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 25, 2019

TIME OF MEETING: 5:15 P.M.

LOCATION OF MEETING: City Hall Council Chambers

www.cityofcarroll.com

AGENDA

- I. Pledge of Allegiance
- II. Roll Call
- III. Consent Agenda
 - A. Approval of Minutes of the November 11 Meeting
 - B. Approval of Bills and Claims
 - C. Licenses and Permits:

None

- D. Acceptance of Tobacco Settlement Agreements
- E. F.Y. 2020-2021 Budget Schedule and Council Meeting Dates for Calendar Year 2020
- F. Water Distribution Main Replacements 2019
 - 1. Change Order No. 1
- G. Street Resurfacing 2019
 - 1. Change Order No. 1
 - 2. Certificate of Substantial Completion
- H. 2019 Community Development Block Grant (CDBG) Owner Occupied Housing Rehabilitation Grant
 - 1. Subrecipient Agreement with Region XII
 - 2. Technical Services Agreement with Region XII
 - 3. Project Address Approval
- I. Carroll Public Library/Carroll City Hall
 - 1. Change Order No. 8
 - 2. Carroll City Hall Certificate of Substantial Completion
- IV. Oral Requests and Communications from the Audience

V. Ordinances

A. Carroll City Ordinance Chapter 136.03 Amendment – Sidewalk Clearing – 2nd Reading

VI. Resolutions

A. Sixth Amended and Restated Downtown Urban Renewal Internal Loan

VII. Reports

- A. Rental Housing Code
- B. 2019 Annual Planning Session Report
- VIII. Committee Reports
 - IX. Monthly Activity Reports
 - X. Comments from the Mayor
- XI. Comments from the City Council
- XII. Comments from the City Manager
- XIII. Carroll Recreation Center Building Improvements Concept Planning and Feasibility Study Workshop 2019
- XIV. Adjourn

December/January Meetings:

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

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

Airport Commission – December 9, 2019 – 21177 Quail Avenue

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

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

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

Board of Adjustment – January 6, 2020 – City Hall – 627 N Adams Street

Planning and Zoning Commission – January 8, 2020 – City Hall - 627 N Adams Street

City Council – January 13, 2020 – City Hall – 627 N Adams Street

Airport Commission - January 13, 2020 - 21177 Quail Avenue

Library Board of Trustees - January 20, 2020 - City Hall - 627 N Adams Street

Parks, Recreation and Cultural Advisory Board - January 20, 2020 - City Hall - 627 N Adams Street

City Council - January 27, 2020 - City Hall - 627 N Adams Street

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

COUNCIL MEETING

NOVEMBER 11, 2019

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

The Carroll City Council met in regular session on this date at 5:15 p.m. in the Council Chambers, City Hall, 627 N Adams Street. Members present: Misty Boes, LaVern Dirkx, Jerry Fleshner (arrived at 5:29 p.m.), Clay Haley, Mike Kots and Carolyn Siemann. Absent: None. Mayor Eric Jensen presided and City Attorney Dave Bruner was in attendance.

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

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It was moved by Haley, seconded by Kots, to approve the following items on the consent agenda: a) minutes of the October 28 and 29, 2019 Council meetings, as written; b) bills and claims in the amount of \$603,712.55; c) Renewal of Class "C" Beer Permit with Class "B" Native Wine Permit and Sunday Sales – *Kimmes Carroll Country Store 1*, Renewal of Class "C" Beer Permit with Class "B" Native Wine Permit and Sunday Sales – *Kimmes Carroll Country Store 2* and Renewal of Class "C" Liquor License with Outdoor Service – *Ossy's Show Club/Piranha Club*; d) the bid for the Carroll Library Sign Package from Trophies Plus for parts 1, 3 and 4 at their bid price not to exceed \$10,160.76; e) Change Order No. 2 to the Carroll Public Library/Carroll City Hall Audiovisual Package in the amount of \$3,772.00; and f) Change Order No. 1 to the Carroll Public Library Furniture Fixtures and Equipment Package in the amount of \$735.00. On roll call, all present voted aye. Absent: Fleshner. Motion carried.

During the oral requests and communication from the audience, Pat Tigges gave an update on some pillars that will be installed at Kellan's Kingdom in Northeast Park. No Council action taken.

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Mayor Jensen read the Small Business Saturday Proclamation declaring November 30, 2019 as Small Business Saturday in Carroll and urged all residents of Carroll to join the rest of America and do a portion of their holiday shopping at small, locally owned businesses. No Council action taken.

* * * * * * *

An ordinance amending the Code of Ordinances pertaining to provisions of the removal of snow and/or ice accumulations was introduced by Council Member Haley.

It was moved by Haley, seconded by Kots, approve the first reading of said ordinance. On roll call, all present voted aye. Absent: Fleshner. Motion carried.

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Council Member Fleshner arrived at 5:29 p.m.

It was moved by Dirkx, seconded by Haley, to approve Resolution No. 19-81, Authorizing Advancement of Costs for an Urban Renewal Project and Certification of Expenses Incurred by the City for Payment Under Iowa Code Section 403.19 for the redevelopment of the City Apartments property (224 N Main Street). On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Kots, seconded by Fleshner, to approve Resolution No. 19-82, Golf Course Clubhouse Manager Lease and Management Agreement with Brenda Bruggeman for the 2020, 2021 and 2022 golf seasons. On roll call, all present voted aye. Absent: None. Motion carried.

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Council discussed the proposed Rental Housing Code. Margaret Saddoris, Jolene Handlos, Larry Hansman, and Dave Farrell, all landlords in Carroll, addressed Council on this issue. No Council action taken.

It was moved by Haley, seconded by Kots, to accept and authorize the publication of the State Annual Financial Report for the fiscal year ending June 30, 2019. On roll call, all present voted aye. Absent: None. Motion carried.

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It was moved by Kots, seconded by Haley, to accept the Wastewater Treatment Plant Nutrient Reduction Strategy Final Report, prepared by Veenstra & Kimm, Inc., for submittal to the Iowa Department of Natural Resources. On roll call, all present voted aye. Absent: None. Motion carried.

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Council held a work session as a follow-up for the Annual Planning Session. No Council action taken.

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It was moved by Fleshner, seconded by Haley, to adjourn at 6:48 p.m. On roll call, all present voted aye. Absent: None. Motion carried.								
F								
ATTEST:	Eric P. Jensen, Mayor							
ATTEST.								
Laura A. Schaefer, City Clerk								

ACCOUNTS PAYABLE OPEN ITEM REPORT SUMMARY

PAGE: 1 BANK: AP

VENDOR	VENDOR NAME	DESCRIPTION		GROSS AMT	PAYMENTS	CHECK#	CHECK DT -	BALANCE
	O ACCESS SYSTEMS			113.62 113.62				
01-003484	ADAPTIVE AUDIOLOGY SOLUTI	HEARING TESTS	** TOTALS **	315.00 315.00	315.00- 315.00-	116388	11/18/19	0.00
01-001698	3 ADVANCED LASER TECHNOLOGI	TONER CARTRIDGE	** TOTALS **	84.95 84.95	84.95- 84.95-	116400	11/21/19	0.00 0.00
01-003496	6 AKEELHA HARRIS-TATE	MEMBERSHIP REFUND	** TOTALS **	8.00 8.00	0.00	000000	0/00/00	8.00 8.00
	1 AMERICAN SECURITY CABINET		** TOTALS **	89.95 89.95	89.95- 89.95-	116403	11/21/19	0.00 0.00
01-002370 01-002370 01-002370 01-002370 01-002370 01-002370 01-002370 01-002370	O ARNOLD MOTOR SUPPLY	SHOP SUPPLIES SHOP SUPPLIES BATTERIES SUPPLIES SUPPLIES SUPPLIES SUPPLIES SUPPLIES SUPPLIES FUEL TANK	** TOTALS **	14.06 26.76 5.60 8.56 7.92 14.99 142.99 8.99 1,011.99 1,241.86	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	000000 000000 000000 000000 000000 00000	0/00/00 0/00/00 0/00/00 0/00/00 0/00/00 0/00/0	14.06 26.76 5.60 8.56 7.92 14.99 142.99 8.99 1,011.99 1,241.86
01-002539	9 AUTO GRAPHICS PLUS	DECAL REPAIR	** TOTALS **	65.00 65.00	0.00 0.00	000000	0/00/00	65.00 65.00
01-003050 01-003050	AXON ENTERPRISES INC. AXON ENTERPRISES INC.	TASER CARTRIDGES BATTERY PACK	** TOTALS **	1,140.00 130.00 1,270.00	0.00 0.00 0.00	000000	0/00/00 0/00/00	1,140.00 130.00 1,270.00
01-002805	5 BADDING CONSTRUCTION CO.	LIBRARY REMODEL #13	** TOTALS **	167,774.05 167,774.05	0.00 0.00	000000	0/00/00	167,774.05 167,774.05
01-002818 01-002818 01-002818 01-002818 01-002818 01-002818	BAKER AND TAYLOR INC.	BOOKS BOOKS BOOKS BOOKS BOOKS BOOKS BOOKS BOOKS		628.38 659.78 502.83 30.67 519.44 10.25 14.50 10.75	628.38- 659.78- 502.83- 30.67- 519.44- 10.25- 14.50- 10.75-	116405 116405 116405 116405 116405 116405 116405	11/21/19 11/21/19 11/21/19 11/21/19 11/21/19 11/21/19 11/21/19 11/21/19	0.00 0.00 0.00 0.00 0.00 0.00 0.00

UNPAID ITEMS DATES :

ACCOUNTS PAYABLE OPEN ITEM REPORT

11-21-2019 02:37 PM VENDOR SET: 01 City of Carroll REPORTING: PAID, UNPAID, PARTIAL SUMMARY

PAID ITEMS DATES: 11/08/2019 THRU 11/21/2019 11/08/2019 THRU 11/21/2019

11/08/2019 THRU 11/21/2019 11/08/2019 THRU 11/21/2019

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VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHÈCK DT	BALANCE-
01-002818	BAKER AND TAYLOR INC.		7.50 * 2,384.10				
		"" IOIALS	2,304.10	2,304.10		0.400.400	0.00
01-001239	BLUE VALLEY PUBLIC SAFETY	SIREN ** TOTALS *	1,085.00 * 1,085.00	0.00	000000	0/00/00	1,085.00
01-003515	BOMGAARS	SUPPLIES RETURNED SUPPLIES RETURNED EXTENSION POLE SUPPLIES SUPPLIES SUPPLIES HEAT TAPE FOR HYDRANTS SUPPLIES SUPPLIES SUPPLIES SUPPLIES #26 BRINE TANK SUPPLIES SUPPLIES SUPPLIES SUPPLIES SUPPLIES *** TOTALS **	11.99-	0.00	000000	0/00/00	11.99-
01-003515	BOMGAARS	SUPPLIES RETURNED	0.98-	0.00	000000	0/00/00	0.98-
01-003515	BOMGAARS	EXTENSION POLE	39.99	0.00	000000	0/00/00	39.99
01-003515	BOMGAARS	SUPPLIES	71.89	0.00	000000	0/00/00	71.89
01-003515	BOMGAARS	SUPPLIES	140.49	0.00	000000	0/00/00	140.49
01-003515	BOMGAARS	SUPPLIES	14.18	0.00	000000	0/00/00	14.18
01-003515	BOMGAARS	HEAT TAPE FOR HYDRANTS	110.97	0.00	000000	0/00/00	110.97
01-003515	BOMGAARS	SUPPLIES	35.98	0.00	000000	0/00/00	35.98
01-003515	BOMGAARS	SUPPLIES	5.69	0.00	000000	0/00/00	5.69
	BOMGAARS	SUPPLIES	118.76	0.00	000000	0/00/00	118.76
	BOMGAARS	#26 BRINE TANK	130.97	0.00	000000	0/00/00	130.97
	BOMGAARS	SUPPLIES	1.99	0.00	000000	0/00/00	1.99
	BOMGAARS	SUPPLIES	2.99	0.00	000000	0/00/00	2.99
	BOMGAARS	SUPPLIES	7.47	0.00	000000	0/00/00	7.47
01 000010		** TOTALS *	* 668.40	0.00			668.40
01-003687	BROWN SHOE FIT CO.	BOOTS - KLEVER	150.00	0.00	000000	0/00/00	150.00
			150.00 * 150.00				
01-003693	BRUNER & BRUNER	GENERAL WORK	175.50	0.00	000000	0/00/00	175.50
01-003693	BRUNER & BRUNER	POLICE/MAGISTRATE	782.00	0.00	000000	0/00/00	782.00
01-003693	BRUNER & BRUNER	PARKS & RECREATION	54.00	0.00	000000	0/00/00	54.00
01-003693	BRUNER & BRUNER	224 N MAIN ST	135.00	0.00	000000	0/00/00	135.00
01-003693	BRINER & BRINER	TOBACCO ENFORCEMENT	175.50	0.00	000000	0/00/00	175.50
01 005050	DRONEIL & BRONEIL	GENERAL WORK POLICE/MAGISTRATE PARKS & RECREATION 224 N MAIN ST TOBACCO ENFORCEMENT ** TOTALS *	* 1,322.00	0.00			1,322.00
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	339.14	0.00	000000	0/00/00	339.14
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	48.00	0.00	000000	0/00/00	48.00
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	55.00	0.00	000000	0/00/00	55.00
01 001150	OHITHE SHATELE SOLUTION	CLEANING SUPPLIES SUPPLIES SUPPLIES ** TOTALS *	* 442.14	0.00			442.14
	CAROL SCHOEPPNER	SECRETARY CONTRACT	350.00 * 350.00	350.00-	116425	11/21/19	0.00
12 323020	·	** TOTALS *	* 350.00	350.00-			0.00
01-000747	CARROLL AUTO SUPPLY	COIL UNIT #52	58.95 * 58.95	0.00	000000	0/00/00	58.95
01-004132	CARROLL AVIATION INC.	SETON PRODUCTS - TAPE	215.62	215.62-	116413	11/21/19	0.00

ACCOUNTS PAYABLE OPEN ITEM REPORT

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REPORTING: PAID, UNPAID, PARTIAL SUMMARY

PAID ITEMS DATES : 11/08/2019 THRU 11/21/2019 11/08/2019 THRU 11/21/2019 11/08/2019 THRU 11/21/2019

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VENDOR VENDOR NAME	DESCRIPTION		GROSS AMT	PAYMENTS	CHECK# CHECK DT	BALANCE
01-004132 CARROLL AVIATION INC.	CONTRACT	** TOTALS **	6,700.00 6,915.62	6,700.00- 6,915.62-	116413 11/21/19	0.00
01-004133 CARROLL BROADCASTING CO.	RADIO ADS	** TOTALS **	600.00 600.00	0.00 0.00	000000 0/00/00	600.00 600.00
01-002977 CARROLL REFUSE SERVICE	OCTOBER GARBAGE	** TOTALS **	57.00 57.00	57.00- 57.00-	116406 11/21/19	0.00
01-000991 CARUS PHOSPHATE INC.	WATER TREATMENT S	UPPLIES ** TOTALS **	7,998.95 7,998.95	0.00	000000 0/00/00	7,998.95 7,998.95
01-004325 CENTRAL IOWA DISTRIBUTING	G ICE MELT	** TOTALS **	127.00 127.00	0.00	000000 0/00/00	127.00 127.00
01-002998 CENTURYLINK 01-002998 CENTURYLINK	BACK-UP PHONE LIN BACKUP PHONE LINE	** TOTALS **	61.04 152.03 213.07	61.04- 152.03- 213.07-	116386 11/18/19 116407 11/21/19	0.00 0.00 0.00
01-001393 CHAMPION FORD INC.	UNIT #52 REPAIRS	** TOTALS **	687.62 687.62	0.00	000000 0/00/00	687.62 687.62
01-003498 CHRISTOPHER ALLAN NIELSEN	"UNDERSTANDING SP	IRITS" LECTUR ** TOTALS **	303.00 303.00	303.00- 303.00-	116412 11/21/19	0.00
01-002867 CINTAS FIRST AID & SAFETY 01-002867 CINTAS FIRST AID & SAFETY 01-002867 CINTAS FIRST AID & SAFETY	FIRST AID SUPPLIES SAFETY SUPPLIES SAFETY SUPPLIES	** TOTALS **	62.14 97.94 138.28 298.36	0.00 0.00 0.00 0.00	000000 0/00/00 000000 0/00/00 000000 0/00/00	62.14 97.94 138.28 298.36
01-004835 COMMERCIAL SAVINGS BANK 01-004835 COMMERCIAL SAVINGS BANK 01-004835 COMMERCIAL SAVINGS BANK 01-004835 COMMERCIAL SAVINGS BANK	NOV ACH WATER PROF FEDERAL WITHHOLDING FICA WITHHOLDING MEDICARE WITHHOLD	CESSING FEE NGS ING ** TOTALS **	116.70 12,388.93 14,000.24 4,278.22 30,784.09	116.70- 12,388.93- 14,000.24- 4,278.22- 30,784.09-	000000 11/15/19 000642 11/21/19 000642 11/21/19 000642 11/21/19	0.00 0.00 0.00 0.00 0.00
01-003451 COMMUNICATION INNOVATORS 01-003451 COMMUNICATION INNOVATORS 01-003451 COMMUNICATION INNOVATORS 01-003451 COMMUNICATION INNOVATORS						
01-001463 COMMUNITY OF CONCERN						

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

UNPAID ITEMS DATES :

ACCOUNTS PAYABLE OPEN ITEM REPORT SUMMARY

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=====PAYMENT DATES====== =====ITEM DATES====== =====POSTING DATES====== PAID ITEMS DATES : 11/08/2019 THRU 11/21/2019 11/08/2019 THRU 11/21/2019

11/08/2019 THRU 11/21/2019 11/08/2019 THRU 11/21/2019

VENDOR VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK# CHECK DT -	BALANCE
01-000366 COMPUTER & NETWORK SPEC 01-000366 COMPUTER & NETWORK SPEC	COMPUTER - ENGINEER COMPUTER - WWTP ** TOTALS **	1,700.00 1,129.00 2,829.00	0.00 0.00 0.00	000000 0/00/00 000000 0/00/00	1,700.00 1,129.00 2,829.00
01-000911 COMPUTER CONCEPTS OF IOW. 01-000911 COMPUTER CONCEPTS OF IOW.		315.00 480.00 795.00		116397 11/21/19 116397 11/21/19	0.00 0.00 0.00
01-002071 COMPUTER REPAIR & SERVICE	E ANTI-VIRUS ** TOTALS **	77.50 77.50	0.00	000000 0/00/00	77.50 77.50
01-001384 COPY SYSTEMS INC.	FOLDER/INSERTER REPAIRS ** TOTALS **	146.25 146.25	0.00	000000 0/00/00	146.25 146.25
01-001595 COUNSEL OFFICE & DOCUMENT	T COPY MACHINE CONTRACT ** TOTALS **	74.01 74.01	0.00	000000 0/00/00	74.01 74.01
01-005395 D & K PRODUCTS	ICE MELT AND CALCIUM CHLORIDE ** TOTALS **	593.75 593.75	0.00	000000 0/00/00	593.75 593.75
01-001965 DIANE TRACY	SUPPLIES AND TRAVEL EXPENSES ** TOTALS **	219.34 219.34	219.34- 219.34-	116402 11/21/19	0.00 0.00
01-002995 DTC WORLDWIDE 01-002995 DTC WORLDWIDE 01-002995 DTC WORLDWIDE	PRINTER INK RETURNED PRINTER INK PRINTER INK ** TOTALS **	233.80 161.45	0.00	000000 0/00/00 000000 0/00/00 000000 0/00/00	118.50- 233.80 161.45 276.75
01-012590 ECHO ELECTRIC SUPPLY	OUTDOOR PATIO ELECTRICAL ** TOTALS **	258.75 258.75	0.00	000000 0/00/00	258.75 258.75
01-006810 ECOWATER SYSTEMS	COOLER RENT AND WATER ** TOTALS **	97.07 97.07	97.07- 97.07-	116415 11/21/19	0.00
01-007253 ELECTRIC MOTOR SERVICE L	L AHU #1 MOTOR REPAIRS ** TOTALS **	88.65 88.65	0.00	000000 0/00/00	88.65 88.65
01-004185 EMPLOYMENT RESOURCES	OCTOBER CLEANING ** TOTALS **	275.18 275.18	275.18- 275.18-	116414 11/21/19	0.00 0.00
01-008027 FAREWAY STORES	SUPPLIES ** TOTALS **	4.50 4.50	0.00	000000 0/00/00	4.50 4.50

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PAID ITEMS DATES : 11/08/2019 THRU 11/21/2019 UNPAID ITEMS DATES :

VENDOR	VENDOR NAME	DESCRIPTION			GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-008035	FARNER-BOCKEN CO.		** TOTALS	**	649.44 649.44	0.00 0.00	000000	0/00/00	649.44 649.44
01-008050	FASTENAL COMPANY	SUPPLIES	** TOTALS	**	0.84 0.84	0.00	000000	0/00/00	0.84 0.84
01-006860	FELD FIRE EQUIPMENT CO.	EXTINGUISHER INSPECT	TION ** TOTALS	**	15.00 15.00	15.00- 15.00-	116416	11/21/19	0.00 0.00
01-008212	FELDMANN & CO. CPA'S PC	1/3 FY 19 AUDIT SERV			4,800.00 4,800.00	0.00 0.00	000000	0/00/00	4,800.00 4,800.00
01-000633	FILTER CARE	FILTER CLEANING	** TOTALS	**	79.85 79.85	0.00	000000	0/00/00	79.85 79.85
01-000013	FIRE/POLICE RETIREMENT SY	MFPRSI CONTRIBUTIONS	** TOTALS	**	11,976.29 11,976.29	11,976.29- 11,976.29-	000643	11/21/19	0.00
01-002806	FOUNDATION ANALYTICAL LAB		** TOTALS	**	1,079.25 1,079.25	0.00	000000	0/00/00	1,079.25 1,079.25
01-009500	GEHLING WELDING & REPAIR		** TOTALS	**	38.00 38.00	0.00	000000	0/00/00	38.00 38.00
01-002567	GEHLPRO WELDING	SIGNS	** TOTALS	**	92.30 92.30	0.00 0.00	000000	0/00/00	92.30 92.30
01-003408	GREAT AMERICA FINANCIAL S		** TOTALS	**	83.00 83.00	83.00- 83.00-	116410	11/21/19	0.00 0.00
	HACH CHEMICAL COMPANY HACH CHEMICAL COMPANY	LAB SUPPLIES LAB SUPPLIES	** TOTALS	**	113.28 139.00 252.28			0/00/00 0/00/00	113.28 139.00 252.28
01-010680	HAWKINS WATER TREATMENT	WATER TREATMENT SUPP	LIES ** TOTALS	**	443.75 443.75	0.00 0.00	000000	0/00/00	443.75 443.75
01-005410	HERALD PUBLISHING COMPANY	1 YR SUBSCRIPTION	** TOTALS	**	84.00 84.00	0.00	000000	0/00/00	84.00 84.00
01-002965	HOTSY CLEANING SYSTEMS IN		** TOTALS	**	75.00 75.00	0.00	000000	0/00/00	75.00 75.00
01-011831	HY-VEE INC.	PLANNING SESSION			3.50	3.50-	116418	11/21/19	0.00

SUMMARY

ACCOUNTS PAYABLE OPEN ITEM REPORT SUMMARY

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PAID ITEMS DATES : 11/08/2019 THRU 11/21/2019 11/08/2019 THRU 11/21/2019

VENDOR	VENDOR NAME	DESCRIPTION		G	ROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-011831	HY-VEE INC.	COMMUNITY APPRECIATIO	N SNACKS	**		56.59- 60.09-		11/21/19	0.00 0.00
01-012615	IDALS	PESTICIDE LICENSE - P	ROMES * TOTALS	**	15.00 15.00	0.00	000000	0/00/00	15.00 15.00
01-012552	INDUSTRIAL BEARING SUPP.	SUPPLIES *	* TOTALS	**	65.50 65.50	0.00	000000	0/00/00	65.50 65.50
01-012696	IOWA TURFGRASS INSTITUTE		* TOTALS	**	460.00 460.00	460.00- 460.00-		11/18/19	0.00 0.00
01-012706 01-012706 01-012706	IPERS IPERS IPERS	IPERS CONTRIBUTIONS IPERS CONTRIBUTIONS IPERS CONTRIBUTIONS *	* TOTALS		11 25	17,965.36- 11.35- 35.71- 18,012.42-	000644	11/21/19	0.00 0.00 0.00 0.00
01-002291	JASON KIRSCH	RIFLE & FIREARMS RECE	RTIFY * TOTALS	**	168.99 168.99	168.99- 168.99-	116404	11/21/19	0.00 0.00
01-002453	JASON MATTHEW LAMBERTZ	PRODUCTION COSTS *	* TOTALS	**	960.00 960.00	0.00 0.00	000000	0/00/00	960.00 960.00
01-013917 01-013917	JEO CONSULTING GROUP INC. JEO CONSULTING GROUP INC.	2020 STREET RESURFACI 2019 STREAMBED STABIL *	NG IZATION * TOTALS	6· ** 6	4,110.00 425.00 4,535.00	0.00 0.00 0.00	000000 000000	0/00/00 0/00/00	64,110.00 425.00 64,535.00
01-003243	JET'S OUTDOOR POWER AND S		* TOTALS	**	35.85 35.85	0.00 0.00	000000	0/00/00	35.85 35.85
01-003361	JOEL CORTUM	IPRA YOUNG PROFESSION	ALS * TOTALS	**	99.18 99.18	99.18- 99.18-	116409	11/21/19	0.00
01-000994	KABEL BUSINESS SERVICES -	OCT. HRA CHECKS	* TOTALS	1. ** 1	5,908.32 5,908.32	15,908.32- 15,908.32-	000000	11/13/19	0.00 0.00
01-001345	KELTEK INCORPORATED		* TOTALS		861.75 861.75	0.00 0.00	000000	0/00/00	861.75 861.75
01-014815	KEYSTONE LABORATORIES	BACTERIA SAMPLES	* TOTALS	**	178.00 178.00	0.00	000000	0/00/00	178.00 178.00
01-000560	LAURA SCHAEFER	BUDGET WORKSHOP *	* TOTALS	**	61.48 61.48	61.48- 61.48-	116395	11/21/19	0.00

11-21-2019 02:37 PM VENDOR SET: 01 City of Carroll REPORTING: PAID, UNPAID, PARTIAL

ACCOUNTS PAYABLE OPEN ITEM REPORT SUMMARY

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PAID ITEMS DATES : 11/08/2019 THRU 11/21/2019 11/08/2019 THRU 11/21/2019

					•			
VENDOR	VENDOR NAME	DESCRIPTION		GROSS AMT	PAYMENTS	CHECK#	CHECK DT	BALANCE
01-003481	MARCO TECHNOLOGIES LLC	COPIER CONTRACT	** TOTALS **	39.10 39.10	0.00	000000	0/00/00	~ ~
	MASTERCARD MASTERCARD	SUPPLIES AND REGISUPPLIES/CONFERENT APWA FALL CONFERENT		*		116419 116420	11/21/19 11/21/19	39.10 0.00 0.00
1-017133	MASTERCARD	APWA FALL CONFERE	ENCE ** TOTALS **	30.00 1,805.06	289.48- 1,485.58- 30.00- 1,805.06-	116421	11/21/19	0.00 0.00
1-003495	MATTHEW KENNEBECK	ILEA ACADEMY EXPE	ENSES ** TOTALS **	2,912.11 2,912.11	2,912.11- 2,912.11-	116384	11/12/19	0.00 0.00
)1-001640	MIDWEST DATA MANAGEMENT	IT MAINTENANCE	** TOTALS **	90.00 90.00	90.00- 90.00-		11/21/19	0.00
	MIDWEST WHOLESALE MIDWEST WHOLESALE	DOOR REPAIRS DOOR REPAIRS	** TOTALS **	164.85	36.95- 164.85- 201.80-	116422	11/21/19 11/21/19	0.00 0.00 0.00
1-018408 1-018408	NAPA AUTO PARTS NAPA AUTO PARTS NAPA AUTO PARTS NAPA AUTO PARTS	HOSE SUPPLIES SUPPLIES SUPPLIES	** TOTALS **	15.86 105.33 49.43 29.99 200.61	0.00	000000	0/00/00 0/00/00 0/00/00 0/00/00	105.33 49.43
1-003263	NETBANX	OCT. EFT PROCESSI	ING FEES ** TOTALS **		92.64- 92.64-	000000	11/08/19	0.00
1-002824	NICE RINK	ICE RINK LINER RE	CPLACEMENT ** TOTALS **	1,581.90 1,581.90	0.00	000000	0/00/00	1,581.90 1,581.90
1-001069	NORTH CENTRAL CORRECTIONA	224 N MAIN CLEANU	JP ** TOTALS **	45.00 45.00	0.00	000000	0/00/00	45.00 45.00
1-020330	O'REILLY AUTO PARTS	HYDRANT GREASE	** TOTALS **	99.90 99.90	0.00	000000	0/00/00	99.90 99.90
1-002956	OPN ARCHITECTS INC OPN ARCHITECTS INC OPN ARCHITECTS INC	LIBRARY DESIGN SE LIBRARY FFE CITY HALL DESIGN	RVICES SERVICES ** TOTALS **	4,871.88 1,540.34 8,164.36 14,576.58		000000	0/00/00 0/00/00 0/00/00	4,871.88 1,540.34 8,164.36 14,576.58
	OPTIONS INK	SIGNS BUSINESS CARDS &	SUPPLIES	101.70 281.54	101.70-		11/21/19 0/00/00	

11-21-2019 02:37 PM A C C O U N T S P A Y A B L E
VENDOR SET: 01 City of Carroll O P E N I T E M R E P O R T
REPORTING: PAID, UNPAID, PARTIAL S U M M A R Y

PAID ITEMS DATES : 11/08/2019 THRU 11/21/2019 11/08/2019 THRU 11/21/2019

VENDOR ---- VENDOR NAME ---- DESCRIPTION GROSS AMT PAYMENTS CHECK# CHECK DT ----BALANCE---01-020326 OPTIONS INK LAB BOOKS FOR TESTING 256.70 0.00 00000 0/00/00 01-020326 OPTIONS INK FREIGHT BACTERIA SAMPLES 13.22 0.00 00000 0/00/00 ** TOTALS ** 653.16 101.70-256.70 13.22 551.46 01-021050 P & H WHOLESALE INC. SUPPLIES 01-021050 P & H WHOLESALE INC. SUPPLIES 53.69 53.69 ** TOTALS ** 107.38 0.00 000000 0/00/00 0.00 000000 0/00/00 53.69 53 - 69 0.00 107.38 01-002985 PAUL KERSEY GRADE 3 CERTIFICATE FEE 01-001949 PERFORMANCE TIRE & SERVIC 4 TRACTOR TIRES 3,000.00 3,000.00- 116401 11/21/19 0.00 01-001949 PERFORMANCE TIRE & SERVIC VEHICLE TOWING 150.00 0.00 000000 0/00/00 150.00 ** TOTALS ** 3,150.00 3,000.00- 150.00 01-000169 PERRY JOHNSON SEPTEMBER INSPECTIONS MILEAGE 145.58 0.00 000000 0/00/00 145.58 01-000169 PERRY JOHNSON OCTOBER INSPECTIONS - MILEAGE 149.64 0.00 000000 0/00/00 149.64 ** TOTALS ** 295.22 0.00 295.22 75.00 0.00 000000 0/00/00 75.00 ** TOTALS ** 75.00 0.00 0.00 75.00 01-002938 PHOTOGRAPHY BY FISCUS ADVERTISING PICTURE TAL 180.00 180.00- 116398 11/21/19 ** TOTALS ** 180.00 180.00-01-001490 PITNEY BOWES/PURCHASE POW POSTAGE METER RENTAL 0.00 0.00 R METHODS 720.00 720.00 116396 11/21/19 720.00 720.00-01-000625 PRODUCTIVITY PLUS ACCOUNT RENTAL EQUIPMENT AIR METHODS 0.00 01-001136 R & R SEPTIC SERVICE INC SEPTIC FILTER CLEANING 45.00 0.00 00000 0/00/00 45.00 ** TOTALS ** 45.00 0.00 0.00 45.00 SERVICE 1,160.57 1,160.57 1,160.57 1,160.57 1,160.57 01-009870 RACCOON VALLEY ELECTRIC C OCTOBER ELECTRIC SERVICE 0.00 0.00 200.77 200.77 200.77- 116408 11/21/19 200.77-0.00 01-003094 RACHEL VAN ERDEWYK MAKERSPACE DEMO/INFO GATHERING ** TOTALS ** 0.00 35.99 35.99-116394 11/21/19 ** TOTALS ** 35.99 35.99-0.00 01-000326 RECORDED BOOKS LLC AUDIO BOOKS 0.00 50.00 0.00 000000 0/00/00 50.00 ** TOTALS ** 50.00 0.00 50.00 01-023815 REGION XII COG HOUSING SUMMIT 220.00 0.00 000000 0/00/00 220.00 01-002987 RIESBERG AUDIO AND DETAIL HEADLIGHT REPAIRS

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ACCOUNTS PAYABLE OPEN ITEM REPORT SUMMARY

PAID ITEMS DATES : 11/08/2019 THRU 11/21/2019 11/08/2019 THRU 11/21/2019

VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK# CHECK DT	BALANCE
		** TOTALS **	220.00	0.00		220.00
	5 ROZANNE SWARTZENDRUBER				000000 0/00/00 000000 0/00/00	
01-024630	RUTTEN'S VACUUM CENTER RUTTEN'S VACUUM CENTER RUTTEN'S VACUUM CENTER	VACUUM BAGS VACCUM REPAIRS VACCUM PARTS ** TOTALS **	35.98 139.95 117.92 293.85	35.98- 139.95- 117.92- 293.85-	116424 11/21/19 116424 11/21/19 116424 11/21/19	0.00 0.00 0.00 0.00
	SCHECK'S PLUMBING & HTG.	WATER LINE REPLACEMENT ** TOTALS **	3,500.00 3,500.00	0.00	000000 0/00/00	3,500.00 3,500.00
01-000155 01-000155	SHIVE HATTERY INC	2019 CARROLL TRAILS #8 YOUTH SPORTS COMPLEX LIGHTING ** TOTALS **	2,010.12 10,200.00 12,210.12	0.00 0.00 0.00	000000 0/00/00 000000 0/00/00	2,010.12 10,200.00 12,210.12
01-003497	7 SIEMANN LAW FIRM	ENG. REQUESTS 5 YR FAA PROJECT ** TOTALS **	52.51 52.51	52.51- 52.51-	116411 11/21/19	0.00
01-003057	SIMMERING-CORY & IOWA COL	CITY CODE WEB HOSTING ** TOTALS **	450.00 450.00	0.00	000000 0/00/00	450.00 450.00
01-025874	STERICYCLE INC				000000 0/00/00	
01-025880 01-025880 01-025880 01-025880 01-025880 01-025880 01-025880 01-025880	STONE PRINTING CO.	SUPPLIES OFFICE SUPPLIES SUPPLIES OFFICE SUPPLIES SUPPLIES SUPPLIES SUPPLIES SUPPLIES BREAKFAST WITH SANTA SUPPLIES OFFICE SUPPLIES ** TOTALS **	8.99 156.61	0.00 69.52-	116426 11/21/19 116426 11/21/19 000000 0/00/00 116426 11/21/19 000000 0/00/00 116426 11/21/19 000000 0/00/00 116426 11/21/19 000000 0/00/00 000000 0/00/00	8.99 87.09
01-025935	SUBWAY	EMPLOYEE RECOGNITION			000000 0/00/00	

11-21-2019 02:37 PM VENDOR SET: 01 City of Carroll REPORTING: PAID, UNPAID, PARTIAL

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	=====PAYMENT DATES=====	======ITEM DATES======	=====POSTING DATES=====
PAID ITEMS DATES :	11/08/2019 THRU 11/21/2019	11/08/2019 THRU 11/21/2019	11/08/2019 THRU 11/21/2019
PARTIALLY ITEMS DATES:	11/08/2019 THRU 11/21/2019	11/08/2019 THRU 11/21/2019	11/08/2019 THRU 11/21/2019
UNPAID ITEMS DATES :		11/08/2019 THRU 11/21/2019	11/08/2019 THRU 11/21/2019

VENDOR	VENDOR NAME	DESCRIPTION	GROSS AMT	PAYMENTS CHECK# CHECK DT	BALANCE
01-027060) TREASURER OF IOWA	OCT. SALES TAX ** TOTALS **	3,232.00 3,232.00	3,232.00- 000000 11/20/19 3,232.00-	0.00
	3 UNITED PARCEL SERVICE 3 UNITED PARCEL SERVICE	FREIGHT W/E 11/2/2019 FREIGHT W/E 11/9/2019 ** TOTALS **	97.15 86.78 183.93	97.15- 116385 11/12/19 86.78- 116390 11/18/19 183.93-	0.00 0.00 0.00
01-002599	UNITED RENTALS (NORTH AME	SAFETY SUPPLIES ** TOTALS **	74.00 74.00	0.00 000000 0/00/00 0.00	74.00 74.00
01-029020) VINCHATTLE ENTERPRISES IN	AERATION BLDG CONTROL PROJ. ** TOTALS **	4,595.00 4,595.00	0.00 000000 0/00/00 0.00	4,595.00 4,595.00
01-030120 01-030120) WAL-MART STORE #01-1787) WAL-MART STORE #01-1787) WAL-MART STORE #01-1787) WAL-MART STORE #01-1787	HALLOWEEN SUPPLIES SPEAKERS SUPPLIES SUPPLIES ** TOTALS **	15.93 99.00 52.95 53.03 220.91	0.00 000000 0/00/00 0.00 000000 0/00/00 0.00 000000 0/00/00 0.00 000000 0/00/00	15.93 99.00 52.95 53.03 220.91
01-003377	7 WELLMARK BLUE CROSS/BLUE	DEC. HEALTH INSURANCE PREMIUMS ** TOTALS **	38,061.35 38,061.35	38,061.35- 116387 11/18/19 38,061.35-	0.00 0.00
	5 WITTROCK MOTOR CO. 5 WITTROCK MOTOR CO.	OCTOBER CAR RENTAL #19 FENDER REPAIRS ** TOTALS **	349.00 706.56 1,055.56	349.00- 116427 11/21/19 0.00 000000 0/00/00 349.00-	0.00 706.56 706.56

* Payroll Expense

154,455.86

11-21-2	2019	02:37	PM		
VENDOR	SET:	: 01	City	of	Carroll
REPORT1	ING:	PAID,	UNPA	AID.	PARTIA

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

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	=====PAYMENT DATES=====
PAID ITEMS DATES :	11/08/2019 THRU 11/21/2019
PARTIALLY ITEMS DATES:	11/08/2019 THRU 11/21/2019
UNPAID ITEMS DATES :	

REPORT TOTALS

	GROSS	PAYMENTS	BALANCE
PAID ITEMS PARTIALLY PAID UNPAID ITEMS VOID ITEMS	297,006.80 0.00 346,938.01 0.00	297,006.80CR 0.00 0.00 0.00	0.00 0.00 346,938.01 0.00
** TOTALS **	643,944.81	297,006.80CR	346,938.01

UNPAID RECAP

UNPAID INVOICE TOTALS	347,069.48
UNPAID DEBIT MEMO TOTALS	0.00
UNAPPLIED CREDIT MEMO TOTALS	131.47CR
** UNPAID TOTALS **	346,938.01

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VENDOR	SET:	01	City	of	Carroll
REPORT:	ING:	PAID,	UNPA	AID,	, PARTIAL

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	=====PAYMENT DATES=====	======ITEM DATES======	=====POSTING DATES=====
PAID ITEMS DATES :	11/08/2019 THRU 11/21/2019	11/08/2019 THRU 11/21/2019	11/08/2019 THRU 11/21/2019
PARTIALLY ITEMS DATES:	11/08/2019 THRU 11/21/2019	11/08/2019 THRU 11/21/2019	11/08/2019 THRU 11/21/2019
UNPAID ITEMS DATES :		11/08/2019 THRU 11/21/2019	11/08/2019 THRU 11/21/2019

FUND TOTALS

001	GENERAL FUND	98,668.54
010	HOTEL/MOTEL TAX	102.74
110	ROAD USE TAX FUND	5,717.04
178	CRIME PREV/SPEC PROJECTS	175.50
304	C.P. STREETS	64,110.00
311	C.PPARKS & RECREATION	12,210.12
315	LIBRARY/CITY HALL REMODEL	220,247.63
600	WATER UTILITY FUND	16,982.37
602	WATER UTILITY CAP. IMP.	3,500.00
610	SEWER UTILITY FUND	13,380.34
621	STORM WATER CAP. IMP.	425.00
850	MEDICAL INSURANCE FUND	53,969.67
	* PAYROLL EXPENSE	154,455.86

GRAND TOTAL 643,944.81

BRUNER, BRUNER, REINHART & MORTON, LLP ATTORNEYS AT LAW

Barry T. Bruner David S. Bruner Eric D. Reinhart Jessica L. Morton 225. E. 7th Street CARROLL, IOWA 51401-0863 Telephone (712) 792-3480 Fax (712) 792-6981 www.brunerlegal.com

Robert S. Bruner (1913-2006) Robert F. Feilmeyer (retired)

MEMO

TO:

Mayor Jensen, City Council and Manager

FROM:

David S. Bruner, City Attorney

DATE:

November 12, 2019

RE:

Acceptance of tobacco Settlement Agreements

BACKGROUND

On June 1, 2019, tobacco retailer compliance checks by the Carroll Police Department resulted in a citation being issued to an employee of Carroll Municipal Golf Course for providing tobacco to a minor. In accordance with State law, the City must pursue a civil penalty against the tobacco permit holder. The civil penalty for a first offense is \$300 for Carroll Municipal Golf Course.

The above retailer has made its payment of the civil penalty and submitted their Settlement Agreement.

RECOMMENDATION

Motion authorizing the Mayor to execute the Order accepting the Settlement Agreement from the above retailer for violation of the State's tobacco law.

m:\janet\word\dsb\1850.11\ltrs-19\council111219-muni

BEFORE THE CARROLL CITY COUNCIL

In Re: Carroll Municipal Golf Course Golf Services LLC 2266 N West Street Carroll, IA 51401	ORDER ACCEPTING AGREEMENT (FIRST VIOLATION)
Carroll City Council approves the attached Atthe City of Carroll.	2019, in lieu of a public hearing on the matter, the Agreement between the above captioned permittee and uncil FINDS that the above captioned permittee has
remitted to the City of Carroll a civil penal. This violation dated June 1, 2019, will coun pursuant to <u>Iowa Code</u> Section 453A.22(2)(4)	ty in the amount of three hundred dollars (\$300.00). t as a first violation of <u>Iowa Code</u> Section 453A.2(1), a).
IT IS THEREFORE ORDERED that Eric P. Jensen, Mayor ATTEST:	t the judgment in this matter is hereby satisfied.
Laura A. Schaefer, City Clerk cc: Connie M. Larson Assistant Iowa Attorney General	

Hoover Building

Des Moines, IA 50319

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO:

Mike Pogge-Weaver, City Manager

FROM:

Laura A. Schaefer, Finance Director/City Clerk

DATE:

November 19, 2019

SUBJECT:

F. Y. 2020-2021 Budget Schedule and Council Meeting Dates for Calendar Year 2020

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

Also, Senate File 634 (SF634) passed this last legislative session, added a new requirement for an additional notice and public hearing on the maximum amount of property tax to be certified for the upcoming budget. Council attendance will be very important on March 9 and March 23 for the public hearings. Staff requests Council members review their schedules and let staff know if they have any conflicts on either of those dates.

The following is a proposed schedule for FY 2020-2021 budget review and adoption:

January 13	Deliver proposed budget books to Mayor and Council
January 20	Budget Work Session #1 – 5:15PM (food provided)
January 22	Budget Work Session #2 – 5:15PM
February 3	Budget Work Session #3 – 5:15PM
February 5	Budget Work Session #4 – 5:15PM (if needed)
February 24	Regular Council Meeting – Set Public Hearing for Maximum Property Tax
March 9	Regular Council Meeting - Public Hearing for Maximum Property Tax
March 9	Regular Council Meeting - Set Public Hearing for FY 2021 Budget
March 23	Regular Council Meeting - Public Hearing/Adopt FY 2021 Budget
March 31	Last day to certify budget to County Auditor

In addition, there are two conflicts with the regularly scheduled Council meetings. Monday, January 27, 2020 is the annual Carroll Chamber of Commerce banquet and Monday, May 25, 2020 is the Memorial Day holiday. It is recommended to move these Council meetings to the following day.

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

RECOMMENDATION: Council approval of the F.Y. 2020-2021 Budget Schedule and changing the Monday, January 27, 2020 Council meeting to Tuesday, January 28, 2020 and changing the Monday, May 25, 2020 Council meeting to Tuesday, May 26, 2020.

City of Carroll Meeting Calander 2020

	January					
Su	Мо	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30	31	

April							
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19	20	21	22	23	24	25	
26	27	28	29	30			

			July			
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October						
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February						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29

May						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

	August					
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						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

	March					
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

			Se	ptem	ber		
S	u	Мо	Tu	We	Th	Fr	Sa
			1	2	3	4	5
	6	7	8	9	10	11	12
:	13	14	15	16	17	18	19
7	20	21	22	23	24	25	26
2	27	28	29	30			

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

City Council Meeting

City Council Budget Workshop

City Holiday (Offices Closed All Day)

City Holiday (Offices Closed at 12:00 PM)

Chamber Banquet

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Mike Pogge-Weaver, City Manager

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

DATE: November 20, 2019

SUBJECT: Water Distribution Main Replacements - 2019

Change Order No. 1

During construction of the Water Distribution Main Replacements project, two items of work were encountered that were not included in the Contract and were determined necessary to complete. The items of work and costs are included in the attached Change Order No. 1 and summarized as:

Installation of a 16" x 16" x 6" Tee	\$4,000.00
Installation of a 16" x 3/4" Tap	\$ 450.00
Total	\$4,450.00

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

Original Contract Price	\$321,746.00
Proposed Change Order No. 1	\$4,450.00
Contract Price w/Change Order	\$326,196.00

The proposed Change Order includes a 28-day extension to the substantial completion date. The extension is recommended due to Water Storage Tower Rehabilitation coordination.

RECOMMENDATION: Mayor and City Council consideration of approval of Change Order No. 1 to the Water Distribution Main Replacements – 2019 project Contract in the amount of \$4,450.00.

RMK:ds

attachments (2)

CHANGE ORDER NO. 1

PROJECT:

WATER DISTRIBUTION MAIN REPLACEMENTS - 2019

OWNER:

City of Carroll

CONTRACTOR: King Contracting LLC d/b/a King Construction

ENGINEER:

JEO Consulting Group, Inc.

DATE OF ISSUANCE:

November 20, 2019

EFFECTIVE DATE:

OWNER'S Contract No.: Resolution #19-53

November 25, 2019

You are directed to make the following changes in the Contract Documents:

Description:

See Attachment A

Reason for Change Order:

See Attachment A

Attachments:

Attachment A

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: \$ 321,746.00	Original Contract Times: Substantial Completion: September 30, 2019
Net Increase (Decrease) from previous Change Orders No to: \$ 0.00	Net change from previous Change Orders No to No: Substantial Completion: None
Contract Price prior to this Change Order: \$ 321,746.00	Contract Times prior to this Change Order: Substantial Completion: September 30, 2019
Net Increase (Decrease) of this Change Order: \$ 4,450.00	Net increase (decrease) this Change Order: Substantial Completion: 28 days
Contract Price with all approved Change Orders: \$ 326,196.00	Contract Times with all approved Change Orders: Substantial Completion: October 28, 2019
ADDOLUM	ACCEPTED

RECOMMENDED:	AFFROVED;	ACCEPTED:
City of Carroll	City of Carroll	King Contracting LLC, d/b/a King Construction
Ву:	Ву:	Ву
Randall M. Krauel, City Engineer	Eric P. Jensen, Mayor	(Authorized Signature)
Date: November 20, 2019	Date: November 25, 2019	Date:

WATER DISTRIBUTION MAIN REPLACEMENTS - 2019

CHANGE ORDER NO. 1 ATTACHMENT A

Description:

CO1.1 Furnish and install 16" x 16" x 6" Tee.

CO1.2 Furnish and install 16" x 3/4" Tap.

Reason for Change Order:

CO1.1 Connection to Water Tower drain pipe.

CO1.2 Connection for Water Tower level sensor.

Cost:

Item <u>No.</u>	<u>Description</u>	<u>Unit</u>	Estimated Quantity	Unit <u>Price</u>	Amount
CO1.1 CO1.2	16" x 16" x 6" Tee 16" x 3/4" Tap	Ea. Ea.	1 1	\$4,000.00 \$450.00	\$4,000.00 \$ 450.00
Total Cha	nge Order No. 1				\$4,450.00

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Mike Pogge-Weaver, City Manager W

FROM: Randall M. Krauel, Director of Public Works

DATE: November 20, 2019

SUBJECT: Street Resurfacing - 2019

Change Order No. 1

During construction of the Street Resurfacing project two items of work were encountered that were not in the Contract and were determined necessary to complete. The items of work and costs are detailed in the attached proposed Change Order No. 1 and summarized as follows:

Sanitary Sewer Manhole

External Drop Connection

Flaggers

Total

\$1,700.00

\$6,300.00

\$8,000.00

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

Original Contract Price \$928,994.54
Proposed Change Order No. 1 \$8,000.00
Contract Price w/Change Order \$936,994.54

RECOMMENDATION: Mayor and City Council consideration of approval of Change Order No. 1 to the Street Resurfacing – 2019 project Contract in the amount of \$8,000.00

RMK:ds

attachments (2)

CHANGE ORDER NO. 1

PROJECT:

STREET RESURFACING - 2019

OWNER:

City of Carroll

CONTRACTOR: Ten Point Construction Co., Inc. ENGINEER: JEO Consulting Group, Inc.

DATE OF ISSUANCE:

November 20, 2019

EFFECTIVE DATE:

OWNER'S Contract No.: Resolution #19-25

November 25, 2019

You are directed to make the following changes in the Contract Documents:

Description:

See Attachment A

Reason for Change Order:

See Attachment A

Attachments:

Attachment A

CHANGE IN CONTRACT PRICE:		CHANGE IN C
Original Contract Price: \$ 928,994.54		Original Contract Times: Fully Complete Seeding Substantially Complete Pr
Net Increase (Decrease) from previous Change Orders No to: \$ 0.00		Net change from previous Change No: Fully Complete Seeding Substantially Complete Pr
Contract Price prior to this Change Order:		Contract Times prior to this Chan Fully Complete Seeding Substantially Complete Pr
Net Increase (Decrease) of this Change Order: \$ 8,000.00		Net increase (decrease) this Chang Fully Complete Seeding Substantially Complete P
Contract Price with all approved Change Orders: \$ 936,994.54		Contract Times with all approved Fully Complete Seeding Substantially Complete P
DECOMMENIDED:	ADDROVED	

CHANGE IN CONTRACT TIMES:			
Original Contract Times:			
Fully Complete Seeding Substantially Complete Project	September 30, 2019 September 30, 2019		
Net change from previous Change Orders No to			
No: Fully Complete Seeding	None		
Substantially Complete Project	None		
,			
Contract Times prior to this Change Order:			
Fully Complete Seeding	September 30, 2019		
Substantially Complete Project	September 30, 2019		
,			
Net increase (decrease) this Change Order:			
Fully Complete Seeding	September 30, 2019		
Substantially Complete Project	September 30, 2019		
Contract Times with all approved Change Orders:			
Fully Complete Seeding	September 30, 2019		
Substantially Complete Project	September 30, 2019		

Date: November 20, 2019	Date: November 25, 2019	Date:
By:Randall M. Krauel, City Engineer	By:Eric P. Jensen, Mayor	By:(Authorized Signature)
City of Carroll	City of Carroll	Ten Point Construction Co., Inc.
RECOMMENDED:	APPROVED:	ACCEPTED:

STREET RESURFACING - 2019

CHANGE ORDER NO. 1 ATTACHMENT A

Description:

CO1.1 Sanitary sewer manhole external drop connection.

CO1.2 Flaggers

Reason for Change Order:

- CO1.1 Existing drop connection on a sanitary sewer manhole to be adjusted required reconstruction.
- CO1.2 Traffic control flaggers required on Grant Road portion of resurfacing that was added to project.

Cost:

Item <u>No.</u>	Description	<u>Unit</u>	Estimated Quantity	Unit <u>Price</u>	Amount
CO1.1 CO1.2	Manhole Drop Connection Flaggers	Ea. Ea.	1 4	\$6,300.00 \$425.00 _	\$6,300.00 \$1,700.00
Total Change Order No. 1					\$8,000.00

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Mike Pogge-Weaver, City Manager WSP

FROM: Randall M. Krauel, Director of Public Works PMK

DATE: November 20, 2019

SUBJECT: Street Resurfacing - 2019

Certificate of Substantial Completion

The contractor, Ten Point Construction Co., Inc., has substantially completed the Street Resurfacing – 2019 project. The Hot Mix Asphalt resurfacing and Portland Cement Concrete work were completed on May 30, 2019.

Pursuant to Iowa Code Section 573.28, Ten Point Construction Co., Inc. is requesting early release of retained funds. There is labor and materials yet to be provided on the project. Payment for labor and materials yet to be provided will be withheld from release pursuant to Section 573.28. The total amount of retainage to be withheld from early release is \$4,000.00.

A site punch list of items to be completed or corrected will be prepared. The Certificate includes that the site punch list will be completed by May 30, 2020.

RECOMMENDATION: Mayor and City Council consideration of acceptance of the Certificate of Substantial Completion and approval of payment to Ten Point Construction Co., Inc. in the amount of \$56,565.01 for the Street Resurfacing – 2019 project.

RMK:ds

attachment

CITY OF	CARROLL				
	CERTIFICATE OF SUBSTANTIAL COMPLETION				
PROJECT: OWNER: CONTRACTOR: ENGINEER:	STREET RESURFACING - 2019 City of Carroll, Iowa OWNER'S Contract No.: Resolution #19-2 Ten Point Construction Co., Inc. JEO Consulting Group, Inc.				
DATE OF SUBSTA	ANTIAL COMPLETION: May 30, 2019				
To: And To: The Work to which and ENGINEER, a Documents. A site punch list of failure to include an accordance with the CONTRACTOR by The responsibilities insurance and warrance and warrance.	City of Carroll, Iowa Ten Point Construction Co., Inc. this Certificate applies has been inspected by authorized representatives of OWNER, CONTRACTOR, and that Work is hereby declared to be substantially complete in accordance with the Contract items to be completed or corrected is attached hereto. This list may not be all-inclusive, and the attem in it does not alter the responsibility of CONTRACTOR to complete all the Work in a Contract Documents. The items in the site punch list shall be completed or corrected by y May 30, 2020. Between OWNER and CONTRACTOR for security, operation, safety, maintenance, heat, utilities, anties and guarantees shall be as follows: See Specifications.				
This certificate does it a release of CON	s not constitute an acceptance of Work not in accordance with the Contract Documents nor is TRACTOR's obligation to complete the Work in accordance with the Contract Documents.				
City of Carroll, Iow By:	Randall M. Krauel, City Engineer				
Ten Point Construc	ccepts this Certificate of Substantial Completion on: (Date)				

Ten Point Construction Co., Inc.

By:

(Authorized Signature)

OWNER accepts this Certificate of Substantial Completion on November 25, 2019.

City of Carroll, Iowa

By:

Eric P. Jensen, Mayor

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO:

Mike Pogge-Weaver, City Manager

FROM:

Laura A. Schaefer, Finance Director/City Clerk

DATE:

November 21, 2019

SUBJECT:

2019 Community Development Block Grant (CDBG) Owner Occupied

Housing Rehabilitation Grant

1. Subrecipient Agreement with Region XII

2. Technical Services Agreement with Region XII

3. Project Address Approval

At the August 26, 2019 Council meeting, Council entered into a contract with the Iowa Economic Development Authority (IEDA) for a Community Development Block Grant (CDBG) in the amount of \$210,500 with a city match of \$10,000 to rehabilitate a minimum of five (5) properties. On September 9, 2019 Council entered into an agreement with Region XII to provide assistance in maintaining the files as required by IEDA, assist with the rehabilitation of a minimum of five (5) properties, complete the reimbursement requests, and prepare the required performance reports.

As this process continues, Region XII has provided two more agreements for Council approval. One is a subrecipient agreement. Region XII will administer/pay for the construction/rehabilitation costs then the city will reimburse Region XII for these costs from the grant funds the City will receive from IEDA.

The other agreement is for technical services. On April 22, 2019, Council approved Region XII as the technical services provider. That step was completed as part of the grant application process and now needs to be formalized. Basically, Region XII will be in charge of securing the contractors and ensuring the projects are completed to the requirements of the grant. This is covered by grant funding.

And finally, Council needs to approve the properties to be rehabilitated by this grant. Region XII has reviewed and approved four properties for income eligibility per the grant guidelines. Upon Council approval of the properties, more site-specific requirements will be reviewed. The grant allows for a minimum of five projects. A fifth project will be identified soon.

RECOMMENDATION: Council consideration and approval of the following:

- 1. Resolution Approving a Subrecipient Agreement with Region XII for the Iowa Economic Development Authority Housing Grant Contract #19-HSG-002
- 2. Resolution Approving a Technical Services Agreement with Region XII for the Iowa Economic Development Authority Housing Grant Contract #19-HSG-002
- 3. Approve the following properties for rehabilitation: 114 S. Court Street, 108 S. Carroll Street, 121 S. Court Street, and 319 E. 2nd Street

|--|--|

A RESOLUTION APPROVING A SUBRECIPIENT AGREEMENT WITH REGION XII FOR THE IOWA ECONOMIC DEVELOPMENT AUTHORITY HOUSING GRANT CONTRACT #19-HSG-002

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

WHEREAS, a subrecipient agreement with Region XII for administration of the Iowa Economic Development Authority Housing Grant Contract #19-HSG-002 is attached hereto as Exhibit "A"; and

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

NOW, THEREFORE, BE IT RESOLVED that the subrecipient agreement with Region XII for the administration of the Iowa Economic Development Authority Housing Grant #19-HSG-002 attached as Exhibit "A", be authorized and accepted.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 25th day of November, 2019.

CITY COUNCIL OF THE CITY OF CARROLL, IOWA

	By:	
	Eric P. Jensen, Mayor	
ATTEST:		
By:		
Laura A. Schaefer, City Clerk		

CITY OF CARROLL - REGION XII COG SUBRECIPIENT AGREEMENT

for

IOWA ECONOMIC DEVELOPMENT AUTHORITY CONTRACT #19-HSG-002

THIS CONTRACT, made and entered into by and between the City of Carroll, Iowa, (hereinafter called "the City") and Region XII Council of Governments, Inc., (hereinafter called "the Subrecipient") WITNESSETH THAT:

WHEREAS, the City has applied to the Iowa Economic Development Authority (IEDA) for Federal funds from the U.S. Department of Housing and Urban Development pursuant to the Community Development Block Grant Program, as amended and Chapter 25 of the Iowa Administrative Code to carry out performance targets as described in contract #19-HSG-002;

WHEREAS, the City has been awarded a grant from IEDA as aforesaid in the amount of \$210,500 subject to the condition that the City provide a local matching contribution in the amount of \$10,500 in the form of cash; and,

WHEREAS, the parties hereto have agreed to the terms and conditions as hereafter stated:

- **Section 1.** Funds. The City shall provide the sum of \$175,500 to the Subrecipient. All of these funds will be spent for housing rehabilitation assistance and other eligible expenses in accordance with IEDA contract #19-HSG-002. Non-cash local match incentives required per the IEDA contract will be provided or assured by the City. The Subrecipient will provide documentation of expenditures for each billing.
- **Section 2.** Construction Contracts and Services. The Subrecipient shall, for the purpose of constructing any portion of the aforesaid proposed project, proceed to engage the services of an architect/engineer when necessary and determined to be timely in the project schedule, adopt plans and specifications, and award construction contracts in accordance with the laws and regulations of the State of lowa and the United States and provisions in the program guidelines as adopted by the City's housing committee.
- **Section 3.** <u>Administration</u>. The administration of IEDA contract #19-HSG-002 is provided under a separate contract and is not part of this agreement.
- **Section 4.** <u>Property Ownership.</u> Any and all improvements or property, real or personal, constructed, installed, or acquired pursuant to this contract shall be and remain the property of program beneficiaries through loan and grant agreements. The Subrecipient shall obtain appropriate mortgages.
- **Section 5.** <u>Proposed Project</u>. The Subrecipient shall grant access to their building premises and their respective program records for the City and its contractors to perform such required functions consistent with the grant contract as the City shall deem appropriate.

Section 6. Excess Cost. It is agreed that if the amount of the lowest responsible bids received for construction, renovation, and equipment purchase in the aforesaid program, plus the estimated cost of professional services and a reasonable reserve for contingencies exceeds the balance of grant funds and local funds committed to as stated in Section 1 of this agreement, all bids shall be rejected and the project redesigned so as to keep the maximum cost of the project at less than the balance of grant and local funds. The Subrecipient may offer additional loans or grants from other funds to which it has access to facilitate the completion of projects when funds in Section 1 are not sufficient.

Section 7. <u>Mutual Indemnification</u>. The Subrecipient shall hold the City, its officers and employees, harmless from any and all claims losses, damages or liability whatsoever resulting from or arising out of this contract or the project to which it pertains. The City will defend, indemnify and hold harmless the Subrecipient and its officers, commissioners and employees from liability and claims for damages because of bodily injury, death, property damage, sickness, disease or loss and expense arising from any actions under this contract.

Section 8. <u>Unallowable Costs</u>. If the City determines at any time, whether through monitoring, audit, closeout procedures or by other means or process that the Subrecipient has expended funds which are unallowable, the Subrecipient will be notified of the questioned costs and given an opportunity to justify questioned costs prior to the City. If it is the City's final determination that costs previously paid by the the City are unallowable under the terms of the Agreement, the expenditures will be disallowed and the Subrecipient shall repay to the City any and all disallowed costs that the City must repay to IEDA.

Section 9. <u>Miscellaneous</u>. Neither party to this contract shall assign its rights and obligations hereunder without the prior written authorization of the other party. This contract shall be governed by the laws of the State of lowa. In the event any provision of this contract shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof. The terms and conditions of this contract may be amended only by written instrument executed by both parties and, when necessary, with the concurrence of the State of lowa, Economic Development Authority. Such amendments include any deviation from the grantee program schedule, or other terms and conditions provided for by the IEDA contract #19-HSG-002 which is by this reference incorporated herein and made a part hereof of this agreement.

Section 10. Federal Laws. By virtue of the Federal funding provided for under this agreement, the parties hereto shall be bound by and adhere to all applicable Federal laws, rules, policies, orders and directions, including by way of specification but not limited to the following:

- A. The requirements of Title VIII of the Civil Rights Act of 1968, 42 U.S.C. 3601-19 and implementing regulations; Executive Order 11063, as amended by Presidential Executive Order 12259; Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d-1), and the Americans with Disabilities Act, as applicable (P.L. 101-336, 42 U.S.C. 12101-12213) and related Civil Rights and Equal Opportunity statutes; Section 109, Title I of the Housing and Community Development Act of 1974, as amended; and, regulations which supplement these laws and orders.
- B. The prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and the prohibitions against discrimination against handicapped individuals under Section 504 of the Rehabilitation Act of 1973 (24 U.S.C. 794).
- C. The requirements of Executive Order 11246, as amended by Presidential Executive Order 11375 and the regulations issued under the Order at 41 CFR Chapter 60.

- D. The requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3).
 - The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
 - 2. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
 - 3. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
 - 4. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
 - 5. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom
 - 6. the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
 - 7. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
 - 8. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).
- E. The requirements of Executive Orders 11625, 12432, and 12138. Consistent with responsibilities under these Orders, the provider must make efforts to encourage the use of minority- and women-owned business enterprises in connection with activities funded under this part.

- F. The maintenance of books, records, documents and other such evidence pertaining to all costs and expenses incurred and revenues received under this contract/subagreement to the extend and in such detail as will properly reflect all costs, direct and indirect, of labor, materials, and equipment, supplies, services, and other costs and expenses of whatever nature, for which payment is claimed under their contract/subagreement as specified in 261- -Chapter 23, lowa Administrative Code and OMB Circular A-102.
- G. At any time during normal business hours and as frequently as deemed necessary, the parties heretofore shall make available to the lowa Economic Development Authority, the State Auditor, the General Accounting Office, and the Department of Housing and Urban Development, for their examination, all of its records pertaining to all matters covered by this contract/subagreement and permit these agencies to audit, examine, make excerpts or transcripts from such records, contract, invoices, payrolls, personnel records, conditions of employment, and all other matters covered by this contract/subagreement.
- H. Others as applicable.

Section 11. Effective Date. The effective date of this agreement shall be the effective date of IEDA Contact #19-HSG-002.

Section 12. <u>Project Repayments</u>. The Subrecipient shall make forgivable loans to program participants pursuant to the City-adopted program guidelines.

Section 13. Accountability. The City will remain the responsible entity for the Federal funds awarded to them and spent under this agreement. This responsibility includes financial accountability and oversight, program monitoring, and audits.

Section 14. <u>Termination.</u> Upon written agreement between the City and the COG, this contract may be declared null and void, whereupon all work completed to date of nullification shall be turned over to the City and the City shall reimburse the COG proportionately for the work completed.

Section 15. Lobbying. The Subrecipient certifies, to the best of its knowledge and belief, that:

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the COG, to any person for influencing or attempting to influence and officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the COG shall complete and submit Standard Form-LLL, "Disclosure Form to Report Federal Lobbying" in accordance with its instruction.
- C. The COG shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

IN WITNESS THEREOF, the parties hereto have caused this instrument to be executed by their duly authorized representatives.

REGION XII COG, Inc.	CITY OF CARROLL
BY: Richard T. Hunsaker Executive Director	BY: Eric Jensen Mayor
DATE: 11.18-2019	DATE:

A RESOLUTION APPROVING A TECHNICAL SERVICES AGREEMENT WITH REGION XII FOR THE IOWA ECONOMIC DEVELOPMENT AUTHORITY HOUSING GRANT CONTRACT #19-HSG-002

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

WHEREAS, a technical services agreement with Region XII for administration of the Iowa Economic Development Authority Housing Grant Contract #19-HSG-002 is attached hereto as Exhibit "A"; and

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

NOW, THEREFORE, BE IT RESOLVED that the technical services agreement with Region XII for the administration of the Iowa Economic Development Authority Housing Grant #19-HSG-002 attached as Exhibit "A", be authorized and accepted.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 25th day of November, 2019.

CITY COUNCIL OF THE CITY OF CARROLL, IOWA

	By:
ATTEST:	Eric P. Jensen, Mayor
By:	

Contract Number: **HF1910T**

LOCAL PLANNING AND ADMINISTRATIVE ASSISTANCE CONTRACT

CITY OF CARROLL

HOUSING SET-ASIDE GRANT PROGRAM TECHNICAL SERVICES FOR IEDA CONTRACT # 19-HSG-002

- Article 1.0 IDENTIFICATION OF PARTIES. This contract is entered into by and between the Region XII Council of Governments, Inc., hereinafter referred to as COG, and the City of Carroll, hereinafter referred to as the City.
- Article 2.0 STATEMENT OF PURPOSE. WHEREAS, the City wishes to engage the COG to provide certain technical and professional services and, WHEREAS, the COG has the authority and necessary ability to perform such services, THEREFORE, the parties hereto do agree as follows:
- Article 3.0 AREA COVERED. The COG shall perform all the work and services required under this contract in connection with and respecting technical services for the IEDA Housing Fund Grant Master Contract #19-HSG-002 awarded the City for a housing project.
- Article 4.0 STATEMENT OF WORK AND SERVICES. The COG shall perform in a satisfactory and proper manner as determined by the City, the work and services contained in the "Carroll Housing Technical Services Proposal" that was presented to and accepted by the City Council, and is hereby incorporated into this contract.

<u>CIVIL RIGHTS PROVISIONS.</u> During the performance of this contract, the contractor agrees as follows:

- 1. The COG will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The COG will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The COG agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- 2. The COG will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- 3. The COG will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of the Executive Order No. 11246 of

- September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- The COG will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- 5. The COG will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- 6. In the event of the COG's non-compliance with the nondiscrimination clause of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the COG may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- 7. The COG will include the provisions of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The COG will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance:

 Provided, however, that in the event the COG becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the COG may request the United States to enter into such litigation to protect the interests of the United States.
- Article 5.0 TIME PERFORMANCE. The services of the COG are to commence as of the 5th day of November, 2019, and shall be undertaken in such a manner as to assure their expeditious completion. All of the services required hereunder shall be completed on or before August 31, 2022.
- Article 6.0 CONDITION OF PAYMENTS. The City will reimburse the COG an average maximum of \$4,500 per project for technical services and an average maximum of \$1,000 per project for lead hazard reduction carrying costs for a minimum of five (5) completed homes (initially \$22,500 and \$5,000 respectively). Payment shall be due upon receipt of a billing for services rendered.
- Article 7.0 AMENDMENTS. The COG or the City, may, during the duration of this contract, deem it necessary to make alterations to the provisions of this contract. Any changes to the contract which are mutually agreed upon by both the COG and the City shall be incorporated into this Contract through written amendment signed by both parties. The provisions of the amendment shall be in effect as of the date of the amendment unless otherwise specified within the amendment.

- Article 8.0 RELEASE OF DATA AND FINDINGS. Any and all reports, information, data, findings, etc., given to, prepared, or assembled by the COG under this contract shall not be made available to any individual or organization by the COG prior to the completion of this contract in its entirety or without advance written approval of such prior release by the City. Unless otherwise stated in the contract, the COG may release reports, information, etc., upon completion of the contract without written approval by the City.
- Article 9.0 TERMINATION. Upon written agreement between the City and the COG, this contract may be declared null and void, whereupon all work completed to date of nullification shall be turned over to the City and the City shall reimburse the COG proportionately for the work completed.
- Article 10.0 CUSTODY AND RETENTION OF RECORDS. The depository for all records pertinent to the housing grant will be City Hall in Carroll, Iowa. The COG may retain a copy of any of the housing grant records to facilitate administration of the program. Financial records, supporting documents, statistical records, and all other records pertinent to the grant shall be retained for a period of five years. If any litigation, claim or audit is started before the expiration of the 5-year period, the records shall be retained until all litigations, claims, or audit findings involving the records have been resolved.

The head of the Department of Housing and Urban Development and the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any pertinent books, documents, papers, and records of the COG to make audits, examinations, excerpts, and transcripts.

The COG will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and will permit access to books, records, and accounts by the City, Department of Housing and Urban Development, the Secretary of Labor, IEDA, or their authorized representatives for purposes of investigation to ascertain compliance.

Article 11.0 LOBBYING. The COG certifies, to the best of its knowledge and belief, that:

- 1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the COG, to any person for influencing or attempting to influence and officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the COG shall complete and submit Standard Form-LLL, "Disclosure Form to Report Federal Lobbying" in accordance with its instruction.
- 3. The COG shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Article 12.0 INDEMNIFICATION. The City will defend, indemnify and hold harmless the COG and its officers, commissioners and employees from liability and claims for damages because of bodily injury, death, property damage, sickness, disease or loss and expense arising from any actions under this contract.

IN WITNESS THEREFORE, the parties hereto have executed this Contract on the day and year specified below.

REGION XII COG, Inc.	CITY OF CARROLL
BY: Kuluud S. Im	BY:
Richard T. Hunsaker	Eric Jensen
Executive Director	Mayor
DATE: 11.18.2019	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 White

DATE:

November 21, 2019

SUBJECT:

Carroll Public Library/Carroll City Hall

Change Order No. 8

During construction at the City Hall site, there were a number of unexpected items that were discovered that needed to be addressed. The items are detailed in the attached, proposed Change Order No. 8 and summarized as follows:

City Hall East Wall - ITC #10 CH	\$5,726.00
Floor Fill at Vault Slab Demo CH	\$392.00
Replace Sink S-1 CH	\$155.00
Replace Flooring at 133 & 144 CH	\$583.00
Ceiling Mounted Microphone CH	\$371.00
Carpet at Stair 102	\$334.00
Additional TAB at Media 131 per RFI#42 CH	\$482.00
Total Change Order No. 8	\$8,043.00

This is the last of the change orders for the City Hall portion of the project.

The proposed Change Order No. 8 also adds no working days to the contract for completion of the project. The completion date of City Hall was November 1, 2019 and the completion date for the Library is January 24, 2020 at this time.

The effect of the proposed Change Order No. 8 on the Contract is as follows:

		City Hall	Library
	<u>Cost</u>	Completion Date	Completion Date
Original Contract	\$ 4,526,100.00	August 2, 2019	October 25, 2019
Change Order No. 1 (Approved)	\$ 29,087.00	9 days	0 days
Contract with Change Order #1	\$ 4,555,187.00	August 11, 2019	October 25, 2019
Change Order No. 2 (Approved)	\$ 56,451.00	8 days	11 days
Contract with Change Order #2	\$ 4,611,638.00	August 21, 2019	November 11, 2019
Change Order No. 3 (Approved)	\$ 86,606.00	21 days	25 days
Contract with Change Order #3	\$ 4,698,244.00	September 20, 2019	December 17, 2019
Change Order No. 4 (Approved)	\$ 38,363.00	11 days	4 days
Contract with Change Order #4	\$ 4,736,607.00	October 1, 2019	December 19, 2019
Change Order No. 5 (Approved)	\$ 17,800.00	2 days	8 days
Contract with Change Order #5	\$ 4,754,407.00	October 3, 2019	January 2, 2020
Change Order No. 6 (Approved)	\$ 63,267.00	No days	16 days
Contract with Change Order #6	\$ 4,817,674.00	October 3, 2019	January 24, 2020
Change Order No. 7 (Approved)	\$ 61,622.00	20 days	No days
Contract with Change Order #7	\$4,879,296.00	November 1, 2019	January 24, 2020
Change Order No. 8 (Proposed)	\$ 8,043.00	No days	No days
Contract with Change Order #8	\$4,887,339.00	November 1, 2019	January 24, 2020

The budget for the Carroll Public Library/Carroll City Hall included a planned construction contingency of \$362,088.00. After approval of the seventh change order, \$8,892.00 of the planned construction contingency remains. If the eighth change order is approved, \$849.00 of the construction contingency will remain for the project.

RECOMMENDATION: Mayor and City Council consideration and approval of Change Order No. 8 to the Carroll Public Library/Carroll City Hall project in the amount of \$8,043.00.



Change Order

PROJECT: (Name and address)
Carroll Library/City Hall
627 North Adams
Carroll, IA 51401

OWNER: (Name and address)
City of Carroll, Iowa
112 E 12th Street
Carroll, IA 51401

CONTRACT INFORMATION:

Contract For: General Construction Date: January 12, 2018

ARCHITECT: (Name and address)
OPN Architects, Inc.
100 Court Ave, Suite 100
Des Moines, IA 50309

CHANGE ORDER INFORMATION:

Change Order Number: 008 Date: November 21, 2019

CONTRACTOR: (Name and address)

Badding Construction 814 W 9th Street Carroll, IA 51401

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

CR #34 (City Hall East Wall - ITC #10) CH	Add \$5,726.00
CR #68 (Floor Fill at Vault Slab Demo) CH	Add \$392.00
CR #70 (Replace Sink S-1) CH	Add \$155.00
CR #72 (Replace Flooring at 133 & 144) CH	Add \$583.00
CR #75 (Ceiling Mounted Microphone) CH	Add \$371.00
CR #76 (Carpet at Stair 102) CH	Add \$334.00
CR #78 (Additional TAB at Media 131 per RFI#42) CH	Add \$482.00
The original Contract Sum was	\$ 4,526,100.00
The net change by previously authorized Change Orders	\$ 353,196.00
The Contract Sum prior to this Change Order was	\$ 4,879,296.00
The Contract Sum will be increased by this Change Order in the amount of	\$8,043.00
The new Contract Sum including this Change Order will be	\$ 4,887,339.00

The Contract Time will be increased by *See Below* (*) days. The new date of Substantial Completion will be *See Below*

*Carroll City Hall

Original Completion Date: August 2, 2019

Change Order 1 - Increase nine (9) days to August 11, 2019 (Executed and Approved) Change Order 2 - Increase eight (8) days to August 21, 2019 (Executed and Approved)

Change Order 3 - Increase twenty-one (21) days to September 20, 2019 (Executed and Approved) Change Order 4 - Increase eleven (11) working days to October 1, 2019 (Executed and Approved) Change Order 5 - Increase two (2) working days to October 3, 2019 (Executed and Approved)

Change Order 6 - No Change (Executed and Approved)

Change Order 7 - Increase twenty (20) working days to November 1, 2019 (Executed and Approved)

Change Order 8 - No Change

*Carroll Public Library

Original Completion Date: October 25, 2019

Change Order 2 - Increase eleven (11) days to November 11, 2019 (Executed and Approved)

Change Order 3 - Increase twenty-five (25) working days to December 17, 2019 (Executed and Approved)

Change Order 4 - Increase four (4) working days to December 19, 2019 (Executed and Approved)

Change Order 5 - Increase eight (8) working days to January 2, 2020 (Executed and Approved)

Change Order 6 - Increase sixteen (16) working days to January 24, 2020 (Executed and Approved)

Change Order 7 - No Change

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

OPN Architects, Inc.	Badding Construction	City of Carroll, Iowa
ARCHITECT (Firm pame)	CONTRACTOR (Firm name)	OWNER (Firm name)
Teldman	long to	
SIGNATURE	SIGNATURE	SIGNATURE
Joe Feldmann - Project Architect	Tony Bailding - Project Manager	Dr. Eric Jensen - Mayor
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
11-21-2019	11-21-19	
DATE	DATE	DATE

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO:

Honorable Mayor and City Council Members

FROM:

Mike Pogge-Weaver, City Manager

DATE:

November 21, 2019

SUBJECT:

Carroll City Hall

Certificate of Substantial Completion

The contractor, Badding Construction, has substantially completed Carroll City Hall. The work was completed on September 9, 2019.

Pursuant to Iowa Code Section 573.28, Badding Construction is requesting early release of retained funds. There is labor and materials yet to be provided on the project. Payment for labor and materials yet to be provided will be withheld from release pursuant to Section 573.28. The total amount of retainage to be withheld from early release is \$14,683.98.

A site punch list of items to be completed or corrected will be prepared. The Certificate includes that the site punch list will be completed by March 7, 2020.

RECOMMENDATION: Mayor and City Council consideration of acceptance of the Certificate of Substantial Completion and approval of payment to Badding Construction in the amount of \$53,650.39 for the Carroll City Hall project.

Certificate of Substantial Completion

PROJECT: (name and address)

Carroll City Hall 627 North Adams Carroll, Iowa 51401

OWNER: (name and address)

City of Carroll 627 North Adams Carroll, Iowa 51401 CONTRACT INFORMATION:

Contract For: General Construction Date: January 12, 2018

ARCHITECT: (name and address)

OPN Architects, Inc. 100 Court Avenue Suite 100

Des Moines, Iowa 50309

CERTIFICATE INFORMATION:

Certificate Number: 001 Date: October 7, 2017

CONTRACTOR: (name and address)

Badding Construction 814 W 9th Street Carroll, Iowa 51401

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate. (Identify the Work, or portion thereof, that is substantially complete.)

OPN Architects, Inc.			September 9, 2019
ARCHITECT (Firm Name)	SIGNATURE	PRINTED NAME AND TITLE	DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

Entire Project

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows: (Identify the list of Work to be completed or corrected.)

Punch List items are per OPN Architects, Inc. Outstanding Items List on September 24, 2019. Permanent Certificate of Occupancy was issued on September 17, 2019.

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within 180 (one hundred eighty) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$7,341.99

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.) September 9, 2019

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Badding Construction			
CONTRACTOR (Firm	SIGNATURE	PRINTED NAME AND TITLE	DATE
Name)			
City of Carroll			
OWNER (Firm Name)	SIGNATURE	PRINTED NAME AND TITLE	DATE

City of Carroll

Brad Burke, Chief of Police

Police Department

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-3536

FAX: (712) 792-8088

MEMO TO: Mike Pogge-Weaver, City Manager

FROM:

Brad Burke, Chief of Police

DATE:

November 19, 2019

SUBJECT:

Carroll City Ordinance Chapter 136.03 amendment

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

Since the first reading at the November 11, 2019 meeting, I have not received any feedback on this ordinance. It has been promoted through the media and after final approval, will be publicized through social media.

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

ORDINANCE NO.

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF CARROLL, IOWA, 2011, BY AMENDING PROVISIONS PERTAINING TO SIDEWALK REGULATIONS

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

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

136.03: REMOVAL OF SNOW AND/OR ICE ACCUMULATIONS:

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

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

- 2. Enforcement of Section: The City Manager shall appoint the director of public works, building official, and/or the police chief or their designated representative, who shall enforce the provisions of this section.
- 3. Definitions: Unless otherwise expressly stated, the following terms shall have the meaning given in this subsection:

ACCUMULATIONS: Snow and/or ice deposits.

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

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

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

4. Obligation of Property Owner:

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

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

- B. If accumulations are not removed as required above, including any extraordinary weather circumstances, or required treatment pursuant to subsection 5 is not completed and maintained, the building official or chief of police or their designated representative may give to the property owner a notice entitled "Official Notice - Failure to Remove Snow or Ice Accumulation on Sidewalk and/or Failure to Treat Snow and/or Ice Accumulation on Sidewalk" setting forth the location/address of the violation and to whom the notice is directed with the explanation of the violations. This notice shall be personally served upon the owner of the residence. If personal service is not possible, written notice of such violation shall be affixed to the front door of the premises. If the owner is leasing or renting the premise, the tenant shall be personally served or notice affixed to the front door and the owner shall also be personally served with the notice. The owner of the property in violation shall have twentyfour (24) hours from the time of service or posting of this notice in which to take corrective action and bring the sidewalk into compliance with this code. The existence of extraordinary weather conditions as determined by the director of public works, building official or police chief, pursuant to this subsection, shall extend the twenty-four (24) hours until such extraordinary weather conditions have dissipated. Upon notification by the public works director, building official or police chief of the end of extraordinary weather conditions the twenty-four (24) hours will start. If after notice, the accumulations are not timely removed or the required treatment pursuant to subsection 5 is not completed and maintained, the police chief or their designated representative is authorized to issue a civil citation pursuant to section 364.22 of the code of Iowa.
- C. A second subsequent violation of this section shall not be considered a repeat offense pursuant to section 364.22, Code of Iowa, for the purposes of increasing the civil penalty provided in said code section, unless the prior or preceding offenses have occurred within the current snow season.
- 5. Treatment of Unremovable Snow And/Or Ice: When accumulations have formed upon any sidewalk so that it cannot be reasonably removed, the abutting property owner shall within the period set forth in subsection 4 of this section keep and maintain such accumulations sprinkled with fine cinders, sand or de-icing chemicals in such manner as to provide traction and prevent the sidewalk from being dangerous to persons using the same. Nothing in this subsection shall be construed to be a substitute for the removal of accumulations, as required in subsection 4 of this section. This subsection shall only apply when accumulations cannot be reasonably removed, however, all accumulations shall be removed as soon as practical.
- 6. Unlawful Deposit of Snow And/Or Ice: No person shall remove, or cause to be removed, accumulations from private premises and deposit the same or cause the same to be deposited upon any public street, avenue, alley, public square or traveled area within the city.

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

- 7. Removal By The City of Carroll: Whenever accumulations have remained on any sidewalk in violation of subsection 4 and/or whenever unremovable accumulations have formed on any sidewalk in violation of subsection 5, and the time for the property owner to take action after service of the notice has expired, the city may cause such accumulations to be removed and/or treatment of unremovable accumulations either by use of city personnel and equipment or by contracting for the work to be undertaken.
- 8. Right to Assess: When the city removes or causes to be removed accumulations and/or treats accumulations, the city may assess the actual cost plus any administrative costs of removing such accumulations from the abutting property owners' sidewalks and/or treatment of unremovable accumulations, in addition to taking any other action provided for in this section.
- 9. Assessment of Costs: The actual cost of removal and/or treatment of accumulations, including an administrative cost of seventy-five dollars (\$75) per occurrence, shall be paid by the owner of the property abutting thereon.

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

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

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

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

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

Passed and approved this	day of	, 20)19.	
		CITY COUNCII	L OF THE	
		CITY OF CARE	ROLL, IOWA	
		Eric P. Jensen, N		
ATTEST:				
Laura A. Schaefer, City Clerk				
I certify that the foregoing w of, 2019.	as published as C	Ordinance No	on the	day
		Laura A. Schaef	Son City Clouds	

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO:

Mike Pogge-Weaver, City Manager MSP

FROM:

Laura A. Schaefer, Finance Director/City Clerk

DATE:

November 21, 2019

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 2022).

At this time, it is anticipated that an additional \$1,200,000 will be needed to finish Highway 30/Grant Road Intersection and Streetscape Phase 9 projects plus an estimated amount for construction of Streetscape Phase 10 project. This does not include any funding for construction of Streetscape Phase 11. Currently, construction of Streetscape Phase 11 is projected for FY 2024.

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 \$1,200,000 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.	
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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 \$1,200,000, 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 three (3) 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 1.50%, 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, 2019.

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:

Payment Date	Principal	<u>Interest</u>	<u>Total</u>
June 1, 2020	\$ 100,000.00	\$ 9,000.00	\$ 109,000.00
December 1, 2020	\$ 60,000.00	\$ 8,250.00	\$ 68,250.00
June 1, 2021	\$ 60,000.00	\$ 7,800.00	\$ 67,800.00
December 1, 2021	\$ 400,000.00	\$ 7,350.00	\$ 407,350.00
June 1, 2022	\$ 450,000.00	\$ 4,350.00	\$ 454,350.00
December 1, 2022	\$ 130,000.00	\$ 975.00	\$ 130,975.00
TOTAL	\$1,200,000.00	\$37,725.00	\$1,237,725.00

- 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, 2019, 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 25th day of November, 2019.

CITY COUNCIL OF THE CITY OF CARROLL, IOWA

	By: Eric P. Jensen, Mayor
ATTEST:	
By:	

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: Greg Schreck, Building/Fire Safety Official As

DATE: November 21, 2019

SUBJECT: Rental Housing Code

The City Council has worked for the past several months to create a Rental Housing Inspection Program and associated Rental Housing Code. City staff has moved forward with the implementation process, as directed by Council. At the May 28, 2019 Council Meeting, during a Council workshop, a draft of the Rental Housing Code was reviewed and a few adjustments were made to the draft. An open house for rental housing owners was held on June 26, 2019 to discuss the Rental Housing Inspection Program and Code draft. Three rental property owners also appeared at the July 8, 2019 Council Meeting to discuss the proposed ordinance. The City Council held a discussion on it at their November 11, 2019 meeting as they look to implement the program. At that meeting 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.

Staff is bringing this back for additional discussion and direction from the Council. Some of the key items that should be discussed:

- How important is it to offset the cost of the rental housing program with rental housing fees or are general tax levy dollars used to fund the program?
- Does the City reduce the frequency of inspections when a property passes a regular rental inspection, without the need for a reinspection?
- If the cost of the program is to be paid for through fees charged to property owners, does the City charge a time of inspection fee or spread the cost of the program out over time with an annual permit fee?
 - o If the City would reduce the frequency of inspections for properties that demonstrate they are well maintained then a time of inspection fee would be an incentive for those property owners. Additionally, if it is decided to spread the cost of the program out over time then a reduced annual permit fee could be offered to those properties that pass their regular rental inspections, without a need for a reinspection.

A copy of the memo from the November 11th meeting is included with this memo for the discussion.

RECOMMENDATION: Council review and discussion of the proposed rental housing ordinance, proposed rental housing fees, and provide direction to staff on how to proceed.

City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Mike Pogge-Weaver, City Manager W

FROM: Greg Schreck, Building/Fire Safety Official

DATE: November 5, 2019

SUBJECT: Rental Housing Code

The City Council has worked for the past several months to create a Rental Housing Inspection Program and associated Rental Housing Code. City staff has moved forward with the implementation process, as directed by Council. At the May 28, 2019 Council Meeting, during a Council workshop, a draft of the Rental Housing Code was reviewed and a few adjustments were made to the draft. An open house for rental housing owners was held on June 26, 2019 to discuss the Rental Housing Inspection Program and Code draft. Three rental property owners also appeared at the July 8, 2019 Council Meeting to discuss the proposed ordinance.

The major concern that was heard up to this point was with the proposed fee. Staff has reviewed various fee structures by other communities around the state and the estimated cost of establishing the rental housing program here in the City and proposes the following fee structure:

Annual Permit Fee:	First unit in a building	\$35.00
	Each additional unit in a building	\$10.00

Inspection Fee:	Initial inspection	No Fee
	First reinspection	\$15.00 per unit
	Second and subsequent reinspections	\$55.00 per unit

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

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

GLS:ds

A RESOLUTION SETTING RENTAL HOUSING FEES

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

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

Annual Permit Fee	First unit in a building	\$35.00
	Each additional unit in a building	\$10.00
Inspection Fee:	Initial inspection	No Fee
	First reinspection	\$15.00 per unit
	Second and subsequent reinspect	ions \$55.00 per unit
PASSED AND API day of	PROVED by the City Council of th_, 20	e City of Carroll, Iowa, this
J J		
	CITY COUN	
	CITY OF CA	RROLL, IOWA
	D1/	
	Eric P. Jer	nsen, Mayor
ATTEST:		
By:		
Laura A. Schaefer, City	7 Clerk	

CHAPTER 158

RENTAL HOUSING CODE

158.01 Scope of Provisions

158.02 Conflicting Provisions

158.03 Definitions

158.04 Certificate of Rental Permit

158.05 Inspection and Enforcement

158.06 Housing Appeals Board

158.07 Minimum Structure Standards for All Rental Dwellings

158.08 Responsibilities of Owners Relating to the Maintenance and Occupancy of Premises

158.09 Responsibilities of Occupants Relating to the Maintenance and Occupancy of Premises

158.10 Penalty

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

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

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

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

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

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

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

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

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

158.04 CERTIFICATE OF RENTAL PERMIT.

- 1. Rental Permit Required. It is a violation of this chapter for any person to let to another for rent any dwelling unit or rooming unit (except a dwelling or rooming unit located within an owner-occupied, single-family dwelling, condominium, or cooperative containing no more than two dwelling or rooming units), unless the owner or operator holds a valid rental permit. A rental permit is valid from the date of issuance until March 31st of the following year. Renewals of rental permits shall be made annually between January 2nd and March 31st. for a specified period of time. The document shall be transferable from one owner or operator to another at any time prior to its expiration, termination or revocation. The owner or operator shall notify the Code Enforcement Officer of any changes of interest or ownership in the property within thirty (30) days of any conveyance or transfer of interest affecting the property and provide the name and address of all persons who have acquired an interest therein. In the event that the Code Enforcement Officer has not been notified of such conveyance or transfer within the designated period of time, the rental permit shall be transferred from one owner or operator to another only upon payment of a fee which shall be assessed the new owner or operator, the amount of which shall be set by resolution of the Council. The rental permit shall state the date of issuance, the address of the structure to which it is applicable, and its expiration date. The rental permit shall also include the maximum number of occupants. All dwellings and dwelling units and rooming units being let for rent and occupancy without a valid permit or application for the same on file with the City and fees paid may be ordered vacated.
- 2. Application. The owner or operator shall file an application for a rental permit, accompanied by the appropriate fees as established by resolution of the Council, with the Code Enforcement Officer on an application form provided by the Code Enforcement Officer. All applications shall be filed and a rental permit obtained before being let for rent or occupancy. Failure to file an application for a rental permit shall constitute a municipal infraction. The owner or operator shall, within thirty (30) days of application, schedule and allow an inspection of the unit by the Code Enforcement Officer, if such an inspection is due under the provisions of Section 158.05 of this chapter, and failure to do so may be judicially enforced and constitutes a municipal infraction. All fees for inspections and/or permits shall be paid prior to the scheduled inspection.
- 3. Issuance. When all pertinent provisions of this chapter have been complied with by the owner or operator, the Code Enforcement Officer shall issue a rental permit.

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

158.05 INSPECTION AND ENFORCEMENT.

- 1. Authority. The Code Enforcement Officer is authorized to administer and enforce the provisions of the Rental Housing Code and to make inspections to determine the conditions of all dwellings, dwelling units, rooming units, structures, and premises located within the City, in order that the Code Enforcement Officer may perform the duty of safeguarding the health, safety, and welfare of the occupants of dwellings and of the general public under the provisions of this chapter.
- 2. Inspection of Rental Units. Inspection of rental units shall be conducted upon request, on a complaint basis, and/or through a program of regular rental inspections which program shall not be conducted more frequently than yearly or less frequently than the set schedule indicated below:

Single family dwelling		Every 3 years
Duplex		Every 3 years
Owner-occupied plus more		Every 3 years
Multiple dwelling units		Every 3 years
Rooming houses	The state of the s	Every 3 years
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The provisions of Sections 158.07 through 158.09 of this chapter shall apply to the inspections of all rental units.

- 3. Access by Owner or Operator. Every occupant of a dwelling, dwelling unit, or rooming unit shall give, upon proper notice, the owner or operator thereof, or any authorized agent or employee, access to any part of such dwelling, dwelling unit, rooming unit, or premises at all reasonable times for the purpose of effecting such maintenance, making such repairs, or making such alterations as are necessary to effect compliance with, or any lawful notice or order issued pursuant to the provisions of Sections 158.07 through 158.09.
- 4. Access by the Code Enforcement Officer. Whenever authorized to make an inspection or whenever the Code Enforcement Officer has reasonable cause to believe that there exists any condition in violation of any provisions of this chapter or in response to a complaint that an alleged violation may exist, the Code Enforcement Officer may enter such unit or premises during reasonable times to

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

- 5. Search Warrant. If consent to inspect a building is withheld by any person having the lawful right to exclude, the Code Enforcement Officer may apply to the Iowa District Court in and for Carroll County for an administrative search warrant of the building. No owner or occupant or any other person having charge, care, or control of any dwelling, dwelling unit, rooming unit, structure, or premises shall fail or neglect, after presentation of a search warrant, to properly permit entry therein by the Code Enforcement Officer for the purpose of inspection and examination pursuant to this chapter.
- 6. Violation Notice. Whenever the Code Enforcement Officer determines, upon the basis of an inspection or other reliable information, a premises has one or more violations of this chapter, the Code Enforcement Officer shall give to the owner (and the tenant if a violation relates to Section 158.09) of the premises a written-notice in substantially the following form:

ORDER TO REPAIR, CORRECT AND COMPLY		
То:	, 0	wner (and Tenant if applicable)
Re:	, Location in Violation	
You are hereby notified that the Code Enforcement Officer has determined the above premises has the following violations of the City of Carroll Rental Housing Code:		
Code Section	Description of Violation	Location of Violation
		dina.
The state of the s		
	477	
You are hereby ordered to repair, correct and comply with the requirements of the		
		ur receipt of this order. Failure to
• •	TO A STATE OF THE	on appeal) will result in a denial or
revocation of you	ır rental permit and an order to vac	cate the premises.
You are advised	that this order may be appealed I	by filing a written notice of appeal,
_	**************************************	sing Appeals Board, City Hall, Carroll,
		The appeal may dispute the above
		or compliance or both. In addition,
you may request	that the Board grant a variance in	the application of the Housing Code

modified on appeal) constitutes a municipal infraction per Chapter 4 of the City Code.

The order set out in this subsection shall be served upon the owner personally, upon a member of the owner's family (if that person is of suitable age and discretion and

right to have this order modified.

to your particular circumstances. Failure to file a timely appeal results in waiver of your

You are further advised that your failure to comply with this order (or as it may be

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		
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		
Code Section Description of Violation Location of Violation		
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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		
Го:, Owner		
, Tenant		
Re:, Location in Violation		
You are hereby notified that the Code Enforcement Officer has determined that above premises contain the following violations of the City of Carroll Rental House Code, which violations pose an immediate and serious threat to the health or safety the occupants thereof and/or the general public:	ing	
Code Section Description of Violation Location of Violation		
You are hereby ordered to vacate the above premises within 48 hours of your receip this order.	t of	
You are advised that if the condition cited above is corrected and repaired before expiration of your time limit herein, you may contact the Code Enforcement Officer, we 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 app containing the reasons for appeal with the Housing Appeals Board, City Hall, Carr owa, within twenty-four (24) hours of your receipt hereof. The appeal may dispute above code violations but it may not request additional time for compliance, nor will	oll, 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 y allure to comply with this order (or as it may be modified on appeal) constitute	our	

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

municipal infraction per Chapter 4 of the City Code.

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

158.06 HOUSING APPEALS BOARD.

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

5. Procedures.

A. The Board, upon receipt of a written appeal, shall set a time and place for the hearing. The applicant shall be advised, in writing, of such time and place at least seven (7) days prior to the date of the hearing. At such a hearing the appellant shall have an opportunity to be heard and to show cause as to

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

- B. The Board may grant additional time for compliance with a notice or order where specifically recognized by this chapter. However, the Board may, by an express determination, retain jurisdiction of a matter concerning additional time and make tentative extensions to be finally determined at a later date and time by the Board. In the event that additional time or tentative extensions are granted, the Board shall make specific findings of fact based on evidence relating to the following:
 - (1) That there are historical or practical difficulties or unnecessary hardships in carrying out the strict letter of any notice or order; and
 - (2) That such additional time or a tentative extension is in harmony with the general purpose and intent of this chapter in securing the public health, safety, and general welfare. Except under extraordinary circumstances, the grant of additional time, including the sum of tentative extensions shall not exceed twelve (12) months.
- C. The Housing Appeals Board may grant a variance in a specific case and from a specific provision of this chapter subject to appropriate conditions; and provided the Board makes specific findings of fact based on the evidence presented on the record as a whole, and related to the following:
 - (1) That there are historical or practical difficulties or unnecessary hardships in carrying out a strict letter of any notice or order; and
 - (2) That due to the particular circumstances presented, the effect of the application of the provisions would be arbitrary in the specific case, and
 - (3) That an extension would not constitute an appropriate remedy for these practical difficulties or unnecessary hardships in this arbitrary effect; and
 - (4) That such variance is in harmony with the general purpose and intent of this chapter in securing the public health, safety, and general welfare.
- D. Upon appeal or the request of the Code Enforcement Officer, the Board may consider the adoption of a general variance. The Board by a majority vote may establish a general variance for existing structures which cannot practicably meet the standards of the Rental Housing Code. Prior to considering any general variance, public notice shall be given. A general variance, if granted, shall:

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

158.07 MINIMUM STRUCTURE STANDARDS FOR ALL RENTAL DWELLINGS.

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

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

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

9. Exits.

- A. Every dwelling unit and every rooming unit shall have access directly to the outside or to a public corridor.
- B. Every rental dwelling shall have at least two (2) exits as a means of egress from each floor, one of which may be a window. This requirement applies to the ground floor and above and basements that include sleeping rooms.
- C. All windows used as exits for means of egress shall have a minimum net clear opening of 4.0 square feet and the minimum net clear opening dimensions shall be at least twenty-four (24) inches by twenty (20) inches. Exception: Windows of slightly lesser dimensions which were installed in conformance with a previous building code may be approved by the Code Enforcement Officer providing they have minimum net clear opening dimensions of at least twenty-two (22) inches by eighteen (18) inches. Where windows are provided as means of egress or rescue, they shall have finished sill height not more than forty-four (44) inches above the floor, except that a step or step stool may be used to maintain the 44-inch sill height requirement. If the sill of a window provided for egress is more than six (6) feet above grade, a portable escape ladder must be provided and must be stored in the same room as the egress window.
- D. New dwelling units shall have exits as required by the Building Code and Fire Code of the City of Carroll.
- E. Every means of egress shall comply with the following requirements:
 - (1) Handrails. All stairways comprised of four (4) or more risers shall be provided with a substantial and safe handrail. Unenclosed floor and roof openings, open and glazed sides of landings and ramps, balconies or porches which are more than thirty (30) inches above grade or above the floor below, and any emergency egress pathway

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

- (2) Every stairway shall have a width, riser height and tread width which shall be adequate for safe use.
- (3) Doors and windows readily accessible from outside the unit shall be lockable from inside the unit.
- (4) Every doorway providing ingress or egress from any dwelling unit, rooming unit or habitable room shall be at least six (6) feet high and twenty-two (22) inches wide.
- (5) Designated egress doorways and windows in all rental dwellings on any floor with more than four (4) dwelling units or more than six sleeping rooms in the case of a rooming house, shall be marked with illuminated exit signs.

10. Ventilation.

- A. Every dwelling unit and rooming unit shall be free from dangerous levels of air pollution from carbon monoxide, sewer gas, fuel gas, dust, mold, and other harmful air pollutants.
- B. Every window or other device with openings to the outdoor space, used for ventilation, shall be supplied with screens of not less than sixteen mesh per inch.
- C. Every system of mechanical ventilation, such as air conditioners and vent fans shall be maintained in operable condition.
- 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. Et. 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.
- Direct Access. Access to each dwelling unit or rooming unit shall not require first entering any other dwelling unit or rooming unit (except that access to a dwelling unit or a rooming unit may be through a living area of a unit occupied by the owner-operator of the structure). No dwelling unit containing two or more sleeping rooms shall have such room arrangements that access to a bathroom water closet compartment intended for use by occupants of more than one sleeping room can be had only by going through another sleeping room. A bathroom or water closet compartment shall not be used as the only passageway to any habitable room, hallway, basement, or to the exterior of the dwelling unit or rooming unit.
- 15. Lighting of Public Halls and Stairways. Public passageways and stairways in dwellings accommodating two to four dwelling units or rooming units shall be provided with convenient wall-mounted light switches which activate an adequate lighting system. Public passageways and stairways in buildings accommodating more than five (5) dwelling units or rooming units shall be lighted at all times with

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

- 16. Fire Extinguishers; Minimum Approved Type. All rental dwelling units and rooming houses shall have a two and one-half pound type "ABC" fire extinguisher, or have access to a fire extinguisher within seventy-five (75) feet of any unit, which is approved by the Code Enforcement Officer or Fire Chief. Fire extinguishers shall be properly hung in an area of easy access.
- 17. Early Warning Fire Protection. All rental units shall have a centrally located smoke detector on each level and one in each bedroom.
- 18. A carbon monoxide detector located a maximum of four (4) feet off the floor or where recommended by the manufacturer, shall be provided on the main level and on each level with bedrooms. Exception: Units without gas piping may omit carbon monoxide detectors provided they do not have an attached garage.
- 19. Water Closets and Lavatory Basins. At least one approved water closet and one approved lavatory basin shall be supplied for each eight (8) persons or fraction thereof residing within a dwelling containing a rooming unit or units, including members of the operator's family whenever they share the said facilities, provided that in a rooming house where rooms are let only to males, flush urinals may be substituted for not more than one-half of the required number of water closets.
- 20. Baths. At least one approved bath shall be supplied for each eight (8) persons or fraction thereof residing within a dwelling containing a rooming unit or units, including members of the operator's family whenever they share the use of the facilities.
- 21. Location of Communal Toilets and Baths. Communal toilets and baths shall be located on the same floor or the floor immediately above or below the rooming unit.
- 22. Communal Kitchens. If a communal kitchen is supplied, it shall comply with the following requirements:
 - A. The minimum floor area of a communal kitchen shall be fifty (50) square feet. Floor area shall include that part of the floor occupied by cabinets and appliances. If the dining area is separate from the kitchen area, it shall have a minimum floor area of fifty (50) square feet.
 - B. The minimum floor area of a communal kitchen in which roomers are permitted to prepare and eat meals shall be one hundred (100) square feet.

- C. The communal kitchen shall be equipped with the following:
 - (1) A refrigerator with an adequate food storage capacity.
 - (2) An approved kitchen sink.
 - (3) A stove or range.
 - (4) At least one cabinet of adequate size suitable for the storage of food and eating and cooking utensils.
 - (5) At least six (6) square feet of surface area which is easily cleanable and suitable for the preparation of food.
 - (6) An eating surface and adequate chairs for the normal use of the facilities if a communal dining room is not supplied.
- D Every communal kitchen shall be located within a room accessible to the occupants of each rooming unit sharing the use of such kitchen, without going outside of the dwelling and without going through a dwelling unit or rooming unit of another occupant.
- 23. Kitchens: Stoves and Refrigerators. Kitchens or kitchenettes in all rental dwellings shall be supplied with a stove or range and a refrigerator by the owner, operator, or tenant(s).
- Shades, Draperies and Window Coverings. Every window in rooms used for sleeping rooms in rooming units and furnished dwelling units shall be supplied with shades, draperies, or other devices or materials which, when properly used, will afford privacy to the occupants. Every window in rooms used for sleeping purposes in unfurnished dwelling units shall be supplied with hardware necessary to support shades, draperies, or other devices or materials which, when properly used, will afford privacy to the occupants.

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

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

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

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

- 10. Maintenance of Supplied Plumbing Fixtures. Every supplied plumbing fixture and water and waste pipe shall be maintained in good and sanitary working condition. All plumbing shall be so designed, installed or replaced so as to prevent contamination of the water supply through backflow, back siphonage, or cross-connection. Water pressure shall be adequate to permit a proper flow of water from all open outlets at all times.
- 11. Maintenance of Gas Appliances and Facilities. Every gas appliance shall be connected to a gas line with rigid black iron piping except that listed metal appliance connectors or semi-rigid tubing may be used if approved by the Code Enforcement Officer. Every indoor gas appliance shall have an approved shutoff valve, which shall be installed in the gas line outside of each appliance and ahead of the union connection thereto, in addition to any valve provided on the appliance. Said valve shall be within three (3) feet of the appliance it serves, except for gas ranges which shall have an approved flexible connector not over six (6) feet in length serving as a final connector. Every gas pipe shall be sound and tightly put together and shall be free of leaks, corrosion, or obstruction so as to reduce gas pressure or volume. Gas pressure shall be adequate to permit a proper flow of gas from all open gas valves at all times.
- 12. Maintenance of Heating and Supplied Cooling Equipment. The heating equipment of each dwelling shall be maintained in good and safe working condition and shall be capable of heating all habitable rooms, bathrooms, and toilet rooms located therein to the minimum temperature required in this chapter. However, heating and supplied cooling equipment shall not be required to be maintained in operational condition during that time of the year when the equipment is not normally used.
- 13. Floors Kitchen and Bathrooms. Every toilet room floor surface, bathroom floor surface, and kitchen floor surface shall be constructed and maintained so as to permit such floor to be easily kept in a clean, dry, and sanitary condition.
- 14. Supplied Facilities. Every facility, utility, and piece of equipment required by this chapter and/or present in the unit and/or designated for the exclusive use by the occupants of the unit at the time that either the rental agreement is signed or possession is given shall function safely and shall be maintained in proper working condition. Maintenance of facilities, utilities, and equipment not required by this chapter shall be the owner's responsibility unless stated to the contrary in the rental agreement. No required supplied facility shall be removed, shut off, or disconnected from any occupied dwelling unit or rooming unit except for such temporary interruption as may be necessary while actual repairs, replacements, or alterations are being made.

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

- 24. Garbage Disposal. Every owner of a dwelling shall supply adequate facilities for the disposal of garbage which are approved by the Code Enforcement Officer and are in compliance with this Code of Ordinances.
- 25. Occupancy Control. No owner or operator shall knowingly allow the occupancy of a dwelling, dwelling unit, or rooming unit to exceed the number of persons listed on the rental permit.

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

- 1. Occupant Responsible for Controlled Area. Every occupant of a dwelling unit or rooming unit shall keep in a clean, safe, and sanitary condition that part of the dwelling, dwelling unit, rooming unit, or premises thereof he or she occupies and controls.
 - A. Every floor and floor covering shall be kept reasonably clean and sanitary.
 - B. Every wall and ceiling shall be kept reasonably clean and free of dirt or greasy film.
 - C. No dwelling or the premises thereof shall be used for the storage or handling of refuse.
 - D. No dwelling or the premises thereof shall be used for the storage or handling of dangerous or hazardous materials.
- 2. Plumbing Fixtures. The occupants of a dwelling unit shall keep all supplied plumbing fixtures therein in a clean and sanitary condition and shall be responsible for the exercise of reasonable care, proper use, and proper operation thereof.
- 3. Extermination of Pests. Every occupant of a single-family dwelling shall be responsible for the extermination of any insects, rodents, or other pests therein or on the premises; every occupant of a dwelling containing more than one dwelling unit or rooming unit shall be responsible for such extermination within the unit occupied by him whenever said unit is the only one infested. Notwithstanding the foregoing provisions of this section, whenever infestation is caused by the failure of the owner to maintain a dwelling in a reasonably rodent-proof or reasonably insect-proof condition, extermination shall be the responsibility of the owner.
- 4. Storage and Disposal of Garbage. Every occupant of a dwelling shall dispose of rubbish, garbage, and any other organic waste in a clean and sanitary manner by placing it in the supplied disposal facilities or storage containers required by this chapter.
- 5. Use and Operation of Supplied Heating Facilities. Every occupant of a dwelling unit or rooming unit shall be responsible for the exercise of reasonable care, proper use, and proper operation of supplied heating facilities.

- 6. Electrical Wiring. No temporary wiring or extension cords shall be used except extension cords which run directly from portable electric fixtures to convenience outlets and which do not lie beneath floor coverings or extend through doorways, transoms, or similar apertures and structural elements or attached thereto. The occupant shall not knowingly overload the circuitry of the dwelling unit or rooming unit.
- 7. Supplied Facilities. Every occupant of a dwelling unit shall keep all supplied fixtures and facilities therein in a clean and sanitary condition and shall be responsible for the exercise of reasonable care, proper use, and proper operation thereof. Occupants shall be responsible for maintaining batteries in all existing and required smoke detectors and/or carbon monoxide detectors.
- 8. Occupancy Control. No occupant shall allow the occupancy of any dwelling unit or rooming unit within which he or she resides to exceed the number of persons listed on the rental permit.
- 158.10 PENALTY. Any violation of the provisions of this chapter may constitute a municipal infraction and shall, upon conviction, be subject to penalties authorized under Chapter 4 of the City of Carroll Code of Ordinances including but not limited to, civil penalty, order for abatement, injunctive relief and other alternative relief. Each and every day that a violation occurs or continues shall be deemed a separate offense. The City may also enforce the provisions of this Chapter by any other cause of action allowed by the City's Code of Ordinances or the State of lowa Code.

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 Month

DATE:

November 21, 2019

SUBJECT:

2019 Annual Planning Session Report

Attached please find the 2019 Annual Planning Session Report that was developed at the Council's November 4, 2019 work session. Staff has made minor clerical corrections to the preliminary report, that in no way changes the intent that was discussed by the Council at November 4, 2019 work session, and presents this report for Council approval. If there are corrections you would like to see please advise staff prior to the Council meeting.

Page 8 presents the PRIORITY PROGRAMS AND ACTIVITIES FOR THE UPCOMING YEAR and ORGANIZATIONAL EFFECTIVENESS. Please especially take note of these two pages. I will review these sections at the meeting and lead a discussion on them.

After the meeting on November 25th, I will prepare a separate document that will be presented at a meeting in December 2019 that will outline a work plan on these items and other Ongoing Activities over the next 12 months for Council approval. This work plan will include, for each item: a timeline, the responsible party, and if needed, a target date for a future work session on the item.

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

RECOMMENDATION: Motion to receive the 2019 Annual Planning Session Report dated November 4, 2019.

City of



Mayor

Dr. Eric Jensen

City Council

Michael Kots
Misty Boes
Clay Haley
Carolyn Siemann
LaVern Dirkx
Jerry Fleshner

City Staff

Mike Pogge-Weaver, City Manager
Laura Schaefer, City Clerk/Finance Director
David Bruner, City Attorney
Brad Burke, Chief of Police
Randy Krauel, Public Works Director/City Engineer
Greg Schreck, Fire Chief/Chief Building Official
Rachel Van Erdewyk, Library Director
Jack Wardell, Parks and Recreation Director

Goal Setting Report November 4, 2019

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Introduction

The Carroll City Council held a goal setting session on Tuesday, October 29, 2019.

The objectives of the session were to:

- review and discuss recent City activities and accomplishments, on-going City projects, and community issues and trends.
- identify and develop ideas for new projects and programs, including ways to improve how the City Council does its work.
- determine priorities for the upcoming year to provide direction to City staff for budget development and the upcoming year's work plan.

The session included participation from the City's elected officials: Mayor Dr. Eric Jensen, and City Council members Michael Kots, Misty Boes, Clay Haley, Carolyn Siemann, LaVern Dirkx and Jerry Fleshner, as well as City Department Heads: Mike Pogge-Weaver, City Manager; Laura Schaefer, City Clerk/Finance Director; David Bruner, City Attorney; Brad Burke, Chief of Police; Randy Krauel, Public Works Director/City Engineer; Greg Schreck, Fire Chief/Chief Building Official; Rachel Van Erdewyk, Library Director, and Jack Wardell, Parks and Recreation Director.

Before the goal setting session, the Mayor, City Council members, and Department Heads completed a survey to identify recent City accomplishments, on-going City projects, and community issues and trends. The survey also asked respondents to provide ideas for new projects needed in the community. The summary of the survey results is provided below.

Summary of all survey responses

City of Carroll, Iowa Goal Setting 2019

City Council n=6
City Department Heads n=7

Accomplishments

The following were identified as City accomplishments over the past two years.

Infrastructure

- Progress on street repair
 - U.S. 30 and Grant Road Intersection Improvements
 - ⇒ Completed annual street improvement project
 - ⇒ Street resurfacing—2019
 - o Third Street resurfacing
- City water improvements
 - ⇔ Changing water meters to radio read
 - ⇒ Water Distribution System Modeling and Evaluation
 - ⇒ Water main transmission lines
 - ⇒ Water Distribution Main Replacements—2019
 - ⇒ Water Tower Improvement project
- Wastewater Treatment Plant Facility project

Parks and Recreation

- Northeast Park Master Plan
- Graham Park Master Plan
- City's partnership with private efforts for an accessible playground—Kellan's Kingdom
- Rec Center improvements planning/funds committed
 - ⇒ 24-hour access at Rec Center
 - ⇒ Gym curtain at the Rec Center
- Trails Expansion
 - ⇒ Bike trails enhanced
 - ➡ Multiple trail projects from master plan to reality
 - Completed the 2nd Recreation Trail Project
 - ⇒ Trail on north side of Carroll around sports complex
 - ⇒ Trails—Segment A & B
 - ⇒ Trails 2019—Golf Course & Youth Sports Complex
 - Trail on south side of Carroll from Sauk Trail
- Golf Course
 - ⇒ Patio Cover & Siding at Golf Course Clubhouse
- Merchants Stadium

Accomplishments continued

City Facilities

- On-budget completion of the City Hall Project
- Nearing completion of the Library Project and it is on budget
- Airport improvements/new driveway & lighting

Community and Economic Development

- Street Scape projects
 - ⇒ Downtown Streetscape Phase 8
 - Completed Downtown Streetscape Phase 9
- Urban Revitalization Area
- Purchase of City apartments
- Carroll apartment abatement
- Federal housing project
- New Businesses
- Corridor of commerce continuation
- City's cooperation with Chamber for Sesquicentennial Celebration

City Operations

- Continued sound financial position of City
 - ⇒ Street Maintenance Facility funds committed
 - ⇒ Funding plan for Maintenance garage in place
- Rental housing inspection
- Long term employee contracts in place
- Formalized City Council Rules of Procedure
- Ordinance to prepare for 5G

Public Safety

- Upgrade to in car and body worn cameras at PD
- Purchased a new Fire Truck
- Completed changeover of the police radio system in Carroll to ISICS

Issues/Concerns

The following were identified as issues and concerts that will affect the City's activities, programs, policies, services, finances, and operations over the next two years.

Economic/Funding Concerns

- Closing of local businesses
- Low unemployment/available workforce
- Slowdown of construction/building residential
- The change in Carroll's housing market
- Potential decrease in City population during next census
- State funding/loss of tax backfill
- State legislature imposing unfunded mandates on cities
- Additional budget hearing requirement
- Wastewater Treatment compliance with copper and nutrient discharge requirements
- Water distribution pressure and chlorine compliance requirements
- City projects—the number of projects, their costs, and funding sources
 - ⇒ Rec Center
 - ⇒ Street Maintenance Building project
 - ⇒ Street rehabilitation/reconstruction funding
 - ⇒ Downtown Streetscape completion
 - ⇒ Graham Park improvements
 - ⇒ Limits of staff time and resources
- Public perception that Carroll is a "high-tax" entity

Communication/Community Engagement

- Lack of communication among city, county, special interest groups, private enterprises
- Projects in the community are overly divisive
- Improving public image/regaining public trust

Community Development/Quality of Life

Train horn mitigation

Trends and Opportunities

The following were identified as issues and concerts that will affect the City's activities, programs, policies, services, finances, and operations over the next two years.

Trends

- Population decline
- Trend for population to gravitate to larger cities
- Increase in minority population
- Aging of city population
- A trend of slowing building activity
- More online purchases leading to a potential decrease in LOST revenue
- Citizens' attitude of no more taxes
- Infrastructure deterioration outpacing funding for repair and reconstruction
- Rec program decrease in numbers

Opportunities

- Interest rates continue to be favorable for bonds
- Attraction of business/population growth
- Carroll has been named as one of USA Today's 50 best cities to live in the US
- Carroll's low tax rate/stable City levy
- Improving communications with the public
- Improving relationships with County Officials
- Community involvement of the younger generation
- Positive public sentiment toward seeing projects completed
- Uncontested council races—an indicator that people are satisfied with how things are going
- Housing for our workforce
- Mitigating train noise
- City projects
 - ⇔ Continued trails expansion
 - Golf Course Irrigation Pump Station Upgrade
 - Rental inspection ordinance and code enforcement officer will increase effectiveness on nuisance complaints
 - ⇒ Upgrade of shelter house for year-round use
 - ⇒ Pickleball

New programs

The following were identified as new programs, activities, initiatives, or policies that the City should consider during the next two years.

Infrastructure

- Wastewater Treatment Plant compliance with copper and nutrient effluent requirements
- Water Distribution compliance with pressure and chlorine requirements
- Address flooding/drainage behind homes in Rolling Hills Park
- Continue street improvements
 - ⇒ Address safety concerns on Timberline Road

Parks and Recreation

- Rec Center improvements
- Donated land near Graham park
- Improved parking in little league/soccer field area
- Exercise stations on bike trail system
- New trails
- Fee increases—Golf Course, Recreation Center

City Facilities

• Improved restrooms at Cemetery

Community and Economic Development

- Train horn mitigation
- Entry level housing

City Operations

- Better/proactive communication from the City with the public
- Finalize rental housing inspection policies and begin enforcement

Organizational Effectiveness

The following were identified as steps the City Council could take to improve City decision-making processes, teamwork, organizational effectiveness, and the ability to accomplish the City's goals and objectives new programs.

- Continue work sessions
- Continue meetings with the City Manager
- Continue good communication practices between elected officials and staff; look for improvement where needed
- Use a systematic approach in reviewing goals and capital improvement program
- Keep new goals/projects to a minimum to adequately focus on on-going projects
- Hold more town hall meetings
- Improve communication from the City with the public
- Encourage citizens to attend City Council meetings and to communicate with elected officials/staff
- Encourage regular meetings between the City Manager and Department Heads
- Have the City Council attend a League of Cities training on how to accomplish Council priorities

Priority Programs and Activities for the Upcoming Year

The session participants reviewed the list of possible new programs from the survey results and identified those for consideration (provided in Exhibit A). The City Council selected the following projects as their priorities for the upcoming year:

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

Organizational Effectiveness

The Mayor and City Council members agreed to continue Council work sessions and Council member meetings with the City Manager. The City Manager indicated that City Department Heads meet regularly and this would also continue. Additional discussion about organizational effectiveness focused on communication with Carroll residents and the need to regularly review City policies to ensure that these remain relevant and up-to-date.

The Mayor and City Council discussed various ideas to increase communication with residents. The group acknowledged that the City has a number of ways for residents to obtain information about City Council decisions and City projects. City Council members noted that additional communication activities would require additional staff time; they would like to maximize the communications systems and methods currently being used. To that end, City Council members asked to regularly see the analytics indicating the visits and use of the City's website, Facebook page, Twitter account, and YouTube channel. Additionally, the Mayor and City Council supported expanding the list of people who receive the City Manager's monthly activity report email and including the activity report in the Carroll Herald's regular email.

It was noted that Council members are free to write op-ed pieces that provide information about Council meetings, decisions, and projects. Council members' expectations of one another regarding op-eds are that these will present factual information about City Council decisions.

The group agreed that it may be time to review the City's financial policies to make any necessary changes or updates.

Final Comments

The goal setting session was a work session to provide direction to the City staff regarding priorities for the upcoming year. As indicated in the Council's Rules and Procedures, work session discussions and conclusions are informal. Formal action on these priorities and any other discussion that occurred in the session will be made in subsequent regular Council meetings.

As has happened in the past, it is recommended that the City Manager prepare a work plan that incorporates the steps to accomplish the priorities that the City Council has outlined. The action plan should come before the Council for review and approval. Regular updates regarding the status of projects in the action plan will help ensure that the Mayor and Council stay informed about project implementation.

Exhibit A—notes from the flip charts

City of Carroll Goal Setting Session October 29, 2019

New Program Possibilities for the Upcoming Year

- Rec Center
 - ⇒ Smaller project: locker room, gym/walking track
 - referendum on March 3, 2020 indoor pickleball
- Pickleball courts—not at \$300,000
- Exercise stations at NE Park—with Reeves grant
- Trails—continue the master plan
- Drainage Study/Improvements—on City property and impacted by City property
- Street projects—bump up the funding
- Timberline Road—cost contained solutions for the short term and the long term
- Miracle Field
- Shelter—Graham Park; Northeast Park—enclose; install air conditioning/heat
- Look at fee restructuring for golf course/rec center
- Restrooms at the cemetery
- Train horn mitigation—new information: how much would a new study cost?
- Continue to work with Region 12 (housing/CDBG)
- Work session on housing: needs/trends; multifamily—e.g., townhouses, condos

Organizational Effectiveness/Communication Items

- Rotate an op-ed
- Carroll Herald email—include Mike's email
- Look at financial policies
- Website analytics

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 MJP-W

DATE: November 21, 2019

SUBJECT: Committee Reports

1. Library Board (meets 3rd or 4th Monday of month) – **November 18, 2019**

2. Board of Adjustment (meets 1st Monday of month) –

3. Planning and Zoning Commission (meets 2nd Wednesday of month) –

4. Carroll Airport Commission (meets 2nd Monday of month) –

 Parks, Recreation & Cultural Advisory Board (meets 3rd Monday of January, March, May, July, September and November) –

- 6. Carroll County Solid Waste Management Commission (meets 2nd Tuesday of month) November 19, 2019
- 7. Carroll Historic Preservation Commission (no regular meeting dates) –
- 8. Safety Committee (no regular meeting dates) –
- 9. Civil Service Commission (as needed) –

Carroll Public Library Board Minutes

November 18, 2019

The Carroll Board of Trustees met for a tour of the library at the 118 E 5th Street site at 5:15. Trustees present: Jacob Fiscus, Thomas Parrish, Summer Parrott, Paul Reicks, Sondra Rierson, Carol Shields, Kyle Ulveling, Ralph von Qualen, and Director Rachel Van Erdewyk. Trustee absent: Laurie Schenkelberg. Also, present: City Manager Mike Pogge-Weaver and Foundation members Frank Comito and Marilyn Setzler. After the tour, the trustees then met in the City Hall Conference Room.

Reicks called the meeting to order at 6:00 p.m. It was moved by Ulveling and seconded by Shields to approve the agenda. All voted aye. Absent: Schenkelberg. It was moved by von Qualen and seconded by Parrott to approve the minutes of the October meeting. All voted aye. Absent: Schenkelberg. It was moved by Rierson and seconded by von Qualen to approve the bills. All voted aye. Absent: Schenkelberg.

Director's report: Regular programming included Tech Help Fridays, Poetry Group, Book Clubs, Crafty Library Ladies, Diane's Read Aloud, Rookie Story Times, and Outreach. In celebration of Halloween, Chris Nielson was invited to talk about his paranormal research and investigation. Total program attendance was 1,177. Monthly door count was 5,404. Total resources utilized was 22,547.

Board Education: None.

Old Business: Library/City Hall project update. Review names on Dedication plague.

New Business: With the lease up for the library's current copier, discussion was held on whether to lease or purchase two copier/printers for the remodeled library site. Bids were received from Counsel, Infomax, and Access Systems. After discussion, and with Van Erdewyk's recommendation, it was moved by Rierson and seconded by Shields to purchase the Sharp MX-3051 through Access Systems at their bid price of \$6,223.00 for two units and enter into a maintenance contract at a rate of \$0.0068 per black and white copy and \$0.0420 per color copy. All voted aye. Absent: Schenkelberg. Parrish left the meeting at 6:19.

It was moved by Ulveling and seconded by von Qualen to adjourn. All voted aye. Absent: Parrish and Schenkelberg. Meeting adjourned at 6:23. Next regular meeting will be December 16, 2019.

Paul Reicks—President

Judy Behm—Recording Secretary

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

November 19, 2019

- 1. The meeting was called to order at 7:00 a.m. by Chairman Jeff Anthofer, in the office at the Carroll County Recycling Center. Others in attendance were Harvey Dales, City of Manning; Dr. Eric Jensen, City of Carroll; and Rich Ruggles, Carroll County Supervisor. Also attending were Nathan Minkel, Commission CPA; Mary Wittry, Director; Dan Halbur, Office Manager; and Karen Monical, Education Coordinator.
- 2. Agenda: Ruggles made the motion to approve the agenda and Dales seconded. Motion carried, all voting aye.
- 3. Dales made the motion and Dr. Jensen seconded to approve the minutes of the Executive Board meeting on October 8, 2019. Motion carried, all voting aye.
- 4. Dales reviewed the Bills Payable--see attached. Wittry went over the following: Foth--\$18181—cell construction, general, and groundwater; Group O--\$5638—recycling bags; lowa Pump Works--\$6413—check valve, service call, and pump; J.B. Holland Construction--\$9903—cell construction pay app.# 7; Lovegreen-\$139318—conveyors; Premier--\$8228—Xerox copier and copies; Recovery Systems--\$5505—preventive maintenance on baler; Test America--\$9896—fall sampling; Visa--\$2792—fall conference, Machinery Trader, Wastecon conference. Dales made the motion and Dr. Jensen seconded to approve the bills as presented. Motion carried, all voting aye.
- 5. Halbur presented the financial report --see attached. Dales made the motion and Dr. Jensen seconded to approve the financial report as presented. Motion carried, all voting aye.
- 6. Nathan Minkel provided an overview of the preliminary draft June 30, 2019 audit.
- 7. Discussion/decision New Hope Village restructuring process: Wittry discussed a notification from New Hope Village regarding changes to contracted services with New Hope Village processing materials and discussed options to proceed. Dales made the motion and Dr. Jensen seconded to accept New Hope Village's termination of the processing contract as of December 31, 2019. Dr. Jensen made the motion and Ruggles seconded to approve the hiring of one new employee to process recyclables. Motion carried, all voting aye.
- 8. Discussion/decision recyclable materials processing: Wittry reported that Greene County recyclables are being delivered to Carroll on a temporary basis. Dales made the motion and Dr. Jensen seconded to charge \$30 per ton for November and \$90 per ton starting in December.
- 9. Discussion/decision policy manual update: Halbur provided an overview of proposed updates to the policy manual. Dr. Jensen made the motion and Ruggles seconded to approve the policy manual updates. Motion carried, all voting aye.
- 10. Dales made the motion and Ruggles seconded to approve the sale of the 2005 963C Track Loader for \$65,000. Motion carried, all voting aye.
- 11. Dan Halbur has submitted his resignation. Ruggles approved the resignation and Dales seconded. Motion carried, all voting aye.
- 12. Wittry updated the board on the recycling modification, seeding, solar, and conveyor replacement projects.
- 13. Recycling update: Wittry reported on low prices and that all products continue to move.
- 14. Landfill update: Wittry reported that garbage is now being unloaded in the new cell area.
- 15. Next meeting date: Tuesday, December 17, 2019 at 7:00 a.m.
- 16. Other: None
- 17. Ruggles made the motion and Dales seconded to adjourn the meeting at 8:22 a.m. Motion carried, all voting aye.

Respectfully submitted by:

Dan Halbur



City Manager's Monthly Activity Report Mike Pogge-Weaver, City Manager



October 2019

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

Finance Department

As reported by Laura Schaefer, City Clerk/Finance Director

Routine Activities for the month:

- Dealt with water issues/collections
- Began drafting financial policies
- Attended Cyper Security Conference October 8 (Carrollton Inn)
- IMFOA Fall Conference October 16 18 (Des Moines)
- Council Goal Setting Session October 29
- Prepared information for budget preparations for city departments
- Prepared FY 2019 Annual Financial Report
- Continued to promote wellness initiatives (Carroll County Wellness Coalition and City wellness program)
 - o Wellness Coalition Meeting October 17

Activities planned for next month and other comments:

- Continue to work on delinquent water accounts/water issues
- Continue to work on draft financial policies
- Prepare information for budget requests for financial department
- Finalize and file FY 2019 Annual Financial Report
- Review draft of FY 18/19 Audit report
- Municipal Fire & Police Retirement System of Iowa (MFPRSI) Board Meeting Nov 14
- Prepare TIF debt certification to file with county auditor
- Budget workshop November 19 (Harlan)
- Host Carroll County Leadership Class at City Hall
- Continue to promote wellness program with employees
 - o Wellness Coalition Meeting November 21
 - o Healthy Hearing Educational Session for city employees November 21

Accomplishments of particular note:

• 349 utility bills and statements were emailed in October 2019.

Fire Department

As reported by Greg Schreck, Fire Chief

Routine Activities for the month:

The Department responded to eight calls for service and held three training sessions in October.

October was a busy month for the Department. On October 6th the Department hosted a community open house at the Fire Station. The open house was well attended with parents and children getting to see all of the trucks and equipment utilized by the Department. Kids were given the opportunity to ride on a fire truck. Also, several hundred pre-kindergarten students from area schools came to visit and tour the fire station. The kids were given lessons in fire prevention and the importance of having working smoke detectors and a home fire escape plan. They enjoyed meeting and talking with Sparky, the robotic fire safety dog.

The Fire Department conducted the Fire Prevention Poster Contest. Third-, fourth-, and fifth-grade students from Kuemper and Carroll Community Schools submitted posters for judging. The first-place winners from each grade have been submitted to the Iowa Firefighters Association for judging at the state level.

Chief Schreck visited with several area high school sophomores participating in a career pathways program through DMACC. These students were interested in careers in public safety and want to learn more about what a job as a firefighter involves.

Run Report for October:

Alarm Date	Alarm Location	Incident Type	
10/01/2019	7 th & Clark St	Vehicle collision	
10/02/2019	220 N West St	Cooking fire	
10/07/2019	E 12 th & N Clark	Good intent call – no fire	
10/08/2019	810 E Hwy 30	Minor structure fire	
10/12/2019	1106 Woodland Dr	False alarm	
10/18/2019	20134 Olympic Ave	Combine fire	
10/28/2019	623 McCoy Dr	623 McCoy Dr CO detector malfunction	
10/31/2019	10/31/2019 1750 E Hwy 30 Sprinkler activatio		

Police Department

As reported by Brad Burke, Police Chief

Routine Activities for the month:

The Police Department assisted with the Carroll High School Homecoming parade on the 4th.

From the 7th through the 11th, officers completed CTAC training which is specialized training on building entry and search. These officers are receiving the specialized training along with members of the Carroll County Sheriff's Department while also receiving specialized equipment. The officers will be used for special responses to emergency situations such as high-risk warrant service, barricaded subjects, and hostage negotiations. The training took place in and around the City of Carroll and was put on by a retired Navy Seal who owns and operates Canine Tactical, the same location that our police K9 was trained.

Officer Matthew Kennebeck graduated from the Iowa Law Enforcement Academy at Hawkeye Tech Community College on the 25th. He has begun his 10-week field training and will begin patrol on his own around the new year.

Captain Ethan Kathol participated in Trunk or Treat at Swan Lake on the 27th.

Officer Justin Ferrin completed Commercial Motor Vehicle Interdiction training at Midwest Counterdrug Training Center at Camp Dodge from the 28-30th. This training was used to better intercept commercial motor vehicles that are used for human and narcotics trafficking.

Officer Steven Pudenz taught a defensive tactics class to Kuemper High School students on the 28th. This has become a regular training that we put on for the gym classes at the high school and is a great partnership with the school in our outreach to high school students.

Offense Summary

CARROLL POLICE DEPARTMENT OFFENSE SUMMARY

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

Found Property		1	4
Warrant Outside	7	10	4
Restraining Order	2		
1050F Traffic Accident			1
10-50 PI Personal Injury		1	1
10-50 PI MV Pedestrian	1		
10-50 PI Car & Bike			
10-50 PD Prop.	9	14	16
10-50 Car & Deer			
1050 PD: Hit and Run		2	2
1050 PD: Police Vehicle			
10-50 PD Under 1500	1	1	1
Assist Other Agency	1	1	1
Moving Violations			
Op After Revocation	5	1	5
Operate After Suspen	2	10	8
Miscellaneous Public	6	1	
Total	80	108	90

October 1 – 31, 2019

Citations	
Animal	0
Dark Windows	0
License Violation	12
Other	2
Parking Violation	8
Registration	12
Seatbelt	5
Tobacco	0
Traffic	58
Warning Notices	239
Loud Stereo	0
TOTAL	336

Salvage Vehicle Inspections: 18

Building Department

As reported by Perry Johnson, Building Official

Permits - By Class - By Type - October 2019						
Class	Permit Type	Date Issued	Valuation		Permit #	Fee
Agricult	tural					
- 3	Building					
		NONE	\$0.00			\$0.00
	Agricultural Buildi	ng Valuation Total:	\$0.00	Agricultural Bu	ilding Fee Total:	\$0.00
	A 1 X	7-14° T-4-1.	Φ0.00	A 14	1 T T-4-1.	ΦΩ ΩΩ
~		Valuation Total:	\$0.00	Agricultui	al Fee Total:	\$0.00
Commer						
	Building					
		10/2/2019	\$1,000.00		190291	\$22.00
		10/18/2019	\$360,000.00		190304	\$1,091.00
		ng Valuation Total:	\$361,000.00	Commercial Bu	ilding Fee Total:	\$1,113.00
	Electrical					
		NONE				\$0.00
			(Commercial Ele	ctrical Fee Total:	\$0.00
	Mechanical					
		10/18/2019			190308	\$48.52
			Co	mmercial Mech	anical Fee Total:	\$48.52
	Plumbing					
		NONE				\$0.00
			C	Commercial Plumbing Fee Total:		\$0.00
	Right of Way					
		10/8/2019			190297	\$25.00
		10/16/2019			190302	\$25.00
		10/22/2019			190312	\$25.00
		10/29/2019			190317	\$25.00
			Com	mercial Right o	of Way Fee Total:	\$100.00
	Sign					
		10/18/2019			190305	\$15.00
		10/18/2019			190306	\$15.00
		10/18/2019			190307	\$15.00
		10/29/2019			190319	\$15.00
				Commercia	l Sign Fee Total:	\$60.00
					9 10 20000	7 0
	Commercial	Valuation Total:	\$361,000.00	Commore	ial Fee Total:	\$1,321.52
	Commercial	valuativii Tutali	φ301,000.00	Commete	iai ree Tutali	φ1,341.34

Residential				
Building				
	10/3/2019	\$30,000.00	190295	\$194.50
	10/10/2019	\$5,200.00	190298	\$53.25
	10/10/2019	\$2,000.00	190299	\$28.25
	10/10/2019	\$180,000.00	190301	\$641.00
	10/16/2019	\$50,000.00	190303	\$284.50
	10/18/2019	\$20,000.00	190310	\$140.75
	10/29/2019	\$150,000.00	190318	\$566.00
Residentia	l Building Valuation Total:	\$437,200.00	Residential Building Fee Total:	\$1,908.25
Electrical		·		,
	10/10/2019		190300	\$126.00
	10/22/2019		190313	\$35.88
	10/29/2019		190316	\$74.00
	10/31/2019		190320	\$58.33
	10/31/2019		190321	\$49.76
	10/31/2019		190322	\$35.88
			Residential Electrical Fee Total:	\$379.85
Mechanic	al			φυννιου
	NONE			\$0.00
		R	esidential Mechanical Fee Total:	\$0.00
Plumbing				
	10/18/2019		190309	\$128.00
			Residential Plumbing Fee Total:	\$128.00
				Ψ22000
Right of W	Vav			
	10/2/2019		190290	\$25.00
	10/2/2019		190292	\$25.00
	10/2/2019		190293	\$25.00
	10/2/2019		190294	\$25.00
	10/3/2019		190296	\$25.00
	10/22/2019		190311	\$25.00
	10/22/2019		190315	\$25.00
		Res	idential Right of Way Fee Total:	\$175.00
Sign			<u> </u>	
	NONE			\$0.00
			Residential Sign Fee Total:	\$0.00
Reside	ntial Valuation Total:	\$437,200.00	Residential Fee Total:	\$2,591.10
Va	aluation Grand Total:	\$798,200.00	Fee Grand Total:	\$3,912.62

Class	Permit Type	Valuation		Fee
Agricult	ural			
	Building	\$0.00		\$0.0
	Agricultural		Agricultural	
	Valuation Total:	\$0.00	Fee Total:	\$0.00
Commer	cial			
Commer	Building	\$25,829,900.00		\$42,790.74
	Electrical	Ψ23,023,500.00		\$1,296.2
	Mechanical			\$1,114.0
	Plumbing			\$790.0
	Right of Way			\$470.0
	Sign			\$440.0
	Commercial		Commercial	
	Valuation Total:	\$25,829,900.00	Fee Total:	\$46,901.03
		. , ,		. ,
Resident	ial			
	Building	\$3,183,620.00		\$12,785.13
	Electrical			\$2,174.73
	Mechanical			\$648.54
	Plumbing			\$866.00
	Right of Way			\$700.00
	Sign			\$0.00
	Residential		Residential	
	Valuation Total:	\$3,183,620.00	Fee Total:	\$17,174.40

Public Works

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

Routine Activities for the month:

Division: Streets; Dale Pottebaum, Street Superintendent

- Excavated three graves for Cemetery.
- Maintained signs and signals.
- Maintained gravel roads.
- Swept streets.
- Graded alleys.
- Patched potholes.
- Placed 35.5 cubic yards of concrete for roads and ROW permits.
- Hauled street sweepings to Landfill.
- Division Safety Meeting: "Excavations #2", October 16, 2019.
- Hearing Tests; October 9-10, 2019.

Division: Water; Terry Kluver, Water Superintendent

• Water production:

Monthly Total: 31.260 million gallons Daily Average: 1.008 million gallons

Daily Maximum: 1.131 million gallons

- Completed 184 Iowa One Call locate requests.
- Meter Department
 - 45 service orders.
 - 17 delinquents.
 - 2 reread.
 - 0 stuck meters.
 - 1 leaky meter.
 - 2 high water bills.
- Division Safety Meeting: Hearing Tests; October 9 10, 2019.

Division: Sean Kleespies, Wastewater Superintendent

• Wastewater treatment:

Monthly Total: 72.184 million gallons Daily Average: 2.329 million gallons

Daily Maximum: 3.756 million gallons

- Performed laboratory analysis.
- Completed DNR Monthly Operating Report.
- Daily plant sampling and operations.
- Division Safety Meeting: Hearing Tests; October 9-10, 2019.

Special Activities/Accomplishments of particular note:

Division: Streets; Dale Pottebaum, Street Superintendent

- Assisted with the City Hall move.
- Prepared for snow removal.
- Prepared and started crack sealing.
- Assisted Water Division with water leak repairs.
- Assisted Water Division with replacing fire hydrant.
- Set up and removed barricades for Band Day.

Division: Water; Terry Kluver, Water Superintendent

- Continue operating water tower on bypass for Water Storage Tower Rehabilitation.
- Completed installation and bacteria samples on 16" watermain to tower for Water Distribution Main Replacement 2019 project.
- Repaired 10" watermain break on W. 6th Street on October 30th.

Division: Sean Kleespies, Wastewater Superintendent

- Routine Plant maintenance.
- Training on the new Jet/Vac combo truck.
- CCTV and mandreled the new condominium sanitary sewer.
- Footings poured for the UV Disinfection Building.
- Vinchattle Enterprises is working on the Blower Room computer upgrade.
- Replaced scraper on Clarifier #2.

Activities planned for next month and other comments:

Division: Streets; Dale Pottebaum, Street Superintendent

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

Division: Water; Terry Kluver, Water Superintendent

- Compete Winter checklist on 490 fire hydrants.
- Chemically treat Well #17.
- Replace fire hydrant and valve at N. West Street and 1st Street.
- Fill tower and take bacteria samples after Water Storage Tower Rehabilitation.

Division: Sean Kleespies, Wastewater Superintendent

- Laboratory Analysis.
- DNR Monthly Operating Report.
- Vinchattle Enterprises will finish up Blower Room Computer upgrade.
- Paul Kersey will take the Grade 3 Wastewater exam.
- Continue progress on the UV Disinfection facilities project.
- E & F Custom Pumping scheduled to clean out the sludge lagoon.
- Assist Street Division with putting up the Christmas lights.

CAPITAL PROJECT STATUS SUMMARY – 11-13-19

P	ROJECT			ANTICIPA	ATED			CONTRAC	T DATA			
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes
Sidewalk Transition Plan	2018	FY18		\$57,414	2018	FEH Design	\$5,680.00		\$5,680.00	•	09-14-18	
						Badding Constr. Co.	\$65,765.00		\$43,402.76		10-14-18	
Streambed Stabilization		FY17	FY14	\$385,000	2018	JEO Consulting Group, Inc.	\$39,850.00	02-25-19	\$39,425.00		08-01-19	
						Healy Excavating	\$320,116.00	10-28-19			05-31-20	
Street Resurfacing 2013	2015 On- going		FY16			JEO Consulting Group, Inc.	\$60,800.00+	09-24-12	\$143,848.36		11-15-13	Plus Hourly Construction Service
						Godbersen- Smith Construction Co.	\$555,808.75		\$563,827.37	95%	11-15-13	
Street Maintenance Building	2017 On- going	FY16	FY14	\$4,977,500	2019	FEH DESIGN	\$22,500.00 \$349,050.00	01-25-16 12-10-18	\$22,500.00 \$93,989.75		05-01-16 Fall, 2019	Space Needs/ Prelim. Design Design
US 30 – Grant Road Intersection	2017 On- going	FY12	FY12	\$2,604,530	2018	Snyder & Associates, Inc.	\$4,900.00	07-22-13	\$4,900.00		08-15-13	TSIP Application
						Snyder & Associates, Inc.	\$421,525.00	04-14-14	\$450,112.02			Design & Construction
						Dixon Const. Co.	\$1,449,835.78	04-02-18	\$1,430,565.45	97%	118 Working Days	
Well and Transmission Main	2014	FY16	FY16			JEO Consulting Group, Inc.	\$383,312.50	07-28-14	\$335,899.36			
Transmission Main – Group A	2014	FY16	FY16			Drake Construction, L.C.	\$790,134.07	03-23-14	\$751,752.95	95%		Contract Completion 11-30-15

P	ROJECT			ANTICIPA	ATED	CONTACT DATA								
Project Name	Action Plan	CIP	Budget	Estimated Cost	Projected Completion	Contractor	Contract Cost	Start Date	Expenditure	% Complete	Completion Date	Notes		
Watermain Replacement		FY16	FY16	\$500,000	2019	JEO Consulting Group, Inc.	\$19,800.00	02-11-19	\$18,333.75		2019			
						King Construction	\$321,746.00	06-24-19	\$300,631.40	55%	09-30-19			
Leachate Forcemain & Gravity Sewer						King Construction	\$661,257.50 Total \$370,434.53 City	07-18-16	CCSWMC \$325,605.01		08-31-16	CCSWMC Contract		
Wastewater Treatment Plant Disinfection Improvements	2017	FY18	FY18	\$1,000,000	2020	Veenstra & Kimm, Inc. Woodruff	\$73,500 \$967,530.00	03-25-19	\$74,596.25 \$190,776.75	3%	03-01-20			
•						Const., LLC								
Water Storage Tower		FY20	FY19	\$575,000	2019	JEO Consulting Group, Inc.	\$29,400.00	02-11-19	\$82,117.50		07-01-19	Design		
						Utility Service Co., Inc.	\$543,700.00	06-04-19	\$178,030.00		120, 150 days			
Downtown Streetscape Phase 10	On- going	FY19	FY19	\$1,300,000	2019	Confluence	\$97,915.00	10-22-18	\$87,917.15		04-19			
Downtown Streetscape Phase 11	On- going	FY20		\$1,700,000	2020	Confluence	\$118,775.00	03-19	\$14,040.00		03-20			
Street Resurfacing 2019	On- going	FY19	FY19	\$700,000	2019	JEO Consulting Group, Inc.	\$88,100.00 + Hourly	10-08-18	\$86,610.00		2019	Design Const. Service		
						Ten Point Construction Co., Inc.	\$928,994.54		\$998,735.27	95%				
Street Resurfacing 2020	On- going	FY20	FY20	\$1,575,000	2020	JEO Consulting Group	\$210,650.00	0-23-19						

Parks and Recreation

As reported by Jack Wardell, Parks and Recreation Director

Routine Activities for the month:

Parks: Tom Weber, Parks Superintendent

- Mowed and mulched leaves
- Bagged leaves in the Central Business District and Main Street islands
- Picked up fall soccer goals and put in storage
- Blew out irrigation systems
- Plug aeriated all parks
- Winterized parks and concession buildings
- Started mowing low maintenance areas

Golf: Scott Haakenson, Golf Superintendent

- Mowed greens 9 times
- Mowed tees 4 times
- Mowed fairways 4 times
- Mowed collars 4 times
- Mowed rough as needed
- Mulched leaves as needed
- Cut cups 4 times

Cemetery: Jake Bruggeman, Cemetery Sexton

- Sold a total of 14 grave spaces:
 - o 10-3-19 Lou and Marianne Walsh Block 9 Lot 34 Spaces 1 and 2
 - o 10-7-19 Ron and Joann Richardson Block 5 Lot 54 Spaces 3 and 4
 - o 10-21-19 Chris Molinsky Mt. Olivet Block A Lot 27 Spaces 2,3,4
 - o 10-22-19 Richard Schieffer III Mt. Olivet Lot 152 Space 6
 - o 10-22-19 Tom and Bonnie Snyder Block 5 Lot 26 Spaces 3 and 4
 - o 10-30-19 Kyle and Piper Atkinson Mt. Olivet Lot 42 Spaces 1,2,3, and 4
- All money from sold plots was collected and turned into city hall.
- Performed the duties of 9 funerals. Four of which were cremations and five traditional full burials. Three of which were on Saturdays.
- Emptied trash cans when needed.
- Trimmed around headstones as needed.
- Mowed and began to mulch leaves that had fallen towards the end of the month.
- Picked up sticks several days from very strong winds we had.
- Filled graves and leveled ruts left from the dump truck while digging a couple graves.
- Trimmed trees as time allowed.
- Fixed a power steering leak on the dodge pickup.
- Fixed the heater switch on the John Deere cab mower before the cold weather arrives.
- Greased, cleaned and installed mulch kits on the mowers during inclement weather.
- Cleaned the shop and office out.
- Cleaned and organized the old brick shop in preparation for winter.
- Installed a new toilet seat in the old bathroom in the cemetery.

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

- We began our end of fall sports season activities such as collecting team bags and equipment and moving to storage. We collected feedback from end-of-session surveys and held meetings to discuss the feedback.
- Opened registration for the Turkey Shoot.
- Recreation Center staffing, maintenance, and programming. Weekly staff meetings and monthly lifeguard meetings. Communicating regularly with members.

Building Maintenance: Andy Snyder, Building Maintenance Specialist

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

Special Activities/Accomplishments of particular note:

Parks: Tom Weber, Parks Superintendent

- Applied all fall fertilizer
- Sprayed all parks with fall chemical
- Planted several new trees in parks and golf course

Golf: Scott Haakenson, Golf Superintendent

- Sprayed herbicide on entire course
- Shut down and winterized bathrooms
- Brought in ballwashers and cleaned them up
- Worked on budget for 20-21 fiscal year
- Concrete on south of clubhouse was completed

Cemetery: Jake Bruggeman, Cemetery Sexton

- Sprayed the lawn throughout the cemetery for fall weed kill.
- Applied fall fertilizer throughout the grounds.

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

- Installed new flooring outside Rec Center pool.
- Installed additional handicap lift for Rec Center pool.
- Held our second annual Halloween Bash.
- Top 64 basketball on Sundays.
- Began our fall swim lessons.
- Attended the health fair at American Home Shield.
- Hosted two high school girls swim meets.

Building Maintenance: Andy Snyder, Building Maintenance Specialist

- Fixed bathrooms at city buildings
- Worked on vacuums at City Hall and Rec Center
- Fixed exercise equipment
- Sinks and drains at Rec Center and City Hall
- Downtown lights
- Working on specs, bids, quotes
- Locker locks at Rec Center
- Budget items
- Theater rentals
- Floor drains at Rec Center
- Finishing budget items
- Next year's budget items
- Night cleaning 24/7 operations.
- A/C and heating repairs at city buildings
- Golf Course awning power
- City construction sites
- Finishing budget items
- Winterizing Aquatic Center
- Aquatic Center paint and heater
- Warranty roof leaks at Rec Center
- Golf course hood motor
- Learning new control systems at City Hall
- Rec locker rooms soda blasted

Activities planned for next month and other comments:

Parks: Tom Weber, Parks Superintendent

- Finish mowing low maintenance areas
- Put up skate rink
- Mulch leaves
- Winterize flower beds
- Put on snow blowers
- Haul dirt pile out of Northeast park

Golf: Scott Haakenson, Golf Superintendent

- Fertilize greens, tees, and fairways
- Blow out irrigation system and winterize pump house
- Bring in tee markers, trash cans and flag poles
- Continue mulching leaves

Cemetery: Jake Bruggeman, Cemetery Sexton

- Finishing mulching leaves
- Trim trees
- Get equipment ready for the winter snow season

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

- Turkey Shoot
- Swim lessons
- CAST Swim Meets
- Veteran's Appreciation Day

Building Maintenance: Andy Snyder, Building Maintenance Specialist

• Heating systems ready

Safety Topic:

• Working off ladders



Director's Report October 2019

As reported by Rachel Van Erdewyk, Library Director

Tech Help Fridays	20	Total Print Circulation:	9,460
Children's Library Programs	336	BRIDGES Circulation:	856
Children's Programs Outreach	600	Consumer Reports:	282
Diane's Read Aloud	96	Public Computer Use:	560
Understanding Spirits with Chris Nielson	ı 8	Wi-Fi Use:	215
Book Clubs	12	Website Visits	3,497
Crafty Library Ladies	96	Gale Databases:	55
Poetry Group	7	Global Road Warrior:	10
Test Proctor	2	Learning Express Resources:	281
		Freegal Music Downloads:	490
		Transparent Language:	2
		Chilton Auto Manual	0
		Zinio Digital Magazine Circulation:	80
		Daily Times Herald Page Views:	6,724
		Lynda.com	1
		RBDigital	34

Total Program Attendance 1,177

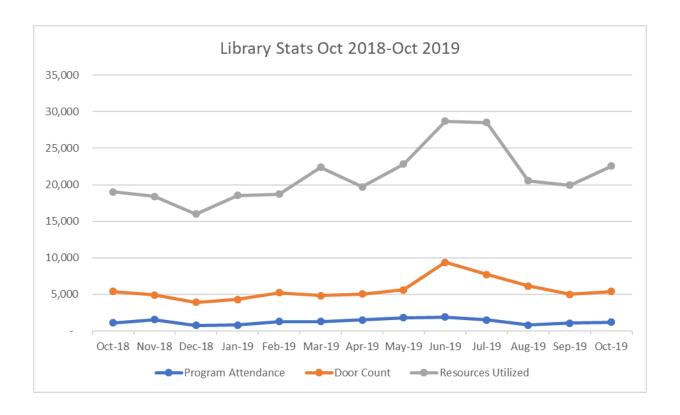
Monthly Door Count 5,404 Total Resources Utilized 22,547

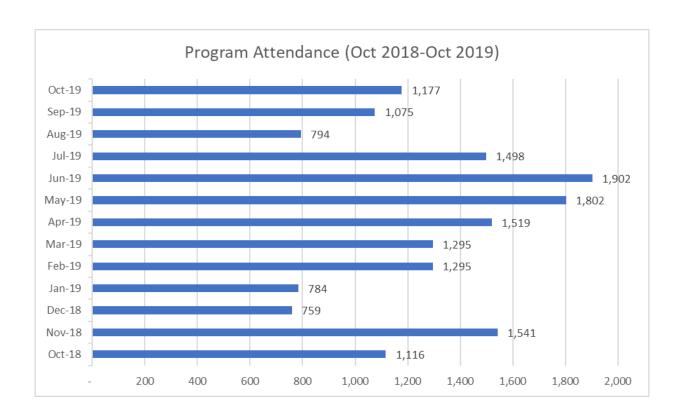
Special activities/accomplishments of particular note:

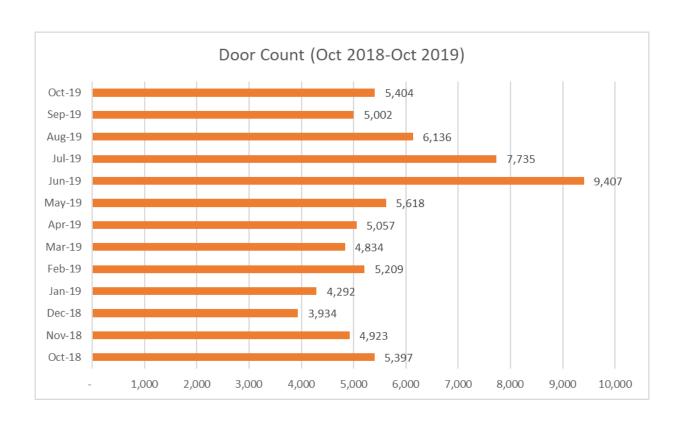
1) Children's Programs: Children's programming continued this month with the regular monthly schedule of Rookie Readers, Diane's Read-Aloud, Pet Readers, and outreach events with book visits to the Breda daycare.

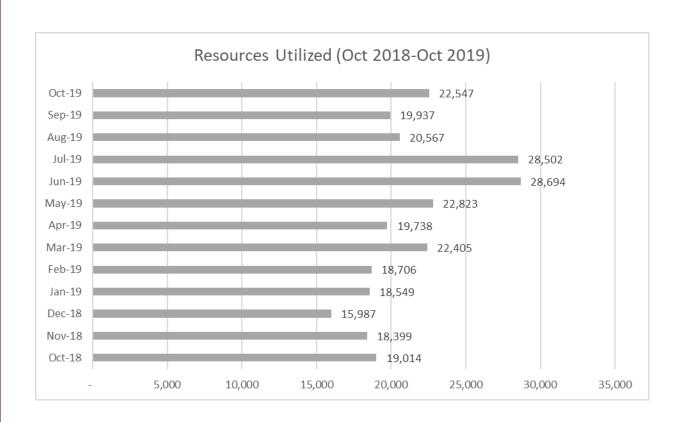
- 2) Adult & Teen Programs: Adult programs continued this month with the regular monthly schedule of Tech Help Fridays, the Crafty Library Ladies, Book Clubs and the Poetry Group. To celebrate Halloween, the library invited Chris Nielson to come talk about his experiences researching and investigating paranormal phenomena. This event was attended by 8 participants.
- 3) View upcoming events on the library's Google calendar at www.carroll-library.org by clicking on the Calendar of Events link on the home page or on Facebook.

Library Statistics from October 2018 - October 2019









City of Carroll

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-1000

FAX: (712) 792-0139

MEMO TO:

Mike Pogge-Weaver, City Manager MSP-W

FROM:

Jack Wardell, Director of Parks and Recreation 200

DATE:

November 19, 2019

SUBJECT:

Carroll Recreation Center Building Improvements Concept Planning

and Feasibility Study Workshop - 2019

On May 13, 2019, the City Council approved a Fee Proposal from RDG to do the Carroll Recreation Center Building Improvements Concept Planning and Feasibility Study. The Carroll Recreation Center Building Improvements committee met with the architects to assist with the development of the plan that will be presented by RDG Planning and Design along with the Market Analysis and Operational Planning from Ballard King & Associates.

POTENTIAL SCHEDULE:

Authorization to proceed	May 13, 2019	Completed
Preparation for kick-off workshop	May 14-28, 2019	Completed
Workshops	May 29, 2019	Completed
	June 19, 2019	Completed
	July 17, 2019	Completed
	October 16, 2019	Completed
Delivery of final exhibits	November 18, 2019	Completed
Presentation to City Council	November 25, 2019	
Set Special Election for referendum	January 13, 2020	
Bond referendum	March 3, 2020	

The presentation will cover five components of the project:

- Program Spaces & Costs
- Floor Plan Concepts
- Exterior / Interior rendering Images
- Market Analysis and Operational Planning
- Community Survey Results

Attached to this memorandum is the plan.

RECOMMENDATION: For the Mayor and City Council to accept the plan and to give City Staff direction on how to proceed with the Carroll Recreation Center Building Improvements Plan.

attachment





Carroll Recreation Center Building Improvements

Parks & Recreation Department Carroll, Iowa

Carroll City Council Meeting

November 25, 2019





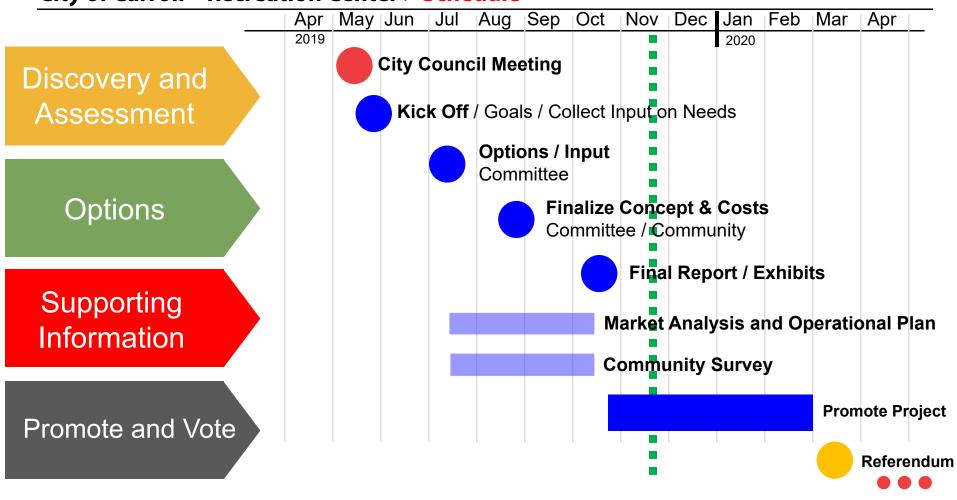
City of Carroll – Recreation Center > Agenda

- Review Schedule
- Review Program Spaces / Cost Estimate
- Review Floor Plan Concepts
- Review Renderings
 - Aquatics
 - Gymnasium Addition
 - Exterior
- Review Operational Plan / Report
- Review Survey Results / Report
- Next steps, working towards Spring Bond Referendum



Schedule

City of Carroll – Recreation Center > Schedule







City of Carroll – Recreation Center > Spaces & Costs

	Building Construction		90%	Net to	Gross Ratio			
	SPACE NEEDS for PROPOSED FACILTY PROGRAM		Con	nmu	nity Re	creation	Center	
	Description	Qty	Осс	Occ Factor	SF-EA	Net SF	Unit Cost	Extension
1	REMODELING							\$ 1,181,460
	Lockers					3,642		
101	Men's General Locker Room	1			1,525	1,525	\$ 230	\$ 350,750
102	Women's General Locker Room	1			1,525	1,525	\$ 230	\$ 350,750
103	Family Change Rooms	4	4	27	108	432	\$ 230	\$ 99,360
104	Universal Lockers	2	20	4	80	160	\$ 200	\$ 32,000
	Corridor and Games Area					2,180		
105	Games Area	1	-		1,460	1,460	\$ 150	\$ 219,000
106	Wet Classroom	1			530	530	\$ 180	\$ 95,400
107	Lifeguard Office	1			190	190	\$ 180	\$ 34,200
108	Corridor	1			0	0	\$ 100	\$ -
<u>2</u>	POOL					21,701		\$ 4,984,000
201	Pool Tanks, Spray Pad, Piping, Systems, Features, Conc Deck, Elec	1			1	1	\$ 2,300,000	\$ 2,300,000
202	New Pool Building Enclosure	1	-	-	7,100	7,100	\$ 200	\$ 1,420,000
203	New Pool Equipment Room	1	-	-	800	800	\$ 200	\$ 160,000
204	New Pool Storage	1	-	-	0	0	\$ 200	\$ -
205	Remodel Existing Pool Enclosure (mech, elec, tile, ceiling, paint)	1	-		13,800	13,800	\$ 80	\$ 1,104,000
<u>3</u>	GYM & OFFICES					<u>17,170</u>		\$ 3,096,500
301	1 Court Recreation Gymnasium	1	-	-	7,600	7,600	\$ 180	\$ 1,368,000
302	Gymnasium Storage	1	-		570	570		\$ 85,500
303	Jogging/Walking Track	1	-	-	5,600	5,600	\$ 130	\$ 728,000
304	Reinforce existing gym structure for suspended track	1						\$ 200,000
305	New openings and paint in existing gym	1						\$ 100,000
306	New Corridor at East End of Building	1	-	-	1,650	1,650	\$ 200	\$ 330,000
307	New Elevator	1			150	150	\$ 400	\$ 60,000
308	Move offices and control desk to west entrance	1	-	-	1,600	1,600	\$ 100	\$ 160,000
309	AC for existing gym							\$ 65,000
	Subtotal (Net Square Feet)					44,693		\$9,261,960
	Aggregate area required for walls, mechanical, janitor closets, IT systems,	etc.				4,966	\$ 240	\$ 1,191,813
					_	49,659		
	Building Area (Gross Square Feet) & BUILDING CONSTRUCTION COST						\$ 211	\$ 10,453,773

City of Carroll – Recreation Center > Spaces

OWNER COSTS		
Site Costs		
Parking (not included)	\$	
Site Excavation, Storm Water, Erosion Control	\$	90,0
Site Utilities (does not include elec and gas)	\$	70,0
Walks	\$	35,0
Site Lighting	\$	35,0
Site Signage (not included)	\$	
Final Grading, Sod, Seed, and Landscape	\$	50,0
Soft Costs		
Survey, Geotechnical, Construction Testing	\$	50,0
Permitting	\$	20,0
Furniture and Movable Equipment		
Movable Equipment	\$	100,0
Design Fees and Expenses (7%)	\$	751,3
Misc.	\$	
Contingency (10%)	\$	1,090,
Total Owner / Soft Costs	\$	2,291,
TOTAL PROBABLE PROJECT COST (TPC) - 2020 Dollars*	Ś	12,745,

NOTES:

No work in existing building theatre, corridors, restrooms, cardio, racquetball, or multi-purpose rooms.

Includes HVAC upgrades for existing pool, gym, locker rooms, and remodeled area for offices and activity room.

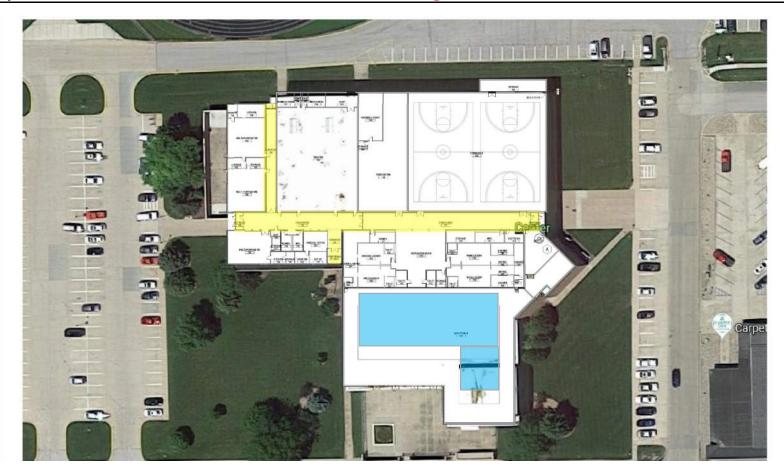
Does not include new roofing, windows, nor replacement of exterior metal panels.

Does not include any outdoor patio adjacent to indoor pool.





City of Carroll – Recreation Center > Existing Floor Plan / Site Plan

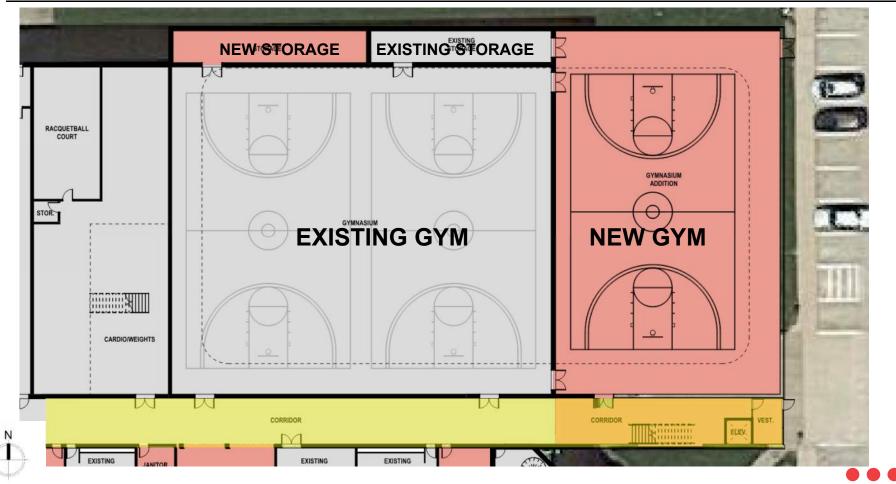


City of Carroll – Recreation Center > Design Concept - NEW



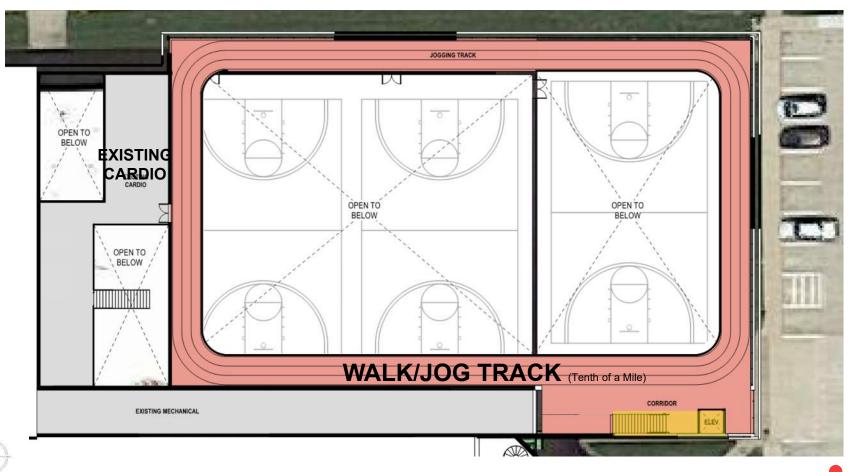


City of Carroll – Recreation Center > Design Concept – Gym - NEW



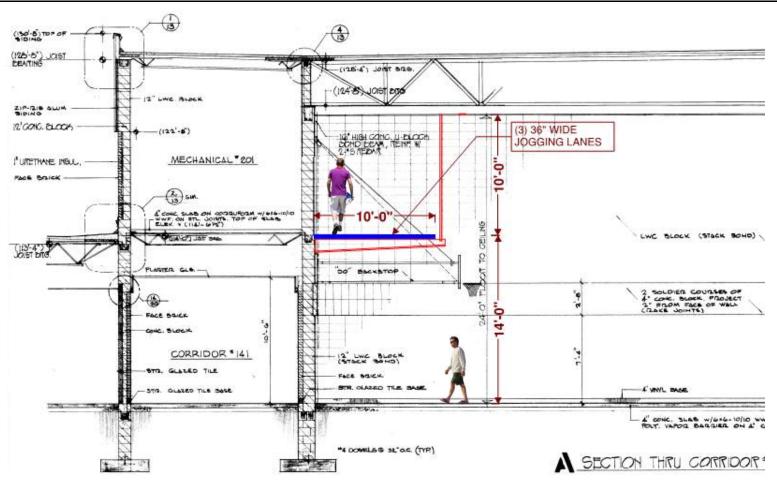
SECOND FLOOR

City of Carroll – Recreation Center > Design Concept – Gym - NEW





City of Carroll – Recreation Center > Design Concept – Walk/Jog Track



City of Carroll – Recreation Center > Design Concept – Existing



City of Carroll – Recreation Center > Design Concept – New Construction







City of Carroll – Recreation Center > Design Concept – Locker Rooms - NEW

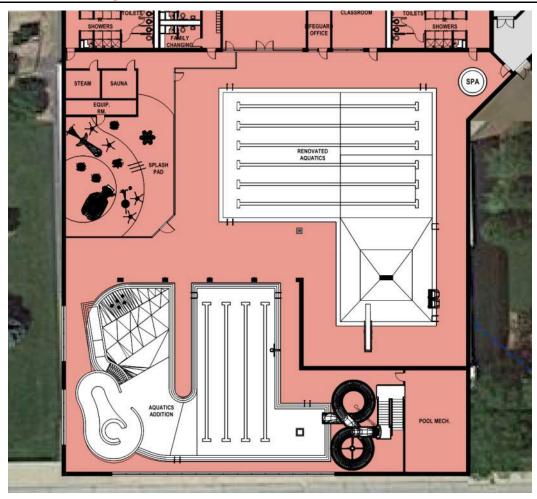


Reuse:

- Six 25-Yard Lanes
- Diving Area w/ 1M Board
- Pool Water Treatment System
- Existing Water Area
 - 4,616 SF (Lap + Diving)
 - 1,610 SF (Shallow)
 - 6,226 Total

Proposed New:

- Four 20-Yard Lanes
- Zero Depth to 3'-0" Warm Pool
- Current Channel
- Plunge area for water slide
- Spray Pad

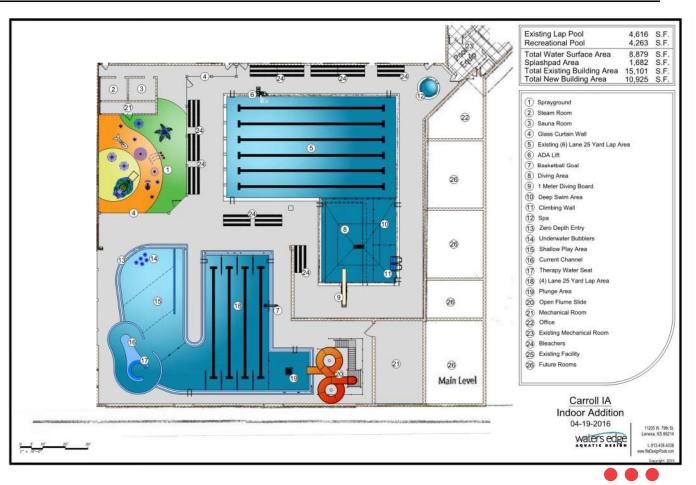


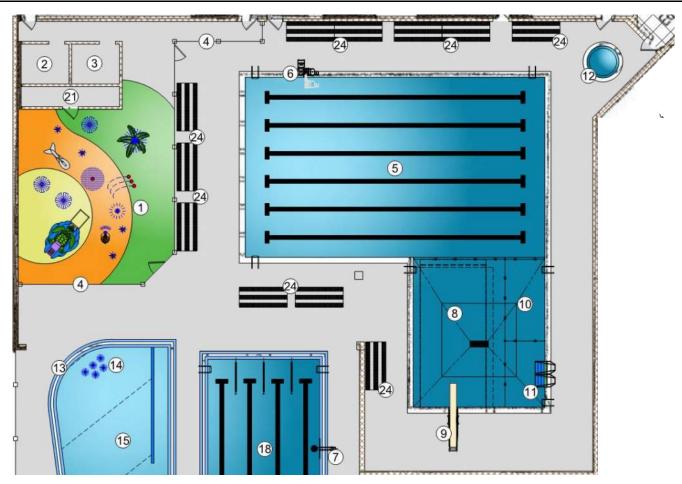
Reuse:

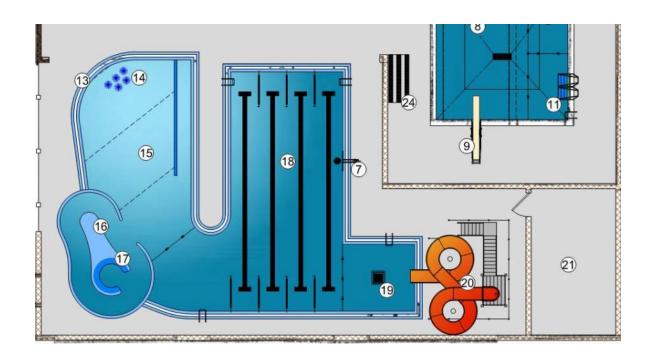
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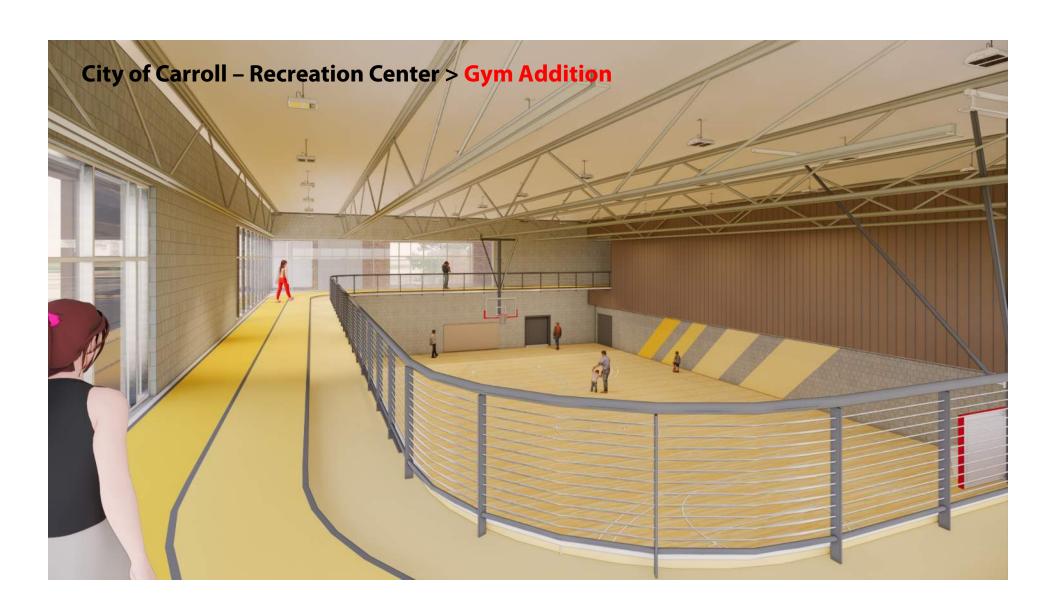


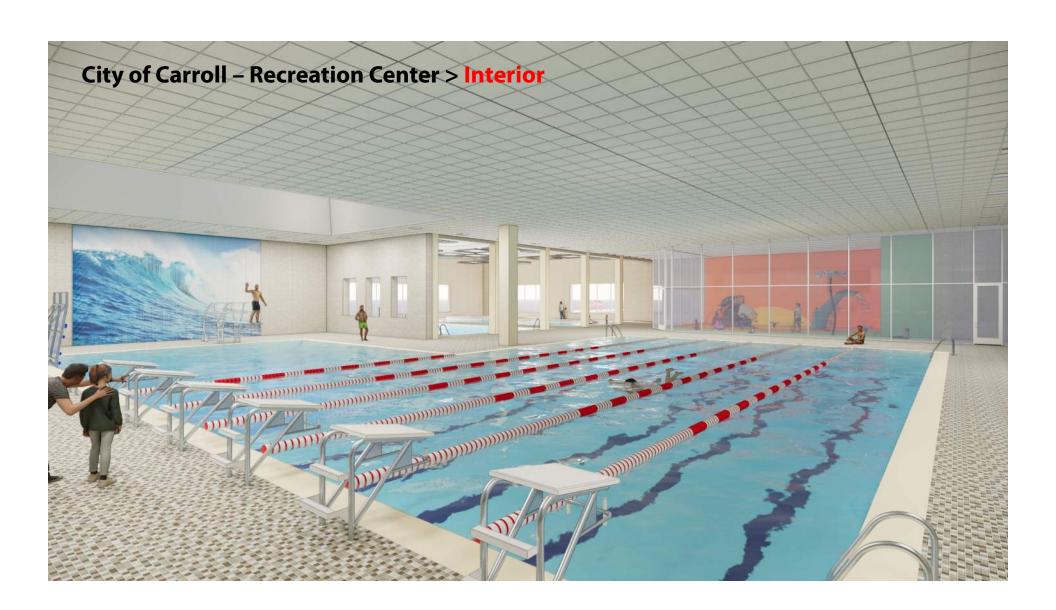


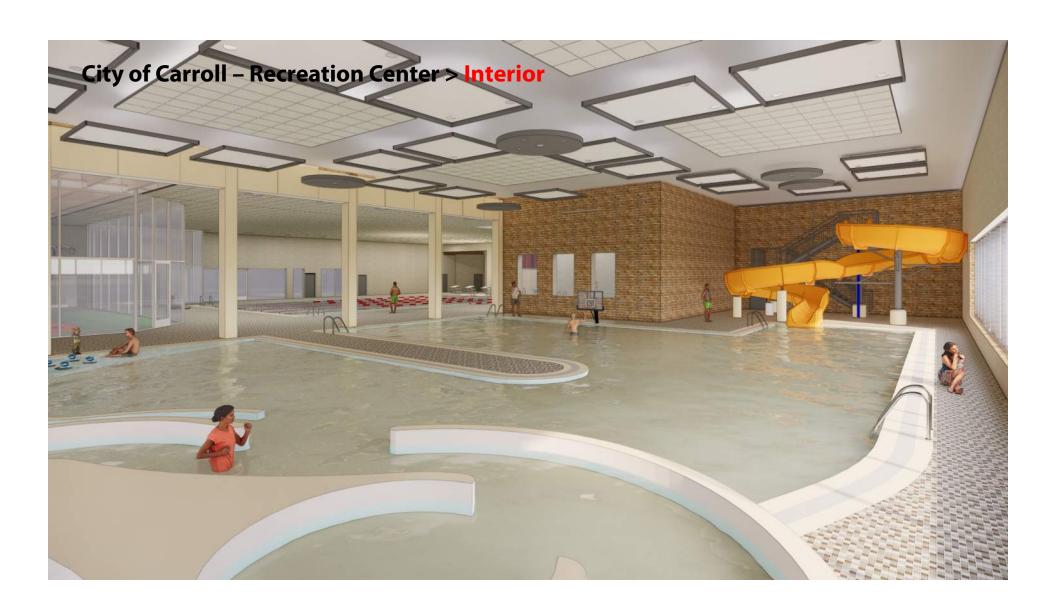


















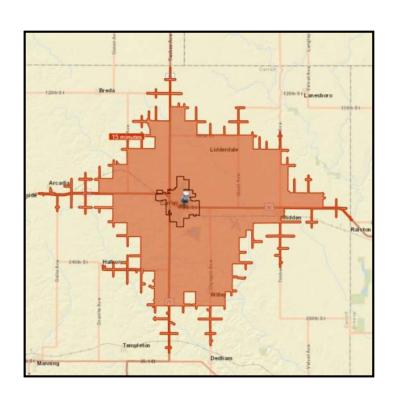


Final Report / Discussion





Market Assessment



- City of Carroll
- 15-Minute Drive Time
- Population
- Median Age
- Households w/ Children
- Age Distribution
- Tapestry



Primary Service – All Participation

	Average	2010 Population	2019 Population	2024 Population	Difference
Aerobic Exercising	15.3%	1,783	1,786	1,778	-5
Basketball	8.3%	966	967	963	-3
Billiards/Pool	7.7%	897	898	894	-3
Boxing	1.3%	146	146	145	-1
Cheerleading	1.3%	155	155	155	0
Exercise Walking	37.7%	4,376	4,382	4,363	-13
Exercise w/ Equipment	19.9%	2,312	2,315	2,305	-7
Martial Arts/MMA	2.0%	228	228	227	-1
Pickleball	0.7%	82	82	82	0
Pilates	1.5%	174	174	174	-1
Running/Jogging	15.0%	1,749	1,751	1,744	-5
Swimming	15.7%	1,825	1,828	1,820	-5
Volleyball	3.6%	420	421	419	-1
Weightlifting	13.0%	1,515	1,517	1,510	-5
Workout @ Clubs	12.6%	1,464	1,466	1,460	-4
Wrestling	1.4%	159	160	159	0
Yoga	9.9%	1,155	1,157	1,152	-3
Did Not Participate	22.7%	2,638	2,642	2,630	-8

Participation Trends

Increasing (past 10 Years)

- Yoga
- Gymnastics
- Aerobic Exercising
- Running/Jogging
- Exercise Walking
- Cheerleading
- Weightlifting
- Pilates
- Basketball
- Soccer
- Pickleball

Decreasing (past 10 years)

- Exercising w/ Equipment
- Workout @ Club
- Bicycle Riding (spinning)
- Boxing
- Volleyball
- Swimming
- Martial Arts/MMA
- Wrestling
- Table Tennis/Ping Pong
- Dart Throwing



Operational Plan

Assumptions

- City would continue to operate.
- First year of operation 2022.
- 50 weeks of operation.
- No internal charge backs included

•	Hours	of	Operation
---	-------	----	-----------

_	Monday-Friday	6:00A-
	9:00P	
_	Saturday	8:00A-
	7:00P	
_	Sunday	10:00A
	7:00P	

- Continue 24 Hour Access for Fitness
- Expansion of gym and aquatics.
- Inclusion of walk/jog track.



Staffing Levels Considered

Part-Time

- Lead Front Desk Attendant
- Front Desk Attendant
- Gym Attendant
- Lead Lifeguard
- Lifeguard
- Instructors (various)

Full-Time Considerations

- Parks & Rec. Director
- Rec. Director
- Membership Coordinator
- Aquatics Coordinator
- Aquatics/Fitness Supervisor
- Building Superintendent
- Municipal Service Worker
- Custodial Staff (2)



Revenue Generation

Rentals

- Activity Rooms
- 1 Court
- 2 Court
- All Courts
- Lap Lanes

Programs

- Aquatic Group Ex.
- Swim Lessons
- Private Swim Lessons
- Birthday Parties
- Dive-In-Movies
- Little Swimmers (parent-tot)
- Specialty Sport Camp
- Gym Time (parent-tot)
- Drop-In Adult Leagues
- After School Program

Proposed Rate Structure

	Rate
Youth	\$6.00
Adult	\$9.00

	Single Month Membership	Annual Membership
Family	\$55.00	\$480
Single Parent Family	\$50.00	\$420
Adult	\$35.00	\$240
College Student	\$32.00	\$216
Youth	\$25.00	\$168
Senior Citizen	\$30.00	\$216
Senior Couple	\$40.00	\$384



Final Report / Discussion





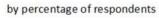
Methodology

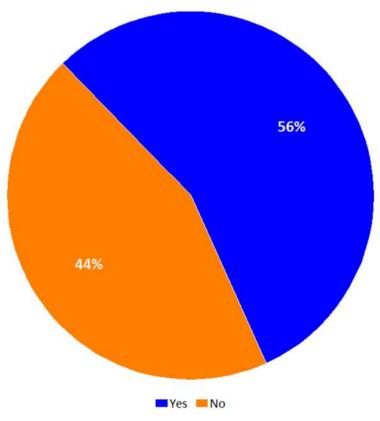
- Survey Description
 - six-page survey
 - each survey took approximately 15-20 minutes to complete
- Method of Administration
 - by mail and online to randomly selected sample of households throughout the City
- Sample size:
 - ☐ Goal number of surveys: 300
 - Goal far exceeded: 392
 - demographics of survey respondents accurately reflects the actual population of the City
- Confidence level: 95%
- Margin of error: +/- 4.8% overall

Topic #1

Current Usage of the Carrol Recreation Center

Q7. Within the last year have you or members of your household utilized the Carroll Recreation Center?

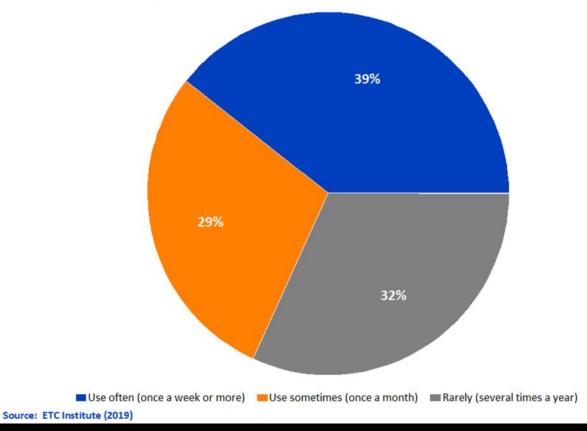




Source: ETC Institute (2019)

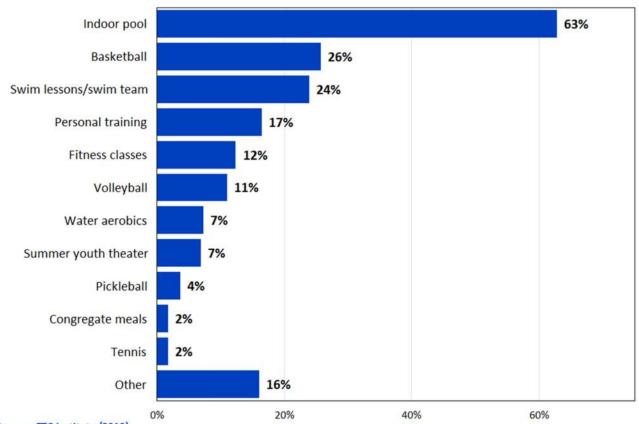
Q7a. How often do you or your household use the Carroll Recreation Center?

by percentage of respondents who utilized the Carroll Recreation Center



Q7b. What programs do you and members of your household take part in at the Carroll Recreation Center?

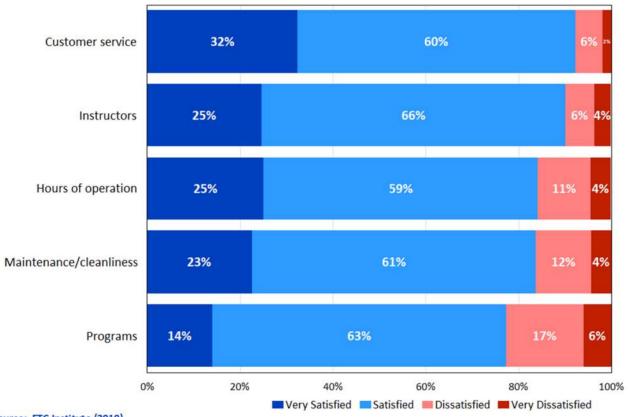
by percentage of respondents who utilized the Carroll Recreation Center (multiple choices could be made)



Source: ETC Institute (2019)

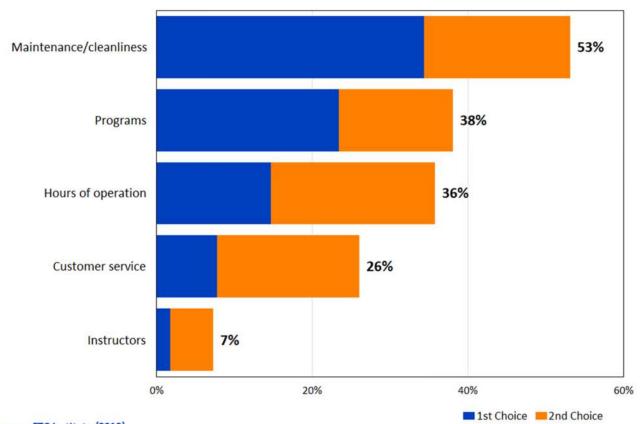
Q7-c. How satisfied are you with the following operational aspects of the Carroll Recreation Center?

by percentage of respondents who utilized the Carroll Recreation Center



Q7d. Which operational aspects are most important to your enjoyment of the Carroll Recreation Center?

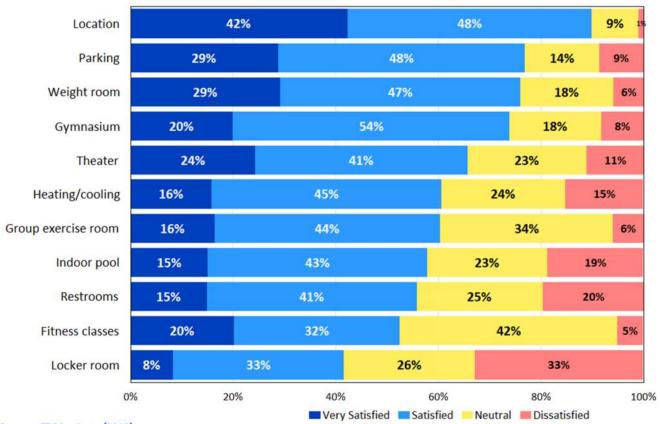
by percentage of respondents who utilized the Carroll Recreation Center and selected the items as one of their top two choices



Source: ETC Institute (2019)

Q7-e. How satisfied are you with the following major components of the Carroll Recreation Center?

by percentage of respondents who utilized the Carroll Recreation Center

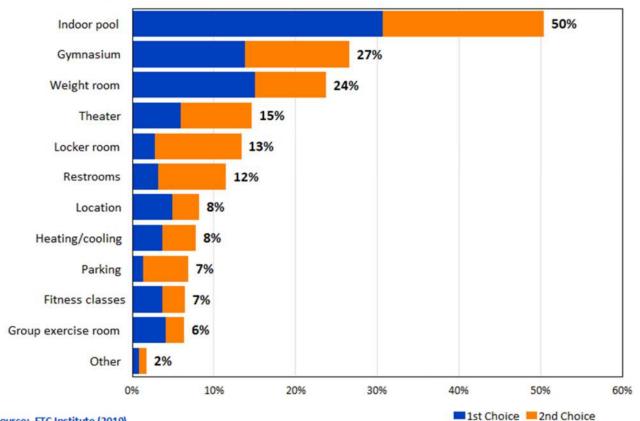


Source: ETC Institute (2019)

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Q7f. Which major components are most important to your enjoyment of the Carroll Recreation Center?

by percentage of respondents who utilized the Carroll Recreation Center and selected the items as one of their top two choices

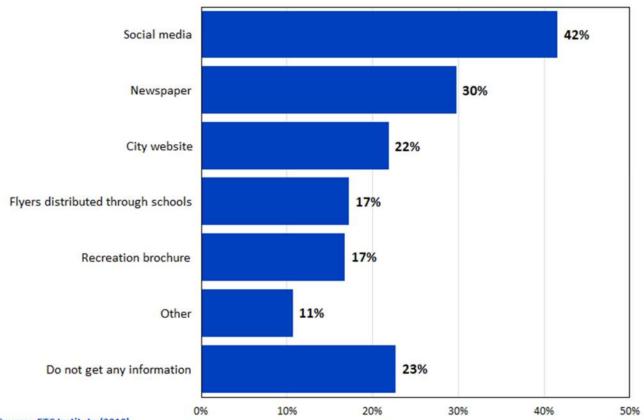


Source: ETC Institute (2019)

3

Q16. Ways households find out about Carroll recreation programs and services

by percentage of respondents (multiple choices could be made)



Source: ETC Institute (2019)

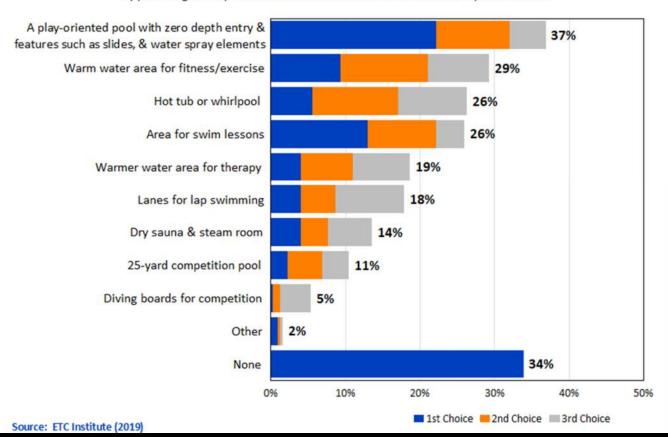
54

Topic #2

Potential Improvements to the Carrol Recreation Center

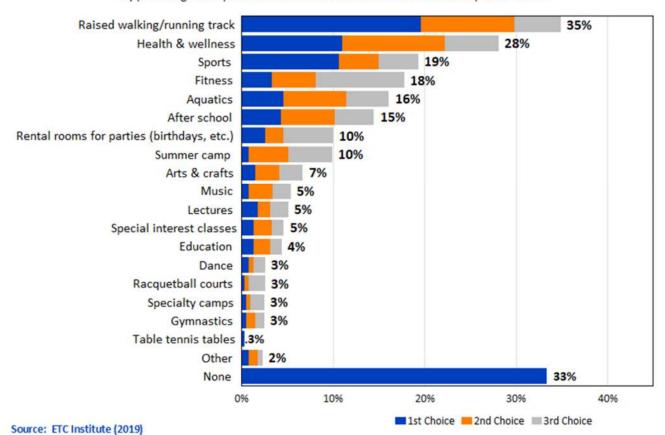
Q10. Which <u>aquatic features</u> do you and members of your household feel are most needed in an indoor aquatic center?

by percentage of respondents who selected the items as one of their top three choices



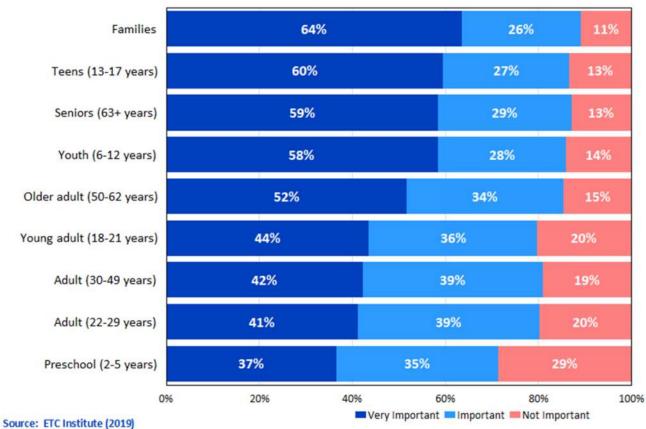
Q12. Which <u>recreation program areas</u> do you and members of your household feel are most needed in an indoor aquatic center?

by percentage of respondents who selected the items as one of their top three choices



Q13. Importance of the Carroll Recreation Center Serving **Various Groups of Residents**

by percentage of respondents

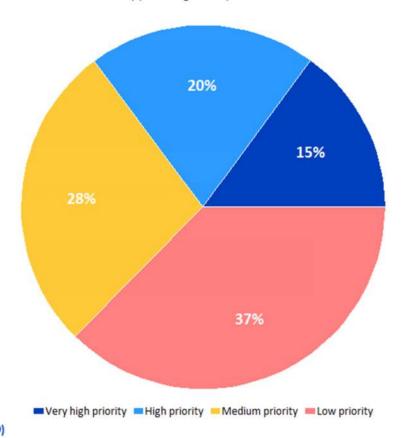


Topic #3

Prioritizing Improvements to the Carrol Recreation Center

Q14. Compared to other issues in Carroll, what priority is the development of an updated recreation center?

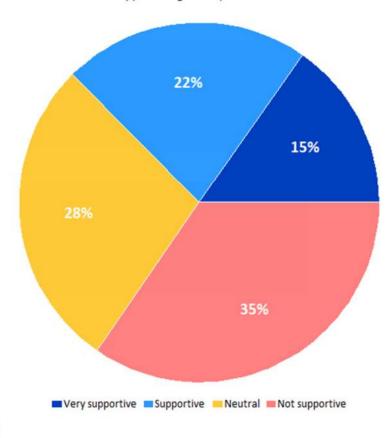
by percentage of respondents



Source: ETC Institute (2019)

Q15. How supportive are you of Carroll Parks and Recreation operating a licensed daycare inside an updated recreation center?

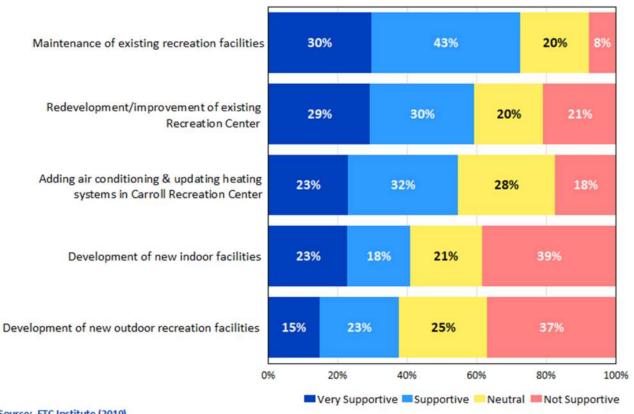
by percentage of respondents



Source: ETC Institute (2019)

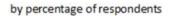
Q18. How supportive are you of the potential actions the City of Carroll could take to enhance their recreation offerings?

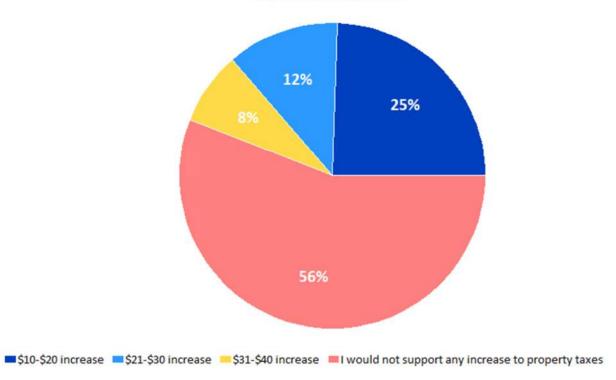
by percentage of respondents (excluding don't knows)



Source: FTC Institute (2019

Q19. How much additional property taxes would you pay per year to help support the development of an improved Carroll Recreation Center that includes features most important to your household?

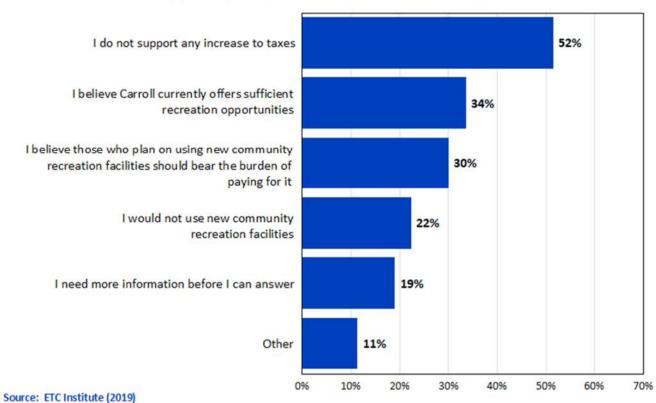




Source: ETC Institute (2019)

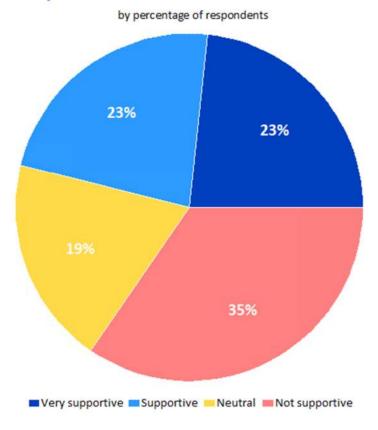
Q19a. Why did you answer "I would not support any increase to property taxes" or "Don't Know" to additional property taxes per year to help support the improvements?

by percentage of respondents (multiple choices could be made)



Source. Ere institute (2013)

Q20. How supportive would you be of increasing the current family membership rate \$10 per month to cover the additional costs needed to complete improvements to the Carroll Recreation Center?



Source: ETC Institute (2019)

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Summary

Summary

 High Usage of the Carroll Recreation Center
 Most Important Components of the Carroll Recreation Center: Indoor pool Gymnasium Weight room
 There Is Support for Improvements to the Carroll Recreation Center
 Aquatic Features Households Feel Are Most Needed: Play-oriented pool with zero depth entry Warm water area for fitness and exercise Hot tub or whirlpool Area for swim lessons
 Recreation Program Areas Households Feel Are Most Needed: Raised walking-running track Health & wellness Sports Fitness

Questions?

THANK YOU!



Next Steps

City of Carroll – Recreation Center > Next Steps

Bond Referendum:

- Currently set for Spring 2020
 - March
- Promotion of project throughout the community
 - Renderings
 - Community meetings hosted by Carroll Parks & Rec. / others
 - Final Operational Plan / Report
 - Final Survey Results / Report
- Refinement of anything talked about today.





Create. Meaning. Together.

