the 23rd day of November, 2020 the attached Resolution was adopted by the City Council of the City of Carroll, Iowa, approved by the Mayor, duly entered into the record of the City Council meeting of that date, and we further certify that the Preliminary Subdivision Plat is found to conform to the law as approved and accepted and we hereby certify this Resolution and cause the same to be affixed to the Preliminary Subdivision Plat as provided by law.

Eric P. Jensen, Mayor

ATTEST:

Laura A. Schaefer, City Clerk

State of Iowa)
 ss.
Carroll County)

On this 23rd of November, 2020, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Eric P. Jensen and Laura A. Schaefer, to me personally known, who, being by me duly sworn did say that they are the Mayor and City Clerk respectively, of the City of Carroll, Iowa, executing the within and foregoing instrument, and that said instrument was signed and sealed on behalf of the City of Carroll, Iowa, by authority of its City Council and that said Mayor and City Clerk, as such officers acknowledged the execution of said instrument to be the voluntary act and deed of the City of Carroll, Iowa, by it and by them voluntarily executed.

Notary Public in and for the State of Iowa

RESOLUTION NO. _____

WHEREAS, Matthew J. Wendl, owner of certain real estate described in a certain plat filed by them with the City Clerk of the City of Carroll, Iowa, known as Wendl Subdivision Plat 2 City of Carroll, Carroll County, Iowa; and,

WHEREAS, the said Plat has been duly examined by the City Planning and Zoning Commission, which has recommended approval of the same on November 11, 2020, and found same to conform to the general plan of the City; and,

WHEREAS, said Plat has been examined by the City Council and found to conform to the City of Carroll Subdivision Ordinance and falls within the general plan of the City of Carroll, Iowa, and is found to comply with Chapter 354 of the 2019 Code of Iowa.

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

1. That the final plat of Wendl Subdivision Plat 2, City of Carroll, Carroll County, Iowa, is found to conform with the law and is hereby accepted.
2. That this Resolution shall be fully binding upon the owners, their assigns, purchasers or successors in interest.
3. That the Mayor and City Clerk of the City of Carroll, Iowa, are hereby directed to certify this Resolution and cause the same to be affixed to the said Plat as provided by law.

Passed and approved by the Carroll City Council this 23rd day of November, 2020.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

CERTIFICATE

State of Iowa)
 ss.
Carroll, County)

We, Eric P. Jensen, Mayor and Laura A. Schaefer, City Clerk of the City of Carroll, Iowa hereby certify that at a meeting of the City Council of the City of Carroll, Iowa, held on the 23rd day of November, 2020 the attached Resolution was adopted by the City Council of the City of Carroll, Iowa, approved by the Mayor, duly entered into the record of the City Council meeting of that date, and we further certify that the Final Plat is found to conform to the law as approved and accepted and we hereby certify this Resolution and cause the same to be affixed to the Final Plat as provided by law.

Eric P. Jensen, Mayor

ATTEST:

Laura A. Schaefer, City Clerk

State of Iowa)
 ss.
Carroll County)

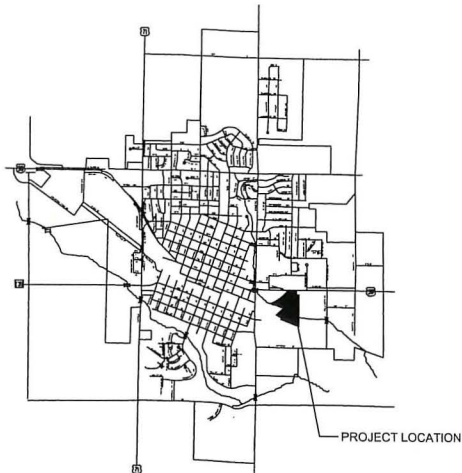
On this 23rd day of November, 2020, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Eric P. Jensen and Laura A. Schaefer, to me personally known, who, being by me duly sworn did say that they are the Mayor and City Clerk respectively, of the City of Carroll, Iowa, executing the within and foregoing instrument, and that said instrument was signed and sealed on behalf of the City of Carroll, Iowa, by authority of its City Council and that said Mayor and City Clerk, as such officers acknowledged the execution of said instrument to be the voluntary act and deed of the City of Carroll, Iowa, by it and by them voluntarily executed.

Notary Public in and for the State of Iowa

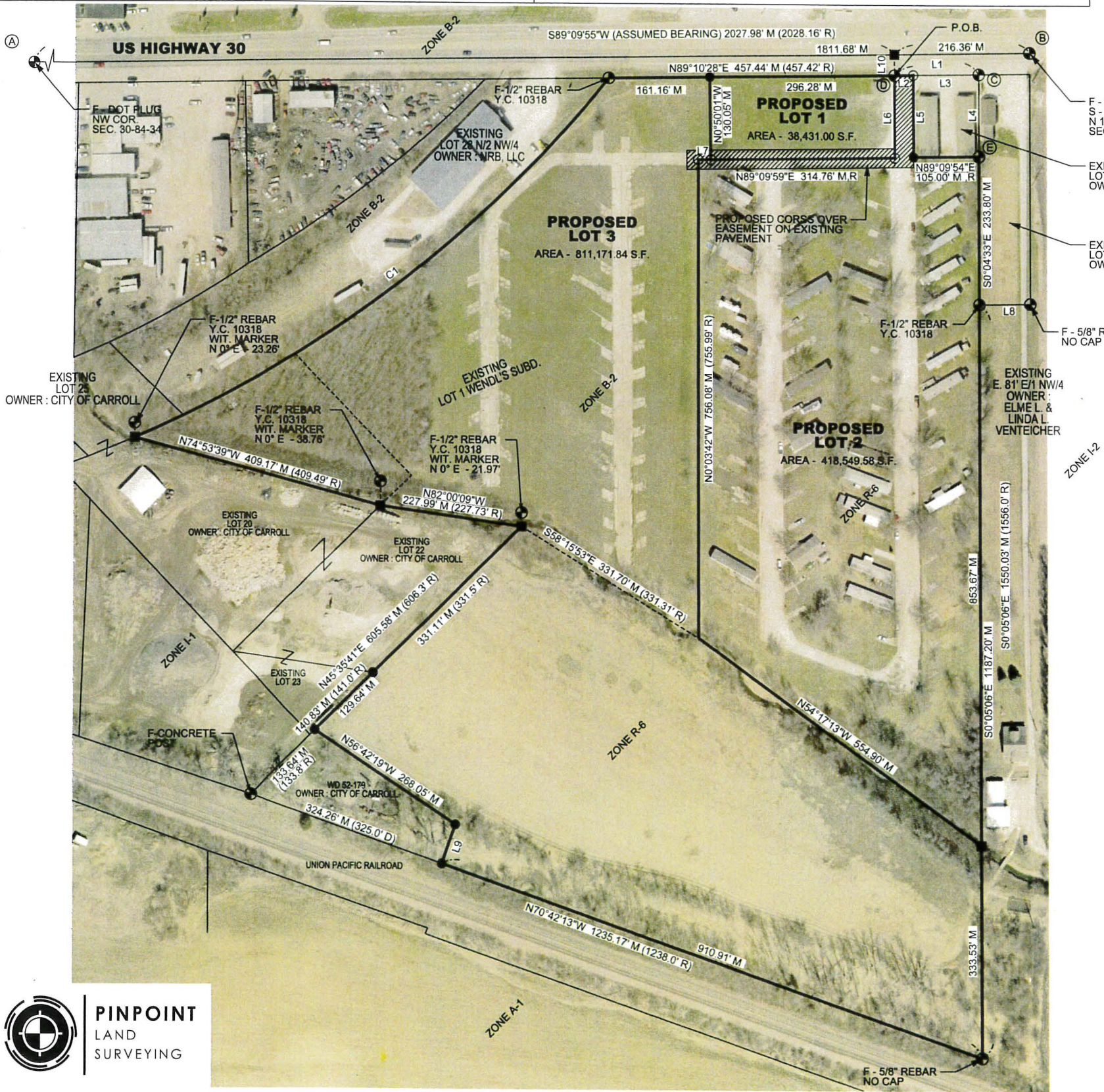
PRELIMINARY PLAT
WENDL SUBDIVISION PLAT 2

CITY OF CARROLL
CARROLL COUNTY, IOWA

COUNTY RECORDER'S USE ONLY



CITY OF CARROLL, IOWA



BUILDING SETBACKS: B-2

FRONT YARD	NONE
REAR YARD MIN.	20'
SIDE YARD MIN.	10'

BUILDING SETBACKS: R-6

FRONT YARD	25'
REAR YARD MIN.	25'
SIDE YARD MIN.	5'

NOTE:
ALL BEARINGS ARE ASSUMED, ALL
MONUMENTS SET ARE 1/2" REBAR
WITH YELLOW CAP No. 21443 UNLESS
OTHERWISE NOTED.

ACREAGE TABLE

TOTAL ACREAGE	1,268,152.42 S.F.
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AVG. LOT AREA	422,717.47 S.F.
MAX. LOT AREA	811,171.84 S.F.
PUBLIC LAND AREA	NONE
ROW LAND AREA	NONE

ZONING EXISTING

LOT 1	B-2
LOT 2	R-6
LOT 3	B-2 & R-6

OWNER	CITY APPROVALS
	RECOMMEND TENTATIVE PLAT APPROVAL - PLANNING & ZONING COMMISSION
	CHAIRMAN _____ DATE _____
	TENTATIVE PLAT ACCEPTED - CITY OF CARROLL, IOWA
	MAYOR _____ DATE _____

LEGEND

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MATTHEW J. WENDL
21296 NOBLE AVE.
CARROLL, IA 51401

LAND SURVEYOR

DANIEL G. MESSERICH
919 BROOKDALE DRIVE
CARROLL, IOWA 51401
712-790-8513

NATIONAL FLOOD INSURANCE PROGRAM FLOOD INSURANCE RATE MAP:

VERSION NUMBER: 2.3.3.2
MAP NUMBER: 19027C0153C & 19027C0161C
EFFECTIVE DATE: SEPTEMBER 15, 2017
ZONE A: AREA WITHOUT BASE FLOOD ELEVATION (BFE)
ZONE X: AREA OF MINIMAL FLOOD HAZARD

CURVE	RADIUS	CENTRAL ANGLE	TANGENT	LENGTH	CHORD BEARING	CHORD LENGTH
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L4	N0° 06' 24"W	129.03'	129.06'
L5	S0° 12' 31"E	129.06'	129.06'
L6	N0° 12' 26"W	130.01'	130.01'
L7	S89° 09' 59"W	19.91'	-
L8	N89° 14' 08"E	80.95'	81.0'
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PERFORMED BY ME OR UNDER MY DIRECT PERSONAL
SUPERVISION AND THAT I AM A DULY LICENSED LAND
SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

Daniel G. Messerich 11-18-2020
SIGNATURE DATE

DANIEL G. MESSERICH

PRINTED OR TYPED NAME

21443

MY LICENSE RENEWAL DATE IS: DECEMBER 31, 2020

PAGES OR SHEETS COVERED BY THIS SEAL:

SHEET 1 AND 2

DATE	11/14/2020	PROJECT NO.	271
SCALE	SEE GRAPHIC SCALE		
FIELD BOOK	No. 4		
SHEET	1 OF 2		



PRELIMINARY PLAT
WENDL SUBDIVISION PLAT 2

CITY OF CARROLL
CARROLL COUNTY, IOWA

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OWNER: MATTHEW J. WENDL

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PINPOINT
LAND
SURVEYING

DATE	PROJECT NO.
11/14/2020	271
SCALE	SEE GRAPHIC SCALE
FIELDBOOK	No. 4
SHEET	2 OF 2

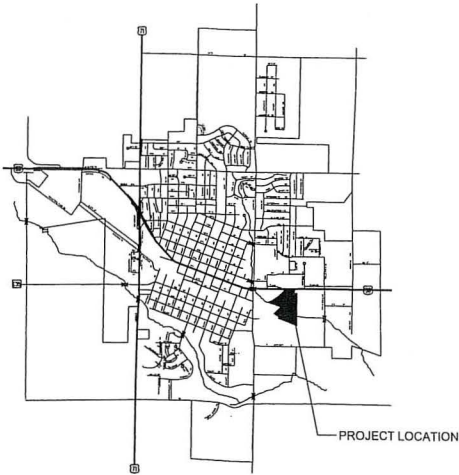
FINAL PLAT
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CITY OF CARROLL
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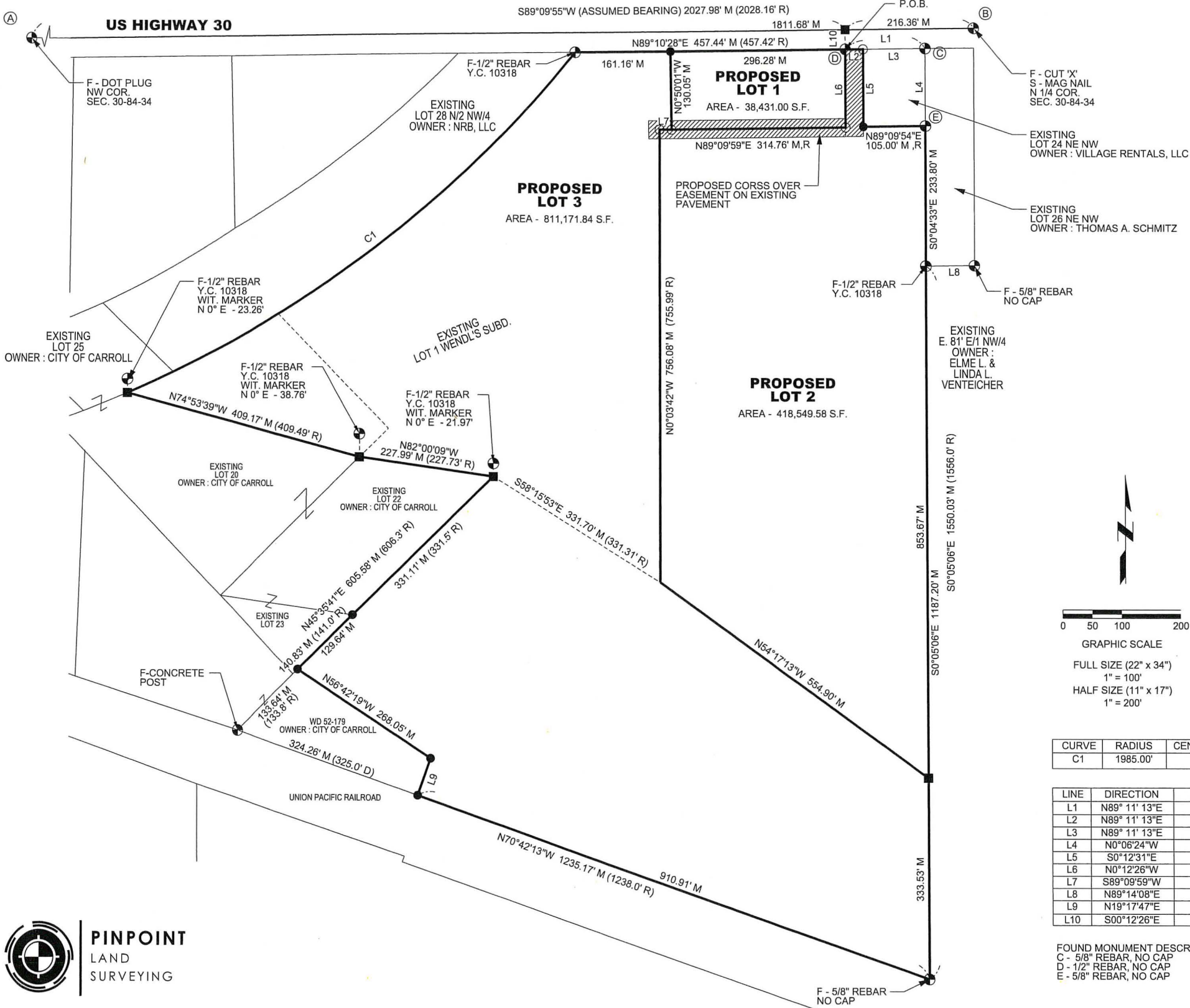
COUNTY RECORDER'S USE ONLY

INDEX LEGEND

LOCATION: WENDL SUBDIVISION PLAT 2
REQUESTOR: MATTHEW J. WENDL
PROPRIETOR: MATTHEW J. WENDL
SURVEYOR: DANIEL G. MESSERICH
COMPANY: PINPOINT LAND SURVEYING, PLLC
RETURN TO: DANIEL G. MESSERICH
919 BROOKDALE DRIVE, CARROLL, IOWA 51401
712-790-8513



CITY OF CARROLL, IOWA



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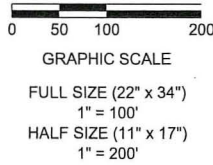
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SIGNATURE _____ DATE 11-18-2020
DANIEL G. MESSERICH
PRINTED OR TYPED NAME
21443
MY LICENSE RENEWAL DATE IS: DECEMBER 31, 2020
PAGES OR SHEETS COVERED BY THIS SEAL:
SHEET 1 AND 2

FINAL PLAT
WENDL SUBDIVISION PLAT 2

CITY OF CARROLL
CARROLL COUNTY, IOWA

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PINPOINT
LAND
SURVEYING

DATE	PROJECT NO.
11/14/2020	271
SCALE	SEE GRAPHIC SCALE
FIELD BOOK	No. 4
SHEET	2 OF 2

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Mike Pogge-Weaver, City Manager *MPW*
FROM: Laura A. Schaefer, Finance Director/City Clerk *LAS*
DATE: November 19, 2020
SUBJECT: Biokinometrics Holdings LLC and DMBA Properties & Consulting, Inc.
Annual Tax Increment Finance Appropriations for FY 2022

On December 27, 2016, the City entered into a development agreement (the "agreement") with Biokinometrics Holdings LLC and DMBA Properties & Consulting, Inc. (the "Developer"). The agreement required the developer to construct a 17,000-square foot building along with create 10 new jobs in the building. In exchange, the City will provide a tax increment grant equal to the incremental property tax revenues generated and paid by the developer on the new building over 15 years, not to exceed a total grant amount of \$300,000.

The agreement also provides a provision that each tax increment grant shall be subject to annual appropriation by the City Council. Prior to December 1 of each year, during the term of the agreement, the City Council shall consider the question of obligating to fund the tax increment grant to be collected in the next fiscal year.

Annual appropriations is common language in development agreements of this type in Iowa and without this language the City would be required to count the total amount of the grant against the City's debt obligations and constitutional debt limit. While this language allows the current and future City Councils to choose to not appropriate funds for this grant in the future without any recourse from the Developer, such an action does carry consequences for the City. If the Council would choose to not appropriate funds the City's bond rating would likely change to "junk status". In the end, the City's ability to borrow funds could be affected and if the City were able to borrow funds then the City would likely be hammered with a higher rate that could cost the City more in the end than the grant payments themselves.

The developer has completed construction of the building as required by the agreement. The developer has also certified the creation of 8 new jobs, instead of the required 10. If the developer fails to create/maintain the minimum number of jobs, the agreement allows for Council to reduce the grant by the percentage of the 10 jobs the developer was obligated to create so in this case a 20% reduction. The attached resolution has been prepared to reflect the reduction of the grant amount by 20% for the next fiscal year (FY22).

The attached resolution also appropriates the tax increment finance (TIF) revenue to be collected in FY 2022 related to this project to be paid to the developer and to account for this in the FY 2022

budget. This is the fourth year of annual appropriations. The remaining grant amount available is \$250,855.14.

RECOMMENDATION: Council consideration and approval of the resolution obligating funds from the Central Business District Urban Renewal Tax Revenue Fund for appropriation of the payment of the tax increment grant to Biokinometrics Holdings, LLC and DMBA Properties & Consulting, Inc. for FY 2022.

RESOLUTION _____

Obligating funds from the Central Business District Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations which shall come due in the next succeeding fiscal year

WHEREAS, the City of Carroll, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted a Fifth Amended and Restated Urban Renewal Plan for the Amended and Restated Central Business District Urban Renewal Area (the “Urban Renewal Area”); and

WHEREAS, this Council has adopted an ordinance providing for the division of taxes levied on taxable property in the Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa (the “Urban Renewal Tax Revenue Fund”), which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

WHEREAS, the City has agreed to make semi-annual payments which shall come due in the fiscal year beginning July 1, 2018, under the Development Agreement dated December 27, 2016, (the “Agreement”) between the City and Biokinometrics Holdings LLC and DMBA Properties & Consulting, Inc., equal in amount to 100% of the Incremental Property Tax Revenues (as such term is defined in the Agreement) received by the City during such fiscal year in respect of the Project (as such term is defined in the Agreement) (the “Annual Semi-Payment”), up to the amount of the Maximum Grant Total described in the Agreement; and

WHEREAS, the Development Agreement requires the Developer to maintain a minimum of 10 full-time permanent jobs. On October 5, 2020, the Developer certified 8 full-time jobs; and

WHEREAS, the City will reduce the semi-annual payments by the percentage of the 10 jobs the Developer was obligated to create (for FY 2022, a reduction of 20%); and

WHEREAS, the City Clerk certified the Maximum Grant Total on the City’s December 1, 2017 certification of debt payable from the Urban Renewal Tax Revenue Fund.

WHEREAS, it is now necessary for the City Council to obligate for appropriation to the Annual Payment, funds anticipated to be received in the Urban Renewal Tax Revenue Fund in the fiscal year beginning July 1, 2021; and

NOW, THEREFORE, It Is Resolved by the City Council of the City of Carroll, Iowa, as follows:

Section 1. The City Council hereby reduces the semi-annual payment by 20% for fiscal year beginning July 1, 2021 for failure to meet the minimum required number of jobs.

Section 2. The City Council hereby obligates a portion of the said Incremental Property Tax Revenues so received as described in the preambles hereof for appropriation from the Urban Renewal Tax Revenue Fund to the Semi-Annual Payment in the fiscal year beginning July 1, 2021.

Section 3. The City Clerk is hereby directed to reflect the amount obligated for appropriation in Section 2 above, in the City's budget for the next succeeding fiscal year.

Section 4. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

PASSED AND APPROVED this 23rd day of November, 2020.

Eric P. Jensen, Mayor

Attest:

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 *WSPW*
FROM: Laura A. Schaefer, Finance Director/City Clerk *las*
DATE: November 18, 2020
SUBJECT: Sixth Amended and Restated Downtown Urban Renewal Internal Loan

For the past several years Council has passed separate resolutions to create interfund loans that transferred money from the Water Utility Fund to the Corridor of Commerce Capital Project Fund to pay for phases of the Streetscape projects. The loans are being repaid from tax increment financing (TIF) collections. All loans, including the proposed new loan, are projected to be repaid by December 1, 2022 (FY 2023).

At this time, it is anticipated that an additional \$150,000 will be needed to finish the Streetscape Phase 10 project.

Attached is a resolution that authorizes a loan to the Corridor of Commerce Capital Project Fund from the Water Utility Fund in the amount of \$150,000 pledging tax increment revenues received with respect to the Downtown Urban Renewal Area for the repayment of the loan. It has been advised by our bonding attorney to document the entitlement for the repayment of the internal loan.

Section 403.19 of the Iowa Code requires the City Clerk to certify to the County Auditor no later than December 1 the amount of TIF requested to pay for "loans, advances, indebtedness, or bonds payable" in a particular urban renewal area.

RECOMMENDATION: Council consideration and approval of the attached Resolution that authorizes the internal loan to the Corridor of Commerce Capital Project Fund from the Water Utility Fund and pledging tax increment revenues from the Downtown Urban Renewal Area for the repayment of the loan.

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING A LOAN TO THE CORRIDOR OF COMMERCE
CAPITAL PROJECT FUND WITH REPAYMENT FROM THE DOWNTOWN
URBAN RENEWAL TAX INCREMENT REVENUE FUND

WHEREAS, the City of Carroll, Iowa has established the Downtown Urban Renewal Area (“the Urban Renewal Area”) and expects to undertake public improvements including street resurfacing, streetscape improvements, storm sewers, demolition, grading and site preparation, bridge, right-of-way purchase, safety and traffic control improvements, paving and sidewalks in the Urban Renewal Area (the “Project”); and

WHEREAS, in order to make the cost of the Project eligible to be paid from incremental property tax revenues, it is necessary to create an internal debt;

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

Section 1. Pursuant to Ordinance 19-08, all incremental property tax revenues received from the Urban Renewal Area shall be deposited into the previously established Downtown Urban Renewal Area Tax Increment Revenue Fund (the “Tax Increment Fund”).

Section 2. It is hereby directed that \$150,000, and such other amounts as may be determined by change orders to the contract for construction entered into with respect to the Project improvements, be advanced from time to time to the Corridor of Commerce Capital Project Fund from the Water Utility Fund in order to pay the costs of the Projects. The advance shall be treated as an internal loan (the “Loan”) to the Corridor of Commerce Capital Project Fund and shall be repaid from the Tax Increment Fund to the Water Utility Fund, over two (2) years, with the option to pay all or any part of the principal early if tax increment tax revenues are available, with an interest rate of 0.25%, out of the incremental tax revenues received with respect to the Urban Renewal Area. For purposes of calculating interest, the issue date shall be deemed to be December 1, 2020.

Payments shall be made on the Loan on December 1 and June 1 each year to the extent there are incremental tax revenues available for such purposes which have been allocated to or accrued in the Tax Increment Fund.

Section 3. The anticipated repayment schedule is as follows:

<u>Payment Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
December 1, 2021	\$ 50,000.00	\$ 375.00	\$ 50,375.00
June 1, 2022	\$ 50,000.00	\$ 125.00	\$ 50,125.00
December 1, 2022	<u>\$ 50,000.00</u>	<u>\$ 62.50</u>	<u>\$ 50,062.50</u>
TOTAL	\$ 150,000.00	\$ 562.50	\$ 150,562.50

Section 4. The Tax Increment Fund is hereby pledged to the repayment of the Loan. Pursuant to Section 403.19 of the Code of Iowa, the City Clerk is hereby directed

to certify to the County Auditor, no later than December 1, 2020, the original amount of the Loan and the anticipated interest thereon.

Section 5. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

ADOPTED AND PASSED BY THE CITY COUNCIL OF THE CITY OF CARROLL, IOWA, this 23rd day of November, 2020.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Eric P. Jensen, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Honorable Mayor and Members of the City Council

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

DATE: November 18, 2020

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) – **November 11, 2020**
4. Carroll Airport Commission (meets 2nd Monday of month) – **November 9, 2020**
5. Parks, Recreation & Cultural Advisory Board (meets 1st Monday of January, March, May, July, September and November) –
6. Carroll County Solid Waste Management Commission (meets 2nd Tuesday of month) – **November 8, 2020**
7. Carroll Historic Preservation Commission (no regular meeting dates) – **October 23, 2020**
8. Safety Committee (no regular meeting dates) –
9. Civil Service Commission (as needed) –

PLANNING AND ZONING COMMISSION
MINUTES OF NOVEMBER 11, 2020

The Carroll Planning and Zoning Commission met in regular session on November 11, 2020, 5:15 PM, in the Council Chambers, City Hall, 627 N Adams Street. Present: Ron Juergens, Angelo Luis, Katie McQueen, Dan Messerich, Jayne Pietig and Pat Venteicher. Absent: Dawn Bonham and Shelley Diehl. Also present: Mike Pogge-Weaver, City Manager and Greg Schreck, Building/Fire Safety Official. Commissioner McQueen presided.

* * * * *

MOTION by Juergens, second by Venteicher, to approve the minutes of the June 10, 2020 as mailed. All present voted aye. Absent: Bonham and Diehl. Motion carried.

* * * * *

A preliminary plat for Wendl Subdivision Plat 2 was submitted for review of the Commission. A. Eric Neu was present to represent and support the request. No comments from the public, written or verbal, were presented and no one present opposed. MOTION by Juergens, second by Luis to recommend to the Carroll City Council approval of the preliminary plat and to waive any platting irregularities and subject to changing the proposed zoning on the Preliminary Plat for Lot 3 to "R-6 and B-2" and removing the zoning information from the Final Plat. All present voted aye. Abstain: Messerich. Absent: Bonham and Diehl. Motion carried.

* * * * *

A final plat for Wendl Subdivision Plat 2 was submitted for review of the Commission. A. Eric Neu was present to represent and support the request. No comments from the public, written or verbal, were presented and no one present opposed. MOTION by Juergens, second by Pietig, to recommend to the Carroll City Council approval of the final plat and to waive any platting irregularities and subject to changing the proposed zoning on the Preliminary Plat for Lot 3 to "R-6 and B-2" and removing the zoning information from the Final Plat. All present voted aye. Abstain: Messerich. Absent: Bonham and Diehl. Motion carried.

* * * * *

MOTION by Juergens, second by Venteicher, to adjourn at 5:17 PM. All present voted Aye. Absent: Bonham and Diehl. Motion carried.

Katie McQueen, Commissioner

Mike Pogge-Weaver, City Manager

CARROLL AIRPORT COMMISSION

Regular Meeting

Monday, December 14, 2020

5:30 P.M.

Arthur Neu Airport

AGENDA

Approve minutes from previous meeting

Jason Schumann

Approve 21/22 Budget

Approve 5 Year CIP Plan

New Business

Approve monthly bills

CARROLL AIRPORT COMMISSION

Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Monday, November 9, 2020, at the Arthur Neu Airport. Commission members in attendance were Norman Hutcheson, Greg Siemann, Gene Vincent, Kevin Wittrock and Dick Fulton. Also attending were Mr. Pete Crawford, engineer, Don Mensen, airport manager and Carol Schoeppner, recording secretary. Chairman Hutcheson conducted the 5:30 P.M. Meeting.

MINUTES

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

3/21 RE-HAB PROJECT

Mr. Crawford discussed the change order for the 3/21 Re-Hab Project. The change order was for extra crack filling and extra slab replacement in the amount of \$2,836.63. A motion by Comm. Wittrock and seconded by Comm. Fulton was made to accept the change order and have Chairman Hutcheson sign said contract. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton. A motion by Comm. Vincent and seconded by Comm. Fulton was made to have Comm. Wittrock and Chairman Hutcheson sign the resolution accepting the work and the final contract price of \$289,167.59 as determined by the Engineer's Statement of Completion dated October 13, 2020. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton. A motion by Comm. Wittrock and seconded by Comm. Siemann was made to approve the final payment of \$45,354.77 to Fahrner Asphalt Sealers. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

5 year CIP PLAN

LED lighting of the runways and taxiway is a separate three year CIP project. It was discussed that it would be cheaper to do this as one project. Funding was discussed until all AIP funds would be available. Comm. Siemann will check with the FAA.

TOPICS DISCUSSED:

Don reviewed the fuel delivery system. Some of the equipment has been there for over 20 years. The leak detection system has been problematic. Some of the repairs and upgrades will be required after the first of the year. Due to the cost of this a motion by Comm. Siemann and seconded by Comm. Vincent was made to increase the budget by \$10,000.00 and approve the re-estimated amount of the 2020/2021 budget of \$227,400.00. Motion carried by Commissioners Hutcheson, Siemann, Vincent, Wittrock and Fulton.

Comm. Vincent reported corn was sold to New Cooperative for \$15,172.70.

The bulbs in the hanger need to be replaced with LED bulbs. The REC has a \$1,200.00 rebate for LED bulbs and Mr. Crawford thought there might be a State Grant for fixture replacement.

Location for a corporate hanger.

BILLS

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

Carroll Aviation	contract	\$ 6,800.00
ECHO Group	electrical repair	32.47
NAPA Auto Parts	dump truck supplies	12.48
Wittrock Motor	October car rental	349.00
Inified Contracting	leak detector/valve check	954.37
Carroll Cleaning	cleaning supplies	9.00
Performance Tire	dump truck repair	1,639.67
Rueter's	Kubota repair	52.78
Wittrock Electric	pole light/lighting	766.00
Iowa Small Engine	equipment repair	18.70
Carroll Refuse	October garbage	72.00
Ecowater	cooler rent/water	117.18
Raccoon Valley Elec	(AM) October electric	276.76
Raccoon Valley Elec	October electric service	1,244.10
McClure Engineering	3/21 Re-Hab Project	19,306.83
Fahrner Asphalt		
Sealers, LLC	payment #2 3/21 Re-Hab	45,354.77
Carol Schoepner	secretary contract	350.00

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

November 9, 2020

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There being no further business, a motion by Comm. Wittrock and seconded by Comm. Fulton was made to adjourn at 7:16 P.M..

The next regular meeting of the Carroll Airport Commission will be December 14, 2020, at the Arthur Neu Airport.

Chairman/Vice-Chairman

ATTEST:

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

November 8, 2020

1. The meeting was called to order at 6:30 a.m. by Vice-Chair Dr. Eric Jensen at the Carroll County Recycling Center. Others in attendance were: Richard Ruggles, Carroll County Board of Supervisors; Harvey Dales, City of Manning; Dan Snyder, Mayor of Breda (arrived at 6:47 a.m.) and Mary Wittry, Director.
2. Dales moved and Ruggles seconded to approve the agenda as presented. Motion carried, all voting aye.
3. Ruggles moved and Dales seconded to approve the minutes of the October 14, 2020. Motion carried, all voting aye.
4. Dales reviewed the Bills Payable-see attached. Wittry discussed the following bills: Foth Infrastructure and Environments, \$5,247.75 - general consulting; ICAP – \$25,492.98 – liability insurance; Kolbeck Grinding, \$3785.50 – tree and pallet grinding; Visa - \$1488.47 – new accounting software and miscellaneous; Ziegler - \$4,944.03 – preventative maintenance, parts and repairs. Dales moved and Ruggles seconded to approve the bills as presented. Motion carried, all voting aye.
5. Wittry presented the financial report. A Certificate of Deposit for \$135,624.88 was put in the expansion account for September waste deliveries. Ruggles moved and Dales seconded to approve the financial report as presented. Motion carried, all voting aye.
6. A request was received from the City of Carroll to annex the office and recycling facility. Currently the office and sorting facility is within the City of Carroll two-mile zoning area. No functional change would occur by annexing into the City of Carroll. This would allow Olsen Outdoor Power to connect to city services. Dales moved and Ruggles seconded to approve the request. Motion carried, all voting aye.
7. Staff have been looking for a used replacement vehicle to replace a 1993 Ford with over 200,000 miles. Members present looked at a 2005 Ford with 66,000 miles equipped with a compartment box, torch and air compressor. Dales moved and Snyder seconded to purchase the vehicle for \$16,000. Motion carried, all voting aye.
8. The Commission was notified of an ammonia spike at the waste water treatment plant on Tuesday, October 20th. Ammonia kills the bacteria needed for the process. A letter from the City was distributed to Board Members. No action was taken and a meeting will be held in the future to plan for the next steps in treating leachate produced by the landfill.
9. Wittry provided the annual review for the Environmental Management System (EMS) program.
10. The Spooktacular Landfill Adventure drew 257 vehicles who drove around the site while listening to an educational narrative on a radio station. Positive feedback was received from the event.
11. Discussion was held on budget items including raises, yard waste, and other services. No action taken.
12. The office remains closed for the foreseeable future with all cash sales using the deposit box on the scale.
13. Staff are expecting the 973D track loader back on site after a rebuild on tracks.
14. Market prices for processed recyclables materials remain low other than #8 newsprint.
15. Upcoming events were discussed.
16. Next Board meeting will be held on Tuesday, December 15 at 6:30 a.m.
17. No other discussed.
18. Snyder moved and Ruggles seconded to adjourn the meeting at 7:50 a.m.

Respectfully submitted:

Mary Wittry

Carroll Historic Preservation Commission
City of Carroll
Meeting Minutes
Friday, October 23, 2020

Venue: City Hall Conference Room

Members of the City of Carroll Historic Preservation Commission met in Carroll City Hall on Friday, October 23, 2020 at 10:00 am. Members present were: Chairperson Barbara Hackfort, Vicki Gach, Mary Baumhover, Carolyn Siemann and new member, John Steffes. The meeting was called to order by Chairperson Barbara Hackfort.

The agenda was approved by consensus. The minutes of the July 16, 2020 meeting were unanimously approved on motion by Vicki Gach, seconded by John Steffes. New member, John Steffes was welcomed by committee members. John will serve out the term of vacated by Jacob Fiscus.

The second agenda item was the review of the completed 2020 project, the Iowa Site Inventory of Certified Local Government (CLG) Annual Report for 2019. The 2020 report was completed in a computer program by Vice-President, Vicki Gach with the initial participation of all committee members at a previous meeting. The subject of the site inventory was the Carroll City Cemetery and its environs.

Members reviewed all sections of the report and concluded with a motion to unanimously approve the report pending the addition of final details and send it to Paula Mohr, the chairperson of the Certified Local Government Committee in the Iowa Historical Commission. Motion was made by John Steffes, seconded by Carolyn Siemann and unanimously approved. Vicki Gach noted that completing the inventory was the first step to placing the cemetery on the National Historic Sites Register.

Members discussed a procedure for making a report re the Site Inventory to the Carroll City Council. Carolyn Siemann noted that the completion of the Inventory was an action to be proud of as the City Preservation Commission marks its 20th year of reactivation in Carroll. President Barbara Hackfort cited a list of Commission activities and projects over the years. She noted that the Annual Report for the state commission is due in March. John Steffes suggested an idea for an activity would be a scavenger hunt with an historical theme that might gain public attention for the local commission.

President Hackfort and Secretary Baumhover indicated that their current terms on the commission will expire December 31, 2020 and they would not be applying for new terms.

The meeting was adjourned on motion by Vicki Gach, seconded by John Steffes.
The next meeting time and place will be announced.

Respectfully submitted,
Mary Baumhover, Secretary

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