



City Council Meeting

Monday, April 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. Introduction of New Employee

- Heath Golwitzer - Streets Division

4. Tree City USA Award 34th Year - Arbor Day Proclamation

5. Consent Agenda

a. Approval of Minutes of the April 8, 2024 Meeting

b. Approval of Bills and Claims

c. Licenses and Permits:

- Renewal of Class "E" Retail Alcohol License – *Walgreens #10770*
- Renewal of Class "B" Retail Alcohol License - *Sparky's One Stop #29*
- Renewal of Class "E" Retail Alcohol License - *Casey's General Store #3025*
- New 5-day Special Class "C" Retail Alcohol License - *Lucky Wife Wine Slushies (Special Event at Katy Lynn Boutique on May 4, 2024)*
- Resolution Granting Permission to Serve and Sell Alcoholic Beverages and New Special Class "C" Retail Alcohol License - *Carroll County Softball*

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. Carroll City Ordinance Chapter 69.08 Amendment - 2nd Reading

- Change Main Street No Parking Zone to Loading Zone

Also see item 5.a - [April 8, 2024](#) - Carroll City Ordinance Chapter 69.08 Amendment

b. Amending Chapter 156 - Sign Code - 2nd Reading

Also see item 5.b - [April 8, 2024](#) - Amending Chapter 156 - Sign Code

c. Vacation of a Portion of North West Street

- Public Hearing
- Ordinance

Also see item 9.c - [February 26, 2024](#) - Release of Right of Way/Easement - N. West Street and item 6.e - [April 8, 2024](#) - Vacation of a Portion of North West Street - Set Public Hearing

d. Rezoning Request from A-1, Agricultural District to R-3, Low-Density Residential District

- Public Hearing
- Ordinance

Also see item 6.f - [April 8, 2024](#) - Rezoning Proposal - Set Public Hearing

8. Resolutions

a. U.S. 30 W Sanitary Sewer & Watermain Extension - 2024

- Supplemental Agreement for Additional Services #1

Also see item 6.d - [November 13, 2023](#) - U.S. 30 W Sanitary Sewer & Watermain Extension - 2024 - Professional Services Agreement

9. Reports

a. 1114 N Main Street

- Review of Bids Submitted
- Resolution Setting a Public Hearing on the Proposed Sale of City Interest in Real Estate

Also see item 8.e - [March 25, 2024](#) - Request for Bids - 1114 N Main Street

b. Downtown Assessment Report Recommendations

10. Committee Reports (Informational Only)

11. Comments from the Mayor

12. Comments from the City Council

13. Comments from the City Manager

14. Adjourn

May Meetings:

* Parks, Recreation and Cultural Advisory Board - May 6, 2024 - Recreation Center - 716 N Grant Rd

* Board of Adjustment - May 6, 2024 - City Hall - 627 N Adams St

* Planning and Zoning Commission – May 8, 2024 – City Hall - 627 N Adams St

* City Council – May 13, 2024 – City Hall – 627 N Adams St

* Airport Commission – May 13, 2024 – Airport Terminal Building - 21177 Quail Ave

* Library Board of Trustees – May 20, 2024 – Carroll Public Library – 118 E 5th St

* City Council – *Tuesday*, May 28, 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 04/18/2024 at 3:25 PM

City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Aaron Kooiker, City Manager *AK*
FROM: Chad Tiemeyer, Director of Parks and Recreation *CT*
DATE: April 9, 2024
SUBJECT: Tree City USA Award 34th Year- Arbor Day Proclamation

Carroll has been named a Tree City USA community by The National Arbor Day Foundation to honor its commitment to community forestry. This is the 34th year Carroll has received this recognition.

The Tree City USA program is sponsored by the National Arbor Day Foundation in cooperation with the National Association of State Foresters and the USDA Forest Service.

Carroll has met the four standards to become a Tree City USA community: a tree board or department, a tree care ordinance, a comprehensive community forestry program, and an Arbor Day observance.

Attached to this memorandum is the proclamation observing April 26, 2024 as Arbor Day in Carroll, IA.

2024 ARBOR DAY PROCLAMATION

WHEREAS, Iowa's trees were a significant attraction to early settlers because of their multiple benefits and the beautiful environment they provided; and

WHEREAS, Trees are an increasingly vital resource in Iowa, enriching our lives by purifying our air and water, helping to conserve our soil and energy, creating jobs through our forest products industries, serving us with shade for our recreation, providing our wildlife with food and shelter, and making our communities a more pleasant place to live and work, and

WHEREAS, With the cooperation of all Iowans, the benefits of trees can be passed on to future generations through tree planting and conservation of this renewable resource, and

WHEREAS, Each year, on Arbor Day - the people of Iowa pay special attention to the benefits of our trees and dedicate themselves to the planting and management of Iowa's forest resources.

NOW, THEREFORE, I, GERALD H. FLESHNER, MAYOR OF CARROLL, IOWA, DO HEREBY PROCLAIM APRIL 26, 2024 AS

ARBOR DAY

IN CARROLL, IOWA, AND URGE CITIZENS TO PARTICIPATE IN TREE PLANTING PROGRAMS THAT WILL ENSURE A GREENER CARROLL AND A GREENER IOWA AND TO NURTURE, PROTECT, AND WISELY USE IOWA'S NATURAL WONDER OF TREES.

Gerald H. Fleshner, Mayor

COUNCIL MEETING

APRIL 8, 2024

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

The Carroll City Council met in regular session on this date at 5:15 p.m. in the Council Chambers, City Hall, 627 N Adams Street. Council Members present: Jason Atherton, Kyle Bauer, Tom Bordenaro, LaVern Dirx, 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.

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It was moved by Bordenaro, seconded by Siemann, to approve the following items on the consent agenda: a) minutes of the two March 25, 2024 Council meetings and April 2, 2024 meeting, as written; b) bills and claims in the amount of \$553,657.39; c) Licenses and Permits: Renewal of Class “E” Retail Alcohol License – *Hy-Vee*, Resolution No. 24-21, Allowing Alcoholic Beverages Sales in Graham Park and New 5-day Special Class “C” Retail Alcohol License – *Lucky Wife Wine Slushies (Rolling Hills Market Event on June 21, 2024)* and Resolution No. 24-22, Allowing Alcoholic Beverages Sales in Graham Park and New 5-day Special Class “C” Retail Alcohol License – *Lucky Wife Wine Slushies (Rolling Hills Market Event on August 16, 2024)*; and d) Mayoral appointment of: William Polking to the Carroll Foundation (3-year term to expire December 31, 2025), Adam Schweers to the Carroll Foundation (3-year term to expire December 31, 2026) and Julie Mayhall to the Carroll Foundation (3-year term to expire December 31, 2027); Council appointment of: Chris Whitaker to the Carroll Foundation (3-year term to expire December 31, 2025) and CJ Niles to the Carroll Foundation (3-year term to expire December 31, 2026) and the Carroll Chamber of Commerce appointment of Ryan Milligan to the Carroll Foundation (3-year term to expire December 31, 2027). CJ Niles, Carroll resident, addressed Council on this issue. 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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An ordinance amending the Code of Ordinances by changing the No Parking Zone to a Loading Zone on Main Street from 10th Street to 11th Street was introduced by Council Member Bordenaro.

It was moved by Bordenaro, seconded by Atherton, to 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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An ordinance amending the Code of Ordinance by adding zoning districts A-2 and RB-1 to Chapter 156, Sign Code was introduced by Council Member Atherton.

It was moved by Atherton, seconded by Bordenaro, to 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 Atherton, to approve Resolution No. 24-23, City of Carroll Providing Match Funds for the 2024 Down Payment Assistance Program. Rick Hunsaker, Region 12 Council of Governments Executive Director, addressed Council on this issue. 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 Atherton, seconded by Schreck, to approve Resolution No. 24-24, Authorizing a Form of Loan Agreement and Authorizing and Providing for the Issuance of \$1,130,000 General Obligation Capital Loan Notes, Series 2024A, and Leving a Tax to Pay Said Notes; Approval of the Tax Exemption Certificate. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

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At 5:30 p.m. Mayor Fleshner opened a public hearing on the FY 2024/2025 Budget. Mayor Fleshner closed said public hearing at 5:31 p.m.

It was moved by Dirkx, seconded by Siemann, to approve Resolution No. 24-25, Adopting the Annual Budget for the Fiscal Year Ending June 30, 2025. 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 Dirkx, seconded by Seimann, to approve Resolution No. 24-26, Amendment to the Agreement with Shive Hattery, Inc. for re-bidding phase services in the amount of \$9,400.00 for the Merchants Park Baseball Stadium 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 Atherton, to approve Resolution No. 24-27, Setting a Public Hearing for Monday, April 22, 2024, at 5:15P.M. on the Proposed Vacation of a

Portion of North West Street. 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 Siemann, seconded by Bauer, to approve Resolution No. 24-28, Setting a Public Hearing for Monday, April 22, 2024, at 5:15P.M. on the Proposed Rezoning of the parcel proposed as the West Golfview Subdivision from A-1 (Agricultural District) to R-3 (Low-Density Residential District). Mark Beardmore, Carroll resident, addressed Council on this issue. On roll call, all present voted aye. except Atherton voted nay. Abstain: None. Absent: None. Motion carried 5-1.

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It was moved by Bordenaro, seconded by Atherton, to approve Resolution No. 24-29, Agreement with JEO Consulting Group, Inc. for Professional Services for the Water System Pressure Zone Improvements Project at a total estimated fee of \$498,500.00. Ron Muhlbauer and Mark Beardmore, Carroll residents, addressed Council on this issued. 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 a free single membership to the Carroll Recreation Center for full-time and regularly scheduled part-time employees of the Carroll County EMS as well as a 50% discount for a family membership for Carroll County EMS full-time employees. Jamie Wuebker, Carroll County Ambulance Service Director, addressed Council on this issue. 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 Dirx, seconded by Schreck, to allocate \$30,000 from Hotel/Motel tax collections to the Graham Park Bandshell Renovation Project. John Steffes, Historic Preservation Commission Member, addressed Council on this issue. 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 Schreck, seconded by Bordenaro, to remove the traffic signals on U.S. Highway 30 at Adams Street and Court Street. CJ Niles and Barbara Hackfort, Carroll residents, addressed Council on this issue. On roll call, all present voted aye. except Siemann voted nay. Abstain: None. Absent: None. Motion carried 5-1.

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It was moved by Bordenaro, seconded by Bauer, to approve the hiring of a new municipal service worker for cleaning and light maintenance services at multiple city buildings

and the cancellation of all cleaning contracts upon hiring an employee. On roll call, all present voted aye. except Schreck voted nay. Abstain: None. Absent: None. Motion carried 5-1.

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It was moved by Bordenaro, seconded by Atherton, to adjourn at 7:14 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 4/22/2024

By Vendor Filed As

Payment Dates 4/9/2024 - 4/22/2024

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
Vendor Filed As: 001720 - ACCESS SYSTEMS				
INV1551498	COPIER CONTRACT			27.78
INV1551498	COPIER CONTRACT			163.24
Vendor Filed As 001720 - ACCESS SYSTEMS Total:				191.02
Vendor Filed As: 012650 - ALLIANT ENERGY-				
INV0000484	GAS BILLS	130960	04/12/2024	188.95
INV0000484	GAS BILLS	130960	04/12/2024	447.41
INV0000484	GAS BILLS	130960	04/12/2024	1,088.74
INV0000484	GAS BILLS	130960	04/12/2024	283.42
INV0000484	GAS BILLS	130960	04/12/2024	138.99
INV0000484	GAS BILLS	130960	04/12/2024	153.86
INV0000484	GAS BILLS	130960	04/12/2024	4,623.72
INV0000484	GAS BILLS	130960	04/12/2024	32.41
INV0000484	GAS BILLS	130960	04/12/2024	90.61
INV0000484	GAS BILLS	130960	04/12/2024	137.69
INV0000484	GAS BILLS	130960	04/12/2024	109.45
INV0000484	GAS BILLS	130960	04/12/2024	161.56
INV0000484	GAS BILLS	130960	04/12/2024	3,907.26
Vendor Filed As 012650 - ALLIANT ENERGY- Total:				11,364.07
Vendor Filed As: 036237 - ANDREW KLENK				
INV0000508	GOLF MEMBERSHIP REFUND			123.75
INV0000508	GOLF MEMBERSHIP REFUND			140.01
Vendor Filed As 036237 - ANDREW KLENK Total:				263.76
Vendor Filed As: 002370 - ARNOLD MOTOR SU				
07NV136447	#29 WIRE			74.69
07NV136607	ELECTRIC CONNECTIONS			42.52
07NV136848	SUPPLIES			111.00
07NV136869	CONCRETE TRAILER FUSE			11.40
Vendor Filed As 002370 - ARNOLD MOTOR SU Total:				239.61
Vendor Filed As: 002539 - AUTO GRAPHICS P				
2700	GRAPHICS #15			555.00
Vendor Filed As 002539 - AUTO GRAPHICS P Total:				555.00
Vendor Filed As: 002818 - BAKER AND TAYLO				
2038181845	BOOKS	130983	04/17/2024	1,085.05
2038201862	BOOKS	130983	04/17/2024	43.10
2038210933	BOOKS	130983	04/17/2024	576.97
2038211109	BOOKS	130983	04/17/2024	949.34
Vendor Filed As 002818 - BAKER AND TAYLO Total:				2,654.46
Vendor Filed As: 002840 - BARRON'S				
INV0000494	PERIODICAL RENEWAL 1 YR	130984	04/17/2024	369.20
Vendor Filed As 002840 - BARRON'S Total:				369.20
Vendor Filed As: 003515 - BOMGAARS				
21243709	LAB GLOVES			15.99
21243855	DRAIN CLEANER			56.98
21245007	SUPPLIES			14.74
21247657	CONCRETE TRAILER REPAIRS			13.97
21247745	CONCRETE TRAILER REPAIRS			12.97
21248002	DRILL AND BITS			9.28
Vendor Filed As 003515 - BOMGAARS Total:				123.93
Vendor Filed As: 003670 - BRIGGS INC OF O				
2304949-00	RESTROOM REPAIR PARTS			88.14

COUNCIL CLAIMS 4/22/2024

Payment Dates: 4/9/2024 - 4/22/2024

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
2305895-00	SAW BLADES			110.98
Vendor Filed As 003670 - BRIGGS INC OF O Total:				199.12
Vendor Filed As: 003693 - BRUNER & BRUNER				
3860	NUISANCE 1114 N MAIN ST			297.00
3860	GENERAL			405.00
3861	PARKS AND RECREATION			229.50
3863	PLANNING AND ZONING			256.50
3863	WATERMAIN REPLACEMENT ...			270.00
3864	PLANNING AND ZONING			67.50
3866	POLICE AND MAGISTRATE			1,080.00
Vendor Filed As 003693 - BRUNER & BRUNER Total:				2,605.50
Vendor Filed As: 004138 - CAPITAL SANITAR				
R078363	CLEANING SUPPLIES	130956	04/12/2024	65.53
R078501	SOAP AND DISPENSER			124.02
R078618	SUPPLIES			138.33
R078719	SUPPLIES			66.02
R078738	SUPPLIES			618.92
R078741	PLANT SUPPLIES			31.50
R078748	WINDOW CLEANING SUPPLIES			99.00
R078749	SUPPLIES			168.00
R078780	CLEANING SUPPLIES			36.00
R078782	CLEANING SUPPLIES			495.50
Vendor Filed As 004138 - CAPITAL SANITAR Total:				1,842.82
Vendor Filed As: 004132 - CARROLL AVIATIO				
INV0000480	CONTRACT	130955	04/12/2024	7,085.00
Vendor Filed As 004132 - CARROLL AVIATIO Total:				7,085.00
Vendor Filed As: 004155 - CARROLL COUNTY				
INV0000482	GAS FOR AIRPORT COURTESY ...	130957	04/12/2024	2.46
INV0000493	GASOLINE			1,797.17
INV0000493	GASOLINE			349.72
INV0000493	GASOLINE			47.83
INV0000493	GASOLINE			100.02
INV0000493	GASOLINE			250.30
INV0000493	GASOLINE			101.63
INV0000493	GASOLINE			154.67
INV0000493	GASOLINE			23.55
INV0000493	GASOLINE			2,532.80
INV0000493	GASOLINE			504.73
INV0000493	GASOLINE			234.63
Vendor Filed As 004155 - CARROLL COUNTY Total:				6,099.51
Vendor Filed As: 004170 - CARROLL COUNTY				
24-943	CARROLL CTY REDEMPTION E...			32.00
24-943	MUFFLERMAN EASEMENT RE...			27.00
Vendor Filed As 004170 - CARROLL COUNTY Total:				59.00
Vendor Filed As: 004183 - CARROLL COUNTY				
INV0000478	LIEN FILING FEE 903 N ADAMS...	130958	04/12/2024	5.00
INV0000479	LIEN FILING FEE 820 N CLARK ...	130958	04/12/2024	5.00
Vendor Filed As 004183 - CARROLL COUNTY Total:				10.00
Vendor Filed As: 024005 - CARROLL EYE CAR				
237299	PRE-EMPLOY EYE TEST GOLWI...			26.00
Vendor Filed As 024005 - CARROLL EYE CAR Total:				26.00
Vendor Filed As: 004196 - CARROLL HYDRAUL				
66621	REPAIR PARTS			38.40
66625	#35 HYDRAULIC HOSE			236.24
Vendor Filed As 004196 - CARROLL HYDRAUL Total:				274.64

COUNCIL CLAIMS 4/22/2024

Payment Dates: 4/9/2024 - 4/22/2024

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
Vendor Filed As: 002977 - CARROLL REFUSE				
292662	MARCH GARBAGE	130951	04/12/2024	68.83
				Vendor Filed As 002977 - CARROLL REFUSE Total: 68.83
Vendor Filed As: 004237 - CARROLL VETERIN				
INV0000531	MAY DOG CARE CONTRACT			650.00
				Vendor Filed As 004237 - CARROLL VETERIN Total: 650.00
Vendor Filed As: 002998 - CENTURYLINK				
INV0000537	BACKUP PHONE LINE	131007	04/18/2024	159.82
INV0000538	BACKUP PHONE LINE	131006	04/18/2024	78.70
				Vendor Filed As 002998 - CENTURYLINK Total: 238.52
Vendor Filed As: 001393 - CHAMPION FORD I				
15507	#36 ENGINE LIGHT CHECK			400.00
				Vendor Filed As 001393 - CHAMPION FORD I Total: 400.00
Vendor Filed As: 003959 - CHASE PAYMENTEC				
INV0000486	MARCH IN OFFICE CC PROCES...	DFT0000155	04/12/2024	254.73
INV0000487	MARCH ONLINE CC PROCESSI...	DFT0000156	04/12/2024	852.54
				Vendor Filed As 003959 - CHASE PAYMENTEC Total: 1,107.27
Vendor Filed As: 002867 - CINTAS FIRST AI				
5205949738	FIRST AID SUPPLIES			90.08
				Vendor Filed As 002867 - CINTAS FIRST AI Total: 90.08
Vendor Filed As: 003633 - CLEANING SOLUTI				
2271	MARCH CLEANING SERVICES	130987	04/17/2024	3,120.00
				Vendor Filed As 003633 - CLEANING SOLUTI Total: 3,120.00
Vendor Filed As: 004836 - COMMUNITY OIL C				
25896	GREASE/OIL			650.60
				Vendor Filed As 004836 - COMMUNITY OIL C Total: 650.60
Vendor Filed As: 002071 - COMPUTER REPAIR				
18004	IT SERVICES	130981	04/17/2024	390.00
				Vendor Filed As 002071 - COMPUTER REPAIR Total: 390.00
Vendor Filed As: 036239 - CREEKSIDE CUSTOM CABINETS & INTERIORS				
1182	SHELVING	131002	04/17/2024	1,974.30
1182	CORNER BENCH	131002	04/17/2024	819.60
				Vendor Filed As 036239 - CREEKSIDE CUSTOM CABINETS & INTERIORS Total: 2,793.90
Vendor Filed As: 005395 - D & K PRODUCTS				
73607IN	CHEMICALS			1,567.60
75780IN	FERTILIZER			796.00
76288IN	CHEMICALS			656.60
				Vendor Filed As 005395 - D & K PRODUCTS Total: 3,020.20
Vendor Filed As: 003988 - DAKOTA SUPPLY G				
S103326978.003	OPERATING SUPPLIES			372.00
				Vendor Filed As 003988 - DAKOTA SUPPLY G Total: 372.00
Vendor Filed As: 005615 - DEMCO EDUCATION				
7463871	LIBRARY SUPPLIES	130990	04/17/2024	728.34
				Vendor Filed As 005615 - DEMCO EDUCATION Total: 728.34
Vendor Filed As: 003022 - DIRKX, LAVERN				
INV0000507	RURAL HOUSING CONFERENCE			124.57
				Vendor Filed As 003022 - DIRKX, LAVERN Total: 124.57
Vendor Filed As: 006270 - DREES HEATING &				
58505	DUCT WORK REPAIRS			2,263.61
58833	CORE DRILL 8TH & CLARK STS			250.00
				Vendor Filed As 006270 - DREES HEATING & Total: 2,513.61
Vendor Filed As: 006275 - DREES OIL CO.				
11129	PROPANE			109.03
11130	PROPANE			136.35
2290	#2 DIESEL FUEL			914.51

COUNCIL CLAIMS 4/22/2024

Payment Dates: 4/9/2024 - 4/22/2024

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
598	UNLEADED GASOLINE			1,712.21
Vendor Filed As 006275 - DREES OIL CO. Total:				2,872.10
Vendor Filed As: 012590 - ECHO ELECTRIC S				
S010560302.001	THEATER LIGHT BULBS			67.12
S010573155.001	LIGHT BULBS			36.73
Vendor Filed As 012590 - ECHO ELECTRIC S Total:				103.85
Vendor Filed As: 006810 - ECOWATER SYSTEM				
195802	COOLER RENT/WATER	130959	04/12/2024	130.11
Vendor Filed As 006810 - ECOWATER SYSTEM Total:				130.11
Vendor Filed As: 000127 - ELECTRONIC ENGI				
232001581-1	SEAT COVER			8.91
232001581-2	SEAT COVER			297.00
Vendor Filed As 000127 - ELECTRONIC ENGI Total:				305.91
Vendor Filed As: 003971 - EMPLOYEE BENEFI				
INV0000489	HRA CHECKS	DFT0000157	04/12/2024	7,862.56
INV0000500	HRA CHECKS	DFT0000158	04/15/2024	1,687.26
Vendor Filed As 003971 - EMPLOYEE BENEFI Total:				9,549.82
Vendor Filed As: 003403 - FAST LANE AUTO				
0509366	CLEANING SUPPLIES			127.96
A02082	DEGREASER			51.95
Vendor Filed As 003403 - FAST LANE AUTO Total:				179.91
Vendor Filed As: 008050 - FASTENAL COMPAN				
IACAR195096	NUTS AND BOLTS			15.64
IACAR195112	SAFETY LANYARDS			86.99
IACAR195141	HARD HAT AND VEST			81.37
Vendor Filed As 008050 - FASTENAL COMPAN Total:				184.00
Vendor Filed As: 006860 - FELD FIRE EQUIP				
0018747-IN	APR-JUNE SECURITY MONITOR..			99.00
0018747-IN	APR-JUNE SECURITY MONITOR..			120.00
0437014-IN	SEATBELT REPLACEMENT E1			410.18
0437623-IN	HOSE CONNECTORS			42.00
0437705-IN	BUNKER GEAR (INSURANCE C...			2,985.50
0437851-IN	EXTINGUISHER RECHARGED			87.58
Vendor Filed As 006860 - FELD FIRE EQUIP Total:				3,744.26
Vendor Filed As: 000633 - FILTER CARE				
131580	FILTER CARE			21.10
Vendor Filed As 000633 - FILTER CARE Total:				21.10
Vendor Filed As: 000013 - FIRE/POLICE RET				
INV0000523	MFPRSI CONTRIBUTIONS	DFT0000163	04/18/2024	14,814.90
Vendor Filed As 000013 - FIRE/POLICE RET Total:				14,814.90
Vendor Filed As: 036210 - FIRST CLASS MULTISERVICES INC				
INV0000490	REC CLEANING 3/31/24-4/13/...			1,402.68
Vendor Filed As 036210 - FIRST CLASS MULTISERVICES INC Total:				1,402.68
Vendor Filed As: 003848 - FIRST IMPRESSIO				
INV0000505	APRIL DOWNTOWN RESTRO...			300.00
Vendor Filed As 003848 - FIRST IMPRESSIO Total:				300.00
Vendor Filed As: 002806 - FOUNDATION ANAL				
24-01537	LAB TESTING			1,201.50
24-01733	LAB TESTING			907.50
Vendor Filed As 002806 - FOUNDATION ANAL Total:				2,109.00
Vendor Filed As: 009315 - GALLS INC.				
027406356	BOOTS - FIFERLICK			143.11
027409679	MENTZER BOOTS			246.42
027527601	UNIFORM SHIRT			53.93
Vendor Filed As 009315 - GALLS INC. Total:				443.46

COUNCIL CLAIMS 4/22/2024

Payment Dates: 4/9/2024 - 4/22/2024

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
Vendor Filed As: 009500 - GEHLING WELDING				
154333	#29 RECEIVER HITCH			48.30
154460	TRAILER REPAIRS - FLAT IRON			60.00
Vendor Filed As 009500 - GEHLING WELDING Total:				108.30
Vendor Filed As: 036220 - GLOBAL INDUSTRIAL				
121729052	REC - 16 SECTION STORAGE			1,555.12
Vendor Filed As 036220 - GLOBAL INDUSTRIAL Total:				1,555.12
Vendor Filed As: 003037 - GMB FOODS INC				
188	HOUSING PLANNING SESSION			92.36
Vendor Filed As 003037 - GMB FOODS INC Total:				92.36
Vendor Filed As: 010156 - GRAPHIC EDGE LL				
10239810	SUMMER READING SUPPLIES	130992	04/17/2024	276.97
10236384	SOCCER SHIRTS			373.83
10236385	SOCCER SHIRTS			659.70
10236386	SOCCER SHIRTS			703.68
10236387	SOCCER SHIRTS			351.84
10236388	SOCCER SHIRTS			329.85
10236389	SOCCER SHIRTS			329.85
10236390	SOCCER SHIRTS			351.84
10236392	SOCCER SHIRTS			391.92
10236393	SOCCER SHIRTS			373.83
10236394	SOCCER SHIRTS			395.82
10236395	SOCCER SHIRTS			351.84
10236396	SOCCER SHIRTS			373.83
10236397	SOCCER SHIRTS			351.84
10236398	SOCCER SHIRTS			26.49
10236410	FREIGHT ON SOCCER SHIRTS			300.00
102369391	SOCCER SHIRTS			395.82
1754007	SOCCER SHIRTS			25.50
Vendor Filed As 010156 - GRAPHIC EDGE LL Total:				6,364.45
Vendor Filed As: 010660 - HAWKEYE TRUCK E				
162182	SEAL KIT #23			645.55
Vendor Filed As 010660 - HAWKEYE TRUCK E Total:				645.55
Vendor Filed As: 010680 - HAWKINS WATER T				
6723837	WATER TREATMENT SUPPLIES			1,833.75
Vendor Filed As 010680 - HAWKINS WATER T Total:				1,833.75
Vendor Filed As: 036241 - HEATH GOLWITZER				
INV0000536	STEEL TOED BOOTS	131009	04/18/2024	200.00
Vendor Filed As 036241 - HEATH GOLWITZER Total:				200.00
Vendor Filed As: 002965 - HOTSY CLEANING				
0221172-IN	POWER WASH SOAP			694.85
Vendor Filed As 002965 - HOTSY CLEANING Total:				694.85
Vendor Filed As: 011831 - HY-VEE INC.				
48720908059	TAX CREDIT	130993	04/17/2024	-1.24
48720908059	WARNKE RETIREMENT	130993	04/17/2024	100.70
48722673978	PROGRAMS TRIVIA NIGHT	130993	04/17/2024	16.98
Vendor Filed As 011831 - HY-VEE INC. Total:				116.44
Vendor Filed As: 012552 - INDUSTRIAL BEAR				
IN230142	BELTS			5.60
Vendor Filed As 012552 - INDUSTRIAL BEAR Total:				5.60
Vendor Filed As: 036240 - IOWA HISTORY JOURNAL				
INV0000535	PERIODICAL RENEWAL 2 YRS	131008	04/18/2024	35.95
Vendor Filed As 036240 - IOWA HISTORY JOURNAL Total:				35.95
Vendor Filed As: 003982 - IOWA INFORMATIO				
30513	LED PROJECT PUBLIC HEARING..	130954	04/12/2024	239.01
33991	CALENDAR AD	130988	04/17/2024	75.00
33995	LEGAL PUBLICATIONS			1,533.46

COUNCIL CLAIMS 4/22/2024

Payment Dates: 4/9/2024 - 4/22/2024

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
33995	PUBLIC HEARING NOTICE DEBT..			16.80
33995	PUBLIC HEARING NOTICE DEBT..			13.99
Vendor Filed As 003982 - IOWA INFORMATIO Total:				1,878.26
Vendor Filed As: 012678 - IOWA PRISON IND				
053176	FILTERS			435.60
Vendor Filed As 012678 - IOWA PRISON IND Total:				435.60
Vendor Filed As: 012685 - IOWA SMALL ENGI				
138315	PRESSURE WASHER REPAIR	130962	04/12/2024	33.32
138929	HELMET & FACE SHIELD			201.58
Vendor Filed As 012685 - IOWA SMALL ENGI Total:				234.90
Vendor Filed As: 012706 - IPERS				
INV0000526	IPERS CONTRIBUTIONS	DFT0000165	04/18/2024	12,333.53
INV0000526	IPERS CONTRIBUTIONS	DFT0000165	04/18/2024	485.26
INV0000526	IPERS CONTRIBUTIONS	DFT0000165	04/18/2024	31.46
INV0000526	IPERS CONTRIBUTIONS	DFT0000165	04/18/2024	13.66
INV0000526	IPERS CONTRIBUTIONS	DFT0000165	04/18/2024	2,268.63
INV0000526	IPERS CONTRIBUTIONS	DFT0000165	04/18/2024	3,047.94
INV0000526	IPERS CONTRIBUTIONS	DFT0000165	04/18/2024	2,392.92
Vendor Filed As 012706 - IPERS Total:				20,573.40
Vendor Filed As: 036235 - IRLBECK TRUCK & AUTO DETAILING				
423214	#15 CERAMIC COATING			500.00
Vendor Filed As 036235 - IRLBECK TRUCK & AUTO DETAILING Total:				500.00
Vendor Filed As: 025020 - JOHN DEERE FINA				
6164166	#35 ALTERNATOR	130999	04/17/2024	518.77
6179820	#31 REPAIR PARTS	130999	04/17/2024	19.26
6179902	OIL	130999	04/17/2024	584.70
6180965	HYDRAULIC OIL	130999	04/17/2024	1,349.19
6183170	#31 ELECTRICAL LOAD CENTER	130999	04/17/2024	34.72
Vendor Filed As 025020 - JOHN DEERE FINA Total:				2,506.64
Vendor Filed As: 036236 - KANOPY INC.				
396246	KANOPY SUBSCRIPTION 1 YR	131001	04/17/2024	2,800.00
Vendor Filed As 036236 - KANOPY INC. Total:				2,800.00
Vendor Filed As: 004008 - KOOIKER, AARON				
INV0000503	RURAL HOUSING CONFERENCE			87.10
INV0000504	IMMI CONFERENCE			255.94
Vendor Filed As 004008 - KOOIKER, AARON Total:				343.04
Vendor Filed As: 000490 - KRAUEL, RANDALL				
INV0000483	APWA IOWA CHAPTER SPRING..	130949	04/12/2024	112.56
INV0000498	SUDAS REGION MEETING	130980	04/17/2024	36.18
Vendor Filed As 000490 - KRAUEL, RANDALL Total:				148.74
Vendor Filed As: 002892 - LAKESHORE LEARN				
363752040224	LIBRARY SEATING	130985	04/17/2024	366.84
Vendor Filed As 002892 - LAKESHORE LEARN Total:				366.84
Vendor Filed As: 002453 - LAMBERTZ, JASON				
165565	PRODUCTION COSTS			870.00
Vendor Filed As 002453 - LAMBERTZ, JASON Total:				870.00
Vendor Filed As: 002440 - LIBRARY IDEAS L				
111672	VOX BOOKS	130982	04/17/2024	961.80
112103	FREGAL SUBSCRIPTION - 1 YR	130982	04/17/2024	4,138.00
Vendor Filed As 002440 - LIBRARY IDEAS L Total:				5,099.80
Vendor Filed As: 002927 - LINDA J. MC CAN				
INV0000496	AUTHOR VISIT - LINDA MC CA...	130986	04/17/2024	170.00
Vendor Filed As 002927 - LINDA J. MC CAN Total:				170.00
Vendor Filed As: 016510 - LOGAN CONTRACTO				
D77125	CRACK SEALANT			620.00
Vendor Filed As 016510 - LOGAN CONTRACTO Total:				620.00

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
Vendor Filed As: 017125 - MANNING MONITOR				
INV0000495	PERIODICAL SUBSCRIPTION 1 ...	130994	04/17/2024	40.00
Vendor Filed As 017125 - MANNING MONITOR Total:				40.00
Vendor Filed As: 017133 - MASTERCARD				
INV0000533	NUISANCE TRAINING	131004	04/18/2024	46.36
INV0000534	IACP DUES	131003	04/18/2024	190.00
INV0000534	LEADERSHIP CLASS	131003	04/18/2024	359.00
INV0000534	CELL PHONES AND AIR CARDS	131003	04/18/2024	782.56
INV0000534	CELL PHONES	131003	04/18/2024	31.46
INV0000534	CELL PHONES	131003	04/18/2024	13.48
INV0000534	BACKGROUND CHECK GOLWI...	131003	04/18/2024	29.00
INV0000512	HOUSING CONFERENCE LODG...	130996	04/17/2024	280.24
INV0000512	HOUSING CONFERENCE LODG...	130996	04/17/2024	280.24
INV0000512	IMMI CONFERENCE LODGING ...	130996	04/17/2024	267.00
INV0000512	EMPLOYEE RECOGNITION	130996	04/17/2024	36.72
INV0000513	ZOOM FOR COUNCIL	130997	04/17/2024	15.99
INV0000513	IMFOA MEMBERSHIP	130997	04/17/2024	50.00
INV0000513	IMFOA CONFERENCE REGISTR...	130997	04/17/2024	150.00
INV0000513	ADOBE SOFTWARE	130997	04/17/2024	19.99
INV0000513	MAIL CHIMP	130997	04/17/2024	13.00
INV0000514	VIDEOS	130998	04/17/2024	276.75
INV0000514	BOOKS	130998	04/17/2024	72.43
INV0000514	PROGRAM COFFEE & COLORI...	130998	04/17/2024	25.76
INV0000514	3D PRINTER SUPPLIES	130998	04/17/2024	119.98
INV0000514	CRAFT SUPPLIES & STORY WA...	130998	04/17/2024	83.63
INV0000514	PROGRAM TRIVIA NIGHT	130998	04/17/2024	28.01
INV0000515	SHOP VAC FILTER	130995	04/17/2024	24.98
INV0000515	FITNESS EQUIPMENT	130995	04/17/2024	26.74
INV0000515	FITNESS EQUIPMENT	130995	04/17/2024	45.97
INV0000515	TITAN FITNESS PLYOMETRIC ...	130995	04/17/2024	900.17
INV0000515	MERMAID PARTY SUPPLIES	130995	04/17/2024	26.99
INV0000515	FACEBOOK ADS	130995	04/17/2024	180.41
INV0000515	MERMAID PARTY SUPPLIES	130995	04/17/2024	46.66
INV0000515	MERMAID PARTY SUPPLIES	130995	04/17/2024	91.53
INV0000515	STORAGE SHELVING	130995	04/17/2024	449.94
INV0000532	APWA IA CHAPTER SPRING C...	131005	04/18/2024	306.88
INV0000532	EXCAVATION SAFETY TRAINING	131005	04/18/2024	405.00
INV0000532	EXCAVATION SAFETY TRAINING	131005	04/18/2024	135.00
INV0000532	EXCAVATION SAFETY TRAINING	131005	04/18/2024	270.00
Vendor Filed As 017133 - MASTERCARD Total:				6,081.87
Vendor Filed As: 001947 - MATHESON TRI-GA				
0029493041	ACETYLENE TORCH			111.50
Vendor Filed As 001947 - MATHESON TRI-GA Total:				111.50
Vendor Filed As: 002993 - MC CLURE ENGINE				
151429	LED LIGHTNG PROJECT APRIL	130952	04/12/2024	6,559.92
Vendor Filed As 002993 - MC CLURE ENGINE Total:				6,559.92
Vendor Filed As: 003966 - MICROBAC LABORA				
NT2403118	MONTHLY SAMPLE ANALYSIS			107.25
Vendor Filed As 003966 - MICROBAC LABORA Total:				107.25
Vendor Filed As: 012680 - MID AMERICAN EN				
INV0000488	ELECTRIC BILLS	130961	04/12/2024	559.74
INV0000488	ELECTRIC BILLS	130961	04/12/2024	267.66
INV0000488	ELECTRIC BILLS	130961	04/12/2024	167.22
INV0000488	ELECTRIC BILLS	130961	04/12/2024	14,584.77
INV0000488	ELECTRIC BILLS	130961	04/12/2024	666.48
INV0000488	ELECTRIC BILLS	130961	04/12/2024	839.61
INV0000488	ELECTRIC BILLS	130961	04/12/2024	817.89
INV0000488	ELECTRIC BILLS	130961	04/12/2024	104.82
INV0000488	ELECTRIC BILLS	130961	04/12/2024	416.80

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
INV0000488	ELECTRIC BILLS	130961	04/12/2024	27.14
INV0000488	ELECTRIC BILLS	130961	04/12/2024	5,012.42
INV0000488	ELECTRIC BILLS	130961	04/12/2024	102.54
INV0000488	ELECTRIC BILLS	130961	04/12/2024	155.36
INV0000488	ELECTRIC BILLS	130961	04/12/2024	759.55
INV0000488	ELECTRIC BILLS	130961	04/12/2024	199.51
INV0000488	ELECTRIC BILLS	130961	04/12/2024	43.04
INV0000488	ELECTRIC BILLS	130961	04/12/2024	638.35
INV0000488	ELECTRIC BILLS	130961	04/12/2024	29.67
INV0000488	ELECTRIC BILLS	130961	04/12/2024	318.92
INV0000488	ELECTRIC BILLS	130961	04/12/2024	202.89
INV0000488	ELECTRIC BILLS	130961	04/12/2024	1,070.46
INV0000488	ELECTRIC BILLS	130961	04/12/2024	3,491.19
INV0000488	ELECTRIC BILLS	130961	04/12/2024	1,065.30
INV0000488	ELECTRIC BILLS	130961	04/12/2024	6,345.26
INV0000488	ELECTRIC BILLS	130961	04/12/2024	138.94
Vendor Filed As 012680 - MID AMERICAN EN Total:				38,025.53

Vendor Filed As: 017730 - MOORHOUSE READY

0966	BATTING CAGES CONCRETE			976.50
0970	ROW 1810 QUINT HALBUR H...			682.00
0975	BATTING CAGES CONCRETE			906.75
0981	DRIVE WAY REPAIRS 752 GRA...			1,193.50
1009	5TH & COURT DREES ROW			298.00
1013	ROW COURT & 5TH STS DREES			1,705.00
Vendor Filed As 017730 - MOORHOUSE READY Total:				5,761.75

Vendor Filed As: 017855 - MPH INDUSTRIES

6023154	ANTENNA ASSEMBLY			88.25
Vendor Filed As 017855 - MPH INDUSTRIES Total:				88.25

Vendor Filed As: 001803 - MUNICIPAL MANAG

1121.2	LEAK DETECTION			350.00
Vendor Filed As 001803 - MUNICIPAL MANAG Total:				350.00

Vendor Filed As: 001645 - MURPHY TRACTOR

2219441	#34 RIDE CONTROL REPAIRS			863.47
Vendor Filed As 001645 - MURPHY TRACTOR Total:				863.47

Vendor Filed As: 018408 - NAPA AUTO PARTS

066905	EQUIPMENT REPAIRS	130963	04/12/2024	58.84
067339	#29 WIRING			38.30
067407	SUPPLIES			63.96
068088	#24 LED BRAKE LIGHT			79.38
068311	#33 A/C FLUID			24.99
Vendor Filed As 018408 - NAPA AUTO PARTS Total:				265.47

Vendor Filed As: 020203 - OFFICE STOP, TH

319123	COPY PAPER			271.49
Vendor Filed As 020203 - OFFICE STOP, TH Total:				271.49

Vendor Filed As: 020326 - OPTIONS INK

8515	FREIGHT - SAMPLES			45.93
Vendor Filed As 020326 - OPTIONS INK Total:				45.93

Vendor Filed As: 020330 - O'REILLY AUTO P

0400-346927	HYDRAULIC OIL			22.99
Vendor Filed As 020330 - O'REILLY AUTO P Total:				22.99

Vendor Filed As: 021050 - P & H WHOLESALE

S2958781.001	RESTROOM REPAIRS			212.69
S2958890.001	REPAIR PARTS			6.30
S2959353.001	PLUMBING SUPPLIES			7.18
S2960735.001	REPAIR PARTS			17.15
S2960912.001	PVC FITTINGS			11.92
Vendor Filed As 021050 - P & H WHOLESALE Total:				255.24

COUNCIL CLAIMS 4/22/2024

Payment Dates: 4/9/2024 - 4/22/2024

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
Vendor Filed As: 001949 - PERFORMANCE TIR				
0175383	#17 OIL CHANGE			39.43
0175384	#18 OIL CHANGE			39.43
0175385	OIL CHANGE			40.33
0175388	OIL CHANGE			40.33
0175389	#16 OIL CHANGE			40.33
Vendor Filed As 001949 - PERFORMANCE TIR Total:				199.85
Vendor Filed As: 003127 - PLANET TECHNOLO				
1009434	SOFTWARE			60.72
Vendor Filed As 003127 - PLANET TECHNOLO Total:				60.72
Vendor Filed As: 004066 - POSTEL, KERSTEN				
INV0000497	MARCH MILEAGE OUTREACH ...	130989	04/17/2024	44.22
Vendor Filed As 004066 - POSTEL, KERSTEN Total:				44.22
Vendor Filed As: 021735 - POSTMASTER				
INV0000510	FIRST CLASS PRESORT FEE			320.00
Vendor Filed As 021735 - POSTMASTER Total:				320.00
Vendor Filed As: 021860 - PRESTO-X-COMPAN				
59269369	REC CENTER PEST CONTROL			76.89
59269429	PEST CONTROL 112 E 5TH ST			29.16
59269429	PEST CONTROL 112 E 5TH ST			29.16
59269430	PEST CONTROL 627 N ADAMS ...			105.66
Vendor Filed As 021860 - PRESTO-X-COMPAN Total:				240.87
Vendor Filed As: 009870 - RACCOON VALLEY				
INV0000499	MARCH ELECTRIC SERVICE	130991	04/17/2024	1,268.46
Vendor Filed As 009870 - RACCOON VALLEY Total:				1,268.46
Vendor Filed As: 003137 - RDG PLANNING &				
56701	REC CENTER IMPROVEMENTS			1,268.14
Vendor Filed As 003137 - RDG PLANNING & Total:				1,268.14
Vendor Filed As: 023815 - REGION XII COG				
INV0000491	JAN-MARCH FY 24 FUNDING			2,976.00
Vendor Filed As 023815 - REGION XII COG Total:				2,976.00
Vendor Filed As: 025028 - SCHOEPPNER, CAR				
INV0000481	SECRETARY CONTRACT	130964	04/12/2024	350.00
Vendor Filed As 025028 - SCHOEPPNER, CAR Total:				350.00
Vendor Filed As: 036238 - SEAN ANDERSON				
INV0000509	GOLF MEMBERSHIP REFUND			50.01
INV0000509	GOLF MEMBERSHIP REFUND			140.01
Vendor Filed As 036238 - SEAN ANDERSON Total:				190.02
Vendor Filed As: 000612 - SENECA COMPANIE				
S-INV022256	FREE PRODUCT RECOVERY			4,285.50
Vendor Filed As 000612 - SENECA COMPANIE Total:				4,285.50
Vendor Filed As: 025250 - SHERWIN WILLIAM				
6780-5	PAINT			112.96
Vendor Filed As 025250 - SHERWIN WILLIAM Total:				112.96
Vendor Filed As: 004178 - SOLID WASTE MAN				
1	FY 24 YARD WASTE MANAGE...			8,075.00
Vendor Filed As 004178 - SOLID WASTE MAN Total:				8,075.00
Vendor Filed As: 025880 - STONE PRINTING				
110092	OFFICE SUPPLIES	131000	04/17/2024	319.02
11681	LAMINATING	131000	04/17/2024	1.00
110002	POINT OF SALES PRINTER			239.99
110089	PRE-INKED STAMP			147.10
110214	CLUBHOUSE SUPPLIES			75.96
11763	PRINTER INK CLUBHOUSE			53.33
11780	HISTORIC PRESERVATION CO...			116.58
Vendor Filed As 025880 - STONE PRINTING Total:				952.98

COUNCIL CLAIMS 4/22/2024

Payment Dates: 4/9/2024 - 4/22/2024

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
Vendor Filed As: 001739 - SYN-TECH SYSTEM				
281952	BOARDS FOR FUEL MASTER	130950	04/12/2024	1,845.60
Vendor Filed As 001739 - SYN-TECH SYSTEM Total:				1,845.60
Vendor Filed As: 027079 - TRIPLE A SEEDS				
32820	GRASS SEED			56.25
Vendor Filed As 027079 - TRIPLE A SEEDS Total:				56.25
Vendor Filed As: 004016 - TRIVISTA				
XA101004289.01	OIL CHANGE			40.47
Vendor Filed As 004016 - TRIVISTA Total:				40.47
Vendor Filed As: 027085 - TROPHIES PLUS I				
382821	RETIREMENT PLAQUE SCHLAT...			36.99
Vendor Filed As 027085 - TROPHIES PLUS I Total:				36.99
Vendor Filed As: 003499 - UMB BANK				
973066	FY 24 BOND FEE			600.00
Vendor Filed As 003499 - UMB BANK Total:				600.00
Vendor Filed As: 003941 - US DEPARTMENT O				
1712102400124	CDL QUERIES	DFT0000154	04/12/2024	25.00
Vendor Filed As 003941 - US DEPARTMENT O Total:				25.00
Vendor Filed As: 002666 - VAN WALL EQUIPM				
6185438	GOLF COURSE SUPPLIES			1,002.56
6150668	BALL WASHER AND SUPPLIES			454.86
6152985	FLAGSTICKS			74.00
6179160	MOWER REPLACEMENT			35,729.00
Vendor Filed As 002666 - VAN WALL EQUIPM Total:				37,260.42
Vendor Filed As: 036215 - WD DOOR				
2405166.0001	GARAGE DOOR SEALS			1,459.25
Vendor Filed As 036215 - WD DOOR Total:				1,459.25
Vendor Filed As: 030355 - WITTROCK MOTOR				
1208	MARCH CAR RENTAL	130965	04/12/2024	550.00
254272	REPAIR TRUCK #54			590.90
Vendor Filed As 030355 - WITTROCK MOTOR Total:				1,140.90
Vendor Filed As: 003970 - WORLDWIDE EXPRE				
2404058572	FREIGHT W/E 4/10/2024	130953	04/12/2024	43.34
Vendor Filed As 003970 - WORLDWIDE EXPRE Total:				43.34
Grand Total:				256,294.85

Report Summary

Fund Summary

Fund	Expense Amount	Payment Amount
001 - GENERAL FUND	185,418.62	92,905.42
010 - HOTEL/MOTEL TAX	399.70	332.58
110 - ROAD USE TAX FUND	10,369.14	4,393.46
121 - LOCAL OPTION SALES TAX	2,183.25	0.00
168 - LIBRARY TRUST FUND	4,392.76	4,392.76
200 - DEBT SERVICE FUND	600.00	0.00
301 - C.P. - EQUIPMENT PURCHASE	16.80	0.00
303 - C.P. - AIRPORT	6,798.93	6,798.93
313 - C.P. - REC CENTER BLDG	3,287.19	449.94
600 - WATER UTILITY FUND	15,832.23	10,310.21
602 - WATER UTILITY CAP. IMP.	297.00	0.00
610 - SEWER UTILITY FUND	17,149.41	13,214.20
850 - MEDICAL INSURANCE FUND	9,549.82	9,549.82
Grand Total:	256,294.85	142,347.32

Gross Payroll \$229,736.70

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, City Clerk/Finance Director

DATE: April 18, 2024

SUBJECT: Carroll County Softball

- Resolution Granting Permission to Serve and Sell Alcoholic Beverages at the Adult Slow Pitch Softball Fields
- New Special Class "C" Retail Alcohol License

For many years Carroll County Softball, with Bob Fasbender as President, has obtained a liquor license for the sale of alcoholic beverages at the Adult Slow Pitch Softball Fields located next to Merchants Baseball Stadium. Many adult slow pitch softball games and tournaments are held throughout the summer at the Adult Slow Pitch Softball Fields. Carroll County Softball volunteers are in charge of the concession stand for these events. No city staff is involved.

There is a licensing requirement for a licensee that does not own an area being licensed to get permission from the owner to allow for the sale of alcoholic beverages on their premises. Attached is resolution granting permission to Carroll County Softball to obtain a liquor license and sale alcoholic beverages at the Adult Slow Pitch Softball Fields.

RECOMMENDATION: Council discussion and approval of the following:

1. Resolution Granting Permission to Carroll County Softball to serve and sell alcoholic beverages at the Adult Slow Pitch Softball Fields
2. New Special Class "C" Retail Alcohol License

RESOLUTION NO. _____

**A RESOLUTION ALLOWING CARROLL COUNTY SOFTBALL TO SERVE AND SELL
ALCOHOLIC BEVERAGES AT THE ADULT SLOW PITCH SOFTBALL FIELDS**

WHEREAS, Carroll County Softball has requested to serve and sell alcohol at the Adult Slow Pitch Softball Fields and;

WHEREAS, there is an alcoholic beverages licensing requirement to seek permission from the owner of a premise to serve and sell alcoholic beverages, and;

WHEREAS, the City of Carroll owns the Adult Slow Pitch Softball Fields.

NOW, THEREFORE, BE IT RESOLVED that the Carroll City Council grants permission to the Carroll County Softball to serve and sell alcoholic beverages at the Adult Slow Pitch Softball Fields.

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

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Gerald H. Fleshner, Mayor

ATTEST:

Laura A. Schaefer, City Clerk

City of Carroll

Brad Burke, Chief of Police

Police Department

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-3536

FAX: (712) 792-8088

MEMO TO: Aaron Kooiker, City Manager



FROM: Brad Burke, Chief of Police



DATE: April 18, 2024

SUBJECT: Carroll City Ordinance Chapter 69.08 amendment

Second Reading: Since the first reading of this ordinance amendment, I have not had any public input for or against the change. I would recommend waiving the third reading and passing the ordinance as presented.

Currently there is a no parking zone from 10th Street to 11th Street on the west side of the road along Adams Elementary. Due to changes in bus pickup and drop off, we have been allowing the school to stage parent pickup on Main Street in this area for after school pickup. There have not been any issues with traffic during this pickup time. To codify what has become normal practice, amendments are being made to Chapter 69.08 of the code. The changes will keep a no parking zone near the corner of 10th Street and make the remaining no parking zone a loading zone. This will allow for the pickup line to stage on Main Street for the after-school pickup.

RECOMMENDATION: Council consideration and discussion of the ordinance change amendment to Chapter 69.08 of the City of Carroll Ordinance.

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF CARROLL, IOWA, 2011, BY AMENDING PROVISIONS PERTAINING TO PARKING.

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

SECTION 1. Chapter 69 is amended by amending Section 08:

69.08 NO PARKING ZONES.

26. Main Street.

A. "No Parking Anytime."

- (1) From 125 feet north of Pike Avenue to Thirteenth Street;
- (2) Anthony Street to Timberline Drive – east side only.

B. "No Parking Here To Corner."

- (1) From 30 feet north of Twelfth Street to 30 feet south of Twelfth Street;
- (2) From 30 feet north of Eleventh Street to Eleventh Street – east side only;
- (3) From 30 feet north of Tenth Street to 30 feet south of Tenth Street;
- (4) From 20 feet south of U.S. Highway No. 30 to U.S. Highway No. 30;
- (5) From 40 feet north of Fifth Street to Fifth Street – west side only;
- (6) From 65 feet north of the centerline of Fourth Street to Fourth Street – west side only.
- (7) From 70 feet north of the centerline of Tenth Street to Tenth Street – west side

D. "No Parking – Loading and Unloading Only."

(1) From 31 feet south of the southerly curb line of Third Street to 54 feet south of the southerly curb line of Third Street – east side only.

(2) From 115 feet north of the centerline of Eleventh Street to 70 feet north of the centerline of Tenth– west side only.

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

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

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

Passed and approved this _____ day of _____, 2024.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

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: Aaron Kooiker, City Manager 
FROM: Dan Hannasch, Fire Chief and Building/Fire Safety Official 
DATE: April 17, 2024
SUBJECT: Amending Chapter 156 – Sign Code – 2nd Reading

After review of the City's current sign code, it was determined that the A-2 and RB-1 Districts are not addressed within the sign code. Staff would like to add these districts to section 156.20, Signs in the A-1 District. The attached Ordinance adds the A-2 and RB-1 Districts to section 156.20.

RECOMMENDATION: Mayor and City Council consideration and approval of the second reading and waiving of the third reading of the attached Ordinance which adds the A-2 and RB-1 Districts to section 156.20 of the City of Carroll Code of Ordinances.

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF CARROLL, IOWA, BY AMENDING THE TITLE TO SECTION 156.20, SIGNS IN THE A-1 DISTRICT.

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

Section 1. AMENDED SECTION TITLE. The Code of Ordinances of the City of Carroll, Iowa is amended by repealing the title of Section 156.20, Signs in the A-1 District, and replacing the title of 156.20, as follows:

156.20 SIGNS IN THE A-1, A-2 AND RB-1 DISTRICTS.

Subsections 1, 2 and 3 of Section 156.20 shall remain unchanged.

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

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

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

Passed and approved this ___ day of _____, 2024.

CITY COUNCIL OF THE
CITY OF CARROLL

Gerald H. Fleschner, 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: Aaron Kooiker, City Manager *AK*
FROM: Randall M. Krauel, Director of Public Works *RMK*
DATE: April 17, 2024
SUBJECT: Vacation of a Portion of North West Street
• Public Hearing
• Ordinance

On February 26, 2024, a release of Right-of-Way/Easement was accepted from Carroll County for a N. West Street easement described as follows:

West 53 feet of the North 2,164 feet of the NE $\frac{1}{4}$, Section 13, Township 84 North, Range 35 West.

The easement location is illustrated on the attached.

It is now proposed to vacate the east 13 feet of the easement resulting in re-establishing a 40 feet on-half width right-of-way on this segment of N. West Street. The description of the property proposed to be vacated is as follows:

East 13 feet of the West 53 feet of the North 2,164 feet of the NE $\frac{1}{4}$ of Section 13-T84N-R35W

A Vacation Plat is attached.

The Planning and Zoning Commission, at their meeting on April 10, approved a recommendation to the City Council to vacate this portion of N. West Street. The Commission written recommendation is their attached DRAFT meeting minutes.

On April 8, the City Council set a public hearing on the vacation for April 22.

RECOMMENDATION: Mayor and City Council conduction of the required public hearing and consideration of adoption of the Ordinance vacating for street purposes a portion of N. West Street described as East 13 feet of the West 53 feet of the North 2,164 feet of the NE $\frac{1}{4}$ of Section 13-T84N-R35W based on the following findings:

1. Public Use. The street proposed to be vacated is not needed for the use of the public, and therefore, its maintenance at public expense is no longer justified.
2. Abutting Property. The proposed vacation will not deny owners of property abutting on the street reasonable access to their property.
3. Recommendation of the Planning and Zoning Commission.

RMK:kjs

attachments (4)

ORDINANCE NO. _____

AN ORDINANCE PROVIDING FOR THE VACATION OF A PORTION OF NORTH WEST STREET RIGHT-OF-WAY.

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

SECTION 1. PURPOSE. The purpose of this Ordinance is to vacate for use by the public that portion of the North West Street right-of-way described as follows:

East 13 feet of the West 53 feet of the North 2,164 feet of the NE ¼ of Section 13-T84N-R35W

SECTION 2. FACTS FOUND. The City Council of the City of Carroll hereby finds that the portion of right-of-way described in Section 1 is not needed for the use of the public, its maintenance at public expense is no longer justified, and the proposed vacation will not deny abutting property owners reasonable access the their property.

SECTION 3. VACATION. That portion of the right-of-way described in Section 1 is hereby vacated.

SECTION 4. FILING. The City Clerk is hereby authorized and directed to cause a certified copy of this Ordinance, proof of publication thereof, and proof of publication of the notice of the public hearing on this matter to be properly filed in the Records Office of Carroll County, Iowa.

SECTION 5. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 6. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 7. WHEN EFFECTIVE. This Ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

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

Gerald H. Fleshner, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

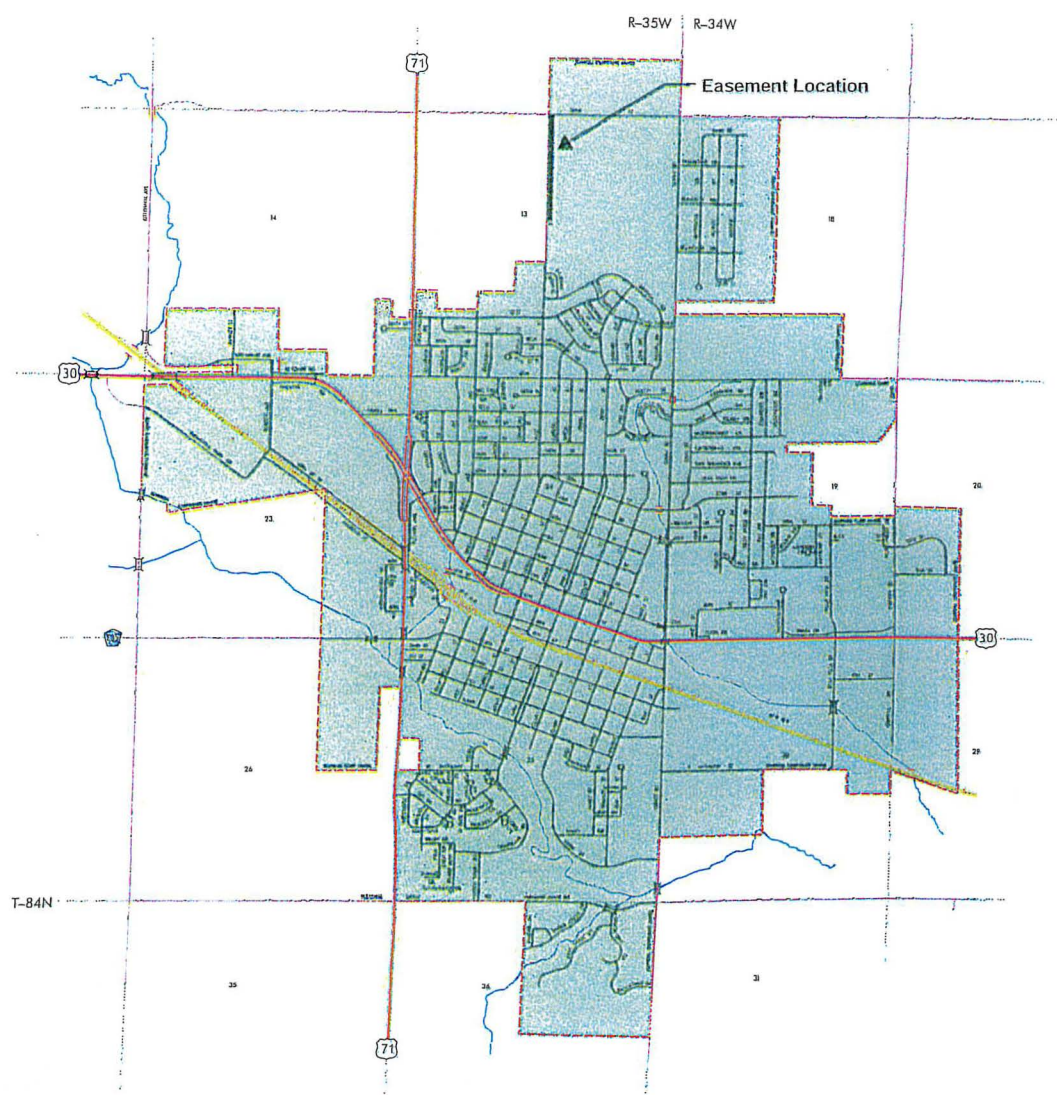
First Reading: _____

Second Reading: _____

Third Reading: _____

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

Laura A. Schaefer, City Clerk

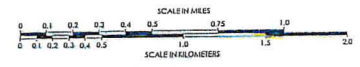


N. WEST STREET EASEMENT



LEGEND

INTERSTATE ROUTE	
FREEWAY OR EXPRESSWAY ROUTE	
U.S. HIGHWAY ROUTE	
BUSINESS ROUTE	
STATE HIGHWAY ROUTE	
SIGNAGED ROUTE	
COUNTY UNIMPAVED ROUTE	
SECONDARY ROAD OR ADJOINING CITY STREET	
CITY STREET	
PAVE, RURAL, OR FEDERAL ROAD	
RAILROAD	
CORPORATION LINE	
SECTION LINE	
COR-66-SAC	
SECTION, TOWNSHIP & RANGE NUMBERS	



HIGHWAY AND STREET MAP OF

CARROLL IOWA

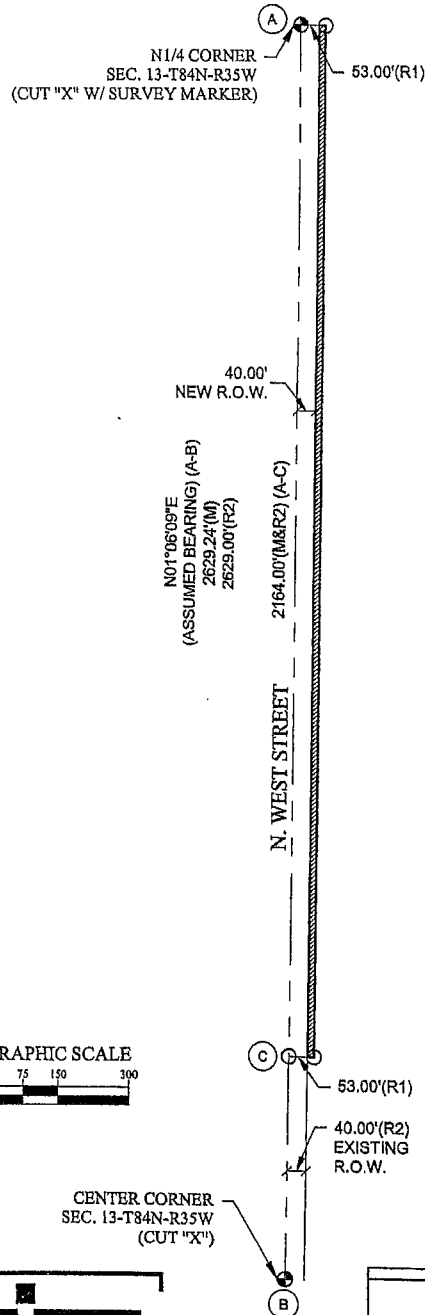
PREPARED BY
 IOWA DEPARTMENT OF TRANSPORTATION
 PLANNING, PROGRAMMING, AND MODAL DIVISION
 OFFICE OF SYSTEMS PLANNING
 PHONE (515) 281-1444
 IN COOPERATION WITH
 UNITED STATES DEPARTMENT OF TRANSPORTATION
 FEDERAL HIGHWAY ADMINISTRATION

14-1125

Index Legend	
Location:	PART OF THE NE1/4, SEC. 13-T84N-R35W GRANT TWP, CARROLL COUNTY
Requestor:	CITY OF CARROLL
Proprietor:	CITY OF CARROLL
Surveyor/ Prepared By:	MATTHEW A. FOUTS 724 SIMON AVE. CARROLL, IA 51401 PHONE # 712-792-9711
Surveyor Company:	JEO CONSULTING GROUP INC.
Return To:	724 SIMON AVE. CARROLL, IA 51401

FOR RECORDER'S USE ONLY

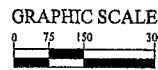
VACATION PLAT



BOUNDARY DESCRIPTION:
THIS PLAT IS TO VACATE
RIGHT-OF-WAY ALONG THE
EAST 13 FEET OF THE WEST
53 FEET OF THE NORTH
2164.00 FEET OF THE NE1/4
OF SECTION 13-T84N-R35W.

SURVEYORS NOTE:
A RELEASE OF RIGHT OF
WAY / EASEMENT FROM
CARROLL COUNTY, IA TO
THE CITY OF CARROLL, IA IS
RECORDED IN INSTRUMENT
#2024-0264.

RECORD SURVEYS:
R1 BOOK 84, PAGE 148
R2 BOOK 7, PAGE 131



LEGEND

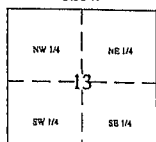
	MONUMENT FOUND
	MONUMENT SET
	CALCULATED POINT
	RECORDED DISTANCE
	MEASURED DISTANCE
	R.O.W. RIGHT-OF-WAY

DATE	3/5/2024
SCALE	1" = 300'
DRAWN	JAR
JOB NO.	231132
FIELD BOOK	
FIELD WORK	JAR
SHEET	1 OF 1
FILE NO.	

JEO CONSULTING GROUP
800.723.8567
Carroll, IA 712-792-9711
Arkany, Iowa 515-964-5310
www.jeo.com

VICINITY SKETCH

CARROLL COUNTY
IOWA
R35W



I hereby certify that this land surveying document was prepared and the related survey work was performed 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.

Matthew A. Fouts J. 5.24
(signature) (date)

Printed or typed name: MATTHEW A. FOUTS
License Number: 23586
My license renewal date is December 31, 2025

Pages or sheets covered by this seal:
SHEET 1 OF 1

PLANNING AND ZONING COMMISSION
MINUTES OF APRIL 10, 2024

The Carroll Planning and Zoning Commission met in regular session on April 10, 2024, 5:15 PM, in the Council Chambers, City Hall, 627 N Adams Street. Present: Sylvia Balk-Hanks, Richard Boes, Shelley Diehl, Ron Juergens, Mike Long (via phone) Ron Meiners, Michelle Prichard, and Daniel Sturm. Absent: Jayne Pietig. Also present: Aaron Kooiker, City Manager, David Bruner, City Attorney, Dan Hannasch, Fire Chief and Building/Fire Safety Official and Randy Krauel, Director of Public Works/City Engineer. Chairperson Diehl presided over the meeting.

MOTION by Juergens, second by Meiners, to elect Shelley Diehl as chairperson. All present voted Aye. Nays: None. Abstain: None. Absent: Pietig. Motion carried 8-0.

MOTION by Prichard, second by Juergens, to elect Ron Meiners as vice-chairperson. All present voted aye. Nays: None. Abstain: None. Absent: Pietig. Motion carried 8-0.

MOTION by Juergens, second by Meiners, to approve the minutes of the February 14, 2024, as mailed. All present voted Aye. Nays: None. Abstain: None. Absent: Pietig. Motion carried 8-0.

On February 26, 2024, the City accepted a release of Right-of-Way/Easement from Carroll County for the N. West Street easement. The City is now proposing to vacate the east 13 feet of the easement resulting in re-establishing a 40 feet one-half width right-of-way on this section of N. West Street. The description of the property proposed to be vacated is as follows:

East 13 feet of the West 53 feet of the North 2,164 feet of the NE¼ of Section
13-T84N-R35W

The street proposed to be vacated is not needed for the use of the public, and therefore, its maintenance at public expense is no longer justified. The proposed vacation will not deny owners of property abutting on the street reasonable access to their property.

MOTION by Sturm, second by Diehl, to recommend to the City Council approval of the vacation as presented. Aye: Balk-Hanks, Boes, Diehl, Juergens, Meiners, Prichard and Sturm. Nay: Long. Abstain: None. Absent: Pietig. Motion carried 7-1.

A proposal has been made to rezone the following described parcel of land from A-1, Agricultural District to R-3, Low-Density Residential District.

A Parcel of land located in part of Lot 2 and Lot 3 of the Northwest Quarter of the Northeast Quarter and Part of Lot 2 located in the Southwest Quarter of the Northeast Quarter, all in Section 13, Township 84 North, Range 35 West of the 5th P.M., City of Carroll, Carroll County, Iowa, being more particularly described as follows:

COMMENCING at the North quarter corner of said Section 13; thence S01°06'09"W (assumed bearing) on the West line of said Northeast quarter, 443.40 feet; thence S88°53'51"E, 40.00 feet to the POINT OF BEGINNING; thence continuing S88°53'51"E, 150.00 feet; thence S01°06'09"W, 600.00 feet; thence S88°53'51"E, 50.00 feet; thence S01°06'09"W, 520.00 feet; thence N88°53'51"W, 200.00 feet; thence N01°06'09"E, 1120.00 feet to the POINT OF BEGINNING.

All adjacent property owners were notified of the hearing by mail and proof of public notice of a hearing was presented. The public hearing was opened at 5:27 PM. No one was present and spoke in favor of the request. Jason Atherton appeared and spoke in opposition. The public hearing was closed at 5:38 P.M. MOTION by Sturm, second by Prichard to recommend to the City Council approval of the zoning change request for the area described from A-1, Agricultural District to R-3, Low-Density Residential District for an area legally described as:

A Parcel of land located in part of Lot 2 and Lot 3 of the Northwest Quarter of the Northeast Quarter and Part of Lot 2 located in the Southwest Quarter of the Northeast Quarter, all in Section 13, Township 84 North, Range 35 West of the 5th P.M., City of Carroll, Carroll County, Iowa, being more particularly described as follows:

COMMENCING at the North quarter corner of said Section 13; thence S01°06'09"W (assumed bearing) on the West line of said Northeast quarter, 443.40 feet; thence S88°53'51"E, 40.00 feet to the POINT OF BEGINNING;

thence continuing S88°53'51"E, 150.00 feet; thence S01°06'09"W, 600.00 feet; thence S88°53'51"E, 50.00 feet; thence S01°06'09"W, 520.00 feet; thence N88°53'51"W, 200.00 feet; thence N01°06'09"E, 1120.00 feet to the POINT OF BEGINNING.

Aye: Sturm and Prichard. Nay: Balk-Hanks, Boes, Diehl, Juergens, Long, and Meiners. Absent: Pietig. Motion failed 2-6.

* * * * *

MOTION by Juergens, second by Meiners, to adjourn at 5:52 PM. All present voted Aye. Nays: None. Abstain: None. Absent: Pietig. Motion carried 8-0

Shelley Diehl, Chairperson

Aaron Kooiker, City Manager

DRAFT

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: April 16, 2024

SUBJECT: Rezoning request from A-1, Agricultural District to R-3, Low-Density Residential District

On April 10, 2024, the Planning and Zoning Commission met to discuss the rezoning of property to the east of N. West Street proposed for the West Golfview Subdivision. The property is legally described as:

A Parcel of land located in part of Lot 2 and Lot 3 of the Northwest Quarter of the Northeast Quarter and Part of Lot 2 located in the Southwest Quarter of the Northeast Quarter, all in Section 13, Township 84 North, Range 35 West of the 5th P.M., City of Carroll, Carroll County, Iowa, being more particularly described as follows:

COMMENCING at the North quarter corner of said Section 13; thence S01°06'09"W (assumed bearing) on the West line of said Northeast quarter, 443.40 feet; thence S88°53'51"E, 40.00 feet to the POINT OF BEGINNING; thence continuing S88°53'51"E, 150.00 feet; thence S01°06'09"W, 600.00 feet; thence S88°53'51"E, 50.00 feet; thence S01°06'09"W, 520.00 feet; thence N88°53'51"W, 200.00 feet; thence N01°06'09"E, 1120.00 feet to the POINT OF BEGINNING.

During the discussion, the Commission was advised that the rezoning of this property from A-1, Agricultural District to R-3, Low-Density Residential District is cohesive and compatible with the comprehensive plan and is compatible with neighboring land uses.

During the discussion, there were many questions from the Planning and Zoning Commission members regarding the cost of the development. Several Commission members stated the development was too expensive. Staff reminded them that their decision was to be based on the compatibility of the rezoning request with the comprehensive plan and other zonings near that area. It was also noted that Chris Whitaker, who authored the city's comprehensive plan, agreed that the rezoning was compatible with the plan.

A motion was made and seconded to approve the rezoning of the property proposed to be used for the West Golfview Subdivision. However, that motion failed 2-6. No other motions were made. When asked what the reasoning for the failed vote was, Planning and Zoning Commission members stated that they felt that the cost of the development was too expensive. There was no other feedback from the Commission regarding the rezoning. One member stated that he was not aware that they were supposed to review the comprehensive plan when reviewing rezonings.

When reviewing rezoning proposals, the Council should consider the Comprehensive Plan, Spot Zoning and Public Input.

Comprehensive Plan:

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

The Parcel is included in property identified in the City's Comprehensive Plan Future Land Use as Parks and Open Space. Reviewing the Comprehensive Plan and Future Land Use, rezoning the Parcel to R-3 Low-Density Residential would be in alignment with future land use. Residential areas and parks and open spaces are cohesive and compatible neighboring land uses.

Spot Zoning:

According to the Iowa State University & Outreach's "Midwest Planning Bluz" (Iowa State University Extension's Blog on Land Use and Zoning), to determine whether illegal spot zoning has occurred, the courts consider whether the rezoning takes into account the following:

1. the characteristics of surrounding property;
2. the community's comprehensive plan; and
3. the protection and preservation of public health, justice, morals, order, safety and security, and welfare (police power).

The parks and open space property land use currently abuts residential land use the northwest, northeast and east. As determined above, residential areas and parks and open spaces are cohesive and compatible neighboring land uses. Rezoning would also provide needed residential housing area availability to the residents of the City.

Public Input:

A public hearing on the proposed rezoning was held during the Planning and Zoning Commission meeting on April 10, 2024. Please see the attached minutes from that meeting. As of this date, no public comments have been received.

STAFF RECOMMENDATION: As the Planning and Zoning Commission made the recommendation not to rezone the West Golfview Subdivision due to cost, staff would recommend Council conduction of the required public hearing and consideration of the first reading of the Ordinance rezoning of the Parcel from A-1, Agricultural District to R-3, Low-Density Residential District according to a compatible use of the comprehensive plan.

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 SITUATED 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 part of Lot 2 and Lot 3 of the Northwest Quarter of the Northeast Quarter and Part of Lot 2 located in the Southwest Quarter of the Northeast Quarter, all in Section 13, Township 84 North, Range 35 West of the 5th P.M., City of Carroll, Carroll County, Iowa, being more particularly described as follows:

COMMENCING at the North quarter corner of said Section 13; thence S01°06'09"W (assumed bearing) on the West line of said Northeast quarter, 443.40 feet; thence S88°53'51"E, 40.00 feet to the POINT OF BEGINNING; thence continuing S88°53'51"E, 150.00 feet; thence S01°06'09"W, 600.00 feet; thence S88°53'51"E, 50.00 feet; thence S01°06'09"W, 520.00 feet; thence N88°53'51"W, 200.00 feet; thence N01°06'09"E, 1120.00 feet to the POINT OF BEGINNING.

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

SECTION 5. 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. 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

PLANNING AND ZONING COMMISSION
MINUTES OF APRIL 10, 2024

The Carroll Planning and Zoning Commission met in regular session on April 10, 2024, 5:15 PM, in the Council Chambers, City Hall, 627 N Adams Street. Present: Sylvia Balk-Hanks, Richard Boes, Shelley Diehl, Ron Juergens, Mike Long (via phone) Ron Meiners, Michelle Prichard, and Daniel Sturm. Absent: Jayne Pietig. Also present: Aaron Kooiker, City Manager, David Bruner, City Attorney, Dan Hannasch, Fire Chief and Building/Fire Safety Official and Randy Krauel, Director of Public Works/City Engineer. Chairperson Diehl presided over the meeting.

MOTION by Juergens, second by Meiners, to elect Shelley Diehl as chairperson. All present voted Aye. Nays: None. Abstain: None. Absent: Pietig. Motion carried 8-0.

MOTION by Prichard, second by Juergens, to elect Ron Meiners as vice-chairperson. All present voted aye. Nays: None. Abstain: None. Absent: Pietig. Motion carried 8-0.

MOTION by Juergens, second by Meiners, to approve the minutes of the February 14, 2024, as mailed. All present voted Aye. Nays: None. Abstain: None. Absent: Pietig. Motion carried 8-0.

On February 26, 2024, the City accepted a release of Right-of-Way/Easement from Carroll County for the N. West Street easement. The City is now proposing to vacate the east 13 feet of the easement resulting in re-establishing a 40 feet one-half width right-of-way on this section of N. West Street. The description of the property proposed to be vacated is as follows:

East 13 feet of the West 53 feet of the North 2,164 feet of the NE¼ of Section
13-T84N-R35W

The street proposed to be vacated is not needed for the use of the public, and therefore, its maintenance at public expense is no longer justified. The proposed vacation will not deny owners of property abutting on the street reasonable access to their property.

MOTION by Sturm, second by Diehl, to recommend to the City Council approval of the vacation as presented. Aye: Balk-Hanks, Boes, Diehl, Juergens, Meiners, Prichard and Sturm. Nay: Long. Abstain: None. Absent: Pietig. Motion carried 7-1.

A proposal has been made to rezone the following described parcel of land from A-1, Agricultural District to R-3, Low-Density Residential District.

A Parcel of land located in part of Lot 2 and Lot 3 of the Northwest Quarter of the Northeast Quarter and Part of Lot 2 located in the Southwest Quarter of the Northeast Quarter, all in Section 13, Township 84 North, Range 35 West of the 5th P.M., City of Carroll, Carroll County, Iowa, being more particularly described as follows:

COMMENCING at the North quarter corner of said Section 13; thence S01°06'09"W (assumed bearing) on the West line of said Northeast quarter, 443.40 feet; thence S88°53'51"E, 40.00 feet to the POINT OF BEGINNING; thence continuing S88°53'51"E, 150.00 feet; thence S01°06'09"W, 600.00 feet; thence S88°53'51"E, 50.00 feet; thence S01°06'09"W, 520.00 feet; thence N88°53'51"W, 200.00 feet; thence N01°06'09"E, 1120.00 feet to the POINT OF BEGINNING.

All adjacent property owners were notified of the hearing by mail and proof of public notice of a hearing was presented. The public hearing was opened at 5:27 PM. No one was present and spoke in favor of the request. Jason Atherton appeared and spoke in opposition. The public hearing was closed at 5:38 P.M. MOTION by Sturm, second by Prichard to recommend to the City Council approval of the zoning change request for the area described from A-1, Agricultural District to R-3, Low-Density Residential District for an area legally described as:

A Parcel of land located in part of Lot 2 and Lot 3 of the Northwest Quarter of the Northeast Quarter and Part of Lot 2 located in the Southwest Quarter of the Northeast Quarter, all in Section 13, Township 84 North, Range 35 West of the 5th P.M., City of Carroll, Carroll County, Iowa, being more particularly described as follows:

COMMENCING at the North quarter corner of said Section 13; thence S01°06'09"W (assumed bearing) on the West line of said Northeast quarter, 443.40 feet; thence S88°53'51"E, 40.00 feet to the POINT OF BEGINNING;

thence continuing S88°53'51"E, 150.00 feet; thence S01°06'09"W, 600.00 feet; thence S88°53'51"E, 50.00 feet; thence S01°06'09"W, 520.00 feet; thence N88°53'51"W, 200.00 feet; thence N01°06'09"E, 1120.00 feet to the POINT OF BEGINNING.

Aye: Sturm and Prichard. Nay: Balk-Hanks, Boes, Diehl, Juergens, Long, and Meiners. Absent: Pietig. Motion failed 2-6.

* * * * *

MOTION by Juergens, second by Meiners, to adjourn at 5:52 PM. All present voted Aye. Nays: None. Abstain: None. Absent: Pietig. Motion carried 8-0

Shelley Diehl, Chairperson

Aaron Kooiker, City Manager

DRAFT

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: April 17, 2024

SUBJECT: U.S. 30 W Sanitary Sewer & Watermain Extension – 2024
Supplemental Agreement for Additional Services #1

On November 13, 2023, the Council entered into a Professional Services Agreement with Snyder and Associates, Inc. for services required for the U.S. 30 W Sanitary Sewer & Watermain Extension project. The project anticipated extension of sanitary sewer and watermain along west U.S. 30 with an inverted siphon sanitary sewer crossing the Middle Raccoon River. As design progressed, it was determined that a sanitary sewer inverted siphon river crossing would not function due to inadequate flow. It was determined that a sanitary sewer lift station would be required for the river crossing.

A Supplemental Agreement for Additional Services has been prepared and attached to incorporate services related to the lift station. The services are detailed in the Agreement and summarized, with fees, as follows:

Additional Services

Easement Services	\$2,500.00	Lump Sum
Design Services	\$9,750.00	Lump Sum

Subconsultant Services

Design	\$13,700.00	Lump Sum
Bidding Phase	\$1,100.00	Hr. NTE
Construction Phase	\$6,600.00	Lump Sum
Post Construction	<u>\$800.00</u>	<u>Hr. NTE</u>

Total – Subconsultant	<u>\$22,200.00</u>	NTE
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Total – Additional Services	\$34,450.00	NTE
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With the proposed Additional Services, total fees included in the Agreement are as follows:

Original Agreement	\$99,350.00
Additional Services #1	<u>\$34,450.00</u>
Total – Design – Construction Services	\$133,800.00

The current total estimated project cost is as follows:

Design – Construction Services	\$133,800.00
Construction	<u>\$894,052.50</u>
Total Estimated Project	\$1,027,852.50

The project is anticipated to be financed through Tax Increment Financing from the Ziegler Urban Renewal area.

RECOMMENDATION: Mayor and City Council consideration of passage and approval of the Resolution approving the Supplemental Agreement for Additional Services #1 with Snyder & Associates, Inc. for the U.S. 30 W Sanitary Sewer & Watermain Extension project.

RMK:kjs

attachments (2)

RESOLUTION NO. _____

RESOLUTION APPROVING THE SUPPLEMENTAL AGREEMENT FOR ADDITIONAL SERVICES # 1 WITH SNYDER & ASSOCIATES, INC. FOR THE U.S. 30 W SANITARY SEWER & WATERMAIN EXTENSION 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 Supplemental Agreement for Additional Services # 1 for the U.S. 30 W Sanitary Sewer & Watermain Extension project has been prepared with Snyder & Associates, Inc.; and,

WHEREAS, the City Council has determined that the Supplemental Agreement 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 Supplemental Agreement for Additional Services # 1 with Snyder & Associates, Inc. for the U.S. 30 W Sanitary Sewer & Watermain Extension project is approved and the Mayor is authorized to execute the Agreement on behalf of the City.

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

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Gerald H. Fleshner, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

SUPPLEMENTAL AGREEMENT FOR ADDITIONAL SERVICES # 1

To: Snyder & Associates, Inc.
 1800 West 22nd Street, Suite 200
 Atlantic, Iowa 50022-2904

Attn: Mike Jorgensen, PLS
 Phone: 712.243.6505
 Fax: 712.243.6507

This is authorization for Snyder & Associates, Inc. to proceed with the following described additional services.

Client: City of Carroll, 627 N Adams, Carroll, IA 51401	
Project Name: US 30 W Sanitary Sewer & Water Main Extension - 2024 - Carroll, IA	
S&A Project Number: 123.1363.09	Original Agreement Date: November 13, 2023

DESCRIPTION OF ADDITIONAL SERVICES:

Task 201: Easement Services – Lump Sum \$2,500.00

Task 202: Additional Design Services for converting design from inverted siphon to pump station - Lump Sum \$9,750.00

Task 203: JEO Subconsultant Services - Lump Sum \$20,300.00 and hourly not to exceed \$1,900.00. See attached.


- Lump Sum in the amount of: \$ 32,550.00
- Hourly plus expenses per original agreement or attached fee schedule, not to exceed budget: \$1,900.00
- Document attached: JEO Scope of Services Exhibit A

The undersigned, on behalf of the Client, understands and agrees that the services described in this Supplemental are additional service, scope of which is not contained within the original scope of services defined in the original agreement. The Additional Services in this Supplemental are subject to the general conditions contained in the original Professional Services Agreement.

CITY OF CARROLL (Client)
 (Type or Print Name above line)

SNYDER & ASSOCIATES, INC. (Professional)

By: _____
 (Authorized signature)

By:  _____
 (Authorized signature)

Digitally signed by David E Sturm, PE & PLS
 Date: 2024.04.16 20:36:28 -05'00'

Gerald H. Fleshner, Mayor
 (Print Name)

David E Sturm, PE, PLS - Regional Mgr
 (Print Name)

Date: April 22, 2024

Date: April 16, 2024

Route executed to: _____



SCOPE OF SERVICES:
Exhibit A

PROJECT DESCRIPTION:

Carroll, Iowa: The project will consist of electrical engineering design for a lift station along US 30 on the west side of Carroll, Iowa. The lift station is a subsurface type without a building to house pumps, electrical equipment, or generators.

The Owner will be the City of Carroll, Iowa. The primary consultant will be Snyder & Associates (Primary Consultant). JEO will subcontract to Snyder & Associates.

The construction contract delivery method will be Design-Bid-Build type.

1 ENGINEERING SERVICES:

1.1 Preliminary Design:

- 1.1.1 Coordinate with the electrical utility for electrical power service to the project location.
- 1.1.2 Coordinate with Owner for desired backup power requirements.
- 1.1.3 Coordinate with Owner and Owner's SCADA manager for controls communications requirements.
- 1.1.4 Develop site power plans.
- 1.1.5 Develop control plans.
- 1.1.6 Develop power one-line diagrams.
- 1.1.7 Develop control schematics.
- 1.1.8 Provide all technical specifications for Division 26 "Electrical" and Division 33, section 33 09 30 "Instrumentation and Control for Sanitary Sewage Utilities".
- 1.1.9 Provide an Opinion of Cost for the electrical and controls.
- 1.1.10 Perform an internal Quality Control/Quality Assurance review of the design.
- 1.1.11 Submit to Owner for review via Primary Consultant.

1.2 Final Design:

- 1.2.1 Incorporate any Owner and Primary Consultant comments into the electrical and control design.
- 1.2.2 Seal the electrical drawings and technical specifications in accordance with the rules and regulations of the State of Iowa.

1.3 Bidding and Negotiation Services:

- 1.3.1 Respond to inquiries from prospective bidders and prepare any addenda required.

1.4 Construction Services:

- 1.4.1 Review shop drawings and related data supplied by the Contractor.
- 1.4.2 Provide interpretation of the plans and specifications, when necessary.
- 1.4.3 Consult with and advise Owner and Primary Consultant during construction regarding all aspects of the electrical components of the project.
- 1.4.4 Prepare a final punch list of outstanding items needing completion prior to finalization of the project based on field observations and reviews by the Resident Project Representative, Contractor, and Owner. (One site visit/meeting.)

- 1.5 Post Construction Phase
 - 1.5.1 Prepare Record Drawings.
 - 1.5.2 Assist the Owner during the 12-month warranty period with questions and coordination with the contractor for warranty period correction items.

2 OWNER / PRIMARY CONSULTANT RESPONSIBILITIES

- 2.1 Provide timely review of documents or requests for information.
- 2.2 Provide access to property to conduct proposed services.
- 2.3 The Primary Consultant must provide the following information to the Engineer/Consultant:
 - 2.3.1 Title block in CADD DWG format.
 - 2.3.2 Survey background drawings in CADD DWG format.
 - 2.3.3 Any background aerial images used for site design.
 - 2.3.4 CADD background drawings for the proposed lift station site and layout in DWG format.
 - 2.3.5 Periodic plots of the proposed sanitary sewer project in PDF format.
 - 2.3.6 Technical specifications for the lift station and pumps.
 - 2.3.7 Proposed lift pump manufacturers/vendors design specifications.
 - 2.3.8 Desired pump control method (VFD or full voltage start).
 - 2.3.9 Keep the electrical engineer informed of any project changes that may affect the electrical design.

3 FEE

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

<u>Task:</u>	<u>Fee</u>
Design Phase (Lump Sum)	\$ 13,700.00
Bidding & Negotiation Phase (Hourly, Not to Exceed)	\$ 1,100.00
Construction Phase (Lump Sum)	\$ 6,600.00
Post-Construction Phase (Hourly, Not to Exceed)	\$ 800.00
Total (Not to Exceed)	\$ 22,200.00

4 PROGRESS PAYMENTS

- 4.1 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.
- 4.2 Invoices not paid within 30 days may be charged interest at the annual rate of 12% (1.0%/month).
- 4.3 Payments will be applied first to the interest then principal.
- 4.4 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.

5 CONTRACT TIME

- 5.1 JEO will work as expeditiously as possible, pending authorization from Owner to complete the tasks in this project. In general, JEO proposes to adhere to the Primary Consultant's schedule. If upon receipt of proposed schedule, if JEO cannot meet any milestone date, JEO will inform the Primary Consultant and provide alternate schedule timelines.
- 5.2 The information in this proposal and fee estimate is valid until May 10, 2024. After that time, the scope of services, proposed fee, and estimated schedule are subject to adjustment.

6 EXCLUSIONS

- 6.1 Pre-design Surveying, and construction staking.
- 6.2 Sanitary sewer design.
- 6.3 Technical specifications for the lift station, piping, valves, and pumps.
- 6.4 Resident Project Representation. On-site construction observation.
- 6.5 Punchlist field observations will be limited to one site visit. Additional site visits will be considered additional services and will be billed hourly.
- 6.6 Geotechnical investigation of subsurface soils conditions.
- 6.7 Land rights and ownership.
- 6.8 Mechanical/HVAC design.
- 6.9 Floodplain, Corps 404, or other environmental permitting.
- 6.10 SWPPP preparation, administration and inspections.
- 6.11 Any permit fees associated with permit applications.
- 6.12 Updates to water, sanitary sewer and electrical distribution plat maps (existing and proposed) or GIS databases.

7 REIMBURSABLE EXPENSES

- 7.1 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.
- 7.2 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: The Honorable Mayor and Member of the City Council

FROM: Aaron Kooiker, City Manager



DATE: April 16, 2024

SUBJECT: 1114 N Main Street

- Review of Bids Submitted
- Resolution Setting a Public Hearing on the Proposed Sale of City Interest in Real Estate

Property located at 1114 N Main Street was purchased by the City on March 22, 2024. At the March 25 Council meeting, Council approved the Notice – Request for Bids and Bid Form to be used to sell this property.

Sealed bids for the purchase of this property must be received by 3:00 p.m. on April 19, 2024. After the bids are opened and tabulated, more information will be distributed at that time.

At the Council meeting, Council should identify the best bidder and set a public hearing for May 13, 2024, on the proposed sale of 1114 N Main Street.

RECOMMENDATION: Council review of bids submitted, identify the best bidder and then approve the Resolution Setting a Public Hearing for May 13, 2024, on the Proposed Sale of City Interest in 1114 N Main Street.

RESOLUTION NO. _____

**RESOLUTION SETTING A PUBLIC HEARING ON THE PROPOSED SALE OF
CITY INTEREST IN REAL ESTATE**

WHEREAS, _____ desire to purchase City owned real estate legally described as:

Lot 8, Block 2, Wattle's First Addition to Carroll, Carroll County, Iowa (locally designated as 1114 N Main Street, Carroll, Iowa)

WHEREAS, the sale of the City's real estate interest is deemed appropriate; and

WHEREAS, it is proposed to sell the City's interest in the above-stated real estate by Quit Claim Deed to _____ for \$ _____, with contingencies contained in the Offer and Acceptance. The sale of this real estate is in the best interest of the City; and

WHEREAS, Section 364.7 Iowa Code (2023), requires a public hearing on the conveyance of city interest in real estate.

NOW, THEREFORE, BE IT RESOLVED that a public hearing on the proposed sale of the City's interest in this real estate is set for the 13th day of May, 2024, at 5:15 P.M., at the Carroll City Hall, 627 N Adams Street, Carroll, Iowa.

Passed and Approved this 22nd day of April, 2024.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Gerald H. Fleshner, Mayor

ATTEST:

Laura A. Schaefer, City Clerk


City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Honorable Mayor and City Council Members
FROM: Aaron Kooiker, City Manager 
DATE: April 17, 2024
SUBJECT: Downtown Assessment Report Recommendations

On April 2, 2024, Jim Thompson, Iowa Economic Development Authority (IEDA) Business Specialist, talked to city staff and City Council. He recommended that the city proceed with a number of options to grow the downtown business area.

The first project recommended to the Council was demonstration projects. Mr. Thompson recommended that the City provide a dollar-for-dollar match of up to \$100,000 to improve buildings in the Downtown.

The second project was a downtown façade project that would be a dollar-for-dollar match of up to \$10,000 for five (5) different projects. Mr. Thompson also stated that we should look at applying for a Community Development Block Grant (CDBG) that would assist in more dollars going to façade improvement projects.

Along with these façade improvement projects, Mr. Thompson recommended the City approve the Downtown Design Guide which allows building owners an opportunity to see what IEDA wants to see in façades and what these grants would be guided by. These projects are intended to keep the building as original as possible and not cover up problems with sheet metal siding or awnings.

Finally, Mr. Thompson also recommended entering into a contract with a marketing firm to provide marketing services, branding, and a wayfinding design for the City. The cost of the contract is estimated to be approximately \$15,000 and then approximately another \$50,000 to implement.

Staff recommends allocating \$315,000 from Local Option Sales Tax (LOST) to be reimbursed by tax increment financing (TIF) for these projects:

Two demonstration projects (\$100,000 each)	\$200,000
Five downtown façade projects (\$10,000 each)	\$50,000
Marketing contract	\$15,000
Marketing services, branding and wayfinding	<u>\$50,000</u>
Total	<u>\$315,000</u>

There are a number of items yet to be determined. Staff is still working on the façade grant applications. Council will need to approve contracts and grant applications before any money is expended. It is important to have the funds set aside to be able to start contacting businesses and working toward a marketing contract to start moving forward with promoting the community.

RECOMMENDATION: Council discussion and approval of the following:

1. Accept the Iowa Economic Development Authority's Downtown Design Guide
2. To allocate \$315,000 from Local Option Sales Tax (LOST) to be reimbursed by tax increment financing (TIF) for downtown demonstration grants, downtown façade grants and a marketing plan for the City.

CARROLL, IOWA

November 28-30, 2023



Conducted By:

Iowa Downtown Resource Center



IOWA ECONOMIC DEVELOPMENT AUTHORITY
1963 Bell Avenue, Suite 200 | Des Moines, Iowa 50315
PH: 515.348.6180 | James.Engle@iowaEDA.com

[Iowa Economic Development Authority \(iowaeda.com\)](http://iowaeda.com)

[Downtown Resource Center | Iowa Economic Development Authority \(iowaeda.com\)](#)

The following report summarizes the observations and recommendations resulting from an Iowa Downtown Resource Center Assessment conducted in Carroll, Iowa. In preparation of this report, the Assessment Team learned about Carroll's downtown history, recent planning efforts, economic development and quality of life initiatives. The Team's familiarization process began with a review of materials supplied prior to the visit, a pre-visit survey, a driving tour of the city and a walking tour of the Downtown commercial district.

The intensive three-day visit also included interviews with approximately 90 community leaders, individuals and groups representing the public and private sectors. Based upon these activities and the Assessment Team's extensive working knowledge in downtown economic development, this report summarizes their findings and recommendations for Carroll.

OVERVIEW

This Downtown Assessment report and recommendations for Carroll are based on the Team's downtown development experience. Their beliefs are grounded by the philosophy that for Downtown to re-establish itself as the social and commercial center of the community—the physical heart and soul of the city—Downtown must become more valuable physically, economically, socially and politically.

The health of Downtown has a direct impact upon the entire community's economic well-being. They are inter-related. Downtown revitalization IS economic development. Downtown is a prime location for incubating small business, it is an affordable location for independent businesses and is historically one of the community's major employers. The commercial center provides a compact environment with multiple stories for commerce, government and living spaces, thus reducing sprawl and the cost associated with extending city services and infrastructure. The pedestrian friendly environment is convenient and accessible, serving as the center (community space) for not only commercial trade but also cultural, social, and civic engagement. Historic downtown districts can serve as heritage tourism attractions. A building's condition, the business' viability, and maximization of the building's square footage for income generation affect not only the property's value, but also the value of the neighboring properties and real estate in the entire community. Investments in Downtown allow it to "pay its fair share" in taxes resulting in lessening the tax burdens of its citizens and city government.

Most of our memories are directly associated with a place. We "go back" to places we feel good about. We "go back" to places where we have had positive shopping experiences. We "go back" to places where we have had fun. We "go back" to places we think are important. We are also attracted to places where we think we will have a positive experience. We must strive to make Downtown a "go to" kind of destination, not an avoidable area we pass through to get somewhere else.

**"Never doubt that a small group of committed
dependable citizens can change the world.
Indeed, it is the only thing that ever has."
-Margaret Mead**

ASSESSMENT TEAM

The Iowa Economic Development Authority's Assessment Team included five downtown development professionals:

JIM ENGLE, Director, Iowa Downtown Resource Center, Iowa Economic Development Authority, Des Moines, Iowa. Jim has been with IEDA since January 2014. As director of the Iowa Downtown Resource Center, he oversees all downtown development programs of the authority. His current responsibilities include managing a million-dollar annual budget, overseeing the planning and delivery of technical assistance services, and developing training opportunities for all Iowa communities. Jim's areas of expertise are in organizational development, promotion, business development and working with smaller communities with populations ranging from 400 to 80,000. Prior to joining the IEDA, Jim served as Coordinator of the Wisconsin Main Street Program for 23 years. He also served as the Main Street Executive Director in Oskaloosa, Iowa. He holds a degree in Business Management from Central College in Pella, Iowa. Over the years, Jim has consulted for Main Street programs in Iowa, Wisconsin, Illinois, Indiana, Minnesota, Washington, Tennessee, and Michigan. He has also presented at many national downtown conferences.



JIM THOMPSON CMSM, HREDFP, serves as a Downtown Economic Development Specialist covering development for downtown districts for the Iowa Economic Development Authority. He has served at the local level in all aspects including program director, board member and volunteer. Jim received certification as a Historic Real Estate Development Finance Professional from the National Development Council. He earned his Certified Main Street Manager credentials through the National Main Street Center. He engages communities in market analysis including data analysis, business retention, recruitment, and implementation strategies. He has also led efforts in tax increment finance, urban revitalization, housing & real estate development, branding and one-on-one business technical assistance for Iowa's communities. Jim serves on the Iowa Rural Development Council Executive Board and leads the Empower Rural Iowa Leadership Taskforce. Jim is the grant administrator for the Community Catalyst Building Remediation grant program. He has over 25 years' experience in community development, retail management and served on a City Council for 10 years. Jim has also served as a consultant for the National Main Street Center, worked in several states and presented multiple times at the National Main Streets Conference.



JEFF GEERTS, EcoDistricts AP, NCI CS & CM, Special Projects Manager, Iowa Economic Development Authority, Des Moines, Iowa. Working for the Iowa Department of Natural Resources for 15 years and the Iowa Economic Development Authority for the last 13+ years, Jeff has more than 25 years of grant writing, grant management, and program development experience with an emphasis on environmentally sustainable development. Jeff's expertise is matching up a community's vision with the resources to make the vision a reality. Jeff is actively involved with several nonprofit organizations and currently is a board member of Des Moines Heritage Trust. For 20+ years Jeff has programmed an award-winning international comparative policy course in best practices for community leaders and graduate public administration students in the Drake University College of Business and Public Administration. Along with being an EcoDistricts Accredited Professional and certified in the National Charrette Institute's Charrette System and Charrette Management, Jeff has a Bachelor of Science degree in management science and statistics from St. Ambrose University and master's degree in public administration from Drake University.



ERIN CHAMBERS, AICP, is an energetic leader with nearly 20 years of experience working in the urban planning and community development field. She is passionate about impacting the quality of life within communities through service, citizen engagement, policy guidance, and urban form/design. Erin has worked for the City of Newton, Iowa since 2006, first as the City Planner, then as the Director of Planning and Zoning, and most recently as the Community Development Director. As Community Development Director, Erin oversees the functions of



Building Permitting/Inspections, Planning and Zoning, Economic Development, Community Marketing, Airport, and Parks and Recreation. In her years with the City of Newton, Erin has served as part of the team of community leaders and citizens working on Newton’s economic recovery and reinvention in a post-Maytag era. Some highlights of projects that she has been a part of include: working with volunteers and elected officials to establish the first Newton Historic Preservation Commission and growing the local ethic for preservation, developing the current comprehensive plan, leading the establishment of Downtown Design Guidelines and a

Downtown Streetscape Master Plan, participating in the creation of a new community brand and logo, directing neighborhood revitalization through the local Dangerous & Dilapidated Program, and serving as a primary author for various program and grant applications which have brought approximately \$20 million to the community. Previously, Erin served as a planner for the Town of Groton, Connecticut.

SAM KESSEL PLA, LEED AP – Principal-in-Charge – As a principal landscape architect, Sam uses his broad



knowledge and extensive design understanding to find solutions for complex projects that blend function and aesthetics. Sam began his landscape architecture career in 2005 and has proven himself at every turn, excelling on multidisciplinary teams as both a designer and project manager. His experience includes sustainable urban design, multimodal design, public art incorporation, site development, and construction observation/administration. Sam’s passion for landscape architecture is exemplified through building strong relationships with clients and engaging with city staff and the public during the design process.

PURPOSE

The City of Carroll and Carroll Chamber of Commerce worked with the Iowa Downtown Resource Center, Iowa Economic Development Authority (IEDA), to conduct a Downtown Assessment to raise awareness, educate, make recommendations, and encourage the local community.

This assessment and recommendations should serve as a call to action and provide the community with current information to formulate strategies necessary to address the very serious issue of saving or improving the downtown for future generations.

This report cannot and does not provide all the answers. Ultimately, Carroll citizens must explore their options, decide what is relevant and realistic and acquire additional information and resources as they address Downtown's future.

INTRODUCTION

Carroll, Iowa is a community of 10,300+ residents and is the county seat of Carroll County, Iowa. Carroll serves as a regional hub for commerce and employment in west central Iowa. The community hosts many large corporations, has a regional hospital, and two high-quality school districts. Carroll is the proud home of the Carroll Merchants baseball team and the class 1A and 2A high school state baseball tournament. The community has a multitude of wonderful parks and recreational facilities and an extensive recreational trail network.

Members of the Downtown Assessment Team believe the identification of strengths and challenges in this report should be taken constructively and utilized by local leaders to do many good things in the Downtown. We hope the following observations and recommendations will help identify priorities and be a motivator for positive Downtown and community projects.

ASSETS/STRENGTHS

COMMUNITY



- Parks
- Merchants Park
- Regional Hub for Retail, Healthcare, and Recreation
- Two High-Quality School Districts
- Strong Industrial Base
- Trail System
- Well Maintained Neighborhoods

DOWNTOWN



- Strong Businesses
- Cluster of 60+ Businesses Downtown
- Downtown is Very Walkable
- Carroll 5 Theater
- Depot and Adjacent Greenspace
- Quality downtown public improvements

THE SURVEY SAYS....

The City and Chamber of Commerce administered an on-line survey to residents of Carroll to get their ideas and opinions about the downtown area. A total of 560 people participated in the survey. A complete summary of survey responses is available for download later in the report. (see resources section)

PUBLIC INPUT SURVEY TRENDS SHOW.... (answers in order of popularity)

WHAT ARE DOWNTOWN'S GREATEST STRENGTHS?

- Appearance/Cleanliness
- Location
- Downtown Buildings
- Downtown Businesses
- Promotional Events



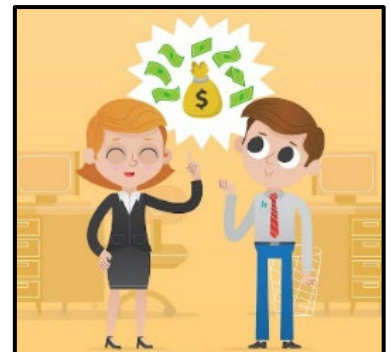
*Carroll Live + Local
Carroll Chamber of Commerce*

WHAT ARE DOWNTOWN'S GREATEST WEAKNESSES?

- Lack of Downtown Businesses
- Not Enough to Do
- Other (parking, mix of businesses, and lack of mature women's clothing were top answers)
- Downtown Buildings

HOW WOULD YOU INVEST \$100,000 IN DOWNTOWN?

- Specific Business Requests
 - Department Stores/JCPenney®/Christopher and Banks/Clothing Stores
 - Restaurant/Chick-Fil-A®/Steakhouse/Cafes/Outdoor Dining
- New Business Attraction/Fill Storefronts/Retail
- Business Incentives/Rent Incentives
- Entertainment for Kids and Families
 - Entertainment Center: Bowling, Golf, Pickle Ball, Batting Cage, Arcade, Roller Skating, etc.
- Renovate and Fill the Old JCPenney® Building
- Renovate Buildings
- More Greenspace/Park/Outdoor Commons Area/Event Spaces
- Add/Better Parking



WHAT NEW BUSINESS IS MOST NEEDED DOWNTOWN?

- Clothing
- Department Store/Kohls®/JCPenney®/Marshalls®/Target®/TJ Maxx®
- Restaurant
- Bakery/Coffee
- Family & Teen Activities/Entertainment
- Sporting Goods



WHAT NEW ACTIVITY WOULD CAUSE YOU TO SPEND MORE TIME DOWNTOWN?



- Adult and Teen Activity Center/Fun Center/Activity Center
- More Community Events
- Dining/Outside Dining
- Shopping
- Concerts/Live Music/Summer/Music Venue/Bandshell
- Kids Activities
- Bar/Sports Bar/Rooftop Bars

WHAT PUBLIC AMENITIES ARE MOST NEEDED DOWNTOWN?



- Places for Kids
- Parking
- Greenspace
- Public Art

RECOMMENDATIONS

The Assessment team’s recommendations have been grouped into five themes with suggested time frames for specific projects.

1. Business Image/Identification
2. Activities/Events/Experience
3. Local Capacity
4. Buildings
5. JCPenney® Building

It is important to take one step at a time and understand that the longer-term recommendations are not of much consequence until the shorter-term recommendations are addressed.

The Assessment Team hopes Carroll will assess each recommendation and develop a plan to implement what is right for Carroll. As the process gains momentum, community leadership will need to determine additional strategies and develop approaches that are more sophisticated.

Our hope was/is to work with leaders to identify the strengths, challenges, and opportunities in a constructive way to help the community improve the vitality of the downtown over time. We appreciate the openness and honesty of residents, and we appreciate that community leaders allowed the Assessment Team to be honest in its findings.

THEME 1 BUSINESS IMAGE/IDENTIFICATION

Downtown Carroll has an impressive amount of retail and an extensive mix of more than 60 businesses in a compact, walkable downtown. The number of businesses and amount of retail in downtown Carroll would be the envy of many similar size communities serving as regional hubs for commerce as Carroll does. Surprisingly, one of the biggest issues that residents have with downtown Carroll (as exhibited in the survey) is a lack of downtown businesses. What can the problem be?

- Residents remember the good old days when downtown had even more retail businesses. Obsolete store signs from businesses that have closed (like JCPenney®) is a constant reminder of this. That is all they can focus on.
- Perhaps residents have not been downtown lately.
- Businesses don’t always present an identity from the street. Can residents understand what is inside simply by looking at a sign? Also, the mall on both sides of Adams Street does create visibility issues for businesses that do not have a street presence.



Every small town faces the challenge of communicating what it has to offer to residents and visitors and many times, we focus on what is missing rather than the assets that currently exist. A unified and multi-faceted marketing effort needs to be created to “tell the story” of Carroll in a positive way. Carroll needs a combination of old school and new ways to get the word out. This almost certainly will have to be done with the help of a hired professional and talented volunteer help such as that of a social media marketing class. Working together begins with strengthening the lines of communication between the City, the business community and the residents of Carroll.

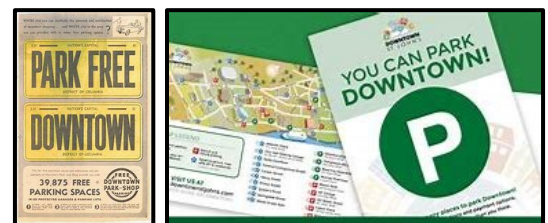
Cooperative marketing and shared events are also a big part of any downtown plan. Businesses working together will boost attendance, enhance shopping experiences and encourage increased spending. Individual businesses do a good job of marketing themselves, but much can be gained by efforts to promote the collection, variety and clusters of businesses. Consider these ideas and which forms of media can be best used to get the word out.

60+ businesses to promote!!!!

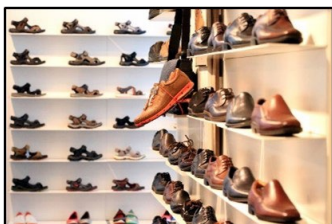
Ski's	Promesign Image	A Fun Top + Jeans
Wilke Clothier	Artworks Studio	Meraki Salon
Just Around the Corner	Anderson Shoes	Whyle Eye Care
Carroll 5	True Value	Kathy's Headquarters
Western Iowa Sleep	Jeanine's Hallmark	Crossroads Nutrition
K + Co Artistry	Jena Bug	Next Generation Chiropractic
True Wealth	Full Swing	Daryl's Hair Stylist
S + S Spa	Books & Bakery	Basic Fitness Studio
Integrity PT	Eckerman Jewlery	Office Store
Learning Connection	Affinity Salon	The Flower Garden
Studio 521 Fitness	Hair Force	Mike's Shoes
Feldman & Company CPA	Principal Financial	Releve Bar + Yoga
Brothers on Main	Deep Roots Salon	Edward Jones
Toploft	Alchemy Salon	Star Destinations
Buckle	Jeanine's Beauty Shop	JGM - Attorney/Mediator
Hair Biz	Sporrer's Barbershop	A Touch of Country
Brown's	Cloud 9 Spa	Children's Museum
Pretty Nails	3 Souls Company	The Grooming Company
Jachelle's	Vita Suite	Hair Market Salon
Bordenaro's	Aveda	
Glick's	Merle Norman	

ACTION STEPS

- The local newspaper and radio station used to highlight/promote individual Carroll businesses. Bring that idea back. Do ads and videos highlighting the store/businesses, their products, their people, etc.
- 60+ downtown businesses. **60!** Make a big deal out of that. Use that number repeatedly in downtown image ads.
- Likewise, downtown Carroll has over 420 free, downtown parking spaces. The survey also identified a misconception that there is no place to park downtown. Develop image ads perhaps with simple maps that show that wealth of downtown parking.
- Downtown fun facts. Trivia. Historical information about the buildings or businesses. Develop a small radio segment, newspaper feature or social media posts that share interesting information about downtown Carroll that gets everyone excited about it.



- Thirty things to do in downtown Carroll! Make a list and promote, promote, promote. Maybe, it's even 50!
- Develop ads that focus on the breadth of goods and services that can be found in downtown Carroll. People really don't know. Perhaps this is a series of A to Z ads featuring everything you can get that begin with those letters. "Downtown Carroll....has Everything from A to Z.....Apple pie, Banking services, Candy, Denim jeans, etc."



- Promote business clusters. Downtown Carroll has a number of complementary business clusters for example businesses that serve women (clothing, salons, accessories), several downtown shoe stores (we never see this!), etc. This is a great opportunity to market these clusters and complementary businesses together. The shoe selection is a great way to start.

- Develop an on-line business directory that shows the number of businesses downtown. This will surprise local residents.

- Develop a simple but attractive holiday catalog featuring 1-3 items that can be purchased in downtown businesses. Great photography is a must.



- [Shop Iowa](#) is an initiative of the [Iowa Economic Development Authority](#), with the support of the [Iowa Small Business Development Center](#), enabling small retailers to have a shop on the platform for **FREE**. Few Carroll businesses take advantage of this opportunity. Get familiar with the website and get involved. Although it will take some businesses out of their comfort zones, with things like photographing their products and shipping, this is a good way for businesses unfamiliar with on-line selling to get started. Familiarize your team with this and promote it to Carroll businesses. We would love to see 5-10 new businesses using the Shop Iowa platform in the next few months.



- Develop and implement five new cross-promotion ideas in which downtown businesses could collaborate. Perhaps this is just a walkable collection of three or four businesses that sell similar complementary products.



Here are a few other suggestions you may consider:

- Display other business' brochures, posters or other marketing materials. Attractions can cross promote with businesses to keep people in the downtown for longer periods of time. Set up a display at your cash register or hang posters around your store that show your partner's complementary products. Your partner should do the same for you.
- Start a referral program. Give a discount to customers who refer business to your partner from your store and vice versa.
- Make friends on social media. Cross promotion on social media is all about shared audiences and interests. Share ideas like tagging each other in posts or sharing the cost of an ad featuring both brands.

Improving the familiarity of downtown businesses can also be accomplished with physical improvements:

- Make sure downtown windows are full of quality displays and are lit at night. Most Carroll businesses do a good job with this, but not all. Perhaps business owners (that are particularly good at this) can offer some assistance to their neighbors that don't have this skill .
- Consider a kiosk reflecting the variety of businesses and parking available downtown. The limitation of a structure like this is that it can be quickly outdated.



- Take obsolete store signs down immediately. They only remind people what you no longer have.

- Store hours were frequently mentioned by residents as a downtown weakness. Businesses must be open when customers can shop. The 9-5 standard set 100 years ago – no longer works. Businesses must also be consistent with their hours of operation.
 - Work together as businesses. All stores are different but at the very least, set agreed upon minimum hours for the downtown. Secure testimonials from businesses that make money during extended hours of operation. Success will not occur overnight, but consistency in this area will benefit both downtown businesses and residents alike.
 - Many downtown businesses do not post their hours. Develop a window card or sign that downtown businesses can use to promote their store hours.
- Develop signage that clearly identifies parking spaces/lots.



Downtown Carroll has a good business mix. The Assessment team was surprised by the ambience, quality of products, merchandising and variety of things we saw in businesses once inside. Would we have gone into those businesses if we were not assessing the downtown? Maybe not. Many businesses do not look as good from the street as they do inside. Businesses need to tell their stories from the sidewalk. *Jenabug's sign to the right clearly identifies what this business sells.*



What is the name of your business? What do you sell? Does your sign help communicate what type of business it is, the products/services offered? Does one think "quality" when they see your storefront? This assessment team believes that many of downtown Carroll's business strengths are hidden.

- Offer a signage workshop for downtown businesses focusing on the 10 important features of a business sign). Walk the downtown with those businesses. Conduct a sign audit. Talk about the elements of good signage and how businesses can benefit by improving their existing signage.
- On this walk, consider the transparency of the businesses. Do current windows and displays help to tell the story of the business? Can shoppers see inside? In store activity should be visible. Perhaps this is an easy fix or a storefront rehab that creates more transparency. Are the façades welcoming to pedestrians?



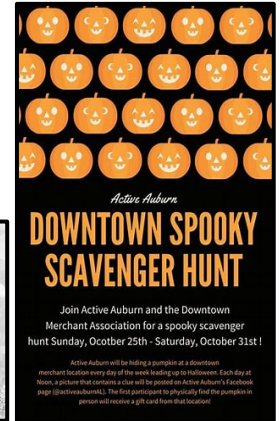
- Consider colorful open signs/flags or sandwich board signs.
- Spill merchandise out onto the sidewalk when appropriate. Take advantage of sidewalk seating.

Another way to make locals and visitors more familiar with your business mix is to engage in event-based store familiarity. Develop promotions designed specifically to get people inside the businesses (perhaps for the first time). Jingle & Mingle was

mentioned as perhaps Carroll’s most effective downtown event! Set a goal of adding two new business familiarity events in the next year.

Examples:

- Scavenger Hunts (perhaps tied to local history)
- Store Drawings (must be in attendance to win)
- Cluster Based Events such as Ladies Night Out. Most downtowns don’t have the variety of stores to pull this off – Carroll does!
- Cash Mob: Get 40 willing consumers to agree to spend at least \$20 in one business over a two-to-three-hour period on a specific date and time. Choose the business out of a hat. Be sure to let the business know it is happening! Afterward, have fun. Meet for drinks and set up the next event. Do this 3-4 times a year.



This Assessment Team believes that downtown Carroll has a very good business mix, but it can be strengthened. Perhaps downtown Carroll’s greatest business mix weakness is the lack of businesses that people come specifically for. These types of businesses tend to be food based.....restaurant, coffee, bakery and ice cream. All of these are present in the community but not downtown. These types of businesses generate foot traffic for other businesses.

- Develop a wish list of businesses that you would like to see in your downtown’s vacant spaces. Consider pop ups to test the market. Determine whose role it is to follow up on potential new business leads.
- Inventory all of your downtown buildings – most certainly your vacancies. Collect all of the information you need such as ownership, square footage, building conditions, past uses, etc. Develop specialized marketing pieces for vacant spaces. Be ready to show these spaces off. Once ready, keep them clean.
- Develop attractive business opportunity signs that identify the space and promote the type of businesses that would make a great tenant for the building and the downtown.
- Create specific events for the business types you are seeking to recruit. If done well, a food truck fair is an example of an event that could generate interest from start-up or expanding restaurants. Be strategic and target mobile food vendors that also have brick and mortar locations.
- Work with property owners on incentives such as temporary rent rebates for specific business types.



By enhancing its existing downtown activities and events and improving the overall downtown experience, Carroll can build on its destination downtown and well-deserved reputation as a regional hub. Some current annual downtown events are treasured by the community and present leverage opportunities for greater community impact. A strong foundation of quality, public space improvements in Downtown Carroll also supports event opportunities. Carroll’s combination of a robust retail destination and walkable Downtown provide a good foundation to build a memorable visitor experience.

During the Downtown Assessment Team’s research and visit some local participants expressed concerns about parking and walking distances downtown. Downtown Carroll is quite walkable and has ample parking.

To help you visualize how walkable the distances are in Downtown Carroll, here is an overlay of Jordan Creek Mall in West Des Moines on top of Downtown Carroll.

What makes visiting downtown Carroll memorable? What would make it more memorable? Think of the places you have visited that you remember most and long to visit again. What makes those places memorable?

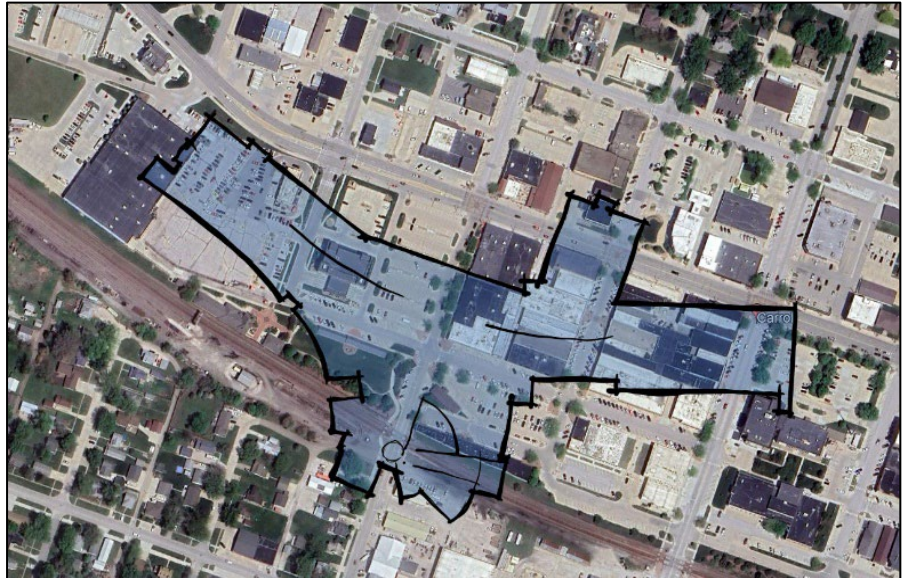
There are steps that can be taken to create a more warm, comfortable, and inviting environment in Downtown Carroll that will encourage visitors to stroll, linger, and shop longer—all creating an opportunity for fond memories and a desire to visit Downtown Carroll again and again.

Downtown Carroll has wonderful pedestrian scale streetlighting, well done intersections and mid-block foundational plantings and benches. Many planters exist throughout Downtown. The Lincoln Highway markers along Highway 30 are well done. The historical building information on each building is some of the most comprehensive we’ve seen anywhere in Iowa. There are some enhancements that could be added to make the downtown experience better.

Downtown Carroll has a somewhat stark and cold feeling. Some of that may be a result of the time of year in which the Downtown Assessment Team visited, but there are ways to add warmth and color to the downtown through the use of trees, flowers, planters, and public art.

For visitors to Downtown Carroll, it is currently difficult to identify (quickly and easily) what businesses are in Downtown. In the pre-assessment survey, many residents indicated a lack of businesses as Downtown’s greatest weakness. Some survey respondents even indicated there aren’t any businesses Downtown. This sentiment

Jordan Creek Mall Overlay on Downtown Carroll Highlighting



needs to be reversed. Making it quick and easy for visitors to identify the 60 plus businesses in Downtown would be a good start.

Adding warmth and color to the Downtown and improving the community's awareness of the businesses Downtown are critical to supporting the long-term vitality of Downtown Carroll. Also important is the need to program Downtown with a variety of quality, well-promoted community activities and events that activate Downtown and expose the public (residents and visitors alike) to all that Downtown Carroll has to offer.

The following action steps are recommended to support a thriving and viable Downtown Carroll for many years to come. As you consider these action steps, keep in mind that you want to inspire people to walk and explore your Downtown. Implement improvements that will engage the pedestrian every 20 feet and make them want to explore more of Downtown. Make the destinations visible so the visitor can see where they should go. Add improvements that appeal to the five traditional human senses of vision, hearing, taste, smell, and touch.

ACTION STEPS

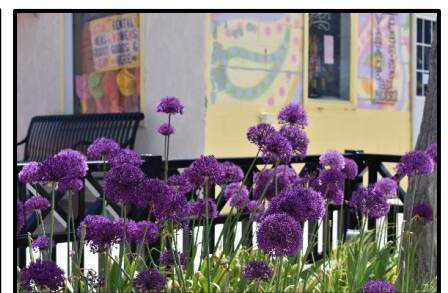
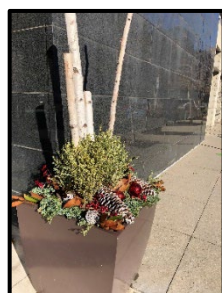
- **IMPROVE DOWNTOWN BUSINESS SIGNAGE.** Add blade signs to each business. This may require an easy local zoning code change. Blade signs are easy for pedestrians to see and draw pedestrians down the street to see what is in the next store. Blade signs will also help motorists on Highway 30 become better aware of all the businesses that Downtown has to offer. Sandwich board sidewalk signs, open signs and banners would also be helpful. Business signs should make it clear as to what that business does and what is in their store. Quality business signs can be a form of public art in a community and add color and interest to a Downtown. Consider working with local students, artists and sign companies to create unique, visually appealing Downtown business signs. Utilize some of the local business and building incentive funds to cost share sign improvements with local business owners.



- **CREATE AN ONLINE DIGITAL DIRECTORY OF DOWNTOWN BUSINESSES.** The directory should display the businesses on a Downtown map, should be keyword searchable, and also include a listing of the businesses with a direct link to each business website and social media. Prior Lake, MN and Pearl Street in Boulder, Colorado have examples of model Downtown business directories. This could be a wonderful partnership opportunity between the city, chamber, social media/marketing/entrepreneurial/computer classes in the local schools and local businesses.

- **ADD COLOR.** More color needs to be added Downtown. The planters Downtown must have seasonal flowers/plants/decorations in them year-round. Add trees to the Downtown that are appropriate for street

trees. Trees will also help address the community's desire for more shade Downtown. The Iowa DNR and the City of Des Moines maintain lists of recommended street



tree varieties. Add flowers to the intersection and mid-block crossing planting areas and baskets or banners to the light poles. The city, local business/building owners, local garden club, or FFA/4-H programs can take the lead on growing, planting, and/or maintaining the plants and flowers.

- **ADD PUBLIC ART.** Work with the local art commission and Artworks Studios to develop a public art program for Downtown. The community could begin commissioning one or more public art pieces per year to build up a destination public art collection in Downtown Carroll. Invite local artists to display their art in Downtown public spaces, storefront windows and in the mall areas. For inspiration, check out the approaches that communities like Woodbine, Charles City, Clive and Urbandale have taken to add public art in their communities.

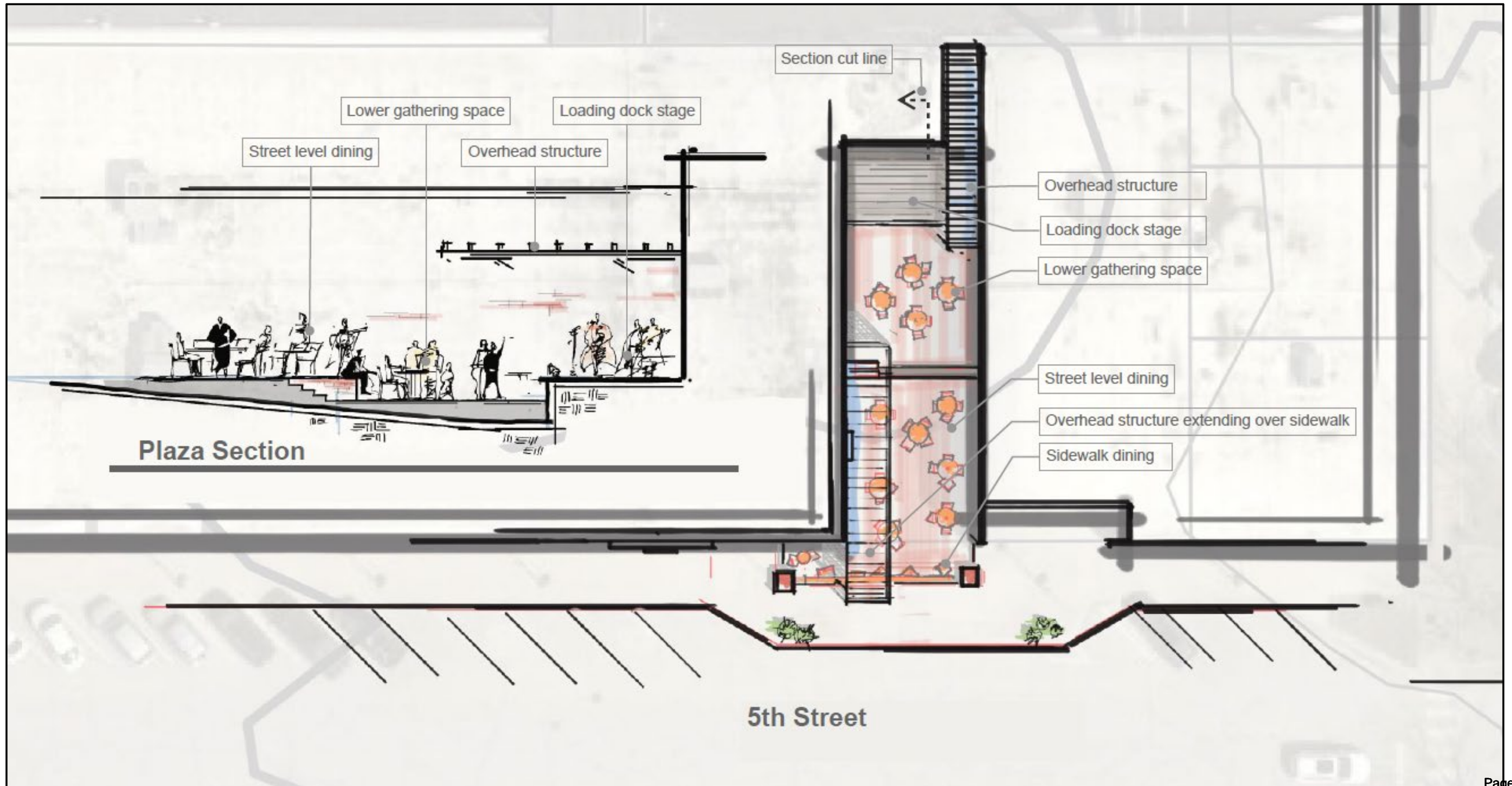
- **ADD OUTDOOR DINING.** Nothing else does more to add vibrancy to a Downtown than seeing people having a good time on the streets and sidewalks of Downtown. Opportunities exist throughout Downtown to add outdoor dining.



The intersection bump out, sidewalk and parking, along Adams Street next to Ski's Sandwich Shop, are excellent opportunities to add outdoor dining. Add outdoor seating outside the Eastgate and Westgate mall entrances on Adams St. Bring some of the Bordenaro's Meat Market seating from inside the mall to outside along Adams Street in the mid-block crossing area.

The loading dock area and adjacent sidewalk bump out of the former JCPenny® store and the alley facing Highway 30 on the north side of Westgate Mall also present interesting potential areas for outdoor dining. (see concept drawing on the following page)

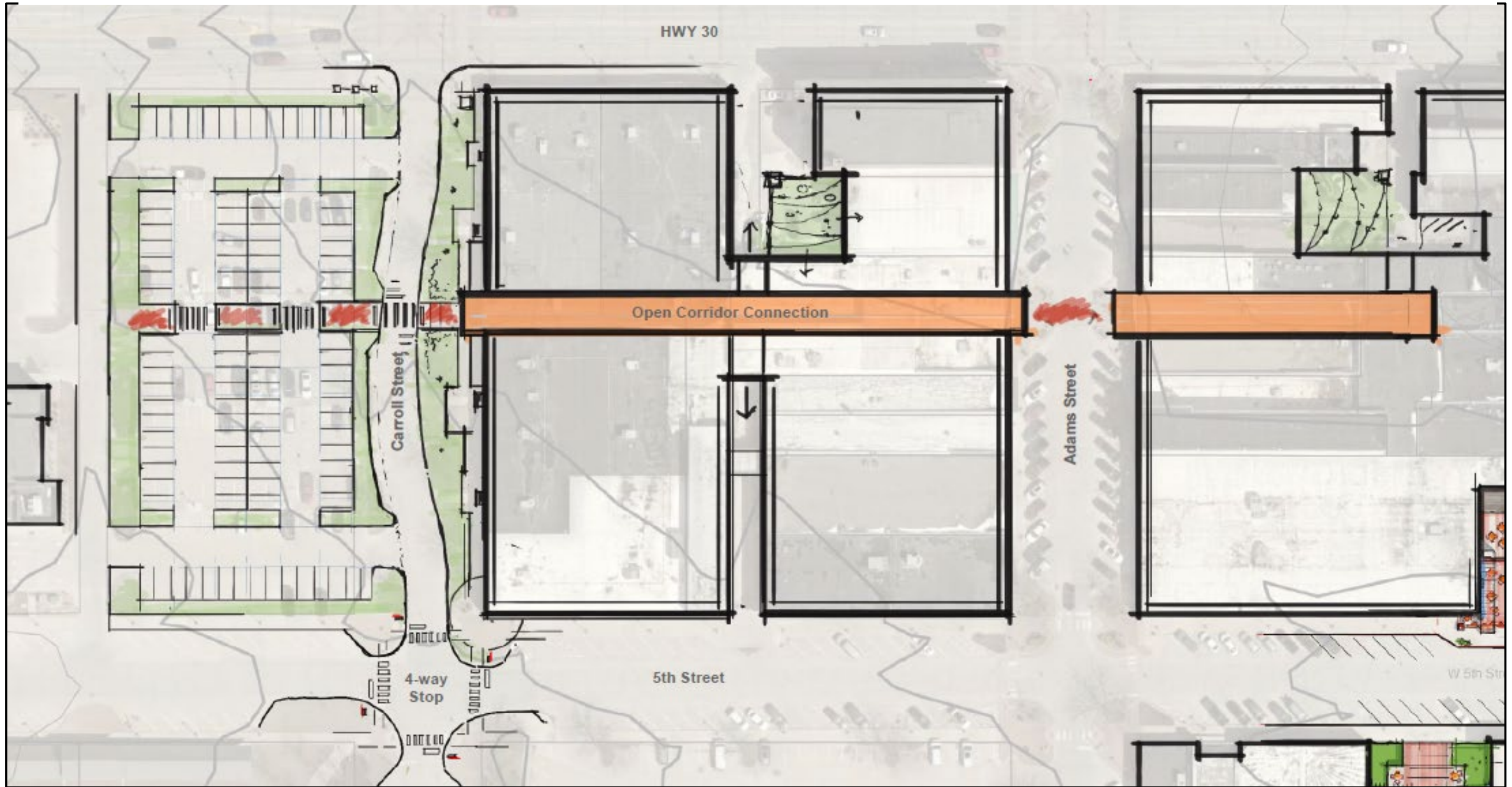
5th Street Entertainment Café Stage Concept for Loading Dock of Former JCPenny® Building



- **ADD MUSIC.** Add recorded or live music playing in the Downtown on a regular basis. The addition of music improves the overall ambiance of Downtown and provides a more festive atmosphere. Woodbine and DeWitt, Iowa are excellent examples of Iowa communities that regularly play music throughout their Downtown.
- **DOWNTOWN, PARKING AND RESTROOM SIGNS.** Strategically add signs on Highway 30 that direct visitors to Downtown and available parking options. Add downtown signs directing visitors to public restrooms. Consider options to keep the public restrooms open even when the mall corridor is closed.
- **IMPROVE PEDESTRIAN SAFETY AND DOWNTOWN WALKABILITY.** Downtown Carroll is very compact and walkable but there are improvements that could be made to make the walking experience better and safer while providing better access for more mature visitors and those with mobility challenges. The through traffic on Carroll Street creates a dangerous situation for Downtown walkers, especially those entering the west doors of the Westgate Mall. N. Carroll Street and West 5th Street should be converted to a 4-way stop to help slow traffic currently speeding up and down Carroll Street. A 4-way stop here would also provide an opportunity to improve driver awareness when heading north on Carroll Street for people that are crossing from the west parking lot into Westgate Mall. Adding parallel parking to the east and/or west sides of Carroll street next to the mall would slow traffic and provide further visual indication that this is a shopping district. Reorient the parking layout to create a “central spine” for pedestrians that provides a direct visual connection to the Westgate Mall Entrance. Update the west side of Westgate mall to have a sidewalk with shop plazas at each entry point to improve business visibility and the pedestrian experience.

Changes to the pedestrian crossing markings on Carroll Street are also recommended (see conceptual drawing on the following page).

Concept for Reoriented West Gate Mall Parking, Improved Pedestrian Safety and Open Corridor Connection



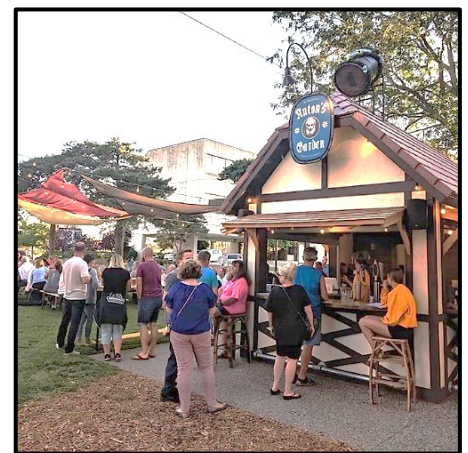
- **KEEP N. ADAMS AND HIGHWAY 30 TRAFFIC SIGNAL.** The city is currently studying the removal of the traffic signal at N. Adams Street and Highway 30. The Downtown Assessment Team strongly encourages and recommends that the traffic signal remain in place. People support communities – not cars. Communities must be designed and built for people – not cars. Approximately 15,000 cars travel on Highway 30 each day. The goal should be to slow those cars down to give the occupants in those cars an opportunity to see what your community and Downtown have to offer. Maintaining the traffic signal will also make it safer and more convenient for pedestrians to cross Highway 30 and support collaboration between Downtown property and business owners and HUB 712.
- **CONVERT ORNAMENTAL STREETLIGHTS TO LED.** Apply to IEDA’s [Energy Efficiency and Conservation Block Grant Program](#) to replace the lamps in the ornamental streetlights with LED lamps. This will save utility costs and may provide options to change light colors and dim lights during special events. Consider reinvesting the energy savings into downtown improvements such as trees, plantings, banners and business sign grants.

- **WINDOW DISPLAYS.** Downtown Carroll has some really well-crafted window displays. Keep up the good work and make sure window displays are lit in the evening. Have your local skilled window display creators assist other business owners to install enticing window displays. Rotate displays seasonally and install attractive window displays in current vacant storefronts. These windows can be used to promote other businesses, market the available business space within, support local artist displays, create a walking storybook throughout the Downtown.



- **ENHANCE DOWNTOWN EVENTS.** Keep offering the current Downtown events such as Ridiculous Days, Jingle & Mingle, and Live + Local. Involve the local businesses in planning those events and identify more ways for the businesses to leverage those events for greater positive business impact. Consider combining the farmers’ market with Live + Local. Consider alternative setups and/or alternative stage designs for Live + Local that will minimize access and parking disruptions on N. Adams Street on Live + Local event days. For example, a smaller, more portable stage may not require as much space or require as early a setup as the current, difficult to maneuver, semi-trailer does.

- **ADD ACTIVITIES AND EVENTS.** In the pre-assessment survey, the community clearly indicated that more events and activities would bring them Downtown. Add more seasonal events; events that are geared towards a variety of ages and interests. Consider having various local groups each adopt an event such as the youth, the hospital, Downtown businesses, local industry, service organizations, churches, etc.

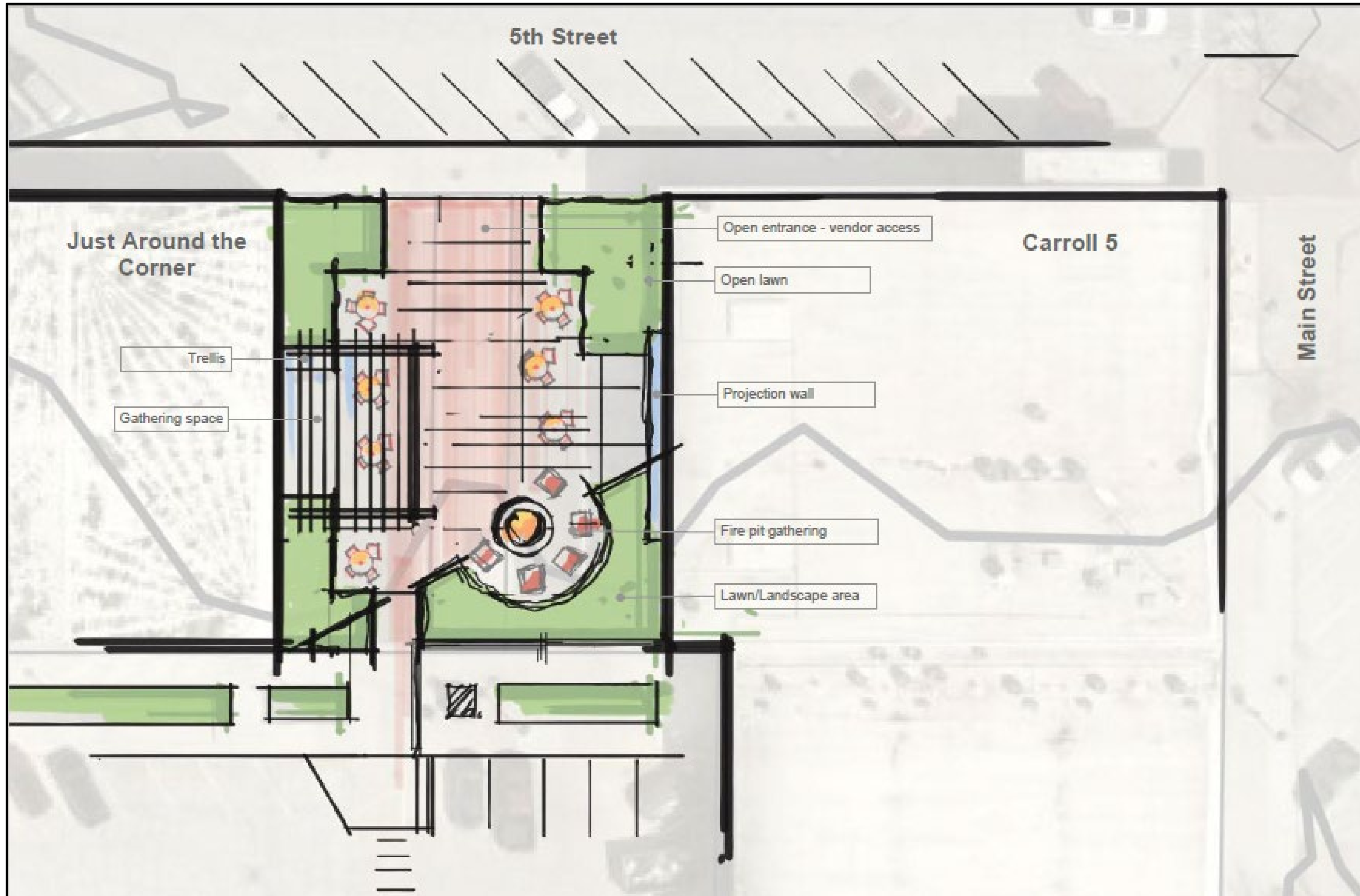


- **ACTIVATE VACANT LOTS ON W. 5TH STREET.** The vacant lots on W. 5th Street (between Just Around the Corner and the Carroll 5 theater) present a tremendous opportunity to add vibrancy to Downtown and to create a place for kids that so many in the community indicated in the survey is needed. Gather a representative cross-section of the community, especially youth, and develop a vision for this space. The Downtown Assessment Team can visualize this space with simple landscaping, shade, a community fire pit, oversized games (Jenga, Connect 4, etc.), corn hole (bags), table tennis, and video games (broadcast on the east or west walls) and community movie nights in partnership with the theater. A simple concession stand could be built by local building trades classes and staffed by entrepreneurial students. Maybe the concession stand is supplied by the adjacent Carroll 5 theater. A project like this could be implemented quite quickly and at low cost with materials and resources already available in the community. For inspiration see [Better Block](#), [WikiBlock](#), the [Lighter, Quicker, Cheaper](#) approach from the Project for Public Spaces, and the *Creative Placemaking Manual* in the Resources section of this report.

Current Vacant Lot on W. 5th Street Behind Movie Theater



Concept for W. 5th Street Entertainment Theater Plaza

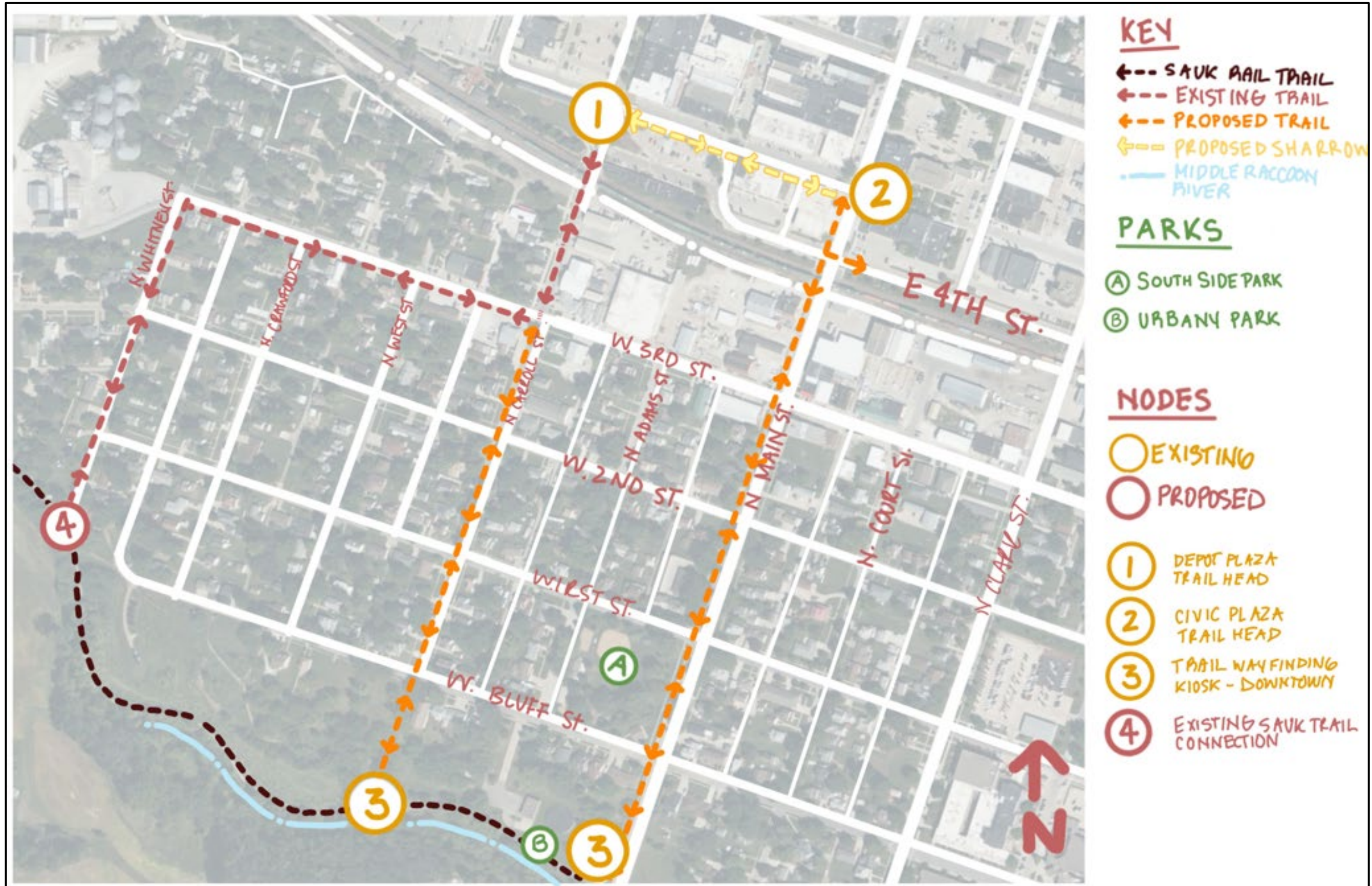


- **W. 5TH STREET ENTERTAINMENT THEATER PLAZA.** Lawn space adjacent to the theater provides opportunity for outdoor gathering space

- Construct a visual barrier on the south end to enclose plaza from parking/utility area.
- Celebrate existing mural on west wall with low plantings and gathering space for informal gatherings.
- Incorporate fire pit on the south end for casual use and gatherings.
- Establish open turf areas with sufficient size for corn hole (bags) and other lawn games
- Enhance theater concept with outdoor movies projected onto the east wall of the plaza.
- Incorporate projected wall art (LED light pattern/screen) on theater wall when not projecting movies.
- Consider electrical connections for charging and sound systems for movies.
- Leave space open along 5th Street for food trucks and outdoor popcorn stand.



- **HISTORY WALK.** The building history plaques displayed on each building are really informative and a nice touch. A potential next step could be to incorporate a QR code on each sign that takes visitors to a website with additional information and photos. With today's artificial intelligence programs, visitors could even be treated to video of local historical figures telling the history of Carroll, its Downtown, and its buildings and businesses. See an example at [Fine Spirits Media](#). The talent is likely available locally to develop a similar experience.
- **CONNECT TRAILS TO DOWNTOWN.** Carroll has a robust recreational trail system, but the current trail system does not reach Downtown. Therefore, Downtown is missing out on the potential support and vibrancy that trail users can bring. Depot Park and the civic plaza area by the library are two tremendous opportunities for Downtown area trail hubs. The assessment team encourages adding trail map kiosks in Urban Park directing trail users to Downtown. See trail connection concepts below.



- **INVIGORATE DEPOT PARK.** Depot Park’s close proximity to Downtown is an asset for attracting more people to Downtown. The project team compiled a list of potential uses and activities to invigorate use of Depot Park and to bring more visitors Downtown.
 - Lower Investment Concepts
 - Food Truck Days
 - Increase seating opportunities
 - Trail head and Wayfinding
 - Bike parking
 - Outdoor grills and gathering space
 - Public art displays
 - Higher Investment Concepts
 - Playground structure
 - Splash Pad (Summer) Ice Rink (Winter)
 - Enclose part of the Structure (see image below from Fergus Falls, MN)
 - Expand structure to allow covered uses beyond linear.



Riverfront Pavilion – Fergus Falls, MN
(Photo Credit: Bolton & Menk)

So far, the citizen feedback, recommendations, and ideas that have been discussed in this report generally focus on what can be done to improve the experience one has with and the understanding of Downtown Carroll. However, great plans only become great in their implementation. Through collaboration and leadership, Downtown Carroll can not only maintain its status as a regional commerce hub, but it can also grow into a compelling destination that people go to shop and socialize.

Carroll's size can be a challenge when discussing the notion of capacity. Towns much smaller than Carroll seem to miraculously pull off exciting revitalization projects, obtain outside funding assistance or plan well-coordinated events, despite their smaller population. On the other hand, it seems obvious that cities larger than Carroll succeed in accessing grant dollars, enticing developers, and coordinating community festivals. In a very small town, if everyone doesn't pitch in and volunteer, things do not happen. In the larger cities, financial capacity allows for the hiring of professionals to serve as leaders in these areas. Communities in the middle, like Carroll, are challenged because they are just big enough that citizens don't always feel compelled to pitch in, but they are not quite big enough to afford professionals to do the work.

That said, throughout the team's visit to Carroll, we met highly qualified individuals and groups all working in the areas of economic development, community event planning, and beautification. By supporting these economic developers and giving them a clear, focused path for implementation, Carroll will succeed in accomplishing the things found throughout this document.

The following action steps are recommended to maximize the capacity and skills already in existence across Carroll's non-profit groups, local government, and business/property owners.

ACTION STEPS

- **ESTABLISH A WORK PLAN.** The first question that Carroll leaders should be asking themselves is "Who is doing What?" But, before that question can be answered, Carroll must define the "who" and the "what." From there, a plan of action is formed to ensure that the priorities for Downtown's revitalization and growth are addressed. Who is the "Who"? It is important to identify one or more community development officials for the City of Carroll. The assessment team met many capable individuals and groups already working in the economic and community development arenas. Begin with those people first and establish a plan of action.

- **City Government**

- Starting with the City Council and City Administrator, take a look at the talented City staff and see what action items can be folded into their regular work.

- **Development Support Organizations**

- Seeking out assistance from [Region XII Council of Governments](#) is a great place to add additional capacity for initiatives. Their list of services includes grant writing and administration, technical assistance on matters such as city codes, bonding, urban renewal/TIF, and urban revitalization/tax abatement.
- Carroll County Growth Partnership provides a lot of support for new and existing business and industry. As it relates to the Carroll Downtown, more businesses could take advantage of services such as "Retail Coach" offered by the partnership.

- Carroll Chamber of Commerce works to elevate the experience of doing business in and visiting Carroll. With anything and everything available to consumers with a simple swipe on their phone, downtown retail businesses increasingly rely on authentic and engaging experiences around the act of shopping. The Chamber of Commerce is an entity that continues working on such experiences. Additionally, downtown business owners should participate in the Chamber of Commerce. If they are not, figure out why and address those issues.
- Hub 712 will provide co-working space and business resources to help grow the local economy. Hub 712 is a new resource that could have a significant impact on Carroll’s Downtown, especially when considering filling some significant vacancies.
- **Local Non-profit Organizations and Community Partners.** This list is just an example of entities that could be considered for partnerships and is not intended to be all encompassing. Even if a group doesn’t initially come to mind when considering community and economic development matters, don’t rule them out. There are many ways in which groups can contribute to building up a Downtown.
 - St. Anthony’s Regional Hospital
 - Community Foundation of Carroll County
 - RSVP of Carroll County
 - Rotary, Lions, Kiwanis, and other such service clubs
 - Religion-based Organizations and Churches
 - County Conservation
 - New Hope Village
- **Property Owners.** Perhaps, property owners should be at the very top of this list because without their participation and buy-in, not much can happen in Downtown Carroll. Build relationships with property owners. Start with initiatives that everyone can get behind.

“What” should they be doing? A number of different activities or initiatives are recommended to help guide Downtown Carroll down a successful path.

- Establishing and Administrating Local Grant Programs
- Code Review, Code Updates, Code Enforcement
- Business Support
- Pursuit of State/Federal Dollars
- Housing Development and Population Growth
- Marketing
- **Establish and Administer Local Grant Programs.** Local grant programs can be a simple way to support new and existing small downtown businesses in Carroll. When designing your local grant program, consider several things- goals for the program, funding source, and aesthetic/design considerations.

Before creating local grants to help with building or business improvements, it is important to first establish goals and parameters for the program. Start with reviewing what other communities do for their local grant programs. There are many communities in Iowa who have created their own local grant programs to assist new and existing businesses.

To get started in the research process, here are a few examples of the programs and applications that some communities have in place.

- Jefferson, IA: <https://jeffersonmatters.org/building-facade-mini-grant-application-up-to-500/>
- Newton, IA: <https://ia-newton.civicplus.com/934/Local-Grants-Available>
- Knoxville, IA: <https://www.knoxvilleia.gov/348/Downtown-Facade-Improvement-Grant>
- Story County, IA: <https://www.storycountyiowa.gov/1073/Facade-Grant-Program>
- Ames, IA: <https://www.cityofames.org/government/departments-divisions-i-z/planning/downtown-facade-assistance-program>
- Oskaloosa, IA: <https://www.oskaloosaiowa.org/462/Downtown-Facade-Improvement-Project>

What improvements or types of businesses does Carroll want to see in the downtown area? Whatever they are, those are the things that should be incentivized. For example, when Newton’s local grant program started, they focused just on facade improvements because their signage and entrances were looking shabby. The City later added housing grants and restaurant grants to the list as both are important elements to building vibrancy downtown.

Facade grants need to have some design criteria upon which projects are reviewed for funding. Carroll should adopt design guidelines. It is recommended that adopting design guidelines, at this point, should not be mandatory code requirements. Rather, they should be optional, but if a property or business owner intends to apply for and receive local funding, then they would be required. The State of Iowa has prepared some design guidelines that could get the community going.

Utilizing bonding capacity and Tax Increment Financing, the City of Carroll can create a pool of funds available for the purpose of awarding local grants. The City of Carroll should work with their bonding attorney on the specifics of establishing the pool of funds for the program. With discussions of TIF reform frequently in the air at the State level, it may benefit the community to get this going sooner rather than later.

- **Review Local Ordinances and Update as Necessary.** While we will discuss the JCPenney® building in greater detail later, it is important to note that during our meetings with Carroll stakeholders during the assessment visit, there were many creative ideas for uses or businesses that could go into the empty building. As some of these cool, creative ideas gain traction, the City needs to be prepared to respond appropriately. Review the current zoning code list of permitted uses to make sure the list incorporates potential future uses. It may also be necessary to delete outdated uses listed in the code that the community does not want to see downtown.

Additionally, the assessment team first recommends collaboratively addressing vacancies and run-down buildings through public-private partnerships including, but not limited to, applying for state grant funding or establishing local incentive programs. That said, sometimes, communities have to be serious when collaborative efforts stall out. In addition to making sure the zoning code provides an appropriate listing of permitted uses for your downtown, Carroll should review all city ordinances and consider updates or additions in some of the following areas, as deemed necessary:

- **Sign Ordinance.** Outdated signage can be such a drag on a commercial area. If one is not already in place, consider adopting an ordinance that limits the duration business signage can remain up once a business is closed. Limitations can range from as short as 6 months to as long as 12 or 18 months. If such an ordinance is already in place, make sure that it is being enforced.
- **Minimum Maintenance Ordinance.** This ordinance requirement is intended to preserve the structural integrity of the building and property values while assuring a clean and attractive community.
- **Commercial Property Inspection Ordinance.** Carroll has an established rental inspection program. Similarly, a commercial property inspection ordinance can also ensure that commercial spaces are well maintained and safe. Consider focusing first on empty buildings before transitioning to all commercial properties. When rolling out such a program, make sure to work collaboratively with the business community to maintain a business-friendly environment.
- **Vacant Building Ordinance.** This ordinance addresses current or future vacant commercial and industrial buildings which are dilapidated, unsafe, or inadequately maintained creating or contributing to blight. The city seeks to assure the property maintenance of vacant buildings for the purpose of preserving and promoting public health and safety and preventing public and private nuisances and potential fire hazards.
- **Vacant Building Registry.** Owners have X number of days from the date the building becomes vacant to file this form. The cost to register is free for the initial filing and the first 6-month period. If after the six-month period the building continues to remain vacant, an inspection of the building will be made, and a fee will be charged. Each subsequent one-year period of vacancy will trigger a re-inspection and fee. The owner is responsible for all of the exterior and interior areas as well as lot maintenance. Failure to properly maintain the vacant building could result in increased renewal fees.
- **Residential on First Floors Limited.** Consider establishing a restriction on Adams Street, at minimum, which limits residential uses in storefronts. As the primary shopping corridor in Downtown Carroll, it is important to preserve those retail spaces. Having storefronts converted into residential uses becomes a drag on the vibrancy of a downtown area and should not be allowed.
- **Sample Language.** Residential Use is permitted only within upper stories or in the rear of the ground floor for properties located within the Downtown Area. Properties in the Downtown Area shall be maintained for commercial use within storefronts along public streets on the first floor of the building. The Commercial use shall occupy at least 40% of the depth of the building and the entire width.
 - The Downtown Area could be a defined geographic location bounded by, for example:
 - The north boundary of the Union Pacific Railroad right-of-way.
 - The south boundary of US Highway 30 right-of-way.
 - The centerline of North Carroll Street.
 - The centerline of North Main Street



- **Business to Business Mentorship.** The assessment team found an active Chamber of Commerce in Carroll that planned robust events and activities designed to show-off the downtown area and businesses. The assessment team recommends continuing with these efforts, but there should be an opportunity to have business to business networking and mentorship focused on business functions. Some topics that could be discussed at those networking sessions could include:

- Sharing of Best Practices

- Customer Engagement, Social Media, and Direct Marketing tips and tricks
- Window Displays
- Store Hours
- Cross Promotion Opportunities
- Customer Loyalty Programs
- Sensory Engagement and Customer Experience
- Succession Planning

- **Business Resiliency.** If there is anything that the world learned post-Covid, is that flexible and quick to adapt businesses fared better than those who were slow to react. Working together as a business district to share ideas, collaborate, and pre-plan together for scenarios like:

- IT and Power Outages
- Natural Disasters
- Loss, Illness or Injury of Key Employees
- Supply Chain Disruptions
- Crime

By pre-planning both as individual businesses and as a business district, negative outcomes can be mitigated as a whole. The district succeeds when individual businesses succeed.

- **Seek Regional, State, and Federal Assistance, Resources, and Guidance.** In order to receive state and federal dollars, a community must prepare and submit applications. Identify employees or volunteers with the City of Carroll, Chamber of Commerce, Hub 712, CCGP or others who have energy and writing skills to tackle a few funding opportunity applications. Later in this document, a number of programs and resources are listed for consideration. The assessment team recommends working toward a Community Catalyst Building Remediation Grant Grant for the former JCPenney® building. With its significant footprint and endless opportunities for reuse, redeveloping this building could be a catalyst for additional growth in Carroll’s downtown.
- **Address City-Wide Housing Needs.** Housing plays a significant role in community and economic development. While opportunities for downtown living are limited (due to there being few multi-story retail

buildings and noise from the railroad and Highway 30), addressing city-wide housing needs will benefit the whole Carroll economy which will ultimately impact the downtown.

- **Collaborate with Employers.** Work with local employers to address the housing needs of their employees. The housing assessment team heard from various sectors about challenges that new employees have had finding appropriate housing in Carroll.
- **Explore the Use of Tax Increment Financing for Housing.** Utilizing TIF to help with the development of new, market rate housing can be beneficial for a number of reasons. For example, TIF can be used by the municipality to construct essential infrastructure to support new housing developments. When TIF is used for housing, the State of Iowa code requires a Low-Moderate Income set-aside. This means that a portion of the new increment generated must be set aside to support the development or redevelopment of affordable housing. A city can use this required pot of funds to support initiatives such as affordable housing projects or local housing rehabilitation programs.
- **Downtown Housing.** Downtown living can bring vibrancy with it. Carroll may not have a lot of available second story spaces in the downtown area ready to be filled with housing. That said, incentivize property owners that do have second stories to create new downtown living units or rehabilitate existing ones. Examine the excess parking lots that surround the downtown area. Could any of these be utilized for new apartment buildings?

THEME 4 BUILDINGS

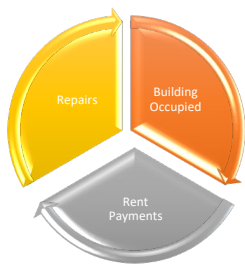
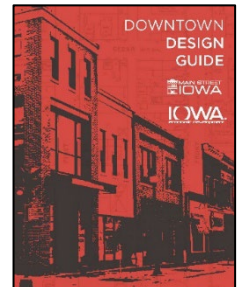
Nothing defines a downtown more than its buildings. The public and commercial buildings create the downtown character and set your community apart from others. When those buildings have been altered, removed, or not maintained, it impacts the downtown, community and business potential in a challenging way. A lot can happen to these buildings in 100+ years. Businesses change. Owners change. The economy changes. Fires. And, in Carroll's case, urban renewal. Every historic downtown has seen its share of building issues over the years. Some have reacted better than others to preserve their buildings with design guidelines, incentive programs, and constant community education pertaining to these grand, old buildings. Considering building improvements with a "one building a time" approach is always the way to go.

Building improvement projects do not necessarily need to be expensive to have a major impact on the feeling and character of a downtown. Something as simple as an appropriately applied paint scheme can make a huge difference. A good sign can also make a huge visual impact. Removing extraneous elements from the façade can also help. In general, the objective should be to enhance and maintain the original design and character of the building. Improvements that maintain and enhance the original character of any building will usually have better long-term sustainability than a project that is more trendy and less appropriate.

Many of downtown Carroll's grand buildings have come down over the years. But several significant structures still stand. The district is a mix of one, two and three story buildings. Most of them have seen inappropriate changes and some suffer from neglected maintenance. The best businesses often want to be in the best buildings. Downtown Carroll has a nice business mix but needs more attention to the buildings that house those businesses and upper story opportunities.

ACTION STEPS

- **Local Design Guide.** Create appropriate guidelines to consistently approach quality downtown building rehabilitation.
 - Consider adopting [The Downtown Design Guide](#) developed by the Iowa Downtown Resource Center. Once adopted, include them in your local considerations. This could lead to possible incentives that should help "raise the bar" for improving the aesthetic and functional appeal of downtown. Incentivize the kinds of appropriate rehabilitation projects you want.
 - When considering the adoption of the Downtown Design Guide make sure they are tied to your local incentives. The guidelines are still suggestions but when tied directly to local incentives will determine the amount of appropriate rehabilitation and will then determine the amount of incentive available. If a property owner insists on inappropriate rehabilitation, they should not receive any local support. Keep the bar high and expect the best.



*Believe it or not,
some property owners
won't pay for their own
building repairs.*

- **Local Incentives.** To build on the partnerships created in action step above, investigate appropriate local incentives. You will always get what you incentivize. Make sure when you create a local incentive that they are flexible as well as direct to get what you desire. In some cases, you will have to break the disinvestment cycle. Let's make sure your local incentives create a positive cycle of investment.
 - Review existing local opportunities like:
 - Tax Increment Financing (Urban Renewal)
 - Consolidated Abatement (Urban Revitalization)

- **Develop Façade Improvement Grants.** This incentive partnered with your design guide will protect and save your buildings.
 - **Consider façade mini grants.** Façade mini grants are an excellent way to encourage the kinds of desired improvements everyone will see demonstrated right before your eyes. Frankly, they just make sense. They aren't really all that expensive and you get what you want. Set expectations high and see the quality results. If no one applies, pick a different priority. As you create these important local incentives make sure you stay connected with the Iowa Downtown Resource Center on additional state and federal incentives. Now, you can provide additional local match to make your applications even more competitive.
 - **Consider applying for Community Development Block Grants (CDBG).**
 - The goal is to develop viable communities by providing decent housing and suitable living environments and expanding economic opportunities, principally for persons of low-and moderate income.
 - Funded through the U.S. Department of Housing and Urban Development (HUD)
 - State's program only for non-entitlement communities (cities with populations under 50,000)
 - Must meet a National Objective
 - Low-and Moderate-Income Benefit (70% of total funding)
 - Slum and Blight Elimination
 - Urgent Need
 - The most common uses for downtowns are:
 - Downtown Revitalization Fund
 - Upper Story Housing

- **Disabled Access Credit (ADA).** Two tax incentives are available to businesses to help cover the cost of making access improvements.

- The first is a tax credit that can be used for architectural adaptations, equipment acquisitions, and services such as sign language interpreters.
- The second is a tax deduction that can be used for architectural or transportation adaptations.

NOTE: A tax credit is subtracted from your tax liability after you calculate your taxes, while a tax deduction is subtracted from your total income before taxes, to establish your taxable income.

Form 8826		Disabled Access Credit		OMB No. 1545-1205
<small>(Rev. September 2017) Department of the Treasury Internal Revenue Service</small>		<small>► Attach to your tax return. ► Go to www.irs.gov/Form8826 for the latest information.</small>		<small>Attachment Sequence No. 86</small>
Name(s) shown on return			Identifying number	
1	Total eligible access expenditures (see instructions)	1		
2	Minimum amount	2	\$ 250.00	
3	Subtract line 2 from line 1. If zero or less, enter -0-	3		
4	Maximum amount	4	\$ 10,000.00	
5	Enter the smaller of line 3 or line 4	5		
6	Multiply line 5 by 50% (0.50)	6		
7	Disabled access credit from partnerships and S corporations	7		
8	Add lines 6 and 7, but do not enter more than \$5,000. Partnerships and S corporations, report this amount on Schedule K-1. All others, report this amount on Form 990, Part III, line 16	8		

- **Apply for a [Center for Rural Revitalization | Iowa Economic Development Authority \(iowaeda.com\)](http://www.iowaeda.com).**

- Click [here](#) to access fact sheet.
 - Rural Leadership Bootcamp Grant
 - Rural Housing Assessment
 - Rural Childcare
 - Rural Scale-up Grant
 - Rural Enrichment Grant
 - Rural Innovation Grant
 - Rural BOOST Program
 - Rural EMS Pilot Grant

- **Leverage local incentives to maximize state and federal programs.**
 - **CDBG Downtown Revitalization Projects**
[Downtown Revitalization Fund | Iowa Economic Development Authority \(iowaeda.com\)](#)
 - **CDBG Community Facilities & Services**
[CDBG Community Facilities & Services | Iowa Economic Development Authority \(iowaeda.com\)](#)
 - **Community Catalyst Building Remediation Program**
[Community Catalyst Building Remediation | Iowa Economic Development Authority \(iowaeda.com\)](#)
 - **Nuisance Property and Abandoned Building Remediation Loan Program**
[Nuisance Property & Abandoned Building Remediation \(iowaeda.com\)](#)
 - **CDBG Housing Rehabilitation Fund**
[CDBG Housing Rehabilitation | Iowa Economic Development Authority \(iowaeda.com\)](#)
 - **CDBG Upper Story Housing Conversion Program**
[CDBG Housing Rehabilitation | Iowa Economic Development Authority \(iowaeda.com\)](#)
 - **Workforce Housing Tax Credits**
[Workforce Housing Tax Credit | Iowa Economic Development Authority \(iowaeda.com\)](#)
 - **Brownfield/Grayfield Tax Credit Program**
[Redevelopment Tax Credits | Iowa Economic Development Authority \(iowaeda.com\)](#)
 - **Historic Tax Credits**
<https://iowaculture.gov/history/preservation/tax-incentives>
 - **State Tax Credit**
[Historic Preservation Tax Credit | Iowa Economic Development Authority \(iowaeda.com\)](#)
 - **Federal Tax Credit**
<https://iowaculture.gov/history/preservation/tax-incentives/federal-tax-credit>
 - **Property Tax Exemption**
<https://iowaculture.gov/history/preservation/tax-incentives/property-tax-exemption>

- **Rent Ready Sites.** This must become one of the highest priorities of a downtown focused program. As you walk your district it is easy to miss the quality improved sites because the vacant underutilized ones control your interest. This is very unfortunate. Carroll has some wonderful locations that sometimes get lost in the fog of inappropriate rehabilitation and vacancies that are not rent ready simply because no one has washed the windows or cleaned up the space.

- **Property clean-up.** Create a volunteer driven process that partners with cooperative building owners that truly want to rent their spaces. Use your imagination to create a fun and enjoyable process of following up on a property owner visit. Start with easy tasks like washing windows and based on volunteer abilities move on to more comprehensive approaches.

- **Property tours.** As you accomplish these partnerships with property owners, move towards window graphic advertising based on what your market-based research desires to fill the space. Complete this process by holding property tours showing off the space and demonstrating what could be.

- **Incentive priorities.** Rent Ready Sites should be priorities for the incentives you've created to fill vacant space. Business expansion and recruitment should be encouraged.



- **Individual Buildings & Downtown Multi-Tenant Buildings.** When we dive into the topic of individual downtown buildings we must start with, “Why were building owners allowed to do inappropriate rehabilitation, and can we fix it?” Reducing the size of the windows must never be allowed. Closing in upper story windows makes it harder to even occupy that space safely. With a limited number of buildings with upper floors, you can’t allow even one to go unoccupied. We must work towards occupying every available square foot to receive a quality return on investment, for the property owners and the community. Carroll has some wonderful building bones left and we must create partnerships in order to receive the positive results you desire and deserve. The buildings lost to urban renewal are gone but we can be successful with the few remaining.



The Buckle Building

The Buckle...what a magnificent building but completely underutilized. The entire upper floor is vacant and has been for quite some time. The first floor has a wonderful business, but the rest of the building is needy. Through appropriate design and local incentives, we have to work together to bring this building back to life. There are several incentive programs available for this building, but it must start at home first. Creating local incentives has to happen, this building needs it and could be a great example.

The Brown's Shoe Fit Company Building

This building is one of the ugliest buildings downtown and at the same time it holds one of the best destination retail businesses in Carroll. The window displays invite customers into the space to enjoy their deep assortment of quality shoes and accessories. The awning and metal slipcover have not been updated in years and it shows. When walking into this quality first floor space, don't look up. This building could be a great example of a demonstration project for a newly funded local façade incentive. Usually, the removal of the metal slipcover is not that expensive. The challenge comes with its removal, what has the slipcover hidden over the years and how much damage has it caused or created. Start with historic photos of this building prior to the inappropriate metal slipcover being installed.

Request professional help from a qualified contractor and do the investigation necessary to move this project into appropriate rehabilitation. Use the newly adopted design guide and local incentives. This could be a quality partnership opportunity. After the historic photo review and the contractor discovery process, consider moving this project along. This project will likely take a leap of faith by the property owner and the city.

Before or Existing



Proposed Improvements



Downtown Multi-Tenant Buildings

There is quite a disconnect between Adams Street (Downtown) and Thomas Plaza. For whatever reason there exists a pedestrian barrier. This sometimes-unconscious effect can be devastating to a downtown district. It just does not feel connected to a pedestrian friendly atmosphere or environment.

This structure looks like it hasn't had any improvements since it was built. The wooden mansard roof completely traps it in the 1970's and the building is crying out for an appropriate rehabilitation.

The newly adopted design guide will help with the suggested improvements. Another quality partnership effort, truly waiting to happen. Everyone wins with quality rehabilitation.

Thomas Plaza (existing)



Westgate Mall

The city has done a great job with public improvements. The streetscape and amenities are quality improvements. The building owners need to step it up. This effort must be a partnership effort.

This project is in great need of a facelift. Our proposal is to raise the roof. As you walk from Adams Street into this space, you walk quite a distance before you even know there are retail opportunities. If you continue, you reach destination, retail businesses like True Value Hardware & Jeanine's Hallmark. Unfortunately, many other entrances have been closed off. It's time for a quality rehabilitation.

Existing Entrance from Adams Street



Proposed Improvements



THEME 5 JC PENNEY® BUILDING

If Carroll has to continue the grieving process over losing JCPenney - do it, get over it, and then move on. Carroll has grieved over losing this business way more than JCPenney has grieved over leaving Carroll. The business is gone – it is not coming back.

ACTION STEPS

- Remove all old signage from the JCPenney® building. It has to go and is overdue. This could be a great way to develop partnerships. The city could help. Other volunteers could help. Make it a party.
- Utilize the newly adopted Design Guide to ensure only appropriate rehabilitation can happen.
- Explore the newly created incentives. Many of these incentives can match additional state and federal programs. This large white elephant needs additional funding streams.
- Above all others though is to TAKE ACTION. It might be in the form of encouraging pop-up entrepreneurs or something as simple as creating marketing sheets/prospectus for the space.

Adams Street side of the former JCPenney® building.

(The creation of two storefronts)



The 5th Street side of the former JCPenney® building.

(The creation of three storefronts and a mural)



Demonstrate new or additional opportunities for this property. Everything will depend on who wants to purchase it and what they are going to occupy it with. Carroll needs to use this property as a great way to enhance and expand your downtown district. Most towns don't have an opportunity like this. Make sure you get everything you want and need out of this development opportunity.

PRIORITIES

The Assessment team encourages Carroll to prioritize projects listed in this report and other opportunities we feel are of importance.

Theme #	Immediate Priorities: (0-6 months)
1	Research ShopIowa.com and set goal of signing 5-10 Carroll businesses up.
1	Take all obsolete store signs down (in downtown).
1	Develop attractive business opportunity signs for windows in vacant buildings.
1	Get business together to brainstorm ideas to develop uniform business hours.
1	Add colorful business open signs/sandwich boards.
1	Develop a downtown business wish list based on market data, business voids and focus groups.
1	Work with building owners on incentives such as temporary rent rebates to fill downtown space.
2	Add color to downtown. Develop Ideas.
2	Improve downtown pedestrian safety and walkability.
2	Change out window displays seasonally; add window displays to vacant/underutilized windows.
3	Identify local non-profit and community partners. Meet to discuss missions and commonalities.
3	Review local ordinances and discuss possible updates.
3	Develop ordinance that restricts storefront housing.
3	Identify/ inventory regional, state and federal resources. Identify staff person to keep up to date.
4	Adopt Iowa Economic Development Authority's Downtown Design Guide. Tie to local incentives
4	Apply for Catalyst Grant
5	Remove signage from the JC Penny® building.
5	Develop a prospectus to market JCPenney® building.
Theme #	One Year Priorities (0-12 months)
1	Develop/implement a branding campaign with several ideas to communicate downtown's business strengths, parking opportunities, what makes downtown special: Target market: Carroll residents
1	Develop a downtown building inventory.
1 & 2	Improve business signs and host a workshop.
1 & 2	Create an online digital directory of businesses.
2	Add public art.
2	Add outdoor dining.
2	Add music to downtown.
2	Downtown parking and restroom signs
2	Convert ornamental streetlights to LED.
2	Enhance downtown events.
1 & 2	Add activities and events to downtown. Goal: Two new store familiarity-based events.
2	Activate vacant lots on W. 5 th Street.
2	Enhance the existing history walk with digital enhancements and resources.
3	Establish a workplan that identifies who the stakeholders are and who does what.
3	Update ordinances, i.e., sign ordinance and establish others lacking to meet downtown's needs
4	Establish package of local incentives especially for building rehabilitation.
4	Get familiar with Center for Rural Revitalization and match Carroll's needs with grant programs.
4	Work on rent ready sites. Clean spaces. Add window graphics. Lead generation
4	Brown Shoe Fit building: Go to work! Take that metal down.
5	JCPenney® Building: Go to work! Marketing and design improvements.

Theme#	Longer term Projects: (0-24 months)
1	Create Downtown holiday catalog.
1	Implement five new business-to-business cross promotion ideas.
1	Develop parking/lot signage program.
3	Establish a business-to-business mentorship program.
3	Address city wide housing needs.
4	Host downtown property tours to market space.
4	The Buckle Building: Go to work! Activate all floors.
4	Thomas Plaza: Go to work! Needs building improvements.
Theme#	Down the Road....but plan now: (24 months +)
1	Reassess downtown Carroll marketing and branding efforts. Success? What next?
1	Add a downtown business kiosk. Keep it updated.
4	Westgate Mall: Raise the roof. Incorporate good design.

CLOSING

It was a pleasure for our team to work in Carroll. The community has enthusiastic volunteers and leaders that will make a difference. We hope this visit and report can assist in building a solid plan for downtown projects and improvements. We encourage leaders, organizations and volunteers to work collaboratively. Focus on projects that you get excited about. We are here for continued support. Good luck!

CONTACTS

Iowa Downtown Resource Center, IEDA, Des Moines, Iowa.....	515.348.6180
.....	https://www.iowaeconomicdevelopment.com/Community/idrc
Keep Iowa Beautiful	515.323.6507
.....	https://www.KeepIowaBeautiful.com
ISU Iowa Community Indicators Program Retail Analysis	http://www.icip.iastate.edu/retail
Certified Local Governments, State Historic Society of Iowa	515.281.6826
CDBG Downtown Revitalization Program.....	515.348.6208
.....	https://www.iowaeconomicdevelopment.com/DowntownFund

National and State Preservation Services and Programs:

National Trust for Historic Preservation	www.preservationnation.org
Main Street America (Main Street America Network Membership).....	https://www.mainstreet.org
National Park Service Preservation Briefs	https://www.nps.gov/tps/how-to-preserve/briefs.htm
State Historic Preservation Office.....	www.iowahistory.org

RESOURCES

Electronic files are available for download here. (for 12 months)

- Carroll ESRI Data & Market Snapshot
- Carroll Downtown Assessment Survey Results
- Carroll Design Renderings
- Creative Placemaking Manual
- Design Guidelines
- Event Evaluation
- Retail Events
- Preservation Brief: Rehabilitating Historic Storefronts
- Restoring Historic Commercial Buildings
- Problem Properties
- Sample Building Inventory Form
- Signs & Awnings for Downtowns
- Upper Story Housing Benefits
- Characteristics of a Successful Downtown

DOWNTOWN DESIGN GUIDE



MAIN STREET
IOWA

IOWA[®]
economic development

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PART ONE

INTRODUCTION

INTRODUCTION

The physical elements of your historic commercial district embody the community’s past, serve as a venue for its present and contain the potential for its future vibrancy. Downtowns and traditional commercial districts are a home for local businesses, a gathering place for family and friends, and an opportunity to celebrate the diverse cultures that exist in our communities. For these reasons, it is vital that the built environment be maintained and cared for by local stewards.

As a Main Street America™ Coordinating Program, Main Street Iowa follows the four-point approach for downtown revitalization. The four points developed by the National Main Street Center are economic vitality, **design**, organization and promotion. Although this document focuses on the design point, the impact does not stop there. Successful design positively impacts environmental sustainability, economic resiliency and social well-being. In other words, good design can strengthen the other three points.



This document was prepared by Main Street Iowa staff as a guide for local Main Street programs, city staff, downtown development groups, property owners and volunteers as they embark on the revitalization and continued maintenance of the physical assets of their downtowns.



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GUIDING PRINCIPLES FOR DESIGN

Main Street Iowa observes and recommends the following principles for design:

1. **Retain and preserve** the historic character of the district and individual properties.
2. **Prioritize rehabilitation** of existing buildings and repair of deteriorated materials and features over new construction or replacement.
3. **Focus on maintenance** to prevent the need for future large-scale rehabilitation or demolition of properties.
4. **Maintain authenticity.** Do not add features to a building that portray a false sense of history, such as ornamentation that never existed. Base any restoration efforts on documentation or physical evidence.
5. **Design for longevity.** Quality materials and quality design contribute to resilience.
6. **Celebrate diversity.** Main Street should be a place where everyone is included and feels welcome. Celebrating diversity can include racial, ethnic, cultural, religious, generational, gender identity, sexual orientation and socioeconomic differences, among others. It contributes to a rich and inviting experience for all visitors and helps set your community apart.
7. **Provide for a living, breathing community.** Retain physical changes over time if they have positively contributed to the building. This means keeping changes that have gained their own historic significance or are necessary to keep the building occupied and thriving.
8. **Consider your neighbor.** Embark on improvements with adjacent properties in mind. New construction should be compatible with the surrounding existing buildings.
9. **Follow sustainable practices.** Sustainability is not only good for the environment but can provide cost savings over time.
10. **Ensure accessibility for all.** Make sure that all people can access and enjoy downtown regardless of their physical ability.



Image: Brad Grefe

HOW TO USE THE GUIDE

The purpose of this guide is to act as a starting point for improving the physical assets in your Main Street district. It is intended to be an active resource for your community. We encourage you to share the digital file widely, keep your own copy handy, make notes in the margins and continue to reference it throughout the evolution of your Main Street. Don't let it collect dust! It should be referenced during strategic planning and can be adopted in addition to or in lieu of individual community guidelines.*

We recommend reading Sections 1 and 2 first, as they contain general guidance that can act as a foundation for design projects and are intrinsic to the guidance provided in other sections.

The subsequent sections are more specific and should be referenced according to project type. Section 3, Public Space, deals with the design of public improvements for the entire downtown district. Section 4, Existing Buildings, is the most detailed and important section. This section illuminates how to recognize the historic character of individual buildings and provides guidance on appropriate design and treatment. Section 5 delivers guidance on managing change and designing compatible infill construction. Finally, the appendices share some additional tools and resources related to design and construction.

While reading this guide, keep an eye out for language related to things “to do” and things to “avoid.” Also keep in mind that small moves are better than no action at all. Incremental improvements can make a big difference over time and larger projects can often be more manageable when broken into phases. Successful design will recognize the **past**, meet the needs of businesses **today** and preserve the physical environment for the **future**.



**This document is a guide and is not regulatory in nature. Local guidelines, or local or state codes and regulations should take precedent over any recommendations made in the Downtown Design Guide.*

PART TWO
FUNDAMENTALS
FOR YOUR
UNIQUE DISTRICT

FUNDAMENTALS FOR YOUR UNIQUE DISTRICT

CELEBRATING DIVERSITY

Each downtown in Iowa has its own unique characteristics. Your community's individual history, physical environment, and most importantly, the diverse people that make up your community should be celebrated. As you read and apply the concepts in this guide, remember that each person defines style, beauty and taste according to their cultural upbringing and experiences.

Embrace and model the idea that your district is for everyone. Allow varying voices to be heard and represented. One of the ways this can be accomplished is by making sure that your board and design committee have representatives of various ages, gender identities, races, cultures, etc. Use census data as a tool to make sure that the voices at the table are truly representative of your community.

If your district has existing design guidelines, ordinances, façade grant programs or similar design programs in place, reread them with an eye towards inclusivity. Sometimes design frameworks can unintentionally act as a barrier to minority-owned businesses locating within a district. Also consider translating program documents such as façade grant information into multiple languages to help alleviate language barriers and make opportunities available for everyone.



*Festival in Valley Junction, West Des Moines.
Image: Isenberger.*



Streetscape element in Czech Village - New Bohemia Main Street District, Cedar Rapids.



Celebration in Sixth Avenue Corridor, Des Moines.



Mural depicting local heritage in downtown Waterloo.

Here are some other things to keep in mind:

- Design for multiple users. Good accessible spaces benefit everyone.
 - Ramps or accessible paths are beneficial to both individuals with limited mobility and parents with strollers.
 - Benches spaced throughout your downtown are great for older people who may need to sit and rest periodically but can also be a place for people to take their lunch breaks.
 - Sculptural signs or logos with graphics are best for children, people who have impaired vision and for anyone who does not read English.
- Keep reversibility in mind. A store can be designed to successfully express its business's cultural identity while also preserving the original historic features of the building.
 - Signage, awnings, windows displays and trim provide ample opportunity for cultural expression, but can also be reversed in the future if the business changes.
- Avoid creating a pre-determined color palette for your community. This can stifle the cultural expressiveness of your community and excluding some colors may even hurt a business's ability to attract their target market.

By approaching design with the acknowledgment that we preserve for the benefit of the people who live today, we can create an active and vibrant community in which everyone feels welcome.



RESEARCHING COMMUNITY HISTORY

The first step towards celebrating your unique characteristics is gaining a better understanding of what you have. Researching the history of your community is a good way to start. This is a great activity for your design committee. It could also be completed by a smaller group of volunteers or even as part of a local school or university class. A more intensive study can also be done by a professional historian. Gather information on the history of your district as it relates to your city, region and the state by looking at things such as:

- Local Historic District and National Register of Historic Places Nominations, if applicable
- Local and State Historical Society and library documents
- Historic photographs
- Newspapers
- Old city directories

During your research, read secondary sources with the understanding of the voice and viewpoint of the author. Recognize that some histories may not be represented through all sources due to individual biases of the author. Keep an eye out for diverse cultures of downtowns – past, present and future – recognizing significant changes over time and honoring cultural transformation.



Historic photo compared to current photo of street. Historic Image: Newton Historic Preservation Commission Archives.

IDENTIFYING PHYSICAL ASSETS

Once you have a good idea of the overall history of your community, research individual buildings and properties. Good sources to explore include:

- Existing historic property inventories and surveys (iowaculture.gov/history/preservation)
- Sanborn Fire Insurance Maps
- Property records and deeds, abstracts of title (may be found at county courthouse)
- County assessor's records (can be accessed online for most counties)
- Building permits
- Plans or drawings from original and later construction projects

Look at the current condition of the buildings and public spaces in your district to help you understand their individual character, recognize commonalities in design and materials, and identify particularly significant buildings and places. If your district or individual buildings are already listed as local landmarks, local Historic Districts or in the National Register of Historic Places, refer to the narratives included in the nomination(s) and the stated period of significance. Doing this can help you understand the historic context of your district and identify significant buildings and places. Depending on when the nomination was written, most also have a list of “contributing” and “non-contributing” buildings. Any buildings noted as “contributing” to the district have already been determined as significant.

Be aware of what styles of architecture are present in your downtown. Having a general idea of architectural style will go a long way in helping you to understand the value of your buildings. It is important to recognize that each commercial district generally has a mixture of styles; some elaborate and ‘high style’, some simpler and more utilitarian, and some with modern alterations or additions that may be significant. Some buildings do not easily fit into an architectural classification and might simply be referred to as “vernacular” in style – often a simpler building that reflects local traditions, materials and construction. Each building style present can contribute to the physical character of your downtown and is important to understanding your district's history and significance.

Also remember to identify places that are not currently categorized as “historic,” but which are more recently significant to your community. For example, a building can have recent cultural significance or special economic significance. It may have allowed an important business to remain downtown or created a place for community members to gather. It may be exceptionally beautiful and contribute to the aesthetic appeal of your district. It may be related to or tell the story of an event that had a huge impact on your community. Identifying your physical assets will help your design committee or board focus their efforts on supporting the places that make your community special.

If a building you are researching doesn't already have an Iowa Site Inventory form on file at the State Historic Preservation Office, consider contributing. See instructions and get a current form at [Historic & Archaeological Inventory | IDCA \(iowaculture.gov\)](http://Historic & Archaeological Inventory | IDCA (iowaculture.gov)).



Architectural styles ranging from the late 1800s through the mid-twentieth century can all be historic assets in your downtown.

DETERMINING HISTORIC SIGNIFICANCE

Since every building is unique, the level of significance and how it relates to the rest of your downtown can make a difference in what physical improvements are appropriate. Here are some things to consider when determining historic significance:

- **When it was built.** Did your district gain its significance at a certain period of time? Does it have a defined period of significance? Was the building built during or after this time? Many times specific architectural styles were built over a decade or two throughout a district. Generally, buildings over 50 years old are considered historic.
- **Its physical integrity.** How much has the building been altered over the years? What is its overall condition? How much of its original materials are intact? How many original features exist? Is its original form easily recognizable?*
- **Social History.** Does it have significance to the community not related to its design?

Once you understand a building's historical significance, determine its specific **character-defining features**. According to the National Park Service and the Department of the Interior, "Character-defining elements include the overall shape of the building, its materials, craftsmanship, decorative details, interior spaces and features, as well as various aspects of its site and environment."

Keep any character-defining features intact. For more information on determining character-defining features of a building, see [Preservation Brief 17](#) published by the National Park Service.

"If your district is listed in the National Register of Historic Places, use the Period of Significance from the written nomination. Local register nominations or individual property nominations will also list a period of significance.

*"Sometimes a district was constructed over a long period of time and is an eclectic mixture of architectural types. In this case, it may be more important to focus on a building's individual construction period and **integrity**.*

***Refer to historic photographs or any previous photographs of the building to help answer these questions.*



Examples of character-defining features shown include significant building materials, craftsmanship, window placement and styles, historic ghost signs, cornice details and decorative elements.

THE SECRETARY OF THE INTERIOR'S TREATMENT STANDARDS

The next step when undergoing any physical improvements is to determine the appropriate treatment to guide the project. The Secretary of the Interior's Standards for the Treatment of Historic Properties is an important set of federal guidelines we recommend implementing for all properties. The guidelines consist of four different approaches – Preservation, Rehabilitation, Restoration and Reconstruction. Select an approach appropriate to your building's condition and use, then follow treatment standards throughout your improvement project.

Preservation is defined as the act or process of applying measures necessary to sustain the existing form, integrity and materials of a historic property. This treatment standard focuses on the maintenance and repair of existing historic materials and retention of a property's form. It is used when the property's distinctive materials, features and spaces are essentially intact, and when a continuing or new use does not require additions or extensive alterations.

Rehabilitation is defined as the act or process of making a compatible use for a property possible while preserving those portions or features which convey its historical, cultural or architectural values. This can be achieved through repair, alterations and additions. Since this standard acknowledges the need to alter or add to a historic property to meet continuing or changing uses, it is the most common treatment standard used in downtown building rehabilitation projects.

Restoration is defined as the act or process of accurately depicting the form, features and character of a property as it appeared at a particular period of time. This can be accomplished by removing features from other periods in its history and reconstructing missing features from the restoration period. For example, restoration might involve removing infill or siding that was applied over a building to reveal and restore its original features.

Reconstruction is defined as the act or process of depicting, by means of new construction, the form, features and detailing of a non-surviving site, landscape, building, structure or object for the purpose of replicating its appearance at a specific period of time. Reconstruction of an entire building is generally reserved for buildings of outstanding individual significance and is not commonly recommended within a historic downtown area. However, this may be an appropriate approach for a building that has been damaged severely by a fire or a natural disaster.



Rehabilitation of a historic building in downtown Washington included removal of an inappropriate, non-historic slipcover.

Standards for Rehabilitation

“The Standards will be applied taking into consideration the economic and technical feasibility of each project.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations or related new construction will not destroy historic materials, features and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.”

Note: Refer to the National Park Service’s website for the full standards for [Preservation](#), [Restoration](#) and [Reconstruction](#). Please note that the Historic Preservation Tax Incentives Program use the Standards for [Rehabilitation](#) that are codified separately in 36 CFR 67 and are regulatory for the review of rehabilitation work for that program.

The [Guidelines for the Treatment of Historic Properties](#) illustrate the practical application of these treatment standards.

PART THREE

PUBLIC SPACE

PUBLIC SPACE

Public space is instrumental in making your district feel like the centerpiece for your community – a place where people want to gather, linger and explore. Good public spaces can also foster community pride. They are places where locals want to bring their family and friends from out of town. Whether it is district-wide banners and signage, planters, public art, pocket parks, greenspace, activated alleys, or even parking lots, every piece of the public realm is an opportunity to contribute positively to the overall look and feel of your community.

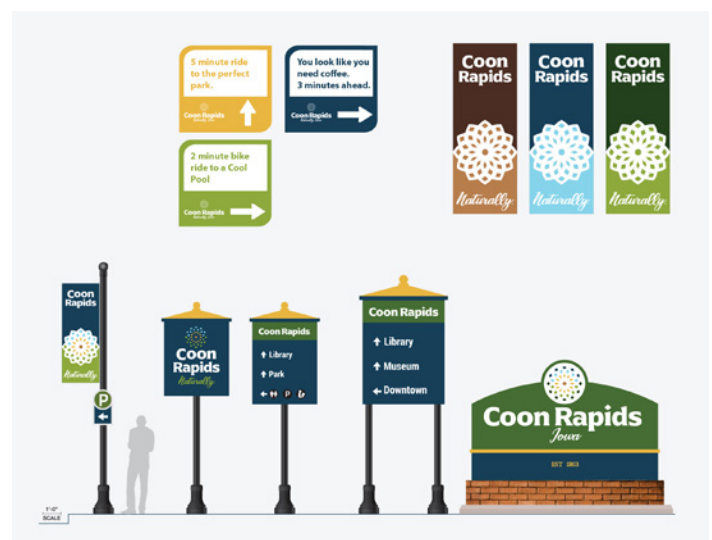
WAYFINDING AND SIGNAGE

Wayfinding is crucial to successful historic commercial districts. If people cannot find your district, they cannot find your businesses, amenities or events, and ultimately, will not spend their money there. It should be clear how to find the commercial district once you enter a community and it should be clear once you enter the district – without having to look at a map. This information can be communicated through wayfinding signage and the overall branding of the area. Creating a unified wayfinding system is not just important for visitors, it can also help reinforce community identity and foster community pride.

- Use design consistent with local Main Street or community branding to reflect and reinforce your unique local identity.
- Install gateway signs or elements at the edges of your Main Street district to define entrances.
- Strategically place directional signs at key intersections and connect to regional pathways such as bicycle trails.
- Determine specific landmarks to include in wayfinding signage. These could include parking, public transportation, public restrooms, the visitor's center, library, anchor businesses and more.
- Consider multiple scales in your signage system – some should be visible from the road for drivers, while others should appeal to pedestrians on the sidewalk.
- Include travel distances to landmarks on your signs – driving time or mileage for things that are farther away or walking time or number of blocks away for things that are closer. Posting walking distances can help make use of underutilized parking that people might otherwise perceive as too far away. Encouraging walking also encourages people to spend more time on Main Street.
- Utilize icons and symbols to communicate quickly and effectively.
- In general, make letters one inch tall for every 40 feet of desired readability.



Gateway arch in Valley Junction, West Des Moines lets you know you have arrived.



Consistent branding should be incorporated into different types and scales of wayfinding signage.

STREETSCAPE

Streetscape components include paving, sidewalk amenities, landscaping, accessibility improvements, lighting and anything else that you can see along public paths. Utilizing these elements should help shape the public space in downtown, provide safety and comfort measures, and balance the needs of all users. For larger scale improvements, work together with local government partners and engage the public and business community early in the planning process.

- Think about your streets in terms of activity “zones” to accommodate multiple activities in the public realm. For example, zones might include: driving lanes, parking, bicycle lane, plantings, pedestrian walkway and outdoor dining/shopping space.
- Design intersections and mid-block crossings with pedestrian safety in mind. Clearly differentiate pedestrian crossings with ground-level markings or by changing the color, texture, or type of ground surface. Bump outs are recommended at the corners of intersections and mid-block crossings to reduce the width for safe pedestrian travel. Retain historic street, sidewalk, or alley pavers and incorporate them into the new design if feasible.
- Consider accessibility and create accessible routes from parking, to sidewalks, to buildings.
 - Integrate curb cuts and truncated domes (ground surface differentiation with small bumps) into the edge of sidewalks at all pedestrian street crossings.
 - Watch for abrupt or steep grade changes. Create ramps to main entrances when necessary. In some cases, creating a ramp can be avoided by altering the sidewalk elevation.
 - Ensure that there is adequate space around all street features to accommodate wheelchairs.
 - Coordinate the appearance of the accessible features throughout your Main Street. For example, using the same handrails for all entrance ramps will greatly improve the appearance of your streets and will avoid making accessibility look like an afterthought.



Mid-block crossings were part of a comprehensive streetscape project in downtown Ottumwa.

- Incorporate greenery and landscaping to soften the streetscape, provide shade and create a more walkable, inviting environment.
- Consider what amenities people need to spend time on your Main Street. Benches, trash cans and bicycle racks are minimum elements that should be readily available.
- Develop a plan to maintain the cleanliness of your district. Consider partnering with local organizations to schedule regular clean up days.



Permeable pavers and bump outs at intersections provide both safety and sustainability improvements in West Union.

- Take sustainability into account in streetscape design. Some examples:
 - Self-watering flowerpots require less water and reduce maintenance needs.
 - Install electric vehicle charging stations as an added amenity that encourages users to linger downtown.
 - Choose the type of lighting best suited to what you want to light – for example, pedestrian lighting should be lower to the ground, while overall streetlighting or lights for a public square would be higher up. Any new lighting should direct light downwards whenever possible for increased energy efficiency and to reduce light pollution.
 - Use pervious pavers to control storm water by facilitating its path back into the soil and filtering it in the process.



Lush planters and artistic benches create a protected seating area in downtown Ames.

PLACEMAKING

Placemaking is both a process and a philosophy. It inspires communities to collectively reimagine and reinvent public spaces, bringing people together from all walks of life and all backgrounds. Placemaking capitalizes on existing physical assets, recognizes potential and reimagines everyday spaces into places where people linger, share stories, create meaningful connections and make memories that inspire them to keep coming back.

Open Space

Coordinate open public spaces – vacant lots, pedestrian alleys, public squares, parks and other open areas – with streetscape elements. Treatment of these spaces can be the difference between a vibrant downtown district and an underutilized environment with little activity. Good outdoor improvements contribute to better shopping experiences for customers, attract new businesses, increase property values downtown and result in enhanced community pride.

- In general:
 - Retain green spaces and encourage connection to natural features and the landscape.
 - Retain original scale and width of alleys – do not infill with a building or structure when there was not one historically.
 - Utilize signage, gateway features and historical markers to communicate a sense of place and identify edges and boundaries.
- Take stock of your existing open spaces and their uses.
 - Who owns them – the City, an organization, an individual?
 - Who maintains them and handles improvement projects?
 - How are they currently used?
 - Is that the highest and best use?
 - Is the designated use appropriate but the space is underutilized because it is lacking the right amenities? For example, is outdoor seating not used because it is in a sunny spot with no shade?



Plaza improvements in downtown Mason City create a well-defined and multi-functional space.



Overhead lighting in Ottumwa's Canteen Alley provides definition, vibrancy and safety during the evening hours.



Small scale improvements come together to activate a community gathering space in Oskaloosa's "The Alley."

- Consider improvements to your open spaces to support their functions.
 - Reverse-engineer both daily activities and special events to design your open spaces. Do you need any particular infrastructure like water or electricity access?
 - Use public space to support local businesses. Add tables and seating options to public spaces that can be used by patrons of local eateries.
 - Address ground surface issues. Proper drainage of areas with impermeable paving is crucial to a functional space. Dirt or grassy areas can also become soggy if not properly graded or planted.
 - Consider placement of trees and other plantings to facilitate comfortable microclimates. Provide a mixture of shade and sunny areas. Create wind blocks and areas for breezes to circulate. Year-round structures such as pergolas or gazebos can also help for shelter, while seasonal fabric umbrellas or shade sails may also be desirable to create color and visual interest.
 - Add appropriate seating to support the function(s) of the space. For example, stadium-style seating is perfect for outdoor concerts and movies, while moveable seating provides ultimate flexibility for groups of various sizes.
 - Consider improving lighting for areas that are used at night and to improve safety for those that are not active at night.
 - Consider adding recreational and family-friendly opportunities such as play equipment, sports goals, or water features.
 - Consider creating areas for pop-up activities such as business incubation space or designated food truck parking.



A collection of public art installations transformed underutilized alleys into a focal point for Uptown Marion.



Seasonal pop ups activate green space in downtown Waterloo.



Programming and special events bring purposeful activity to pedestrian alley ways.

Public Art

Public art is a great opportunity to represent diverse cultures in your community, add color and visual interest to the street and set your district apart from others. In general, it is important to consider how public art affects your district's appearance, impacts historic structures and materials, and whether people have a direct interaction with the art or just observe it.

Public art can:

- Be usable or functional elements such as benches, trash receptacles, water features to cool off, etc.
- Be stand-alone sculptural pieces or integrated into sidewalks, on buildings and other infrastructure.
- Be a part of a large collection of related pieces scattered throughout your downtown or pieces with individual subjects.
- Enliven existing eye sores or blank canvases and make them more attractive.
- Act as a focal point in a public space, be placed at a node for existing activities, or even create activity.
- Tell the story of your community's history and/or set the stage for its future.

Remember to:

- Consider the historic fabric of your district.
- Create "reversible" artwork, meaning that it can be uninstalled, if necessary, without damaging the building or public space it is on. This might mean installing a mural on panels instead of directly on the building, taking care to use anchors that do not damage the underlying building (e.g. drilling into mortar and not masonry).
- Engage all stakeholders in the implementation of public art – from public meetings and planning events to ribbon cuttings.
- Include maintenance for public art in long-term planning efforts and contracts to ensure they do not get overlooked.
- Consider creating guidelines or review processes for initiating and managing artwork throughout your district.



Sculpture installations bring color and visual interest to the sidewalk in downtown Woodbine.



Large scale murals on side and rear facades add color and vibrancy to downtown while highlighting community pride.



Mural panels in Centerville's square illustrate ties to the community's history.

PARKING

Parking is a common complaint in commercial districts and can be a contentious issue – there is either not enough parking, it is too far away, or it is not convenient for users. While there is no one-size-fits-all approach to parking issues, all districts should be aware of local parking demand, availability, and needs.

- Perceived parking issues are often not an issue of the actual number of available spaces, but poor parking management. People simply do not know where available parking spaces are or whether there are requirements like time limits, fees, etc. Proper wayfinding signage on the way to parking areas and identifying signage at individual spots or lots can help alleviate this issue.
- Understanding and accommodating different needs among user groups is key. Consider designated areas for downtown employees so prime spots in front of storefronts are available for visitors and shoppers. Downtown residents will need parking during evening and overnight hours.
- Create designated accessible parking spaces that meet the design specifications of the Americans with Disabilities Act (ADA). Make sure the parking spaces connect to accessible paths on the street, sidewalks and business entries.
- On street parking is generally preferred in traditional commercial districts, as it increases safety for pedestrians by creating a buffer between the sidewalk and traffic. It is also seen as the most convenient way to access storefronts and creates a visual representation of the visitors to the buildings along the street.
- Parallel parking may be necessary if streets are too narrow to accommodate angled parking.
- Angle parking head-in (or 90 degree) parking is more efficient and easier to use than parallel parking but requires a wider street. Some communities have instituted back-in only parking which helps with the safety of entering traffic from a space but can be harder for the driver initially.
- Off street parking can provide supplemental space when street parking is insufficient and when long-term parking is required (like for downtown residents).
 - Lots should be located behind buildings when possible and should be limited to one lot wide when they front the street. Consider 90-degree parking for efficient layouts that maximize available space or 60-degree parking when ease of use is the priority. Incorporate trees and green spaces into parking lots for interest, shading, and stormwater management. Screen lots from the pedestrian sidewalk by providing a visual buffer of landscaping.
 - Parking structures can be effective parts of a downtown parking strategy, but they should be carefully designed to contribute to the overall district aesthetic. Make sure circulation paths within a structure are clearly marked and provide adequate lighting and site lines for safety.



On-street angled parking is both easy to use and maximizes space in West Union.



Dedicated accessible parking spaces ensure access for all and should be integrated into streetscape design.

PART FOUR
EXISTING
BUILDINGS

EXISTING BUILDINGS

Existing buildings are one of the biggest assets that you have in your Main Street district. They physically house your businesses and residents and provide venues for events and social gatherings. They contribute to the look and feel of your downtown and provide a sense of place unique to your community. Historic buildings must be properly cared for so they continue to exist for generations to come; once they are gone, they cannot be replaced. This section includes guidance on maintenance and appropriate physical improvements for existing downtown buildings.



MAINTENANCE

Proper building maintenance is critical to downtown building stability and longevity. Building maintenance is important because:

- Deferred maintenance is harder to address and more expensive than small improvements over time. It can also lead to demolition by neglect and cause safety issues.
- Addressing maintenance issues helps prevent future building emergencies which have the potential to close the business(es) temporarily, if not permanently, and impact neighboring buildings and businesses.
- Buildings in disrepair reflect poorly on downtown, while well-maintained buildings foster pride and contribute to the local economy.

Downtown buildings should be maintained in the following conditions:

- Safe and structurally sound: foundation is intact and walls and floors are plumb.
- Sound roof that does not leak.
- Masonry is maintained with no cracks in mortar, no mortar wash out, or missing mortar. All mortar repointing or repairs should match historic mortar mix in color, texture and strength.
- Ornamental features are firmly in place – i.e. pieces of cornice are not in danger of falling off.
- Hazardous materials – most commonly asbestos-containing elements such as tile and lead paint – are either in good (non-friable) condition, encapsulated, or remediated/abated.
- Painted surfaces are sound and not flaking, peeling, chalking, or sun damaged.
- Metal pieces are protected by paint and not rusted.
- Wood elements are not rotten.
- Entrance doors are operable and means of egress is clear.
- Glass elements are not broken or cracked.
- Windows are puttied and weather sealed.
- Fabric awnings are not faded, dirty, ripped or sagging.
- No deteriorated materials should be visible and any that exist should be repaired or replaced in kind.
- Building signage reflects current business.
- Exterior lighting is in good working order and not burnt out.

Building maintenance needs can be identified by inspecting buildings on a regular basis. Inspections should also be done after every incidence of severe weather; as soon as it is safe, walk around the perimeter of the building and go up on the roof, if possible, to check for damage.



Paint failure and deferred maintenance has caused rusting and deterioration of character-defining features.



Mortar used for repointing should match original mortar in color, texture, and strength to protect historic masonry.



Peeling paint on masonry and wood can lead to deterioration of the underlying historic material.

Mark your calendar to ensure these important items are inspected at regular intervals:

Both Spring and Fall:

- Check basement for water and the attic or uppermost level accessible on the interior for leaks during first heavy rain of the season
- Sweep debris from flat or low sloping roofs and clean out gutters and downspouts
- Remove plants growing on or close to walls and foundations
- Check masonry for loose bricks, missing or disintegrating mortar, and cracks in masonry and mortar
- Make sure that the ground slopes away from the building so water does not pool at the base/foundation
- Inspect roofing to make sure that it slopes adequately and there are no areas where water can pool
- Examine flashing at any junction between a horizontal and vertical or sloping surface (i.e. parapet, chimneys, roof)

Spring:

- Inspect for damage that may have occurred during freeze-thaw cycles
- Inspect bottom of building for damage caused by salt
- Examine windows for broken glass or putty failure/poor seal, remove any temporary caulk installed for winter and permanently fix the wood gaps with an epoxy or wood consolidant
- Inspect metal components for rust, scrape and paint with a rust inhibiting paint
- Examine any painted surface for paint failure (cornice, windows, trim, storefront), repaint if needed



Deferred roof maintenance and improper downspouts can cause significant issues due to water infiltration.

Fall:

- Inspect weather stripping around windows and doors and install new if necessary
- Install interior storm windows for winter if applicable, caulk any gaps in wood for a temporary watertight seal



Poor condition of brick and mortar has led to water infiltration, causing material and structural damage.



Deferred window maintenance is unsightly and can also affect the thermal performance of a building.

MATERIALS

As a general rule, keep as much original material as possible and always attempt to repair before considering replacement. In-kind material replacement may be necessary for elements that are beyond repair. If in-kind replacement is not possible, cost prohibitive, or if maintenance issues make another option more sustainable over time, then a compatible replacement can be considered. Quality materials should always be used to ensure longevity and maintain a good appearance over time.

The following is a non-exhaustive list of materials and their general appropriateness for historic Main Street areas.

Primary Materials

Brick and Stone Masonry – Always use a mason who is versed in historic masonry techniques and uses appropriate mortar mixes. Do not sandblast, as it damages the surface of existing masonry. Maintain paint where applied, but do not paint masonry that has never been painted, as it damages the surface of the brick and can even trap moisture within the wall. Never install brick or stone veneer over historic masonry. The application of these materials over existing materials is a band-aid approach which ignores underlying problems with the building and can even damage the building by trapping moisture underneath. Follow all guidance on masonry in Preservation Briefs [1](#) and [2](#).

Terra Cotta – Terra cotta is often seen as cladding on the exterior of buildings and as decorative cornices. See [Preservation Brief 7](#) for more information on Historic Glazed Architectural Terra Cotta.

Secondary Materials

Cast Stone – Cast stone can be a historic material and can also be considered in limited quantities as a replacement material when there is difficulty sourcing appropriate in-kind materials. It is not appropriate to apply cast stone or faux stone veneers over historic materials – such as brick masonry – on a building exterior. See [Preservation Brief 42](#) for more information.

Ceramic or Porcelain Tile – Generally seen on storefront bulkheads and exterior flooring in the recessed section of storefronts. Historic ceramic or porcelain tile is also commonly used for interior flooring. Retain where possible. If individual tiles are cracked or missing, replace with pieces that match the original. Ensure a smooth walking surface for floor tiles to maintain safety and accessibility.



Mortar should be the sacrificial element in masonry; mortar that is too hard can cause damage to the bricks themselves.



Architectural terra cotta is often highly decorative and a significant character-defining feature.



Historic ceramic mosaic tile inlay on entry flooring creates a distinct first impression.

Concrete Block – Concrete block is typically used as a structural material or backup wall and is not generally appropriate as an exposed material on the exterior or interior of a building in a historic district. However, painted concrete block exteriors may be appropriate for mid-century building styles.

Precast or Cast-in-Place Concrete – Concrete is appropriate for use in landscape and streetscape designs, as a ground surface for exterior ramps and stairs, and as a building curb in a storefront. Do not use exposed concrete as a major building element – use cast stone instead of concrete for architectural features such as window hoods and columns.

Fabric – Outdoor, UV-rated canvas fabric is the preferred material for awnings on downtown buildings. Use quality materials and maintain regularly to avoid fading and tearing.

Glass – Glass is a huge part of historic appearance and can be found in storefronts, transoms, upper story windows, skylights and doors. Replace glass elements with the same transparency/opacity, texture and tint/color. Glass block is appropriate when part of a historic design but should not be added to buildings where they did not exist historically, especially as infill to historic window or door openings.

Cast Metal, Preformed Metal and Metal Flashing – Keep exterior metal, such as metal cornice elements, handrails and guardrails, and parapet copings finished to avoid rusting and sealed to avoid water infiltration. Retain interior metal tile ceilings where possible and replace missing or damaged pieces with those that match the historic pattern. In general, limit the use of large-format metal panels for new construction within a historic district and do not install new panels over existing commercial buildings where none have existed prior. Historically significant slipcovers should be retained as appropriate for the district and building.

Metal Storefronts and Sash – Metal frames for windows and doors are appropriate but should be sensitive to the historic configuration and scale (width and depth of frames) if used. Historic metal windows should be restored when possible.



Prism glass was often used in transoms to direct light further into deep traditional commercial buildings.



Restoration of historic tin ceilings can create a unique focal point for interior spaces.

Structural Metal – Structural steel or cast iron can be exposed in lintels and other historic elements. Take care to keep exterior structural metals protected from corrosion by paint or other appropriate coatings.

Structural Glass Panels – Vitrolite structural glass panels were added to many facades in the 1920s and 30s to add a modern look. We recommend these storefronts be retained as examples of modern design. Structural glass panels should not be added to buildings where they have never been previously.



The historic structural columns and lintel were utilized with new wood elements in the restoration of this storefront.



Structural glass panels and thin aluminum frames are character-defining features of this modern-style storefront.



Many wood windows can be rehabilitated by repairing wood sashes, replacing glazing, and installing new putty.

Stucco/Plaster – Stucco is a historic exterior material that can also be appropriate for compatible infill or new construction buildings. Plaster is appropriate as an interior wall or ceiling material. However, it should not be installed over existing materials that were designed to be exposed, such as metal ceilings and some structural brick walls.

Wood – In general, projects involving wood for architectural elements such as decorative cornices, columns, windows and storefronts, are straightforward and can yield excellent results when properly maintained. Most types of wood must be painted or stained often to protect them from rotting due to weather exposure. Minor repairs can be accomplished by using wood consolidant or epoxies. Moderate repairs can be achieved by cutting out a rotten piece, splicing new wood in and repainting. If too much of a wood element is damaged to be repaired through either of those methods, then replacement of the element in whole can be considered. Replacement pieces should be fabricated to match the original profile of the piece to be replaced. Wood with exposed grain or natural finishes should be of the same or similar wood species.



Widespread use of stucco contributes to the distinctive streamlined character of this theater.

Generally Inappropriate

Exterior Insulation Finishing Systems (EIFS) – Be careful of using products like EIFS on historic buildings, which if not properly detailed or installed, can cause water to enter the assembly and become trapped behind the walls. This can potentially damage the structural components of the wall and/or become a health concern.

Vinyl – Vinyl siding is generally not compatible with downtown districts and should not be applied over historic building materials. Also be aware of existing vinyl products in a building like Vinyl Asbestos Tile (VAT), which is hazardous when cracked or “friable.” When VAT is friable, asbestos particles can be released into the air and breathed in. Removal requires abatement or remediation by a specialist. Do not attempt to undergo any projects in an area containing hazardous materials without a certified professional.

Standing Seam Metal Roofing and Siding – Standing seam metal roofing is generally not appropriate for historic commercial buildings in Iowa. As mentioned earlier, metal is appropriate for copings, flashings and crickets, but should not be used as a siding material.

Residential type wood siding, shingles, or shakes - In most cases, avoid the use of vertical or horizontal wood or similar composite siding material. Wood shingle awnings are often added after the period of significance for the Main Street district and are not appropriate.

For more guidance on replacement materials, please refer to [Preservation Brief 16](#).



Vinyl siding creates a residential appearance and should not be used as infill or primary material on downtown buildings.

COLOR SCHEMES

A building's color scheme should be carefully considered for appropriateness and impact.

- Look at neighboring buildings and the street as a whole when choosing colors. Colors don't need to match your neighbors, but should be compatible with the overall environment and not be jarring when looking down the street.
- In general, bright or neon hues are not appropriate for historic buildings. Bright hues may be used in some districts depending on neighboring buildings and district identity.
- Use 3-4 colors max (including the base brick color) to sufficiently highlight the façade details.
- Coordinate with awnings and existing brick or stone color.
- Colors specific to individual businesses can be used as accents or in signage.

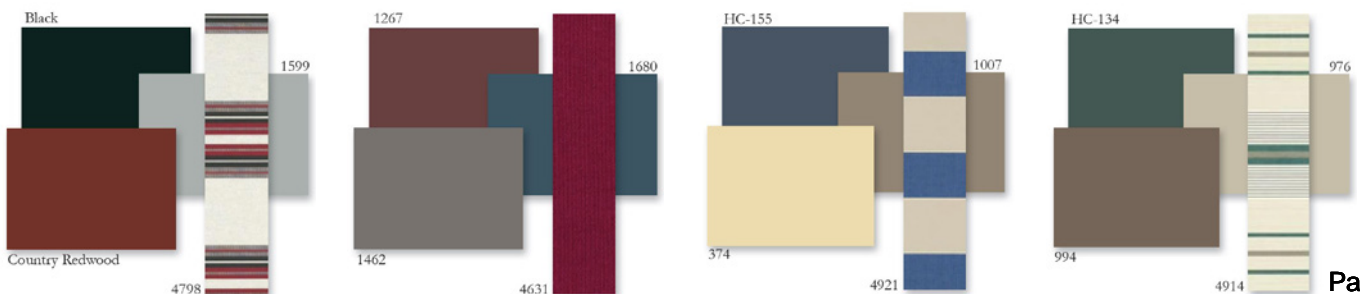
Remember these things when undergoing a painting project:

- Do not paint a portion of a building that has not been painted historically. In particular, do not paint historic masonry, as it can damage the surface of the brick.
- Always choose compatible exterior-rated paint for exterior areas. For example, latex paint is not recommended over oil because it will have poor adhesion qualities and therefore be more likely to fail. The paint manufacturer can verify compatibility of the substrate for you.



A coordinated color palette compliments the existing brick color and highlights architectural details.

- Make sure the area is dry and clean prior to painting for good adhesion and to assure that moisture does not get trapped behind the paint. Avoid removing paint prior to application of a new layer. If paint has failed and conditions warrant, remove the paint to the next sound layer through the gentlest means possible.
- Always protect adjacent areas before painting to ensure that no historic materials are damaged as a part of a painting project.
- Always paint a sample of colors in a small, inconspicuous place before painting a large area. Colors can appear different according to base coats, sheen (flat to high gloss), natural and artificial light levels, and texture of the substrate.
- See [Preservation Brief 10](#) for further guidance on exterior paint and [Preservation Brief 28](#) for guidance on painting historic interiors.



Examples of complimentary awning and paint schemes for downtown buildings.

STOREFRONTS

Storefronts are one of the most – if not the most – important element of a commercial downtown building. This is because storefronts are a “box for selling.” They are a chance to showcase a business and its products, whether retail items for sale, services, or food and beverage. Storefronts also tend to be one of the most commonly altered features of a commercial building over time. Accordingly, storefronts are likely to be involved in the majority of building improvement projects within your Main Street district.

Good storefronts:

- Blur the line between the sidewalk and store interior
- Lure customers in by quickly communicating goods on display
- Provide natural light to interiors and merchandise
- Enhance the rhythm and appearance of the streetscape
- Allow the community to showcase their unique assets and characteristics
- Create a welcoming and well-organized appearance that fosters support for the downtown community as a whole

Understanding the anatomy and elements of a storefront can go a long way in determining appropriate treatment.

- **Opening** – The storefront opening is defined by the lower or storefront cornice, piers or columns, and a curb or the sidewalk. Storefronts were historically designed to fill this entire area and were typically slightly recessed into the opening.
- **Transoms** – Most historic commercial buildings were designed with transom windows above the primary display windows.
- **Display windows** – Large display windows are the primary elements of the storefront. Clear glass should be used to allow for easy viewing of merchandise display and the interior space.
- **Bulkhead** – The bulkhead, or kickplate, raises the storefront off the ground and protects the glass from damage due to snow shoveling, etc. Traditional materials include wood, brick, stone, or wood clad with ceramic tile. Metal panels became popular in assemblies from the 1920s and 1930s.

- **Entrance doors** – Primary entrance doors with glass contribute to the sense of transition from the street to the interior and create a commercial appearance. The primary entrance is recessed in many cases to provide protection from weather while the customer is entering or leaving the store. A recess also highlights where to enter and allows plenty of room for the door to swing out for safe egress.

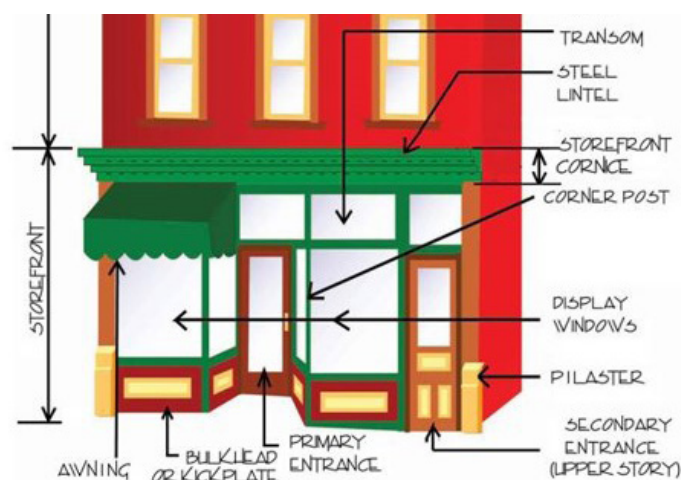


Diagram showing traditional storefront elements.



This reconstructed wood storefront contains traditional elements, highlighted by a three-tone color scheme. **Page 126**

Guidelines for making storefront improvements:

- Retain and repair historic storefront materials and details when possible.
- When rebuilding traditional storefronts, base the configuration and details on historic photographs and physical evidence. Look for physical clues inside the building like shadows or footprints of original recesses. Sometimes original layouts can be determined by “ghost” prints along the ceiling and in the basement. Occasionally, original elements such as transoms or decorative cast iron columns exist behind the alterations.
- Use traditional elements and layouts in new storefront design. New designs should be simple and straightforward – do not add ornate decorations if there is no evidence to support it.
- Traditional materials are preferred for newly constructed storefronts. Wood storefronts can be constructed with simple framing; kickplates and decorative bulkheads can be as simple as a plywood sheet with a 1 x 6 lumber frame. Moldings or bevels can be added if a more ornate bulkhead pattern is visible in the historic photographs. Wood storefronts should be painted.
- Retain or restore the size of the original storefront opening. Do not enlarge the storefront beyond the original opening defined by the cornice and columns, reduce the storefront size, or infill it with bricks or other materials.



Operable transoms are integrated into this reconstructed storefront for added light and ventilation.



New storefront window frames are constructed between historic cast iron columns.



This intact historic storefront features a stepped recessed entry, bulkhead tile, and thin metal window frames.

- Use large expanses of clear glass if replacing storefront glazing. Do not use tinted or mirrored glass or apply opaque film over storefronts.* Consider using insulated glass for better performance, while still retaining the traditional configuration and wood frame.
- Entrance doors should have a large glazing opening to provide a welcoming, commercial storefront appearance. Do not use residential style doors, or doors without glazing openings. Avoid having the door swing out to the sidewalk.

**Vacant commercial spaces are an exception. Film or paper graphics can be temporarily applied to the windows to activate empty spaces and even advertise spaces available for lease.*

- Improve access to main entrances. Remove steps and barriers to entry in favor of ramped or sloped entries when feasible. Install hardware that enables the door(s) to be opened independently by a person regardless of their ability to clasp. Provide adequate maneuvering clearance around doors to allow persons in wheelchairs to be able to open the door independently. Where main entry improvements are not readily achievable, consider alternate entries and access paths at side or rear doors.
- Design of new handrails or accessibility features for entrances should be simple and not detract from the historic character-defining features of the building.
- Secondary entrances shall be differentiated from the primary entrances. Doors to upper story apartments should generally have smaller areas of glazing.
- Install air conditioners, antennas, utilities connections, etc. on secondary facades whenever possible and disguise them when their installation on the primary façade or street side cannot be avoided.
- See [Preservation Brief 11](#) for more guidance on rehabilitating historic storefronts.



These display windows fill the full height of the original storefront opening in this reconstructed storefront.



This storefront features arched openings and divided light windows, reflective of the late 1800s architecture.

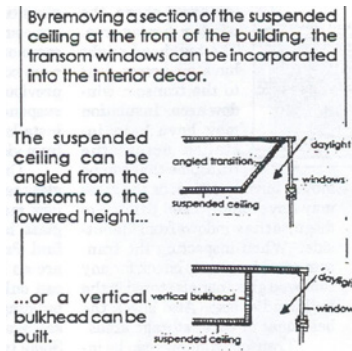


This historic storefront alteration has good integrity and has gained its own significance over time.

TRANSOMS

Transom windows, located in the upper portion of the storefront above the large display windows, allowed natural light to penetrate the interior of long and narrow downtown commercial spaces. In some cases, transoms were also operable to control the interior climate of the non-conditioned spaces.

- Transoms can have clear, opaque, frosted, etched, textured, stained or other specialty glass. “Leaded” transoms can also have small 4” square glazing tiles. In modern projects, alternate materials may be used instead of lead, although the appearance should be the same.
- It is common for transoms to have been covered over at some time, often when drop ceilings were installed on the interior or if transoms were damaged. In some cases, transoms were left fully intact behind the siding or other covering and should be uncovered and restored. In other cases, the frames may be partially intact and glazing may just have to be replaced. You can often investigate by looking on the interior side of the window; you may have to push up ceiling tiles or infill paneling to access the transom band.
- If drop ceilings were installed on the interior, removal is recommended when transoms are restored. Sometimes retaining a dropped ceiling may be desired to conceal mechanical, electrical, or plumbing systems. If this is the case, consider removing a section of the drop ceiling closest to the transom so that light can still shine in.
- If energy efficiency of single-panel transom windows is a concern, transom windows can be made more energy efficient by installing a layer of additional glazing, most commonly on the interior of the building. If this is done, frames should be made as inconspicuous as possible.
- If transom restoration is not feasible, a compatible sign panel may be an acceptable alternative. Awnings may also be installed to disguise areas where transoms have been infilled or removed over time.



Section details of drop ceiling alterations to accommodate transom window restoration.



These prism glass transom windows maximize natural light and enhance the interior space.



Restoring transom window openings is a key element in constructing a historically compatible storefront.



Historic transoms are sometimes highly decorative and can contain historic business signage or building names.

SIGNAGE

Good signage has an important influence on the way consumers perceive downtown and its businesses. Easy to read, well-designed and high-quality signs contribute to an overall welcoming feeling in the downtown area and call attention to your individual business. An effective sign not only communicates the location of your business, but also conveys the “flavor” of an individual business while complementing the building’s design.

Good signs are:

- Easy to read
- Well-designed
- Made from high quality materials
- Exhibit good craftsmanship
- Reflect the business’s brand, personality and identity
- Compliments the building’s design and the surrounding environment



Projecting signage with external lighting adds business visibility and vibrancy to the pedestrian realm.



Historic ghost signs can be found on the sides of many buildings and serve as a reminder of a downtown's past.

Recommended types of signs:

- **Historic signs** should be retained when possible.
- **Wall murals or ghost signs** on the sides of blocks should be preserved or restored.
- **Projecting, hanging, or blade signs** should be designed in accordance with local codes if applicable. These types of signs should be mounted at least seven feet from the sidewalk to allow clearance for people to walk underneath.
- **Window signs.** Be careful that signs do not obscure window displays. As a general rule of thumb, signs should take up no more than 30% of the window area.
- **Flush-mounted signs** should be contained to the width of the storefront opening and should not be more than two and a half feet tall. Lettering should be between 8 inches (can be read from 250 feet away) and 18 inches tall (12 inch letters can be read from 400 feet) and occupy no more than 65% of the sign board.
- **Awning signs** can be printed on the valance for a more traditional look or integrated as large-scale graphics on the body of the awning.
- **Individual letter signage.** Often referred to as dimensional letter signs, each letter is individually mounted to the building, generally above the storefront. They can either be mounted directly to the wall or installed with stand-offs or pins for added depth.



Historic neon signage can be retained and restored or retrofitted to reflect new businesses.

Avoid:

- **Electronic signs** are generally not recommended but can be used for theater marquees in some cases.
- **Flashing signs** are not recommended.
- **Oversized signs.** Design signs to complement the building in size, shape and color. They should not compete with or obscure building features.
- **Internally lit signs** are generally not appropriate because they are typically hard to customize, are the wrong scale for historic buildings and can appear thrown onto the building.



Simple projecting or blade signs are encouraged in pedestrian-oriented downtown settings and increase business visibility.



Updates retain the historic character of the original marquee signage, while improving modern usability.

Occasional use:

- **Sandwich board signs** are effective when utilized to notify customers of restaurant specials or sales. Place signs in locations that will not impede traffic flow or become a safety issue. Note that these signs are typically only out when the business is open and are taken down at night.
- **Freestanding signs** are not common in main street districts, as most buildings have a zero-lot line, and therefore, no space in front of a building for one.
- **Historic neon signs** can be significant to the building's design and should be retained and preserved. New neon signage can be incorporated successfully if at an appropriate scale for the building.



This individually mounted letter signage fits well within the storefront cornice and contributes to a traditional, elegant look.

Additional Guidelines for sign projects:

- Follow any local ordinances regarding allowable sign type, size and location.
- Keep signs simple, straightforward and to the point. In general, limit the colors in your logos to three.
- Mount signs into mortar joints – never drill into brick, stone, or other masonry units.
- Coordinate signage at multiple scales when appropriate. Large signage on the façade is more visible from a distance, while smaller signage on windows and doors appeals more to pedestrians.
- Consider the contrast of lettering and logos. White letters on a black background tend to be the most legible. When using individual letter signage, choose light colored letters for dark walls and dark letters for a light building. Window letters are easiest to read when they are light colored, or gold leafed with a dark outline.
- Install building street numbers by the front door or in transom openings above the entrance.
- Locate signage for second-story businesses on the first floor and next to the path leading up to the second floor. Avoid placing signs above upper story windows, as this is inappropriate in most cases.
- Consider external illumination so signs can be read at night. See the lighting section for more information.



This integrated canopy signage is a character-defining feature of this mid-century building.



Contrast is important for visibility of storefront window signage. Simple white letters and graphics are highly effective.



The dimension and shape variation of this flush mounted sign adds visual interest and enhances visibility.



This sign disregards the proportion of the sign panel. A horizontal sign within the orange area would be appropriate.

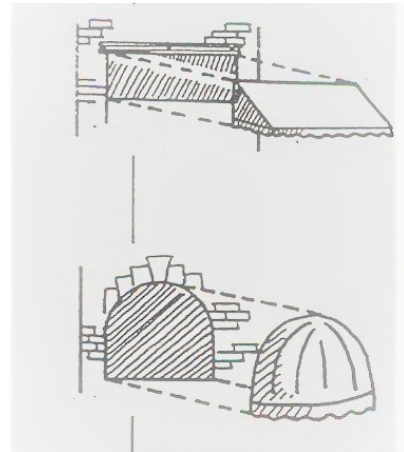
AWNINGS

Awnings are a relatively inexpensive way to make a big impact on a building's appearance. Awnings can add color and dimension to the sidewalk, disguise missing transoms or previous inappropriate alterations to the upper storefront area, provide sun shading, and act as a venue for business signage.

- Fabric awnings were historically used on commercial Main Street buildings, installed in either an operable or fixed (permanently open) position. In many cases, the underlying structure of a previous awning remains and can be retained and utilized with replacement fabric.
- Awning shapes and sizes should be proportionate to the corresponding building opening. A rectangular opening should have a traditional rectangular awning with a sloped shape while an arched window should have a rounded awning.
- Consider scale of individual awnings and surroundings. Be sure that the awning does not cover too much of the storefront vertically or extend too far over the sidewalk. Awning width should only extend slightly beyond the storefront to allow it to be anchored and should not conceal the columns. Leave at least 8' clear from the bottom of the awning to the sidewalk.
- Use a scalloped or shaped edge on a fabric awning for a more traditional look. A straight edge or no valance at all will create a contemporary feel. Omitting side panels altogether will also create a more contemporary feel.
- The use of metal awnings and canopies on existing buildings should be limited, as they are generally not appropriate for historic commercial buildings. However, metal awnings or straight canopies can be appropriate for more modern building styles and compatible new construction.
- Use multiple awnings to break up a façade. Awnings should not extend over multiple store fronts.



This operable awning allows shade when needed but can also be raised to reveal the transom windows.



Awnings should match the size and shape of its corresponding opening. Image: National Trust's Building Improvement File.



A fabric awning with a scalloped valance provides a traditional look and compliments the building's color scheme.

- In some cases, awnings on upper windows may be effective and appropriate for covering window openings which have been infilled on the top and cannot be replaced with full-height windows, or to provide sun shading for upper story occupants. Do not install upper story awnings that would obscure ornate window hoods or lintel detailing.
- Coordinate awning colors with the overall color scheme for the building, which can include obvious things such as signage and more subtle sources such as flecks of color in masonry. Balance strong and detailed graphic signs with a solid awning or simple signage designs with a bolder striped awning.
- Awnings should be well maintained and cleaned regularly to remove natural soiling.



This contemporary awning fits well with the building and business.



Individual upper story window awnings provide sun shading and coordinate with the storefront awning.



Awnings should fit within individual storefront openings.



Continuous awnings fixed across multiple storefronts are inappropriate.



Flat metal canopies may be appropriate for specific building types.

LIGHTING

Lighting can illuminate signage and increase legibility at night, create a design feature during the day, and even highlight certain building features. Good lighting adds to the downtown ambiance during evening hours and provides a sense of safety and security.

- Keep light fixtures and schemes simple to avoid overwhelming the building.
- Be deliberate with what you are trying to illuminate and direct lights accordingly. Use up-lighting when highlighting architectural features.
- Gooseneck lights are an excellent way to incorporate external lighting for signage and add an architectural element to the storefront. They can be mounted above individual letter signage, a sign panel and/or an awning.
- Use can lights or small pendant or flush mounted lights in the ceiling area of storefront recesses or canopies to highlight an entrance and increase safety.
- Install any light fixture anchors into mortar joints to avoid damaging masonry units.
- Storefront merchandise and display windows should be lit from the inside, with lighting directed on the display. Windows and storefronts should be lit during evening hours to maintain pedestrian interest and add to district safety and ambiance.
- Avoid rope lights or strings of exposed bulbs in storefront windows. However, string lights are appropriate for open public spaces and can be strung between buildings in an alley as a design feature.



Effective building lighting combines internal storefront lighting and external illumination of architectural features.

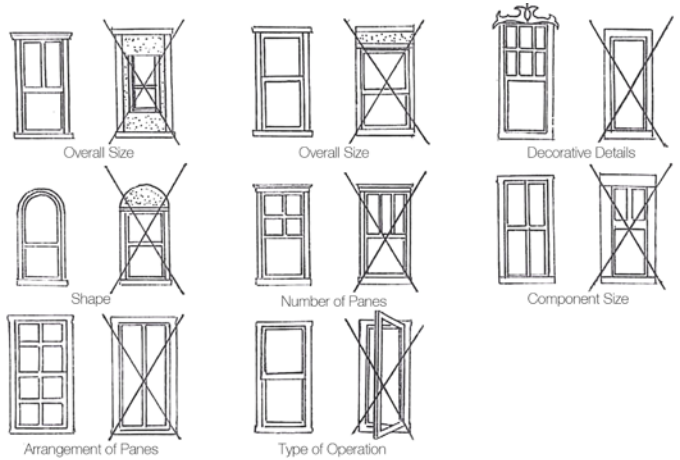


Gooseneck lighting is a great way to provide signage illumination and increase curb appeal.

UPPER STORY WINDOWS

The fenestration (or window opening) pattern has a huge impact on the overall appearance and rhythm of a façade. Windows themselves are also major character-defining features.

- Always prioritize the repair and restoration of existing historic windows.
- If the windows must be replaced due to extremely poor condition, replace them with windows in the same type and configuration. For instance, if the original windows were single hung windows, replace them with single hung. Divided light windows should be kept as divided lights.
- When windows have been altered, look at historic photographs and neighboring buildings for guidance on style and size of appropriate replacement windows.
- Retain the original size of an opening and fill the entire width and height of the opening with glazing when replacements are necessary. Do not block in with masonry or infill any part of an opening with plywood. Do not enlarge openings.
- Use traditional materials for repairs and replacements when possible.
- Concern for energy-efficiency is often cited as a reason to want to replace historic windows. However, installing interior or exterior storm windows can greatly improve efficiency while keeping the historic fabric and appearance intact. Just adding weather stripping or caulking can also make a big difference. When considering replacement, remember that most new windows cannot be repaired or even recycled, and will eventually end up in landfills. Not only can historic windows be recycled but repairing them saves the embodied energy of a new window.



Common window replacement pitfalls to avoid. Image: National Trust Building Improvement file.

- When windows must be replaced, install operable windows to provide natural ventilation and passively control temperature, saving energy costs. In addition, operable windows can contribute to safety by providing another means of emergency egress and rescue access.
- Keep windows well maintained and paint exposed wood trim to protect from the elements and tie into the overall building color scheme.
- For more guidance, see [Preservation Briefs 9](#) and [13](#).



Infilled or reduced window openings are not appropriate.



Appropriate window replacements fill the entire opening.

CORNICES

Cornices are the visual cap at the top of a building and are instrumental in a building's historic appearance. They come in many shapes and sizes and in most Main Street communities, set buildings apart from each other by their unique expressions. For this reason, it is important to treat them appropriately during building projects.

- Retain and repair existing cornice materials.
- When part or all of a cornice must be replaced, replace in kind with traditional materials when possible. Cornices are often made of brick, stone, or terra cotta, but sometimes have painted wood or metal-covered wood elements. Fiberglass or other lightweight synthetic materials may be an appropriate alternative material when necessary.
- Replacement pieces should be fabricated to match the original profile of the piece being replaced.

- Repoint masonry cornices and repaint wood or metal cornices frequently to avoid deterioration. If cornices are not maintained, they can negatively affect appearance, cause moisture to come into the building and can create safety concerns for pedestrians when elements fall to the sidewalk.
- When new roofs are installed, make sure the coping, drip edge, or other detailing if applicable, is inconspicuous. Do not remove ornamental pieces on cornices or cover over them. Do not raise the parapet or build up the roof behind it. Do not change the roof style. For example, do not install a mansard-style roof where one never existed or install a pitched roof where a "flat" roof was historically.
- Where cornices are missing, use historic photographs or physical evidence as a guide for reproduction. Do not add overly elaborate or decorative cornice elements where they did not exist historically. When in doubt, simpler is best.



Wood cornices are often painted to highlight elaborate details.



Metal cornices should be painted, and missing or damaged pieces should be repaired.

INTERIORS

It is common for the interiors of Main Street buildings to be adapted often according to trends, business changes and use. However, many historic commercial interiors have core features that can transcend use and should be retained.

- Keep existing historic materials and features that remain intact such as metal ceilings and exposed brick walls. Historic ceilings are often intact but hidden behind drop ceilings; remove drop ceilings to restore the original height of a space when possible.
- Retain the volumes of primary spaces where possible to keep the overall feeling and character; avoid subdividing large open spaces. When walls need to be added, consider partial-height walls to section off areas with double-height or tall ceilings. Do not add floors in double-height spaces.
- Retain original wood floors if possible. Often, wood floors remain under other layers of flooring and refinishing can yield good results.
- In upper story spaces, partition walls (non-structural) can usually be altered when necessary to accommodate a new use without major adverse effects. For example, walls often need to be removed to create larger spaces for modern-sized toilet rooms. However, retain character-defining features such as stairs, railings, arches and original trim when possible.



Restored metal ceilings and tile floors add to the ambiance of this downtown bar and restaurant.

- Plan new partition walls, equipment and built-in furniture with existing window and door openings in mind. Do not cover existing openings, especially those on primary facades.
- Retain skylights where feasible and restore infilled skylights when possible. Historic commercial buildings are often long and narrow, so skylights can provide much needed natural light to interior rooms.
- For upper story living spaces, each bedroom must have at least one operable window to the outside. Depending on your local code and specific building, you may also be required to add a door to access a roof or stairway, or for egress purposes. New openings may have to be created to make upper story housing feasible. However, layouts maximizing the existing openings are preferred when possible. Base the size, rhythm and alignment of any new openings with those of the existing openings. Locate new windows in non-prominent locations on secondary and tertiary facades.



The historic skylight and vault were retained as unique features for this upper story living space.

PART FIVE

MANAGING CHANGE

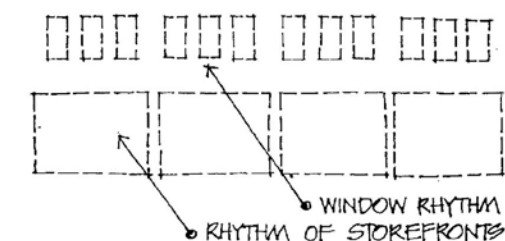
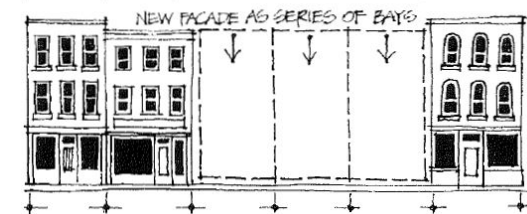
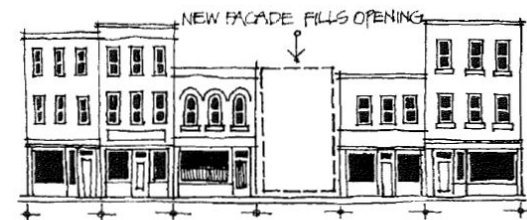
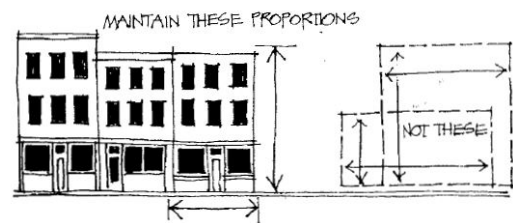
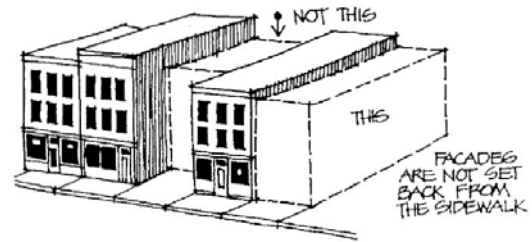
MANAGING CHANGE

New development is a sign of a healthy community and district, but it generally does not come without growing pains. Not all development is appropriate for historic commercial districts; thinking proactively about managing change can help ensure compatible uses, design and scale when potential development situations arise. This section can serve as a starting point for managing change and growth, and the strategies shown here should be tailored to your unique circumstances and assets.

MASTER PLANNING

Master plans are typically created for an entire community and contain segments devoted to the Main Street district and historic assets. A master plan is typically produced every 5-20 years by a municipal planning commission or a task force of citizens working with a planning consultant. Main Street executive directors and boards should serve a major advisory role, either by joining a task force if one exists, or by acting as a technical advisor in conjunction with the municipality. The master planning process normally follows this progression:

1. **Discovery period** – the process of researching history, assessing current physical and market conditions and gaps, taking inventory of properties (see vacant and underutilized property section).
2. **Visioning** – engage community stakeholders through public meetings, and surveys. Main street leaders should ask current business owners questions, listen to the community at large, and then communicate those wishes to the document creators.
3. **Scenario exploration** – predict future development pressures based on the first two steps and imagine how they could impact existing properties and infrastructure. Identify issues that may occur.
4. **Compiling** – take the information gained and define goals.
5. **Production** – writing the draft of the report.
6. **Feedback/revision** – public comment time period and revision based on feedback.
7. **Publish/enact** – final document is codified or adopted by the municipal planning officials or other city enforcement entity.



Something to keep in mind during the master planning process is how to implement the portions of the master plan that directly apply to your district. Zoning overlay districts can be created with the same boundaries as your downtown district to define permitted uses that are in line with the overall goals of Main Street and lay out procedures for design review. Likewise, local historic district designations can be tied to form-based codes. Historic district design guidelines can also live in their own document that is then referenced in an ordinance.

Design review and guideline enforcement can also be triggered as a requirement for all properties that accept municipal grant funding or take part in subsidized loan programs. Regardless of the methodology or terminology used, these tools can help give your plans “teeth” or means of actual enforcement. Advocating for these types of processes will help the local grant and design review boards make – and back up – decisions on individual cases in the future. Similarly, always make sure that the standards in place do not discourage types of development that you want to encourage in your district – such as light manufacturing for breweries or bakery production.



This example of compatible new construction divides the facade into multiple storefronts, maintains proportions similar to other downtown buildings, and utilizes quality, traditional materials.

VACANT AND UNDERUTILIZED PROPERTIES

Most downtown commercial districts have at least one building that is either vacant or underutilized, and most have several. The downsides to completely vacant buildings are obvious – they can reduce the value of surrounding properties, increase crime, increase the probability of a fire on that block, and reduce the tax base for local governments. The downsides to underutilized buildings may not be as obvious. But they can still contribute to the same problems, and in addition, negatively impact value that is harder to directly measure – additional street traffic to businesses, consumers from residential properties, eyes on the street at night, the loss of a service from a professional office, etc.

The first step is identifying these properties. Common types of underutilized properties that could be overlooked include:

- Absentee building owner (perhaps living out of state) lets it sit empty.
- Lower story occupied by business but upper story vacant.
- Property's upper story (or all of it) is used by owner as storage instead of an income-producing use.
- Lower story is occupied as a residence.
- Upper story housing is rundown, and no attempt has been made to occupy or improve it.
- Building has suffered from deferred maintenance, or is not up-to-code, and it is now cost-prohibitive to redevelop it (e.g., structural problems with masonry or a roof failure have caused interior damage).

These are some steps you can take:

- Activate vacant buildings with temporary things such as pop-up shops in storefronts, mobile museums, idea contests. Put historic photographs or creative window displays in empty storefront windows.
- Identify historic assets in danger and nominate them to be on Iowa's [Most Endangered Properties list](#) run by Preservation Iowa. This program provides excellent visibility for preservation advocates and opens the door for opportunities for redevelopment.
- Work with the local municipality to enact tools like a vacant building registry and/or a minimum maintenance ordinance. Once such tools are on the books, make sure you are enforcing nuisance properties.
- Require active uses on the lower levels and make ordinances that prohibit residences in street-facing spaces on the main level.
- Audit your zoning to ensure that prohibitive zoning does not contribute to your vacant or underutilized building problem. Make sure uses you want are allowed and that parking requirements are realistic.
- Encourage upper story housing and upper story office use.
- Promote small-scale manufacturing with retail/dining spaces such as bakeries and breweries.
- Sometimes properties need some work to get to a reasonable "white box" condition. Consider local partnerships and funding sources to address structural issues, deferred maintenance needs, or out-of-date infrastructure to make a property more feasible and marketable for new business opportunities.

NEW CONSTRUCTION

While Main Street design prioritizes maintenance and rehabilitation of existing historic buildings, appropriate new or infill construction can be an important part of local district revitalization and expansion efforts. Demolishing existing buildings is rarely recommended downtown, but infill construction can sometimes be necessary on sites where historic buildings have been lost over time, leaving empty lots or “missing teeth” in a downtown block, or when opportunities for expansion exist on district edges. Consider the following for appropriate infill and new construction for commercial and mixed-use downtown buildings:

- Distinguish new construction from historic structures.
- Do not imitate historic styles. Use of historic features may create a false sense of history.
- Use building materials that are compatible or similar to those traditionally used within the district.
- Roof lines should be hidden by parapets, like the traditional commercial buildings.
- Building setbacks should be the same as the rest of the street.

- The primary building elevation should be parallel to the street.
- Building heights and stories should be similar to the surrounding buildings. Generally, this would mean new construction should be “low rise,” between one and four stories in height.
- Building widths should be standard throughout the district. Do not infill an existing alley.
- Consider the rhythm of window and door openings present on the existing storefronts on the block and design to fit within this rhythm.
- Design mechanical and HVAC equipment so that it is not visible from the street. Likewise, orient service areas such as garbage cans, service entrances, and other utilities away from the storefront and main façade when possible.
- Keep design at human scale.
- All street-level stories should be designed and used for commercial purposes. We recommend upper levels be used for upper story housing.



This new construction utilizes traditional materials and building elements.

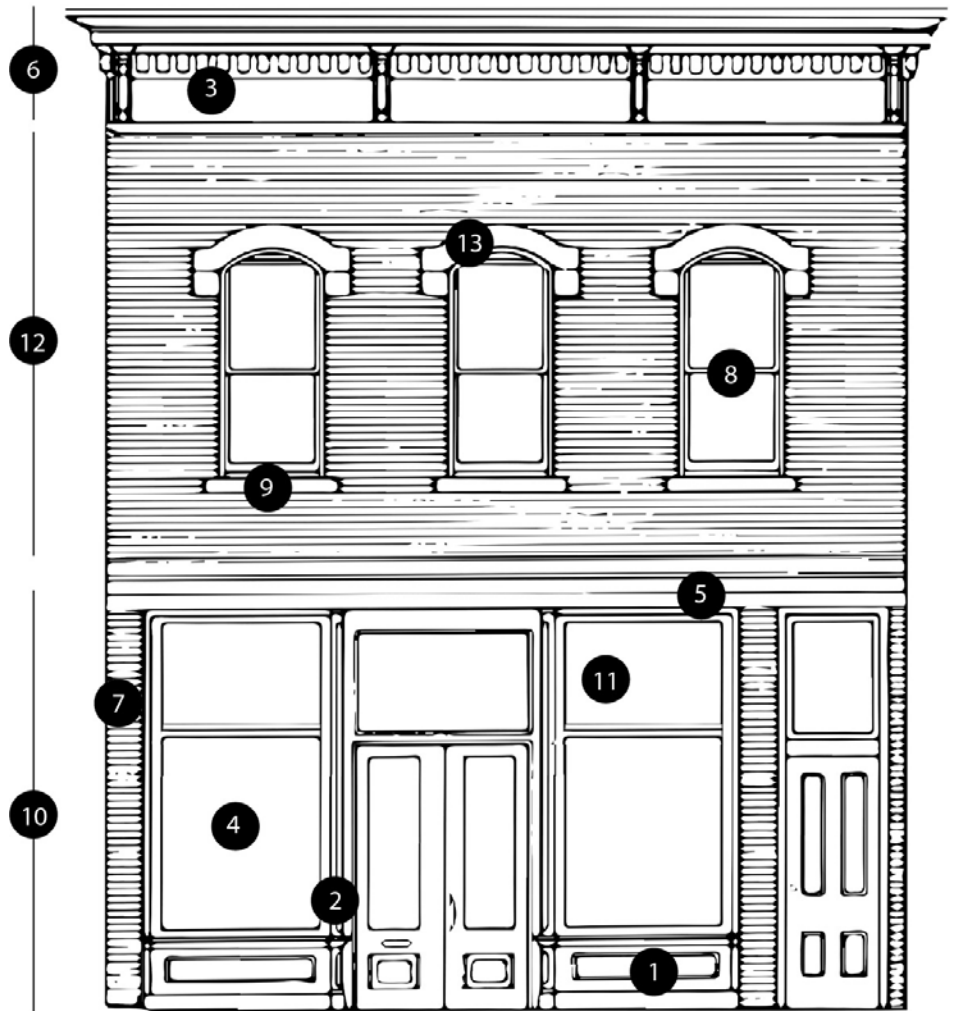


A glass hyphen joins this rear elevator addition to the original building, and distinguishes it from the historic construction.

APPENDICES

GLOSSARY

1. **Bulkhead** – The area on the storefront between the sidewalk and display windows. Typically made of wood, tile or metal.
2. **Column** – A vertical element that supports part of a building or structure.
3. **Cornice** – The projecting, decorative molding forming the top band of a building wall. May also appear at the storefront level.
4. **Display Window** – The main areas of clear glass on a storefront behind which goods are arranged.
5. **Lintel** – A structural beam spanning over a door, window or storefront system opening.
6. **Parapet** – A low solid stone or brick wall at the top of a building projecting above the roof.
7. **Pier** – An upright support; generally masonry on each side of a storefront opening.
8. **Sash** – Operable part of a window frame that holds the glazing.
9. **Sill** – The horizontal member at the base of a window.
10. **Storefront** – The ground-level façade of a commercial space, typically with large areas of glass and a recessed entrance.
11. **Transom Window** – Glazed opening above a door or window; may be clear or patterned, one large pane or divided into multiple panes.
12. **Upper Floors** – Floors above the retail ground floor; typically non-retail volume. Most multistory Main Street buildings are between 2 and 4 floors.
13. **Window Hood** – Projecting element over a window or exterior wall opening.



MAKING IMPROVEMENTS

Every downtown building will have different needs depending on its architectural character, existing condition and use. Some building improvement projects might consist of small-scale cosmetic improvements, while others may require full scale building rehabilitation. Project planning and an understanding of individual building needs is critical to a project's success.

MSI DESIGN CONSULTATION

Main Street Design Assistance is available for projects located within designated Main Street Iowa districts. This service is a benefit of the Main Street network and is available at no cost to local property owners. Design and building rehab specialists can provide on-site or virtual technical assistance and provide recommendations on project planning, historic preservation practices and maintenance needs, and develop conceptual design drawings to help visualize building improvements.

SMALL-SCALE IMPROVEMENTS

Many small-scale improvements, repairs and maintenance needs can be completed by hands-on building owners, design committee members or local volunteers. The National Park Service is the standard for guidance on best practices for the preservation of historic properties. Refer to the [Preservation Briefs](#) for in-depth information on various aspects of historic preservation or [search by topic](#) for specific needs. Main Street Iowa has also compiled an online resource folder with guidance on a number of topics related to downtown building care and maintenance.

PUTTING TOGETHER A PROJECT TEAM

For larger scale projects, hiring an architect experienced in historic property rehabilitation is recommended. An architect can lead property owners through the design and rehabilitation process, and coordinate with additional professionals as needed. Depending on the complexity of the project and scope of work, a structural engineer, historic preservation consultant or specialized craftsman may also be a part of the project team. Keep in mind that historic buildings have different characteristics and needs than new construction; so having a team that is well-versed in historic building preservation and rehabilitation is critical! Consider the below when engaging your project team:

- Consult with the local Main Street office when searching for contractors and design professionals; they may have recommendations based on previous projects done in the district. The broader network of Main Street Iowa communities can also be utilized for recommendations from across the state.
- Preservation Iowa, a statewide historic preservation non-profit, maintains an online [Consultant Directory](#) to help identify preservation consultants, resources and contractors.
- Engage architects that are licensed to practice in the state of Iowa. AIA Iowa has a [directory](#) of licensed members on their website; search for 'Historic Preservation' under services.
- Verify that contractors are licensed and insured and that their work conforms to federal, state and local requirements. Iowa law requires all plumbing and mechanical contractors to be licensed (search [here](#)) and all other contractors to be registered with the Iowa Division of Labor (search [here](#)).
- When selecting your project team, ALWAYS ask for references (and be sure to call them!) and examples of applicable previous work. Ask for a cost estimate in writing and a contract for any work that will be completed.

CODES & REGULATIONS

Be aware of different codes and regulations that might apply to building projects depending on your local jurisdiction; many historic building rehabilitation projects will require upgrades to enhance the building's safety. Consult with local officials early on to find out what healthy, safety and welfare measures are required, what building codes allow and whether a building permit is required for the scope of work proposed. Zoning regulations might affect permitted uses, allowable signage or parking requirements. Your district might also have local design guidelines that should be followed to encourage appropriate design or a design review process that requires approval before construction begins. Engaging with local officials at the earliest stage of the planning process possible is key to identifying requirements and achievable solutions.

TOOLS AND RESOURCES

FUNDING AND FINANCING

There are a variety of funding opportunities available for Main Street Iowa programs and downtown building rehabilitation projects. The below listing represents many, but not all, of the funding tools available for public and private planning, design and rehabilitation projects:

Local Funding

Consult with your local Main Street or development office regarding local funding opportunities for downtown building projects. Local funding tools might include local Main Street or economic development grant programs, city incentives, revolving loan programs, local bank partners or community foundations grants.

Main Street Iowa Challenge Grants

Main Street Iowa Challenge Grants are available for brick-and-mortar building projects that contribute to the development of designated Main Street Iowa districts. Challenge Grants support comprehensive building projects that add to the local district economy, incorporate quality design and preservation-based strategies, and support local revitalization efforts.

Community Catalyst Building Remediation Program

The Community Catalyst Building Remediation Program assists communities with the redevelopment or rehabilitation of buildings to stimulate economic growth or reinvestment in the community.

Downtown Housing Grant

The Downtown Housing Grant provides financial assistance for projects supporting local downtown revitalization through new and renovated housing opportunities in communities under 30,000.

Community Development Block Grant Funds (CDBG)

Federal CDBG funds are administered through the Iowa Economic Development Authority (IEDA) and support a number of planning and infrastructure purposes.

- The [Downtown Revitalization Fund](#) provides assistance for exterior rehabilitation of blighted downtown buildings.
- The [Upper Story Housing Conversion Fund](#) program provides assistance for the conversion of existing downtown building space into new residential units.

State Historic Preservation Tax Credits

The State Historic Preservation Tax Credit Program provides a state income tax credit for the sensitive, substantial rehabilitation of historic buildings. It ensures character-defining features and spaces of buildings are retained and helps revitalize surrounding neighborhoods. The program provides an income tax credit of up to 25% of qualified rehabilitation expenditures (QREs).

Federal Historic Preservation Tax Credits

A 20% income tax credit is available for the rehabilitation of historic, income-producing buildings. Buildings must be certified historic structures by the National Park Service and rehabilitation work must meet the Secretary of the Interior's Standards for Rehabilitation.

Historical Resource Development Program (HRDP)

HRDP funding helps preserve, conserve, interpret, enhance and educate the public about Iowa's historical assets. The Historical Resource Development Program provides funding for documentary collections, historic preservation and museums.

[DNR Derelict Building Program](#)

The Derelict Building Program is available for Iowa towns of 5,000 or fewer residents to address neglected commercial or public structures that have sat vacant for at least 6 months. Funds are available for hazardous material inspection and abatement, site assessments, structural engineering and building renovation and deconstruction expenses.

[Brownfields & Grayfields Redevelopment Tax Credits](#)

Redevelopment Tax Credits are available for properties known as brownfield and grayfield sites to promote the economic health of communities by reducing potential environmental hazards, cleaning up eyesores, creating new jobs and boosting tax revenue.

[Workforce Housing Tax Credits](#)

The Workforce Housing Tax Credit program provides tax benefits to developers providing housing in Iowa communities, with a special focus on projects using abandoned, empty or dilapidated properties. A 'Small Cities' set aside for this program is available to eligible projects within the 88 least populous counties in the state.

[Empower Rural Iowa Innovation Grants](#)

The Rural Innovation Grant program supports creative, non-traditional ideas that focus on current issues and challenges faced by rural communities associated with the themes of community investment, growth and connection.

[Paint Iowa Beautiful Grants](#)

Paint Iowa Beautiful provides free paint to a variety of public service projects through a partnership between Keep Iowa Beautiful and Diamond Vogel Paint of Orange City.

[Tax Incentives for Improving Accessibility](#)

The Disabled Access Credit provides a non-refundable credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities.

The Architectural Barrier Removal Tax Deduction encourages businesses of any size to remove architectural and transportation barriers to the mobility of persons with disabilities and the elderly.

RELATED ORGANIZATIONS AND RESOURCES

[Iowa Downtown Resource Center](#)

The Downtown Resource Center helps communities learn more about the importance of downtown development and specifically how your community can implement strategies to make downtown more viable.

[State Historic Preservation Office \(SHPO\)](#)

The Iowa SHPO office identifies, preserves and protects Iowa's historic and prehistoric resources. It also administers state and federal historic preservation programs and maintains a survey and inventory collection of historic properties in Iowa.

[Main Street America™](#)

Main Street America™, a subsidiary of the National Trust for Historic Preservation, is a network of more than 1,200 neighborhoods and communities, rural and urban, who share both a commitment to place and to building stronger communities through preservation-based economic development. Main Street America provides education, outreach, resources and funding opportunities to assist its network members with downtown revitalization efforts.

[National Trust for Historic Preservation](#)

The National Trust for Historic Preservation, a privately funded nonprofit organization, works to save America's historic sites; tell the full American story; build stronger communities; and invest in preservation's future.

[National Park Service \(NPS\)](#)

Historic preservation programs of the National Park Service help communities protect and preserve the nation's historic resources. NPS administers the National Register of Historic Places, federal historic preservation tax incentives and many other federal programs that provide services, financial assistance, education, guidance and technical information in support of historic preservation.

[Preservation Iowa](#)

Preservation Iowa is a statewide nonprofit organization with a mission of building partnerships that enhance our economic and cultural future through the preservation of Iowa's historic resources. Annual advocacy programs include the Most Endangered Properties listings and the Preservation at its Best Awards.

[Iowa Arts Council](#)

The Iowa Arts Council empowers Iowa to build and sustain culturally vibrant communities by cultivating creativity, learning and participation in the arts. Resources and funding opportunities are available to strengthen the vitality and sustainability of arts and culture, film and media, history and historic preservation efforts across Iowa.

[Iowa Architectural Foundation \(IAF\)](#)

The Iowa Architectural Foundation is a nonprofit volunteer-driven organization working to inspire an appreciation for architecture and design in everyone through education and outreach. IAF provides outreach programs and youth and adult education.

[Iowa Living Roadways Community Visioning Program](#)

The Community Visioning Program provides small Iowa communities with the planning and design resources needed to make meaningful transportation improvements to the local landscape.

[AARP Livable Communities](#)

AARP Livable Communities supports the efforts of neighborhoods, towns, cities and rural areas to be great places for people of all ages. Resources include publications, toolkits and Community Challenge project funding.

PROJECT EXAMPLES



Avoca - before (L) and after (R)



Burlington - before (L) and after (R)



Cedar Rapids - before (L) and after (R)



Clarence - before (L) and after (R)



Conrad - before (L) and after (R)



Dubuque - before (L) and after (R)



Dunlap - before (L) and after (R)



Manning - before (L) and after (R)



Oskaloosa - before (L) and after (R)



Ottumwa - before (L) and after (R)



State Center - before (L) and after (R)



Waterloo - before (L) and after (R)



West Union - before (L) and after (R)



Woodbine - before (L) and after (R)



IOWA ECONOMIC DEVELOPMENT AUTHORITY
IOWA DOWNTOWN RESOURCE CENTER
1963 Bell Avenue, Suite 200
Des Moines, Iowa 50315

iowaeda.com

CARROLL PUBLIC LIBRARY

Monthly Activity Report



Month/ Year: February 2024

Program Attendance		Monthly Statistics	
Storytime	117	Total Print Circulation	7,442
Grab & Go Crafts	250	Libby Circulation	1,769
Coloring pages	300	Public Computer Use	252
Book Visits	259	Wi-Fi Use	545
Preschool Drop-offs	6	Website Use	12,690
Read, Play, Grow	11	Daily Times Herald Archives Views	9,057
Makers: Gifts from the Heart	27	Breda & Glidden News Views	3,958
Groundhogs 101	17	Consumer Reports	125
Book Drops - Seniors	4	Global Road Warrior	0
Crafty Library Ladies	52	Learning Express	24
Read-a-Loud	152	Freegal	687
NAMI	32	Transparent Language	1
Tech Friday	5	LinkedIn Learning	14
Brown Bag Book Club	11	Brainfuse	0
Evening Book Club	6	Novelist	0
Alzheimers Family Support Group	8	Auto Repair Source	25
Libby eBook/Audiobook Class	4	Niche Academy	1
Trivia	12	ABC Mouse	0
Rebel Readers	4		
Dungeons & Dragons	10	Total Resources Used	36,590
CMS - Lego Club	120		
CMS - Book Club	30		
Coffee & Coloring	21		
Bingo	12	New Library Cards Issued	37
DIY Keychains	11		
Nine Square Feet	79		
Afternoon Movie	18		
Valentines for Seniors (8 facilities)	360		
Beanstack - Cozy Up (50 completed)	89		
Puzzle (3 finished)	55		
Meeting Room Use	29		
Study Room Use	139	Members Saved this month	\$105,483.95
Makers Space/Children's Craft Room	25		
curbside	19	Members Saved 2024	\$213,839.45
Total Program Attendance	2,294		
Monthly Door Count	3,987	Members Saved FY24 to date	\$879,351.43

CARROLL PUBLIC LIBRARY

Monthly Activity Report

March 2024

Program Attendance		Monthly Statistics	
Storytime	120	Total Print Circulation	8,028
Grab & Go Crafts	250	Libby Circulation	1,958
Coloring pages	450	Public Computer Use	291
Book Visits	246	Wi-Fi Use	457
Preschool/Daycare Drop-offs	6	Website Use	10,333
Read, Play, Grow	4	Daily Times Herald Archives Views	6,813
Dr. Whoot visits - Kuemper	138	Breda & Glidden News Views	1,121
Ozobots	8	Consumer Reports	308
Spring Break: Tea Party	24	Global Road Warrior	2
Spring Break: Mini Golf	100	Learning Express	16
Makers Day: Sound All Around	52	Freegal	488
Egg Hunt	103	Transparent Language	3
Book Drops - Seniors	4	LinkedIn Learning	20
Crafty Library Ladies	51	Brainfuse	6
Read-a-Loud	161	Novelist	4
NAMI	32	Auto Repair Source	1
Tech Friday	1	Niche Academy	1
Brown Bag Book Club	9	ABC Mouse	3
Evening Book Club	8		
Alzheimers Family Support Group	8	Total Resources Used	29,853
Online Resources Class	2		
Trivia	20		
Rebel Readers	3		
Dungeons & Dragons	8	New Library Cards Issued	41
CMS - Lego Club	87		
CMS - Book Club	21		
Coffee & Coloring	29		
Bingo	9		
DIY Hedgehog	16		
Composting 101	10		
Afternoon Movie	9		
Birding 101	18		
Family Game Night	10		
Puzzle (8 finished)	73		
Meeting Room Use	37		
Study Room Use	133	Members Saved this month	\$113,920.22
Makers Space/Children's Craft Room	27		
curbside	13	Members Saved 2024	\$327,759.68
Total Program Attendance	2,300		
Monthly Door Count	4,340	Members Saved FY24 to date	\$993,273.16

Carroll Historic Preservation Commission

City of Carroll

City Hall Board Room

Wednesday, March 6, 2024

Meeting called to order at 5:00 p.m. by Vicki Gach. Members present: Vicki Gach, Tim Fitzpatrick, Denis Bormann, Kathy Hansen, John Steffes, Carolyn Siemann, Karen Friedlein.

Minutes from January 31, 2024, meeting reviewed. Motion to approved by Fitzpatrick, second by Steffes. All present voted Aye. Nays: None. Abstain: None. Motion carried, 7-0.

Preview of Graham Park Character/History walk on June 2, 2024. Vicki handed out jobs/responsibilities for the event. There are 12 locations in the area that have historical significance to be showcased. Commission members and community members will be located at each site to give information about that area of Graham Park and the people who created the facilities.

Graham Park Band Shell Preservation Fundraiser Project information. Denis presented research information on the Band Shells in Ames, Gowrie, and Hampton. Kathy provided information on the Creston, Mason City, and Clear Lake Band Shells. Information included dates of construction, former and current use, repair/renovation and maintenance schedules, how they are funded, and if they are on the National Registry. Vicki then presented the estimated engineering/construction/renovation costs from Shive-Hattery and then listed the Project costs coverage from three sources: the City of Carroll, Local Grants (2024 grant cycle), and fundraising by the Carroll Historic Preservation Commission. Vicki also presented a list of potential donors and the Commission members divided them up for future contact.

The Commission is planning a fundraiser/character walk at Graham Park on Sunday, June 2, 2024, from 1:00-3:30 which coincides with the Carroll County Historical Society's annual Open House at the Park. The City Council will be discussing the Band Shell at their April 8 council meeting. All are encouraged to attend.

Discussion on Agenda Item #4 Five-year plans was tabled at this time and will be included in a future meeting.

Other: Vicki and Carolyn have submitted the Graham Park National Register nomination to the State Historic Preservation Commission and will see if any further revisions need to be made.

Reminder that our annual May cleanup of the cemetery museum is May 21 at 4:00 p.m.

Motion made to adjourn by Friedlein, seconded by Bormann. All present voted Aye. Nays: None. Abstain: None. Motion carried 7-0.

Next meeting will be April 10, 2024, at 5:00 p.m. in the City Hall Boardroom.

Respectfully submitted,

Tim Fitzpatrick, Secretary

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

March 12, 2024
Unofficial Minutes

1. The meeting was called to order at 6:30 p.m. at the Recycling Center by Chair Jeff Anthofer, Mayor of Coon Rapids. Others present were Harvey Dales, City of Manning; Dan Snyder, Mayor of Breda; Scott Johson, Carroll County Supervisor; Jerry Fleshner, Mayor of Carroll; and Mary Wittry, Director.
2. Dales moved and Snyder seconded to approve the agenda as presented. Motion carried, all voting aye.
3. Snyder moved and Dales seconded to approve the minutes of the February 13, 2024, meeting as presented. Motion carried, with Anthofer, Snyder and Dales voting yes and Johnson and Fleshner abstaining.
4. Dales reviewed the bills payable -see attached. Dales moved and Fleshner 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. Fleshner moved and Johnson seconded to approve the reports as presented. Motion carried, all voting aye.
6. Snyder moved and Johnson seconded to approve the agreement with HDR for assistance as needed for staff transition changes. Motion carried, all voting aye. Discussion included time period for two retirements in 2024, job descriptions and potential candidates
7. Snyder moved and Fleshner seconded to approve the purchase of a floor scrubber for the office up to \$2,000. Motion carried, all voting aye.
8. Inmates were on sight two days the week of March 5 to pick litter due to high winds. The operators have started hauling dirt for cover to be used along with the tarps.
9. Recycling operations continue smoothly with reduction of paper due to on-line resources.
10. Work is progressing on the recycling proposal, aerial survey, robotics for the container line and the landfill gas feasibility study with information brought to the Board when available.
11. The next meeting will be Tuesday, April 9, 2024, at 6:30 a.m. at the Recycling Center.
12. Johnson moved to adjourn the meeting at 7:22 a.m.

Respectfully submitted,

Mary Wittry

Library Board Minutes

March 25, 2024

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

Parrott called the meeting to order at 5:32 pm. It was moved by Perkins and seconded by Schmidt to approve the agenda. All voted aye. Nays: none. Abstain: none. Motion passed 9-0.

Minutes Approval: It was moved by Hircock to approve the February minutes and seconded by Perkins. All voted aye. Nays: none. Abstain: none. Motion passed 9-0.

Reviewed the financials and bills. Discussed the approved amount from the City Supervisors for the budget. The amount approved is less than in previous years, a follow-up will be done to see if we can get more information as to why. Auen motioned to approve the bills with a second from Hircock. All voted aye. Nays: none. Abstain: none. Motion passed 9-0.

Public Comment: none

Old Business: none

New Business:

Carroll Public Library Foundation Update- The Foundation met and discussed the needs of the library; the board of Trustees requested a form from the Foundation on how to request funds.

Von Qualen left at 6:20pm

Director's report: Highlights of the directors' report include plans for the summer Reading program (Read, Renew, Repeat).

Board Education Prep:

Public Library Standards Section 2: Wendy reviewed the library management section of the Public Library Standards

Auen left at 6:31pm

Agenda Items for Next Meeting: review the newspaper periodical selection offered by the library, prior to the next meeting, Wendy will send a list of what is currently available.

Adjourn: Hogue motioned to adjourn at 6:43pm with a second from Perkins. All voted aye. Nays: none. Abstain: none. Absent: Von Qualen and Auen Motion passed 7-0.

The next regular meeting will be held on Monday, April 15, 2024, at 5:30 pm in the Community Meeting Room at the Carroll Public Library – 118 E. 5th Street in Carroll, Iowa 51401.

Library Board Minutes

April 15, 2024

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

Parrott called the meeting to order at 5:30 pm. It was moved by Schmidt and seconded by von Qualen to approve the agenda. All voted aye. Nays: none. Abstain: none. Absent: Parrish and Hircock. Motion passed 7-0.

Minutes Approval: It was moved by Cook to approve the February minutes and seconded by Perkins. All voted aye. Nays: none. Abstain: none. Absent: Parrish and Hircock. Motion passed 7-0.

Reviewed the financials and bills. Amendments to the bills: Kanopy is \$2800.00 and need to add a Hy-Vee charge of \$16.98. Auen motioned to approve the bills with a second from Schmidt. All voted aye. Nays: none. Abstain: none. Absent: Parrish and Hircock. Motion passed 7-0.

Public Comment: none

Old Business: Carroll County Funding Inquiry: discussed county funding and responses from officials on why the amount was lower – no action needed.

New Business: Set Wage for Adult Services Librarian: After discussion, it was motioned by Auen to offer \$18.87 (80%) for the starting salary wage for the Adult Services Librarian. The motion was seconded by Cook. All voted aye. Nays: none. Abstain: none. Absent: Parrish and Hircock. Motion passed 7-0.

Newspaper/Database Subscriptions: Discussed periodicals available at the library and periodicals no longer provided. The Trustees requested Johnson to do some research on more nationwide publications, which she will provide prior to the next meeting. No action needed.

Director's report: Highlights of the director's report include that the library door count has been at or above 4000 each month so far this year! Summer reading starts 6/3/2024 and goes on until 8/2/2024. The library is also having a check out contest of 24,000 books (e-books, audio or physical). At each goal level a member of the community will get a pie in the face. The social stairs were discussed, and a communication is being drafted regarding the fire code and the limits on how many people can be on them at once.

von Qualen left at 6:47pm

Board Education Prep: Public Library Standards Section 3: Johnson reviewed the staffing of the library and the review policies.

Agenda Items for Next Meeting: Policy review: Collection Development & Library Naming, Review Periodicals offered.

Adjourn: Perkins motioned to adjourn at 7:13pm with a second from Cook. All voted aye. Nays: none. Abstain: none. Absent: Parrish, von Qualen and Auen Motion passed 6-0.

Next Regular meeting- May 20, 2024, at Carroll Public Library: Community Meeting Room—118 E. 5th St, Carroll, IA 51401

Summer Parrott- President

Brenda Hogue -Recording Secretary



Director's Report

March 2024

Library Hours/Closures: The library will be closing at 2 pm on Friday, March 29 for Good Friday.

Personnel: Our adult services librarian position is still open at this time, and I will update you on the search as soon as I have any new information to share.

Circulation/Resource Use Notes: The door count for February was almost 4,000 again, which is higher than last year at this time. Generally, our door count starts to increase in March and continues throughout the summer, with July being our highest-visited month. I am expecting that trend to continue this year as well. Program attendance is also higher than last year, and resource use is holding steady at a higher rate this month as well.

In preparation of the magazine renewal through EBSCO, I was able to go through our magazine usage and eliminate several magazines that were not getting enough circulation to justify the continued expense. I also added a couple magazines to try for a year. Newspaper usage isn't something that we are able to track since those aren't checked out by patrons, but most newspapers are being looked at on a regular basis. There were a couple newspapers that didn't get much use that I decided to eliminate for now, and there are a couple newspapers that I will be adding to our collection. The next category to evaluate will be the databases we offer.

Programs: April 7-13 is National Library Week this year, with the theme Ready Set Library! April 8 is the Right to Read Day, April 9 is National Library Worker's Day, April 10 is National Library Outreach Day, and April 11 is Take Action for Libraries Day. The Friends of the Library will be having a book sale this week. We will be offering our normal repeat programming and a variety of our popular special programming during Library Week this year.

April Repeating Programming:

Tuesdays – Crafty Library Ladies

Tuesdays – Read-a-Loud.

Tuesdays – NAMI Family Support Group/ NAMI Connections

Wednesdays & Thursdays – Story Time

1st and 3rd Fridays – Coffee & Coloring

Special Programming:

April 4 – Brown Bag Book Club

April 6 – Ozobots with Mr. Jeff

April 9 – Trivia Night

April 10 – Bingo

April 11 – Makers Space: Paper Flowers

April 12 – Dungeons & Dragons

April 16 – Evening Book Club

April 18 – Native Bees with Carroll County Conservation

April 18 – Author Talk – Joseph Levalley

April 20 – Child Abuse Prevention program with Family Resource Center
April 25 – Libby E-book Class
April 26 – Tech Friday
April 26 – Read Play Grow
April 26 – Family Puzzle Night
April 29 – Makers Day: Sensational Seeds with ISU Extension and Outreach

Summer Reading Updates: Summer reading plans are starting to come together. All the performers for the Rec Center shows have been booked, we have a library-wide checkout challenge planned involving community members, we are putting the finishing touches on our schedules, and we are getting excited about this year's theme of Read, Renew, and Repeat. I am planning on presenting our completed summer reading plans at the April library board meeting so you can all start getting into the summer reading spirit with us!

Board Education: We will be discussing Section 2: Library Management of the Public Library Standards set forth by the State of Iowa Public Library, which can be found at: <https://www.statelibraryofiowa.gov/index.php/libraries/search/accred-stand>. If you have any questions about any of the standards, you can let me know and I would be happy to walk you through it.

Facilities: We had an interesting development with our humidifier that is in the ceiling above the staff workspaces. Water was pooling in the insulation around the pipes for the humidifier and starting leaking onto the ceiling tiles below. Thankfully, Andy Snyder was able to turn off the unit and drain the water quickly. Two ceiling tiles were replaced, but no other damage was noted.

Director's Report

April 2024

Library Hours/Closures: Summer hours will be starting May 25, 2024.

Personnel: We held another interview last week and I hope to be able to officially offer the applicant the adult service librarian position after the board sets wages tonight.

Circulation/Resource Use Notes: The door count for March was over 4,000 again, which is fantastic! This is the time of year when the door count starts to increase, leading up to summer. If this trend continues, we will be on track to have a higher door count this year compared to last year.

- Spring Break programs were well attended this year, with the most noteworthy being the mini golf and the egg hunt which both had an attendance of 100 people.
- Dr. Whoot visited Kuemper's preschools and transitional kindergarten in March, which is fun for the kids, Kersten, and Dr. Whoot!
- Lego Club at the Carroll Middle School wrapped up in March, and the book club wrapped up in early April.
- Starting in April, Kersten will only be offering the Read Play Grow program at 10 am.

The interlibrary loan program is going well for our library, both for checking out books to other libraries and for requesting books for our patrons. We request 15-20 books for each of our 2 book clubs monthly, and there are several patrons who have their own book clubs who request their books through us as well. We also had a monthly book club at the middle school for six to eight students. There is still an elevated use of this service continuing from when we eliminated the \$3 fee for our patrons as well.

Programs: May is a slower programming month because we are gearing up for Summer Reading, but as you can see, there are still a lot of programs going on!

May Repeating Programming:

Mondays – Pattern and Sewing Basics with Nancy

Tuesdays – Crafty Library Ladies

Tuesdays – Read-a-Loud.

Tuesdays – NAMI Family Support Group/ NAMI Connections

Wednesdays & Thursdays – Story Time

1st and 3rd Fridays – Coffee & Coloring

Special Programming:

May 1 – Rosie the Riveters of Iowa with Linda McCann

May 2 – Brown Bag Book Club – Searching for Sylvie Lee

May 4 – Star Wars Day program

May 8 – Bingo

May 9 – Makers Space: In Case You Missed It

May 14 – Trivia Night

May 15 – Alzheimer's Family Support Group

May 16 – Dungeons & Dragons
May 18 – Ozobots with Jeff and Marilyn
May 21 - Evening Book Club – The Holdout
May 24 – Tech Friday
May 24 – Read Play Grow
May 24 – Family Game Night
May 29 – Puzzle Competition
May 30 – Carroll County Conservation

Summer Reading Updates: The Read, Renew, Repeat theme lent itself nicely to a conservation and recycling theme. The activities and crafts all reflect that, using mostly recycled materials. Summer reading starts June 3 and goes through August 2 – families can sign up on Beanstack starting June 1 or can attend the Kick-Off Event on Monday, June 3 to sign up.

Mondays – activities led by Kersten.

Tuesdays – performances at the Rec Center led by Wendy and Kersten – guest appearance by Dr. Whoop

Wednesdays – drop in crafts in the Makers Space led by all staff.

Thursdays – crafts/activities led by Melissa or Kersten as well as Carroll County Conservation programs.

Fridays – Coffee & Coloring, Read Play Grow, and afternoon movies.

Library Check-Out Challenge: we are challenging patrons to check out 24,000 library materials throughout the summer reading program. To encourage participation, we have 12 volunteers from the community who have volunteered to get a pie in the face at our end of the summer ice cream party. The check-out numbers will be updated weekly so patrons can keep track.

Summer reading program guides will be available in May, and we will be posting a list of sponsors in the library starting in May as well. Currently, we have requested donations from several coffee shops, restaurants, and major retailers (Hy-Vee, Fareway, and Walmart).

Board Education: We will be discussing Section 3: Library Personnel of the Public Library Standards set forth by the State of Iowa Public Library, which can be found at:

<https://www.statelibraryofiowa.gov/index.php/libraries/search/accred-stand>. If you have any questions about any of the standards, you can let me know and I would be happy to walk you through it.

Facilities: I received an email on Monday informing me of the Kuemper Junior class's intent to take pictures on the social stairs on Saturday, April 20. I wrote back asking them to find an alternate location for taking pictures if they could due to scheduling concerns and the potential disruption to library services. Right now, there is no policy allowing groups to reserve the social stairs – actually, in our policy it states the only public space available to be reserved is the large meeting room, which has a limit of 50 people. I would like some input from the library board to see if they would like to pursue a social stairs policy or special event policy which should cover the number of people, timing of requests, or any requirements for use by large groups.

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

April 9, 2024
Unofficial Minutes

1. The meeting was called to order at 6:32 a.m. at the Recycling Center by Chair Jeff Anthofer, Mayor of Coon Rapids. Others present were Harvey Dales, City of Manning; Dan Snyder, Mayor of Breda; Scott Johnson, Carroll County Supervisor; Jerry Fleshner, Mayor of Carroll; Mary Wittry, Director; Cathy Toms, Office Manager and Dan Henkenius, Production Coordinator.
2. Dales moved and Johnson seconded to approve the agenda as presented. Motion carried, all voting aye.
3. Johnson moved and Snyder seconded to approve the minutes of the March 12, 2024, meeting as presented. Motion carried, all voting aye.
4. Dales reviewed the bills payable -see attached. Johnson moved and Fleshner seconded to approve the bills as presented. Motion carried, all voting aye.
5. Toms presented the financial report, review of set aside accounts, market prices and investment account summary. Discussion included cash flow, interest rates, and funding landfill expansion accounts. Dales moved and Snyder seconded to approve the reports as presented. Motion carried, all voting aye.
6. Nate Klett with Foth Infrastructure and Environment LLC., participated in a Teams meeting with the Board on a draft design for installing robotics to sort #1 plastics (water and Gatorade bottles) off the container sort line. After discussion, the Board directed staff to bring information regarding different types of robotics systems and a cost estimate for the proposed modification to the May meeting.
7. Staffing needs were discussed including employee sick time use. Wittry will contact two suggested HR firms to discuss the current employee evaluation system and determine if changes are warranted. Current policies will be reviewed with recommended changes brought forward to a board meeting.
8. Staff noticed a quick increase in gallons of leachate after a 2.25-inch rain. By law, the leachate lines must be cleaned every three years and are due to be cleaned in 2024. A proposal was received from Superior Jetting to clean and camera the lines to see if the infiltration issued can be located. Johnson moved and Fleshner seconded to approve the proposal from Superior Jetting for \$11,900 and to complete the work as soon as possible. Motion carried, all voting aye.
9. Information was provided on landfill activities, recycling operations, recycling proposal, Environmental Management System (EMS) grant submittal for recycling trailers, up-coming aerial survey, and the landfill gas feasibility study.
10. The next Executive Board meeting will be Tuesday, May 14, 2024, at 6:30 a.m. at the Recycling Center.
11. Fleshner moved to adjourn the meeting at 7:56 a.m.

Respectfully submitted,

Mary Wittry

PLANNING AND ZONING COMMISSION
MINUTES OF APRIL 10, 2024

The Carroll Planning and Zoning Commission met in regular session on April 10, 2024, 5:15 PM, in the Council Chambers, City Hall, 627 N Adams Street. Present: Sylvia Balk-Hanks, Richard Boes, Shelley Diehl, Ron Juergens, Mike Long (via phone) Ron Meiners, Michelle Prichard, and Daniel Sturm. Absent: Jayne Pietig. Also present: Aaron Kooiker, City Manager, David Bruner, City Attorney, Dan Hannasch, Fire Chief and Building/Fire Safety Official and Randy Krauel, Director of Public Works/City Engineer. Chairperson Diehl presided over the meeting.

MOTION by Juergens, second by Meiners, to elect Shelley Diehl as chairperson. All present voted Aye. Nays: None. Abstain: None. Absent: Pietig. Motion carried 8-0.

MOTION by Prichard, second by Juergens, to elect Ron Meiners as vice-chairperson. All present voted aye. Nays: None. Abstain: None. Absent: Pietig. Motion carried 8-0.

MOTION by Juergens, second by Meiners, to approve the minutes of the February 14, 2024, as mailed. All present voted Aye. Nays: None. Abstain: None. Absent: Pietig. Motion carried 8-0.

On February 26, 2024, the City accepted a release of Right-of-Way/Easement from Carroll County for the N. West Street easement. The City is now proposing to vacate the east 13 feet of the easement resulting in re-establishing a 40 feet one-half width right-of-way on this section of N. West Street. The description of the property proposed to be vacated is as follows:

East 13 feet of the West 53 feet of the North 2,164 feet of the NE¼ of Section
13-T84N-R35W

The street proposed to be vacated is not needed for the use of the public, and therefore, its maintenance at public expense is no longer justified. The proposed vacation will not deny owners of property abutting on the street reasonable access to their property.

MOTION by Sturm, second by Diehl, to recommend to the City Council approval of the vacation as presented. Aye: Balk-Hanks, Boes, Diehl, Juergens, Meiners, Prichard and Sturm. Nay: Long. Abstain: None. Absent: Pietig. Motion carried 7-1.

A proposal has been made to rezone the following described parcel of land from A-1, Agricultural District to R-3, Low-Density Residential District.

A Parcel of land located in part of Lot 2 and Lot 3 of the Northwest Quarter of the Northeast Quarter and Part of Lot 2 located in the Southwest Quarter of the Northeast Quarter, all in Section 13, Township 84 North, Range 35 West of the 5th P.M., City of Carroll, Carroll County, Iowa, being more particularly described as follows:

COMMENCING at the North quarter corner of said Section 13; thence S01°06'09"W (assumed bearing) on the West line of said Northeast quarter, 443.40 feet; thence S88°53'51"E, 40.00 feet to the POINT OF BEGINNING; thence continuing S88°53'51"E, 150.00 feet; thence S01°06'09"W, 600.00 feet; thence S88°53'51"E, 50.00 feet; thence S01°06'09"W, 520.00 feet; thence N88°53'51"W, 200.00 feet; thence N01°06'09"E, 1120.00 feet to the POINT OF BEGINNING.

All adjacent property owners were notified of the hearing by mail and proof of public notice of a hearing was presented. The public hearing was opened at 5:27 PM. No one was present and spoke in favor of the request. Jason Atherton appeared and spoke in opposition. The public hearing was closed at 5:38 P.M. MOTION by Sturm, second by Prichard to recommend to the City Council approval of the zoning change request for the area described from A-1, Agricultural District to R-3, Low-Density Residential District for an area legally described as:

A Parcel of land located in part of Lot 2 and Lot 3 of the Northwest Quarter of the Northeast Quarter and Part of Lot 2 located in the Southwest Quarter of the Northeast Quarter, all in Section 13, Township 84 North, Range 35 West of the 5th P.M., City of Carroll, Carroll County, Iowa, being more particularly described as follows:

COMMENCING at the North quarter corner of said Section 13; thence S01°06'09"W (assumed bearing) on the West line of said Northeast quarter, 443.40 feet; thence S88°53'51"E, 40.00 feet to the POINT OF BEGINNING;

thence continuing S88°53'51"E, 150.00 feet; thence S01°06'09"W, 600.00 feet; thence S88°53'51"E, 50.00 feet; thence S01°06'09"W, 520.00 feet; thence N88°53'51"W, 200.00 feet; thence N01°06'09"E, 1120.00 feet to the POINT OF BEGINNING.

Aye: Sturm and Prichard. Nay: Balk-Hanks, Boes, Diehl, Juergens, Long, and Meiners.
Absent: Pietig. Motion failed 2-6.

* * * * *

MOTION by Juergens, second by Meiners, to adjourn at 5:52 PM. All present voted Aye.
Nays: None. Abstain: None. Absent: Pietig. Motion carried 8-0

Shelley Diehl, Chairperson

Aaron Kooiker, City Manager

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