



City Council Meeting

Monday, January 22, 2024 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. **Employee Recognition - Lifeguards Carter Sporrer and Sophia Polking**
4. **Airport Commission FY 2025 Budget Presentation**
5. **Consent Agenda**
 - a. **Approval of Minutes of the January 8, 2024 Meeting**
 - b. **Approval of Bills and Claims**
 - c. **Licenses and Permits:**
 - Renewal of Class "C" Retail Alcohol License - *Wal-Mart Super Center #1787*
 - New 5-day Special Class "C" Retail Alcohol License - *Lucky Wife Wine Slushies*

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**

a. Rolling Hills South Fifth Addition - Rezoning Request - 2nd Reading

Also see item 6.d– [January 8, 2024](#) – Rolling Hills South Fifth Addition - Rezoning Request

b. Ordinance Establishing Vacant Property Code

Also see item 6.c– [January 8, 2024](#) – Ordinance Establishing a Vacant Property Code

c. Limiting the Use of Temporary Portable Storage Containers

8. Resolutions

a. Rolling Hills South Fifth Addition

- Final Plat

Also see item 7.a– [January 8, 2024](#) – Rolling Hills South Fifth Addition

b. Water High Service Pump No. 1 Replacement

- Report of Bid Opening
- Consideration of Award of Contract

Also see item 7.e – [June 12, 2023](#) – Water HSPS Pump Replacement – Professional Services Agreement

and item 7.b – [January 8, 2024](#) – Water High Service Pump No. 1 Replacement – 2024

c. Southgate Road - Middle Raccoon River Storm Sewer Improvements

- Professional Services Agreement Amendment

Also see item 6.e – [November 14, 2022](#) – Stormwater Improvements - Professional Services Agreement

and item 8.b – [June 26, 2023](#) – Stormwater Improvements - Drainage Evaluation

and item 6.b – [July 25, 2023](#) – Stormwater Improvements - Professional Services Agreement Amendment

d. Proposed Agreement with City Attorney for Services

9. Reports

a. Sidewalk Agreement Cancellation

b. FY 2024/2025 Budget Overview

10. Committee Reports (Informational Only)

11. Comments from the Mayor

12. Comments from the City Council

13. Comments from the City Manager

14. Adjourn

February Meetings:

* Board of Adjustment - February 5, 2024 - City Hall - 627 N Adams St

* City Council Budget Workshop - February 5, 2024 - City Hall - 627 N Adams St

* City Council Budget Workshop - February 7, 2024 - City Hall - 627 N Adams St

- * City Council – February 12, 2024 – City Hall – 627 N Adams St
- * Airport Commission – February 12, 2024 – Airport Terminal Building - 21177 Quail Ave
- * Planning and Zoning Commission – February 14, 2024 – City Hall - 627 N Adams St
- * Library Board of Trustees – February 19, 2024 – Carroll Public Library – 118 E 5th St
- * City Council – February 26, 2024 – City Hall – 627 N Adams St

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 01/18/2024 at 3:46 PM

City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Mayor, City Council, & City Manager

FROM: Chad Tiemeyer, Director of Parks and Recreation

DATE: 12/26/2023

SUBJECT: Rescue Incident at REC

Mayor and Council,

I wanted to inform you of an incident at the REC on Wednesday December 20th, at approximately 5:15pm. A patron of our facility was sitting on the edge of the whirlpool and had a medical emergency, causing him to lose consciousness. Lifeguard Carter Sporrer noticed the man fall onto the pool deck and immediately took action. Lifeguard Sophia Polking aided in response of removing the man completely from the water while Carter went and got the AED and had CRO Judy Scheck, call 911. The two aided in medical attention. Thankfully the unconscious patron regained consciousness after a few minutes as EMS arrived. Each employee did exactly what they are trained to do by the book, and because of this, the patron is alive and back attending the REC.

I wanted to share that each employee did an outstanding job and each deserves recognition for their actions. We take great pride in drilling this information and training on all sorts of possibilities and scenarios, but until a situation happens and lifeguards and staff are tested, we never know how they will respond to an emergency situation. I am proud to say that each one did exactly what was expected and aided a person in need.

It's not always the good or great news that gets passed along, so I wanted to make sure these employees were recognized for their actions.

If you have any questions, please let me know. Have a Happy New Year,

Chad Tiemeyer
Director of Parks and Recreation
City of Carroll

COUNCIL MEETING

JANUARY 8, 2024

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: Jason Atherton, Kyle Bauer, Tom Bordenaro, LaVern Dirkx, JJ Schreck, and Carolyn Siemann. Absent: None. Mayor Jerry Fleshner presided and City Attorney Dave Bruner was in attendance.

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

* * * * *

Ashley Hanlon, Animal Rescue of Carroll representative, presented their FY 2025 funding request. No Council action taken.

Council Member Carolyn Siemann, Council Liaison to the Carroll Historic Preservation Commission, presented the Commission's FY 2025 funding request and updated Council on the Graham Park National Register nomination. No Council action taken.

* * * * *

It was moved by Bordenaro, seconded by Schreck, to approve the following items on the consent agenda: a) minutes of the December 18, 2023 Council meeting, as written; b) bills and claims in the amount of \$722,779.00; and c) Licenses and Permits: Renewal of Class "C" Retail Alcohol License – *Carrollton Inn, Inc.*; and d) Appointments by Council: Sandy Thompson – Board of Adjustment (5-year term to expire 12-31-28) and Mike Long – Planning and Zoning Commission (5-year term to expire 12-31-28). On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

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There were no oral requests or communications from the audience.

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It was moved Dirkx, seconded by Bordenaro, to approve the second and waive the third reading of an ordinance to establish a tax increment finance (TIF) district for the Ziegler Urban Renewal Area. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

It was moved by Dirkx, seconded by Siemann, to adopt said Ordinance No. 2401. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

It was moved by Dirkx, seconded by Siemann, to approve Resolution No. 24-01, Authorizing or Confirming Advancement of Costs for the Ziegler Urban Renewal Project and Authorizing Certification of Expenses Incurred by the City of Payment Under Iowa Code Section

403.19. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

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It was moved Bordenaro, seconded by Schreck, to approve the second and waive the third reading of an ordinance pertaining to a speed zone change north of Todd Terrace on North Grant Road. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

It was moved by Bordenaro, seconded by Atherton, to adopt said Ordinance No. 2402. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

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An ordinance establishing a Vacant Property Code was discussed by Council. No Council action taken.

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At 6:14 p.m. Mayor Fleshner opened a public hearing on the Rezoning Request for the Rolling Hills South Fifth Addition. At 6:15 p.m. Mayor Fleshner closed said public hearing.

An ordinance to amend the Zoning Map for the Rolling Hills South Fifth Addition was introduced by Council Member Bordenaro.

It was moved by Bordenaro, seconded by Atherton, to waive the Zoning Ordinance paragraph 170.23.3D minimum tract size and approve the first reading of said ordinance. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

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It was moved by Bordenaro, seconded by Schreck, to approve Resolution No. 24-02, Preliminary Plat for the Rolling Hills South Fifth Addition. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

No Council discussion was held for the Final Plat for the Rolling Hills South Fifth Addition.

It was moved by Bordenaro, seconded by Schreck, to approve Resolution No. 24-03, Iowa Department of Natural Resources Water Supply Service Agreement for Rolling Hills South Fifth Addition. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

It was moved by Bordenaro, seconded by Atherton, to approve Resolution No. 24-04, Iowa Department of Natural Resources Sewage Treatment Agreement for Rolling Hills South Fifth Addition. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

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At 6:21 p.m. Mayor Fleshner opened a public hearing on the Plans, Specifications, Form of Contract and Estimated Cost for the Water High Service Pump No. 1 Replacement – 2024 Project. At 6:29 p.m. Mayor Fleshner closed said public hearing.

It was moved by Bordenaro, seconded by Siemann, to approve Resolution No. 24-05, Adopting the Plans, Specifications, Form of Contract and Estimated Cost for the Water High Service Pump No. 1 Replacement – 2024 Project. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

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It was moved by Bordenaro, seconded by Schreck, to waive liquidated damages and accept the Certificate of Substantial Completion for the U.S. 30 E. Sanitary Sewer Extension Project. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

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It was moved by Bordenaro, seconded by Bauer, to approve the Goal Setting Report – 2024 setting the priorities for the City for the next fiscal year. On roll call, all present voted aye. Abstain: None. Absent: None. Motion carried 6-0.

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Mayor Fleshner named Council Member Siemann as Mayor Pro-Tem for 2024.

* * * * *

It was moved by Bordenaro, seconded by Atherton, to adjourn at 6:35 p.m. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

Gerald H. Fleshner, Mayor

ATTEST:

Laura A. Schaefer, City Clerk



Carroll, IA

COUNCIL CLAIMS 1/22/2024

By Vendor Filed As

Payment Dates 1/9/2024 - 1/22/2024

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
Vendor Filed As: 003940 - A T & T MOBILIT				
287314044451X01052024	CABLE GPS	130282	01/10/2024	129.99
287314044451X01052024	PHONES	130282	01/10/2024	782.36
287314044451X01052024	PHONES	130282	01/10/2024	31.45
287314044451X01052024	PHONES	130282	01/10/2024	13.47
Vendor Filed As 003940 - A T & T MOBILIT Total:				957.27
Vendor Filed As: 001720 - ACCESS SYSTEMS				
INV1488874	COPIER CONTRACT	130291	01/16/2024	186.02
INV1500247	COPIER CONTRACT			166.79
Vendor Filed As 001720 - ACCESS SYSTEMS Total:				352.81
Vendor Filed As: 001704 - ACCO				
0238057-IN	POOL/SPA CHEMICALS			1,524.40
Vendor Filed As 001704 - ACCO Total:				1,524.40
Vendor Filed As: 001698 - ADVANCED LASER				
46805	INK CARTRIDGES			149.90
Vendor Filed As 001698 - ADVANCED LASER Total:				149.90
Vendor Filed As: 002816 - ALL PRO DOOR CO				
22885	MP PROGRAM NEW KEYPAD			105.00
Vendor Filed As 002816 - ALL PRO DOOR CO Total:				105.00
Vendor Filed As: 012650 - ALLIANT ENERGY-				
INV0000134	GAS BILLS	130286	01/10/2024	321.15
INV0000134	GAS BILLS	130286	01/10/2024	513.05
INV0000134	GAS BILLS	130286	01/10/2024	866.34
INV0000134	GAS BILLS	130286	01/10/2024	481.73
INV0000134	GAS BILLS	130286	01/10/2024	161.93
INV0000134	GAS BILLS	130286	01/10/2024	147.18
INV0000134	GAS BILLS	130286	01/10/2024	4,704.46
INV0000134	GAS BILLS	130286	01/10/2024	33.53
INV0000134	GAS BILLS	130286	01/10/2024	94.20
INV0000134	GAS BILLS	130286	01/10/2024	142.26
INV0000134	GAS BILLS	130286	01/10/2024	110.99
INV0000134	GAS BILLS	130286	01/10/2024	192.68
INV0000134	GAS BILLS	130286	01/10/2024	4,415.69
Vendor Filed As 012650 - ALLIANT ENERGY- Total:				12,185.19
Vendor Filed As: 002916 - AMERICAN RED CR				
22655592	LIFEGUARDING			322.00
22655592	LIFEGUARDING			46.00
22655592	LIFEGUARDING			46.00
22655592	LIFEGUARDING			46.00
22655592	LIFEGUARDING			300.00
Vendor Filed As 002916 - AMERICAN RED CR Total:				760.00
Vendor Filed As: 002370 - ARNOLD MOTOR SU				
07NV130757	#23 BATTERIES			317.98
Vendor Filed As 002370 - ARNOLD MOTOR SU Total:				317.98
Vendor Filed As: 002805 - BADDING CONSTRU				
24002	HOT TUB REPAIRS			2,919.40
Vendor Filed As 002805 - BADDING CONSTRU Total:				2,919.40
Vendor Filed As: 002818 - BAKER AND TAYLO				
2038001233	BOOKS	130294	01/16/2024	218.67
2038008556	BOOKS	130294	01/16/2024	237.75

COUNCIL CLAIMS 1/22/2024

Payment Dates: 1/9/2024 - 1/22/2024

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
2038017050	BOOKS	130294	01/16/2024	522.66
Vendor Filed As 002818 - BAKER AND TAYLO Total:				979.08

Vendor Filed As: 001943 - BAUER BUILT TIR

120182439	#32 TIRE REPAIRS			114.00
Vendor Filed As 001943 - BAUER BUILT TIR Total:				114.00

Vendor Filed As: 003515 - BOMGAARS

21197656	BASKETBALL HOOP REPAIRS			6.38
21197717	SUPPLIES			4.99
21197887	GPS LOCATOR			16.38
21197922	TOOL BOX			46.98
21200333	SUPPLIES			19.15
21201324	SUPPLIES			7.45
21201647	SUPPLIES			170.92
21203554	SUPPLIES			57.96
21204673	CLEANING SUPPLIES			44.63
Vendor Filed As 003515 - BOMGAARS Total:				374.84

Vendor Filed As: 003661 - BREDA TELEPHONE

10778565	LOCAL AND LONG DISTANCE	DFT0000061	01/15/2024	261.03
10778565	LOCAL AND LONG DISTANCE	DFT0000061	01/15/2024	156.39
10778565	LOCAL AND LONG DISTANCE	DFT0000061	01/15/2024	211.78
10778565	LOCAL AND LONG DISTANCE	DFT0000061	01/15/2024	221.60
10778565	LOCAL AND LONG DISTANCE	DFT0000061	01/15/2024	192.39
10778565	LOCAL AND LONG DISTANCE	DFT0000061	01/15/2024	156.39
10778565	LOCAL AND LONG DISTANCE	DFT0000061	01/15/2024	348.81
10778565	LOCAL AND LONG DISTANCE	DFT0000061	01/15/2024	243.72
10778565	LOCAL AND LONG DISTANCE	DFT0000061	01/15/2024	229.01
10778565	LOCAL AND LONG DISTANCE	DFT0000061	01/15/2024	140.76
10778565	LOCAL AND LONG DISTANCE	DFT0000061	01/15/2024	441.34
10778565	LOCAL AND LONG DISTANCE	DFT0000061	01/15/2024	379.83
10778565	LOCAL AND LONG DISTANCE	DFT0000061	01/15/2024	300.98
10778565	LOCAL AND LONG DISTANCE	DFT0000061	01/15/2024	343.58
Vendor Filed As 003661 - BREDA TELEPHONE Total:				3,627.61

Vendor Filed As: 003693 - BRUNER & BRUNER

3638.1	GENERAL WORK			21.50
3639	POLICE/MAGISTRATE			648.00
3640	PUBLIC WORKS			297.00
3641	BOARD OF ADJUSTMENT			256.50
Vendor Filed As 003693 - BRUNER & BRUNER Total:				1,223.00

Vendor Filed As: 003700 - BSN SPORTS INC.

924406927	NETS FOR BASKETBALL HOOPS			81.84
Vendor Filed As 003700 - BSN SPORTS INC. Total:				81.84

Vendor Filed As: 003791 - CAPITAL ONE

01168	SUPPLIES	130281	01/10/2024	2.64
01171	SUPPLIES	130281	01/10/2024	38.39
01342	POOL LEAK SUPPLIES	130281	01/10/2024	9.97
01981	BATTERIES	130281	01/10/2024	47.96
02037	SUPPLIES	130281	01/10/2024	7.97
02972	CELL BOOSTER SETUP	130281	01/10/2024	27.96
03741	PROGRAM HOLIDAY FESTIVAL	130281	01/10/2024	86.82
04482	SUPPLIES	130281	01/10/2024	18.22
05105	BREAKFAST WITH SANTA SUP...	130281	01/10/2024	94.45
05199	PROGRAM HOLIDAY FESTIVAL	130281	01/10/2024	17.88
06601	SUPPLIES	130281	01/10/2024	90.36
09237	SUPPLIES	130281	01/10/2024	19.84
09770	SUPPLIES	130281	01/10/2024	43.04
CM0000002	TAX CREDIT	130281	01/10/2024	-7.42
CM0000003	TAX CREDIT	130281	01/10/2024	-1.77
Vendor Filed As 003791 - CAPITAL ONE Total:				496.31

COUNCIL CLAIMS 1/22/2024

Payment Dates: 1/9/2024 - 1/22/2024

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
Vendor Filed As: 004138 - CAPITAL SANITAR				
R078078	CLEANING SUPPLIES			32.00
R078112	CLEANING SUPPLIES			171.96
Vendor Filed As 004138 - CAPITAL SANITAR Total:				203.96
Vendor Filed As: 000747 - CARROLL AUTO SU				
038378	FUEL ADDITIVE			271.44
346247	OIL AND FILTERS #53			49.19
Vendor Filed As 000747 - CARROLL AUTO SU Total:				320.63
Vendor Filed As: 004132 - CARROLL AVIATIO				
INV0000156	CONTRACT	130302	01/16/2024	7,085.00
Vendor Filed As 004132 - CARROLL AVIATIO Total:				7,085.00
Vendor Filed As: 004133 - CARROLL BROADCA				
38-00056-0000	RADIO ADS			65.00
38-00056-0000	RADIO ADS			65.00
38-00057-0000	RADIO ADS			65.00
38-00057-0000	RADIO ADS			65.00
38-00058-0000	RADIO ADS			65.00
38-00058-0000	RADIO ADS			65.00
Vendor Filed As 004133 - CARROLL BROADCA Total:				390.00
Vendor Filed As: 004155 - CARROLL COUNTY				
INV0000186	GASOLINE			1,854.35
INV0000186	GAOLINE			175.67
INV0000186	GASOLINE			39.30
INV0000186	GASOLINE			106.21
INV0000186	GAOLINE			268.48
INV0000186	GASOLINE			77.16
INV0000186	GASOLINE			154.85
INV0000186	GASOLINE			19.35
INV0000186	GASOLINE			2,018.42
INV0000186	GASOLINE			506.71
INV0000186	GASOLINE			410.18
INV0000187	GASOLINE			2,077.30
INV0000187	GASOLINE			95.65
INV0000187	GASOLINE			122.22
INV0000187	GASOLINE			356.27
INV0000187	GASOLINE			122.15
INV0000187	GASOLINE			2,617.83
INV0000187	GASOLINE			666.72
INV0000187	GASOLINE			823.03
INV0000188	GASOLINE			1,706.57
INV0000188	GASOLINE			233.60
INV0000188	GASOLINE			24.05
INV0000188	GASOLINE			97.69
INV0000188	GASOLINE			230.57
INV0000188	GASOLINE			20.14
INV0000188	GASOLINE			65.61
INV0000188	GASOLINE			11.84
INV0000188	GASOLINE			1,591.62
INV0000188	GASOLINE			334.90
INV0000188	GASOLINE			374.02
Vendor Filed As 004155 - CARROLL COUNTY Total:				17,202.46
Vendor Filed As: 002977 - CARROLL REFUSE				
INV0000137	DEC. TRASH COLLECTIONS	130279	01/10/2024	14,036.82
272483	DECEMBER GARBAGE	130295	01/16/2024	65.55
Vendor Filed As 002977 - CARROLL REFUSE Total:				14,102.37
Vendor Filed As: 004237 - CARROLL VETERIN				
INV0000178	FEBRUARY DOG CARE CONTR...			650.00
Vendor Filed As 004237 - CARROLL VETERIN Total:				650.00

COUNCIL CLAIMS 1/22/2024

Payment Dates: 1/9/2024 - 1/22/2024

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
Vendor Filed As: 002998 - CENTURYLINK				
INV0000189	BACKUP PHONE LINE	130315	01/18/2024	70.37
INV0000190	BACKUP PHONE LINE	130314	01/18/2024	160.76
Vendor Filed As 002998 - CENTURYLINK Total:				231.13
Vendor Filed As: 004137 - CHAMBER OF COMM				
INV0000203	WELLNESS			1,330.00
Vendor Filed As 004137 - CHAMBER OF COMM Total:				1,330.00
Vendor Filed As: 003959 - CHASE PAYMENTEC				
INV0000173	DEC IN-OFFICE CC PROCESSIN...	DFT0000062	01/10/2024	254.51
INV0000174	DEC ONLINE CC PROCESSING ...	DFT0000059	01/16/2024	787.60
Vendor Filed As 003959 - CHASE PAYMENTEC Total:				1,042.11
Vendor Filed As: 036199 - CINDY LEHRKAMP				
INV0000197	PARTIAL MEMBERSHIP REFU...			25.78
Vendor Filed As 036199 - CINDY LEHRKAMP Total:				25.78
Vendor Filed As: 002867 - CINTAS FIRST AI				
5191531769	FIRST AID SUPPLIES			222.63
Vendor Filed As 002867 - CINTAS FIRST AI Total:				222.63
Vendor Filed As: 003633 - CLEANING SOLUTI				
2218	DEC LIBRARY CLEANING	130297	01/16/2024	3,120.00
Vendor Filed As 003633 - CLEANING SOLUTI Total:				3,120.00
Vendor Filed As: 004835 - COMMERCIAL SAVI				
INV0000172	JAN ACH PROCESSING FEES	DFT0000058	01/11/2024	126.96
Vendor Filed As 004835 - COMMERCIAL SAVI Total:				126.96
Vendor Filed As: 004836 - COMMUNITY OIL C				
25719	OIL			181.40
25720	OIL			1,159.00
Vendor Filed As 004836 - COMMUNITY OIL C Total:				1,340.40
Vendor Filed As: 002071 - COMPUTER REPAIR				
17715	COMPUTER ISSUES			20.00
Vendor Filed As 002071 - COMPUTER REPAIR Total:				20.00
Vendor Filed As: 004865 - COON RAPIDS ENT				
INV0000160	2 YR PERIODICAL RENEWAL	130303	01/16/2024	80.00
Vendor Filed As 004865 - COON RAPIDS ENT Total:				80.00
Vendor Filed As: 003214 - CORE-MARK MIDCO				
1343299	CLEANING SUPPLIES			904.20
1343299	CLEANING SUPPLIES			489.05
INV0000202	PARTIAL MEMBERSHIP REFU...			150.50
Vendor Filed As 003214 - CORE-MARK MIDCO Total:				1,543.75
Vendor Filed As: 002271 - CREATIVE PRODUC				
153553	DARE SUPPLIES			691.95
Vendor Filed As 002271 - CREATIVE PRODUC Total:				691.95
Vendor Filed As: 003924 - DELTA DENTAL				
INV0000191	FEB DENTAL PREMIUMS	130316	01/18/2024	1,419.02
Vendor Filed As 003924 - DELTA DENTAL Total:				1,419.02
Vendor Filed As: 006275 - DREES OIL CO.				
248	PROPANE	130304	01/16/2024	312.23
5104	PROPANE			222.47
5105	PROPANE			249.91
801285	#32 DIESEL FUEL			122.66
801288	DIESEL FUEL			450.73
801305	#34 DIESESL FUEL			120.02
801306	DIESEL FUEL			90.71
Vendor Filed As 006275 - DREES OIL CO. Total:				1,568.73
Vendor Filed As: 012590 - ECHO ELECTRIC S				
S010357737.001	ELECTRIC SUPPLIES	130307	01/16/2024	33.08
S010419661.001	HEATER ELECTRICAL SUPPLIES			16.92

COUNCIL CLAIMS 1/22/2024

Payment Dates: 1/9/2024 - 1/22/2024

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
S010427940.001	PVC COUPLINGS			6.80
Vendor Filed As 012590 - ECHO ELECTRIC S Total:				56.80
Vendor Filed As: 006810 - ECOWATER SYSTEM				
194015	NOV. COOLER RENT AND WAT...	130305	01/16/2024	144.13
194464	DEC. COOLER RENT & WATER	130305	01/16/2024	108.09
Vendor Filed As 006810 - ECOWATER SYSTEM Total:				252.22
Vendor Filed As: 007253 - ELECTRIC MOTOR				
0007869	MOTOR REPAIRS			153.75
0007884	SPA AIR PUMP REPAIRS			281.45
Vendor Filed As 007253 - ELECTRIC MOTOR Total:				435.20
Vendor Filed As: 003971 - EMPLOYEE BENEFIT				
INV0000171	HRA CHECKS	DFT0000057	01/14/2024	4,008.21
Vendor Filed As 003971 - EMPLOYEE BENEFIT Total:				4,008.21
Vendor Filed As: 008032 - FARM & HOME PUB				
INV0000161	PERIODICAL RENEWAL	130306	01/16/2024	67.25
Vendor Filed As 008032 - FARM & HOME PUB Total:				67.25
Vendor Filed As: 008050 - FASTENAL COMPAN				
IACAR193771	SUPPLIES			35.13
IACAR193798	SAFETY SUPPLIES			24.25
IACAR193823	SAFETY HARNESES #36			498.32
Vendor Filed As 008050 - FASTENAL COMPAN Total:				557.70
Vendor Filed As: 006860 - FELD FIRE EQUIP				
0432903-IN	FIRE EXTINGUISHERS INSPECT...			470.90
0432904-IN	FIRE EXTINGUISHER INSPECTI...			837.14
Vendor Filed As 006860 - FELD FIRE EQUIP Total:				1,308.04
Vendor Filed As: 000013 - FIRE/POLICE RET				
INV0000037	MFPSRI CONTRIBUTIONS	DFT0000014	01/13/2024	14,747.94
Vendor Filed As 000013 - FIRE/POLICE RET Total:				14,747.94
Vendor Filed As: 002806 - FOUNDATION ANAL				
23-05806	LAB TESTING			1,220.50
24-00283	LAB TESTING			472.00
Vendor Filed As 002806 - FOUNDATION ANAL Total:				1,692.50
Vendor Filed As: 002567 - GEHLPRO WELDING				
C19648	BLOWER REPAIRS			168.40
Vendor Filed As 002567 - GEHLPRO WELDING Total:				168.40
Vendor Filed As: 009535 - GENERAL RENTAL				
214309	CHAINS SHARPENED			27.00
214589	CHAINS SHARPENED			24.00
Vendor Filed As 009535 - GENERAL RENTAL Total:				51.00
Vendor Filed As: 036203 - GOETZ, ISIAH				
INV0000201	PARTIAL MEMBERSHIP REFU...			165.86
Vendor Filed As 036203 - GOETZ, ISIAH Total:				165.86
Vendor Filed As: 001082 - GOPHER PERFORMA				
IN340990	BLUE TAPE FOR PICKLEBALL			67.14
Vendor Filed As 001082 - GOPHER PERFORMA Total:				67.14
Vendor Filed As: 036196 - GQ				
INV0000170	PERIODICAL RENEWAL 2 YRS	130312	01/16/2024	15.00
Vendor Filed As 036196 - GQ Total:				15.00
Vendor Filed As: 000992 - GUTE TREE SERVI				
5397	ASH TREE PROJECT			1,000.00
Vendor Filed As 000992 - GUTE TREE SERVI Total:				1,000.00
Vendor Filed As: 000480 - HALBUR HARDWARE				
117425	SS SHELTERHOUSE HEATER			7,400.00
Vendor Filed As 000480 - HALBUR HARDWARE Total:				7,400.00

COUNCIL CLAIMS 1/22/2024

Payment Dates: 1/9/2024 - 1/22/2024

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
Vendor Filed As: 036197 - HARMENING, LORI				
INV0000195	PARTIAL MEMBERSHIP REFU...			125.65
Vendor Filed As 036197 - HARMENING, LORI Total:				125.65
Vendor Filed As: 036198 - HAUBRICH, JACOB				
INV0000196	PARTIAL MEMBERSHIP REFU...			73.85
Vendor Filed As 036198 - HAUBRICH, JACOB Total:				73.85
Vendor Filed As: 010680 - HAWKINS WATER T				
6662844	WATER TREATMENT SUPPLIES			1,601.25
Vendor Filed As 010680 - HAWKINS WATER T Total:				1,601.25
Vendor Filed As: 011831 - HY-VEE INC.				
48673800222	BREAKFAST WITH SANTA SUP...	130285	01/10/2024	19.94
INV0000138	BREAKFAST WITH SANTA SUP...	130285	01/10/2024	91.21
48679031540	MEMBER APPRECIATION	130318	01/18/2024	19.66
Vendor Filed As 011831 - HY-VEE INC. Total:				130.81
Vendor Filed As: 012552 - INDUSTRIAL BEAR				
IN227850	BELTS AND CHAIN			28.21
IN227865	CHAIN RETURNED			-11.30
IN227977	BEARINGS			62.04
Vendor Filed As 012552 - INDUSTRIAL BEAR Total:				78.95
Vendor Filed As: 003982 - IOWA INFORMATIO				
33004	ADS	130300	01/16/2024	755.00
32509	ADVERTISING			19.00
33009	LEGAL PUBLICATIONS			940.90
Vendor Filed As 003982 - IOWA INFORMATIO Total:				1,714.90
Vendor Filed As: 012660 - IOWA LIBRARY AS				
10003	ILA MEMBERSHIP - SCHMIDT	130308	01/16/2024	30.00
10005	ILA MEMBERSHIP - PARRISH	130308	01/16/2024	30.00
10016	ILA MEMBERSHIP - KARIM	130308	01/16/2024	110.00
10018	ILA MEMBERSHIP - HOGUE	130308	01/16/2024	30.00
10130	ILA MEMBERSHIP - PARROTT	130308	01/16/2024	30.00
10238	ILA MEMBERSHIP - POSTEL	130308	01/16/2024	95.00
INV0000165	ILA MEMBERSHIP - JOHNSON	130308	01/16/2024	130.00
INV0000166	ILA MEMBERSHIP - VILLY	130308	01/16/2024	70.00
INV0000167	ILA MEMBERSHIP AUEN	130308	01/16/2024	30.00
INV0000168	ILA MEMBERSHIP - HIRCOCK	130308	01/16/2024	30.00
INV0000169	ILA MEMBERSHIP PERKINS	130308	01/16/2024	30.00
Vendor Filed As 012660 - IOWA LIBRARY AS Total:				615.00
Vendor Filed As: 003243 - JET'S OUTDOOR P				
16452.1	CART REPAIR - FIRE	130280	01/10/2024	1,944.31
16453	CHASSIE CREDIT	130280	01/10/2024	-500.00
Vendor Filed As 003243 - JET'S OUTDOOR P Total:				1,444.31
Vendor Filed As: 002788 - JIMMY JOHNS #26				
23881062185435136	EMPLOYEE RECOGNITION			33.10
Vendor Filed As 002788 - JIMMY JOHNS #26 Total:				33.10
Vendor Filed As: 025020 - JOHN DEERE FINA				
6099072	VEHICLE REPAIR PARTS	130309	01/16/2024	793.77
6099157	HYDRAULIC OIL	130309	01/16/2024	1,097.03
6109207	EQUIPMENT REPAIR PARTS	130309	01/16/2024	83.94
6098447	VEHICLE REPAIR PARTS	130309	01/16/2024	79.87
6099065	VEHICLE REPAIR PARTS	130309	01/16/2024	47.15
6099922	VEHICLE REPAIR PARTS	130309	01/16/2024	121.09
Vendor Filed As 025020 - JOHN DEERE FINA Total:				2,222.85
Vendor Filed As: 002367 - JUNIOR LIBRARY				
674915	BOOK SUBSCRIPTION	130292	01/16/2024	1,453.68
Vendor Filed As 002367 - JUNIOR LIBRARY Total:				1,453.68

COUNCIL CLAIMS 1/22/2024

Payment Dates: 1/9/2024 - 1/22/2024

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
Vendor Filed As: 001550 - KING CONSTRUCTI				
INV0000182	US 30 E SANITARY SEWER EXT...			31,154.73
Vendor Filed As 001550 - KING CONSTRUCTI Total:				31,154.73
Vendor Filed As: 015190 - KNOBBE PLBG. &				
33397	MINCHEN PARK RESTROOM R...			2,024.70
Vendor Filed As 015190 - KNOBBE PLBG. & Total:				2,024.70
Vendor Filed As: 002453 - LAMBERTZ, JASON				
165559	PRODUCTION COSTS			960.00
Vendor Filed As 002453 - LAMBERTZ, JASON Total:				960.00
Vendor Filed As: 002440 - LIBRARY IDEAS L				
105476	BOOKS	130293	01/16/2024	369.18
Vendor Filed As 002440 - LIBRARY IDEAS L Total:				369.18
Vendor Filed As: 016510 - LOGAN CONTRACTO				
D55970	EPOXY COATED ROUGH DOW...			2,880.00
Vendor Filed As 016510 - LOGAN CONTRACTO Total:				2,880.00
Vendor Filed As: 002993 - MC CLURE ENGINE				
149791	JAN. ENGINEERING LED LIGHT...	130296	01/16/2024	2,679.13
149683	ADAMS ST RECONSTRUCTION			743.53
149684	CBD STREET RESURFACING			81,430.00
149684	CBD STREET RESURFACING			1,100.00
Vendor Filed As 002993 - MC CLURE ENGINE Total:				85,952.66
Vendor Filed As: 017220 - MC FARLAND CLIN				
INV0000176	FIREMEN PHYSICALS			2,042.00
Vendor Filed As 017220 - MC FARLAND CLIN Total:				2,042.00
Vendor Filed As: 003966 - MICROBAC LABORA				
NT2400411	MONTHLY BAC-T/FLUORIDE			101.25
Vendor Filed As 003966 - MICROBAC LABORA Total:				101.25
Vendor Filed As: 012680 - MID AMERICAN EN				
INV0000133	ELECTRIC BILLS	130287	01/10/2024	693.16
INV0000133	ELECTRIC BILLS	130287	01/10/2024	293.80
INV0000133	ELECTRIC BILLS	130287	01/10/2024	175.23
INV0000133	ELECTRIC BILLS	130287	01/10/2024	14,628.62
INV0000133	ELECTRIC BILLS	130287	01/10/2024	645.05
INV0000133	ELECTRIC BILLS	130287	01/10/2024	1,039.75
INV0000133	ELECTRIC BILLS	130287	01/10/2024	847.51
INV0000133	ELECTRIC BILLS	130287	01/10/2024	102.15
INV0000133	ELECTRIC BILLS	130287	01/10/2024	312.76
INV0000133	ELECTRIC BILLS	130287	01/10/2024	10.00
INV0000133	ELECTRIC BILLS	130287	01/10/2024	5,727.51
INV0000133	ELECTRIC BILLS	130287	01/10/2024	97.40
INV0000133	ELECTRIC BILLS	130287	01/10/2024	179.95
INV0000133	ELECTRIC BILLS	130287	01/10/2024	243.04
INV0000133	ELECTRIC BILLS	130287	01/10/2024	44.42
INV0000133	ELECTRIC BILLS	130287	01/10/2024	1,627.94
INV0000133	ELECTRIC BILLS	130287	01/10/2024	31.92
INV0000133	ELECTRIC BILLS	130287	01/10/2024	752.06
INV0000133	ELECTRIC BILLS	130287	01/10/2024	364.95
INV0000133	ELECTRIC BILLS	130287	01/10/2024	225.23
INV0000133	ELECTRIC BILLS	130287	01/10/2024	1,228.49
INV0000133	ELECTRIC BILLS	130287	01/10/2024	4,256.85
INV0000133	ELECTRIC BILLS	130287	01/10/2024	1,161.51
INV0000133	ELECTRIC BILLS	130287	01/10/2024	7,221.73
INV0000133	ELECTRIC BILLS	130287	01/10/2024	149.97
Vendor Filed As 012680 - MID AMERICAN EN Total:				42,061.00
Vendor Filed As: 017572 - MID STATES ORGA				
0003535-IN	MOCIC DUES			150.00
Vendor Filed As 017572 - MID STATES ORGA Total:				150.00

COUNCIL CLAIMS 1/22/2024

Payment Dates: 1/9/2024 - 1/22/2024

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
Vendor Filed As: 017585 - MIDWEST WHOLESA				
573351	WIRE TIES AND BITS			37.85
Vendor Filed As 017585 - MIDWEST WHOLESA Total:				37.85
Vendor Filed As: 001803 - MUNICIPAL MANAG				
2213.2	LEAK DETECTION			3,600.00
Vendor Filed As 001803 - MUNICIPAL MANAG Total:				3,600.00
Vendor Filed As: 018408 - NAPA AUTO PARTS				
058529	#36 HYDRAULIC HOSE			45.37
Vendor Filed As 018408 - NAPA AUTO PARTS Total:				45.37
Vendor Filed As: 001301 - NEW COOPERATIVE				
INV0000158	LAND TESTING	130290	01/16/2024	624.10
INV0000159	FERTILIZER	130290	01/16/2024	2,837.01
Vendor Filed As 001301 - NEW COOPERATIVE Total:				3,461.11
Vendor Filed As: 019138 - NORTHWEST IOWA				
INV0000183	NW IA LEAGUE OF CITIES DUES			75.00
INV0000184	NW IA LEAGUE DIRKX			20.00
Vendor Filed As 019138 - NORTHWEST IOWA Total:				95.00
Vendor Filed As: 020203 - OFFICE STOP, TH				
317915	OFFICE SUPPLIES			3.75
317915	OFFICE SUPPLIES			104.94
Vendor Filed As 020203 - OFFICE STOP, TH Total:				108.69
Vendor Filed As: 020326 - OPTIONS INK				
7174	FREIGHT			11.76
7174	FREIGHT			44.23
Vendor Filed As 020326 - OPTIONS INK Total:				55.99
Vendor Filed As: 036200 - OSTERLUND, JACK				
INV0000198	PARTIAL MEMBERSHIP REFU...			95.00
Vendor Filed As 036200 - OSTERLUND, JACK Total:				95.00
Vendor Filed As: 021050 - P & H WHOLESALE				
S2922888.001	SUPPLIES			12.70
Vendor Filed As 021050 - P & H WHOLESALE Total:				12.70
Vendor Filed As: 001949 - PERFORMANCE TIR				
INV0000177	TOW WHITE FORD FUSION			153.00
Vendor Filed As 001949 - PERFORMANCE TIR Total:				153.00
Vendor Filed As: 004066 - POSTEL, KERSTEN				
INV0000164	MILEAGE OUTREACH	130301	01/16/2024	31.70
Vendor Filed As 004066 - POSTEL, KERSTEN Total:				31.70
Vendor Filed As: 000625 - PRODUCTIVITY PL				
INV0000155	REWARDS CREDIT	130278	01/10/2024	-4.97
CB79512	#33 PAINT	130278	01/10/2024	112.50
CB79771	BLADE KIT	130278	01/10/2024	63.34
CB79795	BULB FOR #33	130278	01/10/2024	3.18
Vendor Filed As 000625 - PRODUCTIVITY PL Total:				174.05
Vendor Filed As: 002822 - PUDENZ, PATRICK				
INV0000192	STEEL TOED BOOTS	130313	01/18/2024	200.00
Vendor Filed As 002822 - PUDENZ, PATRICK Total:				200.00
Vendor Filed As: 023640 - RAY'S REFUSE SE				
INV0000136	DEC TRASH COLLECTIONS	130288	01/10/2024	39,459.84
INV0000181	DEC. GARBAGE PICKUP			39.68
INV0000181	DEC. GARBAGE PICKUP			54.94
INV0000181	DEC. GARBAGE PICKUP			39.68
INV0000181	DEC. GARBAGE PICKUP			193.41
INV0000181	DEC. RECYCLING			5.00
INV0000181	DEC. GARBAGE PICKUP			14.00
INV0000181	DEC. GARBAGE PICKUP			148.79
INV0000181	DEC. GARBAGE PICKUP			52.32

COUNCIL CLAIMS 1/22/2024

Payment Dates: 1/9/2024 - 1/22/2024

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
INV0000181	DEC. GARBAGE PICKUP			82.40
INV0000181	DEC. GARBAGE PICKUP			29.73
INV0000181	DEC. RECYCLING			9.92
INV0000181	DEC. GARBAGE PICKUP			136.00
INV0000181	DEC. GARBAGE PICKUP			225.09
Vendor Filed As 023640 - RAY'S REFUSE SE Total:				40,490.80
Vendor Filed As: 003137 - RDG PLANNING &				
56041	REC CENTER RENOVATION			3,686.60
Vendor Filed As 003137 - RDG PLANNING & Total:				3,686.60
Vendor Filed As: 023815 - REGION XII COG				
INV0000135	DEC. TAXI PROGRAM DONATI...	130289	01/10/2024	1,715.00
INV0000179	OCT-DEC FY 24 FUNDING			2,691.00
Vendor Filed As 023815 - REGION XII COG Total:				4,406.00
Vendor Filed As: 023828 - RETIRED SENIOR				
INV0000185	FY 24 FUNDING REQUEST			9,500.00
INV0000185	FY 24 FUNDING REQUEST			3,000.00
Vendor Filed As 023828 - RETIRED SENIOR Total:				12,500.00
Vendor Filed As: 036201 - ROTERT, SAM				
INV0000199	PARTIAL MEMBERSHIP REFU...			100.00
Vendor Filed As 036201 - ROTERT, SAM Total:				100.00
Vendor Filed As: 023831 - RUETER'S				
MB08306	LANDPRIDE SPREADER			1,422.25
MB08306	LANDPRIDE SPREADER			4,266.75
Vendor Filed As 023831 - RUETER'S Total:				5,689.00
Vendor Filed As: 025028 - SCHOEPPNER, CAR				
INV0000157	SECRETARY CONTRACT	130310	01/16/2024	350.00
Vendor Filed As 025028 - SCHOEPPNER, CAR Total:				350.00
Vendor Filed As: 000612 - SENECA COMPANIE				
S-INV012537	FREE PRODUCT RECOVERY			1,803.00
Vendor Filed As 000612 - SENECA COMPANIE Total:				1,803.00
Vendor Filed As: 003467 - SHAMROCK RECYCL				
120423-02	TREE GRINDING			787.50
120423-02	TREE GRINDING			393.75
120423-02	TREE GRINDING			196.87
120423-02	TREE GRINDING			196.88
Vendor Filed As 003467 - SHAMROCK RECYCL Total:				1,575.00
Vendor Filed As: 025606 - SOPPE CHIROPAC				
801A-sent	RANDOM DRUG TESTING			60.00
Vendor Filed As 025606 - SOPPE CHIROPAC Total:				60.00
Vendor Filed As: 025880 - STONE PRINTING				
108599	2024 PLANNER			20.99
108766	3 HOLE PUNCH PAPER			76.99
39019	CALENDAR			6.99
Vendor Filed As 025880 - STONE PRINTING Total:				104.97
Vendor Filed As: 003455 - SWARTZENDRUBER				
887306	UNIFORM ALTERATIONS			40.00
Vendor Filed As 003455 - SWARTZENDRUBER Total:				40.00
Vendor Filed As: 004016 - TRIVISTA				
RA101001003.01	#28 REPAIRS			416.85
Vendor Filed As 004016 - TRIVISTA Total:				416.85
Vendor Filed As: 027085 - TROPHIES PLUS I				
381889	LOCKER AND HELMET TAGS			28.97
Vendor Filed As 027085 - TROPHIES PLUS I Total:				28.97

COUNCIL CLAIMS 1/22/2024

Payment Dates: 1/9/2024 - 1/22/2024

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
Vendor Filed As: 036204 - TUEL, MARTY				
INV0000194	BREAKFAST WITH SANTA			150.00
Vendor Filed As 036204 - TUEL, MARTY Total:				150.00
Vendor Filed As: 002449 - UNITYPOINT CLIN				
208256	RANDOM DRUG TESTING			252.00
Vendor Filed As 002449 - UNITYPOINT CLIN Total:				252.00
Vendor Filed As: 003963 - VILLY, MELISSA				
INV0000163	MILEAGE	130298	01/16/2024	13.36
Vendor Filed As 003963 - VILLY, MELISSA Total:				13.36
Vendor Filed As: 030355 - WITTRUCK MOTOR				
1205	DEC. CAR RENTAL	130311	01/16/2024	550.00
Vendor Filed As 030355 - WITTRUCK MOTOR Total:				550.00
Vendor Filed As: 036202 - WOLTERMAN, KYRA				
INV0000200	PARTIAL MEMBERSHIP REFU...			95.05
Vendor Filed As 036202 - WOLTERMAN, KYRA Total:				95.05
Vendor Filed As: 003307 - WORLDPAY INTEGR				
INV0000175	DEC ONLINE CC PROCESSING ...	DFT0000060	01/15/2024	8.45
INV0000175	DEC IN-OFFICE CC PROCESSIN...	DFT0000060	01/15/2024	354.33
INV0000175	DEC ONLINE CC PROCESSING ...	DFT0000060	01/15/2024	43.60
INV0000175	DEC ONLINE CC PROCESSING ...	DFT0000060	01/15/2024	480.32
INV0000175	DEC IN-OFFICE CC PROCESSIN...	DFT0000060	01/15/2024	18.30
INV0000175	DEC IN-OFFICE CC PROCESSIN...	DFT0000060	01/15/2024	21.24
Vendor Filed As 003307 - WORLDPAY INTEGR Total:				926.24
Vendor Filed As: 003970 - WORLDWIDE EXPRE				
2312151876	FREIGHT W/E 12/27/2023	130284	01/10/2024	13.26
2312151876	FREIGHT W/E 12/27/2023	130284	01/10/2024	12.39
2312151876	FREIGHT W/E 12/27/2023	130284	01/10/2024	21.95
2312151876	FREIGHT W/E 12/27/2023	130284	01/10/2024	21.49
2401024310	FREIGHT W/E 1/3/2024	130283	01/10/2024	22.85
2401024310	FREIGHT W/E 1/3/2024	130283	01/10/2024	21.75
2401070476	FREIGHT W/E 1/10/2024	130299	01/16/2024	13.23
2401070476	FREIGHT W/E 1/10/2024	130299	01/16/2024	22.85
2401070476	FREIGHT W/E 1/10/2024	130299	01/16/2024	20.62
2401110990	FREIGHT W/E 1/17/2024	130317	01/18/2024	19.03
2401110990	FREIGHT W/E 1/17/2024	130317	01/18/2024	42.29
Vendor Filed As 003970 - WORLDWIDE EXPRE Total:				231.71
Grand Total:				369,608.65

Report Summary

Fund Summary

Fund	Expense Amount	Payment Amount
001 - GENERAL FUND	187,522.94	132,017.85
010 - HOTEL/MOTEL TAX	7,764.95	364.95
110 - ROAD USE TAX FUND	13,694.25	1,432.97
168 - LIBRARY TRUST FUND	369.18	369.18
178 - CRIME PREV/SPEC PROJECTS	691.95	0.00
303 - C.P. - AIRPORT	2,679.13	2,679.13
304 - C.P. STREETS	83,273.53	0.00
313 - C.P. - REC CENTER BLDG	3,686.60	0.00
600 - WATER UTILITY FUND	16,332.39	9,180.71
610 - SEWER UTILITY FUND	17,011.77	12,445.95
612 - SEWER UTILITY CAP. IMP.	31,154.73	0.00
850 - MEDICAL INSURANCE FUND	5,427.23	5,427.23
Grand Total:	369,608.65	163,917.97

Gross payroll \$226,500.77


City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Honorable Mayor and City Council Members
FROM: Aaron Kooiker, City Manager 
DATE: January 18, 2024
SUBJECT: Rolling Hills South Fifth Addition – Rezoning Request – 2nd Reading

We have not received any comments regarding this rezoning request since the last Council meeting where a public hearing was held, and the first reading passed. Staff would recommend waiver of Zoning Ordinance paragraph 170.23.3.D, minimum tract size, as well as approval of the second reading, waiving the third reading and passage and approval of the Ordinance amending the Zoning Map for the Rolling Hills South Fifth Addition.

704 Development Corp. has submitted and is requesting approval of an application to rezone a parcel of land in the southwest quarter of Section 25, Township 84 North, Range 35 West of the Fifth P.M., City of Carroll, Carroll County, Iowa, whose exterior boundary is more fully described on attached Exhibit A. The property is identified in the 2013 Carroll Comprehensive Plan as Low-Density Residential. The existing zoning is A-1, Agricultural District. The request is to change to R-3, Low-Density Residential District and R-3-PUD (Planned Unit Development District) which would be consistent with the future land use map.

This phase of development consists of 15 residential lots and one, 1.77 acres, P.U.D. lot which is planned to contain three triplex residences. Zoning Ordinance paragraph 170.23.3.D reads as follows: Tract Size. The minimum size tract for a for a P.U.D. is two acres. Single-family homes and duplexes are permitted in the R-3, Low-Density Residential District. The P.U.D. will be a condominium development with a homeowner's association owning and maintaining the common areas within the development.

Included with the rezoning request is a copy of the site layout of the proposed triplexes. If the P.U.D. rezoning request is approved, the development is required to conform to all submitted P.U.D. documents.

At the December 13, 2023, Planning and Zoning meeting it was approved to recommend to the City Council waiver of the Zoning Ordinance paragraph 170.23.3.D minimum tract size and approval of the rezoning of the Rolling Hills South Fifth Addition from A-1, Agricultural District to R-3, Low-Density Residential District and R-3 PUD Planned Unit Development contingent upon receipt of all required P.U.D. documents. The P.U.D. documents have been received and staff has determined they meet City Code.

RECOMMENDATION: Mayor and City Council consideration of waiver of the Zoning Ordinance paragraph 170.23.3.D, minimum tract size, as well as approval of the second reading, waiving the third reading and passage and approval of the Ordinance amending the Zoning Map for the Rolling Hills South Fifth Addition.

Exhibit "A"

A PARCEL OF LAND LOCATED IN THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 25, TOWNSHIP 84 NORTH, RANGE 35 WEST OF THE 5TH P.M., CARROLL COUNTY, IOWA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID SECTION 25, THENCE ALONG THE SOUTH LINE OF SAID SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER S89°49'46"E, 1054.85 FEET; THENCE N00°08'16"E, 43.00 FEET TO THE NORTHERLY RIGHT OF WAY LINE OF WEST PLEASANT RIDGE ROAD AND THE POINT OF BEGINNING; THENCE ALONG THE WESTERLY LINE OF ROLLING HILLS SOUTH SECOND ADDITION N00°08'16"E, 180.26 FEET; THENCE ALONG THE SOUTHERLY LINE OF SAID ROLLING HILLS SECOND N89°53'24"W, 44.26 FEET; THENCE ALONG THE WESTERLY LINE OF SAID ROLLING HILLS SECOND N00°12'59"W, 114.06 FEET; THENCE ALONG THE SOUTHERLY LINE OF SAID ROLLING HILLS SECOND AND THE SOUTHERLY LINE OF ROLLING HILLS SOUTH THIRD ADDITION N89°50'18"W, 881.87 FEET TO THE EASTERLY RIGHT OF WAY OF U.S. HIGHWAY 71; THENCE ALONG SAID EASTERLY RIGHT OF WAY S03°18'43"W, 255.62 FEET TO SAID NORTHERLY RIGHT OF WAY OF WEST PLEASANT RIDGE ROAD; THENCE ALONG SAID RIGHT OF WAY S82°09'51"E, 291.93 FEET; THENCE CONTINUING ALONG SAID RIGHT OF WAY S89°49'57"E, 651.69 FEET TO THE POINT OF BEGINNING.

DESCRIBED PARCEL CONTAINS 6.07 ACRES AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE ZONING MAP REFERRED TO IN SECTION 170.06 OF THE ZONING ORDINANCE INCORPORATED IN CHAPTER 170 OF THE CODE OF ORDINANCES OF THE CITY OF CARROLL, IOWA AND ALTERING THE ZONING DISTRICT FOR REAL ESTATE SITUATION IN THE CITY OF CARROLL, CARROLL COUNTY, IOWA:

BE IT ORDAINED by the City Council of the City of Carroll, Iowa as follows:

SECTION 1. The Zoning Map referred to and incorporated as a part of Section 170.06, Chapter 170 of the Code of Ordinances, City of Carroll, Iowa is hereby amended to the extent of altering the Zoning District of the following property described from A-1, Agricultural District to R-3, Low-Density Residential District:

A PARCEL OF LAND LOCATED IN THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 25, TOWNSHIP 84 NORTH, RANGE 35 WEST OF THE 5TH P.M., CARROLL COUNTY, IOWA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID SECTION 25, THENCE ALONG THE SOUTH LINE OF SAID SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER S89°49'46"E, 1054.85 FEET; THENCE N00°08'16"E, 43.00 FEET TO THE NORTHERLY RIGHT OF WAY LINE OF WEST PLEASANT RIDGE ROAD AND THE POINT OF BEGINNING; THENCE ALONG THE WESTERLY LINE OF ROLLING HILLS SOUTH SECOND ADDITION N00°08'16"E, 180.26 FEET; THENCE ALONG THE SOUTHERLY LINE OF SAID ROLLING HILLS SECOND N89°53'24"W, 44.26 FEET; THENCE ALONG THE WESTERLY LINE OF SAID ROLLING HILLS SECOND N00°12'59"W, 114.06 FEET; THENCE ALONG THE SOUTHERLY LINE OF SAID ROLLING HILLS SECOND AND THE SOUTHERLY LINE OF ROLLING HILLS SOUTH THIRD ADDITION N89°50'18"W, 881.87 FEET TO THE EASTERLY RIGHT OF WAY OF U.S. HIGHWAY 71; THENCE ALONG SAID EASTERLY RIGHT OF WAY S03°18'43"W, 255.62 FEET TO SAID NORTHERLY RIGHT OF WAY OF WEST PLEASANT RIDGE ROAD; THENCE ALONG SAID RIGHT OF WAY S82°09'51"E, 291.93 FEET; THENCE CONTINUING ALONG SAID RIGHT OF WAY S89°49'57"E, 651.69 FEET TO THE POINT OF BEGINNING.

DESCRIBED PARCEL CONTAINS 6.07 ACRES AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

Upon Carroll City Council approval and subsequent recording of the Final Plat of Rolling Hills South Fifth Addition, City of Carroll, Carroll County, Iowa, the Zoning Map referred to and incorporated as a part of Section 170.06, Chapter 170 of the Code of Ordinances, City of Carroll, Iowa is hereby amended to the extent of altering the Zoning District of the following property described from R-3, Low-Density Residential District to P.U.D., Planned Unit Development District with an underlay zoning of R-3, Low-Density Residential District:

Lot 10, Rolling Hills South Fifth Addition, City of Carroll, Carroll County, Iowa

- SECTION 2. The City Clerk is directed to attach a copy of the Ordinance to the official Zoning Map.
- SECTION 3. The remainder of the Zoning Map, other than herein specified, shall remain the same as previously drawn and published.
- SECTION 4. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.
- SECTION 5. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof adjudged not invalid or unconstitutional.
- SECTION 6. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed and approved by the Carroll City Council this _____ day of _____, 2024.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

BY: _____
Gerald H. Fleshner, Mayor

ATTEST:

Laura A. Schaefer, City Clerk

I certify that the foregoing was published as Ordinance No. _____ on the ____ day of _____, 2024.

Laura A. Schaefer, City Clerk

City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Honorable Mayor and City Council Members

FROM: Aaron Kooiker, City Manager 

DATE: January 15, 2024

SUBJECT: Ordinance Establishing Vacant Property Code

On January 8, 2024, Council had the opportunity to review the Vacant Property Code that was presented to Council. During that discussion, Council felt that the ordinance should have a registration fee of \$500 as opposed to 1% of the assessed value. Also discussed was a provision for vacant lots. During the discussion, Council felt that section needed further review. The discussion was to remove the vacant lots out of this ordinance and to handle any issues with the vacant lots through the nuisance abatement process. All recommendations from Council have been added to the ordinance.

This ordinance is an effort to establish new and available housing, City Staff has researched ordinances that require vacant properties to register with the City. This penalizes property owners that allow properties to sit vacant for an excessive time and enhances our abilities under Iowa Code 657A. This code allows property owners to rehab or sell without penalty. This is a common ordinance throughout Iowa.

RECOMMENDATION: Mayor and City Council consideration, introduction and first reading of the attached Ordinance Establishing Vacant Property Code.

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING VACANT PROPERTY CODE

WHEREAS the Carroll City Council desires to adopt a Vacant Property Code; and

WHEREAS the City Council finds that there are now, and may be in the future, vacant property/buildings which are dilapidated, unsafe, unhygienic, unfit for human habitation, occupancy, or use, and/or inadequately maintained so as to constitute public and/or private nuisances and create or contribute to blight, thereby jeopardizing public health, safety, prosperity and welfare; and

WHEREAS the City Council seeks to facilitate the identification and inspection, and to assure the proper maintenance of vacant properties/buildings for the purpose of preserving and promoting public health, safety, prosperity and welfare, and to abate and prevent public and private nuisances and potential fire hazards.

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF CARROLL, IOWA:

Section 1. Chapter 159 of the Code of Ordinances of the City of Carroll is hereby created and shall be titled “Vacant Property Code”, and shall read as follows:

CHAPTER 159 VACANT PROPERTY CODE

§ 159.01 PURPOSE

It is the purpose and intent of this ordinance to establish a vacant property code registration and maintenance program as a mechanism for preserving and promoting public health, safety, prosperity, and welfare; to abate and prevent public and private nuisances and potential fire hazards; and to provide for administration, enforcement, and penalties. This ordinance applies to all property types in the City of Carroll.

§ 159.02 DEFINITIONS

Definitions. For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ACCESSORY BUILDING/STRUCTURE. A separate subordinate building the use of which is incidental to that of the principal use or of the principal building or land and is located on the same parcel as the principal building.

AGENT. A designated representative of the property owner who may act on behalf of and make decisions for the owner with regard to the vacant property.

AUTHORIZED OFFICIAL. Members of the City Staff, including, but not limited to, the Building Official, Code Compliance Officer, or Fire Department Chief, shall oversee the administration and enforcement of this code. Work may include but is not limited to completion of administrative work, inspections or assessments, and/or other necessary actions in order to ensure compliance.

BUILDING. Any Structure used or intended for supporting or sheltering any use or occupancy.

DANGEROUS BUILDING. A building is deemed to be dangerous if it meets any of the definitions set forth in Chapter 145, City Code of Ordinances.

EXTERIOR PREMISES. The open space on the property or the portion of the property upon which there is not a structure.

GOOD REPAIR. Shall mean free from blight and hazardous conditions, clean, sanitary, and safe.

ILLEGALLY OCCUPIED. Shall include any occupancy in violation of City ordinances.

IMMINENT HAZARD. A condition which could cause serious or life-threatening injury or death at any time.

JUNK. Scrap metals or scrap materials, abandoned, dismantled or partially dismantled machinery, motor vehicles, other vehicles or appliances, and other items defined as junk in Chapter 51, City Code of Ordinances.

MIXED OCCUPANCY. Occupancy of a building in part for residential use and in part for some other use not accessory thereto.

OCCUPANT. An occupant is any person other than the record owner who leases or otherwise lawfully resides in a building or premises, or a portion of a building or premises.

OWNER. Any person holding title to the property, or with a legal or equitable interest in the property, as recorded in the Office of the Recorder for Carroll County.

PARTIALLY VACANT. A building that has one (1) or more stories or dwelling units vacant.

RESPONSIBLE PERSON. A natural person who is the owner, operator, agent or manager of any building, structure, or property and is responsible for the property's maintenance and/or management.

REFUSE. All garbage, rubbish, ashes, or other substances offensive to sight or smell, dangerous to the public health, or detrimental to the best interests of the community.

STRUCTURE. Anything constructed or erected, which requires location on the ground or attached to something having location on the ground.

UNOCCUPIED. A building which lacks a physical presence of any occupant for at least 180 consecutive days for the purpose for which it was erected or a building unfit for occupancy due to a failure to meet minimum standards set out by City Code of Ordinances. The storage of products, materials, or other personal property does not constitute occupancy unless otherwise authorized by the City zoning ordinance.

UNSECURED. A building or portion of a building that is open to entry by unauthorized persons without the use of tools.

VACANT BUILDING. A building shall be deemed to be vacant if it is unoccupied and/or no person currently resides in the building or operates a lawful business open regularly for business with the exception of holidays and seasonal businesses, and if it meets one or more of the following:

- (A) Unsecured or secured by means other than those used in the design of the building;
- (B) Declared unfit for occupancy as determined by the Building Official, Code Compliance Officer, Fire Department Chief, or other authorized City representative;
- (C) Been deemed a dangerous and/or dilapidated building by the City of Carroll;
- (D) Subject to housing, building, fire, health and safety, nuisance, or zoning code violations;
or
- (E) Lacks one or more utilities for a period of at least one hundred eighty (180) consecutive days. Vacant buildings do not include any buildings being constructed pursuant to a valid building permit issued by the City of Carroll that is progressing in accordance with timelines authorized under the issuance of the permit.

VACANT PROPERTY. Includes vacant buildings.

WASTE. Shall mean garbage, ashes, rubbish, refuse, or trash.

WEEDS. Dense growth of all weeds, vines, brush, or other vegetation which may constitute a health, safety, or fire hazard.

§ 159.03 APPLICABILITY

(A) General. The provisions of this Chapter shall apply to all buildings in any zoning district in the City of Carroll, vacant or partially vacant for over one hundred eighty (180) consecutive days.

(B) Conflict. In any case where a provision of this Chapter is found to be in conflict with a provision of any of the provisions of the Code of Ordinances, the provision which established a higher standard for the protection of the public health, safety, and welfare shall prevail.

(C) Application of Other Ordinances. Nothing contained herein shall be deemed to authorize the use of a structure or premises contrary to any other provision of the Code of Ordinances. Repairs, additions, or alterations to a structure shall be done in accordance with the procedures and provisions of State and local laws. Nothing in this Section shall be construed to cancel, modify, or set aside any provision of the City Zoning Ordinance or Building Code.

(D) Existing Remedies. The provisions in this Chapter shall not be construed to abolish or impair existing remedies of the City, or its officers or agencies, under State laws or this Code of

Ordinances, including the Zoning Ordinance, relating to the removal or demolition of any structure which is dangerous, unsafe, and/or unsanitary, or the abatement of public nuisances.

§ 159.04 REGISTRATION REQUIRED

(A) Vacant Property Registration Required.

- (1) Vacant Building. The owner of a vacant building to which this Chapter applies shall be required to register the property within ninety (90) days of becoming vacant. Upon enactment of this Chapter of the City Code, any vacant building must register no later than 90 days thereafter.

(B) Vacant Property Registration Form. The required form shall be completed by the property owner or agent and submitted to the Building Department. The owner/agent is responsible for updating the registration form annually and as changes occur.

The Registration Form shall require information including, but not be limited to, the following:

- (1) Contact information for all owners. If the owner does not reside within the State of Iowa, the owner shall provide the name, address, telephone number, and email address of an agent who is available for service of process within the State of Iowa. If the owner is other than a natural person or persons, the following shall apply, as appropriate:
 - (a) If the owner is a corporation, limited liability company, or limited or general partnership, the registration statement shall provide the names and addresses of all responsible persons and the name and business address of the registered agent for service of process pursuant to the Iowa Code.
 - (b) If an estate, the name and address of the executor of the estate.
 - (c) If a trust, the names and address of the trustee or trustees.
 - (d) If a partnership, the names and addresses of the partner or partners.
- (2) Contact information for a responsible person, as defined by this Chapter, who is a natural person who may be contacted at all times for inspections, emergency repairs, or maintenance, and who can respond to the vacant property when requested.
- (3) Proof of insurance coverage for the property including the following minimum amounts:
 - (a) \$100,000 in general liability coverage; and
 - (b) Fire and casualty coverage for all structures equal to no less than their replacement value, as determined by the applicant's insurance provider, or its assessed value determined by the Carroll County Assessor, or a minimum of \$50,000, or
 - (c) If insurance is not able to be obtained, a Bond in the amount of \$50,000 must be secured in the City's favor to ensure all structures on the property can be properly demolished and removed in the event of destruction without taxing public resources. Said Bond shall be submitted to the City Clerk.
 - (d) If neither insurance nor bond is secured, an Uninsured Property Fee shall be charged annually, in the amount of \$3,000. If the uninsured property fee is not paid, the Clerk shall send a statement of the annual fee by certified mail to the property owner and if not paid within 30 days, the Clerk shall certify the amount to the

County Treasurer and such amount shall then be collected with and in the same manner as general property taxes.

- (4) Proposed plans for the property and corresponding timeline for action. This may include any new construction, redevelopment, rehabilitation, or demolition plans for the property.
- (5) An acknowledgement by the owner/agent that grass and weeds shall not exceed a height as established by Section 50.02(9) of the Code of Ordinances and a plan for how the owner will comply with this requirement, including (if applicable) the name and telephone number of any company engaged to manage grass and weeds at the property.
- (6) An acknowledgment by the owner that snow and ice shall be removed from the public right-of-way within twenty-four (24) hours of snowfall and a plan for how the owner will comply with this requirement, including (if applicable) the name and telephone number of any company engaged to provide snow and ice removal services at the property.
- (7) An acknowledgment by the applicant that the owner is aware of and understands the vacant property standards set forth in § 159.05.

(C) Vacant Property Registration Fee. A *Registration Fee* shall be collected **at the time of registration and annually thereafter**. Failure to register a vacant property will result in the City charging an *Unregistered Property Fee* of \$750.00 and any other enforcement means provided in the City's Code of Ordinances. Vacant property registration fee shall be \$500.00. All fees, whether established herein or not, shall be set or amended by subsequent resolution.

§ 159.05 VACANT PROPERTY STANDARDS

- (A) All vacant buildings subject to registration shall comply with the following standards:
- (1) Building Openings. Doors, windows, and other openings shall be weathertight and secured against entry by birds, vermin, and trespassers. Missing or broken glass in doors, windows, and other such openings shall be repaired and/or replaced with glass within twelve (12) months of becoming vacant. No building opening shall be boarded for more than twelve (12) months. All first floor or ground level windows, doors, and openings shall be free of any posters, paper, or fabric coverings.
 - (2) Waste Removal. All waste, debris, rubbish, and garbage shall be removed from the exterior of the property and from areas visible from the public right-of-way and adjacent properties such as porches, carports, or other open areas.
 - (3) Roofs. The roof and flashings shall be sound and tight, not admit moisture, or have defects which might admit moisture, rain, or roof draining and shall allow for sufficient drainage to prevent dampness or deterioration in the interior of the building.
 - (4) Building Structure. The building shall be maintained in a sanitary manner and in a manner that does not pose a threat to the public health, safety, and welfare.
 - (5) Structural Members. The structural members shall be free of deterioration and capable of safely bearing imposed dead and live loads.
 - (6) Foundation Walls. The foundation walls shall be maintained in a structurally sound and sanitary condition so as not to pose a threat to the public health, safety, and welfare, shall be capable of supporting the load which normal use may cause to be

placed thereon, and shall be free from open cracks and breaks, free from leaks, and resistant to vermin.

- (7) Exterior Walls. The exterior walls shall be free of holes, breaks, and loose or rotting materials. Exposed metal, wood, or other surfaces shall be protected from the elements and against decay or rust by periodic applications of weather-coating materials such as paint or similar surface treatment.
- (8) Decorative Features. The cornices, belt courses, corbels, terra cotta trim, wall facings, and similar decorative features shall be safe, anchored and in good repair. Exposed metal, wood, or other surfaces shall be protected from the elements and against decay or rust by periodic applications of weather-coating materials, such as paint or similar surface treatment.
- (9) Overhanging Extensions. All balconies, canopies, marquees, signs, metal awnings, stairways, fire escapes, standpipes, exhaust ducts, and similar features shall be in good repair, anchored, safe and sound. Exposed metal, wood, or other surfaces shall be protected from the elements and against decay or rust by periodic applications of weather-coating materials, such as paint or similar surface treatment.
- (10) Chimneys and Towers. Chimneys, cooling towers, smokestacks, and similar appurtenances shall be structurally safe and in good repair. Exposed metal, wood, or other surfaces shall be protected from the elements and against decay or rust by periodic applications of weather-coating materials, such as paint or similar surface treatment.
- (11) Walkways. Public walkways shall be in good repair, shall be safe for pedestrian travel, and shall be free of snow and ice. Snow and ice removal shall be completed within twenty-four (24) hours of a snowfall.
- (12) Accessory Building/Structures. Accessory buildings and structures such as garages, sheds, and fences shall be free from safety, health and fire hazards; and shall comply with these Vacant Building Maintenance Standards.
- (13) Exterior Premises. The surrounding premises upon which the structure or building is located shall be clean, safe, sanitary, free from waste, rubbish, garbage, excessive vegetation, shall not be used for exterior storage, and shall not pose a threat to public health, welfare, or safety.

§ 159.06 EXEMPTIONS

(A) Property actively listed for sale or lease. A vacant property that is actively listed and offered for sale or lease shall be exempt from the registration requirement subject to the following conditions.

- (1) The property is offered for sale at a price not to exceed twenty-five percent of the assessed value as documented by the Carroll County Assessor's Office unless the owner is able to submit recent comparable market data which justifies a higher value.
- (2) The property is offered for lease at a proposed rent that is comparable with the rental market throughout the community.
- (3) If after twelve (12) months of active listing or offering for lease, the property remains vacant, registration will be required.

- (B) Temporary Vacancy of Owner-Occupied Dwellings. A vacant owner-occupied residential property where the owner resides elsewhere for less than six (6) months per calendar year shall be exempt from registration requirement.

§ 159.07 VIOLATION AND ENFORCEMENT

- (A) Inspection and Assessment. The City is authorized to inspect and assess the property for compliance. Access to the interior of any building shall be with owner consent or pursuant to an administrative search warrant.
- (B) Violation of this Chapter. If the City determines the property is in violation of any provision of this Chapter, the City may notify the owner of the violation by providing a Notice of Violation via regular and certified mail and posting at a conspicuous place on the property. The Notice of Violation shall identify the sections in violation, required corrective action, and a time frame for completion.
- (C) Violations of other applicable City Codes. Registered properties shall remain subject to compliance with other applicable City Code provisions including, but not limited to, those pertaining to nuisances, property maintenance, zoning, dangerous building, and fire. Violations of other applicable code provisions will follow corresponding enforcement procedures.
- (D) Failure to Comply. If the owner fails to take corrective action within the specified time frame, the City reserves the right to pursue all available legal remedies including without limitation issuance of a municipal infraction citation or pursuit of title to the property pursuant to Iowa Code § 657A.10B.

§ 159.08 APPEALS

- (A) Appeals. The owner shall have the right to appeal a Notice of Violation by the authorized official to the City Manager.
 - (1) Written Request for Appeal. A written request for an appeal must be submitted within ten (10) calendar days from the date on the Notice of Violation. The written request shall include the following:
 - (a) Date
 - (b) Owner's name,
 - (c) Owner's address
 - (d) Owner's phone number
 - (e) Property address or parcel number
 - (f) Information supporting the owner's position
 - (2) Setting the Hearing. As soon as practicable after receiving the written appeal, the City Manager shall fix a date, time and place of hearing.
 - (3) Failure to Appeal. Failure of any person to file an appeal shall constitute a waiver of rights to an administrative hearing and adjudication of the notice of violation.
 - (4) Matters of Consideration. Only those matters or issues specifically raised by the appellant shall be considered in the hearing of the appeal.
 - (5) Decision. After hearing all testimony, the City Manager shall have 5 days to issue a decision. The decision shall be in writing and shall contain findings of fact, a

determination of the issues presented, and the requirements to be complied with. The decision shall be served on the appellant by certified mail, return receipt requested.

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

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

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

Passed and approved this _____ day of _____, 202____.

CITY OF CARROLL, IOWA

Gerald H. Fleshner, Mayor

ATTEST:

Laura Schaefer, City Clerk

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CITY OF CARROLL

VACANT PROPERTY REGISTRATION FORM

The City of Carroll has adopted a Vacant Property Ordinance. The Code requires the annual registration of vacant property within the corporate City limits of Carroll, Iowa. Questions related to this registration can be directed to the City's Building Official or Code Compliance Officer at 712-792-1000.

Return completed form and applicable fees and/or additional documents to: City of Carroll, Building Department, 627 N. Adams Street, Carroll, IA 51401. **Please Print Clearly in Ink or Type**

Property Information	
Property Address:	
Parcel Identification Number (PIN):	
Does this property contain a structure: <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please describe structures (i.e. single-family house, garage, commercial building) What is the total assessed value of the property, as determined by the Carroll County Assessor:	
Property Owner Information	
Corporation/Owner Name:	
Corporation/Owner Mailing Address:	
Corporation/Owner Phone:	
Corporation/Owner Email Address:	
Primary Contact Person	
Name:	
Mailing Address:	
Phone:	Email Address:
Insurance Information	
Is the property insured with a minimum \$100,000 in general liability coverage? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If there is a structure on the property is there Fire and Casualty insurance for all structures equal to their total assessed value or a minimum of \$50,000? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A (No Structures on the property) If YES, Coverage Amount: \$	
Insurance Company:	
Policy Number:	
Insurance Company Mailing Address:	
Insurance Company Phone:	Insurance Company Email Address:

Insurance Information (Cont.)	
<p>If insurance is not available, then a BOND in the amount of \$50,000 must be secured in the City's favor to ensure all structures on the property can be properly demolished and removed in the event of destruction without taxing public resources.</p> <p>Is a BOND being secured in place of insurance coverage for this property? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A (insurance provided)</p> <p>If Yes, submit a copy of the Bond.</p>	
<p>If neither insurance or bond is secured an annual Uninsured Property Fee in the amount \$3,000 must be submitted with this Registration Form.</p> <p>Is a check made payable to the City of Carroll for the \$3,000 Uninsured Property Fee enclosed? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A (insurance or bond provided)</p>	
Property Plans/Timeline	
<p>Please describe the plans and related timeline for action on this property. (i.e. Plans to demolish or renovate existing structures within a specific time period) Use additional pages if necessary.</p> 	
Owner/Agent Acknowledgements	
<p>As the responsible party (owner/agent) for this property I understand that we are responsible for the ongoing maintenance of exterior landscaping/lawn care including the control of weeds/grass. I agree to ensure that the height of weeds/grass will not exceed ten (10") inches in height. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>The following company/person is responsible for the lawn care of this property: Company/Contact Name:</p> <p>Company/Contact Phone Number:</p> <p>As the responsible party (owner/agent) for this property I understand that we are responsible for the ongoing snow removal from all public sidewalks within twenty-four (24) hours of snowfall. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>The following company/person is responsible for the snow removal from public sidewalks at this property: Company/Contact Name:</p> <p>Company/Contact Phone Number:</p>	
<p>As the responsible party (owner/agent) for this property I understand that we are responsible for adhering to the Vacant Property Standards as outlined in the Vacant Property Ordinance. (Chapter 159) <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	
Annual Registration Fee	
<p>An annual Vacant Property Registration Fee pursuant to Chapter 159 is due at the time of registration. "Vacant Property registration fee shall be \$500.00 under City Code 159.04 an unregistered property will pay a \$750.00 fee in addition to the Registration fee.</p> <p>Is a check made payable to the City of Carroll for the Vacant Property Registration Fee enclosed? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	
Owner/Agent Signature	
<p>I hereby certify that the information contained in this form is accurate and I understand that it is my responsibility to inform the City of Carroll of any changes to this information.</p>	
Signature	Date
Printed Name:	Title:

City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Honorable Mayor and City Council Members
FROM: Aaron Kooiker, City Manager *AK*
DATE: January 15, 2024
SUBJECT: Limiting the Use of Temporary Portable Storage Containers

Staff was advised that there was an issue with temporary portable storage containers being used in residential yards as permanent storage containers. Staff has prepared an ordinance that would allow temporary portable storage containers in residential districts, however, would not allow those storage containers to be used permanently in residential areas. This ordinance would help with keeping all areas from becoming a nuisance by regulating temporary portable storage containers, whereas a storage shed would be made of conventional wood-stud construction. Business and Industrial Districts would still be able to use temporary portable storage containers as storage with some limitations.

RECOMMENDATION: Mayor and City Council consideration, introduction and first reading of the attached Ordinance amending the Code of Ordinances of the City of Carroll by adding a new Section 170.39 in Chapter 170 entitled “Temporary Portable Storage Containers”.

ORDINANCE NO _____

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF
CARROLL, IOWA, BY ADDING A NEW SECTION LIMITING THE USE OF
TEMPORARY PORTABLE STORAGE CONTAINERS WITHIN THE CORPORATE
LIMITS OF THE CITY OF CARROLL**

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

SECTION 1. NEW SECTION. The Code of Ordinances of the City of Carroll, Iowa, is amended by adding a new Section 170.39 in Chapter 170 entitled "Temporary Portable Storage Containers", which is hereby adopted to read as follows:

170.39 TEMPORARY PORTABLE STORAGE CONTAINERS

1. Definition

"Temporary Portable Storage Container" shall be defined as: a container primarily fabricated for the purpose of transporting freight or goods on a truck, railroad or ship, including cargo containers, shipping containers, storage units, or other portable structures that are placed on private property and used for storage of items, including, but not limited to, clothing, lawn and garden materials, lawnmowers, snowblowers, other equipment, goods, household or office furnishings, materials and merchandise. Temporary Portable Storage Containers shall also include, but not limited to storage box shipping containers, storage moving "pods", or any other similar portable storage containers, whether with or without wheels, and whether with or without a chassis.

2. Districts

A. Residential Districts: The use of Temporary Portable Storage Containers in a Residential District including RB-1 and P.U.D. Districts is prohibited, except for the following uses:

1. A single Temporary Portable Storage Container may be used in all residential zoning districts when a building permit has been issued for construction of a residential unit on that parcel. The Temporary Portable Storage Container shall be allowed on residential parcels during construction only. The Temporary Portable Storage Container shall be removed within ten (10) days after final building inspection by the City Building Officials upon completion of the residential unit or ten (10) days after the end of the construction period, whichever comes first.

2. No Temporary Portable Storage Container shall be permitted on a vacant parcel unless the vacant parcel is adjacent to the parcel where a construction or remodel project has been issued a building permit by the City Building Officials.

3. Temporary Portable Storage Container may be allowed on a residential parcel for a period not to exceed ten (10) days, if requested, and said request is allowed by building and zoning officials.

4. Temporary Portable Storage Containers shall not impede traffic or pedestrians. No Temporary Portable Storage Container shall be located in a

circulation aisle/lane, fire access lane, public utility easement or public right-of-way, including streets, sidewalks, and parks.

5. Temporary Portable Storage Containers shall not be considered an accessory building and shall not be allowed as such.

B. Business Districts: The use of Temporary Portable Storage Containers in any Business District is prohibited, except for the following:

1. Temporary Portable Storage Containers may be used for shipping and receiving merchandise and goods, provided that the Temporary Portable Storage Container does not remain stationary for more than five (5) days.

2. Temporary Portable Storage Containers may be used for storing merchandise or goods, including long-term storage, provided that the Temporary Portable Storage Container is not kept in the front setback area or landscaped area, designated parking areas, fire access lanes, public right-of-way, in an area visible from the property's primary street or on parcels that are adjacent to a residential district.

3. Temporary Portable Storage Containers may be used for construction or remodeling purposes when a building permit has been issued for construction on a parcel. The Temporary Portable Storage Container shall be allowed during construction only. The Temporary Portable Storage Containers shall be removed within ten (10) days after final building inspection by the City Building Officials upon completion of the business unit or ten (10) days after the end of the construction period, whichever comes first. No Temporary Portable Storage Container shall be permitted on a vacant parcel unless the vacant parcel is adjacent to the parcel where a construction or remodel project has been approved by the City Building and Zoning Officials.

4. Temporary Portable Storage Containers shall not impede traffic or pedestrians. No Temporary Portable Storage Container shall be placed or located in a circulation aisle/lane, fire access lane, public utility easement or public right-of-way, including streets, sidewalks, and parks.

C. Industrial Districts: The use of a Temporary Portable Storage Container is permissible in all industrial districts, provided they are not stored on public rights-of-way, in fire access lanes, in landscaped or front setback areas or in an area visible from the property's primary street.

1. Temporary Portable Storage Containers shall not impede traffic or pedestrians. No Temporary Portable Storage Container shall be placed or located in a circulation aisle/lane, fire access lane, public utility easement or public right-of-way, including streets, sidewalks, and parks.

3. Vertical stacking of Temporary Portable Storage Containers and stacking of any other materials on top of or around any Temporary Portable Storage Container shall be prohibited in all residential districts. Vertical stacking of Temporary Portable Storage Containers in business and industrial districts shall be allowed but limited to two containers, one stacked on top of another. Stacking of any other materials on top or around Temporary Portable Storage Containers shall be prohibited.

4. In all zoning districts, Temporary Portable Storage Containers must be kept in good repair, be secured against unauthorized entry and comply with City health regulations.

A. A Temporary Portable Storage Container is not in a state of good repair when it

is incapable of being moved intact, holes in the container exist due to damage or rust, or it has been infested with vermin or other pests, has lapsed into disrepair or deterioration, or has been desecrated with graffiti to the point it becomes an eyesore to the public.

- B. Any Temporary Portable Storage Container that is not in the state of good repair must be removed immediately.
- 5. Temporary Portable Storage Containers used for construction purposes must be approved by the City Building and Zoning Officials prior to placement when used during construction or remodel purposes for less than twelve (12) months.
- 6. A Temporary Portable Storage Container shall not be used as a dwelling or living quarters, nor for camping, cooking or recreation purposes for any amount of time in any zoning district.
- 7. Any Temporary Portable Storage Container existing on any property in the City of Carroll on the date of final passage of this ordinance shall be removed from such property or be brought into compliance with the provisions of this section within thirty (30) days of final passage of this ordinance.

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

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

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

PASSED AND APPROVED by the City Council of the City of Carroll, on this ____ day of _____, 2024.

Gerald H. Fleshner, Mayor

ATTEST:

Laura Schaefer, Clerk

b:\janet\word\dsb\0-1850\ordinances\port-storage.docx

City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Aaron Kooiker, City Manager



FROM: Randall M. Krauel, Director of Public Works



DATE: January 22, 2024

SUBJECT: Rolling Hills South Fifth Addition
Final Plat

A Final Plat has been submitted by 704 Development Corp. for a proposed Rolling Hills South Fifth Addition. The proposed Addition is 6.04 acres of land located south of Rolling Hills South Second and Third Additions and north of Pleasant Ridge Road.

A copy of the proposed Final Plat of the Addition is attached. The proposed Addition consists of 15 residential lots and one, 1.77 acre, P.U.D. lot. Right of Way dedication is proposed for Southridge Drive and Westridge Drive extensions to serve the Addition. The Addition will also be served by public sanitary sewer and water systems.

Attached is a copy of a Subdivision Agreement providing for the completion of all public improvements and maintenance of them by the City after final acceptance of them by the City Council.

In lieu of the provision of a performance bond guaranteeing completion of all required improvements according to the construction plans, the City has entered into an Agreement for Private Development with 704 Development Corp. Among other Representations and Warranties contained in the Agreement, construction of the Infrastructure Improvements shall be completed on or before December 31, 2024. Infrastructure Improvements mean the construction or installation of streets, sanitary sewer, storm sewer and water infrastructure to be completed by the Developer.

The Planning and Zoning Commission, at their meeting on December 13, 2023, recommended approval of the Final Plat.

RECOMMENDATION: Mayor and City Council consideration of passage and approval of the Resolution accepting the Rolling Hills South Fifth Addition Final Plat and approving the Subdivision Agreement.

RMK:ds

attachments (3)

RESOLUTION NO. _____

WHEREAS, 704 Development Corp. owner of certain real estate described in a Final Plat filed with the City Clerk of the City of Carroll, Iowa, known as Rolling Hills South Fifth Addition, City of Carroll, Carroll County, Iowa; and,

WHEREAS, the said Final Plat has been duly examined by the City Planning and Zoning Commission, which has recommended approval of the same on December 13, 2023, and found same to conform to the general plan of the City; and,

WHEREAS, said Final Plat has been examined by the City Council and found to conform to the City of Carroll Subdivision Ordinance and falls within the general plan of the City of Carroll, Iowa, and is found to comply with Chapter 354 of the 2023 Code of Iowa.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa:

1. That the Final Plat of Rolling Hills South Fifth Addition, City of Carroll, Carroll County, Iowa, is found to conform with the law and is hereby accepted.
2. That the Subdivision Agreement for Rolling Hills South Fifth Addition is approved.
3. That this Resolution shall be fully binding upon the owners, their assigns, purchasers or successors in interest.
4. That the Mayor and City Clerk of the City of Carroll, Iowa, are hereby directed to certify this Resolution and cause the same to be affixed to the said Final Plat as provided by law.

Passed and approved by the Carroll City Council this 22nd day of January 2024.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Gerald H. Fleshner, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

INDEX LEGEND	
CITY: CARROLL	
COUNTY: CARROLL	
TRS: SECTION 25, T84N, R35W	
ALIQUOT PART: SW 1/4	
PROPRIETOR: 704 DEVELOPMENT CORP.	
REQUESTED BY: 704 DEVELOPMENT CORP.	
SURVEYOR: JUSTIN JENSEN	
COMPANY: MCCLURE	
PREPARED BY & RETURN TO: JUSTIN JENSEN	
623 N. CARROLL STREET	
CARROLL, IOWA 51401 / 712-220-8121	

LEGEND			
UTILITY EASEMENT	- - - - -	MEASURED DISTANCE	(M)
BUILDING SETBACK LINE	- - - - -	RECORDED DISTANCE	(R)
SECTION CORNER	▲	RIGHT-OF-WAY	ROW
MONUMENT FOUND	■	EASEMENT	EASE.
FOUND MONUMENT LABEL	Ⓐ	UTILITY	UTIL.
MONUMENT SET PINK CAP #22874	●	PROPOSED	PROP.
		ELECTRICAL	ELEC.

FINAL PLAT

ROLLING HILLS SOUTH FIFTH ADDITION

CITY OF CARROLL CARROLL COUNTY, IOWA



McCLURE™
623 N Carroll St.
Carroll, Iowa 51401
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Ankeny, IA | Carroll, IA | Clive, IA
Cedar Rapids, IA | Fort Dodge, IA
North Liberty, IA | Sioux City, IA
Macon, MO | Columbia, MO
North Kansas City, MO
Lenexa, KS

OWNER, SUBDIVIDER
704 DEVELOPMENT CORP.
704 W. HIGHWAY 30
CARROLL, IA 51401
712-792-5050

LAND SURVEYOR
JUSTIN JENSEN, PLS
MCCLURE ENGINEERING CO.
623 N. CARROLL STREET
CARROLL, IA 51401
712-220-8121

ACREAGE TABLE

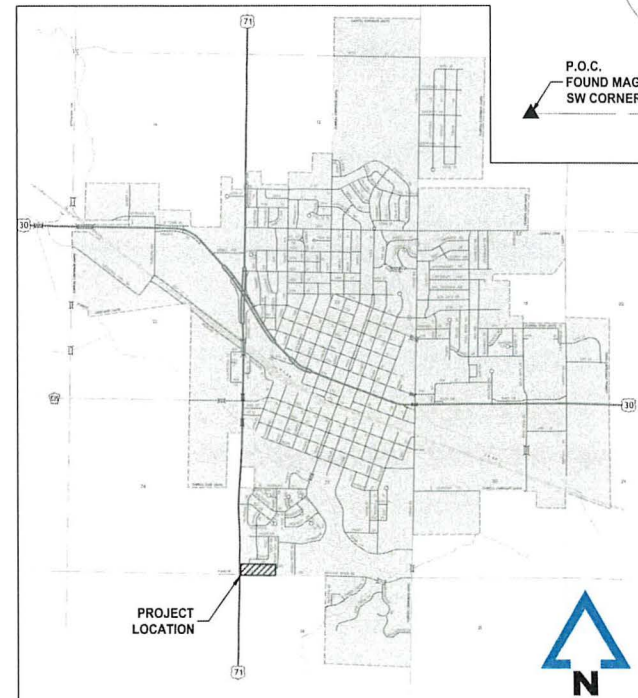
TOTAL ACREAGE	6.07 ACRES
NUMBER OF LOTS	16
MIN. LOT AREA	0.19 ACRES
AVG. LOT AREA	0.30 ACRES
MAX. LOT AREA	1.77 ACRES
PUBLIC LAND AREA	0.00 ACRES
ROW LAND AREA	1.03 ACRES

BUILDING SETBACKS

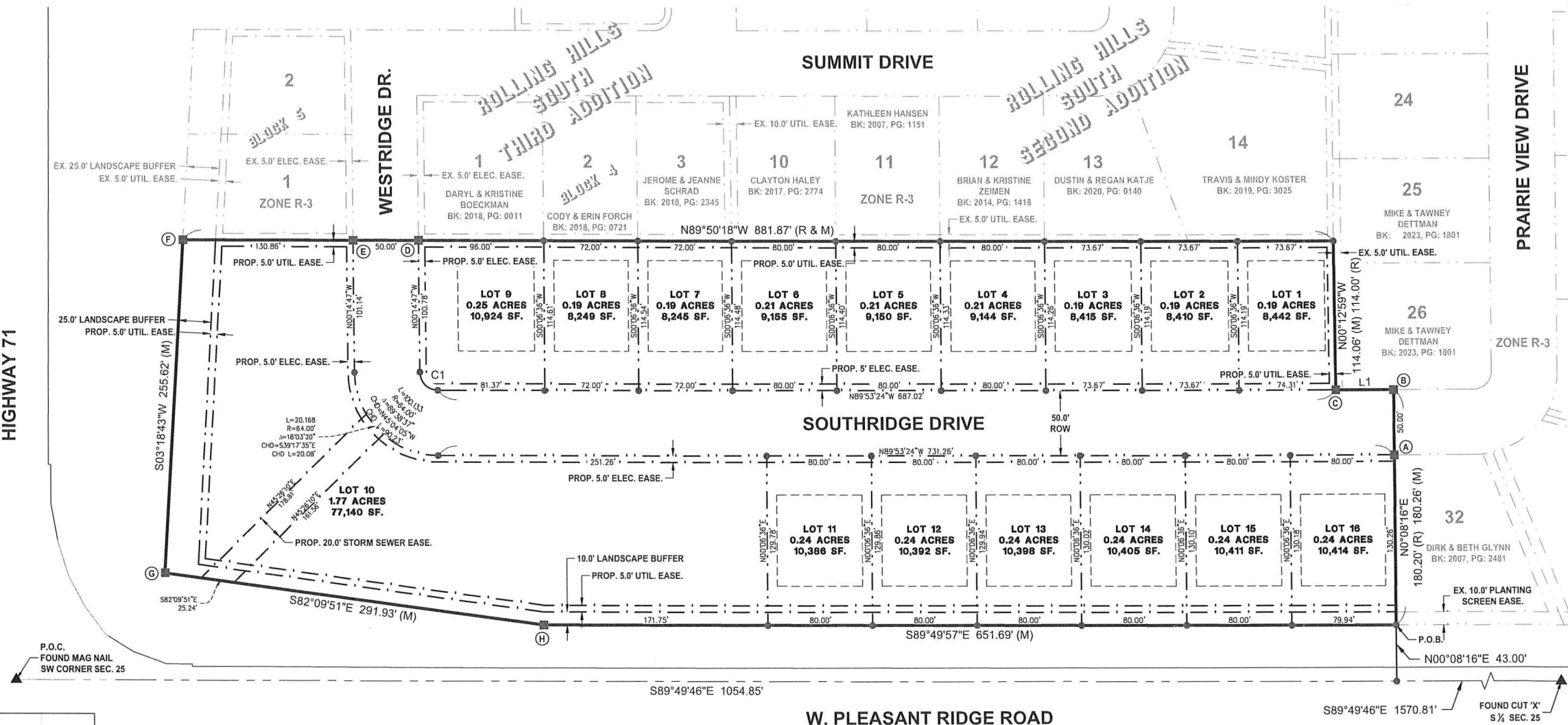
FRONT YARD	30'
REAR YARD MIN.	15'
SIDE YARD MIN.	7.5'

ATTACHED GARAGE MAY BE 5' FROM THE SIDE LOT LINE, BUT NOT A STREET LINE.

*NOTE: ALL FRONT YARD BUILDING SETBACK LINES ARE TO BE MEASURED FROM THE STREET RIGHT-OF-WAY.



CITY OF CARROLL, IOWA



NOTES
LANDSCAPE BUFFERS ARE RESERVED FOR SCREENING. THE PLACEMENT OF STRUCTURES HEREON IS PROHIBITED.

ALL BEARINGS ARE ASSUMED, ALL MONUMENTS SET ARE 1/2" REBAR WITH PINK CAP LS# 22874 UNLESS OTHERWISE NOTED. MONUMENTS TO BE SET UPON COMPLETION OF CONSTRUCTION.

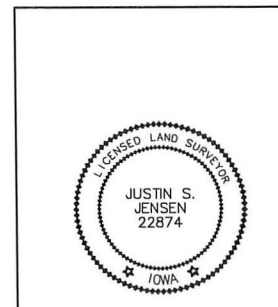
CURVE	RADIUS	DELTA	TANGENT	LENGTH	DIRECTION
C1	14.00'	89°38'37"	13.91'	21.90'	N45°04'05"W

LINE TABLE:
L1 = N 89° 53' 24" W 44.26' (M) 44.32' (R)

CITY APPROVALS	
RECOMMEND PLAT APPROVAL - PLANNING AND ZONING COMMISSION	
CHAIRMAN	DATE
SECRETARY	DATE
PLAT ACCEPTED FINAL APPROVAL - CITY OF CARROLL, IOWA	
MAYOR	DATE
CLERK	DATE

DEVELOPER
FINAL PLAT APPROVAL

Matt Greteman 12/5/23
MATT GRETEMAN - 704 DEVELOPMENT CORPORATION DATE



I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

12/5/23
JUSTIN S. JENSEN, PLS NO. 22874
MY LICENSE RENEWAL DATE IS DECEMBER 31, 2024
PAGES OR SHEETS COVERED BY THIS SEAL:

SHEET 1 AND 2

NOTICE:
McClure Engineering Co. is not responsible or liable for any issues, claims, damages, or losses (collectively, "Losses") which arise from failure to follow these Plans, Specifications, and the engineering intent they convey, or for Losses which arise from failure to obtain and/or follow the engineers' or surveyors' guidance with respect to any alleged errors, omissions, inconsistencies, ambiguities, or conflicts contained within the Plans and Specifications.

IOWA CERTIFICATE OF AUTHORITY NO. 26887

0 50 100
SCALE: 1" = 50' (FULL SIZE)
SCALE: 1" = 100' (HALF SIZE)

REVISIONS

NO.	DESCRIPTION

PROJECT INFO
211560-000

ENGINEER CFF **DRAWN BY** BAV **CHECKED BY** JSS

ROLLING HILLS SOUTH
FIFTH ADDITION
CARROLL, IOWA
BOUNDARY INFORMATION
P:121156006-DRAWINGS\CIVIL\PLAT\SP-01.DWG
Page 40
DRAWING NO.
SHEET 1 OF 2

**FINAL PLAT
ROLLING HILLS SOUTH
FIFTH ADDITION
CITY OF CARROLL
CARROLL COUNTY, IOWA**

BOUNDARY DESCRIPTION:

A PARCEL OF LAND LOCATED IN THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 25, TOWNSHIP 84 NORTH, RANGE 35 WEST OF THE 5TH P.M., CARROLL COUNTY, IOWA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF SAID SECTION 25, THENCE ALONG THE SOUTH LINE OF SAID SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER S89°49'46"E, 1054.85 FEET; THENCE N00°08'16"E, 43.00 FEET TO THE NORTHERLY RIGHT OF WAY LINE OF WEST PLEASANT RIDGE ROAD AND THE POINT OF BEGINNING; THENCE ALONG THE WESTERLY LINE OF ROLLING HILLS SOUTH SECOND ADDITION N00°08'16"E, 180.26 FEET; THENCE ALONG THE SOUTHERLY LINE OF SAID ROLLING HILLS SECOND N89°53'24"W, 44.26 FEET; THENCE ALONG THE WESTERLY LINE OF SAID ROLLING HILLS SECOND N00°12'59"W, 114.06 FEET; THENCE ALONG THE SOUTHERLY LINE OF SAID ROLLING HILLS SECOND AND THE SOUTHERLY LINE OF ROLLING HILLS SOUTH THIRD ADDITION N89°50'18"W, 881.87 FEET TO THE EASTERLY RIGHT OF WAY OF U.S. HIGHWAY 71; THENCE ALONG SAID EASTERLY RIGHT OF WAY S03°18'43"W, 255.62 FEET TO SAID NORTHERLY RIGHT OF WAY OF WEST PLEASANT RIDGE ROAD; THENCE ALONG SAID RIGHT OF WAY S82°09'51"E, 291.93 FEET; THENCE CONTINUING ALONG SAID RIGHT OF WAY S89°49'57"E, 651.69 FEET TO THE POINT OF BEGINNING. DESCRIBED PARCEL CONTAINS 6.07 ACRES AND IS SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

DEDICATION:

KNOW ALL MEN BY THESE PRESENT: THAT 704 DEVELOPMENT CORPORATION, IS THE OWNER OF THE LAND DESCRIBED WITHIN THE PERIMETER DESCRIPTION AND EMBRACED WITHIN THIS PLAT AND HAVE CAUSED SAID LAND TO BE SUBDIVIDED INTO LOTS TO BE NAMED AND NUMBERED AS SHOWN; SAID SUBDIVISION TO BE HEREAFTER KNOWN AS ROLLING HILLS SOUTH FIFTH ADDITION. SAID OWNER HEREBY RATIFIES AND APPROVES OF THE DISPOSITION OF ITS PROPERTY AS SHOWN ON THIS PLAT. ALL STREET RIGHT-OF-WAY CONTAINED WITHIN THE PERIMETER OF THIS SUBDIVISION AS SHOWN HEREON ARE HEREBY TENDERED FOR PUBLIC USE. SAID OWNER FURTHER GRANTS PERPETUAL UTILITY EASEMENTS AND ELECTRICAL EASEMENTS TO THE CITY OF CARROLL AND ANY PUBLIC OR PRIVATE UTILITY FOR RECIPROCAL USE BY THE LICENSEES OF SAID SUBDIVISION TO BUILD, ERECT, MAINTAIN AND OR REPAIR THE FOLLOWING: WATERLINES, DRAINAGE FACILITIES, NATURAL GAS LINES, WIRES AND CABLES FOR CARRYING TRANSMISSION OF ELECTRICAL CURRENT FOR LIGHT, HEAT, POWER AND FOR THE TRANSMISSION AND RECEPTION OF SIGNALS AND SOUNDS OF ALL KINDS ON, OVER, THROUGH, UNDER AND ACROSS ALL STRIPS OF LAND LABELED AS UTILITY OR ELECTRICAL EASEMENTS ON THIS PLAT. THE GRADE, ELEVATION OR CONTOUR OF ANY PART OF THE EASEMENT AREA SHALL NOT BE CHANGED WITHOUT OBTAINING THE PRIOR WRITTEN CONSENT OF THE CITY OF CARROLL. NO LANDSCAPING OR STRUCTURE SHALL BE ERECTED OVER OR WITHIN THE EASEMENT AREA WITHOUT OBTAINING THE PRIOR WRITTEN APPROVAL OF THE CITY OF CARROLL.

MONUMENT DESCRIPTIONS (SEE SHEET 1):

- A = FOUND ½" REBAR - NW CORNER OF LOT 32 ROLLING HILLS SOUTH SECOND ADDITION
- B = FOUND ½" REBAR
- C = FOUND REBAR WITH YELLOW PLASTIC CAP - SW CORNER OF LOT 26 ROLLING HILLS SOUTH SECOND ADDITION
- D = FOUND REBAR WITH YPC #21443 - SW CORNER OF LOT 1 BLOCK 4 ROLLING HILLS SOUTH THIRD ADDITION
- E = FOUND 5/8" REBAR - SE CORNER OF LOT 1 BLOCK 5 ROLLING HILLS SOUTH THIRD ADDITION
- F = FOUND REBAR WITH YPC #21443 - SW CORNER OF LOT 1 BLOCK 5 ROLLING HILLS SOUTH THIRD ADDITION
- G = FOUND REBAR WITH YELLOW PLASTIC CAP
- H = FOUND REBAR WITH YELLOW PLASTIC CAP



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Cedar Rapids, IA | Fort Dodge, IA
North Liberty, IA | Sioux City, IA
Macon, MO | Columbia, MO
North Kansas City, MO
Lenexa, KS

NOTICE:
McClure Engineering Co. is not responsible or liable for any issues, claims, damages, or losses (collectively, "Losses") which arise from failure to follow these Plans, Specifications, and the engineering intent they convey, or for Losses which arise from failure to obtain and/or follow the engineers' or surveyors' guidance with respect to any alleged errors, omissions, inconsistencies, ambiguities, or conflicts contained within the Plans and Specifications.

IOWA CERTIFICATE OF AUTHORITY NO. 26887

REVISIONS

PROJECT INFO
211560-000

ENGINEER CFF **DRAWN BY** BAV **CHECKED BY** JSS

ROLLING HILLS SOUTH
FIFTH ADDITION
CARROLL, IOWA

BOUNDARY DESCRIPTION
AND DEDICATION

P:\21156000-DRAWING\SC\I\PLAT\PLAT5-FP-01.DWG

City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Aaron Kooiker, City Manager

FROM: Randall M. Krauel, Director of Public Works

DATE: January 17, 2024

SUBJECT: Water High Service Pump No. 1 Replacement

- Report of Bid Opening
- Consideration of Award of Contract

On January 16, Proposals for the construction of the Water High Service Pump No. 1 Replacement were received, opened and tabulated. Two Proposals were received as follows:

	<u>Group A</u>	<u>Group B</u>
King Construction	\$374,000.00	\$74,000.00
Woodruff Construction, Inc.	\$409,000.00	\$122,000.00

King Construction is the apparent lowest responsive, responsible bidder.

Based on the apparent low bid received, the project cost estimate is as follows:

Design Fees	\$46,165.00
Construction Fees	\$13,505.00
Construction Cost – Group A	\$374,000.00
Group B	<u>\$74,000.00</u>
Total	\$507,670.00

Proposed funding for the project is from the Water Utility Fund as follows:

Water Utility Fund – F.Y. 23-24 Re-estimate	\$525,000.00
---	--------------

The project schedule is as follows:

Construction Completion: Group B – Painting	December 31, 2024
Construction Completion: Group A – Pump & Motor	June 1, 2025

Water High Service Pump No. 1 Replacement
Report of Bid Opening
Consideration of Award of Contract
January 17, 2024
Page 2

In response to the Council concern during the plan hearing regarding the estimated cost of building piping repainting versus replacement, a budgetary opinion of probable cost has been prepared for piping replacement. The cost includes limited lead paint removal, removal and replacement of pipe, fittings and valves and coating the new piping and appurtenances. The budgetary opinion of probable cost is \$560,870.00.

RECOMMENDATION: Mayor and City Council consideration of passage and approval of the Resolution awarding the Contract for the Water High Service Pump No. 1 Replacement project to King Construction at their Group A bid price of \$374,000.00 and Group B bid price of \$74,000.00.

RMK:ds

attachments (2)

RESOLUTION NO. _____

RESOLUTION MAKING AWARD OF THE CONSTRUCTION CONTRACT FOR THE WATER HIGH SERVICE PUMP NO. 1 REPLACEMENT PROJECT.

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

WHEREAS, the following Proposal for the construction of public improvements described in general as Water High Service Pump No. 1 Replacement and further described in the plans and specifications heretofore adopted by this Council is the lowest responsive, responsible Proposal for said work as follows:

Contractor:	King Construction
Amount of Proposal:	Group A - \$374,000.00
	Group B - \$74,000.00
Portion of Project:	Group A & Group B;

and,

WHEREAS, the City Council has determined that award of the construction contract is in the best interest of the City and the residents thereof.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the contract with King Construction for the construction of the Water High Service Pump No. 1 Replacement project, is authorized and accepted, and that the Mayor and City Clerk are authorized to execute the contract on behalf of the City.

Passed and approved by the Carroll City Council this 22nd day of January, 2024.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Gerald H. Fleshner, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

SUMMARY OF PROPOSALS RECEIVED

Project: WATER HIGH SERVICE PUMP NO. 1 REPLACEMENT - 2024
 Date: January 16, 2024
 Location: City Hall

Sheet No. 1 of 1

ITEM NO.	REFERENCE NO.	DESCRIPTION	QUANTITY	UNIT	ENGINEER'S ESTIMATE		King Construction 104 Main Street P.O. Box 369 Wall Lake, IA 51466		Woodruff Construction, Inc. 1890 Kountry Lane Fort Dodge, IA 50501		UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
					UNIT PRICE	AMOUNT	PRICE	AMOUNT	PRICE	AMOUNT				
GROUP A														
1	Special	High Service Pump No. 1 Replacement, Complete	1.00	LS		\$286,800.00		\$374,000.00		\$409,000.00				
GROUP B														
2	Special	High Service Building Piping Repainting	1.00	LS		\$177,450.00		\$74,000.00		\$122,000.00				
AMOUNT OF PROPOSAL GUARANTEE						5% Min		5%		5%				
SURETY								Merchant's Bonding Company (Mutual)		Liberty Mutual Insurance Company				
COMMENTS														

I hereby certify that the above is a true and correct summary of proposals received.

Project Manager _____

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: January 17, 2024

SUBJECT: Southgate Road – Middle Raccoon River Storm Sewer Improvements

- Professional Services Agreement Amendment

During design of the Southgate Road – Middle Raccoon River Storm Sewer, it was determined that, due to the presence of utilities within the right-of-way, the storm sewer would need to be constructed under the roadway pavement. Construction of the storm sewer on that alignment requires removal and replacement of the majority of the roadway paving on Southgate Road and Southdale Drive within the project limits. The attached Removal Plans illustrate the proposed removal and replacement as cross-hatched. The highlighted areas would remain in place.

The proposed extensive pavement removal and replacement associated with storm sewer construction leads to the opportunity to consider complete pavement removal and replacement on Southgate Road and Southdale Drive within the project limits. Pavement removal and replacement also provides the opportunity to assess the sanitary sewer and water facilities.

It appears that there are at least three options to address the sanitary sewer and water facilities as follows:

- No improvements
- Remove and replace mains and services within paving
- Remove and replace services within paving

Preliminary estimated project costs are attached. The estimated project costs are summarized as follows:

Storm Sewer Project	\$3,390,800	
Pavement Replacement	\$900,000	
Storm Sewer & Pavement Replacement		\$4,290,800
Sanitary Sewer & Water Replacement	\$700,000	
Storm Sewer, Pavement and Sanitary Sewer & Water		\$4,990,800
Sanitary & Water Services	\$235,000	
Storm Sewer, Pavement and Sanitary & Water Services		\$4,525,800

Southgate Road – Middle Raccoon River Storm Sewer Improvements
Professional Services Agreement Amendment
January 17, 2024
Page 2

Additional work involving pavement replacement and sanitary sewer and water or services would delay construction for one year from 2024 to 2025.

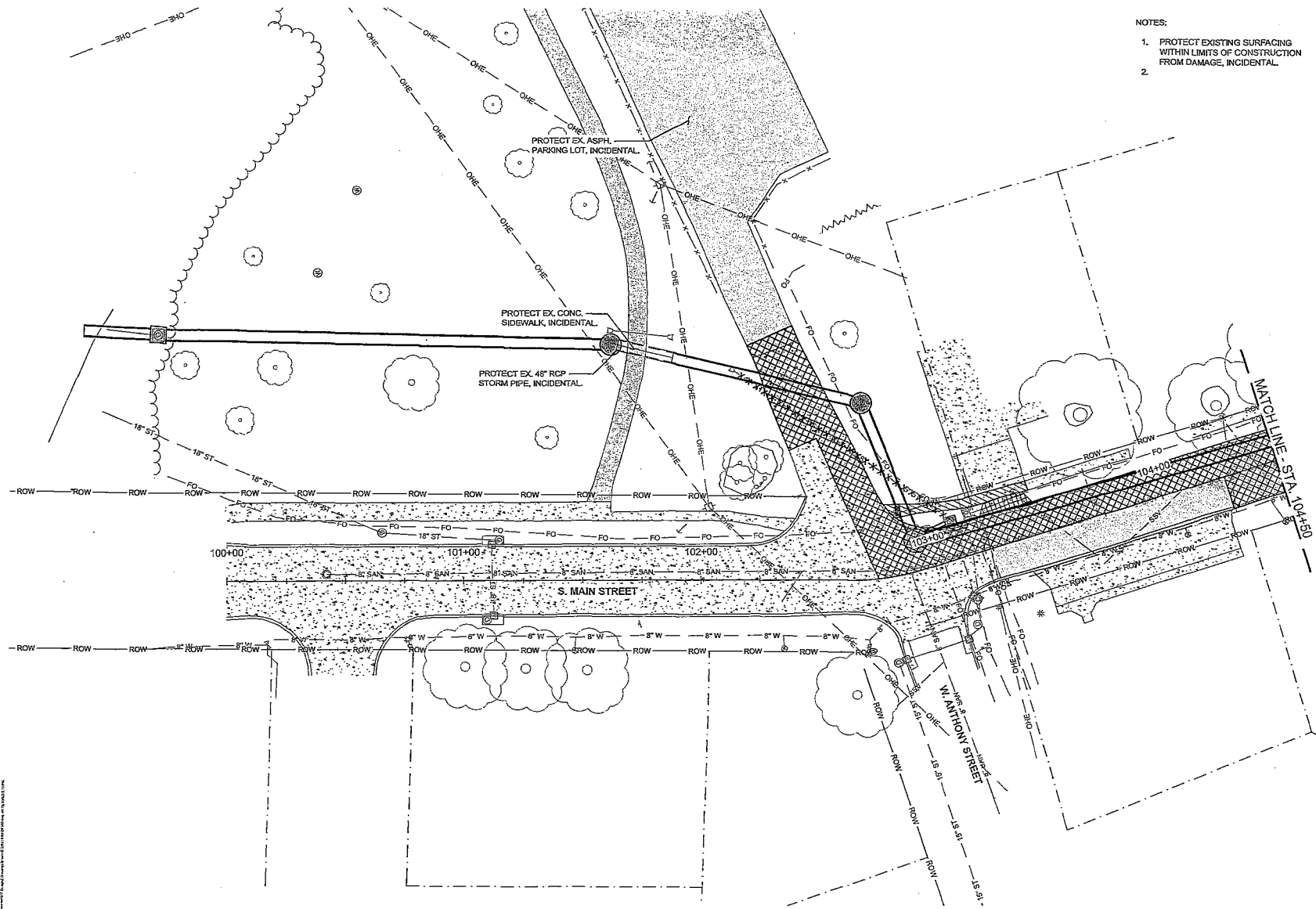
An Amendment to the Professional Services Agreement with JEO Consulting Group, Inc. has been prepared to add fees necessary for design development of complete pavement and sanitary and water service replacement. A copy of the Amendment is attached. The fees are summarized as follows:

Professional Services Agreement, 11-14-22	\$36,300.00
Amendment No. 1, 07-25-23	\$191,500.00
Amendment No. 2, Proposed	<u>\$98,980.00</u>
Total	\$326,780.00

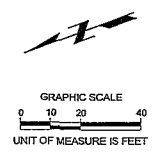
RECOMMENDATION: Mayor and City Council consideration of expansion of the Southgate Road – Middle Raccoon River Storm Sewer Improvement project to include pavement and sanitary and water services replacement and passage and approval of the Resolution approving the Agreement Amendment No. 2 with JEO Consulting Group, Inc. at a cost of \$98,980.00.

RMK:ds

attachments (4)



- NOTES:
1. PROTECT EXISTING SURFACING WITHIN LIMITS OF CONSTRUCTION FROM DAMAGE, INCIDENTAL.
 - 2.



2023
SOUTHGATE ROAD
TO MIDDLE RACCOON RIVER SSI
CARROLL, IOWA

REMOVAL PLANS
STA. 100+00 TO STA. 104+50

PRELIMINARY
NOT FOR
CONSTRUCTION
60%
DATE:
12/4/2023

PROJECT NO. 220216.DD
DATE 12/4/2023
DRAWN BY T.R.W.
FILE NAME 220216.DD-Demo-Plan
FIELD BOOK
FIELD CHIEF CARROLL, IOWA
JOB NO. 220216
PLAN NUMBER
DATE
65 PERCENT REVIEW
DATE
REVISIONS

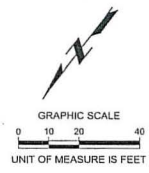
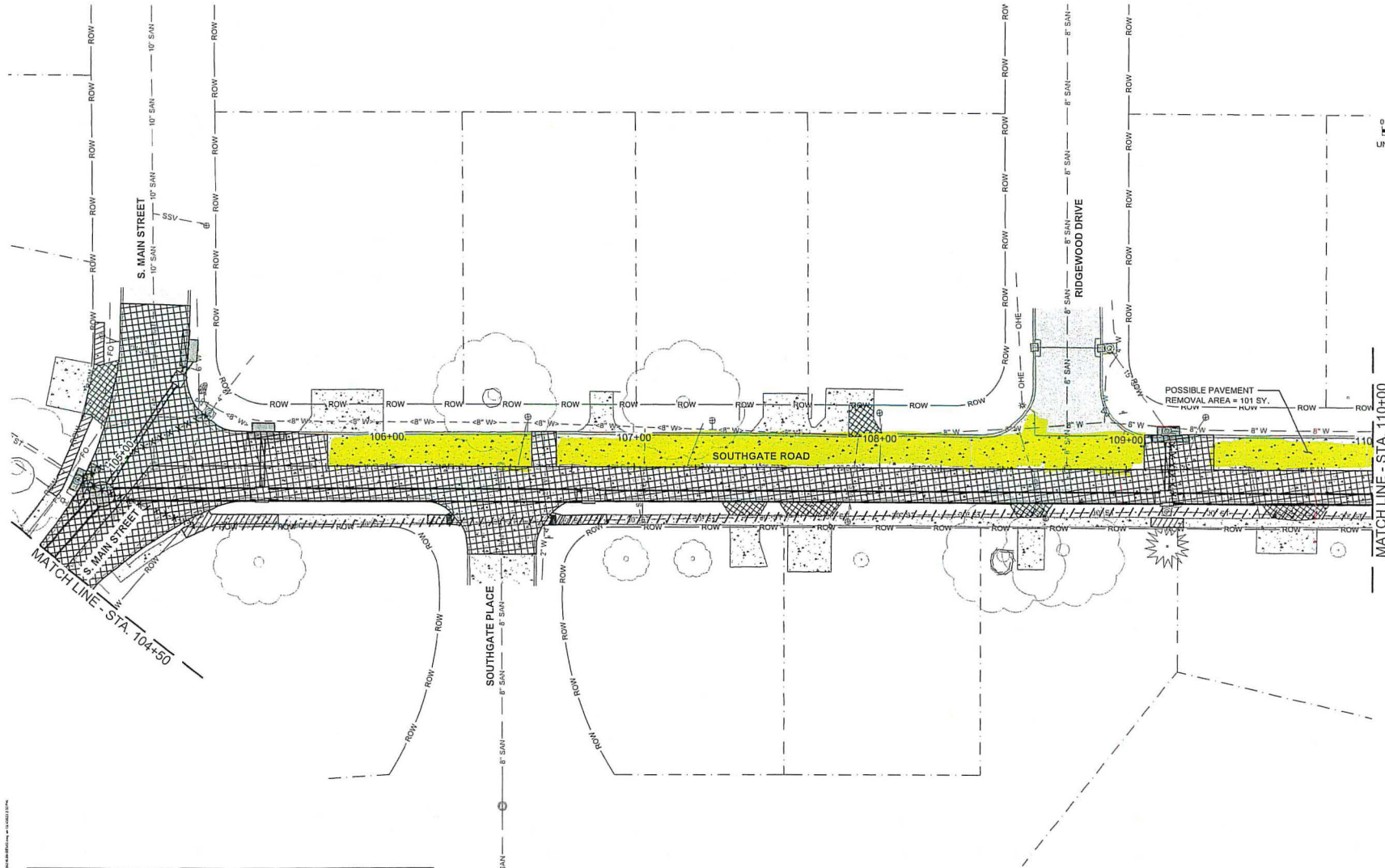


X X X REMOVE STORM SEWER			
STATION TO STATION	SIDE	DESCRIPTION	LIN. FT.
	LT.	REMOVE EX. 15" RCP	112

REMOVE SIDEWALK		
STATION TO STATION	SIDE	SQ. YDS.
102+82± TO 103+47±	LT.	28

REMOVE DRIVEWAY		
STATION TO STATION	SIDE	SQ. YDS.
103+23± TO 103+48±	LT.	13

REMOVE PAVING		
STATION TO STATION	SIDE	SQ. YDS.
102+18± TO 104+50	LT. & RT.	520



2023
SOUTHGATE ROAD
TO MIDDLE RACON RIVER SSI
CARROLL, IOWA

REMOVAL PLANS
STA. 104+50 TO STA. 110+00

PRELIMINARY
NOT FOR
CONSTRUCTION
60%
DATE:
12/4/2023

PROJECT NO 220216.00
DATE 12/4/2023
DRAWN BY T.R.W.
FILE NAME S-220216.00-DEMO.dwg
FIELD BOOK CARROLL 48
FIELD CREW J.R.
SURVEY FILE NO 220216
PLAN PROVIDED BY J.R.
REVISED BY J.R.
REVISIONS

Page 49

- - - ABANDON STORM SEWER			
STATION TO STATION	SIDE	DESCRIPTION	LIN. FT.
	RT.	ABANDON EX. 30" RCP	476

X · X · X REMOVE STORM SEWER			
STATION TO STATION	SIDE	DESCRIPTION	LIN. FT.
	LT. & RT.	REMOVE EX. 36" RCP	53
	LT.	REMOVE EX. 18" RCP	60
	LT. & RT.	REMOVE EX. 15" RCP	27

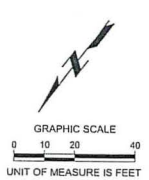
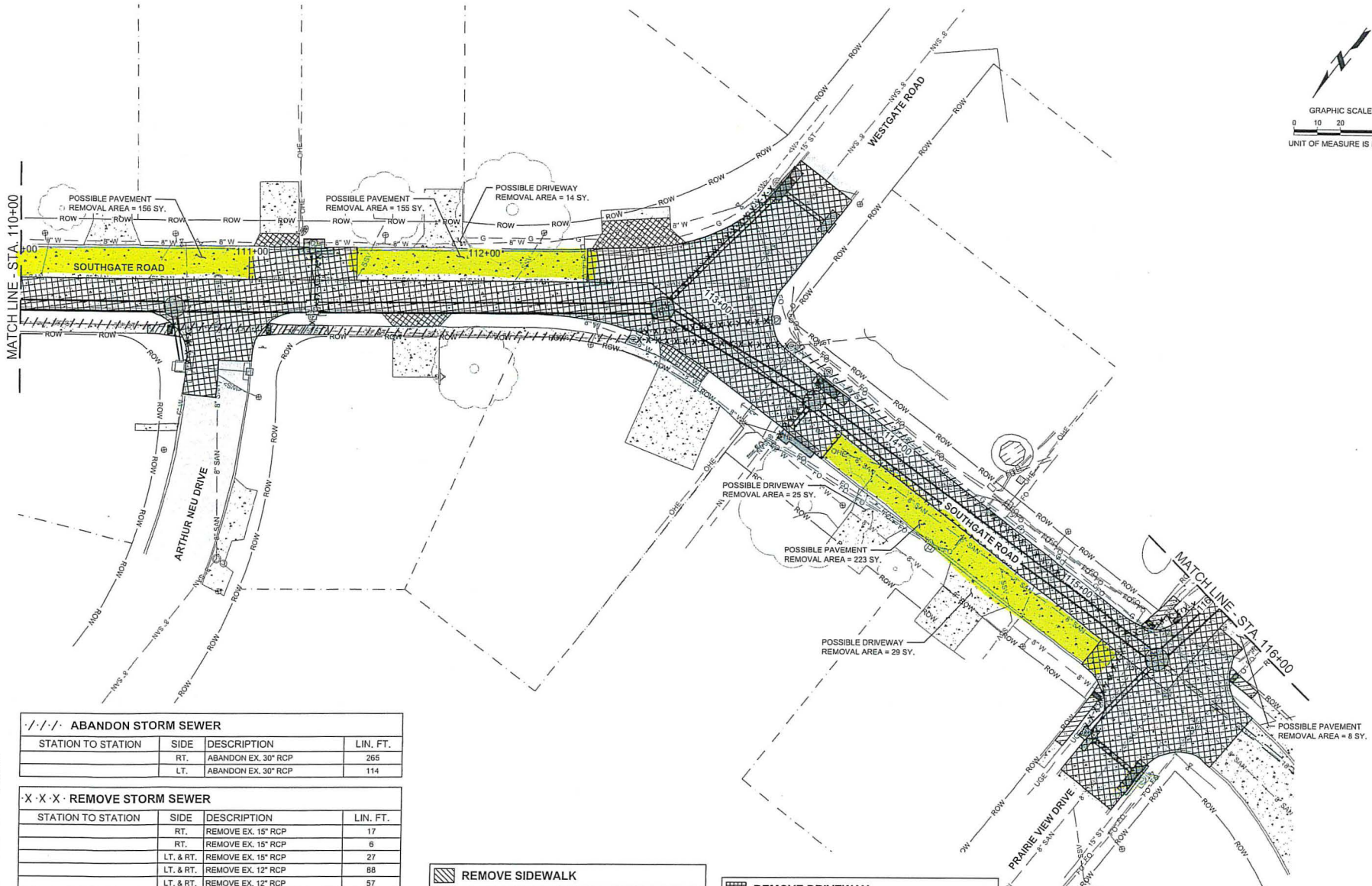
REMOVE SIDEWALK			
STATION TO STATION	SIDE	SQ. YDS.	
104+69± TO 105+05±	LT.	15	
105+05± TO 105+05±	LT.	7	
105+18± TO 105+56±	RT.	20	
106+19± TO 106+31±	RT.	5	
106+62± TO 106+90±	RT.	11	
109+10± TO 109+24±	RT.	6	

REMOVE DRIVEWAY			
STATION TO STATION	SIDE	SQ. YDS.	
104+69± TO 105+05±	LT.	25	
107+35± TO 107+55±	RT.	10	
107+54± TO 107+85±	RT.	14	
107+87± TO 108+02±	LT.	15	
108+52± TO 108+71±	RT.	9	
109+55± TO 109+83±	RT.	17	

REMOVE PAVING		
STATION TO STATION	SIDE	SQ. YDS.
104+50 TO 110+00	LT. & RT.	1,435



D.2



2023
SOUTHGATE ROAD
TO MIDDLE RACCOON RIVER SSI
CARROLL, IOWA

REMOVAL PLANS
STA. 110+00 TO STA. 116+00

PRELIMINARY NOT FOR CONSTRUCTION
60% DATE: 12/4/2023
PRELIMINARY

PROJECT NO: 220216.00
DATE: 12/4/2023
DRAWN BY: T.R.W.
FILE NAME: S:\2022\10-03\2023\J.R. CARROLL\DWG\2023-10-03-10-03-10-03.dwg
FIELD BOOK: CARROLL 49
FIELD DRAW: J.R.
SURVEY FILE NO: 220216
PLAN IN HAND: J.R.
IN FIELD REVIEW: J.R.
DATE: 12/4/2023
REVISIONS:

Page 50
D.3

- - - - ABANDON STORM SEWER			
STATION TO STATION	SIDE	DESCRIPTION	LIN. FT.
	RT.	ABANDON EX. 30" RCP	265
	LT.	ABANDON EX. 30" RCP	114

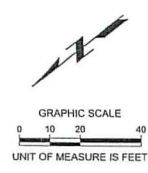
X X X REMOVE STORM SEWER			
STATION TO STATION	SIDE	DESCRIPTION	LIN. FT.
	RT.	REMOVE EX. 15" RCP	17
	RT.	REMOVE EX. 15" RCP	6
	LT. & RT.	REMOVE EX. 15" RCP	27
	LT. & RT.	REMOVE EX. 12" RCP	88
	LT. & RT.	REMOVE EX. 12" RCP	57
	LT. & RT.	REMOVE EX. 30" RCP	67
	LT. & RT.	REMOVE EX. 12" RCP	38
	LT.	REMOVE EX. 30" RCP	80
	LT. & RT.	REMOVE EX. 18" RCP	46
	RT.	REMOVE EX. 15" RCP	27
	LT.	REMOVE EX. 30" RCP	34

REMOVE SIDEWALK			
STATION TO STATION	SIDE	SQ. YDS.	
110+55± TO 110+71±	RT.	7	
111+02± TO 111+34±	RT.	13	
115+31± TO 115+92±	LT.	11	
115+34± TO 115+40±	RT.	13	
115+78± TO 115+84±	RT.	7	

REMOVE DRIVEWAY			
STATION TO STATION	SIDE	SQ. YDS.	
111+00± TO 111+21±	LT.	12	
111+56± TO 111+87±	RT.	16	
112+46± TO 112+74±	LT.	45	
112+91± TO 113+17±	RT.	16	

REMOVE PAVING			
STATION TO STATION	SIDE	SQ. YDS.	
110+00 TO 116+00	LT. & RT.	1,963	





2023
SOUTHGATE ROAD
TO MIDDLE RACCOON RIVER SSI
CARROLL, IOWA

REMOVAL PLANS
STA. 116+00 TO STA. 121+00

PRELIMINARY
NOT FOR
CONSTRUCTION
60%
DATE
12/4/2023

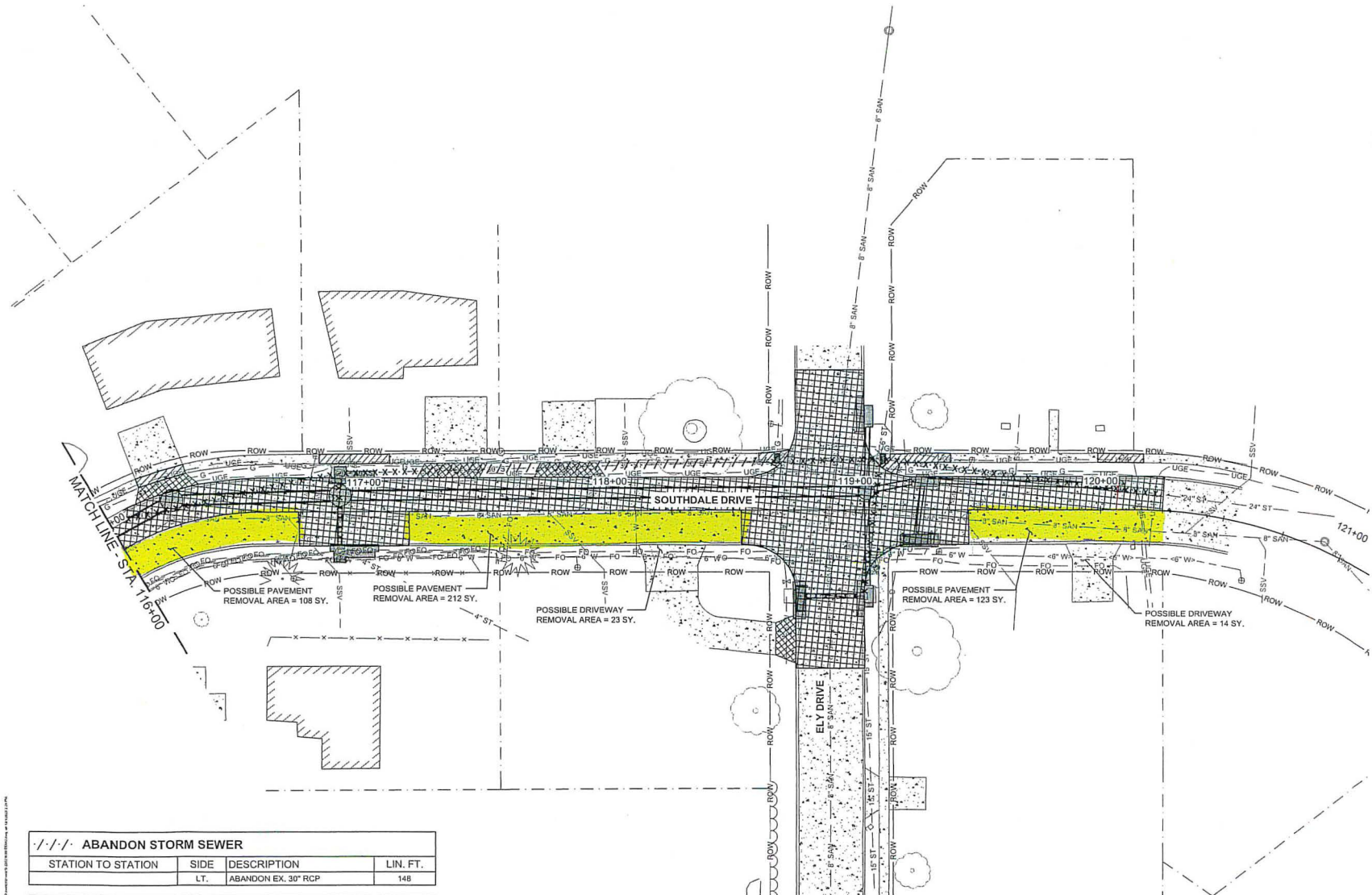
PROJECT NO. 220216.00
DATE 12/4/2023
DRAWN BY T.R.W.
FILE NAME S:\2022\18-00-DEM01.dwg
FIELD BOOK CARROLL 49
FIELD CREW J.R.
SURVEY FILE NO. 220216

PLAY PLINGS
INSET
DATE
12/4/2023
REVISIONS

Page 51



D.4



- - - ABANDON STORM SEWER			
STATION TO STATION	SIDE	DESCRIPTION	LIN. FT.
	LT.	ABANDON EX. 30" RCP	148

X · X · X REMOVE STORM SEWER			
STATION TO STATION	SIDE	DESCRIPTION	LIN. FT.
	LT.	REMOVE EX. 30" RCP	130
	LT. & RT.	REMOVE EX. 15" RCP	27
	LT.	REMOVE EX. 30" RCP	40
	LT. & RT.	REMOVE EX. 18" RCP	57
	RT.	REMOVE EX. 15" RCP	27
	LT.	REMOVE EX. 24" RCP	116

REMOVE SIDEWALK			
STATION TO STATION	SIDE	SQ. YDS.	
116+15± TO 116+32±	LT.	9	
116+81± TO 117+11±	LT.	12	
118+60± TO 118+74±	LT.	6	
119+10± TO 119+39±	LT.	13	
119+98± TO 120+17±	LT.	8	

REMOVE DRIVEWAY			
STATION TO STATION	SIDE	SQ. YDS.	
116+11± TO 116+36±	LT.	15	
117+21± TO 117+51±	LT.	17	
117+69± TO 117+99±	LT.	17	
118+67± TO 118+76±	RT.	15	

REMOVE PAVING			
STATION TO STATION	SIDE	SQ. YDS.	
116+00 TO 120+25	LT. & RT.	1,207	

S:\2022\18-00-DEM01.dwg
 12/4/2023 10:00 AM
 T.R.W.
 CARROLL 49
 J.R.
 220216

Southgate Road - Middle Raccoon River Storm Sewer Improvements

Preliminary Estimated Project Cost Estimates

	<u>Current Storm Sewer</u>	<u>Add Pavement Replace</u>	<u>Add San. Sewer Water</u>	<u>Add Services Only</u>
Estimated Project Cost				
Drainage Evaluation, F.Y. 22-23	\$36,300			
Design Services, F.Y. 22-23	\$191,500			
Design Services, F.Y. 24-25		\$65,000	\$100,000	\$35,000
Construction Services, F.Y. 24-25	\$147,500			
Legal, Fiscal, Etc., F.Y. 24-25	\$43,000			
Construction, F.Y. 24-25	\$2,972,500			
Construction, F.Y. 25-26		\$835,000	\$600,000	\$200,000
Total	\$3,390,800	\$900,000	\$700,000	\$235,000
Budget/Funding				
Storm Water Utility, F.Y. 22-23	\$175,000			
Storm Water Utility, F.Y. 23-24	\$55,000			
Storm Water Utility, F.Y. 24-25	\$1,355,000	\$65,000		
Storm Water Utility, F.Y. 25-26				
Water Utility, F.Y. 25-26			\$350,000	\$117,500
Sewer Utility, F.Y. 25-26			\$350,000	\$117,500
G.O. Bond, F.Y. 24-25	\$1,805,800			
G.O. Bond, F.Y. 25-26		\$835,000		
Total	\$3,390,800	\$900,000	\$700,000	\$235,000

RESOLUTION NO. _____

RESOLUTION APPROVING THE AGREEMENT AMENDMENT NO. 2 WITH JEO CONSULTING GROUP, INC. FOR PROFESSIONAL SERVICES FOR THE STORMWATER IMPROVEMENTS 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, a Professional Services Agreement Amendment No. 2 for the development of the Stormwater Improvements project has been prepared with JEO Consulting Group, Inc.; and,

WHEREAS, the City Council has determined that the Professional Services Agreement Amendment No. 2 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 Professional Services Agreement Amendment No. 2 with JEO Consulting Group, Inc. for the Stormwater Improvements project is approved and the Mayor is authorized to execute the Agreement Amendment on behalf of the City.

Passed and approved by the Carroll City Council this 22nd day of January, 2024.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Gerald H. Fleshner, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk



**AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 2**

The Effective Date of this Amendment is: January 22, 2024.

ARTICLE 1 – BACKGROUND DATA

Effective Date of Owner-Engineer Agreement: **November 14, 2022**
Owner: **City of Carroll, Iowa**
Engineer: **JEO Consulting Group, Inc.**
Project: **Carroll 2022 Stormwater Improvements (220216.00)**

ARTICLE 2 – NATURE OF AMENDMENT

- Additional Services to be performed by Engineer
- Modifications to services of Engineer
- Modifications of payment to Engineer

ARTICLE 3 – DESCRIPTION OF MODIFICATIONS

Revise existing 60% design to include Pavement and Roadway design, reconstruction of water and sanitary services in the vicinity of the new pavement as described in Appendix A.

ARTICLE 4 – AGREEMENT SUMMARY

Original agreement amount:	\$ <u>36,300.00</u>
Net change for prior amendments:	\$ <u>191,500.00</u>
This amendment amount:	\$ <u>98,980.00</u>
Adjusted Agreement amount:	\$ <u>326,780.00</u>

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit B.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this, or previous Amendments remain in effect.

OWNER:

ENGINEER: **JEO Consulting Group, Inc.**

By:

Print name: Gerald H. Fleshner

Title: Mayor

Date Signed: _____



By:

Print name: Kevin Kruse, PE

Title: Project Manager

Date Signed: 01/18/2024



**SCOPE OF SERVICES:
Exhibit A**

PROJECT UNDERSTANDING:

City of Carroll, Iowa: See original agreement dated 11/14/2022 and Amendment No. 1 dated 07/25/2023.

During the 60% plan review of the storm sewer improvements held in December 2023, it was determined that as much as half of the existing pavement would need to be removed and replaced on Southgate Rd. from Main St. to Prairie View Dr. and on Southdale Dr. from Southgate Rd. to Ely Circle. This removal/replacement is required due to the alignments of other public and private utilities in the area. The cost of this pavement removal/replacement (approximately half-width) was included in the conceptual budget presented in the *Rolling Hills Drainage Evaluation* and the construction estimate provided at the 60% stage is not materially different than that included in the evaluation.

Based on the age and condition of the existing pavement, and the scope of proposed removals from the 60% design, the city has requested to include the design of a full width pavement removal and replacement including the design and removal of water and sanitary service lines throughout the project corridor. Additionally, the City has requested to include in the design removal and replacement of water and sanitary services within the right of way. These additional design elements will be combined with the storm sewer replacement plans currently at 60% completion stage and advanced to a full bid package for the entire street corridor.

PROJECT APPROACH:

TASK 1: Water System Final Design:

- Based on the City's feedback, water system design will include removal and replacement of all water service lines throughout the project corridor from the existing water main connection to the edge of Right of Way.
- Final drawings will include plan view and materials of service reconstruction. Proposed profiles of the services lines will not be included part of the final plans.
- JEO will develop a Preliminary Design of the water system and will incorporate into the already existing 60% stormwater improvement package.
- JEO will review this complete 60% package with the Public Works Director and review updated total project cost opinions.
- Following receipt of comments from the Public Works Director, JEO will advance the design to a 95% complete stage and facilitate a review with the Public Works Director. It is anticipated that this package will include water system, stormwater, sanitary (if authorized for advancement) and pavement removal/replacement.
- Create final plan and specification set for construction and sign and seal by an engineer registered in the State of Iowa.
- JEO is already anticipating a final presentation to the City Council to ask for acceptance of the plans and authorization to advertise for a public bidding. This presentation will include a review of all proposed work within the corridor.

Task 1 Meetings:

- 60% design review meeting held in conjunction with the sewer and pavement review meetings.
- 95% design review meeting will be held in conjunction with the review meeting already scoped in the stormwater improvement design amendment.

Task 1 Deliverables:

- 60% water system improvement design incorporated into currently developed 60% stormwater plans and any sanitary or roadway improvements as directed within the corridor.
- Updated 60% Opinion of Cost for all improvements (water, sanitary, storm, pavement).
- 95% Draft Design Plans
- 95% Special Provisions
- 100% Design Plans
- 100% Special Provisions
- 100% Opinion of Probable Cost

Task 1 Understandings/Assumptions

- At this time, it is assumed that the recommendations of the water system evaluation will be removal and replacement of water service lines only.
- The design for the water system will be incorporated into a full corridor design package including the stormwater, sanitary (if authorized for advancement) and pavement improvements.

TASK 2: Sewer System Final Design

- The scope of the Sanitary Sewer Design is limited to removal and replacement of Sanitary Services throughout the project corridor. Removal and replacement will be done from the existing sanitary main for approximately 20 feet and tie into the existing services. This will ensure the extent of the newly constructed services will be outside the limits of the proposed pavement.
- Final drawings will include plan view and materials of service reconstruction. Proposed profiles of the services lines will not be included part of the final plans.
- JEO will develop a Preliminary Design of the sanitary system and will incorporate into the already existing 60% stormwater improvement package.
- JEO will review this complete 60% package with the Public Works Director and review updated total project cost opinions.
- Following receipt of comments from the Public Works Director, JEO will advance the design to a 95% complete stage and facilitate a review with the Public Works Director. It is anticipated that this package will include water system (if authorized for advancement), stormwater, sanitary and pavement removal/replacement.
- Create final plan and specification set for construction and sign and seal by an engineer registered in the State of Iowa.
- JEO is already anticipating a final presentation to the City Council to ask for acceptance of the plans and authorization to advertise for a public bidding. This presentation will include a review of all proposed work within the corridor.

Task 2 Meetings:

- 60% design review meeting held in conjunction with the water and pavement review meetings.
- 95% design review meeting will be held in conjunction with the review meeting already scoped in the stormwater improvement design amendment.

Task 2 Deliverables:

- 60% sanitary system improvement design incorporated into currently developed 60% stormwater plans and any water or roadway improvements as directed within the corridor.
- Updated 60% Opinion of Cost for all improvements (water, sanitary, storm, pavement).
- 95% Draft Design Plans

- 95% Special Provisions
- 100% Design Plans
- 100% Special Provisions
- 100% Opinion of Probable Cost

Task 2 Understandings/Assumptions

- It is assumed that the recommendations of the sanitary sewer system evaluation removal and replacement of sanitary service lines only.
- The design for the sanitary system will be incorporated into a full corridor design package including the stormwater, water and pavement improvements.

TASK 3: Pavement Removal/Replacement Design

- JEO will develop a full width pavement removal and replacement design for the entire corridor as described above. It is anticipated that the horizontal geometrics will be as similar as possible to the existing conditions including an approximately 28' (back of curb to back of curb) pavement width. The vertical alignment may be adjusted slightly to coordinate with the on-going storm sewer improvements.
- JEO will develop a Preliminary Design of the pavement and will incorporate into the already existing 60% stormwater improvement package.
- JEO will review this complete 60% package with the Public Works Director and review updated total project cost opinions.
- Following receipt of comments from the Public Works Director, JEO will advance the design to a 95% complete stage and facilitate a review with the Public Works Director. It is anticipated that this package will include water system (if authorized for advancement), stormwater, sanitary (if authorized for advancement) and pavement removal/replacement.
- Create final plan and specification set for construction and sign and seal by an engineer registered in the State of Iowa.
- JEO is anticipating a final presentation to the City Council to ask for acceptance of the plans and authorization to advertise for a public bidding. This presentation will include a review of all proposed work within the corridor.

Task 3 Meetings:

- 60% pavement design incorporated into currently developed 60% stormwater plans and any sanitary or water improvements as directed within the corridor.
- Updated 60% Opinion of Cost for all improvements (water, sanitary, storm, pavement).
- 95% Draft Design Plans
- 95% Special Provisions
- 100% Design Plans
- 100% Special Provisions
- 100% Opinion of Probable Cost

Task 3 Deliverables:

- Plans, specifications, and contract documents of the project to prospective bidders.
- Formal responses to questions during bidding phase.
- Written recommendation on bid.

Task 3 Understandings/Assumptions

- The design for the paving removal/replacement will be incorporated into a full corridor design package including the stormwater, water and sewer (if authorized for advancement) improvements.
- Geometrics for the pavement design will be very similar to the existing conditions.
-

OWNER RESPONSIBILITIES

The Owner must provide the following information to the Engineer:

- One project contact
- Timely plan reviews
- Utility locates for public utilities and contacts for private utilities.

FEE

JEO proposes to provide the services defined above for the fees defined below:

Task	Fee
Task 1 – Water System Final Design	\$17,500.00
Task 2 – Sanitary Sewer Final Design	\$17,500.00
Task 3 – Pavement and Roadway Final Design	\$63,980.00
Total	\$98,980.00

Any additional services beyond the Scope of Service will be provided on a billable time basis in accordance with our standard Hourly Rate Schedule.

Progress Payments

- JEO will bill for services completed near the end of each month. All invoices are due payable upon receipt and are considered delinquent after 30 days.
- Invoices not paid within 30 days may be charged interest at the annual rate of 12% (1.0%/month).
- Payments will be applied first to the interest then principal.
- Work by JEO will cease if invoices have not been paid in full within 60 days and will not begin again until full payment with interest has been received.

CONTRACT TIME

- JEO will work as expeditiously as possible, pending authorization from Owner to complete the tasks in this project.
- The following is the estimated time frame for this project. All calendar days are estimated, subject to acceptance day by Owner.

Milestone	Calendar Days	Completion Date
Water, Sewer and Pavement 60% Design	90	May 24, 2024
Corridor 95% Design	90	August 20, 2024
Final Plans, Special Provisions and Bid Documents	30	September 21, 2024

- If the Basic Services covered by this Agreement have schedule delays through no fault of JEO, extension or adjustment of JEO's services beyond that time shall be compensated as additional services.
- The information in this proposal and fee estimate is valid Feb 1, 2024. After that time, the scope of services and estimated are subject to adjustment.

EXCLUSIONS

- Geotechnical investigation of subsurface soils conditions.
- Any permit fees associated with permit applications.
- Construction Services are anticipated to be addressed with a separate authorization or handled by City Staff.
- Special meetings and meetings or site visits not outlined in the Scope of Services.
- Any other item not outlined in the scope of services.

REIMBURSABLE EXPENSES

- Typical reimbursable expenses are included in the lump-sum and cover: mileage for trips required to complete the work defined above, long-distance phone calls, meals, other travel expenses, software, copies/prints, and faxes.
- Other reimbursable expenses shall be billed at 110% of their cost. (None are anticipated on this project).


City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Honorable Mayor and City Council Members
FROM: Aaron Kooiker, City Manager 
DATE: January 18, 2024
SUBJECT: Proposed Agreement with City Attorney for Services

Mr. David Bruner has served as City Attorney since October 2007 under an agreement signed at that time. Adjustments to that agreement were approved by the Council on January 30, 2012, January 28, 2015, and January 23, 2017.

Mr. Bruner proposes the attached agreement, which adjusts portions of the 2017 agreement: monthly retainer from \$600 to \$750; hourly work from \$134 to \$170 and litigation work from \$150 to \$180 per hour. He submits the agreement to the City Council for consideration. Mr. Bruner has charged the city approximately 60% of his regular hourly rate and has been willing to receive this reduced rate since 2007.

City Staff has a good working relationship with Mr. Bruner and finds his timeliness and quality to be very helpful in conducting the work of the City. Mr. Bruner's institutional knowledge and willingness to assist the City with ordinance writing and review along with general counsel is invaluable to staff.

RECOMMENDATION: Staff would recommend a motion approving the attached resolution approving the City Attorney Agreement.

RESOLUTION NO. _____

A RESOLUTION APPROVING AN AGREEMENT WITH CITY ATTORNEY

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

WHEREAS, the City Attorney Agreement is attached hereto as Exhibit “A”; and

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

NOW, THEREFORE, BE IT RESOLVED that the City Attorney Agreement, attached as Exhibit “A”, be authorized and approved, and that the Mayor and City Clerk are authorized to execute the contract on behalf of the City of Carroll.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 22nd day of January, 2024.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

BY: _____
Gerald H. Fleshner, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

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CITY ATTORNEY AGREEMENT

The City of Carroll (City) and David S. Bruner (Attorney) enter into the following agreement:

1. The City hereby retains the Attorney as its City Attorney.
2. According to the City Code Chapter 21, the continued employment and term of this agreement is subject to City Council approval. Therefore there is no definite term nor expiration date since the Attorney serves at the will of the City Council.
3. The Attorney's duties are provided in Chapter 21 of the Carroll City Code.
4. The City understands and agrees that the Attorney is bound by the Rules of Professional Conduct. According to those rules, the Attorney is entering into a general retainer agreement with the City plus the following agreement for fees and expenses:
 - a. The Attorney will be paid a general retainer of \$750 per month. This retainer includes compensation for Attorney's attendance at two regular City Council meetings per month, and according to the Rules of Professional Conduct, is a commitment by the Attorney to avoid taking cases or clients which would conflict with the interests of the City.
 - b. Hourly fees will be in two parts:
 1. City General. For most work for the City, the Attorney will be paid the sum of \$170 per hour, billed monthly, broken down by the tenth of an hour. These fees are subject to change on reasonable notice by Attorney to the City and acceptance by the City Council.
 2. Litigation. When the City is involved in litigation with the Attorney representing the City, whether it be court action or administrative proceedings in contested cases, the litigation hourly fee will be \$185 per hour also billed monthly and broken down by the tenth of an hour. These fees are subject to change on reasonable notice by Attorney to the City and acceptance by the City Council.
 - c. Out-of-pocket-expenses. The Attorney will be reimbursed for any out-of-pocket expenses including mileage at the IRS rate, plus such normal costs and expenses as photocopies, faxes, long distance charges, extraordinary postage, and other out-of-pocket expenses.
 - d. Library expenses. The Attorney will be reimbursed by the City for reasonable and necessary law library expenses and/or computerized research expenses that are directly related to his employment as City Attorney.
 - e. In addition to any fees or retainer, Attorney will be reimbursed for any dues that he advances to join any professional association such as the Iowa Municipal Attorneys Association that are directly related to his work as City Attorney. He will also be reimbursed for the cost of registration and mileage to any seminars that are directly related to his continuing education as City Attorney and if a portion of a seminar would be so related, Attorney will prorate the costs of the seminar and the mileage accordingly.
 - f. The new rates will begin July 1, 2024.

Signed this 22nd day of January, 2024.

CITY OF CARROLL

By: _____
Gerald H. Fleshner, Mayor

David S. Bruner

By: _____
Laura A. Schaefer, City Clerk

m:\janet\word\dsb\0-1850\doc-23\city attorney agreement - 24

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: January 17, 2024

SUBJECT: Sidewalk Agreement Cancellation

On November 8, 1993, the City entered into an Agreement with Gregory J. Siemann and Carolyn M. Siemann for the reconstruction of sidewalk. A copy of the Agreement is attached. Timber Creek Subdivision requirements included construction of sidewalk meeting City requirements on the northside of Pleasant Ridge Road. The Siemann's constructed sidewalk meeting City requirements along their lot frontage on the north side of Pleasant Ridge Road with the exception of the west 16 feet. Due to physical limitations, the west 16 feet could not be constructed to meet City requirements. The Agreement included that, at the time that the property owner to the west of the Siemann's installed a sidewalk conforming to City requirements, the Siemann's would remove the west 16 feet of nonconforming sidewalk and replace it with sidewalk conforming to City requirements.

The property owner to the west of Siemann's has constructed a sidewalk conforming to the requirements of the City. The Siemann's have removed the west 16 feet of nonconforming sidewalk adjacent to their property and replaced it with sidewalk that conforms to City requirements.

The Siemann's are requesting that the City now approve a Cancellation of Sidewalk Agreement. A copy of the Cancellation of Sidewalk Agreement is attached. It agrees that the requirements of the original Agreement have been satisfied in full and cancels it.

RECOMMENDATION: Mayor and City Council consideration of approval of the Cancellation of Sidewalk Agreement.

RMK:ds

attachments (2)

STATE OF IOWA	and Dist. No. 1654
County of Carroll	
Filed for record on	NOV 12 1993
at 1:00 o'clock P.M.	and recorded in
Book 119	Page 331
Fee \$	NANCY L. PUDENZ, Co. Recorder

SIDEWALK AGREEMENT

This Agreement entered into this 8th day of November, 1993 by and between Gregory J. Siemann and Carolyn M. Siemann, husband and wife, hereinafter known as Siemann, and the City of Carroll, Iowa.

WHEREAS, Siemanns are the owners of

Lot 1, Block 1, Timber Creek Subdivision to the City of Carroll, Carroll County, Iowa, and,

WHEREAS, the regulations of the City of Carroll, Iowa require that a sidewalk which meets the current City requirements be installed along the entire street frontage of the Siemann's lot, and

WHEREAS, the property lying to the west of the Siemann property is not required, at this point and time, to have sidewalks installed, and

WHEREAS, the topography of the property to the immediate west of the Siemann property would make it burdensome to install the entire Siemann sidewalk according to Carroll requirements,

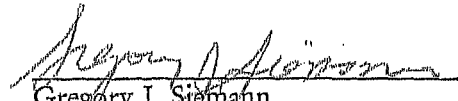
WHEREAS, the installation of a sidewalk according to the Carroll requirements could potentially result in the creation of a hazard and could require the expense of moving guy wires for a Midwest Power utility pole.


IT IS HEREBY AGREED AS FOLLOWS:

1. Siemann's agree to install a sidewalk which meets or exceeds the requirements of the City of Carroll adjacent to their property except that the West 16 feet of said sidewalk will vary from the requirements in that it will be raised to a point at its west end some eight inches higher than City requirements in order to blend in with existing topography.

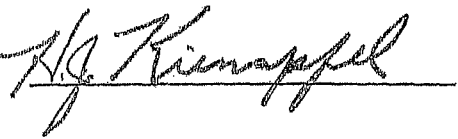
2. At the time that the property owner to the immediate west of the Siemann property installs a sidewalk conforming to the City specifications, then Siemann's agree to remove the sidewalk installed in Paragraph 1 and to install a sidewalk which complies with City requirements over the west 16 feet of their property.

3. This Agreement shall be covenant running with the land and shall bind the executors, heirs, assigns of the Siemanns. The Agreement shall be filed in the office of the Carroll County Recorder.


Gregory J. Siemann


Carolyn M. Siemann

City of Carroll

BY: 

return to
Sharon Siemann
51401

CANCELLATION OF SIDEWALK AGREEMENT

WHEREAS, Gregory J. Siemann and Carolyn M. Siemann, husband and wife, are the owners of Lot 1, Block 1, Timbercreek Subdivision to the City of Carroll, Carroll County, Iowa, and;

WHEREAS, on or about November 8, 1993, the Siemann's entered into a sidewalk agreement with the City of Carroll, Iowa, which was filed of record on November 12, 1993, in Book 119, Page 331, of the Records of the Carroll County Recorder's Office, and;

WHEREAS, according to the original agreement, the West 16-feet of the Siemann's sidewalk on the south side of their property, was not in conformance with city specifications, and;

WHEREAS, in November of 2023, the neighbor to the immediate West of the Siemann property, namely Matt Greteman, installed a sidewalk on the South side of his property, conforming to city specifications, and;

WHEREAS, the West 16-feet of the prior Siemann sidewalk was removed and new sidewalk was poured which conformed to city specifications making the old sidewalk agreement unnecessary.

IT IS HEREBY AGREED AS FOLLOWS:

1. The original sidewalk agreement of November 8, 1993, filed of record on November 12, 1993, in Book 119, Page 331, of the Records of the Carroll County Recorder's Office is cancelled and the requirements of the original sidewalk agreement have been satisfied in full.

Dated this _____ day of December, 2023.

Gregory J. Siemann

Carolyn M. Siemann

City of Carroll, Iowa

BY: _____

City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Aaron Kooiker, City Manager

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

DATE: January 18, 2024

SUBJECT: FY 2024/2025 Budget Overview

City staff has been working the past few months on preparing the FY 2024/2025 budget for your consideration. Budget books will be distributed to Council at the Council meeting on Monday, January 22, 2024, with the electronic version available later next week. Staff will provide a brief overview of the proposed budget with the following budget work sessions scheduled:

- Monday, February 5, 2024 at 5:15PM
- Wednesday, February 7, 2024 at 5:15PM

CARROLL AIRPORT COMMISSION

Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Wednesday, January 10, 2024, at the Arthur Neu Airport. Commission members in attendance were Norman Hutcheson, Greg Siemann, Gene Vincent and Kevin Wittrock. Also attending were Don Mensen, airport manager and Carol Schoeppner, recording secretary. Dick Fulton did not attend. Chairman Hutcheson conducted the 5:30 P.M. meeting.

MINUTES

The minutes from the previous meeting were reviewed by the Commission. A motion by Comm. Siemann and seconded by Comm. Vincent was made to approve the minutes. All present voted aye. Nays: None Abstain: None Absent: Dick Fulton Motion carried 4-0.

CHARTER SERVICE

The single engine part 135 charter service was discussed. A motion by Comm. Siemann and seconded by Comm. Wittrock was made to have Don take steps to suspend the part 135 certificate. All present voted aye. Nays: None Abstain: None Absent: Dick Fulton. Motion carried 4-0. Comm. Siemann will have a new contract at the next meeting for Carroll Aviation.

TOPICS DISCUSSED:

Chairman Hutcheson and Comm. Siemann will present and discuss the 2024/2025 budget to the Carroll City Council on January 22nd.

Comm. Vincent informed the Commission that lime will be applied the next crop season as this has not been done for a number years.

Don discussed snow removal.

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

Carroll Aviation	contract	\$ 7,085.00
New Cooperative	land testing/fertilizer	3,461.11
Wittrock Motor	December car rental	550.00
Drees Oil	propane	312.23
Echo Group	electric supplies	33.08
Ecowater	Nov/Dec cooler rent/water	252.22
Carroll Refuse	December garbage	65.55
Raccoon Valley Elec	Dec electric service	1,519.18
McClure Engineering	Jan engineering LED PGT	2,679.13
Carol Schoeppner	secretary contract	350.00

A motion by Comm. Vincent and seconded by Comm. Siemann was made to approve the bills as presented to the Carroll Airport Commission. all present voted ays. Nays: None Absent: Dick Fulton Abstain: None Motion carried 4-0.

There being no further business, a motion by Comm. Wittrock and seconded by Comm. Siemann was made to adjourn at 5:56 P.M.. All present voted aye. Nays: None Absent: Dick Fulton Abstain: None Motion carried 4-0.

The next regular meeting of the Carroll Airport Commission will be February 12, 2024 at the arthur Neu Airport.

Chairman/Vice-Chairman

ATTEST:

CARROLL AIRPORT COMMISSION

Regular Meeting

Monday, February 12, 2024

5:30 P.M.

Arthur Neu Airport

Agenda

Approve previous meeting minutes

LED Lighting Project

Operators Contract

New Business

Approve monthly bills

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

January 10, 2024
Unofficial Minutes

1. The meeting was called to order at 6:33 p.m. at the Coon Rapids Municipal Building by Chair Jeff Anthofer, Mayor of Coon Rapids. Others present were Harvey Dales, City of Manning; Jerry Fleshner, Mayor of Carroll arrived at 6:25 p.m.; Scott Johnson, Board of Supervisor; and Mary Wittry, Director.
2. Wittry requested to add landfill director position under other. Dales moved and Johnson seconded to approve the amended agenda. Motion carried, all voting aye.
3. Johnson moved and Dales seconded to approve the minutes of the December 12, 2023, meeting as presented. Motion carried, all voting aye.
4. Dales reviewed the bills payable -see attached. Johnson moved and Dales seconded to approve the bills as presented. Motion carried, all voting aye.
5. Wittry presented the financial report, review of set aside accounts, market prices and investment account summary. Dales moved and Johnson seconded to approve the reports as presented. Motion carried, all voting aye.
6. An update on landfill operations was provided.
7. A representative from Foth Infrastructure and Environment, LLC was on site at the recycling center to look at the container sort line to determine if robotics could be added to the line for efficiency. Additional information will be brought to the Board when available.
8. A landfill director position in northwest Iowa was discussed. The next meeting will be Tuesday, February 13, 2024, at 6:30 a.m. at the Recycling Center.
9. Johnson moved and Fleshner seconded to adjourn the meeting at 6:33 p.m.

Respectfully submitted,

Mary Wittry

CARROLL COUNTY SOLID WASTE MANAGEMENT COMMISSION
ANNUAL BOARD MEETING--UNAPPROVED MINUTES

January 10, 2024

1. The meeting was called to order at 7:02 p.m. by Chair Jeff Anthofer, Mayor of Coon Rapids, at the Coon Rapids Municipal Building. See attached list of attendees.
2. Introduction of attendees was conducted.
3. Fleshner moved and Ramsey seconded to approve the agenda as presented. Motion carried, all voting aye.
4. Dales moved and Snyder seconded to approve the minutes of the January 11, 2023, annual meeting as presented. Motion carried, all voting aye.
5. Snyder moved and Ramsey seconded to appoint Harvey Dales, representative of Manning, to a five-year term on the Executive Board with no other nominations received. Motion carried, all voting aye.
6. Johnson moved and Ramsey seconded to reappoint Anthofer, Chair; Snyder, Vice-chair; and Dales, Secretary/Treasurer with no other nominations received. Motion carried, all voting.
7. Wittry presented the Director's annual report, detailing the highlights of 2023 and the goals for 2024. Dales moved and Johnson seconded to accept the Director's report as presented. Motion carried, all voting aye.
8. All Commission members received a copy of the 2022-2023 annual financial audit. Ramsey moved and Snyder seconded to file the audit as complete. Motion carried, all voting aye.
9. Wittry presented the amended 2023-2024 budget, which was reviewed and approved by the Executive Board at the December meeting for discussion at the annual meeting. Johnson moved and Dales seconded to approve the amended 2023-2024 budget as presented. Motion carried, all voting aye.
10. Wittry presented the proposed 2024-2025 budget, which was reviewed and approved by the Executive Board at the December meeting for discussion at the annual meeting. Wittry noted that this budget does not include a tipping fee or an assessment increase for households and businesses, increases the tipping fee to \$63 per ton on all waste delivered in roll-offs, side dumps, and semis of construction and demolition, increases special waste to \$89.25 per ton and sets the minimum charge for garbage at \$10.50 for up to 375 pounds. All other revenues, from waste disposal from contracted counties, will be deposited into the future expansion account. Johnson moved and Fleshner seconded to accept the proposed 2024-2025 budget as presented. Motion carried, all voting aye.
11. No other discussion

Johnson moved and Ramsey seconded to adjourn the meeting at 7:39 p.m.

Respectfully submitted,

Mary Wittry

CARROLL PUBLIC LIBRARY

Monthly Activity Report



Month/ Year: December 2023

Program Attendance		Monthly Statistics	
Storytime	99	Total Print Circulation	6,985
Grab & Go Crafts	250	BRIDGES Circulation	1,764
Coloring pages	500	Public Computer Use	219
Book Visits	210	Wi-Fi Use	444
Preschool Drop-offs	4	Website Use	8,579
School Drop-offs	1	Daily Times Herald Archives Views	5,199
Read, Play, Grow	6	Breda & Glidden News Views	938
Makers: Chair for Bear	22	Consumer Reports	107
Makers: Code Across Iowa	24	Global Road Warrior	0
Holiday Festival	40	Learning Express	0
Ozobots	13	Freegal	819
Winter Break: Mini-golf	135	Transparent Language	35
Winter Break: Perler Beads	61	LinkedIn Learning	6
Book Drops - seniors	1	Brainfuse	0
Crafty Library Ladies	39	Novelist	4
NAMI	32	Auto Repair Source	0
Tech Friday	1	Niche Academy	0
Brown Bag Book Club	9	ABC Mouse	0
Evening Book Club	7		
Alzheimers Group	8	Total Resources Used	25,099
Rebel Readers	8		
GSA	4		
Tween: Gnomes	13		
Tween: Gingerbread	12		
D&D	6		
CMS - Lego Club	97		
CMS - Book Club	26		
Read A Loud Stories	143	New Library Cards Issued	35
Bingo	11		
Holiday Movie	17		
Puzzle (3 finished)	56	Members Saved	\$90,869.56
Meeting Room Use	24	Members Saved 2023	\$1,327,233.16
Study Room Use	124	Members Saved FY23 to date	\$665,116.36
Makers Space/Children's Craft Room	31		
curbside	7		
Total Program Attendance	2,041		
Monthly Door Count	3,630		

Library Board Minutes

January 15, 2024

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

Parrish called the meeting to order at 5:32pm. It was moved by Hircock and seconded by Hogue to approve the agenda. All voted aye. Nays: none. Abstain: none. Absent: Von Qualen. Motion passed 8-0.

Minutes Approval: It was moved by Auen to approve the December minutes and seconded by Schmidt. All voted aye. Nays: none. Abstain: none. Absent: Von Qualen. Motion passed 8-0.

Reviewed the financials and bills. Cook motioned to approve the bills with a second from Perkins. All voted aye. Nays: none. Abstain: none. Absent: Von Qualen. Motion passed 8-0.

Public Comment: none

Old Business: none

New Business:

*Board Meeting Planning Calendar: Johnson discussed and reviewed with the Trustees plans for upcoming board meetings and the timeline for the strategic plan.

Director's report: Highlights of the directors' report resource usage is increasing, door count and program count is up. Will be presenting budget proposal to the city and signage for the library is being finalized. Also reviewed the Annual Report Fiscal Year 2023. Interviews scheduled for the Adult Librarian position.

Policy Review:

*3D Printer: Hircock motioned to approve the wording changes in the 3D Printer Policy with a second by Perkins. All voted aye. Nays: none. Abstain: none. Absent: Von Qualen. Motion passed 8-0.

*Meeting Room Use: Auen motioned to approve the wording changes in the Meeting Room Use Policy with a second by Cook. All voted aye. Nays: none. Abstain: none. Absent: Von Qualen. Motion passed 8-0.

Agenda Items for Next Meeting: Book Reconsideration (Wolfsong by TJ Klune)

Adjourn: Perkins motioned to adjourn at 6:05pm with a second by Schmidt. All voted aye. Nays: none. Abstain: none. Absent: Von Qualen. Motion passed 8-0.

Thomas Parrish- Vice President

Brenda Hogue -Recording Secretary



Director's Report

January 2024

Library Hours/Closures: The library was closed Friday, January 12, 2024, due to weather conditions.

Personnel: Our interviews for the adult services librarian position were postponed to later this week due to inclement weather. I will be conducting three interviews along with our assistant director, Parveen Karim.

Circulation/Resource Use Notes: I hosted a program on general use of the Libby app for patrons and was asked to do another class (maybe when the weather wanted to cooperate a little better). I am also hoping to offer a class on the library's online resources that showcases which resources we offer and how to access them.

Outreach at the Middle School has slowed down during this season, between scheduled days off for the holiday break and weather cancellations. Those should be picking up again in January and as we move forward with the school year. We are still offering a Lego Club on Monday afternoons and a Book Club on Tuesday afternoons. We are getting a good response from students and the principal of the middle school is getting a good response from parents.

February Programs:

Thursday, February 1 – Brown Bag Book Club
Friday, February 2 – Coffee & Coloring
Thursday, February 8 – Macrame Keychains
Friday, February 9 – Libby Class
Saturday, February 10 – Family Movie
Monday, February 12 – Makers Day: Gifts from the Heart (ISU Extension)
Tuesday, February 13 – Rebel Readers
Tuesday, February 13 – Trivia Night
Wednesday, February 14 – Bingo!
Thursday, February 15 – Groundhogs 101 (Carroll County Conservation)
Friday, February 16 – Coffee & Coloring
Tuesday, February 20 – Evening Book Club
Friday, February 23 – Tech Friday
Friday, February 23 – Read, Play, Grow
Saturday, February 24 – Nine Square Feet Seed Giveaway

Board Education: Starting in February we will be going through the Public Library Standards set forth by the State of Iowa Public Library, which can be found at:

https://www.statelibraryofiaowa.gov/application/files/6316/5237/4447/In_Service_to_Iowa_6th_edition_FINAL_updated_12MAY22.pdf. My plan is to go through one section per month (there are 8 sections).

This will not only help the board to see what is required and what is recommended by the state library, but I will also be gathering the information we need to complete our accreditation as part of this review process as well. These standards were provided to you in your new library trustee welcome "packet," but they were updated in 2022, so this might be a new format for some of you.

This month I am also including the Board Meetings Planning Calendar. I use this to plan what I will need to include on the agenda for each meeting, and I thought you might find it helpful to see what is coming up. I have included the planned policy review for all library policies that were scheduled 2023-2025 just to give you an idea of how often we will be going through those. It also has the planned board education for 2024 and lists things like National Library Week, budget prep, approving the holiday schedule, our next election of officers, and important due dates for the state library.

Accreditation 2026: The Carroll Public Library's accreditation with the State Library of Iowa is due in 2026, which sounds like a long way away. Until you start looking at what needs to be done and the timeline for this process. This is due to the state in February of 2025, so we have just over a year.

After reviewing our current strategic plan, the last time community input was gathered was in 2016. I contacted Misty Gray, our state consultant, about conducting a Strategic Planning for Results session for identifying service responses (main goals that we would like to focus on for the next five years). In the past, Misty has conducted this session as an in-person event with community members volunteering around two hours of their time. State consultants have since developed a process with phone interviews for the volunteers, which would only require 10-15 minutes of their time. I am hopeful that we can get more participants if we ask for a smaller amount of time and people might feel more comfortable offering their opinions in a one-on-one situation rather than in a larger group. We would need to get the compiled list of 20-25 community members to Misty by October 1, 2024. She will then schedule calls with them directly for the week of October 7-11 and will get the information to us shortly after she finishes. Misty will then attend our October board meeting to present her findings to us and help us select our service responses. This will allow me to work with the board and staff to create goals and objectives for the library's strategic plan which will act as a guide for what we are hoping to accomplish.

Facilities: The shelves I ordered for the JI graphic novels have been invoiced, so they should be delivered soon. The staff is very excited about being able to spread out the crowded graphic novel collection!

I also received some revised pictures from Options Ink for the circulation desks and study rooms graphics. I have included those with the board packet for you to review.