



City Council Meeting

Wednesday, October 5, 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. Reports**
 - a. Accept City Manager Resignation**
 - b. City Manager Vacancy**
- 4. Adjourn**

October Meetings:

- * City Council - October 10, 2022 - City Hall - 627 N Adams St
- * Airport Commission - October 10, 2022 - Airport Terminal Building - 21177 Quail Ave
- * Planning and Zoning Commission - October 12, 2022 - City Hall - 627 N Adams St
- * Library Board of Trustees - October 17, 2022 - Carroll Public Library - 118 E 5th St
- * City Council - October 24, 2022 - City Hall - 627 N Adams St

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.

| Agenda published on 10/04/2022 at 4:40 PM

MICHEL J. POGGE-WEAVER

October 4, 2022

Mayor Mark Beardmore and the Carroll City Council
City of Carroll
627 N Adams Street
Carroll, IA 51401

Dear Mark and the Members of the Carroll City Council,

It has been an absolute pleasure working with and serving you and the City of Carroll. As I reminisce on the many great things our community has accomplished together over the past six years, I can't help but feel an outpouring of pride. Working for Carroll has been an awesome experience! We have continued to position the City of Carroll as an economic leader and regional hub in west central Iowa. Carroll continues to be exemplified and emulated by rural communities across Iowa as a leader in how to build a successful community.

Some of the areas I am most proud of include:

1. The completion of the Library expansion project and the new City Hall. This project was approved by a citizen referendum in September of 2018 by 62% of the voting public and while the project faced criticism it was completed within the budget set by the City Council prior to the referendum.
2. The long overdue renovations to the Carroll Recreation Center have recently started which will result in improved patron experience with renovated locker rooms, improved HVAC, additional family changing rooms, and a long sought after raised walking track.
3. The City of Carroll provides a high level of service to our residents and visitors at a low cost. Iowans for Tax Relief recently published property tax data for the largest 100 Communities in Iowa and it lists the City of Carroll as having the 3rd lowest total property tax bill of the 100 largest cities in Iowa. While it is easy to claim a community has a high tax rate, when a tax payer rights group like Iowans for Tax Relief declares your community has the 3rd lowest total property tax bill, one should take note of that fact.
4. While I should receive no credit for their efforts, I have always been amazed and inspired by the community spirit that is in Carroll. While there are many great community projects, two that come to mind include the development of Kellen's Kingdom in Northeast Park by Pat and Alicen Tigges and the redeveloped basketball court in Southside Park built by a group of adult "neighborhood kids" in honor of their friend John Jentzen. Carroll is filled with this with type of good work and community involvement that makes Carroll a unique and great place to live.

I hope that I have consistently met or exceeded your expectations as we worked hand in hand on many important issues. Together, we have earned the respect of the State of Iowa as a great place to live, work, play, and invest. While some in the community may give the City Manager kudos for a job well done, in reality it is the a team who accomplishes greatness together. I want to express my sincere thanks and appreciation to all our hard-working employees who tirelessly make our city wonderful and I will miss the friendship that I have developed with them.

I also want to thank the Carroll City Council for taking a chance on me in 2016. I thank you for your support and friendship over these years. I thank you for your commitment to integrity and your compassion toward our staff and our community.

In closing, I only wish the best for the Carroll community now and into the future.

Sincerely,


Michel J. Pogge-Weaver

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: October 4, 2022

SUBJECT: City Manager Vacancy

With my resignation, the Mayor and Council will need to consider a few next steps. A few initial areas the Mayor and Council should consider are as follows:

1. Does the City Council wish to continue to be served by a City Manager and should there be any changes to Chapter 20 – City Manager of the Carroll Code of Ordinances?
 - a. A copy of Chapter 20 has been attached to this memo.
2. Does the City Council wish to appoint an interim City Manager?
 - a. In 2016 the City was without a City Manager for a little over two and a half months starting in August and running through mid-October. Last summer and early fall tends to be a slower period for a City Manager. In this case the upcoming vacancy will start November 3rd and will likely run through late March and possibly into April. This is a very busy time for staff and the City Manager with the preparation of the annual budget and for this year the upcoming union negotiations. While there will be several areas the Mayor and Council can step up during this period, there will be additional workload and day to day decision making that will need to be picked up by staff. For these reasons, I would advise the Mayor and Council to appoint and appropriately compensate an existing department head to act as the interim City Manager. With my vacancy there will be sufficient funding in the budget to cover any supplemental compensation during the interim period.
3. Does the City Council wish to conduct a search with staff internally or with a search firm?
 - a. I would suggest the Council use an outside search firm for a City Manager search. Based on direction from the Mayor, I have sought proposals from a few search firms and expect that I will have them in hand and ready for the Council to review at your October 10th meeting. I would expect a search firm could cost as much as \$25,000. Again, with my vacancy there will be sufficient funding in the budget to cover the cost of a search firm.

This memo outlines a few areas that I believe the Mayor and Council should consider as they develop a plan to find a replacement for the City Manager position. The International City/County Management Association (ICMA) has a website with a wealth of information you may find helpful at <https://icma.org/page/resources-help-search-your-next-executive>.

RECOMMENDATION: Mayor and City Council discuss the next steps related to the City Manager vacancy.

CHAPTER 20

CITY MANAGER

20.01 Purpose	20.05 Powers and Duties
20.02 Appointment	20.06 Council Relations
20.03 Compensation	20.07 Council Reports
20.04 Chief Administrator	

20.01 PURPOSE.

The purpose of this chapter is to provide for the appointment, powers, and duties of the City Manager.

20.02 APPOINTMENT.

The Council shall, by majority vote of the entire Council at a regular meeting, appoint a Manager to serve at the discretion of the Council. Such appointment must be made on the basis of qualifications and not on the basis of political affiliation.

(Code of Iowa, Sec. 372.6 & 372.13[4])

20.03 COMPENSATION.

The Manager shall receive such annual salary as the Council shall from time to time determine by resolution.

(Code of Iowa, Sec. 372.13[4])

20.04 CHIEF ADMINISTRATOR.

The City Manager is the chief administrative officer of the City.

(Code of Iowa, Sec. 372.8[1])

20.05 POWERS AND DUTIES.

The City Manager shall exercise the following powers and duties:

1. City Laws. Supervise enforcement and execution of City laws.

(Code of Iowa, Sec. 372.8[2a])

2. Council Meetings. Attend all meetings of the Council unless excused by the Mayor.

(Code of Iowa, Sec. 372.8[2b])

3. Recommendations. Recommend to the Council such measures as the Manager may deem necessary or expedient for the good government and welfare of the City.

(Code of Iowa, Sec. 372.8[2c])

4. Supervision. Supervise the official conduct of all officers of the City who are appointed by the City Manager, and take active control of the police, fire, engineering and public works departments of the City.

(Code of Iowa, Sec. 372.8[2d])

5. Contracts. Supervise the performance of all contracts for work to be done for the City, make all purchases of material and supplies, and see that such material and supplies are received, and are of the quality and character called for by the contract.

(Code of Iowa, Sec. 372.8[2e])

6. Property and Improvements. Supervise the construction, improvement, repair, maintenance, and management of all City property, capital improvements, and undertakings of the City, including the making and preservation of all surveys, maps, plans, drawings, specifications, and estimates for capital improvements, except property, improvements and undertakings managed by a utility board of trustees.

(Code of Iowa, Sec. 372.8[2f])

7. Cooperation. Cooperate with any administrative agency or board of trustees.

(Code of Iowa, Sec. 372.8[2g])

8. Streets and Solid Waste. Be responsible for the cleaning, sprinkling, and lighting of streets, alleys, and public places, and the collection and disposal of waste.

(Code of Iowa, Sec. 372.8[2h])

9. Licenses and Permits. Provide for and cause records to be kept of the issuance and revocation of licenses and permits authorized by City law.

(Code of Iowa, Sec. 372.8[2i])

10. Advise Council. Keep the Council fully advised of the financial and other conditions of the City, and of its future needs.

(Code of Iowa, Sec. 372.8[2j])

11. Budget. Prepare and submit to the Council annually the required budgets.

(Code of Iowa, Sec. 372.8[2k])

12. Accounting. Conduct the business affairs of the City and cause accurate records to be kept by modern and efficient accounting methods.

(Code of Iowa, Sec. 372.8[2l])

13. Financial Reports. Make to the Council not later than the second Monday of each month an itemized financial report in writing, showing the receipts and disbursements for the preceding month. Copies of financial reports must be available at the Clerk's office for public distribution.

(Code of Iowa, Sec. 372.8[2m])

14. Administrative Assistants. Appoint administrative assistants, with the approval of the Council.

(Code of Iowa, Sec. 372.8[3a])

15. Employees. Employ, reclassify, or discharge all employees (except the City Clerk, Deputy City Clerk, City Attorney, and Police Chief) and fix their compensation, subject to Council approval policies, civil service provisions and Chapter 35C of the *Code of Iowa*.

(Code of Iowa, Sec. 372.8[3b])

16. Appointments. Appoint or employ persons to fill all places for which no other mode of appointment is provided, and administer oaths of office.

(Code of Iowa, Sec. 372.8[3c and 3b])

17. Dismissal of Employees. Suspend or discharge summarily any officer, appointee, or employee that the Manager has power to appoint or employ, subject, however to civil service provisions and the provisions of Chapter 35C of the *Code of Iowa*, except that any administrative assistants to the Manager shall hold office at the Manager's discretion.

(Code of Iowa, Sec. 372.8[3d])

18. Investigations. Summarily and without notice, investigate the affairs and conduct of any department, agency, officer, or employee under the Manager's supervision, and compel the production of evidence and attendance of witnesses.

(Code of Iowa, Sec. 372.8[3e])

19. Oaths. Administer oaths.

(Code of Iowa, Sec. 372.8[3f])

20. Operations and Organizations. Continuously study the City's operating procedures, organizations, and facilities and recommend fiscal and other policies to the Council whenever necessary.

21. Inform Council. Keep the Council informed on the progress of its programs and status of its policies.

22. Coordination. Coordinate and direct all municipal services provided through the various departments.

23. Planning. Assist the Council and the Planning and Zoning Commission in the carrying out of the comprehensive plan and assist in all other forms of planning within the City government.

24. Boards and Commissions. Carry on the management of any present board or commission if such board or commission is abolished or ceases to exist.

25. Other. Perform other duties at the Council's direction.

(Code of Iowa, Sec. 372.8[2o])

20.06 COUNCIL RELATIONS.

The City Manager shall not take part in any election for Council Member, other than by casting a vote, and shall not appoint a Council Member to City office or employment, nor shall a Council Member accept such appointment.

20.07 COUNCIL REPORTS.

The City Manager shall be directly responsible to the Council for the administration of municipal affairs as directed by that body. All departmental activity requiring the attention of the Council shall be brought before the body by the Manager and all Council involvement in administration initiated by the Council must be coordinated through the City Manager.