



## **City Council Meeting**

**Monday, March 10, 2025 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.

### **AGENDA**

**1. Pledge of Allegiance**

**2. Roll Call**

**3. Consent Agenda**

**a. Approval of Minutes of the February 24, 2025 Meeting**

**b. Approval of Bills and Claims**

**c. Licenses and Permits:**

- None

**d. Firefighter Appointments**

**e. Line Striper Purchase**

**f. Pickup Truck with Service Body Purchase**

**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**

- None

**6. Resolutions**

**a. Infill Housing Incentive Program**

- Resolution Adopting a Revised Infill Housing Incentive Program

Also see item 8.a - [July 11, 2022](#) - Housing Incentives  
 and item 7.e - [July 25, 2022](#) - Infill Housing Incentive Program  
 and item 7.c - [August 22, 2022](#) - Infill Housing Incentive Program  
 and item 7.j - [June 12, 2023](#) - Housing Discussion  
 and item 9.a - [February 24, 2025](#) - Infill Housing Incentive Program  
 and [Infill Housing Incentive Program](#) on the City's website

#### **b. Water System Pressure Zone Improvements**

- Offer to Buy Real Estate and Acceptance Agreement

Also see item 6.g - [April 8, 2024](#) - Water System Pressure Zone Improvements - 2024 - Professional Services Agreement

#### **c. Not to Exceed \$9,465,000 General Obligation Capital Loan Notes**

- Public hearing on the authorization of a Loan Agreement and the issuance of Notes to evidence the obligation of the City thereunder
- Resolution instituting proceedings to take additional action
- Resolution authorizing the issuance and levying a tax for the payment thereof

Also see item 9.b - [February 24, 2025](#) - Not to Exceed \$9,465,000 General Obligation Capital Loan Notes - Resolution Setting the Public Hearing Date

#### **d. U.S. 30 Advanced Warning Flashers**

- Purchase and Installation

Also see item 6.d - [May 28, 2024](#) - US 30 Traffic Signal Improvements - Professional Services Agreement - Snyder & Associates, Inc.

### **7. Reports**

#### **a. Infill Housing Incentive Program Application Cancellations**

#### **b. Municipal Golf Course Booster Pump Station Project**

- Certificate of Substantial Completion

Also see item 7.a - [June 27, 2022](#) - Professional Services Agreement - JEO Consulting Group Inc. - Golf Course Well Improvements Project  
 and item 7.a - [December 12, 2022](#) - 2022 Golf Course Pump House Project  
 and item 7.a - [March 13, 2023](#) - 2022 Golf Course Well Improvements Project - Resolution and Professional Services Agreement with JEO Consulting Group, Inc.  
 and item 6.d - [September 25, 2023](#) - 2023 Municipal Golf Course Booster Pump Station

Project - Public Hearing and Adopting Plans, Specifications, Form of Contract and Estimated Cost

and item 7.a - [October 9, 2023](#) - 2023 Municipal Golf Course Booster Pump Station Project - Award of Construction Contract

and item 3.d - [November 13, 2023](#) - 2023 Municipal Golf Course Booster Pump Station Project - Construction Materials Inspection and Testing Proposal

and item 8.a - [November 25, 2024](#) - 2023 Municipal Golf Course Booster Pump Station Project - Change Order No. 1

and item 3.e - [January 13, 2025](#) - 2023 Municipal Golf Course Booster Pump Station Project - Change Order No. 2

**c. Device Retail Permit**

**d. Street Sweeper Purchase**

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

**9. Comments from the Mayor**

**10. Comments from the City Council**

**11. Comments from the City Manager**

**12. Adjourn**

March Meetings:

\* Airport Commission – March 10, 2025 – Airport Terminal Building - 21177 Quail Ave

~~\* Planning and Zoning Commission – March 12, 2025 – City Hall – 627 N Adams St~~

\* Library Board of Trustees – March 17, 2025 – Carroll Public Library – 118 E 5th St

\* City Council – March 24, 2025 – City Hall – 627 N Adams St

**[www.cityofcarroll.com](http://www.cityofcarroll.com)**

*The City of Carroll will make every attempt to accommodate the needs of persons with disabilities, please notify us at least three business days in advance when possible at 712-792-1000, should special accommodations be required.*

## COUNCIL MEETING

FEBRUARY 24, 2025

(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.

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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 Andy Heckroth was introduced to Council. No Council action taken.

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Mayor Fleshner read a proclamation declaring March 2025 as Problem Gambling Awareness Month in Carroll, Iowa and encouraged all citizens to support the National Council on Problem Gambling, Iowa Health and Human Services' Office of Problem Gambling Prevention & Treatment Services, Your Life Iowa, and New Opportunities in their efforts to mitigate gambling-related harm nationwide. Dorinda Wehde, New Opportunities, Inc. Problem Gambling Champion, addressed Council on this issue. No Council action taken.

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It was moved by Schreck, seconded by Atherton, to accept the FY 2023-2024 Annual Financial Statement Audit. Jennifer Walkup, Feldmann & Company CPAs, P.C., CPA Manager, presented the audit report. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

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It was moved by Bordenaro, seconded by Atherton, to approve the following items on the consent agenda: a) minutes of the February 10, 2025 meeting, as written; b) bills and claims in the amount of \$661,914.02; c) Licenses and Permits: Renewal of Class "C" Retail Alcohol License – *Carroll Moose Lodge #273*; and d) Resolution No. 25-08, Application for Tax Abatement under the Carroll Urban Revitalization Plan. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

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Kathy Heinrichs, Carroll, Iowa resident, addressed Council regarding parking on 12<sup>th</sup> Street for the Twelfth Street Reconstruction – 2025 Project during the oral requests and communications from the audience. No Council action taken.



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An ordinance amending the Code of Ordinances by amending provisions pertaining to the Planning and Zoning Commission by removing the Carroll County Board of Supervisors appointments from the Planning and Zoning Commission was introduced by Council Member Siemann.

It was moved by Siemann, seconded by Atherton, to approve the first reading and waive the second and third readings of said ordinance. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

It was moved by Dirkx, seconded by Siemann, to adopt said Ordinance No. 2502. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

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An ordinance amending the Code of Ordinances by amending provisions pertaining to the Board of Adjustment by removing the Carroll County Board of Supervisors appointments from the Board of Adjustment was introduced by Council Member Siemann.

It was moved by Siemann, seconded by Atherton, to approve the first reading and waive the second and third readings of said ordinance. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

It was moved by Siemann, seconded by Atherton, to adopt said Ordinance No. 2503. 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 Bordenaro, to approve Resolution No. 25-09, Adopting a Revised City of Carroll Infill Housing Incentive Program. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

\* \* \* \* \*

It was moved by Bordenaro, seconded by Siemann, to approve Resolution, 25-10, Fixing a Date for a Meeting on the Authorization of a Loan Agreement and the Issuance of Not To Exceed \$9,465,000 General Obligation Capital Loan Notes of the City of Carroll (for Essential Corporate Purposes) and Providing for Publication of Notice Thereof for the Water Tanker Fire Truck, US 30 W Sanitary Sewer & Watermain Extension Project, WWTP Digester & VLR Project, Twelfth Street Reconstruction – 2025 Project and Northwest Pressure Zone Project. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

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It was moved by Bordenaro, seconded by Bauer to approve the 2025 Downtown Façade Improvement Grants Program. On roll call, Ayes: Bauer, Bordenaro, Dirkx and Siemann. Nays: Atherton and Schreck. Abstain: None. Absent: None. Motion carried 4-2.

\* \* \* \* \*

It was moved by Bordenaro, seconded by Bauer, to set March 24, 2025, as the date for a public hearing for the FY 2025-2026 Proposed Property Tax Levy. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

\* \* \* \* \*

It was moved by Schreck, seconded by Bordenaro, to go into closed session at 6:00 p.m. per Iowa Code 21.5(1)(j) to discuss the potential purchase or sale of real estate. 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 Bordenaro, to go back into open session at 6:23 p.m. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

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It was moved by Bordenaro, seconded by Atherton, to adjourn at 6:24 p.m. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

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Gerald H. Fleshner, Mayor

ATTEST:

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Laura A. Schaefer, City Clerk



Carroll, IA

## COUNCIL CLAIMS 3/10/2025

By Vendor Name

Payment Dates 2/25/2025 - 3/10/2025

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
<b>Vendor: 001704 - ACCO</b>				
0250454-IN	RC - POOL CHEMICALS AND P...			201.67
0250454-IN	AQUATIC POOL CHEMICALS A...			201.66
<b>Vendor 001704 - ACCO Total:</b>				<b>403.33</b>
<b>Vendor: 001621 - ACE HARDWARE</b>				
329221	RC - SCRUB PADS & CAULK - F...			13.98
329222	RC - PAINT			47.99
329226	CITY HALL - WALL HANGING K...			16.99
329292	RC - SPA DEFOAMER			25.98
329306	RC - CLEANING VINEGAR & B...			10.97
329349	RC - WOOD GLUE			7.99
329363	RC - CARPET CLEANER			30.00
329382	RC - NUTS & BOLTS			8.34
329432	RC - NUTS AND BOLTS			7.98
329439	RC - PVC PIPE & FITTINGS			28.48
329447	PARKS - PAINT OR LITTLE LEA...			23.97
329455	RC - SPRAY PAINT			7.99
329462	PARKS - SAND DISC			19.98
329469	RC - FLOOR MOP			44.99
329471	2 KEYS			9.98
<b>Vendor 001621 - ACE HARDWARE Total:</b>				<b>305.61</b>
<b>Vendor: 003958 - ADB SAFEGATE AMERICAS LLC</b>				
90169413	AIRPORT - RUNWAY LIGHT BU...	133393	02/26/2025	660.40
90171471	AIRPORT - RUNWAY LIGHT BU...	133393	02/26/2025	100.48
<b>Vendor 003958 - ADB SAFEGATE AMERICAS LLC Total:</b>				<b>760.88</b>
<b>Vendor: 001910 - AHLERS &amp; COONEY P.C.</b>				
884906	9TH AMENDED URP			175.00
<b>Vendor 001910 - AHLERS &amp; COONEY P.C. Total:</b>				<b>175.00</b>
<b>Vendor: 002178 - ALEX KLEVER</b>				
INV0001665	PD - INTERVIEW MILEAGE	133409	03/06/2025	24.02
<b>Vendor 002178 - ALEX KLEVER Total:</b>				<b>24.02</b>
<b>Vendor: 002370 - ARNOLD MOTOR SUPPLY</b>				
07NV155006	RUT - DIESEL ANTI-GEL			1,119.60
07NV155093	RUT #33 WINDSHIELD WIPERS			17.99
07NV155787	PARKS - FILTERS			114.02
<b>Vendor 002370 - ARNOLD MOTOR SUPPLY Total:</b>				<b>1,251.61</b>
<b>Vendor: 036283 - ASCENDANCE TRUCKS MIDWEST LLC</b>				
XA302003449.01	RUT - #27 FILTERS			361.35
XA302003450.01	RUT - #26 FILTERS			220.53
XA302003451.01	FD - TOWER 8 FILTERS AND R...			88.86
XA302003451.02	FD - FILTERS			8.26
<b>Vendor 036283 - ASCENDANCE TRUCKS MIDWEST LLC Total:</b>				<b>679.00</b>
<b>Vendor: 001943 - BAUER BUILT TIRE CENTER</b>				
120193139	WWTP - TRUCK #40 TIRES			904.18
<b>Vendor 001943 - BAUER BUILT TIRE CENTER Total:</b>				<b>904.18</b>
<b>Vendor: 003370 - BLACKBURN MANUFACTURING C</b>				
0755788-IN	WATER - MARKING FLAGS			1,178.28
<b>Vendor 003370 - BLACKBURN MANUFACTURING C Total:</b>				<b>1,178.28</b>
<b>Vendor: 003515 - BOMGAARS</b>				
21452833	WWTP - AIR COMPRESSOR			199.99
21453107	CEMETERY - BRACKET, BATTE...			35.96

## COUNCIL CLAIMS 3/10/2025

Payment Dates: 2/25/2025 - 3/10/2025

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
21453593	SEWER - CAULK FOR LIFT STAT...			23.98
21453633	WTP - FURNACE FILTERS, TO...			199.65
21454305	SEWER - LEAD SUBSTITUTE FO...			23.94
21456139	WWTP - SOFTNER SALT			51.92
21456234	PARKS - FASTNERS, GROMME...			15.35
Vendor 003515 - BOMGAARS Total:				550.79
Vendor: 036375 - BRANDON LOWMILLER				
INV0001663	SOCCER REFUND			40.00
Vendor 036375 - BRANDON LOWMILLER Total:				40.00
Vendor: 003670 - BRIGGS INC OF OMAHA				
2378911-00	RC - TOILET PARTS			74.20
Vendor 003670 - BRIGGS INC OF OMAHA Total:				74.20
Vendor: 003700 - BSN SPORTS INC.				
928937752	RC - NETS FOR GYM			97.11
Vendor 003700 - BSN SPORTS INC. Total:				97.11
Vendor: 003791 - CAPITAL ONE				
00230	RC - PACKING TAPE	133411	03/06/2025	16.98
02258	PD - FILE FOLDERS	133411	03/06/2025	4.47
04025	RC - CLOCK & HOOKS	133411	03/06/2025	60.11
05629	LIBRARY - GLUE STICKS & BAT...	133411	03/06/2025	29.03
07005	RC - PROMOTION - SWEATSHI...	133411	03/06/2025	18.98
07133	GARAGE - CLEANING SUPPLIES	133411	03/06/2025	60.42
Vendor 003791 - CAPITAL ONE Total:				189.99
Vendor: 004138 - CAPITAL SANITARY SUPPLY				
R080937	RC - TOILET PAPER, TOWELS, ...			109.22
R080976	FD - URINAL BLOCKS			16.00
R080980	RC - TOILET PAPER, HAND TO...			109.22
R080985	RC - TISSUES			30.67
R080986	RC - VACUUM BAGS			28.00
R081017	RC - BOWL & FLOOR CLEANER,...			561.84
R081039	CITY HALL - PAPER TOWELS &...			124.68
Vendor 004138 - CAPITAL SANITARY SUPPLY Total:				979.63
Vendor: 025028 - CAROL SCHOEPPNER				
INV0001634	AIRPORT - SECRETARY CONTR...	133398	02/26/2025	350.00
Vendor 025028 - CAROL SCHOEPPNER Total:				350.00
Vendor: 004132 - CARROLL AVIATION INC.				
INV0001635	AIRPORT - CONTRACT	133394	02/26/2025	7,235.00
Vendor 004132 - CARROLL AVIATION INC. Total:				7,235.00
Vendor: 003984 - CARROLL COUNTY GROWTH PARTNERSHIP				
INV0001664	1/2 FY 25 FUNDING REQUEST			41,200.00
Vendor 003984 - CARROLL COUNTY GROWTH PARTNERSHIP Total:				41,200.00
Vendor: 004174 - CARROLL COUNTY SHERIFF				
INV0001672	PD FEB FINGERPRINTS			100.00
Vendor 004174 - CARROLL COUNTY SHERIFF Total:				100.00
Vendor: 004155 - CARROLL COUNTY				
INV0001675	GASOLINE			1,522.62
INV0001675	GASOLINE			91.04
INV0001675	GASOLINE			38.93
INV0001675	GASOLINE			46.37
INV0001675	GASOLINE			282.53
INV0001675	GASOLINE			73.01
INV0001675	GASOLINE			189.77
INV0001675	GASOLINE			19.53
INV0001675	GASOLINE			5,438.05
INV0001675	GASOLINE			462.51
INV0001675	GASOLINE			457.91
Vendor 004155 - CARROLL COUNTY Total:				8,622.27

## COUNCIL CLAIMS 3/10/2025

Payment Dates: 2/25/2025 - 3/10/2025

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
Vendor: 004195 - CARROLL GLASS CO.				
49329	RUT - #34 REPLACE WINDOW			210.00
Vendor 004195 - CARROLL GLASS CO. Total:				210.00
Vendor: 004196 - CARROLL HYDRAULICS				
69324	RUT - #28 HYDRAULIC HOSES			283.67
69325	RUT - #33 HYDRAULIC HOSES -...			114.06
69327	RUT - #26 HYDRAULIC HOSES -...			49.05
69328	RUT - #31 HYDRAULIC HOSES -...			128.78
Vendor 004196 - CARROLL HYDRAULICS Total:				575.56
Vendor: 004200 - CARROLL LUMBER				
450355	RC - FLOORING			598.26
Vendor 004200 - CARROLL LUMBER Total:				598.26
Vendor: 002977 - CARROLL REFUSE SERVICE				
337151	AIRPORT - JAN GARBAGE	133392	02/26/2025	68.83
INV0001670	FEB TRASH COLLECTIONS	133410	03/06/2025	13,604.09
Vendor 002977 - CARROLL REFUSE SERVICE Total:				13,672.92
Vendor: 036374 - CASSIE ENGLAND				
INV0001642	REC MEMBERSHIP REFUND			391.69
Vendor 036374 - CASSIE ENGLAND Total:				391.69
Vendor: 002867 - CINTAS FIRST AID & SAFETY				
5255646307	GARAGE - BAND-AIDS			147.70
Vendor 002867 - CINTAS FIRST AID & SAFETY Total:				147.70
Vendor: 004525 - CITY OF CARROLL				
INV0001626	DOWNTOWN RESTROOM WA...	133385	02/25/2025	50.00
Vendor 004525 - CITY OF CARROLL Total:				50.00
Vendor: 003145 - CORE AND MAIN LP				
V045563	WATER - HARMONY SOFTWA...			11,306.97
W387400	WELLS - GASKETS FOR VALVES			71.00
Vendor 003145 - CORE AND MAIN LP Total:				11,377.97
Vendor: 005395 - D & K PRODUCTS				
86258IN	PARKS - ICE MELT			199.00
Vendor 005395 - D & K PRODUCTS Total:				199.00
Vendor: 003988 - DAKOTA SUPPLY GROUP				
S104494021.001	WATER - REPAIR CLAMP - WA...			185.00
Vendor 003988 - DAKOTA SUPPLY GROUP Total:				185.00
Vendor: 036380 - DAN LEITING				
INV0001671	RC - MEMBERSHIP REFUND			132.00
Vendor 036380 - DAN LEITING Total:				132.00
Vendor: 005617 - DEPARTMENT OF INSPECTIONS & APPEALS				
302186	RC - BOILER INSPECTION			40.00
324616	RC- ELEVATOR PERMIT			175.00
Vendor 005617 - DEPARTMENT OF INSPECTIONS & APPEALS Total:				215.00
Vendor: 003618 - DIRECT MAILER				
10789	BLDG - BUILDING OFFICIAL W...			287.63
Vendor 003618 - DIRECT MAILER Total:				287.63
Vendor: 006270 - DREES HEATING & PLUMBING				
70464	AIRPORT - WATER	133395	02/26/2025	8.00
71713	AIRPORT - WATER	133395	02/26/2025	18.00
72177	AIRPORT - WATER	133395	02/26/2025	8.00
Vendor 006270 - DREES HEATING & PLUMBING Total:				34.00
Vendor: 006275 - DREES OIL CO. INC.				
12795	AIRPORT - PROPANE	133396	02/26/2025	234.73
13116	AIRPORT - PROPANE	133396	02/26/2025	308.16
Vendor 006275 - DREES OIL CO. INC. Total:				542.89

## COUNCIL CLAIMS 3/10/2025

Payment Dates: 2/25/2025 - 3/10/2025

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
<b>Vendor: 003971 - EMPLOYEE BENEFIT SYSTEMS</b>				
INV0001637	HRA CHECKS	DFT0000631	02/28/2025	2,261.45
INV0001667	MARCH VISION INSURANCE P...	DFT0000647	03/01/2025	404.42
INV0001667	MARCH LIFE INSURANCE PRE...	DFT0000647	03/01/2025	225.01
INV0001667	MARCH HEALTH INSURANCE ...	DFT0000647	03/01/2025	50,527.44
INV0001667	MARCH DENTAL INSURANCE ...	DFT0000647	03/01/2025	1,850.44
<b>Vendor 003971 - EMPLOYEE BENEFIT SYSTEMS Total:</b>				<b>55,268.76</b>
<b>Vendor: 003412 - ESI</b>				
911005	WTP - CLA-VAL VALVE REPAIR ...			361.00
<b>Vendor 003412 - ESI Total:</b>				<b>361.00</b>
<b>Vendor: 008050 - FASTENAL COMPANY</b>				
IACAR199026	RUT - PLOW BOLTS			81.80
<b>Vendor 008050 - FASTENAL COMPANY Total:</b>				<b>81.80</b>
<b>Vendor: 006860 - FELD FIRE EQUIPMENT CO.</b>				
INV5566	FD - REPAIR FITTINGS			482.44
<b>Vendor 006860 - FELD FIRE EQUIPMENT CO. Total:</b>				<b>482.44</b>
<b>Vendor: 003848 - FIRST IMPRESSION</b>				
INV0001640	FEB DOWNTOWN RESTROOM...			300.00
<b>Vendor 003848 - FIRST IMPRESSION Total:</b>				<b>300.00</b>
<b>Vendor: 002806 - FOUNDATION ANALYTICAL LABORATORY INC</b>				
25-00713	WWTP - LAB TESTING			551.75
25-00903	WWTP - LAB TESTING			993.00
<b>Vendor 002806 - FOUNDATION ANALYTICAL LABORATORY INC Total:</b>				<b>1,544.75</b>
<b>Vendor: 003534 - FUSEBOX MARKETING</b>				
9180	MARCH WEB MAINTENANCE			255.00
<b>Vendor 003534 - FUSEBOX MARKETING Total:</b>				<b>255.00</b>
<b>Vendor: 009315 - GALLS INC.</b>				
030363651	PD - UNIFORM PANTS KATHOL			67.70
030381177	PD - UNIFORM PANTS - AMD...			139.69
<b>Vendor 009315 - GALLS INC. Total:</b>				<b>207.39</b>
<b>Vendor: 009500 - GEHLING WELDING &amp; REPAIR</b>				
157813	RUT - CUTTING EDGE BRACKE...			114.25
<b>Vendor 009500 - GEHLING WELDING &amp; REPAIR Total:</b>				<b>114.25</b>
<b>Vendor: 002567 - GEHLPRO WELDING</b>				
23134	WWTP - BLOWER & ACTUATO...			854.02
<b>Vendor 002567 - GEHLPRO WELDING Total:</b>				<b>854.02</b>
<b>Vendor: 002172 - GPM ENVIRONMENTAL SOLUTIONS LLC</b>				
IW-8767	WWTP - SAMPLER TUBING RE...			178.00
<b>Vendor 002172 - GPM ENVIRONMENTAL SOLUTIONS LLC Total:</b>				<b>178.00</b>
<b>Vendor: 010615 - HALEY IMPLEMENT CO.</b>				
IC78795	SEWER - HYDRAULIC OIL - TRA...			70.00
<b>Vendor 010615 - HALEY IMPLEMENT CO. Total:</b>				<b>70.00</b>
<b>Vendor: 010660 - HAWKEYE TRUCK EQUIPMENT</b>				
165853	RUT - #27 MONROE BRACKET			690.11
<b>Vendor 010660 - HAWKEYE TRUCK EQUIPMENT Total:</b>				<b>690.11</b>
<b>Vendor: 012685 - IOWA SMALL ENGINE CENTER</b>				
144841	GARAGE - HELMET W/FACE SH..			201.58
145019	GARAGE - CHAIN SAW BLADE			22.39
<b>Vendor 012685 - IOWA SMALL ENGINE CENTER Total:</b>				<b>223.97</b>
<b>Vendor: 003722 - ISOLVED BENEFIT SERVICES</b>				
W38962	FEB FLEX SPENDING PARTICIP...	DFT0000645	03/05/2025	86.40
<b>Vendor 003722 - ISOLVED BENEFIT SERVICES Total:</b>				<b>86.40</b>
<b>Vendor: 002453 - JASON MATTHEW LAMBERTZ</b>				
165585	PRODUCTION COSTS			975.00
<b>Vendor 002453 - JASON MATTHEW LAMBERTZ Total:</b>				<b>975.00</b>

## COUNCIL CLAIMS 3/10/2025

Payment Dates: 2/25/2025 - 3/10/2025

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
<b>Vendor: 036373 - JENNY VONNAHME</b>				
INV0001632	REC MEMBERSHIP REFUND	133389	02/25/2025	10.50
			<b>Vendor 036373 - JENNY VONNAHME Total:</b>	<b>10.50</b>
<b>Vendor: 001345 - KELTEK INCORPORATED</b>				
11581	PD - #19 CHARGE GUARD			107.77
11642	PD - #21 - PRINTER MOUNT KIT			123.18
			<b>Vendor 001345 - KELTEK INCORPORATED Total:</b>	<b>230.95</b>
<b>Vendor: 002262 - KM INTERNATIONAL</b>				
31690	RUT - BLOWER MOTOR FOR ...			203.42
			<b>Vendor 002262 - KM INTERNATIONAL Total:</b>	<b>203.42</b>
<b>Vendor: 003022 - LAVERN DIRKX</b>				
INV0001639	NW IA LEAGUE OF CITIES MEE...			148.40
			<b>Vendor 003022 - LAVERN DIRKX Total:</b>	<b>148.40</b>
<b>Vendor: 004070 - LINO H20</b>				
22512	WWTP - LAB SUPPLIES	133401	02/27/2025	1,426.00
			<b>Vendor 004070 - LINO H20 Total:</b>	<b>1,426.00</b>
<b>Vendor: 001947 - MATHESON TRI-GAS INC.</b>				
0031038887	RUT - SNOW BLOWER SHOES			138.00
			<b>Vendor 001947 - MATHESON TRI-GAS INC. Total:</b>	<b>138.00</b>
<b>Vendor: 002993 - MC CLURE ENGINEERING CO.</b>				
157760	CBD STREET RESURFACING			3,236.50
157761	12TH STREET RECONSTRUCTI...			4,300.00
			<b>Vendor 002993 - MC CLURE ENGINEERING CO. Total:</b>	<b>7,536.50</b>
<b>Vendor: 003966 - MICROBAC LABORATORIES INC</b>				
NT2501417	WTP - PERMIT REQUIRED TEST..			39.50
			<b>Vendor 003966 - MICROBAC LABORATORIES INC Total:</b>	<b>39.50</b>
<b>Vendor: 017585 - MIDWEST WHOLESALE BLDG PRODUCTS</b>				
591426	RUT - STEEL REBAR			79.50
			<b>Vendor 017585 - MIDWEST WHOLESALE BLDG PRODUCTS Total:</b>	<b>79.50</b>
<b>Vendor: 017736 - MOTION INDUSTRIES</b>				
IA35-00541459	WWTP - ELECTRIC ACTUATOR ...			11,064.50
			<b>Vendor 017736 - MOTION INDUSTRIES Total:</b>	<b>11,064.50</b>
<b>Vendor: 001645 - MURPHY TRACTOR</b>				
2398515	RUT - #34 WINDOWPANE			287.97
			<b>Vendor 001645 - MURPHY TRACTOR Total:</b>	<b>287.97</b>
<b>Vendor: 018408 - NAPA AUTO PARTS</b>				
099336	RUT - #24 PLOW LIGHT			115.98
100035	FD - FILTERS			333.00
100036	RUT - #27 AIR FILTER			90.27
			<b>Vendor 018408 - NAPA AUTO PARTS Total:</b>	<b>539.25</b>
<b>Vendor: 001301 - NEW COOPERATIVE INC</b>				
6503972	AIRPORT - FARM CHEMICALS	133402	02/28/2025	2,513.25
6585076	AIRPORT - FARM CHEMICALS	133402	02/28/2025	153.21
6585080	AIRPORT - FARM CHEMICALS	133402	02/28/2025	716.03
6585489	AIRPORT - FARM CHEMICALS	133402	02/28/2025	1,198.40
			<b>Vendor 001301 - NEW COOPERATIVE INC Total:</b>	<b>4,580.89</b>
<b>Vendor: 003228 - PAYSAFE MERCHANT</b>				
INV0001630	JAN REC EFT PROCESSING FEES	DFT0000630	02/25/2025	96.06
			<b>Vendor 003228 - PAYSAFE MERCHANT Total:</b>	<b>96.06</b>
<b>Vendor: 001949 - PERFORMANCE TIRE &amp; SERVICE</b>				
0179020	PD - #18 - OIL CHANGE			62.75
0179075	PD - #17 OIL CHANGE			45.43
0179076	PD - #15 OIL CHANGE			116.10
0179077	PD - #18 OIL CHANGE			45.43
0179078	PD - #20 OIL CHANGE			44.48
0179084	PD - #14 OIL CHANGE			44.48

## COUNCIL CLAIMS 3/10/2025

Payment Dates: 2/25/2025 - 3/10/2025

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
0179128	CEMETERY - TIRES			146.00
Vendor 001949 - PERFORMANCE TIRE & SERVICE Total:				504.67
Vendor: 021735 - POSTMASTER				
INV0001633	POSTAGE TO MAIL WATER BIL...	133386	02/25/2025	1,946.10
INV0001641	FIRST CLASS PRE-SORT FEE			350.00
Vendor 021735 - POSTMASTER Total:				2,296.10
Vendor: 000625 - PRODUCTIVITY PLUS ACCOUNT				
CB87273	AIRPORT - EQUIPMENT REPAI...	133408	03/06/2025	43.00
CB87273A	AIRPORT - EQUIPMENT REPAI...	133408	03/06/2025	105.05
Vendor 000625 - PRODUCTIVITY PLUS ACCOUNT Total:				148.05
Vendor: 009870 - RACCOON VALLEY ELECTRIC COOP				
INV0001636	AIRPORT - JAN ELECTRIC SERV...	133397	02/26/2025	1,804.05
Vendor 009870 - RACCOON VALLEY ELECTRIC COOP Total:				1,804.05
Vendor: 023640 - RAY'S REFUSE SERVICE				
INV0001669	FEB TRASH COLLECTIONS	133413	03/06/2025	36,019.79
INV0001661	FEB. GARBAGE PICKUP			39.68
INV0001661	FEB. GARBAGE PICKUP			54.94
INV0001661	FEB. GARBAGE PICKUP			39.68
INV0001661	FEB. GARBAGE PICKUP			193.41
INV0001661	FEB. GARBAGE PICKUP			148.79
INV0001661	FEB. GARBAGE PICKUP			52.32
INV0001661	FEB. GARBAGE PICKUP			82.40
INV0001661	FEB. RECYCLING			9.92
INV0001661	FEB. GARBAGE PICKUP			29.73
INV0001661	FEB. GARBAGE PICKUP			225.09
INV0001661	FEB. GARBAGE PICKUP			136.00
Vendor 023640 - RAY'S REFUSE SERVICE Total:				37,031.75
Vendor: 023815 - REGION XII COG				
INV0001668	FEB TAXI PROGRAM DONATI...	133414	03/06/2025	1,540.00
Vendor 023815 - REGION XII COG Total:				1,540.00
Vendor: 036377 - RELIC SPORTS LLC				
1827.88	DOWNTOWN FACADE GRANT			1,827.88
Vendor 036377 - RELIC SPORTS LLC Total:				1,827.88
Vendor: 036372 - RICHARD VONNAHME				
INV0001631	REC MEMBERSHIP REFUND	133388	02/25/2025	19.00
Vendor 036372 - RICHARD VONNAHME Total:				19.00
Vendor: 000459 - ROTERT CONSTRUCTION				
32549	RUT - CRANE - TRAFFIC LIGHT ...			450.00
Vendor 000459 - ROTERT CONSTRUCTION Total:				450.00
Vendor: 003455 - ROZANNE SWARTZENDRUBER				
887341	PD - KENNEBECK PANTS ALTE...			15.00
Vendor 003455 - ROZANNE SWARTZENDRUBER Total:				15.00
Vendor: 003900 - SAMPSON FARMS				
10134	PD - NUISANCE SNOW REMO...			400.00
Vendor 003900 - SAMPSON FARMS Total:				400.00
Vendor: 036379 - SDS PROPERTY INVESTMENT LLC				
100	WATER - SERVICE LINE 1321 ...			1,436.48
Vendor 036379 - SDS PROPERTY INVESTMENT LLC Total:				1,436.48
Vendor: 025250 - SHERWIN WILLIAMS CO.				
9008-8	RUT - TRAFFIC PAINT			5,089.50
Vendor 025250 - SHERWIN WILLIAMS CO. Total:				5,089.50
Vendor: 000155 - SHIVE HATTERY INC				
2142302790-13	2023 MERCHANTS PARK REN...			1,988.68
Vendor 000155 - SHIVE HATTERY INC Total:				1,988.68



## COUNCIL CLAIMS 3/10/2025

Payment Dates: 2/25/2025 - 3/10/2025

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
<b>Vendor: 025333 - SNYDER &amp; ASSOCIATES INC.</b>				
124.0636.01-2	US 30 SIGNAL IMPROVEMENT...			455.00
<b>Vendor 025333 - SNYDER &amp; ASSOCIATES INC. Total:</b>				<b>455.00</b>
<b>Vendor: 004178 - SOLID WASTE MANAGEMENT CO</b>				
INV0001638	APRIL-JUNE LANDFILL ASSESS...			30,745.00
<b>Vendor 004178 - SOLID WASTE MANAGEMENT CO Total:</b>				<b>30,745.00</b>
<b>Vendor: 025856 - STANARD AND ASSOCIATES</b>				
SA000060527	PD - NEW OFFICER POST TEST			68.00
<b>Vendor 025856 - STANARD AND ASSOCIATES Total:</b>				<b>68.00</b>
<b>Vendor: 028180 - STATE HYGIENIC LABORATORY-AR</b>				
295982	WATER - MAIN BREAK BAC-T ...			43.50
295984	RC - WATER SAMPLE ANALYSIS			45.50
<b>Vendor 028180 - STATE HYGIENIC LABORATORY-AR Total:</b>				<b>89.00</b>
<b>Vendor: 025880 - STONE PRINTING CO.</b>				
P9974	AIRPORT - PAY ORDER FORMS	133399	02/26/2025	160.50
114367	PW - EXPANDABLE POCKET FI...			47.69
114510	PW - TONER CARTRIDGE			126.99
114521	SEWER - COVER FOR SANITARY..			16.73
13426	WWTP - USB STORAGE DEVICE			21.98
<b>Vendor 025880 - STONE PRINTING CO. Total:</b>				<b>373.89</b>
<b>Vendor: 002272 - TIGGES OVERHEAD DOORS</b>				
3794	AIRPORT - HANGER REPAIRS	133390	02/26/2025	205.00
<b>Vendor 002272 - TIGGES OVERHEAD DOORS Total:</b>				<b>205.00</b>
<b>Vendor: 003953 - TIM STORK</b>				
INV0001625	STEEL TOED BOOTS	133383	02/25/2025	200.00
<b>Vendor 003953 - TIM STORK Total:</b>				<b>200.00</b>
<b>Vendor: 027060 - TREASURER OF IOWA</b>				
INV0001627	JANUARY SALES	DFT0000627	02/25/2025	575.71
INV0001627	JANUARY SALES	DFT0000627	02/25/2025	2,960.33
INV0001627	JANUARY SALES	DFT0000627	02/25/2025	864.00
INV0001666	WATER - INCOME OFFSET FEES	DFT0000646	02/28/2025	35.00
INV0001673	WATER - INCOME OFFSET PR...	DFT0000648	03/05/2025	21.00
<b>Vendor 027060 - TREASURER OF IOWA Total:</b>				<b>4,456.04</b>
<b>Vendor: 028174 - UNITED STATES CELLULAR</b>				
0710286202	CELL PHONES	133387	02/25/2025	39.47
0710286202	CELL PHONES	133387	02/25/2025	13.16
0710286202	CELL PHONES	133387	02/25/2025	75.59
0710286202	CELL PHONES	133387	02/25/2025	13.16
0710286202	CELL PHONES	133387	02/25/2025	13.16
0710286202	CELL PHONES	133387	02/25/2025	58.26
<b>Vendor 028174 - UNITED STATES CELLULAR Total:</b>				<b>212.80</b>
<b>Vendor: 029010 - VEENSTRA &amp; KIMM INC.</b>				
27366-15	WWTP DIGESTER & VLR AIR PI...			4,491.30
<b>Vendor 029010 - VEENSTRA &amp; KIMM INC. Total:</b>				<b>4,491.30</b>
<b>Vendor: 002762 - WITTROCK ELECTRIC LLC</b>				
2434	AIRPORT - OUTSIDE LIGHTS R...	133391	02/26/2025	973.88
<b>Vendor 002762 - WITTROCK ELECTRIC LLC Total:</b>				<b>973.88</b>
<b>Vendor: 030355 - WITTROCK MOTOR CO.</b>				
1218	AIRPORT - JAN CAR RENTAL	133400	02/26/2025	550.00
<b>Vendor 030355 - WITTROCK MOTOR CO. Total:</b>				<b>550.00</b>
<b>Vendor: 003291 - WORLDPAY INTEGRATED PAYMENTS</b>				
INV0001628	JAN REC ONLINE CC PROCESSI...	DFT0000628	02/25/2025	11.98
INV0001628	JAN REC ONLINE CC PROCESSI...	DFT0000628	02/25/2025	98.07
INV0001628	JAN REC ONLINE CC PROCESSI...	DFT0000628	02/25/2025	512.22
INV0001629	JAN REC IN-OFFICE CC PROCES...	DFT0000629	02/25/2025	6.28
INV0001629	JAN REC IN-OFFICE CC PROCES...	DFT0000629	02/25/2025	546.54

**COUNCIL CLAIMS 3/10/2025**

Payable Number	Description (Item)
INV0001629	JAN REC IN-OFFICE CC PROCES...

**Vendor: 003970 - WORLDWIDE EXPRESS**

250217136	FREIGHT W/E 2/19/2025
250217136	FREIGHT W/E 2/19/2025
250217136	FREIGHT W/E 2/19/2025
2502154770	FREIGHT W/E 2/26/2025
2502154770	FREIGHT W/E 2/26/2025
2502154770	FREIGHT W/E 2/26/2025
INV0001674	FREIGHT W/E 3/5/2025
INV0001674	FREIGHT W/E 3/5/2025

**Payment Dates: 2/25/2025 - 3/10/2025**

Payment Number	Payment Date	Amount
DFT0000629	02/25/2025	38.76
<b>Vendor 003291 - WORLDPAY INTEGRATED PAYMENTS Total:</b>		<b>1,213.85</b>

133384	02/25/2025	19.19
133384	02/25/2025	24.95
133384	02/25/2025	23.14
133403	02/28/2025	13.36
133403	02/28/2025	24.95
133403	02/28/2025	23.14
133412	03/06/2025	25.95
133412	03/06/2025	22.91

**Vendor 003970 - WORLDWIDE EXPRESS Total: 177.59**

**Grand Total: 280,577.36**

**Report Summary****Fund Summary**

<b>Fund</b>	<b>Expense Amount</b>	<b>Payment Amount</b>
001 - GENERAL FUND	157,535.11	74,863.06
110 - ROAD USE TAX FUND	15,283.88	0.00
121 - LOCAL OPTION SALES TAX	2,838.11	50.00
304 - C.P. STREETS	7,991.50	0.00
311 - C.P.-PARKS & RECREATION	1,988.68	0.00
600 - WATER UTILITY FUND	17,911.84	2,277.95
610 - SEWER UTILITY FUND	17,268.18	1,495.19
612 - SEWER UTILITY CAP. IMP.	4,491.30	0.00
850 - MEDICAL INSURANCE FUND	55,268.76	55,268.76
<b>Grand Total:</b>	<b>280,577.36</b>	<b>133,954.96</b>

Gross payroll \$227,153.97

# City of Carroll

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627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

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



**FROM:** Dan Hannasch, Fire Chief and Building/Fire Safety Official



**DATE:** March 5, 2025

**SUBJECT:** Firefighter Appointments

The Fire Department held interviews last week. The Officers and I interviewed Kyle Snyder and Kevin Gross for positions on the fire department. Kyle and Kevin interviewed very well and are excited about becoming a volunteer for the fire department. Along with the interview we had them do a physical agility test to make sure they are capable of doing the physical items that could happen when dealing with the fire department. Both passed without difficulty which also got them excited about becoming a volunteer fireman. They will both start as volunteers on Monday March 10, 2025.

By adding Kyle and Kevin to the department we are fully staffed with 35 Volunteers!

# City of Carroll

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627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

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

*AK*

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

*RMK*

**DATE:** March 5, 2025

**SUBJECT:** Line Striper Purchase

Proposals for the purchase of a replacement line striper have been received. The proposals received are as follows:

Diamond Vogel	\$11,286.67
Michael Todd Industrial Supply	\$11,375.00
Sherwin-Williams	\$11,253.68

Sherwin-Williams submitted the lowest priced Proposal.

The current F.Y. 24-25, Budget includes \$25,000.00 for the purchase.

**RECOMMENDATION:** Mayor and City Council consideration of purchase of a line striper from Sherwin-Williams at a cost of \$11,253.68.

RMK:lp

# 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:** March 5, 2025

**SUBJECT:** Pickup Truck with Service Body Purchase

On March 4, 2025, bids for the purchase of a Pickup Truck with Service Body, for use in the Water Division, were received, opened and tabulated. The bids received are detailed on the attached and summarized as follows:

Champion Ford, Inc.	\$55,056.23
Motor Inn of Carroll	No Bid
New Way Ford	\$58,698.00
Wittrock Motor Company	\$59,748.00

Champion Ford, Inc. submitted the lowest bid.

**RECOMMENDATION:** Mayor and City Council consideration of approval of the purchase of a Pickup Truck with Service Body from Champion Ford, Inc. at their bid price of \$55,056.23.

RMK:lp

attachments (1)

**CITY OF CARROLL**

## SUMMARY OF PROPOSALS RECEIVED

Project: **PICKUP TRUCK WITH SERVICE BODY**

Date: 3/4/2025

Location **City Hall**

Sheet No. 1 of 1

[illegible]

# City of Carroll

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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:** March 4, 2025

**SUBJECT:** Infill Housing Incentive Program

- Resolution Adopting a Revised Infill Housing Incentive Program

The current Infill Housing Incentive Program states, “Structures constructed on lots in the Rolling Hills neighborhood are NOT eligible for this Program because the City is also developing other programs and partnerships to encourage additional housing in the Rolling Hills neighborhood.” To be more definitive, Staff would recommend changing the wording for Rolling Hills neighborhood to be the lots in the Rolling Hills South Condominiums Second Urban Renewal Plan. This would allow for any vacant lots outside of the Rolling Hills South Condominiums Second Urban Renewal Plan area to be eligible for the infill housing incentive as they would not be eligible for any incentive from the urban renewal plan.

**RECOMMENDATION:** Council discussion and approval of the attached resolution adopting a revised Infill Housing Incentive Program.



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

**A RESOLUTION ADOPTING A REVISED CITY OF CARROLL INFILL HOUSING  
INCENTIVE PROGRAM**

WHEREAS, the City of Carroll recognizes the continued need to provide housing opportunities in the city, and

WHEREAS, the current program has been revised to more clearly define the incentive for housing in the Rolling Hills neighborhood.

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

1. The City of Carroll Infill Housing Incentive Program, as revised, including but not limited to making of economic development grants under the terms of the Program set forth in the revised Program document attached hereto in Exhibit 1, is hereby declared to be a public undertaking furthering the public purposes.
2. The City of Carroll revised Infill Housing Incentive Program with a date of March 10, 2025, as set forth in the revised Program document attached hereto as Exhibit 1, is hereby adopted.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 10th day of March, 2025.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

BY: \_\_\_\_\_  
Gerald H. Fleshner, Mayor

ATTEST:

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

The Carroll Infill Housing Incentive Program (“Program”) provides incentives to home builders, real estate developers, property owners, and homebuyers to expand the quality and, perhaps more importantly, the quantity of our available housing inventory.

One goal of the program is to create momentum for infill housing development within the community; to develop and ensure a stable and growing population in the community by having safe, sanitary, affordable housing readily available at various income levels; and ensuring housing is available to attract and retain employees and employers in the community.

The City is also developing other programs and partnerships to encourage additional housing in the Rolling Hills South Condominiums Second Urban Renewal Plan area. Due to these other programs the lots in the Rolling Hills South Condominiums Second Urban Renewal Plan area are not eligible for this infill housing incentive.

The following incentive will be offered for new, owner-occupied structures constructed on infill lots in the City of Carroll as long as funding is approved by Council and is available:

- Subject to the rules of the Program, the owner of a newly constructed residence will be eligible for a \$20,000 incentive per structure from the City of Carroll.

Program eligibility rules:

- The Program is limited to the first 10 applicants who fully complete and submit a Program application for a structure and whose application is approved by the Carroll City Council under the terms of the Program. If an application is initially approved but the structure subsequently does not qualify for the incentive, the City may consider a replacement application in the order the applications were received. Each application is limited to one structure.
- The Program application must be submitted within thirty (30) days after receipt of a building permit for the structure.
- To be eligible, the structure must be a new construction, owner occupied primary residence. Speculative home construction will qualify if it is intended to be owner occupied and available for purchase by the general public.
- Qualifying structures must be constructed consistent with all City and State ordinances and requirements.
- Construction must start within 3 months after the application is approved by Council and all construction needs to be completed within 18 months after the issuance of the building permit.
- The construction of the structure must be fully completed, as evidenced by the issuance of a Certificate of Occupancy by the City of Carroll.
- Rental properties are not eligible for this Program.
- Structures constructed on lots in the Rolling Hills South Condominiums Second Urban Renewal Plan area are NOT eligible for this Program because the City is also developing other programs and partnerships to encourage additional housing in the Rolling Hills South Condominiums Second Urban Renewal Plan area.
- The value of the completed structure (exclusive of land value) must be evidenced by an appraisal performed by a licensed, third-party appraiser or by County assessment.

- Subject to the terms of the Program, the incentive will be provided for a qualifying structure within thirty (30) days after issuance of a final Certificate of Occupancy.
- A homeowner who qualifies for incentives under this Program is not precluded from applying for tax abatement on the new structure under the terms of the City's Revitalization Plan/Program then in effect.
- The terms of this Program are subject to review and revision by the City Council at any time.
- Eligibility under the terms of the Program shall be at the discretion of the City Council, and all eligibility determinations are final.

**APPLICATION FOR CITY OF CARROLL HOUSING INCENTIVE PROGRAM**

*Please type or print*

**Property address:** \_\_\_\_\_

**Legal Description or Parcel Number:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Current Property Value** (from assessor's records)

**Land:** \$ \_\_\_\_\_ **Building(s):** \$ \_\_\_\_\_

**Brief Description of Project:** \_\_\_\_\_

**Estimated Cost of Actual Building Improvements:** \$ \_\_\_\_\_

**Start Date:** \_\_\_\_\_

**Estimated or Actual Completion Date:** \_\_\_\_\_

*Note: No change may be made once an application is approved without approval of the Carroll City Council.*

**Acknowledgments:**

A copy of the building permit is attached.

The property to which improvements are made conform to all applicable city codes.

The applicant certifies that all information in this application and all information provided in the support of this application is given for the purpose of obtaining a housing incentive from the City of Carroll and is true and complete to the best of the applicant's knowledge. The applicant acknowledges that no incentive will be received unless it is approved by the Carroll City Council. The applicant understands and acknowledges the rules of the Program and acknowledges that incentive eligibility is subject to the Program rules.

**Applicant's Signature:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

**City Council Action:**

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

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

Reason for disapproval: \_\_\_\_\_

# 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:** March 5, 2025

**SUBJECT:** Water System Pressure Zone Improvements  
Offer to Buy Real Estate and Acceptance Agreement

An Offer to Buy Real Estate and Acceptance agreement has been prepared to purchase property for the Water System Pressure Zone Improvements project. The property is described as Lot 11, Bob and Lou's First Commercial Subdivision. The property is illustrated on the attached. The Seller is 704 Development Corp.

The terms of the purchase are detailed in the attached agreement and summarized as follows:

1. The Purchase Price is \$250,000.00
2. Possession and Closing on the Property is on or about April 1, 2025.

Prior to preparation of the Offer to Buy and Acceptance agreement, an appraisal for real property sales and purchases pursuant to City Policy No. 0307 was not prepared.

**RECOMMENDATION:** Mayor and City Council consideration of passage and approval of the Resolution approving the Offer to Buy Real Estate and Acceptance agreement for the Water System Pressure Zone Improvements project.

RMK:lp

attachments (3)

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

A RESOLUTION APPROVING THE OFFER TO BUY REAL ESTATE AND ACCEPTANCE AGREEMENT FOR PROPERTY FOR THE WATER SYSTEM PRESSURE ZONE IMPROVEMENTS PROJECT.

WHEREAS, the City desires to construct the Water System Pressure Zone Improvements project; and,

WHEREAS, the purchase of real estate is necessary for the construction of the Project; and,

WHEREAS, the following has been prepared for the purchase of real estate from 704 Development Corp.:

Offer to Buy Real Estate and Acceptance – Exhibit A;

and,

WHEREAS, it is determined that approval of Exhibit A is in the best interest of the City and the residents thereof; and,

WHEREAS, City Policy No. 0307, Appraisals for Real Property Sales and Purchases, is waived.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa that Exhibit A prepared for the purchase of real estate from 704 Development Corp. is approved and the Mayor is authorized to execute the Exhibit on behalf of the City.

Passed and approved by the Carroll City Council this 10<sup>th</sup> day of March, 2025.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

By: \_\_\_\_\_  
Gerald H. Fleshner, Mayor

ATTEST:

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



## OFFER TO BUY REAL ESTATE AND ACCEPTANCE

TO: 704 Development Corp, (SELLER)

The undersigned BUYER hereby offers to buy and the undersigned SELLER by its acceptance agrees to sell the real property situated in Carroll, Iowa, locally known as 1125 W. 20<sup>th</sup> Street, Carroll, Iowa, and legally described as:

Lot 11, Bob and Lou's First Commercial Subdivision to the City of Carroll, Carroll County, Iowa (Parcel Number 06-14-476-006)

together with any easements and appurtenant servient estates, but subject to any reasonable easements of record for public utilities or roads, any zoning restrictions customary restrictive covenants and mineral reservations of record, if any, herein referred to as the "Property," upon the following terms and conditions provided BUYER, on possession, is permitted to use the Property for any legal purpose.

1. **PURCHASE PRICE.** The Purchase Price shall be \$250,000.00 and the method of payment shall be as follows: Balance shall be paid in full at closing.
2. **REAL ESTATE TAXES.** Seller shall pay all taxes prorated to the date of possession and any unpaid real estate taxes payable in prior years. Buyer shall pay all subsequent real estate taxes.  
Unless otherwise provided in this Agreement, at closing SELLER shall pay BUYER, or BUYER shall be given a credit for, taxes from the first day of July prior to possession to the date of possession based upon the last known actual net real estate taxes payable according to public records.
3. **SPECIAL ASSESSMENTS.** SELLER shall pay at time of closing all installments of special assessments which are a lien on the Property and all prior installments thereof.
4. **RISK OF LOSS AND INSURANCE.** SELLER shall bear the risk of loss or damage to the Property prior to closing. SELLER agrees to maintain existing insurance and BUYER may purchase additional insurance. In the event of substantial damage or destruction prior to closing, this Agreement shall be null and void; provided, however, BUYER shall have the option to complete the closing and receive insurance proceeds regardless of the extent of damages. The property shall be deemed substantially damaged or destroyed if it cannot be restored to its present condition on or before the closing date.
5. **POSSESSION AND CLOSING.** If BUYER timely performs all obligations, possession of the Property shall be delivered to Buyer on or about April 1, 2025, and any adjustments of rent, insurance, interest and all charges attributable to the SELLER'S possession shall be made as of the date of closing. Closing shall occur after the approval of title by BUYER and vacation of the Property by SELLER, but prior to possession by BUYER. SELLER agrees to permit BUYER to inspect the Property within 72 hours prior to closing to assure that the premises are in the condition required by this Agreement. If possession is given on a day other than closing, the parties shall make a separate agreement with adjustments as



of the date of possession. This transaction shall be considered closed upon the delivery of the title transfer documents to BUYER and receipt of all funds then due at closing from Buyer under the Agreement.

6. **FIXTURES.** Included with the Property shall be all fixtures that integrally belong to, are specifically adapted to or are a part of the real estate.
7. **CONDITION OF PROPERTY.** The property as of the date of this Agreement, including all improvements, will be preserved by the SELLER in its present condition until possession, ordinary wear and tear excepted. SELLER makes no warranties, expressed or implied, as to the condition of the property. BUYER acknowledges that it has made a satisfactory inspection of the Property and is purchasing the Property in its existing condition "as is".
8. **ABSTRACT AND TITLE.** SELLER, at its expense, shall promptly obtain an abstract of title to the Property continued through the date of acceptance of this Agreement, and deliver it to BUYER'S attorney for examination. It shall show marketable title in SELLER in conformity with this Agreement, Iowa law, and title standards of the Iowa State Bar Association. The SELLER shall make every reasonable effort to promptly perfect title. If closing is delayed due to SELLER'S inability to provide marketable title, this Agreement shall continue in force and effect until either party rescinds the Agreement after giving ten days written notice to the other party. The abstract shall become the property of BUYER when the Purchase Price is paid in full. SELLER shall pay the costs of any additional abstracting and title work due to any act or omission of SELLER, including transfers by or the death of SELLER or its assignees. The abstract shall be obtained from an abstracter qualified by the Guaranty Division of the Iowa Housing Finance Authority.
9. **ENVIRONMENTAL MATTERS.**

SELLER warrants to the best of its knowledge and belief that there are no abandoned wells, solid waste disposal sites, hazardous wastes or substances, or underground storage tanks located on the Property, and SELLER has done nothing to contaminate the Property with hazardous wastes or substances. SELLER warrants that the property is not subject to any local, state, or federal judicial or administrative action, investigation or order, as the case may be, regarding wells, solid waste disposal sites, hazardous wastes or substances, or underground storage tanks.
10. **DEED.** Upon payment of the Purchase Price, SELLER shall convey the Property to BUYER by Warranty Deed, free and clear of all liens, restrictions, and encumbrances. General warranties of the title shall extend to the time of delivery of the deed.
11. **USE OF PURCHASE PRICE.** At time of settlement, funds of the Purchase Price may be used to pay taxes and other liens and to acquire outstanding interests, if any, of others.
12. **REMEDIES OF THE PARTIES.**
  - A. If BUYER fails to timely perform this Agreement, SELLER may forfeit it as provided in the Iowa Code (Chapter 656), and all payments made shall be forfeited; or, at SELLER'S option, upon thirty days written notice of intention to accelerate the payment of the entire balance because of BUYER'S default (during which thirty days the default is not corrected), SELLER may declare the entire balance immediately due and payable. Thereafter this Agreement may be foreclosed in equity and the Court may appoint a receiver.

B. If SELLER fails to timely perform this Agreement, BUYER has the right to have all payments made returned to them.

C. BUYER and SELLER are also entitled to utilize any and all other remedies or actions at law or in equity available to them, and the prevailing parties shall be entitled to obtain judgment for costs and attorney fees.

13. **NOTICE.** Any notice under this Agreement shall be in writing and be deemed served when it is delivered by personal delivery or mailed by certified mail, addressed to the parties at the addresses given below.

14. **GENERAL PROVISIONS.** In the performance of each part of this Agreement, time shall be of the essence. Failure to promptly assert rights herein shall not, however, be a waiver of such rights or a waiver of any existing or subsequent default. This Agreement shall apply to and bind the successors in interest of the parties. This Agreement shall survive the closing. This Agreement contains the entire agreement of the parties and shall not be amended except by a written instrument duly signed by SELLER and BUYER. Paragraph headings are for convenience of reference and shall not limit or affect the meaning of this Agreement. Words and phrases herein shall be construed as in the singular or plural number, and as masculine, feminine, neutral or other gender according to the context.

15. **NO REAL ESTATE AGENT OR BROKER.** Neither party has used the service of a real estate agent or broker in connection with this transaction.

16. **CERTIFICATION.** Buyer and Seller each certify that they are not acting, directly or indirectly, for or on behalf of any person, group, entity or nation named by any Executive Order or the United States Treasury Department as a terrorist, "Specially Designated National and Blocked Person" or any other banned or blocked person, entity, nation or transaction pursuant to any law, order, rule or regulation that is enforced or administered by the Office of Foreign Assets Control; and are not engaged in this transaction, directly or indirectly on behalf of, any such person, group, entity or nation. Each party hereby agrees to defend, indemnify and hold harmless the other party from and against any and all claims, damages, losses, risks, liabilities and expenses (including attorney's fees and costs) arising from or related to my breach of the foregoing certification.

17. **INSPECTION OF PRIVATE SEWAGE DISPOSAL SYSTEM.** Seller represents and warrants to Buyer that the Property is not served by a private sewage disposal system, and there are no known private sewage disposal systems on the property.

18. **ADDITIONAL PROVISIONS.**

a) This Agreement is subject to the Carroll City Council approval by Resolution.

b) Seller may choose to transfer the subject property pursuant to Internal Revenue Code Section 1031, which sets forth the requirements for tax-deferred real estate exchanges. Seller's rights and/or obligations under this and future agreements may be assigned to a qualified intermediary or exchange accommodation titleholder for the purpose of completing an exchange. The parties agree to cooperate with each other in a manner necessary to enable completion of an exchange. Such cooperation shall be at no additional cost or liability to a non-exchanging party.

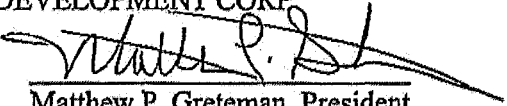
ACCEPTANCE. When accepted, this Agreement shall become a binding contract. If not accepted and delivered to BUYER on or before March 10, 2025, this Agreement shall be null and void and all payments made shall be returned immediately to BUYER.

Accepted: March 6<sup>th</sup>, 2025

Dated: March \_\_\_\_\_, 2025

SELLER  
704 DEVELOPMENT CORP

BUYER  
CITY OF CARROLL, IOWA

By:   
Matthew P. Greteman, President  
704 W. Hwy 30  
Carroll, IA 51401

By: \_\_\_\_\_  
Gerald H. Fleshner, Mayor  
627 N. Adams Street  
Carroll, IA 51401

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# 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:** March 5, 2025

**SUBJECT:** Not to Exceed \$9,465,000 General Obligation Capital Loan Notes

- Public Hearing on the Authorization of a Loan Agreement and the Issuance of Notes to Evidence the Obligation of the City thereunder
- Resolution Instituting Proceedings to Take Additional Action
- Resolution Authorizing the Issuance and Levying a Tax for the Payment thereof

During the FY 2026 budget discussions, information was presented to issue debt in the Spring 2026 for the following projects. These not to exceed amounts include an amount for debt issuance costs and an additional 5% for unexpected/high bids, if needed. If favorable bids are received, the actual amount of debt that is issued can be lowered.

<u>Project</u>	<u>Amount</u>	<u>Repayment Source</u>	<u>Repayment Years</u>
Water Tanker Fire Truck	\$428,125	Debt Service Levy	10
US 30W San Sewer & Watermain Ext	\$1,103,125	Tax Increment Financing (TIF)	15
WWTP Digester & VLR Project	\$1,793,750	Sewer Fees	10
Twelfth Street Reconstruction–2025	\$2,140,625	Debt Service Levy	10
Northwest Water Pressure Zone	\$3,999,375	Water Fees	20

The notice of public hearing was published in the Carroll Times Herald on Friday, February 28, 2025.

A public hearing will need to be held at the Council meeting with action to be taken on the enclosed resolution entitled, “Resolution Instituting Proceedings to Take Additional Action for the Issuance of Not to Exceed \$9,465,000 General Obligation Capital Loan Notes.” It is a requirement of Iowa Code to take action to either adopt the resolution or abandon the proposal.

Also included is a “pre-levy” resolution for Council action. The pre-levy resolution tells the public that the City has a need for money to pay for debt service (principal and interest) for the above projects from capital loan notes to be sold at a later date. This allows for the collection of property taxes for the debt payment in FY 2026. The repayment schedule can be amended when the notes are actually sold. The debt repayment schedule has been prepared specific to each project based upon the fund sources available to repay the debt. The portion of the debt paid by the debt service levy has been structured to maintain a \$1.40 debt service levy. The portion of the debt paid by the other funding sources has been prepared based upon their respective cash flows.

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

**RECOMMENDATION:** After the close of the public hearing, Council consideration and approval of the following resolutions for the Not to Exceed \$9,465,000 General Obligation Capital Loan Notes for the Water Tanker Fire Truck, US 30 W Sanitary Sewer & Watermain Extension Project, WWTP Digester & VLR Project, Twelfth Street Reconstruction – 2025 Project and Northwest Water Pressure Zone Project:

1. Resolution Instituting Proceedings to Take Additional Action
2. Resolution Authorizing the Issuance and Levying a Tax for the Payment thereof

**ITEMS TO INCLUDE ON AGENDA  
FOR THE COUNCIL MEETING ON MARCH 10, 2025**

**CITY OF CARROLL, IOWA**

Not to Exceed \$9,465,000 General Obligation Capital Loan Notes

- Public hearing on the authorization of a Loan Agreement and the issuance of Notes to evidence the obligation of the City thereunder.
- Resolution instituting proceedings to take additional action.

NOTICE MUST BE GIVEN PURSUANT TO IOWA CODE  
CHAPTER 21 AND THE LOCAL RULES OF THE CITY.

March 10, 2025

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 5:15P.M., on the above date. There were present Mayor \_\_\_\_\_, in the chair, and the following named Council Members:

\_\_\_\_\_

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

Vacant: \_\_\_\_\_

\* \* \* \* \*

The Mayor announced that this was the time and place for the public hearing and meeting on the matter of the authorization of a Loan Agreement and the issuance of not to exceed \$9,465,000 General Obligation Capital Loan Notes, in order to provide funds to pay the costs of the opening, widening, extending, grading and drainage of the right-of-way of streets, sidewalks, trails, highways, avenues, alleys, and public grounds; the construction, reconstruction, and repairing of any street, sidewalk and streetscape improvements, with related signage, utility, traffic control devices, street lighting fixtures, and the acquisition of real estate for such purposes; equipping the fire department; the acquisition, construction, extension, improvement and equipping of works and facilities useful for the collection, treatment, and disposal of sewage and industrial waste, and for the collection and disposal of surface waters and streams; and the acquisition, construction, improvement, repair and equipping of waterworks, water mains, and extensions, and real and personal property, useful for providing potable water , for essential corporate purposes, and that notice of the proposed action by the Council to institute proceedings for the authorization of the Loan Agreement and the issuance of the Notes had been published as provided by Sections 384.24A and 384.25 of the Code of Iowa.

The Mayor then asked the Clerk whether any written objections had been filed by any resident or property owner of the City to the issuance of the Notes. The Clerk advised the Mayor and the Council that \_\_\_\_\_ written objections had been filed. The Mayor then called for oral objections to the issuance of the Notes and \_\_\_\_\_ were made. Whereupon, the Mayor declared the time for receiving oral and written objections to be closed.

(Attach here a summary of objections received or made, if any)

Whereupon, the Mayor declared the hearing on the authorization of entering into a Loan Agreement and the issuance of the Notes to be closed.

The Council then considered the proposed action and the extent of objections thereto.

Whereupon, Council Member \_\_\_\_\_ introduced and delivered to the Clerk the Resolution hereinafter set out entitled "RESOLUTION INSTITUTING PROCEEDINGS TO TAKE ADDITIONAL ACTION FOR THE ISSUANCE OF NOT TO EXCEED \$9,465,000 GENERAL OBLIGATION CAPITAL LOAN NOTES", and moved:

- ☐ that the Resolution be adopted.
- ☐ to ADJOURN and defer action on the Resolution and the proposal to institute proceedings for the issuance of notes to the meeting to be held at \_\_\_\_\_ .M. on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, at this place.



Council Member \_\_\_\_\_ seconded the motion. The roll was called and the vote was,

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

\_\_\_\_\_

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

Whereupon, the Mayor declared the measure duly adopted.

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

RESOLUTION INSTITUTING PROCEEDINGS TO TAKE  
ADDITIONAL ACTION FOR THE ISSUANCE OF NOT TO  
EXCEED \$9,465,000 GENERAL OBLIGATION CAPITAL  
LOAN NOTES

WHEREAS, pursuant to notice published as required by law, the City Council has held a public meeting and hearing upon the proposal to institute proceedings for the authorization of a Loan Agreement and the issuance of not to exceed \$9,465,000 General Obligation Capital Loan Notes, for essential corporate purposes, in order to provide funds to pay the costs of the opening, widening, extending, grading and drainage of the right-of-way of streets, sidewalks, trails, highways, avenues, alleys, and public grounds; the construction, reconstruction, and repairing of any street, sidewalk and streetscape improvements, with related signage, utility, traffic control devices, street lighting fixtures, and the acquisition of real estate for such purposes; equipping the fire department; the acquisition, construction, extension, improvement and equipping of works and facilities useful for the collection, treatment, and disposal of sewage and industrial waste, and for the collection and disposal of surface waters and streams; and the acquisition, construction, improvement, repair and equipping of waterworks, water mains, and extensions, and real and personal property, useful for providing potable water , and has considered the extent of objections received from residents or property owners as to the proposed issuance of Notes; and following action is now considered to be in the best interests of the City and residents thereof.

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

Section 1. That this Council does hereby institute proceedings and take additional action for the authorization and issuance in the manner required by law of not to exceed \$9,465,000 General Obligation Capital Loan Notes, for the foregoing essential corporate purposes.

Section 2. This Resolution shall serve as a declaration of official intent under Treasury Regulation 1.150-2 and shall be maintained on file as a public record of such intent. It is reasonably expected that the general fund moneys may be advanced from time to time for capital expenditures which are to be paid from the proceeds of the above Notes. The amounts so advanced shall be reimbursed from the proceeds of the Notes not later than eighteen months after the initial payment of the capital expenditures or eighteen months after the property is placed in service. Such advancements shall not exceed the amount authorized in this Resolution unless the same are for preliminary expenditures or unless another declaration of intention is adopted.

PASSED AND APPROVED this 10<sup>th</sup> day of March, 2025.

\_\_\_\_\_  
Mayor

ATTEST:

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

STATE OF IOWA )  
 ) SS  
COUNTY OF CARROLL )

WITNESS my hand and the seal of the Council hereto affixed this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

(SEAL)

**ITEMS TO INCLUDE ON AGENDA  
FOR THE COUNCIL MEETING ON MARCH 10, 2025**

**CITY OF CARROLL, IOWA**

General Obligation Capital Loan Notes, Series 2025A

- Resolution authorizing the issuance and levying a tax for the payment thereof.

NOTICE MUST BE GIVEN PURSUANT TO IOWA CODE  
CHAPTER 21 AND THE LOCAL RULES OF THE CITY.

March 10, 2025

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 AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION CAPITAL LOAN NOTES, SERIES 2025A, AND LEVYING A TAX FOR THE PAYMENT 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 AUTHORIZING THE ISSUANCE OF  
GENERAL OBLIGATION CAPITAL LOAN NOTES, SERIES  
2025A, AND LEVYING A TAX FOR THE PAYMENT  
THEREOF

WHEREAS, the City of Carroll, State of Iowa ("Issuer"), is a municipal corporation, organized and existing under the Constitution and laws of the State of Iowa, and is not affected by any special legislation; and

WHEREAS, the Issuer is in need of funds to pay costs of the opening, widening, extending, grading and drainage of the right-of-way of streets, sidewalks, trails, highways, avenues, alleys, and public grounds; the construction, reconstruction, and repairing of any street, sidewalk and streetscape improvements, with related signage, utility, traffic control devices, street lighting fixtures, and the acquisition of real estate for such purposes; equipping the fire department; the acquisition, construction, extension, improvement and equipping of works and facilities useful for the collection, treatment, and disposal of sewage and industrial waste, and for the collection and disposal of surface waters and streams; and the acquisition, construction, improvement, repair and equipping of waterworks, water mains, and extensions, and real and personal property, useful for providing potable water (the "Project"), and it is deemed necessary and advisable that General Obligation Capital Loan Notes, Series 2025A, in the amount of not to exceed \$9,465,000 be issued; and

WHEREAS, the City Council has taken such acts as are necessary to authorize issuance of the Notes.

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

Section 1. Authorization of the Issuance. General Obligation Capital Loan Notes, Series 2025A, in the amount of not to exceed \$9,465,000 shall be issued pursuant to the provisions of Iowa Code Sections 384.24A and 384.25 for the purposes covered by the hearing.

Section 2. Levy of Annual Tax. For the purpose of providing funds to pay the principal and interest as required under Chapter 76.2, there is levied for each future year the following direct annual tax upon all the taxable property in the City of Carroll, State of Iowa, to wit:

AMOUNT	FISCAL YEAR (JULY 1 TO JUNE 30) YEAR OF COLLECTION
\$394,587	2025/2026
\$1,464,150	2026/2027
\$946,150	2027/2028
\$1,001,400	2028/2029
\$1,007,400	2029/2030
\$1,006,400	2030/2031
\$638,650	2031/2032
\$637,400	2032/2033
\$640,150	2033/2034
\$646,650	2034/2035
\$406,650	2035/2036
\$407,400	2036/2037
\$400,400	2037/2038
\$403,200	2038/2039
\$405,400	2039/2040
\$407,000	2040/2041
\$293,000	2041/2042
\$298,000	2042/2043
\$297,400	2043/2044
\$296,400	2044/2045

Principal and interest coming due at any time when the proceeds of the tax on hand are insufficient to pay the amount due shall be promptly paid when due from current funds available for that purpose and reimbursement must be made.

Section 3. Amendment of Levy of Annual Tax. Based upon the terms of the future sale of the Notes to be issued, this Council will file an amendment to this Resolution ("Amended Resolution") with the County Auditor.

Section 4. Filing. A certified copy of this Resolution shall be filed with the County Auditor of County of Carroll, State of Iowa, who shall, pursuant to Iowa Code Section 76.2,



levy, assess and collect the tax in the same manner as other taxes and, when collected, these taxes shall be used only for the purpose of paying principal and interest on the Notes.

PASSED AND APPROVED this 10<sup>th</sup> day of March, 2025.

---

Mayor

ATTEST:

---

City Clerk

STATE OF IOWA )  
 ) SS  
COUNTY OF CARROLL )

WITNESS my hand and the seal of the Council hereto affixed this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

(SEAL)

COUNTY AUDITOR'S CERTIFICATE

I, \_\_\_\_\_, County Auditor of Carroll County, State of Iowa, hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 2025 there was filed in my office the Resolution of the City Council of the City of Carroll, State of Iowa, adopted on the 10<sup>th</sup> day of March, 2025, the Resolution authorizing execution of a Loan Agreement and authorizing the issuance of General Obligation Capital Loan Notes, Series 2025A, and levying a tax therefor.

(COUNTY SEAL)

\_\_\_\_\_  
County Auditor of Carroll County, State of  
Iowa

# 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 AK

**DATE:** March 5, 2025

**SUBJECT:** U.S. 30 Advanced Warning Flashers  
Purchase and Installation

On May 28, 2024, approval was given to proceed with design of U.S. 30 Advanced Warning Flashers at westbound Market Street. Eastbound Griffith Road was subsequently added to the project. Approval of the City's Traffic Control Device Applications for both locations was issued by the Iowa Department of Transportation on October 15, 2024.

A quotation, copy attached, for the purchase and installation of the Advanced Warning Flashers has been requested and received from General Traffic Controls. The quote is a lump sum of \$21,551.00. Individual prices have been included in the quote for information. Delivery and installation of the flashers is expected to be 60-90 days.

Alternate price quotations pursuant to City Policy No. 0501, Purchasing Policy, have not been solicited.

Funding for the project is not included in the current, F.Y. 24-25 Budget. Expenditures will be monitored for possible amendment.

**RECOMMENDATION:** Mayor and City Council consideration and approval of the Resolution approving the General Traffic Controls quotation for purchase and installation of the U.S. 30 Advanced Warning Flashers.

RMK:lp

attachments (2)

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

A RESOLUTION APPROVING THE QUOTATION OF GENERAL TRAFFIC CONTROLS FOR PURCHASE AND INSTALLATION OF THE U.S. 30 ADVANCED WARNING FLASHERS.

WHEREAS, the City desires to purchase and install Advanced Warning Flashers on U.S. 30 at Market Street and Griffith Road; and,

WHEREAS, a quotation for the purchase and installation has been requested and received from General Traffic Controls; and,

WHEREAS, the City Council has determined that approval of the quotation is in the best interest of the City and the residents thereof; and,

WHEREAS, City Policy No. 0501, Purchasing Policy, is waived.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the quotation of General Traffic Controls for the purchase and installation of the U.S. 30 Advanced Warning Flashers is approved..

Passed and approved by the Carroll City Council this 10<sup>th</sup> day of March, 2025.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

By: \_\_\_\_\_  
Gerald H. Fleshner, Mayor

ATTEST:

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



Quote #:  
Date:  
Contact:  
Agency:  
Project:

7666REV1  
3/3/2025  
Randy  
City of Carroll  
Hwy 30 @ Griffith and Market

PO Box 1000 Spencer, IA 51301 • (712) 262-1521

**\*\*Please verify pricing prior to ordering if past 60 days\*\***  
**\*Equipment will need to be ordered and released within 60 days\***

**Terms:** Net 30 days

**Freight:** Prepaid

**Delivery:** 60-90 days ARO

**We are pleased to submit the following quotation:**

ITEM	QTY	DESCRIPTION	UNIT PRICE	EXTEND PRICE
001	2	14' Black Pole, Base, Collar, Cap & Anchor Bolts	\$1,217.00	\$2,434.00
002	2	W16-13P Sign w/ Bracket	\$275.00	\$550.00
003	2	W3-4 Sign w/ Bracket	\$506.00	\$1,012.00
004	4	12" Amber Beacons w/ Mtg.	\$270.00	\$1,080.00
005	1	Controller & Monitor Programming at 2 locations	\$1,975.00	\$1,975.00
006	1	Installation of above equipment	\$14,500.00	\$14,500.00

Total Above Equipment: \$21,551.00

*Quote is considered lump sum, individual prices given for your convenience. Partial orders are subject to price review.*

Addenda acknowledged: none

General Traffic Controls retains title to all equipment until paid in full.

All past due accounts are subject to a 1.5% per month service charge.

Sales tax is not included. If applicable, tax will be added to invoice.

Prices subject to review 60 days from above date.

Should we be favored with your order, it will receive our prompt, personal attention.

**THANK YOU!**

Very truly yours,

GENERAL TRAFFIC CONTROLS

*Amanda Brown*

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# 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 Schaefer, City Clerk/Finance Director   
**DATE:** March 6, 2025  
**SUBJECT:** Infill Housing Incentive Program Application Cancellations

According to program eligibility rules, construction must be completed within 18 months after the issuance of the building permit. Construction is not complete for the following application:

Applicant: Metro Homes  
Property Location: 1505 E 10<sup>th</sup> Street  
Building Permit Issuance: August 21, 2023

According to the program eligibility rules, construction must start within three (3) months after the application is approved. Construction has not started on the following application within the required timeframe:

Applicant: Two Bald Hawks LLC  
Property Location: 334 W 13th Street, 1308 & 1312 Quint Ave.  
Application Approved Date: July 22, 2024

Staff is recommending the cancellation of those applications. With the cancellation of these applications and the rules of the American Rescue Plan Act (ARPA) funds, the City is "...permitted to replace a contract or subaward that was entered into prior to December 31, 2024 ...[if] the recipient terminates the contract or subaward because the contractor or subrecipient's default...". Staff would recommend using these ARPA funds to fund the next two applicants to apply for the Housing Incentive Program.

**RECOMMENDATION:** City Council consideration and approval of cancellation of the applications for Metro Homes (1505 E 10<sup>th</sup> Street) and Two Bald Hawks LLC (6334 W 13th Street, 1308 & 1312 Quint Ave.) and fund the next two Housing Incentive Program applications with American Rescue Plan Act (ARPA) funds.



# 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:** March 3, 2025  
**SUBJECT:** Municipal Golf Course Booster Pump Station Project  
• Certificate of Substantial Completion

The contractor, Synergy Contracting LLC, has substantially completed the Municipal Golf Course Booster Pump Station project. The date of substantial completion was December 20, 2024, minus startup, which will occur in the spring.

The project has been reviewed by City Staff and JEO Engineering. All that is left for final project completion is stated in the punch list of items to be completed or corrected. The punch list items are expected to be finished before final payment and startup this spring. The final walk-through will be after these items are finished, corrected or installed.

**RECOMMENDATION:** Mayor and City Council consideration and acceptance of the Certificate of Substantial Completion for the Municipal Golf Course Booster Pump Station project.



## CERTIFICATE OF SUBSTANTIAL COMPLETION

Owner: **City of Carroll** Owner's Project No.:  
Engineer: **JEO Consulting Group, Inc.** Engineer's Project No.: **230073.00**  
Contractor: **Synergy Contracting, LLC** Contractor's Project No.:  
Project: **Municipal Golf Course Booster Pump Station**  
Contract Name: **Municipal Golf Course Booster Pump Station**

This ☐ Preliminary ☒ Final Certificate of Substantial Completion applies to:

☒ All Work ☐ The following specified portions of the Work:

Date of Substantial Completion: **December 20, 2024**

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Work or portion thereof designated above is hereby established, subject to the provisions of the Contract pertaining to Substantial Completion. The date of Substantial Completion in the final Certificate of Substantial Completion marks the commencement of the contractual correction period and applicable warranties required by the Contract.

A punch list of items to be completed or corrected is attached to this Certificate. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

Amendments of contractual responsibilities recorded in this Certificate should be the product of mutual agreement of Owner and Contractor; see Paragraph 15.03.D of the General Conditions.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work must be as provided in the Contract, except as amended as follows:

Amendments to Owner's Responsibilities: ☒ None ☐ As follows:

Amendments to Contractor's Responsibilities: ☒ None ☐ As follows:

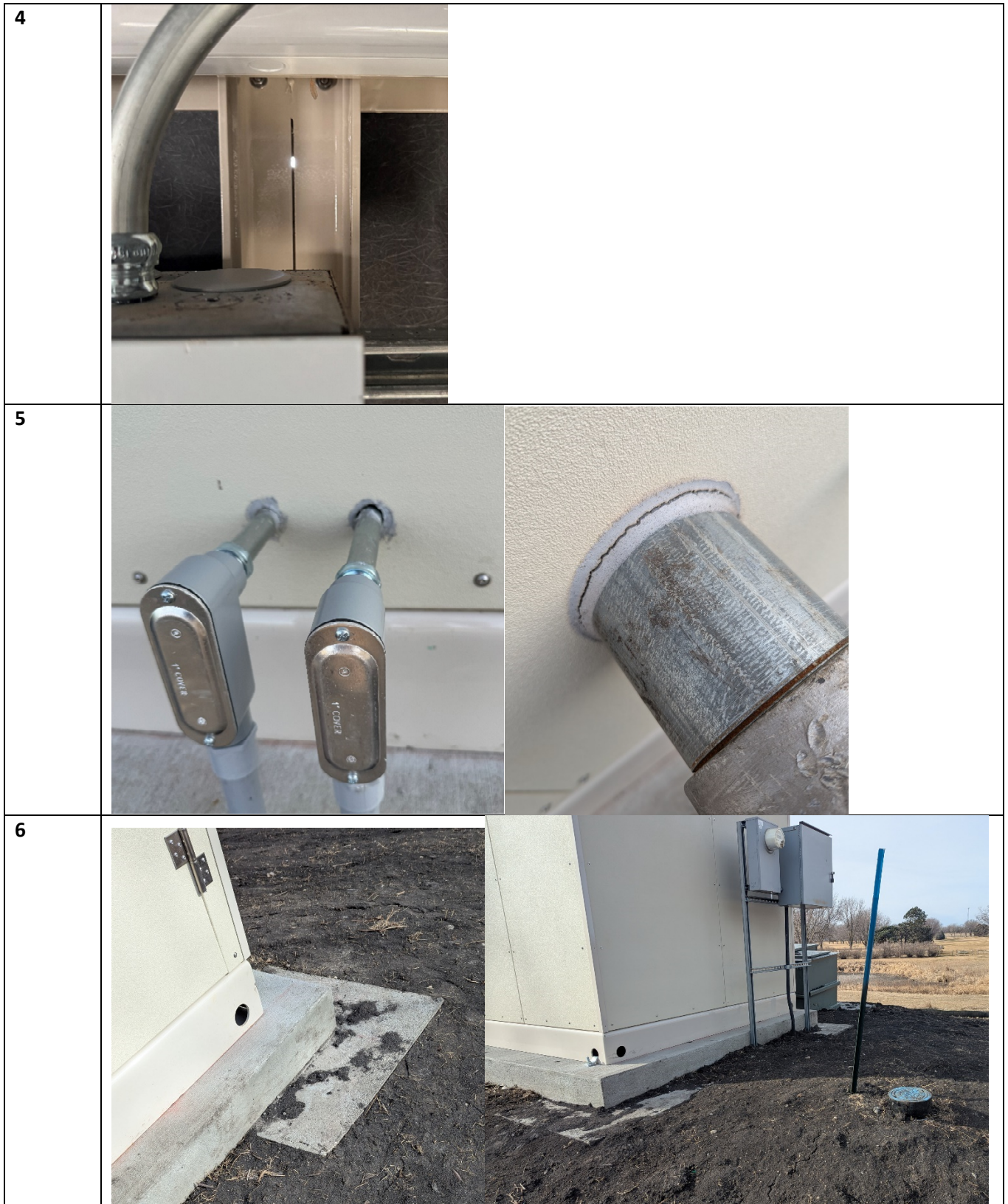
The following documents are attached to and made a part of this Certificate:

**Punch List Document\_Carroll Golf Booster Station (attached)**




This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.

EXECUTED BY ENGINEER:		RECEIVED:	RECEIVED:
By: <u>[Signature]</u>	By: _____	By: <u>[Signature]</u>	By: _____
(Authorized signature)	Owner (Authorized Signature)	Contractor (Authorized Signature)	
Title: <u>Project Manager</u>	Title: _____	Title: <u>Project Manager</u>	
Date: <u>2/12/2025</u>	Date: _____	Date: <u>2/12/25</u>	

Item	Photos
1	
2	
3	





9		
12		
13		

14



15



16



17





## Punch List Document

**DATE** | 2/6/25

**PROJECT** | 2023 Municipal Golf Course Booster Pump Station

**JEO DESIGN PROJECT NO.** | 230073.00

**LOCATION** | Carroll, IA

**OWNER** | City of Carroll, IA

**CONTRACTOR** | Synergy Contracting

### Punchlist Items:

1. Repair or reinstall south door latching mechanism (refer to picture), door is not closing completely, can see light through door.
2. Can see light through walls at corners (refer to pictures)
3. Numerous "holes" at the base/sill plate that are not weather tight and can see light through.
4. Can see light through supporting member adjacent to electrical, building needs to be sealed.
5. Conduits enter building are no longer sealed (see picture)
6. Footings are showing at corners and gate valve is not at grade, grading needs to match as shown on plans.
7. No additional fill/grading around existing electrical transformer.
8. Need to confirm winterization/blowoff connection per resubmittal 4.
9. Contractor to verify plastic tubing on PRV does not void Cla-Val warranty.
10. Install pressure gauge and transducer assembly on discharge piping after flow meter per plans.
11. Confirm roof is removable in two separate pieces and not one large section.
12. Remove electrical conduit anchors from removable roof.
13. Replace damaged light above door.
14. Relocate conduit on floor out of walkway.
15. Properly seal conduit to pressure maintenance pump.
16. Fix roof flashing that is not properly adhering to building.
17. Install float, level sensor, and pumps.
18. Install strainer on flushing line per plans.
19. Provide building O&M manual including lifting points of removable roof.

Samantha Handrock

**ENGINEER**

2/4/25

**Date**



## Elec Punch List Document

**DATE** | 2/4/25

**PROJECT** | 2023 Municipal Golf Course Booster Pump Station

**JEO DESIGN PROJECT NO.** | 230073.00

**LOCATION** | Carroll, IA

**OWNER** | City of Carroll, IA

**CONTRACTOR** | Synergy Contracting

### Electrical Punchlist Items:

1. During submittal review, I believe roof hatches were not provided for the pumps because the roof was removeable. However, electrician ran conduits across roof of station, making the roof no longer removeable. Re-route conduit to allow for removal of roof.
2. Where the well motor conduits and tile motor conduits come down vertically, they are not secured at all. Caulking used to seal the holes the conduit exits the station was pushed away a few inches because the conduits are free to move in and out. These conduits need to be secured with strut, and there should also be expansion fittings as the conduit leaves the station and travels underground to keep the small PVC from breaking as the station settles.
3. Station manufacturer ran conduit from main control panel to step down transformer / load center along the floor through walking path of the main entrance. This conduit shall be relocated in order to provide clear walking path.
4. N-G Bond was not installed within the 480V Panel. Install this as called out on the plans.
5. #3 AWG conductors were installed from the 480V Panel to the station control panel. Per plans, this circuit was supposed to be (3) #3/0 with #6 G. Remove and replace with proper size to comply with plans and NEC.
6. The interior light fixture above the main entrance to the booster station had a broken lens. Replace with new.
7. Within the control panel, there was a submersible pump cable that was just coiled up off to the side. This needs to be landed in the appropriate terminals.
8. There appeared to be a box within the booster station with the float switch and I believe the level sensor. Finish installing these items.
9. Within the booster station, the antenna cable was not connected to the antenna. The cable from the control panel was coiled up in the corner and the antenna itself was attached via magnet to the structure with the step down transformer and 120V panel. Finish installing this.
10. Provide labels for relocated disconnects per specification to identify which disconnect serves which load.
11. Provide updated circuit directory with 480V Panel per specification to identify what loads each breaker feeds.
12. Control wiring from relocated motor starters to station control panel for future auto call to run was not installed. These conductors shall be ran from "auto" designation of Hand-Off-Auto switch to station control panel, clearly labeled as "Well Auto Run Signal – Future" or "Tile Auto Run Signal – Future", and coiled at the bottom of the control panel for future use.
13. The ground wire from the well motor starter to the motor is not continuously green. Remove and replace with green ground wire to comply with NEC 250.119.
14. Existing capacitor bank for well motor was not relocated and installed per plans. Furnish and install new to comply with plans. This should be tapped from the load side of the overload relays in the motor starter so it is powered on when the motor is running.



15. The circuit to the existing tile motor consists of 5W+G. Please provide direction on why two extra conductors were included, and why they are the same gauge as the power wires. Label unmarked wires if they are for control purposes. They appeared to be ran to the Hand-Off-Auto Switch and output of the control transformer. Provide wiring diagram of controls for future use.
16. Within the well motor starter, there were (3) #12 conductors tapped off the lineside of the motor starter and ran back to the 480V Panel where they were capped with wire nuts and not connected to anything. These need to be removed.
17. For the tile motor circuit, #8 phase wires / #10 ground wire were used from the 480V Panel to the motor starter and #6 phase wires / #10 ground wire were used from the starter to the interceptor handhole. Per NEC sizing, these were only needed to be #12 phase wires / #12 ground wire. Upsizing the conductors is fine, but per code the ground needs to be upsized at the same ratio as the phase wire, so in this case the ground wire must match the phase wire. If you want to keep the larger phase wires, replace the ground wire in each run with a continuous green ground wires that matches the size of the larger phase wires.
18. The in-grade hand hole to intercept existing well motor and tile motor circuits does not meet the specification, which called for a polymer concrete style box, 13" x 24" x 18" deep. Remove and replace. Handhole also needs to be installed on a bed of crushed rock or gravel extending 6" below box and 4" beyond exterior walls to help with drainage.
19. For the splices within the in-grade hand hole, the splices were not submersible rated as required per the specs. These should submersible rated, and listed to UL 486D because there is a good chance that the hand hole could fill with water. Replace with splices as called out on the plans and specs.
20. It appeared the incoming service feeder was not routed through the CT cabinet for utility metering. Please confirm if the utility CT's were installed in the transformer secondary with necessary control wiring ran back to the meter socket.
21. Set the 400A MCB in the 480V Panel to the following settings:
  - Phase A = 10 (4000A)
  - Phase B = 10 (4000A)
  - Phase C = 10 (4000A)

---

Zach Trede

**ENGINEER**

---

2/4/25

**Date**

# City of Carroll

**Brad Burke, Chief of Police**

**Police Department**

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-3536

FAX: (712) 792-8088

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

**FROM:** Brad Burke, Chief of Police

**DATE:** February 24, 2025

**SUBJECT:** Device Retail Permit

During the 2024 legislative session, Iowa legislators enacted Senate File 345 which became Iowa Code 453E, Regulation of Tobacco Products – Device Retailers and Delivery Sales. “Device” is defined as any equipment or product, made in whole or in part of glass or metal, that is designed for use in inhaling through combustion tobacco, hemp, other plant materials, or a controlled substance. This code became effective January 1, 2025, requiring retailers to apply for a device permit. Since that time, we have received a permit request from A & M Trading Inc. dba Greenleaf Vape & Tobacco located at 803 W Highway 30.

I reached out to the City Attorney to see what the options were for the City on the denial and approval of the permit requests. It was learned that the City does have discretion in permitting device retail sales, but it cannot be arbitrary about its decision. Two arguments against the permits would be

1. Protection of the public. These devices are used primarily for the consumption of illegal substances.
2. Applicant has shown some disregard for Iowa law.

Since A & M Trading Inc. has filed their permit request, I received notice from the Iowa Department of Health and Human Services Division of Compliance, Bureau of Cannabis Regulation that the consumable hemp retail registrations for all Greenleaf Vape and Tobacco locations have been suspended. I have attached the suspension letter to Greenleaf Vape and Tobacco. This suspension is due to disregard for Iowa law.

During my career as a police officer, I have come across many glass and metal pipes, all of them being used for inhaling a controlled substance. Upon entering the local vape stores in Carroll before the new law, I observed that many of them including Greenleaf Vape & Tobacco were selling pipes that I am familiar with being used to inhale methamphetamine or marijuana.

These two issues should be considered as arguments against the permit.

**RECOMMENDATION:** Denial of the device retail permit to A & M Trading Inc. dba Greenleaf Vape & Tobacco located at 803 W Highway 30., Carroll, IA 51401.

February 14, 2025

GREENLEAF TOBACCO & VAPE CARROLL  
c/o Andy Mirib  
803 U.S. 30  
Carroll, Iowa 51401

**Re: Suspension (#231396) – Continuing Violations**

Dear Mr. Mirib and Greenleaf Tobacco and Vape,

Greenleaf Tobacco and Vape has a continued history of non-compliance with Iowa consumable hemp regulations. A brief history is as follows:

- In October of 2023, the North Liberty location of Greenleaf Tobacco and Vape was issued cease and desist letters for the sale of inhalable consumable hemp products and failure to register as a consumable hemp retail establishment.
- From November 2023 through January 2024, complaints about inhalable consumable hemp products were received from local law enforcement regarding the Greenleaf Tobacco and Vape locations in Marshalltown, Marion, Winterset, and locations in Cedar Rapids.
- In January 2024, a virtual meeting was held between Greenleaf Tobacco and Vape self-described, co-owner, Andy Mirib, and Bureau of Cannabis Regulation staff regarding continued non-compliance.
- In May 2024, complaints were received about multiple Des Moines Greenleaf locations selling inhalable consumable hemp products. Bureau of Cannabis Regulation staff went with agents of the Division of Narcotics Enforcement and Des Moines Police and confiscated inhalable consumable hemp products and products exceeding 0.3% THC from five Des Moines Metro locations. Greenleaf's consumable hemp retail registrations were suspended for 30 days.
- On August 28, 2024, a warehouse that is believed to be utilized by Greenleaf Tobacco and Vape, located in Cedar Rapids, was issued a cease and desist notice. Mahmoud Mirib was listed as the supervisor of this warehouse.
- On October 2, 2024, Bureau of Cannabis Regulation staff inspected Greenleaf Tobacco and Vape in Clinton. Products containing more than 10 mg per serving of THC were noted. On October 31, 2024, a cease and desist notice was issued in response to this inspection.
- On October 9, 2024, Greenleaf Tobacco and Vape WDM 2 was inspected by Bureau of Cannabis Regulation staff. This location was found to be selling non-conforming liquid products and did not have the consumable hemp registration posted.
- On November 4, 2024, Greenleaf Tobacco and Vape on Richmond in Ottumwa was inspected by Bureau of Cannabis Regulation staff. This location was not registered, and consumable hemp products, including products exceeding 10

mg per container THC, were observed to be for sale. Law enforcement visited two additional Greenleaf locations in Ottumwa that week that were unregistered, but these locations were not selling consumable hemp products at the time of visit. This location did not apply for a consumable hemp retail registration until January 6, 2025.

- On January 10, 2025, Greenleaf Tobacco and Vape East Waterloo was inspected by Bureau of Cannabis Regulation staff. This location did not have a consumable hemp retail registration, and consumable hemp products were available for sale. Greenleaf Tobacco and Vape East Waterloo did not apply for a consumable hemp retail registration until after Bureau of Cannabis Regulation staff left the premises.
- On January 24, 2025, two Greenleaf Tobacco and Vape locations (East Waterloo and Ottumwa) were issued civil penalties for failure to register.

641 Iowa Administrative Code Chapter 156 states

***156.8: Denial, suspension, or revocation of registration.*** *The department may deny, suspend, or revoke a registration in any case where the department finds there has been repeated failure on the part of the consumable hemp establishment to comply with the provisions of this chapter, or for any of the following reasons:*

***156.8(5) Failure to comply.*** *Failing to comply with an order issued by the department under this chapter may result in the denial, suspension, or revocation of the registration.*

The Iowa Department of Health and Human Services hereby **SUSPENDS all Greenleaf Tobacco and Vape locations' consumable hemp registrations for a period of 60 days from confirmed receipt of this notice.**

All Greenleaf Tobacco and Vape locations in Iowa are prohibited from selling any consumable hemp products during this suspension. If any Greenleaf Tobacco and Vape location continues to violate Iowa Code Chapter 204 and 641 Iowa Administrative Code 156, the consumable hemp retail registrations for all Greenleaf Tobacco and Vape locations will be revoked.

If you have any questions or would like additional information regarding regulatory requirements for consumable hemp products, please contact the Bureau of Cannabis Regulation at (877) 214-9313 or at [consumable.hemp@hhs.iowa.gov](mailto:consumable.hemp@hhs.iowa.gov). You may also find information on our website: <https://hhs.iowa.gov/consumable-hemp>.

Sincerely,

Kim Reynolds, Governor  
Chris Cournoyer, Lieutenant Governor

Kelly Garcia, Director

A handwritten signature in blue ink, appearing to read "Owen Parker".

Owen Parker, MPH  
Bureau Chief, Cannabis Regulation  
Compliance Division  
Iowa Department of Health and Human Services

# 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 AK*

**DATE:** March 5, 2025

**SUBJECT:** Street Sweeper Purchase

The current budget includes \$300,000.00 for the purchase of a replacement street sweeper. The current sweeper is a 2015 Elgin Pelican NP three-wheel sweeper. Based on sweeping performance, it is recommended to replace the current sweeper with a like model, three-wheel with the "single-wheel" in back.

One manufacturer, Elgin, makes a three-wheel sweeper with the "single-wheel" in back. MacQueen Equipment of Ankeny is the territory distributor for Elgin. If a specification and bid document were prepared for the recommended sweeper purchase, MacQueen Equipment would be the only eligible bidder.

MacQueen Equipment has provided pricing under alternate purchasing contracts as follows:

	<u>MacQueen Equipment</u>	<u>Sourcewell</u>	<u>MNDOT</u>
Elgin Pelican NP Sweeper w/Options	\$313,585.72	\$307,890.00	\$303,684.50
Trade-in	<u>(\$40,000.00)</u>	<u>(\$40,000.00)</u>	<u>(\$40,000.00)</u>
Net Price	\$273,585.72	\$267,890.00	\$263,684.50

A written offer to purchase the City's current sweeper has been received from the City of Anita. The City of Anita has offered \$55,000.00 to purchase the sweeper. A notification of the sale of the sweeper pursuant to City Policy No. 0304, Sale of Surplus City Property, has not been made.

Alternate pricing, pursuant to City Policy No. 0501, Purchasing Policy, has not been solicited.

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

1. Waiver of City Policy No. 0501, Purchasing Policy.
2. Purchase of an Elgin Pelican NP Street Sweeper from MacQueen Equipment at their MNDOT contract pricing of \$303,684.50.
3. Waiver of City Policy No. 0304, Sale of Surplus City Property.
4. Sale of the City's current street sweeper to the City of Anita for \$55,000.00

RMK:lp

## Library Board Minutes

February 17, 2025

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

Parrott called the meeting to order at 5:20pm. It was moved by Hogue and seconded by Perkins to approve the agenda. All voted aye. Nays: none. Abstain: none. Absent: Cook. Motion passed 8-0.

Minutes Approval: It was moved by Auen to approve the minutes from January 20th. The motion was seconded by von Qualen. All voted aye. Nays: none. Abstain: none. Absent: Cook. Motion passed 8-0.

Cook arrived at 5:26pm.

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

Public Comment: none

Old Business: none

New Business:

FY26 Funding Request to Carroll County Supervisors: no action needed, reviewed funding letter being submitted to the County Supervisors

Kuemper Catholic Schools Prom Committee Letter: no action needed, reviewed request and response sent to use the social stairs for pictures

Carroll Public Library Foundation Request: Hogue motioned to request the library foundation purchase new shelving for the library. Cook seconded the motion. All voted aye. Nays: none. Abstain: none. Absent: none. Motion passed 9-0.

Graphic Novel Shelving Quote: no action needed, reviewed costs of shelving purchase request. The Director will order shelving.

Director's Report: Outreach programs are continuing in March (example Legos at CMS, book club), programs have been well attended, and euchre night is back. Activities are planned for the local schools' spring break and door count has been consistent.

Library Board Continuing Education: Discussion of 13 Ways to Kill Your Community: no action needed, discussed our thoughts on the book and how it plays into community/library decisions.

Agenda Items for Next Meeting: Strategic Plan Review & Policy Review: Study Rooms and Maker Space

Adjourn: Hogue motioned to adjourn at 6:33pm with a second from Perkins. All voted aye. Nays: none. Abstain: none. Absent: none. Motion passed 9-0.

Next Regular meeting- 5:15pm March 17, 2025, at Carroll Public Library: Community Meeting Room—118 E. 5th St, Carroll, IA 51401.



CIVIL SERVICE COMMISSION  
MINUTES OF FEBRUARY 21, 2025

The City of Carroll Civil Service Commission met on Friday, February 21, 2025, at 1:58 P.M. in Carroll Police Department Training Room. Members present: Phil Markway, Chairperson, and Sheri Mertz. Absent: Todd Bierl. Also present: Police Chief Brad Burke and City Clerk Laura Schaefer (departed for the interviews).

\* \* \* \* \*

It was moved by Mertz, seconded by Markway, to approve the minutes of the June 28, 2023 meeting, as written. All present voted aye. Absent: Bierl. Motion carried 2-0.

\* \* \* \* \*

It was moved by Mertz, seconded by Markway, to elect Phil Markway as Chairperson. All present voted aye. Absent: Bierl. Motion carried 2-0.

\* \* \* \* \*

It was moved by Mertz, seconded by Markway, to go into Executive Closed Session at 2:05 P.M. per Iowa Code 21.5(1)(i) – Civil Service interviews for entry level police officer. All present voted aye. Absent: Bierl. Motion carried 2-0.

\* \* \* \* \*

It was moved by Mertz, seconded by Markway, to go back into open session at 3:25 P.M. All present voted aye. Absent: Bierl. Motion carried 2-0.

\* \* \* \* \*

It was moved by Markway, seconded by Mertz, to approve the following eligibility list for the position of Police Officer:

Isaiah Goetz

Michael Heffernan

All present voted aye. Absent: Bierl. Motion carried 2-0.

\* \* \* \* \*

It was moved by Markway, seconded by Mertz, to adjourn at 3:34 P.M. All present voted aye. Absent: Bierl. Motion carried 2-0.

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Phil Markway, Chairperson

ATTEST:

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Laura A. Schaefer, Secretary

## CARROLL AIRPORT COMMISSION

### Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Monday, February 24, 2025, at the Arthur Neu Airport. Commission members in attendance were Norman Hutcheson, Greg Siemann and Kevin Wittrock. Gene Vincent attended via phone. Also attending were Don Mensen, airport manager and Carol Schoeppner, recording secretary. Chairman Hutcheson conducted the 5:30 P.M. meeting.

#### MINUTES

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

#### HANGER DOOR REPAIR

The south walk-in door on the shop hanger has had various fixes and is need of replacement. Ryan Schroeder submitted an estimate of \$12,239.00 for a 6ft door, awning and wind-break. After discussion a motion by Comm. Wittrock and seconded by Comm. Siemann was made to have Chairman Hutcheson sign and accept the estimate. All present voted aye. Nays: None Absent: Dick Fulton Abstain: None Gene Vincent voted aye. Motion carried 4/0.

#### LED LIGHTING PROJECT

Comm. Siemann had the FAA grant and close-out papers for the LED Lighting Project. A motion by Comm. Wittrock and seconded by Comm. Siemann was made to have Chairman Hutcheson sign the papers. All present voted aye. Gene Vincent voted aye via phone. Nays: None Abstain: None Absent: Dick Fulton. Motion carried 4/0. Until the FAA has the final papers and closes the LED Project the Commission will not know the amount of grant money available for the next FAA project.

#### COURTESY VEHICLE CONTRACT

Comm. Siemann presented an amended courtesy vehicle contract between Wittrock Motor and the City of Carroll. The amended

contract #7 states the City of Carroll will provide the liability insurance coverage on the provided vehicle. A motion by Comm. Siemann and seconded by Comm. Wittrock was made to have Chairman Hutcheson and Comm. Wittrock sign the amended contract. All present voted aye. Gene Vincent voted aye via phone. Nays: None Absent: Dick Fulton Abstain: None Motion carried 4/0.

#### TOPICS DISCUSSED:

Re-apply for State funding to fix low spot on the runway

Condensation on the ceiling in the shop hanger. Dripping on planes. Drees Company out to caulk and seal the joints on the heating system.

#### BILLS

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

Carroll Aviation	contract	\$ 7,235.00
New Cooperative	farm chemicals	4,580.89
Rueter's	equipment repair	148.05
ADB Safegate	runway bulbs	760.88
Tigges Overhead	hanger repair	205.00
Wittrock Electric	outside lights repair	973.88
Wittrock Motor	January car rental	550.00
Drees oil	propane	542.89
Carroll Refuse	January garbage	68.83
Raccoon Valley Elec	January electric service	1,804.05
Drees Co/EcoWater	water	34.00
Stone Printing	print pay orders	160.50
Carol Schoeppner	secretary contract	350.00

A motion by Comm. Siemann and seconded by Comm. Wittrock was made to approve the bills as presented to the Carroll Airport Commission. All present voted aye. Gene Vincent voted aye via phone. Nays: None Abstain: None Absent: Dick Fulton. Motion carried 4/0.

There being no further business, a motion by Comm. Wittrock and seconded by Comm. Siemann was made to adjourn at 6:32 P.M.. All present voted aye. Gene Vincent voted aye via phone. Nays: None Abstain: None Absent: Dick Fulton. Motion carried 4/0.

February 24, 2025

Page 3

The next regular meeting of the Carroll Airport Commission will be March 10, 2025, at the Arthur Neu Airport.

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Chairman/Vice-Chairman

ATTEST:

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CARROLL AIRPORT COMMISSION

Regular Meeting

Monday, March 10, 2025

5:30 P.M.

Arthur Neu Airport

Agenda

Approve previous meeting minutes

Hanger door repair

State Grant/runway repair

New Business

Approve monthly bills

**PARKS, RECREATION AND CULTURAL ADVISORY BOARD MEETING MINUTES**  
**March 3, 2025 @ 5:15 PM**  
**Carroll Rec Center**

The Parks, Recreation and Cultural Advisory Board met in person on this date at 5:15 P.M. Members Present: Chad Lawson, Jean Ludwig, Deb Quandt, Chad Ross, Josh Sporrer, Jamie Venteicher and Chase Werden. Absent: Casey Berlau and Sheila Dentlinger. Staff Present: Chad Tiemeyer. Council Member: Lavern Dirkx

The meeting was called to order at 5:18 P.M.

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It was moved by Ludwig and seconded by Ross to approve the March 3, 2025 agenda as presented. All present voted aye. Nays: none. Abstain: none. Absent: Berlau and Dentlinger. Motion carried 7-0.

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It was moved by Werden and seconded by Lawson to approve the January 6, 2025 minutes. All present voted aye. Nays: none. Abstain: none. Absent: Berlau and Dentlinger. Motion carried 7-0

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Public Comments: None present.

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Director of Parks and Recreation Report: Tiemeyer discussed projects in the parks and getting ready for spring. Discussed the DNR Tree Grant is on pause because of the federal government freeze. Updates with the ICCAC including DMACC and IHSAA donating a full infield tarp to Merchants Park. Tiemeyer also discussed a few new aquatics programs staff have started to help kids get ahead of the curve and allow them to feel more comfortable going into summer, including training high school students to help them pass swim tests for lifeguard training.

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2025 Parks and Open Spaces Projects: Tiemeyer outlined the remainder of the Merchants Park schedule, including the work that has been completed. Should be fully completed in March. No action required.

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Northwest Shelter House: Tiemeyer discussed getting information from ICAP but has been passed on to a new representative. Had a good conversation with the new representative who advised the numbers presented are low. They will be setting up some meetings to start moving forward on the issue. The new representative also explained that the direction forward will move much quicker than what the City has previously experienced to this point. No action required.

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Bandshell Update: Will have bidding documents soon. Broken into multiple smaller projects due to costs going up. Over \$120,000 has been raised by the public and grants to move forward. No action required.

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Golf Course: Tiemeyer discussed the Muni Booster Station Project construction is finished, and substantial completion will go in front of the City Council at the next meeting. No action required.

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Carroll Rec Center Pricing: Tiemeyer presented numbers per direction of the PRCAB for what percentage increases looked like. Discussion was held as to increasing the rates by 12% for residents, and 16% for non-residents. Some voiced concerns about whether that increase would be high enough. It was moved by Werden and second by Lawson to increase rates by 12% for residents and 16% for non-residents. Roll call vote: Aye: Werden, Lawson, Sporrer, Ross. Nays: Venteicher, Ludwig, Quandt. Abstain: none. Absent: Berlau and Dentlinger. Motion carried 4-3.

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Adjournment: It was moved by Sporrer and seconded by Ludwig to adjourn. All present voted aye. Nays: none. Abstain: none. Abstain: none. Absent: Berlau and Dentlinger. Motion carried 7-0