



## **City Council Meeting**

**Monday, November 28, 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 November 14 Meeting**
  - b. Approval of Bills and Claims**
  - c. Licenses and Permits:**
    - None
  - d. F. Y. 2023-2024 Budget Schedule and Council Meeting Dates for Calendar Year 2023**
  - e. Report of Bid Opening - Compact Excavator - Cemetery**
  - f. Report of Bid Opening - Front Mount Mower, Cab & Blower - Parks**
  - g. Report of Bid Opening - Slit Seeder - Parks**
- 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. Carroll Municipal Golf Course Fees and Charges - Proposed Rate Increases - 2nd Reading**

## **6. Resolutions**

### **a. Rolling Hills South Condominiums Urban Renewal Plan**

- Annual Tax Increment Finance Appropriations Resolution for FY 2024
- Resolution Authorizing or Confirming Advancement of Costs for Urban Renewal Projects and Authorizing Certification of Expenses Incurred by the City for Payment Under Iowa Code Section 403.19

Also see item VI.B - [August 27, 2018](#) - Rolling Hills South Condominiums Urban Renewal Plan - Development Agreement with 704 Development Corp.

Also see item 8.e - [October 10, 2022](#) - Request to Amend the Private Development Agreement between the City of Carroll and 704 Development Corp. Related to the Development of Rolling Hills South Condominiums.

Also see item 7.c - [October 24, 2022](#) - Rolling Hills South Condominiums Urban Renewal Plan - Resolution setting a public hearing on the proposal to enter into an agreement to reinstitute the agreement for private development with 704 Development Corp.

Also see item 6.a - [November 14, 2022](#) - Rolling Hills South Condominiums Urban Renewal Plan - Public Hearing and Resolution approving and authorizing execution of an Agreement to Reinstitute the Agreement for Private Development by and between the City of Carroll and 704 Development Corp.

### **b. Seventh Amended and Restated Urban Renewal Plan for the Amended and Restated Central Business District Urban Renewal Area**

- Resolution Authorizing a Loan to the Streets Capital Project Fund with Repayment from the Downtown Urban Renewal Tax Increment Revenue Fund
- Resolution Authorizing or Confirming Advancement of Costs for an Urban Renewal Project and Authorizing Certification of Expenses Incurred by the City of Payment Under Iowa Code Section 403.19

Also see item VI.B - [September 23, 2019](#) - Sixth Amended and Restated Urban Renewal Plan for the Central Business District Project Area - Consideration of Ordinance for the division of revenues under Section 403.19, Code of Iowa, for the Sixth Amended and Restated Urban Renewal Plan for the Central Business District

## Project Area - 2nd Reading

Also see item 7.b - [December 13, 2021](#) - Seventh Amended and Restated Urban Renewal Plan - Public Hearing and Resolution adopting the Seventh Amended and Restated Urban Renewal Plan

Also see item 7.c - [November 14, 2022](#) - Seventh Amended and Restated Urban Renewal Plan for the Amended and Restated Central Business District Urban Renewal Area

### **c. Region XII Council of Governments**

- Zoning, Tax Abatement, and Tax Increment Finance Assistance Agreement Resolution

## **7. Reports**

### **a. Water System Preliminary Engineering Report**

Also see item 6.d - [March 28, 2022](#) - Water System Preliminary Engineering Report

### **b. Union Pacific Railroad Quiet Zone**

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](#)

Also see item 12 - [May 23, 2022](#) - Work Session: Quiet Zone Discussion

Also see item 8.b - [June 27, 2022](#) - Union Pacific Quiet Zone

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

## **9. Comments from the Mayor**

## **10. Comments from the City Council**

## **11. Comments from the City Manager**

## **12. Closed Session Pursuant Iowa Code 20.17(3) - Union Negotiations and Iowa Code 21.9 - Strategy in matters relating to employment conditions of employees of the governmental body who are not covered by a collective bargaining agreement**

## **13. Adjourn**

December Meetings:

\* Board of Adjustment - December 5, 2022 - City Hall - 627 N Adams St

\* City Council - December 12, 2022 - City Hall - 627 N Adams St

\* Airport Commission - December 12, 2022 - Airport Terminal Building - 21177 Quail Ave

\* Planning and Zoning Commission - December 14, 2022 - City Hall - 627 N Adams St

- \* Library Board of Trustees – December 19, 2022 – Carroll Public Library – 118 E 5th St
- \* City Council – December 19, 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.*

---

| Agenda published on 11/23/2022 at 3:01 PM



COUNCIL MEETING  
NOVEMBER 14, 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.

\* \* \* \* \*

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

\* \* \* \* \*

It was moved by Bordenaro, seconded by Schreck, to approve the following items on the consent agenda: a) minutes of the October 24 and November 2, 2022 Council meetings, as written; b) bills and claims in the amount of \$1,462,070.20; c) Licenses and permits: Renewal of Class "C" Beer Permit with Class "B" Native Wine Permit and Sunday Sales – *Kimmes Carroll Country Store 2* and Renewal of Class "C" Retail Alcohol License with Outdoor Service – *Don Roy's Inc. (dba The Hub/Piranha Club)*; d) Infill Housing Incentive Application for Jay Halbur, 957 Brookdale Drive; and e) Acceptance and authorization for the publication of the State Annual Financial Report for the Fiscal Year Ending June 30, 2022; f) City Street Finance Report for Fiscal Year 2021-2022; g) Annual Urban Renewal Report for Fiscal Year 2021-2022; and h) the purchase of a Wheel Lift System from Mohawk Lifts LLC at their proposed price of \$10,392.12. On roll call, all present voted aye. Absent: None. Motion carried.

\* \* \* \* \*

Randy Toft, Carroll resident, addressed Council during the oral requests and communications from the audience. No Council action taken.

\* \* \* \* \*

It was moved by Siemann, seconded by Bauer, to approve the second reading and waive the third reading of an ordinance amending the Code of Ordinances by amending provisions pertaining to all-terrain vehicles, golf carts, off-road utility vehicles and snowmobiles. On roll call, all present voted aye. Absent: None. Motion carried.

It was moved by Schreck, seconded by Bauer, to adopt said Ordinance No. 2208. On roll call, all present voted aye. Absent: None. Motion carried.

\* \* \* \* \*

An ordinance amending the Carroll Municipal Golf Course Fees and Charges for the 2023 season was introduced by Council Member Dirkx.

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

\* \* \* \* \*

At 5:28 p.m. Mayor Beardmore opened a public hearing on the Proposal to Enter into an Agreement to Reinstitute the Agreement for Private Development with 704 Development Corporation. Mayor Beardmore closed said hearing at 5:30 p.m.

It was moved by Siemann, seconded by Bauer, to approve Resolution No. 22-102, Authorizing the Execution of an Agreement to Reinstitute the Agreement for Private Development by and between the City of Carroll and 704 Development Corp. On roll call, all present voted aye. Absent: None. Motion carried.

\* \* \* \* \*

At 5:31 p.m. Mayor Beardmore opened a public hearing for the FY 2022/2023 Budget Amendment #1. Mayor Beardmore closed said hearing at 5:33 p.m.

It was moved by Bordenaro, seconded by Dirkx, to approve Resolution No. 22-103, Amending the Current Budget for the Fiscal Year Ending June 30, 2023. On roll call, all present voted aye. Absent: None. Motion carried.

\* \* \* \* \*

It was moved by Schreck, seconded by Bauer, to approve Resolution No. 22-104, Obligating Funds from the Westfield Urban Renewal Tax Revenue Fund for Appropriation to the Payment of Annual Appropriation Tax Increment Grant to BTC, Inc. in the amount of \$57,464.71 for FY 2024. On roll call, all present voted aye. Absent: None. Motion carried.

\* \* \* \* \*

It was moved by Siemann, seconded by Bauer, to approve Resolution No. 22-105, Agreement with JEO Consulting Group, Inc. for Professional Services for the Water Distribution Main Replacements – 2023 Project at a lump sum cost of \$68,300.00. On roll call, all present voted aye. Absent: None. Motion carried.

\* \* \* \* \*

It was moved by Siemann, seconded by Bauer, to approve Resolution No. 22-106, Agreement with JEO Consulting Group, Inc. for Professional Services for a hydrologic and hydraulic evaluation for the Stormwater Improvements Project at a lump sum cost of \$36,300.00. On roll call, all present voted aye. Absent: None. Motion carried.

\* \* \* \* \*

Council discussed the construction of sidewalk improvements along portions of Pleasant Ridge Road, Hidden Valley Road and Timberline Road. Marty Halbur, Matt Greteman, Sarah Sturm, Brian Fleshner, John Gradoville, Barry Bruner, Jeff Boldt, Barb Boldt, Kay Gradoville, Sondra Rierson and Jennifer Munson, all Carroll residents, addressed Council on this issue.

It was moved by Bauer, seconded by Schreck, to approve no city funding for the construction of sidewalk improvements along portions of Pleasant Ridge Road, Hidden Valley Road and Timberline Road. On roll call, all present voted aye. Absent: None. Motion carried.

It was moved by Siemann to mandate the construction of sidewalk improvements along portions of Pleasant Ridge Road, Hidden Valley Road and Timberline Road. Motion failed due to a lack of a second.

It was moved by Bauer to mandate the construction of sidewalk improvements only along a portion of Pleasant Ridge Road. Motion failed due to a lack of a second.

\* \* \* \* \*

It was moved by Bauer, seconded by Bordenaro, to approve Change Order No. 1 in the amount of \$65,350.44 for the U.S. 30 Sanitary Sewer Extension – 2022 Project. The new contract price with this change order is \$634,870.69. Randy Toft, Carroll resident, addressed Council on this issue. On roll call, all present voted aye. Absent: None. Motion carried.

\* \* \* \* \*

Council discussed a FY 2024 tax increment financing indebtedness project for the Seventh Amended and Restated Urban Renewal Plan for the Amended and Restated Central Business District Urban Renewal Area. No Council action taken.

\* \* \* \* \*

It was moved by Bordenaro, seconded by Schreck, to accept the 2022 Leadership – Goal Setting – Strategic Planning Work Session Executive Summary, as amended. On roll call, all present voted aye. Absent: None. Motion carried.

\* \* \* \* \*

It was moved by Schreck, seconded by Bauer, to go into closed session at 7:40 p.m. pursuant to Iowa Code 20.17(3) for union negotiations and Iowa Code 21.9 for strategies in matters relating to employment conditions of employees of the governmental body who are not covered by a collective bargaining agreement. On roll call, all present voted aye. Absent: None. Motion carried.

\* \* \* \* \*

It was moved by Bordenaro, seconded by Bauer, to go back into open session at 8:42 p.m. On roll call, all present voted aye. Absent: None. Motion carried.

\* \* \* \* \*

It was moved by Bordenaro, seconded by Schreck, to adjourn at 8:43 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		: 11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022		11/11/2022 THRU 11/23/2022		
PARTIALLY ITEMS DATES:		11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022		11/11/2022 THRU 11/23/2022		
UNPAID ITEMS DATES		:	11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022		11/11/2022 THRU 11/23/2022		
VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----	BALANCE----
-----								
01-003940	A T & T MOBILITY	CELL PHONES AND AIR CARDS	826.18	826.18-	125688	11/16/22		0.00
		** TOTALS **	826.18	826.18-				0.00
01-001720	ACCESS SYSTEMS	COPIER CONTRACT	103.18	0.00	000000	0/00/00		103.18
		** TOTALS **	103.18	0.00				103.18
01-001704	ACCO	POOL WATER TESTING SUPPLIES	187.53	0.00	000000	0/00/00		187.53
01-001704	ACCO	LANE ROPE REEL	3,909.10	0.00	000000	0/00/00		3,909.10
		** TOTALS **	4,096.63	0.00				4,096.63
01-001621	ACE HARDWARE	SUPPLIES	19.98	19.98-	125678	11/16/22		0.00
01-001621	ACE HARDWARE	SUPPLIES	34.98	34.98-	125678	11/16/22		0.00
		** TOTALS **	54.96	54.96-				0.00
01-003958	ADB SAFEGATE AMERICAS LLC	LED LIGHTS FOR SIGNS	1,350.68	1,350.68-	125689	11/16/22		0.00
		** TOTALS **	1,350.68	1,350.68-				0.00
01-002178	ALEX KLEVER	INVESTIGATION	13.29	13.29-	125679	11/16/22		0.00
		** TOTALS **	13.29	13.29-				0.00
01-002280	AMERICAN PUBLIC WORKS	MEMBERSHIP 2023-2024	85.00	0.00	000000	0/00/00		85.00
		** TOTALS **	85.00	0.00				85.00
01-002370	ARNOLD MOTOR SUPPLY	PARTS RETURNED	184.99-	0.00	000000	0/00/00		184.99-
01-002370	ARNOLD MOTOR SUPPLY	CORE REFUND	60.00-	0.00	000000	0/00/00		60.00-
01-002370	ARNOLD MOTOR SUPPLY	WORK LIGHT	53.83	0.00	000000	0/00/00		53.83
01-002370	ARNOLD MOTOR SUPPLY	REPAIR PARTS	389.98	0.00	000000	0/00/00		389.98
01-002370	ARNOLD MOTOR SUPPLY	ALTERNATOR	229.99	0.00	000000	0/00/00		229.99
01-002370	ARNOLD MOTOR SUPPLY	SUPPLIES	26.54	0.00	000000	0/00/00		26.54
		** TOTALS **	455.35	0.00				455.35
01-002818	BAKER AND TAYLOR INC.	BOOKS	244.63	244.63-	125705	11/23/22		0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	1,359.38	1,359.38-	125705	11/23/22		0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	260.99	260.99-	125705	11/23/22		0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	1,347.22	1,347.22-	125705	11/23/22		0.00
01-002818	BAKER AND TAYLOR INC.	BOOKS	407.49	407.49-	125705	11/23/22		0.00
		** TOTALS **	3,619.71	3,619.71-				0.00
01-000609	BIERSCHBACH EQUIP & SUPPL	SANDBLASTER PARTS	149.00	0.00	000000	0/00/00		149.00
		** TOTALS **	149.00	0.00				149.00
01-003771	BLACKSTONE PUBLISHING	AUDIO BOOKS	268.14	268.14-	125708	11/23/22		0.00
01-003771	BLACKSTONE PUBLISHING	AUDIO BOOKS	23.64	23.64-	125708	11/23/22		0.00
01-003771	BLACKSTONE PUBLISHING	AUDIO BOOKS	38.95	38.95-	125708	11/23/22		0.00

		=====PAYMENT DATES=====	=====ITEM DATES=====			=====POSTING DATES=====		
PAID ITEMS DATES		: 11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022		11/11/2022 THRU 11/23/2022		
PARTIALLY ITEMS DATES:		11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022		11/11/2022 THRU 11/23/2022		
UNPAID ITEMS DATES		:	11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022		11/11/2022 THRU 11/23/2022		
VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----	BALANCE----
-----								
01-003771	BLACKSTONE PUBLISHING	AUDIO BOOKS	1,533.59	1,533.59-	125708	11/23/22		0.00
		** TOTALS **	1,864.32	1,864.32-				0.00
01-003515	BOMGAARS	SUPPLIES	118.02	118.02-	125686	11/16/22		0.00
01-003515	BOMGAARS	SUPPLIES	130.14	0.00	000000	0/00/00		130.14
01-003515	BOMGAARS	REFLECTIVE TAPE	10.99	0.00	000000	0/00/00		10.99
01-003515	BOMGAARS	SUPPLIES	1.49	0.00	000000	0/00/00		1.49
01-003515	BOMGAARS	SUPPLIES	51.97	0.00	000000	0/00/00		51.97
01-003515	BOMGAARS	SUPPLIES	49.89	49.89-	125686	11/16/22		0.00
01-003515	BOMGAARS	TRAIL MARKERS	21.98	0.00	000000	0/00/00		21.98
01-003515	BOMGAARS	SUPPLIES	361.67	0.00	000000	0/00/00		361.67
01-003515	BOMGAARS	PAINT AND BRUSHES	95.71	0.00	000000	0/00/00		95.71
01-003515	BOMGAARS	SUPPLIES	39.13	0.00	000000	0/00/00		39.13
		** TOTALS **	880.99	167.91-				713.08
01-003693	BRUNER & BRUNER	GENERAL WORK	175.50	0.00	000000	0/00/00		175.50
01-003693	BRUNER & BRUNER	POLICE/MAGISTRATE	621.00	0.00	000000	0/00/00		621.00
01-003693	BRUNER & BRUNER	ZONING & SUBDIVISION	40.50	0.00	000000	0/00/00		40.50
01-003693	BRUNER & BRUNER	PARKS AND RECREATION	405.00	0.00	000000	0/00/00		405.00
		** TOTALS **	1,242.00	0.00				1,242.00
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	416.45	0.00	000000	0/00/00		416.45
01-004138	CAPITAL SANITARY SUPPLY	CLEANING SUPPLIES	158.42	0.00	000000	0/00/00		158.42
		** TOTALS **	574.87	0.00				574.87
01-025028	CAROL SCHOEPPNER	SECRETARY CONTRACT	350.00	350.00-	125694	11/16/22		0.00
		** TOTALS **	350.00	350.00-				0.00
01-004132	CARROLL AVIATION INC.	CONTRACT	6,940.00	6,940.00-	125690	11/16/22		0.00
		** TOTALS **	6,940.00	6,940.00-				0.00
01-004196	CARROLL HYDRAULICS	#35 HYDRAULIC HOSE	357.51	0.00	000000	0/00/00		357.51
		** TOTALS **	357.51	0.00				357.51
01-002977	CARROLL REFUSE SERVICE	OCTOBER GARBAGE	65.55	65.55-	125681	11/16/22		0.00
		** TOTALS **	65.55	65.55-				0.00
01-004237	CARROLL VETERINARY CLINIC	DEC. DOG CARE CONTRACT	650.00	0.00	000000	0/00/00		650.00
		** TOTALS **	650.00	0.00				650.00
01-002998	CENTURYLINK	BACK UP PHONE LINE	158.21	158.21-	125683	11/16/22		0.00
01-002998	CENTURYLINK	BACK UP PHONE LINE	69.23	69.23-	125684	11/16/22		0.00
		** TOTALS **	227.44	227.44-				0.00

=====PAYMENT DATES=====			=====ITEM DATES=====			=====POSTING DATES=====		
PAID ITEMS DATES	:	11/11/2022 THRU 11/23/2022	11/11/2022	THRU	11/23/2022	11/11/2022	THRU	11/23/2022
PARTIALLY ITEMS DATES:	:	11/11/2022 THRU 11/23/2022	11/11/2022	THRU	11/23/2022	11/11/2022	THRU	11/23/2022
UNPAID ITEMS DATES	:		11/11/2022	THRU	11/23/2022	11/11/2022	THRU	11/23/2022
VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----	BALANCE----
-----								
01-003959	CHASE PAYMENTECH MERCHANT	CC PROCESSING FEES	629.77	629.77-	000000	11/14/22		0.00
		** TOTALS **	629.77	629.77-				0.00
01-003633	CLEANING SOLUTIONS INC	OCTOBER LIBRARY CLEANING	3,120.00	3,120.00-	125706	11/23/22		0.00
		** TOTALS **	3,120.00	3,120.00-				0.00
01-004835	COMMERCIAL SAVINGS BANK	FEDERAL WITHHOLDINGS	14,363.69	14,363.69-	001413	11/17/22		0.00
01-004835	COMMERCIAL SAVINGS BANK	FICA WITHHOLDING	16,725.88	16,725.88-	001413	11/17/22		0.00
01-004835	COMMERCIAL SAVINGS BANK	MEDICARE WITHHOLDING	5,107.24	5,107.24-	001413	11/17/22		0.00
		** TOTALS **	36,196.81	36,196.81-				0.00
01-002071	COMPUTER REPAIR & SERVICE	CITY HALL SERVER	8,050.27	0.00	000000	0/00/00		8,050.27
01-002071	COMPUTER REPAIR & SERVICE	2 COMPUTERS	3,612.00	0.00	000000	0/00/00		3,612.00
01-002071	COMPUTER REPAIR & SERVICE	EMAIL ISSUE	57.50	0.00	000000	0/00/00		57.50
01-002071	COMPUTER REPAIR & SERVICE	COMPUTER	1,586.75	0.00	000000	0/00/00		1,586.75
01-002071	COMPUTER REPAIR & SERVICE	ANTI-VIRUS	30.00	0.00	000000	0/00/00		30.00
01-002071	COMPUTER REPAIR & SERVICE	VIRUS REMOVAL - PW SECRETARY	125.00	0.00	000000	0/00/00		125.00
01-002071	COMPUTER REPAIR & SERVICE	MISC COMPUTER ISSUE	125.00	0.00	000000	0/00/00		125.00
		** TOTALS **	13,586.52	0.00				13,586.52
01-001595	COUNSEL OFFICE & DOCUMENT	COPIER CONTRACT & COPIES	180.06	0.00	000000	0/00/00		180.06
		** TOTALS **	180.06	0.00				180.06
01-005395	D & K PRODUCTS	CHEMICALS	683.68	0.00	000000	0/00/00		683.68
01-005395	D & K PRODUCTS	ICE MELT	195.00	0.00	000000	0/00/00		195.00
01-005395	D & K PRODUCTS	MERCHANTS FIELD TURF SUPPLIES	872.00	0.00	000000	0/00/00		872.00
		** TOTALS **	1,750.68	0.00				1,750.68
01-003924	DELTA DENTAL	DEC. DENTAL PREMIUMS	1,030.38	1,030.38-	125687	11/16/22		0.00
		** TOTALS **	1,030.38	1,030.38-				0.00
01-001965	DIANE TRACY	OUTREACH MILEAGE & SUPPLIES	80.61	80.61-	125704	11/23/22		0.00
		** TOTALS **	80.61	80.61-				0.00
01-002995	DTC WORLDWIDE	CRO CARD PRINTER SUPPLIES	448.60	0.00	000000	0/00/00		448.60
		** TOTALS **	448.60	0.00				448.60
01-006725	EARL MAY STORE	DOWNTOWN LANDSCAPING	988.75	0.00	000000	0/00/00		988.75
01-006725	EARL MAY STORE	DOWNTOWN LANDSCAPING	863.85	0.00	000000	0/00/00		863.85
01-006725	EARL MAY STORE	DOWNTOWN LANDSCAPING	846.94	0.00	000000	0/00/00		846.94
01-006725	EARL MAY STORE	PLANT SUPPLIES	29.99	0.00	000000	0/00/00		29.99
		** TOTALS **	2,729.53	0.00				2,729.53
01-006810	ECOWATER SYSTEMS	COOLER RENT/WATER	103.79	103.79-	125692	11/16/22		0.00

=====PAYMENT DATES=====		=====ITEM DATES=====		=====POSTING DATES=====	
PAID ITEMS DATES	: 11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022	
PARTIALLY ITEMS DATES	: 11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022	
UNPAID ITEMS DATES	:	11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022	
VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK# CHECK DT ----BALANCE---
-----					
		** TOTALS **	103.79	103.79-	0.00
01-003403	FAST LANE AUTO CARE	SUPPLIES	58.95	0.00	000000 0/00/00 58.95
		** TOTALS **	58.95	0.00	58.95
01-008050	FASTENAL COMPANY	SUPPLIES	66.93	0.00	000000 0/00/00 66.93
01-008050	FASTENAL COMPANY	CAUTION TAPE	40.02	0.00	000000 0/00/00 40.02
		** TOTALS **	106.95	0.00	106.95
01-006860	FELD FIRE EQUIPMENT CO.	HOOD & FIRE EXT INSPECTIONS	505.46	0.00	000000 0/00/00 505.46
01-006860	FELD FIRE EQUIPMENT CO.	FIRE EXTINGUISHERS INSEPCTED	185.00	0.00	000000 0/00/00 185.00
01-006860	FELD FIRE EQUIPMENT CO.	FIRE EXTINGUISHERS INSPECTED	144.26	0.00	000000 0/00/00 144.26
		** TOTALS **	834.72	0.00	834.72
01-000633	FILTER CARE	FILTERS CLEANED	71.05	0.00	000000 0/00/00 71.05
		** TOTALS **	71.05	0.00	71.05
01-000013	FIRE/POLICE RETIREMENT SY	MFPRSI CONTRIBUTIONS	13,482.64	13,482.64-	001414 11/17/22 0.00
		** TOTALS **	13,482.64	13,482.64-	0.00
01-003848	FIRST IMPRESSION	NOV. MALL RESTROOM CLEANING	300.00	0.00	000000 0/00/00 300.00
		** TOTALS **	300.00	0.00	300.00
01-002806	FOUNDATION ANALYTICAL LAB	LAB TESTING	540.50	0.00	000000 0/00/00 540.50
		** TOTALS **	540.50	0.00	540.50
01-009315	GALLS INC.	NARCAN CASE	24.98	0.00	000000 0/00/00 24.98
01-009315	GALLS INC.	BURKE BOOTS	143.45	0.00	000000 0/00/00 143.45
01-009315	GALLS INC.	BELLINGHAUSEN SHIRTS	121.44	0.00	000000 0/00/00 121.44
		** TOTALS **	289.87	0.00	289.87
01-009535	GENERAL RENTAL	IMPACT AND DRILL	315.00	0.00	000000 0/00/00 315.00
		** TOTALS **	315.00	0.00	315.00
01-009540	GENERAL TRAFFIC CONTROLS	SIGN & SIGNAL SUPPLIES	530.93	0.00	000000 0/00/00 530.93
		** TOTALS **	530.93	0.00	530.93
01-010660	HAWKEYE TRUCK EQUIPMENT	LIGHTS FOR UNIT #27	178.57	0.00	000000 0/00/00 178.57
		** TOTALS **	178.57	0.00	178.57
01-005410	HERALD PUBLISHING COMPANY	SUBSCRIPTION RENEWAL CITY HALL	84.00	0.00	000000 0/00/00 84.00
01-005410	HERALD PUBLISHING COMPANY	ASS'T LIBRARY & ONLINE ADS	212.00	212.00-	125711 11/23/22 0.00
		** TOTALS **	296.00	212.00-	84.00



=====PAYMENT DATES=====			=====ITEM DATES=====			=====POSTING DATES=====		
PAID ITEMS DATES	: 11/11/2022	THRU 11/23/2022	11/11/2022	THRU 11/23/2022	11/11/2022	THRU 11/23/2022	11/11/2022	THRU 11/23/2022
PARTIALLY ITEMS DATES:	11/11/2022	THRU 11/23/2022	11/11/2022	THRU 11/23/2022	11/11/2022	THRU 11/23/2022	11/11/2022	THRU 11/23/2022
UNPAID ITEMS DATES	:		11/11/2022	THRU 11/23/2022	11/11/2022	THRU 11/23/2022	11/11/2022	THRU 11/23/2022
VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----	BALANCE----
-----								
01-011831	HY-VEE INC.	PROGRAM SUPPLIES	7.25	7.25-	125712	11/23/22		0.00
		** TOTALS **	7.25	7.25-				0.00
01-003649	ICE TECHNOLOGIES INC	TECH SUPPORT	210.00	210.00-	125707	11/23/22		0.00
01-003649	ICE TECHNOLOGIES INC	TECH MAINTENANCE	753.05	753.05-	125707	11/23/22		0.00
01-003649	ICE TECHNOLOGIES INC	TECH MAINTENANCE	18.50	18.50-	125707	11/23/22		0.00
		** TOTALS **	981.55	981.55-				0.00
01-012540	IMWCA	FY 22 AUDIT PREMIUM ADJUSTMENT	2,198.00	0.00	000000	0/00/00		2,198.00
		** TOTALS **	2,198.00	0.00				2,198.00
01-012552	INDUSTRIAL BEARING SUPP.	BEARINGS	22.49	0.00	000000	0/00/00		22.49
01-012552	INDUSTRIAL BEARING SUPP.	BEARINGS	40.46	0.00	000000	0/00/00		40.46
		** TOTALS **	62.95	0.00				62.95
01-012672	IOWA POETRY ASSOCIATION	BOOK	12.75	12.75-	125713	11/23/22		0.00
		** TOTALS **	12.75	12.75-				0.00
01-012685	IOWA SMALL ENGINE CENTER	ENGINE OIL	128.16	0.00	000000	0/00/00		128.16
01-012685	IOWA SMALL ENGINE CENTER	REPAIRS	61.63	0.00	000000	0/00/00		61.63
		** TOTALS **	189.79	0.00				189.79
01-002994	IOWA STATE POLICE ASSOCIA	2023 DUES	600.00	0.00	000000	0/00/00		600.00
		** TOTALS **	600.00	0.00				600.00
01-012706	IPERS	IPERS CONTRIBUTIONS	19,580.31	19,580.31-	001415	11/17/22		0.00
01-012706	IPERS	IPERS CONTRIBUTIONS	9.92	9.92-	001415	11/17/22		0.00
01-012706	IPERS	IPERS CONTRIBUTIONS	448.51	448.51-	001415	11/17/22		0.00
01-012706	IPERS	IPERS CONTRIBUTIONS	31.46	31.46-	001415	11/17/22		0.00
		** TOTALS **	20,070.20	20,070.20-				0.00
01-003751	JACK HENRY ASSOCIATES INC	REMIT PLUS - MIGRATION	1,000.00	0.00	000000	0/00/00		1,000.00
		** TOTALS **	1,000.00	0.00				1,000.00
01-002453	JASON MATTHEW LAMBERTZ	PRODUCTION COSTS	1,050.00	0.00	000000	0/00/00		1,050.00
		** TOTALS **	1,050.00	0.00				1,050.00
01-013917	JEO CONSULTING GROUP INC.	SYSTEM CL RESIDUALS	450.00	0.00	000000	0/00/00		450.00
		** TOTALS **	450.00	0.00				450.00
01-003243	JET'S OUTDOOR POWER AND S	GOLF CART REPAIRS	94.44	0.00	000000	0/00/00		94.44
		** TOTALS **	94.44	0.00				94.44
01-002788	JIMMY JOHNS #2622	EMPLOYEE RECOGNITION	38.41	0.00	000000	0/00/00		38.41

		=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====		
PAID ITEMS DATES		: 11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022		
PARTIALLY ITEMS DATES:		11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022		
UNPAID ITEMS DATES		:	11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022		
VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK# CHECK DT	----BALANCE---
-----						
		** TOTALS **	38.41	0.00		38.41
01-025020	JOHN DEERE FINANCIAL	GRASS MULCHING ATTACHMENT	793.94	793.94-	125703 11/22/22	0.00
01-025020	JOHN DEERE FINANCIAL	MOWER REPAIRS	722.40	722.40-	125703 11/22/22	0.00
01-025020	JOHN DEERE FINANCIAL	SICKLE MOWER BLADES	64.62	64.62-	125703 11/22/22	0.00
01-025020	JOHN DEERE FINANCIAL	BELTS	194.64	194.64-	125703 11/22/22	0.00
01-025020	JOHN DEERE FINANCIAL	ELECTRONICS CLEANER	35.56	35.56-	125703 11/22/22	0.00
		** TOTALS **	1,811.16	1,811.16-		0.00
01-014815	KEYSTONE LABORATORIES	NITRITE SAMPLES	31.00	0.00	000000 0/00/00	31.00
01-014815	KEYSTONE LABORATORIES	MONTHLY BAC-T/FLUORIDE	84.25	0.00	000000 0/00/00	84.25
01-014815	KEYSTONE LABORATORIES	MONTHLY BAC-T	68.75	0.00	000000 0/00/00	68.75
		** TOTALS **	184.00	0.00		184.00
01-003864	KIMMES ENTERPRISES LLC	KID'S NIGHT OUT - PIZZA	460.00	0.00	000000 0/00/00	460.00
		** TOTALS **	460.00	0.00		460.00
01-000674	LIDDERDALE COUNTRY STORE	COUNCIL GOAL SETTING SESSION	315.00	0.00	000000 0/00/00	315.00
		** TOTALS **	315.00	0.00		315.00
01-017133	MASTERCARD	TIE CLIPS	561.00	561.00-	125697 11/22/22	0.00
01-017133	MASTERCARD	CONF. EXPENSES & POWER SUPPLY	382.15	382.15-	125698 11/22/22	0.00
01-017133	MASTERCARD	MAIL CHIMP/ZOOM/ADOBE SOFTWARE	185.98	185.98-	125699 11/22/22	0.00
01-017133	MASTERCARD	STAFF PLANNING SESSION	17.47	17.47-	125700 11/22/22	0.00
01-017133	MASTERCARD	SUPPLIES AND TRAINING	1,451.71	1,451.71-	125701 11/22/22	0.00
01-017133	MASTERCARD	SUPPLIES & CONFERENCE LODGING	783.43	783.43-	125714 11/23/22	0.00
01-017133	MASTERCARD	SUPPLIES & TRAINING EXPENSE	336.04	336.04-	125715 11/23/22	0.00
		** TOTALS **	3,717.78	3,717.78-		0.00
01-002993	MC CLURE ENGINEERING CO.	LED LIGHTING PROJECT ENGINEER	8,887.80	8,887.80-	125682 11/16/22	0.00
		** TOTALS **	8,887.80	8,887.80-		0.00
01-017220	MC FARLAND CLINIC PC	PRE-EMPLOY DRUG TEST STEFFES	34.00	0.00	000000 0/00/00	34.00
		** TOTALS **	34.00	0.00		34.00
01-003963	MELISSA VILLY	MILEAGE AND SUPPLIES	35.11	35.11-	125710 11/23/22	0.00
		** TOTALS **	35.11	35.11-		0.00
01-003461	MERCHANT SERVICES	CC PROCESSING FEES	399.24	399.24-	000000 11/14/22	0.00
		** TOTALS **	399.24	399.24-		0.00
01-003960	MIDLAND SCIENTIFIC INC.	LAB SUPPLIES	500.35	0.00	000000 0/00/00	500.35
01-003960	MIDLAND SCIENTIFIC INC.	LAB SUPPLIES	47.62	0.00	000000 0/00/00	47.62
		** TOTALS **	547.97	0.00		547.97

=====PAYMENT DATES=====		=====ITEM DATES=====		=====POSTING DATES=====	
PAID ITEMS DATES	: 11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022
PARTIALLY ITEMS DATES	: 11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022
UNPAID ITEMS DATES	:	11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022
VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK# CHECK DT ----BALANCE----
-----					
01-017585	MIDWEST WHOLESALE	BLDG PR DOOR TRACKS RETURNED	31.75-	0.00	000000 0/00/00 31.75-
01-017585	MIDWEST WHOLESALE	BLDG PR ROLLER DOOR RAIL	144.20	0.00	000000 0/00/00 144.20
01-017585	MIDWEST WHOLESALE	BLDG PR FORM BOARDS	75.04	0.00	000000 0/00/00 75.04
01-017585	MIDWEST WHOLESALE	BLDG PR FORM BOARDS	38.22	0.00	000000 0/00/00 38.22
		** TOTALS **	225.71	0.00	225.71
01-003226	MIKE KILLEEN	STEEL TOED SHOES	155.13	155.13-	125685 11/16/22 0.00
		** TOTALS **	155.13	155.13-	0.00
01-018408	NAPA AUTO PARTS	#23 ROCKER SWITCH	65.98	0.00	000000 0/00/00 65.98
01-018408	NAPA AUTO PARTS	OIL DRY	40.50	0.00	000000 0/00/00 40.50
01-018408	NAPA AUTO PARTS	#32 LIGHT BULBS	5.28	0.00	000000 0/00/00 5.28
		** TOTALS **	111.76	0.00	111.76
01-002975	NATIONWIDE MUTUAL INSURAN	BLANKET BOND RENEWAL	446.00	0.00	000000 0/00/00 446.00
		** TOTALS **	446.00	0.00	446.00
01-003263	NETBANX	SEPT/OCT REC EFT PROCESSING	177.48	177.48-	000000 11/23/22 0.00
		** TOTALS **	177.48	177.48-	0.00
01-020208	O'HALLORAN INTERNATIONAL	OIL FILTERS	102.63	0.00	000000 0/00/00 102.63
01-020208	O'HALLORAN INTERNATIONAL	#27 REPAIR PARTS	369.90	0.00	000000 0/00/00 369.90
01-020208	O'HALLORAN INTERNATIONAL	#26 - EQUIPMENT REPAIRS	8,415.34	0.00	000000 0/00/00 8,415.34
		** TOTALS **	8,887.87	0.00	8,887.87
01-020203	OFFICE STOP	OFFICE SUPPLIES	292.14	0.00	000000 0/00/00 292.14
		** TOTALS **	292.14	0.00	292.14
01-021050	P & H WHOLESALE INC.	SUPPLIES	182.51	182.51-	125716 11/23/22 0.00
01-021050	P & H WHOLESALE INC.	CLEANER	23.21	0.00	000000 0/00/00 23.21
		** TOTALS **	205.72	182.51-	23.21
01-001949	PERFORMANCE TIRE & SERVIC	SCALCO VEHICLE TOW	175.00	0.00	000000 0/00/00 175.00
		** TOTALS **	175.00	0.00	175.00
01-021735	POSTMASTER	POSTAGE TO MAIL WATER BILLS	1,789.99	1,789.99-	125702 11/22/22 0.00
		** TOTALS **	1,789.99	1,789.99-	0.00
01-003139	PRODUCTS INC.	EXHAUST FAN REPAIRS	93.32	0.00	000000 0/00/00 93.32
		** TOTALS **	93.32	0.00	93.32
01-003730	QUADIENT 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	: 11/11/2022 THRU 11/23/2022		11/11/2022 THRU 11/23/2022			11/11/2022 THRU 11/23/2022		
PARTIALLY ITEMS DATES	: 11/11/2022 THRU 11/23/2022		11/11/2022 THRU 11/23/2022			11/11/2022 THRU 11/23/2022		
UNPAID ITEMS DATES	:		11/11/2022 THRU 11/23/2022			11/11/2022 THRU 11/23/2022		
VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----	BALANCE---
-----								
01-009870	RACCOON VALLEY ELECTRIC C	OCTOBER ELECTRIC SERVICE	897.77	897.77-	125693	11/16/22		0.00
		** TOTALS **	897.77	897.77-				0.00
01-003488	RADAR SHOP, THE	RADAR RECERTIFICATIONS	512.00	0.00	000000	0/00/00		512.00
		** TOTALS **	512.00	0.00				512.00
01-003137	RDG PLANNING & DESIGN	REC CENTER BLDG IMPROVEMENTS	21,391.70	0.00	000000	0/00/00		21,391.70
		** TOTALS **	21,391.70	0.00				21,391.70
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
01-003057	SIMMERING-CORY & IOWA COD	CITY CODE WEB HOSTING	450.00	0.00	000000	0/00/00		450.00
		** TOTALS **	450.00	0.00				450.00
01-025874	STERICYCLE INC	OSHA SUPPLIES	432.96	0.00	000000	0/00/00		432.96
		** TOTALS **	432.96	0.00				432.96
01-025880	STONE PRINTING CO.	SUPPLIES RETURNED	65.79-	65.79	125717	11/23/22		0.00
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	72.69	0.00	000000	0/00/00		72.69
01-025880	STONE PRINTING CO.	SUPPLIES	65.79	65.79-	125717	11/23/22		0.00
01-025880	STONE PRINTING CO.	OPERATING SUPPLIES	7.00	7.00-	125717	11/23/22		0.00
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	7.30	0.00	000000	0/00/00		7.30
01-025880	STONE PRINTING CO.	INK CARTRIDGES	123.26	0.00	000000	0/00/00		123.26
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	67.02	67.02-	125717	11/23/22		0.00
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	135.00	135.00-	125717	11/23/22		0.00
01-025880	STONE PRINTING CO.	OFFICE SUPPLIES	77.50	77.50-	125717	11/23/22		0.00
01-025880	STONE PRINTING CO.	BREAKFAST WITH SANTA SUPPLIES	74.70	0.00	000000	0/00/00		74.70
		** TOTALS **	564.47	286.52-				277.95
01-000906	TEMPLETON HARDWARE	STREET MAINT BLDG - APPLIANCES	5,400.00	0.00	000000	0/00/00		5,400.00
		** TOTALS **	5,400.00	0.00				5,400.00
01-001705	TITAN MACHINERY	#33 FRONT & REAR BRAKES	24,488.64	0.00	000000	0/00/00		24,488.64
		** TOTALS **	24,488.64	0.00				24,488.64
01-027060	TREASURER OF IOWA	OCTOBER SALES TAX	12,990.80	12,990.80-	000000	11/14/22		0.00
		** TOTALS **	12,990.80	12,990.80-				0.00
01-004810	TRUE VALUE HARDWARE & HOM	SUPPLIES	51.98	51.98-	125691	11/16/22		0.00
		** TOTALS **	51.98	51.98-				0.00
01-002437	UNIFIED CONTRACTING SERVI	ANNUAL ATG RECERTIFICATION	801.80	801.80-	125680	11/16/22		0.00

=====PAYMENT DATES=====			=====ITEM DATES=====			=====POSTING DATES=====		
PAID ITEMS DATES	: 11/11/2022	THRU 11/23/2022	11/11/2022	THRU 11/23/2022	11/11/2022	THRU 11/23/2022	11/11/2022	THRU 11/23/2022
PARTIALLY ITEMS DATES	: 11/11/2022	THRU 11/23/2022	11/11/2022	THRU 11/23/2022	11/11/2022	THRU 11/23/2022	11/11/2022	THRU 11/23/2022
UNPAID ITEMS DATES	:		11/11/2022	THRU 11/23/2022	11/11/2022	THRU 11/23/2022	11/11/2022	THRU 11/23/2022
VENDOR	---- VENDOR NAME -----	DESCRIPTION	GROSS AMT	PAYMENTS	CHECK#	CHECK DT	----	BALANCE---
-----								
		** TOTALS **	801.80	801.80-				0.00
01-003961	UNITYPOINT HEALTH	CPR RECERTIFICATION TRAINING	352.00	0.00	000000	0/00/00		352.00
		** TOTALS **	352.00	0.00				352.00
01-028814	VAN METER COMPANY, THE	OPERATING SUPPLIES	872.14	0.00	000000	0/00/00		872.14
		** TOTALS **	872.14	0.00				872.14
01-003377	WELLMARK BLUE CROSS/BLUE	DEC. HEALTH INS. PREMIUMS	50,555.02	50,555.02-	125696	11/22/22		0.00
		** TOTALS **	50,555.02	50,555.02-				0.00
01-003962	WENDY JOHNSON	LEARNING CIRCUIT CONF. EXP.	152.50	152.50-	125709	11/23/22		0.00
		** TOTALS **	152.50	152.50-				0.00
01-030355	WITTROCK MOTOR CO.	OCTOBER CAR RENTAL	550.00	550.00-	125695	11/16/22		0.00
		** TOTALS **	550.00	550.00-				0.00
01-003291	WORLDPAY INTEGRATED PAYME	OCT. CC PROCESSING FEES	629.49	629.49-	000000	11/23/22		0.00
		** TOTALS **	629.49	629.49-				0.00
01-003722	ISOLVED BENEFIT SERVICES	OCTOBER HRA CHECKS	7,005.57	7,005.57-	000000	11/14/22		0.00
		** TOTALS **	7,005.57	7,005.57-				0.00
* Payroll Expense			185,482.95					

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES	: 11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022
PARTIALLY ITEMS DATES:	11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022
UNPAID ITEMS DATES	:	11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022

REPORT TOTALS

	GROSS	PAYMENTS	BALANCE
PAID ITEMS	367,968.39	367,968.39CR	0.00
PARTIALLY PAID	0.00	0.00	0.00
UNPAID ITEMS	103,943.51	0.00	103,943.51
VOID ITEMS	0.00	0.00	0.00
** TOTALS **	471,911.90	367,968.39CR	103,943.51

UNPAID RECAP

UNPAID INVOICE TOTALS	104,220.25
UNPAID DEBIT MEMO TOTALS	0.00
UNAPPLIED CREDIT MEMO TOTALS	276.74CR
** UNPAID TOTALS **	103,943.51

	=====PAYMENT DATES=====	=====ITEM DATES=====	=====POSTING DATES=====
PAID ITEMS DATES	: 11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022
PARTIALLY ITEMS DATES:	11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022
UNPAID ITEMS DATES	:	11/11/2022 THRU 11/23/2022	11/11/2022 THRU 11/23/2022

FUND TOTALS

001	GENERAL FUND	120,011.46
010	HOTEL/MOTEL TAX	31.00
110	ROAD USE TAX FUND	41,655.17
121	LOCAL OPTION SALES TAX	300.00
178	CRIME PREV/SPEC PROJECTS	333.16
303	C.P. - AIRPORT	8,887.80
313	C.P. - REC CENTER BLDG	21,398.49
314	C.P.-STREETS MAINT BLDG	5,400.00
600	WATER UTILITY FUND	18,482.60
602	WATER UTILITY CAP. IMP.	450.00
610	SEWER UTILITY FUND	10,310.04
620	STORM WATER UTILITY	578.26
850	MEDICAL INSURANCE FUND	58,590.97
	* PAYROLL EXPENSE	185,482.95

GRAND TOTAL	471,911.90
-------------	------------



# City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

**MEMO TO:** Jeff Cayler, Interim City Manager   
**FROM:** Laura A. Schaefer, Finance Director/City Clerk   
**DATE:** November 21, 2022  
**SUBJECT:** F. Y. 2023-2024 Budget Schedule and Council Meeting Dates  
for Calendar Year 2023

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

Also, Senate File 634 (SF634) added a new requirement for an additional notice and public hearing on the maximum amount of property tax to be certified for the upcoming budget. Council attendance will be very important on February 27 (maximum levy public hearing) and March 27 (budget public hearing). Staff requests Council members review their schedules and let staff know if they have any conflicts on either of those dates.

The following is a proposed schedule for FY 2023-2024 budget review and adoption:

January 9	Deliver proposed budget books to Mayor and Council
January 16	Budget Work Session #1 – 5:15PM (food provided)
January 18	Budget Work Session #2 – 5:15PM (food provided)
January 25	Budget Work Session #3 – 5:15PM
January 30	Budget Work Session #4 – 5:15PM (if needed)
February 13	Regular Council Meeting – Set Public Hearing for Maximum Property Tax
February 27	Regular Council Meeting – Public Hearing for Maximum Property Tax
February 27	Regular Council Meeting – Set Public Hearing for FY 2024 Budget
March 27	Regular Council Meeting – Public Hearing/Adopt FY 2024 Budget
March 31	Last day to certify budget to County Auditor

There is currently one conflict with a regularly scheduled Council meeting date and a holiday. Christmas is on Monday of a regularly scheduled Council meeting. According to City policies, city offices would be closed on Monday, December 25 which would be the second meeting of December. Staff would recommend moving the meeting up one week to Monday, December 18, 2023. An updated 2023 calendar with meeting dates is included.



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

**RECOMMENDATION:** Council consideration of the following:

1. F.Y. 2023-2024 Budget Schedule, as presented
2. Approval of a resolution to change the December 2023 meeting schedule by moving the December 25 Council meeting to December 18, 2023

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

**A RESOLUTION APPROVING A CHANGE TO THE CITY COUNCIL OF THE CITY OF  
CARROLL DECEMBER 2023 MEETING SCHEDULE**

WHEREAS, Chapter 17, of the Code of Ordinances of the City of Carroll, Iowa, provides that the time and place of regular meetings of the Council shall be fixed by resolution of the Council; and

WHEREAS, regular meetings of the City Council are held on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month at 5:15 PM in the Council Chambers, City Hall located at 627 N Adams Street, Carroll, Iowa; and

WHEREAS, it is in the best interest of the City Council to move the December 25, 2023 meeting to Monday, December 18, 2023,

NOW, THEREFORE, BE IT RESOLVED that the regular meeting of Carroll City Council scheduled for Monday, December 25, 2023 will be moved to Monday, December 18, 2023 in the Council Chambers, City Hall located at 627 N Adams Street in Carroll Iowa.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 28th day of November, 2022.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

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

ATTEST:

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

**FY 2023-2024  
BUDGET CALENDAR**

December 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Staff submit budgets to City Manager	3
4	5	6	7	8	9	10
11	12 Council Mtg 5:15	13	14	15	16	17
18	19 Council Mtg 5:15	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 Council Meeting - 5:15/Deliver Budget Books	10	11	12	13	14 City Manager Interviews
15	16 Council Work Session #1 - 5:15	17	18 Council Work Session #2 - 5:15	19	20	21
22	23 Council Meeting - 5:15	24	25 Council Work Session #3 - 5:15	26	27	28
29	30 Council Work Session #4 - 5:15 (if needed)	31				

February 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13 5:15 / Set Public Hrg on Max Prop Tax	14	15	16	17	18
19	20	21	22	23	24	25
26	27 Council Mtg 27 Public Hrg on Max Prop Tax/Set Public Hrg on Budget	28				

March 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13 Council Mtg 5:15	14	15	16	17	18
19	20	21 Chamber Banquet	22	23	24	25
26	27 5:15--Public Hrg on Budget/ Adopt	28	29	30	31 Last day to Certify to Co. Auditor	

# City of Carroll Meeting Calander 2023

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

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

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

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

February						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

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

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

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

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

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

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

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

- City Council Meeting
- City Council Budget Workshop
- City Holiday (Offices Closed All Day)
- City Holiday (Offices Closed at 12:00 PM)
- Chamber Banquet



# City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

**MEMO TO:** Jeff Cayler, Interim City Manager   
**FROM:** Chad Tiemeyer, Director of Parks and Recreation   
**DATE:** November 16, 2022  
**SUBJECT:** Report of Bid Opening- Compact Excavator- Cemetery

At the time of bid opening on November 15, four bids were received for a compact excavator for the Cemetery Department. The low bid that met all bid requirements was:

	<b>Base Price</b>	<b>Attachment #1</b>	<b>Attachment #2</b>	<b>Total</b>
Haley Equipment	\$56,033.30	\$6,262.75	\$5,463.64	\$76,471.69

Budgeted amount FY23 Budget: \$70,000.00

The above unit met all specifications outlined in the bid documents. This item was budgeted from the General Fund for FY 23 by the Cemetery and came in over budget by \$6,471.69. Our staff has met and recommends accepting the base unit plus attachment #2, the plate compactor. Attachment #1 (18" and 24" auger) is not an item needed immediately and can be budgeted for later. This brings the new total amount to \$69,506.44 for the base unit, attachment #2, delivery, assembly, and a steel surcharge.

Note: In this bid price, there was an added cost of delivery, assembly, and a steel surcharge. Initially, this was not divided up to differentiate between Base Bid, Attachment #1, and Attachment #2. After contacting Haley Equipment, the individual numbers were provided, and the correct dollar amount is recommended for Base Bid and Attachment #2. Even with the added expense noted in the bid documents, Haley Equipment was under budget and the lowest responsive bidder.

**RECOMMENDATION:** Mayor and City Council consideration and approval of the bid from Haley Equipment for a Bobcat Compact Excavator and Attachment #2 (plate compactor) in the amount of \$69,506.44 for the Cemetery Department.

## BID OPENING REPORT

For: **Mini Excavator**

Bids were opened on: **November 15th @ 2P.M.**

Pre-Bid Estimate **\$70,000.00**

Company Name	Base unit	Add on 1	Add on 2	Freight, setup, steal surcharge	Total
1. <u>Rueter's</u>	<u>\$74,900.00</u>	<u>\$8,100.00</u>	<u>\$9,975.00</u>	<u></u>	<u>\$92,975.00</u>
2. <u>Haley Equipment</u>	<u>\$56,033.30</u>	<u>\$6,262.75</u>	<u>\$5,463.64</u>	<u>\$8,712.00</u>	<u>\$76,471.69</u>
3. <u>Van Wall</u>	<u>\$83,800.00</u>	<u>\$6,700.00</u>	<u>\$9,000.00</u>	<u></u>	<u>\$99,500.00</u>
4. <u>Murphy Equipment</u>	<u>\$73,400.00</u>	<u>\$4,900</u>	<u>\$7,600.00</u>	<u></u>	<u>\$85,900.00</u>
5. <u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
6. <u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
7. <u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
8. <u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
9. <u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
10. <u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
11. <u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
12. <u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
13. <u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
14. <u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
15. <u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
16. <u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
17. <u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
18. <u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
19. <u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

TS HAVE NOT BEEN CHECKED.

3JECT TO CORRECTION AFTER  
I COMPLETELY REVIEWED.



# City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

**MEMO TO:** Jeff Cayler, Interim City Manager   
**FROM:** Chad Tiemeyer, Director of Parks and Recreation   
**DATE:** November 17, 2022  
**SUBJECT:** Report of Bid Opening- Front Mount Mower, Cab & Blower- Parks

At the time of the bid opening on November 17 three bids were received for a 72" front mount mower, cab & blower for the Parks Department. The low bid that met all bid requirements was:

	<u>Price of Mower</u>	<u>Trade-in Value</u>	<u>Total</u>
Van Wall Equipment	\$50,683.70	\$12,500.00	\$38,183.70

Van Wall turned in two bids, one for a 1575 and one for a 1585. The difference is that the 1585 has a larger transmission, with two variable speeds. The 1575 only has one speed and the smaller transmission. Since the 1575 does not have the required two speed variable transmission, it did not meet bid specifications.

The 1585 mower met all specifications outlined in the bid documents. This item was budgeted from the General Fund by the Parks Department and came in at \$3,816.30 under the \$42,000 estimated budgeted amount.

**RECOMMENDATION:** Mayor and City Council consideration and approval of the bid from Van Wall Equipment for a 72" 1585 mower, cab, and snow blower for \$38,183.70.

CITY OF CARROLL  
Department of Parks & Rec  
627 N Adams Street  
CARROLL, IOWA 51401  
(712) 792-1000

## BID OPENING REPORT

For: **Mower with cab and snow blower**

Bids were opened on: **November 16th, 2022**

Pre-Bid Estimate **\$42,000.00**

	Company Name	Unit Price	Trade In Amount	Total Amount
1.	Rueter's	—	—	NO BID
2.	Van Wall	50,683.70	12,500.00	38,183.70
3.	Van Wall	48,495.13	12,500.00	35,995.13
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
Signed:	Krausitz			
Date:	11/17/2022			

THE ABOVE BID AMOUNTS HAVE NOT BEEN CHECKED.

THE BID TOTALS ARE SUBJECT TO CORRECTION AFTER  
THE BIDS HAVE BEEN COMPLETELY REVIEWED.



# City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

**MEMO TO:** Jeff Cayler, Interim City Manager

**FROM:** Chad Tiemeyer, Director of Parks and Recreation

**DATE:** November 22, 2022

**SUBJECT:** Report of Bid Opening- Slit Seeder- Parks

At the time of the bid opening on November 22 two bids were received for a Slit Seeder for the Parks Department. The low bid that met all bid requirements was:

	<u>Price of Slit Seeder</u>	<u>Trade-in Value</u>	<u>Total</u>
Van Wall Equipment	\$17,000.00	\$350.00	\$16,650.00

This item was budgeted from the General Fund by the Parks Department and came in \$1,350.00 under the estimated budget amount.

**RECOMMENDATION:** Mayor and City Council consideration and approval of the bid from Van Wall Equipment for a Slit Seeder for \$16,650.00.

CITY OF CARROLL  
Department of Parks & Rec  
627 N Adams Street  
CARROLL, IOWA 51401  
(712) 792-1000

## BID OPENING REPORT

For: **Parks- Slit Seeder**

Bids were opened on: **November 22nd, 2022**

Pre-Bid Estimate **\$18,000.00**

Company Name	Unit Price	Trade In Amount	Total Amount
1. Rueter's	\$23,000.00	\$2,000.00	\$21,000.00
2. Van Wall	\$17,000.00	\$350.00	\$16,650.00
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			

Signed: Karen Mentzer

Date: 11/22/2022

THE ABOVE BID AMOUNTS HAVE NOT BEEN CHECKED.

THE BID TOTALS ARE SUBJECT TO CORRECTION AFTER  
THE BIDS HAVE BEEN COMPLETELY REVIEWED.



# City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

**MEMO TO:** Jeff Cayler, Interim City Manager   
**FROM:** Chad Tiemeyer, Director of Parks and Recreation   
**DATE:** November 21, 2022  
**SUBJECT:** Carroll Municipal Golf Course Fees and Charges – Proposed Rate Increases

At the November 14 City Council Meeting, the first reading of an ordinance increasing fees and charges for the Carroll Municipal Golf Course was held. Since that meeting I have received no feedback on the proposed rate increases.

Due to the economic state of doing business, staff has done extensive research on the operational budget of the Carroll Municipal Golf Course (CMGC). Currently, fertilizer is up 30-40%, seed prices have increased nearly 110%, and gas prices have increased since 2020's budget discussions, just to name a few of the largest operating costs of the CMGC. While this year was a high earning year for the CMGC, expenses are outpacing the rate of increased revenue.

During the November 7, 2022, Parks, Recreation, and Cultural Advisory Board's (PRCAB) meeting, a lengthy discussion was held on membership rates, green fees, and cart rentals.

Below is the summary of the annual profit and loss for the past 23 years:

Year	Members		Revenue	Expenditures	Profit/Loss
2000	799	F.Y. 00	\$370,013	\$301,428	\$ 68,585
2001	604	F.Y. 01	\$302,698	\$255,468	\$ 47,230
2002	453	F.Y. 02	\$273,508	\$282,518	\$ (9,010)
2003	450	F.Y. 03	\$218,752	\$287,716	\$ (68,964)
2004	514	F.Y. 04	\$324,184	\$328,270	\$ (4,086)
2005	531	F.Y. 05	\$341,234	\$361,560	\$ (20,326)
2006	534	F.Y. 06	\$365,653	\$349,718	\$ 15,935
2007	497	F.Y. 07	\$350,744	\$362,951	\$ (12,207)
2008	499	F.Y. 08	\$363,795	\$424,065	\$ (60,270)
2009	446	F.Y. 09	\$417,939	\$372,701	\$ 45,238
2010	410	F.Y. 10	\$373,865	\$384,970	\$ (11,105)
2011	437	F.Y. 11	\$443,310	\$415,899	\$ 27,411
2012	438	F.Y. 12	\$422,531	\$443,905	\$ (21,374)
2013	450	F.Y. 13	\$384,353	\$396,528	\$ (12,175)

2014	453	F.Y. 14	\$473,668	\$438,191	\$ 35,477
2015	449	F.Y. 15	\$409,184	\$455,244	\$ (46,060)
2016	427	F.Y. 16	\$434,228	\$414,341	\$ 19,887
2017	414	F.Y. 17	\$417,467	\$443,514	\$ (26,047)
2018	392	F.Y. 18	\$392,479	\$441,636	\$ (49,157)
2019	379	F.Y. 19	\$413,640	\$476,265	\$ (87,008)
2020	388	F.Y. 20	\$378,977	\$442,771	\$ (63,793)
2021	372	F.Y. 21	\$457,016	\$466,528	\$ (9,511)
2022	403	F.Y. 22	\$485,622	\$506,880	\$ (21,258)

As stated earlier, 2022 saw escalated expenses causing increased expenses in areas such as building and grounds maintenance as well as golf cart expense, which includes leases for tournaments and repairs for broken-down and aging carts. Below is a listing of current and proposed rates for the Carroll Municipal Golf Course fees and charges:

#### **Annual Memberships**

	<u>Current</u>	<u>Proposed</u>
Family	\$820.00	\$860.00
Adult	\$534.00	\$560.00
Senior	\$481.00	\$505.00
Senior Couple	\$738.00	\$775.00
Student	\$244.00	\$244.00
Trail Fees	\$200.00	\$200.00
Cart Rental	\$495.00	\$495.00

The proposed annual membership changes are a 5% increase across the board. Staff and PRCAB recommended the amount to aid in overall income vs expenses without drastically increasing rates to cover some of the elevated expenses.

Golfers also have the option of taking advantage of automatic monthly withdrawal of their membership. The annual amount would be divided into twelve payments and withdrawn January 15<sup>th</sup> through December 15<sup>th</sup> of each year. This increase reflects around \$3.00 a month increase.

#### **Green Fees**

	<u>Current</u>	<u>Proposed</u>
9 Hole Weekday	\$17.00	\$20.00
9 Hole Weekend	\$20.00	\$20.00
18 Hole Weekday	\$27.50	\$32.00
18 Hole Weekend	\$32.00	\$32.00

The proposed green fees reflect the PRCAB and staff recommendation to make it easier to collect fees and to eliminate different rates for weekends and weekdays.

### **Cart Rentals**

	<u>Current</u>	<u>Proposed</u>
9 Hole Weekday	\$10.00	\$10.00
9 Hole Weekend	\$12.50	\$10.00
18 Hole Weekday	\$20.00	\$20.00
18 Hole Weekend	\$25.00	\$20.00

The proposed cart rentals reflect the PRCAB and staff recommendation to make it easier to collect fees and to eliminate different rates for weekends and weekdays. Staff and PRCAB agreed, due to the condition of current carts and until golf carts are replaced, the fees for rental should not increase, therefore the lower of the two rates was used.

### **Trial Fees**

	<u>Current</u>	<u>Proposed</u>
9 Hole	\$5.00	\$5.00
9 Hole	\$7.50	\$7.50

Staff and the PRCAB do not recommend making any changes to the current trail fee rates. All rate changes would be effective for 2023 golf season.

**RECOMMENDATION:** Mayor and City Council consideration of passage of the attached Ordinance amending the Carroll Municipal Golf Course Fees and Charges.

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

AN ORDINANCE AMENDING THE CITY OF CARROLL'S CITY ENTERPRISE FEES  
AND CHARGES

BE IT enacted by the City Council of the City of Carroll, Iowa;

SECTION 1. The City Council for the City of Carroll, Iowa, repeals Chapter 114.02 of the Carroll City Code and is replaced with the following:

**114.02 – CARROLL MUNICIPAL GOLF COURSE FEES AND CHARGES**

<b><u>MEMBERSHIP - ANNUAL</u></b>	<b><u>FEE</u></b>
<b>Family</b>	\$860.00
<b>Adult</b>	\$560.00
<b>Senior</b> (65yo & older)	\$505.00
<b>Senior Couple</b> (65yo & older-one person)	\$775.00
<b>Student</b>	\$244.00
<b>Trail Fees</b>	\$200.00
<b>Cart Rental</b>	\$495.00

**MISCELLANEOUS**

<b><u>TYPE</u></b>	<b><u>FEE</u></b>
<b>Green Fees 9 holes</b>	\$20.00
<b>Green Fees 18 holes</b>	\$32.00
<b>Cart Rental 9 holes</b>	\$10.00
<b>Cart Rental 18 holes</b>	\$20.00
<b>Trail Fees 9 holes</b>	\$5.00
<b>Trail Fees 18 holes</b>	\$7.50

The City Council does authorize the Director of Parks and Recreation to adjust green fees or allow specials to encourage more rounds of golf.

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, provisions of 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

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

ATTEST:

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

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

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

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

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

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

# City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

**MEMO TO:** Jeff Cayler, Interim City Manager

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

**DATE:** November 19, 2022

**SUBJECT:** Rolling Hills South Condominiums Urban Renewal Plan

- Annual Tax Increment Finance Appropriations Resolution for FY 2024
- Resolution Authorizing or Confirming Advancement of Costs for Urban Renewal Projects and Authorizing Certification of Expenses Incurred by the City for Payment Under Iowa Code 403.19

At the November 14, 2022 Council meeting, Council approved an Agreement to Reinstitute the Agreement for Private Development with 704 Development Corp. That agreement extended the deadline to complete the housing development until December 31, 2023 and requires the City to certify to the County Auditor by December 1, 2022, the request for tax increment finance (TIF) collections to be collected in FY 2024, subject to annual appropriations.

The development agreement requires 704 Development Corp. to construct 12 housing units (in 6 separate duplex buildings) along with infrastructure improvements of street, sanitary sewer and storm water in the Rolling Hills South Condominiums Urban Renewal Area. In return, the City shall make an economic development grant of up to 10 consecutive payments up to the lesser of the cost of the infrastructure improvements or \$72,000.

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

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

The developer continues to construct the housing units and anticipates completion by December 31, 2023. The infrastructure improvements were completed by June 1, 2020 as required by the development agreement.



Also, attached is resolution that authorizes the advancement of costs and to certify the expenses incurred to the County Auditor for preparing and approving the Rolling Hills South Condominiums Urban Renewal Plan and the development agreement with 704 Development Corp (including the Agreement to Reinstitute the Agreement). These expenses have been paid or will be paid from the General Fund and are to be reimbursed by the tax increment financing (TIF) collections from the Rolling Hills South Condominiums Urban Renewal Area. These funds would be reimbursed from TIF upon completion of the economic development grant.

The City worked with Nathan Overberg, Ahlers & Cooney, to prepare the resolutions and document the internal loan from the Rolling Hills South Condominiums Urban Renewal Fund to the General Fund.

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

**RECOMMENDATION:** Council consideration and approval of the following resolutions:

- Obligating funds from the Rolling Hills South Condominiums Urban Renewal Tax Fund for appropriation of the payment of the tax increment grant to 704 Development Corp. for FY 2024
- Authorizing or confirming advancement of costs for urban renewal projects and authorizing certification of expenses incurred by the City in the Rolling Hills South Condominiums Urban Renewal Area

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

**Obligating funds from the Rolling Hills South Condominiums Urban Renewal Tax Revenue Fund for appropriation to the payment of annual appropriation tax increment financed obligations which shall come due in the next succeeding fiscal year**

WHEREAS, the City of Carroll, Iowa (the “City”), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted a Rolling Hills South Condominiums Urban Renewal Area (the “Urban Renewal Area”); and

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

WHEREAS, the City has agreed to make annual payments which shall come due in the fiscal year beginning July 1, 2023, under the Reinstating Agreement for Private Development Agreement dated November 14, 2022 (the “Agreement”) between the City and 704 Development Corp., equal in amount to 100% of the Incremental Property Tax Revenues (as such term is defined in the Agreement), remaining after the LMI assistance requirements of Chapter 403 are satisfied, collected by the City during such fiscal year with respect to the Project (as such term is defined in the Agreement) (the “Annual Payment”), up to the amount of the Maximum Grant Total described in the Agreement; and

WHEREAS, it is now necessary for the City Council to obligate for appropriation to the Annual Payment, funds anticipated to be received in the Urban Renewal Tax Increment Revenue Fund in the fiscal year beginning July 1, 2023; and

WHEREAS, the City Clerk is directed to certify the amount obligated for appropriation to the Annual Payment, funds anticipated to be received in the Urban Renewal Tax Revenue Fund, to the County Auditor by December 1, 2022, of debt payable from the Urban Renewal Tax Increment Revenue Fund.

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

Section 1. The City Council hereby obligates a portion of the said Incremental Property Tax Revenues so received as described in the preambles hereof for appropriation from the Urban Renewal Tax Revenue Fund to the Annual Payment in the fiscal year beginning July 1, 2023.

Section 2. The City Clerk is hereby directed to certify the amount obligated for appropriation in Section 1 above, on the City's December 1, 2022 certification of debt payable from the Urban Renewal Tax Increment Revenue Fund and to reflect such amount in the City's budget for the next succeeding fiscal year.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

PASSED AND APPROVED this 28th day of November, 2022.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

---

Mark E. Beardmore, Mayor

Attest:

---

Laura A. Schaefer, City Clerk

November 28, 2022

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

\_\_\_\_\_

\_\_\_\_\_

Absent: \_\_\_\_\_

\* \* \* \* \*

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

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

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

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

WHEREAS, by Resolution adopted August 27, 2018, this Council found and determined that certain areas located within the City are eligible and should be designated as an urban renewal area under Iowa law, and approved and adopted the Rolling Hills South Condominiums Urban Renewal Plan (the "Plan" or "Urban Renewal Plan") for the Rolling Hills South Condominiums Urban Renewal Area (the "Area" or "Urban Renewal Area") described therein, which Plan is on file in the office of the Recorder of Carroll County; and

WHEREAS, the Plan, on page 8, generally described an urban renewal project to include planning, engineering fees (for urban renewal plans), attorney fees, administrative, and other related costs to support urban renewal projects and planning within the Urban Renewal Area during the duration of this Urban Renewal Plan (the "Project"); and

WHEREAS, the Project does not exceed the projected cost estimates described in the Plan; and, in the judgment of the Council will further one or more of the objectives of the Plan. Therefore, the Project constitutes a public use and purpose as provided by Iowa Code Chapters 15A and 403; and

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

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

WHEREAS, it is the intention of the City to certify the amount of funds advanced for reimbursement under Iowa Code Section 403.19 before December 1, 2022; and

WHEREAS, the amount of funds advanced or to be advanced for the Project is estimated not to exceed \$50,000.00.

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

Section 1. Pursuant to Ordinance No. 1804, there has been established the Rolling Hills South Condominiums Urban Renewal Area Tax Increment Revenue Fund (the "Tax Increment Fund"), into which all incremental property tax revenues received from the Urban Renewal Area are deposited. The Council finds the Project to be an Urban Renewal Project as defined in Iowa Code Chapter 403, and further finds that said Project is included in the Plan, for the Urban Renewal Area.

Section 2. It is hereby directed that the total costs for the Project advanced from time to time from the General Fund in order to pay the costs of the Project shall be treated as an advance and the General Fund shall be reimbursed the total actual project costs from the Tax Increment Fund.

Section 3. All project costs to be incurred for the Project are approved to be advanced or as advanced as described in Section 2. The fees and costs are currently estimated to cost not to exceed \$50,000.00.

Section 4. Certification for reimbursement under Iowa Code Section 403.19 shall be made by the Council on or before December 1, 2022.

ADOPTED AND PASSED BY THE CITY COUNCIL OF THE CITY OF CARROLL, STATE OF IOWA, this 28th day of November, 2022.

---

Mayor

ATTEST:

---

City Clerk

# CERTIFICATE

STATE OF IOWA

)

) SS

COUNTY OF \_\_\_\_\_

)

I, the undersigned City Clerk of the City of Carroll, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the corporate records of the City showing proceedings of the City Council, and the same is a true and complete copy of the action taken by the Council with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of public hearing and tentative agenda, a copy of which was timely served on each member of the Council and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Council (a copy of the face sheet of the agenda being attached hereto) pursuant to the local rules of the Council and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective City offices as indicated therein, that no Council vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the City or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand and the seal of the Council hereto affixed this 29th day of November 2022.

City Clerk, City of Carroll, State of Iowa

01782707-1\10275-074

# City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

**MEMO TO:** Jeff Cayler, Interim City Manager

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

**DATE:** November 23, 2022

**SUBJECT:** Seventh Amended and Restated Urban Renewal Plan for the Amended and Restated Central Business District Urban Renewal Area

- Resolution Authorizing a Loan to the Streets Capital Project Fund with Repayment from the Downtown Urban Renewal Tax Increment Revenue Fund
- Resolution Authorizing or Confirming Advancement of Costs for an Urban Renewal Project and Authorizing Certification of Expenses Incurred by the City of Payment Under Iowa Code Section 403.19

For the past several years Council has passed separate resolutions to create interfund loans that transferred money from the Water Utility and Sewer Utility Funds to the Corridor of Commerce Capital Project Fund to pay for phases of the Streetscape projects. The loans are being repaid from tax increment financing (TIF) collections. For the next fiscal year (FY 2024), staff is recommending to use Sewer Utility funds to loan to the Streets Capital Project Fund to help fund the Adams Street Reconstruction Project and still continue with repayment from TIF. All loans, including the proposed new loan, are projected to be repaid by December 1, 2024 (FY 2025).

Attached is a resolution that authorizes a loan to the Streets Capital Project Fund from the Sewer Utility Fund in the amount of \$1,000,000 pledging tax increment revenues received with respect to the Downtown Urban Renewal Area for the repayment of the loan. It has been advised by our bonding attorney to document the entitlement for the repayment of the internal loan.

Also attached is a resolution to reimburse the General Fund for expenses related to amending the current plan known as the Seventh Amended and Restated Urban Renewal Plan. This resolution will also allow for other costs associated with planning (most generally attorney fees) for other urban renewal activities that may occur within the urban renewal area.

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

**RECOMMENDATION:** Council consideration and approval of the following:

- Resolution that authorizes the internal loan to the Streets Capital Project Fund from the Sewer Utility Fund and pledges tax increment revenues from the Downtown Urban Renewal Area for the repayment of the loan
- Resolution that authorizes and confirms the advancement of costs for an urban renewal project and authorizing the certification of expenses incurred



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

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

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

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

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

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

Section 2. It is hereby directed that \$1,000,000, and such other amounts as may be determined by change orders to the contract for construction entered into with respect to the Project improvements, be advanced from time to time to the Streets Capital Project Fund from the Sewer Utility Fund in order to pay the costs of the Projects. The advance shall be treated as an internal loan (the “Loan”) to the Streets Capital Project Fund and shall be repaid from the Tax Increment Fund to the Sewer Utility Fund, over two (2) years, with the option to pay all or any part of the principal early if tax increment tax revenues are available, with an interest rate of 2.0%, out of the incremental tax revenues received with respect to the Urban Renewal Area. For purposes of calculating interest, the issue date shall be deemed to be December 1, 2022.

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

Section 3. The anticipated repayment schedule is as follows:

<u>Payment Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
June 1, 2023	\$ 50,000.00	\$10,000.00	\$ 60,000.00
December 1, 2023	\$ 400,000.00	\$ 9,500.00	\$ 409,500.00
June 1, 2024	\$ 475,000.00	\$ 5,500.00	\$ 480,500.00
December 1, 2024	<u>\$ 75,000.00</u>	<u>\$ 750.00</u>	<u>\$ 75,750.00</u>
TOTAL	\$1,000,000.00	\$25,750.00	\$1,025,750.00

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

to certify to the County Auditor, no later than December 1, 2022, the original amount of the Loan and the anticipated interest thereon.

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

ADOPTED AND PASSED BY THE CITY COUNCIL OF THE CITY OF CARROLL, IOWA, this 28th day of November, 2022.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

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

ATTEST:

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

November 28, 2022

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

\_\_\_\_\_

\_\_\_\_\_

Absent: \_\_\_\_\_

\* \* \* \* \*

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

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

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

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

WHEREAS, by Resolution adopted December 13, 2021, this Council found and determined that certain areas located within the City are eligible and should be designated as an urban renewal area under Iowa law, and approved and adopted the Seventh Amended and Restated Central Business District Urban Renewal Plan (the "Plan" or "Urban Renewal Plan") for the Central Business District Project Area (the "Area" or "Urban Renewal Area") described therein, which Plan is on file in the office of the Recorder of Carroll County; and

WHEREAS, the Plan, generally described an urban renewal project to include planning, engineering fees (for urban renewal plans), attorney fees, administrative, and other related costs to support urban renewal projects and planning within the Urban Renewal Area during the duration of this Urban Renewal Plan (the "Project"); and

WHEREAS, the Project does not exceed the projected cost estimates described in the Plan; and, in the judgment of the Council will further one or more of the objectives of the Plan. Therefore, the Project constitutes a public use and purpose as provided by Iowa Code Chapters 15A and 403; and

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

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

WHEREAS, it is the intention of the City to certify the amount of funds advanced for reimbursement under Iowa Code Section 403.19 before December 1, 2022; and

WHEREAS, the amount of funds advanced or to be advanced for the Project is estimated not to exceed \$50,000.00.

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

Section 1. Pursuant to Ordinance No. 19-04, there has been established the Central Business District Urban Renewal Area Tax Increment Revenue Fund (the "Tax Increment Fund"), into which all incremental property tax revenues received from the Urban Renewal Area are deposited. The Council finds the Project to be an Urban Renewal Project as defined in Iowa Code Chapter 403, and further finds that said Project is included in the Plan, for the Urban Renewal Area.

Section 2. It is hereby directed that the total costs for the Project advanced from time to time from the General Fund in order to pay the costs of the Project shall be treated as an advance and the General Fund shall be reimbursed the total actual project costs from the Tax Increment Fund.

Section 3. All project costs to be incurred for the Project are approved to be advanced or as advanced as described in Section 2. The fees and costs are currently estimated to cost not to exceed \$50,000.00.

Section 4. Certification for reimbursement under Iowa Code Section 403.19 shall be made by the Council on or before December 1, 2022.

ADOPTED AND PASSED BY THE CITY COUNCIL OF THE CITY OF CARROLL, STATE OF IOWA, this 28th day of November, 2022.

\_\_\_\_\_  
Mayor

ATTEST:

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

## CERTIFICATE

STATE OF IOWA

)

) SS

COUNTY OF \_\_\_\_\_

)

I, the undersigned City Clerk of the City of Carroll, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the corporate records of the City showing proceedings of the City Council, and the same is a true and complete copy of the action taken by the Council with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that meeting and all action thereat was duly and publicly held in accordance with a notice of public hearing and tentative agenda, a copy of which was timely served on each member of the Council and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Council (a copy of the face sheet of the agenda being attached hereto) pursuant to the local rules of the Council and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twenty-four hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective City offices as indicated therein, that no Council vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the City or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand and the seal of the Council hereto affixed this 29th day of November 2022.

City Clerk, City of Carroll, State of Iowa

# 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:** Jeff Cayler, Interim City Manager



**DATE:** November 21, 2022

**SUBJECT:** Region XII Council of Governments

- Zoning, Tax Abatement, and Tax Increment Finance Assistance Agreement Resolution

Prior to his departure, City Manager Mike Pogge-Weaver made arrangements with Region XII Council of Governments to provide short-term assistance to City staff in areas related to zoning permits, subdivision reviews, urban renewal and urban revitalization plan amendments, and tax abatement and tax increment financing projects.

I have attached a copy of the agreement that was prepared to provide these services to the City. City Attorney Bruner has reviewed this agreement.

**RECOMMENDATION:** Council consideration and approval of the attached agreement with Region XII Council of Governments for zoning, tax abatement, and tax increment finance assistance.

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

**A RESOLUTION APPROVING AN AGREEMENT WITH REGION XII COUNCIL  
OF GOVERNMENTS FOR ZONING, TAX ABATEMENT, AND TAX INCREMENT  
FINANCE ASSISTANCE**

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 the attached Zoning, Tax Abatement, and Tax Increment Finance Assistance Agreement with Region XII Council of Governments is in the best interest of the City of Carroll, Iowa.

NOW, THEREFORE, BE IT RESOLVED that the Zoning, Tax Abatement, and Tax Increment Finance Assistance Agreement with Region XII Council of Governments be authorized and approved.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 28th day of November, 2022.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

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

ATTEST:

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



LOCAL PLANNING AND ADMINISTRATIVE ASSISTANCE CONTRACT

CITY OF CARROLL

ZONING, TAX ABATEMENT, AND TAX INCREMENT FINANCE ASSISTANCE


- Article 1.0 IDENTIFICATION OF PARTIES.** This contract is entered into by and between the Region XII Council of Governments, hereinafter referred to as COG, and the City of Carroll, hereinafter referred to as the City.
- Article 2.0 STATEMENT OF PURPOSE.** The City wishes to engage the COG to provide certain technical and professional services which the COG has the authority and necessary ability to perform.
- Article 3.0 AREA COVERED.** The COG shall perform all the work and services required under this contract in connection with and respecting assisting the City with the administration of its zoning ordinance and providing technical assistance for tax abatement and tax increment financing projects.
- Article 4.0 STATEMENT OF WORK AND SERVICES.** The COG shall perform in a satisfactory and proper manner as determined by the City, the following work and services:
- Specific activities to be completed by the COG shall include:**
- Technical assistance and guidance for zoning permits, revisions, and applications as requested by City staff.
  - Technical assistance and guidance for subdivision reviews as requested by City staff.
  - Technical assistance and guidance for urban renewal and urban revitalization plan amendments as requested by City staff.
  - Other duties as agreed or assigned.
  - Attendance at meetings as needed.
- Responsibilities of the City or its designees shall include but are not limited to:**
- Receipt and review of any building permits received by the City.
  - Providing notice of approval or denial to permit applicants.
  - Convening meetings of the Board of Adjustment or Planning and Zoning Commission as needed.
  - Attendance at meetings as required or necessary, including those of the City Council.
  - Provision of the City's zoning ordinance and map.
  - Access to records, as needed, for the carrying out of the duties of the Zoning Administrator.
  - Attendance at meetings.
- Article 5.0 TIME PERFORMANCE.** The services of the COG shall be undertaken in such a manner as to assure their expeditious completion. All of the services required hereunder shall be carried out until March 31, 2023.

- Article 6.0**      **CONDITION OF PAYMENTS.** The City will pay the COG \$75.00 per hour for services outlined in Article 4.0.
- Article 7.0**      **AMENDMENTS.** Any changes to the Contract that are mutually agreed upon by both the COG and the City shall be incorporated into this Contract through written amendment signed by both parties.
- Article 8.0**      **TERMINATION.** Upon written agreement between the City and the COG, this contract may be declared null and void, whereupon all work completed to date of nullification shall be turned over to the City and the City shall reimburse the COG for the work completed.
- Article 9.0**      **INDEMNIFICATION.** The City will defend, indemnify and hold harmless the COG and its officers, commissioners and employees from liability and claims for damages because of bodily injury, death, property damage, sickness, disease or loss and expense arising from any actions under this Contract.

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

**REGION XII COG**

**CITY OF CARROLL**

BY:  10-27-2002  
Richard T. Hunsaker      Date  
Executive Director

BY: \_\_\_\_\_  
Mark Beardmore      Date  
Mayor

# City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Jeff Cayler, Interim City Manager

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

DATE: November 21, 2022

SUBJECT: Water System Preliminary Engineering Report

On February 25, 2022, the Iowa Department of Natural Resources (DNR) issued a Public Water Supply Operation Permit Revision to the City. The Permit Revision includes a requirement that the City submit, to the DNR, a preliminary engineering report that contains alternative options for maintaining adequate chlorine residuals throughout the distribution system within the northeast area of the City. The Permit requires that the Report be submitted to the DNR by December 31, 2022.

On March 28, 2022, the City entered into an Agreement for Professional Services with JEO Consulting Group, Inc for the preparation of a Preliminary Engineering Report. JEO Consulting Group, Inc. submitted the Report to the City on November 7, 2022. A copy of the Report is attached. The Report examines low chlorine residuals within the water distribution system and evaluates potential changes to the existing treatment and chlorination system processes to maintain adequate chlorine residuals.

The examination and evaluation are detailed in the Report. The alternative options, along with costs are summarized as follows:

Alternative No.	Description	Capital Cost (\$)	Estimated Debt Service @ 3.5% for 20 years (\$/yr.)	Average Additional O & M Cost per Year (\$/yr.)	Total Additional Yearly Expense (\$/yr.)	Total Additional Cost per User (\$/mo.)
1	Adjust Operational Strategies					
1A	Switch to Post Chlorination	\$0	\$0	\$(4,444)	\$(4,444)	\$0
1B	Increase Dosage Rate	\$0	\$0	\$200	\$200	\$0.005
1C	Increase Chlorine Dosage to Breakpoint Chlorination	\$0	\$0	\$32,000	\$32,000	\$0.78
1D	Put High Ammonia Wells on Standby	\$0	\$0	\$(2,820)	\$(2,820)	\$0
2	Chlorine Booster Station	\$445,850	\$31,388	\$16,425	\$47,813	\$1.16
3	Reverse Osmosis Water Treatment System	\$9,323,500	\$656,375	\$85,500	\$741,875	\$17.97
4	Biological Filter Treatment System	\$2,109,750	\$148,526	\$34,125	\$182,651	\$4.42

The Report recommendation is to implement the following:

Alternate 1A – Switch to Post Chlorination  
Alternate 1B – Increase Chlorine Dosage Rate

**RECOMMENDATION:** Mayor and City Council consideration of review and acceptance of the Water System Preliminary Engineering Report.

If accepted, the Report will be submitted to the Iowa Department of Natural Resources.

RMK:ds

attachment



2022 WATER SYSTEM  
PRELIMINARY  
ENGINEERING  
REPORT



# CARROLL, IOWA

JEO PROJECT NUMBER: 211946.00

11/1/2022







## TABLE OF CONTENTS

1	General.....	1
1.1	General Study Objectives and Purpose.....	1
1.2	Elements of a Public Water System .....	1
1.3	Geographical Location.....	2
1.4	Population Trends .....	2
1.4.1	Historical City Population .....	2
1.4.2	Projected Population.....	3
2	Existing Facilities and Conditions .....	5
2.1	Water System Users .....	5
2.2	Historic Water Usage .....	5
2.2.1	Water Produced .....	5
2.3	Existing Facilities Overview .....	7
2.3.1	Water Supply.....	7
2.3.2	Water Treatment Facilities.....	10
2.3.2.1	Chemical Feed System .....	12
2.3.3	Water Storage Facilities .....	14
2.3.4	Water Distribution System .....	14
2.4	Water Quality .....	15
2.4.1	Raw Water Quality .....	15
2.4.1.1	Raw Water Blending Scenarios .....	17
2.4.1.2	Iron and Manganese .....	18
2.4.1.1	Ammonia .....	18
2.4.2	Finished Water Quality.....	19
2.4.2.1	Water Treatment Plant Water Quality.....	19
2.5	Projected Water Supply Needs .....	19
2.6	Summary of the Public Water System Evaluation.....	19
3	Chlorine Residual Analysis.....	21
3.1	Chlorine Residual Background .....	21
3.2	Existing Chlorine Residuals.....	21
4	Chlorine Residual Analysis.....	25
4.1	Nitrification .....	25
4.2	Chlorine Dosing .....	27
4.3	Additional Data Considerations .....	30
4.3.1	Water Tower Level .....	30

4.3.2 Other Data.....	31
5 Improvement Alternatives Considered .....	32
5.1 Design Criteria Summary.....	32
5.2 Summary of Alternatives.....	32
5.3 Alternative No. 1 – Adjust Operational Strategies.....	33
5.3.1 Alternative No. 1A – Switch to Post-Chlorination.....	33
5.3.2 Alternative No. 1B – Increase Chlorine Dosage Rate .....	34
5.3.3 Alternative No. 1C – Breakpoint Chlorination.....	35
5.3.4 Alternative No. 1D – Put High Ammonia Wells on Stand-by .....	37
5.4 Alternative No. 2 – Chlorine Booster Station .....	39
5.5 Alternative No. 3 – Reverse Osmosis Treatment System .....	40
5.6 Alternative No. 4 – Biological Filter System .....	42
6 Proposed Project.....	45
6.1 Opinion of Probable Costs.....	45
6.2 Projected Impact to Users.....	45
7 Proposed Project.....	47
7.1 Selected Alternative(s) and Preliminary Design Information.....	47
7.2 Permitting Requirements.....	47
7.3 Engineer’s Opinion of Total Project Cost .....	47



---

**LIST OF TABLES**

Table 1-1: City of Carroll Population History (1870-2020).....	3
Table 1-2: City of Carroll Population Projections Summary.....	4
Table 2-1: Average Monthly Water Produced (January 2017 - March 2022) Data .....	6
Table 2-2: Minimum and Maximum Water Produced (Day) .....	6
Table 2-3: Municipal Well Information.....	9
Table 2-4: High Service Pump Information .....	10
Table 2-5: Water Main Summary.....	15
Table 2-6: Water Quality Analysis.....	16
Table 2-7: Well Operating Scenarios.....	17
Table 2-8: Raw Water Blending Scenarios .....	17
Table 2-9: Finished Water Quality Summary.....	19
Table 4-1: Average Chlorine and Nitrite Levels in the Distribution System (Jan. 2019 – Dec. 2021) .....	26
Table 4-2: Chlorine Dosage Rate Comparison .....	28
Table 4-3: Chlorine Dosage Rate Comparison Continued.....	29
Table 5-1: Jar Testing Results (October 5, 2022) .....	37
Table 5-2: Proposed Well Scenario .....	38
Table 5-3: Water Quality with Well 9 and Well 14 on Stand-by.....	38
Table 5-4: Opinion of Probable Cost for a Chlorine Booster Station .....	40
Table 5-5: Opinion of Probable Cost for a Reverse Osmosis System.....	42
Table 5-6: Opinion of Probable Cost for a Biological Treatment System .....	43
Table 6-1: Opinion of Project Alternative Costs.....	45
Table 6-2: Opinion of Project Alternative Costs.....	46
Table 7-1: Selected Alternatives Combined Opinion of Cost.....	47

---

## LIST OF FIGURES

Figure 1-1: Aerial Photograph of Carroll, Iowa .....	2
Figure 1-2: City of Carroll Population History and Projections (1870-2020) .....	4
Figure 2-1: Monthly Water Produced Chart .....	7
Figure 2-2: Carroll Water System Overview Map .....	8
Figure 2-3: Water Treatment Plant Exterior .....	10
Figure 2-4: Draft Aerator.....	11
Figure 2-5: Horizontal Pressure Filter .....	12
Figure 2-6: Gas Chlorine Feed System .....	13
Figure 2-7: Potassium Permanganate Feed System .....	14
Figure 3-1: Water Sample Site Map .....	22
Figure 3-2: Existing Chlorine Residuals at Sample Sites.....	23
Figure 4-1: Chlorine Residual Sample Site Map.....	27
Figure 4-2: Chlorine Residual vs. Water Tower Level .....	30
Figure 5-1: Proposed Chlorine Injection Location.....	34
Figure 5-2: Breakpoint Chlorination Stages with Ammonia .....	36
Figure 5-3: Proposed Chlorine Booster Station Location.....	39

**PRELIMINARY ENGINEERING REPORT  
FOR THE  
PUBLIC WATER SYSTEM  
CITY OF CARROLL, IOWA**

**SECTION 1**

**1 General**

**1.1 General Study Objectives and Purpose**

A technical memorandum was completed by JEO Consulting Group in 2017 evaluating the City of Carroll, Iowa's water age and pressure throughout the water system. The study also included developing a new water system model. The model evaluated the existing hydraulic conditions and future conditions of the city's water system. The report did not investigate chlorine residuals in the water system. Recently, low chlorine residuals have been observed in different areas of the system. The study will investigate alternatives to increase the chlorine residual in the system. This report will provide recommendations for improvements, opinions of probable construction cost(s), and opinions of added operations and maintenance (O&M) costs for the improvements to assist the city in planning and budgeting.

This report also includes a brief summary of the existing water system components and presents the nominal capacities of the components.

**1.2 Elements of a Public Water System**

A public water supply system (PWS) is defined as a system that provides piped water for human consumption to at least 15 service connections or regularly serves at least 25 individuals. All public water supplies are required, by the Safe Drinking Water Act and Iowa law, to be tested on a scheduled basis for potentially harmful contamination. There are specific requirements for which contaminants must be checked and the frequency of testing.

A public or municipal water system consists of numerous components that are combined to provide a community with water at the pressure, quantity, and quality necessary to meet the user's needs and the standards established by the Iowa Department of Natural Resources (IDNR). The primary components consist of a water source, storage tank, and distribution system.

A municipal water system provides two essential services to the community. The service that is most commonly associated with the municipal water system is providing domestic, commercial, and industrial water for everyday use by the consumers. This function requires that water be chemically and bacteriologically safe for consumption. Also, the supply, pumping, distribution, and storage facilities must be capable of delivering sufficient quantities of water to meet the user's demands at an acceptable pressure.

Another extremely important, but less commonly used function of the water system, is fire protection. Fire protection requires that the supply, pumping, distribution, and storage facilities be capable of delivering large volumes of water to a specific site in the system, at an acceptable pressure. Even though the annual total volume of water that is required for firefighting is small, the instantaneous fire



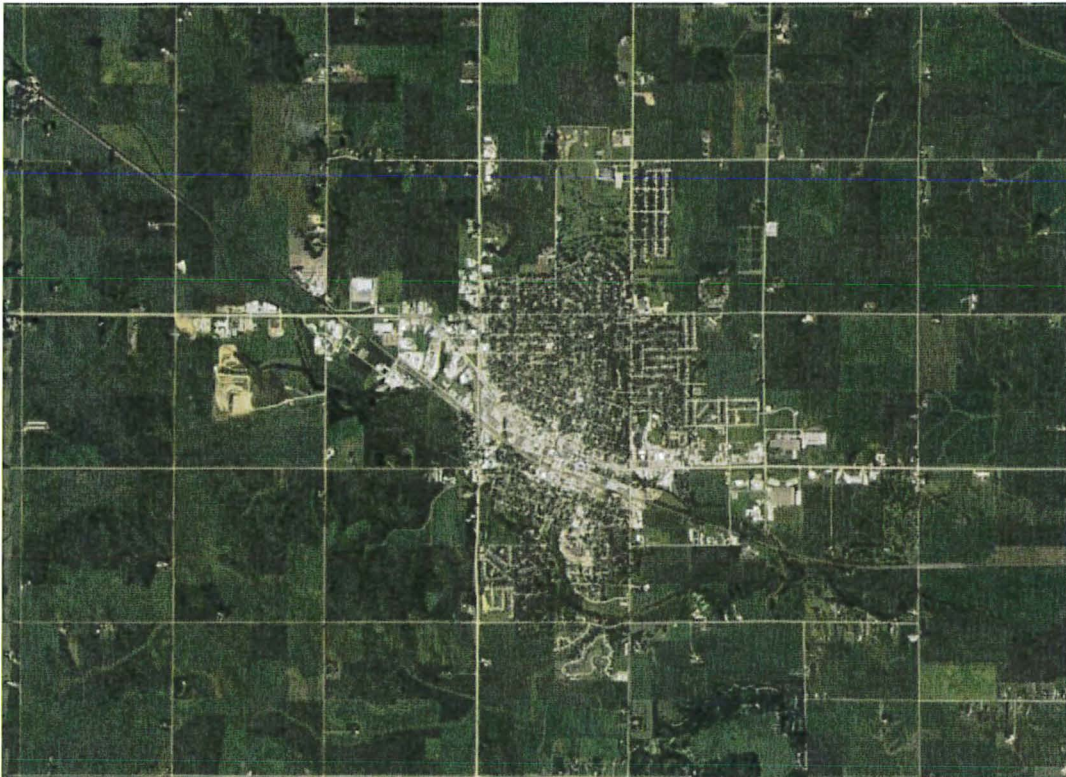
flow demand may be very large during periods of need and often governs the design of some of the components of a water system.

### 1.3 Geographical Location

The city is located in the central portion of Carroll County which borders the Middle Raccoon River in the western portion of Iowa. The city has primary access to State Highway 30 and Highway 71.

**Figure 1-2: Aerial Photograph of Carroll, Iowa** is also provided for visual reference of the area. The city is located in a predominantly agricultural area.

**Figure 1-1: Aerial Photograph of Carroll, Iowa**



### 1.4 Population Trends

#### 1.4.1 Historical City Population

A review of historical populations for a community is completed to identify population trends and help aid in projecting future growth. For this report, projected populations are also used to estimate future water demands, which will then help to determine whether the city will be prepared to serve the city with the necessary amount of water. This will be discussed more in depth in a later section.

Gathered from the recent 2017 report and the 2020 U.S. Census, the historical populations for the city are shown in **Table 1-1: City of Carroll Population History (1870-2020)** below by the decade.

**Table 1-1: City of Carroll Population History (1870-2020)**

Year	Population	Change	Annual Percent Change
1870	384	-	-
1880	1,385	1,001	260.68%
1890	2,448	1,063	76.75%
1900	2,882	434	17.73%
1910	3,546	664	23.04%
1920	4,254	708	19.97%
1930	4,691	437	10.27%
1940	5,389	698	14.88%
1950	6,231	842	15.62%
1960	7,682	1,451	23.29%
1970	8,716	1,034	13.46%
1980	9,705	989	11.35%
1990	9,579	-126	-1.30%
2000	10,106	527	5.50%
2010	10,103	-3	-0.03%
2020	10,321	218	2.16%
		<b>Average</b>	32.89%

Reviewing the historical populations for the city indicates that the population has been growing steadily since 1870. The city's population for the year 2020 was determined to be 10,321, according to the 2020 US census. For the purposes of the water data that has been provided by the city, the 2020 population will be used to determine per capita water use.

#### 1.4.2 Projected Population

Accurately projecting the future population of a community can be difficult; however, using the basis of past population data along with input from city officials, the future population can be projected. As was seen previously, the city historical population has been on a steady, upward trend.

**Table 1-2: City of Carroll, Iowa Population Projection Summary**, presents the population projections for the City of Carroll based upon a simple annual percentage population growth equation. The review of the historical census data for the city indicated an average annual increase of approximately 12% per year from 1900 to 2020. The population of Carroll has had limited growth since 1980. The recent 2017 study plan used a 2040 population estimate of 10,890 persons for its design population.

Typically, when projecting future populations for a community of this size, which has the potential for growth, a negative growth rate will not be used. Many times, a flat growth rate, or no growth, will be estimated if the city feels like the population will remain relatively stable over the study

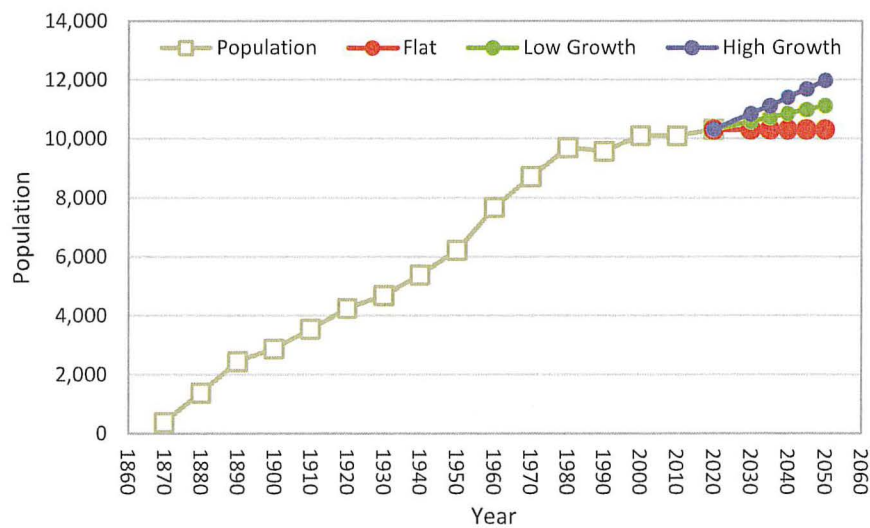
period. In other situations, the city wants to be sure that the water system infrastructure would be able to service the community if it were to experience growth.

Starting from the 2020 census population of 10,321, three growth rates will be considered to estimate future populations for the city: Flat (0%), Low Growth (0.25%), and High Growth (0.50%). The populations based on the growth rates are shown in **Table 1-2** and **Figure 1-2**.

**Table 1-2: City of Carroll Population Projections Summary**

Year	Population Projection		
	Flat (0%)	Low Growth (0.25%)	High Growth (0.50%)
<b>2020</b>	10,321	10,321	10,321
<b>2030</b>	10,321	10,582	10,849
<b>2035</b>	10,321	10,715	11,123
<b>2040</b>	10,321	10,849	11,404
<b>2045</b>	10,321	10,986	11,692
<b>2050</b>	10,321	11,124	11,987

**Figure 1-2: City of Carroll Population History and Projections (1870-2020)**



Based on the above analysis and the growth rate used in the 2017 study, the low growth rate will be used to project future populations. The total projected population (design year 2050) for the area served by the city's water system is estimated at 11,124 persons.



**PRELIMINARY ENGINEERING REPORT  
FOR THE  
PUBLIC WATER SYSTEM  
CITY OF CARROLL, IOWA**

**SECTION 2**

## **2 Existing Facilities and Conditions**

The purpose of this section of the report is to conduct an engineering evaluation of the number of users, water usage, and the components of the water system.

### **2.1 Water System Users**

According to the 2017 study, there are a total of 4,843 existing water users on the city's distribution system. Of the 4,843 existing water users within the city, there are 4,017 residential users, 508 commercial users, 265 manufacturing users, and 53 miscellaneous or public building users. The 2020 census population for Carroll is estimated to be 10,321 people, which equates to approximately 2.1 persons/meter.

### **2.2 Historic Water Usage**

The rate of water use varies over a wide range during different periods of the year and during different hours of the day. Several characteristic demands are recognized as being critical in the design and operation of a water system. In this report, demand rates are expressed in gallons per day (gpd) or million gallons per day (MGD), which in the case of daily use, indicates the total amount of water pumped in a 24-hour period.

Maximum daily demand is the maximum quantity pumped in any day during the year. The maximum daily use is the critical factor in the design of certain elements of the water system. The principal items affected by the maximum daily use are:

- Aquifer capacity
- Raw water supply facilities
- Treatment facility size
- Distribution and transmission main capacity
- Storage capacity requirements

Raw water supply and treatment facilities should be adequate to supply the maximum daily use and exceed the design maximum day demand with the largest producing well or water source out of service.

#### **2.2.1 Water Produced**

The 2017 study reviewed the system production from January 2014 through September 2017. Based on the historical water production, the average day demand was determined to be 0.985 MGD (million gallons per day) and the peak day demand was 1.731 MGD. The average winter water production was 0.890 MGD, and the average summer water production was 1.125 MGD.

The Iowa Department of Natural Resources (IDNR) provided monthly operating records (MORs) from 2017 to 2021. The data recorded daily water usage. The average annual consumption from 2017 to 2021 was 402.6 million gallons or an average day demand of approximately 1.1 MGD. The peak day was 1.946 MGD, which occurred in June 2021. The average winter water consumption was 0.975 MGD, and the average summer water production was 1.230 MGD. The water demand from 2017 to 2021 is higher than the demand stated in the 2017 study. It is assumed the water consumption increased due to the dry weather conditions during 2020 and 2021 and the COVID-19 pandemic which caused more at-home water demand.

The water production information has been compiled into **Table 2-1: Average Monthly Water Produced (January 2017 – March 2022) Data**. The information presented in **Table 2-1** is further illustrated in greater detail in **Figure 2-1: Monthly Water Produced Chart**.

**Table 2-1: Average Monthly Water Produced (January 2017 - March 2022) Data**

Date	Million Gallons	MGD	Average GPM	GPD/Capita <sup>1</sup>
2017	382.6	1.048	728	102
2018	385.3	1.056	733	102
2019	400.7	1.098	762	106
2020	425.3	1.165	809	113
2021	419.2	1.148	797	111
<b>Average</b>		<b>1.103</b>	<b>766</b>	<b>107</b>

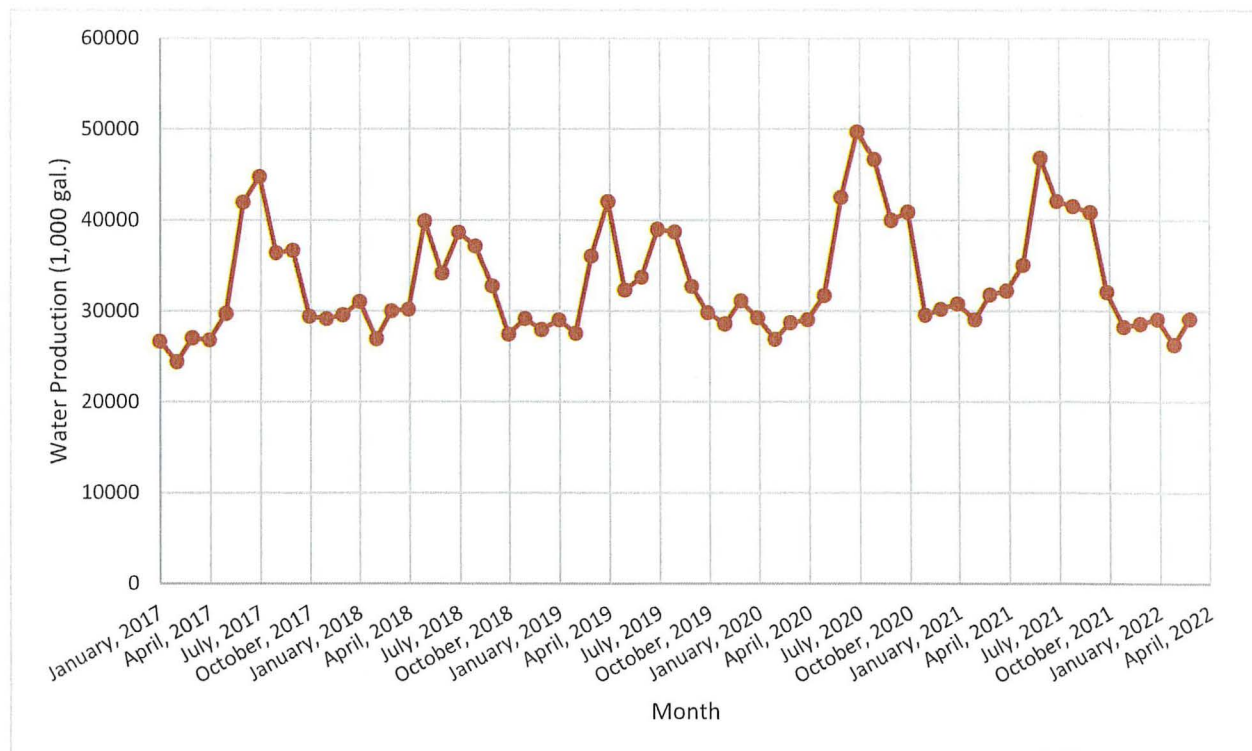
<sup>1</sup> Based upon 2020 census data in Carroll, IA (10,321)

**Table 2-2: Minimum and Maximum Water Produced (Day)** outlines the minimum and maximum daily water produced for each year to provide benchmarks and references in determining future flows.

**Table 2-2: Minimum and Maximum Water Produced (Day)**

		Month	MGD
2017	Min	October	0.394
	Max	July	1.731
2018	Min	October	0.495
	Max	May	1.659
2019	Min	October	0.776
	Max	April	1.816
2020	Min	November	0.754
	Max	July	1.824
2021	Min	December	0.731
	Max	June	1.946



**Figure 2-1: Monthly Water Produced Chart**

The data shown in the previous figure indicates consumers use a larger amount of water in the summer months than the winter months. Based on the 2020 U.S. census, the population in Carroll is 10,321, therefore, the average per capita usage equates to 107 gallons per capita per day (gpcpd). A peak day peaking factor is estimated to be the peak day divided by the average daily production. Based on the peak day in June 2020, a factor of 2 is appropriate to use for a peak day factor.

Ave. Day Flow:	1,103,035 gpd	= 766 gpm	= 107 gpcpd
Peak Month:	1,603,774 gpd (July 2020)	= 1,114 gpm	= 155 gpcpd
Peak Day Flow:	1,755,000 gpd (June 2020)	= 1,219 gpm	= 170 gpcpd

### 2.3 Existing Facilities Overview

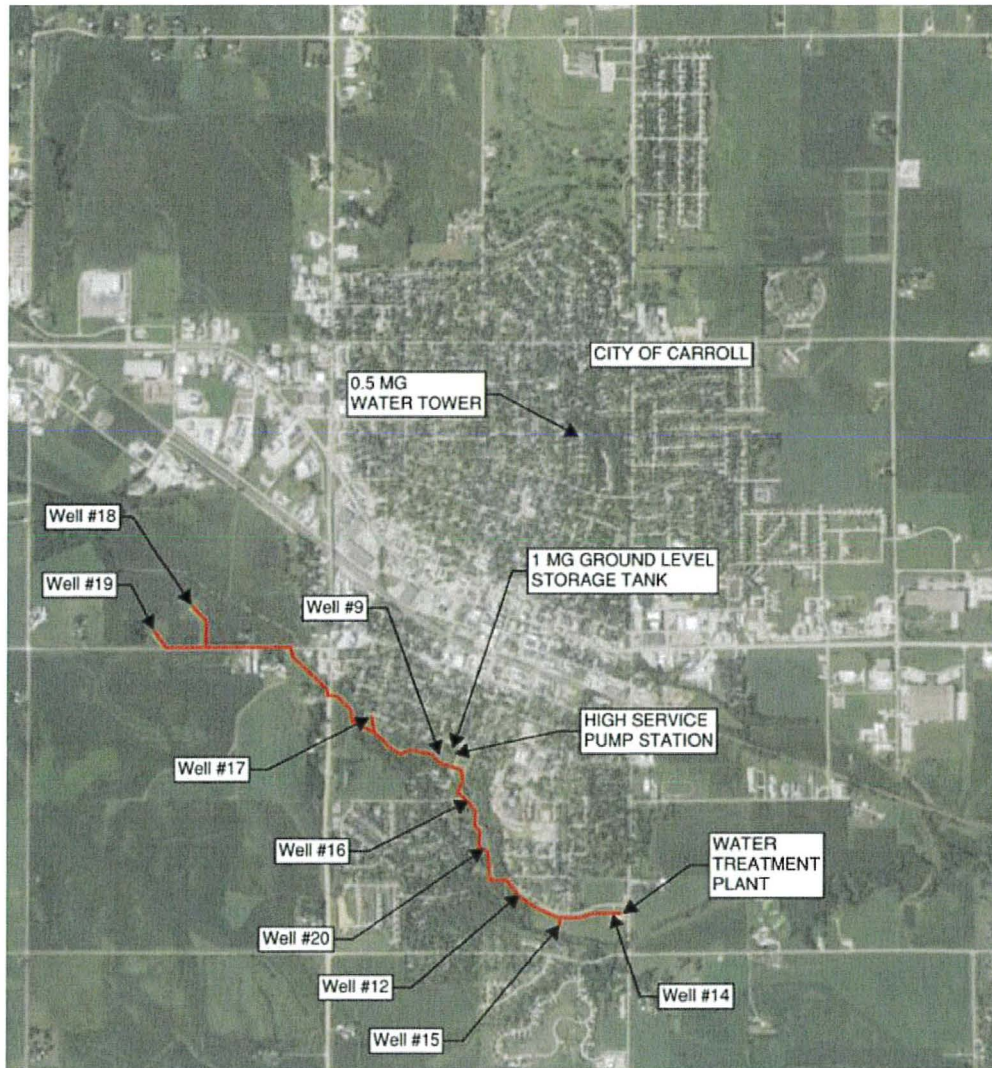
The city owns and operates water facilities currently consisting of a water treatment facility, nine groundwater supply wells, 1 MG ground level storage tank, a high service pump station, a 0.5 MG elevated water storage tank, and approximately 400,00 linear feet of water distribution mains. The water distribution system consists of water mains ranging in size from 2-inch to 16-inch.

#### 2.3.1 Water Supply

The water supply for the city is currently provided by nine municipal groundwater wells. The groundwater supply wells pump water to the water treatment facility. The water treatment facility has three booster pumps to carry the water through treatment then transfers the finished water to the ground level storage tank. Three vertical turbine high service pumps send water to the water distribution system from the ground level storage tank. The finished water is distributed through

the system or to the elevated water storage tank. **Figure 2-2** shows an overview of the wells and major components of the system.

**Figure 2-2: Carroll Water System Overview Map**



**Table 2-3** contains a summary of the municipal wells and their pumping capacity from information provided by the city. Each well is in good working condition.



Table 2-3: Municipal Well Information

	Well #9	Well #12	Well #14	Well #15	Well #16	Well #17	Well #18	Well #19	Well #20
State Registration No.	IA1415072	IA1415072	IA1415072	IA1415072	IA1415072	IA1415072	IA1415072	IA1415072	IA1415072
Street Location	123 W. Bluff St.	624 S. Clark St.	702 S. Clark St.	688 S. Clark St.	301 S. Main St.	501 W. Bluff St.	20579 200th St.	20435 200th St.	521 S. Main St.
Year Drilled	1953	1968	1993	1993	2000	2006	2015	2015	2020
Well Type	Submersible	Vertical Turbine	Vertical Turbine	Vertical Turbine	Vertical Turbine	Vertical Turbine	Vertical Turbine	Vertical Turbine	Vertical Turbine
Well HP	15	15	20	40	40	50	40	20	40
Well Depth (ft)	149	170	185	190	160	203	209	242	201
Design Capacity (gpm)	Unknown	700	Unknown	Unknown	400	Unknown	500	300	800
Current Capacity (gpm) 04-2022	186	150	365	472	296	591	350	100	397
Static Water Level (ft) 04-2022	47	53	83	72	53	68	60	74	48
Casing	Unknown	12"	14" Steel	14" Steel	14" Steel	14" Steel	14" Steel	14" Steel	14" Steel
Screen	Unknown	Unknown	14" Stainless Steel	14" Stainless Steel	14" Stainless Steel	14" Stainless Steel	14" Stainless Steel	14" Stainless Steel	14" Stainless Steel
Top of Screen (ft)	Unknown	Unknown	124.3	129.3	120	171	132,172	185	122
Design Specific Capacity (gal/min/ft)	Unknown	Unknown	Unknown	Unknown	07-2000 12.7	02-2009 15.9	11-2017 11.7	11-2017 5.0	04-2021 18.8
Current Specific Capacity (gal/min/ft) 03-2022	16.9	4.4	7.3	17.7	11.8	15.2	11.3	3.34	17
Status	Active	Active	Active	Active	Active	Active	Active	Active	Active

**Table 2-4** contains a summary of the high service pumps and their pumping capacity from information provided by the city.

**Table 2-4: High Service Pump Information**

	HSP #1	HSP #2	HSP #3
<b>Nominal Capacity (gpm)</b>	1,200	1,650	1,650
<b>Nominal Capacity (MGD)</b>	1.7	2.4	2.4
<b>Horsepower</b>	100	150	150

### 2.3.2 Water Treatment Facilities

The City of Carroll owns and operates a water treatment plant for removal of iron and manganese. The plant uses forced draft aeration, chemical addition, pressure filtration, and disinfection. It is located in the south part of the city at the intersection of Clark St. and S Grant Rd. The plant was constructed in 1994 and has a design capacity of approximately 3.5 million gallons per day (MGD) or 2,460 gpm.

Pictures of the exterior of the water plant can be seen in **Figure 2-3: Water Treatment Plant Exterior**. This figure is provided to give an idea of the current condition of the treatment plant.

**Figure 2-3: Water Treatment Plant Exterior**



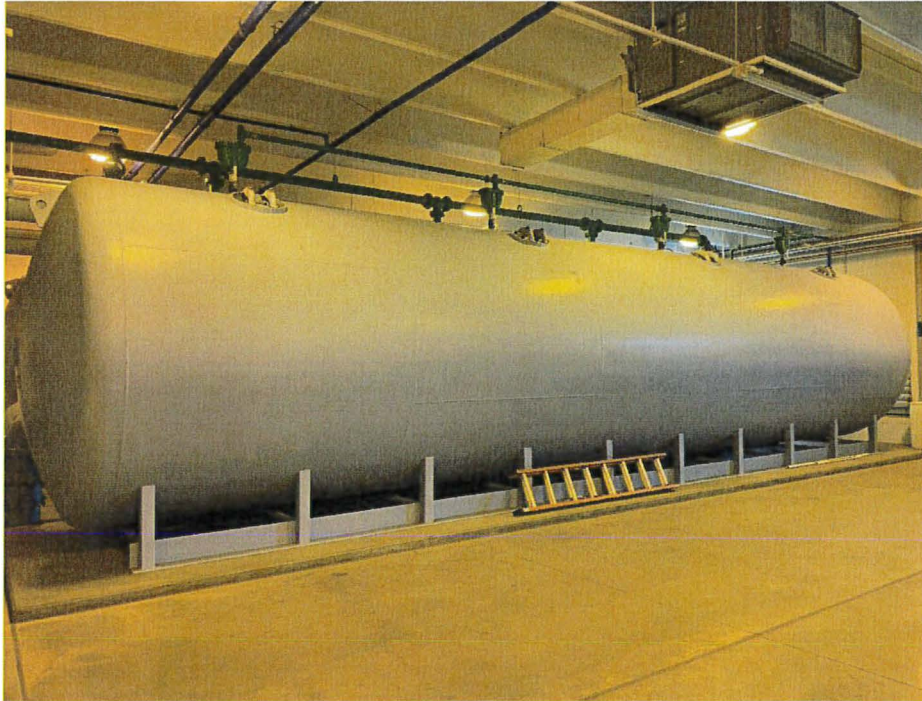
The treatment process treats water from the nine supply wells. The water is oxidized through an exterior draft aerator, as shown in **Figure 2-4**, and then stored in an 80,000-gallon detention tank. Prior to the storage tank, the water is dosed with potassium permanganate and gas chlorine to

assist with the oxidization process. Two booster pumps transfer the oxidized water through two horizontal pressure filters. The horizontal pressure filters can be seen in **Figure 2-5**. Each filter contains anthracite coal, green sand, and gravel, and is backwashed approximately every five to six days. The existing process does not add any chemical feed post-treatment. The finished water travels through a transmission main to the ground level storage tank near the booster station.

**Figure 2-4: Draft Aerator**





**Figure 2-5: Horizontal Pressure Filter**

#### 2.3.2.1 Chemical Feed System

The water treatment plant uses potassium permanganate and gas chlorine feed systems to oxidize iron and manganese. Both chemicals are injected between the aerator and the detention tank.

The chlorine gas feed system consists of two-cylinder mounted gas chlorinators, pipe manifold with pressure regulators and isolation valves, and gas ejectors. The gas chlorine feed equipment is located in an isolated room in the water treatment plant. Bulk chlorine gas storage at the facility is accomplished by utilizing multiple 150-lb chlorine gas cylinders which are stored within the same room. **Figure 2-6: Gas Chlorine Feed System** presents a photo which includes the two 150-lb gas cylinders sitting on scales. Based on conversations with the water treatment plant operator, the gas chlorine feed system is believed to be in good working condition and no repairs or replacements are necessary.

**Figure 2-6: Gas Chlorine Feed System**

The potassium permanganate feed system consists of two 150-gallon bulk tanks without day tanks and two chemical feed pumps. **Figure 2-7: Potassium Permanganate Feed System** presents a photo of the system.



**Figure 2-7: Potassium Permanganate Feed System**

### 2.3.3 Water Storage Facilities

The city currently utilizes two (2) water storage tanks, the ground level storage tank at the booster pump station and an elevated water storage tank near the center of the water distribution system.

The ground level storage tank near the booster pump station at the intersection of S Adams St. and W Bluff St. has a capacity of approximately 1 million gallons. The existing elevated tank is located along N Court St. between E 14<sup>th</sup> St. and E 13<sup>th</sup> St. The tower has a nominal storage capacity of approximately 500,000 gallons. In 2020, a mixing system was installed in the elevated storage tower to improve chlorine residuals and reduce water age.

### 2.3.4 Water Distribution System

The original water distribution system for the city consisted of ductile iron water mains ranging in size from 2 inch to 12 inch. It was likely installed in the early 1900's (there are no immediate records of the original installation date). Over the years, the distribution system has been expanded with mostly PVC mains added to the system. The current distribution system consists of approximately 400,000 linear feet of main. The size breakdown is presented in **Table 2-5: Water Main Summary**. There are also approximately 450 fire hydrants and 925 gate valves in the distribution system.



**Table 2-5: Water Main Summary**

<b>Size of Water Main</b>	<b>Linear Feet</b>	<b>% of Total</b>
2"	3,306	0.9%
4"	73,708	18%
6"	169,666	41%
8"	97,884	24%
10"	31,637	8%
12"	25,452	6%
16"	7,690	2%
24"	158	0.1%
<b>Total</b>	<b>409,501</b>	<b>100%</b>

One way to measure the performance of a distribution system is based on the pressures available in the system for a specified rate of flow. Pressures should be adequate to meet consumer demands (residential, commercial, and industrial), firefighting needs, and maintain a minimum of 20-psi residual pressure in all parts of the system. Since the pumping cost to develop pressure head is an important cost consideration, it is important that pressures in the system not be excessive or higher than needed. In addition, as pressures increase, leakage increases, and money is then spent to process and transport a product that is wasted. Because the investment in a distribution system is large, it is important that the distribution system be optimized. The pressures will vary with the water demands in the system at any given time.

The city operates as a single pressure zone. The nominal operating pressure in the system ranges from 38 psi to 106 psi, as stated in the 2017 study.

## **2.4 Water Quality**

### **2.4.1 Raw Water Quality**

A water sample was taken from each of the municipal wells. The samples were collected the week of May 9<sup>th</sup>, 2022. The results of this analysis are shown in **Table 2-6: Water Quality Analysis**.

Table 2-6: Water Quality Analysis

	Unit	Well 9	Well 12	Well 14	Well 15	Well 16	Well 17	Well 18	Well 19	Well 20
Sample Date		5/10/2022	5/10/2022	5/10/2022	5/10/2022	5/10/2022	5/10/2022	5/10/2022	5/10/2022	5/10/2022
Test Date		5/12/2022	5/17/2022	5/12/2022	5/11/2022	5/17/2022	5/17/2022	5/12/2022	5/12/2022	5/12/2022
pH		7.54	7.33	7.37	7.37	7.2	7.27	7.24	7.24	7.29
Hardness	gr/gal	29	25	30	25	24	27	26	24	24
Iron	mg/L	0.21	0.74	4.38	2.94	0.13	1.89	0.13	0.05	0.14
Manganese	mg/L	0.912	0.68	0.502	0.497	0.728	0.5	0.717	0.596	0.567
Fluoride	mg/L	0.43	0.42	0.38	0.46	0.46	0.44	0.39	0.37	0.43
Ammonia	mg/L	1.72	0.62	1.44	0.47	0.96	1	0.94	0.64	0.64
Nitrite	mg/L	0.004	0.005	0	0	0.004	0	0.004	0.005	0.003
Conductivity	umho/cm	555	480	621	456	477	553	511	495	483
Total Dissolved Solids (TDS)	mg/L	502	428	517	412	401	539	467	481	432
Chloride	mg/L	26.8	10.7	29.8	10.1	7.7	23.8	10	3	6.2
Nitrate	mg/L	N.D.	0.2	N.D.	N.D.	N.D.	N.D.	0.2	N.D.	N.D.
Sulfate	mg/L	69.2	83.3	39	63.3	49.3	80	90.7	111	71.5
Calcium	mg/L	118	110	119	102	99	117	113	103	99.6
Magnesium	mg/L	34.7	30.2	36	28.7	29.6	33.8	28.4	28.4	29.4
Sodium	mg/L	14.3	11.9	15.5	7.47	11.2	15.3	12.4	10.8	9.54

#### 2.4.1.1 Raw Water Blending Scenarios

The City of Carroll utilizes two well operating scenarios to supply raw water to the water treatment plant. Well Scenario #1 has Well 12, Well 14, Well 16, Well 17, Well 18, and Well 19 operating, while Well Scenario #2 utilizes Well 9, Well 14, Well 15, Well 18, Well 19, and Well 20. Each well has a Variable Frequency Drive (VFD) to control their flow. **Table 2-7** shows the operating conditions for each well in Well Scenario #1 and Well Scenario #2.

**Table 2-7: Well Operating Scenarios**

Well Scenario #1		Well Scenario #2	
Well 12 (gpm)	158	Well 9 (gpm)	189
Well 14 (gpm)	351	Well 14 (gpm)	343
Well 16 (gpm)	296	Well 15 (gpm)	487
Well 17 (gpm)	599	Well 18 (gpm)	349
Well 18 (gpm)	368	Well 19 (gpm)	89
Well 19 (gpm)	124	Well 20 (gpm)	411
Total Capacity (gpm)	1,896	Total Capacity (gpm)	1,868

When each well scenario is operating, the raw water mixes together to create blended water quality. **Table 2-8** shows the anticipated raw water quality for Well Scenario #1 and Well Scenario #2.

**Table 2-8: Raw Water Blending Scenarios**

	Unit	Blending Scenario #1	Blending Scenario #2
pH		7.27	7.27
Hardness	mg/L	26.53	25.86
Iron	mg/L	1.52	1.28
Manganese	mg/L	0.60	0.61
Fluoride	mg/L	0.42	0.41
Ammonia	mg/L	1.01	0.95
Nitrite	mg/L	0.002	0.00
Conductivity	umho/cm	535.70	523.52
Total Dissolved Solids (TDS)	mg/L	486.36	471.56
Chloride	mg/L	17.27	14.14
Nitrate	mg/L	N.D.	N.D.
Sulfate	mg/L	72.00	72.13
Calcium	mg/L	112.28	108.70
Magnesium	mg/L	31.85	31.30
Sodium	mg/L	13.56	12.80



#### **2.4.1.2 Iron and Manganese**

The natural elements of Iron (Fe) and manganese (Mn) are abundantly found in the earth's crust and routinely present a problem for communities using groundwater as their primary source of drinking water in certain areas of the State. When found in drinking water, iron and manganese are not considered a health risk, but rather an aesthetic concern. These elements in public water supplies may discolor water, stain plumbing fixtures and laundry, and cause undesirable taste and odor problems.

In 1987, the U.S. Environmental Protection Agency established unregulated secondary drinking water standards for iron and manganese. The purpose of these standards is to assist communities in eliminating the problems caused by these elements. The secondary maximum contaminant level for iron is 0.30 mg/l and the standard for manganese is 0.05 mg/l. These maximum contaminant levels are considered to be threshold values. When these values are exceeded, iron and manganese may begin to cause problems in the drinking water and distribution system.

In 2004, The EPA issued a health advisory to provide guidance to communities that may be exposed to drinking water contaminated with high manganese concentrations. The advisory provides guidance on the concentrations below which potential health problems would unlikely occur. This Drinking Water Health Advisory does not mandate a standard for action; rather it provides practical guidelines for addressing manganese contamination problems.

Though manganese is an essential nutrient for humans, the EPA has determined that chronic overexposure to high levels of manganese in drinking water may cause negative health effects. Adults drinking water with high levels of manganese may develop impacts to the nervous system and behavioral changes. In addition, infants are particularly at risk from high manganese levels which may cause learning and behavioral problems.

The EPA has established a short-term Health Advisory level of 1.0 mg/L for adults. The advisory level for infants has been established at 0.3 mg/L. For community water systems with manganese levels above these advisory limits, the EPA will require public notifications and recommend a plan of action to reduce the manganese concentrations in the public water supply.

##### **2.4.1.1 Ammonia**

Ammonia is present in drinking water sources as a result of naturally occurring processes, agricultural and urban runoff, concentrated animal feeding operations, municipal wastewater treatment plants, and other sources. Ammonia is not regulated by the U.S. Environmental Protection Agency (EPA) as a contaminant, and it does not pose as a direct health concern at levels expected in drinking water. It may pose a concern when nitrification of significant levels of ammonia from the source water occurs in the drinking water distribution system. Nitrification can lead to water quality issues, such as potential corrosion problems, oxidant demand, taste and odor complaints, and elevated nitrite or nitrate levels. Lastly, water systems that have ammonia in their source water, and want to maintain a free chlorine residual, will need to increase the chlorine dosage to overcome the demand of ammonia, or have potential difficulty in meeting contact times needed to achieve disinfection.

## 2.4.2 Finished Water Quality

### 2.4.2.1 Water Treatment Plant Water Quality

The IDNR provided Monthly Operating Records (MORs) from January 2017 to December 2021. The MORs reported daily finished water quality from the water treatment plant. **Table 2-9** shows the annual average concentration levels in the water entering the system via the high service pumps. Nitrite levels are not listed in 2017 and 2018 because the IDNR started testing nitrite levels in January 2019.

**Table 2-9: Finished Water Quality Summary**

Year	Chlorine (mg/L)	Fluoride (mg/L)	Orthophosphate (mg/L)	Iron (mg/L)	Manganese (mg/L)	Nitrite (mg/L)
2017	2.40	0.99	1.19	0.03	0.04	
2018	2.42	1.09	1.17	0.04	0.05	
2019	2.83	1.06	1.21	0.03	0.05	0.01
2020	2.78	1.10	1.39	0.02	0.02	0.01
2021	2.75	0.85	1.25	0.02	0.03	0.01

## 2.5 Projected Water Supply Needs

Currently, the amount of water pumped in the city (107 gpcpd) is within the average value a typical community of the same size would experience. A value of 80 to 120 gpcpd is typically used as a design standard for a community of this size.

The projected water supply needs are calculated below using the current water usage multiplied by the estimated future number of users. The estimated 2050 population was 11,124, assuming a low growth rate. This will be used for design calculation purposes. As stated previously, the peak day factor is 2.0.

<u>Projected Daily Average</u>	= 107 gpcpd x 11,124 users	= 1,190,268 gpd	= 827 gpm
<u>Projected Peak Day Flow</u>	= 1,190,268 gpd x 2.0	= 2,380,536 gpd	= 1,653 gpm

## 2.6 Summary of the Public Water System Evaluation

**Water Supply:** The total combined capacity of the city's nine (9) active wells is estimated to be 2,907 gpm, based on their current capacity as of April 2022. This total capacity meets the projected needs of the community now and into the future. With the largest 591 gpm well out of service (Well 17), the city could still meet the peak day water system demands of 1,653 gpm.

The booster station pumps have a combined capacity of 4,500 gpm. With the largest pump out of service, the booster station could pump the water at 2,850 gpm and meet the projected peak day water demands. A stand-by generator is located inside the booster station to operate the pumps in case of a power outage.

**Water Quality:** At this time, the manganese levels in the groundwater from each of the supply wells is higher than the Secondary Maximum Contaminant Level (SMCL) of 0.05 mg/L. The blended level of

manganese in Well Scenario #1 is 0.60 mg/L and Well Scenario #2 is 0.61 mg/L. This level is higher than the advisory level for infants of 0.3 mg/L.

The iron levels in Wells 12, Well 14, Well 15, and Well 17 are higher than the SMCL of 0.30 mg/L. The blended level of iron in Well Scenario #1 is 1.52 mg/L and Well Scenario #2 is 1.28 mg/L, which is higher than the short-term advisory level for adults of 1.0 mg/L. Currently, the raw water is passed through the water treatment plant to remove manganese and iron and is treated with chlorine and potassium permanganate before entering the distribution system.

*Water Distribution System:* The existing water mains appear to be sufficient to meet the current needs of the city with adequate pressure throughout the system. Any other development in the future should be considered on a case-by-case basis depending on its size and location. It is recommended that any future water distribution mains installed in the city system have a minimum diameter of 6" to support greater water flows through the city system. Currently, most of the town is a looped system.

*Water Storage Facilities:* The current 500,000-gallon elevated water storage tank and 1 million-gallon ground level storage tank are believed to be in good condition from discussion with the city personnel. With the average water use of 1,103,035 gpd, the elevated water storage tank and ground level storage tank can provide about 1.36 days or 32.6 hours of water storage. The desired range for water storage volume is between one-half and two times the average daily water use. The existing water storage for the city is acceptable.



**PRELIMINARY ENGINEERING REPORT  
FOR THE  
PUBLIC WATER SYSTEM  
CITY OF CARROLL, IOWA**

**SECTION 3**

**3 Chlorine Residual Analysis**

**3.1 Chlorine Residual Background**

On October 28, 2021, IDNR conducted a sanitary survey inspection of Carroll's public water supply. The survey concluded the City of Carroll is unable to maintain adequate chlorine residuals throughout the distribution system. It was confirmed the Collison Addition, a section in the northeast portion of the distribution system, is unable to meet a minimum total chlorine residual of 1.5 mg/L. According to the IDNR, a minimum total chlorine residual of 1.5 mg/L must be continuously maintained throughout the distribution system except for those points that terminate as dead ends or areas that represent very low use when compared to usage throughout the rest of the distribution system as determined by the department.

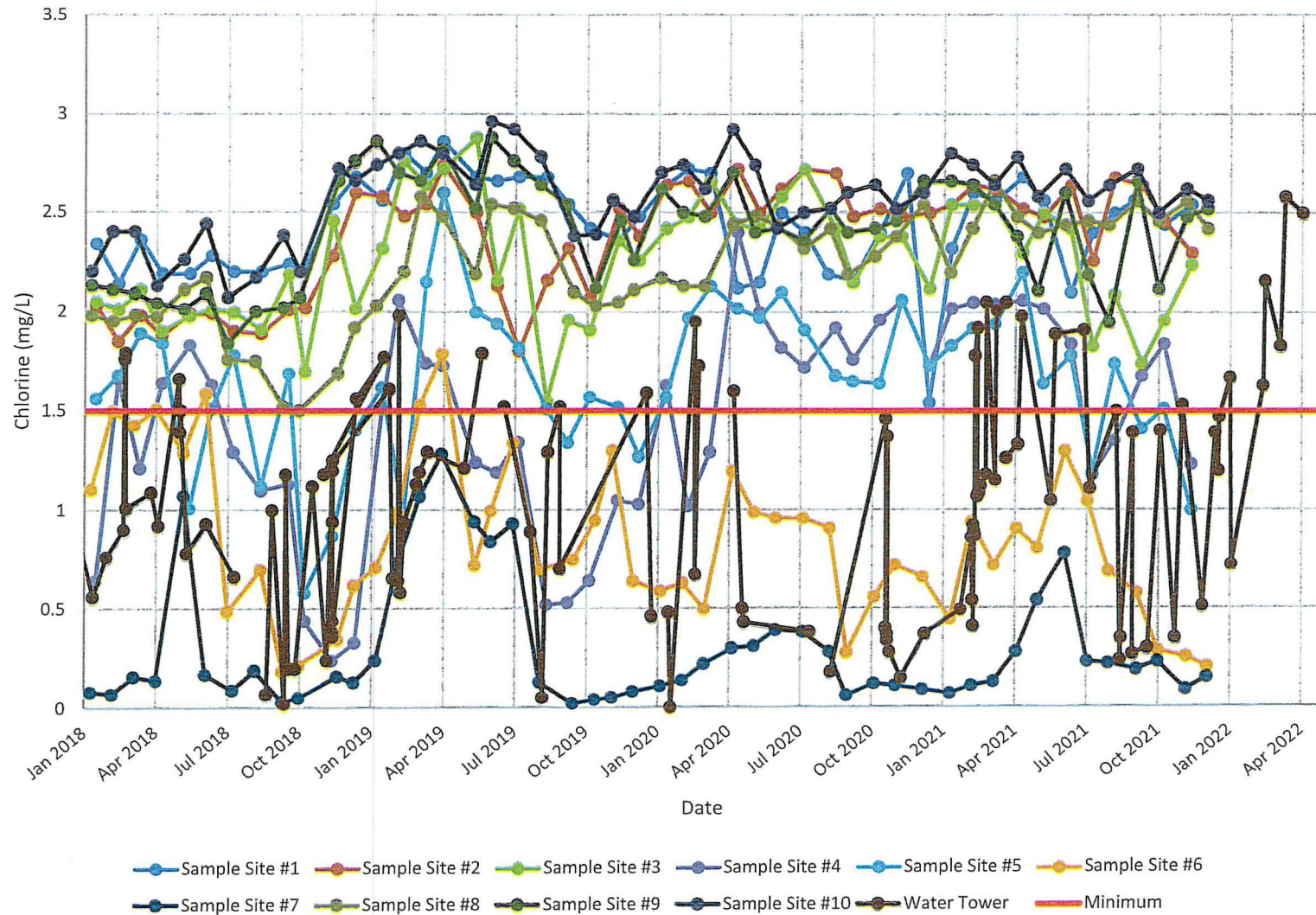
**3.2 Existing Chlorine Residuals**

As stated previously, the IDNR requires a minimum total chlorine residual of 1.5 mg/L at any point within a distribution system. The City of Carroll has historically been unable to maintain this level at certain areas in the system. To monitor their chlorine residuals, the city collected monthly water samples from various locations in the distribution system and recorded the chlorine residual from January 2018 to November 2021. **Figure 3-1** shows the location of each sample site.

**Figure 3-1: Water Sample Site Map****Figure 3-2: Existing Chlorine Residuals at Sample Sites** shows the chlorine residual (mg/L) at each site from January 2018 to November 2021.



Figure 3-2: Existing Chlorine Residuals at Sample Sites



Sample site 6 and 7 are consistently below 1.5 mg/L. The sample site 7 is in the Collision Addition. Also, sample site 4, sample site 5, and the water tower are typically below the required level but have a few time periods where they were above. The remaining sample sites are consistently above a chlorine residual of 1.5 mg/L. It appears the sample sites north of the water tower generally have low chlorine residuals and do not meet IDNR standards. Between January 2022 and April 2022, the chlorine residual at the water tower increased. The city noted they made changes to the well operating schedules from alternating day and night to operating only Well Scenario #1, and they increased their chlorine dosage from around 3.1 mg/L to over 3.5 mg/L.

**PRELIMINARY ENGINEERING REPORT  
FOR THE  
PUBLIC WATER SYSTEM  
CITY OF CARROLL, IOWA**

**SECTION 4**

**4 Chlorine Residual Analysis**

**4.1 Nitrification**

The sanitary survey conducted by the IDNR also acknowledged that there are indications that nitrification is occurring within the Collison Addition. Nitrification is a process by which ammonia is oxidized to nitrite and nitrate. As shown in **Table 2-6** and **Table 2-8**, the city's raw supply water contains high levels of ammonia. When the water treatment plant adds chlorine for oxidation and disinfection, the ammonia may react with the free chlorine to produce nitrites and chloramines. The high presence of ammonia in the source water indicates a potential for exceeding the nitrite maximum contaminant level (MCL) of 1.0 mg/L. On April 27, 2021, nitrite samples were collected from the source/entry point (S/EP) and from the Collison Addition in the distribution system. The SEP had a nitrite level below 0.1 mg/L and the Collison Addition had a nitrite level of 0.26 mg/L. An increase in the distribution system compared to the SEP indicates that nitrification is occurring.

In addition, as stated previously, the Iowa Department of Natural Resources (IDNR) provided monthly operating records (MORs) from January 2017 to December 2021. In January 2019, the city began collecting weekly nitrite levels at the S/EP and within the distribution system. They also recorded daily chlorine residuals at the S/EP and within the distribution system, and chlorine gas used at the WTP. **Table 4-1** shows the monthly average of chlorine residuals and nitrites within the system and at the S/EP.



**Table 4-1: Average Chlorine and Nitrite Levels in the Distribution System (Jan. 2019 – Dec. 2021)**

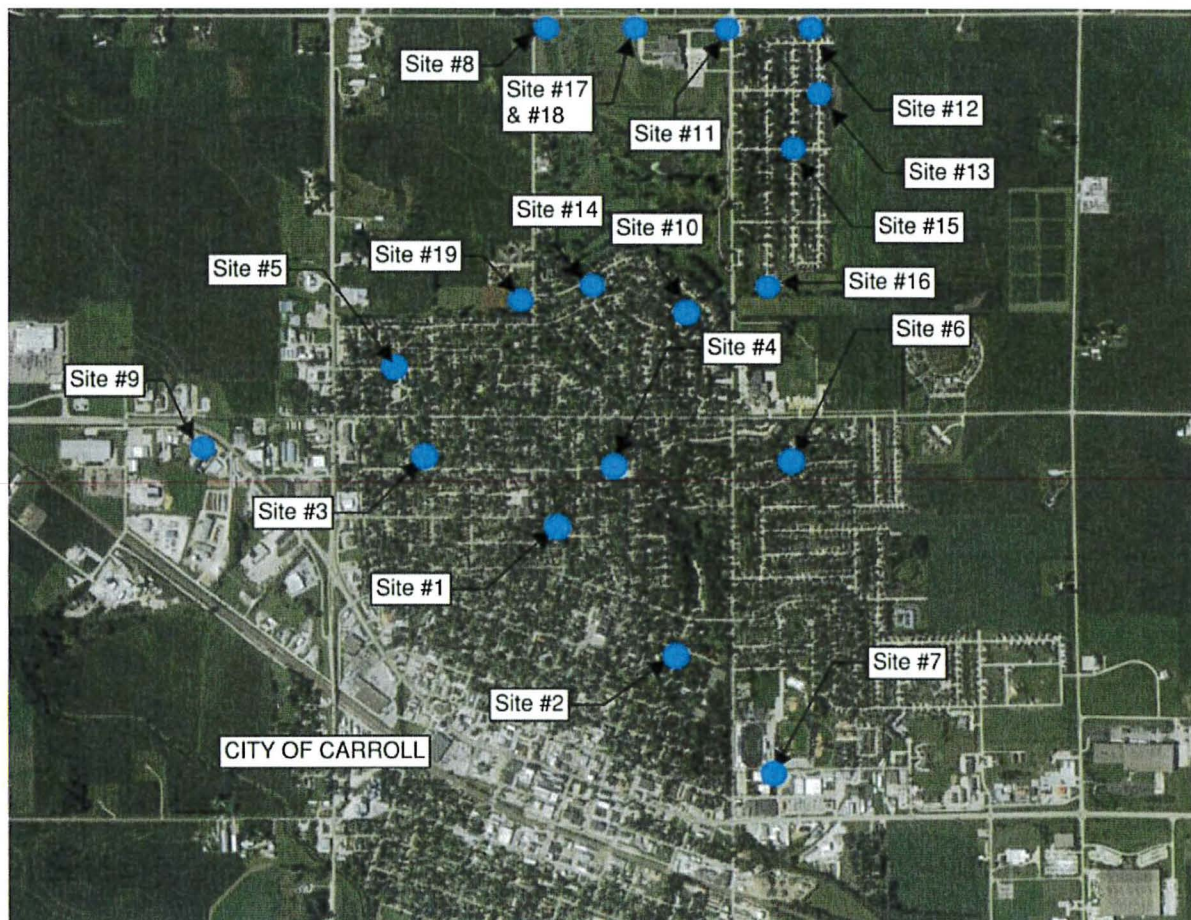
	2019					2020					2021				
	Calculated Chlorine Dose (mg/L)	Chlorine Residual S/EP (mg/L)	Chlorine Residual in Dist. System (mg/L)	Nitrite Level at S/EP (mg/L)	Nitrite Level in Dist. System (mg/L)	Calculated Chlorine Dose (mg/L)	Chlorine Residual S/EP (mg/L)	Chlorine Residual in Dist. System (mg/L)	Nitrite Level at S/EP (mg/L)	Nitrite Level in Dist. System (mg/L)	Calculated Chlorine Dose (mg/L)	Chlorine Residual S/EP (mg/L)	Chlorine Residual in Dist. System (mg/L)	Nitrite Level at S/EP (mg/L)	Nitrite Level in Dist. System (mg/L)
<b>Jan.</b>	3.76	2.88	2.43	0.006	0.010	3.88	2.83	2.38	0.006	0.054	3.30	2.8	2.4	0.005	0.028
<b>Feb.</b>	3.70	2.92	2.56	0.007	0.013	3.59	2.75	2.38	0.006	0.051	3.37	2.83	2.51	0.006	0.022
<b>Mar.</b>	3.68	2.89	2.57	0.006	0.009	3.52	2.85	2.62	0.005	0.013	3.28	2.83	2.49	0.005	0.02
<b>April</b>	3.72	2.92	2.64	0.006	0.021	3.59	2.84	2.52	0.004	0.024	3.24	2.79	2.44	0.006	0.018
<b>May</b>	3.67	2.85	2.57	0.005	0.007	3.47	2.74	2.39	0.006	0.010	2.95	2.68	2.32	0.006	0.048
<b>June</b>	3.71	2.87	2.45	0.005	0.012	3.45	2.78	2.52	0.006	0.018	3.04	2.74	2.41	0.005	0.027
<b>July</b>	3.79	2.89	2.43	0.005	0.050	3.43	2.77	2.46	0.006	0.009	3.12	2.69	2.25	0.006	0.04
<b>Aug.</b>	3.76	2.86	2.43	0.005	0.044	3.42	2.79	2.39	0.006	0.030	3.10	2.78	2.43	0.006	0.024
<b>Sept.</b>	3.65	2.75	2.37	0.005	0.018	3.44	2.74	2.28	0.004	0.049	3.07	2.69	2.25	0.006	0.008
<b>Oct.</b>	3.78	2.70	2.23	0.005	0.028	3.48	2.72	2.39	0.004	0.016	3.05	2.62	2.19	0.005	0.015
<b>Nov.</b>	3.72	2.71	2.20	0.004	0.016	3.43	2.81	2.47	0.006	0.035	3.25	2.76	2.28	0.006	0.014
<b>Dec.</b>	3.71	2.74	2.34	0.004	0.022	3.32	2.77	2.44	0.005	0.023	3.19	2.73	2.36	0.004	0.005

As shown in the table, the chlorine residual decreases from the S/EP to the distribution system, while the nitrite levels increase from the S/EP to the distribution system. This correlation indicates nitrification is occurring in the system. The nitrite levels in the distribution system are below the maximum contaminant level of 1 mg/L. The city should continue to monitor their nitrite levels.

#### 4.2 Chlorine Dosing

Gas chlorine is added before the horizontal pressure filters. Based on conversations with the operator, the chlorine dosing rate is based on blended iron and manganese levels from Well Scenario #1 (Well 12, 14, 16, 17, 18, and 19) and Well Scenario #2 (Well 9, 14, 15, 18, 19, and 20). In January 2022, the operator increased the dosage rate to test whether it would improve the chlorine residuals in the system. The operator recorded their chlorine dosage rate (mg/L) and took a sample at various locations within the distribution system during the month of March 2022 and June 2022. During March 2022, well scenario #1 is in operation, and during June 2022, well scenario #2 is in operation. In addition, the operator reviewed existing data from 2019 through 2021 and found chlorine dosage rates at the water treatment plant and chlorine residual levels near the same sample sites. These values are compared in **Table 4-2** and **Table 4-3**. **Figure 4-1** shows a map of the sample sites. Each sample site is combined into a single location for clarity.

**Figure 4-1: Chlorine Residual Sample Site Map**





**Table 4-2: Chlorine Dosage Rate Comparison**

Site #	Address	Date of Sample	Calculated Chlorine Dose (mg/L)	Tested Chlorine Residual (mg/L)
1	113 E 13 <sup>th</sup> St	10/16/2019	3.18	0.49
	1315 N Carroll St	9/8/2021	3.23	0.1
	W 15 <sup>th</sup> St & N Carroll St FH	3/30/2022	3.56	1.77
	W 15 <sup>th</sup> St & N Carroll St FH	6/02/2022	3.53	1.38
2	1208 N Clark St	10/6/2021	3.13	0.1
	1102 N Clark St	10/7/2021	3.08	0.91
	E 11th St. & N Clark Rd. FH	3/31/2022	3.57	2.88
	E 11th St. & N Clark Rd. FH	6/02/2022	3.53	2.72
3	637 W 17 <sup>th</sup> St	10/11/2021	2.95	0.32
	1806 Quint Ave.	10/11/2021	2.95	0.68
	McCoy Dr & Quint Ave FH	3/31/2022	3.57	1.54
	McCoy Dr & Quint Ave FH	6/07/2022	3.75	2.32
4	1621 N Main St	8/11/2021	3.07	0.45
	1621 N Main St	3/7/2022	3.53	1.35
	W 17 <sup>th</sup> St & N Adams St FH	3/30/2022	3.56	2.09
	W 17 <sup>th</sup> St & N Adams St FH	6/02/2022	3.53	1.99
5	1847 Crestview Dr	6/23/2021	3.29	0.65
	1018 W 18th St	6/23/2021	3.29	1.53
	1844 Highland Dr	2/9/2022	3.58	1.91
6	702 Troy Dr	12/30/2021	3.1	0.65
	633 Troy Dr	3/22/2022	3.37	2.14
7	810 N Grant Rd	12/21/2017	3.4	1.6
	716 N Grant Rd	3/14/2022	3.67	2.88

**Table 4-3: Chlorine Dosage Rate Comparison Continued**

Site #	Address	Date	Chlorine Dose (mg/L)	Chlorine Residual (mg/L)
8	West St & 30 <sup>th</sup> St FH	3/23/2022	3.64	1.15
	West St & 30 <sup>th</sup> St FH	6/6/2022	3.5	1.5
9	Business at 1401 Radiant Rd.	3/29/2022	3.43	2.76
	Business at 1401 Radiant Rd.	6/2/2022	3.53	1.35
10	222 Randall Rd. FH	3/30/2022	3.56	1.67
	222 Randall Rd. FH	6/10/2022	4.01	1.12
11	30th St. & N Grant Rd. FH	4/12/2022	3.59	0.29
	30th St. & N Grant Rd. FH	6/10/2022	4.01	0.34
12	800 E. 30th St. FH	3/29/2022	3.43	0.03
	800 E. 30th St. FH	6/10/2022	4.01	0.83
13	Elmwood Dr. & Skyline Dr. FH	3/23/2022	3.64	1.07
	Elmwood Dr. & Skyline Dr. FH	6/7/2022	3.75	1.02
14	Randall Rd. & Todd Terr. FH	3/23/2022	3.64	1.96
	Randall Rd. & Todd Terr. FH	4/5/2022	3.57	1.64
	Randall Rd. & Todd Terr. FH	6/6/2022	3.5	1.66
	Randall Rd. & Todd Terr. FH	6/10/2022	4.01	1.3
15	Suncrest Rd. & Forest St. FH	3/29/2022	3.43	0.045
	Suncrest Rd. & Forest St. FH	4/12/2022	3.59	0
	Suncrest Rd. & Forest St. FH	6/10/2022	4.01	0.01
16	Veterans Park & Ashwood Dr. Cul-de-sac FH	3/23/2022	3.64	2.34
	Veterans Park & Ashwood Dr. Cul-de-sac FH	6/7/2022	3.75	1.05
17	FH on 30th St. east of CHS entrance	4/5/2022	3.57	1.06
	FH on 30th St. east of CHS entrance	6/10/2022	4.01	1.19
18	FH on 30th St. west of CHS entrance	3/23/2022	3.64	0.91
	FH on 30th St. west of CHS entrance	6/6/2022	3.5	1.23
19	Residence at 411 W. 21st St.	3/31/2022	3.57	1.64
	Residence at 411 W. 21st St.	6/14/2022	3.39	1.85

For 10 out of the 19 sample sites, the data showed increasing the chlorine dosage rate at the water treatment plant improved chlorine residuals within the distribution system. Sample sites 1 through 7 are near the central or southern part of town. The chlorine residual increased at each of these sample sites. Sample sites 4, 5 and 6 are similar areas to the sample sites 4, 5, and 6 as shown in **Figure 3-1**. These three sites were identified to have low chlorine residuals. According to **Table 4-2**, when the chlorine dosage was above 3.56 mg/L each site had a chlorine residual above 1.5 mg/L.

Sample sites 11, 12, 13, 15 and 16 were taken within the Collison Addition. The chlorine dosage increased at the water treatment plant from March 2022 to June 2022 and the chlorine residual increased at site 11 and site 12. The remaining sites had a negligible change or decreased. It is assumed

the chlorine dosage needs to be higher to cause an increase in the chlorine residual at all sample sites within the Collison Addition. Further details will be discussed in Alternative 1B.

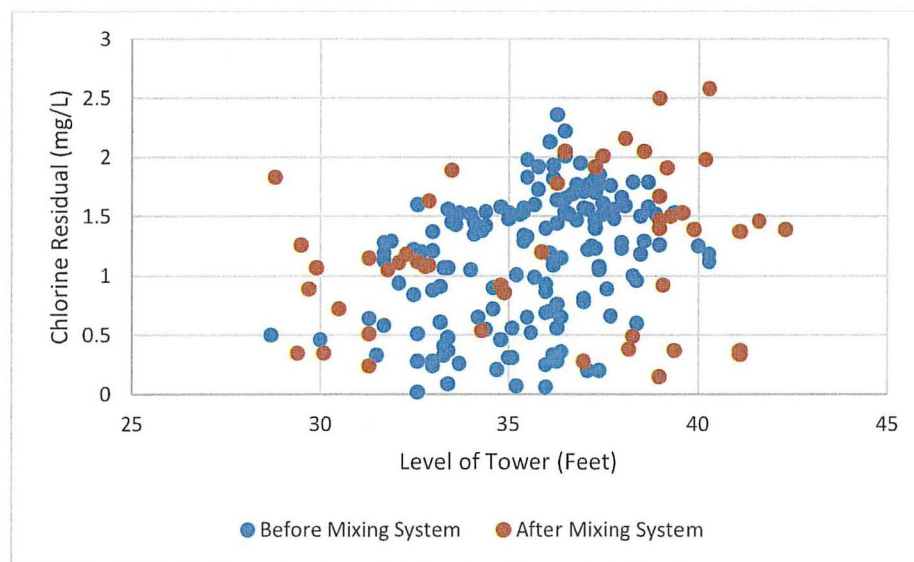
Sample sites 8, 10, 14, 17, 18 and 19 are on the north side of Carroll and are outside of the Collison Addition, and sample site 9 is on the west side of Carroll. The chlorine dosage rate at the water treatment plant decreased when samples were taken at sample sites 8, 18 and 19 from March 2022 to June 2022, however, the chlorine residual increased. This result did not follow the expected trend. It is assumed additional factors affected the chlorine residual at these sites. The chlorine dosage rate at the water treatment plant increased at sample sites 9, 10, 14, and 17 from March 2022 to June 2022. The chlorine residual increased at site 17 and decreased at sites 9, 10, and 14 between March 2022 to June 2022. As stated previously, it is assumed the chlorine dosage rate needs to be higher to cause an increase in chlorine residual at sites 9, 10, and 14.

### 4.3 Additional Data Considerations

#### 4.3.1 Water Tower Level

The city provided data containing the chlorine residual (mg/L) at the water tower and the level of water in the tower from January 2006 to November 2021. In July 2020, the city completed installation of the water tower mixing system. **Figure 4-2** compares the chlorine residual at the water tower to the level of water in the tower. The blue dots represent the data points before the mixing system was installed and the red dots represent the data after the mixing system was installed.

**Figure 4-2: Chlorine Residual vs. Water Tower Level**



As shown in the figure, there is a loose correlation between the level in the tower compared to the chlorine residual. The data shows typically when the water tower is full there is higher chlorine residuals. It can be assumed the water tower would be full of fresh treated water. However, due to the loose correlation, there cannot be a conclusion drawn to state the level in the water tower will determine the chlorine residual level in the water distribution system. In addition, the chlorine residual after the mixing system was installed behaved similarly to the chlorine residual before the mixing system.



#### 4.3.2 Other Data

The City of Carroll provided additional points of data. The following is a list of data considered during this analysis:

- Time of year
- Temperature of water
- Valve conditions in the system near the Collision Addition
- High Service Pump Operating Schedules

After analyzing the data, there were no further conclusions to be made regarding why the chlorine residuals are decreasing in the system based upon these other data factors.

**PRELIMINARY ENGINEERING REPORT  
FOR THE  
PUBLIC WATER SYSTEM  
CITY OF CARROLL, IOWA**

**SECTION 5**

**5 Improvement Alternatives Considered**

**5.1 Design Criteria Summary**

- |                           |   |                           |   |               |
|---------------------------|---|---------------------------|---|---------------|
| • Projected Daily Average | = | 107 gpcpd x 11,124 people | ~ | 1,190,268 gpd |
| • Projected Peak Day      | = | 1,190,268 gpd x 2.0       | ~ | 2,380,536 gpd |

**5.2 Summary of Alternatives**

Our previous analysis identified nitrification is occurring in the system, due to high ammonia levels. Improvement alternatives are outlined in the following section to increase the chlorine residual in the current system and to meet the future needs of the city's water system:

Alternative No. 1: Adjust Operational Strategies

This alternative considers four (4) options to improve the chlorine residual in the system. Alternative 1A involves switching from dosing chlorine pre-treatment to post-treatment. Alternative 1B consists of increasing to dosing rate to above 4.16 mg/L. Alternative 1C consists of increasing the chlorine dosing rate to 9.15 mg/L to achieve breakpoint chlorination. Alternative 1D considers putting Well 9 and Well 14 on standby, due to their high ammonia levels. It is believed that each of these alternatives will improve the chlorine residual in the system.

Alternative No. 2: Chlorine Booster Station

This alternative involves the installation of a chlorine booster station south of the Collision Addition. The improvements consist of a chlorine booster station building, chemical feed pump, chemical feed equipment, new water main, and fittings. The implementation of the chlorine booster station will likely result in an overall better chlorine residual within the Collision Addition.

Alternative No. 3: Reverse Osmosis Treatment System

This alternative includes installing a Reverse Osmosis treatment system to reduce ammonia levels in the water. The treatment system would be installed downstream of the horizontal pressure filters. The system is sized to treat 1,653 gpm to meet the projected peak day demand. This alternative would reduce ammonia, which would decrease the nitrification that occurs and increase the chlorine residual in the system.

Alternative No. 4: Biological Filter Treatment System

This alternative includes a Biological Filter treatment system to remove ammonia in the raw water. The treatment system is sized to meet the projected peak day demand. The Biological Filter system would be installed between the existing aerator and detention tank. This alternative would remove ammonia from the finished water, which would reduce the reaction of chlorine and ammonia. It would allow more chlorine to remain in the distribution system.

The following sections of the report will define the alternatives presented above and provide opinions of probable costs for construction and installation. In general, the preliminary opinion of probable construction costs presented below include the cost for materials, installation, plus contractor's labor, overhead, and profit. Cost information is developed from equipment suppliers' quotes and past experiences on similar projects. A 20% allowance has been included for contingencies at this conceptual stage of the project.

### 5.3 Alternative No. 1 – Adjust Operational Strategies

For the purpose of this report, four options were evaluated to improve the chlorine residual by adjusting operational strategies within the water system:

- Alternative 1A: Switch to Post-Chlorination
- Alternative 1B: Increase Chlorine Dosage Rate
- Alternative 1C: Increase Chlorine Dosage to Breakpoint Chlorination
- Alternative 1D: Put High Ammonia Wells on Stand-by

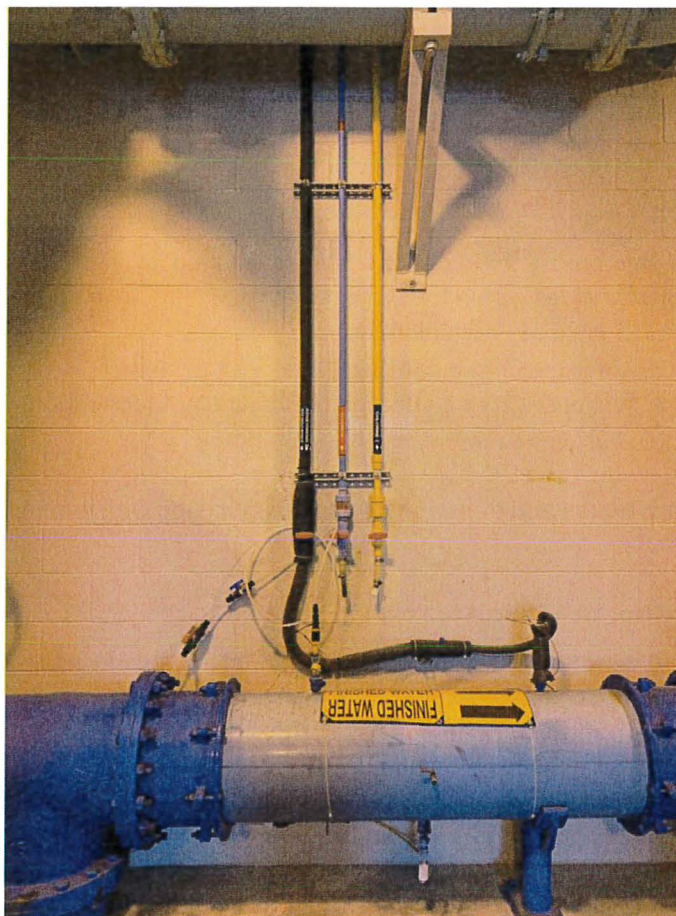
More specifics of each option and the estimated costs associated with each alternative are provided in the sections below.

#### 5.3.1 Alternative No. 1A – Switch to Post-Chlorination

This option considers moving the chlorine injection location from its existing location to a point downstream of the horizontal pressure filters. Currently, the water treatment plant adds chlorine between the aerator and the detention tank. Chlorine can be used as a disinfectant and as an oxidizing agent. When the chlorine is added before iron is removed from the source water, it will react with the iron and manganese to form an insoluble oxide. Providing a chlorine residual is difficult until the oxidation of iron and manganese is complete.

Switching to post-chlorination should improve the chlorine residual in the system. Potassium permanganate should continue to be injected in the same location to oxidize with the iron and manganese before the pressure filters. The existing aerator will typically oxidize 70% of the iron. Based on the composite raw water quality shown in **Table 2-8**, the new proposed dosage rate of potassium permanganate is 1.25 mg/L, if the chlorine is moved post-treatment and it is not used pre-treatment. The chlorine dosage would remain the same as existing. The existing water treatment plant has an injection assembly installed downstream of the horizontal pressure filters, but it is currently not used. The proposed injection location can be seen in **Figure 5-1**. This alternative does not anticipate any capital costs. It will only require some labor to connect the chlorine gas piping to the chemical injection assembly.



**Figure 5-1: Proposed Chlorine Injection Location**

This recommendation will have a small reduction on the annual O&M costs. Currently, the WTP doses between 1.45 mg/L and 1.5 mg/L of potassium permanganate. The city will spend \$32,220 for 9,000 lbs. of potassium permanganate in 2022. This alternative suggests the WTP can dose at 1.25 mg/L and still provide sufficient oxidation of iron and manganese. The decrease in potassium permanganate usage will be 1,500 lbs. per year, and as a result the O&M costs are estimated to decrease by \$4,500.

### 5.3.2 Alternative No. 1B – Increase Chlorine Dosage Rate

This option would consist of increasing the chlorine dosage rate to improve the chlorine residuals in the system. As shown in **Table 4-1**, nitrification is occurring in the distribution system. Ammonia is reacting with the chlorine and converting to nitrites. As a result, the chlorine residuals decrease as they move north in the system. **Table 4-2** demonstrated when the chlorine dosage rate increased the chlorine residuals increased as well. Therefore, it is suggested to increase the chlorine dosage rate at the water treatment plant. This improvement assumes the chlorine will be injected downstream of the horizontal pressure filters, and potassium permanganate will be dosed at 1.25 mg/L, as stated in Alternative 1A.

All free ammonia is converted to monochloramines when there is a molar ratio of 1 chlorine to 1 ammonia (as nitrogen) or molecular weight ratio of 5 chlorine to 1 ammonia (as nitrogen). Based on the blended concentration of ammonia in **Table 2-8**, the chlorine dosage rate is estimated to be increased to 4.16 mg/L to increase the ratio of chlorine to ammonia (as nitrogen) to be 5 to 1.

This alternative includes increasing the dosage rate to 4.16 mg/L post-treatment. It will impact the annual O&M costs by increasing the usage of gas chlorine and decreasing the same amount of potassium permanganate, as stated in Alternative 1A. Based on the 2022 chemical bid tabulation provided by the city, the WTP will spend approximately \$26,000 for 13,000 lbs. of chlorine and \$32,220 for 9,000 lbs. of potassium permanganate for the fiscal year of 2022. For this improvement, it is estimated the cost for chlorine will be \$30,645 and potassium permanganate be \$27,775. Overall, the O&M costs for this alternative are projected to stay about the same.

### 5.3.3 Alternative No. 1C – Breakpoint Chlorination

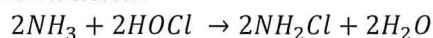
This option would consist of increasing the chlorine dosage rate to achieve breakpoint chlorination and remove ammonia from the finished water. Breakpoint chlorination results in the removal of ammonia as nitrogen gas by a chemical reaction with chlorine; typically, in the range of 8 to 11 times the ammonia (mg/L) present.

As chlorine gas is added to the supply water, the chlorine gas will rapidly hydrolyze to hypochlorous acid (HOCl). The hypochlorous acid is a weak acid and can disassociate to a hypochlorite ion (OCl<sup>-</sup>). These two chemical species formed by chlorine in water are commonly referred to as “free” or “available” chlorine. Ammonia (NH<sub>3</sub>) will react with the free chlorine to form two types of chloramines, monochloramines and dichloramine; this is referred to as “combined” chlorine. The amount of free chlorine and combined chlorine will determine the Total Chlorine Residual in the drinking water.

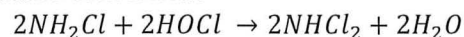
$$\text{Free Chlorine} + \text{Combined Chlorine} = \text{Total Chlorine}$$

The rate of chloramine formation is highly pH sensitive. Research and book values indicate that all the free chlorine will be converted to a chloramine almost instantaneously at a pH 7 to 8 when the ratio of chlorine to ammonia (as nitrogen) is equimolar (5:1 by weight). Breakpoint chlorination is achieved when all the chloramines are broken down and converted to nitrogen gas (9:1 by weight).

Ammonia to Monochloramine Conversion:



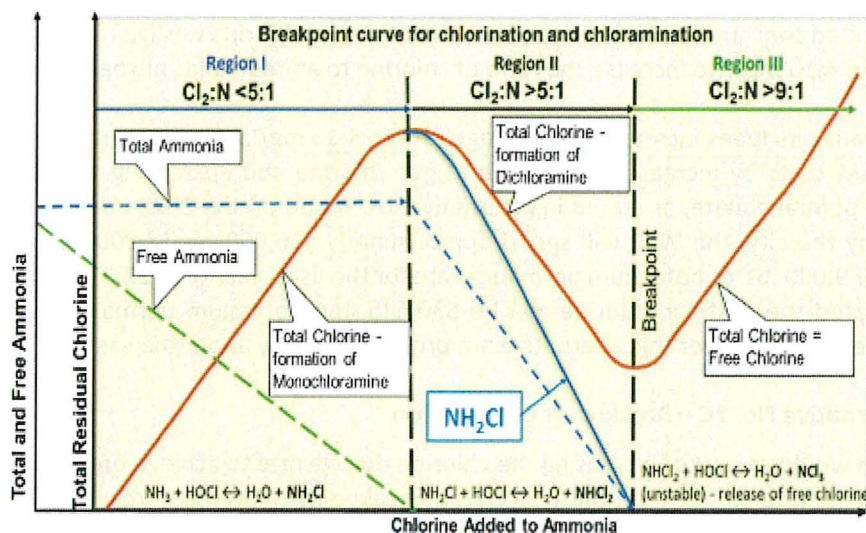
Monochloramine to Dichloramine Conversion:



As shown on **Figure 5-2**, free ammonia reacts with the free chlorine to form monochloramines. The monochloramines will react with the remaining free chlorine to form dichloramines. At the point when the total ammonia has converted to nitrogen gas, the remaining free chlorine will equal the total chlorine residual and breakpoint chlorination has been achieved.



Figure 5-2: Breakpoint Chlorination Stages with Ammonia



Hach (2019). Breakpoint curve for chlorination and chloramination. [wateronline.com](http://wateronline.com)

At a molecular weight ratio of 9 chlorine to 1 ammonia (as nitrogen), it is estimated that a dose of 7.50 mg/L of chlorine gas will achieve breakpoint chlorination for both well operating scenarios. Once breakpoint chlorination occurs, additional chlorine gas must be added to maintain a free chlorine residual. It is assumed a molecular weight ratio of 11 chlorine to 1 ammonia (as nitrogen) will allow for a minimum chlorine residual of 1.5 mg/L throughout the system. Therefore, a target chlorine dosage rate of 9.15 mg/L should be used.

On October 5th, 2022, Hawkins, Inc. conducted a jar test to determine a chlorine dosage rate to achieve breakpoint chlorination. Hawkins collected 1,000 mL water samples post-treatment for Well Scenario 1 and Well Scenario 2. The water samples were treated with a 1% stock solution of Azone 15, 12.5% at various dosage rates. **Table 5-1** includes the results of the jar testing.

**Table 5-1: Jar Testing Results (October 5, 2022)**

Chlorine Dosage	Total Ammonia, Well Scenario #1 (9, 14, 15, 18, 19, 20) (ppm)	Total Ammonia, Well Scenario #2 (14, 16, 17, 18, 19) (ppm)
2.0 ppm	-	0.90
2.5 ppm	0.23	-
3.0 ppm	-	0.44
4.0 ppm	-	0.00
5.0 ppm	0.00	0.00
7.5 ppm	0.00	-
10 ppm	0.00	-

Based on the results of the jar tests, breakpoint chlorination was achieved for both well scenarios when a chlorine dosage above 5.0 mg/L is added post treatment. The water samples for the jar testing were collected post treatment after a chlorine dose of around 3.5 mg/L and a potassium permanganate dose around 1.5 mg/L was added pre-treatment. It is difficult to determine how much of the chlorine and potassium permanganate oxidized with the iron and manganese or combined with the free ammonia. For a conservative estimate, assuming the potassium permanganate only oxidized with the iron and manganese and the chlorine only combined with the free ammonia, it would indicate the water treatment plant will need to dose approximate 8.5 mg/L of chlorine post-treatment to reach breakpoint chlorination. The water treatment plant should continue to monitor chlorine residual levels in the water system and adjust the chlorine dosage rate to reach the goal of higher chlorine residual.

The jar test results showed breakpoint chlorination can be achieved at a chlorine dosage rate of 8.5 mg/L. As a result of the jar testing, this alternative suggests using a chlorine dosage rate of 8.5 mg/L to achieve breakpoint chlorination instead of the calculated dosage rate of 9.15 mg/L. The actual dosage rate will need to be adjusted in the field based on the chlorine residual in the system.

This recommendation will impact the annual O&M costs by increasing the usage of gas chlorine. Assuming a chlorine dosage rate of 8.5 mg/L, the annual cost of chlorine is approximately \$63,000. The cost for potassium permanganate is equal to the cost stated in Alternative 1A and 1B. The annual O&M cost is estimated to increase by around \$32,000.

#### **5.3.4 Alternative No. 1D – Put High Ammonia Wells on Stand-by**

This option considers putting Well 9 and Well 14 on stand-by for emergency purposes, due to their high ammonia levels. Well 9 has an ammonia level of 1.72 mg/L and Well 14 has 1.44 mg/L, as shown in **Table 2-7**. Removing the wells with high ammonia will decrease the nitrification occurring in the system and increase the chlorine residual. The water operator can adjust the well operating scenarios as needed, however, for this study it will be assumed the well scenarios are not rearranged and will have Well 9 and Well 14 removed from Well Scenario #1 and Well Scenario #2. **Table 5-2** shows the proposed well scenario.

**Table 5-2: Proposed Well Scenario**

Well Scenario #1		Well Scenario #2	
Well 12	158	Well 9	Stand-by
Well 14	Stand-by	Well 14	Stand-by
Well 16	296	Well 15	487
Well 17	599	Well 18	349
Well 18	368	Well 19	89
Well 19	124	Well 20	411
<b>Total Flow (gpm)</b>	<b>1,545</b>		<b>1,336</b>

The proposed well scenarios will have lower ammonia and iron levels. **Table 5-3** shows the proposed water quality when Wells 9 and 14 are put on stand-by.

**Table 5-3: Water Quality with Well 9 and Well 14 on Stand-by**

Parameter	Unit	Blending Scenario #1	Blending Scenario #2
pH		7.25	7.23
Hardness	mg/L	25.74	24.92
Iron	mg/L	0.87	0.57
Manganese	mg/L	0.62	0.63
Fluoride	mg/L	0.42	0.42
Ammonia	mg/L	0.91	0.87
Nitrite	mg/L	0.003	0.00
Conductivity	umho/cm	516.32	504.66
Total Dissolved Solids (TDS)	mg/L	479.41	466.06
Chloride	mg/L	14.42	10.61
Nitrate	mg/L	N.D.	N.D.
Sulfate	mg/L	79.49	79.06
Calcium	mg/L	110.76	105.87
Magnesium	mg/L	30.91	30.25
Sodium	mg/L	13.11	12.23

Ammonia levels decreased from 1.01 mg/L to 0.91 mg/L for Well Scenario #1 and from 0.95 mg/L to 0.87 mg/L for Well Scenario #2. The city could add chlorine at the existing dosage rate and increase the chlorine residual in the system because there is less ammonia in the water. However, it is recommended to increase the chlorine dosage rate to remove the free ammonia. The suggested chlorine dosage rate would be 3.75 mg/L.

The city could still meet the projected water demand with the proposed scenario. The total combined capacity of the seven active wells is estimated to be 2,356 gpm, based on their current capacity as of April 2022. This total capacity can meet the projected needs of the community. With the largest 591 gpm well out of service (Well 17), the city could still meet the projected peak water system demands of 1,653 gpm.

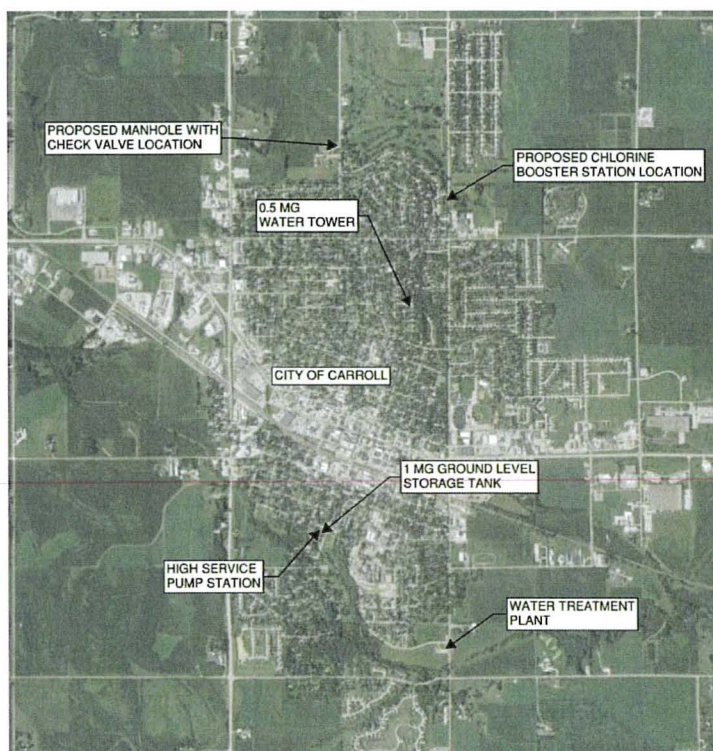


This recommendation will impact the annual O&M costs by increasing the usage of gas chlorine, moving to post-chlorination, and utilizing potassium permanganate to oxidize iron and manganese pre-filter. Assuming a chlorine dosage rate of 3.75 mg/L and the same dosage rate stated in Alternative 1A for potassium permanganate, the O&M cost will decrease by approximately \$2,820 annually. It is assumed the city will not save on electricity costs when Well 9 and Well 14 are put on stand-by because the city will still operate additional wells to meet demand.

#### 5.4 Alternative No. 2 – Chlorine Booster Station

The second alternative includes installing a chlorine booster station near the Collision Addition. As stated previously, the Collision Addition has traditionally been unable to maintain a chlorine residual of 1.5 mg/L. A chlorine booster station will dose additional chlorine into the water system to increase the chlorine residual in this area. A check valve is recommended to be installed inside a manhole at the opposite end of the loop in the water system to prevent flow entering the Collision Addition without passing through the chlorine booster station. The manhole would be installed north of the intersection of N West St. and W Randall Rd. **Figure 5-3** shows the proposed location of the chlorine booster station and the manhole with the check valve.

**Figure 5-3: Proposed Chlorine Booster Station Location**



A chlorine booster station would include a concrete building, additional water main piping, fittings, a magnetic flow meter, a check valve, a chemical injection assembly, and chemical feed equipment. It is recommended to use liquid chlorine instead of chlorine gas, which is used at the water treatment facility. Liquid chlorine is typically easier to handle and requires less equipment.

An opinion of cost for a chlorine booster station is included in **Table 5-4**.

**Table 5-4: Opinion of Probable Cost for a Chlorine Booster Station**

<b>Opinion of Probable Cost</b>					
<b>Alternative No. 2 – Chlorine Booster Station</b>					
	<b>Item</b>	<b>Units</b>	<b>Qty</b>	<b>Unit Cost</b>	<b>Total</b>
1.	Mobilization	LS	1	\$20,000.00	\$20,000
2.	Bonding and Insurance	LS	1	\$7,000.00	\$7,000
3.	Site Grading	LS	1	\$10,000.00	\$10,000
4.	Seeding, Fertilizer and Mulch	LS	1	\$2,000.00	\$2,000
5.	Chlorine Booster Station Building, Block Construction	SF	200	\$350.00	\$70,000
6.	Interior Piping	LS	1	\$40,000.00	\$40,000
7.	Valves, Flow Meter, Static Mixer, and Misc. Fittings	LS	1	\$40,000.00	\$40,000
8.	Chemical Feed Equipment	LS	1	\$20,000.00	\$20,000
9.	Connect to Existing Water Main	EA	3	\$2,000.00	\$6,000
10.	Electrical and Controls	LS	1	\$50,000.00	\$50,000
11.	48" Dia. Concrete Manhole	EA	1	\$5,000.00	\$5,000
12.	6" Check Valve, MJ	EA	1	\$3,000.00	\$3,000
Subtotal					\$273,000
20% Contingency					\$54,600
<b>Total Construction</b>					<b>\$327,600</b>
<b>Professional Services</b>					
Professional Services (Engineering, Architecture, Legal, Etc.) (25%)					\$68,250
Land Acquisition (0.25 acres)					\$50,000
Subtotal					\$118,250
<b>Total Project</b>					<b>\$445,850</b>

The addition of a chlorine booster station will have an impact on the annual O&M costs for the water system. It is estimated that the alternative could result in an increased annual O&M cost of approximately \$16,425 for increased electricity usage, labor and chemical costs. Short-term assets/maintenance include replacement of the chemical feed pumps approximately every 15 years. The replacement cost is estimated to be \$1,000 per pump.

### 5.5 Alternative No. 3 – Reverse Osmosis Treatment System

This alternative includes using a reverse osmosis system to lower ammonia levels in the drinking water.

Reverse Osmosis (RO) technology uses semi-permeable membranes for removal of dissolved contaminants such as ammonia, hardness, and dissolved solids. The basic principle of the process is that under high pressure, water is driven to flow from a more concentrated, feed solution to a pure water location, which is the opposite of the natural osmosis process. Thus, water is purified (known as permeate) leaving a concentrated waste stream (known as brine) that includes most of the contaminants that was originally present in the raw water.



Conventional RO technology utilizes crossflow filtration (i.e. continuous flow parallel to the surface of the membranes) to allow water to cross into the inside of the membranes (permeate) while the rejected contaminants are swept away from the membrane surface as to not “plug” the membranes. Raw water is normally treated conventionally to remove any iron and manganese prior to being pumped through the RO system.

The RO system requires the use of anti-scalants to be injected in the process to keep the membranes clean. The typical lifespan of RO membranes is 5-10 years, depending on flowrates and the quality of the raw water. Orthophosphate and Caustic Soda is suggested to be injected downstream of the RO system to prevent corrosion and to raise the pH level. Sodium bisulfite should also be injected upstream of the RO system to neutralize any residual potassium permanganate.

The traditional disadvantages of RO systems are increased energy usage needed to develop the pumping pressure to drive water through the RO membranes and the amount of reject water or brine that is discharged. Traditional RO systems have a reject rate of 20-25% of the raw water. Or in other words, 200 gallons of water must be discharged to the sewer system for every 800 gallons of clean water produced.

For the purpose of this alternative, reverse osmosis will be utilized to remove ammonia and soften the water. The proposed RO process will be designed to treat all the flow supplied to the WTP. The system will be installed downstream of the existing horizontal pressure filters, so the iron and manganese is removed prior to the RO system. The system is designed to utilize (2) two trains of membranes rated for 827 gpm of permeate each. The system will have a total capacity of 1,654 gpm. The system is designed to meet a peak day demand of 1,653 gpm if the largest well is out of service. The RO system reject water flow is approximately 165 gpm per train. For the projected average day demands of 1.19 MGD, the average amount of reject water will be approximately 237,600 gpd or 20% of the water demand. The amount of discharge will increase the daily average flows for the wastewater treatment facility (WWTF). An opinion of cost for a reverse osmosis water treatment facility is included in **Table 5-5**.

**Table 5-5: Opinion of Probable Cost for a Reverse Osmosis System**

<b>Opinion of Probable Cost</b>					
<b>Alternative No. 3 – Reverse Osmosis Water Treatment Facility</b>					
	<b>Item</b>	<b>Units</b>	<b>Qty</b>	<b>Unit Cost</b>	<b>Total</b>
1.	Mobilization	LS	1	\$450,000.00	\$450,000
2.	Bonding and Insurance	LS	1	\$150,000.00	\$150,000
3.	Reverse Osmosis Treatment System	EA	2	\$1,375,000.00	\$2,750,000
4.	Reverse Osmosis Treatment System Installation	LS	1	\$2,750,000.00	\$2,750,000
5.	Process Piping	LS	1	\$100,000.00	\$100,000
6.	Valves and Flow Meters	LS	1	\$50,000.00	\$50,000
7.	Chemical Feed Equipment	LS	1	\$80,000.00	\$80,000
8.	Electrical and Controls (WTP)	LS	1	\$100,000.00	\$100,000
<b>Subtotal</b>					<b>\$6,430,000</b>
<b>20% Contingency</b>					<b>\$1,286,000</b>
<b>Total Construction</b>					<b>\$7,716,000</b>
<b>Professional Services</b>					
<b>Professional Services (Engineering, Architecture, Legal, Etc.) (25%)</b>					<b>\$1,607,500</b>
<b>Subtotal</b>					<b>\$1,607,500</b>
<b>Total Project</b>					<b>\$9,323,500</b>

The addition of a reverse osmosis system to the water treatment facility will have an impact on the annual O&M costs for the water system. It is estimated that the alternative could result in an increased annual O&M cost of approximately \$85,500 for increased electricity usage, chemical use, element replacement, and operator labor. Short-term assets/maintenance include replacement of the reverse osmosis elements approximately every 8 years. In addition, replacement of the pumps will be every 15 years.

#### 5.6 Alternative No. 4 – Biological Filter System

This alternative includes using a biological treatment process to lower ammonia levels in the drinking water.

Biological ammonia removal is a treatment process that relies on bacteria to convert ammonia to nitrate. Biological conversion of ammonia ( $\text{NH}_3$ ) to nitrate ( $\text{NO}_3^-$ ) is a two-step reaction by two different genera of bacteria: Nitrosomonas and Nitrospira. Nitrosomonas oxidize with the ammonia to form nitrite, and then the nitrite oxidizes with the Nitrospira to form nitrates. It should be noted, additional reactions also occur during this process of nitrification.

The basic treatment equipment includes an aeration contactor, blowers, and chemical feed. Raw water is pumped through the bottom of the contactor along with air. Each contactor has a dedicated blower for aeration and the backwash process. The finished water will discharge into the existing detention basin.



The treatment process requires two chemical feeds. Phosphate is fed upstream of the contactor to provide the necessary nutrients to the nitrifying biomass. Sodium hydroxide should be dosed ahead of the existing pressure filters to prevent a potential pH drop in the detention tank to avoid corrosion issues.

The proposed biological treatment process will be designed to treat all the flow supplied to the WTP. The system will be installed downstream of the existing aerator, so the discharge can be sent to the existing detention tank. This location will eliminate the need for additional pumps to convey flows through the contactor. The system is designed to utilize (2) two cylindrical aluminum up-flow aeration contactors rated for 827 gpm of permeate each. The system will have a total capacity of 1,654 gpm which meets the peak day demand. The biological treatment system reject water flow is approximately 1,425 gpm per contactor during a seven minute backwash cycle. If each tank is backwashed each day, the total average amount of reject water will be approximately 19,946 gpd. The amount of discharge will increase the daily average flows for the wastewater treatment facility (WWTF), however, the WWTF should be able to handle this additional flow. The high flow rate during backwash will be discharged to the existing backwash surge tank to decrease the peak flow rate into the sanitary sewer system. An opinion of cost for a Biological Treatment System is included in **Table 5-6**.

**Table 5-6: Opinion of Probable Cost for a Biological Treatment System**

<b>Opinion of Probable Cost</b>					
<b>Alternative No. 4 – Biological Filter Treatment System</b>					
	<b>Item</b>	<b>Units</b>	<b>Qty</b>	<b>Unit Cost</b>	<b>Total</b>
1.	Mobilization	LS	1	\$100,000.00	\$100,000
2.	Bonding and Insurance	LS	1	\$35,000.00	\$35,000
3.	Biological Filter Treatment Units	EA	2	\$250,000.00	\$500,000
4.	Biological Filter Treatment Units Installation	LS	1	\$500,000.00	\$500,000
5.	Blower	EA	2	\$40,000.00	\$80,000
6.	Process Piping	LS	1	\$100,000.00	\$100,000
7.	Valves and Flow Meters	LS	1	\$50,000.00	\$50,000
8.	Chemical Feed Equipment	LS	1	\$40,000.00	\$40,000
9.	Electrical and Controls (WTP)	LS	1	\$50,000.00	\$50,000
Subtotal					\$1,455,000
20% Contingency					\$291,000
<b>Total Construction</b>					<b>\$1,746,000</b>
<b>Professional Services</b>					
Professional Services (Engineering, Architecture, Legal, Etc.) (25%)					\$363,750
<b>Subtotal</b>					<b>\$363,750</b>
<b>Total Project</b>					<b>\$2,109,750</b>

The addition of a biological treatment system to the water treatment facility will have an impact on the annual O&M costs for the water system. It is estimated that the alternative could result in an increased annual O&M cost of approximately \$34,125 for increased electricity usage, chemical use, media replacement, and operator labor. Short-term assets/maintenance include replacement of the

media approximately every 10 years. The replacement cost is estimated to be \$75,000. In addition, replacement of the pumps will be every 15 years.

**PRELIMINARY ENGINEERING REPORT  
FOR THE  
PUBLIC WATER SYSTEM  
CITY OF CARROLL, IOWA**

**SECTION 6**

**6 Proposed Project**

**6.1 Opinion of Probable Costs**

The following **Table 6-1: Opinion of Project Alternative Costs** provides the estimated total capital cost for each proposed water treatment facility.

**Table 6-1: Opinion of Project Alternative Costs**

<b>Alternative #</b>	<b>Description</b>	<b>Opinion of Probable Capital Cost</b>
1A	Switch to Post-Chlorination	\$0
1B	Increase Dosage Rate	\$0
1C	Increase Chlorine Dosage to Breakpoint Chlorination	\$0
1D	Put High Ammonia Wells on Stand-by	\$0
2	Chlorine Booster Station	\$445,850
3	Reverse Osmosis Water Treatment System	\$9,323,500
4	Biological Filter Treatment System	\$2,109,750

**6.2 Projected Impact to Users**

If a proposed project is installed, then the project potentially could have an impact on the average individual water use rates. **Table 6-2: Potential Impact to City Water Rates** provides the estimated impact on the average individual water use charge if various alternatives are installed. This table assumes that no other outside party subsidizes the cost for the improvements to the system. If a source for grant funding or a developer contributes to assist with the project costs, then the impact to the existing users may be reduced. The city will need to investigate the impact on their rates.

It has been assumed that the costs will be distributed evenly on a per user basis. The 'Total Additional Cost per User' in the following table is simply the total additional yearly expense divided by the number of users being served. The number of users was not provided, therefore, it is assumed there is 1 user for every 3 persons in the population. The 2020 U.S. census confirmed 10,321 persons in Carroll. It will be estimated 3,440 users.



**Table 6-2: Opinion of Project Alternative Costs**

Description	Capital Cost	Estimated Debt Service @ 3.5% Over 20 years	Average Additional O&M Cost Per Year	Total Additional Yearly Expense	Total Additional Cost Per User
	\$	\$/yr.	\$/yr.	\$/yr.	\$/mo.
Switch to Post-Chlorination	\$0	\$0	\$(4,444)	\$(4,444)	\$0
Increase Dosage Rate	\$0	\$0	\$200	\$200	\$0.005
Increase Chlorine Dosage to Breakpoint Chlorination	\$0	\$0	\$32,000	\$32,000	\$0.78
Put High Ammonia Wells on Stand-by	\$0	\$0	\$(2,820)	\$(2,280)	\$0
Chlorine Booster Station	\$445,850	\$31,388	\$16,425	\$47,813	\$1.16
Reverse Osmosis Water Treatment System	\$9,323,500	\$656,375	\$85,500	\$741,875	\$17.97
Biological Filter Treatment System	\$2,109,750	\$148,526	\$34,125	\$182,651	\$4.42

**PRELIMINARY ENGINEERING REPORT  
FOR THE  
PUBLIC WATER SYSTEM  
CITY OF CARROLL, IOWA**

**SECTION 7**

**7 Proposed Project**

**7.1 Selected Alternative(s) and Preliminary Design Information**

After reviewing the overall costs, long term O&M projections, and chlorine residual improvements; the recommended alternative is to implement Alternative 1A – Switch to Post-Chlorination and Alternative 1B – Increase Chlorine Dosage Rate. This option will have little capital costs and provide better chlorine residuals in the water system. Once the alternatives have been put in place, the water treatment plant should continue to monitor chlorine residuals in the system and adjust the chlorine dosage as necessary to maintain 1.5 mg/L of chlorine residual in every part of the system.

**7.2 Permitting Requirements**

The recommended project should not require any additional permits.

**7.3 Engineer's Opinion of Total Project Cost**

**Table 7-1: Selected Alternatives Combined Opinion of Cost**

<b>Alternatives</b>	<b>Opinion of Cost</b>
Alternative 1A – Switch to Post Chlorination	\$0.00
Alternative 1B – Increase Chlorine Dosage Rate	\$0.00

**THIS CONCLUDES THE  
PRELIMINARY ENGINEERING REPORT  
FOR THE  
PUBLIC WATER SYSTEM  
CITY OF CARROLL, IOWA**

# City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

**MEMO TO:** Jeff Cayler, Interim City Manager 

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

**DATE:** November 21, 2022

**SUBJECT:** Union Pacific Railroad Quiet Zone

On June 27, 2022, the Mayor and City Council discussed the establishment of a Union Pacific Railroad Quiet Zone. While no formal action was taken, the following appear to be a consensus resulting from the discussion.

1. A reviewable Quiet Zone is acceptable.
2. The latest discussed Proposed Improvements are as follows:

Burgess Avenue	Wayside Horn
Carroll Street	Supplementary Safety Measure (60'N, 100'S)
Main Street	Alternate Safety Measure (40'N, 40'S)
Clark Street	Open (40'N)
Maple Street	Supplemental Safety Measure (100'N, 100'S)
Grant Road	Alternate Safety Measure (40'N, 40'S)
	Alt. – Wayside Horn
Bella Vista Drive	Wayside Horn

3. The currently estimated project costs for the above Proposed Improvements are attached.

This information is provided for Mayor and City Council further review and direction on this project. If that direction is to proceed, it is recommended to engage Bolton & Menk, Inc. to establish a scope of work and sequential timeline for development. If direction is not to proceed with a Quiet Zone, is a Wayside Horn project desired?

**RECOMMENDATION:** Mayor and City Council consideration and direction on the development of a Quiet Zone project.

RMK:ds

attachment

# UNION PACIFIC RAILROAD QUIET ZONE

## Estimated Costs

10-13-22

09-15-22

		Capital Cost	Annual Cost	Notes
Initial Agreement				
UPRR		\$ 40,000		Costs include Diagonistic Review Meeting
BMI		\$ <u>8,000</u>		
Proposed Improvements				
Burgess Avenue	Wayside Horn	\$ 155,000	\$ 4,000	
Carroll Street	SSM Applied (60'N, 100'S)	\$ 130,000		
Main Street	ASM Applied (40'N, 40'S)	\$ 185,000		
Clark Street	Open (40'N)	\$ 95,000		QZ Calculator does not include cost for Open Crossing. Some cost will need to be included if medians are desired. Assume 50% of the ASM cost.
Maple Street	SSM Applied (100'N, 100'S)	\$ 215,000		
Grant Road	ASM Applied (40'N, 40'S)	\$ 90,000		
	<i>Wayside Horn - Alt.</i>	\$ 155,000	\$ 4,000	Capital Cost not included in Subtotal
Bella Vista Drive	Wayside Horn	\$ <u>155,000</u>	\$ 4,000	
Subtotal Proposed Improvements		\$ 1,025,000		
Alternative Safety Measures				
BMI Preparation		\$ 5,000		Expect at least 12 months for approval of ASM due to FRA being short-staffed.
FRA Review		\$ 0		No costs for this from FRA or UP.
UPRR Review		\$ 0		
Design				
BMI Proposed Improvements		\$ 222,000		This is an unknown amount until the diagnostic review meeting is held and RR determines what they need to have done to the crossing. Amount shown is minimum for integration of the Wayside Horn system. This has the potential to be a significant cost if panels, rail, gates, etc. need to be improved.
UPRR Equipment Design		\$ 50,000		
	<i>UPRR Equipment Design - Grant Rd. - Alt.</i>	\$ 25,000		Capital Cost not included in Total.
Contingency		\$ <u>275,000</u>		20% has been used for the preliminary phase.
Total		\$ 1,625,000		

Page 112

## Library Board Minutes

October 17, 2022

The Carroll Board of Trustees met in the Community Meeting Room at the Carroll Public Library. Trustees present: Brenda Hogue, Lisa Auen, Dale Schmidt, Thomas Parrish and Ralph Von Qualen. Trustees absent: Summer Parrott, Kyle Ulveling, Julie Perkins, Marcie Hircock. Also present: Director Wendy Johnson

Parrish called the meeting to order at 5:15pm. It was moved by Schmidt and seconded by Von Qualen to approve the agenda. All voted aye. Absent: Parrott, Perkins, Hircock and Ulveling. It was moved by Auen and seconded by Von Qualen to approve the September 19<sup>th</sup> minutes with the correction to the adjourned motions. All voted aye. Absent: Parrott, Perkins, Hircock, Ulveling.

Correspondence: None

Julie Perkins arrived at 5:19pm

It was moved by Perkins and seconded by Schmidt to approve the bills/financials with the correction to the September cleaning amount to \$3120.00. All voted Aye. Absent: Parrott, Hircock, Ulveling

Director's Report: Wendy provided an update on the activities and programs the library provides and well as an update on projects her and the library staff are working on.

Board Education: none

Old Business: Staff Training – motion was made to ok the library being closed the full day on November 16<sup>th</sup> vs closing at 2pm. Perkins ok'd the motion with a second by Auen. All voted Aye. Absent: Parrott, Hircock, Ulveling

New Business: Board Memo- Review of Operation and Circulation Policy – recommendations made to eliminate fines on DVDs and magazines, review age of patrons who can check out DVDs and eliminate ILL fee of \$3.00.

Agenda Items for Next Meeting: Review and possible vote on changes to the Operation and Circulation Policy once a draft of the updates is complete

Ralph Van Qualen left at 6:30pm.

Parrish adjourned the meeting at 6:38pm Auen moved with a second by Perkins. All voted Aye. Absent: Parrott, Ulveling, Von Qualen, Hircock

Next regular meeting- **November 28, 2022**, at Carroll Public Library: Community Meeting Room 118 E 5<sup>th</sup> St, Carroll, IA 51401 5:15pm CST. **If you can't be present at the meeting, please contact Wendy Johnson email [wjohnson@carroll-library.org](mailto:wjohnson@carroll-library.org) or 712-792-3432.**

## Library Board Minutes

November 1, 2022

The Carroll Board of Trustees held a special meeting in the Community Meeting Room at the Carroll Public Library and via zoom. Trustees present: Summer Parrott, Brenda Hogue, Thomas Parrish, Julie Perkins, Marcie Hircock, and Kyle Ulveling. Trustees absent: Dale Schmidt, Lisa Auen, and Ralph Von Qualen. Also present: Director Wendy Johnson.

Parrott called the meeting to order at 8:04 pm.

Agenda Approval: It was moved by Ulveling and seconded by Hogue to approve the amended agenda that the meeting did not need to go into closed session. All voted Aye. Absent: Schmidt, Auen and Von Qualen

Lisa Auen joined at 8:06pm.

New Business: Action Item – Library Assistant Rate of Pay –It was moved to keep Judy Behm’s rate of pay at \$18.00 an hour through November 1, 2022, and as of November 2, 2022, reduced wage of \$14.00 per hour moving forward. It was moved by Parrish and seconded by Hircock All voted Aye. Absent: Schmidt and Von Qualen.

Agenda Items for Next Meeting:

Adjourn: It was moved by Ulveling and seconded by Hircock to adjourn at 8:24pm. All voted Aye. Absent: Schmidt and Von Qualen.

Next regular meeting- **November 22, 2022, 5:15pm cst at Carroll Public Library: Community Meeting Room 118 E 5<sup>th</sup> St, Carroll, IA 51401.** If you are unable to be present at the meeting, please contact Wendy Johnson at 712-792-3432 or email [wjohnson@carroll-library.org](mailto:wjohnson@carroll-library.org).

---

Summer Parrott President

Brenda Hogue – Recording Secretary



# CITY OF CARROLL MONTHLY ACTIVITY REPORT

Department/Division Carroll Public Library

Month October Year 2022

Person preparing report Wendy Johnson

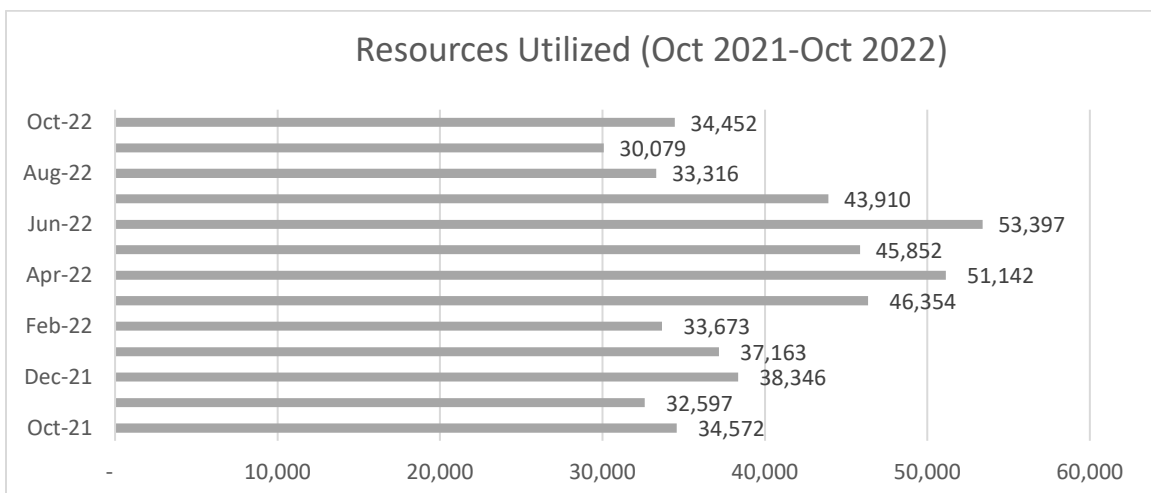
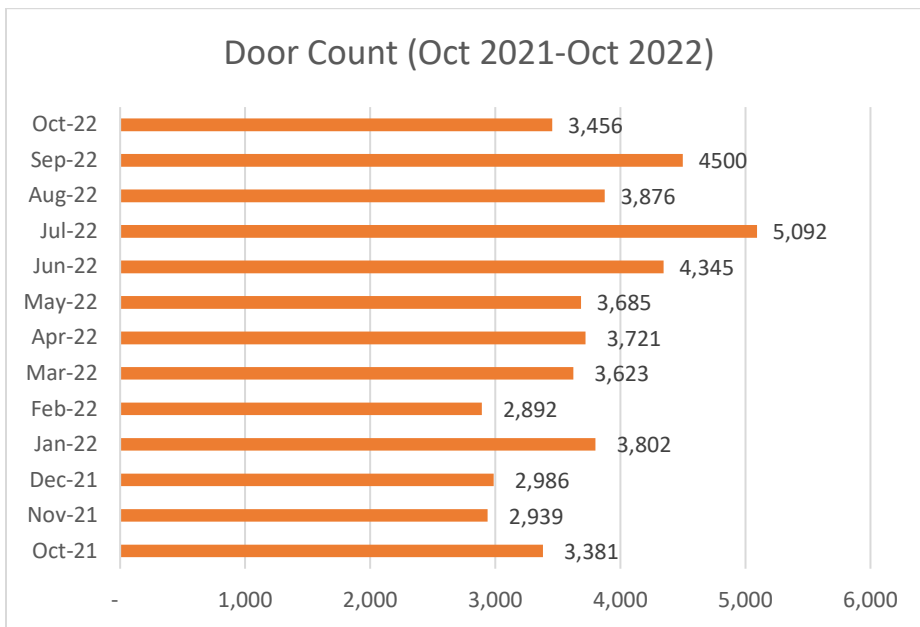
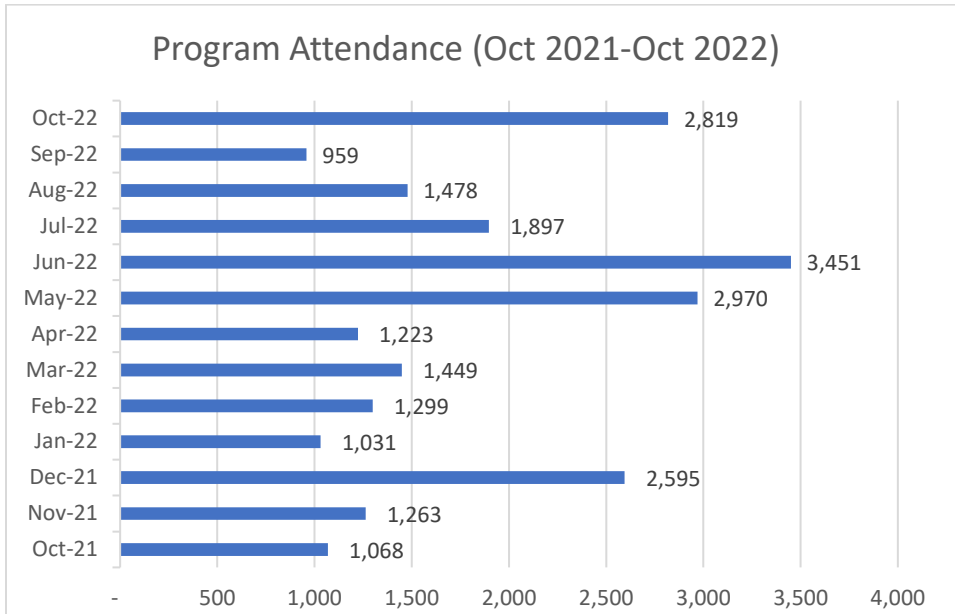


## Routine activities for the month/statistics:

Program Attendance:		Monthly Statistics:	
Tech Friday	7	Total Print Circulation	8,471
Stories with Diane	71	BRIDGES Circulation	1,507
Rookies Storytime	182	Public Computer Use	239
Grab & Go Children's Craft	200	Wi-Fi Use	629
Coloring Sheets	1,200	Website Visits	20,418
Book Visits	417	Daily Times Herald Archives Views	596
Book Drops-Daycares	10	Breda & Glidden News	1,917
Book Drops-Seniors	16	Consumer Reports	120
Writing Group	6	Global Road Warrior	3
Crafty Library Ladies	58	Learning Express	16
Book Club	11	Freegal	527
Bingo	6	Transparent Language	1
Tween Makerspace: Pumpkin Art	4	Brainfuse	0
Tween Makerspace: Witchy Doll	5	Linkedin Learning	0
Family Movie Night	5	Novelist	8
Makers Day: Pumpkin Exploration	35		
Lego Challenge	25		
Book Binding: Spell Book	2		
Teen Zone (2 programs)	0		
Story Walk Swan Lake	400		
Curbside Pickup	15		
Meeting Room Use	21		
Study Room Use	123		
<b>Total Program Attendance</b>	<b>2,819</b>		
<b>Monthly Door Count</b>	<b>3,456</b>	<b>Total Resources Utilized</b>	<b>34,452</b>

## Special activities/accomplishments:

- 1) **Children's Programs:** The Lego Challenge, Book Binding, and Family Movie Night were special activities this month. Grab and Go Craft Kits and Coloring sheets continue to be popular with parents, grandparents, and our younger patrons. A Story Walk was offered at Swan Lake during their Bison Haunted Hollow event.
- 2) **Adult/Family Programs:** We continue to host a writing group, crafty library ladies, bingo, and book clubs. A Family Movie Night and a book binding program were added this month as special programming.
- 3) **Makerspace:** Monthly Makers Day programming continues with a cooperation with the ISU Extension. This day coordinates with days off of school for teacher development days. Tween programming is being offered twice a month in the makerspace. We are working with Jeff Halbur to see if there is an interest in additional STEM activities in the Makerspace in a small group or 1-on-1 capacity.



# Director's Report

November 2022

---

**Library Closings:** Wednesday, November 16 – closed for Staff Development & Training  
Wednesday, November 23 – close at 6 pm for an early start to Thanksgiving for staff  
Thursday, November 24 – closed for Thanksgiving Day  
Friday, November 25 – closed for the day after Thanksgiving (open Saturday regular hours)

**Personnel:** Currently interviewing for the part-time library assistant position.

**Financial:** The EBSCO credit has been refunded to the library with two checks that were deposited on Friday, November 18, 2022.

Currently working on budget for fiscal year 2024. We will go over some initial budgeting information tonight, as I need to have the budget request turned in to the city by December 2, 2022.

Partnership 4 Families awarded the Carroll Public Library the full amount of our proposed grant for early literacy programming. This grant includes funds for a re-launch of 1000 Books Before Kindergarten program and two stuffed animal workshops for children to make their own stuffed animal and take home a book to practice reading.

**Circulation/Resource Use Notes:** Program count increased this month in large part due to the Story Walk that was debuted during the Bison Haunted Hollow event. We are working with Jeff Halbur to see if there is interest in a small group or 1-on-1 STEM activities in the Makerspace.

Appollo (our integrated library system) keeps track of the total amount saved by all patrons during the fiscal year as well as during the calendar year. Appollo keeps track of the amount saved by individual patrons and the amount saved for the library total. In September, the total amount saved for all library users for the 2022 calendar year reached \$1,000,000. So far in fiscal year 2023, we have been averaging over \$100,000 in amount saved for patrons. Keep in mind that these figures don't factor in anything for online resources that are used, programs that are attended, printing services, WiFi use, meeting room use, or any of the services the library provides – this is only materials that have been checked out by patrons. As we are approaching the end of the calendar year and we start looking ahead to budget season, I think it's important to look at numbers like this to show the real impact our library has on this community.

**October Programs:** October had a pumpkin and Halloween theme for the tween, rookies, and Makerspace programming. Programs included pumpkin art, witchy dolls, pumpkin exploration, and make your own spell book. Special programming included a Lego build challenge, family movie night, and a Story Walk at Swan Lake.

**November Programs:** We changed the way we are advertising our programs through the Carroll Times Herald. We will now be having a monthly section with a clip & save border that lists the programs and events happening at the library that month. We started with the November 1 issue of the paper, and this in-print option will be replacing our digital ad, so there is no additional cost.

Thursday, November 3 - Tweens Pinecone Art  
Brown Bag Book Club  
Monday, November 7 – Makers Day – Fall Through the Senses – ISU Extension  
Wednesday, November 9 – Bingo  
Monday, November 14 – Family Game Night  
Tuesday, November 15 – Evening Book Discussion  
Thursday, November 16 – Tweens Wood Slice Ornaments  
Friday, November 25 – Tech Friday

**Future Programs:**

Tuesday, December 1 – Brown Bag Book Club  
Tweens Watercolor Resist Painting  
Monday, December 5 – Makers Day – Holiday Science – ISU Extension  
Tuesday, December 13 – Teens – Sock Gnome  
Hugo Kringle: Santa’s Little Brother – family program  
Wednesday, December 14 – Bingo  
Thursday, December 15 – Tweens – Gingerbread houses  
Friday, December 16 – Ugly Christmas Sweater Day  
Monday, December 20 – Evening Book Discussion  
Tuesday, December 27 – Makers Day – Polar Science – ISU Extension  
Teen Game Night

Saturday, January 14 – 10-11:30 am Relaunch of 1000 Books Before Kindergarten event  
Thursday, February 9 – The History of the Hershey Chocolate Company  
February – tbd - Stuffed Animal Workshop  
April – tbd - Stuffed Animal Workshop

**Staff Continuing Education:** Full time staff had a full day of staff development on Wednesday, November 16. We started the day with a walk-through of the library to evaluate each section to see what was working well, what we could change within fiscal year 2023, and what we would like to see in the future. Part-time staff joined us after lunch for a customer service training workshop with Misty Gray, our district consultant from the State Library. The “library inventory” was by far the favorite section of the day. The library team came up with some great suggestions for changes within the library that we think will benefit our patrons, bring in some color, and hopefully make a few things easier on staff. I will keep you updated in the Facilities section with any changes as we put them in place.

**Community News/Events:** Commercial Savings Bank sent an email to request the use of the large meeting room on Monday, January 16, 2023, from 4 to 6 pm. They are working on a presentation that would be open to the public about scams and fraud that are happening currently. This is the same time as our normal library board meeting, but I feel this program would be a great service to our patrons. We can move our January meeting to another room in the library or we can shift our meeting to a different night.

**State Library of Iowa Information:** Nothing to report.

**Trustee Information:** Nothing to report.

**Facilities:** Nothing to report yet, but we have some proposed changes that will be coming up throughout the library. We will be doing some rearranging of furniture, highlighting different sections of the library with a pop of color, and showcasing some library materials that we want to draw patron’s attention to.

## CARROLL AIRPORT COMMISSION

### Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Monday, November 14, 2022, at the Arthur Neu Airport. Commission members in attendance were Norman Hutcheson, Greg Siemann, Gene Vincent and Kevin Wittrock. Also attending were Don Mensen, airport manager and Carol Schoeppner, recording secretary. Dick Fulton did not attend. Chairman Hutcheson conducted the 5:30 P.M. meeting.

### MINUTES

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

### CAPITAL IMPROVEMENT PLAN

Mr. Crawford informed the Commission that a new CIP plan is due at the end of the week. On the current CIP Plan, updating the Master Plan was the next funding project after the LED Lighting Project. Comm. Siemann informed the Commission that if there was no construction project the BIL Funds would be lost. A motion by Comm. Siemann and seconded by Comm. Wittrock was made to move the construction of a corporate hanger after the LED Lighting Project. Motion carried by Commissioners Hutcheson, Siemann, Vincent and Wittrock.

### BUDGETS

After discussion a motion by Comm. Vincent and seconded by Comm. Siemann was made to approve the re-estimated budget for the 2022/2023 fiscal year of \$241,000.00 and the 2023/2024 fiscal year of \$247,500.00. Motion carried by Commissioners Hutcheson, Siemann, Vincent and Wittrock.

### TOPICS DISCUSSED:

McClure Engineering is working on the completion of the specs and plans for the LED Lighting Project to be finished by the target date of December first.

Due to the weather and availability of product the runway repair is about one third finished.

The security system has been installed.



CAPA will be the sponsor for the airshow next year. Don has a couple of groups committed to perform at the airshow. There will also be a HEUY on the field.

**BILLS**

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

Carroll Aviation	contract	\$ 6,940.00
Unified Contracting	annual ATG leakdetector	801.80
Wittrock Motor	October car rental	550.00
Rueter's	Kubota repair	156.47
ADB Safegate Americas	LRD Lights/signs	1,350.68
Raccoon Valley Elec	October electric service	897.77
Bomgaars	posts/wire/misc'l	167.91
TRue Value HDW	misc'l supplies	51.98
Ace Hardware	misc'l supplies	54.96
Carroll REfuse	October garbage	65.55
Ecowater	cooler rent/water	103.79
McClure Engineering	LED Lighting engineering	8,887.80
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. Motion carried by Commissioners Hutcheson, Siemann, Vincent and Wittrock.

There being no further business, a motion by Comm. Vincent and seconded by Comm. Wittrock was made to adjourn at 6:38 P.M.

The next regular meeting of the Carroll Airport Commission will be December 12, 2022, at the Arthur Neu Airport.

---

Chairman/Vice Chairman

ATTEST:

---