



## **City Council Meeting**

**Monday, May 23, 2022 at 5:15 pm**

### **LOCATION OF MEETING:**

City Hall Council Chambers, 627 N. Adams Street, Carroll, Iowa 51401

### **NOTICE**

In addition to attending the meeting in person, the public can watch the meeting live from the City's Cable Access Channel CAAT6 available on Western Iowa Network and Mediacom or on the City's YouTube channel by going to:

<https://www.youtube.com/CityofCarrollIowa> If you choose to watch live on YouTube you are encouraged to subscribe to the City's YouTube channel so you can access the meeting live when it starts. CAAT6 and YouTube meeting feeds are a view only option and you will not be able to participate in the meeting via CAAT6 or YouTube.

The City of Carroll will make the meeting available telephonically via zoom for those individuals who wish to attend remotely. Individuals wishing to attend remotely need to contact the City at 712-792-1000 by 3:00 PM the day of the meeting to make arrangements.

### **AGENDA**

**1. Pledge of Allegiance**

**2. Roll Call**

**3. Consent Agenda**

**a. Approval of Minutes of the May 9, 2022 Meeting**

**b. Approval of Bills and Claims**

**c. Licenses and Permits:**

1. Renewal of Class "E" Liquor License with Class "B" Wine Permit and Class "C" Beer Permit and Sunday Sales - *Casey's General Store #3025*
2. Renewal of Class "B" Beer Permit with Sunday Sales - *Pizza Hut*
3. New Special Class "C" Liquor License with Sunday Sales - *Napoli's Italian Restaurant*

**d. Appointment to Committees Commissions and Boards**

Appointment by Council

Jean Ludwig - Parks, Recreation and Cultural Advisory Board (3-year term to expire

**e. Resolution opposing the elimination of CDBG owner-occupied rehabilitation and down-payment assistance programs**

**4. Oral Requests and Communications from the Audience**

Members of the public wishing to address the Council for items not on the agenda are asked to approach the podium and wait to be recognized. After recognition, the person shall state their name and address for the record. Statement or questions are limited to five (5) minutes.

**5. Ordinances**

**a. U.S. 30 East Sanitary Sewer Extension - 2nd Reading**

- Ordinance Establishing a Connection Charge

**6. Resolutions**

**a. FY 2023 Health Insurance Renewal**

- Resolution

**b. FY 2023 Voluntary Dental Insurance Offering**

- Resolution

**c. FY 2021/2022 Budget Amendment #2**

- Public Hearing

Also see item 8.a - [May 9, 2022](#) - Reports: FY 2021/2022 Budget Amendment #2 - Set Public Hearing

- City Budget Amendment and Certification Resolution

**d. Annexation Request from James A Rezac and Amanda M Rezac**

- Public Hearing

Also see item 7.b - [February 28, 2022](#) - Discussion Item: Rezac Annexation Request

- Resolution

**e. Carroll Recreation Center Building Improvements Project - 2021**

- Public Hearing on Plans, Specifications, Form of Contract and Estimated Cost
- Resolution Adopting Plans, Specifications, Form of Contract and Estimated



Cost

**f. Resolution authorizing a contract for a classification and compensation study**

- Resolution

**7. Reports**

**a. Carroll City Ordinance Chapter 69.08(44) amendment (Timberline Road)**

**8. Committee Reports (Informational Only)**

**9. Comments from the Mayor**

**10. Comments from the City Council**

**11. Comments from the City Manager**

**12. Work Session: Quiet Zone Discussion**

- Final Quiet Zone Update Report from Bolton & Menk

Also see item XIII. - [October 25, 2021](#) - Union Pacific Railroad Quiet Zone Study Investigation Update - 2021 - Work Session

Video from the [October 25, 2021 Carroll City Council Meeting - Quiet Zone Work Session](#)

**13. Adjourn**

June/July Meetings:

- \* Board of Adjustment - June 6, 2022 - City Hall - 627 N Adams St
- \* Planning and Zoning Commission - June 8, 2022 - City Hall - 627 N Adams St
- \* City Council - June 13, 2022 - City Hall - 627 N Adams St
- \* Airport Commission - June 13, 2022 - Airport Terminal Building - 21177 Quail Ave
- \* Library Board of Trustees - June 20, 2022 - Carroll Public Library - 118 E 5th St
- \* City Council - June 27, 2022 - City Hall - 627 N Adams St
- \* Board of Adjustment - July 5, 2022 - City Hall - 627 N Adams St
- \* Parks, Recreation and Cultural Advisory Board - July 5, 2022 - Recreation Center - 716 N Grant Rd
- \* City Council - July 11, 2022 - City Hall - 627 N Adams St
- \* Airport Commission - July 11, 2022 - Airport Terminal Building - 21177 Quail Ave
- \* Planning and Zoning Commission - July 13, 2022 - City Hall - 627 N Adams St
- \* Library Board of Trustees - July 18, 2022 - Carroll Public Library - 118 E 5th St
- \* City Council - July 25, 2022 - City Hall - 627 N Adams St

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

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



COUNCIL MEETING

MAY 9, 2022

(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. Council Members present: Kyle Bauer, Misty Boes, Tom Bordenaro, LaVern Dirkx, JJ Schreck, and Carolyn Siemann. Absent: None. Mayor Mark Beardmore presided and City Attorney Dave Bruner was in attendance.

\* \* \* \* \*

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

\* \* \* \* \*

New employee Melissa Villy, Program Specialist Librarian, was introduced to Council. No Council action taken.

\* \* \* \* \*

It was moved by Boes, seconded by Schreck, to approve the following items on the consent agenda: a) minutes of the April 25, 2022 Council meeting, as written; b) bills and claims in the amount of \$281,609.69; and c) Licenses and Permits: Renewal of Class "C" Liquor License with Sunday Sales – *Taqueria Los Comalez Inc.*, New Class "E" Liquor License with Class "B" Wine Permit and Class "C" Beer Permit with Sunday Sales – *Beer Thirty*, Resolution No. 22-38, Allowing Carroll County Softball Association to Serve and Sell Alcoholic Beverages at the Adult Slow Pitch Softball Fields, New Class "B" Beer Permit with Outdoor Service and Sunday Sales – *Carroll County Softball Association*; d) the purchase of sixteen (16) Glock 17 handguns with all accessories and holsters as quoted from Kiesler Police Supply for \$13,384.00; and e) the purchase of a dowel drill and drill bits from Logan Contractors Supply, Inc. at their quoted price of \$16,795.00. On roll call, all present voted aye. Absent: None. Motion carried.

\* \* \* \* \*

There were no oral requests or communication from the audience.

\* \* \* \* \*

An Ordinance Amending the Code of Ordinances of the City of Carroll by Amending Provisions Pertaining to Building Sewer Connection Charges was introduced by Council Member Dirkx.

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

\* \* \* \* \*

It was moved by Bauer, seconded by Siemann, to approve Resolution No. 22-39, Supporting Overland Property Group's Low-Income Housing Tax Credit Application in the City of Carroll Called The Villas at Governor's Field. On roll call, all present voted aye except Schreck voted nay. Absent: None. Motion carried.

\* \* \* \* \*

It was moved by Dirkx, seconded by Bauer, to approve Resolution No. 22-40, Agreement with JEO Consulting Group, Inc. for Professional Services including separate divisions for sidewalk design and cost estimating for segments on Pleasant Ridge Road, Hidden Valley Road and Timberline Road for the Sidewalk Improvement – 2022 project at no fee for work performed under the JEO Intern Program. On roll call, all present voted aye. Absent: None. Motion carried.

\* \* \* \* \*

It was moved by Bauer, seconded by Schreck, to approve Resolution No. 22-41, Contract Extension Agreement Between PerfectMind, Inc. and the City of Carroll for a five (5) year period at \$23,800 per year. On roll call, all present voted aye. Absent: None. Motion carried.

\* \* \* \* \*

It was moved by Boes, seconded by Bauer, to approve Resolution No. 22-42, Destination Iowa Grant Application for Merchants Park Renovations. On roll call, all present voted aye. Absent: None. Motion carried.

\* \* \* \* \*

It was moved by Dirkx, seconded by Bordenaro, to approve Resolution No. 22-43, Carroll Municipal Golf Course to Complete the 2022 Reciprocal Agreement Form for the Iowa Reciprocal Program. On roll call, all present voted aye. Absent: None. Motion carried.

\* \* \* \* \*

It was moved by Schreck, seconded by Bauer, to set Monday, May 23, 2022, as the date for a public hearing for the FY 2021/2022 Budget Amendment #2. On roll call, all present voted aye. Absent: None. Motion carried.

\* \* \* \* \*

It was moved by Schreck, seconded by Boes, to demand a warranty deed and take ownership of property at 408 West 7<sup>th</sup> Street since the terms of the stipulation and agreement were not met by James and Pamela Nieland. The City would then seek a buyer to renovate the property and make it habitable. On roll call, ayes: Boes, Bordenaro, Schreck and Siemann; nays: Bauer and Dirkx. Absent: None. Motion carried.

\* \* \* \* \*

It was moved by Bauer, seconded by Bordenaro, to adjourn at 7:09 p.m. On roll call, all present voted aye. Absent: None. Motion carried.

---

Mark E. Beardmore, Mayor

ATTEST:

---

Laura A. Schaefer, City Clerk

=====PAYMENT DATES=====			=====ITEM DATES=====			=====POSTING DATES=====		
PAID ITEMS DATES	:	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022
PARTIALLY ITEMS DATES:	:	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022
UNPAID ITEMS DATES	:		5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022
VENDOR	----	VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	-----BALANCE----
-----								
01-001704	ACCO		POOL/SPA CHEMICALS	620.60	0.00	000000	0/00/00	620.60
01-001704	ACCO		CHEMICAL CONTROL PUMP	472.00	0.00	000000	0/00/00	472.00
01-001704	ACCO		CHEMICALS AND SUPPLIES	5,145.85	0.00	000000	0/00/00	5,145.85
01-001704	ACCO		PUMP MOTOR/PROBES & VALVES	1,457.10	0.00	000000	0/00/00	1,457.10
			** TOTALS **	7,695.55	0.00			7,695.55
01-001698	ADVANCED LASER TECHNOLOGI		PRINTER TONER	99.95	0.00	000000	0/00/00	99.95
			** TOTALS **	99.95	0.00			99.95
01-012650	ALLIANT ENERGY-IES UTILIT		GAS BILLS	7,926.91	7,926.91-	124011	5/13/22	0.00
			** TOTALS **	7,926.91	7,926.91-			0.00
01-002370	ARNOLD MOTOR SUPPLY		#35 WIPERS	67.78	0.00	000000	0/00/00	67.78
01-002370	ARNOLD MOTOR SUPPLY		OIL AND OIL FILTER	99.51	0.00	000000	0/00/00	99.51
			** TOTALS **	167.29	0.00			167.29
01-002539	AUTO GRAPHICS PLUS		GOLF COURSE SIGN	40.00	0.00	000000	0/00/00	40.00
			** TOTALS **	40.00	0.00			40.00
01-002805	BADDING CONSTRUCTION CO.		STREET MAINT. BLDG #17	231,862.01	0.00	000000	0/00/00	231,862.01
			** TOTALS **	231,862.01	0.00			231,862.01
01-002818	BAKER AND TAYLOR INC.		BOOKS	156.49	156.49-	124041	5/19/22	0.00
01-002818	BAKER AND TAYLOR INC.		BOOKS	848.39	848.39-	124041	5/19/22	0.00
01-002818	BAKER AND TAYLOR INC.		BOOKS	335.94	335.94-	124041	5/19/22	0.00
01-002818	BAKER AND TAYLOR INC.		BOOKS	715.23	715.23-	124041	5/19/22	0.00
01-002818	BAKER AND TAYLOR INC.		BOOKS	178.14	178.14-	124041	5/19/22	0.00
			** TOTALS **	2,234.19	2,234.19-			0.00
01-002826	BARCO MUNICIPAL PRODUCTS		SIGNS	431.85	0.00	000000	0/00/00	431.85
			** TOTALS **	431.85	0.00			431.85
01-001239	BLUE VALLEY PUBLIC SAFETY		SIREN #7 REPAIRS	652.50	0.00	000000	0/00/00	652.50
			** TOTALS **	652.50	0.00			652.50
01-000528	BLUEGLOBES LLC		RUNWAY LIGHTS	198.06	198.06-	124002	5/13/22	0.00
			** TOTALS **	198.06	198.06-			0.00
01-000949	BOHLMANN INC.		PLAQUE - KRAUS	55.00	0.00	000000	0/00/00	55.00
			** TOTALS **	55.00	0.00			55.00
01-003515	BOMGAARS		SUPPLIES - MERCHANTS PARK	137.58	0.00	000000	0/00/00	137.58
01-003515	BOMGAARS		SUPPLIES	46.97	0.00	000000	0/00/00	46.97
01-003515	BOMGAARS		PAINT	24.81	0.00	000000	0/00/00	24.81

=====PAYMENT DATES=====			=====ITEM DATES=====			=====POSTING DATES=====		
PAID ITEMS DATES	:	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022
PARTIALLY ITEMS DATES:	:	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022
UNPAID ITEMS DATES	:		5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022
VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----	BALANCE----
-----								
01-003515	BOMGAARS	SHOP SUPPLIES	49.90	0.00	000000	0/00/00		49.90
01-003515	BOMGAARS	SHOP SUPPLIES	44.46	0.00	000000	0/00/00		44.46
01-003515	BOMGAARS	FLAG POLE REPAIRS	10.47	0.00	000000	0/00/00		10.47
01-003515	BOMGAARS	CAULK GUN	20.48	0.00	000000	0/00/00		20.48
01-003515	BOMGAARS	SUPPLIES	96.64	0.00	000000	0/00/00		96.64
01-003515	BOMGAARS	LANDSCAPING SUPPLIES	300.29	0.00	000000	0/00/00		300.29
01-003515	BOMGAARS	SLIDE REPAIR PARTS	22.41	0.00	000000	0/00/00		22.41
01-003515	BOMGAARS	CONCRETE SAW PARTS	40.48	0.00	000000	0/00/00		40.48
01-003515	BOMGAARS	SUPPLIES	13.99	0.00	000000	0/00/00		13.99
01-003515	BOMGAARS	PLANTING SUPPLIES	38.47	0.00	000000	0/00/00		38.47
		** TOTALS **	846.95	0.00				846.95
01-002311	BOOK FARM INC.	BOOKS	145.69	145.69-	124040	5/19/22		0.00
		** TOTALS **	145.69	145.69-				0.00
01-003693	BRUNER & BRUNER	GENERAL WORK/NUISANCE MAIN	189.00	0.00	000000	0/00/00		189.00
01-003693	BRUNER & BRUNER	POLICE/MAGISTRATE	756.00	0.00	000000	0/00/00		756.00
		** TOTALS **	945.00	0.00				945.00
01-001155	BRYAN ROCK PRODUCTS INC.	RED BALL DIAMOND AGGREGATE	3,425.87	0.00	000000	0/00/00		3,425.87
		** TOTALS **	3,425.87	0.00				3,425.87
01-004138	CAPITAL SANITARY SUPPLY	FLOOR SCRUBBER PAD	62.55	0.00	000000	0/00/00		62.55
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	344.15	0.00	000000	0/00/00		344.15
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	147.40	0.00	000000	0/00/00		147.40
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	223.44	223.44-	124052	5/19/22		0.00
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	119.88	0.00	000000	0/00/00		119.88
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	408.00	0.00	000000	0/00/00		408.00
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	350.42	0.00	000000	0/00/00		350.42
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	16.80	0.00	000000	0/00/00		16.80
01-004138	CAPITAL SANITARY SUPPLY	TOWELS	79.24	0.00	000000	0/00/00		79.24
01-004138	CAPITAL SANITARY SUPPLY	SUPPLIES	151.00	0.00	000000	0/00/00		151.00
		** TOTALS **	1,902.88	223.44-				1,679.44
01-025028	CAROL SCHOEPPNER	SECRETARY CONTRACT	350.00	350.00-	124014	5/13/22		0.00
		** TOTALS **	350.00	350.00-				0.00
01-004132	CARROLL AVIATION INC.	CONTRACT	6,800.00	6,800.00-	124008	5/13/22		0.00
01-004132	CARROLL AVIATION INC.	IPA CONVENTION EXPENSE	581.95	581.95-	124008	5/13/22		0.00
01-004132	CARROLL AVIATION INC.	START PACK/TURBINE AIRCRAFT	8,619.91	8,619.91-	124008	5/13/22		0.00
		** TOTALS **	16,001.86	16,001.86-				0.00
01-004133	CARROLL BROADCASTING CO.	RADIO AD	25.00	0.00	000000	0/00/00		25.00
01-004133	CARROLL BROADCASTING CO.	RADIO AD	25.00	0.00	000000	0/00/00		25.00

=====PAYMENT DATES=====			=====ITEM DATES=====			=====POSTING DATES=====		
PAID ITEMS DATES	:	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022
PARTIALLY ITEMS DATES:	:	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022
UNPAID ITEMS DATES	:		5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022
VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----	BALANCE----
-----								
01-004133	CARROLL BROADCASTING CO.	RADIO AD	25.00	0.00	000000	0/00/00		25.00
		** TOTALS **	75.00	0.00				75.00
01-024005	CARROLL EYE CARE ASSOC.	PRE-EMPLOYMENT VILLY	26.00	0.00	000000	0/00/00		26.00
		** TOTALS **	26.00	0.00				26.00
01-004195	CARROLL GLASS CO.	FRONT DOOR REPAIRS	70.00	70.00-	124053	5/19/22		0.00
		** TOTALS **	70.00	70.00-				0.00
01-004196	CARROLL HYDRAULICS	#32 HYDRAULIC CYLINDER REPAIR	264.22	0.00	000000	0/00/00		264.22
		** TOTALS **	264.22	0.00				264.22
01-004200	CARROLL LUMBER	CONCRETE NAILS	29.99	0.00	000000	0/00/00		29.99
		** TOTALS **	29.99	0.00				29.99
01-002977	CARROLL REFUSE SERVICE	APRIL GARBAGE	57.00	57.00-	124006	5/13/22		0.00
01-002977	CARROLL REFUSE SERVICE	APRIL 2022 TRASH COLLECTIONS	12,698.37	12,698.37-	123912	5/06/22		0.00
		** TOTALS **	12,755.37	12,755.37-				0.00
01-000785	CARROLL REFUSE SERVICE LL	APRIL 2022 TRASH COLLECTIONS	29.45	29.45-	123911	5/06/22		0.00
		** TOTALS **	29.45	29.45-				0.00
01-004237	CARROLL VETERINARY CLINIC	JUNE DOG CARE CONTRACT	650.00	0.00	000000	0/00/00		650.00
		** TOTALS **	650.00	0.00				650.00
01-002998	CENTURYLINK	BACKUP PHONE LINE	68.90	68.90-	124042	5/19/22		0.00
01-002998	CENTURYLINK	BACKUP PHONE LINE	156.77	156.77-	124043	5/19/22		0.00
		** TOTALS **	225.67	225.67-				0.00
01-002867	CINTAS FIRST AID & SAFETY	SAFETY SUPPLIES	61.87	0.00	000000	0/00/00		61.87
		** TOTALS **	61.87	0.00				61.87
01-003633	CLEANING SOLUTIONS INC	MARCH LIBRARY CLEANING	3,120.00	3,120.00-	124045	5/19/22		0.00
01-003633	CLEANING SOLUTIONS INC	APRIL LIBRARY CLEANING	3,120.00	3,120.00-	124045	5/19/22		0.00
		** TOTALS **	6,240.00	6,240.00-				0.00
01-004835	COMMERCIAL SAVINGS BANK	MAY ACH CHARGES	124.56	124.56-	000000	5/17/22		0.00
01-004835	COMMERCIAL SAVINGS BANK	FEDERAL WITHHOLDINGS	14,459.99	14,459.99-	001295	5/19/22		0.00
01-004835	COMMERCIAL SAVINGS BANK	FICA WITHHOLDING	16,777.00	16,777.00-	001295	5/19/22		0.00
01-004835	COMMERCIAL SAVINGS BANK	MEDICARE WITHHOLDING	5,124.34	5,124.34-	001295	5/19/22		0.00
		** TOTALS **	36,485.89	36,485.89-				0.00
01-001539	CONFLUENCE	STREETSCAPE PHASE 10	261.25	0.00	000000	0/00/00		261.25
		** TOTALS **	261.25	0.00				261.25



```

=====PAYMENT DATES=====
PAID ITEMS DATES      : 5/06/2022 THRU 5/19/2022
PARTIALLY ITEMS DATES: 5/06/2022 THRU 5/19/2022
UNPAID ITEMS DATES    :

```

```
=====ITEM DATES=====
5/06/2022 THRU 5/19/2022
5/06/2022 THRU 5/19/2022
5/06/2022 THRU 5/19/2022
```

```
=====POSTING DATES=====
5/06/2022 THRU 5/19/2022
5/06/2022 THRU 5/19/2022
5/06/2022 THRU 5/19/2022
```

VENDOR	----- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	-----BALANCE----
01-003145	CORE AND MAIN LP	METER ENCODERS	630.00	0.00	000000	0/00/00	630.00
		** TOTALS **	630.00	0.00			630.00
01-001595	COUNSEL OFFICE & DOCUMENT	COPIER CONTRACT	63.32	0.00	000000	0/00/00	63.32
		** TOTALS **	63.32	0.00			63.32
01-005395	D & K PRODUCTS	TURF SUPPLIES	8,065.10	0.00	000000	0/00/00	8,065.10
01-005395	D & K PRODUCTS	FERTILIZER	4,301.00	0.00	000000	0/00/00	4,301.00
01-005395	D & K PRODUCTS	TURF SUPPLIES	696.70	0.00	000000	0/00/00	696.70
01-005395	D & K PRODUCTS	CBD - HERBICIDE	618.00	0.00	000000	0/00/00	618.00
		** TOTALS **	13,680.80	0.00			13,680.80
01-005615	DEMCO EDUCATIONAL CORP.	OPERATING SUPPLIES	88.14	88.14-	124055	5/19/22	0.00
		** TOTALS **	88.14	88.14-			0.00
01-001965	DIANE TRACY	MILEAGE AND SUPPLIES	212.40	212.40-	124038	5/19/22	0.00
		** TOTALS **	212.40	212.40-			0.00
01-006270	DREES HEATING & PLUMBING	BACKFLOW REPAIRS	72.00	0.00	000000	0/00/00	72.00
		** TOTALS **	72.00	0.00			72.00
01-006275	DREES OIL CO. INC.	PROPANE	484.27	0.00	000000	0/00/00	484.27
01-006275	DREES OIL CO. INC.	PROPANE	131.20	0.00	000000	0/00/00	131.20
01-006275	DREES OIL CO. INC.	UNLEADED GASOLINE	1,790.46	0.00	000000	0/00/00	1,790.46
		** TOTALS **	2,405.93	0.00			2,405.93
01-001075	E & F CUSTOM PUMPING INC.	LAGOON CLEANING	26,982.45	0.00	000000	0/00/00	26,982.45
		** TOTALS **	26,982.45	0.00			26,982.45
01-006725	EARL MAY STORE	FLOWERS	701.01	0.00	000000	0/00/00	701.01
		** TOTALS **	701.01	0.00			701.01
01-012590	ECHO ELECTRIC SUPPLY	SUPPLIES	103.55	0.00	000000	0/00/00	103.55
		** TOTALS **	103.55	0.00			103.55
01-006810	ECOWATER SYSTEMS	COOLER RENT/WATER	129.01	129.01-	124010	5/13/22	0.00
		** TOTALS **	129.01	129.01-			0.00
01-003440	EMBLEM ENTERPRISES INC.	PATCHES	559.44	0.00	000000	0/00/00	559.44
		** TOTALS **	559.44	0.00			559.44
01-008035	FARNER-BOCKEN CO.	SUMMER READING PROGRAM PRIZES	1,480.50	1,480.50-	124056	5/19/22	0.00
01-008035	FARNER-BOCKEN CO.	SUPPLIES AND CONCESSIONS	540.55	0.00	000000	0/00/00	540.55

		=====PAYMENT DATES=====	=====ITEM DATES=====			=====POSTING DATES=====		
PAID ITEMS DATES	:	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022		5/06/2022 THRU 5/19/2022		
PARTIALLY ITEMS DATES:		5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022		5/06/2022 THRU 5/19/2022		
UNPAID ITEMS DATES	:		5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022				
VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----	BALANCE----
01-008035	FARNER-BOCKEN CO.	SUPPLIES	600.40	0.00	000000	0/00/00		600.40
		** TOTALS **	2,621.45	1,480.50-				1,140.95
01-008050	FASTENAL COMPANY	LILY PAD REPAIRS	22.12	0.00	000000	0/00/00		22.12
		** TOTALS **	22.12	0.00				22.12
01-006860	FELD FIRE EQUIPMENT CO.	EXTINGUISHER/HOOD INSPECTIONS	220.00	0.00	000000	0/00/00		220.00
		** TOTALS **	220.00	0.00				220.00
01-000013	FIRE/POLICE RETIREMENT SY	MFPRSI CONTRIBUTIONS	13,975.34	13,975.34-	001296	5/19/22		0.00
		** TOTALS **	13,975.34	13,975.34-				0.00
01-003848	FIRST IMPRESSION	MAY MALL RESTROOM CLEANING	300.00	0.00	000000	0/00/00		300.00
		** TOTALS **	300.00	0.00				300.00
01-009315	GALLS INC.	SAFETY VESTS	119.03	0.00	000000	0/00/00		119.03
		** TOTALS **	119.03	0.00				119.03
01-002567	GEHLPRO WELDING	SCOREBOARD SUPPLIES	97.99	0.00	000000	0/00/00		97.99
01-002567	GEHLPRO WELDING	SKATE PARK REPAIRS	74.62	0.00	000000	0/00/00		74.62
		** TOTALS **	172.61	0.00				172.61
01-009855	GLIDDEN GRAPHIC	PERIODICAL RENEWAL	40.00	40.00-	124057	5/19/22		0.00
		** TOTALS **	40.00	40.00-				0.00
01-010680	HAWKINS WATER TREATMENT	WATER TREATMENT SUPPLIES	1,175.50	0.00	000000	0/00/00		1,175.50
		** TOTALS **	1,175.50	0.00				1,175.50
01-005410	HERALD PUBLISHING COMPANY	PUBLICITY	75.00	75.00-	124054	5/19/22		0.00
01-005410	HERALD PUBLISHING COMPANY	AD - CAR CONTRACT	83.50	83.50-	124009	5/13/22		0.00
		** TOTALS **	158.50	158.50-				0.00
01-011831	HY-VEE INC.	EARTH DAY CHAMBER COFFEE	113.22	113.22-	124059	5/19/22		0.00
		** TOTALS **	113.22	113.22-				0.00
01-003649	ICE TECHNOLOGIES INC	IT MAINTENANCE	1,358.23	1,358.23-	124046	5/19/22		0.00
01-003649	ICE TECHNOLOGIES INC	IT MAINTENANCE	570.01	570.01-	124046	5/19/22		0.00
01-003649	ICE TECHNOLOGIES INC	IT MAINTENANCE	18.50	18.50-	124046	5/19/22		0.00
01-003649	ICE TECHNOLOGIES INC	IT MAINTENANCE	131.25	131.25-	124046	5/19/22		0.00
		** TOTALS **	2,077.99	2,077.99-				0.00
01-002198	ILA/IASL	POSTERS AND BOOK LABELS	26.00	26.00-	124039	5/19/22		0.00
		** TOTALS **	26.00	26.00-				0.00

=====PAYMENT DATES=====			=====ITEM DATES=====			=====POSTING DATES=====		
PAID ITEMS DATES	: 5/06/2022 THRU 5/19/2022		5/06/2022 THRU 5/19/2022			5/06/2022 THRU 5/19/2022		
PARTIALLY ITEMS DATES:	5/06/2022 THRU 5/19/2022		5/06/2022 THRU 5/19/2022			5/06/2022 THRU 5/19/2022		
UNPAID ITEMS DATES	:		5/06/2022 THRU 5/19/2022			5/06/2022 THRU 5/19/2022		
VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----	BALANCE----
01-012552	INDUSTRIAL BEARING SUPP.	BEARINGS RETURNED	16.16-	0.00	000000	0/00/00		16.16-
01-012552	INDUSTRIAL BEARING SUPP.	BEARINGS	66.96	0.00	000000	0/00/00		66.96
		** TOTALS **	50.80	0.00				50.80
01-012589	INTOXIMETERS	MOUTHPIECES	260.00	0.00	000000	0/00/00		260.00
		** TOTALS **	260.00	0.00				260.00
01-012660	IOWA LIBRARY ASSOCIATION	STAFF MEMBERSHIP - VILLY	70.00	70.00-	124060	5/19/22		0.00
		** TOTALS **	70.00	70.00-				0.00
01-000783	IOWA PLAINS SIGNING INC.	ARROWBOARD RENTAL WTR LEAK	375.00	0.00	000000	0/00/00		375.00
		** TOTALS **	375.00	0.00				375.00
01-012685	IOWA SMALL ENGINE CENTER	CONCRETE SCREED SWITCH	7.84	0.00	000000	0/00/00		7.84
01-012685	IOWA SMALL ENGINE CENTER	COMPACTOR ENGINE	446.35	0.00	000000	0/00/00		446.35
		** TOTALS **	454.19	0.00				454.19
01-012706	IPERS	IPERS CONTRIBUTIONS	20,955.11	20,955.11-	001297	5/19/22		0.00
01-012706	IPERS	IPERS CONTRIBUTIONS	28.87	28.87-	001297	5/19/22		0.00
01-012706	IPERS	IPERS CONTRIBUTIONS	54.34	54.34-	001297	5/19/22		0.00
01-012706	IPERS	IPERS CONTRIBUTIONS	31.46	31.46-	001297	5/19/22		0.00
		** TOTALS **	21,069.78	21,069.78-				0.00
01-002453	JASON MATTHEW LAMBERTZ	PRODUCTION COSTS	960.00	0.00	000000	0/00/00		960.00
		** TOTALS **	960.00	0.00				960.00
01-003897	JEAN STADTLANDER	ADULT VOLLEYBALL OFFICIAL	75.00	0.00	000000	0/00/00		75.00
		** TOTALS **	75.00	0.00				75.00
01-003895	JEFF QUINN	SUMMER READING PROGRAM PERFORM	700.00	700.00-	124050	5/19/22		0.00
		** TOTALS **	700.00	700.00-				0.00
01-013917	JEO CONSULTING GROUP INC.	STREET RESTORATION 2022	2,500.00	0.00	000000	0/00/00		2,500.00
01-013917	JEO CONSULTING GROUP INC.	US 30 E. SANITARY SEWER	101.25	0.00	000000	0/00/00		101.25
01-013917	JEO CONSULTING GROUP INC.	SYSTEM CL RESIDUALS STUDY	5,175.00	0.00	000000	0/00/00		5,175.00
		** TOTALS **	7,776.25	0.00				7,776.25
01-003243	JET'S OUTDOOR POWER AND S	GOLF CART BATTERY	201.95	0.00	000000	0/00/00		201.95
01-003243	JET'S OUTDOOR POWER AND S	SERVICE GOLF SERVICE	72.54	0.00	000000	0/00/00		72.54
		** TOTALS **	274.49	0.00				274.49
01-002788	JIMMY JOHNS #2622	EMPLOYEE RECOGNITION	16.66	0.00	000000	0/00/00		16.66
		** TOTALS **	16.66	0.00				16.66

=====PAYMENT DATES=====			=====ITEM DATES=====			=====POSTING DATES=====		
PAID ITEMS DATES	:	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022
PARTIALLY ITEMS DATES:	:	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022
UNPAID ITEMS DATES	:		5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022
VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----	BALANCE----
01-025020	JOHN DEERE FINANCIAL	#31 OIL CHANGE	517.42	517.42-	124013	5/13/22		0.00
01-025020	JOHN DEERE FINANCIAL	LAMP	77.71	77.71-	124013	5/13/22		0.00
01-025020	JOHN DEERE FINANCIAL	ELECTRONIC CLEANER	43.02	43.02-	124013	5/13/22		0.00
		** TOTALS **	638.15	638.15-				0.00
01-002163	JR'S UNLOCK SERVICE	AQUATIC CENTER KEYS	25.00	0.00	000000	0/00/00		25.00
		** TOTALS **	25.00	0.00				25.00
01-003898	KAREN MILLENACKER	SHELTERHOUSE REFUND	40.00	40.00-	124051	5/19/22		0.00
		** TOTALS **	40.00	40.00-				0.00
01-014520	KASPERBAUER CLEANING SER	LAUNDER RUGS	122.44	0.00	000000	0/00/00		122.44
		** TOTALS **	122.44	0.00				122.44
01-003896	KEITH STICKROD	ADULT VOLLEYBALL OFFICIAL	100.00	0.00	000000	0/00/00		100.00
		** TOTALS **	100.00	0.00				100.00
01-014815	KEYSTONE LABORATORIES	WATER SAMPLES	166.75	0.00	000000	0/00/00		166.75
		** TOTALS **	166.75	0.00				166.75
01-003862	LAWSON PRODUCTS INC	LAB SUPPLIES	177.70	0.00	000000	0/00/00		177.70
		** TOTALS **	177.70	0.00				177.70
01-002962	LIFE FITNESS	4 TREADMILLS	23,651.64	0.00	000000	0/00/00		23,651.64
		** TOTALS **	23,651.64	0.00				23,651.64
01-017125	MANNING MONITOR	PERIODICAL RENEWAL	40.00	40.00-	124061	5/19/22		0.00
		** TOTALS **	40.00	40.00-				0.00
01-017133	MASTERCARD	CONFERENCE EXPENSES	946.56	946.56-	124062	5/19/22		0.00
01-017133	MASTERCARD	ZOOM AND MAIL CHIMP	25.99	25.99-	124063	5/19/22		0.00
01-017133	MASTERCARD	SUPPLIES	570.14	570.14-	124064	5/19/22		0.00
01-017133	MASTERCARD	CONFERENCE & LICENSES	472.87	472.87-	124065	5/19/22		0.00
01-017133	MASTERCARD	SOFTWARE & P & Z TRAINING	274.09	274.09-	124066	5/19/22		0.00
01-017133	MASTERCARD	SUPPLIES	2,531.42	2,531.42-	124067	5/19/22		0.00
		** TOTALS **	4,821.07	4,821.07-				0.00
01-017220	MC FARLAND CLINIC PC	PRE-EMPLOY BOTKINS/VILLY	209.00	0.00	000000	0/00/00		209.00
		** TOTALS **	209.00	0.00				209.00
01-003461	MERCHANT SERVICES	CC PROCESSING FEES	1,020.43	1,020.43-	000000	5/12/22		0.00
01-003461	MERCHANT SERVICES	CC PROCESSING FEES	708.71	708.71-	000000	5/17/22		0.00
		** TOTALS **	1,729.14	1,729.14-				0.00

=====PAYMENT DATES=====				=====ITEM DATES=====		=====POSTING DATES=====			
PAID ITEMS DATES		:	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022		5/06/2022 THRU 5/19/2022		5/06/2022 THRU 5/19/2022	
PARTIALLY ITEMS DATES:		:	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022		5/06/2022 THRU 5/19/2022		5/06/2022 THRU 5/19/2022	
UNPAID ITEMS DATES		:		5/06/2022 THRU 5/19/2022		5/06/2022 THRU 5/19/2022		5/06/2022 THRU 5/19/2022	
VENDOR	----	VENDOR NAME	-----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	-----BALANCE----
-----									
01-012680		MID AMERICAN ENERGY		ELECTRIC BILLS	39,354.52	39,354.52-	124012	5/13/22	0.00
				** TOTALS **	39,354.52	39,354.52-			0.00
01-003718		MIDWEST MUNICIPAL CONSULT		EXECUTIVE SEARCH SERVICES	3,036.00	3,036.00-	124048	5/19/22	0.00
				** TOTALS **	3,036.00	3,036.00-			0.00
01-017585		MIDWEST WHOLESALE BLDG PR		SUPPLIES	13.95	0.00	000000	0/00/00	13.95
01-017585		MIDWEST WHOLESALE BLDG PR		PLYWOOD	197.22	0.00	000000	0/00/00	197.22
01-017585		MIDWEST WHOLESALE BLDG PR		PARK SIGN REPAIRS	9.00	0.00	000000	0/00/00	9.00
01-017585		MIDWEST WHOLESALE BLDG PR		SUPPLIES	75.99	0.00	000000	0/00/00	75.99
				** TOTALS **	296.16	0.00			296.16
01-017600		MIRACLE RECREATION EQUIPM		PARK EQUIPMENT REPLACEMENT	1,363.42	0.00	000000	0/00/00	1,363.42
				** TOTALS **	1,363.42	0.00			1,363.42
01-017730		MOORHOUSE READY MIX CO.		ROW - 219 W 9TH ST	876.13	0.00	000000	0/00/00	876.13
01-017730		MOORHOUSE READY MIX CO.		ST. PANEL - 7TH & SIMON	1,346.80	0.00	000000	0/00/00	1,346.80
01-017730		MOORHOUSE READY MIX CO.		ST. PANEL - 7TH & SIMON	1,212.12	0.00	000000	0/00/00	1,212.12
01-017730		MOORHOUSE READY MIX CO.		ST. PANEL - 7TH & SIMON	1,397.10	0.00	000000	0/00/00	1,397.10
01-017730		MOORHOUSE READY MIX CO.		ST. PANEL - 7TH & SIMON	1,327.25	0.00	000000	0/00/00	1,327.25
01-017730		MOORHOUSE READY MIX CO.		ST. PANEL - 10TH & GRIFFITH	1,144.78	0.00	000000	0/00/00	1,144.78
01-017730		MOORHOUSE READY MIX CO.		ST. PANEL - 10TH & GRIFFITH	1,117.68	0.00	000000	0/00/00	1,117.68
01-017730		MOORHOUSE READY MIX CO.		ST. PANEL - 10TH & GRIFFITH	1,346.80	0.00	000000	0/00/00	1,346.80
01-017730		MOORHOUSE READY MIX CO.		ST. PANEL - 10TH & GRIFFITH	1,010.10	0.00	000000	0/00/00	1,010.10
				** TOTALS **	10,778.76	0.00			10,778.76
01-000925		MOTION PICTURE LICENSING		MOVIE LICENSING	241.96	241.96-	124036	5/19/22	0.00
				** TOTALS **	241.96	241.96-			0.00
01-018110		MUNICIPAL SUPPLY INC.		METER SUPPLIES	680.00	0.00	000000	0/00/00	680.00
				** TOTALS **	680.00	0.00			680.00
01-018408		NAPA AUTO PARTS		SUPPLIES	20.19	0.00	000000	0/00/00	20.19
01-018408		NAPA AUTO PARTS		SUPPLIES	34.50	0.00	000000	0/00/00	34.50
				** TOTALS **	54.69	0.00			54.69
01-003263		NETBANX		APRIL EFT PROCESSING FEE	105.52	105.52-	000000	5/17/22	0.00
				** TOTALS **	105.52	105.52-			0.00
01-001301		NEW COOPERATIVE INC		FARM CHEMICALS	880.40	880.40-	124004	5/13/22	0.00
				** TOTALS **	880.40	880.40-			0.00
01-002945		NICESWANGER PHOTOGRAPHY		MAYOR PICTURES	155.00	0.00	000000	0/00/00	155.00
				** TOTALS **	155.00	0.00			155.00

=====PAYMENT DATES=====			=====ITEM DATES=====			=====POSTING DATES=====		
PAID ITEMS DATES	:	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022
PARTIALLY ITEMS DATES:	:	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022
UNPAID ITEMS DATES	:		5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022
VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----BALANCE----	
-----								
01-003894	NOAH RIEMER PRODUCTIONS	DUKE OTHERWISE PERFORMANCES	800.00	800.00-	124049	5/19/22	0.00	
		** TOTALS **	800.00	800.00-			0.00	
01-020208	O'HALLORAN INTERNATIONAL	#24 - FILTERS	104.41	0.00	000000	0/00/00	104.41	
01-020208	O'HALLORAN INTERNATIONAL	#47 - TRUCK REPAIRS	6,585.34	0.00	000000	0/00/00	6,585.34	
		** TOTALS **	6,689.75	0.00			6,689.75	
01-020330	O'REILLY AUTO PARTS	FUEL CAP	11.27	0.00	000000	0/00/00	11.27	
		** TOTALS **	11.27	0.00			11.27	
01-003893	ODEYS INC.	SUPPLIES	359.25	0.00	000000	0/00/00	359.25	
		** TOTALS **	359.25	0.00			359.25	
01-020203	OFFICE STOP	COPY PAPER AND PENS	158.85	0.00	000000	0/00/00	158.85	
01-020203	OFFICE STOP	COPY PAPER	652.50	0.00	000000	0/00/00	652.50	
		** TOTALS **	811.35	0.00			811.35	
01-020326	OPTIONS INK	OFFICE SUPPLIES	16.09	0.00	000000	0/00/00	16.09	
01-020326	OPTIONS INK	FREIGHT - WATER SAMPLES	15.03	0.00	000000	0/00/00	15.03	
		** TOTALS **	31.12	0.00			31.12	
01-021050	P & H WHOLESALE INC.	PIPE FITTINGS	77.55	0.00	000000	0/00/00	77.55	
		** TOTALS **	77.55	0.00			77.55	
01-001949	PERFORMANCE TIRE & SERVIC	CONCRETE TRAILER TIRE REPAIRS	27.82	0.00	000000	0/00/00	27.82	
		** TOTALS **	27.82	0.00			27.82	
01-001127	PIONEER MANUFACTURING CO.	FIELD MARKING PAINT	93.10	0.00	000000	0/00/00	93.10	
01-001127	PIONEER MANUFACTURING CO.	FIELD MARKING PAINT	207.95	0.00	000000	0/00/00	207.95	
		** TOTALS **	301.05	0.00			301.05	
01-003710	PREMIER EDGE LLC	WINDOW TREATMENT CHILDREN AREA	788.00	788.00-	124047	5/19/22	0.00	
		** TOTALS **	788.00	788.00-			0.00	
01-021860	PRESTO-X-COMPANY	PEST CONTROL 627 N ADAMS ST	85.00	0.00	000000	0/00/00	85.00	
01-021860	PRESTO-X-COMPANY	PEST CONTROL - REC CENTER	71.19	0.00	000000	0/00/00	71.19	
		** TOTALS **	156.19	0.00			156.19	
01-003741	QUADIENNT FINANCE USA INC	POSTAGE	4,000.00	4,000.00-	124007	5/13/22	0.00	
		** TOTALS **	4,000.00	4,000.00-			0.00	
01-003730	QUADIENNT INC.	POSTAGE METER RENTAL	111.00	0.00	000000	0/00/00	111.00	
		** TOTALS **	111.00	0.00			111.00	

=====PAYMENT DATES=====			=====ITEM DATES=====			=====POSTING DATES=====		
PAID ITEMS DATES	:	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022
PARTIALLY ITEMS DATES:		5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022
UNPAID ITEMS DATES	:		5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022
VENDOR	----	VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	-----BALANCE---
-----								
01-001136	R & R SEPTIC SERVICE INC	SEPTIC SERVICE ANNUAL CONTRACT	225.00	225.00-	124003	5/13/22		0.00
01-001136	R & R SEPTIC SERVICE INC	PORTABLE RESTROOM RENTAL	438.98	0.00	000000	0/00/00		438.98
		** TOTALS **	663.98	225.00-				438.98
01-009870	RACCOON VALLEY ELECTRIC C	APRIL ELECTRIC SERVICE	1,155.25	1,155.25-	124058	5/19/22		0.00
		** TOTALS **	1,155.25	1,155.25-				0.00
01-023640	RAY'S REFUSE SERVICE	APRIL 2022 TRASH COLLECTIONS	35,747.89	35,747.89-	123913	5/06/22		0.00
		** TOTALS **	35,747.89	35,747.89-				0.00
01-023815	REGION XII COG	APRIL TAXI PROGRAM DONATIONS	1,340.00	1,340.00-	123914	5/06/22		0.00
		** TOTALS **	1,340.00	1,340.00-				0.00
01-003503	RFG LOGISTICS INC	ROAD ROCK SALT	2,123.43	0.00	000000	0/00/00		2,123.43
01-003503	RFG LOGISTICS INC	ROAD ROCK SALT	2,025.30	0.00	000000	0/00/00		2,025.30
01-003503	RFG LOGISTICS INC	ROAD ROCK SALT	1,997.83	0.00	000000	0/00/00		1,997.83
		** TOTALS **	6,146.56	0.00				6,146.56
01-000612	SENECA COMPANIES	FREE PRODUCT RECOVERY	1,743.00	0.00	000000	0/00/00		1,743.00
		** TOTALS **	1,743.00	0.00				1,743.00
01-003467	SHAMROCK RECYCLING INC.	TREE GRINDING	2,325.00	0.00	000000	0/00/00		2,325.00
		** TOTALS **	2,325.00	0.00				2,325.00
01-025260	SHIELD TECHNOLOGY CORPORA	RMS SOFTWARE LICENSES	3,212.50	0.00	000000	0/00/00		3,212.50
		** TOTALS **	3,212.50	0.00				3,212.50
01-025606	SOPPE CHIROPRACTIC CLINIC	PRE-EMPLOYMENT PHYSICALS	480.00	0.00	000000	0/00/00		480.00
		** TOTALS **	480.00	0.00				480.00
01-025874	STERICYCLE INC	SAFETY SUPPLIES	413.07	0.00	000000	0/00/00		413.07
		** TOTALS **	413.07	0.00				413.07
01-025880	STONE PRINTING CO.	SUPPLIES	9.99	9.99-	124068	5/19/22		0.00
01-025880	STONE PRINTING CO.	SUPPLIES	15.98	0.00	000000	0/00/00		15.98
01-025880	STONE PRINTING CO.	FERRIN BUSINESS CARDS	79.98	0.00	000000	0/00/00		79.98
01-025880	STONE PRINTING CO.	SUPPLIES	55.37	55.37-	124068	5/19/22		0.00
01-025880	STONE PRINTING CO.	SUPPLIES	455.29	455.29-	124068	5/19/22		0.00
01-025880	STONE PRINTING CO.	EXERCISE ROOM PUNCH CARDS	69.98	0.00	000000	0/00/00		69.98
01-025880	STONE PRINTING CO.	KULT BUSINESS CARDS	79.98	0.00	000000	0/00/00		79.98
		** TOTALS **	766.57	520.65-				245.92
01-001998	TEAMSIDELINE.COM	TEAM SIDELINE SUBSCRIPTION	1,197.00	0.00	000000	0/00/00		1,197.00

		=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====		
PAID ITEMS DATES	:	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022		
PARTIALLY ITEMS DATES:	:	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022		
UNPAID ITEMS DATES	:		5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022		
VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK# CHECK DT	----BALANCE----
-----						
		** TOTALS **	1,197.00	0.00		1,197.00
01-027060	TREASURER OF IOWA	4/6-4/30/2022 SALES TAX	8,431.76	8,431.76-	000000 5/12/22	0.00
01-027060	TREASURER OF IOWA	APRIL SALES TAX	6,860.69	6,860.69-	000000 5/17/22	0.00
		** TOTALS **	15,292.45	15,292.45-		0.00
01-027085	TROPHIES PLUS INC.	SOCCER MEDALS	115.00	0.00	000000 0/00/00	115.00
		** TOTALS **	115.00	0.00		115.00
01-027092	TRUE PITCH INC	FLEX-A-CLAY BROWN	975.86	0.00	000000 0/00/00	975.86
		** TOTALS **	975.86	0.00		975.86
01-028168	UNITED PARCEL SERVICE	FREIGHT W/E 4/30/2022	15.50	15.50-	124015 5/13/22	0.00
01-028168	UNITED PARCEL SERVICE	FREIGHT W/E 5/7/2022	89.28	89.28-	124016 5/13/22	0.00
		** TOTALS **	104.78	104.78-		0.00
01-002449	UNITYPOINT CLINIC-OCCUPAT	PRE-EMPLOYMENT DRUG TESTS	336.00	0.00	000000 0/00/00	336.00
		** TOTALS **	336.00	0.00		336.00
01-028275	UPTOWN SPORTING GOODS	AIR PUMP	162.00	0.00	000000 0/00/00	162.00
01-028275	UPTOWN SPORTING GOODS	GUARD SUITS	116.00	0.00	000000 0/00/00	116.00
01-028275	UPTOWN SPORTING GOODS	GUARD SUIT	35.00	0.00	000000 0/00/00	35.00
01-028275	UPTOWN SPORTING GOODS	GUARD SUIT	44.00	0.00	000000 0/00/00	44.00
01-028275	UPTOWN SPORTING GOODS	BB/SB SCOREBOOKS	149.25	0.00	000000 0/00/00	149.25
		** TOTALS **	506.25	0.00		506.25
01-003854	VAN DIEST SUPPLY COMPANY	FERTILIZER	386.00	0.00	000000 0/00/00	386.00
		** TOTALS **	386.00	0.00		386.00
01-003182	VANDER HAAGS INC.	CORE CREDIT	370.00-	0.00	000000 0/00/00	370.00-
01-003182	VANDER HAAGS INC.	BRAKE BOOSTER TRK #6	733.97	0.00	000000 0/00/00	733.97
		** TOTALS **	363.97	0.00		363.97
01-029013	VERIZON WIRELESS	AIR CARDS	320.08	320.08-	124017 5/13/22	0.00
01-029013	VERIZON WIRELESS	CELL PHONES	413.90	413.90-	124018 5/13/22	0.00
		** TOTALS **	733.98	733.98-		0.00
01-002468	VFW	FLAG - GOLF COURSE	30.00	0.00	000000 0/00/00	30.00
		** TOTALS **	30.00	0.00		30.00
01-001366	WEBSITES TO IMPRESS INC	HOSTING WEBSITE FEE	200.00	200.00-	124037 5/19/22	0.00
		** TOTALS **	200.00	200.00-		0.00
01-003377	WELLMARK BLUE CROSS/BLUE	JUNE HEALTH INSURANCE PREMIUMS	43,825.76	43,825.76-	124044 5/19/22	0.00



=====PAYMENT DATES=====			=====ITEM DATES=====			=====POSTING DATES=====		
PAID ITEMS DATES	:	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022
PARTIALLY ITEMS DATES:		5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022
UNPAID ITEMS DATES	:		5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022
VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----	BALANCE---
-----								
		** TOTALS **	43,825.76	43,825.76-				0.00
01-002381	WESTMOR FLUID SOLUTIONS L	FUEL DELIVERY REPAIR	117.15	117.15-	124005	5/13/22		0.00
		** TOTALS **	117.15	117.15-				0.00
01-030355	WITTROCK MOTOR CO.	CAR RENTAL CONTRACT	349.00	349.00-	124019	5/13/22		0.00
		** TOTALS **	349.00	349.00-				0.00
01-002238	WORK4ORCE SYSTEMS GROUP	TIME CLOCK MAINTENANCE	4,320.00	0.00	000000	0/00/00		4,320.00
		** TOTALS **	4,320.00	0.00				4,320.00
01-000386	ZIMCO SUPPLY CO	FERTILIZER/INSECT CONTROL	420.75	0.00	000000	0/00/00		420.75
		** TOTALS **	420.75	0.00				420.75
01-003722	ISOLVED BENEFIT SERVICES	APRIL HRA CHECKS	14,080.56	14,080.56-	000000	5/12/22		0.00
01-003722	ISOLVED BENEFIT SERVICES	APRIL HRA & FLEX FEES	290.35	290.35-	000000	5/12/22		0.00
		** TOTALS **	14,370.91	14,370.91-				0.00
* Payroll Expense			185,152.13					

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022
PARTIALLY ITEMS DATES:	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022
UNPAID ITEMS DATES :		5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022

R E P O R T T O T A L S			
	GROSS	PAYMENTS	BALANCE
PAID ITEMS	478,637.12	478,637.12CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	377,873.61	0.00	377,873.61
VOID ITEMS	0.00	0.00	0.00
 ** TOTALS **	 856,510.73	 478,637.12CR	 377,873.61

U N P A I D R E C A P	
UNPAID INVOICE TOTALS	378,259.77
UNPAID DEBIT MEMO TOTALS	0.00
UNAPPLIED CREDIT MEMO TOTALS	386.16CR
 ** UNPAID TOTALS **	 377,873.61

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES :	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022
PARTIALLY ITEMS DATES :	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022
UNPAID ITEMS DATES :		5/06/2022 THRU 5/19/2022	5/06/2022 THRU 5/19/2022

FUND TOTALS

001	GENERAL FUND	243,968.17
010	HOTEL/MOTEL TAX	24,212.95
110	ROAD USE TAX FUND	23,810.81
121	LOCAL OPTION SALES TAX	300.00
178	CRIME PREV/SPEC PROJECTS	320.08
304	C.P. STREETS	2,500.00
309	C.P. - CORRIDOR OF COMM.	261.25
314	C.P.-STREETS MAINT BLDG	231,862.01
600	WATER UTILITY FUND	27,914.73
602	WATER UTILITY CAP. IMP.	5,175.00
610	SEWER UTILITY FUND	52,274.40
612	SEWER UTILITY CAP. IMP.	101.25
620	STORM WATER UTILITY	572.88
850	MEDICAL INSURANCE FUND	58,085.07
	* PAYROLL EXPENSE	185,152.13

GRAND TOTAL	856,510.73
-------------	------------

# City of Carroll

---

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

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

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

**DATE:** May 19, 2022

**SUBJECT:** Resolution opposing the elimination of CDBG owner-occupied rehabilitation and down-payment assistance programs

The Iowa Economic Development Authority (IEDA) is updating a plan stipulating which activities are eligible for Community Development Block Grants (CDBG). While a bureaucratic process, it is important to bring to your attention because IEDA is proposing to eliminate owner-occupied rehabilitation and down-payment assistance from the plan, and thus eliminating all future CDBG housing rehab programs.

Owner-occupied rehabilitation has been popular in the region and in the City of Carroll. The City of Carroll has used the housing rehabilitation program on six homes, investing a total of \$214,271 that helped lower income families make great improvements to their homes. Additionally, a total of eight homebuyers in the City of Carroll received down payment assistance in the amount of \$171,653 which assisted young families with purchasing homes in the City of Carroll. That assistance secured additional workforce for the Carroll community.

Due to the impact these programs have had on the City of Carroll and our region it is recommended that the Council adopt a resolution opposing the elimination of these important CDBG resources.

**RECOMMENDATION:** Mayor and Council consideration and passage of a resolution opposing the elimination of CDBG owner-occupied rehabilitation and down-payment assistance programs.

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

**A RESOLUTION OPPOSING ELIMINATING THE USE OF CDBG FUNDS FOR HOUSING REHABILITATION AND HOMEBUYER ASSISTANCE**

WHEREAS, the Iowa Economic Development Authority (IEDA) is updating its 2020-2024 Consolidated Plan which stipulates which activities are eligible for Community Development Block Grants (CDBG) funding; and,

WHEREAS, the Iowa Economic Development Authority is considering eliminating the use of CDBG funds for housing rehabilitation and homebuyer assistance; and,

WHEREAS, the City of Carroll has used the housing rehabilitation program on six homes, investing a total of \$214,271 that helped lower income families make great improvements to their homes; and,

WHEREAS, this project has helped more established, lower income neighborhoods in the City of Carroll improve their living standards and address nuisance issues; and,

WHEREAS, these rehabilitations help Carroll's more disadvantaged citizens, including the elderly and handicapped, maintain and stay in their homes; and,

WHEREAS, owner-occupied rehabilitation has helped preserve Carroll's housing stock which is in short supply and once lost, is difficult, if not impossible, to replace with new in the Carroll community; and,

WHEREAS, a total of eight homebuyers in the City of Carroll received down payment assistance in an amount of \$171,653; and,

WHEREAS, the Carroll business community needs new workforce and assisting young families with their home purchase in the City of Carroll helps secure additional workforce for our rural community; and,

WHEREAS, rising interest rates will price working families with lower incomes out of the market while the down payment assistance will help them and our community; and

WHEREAS, the down-payment program has only recently been allowed and has been very popular where it has been implemented with funds being quickly committed.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the City strongly supports the continued use of CDBG funds for owner-occupied rehabilitation and homebuyer assistance for rural Iowa communities like Carroll; and,

BE IT FURTHER RESOLVED by the City Council of the City of Carroll, Iowa, that the City encourages the Iowa Economic Development Authority to continue to allow the use of CDBG funds for housing rehabilitation and homebuyer assistance in the state's 2020-2024 CDBG Consolidated Plan; and,

BE IT FURTHER RESOLVED by the City Council of the City of Carroll, Iowa, that the Carroll City Clerk shall provide copies of this resolution to Iowa Governor Kim Reynolds and Iowa Economic Development Authority Director Debi Durham.

PASSED AND APPROVED this 23rd day of May, 2022.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

---

Mark E. Beardmore, Mayor

Attest:

---

Laura A. Schaefer, City Clerk

# City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

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

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

**DATE:** May 4, 2022, **May 18, 2022**

**SUBJECT:** U.S. 30 East Sanitary Sewer Extension  
Connection Charge

During development of the U.S. 30 East Sanitary Sewer Extension, a sanitary sewer connection charge in the amount of \$0.08 per square foot of lot area was negotiated with James A. Rezac and Amanda M. Rezac (Choice Auto). Attached is a proposed Ordinance codifying the connection charge to be applied to any property that connects to the U.S. 30 East Sanitary Sewer Extension.

**RECOMMENDATION:** Mayor and City Council consideration of passage of the Ordinance establishing a connection charge to the U.S. 30 East Sanitary Sewer Extension.

**First Reading:** May 9, 2022

RMK:ds

attachment

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

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF CARROLL, IOWA, BY AMENDING PROVISIONS PERTAINING TO BUILDING SEWER CONNECTION CHARGES.

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

SECTION 1. SECTION MODIFIED. Section 96.01 of the Code of Ordinances is amended by adding the following after numbered paragraph 4.B.

C. U.S. Highway 30. A connection charge of eight hundredths dollars (\$0.08) per square foot of total lot area to be served shall be required for each connection to the sanitary sewer line beginning at Griffith Road and ending 2,000 feet east of Griffith Road.

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

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

Passed by the Council the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, and approved this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

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

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

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

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
City Clerk



# City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

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

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

**DATE:** May 18, 2022

**SUBJECT:** FY 2023 Health Insurance Renewal

The City's health insurance coverage, Wellmark Blue Access HMO and Alliance Select PPO, has a renewal date of July 1, 2022. The City works with the health insurance consultant from West Des Moines, Benefit Source, Inc. (BSI). Debbie Dean, BSI representative, is scheduled to present information to the Council at the Council meeting to discuss this matter further.

Since it is generally less expensive to pay a portion of the claim expense than to pay an insurance company to insure all of the claim exposure, the city began purchasing a higher deductible plan and initiated a health insurance internal service fund to help pay for the buy down/risk of medical expenses that may occur in any year for the HMO plan. Over the years, the city has purchased HMO health insurance plans that slowly increased the deductible to where we are today: \$7,000 deductible per single plan (\$14,000 family) with a \$7,900 single out-of-pocket maximum (\$15,800 family). When the FY 2023 budget was prepared, it was re-estimated that this reserve fund balance would be approximately \$983,614 on June 30, 2022. Now it is anticipated that this reserve fund balance will be approximately \$977,000 (based upon activity through April 30, 2022). While this newly projected balance is slightly less than what was originally anticipated, staff does not believe this is a concern. The June 30, 2022 balance will be largely determined by the amount of partial self-funding claims that are paid during the remainder of the fiscal year.

Wellmark has quoted a blended rate increase of 9.77% for the current plan deductible/out-of-pocket maximums. BSI had requested a premium quote for the plan if the deductible was raised to \$8,600 single/\$17,200 family and out-of-pocket maximums to \$8,700 single/\$17,400 family which results in a blended rate increase of 8.39%. It is recommended to raise the deductible to the higher limit.

With the premium increase quoted from Wellmark and proposed plan design change approved in 2021 (no more partial self-funding for office visit or prescription co-payments), it is proposed to set the COBRA rates for the Blue Access plan at \$539.43/month for single coverage and \$1,229.43/month for family coverage. Employees would pay 20% of the plan coverage chosen. Rates for the Alliance Select plan are set by Wellmark and are \$651.94/month for single coverage and \$1,577.35/month for family coverage. The City pays the same amount towards both plans. If an employee chooses Alliance Select, the employee will pay the difference of the plan cost and what the City contributes.

The approved FY 2023 budget was prepared to continue the health insurance internal service fund assuming an increase of approximately 10% to the COBRA rate and an increase of 15% for the health insurance premiums. This recommendation is within our FY 23 budget.

**RECOMMENDATION:** Council review and approval of the attached resolution entering into a contract with Wellmark for health insurance benefits with a deductible of \$8,600 single/\$17,200 family and out-of-pocket maximum to \$8,700 single/\$17,400 family and setting the COBRA rates for Blue Access at \$539.43/month for a single plan (\$1,229.43/month for family) and Alliance Select at \$651.94/month for a single plan (\$1,577.35/month for family).

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

**A RESOLUTION APPROVING A CONTRACT WITH WELLMARK FOR GROUP HEALTH  
INSURANCE COVERAGE AND SETTING COBRA RATES FOR FY 2023**

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, it is determined that the approval of a contract with Wellmark effective July 1, 2022 to June 30, 2023 for group health insurance coverage is in the best interest of the City of Carroll, Iowa; and

NOW, THEREFORE, BE IT RESOLVED that a contract with Wellmark for group health insurance coverage, be authorized and approved, and that the Group Administrator is authorized to execute the contract on behalf of the City of Carroll and set the Blue Access Plan COBRA rates at \$539.43/month for a single health insurance plan and \$1,229.43/month for a family health insurance plan and the Alliance Select COBRA rates at \$651.94/month for a single health insurance plan and \$1,577.35/month for a family health insurance plan.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 23rd day of May, 2022.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

BY: \_\_\_\_\_  
Mark E. Beardmore, Mayor

ATTEST:

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

# City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

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

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

**DATE:** May 18, 2022

**SUBJECT:** FY 2023 Voluntary Dental Insurance Offering

The City has been considering offering Dental Insurance to its employees over the past year. When the City Personnel Policy was updated in September of 2021, the following language was added concerning dental insurance to the policy:

17.5 **Dental Insurance**. The City may elect to offer a voluntary dental insurance plan for its employees. Premiums for dental insurance shall be paid 100% by the employees through payroll deduction.

Other than minor administrative burden to administer this benefit there would be no cost to the City to offer this benefit. Offering such a benefit may also assist the City in recruiting new employees in the current competitive job market. The City's benefit consultant, Debbie Dean, from Benefit Source, Inc. will be at the May 23<sup>rd</sup> Council meeting to discuss the proposed dental plan.

During the March 28, 2022 City Council meeting, concern was raised on the City offering a Voluntary Dental Insurance plan. Specifically, a concern was raised that if the City offered voluntary dental plan then families on the Hawki dental plan would no longer be eligible for Hawki dental coverage. City staff discussed this concern with Mrs. Dean and she found that employees could remain on Hawki dental even if the City offers its own Voluntary Dental Insurance plan. Mrs. Dean can discuss this more at the May 23<sup>rd</sup> Council meeting.

With the upcoming health insurance open enrollment in June, this would be the time for the City to consider making this benefit available to our employees. Staff received final plans and rates form both Delta Dental and Wellmark Blue Cross Blue Shield which are shown on the next page.

Carrier Name	Delta Dental			Wellmark BCBS	
	PPO	Premier	Non-Par	Network	
	Annual Maximum Carryover "To Go" & Enhanced Benefits Included			Includes Carry-over and Enhanced Benefits	
<b>Annual Deductible</b>	\$25/\$75*	\$50/\$150*	\$50/\$150*	\$50	\$100
<b>Diagnostic &amp; Preventive</b>	100%	100%	100%	100%	
<b>Routine &amp; Restorative Services</b>	90%	80%	80%	80%	
<b>Posterior Composites</b>	50%	50%	50%	50%	
<b>Major Restorative Services</b>	50%	50%	50%	50%	
<b>Implants</b>	50%	50%	50%	50%	
<b>Annual Benefit Maximum</b>	\$2,000			\$2,000	
<b>Child Corrective Orthodontia</b>	50% coinsurance and \$1,500 lifetime max			50% coinsurance and \$1,500 lifetime max	
	*Annual deductible is waived for Diagnostic and Preventive services			*Annual deductible is waived for Diagnostic and Preventive services	
	EyeMed Vision Care Access Discount Plan Included				
	<b>Rates</b>			<b>Rates</b>	
Employee	\$42.08			\$50.15	
Employee/Spouse	\$78.70			\$94.78	
Employee/Child(ren)	\$100.22			\$100.80	
Employee/Spouse/Child(ren)	\$161.22			\$154.95	

After careful review of the proposals, staff is recommending the Delta Dental plan for two reasons:

- As a voluntary insurance product offered to our employees, the lowest rate for the employee only option should be the deciding factor on what plan to offer since this is targeted to employees first.
- The offering from Delta Dental includes a no cost EyeMed Vision Care discount program that offers additional benefits and savings. The Wellmark BCBS plan offers no such benefit.

**RECOMMENDATION:** Council review and approval of the attached resolution entering into a contract with Delta Dental for dental insurance benefits.

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

**A RESOLUTION APPROVING A CONTRACT WITH DELTA DENTAL FOR GROUP  
DENTAL INSURANCE FOR FY 2023**

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, it is determined that the approval of a contract with Delta Dental effective July 1, 2022 to June 30, 2023 for group dental insurance coverage is in the best interest of the City of Carroll, Iowa; and

NOW, THEREFORE, BE IT RESOLVED that a contract with Delta Dental for group dental insurance coverage, be authorized and approved, and that the Group Administrator is authorized to execute the contract on behalf of the City of Carroll.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 23rd day of May, 2022.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

BY: \_\_\_\_\_  
Mark E. Beardmore, Mayor

ATTEST:

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

## Delta Dental of Iowa

### Summary of Covered Services and Benefits: Option 5

#### City of Carroll

Deductibles, Maximums & Eligibility	Delta Dental Premier® /	
	Delta Dental PPO™	Non Par
- Individual Deductible	\$25	\$50
- Family Deductible	\$75	\$150
- Deductible applies to Check-Ups and Teeth Cleaning?	No	No
- Benefit Period Maximum	\$2,000	\$2,000
- Eligible children to age	26	26
- Full-time (unmarried) students eligible to age	99	99
- Deductible Applies to Orthodontics?	No	No
- Orthodontic lifetime maximum	\$1,500	\$1,500
- Orthodontics: Eligible children to age	19	19
- Orthodontics: Full-time students eligible to age	19	19
- Adult Orthodontics	No	No
<b>Benefits</b>	<i>Frequencies and limitations:</i>	
<b>Check-Ups and Teeth Cleaning</b>	100%	100%
<b>(Diagnostic and Preventive Services)</b>		
- Dental Cleaning		2 in a benefit period aggregate with perio maintenance therapy
- Oral Evaluations		2 in a benefit period
- Fluoride Applications		1 every 12 months to age 19
- X-Rays		Bitewings - 1 every 12 months; Full mouth - 1 every 5 years
- Sealant Applications		1 in a lifetime per permanent 1st and 2nd molars to age 15
- Space Maintainers		To age 15
<b>Cavity Repair and Tooth Extractions</b>	90%	80%
<b>(Routine and Restorative Services)</b>		
- Emergency Treatment		
- General Anesthesia/Sedation		
- Restoration of Decayed or Fractured Teeth		
- Limited Occlusal Adjustments		
- Routine Oral Surgery		
- Posterior Composites w/o Alternate Processing	50%	50%
<b>Root Canals (Endodontic Services)</b>	50%	50%
- Apicoectomy		
- Direct Pulp Cap		
- Pulpotomy		
- Retrograde Fillings		
- Root Canal Therapy		
<b>Gum and Bone Diseases (Periodontal Services)</b>	50%	50%
- Conservative Procedures (Non-surgical)		1 every 24 months per quadrant
- Complex Procedures (Surgical)		1 every 36 months per quadrant
- Periodontal Maintenance Therapy		2 in a benefit period aggregate with dental cleaning
- Athletic Mouth Guard		1 every 24 months to age 19
<b>High Cost Restorations (Cast Restorations)</b>	50%	50%
- Cast Restorations		
- Crowns		1 every 5 years
- Inlays		1 every 5 years
- Onlays		1 every 5 years
- Post and Cores		
- Recementing Crowns/Inlays/Onlays		
<b>Dentures and Bridges (Prosthetic Services)</b>	50%	50%
- Bridges		1 every 5 years
- Dentures		1 every 5 years
- Repairs and Adjustments		
- Recementing of Bridges		
- Implants		1 every 5 years
<b>Straighter Teeth (Orthodontics)</b>	50%	50%
<b>Additional Options</b>		
-Enhanced Benefits Program	Included	Included
-Annual Maximum Carryover - To Go <sup>SM</sup>	Included	Included

This dental plan includes the Enhanced Benefits Program (EBP) which allows additional benefits for Covered Person(s) with designated dental or medical conditions.

This dental plan includes the Annual Maximum Carryover – To Go<sup>SM</sup> for carryover of unused Benefit Period Maximum to the next benefit contract year.

This is a general description of coverage. It is not a statement of your contract. Actual coverage is subject to terms and conditions specified in the benefits document itself and enrollment regulations in force when the benefits become effective. Certain exclusions and limitations apply. Please refer to your dental benefits document for details.



# To Go<sup>SM</sup>

Carry Over Your  
Unused Benefits

## INCREASE YOUR ANNUAL BENEFIT MAXIMUM

To Go<sup>SM</sup> allows you to carry over a portion of your unused annual maximums from one benefit period to the next. This benefit offers more flexibility and helps you plan for more extensive and costly dental treatments in subsequent years.

## HOW IT WORKS

For example, if your plan has an annual maximum of \$1,500, here is how you can use To Go.

YEAR 1		YEAR 2		YEAR 3	
Annual Benefit Maximum	\$1,500	Annual Benefit Maximum	\$1,500	Annual Benefit Maximum	\$1,500
Eligible Benefit Used	\$500	To Go Benefit from Year 1	\$1,000	To Go Benefit from Year 2	\$1,500
Unused Annual Benefit Maximum	\$1,000	Year 2 Annual Benefit Maximum	\$2,500	Year 3 Annual Benefit Maximum	\$3,000
To Go - Annual Maximum Carryover (for use in year 2)	\$1,000	Eligible Benefit Used	\$500	Eligible Benefit Used	\$1,500
		Unused Annual Benefit Maximum	\$2,000	Unused Annual Benefit Maximum	\$1,500
		To Go - Annual Maximum Carryover (for use in year 3)	\$1,500*	To Go - Annual Maximum Carryover (for use in year 4)	\$1,500*

## QUESTIONS?

If you have any questions about your dental benefits, visit the Delta Dental website at [deltadentalia.com](https://deltadentalia.com) and log into the Member Connection or you can call customer service at 800-544-0718.

To Go Guidelines:

1. Your plan must have coverage for major services, and these services may not be subject to any benefit waiting periods. If you make a change that impacts your benefit period, your To Go balance may restart. If you are not covered under the plan for the full benefit period, you will receive a pro-rated amount the first year.
2. You must have submitted at least one claim during the benefit plan year.
3. The carryover amount may not exceed the amount of the regular annual maximum and the total combined annual maximum may not exceed twice the regular annual maximum.

\* The To Go - Annual Maximum Carryover amount cannot exceed the annual benefit maximum.



# DeltaVision<sup>®</sup>

## Set Your Sights On Discounts

### DELTAVISION DISCOUNT PLAN

#### VISION CARE MATTERS

Eye care goes beyond vision. Your eyes say a lot about you — from your emotions to your overall health. Being proactive about protecting your eyes makes a clear, positive impact. Regular eye exams not only correct vision problems, but they also can reveal early warning signs of more serious health conditions such as hypertension, cardiovascular disease and diabetes.<sup>1</sup> So put yourself on a path to better health by scheduling eye exams annually.

#### KEEP ON SAVING

You can use your DeltaVision discount as often as you like all year long on nearly all your vision care purchases at participating providers.

<sup>1</sup> [www.cdc.gov/features/healthyvision/](http://www.cdc.gov/features/healthyvision/)



#### LEARN MORE

To find providers near you, visit **deltadentalia.com**.



#### LOCATE A PROVIDER

You love choices — and so do we. That's why our network has thousands of independent doctors & retail providers.



#### SCHEDULE AN APPOINTMENT

Call ahead or stop by one of the many providers that offer walk-ins. Most also have evening and weekend hours to fit any schedule.



#### SHOW YOUR ID CARD

When you arrive, let the provider know you have a discount through DeltaVision.

Please note your discount cannot be combined with any other discounts, coupons or promotional offers.

### DeltaVision<sup>®</sup>

#### EyeMed Member/Patient Services:

1.866.246.9041

ACCESS DISCOUNT PLAN

DELTAVISION

Discount plan# 9231093

Signature: \_\_\_\_\_

*This is not insurance.  
Dependents are eligible.*

Please detach carefully at perforation and keep card in your wallet.

# DeltaVision® DISCOUNT PLAN

## Access network

Vision Care Services	Member Cost
Exam and dilation as necessary	\$5 off routine exam \$5 off contact lens exam
<b>Complete pair of glasses purchase*:</b> Frame, lenses and lens options must be purchased in the same transaction to receive full discount.	
<b>Standard plastic lenses:</b> Single Vision Bifocal Trifocal	\$50 \$70 \$105
<b>Frames</b>	35% off retail price
<b>Lens options:</b> UV treatment Tint (solid and gradient) Standard plastic scratch coating Standard polycarbonate Standard progressive lens (Add-on to bifocal) Standard anti-reflective coating Other add-ons and services	\$15 \$15 \$15 \$40 \$65 \$45 20% off retail price
<b>Contact lens materials:</b> (Discount applied to materials only) Disposable Conventional	0% off retail price 15% off retail price
<b>Laser vision correction**:</b> LASIK or PRK	15% off retail price or 5% off promotional price
<b>Frequency:</b> Examination Frame Lenses Contact lenses	Unlimited Unlimited Unlimited Unlimited

### THIS IS NOT INSURANCE

\*Items purchased separately will be discounted 20% off of the retail price.

\*\*Since LASIK and PRK vision corrections are elective procedures, performed by specially trained providers, this discount may not always be available from a provider in your location. For a location near you and the discount authorization, please call 1.877.5LASER6.


Member will receive a 20% discount on those items purchased at participating providers that are not specifically covered by this discount. The 20% discount does not apply to EyeMed providers' professional services or contact lenses. Retail prices may vary by location. All discounts cannot be combined with any other discounts or promotional offers.

This discount design is offered with the EyeMed Access panel of providers.

### LIMITATIONS/EXCLUSIONS:


- Orthoptic or vision training, subnormal vision aids and any associated supplemental testing
- Medical and/or surgical treatment of the eye, eyes or supporting structures
- Corrective eyewear required by an employer as a condition of employment and safety eyewear unless specifically covered under plan
- Services provided as a result of any Workers' Compensation law
- Discount is not available on those frames where the manufacturer prohibits a discount



Visit [deltadentalia.com](https://deltadentalia.com) to locate a provider near you.






**EyeMed Member/  
Patient Services:**  
Visit [eyemed.com](https://eyemed.com) or call the number on the front of this card.

**EyeMed Doctors/  
Providers Only:**  
Visit [eyemed.com](https://eyemed.com) to receive plan information or authorization online or call 1.800.521.3605.



# Delta Dental of Iowa Enhanced Benefits Program

Your dental plan includes Delta Dental of Iowa's Enhanced Benefits Program, which links medical conditions and dental benefits. This benefit offers additional oral health services to members with the following conditions:

**Cancer, Chemotherapy and/or Radiation** – A common side effect of head and neck radiation is an increase in cavities. The National Institute of Dental and Craniofacial Research recommends fluoride treatment and the use of prescription-strength fluoride toothpaste for those undergoing this treatment.

**Diabetes** – Studies have shown in cases where diabetes is poorly controlled, patients who receive additional cleanings may see better-controlled glucose levels. Research has also confirmed that diabetes worsens with periodontal disease, and it strongly suggests that severe periodontal disease increases the severity of diabetes.

**High-Risk Cardiac Conditions** – By maintaining good oral health, individuals may reduce harmful inflammation in the body, which has been shown to reduce the risk of cardiovascular disease. The following conditions are eligible for benefits: a history of infective endocarditis; certain congenital heart defects; individuals with artificial heart valves; heart valve defects caused by acquired conditions; hypertrophic cardiomyopathy; individuals with pulmonary shunts or conduits; and mitral valve prolapse with regurgitation (blood leakage).

**Kidney Failure or Dialysis** – Dental infections increase the risk of systemic infection in people with kidney disease, and systemic infection increases the risk of serious side effects. Additional cleanings can reduce the buildup of bacteria in the mouth and help lower the risk of bacteria that will enter the bloodstream, create infection and further compromise their health.

**Periodontal (Gum) Disease** – For enrollees with a history of susceptibility to periodontal diseases or periodontal surgery, periodontal maintenance may need to be conducted at more frequent intervals than the traditional two cleanings per year. The additional cleanings are not only more economical than periodontal surgery, but also help maintain overall health and reduce tooth loss.

**Pregnancy** – Clinical studies of pregnant women with periodontal disease strongly suggest that more frequent professional teeth cleanings will benefit the health of both the baby and the mother.

**Suppressed Immune Systems** – With extra cleanings, patients that are HIV positive or have organ failure may reduce the buildup of bacteria in the mouth that may enter the bloodstream, create infection and further compromise their health.

	Cleanings	Fluoride Application*
Cancer-Related Chemotherapy and/or Radiation	4 cleanings per year	Fluoride application
Diabetes	4 cleanings per year	
High-Risk Cardiac Conditions	4 cleanings per year	
Kidney Failure or Dialysis	4 cleanings per year	
Periodontal (Gum) Disease	4 cleanings per year	Fluoride application
Pregnancy	1 additional cleaning	
Suppressed Immune Systems	4 cleanings per year	Fluoride application

\* Coverage for services will be at the group-contracted benefit level, with the additional frequency allowance being the only change. There are no age requirements and the patient may be the subscriber, spouse or other covered dependent. Fluoride will only apply if this is a covered benefit under the group's dental plan.

# How to Sign Up for the Enhanced Benefits Program

To receive the additional dental benefits, you must enroll in the Enhanced Benefits Program.

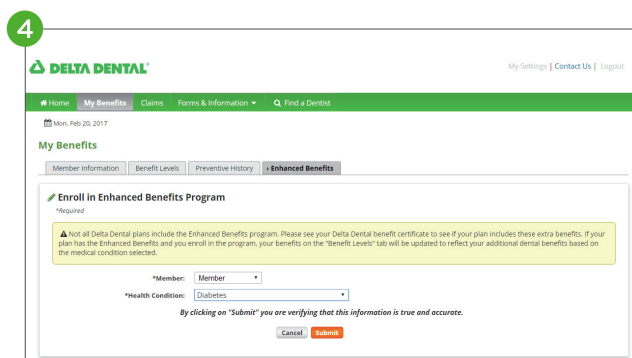
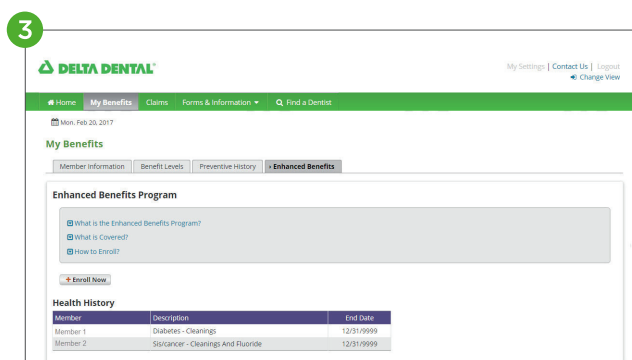
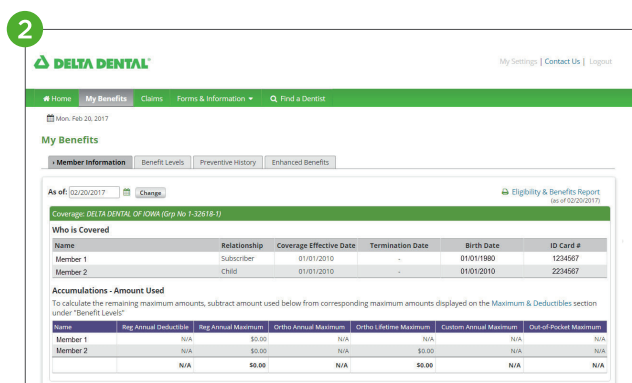
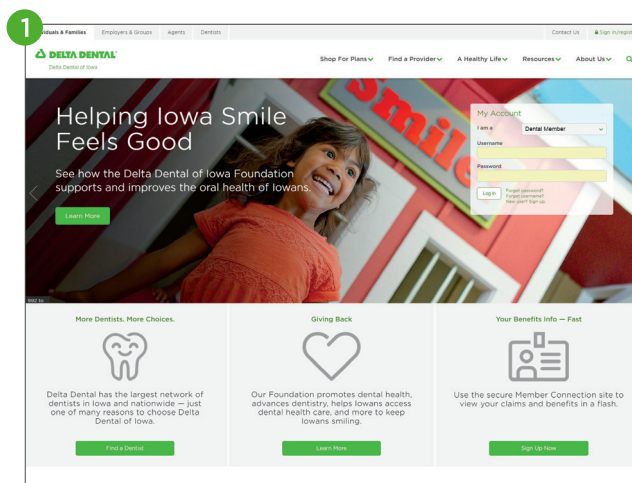
To enroll online:

- 1 Go to Delta Dental of Iowa's member website at [deltadentalia.com](http://deltadentalia.com) and sign into the Member Connection. (You must be a registered user of the Member Connection to enroll in the Enhanced Benefits Program.)
- 2 After you have successfully signed in, click on the "My Benefits" tab.
- 3 Choose the "Enhanced Benefits" tab and click on "Enroll Now."
- 4 Select the member and the applicable medical condition and click "Submit." You and/or your dependents will be immediately eligible for the Enhanced Benefits Program.

*Please note: The periodontal disease health condition indicator will automatically be updated when qualifying nonsurgical or surgical periodontal procedures are processed by Delta Dental of Iowa.*

You can also enroll in the Enhanced Benefits Program by asking your dentist to notify Delta Dental of your condition(s) or by calling Delta Dental's Customer Service at 800-544-0718, Monday - Friday, 7:30 a.m. - 5:00 p.m.

For more information regarding your benefits, sign up for the Member Connection on Delta Dental's website at [deltadentalia.com](http://deltadentalia.com).



# City of Carroll

---

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

**MEMO TO:** Mike Pogge-Weaver, City Manager *MSPW*  
**FROM:** Laura A. Schaefer, Finance Director/City Clerk *laa*  
**DATE:** May 18, 2022  
**SUBJECT:** FY 2021/2022 Budget Amendment #2  
1. Public Hearing  
2. City Budget Amendment and Certification Resolution

As required by the Iowa Code 384.18, the Notice of Public Hearing was published in the Carroll Times Herald on Friday, May 13, 2022.

Attached please find a summary of all items to be amended and a resolution approving the amendment.

**RECOMMENDATION:** After public hearing, Council consideration and approval of FY 2021/2022 Budget Amendment #2.

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

RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR ENDING  
JUNE 30, 2022

WHEREAS, the City Council of Carroll in Carroll County met on May 23, 2022 at 5:15PM to take up the proposed amendment. The proposed amendment #2 was considered and taxpayers were heard for and against the amendment.

WHEREAS, the Council, after hearing all taxpayers wishing to be heard and considering the statements made by them, gave final consideration to the proposed amendment #2 to the budget and modifications proposed at the hearing, if any.

NOW THEREFORE BE IT RESOLVED, by the Council of the City of Carroll, following notice published on May 13, 2022, and the public hearing held on May 23, 2022, the current budget is amended as set out in the attached adoption to be certified to the Auditor of Carroll County.

Passed and approved this 23rd day of May, 2022.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

BY: \_\_\_\_\_  
Mark E. Beardmore, Mayor

ATTEST:

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

**CITY BUDGET AMENDMENT AND CERTIFICATION RESOLUTION - FY 2022 - AMENDMENT # 2**

To the Auditor of CARROLL County, Iowa:

The City Council of CARROLL in said County/Counties met on 05/23/2022 05:15 PM, at the place and hour set in the notice, a copy of which accompanies this certificate and is certified as to publication. Upon taking up the proposed amendment, it was considered and taxpayers were heard for and against the amendment.

The Council, after hearing all taxpayers wishing to be heard and considering the statements made by them, gave final consideration to the proposed amendment(s) to the budget and modifications proposed at the hearing, if any. Thereupon, the following resolution was introduced.

**RESOLUTION No.**

**A RESOLUTION AMENDING THE CURRENT BUDGET FOR FISCAL YEAR ENDING JUNE 2022**

**(AS LAST CERTIFIED OR AMENDED ON 09/27/2021)**

**Be it Resolved by the Council of City of CARROLL**

Section 1. Following notice published/posted 05/13/2022 and the public hearing held 05/23/2022 05:15 PM the current budget (as previously amended) is amended as set out herein and in the detail by fund type and activity that supports this resolution which was considered at the hearing:

REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	6,168,871	0	6,168,871
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Net Current Property Tax	3	6,168,871	0	6,168,871
Delinquent Property Tax Revenue	4	0	0	0
TIF Revenues	5	1,173,840	0	1,173,840
Other City Taxes	6	2,233,935	0	2,233,935
Licenses & Permits	7	74,600	0	74,600
Use of Money & Property	8	240,455	0	240,455
Intergovernmental	9	1,613,499	0	1,613,499
Charges for Service	10	5,473,870	0	5,473,870
Special Assessments	11	0	0	0
Miscellaneous	12	281,125	0	281,125
Other Financing Sources	13	3,417,440	0	3,417,440
Transfers In	14	4,519,709	2,527,140	7,046,849
<b>Total Revenues &amp; Other Sources</b>	<b>15</b>	<b>25,197,344</b>	<b>2,527,140</b>	<b>27,724,484</b>
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>				
Public Safety	16	2,621,175	0	2,621,175
Public Works	17	2,783,160	17,000	2,800,160
Health and Social Services	18	101,895	0	101,895
Culture and Recreation	19	4,557,183	0	4,557,183
Community and Economic Development	20	398,667	0	398,667
General Government	21	1,201,971	0	1,201,971
Debt Service	22	4,697,135	0	4,697,135
Capital Projects	23	4,462,410	1,626,300	6,088,710
Total Government Activities Expenditures	24	20,823,596	1,643,300	22,466,896
Business Type/Enterprise	25	3,298,025	614,200	3,912,225
<b>Total Gov Activities &amp; Business Expenditures</b>	<b>26</b>	<b>24,121,621</b>	<b>2,257,500</b>	<b>26,379,121</b>
Transfers Out	27	4,519,709	2,527,140	7,046,849
<b>Total Expenditures/Transfers Out</b>	<b>28</b>	<b>28,641,330</b>	<b>4,784,640</b>	<b>33,425,970</b>
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out</b>	<b>29</b>	<b>-3,443,986</b>	<b>-2,257,500</b>	<b>-5,701,486</b>
Beginning Fund Balance July 1, 2021	30	24,433,539	0	24,433,539
<b>Ending Fund Balance June 30, 2022</b>	<b>31</b>	<b>20,989,553</b>	<b>-2,257,500</b>	<b>18,732,053</b>

**Explanation of Changes:** farm expense at the airport, dowel drill purchase for the Streets Division, capital expenses for the following projects: Airport runway repairs, Street Restoration - 22, Rec Center Building, Street Maintenance Building, Watermain Replacement - 22, Water Chlorine Residual Report, US 30 East Sanitary Sewer and VLR System Design Services and various transfer ins and outs to fund various projects.

05/23/2022

City Clerk/Administrator Signature of Certification

Adopted On

Mayor Signature of Certification



## BUDGET AMENDMENT #2 FY 21/22

### **GENERAL FUND AMENDMENTS**

Airport - Farm Expense	(10,000)
Transfer from Employee Ben SR Fund	20,000
Transfer from Sewer Utility Fund	8,529
Transfer from Water Utility Fund	1,395
Transfer to CP-Airport	(3,966)
Transfer to CP-Rec Building	(157,000)

**Note:** These amounts were included in the FY 22 re-estimated amounts when the FY 23 budget was prepared.

### **HOTEL/MOTEL TAX FUND**

Transfer to CP-Rec Center Bldg	(50,000)
--------------------------------	----------

### **ROAD USE TAX FUND**

Dowel Drill	(7,000)
-------------	---------

### **EMPLOYEE BENEFIT SR FUND**

Transfer to General Fund	(20,000)
--------------------------	----------

### **LOCAL OPTION SALES TAX FUND**

Transfer to CP-Streets	(55,000)
Transfer to CP-Rec Center Building	(580,000)

### **DOWNTOWN UR FUND**

Transfer to Sewer Utility Fund	(101,250)
--------------------------------	-----------

### **C.P. AIRPORT**

Transfer from General Fund	3,966
Runway Repair Projects	(8,768)

### **C.P. STREETS**

Street Restoration - 22 Project	(55,000)
Transfer from LOST Fund	55,000

### **C.P. - CORRIDOR OF COMMERCE**

Transfer from Sewer Utility Fund	1,000,000
----------------------------------	-----------

### **C.P. - REC CENTER BLDG FUND**

Rec Center Building Project	(219,405)
Transfer from General Fund	157,000
Transfer from LOST	580,000
Transfer from Hotel/Motel	50,000

### **C.P. - STREET MAINT BLDG**

Street Maint Bldg Project	(1,343,127)
---------------------------	-------------

### **WATER UTILITY FUND**

Transfer to General Fund	(1,395)
--------------------------	---------

### **WATER UTILITY CAP IMP FUND**

Watermain Replace-2020 Project	(51,200)
Water Chlorine Residual Report	(13,000)

### **SEWER UTILITY FUND**

Transfer to General Fund	(8,529)
Transfer from Downtown UR Fund	101,250
Transfer to Sewer Utility Cap Imp	(550,000)
Transfer to CP-Corridor of Commerce	(1,000,000)

### **SEWER UTILITY CAP. IMP.**

US 30 East Sanitary Sewer Project	(530,000)
VLR Aeration System Design Services	(20,000)
Transfer from Sewer Utility Fund	550,000



# City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

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

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

**DATE:** May 16, 2022

**SUBJECT:** Annexation request from James A Rezac and Amanda M Rezac

**Background:**

A request was received from James and Amanda Rezac to annex 9.62 acres of land. The legal description of the property is:

A part of the NE1/4 NW1/4 of Section 29, Township 84 North, Range 34 West 5<sup>th</sup> P.M., Carroll County, Iowa, more fully described as follows: Commencing at the Northwest corner of the NW1/4 of said Section 29; thence East, along the North line of said NW1/4, 1330.23 feet; thence South, 60.0 feet to the South right of way line of U.S. Highway No. 30, said point being the point of beginning; thence South 01°08' East, 517.40 feet; thence East, 910.33 feet; thence North, 335.60 feet; thence West, 208.70 feet; thence North, 181.70 feet to the south right of way line of U.S. Highway No. 30; thence West, along the South right of way line of U.S. Highway No. 30, 711.80 feet to the point of beginning, EXCEPT Lot 4 of the NE1/4 NW1/4 and ALSO EXCEPT that part conveyed to the State of Iowa

The property is generally located east of Pella Corporation and south of US Highway 30. The attached map shows the location of the proposed annexation.

As permitted by Iowa Code 368.7(1)(a) a City is permitted to include up to 20% of territory without the consent of the property owner of the territory involved to avoid the creation of islands or to make more uniform boundaries. The City Council reviewed the requests on February 28, 2022 and initiated the voluntary annexation for the property owned by James A Rezac and Amanda M Rezac along with including property owned by APQS, LLC without the consent of the owner to create more uniform boundaries. The property owned by APQS, LLC is 1.01 acres and represents 9.5% of the total land area proposed to be annexed. The legal description of the property is:

A part of the NE1/4 NW1/4 of Section 29, Township 84 North, Range 34 West 5<sup>th</sup> P.M., Carroll County, Iowa, described viz: Beginning at a point 377.5 feet west of the northeast corner of the said NE1/4 NW1/4; thence south 241.7 feet; thence due west 208.7 feet; thence north 241.7 feet to a point on

the north line of said Section 29; thence east along said Section line 208.7 feet to the point of beginning, EXCEPTING therefrom that part previously deeded to the State of Iowa for highway purposes.

And

Lot four (4) of the Northeast Quarter of the Northwest quarter of Section Twenty-nine (29), Township Eighty-four (84) North, Range Thirty-four (34) West, 5<sup>th</sup> P.M., Carroll County, Iowa

Iowa Code specifies processes for the following types of annexation applications:

1. 100% voluntary annexation, not within an urbanized area of another city;
2. 100% voluntary annexation, within an urbanized area of another city;
3. 80% voluntary/20% involuntary, not within an urbanized area of another city;
4. 80% voluntary/20% involuntary, within an urbanized area of another city; and
5. Involuntary

This annexation request will be considered an 80% voluntary/20% involuntary, not within the two-mile urbanized area of another community (Iowa Code 368.7(1)). Iowa Code requires the City Council to hold a public hearing prior to voting on a resolution considering approval of an annexation request. After Council's consideration of the annexation resolution after the public hearing, the City will send its annexation files to the State's City Development Board for review and approval.

The total amount of land proposed for annexation (both the Rezac property and the APQS, LLC property) as part of this 80/20 request is 10.63 acres. This land proposed for annexation is situated in unincorporated Carroll County east of Pella Windows. No road ROW is included in this annexation.

#### **Analysis:**

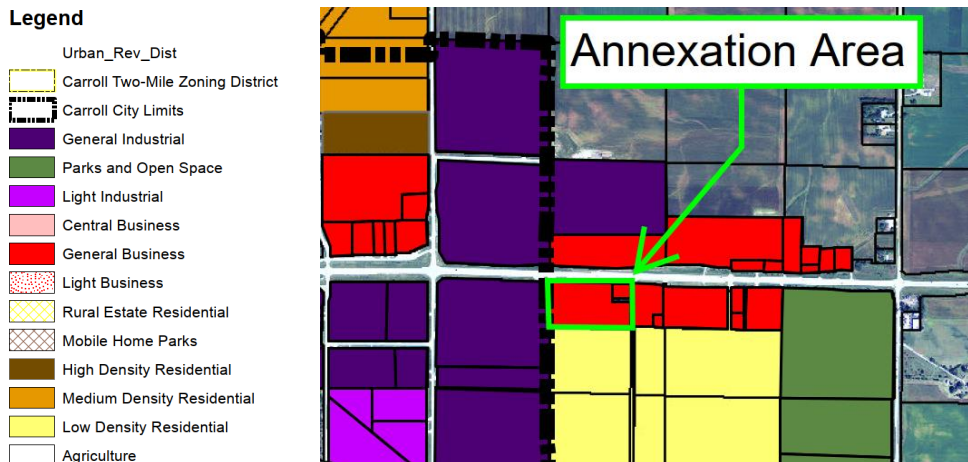
When the City Council reviews annexation applications, they review the following topics: Consistency with the Comprehensive Plan, Street and Utility Connectivity, and Outreach.

#### *Consistency with the City's Comprehensive Plan - Future Land Use Map:*

A comprehensive plan serves as a long-range plan for community improvement, development, and growth. Iowa Code recommends for communities to adopt comprehensive plans, and that these plans should "include information on the amount, type, intensity and density of existing land use, trends in the market price, and plans for future land use throughout the municipality" (Chapter 18B). Said plans serve as policy guides, and are intended to be flexible and adaptive over time, setting forth the basic framework to guide activities and manage change.

This site is included in the City's Future Land Use Map as General Business.

### *Current City of Carroll Land Use Map*



The property is within the City of Carroll’s 2-mile zoning area and is currently zoned I-2, General Industrial District. Upon annexation, per City Code 170.05, the property will be automatically rezoned A-1, Agricultural District. The annexation application indicates the future land use after annexation will remain I-2.

This annexation application is consistent with the City’s Future Land Use Map, which guides for General Business.

This annexation application is consistent with the following objective of the City’s Comprehensive Plan:

Land Use Policy 12: Facilitate the adequate provision of transportation, water, sewerage, schools, parks, and other requirements.

#### *Street & Utility Connectivity:*

The requested annexation area has direct access to US Highway 30. No additional roads are proposed to serve the annexation area and access will be limited to US Highway 30 by the Iowa DOT. The City has proceeded with a project that will extend a sanitary sewer main to the property that will serve the annexation area and areas to the east and north. Water is currently being provided by West Central Iowa Rural Water which will remain in place for the time.

#### *Outreach:*

As required by Chapter 368 of the Iowa Code, on April 1, 2022 the City mailed an annexation consultation notice to the Carroll County Board of Supervisors and the Grant Township Trustees. The City held the required consultation notice on April 12, 2022 at 10:00A.M. – see attached minutes for information on that meeting. No objections to the proposed annexation were filed at the consultation meeting.

As required by Iowa Code, notice of the City Council public hearing was published in the Carroll Times Herald on May 13, 2022 notifying the public of the requested annexation.

The City Council will hold their public hearing for annexation consideration during their meeting on Monday, May 23, 2022. Following Council's required public hearing, City Council may consider approval of the annexation resolution.

**PLANNING AND ZONING COMMISSION RECOMMENDATION:**

The Planning and Zoning Commission reviewed the proposed annexation on May 11, 2022 and recommended City Council approval of the annexation.

**STAFF RECOMMENDATION:**

Staff recommends approval of the annexation resolution. After the public hearing, the City will forward the annexation information to the State's City Development Board so that they can begin their review process.

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

**RESOLUTION APPROVING THE VOLUNTARY ANNEXATION OF LAND ADJACENT TO THE EAST BOUNDARY OF THE CITY OF CARROLL, INCLUDING LAND WITHOUT THE OWNER'S CONSENT INTO THE CORPORATE LIMITS OF THE CITY OF CARROLL**

WHEREAS, there has been presented to the City Council a Petition/Application for annexation, executed by the owners of the following described real estate, namely James A and Amanda M Rezac (Parcel No. 07-29-100-005), which lie adjacent to the corporate limits of the City of Carroll, Iowa:

A part of the NE1/4 NW1/4 of Section 29, Township 84 North, Range 34 West 5<sup>th</sup> P.M., Carroll County, Iowa, more fully described as follows: Commencing at the Northwest corner of the NW1/4 of said Section 29; thence East, along the North line of said NW1/4, 1330.23 feet; thence South, 60.0 feet to the South right of way line of U.S. Highway No. 30, said point being the point of beginning; thence South 01°08' East, 517.40 feet; thence East, 910.33 feet; thence North, 335.60 feet; thence West, 208.70 feet; thence North, 181.70 feet to the south right of way line of U.S. Highway No. 30; thence West, along the South right of way line of U.S. Highway No. 30, 711.80 feet to the point of beginning, EXCEPT Lot 4 of the NE1/4 NW1/4 and ALSO EXCEPT that part conveyed to the State of Iowa

WHEREAS, this annexation includes property without the consent of the property owner of the below described real estate, namely APQS, LLC (Parcel No. 07-29-100-019), which lies adjacent to the corporate limits of the City of Carroll:

A part of the NE1/4 NW1/4 of Section 29, Township 84 North, Range 34 West 5<sup>th</sup> P.M., Carroll County, Iowa, described viz: Beginning at a point 377.5 feet west of the northeast corner of the said NE1/4 NW1/4; thence south 241.7 feet; thence due west 208.7 feet; thence north 241.7 feet to a point on the north line of said Section 29; thence east along said Section line 208.7 feet to the point of beginning, EXCEPTING therefrom that part previously deeded to the State of Iowa for highway purposes.

and

Lot four (4) of the Northeast Quarter of the Northwest quarter of Section Twenty-nine (29), Township Eighty-four (84) North, Range Thirty-four (34) West, 5<sup>th</sup> P.M., Carroll County, Iowa

WHEREAS, annexation area maps are attached to this resolution as Exhibits A & B; and

WHEREAS, including the land of the nonconsenting owner in the Petition/Application is to create more uniform boundaries; and

WHEREAS, the territory included in the Petitions/Applications contain a total of 10.63 acres, of which 1.01 acres is included without the consent of the owner; and

WHEREAS, no Carroll County Board of Supervisors resolution was adopted and filed with the City of Carroll after consultation on the proposed annexation, which consultation occurred on April 12, 2022; and

WHEREAS, all mailings of the petitions/applications and notice of public hearing have been made in a timely manner to the non-consenting owner, public utilities, adjoining property owners, Chair of the Board of Supervisors, Township Trustees, Office of the Attorney General of Iowa, and County Attorney; and notice of public hearing on the petitions/applications was published in the Carroll Times Herald on May 13, 2022; and

WHEREAS, a public hearing was conducted on this date, after published notice thereof, and the Council gave due consideration to objections and evidence for and against the annexation, as reflected by the record of the public hearing; and

WHEREAS, it is in the best interest of the City of Carroll that said real estate be annexed, and said annexation is consistent with the City's Comprehensive Plan.

NOW, THEREFORE BE IT RESOLVED that the voluntary annexation referenced herein of the following described real estate (including land without the consent of the owner to create more uniform boundaries) is hereby approved and the corporate limits of the City of Carroll, Iowa are extended to include said real estate:

A part of the NE1/4 NW1/4 of Section 29, Township 84 North, Range 34 West 5<sup>th</sup> P.M., Carroll County, Iowa, more fully described as follows: Commencing at the Northwest corner of the NW1/4 of said Section 29; thence East, along the North line of said NW1/4, 1330.23 feet; thence South, 60.0 feet to the South right of way line of U.S. Highway No. 30, said point being the point of beginning; thence South 01°08' East, 517.40 feet; thence East, 910.33 feet; thence North, 335.60 feet; thence West, 208.70 feet; thence North, 181.70 feet to the south right of way line of U.S. Highway No. 30; thence West, along the South right of way line of U.S. Highway No. 30, 711.80 feet to the point of beginning, EXCEPT Lot 4 of the NE1/4 NW1/4 and ALSO EXCEPT that part conveyed to the State of Iowa

AND

A part of the NE1/4 NW1/4 of Section 29, Township 84 North, Range 34 West 5<sup>th</sup> P.M., Carroll County, Iowa, described viz: Beginning at a point 377.5 feet west of the northeast corner of the said NE1/4 NW1/4; thence south 241.7 feet; thence due west 208.7 feet; thence north 241.7 feet to a point on the north line of said Section 29; thence east along said Section line 208.7 feet to the point of beginning,

EXCEPTING therefrom that part previously deeded to the State of Iowa for highway purposes.

and

Lot four (4) of the Northeast Quarter of the Northwest quarter of Section Twenty-nine (29), Township Eighty-four (84) North, Range Thirty-four (34) West, 5<sup>th</sup> P.M., Carroll County, Iowa

Containing a total of 10.63 acres of property of which 1.01 acres is included without the consent of the owner.

BE IT FURTHER RESOLVED, that the City staff is directed and authorized to proceed with submitting this matter for annexation to the City Development Board.

Passed and approved by the Carroll City Council this 23<sup>rd</sup> day of May, 2022.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

BY: \_\_\_\_\_  
Mark E. Beardmore, Mayor

ATTEST:

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







# Rezac Annexation

## Legend

### Annexation Area

### Owners

- REZAC, JAMES A; REZAC, AMANDA M
- APQS, LLC
- Corporate Limits

Area	Owner	Acres	Percentage
1	REZAC, JAMES A; REZAC, AMANDA M	9.62	90.5%
2	APQS, LLC	1.01	9.5%
Total Annexation Area		10.63	



23438

23440







# Rezac Annexation

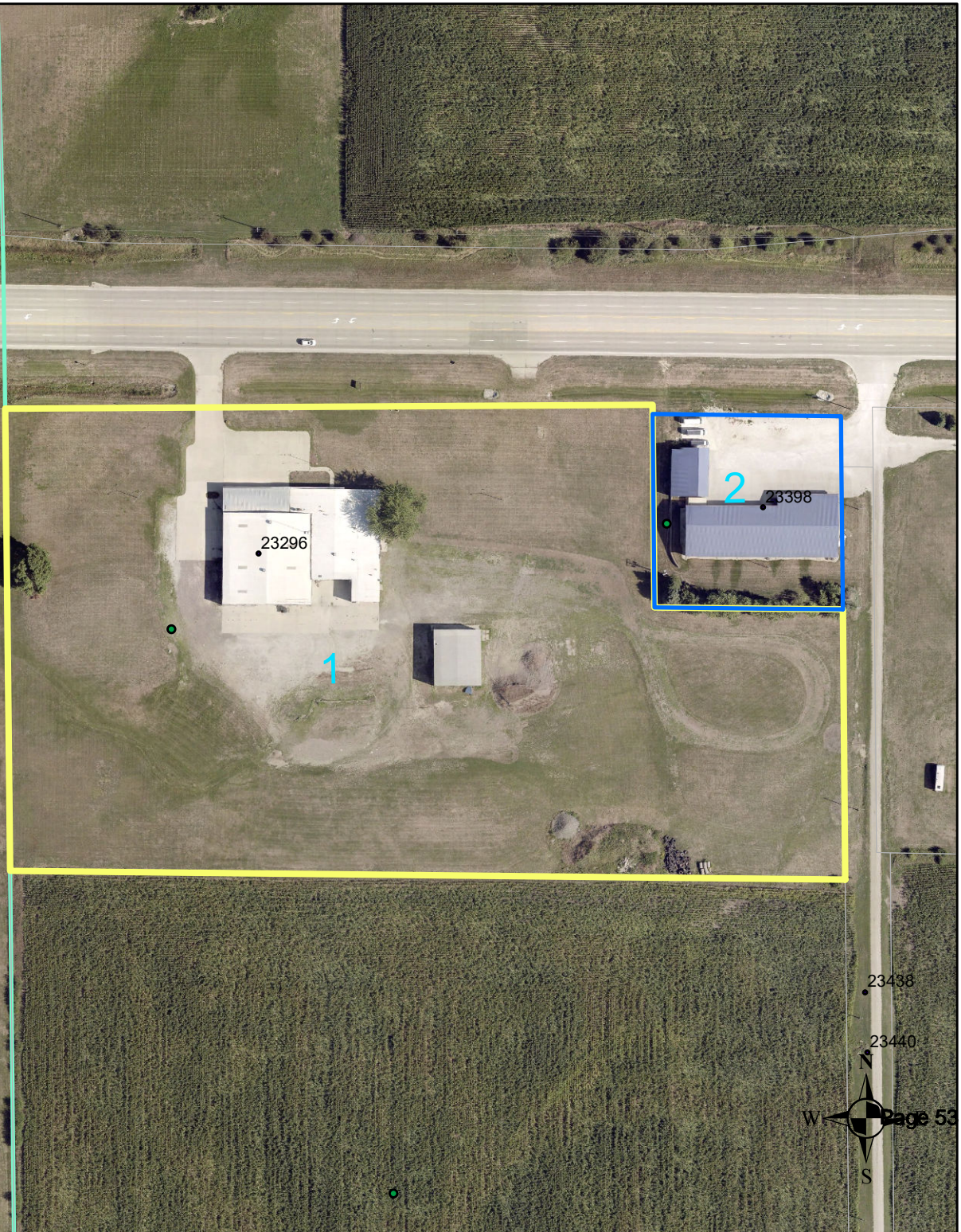
## Legend

### Annexation Area

### Owners

- REZAC, JAMES A; REZAC, AMANDA M
- APQS, LLC
- Corporate Limits

Area	Owner	Acres	Percentage
1	REZAC, JAMES A; REZAC, AMANDA M	9.62	90.5%
2	APQS, LLC	1.01	9.5%
Total Annexation Area		10.63	





**City of Carroll, Iowa**  
**Application for Voluntary Annexation**

**Applicant/Owner Information**

Applicant: James A Rezac and Amanda M Rezac Date: 1-6-22  
Address: 24096 Timber Ave. Glidden IA 51443  
Contact Person: Jim Fax: \_\_\_\_\_  
Telephone: (712) 210-4817 e-mail: \_\_\_\_\_  
Property Owner (if different than Applicant): Same  
Owner's Address: Same  
Telephone: Same e-mail: \_\_\_\_\_

**Parcel Information**

Location of Parcel: 23296 Hwy 30  
(Address, Streets intersected, etc.)  
Legal Description: See attached  
\_\_\_\_\_  
\_\_\_\_\_  
Current Land Use: Commercial  
\_\_\_\_\_  
Proposed Land Use after Annexation: Commercial  
\_\_\_\_\_  
Proposed Zoning Designation: I-2  
Please state the reason(s) for wishing to join the City of Carroll: To access City sanitary sewer  
\_\_\_\_\_  
\_\_\_\_\_  
Please explain how City water and sanitary sewer would serve the parcel(s): \_\_\_\_\_  
The City is planning to extend sanitary sewer to the property. Water service will to  
Provided by rural water at this time.


**Required Attachments**

The applicant is required to attach the following:

Item	Included? Yes/No
A map showing all land included in this request for annexation. Map must include all parcels of land, the names of the owner of all parcels, and must show the parcel(s) in relation to the entire City of Carroll and neighboring properties. If the requested land abuts a County road or right of way, the map must show that the requested annexation extends to the middle of the County road or County right of way.	
Number of acres of each separate parcel included in the request for annexation, and the total acreage of all parcels included in this request.	
Name, Address and telephone number of the owners of all property included in this request for annexation.	yes
Written statement from the owners of all property included in this request, stating whether they concur with the request to be annexed to Carroll, signed by each property owner.	yes
Name, address and telephone number of all utility companies who provide, or would provide, services to any or all parcels of land included in this request. Legal description of any land which abuts a County roadway or right of way extending to the middle of said roadway or right of way, and identifies land, roadway or right of way which would be severed from Carroll County when annexed to the City of Carroll.	

**Please attach additional sheets when necessary**

**Applicant's certification and Signatures:** I/We, (the undersigned) do hereby request that the City of Carroll, Iowa, annex the parcel(s) of land identified as set out in this application. I/we certify the information presented in this application is complete and accurate to the best of my/our knowledge, that I am familiar with the legal nature of this request, and that this request complies with all existing laws, statutes, regulations and ordinances.

  
(signature)

1-6-22  
(date)

  
(signature)

1/6/2022  
(date)

James A. Rezac  
(applicant's name - printed)

Amanda Rezac  
(applicant's name - printed)

**Owner's certification and Signatures:** I/We, (the undersigned) do hereby certify that I/we am/are the owner of record of the parcel(s) of land that is the subject of this request, and that I/we concur with the request for this land to be annexed by the City of Carroll, and become a part of Carroll. I/we certify the information presented in this application is complete and accurate to the best of my/our knowledge, that I am familiar with the legal nature of this request, and that this request complies with all existing laws, statutes, regulations and ordinances.

<u>JAR</u>	<u>1-6-22</u>
(signature)	(date)
<u>Amanda Rezac</u>	<u>1/6/2022</u>
(signature)	(date)
_____	_____
(signature)	(date)
<u>James A. Rezac</u>	
(owner's name - printed)	
<u>Amanda Rezac</u>	
(owner's name - printed)	
_____	
(owner's name - printed)	

Date complete application received: 2.7.2022

Received by: Kelly J. Slechta Title: City Manager Secretary  
(Name)  
Kelly J. Slechta  
(Signature)

**City of Carroll**  
627 N Adams Street  
Carroll, Iowa 51401  
(712-792-1000)  
e-mail: [cityofcarroll@cityofcarroll.com](mailto:cityofcarroll@cityofcarroll.com)  
[www.cityofcarroll.com](http://www.cityofcarroll.com)



23296 HWY 30, CARROLL

Deed: REZAC, JAMES A; REZAC, AMANDA M

Map Area: CAR-2-MI-C-Grant

Checks/Tags:

Contract:

Route: 907-050-170

Lister/Date: JLH, 05/13/2014

CID#:

Tax Dist: Grant Twp-Carroll Comm

Review/Date: DLR, 10/01/2014

DBA:

Plat Page:

Entry Status: Inspected

MLS:

Subdiv: [EMPTY]

RURAL / COMMERCIAL

Legal: 29-84-34 PT NE NW COM AT NW COR OF SEC- E 1330.23 FT &amp; S 60 FT TO PT OF BEG-S 517.4 FT-E 910.33 FT- N 335.6 FT-W 208.7 FT -N 181.7 FT-W 711.8 FT TO PT OF BEG EXC LOT

## Land

Land Basis	Front	Rear	Side 1	Side 2	R. Lot	SF	Acres									
Acre X Rate						43,560.00	1.000									
Subtotal						43,560.00	1.000									
Acre X Rate						43,560.00	1.000									
Subtotal						43,560.00	1.000									
Acre X Rate						331,927.20	7.620									
Subtotal						331,927.20	7.620									
Grand Total						419,047.20	9.620									

## Street

## Utilities

## Zoning

## Land Use

Acre X Rate	Paved	Septic / Well	-- NONE --	Non Applicable
Acre X Rate	Paved	Septic / Well	-- NONE --	Non Applicable
Acre X Rate	None	None	-- NONE --	Non Applicable

## Sales

## Building Permits

## Values

Date	\$ Amount	NUTC	Recording	Date	Number	Tag	\$ Amount	Reason	Type	Appraised			
12/28/2020	\$787,500	D0	2020/4503	10/26/2021		C	\$0	Misc	Land				
12/21/2012	\$0	D17	2012/4854	5/25/2021		C	\$0	Need Photo	LandC	\$284,420			
01/04/2004	\$0	D17	2011/0956	4/5/2021	210018	C	\$15,000	Int-Remodel	Dwlg				
05/09/1989	\$0	D38	087/061						Impr	\$411,410			
									Total	\$695,830			





# City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

**MEMO TO:** Mike Pogge-Weaver, City Manager *MSPW*  
**FROM:** Chad Tiemeyer, Director of Parks and Recreation *GT*  
**DATE:** May 17, 2022  
**SUBJECT:** Carroll Recreation Center Building Improvements Project – 2021

- Public Hearing on Plans, Specifications, Form of Contract and Estimated Cost
- Resolution Adopting Plans, Specifications, Form of Contract and Estimated Cost

On May 12, 2022, plans, specifications, form of contract and estimated cost of the Carroll Recreation Center Building Improvements Project were provided by RDG Planning & Design. The plans, specifications, form of contract and estimated cost are generally described as follows:

## PLANS

Renovation and addition to the existing Carroll Recreation Center located at 716 N. Grant Road, Carroll, IA. Approximately 38,000 SF of renovation and 2,000 SF of addition on two levels, including second level suspended jogging track, storage room additions, multipurpose rooms renovations, locker room renovations that include new office space, wet classroom, lifeguard office, and individual family changing rooms.

## SPECIFICATIONS

The specifications further detail the construction of the facility. Specifications include American Institute of Architects (AIA) documents and MasterSpec technical specifications.

## FORM OF CONTRACT

The form of contract is AIA Document A101-2017.

## ESTIMATED COST

The estimated construction cost of the Carroll Recreation Center Building Improvements Project is as follows:

Based on the estimated construction cost, the current total project estimate is as follows:

Base Bid	\$3,900,000
Add Alt. #1 Walking Track	\$2,200,000
Add Alt. #2 Ramp from Track to Mez.	\$ 25,000
Add Alt. #3 Multi-Purpose Room reno	\$ 275,000
Construction Total	\$5,900,000
Construction Total	\$5,900,000
Survey, Geo, Permits	\$ 35,000
FF & E	\$ 15,000
Design & Expenses	\$ 544,305
Misc.	\$ 186,000
Construction Contingency	\$ 295,000
Total Cost of Work	\$6,975,305

Funding for the project is anticipated as follows:

LOST Debt	\$5,620,000.00
LOST Collections	\$1,000,000.00
General Obligation Debt	\$ 700,000.00
General Fund (AHU Funding)	\$ 157,000.00
Hotel/Motel (AHU Funding)	\$ 50,000.00
LOST (AHU Funding)	\$ 100,000.00
Total Current Funding	\$7,627,000.00

The project schedule is anticipated as follows:

Pre-Construction Meeting	May 23, 2022
Bid Receipt	June 16, 2022
Construction Completion	October, 2023

**RECOMMENDATION:** Mayor and City Council conduction of the required public hearing and consideration of passage and approval of the Resolution adopting the plans, specification, form of contract and estimated cost for Carroll Recreation Center Building Improvements Project – 2021.

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

RESOLUTION ADOPTING THE PLANS, SPECIFICATIONS, FORM OF CONTRACT  
AND ESTIMATED COST FOR THE CARROLL RECREATION CENTER BUILDING  
IMPROVEMENTS PROJECT - 2021

WHEREAS, proposed plans, specifications, form of contract and estimated cost were filed for the construction of public improvements described in general as Carroll Recreation Center Building Improvements Project – 2021; and,

WHEREAS, a public hearing on the proposed plans, specifications, form of contract and estimated cost for said improvements was conducted by the City Council of the City of Carroll, Iowa; and,

WHEREAS, the City Council has determined that the proposed plans, specifications, form of contract and estimated cost are in the best interest of the City and the residents thereof.

NOW, THEREFORE, BE IT RESOVLED by the City Council of the City of Carroll, Iowa, that said proposed plans, specifications, form of contract and estimated cost are hereby adopted as the plans, specifications, form of contract and estimated cost for the Carroll Recreation Center Building Improvements Project – 2021.

Passed and approved by the Carroll City Council this 23<sup>rd</sup> day of May, 2022.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

By: \_\_\_\_\_  
Mark E. Beardmore, Mayor

ATTEST:

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

CONSTRUCTION DOCUMENTS

© 2022 RDG Planning & Design

PROJECT NUMBER: 3003.272.01

DATE: 5.12.2022

DRAWING INDEX:

GENERAL

G01.01 COVER  
G02.01 EXISTING CONDITIONS

CIVIL

C1.0 GENERAL CIVIL NOTES  
C1.1 SITE UTILITIES DEMOLITION  
C1.2 PROPOSED SITE UTILITIES  
C1.3 CIVIL SITE IMPROVEMENT  
C1.4 EROSION CONTROL  
C1.5 CIVIL DETAILS

STRUCTURAL

S00.01 STRUCTURAL NOTES  
S01.11 FOUNDATION PLAN  
S01.12 FOUNDATION PLAN  
S01.20 LEVEL 2 FRAMING PLAN  
S04.11 ROOF FRAMING PLAN  
S04.12 ROOF FRAMING PLAN  
S05.01 STRUCTURAL DETAILS  
S05.02 STRUCTURAL DETAILS  
S05.03 STRUCTURAL DETAILS  
S05.04 STRUCTURAL DETAILS

ARCHITECTURE

LS0.01 CODE REVIEW  
LS1.00 LIFE SAFETY PLAN - SITE  
LS1.10 LIFE SAFETY PLAN - LEVEL 1  
LS1.20 LIFE SAFETY PLAN - LEVEL 2  
A00.01 ARCHITECTURAL NOTES  
A00.02 TYPICAL MOUNTING LOCATIONS  
A00.03 FINISH & MATERIALS LEGEND  
A00.10 WALL TYPES  
A00.20 PHASING PLANS AND NOTES  
A00.11 DEMOLITION PLAN LEVEL 1  
A00.12 DEMOLITION PLAN LEVEL 1 - ADD ALTERNATE #1  
A00.22 DEMOLITION PLAN LEVEL 2 - ADD ALTERNATE #1  
A01.10 FLOOR PLAN LEVEL 1 - OVERALL  
A01.11 FLOOR PLAN LEVEL 1 - OVERALL - ADD ALTERNATES  
A01.12 FLOOR PLAN LEVEL 1  
A01.13 FLOOR PLAN LEVEL 1 - ADD ALTERNATE #1  
A01.14 FLOOR PLAN LEVEL 1 - ADD ALTERNATE #3  
A01.20 FLOOR PLAN LEVEL 2 - OVERALL - ADD ALTERNATE #1  
A01.21 FLOOR PLAN LEVEL 2 - ADD ALT #1 AND #2  
A02.01 ENLARGED PLANS  
A03.10 REFLECTED CEILING PLAN LEVEL 1 - OVERALL  
A03.11 RCP LEVEL 1 - OVERALL - ADD ALTERNATE #1  
A03.12 REFLECTED CEILING PLAN LEVEL 1  
A03.13 REFLECTED CEILING PLAN LEVEL 1 - ADD ALTERNATE #1  
A03.21 RCP LEVEL 2 - OVERALL - ADD ALTERNATE #1  
A03.23 REFLECTED CEILING PLAN LEVEL 2 - ADD ALTERNATE #1  
A04.10 ROOF PLAN  
A04.20 ROOF PLAN - ADD ALTERNATE #1  
A05.01 EXTERIOR ELEVATIONS - ADD ALTERNATE #1  
A06.01 BUILDING & WALL SECTIONS  
A08.01 VERTICAL CIRCULATION - ADD ALTERNATE #1  
A08.02 VERTICAL CIRCULATION - ADD ALTERNATES  
A09.01 EXTERIOR DETAILS - ADD ALTERNATE #1  
A10.01 DOOR-WINDOW SCHEDULE- TYPES  
A10.03 GLAZING ELEVATIONS  
A11.01 FINISH SCHEDULE  
A12.01 INTERIOR ELEVATIONS  
A12.02 INTERIOR ELEVATIONS - ADD ALTERNATE #1  
A12.03 INTERIOR ELEVATIONS - ALTERNATE #1  
A13.01 INTERIOR DETAILS  
A13.02 INTERIOR DETAILS  
A14.11 FLOOR FINISH PLAN LEVEL 1  
A14.21 FINISH FLOOR PLAN LEVEL 2 - ADD ALTERNATE #1

PLUMBING

PD01.00 BELOW GRADE PLUMBING DEMOLITION PLANS  
PD01.10 LEVEL 1 PLUMBING DEMOLITION PLANS  
PD01.11 LEVEL 1 PLUMBING DEMOLITION PLAN - ADD ALTERNATE #1  
PD1.00 BELOW GRADE PLUMBING PLAN - BASE BID  
PD1.01 BELOW GRADE PLUMBING PLAN - ADD ALTERNATE #1  
PD1.10 LEVEL 1 PLUMBING PLAN - BASE BID  
PD1.11 LEVEL 1 PLUMBING PLAN - ADD ALTERNATE #1  
PD1.20 LEVEL 2 PLUMBING PLAN - BASE BID  
PD1.21 LEVEL 2 PLUMBING PLAN - ADD ALTERNATE #1  
PD10.01 PLUMBING DETAILS AND SCHEDULES  
PD11.01 PLUMBING SCHEDULES

MECHANICAL

M00.01 MECHANICAL GENERAL NOTES AND SYMBOLS  
MD01.10 LEVEL 1 HVAC DEMOLITION PLAN - BASE BID AND ALTERNATES  
MD01.20 LEVEL 2 HVAC DEMOLITION PLAN - BASE BID  
MD01.21 LEVEL 2 HVAC DEMOLITION PLAN - ADD ALTERNATE #1  
MD1.10 LEVEL 1 HVAC PLAN - BASE BID AND ADD ALTERNATE #3  
MD1.11 LEVEL 1 HVAC PLAN - ADD ALTERNATE #1  
MD1.20 LEVEL 2 HVAC PLAN - BASE BID  
MD1.21 LEVEL 2 HVAC PLAN - ADD ALTERNATES  
M01.30 ROOF LEVEL MECHANICAL PLANS  
M10.01 MECHANICAL DETAILS  
M11.01 MECHANICAL SCHEDULES  
M11.20 MECHANICAL CONTROLS AND SEQUENCE OF OPERATIONS  
M11.21 MECHANICAL CONTROLS AND SEQUENCE OF OPERATION

ELECTRICAL

ED00.01 ELECTRICAL GENERAL NOTES AND SYMBOLS  
ED01.10 ELECTRICAL DEMOLITION PLAN LEVEL 1  
ED01.11 ELECTRICAL DEMOLITION PLAN LEVEL 1 - ADD ALTERNATE #1  
ED01.20 ELECTRICAL DEMOLITION PLAN LEVEL 2 - BASE BID  
ED01.21 ELECTRICAL DEMOLITION PLAN LEVEL 2 - ADD ALTERNATE #1  
ED1.10 ELECTRICAL FLOOR PLAN LEVEL 1  
ED1.11 ELECTRICAL FLOOR PLAN LEVEL 1 - ADD ALTERNATE #1  
ED1.20 ELECTRICAL FLOOR PLAN LEVEL 2 - BASE BID  
ED1.21 ELECTRICAL FLOOR PLAN LEVEL 2 - ADD ALTERNATE #1  
ED2.01 ELECTRICAL ROOF PLAN  
ED2.02 ELECTRICAL ROOF PLAN - ADD ALTERNATE #1  
ED3.01 ELECTRICAL ONE-LINE DIAGRAM  
ED4.01 ELECTRICAL SCHEDULES  
ED4.02 ELECTRICAL SCHEDULES

FIRE ALARM

FD01.10 FIRE ALARM DEMOLITION PLAN LEVEL 1 - THEATER & MULTIPURPOSE ROOMS - BASE BID  
FD01.11 FIRE ALARM DEMOLITION PLAN LEVEL 1 - LOCKER ROOMS & POOL - BASE BID  
FD01.12 FIRE ALARM DEMOLITION PLAN LEVEL 1 - GYM - BASE BID  
FD1.10 FIRE ALARM PLAN LEVEL 1 - THEATER & MULTIPURPOSE ROOMS - BASE BID  
FD1.11 FIRE ALARM PLAN LEVEL 1 - LOCKER ROOMS & POOL - BASE BID  
FD1.12 FIRE ALARM PLAN LEVEL 1 - GYM - BASE BID  
FD1.20 FIRE ALARM PLAN LEVEL 2 - GYM - BASE BID  
FD2.10 FIRE ALARM - ALTERNATES

TECHNOLOGY

T00.01 TECHNOLOGY GENERAL NOTES AND SYMBOLS  
T01.10 TECHNOLOGY PLAN LEVEL 1 - LOCKER ROOMS  
T02.10 TECHNOLOGY - ALTERNATES  
T05.01 TECHNOLOGY DETAILS

LIGHTING

EL1.00 LIGHTING CONSTRUCTION PHASING PLAN  
EL1.10 LIGHTING PLAN LEVEL 1 - OVERALL  
EL1.11 LIGHTING PLAN LEVEL 1 - OVERALL - ADD ALTERNATES  
EL1.12 LIGHTING PLAN LEVEL 1  
EL1.13 LIGHTING PLAN LEVEL 1 - ADD ALTERNATES  
EL1.20 LIGHTING PLAN LEVEL 2 - OVERALL  
EL1.21 LIGHTING PLAN LEVEL 2 - ADD ALTERNATE #1  
EL2.00 LIGHTING SEQUENCE OF OPERATIONS  
EL2.01 LIGHTING SEQUENCE OF OPERATIONS  
EL2.03 LIGHTING RELAY SCHEDULE  
EL4.00 LIGHTING FIXTURE SCHEDULE

CIVIL

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

My license renewal date is: 12/31/2022

5.12.2022 Date

CALEB RASMUSSEN IA License # 20713

Pages or Sheets covered by this seal: As listed under CIVIL - C1.0 - C1.5

CALEB D. RASMUSSEN  
PROFESSIONAL ENGINEER  
IOWA

STRUCTURAL

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

My license renewal date is: 12/31/2022

5.12.2022 Date

BRAID STORM IA License # 17332

Pages or Sheets covered by this seal: As listed under STRUCTURAL

BRAID STORM  
PROFESSIONAL ENGINEER  
IOWA

ARCHITECTURAL | LIGHTING

I hereby certify that the portion of this technical information described below was prepared by me or under my direct supervision and responsible charge. I am a duly licensed Professional Engineer under the laws of the State of Iowa.

My license renewal date is: 12/31/2022

5.12.2022 Date

JACK PATTON IA License # 03193

Pages or Sheets covered by this seal: As listed under ARCHITECTURE, LIGHTING

JACK D. PATTON  
PROFESSIONAL ENGINEER  
IOWA

PLUMBING | MECHANICAL

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

My license renewal date is: 12/31/2022

5.12.2022 Date

JUSTIN FRIEDHOFF IA License # 24462

Pages or Sheets covered by this seal: As listed under FIRE PROTECTION, PLUMBING, MECHANICAL

JUSTIN L. FRIEDHOFF  
PROFESSIONAL ENGINEER  
IOWA

ELECTRICAL | TECHNOLOGY

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

My license renewal date is: 12/31/2022

5.12.2022 Date

NICHOLAS W. JOHNSON IA License # 23485

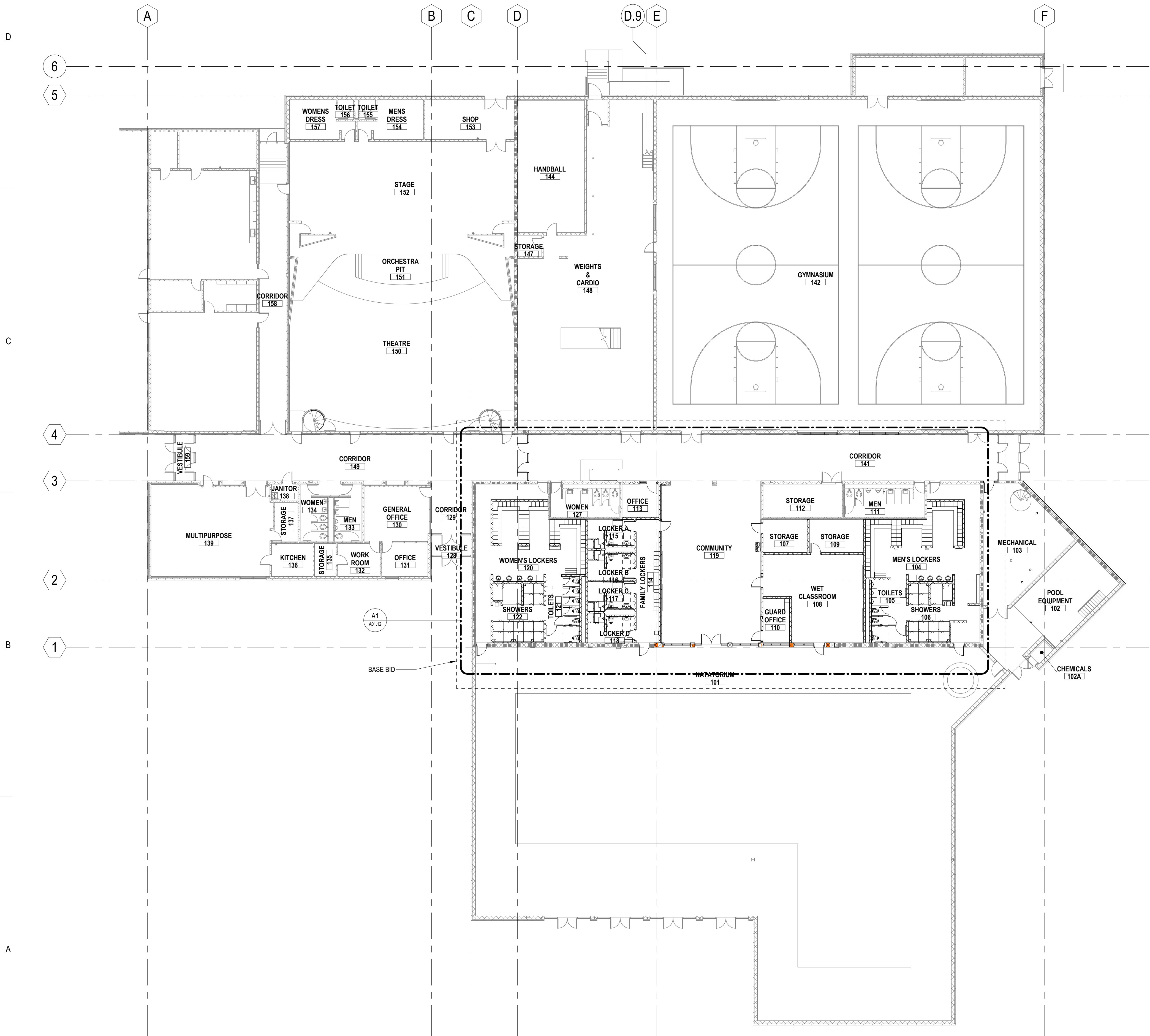
Pages or Sheets covered by this seal: As listed under ELECTRICAL, TECHNOLOGY


NICHOLAS W. JOHNSON  
PROFESSIONAL ENGINEER  
IOWA



6  
ARCHITECTURAL GENERAL NOTES

- GENERAL
- 1.1 CONTRACTOR SHALL VERIFY CONDITIONS AND DIMENSIONS PRIOR TO MATERIAL FABRICATION AND CONSTRUCTION.
- 1.2 WHEN DRAWINGS AND SPECIFICATIONS ARE NOT IN AGREEMENT, THE BIDDER SHALL REQUEST WRITTEN CLARIFICATION PRIOR TO BIDDING AND CONSTRUCTION. IF NOT CLARIFIED PRIOR TO BIDDING, THE FOLLOWING PRECEDENCE SHALL BE USED TO DETERMINE SCOPE OF THE BID: SIZE QUANTITY CONTROLLED BY DRAWINGS, MATERIAL QUALITY CONTROLLED BY SPECIFICATION. FINAL INTERPRETATION MUST BE ISSUED BY THE ARCHITECT/ENGINEER PRIOR TO MATERIAL FABRICATION OR CONSTRUCTION.
- 2 FLOORS
- 2.1 PLACE VAPOR RETARDERS DIRECTLY BELOW ALL CONCRETE INTERIOR SLABS-ON-GRADE UNLESS A WATERPROOFING MEMBRANE IS INDICATED.
- 2.2 SEE DRAWING A11.01 FOR TYPICAL FLOOR INSTALLATION CONDITIONS.
- 2.3 ALL SIDEWALKS AND STOPS SLOPE 1/2"FOOT MINIMUM AWAY FROM BUILDING.
- 2.4 PROVIDE RAISED CONCRETE EQUIPMENT PADS FOR MECHANICAL AND ELECTRICAL EQUIPMENT. COORDINATE EXACT PAD SIZE AND LOCATION BASED ON EQUIPMENT PROVIDED. PADS EXTEND 4" MINIMUM BEYOND EACH SIDE OF THE EQUIPMENT BASE OR AS OTHERWISE INDICATED.
- 2.5 SLOPE CONCRETE FLOOR SLABS TO DRAINS. DRAINS SET 1/2" BELOW TYPICAL ROOM FLOOR FINISH ELEVATION WITH FLOORS UNIFORMLY SLOPING TO DRAIN UNLESS NOTED OTHERWISE. SET DRAINS FLUSH WITH FLOOR FINISH.
- 3 WALLS/PARTITIONS
- 3.1 WALL TYPES ARE SHOWN ON SHEET A00.10. SEE SHEET FOR ADDITIONAL WALL GENERAL NOTES
- 3.2 WATERPROOFING SHALL BE PLACED AT ALL WALLS WITH GRADE ELEVATION CHANGES ON OPPOSITE SIDES INCLUDING BASEMENTS, TUNNELS, ELEVATOR SHAFTS AND SIMILAR PITS.
- 4 DETAILS
- 4.1 ALL VISUAL DISPLAY BOARDS (CHBD, MKBD, TRBD) ARE 4" HIGH WITH TOP AT +7'-0" AFF UNLESS NOTED OTHERWISE. CONFIRM VIA SHOP DRAWINGS.
- 4.2 EXTERIOR LOUVERS ARE BY THE GC. SIZES IF NOT SHOWN ON ARCHITECTURAL SHALL BE SHOWN ON THE MECHANICAL DRAWINGS.

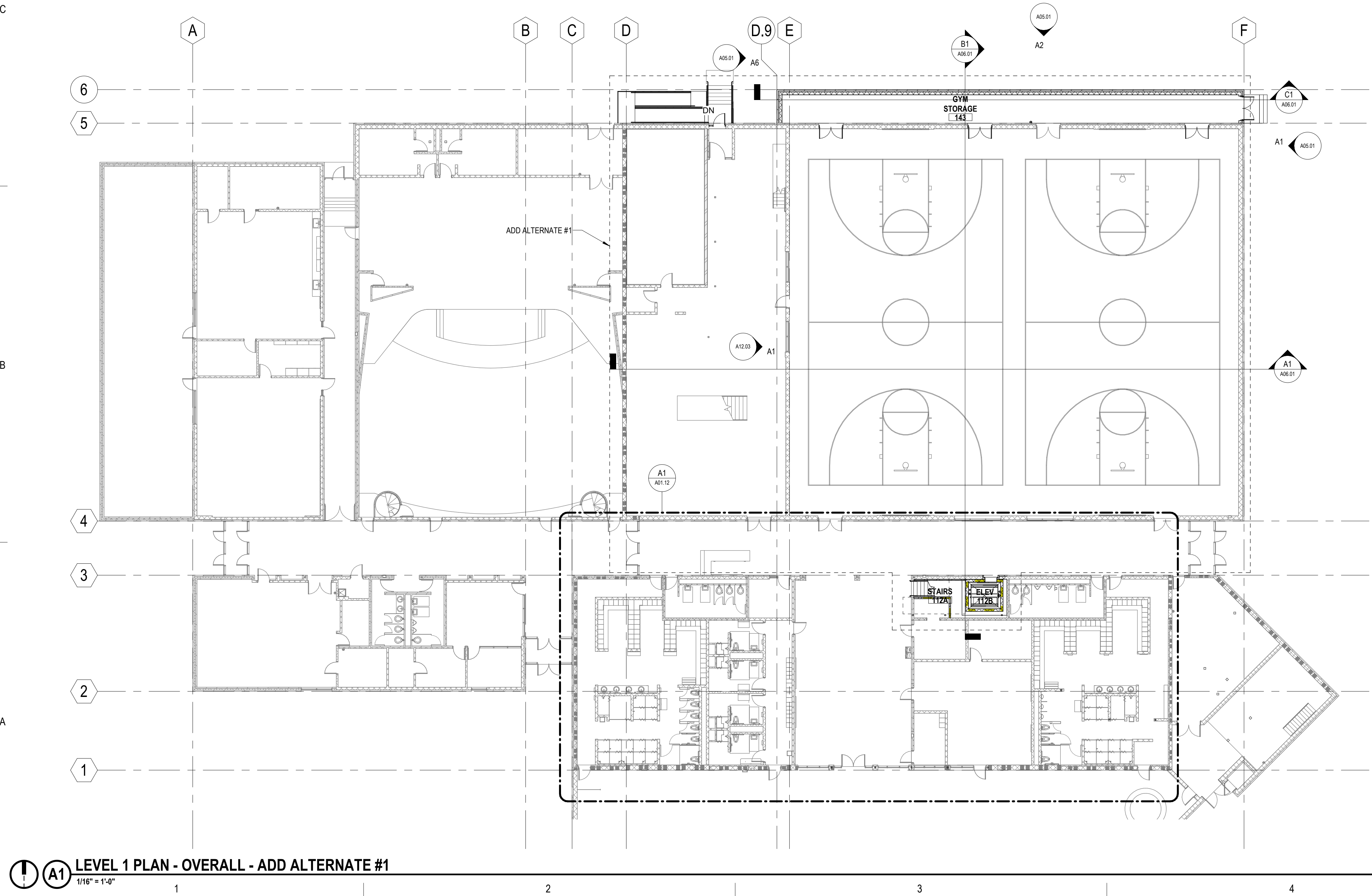


 **A1** **LEVEL 1 PLAN - OVERALL - BASE BID**  
1/16" = 1'-0" 1



SHEET NO. 301 OF 427  
PDS MADE: 5/12/2022 2:45:57 PM

**! C1** LEVEL 1 PLAN - OVERALL - ADD ALTERNATE #3  
1/16" = 1'-0"



**! A1** LEVEL 1 PLAN - OVERALL - ADD ALTERNATE #1  
1/16" = 1'-0"

## ARCHITECTURAL GENERAL NOTES

- GENERAL
  - CONTRACTOR SHALL VERIFY CONDITIONS AND DIMENSIONS PRIOR TO MATERIAL FABRICATION AND CONSTRUCTION.
  - WHEN DRAWINGS AND SPECIFICATIONS ARE NOT IN AGREEMENT, THE BIDDER SHALL REQUEST WRITTEN CLARIFICATION PRIOR TO BIDDING AND CONSTRUCTION. IF NOT CLARIFIED PRIOR TO BIDDING, THE FOLLOWING PRECEDENCE SHALL BE USED TO DETERMINE SCOPE OF THE BID: SIZE QUANTITY CONTROLLED BY DRAWINGS, MATERIAL QUALITY CONTROLLED BY SPECIFICATION. FINAL INTERPRETATION MUST BE ISSUED BY THE ARCHITECT/ENGINEER PRIOR TO MATERIAL FABRICATION OR CONSTRUCTION.
- FLOORS
  - PLACE VAPOR RETARDERS DIRECTLY BELOW ALL CONCRETE INTERIOR SLABS ON GRADE UNLESS A WATERPROOFING MEMBRANE IS INDICATED.
  - SEE DRAWING A11.01 FOR TYPICAL FLOOR TRANSITION CONDITIONS.
  - ALL SIDEWALKS AND STOOPS SLOPE 1/2" FOOT MINIMUM AWAY FROM BUILDING.
  - PROVIDE RAISED CONCRETE EQUIPMENT PADS FOR MECHANICAL AND ELECTRICAL EQUIPMENT. COORDINATE EXACT PAD SIZE AND LOCATION BASED ON EQUIPMENT PROVIDED. PADS EXTEND 4" MINIMUM BEYOND EACH SIDE OF THE EQUIPMENT BASE OR AS OTHERWISE INDICATED.
  - SLOPE CONCRETE FLOOR SLABS TO DRAINS. DRAINS SET 1/2" BELOW TYPICAL ROOM FLOOR FINISH ELEVATION WITH FLOORS UNIFORMLY SLOPING TO DRAIN UNLESS NOTED OTHERWISE. SET DRAINS FLUSH WITH FLOOR FINISH.
- WALLS/PARTITIONS
  - WALL TYPES ARE SHOWN ON SHEET A00.10, SEE SHEET FOR ADDITIONAL WALL GENERAL NOTES.
  - WATERPROOFING SHALL BE PLACED AT ALL WALLS WITH GRADE ELEVATION CHANGES ON OPPOSITE SIDES INCLUDING BASEMENTS, TUNNELS, ELEVATOR SHAFTS AND SIMILAR PITS.
- DETAILS
  - ALL VISUAL DISPLAY BOARDS (CHD, MKRB, TKBD) ARE 4" HIGH WITH TOP AT +7'-0" AFF UNLESS NOTED OTHERWISE. CONFIRM VIA SHOP DRAWINGS.
  - EXTERIOR LOUVERS ARE BY THE GC. SIZES IF NOT SHOWN ON ARCHITECTURAL SHALL BE SHOWN ON THE MECHANICAL DRAWINGS.

## KEYED FLOOR PLAN NOTES

## CONSTRUCTION DOCUMENTS

**ARCHITECT**  
RDG Planning & Design  
100 N. Grant Road  
Carroll, IA 51401  
Phone: (515) 275-3600  
Fax: (515) 275-3609

**STRUCTURAL**  
KPF Consulting Engineers  
100 N. Grant Road  
Carroll, IA 51401  
Phone: (515) 275-3600  
Fax: (515) 275-3609

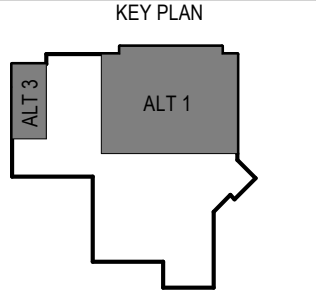
**LIGHTING**  
RDG Planning & Design  
100 N. Grant Road  
Carroll, IA 51401  
Phone: (515) 275-3600  
Fax: (515) 275-3609

**PLUMB/MECH/ELECT**  
KPF Consulting Engineers  
100 N. Grant Road  
Carroll, IA 51401  
Phone: (515) 275-3600  
Fax: (515) 275-3609

**CIVIL**  
KPF Consulting Engineers  
100 N. Grant Road  
Carroll, IA 51401  
Phone: (515) 275-3600  
Fax: (515) 275-3609

716 NORTH GRANT ROAD  
CARROLL, IA 51401

CITY OF CARROLL, IA



CONSTRUCTION DOCUMENTS 5/12/2022  
ISSUANCE DATE  
PROJECT NO. 3003.272.01  
RDG Planning & Design  
THESE DOCUMENTS HAVE BEEN PREPARED BY RDG IN THE SPECIFICALLY FOR THE CARROLL RECREATION CENTER BUILDING IMPROVEMENTS 2021 PROJECT. THEY ARE NOT SUITABLE FOR USE ON OTHER PROJECTS OR IN OTHER LOCATIONS WITHOUT THE EXPRESS WRITTEN APPROVAL AND PARTICIPATION OF RDG. ANY REPRODUCTION OF THIS DRAWING MAY NOT REPRESENT ALL CHANGES THAT HAVE OCCURRED DURING BID OR CONSTRUCTION PHASES. CONSTRUCTION DOCUMENTS, APPENDIX AND CHANGE DOCUMENTS REMAIN THE OFFICIAL CONSTRUCTION DOCUMENTS.

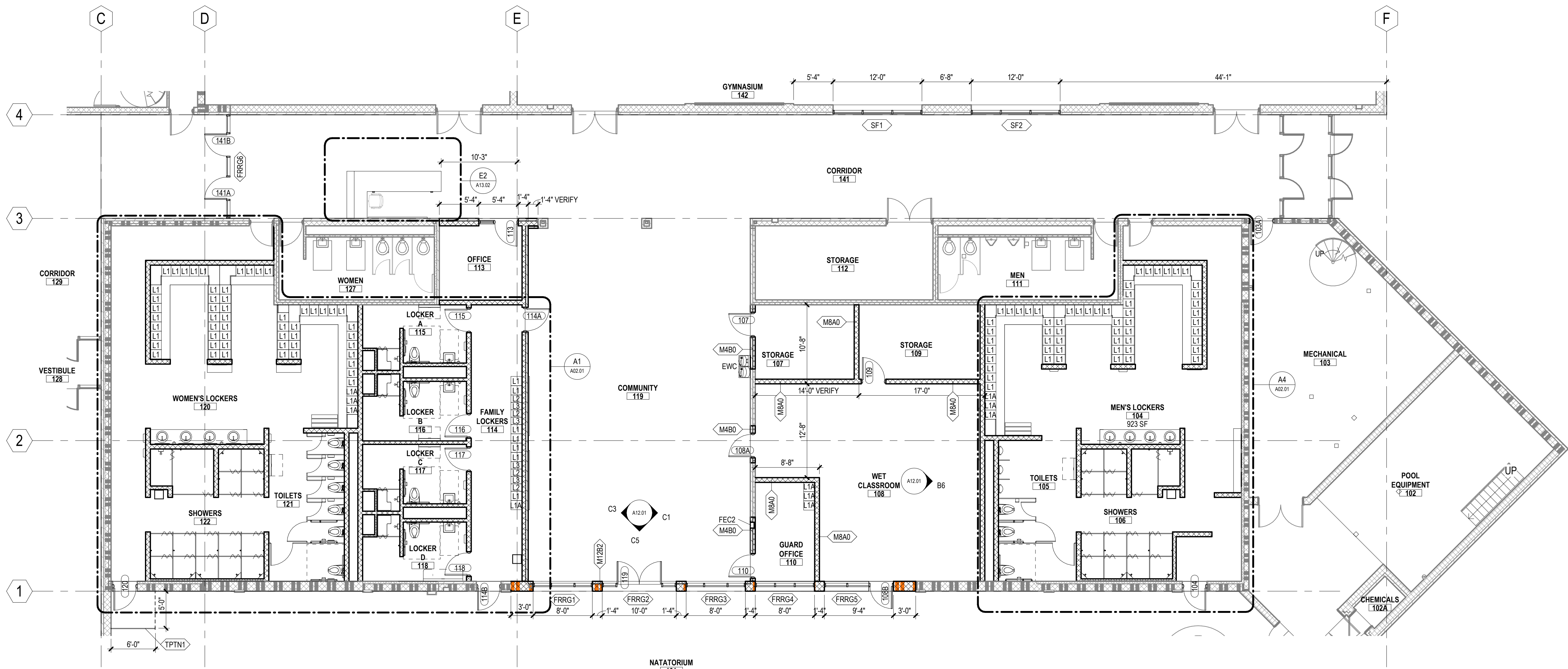
FLOOR PLAN  
LEVEL 1 -  
OVERALL - ADD  
ALTERNATES

A01.11



SHEET NO. 001 OF 002  
PWS MADE: 07/20/2022 2:15 PM

**LEVEL 1 PLAN - BASE BID**  
1/8" = 1'-0"



### ARCHITECTURAL GENERAL NOTES

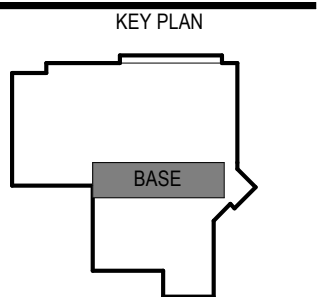
1. GENERAL
- 1.1 CONTRACTOR SHALL VERIFY CONDITIONS AND DIMENSIONS PRIOR TO MATERIAL FABRICATION AND CONSTRUCTION.
- 12 WHEN DRAWINGS AND SPECIFICATIONS ARE NOT IN AGREEMENT, THE BIDDER SHALL REQUEST WRITTEN CLARIFICATION PRIOR TO BIDDING AND CONSTRUCTION. IF NOT CLARIFIED PRIOR TO BIDDING, THE FOLLOWING PRECEDENCE SHALL BE USED TO DETERMINE SCOPE OF THE BID: SIZE/QUANTITY CONTROLLED BY DRAWINGS, MATERIAL QUALITY CONTROLLED BY SPECIFICATION. FINAL INTERPRETATION MUST BE ISSUED BY THE ARCHITECT/ENGINEER PRIOR TO MATERIAL FABRICATION OR CONSTRUCTION.
- 2 FLOORS
- 2.1 PLACE VAPOR RETARDERS DIRECTLY BELOW ALL CONCRETE INTERIOR SLABS ON-GRADE UNLESS A WATERPROOFING MEMBRANE IS INDICATED.
- 2.2 SEE DRAWING A11.01 FOR TYPICAL FLOOR TRANSITION CONDITIONS.
- 2.3 ALL SIDEWALKS AND STOOPS SLOPE 1/2"FOOT MINIMUM AWAY FROM BUILDING.
- 2.4 PROVIDE RAISED CONCRETE EQUIPMENT PADS FOR MECHANICAL AND ELECTRICAL EQUIPMENT. COORDINATE EXACT PAD SIZE AND LOCATION BASED ON EQUIPMENT PROVIDED. PADS EXTEND 4" MINIMUM BEYOND EACH SIDE OF THE EQUIPMENT BASE OR AS OTHERWISE INDICATED.
- 2.5 SLOPE CONCRETE FLOOR SLABS TO DRAINS. DRAINS SET 1/2" BELOW TYPICAL ROOM FLOOR FINISH ELEVATION WITH FLOORS UNIFORMLY SLOPING TO DRAIN UNLESS NOTED OTHERWISE. SET DRAINS FLUSH WITH FLOOR FINISH.
- 3 WALLS/PARTITIONS
- 3.1 WALL TYPES ARE SHOWN ON SHEET A00.10, SEE SHEET FOR ADDITIONAL WALL GENERAL NOTES.
- 3.2 WATERPROOFING SHALL BE PLACED AT ALL WALLS WITH GRADE ELEVATION CHANGES ON OPPOSITE SIDES INCLUDING BASEMENTS, TUNNELS, ELEVATOR SHAFTS AND SIMILAR PITS.
- 4 DETAILS
- 4.1 ALL VISUAL DISPLAY BOARDS (CHD, MKRB, TKBD) ARE 6" HIGH WITH TOP AT +7'-0" AFF UNLESS NOTED OTHERWISE. CONFIRM VIA SHOP DRAWINGS.
- 4.2 EXTERIOR LOUVERS ARE BY THE GC. SIZES IF NOT SHOWN ON ARCHITECTURAL SHALL BE SHOWN ON THE MECHANICAL DRAWINGS.

### KEYED FLOOR PLAN NOTES

## CARROLL RECREATION CENTER BUILDING IMPROVEMENTS 2021

## CONSTRUCTION DOCUMENTS

716 NORTH GRANT ROAD  
CARROLL, IA 51401  
CITY OF CARROLL, IA



CONSTRUCTION DOCUMENTS	5/10/2022
ISSUANCE	DATE
PROJECT NO.	3003.272.01
RDG Planning & Design	
THESE DOCUMENTS HAVE BEEN PREPARED BY RDG AND ARE SPECIFICALLY FOR THE CARROLL RECREATION CENTER BUILDING IMPROVEMENTS 2021 PROJECT. THEY ARE NOT SUITABLE FOR USE ON OTHER PROJECTS OR IN OTHER LOCATIONS WITHOUT THE EXPRESS WRITTEN APPROVAL AND PARTICIPATION OF RDG PROJECT MANAGER.	
THIS DRAWING MAY NOT REPRESENT ALL CHANGES THAT HAVE OCCURRED DURING BID OR CONSTRUCTION PHASES. CONSTRUCTION DOCUMENTS, APPENDIX AND CHANGE DOCUMENTS REMAIN THE OFFICIAL CONSTRUCTION DOCUMENTS.	

FLOOR PLAN  
LEVEL 1

A01.12

**ARCHITECT**  
RDG Planning & Design  
200 N. Adams Blvd.  
Carroll, IA 51401  
Phone: (515) 288-3141

**STRUCTURAL**  
KPF Consulting Engineers  
1000 N. Adams Blvd.  
Carroll, IA 51401  
Phone: (515) 275-3600

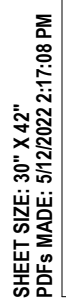
**LIGHTING**  
RDG Planning & Design  
200 N. Adams Blvd.  
Carroll, IA 51401  
Phone: (515) 288-3141

**PLUMBING/ELECTRICAL**  
KCI Engineering  
1000 N. Adams Blvd.  
Carroll, IA 51401  
Phone: (515) 724-1938

**CIVIL**  
JEC Consulting  
1000 N. Adams Blvd.  
Carroll, IA 51401  
Phone: (515) 288-3141

**RDG**  
PLANNING • DESIGN







# City of Carroll

---

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

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

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

**DATE:** May 19, 2022

**SUBJECT:** Resolution authorizing a contract for a classification and compensation study

The City last completed a classification and compensation study in 1994. Since that time the information has not been kept up to date and is in need of updating. This work will evaluate the City's current position classification system the city uses, complete an updated market study of comparable entities, and evaluate employee positioning within the existing or recommended new salary schedule. This will also position the City for the upcoming union negotiations that will occur toward the end of the year.

The City budgeted \$70,000 in the FY 2023 budget for this study. The city received 3 proposals with the proposal from GovHR rated the highest by staff. GovHR met all criteria as outlined in the request for proposals and will include reviewing market data for both private and public sector employers at a fixed cost of \$30,600, which is within the budgeted amount.

In GovHR's proposal they discussed concerns with including private sector employers in the scope of the project. Specifically, they noted that there are few "like" positions in both the public and private sectors and they have found that obtaining salary data from private employers is extremely difficult to secure. Based on GovHR comments on including private sector employers in the study, staff requested from GovHR a fee proposal if only private sector employers were included in the scope of the project. In a revised proposal from GovHR, they proposed to complete this reduced scope of work for a fixed cost of \$26,700.

Based on the concerns raised by GovHR, staff is recommending that the City only include public sector employers in the work at this time at a fixed cost of \$26,700.

**RECOMMENDATION:** Mayor and Council consideration and passage of a resolution approving the Classification and Compensation Study with GovHR at a fixed cost of \$26,700.

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

### RESOLUTION AUTHORIZING A CONTRACT FOR A CLASSIFICATION AND COMPENSATION STUDY

WHEREAS, the City of Carroll desires to complete a classification and compensation study (“Study”); and

WHEREAS, with the adoption of the Fiscal Year 2023 budget, \$70,000 was budgeted for the Study; and

WHEREAS, the City of Carroll underwent a bidding process, reviewing proposals received, and contacting listed references; and

WHEREAS, GovHR met all criteria as outlined in the request for proposals at a fixed cost of \$26,700; and

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.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Carroll, Iowa the proposal from GovHR in the fixed amount of \$26,700 is hereby approved and the Mayor and City Clerk are hereby authorized and directed to execute a contract with GovHR for the classification and compensation study.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 23rd day of May, 2022.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

BY: \_\_\_\_\_  
Mark E. Beardmore, Mayor

ATTEST:

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



**CITY OF CARROLL, IOWA**  
**Proposal for a Classification and Compensation Study**  
**May 10, 2022**

GovHR USA, LLC ("GovHR") is pleased to provide the City of Carroll with this proposal for a comprehensive Classification and Compensation Study, including a review of benefits, for approximately 200 employees in approximately 50 positions in the organization. The Study will include an evaluation of the City's overall employee compensation and pay structure to assure both internal and external (marketplace) equity, and a job audit for each position to determine appropriate classification. The Study conducted by GovHR will ensure that an equitable compensation system is in place that is both fair and competitive, enabling the City to recruit and retain qualified employees. The system will also be fairly easy to administer in an organized and consistent fashion, as well as sustainable for years to come.

**FIRM PROFILE**

GovHR is a public management consulting firm serving municipal clients and other public-sector entities on a national basis. GovHR is led by Heidi Voorhees, President, and Joellen Cademartori, Chief Executive Officer. Our headquarters offices are at 630 Dundee Road, Suite 225, in Northbrook, Illinois. GovHR is a limited liability company and is a certified Female Business Enterprise in the State of Illinois, working exclusively in the public sector. The company was formed as Voorhees Associates in February 2009, and changed its name to GovHR USA in 2013.

**PROJECT TEAM AND EXPERIENCE**

Ms. Cademartori will serve as the Project Manager for Carroll's Classification and Compensation Study. Ms. Cademartori's contact information is:

Joellen Cademartori, Chief Executive Officer  
GovHR USA, LLC  
630 Dundee Road, Suite 225  
Northbrook, IL 60062  
[jcademartori@govhrusa.com](mailto:jcademartori@govhrusa.com)  
Telephone 847-380-3238

Ms. Cademartori will be assisted by GovHR Senior Vice Presidents Rachel Skaggs, Vice President Rodney Crain and Human Resources Manager Mysi Hall in study preparation, data gathering and employee interviews. Ms. Skaggs joined the firm in 2019, after having served as the City Manager of Princeton, Illinois. Ms. Bieszcak joined the firm in 2013. Together, Ms. Cademartori and Ms. Bieszcak have worked on the majority of the classification and compensation studies conducted by GovHR, and Biographies for the Consultant Team are attached to this Proposal, and their client lists are available on our website at [www.govhrusa.com](http://www.govhrusa.com).

**FIRM EXPERIENCE**

GovHR provides service to jurisdictions and agencies in a variety of contemporary issues, including management, financial, and human resources assistance. GovHR has conducted more than 100 classification and compensation studies within the past 10 years. Without fail, every pay plan recommended by GovHR has been successfully implemented by the client. A list of the firm's studies and a complete list of GovHR's clients is located on our website at [www.govhrusa.com](http://www.govhrusa.com)

**REFERENCES****City of Dyersville, Iowa**

Classification and Compensation Study (2021) - 19 Positions  
Mick J. Michel, City Administrator  
563-875-7724  
[mmichel@cityofdyersville.com](mailto:mmichel@cityofdyersville.com)

**Town of Falmouth, Massachusetts**

Classification and Compensation Study (2020/21) – 83 job classifications  
Contact: Denise Coleman, Human Resources Director  
508-495-7330  
[dcoleman@falmouthmass.us](mailto:dcoleman@falmouthmass.us)

**Town of North Andover, Massachusetts**

Classification and Compensation Study and Job Description Updates (2020) – 63 job classifications  
Contact: Denise Casey, Deputy Town Manager  
978-688-9516  
[dcasey@northandoverma.gov](mailto:dcasey@northandoverma.gov)

**City of Seward, Alaska**

Classification and Compensation Study, Job Description Updates (2019) – 70 job classifications  
Contact: Stephen Sowell, Assistant City Manager  
907-224-4066  
[ssowell@cityofseward.net](mailto:ssowell@cityofseward.net)

**City of New Bedford, Massachusetts**

Classification and Compensation Study, Job Description Updates (2019) – 80 job classifications  
Contact: Sarah Fidelix, Assistant Director of Human Resources  
508-979-1444  
[Sarah.fidelix@newbedford-ma-gov](mailto:Sarah.fidelix@newbedford-ma-gov)

**Village of Glenview, Illinois**

Classification and Compensation Study, Job Description Updates (2019) – 57 job classifications  
Contact: Sarah Schillerstrom, HR Manager  
847-904-4370  
[sschillerstrom@glenview.il.us](mailto:sschillerstrom@glenview.il.us)

GovHR is currently working on several classification and compensation studies for clients in Illinois, Massachusetts, Michigan, Minnesota, Vermont and West Virginia. These studies are in varying stages of completion, and the Consultant Team has the time required to complete this Study for the City of Carroll. We are happy to provide contact information for additional clients upon request.

## **WORK SUMMARY AND SCHEDULE**

The City of Carroll would like a comprehensive review and update of its current classification and compensation system for its employees in approximately 50 positions in the organization. One of the purposes of the Study is an evaluation of the labor market, and the Study data will allow the City to better understand its competitive pay position and to determine its strengths and weakness relative to the comparable labor market.

To accomplish these objectives, GovHR will perform the following steps (listed in the order that the work will be performed). Please note, we have specified those areas where we will need the City's input/assistance.

### **Meetings, Salary and Benefits Survey, Job Analysis.**

**DELIVERABLE:** Start Up Documents

**DELIVERABLE:** Job Analysis Questionnaire Form

- **Study preparation and project meeting (via telephone or video conference call).** Meet with City representatives to discuss study methods, review organization charts, personnel rules and regulations, and the current classification and pay plans. We will seek to determine problem areas, answer questions, and review the scope and schedule of work and the data and assistance GovHR will need from the City to accomplish this task. Prior to the meeting, GovHR will require copies of the organization charts for each department, all pay plans, the current personnel manual and any other relevant information related to salaries to make for a more productive initial meeting.
- **Establishing comparables – Public and Private Sector**  
**DELIVERABLE:** Group of Comparable Communities and Private Sector Entities

#### **Public Sector**

Working with City staff and using our broad-based cohort methodology, we will determine a logical survey sample of "like" municipalities that impact the compensation market for the City. In selecting public employers, we normally use criteria such as number of employees, population served, EAV, budget size, proximity, etc., the purpose of which is to select jurisdictions that are most comparable to Snoqualmie.

#### **Private Sector**

The Consultant understands that the City would also like to survey private employers for salary comparison purposes. While GovHR is happy to accommodate the Client, it is our experience that there are three potential problems with this request. First, there are few "like" positions in both the public and private sectors. Second, we have found that obtaining salary data from private employers is extremely difficult to secure. Unlike public employers, a private employer's salary information is not part of the public record and they are under no obligation to share this with others. We have found that even after many attempts to get the data, we may be unsuccessful. And finally, private sector salary data may not be accurate if the respondent does not include bonuses, commissions or stock options as part of the base salary. Because of this, GovHR cannot guarantee successful results in obtaining the data. (It should also be noted that in GovHR's experience, private sector data may only be available as aggregate data and not employer or job description specific. Additionally, the data may not be current.) Our methodology for surveying private sector employers would be, with the assistance of City representatives, to select four (4) to

six (6) major employers in the Carroll area that would have some “like” positions (up to 10) for comparability purposes (e.g., clerical, human resources, accountants). We would then design and send out a separate survey for this group and make one follow up contact to secure salary data. In addition, we would check another survey source (e.g., the Bureau of Labor Statistics) to gather regional salary data on select classifications, if desired by the City. GovHR has provided a price option for both private sector comparison and without private sector comparison.

- **Employee Kickoff Meeting (Project Manager)**

Shortly after the initial project meeting with the City representatives, the Consultant will meet with employees virtually to explain the scope of the project and distribute Job Analysis Questionnaire (JAQ) forms. GovHR understands that many employees have not participated in this type of process before, and we take the time to carefully explain the purpose of the project to the employees and to answer any questions they may have. If any of the employees are not available when these first meetings are held, they can view a video presentation of the meeting. Employees will then be allowed two (2) weeks to complete the questionnaire. The questionnaires will also be reviewed by each employee’s supervisor and returned to GovHR within three (3) weeks of distribution.

- **Prepare and send out salary and benefits surveys.**

GovHR will design and send out the salary and benefits surveys (under City letterhead) to gather salary and benefits data for benchmark classifications in the comparable communities. To accomplish this, the Project Manager will work with City representatives to select approximately 25 - 30 benchmark classifications from the City’s 50 classifications covered in the Study. These classifications will be chosen on the criteria of those that are most common in all communities and that cover all the various pay grades in the City. In addition to job titles, brief position descriptions are included in the survey to make sure we are receiving salary and benefits data for “like” positions in the comparable communities.

**Note:** While GovHR will prepare all the materials to be sent out for the salary surveys, we have found that sending out the survey under the client’s letterhead generates a better/faster response from the survey respondents than when it is sent out under our letterhead/name. In addition, the City *may* be asked to make one follow up contact to those municipalities and private sector companies that do not initially respond to the survey request.

- **Job evaluation analysis and establishment of job classification system (Consultant Team).** Upon return of the JAQs by the City, GovHR will perform the following:

- Read each JAQ (up to 200) and corresponding Job Description (up to 50), in their entirety.
- Personally interview at least one (1) employee (via Zoom) from each job classification to further understand the scope of their job.
- Apply a measurement system of job evaluation factors, using nine (9) main factors used in our job evaluation instrument in order to evaluate the internal/comparable worth of each job classification. Upon completion of the job evaluation measurements, a new Classification Plan will be developed. It is important to emphasize that the job, not the qualifications or performance of the incumbents, is being evaluated. Part of this process will include the evaluation of current job titles and the recommendation for any changes to same, assuring that the job title and related recommended pay range matches what the employee is actually doing.

**Note:** A formal job evaluation system, such as the one utilized by GovHR, is an attempt to objectify the reasons that jobs are compensated differently. Most compensation practitioners agree that three (3) basic factors are important in determining compensation. These are: (1) skills required; (2) responsibility; and (3) working conditions. The Equal Employment Opportunity Commission recognizes these three (3) basic factors, along with seniority and performance, as valid determinants of compensation. The nine (9) factors used by GovHR are essentially subdivisions of the first three (3) factors mentioned above. In addition, it is GovHR's practice that, under Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and the Age Discrimination of Employment Act (ADEA), it is illegal to discriminate in any aspect of employment. GovHR will not use discriminatory practices on the basis of race, color, religion, sex, national origin, disability, or age when performing a classification analysis. Decisions and recommendations will not be based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, race, age, religion, or ethnic group, or individuals with disabilities.

- Based on the results of the job evaluation process outlined above, assign all classifications to skill levels.

**Note:** Logical breaks in the continuum of points determine the skill levels used for determining the classification system. For example, skill level 1 might contain jobs that scored between 185 and 200 points, skill level 2 between 205 and 220 points, and so on.

- Review the results of the job evaluation exercise with City representatives and revise as necessary.
- Review FLSA classification and make appropriate recommendations.

## **II. Salary and Benefits Survey Analysis.**

**DELIVERABLE:** Salary Survey Data

**DELIVERABLE:** Benefits Survey Data

**DELIVERABLE:** New Salary Schedules

The following steps will be included in this component of the Study:

- Tabulate, summarize, and analyze comparative compensation information obtained through the surveys. Our pay tabulations compare the City's salaries for the surveyed positions with the average minimum and the average maximum of the survey data for each surveyed class, when possible. Data is displayed for each jurisdiction on each class and summarized in an overall table. This data is analyzed to determine the percentage difference between the City's present pay for each class and the survey data.

The Consultants will work with the City at the initial meeting to determine its policy with respect to compensation (i.e., 50<sup>th</sup> percentile; 75<sup>th</sup> percentile, etc.). Once this is determined, the Consultants will use the salary survey data to develop and recommend new salary schedules for the City's 50 classifications. This process will include a recommendation regarding how employees are inserted into the new plan and how they move through the proposed pay plan (either via a merit system or defined merit increment plan), with recommendations for a specific performance-oriented program with respect to salary advancement through the new salary ranges. The salary schedules will outline what the specific percentages are between ranges and grades. **Note:** GovHR always recommends that there be a merit component associated with the granting of wage adjustments and a recommendation for this will be included in the City's report.

- Tabulate, summarize, and analyze comparative benefit information obtained through the survey. GovHR will make suggestions and recommendations where the City's benefits are inconsistent with the survey group. (Note: Regarding health benefits, GovHR typically requests respondents to provide information regarding employee and employer contribution amounts and for a copy of their health summary, which is provided to the Client. If a more detailed analysis is desired, GovHR can provide this for an additional cost at our hourly rate.)

### **III. Progress Reports (via email and video/conference calls)**

GovHR prides itself on our attention to and communication with our clients as the project proceeds. As such, GovHR will strive to maintain regular contact with the City's representative and to be available to address the Client's questions, concerns and needs.

GovHR will make regular progress reports to the City as requested, particularly at critical points in the Study. Additionally, the Project Manager will meet with the City representative and other key staff such as department heads to participate in a question-and-answer session and to review the results of the job evaluation exercise and the proposed new salary schedules.

### **IV. Draft and Final Report Preparation**

**DELIVERABLE:** Draft and Final Report

A draft report will be prepared by the Consultants and sent electronically to the City that includes:

- an Executive Summary highlighting the overall scope of the Study and the general observations, outcomes and recommendations contained within the Report;
- a summary of all aspects of the Study, including recommendations, methods and guidelines for achieving the overall aspects of the Study as well as recommendations for annual maintenance and review of the new plans;
- pay range options that are consistent with the City's pay policy, outlining the pros and cons of each option;
- assignment of each position to an appropriate classification and pay grade based on internal equity and marketplace considerations;
- recommendations on keeping the plan current, equitable and up to date over the next ten years;
- an implementation plan and cost estimates of implementing the Study's findings and recommendations.
- recommended changes to FLSA classification.
- Once the City representatives return review comments, a final report (electronic copy for reproduction) will be prepared and sent to the City.

### **V. Presentation of Findings (Project Manager)**

The Project Manager will make a presentation of findings to the City Council and other City Management detailing the final results of the Study. The final report will include a procedure manual and appropriate forms for Human Resources staff and/or supervisors to maintain the recommended classification and pay plan(s).



## **VI. Training**

GovHR will provide the City with a manual on the use of the system and will train designated staff on the maintenance and upkeep of the classification and compensation plan.

## **VII. Job Description Updates (Optional)**

GovHR will identify those job descriptions that require updating based upon information obtained during the employee interviews. We will provide the City with a template for updating the job descriptions that complies with applicable laws and best practices. Alternatively, GovHR will update the City's job descriptions for an additional fee. (See Optional Services).

### **PROPOSED PROJECT TIMELINE**

GovHR is available to start this project within three weeks of acceptance of its proposal. A Study of this size would normally take approximately 90 - 120 days. We can work with the City on a shorter timeframe, if needed. This timetable below is contingent upon the timely response from the comparable governmental entities supplying the salary data, as well as the timely response of the City employees in returning the JAQs.

Following is a detailed breakdown of the work schedule:

- Week 1: Meet with City representatives to discuss Study methodology and expectations.
- Week 2: Prepare and distribute salary and benefits surveys to comparable public and private entities.
- Week 3: Meet with employees to hand out JAQs and explain the purpose of the Study and the process.
- Week 4 to 6: Return of JAQs and salary and benefits surveys.
- Week 7: Reading of JAQs and job descriptions; interview employees.
- Week 8 and 9: Analyze data; prepare new classification and compensation plans.
- Week 10: Send draft findings to the City.
- Week 11: Meet with key City representatives to review preliminary findings.
- Week 12: Prepare Draft Report and send to the City.
- Week 13: Get return comments from the City.
- Week 14: Prepare Final Report.
- Week 15: Present Report to the City Council and/or City Management.

GovHR is mindful of the Client's desire to have a finished quality product within a reasonable time after initiating a Study of this kind, and we pride ourselves in adhering to this timeframe. Our past clients will confirm our diligence in delivering our report and other deliverables on time.

### **COST PROPOSAL**

We have proposed that the entire Study be conducted virtually due to the pandemic; however, if the City requests any in-person meetings and CDC and state guidelines indicate that it is safe and permissible to travel, GovHR will provide the City with an additional estimate for travel and related expenses. GovHR has conducted several virtual studies since the start of the pandemic, resulting in significant cost savings to our clients. We estimate the fee for the entire study to be **\$30,600** and will agree to complete the study for this **fixed fee of \$30,600**. Payment will be due as follows: 40% of the professional fees (\$12,240) will be due after the initial project meeting; 40% (12,240) approximately 10 weeks after the project begins, upon the delivery of the preliminary findings, and the remaining 20% (\$6,120) will be billed after the Study is completed. Invoices will be sent to the City and are payable within 30 days of receipt, after which a 2% monthly interest charge will accrue.

<b><u>Option 1: Study Phase Breakdown (with Private Sector Comparison)</u></b>	<b><u>Hour Breakdown</u></b>	<b><u>Cost</u></b>
<b>I. Meetings, Salary and Benefits Survey, Job Analysis</b>		
Study preparation and project meeting (via video conference call)	2 hours	<b>\$300</b>
Establishing comparables		
• Public sector	12 hours	<b>\$1,800</b>
• Private sector	4 hours	<b>\$600</b>
Employee kickoff meetings/distribute JAQs	2 hours	<b>\$300</b>
Prepare and send out salary and benefits surveys		
• Public sector	16 hours	<b>\$2,400</b>
• Private sector	8 hours	<b>\$1,200</b>
Job evaluation analysis and establishment of job classification system		
➤ reading of up to 200 JAQs/50 JDs	10 hours	<b>\$1,500</b>
➤ employee interviews via Zoom calls (Consultant Team)	34 hours	<b>\$5,100</b>
➤ analyzing data and establishing classes	12 hours	<b>\$1,800</b>
➤ assigning of skill levels	6 hours	<b>\$900</b>
➤ review and evaluation of preliminary analysis with City representatives (via email and conference calls)	6 hours	<b>\$900</b>
<b>II. Salary and Benefits Survey Analysis</b>		
Analyzing salary survey data		
• Public sector	18 hours	<b>\$2,700</b>
• Private sector	8 hours	<b>\$1,200</b>
Analyzing benefits data		
• Public sector	12 hours	<b>\$1,800</b>
• Private sector	6 hours	<b>\$900</b>
• Establishing new salary schedules	16 hours	<b>\$2,400</b>
<b>III. Meetings with City representatives and Department Heads to Review Survey Data and Job Classifications (via conference calls)</b>	8 hours	<b>\$1,200</b>

<b>IV. Draft and Final Report Preparation</b>		
• Writing draft report	12 hours	<b>\$1,800</b>
• Final report	6 hours	<b>\$900</b>
<b>V. Presentation of Findings to City Council and Management</b>	2 hours	<b>\$300</b>
<b>VI. Training on Use of System</b>	4 hours	<b>\$600</b>
<b>PROJECT HOUR AND COST TOTAL</b>	<b>204 Hours</b>	<b>\$30,600</b>

<b><u>Option 2: Study Phase Breakdown (Without Private Sector Comparison)</u></b>	<b><u>Hour Breakdown</u></b>	<b><u>Cost</u></b>
<b>I. Meetings, Salary and Benefits Survey, Job Analysis</b>		
Study preparation and project meeting (via video conference call)	2 hours	<b>\$300</b>
Establishing comparables		
• Public sector	12 hours	<b>\$1,800</b>
Employee kickoff meetings/distribute JAQs	2 hours	<b>\$300</b>
Prepare and send out salary and benefits surveys		
• Public sector	16 hours	<b>\$2,400</b>
Job evaluation analysis and establishment of job classification system		
➤ reading of up to 200 JAQs/50 JDs	10 hours	<b>\$1,500</b>
➤ employee interviews via Zoom calls (Consultant Team)	34 hours	<b>\$5,100</b>
➤ analyzing data and establishing classes	12 hours	<b>\$1,800</b>
➤ assigning of skill levels	6 hours	<b>\$900</b>
➤ review and evaluation of preliminary analysis with City representatives (via email and conference calls)	6 hours	<b>\$900</b>
<b>II. Salary and Benefits Survey Analysis</b>		
Analyzing salary survey data		
• Public sector	18 hours	<b>\$2,700</b>
Analyzing benefits data		
• Public sector	12 hours	<b>\$1,800</b>
• Establishing new salary schedules	16 hours	<b>\$2,400</b>
<b>III. Meetings with City representatives and Department Heads to Review Survey Data and Job Classifications (via conference calls)</b>	8 hours	<b>\$1,200</b>

<b>IV. Draft and Final Report Preparation</b>		
• Writing draft report	12 hours	<b>\$1,800</b>
• Final report	6 hours	<b>\$900</b>
<b>V. Presentation of Findings to City Council and Management</b>	2 hours	<b>\$300</b>
<b>VI. Training on Use of System</b>	4 hours	<b>\$600</b>
<b>PROJECT HOUR AND COST TOTAL</b>	<b>178 Hours</b>	<b>\$26,700</b>

**NOTE:** If the City accepts our proposal for this project, GovHR will for one (1) year from the date of the signature of this agreement, provide support services at no additional cost. This will include any telephone communication necessary by the staff with regard to any questions concerning the report.

**OPTIONAL SERVICES/EXPENSES:**

**Progress Reports** – It is customary to have periodic telephone conversations throughout the Study to give progress reports. There will be no charge for these periodic telephone updates.

**Site Visits** – If the City chooses to have the Consultants make any on-site visits (and CDC and State guidelines say it is safe to travel) for meetings, employee interviews and/or presentation of findings, there would be additional costs for consultant travel and related expenses.

**Job Descriptions** – Updates to existing job descriptions cost \$200.00 each; new job descriptions, if needed, cost \$300.00 each. The job descriptions are done after the rest of the Study is complete and are billed separately.

**Performance Review System** – Please see attached information regarding our Performance Evaluation System.

**Additional Services** – any additional services not covered in this Proposal including the development and assistance with an employee appeal process and development of policy recommendations for inclusion in the City's Personnel Policy Manual will be billed at the rate of \$150 an hour plus expenses.

**CONCLUDING REMARKS**

In closing, GovHR is a public-sector management consulting firm devoted to assisting only public-sector entities. We believe that the team assembled for conducting the proposed study for the City of Carroll is of the highest caliber and qualifications. GovHR appreciates your consideration of this proposal and looks forward to the opportunity to work with the City on this important project.

Sincerely,



Judith Schmittgens  
Corporate Secretary and Compliance Manager



# RACHEL SKAGGS



Rachel Skaggs is a Senior Vice President with GovHR USA and has over 10 years of experience in local government management. She has managed substantial capital and general budgets, developed utility policies, improved economic development initiatives, and handled multiple human resources functions.

Rachel Skaggs has over 10 years of experience in local government management in Illinois, including the Village of Montgomery, Village of Schaumburg and the City of Princeton. She has managed substantial capital and general budgets, developed utility policies, improved economic development initiatives, and handled all human resources tasks.

Rachel is a native of Walnut, Illinois and a graduate of Bureau Valley High School. She possesses a Master’s Degree in Public Administration from Northern Illinois University in DeKalb, Illinois.

Rachel served as the City Manager for Princeton from 2015 – 2019. Princeton is an active City located two hours west of Chicago on Interstate 80. Princeton is unique in that it provides all their own city services including electric, water, sewer, garbage, cemeteries, and a city-owned hospital (one of two left in the State of Illinois). For a town of 7,800 people the City has a budget of over \$25 million. The community is known for its significant historic buildings, with two downtown districts placed on the National Register of Historic Places. During Rachel’s tenure for the City of Princeton she completed numerous projects, including creating utility policies, developing operating and capital budgets, streamlining human resource operations, consolidating utility billing, refinancing debt and successfully negotiating multiple union contracts.

Prior to her time with the City of Princeton, Rachel served as the management analyst for the Village of Schaumburg and for the Village of Montgomery. During her time as management analyst she was responsible for human resources tasks, capital improvement planning, budgets, special events, and community outreach.

Rachel is passionate about community engagement, diversity inclusion and volunteerism. Rachel has co-authored two articles that focus on women in government and the history behind the low number of women in executive level positions in local government. Throughout her tenure as a City Manager, Rachel developed committees and commissions to help lead the City forward and to increase community engagement and volunteerism. Rachel believes that cities and towns all over can succeed with community interaction, citizen involvement, diversity inclusion and trust.

## PROFESSIONAL EDUCATION

- Master of Public Administration, Northern Illinois University
- Bachelor of Arts - English and Political Science, Northern Illinois University

## PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Presentation on Females in Local Government, ICMA Conference, Phoenix, Arizona (2012)  
The Legacy Project  
ILCMA
- Public Management Magazine article “Women Leading Government” co-authored with Heidi Voorhees
- Public Voices XIII No. 2. article “Advancing Women in Local Government: The Case in Illinois” co-authored with Dr. Kimberly Nelson

## MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association
- Illinois City/County Management Association
- Illinois Public Employer Labor Relations Association
- The Legacy Project
- Princeton Rotary Club

## PROFESSIONAL BACKGROUND

- |  |             |
|--|-------------|
| • City Manager, Princeton, IL                              | 2015 - 2019 |
| • Management Analyst, Village of Schaumburg, IL            | 2012 - 2015 |
| • Management Analyst/HR Manager, Village of Montgomery, IL | 2009 - 2012 |





# RODNEY L. CRAIN



Rodney Crain is an experienced human resources leader with a career that spans 40 years in both public and private sector organizations.

As a Vice President with GovHR USA, he provides executive search and general management consulting for clients. He is a collaborative leader who is able to build and maintain high performance organizations and who has demonstrated skill in the areas of executive/leadership coaching, talent acquisition, succession planning and compensation. During his career, he has worked for Fortune 100 and 200 companies where he was able to learn and implement innovative strategies for increasing employee engagement and helping businesses achieve their mission and vision. Among his results were the development of staffing models that aligned with short and long-term goals, succession planning tools that assessed talent at all management levels and utilizing change management techniques to increase success of on-going organizational changes – especially as related to mergers, acquisitions and jobs/job family designs.

Mr. Crain was able to transition to the public sector where he used those skills to re-brand the hiring process for the City of Austin into the Acquiring Talent Lifecycle. He and his team not only provided oversight and governance for the staffing and talent solutions for the City's 40 departments, but also managed over 30 executive recruitments annually. On several occasions, he represented the City on television broadcasts and radio spots to help promote the City's brand. Over the course of his tenure, he was also able to drive several strategic objectives, such as leading the effort to assist formerly incarcerated applicants in securing employment through delaying criminal background checks, hosting five job fairs annually at locations throughout the City to ensure access by all demographic groups, and using data analytics to target opportunities to increase the talent pool of women and minorities for City jobs.

His consulting philosophy can be summed up this way: His primary purpose is to assist in building organizational capability. This capability is necessary to sustain growth in any business, and effectively assessing talent is a key factor in that process. Therefore, he continually strives to earn the right to be a trusted advisor, so that he can be a partner in attracting and retaining the diverse talent best suited for long-term success in an organization's environment.

## PROFESSIONAL EDUCATION, TRAINING & INSTRUCTION

- Master of Business Administration degree in Human Resources and Operations Management, Consortium for Graduate Study in Management Fellow, Washington University in St. Louis
- Bachelor of Science degree in Secondary Education, magna cum laude, University of Central Missouri, Warrensburg
- SHRM-Senior Certified Professional, Society of Human Resource Management
- HRCI – Senior Professional in Human Resources, Human Resources Certification Institute
- California Community College Instructor, Board of Governors of the CA Community Colleges

## MEMBERSHIPS AND AFFILIATIONS

- Austin Human Resource Management Association
- National Forum for Black Public Administrators
- IPMA-HR Texas
- Society of Human Resource Management California

## AWARDS

- Travis County Sheriff's Office Vision Award
- TMHRA, Innovation in Municipal Human Resources Management
- City of Austin Distinguished Service Award

## PROFESSIONAL BACKGROUND

### *Over 35 Years of Human Resource Experience*

- Talent Acquisition Manager, City of Austin (2014-2022)
- Talent Council Member, Greater Austin Chamber of Commerce (2016-2022)
- Citizen's Review Panel Member, Office of Police Oversight, City of Austin (2009-2012)
- Human Resources Director, ManpowerGroup (2009-2013)
- Human Resources Manager, ManpowerGroup (2003-2008)
- Human Resources Functional Manager, Hewlett-Packard Company (1995-2001)







# Mysi Hall



**Mysi Hall, MPA, PHR is the Communications and Human Resources Manager of GovHR USA. She joined in 2013 and has served a key role in internal human resources policies and procedures, benefits administration, risk management, payroll processing, interim staff placement and on-boarding, development of social media outreach, utilization of web-based tools, website maintenance, administrative assistance, event management, research and reporting.**

Through her government and non-profit administration career, Mysi has acquired varied experience in coordination of public efforts, public policy, marketing, grant writing, fundraising, event planning, research, program evaluation and community development. She has extensive technical skills and knowledge in web based programs, database administration, html, desktop publishing, and reporting.

Mysi received her Bachelor's in Psychology with double minors in Urban Studies and Management from Wittenberg University (2003) and Master's in Public Administration (2005) from Northern Illinois University. As a graduate student, she served as an Administrative Intern for the Evanston City Management Office and as the Finance Graduate Intern for the City of Aurora, Illinois. Mysi is currently studying the Juris Doctorate program at Chicago-Kent Law School with a concentration in Employment and Labor Law.

After graduating from NIU, Mysi accepted a position with the Village of Huntley as a Management Assistant, where she worked in Public Information, Planning and Transportation, Project Management, and Special Events. After leaving the Village of Huntley in early 2007, Mysi served as a Development Associate for Family Alliance, Inc., a non-profit day center for seniors. From 2008-2011, Mysi served as the Continuing Medical Education Manager for the AADEP, a non-profit professional association for disability evaluating physicians. In 2011, Mysi co-founded CitySquare Solutions, a public administration and technology consulting services firm. Additionally, Mysi achieved Professional Human Resources (PHR) Certification in April 2017.

Mysi is currently President for the Legacy Project, an organization dedicated to the advancement of women in local government.

## PROFESSIONAL EDUCATION

- Master's degree in Public Administration, Northern Illinois University, IL
- Bachelor of Arts degree in Psychology with double minor in Urban Studies and Management, Wittenberg University, OH
- Professional Human Resources (PHR) Certification

## PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Succession Planning, Panelist – IAMMA, 2017
- Recruiting in the Digital Age, HR Association of Oakbrook, 2017
- Girl Power: Empowering Women in Leadership, Panelist - IAPD, 2019

## MEMBERSHIPS AND AFFILIATIONS

- Legacy Project, Board Member (2018-Present)
- Legacy Project, Communications Committee Chair (2015-2020)
- Legacy Project, Professional Development Committee Chair (2021-Present)

- Illinois Search and Staffing Association, Member
- SHRM, Member
- Former, IAMMA Member
- Former, ILCMA Member

## PROFESSIONAL BACKGROUND

### *24 Years of Local Government Leadership and Management*

- Public Admin and Technology Consultant, Founder CitySquare Solutions, 2011-2016
- Education Manager, American Academy of Disability Evaluating Physicians 2008-2010
- Development Associate, Family Alliance, Inc, Senior Services Center, 2007-2008
- Management Assistant, Village of Huntley, IL 2006-2007
- Graduate Finance Intern, City of Aurora, IL 2004-2005
- Manager's Office Intern, City of Evanston, IL 2003-2004
- Manager's Office Intern, City of Springfield, OH 2000-2003

[Click here to view full biography at GovHRusa.com](http://GovHRusa.com)





## **PRISM - Performance Review, Input, Support, Management**

PRISM (Performance Review, Input, Support, Management) is a performance review system in an electronic format utilizing the web-based software, Engagedly. The criteria and templates designed for PRISM were developed specifically for local governments and can be tailored to different positions, such as Department Heads, Supervisors, and Front-Line Staff.

### **The Benefits of PRISM to your organization:**

- Appraisal criteria designed specifically for local government
- Training for Department Heads and Supervisors in performance appraisal practices
- Align organizational and departmental goals with employees' individual goals
- Make performance appraisal an on-going activity with easy-to-use platform for employee feedback and supervisor notes and documentation tracking
- Customizable system at every level to meet unique organizational needs
- Special pricing for local municipalities based on number of users

### **Core Competencies**

Our 36 criteria for performance review, include items like: Innovation, Communication Skills, and Customer Service. The criteria have been developed to meet one of the four competencies, Leadership, Management, Technical, and Team. Each competency is exhibited by all employees but weighted differently based on their role in the organization.

### **Goals Integration**

The goals module gives Managers the ability to align to employee individual goals to overall organizational strategic goals. Goals can be assigned to individuals, departments and the organization. Goals can be aligned to the organization or individualized for performance improvement plans.

### **Engagedly**

Engagedly, headquartered in St. Louis, provides an automated system equipped with calendaring, notification and tracking functions that is appealing to Managers, HR Professionals, and employees alike. The robust system includes modules for: Goal Setting, Employee Training, Feedback, Praise Wall, 360 Reviews, and more.

### **GovHR's services will include the following:**

- Telephone discussion for overview of process and determining the needs of the Village.
- Coordination with Engagedly to provide web-based software and support. (First year of service, technical support and one-time fees are included in pricing below).
- Develop timeframe for implementation.
- Provide training for department heads and supervisors – administered via live video conferencing.
- Use of the PRISM System.
- Set up of custom forms, templates, and cycles.
- Follow up after implementation, gather feedback from administrators and users.



**Cost of Services:**

<b>Number of Users</b>	<b>Training</b>	<b>Setup/ Training &amp; PRISM (GovHR)</b>	<b>Set up Fee (Engagedly)</b>	<b>Software Fee (Engagedly)</b>	<b>Year 1 Start-up Cost</b>	<b>Annual Software Fee (Engagedly)</b>
101-250	1/2 day	\$2,000.00	\$500.00	\$6,000.00	\$8,500.00	\$6,000.00

Each additional half day of training will cost \$750.

# 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 *MSPW*  
**FROM:** Brad Burke, Chief of Police *BB*  
**DATE:** May 19, 2022  
**SUBJECT:** Carroll City Ordinance Chapter 69.08(44) amendment (Timberline Road)

Chapter 69 of the Carroll City Code deals with Parking Regulations and specifically 69.08 deals with no parking zones. I received a request from a council member to restrict parking on Timberline Road near the connection to Main Street. Currently there are no parking restrictions on Timberline Road. A letter was sent to the residents on Timberline Road that would be directly affected by the restriction as the parking would be adjacent to their property or across the street from their property. As of this date, I have received feedback from two property owners. Both property owners were not in support of this change as they believed the parking on the road slows traffic, additional parking would be available for special events such as graduations, and that it would not be needed as the roadway is wide enough to allow through traffic with cars parked on both sides of the roadway.

An ordinance has been created to restrict parking on the south side of Timberline from Main Street to 660 feet west of Main Street. This restricts parking through the entire 100 block of Timberline Dr. At this time, further discussion is recommended before proceeding with an ordinance change.

**RECOMMENDATION:** Council discussion of the ordinance change amendment to Chapter 69.08, subsection 44 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 NO PARKING ZONES

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

SECTION 1. Chapter 69, Section 08 is amended by adding a new Subsection 44 and renumbering the remaining subsections:

69.08 NO PARKING ZONES

44. Timberline Road

A. "No Parking Anytime."

(1) From Main Street to 660 feet west of Main Street – south side only;

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 \_\_\_\_\_, 2022.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

\_\_\_\_\_  
Mark E. Beardmore., Mayor

ATTEST:

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

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

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

## **CARROLL AIRPORT COMMISSION**

### **Regular Meeting**

The regular meeting of the Carroll Airport Commission was held on Monday, May 9, 2022, at the Arthur Neu Airport. Commission members in attendance were Norman Hutcheson, Greg Siemann, Gene Vincent, Kevin Wittrock and Dick Fulton. Also attending were Don Mensen, airport manager and Carol Schoeppner, recording secretary. Chairman Hutcheson conducted the 5:30 P.M. meeting.

### **CAR RENTAL BIDS**

Chairman Hutcheson proceeded to open the car rental bids at 5:30 P.M.. The only bid was from Wittrock Motor at \$550.00 per month for three years starting July 1, 2022. A motion by Comm. Siemann and seconded by Comm. Fulton was made to accept the Wittrock Motor bid. Motion carried by Commissioners Hutcheson, Siemann, Vincent and Fulton. Comm. Wittrock did not vote.

### **MINUTES**

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

### **FLIGHT BREAKFAST**

A motion by Comm. Vincent and seconded by Comm. Wittrock was made to have the Masonic Lodge prepare the Flight Breakfast on September 11th. Motion carried by Commissioners Hutcheson, Vincent, Siemann, Wittrock and Fulton.

### **FARM REPORT**

Comm. Vincent reported Chad Steinkamp is planting the crops which is a share crop agreement and Russell Behrens will cash rent the small parcel at the end of the runway.

### **TOPICS DISCUSSED:**

Don reported the floor was fixed in the T-hanger.

A renter in one of the T-hangers is not complying with the rental agreement set forth by the Commission. Don will put him on per month billing.

Don reported information from the IPAA Conference that aircraft maintenance will be sales tax except.

2021/2022 Budget discussion

Meeting in Kansas City is August 22nd

Fuel prices

### BILLS

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

Carroll Aviation	contract	\$ 6,800.00
New Cooperative	farm chemicals	880.40
Westmor Fluid Solutions	fuel delivery repair	117.15
Wittrock Motor	April car rental	349.00
Carroll Aviation	IPAA expense	581.95
R&R Septic Services	service contract	225.00
Carroll Aviation	start pack/turbine	8,619.91
Blueglobes	runway lights	198.06
Ecowater	cooler rent/water	129.01
Raccoon Valley Electric	April electric service	1,155.25
Carroll Refuse	April garbage	57.00
Herald Publishing	publishing car contract	83.50
Carol Schoeppner	secretary contract	350.00

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

There being no further business, a motion by Comm. Siemann and seconded by Comm. Vincent was made to adjourn at 6:46 P.M.

The next regular meeting of the Carroll Airport Commission will be June 13, 2022, at the Arthur Neu Airport.

---

Chairman/Vice-Chairman

ATTEST:

---

**CARROLL AIRPORT COMMISSION**

**Regular Meeting**

Monday, June 13, 2022

5:30 P.M.

Arthur Neu Airport

**Agenda**

Approve previous meeting minutes

2021/2022 Budget

2022/2023 Budget

LED Project

New Business

Approve monthly bills



# CARROLL COUNTY SOLID WASTE MANAGEMENT COMMISSION

## EXECUTIVE BOARD MEETING-UNOFFICIAL MINUTES

May 10, 2022  
Unofficial Minutes

1. The meeting was called to order at 6:32 a.m. by Chair Jeff Anthofer, Mayor of Coon Rapids. Others present were Dan Snyder, Mayor of Breda; Scott Johnson, Carroll County Board of Supervisor; Harvey Dales, City of Manning; Mark Beardmore, Mayor of Carroll; Mary Wittry, Director and Cathy Toms, Office Manager.
2. Dales moved and Beardmore seconded to approve the agenda as presented. Motion carried, all voting aye.
3. Snyder moved and Dales seconded to approve the minutes of the April 11, 2022 meeting as presented. Motion carried, all voting aye.
4. Dales reviewed the bills payable -see attached. Dales moved and Beardmore seconded to approve the bills as presented. Motion carried, all voting aye.
5. Toms presented the financial report, review of set aside accounts and market prices. Dales moved and Johnson seconded to approve the reports as presented. Motion carried, all voting aye.
6. Johnson moved and Snyder seconded to approve the wage information as presented for 2022-2023 with no increase in employees' contribution for health insurance. Motion carried, all voting aye.
7. Johnson moved and Beardmore seconded to accept the proposal from Bowman and Miller, P.C. for annual auditing services for fiscal years 2022-2024. Motion carried, all voting aye.
8. Snyder moved and Johnson seconded to approve the purchase of a tree puller attachment to remove cedar trees on site. Motion carried, all voting.
9. Wittry reported that the Environmental Management System (EMS) Internal and External audit have been completed and the external audit report will be forthcoming.
10. The 973D track loader will be sold in the near future as the 973K track loader arriving in July. Discussion was held on leachate flows and the treatment agreement with the City of Carroll.
11. The Commission was successful in obtaining a grant from the Recycling Partnership for partial funding to purchase a baler to process and bale additional plastics.
12. Next meeting date is Tuesday, June 14<sup>th</sup> at 6:30 a.m. at the Recycling Center.
13. Johnson moved and Snyder seconded to adjourn at 7:45 a.m. Motion carried.

Respectfully submitted,

Mary Wittry

# City of Carroll

---

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

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

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

**DATE:** May 18, 2022

**SUBJECT:** Union Pacific Railroad Quiet Zone Investigation Update Final Report

On October 25, 2021, Bolton & Menk, Inc. presented the Union Pacific Railroad Quiet Zone Investigation Update, dated August 9, 2021. Bolton & Menk has addressed questions of the Mayor and City Council and incorporated desired changes into an Update Final Report, dated January 31, 2022.

A copy of the Update Final Report and Additional Options Calculator are attached.

Representatives of Bolton & Menk, Inc. will be in attendance on May 23, to present the Update Final Report.

RMK:ds

attachment



**BOLTON  
& MENK**

Real People. Real Solutions.

300 W McKinley Street  
PO Box 68  
Jefferson, IA 50129

Ph: (515) 386-4101  
Bolton-Menk.com

January 31, 2022

Honorable Mayor and Council  
City of Carroll

Carroll, Iowa

RE: Union Pacific Railroad Quiet Zone Investigation Update - 2021  
Engineering Report - Final  
City of Storm Lake, IA  
Project No.: 0A1.124378

Dear Mayor and Council:

This letter is a presentation of the updates to the Engineering Report completed in April of 2014 for the proposed railroad crossing safety improvements within the City of Carroll. There has been continued interest in the establishment of a quiet zone within the community and with changes since the original report, it was deemed that this update be the logical next step in this process.

## **1.0 Executive Summary**

Bolton & Menk has completed updates to the preliminary investigations for the Quiet Zone (QZ) Feasibility Study along the Union Pacific mainline track within the community. The work has included a kickoff meeting with the City, review of changes to the physical conditions at the crossings within the proposed corridor, review of the Federal Rail Administration (FRA) and Union Pacific Railroad (UPRR) processes for establishing a quiet zone. Data collection included the field review of each crossing using city provided aerial photography and field observations of existing conditions along with traffic count information available from the Iowa Department of Transportation (IDOT).

It was requested by the City that additional options be considered at some of the crossings beyond the considerations in the original report. In the original report and based on previous experience, improvements were selected to minimize the City's costs while meeting the minimum safety requirements established per Federal Railroad Administration (FRA) criteria. For this update, more consideration was given to the impacts of the adjacent properties allowing the more cost intensive option of 4-quad gates to be assessed as well as other safety measures which typically include some mixture of the following:

- Medians or Channelization devices
- One-way streets with gates
- Four quadrant gates
- Crossing closures
- ASM – Modified SSM

The use of 4-quadrant gates as an SSM within a quiet zone requires additional costs that include design costs, equipment and installation costs and annual maintenance costs. An agreement must be executed with the UPRR for the design and integration of a 4-quadrant gate into their system, the exact amount of this agreement cannot be determined until the number of and makeup of the crossings is known. The construction costs are estimated at \$1,000,000 and may or may not include the engineering costs, but this is not classified in UPRR data and not a definitive number as the estimate on the UPRR website has been listed at \$500,000 for over a decade. The final cost is the annual maintenance agreement between the City and the UPRR for regular maintenance, repairs, and integration verifications. This agreement will be based on the number of 4-quadrant gates included in the agreement and can be up to \$60,000 per year; however, the final amount would be negotiated between the parties.

For crossing closure, the UPRR will typically pay the City for the loss of the crossing. This amount is based on several factors and is part of the negotiation process when reviewing the crossings for the establishment of a quiet zone. The City must keep in mind that any crossing that is closed must have the right of way vacated and cannot be established as a crossing again in the future.

We have also taken Wayside Horns as a potential option for a crossing, but this is not an SSM. This will be discussed further in the body of the report.

Safety Improvements recognized by FRA fall into two categories:

**Supplementary Safety Measures (SSM's)** – Pre-approved risk reduction engineering treatments installed that maximize safety benefits and minimize risk.

**Alternative Safety Measures (ASM's)** – Safety Improvements that while not fully meeting the requirements are used to reduce risk, ASM's must be submitted to FRA for consideration of approval which may take a year for approval and are subject to an annual review of the ASM's effectiveness.

For this report, we have included the use of an ASM at several of the proposed crossings. The ASM considered is the use of 40' non-mountable medians on each side of the at grade crossing. We have determined a preliminary effectiveness score for this ASM, but as noted this will have to be taken through the FRA review process for a final determination prior to implementation.

The recommended method for creating a Quiet Zone is to install SSM's at each public crossing within the corridor being considered. This reduces the risk significantly for the users of the highway/rail crossing and automatically qualifies for quiet zone establishment and is not subject to annual reviews. However, the installation of SSM's at every crossing is not practical in most communities, which then requires the investigator to consider what is feasible, both physically and politically at each crossing. Factors considered include:

- Is the crossing private or public?
- Traffic volumes
- Location of driveways; commercial and residential
- Adjacent land uses and potential impacts
- Distance to adjacent side streets from the crossing
- Condition of the crossing, location of gate arms and signals
- Width of crossing pads
- Roadway and right of way widths
- Sidewalk locations and pedestrian movements

Bolton & Menk has consistently taken the approach that physical improvements such as raised medians in combination with crossing closures is the most practical approach to reduce risk. However, for this update considerations such as impacts to the adjacent properties and stakeholder buy-in is an increased significant factor. As such, the improvement scenarios discussed meet the FRA criteria for quiet zone creation as evidenced by the QZ calculator and scenario matrix. This approach leads to numerous potential scenarios that will allow for a quiet zone, but the final choice of scenario is left to the City of Carroll and its determination of cost, impacts, and stakeholder buy-in.

The typical costs for installation of a raised median at a crossing assuming the crossing pads, gate arms and signals are adequate is in the range of \$100,000 to \$200,000, whereas the costs to install 4-quadrant gates at the same crossing would exceed \$1,000,000. The UPRR has made significant changes to how it handles the investigation and implementation of quiet zones. These changes will have impacts to schedules and budgets and will be discussed in more detail in the body of the report.

The corridor selected for your QZ extends from Bella Vista Drive on the east side of Carroll to Burgess Avenue on the west. The total length of the QZ, if implemented, is approximately 3 miles in length and would cover the majority of the community impacted by the train horns.

Multiple options for consideration are provided for the Burgess, Main, Clark, Maple, and Grant highway/rail crossings to meet local conditions.

**Burgess Avenue** – This crossing includes multiple options: leaving the crossing open is the simplest option for consideration; however, this impacts what needs to be done at other crossings to achieve the quiet zone requirements. The installation of a 4-quadrant gate system also keeps the impacts to the adjacent streets to a minimum and does not impede or narrow traffic lanes for heavy industrial truck traffic but is the most expensive of the options. Installation of raised medians are a more economical method, but the proximity of the adjacent streets on the east side increases the difficulty of adding the medians as safety improvements. The fourth option is the installation of a wayside horn. The cost is comparable to the raised median method and given the location of the crossing in the community and the directional sound of the horns in this area, makes this a very viable option.

**Main Street** – We have provided four separate options due to the location of E 4<sup>th</sup> Street on the north side of the crossing. Three options meeting the QZ requirements and one being the ASM option. The first option provides for raised medians but requires 4<sup>th</sup> Street to be shifted north and also removes on-street parking and restricts access within the median area south of the crossing. The second option technically shows the crossing open within the FRA requirements and calculations, but includes additional safety improvements at the crossing, these can be considered optional. The third is for the installation of additional gates so that the crossing functions as a 4 Quadrant gate system. The fourth is the proposed ASM with 40' medians that reduces the impact to the adjacent properties and street alignment changes.

**Maple Street** – We have provided two separate options for this crossing: closure of the crossing and installation of raised medians. We recommend that the City council seriously consider the closure of the Maple Street crossing due to its low traffic volumes and its lack of need for circulation across the community with the two adjacent crossings (Grant and Clark) proposed to remain open. The stakeholder and community buy-in for this option is a major determining factor to its viability. The raised median option is fairly straight forward and does not impact any adjacent properties significantly. Closing Maple could also help provide some negotiation leverage with the UP when looking at the crossings and the cost associated with them.

**Grant Road** – There are three options being considered for the crossing at Grant Road: leaving the crossing open, again with the potential option for short medians as an additional safety measure. The second is for the 4-quadrant gate system due to the impacts it can have on the quiet zone calculations due to the higher volume of traffic. The third is the proposed ASM with 40' medians that reduces the impact to the adjacent properties and street alignment changes.

Appendix I – Crossing Improvement Matrix summarizes the feasibility of completing the implementation of the QZ based on the level of safety measures installed at each crossing in the corridor. Several more scenarios have been included in this update and we have included a generalized overall improvement cost for each of the scenarios. This is to provide the City of Carroll more opportunity to consider the various scenarios and coordinate that with potential funding and stakeholder support.

Appendix J - shows the Preliminary Opinion of Project Construction Costs for most of the crossing options. An overall total is not shown due to the multiple options for several of the crossings and therefore would not be a clear indicator of the cost for the seven crossings.

## 2.0 Introduction

The City of Carroll requested Bolton and Menk, Inc. to prepare this Engineering Report of railroad safety improvements for seven railroad crossings on the Union Pacific Railroad mainline tracks. The crossings evaluated in this report are shown on Attachment A and include:

- Burgess Avenue (FRA 190778X)
- N. Carroll Street (FRA 190775C)
- N. Main Street (FRA 190774V)
- N. Clark Street (FRA 190773N)
- N. Maple Street (FRA 190772G)
- N. Grant Road (FRA 190771A)
- Bella Vista Drive (FRA 911914P)



This report will provide the information and potential recommendations for improvements at these intersections to allow the City of Carroll to determine the most beneficial scenario of crossing treatments so that they can begin the process of establishing a Quiet Zone (QZ) on the Union Pacific mainline.

### **3.0 Union Pacific Quiet Zone Process**

There have been several significant changes to how the UPRR handles their internal processes for dealing with the proposed establishment of a quiet zone. They have released their engineering staff and no longer deal directly with the diagnostic review or any needed design elements for the improvements to their track systems. Currently, they are utilizing the services of two consultant engineering firms: one to manage the quiet zone establishment process and one to provide the design engineering services for any improvements needed to the railroad facilities.

To be able to initiate a quiet zone, the UPRR will require the execution of an agreement between the City and the UPRR for an amount of up to \$40,000. This is to be executed prior to the start of any work with the UPRR and is for their involvement through the quiet zone establishment process. At the beginning of the quiet zone review in 2014, a diagnostic meeting was held between Bolton & Menk, representatives from the FRA, UPRR, IDOT and the City of Carroll. However, due to the amount of time that has elapsed since that meeting and the potential for use of SSM's other than those discussed at the first meeting, the City will have to provide for another diagnostic review meeting when it is decided to move forward with the quiet zone process. This meeting along with review of proposed plans, notices, and coordination between the City and their consultant is what that agreement and fee to the UPRR will be used for.

Also, if any of the improvements that are being proposed will cause changes to the UPRR owned facilities including tracks, crossings or equipment, another agreement will need to be executed between the City and UPRR for the engineering and design of those facilities. We are not able to provide an estimated fee amount for this work since it will be largely dependent upon what facilities are added or changed and the number of crossings that are to be involved.

The UPRR has requirements that must be followed to install the SSM's or changes to their equipment. One of these is to provide for a minimum of 9' 3" from the center of the gate arm to the edge of the traveled roadway edge or 5' 3" to the face of the curb. This has impact to median installation as it dictates how much the road can be widened without relocating the gate arm and post. These required minimum dimensions have increased since the original study was completed in 2014. These increased dimensions have affected some of the alternatives and associated costs for some of the crossing the proposed quiet zone. The UPRR will also evaluate the condition of the existing road and sidewalk crossing panels adjacent the tracks. The UPRR required a minimum of 3' of clearance from the edge of traveled or walkway to the end of the crossing panel. As part of the new diagnostic review the existing crossing panels will be reviewed and determinations made if they would need to be extended which will be a cost required to be paid by the City. The UPRR also may require updates to any of the crossing panels or other equipment at a crossing that is considered to be substandard or worn out. UPRR will want to put the costs on the City's portion of the project costs, but we do not agree that these costs should be borne by the City alone and would work to negotiate with the UP in these instances.

As discussed in the executive summary, the use of 4-quadrant gates as an SSM within a quiet zone requires additional costs that require an agreement be executed with the UPRR for the design and integration of a 4-quadrant gate into their system. The construction costs are estimated at \$1,000,000 and may or may not include the engineering costs, but this is not classified in UPRR data. There is also an annual maintenance agreement between the City and the UPRR for regular maintenance, repairs, and integration verifications. This agreement will be based on the number of 4-quadrant gates included in the agreement and can be up to \$60,000 per year; however, the final amount would be negotiated between the parties.

For crossing closure, the UPRR will typically pay the City for the loss of the crossing. This amount is based on several factors and is part of the negotiation process when reviewing the crossings for the establishment of a quiet zone. The City must keep in mind that any crossing that is closed must have the right of way vacated and cannot be established as a crossing again in the future.

#### 4.0 Wayside Horn

The use of wayside horns at crossings as a way to mitigate the noise levels is being used in locations all over the United States, but not in great numbers. Wayside horns operate on the same principal as the train horns as far as when they must be sounded and how long they will sound. They also have a minimum decibel level of 92 decibels that is required, this is only a slight decrease from that of a train horn. The main difference with the wayside horn compared to the train horn is the amount of area affected by the noise. The sound from train horns must travel ahead of the train and away from the crossing and still be loud enough to warn drivers in vehicles that may have their windows up and radios on that are approaching the crossing. This then engulfs the surrounding area with sound as the train horn moves along the tracks and approaches the crossing. The wayside horn is directed up the streets directly at the road crossings and thereby does not radiate out as far away from the crossing. A schematic is shown in Figure 1 and comes from a brochure from Quiet Zone Technologies, a supplier/installer of wayside horn systems.

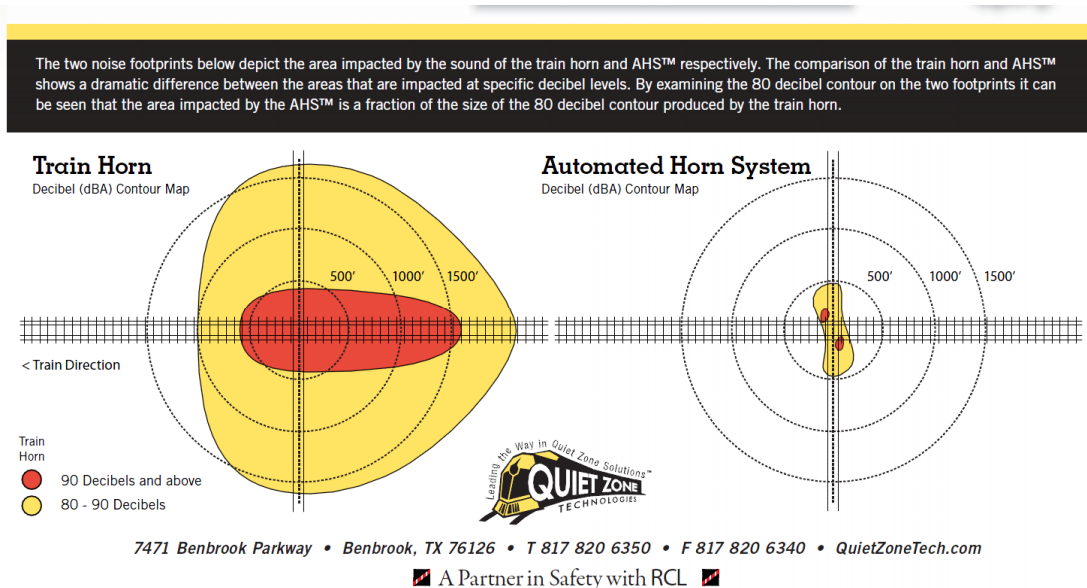


Figure 1 – Noise Level Schematic

The system itself consists of the wayside horn, post, confirmation device and circuitry integration equipment. The system is integrated with the railroad's signal equipment so that when the train triggers the signals at the crossing, it also signals for the wayside horn to begin its sequence. Along with that, the system will trigger the confirmation device. This device signals to the locomotive operator that the wayside horn is functioning and that they do not have to sound the train horn. If the operator does not see the confirmation device activated, then he will sound the train horns as required. Just as with a quiet zone, the installation of the wayside horn system does not mean that train horns will not be sounded in certain situations. There are typically two horns installed at each crossing, one facing each direction of the oncoming vehicle traffic. Similarly, there are two confirmation devices installed for each crossing for each direction a train may be traveling. For multiple track crossings the system is integrated so that each track interacts with the wayside horn system and the confirmation devices are visible by either train in both directions.

If the city would decide to proceed with a wayside horn system at a crossing, there are several things that must be accomplished. The City must purchase the equipment and pay for the installation from a third-party supplier and installer. The equipment associated with the wayside horn system is fairly standard and the costs are typically \$30,000 – \$40,000. However, the conditions for placement at each crossing can vary significantly, which may vary the costs from \$15,000 to \$40,000.

The City would have to enter into an agreement with the UPRR to pay the railroad for their costs associated with integrating the wayside horn equipment with their switch and signal equipment and for their continued maintenance costs for verifying that the system is operational. These costs for integration can also vary significantly from \$15,000 – \$25,000 depending on the equipment already in place and any additional equipment needed for integration. The work required to integrate the wayside horn system to the railroad system must be completed by railroad crews. Additionally, there is an annual maintenance cost from UPRR for their work in maintaining the integration of the system, this can be \$1,000 - \$2,000 per crossing.

Finally, there will be costs associated with the wayside horn system that will come from City staff. The City is the owner and maintainer of the wayside horn equipment and as such will need to complete monthly inspections and more in-depth inspections every 6 months. The monthly and bi-annual inspections usually amount to about 10-man hours per year. This should not be a significant cost or time commitment unless the City does not have staff that can complete the work and has to hire outside crews. Also, any damaged or failed equipment that would result from accidents, storms, vandalism, etc. would be the City's expense to repair or replace, which should be included in the City's annual budget. The supplier of the equipment would be able to provide costs for individual components and a replacement schedule.

The following table summarizes the approximate costs associated with the wayside horn system:

Initial Expenses		
Item	Description	Amount
1	Wayside Horn Equipment	\$40,000
2	Installation	\$40,000
3	Railroad Integration	\$25,000
4	Engineering	\$20,000
	TOTAL	\$125,000
Annual Expenses		
A	Railroad Maintenance	\$2,500
B	City Maintenance (10 hours)	\$1,500

The FRA has defined the wayside horn as a one-for-one substitute for train horns. A crossing that includes a wayside horn system can be included with a proposed quiet zone, but that crossing does not influence the scoring from the quiet zone calculator in determining if a quiet zone would qualify. Therefore, when determining the length of the quiet zone, they are considered the same as a crossing with an SSM but are not considered in the calculations for the Quiet Zone Risk Index or Risk Index With Horns. For example, if a proposed quiet zone included seven crossings and one of them was a wayside horn system, the quiet zone eligibility would be scored on the six other crossings.

## 5.0 **Recommended Improvements**

### 5.1 **Burgess Ave (Attachment H)**

The railroad crossing on Burgess Ave is a 24-foot-wide concrete street with aggregate shoulders and an at-grade crossing with a 3-foot asphalt approach from the north and south. The pavement on both sides of this crossing appears to be in overall good condition. The proximity of the intersections with W. 6th Street on the north and Railroad Street on the south will limit the ability to place a full-length median without impacting traffic. This area sees some use by agricultural equipment during planting and harvest and to a repair business in the northeast quadrant. There are businesses in the northeast and southeast quadrants as well as access to the industrial park to the west that have a large percentage of truck traffic utilizing the crossing. There are three tracks at this crossing, two mainline tracks and one siding track. The mainline tracks are concrete panels and generally in good condition while the siding track is a timber panel in fair condition. The existing gate arms are about 8.5' off the edge of the roadway.

The improvements considered for this crossing include four options: leaving the crossing as an open crossing; installation of 60' medians on each side of the crossing; the installation of a 4-quadrant gate system; and the installation of a wayside horn system.

If the crossing is left open, the City would have the option of installing a non-mountable median, as shown on Attachment H-1 as additional safety measures. The improvements considered for this crossing include installing a non-mountable median, pavement widening and new signage. The median would be 2 feet wide and 40 feet in length on both sides of the crossing. These improvements would be for increased safety at the crossing and are considered an optional item but would not improve the quiet zone rating because it does not meet the requirements of an approved supplementary safety measure (SSM) and would be considered "open" for the quiet

zone calculations. The shortened median to the south will allow the unrestricted access to Railroad Street of the large truck traffic in the area. Full height curb would be installed on both sides of the street to maximize the widening of the traffic lanes within the median areas. The short median on the north side will allow access to and from W. 6th Street. A left-hand turn from W. 6th Street may be restrictive for the largest semi/trailer combinations, in which they may need to use Highway 30 and access the industrial park and businesses on the south side of the tracks from the west. The widening of the road to maintain wider lanes through the median areas would require the relocation of both of the crossing gate arms, which is an additional expense for an optional safety measure.

The second option includes installing the minimum length non-mountable median, placement of curb within the median area, realignment of W. 6th Street and Railroad Street and new signage as shown on Attachment H-2. The median would be 2 feet wide and 60 feet in length on the south and north sides of the crossing. In conjunction with the median, there will be full curb installed along the edges of the road to maximize the pavement traffic lanes within the median area. However, this length of median would require the realignment of both W. 6th Street and Railroad Street. This realignment would require the purchase of additional right of way area from the adjacent property owners, construction of the new road base and obliteration of the existing roadbed. On the northwest side, an additional 12-foot-wide lane would have to be constructed on Burgess Avenue to allow for west bound traffic off of W. 6th Street to turn onto Burgess Ave. The widening of the road to maintain wider lanes through the median areas would require the relocation of both of the crossing gate arms, which is an additional expense along with the expense for the right of way and grading. This option has a significant impact to the adjacent properties on the east side of Burgess for the road relocations. In the northeast quadrant, this widening appears to encroach on an existing driveway within the property.

The third option as mentioned is for the installation of two additional crossing gates making the crossing a 4-quadrant gate system. There is the option to include some medians with the gates for increase safety measures, but these must be at least 60 feet in length for additional impact to the quiet zone scoring. For the existing conditions on both sides of the crossing, the additional median is not feasible, so no medians are included in this option. The 4-quadrant gate system is an expensive option but is feasible at this crossing and reduces the impacts to the adjacent properties.

The fourth option is the installation of the Wayside Horn System. As described in section 4.0, this system acts the same as a train horn, except that the horns are directed up and down the roadway, rather than along the tracks. This system does not require the installation of any medians or pavement widening and therefore has little impact on the adjacent properties. There would be no changes to the location of the existing gates as well. This option would include regular inspections completed by the City staff or hired by the City and the City would be responsible for all equipment costs for replacement, damage, malfunction, etc. and the annual maintenance contract with the UPRR. This area is generally an industrial/commercial area with large spread-out properties towards the western edge of the community, this lends wayside horns to be a very feasible option for this crossing.

## **5.2 N. Carroll Street (Attachment G)**

The railroad crossing on N. Carroll Street is a 31-foot-wide concrete street to the north and 36-foot-wide concrete street to the south with an at-grade crossing with a 3-foot asphalt approach from the north and south. The pavement on both sides of this crossing appears to be in overall good condition. The proximity of the intersection with 4<sup>th</sup> Street on the north will limit the ability to place a full-length median without impacting traffic. Both sets of crossing panels are concrete, there are a couple within the crossing that are loose and rocking when vehicles pass over them and showing signs of deterioration. In addition, on the south side there are access locations to Union Pacific property on both sides. There is a sidewalk on the east side of the crossing that was previously improved but may need to be verified for ADA compliance. Since the original report, the City has constructed a new 10' wide trail from within the Depot Park, across the UPRR and south down Carroll St. on the west side of the road. This is in good condition and appears to be ADA compliant.

The improvement considered for this crossing includes installing a non-mountable median, placement of full curb within the median areas, curbed medians and new signage as shown on Attachment G. The median would be 2 feet wide and 100 feet in length south of the crossing, while only 60 feet in length north of the crossing. The median length north of the crossing is shortened to the minimum to allow traffic flow on to 4<sup>th</sup> Street. However, the size of vehicle able to make a left hand turn off of west bound 4<sup>th</sup> Street to southbound Carroll St. will be limited due to the proximity of the median to the intersection and would be signed as such. On the south side a 2-foot wide and 100-foot-long raised median would be constructed. Full height curb would be installed on both sides of the street for the length of the center median. This curb will restrict access to the railroad property on both sides of the crossing. A commercial driveway on the west side of the street appears to be for the Union Pacific access to their rail yard property. This may have to be closed due to the median, but this along with other UPRR access issues would be discussed at the diagnostic meeting. Also, the sidewalk crosses from the west side to the east side within the raised median, this will require a drop within the raised median and pedestrian warning panels to allow pedestrian traffic to cross the road.

## **5.3 N. Main Street (Attachment F)**

The railroad crossing on the south side N. Main Street is a 48-foot-wide hot mix asphalt street with the at grade crossing with a 10-foot asphalt approach. The north side is a 38-foot-wide hot mix asphalt street with a 6-foot asphalt approach. The pavement on both sides of this crossing appears to be in overall fair condition. On the north side of the crossing there are City owned parking lots/streets with access points onto Main Street. These access points are in close proximity to the crossing and would limit the ability to place a full-length median without significantly affecting traffic patterns. The south side of the crossing has a restaurant with angled parking along the front of the building and limited access and parking off street. On the southeast side is a building and parking area that has loading docks and regularly has semi deliveries/trailer storage. The existing sidewalk at on the south side is in fair condition but does not have pedestrian warning panels or meet ADA requirements. The north side was recently improved with PCC and has the truncated dome panels in place.



The improvements considered for this crossing include: leaving the crossing open, installing a non-mountable median, 100' medians to the north and south and 100' median south and 60' north; a 4-quadrant gate system and the proposed ASM. The open and 100'/60' median option is as shown on Attachments F-1 and F-2.

If the crossing is left open, the City would have the option of installing a non-mountable median, as shown on Attachment F-1 as additional safety measures. For the first option, the improvements considered for this crossing include installing a non-mountable median, new signage, and sidewalk improvements. The median would be 2 feet wide and 40 feet in length on both sides of the crossing. The shortened median to the south will allow access to the parking along the front of the restaurant on the west side and complete access to vehicles entering and exiting the building on the east side. Full height curb would be installed on both sides of the street to restrict access within the median areas. The shortened median on the north side will allow the access points from the City parking lots on both sides to continue to operate as they currently are. The south side approaches of the sidewalks to the railroad crossing will need to be improved for ADA compliance. These improvements would be for increased safety at the crossing but would not improve the quiet zone rating because it does not meet the requirements of an approved supplementary safety measure (SSM) and would be considered "open" for the quiet zone calculations.

As was the case with the Clark St. crossing and the 60'/60' option, a reduced median is only allowed when an intersection roadway falls within that length, minimum of 60' to still be considered an SSM. There is no intersection within the 100' on the south side of this crossing; therefore, the 60' median option to the north and south of the crossing is not a feasible option for this crossing and was not considered any further. To approach this option would have to be done as an ASM and would require additional engineering to determine a proposed effectiveness rate and submittal to the FRA for approval.

The additional safety measures of adding 40' medians to either side of the crossing described in the crossing open option above can be considered the proposed ASM option. This would allow for the crossing to be included in the scoring and although reduced effectiveness ratings would be used compared to standard SSM, this option would provide for some benefit to the overall quiet zone scoring. This option does not eliminate the impacts to the adjacent properties but does reduce them. On the north side the only impact may be for left hand turn truck traffic coming from the east and wanting to proceed south. On the south side, the east property would have very little impact; however, the west property would still be impacted. The west property would not lose any of the angled parking in the front of the building, but the current access on the north side of the building would be eliminated thus restricting parking on the north side of the building. An alternate route to parking on the north is possible but would require crossing private property not under the control of the impacted property owner. Further discussions with the owner would be necessary to determine how feasible this option would be for the crossing and their operations.

The second of the median options includes installing a non-mountable median, placement of curb within the median area, realignment of the parking lot accesses, new signage and sidewalk improvements as shown on Attachment F-2. The median would be 2 feet wide and 100 feet in length on the south side of the crossing. In conjunction with the full median length, there will be full curb installed along the edges of the road to eliminate access points within the median area.



This will have a significant impact on parking in front of the restaurant by eliminating at least five of the angled stalls. The 100-foot median will also severely impact the business on the east side of the street by installing a curbed median along the edge of the road to the end of the center median and eliminating access points within the median area. This curbed median will drastically reduce the width of the opening into the building loading dock area, restrict the size of vehicle that could do a right turn out of the driveway and eliminate three angled parking stalls along the front of the building. On the north side of the crossing, the median would be 2 feet wide and 60 feet in length. This length of median would require the realignment to the north of the parking access road and street on both sides of Main Street, which would include additional curb and gutter installation to channel traffic past the end of the center median, relocation of an intake and additional pedestrian ramp work. The sidewalk on the south side of the crossing would need to be improved to provide ADA compliant access for pedestrians. This is a feasible option but does have some significant impacts to the adjacent property owners on the south side and traffic movements on the north.

The third option as mentioned is for the installation of 2 additional crossing gates making the crossing a 4-quadrant gate system. Due to the higher traffic volumes at this crossing, the installation of a 4-quadrant gate system here has an impact to the quiet zone scoring and in turn provides for more flexibility in treatments at other crossings. There is the option to include some medians with the gates for increase safety measures, but these must be at least 60 feet in length for additional impact to the quiet zone scoring. For the existing conditions on both sides of the crossing, this is not feasible, so no medians are included in this option. The 4-quadrant gate system is an expensive option but is feasible at this crossing.

#### **5.4 N. Clark Street (Attachment E)**

The railroad crossing on N. Clark Street is a 31-foot-wide hot mix asphalt street with an at-grade crossing with a 3-foot asphalt approach from the north and south. The pavement on both sides of this crossing appears to be in overall good condition. Both sets of crossing panels are concrete and appear to be in overall good condition. The proximity of the intersection with E. 4<sup>th</sup> Street will limit the ability to place a full-length median without impacting traffic. In addition, there is a driveway in each of the other quadrants that appear to have fairly high usage, one of which is a lumber yard to the west and the other two are parking areas for businesses. It is anticipated these businesses will produce local traffic with occasional deliveries using large vehicles. There is a sidewalk on both sides of the crossing that is in good condition with pedestrian warning panels. The approaches on the north for the sidewalk have asphalt overlays with the east one showing deterioration. The southeast one is concrete and should not need repairs while the southwest is asphalt and is in decent condition, but the sidewalk ends shortly past the approach.

The improvements considered for this crossing include installing a non-mountable median; 100' medians to the north and south, 100' median south and 60' north and 60' medians north and south, a 4-quadrant gate system and the proposed ASM.

To begin, a reduced median is only allowed when an intersection roadway falls within that length and the shortest allowed is 60' to still be considered an SSM. There is no intersection within the 100' on the south side of this crossing; therefore, the 60' median option to the north and south of the crossing is not a feasible option for this crossing and was not considered any further. To approach this option would have to be done as an ASM and would require additional engineering to determine a proposed effectiveness rate and submittal to the FRA for approval.

Installation of the 100' to the south and 60' to the north, non-mountable median with placement of full curb within the median areas, curbed medians in the parking area and new signage as shown on Attachment E is the preferred option for this crossing. The median would be 2 feet wide and 100 feet in length south of the crossing, while only 60 feet in length north of the crossing. The median length north of the crossing is shortened to the minimum to allow traffic flow on to E. 4<sup>th</sup> Street. E. 4<sup>th</sup> Street will need to be realigned to the north to allow for straight ahead and left turn traffic movements past the median. This will also include reconfiguration of the west end of the city parking lot. Full curb and gutter needs to be installed on the east side of the street, north and south of the crossing to restrict access to the business parking areas within the center median areas.

On the south side a 2-foot wide and 100 foot long raised median along with curb along the outside of the street would be installed. For the lumber yard in the southwest quadrant, their access will need to be relocated to the south side of their property. This change does not involve construction on the street but would require the property owner to rearrange a portion of their yard and move trailers and storage racks. These could be moved to the current access point to the north to restrict access within the median and at the same time open an access point to the south of the median. This would need to be sized for large semi-truck turning movements while avoiding an adjacent utility pole. This is a significant change to the current operations at this facility and more discussions with the owner would be necessary to determine how feasible this option would be for the crossing and their operations.

For the east side, a curbed median would be constructed along the edge of the road for the length of the center median to restrict traffic movements from the parking area in the front of the business. This area should have sufficient width for most passenger type cars and trucks to navigate and 90-degree park in front of the building. Semi traffic should still be able to access the building dock area by backing in from the south bound Main Street traffic lane or across Main Street from the relocated lumber yard access.

The installation of 100' long medians to both the north and south sides of the crossing was also reviewed. The impacts would be the same as described above for the properties and pavement on the south side of the crossing. If the median was extended to 100 feet on the north side of the crossing, then several more impacts to the adjacent properties would be seen. E. 4<sup>th</sup> Street from the west would become a right in/right out only street connection. This means that south bound traffic on Clark St. can turn right to go west on 4<sup>th</sup> St. and West bound traffic on 4<sup>th</sup> St. can turn right to go south on Clark St. All other turning movements at that intersection would be prohibited. The municipal parking lot to the north of 4<sup>th</sup> St. would continue to allow the same movements as it currently does. This could potentially lead to the parking lot access being used by traffic as a road more than 4<sup>th</sup> St. itself. In the northeast corner, the raised parking median would have to be extended for the additional length to match the center raised median. The entrance area is reduced across this property from basically full width of the lot to just the north 25' give or take. The perpendicular stalls along the front of the building being used as is would allow about a 15' wide aisle between the parking median and the back end of the stalls. This would allow vehicles to navigate to and from the entrance but there would not be room for incoming and outgoing vehicles to meet. This configuration would make it difficult for trucks with trailers or larger trucks to navigate into and out of the parking lot, especially if there were cars in parking spaces at the front of the building. While this is a feasible option, with the additional impacts to the property in the northeast quadrant and potential changing of traffic patterns in the northwest, this is not as desirable an option as the previous.

The third option as mentioned is for the installation of two additional crossing gates making the crossing a 4-quadrant gate system. Due to the higher traffic volumes at this crossing, the installation of a 4-quadrant gate system here has an impact to the quiet zone scoring and in turn provides for more flexibility in treatments at other crossings. There is the option to include some medians with the gates for increase safety measures, but these must be at least 60 feet in length for additional impact to the quiet zone scoring.

The proposed ASM option of using 40' medians on either side of the crossing were also reviewed. This option would allow for the crossing to be included in the scoring and although reduced effectiveness ratings would be used compared to standard SSM, this option would provide for some benefit to the overall quiet zone scoring. This option does not eliminate the impacts to the adjacent properties but does reduce them. On the north side the only impact may be for left hand turn truck traffic coming from the east and wanting to proceed south. On the south side, the east property would have very little impact and the west property would be somewhat restricted on access. This is UPRR property and the Lumber Yard property so further discussion with those owners would be necessary to be able to fully determine the impacts to their operations and feasibility of this option.

## **5.5 N. Maple Street (Attachment D)**

The railroad crossing on N. Maple Street is a 31-foot-wide concrete street on the north side and 24-foot-wide hot mix asphalt street on the south side with at-grade crossing with a 3-foot-wide asphalt approach on both sides of the crossing. This crossing mainly includes local traffic patterns and limited heavy vehicles. A semi-tractor/trailer storage yard is adjacent to the crossing in the northeast quadrant with gated driveway access to Maple Street; however, it is our understanding that this access point is not being used. There is also a private aggregate road access on the northwest side of the crossing that is utilized mainly by the business on the northeast quadrant of N. Clark Street. The southwest quadrant is seeing the construction of a new City maintenance shop with three overhead doors facing to Maple Street. The southeast quadrant is residential. The asphalt pavement south of the crossing is showing signs of its age but is in overall fair condition. The pavement north of the crossing was reconstructed shortly before the initial report and is in good condition. The north track crossing uses concrete panels that are in decent condition although there is a gap between the end west panel that could be worsening. The south track panels are timber panels that appear to be in fair condition. There is one sidewalk on the east side at this crossing. The north side was recently reconstructed and appears to meet ADA requirements, but the south side is partially asphalt and has a steep grade south from the tracks.

There are two options being considered for this crossing, complete closure and full length raised medians, as shown on Attachments D-1 and D-2. The first option is total closure of the crossing with installation of paved hammerhead style turnarounds on both sides of the crossing and removal of the pavement and sidewalk within the railroad right of way. The City would also be required to vacate the right of way across the crossing. On the north side, the aggregate road would still be accessible from the turnaround and the trailer yard driveway would remain. This option improves the overall rating of the quiet zone because closure has an effectiveness rating of 1.0 in the calculations and the UPRR is always wanting to close crossings and eliminate those hazards. The Federal Code of Regulations Part 222, Appendix F – Diagnostic Team Considerations indicates that crossing closure is a preferred alternative and should be explored for crossings within a proposed quiet zone.

For the second option, the improvement considered for this crossing include installing a non-mountable median, widening of the pavement on the south side, new signage and sidewalk improvements as shown on Attachment D-2. The median would be 2 feet wide and 100 feet in length both north and south of the crossing. The full median length will have minimal impact on traffic while providing a significant positive impact to the safety of the crossing. The pavement width will need to widen south of the crossing to allow adequate space for vehicular traffic. With the new maintenance building construction, it should be considered to widen the road to at least to the proposed driveway entrance but would not be necessary. The pavement width north of the crossing is sufficient; however, curb and gutter should be installed for a portion on either side of the road to limit access to the commercial driveway and aggregate access point near the crossing. The sidewalk in the southeast quadrant would be improved to provide ADA compliant access to pedestrians. The commercial driveway pavement would be removed, and that access closed. The aggregate access on the west side would either have to be closed or possibly realigned to north of the 100-foot median. The cost for this realignment is not included in the cost opinion provided because this is a private driveway and is not City owned. There are two existing storm sewer intakes just south of the crossing, these would need to be relocated to the proposed curb location and depending upon their current condition may need to be replaced completely.

## **5.6 N. Grant Road (Attachment C)**

The railroad crossing on N. Grant Road is a 31-foot-wide concrete pavement with an at-grade crossing with 3-foot-wide asphalt approaches in both directions. The pavement is in good condition and should be sufficient for the improvements recommended in this report. Both sets of crossing panels are concrete and in fair to poor condition with a couple of smaller outer panels slightly sunken compared to others and one in the mainline that is damaged. N. Grant Road is a main north – south route on the east side of the city and does experience heavy traffic, including semi-truck and farm machinery. There is a recently constructed sidewalk along the east side of the crossing on the south side of the tracks with pedestrian warning panels and ADA compliant grades. The crossing has several industrial and large vehicles uses adjacent to it. The northwest quadrant is industrial use with semi traffic and vehicle parking directly adjacent to the crossing and railroad right of way. The northeast quadrant is the location of the County maintenance shop. The southwest has an aggregate access point for N. Elm Street and the southeast quadrant has a semi load scale.

The improvements considered for this crossing include leaving the crossing as an open crossing, the installation of a 4-quadrant gate system and the ASM option. If the crossing is left open, the City would have the option of installing a non-mountable median, new signage, and closure of the N. Elm Street access, as shown on Attachment C as additional safety measures. The median would be 2 feet wide and 80 feet in length on the south side of the crossing while only 30 feet in length north of the crossing. The slightly shortened median to the south will allow access to the truck scale on the east side. The N. Elm Street access would be closed to improve safety and because the area has other access locations and minimal traffic. The shortened median length north of the crossing will provide access to both the industry on the west side and the maintenance shop on the east. No improvements to the sidewalks are necessary. These improvements would be for increased safety at the crossing but would not improve the quiet zone rating because it does not meet the requirements of an approved supplementary safety measure (SSM) and would be considered “open” for the quiet zone calculations.

The second option as mentioned is for the installation of two additional crossing gates making the crossing a 4-quadrant gate system. Due to the higher traffic volumes at this crossing, the installation of a 4-quadrant gate system here has an impact to the quiet zone scoring and in turn provides for more flexibility in treatments at other crossings. There is the option to include some medians with the gates for increase safety measures, but these must be at least 60 feet in length to impact the quiet zone scoring. For the existing conditions on the north side of the crossing, this is not feasible, so no medians are included in this option. The 4-quadrant gate system is an expensive option but is feasible at this crossing.

The proposed ASM option of using 40' medians on either side of the crossing were also reviewed. This option would allow for the crossing to be included in the scoring and although reduced effectiveness ratings would be used compared to standard SSM, this option would provide for some benefit to the overall quiet zone scoring. This option does not eliminate the impacts to the adjacent properties but does reduce them. On the north side the impact to the County garage appears to be minimal; however, the west side property would be restricted to the truck access along the RR tracks. Further discussion the owner would be necessary to be able to fully determine the impacts to their operations and feasibility of this option for this adjacent owner. On the south side, the east property would not be impacted, and the west property is City owned property that would still likely require the closure of the N. Elm Street access. This access closure would be to improve safety and because the area has other access locations and minimal traffic this was not considered to be a significant impact.

## **5.7 Bella Vista Drive (Attachment B)**

The existing crossing on Bella Vista Drive is a 24 feet wide concrete rural section road with aggregate shoulders and an at-grade crossing with 3-foot asphalt approaches both north and south of the crossing. The pavement condition of the concrete road and asphalt approaches are sufficient for the improvements recommended in this report. The current traffic demand for this crossing is generally traffic that is bypassing the interior of the city with some occasional use by agricultural equipment to get to the south side of the city. There are no sidewalks along this stretch of road.

The improvement considered for this crossing include the installation a non-mountable median, widening of the pavement, new aggregate shoulders, and new signage, as shown on Attachment B. The median would be 2 feet wide and 100 feet in length on the south and north sides of the crossing. The pavement width will need to widen in areas where the median is installed. The gate arms are currently located 6.5' from the edge of the road. Installation of a full curb will allow minor widening of the road to maintain a 12' wide lane in each direction. This would provide adequate room for most standard traffic and types of vehicles currently using this crossing. To provide for wider lanes to accommodate bigger vehicles or agricultural traffic, it is possible that additional Right of Way would need to be purchased in the northwest quadrant to accommodate the lane widening and necessary grading. This may also include the extension of existing culverts and other supplementary work. A detailed topographic survey and verification of the existing road right of way would be necessary to determine the full extent.

## 6.0 Summary

The goal of the first quiet zone study was to provide the most cost-effective options for the creation of a quiet zone through the seven crossings within the City of Carroll. We did not consider other high costs options like 4-quadrant gates because overall costs were being kept to a minimum and based on our previous experience, medians were the best option for doing that.

For this report that goal has been modified. The goal for this report is to provide the City of Carroll with more potential treatments and more possible scenarios so that the City can determine what combination of treatments will best serve the community and the adjacent properties. While budget and costs are still crucial factors, it is taken into account along with the other factors like access issues and business impacts rather than being the primary factor.

Utilizing the Federal Railroad Administrations Quiet Zone Calculator, a comparison was completed between the existing crossing conditions and the same crossings with various scenarios of the proposed improvements listed above. A matrix of the various scenarios is included in Attachment I and includes an estimate of the anticipated construction costs and if an annual maintenance agreement with the UPRR is required. There are some scenarios shown that do not meet the requirements to establish a quiet zone, some scenarios automatically qualify for a quiet zone because there is an SSM at every crossing, some qualify but can be subject to review and others qualify without potential review by FRA.

The estimated Preliminary Opinion of Project Construction Costs for each of the recommended improvements at each crossing is shown in Attachment J. Improvement costs vary from minor costs for pedestrian crossing improvements on an open crossing, to approximately \$72,000 for minimal safety improvements at Grant Road, leaving the crossing “open,” to approximately \$242,00 for the land acquisition, road realignment and improvements at Burgess Avenue, to over \$1,000,000 for installation of a 4-quadrant gate at any of the proposed crossings. Engineering fees for the crossing treatments are not included in the estimated construction costs, neither are any fees to the UPRR for the quiet zone process agreement or for the agreement for railroad equipment design. The impacts of the pandemic and the material cost increases along with supply chain issues have yet to be fully understood. Steel for instance, has seen significant rises in material costs and electronics have had severe supply chain issues. These factors may have significant impacts to overall costs for any of the proposed improvements and since they are still very fluid, we cannot quantify how those impacts may affect the overall project costs.

We have not provided for recommended improvements at any of the seven crossings. The City will have to determine the most appropriate option for these crossings based on the information provided, cost estimates and input from adjacent property owners, the public, law enforcement and other stakeholders.



## 7.0 FRA Quiet Zone

Completion of the improvements detailed in this report will allow the City of Carroll to qualify for designation of this corridor through the city as a quiet zone. The limits of the quiet zone would encompass the entire city. With certain scenarios provided, all treatments proposed are approved SSM's and this removes the requirement for annual review of the quiet zone for any ASM's. Qualified scenarios that have the Quiet Zone Risk Index (QZRI) below the Risk Index with Horns (RIWH) but above the Nationwide Significant Risk Threshold (NSRT) can be subject to review. If at a future time, changes in the elements of a crossing or crossings causes the RIWH fall below the QZRI, then additional measures would have to be implemented to bring the QZRI back below the RIWH. When qualified scenarios have the QZRI below the RIWH and the NSRT it is a more conservative method and therefore less likely to require additional treatments in the future if elements at crossing change. Both scenarios discussed above require affirmation and inventory form every 2.5 – 3 years.

For Alternative Safety Measures (ASM) and crossings that would utilize this type of crossing treatment we would submit our developed effectiveness rating to the FRA for their evaluation. This process provides for verification of the effective rating that was determined or provides for opportunities to adjust it based on comments and directives from the FRA. This process is completed prior to starting the actual work so that physical changes in the field are not necessary.

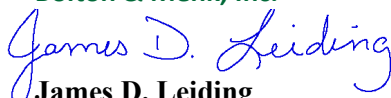
Several notifications are required as outlined in the rules upon completion of the improvements to notify the Union Pacific, Highway authority (DOT) and the public of the intended action. These requirements may commence while the improvements are being constructed but cannot be completed until the improvements are in place.

As part of the process, the traffic counts for each crossing will need to be within 6 months of the estimated start date of the proposed quiet zone. This means that it is likely the City may have to complete a traffic count study for the seven crossings. Also, the quiet zone calculator evaluation will need to be updated for the scenario that is chosen to verify that it still meets the establishment requirements.

We appreciate the opportunity to assist the City with your engineering needs regarding the quiet zone establishment process. As the City progresses through the process of reviewing scenarios and determining the best fit, please do not hesitate to contact me with any questions. We would be happy to provide quiet zone calculations and overall costs if a scenario is desired other than the ones presented. Once a scenario is determined that the City wishes to pursue for a quiet zone, please contact us and we can prepare an agreement and scope of work to progress that scenario through construction and a quiet zone.

Sincerely,

**Bolton & Menk, Inc.**



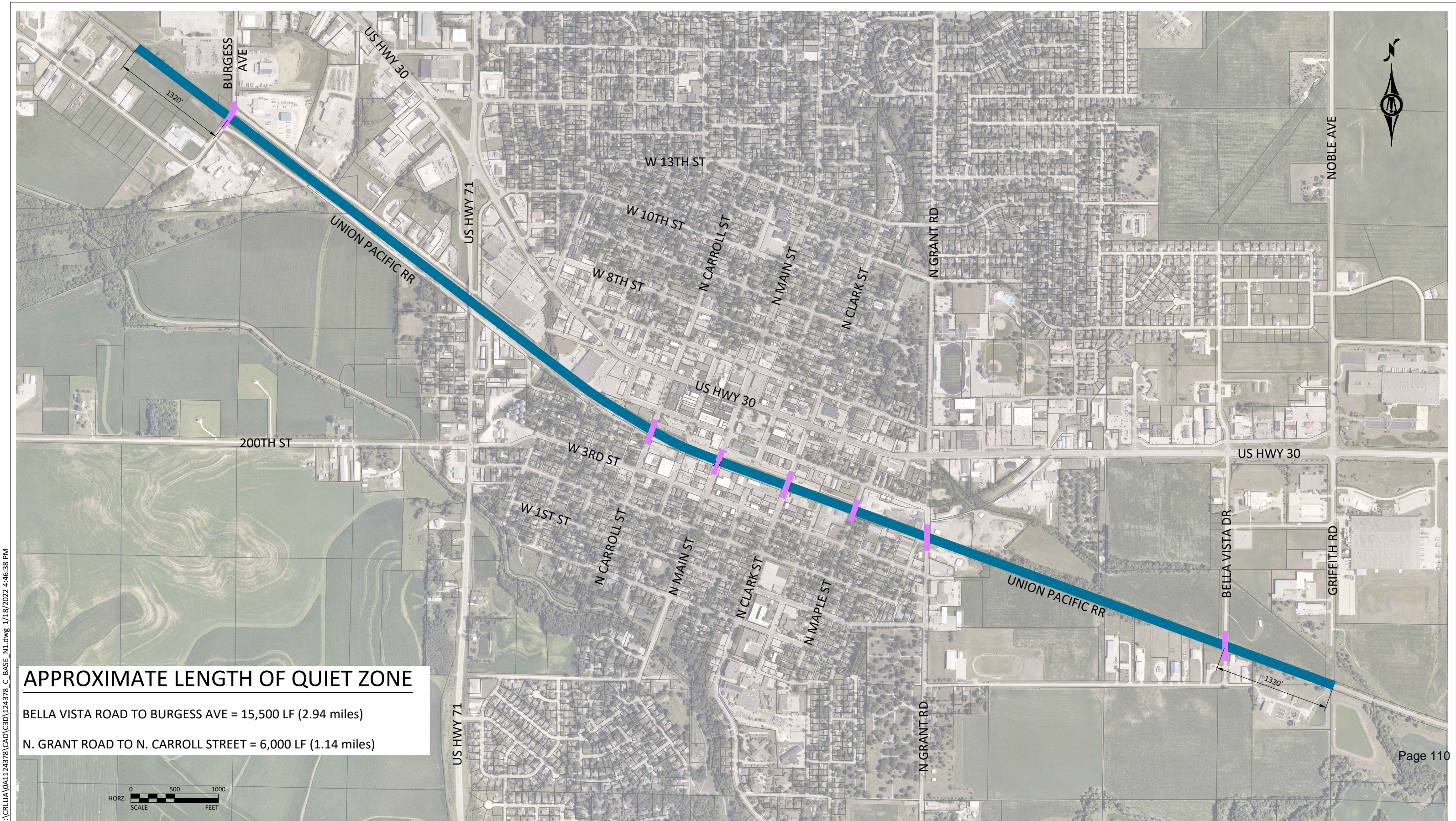
**James D. Leiding**  
Project Manager

Attachments

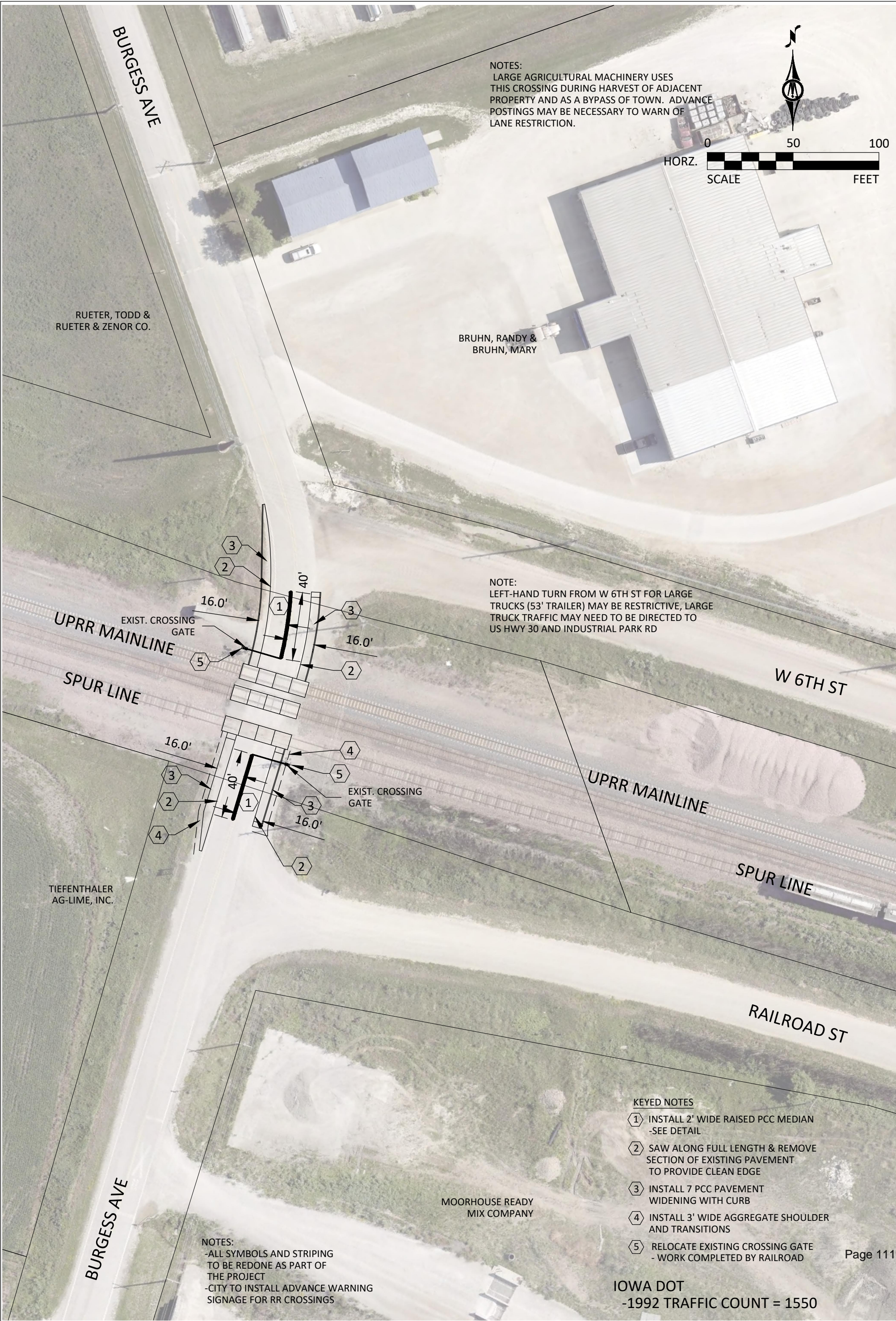


## **EXHIBITS**



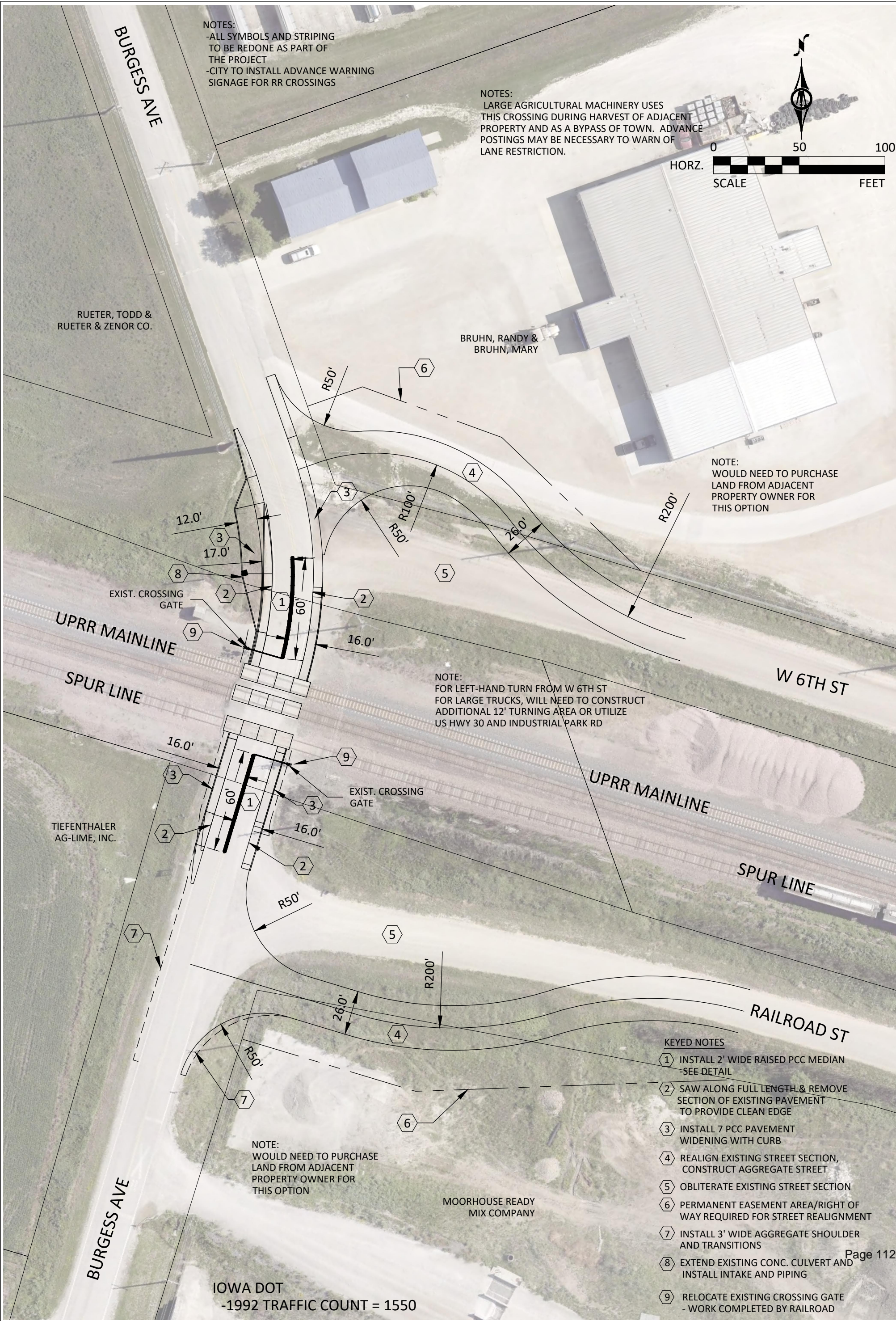






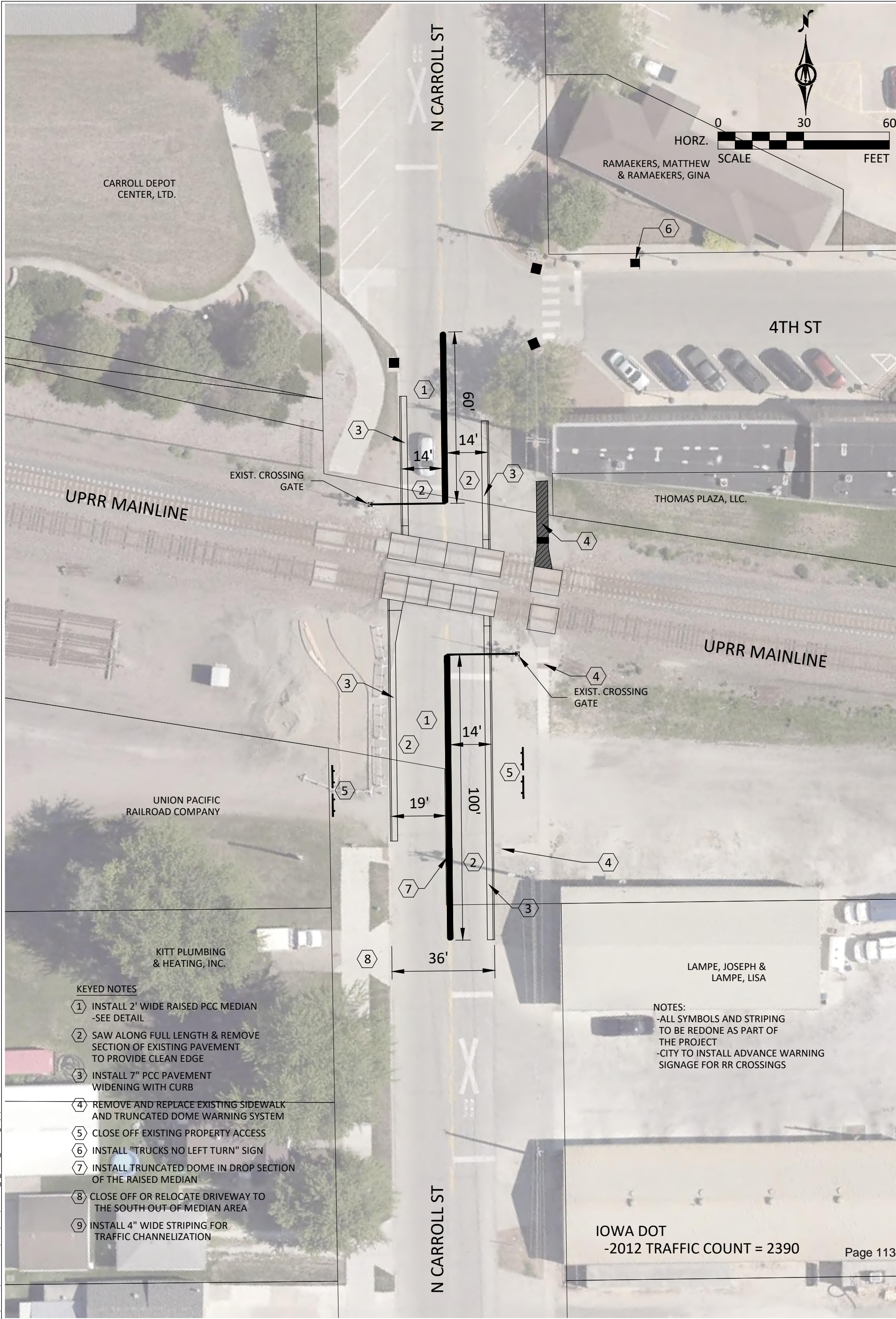
H:\CRL\IA\0A1124378\CAD\C3D\124378\_C\_BASE\_N1.dwg 8/8/2021 9:03:12 PM





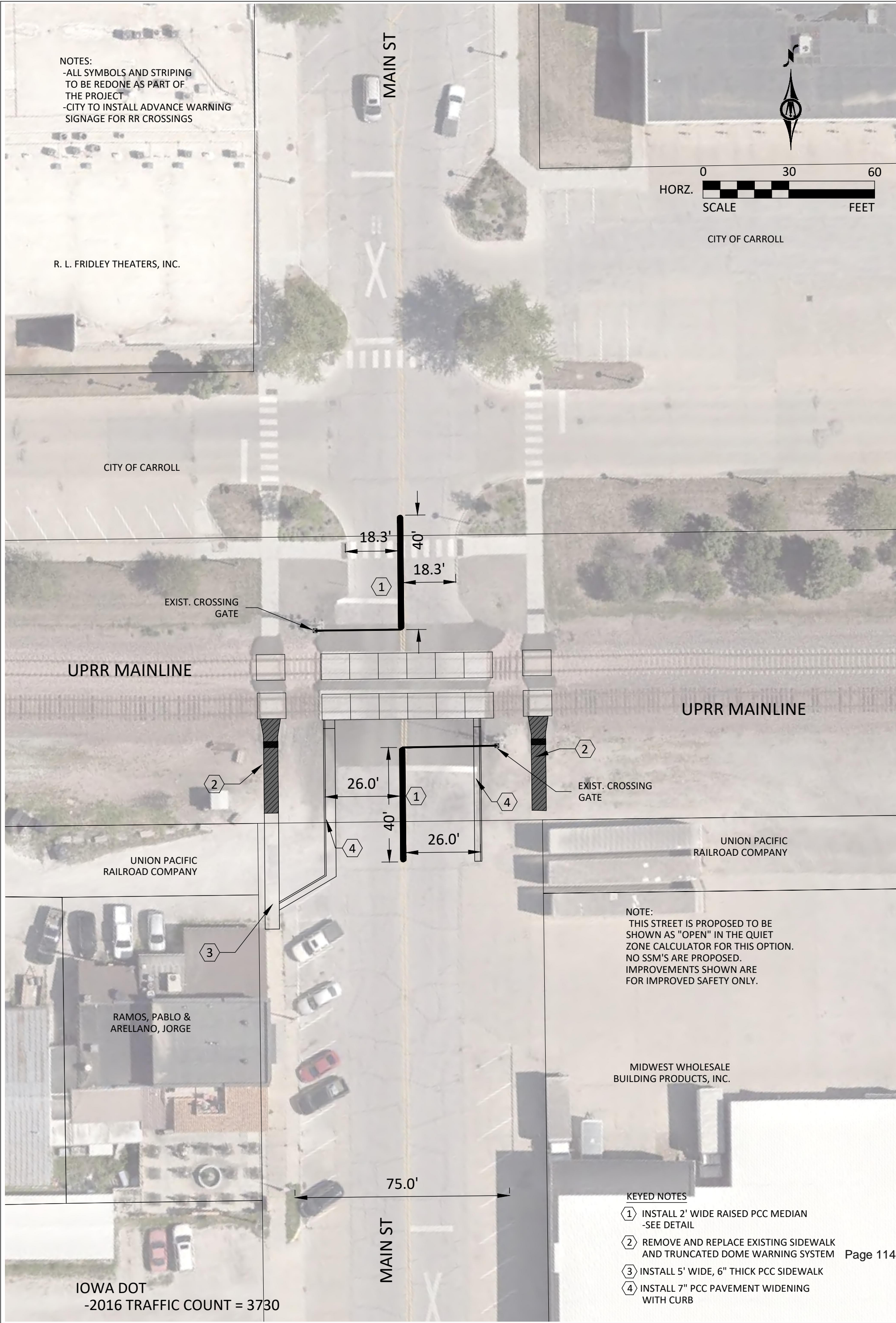
H:\CRL\IA\0A1124378\CAD\C3D\124378\_C\_BASE\_N1.dwg 8/8/2021 9:03:17 PM





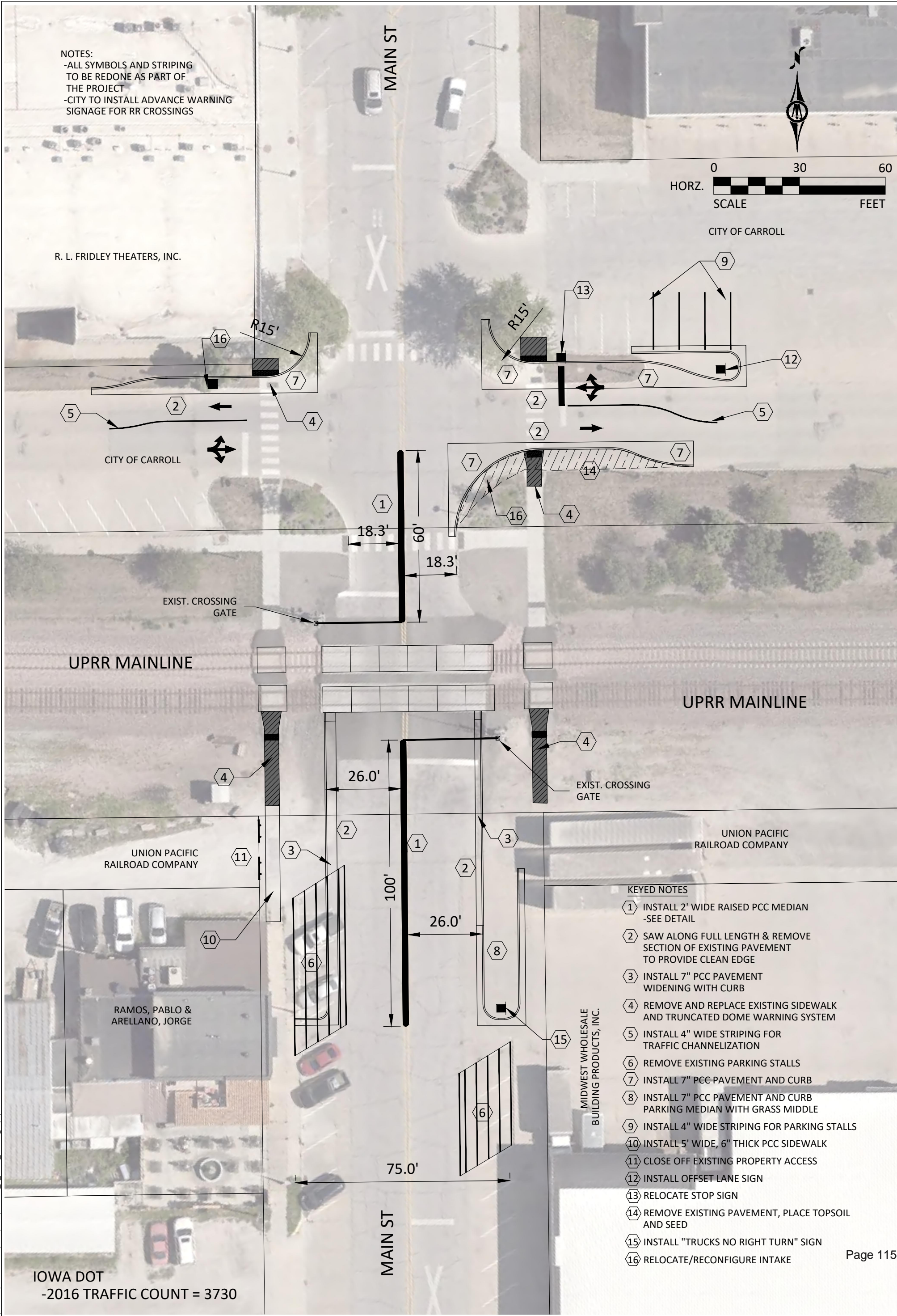
H:\CRL\IA\0A1124378\CAD\C3D\124378\_C\_BASE\_N1.dwg 8/8/2021 9:03:21 PM



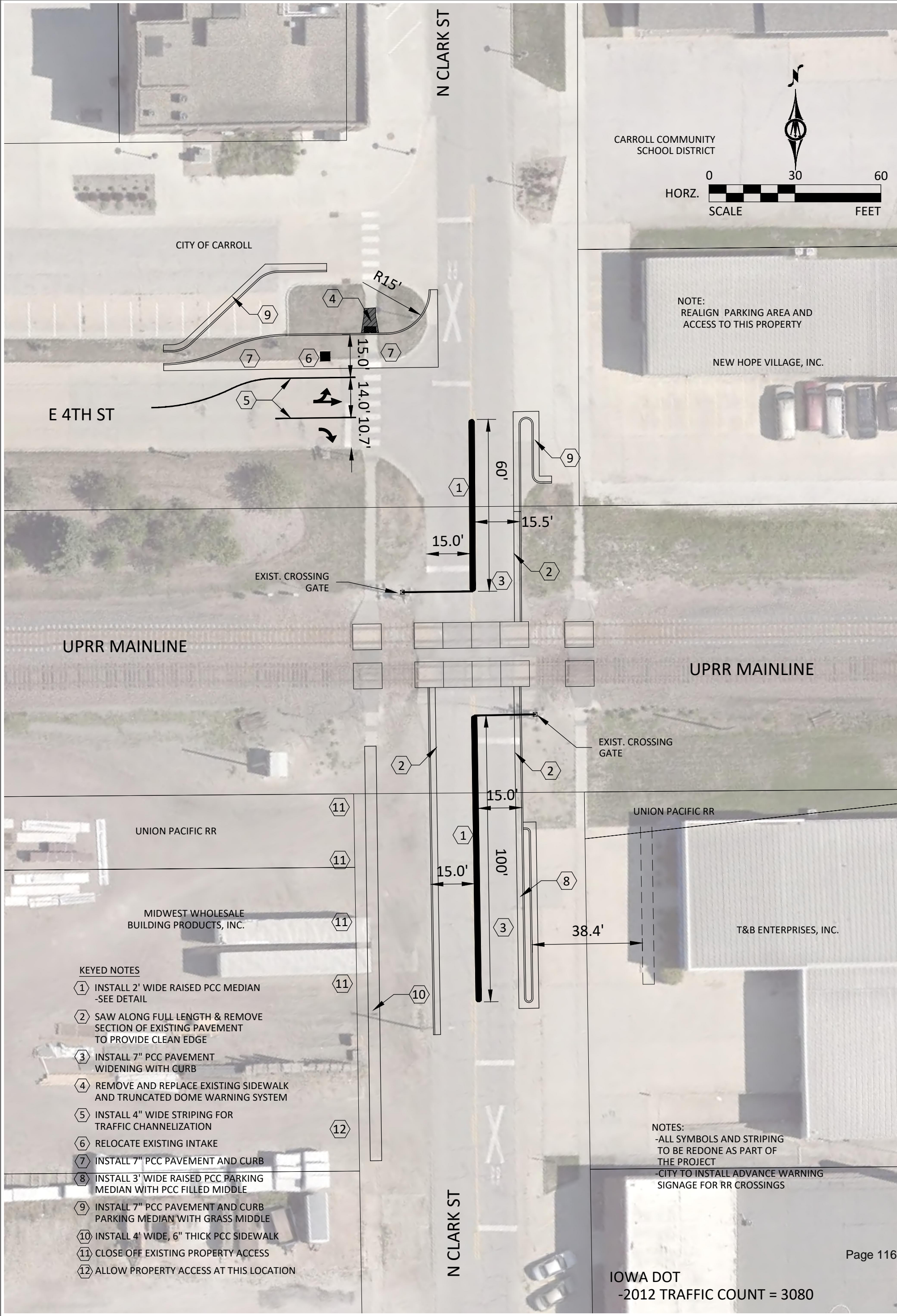


H:\CRL\10A1124378\CAD\C3D\124378\_C\_BASE\_N1.dwg 8/8/2021 9:03:25 PM





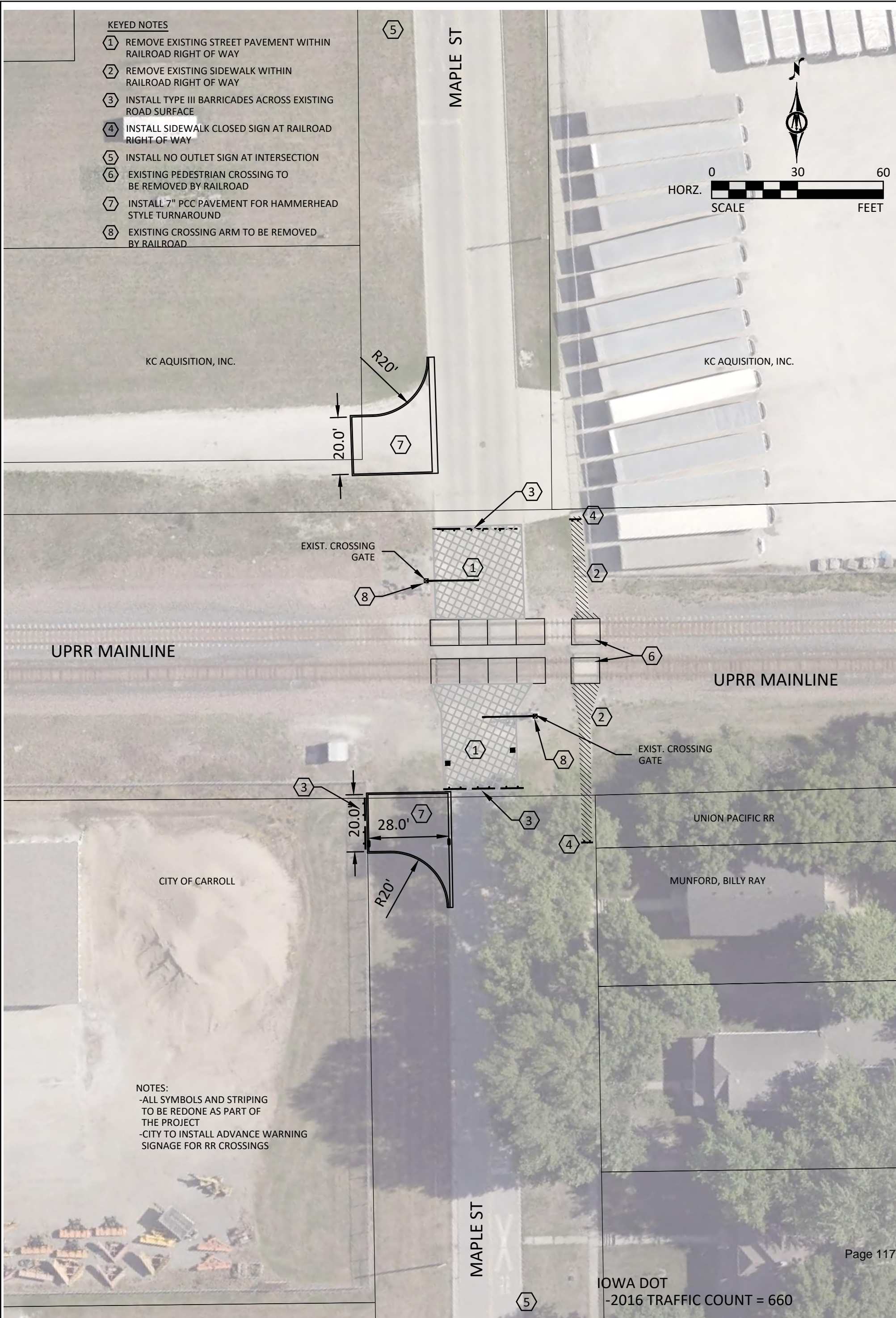




- KEYED NOTES
- 1 INSTALL 2' WIDE RAISED PCC MEDIAN  
-SEE DETAIL
  - 2 SAW ALONG FULL LENGTH & REMOVE  
SECTION OF EXISTING PAVEMENT  
TO PROVIDE CLEAN EDGE
  - 3 INSTALL 7" PCC PAVEMENT  
WIDENING WITH CURB
  - 4 REMOVE AND REPLACE EXISTING SIDEWALK  
AND TRUNCATED DOME WARNING SYSTEM
  - 5 INSTALL 4" WIDE STRIPING FOR  
TRAFFIC CHANNELIZATION
  - 6 RELOCATE EXISTING INTAKE
  - 7 INSTALL 7" PCC PAVEMENT AND CURB
  - 8 INSTALL 3' WIDE RAISED PCC PARKING  
MEDIAN WITH PCC FILLED MIDDLE
  - 9 INSTALL 7" PCC PAVEMENT AND CURB  
PARKING MEDIAN WITH GRASS MIDDLE
  - 10 INSTALL 4' WIDE, 6" THICK PCC SIDEWALK
  - 11 CLOSE OFF EXISTING PROPERTY ACCESS
  - 12 ALLOW PROPERTY ACCESS AT THIS LOCATION

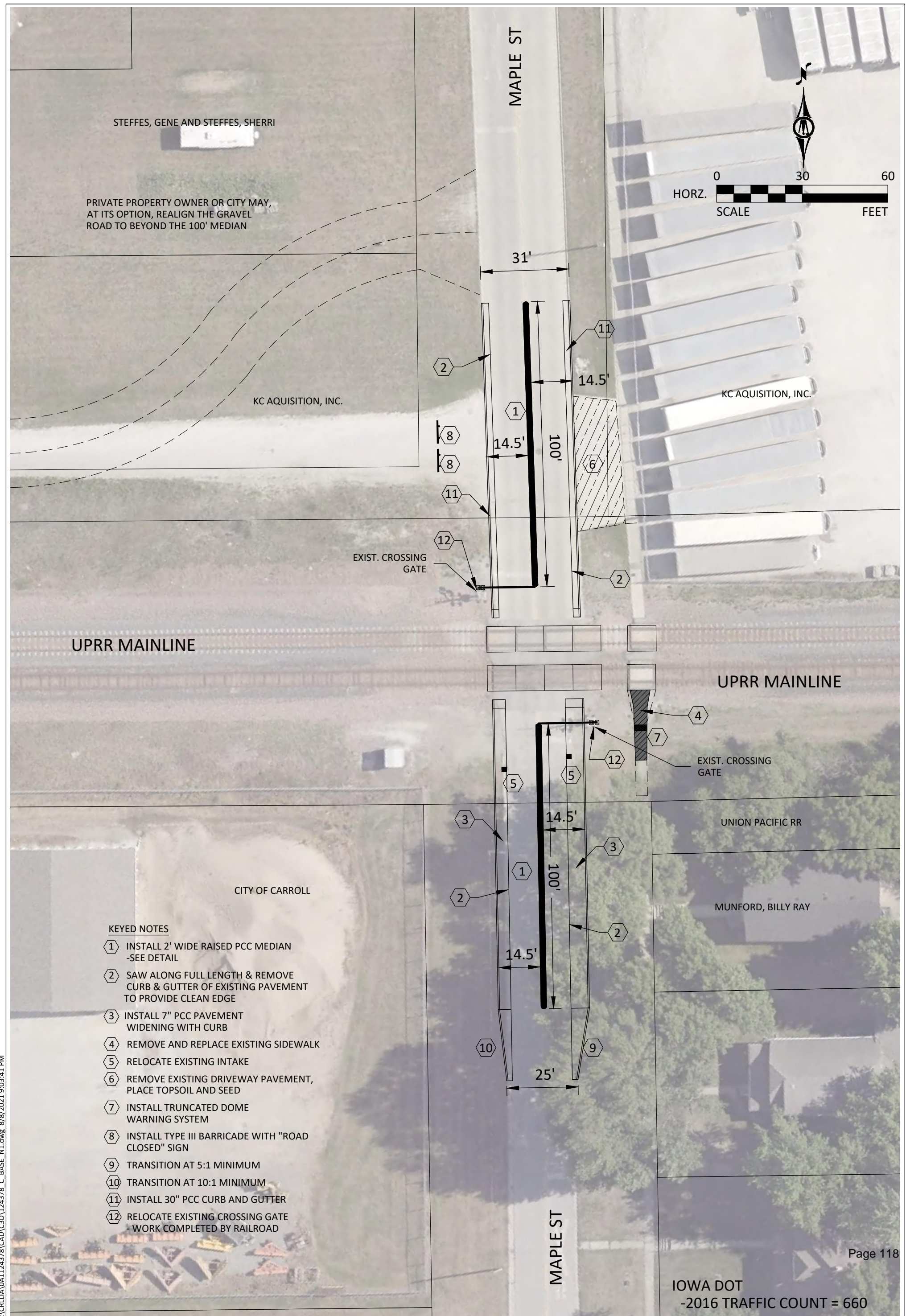
NOTES:  
-ALL SYMBOLS AND STRIPING  
TO BE REDONE AS PART OF  
THE PROJECT  
-CITY TO INSTALL ADVANCE WARNING  
SIGNAGE FOR RR CROSSINGS



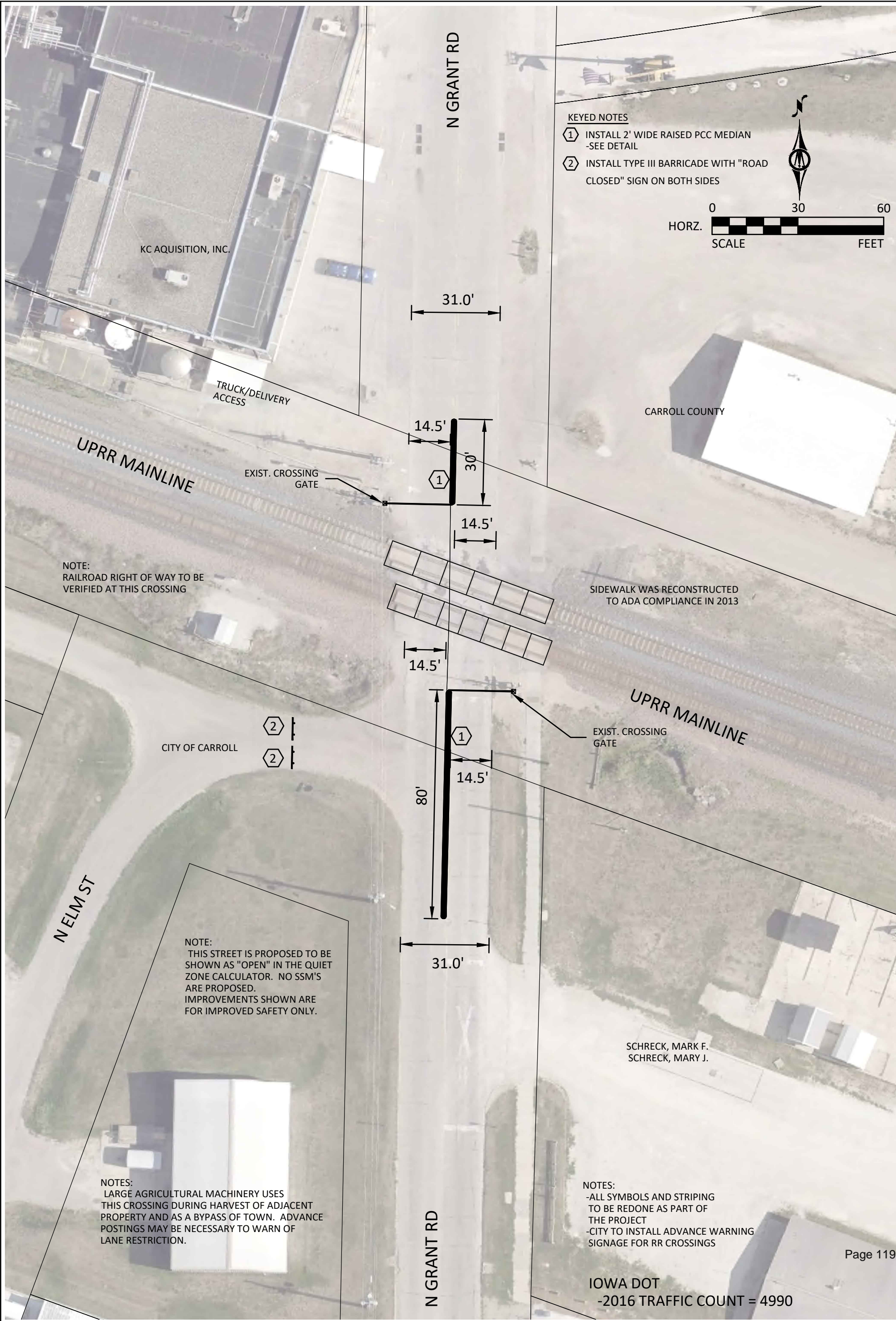


H:\CRL\IA\0A1124378\CAD\C3D\124378 C BASE N1.dwg 8/8/2021 9:03:37 PM

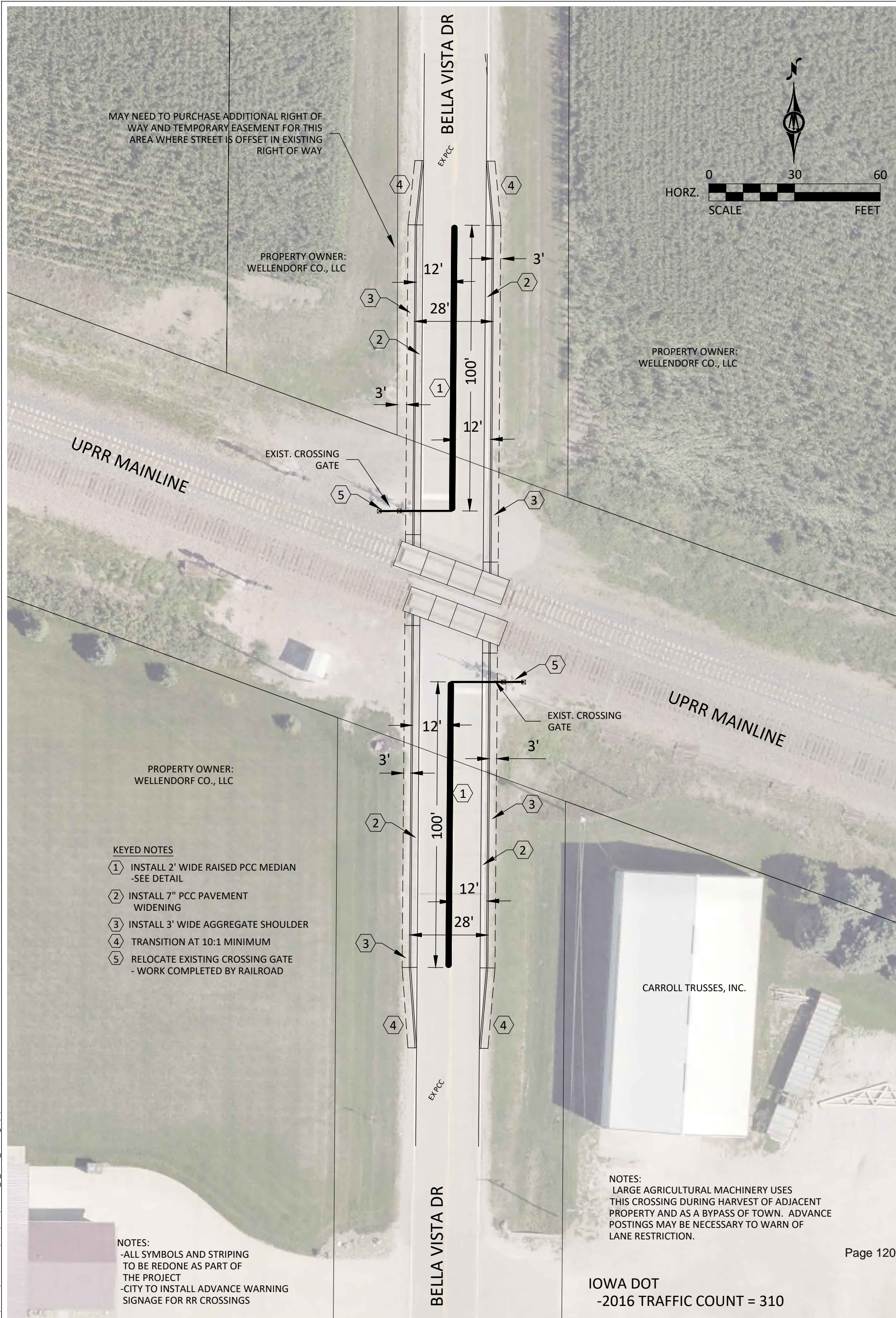












H:\CRLLIA\0A1124378\CAD\C3D\124378\_C\_BASE\_N1.dwg 8/8/2021 9:03:47 PM

## **IMPROVEMENT MATRIX**



City of Carroll, Iowa  
Quiet Zone Investigation - Update

CROSSING IMPROVEMENT MATRIX

0A1.124378

Attachment I

			Open	No work or minimal medians installed for safety					Quiet Zone Establishment Criteria  SSM @ All Crossings = <b>Automatic</b> ; send affirmation and inventory form every 4.5-5 years QZRI < or = NSRT = Qualified; send affirmation and inventory form every 2.5-3 years QZRI < or = RIWH = reviewable; send affirmation and inventory form every 2.5-3 years						
			Closed	No through traffic allowed											
			4 Quad Gate	Gate installed for all traveled directions											
			SSM Applied	SSM = Supplementary Safety Measure, Raised median											
			Wayside Horn	Directional horn at roadway											
Crossing Scenario	QZ Calc Scenario	Burgess Ave 1550	N Carroll St 2390	N Main St 5600	N Clark St 3080	Maple St 660	N Grant Rd 4990	Bella Vista 310	Quiet Zone Risk Index ( QZRI )	Nationwide Significant Risk Threshold ( NSRT )	Risk Index with Horns ( RIWH )	Quiet Zone	UPRR Annual Contract	Estimated Cost	
EXISTING CONDITIONS															
EX-1	_64863														
WAYSIDE HORN 2 CROSSINGS QUIET ZONE															
BB-1	_64866								44746.19	15488.00	26826.25	Denied	Y	\$250,000.00	
BB-2	_64910								24329.66	15488.00	26826.25	reviewable	Y	\$1,529,000.00	
BB-3	_64872								24166.96	15488.00	26826.25	reviewable	Y	\$585,500.00	
BB-4	_64870								17026.09	15488.00	26826.25	reviewable	Y	\$817,000.00	
BB-5	_64901								16843.14	15488.00	26826.25	reviewable	Y	\$1,679,000.00	
BB-6	_64902								16636.53	15488.00	26826.25	reviewable	Y	\$2,529,000.00	
BB-7	_64871								15902.68	15488.00	26826.25	reviewable	Y	\$735,500.00	
BB-8	_64903								15509.55	15488.00	26826.25	reviewable	Y	\$2,447,500.00	
BB-9	_64904								15336.14	15488.00	26826.25	Qualified	Y	\$3,340,500.00	
BB-10	_64911								8540.71	15488.00	26826.25	Automatic	Y	\$2,667,000.00	
WAYSIDE HORN 1 CROSSING QUIET ZONE															
BA-1	_64865								42257.06	15488.00	25333.97	Denied	Y	\$125,000.00	
BA-2	_64909								21268.43	15488.00	25333.97	reviewable	Y	\$1,551,500.00	
BA-3	_64869								21132.85	15488.00	25333.97	reviewable	Y	\$608,000.00	
BA-4	_64867								15182.12	15488.00	25333.97	Qualified	Y	\$839,500.00	
BA-5	_64906								15170.04	15488.00	25333.97	Qualified	Y	\$1,689,500.00	
BA-6	_64908								15029.66	15488.00	25333.97	Qualified	Y	\$1,701,500.00	
BA-7	_64907								15009.95	15488.00	25333.97	Qualified	Y	\$1,689,500.00	
BA-8	_64868								14245.95	15488.00	25333.97	Qualified	Y	\$758,000.00	
BA-9	_64905								8110.97	15488.00	25333.97	Automatic	Y	\$2,689,500.00	

City of Carroll, Iowa Quiet Zone Investigation - Update														
CROSSING IMPROVEMENT MATRIX														
0A1.124378														
Attachment I														
		Open	No work or minimal medians installed for safety						Quiet Zone Establishment Criteria  SSM @ All Crossings = <b>Automatic</b> ; send affirmation and inventory form every 4.5-5 years QZRI < or = NSRT = Qualified; send affirmation and inventory form every 2.5-3 years QZRI < or = RIWH = reviewable; send affirmation and inventory form every 2.5-3 years					
		Closed	No through traffic allowed											
		4 Quad Gate	Gate installed for all traveled directions											
		SSM Applied	SSM = Supplementary Safety Measure, Raised median											
		Wayside Horn	Directional horn at roadway											
Crossing Scenario	QZ Calc Scenario	Burgess Ave 1550	N Carroll St 2390	N Main St 5600	N Clark St 3080	Maple St 660	N Grant Rd 4990	Bella Vista 310	Quiet Zone Risk Index ( QZRI )	Nationwide Significant Risk Threshold ( NSRT )	Risk Index with Horns ( RIWH )	Quiet Zone	UPRR Annual Contract	Estimated Cost
7 CROSSING QUIET ZONE														
AA-1	_64864								7032.97	15488.00	23424.49	Automatic	Y	\$7,000,000.00
AC-2	_64878								21768.01	15488.00	23424.49	reviewable	N	\$564,500.00
AC-3	_64879								20965.58	15488.00	23424.49	reviewable	N	\$483,000.00
AC-4	_64876								15864.95	15488.00	23424.49	reviewable	N	\$714,500.00
AC-5	_64913								15854.6	15488.00	23424.49	reviewable	Y	\$1,564,500.00
AC-6	_64916								15717.38	15488.00	23424.49	reviewable	Y	\$1,564,500.00
AC-7	_64877								15062.52	15488.00	23424.49	Qualified	N	\$633,000.00
AC-8	_64918								15031.16	15488.00	23424.49	Qualified	Y	\$2,564,500.00
AC-9	_64915								14969.48	15488.00	23424.49	Qualified	Y	\$1,483,000.00
AC-10	_64917								14914.95	15488.00	23424.49	Qualified	Y	\$1,483,000.00
AC-11	_64920								14836.25	15488.00	23424.49	Qualified	Y	\$2,345,000.00
AC-12	_64919								14248.09	15488.00	23424.49	Qualified	Y	\$2,345,000.00
AC-13	_64873								13583.59	15488.00	23424.49	Qualified	N	\$956,500.00
AC-14	_64874								12781.16	15488.00	23424.49	Qualified	N	\$875,000.00
AC-15	_64914								9803.97	15488.00	23424.49	Qualified	Y	\$2,564,500.00
Quiet Zone Calculator Computations were completed on August 1, 2021														



## **COST OPINIONS**

<div>Railroad Quiet Zone Investigation Carroll, Iowa</div> <div>PRELIMINARY OPINION OF PROJECT CONSTRUCTION COSTS August 9, 2021</div>				<div>Notes: - Engineering fees are not included in the costs shown for the construction costs - Measurements and quantities are based on available GIS and aerial information and visual inspection, topographic survey will be required at the design phase to verify - quantities do not include costs for existing crossing panels and equipment that may need to be improved for a quiet zone project by UPRR</div> <div>Attachment J</div>									
Line No.	Description	Unit	Unit Price	Attachment H-1		Attachment H-2		Attachment G		Attachment F-1		Attachment F-2	
				Burgess Avenue - Option 1		Burgess Avenue - Option 2		North Carroll Street		North Main Street - Option 1		North Main Street - Option 2	
				Quantity	Extension	Quantity	Extension	Quantity	Extension	Quantity	Extension	Quantity	Extension
1	MOBILIZATION	LS	VARIES	1.00	\$24,000.00	1.00	\$40,000.00	1.00	\$18,000.00	1.00	\$14,000.00	1.00	\$25,000.00
2	REMOVE PAVEMENT	SY	\$12.00	90.00	\$1,080.00	55.00	\$660.00	35.00	\$420.00	15.00	\$180.00	275.00	\$3,300.00
3	REMOVE SIDEWALK/DRIVEWAY	SY	\$15.00	0.00	\$0.00	0.00	\$0.00	30.00	\$450.00	65.00	\$975.00	83.00	\$1,245.00
4	CONSTRUCT 7" PCC PAVEMENT WIDENING	SY	\$65.00	150.00	\$9,750.00	373.00	\$24,245.00	84.00	\$5,460.00	50.00	\$3,250.00	340.00	\$22,100.00
5	CONSTRUCT P.C.C. RAISED MEDIAN	SF	\$25.00	160.00	\$4,000.00	240.00	\$6,000.00	320.00	\$8,000.00	160.00	\$4,000.00	320.00	\$8,000.00
6	CONSTRUCT 6" P.C.C. DRIVEWAY/SIDEWALK	SY	\$55.00	0.00	\$0.00	0.00	\$0.00	15.00	\$825.00	60.00	\$3,300.00	39.00	\$2,145.00
7	CONSTRUCT 4" P.C.C. SIDEWALK	SY	\$45.00	0.00	\$0.00	0.00	\$0.00	12.00	\$540.00	25.00	\$1,125.00	60.00	\$2,700.00
8	PED RAMP DETECTABLE WARNING SYSTEM	SF	\$50.00	0.00	\$0.00	0.00	\$0.00	24.00	\$1,200.00	32.00	\$1,600.00	74.00	\$3,700.00
9	SEEDING, PERMANENT	SQ	\$40.00	76.00	\$3,040.00	262.00	\$10,480.00	45.00	\$1,800.00	15.00	\$600.00	50.00	\$2,000.00
10	TRAFFIC CONTROL	EA	\$40,000.00	0.14	\$5,714.28	0.14	\$5,714.28	0.14	\$5,714.28	0.14	\$5,714.28	0.14	\$5,714.28
11	GRANULAR SUBBASE, ROADSTONE	TON	\$35.00	82.00	\$2,870.00	746.00	\$26,110.00	30.00	\$1,050.00	20.00	\$700.00	128.00	\$4,480.00
12	EROSION AND SEDIMENT CONTROL	EA	\$5,000.00	1.00	\$5,000.00	1.00	\$5,000.00	1.00	\$5,000.00	1.00	\$5,000.00	1.00	\$5,000.00
13	SIGNAGE, STRIPING AND SYMBOLS	EA	\$7,500.00	1.00	\$7,500.00	1.00	\$7,500.00	1.00	\$7,500.00	1.00	\$7,500.00	1.00	\$7,500.00
14	PROVIDE RAILROAD FLAG CREW	DAY	\$2,000.00	10.00	\$20,000.00	20.00	\$40,000.00	15.00	\$30,000.00	10.00	\$20,000.00	15.00	\$30,000.00
15	CONSTRUCTION CONTINGENCIES	EA	VARIES	1.00	\$12,000.00	1.00	\$25,000.00	1.00	\$14,000.00	1.00	\$11,000.00	1.00	\$20,000.00
	SUBTOTAL				\$94,954.28		\$190,709.28		\$99,959.28		\$78,944.28		\$142,884.28
16	LAND ACQUISITION	ACRE	\$10,000.00	0.00	\$0.00	0.45	\$4,500.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
17	UP PERMITS/QZ PROCESS	LS	\$50,000.00	0.14	\$7,142.85	0.14	\$7,142.85	0.14	\$7,142.85	0.14	\$7,142.85	0.14	\$7,142.85
18	RELOCATE GATE ARM	EA	\$20,000.00	2.00	\$40,000.00	2.00	\$40,000.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00
	SUBTOTAL				\$47,142.85		\$51,642.85		\$7,142.85		\$7,142.85		\$7,142.85
	TOTAL OPINION OF PROBABLE CONSTRUCTION COSTS				\$142,097.13		\$242,352.13		\$107,102.13		\$86,087.13		\$150,027.13

Railroad Quiet Zone Investigation Carroll, Iowa  PRELIMINARY OPINION OF PROJECT CONSTRUCTION August 9, 2021				Notes:    - Engineering fees are not included in the costs shown for the construction costs - Measurements and quantities are based on available GIS and aerial information and visual inspection, topographic survey will be required at the design phase to verify - quantities do not include costs for existing crossing panels and equipment that may need to be improved for a quiet zone project by UPRR									
Line No.	Description	Unit	Unit Price	Attachment E		Attachment D-1		Attachment D-2		Attachment C		Attachment B	
				North Clark Street		Maple Street - Option 1		Maple Street - Option 2		North Grant Road		Bella Vista Drive	
				Quantity	Extension	Quantity	Extension	Quantity	Extension	Quantity	Extension	Quantity	Extension
1	MOBILIZATION	LS	VARIES	1.00	\$23,000.00	1.00	\$15,000.00	1.00	\$29,000.00	1.00	\$12,000.00	1.00	\$24,000.00
2	REMOVE PAVEMENT	SY	\$12.00	180.00	\$2,160.00	225.00	\$2,700.00	55.00	\$660.00	0.00	\$0.00	80.00	\$960.00
3	REMOVE SIDEWALK/DRIVEWAY	SY	\$15.00	15.00	\$225.00	45.00	\$675.00	95.00	\$1,425.00	0.00	\$0.00	0.00	\$0.00
4	CONSTRUCT 7" PCC PAVEMENT WIDENING	SY	\$65.00	270.00	\$17,550.00	170.00	\$11,050.00	215.00	\$13,975.00	0.00	\$0.00	405.00	\$26,325.00
5	CONSTRUCT P.C.C. RAISED MEDIAN	SF	\$25.00	480.00	\$12,000.00	0.00	\$0.00	400.00	\$10,000.00	220.00	\$5,500.00	400.00	\$10,000.00
6	CONSTRUCT 6" P.C.C. DRIVEWAY/SIDEWALK	SY	\$55.00	5.00	\$275.00	0.00	\$0.00	5.00	\$275.00	0.00	\$0.00	0.00	\$0.00
7	CONSTRUCT 4" P.C.C. SIDEWALK	SY	\$45.00	55.00	\$2,475.00	0.00	\$0.00	10.00	\$450.00	0.00	\$0.00	0.00	\$0.00
8	PED RAMP DETECTABLE WARNING SYSTEM	SF	\$50.00	8.00	\$400.00	0.00	\$0.00	8.00	\$400.00	0.00	\$0.00	0.00	\$0.00
9	SEEDING, PERMANENT	SQ	\$40.00	55.00	\$2,200.00	70.00	\$2,800.00	55.00	\$2,200.00	0.00	\$0.00	170.00	\$6,800.00
10	TRAFFIC CONTROL	EA	\$40,000.00	0.14	\$5,714.28	0.14	\$5,714.28	0.14	\$5,714.28	0.14	\$5,714.28	0.14	\$5,714.28
11	GRANULAR SUBBASE, ROADSTONE	TON	\$35.00	115.00	\$4,025.00	55.00	\$1,925.00	70.00	\$2,450.00	0.00	\$0.00	95.00	\$3,325.00
12	EROSION AND SEDIMENT CONTROL	EA	\$5,000.00	1.00	\$5,000.00	1.00	\$5,000.00	1.00	\$5,000.00	1.00	\$5,000.00	1.00	\$5,000.00
13	SIGNAGE, STRIPING AND SYMBOLS	EA	\$7,500.00	1.00	\$7,500.00	1.00	\$7,500.00	1.00	\$7,500.00	1.00	\$7,500.00	1.00	\$7,500.00
14	PROVIDE RAILROAD FLAG CREW	DAY	\$2,000.00	15.00	\$30,000.00	10.00	\$20,000.00	15.00	\$30,000.00	10.00	\$20,000.00	15.00	\$30,000.00
15	CONSTRUCTION CONTINGENCIES	EA	VARIES	1.00	\$18,000.00	1.00	\$11,000.00	1.00	\$16,000.00	1.00	\$9,000.00	1.00	\$19,000.00
	<b>SUBTOTAL</b>				<b>\$130,524.28</b>		<b>\$83,364.28</b>		<b>\$125,049.28</b>		<b>\$64,714.28</b>		<b>\$138,624.28</b>
16	LAND ACQUISITION	ACRE	\$10,000.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.15	\$1,500.00
17	UP PERMITS/QZ PROCESS	LS	\$50,000.00	0.14	\$7,142.85	0.14	\$7,142.85	0.14	\$7,142.85	0.14	\$7,142.85	0.14	\$7,142.85
18	RELOCATE GATE ARM	EA	\$20,000.00	0.00	\$0.00	0.00	\$0.00	2.00	\$40,000.00	0.00	\$0.00	0.00	\$0.00
	<b>SUBTOTAL</b>				<b>\$7,142.85</b>		<b>\$7,142.85</b>		<b>\$47,142.85</b>		<b>\$7,142.85</b>		<b>\$8,642.85</b>
	<b>TOTAL OPINION OF PROBABLE CONSTRUCTION COSTS</b>				<b>\$137,667.13</b>		<b>\$90,507.13</b>		<b>\$172,192.13</b>		<b>\$71,857.13</b>		<b>\$147,267.13</b>

# **FEDERAL RAILROAD** **ADMINISTRATION**





---

## GUIDE TO THE QUIET ZONE ESTABLISHMENT PROCESS

---

AN INFORMATION GUIDE

**Federal Railroad Administration**

1200 New Jersey Avenue S.E.  
Washington, DC 20590  
Telephone: 202-493-6299  
[www.fra.dot.gov](http://www.fra.dot.gov)

**Federal Railroad Administration**

**Highway-Rail Crossing and Trespasser Programs Division**

Follow FRA on [Facebook](#) and [Twitter](#)

## **Purpose of the Guide**

This brochure was developed to serve as a guide for local decision makers seeking a greater understanding of train horn sounding requirements and how to establish quiet zones. Its purpose is to provide a general overview and thus does not contain every detail about the quiet zone establishment process. For more detailed and authoritative information, the reader is encouraged to review the official regulations governing the use of locomotive horns at public highway-rail grade crossings and the establishment of quiet zones that are contained in 49 CFR Part 222. A copy of the rule can be downloaded or printed at <http://www.fra.dot.gov/eLib/Details/L02809>.

## **About Quiet Zones**



FRA is committed to reducing the number of collisions at highway-rail grade crossings, while establishing a consistent standard for communities who opt to preserve or enhance quality of life for their residents by establishing quiet zones within which routine use of train horns at crossings is prohibited.

Federal regulation requires that locomotive horns begin sounding 15–20 seconds before entering public highway-rail grade crossings, no more than one-quarter mile in advance. Only a public authority, the governmental entity responsible for traffic control or law enforcement at the crossings, is permitted to create quiet zones.

A quiet zone is a section of a rail line at least one-half mile in length that contains one or more consecutive public highway-rail grade crossings at which locomotive horns are not routinely sounded when trains are approaching the crossings. The prohibited use of train horns at quiet zones only applies to trains when approaching and entering crossings and does not include train horn use within passenger stations or rail yards. Train horns may be sounded in emergency situations or to comply with other railroad or FRA rules even within a quiet zone. Quiet zone regulations also do not eliminate the use of locomotive bells at crossings. Therefore, a more appropriate description of a designated quiet zone would be a “reduced train horn area.”

Communities wishing to establish quiet zones must work through the appropriate public authority that is responsible for traffic control or law enforcement at the crossings.

## Historical Context

Historically, railroads have sounded locomotive horns or whistles in advance of grade crossings and under other circumstances as a universal safety precaution. Some States allowed local communities to create whistle bans where the train horn was not routinely sounded. In other States, communities created whistle bans through informal agreements with railroads.

In the late 1980's, FRA observed a significant increase in nighttime train-vehicle collisions at certain gated highway-rail grade crossings on the Florida East Coast Railway (FEC) at which nighttime whistle bans had been established in accordance with State statute. In 1991, FRA issued Emergency Order #15 requiring trains on the FEC to sound their horns again. The number and rate of collisions at affected crossings returned to pre-whistle ban levels.



In 1994, Congress enacted a law that required FRA to issue a Federal regulation requiring the sounding of locomotive horns at public highway-rail grade crossings. It also gave FRA the ability to provide for exceptions to that requirement by allowing communities under some circumstances to establish "quiet zones."

The Train Horn Rule became effective on June 24, 2005. The rule set nationwide standards for the sounding of train horns at public highway-rail grade crossings. This rule changed the criteria for sounding the horn from distance-based to time-based. It also set limits on the volume of a train horn. The rule also established a process for communities to obtain relief from the routine sounding of train horns by providing criteria for the establishment of quiet zones. Locomotive horns may still be used in the case of an emergency and to comply with Federal regulations or certain railroad rules.

Because the absence of routine horn sounding increases the risk of a crossing collision, a public authority that desires to establish a quiet zone usually will be required to mitigate this additional risk. At a minimum, each public highway–rail crossing within a quiet zone must be equipped with active warning devices: flashing lights, gates, constant warning time devices (except in rare circumstances) and power out indicators.

***In order to create a quiet zone, one of the following conditions must be met***

1. ***The Quiet Zone Risk Index (QZRI) is less than or equal to the Nationwide Significant Risk Threshold (NSRT)*** with or without additional safety measures such as Supplementary Safety Measures (SSMs) or Alternative Safety Measures (ASMs) described below. The QZRI is the average risk for all public highway-rail crossings in the quiet zone, including the additional risk for absence of train horns and any reduction in risk due to the risk mitigation measures. The NSRT is the level of risk calculated annually by averaging the risk at all of the Nation's public highway-rail grade crossings equipped with flashing lights and gates where train horns are routinely sounded.
2. ***The Quiet Zone Risk Index (QZRI) is less than or equal to the Risk Index With Horns (RIWH)*** with additional safety measures such as SSMs or ASMs. The RIWH is the average risk for all public highway-rail crossings in the proposed quiet zone when locomotive horns are routinely sounded.
3. ***Install SSMs at every public highway-rail crossing.*** This is the best method to reduce to reduce risks in a proposed quiet zone and to enhance safety.

SSMs are pre-approved risk reduction engineering treatments installed at certain public highway-rail crossings within the quiet zone and can help maximize safety benefits and minimize risk. SSMs include: medians or channelization devices, one-way streets with gates, four quadrant gate systems, and temporary or permanent crossing closures. Examples of SSMs are shown on the next page.

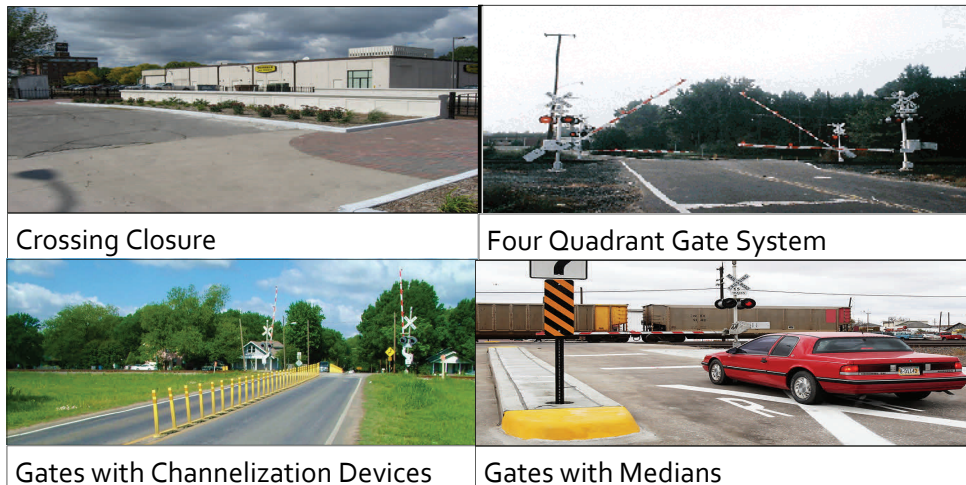
ASMs are safety systems, other than SSMs, that are used to reduce risk in a quiet zone. ASMs typically are improvements that do not fully meet the requirements to be SSMs and their risk reduction effectiveness must be submitted in writing and approved by FRA.

FRA strongly recommends that all crossings in the quiet zone be reviewed by a diagnostic team. A diagnostic team typically consists of representatives from the public authority, railroad, and State agency responsible for crossing safety and FRA grade crossing managers.



## Public Safety Considerations continued

### Examples of SSMs



**Wayside Horns** The train horn rule also provides another method for reducing the impact of routine locomotive horn sounding when trains approach public highway-rail grade crossings. A wayside horn may be installed at highway-rail grade crossings that have flashing lights, gates, constant warning time devices (except in rare circumstances), and power out indicators. The wayside horn is positioned at the crossing and will sound when the warning devices are activated. The sound is directed down the roadway, which greatly reduces the noise footprint of the audible warning. Use of wayside horns is not the same as establishing a quiet zone although they may be used within quiet zones.

## Cost Considerations

The enabling Federal statute did not provide funding for the establishment of quiet zones. Public authorities seeking to establish quiet zones should be prepared to finance the installation of SSMs and ASMs used. Costs can vary from \$30,000 per crossing to more than \$1 million depending on the number of crossings and the types of safety improvements required.

## Legal Considerations

The courts will ultimately determine who will be held liable if a collision occurs at a grade crossing located within a quiet zone, based upon the facts of each case, as a collision may have been caused by factors other than the absence of an audible warning. FRA's rule is intended to remove failure to sound the horn as a cause of action in lawsuits involving collisions that have occurred at grade crossings within duly established quiet zones.

## The Quiet Zone Establishment Process

Under the Train Horn Rule, only public authorities are permitted to establish quiet zones. Citizens who wish to have a quiet zone in their neighborhood should contact their local government to pursue the establishment of a quiet zone. The following is a typical example of the steps taken to establish a quiet zone:

1. **Determine** which crossings will be included in the quiet zone. All public highway-rail crossings in the quiet zone must have, at a minimum, an automatic warning system consisting of flashing lights and gates. The warning systems must be equipped with constant warning time devices (except in rare circumstances) and power out indicators. The length of the quiet zone must be at least one-half mile in length.
2. **Identify** any private highway-rail grade crossings within the proposed quiet zone. If they allow access to the public or provide access to active industrial or commercial sites, a diagnostic review must be conducted and the crossing(s) treated in accordance with the recommendations of the diagnostic team.
3. **Identify** any pedestrian crossings within the proposed quiet zone and conduct a diagnostic review of those crossings too. They also must be treated in accordance with the diagnostic team's recommendations. *NOTE:* While it is not required by the regulations, FRA recommends that every crossing within a proposed quiet zone be reviewed for safety concerns.
4. **Update** the U.S. DOT Crossing Inventory Form to reflect current physical and operating conditions at each public, private, and pedestrian crossing located within a proposed quiet zone.
5. **Provide** a Notice of Intent (NOI) to all of the railroads that operate over crossings in the proposed quiet zone, the State agency responsible for highway safety and the State agency responsible for crossing safety. The NOI must list all of the crossings in the proposed quiet zone and give a brief explanation of the tentative plans for implementing improvements within the quiet zone. Additional required elements of the NOI can be found in 49 CFR 222.43(b). The railroads and State agencies have 60 days in which to provide comments to the public authority on the proposed plan.
6. **Alternative Safety Measures** – If ASMs are going to be used to reduce risk, an application to FRA must be made. The application must include all of the elements provided in 49 CFR 222.39(b)(1) and copies of the application must be sent to the entities listed in 49 CFR 222.39(b)(3). They will have 60 days to provide comments to FRA on the application. FRA will provide a written decision on the application typically within three to four months after it is received.

## The Quiet Zone Establishment Process continued

7. **Determine** how the quiet zone will be established using one of the following criteria:  
(Note that Options 2 through 4 will require the use of the FRA Quiet Zone Calculator available at <http://safetydata.fra.dot.gov/quiet/>.)

1. Every public highway-rail crossing in the proposed quiet zone is equipped with one or more SSMs.
2. The Quiet Zone Risk Index (QZRI) of the proposed quiet zone is less than or equal to the Nationwide Significant Risk Threshold (NSRT) without installing SSMs or ASMs.
3. The QZRI of the proposed quiet zone is less than or equal to the Nationwide Significant Risk Threshold (NSRT) after the installation of SSMs or ASMs.
4. The QZRI of the proposed quiet zone is less than or equal to the Risk Index with Horns (RIWH) after the installation of SSMs or ASMs.



8. **Complete** the installation of SSMs and ASMs and any other required improvements determined by the diagnostic team at all public, private, and pedestrian crossings within the proposed quiet zone.
9. **Ensure** that the required signage at each public, private, and pedestrian crossing is installed in accordance with 49 CFR Sections 222.25, 222.27, and 222.35, and the standards outlined in the Manual on Uniform Traffic Control Devices. These signs may need to be covered until the quiet zone is in effect.
10. **Establish** the quiet zone by providing a Notice of Quiet Zone Establishment to all of the parties that are listed in 49 CFR Section 222.43(a)(3). Be sure to include all of the required contents in the notice as listed in 49 CFR Section 222.43(d). The quiet zone can take effect no earlier than 21 days after the date on which the Notice of Quiet Zone Establishment is mailed.

**\*\*\*Appendix C to the Train Horn Rule provides detailed, step by step guidance on how to create a quiet zone.\*\*\***

## Required Documentation

Public authorities interested in establishing a quiet zone are required to submit certain documentation during the establishment process. FRA has provided checklists for the various documents that can be found at <http://www.fra.dot.gov/Elib/Details/L03055>.

FRA's Regional Grade Crossing Managers are available to provide technical assistance. A State's department of transportation or rail regulatory agency also may be able to provide assistance to communities pursuing quiet zones.

Public authorities are encouraged to consult with the agencies in their State that have responsibility for crossing safety. Some States may have additional administrative or legal requirements that must be met in order to modify a public highway-rail grade crossing.

## Role of Railroads

Communities seeking to establish a quiet zone are required to send a Notice of Intent and a Notice of Quiet Zone Establishment to railroads operating over the public highway-rail grade crossings within the proposed quiet zone. Railroad officials can provide valuable input during the quiet zone establishment process and should be included on all diagnostic teams. Listed below are links to the Class I Railroads and Amtrak.

<a href="#">BNSF Railway (BNSF)</a>	<a href="#">Canadian Pacific (CP)</a>
<a href="#">CSX Transportation (CSX)</a>	<a href="#">Norfolk Southern (NS)</a>
<a href="#">Canadian National (CN)</a>	<a href="#">Union Pacific (UP)</a>
<a href="#">Kansas City Southern (KCS)</a>	<a href="#">Amtrak (ATK)</a>

## FINAL NOTE

*The information contained in this brochure is provided as general guidance related to the Quiet Zone Establishment Process and should not be considered as a definitive resource. FRA strongly recommends that any public authority desiring to establish quiet zones take the opportunity to review all aspects of safety along its rail corridor. Particular attention should be given to measures that prevent trespassing on railroad tracks since investments made to establish a quiet zone may be negated if the horn has to be routinely sounded to warn trespassers.*



## **POINTS OF CONTACT**

### **General Questions:**

Inga Toye, 202-493-6305

Debra Chappell, 202-493-6018

Ron Ries, 202-493-6285

### **Regional Contacts**

**Region 1** Connecticut, Maine, Massachusetts, New Hampshire, New Jersey,  
New York, Rhode Island, and Vermont  
1-800-724-5991

**Region 2** Delaware, Maryland, Ohio, Pennsylvania, Virginia, West Virginia ,  
and Washington, D.C.  
1-800-724-5992

**Region 3** Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina,  
South Carolina, and Tennessee  
1-800-724-5993

**Region 4** Illinois, Indiana, Michigan, Minnesota, and Wisconsin  
1-800-724-5040

**Region 5** Arkansas, Louisiana, New Mexico, Oklahoma, and Texas  
1-800-724-5995

**Region 6** Colorado, Iowa, Kansas, Missouri, and Nebraska  
1-800-724-5996

**Region 7** Arizona, California, Nevada, and Utah  
1-800-724-5997

**Region 8** Alaska, Idaho, Montana, North Dakota, South Dakota, Oregon,  
Washington, and Wyoming  
1-800-724-5998



## **Rail – Moving America Forward**

The mission of the Federal Railroad Administration is to enable the safe, reliable, and efficient movement of people and goods for a strong America, now and in the future.

### **U.S. Department of Transportation Federal Railroad Administration**

1200 New Jersey Avenue S.E.

Washington, DC 20590

Telephone: 202-493-6299

[www.fra.dot.gov](http://www.fra.dot.gov)

WEBSITE LINK TO:

FEDERAL CODE OF REGULATIONS

TITLE 49

## SUBTITLE B

## CHAPTER II

PART 222

## USE OF LOCOMOTIVE HORNS AT PUBLIC HIGHWAY – RAIL GRADE CROSSINGS

[https://www.ecfr.gov/cgi-bin/text-idx?SID=55e4cd72d1135c4509cbd6266a4fc8fb&mc=true&node=pt49.4.222&rgn=div5#ap49.4.222.000\\_0\\_0nbspnbspnbsp.a](https://www.ecfr.gov/cgi-bin/text-idx?SID=55e4cd72d1135c4509cbd6266a4fc8fb&mc=true&node=pt49.4.222&rgn=div5#ap49.4.222.000_0_0nbspnbspnbsp.a)

A	Open	No work or minimal medians installed for safety
B	Closed	No through traffic allowed
C	4 Quad Gate	Gate installed for all traveled directions
D	SSM Applied	SSM = Supplementary Safety Measure, Raised median
E	Wayside Horn	Wayside Horn installed
F	ASM Applied	ASM = Alternative Safety Measure (40' Median used on both sides)
G	Not Included	Crossing Not Included in Quiet Zone

### Additional Options Calculator

Directions:

1. Insert letter of the chosen option provided above into the appropriate crossing cell
2. Complete for all seven crossings; the 5 shown are examples
3. Calculator will provide for QZRI score, qualification and estimated costs
4. If "Option Not Possible" shown, an option is not allowed for a particular crossing and that is causing the error  
- Choosing an option for a crossing other than those provided in the report will return the error

Option	Burgess Ave	N Carroll St	N Main St	N Clark St	Maple St	N Grant Rd	Bella Vista	Quiet Zone Risk Index (QZRI)	National Significant Risk Index (RSRI)	Risk Index with Horns (RIWH)	Quiet Zone	Cost
1	A	A	A	A	A	A	A	39072.05	15488.00	23424.49	Denied	\$ -
2	C	C	C	C	C	C	C	7032.97	15488.00	23424.49	Qualified	\$ 7,000,000.00
3	E	D	A	A	D	F	E	27223.90	15488.00	25333.97	Denied	\$ 601,000.00
4	E	D	C	C	D	A	E	16636.53	15488.00	25333.97	Reviewable	\$ 2,529,000.00
5	G	C	C	C	D	C	G	8357.76	15488.00	23424.49	Qualified	\$ 3,279,000.00
6	E	D	F	F	D	A	E	22220.27	15488.00	25333.97	Reviewable	\$ 817,000.00
7	E	D	F	F	D	F	D	15023.49	15488.00	25333.97	Qualified	\$ 911,500.00
8								N/A	15488.00	23424.49	Denied	OPTION NOT POSSIBLE
9								N/A	15488.00	23424.49	Denied	OPTION NOT POSSIBLE
10								N/A	15488.00	23424.49	Denied	OPTION NOT POSSIBLE
11								N/A	15488.00	23424.49	Denied	OPTION NOT POSSIBLE
12								N/A	15488.00	23424.49	Denied	OPTION NOT POSSIBLE
13								N/A	15488.00	23424.49	Denied	OPTION NOT POSSIBLE
14								N/A	15488.00	23424.49	Denied	OPTION NOT POSSIBLE
15								N/A	15488.00	23424.49	Denied	OPTION NOT POSSIBLE
16								N/A	15488.00	23424.49	Denied	OPTION NOT POSSIBLE
17								N/A	15488.00	23424.49	Denied	OPTION NOT POSSIBLE
18								N/A	15488.00	23424.49	Denied	OPTION NOT POSSIBLE
19								N/A	15488.00	23424.49	Denied	OPTION NOT POSSIBLE
20								N/A	15488.00	23424.49	Denied	OPTION NOT POSSIBLE



<b>A</b>	<b>Open</b>	No work or minimal medians installed for safety
<b>B</b>	<b>Closed</b>	No through traffic allowed
<b>C</b>	<b>4 Quad Gate</b>	Gate installed for all traveled directions
<b>D</b>	<b>SSM Applied</b>	SSM = Supplementary Safety Measure, Raised median
<b>E</b>	<b>Wayside Horn</b>	Wayside Horn installed
<b>F</b>	<b>ASM Applied</b>	ASM = Alternative Safety Measure (40' Median used on b
<b>G</b>	<b>Not Included</b>	Crossing Not Included in Quiet Zone

Directions:

1. Insert letter of the chosen option provided above into the appropriate crossing c
2. Complete for all seven crossings; the 5 shown are examples
3. Calculator will provide for QZRI score, qualification and estimated costs
4. If "Option Not Possible" shown, an option is not allowed for a particular crossing
  - Choosing an option for a crossing other than those provided in the report will

Option	Burgess Ave	N Carroll St	N Main St	N Clark St	Maple St
1	A	A	A	A	A
2	C	C	C	C	C
3	E	D	A	A	D
4	E	D	C	C	D
5	G	D	C	C	D
6	E	D	F	F	D
7	E	D	F	F	D
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

oth sides)

## Additional Options Calculator

:ell

and that is causing the error  
I return the error

[illegible]

Quiet Zone	Cost
Denied	\$ -
Qualified	\$ 7,000,000.00
Denied	\$ 601,000.00
Reviewable	\$ 2,529,000.00
Qualified	\$ 3,279,000.00
Reviewable	\$ 817,000.00
Qualified	\$ 911,500.00
Denied	OPTION NOT POSSIBLE
Denied	OPTION NOT POSSIBLE
Denied	OPTION NOT POSSIBLE
Denied	OPTION NOT POSSIBLE
Denied	OPTION NOT POSSIBLE
Denied	OPTION NOT POSSIBLE
Denied	OPTION NOT POSSIBLE
Denied	OPTION NOT POSSIBLE
Denied	OPTION NOT POSSIBLE
Denied	OPTION NOT POSSIBLE
Denied	OPTION NOT POSSIBLE
Denied	OPTION NOT POSSIBLE
Denied	OPTION NOT POSSIBLE