



City Council Meeting

Monday, September 9, 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. Consent Agenda

a. Approval of Minutes of the August 26, 2024 Meeting

b. Approval of Bills and Claims

c. Licenses and Permits:

- None

d. Eighth Amended and Restated Urban Renewal Plan

- Resolution Authorizing Advancement of Costs for an Urban Renewal Project and Certification of Expenses Incurred by the City for Payment Under Iowa Code Section 403.19

e. US 30 Traffic Signal Improvements - 2024

- Supplemental Agreement for Additional Services # 1

4. Oral Requests and Communications from the Audience

Members of the public wishing to address the Council for items not on the agenda are asked to approach the podium and wait to be recognized. After recognition, the person shall state their name and address for the record. Statement or questions are limited to five (5) minutes.

5. Ordinances

a. Echo Urban Renewal Plan - 2nd Reading

- Consideration of Ordinance for the division of revenues under Section 403.19, Code of Iowa, for Echo Urban Renewal Plan
- Consideration of 3rd Reading

Also see item 8.d – [May 13, 2024](#) – Echo Urban Renewal Plan and Development Agreement - Resolution Approving an Engagement Agreement
and item 7.b – [July 22, 2024](#) – Echo Urban Renewal Plan - Resolution determining the necessity and setting dates of a consultation and a public hearing on a proposed Echo Urban Renewal Plan for a proposed Urban Renewal Area in the City of Carroll, State of Iowa
and item 7.a – [August 26, 2024](#) – Echo Urban Renewal Plan - Public hearing and adopting the Echo Urban Renewal Plan and 1st Reading of the TIF Ordinance
and item 7.b – [August 26, 2024](#) – Echo Urban Renewal Plan - Development Agreement - Public hearing and resolution approving a Development Agreement with QRS Investments, L.L.C.

6. Resolutions

a. Not to exceed \$1,655,000 General Obligation Urban Renewal Capital Loan Notes (CBD Street Resurfacing & US 30 Traffic Signals Project)

- Resolution fixing date for a meeting on the proposition to authorize a Loan Agreement and the issuance of Notes to evidence the obligations of the City thereunder.

Also see and item 7.a – [June 10, 2024](#) - CBD Street Resurfacing - 2024 Report of Proposal Opening and Consideration of Award of Contract
and see item 7.c - [August 26, 2024](#) - General Obligation Capital Loan Notes, Series 2024B (Reimbursement Resolution)

b. Can Play Curriculum and Branding Licensing Agreement

7. Reports

a. City of Carroll - Renovations at Merchants Park Project

- Change Order No. 1

Also see item VI.d - [September 13, 2021](#) - Professional Services Agreement - Merchants Park ARPA Tourism Grant Assistance
And item 8.b - [April 25, 2022](#) - Carroll Merchants Park: Destination Iowa Grant Opportunity
And item 7.d - [May 9, 2022](#) - Destination Iowa Grant Application for Merchants Park
And item 7.a - [October 24, 2022](#) - Destination Iowa Grant Application
And item 6.d - [May 22, 2023](#) - Merchants Park Baseball Stadium Upgrades - Budget Update

and Professional Services Agreement

And item 6.a, 6.b, and 6.c - [September 25, 2023](#) - Bleachers, Netting and Dugouts - Public Hearing on Plans & Specifications and Rejection of Bids

And item 6.a - [February 12, 2024](#) - Merchants Park Baseball Stadium Project

And item 6.d - [April 8, 2024](#) - Shive Hattery, Inc. - Amendment to Agreement - Merchants Park

And item 8.b - [May 13, 2024](#) - City of Carroll - Renovations at Merchants Park Project - Public Hearing and Adoption of Plans, Specifications, Form of Contract and Estimated Cost

And item 6.a - [May 28, 2024](#) - City of Carroll - Renovations at Merchants Park Project - Report of Bid Opening and Award of Construction Contract

And item 7.c - [June 10, 2024](#) - Shive-Hattery, Inc. - Amendment to Agreement

And item 8.a - [August 12, 2024](#) - City of Carroll - Renovations at Merchants Park Project - Change Order No. 1

8. Committee Reports (Informational Only)

9. Comments from the Mayor

10. Comments from the City Council

11. Comments from the City Manager

12. Closed session pursuant to Iowa Code Section 21.5(1)(c) to discuss strategy with counsel in matters where the litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation

13. Approval of Tentative Settlement Agreement Negotiated by Iowa Communities Assurance Pool (ICAP)

14. Adjourn

September Meetings:

* Airport Commission – September 9, 2024 – Airport Terminal Building - 21177 Quail Ave

* Planning and Zoning Commission – September 11, 2024 – City Hall - 627 N Adams St

* Library Board of Trustees – September 16, 2024 – Carroll Public Library – 118 E 5th St

* Parks, Recreation and Cultural Advisory Board - September 16, 2024 - Recreation Center - 716 N Grant Rd

* City Council – September 23, 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.

COUNCIL MEETING

AUGUST 26, 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 Dirkx, JJ Schreck, and Carolyn Siemann. Absent: None. Mayor Jerry Fleshner presided and City Attorney Dave Bruner was in attendance.

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

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New Adult Services Librarian Olga Haro was introduced to Council. No Council action taken.

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It was moved by Atherton, seconded by Bordenaro, to approve the following items on the consent agenda: a) minutes of the August 9, 12, and 14, 2024 meetings, as written; b) bills and claims in the amount of \$639,744.15; c) Licenses and permits: Renewal of Class “C” Retail Alcohol License with Outdoor Service – *Jalisco*; d) the purchase of a greens mower with vericut heads for the Municipal Golf Course from Van Wall at their bid price of \$53,607.34; and e) the proposal from Barga Incorporated in the amount of \$10,125.00 for the Trail Maintenance Project for the south section of the trail around the Youth Sports Complex, just north of 30th Street. 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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Council discussed an ordinance to amend City Ordinance Chapter 66 that would prohibit truck traffic on certain streets. No Council action taken.

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At 5:39 p.m. Mayor Fleshner opened a public hearing on the Echo Urban Renewal Plan. Mayor closed said public hearing at 5:41 p.m.

It was moved by Atherton, seconded by Schreck, to approve Resolution No. 24-71, Determining an area of the City to be an economic development area, and that the rehabilitation, conservation, redevelopment, development or a combination thereof, of such area is necessary in the interest of the public health, safety or welfare of the residents of the City; designating such area as appropriate for urban renewal projects; and adopting the Echo Urban Renewal Plan. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

It was moved by Bordenaro, seconded by Atherton, to approve the first reading of an ordinance for the division of revenues under Section 403.19, Code of Iowa, for Echo Urban Renewal Plan. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

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At 5:42 p.m. Mayor Fleshner opened a public hearing on the proposal to enter into a Development Agreement with QRS Investments, L.L.C (Echo Urban Renewal Area). Mayor closed said public hearing at 5:43 p.m.

It was moved by Dirkx, seconded by Siemann, to approve Resolution No. 24-72, Approving and Authorizing Execution of a Development Agreement by and between the City of Carroll and QRS Investments, L.L.C. 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 Bauer, to approve Resolution No. 24-73, Reimbursement Resolution for the General Obligation Capital Loan Notes, Series 2024B for the CBD Street Resurfacing – 2024 Project and US 30 Traffic Signals 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 Atherton, seconded by Bauer, to approve the Downtown Façade Grants and authorize the execution of contracts with the business owners for the following:

529 N Adams Street - \$25,000.00; 529 N Main Street – 24,351.50; 601 N Main Street – 13,426.50; 213 W 4th Street – \$3,100.00; 514 N Adams Street – \$25,000.00; and 519/521 N Main Street – \$25,000.00. 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 Bauer, to allocate \$100,000.00 from Local Options Sales Tax collections and authorize the Mayor to sign the Letter of Intent to Participate and the Project Assurances documents for an Emergency Catalyst Grant for the 504 N Adams Street project. Kimberly Tiefenthaler, Carroll County Growth Partnership Executive Director, and Eric and Heather Boes, 504 Holdings LLC owners, 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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Council discussed the demolition and removal of the Northwest Park Shelter House. No Council action taken.

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It was moved by Bordenaro, seconded by Atherton, to adjourn at 6:20 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 9/9/2024

By Vendor Filed As

Payment Dates 8/27/2024 - 9/9/2024

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
Vendor Filed As: 001621 - ACE HARDWARE				
326588	RC CEILING PAINT			73.98
326599	MP ELBOW CAPS			13.96
326618	MP PLUMBING SUPPLIES			24.97
326622	GARAGE KEY RINGS			18.39
326623	RC WATER FOR SCRUBBER BA...			5.98
326628	MP CONSTRUCTION KEYS			41.97
326657	WATER - RED MARKING PAINT			36.96
326680	AQUATIC - ALL PURPOSE SPRA...			7.98
326683	MP - NUTS, BOLTS, DRILL BITS			19.67
326766	RC - SPRAY BOTTLE			7.99
326830	RC - PVC PIPE			26.97
326844	RC SAUNA BULBS			7.98
326947	RC - CEILING PAINT			73.98
326953	RC - PLASTIC FENCE			34.99
Vendor Filed As 001621 - ACE HARDWARE Total:				395.77
Vendor Filed As: 002370 - ARNOLD MOTOR SU				
07CR015152	RUT - #36 HOSE RETURNED			-59.99
07NV145380	RUT - #36 HOSE			69.28
Vendor Filed As 002370 - ARNOLD MOTOR SU Total:				9.29
Vendor Filed As: 002805 - BADDING CONSTRU				
INV0001004	MERCHANTS PARK IMP #2			189,168.75
Vendor Filed As 002805 - BADDING CONSTRU Total:				189,168.75
Vendor Filed As: 001943 - BAUER BUILT TIR				
120188770	#33 TIRE REPAIRS			114.00
Vendor Filed As 001943 - BAUER BUILT TIR Total:				114.00
Vendor Filed As: 000609 - BIERSCHBACH EQU				
102579	RUT - WHITE CONCRETE CURE			185.00
Vendor Filed As 000609 - BIERSCHBACH EQU Total:				185.00
Vendor Filed As: 003515 - BOMGAARS				
21345045	WWTP - RODENT POISON			5.59
21345147	FD - WALL REPAIR ITEMS			31.26
21345888	FD - WALL REPAIR ITEMS			37.05
21347724	RUT - BOLTS			33.19
21347996	PARKS AMINE SPRAY/WINTER...			86.48
21348038	WWTP BATTERY			119.99
21348574	CEM - WASHER/TRANSMISSI...			44.97
21348966	GARAGE - SAFETY EAR MUFFS			32.99
21349242	GARAGE - FLAG HOLDERS			18.32
21349635	WWTP - DEGREASER/CLR			46.98
Vendor Filed As 003515 - BOMGAARS Total:				456.82
Vendor Filed As: 003670 - BRIGGS INC OF O				
2337092-00	RC - DRAIN CLEANER			105.28
Vendor Filed As 003670 - BRIGGS INC OF O Total:				105.28
Vendor Filed As: 003693 - BRUNER & BRUNER				
4224	NUISANCE LEGAL FEES 624 SA...			697.00
4224	GENERAL LEGAL FEES			1,122.00
4225	POLICE & MAGISTRATE			527.00
4226	PUBLIC WORKS			238.00
Vendor Filed As 003693 - BRUNER & BRUNER Total:				2,584.00

COUNCIL CLAIMS 9/9/2024

Payment Dates: 8/27/2024 - 9/9/2024

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
Vendor Filed As: 003700 - BSN SPORTS INC.				
926084595	LP - T-BALLS, SOFTBALLS, BAS...			2,158.34
Vendor Filed As 003700 - BSN SPORTS INC. Total:				2,158.34
Vendor Filed As: 003791 - CAPITAL ONE				
01487	WWTP - SOAP, PAINT AND LI...	132103	09/05/2024	50.22
01966	AQUATIC - WATER FOR GUAR...	132103	09/05/2024	10.72
03614	RC - LINENS	132103	09/05/2024	15.94
04491	PD - FAN	132103	09/05/2024	16.88
04532	RC 9" TRAY AND POLE	132103	09/05/2024	26.91
06319	RC - TOWELS	132103	09/05/2024	5.76
08792	KEVIN RETIREMENT PARTY SU...	132103	09/05/2024	105.90
Vendor Filed As 003791 - CAPITAL ONE Total:				232.33
Vendor Filed As: 004138 - CAPITAL SANITAR				
R078845	FD - SCRUBBER PARTS			61.48
R079587	GARAGE - PAPER TOWELS AND..			388.88
R079733	RC - STAINLESS CLEANER			102.00
R079764	PD - TOILET PAPER & CLEANER			130.86
R079781	RC - TRASH BAGS			68.00
R79782	RC - HAND TOWELS			39.52
Vendor Filed As 004138 - CAPITAL SANITAR Total:				790.74
Vendor Filed As: 000747 - CARROLL AUTO SU				
211706	RUT - #36 OIL CHANGE			30.56
253752	RUT - #36 - OIL CHANGE			244.48
Vendor Filed As 000747 - CARROLL AUTO SU Total:				275.04
Vendor Filed As: 004146 - CARROLL CONTROL				
4955	WWTP - BLOWER BLDG MINI ...			4,540.00
Vendor Filed As 004146 - CARROLL CONTROL Total:				4,540.00
Vendor Filed As: 004155 - CARROLL COUNTY				
INV0001027	GASOLINE			2,197.32
INV0001027	GASOLINE			128.35
INV0001027	GASOLINE			73.88
INV0001027	GASOLINE			157.73
INV0001027	GASOLINE			269.10
INV0001027	GASOLINE			92.41
INV0001027	GASOLINE			104.98
INV0001027	GASOLINE			38.06
INV0001027	GASOLINE			1,425.80
INV0001027	GASOLINE			591.29
INV0001027	GASOLINE			444.87
Vendor Filed As 004155 - CARROLL COUNTY Total:				5,523.79
Vendor Filed As: 004170 - CARROLL COUNTY				
2024-1099	ECHO GROUP ANNEXATION R...			27.00
24-2757	QRS INVESTMENT DVLP AGMT...			22.00
24-2757	ECHO UR PLAN RECORDING			102.00
Vendor Filed As 004170 - CARROLL COUNTY Total:				151.00
Vendor Filed As: 004174 - CARROLL COUNTY				
INV0001024	PD AUGUST FINGERPRINTS			80.00
Vendor Filed As 004174 - CARROLL COUNTY Total:				80.00
Vendor Filed As: 004196 - CARROLL HYDRAUL				
67936	SEWER JETTER HOSE			254.39
Vendor Filed As 004196 - CARROLL HYDRAUL Total:				254.39
Vendor Filed As: 004200 - CARROLL LUMBER				
445724	FD - SHELVING FOR CLOSET			251.42
Vendor Filed As 004200 - CARROLL LUMBER Total:				251.42
Vendor Filed As: 000785 - CARROLL REFUSE				
INV0001032	AUG TRASH COLLECTIONS	132099	09/05/2024	29.65
Vendor Filed As 000785 - CARROLL REFUSE Total:				29.65

COUNCIL CLAIMS 9/9/2024

Payment Dates: 8/27/2024 - 9/9/2024

Payable Number	Description (Item)
Vendor Filed As: 002977 - CARROLL REFUSE	
INV0001033	AUGUST TRASH COLLECTIONS
Vendor Filed As: 004237 - CARROLL VETERIN	
INV0001018	OCT. DOG CARE CONTRACT
Vendor Filed As: 001148 - CERTIFIED TESTI	
SL20180	MERCHANTS PARK IMP - TEST...
SL20242	CBD ST PROJ. CONCRETE TEST...
Vendor Filed As: 002867 - CINTAS FIRST AI	
5226812046	PARKS - ANTISEPTIC PUMP
Vendor Filed As: 004835 - COMMERCIAL SAVI	
INV0000997	BANK DEPOSIT SLIPS
Vendor Filed As: 001384 - COPY SYSTEMS IN	
IN534526	FOLDER/INSERTER MAINTEN...
IN534738	FIN - FOLDER/INSERTER REPAI...
Vendor Filed As: 003145 - CORE AND MAIN	
V507169	WATER- METERS
Vendor Filed As: 002648 - D/R ELECTRIC IN	
4998	FUSE FOR SLOW PITCH LIGHTS
Vendor Filed As: 003988 - DAKOTA SUPPLY G	
S103795198.001	RUT FRAME AND GRATES
Vendor Filed As: 012590 - ECHO ELECTRIC S	
S010779256.001	FD - GFCI
S010779256.001	AQ - LIGHTS
Vendor Filed As: 003717 - ELECTRONIC CONT	
62073	PD - BRIVO CARD READERS
62073	LIB - BRIVO CARD READERS
62073	FIN - BRIVO CARD READERS
Vendor Filed As: 003971 - EMPLOYEE BENEFI	
INV0000995	HRA CHECKS
000043922	SEPT. DENTAL PREMIUMS
000043922	SEPT. VISION PREMIUMS
000043922	JULY-SEPT LIFE INS
000043922	SEPT. HEALTH INS. PREMIUMS
Vendor Filed As: 008050 - FASTENAL COMPAN	
IACAR196760	PARKS - SAFETY GLASSES
Vendor Filed As: 000633 - FILTER CARE	
132511	RUT FILTER CLEANING
Vendor Filed As: 002806 - FOUNDATION ANAL	
24-03977	SEWER - LAB TESTING

Payment Number	Payment Date	Amount
132101	09/05/2024	13,773.23
Vendor Filed As 002977 - CARROLL REFUSE Total:		13,773.23
		650.00
Vendor Filed As 004237 - CARROLL VETERIN Total:		650.00
		2,652.00
		3,086.50
Vendor Filed As 001148 - CERTIFIED TESTI Total:		5,738.50
		32.45
Vendor Filed As 002867 - CINTAS FIRST AI Total:		32.45
DFT0000357	08/27/2024	41.40
Vendor Filed As 004835 - COMMERCIAL SAVI Total:		41.40
		2,338.46
		185.25
Vendor Filed As 001384 - COPY SYSTEMS IN Total:		2,523.71
		2,740.23
Vendor Filed As 003145 - CORE AND MAIN Total:		2,740.23
		105.43
Vendor Filed As 002648 - D/R ELECTRIC IN Total:		105.43
		1,370.00
Vendor Filed As 003988 - DAKOTA SUPPLY G Total:		1,370.00
132106	09/05/2024	35.79
132106	09/05/2024	215.86
Vendor Filed As 012590 - ECHO ELECTRIC S Total:		251.65
		598.50
		451.50
		1,050.00
Vendor Filed As 003717 - ELECTRONIC CONT Total:		2,100.00
DFT0000355	08/27/2024	6,083.99
DFT0000373	09/01/2024	1,772.24
DFT0000373	09/01/2024	386.88
DFT0000373	09/01/2024	626.97
DFT0000373	09/01/2024	48,806.68
Vendor Filed As 003971 - EMPLOYEE BENEFI Total:		57,676.76
		36.38
Vendor Filed As 008050 - FASTENAL COMPAN Total:		36.38
		176.20
Vendor Filed As 000633 - FILTER CARE Total:		176.20
		2,012.25
Vendor Filed As 002806 - FOUNDATION ANAL Total:		2,012.25

COUNCIL CLAIMS 9/9/2024

Payment Dates: 8/27/2024 - 9/9/2024

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
Vendor Filed As: 003534 - FUSEBOX MARKETI				
8605	FIN - SEPT. WEB MAINTENAN...			255.00
		Vendor Filed As 003534 - FUSEBOX MARKETI Total:		255.00
Vendor Filed As: 009315 - GALLS INC.				
028690222	PD HOLSTER			32.22
		Vendor Filed As 009315 - GALLS INC. Total:		32.22
Vendor Filed As: 009500 - GEHLING WELDING				
155816	RUT - STORM INTAKE GRATE			241.00
		Vendor Filed As 009500 - GEHLING WELDING Total:		241.00
Vendor Filed As: 001992 - GOLF SERVICES L				
INV0001019	SEPT. CLUBHOUSE MANAGER			4,100.00
		Vendor Filed As 001992 - GOLF SERVICES L Total:		4,100.00
Vendor Filed As: 002172 - GPM ENVIRONMENT				
IW-8407	WWTP CALIBRATE 8 METERS			1,321.00
		Vendor Filed As 002172 - GPM ENVIRONMENT Total:		1,321.00
Vendor Filed As: 012540 - IMWCA				
INV91280	WORK COMP #3			12,647.00
		Vendor Filed As 012540 - IMWCA Total:		12,647.00
Vendor Filed As: 003722 - iSOLVED BENEFIT				
W35716	AUG FLEX SPENDING PARTICI...	DFT0000374	09/05/2024	82.80
		Vendor Filed As 003722 - iSOLVED BENEFIT Total:		82.80
Vendor Filed As: 013917 - JEO CONSULTING				
153458	NW PRESSURE ZONE - ENG.			300.00
153459	2023 WATERMAIN REPLACEM...			1,590.00
153460	WEST GOLFVIEW SUB - ADD'L ...			1,378.75
153461	HSPS PUMP IMPROVEMENTS			38,270.50
153462	NW SHELTERHOUSE ENGINEER..			2,586.25
		Vendor Filed As 013917 - JEO CONSULTING Total:		44,125.50
Vendor Filed As: 036298 - JET DRAIN SERVICES LLC				
INV0001022	2023 WATERMAIN REPLACM...			39,763.91
		Vendor Filed As 036298 - JET DRAIN SERVICES LLC Total:		39,763.91
Vendor Filed As: 003243 - JET'S OUTDOOR P				
17902	GOLF CART GPS REPAIRS			109.95
		Vendor Filed As 003243 - JET'S OUTDOOR P Total:		109.95
Vendor Filed As: 014520 - KASPERBAUER CLE				
176502	RC LAUNDER MOPS			156.33
		Vendor Filed As 014520 - KASPERBAUER CLE Total:		156.33
Vendor Filed As: 001345 - KELTEK INCORPOR				
11394	PD - SCANNER REPAIRS			80.00
		Vendor Filed As 001345 - KELTEK INCORPOR Total:		80.00
Vendor Filed As: 004008 - KOOIKER, AARON				
INV0001020	IA DOWNTOWN CONFERENCE...			225.12
INV0001021	CENTRAL IA CITY MGRS MTG			114.50
		Vendor Filed As 004008 - KOOIKER, AARON Total:		339.62
Vendor Filed As: 002453 - LAMBERTZ, JASON				
165574	PRODUCTION COSTS			870.00
		Vendor Filed As 002453 - LAMBERTZ, JASON Total:		870.00
Vendor Filed As: 003862 - LAWSON PRODUCTS				
9311807047	WWTP - LAB SUPPLIES & EQUIP			299.70
		Vendor Filed As 003862 - LAWSON PRODUCTS Total:		299.70
Vendor Filed As: 016510 - LOGAN CONTRACTO				
E19983	RUT - CRACK SEALANT			930.00
		Vendor Filed As 016510 - LOGAN CONTRACTO Total:		930.00

COUNCIL CLAIMS 9/9/2024

Payment Dates: 8/27/2024 - 9/9/2024

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
Vendor Filed As: 002331 - MACQUEEN EQUIPM				
P24220	RUT BROOMS			7,027.32
		Vendor Filed As 002331 - MACQUEEN EQUIPM Total:		7,027.32
Vendor Filed As: 002993 - MC CLURE ENGINE				
INV0001026	CBD STREET RESURFACING #1			263,004.69
		Vendor Filed As 002993 - MC CLURE ENGINE Total:		263,004.69
Vendor Filed As: 017220 - MC FARLAND CLIN				
INV0001017	PRE-EMPLOYMENT PHYSICAL ...			56.00
		Vendor Filed As 017220 - MC FARLAND CLIN Total:		56.00
Vendor Filed As: 003966 - MICROBAC LABORA				
NT2408381	MONTHLY BAC-T SAMPLE AN...			87.50
		Vendor Filed As 003966 - MICROBAC LABORA Total:		87.50
Vendor Filed As: 017585 - MIDWEST WHOLESA				
585664	RUT - FOAM BOARDS			156.80
585767	STORM INTAKE - FOAM SEALER			85.00
		Vendor Filed As 017585 - MIDWEST WHOLESA Total:		241.80
Vendor Filed As: 017855 - MPH INDUSTRIES				
6024137	PD - #19 RADAR EQUIPMENT			184.27
		Vendor Filed As 017855 - MPH INDUSTRIES Total:		184.27
Vendor Filed As: 018408 - NAPA AUTO PARTS				
082700	RUT - #36 HOSE			10.49
		Vendor Filed As 018408 - NAPA AUTO PARTS Total:		10.49
Vendor Filed As: 003263 - NETBANX				
INV0001001	REC JULY EFT PROCESSING FE...	DFT0000361	08/27/2024	88.23
INV0001001	REC JULY EFT PROCESSING FE...	DFT0000361	08/27/2024	0.57
		Vendor Filed As 003263 - NETBANX Total:		88.80
Vendor Filed As: 019123 - NORTH CENTRAL C				
507960	WWTP - LAB SUPPLIES			770.97
		Vendor Filed As 019123 - NORTH CENTRAL C Total:		770.97
Vendor Filed As: 020203 - OFFICE STOP, TH				
320718	RUT #31 LAMINATING			2.00
		Vendor Filed As 020203 - OFFICE STOP, TH Total:		2.00
Vendor Filed As: 003270 - OLSEN'S OUTDOOR				
INV0001025	PARKS UTILITY TRAILER			3,029.00
		Vendor Filed As 003270 - OLSEN'S OUTDOOR Total:		3,029.00
Vendor Filed As: 020326 - OPTIONS INK				
10126	WATER - MONTLY BAC-T SAM...			48.63
		Vendor Filed As 020326 - OPTIONS INK Total:		48.63
Vendor Filed As: 001949 - PERFORMANCE TIR				
0176996	PD #18 TIRE REPAIRS			29.96
0177150	PD - #18 OIL CHANGE			40.83
0177151	PD - #19 OIL CHANGE			37.68
0177152	PD #15 OIL CHANGE			96.50
0177153	PD #20 OIL CHANGE			44.36
0177155	PD #17 OIL CHANGE			40.83
		Vendor Filed As 001949 - PERFORMANCE TIR Total:		290.16
Vendor Filed As: 021735 - POSTMASTER				
INV0001003	POSTAGE TO MAIL WATER BIL...	132094	08/27/2024	1,975.96
		Vendor Filed As 021735 - POSTMASTER Total:		1,975.96
Vendor Filed As: 003485 - POTTEBAUM, DALE				
INV0001029	STEEL TOED BOOTS	132102	09/05/2024	200.00
		Vendor Filed As 003485 - POTTEBAUM, DALE Total:		200.00
Vendor Filed As: 021860 - PRESTO-X-COMPAN				
65918996	RC - PEST CONTROL			84.58

COUNCIL CLAIMS 9/9/2024

Payment Dates: 8/27/2024 - 9/9/2024

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
65919054	CITY HALL - PEST CONTROL			105.66
Vendor Filed As 021860 - PRESTO-X-COMPAN Total:				190.24
Vendor Filed As: 000625 - PRODUCTIVITY PL				
INV0001030	CREDIT ON ACCT	132098	09/05/2024	-1.56
RB51522	AIRPORT EQUIPMENT REPAIRS	132098	09/05/2024	299.54
Vendor Filed As 000625 - PRODUCTIVITY PL Total:				297.98
Vendor Filed As: 004030 - RASCH CONSTRUCT				
INV0001023	ADAMS ST RECONSTRUCTION ...			501,797.25
Vendor Filed As 004030 - RASCH CONSTRUCT Total:				501,797.25
Vendor Filed As: 023640 - RAY'S REFUSE SE				
INV0001034	AUGUST TRASH COLLECTIONS	132107	09/05/2024	36,730.27
Vendor Filed As 023640 - RAY'S REFUSE SE Total:				36,730.27
Vendor Filed As: 023815 - REGION XII COG				
8-24 RNDTBLE	CARROLL CTY ROUNDTABLE T...	132095	08/27/2024	15.00
8-24 RNDTBLE	CARROLL CTY ROUNDTABLE D...	132095	08/27/2024	15.00
8-24 RNDTBLE	CARROLL CTY ROUNDTABLE S...	132095	08/27/2024	30.00
INV0001031	AUG. TAXI PROGRAM DONAT...	132108	09/05/2024	1,365.00
Vendor Filed As 023815 - REGION XII COG Total:				1,425.00
Vendor Filed As: 024905 - SAFETY-KLEEN CO				
95084244	GARAGE PARTS CLEANER/WA...			292.35
Vendor Filed As 024905 - SAFETY-KLEEN CO Total:				292.35
Vendor Filed As: 002852 - SCHULTES, TYLER				
INV0001028	STEEL TOED BOOTS	132100	09/05/2024	137.20
Vendor Filed As 002852 - SCHULTES, TYLER Total:				137.20
Vendor Filed As: 025250 - SHERWIN WILLIAM				
2363-4	RC - PAINT ROLLER			7.66
Vendor Filed As 025250 - SHERWIN WILLIAM Total:				7.66
Vendor Filed As: 000155 - SHIVE HATTERY I				
2142302790-8	MERCHANT PARK IMP			3,750.00
Vendor Filed As 000155 - SHIVE HATTERY I Total:				3,750.00
Vendor Filed As: 003057 - SIMMERING-CORY				
2024-IC-0294	AUG. 2024 CODE SUPPLEMENT			1,654.00
Vendor Filed As 003057 - SIMMERING-CORY Total:				1,654.00
Vendor Filed As: 025333 - SNYDER & ASSOCI				
124.0636.01-1	US 30 TRAFFIC SIGNAL IMP			5,445.00
Vendor Filed As 025333 - SNYDER & ASSOCI Total:				5,445.00
Vendor Filed As: 004178 - SOLID WASTE MAN				
462435	WATER - PALLET DISPOSAL			12.69
Vendor Filed As 004178 - SOLID WASTE MAN Total:				12.69
Vendor Filed As: 028180 - STATE HYGIENIC				
285050	WATER - BAC-TEE SAMPLE AN...			58.00
285053	RC - WATER SAMPLE ANALYSIS			91.00
Vendor Filed As 028180 - STATE HYGIENIC Total:				149.00
Vendor Filed As: 025880 - STONE PRINTING				
111905	RC MARKERS/TAPE/SCRATCH ...			113.70
111934	FIN - BINDERS			47.54
112005	GC - PAPER TOWELS & TOILET...			178.98
12476	RC - 11 X 17 COPY PAPER			39.98
P8557	GC MUNI SCORECARDS			317.50
Vendor Filed As 025880 - STONE PRINTING Total:				697.70
Vendor Filed As: 026940 - TOYNE INC.				
8395	FIRE RESCUE VEHICLE CHASSIS			247,783.42
Vendor Filed As 026940 - TOYNE INC. Total:				247,783.42
Vendor Filed As: 027060 - TREASURER OF IO				
INV0001002	JULY SALES TAX	DFT0000362	08/27/2024	2,382.24

COUNCIL CLAIMS 9/9/2024

Payment Dates: 8/27/2024 - 9/9/2024

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
INV0001002	JULY SALES TAX	DFT0000362	08/27/2024	2,054.94
INV0001002	JULY SALES TAX	DFT0000362	08/27/2024	991.25
INV0001002	JULY SALES TAX	DFT0000362	08/27/2024	1,031.14
INV0001002	JULY SALES TAX	DFT0000362	08/27/2024	7,353.07
INV0001002	JULY SALES TAX	DFT0000362	08/27/2024	2,838.06
INV0001002	JULY SALES TAX	DFT0000362	08/27/2024	587.72
Vendor Filed As 027060 - TREASURER OF IO Total:				17,238.42
Vendor Filed As: 028174 - UNITED STATES C				
0672357853	CELL PHONES	132096	08/27/2024	39.12
0672357853	CELL PHONES	132096	08/27/2024	75.23
0672357853	CELL PHONES	132096	08/27/2024	13.04
0672357853	CELL PHONES	132096	08/27/2024	13.04
0672357853	CELL PHONES	132096	08/27/2024	13.04
0672357853	CELL PHONES	132096	08/27/2024	57.95
Vendor Filed As 028174 - UNITED STATES C Total:				211.42
Vendor Filed As: 002449 - UNITYPOINT CLIN				
236913	RANDOM DRUG TESTING			210.00
Vendor Filed As 002449 - UNITYPOINT CLIN Total:				210.00
Vendor Filed As: 029010 - VEENSTRA & KIMM				
27366-8	WWTP DIGESTER/VLR AIR PIP...			7,866.60
Vendor Filed As 029010 - VEENSTRA & KIMM Total:				7,866.60
Vendor Filed As: 003138 - WHEN TO WORK IN				
82115555-100-12-PRO-24	RC WHEN TO WORK SCHEDUL...			677.00
82115555-100-12-PRO-24	AQ WHEN TO WORK SCHEDUL...			339.00
Vendor Filed As 003138 - WHEN TO WORK IN Total:				1,016.00
Vendor Filed As: 003291 - WORLDWAY INTEGR				
INV0000998	JULY AQ CC PROCESSING FEES	DFT0000358	08/27/2024	313.30
INV0000999	REC JULY IN-OFFICE CC PROCE...	DFT0000359	08/27/2024	284.93
INV0000999	REC JULY IN-OFFICE CC PROCE...	DFT0000359	08/27/2024	15.95
INV0000999	REC JULY IN-OFFICE CC PROCE...	DFT0000359	08/27/2024	-1.36
INV0001000	JULY REC ONLINE CC PROCESS...	DFT0000360	08/27/2024	7.83
INV0001000	JULY REC ONLINE CC PROCESS...	DFT0000360	08/27/2024	41.83
INV0001000	JULY REC ONLINE CC PROCESS...	DFT0000360	08/27/2024	336.48
INV0001000	JULY REC ONLINE CC PROCESS...	DFT0000360	08/27/2024	8.46
Vendor Filed As 003291 - WORLDWAY INTEGR Total:				1,007.42
Vendor Filed As: 003970 - WORLDWIDE EXPRE				
2408038750	FREIGHT W/E 8/7/2024	132105	09/05/2024	23.85
2408038750	FREIGHT W/E 8/7/2024	132105	09/05/2024	42.20
2408129290	FREIGHT W/E 8/28/2024	132104	09/05/2024	40.75
2408129290	FREIGHT W/E 8/28/2024	132104	09/05/2024	20.71
Vendor Filed As 003970 - WORLDWIDE EXPRE Total:				127.51
Grand Total:				1,506,952.55

Report Summary

Fund Summary

Fund	Expense Amount	Payment Amount
001 - GENERAL FUND	102,491.59	60,920.06
110 - ROAD USE TAX FUND	12,037.57	-1.56
301 - C.P. - EQUIPMENT PURCHASE	247,783.42	0.00
304 - C.P. STREETS	773,333.44	0.00
311 - C.P.-PARKS & RECREATION	195,612.72	0.00
316 - C.P. - UTILITY FUND	1,378.75	0.00
600 - WATER UTILITY FUND	15,492.64	9,393.63
602 - WATER UTILITY CAP. IMP.	79,924.41	0.00
610 - SEWER UTILITY FUND	12,766.93	2,951.19
612 - SEWER UTILITY CAP. IMP.	7,866.60	0.00
620 - STORM WATER UTILITY	587.72	587.72
850 - MEDICAL INSURANCE FUND	57,676.76	57,676.76
Grand Total:	1,506,952.55	131,527.80

Gross Payroll \$222,753.70

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: September 3, 2024

SUBJECT: Eighth Amended and Restated Urban Renewal Plan

- Resolution Authorizing Advancement of Costs for an Urban Renewal Project and Certification of Expenses Incurred by the City for Payment Under Iowa Code Section 403.19

At the August 26, 2024 Council meeting, Council approved a city match of \$100,000 for 504 N Adams Street for an Emergency Catalyst Building Remediation Grant administered by the Iowa Economic Development Authority. This project is a TIF eligible project listed in the Downtown Urban Renewal Plan.

City Staff would recommend advancing the costs of this city match from the Local Option Sales Tax (LOST) Fund and request reimbursement from TIF collections. In order to do that, the attached resolution needs to be approved by Council and the debt certified before December 1, 2024, to collect TIF in FY 26. It is anticipated that the City will pay the city match by the completion of the project.

RECOMMENDATION: Council consideration and approval of the resolution authorizing advancement of costs for the city match for the Emergency Catalyst Building Remediation Grant for 504 N Adams Street from the Local Option Sales Tax (LOST) Fund to be reimbursed by TIF collections from the Downtown Urban Renewal Area.

September 9, 2024

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

Absent: _____

* * * * *

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

AYES: _____

NAYS: _____

RESOLUTION NO. _____

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

WHEREAS, the City of Carroll, Iowa has adopted the Eighth Amended and Restated Central Business District Urban Renewal Plan (the "Plan") for the Central Business District Project Area (the "Urban Renewal Area") for the purpose of undertaking urban renewal projects, including the projects described as "local match to the Community Catalyst Building Remediation Grant administered by the Iowa Economic Development Authority" (the "Project") within the Urban Renewal Area; and

WHEREAS, the Project is located in the Urban Renewal Area; is described in Section IV of the Plan; does not exceed the projected Project cost estimate of \$200,000 in the Plan; and, in the judgment of the Council will further one or more of the objectives of the Plan. Therefore, the Project constitutes a public use and purpose as provided by Iowa Code Chapters 15A and 403; and

WHEREAS, the City intends to advance or has advanced costs from the Local Option Sales Tax Fund to pay costs associated with the Project, and thereafter reimburse said fund with tax increment; and

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

WHEREAS, it is the intention of the City to certify the amount of funds advanced for reimbursement under Iowa Code Section 403.19 before December 1, 2024; and

WHEREAS, the amount of funds advanced or to be advanced for the Project is currently estimated at \$100,000.

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

Section 1. Pursuant to Ordinance No. 2304, there has been established the Central Business District Urban Renewal Area Tax Increment Revenue Fund (the "Tax Increment Fund"), into which all incremental property tax revenues received from the Urban Renewal Area, as amended, are deposited. The Council finds the Project to be an Urban Renewal Project as defined in Iowa Code Chapter 403, and further finds that said Project is included in the Plan for the Urban Renewal Area.

Section 2. It is hereby directed that the total costs for the Project advanced from time to time from the Local Option Sales Tax Fund in order to pay the costs of the Project shall be treated as an internal loan (the "Loan") from the Local Option Sales Tax Fund and the Local Option Sales Tax Fund shall be reimbursed the total actual Project cost from the Tax Increment Fund.

Section 3. All Project costs to be incurred for the Project are approved, to be advanced as described in Section 2. The Project is currently estimated to cost approximately \$100,000.

Section 4. Certification for reimbursement under Iowa Code Section 403.19 shall be made by the Council on or before December 1, 2024.

ADOPTED AND PASSED BY THE CITY COUNCIL OF THE CITY OF CARROLL, STATE OF IOWA, this 9th day of September, 2024.

Mayor

ATTEST:

City Clerk

CERTIFICATE

STATE OF IOWA)
) SS
COUNTY OF CARROLL)

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

WITNESS my hand and the seal of the Council hereto affixed this 10th day of September, 2024.

City Clerk, City of Carroll, State of Iowa

01643346-1\99500-009

City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Aaron Kooiker, City Manager

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

DATE: September 4, 2024

SUBJECT: US 30 Traffic Signal Improvements - 2024
Supplemental Agreement for Additional Services #1

The May 28, 2024, Professional Services Agreement with Snyder & Associates, Inc. for the US 30 Traffic Signal Improvements project included services for a coordinated traffic signal timing plan. That plan included coordination of traffic signal timing of a proposed Monterey Drive traffic signal with the traffic signals at Grant Road and Griffith Road.

With the Monterey Drive traffic signal no longer being proposed, the coordinated traffic signal timing plan is not necessary. Also, with the Monterey Drive traffic signal no longer being proposed, an advanced warning flasher for US 30 eastbound at Griffith Road can be considered.

A Supplemental Agreement for Additional Services #1 has been prepared to delete design services for the coordinated traffic signal timing plan and add design services for advanced warning flashers on US 30 eastbound at Griffith Road. With the proposed changes the revised fees are as follows:

Original Agreement	\$12,100.00 Lump Sum
Supplemental Agreement #1	(\$ 6,200.00) Lump Sum
Revised Fee	\$5,900.00

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 US 30 Traffic Signal Improvements project..

RMK:lp

attachments (2)

RESOLUTION NO. _____

RESOLUTION APPROVING THE SUPPLEMENTAL AGREEMENT FOR ADDITIONAL SERVICES #1 WITH SNYDER & ASSOCIATES, INC. FOR PROFESSIONAL SERVICES FOR THE US 30 TRAFFIC SIGNAL IMPROVEMENTS PROJECT.

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

WHEREAS, a Professional Services Agreement for the development of the US 30 Traffic Signal Improvements project with Snyder & Associates, Inc. was approved on May 28, 2024; and,

WHEREAS, as a result of a change in the Scope of Services of the U.S. 30 Traffic Signal Improvements Project, a Supplemental Agreement for Additional Service #1 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 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 for the U.S. 30 Traffic Signal Improvements 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 9th day of September, 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.
2727 SW Snyder Blvd.
Ankeny, IA 50023

Attn: Tony Boes
Phone: 515-964-2020
Fax: 515-964-7938

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

Client: City of Carroll, Iowa	
Project Name: US 30 Traffic Signal Improvements - 2024	
S&A Project Number: 124.0636	Original Agreement Date: May 28, 2024

DESCRIPTION OF ADDITIONAL SERVICES:

Add advance warning flashers on US 30 eastbound at Griffith Rd.

Delete US 30 coordinated traffic signal timing plans.

Original Agreement Fee: \$12,100 Lump Sum

Supplemental Agreement #1 Changes: -\$6,200

Revised Fee: \$5,900 Lump Sum

☒ Lump Sum in the amount of: \$5,900 revised total fee

☐ Hourly plus expenses per original agreement or attached fee schedule, estimated budget: \$

☐ Document attached:

The undersigned, on behalf of the Client, understands and agrees that the services described in this Supplemental are additional services, 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, Iowa (Client)
(Type or Print Name above line)

By: _____
(Authorized Agent)

Gerald H. Fleshner
(Printed or typed signature)

Date: September 9, 2024

SNYDER & ASSOCIATES, INC. (Professional)
Digitally signed by Mark A. Land, P.E., CFM
Date: 2024.08.26 07:59:40 -05'00'
By: _____
(Authorized Agent)

Mark A. Land, P.E., CFM
(Printed or typed signature)

Date: 08/26/2024

Route executed to:

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: September 3, 2024

SUBJECT: Echo Urban Renewal Plan – 2nd Reading

- Consideration of Ordinance for the division of revenues under Section 403.19, Code of Iowa, for Echo Urban Renewal Plan
- Consideration of 3rd Reading

At the August 26, 2024 Council meeting, Council approved the Echo Urban Renewal Plan and the first reading of the tax increment finance (TIF) ordinance. Also at that meeting, Council approved entering into a Development Agreement with QRS Investments, L.L.C. for a TIF rebate. QRS Investments, L.L.C. will construct a 21,000 square foot commercial building and install public improvements including an 8" water main. The City will make up to five (5) Economic Development Grant payments (upon completion of the project) to the developer not to exceed the lesser of (i) the amount of public improvement costs or (ii) \$250,000.

Since the last Council meeting, no public comments have been received regarding this ordinance.

In order to make the grant payments, the City needs to approve the second and third readings and adopt the attached ordinance.

RECOMMENDATION: Council consideration and approval of the second and third readings of the TIF ordinance and final adoption of the ordinance.

ORDINANCE NO. _____

AN ORDINANCE PROVIDING THAT GENERAL PROPERTY TAXES LEVIED AND COLLECTED EACH YEAR ON ALL PROPERTY LOCATED WITHIN THE ECHO URBAN RENEWAL AREA, IN CITY OF CARROLL, COUNTY OF CARROLL STATE OF IOWA, BY AND FOR THE BENEFIT OF THE STATE OF IOWA, CITY OF CARROLL, COUNTY OF CARROLL, CARROLL COMMUNITY SCHOOL DISTRICT, AND OTHER TAXING DISTRICTS, BE PAID TO A SPECIAL FUND FOR PAYMENT OF PRINCIPAL AND INTEREST ON LOANS, MONIES ADVANCED TO AND INDEBTEDNESS, INCLUDING BONDS ISSUED OR TO BE ISSUED, INCURRED BY THE CITY IN CONNECTION WITH THE ECHO URBAN RENEWAL AREA (**THE ECHO URBAN RENEWAL PLAN**)

WHEREAS, the City Council of the City of Carroll, State of Iowa, after public notice and hearing as prescribed by law and pursuant to Resolution No. 24-71 passed and approved on the 26th day of August, 2024, adopted an Urban Renewal Plan (the "Urban Renewal Plan") for an urban renewal area known as the Echo Urban Renewal Area (the "Urban Renewal Area"), which Urban Renewal Area includes the lots and parcels located within the area legally described as follows:

Lot 1, Lot 2 and Lot 4 all of the NE $\frac{1}{4}$ SE $\frac{1}{4}$ of Section 14, Township 84 North, Range 35 West of the 5th P.M., Carroll County, Iowa.

AND

Lot 3 of the SE $\frac{1}{4}$ SE $\frac{1}{4}$ of Section 14, Township 84 North, Range 35 West of the 5th P.M., Carroll County, Iowa.

AND

The full right of way of HWY 71 adjacent thereto; and

WHEREAS, expenditures and indebtedness are anticipated to be incurred by the City of Carroll, State of Iowa, in the future to finance urban renewal project activities carried out in furtherance of the objectives of the Urban Renewal Plan; and

WHEREAS, the City Council of the City of Carroll, State of Iowa, desires to provide for the division of revenue from taxation in the Urban Renewal Area, as above described, in accordance with the provisions of Section 403.19, Code of Iowa, as amended.

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

Section 1. That the taxes levied on the taxable property in the Urban Renewal Area legally described in the preamble hereof, by and for the benefit of the State of Iowa, City of Carroll,

County of Carroll, Carroll Community School District, and all other taxing districts from and after the effective date of this Ordinance shall be divided as hereinafter in this Ordinance provided.

Section 2. That portion of the taxes which would be produced by the rate at which the tax is levied each year by or for each of the taxing districts upon the total sum of the assessed value of the taxable property in the Urban Renewal Area, as shown on the assessment roll as of January 1 of the calendar year preceding the first calendar year in which the City of Carroll, State of Iowa, certifies to the Auditor of Carroll County, Iowa the amount of loans, advances, indebtedness, or bonds payable from the division of property tax revenue described herein, shall be allocated to and when collected be paid into the fund for the respective taxing district as taxes by or for the taxing district into which all other property taxes are paid.

Section 3. That portion of the taxes each year in excess of the base period taxes determined as provided in Section 2 of this Ordinance shall be allocated to and when collected be paid into a special tax increment fund of the City of Carroll, State of Iowa, hereby established, to pay the principal of and interest on loans, monies advanced to, indebtedness, whether funded, refunded, assumed or otherwise, including bonds or obligations issued under the authority of Section 403.9 or 403.12, Code of Iowa, as amended, incurred by the City of Carroll, State of Iowa, to finance or refinance, in whole or in part, urban renewal projects undertaken within the Urban Renewal Area pursuant to the Urban Renewal Plan, except that (i) taxes for the regular and voter-approved physical plant and equipment levy of a school district imposed pursuant to Section 298.2, Code of Iowa, and taxes for the instructional support program of a school district imposed pursuant to Section 257.19, Code of Iowa, (but in each case only to the extent required under Section 403.19(2), Code of Iowa); (ii) taxes for the payment of bonds and interest of each taxing district; (iii) taxes imposed under Section 346.27(22), Code of Iowa, related to joint county-city buildings; and (iv) any other exceptions under Section 403.19, Code of Iowa, shall be collected against all taxable property within the Urban Renewal Area without any limitation as hereinabove provided.

Section 4. Unless or until the total assessed valuation of the taxable property in the Urban Renewal Area exceeds the total assessed value of the taxable property in the Urban Renewal Area as shown by the assessment roll referred to in Section 2 of this Ordinance, all of the taxes levied and collected upon the taxable property in the Urban Renewal Area shall be paid into the funds for the respective taxing districts as taxes by or for the taxing districts in the same manner as all other property taxes.

Section 5. At such time as the loans, advances, indebtedness, bonds and interest thereon of the City of Carroll, State of Iowa, referred to in Section 3 hereof have been paid, all monies thereafter received from taxes upon the taxable property in the Urban Renewal Area shall be paid into the funds for the respective taxing districts in the same manner as taxes on all other property.

Section 6. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed. The provisions of this Ordinance are intended and shall be construed so as to fully implement the provisions of Section 403.19, Code of Iowa, as amended, with respect to the division of taxes from property within the Urban Renewal Area as described above. In the event that any provision of this Ordinance shall be determined to be contrary to law, it shall not affect other provisions or application of this Ordinance which shall at all times be

construed to fully invoke the provisions of Section 403.19, Code of Iowa, with reference to the Urban Renewal Area and the territory contained therein.

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

PASSED AND APPROVED this _____ day of _____, 2024.

Mayor

ATTEST:

City Clerk

Read First Time: August 26, 2024

Read Second Time: _____, 2024

Read Third Time: _____, 2024

PASSED AND APPROVED: _____, 2024.

I, _____, City Clerk of the City of Carroll, State of Iowa, hereby certify that the above and foregoing is a true copy of Ordinance No. _____ passed and approved by the City Council of the City at a meeting held _____, 2024, signed by the Mayor on _____, 2024, and published in the Carroll Times Herald on _____, 2024.

City Clerk, City of Carroll, State of Iowa

(SEAL)

02381688\10275-095

City of Carroll


627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Aaron Kooiker, City Manager 

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

DATE: September 5, 2024

SUBJECT: Not to Exceed \$1,655,000 General Obligation Capital Loan Notes (CBD Street Resurfacing – 2024 Project and US 30 Traffic Signals Project)

- Resolution Fixing Date for a Meeting on the Proposition to Authorize a Loan Agreement and the Issuance of Notes to Evidence the Obligations of the City Thereunder

At the June 10 Council meeting, Council awarded a construction contract to Ten Point Construction Co., Inc. for the CBD Street Resurfacing – 2024 Project. The FY 2025 Budget also includes funding for design services for the US 30 Traffic Signals Project. Proposed funding for these projects is a debt issuance Fall of 2024. Completion of the CBD Street Resurfacing - 2024 Project is estimated to be November 1, 2024, and the US 30 Traffic Signals Project is scheduled for FY 2026.

Part of the debt issuance process requires a public hearing. Attached is a resolution to set a public hearing to issue debt for the projects described above. The proposed date for public hearing is the next regularly scheduled Council meeting of September 23, 2024. This debt is planned to be repaid with tax increment finance (TIF) collections from the Downtown Urban Renewal Area. The debt is planned to be repaid by June 1, 2027. Debt proceeds are scheduled to be delivered by the end of November 2024.

The notice of public hearing is part of the attached resolution. A new requirement for debt issuances is to include an estimate of the annual increase in property taxes as the result of the issuance on a residential property with an actual value of \$100,000. I have worked with the City's financial advisors, PFM Financial Advisors, LLC, to estimate the annual tax impact for a residential property valued at \$100,000 to be \$10.36. This is based upon level debt service payments over 20 years and does not take into account if any other city debt is getting paid off or if another funding source is paying this debt. In the case of this debt issuance, TIF collections will be paying this debt; therefore, there will be no impact on the City's debt service levy.

If you have any questions, please call me or stop by City Hall.

RECOMMENDATION: Council consideration and approval of the attached resolution setting public hearing date for September 23, 2024, for the Not to Exceed \$1,655,000 General Obligation Capital Loan Notes for the CBD Street Resurfacing – 2024 Project and design services for the US 30 Traffic Signals Project and directing City Clerk to publish said notice.

September 9, 2024

The City Council of the City of Carroll, State of Iowa, met in regular session, in the Council Chambers, City Hall, 627 N. Adams Street, Carroll, Iowa, at 5:15 P.M., on the above date. There were present Mayor _____, in the chair, and the following named Council Members:

Absent: _____

Vacant: _____

* * * * *

Council Member _____ introduced the following Resolution entitled "RESOLUTION FIXING DATE FOR A MEETING ON THE AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$1,655,000 GENERAL OBLIGATION URBAN RENEWAL CAPITAL LOAN NOTES OF THE CITY OF CARROLL, STATE OF IOWA (FOR ESSENTIAL CORPORATE URBAN RENEWAL PURPOSES), AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF", and moved that the same be adopted. Council Member _____ seconded the motion to adopt. The roll was called and the vote was,

AYES: _____

NAYS: _____

Whereupon, the Mayor declared the resolution duly adopted as follows:

RESOLUTION NO. _____

RESOLUTION FIXING DATE FOR A MEETING ON THE AUTHORIZATION OF A LOAN AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED \$1,655,000 GENERAL OBLIGATION URBAN RENEWAL CAPITAL LOAN NOTES OF THE CITY OF CARROLL, STATE OF IOWA (FOR ESSENTIAL CORPORATE URBAN RENEWAL PURPOSES), AND PROVIDING FOR PUBLICATION OF NOTICE THEREOF

WHEREAS, by Resolution No. 23-34, adopted May 22, 2023, this Council found and determined that certain areas located within the City are eligible and should be designated as an urban renewal area under Iowa law, and approved and adopted the Eighth Amended and Restated Urban Renewal Plan (the "Plan") for the Central Business District Project Urban Renewal Area (the "Area" or "Urban Renewal Area"), which Plan is on file in the office of the Recorder of Carroll County, Iowa; and

WHEREAS, it is deemed necessary and advisable that the City of Carroll, State of Iowa, should provide for the authorization of a Loan Agreement and issuance of General Obligation Urban Renewal Capital Loan Notes, to the amount of not to exceed \$1,655,000, as authorized by Sections 384.24A, 384.25 and 403.12, of the Code of Iowa, for the purpose of providing funds to pay costs of carrying out essential corporate urban renewal purpose project(s) as hereinafter described; and

WHEREAS, the Loan Agreement and Notes shall be payable from the Debt Service Fund; and

WHEREAS, before a Loan Agreement may be authorized and General Obligation Urban Renewal Capital Loan Notes, issued to evidence the obligation of the City thereunder, it is necessary to comply with the provisions of the Code of Iowa, as amended, and to publish a notice of the proposal and of the time and place of the meeting at which the Council proposes to take action for the authorization of the Loan Agreement and Notes and to receive oral and/or written objections from any resident or property owner of the City to such action.

WHEREAS, before notes may be issued, it is necessary to comply with the procedural requirements of Chapters 384 and 403 of the Code of Iowa, and to publish a notice of the proposal to issue such notes and the right to petition for an election.

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

Section 1. That this Council meet in the Council Chambers, City Hall, 627 N. Adams Street, Carroll, Iowa, at 5:15 P.M., on the 23rd day of September, 2024, for the purpose of taking action on the matter of the authorization of a Loan Agreement and issuance of not to exceed \$1,655,000 General Obligation Urban Renewal Capital Loan Notes, for essential corporate urban renewal purposes, the proceeds of which notes will be used to provide funds to pay the costs of aiding in the planning, undertaking, and carrying out of urban renewal projects under the authority of Iowa Code Chapter 403 and the Eighth Amended and Restated Urban Renewal Plan for the Central Business District Project Urban Renewal Area, as amended from time to time, including those costs associated with street restoration and resurfacing; and the acquisition, installation, and repair of traffic control devices such as the US Highway 30 Traffic Signal equipment replacement project.

Section 2. To the extent any of the projects or activities described in this resolution may be reasonably construed to be included in more than one classification under Subchapter III of Chapter 384 of the Code of Iowa, the Council hereby elects the "essential corporate purpose" classification and procedure with respect to each such project or activity, pursuant to Section 384.28 of the Code of Iowa.

Section 3. The Clerk is authorized and directed to proceed on behalf of the City with the negotiation of terms of a Loan Agreement and the issuance of General Obligation Urban Renewal Capital Loan Notes, evidencing the City's obligations to a principal amount of not to exceed \$1,655,000, to select a date for the final approval thereof, to cause to be prepared such notice and sale information as may appear appropriate, to publish and distribute the same on behalf of the City and this Council and otherwise to take all action necessary to permit the completion of a loan on a basis favorable to the City and acceptable to the Council.

Section 4. That the Clerk is hereby directed to cause at least one publication to be made of a notice of the meeting, in a legal newspaper, printed wholly in the English language, published at least once weekly, and having general circulation in the City. The publication to be

not less than ten clear days nor more than twenty days before the date of the public meeting on the issuance of the Notes.

Section 5. The notice of the proposed action to issue notes shall be in substantially the following form:

NOTICE OF MEETING OF THE CITY COUNCIL OF THE
CITY OF CARROLL, STATE OF IOWA, ON THE MATTER OF
THE PROPOSED AUTHORIZATION OF A LOAN
AGREEMENT AND THE ISSUANCE OF NOT TO EXCEED
\$1,655,000 GENERAL OBLIGATION URBAN RENEWAL
CAPITAL LOAN NOTES OF THE CITY (FOR ESSENTIAL
CORPORATE URBAN RENEWAL PURPOSES), AND THE
HEARING ON THE ISSUANCE THEREOF

PUBLIC NOTICE is hereby given that the City Council of the City of Carroll, State of Iowa, will hold a public hearing on the 23rd day of September, 2024, at 5:15 P.M., in the Council Chambers, City Hall, 627 N. Adams Street, Carroll, Iowa, at which meeting the Council proposes to take additional action for the authorization of a Loan Agreement and the issuance of not to exceed \$1,655,000 General Obligation Urban Renewal Capital Loan Notes, for essential corporate urban renewal purposes, to provide funds to pay the costs of aiding in the planning, undertaking, and carrying out of urban renewal projects under the authority of Iowa Code Chapter 403 and the Eighth Amended and Restated Urban Renewal Plan for the Central Business District Project Urban Renewal Area, as amended from time to time, including those costs associated with street restoration and resurfacing; and the acquisition, installation, and repair of traffic control devices such as the US Highway 30 Traffic Signal equipment replacement project. Principal and interest on the proposed Loan Agreement will be payable from the Debt Service Fund.

At any time before the date of the meeting, a petition, asking that the question of issuing such Notes be submitted to the legal voters of the City, may be filed with the Clerk of the City in the manner provided by Section 362.4 of the Code of Iowa, pursuant to the provisions of Sections 384.24(3)(q), 384.24A, 384.25 and 403.12 of the Code of Iowa.

The annual increase in property taxes as the result of the issuance on a residential property with an actual value of one hundred thousand dollars is estimated not to exceed \$10.63. This estimate only considers the impact on property taxes of financing authority established by this hearing for the above-described project(s). The Notes may be issued in one or more series over a number of years. Finance authority established by this hearing may be combined with additional finance authority, causing the estimate for the annual increase in property taxes for the entire issuance to be greater than the estimate stated herein. Changes in other levies may cause the actual annual increase in property taxes to vary.

At the above meeting the Council shall receive oral or written objections from any resident or property owner of the City to the above action. After all objections have been received and considered, the Council will at the meeting or at any adjournment thereof, take additional action for the authorization of a Loan Agreement and the issuance of the Notes to evidence the obligation of the City thereunder or will abandon the proposal to issue said Notes.

This notice is given by order of the City Council of the City of Carroll, State of Iowa, as provided by Chapters 384 and 403 of the Code of Iowa.

Dated this 13th day of September, 2024.

City Clerk, City of Carroll, State of Iowa

(End of Notice)

PASSED AND APPROVED this 9th day of September, 2024.

Mayor

ATTEST:

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: Chad Tiemeyer, Director of Parks and Recreation 
DATE: August 30, 2024
SUBJECT: Can Play Curriculum and Branding Licensing Agreement

The Carroll Parks and Recreation Department has been approached by several families in the local community to try and provide extra opportunities for children with special needs. One family inquired about a non-profit out of Des Moines called Can Play. Can Play was founded 13 years ago by Melissa Clarke-Wharff, for her son and many others like him, living with special needs. Can Play has developed a comprehensive adapted program to meet the needs of all ages and abilities. They currently have four activity curriculums, soccer, basketball, diamondball (baseball-softball), and are developing flag football and floor hockey for next year, and plan to continue to grow. Can Play currently has partnerships with parks and recreation agencies in Solon, Des Moines, Waukee, Iowa City, and Red Oak. Staff reached out to several of the agencies with nothing but very positive feedback.

The structure for Can Play for moving forward: Help develop a plan, train staff and volunteers to provide adaptive services for individuals of all different abilities and special needs, promote with the help of their marketing tools to help raise awareness and attract participants to our communities new adapted programs, prepare us with all instructional materials and curriculum needed, and then host the program and enjoy!

There is initiation fee of \$2,500 to partner with Can-Play, this covers curriculum, brand licensing, marketing aids, and all training. After this, it is a \$1,000 fee per year to continue with continued training throughout the year to help learn the new programs, access to training videos and adapted programming, new teaching techniques, and continuing to help market, normally bringing in participants in from an hour or further away, since this type of programming isn't available in most communities. We can leave the program at any time with a 30-day notice. To help offset the costs of sign up and yearly fee, sign up fees are allowed and encouraged. Each of the other Parks and Recreation agencies do require a small fee to offset staff time and materials.

Staff is excited to enter this venture with Can Play since many with disabilities are often left out or are uncomfortable participating in regular programs. We believe that Can Play will be a great partner and tool to growing these opportunities to not only children with disabilities, but also adults!

RECOMMENDATION: Mayor and City Council consideration and approval of the attached Resolution approving the Can Play Curriculum and Brand licensing Agreement.

RESOLUTION NO. _____

**A RESOLUTION APPROVING A CURRICULUM AND BRAND LICENSING AGREEMENT
WITH CAN PLAY**

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

WHEREAS, the Can Play Curriculum and Brand Licensing Agreement is attached hereto as Exhibit "A"; and

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

NOW, THEREFORE, BE IT RESOLVED that the Can Play Curriculum and Brand Licensing Agreement, attached as Exhibit "A", be authorized and approved, and that the Mayor and City Clerk are authorized to execute the contract on behalf of the City of Carroll.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 9th day of September, 2024.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

BY: _____
Gerald H. Fleshner, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk



Can Play Curriculum and Brand Licensing Agreement

This Curriculum and Brand Licensing Agreement ("Agreement") is made and entered into as of September 9, 2024, by and between **Can Play Adapted Programs**. ("Licensor") and **City of Carroll Parks and Recreation, 627 North Adams, Carroll, Iowa** ("Licensee").

1. Purpose

The purpose of this Agreement is to grant the Licensee the right to use Can Play's curriculum, brand, and related materials for the implementation and operation of adapted sports and recreational programs.

2. Grant of License

2.1 Curriculum License: Licensor grants Licensee a non-exclusive, non-transferable license to use Can Play's curriculum, including lesson plans, instructional materials, and program guidelines.

2.2 Brand License: Licensor grants Licensee a non-exclusive, non-transferable license to use Can Play's trademarks, logos, and branding materials in connection with the implementation and promotion of the adapted sports and recreational programs.

3. Term

This Agreement shall commence on the Effective Date and shall continue for a period of one (1) year, unless terminated earlier in accordance with the terms of this Agreement. This Agreement may be renewed for additional one-year terms upon mutual agreement of both parties.

4. Licensee Obligations

4.1 Compliance with Curriculum: Licensee agrees to implement and operate the programs in accordance with the curriculum provided by Licensor, ensuring all adaptations and guidelines are followed.

4.2 Brand Usage: Licensee agrees to use Can Play's trademarks and branding materials solely in connection with the promotion and operation of the programs and in a manner that maintains the integrity and reputation of the Can Play brand.

4.3 Reporting: Licensee agrees to provide Licensor with regular reports on program implementation, participant feedback, and other relevant data as requested by Licensor.

5. Licensor Obligations

5.1 Curriculum Updates: Licensor agrees to provide Licensee with updates to the curriculum as they become available.

5.2 Support: Licensor agrees to provide reasonable support to Licensee, including training and guidance on program implementation and brand usage.

6. Fees and Payment

6.1 License Fee: Licensee agrees to pay Licensor a license start up fee of \$2,500.00 upon execution of this Agreement. Then annually \$1,000.00 thereafter upon renewal.

6.2 Additional Costs: Licensee is responsible for all costs associated with the implementation and operation of the programs, including but not limited to materials, staffing, and facilities.

7. Intellectual Property

Licensee acknowledges that Can Play's curriculum, trademarks, logos, and all related materials are the exclusive property of Licensor. Licensee shall not claim any ownership rights to these intellectual properties and shall not use them for any purpose other than as expressly permitted by this Agreement.

8. Termination

8.1 Termination for Convenience: Either party may terminate this Agreement for any reason upon thirty (30) days written notice to the other party.

8.2 Termination for Cause: Either party may terminate this Agreement immediately upon written notice if the other party breaches any material term of this Agreement and fails to cure such breach within fifteen (15) days after receipt of notice of the breach.

9. Indemnification

Licensee agrees to indemnify and hold harmless Licensor from any and all claims, liabilities, damages, and expenses (including reasonable attorney's fees) arising out of or related to Licensee's implementation and operation of the programs.

10. Miscellaneous

10.1 Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of [State].

10.2 Entire Agreement: This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements and understandings, whether written or oral, relating to the subject matter hereof.

10.3 Amendment: This Agreement may only be amended in writing signed by both parties.

10.4 Severability: If any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions shall continue in full force and effect.

10.5 Assignment: Licensee may not assign this Agreement or any of its rights or obligations hereunder without the prior written consent of Licensor.

IN WITNESS WHEREOF, the parties hereto have executed this Curriculum and Brand Licensing Agreement as of the Effective Date.

Can Play Adapted

By: _____
Name: Melissa Clarke-Wharff
Title: Founder

Date: _____

City of Carroll Parks and Recreation, Carroll, Iowa

By: _____
Name: _____
Title: _____
Date: _____

ABOUT CAN PLAY

Since 2012, Can Play has empowered thousands of children of all ages and abilities to play. By adapting the pace, style, and rules of the game, Can Play ensures inclusivity and safety in all of their programs.

Let us help bring play for every **BODY** to your community.



Where play has no limits.



HOW IT WORKS

Starting Can Play Adapted Programs involves some key steps to ensure its success. Can Play's experienced and trusted leaders have spent extensive time developing curriculum and testing proven adaptation strategies.

"Having access to training videos and curriculum has made implementing an adapted program much easier for me. The hard work has already been done, which allows me to focus on building relationships with the participants and providing better support for their experience."

- Can Play program manager

When you partner with Can Play, you're not merely accessing an adapted recreation sports program--you're enlisting a team of dedicated professionals committed to supporting your success every **step** of the way.

START HERE

To learn more about your journey as a licensed location.

STEP 1: CONTACT US

To answer any further questions you might have and learn more.

STEP 2: DEVELOP A PLAN

We will guide you through the process of implementing your year-round Can Play Adapted Programs from start to finish.

STEP 3: TRAIN

Train your staff using our virtual onboarding classes to ensure they are well-qualified.

STEP 4: PROMOTE

Utilize our predesigned marketing tools to raise awareness and attract participants to your community's Adapted Programs.

STEP 5: PREPARE

Review the print and digital instructional materials with any staff member. Discuss participants' needs and levels of abilities.

STEP 6: PLAY!

It's time celebrate your commitment to inclusion by engaging with your participants!

Share on your social medias and thank everyone who contributed to the success!

SEEING BEYOND THE DIAGNOSIS & BEHAVIOR

WEEK ONE COACH'S CARDS

WEEK 1

ADAPTED RECREATION

CAN PLAY ADAPTED SOCCER



City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Aaron Kooiker, City Manager 
FROM: Chad Tiemeyer, Director of Parks and Recreation 
DATE: August 30, 2024
SUBJECT: City of Carroll – Renovations at Merchants Park Project

- Change Order No. 1

During construction at Merchants Park, items were discovered that needed to be addressed. The items are in detail in the attached and proposed Change Order No. 1 and are summarized below.

The work includes:

1. COR-003: Coaches box deletion:
 - a. The area just outside of the dugouts was to be concreted and fenced in for coaches to legally be able to be outside of the dugouts during games. After discussion, the plan for concrete in this location could provide extra maintenance issues since the drainage of the field, specifically the home plate areas, disperses water towards these areas. Staff would require more maintenance to keep this area free of the field ag lime, or raise the concrete height, which could potentially lead to hazards for play and obstructing drainage. There were also issues with fence height in this area, being too low for the coach's space. We will delete this area from the project and can revisit options in the future if needed.
2. COR-004: Chain link fence height increase:
 - a. A portion of the protective netting, past the main grandstands that extends in front of the new aluminum bleacher areas, was thought to be able to be attached to the top of the fence, while allowing to leave the entrance gate to the field to have no contact with the netting. The company chosen for the netting supplies requires a bottom rail or contact to connect to. Due to this, there will now be a cross bar above the top of the swinging gate. Every player over 6' tall would then have to duck below a metal bar to enter the field, instead of just the netting. We have requested to change this to a 7' tall section of fencing for this space to allow ease of access on and off the field, while still protecting the spectators at the new entrance to the aluminum bleachers.

Deletion of coaches box	(\$3,873.00)
<u>Chain link height increase</u>	<u>\$ 785.00</u>

Total Amount for Change Order No. 1 (\$ 3,088.00)

This is an overall credit.

	<u>Cost</u>	<u>Completion Date</u>
Original Contract	\$ 1,307,800.00	December 1, 2024
Change Order No. 1 (Proposed)	\$ -3,088.00	0 days
Contract with Change Order No. 1	\$ 1,304,712.00	December 1, 2024

The budget for the Merchants Park Improvement Project includes a planned construction contingency of \$80,000. After approval of Change Order No. 1, all \$80,000 will remain for the project.

RECOMMENDATION: Mayor and City Council consideration and approval of the attached credit and Change Order No. 1 for the Merchants Park Improvement Project in the credit amount of \$3,088.00.



AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
City of Carroll - Renovations at Merchants
Park
Vine St., Carroll, Iowa 51401

CONTRACT INFORMATION:
Contract For: General Construction
Date: May 29, 2024

CHANGE ORDER INFORMATION:
Change Order Number: 001
Date: August 30, 2024

OWNER: *(Name and address)*
City of Carroll
627 N Adams Street
Carroll, Iowa 51401

ARCHITECT: *(Name and address)*
Shive-Hattery
4125 Westown Parkway, Suite 100
West Des Moines, Iowa 50266

CONTRACTOR: *(Name and address)*
Badding Construction
814 W 9th Street
Carroll, Iowa 41401

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

COR-003 - Coaches Area (PR-002): \$(3,873.00)

COR-004 - Chain Link Fence Height Increase: \$785.00

Total: \$(3,088.00)

The original Contract Sum was	\$	1,307,800.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	1,307,800.00
The Contract Sum will be decreased by this Change Order in the amount of	\$	3,088.00
The new Contract Sum including this Change Order will be	\$	1,304,712.00

The Contract Time will be unchanged by Zero (0) days.

The new date of Substantial Completion will be the same

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Shive-Hattery
ARCHITECT *(Firm name)*
Karen Hardisty

SIGNATURE
Karen Hardisty, PE, Project Manager
PRINTED NAME AND TITLE

09/03/2024
DATE

Badding Construction
CONTRACTOR *(Firm name)*

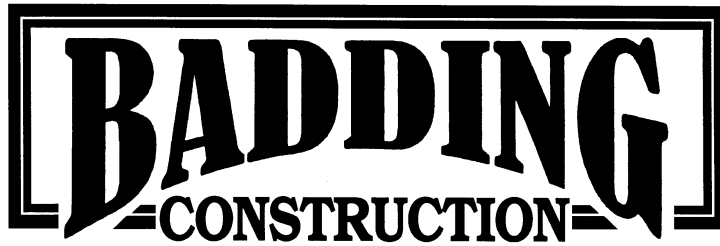
SIGNATURE
Nick Badding, Project Manager
PRINTED NAME AND TITLE

09.03.2024
DATE

City of Carroll
OWNER *(Firm name)*

SIGNATURE
PRINTED NAME AND TITLE

DATE



August 21, 2024

Shive-Hattery, Inc.
4125 Westown Parkway, Suite 100
Des Moines, IA 50266

RE: City of Carroll
Renovations at Merchants Park
Carroll, IA
PR 002 – Delete Coaches Area

Cara,

Per your request, please find listed below the credit for PR 002 – Delete Coaches Area.

Total Credit: (\$ 3,873.00)

Sincerely,

Nick Badding
Project Manager

cc: Bill Kunecke
Chad Tiemeyer

Contractor's Cost Summary

Project :	Renovations at Merchants Park	Reference: PR 002 - Delete
	Carroll, Iowa	Coaches Area
Contractor:	Badding Construction Company	Date: 8/21/2024
	Carroll, Iowa	

1.) Labor	\$0.00	
2.) Materials	\$0.00	
3.) Equipment	\$0.00	
4.) Subtotal (lines 1 thru 3)		\$0.00
5.) Overhead & Profit (15.0% of line 4)		\$0.00
6.) Premium Time on Contract Work		\$0.00
7.) Subcontractor's		
a. WCI Concrete	(\$1,265.00)	
b. American Fence	(\$2,120.00)	
c. K & D Painting	(\$450.00)	
d.	\$0.00	
e.	\$0.00	
f.	\$0.00	
g.	\$0.00	
h.	\$0.00	
8.) Total Subcontractor Cost		(\$3,835.00)
9.) Contractor's OH & P on Subcontractor's Work (0% of line 8)		\$0.00
10.) Subtotal (lines 4, 5, 6, 8 and 9)		(\$3,835.00)
11.) Insurance & Performance Bond @ 0.10%		(\$38.35)
12.) Total Cost (lines 10 & 11)		(\$3,873.00)
13.) Adjustment in Contract Time (calendar days):		0 days

West Central Iowa Concrete Repair

602 W. 8th Street

Carroll, Iowa 51401

Phone: 866.595.7566

Fax: 712.775.2308



August 16, 2024

RE: PR 002 – Coaches Area Credit

P.O.C. – Nick Badding / nbadding@baddingconstruction.com

Scope of Work Changed:

- Deduct 115 sq. ft. of concrete paving from the original design of the coach's area at the 1st base dugout
- Deduct 115 sq. ft. of concrete paving from the original design of the coach's area at the 3rd base dugout

Summary:

Deduct the installation of 230 sq. ft. of concrete paving

Total Credit Amount: \$ 1,265.00

Scott A. Schon

Co-Owner

AMERICAN FENCE COMPANY



Omaha • Lincoln • Grand Island • Cedar Rapids • Des Moines • Sioux City • Sioux Falls • Rochester
AmeriFence Corporation of Madison • AmeriFence Corporation of Kansas City

Transmittal

August 21, 2024

From:
American Fence Company
Scott Mattis
6300 NW Beaver Drive
Johnston, IA 50313
Ph: 515-265-6100
Email: s.mattis@americafence.com
Project: Merchants Park

To:
Badding Construction
Nick Badding
814 West 9th St
Carroll, IA 51401
Ph: 712-792-4123
Email: nbadding@baddingconstruction.com
Submittal: CO #1 Deduct Railing

<input type="checkbox"/> Product Data	<input type="checkbox"/> Shop Drawings	<input type="checkbox"/> RFI	<input type="checkbox"/> Plans
<input type="checkbox"/> Architectural Drawings	<input type="checkbox"/> Notification	<input type="checkbox"/> Specifications	<input type="checkbox"/> Proposal
<input type="checkbox"/> Engineering Drawings	<input checked="" type="checkbox"/> Change Orders	<input type="checkbox"/> Submittals	

Per PR002, American Fence to deduct 30LF of railing at Coaches Area.

Total Deduct: \$2,120.00

K&D PAINTING

PR

626 W. 8th St - Carroll, IA 51401

Phone / Fax : 712 792 4863

Cell : 712 830 0749

Email : craigluchtel@yahoo.com

Attn: Nick Badding

To: Badding Construction

From: Craig Luchtel

Phone: (712) 792-4123

Pages: 1

Fax: N/A

Date: 08/18/24

RE: Merchants Park Renovation

CC: File

This following change order includes all labor, material, insurance and tax for the above referenced project.

All changes to meet PR # 002

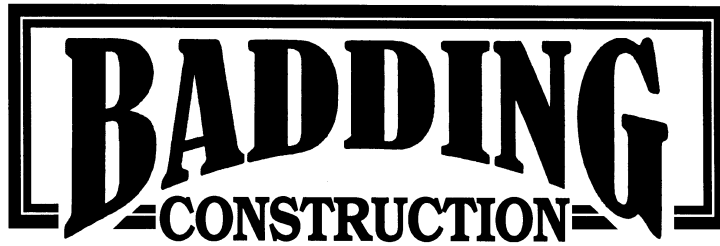
Deduct a sum of: \$450.00

Craig Luchtel

Craig Luchtel

President

Accepted by



August 12, 2024

RE: City of Carroll
Merchants Park Renovation
Carroll, Iowa
PR 002 – Coaches Area

TO: WCI Concrete
American Fence
K & D Painting

Please find attached PR 002 – Coaches Area for City of Carroll – Merchants Park Renovation in Carroll, Iowa.

Please review the PR and provide cost changes by noon on Thursday, August 15th.

Give me a call if you have any questions.

Thanks

Nick Badding
Project Manager

cc: Bill Kunecke

enc.

**SHIVE-HATTERY, INC.
PROPOSAL REQUEST**

PROJECT: City of Carroll – Renovations at
Merchants Park

PROPOSAL REQUEST NO: 002

TO: Badding Construction
814 W 9th Street
Carroll, IA 51401

DATE OF ISSUANCE: August 12, 2024

ARCHITECT: Shive-Hattery, Inc.
4125 Westown Pkwy, Ste 100
West Des Moines, IA 50266

FOR: General Construction

ARCHITECT'S PROJECT NO: 2142302790

Please submit an itemized proposal for changes in the Contract Sum and Contract Time for proposed modifications to the Contract Documents describe herein.

THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE, OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

Description:

REMOVE paving and railing for coaches' area at both first and third base dugout as indicated in revised drawings.

MOVE location of field access gate as indicated in revised drawings.

ISSUED BY:

SHIVE-HATTERY, INC.

Karen Hardisty

Karen Hardisty, PE

Attachments: C101, C102, S100, A120

Copy: Chad Tiemeyer – City of Carroll
Nick Badding – Badding
Karen Hardisty – Shive-Hattery
Phil Parrott – Shive-Hattery
Brent Strauch – Shive-Hattery



P:\Projects\2024\12102790\12102790.dwg
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BLEACHER INSTALLATION.
REFER TO SPECIFICATIONS AND
DETAILS FOR ADDITIONAL
INFORMATION.

CONSTRUCTION LIMITS (TYP)

METAL FENCE

PARKING

SIDEWALK

3/4" CONDUITS

1/2" CONDUIT

C102 - THIRD BASE

CHAIN LINK FENCE

WATER SHUTOFF

DIRT

STEPS W/
RAILING

GRASS

POLE TO POLE TENSION
SYSTEM - REFER TO C501

STEPS W/
RAILING

GATE

ADD
PR

1/2" CONDUIT

1238

GRASS

DIRT

1238

GRANDSTAND

TRANSFORMER

SIDEWALK

OUTLET

PARKING

METAL FENCE

CONSTRUCTION LIMITS (TYP)

BLEACHER INSTALLATION.
REFER TO SPECIFICATIONS AND
DETAILS FOR ADDITIONAL
INFORMATION.

C102 - FIRST BASE

POLE TO POLE TENSION NETTING
SYSTEM - REFER TO C501

STEPS W/
RAILING

DUGOUT

STEPS W/
RAILING

GRASS

DIRT

CHAIN LINK FENCE

1239

GATE

WATER SHUTOFF

1/2" CONDUIT

1238

SIDEWALK

1238

0 5 10 20
SCALE IN FEET

OVERALL SITE
AND GRADING
PLAN

DRAWN BY	MJH	ADD 02	04/29/2024	ADDENDUM #2
APPROVED BY	BMS	PR 002	08/09/2024	PR 002
ISSUED FOR	CONSTRUCTION DOCUMENTS			
ISSUE DATE	04/12/2024			
PROJECT NUMBER	2142302790			
FIELD BOOK				

RENOVATIONS AT MERCHANTS PARK

CITY OF CARROLL, IA
VINE ST., CARROLL, IA

C101 Page 52

SHIVEHATTERY
ARCHITECTURE + ENGINEERING

4125 WESTOWN PKWY, SUITE 100
WEST DES MOINES, IOWA 50266
515.223.8104 | SHIVEHATTERY.COM

1. THE LOCATIONS OF UTILITY MAINS, STRUCTURES AND SERVICE CONNECTIONS PLOTTED ON THIS DRAWING ARE APPROXIMATE ONLY AND WERE OBTAINED FROM RECORDS MADE AVAILABLE TO SHIVE-HATTERY, INC. THERE MAY BE OTHER EXISTING UTILITY MAINS, STRUCTURES AND SERVICE CONNECTIONS NOT KNOWN TO SHIVE-HATTERY, INC. AND NOT SHOWN ON THIS DRAWING. THE VERIFICATION OF EXISTENCE OF, AND THE DETERMINATION OF THE EXACT LOCATION OF, UTILITY MAINS, STRUCTURES AND SERVICE CONNECTIONS SHALL BE THE RESPONSIBILITY OF THE CONSTRUCTION CONTRACTOR(S).
2. NOTIFY UTILITY COMPANIES WHOSE FACILITIES ARE SHOWN ON THE PLANS OR KNOWN TO BE WITHIN CONSTRUCTION LIMITS OF THE SCHEDULE PRIOR TO EACH STAGE OF CONSTRUCTION.
3. PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL UNCOVER EXISTING UTILITIES AT CRITICAL LOCATIONS TO VERIFY EXACT HORIZONTAL AND VERTICAL LOCATION AND NOTIFY ENGINEER OF ANY POTENTIAL CONFLICTS.
4. IOWA CODE 480, UNDERGROUND FACILITIES INFORMATION, REQUIRES VERBAL NOTICE TO IOWA ONE-CALL 1-800-292-8989, NOT LESS THAN 48 HOURS BEFORE EXCAVATING, EXCLUDING WEEKENDS AND HOLIDAYS. CONTRACTOR TO HIRE A PRIVATE LOCATOR FOR PRIVATE UTILITY LOCATES AT THE CONTRACTOR'S EXPENSE.
5. THE MEANS OF THE WORK AND THE SAFETY OF THE CONTRACTOR'S EMPLOYEES ARE SOLELY THE RESPONSIBILITY OF THE CONTRACTOR.
6. NO WORK SHALL BE PERFORMED BEYOND THE PROJECT LIMITS WITHOUT PRIOR AUTHORIZATION FROM THE OWNER'S REPRESENTATIVE.
7. PROTECT EXISTING UTILITIES DURING CONSTRUCTION. CONTRACTOR IS RESPONSIBLE FOR LOCATING ALL PRIVATE UTILITIES.
8. MAINTAIN POSITIVE DRAINAGE ON THE SITE THROUGHOUT THE PROJECT DURATION.
9. SITE CLEAN-UP SHALL BE PERFORMED ON A DAILY BASIS. SIDEWALKS, PARKING LOTS, ROADWAYS, ETC. SHALL BE KEPT CLEAN AT ALL TIMES.
10. ALL OPEN EXCAVATIONS SHALL BE PROTECTED.
11. REPLACE ANY PROPERTY MONUMENTS REMOVED OR DESTROYED BY CONSTRUCTION. MONUMENTS SHALL BE SET BY A LAND SURVEYOR REGISTERED TO PRACTICE IN THE STATE OF IOWA.

- 02
ADD

6" CHAINLINK FENCE. INCLUDE CONTINUOUS CHAINLINK UNDER DUGOUT ROOF OVERHEAD SIMILAR TO EXISTING

SAFETY NETTING POLE (TYP)

5" WIDE GATE

ISOLATION JOINT (TYP)

5" PCC SIDEWALK PAVEMENT (TYP)

GRADING LIMITS (TYP)

DUGOUT RENOVATION LIMITS SEE ARCHITECTURAL PLANS

GRADING LIMITS

WHERE INFIELD TURF AREA WAS DISTURBED, RESPREAD STOCKPILED TOPSOIL, FREE FROM OTHER SOILS AND MATERIALS TO PROVIDE QUALITY GROWING MEDIUM. SEEDING INSTALLATION BY OWNER.

SAFETY NETTING POLE (TYP)

ELEVATED LEG TRUSS TYPE BLEACHERS - REFER TO SPECIFICATION 13 3400

6" FIBER REINFORCED PCC PAVEMENT

ISOLATION JOINT (TYP)

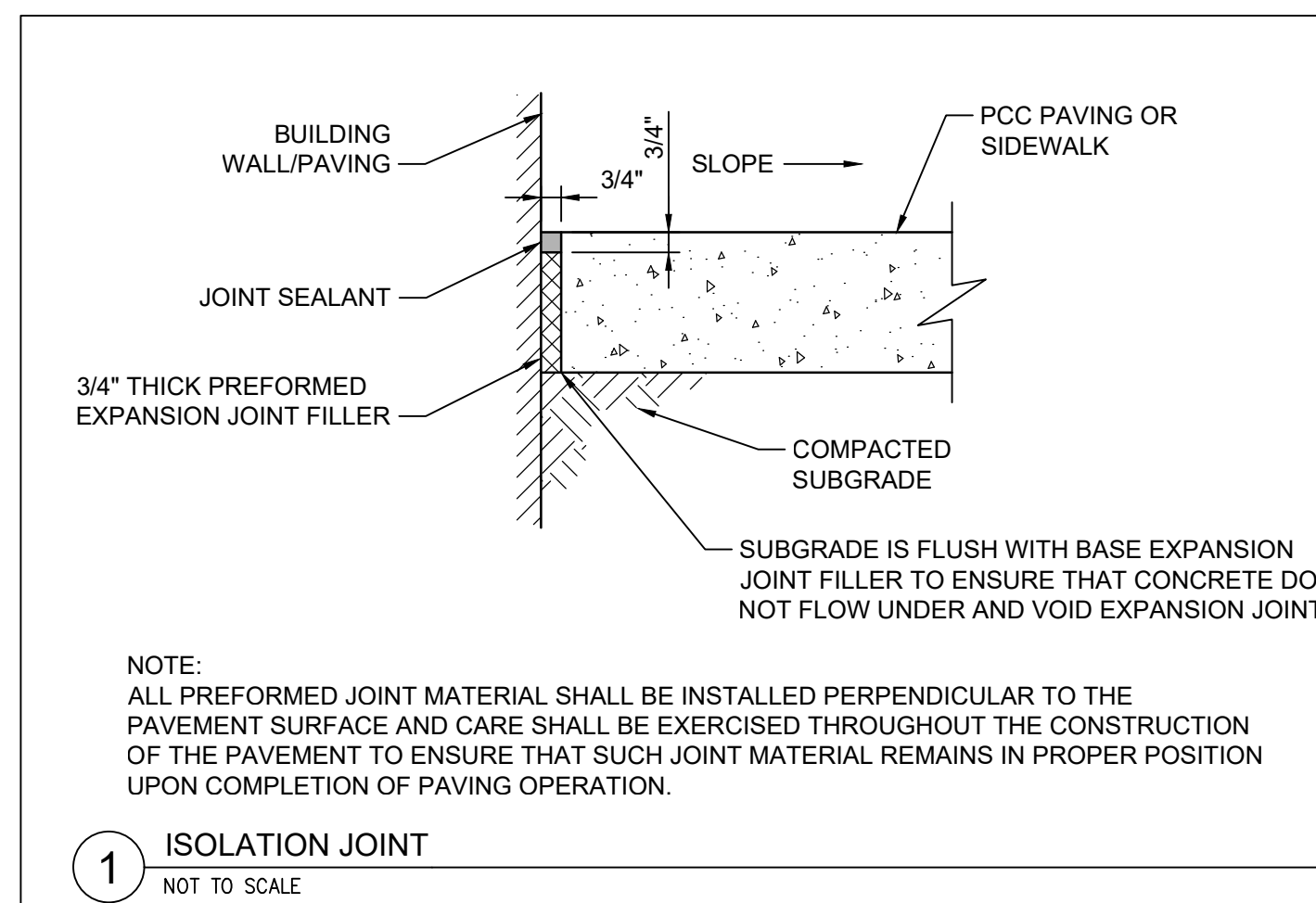
6"

6"

4"

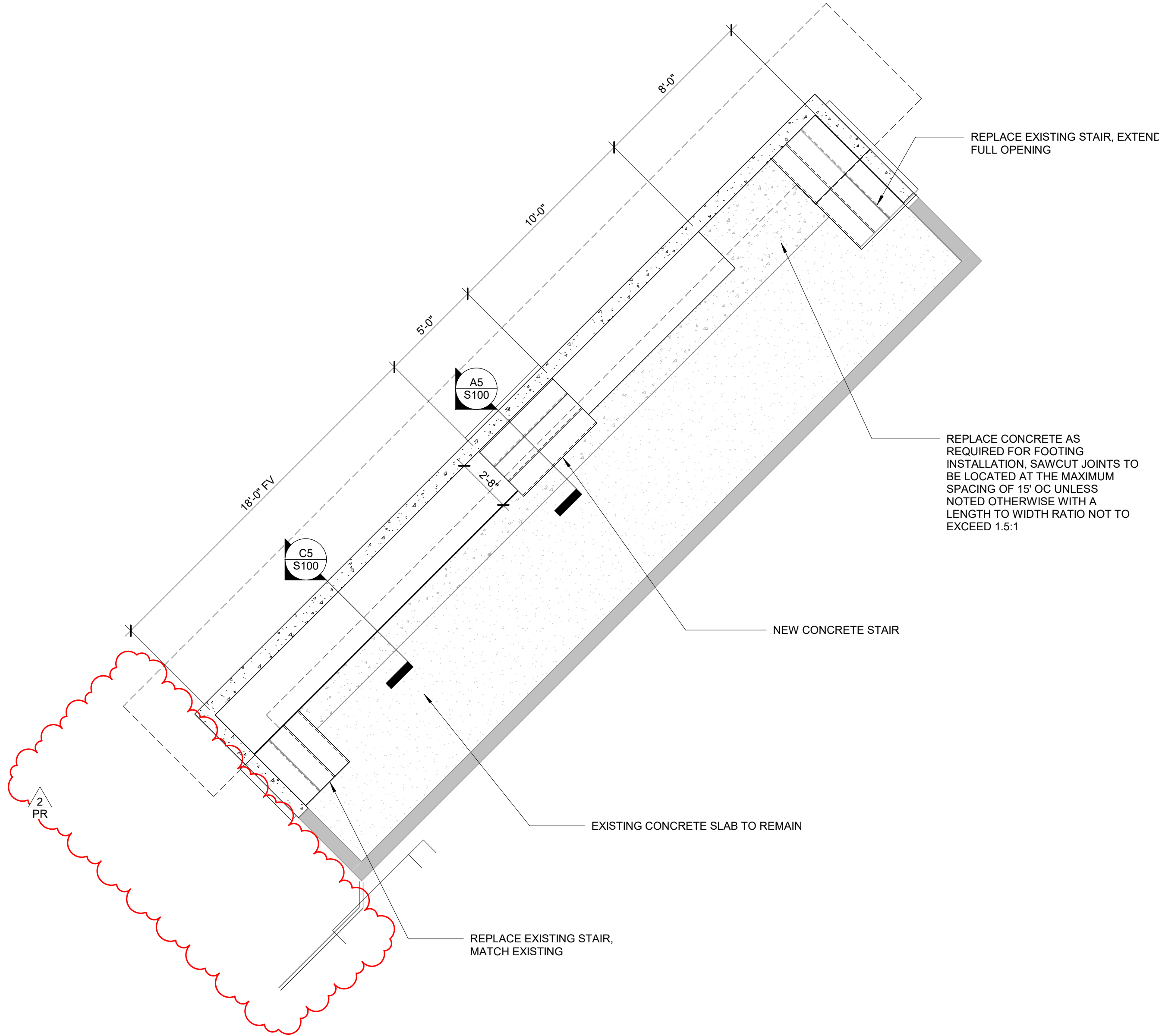
0 2.5 5 10

SCALE IN FEET

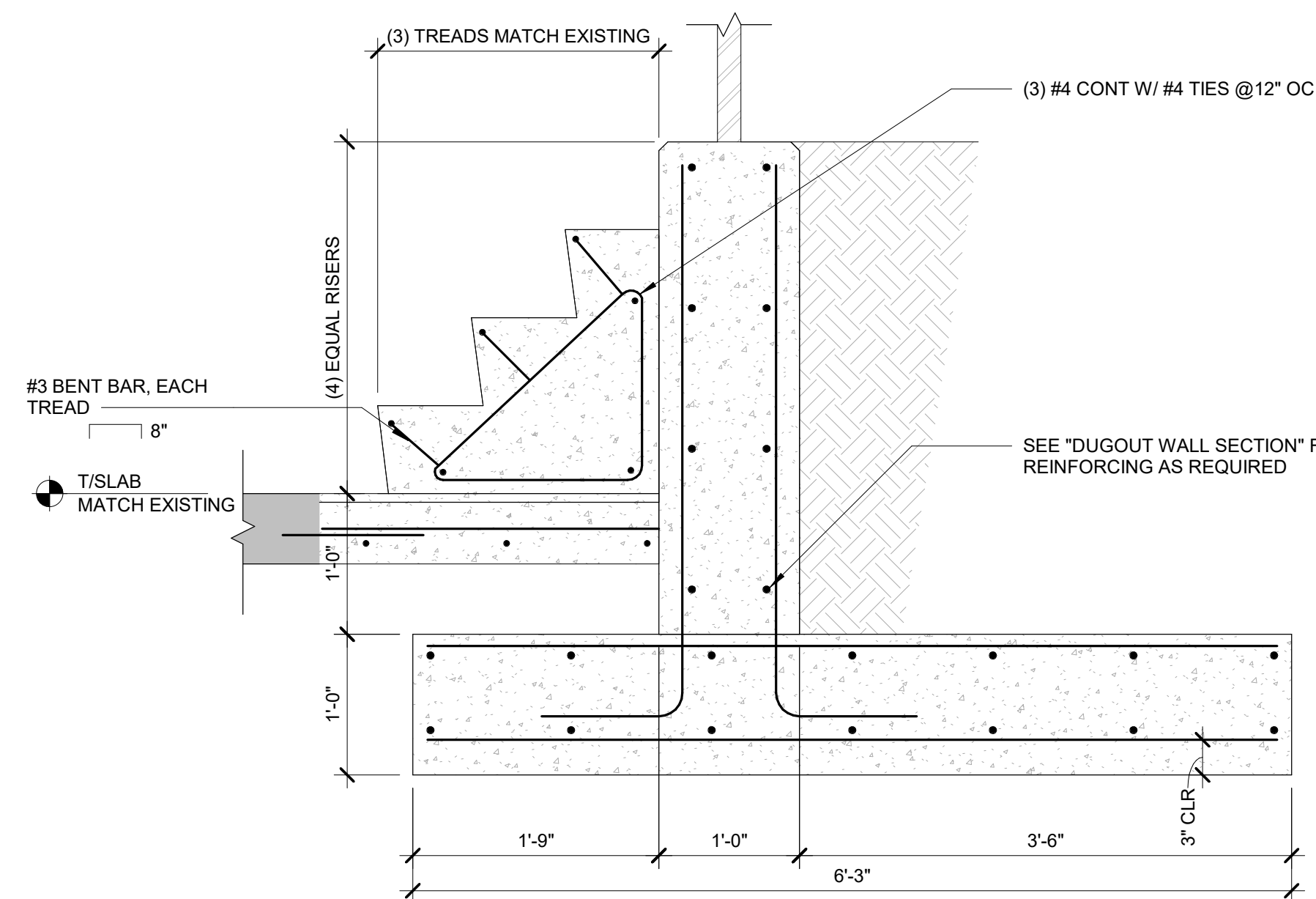


AutoCAD Doc: J:\214202790 City of Carroll 2023
Minimum Plot Size: 10.00 x 10.00
Minimum Plot Size: 10.00 x 10.00

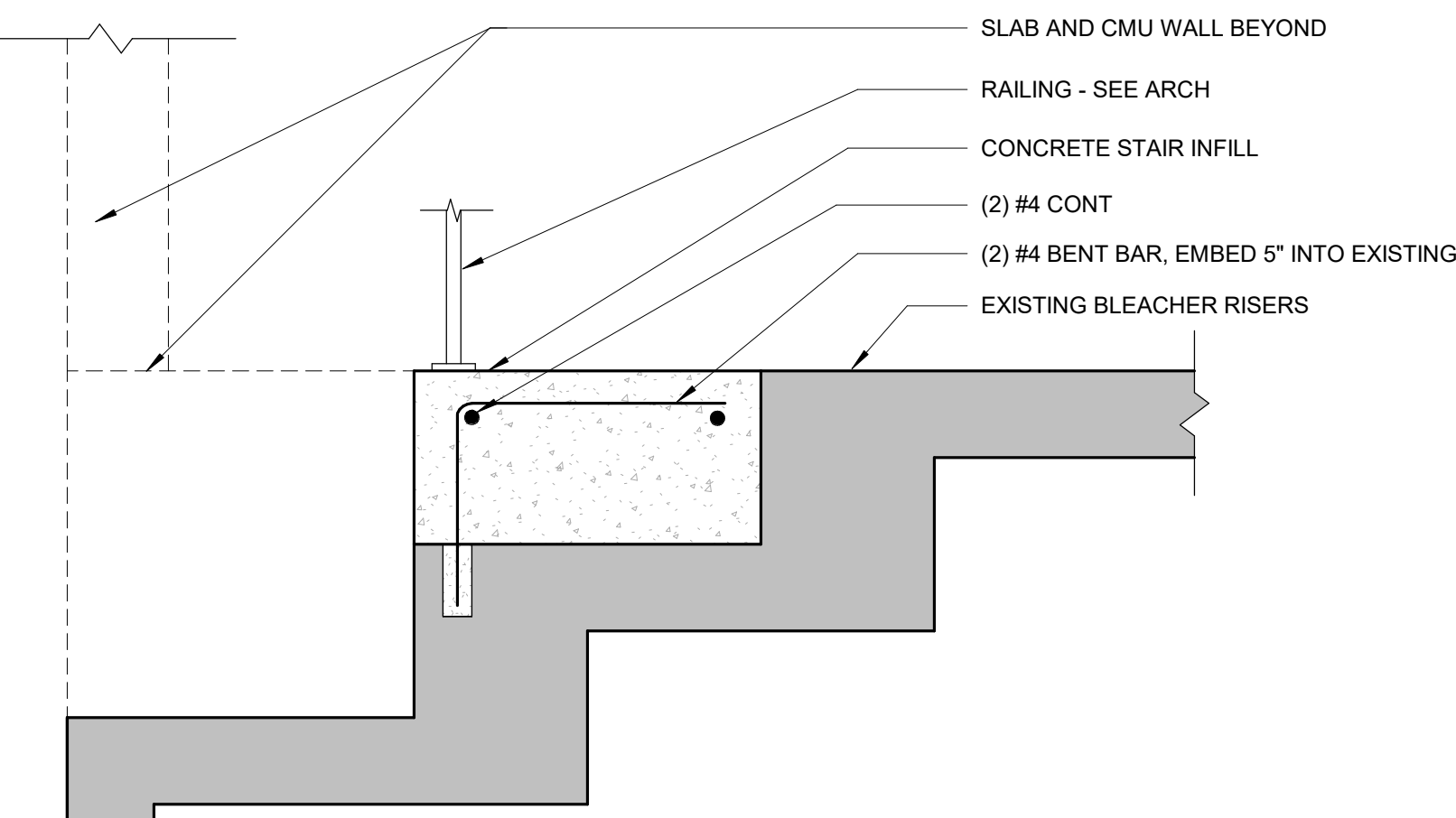
Revit Version



A4 FIRST BASE DUGOUT PLAN VIEW - (THIRD BASE DUGOUT MIRRORED)

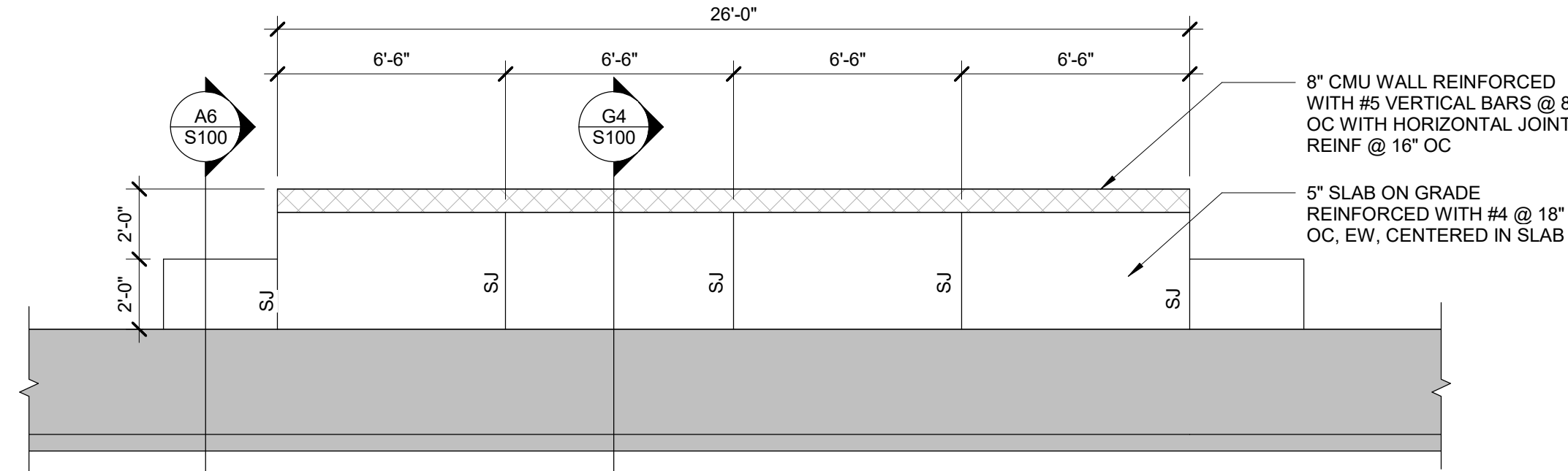


A5 DUGOUT STAIR SECTION

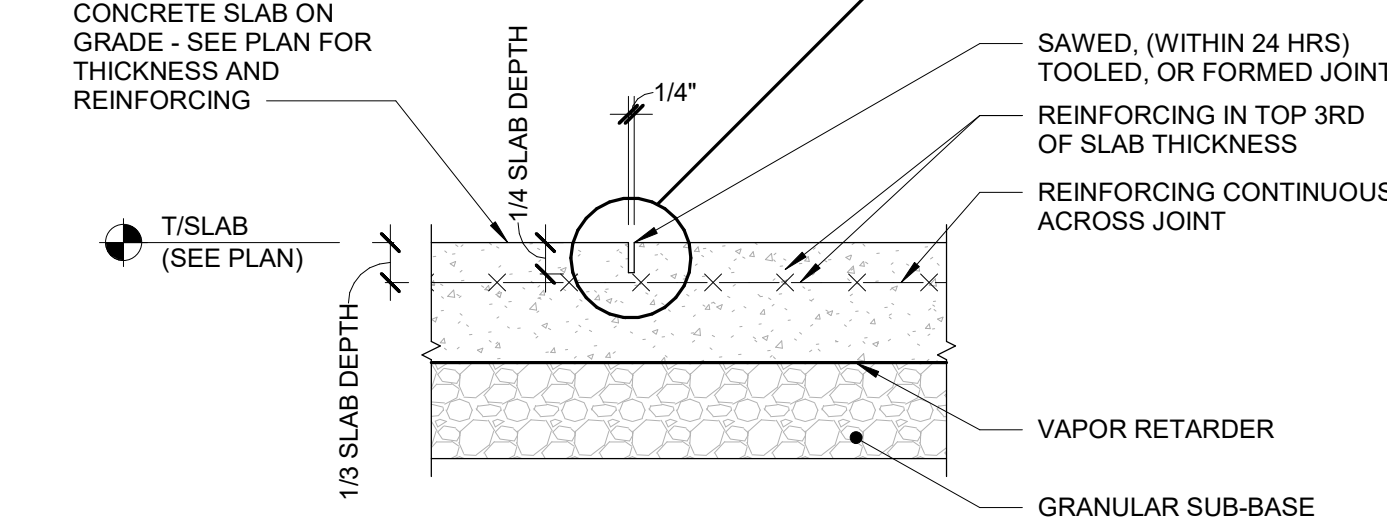


A6 CONCRETE LANDING DETAIL

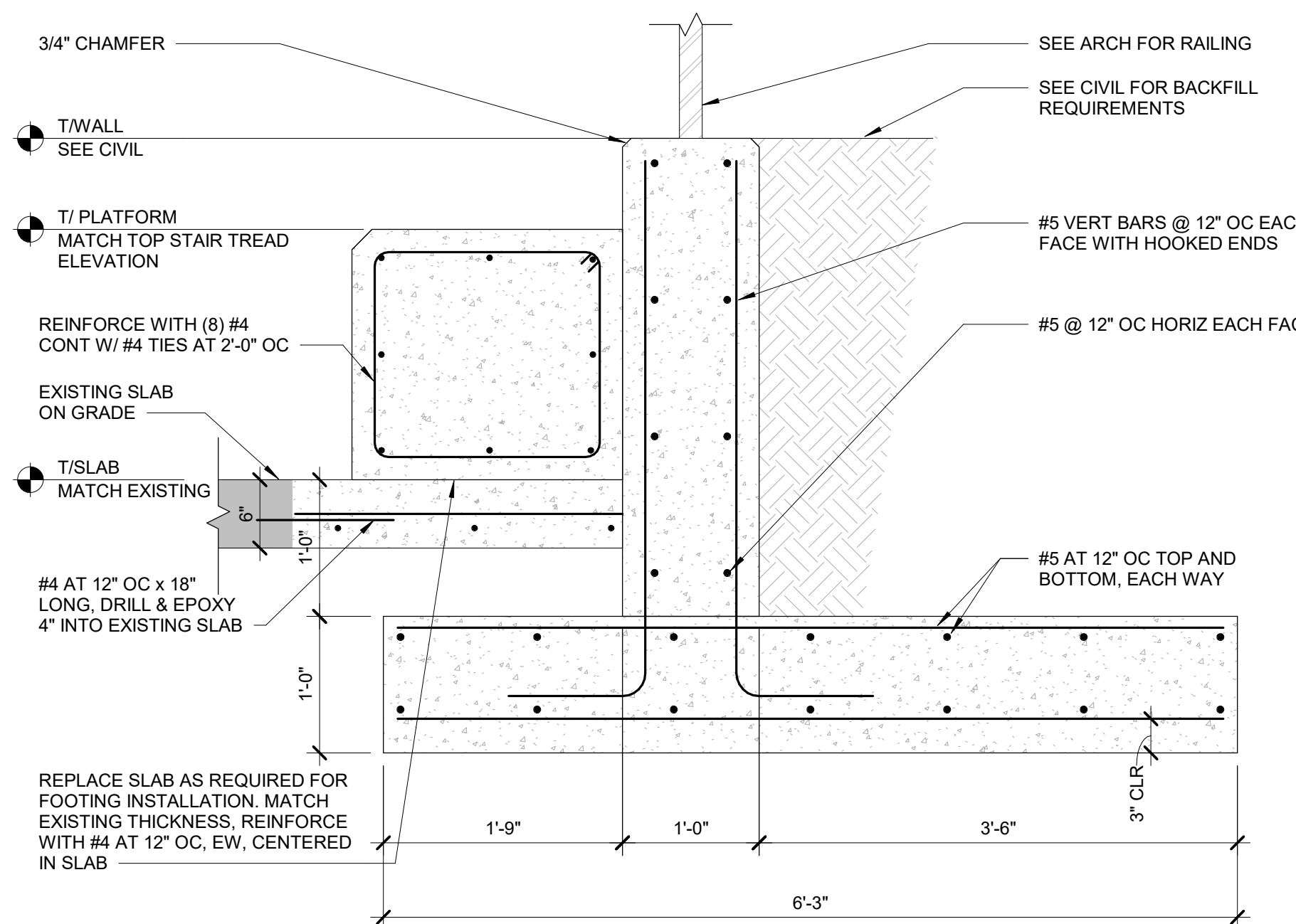
D2 PRESS BOX SLAB PLAN



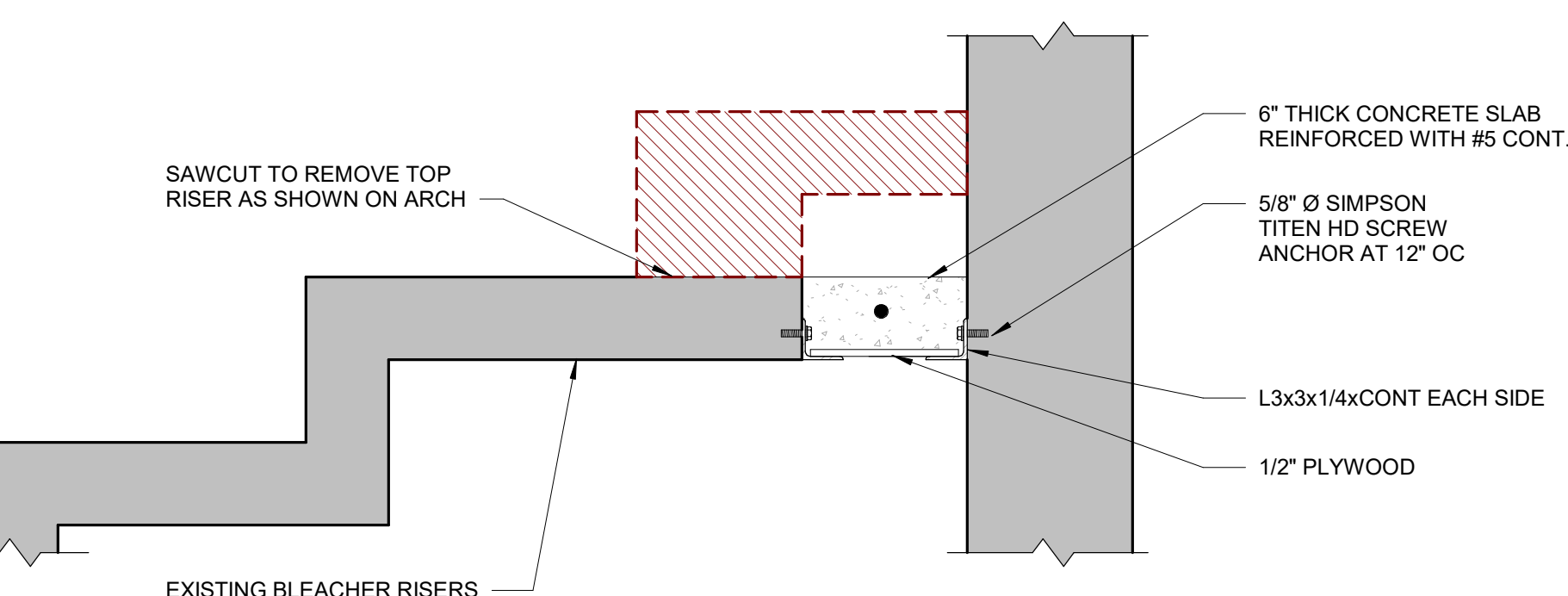
D4 SAWCUT JOINT DETAIL



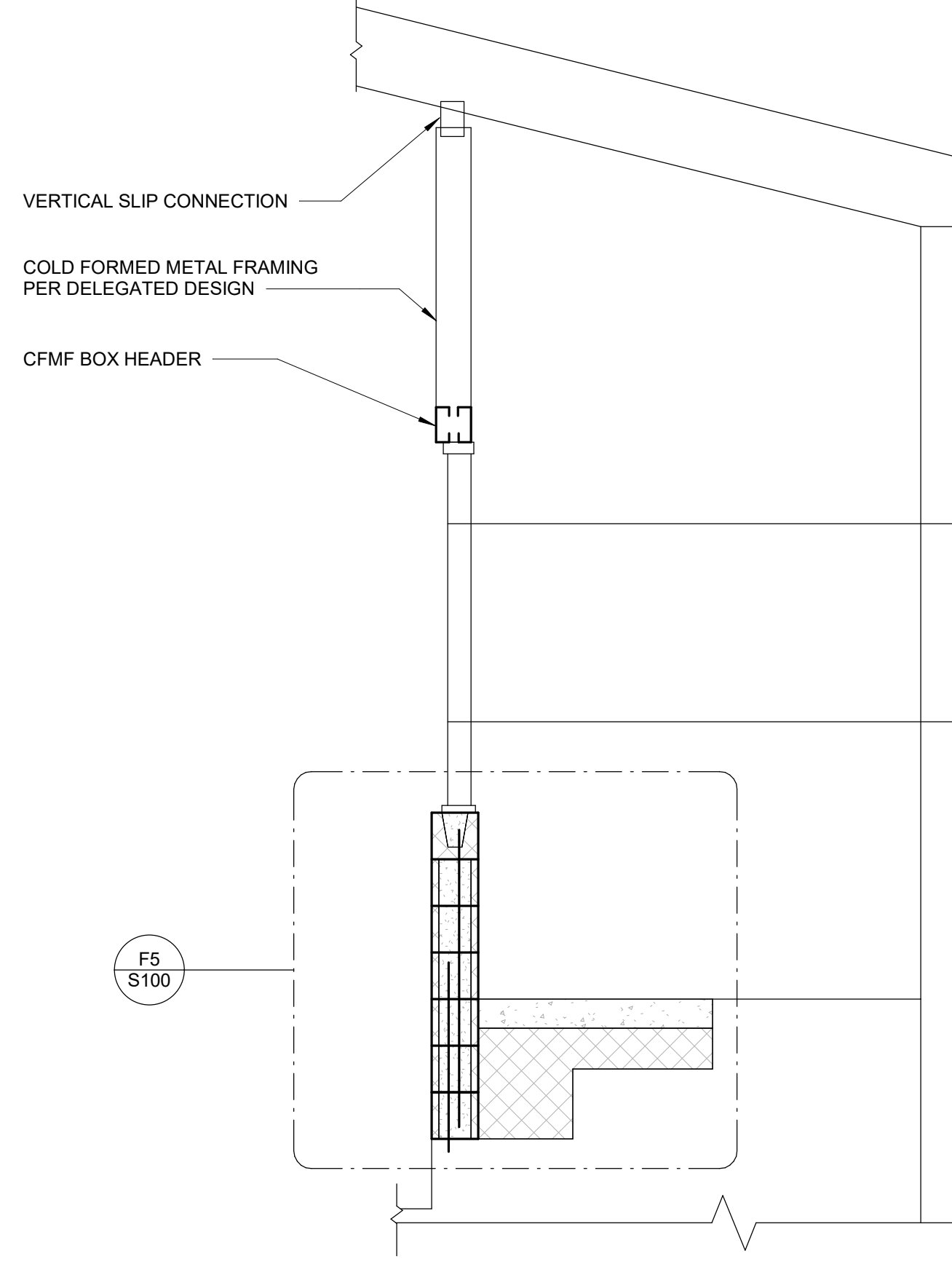
C5 DUGOUT WALL SECTION



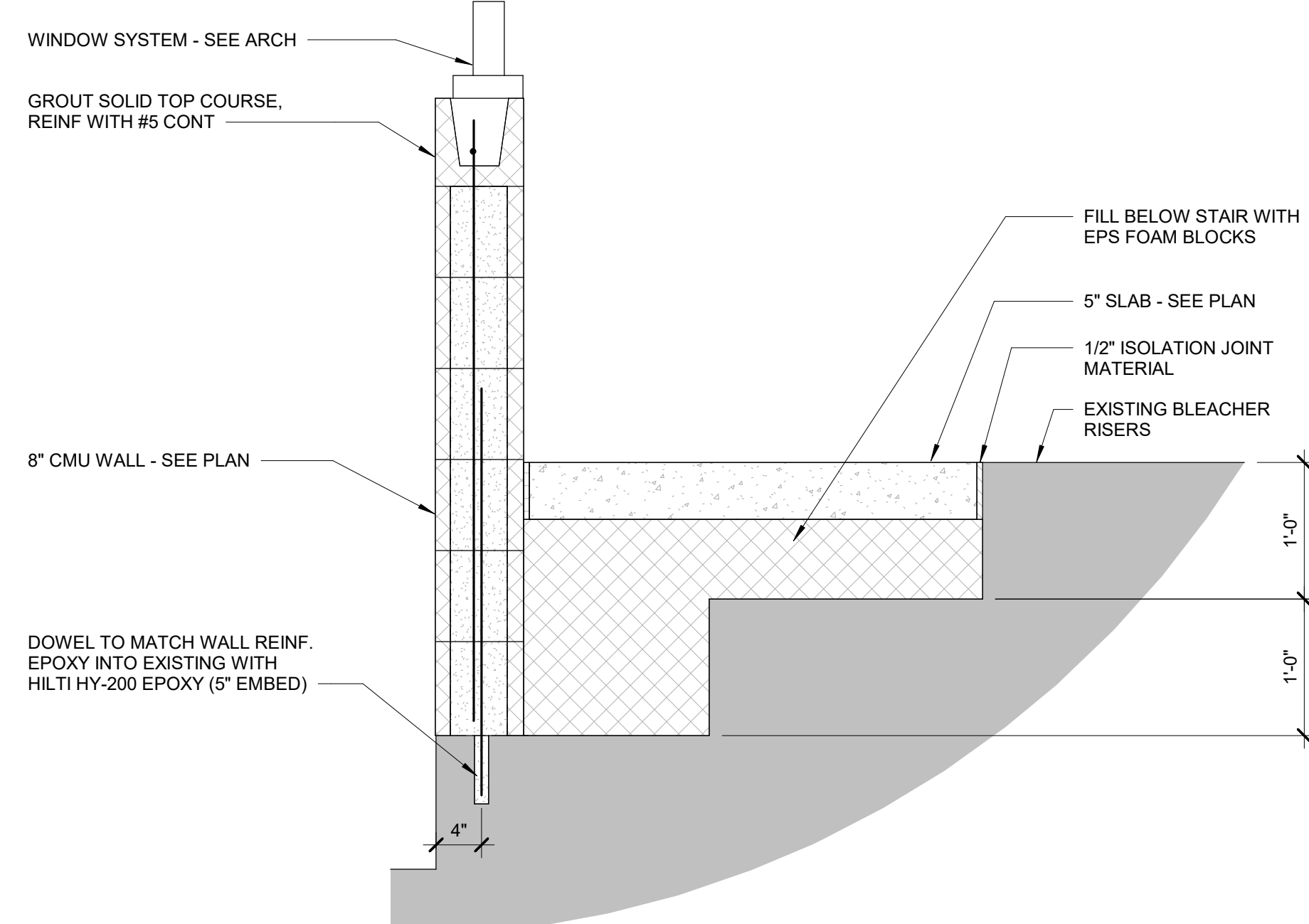
C6 RISER DEMOLITION DETAIL



G4 PRESS BOX SECTION



F5 CMU WALL AT PRESS BOX DETAIL



STRUCTURAL
PLAN & DETAILS

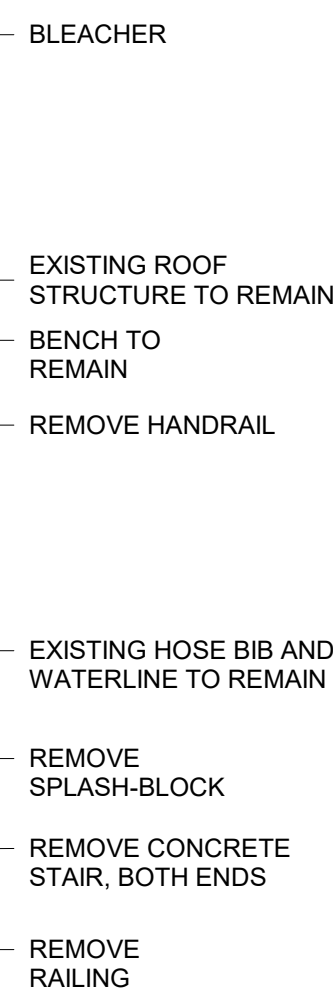
DRAWN BY	JPL	ADD 1	04/23/2024	ADDENDUM #1
APPROVED BY	KEH	PR 2	08/09/2024	PR #2
ISSUED FOR	CONSTRUCTION DOCUMENTS			
ISSUE DATE	04/10/2024			
PROJECT NUMBER	214202790			
FIELD BOOK				

RENOVATIONS AT MERCHANTS PARK

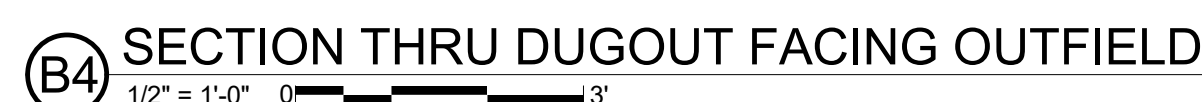
CITY OF CARROLL, IA
VINE ST., CARROLL, IA

SHIVE-HATTERY
ARCHITECTURE+ENGINEERING

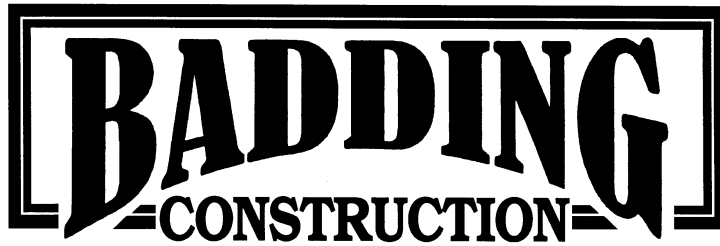
4125 WESTOWN PARKWAY, SUITE 100
WEST DES MOINES, IA 50306
515.223.9104 | SHIVE-HATTERY.COM



- REMOVE WALL



FIRST BASELINE DUGOUT, THIRD
BASELINE DUGOUT MIRRORED



August 21, 2024

Shive-Hattery, Inc.
4125 Westown Parkway, Suite 100
Des Moines, IA 50266

RE: City of Carroll
Renovations at Merchants Park
Carroll, IA
Change Chain Link Fence to 7' High in lieu of 6'

Cara,

Per your request, please find listed below the cost to Change Chain Link Fence to 7' High in lieu of 6'.

Total Cost: \$ 785.00

Sincerely,

Nick Badding
Project Manager

cc: Bill Kunecke
Chad Tiemeyer

Contractor's Cost Summary

Project : Renovations at Merchants Park Carroll, Iowa Contractor: Badding Construction Company Carroll, Iowa	Reference: Change Chain Link Fence to 7' High in lieu of 6' Date: 8/21/2024
---	--

1.)	Labor	\$0.00	
2.)	Materials	\$0.00	
3.)	Equipment	\$0.00	
4.)	Subtotal (lines 1 thru 3)		\$0.00
5.)	Overhead & Profit (15.0% of line 4)		\$0.00
6.)	Premium Time on Contract Work		\$0.00
7.)	Subcontractor's		
	a. American Fence	\$740.00	
	b.	\$0.00	
	c.	\$0.00	
	d.	\$0.00	
	e.	\$0.00	
	f.	\$0.00	
	g.	\$0.00	
	h.	\$0.00	
8.)	Total Subcontractor Cost		\$740.00
9.)	Contractor's OH & P on Subcontractor's Work (5% of line 8)		\$37.00
10.)	Subtotal (lines 4, 5, 6, 8 and 9)		\$777.00
11.)	Insurance & Performance Bond @ 0.10%		\$7.77
12.)	Total Cost (lines 10 & 11)		\$785.00
13.)	Adjustment in Contract Time (calendar days):		0 days

AMERICAN FENCE COMPANY



Omaha • Lincoln • Grand Island • Cedar Rapids • Des Moines • Sioux City • Sioux Falls • Rochester
AmeriFence Corporation of Madison • AmeriFence Corporation of Kansas City

Transmittal

August 21, 2024

From:
American Fence Company
Scott Mattis
6300 NW Beaver Drive
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Ph: 515-265-6100
Email: s.mattis@americafence.com
Project: Merchants Park

To:
Badding Construction
Nick Badding
814 West 9th St
Carroll, IA 51401
Ph: 712-792-4123
Email: nbadding@baddingconstruction.com
Submittal: CO #2 Change to 7ft Fence

<input type="checkbox"/> Product Data	<input type="checkbox"/> Shop Drawings	<input type="checkbox"/> RFI	<input type="checkbox"/> Plans
<input type="checkbox"/> Architectural Drawings	<input type="checkbox"/> Notification	<input type="checkbox"/> Specifications	<input type="checkbox"/> Proposal
<input type="checkbox"/> Engineering Drawings	<input checked="" type="checkbox"/> Change Orders	<input type="checkbox"/> Submittals	

Per request, American Fence to change chain link height to 7ft high and add top rail across gate openings.

Caps will be staked to posts for stability with net attachment.

Total Cost: \$740.00

Carroll Historic Preservation Commission

City of Carroll

City Hall Board Room

Wednesday, May 8, 2024

Meeting called to order at 5:00 p.m. by Vicki Gach. Members present: Vicki Gach, Denis Bormann, Tim Fitzpatrick, Kathy Hansen, John Steffes, Carolyn Siemann. Absent: None.

Minutes from April 10, 2024 meeting reviewed and motion to approve by Fitzpatrick, second by Bormann. All present voted Aye. Motion carried 6-0.

Update on Character Walk in Graham Park on June 2, 2024: Ads were placed in the *Shopper* and *Times Herald*. Vicki and Barbara Hackfort may be talking about the event with Nathan Konz at KCIM radio. Food will be supplied by Hy-Vee. Jerry Fleshner might even bring down his kerosene powered popcorn machine that his family used to use at Graham Park back in the day. Characters are all on board and ready to go. Fitz will have the golf cart and supply water to everyone.

Band Shell fundraising update: \$42,375 and climbing. Keep those visits going!

Cemetery fence painting. The City received a bill for the sandblasting for \$2500 from 2021 and 2022. We may have to end up scraping and painting it ourselves.

NRHP Graham Park nomination is pending, not yet listed. We should know by the end of May. It should be 45 days from the time it was submitted. Fingers crossed!

The Commission will also need another alternate member as Karen Friedlein has resigned.

Motion to adjourn at 5:51 p.m. by Kathy Hansen, second by John Steffes. All present voted Aye.

Next meeting will be scheduled for the fall at a later date.

Respectfully submitted,

Tim Fitzpatrick, Secretary

Library Board Minutes

August 19, 2024

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

Parrott called the meeting to order at 5:34 pm. It was moved by Hircock and seconded by Perkins to approve the agenda. All voted aye. Nays: none. Abstain: none. Absent: none. Motion passed 9-0.

Minutes Approval: It was moved by Auen to approve the June minutes. The motion was seconded by Cook. All voted aye. Nays: none. Abstain: none. Absent: none. Motion passed 9-0.

Financials/Approval of bills: Auen motioned to approve bills with a second by Hircock. All voted aye. Nays: none. Abstain: none. Absent: none. Motion passed 9-0.

Public Comment: The library received a Thank-you card for being the Best Library in Carroll County.

Old Business: none

Director's Report: Highlights of the directors' report include advising the board the regular library hours start September 3rd. The new custodian Kurt Mosman started August 5th, and the library will be closed October 10th for the staff to attend the Iowa Library Association conference. The summer reading program ended with 302 of the 556 patrons who signed up completing it. The library check out challenge was a success and so were the programs.

New Business: Strategic Plan Prep: Planning for Results – Misty Gray, State Library Consultant discussed the steps and timeline of the Strategic Planning process.

Auen left at 6:15pm.

Director Annual Review: Hogue motioned to go into a closed session at 6:39 pm with a second by Hircock pursuant to Iowa Code 21.5(l)(i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. All voted aye. Nays: none. Abstain: none. Absent: Auen. Motion passed 8-0. The trustees went over Wendy's performance review. Wendy received a favorable review and Hircock motioned with a second by Parrish to approve the city's proposed pay increase. All voted aye. Nays: none. Abstain: Parrott. Absent: Auen. Motion passed 7-0. Hircock motioned to open the session at 7:11pm with a second by Cook. All voted aye. Nays: none. Abstain: none. Absent: Auen. Motion passed 8-0.

Board Education/Accreditation Prep: none.

Agenda Items for Next Meeting: bring names of community members that could be interviewed by Misty.

Adjourn: Perkins motioned to adjourn at 7:13pm with a second from Perkins. All voted aye. Nays: none. Abstain: none. Absent: Auen. Motion passed 8-0.

Next Special Meeting- Tuesday, September 10, 2024, at 5:30 at Carroll Public Library: Community Meeting Room- 118 E. 5th St, Carroll, IA 51401

Next Regular meeting- September 16, 2024, at Carroll Public Library: Community Meeting Room—118 E. 5th St, Carroll, IA 51401.

Summer Parrott President

Brenda Hogue- Secretary

Director's Report

August 2024

Library Hours/Closures: Our normal hours will be starting the Tuesday after Labor Day, September 3.

I would like to close the library on Thursday, October 10, 2024, for all full-time library staff to attend the Iowa Library Association conference in Des Moines this year. Normally we send two or three staff members to the conference, which lasts three days, and we get a hotel room for two nights. This year, with it being closer, I would like to have all staff attend on Thursday only.

Personnel: Our new custodian, Kurt Mosman, started in this new position on Monday, August 5. Kurt is a city employee who is cleaning and doing light maintenance work at the library, police station, city hall, and the rec center. Although technically under the Parks and Rec department, I was happy to welcome Kurt to the Carroll Public Library staff.

State Library of Iowa: The Annual Survey opened on Monday, August 5, and I was able to get our numbers submitted on Tuesday, August 6. I was also able to transfer the relevant numbers from the Annual Survey onto our accreditation prep paperwork, so I will not need to search for those numbers when the Accreditation paperwork opens later this year/early next year.

Equipment: The library purchased a Cover One book repair machine and materials last year with our Direct State Aid for \$2,286.50. In FY2024 we used the machine to repair 125 hardcover books and 35 paperbacks – which would have cost \$3,032 to replace. These books were damaged due to normal wear and tear but would have been discarded from our collection without the repairs made possible by the Cover One machine. We were also able to repair 45 books without using the Cover One machine for a savings of \$817.

Programs: Please see the attached September program guide for the events coming up in September.

Summer Reading: As you all know, Summer Reading is the main event for libraries – it's what we are famous for, what we plan 9 months out of the year for, and one of the most rewarding parts of being a librarian. Summer Reading is a group effort, and I want to recognize the efforts of all the library staff in making summer reading so enjoyable this year. It was a lot of work, but getting to see all the planning come together so well and having two full-time employees getting to experience their first summer reading was worth it. This year's summer reading was fantastic!

- This year we offered activities on Monday afternoons, Rec Center shows on Tuesdays, drop-in crafts on Wednesdays, activities or Carroll County Conservation presentations on Thursdays, and special events on some Fridays. When you add the attendance for the summer reading programming (and excluding all repeated regular programming), our total attendance was 5,515!
- We had 556 patrons signed up for summer reading this year, with 302 completions. There was a total of 13,875 books logged through the Beanstack app this summer. This number is not a great representation of the total number of books read in the community, as many people stopped logging their books once they completed the challenge, but it is an impressive number of books logged.

- Library Check-Out Challenge – We were able to surpass our goal of 24,000 check-outs through summer reading, coming in with a final count of 26,410. We were able to pie all our community volunteers at our Summer Reading Finale party (except for the Carroll Rec Center, who had some staffing issues). Thank you to all the volunteers who participated in this event and to all the patrons who checked out many more books just to get us to our goal. Also, a special thank you to all the patrons who are still suggesting who they would like to see get a pie to the face next year!
- Rec Center programs – total attendance for the 7 shows at the Carroll Rec Center was 1,429. Again, I want to thank the Rec Center for letting us use the theater for our summer reading performers. We simply do not have the space to entertain over 200 participants for a program, and the energy level at those performances is something very special.

Board Education: The State Library of Iowa recently released their newest resource for libraries, the Public Library Compensation Toolkit. They offered a webinar for directors to introduce this resource, talk about how it should be used, and explain why the State Library thought this was needed. They are also offering a Boardroom Series on Thursday, August 22 from 6 to 7 pm. If anyone is interested in hearing more about this resource, I encourage you to sign up for this class. These are also usually recorded, and I would be happy to get you a link to the recording when it is posted.

Accreditation Planning: With accreditation due in February of 2025, this is a complete list of the items left to complete from the list of 85 library standards.

- Two sections left to review from the Public Library Standards by the board.
 - Sections 7 and 8 are on the agenda for the next library board meeting.
- Review our Internet Use Policy, which is slated for the November library board meeting.
- Complete a Strategic Plan (outlined in the next section)
- Complete ADA Checklist Priority 2, which has been started by the director. Will need to be reviewed and approved by the library board.
- Date listed for the approval of next year's budget, normally completed in December.

Updated Timeline for Strategic Planning Prep:

September 10 – Misty Gray will facilitate meeting with Library Board and Library Foundation about what the Foundation would like to see for library collection, programs, and services in the future and how they can help with those goals.

September 16 – finalize master list of community members Misty will be interviewing at library board meeting (Misty will not be in attendance).

September 17-23 – Director contacts individuals on the list to secure definite participation and gets the invitation letter to all participants.

September 24 – Final date for participants to get their preferred phone times back to director. The director scans all participant forms to Misty.

September 27 – Misty sends date/time to all participants for their phone interview.

September 30 – October 4 – Phone interviews with Misty.

October 7 – Misty sends call responses and service responses to Director. The Director will distribute this information to the library board members.

October 21 – Misty will attend library board meeting to review community input and help the board choose service responses.

October 22 and after – Director will work with staff to divide service responses into goals and objectives.

December 16 – Director will present draft of Long-Range Plan to the library board for approval.

CARROLL PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

JULY 2024



Monthly Statistics:		Adult/Family Program Attendance:		Children's Programs:	
Total Print Circulation	10,931	Crafty Library Ladies (5)	65	Storytime (8)	156
BRIDGES Circulation	1,857	Trivia Night	9	Craft Kits	400
Blackstone Unlimited	43	NAMI (3)	24	Coloring Pages	400
Public Computer Use	260	Tech Friday	2	Book Visits (19)	321
Wi-Fi Use	507	Book Clubs (2)	5	Preschool Drops	3
Website Visits	8,685	Libby Class	2	Read, Play, Grow	10
Daily Times Herald Archive	5,799	Blackstone/Libby Class (2)	4	SR Monday Activities (5)	93
Breda & Glidden News	1,225	Kanopy Class (2)	5	SR Will Stuck	186
Consumer Reports	200	Alzheimer's Support Group	8	SR Jolly Pops	226
Learning Express	63	Read-a-Loud (5)	194	SR Circus	272
Freegal	676	Bingo	66	SR Juggler	165
Kanopy	17	Coffee & Coloring (2)	33	SR Wednesday Crafts (5)	356
Transparent Language	3	Dungeons & Dragons	10	SR Thursday Activities (3)	67
LinkedIn Learning	27	Puzzle (5 finished)	88	SR CC Conservation (3)	59
Brainfuse	0	Beanstack	555	SR Recycling Program	4
Niche Academy	0	Study Room Use	116	SR Ozobots	33
		Meeting Room Use	44	SR Movie	11
Total Resources Utilized	30,293	Makers/Craft Room Use	29	SR Story Walk	100
July Program Guides	210	Curbside Pickup	14		
Summer Reading Guides	270				
Members Saved		\$154,045.88	Total Program Attendance	4,088	
Members Saved Calendar 2024		\$868,058.34	Monthly Door Count	5,781	
Members Saved FY25 to Date		\$154,045.88	New Library Cards Issued	67	

Special activities/accomplishments:

- Children's Programs:** Summer Reading is a busy time of year at the library, and the statistics for our children's programs represent that. We had a lot of programs for kids this year, and everyone seemed to have a good time!
- Rec Center:** The last of our summer reading performances at the Rec Center were in July this year, with our largest performance being Let's Run Away with the Circus. Thank you again to the Rec Center for letting us use the theater for our summer performers! We literally could not have these programs in this way without them.
- Adult Programs:** During the summer there is a lot more emphasis on our children's and family programs, but we were still able to add in some programs about our online resources like Libby, Blackstone Unlimited, and Kanopy. Many adults attended the Carroll County Conservation programs about endangered species in our area.
- Maker Space:** Our Maker Space sees the most usage during the summer with our Wednesday drop-in crafts and monthly Ozobot program. During the school year we will have a Maker Day with the ISU Extension in the Maker Space, and we hope to continue to offer some STEM activities monthly as well.

