



## City Council Meeting

Monday, December 11, 2023 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. Library Employee Retirement - Donna Evans
4. FY 2025 Outside Agency Funding Requests - Housing Trust Fund
5. Consent Agenda
  - a. Approval of Minutes of the November 27 and 29, 2023 Meetings
  - b. Approval of Bills and Claims
  - c. Licenses and Permits:
    - New Class "E" Retail Alcohol License – *Sparky's One Stop #25*
    - Renewal of Class "C" Retail Alcohol License – *Kerps Bar & Grill*

#### 6. 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.

#### 7. Ordinances

- None

## 8. Resolutions

### a. Carroll County Redemption LLC

- Public Hearing on Proposed Sale of City Real Estate
- Resolution Approving the Sale of City Interest in Real Estate

Also see item 6.b – [November 27, 2023](#) – Carroll County Redemption LLC – Consideration of Sale of Real Estate, Resolution Setting Public Hearing on Sale of Real Estate

### b. CBD Street Resurfacing - 2024

- Agreement for Consulting Services

## 9. Reports

### a. Adams Street Reconstruction

- Change Order No. 3

Also see item VII.A – [October 25, 2021](#) – Adams Street Reconstruction – Agreement for Engineering Services

and item 7.a – [March 14, 2022](#) – Adams Street Reconstruction - Project Schedule

and item 8.a – [October 10, 2022](#) – Adams Street Reconstruction - Public Information Meetings

and item 6.c – [May 8, 2023](#) – Adams Street Reconstruction

Ahlers & Cooney Engagement Agreement

Resolution Approving Petition and Waivers

Resolution of Necessity for the Adams Street Reconstruction, Ordering Construction of the Project, Approving Preliminary Plat and Schedule of Assessments and Estimate of Cost, Tentative approval of Plans, Specifications, Form of Contract and Final Estimate of Cost, and Fixing a Date for a Public Hearing on Final Adoption of Plans, Specifications, Form of Contract and Estimate of Cost and a Date Construction Bids will be Received for the Project Current Project Schedule

and item 6.a – [May 22, 2023](#) – Adams Street Reconstruction

Public Hearing on Proposed Plans, Specifications, Form of Contract and Estimated Cost  
Consideration of Adoption of Plans, Specifications, Form of Contract and Estimated Cost

and item 7.b – [June 12, 2023](#) – Adams Street Reconstruction

Report of Bid Opening

Consideration of Bids and Award of Contract

Resolution Approving Contract and Bond

and item 9.a – [September 11, 2023](#) – Adams Street Construction – Change Order No. 1

and item 8.a – [October 9, 2023](#) – Adams Street Reconstruction – Change Order No. 2

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

**11. Comments from the Mayor**

**12. Comments from the City Council**

**13. Comments from the City Manager**

**14. Adjourn**

December Meetings:

\* Airport Commission – December 11, 2023 – Airport Terminal Building - 21177 Quail Ave

\* Planning and Zoning Commission – December 13, 2023 – City Hall - 627 N Adams St

\* Library Board of Trustees – December 18, 2023 – Carroll Public Library – 118 E 5th St

\* City Council – December 18, 2023 – 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 12/07/2023 at 1:17 PM

# City of Carroll

---

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

**MEMO TO:** Aaron Kooiker, City Manager *AK*  
**FROM:** Laura A. Schaefer, Finance Director/City Clerk *las*  
**DATE:** December 7, 2023  
**SUBJECT:** FY 2025 Outside Agency Funding Request – Housing Trust Fund

Region XII Council of Governments (COG) administers the region's Local Housing Trust Fund. The City has been funding the Housing Trust Fund in the amount of \$2,000 since FY 2018. Per the request letter, the funding request for FY 2025 is \$2,500. The request letter and the COG Housing Inc. November 2023 Housing Trust Fund Report is attached.

Rick Hunsaker, Region XII COG Executive Director, plans to attend the Council meeting to discuss this funding request.



# REGION XII

## COUNCIL OF GOVERNMENTS

November 15, 2023

Laura Schaefer, City Clerk  
City of Carroll  
627 N Adams St  
Carroll IA 51401

Dear Ms. Schaefer,  
Please consider this Region XII COG's request for funding from the City of Carroll for FY2025.

**Public Transit.** As the designated public transit agency (Western Iowa Transit) serving the City of Carroll, the COG appreciates the strong support for the transit services the City has demonstrated in the past. As you are aware, 100% of the support provided by the City is used to subsidize rides provided to senior citizens and persons with disabilities by local cab companies currently contracting with the COG. To continue this service into FY2025, the COG seeks **\$18,000** to help support these services. Of this amount, \$2,000 would be retained by the City to offset staff time needed to sell tickets at the city desk. The balance (\$16,000) would be paid to the COG through a contract similar to the one we signed last year. The requested amount is level with FY2024. All funds provided by the City of Carroll are allocated to the cost of cab services in Carroll. Only those tickets sold to senior citizens or people with disabilities are subsidized with city funds. Showing a financial need is not required.

**Housing Trust Fund.** The COG administers the region's designated Local Housing Trust Fund through Council of Governments Housing, Inc. (COGH). The COG requests **\$2,500** from the City of Carroll to help match the annual grant received from the State of Iowa. This represents a level funding request. COGH funds a variety of housing projects in the region including rehabilitation and project development. All trust fund beneficiaries must be households at or below 80% of median income; 30% of beneficiaries must be at or below 30% of median income.

Thank you very much for your past support of this project and consideration to continue that support. Please contact me for any further information.

Sincerely,

Rick Hunsaker  
Executive Director



# COG Housing Inc. November 2023 Housing Trust Fund Report

COG Housing, Inc. was founded to assist in the expansion of housing opportunities for low and very low income families and individuals in the region. COG Housing, Inc. is a non-profit corporation sponsored and staffed by Region XII COG. COG Housing, Inc. serves the same area as the 28E Agreement membership of Region XII COG, formed in 1973 based upon recommended regional boundaries. The COG Housing service territory includes all rural and urban areas in Audubon, Carroll, Crawford, Greene, Guthrie, and Sac Counties.

## COG Housing HTF Goals

The following goals and activities have established for COGH HTF. Preserving the region's housing stock, facilitating homeownership of persons with low and moderate incomes, creating new affordable housing units, and meeting emergency needs are the HTF's housing goals.

- Preservation through rehabilitation
- New affordable Units
- Emergency Assistance

## Eligible Activities & Uses of Funds

Assistance from new and revolved funds will continue to be provided following this matrix.

| Income Level (% of AMI) | Loan Type                | Interest Rate | Term                          |
|-------------------------|--------------------------|---------------|-------------------------------|
| Below 30%               | Forgivable               | N/A           | 5-year forgivable             |
| 31%-50%                 | 1/2 Repayable/ 1/2 grant | 2%            | 5-10 years/ 5-year forgivable |
| 51%-80%                 | Repayable                | 4%            | 5-10 years                    |

## COG Housing Staff:

Rick Hunsaker, *Executive Director*, [rhunsaker@region12cog.org](mailto:rhunsaker@region12cog.org)  
 Chris Whitaker, *Local Assistance Director*, [cwhitaker@region12cog.org](mailto:cwhitaker@region12cog.org)  
 Karla Janning, *Housing Programs Coordinator*, [kjanning@region12cog.org](mailto:kjanning@region12cog.org)  
 Ashley Owen, *Housing Specialist*, [aowen@region12cog.org](mailto:aowen@region12cog.org)  
 Brett Nieland, *Housing Inspector*, [bnieland@region12cog.org](mailto:bnieland@region12cog.org)  
 Aaron Schulz, *Housing Inspector*, [aschulz@region12cog.org](mailto:aschulz@region12cog.org)  
 Michelle Kooiker, *Executive Secretary*, [mkooiker@region12cog.org](mailto:mkooiker@region12cog.org)



## Uses of Funds

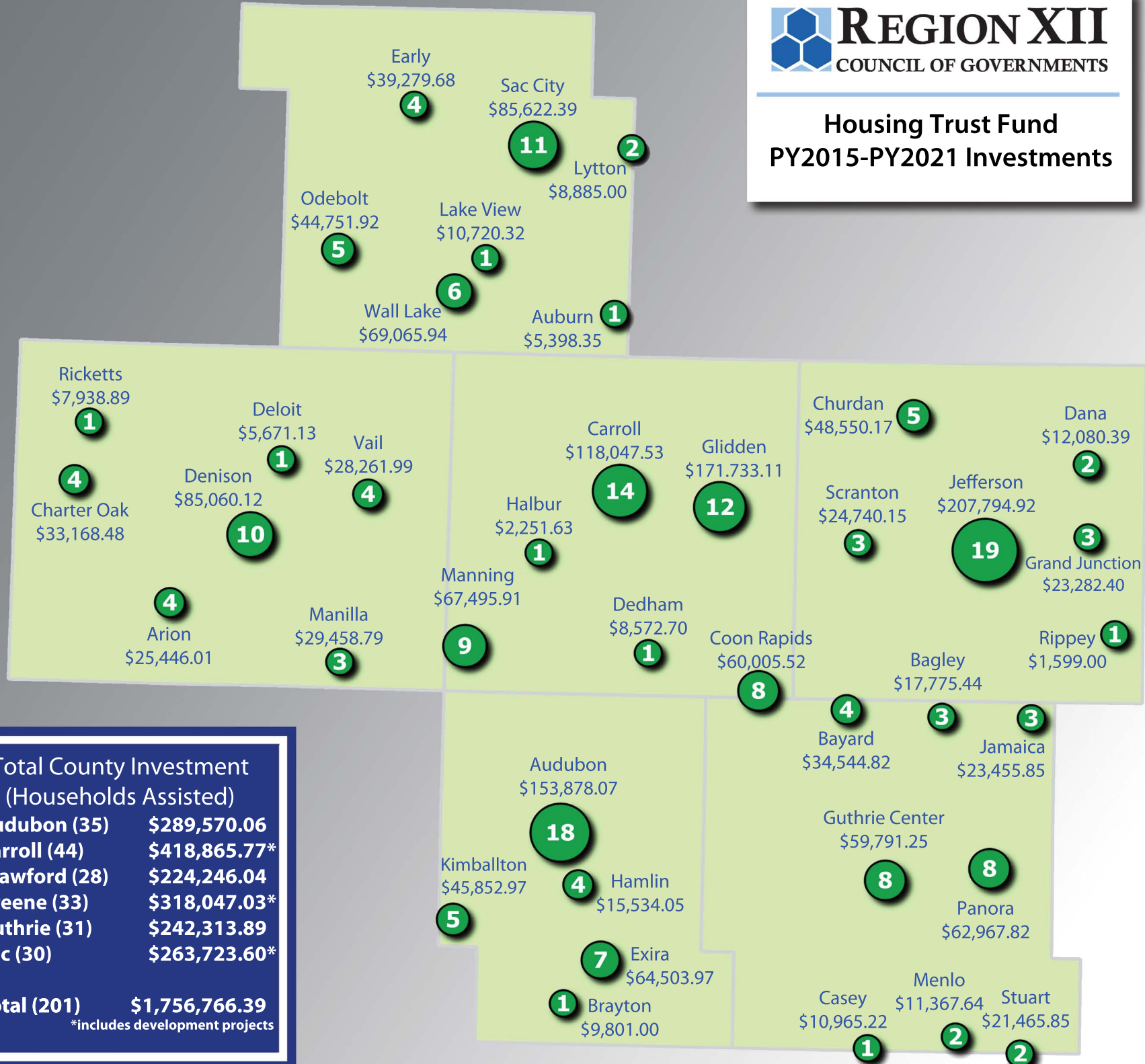
All funding will be provided to low to moderate-income families (those with an adjusted annual income of not more than 80% of the greater of county or statewide non-metro median income limit as published annually by the Iowa Finance Authority). At least 30% of HTF funds will be reserved for persons of extremely low incomes (less than 30% of median income).

## COG Housing Board:

Rick Thompson, *County Supervisor (Audubon County)*  
 Shane Lange, *Landmands National Bank (Audubon County)*  
 Stephanie Hausman, *County Supervisor (Carroll County)*  
 Jim Gossett, *Raccoon Valley Electric Cooperative (Carroll County)*  
 Dave Muhlbauer, *County Supervisor (Crawford County)*  
 Magali Ornelas, *United Bank of Iowa (Crawford County)*  
 John Muir, *County Supervisor (Greene County)*  
 Lori Mannel, *Greene County ISU Extension (Greene County)*  
 Steve Smith, *County Supervisor (Guthrie County)*  
 Dale Behrends, *Guthrie County State Bank (Guthrie County)*  
 Ranell Drake, *County Supervisor (Sac County)*  
 Steve Spotts, *Iowa State Bank (Sac County, Sac City)*





**Housing Trust Fund  
 PY2015-PY2021 Investments**


| Total County Investment<br>(Households Assisted) |                       |
|--|-----------------------|
| <b>Audubon (35)</b>                              | <b>\$289,570.06</b>   |
| <b>Carroll (44)</b>                              | <b>\$418,865.77*</b>  |
| <b>Crawford (28)</b>                             | <b>\$224,246.04</b>   |
| <b>Greene (33)</b>                               | <b>\$318,047.03*</b>  |
| <b>Guthrie (31)</b>                              | <b>\$242,313.89</b>   |
| <b>Sac (30)</b>                                  | <b>\$263,723.60*</b>  |
| <b>Total (201)</b>                               | <b>\$1,756,766.39</b> |
| *includes development projects                   |                       |

COUNCIL MEETING  
NOVEMBER 27, 2023

(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, Carolyn Siemann and JJ Schreck. Absent: None. Mayor Mark Beardmore presided and City Attorney Dave Bruner was in attendance.

\* \* \* \* \*

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

\* \* \* \* \*

It was moved by Bordenaro, seconded by Boes, to approve the following items on the consent agenda: a) minutes of the November 13, 2023 Council meeting, as written; b) bills and claims in the amount of \$448,313.29; and c) a new cigarette permit expiring June 30, 2024 – *Carroll's Tobacco Outlet Plus LLC*. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

\* \* \* \* \*

There were no oral requests or communications from the audience.

\* \* \* \* \*

It was moved by Siemann, seconded by Bordenaro, to approve Resolution No. 23-102, Accepting the Engineering Agreement with Veenstra & Kimm, Inc. for the Wastewater Treatment Plant Digester and VLR Air Piping Improvements Project for a not-to-exceed fee of \$445,000.00. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

\* \* \* \* \*

It was moved by Bordenaro, seconded by Schreck, to approve Resolution No. 23-103, Setting Public Hearing for December 11, 2023, on the Proposed Sale of City Interest in Real Estate (0.14 acres in Lot 22, NW Quarter 30-84-34) to Carroll County Redemption LLC for \$4,775.00. Matt Wendl, Carroll County Redemption LLC representative, addressed Council on this issue. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

\* \* \* \* \*

It was moved by Dirkx, seconded by Bordenaro, to approve Resolution No. 23-104, Determining the Necessity and Setting Dates of a Consultation (December 1, 2023) and Public



Hearing (December 18, 2023) on a Proposed Ziegler Urban Renewal Plan for a Proposed Urban Renewal Area in the City of Carroll, State of Iowa. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

\* \* \* \* \*

It was moved by Dirx, seconded by Boes, to approve Resolution No. 23-105, Authorizing an Internal Loan in the amount of \$1,000,000 plus interest from the Water Utility Fund to the Streets Capital Project Fund with Repayment from the Downtown Urban Renewal Tax Increment Revenue Fund to partially fund a street resurfacing project in the urban renewal area. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

\* \* \* \* \*

It was moved by Bordenaro, seconded by Boes, to approve Resolution No. 23-106, Revised Policy 0400 – Personnel Policies. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

\* \* \* \* \*

It was moved by Bordenaro, seconded by Bauer, to adjourn at 5:38 p.m. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

---

Mark E. Beardmore, Mayor

ATTEST:

---

Laura A. Schaefer, City Clerk

COUNCIL MEETING  
NOVEMBER 29, 2023

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

The Carroll City Council met in special session on this date at 5:00 p.m. in the Training Room at Region XII, Council of Governments, 1009 East Anthony Street. Council Members present: Kyle Bauer, Misty Boes, Tom Bordenaro, LaVern Dirx, JJ Schreck, and Carolyn Siemann. Others in attendance included Jerry Fleshner and Jason Atherton. Mayor Mark Beardmore presided.

The City Council held their annual goal setting session with Mark Jackson, Mark A. Jackson Consulting, serving as facilitator. No Council action taken.

It was moved by Bordenaro, seconded by Schreck, to adjourn at 7:20 p.m.

---

Mark E. Beardmore, Mayor

ATTEST:

---

Laura A. Schaefer, City Clerk



Carroll, IA

# COUNCIL CLAIMS 12/11/23

By Vendor Filed As

Post Dates 11/24/2023 - 12/7/2023

| Payable Number   | Description (Item)          | Payment Number | Payment Date | Amount            |
|--|-----------------------------|----------------|--------------|-------------------|
| <b>Vendor Filed As: 001720 - ACCESS SYSTEMS</b>        |                             |                |              |                   |
| INV1466562   | COPIER CONTRACT             |                |              | 115.58            |
| INV1480759   | COPIER/PRINTER              |                |              | 6,940.00          |
| INV1482776   | COPIER CONTRACT             |                |              | 108.88            |
| <b>Vendor Filed As 001720 - ACCESS SYSTEMS Total:</b>  |                             |                |              | <b>7,164.46</b>   |
| <b>Vendor Filed As: 001704 - ACCO</b>                  |                             |                |              |                   |
| 0237494-IN   | POOL TEST TUBES             |                |              | 41.84             |
| <b>Vendor Filed As 001704 - ACCO Total:</b>            |                             |                |              | <b>41.84</b>      |
| <b>Vendor Filed As: 001621 - ACE HARDWARE</b>          |                             |                |              |                   |
| 322902   | PAINT                       |                |              | 60.95             |
| 322905   | PAINT                       |                |              | 11.04             |
| 322910   | PAINT                       |                |              | 128.97            |
| 322937   | CLEANING SUPPLIES           |                |              | 19.96             |
| 322940   | NUTS AND BOLTS              |                |              | 0.37              |
| 322941   | SUPPLIES                    |                |              | 29.97             |
| 322948   | SUPPLIES                    |                |              | 41.99             |
| 322975   | HOSE                        |                |              | 9.99              |
| 322995   | VEHICLE REPAIRS             |                |              | 29.80             |
| 323020   | TOOLS                       |                |              | 54.95             |
| 323077   | OFFICE SUPPLIES             |                |              | 5.99              |
| 323092   | SUPPLIES                    |                |              | 2.99              |
| 323129   | SCREWDRIVER SET             |                |              | 19.99             |
| 323132   | SUPPLIES                    |                |              | 56.98             |
| 323136   | SUPPLIES                    |                |              | 56.96             |
| 323172   | BATTERY                     |                |              | 9.98              |
| 323180   | SUPPLIES                    |                |              | 21.97             |
| 323244   | #35 REPAIRS                 |                |              | 47.95             |
| 323283   | KEYS FOR TOWEL HOLDER       |                |              | 5.98              |
| <b>Vendor Filed As 001621 - ACE HARDWARE Total:</b>    |                             |                |              | <b>616.78</b>     |
| <b>Vendor Filed As: 001910 - AHLERS COONEY</b>         |                             |                |              |                   |
| 856579   | MISC LEGAL MATTERS          |                |              | 363.00            |
| 856581   | 704 DEVELOPMENT CORP DA ... |                |              | 92.50             |
| 856582   | 9TH AMENDED DOWNTOWN ...    |                |              | 766.50            |
| <b>Vendor Filed As 001910 - AHLERS COONEY Total:</b>   |                             |                |              | <b>1,222.00</b>   |
| <b>Vendor Filed As: 002370 - ARNOLD MOTOR SU</b>       |                             |                |              |                   |
| 07NV128620   | WINDOW WASHER FLUID         |                |              | 7.25              |
| 07NV128719   | OIL FILTERS                 |                |              | 82.96             |
| 07NV128765   | #26 PAINT                   |                |              | 156.48            |
| 07NV128920   | OIL                         |                |              | 60.10             |
| <b>Vendor Filed As 002370 - ARNOLD MOTOR SU Total:</b> |                             |                |              | <b>306.79</b>     |
| <b>Vendor Filed As: 002805 - BADDING CONSTRU</b>       |                             |                |              |                   |
| 60299007002744   | REC CENTER PROJECT #15      |                |              | 273,856.50        |
| <b>Vendor Filed As 002805 - BADDING CONSTRU Total:</b> |                             |                |              | <b>273,856.50</b> |
| <b>Vendor Filed As: 003400 - BEELNER SERVICE</b>       |                             |                |              |                   |
| 101843   | DRAIN SPRINKLER SYSTEM      |                |              | 1,412.00          |
| <b>Vendor Filed As 003400 - BEELNER SERVICE Total:</b> |                             |                |              | <b>1,412.00</b>   |
| <b>Vendor Filed As: 036186 - BLAKE EISCHEID</b>        |                             |                |              |                   |
| INV0000017   | REC CENTER MEMBERSHIP RE... | 130000         | 12/07/2023   | 135.01            |
| <b>Vendor Filed As 036186 - BLAKE EISCHEID Total:</b>  |                             |                |              | <b>135.01</b>     |

| Payable Number  | Description (Item)           | Payment Number | Payment Date | Amount          |
|---|------------------------------|----------------|--------------|-----------------|
| <b>Vendor Filed As: 001239 - BLUE VALLEY PUB</b>            |                              |                |              |                 |
| 17501   | SIREN REPAIR & BATTERIES     |                |              | 4,472.50        |
| <b>Vendor Filed As 001239 - BLUE VALLEY PUB Total:</b>      |                              |                |              | <b>4,472.50</b> |
| <b>Vendor Filed As: 003515 - BOMGAARS</b>                   |                              |                |              |                 |
| 21166782  | SUPPLIES                     |                |              | 19.58           |
| 21173298  | #54 PICKUP DOOR REPAIRS      |                |              | 13.98           |
| 21173700  | #26 COUPLER                  |                |              | 20.27           |
| 21177794  | SUPPLIES                     |                |              | 56.95           |
| <b>Vendor Filed As 003515 - BOMGAARS Total:</b>             |                              |                |              | <b>110.78</b>   |
| <b>Vendor Filed As: 003661 - BREDA TELEPHONE</b>            |                              |                |              |                 |
| 10770328  | LOCAL AND LONG DISTANCE      | 130001         | 12/07/2023   | 250.01          |
| 10770328  | LOCAL AND LONG DISTANCE      | 130001         | 12/07/2023   | 126.34          |
| 10770328  | LOCAL AND LONG DISTANCE      | 130001         | 12/07/2023   | 185.76          |
| 10770328  | LOCAL AND LONG DISTANCE      | 130001         | 12/07/2023   | 223.89          |
| 10770328  | LOCAL AND LONG DISTANCE      | 130001         | 12/07/2023   | 159.69          |
| 10770328  | LOCAL AND LONG DISTANCE      | 130001         | 12/07/2023   | 50.52           |
| 10770328  | LOCAL AND LONG DISTANCE      | 130001         | 12/07/2023   | -190.17         |
| 10770328  | LOCAL AND LONG DISTANCE      | 130001         | 12/07/2023   | 348.31          |
| 10770328  | LOCAL AND LONG DISTANCE      | 130001         | 12/07/2023   | 213.70          |
| 10770328  | LOCAL AND LONG DISTANCE      | 130001         | 12/07/2023   | 138.37          |
| 10770328  | LOCAL AND LONG DISTANCE      | 130001         | 12/07/2023   | 437.08          |
| 10770328  | LOCAL AND LONG DISTANCE      | 130001         | 12/07/2023   | 376.75          |
| 10770328  | LOCAL AND LONG DISTANCE      | 130001         | 12/07/2023   | 300.98          |
| 10770328  | LOCAL AND LONG DISTANCE      | 130001         | 12/07/2023   | 343.15          |
| <b>Vendor Filed As 003661 - BREDA TELEPHONE Total:</b>      |                              |                |              | <b>2,964.38</b> |
| <b>Vendor Filed As: 003670 - BRIGGS INC OF O</b>            |                              |                |              |                 |
| 2270148-01  | VALVE KIT                    |                |              | 11.92           |
| <b>Vendor Filed As 003670 - BRIGGS INC OF O Total:</b>      |                              |                |              | <b>11.92</b>    |
| <b>Vendor Filed As: 003693 - BRUNER &amp; BRUNER</b>        |                              |                |              |                 |
| 3541  | GENERAL WORK                 |                |              | 2,894.50        |
| 3541  | TOBACCO ENFORCEMENT          |                |              | 54.00           |
| 3542  | POLICE/MAGISTRATE            |                |              | 405.00          |
| 3543  | PUBLIC WORKS                 |                |              | 364.50          |
| 3544  | ZONING AND SUBDIVISION       |                |              | 594.00          |
| 3545  | PARKS & RECREATION           |                |              | 27.00           |
| <b>Vendor Filed As 003693 - BRUNER &amp; BRUNER Total:</b>  |                              |                |              | <b>4,339.00</b> |
| <b>Vendor Filed As: 036185 - C &amp; S UPHOLSTERY</b>       |                              |                |              |                 |
| INV0000011  | CYBEX MACHINE PADS REPAIR... |                |              | 613.65          |
| INV0000012  | EQUIPMENT REPAIRS            |                |              | 371.70          |
| <b>Vendor Filed As 036185 - C &amp; S UPHOLSTERY Total:</b> |                              |                |              | <b>985.35</b>   |
| <b>Vendor Filed As: 003791 - CAPITAL ONE</b>                |                              |                |              |                 |
| 00605   | SUPPLIES                     | 128765         | 11/28/2023   | 26.99           |
| 01657   | LIFT BATTERY CHARGER         | 128765         | 11/28/2023   | 113.37          |
| 05678   | SUPPLIES                     | 128765         | 11/28/2023   | 28.03           |
| 06593   | OFFICE SUPPLIES              | 128765         | 11/28/2023   | 19.94           |
| 06691   | CLEANING SUPPLIES            | 128765         | 11/28/2023   | 11.76           |
| 08698   | WALL CLOCKS                  | 128765         | 11/28/2023   | 35.94           |
| 08826   | SUPPLIES                     | 128765         | 11/28/2023   | 16.60           |
| 08995   | SUPPLIES                     | 128765         | 11/28/2023   | 123.54          |
| 09033   | TELESCOPE ACCESSORIES        | 128765         | 11/28/2023   | 8.98            |
| <b>Vendor Filed As 003791 - CAPITAL ONE Total:</b>          |                              |                |              | <b>385.15</b>   |
| <b>Vendor Filed As: 004138 - CAPITAL SANITAR</b>            |                              |                |              |                 |
| R077776   | SCRUBBER FILTER              |                |              | 26.00           |
| R077866   | CLEANER                      |                |              | 7.00            |
| R077893   | CLEANING SUPPLIES            |                |              | 39.00           |
| R077904   | TOILET PAPER                 |                |              | 66.02           |
| R077921   | CLEANING SUPPLIES            |                |              | 332.52          |
| <b>Vendor Filed As 004138 - CAPITAL SANITAR Total:</b>      |                              |                |              | <b>470.54</b>   |

| Payable Number   | Description (Item)           | Payment Number | Payment Date | Amount           |
|--|------------------------------|----------------|--------------|------------------|
| <b>Vendor Filed As: 000747 - CARROLL AUTO SU</b>       |                              |                |              |                  |
| 026726   | POWER FUEL SUPPLEMENT        |                |              | 271.44           |
| <b>Vendor Filed As 000747 - CARROLL AUTO SU Total:</b> |                              |                |              | <b>271.44</b>    |
| <b>Vendor Filed As: 004146 - CARROLL CONTROL</b>       |                              |                |              |                  |
| 4161   | REPLACE FILTERS              |                |              | 106.25           |
| <b>Vendor Filed As 004146 - CARROLL CONTROL Total:</b> |                              |                |              | <b>106.25</b>    |
| <b>Vendor Filed As: 004160 - CARROLL COUNTY</b>        |                              |                |              |                  |
| INV0000004   | 1/2 FY 24 COMM CENTER EE ... |                |              | 30,000.00        |
| INV0000004   | 1/2 FY 24 COMM CENTER EXP... |                |              | 45,000.00        |
| <b>Vendor Filed As 004160 - CARROLL COUNTY Total:</b>  |                              |                |              | <b>75,000.00</b> |
| <b>Vendor Filed As: 004200 - CARROLL LUMBER</b>        |                              |                |              |                  |
| 438674   | CEILING TILE                 |                |              | 115.50           |
| 438684   | SHELF SUPPLIES               |                |              | 69.36            |
| <b>Vendor Filed As 004200 - CARROLL LUMBER Total:</b>  |                              |                |              | <b>184.86</b>    |
| <b>Vendor Filed As: 002977 - CARROLL REFUSE</b>        |                              |                |              |                  |
| INV0000015   | NOV. TRASH COLLECTIONS       | 130002         | 12/07/2023   | 13,937.10        |
| <b>Vendor Filed As 002977 - CARROLL REFUSE Total:</b>  |                              |                |              | <b>13,937.10</b> |
| <b>Vendor Filed As: 001393 - CHAMPION FORD I</b>       |                              |                |              |                  |
| 12520  | CHECK ENGINE SERVICE         |                |              | 148.50           |
| <b>Vendor Filed As 001393 - CHAMPION FORD I Total:</b> |                              |                |              | <b>148.50</b>    |
| <b>Vendor Filed As: 003633 - CLEANING SOLUTI</b>       |                              |                |              |                  |
| 2201   | NOV. CITY HALL CLEANING      |                |              | 2,080.00         |
| 2202   | NOV. PD CLEANING             |                |              | 624.00           |
| <b>Vendor Filed As 003633 - CLEANING SOLUTI Total:</b> |                              |                |              | <b>2,704.00</b>  |
| <b>Vendor Filed As: 000011 - COLLECTION SERV</b>       |                              |                |              |                  |
| CS 202311288522  | CHILD SUPPORT                | 1676           | 11/30/2023   | 158.16           |
| CS 202311288522  | CHILD SUPPORT                | 1676           | 11/30/2023   | 230.76           |
| <b>Vendor Filed As 000011 - COLLECTION SERV Total:</b> |                              |                |              | <b>388.92</b>    |
| <b>Vendor Filed As: 004835 - COMMERCIAL SAVI</b>       |                              |                |              |                  |
| T1 202311288522  | FEDERAL WITHHOLDINGS         | 1679           | 11/30/2023   | 12,333.54        |
| T1 202311288522  | FEDERAL WITHHOLDINGS         | 1679           | 11/30/2023   | 5.21             |
| T1 202311288522  | FEDERAL WITHHOLDINGS         | 1679           | 11/30/2023   | 1,348.04         |
| T1 202311288522  | FEDERAL WITHHOLDINGS         | 1679           | 11/30/2023   | 1,738.44         |
| T1 202311288522  | FEDERAL WITHHOLDINGS         | 1679           | 11/30/2023   | 1,424.28         |
| T3 202311288522  | FICA WITHHOLDING             | 1679           | 11/30/2023   | 4,814.55         |
| T3 202311288522  | FICA WITHHOLDING             | 1679           | 11/30/2023   | 133.56           |
| T3 202311288522  | FICA WITHHOLDING             | 1679           | 11/30/2023   | 136.46           |
| T3 202311288522  | FICA WITHHOLDING             | 1679           | 11/30/2023   | 370.23           |
| T3 202311288522  | FICA WITHHOLDING             | 1679           | 11/30/2023   | 167.99           |
| T3 202311288522  | FICA WITHHOLDING             | 1679           | 11/30/2023   | 155.27           |
| T3 202311288522  | FICA WITHHOLDING             | 1679           | 11/30/2023   | 544.77           |
| T3 202311288522  | FICA WITHHOLDING             | 1679           | 11/30/2023   | 615.40           |
| T3 202311288522  | FICA WITHHOLDING             | 1679           | 11/30/2023   | 354.21           |
| T3 202311288522  | FICA WITHHOLDING             | 1679           | 11/30/2023   | 900.35           |
| T3 202311288522  | FICA WITHHOLDING             | 1679           | 11/30/2023   | 333.79           |
| T3 202311288522  | FICA WITHHOLDING             | 1679           | 11/30/2023   | 22.22            |
| T3 202311288522  | FICA WITHHOLDING             | 1679           | 11/30/2023   | 129.02           |
| T3 202311288522  | FICA WITHHOLDING             | 1679           | 11/30/2023   | 837.65           |
| T3 202311288522  | FICA WITHHOLDING             | 1679           | 11/30/2023   | 113.65           |
| T3 202311288522  | FICA WITHHOLDING             | 1679           | 11/30/2023   | 4.85             |
| T3 202311288522  | FICA WITHHOLDING             | 1679           | 11/30/2023   | 4.85             |
| T3 202311288522  | FICA WITHHOLDING             | 1679           | 11/30/2023   | 1,026.81         |
| T3 202311288522  | FICA WITHHOLDING             | 1679           | 11/30/2023   | 801.55           |
| T3 202311288522  | FICA WITHHOLDING             | 1679           | 11/30/2023   | 47.40            |
| T3 202311288522  | FICA WITHHOLDING             | 1679           | 11/30/2023   | 177.86           |
| T3 202311288522  | FICA WITHHOLDING             | 1679           | 11/30/2023   | 1,024.86         |
| T3 202311288522  | FICA WITHHOLDING             | 1679           | 11/30/2023   | 127.03           |
| T3 202311288522  | FICA WITHHOLDING             | 1679           | 11/30/2023   | 513.24           |

| Payable Number   | Description (Item)        | Payment Number | Payment Date | Amount           |
|--|---------------------------|----------------|--------------|------------------|
| T3 202311288522  | FICA WITHHOLDING          | 1679           | 11/30/2023   | 183.32           |
| T3 202311288522  | FICA WITHHOLDING          | 1679           | 11/30/2023   | 201.26           |
| T3 202311288522  | FICA WITHHOLDING          | 1679           | 11/30/2023   | 977.31           |
| T3 202311288522  | FICA WITHHOLDING          | 1679           | 11/30/2023   | 129.84           |
| T3 202311288522  | FICA WITHHOLDING          | 1679           | 11/30/2023   | 538.90           |
| T3 202311288522  | FICA WITHHOLDING          | 1679           | 11/30/2023   | 245.09           |
| T3 202311288522  | FICA WITHHOLDING          | 1679           | 11/30/2023   | 63.47            |
| T4 202311288522  | MEDICARE WITHHOLDING      | 1679           | 11/30/2023   | 1,975.44         |
| T4 202311288522  | MEDICARE WITHHOLDING      | 1679           | 11/30/2023   | 831.13           |
| T4 202311288522  | MEDICARE WITHHOLDING      | 1679           | 11/30/2023   | 31.92            |
| T4 202311288522  | MEDICARE WITHHOLDING      | 1679           | 11/30/2023   | 86.58            |
| T4 202311288522  | MEDICARE WITHHOLDING      | 1679           | 11/30/2023   | 39.29            |
| T4 202311288522  | MEDICARE WITHHOLDING      | 1679           | 11/30/2023   | 36.31            |
| T4 202311288522  | MEDICARE WITHHOLDING      | 1679           | 11/30/2023   | 127.39           |
| T4 202311288522  | MEDICARE WITHHOLDING      | 1679           | 11/30/2023   | 155.27           |
| T4 202311288522  | MEDICARE WITHHOLDING      | 1679           | 11/30/2023   | 94.18            |
| T4 202311288522  | MEDICARE WITHHOLDING      | 1679           | 11/30/2023   | 226.12           |
| T4 202311288522  | MEDICARE WITHHOLDING      | 1679           | 11/30/2023   | 84.85            |
| T4 202311288522  | MEDICARE WITHHOLDING      | 1679           | 11/30/2023   | 5.20             |
| T4 202311288522  | MEDICARE WITHHOLDING      | 1679           | 11/30/2023   | 34.73            |
| T4 202311288522  | MEDICARE WITHHOLDING      | 1679           | 11/30/2023   | 195.91           |
| T4 202311288522  | MEDICARE WITHHOLDING      | 1679           | 11/30/2023   | 26.58            |
| T4 202311288522  | MEDICARE WITHHOLDING      | 1679           | 11/30/2023   | 1.13             |
| T4 202311288522  | MEDICARE WITHHOLDING      | 1679           | 11/30/2023   | 1.14             |
| T4 202311288522  | MEDICARE WITHHOLDING      | 1679           | 11/30/2023   | 240.15           |
| T4 202311288522  | MEDICARE WITHHOLDING      | 1679           | 11/30/2023   | 187.47           |
| T4 202311288522  | MEDICARE WITHHOLDING      | 1679           | 11/30/2023   | 11.08            |
| T4 202311288522  | MEDICARE WITHHOLDING      | 1679           | 11/30/2023   | 41.60            |
| T4 202311288522  | MEDICARE WITHHOLDING      | 1679           | 11/30/2023   | 239.69           |
| T4 202311288522  | MEDICARE WITHHOLDING      | 1679           | 11/30/2023   | 29.71            |
| T4 202311288522  | MEDICARE WITHHOLDING      | 1679           | 11/30/2023   | 120.02           |
| T4 202311288522  | MEDICARE WITHHOLDING      | 1679           | 11/30/2023   | 42.88            |
| T4 202311288522  | MEDICARE WITHHOLDING      | 1679           | 11/30/2023   | 47.07            |
| T4 202311288522  | MEDICARE WITHHOLDING      | 1679           | 11/30/2023   | 228.57           |
| T4 202311288522  | MEDICARE WITHHOLDING      | 1679           | 11/30/2023   | 30.35            |
| T4 202311288522  | MEDICARE WITHHOLDING      | 1679           | 11/30/2023   | 126.04           |
| T4 202311288522  | MEDICARE WITHHOLDING      | 1679           | 11/30/2023   | 57.32            |
| T4 202311288522  | MEDICARE WITHHOLDING      | 1679           | 11/30/2023   | 14.84            |
| <b>Vendor Filed As 004835 - COMMERCIAL SAVI Total:</b> |                           |                |              | <b>37,916.23</b> |
| <b>Vendor Filed As: 001463 - COMMUNITY OF CO</b>       |                           |                |              |                  |
| INV0000002   | FY 24 FUNDING REQUEST     |                |              | 5,820.00         |
| <b>Vendor Filed As 001463 - COMMUNITY OF CO Total:</b> |                           |                |              | <b>5,820.00</b>  |
| <b>Vendor Filed As: 004836 - COMMUNITY OIL C</b>       |                           |                |              |                  |
| 65775  | RED FUEL                  |                |              | 873.33           |
| <b>Vendor Filed As 004836 - COMMUNITY OIL C Total:</b> |                           |                |              | <b>873.33</b>    |
| <b>Vendor Filed As: 002071 - COMPUTER REPAIR</b>       |                           |                |              |                  |
| 17569  | CABLE FOR LAPTOP          |                |              | 20.00            |
| <b>Vendor Filed As 002071 - COMPUTER REPAIR Total:</b> |                           |                |              | <b>20.00</b>     |
| <b>Vendor Filed As: 002681 - CONSOLIDATED FL</b>       |                           |                |              |                  |
| 2023MY0182   | ANNUAL INSPECTION TOWER 8 |                |              | 975.00           |
| <b>Vendor Filed As 002681 - CONSOLIDATED FL Total:</b> |                           |                |              | <b>975.00</b>    |
| <b>Vendor Filed As: 003617 - CU SPARKLE</b>            |                           |                |              |                  |
| 2261   | WINDOW CLEANING           |                |              | 180.00           |
| <b>Vendor Filed As 003617 - CU SPARKLE Total:</b>      |                           |                |              | <b>180.00</b>    |
| <b>Vendor Filed As: 003988 - DAKOTA SUPPLY G</b>       |                           |                |              |                  |
| S103232723.001   | CALCIUM CHLORIDE          |                |              | 825.00           |
| <b>Vendor Filed As 003988 - DAKOTA SUPPLY G Total:</b> |                           |                |              | <b>825.00</b>    |

**COUNCIL CLAIMS 12/11/23**

**Post Dates: 11/24/2023 - 12/7/2023**

| Payable Number   | Description (Item)           | Payment Number | Payment Date | Amount           |
|--|------------------------------|----------------|--------------|------------------|
| <b>Vendor Filed As: 000854 - DEARBORN NATION</b>       |                              |                |              |                  |
| 202311288519   | DEC. LIFE INSURANCE PREMI... | 128763         | 11/28/2023   | 319.89           |
| <b>Vendor Filed As 000854 - DEARBORN NATION Total:</b> |                              |                |              | <b>319.89</b>    |
| <b>Vendor Filed As: 036188 - DENISE LUX</b>            |                              |                |              |                  |
| INV0000019   | REC CENTER MEMBERSHIP RE...  | 130003         | 12/07/2023   | 15.00            |
| <b>Vendor Filed As 036188 - DENISE LUX Total:</b>      |                              |                |              | <b>15.00</b>     |
| <b>Vendor Filed As: 006275 - DREES OIL CO.</b>         |                              |                |              |                  |
| 12846  | DIESEL FUEL                  |                |              | 1,917.83         |
| <b>Vendor Filed As 006275 - DREES OIL CO. Total:</b>   |                              |                |              | <b>1,917.83</b>  |
| <b>Vendor Filed As: 003971 - EMPLOYEE BENEFI</b>       |                              |                |              |                  |
| 202311288523   | HRA CHECKS                   | 0              | 11/28/2023   | 619.98           |
| INV0000021   | NOV HRA PARTICIPANT FEES     | DFT0000002     | 12/01/2023   | 385.00           |
| <b>Vendor Filed As 003971 - EMPLOYEE BENEFI Total:</b> |                              |                |              | <b>1,004.98</b>  |
| <b>Vendor Filed As: 008027 - FAREWAY STORES</b>        |                              |                |              |                  |
| 00022927   | BREAKFAST WITH SANTA         |                |              | 91.24            |
| 00058186   | EMPLOYEE RECOGNITION         |                |              | 3.48             |
| <b>Vendor Filed As 008027 - FAREWAY STORES Total:</b>  |                              |                |              | <b>94.72</b>     |
| <b>Vendor Filed As: 008050 - FASTENAL COMPAN</b>       |                              |                |              |                  |
| IACAR193232  | ANCHOR BOLTS                 |                |              | 36.50            |
| <b>Vendor Filed As 008050 - FASTENAL COMPAN Total:</b> |                              |                |              | <b>36.50</b>     |
| <b>Vendor Filed As: 006860 - FELD FIRE EQUIP</b>       |                              |                |              |                  |
| 0431701-IN   | EXTINGUISHER INSPECTION      |                |              | 28.00            |
| 0431702-IN   | EXTINGUISHER INSPECTION      |                |              | 168.00           |
| 0431703-IN   | EXTINGUISHER INSPECTION      |                |              | 77.00            |
| 0431705-IN   | EXTINGUISHER INSPECTION      |                |              | 211.00           |
| <b>Vendor Filed As 006860 - FELD FIRE EQUIP Total:</b> |                              |                |              | <b>484.00</b>    |
| <b>Vendor Filed As: 000013 - FIRE/POLICE RET</b>       |                              |                |              |                  |
| MFP202311288522  | MFPRSI CONTRIBUTIONS         | 1681           | 11/30/2023   | 4,489.90         |
| MFP202311288522  | MFPRSI CONTRIBUTIONS         | 1681           | 11/30/2023   | 10,976.41        |
| <b>Vendor Filed As 000013 - FIRE/POLICE RET Total:</b> |                              |                |              | <b>15,466.31</b> |
| <b>Vendor Filed As: 002806 - FOUNDATION ANAL</b>       |                              |                |              |                  |
| 23-05234   | LAB TESTING                  |                |              | 525.50           |
| 23-05372   | LAB TESTING                  |                |              | 610.50           |
| <b>Vendor Filed As 002806 - FOUNDATION ANAL Total:</b> |                              |                |              | <b>1,136.00</b>  |
| <b>Vendor Filed As: 003534 - FUSEBOX MARKETI</b>       |                              |                |              |                  |
| 7648   | DEC. WEB MAINTENANCE         |                |              | 255.00           |
| <b>Vendor Filed As 003534 - FUSEBOX MARKETI Total:</b> |                              |                |              | <b>255.00</b>    |
| <b>Vendor Filed As: 009315 - GALLS INC.</b>            |                              |                |              |                  |
| 026227294  | BURKE BOOTS                  |                |              | 236.89           |
| 026259451  | BOOTS BURKE                  |                |              | 160.49           |
| 026288378  | BURKE BOOTS RETURNED         |                |              | -215.90          |
| <b>Vendor Filed As 009315 - GALLS INC. Total:</b>      |                              |                |              | <b>181.48</b>    |
| <b>Vendor Filed As: 010615 - HALEY IMPLEMENT</b>       |                              |                |              |                  |
| INV0000003   | SNOW BUCKET                  |                |              | 1,000.00         |
| <b>Vendor Filed As 010615 - HALEY IMPLEMENT Total:</b> |                              |                |              | <b>1,000.00</b>  |
| <b>Vendor Filed As: 000130 - HGM ASSOCIATES</b>        |                              |                |              |                  |
| 702223-3   | BRIDGE INSPECTION & AUDIT    |                |              | 11,567.91        |
| <b>Vendor Filed As 000130 - HGM ASSOCIATES Total:</b>  |                              |                |              | <b>11,567.91</b> |
| <b>Vendor Filed As: 012026 - ICMA</b>                  |                              |                |              |                  |
| IC%202311288522  | ICMA VOLUNTARY CONTRIBUT..   | 128762         | 11/30/2023   | 1,039.70         |
| IC%202311288522  | ICMA VOLUNTARY CONTRIBUT..   | 128762         | 11/30/2023   | 50.71            |
| ICM202311288522  | ICMA VOLUNTARY CONTRIBUT..   | 128762         | 11/30/2023   | 648.77           |
| ICM202311288522  | ICMA VOLUNTARY CONTRIBUT..   | 128762         | 11/30/2023   | 29.44            |
| ICM202311288522  | ICMA VOLUNTARY CONTRIBUT..   | 128762         | 11/30/2023   | 17.17            |
| ICM202311288522  | ICMA VOLUNTARY CONTRIBUT..   | 128762         | 11/30/2023   | 74.62            |
| <b>Vendor Filed As 012026 - ICMA Total:</b>            |                              |                |              | <b>1,860.41</b>  |



| Payable Number   | Description (Item)          | Payment Number | Payment Date | Amount           |
|--|-----------------------------|----------------|--------------|------------------|
| <b>Vendor Filed As: 012540 - IMWCA</b>                 |                             |                |              |                  |
| 88456  | WORKER COMP #6              |                |              | 10,421.00        |
| INV89166   | FY 23 AUDIT PREM ADJUSTM... |                |              | 10,414.00        |
| <b>Vendor Filed As 012540 - IMWCA Total:</b>           |                             |                |              | <b>20,835.00</b> |
| <b>Vendor Filed As: 012552 - INDUSTRIAL BEAR</b>       |                             |                |              |                  |
| IN227042   | BEARINGS                    |                |              | 6.04             |
| <b>Vendor Filed As 012552 - INDUSTRIAL BEAR Total:</b> |                             |                |              | <b>6.04</b>      |
| <b>Vendor Filed As: 012593 - INTEGRATED INDU</b>       |                             |                |              |                  |
| 2058   | CHLORINATOR WIRING          |                |              | 500.00           |
| <b>Vendor Filed As 012593 - INTEGRATED INDU Total:</b> |                             |                |              | <b>500.00</b>    |
| <b>Vendor Filed As: 011996 - IOWA ASSOCIATIO</b>       |                             |                |              |                  |
| INV0000008   | MEMBERSHIP DUES             |                |              | 105.00           |
| <b>Vendor Filed As 011996 - IOWA ASSOCIATIO Total:</b> |                             |                |              | <b>105.00</b>    |
| <b>Vendor Filed As: 001538 - IOWA FINANCE AU</b>       |                             |                |              |                  |
| INV0000026   | 12/1/2023 INTEREST PAYMENT  | DFT0000007     | 12/01/2023   | 3,421.25         |
| INV0000027   | 12/1/2023 INTEREST PAYMENT  | DFT0000009     | 12/01/2023   | 9,003.75         |
| <b>Vendor Filed As 001538 - IOWA FINANCE AU Total:</b> |                             |                |              | <b>12,425.00</b> |
| <b>Vendor Filed As: 003982 - IOWA INFORMATIO</b>       |                             |                |              |                  |
| 32700  | LEGAL PUBLICATIONS          |                |              | 714.64           |
| <b>Vendor Filed As 003982 - IOWA INFORMATIO Total:</b> |                             |                |              | <b>714.64</b>    |
| <b>Vendor Filed As: 012666 - IOWA ONE CALL</b>         |                             |                |              |                  |
| 256279   | OCTOBER 2023 LOCATES        |                |              | 147.70           |
| <b>Vendor Filed As 012666 - IOWA ONE CALL Total:</b>   |                             |                |              | <b>147.70</b>    |
| <b>Vendor Filed As: 012706 - IPERS</b>                 |                             |                |              |                  |
| I01202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 4,725.11         |
| I01202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 197.64           |
| I01202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 474.68           |
| I01202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 255.18           |
| I01202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 236.42           |
| I01202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 821.56           |
| I01202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 1,051.62         |
| I01202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 615.81           |
| I01202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 1,247.37         |
| I01202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 471.28           |
| I01202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 33.82            |
| I01202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 227.04           |
| I01202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 1,285.99         |
| I01202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 173.04           |
| I01202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 4.97             |
| I01202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 7.47             |
| I01202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 1,049.41         |
| I01202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 1,229.88         |
| I01202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 73.97            |
| I01202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 271.11           |
| I01202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 1,040.98         |
| I01202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 193.93           |
| I01202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 781.47           |
| I01202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 279.12           |
| I01202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 307.80           |
| I01202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 999.40           |
| I01202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 197.97           |
| I01202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 828.68           |
| I01202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 374.44           |
| I01202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 98.82            |
| I06202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 4.95             |
| I06202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 7.42             |
| I13202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 189.51           |
| I13202311288522  | IPERS CONTRIBUTIONS         | 1682           | 11/30/2023   | 198.88           |

**COUNCIL CLAIMS 12/11/23**

**Post Dates: 11/24/2023 - 12/7/2023**

| Payable Number   | Description (Item)             | Payment Number | Payment Date | Amount           |
|--|--------------------------------|----------------|--------------|------------------|
| 113202311288522  | IPERS CONTRIBUTIONS            | 1682           | 11/30/2023   | 85.23            |
| <b>Vendor Filed As 012706 - IPERS Total:</b>           |                                |                |              | <b>20,041.97</b> |
| <b>Vendor Filed As: 003722 - iSOLVED BENEFIT</b>       |                                |                |              |                  |
| W30699   | NOV FLEX SPENDING PARTICI...   | DFT0000001     | 12/06/2023   | 90.00            |
| <b>Vendor Filed As 003722 - iSOLVED BENEFIT Total:</b> |                                |                |              | <b>90.00</b>     |
| <b>Vendor Filed As: 036187 - JEFF WEBBER</b>           |                                |                |              |                  |
| INV0000018   | REC CENTER MEMBERSHIP RE...    | 130004         | 12/07/2023   | 28.27            |
| <b>Vendor Filed As 036187 - JEFF WEBBER Total:</b>     |                                |                |              | <b>28.27</b>     |
| <b>Vendor Filed As: 013917 - JEO CONSULTING</b>        |                                |                |              |                  |
| 146360   | 2022 STORMWATER IMP.           |                |              | 37,500.00        |
| 146360   | 2022 STORMWATER IMP.           |                |              | 3,300.00         |
| <b>Vendor Filed As 013917 - JEO CONSULTING Total:</b>  |                                |                |              | <b>40,800.00</b> |
| <b>Vendor Filed As: 004024 - JFF LLC</b>               |                                |                |              |                  |
| INV0000009   | HOUSING INCENTIVE - 1521 E ... |                |              | 20,000.00        |
| <b>Vendor Filed As 004024 - JFF LLC Total:</b>         |                                |                |              | <b>20,000.00</b> |
| <b>Vendor Filed As: 002163 - JR'S UNLOCK SER</b>       |                                |                |              |                  |
| 105637   | LOCK AND KEYS FOR ROOF D...    |                |              | 768.00           |
| 105640   | NEW KEYS FOR CRO               |                |              | 25.00            |
| <b>Vendor Filed As 002163 - JR'S UNLOCK SER Total:</b> |                                |                |              | <b>793.00</b>    |
| <b>Vendor Filed As: 000994 - KABEL BUSINESS</b>        |                                |                |              |                  |
| FXD202311288522  | 125 FLEX PLAN - CHILD CARE     | 1677           | 11/30/2023   | 961.55           |
| FXM202311288522  | 125 FLEX PLAN - MEDICAL        | 1678           | 11/30/2023   | 982.23           |
| FXM202311288522  | 125 FLEX PLAN - MEDICAL        | 1678           | 11/30/2023   | 0.83             |
| FXM202311288522  | 125 FLEX PLAN - MEDICAL        | 1678           | 11/30/2023   | 149.75           |
| FXM202311288522  | 125 FLEX PLAN - MEDICAL        | 1678           | 11/30/2023   | 35.72            |
| FXM202311288522  | 125 FLEX PLAN - MEDICAL        | 1678           | 11/30/2023   | 143.91           |
| <b>Vendor Filed As 000994 - KABEL BUSINESS Total:</b>  |                                |                |              | <b>2,273.99</b>  |
| <b>Vendor Filed As: 014520 - KASPERBAUER CLE</b>       |                                |                |              |                  |
| 169674   | LAUNDER RUGS                   |                |              | 69.03            |
| 170248   | LAUNDER MATS                   |                |              | 69.03            |
| <b>Vendor Filed As 014520 - KASPERBAUER CLE Total:</b> |                                |                |              | <b>138.06</b>    |
| <b>Vendor Filed As: 002985 - KERSEY, PAUL</b>          |                                |                |              |                  |
| 202311288520   | STEEL TOED SHOES               | 128764         | 11/28/2023   | 164.50           |
| <b>Vendor Filed As 002985 - KERSEY, PAUL Total:</b>    |                                |                |              | <b>164.50</b>    |
| <b>Vendor Filed As: 003226 - KILLEEN, MIKE</b>         |                                |                |              |                  |
| INV0000014   | STEEL TOED BOOTS               | 130006         | 12/07/2023   | 139.09           |
| <b>Vendor Filed As 003226 - KILLEEN, MIKE Total:</b>   |                                |                |              | <b>139.09</b>    |
| <b>Vendor Filed As: 002453 - LAMBERTZ, JASON</b>       |                                |                |              |                  |
| 165556   | PRODUCTION COSTS               |                |              | 990.00           |
| <b>Vendor Filed As 002453 - LAMBERTZ, JASON Total:</b> |                                |                |              | <b>990.00</b>    |
| <b>Vendor Filed As: 000674 - LIDDERDALE COUN</b>       |                                |                |              |                  |
| 13034  | COUNCIL PLANNING SESSION       |                |              | 320.00           |
| <b>Vendor Filed As 000674 - LIDDERDALE COUN Total:</b> |                                |                |              | <b>320.00</b>    |
| <b>Vendor Filed As: 003481 - MARCO TECHNOLOG</b>       |                                |                |              |                  |
| INV11877564  | COPIER CONTRACT                |                |              | 24.31            |
| INV11877564  | COPIER CONTRACT                |                |              | 24.32            |
| <b>Vendor Filed As 003481 - MARCO TECHNOLOG Total:</b> |                                |                |              | <b>48.63</b>     |
| <b>Vendor Filed As: 001193 - MARKET ON 30</b>          |                                |                |              |                  |
| 302960   | BREAKFAST WITH SANTA SUP...    |                |              | 85.44            |
| 303311   | BREAKFAST WITH SANTA           |                |              | 2.84             |
| <b>Vendor Filed As 001193 - MARKET ON 30 Total:</b>    |                                |                |              | <b>88.28</b>     |
| <b>Vendor Filed As: 012680 - MID AMERICAN EN</b>       |                                |                |              |                  |
| INV0000020   | ELECTRIC BILLS                 | 130005         | 12/07/2023   | 474.06           |
| INV0000020   | ELECTRIC BILLS                 | 130005         | 12/07/2023   | 338.88           |
| INV0000020   | ELECTRIC BILLS                 | 130005         | 12/07/2023   | 168.42           |
| INV0000020   | ELECTRIC BILLS                 | 130005         | 12/07/2023   | 14,626.86        |

**COUNCIL CLAIMS 12/11/23**

**Post Dates: 11/24/2023 - 12/7/2023**

| Payable Number   | Description (Item)         | Payment Number | Payment Date | Amount           |
|--|----------------------------|----------------|--------------|------------------|
| INV0000020   | ELECTRIC BILLS             | 130005         | 12/07/2023   | 484.81           |
| INV0000020   | ELECTRIC BILLS             | 130005         | 12/07/2023   | 711.10           |
| INV0000020   | ELECTRIC BILLS             | 130005         | 12/07/2023   | 837.85           |
| INV0000020   | ELECTRIC BILLS             | 130005         | 12/07/2023   | 107.65           |
| INV0000020   | ELECTRIC BILLS             | 130005         | 12/07/2023   | 373.39           |
| INV0000020   | ELECTRIC BILLS             | 130005         | 12/07/2023   | 249.93           |
| INV0000020   | ELECTRIC BILLS             | 130005         | 12/07/2023   | 4,233.41         |
| INV0000020   | ELECTRIC BILLS             | 130005         | 12/07/2023   | 10.00            |
| INV0000020   | ELECTRIC BILLS             | 130005         | 12/07/2023   | 97.40            |
| INV0000020   | ELECTRIC BILLS             | 130005         | 12/07/2023   | 110.56           |
| INV0000020   | ELECTRIC BILLS             | 130005         | 12/07/2023   | 45.78            |
| INV0000020   | ELECTRIC BILLS             | 130005         | 12/07/2023   | 209.51           |
| INV0000020   | ELECTRIC BILLS             | 130005         | 12/07/2023   | 911.75           |
| INV0000020   | ELECTRIC BILLS             | 130005         | 12/07/2023   | 523.25           |
| INV0000020   | ELECTRIC BILLS             | 130005         | 12/07/2023   | 23.52            |
| INV0000020   | ELECTRIC BILLS             | 130005         | 12/07/2023   | 270.22           |
| INV0000020   | ELECTRIC BILLS             | 130005         | 12/07/2023   | 220.60           |
| INV0000020   | ELECTRIC BILLS             | 130005         | 12/07/2023   | 1,228.49         |
| INV0000020   | ELECTRIC BILLS             | 130005         | 12/07/2023   | 3,948.38         |
| INV0000020   | ELECTRIC BILLS             | 130005         | 12/07/2023   | 822.94           |
| INV0000020   | ELECTRIC BILLS             | 130005         | 12/07/2023   | 6,691.67         |
| INV0000020   | ELECTRIC BILLS             | 130005         | 12/07/2023   | 115.25           |
| <b>Vendor Filed As 012680 - MID AMERICAN EN Total:</b> |                            |                |              | <b>37,835.68</b> |
| <b>Vendor Filed As: 017585 - MIDWEST WHOLESA</b>       |                            |                |              |                  |
| 575113   | SUPPLIES                   |                |              | 41.61            |
| <b>Vendor Filed As 017585 - MIDWEST WHOLESA Total:</b> |                            |                |              | <b>41.61</b>     |
| <b>Vendor Filed As: 017730 - MOORHOUSE READY</b>       |                            |                |              |                  |
| 0536   | CONCRETE                   |                |              | 1,216.88         |
| 0569   | ROW KNOBBE 109 S CRAWFO... |                |              | 527.32           |
| 0635   | CONCRETE                   |                |              | 567.88           |
| <b>Vendor Filed As 017730 - MOORHOUSE READY Total:</b> |                            |                |              | <b>2,312.08</b>  |
| <b>Vendor Filed As: 018110 - MUNICIPAL SUPPL</b>       |                            |                |              |                  |
| 0892034-IN   | OPERATING SUPPLIES         |                |              | 4,067.48         |
| <b>Vendor Filed As 018110 - MUNICIPAL SUPPL Total:</b> |                            |                |              | <b>4,067.48</b>  |
| <b>Vendor Filed As: 018408 - NAPA AUTO PARTS</b>       |                            |                |              |                  |
| 053485   | IMPACT WRENCH              |                |              | 285.00           |
| 053560   | VEHICLE SUPPLIES           |                |              | 100.56           |
| 053887   | #27 LIGHTS                 |                |              | 171.99           |
| 054448   | SUPPLIES                   |                |              | 18.49            |
| <b>Vendor Filed As 018408 - NAPA AUTO PARTS Total:</b> |                            |                |              | <b>576.04</b>    |
| <b>Vendor Filed As: 018423 - NATIONAL FIRE P</b>       |                            |                |              |                  |
| INV0000005   | MEMBERSHIP DUES            |                |              | 175.00           |
| <b>Vendor Filed As 018423 - NATIONAL FIRE P Total:</b> |                            |                |              | <b>175.00</b>    |
| <b>Vendor Filed As: 020326 - OPTIONS INK</b>           |                            |                |              |                  |
| 6611   | FREIGHT SAMPLE ANALYSIS    |                |              | 30.13            |
| <b>Vendor Filed As 020326 - OPTIONS INK Total:</b>     |                            |                |              | <b>30.13</b>     |
| <b>Vendor Filed As: 001949 - PERFORMANCE TIR</b>       |                            |                |              |                  |
| 0173993  | TIRE                       |                |              | 36.00            |
| 0174169  | #18 OIL CHANGE             |                |              | 40.23            |
| 0174170  | #15 OIL CHANGE             |                |              | 36.63            |
| 0174171  | #14 OIL CHANGE             |                |              | 40.23            |
| 0174173  | #16 OIL CHANGE             |                |              | 40.23            |
| 0174174  | #20 OIL CHANGE             |                |              | 40.23            |
| 0174175  | #17 OIL CHANGE             |                |              | 40.23            |
| 0174205  | #24 TIRE REPAIRS           |                |              | 69.55            |
| 0174310  | #23 TIRE REPAIRS           |                |              | 145.40           |
| <b>Vendor Filed As 001949 - PERFORMANCE TIR Total:</b> |                            |                |              | <b>488.73</b>    |

COUNCIL CLAIMS 12/11/23

Post Dates: 11/24/2023 - 12/7/2023

| Payable Number  | Description (Item)          | Payment Number | Payment Date | Amount           |
|---|-----------------------------|----------------|--------------|------------------|
| <b>Vendor Filed As: 000625 - PRODUCTIVITY PL</b>                    |                             |                |              |                  |
| CB79139   | EQUIPMENT REPAIR            | 130007         | 12/07/2023   | 209.44           |
| CM0000001   | REWARDS CREDIT              | 130007         | 12/07/2023   | -15.90           |
| <b>Vendor Filed As 000625 - PRODUCTIVITY PL Total:</b>              |                             |                |              | <b>193.54</b>    |
| <b>Vendor Filed As: 003488 - RADAR SHOP</b>                         |                             |                |              |                  |
| 15283   | RADAR RECERTIFICATION       |                |              | 512.00           |
| <b>Vendor Filed As 003488 - RADAR SHOP Total:</b>                   |                             |                |              | <b>512.00</b>    |
| <b>Vendor Filed As: 004030 - RASCH CONSTRUCT</b>                    |                             |                |              |                  |
| INV0000010  | ADAMS ST RECONSTRUCTION ... |                |              | 9,968.55         |
| <b>Vendor Filed As 004030 - RASCH CONSTRUCT Total:</b>              |                             |                |              | <b>9,968.55</b>  |
| <b>Vendor Filed As: 023640 - RAY'S REFUSE SE</b>                    |                             |                |              |                  |
| INV0000016  | NOV TRASH COLLECTIONS       | 130008         | 12/07/2023   | 37,701.88        |
| INV0000007  | NOV GARBAGE PICKUP          |                |              | 39.68            |
| INV0000007  | NOV GARBAGE PICKUP          |                |              | 54.94            |
| INV0000007  | NOV GARBAGE PICKUP          |                |              | 39.68            |
| INV0000007  | NOV GARBAGE PICKUP          |                |              | 193.41           |
| INV0000007  | NOV RECYCLING               |                |              | 20.00            |
| INV0000007  | NOV GARBAGE PICKUP          |                |              | 56.00            |
| INV0000007  | NOV GARBAGE PICKUP          |                |              | 148.79           |
| INV0000007  | NOV GARBAGE PICKUP          |                |              | 36.75            |
| INV0000007  | NOV GARBAGE PICKUP          |                |              | 52.32            |
| INV0000007  | NOV GARBAGE PICKUP          |                |              | 82.40            |
| INV0000007  | NOV GARBAGE PICKUP          |                |              | 29.73            |
| INV0000007  | NOV RECYCLING               |                |              | 9.92             |
| INV0000007  | NOV GARBAGE PICKUP          |                |              | 225.09           |
| INV0000007  | NOV GARBAGE PICKUP          |                |              | 136.00           |
| <b>Vendor Filed As 023640 - RAY'S REFUSE SE Total:</b>              |                             |                |              | <b>38,826.59</b> |
| <b>Vendor Filed As: 023815 - REGION XII COG</b>                     |                             |                |              |                  |
| INV0000013  | NOV. TAXI PROGRAM DONAT...  | 130009         | 12/07/2023   | 910.00           |
| <b>Vendor Filed As 023815 - REGION XII COG Total:</b>               |                             |                |              | <b>910.00</b>    |
| <b>Vendor Filed As: 036184 - SMITH FERTILIZER &amp; GRAIN</b>       |                             |                |              |                  |
| 4 008134  | BEET 55 PLUS                |                |              | 1,495.06         |
| <b>Vendor Filed As 036184 - SMITH FERTILIZER &amp; GRAIN Total:</b> |                             |                |              | <b>1,495.06</b>  |
| <b>Vendor Filed As: 004178 - SOLID WASTE MAN</b>                    |                             |                |              |                  |
| INV0000001  | JAN-MAR ASSESSMENT          |                |              | 30,745.00        |
| <b>Vendor Filed As 004178 - SOLID WASTE MAN Total:</b>              |                             |                |              | <b>30,745.00</b> |
| <b>Vendor Filed As: 028180 - STATE HYGIENIC</b>                     |                             |                |              |                  |
| 268681  | WATER SAMPLE ANALYSIS       |                |              | 14.50            |
| <b>Vendor Filed As 028180 - STATE HYGIENIC Total:</b>               |                             |                |              | <b>14.50</b>     |
| <b>Vendor Filed As: 025880 - STONE PRINTING</b>                     |                             |                |              |                  |
| 107947  | FLASH DRIVES                |                |              | 18.89            |
| 108075  | OFFICE SUPPLIES             |                |              | 75.64            |
| 108077  | SUPPLIES                    |                |              | 11.40            |
| 108109  | BUDGET BINDERS AND TABS     |                |              | 46.58            |
| 11024   | SHARPENER                   |                |              | 57.14            |
| 38395   | FOLDERS                     |                |              | 0.99             |
| <b>Vendor Filed As 025880 - STONE PRINTING Total:</b>               |                             |                |              | <b>210.64</b>    |
| <b>Vendor Filed As: 002682 - STOREY KENWORTH</b>                    |                             |                |              |                  |
| PINV1135729   | LASER CHECKS                |                |              | 1,230.62         |
| PINV1135731   | PAYROLL CHECKS              |                |              | 287.51           |
| <b>Vendor Filed As 002682 - STOREY KENWORTH Total:</b>              |                             |                |              | <b>1,518.13</b>  |
| <b>Vendor Filed As: 003455 - SWARTZENDRUBER</b>                     |                             |                |              |                  |
| 8247-14   | SEW ON POLICE PATCHES       |                |              | 20.00            |
| <b>Vendor Filed As 003455 - SWARTZENDRUBER Total:</b>               |                             |                |              | <b>20.00</b>     |

**COUNCIL CLAIMS 12/11/23**

**Post Dates: 11/24/2023 - 12/7/2023**

| Payable Number   | Description (Item)         | Payment Number | Payment Date | Amount            |
|--|----------------------------|----------------|--------------|-------------------|
| <b>Vendor Filed As: 001566 - THE WALLING COM</b>         |                            |                |              |                   |
| 23635  | BUTTERFLY VALVES           |                |              | 702.23            |
| <b>Vendor Filed As 001566 - THE WALLING COM Total:</b>   |                            |                |              | <b>702.23</b>     |
| <b>Vendor Filed As: 027060 - TREASURER OF IO</b>         |                            |                |              |                   |
| T2 202311288522  | STATE WITHHOLDING          | 1685           | 11/30/2023   | 4,758.62          |
| T2 202311288522  | STATE WITHHOLDING          | 1685           | 11/30/2023   | 3.17              |
| T2 202311288522  | STATE WITHHOLDING          | 1685           | 11/30/2023   | 554.26            |
| T2 202311288522  | STATE WITHHOLDING          | 1685           | 11/30/2023   | 614.28            |
| T2 202311288522  | STATE WITHHOLDING          | 1685           | 11/30/2023   | 641.67            |
| <b>Vendor Filed As 027060 - TREASURER OF IO Total:</b>   |                            |                |              | <b>6,572.00</b>   |
| <b>Vendor Filed As: 004016 - TRIVISTA</b>                |                            |                |              |                   |
| XA101002629.01   | VEHICLE REPAIR             |                |              | 63.09             |
| XA101002636.01   | FUEL FILTER                |                |              | 14.68             |
| <b>Vendor Filed As 004016 - TRIVISTA Total:</b>          |                            |                |              | <b>77.77</b>      |
| <b>Vendor Filed As: 036183 - TROPHIES TOMORROW</b>       |                            |                |              |                   |
| 00001668   | MEETING GAVELS             |                |              | 295.00            |
| <b>Vendor Filed As 036183 - TROPHIES TOMORROW Total:</b> |                            |                |              | <b>295.00</b>     |
| <b>Vendor Filed As: 003499 - UMB BANK</b>                |                            |                |              |                   |
| INV0000022   | 12/1/2023 INTEREST PAYMENT | DFT0000003     | 12/01/2023   | 93,556.25         |
| INV0000023   | 12/1/2023 INTEREST PYMT    | DFT0000004     | 12/01/2023   | 2,360.00          |
| INV0000024   | 12/1/2023 INTEREST PAYMENT | DFT0000005     | 12/01/2023   | 20,450.00         |
| INV0000025   | 12/1/2023 INTEREST PAYMENT | DFT0000006     | 12/01/2023   | 21,150.00         |
| <b>Vendor Filed As 003499 - UMB BANK Total:</b>          |                            |                |              | <b>137,516.25</b> |
| <b>Vendor Filed As: 028174 - UNITED STATES C</b>         |                            |                |              |                   |
| 0616513855   | CELL PHONES                | 128767         | 11/28/2023   | 38.62             |
| 0616513855   | CELL PHONES                | 128767         | 11/28/2023   | 38.62             |
| 0616513855   | CELL PHONES                | 128767         | 11/28/2023   | 12.87             |
| 0616513855   | CELL PHONES                | 128767         | 11/28/2023   | 12.87             |
| 0616513855   | CELL PHONES                | 128767         | 11/28/2023   | 12.87             |
| 0616513855   | CELL PHONES                | 128767         | 11/28/2023   | 58.21             |
| <b>Vendor Filed As 028174 - UNITED STATES C Total:</b>   |                            |                |              | <b>174.06</b>     |
| <b>Vendor Filed As: 028290 - USA BLUE BOOK</b>           |                            |                |              |                   |
| INV00194181  | SENSAPHONE EXPRESS II      |                |              | 1,929.95          |
| <b>Vendor Filed As 028290 - USA BLUE BOOK Total:</b>     |                            |                |              | <b>1,929.95</b>   |
| <b>Vendor Filed As: 028806 - VALIC</b>                   |                            |                |              |                   |
| VAL202311288522  | VALIC CONTRIBUTIONS        | 1680           | 11/30/2023   | 60.00             |
| VL%202311288522  | VALIC CONTRIBUTIONS        | 1680           | 11/30/2023   | 113.48            |
| <b>Vendor Filed As 028806 - VALIC Total:</b>             |                            |                |              | <b>173.48</b>     |
| <b>Vendor Filed As: 030355 - WITTROCK MOTOR</b>          |                            |                |              |                   |
| 411321   | #54 PICKUP DOOR REPAIRS    |                |              | 107.00            |
| <b>Vendor Filed As 030355 - WITTROCK MOTOR Total:</b>    |                            |                |              | <b>107.00</b>     |
| <b>Vendor Filed As: 003970 - WORLDWIDE EXPRE</b>         |                            |                |              |                   |
| 2311135966   | FREIGHT W/E 11/22/2023     | 128766         | 11/28/2023   | 38.69             |
| 2311135966   | FREIGHT W/E 11/22/2023     | 128766         | 11/28/2023   | 19.60             |
| 2311188512   | FREIGHT W/E 11/26/2023     | 130010         | 12/07/2023   | 11.62             |
| 2311188512   | FREIGHT W/E 11/26/2023     | 130010         | 12/07/2023   | 21.95             |
| <b>Vendor Filed As 003970 - WORLDWIDE EXPRE Total:</b>   |                            |                |              | <b>91.86</b>      |
| <b>Grand Total:</b>                                      |                            |                |              | <b>871,415.19</b> |

Net Payroll Expense \$136,920.87

## Report Summary

### Fund Summary

| Fund                           | Expense Amount    | Payment Amount    |
|--------------------------------|-------------------|-------------------|
| 001 - GENERAL FUND             | 313,620.85        | 142,171.17        |
| 010 - HOTEL/MOTEL TAX          | 303.84            | 303.84            |
| 100 - FEDERAL GRANTS SR FUND   | 20,000.00         | 0.00              |
| 110 - ROAD USE TAX FUND        | 22,455.62         | 7,684.57          |
| 178 - CRIME PREV/SPEC PROJECTS | 54.00             | 0.00              |
| 200 - DEBT SERVICE FUND        | 149,941.25        | 149,941.25        |
| 304 - C.P. STREETS             | 9,968.55          | 0.00              |
| 313 - C.P. - REC CENTER BLDG   | 274,424.38        | 0.00              |
| 600 - WATER UTILITY FUND       | 19,223.31         | 14,646.02         |
| 602 - WATER UTILITY CAP. IMP.  | 500.00            | 0.00              |
| 610 - SEWER UTILITY FUND       | 18,798.52         | 14,653.23         |
| 621 - STORM WATER CAP. IMP.    | 40,800.00         | 0.00              |
| 850 - MEDICAL INSURANCE FUND   | 1,324.87          | 1,324.87          |
| <b>Grand Total:</b>            | <b>871,415.19</b> | <b>330,724.95</b> |

# City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

**MEMO TO:** Aaron Kooiker, City Manager

*AK*

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

*RMK*

**DATE:** December 6, 2023

**SUBJECT:** Carroll County Redemption LLC

- Public Hearing on Proposed Sale of City Real Estate
- Resolution Approving the Sale of City Interest in Real Estate

On November 27, the Mayor and City Council reviewed a request from Carroll County Redemption, LLC to purchase a 0.14 acre parcel of City property. The property is described as Lot 'A' of Lot 22 of the Northwest Quarter Section 30, Township 84 N, Range 34 West of the 5<sup>th</sup> P.M. Carroll County, Iowa. A Plat of Survey of the property is attached.

The attached Resolution approves conveyance of the property by Quit Claim Deed for \$4,775, waives City Policy No. 307 and authorizes the Mayor to execute the Deed.

**RECOMMENDATION:** Mayor and City Council consideration, conduction of the required public hearing and passage and approval of the Resolution Approving the Sale of City Interest in Real Estate.

RMK:ds

attachments (3)



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

RESOLUTION APPROVING THE SALE OF CITY INTEREST IN REAL ESTATE

WHEREAS, the sale of the City's interest in real estate legally described as:

Lot "A" of Lot 22 of the Northwest Quarter Section 30, Township 84 North, Range 34 West of the 5<sup>th</sup> P.M., Carroll County, Iowa, which exterior boundary is more fully described as follows: Commencing at the Northwest corner of Lot 22 of the Northwest Quarter Section 30, Township 84 North, Range 34 West of the 5<sup>th</sup> P.M., Carroll County, Iowa, said point being the point of beginning (P.O.B.), thence S 45°35'41" W (assumed bearing) on the East line of said Lot 22, a distance of 114.82 feet to a ½" rebar with yellow cap number 21443; thence N 55°48'43" W, a distance of 40.00 feet to a ½" rebar with yellow cap number 21443; thence N 7°59'51" E, a distance of 73.32 feet to a temporary point, said point being on the north line of said Lot 22; thence S 82°00'09" E on said line, a distance of 105.95 feet to the point of beginning. The above-described parcel contains 0.14 acres, more or less, and is subject to any easements of record not shown on this plat.

is deemed appropriate; and

WHEREAS, the above-stated real estate is being conveyed to Carroll County Redemption, LLC subject to City's retention of an easement for repair, maintenance, and replacement of its sanitary sewer line presently located on this property along with the right of ingress and egress; and

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

WHEREAS, the Council deems the proposed sale to be in the best interest of the City of Carroll, Iowa.

NOW, THEREFORE, BE IT RESOLVED that the above-stated real estate be conveyed by Quit Claim Deed to Carroll County Redemption, LLC, for \$4,775; City policy #307 is waived; and the Mayor is authorized to execute the Deed on behalf of the City.

Passed and Approved this 11th day of December, 2023.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

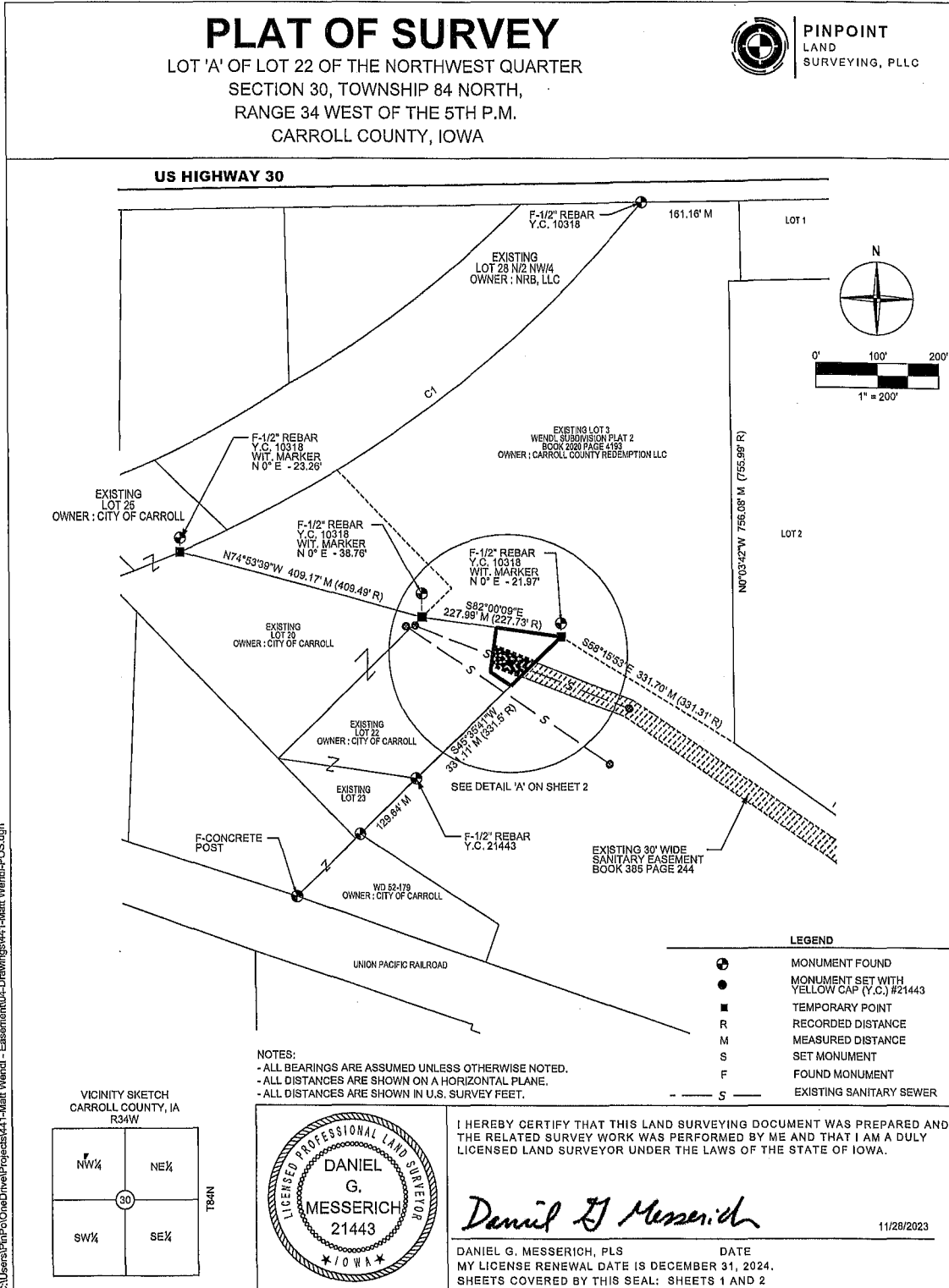
By: \_\_\_\_\_  
Mark E. Beardmore, Mayor

ATTEST:

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

| INDEX LEGEND |  |
|--------------|--|
| LOCATION:    | LOT 'A' OF LOT 22 30-84-34   |
| REQUESTOR:   | MATT WENDL   |
| PROPRIETOR:  | CITY OF CARROLL  |
| SURVEYOR:    | DANIEL G. MESSERICH  |
| COMPANY:     | PINPOINT LAND SURVEYING, PLLC  |
| RETURN TO:   | DANIEL G. MESSERICH<br>919 BROOKDALE DRIVE,<br>CARROLL, IOWA 51401<br>712-790-8513 |

PREPARED BY AND RETURN TO : DANIEL G. MESSERICH, 919 BROOKDALE DRIVE, CARROLL, IOWA 51401, 712-790-8513



C:\Users\DPinpoint\OneDrive\Projects\41-Matt Wendl - Easement\04-Drawings\41-Matt Wendl-POS.dgn

| DATE       | SCALE          | DRAWN | JOB NO. | FIELD BOOK | SHEET  |
|------------|----------------|-------|---------|------------|--------|
| 11/28/2023 | 200.000' / in. | DGM   | 441     | No. 7      | 1 OF 2 |

PREPARED BY AND RETURN TO : DANIEL G. MESSERICH, 919 BROOKDALE DRIVE, CARROLL, IOWA 51401, 712-790-8513

# PLAT OF SURVEY

LOT 'A' OF LOT 22 OF THE NORTHWEST QUARTER  
SECTION 30, TOWNSHIP 84 NORTH,  
RANGE 34 WEST OF THE 5TH P.M.  
CARROLL COUNTY, IOWA



**PINPOINT**  
LAND  
SURVEYING, PLLC

**SURVEYOR'S REPORT**

THIS SURVEY WAS PERFORMED AT THE REQUEST OF MATT WENDL. THE PURPOSE OF THIS SURVEY WAS TO CREATE A PARCEL WITH ASSOCIATED METES AND BOUNDS DESCRIPTION FOR THE CONSTRUCTION OF A CULVERT. ALL LINES WERE PRODUCED AND MEASURED AS SHOWN ON THE PLAT. ALL MONUMENTS SET ARE 1/2" X 18" REBAR WITH YELLOW CAP #21443, UNLESS NOTED. THE FIELD WORK PHASE OF THIS SURVEY WILL BE COMPLETED AFTER THE CONSTRUCTION OF CULVERT.

THE LOT 'A' OF LOT 22, SHOWN ON THIS PLAT OF SURVEY SHALL ALWAYS BE ASSOCIATED WITH LOT 3 WENDL SUBDIVISION PLAT 2, CITY OF CARROLL, WITH COMMON OWNERSHIP REQUIRED FROM THIS DATE FORWARD.

**BOUNDARY DESCRIPTION**

LOT 'A' OF LOT 22 OF THE NORTHWEST QUARTER SECTION 30, TOWNSHIP 84 NORTH, RANGE 34 WEST OF THE 5TH P.M. CARROLL COUNTY, IOWA, WHICH EXTERIOR BOUNDARY IS MORE FULLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHWEST CORNER OF LOT 22 OF THE NORTHWEST QUARTER SECTION 30, TOWNSHIP 84 NORTH, RANGE 34 WEST OF THE 5TH P.M. CARROLL COUNTY, IOWA, SAID POINT BEING THE POINT OF BEGINNING (P.O.B.), THENCE S 45°35'41" W (ASSUMED BEARING) ON THE EAST LINE OF SAID LOT 22, A DISTANCE OF 114.82 FEET TO A 1/2" REBAR WITH YELLOW CAP NUMBER 21443;

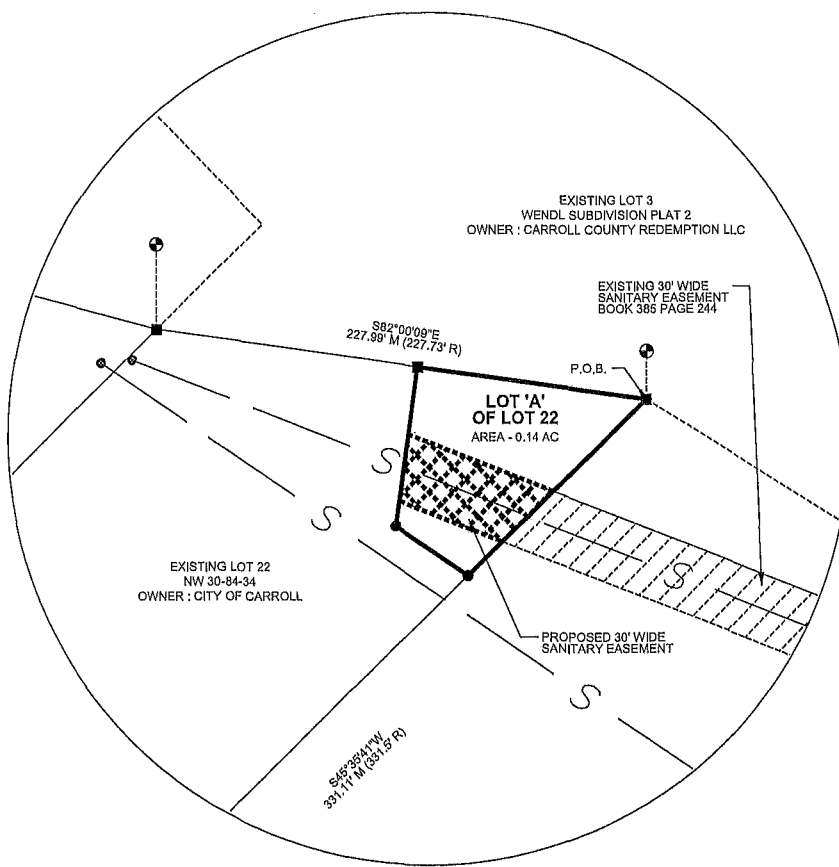
THENCE N 55°48'43" W, A DISTANCE OF 40.00 FEET TO A 1/2" REBAR WITH YELLOW CAP NUMBER 21443;

THENCE N 7°59'51" E, A DISTANCE OF 73.32 FEET TO A TEMPORARY POINT, SAID POINT BEING ON THE NORTH LINE OF SAID LOT 22;

THENCE S 82°00'09" E ON SAID LINE, A DISTANCE OF 105.95 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED PARCEL CONTAINS 0.14 ACRES, MORE OR LESS, AND IS SUBJECT TO ANY EASEMENTS OF RECORD NOT SHOWN ON THIS PLAT.

OWNER: CITY OF CARROLL

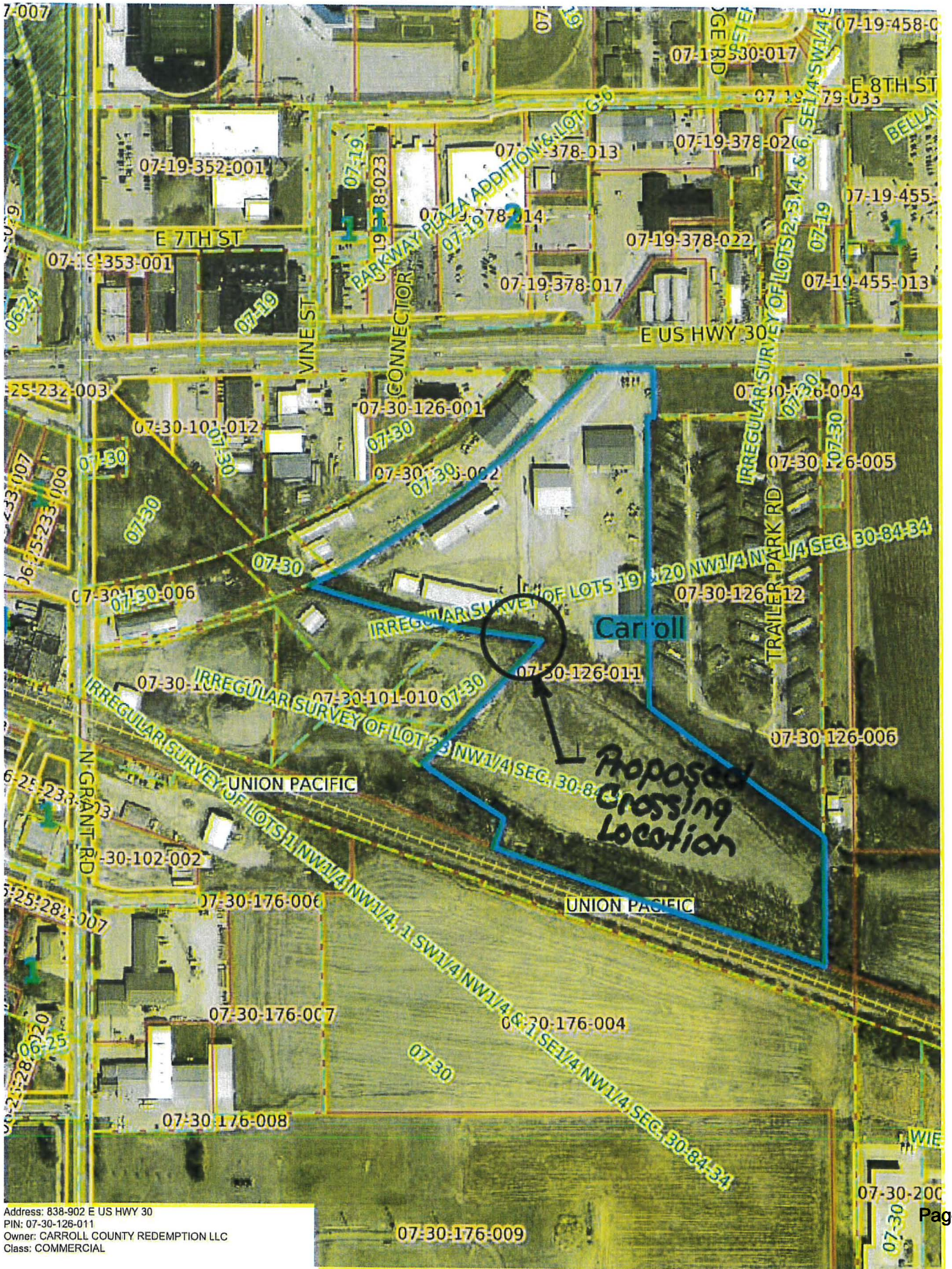


DETAIL 'A'

C:\Users\PinPoint\OneDrive\Projects\441-Matt Wendl - Easement\04-Drawings\441-Matt Wendl-POS.dgn

| DATE       | SCALE          | DRAWN | JOB NO. | FIELD BOOK | SHEET  |
|------------|----------------|-------|---------|------------|--------|
| 11/28/2023 | 200.000' / in. | DGM   | 441     | No. 7      | 2 OF 2 |





Address: 838-902 E US HWY 30  
PIN: 07-30-126-011  
Owner: CARROLL COUNTY REDEMPTION LLC  
Class: COMMERCIAL



# City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

**MEMO TO:** Aaron Kooiker, City Manager *AK*

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

**DATE:** December 6, 2023

**SUBJECT:** CBD Street Resurfacing – 2024  
Agreement for Consulting Services

A CBD Street Resurfacing project is included in the Current Capital Improvements Program. The initial project concept was to resurface streets in the CBD that were part of the completed Streetscape projects. With the addition of Urban Renewal Areas, the project is now proposed to include all applicable streets in the Urban Renewal Areas. The proposed funding is Tax Increment Financing.

The street segments proposed for the project are as follows:

| <u>Street</u>                       | <u>From</u>            | <u>To</u>              |
|-------------------------------------|------------------------|------------------------|
| Carroll Street                      | U.S. 30                | 8 <sup>th</sup> Street |
| Clark Street                        | 4 <sup>th</sup> Street | 7 <sup>th</sup> Street |
| Court Street                        | 7 <sup>th</sup> Street | 8 <sup>th</sup> Street |
| Crawford Street                     | U.S. 30                | 7 <sup>th</sup> Street |
| East Street                         | 5 <sup>th</sup> Street | 7 <sup>th</sup> Street |
| Main Street                         | 3 <sup>rd</sup> Street | 7 <sup>th</sup> Street |
| 4 <sup>th</sup> Street              | Carroll Street         | Adams Street           |
| 5 <sup>th</sup> Street              | Carroll Street         | Main Street            |
| 5 <sup>th</sup> Street              | Court Street           | Grant Road             |
| 7 <sup>th</sup> Street              | West Street            | Clark Street           |
| 7 <sup>th</sup> Street              | Simon Avenue           | Crawford Street        |
| 8 <sup>th</sup> Street              | Simon Avenue           | Court Street           |
| 4 <sup>th</sup> Street Parking Lots | Adams Street           | Clark Street           |

A location drawing is attached.

Improvements are proposed to include full-depth patching, partial curb replacements, partial driveway replacements, pedestrian curb ramps, fixture adjustments, railroad crossing approach improvements, pavement milling/scarification, hot mix asphalt resurfacing and seeding, mulching and fertilizing.

To initiate project design, a proposed Agreement for Consulting Services has been prepared with McClure Engineering Company. The proposed Agreement includes services necessary for development of the project from survey through construction administration. The Scope of Services is detailed in the attached, proposed Agreement and summarized, along with lump sum fees, as follows:

|   |                   |
|---|-------------------|
| Data Gathering/Inventory                | \$5,500.00        |
| Preliminary Design and Plans            | \$56,500.00       |
| Final Design and Plans                  | \$78,000.00       |
| Construction Administration (General)   | \$8,000.00        |
| Advertising, Bidding and Contract Award | \$3,600.00        |
| Preliminary Design Survey               | \$84,200.00       |
| Project Management (General)            | \$22,000.00       |
| General Meetings/Correspondence         | <u>\$2,200.00</u> |
| Total                                   | \$260,000.00      |

The proposed project development timeline is as follows:

|   |                   |
|---|-------------------|
| Notice to Proceed                                 | December 11, 2023 |
| Preliminary Survey                                | January 5, 2024   |
| Preliminary Plan Design                           | February 16, 2024 |
| Preliminary Plan Review                           | March 1, 2024     |
| Project Information/Utility Coordination Meetings | April 2, 2024     |
| Check Plan Design                                 | April 12, 2024    |
| Check Plan Review                                 | April 26, 2024    |
| Final Plan Design                                 | May 3, 2024       |
| Project Letting                                   | May 21, 2024      |
| Construction                                      | 2024              |

**RECOMMENDATION:** Mayor and City Council consideration of passage and approval of the Resolution accepting the Agreement for Consulting Services with McClure Engineering Company for the CBD Street Resurfacing – 2024 project at a lump sum fee of \$260,000.00.

RMK:ds

attachments (3)

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

RESOLUTION ACCEPTING THE AGREEMENT FOR CONSULTING SERVICES WITH MCCLURE ENGINEERING COMPANY FOR THE CBD STREET RESURFACING – 2024 PROJECT.

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

WHEREAS, the Agreement for Consulting Services for the development of the CBD Street Resurfacing – 2024 project has been prepared with McClure Engineering Company; and,

WHEREAS, the City Council has determined that the Agreement for Consulting Services is in the best interests of the City and the residents thereof.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the Agreement for Consulting Services with McClure Engineering Company for the CBD Street Resurfacing – 2024 project is accepted and the Mayor is authorized and directed to sign the Agreement on behalf of the City.

Passed and approved by the Carroll City Council this 11<sup>th</sup> day of December, 2023.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

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

ATTEST:


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

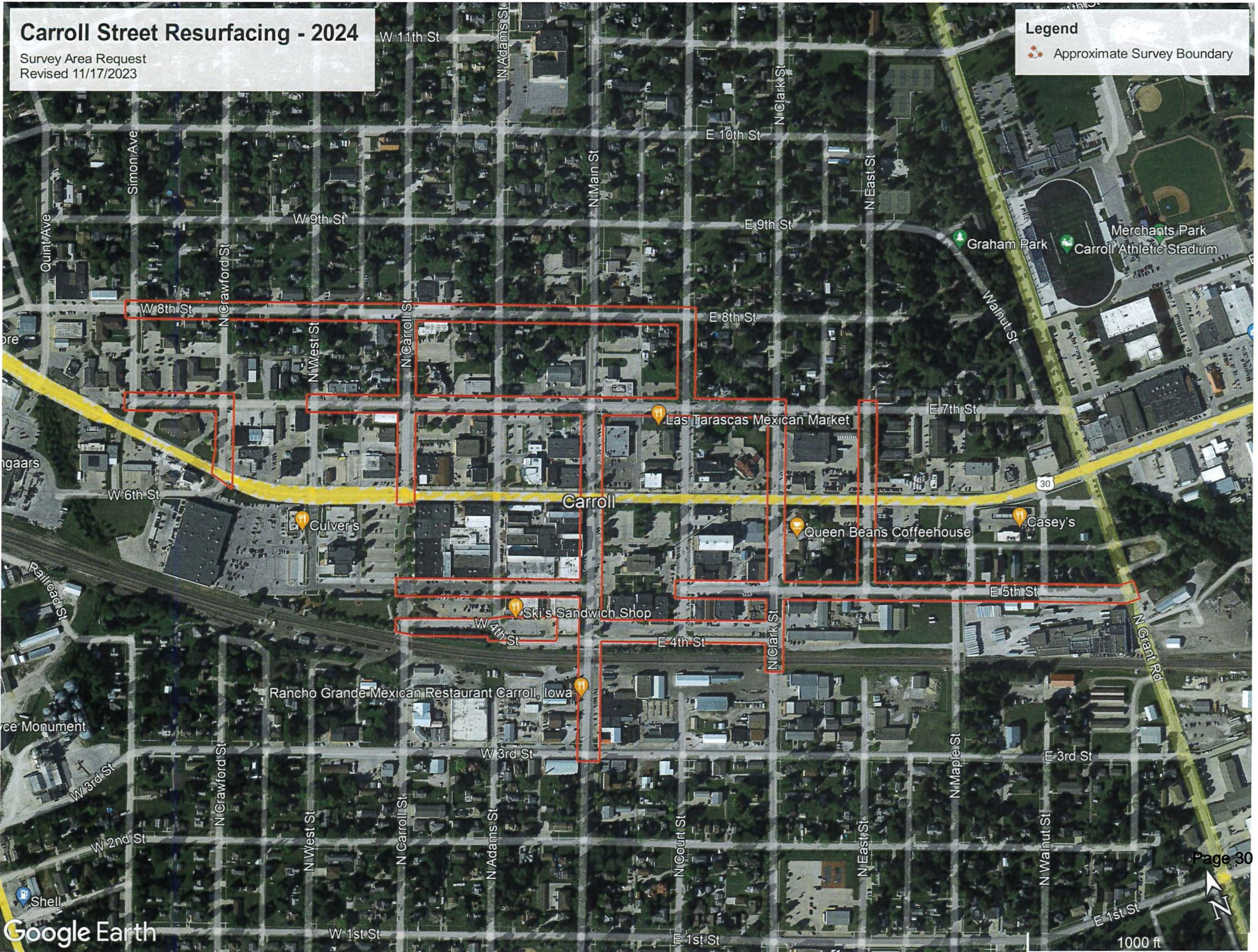


# Carroll Street Resurfacing - 2024

Survey Area Request  
Revised 11/17/2023

## Legend

 Approximate Survey Boundary





# STANDARD AGREEMENT FOR CONSULTING SERVICES



**McCLURE™**

**McCLURE ENGINEERING COMPANY**  
 Project Name: CBD Street Resurfacing - 2024  
 Project Number: 0000210730-000  
 Project Manager: Cody Forch, PE

This Agreement, is made on the 11th day of December, 2023, by and between McClure Engineering Company, of Carroll, Iowa, (herein referred to as "CONSULTANT") and the City of Carroll, Iowa (hereinafter referred to as "OWNER"). The CONSULTANT will provide services per the terms and conditions outlined in this Agreement and in accordance with the scope and schedule presented in Exhibit 'C'. The services will be compensated for in accordance with the fees or hourly rates as presented in Exhibit 'B', for the Project described as:

## CBD Street Resurfacing - 2024

- The OWNER shall provide information per the OWNER's responsibilities presented in Exhibit 'E' in a timely manner so as not to delay the services provided by the CONSULTANT.
- Payment to the CONSULTANT shall be made within 30 days of invoice for work completed to date. The invoice will include the percentage of work complete, an estimate to complete and, a brief project status summary.
- Past due amounts owed shall accrue interest at 1.5% per month from the 30th day. If the OWNER fails to make monthly payments due the CONSULTANT, the CONSULTANT may, after giving (7) days written notice to the OWNER, suspend services under this agreement.
- THIS AGREEMENT IS SUBJECT TO ALL THE TERMS AND CONDITIONS ATTACHED TO THIS AGREEMENT.
- This Agreement represents the entire and integrated agreement between the OWNER and the CONSULTANT and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the OWNER and the CONSULTANT.
- Neither party to this AGREEMENT will be liable to the other party for unavoidable delays in performing the Scope of Services, or for the direct or indirect cost resulting from such delays, that may result from acts of God, acts of governmental authorities, extraordinary weather conditions or other natural catastrophes, or any other cause beyond the reasonable control or contemplation of either party. Each party will take reasonable steps to mitigate the impact of any force majeure. The CONSULTANT will adjust the schedule and compensation under this agreement to the extent that CONSULTANT's schedule and compensation are equitably adjusted by the OWNER.
- The amount of the CONSULTANT's compensation is \$260,000.00. The contract type is Lump Sum.

Unavoidable Delays means delays in performance resulting from acts or occurrences outside the reasonable control of the party claiming the delay in performance, including but not limited to storms, floods, excessive rain, hail, wind, hurricanes, tornadoes, fires, explosions or other casualty losses, unusual weather conditions, global medical pandemics, including but not limited to that certain global medical pandemic which has come to be known as "Coronavirus" or "Covid-19", national medical pandemics in the United States of America, strikes, boycotts, lockouts or other labor disputes, delays in transportation or delivery of material or equipment, litigation commenced by third parties, or the acts, restrictions, or prohibitions of any federal, State or local governmental unit.

| Attached Exhibits |  | Included                            | Not Included                        |
|-------------------|--|-------------------------------------|-------------------------------------|
| Exhibit 'A'       | Standard Terms and Conditions          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Exhibit 'B'       | Hourly Rate Schedule                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Exhibit 'C'       | Detailed Scope of Work                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Exhibit 'D'       | Subconsultant(s) Contract              | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Exhibit 'E'       | Owner's Responsibilities to Consultant | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Exhibit 'F'       | Duties and Responsibilities of RPR     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Exhibit 'G'       | Drawing Depicting the Project          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Exhibit 'H'       | Construction Item List Cost Estimate   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Exhibit 'I'       | Regulatory Requirements                | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Exhibit 'J'       | Title VI/Non-Discrimination Assurances | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

OWNER: City of Carroll, Iowa

CONSULTANT: McClure Engineering Company

By: \_\_\_\_\_

Signed: Cody Forch

Title: Mayor

Title: Team Leader



# EXHIBIT A

## McCLURE ENGINEERING COMPANY CONSULTANT STANDARD TERMS AND CONDITIONS (Effective 1/1/2023 through 12/31/2023)



- 1.0 ACCESS TO SITE:** The Consultant shall at all times have access to the Project site.
- 2.0 INFORMATION PROVIDED BY OTHERS:** The Consultant shall be entitled to rely upon the accuracy and completeness of data provided by the Owner and shall not assume liability for such data. The Consultant does not practice law, insurance or financing, therefore, the Owner shall furnish all legal, accounting and insurance counseling services as may be necessary to protect themselves at any time during the Project. Owner shall hold Consultant harmless from damages that may arise as a result of inaccuracies of information or data supplied by Owner or others to Consultant.
- 3.0 OWNERSHIP AND REUSE OF DOCUMENTS:** All documents are instruments of service, and Consultant shall retain an ownership and property interested therein (including the copyright and the right of reuse at the discretion of the Consultant) whether or not the Project is completed.
- 3.1 Owner may make and retain copies of documents for information and reference in connection with the use of the documents on the Project. Consultant grants Owner a limited license to use the documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Consultant of full payment due and owing for all services relating to preparation of the documents, and subject to the following limitations: (1) Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Consultant, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Consultant; (2) any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Consultant, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Consultant or to its officers, directors, members, partners, agents, employees, and Consultants; (3) Owner shall indemnify and hold harmless Consultant and its officers, directors, members, partners, agents, employees, and Consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Consultant; and (4) such limited license to Owner shall not create any rights in third parties.
- 3.2 If Consultant at Owner's request verifies the suitability of the documents, completes them, or adapts them for extensions of the Project or for any other purpose, then Owner shall compensate Consultant at an amount agreed upon by Owner and Consultant.
- 4.0 UNDERGROUND UTILITIES:** Due to the nature and uncertainty of the accuracy of data available for underground utilities, including drainage tile, and/or any information that may be supplied by the Owner, third parties, and/or research performed by the Consultant or its subcontractors, the Owner agrees to indemnify and hold harmless the Consultant for all claims, losses, costs and damages arising out of the location of underground utilities provided by the Consultant under this Agreement.
- 4.1 The Owner may choose to contract separately to have extensive investigations and research conducted if the Owner feels it necessary to have more accurate location of underground utilities confirmed.
- 5.0 SUBSURFACE CONDITIONS:** The Consultant may advise the Owner to conduct soil and/or subsurface testing and analysis to provide information to the Owner, Consultant, and contractor(s) as to the subsurface conditions that may generally be encountered during subsurface construction.
- 5.1 The Consultant cannot warrant or guarantee that the information provided is reflective of all subsurface conditions that may be encountered, or to the extent that subsurface conditions such as soil properties, groundwater, rock, etc., may vary from location to location throughout subsurface construction.
- 5.2 Any unexpected change or unforeseen subsurface conditions (including those that may be caused by weather conditions) will be addressed when encountered and may result in a change in construction price and/or schedule, and the Consultant shall be held harmless from issues arising out of these unseen subsurface conditions.
- 6.0 HAZARDOUS MATERIALS – INDEMNIFICATION:** The Consultant is not in the business of making environmental site assessments for purposes of determining the presence of any toxic, hazardous or other environmental damaging substances. The purpose of this provision is to be certain that the Owner is aware of the potential liability if toxic, hazardous or environmental damaging substances are found on or under the property. Consultant makes no representations regarding an environmental site assessment, relies upon Owner to have fully investigated the need and/or scope of such assessment and assumes no responsibility for the determination to make an environmental site assessment on the subject property.
- 7.0 OPINIONS OF PROBABLE COST:** Consultant's opinions (if any) of probable construction costs are to be made on the basis of Consultant's experience, qualifications, and general familiarity with the construction industry. However, because Consultant has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Consultant cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from opinions of probable construction cost prepared by Consultant. If Owner requires greater assurance as to probable construction cost, then Owner agrees to obtain an independent, third-party cost estimate.
- 8.0 PROJECT FUNDING AND FINANCING:** It shall be the responsibility of the Owner to plan, organize, and secure funding to pay all costs associated with the project. The funding may include local financing and/or funding obtained through federal or state funding programs such as low interest loans, grants, etc. If the Consultant is retained to help apply and/or secure funding from internal or external funding agencies, the Consultant shall not be responsible for the acquisition of funding and makes no guarantee funding applications prepared by the Consultant will successfully secure funds.
- 8.1 If the Owner secures outside funding from any such programs, while the Consultant may be retained to help monitor and submit pay requests for loan or grant draws from the respective agencies, the Consultant shall not be responsible for the Owner's obligation to comply with any criteria required to use the funds, including responsibility for any funding match required by the Owner.
- 9.0 ADDITIONAL SERVICES:** It is not unusual for the Owner to request the Consultant to provide additional services or that additional work may be required to deal with a contractor during construction that was not foreseen at the time the original scope of work was agreed to when the Consultant contract was signed. The Owner recognizes the Consultant shall be entitled to additional compensation to coordinate such changes and schedules shall be adjusted accordingly. The Consultant may prepare drawings, specifications and other documents required to address the changes in the scope of work as necessary to satisfactorily complete the project.
- 10.0 BETTERMENT:** If the Consultant failed to include a component(s), or if during construction it is discovered a component(s) is required that was not in the Consultant's original plans or specifications, and that the component(s) is necessary to complete a satisfactory project, the Consultant shall not be responsible for paying the cost required to add such component(s) to the extent that such component(s) would have been required and included in the original construction documents.
- 10.1 In no event shall the Consultant be responsible for any cost or expense that provides betterment or that upgrades or enhances the value of the Owner's project if the component should have originally been included in the construction drawings and/or specifications.

**11.0 SHOP DRAWING REVIEW:** If, as part of this Agreement **Consultant** reviews contractor submittals, such as shop drawings, product data, samples and other data, as required by **Consultant**, these reviews and approvals shall be only for the limited purpose of checking for conformance with the design concept and the information expressed in the contract documents. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades or construction safety precautions, all of which are the sole responsibility of the contractor. **Consultant** shall not be responsible for any deviations from the contract documents not brought to the attention of **Consultant** in writing by the contractor. **Consultant** shall not be required to review partial submissions or those for which submissions of correlated items have not been received.

**12.0 CONSTRUCTION OBSERVATION:** If, as part of this Agreement, **Consultant** is providing construction observation services, **Consultant** shall visit the project at appropriate intervals during construction to become generally familiar with the progress and quality of the contractor's or subconsultant's work and to determine if the work is preceding in general accordance with the Contract Documents. The **Consultant** is not a contractor and shall not at any time supervise, direct, control, or have authority over any of the contractor's and/or subconsultant's work.

12.1 **Consultant** shall not have authority over or be responsible for the means, methods, techniques, sequences, schedule, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for the security or safety at the site, nor for any failure of a contractor to comply with laws and regulations applicable to that contractor's furnishing and performing of its work.

12.2 **Consultant** shall not be responsible for the acts or omissions of any contractor

12.3 **Consultant** neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform the work in accordance with the construction contract documents.

12.4 **Consultant** shall not be responsible for any decision made regarding the construction contract documents, or any application, interpretation, clarification, or modification of the construction contract documents, other than those made by the **Consultant** or its **Consultants**.

12.5 Unless otherwise specified in this Agreement, the **Owner** has not retained the **Consultant** to make detailed inspections or to provide exhaustive or continuous project review and observation services.

**13.0 DESIGN WITHOUT CONSTRUCTION PHASE SERVICES:** If **Consultant** is not retained for construction observation and/or on-site resident observation services, **Consultant** shall have no design, shop drawing review, or other obligations during construction, and **Owner** assumes all responsibility for the application and interpretation of construction contract documents, review and response to contractor claims, construction contract administration, processing of change orders and submittals, revisions to the construction contract documents during construction, construction observation and review, review of contractor's payment applications, and all other necessary construction phase administrative, engineering, surveying and professional services. **Owner** waives all claims against the **Consultant** that may be connected in any way to construction phase administrative, engineering, surveying or professional services.

**14.0 MEDIA REPRESENTATIONS:** The **Consultant** shall have the right to include photographic or artistic representations of the design of the Project among the **Consultant's** promotional and professional materials. The **Consultant** shall be given reasonable access to the completed Project to make such representations. However, the **Consultant's** materials shall not include the **Owner's** confidential or proprietary information. The **Owner** shall provide professional credit for the **Consultant** in the **Owner's** promotional materials for the Project. Notwithstanding anything to the contrary in the present agreement, the Parties' obligations outlined in this clause shall survive the termination of this Agreement for an indefinite term.

**15.0 TERMINATION:** This Agreement may be terminated by either party upon not less than seven days written notice should the other party fail substantially to perform in accordance with the terms of the Agreement through no fault of the party initiating the termination. This Agreement may

be terminated by the **Owner** upon not less than seven days' written notice to the **Consultant** in the event the Project is permanently abandoned.

15.1 Failure of the **Owner** to make payments to the **Consultant** in accordance with the Agreement shall be considered substantial non-payment and cause for termination. If the **Owner** fails to make payment when due the **Consultant** for services, the **Consultant** may, upon seven days' written notice to the **Owner**, suspend performance of services under this Agreement. Unless payment in full is received by the **Consultant** within seven days of the date of the notice, the suspension shall take effect without further notice.

15.2 In the event of a suspension of services, the **Consultant** shall have no liability to the **Owner** for delay or damage caused the **Owner** because of such suspension of services. In the event of termination not the fault of the **Consultant**, the **Consultant** shall be compensated for services performed prior to termination and all termination expenses. Termination expenses are in addition to compensation for Basic and Additional Services, and include expenses which are directly attributable to termination.

**16.0 DISPUTE RESOLUTION:** Claims, disputes or other matters in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof shall be subject to mediation unless each of the parties mutually agrees otherwise. No mediation arising out of or relating to this Agreement shall include, by consolidation, joinder or in any other manner, an additional person or entity not a party to this Agreement, except by written consent containing a specific reference to this Agreement signed by the **Owner**, **Consultant**, and any other person or entity sought to be joined. In no event shall the demand for mediation be made after the date when the institution of legal or equitable proceedings based upon such claim would be barred by the applicable statute of limitations. The award rendered in the mediation shall be non-binding.

**17.0 LIMITATION OF LIABILITY:** The **Consultant's** liability shall be limited to \$50,000.00 or the fee for the work performed, whichever is greater, or as specifically agreed to by separate agreement.

**18.0 STANDARD OF CARE:** In providing services under this Agreement, the **Consultant** shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality.

**19.0 PAYMENT:** Amounts unpaid 30 days after invoice date shall bear interest from the date payment is due at a rate of 1.5% per month compounded and shall include costs for attorney fees and other collection fees related to collecting fees for service.

**20.0 LIEN RIGHTS:** **Consultant** retains all rights to mechanic's or design professional lien rights through the completion of the obligations of this agreement at the sole judgment of the **Consultant**.

**21.0 WAIVERS:** The **Owner** and the **Consultant** waive all rights against each other and against the contractors, **Consultants**, agents and employees of the other for damages, but only to the extent covered by property insurance during construction. The **Owner** and **Consultant** each shall require similar waivers from their contractors, **Consultants** and agents.

**22.0 ASSIGNMENT:** The **Owner** and **Consultant**, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither **Owner** nor **Consultant** shall assign this Agreement without the written consent of the other.

**23.0 GOVERNING LAW:** Unless otherwise provided, the Agreement shall be governed by the laws of the State of Iowa.

**24.0 COMPLETE AGREEMENT:** This Agreement represents the entire and integrated agreement between the **Owner** and **Consultant** and supercedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both **Owner** and **Consultant**. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the **Owner** or **Consultant**.

# EXHIBIT B

**McCLURE ENGINEERING COMPANY**  
HOURLY RATE SCHEDULE  
(Effective 1/1/2023 through 12/31/2023)



| <b>PERSONNEL</b>             | <b>HOURLY RATE</b> |
|------------------------------|--------------------|
| Principal .....              | \$270 - \$295      |
| Project Manager .....        | \$185 - \$230      |
| Senior Professional.....     | \$185 - \$285      |
| Professional.....            | \$155 - \$185      |
| Junior Professional.....     | \$125 - \$155      |
| Senior Technician .....      | \$155 - \$175      |
| Technician.....              | \$115 - \$135      |
| Landscape Architect .....    | \$125 - \$160      |
| On-Site Representative ..... | \$115 - \$155      |
| Client/Project Liaison ..... | \$135 - \$185      |
| Administrative .....         | \$65 - \$85        |
| Public Relations .....       | \$115 - \$150      |
| 3 Member Survey Crew .....   | \$280              |
| 2 Member Survey Crew .....   | \$210              |
| 1 Member Survey Crew .....   | \$135              |

| <b>EQUIPMENT</b>          |          |
|---------------------------|----------|
| 3D Scanner per Scan ..... | \$30.00  |
| UAV per Flight .....      | \$125.00 |
| Sonar Boat .....          | \$125.00 |

| <b>MISCELLANEOUS EXPENSES</b>                          |                                     |
|--|-------------------------------------|
| Survey Vehicle Mileage.....                            | \$0.75/Mile + \$0.15 fuel surcharge |
| Automobile Mileage (at current IRS rate).....          | Current IRS Rate                    |
| Printing.....  | Per Contract                        |
| Survey Supplies (Hubs, Lath, Paint, Nails, etc.) ..... | Per Contract                        |
| Out-of-Pocket Expenses (Meals, Hotels, etc.).....      | Per Contract                        |

\*Rates are subject to change based on billing rates for future years



# EXHIBIT C

## McCLURE ENGINEERING COMPANY

DETAILED SCOPE OF WORK  
CBD Street Resurfacing - 2024



### I) PROJECT DESCRIPTION

- A) The street segments selected for the CBD Street Resurfacing - 2024 project are as follows:
  - 1) Carroll Street: US 30 to 8<sup>th</sup> Street (820 feet)
  - 2) Clark Street: 4<sup>th</sup> Street to 7<sup>th</sup> Street (1,150 feet)
  - 3) Court Street: 7<sup>th</sup> Street to 8<sup>th</sup> Street (430 feet)
  - 4) Crawford Street: US 30 to 7<sup>th</sup> Street (250 feet)
  - 5) East Street: 5<sup>th</sup> Street to 7<sup>th</sup> Street (800 feet)
  - 6) Main Street: 3<sup>rd</sup> Street to 7<sup>th</sup> Street (1,600 feet)
  - 7) 4<sup>th</sup> Street: Carroll Street to Adams Street (350 feet)
  - 8) 5<sup>th</sup> Street: Carroll Street to Main Street (760 feet)
  - 9) 5<sup>th</sup> Street: Court Street to Grant Road (1,950 feet)
  - 10) 7<sup>th</sup> Street: West Street to Clark Street (2,050 feet)
  - 11) 7<sup>th</sup> Street: Simon Avenue to Crawford Street (375 feet)
  - 12) 8<sup>th</sup> Street: Simon Avenue to Court Street (2,500 feet)
  - 13) 4<sup>th</sup> Street Parking Lots: Adams Street to Clark Street (780 feet)
- B) Specific improvement items will include full-depth patching, curb replacement, driveway replacement, accessibility improvements (sidewalk ramps), fixture adjustments (manholes, valves, and hydrants), railroad crossing approach improvements, pavement milling/scarification, hot mix asphalt resurfacing and seeding, mulching, and fertilizing. It is estimated that 18 existing and 5 new destination sidewalk ramps will or may be included in the project. Current SUDAS design and specification standards, and Carroll Supplemental Specifications will provide the design guidance for this project.

### II) BASIC SERVICES

- A) Phase 200 – Existing Conditions
  - 1) Task 202 – Data Gathering/Inventory
    - (a) The ENGINEER will perform one (1) pre-design walkthrough with the OWNER to mark out and confirm project scope/location/patches/pedestrian accessibility/etc. information.
    - (b) The ENGINEER will locate the patching locations/sidewalk replacements/project limits/etc. via GPS and will develop a base map for these points that will be used for project design.
- B) Phase 400 – Preliminary Design
  - 1) Task 401 – Preliminary Design and Plans
    - (a) The ENGINEER will perform preliminary design services in laying out proposed patching locations, driveway improvements, drainage improvements, sidewalk improvements, pavement milling, HMA resurfacing areas, and fixture adjustments. The ENGINEER will consider potential elements that may affect the corridor improvements, including property impacts, construction staging, and traffic control operations. This task includes the preparation of design criteria memorandum and preliminary design plans depicting the proposed PROJECT improvements.
    - (b) Preliminary Construction Staging and Traffic Control
      - (i) The ENGINEER will develop a preliminary construction staging plan and preliminary traffic control notes. The plan will include property access during construction for the properties and businesses along the corridor.
    - (c) Preliminary Storm Sewer Design
      - (i) The ENGINEER will perform storm sewer and drainage design in accordance with SUDAS Stormwater Management Criteria, SUDAS Standard Specifications, and City of Carroll Supplemental Specifications. This includes only minor storm sewer manhole rim adjustments, intake replacements, or minor intake adjustments.
      - (ii) Storm sewer horizontal and vertical alignment relocations/design is not anticipated for this PROJECT. **Page 37**



- (d) Preliminary Sanitary Sewer Design
  - (i) The ENGINEER will develop preliminary design modification for existing sanitary sewer systems within the project corridor. This includes only minor sanitary sewer manhole rim adjustments.
  - (ii) Sanitary sewer horizontal and vertical alignment relocations/design is not anticipated for this PROJECT.
- (e) Preliminary Water Main Design
  - (i) The ENGINEER will develop preliminary design modification for existing water main systems within the project corridor. This includes only water valve rim adjustments.
  - (ii) Water main horizontal and vertical alignment relocations/design is not anticipated for this PROJECT.
- (f) Preliminary Plans: The ENGINEER will design and prepare 60% plan drawings for the improvements as outlined in Exhibit 'C' (Scope of Services) and Section 1 (Project Description) of the Agreement. The 60% plans will include the following:
  - (i) A-Sheets (Title Sheet)
  - (ii) B-Sheets (Typical roadway sections and special details)
  - (iii) C-Sheets (General notes)
  - (iv) D-Sheets (Mainline plan and profile)
  - (v) E-Sheets (Side Road plan and profile)
  - (vi) G-Sheets (Survey control and alignments)
  - (vii) J-Sheets (Staging layout and traffic control)
  - (viii) S-Sheets (Sidewalk plan view layout only. Sidewalk tabulation sheets are to be performed during final design)
- (g) Order of Magnitude Opinion of Probable Construction Costs
  - (i) The ENGINEER will prepare one (1) Preliminary Plan Opinion of Probable Construction Cost with a 15% construction contingency for the project.
- (h) Furnish 60% Documents
  - (i) The ENGINEER will submit and distribute a preliminary plan set to the OWNER for review and comment.
  - (ii) The ENGINEER will submit the Preliminary Opinion of Probable Construction Costs.
- (i) Quality Control
  - (i) The ENGINEER will provide quality control for technical accuracy and general constructability for the preliminary PROJECT submittal.
  - (ii) This task includes time for the ENGINEER to coordinate comment resolution with OWNER based on one (1) round of OWNER review comments received following submittal of the Preliminary Plans.

C) Phase 500 – Final Design

1) Task 501 – Final Design and Plans

Pre-Final (Check) Design and Plan Preparation

- (a) Based upon approved preliminary design, field review, and project information meeting, the ENGINEER shall proceed to final design, contract drawings, specifications, and opinion of probable construction cost for the award of a single Contract for the construction of the proposed improvements.
- (b) Check Plans: The ENGINEER will design and prepare Check (95%) Plan drawings for the improvements as outlined in Exhibit 'C' (Scope of Services) and Section 1 (Project Description) of the Agreement. The Check (95%) plans will include the following:
  - (i) A-Sheets (Title Sheet)
  - (ii) B-Sheets (Typical roadway sections and special details)
  - (iii) C-Sheets (Estimated construction quantities, estimate reference information, pertinent quantity tabulations, and general notes)
  - (iv) D-Sheets (Mainline plan and profile)
  - (v) E-Sheets (Side Road plan and profile)
  - (vi) F-Sheets (Removals)
  - (vii) G-Sheets (Survey control and alignments)
  - (viii) J-Sheets (Staging layout and traffic control)
  - (ix) L-Sheets (Intersection jointing and geometric details), as needed
  - (x) R-Sheets (Erosion control and storm water pollution prevention plan)
  - (xi) S-Sheets (Sidewalk layout and tabulation)
  - (xii) U-Sheets (Special details), as needed
- (c) Special Provisions:

- (i) ENGINEER shall prepare special provisions, as necessary, to provide new or modified specifications for project specific products or procedures to describe their construction and payment. To the greatest extent possible, existing special provisions developed for previous Iowa DOT projects will be utilized.
- (d) Project Manual:
  - (i) ENGINEER shall prepare project manual documents that will include City of Carroll front end documents modified to support the project. The SUDAS Standard Specifications and Carroll Supplemental Specification shall be referenced for construction. Specifications may include Special Provisions to supplement SUDAS Standard Specifications.
- (e) Order of Magnitude Opinion of Probable Construction Costs
  - (i) The ENGINEER will prepare one (1) Check Plan Opinion of Probable Construction Cost with a 5% construction contingency for the project.
- (f) Furnish 95% Documents
  - (i) The ENGINEER will submit and distribute a Check Plan set to the OWNER for review and comment.
- (g) Quality Control
  - (i) The ENGINEER will provide quality control for technical accuracy and general constructability for the check PROJECT submittal.
  - (ii) This task includes time for the ENGINEER to coordinate comment resolution with OWNER based on one (1) round of OWNER review comments received following submittal of the Check Plans.
- (h) Project Permitting
  - (i) NPDES Storm Water Permit
    1. The ENGINEER will obtain public notices and proof of publication, submitting Notice of Intent, and preparing the 'initial' Storm Water Pollution Prevention Plan (SWPPP) for the PROJECT using the OWNER's SWPPP template. The OWNER is responsible for implementation during construction.
    2. The ENGINEER is not responsible or liable for compliance with any storm water discharge requirements at the site other than the preparation of the Notice of Intent for Storm Water Discharge Permit #2 applicable to the site and creation of the 'initial' SWPPP for the site.
  - (ii) Iowa Department of Transportation Application to Perform Work Within State Highway Right-of-Way.
  - (iii) Union Pacific Grade Crossing Construction and Maintenance Agreement.
  - (iv) Iowa DNR Water Supply Section – Construction Permit Application is not expected to be included on the PROJECT.
  - (v) Iowa DNR Wastewater Construction Permit Application is not expected to be included on the PROJECT.
- (i) Final Plans:
  - (i) Furnish Final Plans and Project Manual
    1. The ENGINEER shall assemble the documents for final submittal to the OWNER. Deliverables will be submitted electronically as well as five (5) hard copies with a submittal letter.
  - (ii) Order of Magnitude Opinion of Probable Construction Costs
    1. The ENGINEER will prepare one (1) Final Plan Opinion of Probable Construction Cost for the PROJECT. This estimate will be based on final quantities with 0% construction contingency for the PROJECT. The estimate shall be based on engineering judgment and does not represent a guarantee of actual construction costs. The ENGINEER has no control over the cost of labor, materials, equipment, market conditions, and the Contractor's method of determining prices.

D) Phase 600 – Construction Administration

1) Task 601 – Construction Administration (General)

- (a) Pre-construction Meeting - The ENGINEER shall attend one (1) pre-construction meeting after award of construction contract for the OWNER's contractor, subcontractors, and other interested parties.
- (b) Shop Drawing Submittal Reviews - The ENGINEER shall assist with review of shop drawings, samples, and other data the Contractor is required to submit, but only for conformance with design concept of the PROJECT and conformance with information given in the contract documents.
- (c) Periodic Site Observations - The ENGINEER shall make periodic visits to the construction site at intervals appropriate to the stage of construction (one (1) site visit per week for eighteen (18) weeks of construction), or as otherwise agreed to in writing by the OWNER and the ENGINEER to observe the progress and quality of the Work completed by the Contractor. Such visits and observations are not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather are to allow the ENGINEER, as an experienced professional, to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the Contract Documents. The ENGINEER shall not

supervise, direct, or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences, or procedures selected by the Contractor nor the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor in accordance with the Contract Documents. The ENGINEER shall not be responsible for any acts or omissions of the Contractor, subcontractor, any entity performing any portions of the Work, or any agents or employees of any of them. The ENGINEER does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its Work in accordance with the Contract Documents or any applicable laws, codes, rules, or regulations.

(d) Participate in preparation of a project Punch List, including a final project walk-thru.

2) Task 602 – Advertising, Bidding, Contract Award

(a) The ENGINEER shall assist OWNER in one (1) round of advertising for and obtaining bids from prospective Contractors. The ENGINEER will prepare the advertisement.

(b) The ENGINEER will maintain the plan holder's List.

(c) The ENGINEER shall provide Drawings, Specifications, and Bid Documents.

(i) The ENGINEER will upload drawings, specifications, and bid documents to Quest CDN and distribute documents to prospective Contractors. Hard copies will be available for Contractors for pick-up.

(d) The ENGINEER shall prepare and issue addenda as needed.

(i) The ENGINEER shall prepare all required addenda to revise plans, specifications, and other contract documents to provide clarifications, correct discrepancies, and/or add necessary details or contract alterations.

(e) Bidder Questions

(i) The ENGINEER shall respond to bidder questions and publish written answers to all plan holders at the discretion of the OWNER.

(f) The ENGINEER shall attend one (1) bid opening at OWNER's location.

(g) Review bid tabulation, prepared by OWNER.

(h) Review Bidders Qualifications

(i) The ENGINEER shall check for correctness and qualifications of apparent low bidders.

(i) The ENGINEER shall prepare Contract and Performance, Payment, and Maintenance Bond and distribute to OWNER, along with a letter of recommendation, for distribution to the successful bidder.

(i) The ENGINEER will be compensated for any re-bidding as requested by the OWNER based on established hourly rates and fixed expenses outlined in the ENGINEER's Standard Fee Schedule.

E) Phase 700 – Survey Services

1) Task 735 – Preliminary Design Survey (Topographic and Boundary Survey)

(a) Project Control

(i) Horizontal Control – Iowa Regional Coordinate System Zone 7 (Carroll-Atlantic)

(ii) Vertical Control – NAVD 88

(iii) U.S. Survey Feet

(iv) Establish benchmarks on-site with descriptions and elevations to the nearest 0.01 foot so horizontal and vertical control can be established throughout the design and construction of the proposed project.

(b) Topographic Survey

(i) The ENGINEER will provide topographic survey required for developing the design and plans.

(ii) Topographic survey is defined as providing contours at 1-foot intervals and includes surveying edge of pavement, edge of building (and adjacent grade), ditches (top, toe, and flowline), fences, storm and sanitary sewer structures (rim elevation), embankments (top and toe), trees six (6) inches and greater caliper not lying within wooded area, drip line or perimeter outline of wooded/brush areas, signs, water valves, hydrants, etc., and other visible features the ENGINEER determines to meeting project objectives. Non-visible below grade structures will be shown from data provided by the OWNER and utility providers.

(c) Utility Survey

(i) The ENGINEER will contact Iowa One Call and coordinate public and franchise utility locations with utility owners. Locates will be field survey. The ENGINEER will inform the OWNER if any known utility is not being located. Any private utility locates that are not included in the Iowa One Call service will be shown as map location, if known.

(d) Boundary Survey

(i) The ENGINEER will perform boundary survey required for the development of the project. The boundary survey shall be in-depth legal surveys for which plats are to be developed.

- (ii) This task includes a thorough search of City, County, and State records to review all surveys of record pertaining to the survey corridor, including County Auditor's Subdivision Plats, original government surveys, all irregular land survey, and road establishment records. Copies of such records are to be included in the project file for future reference.
  - (iii) This task includes obtaining sufficient field data to locate or establish property lines affected by the project to enable the preparation of the improvement plans. This includes locating section corners, property pins, and visible lines of occupation such as fences, field divisions, or any other lines indicating possession. A diligent effort must be made to recover existing land corner monuments necessary to describe the right-of-way along the project corridor.
  - (e) Project Base Map
    - (i) The ENGINEER will incorporate topographic survey, utility survey, property lines, right-of-way lines, any known easements, and property ownership for parcels located within the project limits into a base map that is to be used for the design of the project. Contours shall be shown at 1-foot intervals.
- F) Phase 850 – Project Management and Coordination
- 1) Task 851 – Project Management and Coordination
    - (a) Project Management:
      - (i) The project manager of the ENGINEER will be responsible for coordination with the OWNER.
      - (ii) The ENGINEER will provide up to twelve (12) monthly progress reporting and project invoices to the OWNER.
      - (iii) The ENGINEER will conduct internal design review meetings.
      - (iv) The ENGINEER will develop and maintain PROJECT schedule.
      - (v) The ENGINEER will maintain documentation of pertinent correspondences made by email, memos, letters, telephone, etc.
    - (b) Design Development Meetings
      - (i) The ENGINEER will maintain communications with the OWNER to review progress and discuss specific elements of the PROJECT design and receive direction from the OWNER.
      - (ii) The ENGINEER will develop agenda, attend, and provide meeting minutes of one (1) preliminary design meeting to review preliminary plan design comments received by the OWNER, one (1) final design meeting to review check plan design comments received by the OWNER, and one (1) additional meeting included for miscellaneous purposes, and it is understood by the parties that the ENGINEER will attend additional meetings as needed to complete the PROJECT. For budget purposes, this will include up-to two (2) staff members of the ENGINEER.
    - (c) Utility Coordination
      - (i) The ENGINEER shall submit the Concept Drawings to each utility company at the beginning of preliminary design to inform the companies of the upcoming PROJECT.
      - (ii) The ENGINEER shall perform a total of one (1) joint utility coordination meeting with utility company representatives upon the conclusion of preliminary design. These meetings are to identify conflicts, review utility relocation plans prepared by utility companies, and help facilitate a schedule with the OWNER and utility companies to perform relocations. The ENGINEER will prepare an agenda, document discussions and decisions, and provide meeting minutes.
      - (iii) The ENGINEER will perform coordination efforts electronically with each utility company.
      - (iv) The ENGINEER will review utility relocation plans provided by the franchise utilities. For budget purposes, the ENGINEER will review three (3) utility relocation plans.
  - 2) Task 860 – General Meetings/Correspondence
    - (a) Public Information Meetings
      - (i) The ENGINEER will conduct one (1) project information meeting that will be attended by two (2) staff members of the ENGINEER. The purpose of the meeting will be to provide a brief overview of the proposed improvements, provide discussion of the reconstruction plan, and gather information on concerns, priorities, and specific issues of the adjacent property owners and other affected parties.
      - (ii) The ENGINEER will prepare display materials, comments and sign-in sheets, and project hand out information for the meeting.
      - (iii) The ENGINEER will compile written and oral comments and submit them to the OWNER.
      - (iv) Reserving of the meeting facility and the mailing of the public notification will be completed by the OWNER. The ENGINEER will prepare the notice for the OWNER.

### III) FEES

The fees for Engineering Services shall be described below:

#### A) Basic Services:

|   |              |
|---|--------------|
| 1) Phase 200 – Existing Conditions                            |              |
| (a) Task 202 – Data Gathering / Inventory .....               | \$ 5,500.00  |
| 2) Phase 400 – Preliminary Design                             |              |
| (a) Task 401 – Preliminary Design and Plans.....              | \$ 56,500.00 |
| 3) Phase 500 – Final Design                                   |              |
| (a) Task 501 – Final Design and Plans .....                   | \$ 78,000.00 |
| 4) Phase 600 – Construction Administration                    |              |
| (a) Task 601 – Construction Administration (General).....     | \$ 8,000.00  |
| (b) Task 602 – Advertising, Bidding, and Contract Award ..... | \$ 3,600.00  |
| 5) Phase 700 – Survey Services                                |              |
| (a) Task 735 – Preliminary Design Survey .....                | \$ 84,200.00 |
| 6) Phase 850 – Project Management and Coordination            |              |
| (a) Task 851 – Project Management (General).....              | \$ 22,000.00 |
| (b) Task 860 – General Meetings/Correspondence .....          | \$ 2,200.00  |

---

Lump Sum: ..... \$ 260,000.00

### IV) TIMELINE

The following is the estimated time frame for this PROJECT. All calendar days are estimated, subject to acceptance day with the OWNER. If notice to proceed is given at a later date, time of completion may need to be extended accordingly. Generally, the schedule for the PROJECT is described as follows:

#### A) General Schedule

|   |                   |
|---|-------------------|
| 1. Notice to Proceed.....   | December 11, 2023 |
| 2. Preliminary Design Survey.....                                   | January 5, 2024   |
| 3. Preliminary Plan Design.....                                     | February 16, 2024 |
| 4. OWNER Preliminary Plan Review (2 weeks).....                     | March 1, 2024     |
| 5. Project Information Meeting / Utility Coordination Meeting ..... | April 2, 2024     |
| 6. Check Plan Design.....   | April 12, 2024    |
| 7. OWNER Check Plan Review (2 weeks).....                           | April 26, 2024    |
| 8. Final Plan Design.....   | May 3, 2024       |
| 9. Project Letting (Local) .....                                    | May 21, 2024      |
| 10. Construction.....   | Summer 2024       |

#### B) Schedule Delays

The ENGINEER shall not be responsible for delays in the schedule that are beyond the ENGINEER's control.

### V) ADDITIONAL SERVICES NOT INCLUDED IN THIS AGREEMENT

The following services are excluded from the basic services but may be performed by the ENGINEER upon written amendment to this agreement.

- Boundary retracement of existing lots to set missing monuments
- Grant administration
- Street lighting design.
- Irrigation (lawn sprinkler) restoration plans or specifications
- Media correspondences and public outreach planning documents
- Land purchase costs, closing costs associated with land acquisition, and costs associated with condemnation process
- Appraisal fees and condemnation services
- Preparation of Acquisition Plats and Legal Descriptions not specifically mentioned herein.
- Land purchase costs, closing costs associated with land acquisition, and costs associated with condemnation process

- Right-of-Way Services not specifically mentioned herein, including Individual Parcel Exhibits, Preparation of Parcel Files, Appraisals and Compensation Estimates, Appraisal Review, Right-of-Way Negotiations/Acquisitions, Closing, Condemnation Services
- Testing of any suspect environmental material, including but not limited to asbestos, radon, lead based paint, air quality, or industrial waste
- Other permits not indicated within this scope
- Services beyond preparing and submitting the permit forms
- Any permit and publication fees associated with permit applications except as noted
- Posting Notice of Letting and publishing Notice of Public Hearing in accordance with Iowa Code (by OWNER)
- Preparation of bidding or contract documents for alternate bid prices
- Construction material testing services
- Construction staking, RPR, and construction administration services
- Record drawings
- Project management and coordination tasks beyond that scheduled project completion period
- Subsurface Utility Investigation Test Holes
- Drainage Report or Drainage Memorandum
- Environmental and/or Cultural Review and Assessment
- Special meetings and meetings not outlined in the Scope of Services
- Other services not specifically outlined in this Agreement
- Preparation of preliminary and final special assessment plats and schedules



## EXHIBIT E

### McCLURE ENGINEERING COMPANY OWNER'S RESPONSIBILITIES



**OWNER** shall do the following in a timely manner so as not to delay the services of the **CONSULTANT**:

1. Designate in writing a person to act, as **OWNER'S** representative with respect to the services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define **OWNER'S** policies and decisions with respect to **CONSULTANT'S** services for the Project.
2. Provide all criteria and full information as to **OWNER'S** requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expendability, and any budgetary limitations; and furnish copies of all design and construction standards, which **OWNER** will require to be included in the drawings and specifications.
3. Assist **CONSULTANT** by placing at **CONSULTANT'S** disposal all available information pertinent to the Project including previous reports and any other data relative to design or construction of the Project.
4. Arrange for access to make all provisions for **CONSULTANT** to enter upon public and private property as required for **CONSULTANT** to perform services under this Agreement.
5. Examine all studies, reports, sketches, drawings, specifications, proposals and other documents presented by **CONSULTANT**, obtain advice of an attorney, insurance counselor and other consultants as **OWNER** deems appropriate for such examination and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of **CONSULTANT**.
6. Furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
7. Attend the prebid conference, bid opening, preconstruction conferences, construction progress and other job related meetings and substantial completion inspection and final payment inspection.
8. Give prompt written notice to **CONSULTANT** whenever **OWNER** observes or otherwise becomes aware of any development that affects the scope or timing of **CONSULTANT'S** services, or any defect or non-conformance in the work of any Contractor.
9. Arrange for financing and pay for services as agreed to in this Agreement.





Title VI/Non-Discrimination Assurances

## APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation **Federal Highway Administration**, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project or program set forth in Appendix B of 49 CRF Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the **Federal High Administration** to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the **Federal Highway Administration**, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the **Federal Highway Administration** may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the **Federal Highway Administration** may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

Title VI/Non-Discrimination Assurances

## APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 *et seq.*), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 - - 12189) as implemented by Department of Transportation regulations at 49 CFR Parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).

# City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

**MEMO TO:** Aaron Kooiker, City Manager

*AK*

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

*RMK*

**DATE:** December 6, 2023

**SUBJECT:** Adams Street Reconstruction

- Change Order No. 3

Construction of Stage 2 of the Adams Street Reconstruction project was completed within the allowable Contract time but after the Fall permanent seeding period. A summary of the relevant dates is as follows:

|                             |                                 |
|-----------------------------|---------------------------------|
| Actual Stage 2 Completion   | November 10, 2023               |
| Contract Stage 2 Completion | November 15, 2023               |
| Specified Fall Seeding      | August 10 to September 30, 2023 |

With permanent seeding not allowed after September 30, 2023, the project Storm Water Pollution Prevention Plan required temporary erosion control of the areas disturbed by construction. The temporary erosion control method that was selected was hydro mulching without seed. The cost of the temporary erosion control, which was not included in the original Contract, is proposed to be added by Change Order No. 3 in the amount of \$3,767.72.

**RECOMMENDATION:** Mayor and City Council consideration of approval of Change Order No. 3 to the Adams Street Reconstruction project in the amount of \$3,767.72.

RMK:ds

attachments (2)

**CHANGE ORDER  
NO. 3**

PROJECT: **ADAMS STREET RECONSTRUCTION**  
 OWNER: City of Carroll, Iowa  
 CONTRACTOR: Rasch Construction, Inc.  
 ENGINEER: McClure Engineering Company

OWNER'S Contract No.: Resolution #23-40

DATE OF ISSUANCE: December 4, 2023

EFFECTIVE DATE: December 11, 2023

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

Description: See Attachment A

Reason for Change Order: See Attachment A

Attachments: Attachment A

| CHANGE IN CONTRACT PRICE:   |
|---|
| Original Contract Price:<br>\$ 3,550,680.08                                     |
| Net Increase (Decrease) from previous Change Orders No. 1 to 2:<br>\$ 14,240.72 |
| Contract Price prior to this Change Order:<br>\$ 3,564,920.80                   |
| Net Increase (Decrease) of this Change Order:<br>\$ 3,767.72                    |
| Contract Price with all approved Change Orders:<br>\$ 3,568,688.52              |

| CHANGE IN CONTRACT TIMES:   |
|---|
| Original Contract Times:<br>Stage 1 Completion August 20, 2024<br>Stage 2 Completion November 15, 2023                        |
| Net change from previous Change Orders No. 1 to No. 2:<br>Completion None   |
| Contract Times prior to this Change Order:<br>Stage 1 Completion August 20, 2024<br>Stage 2 Completion November 15, 2023      |
| Net increase (decrease) this Change Order:<br>Stage 1 None<br>Stage 2 None  |
| Contract Times with all approved Change Orders:<br>Stage 1 Completion August 20, 2024<br>Stage 2 Completion November 15, 2023 |

RECOMMENDED:

City of Carroll

By: \_\_\_\_\_  
Randall M. Krauel, City Engineer

Date: December 4, 2023

APPROVED:

City of Carroll

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

Date: December 11, 2023

ACCEPTED:

Rasch Construction, Inc.

By: \_\_\_\_\_  
(Authorized Signature)

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

ADAMS STREET RECONSTRUCTION

CHANGE ORDER NO. 3  
ATTACHMENT A

**Description:**

- 3.1 Add Temporary Erosion Control – Hydro Mulch to Stage 2, 0.86 acres, disturbed by construction.

---

**Reason for Change Order:**

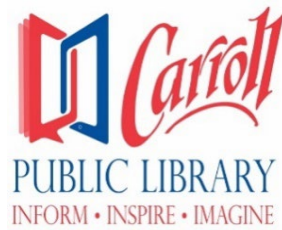
- 3.1 Stage 2 construction was completed after the Fall date for permanent seeding. Erosion Control of the disturbed construction areas is required by the Storm Waer Pollution Prevention Plan.

**Cost:**

| <u>Item No.</u> | <u>Description</u>                      | <u>Unit</u> | <u>Estimated Quantity</u> | <u>Unit Price</u> | <u>Extended Price</u> |
|-----------------|---|-------------|---------------------------|-------------------|-----------------------|
| 3.1             | Temporary Erosion Control – Hydro Mulch | LS          | 1.00                      | \$3,767.72        | \$3,767.72            |

# CARROLL PUBLIC LIBRARY

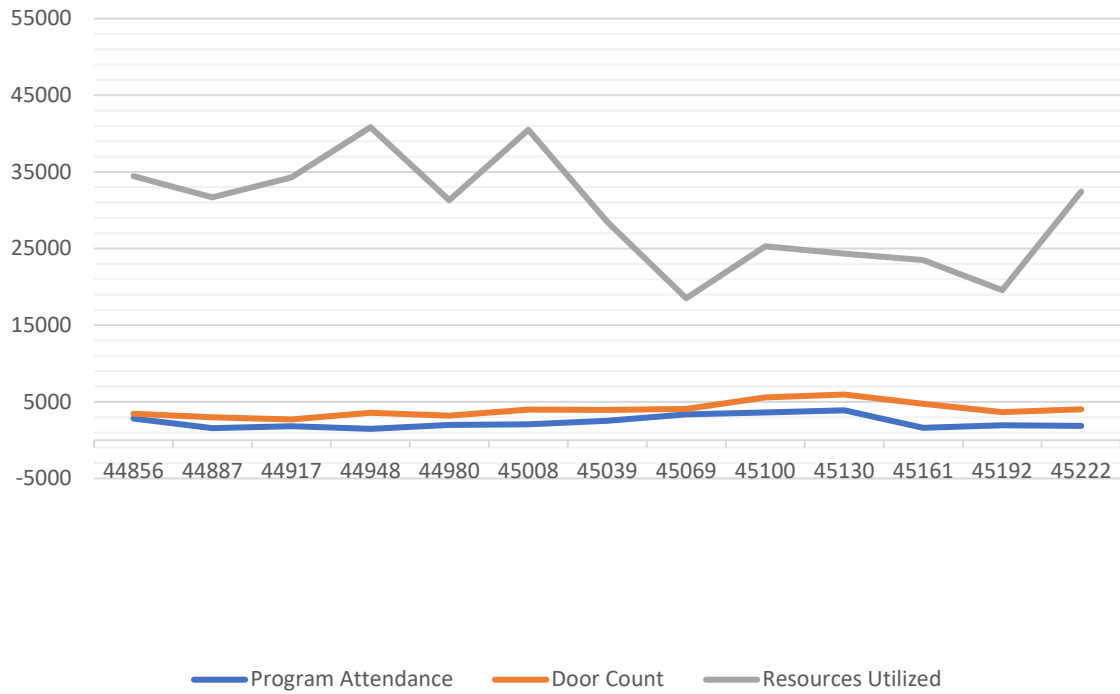
## Monthly Activity Report



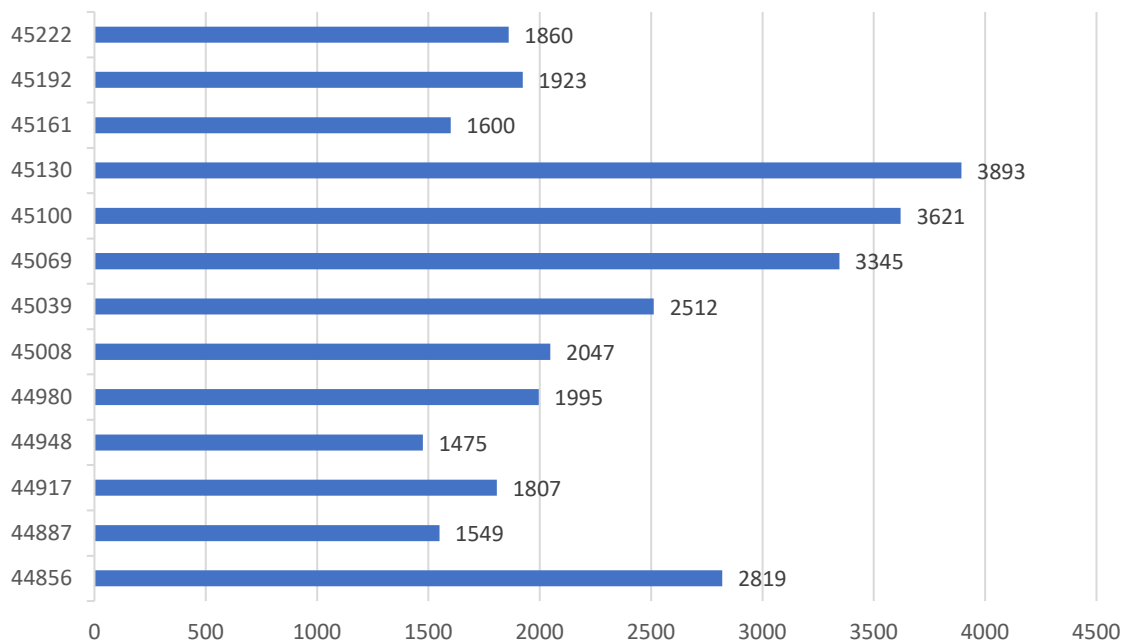
Month/ Year: October 2023

| Program Attendance          |       | Monthly Statistics                   |                |
|-----------------------------|-------|--------------------------------------|----------------|
| Storytime                   | 115   | Total Print Circulation              | 7,605          |
| Grab and Go Crafts          | 300   | BRIDGES Circulation                  | 1,829          |
| Coloring pages              | 200   | Public Computer Use                  | 244            |
| Book Visits                 | 345   | Wi-Fi Use                            | 449            |
| Preschool drop-offs         | 6     | Website Use                          | 13,134         |
| Read, Play, Grow            | 16    | Daily Times Herald Archives Views    | 7,188          |
| Makers: Squirrels           | 40    | Breda & Glidden News Views           | 938            |
| Makers: Fall                | 33    | Consumer Reports                     | 173            |
| Book Drops - seniors        | 9     | Global Road Warrior                  | 13             |
| Crafty Library Ladies       | 73    | Learning Express                     | 8              |
| NAMI                        | 32    | Freegal                              | 816            |
| Stay Independent Series     | 54    | Transparent Language                 | 2              |
| Brown Bag Book Club         | 5     | LinkedIn Learning                    | 34             |
| Trivia                      | 17    | Brainfuse                            | 7              |
| Evening Book Club           | 6     | Novelist                             | 0              |
| Alzheimers Group            | 8     | Auto Repair Source                   | 2              |
| Tech Friday                 | 4     | Niche Academy                        | 10             |
| Donna Retirement Open House | 39    | ABC Mouse                            | 0              |
| Death Comes for Us All      | 9     |                                      |                |
| Rebel Readers               | 4     | Total Resources Used                 | 32,452         |
| GSA                         | 10    |                                      |                |
| Tween: Pumpkin              | 6     | Saint Anthony's Diabetes Prev. Group |                |
| Tween: Witch Doll           | 8     | Girl Scouts Groups                   |                |
| D&D                         | 5     |                                      |                |
| Read A Loud Stories         | 196   |                                      |                |
| Spooky Stories              | 15    |                                      |                |
| Beanstack Participation     | 66    |                                      |                |
| Bingo                       | 5     | New Library Cards Issued             | 26             |
| Puzzle (7 finished)         | 60    |                                      |                |
| Curbside Pickup             | 8     |                                      |                |
| Meeting Room Use            | 35    | Members Saved                        | \$103,713.06   |
| Study Room Use              | 111   | Members Saved 2023                   | \$1,129,727.76 |
| Makers Space/Craft Room Use | 20    | Members Saved FY23 to date           | \$467,613.44   |
| Total Program Attendance    | 1,860 |                                      |                |
| Montly Door Count           | 4,012 |                                      |                |

### Library Stats October 2022 - October 2023

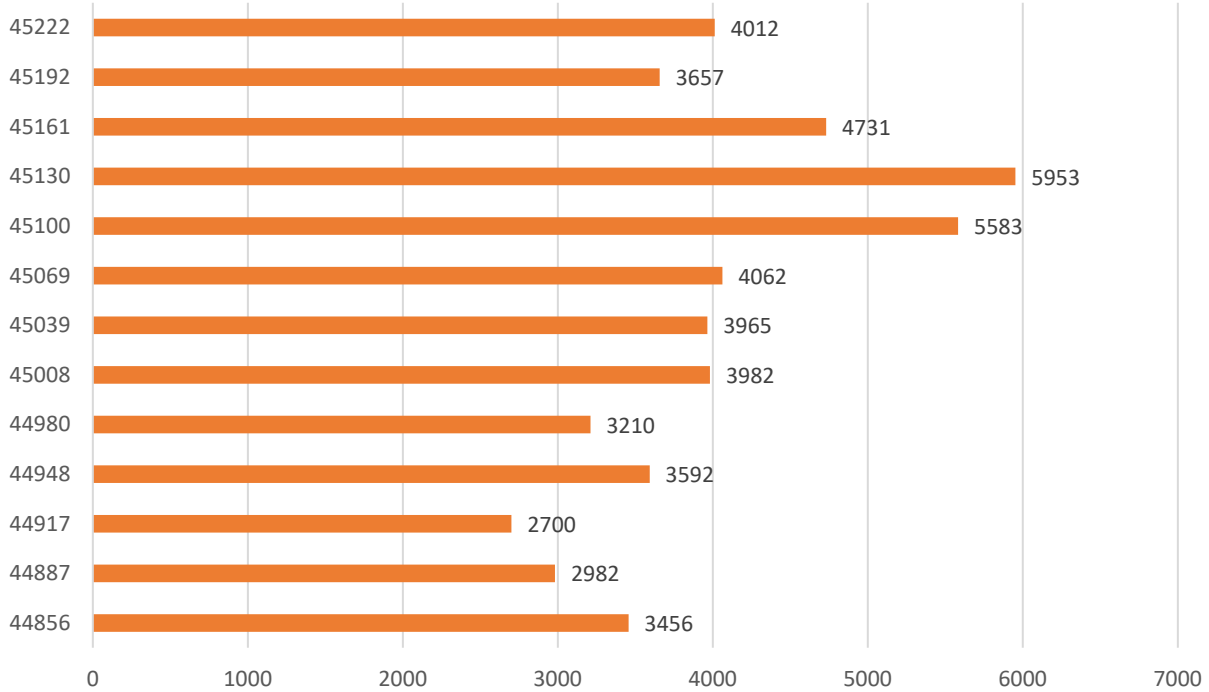


### Program Attendance (Oct. 2022 - Oct. 2023)

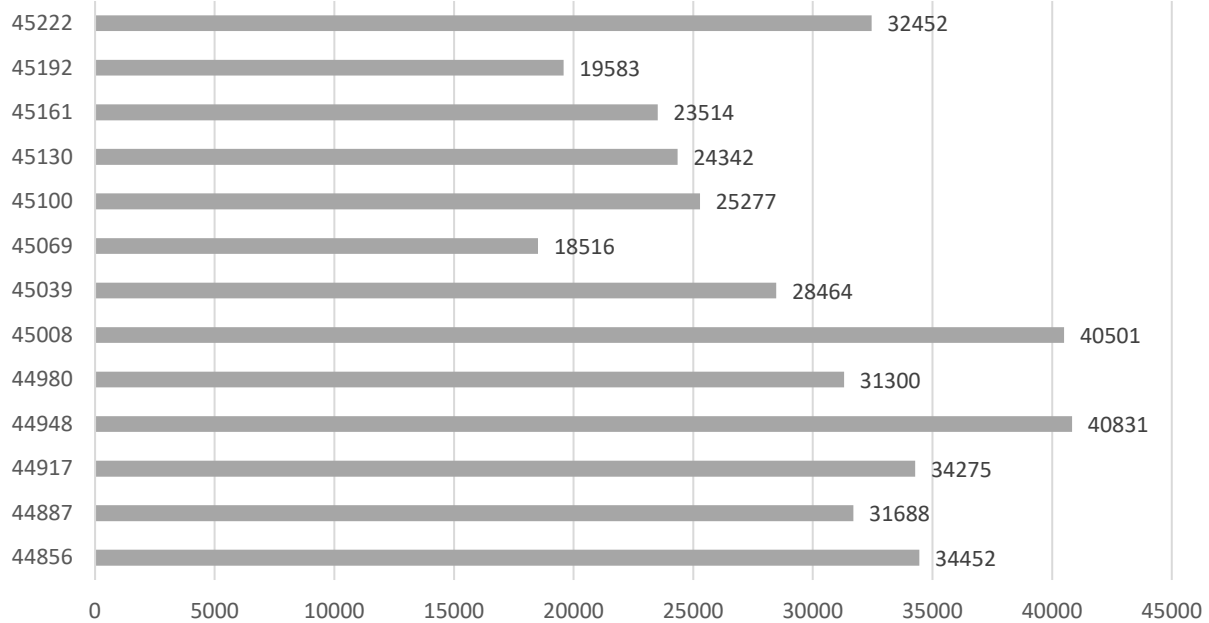




### Door Count (October 2022 - October 2023)



### Resources Utilized (Oct 2022 - Oct 2023)



Library Board Minutes

November 20, 2023

The Carroll Board of Trustees met in the Community Room at the Carroll Public Library. Trustees present: Summer Parrott, Thomas Parrish, Lisa Auen, Keith Cook, Dale Schmidt, and Marcie Hircock. Absent: Ralph von Qualen, Julie Perkins, and Brenda Hogue. Also present: Director Wendy Johnson and Mary Feldmann.

Parrott called the meeting to order at 5:30pm. It was moved by Parrish and seconded by Cook to approve the agenda. All voted aye. Nays: none. Abstain: none. Absent: von Qualen, Perkins, and Hogue. Motion passed 6-0.

Minutes Approval: It was moved by Auen to approve the October minutes and seconded by Parrish. All voted aye. Nays: none. Abstain: none. Absent: von Qualen, Perkins, and Hogue. Motion passed 6-0.

Perkins arrived at 5:32 pm.

Correspondence: none

Reviewed the financials and bills. Cook motioned to approve the bills with a second from Schmidt. All voted aye. Nays: none. Abstain: none. Absent: von Qualen and Hogue. Motion passed 7-0.

Public Comment: none

New Business:

\*Request for Book Reconsideration- A reconsideration form was submitted for the book *Wolfsong* by TJ Klune. It was discussed how a book reconsideration proceeds – all library board members will need to read the book before discussing whether the book needs to be moved to a different section, removed from the library, or if the book will maintain its current status. It was motioned by Parrott and seconded by Hircock to start the process of reconsidering this book by each board member reading through it. All voted aye. Nays: none. Abstain: none. Absent: von Qualen and Hogue. Motion passed 7-0.

\*FY24 Budget Re-estimate and FY25 Budget Request – Discussed the current budget, re-estimate for the FY24 budget, and the library’s proposed FY25 budget request to the city. Discussed adding a personal vehicle allowance for the library director as noted for other department heads in the city’s personnel policy to start in January 2024. It was motioned by Hircock and seconded by Schmidt to approve the library’s FY24 budget re-estimate and FY25 budget request to the city as presented by the library director. All voted aye. Nays: none. Abstain: none. Absent: von Qualen and Hogue. Motion passed 7-0.

\*Creekside Cabinets & Interiors: discussed bench seating and bookshelves being designed for the library. Parrott asked for a price breakdown for the three items. It was motioned by Cook and seconded by Hircock to move forward with the purchase of the bench seat and bookshelves. All voted aye. Nays: none. Abstain: none. Absent: von Qualen and Hogue. Motion passed 7-0.

Director’s report: Door count, online resource use, and study rooms/meeting room usage has been increasing. Holiday programming is being planned and outreach at the Carroll Middle School will be starting next week. The 2023 Reading Tree is up in the lobby for patrons to donate new books for kids in the community. Can lights have been installed above the circulation desks.

Old Business: none

Trustee Education:

\*Boardroom Series: Intersections Part 3: Personnel is available to attend November 30 at 6 pm on Zoom or it can be watched on the State Library of Iowa’s YouTube channel.

Agenda Items for Next Meeting: progress report for *Wolfsong* reconsideration.

Adjourn: Cook motioned to adjourn at 6:37 pm with a second by Perkins. All voted aye. Nays: none. Abstain: none. Absent: von Qualen and Hogue. Motion passed 7-0.

The next regular meeting will be held on Monday, December 18, 2023, at 5:30 pm CST at the Carroll Public Library: Community Meeting Room at 118 E. 5<sup>th</sup> Street, Carroll, Iowa 51401. If you can’t be present at the meeting, please contact Wendy Johnson at 712-792-3432 or email [wjohnson@carroll-library.org](mailto:wjohnson@carroll-library.org).

# Director's Report

November 2023

---

**Library Hours/Closures:** Just like last year for Thanksgiving, the library will be closing at 6 pm on November 22, the Wednesday before Thanksgiving, and will be closed on Thursday and Friday (November 23 & 24). We will re-open with our normal hours on Saturday, November 25.

The library will be closed Saturday, December 23 – Monday, December 25 for Christmas and Saturday, December 30 - Monday, January 1 for New Year's. Staff will work a half day on Friday, December 22 and December 29, but the library will be open normal hours to the public.

**Personnel:** Our adult services librarian position is currently open. We will be re-advertising the position starting the week after Thanksgiving and hope to have someone in the position after the first of the year. Kristy Dewey will be picking up some extra hours to help us out in the interim.

**Circulation/Resource Use Notes:** The door count for October was 4,012, which is very good. We normally only see door counts over 4,000 during the summer months (May-August). Many community groups have been coming in to use the large meeting room or study rooms, as well as attending library programs. The resources utilized also increased this month, which is mainly due to an increase in the website visits and Daily Times Herald archive visits.

**Future Programs:** December programs to note:

Saturday, December 9 – Holiday Festival  
December 11-16 – Friends of the Library Book Sale  
Monday, December 11 – Maker's Day: A Chair for Bear  
Tuesday, December 12 – Trivia  
Wednesday, December 13 – Bingo  
Friday, December 15 – Read, Play, Grow  
Saturday, December 16 – Holiday Movie: The Polar Express  
Saturday, December 16 – Ozobots Maker's Day  
Friday, December 22 – Tech Friday  
Saturday, December 23 – CLOSED  
Monday, December 25 – CLOSED  
Wednesday, December 27 – Library Mini-golf  
Thursday, December 28 – Perler Bead Madness  
Friday, December 29 – Maker's Day: Code Across Iowa  
Saturday, December 30 – CLOSED  
Monday, January 1 - CLOSED

**Community News/Events:** Starting the week after Thanksgiving, Melissa and I will be providing outreach to the Carroll Middle School. We will be hosting a Lego Club on Mondays after school and a book club on Tuesdays. There are currently over 70 kids who are interested in the Lego Club and 21 in the book club.

The 2023 Reading Tree was up in the lobby starting last week. Last year we ran out of ornaments on the tree and even had extra books donated, so each child on our list was able to get a new wrapped book (around 75 children). This year, the number of children on the list has gone up dramatically (over 200 children), so we are hoping that we will still get enough donations for them each to get a new book. We also have bookmark-sized ornaments on the tree to give information about donating to the Dolly Parton Imagination Library in Carroll County. We have already seen several wrapped books being returned.

**Library Equipment:** The Omaha Astronomical Society chose the Carroll Public Library as one of their recipients of the Orion Star Blast telescope. I have already ordered the additional equipment that they require libraries purchase and am currently waiting for them to send the user's manual that we will need to print and have laminated. We will also have a meeting with a member from the Astronomical Society who will explain how to use the telescope with the librarians so we will feel more comfortable being able to help patrons. Jeff Halbur has also offered to help set up the telescope and answer any questions we might have about it.

**State Library of Iowa Information:** The third installment of the Boardroom Series: Intersections will be Thursday, November 30 at 6 pm through Zoom. This section will be on Personnel. If this date/time does not work for you, or if you missed the first two Intersections meetings and you would like the opportunity to watch them, you can find these on the State Library of Iowa's YouTube channel.

**Facilities:** Andy Snyder from the City of Carroll was able to install a can light above the children's circulation desk to see if we would like that kind of light. We are so happy to see a light in that area again! Andy was able to finish installing can lights above the children's and adult circulation desks.

Options Ink sent a couple of options for different designs for the Award Winner wall as well as a couple other graphics for us to consider.

I met with Tyler Eisenbacher from Creekside Customs Cabinets & Interiors to get a quote for some additional shelving in the library. He provided a quote for a small bench seat in the children's section which would have shelves for the board books, two floating shelves in the children's craft room for displaying the cookie jars, and a bookshelf next to the social stairs for games and puzzles. He also provided some basic drawings of these shelves.