



City Council Meeting

Monday, April 14, 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. Introduction of New Employee - Building Official Chris Flattery
4. 2025 Arbor Day Proclamation
5. Consent Agenda
 - a. Approval of Minutes of the March 24 Meetings
 - b. Approval of Bills and Claims
 - c. Licenses and Permits:
 - Renewal of Class "E" Retail Alcohol License – *Walgreens #10770*
 - Renewal Class "C" Retail Alcohol License - *Carroll Brewing Company*
 - Renewal of Class "E" Retail Alcohol License - *Beer Thirty Carroll*
 - Renewal of Class "E" Retail Alcohol License – *Hy-Vee*
 - New 5-day Class "C" Retail Alcohol License - *Carroll Hy-Vee (Kuemper Ball - May 3, 2025)*
 - New 5-day Special Class "C" Retail Alcohol License - *Lucky Wife Wine Slushies (Special Event at Midwest Style & Co. on May 3, 2025)*
 - d. Infill Housing Incentive Applications
 - e. Quotes for Concrete Work at Rolling Hills Park
6. Oral Requests and Communications from the Audience

Members of the public wishing to address the Council for items not on the agenda are asked to

approach the podium and wait to be recognized. After recognition, the person shall state their name and address for the record. Statement or questions are limited to five (5) minutes.

7. Ordinances

a. Carroll Recreation Center Fees - Proposed Rates - First Reading

8. Resolutions

a. FY 2026 Health Insurance Renewal

b. Iowa Finance Authority Down Payment Assistance Program Grant

- Resolution Providing Match Funds for the 2025 HOME Down Payment Assistance Program

c. FY 2025/2026 Budget

- Public Hearing
- Resolution Adopting the Annual Budget for the Fiscal Year Ending June 30, 2026

A copy of the 2025/2026 Preliminary Budget can be found using this [link](#).

Also see item 10.b - [February 24, 2025](#) - FY 2025/2026 Proposed Property Tax Levy
and item 3.a - [March 24, 2025](#) - FY 2025/2026 Proposed Property Tax Levy Public Hearing
and item 7.a - [March 24, 2025](#) - FY 2025/2026 Budget - Set Public Hearing Date

d. US 30 Traffic Signal System Master Plan

- Professional Services Agreement

e. Building Department Services Agreement

f. School Resource Officer 28E and Staffing Level

g. Merchants Park Lease - Iowa High School Athletic Association - Iowa High School State Baseball Tournaments

9. Reports

a. Community Catalyst Building Remediation Program Grant Application

- SCAC LLC - 224 W 5th Street

b. Sale of Fire Rescue Vehicle

10. Committee Reports (Informational Only)

11. Comments from the Mayor

12. Comments from the City Council

13. Comments from the City Manager

14. Adjourn

April Meetings:

* Airport Commission – April 14, 2025 – Airport Terminal Building - 21177 Quail Ave

* Library Board of Trustees – April 21, 2025 – Carroll Public Library – 118 E 5th St

* City Council – April 28, 2025 – City Hall – 627 N Adams St

please notify us at least three business days in advance when possible at 712-792-1000, should special accommodations be required.

| Agenda published on 04/10/2025 at 1:56 PM

2025 ARBOR DAY PROCLAMATION

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

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

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

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

NOW, THEREFORE, I, GERALD H. FLESHNER,
MAYOR OF CARROLL, IOWA, DO HEREBY PROCLAIM APRIL 25,
2025 AS

ARBOR DAY

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

Gerald H. Fleshner, Mayor

COUNCIL MEETING

MARCH 24, 2025

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

The Carroll City Council met in special session on this date at 5:00 p.m. in the Council Chambers, City Hall, 627 N Adams Street. Council Members present: Jason Atherton, Kyle Bauer, Tom Bordenaro, LaVern Dirks, JJ Schreck, and Carolyn Siemann. Absent: None. Mayor Jerry Fleshner presided.

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At 5:00 p.m. Mayor Fleshner opened a public hearing on the FY 2025/2026 Proposed Property Tax Levy. No public comments were received. Mayor Fleshner closed said public hearing at 5:04 p.m.

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It was moved by Bordenaro, seconded by Atherton, to adjourn at 5:04 p.m. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

Gerald H. Fleshner, Mayor

ATTEST:

Laura A. Schaefer, City Clerk

COUNCIL MEETING

MARCH 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 and City Attorney Dave Bruner was in attendance.

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

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It was moved by Bordenaro, seconded by Atherton, to approve the following items on the consent agenda: a) minutes of the March 10, 2025 meeting, as written; b) bills and claims in the amount of \$507,134.86; c) Licenses and Permits: Renewal of Class “B” Retail Alcohol License – *Sparky’s One Stop #29*, Resolution No. 25-16, Allowing Carroll Merchants Baseball Club to Sell Alcoholic Beverages at Merchants Park and New 8-month Special Class “C” Retail Alcohol License with Outdoor Service – *Carroll Merchants Baseball Club*; d) Infill Housing Incentive Applications – Two Bald Hawks, LLC (1308 – 1310 – 1314 Quint Avenue) and Joel Hayworth (444 Deer Creek Lane); and e) the purchase of a mower for the Parks Department (Merchants Park) from Turfwerks at their bid price of \$37,970.00. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

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There were no oral requests or communications from the audience.

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An ordinance to amend the change funds for City Hall, Leisure Services Department and Library was introduced by Council Member Atherton.

It was moved by Atherton, seconded by Schreck, to approve the first reading and waive 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 Schreck, seconded by Atherton, to adopt said Ordinance No. 2504. 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 Siemann, to approve the proposed FY 2025/2026 Budget and set Monday, April 14, 2025 as the public hearing date for the Budget. On roll call, all present voted aye except Atherton voted nay. Abstain: None. Absent: None. Motion carried 5-1.

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It was moved by Atherton, seconded by Dirkx, to select Option 3 (Complete Streets Policy, parking on one side, replace all sidewalks, and add sidewalks) for the pavement width for the Twelfth Street Reconstruction Project. Kathy Heinrichs, Carroll, Iowa resident, addressed Council on this issue. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

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It was moved by Bordenaro, seconded by Bauer, to approve the purchase of a pickup truck for the Wastewater Division from Wittrock Motor Computer at their bid price of \$32,787.00. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

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It was moved by Bordenaro, seconded by Atherton, to adjourn at 5:41 p.m. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

Gerald H. Fleshner, Mayor

ATTEST:

Laura A. Schaefer, City Clerk



Carroll, IA

COUNCIL CLAIMS 04/14/2025

By Vendor Name

Payment Dates 3/25/2025 - 4/14/2025

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
Vendor: 003940 - A T & T MOBILITY				
287314044451X04062025	PD AIR CARDS	133626	04/09/2025	777.43
287314044451X04062025	FD - CELL PHONES	133626	04/09/2025	31.48
287314044451X04062025	BLDG - CELL PHONE	133626	04/09/2025	13.48
Vendor 003940 - A T & T MOBILITY Total:				822.39
Vendor: 004008 - AARON KOOIKER				
INV0001749	IMMI CONFERENCE			268.66
Vendor 004008 - AARON KOOIKER Total:				268.66
Vendor: 001720 - ACCESS SYSTEMS				
INV1756915	RC - COPIER CONTRACT			135.10
INV1756915	FIN - COPIER CONTRACT			133.44
INV1756915	WTR - COPIER CONTRACT			18.38
Vendor 001720 - ACCESS SYSTEMS Total:				286.92
Vendor: 001704 - ACCO				
0250988-IN	RC - POOL SCRUBBER REPAIRS			779.60
0250993-IN	RC - POOL/SPA CHEMICALS			1,089.20
0251022-IN	RC - POOL CHEMICALS			176.13
Vendor 001704 - ACCO Total:				2,044.93
Vendor: 001621 - ACE HARDWARE				
329532	RC - WALL CLOCK			14.99
329549	RC - SAUNA LIGHT BULB			15.96
329555	RC - PAINT BRUSH			8.04
329571	RC - SPRAY FOAM			10.99
329610	RC - SHELF BRACKET			27.96
329617	RC - SHELF BRACKET RETURN...			-27.96
329651	WWTP - STEP DRILL BIT			51.99
329657	RC - PIPE, LEG FOOT, FLANGE			34.95
329659	RUT - MAIL BOXES			179.97
329702	RC - SPRAY FOAM, CAULK, RIV...			49.96
329708	RC - SOCKETS & ADAPTER			13.98
329762	RC - SCREWDRIVERS, STRING ...			28.97
329766	RC - WD40			6.99
329781	RC - SPA VALVE, CEMENT, PIPE..			26.95
329796	CITY HALL - SINK REPAIRS			12.98
329850	MP - NUTS, BOLTS & NAILS			32.99
Vendor 001621 - ACE HARDWARE Total:				489.71
Vendor: 003484 - ADAPTIVE AUDIOLOGY SOLUTIONS PC				
104538	PRE-EMP HEARING TEST FLAT...			35.00
Vendor 003484 - ADAPTIVE AUDIOLOGY SOLUTIONS PC Total:				35.00
Vendor: 003286 - ALL CLEAN OF IOWA INC.				
33586	GC - CLEAN EXHAUST SYSTEM			586.00
Vendor 003286 - ALL CLEAN OF IOWA INC. Total:				586.00
Vendor: 002916 - AMERICAN RED CROSS				
22770465	RC - WATER SAFETY STAFF TRA..			88.00
22770465	LP - WATER SAFETY STAFF TRA...			88.00
Vendor 002916 - AMERICAN RED CROSS Total:				176.00
Vendor: 002370 - ARNOLD MOTOR SUPPLY				
07CR016407	RUT - BATTERIES RETURNED			-389.98
07NV157106	MP MOWER REPAIRS			10.88
07NV157131	RUT - #26 GEAR OIL			50.67
07NV157325	RUT - #20 WINDSHIELD WIPERS			79.37
07NV157743	RUT - BATTERY ROTATION			389.98

COUNCIL CLAIMS 04/14/2025

Payment Dates: 3/25/2025 - 4/14/2025

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
07NV157814	RUT - #34 HYDRAULIC OIL DE...			85.47
Vendor 002370 - ARNOLD MOTOR SUPPLY Total:				226.39
Vendor: 036283 - ASCENDANCE TRUCKS MIDWEST LLC				
XA302003451.06	FD - TOWER 8 TRUCK FILTER			197.36
XA302003735	RUT - #26, #27 WHEEL SEALS			40.02
XA302003735.01	RUT - #26 WHEEL SEALS			6.70
XA302003735.02	RUT - #24 WHEEL SEAL			319.07
XA302003838.01	RUT - #23 RADIO REPAIRS			154.35
XA30200768.01	RUT - #26 HUB OIL CAPS			13.40
Vendor 036283 - ASCENDANCE TRUCKS MIDWEST LLC Total:				730.90
Vendor: 002539 - AUTO GRAPHICS PLUS				
2769	GC - TEE SIGN - NEW WAY FO...			38.50
Vendor 002539 - AUTO GRAPHICS PLUS Total:				38.50
Vendor: 002805 - BADDING CONSTRUCTION CO.				
INV0001784	MERCHANTS PARK RENOVATI...			45,885.00
Vendor 002805 - BADDING CONSTRUCTION CO. Total:				45,885.00
Vendor: 001943 - BAUER BUILT TIRE CENTER				
120194206	PARKS - TIRE REPAIR			29.00
Vendor 001943 - BAUER BUILT TIRE CENTER Total:				29.00
Vendor: 036381 - BLUE GOJI LLC				
GOU36393	RC - EXPRESSO BIKES SUBSCRI...			750.00
Vendor 036381 - BLUE GOJI LLC Total:				750.00
Vendor: 003515 - BOMGAARS				
21472593	WWTP - FACE SHIELD			17.99
21461430	GC - ROLLER & PAINT BRUSHES			30.46
21463654	DIST SYS - TOOLS FOR TRUCK ...			128.80
21467239	RUT - SNOW REMOVAL MAIL ...			154.97
21467353	GC - HERBICIDE & GREEN CLE...			35.98
21467365	WWTP - SAMPLER TUBING			26.99
21468460	MP - FASTENERS AND RUBBER...			1,032.79
21468667	RUT - #29 CHAIN HOOKS			26.76
21468972	AQUATIC - SOFTENER SALT			64.90
21471056	PARKS - RACHET BINDER			44.99
21471462	GARAGE - HOSE CONNECTORS...			49.96
21472264	RUT - SIGNAL - SCREWS & WA...			19.06
21472883	CEMETERY - TORCH			34.99
21473432	RUT - CRACK SEALER			10.99
Vendor 003515 - BOMGAARS Total:				1,679.63
Vendor: 003661 - BRED A TELEPHONE CORPORATION				
10912764	LOCAL AND LONG DISTANCE	DFT0000692	04/07/2025	255.30
10912764	LOCAL AND LONG DISTANCE	DFT0000692	04/07/2025	133.96
10912764	LOCAL AND LONG DISTANCE	DFT0000692	04/07/2025	186.98
10912764	LOCAL AND LONG DISTANCE	DFT0000692	04/07/2025	222.29
10912764	LOCAL AND LONG DISTANCE	DFT0000692	04/07/2025	169.48
10912764	LOCAL AND LONG DISTANCE	DFT0000692	04/07/2025	254.99
10912764	LOCAL AND LONG DISTANCE	DFT0000692	04/07/2025	364.99
10912764	LOCAL AND LONG DISTANCE	DFT0000692	04/07/2025	400.68
10912764	LOCAL AND LONG DISTANCE	DFT0000692	04/07/2025	223.10
10912764	LOCAL AND LONG DISTANCE	DFT0000692	04/07/2025	150.44
10912764	LOCAL AND LONG DISTANCE	DFT0000692	04/07/2025	437.24
10912764	LOCAL AND LONG DISTANCE	DFT0000692	04/07/2025	377.55
10912764	LOCAL AND LONG DISTANCE	DFT0000692	04/07/2025	300.98
10912764	LOCAL AND LONG DISTANCE	DFT0000692	04/07/2025	343.76
Vendor 003661 - BRED A TELEPHONE CORPORATION Total:				3,821.74
Vendor: 003402 - BRUNER AND BRUNER TRUST ACCOUNT				
INV0001745	NW PRESSURE ZONE LAND PU...	133608	04/01/2025	250,000.00
Vendor 003402 - BRUNER AND BRUNER TRUST ACCOUNT Total:				250,000.00

COUNCIL CLAIMS 04/14/2025

Payment Dates: 3/25/2025 - 4/14/2025

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
Vendor: 003791 - CAPITAL ONE				
00103	RC - OILS	133609	04/01/2025	29.92
00283	WWTP - LAB SUPPLIES	133609	04/01/2025	186.00
01647	COUNCIL COMPUTERS AND ...	133609	04/01/2025	647.76
02150	RC - CO DETECTOR	133609	04/01/2025	19.88
07065	LP - CAN PLAY BOUNCY BALLS	133609	04/01/2025	5.00
07426	LIBRARY SPRING BREAK PROG...	133609	04/01/2025	83.64
07867	RC - MOUSE	133609	04/01/2025	16.88
08095	RC - BB NETS	133609	04/01/2025	24.85
08878	LIBRARY - DUSTERS & CANDY ...	133609	04/01/2025	18.31
09103	COUNCIL - MOUSE RETURNED	133609	04/01/2025	-9.88
Vendor 003791 - CAPITAL ONE Total:				1,022.36
Vendor: 004138 - CAPITAL SANITARY SUPPLY				
R080984	RC - AUTO SCRUBBER SQUEE...			71.37
R081121	RC - TOILET PAPER			66.02
R081147	RC - KLEENEX AND BOWL CLE...			74.67
R081158	PD - TOILET TISSUES AND PAP...			173.79
R081159	PD - BOWL CLEANER			12.02
R081159	LIBRARY - BOWL CLEANER			12.03
R081159	RC - BOWL CLEANER			12.03
R081159	FIN - BOWL CLEANER & PAPER...			106.02
R081228	GARAGE - PAPER TOWELS			123.41
Vendor 004138 - CAPITAL SANITARY SUPPLY Total:				651.36
Vendor: 000747 - CARROLL AUTO SUPPLY				
410672	WATER - OIL CHANGE - TRUCK...			45.69
410872	#22 FILTERS			40.36
Vendor 000747 - CARROLL AUTO SUPPLY Total:				86.05
Vendor: 004146 - CARROLL CONTROL SYSTEMS				
5638	RC - HVAC REPAIRS			295.00
Vendor 004146 - CARROLL CONTROL SYSTEMS Total:				295.00
Vendor: 004155 - CARROLL COUNTY				
INV0001768	GASOLINE			1,412.91
INV0001768	GASOLINE			142.09
INV0001768	GASOLINE			45.38
INV0001768	GASOLINE			99.19
INV0001768	GASOLINE			294.94
INV0001768	GASOLINE			54.71
INV0001768	GASOLINE			216.81
INV0001768	GASOLINE			22.75
INV0001768	GASOLINE			5,122.14
INV0001768	GASOLINE			290.87
INV0001768	GASOLINE			282.18
Vendor 004155 - CARROLL COUNTY Total:				7,983.97
Vendor: 004196 - CARROLL HYDRAULICS				
69591	RUT - #24 HYDRAULIC CONNE...			61.82
69665	RUT - #33 HYDRAULIC SEAL			131.52
69677	RUT - #27 HYDRAULIC HOSE			75.10
69729	RUT - #34 HYDRAULIC HOSE			92.76
Vendor 004196 - CARROLL HYDRAULICS Total:				361.20
Vendor: 004200 - CARROLL LUMBER				
451387	WATER - COUPLERS MAIN BR...			10.70
451592	RUT - STAKES			234.00
Vendor 004200 - CARROLL LUMBER Total:				244.70
Vendor: 002977 - CARROLL REFUSE SERVICE				
INV0001775	MARCH TRASH COLLECTIONS	133621	04/07/2025	14,718.46
Vendor 002977 - CARROLL REFUSE SERVICE Total:				14,718.46

COUNCIL CLAIMS 04/14/2025

Payment Dates: 3/25/2025 - 4/14/2025

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
Vendor: 004237 - CARROLL VETERINARY CLINIC				
INV0001750	PD - APRIL DOG CARE CONTR...			650.00
		Vendor 004237 - CARROLL VETERINARY CLINIC Total:		650.00
Vendor: 000991 - CARUS PHOSPHATE INC.				
SLS 10119840	WTP - WATER TREATMENT CH...			3,810.24
		Vendor 000991 - CARUS PHOSPHATE INC. Total:		3,810.24
Vendor: 004325 - CENTRAL IOWA DISTRIBUTING				
01019452	RUT - REPAIR IMDP SCRUBBER			345.00
		Vendor 004325 - CENTRAL IOWA DISTRIBUTING Total:		345.00
Vendor: 003866 - CHAD TIEMEYER				
INV0001742	RC - IPRA CONFERENCE EXPEN...	133610	04/01/2025	288.56
		Vendor 003866 - CHAD TIEMEYER Total:		288.56
Vendor: 001393 - CHAMPION FORD INC.				
958485	PD - 2025 BLACK FORD INTER...	133607	04/01/2025	42,994.00
		Vendor 001393 - CHAMPION FORD INC. Total:		42,994.00
Vendor: 003959 - CHASE PAYMENTECH MERCHANT SERVICES				
INV0001778	WTR - MARCH IN-OFFICE CC P...	DFT0000687	04/02/2025	283.26
INV0001779	WTR - MARCH ONLINE CC PR...	DFT0000688	04/02/2025	860.16
		Vendor 003959 - CHASE PAYMENTECH MERCHANT SERVICES Total:		1,143.42
Vendor: 036382 - COBY PIERCE				
INV0001772	TOBACCO & ALCOHOL COMPL...			140.00
		Vendor 036382 - COBY PIERCE Total:		140.00
Vendor: 004835 - COMMERCIAL SAVINGS BANK				
INV0001744	FIN - DEPOSIT SLIPS	DFT0000673	03/26/2025	43.87
		Vendor 004835 - COMMERCIAL SAVINGS BANK Total:		43.87
Vendor: 004836 - COMMUNITY OIL CO. INC.				
26152	WWTP - VLR DISC GEAR BOX O...			559.58
		Vendor 004836 - COMMUNITY OIL CO. INC. Total:		559.58
Vendor: 002071 - COMPUTER REPAIR & SERVICE				
19704	BLDG - COMPUTER ISSUES			97.50
19704	RC - ANTI-VIRUS			30.00
19787	FD - PRINTER REPAIRS			325.00
		Vendor 002071 - COMPUTER REPAIR & SERVICE Total:		452.50
Vendor: 003145 - CORE AND MAIN LP				
W292275	WATER- ALLEGRO METER HE...			892.72
W302305	WATER - ALLEGRO METER HE...			669.54
W302324	WATER - ALLEGRO METER HE...			223.18
W302335	WATER - ALLEGRO METER HE...			223.18
W302342	WATER - ALLEGRO METER HE...			892.72
		Vendor 003145 - CORE AND MAIN LP Total:		2,901.34
Vendor: 003214 - CORE-MARK MIDCONTINENT INC.				
2071314	LP - SPRING SOCCER CONCESS...			991.33
		Vendor 003214 - CORE-MARK MIDCONTINENT INC. Total:		991.33
Vendor: 003988 - DAKOTA SUPPLY GROUP				
S104445786.003	WATER - MUELLER 500 SERIES...			185.00
		Vendor 003988 - DAKOTA SUPPLY GROUP Total:		185.00
Vendor: 006270 - DREES HEATING & PLUMBING				
74748	GARAGE - HVAC MAINTENAN...			132.00
		Vendor 006270 - DREES HEATING & PLUMBING Total:		132.00
Vendor: 006275 - DREES OIL CO. INC.				
13823	GC - PROPANE			214.18
13824	PARKS - PROPANE			307.17
834582	RUT - DIESEL FUEL			100.64
834583	RUT - DIESEL FUEL			108.92
834585	RUT - #28 FUEL			62.38
834586	RUT - DIESEL FUEL			52.88

COUNCIL CLAIMS 04/14/2025

Payment Dates: 3/25/2025 - 4/14/2025

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
834587	RUT - DIESEL FUEL			102.30
834588	RUT - DIESEL FUEL			56.80
834589	RUT - DIESEL FUEL			19.67
Vendor 006275 - DREES OIL CO. INC. Total:				1,024.94
Vendor: 012590 - ECHO ELECTRIC SUPPLY				
S011041127.001	RC - THEATER LIGHT BULBS	133619	04/02/2025	366.74
S011112450.001	RC - POOL PUMP FUSE	133619	04/02/2025	36.21
Vendor 012590 - ECHO ELECTRIC SUPPLY Total:				402.95
Vendor: 003971 - EMPLOYEE BENEFIT SYSTEMS				
INV0001781	HRA CHECKS	DFT0000690	03/26/2025	6,308.14
000047068	APRIL MED INS PREMIUMS	DFT0000691	04/01/2025	33,984.08
000047068	APRIL LIFE INS PREMIUMS	DFT0000691	04/01/2025	225.01
000047068	APRIL VISION INS PREMIUMS	DFT0000691	04/01/2025	417.10
000047068	APRIL DENTAL INS PREMIUMS	DFT0000691	04/01/2025	1,935.88
INV0001780	HRA CHECKS	DFT0000689	04/03/2025	62.37
Vendor 003971 - EMPLOYEE BENEFIT SYSTEMS Total:				42,932.58
Vendor: 008027 - FAREWAY STORES				
00105688	REC CENTER - CLEANING VINE...			5.94
00105688	CITY HALL - CLEANING VINEG...			2.97
00139157	COUNCIL MEETING SUPPLIES			11.98
Vendor 008027 - FAREWAY STORES Total:				20.89
Vendor: 006860 - FELD FIRE EQUIPMENT CO.				
0445564-IN	RC - FIRE ALARM REPAIRS			62.50
INV7145	FD - EXTINGUISHERS SERVICED			1,478.43
INV7372	FD - SERVICE BAUER AIR COM...			800.00
INV7606	GARAGE - APR-JUN SECURITY...			105.00
INV7606	FIN - APR-JUN SECURITY MON...			120.00
Vendor 006860 - FELD FIRE EQUIPMENT CO. Total:				2,565.93
Vendor: 001946 - FIRE SERVICE TRAINING BUREAU				
251661	FD - TESTING - SATTERWHITE			50.00
251726	FD - TESTING - MC COOL			50.00
Vendor 001946 - FIRE SERVICE TRAINING BUREAU Total:				100.00
Vendor: 002806 - FOUNDATION ANALYTICAL LABORATORY INC				
25-01134	WWTP - LAB TESTING			1,418.50
25-01312	WWTP - LAB TESTING			1,586.75
25-01380	WWTP - LAB TESTING			321.50
Vendor 002806 - FOUNDATION ANALYTICAL LABORATORY INC Total:				3,326.75
Vendor: 003534 - FUSEBOX MARKETING				
9289	FIN - APRIL WEB MAINTENAN...			255.00
Vendor 003534 - FUSEBOX MARKETING Total:				255.00
Vendor: 009315 - GALLS INC.				
030640452	PD - KLEVER BOOTS			248.45
030652791	PD - LOCKSMITH TOOL KIT			79.24
Vendor 009315 - GALLS INC. Total:				327.69
Vendor: 009500 - GEHLING WELDING & REPAIR				
157904	RUT - WELD STREET LIGHT			140.00
158103	RUT - BUILD OIL RESERVOIR			1,482.00
Vendor 009500 - GEHLING WELDING & REPAIR Total:				1,622.00
Vendor: 002567 - GEHLPRO WELDING				
23249	RUT - #24 PLATE FOR SNOW P...			174.73
23250	RUT - TRAILER 103 - BALL HIT...			73.35
Vendor 002567 - GEHLPRO WELDING Total:				248.08
Vendor: 009535 - GENERAL RENTAL				
219415	PARKS - 14" BAR & CHAINS SH...			68.00
Vendor 009535 - GENERAL RENTAL Total:				68.00

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Payable Number	Description (Item)	Payment Number	Payment Date	Amount
Vendor: 010156 - GRAPHIC EDGE LLC				
10413035	PD - UNIFORM HATS			139.68
Vendor 010156 - GRAPHIC EDGE LLC Total:				139.68
Vendor: 010615 - HALEY IMPLEMENT CO.				
IC79241	CEMETERY - OIL AND FILTERS			255.17
IC79262	CEMETERY - OIL FILTER RETU...			-14.08
Vendor 010615 - HALEY IMPLEMENT CO. Total:				241.09
Vendor: 002965 - HOTSYS CLEANING SYSTEMS INC.				
PSI-315277	GARAGE - TRUCK CAR WASH			434.00
Vendor 002965 - HOTSYS CLEANING SYSTEMS INC. Total:				434.00
Vendor: 012615 - IDALS - PESTICIDE BUREAU				
INV0001738	PESTICIDE APPLICATION - WIE...	133601	03/25/2025	15.00
Vendor 012615 - IDALS - PESTICIDE BUREAU Total:				15.00
Vendor: 012552 - INDUSTRIAL BEARING SUPP.				
IN238962	RC - BELT, SHEAVE AHU#3			37.52
IN238964	RC - BELT AHU #3 RETURNED			-0.26
IN239171	WWTP - VLR BELTS			294.26
IN239306	WWTP - EXHAUST FAN BELTS			23.50
Vendor 012552 - INDUSTRIAL BEARING SUPP. Total:				355.02
Vendor: 003982 - IOWA INFORMATION MEDIA GROUP				
39590	BLDG OFFICE JOB ADS			207.00
39590	FIN - "I BELIEVE IN CARROLL" ...			50.00
39591	FIN - LEGAL PUBLICATIONS			953.81
Vendor 003982 - IOWA INFORMATION MEDIA GROUP Total:				1,210.81
Vendor: 012678 - IOWA PRISON INDUSTRIES				
301054	RUT - STREET SIGNS			426.36
Vendor 012678 - IOWA PRISON INDUSTRIES Total:				426.36
Vendor: 012685 - IOWA SMALL ENGINE CENTER				
145498	FD - SNOWBLOWER REPAIR P...			52.99
145573	FD - SHOVEL			31.00
145869	GC - CHAIN & OIL			131.91
145946	FD - SNOWBLOWER REPAIR P...			20.14
Vendor 012685 - IOWA SMALL ENGINE CENTER Total:				236.04
Vendor: 036235 - IRLBECK TRUCK & AUTO DETAILING				
INV0001792	PD - #14 CERAMIC COATING			500.00
Vendor 036235 - IRLBECK TRUCK & AUTO DETAILING Total:				500.00
Vendor: 003722 - iSOLVED BENEFIT SERVICES				
W394798	MAR FLEX SPENDING PARTICI...	DFT0000686	04/07/2025	86.40
Vendor 003722 - iSOLVED BENEFIT SERVICES Total:				86.40
Vendor: 002453 - JASON MATTHEW LAMBERTZ				
165587	CAAT6 TV PRODUCTION COSTS			1,275.00
Vendor 002453 - JASON MATTHEW LAMBERTZ Total:				1,275.00
Vendor: 036388 - KAREN NIELAND				
INV0001794	GOLF MEMBERSHIP REFUND			126.27
Vendor 036388 - KAREN NIELAND Total:				126.27
Vendor: 014520 - KASPERBAUER CLEANING SER				
OTC59340	RC - LAUNDER MATS			23.00
OTC59342	RC - LAUNDER MATS			92.08
Vendor 014520 - KASPERBAUER CLEANING SER Total:				115.08
Vendor: 003864 - KIMMES ENTERPRISES LLC				
32825	RC - LIFE GUARD TRAINING - PI...			48.00
Vendor 003864 - KIMMES ENTERPRISES LLC Total:				48.00
Vendor: 003768 - KRIS ENGINEERING INC				
41105	RUT - CUTTING EDGES FOR S...			7,806.94
Vendor 003768 - KRIS ENGINEERING INC Total:				7,806.94

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Payable Number	Description (Item)	Payment Number	Payment Date	Amount
Vendor: 036383 - KRISTIN COZAD				
INV0001773	REC MEMBERSHIP REFUND			197.92
Vendor 036383 - KRISTIN COZAD Total:				197.92
Vendor: 000560 - LAURA SCHAEFER				
INV0001746	FIN WCICA MEETING	133606	04/01/2025	37.80
Vendor 000560 - LAURA SCHAEFER Total:				37.80
Vendor: 036212 - LIGHTSPEED COMMERCE INC				
INV0001788	GC - MARCH CC PROCESSING ...	DFT0000693	03/31/2025	1.50
Vendor 036212 - LIGHTSPEED COMMERCE INC Total:				1.50
Vendor: 002993 - MC CLURE ENGINEERING CO.				
158340	CBD STREET RESURFACING			375.00
158341	12TH ST RECONSTRUCTION			4,910.00
158371	ROOF REPLACEMENT PROJECT			2,860.00
Vendor 002993 - MC CLURE ENGINEERING CO. Total:				8,145.00
Vendor: 017230 - MC MASTER-CARR SUPPLY CO.				
032525-03	SEWER - RUN HOUR METERS ...			580.72
Vendor 017230 - MC MASTER-CARR SUPPLY CO. Total:				580.72
Vendor: 003966 - MICROBAC LABORATORIES INC				
NT2501959	WATER DIST - MONTHLY BAC-...			57.75
NT2502070	WATER DIST - MONTHLY BAC-...			52.50
Vendor 003966 - MICROBAC LABORATORIES INC Total:				110.25
Vendor: 012680 - MID AMERICAN ENERGY				
INV0001790	ELECTRIC BILLS	133627	04/09/2025	601.27
INV0001790	ELECTRIC BILLS	133627	04/09/2025	244.60
INV0001790	ELECTRIC BILLS	133627	04/09/2025	162.42
INV0001790	ELECTRIC BILLS	133627	04/09/2025	14,515.78
INV0001790	ELECTRIC BILLS	133627	04/09/2025	597.56
INV0001790	ELECTRIC BILLS	133627	04/09/2025	901.90
INV0001790	ELECTRIC BILLS	133627	04/09/2025	90.20
INV0001790	ELECTRIC BILLS	133627	04/09/2025	911.47
INV0001790	ELECTRIC BILLS	133627	04/09/2025	359.28
INV0001790	ELECTRIC BILLS	133627	04/09/2025	10.00
INV0001790	ELECTRIC BILLS	133627	04/09/2025	3,874.82
INV0001790	ELECTRIC BILLS	133627	04/09/2025	49.02
INV0001790	ELECTRIC BILLS	133627	04/09/2025	128.19
INV0001790	ELECTRIC BILLS	133627	04/09/2025	214.44
INV0001790	ELECTRIC BILLS	133627	04/09/2025	31.87
INV0001790	ELECTRIC BILLS	133627	04/09/2025	648.32
INV0001790	ELECTRIC BILLS	133627	04/09/2025	48.77
INV0001790	ELECTRIC BILLS	133627	04/09/2025	765.79
INV0001790	ELECTRIC BILLS	133627	04/09/2025	246.33
INV0001790	ELECTRIC BILLS	133627	04/09/2025	220.25
INV0001790	ELECTRIC BILLS	133627	04/09/2025	1,147.08
INV0001790	ELECTRIC BILLS	133627	04/09/2025	3,311.88
INV0001790	ELECTRIC BILLS	133627	04/09/2025	1,137.58
INV0001790	ELECTRIC BILLS	133627	04/09/2025	5,703.48
INV0001790	ELECTRIC BILLS	133627	04/09/2025	153.85
Vendor 012680 - MID AMERICAN ENERGY Total:				36,076.15
Vendor: 017585 - MIDWEST WHOLESALE BLDG PRODUCTS				
590363	RUT - #27 SIDEBORDS			70.02
592599	RUT - BOARDS FOR MAIL BOX			18.90
Vendor 017585 - MIDWEST WHOLESALE BLDG PRODUCTS Total:				88.92
Vendor: 017735 - MOTOROLA SOLUTIONS INC				
1411159436	PD - IN CAR CAMERA SOFTWA...			4,128.00
Vendor 017735 - MOTOROLA SOLUTIONS INC Total:				4,128.00

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Payable Number	Description (Item)	Payment Number	Payment Date	Amount
Vendor: 001803 - MUNICIPAL MANAGEMENT CORP.				
879	WATER DIST - LEAK DETECTION			3,800.00
Vendor 001803 - MUNICIPAL MANAGEMENT CORP. Total:				3,800.00
Vendor: 036386 - MURDOCK INDUSTRIAL INC.				
INV46135	WTP - 100 FT SUCTION HOSE			470.21
Vendor 036386 - MURDOCK INDUSTRIAL INC. Total:				470.21
Vendor: 018408 - NAPA AUTO PARTS				
099394	GC - BATTERY			177.29
101541	GARAGE - SHOP LIGHT			114.66
102665	RUT - #28 SNOW PLOW LIGHT			27.98
102788	RUT - #24 STEERING WHEEL P...			23.94
103229	GC - BATTERY			126.99
103466	RUT - OIL, TOWELS, GREASE &...			975.91
103603	FD - OIL AND FILTERS			48.17
Vendor 018408 - NAPA AUTO PARTS Total:				1,494.94
Vendor: 003840 - NATHAN KULT				
INV0001735	PD DEFENSIVE EDGE RIFLE A...	133599	03/25/2025	252.00
Vendor 003840 - NATHAN KULT Total:				252.00
Vendor: 018423 - NATIONAL FIRE PROTECTION ASSOCIATION				
INV0001767	FD - MEMBERSHIP DUES			225.00
Vendor 018423 - NATIONAL FIRE PROTECTION ASSOCIATION Total:				225.00
Vendor: 020326 - OPTIONS INK				
13885	WATER - FREIGHT MONTHLY ...			47.48
Vendor 020326 - OPTIONS INK Total:				47.48
Vendor: 003224 - OUTLAW SIGNS GRAPHICS & APPAREL				
10519	SOCCER SHIRTS			218.50
10658	SOCCER SHIRTS			3,940.50
10660	SOCCER SHIRTS			3,069.00
10715	SOCCER SHIRTS			534.50
Vendor 003224 - OUTLAW SIGNS GRAPHICS & APPAREL Total:				7,762.50
Vendor: 021050 - P & H WHOLESALE INC.				
4002194-00	PARKS - TOILET REPAIR KITS	133620	04/02/2025	159.41
4005965-00	MUSEUM - BOILER REPAIRS			62.14
Vendor 021050 - P & H WHOLESALE INC. Total:				221.55
Vendor: 001949 - PERFORMANCE TIRE & SERVICE				
0179386	PD - #19 OIL CHANGE			46.38
0179388	PD - #18 OIL CHANGE			45.43
0179389	PD - #14 OIL CHANGE			36.33
0179390	PD - OIL CHANGE			45.43
0179395	RUT - UNIT #26, 27, 28, 24 TIR...			3,096.80
0179396	RUT - #24 & #28 TIRE REPAIRS			117.00
0179399	PD - #17 OIL CHANGE			44.48
Vendor 001949 - PERFORMANCE TIRE & SERVICE Total:				3,431.85
Vendor: 001540 - PETTY CASH				
INV0001739	GOLF COURSE CASH DRAWER	133605	03/28/2025	400.00
INV0001740	LIBRARY CASH DRAWER	133604	03/28/2025	50.00
INV0001769	LP - SPRING SOCCER CONCESS...	133618	04/02/2025	155.00
Vendor 001540 - PETTY CASH Total:				605.00
Vendor: 036385 - PHILIP L. SIMONS				
INV0001785	HOUSING INCENTIVE - 136 E T...			20,000.00
Vendor 036385 - PHILIP L. SIMONS Total:				20,000.00
Vendor: 001127 - PIONEER MANUFACTURING CO.				
INV-244147	PARKS - BRITE STRIPE - SOCCE...			996.25
Vendor 001127 - PIONEER MANUFACTURING CO. Total:				996.25

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Payable Number	Description (Item)	Payment Number	Payment Date	Amount
Vendor: 021735 - POSTMASTER				
INV0001736	POSTAGE TO MAIL WATER BIL...	133602	03/25/2025	1,941.24
Vendor 021735 - POSTMASTER Total:				1,941.24
Vendor: 000625 - PRODUCTIVITY PLUS ACCOUNT				
CB87422	RUT - #33 BOLTS & SKID PLAT...	133617	04/02/2025	78.85
CB87422A	RUT - #33 SKID PLATE	133617	04/02/2025	495.65
CB87490	CEMETERY - REPAIR PART	133617	04/02/2025	0.94
INV0001770	CEMETERY MISC CHARGE	133617	04/02/2025	0.22
Vendor 000625 - PRODUCTIVITY PLUS ACCOUNT Total:				575.66
Vendor: 004076 - RAGALLER DRYWALL LLC				
2371	MUSEUM - WALL REPAIRS			4,296.00
Vendor 004076 - RAGALLER DRYWALL LLC Total:				4,296.00
Vendor: 000490 - RANDALL M. KRAUEL				
INV0001793	APWA IOWA CHAPTER SPRING..			114.10
Vendor 000490 - RANDALL M. KRAUEL Total:				114.10
Vendor: 036384 - RANDY LONDON				
INV0001782	GC - STEEL TOED SHOES	133625	04/07/2025	139.62
Vendor 036384 - RANDY LONDON Total:				139.62
Vendor: 023640 - RAY'S REFUSE SERVICE				
INV0001776	MARCH TRASH COLLECTIONS	133623	04/07/2025	39,612.89
INV0001748	MAR. GARBAGE PICKUP			39.68
INV0001748	MAR. GARBAGE PICKUP			54.94
INV0001748	MAR. GARBAGE PICKUP			39.68
INV0001748	MAR. GARBAGE PICKUP			21.00
INV0001748	MAR. GARBAGE PICKUP			193.41
INV0001748	MAR. RECYCLING			5.00
INV0001748	MAR. GARBAGE PICKUP			148.79
INV0001748	MAR. GARBAGE PICKUP			52.32
INV0001748	MAR. GARBAGE PICKUP			82.40
INV0001748	MAR. RECYCLING			9.92
INV0001748	MAR. GARBAGE PICKUP			29.73
INV0001748	MAR. GARBAGE PICKUP			136.00
INV0001748	MAR. GARBAGE PICKUP			225.09
Vendor 023640 - RAY'S REFUSE SERVICE Total:				40,650.85
Vendor: 023815 - REGION XII COG				
INV0001774	MARCH TAXI PROGRAM DON...	133624	04/07/2025	1,295.00
INV0001787	JAN-MAR FY 25 TAXI FUNDING			3,783.00
Vendor 023815 - REGION XII COG Total:				5,078.00
Vendor: 036250 - RR BOWMAN TRUCKING LLC				
3725	PARKS - RED BALL DIAMOND ...			1,052.00
3725	MP - RED BALL DIAMOND AG...			1,052.00
Vendor 036250 - RR BOWMAN TRUCKING LLC Total:				2,104.00
Vendor: 024630 - RUTTEN'S VACUUM CENTER				
014282	RC - VACUUM			725.94
014303	PD - VACUUM BAGS			20.99
014303	LIBRARY - VACUUM BAGS			20.99
014303	CITY HALL - VACUUM BAGS			20.99
014311	RC - VACUUM BAGS & BRUSH ...			44.94
Vendor 024630 - RUTTEN'S VACUUM CENTER Total:				833.85
Vendor: 024905 - SAFETY-KLEEN CORP.				
96756517	GARAGE - PARTS WASHER SO...			292.02
Vendor 024905 - SAFETY-KLEEN CORP. Total:				292.02
Vendor: 025050 - SCHUMACHER ELEVATOR CO.				
90644308	RC - ELEVATOR SERVICE			450.00
Vendor 025050 - SCHUMACHER ELEVATOR CO. Total:				450.00
Vendor: 003467 - SHAMROCK RECYCLING INC.				
INV0001783	TREE GRINDING			1,524.00

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Payable Number	Description (Item)	Payment Number	Payment Date	Amount
INV0001783	TREE GRINDING			508.00
INV0001783	TREE GRINDING			508.00
INV0001783	TREE GRINDING			508.00
Vendor 003467 - SHAMROCK RECYCLING INC. Total:				3,048.00
Vendor: 025250 - SHERWIN WILLIAMS CO.				
0310-7	MUSEUM PAINT			230.31
9865-1	SOCCER - STRAINERS			7.13
Vendor 025250 - SHERWIN WILLIAMS CO. Total:				237.44
Vendor: 001652 - SNAPPY POPCORN CO. INC.				
185218	LP - POPCORN & CHEESE SAU...			280.00
Vendor 001652 - SNAPPY POPCORN CO. INC. Total:				280.00
Vendor: 025606 - SOPPE CHIROPRACTIC CLINIC				
1194A	PRE-EMP PHYSICALS			560.00
1194A	RANDOM DRUG TESTING			200.00
Vendor 025606 - SOPPE CHIROPRACTIC CLINIC Total:				760.00
Vendor: 028180 - STATE HYGIENIC LABORATORY-AR				
297570	RC - WATER SAMPLE ANALYSIS			45.50
Vendor 028180 - STATE HYGIENIC LABORATORY-AR Total:				45.50
Vendor: 003435 - STEVEN PUDENZ				
INV0001737	PD - TACTICAL MEDICINE CON...	133598	03/25/2025	208.50
Vendor 003435 - STEVEN PUDENZ Total:				208.50
Vendor: 025880 - STONE PRINTING CO.				
P10729	GC - 2 PT PAMP AUTHORIZAT...			167.75
114823	RC - COLORED PAPER			24.23
114836	FIN - OFFICE SUPPLIES			81.86
114916	GC - INK CARTRIDGES AND T...			189.96
114939	FIN - REPORT BINDER COVERS			703.63
114946	RC - LAMINATING POUCHES &...			198.21
13564	RC - LAMINATING			10.00
P10550	AQUATIC - COUNTY POOL PAS...			103.35
P10551	AQUATIC - COUNTY POOL PAS...			102.40
P10552	AQUATIC - COUNTY POOL PAS...			102.40
P10553	AQUATIC - COUNTY POOL PAS...			102.40
P10554	AQUATIC - COUNTY POOL PAS...			102.40
P10555	AQUATIC - COUNTY POOL PAS...			102.50
P10677	GC - SCORECARDS			2,130.00
Vendor 025880 - STONE PRINTING CO. Total:				4,121.09
Vendor: 036217 - SUPERCITY DOTS LLC				
I250406494	LP - DIPPIN DOTS SOCCER CO...			1,212.60
I2504066495	LP - DIPPIN DOTS SOCCER CO...			172.80
Vendor 036217 - SUPERCITY DOTS LLC Total:				1,385.40
Vendor: 001705 - TITAN MACHINERY				
OS0675075-1	RUT - CUTTING EDGES, NUTS ...			2,130.28
Vendor 001705 - TITAN MACHINERY Total:				2,130.28
Vendor: 036387 - TOM DANNER				
INV0001791	CEMETERY - STEEL TOED SHO...	133628	04/09/2025	116.63
Vendor 036387 - TOM DANNER Total:				116.63
Vendor: 026940 - TOYNE INC.				
8534	FD - RESCUE VEHICLE	133603	03/25/2025	338,998.00
IN0019292	FD - FLOODLIGHT REPAIRS			277.38
Vendor 026940 - TOYNE INC. Total:				339,275.38
Vendor: 027060 - TREASURER OF IOWA				
INV0001743	INCOME OFFSET PROCESSING ...	DFT0000672	03/26/2025	21.00
INV0001777	WTR INCOME OFFSET PROCES...	DFT0000685	04/02/2025	7.00
Vendor 027060 - TREASURER OF IOWA Total:				28.00

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Payable Number	Description (Item)	Payment Number	Payment Date	Amount
Vendor: 003745 - TREMCO PRODUCTS INC.				
38661	PD ANTI-THEFT STEERING CO...			142.90
Vendor 003745 - TREMCO PRODUCTS INC. Total:				142.90
Vendor: 003220 - TURFWERKS				
J198078	PARKS - FILTERS AND OIL			1,886.38
Vendor 003220 - TURFWERKS Total:				1,886.38
Vendor: 003499 - UMB BANK				
1007026	2020A DEBT FY 25 BOND FEE			600.00
Vendor 003499 - UMB BANK Total:				600.00
Vendor: 028174 - UNITED STATES CELLULAR				
0716971643	PW - CELL PHONES	133612	04/01/2025	39.47
0716971643	RC - CELL PHONES	133612	04/01/2025	75.59
0716971643	RC - CELL PHONES	133612	04/01/2025	13.16
0716971643	LEISURE SVCES - CELL PHO...	133612	04/01/2025	13.16
0716971643	AQUATIC - CELL PHONES	133612	04/01/2025	13.16
0716971643	CEMETERY - CELL PHONES	133612	04/01/2025	58.26
Vendor 028174 - UNITED STATES CELLULAR Total:				212.80
Vendor: 002449 - UNITYPOINT CLINIC-OCCUPATIONAL MEDICINE				
262301	PRE-EMP PHYSICALS			252.00
262301	RANDOM DRUG TESTING			294.00
Vendor 002449 - UNITYPOINT CLINIC-OCCUPATIONAL MEDICINE Total:				546.00
Vendor: 028814 - VAN METER COMPANY				
S013735538.001	RUT - WIRE CONNECTORS			178.72
S013766149.001	RC - SAUNA PART CONNECTOR			134.36
Vendor 028814 - VAN METER COMPANY Total:				313.08
Vendor: 029010 - VEENSTRA & KIMM INC.				
27366-16	WWTP DIGESTER & VLR AIR PI...			6,025.28
Vendor 029010 - VEENSTRA & KIMM INC. Total:				6,025.28
Vendor: 002468 - VFW				
INV0001786	PD - 2 US FLAGS			130.00
Vendor 002468 - VFW Total:				130.00
Vendor: 036211 - WAUSAU EQUIPMENT CO				
9393526	SNOW REMOVAL - #33 HYDR...			2,074.49
Vendor 036211 - WAUSAU EQUIPMENT CO Total:				2,074.49
Vendor: 002590 - WENDL'S WEAPONS LLC				
1476	PD - RANGE MEMBERSHIP			1,600.00
Vendor 002590 - WENDL'S WEAPONS LLC Total:				1,600.00
Vendor: 003970 - WORLDWIDE EXPRESS				
2503187498	FREIGHT W/E 3/19/2025	133600	03/25/2025	13.42
2503187498	FREIGHT W/E 3/19/2025	133600	03/25/2025	25.95
2503187498	FREIGHT W/E 3/19/2025	133600	03/25/2025	24.43
2503233566	FREIGHT W/E 3/26/2025	133611	04/01/2025	30.68
2503233566	FREIGHT W/E 3/26/2025	133611	04/01/2025	23.19
2504012556	FREIGHT W/E 4/2/2025	133622	04/07/2025	29.91
2504012556	FREIGHT W/E 4/2/2025	133622	04/07/2025	23.19
Vendor 003970 - WORLDWIDE EXPRESS Total:				170.77
Grand Total:				964,267.51

Report Summary**Fund Summary**

Fund	Expense Amount	Payment Amount
001 - GENERAL FUND	188,158.35	129,452.13
010 - HOTEL/MOTEL TAX	663.07	613.07
100 - FEDERAL GRANTS SR FUND	20,000.00	0.00
110 - ROAD USE TAX FUND	27,359.26	794.75
178 - CRIME PREV/SPEC PROJECTS	140.00	0.00
200 - DEBT SERVICE FUND	600.00	0.00
301 - C.P. - EQUIPMENT PURCHASE	338,998.00	338,998.00
302 - C.P. - BUILDING IMPROVEMENTS	2,860.00	0.00
304 - C.P. STREETS	5,285.00	0.00
311 - C.P.-PARKS & RECREATION	47,969.79	0.00
600 - WATER UTILITY FUND	21,293.23	9,474.27
602 - WATER UTILITY CAP. IMP.	250,000.00	250,000.00
610 - SEWER UTILITY FUND	11,982.95	6,457.90
612 - SEWER UTILITY CAP. IMP.	6,025.28	0.00
850 - MEDICAL INSURANCE FUND	42,932.58	42,932.58
Grand Total:	964,267.51	778,722.70

Gross payroll \$230,277.67

City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Aaron Kooiker, City Manager *AK*
FROM: Laura Schaefer, City Clerk/Finance Director *LS*
DATE: April 8, 2025
SUBJECT: Infill Housing Incentive Applications

The City of Carroll received three Infill Housing Incentive applications:

Applicant: Tawney Dettman
Property Location: 1524 E 10th Street
Estimated Building Value: \$480,000

Applicant: Michael and Stacey Barta
Property Location: 1504 Woodland Drive
Estimated Building Value: \$350,000

Applicant: H&H Custom Homes
Property Location: 1005 Northridge Drive
Estimated Building Value: \$440,000

These will be the first three applications of the next ten incentives to be funded by Local Option Sales Tax (LOST) funds that Council approved at the February 24, 2025 Council meeting.

RECOMMENDATION: City Council consideration and approval of the requested Infill Housing Incentive applications for Tawney Dettman (1524 E 10th Street), Michael and Stacey Barta (1504 Woodland Drive) and H&H Custom Homes (1005 Northridge Drive).

APPLICATION FOR CITY OF CARROLL HOUSING INCENTIVE PROGRAM

Please type or print

Property address: 1524 E. 10th St. Carroll, IA 51401

Legal Description or Parcel Number: 0719430004

Applicant: Tawney Dettman

Address: 714 Prairie View Dr.

City: Carroll State: IA

Phone: 7122601595

Current Property Value (from assessor's records)

Land: \$ 49770 Building(s): \$ 0

Brief Description of Project: New Home

Estimated Cost of Actual Building Improvements: \$ 480,000

Start Date: June 2025

Estimated or Actual Completion Date: January 2026

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: 3/12/25

City Council Action:

_____ Approved _____ Date: _____

_____ Disapproved _____ Date: _____

Reason for disapproval: _____

CITY OF CARROLL

BUILDING PERMIT

THIS FORM WAS PRINTED ON: 3/28/2025

PERMIT #: 250046

DATE ISSUED: 3/28/2025

PROJECT ADDRESS: 1524 E 10TH
LOCATION: 1524 E 10TH
SUBDIVISION:

LOT #:
BLK #:

ISSUED TO: TAWNEY DETTMAN
ADDRESS: APT 1
CITY: CARROLL
STATE: IA
ZIP: 51401-2572
PHONE:

CONTRACTOR: TAWNEY DETTMAN
ADDRESS: APT 1
CITY: CARROLL
ST: IA
ZIP: 51401-2572
PHONE:

VALUATION: \$ 480,000.00
WORK: RESIDENTIAL NEW
PROP. USE:
ARCHITECT:

SQ FT 0.00
ZONE ORD:
OCCP TYPE:
CLASSWORK:

FEE CODE	DESCRIPTION	AMOUNT
BL ISSUE	BUILDING ISSUE FEE	\$1,441.00
CONST WTR	CONSTRUCTION WATER	\$ 42.00
TOTAL		\$1,483.00

NOTES:

NOTICE

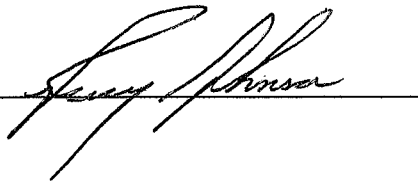
THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 120 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 120 DAYS AT ANY TIME AFTER WORK IS STARTED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISION OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

(SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT)

DATE 3/28/25

(APPROVED BY)



DATE 3/28/25

APPLICATION FOR CITY OF CARROLL HOUSING INCENTIVE PROGRAM

Please type or print

Property address: 1504 Woodland Drive, Carroll IA 51401

Legal Description or Parcel Number: _____

Northridge Fourth Phase Three Bk 6 Lot 5

Applicant: Michael and Stacey Barta

Address: 10308 Catalina Drive

City: Johnston State: IA

Phone: 712-790-9276

Current Property Value (from assessor's records)

Land: \$ 46,040⁰⁰ Building(s): \$ —

Brief Description of Project: NEW HOUSE

Estimated Cost of Actual Building Improvements: \$ 350,000⁰⁰

Start Date: 3-25-25

Estimated or Actual Completion Date: 11-1-25

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: M. R. S. B. C. Date Signed: 3/28/25

City Council Action:

Approved

Date: _____

Disapproved

Date: _____

Reason for disapproval: _____

CITY OF CARROLL

BUILDING PERMIT

THIS FORM WAS PRINTED ON: 3/28/2025

PERMIT #: 250047

DATE ISSUED: 3/28/2025

PROJECT ADDRESS: 1504 WOODLAND DRIVE
LOCATION: 1504 WOODLAND DRIVE
SUBDIVISION:

LOT #:
BLK #:

ISSUED TO: MICHAEL BARTA
ADDRESS: 10308 CATALINA DR
CITY: JOHNSTON
STATE: IA
ZIP: 50131-3127
PHONE:

CONTRACTOR: MICHAEL BARTA
ADDRESS: 10308 CATALINA DR
CITY: JOHNSTON
ST: IA
ZIP: 50131-3127
PHONE:

VALUATION: \$ 350,000.00
WORK: RESIDENTIAL NEW
PROP. USE:
ARCHITECT:

SQ FT 0.00
ZONE ORD:
OCCP TYPE:
CLASSWORK:

FEE CODE
BL ISSUE
CONST WTR

DESCRIPTION
BUILDING ISSUE FEE
CONSTRUCTION WATER

AMOUNT
\$1,066.00
\$ 42.00

TOTAL \$1,108.00

NOTES:

NOTICE

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(SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT)

DATE 3/29/25

(APPROVED BY)



DATE 3/29/25

APPLICATION FOR CITY OF CARROLL HOUSING INCENTIVE PROGRAM

Please type or print

Property address: 1005 Northridge Drive

Legal Description or Parcel Number: Lot 7, Block 5

Northridge Routh Subdivision, Phase 3 Carroll, Iowa

Applicant: H&H Custom Homes

Address: 4079 NE 62nd Avenue

City: Ankeny State: IA

Phone: 515-681-8606

Current Property Value (from assessor's records)

Land: \$ 67,000 Building(s): \$ 440,000

Brief Description of Project: New home build

Estimated Cost of Actual Building Improvements: \$ 440,000

Start Date: 4/15/2025

Estimated or Actual Completion Date: 9/1/2025

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: Nathan Hanners Date Signed: 4/2/2025

City Council Action:

____ Approved Date: _____

Disapproved Date: _____

Reason for disapproval: _____

CITY OF CARROLL

BUILDING PERMIT

THIS FORM WAS PRINTED ON: 4/04/2025

PERMIT #: 250060

DATE ISSUED: 4/04/2025

PROJECT ADDRESS: 1005 NORTHRIDGE DRIVE
LOCATION: 1005 NORTHRIDGE DRIVE
SUBDIVISION:

LOT #:
BLK #:

ISSUED TO: H&H CUSTOM HOMES
ADDRESS: 4079 NE 62ND AVE
CITY: ANKENY
STATE: IA
ZIP: 50021-9491
PHONE:

CONTRACTOR: H&H CUSTOM HOMES
ADDRESS: 4079 NE 62ND AVE
CITY: ANKENY
ST: IA
ZIP: 50021-9491
PHONE:

VALUATION: \$ 440,000.00
WORK: RESIDENTIAL NEW
PROP. USE:
ARCHITECT:

SQ FT 0.00
ZONE ORD:
OCCP TYPE:
CLASSWORK:

FEE CODE	DESCRIPTION	AMOUNT
BL ISSUE	BUILDING ISSUE FEE	\$1,291.00
CONST WTR	CONSTRUCTION WATER	\$ 42.00
TOTAL		\$1,333.00

NOTES:

NOTICE

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(SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT)

DATE

(APPROVED BY)

DATE



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: April 5, 2025
SUBJECT: Quotes for Concrete Work at Rolling Hills Park

Recently, quotes were provided to tear out and replace a portion of the driveway into the parking lot at Rolling Hills Park. Three total quotes were collected, the low quote that met all requirements is shown below:

	<u>Total Bid</u>
West Central Iowa Concrete Repair	\$11,895

Budgeted amount \$15,000

RECOMMENDATION: Mayor and City Council consideration and approval of the quote from WCI Concrete Repair for replacing a portion of the driveway at Rolling Hills Park in the amount of \$11,895.

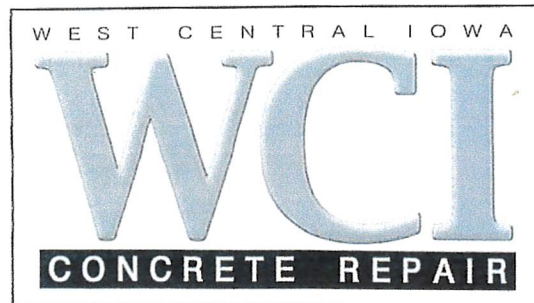
West Central Iowa Concrete Repair

602 W. 8th Street

Carroll, Iowa 51401

Phone: 866.595.7566

Fax: 712.775.2308



Project Bid

March 25, 2025

Submitted to: City of Carroll / Rolling Hills Park

P.O.C. – Tom Weber / 712-830-1695 / tweber@cityofcarroll.com

SCOPE OF WORK:

West Central Iowa Concrete Repair will provide the labor, supervision, materials and equipment necessary to complete the concrete project as follows.

Bid Details:

- WCI Concrete Repair will complete the following work:
 - Removal, disposal and replacement of approx. 1,300 sq. ft. of concrete flatwork (work area is 62 ft. x 21 ft.)
 - Excavate and dispose of approx. 7" of existing asphalt and dirt in the work area
 - Form and prep the work area as necessary
 - Flatwork to be installed 7" thick for parking lot entrance area. All flatwork to have steel rebar 2 ft. on center as well as steel rebar dowels drilled into all adjacent concrete sections

**Work area to be free from vehicle traffic for 7 days after the concrete is poured

**Work to be completed by mid-June

Project Total: \$ 11,895.00

All material is guaranteed to be as specified. All work to be completed according to the standard practices. Any alteration from above specifications will be executed only upon written orders, and may become an extra charge. Our workers are fully covered by Workmen's compensation Insurance. Client assumes all responsibility for damages due to breakage of any hidden fuel/utility lines, though we will do our best to avoid such damage. WCI responsible to contact One Call to have all public utility lines marked prior to installation. Customer is responsible to have any private utility lines marked prior to installation.

Authorized Signature: _____

Date: _____

Scott A. Schon / Co-Owner

ESTIMATE

Wittrock Construction
1320 N West Street
Carroll, IA 51401

Carterwittrock@gmail.com
+1 (712) 790-9059



Bill to

City of Carroll
City of Carroll (Parks and Rec)

Ship to

City of Carroll
City of Carroll (Parks and Rec)

Estimate details

Estimate no.: 1613
Estimate date: 04/02/2025

#	Date	Product or service	Description	Amount
1.	04/02/2025	Concrete	Tear out and replace 21' x 62' concrete approach 7" deep, rebar on 2' centers Broom finish	\$12,000.00
Total				\$12,000.00

Accepted date

Accepted by

ESTIMATE



Prepared For

Rolling Hills Park

Concrete Creators LLC

17486 130th
Breda, Iowa 51436
Phone: (712) 790-3649
Email: concretecreatorsllc@gmail.com

Estimate # 213

Date 03/19/2025

Description	Total
Removal of existing asphalt driveway. 21' X 62' (1,302sqft)	\$1,953.00
New 21' X 62' (1,302sqft) driveway. 7" thick - 4,000psi - 1/2" rebar 2' OC	\$11,718.00
Subtotal	\$13,671.00
Total	\$13,671.00



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: April 8, 2025
SUBJECT: Carroll Recreation Center Fees- Proposed Rates

As one of the main priorities of the City Council, the Recreation Center rates have been under review with staff along with the Parks, Recreation and Cultural Advisory Board (PRCAB). The last time rates increased was on January 1, 2021. Since then, we endured a two-year-long construction period, where many of our normal areas in the center were closed to the public. Now that construction is complete, we feel comfortable with increasing and changing rates, and continuing to review on an annual basis.

Main changes to memberships:

After reviewing not only membership prices, income, and expenses, there were areas staff and PRCAB discussed on changing to make for a more inclusive environment allowing us to offer more to each patron, adding more value to each membership, as well as making accounting and back-end management easier. Staff and PRCAB worked on these issues over the span of three meetings, and many hours of staff discussion. Changes include:

1. Eliminating 24-hour access memberships, offering 24-hour access to everyone.
 - i. Long term this will help cut down on overall staff time needed at front desk, allowing us to cut expenses with our hours of staff operation. This system has paid for itself many times over but will now be included in memberships. Each membership being assessed a few cents for this feature, strongly overtakes the amount of revenue previously brought in from a separate membership. The rules of the 24-hour access system will remain in place for members utilizing this feature.
2. Including fitness classes in regular membership - no additional fees.
 - i. After reviewing policies for 14 different Rec Centers and YMCAs across the state, 85% of these offered classes to members at no additional fee. The income from these memberships was calculated and built in to cover the previous shortfalls. This should in turn create larger fitness classes and better attendance. To help cover shortfalls in the past, rates were increased to help with the loss of participants, but instead, it drove away members who could no longer afford the classes.

CITY OF CARROLL RESIDENTS

<u>MEMBERSHIP - ANNUAL</u>	CURRENT	PAMP (auto withdraw)	PROPOSED INCREASE	PAMP (auto withdraw)
Family	\$509.00	\$42.42	\$570.00	\$47.50
Single Parent	\$451.00	\$37.58	\$505.00	\$42.08
Adult	\$258.00	\$21.50	\$290.00	\$24.16
Senior (62yo & older)	\$232.00	\$19.33	\$260.00	\$21.66
Senior Couple (62yo & older-one person)	\$406.00	\$33.83	\$454.00	\$37.83
College Student	\$232.00	\$19.33	\$260.00	\$21.66
Youth (18yo & younger)	\$180.00	\$15.00	\$200.00	\$16.67
24-hour Access – per member (added to above membership)	\$120.00	\$10.00	REMOVE	REMOVE

NON-CITY OF CARROLL RESIDENTS

<u>MEMBERSHIP - ANNUAL</u>	CURRENT	PAMP (auto withdraw)	PROPOSED INCREASE	PAMP (auto withdraw)
Family	\$535.00	\$44.58	\$620.00	\$51.66
Single Parent	\$474.00	\$39.50	\$550.00	\$45.83
Adult	\$270.00	\$22.50	\$313.00	\$26.08
Senior (62yo & older)	\$244.00	\$20.33	\$283.00	\$23.58
Senior Couple (62yo & older-one person)	\$426.00	\$35.50	\$495.00	\$41.25
College Student	\$244.00	\$20.33	\$283.00	\$23.58
Youth (18yo & younger)	\$190.00	\$15.33	\$220.00	\$18.33
24-hour Access – per member (added to above membership)	\$126.00	\$10.50	REMOVE	REMOVE

CITY OF CARROLL RESIDENTS

<u>MEMBERSHIP – 30 DAY</u>	<u>CURRENT</u>	<u>PROPOSED</u>
Family	\$54.00	\$60.00
Single Parent	\$51.00	\$57.00
Adult	\$35.00	\$39.00
Senior (62yo & older)	\$33.00	\$37.00
Senior Couple (62yo & older-one person)	\$49.00	\$55.00
College Student	\$33.00	\$37.00
Youth (18yo & younger)	\$27.00	\$30.00
24-hour Access – per member (added to above membership)	\$26.00	REMOVE

NON-CITY OF CARROLL RESIDENTS

<u>MEMBERSHIP – 30 DAY</u>	<u>CURRENT</u>	<u>PROPOSED</u>
Family	\$57.00	\$66.00
Single Parent	\$54.00	\$62.00
Adult	\$37.00	\$42.00
Senior (62yo & older)	\$35.00	\$40.00
Senior Couple (62yo & older-one person)	\$52.00	\$60.00
College Student	\$35.00	\$40.00
Youth (18yo & younger)	\$29.00	\$33.00
24-hour Access – per member (added to above membership)	\$26.00	REMOVE

<u>Type</u>	<u>FEE</u>	<u>PROPOSED</u>
Daily Admission Youth (5yo – 18yo) Adult 4yo & younger	\$6.00 \$9.00 One (1) free per one paying adult	NO CHANGE
Group Rate (10 people or more)	\$4.00 youth \$7.50 adult	NO CHANGE
Unlimited Fitness Pass (Annual)	\$420.00 (member) \$750.00 (non-member)	REMOVE
Fitness Punch Card (10 punches)	\$(member) \$20.00/month/class \$25.00 10-punch card	REMOVE
Flex & Stretch Aquasthenics Stretch & Strengthen Afternoon Aqua	(non-member) \$30.00/month/class \$35.00 10-punch card	REMOVE

PRCAB voted on this issue on March 3, the motion to accept rate increases passed 4-3. The three nays were due to suggesting we raise prices further. All agreed that we review standings of the membership rates on a year by year basis. If passed by the City Council, new rates would go into effect July 1, 2025. This allows City Personnel to get out notices and inform members of the increase.

RECOMMENDATION: Mayor and Council consideration and approval and passage of the first reading of the Ordinance Amending Carroll Recreation Fees and Charges 114.03.

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CITY OF CARROLL'S RECREATION CENTER FEES AND CHARGES

BE IT enacted by the City Council of the City of Carroll, Iowa;

SECTION 1. The City Council for the City of Carroll, Iowa, repeals Chapter 114.03 of the Carroll City Code and is replaced with the following:

CARROLL RECREATION CENTER FEES & CHARGES

(Effective July 1, 2025)

CITY OF CARROLL RESIDENTS

<u>MEMBERSHIP - ANNUAL</u>	<u>FEE</u>
Family	\$570.00
Single Parent	\$505.00
Adult	\$290.00
Senior (62yo & older)	\$260.00
Senior Couple (62yo & older-one person)	\$454.00
College Student	\$260.00
Youth (18yo & younger)	\$200.00
24-hour Access INCLUDED WITH ABOVE MEMBERSHIP	NA

NON-CITY OF CARROLL RESIDENTS

<u>MEMBERSHIP - ANNUAL</u>	<u>FEE</u>
Family	\$620.00
Single Parent	\$550.00
Adult	\$313.00
Senior (62yo & older)	\$283.00
Senior Couple (62yo & older-one person)	\$495.00
College Student	\$283.00
Youth (18yo & younger)	\$220.00
24-hour Access – per member INCLUDED WITH ABOVE MEMBERSHIP	NA

CITY OF CARROLL RESIDENTS

<u>MEMBERSHIP – 30 DAY</u>	<u>FEE</u>
Family <i>Income Based</i>	\$60.00 \$20.25
Single Parent <i>Income Based</i>	\$57.00 \$18.00
Adult <i>Income Based</i>	\$39.00 \$10.50
Senior (62yo & older) <i>Income Based</i>	\$37.00 \$9.50
Senior Couple (62yo & older-one person) <i>Income Based</i>	\$55.00 \$16.25
College Student <i>Income Based</i>	\$37.00 \$9.50
Youth (18yo & younger) <i>Income Based</i>	\$30.00 \$7.50
24-hour Access – per member INCLUDED WITH ABOVE MEMBERSHIP	NA

NON-CITY OF CARROLL RESIDENTS

<u>MEMBERSHIP – 30 DAY</u>	<u>FEE</u>
Family	\$66.00
Single Parent	\$62.00
Adult	\$42.00
Senior (62yo & older)	\$40.00
Senior Couple (62yo & older-one person)	\$60.00
College Student	\$40.00
Youth (18yo & younger)	\$33.00
24-hour Access – per member INCLUDED WITH ABOVE MEMBERSHIP	NA

MISCELLANEOUS

<u>TYPE</u>	<u>FEE</u>
Daily Admission Youth (5yo – 18yo) Adult 4yo & younger	\$6.00 \$9.00 One (1) free per one paying adult
Group Rate (10 people or more)	\$4.00 youth \$7.50 adult
Fitness Classes INCLUDED WITH MEMBERSHIP	NA

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

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

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

Passed and approved this _____ day of _____, 2025

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

Gerald H. Fleshner, Mayor

ATTEST:

Laura A. Schaefer, City Clerk

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____, 2025.

Laura A. Schaefer, City Clerk



City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Aaron Kooiker, City Manager 
FROM: Laura A. Schaefer, Finance Director/City Clerk 
DATE: April 8, 2025
SUBJECT: FY 2026 Health Insurance Renewal

As of July 1, 2024 (FY 2025), the City began work with the Iowa Governmental Health Care Plan (IGHCP) for the City's insurance needs (life, health, dental and vision).

IGHCP is a trust that offers a wide variety of employee benefits including health, life, dental, vision and disability insurance. Currently, the IGHCP trust is a pool serving 54 entities with over 13,000 members. The size of the pool helps remove the exposure to claims volatility through risk sharing with the other 53 entities.

The current health insurance plan through IGHCP is a point of service (POS) Wellmark Plan with the same partial self-funding model currently in place. Since it is generally less expensive to pay a portion of the claim expense than to pay an insurance company to insure all of the claim exposure, the city began purchasing a higher deductible plan and initiated a health insurance internal service fund to help pay for the buy down/risk of medical expenses that may occur in any year for the plan. The current Wellmark plan is: \$5,000 deductible per single plan (\$10,000 family) with a \$7,350 single out-of-pocket maximum (\$14,700 family) and partially self-fund the plan to \$500 single deductible (\$1,000 family) and \$1,000 single out-of-pocket maximum (\$2,000 family).

When the FY 2026 budget was prepared, it was re-estimated that the Medical Insurance Internal Service Fund balance would be approximately \$1,103,736 on June 30, 2025. Now it is anticipated that this reserve fund balance will be approximately \$1,154,500 (based upon activity through March 31, 2025). The June 30, 2025 balance will be largely determined by the amount of partial self-funding claims that will be paid during the remainder of the fiscal year.

Staff worked with IGHCP on the July 1, 2025 renewal. IGHCP negotiated a 0% increase to the Wellmark premium. There is a slight increase to the IGHCP consultant fee of \$5 per plan, or approximately \$3,400/year. With the current Medical Insurance Internal Service Fund balance, no increase to the Wellmark premium and a small increase in the IGHCP consultant fee, Staff recommends maintaining the health insurance COBRA rates of \$539.43/month for single coverage and \$1,229.43/month for family coverage. Employees would pay 20% of the plan coverage chosen (single or family).

The approved FY 2026 budget was prepared to continue the Medical Insurance Internal Service Fund assuming an increase of 0% to the COBRA rate and an increase of 5% for the health insurance premiums. This recommendation is within our FY 26 budget.

The FY 2026 life insurance premium did not increase from FY 2025. Staff also requested information from IGHCP to offer voluntary life insurance coverage to employees. That information is included in the attached.

The renewal for dental insurance is an increase of 6.0%. As a reminder, the dental coverage is through Delta Dental and is currently paid 100% by the employee.

The renewal for vision coverage through Delta Vision is 0% and is 100% paid by the employee.

Finally, staff requested information from IGHCP regarding an Employee Assistance Program (EAP). The EAP is offered from Standard Insurance Company with services for clinic services (addictions, depression, anxiety, stress, relationships), work/life services (legal and financial questions, identity theft resolution services, daily living concerns) and online/mobile resources. The fee for the EAP benefit is \$0.35 per active full-time employee per month (approximately \$281 per year). Funding for EAPs can be from the Employee Benefit Levy.

If voluntary life insurance is offered and the EAP, the Personnel Policies have been drafted to include those items in Section 17, Insurance.

Denise Ballard, Vice-President of Benefits with IGHCP, plans to attend the Council meeting to discuss the renewal and this new information for voluntary life insurance coverage and the EAP. If you have any questions, please let me know.

RECOMMENDATION: Council review and approval of the following:

1. Resolution approving agreements with Wellmark for group health insurance coverage, Delta Dental for dental insurance coverage, Delta Vision for vision insurance coverage, Standard Life Company for life insurance and Employee Benefit Systems for third party administration services and setting COBRA rates for FY 2026.
2. Resolution approving an agreement with Standard Insurance Company for an Employee Assistance Program.
3. Resolution Approving a Revised Policy 0400 – Personnel Policies.

City of Carroll

7/2025 IGHCP Renewal



I o w a
G o v e r n m e n t a l H e a l t h C a r e P l a n

t h e r i g h t p e o p l e . . . t h e r i g h t c h o i c e



helping administer your success

IGHCP & WELLMARK



- Serving 54 entities with 13,000 members
- Providing partial self-funding to meet many plan designs
- Offering lower administration fees
- Controlling renewal costs through pooling

RENEWAL SUMMARY

CURRENT			RENEWAL		
<u>Coverage</u>	<u>Carrier</u>	<u>Annual Cost</u>	<u>Annual Cost</u>	<u>\$ Change</u>	<u>% Change</u>
Medical	Wellmark	\$683,606	\$683,606	\$0	0.0%
Dental	Delta Dental	\$20,242	\$21,456	\$1,214	6.0%
Vision	Delta Vision	\$4,853	\$4,853	\$0	0.0%
Basic Life & AD&D	The Standard	\$2,645	\$2,645	\$0	0.0%
Total		\$711,345	\$712,560	\$1,215	0.2%

EAP HIGHLIGHTS

The Standard's Enhanced EAP Services At-A-Glance

Service Feature	Highlights
Multiple Access Points	Employees have 24/7 direct access to master's-level counselors, including: <ul style="list-style-type: none">• Phone, text and email• Website• Mobile device application
Clinical Services	Telephone assessment and referral using evidence-based evaluation tools for: <ul style="list-style-type: none">• Addictions• Depression, anxiety and stress• Relationships and parenting Up to three or six short-term problem-resolution sessions per presenting problem per year (distance sessions available by phone or video) *
Case Management	Coordinated telephone intake, case management and follow up by a master's-level counselor ensures continuity of care.
Clinical Referrals	Referrals are provided to experienced, licensed/credentialed counselors in the employee's community.
WorkLife Services	<ul style="list-style-type: none">• Legal and financial questions• Identity theft resolution services• Child care, elder care, adoption and education• Daily living concerns

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*The IGHCP EAP program includes the three sessions

7/1/2025 Vol Life Insurance

Life insurance coverage is designed to help provide financial support and stability to your family should you pass away. Accidental Death & Dismemberment (AD&D) insurance provides an extra layer of protection if you die or become dismembered in an accident. You can also cover your eligible spouse and child(ren).



This plan offers:

- Competitive group rates
- The convenience of payroll deduction
- Benefits if you are dismembered, become terminally ill or die

? About This Coverage

If you take no action you'll be covered under Basic Life insurance provided you meet the eligibility requirements. Consider whether that would be enough to help your family meet daily expenses, maintain their standard of living, pay off debt and fund your children's education. If not, you may want to apply for additional coverage now.

Life Insurance		
How Much Can I Apply For? Your combined Basic Life and Additional Life amounts cannot exceed a maximum of 8 times your annual earnings. The coverage amount for your spouse cannot exceed 100 percent of your Additional Life coverage. The coverage amount for your child(ren) cannot exceed 100 percent of your Additional Life coverage.	For You:	\$10,000 – \$500,000 in increments of \$10,000
	For Your Spouse:	\$5,000 – \$250,000 in increments of \$5,000
	For Your Child(ren):	\$5,000 or \$10,000
What is the Guarantee Issue Maximum? Depending on your eligibility, this is the maximum amount of coverage you may apply for during initial enrollment without answering health questions. To apply for an amount over the guarantee issue, visit https://myeoi.standard.com/172905 to complete and submit a medical history statement online.	For You:	Up to \$200,000
	For Your Spouse:	Up to \$40,000

CURRENT MEMBERS

Counties

Clay County
Henry County
Humboldt County
Jefferson County
Pottawattamie County
Grundy County
Clayton County
Emmet County
Monona County
Guthrie County
Chickasaw County
Ringgold County
Floyd County
Hardin County
Montgomery County
Davis County
Lee County
Sac County
Crawford County
Keokuk County

Cities

City of Fairfield
City of Council Bluffs
City of Keokuk
City of Clive
City of Spencer
City of Waukee
City of Harlan
City of Perry
City of Webster City
City of Algona
City of Huxley
City of Hampton
City of West Burlington
City of Bondurant
City of Centerville
City of Fort Dodge
City of Grimes
City of Le Mars
City of Windsor Heights
City of Mount Vernon
City of Boone
City of Knoxville
City of Decorah
City of Winterset
City of Carroll
City of Sergeant Bluff

Schools

Seymour CSD
Central Decatur CSD
Collins Maxwell CSD
Van Meter CSD

Other

Council Bluffs Water Works
Region XII Council of Governments
Tri County Child & Family Development
Des Moines Water Works

RESOLUTION NO. _____

A RESOLUTION APPROVING AGREEMENTS FOR HEALTH, DENTAL, VISION, AND LIFE INSURANCE COVERAGE AND THIRD PARTY ADMINISTRATION SERVICES AND SETTING COBRA RATES FOR FY 2026

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

WHEREAS, it is determined that the approval of agreements to offer health insurance from Wellmark, dental insurance from Delta Dental, vision insurance from Delta Vision, and life insurance from Standard Insurance Company is in the best interest of the City of Carroll, Iowa; and

WHEREAS, it is determined that the approval of the Third Party Administration Service Agreement with Employee Benefit Systems is in the best interest of the City of Carroll, Iowa; and

WHEREAS, the City Council designates the City Manager or City Clerk/Finance Director as Group Administrator to complete the necessary paperwork to renew health insurance coverage with Wellmark, dental insurance coverage with Delta Dental, vision insurance coverage with Delta Vision and life insurance with Standard Insurance Company; and

WHEREAS, the City Council designates the City Manager or City Clerk/Finance Director to complete the necessary paperwork with Employee Benefit Systems for third party administration services.

NOW, THEREFORE, BE IT RESOLVED that a contract with Wellmark for group health insurance coverage, Delta Dental for dental insurance coverage, Delta Vision for vision insurance coverage, Standard Life Company for life insurance and Employee Benefit Systems for third party administration services be authorized and approved, and that the Group Administrator is authorized to execute the contracts on behalf of the City of Carroll and set the Blue Choice Plan COBRA rates at \$539.43/month for a single health insurance plan and \$1,229.43/month for a family health insurance plan.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 14th day of April, 2025.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

BY: _____
Gerald H. Fleshner, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

RESOLUTION NO. _____

A RESOLUTION APPROVING AN AGREEMENT WITH STANDARND INSURANCE COMPANY FOR AN EMPLOYEE ASSISTANCE PROGRAM

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

WHEREAS, it is determined that the approval of an agreement with Standard Insurance Company for an Employee Assistance Program is in the best interest of the City of Carroll, Iowa; and

WHEREAS, the City Council designates the City Manager or City Clerk/Finance Director as Group Administrator to complete the necessary paperwork for the Employee Assistance Program.

NOW, THEREFORE, BE IT RESOLVED that an agreement with Standard Insurance Company for an Employee Assistance Program is authorized and approved and that the Group Administrator is authorized to execute the agreement on behalf of the City of Carroll.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 14th day of April, 2025.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

BY: _____
Gerald H. Fleshner, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

RESOLUTION NO. _____

A RESOLUTION APPROVING A REVISED POLICY 0400 – PERSONNEL POLICIES

WHEREAS, Policy 0400 – Personnel Policies has been revised and;

WHEREAS, the Personnel Policies are attached hereto as Exhibit “A”; and

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the attached revised Policy 0400 – Personnel Policies be authorized and approved.

PASSED AND APPROVED this 14th day of April, 2025.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

Gerald H. Fleshner, Mayor

Attest:

Laura A. Schaefer, City Clerk

CITY OF CARROLL PERSONNEL POLICIES

Effective: May 9, 1994

Revised: February 24, 2003

Latest Update: ~~May 28, 2024~~April 14, 2025

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Section 1. FORWARD

The purpose of these policies is to introduce each employee to the City of Carroll. It will provide you with some insight into how the City works and how you fit into the City as a whole. The handbook contains information on the personnel policies, which affect you directly and extend to every individual employee and group of employees throughout the City organization.

This handbook brings together information about benefits, policies, rules and other conditions of employment, which apply to you. If changes occur in these policies, you will be notified. Every effort has been made to convey accurate and clear information throughout this book, but no written summary can completely and without exception cover every situation that may develop. You are responsible for all information contained the City's personnel policies. If you have any questions, please feel free to discuss them with your Department Head.

We hope you will find working for the City a pleasant and rewarding experience.

All employees of the City of Carroll shall be covered by these policies except:

- 16. Elected officials;
- b. Members of committees, boards and commissions;
- c. Personnel appointed to serve without compensation;
- d. Any other employee hired on a contracted basis;
- e. None of the policies contained herein will supersede the Code of Iowa.

Employees covered by a collective bargaining agreement (Union Employees) shall be covered by these policies. When a conflict exists between their collective bargaining agreement and these policies, the collective bargaining agreement shall supersede these policies.

City Manager shall be covered by these policies. When a conflict exists between the City Manager's individual employment contract and these policies, the City Manager's individual employment contract shall supersede these policies.

Standard operating procedures of the City may vary somewhat between Departments. This is necessary because of the various duties and hours required of some Departments, and the various state and federal regulations which must be followed.

This booklet is not a contract but is intended solely to give eligible employees a short description of the benefits and working conditions in the City. The City is an employment at will employer. If at any time there should be conflict between a description in the City's personnel policies and a collective bargaining agreement, or an applicable state or federal statute, or both, the terms of the actual agreement or statute will govern in all cases. Personnel policies are applied at the discretion of the City and may be withdrawn, applied, or amended at any time.

Section 2. DEFINITIONS

- 2.1 Employees:** All persons who receive wages or salaries from the City.
- 2.2 Regular Full-Time Employees:** Regular full-time employees are those who are normally scheduled to work at least forty (40) hours per week. Police Officers and Police Sergeants may be scheduled an alternative work period as allowed by the Fair Labor Standards Act.
- All regular full-time employees are eligible for all employee benefits, including retirement plans, paid vacations, paid holidays, group insurance, paid sick leave, etc.
- 2.3 Regular Part-Time Employees:** Regular part-time employees are those who have completed their probationary period and are normally scheduled to work less than the customary number of full-time hours. Part-time employees are not to be scheduled to average more than twenty-nine(29) hours a week over a nine month period without prior approval of the City Manager.
- 2.4 Temporary Employees:** Temporary employees are those who are hired to work for a period of two (2) years or less, but may be extended by the City Manager to three (3) years.
- Temporary employees are not eligible for employee benefits until they have been continuously employed for one (1) year, and then shall become eligible for Holiday pay only, on days when the City office is closed. Holiday pay shall be prorated on the basis of the temporary employee's scheduled hours within the two-week (80 hour) pay period and shall not exceed the holiday pay benefit received by a regular full-time employee.
- 2.5 Seasonal Employees:** Seasonal employees are those who are hired and intend to work 2 consecutive calendar quarters or less.
- 2.6 Exempt Employees:** An exempt employee is a salaried employee who is not covered by the overtime provisions of the Fair Labor Standards Act and is not eligible to receive overtime compensation in the form of compensatory time off or cash at the one and one-half (1 1/2) time rate.
- 2.7 Non-Exempt Employees:** A non-exempt employee is one who is covered by the overtime provisions of the Fair Labor Standards Act and is eligible to receive one and one-half (1 1/2) overtime compensation.
- 2.8 Compensatory Time:** Time off from scheduled work in lieu of cash payment for authorized overtime.
- 2.9 Anniversary Date:** The employee's anniversary date is established on the first day of regular full-time employment. The status of a re-employed person is that of a new employee and credit for previous service shall not be given. The anniversary date will be used to calculate seniority, sick leave and other benefits.
- 2.10 Retired:** For purposes of these policies, the word "retired" shall be construed to encompass individuals who fit the definition of "retired", and who have qualified for and are receiving a retirement benefit under applicable Federal/State statutes.
- 2.11 Seniority:** Seniority means an employee's length of continuous regular full-time service with the City since their last date of hire. An employee on unpaid leave does not continue to accumulate additional seniority, but retains all earned seniority to the date of the start of the leave. The seniority list shall be revised to reflect the employees' status each year.

- 2.12 **Union Employee:** Any employee covered by a collective bargaining agreement, as determined by agreement language and the Iowa Public Employee Relations Board, whether the employee is a dues paying member of the union or not. When a conflict exists related to benefits, rules and other conditions of employment for union employees between their collective bargaining agreement and these policies, the collective bargaining agreement shall supersede these policies. If an employee does not know if they are covered by a union contract, they should inquire with their immediate supervisor.

Section 3. GENERAL INFORMATION

- 3.1 **Non-Discrimination.** It is the policy of the City to employ, train, compensate, and make available all conditions and privileges of employment without consideration of the individual's race, creed, color, religion, sex (including pregnancy), national origin, sexual orientation, gender identity, genetic information, age, disability, status as a U.S. veteran, and any other legally protected status.
- 3.2 **Recruitment and Selection.** It is the policy of the City to recruit and to select the best qualified persons for employment. Recruitment and selection will be conducted in an affirmative manner, ensuring open competition, providing equal employment opportunity, and prohibiting discrimination because of race, religion, sex (including pregnancy), national origin, sexual orientation, gender identity, genetic information, age, mental disability, physical disability, political religious affiliations, status as a U.S. veteran, any other legally protected status, or other non-merit factors. The City also complies with all state and federal regulations regarding hiring of veterans.
- 3.3 **Employment of Relatives.** It is the general policy of the City to avoid regular full-time employment of members of the immediate family of any other regular full-time employee. No individual may be hired or transferred into a department in which he/she would be supervised by an immediate family member or by such person having administrative discretion over said individual's employment. Immediate family members are defined as spouse, parent, child, sibling, stepparent, stepchild, stepsibling and corresponding in-laws.
- 3.4 **Post-Offer, Pre-Employment Medical Exam, Drug Test, and Background Check.** Prospective employees shall be required to submit to a pre-employment medical examination, hearing test and vision test by a qualified physician; drug test; and background check after a conditional offer of employment has been made. These examinations, drug test, and background check must be completed prior to a person being unconditionally hired. The expense of the examinations, drug testing, and background check will be borne by the City. Refer to City Policy 403 – Medical Exam: Post-Offer, Pre-Employment and Section 22. Drug Free Workplace of this Personnel Policies manual.
- 3.5 **Probationary Period.** All new employees shall serve a one (1) year probationary period. The employee's work will be carefully observed and evaluated during this probationary period. The intent of the evaluation is to determine the effectiveness of the new employee, to improve performance, and to determine whether or not the employee meets the City's needs. Said probationary period may be extended upon mutual agreement between the City and the employee. Upon satisfactory completion of the probationary period, the employee will be placed on the seniority list and his/her seniority will be determined from their date of employment. Probationary employees may be terminated, demoted or laid off for any reason during their probationary period without the right of any appeal.

- 3.6 Employment Medical Exams for Continuing Employment.** Any City employee may be required to take a medical exam when the City Manager believes it is necessary for the employee's health and safety or if there is a question regarding the employee's ability to continue in his/her job. This is a condition of employment and failure to submit to a medical examination requested by the City may result in appropriate disciplinary action. The expense of the medical exam will be borne by the City, which may utilize City provider insurance to cover all or part of the cost.
- 3.7 Outside Employment.** An employee shall not become involved in any activity that impairs attendance or efficiency in the performance of his/her duties as an employee. An employee shall not engage in any employment, activity, or enterprise that is inconsistent, incompatible, or in conflict with duties as an employee of City. Prior to accepting any outside employment, the employee must seek and obtain the prior written approval of the respective Department Head.
- 3.8 Employees at Will.** Employment with the City is for an indefinite time and is terminable at any time, with or without cause shown by the City, or at completion of a special grant or project. The only exception to this provision is in the event of the existence of a written contract with an employee which provides to the contrary. Nothing in these Personnel Policies or in other rules or policies adopted by the City Council shall in any way be construed as creating an employment contract, either express or implied.
- 3.9 Re-Employment Following Retirement.** The City of Carroll does not prohibit City retirees from being re-employed by the City of Carroll. Retired employees receiving a pension related to City service should contact their respective pension system to make sure the retired employee understands how going back to work will affect their benefits. The City of Carroll will not be held responsible for any impacts to an individual's pension benefits when returning to City employment.
- 3.10 Performance Ratings.** Department Heads are required to submit to the City Manager periodic reports on the individual performance of all employees. The report shall be discussed with the employee privately and objectively. Employees, whether agreeing with the report or not, shall sign the report.

Two types of reports will be used:

16. A final probationary report just prior to completion of the probationary period. This report summarizes probationary performance and contains the recommendation for appointment or removal.
- b. An annual report of performance. Each of the reports above shall be prepared by the employee's immediate supervisor and submitted to the Department Head for review and approval.

Section 4. HOURS

The purpose of this section is to define the normal hours of work, and shall not be construed as a guarantee of hours of work per day or days of work per week. Determination of daily and weekly hours of work shall be established by the Department Head.

- 4.1 Workweek.** The normal workweek for regular full-time non-exempt employees shall consist of five (5) eight (8) hour days. The normal workday shall include an unpaid lunch period of at least sixty (60) minutes, which will normally be taken at or near the middle of the eight (8) hour shift. All employees will normally be provided a fifteen (15) minute paid rest period during each one-half (1/2) shift. The times and arrangements for lunch and rest periods may vary depending on the nature of the work being performed and will be granted at the sole discretion of the immediate supervisor. The Department Head may approve flexible hours as long as a forty (40) hour workweek is maintained.

Full-time Police Officers shall follow their collective bargaining agreement related to the workweek. Full-time Police Sergeants shall follow the workweek for a Police Officer as outlined in the collective bargaining agreement for Police Officers.

- 4.2 Attendance.** Employees shall be in attendance at their place of work in accordance with the rules regarding hours of work, holidays and leaves. All Department Heads shall keep daily employee attendance records. Failure on the part of an absent employee to notify his/her supervisor of his/her status within twenty-four (24) hours may be cause for immediate discharge.

- 4.3 Schedule of Days Off.** Each Department Head shall periodically prepare a schedule of days off for all full-time employees within his/her Department which shall be posted in a conspicuous place. Except in emergencies, a notice of at least one week shall be provided for changes in the schedule.

4.4 Overtime – Compensatory Time.

- 4.4.1 Overtime Authorization Required.** All overtime work must be authorized in advance by the Department Head or other direct supervisor.

- 4.4.2 Exempt (Management/Other Exempt Positions).** Exempt employees shall not receive overtime compensation in the form of pay for hours worked in excess of forty (40) hours per week. The City Manager may grant administrative paid leave time as requested, but not to exceed forty (40) hours per calendar year.

- 4.4.3 Non-Exempt (Non-Management).** All non-exempt employees, as defined by Fair Labor Standards Act, who work in excess of forty (40) hours in any workweek shall be compensated at the rate of time and one-half (1 1/2) either by compensatory time off (one and one-half (1 1/2) hours off for each hour of overtime worked) or by cash payment at the option of the Employee. All time worked shall be accumulated in one-quarter (1/4) hour increments. Time sheets shall reflect whether overtime is to be paid or accumulated as compensatory time. Compensatory time may be accumulated annually up to the maximum of forty (40) hours. Compensatory time earned, but not used by December 31st each year in which it was earned, will be paid out by January 15th of the following year. For purposes of determining overtime compensation, jury duty leave, holiday hours and vacation hours shall be included as "hours actually worked." "Hours actually worked" does not include time worked on a holiday that is paid at the rate of time and a half. The scheduling of compensatory time off shall be at the discretion of the supervisor based on work requirements; however, the wishes of the employee shall be considered when possible. The City Clerk shall maintain a record of employees' compensatory time off balances. For overtime calculations,

full-time Police Sergeants shall follow workweek, overtime and compensatory time language for a Police Officer as outlined in the collective bargaining agreement for Police Officers.

4.4.4 Police Union. Full-time police officers shall follow their collective bargaining agreement related to overtime pay.

4.5 Call-In or Call-Back. In the event an employee is required to return to work after having left work for the day, the employee shall receive a minimum of one (1) hour's pay at the appropriate straight time or time and one-half rate. Employees shall be compensated for all hours worked during call-in or call-back. Employees who are contacted by phone to address work related issues but are not required to return to the work site shall be compensated for their actual length of contact at the appropriate straight time or time and one-half rate with a minimum of fifteen (15) minutes of paid time.

Section 5. PAY PERIODS AND PAYROLL

5.1 Pay Periods. Pay periods are two-week periods beginning on Saturday and ending on Friday of the following week. Payday is the Thursday following the end of the pay period. If Thursday falls on a bank holiday, payment will be made prior to the holiday.

5.2 Payroll Deductions/Direct Deposit. Payroll deduction options to include:

- Deferred Compensation (457 Plan)
- Group Medical Insurance
- Medical and Dependent Care Flexible Spending Accounts (125 Plan)
- Any other ancillary benefits approved by the City Council

The direct deposit of payroll checks is also provided and encouraged. An employee may divide their check among ten depositories and/or accounts for same day direct deposit. All new employees hired as of May 1, 2019 are required to participate in direct deposit. For these employees, the City will only issue paper payroll checks for the first and last pay periods an employee is employed with the City. Contact the City Clerk's Office for additional information on direct deposit.

Section 6. SALARY ADMINISTRATION

The City seeks to balance the need to be prudent with public funds and the compensation needs of its employees. A uniform salary administration provides a fair and consistent method for administering salary raises for all employees. The City may from time to time assess the labor market in order to determine the competitiveness of the City's pay plan.

- 6.1 Salary Resolution.** From time to time, the City Council may approve a resolution setting salaries and wages for employees of the City. Said resolution will list every position within in the City and set the top of pay or pay range for each position.
- 6.2 New Employees.** New regular full-time employees to the City are to be started at 76% of the top of pay for that position. At the time of conditional offer, the City Manager may authorize starting an employee at a higher starting percentage based on past experience and/or education achievement.
- 6.3 Wage Adjustments.** New regular full-time employees will only receive salary adjustments annually on their anniversary date. Annually on the employee's anniversary date, new regular full-time employees will receive an additional 4% to the top of pay until they are at 100% of the wage rate for that position. Unless an employee starts at a higher starting wage, generally new employees will have a six (6) year wage progression as follows:

Start	76%
1 st Anniversary Date	80%
2 nd Anniversary Date	84%
3 rd Anniversary Date	88%
4 th Anniversary Date	92%
5 th Anniversary Date	96%
6 th Anniversary Date	100%

Once an employee is at 100% of the salary for that position, salary adjustments will be received when changes are made to the salary resolution by the City Council.

- 6.4 Promotional raises.** Employees promoted to a new position shall be started at 76% of the top of pay for the new position, unless the former salary of the promoted employee is above that wage level or the starting wage would be below any subordinates they would supervise in the new promoted position. In which case the City Manager is authorized to set a promotional raise at a reasonable level when considering the salaries of his/her peers, supervisors, subordinates and his/her experience and skills. Promoted employees shall receive annual wage adjustments on their promotion date like a new employee until they reach 100% of the top of salary for that position. Then they will receive salary adjustments when changes are made to the salary resolution by the City Council.
- 6.5 Premium Pay.** The following premium pay is authorized for work performed:
- The City Manager is authorized to provide premium pay for lifeguards in order to cover hours during the weekday early mornings, weekday noon hours, and special events. The City Manager is authorized to provide premium pay for control room operators in order to cover weekend shifts and during special events. In no case shall premium pay exceed 1.5 times the employees' regular rate of pay.
 - Police Officers and Police Sergeants that work as a field training officer and completes a minimum of 120 hours of training with a new officer shall received 16 hours of Compensatory Time.

Section 7. LAYOFF

If and when it becomes necessary to reduce the number of employees, consideration will be given to the needs of the City, seniority, employees' qualifications, past performance, ability to perform the work required, and the ability to get along with other employees and the public which they serve. Temporary and regular part-time employees performing similar work shall be laid off prior to regular full-time employees.

Except for emergencies, such as equipment breakdown or weather, an employee who is to be laid off for more than one (1) week will be given at least five (5) days notice prior to the layoff.

No notice will be needed for layoffs of a shorter period caused by lack of work, equipment breakdown, weather, etc.

Recall shall be in reverse order of lay-off provided the employee is qualified to perform the work available.

While on layoff, an employee is not eligible for any benefits. Vacation, sick leave and seniority do not accrue during a layoff.

Section 8. TRANSFER

The City Manager may transfer an employee to another classification having the same pay range assignment in the same Department or another Department. This rule shall not apply to re-assignments within the Police Department.

No person shall be transferred to a position for which he/she does not possess the minimum qualifications. Transfer shall not be used to effectuate a promotion, demotion, advancement or reduction.

Section 9. PROMOTION

When an employee is promoted from one job classification to another job classification having a higher pay range, the employee will be placed on probation for thirty (30) days. A regular full-time employee who vacated his/her position to accept a promotion and is rejected during the thirty (30) day probationary period shall be reinstated to his/her former position with no loss of seniority or benefits. The vacated position shall remain vacant until the end of the thirty (30) day probationary period.

Section 10. LEAVES OF ABSENCE

10.1 Sick Leave. Sick leave will be granted to all regular full-time employees on the following basis:

- a. Sick leave with pay shall accumulate at the rate of eight (8) hours per month of continuous employment and can accumulate up to a maximum of one thousand four hundred-forty (1440) hours.
- b. Sick leave can be used only for bona fide sickness or non-work related accidental injury of the employee. Sick leave may be used for medical exams and consultations with physicians. Sick leave for medical exams and consultations with physicians is limited to reasonable travel time to and from the appointment and the actual appointment time. Employees are expected to report to work or use vacation time for time away from the office in excess of reasonable travel time to and from the appointment and the actual appointment time.
- c. Sick leave will accrue for any month that an employee is employed with the City on the 1st day of the month. Sick leave will not accrue for any month that the employee is on any type of unpaid status (leave of absences without pay, unpaid FMLA, etc.) for an entire calendar month.
- d. Any employee who requests sick leave shall contact the Department Head or designee prior to the beginning of the employee's scheduled shift whenever possible.
- e. A medical verification of illness or injury is required by the City for the substantiation of the need for sick leave if the leave is more than three (3) working days.
- f. Unused sick leave at the time of resignation from all employment of the City shall be forfeited.
- g. The purpose of sick leave is to make an employee's work week whole. Sick leave will not be paid over an employee's normally scheduled 40 hour work week or in the case of Police Officers or Police Sergeants in excess of the hours scheduled for that work week.

10.2 Family and Medical Leave Act. The Family and Medical Leave Act of 1993 (FMLA) is a federal law that provides eligible employees of the City job-protected leave for specified family and medical reasons. To be eligible for leave under FMLA, the employee must:

- have been employed by the City for at least 12 months, and
- have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.

Eligible employees are entitled to a total of 12 work weeks of paid, unpaid, or a combination of paid and unpaid leave during any 12 month period. Leave under FMLA is generally unpaid. Employees may choose to substitute accrued paid leave (sick, vacation, floating holiday, and compensatory time) for FMLA leave. Substitute means that the accrued paid leave will run concurrently with the unpaid FMLA leave. When paid leave is used for an FMLA-covered reason, the leave is FMLA-protected.

Eligible employees may also take up to 26 work weeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness when the employee is the spouse, son, daughter, parent, or next of kin of the service member. An eligible employee is limited to combined total of 26 work weeks of leave for any FMLA-qualifying reasons during the single 12-month period.

Any eligible employee who takes leave under FMLA shall be entitled, on return from such leave:

- a. To be restored by the City to the position of employment held by the employee when the leave commenced; or
- b. To be restored to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment.

The taking of leave shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced.

During any period that an eligible employee takes leave under FMLA, the City shall maintain coverage under any "group health plan" for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously from the date the employee commenced the leave until the date the employee is restored. This benefit may not be provided if an advance request is not made. All questions regarding the Family and Medical Leave shall be directed to the City Manager or their designee.

- 10.3 Family Care Leave.** Employees may use up to a maximum of twenty-four (24) hours with pay per fiscal year for the purpose of providing care for an employee's household family members who are sick and in need of care. This benefit shall not be considered as a right which an employee may use at his/her discretion, but shall be allowed only if not in conflict with City manpower or scheduling needs. The benefit provided in this paragraph shall not accrue or accumulate from year to year. Use of leave under this subparagraph shall be deducted from accrued sick leave.

In order to receive compensation while absent on Family Care Leave, the employee shall notify the supervisor as soon as possible in advance. All Family Care Leave must be approved in advance by the supervisor.

- 10.4 Jury Duty.** An employee required to serve as a juror or as a witness shall receive his/her regular wages. In order to receive payment of regular wages for such duty, the employee must submit certification of service and assign all fees received from the court to the City.

Employees who are called to jury duty during scheduled working hours shall show proof of this fact and shall be paid his/her regular pay. Mileage, per diem meal reimbursement and other out-of-pocket reimbursement items shall be retained by the employee. An employee who is summoned for jury duty but who is not selected for jury duty shall return to work when released from jury duty within the employee's scheduled work hours.

- 10.5 Injury Leave.** Injury leave with pay shall be granted to regular full-time employees who are incapacitated as a result of injury or occupational disease incurred through no misconduct of their own while in the actual performance of their assigned job. Paid injury to be charged against the employee's sick leave balance shall apply only to the waiting period not covered by worker's compensation. During the leave, an employee may use accrued paid leave (sick, vacation, or compensatory) to receive full wage or salary less any amounts paid to an employee by worker's compensation insurance for lost time. The portion compensated by the City shall be calculated and charged to applicable accrued paid leave. Also see Section 24. Safety, Health and Welfare for work place injuries reporting requirements.

The City has a return to work program to provide guidelines for employees injured on the job who are unable to return to their regular job classification upon returning to work. Refer to City Policy 0902, Return to Work Program, for more information.

- 10.6 Funeral Leave.** An employee shall be granted not to exceed five (5) days of paid leave in order to attend the funeral of the employee's spouse or child. Any such leave shall be only for the

scheduled workdays falling within the period commencing upon the death and extending through the fifth workday after the funeral.

An employee shall be granted not to exceed three (3) days of paid leave in order to attend the funeral of an employee's parent, parent substitute, sister, brother, mother-in-law or father-in-law. Any such leave shall be only for the scheduled workdays falling within the period commencing upon the death and extending through the third workday after the funeral.

An employee shall be granted not to exceed one (1) day of paid leave in order to attend the funeral of the employee's grandparents, aunts, uncles, brother-in-law or sister-in-law, or spouse's grandparents. Any such leave shall be only for the scheduled workdays falling within the period commencing upon the death and extending through the day after of the funeral. Use of leave under this subparagraph shall be deducted from accrued sick leave.

When accrued paid leave time is not available, an employee may request not to exceed one (1) day of time off without pay to attend the funeral of a relative or friend, or to serve as a pallbearer. When vacation time is not available, an employee may request not to exceed two (2) days off without pay to attend the funeral of a relative listed in this section if additional travel time is needed in order to attend the funeral or settle family estates.

Each day of paid leave in this section shall mean eight (8) hours of work time.

10.7 Emergency Leave. Employees may use up to a maximum of twenty-four (24) hours with pay per fiscal year for the purpose of providing care of an employee's spouse, child, mother, father, in-law parents, brother or sister, who is experiencing a serious illness. Serious illness shall be considered to be an illness or injury causing an individual to be hospitalized in serious or critical condition. The Emergency Leave benefit provided in this paragraph shall not accrue or accumulate from year to year. Use of leave under this subparagraph shall be deducted from accrued sick leave.

10.8 Leave of Absence Without Pay. The City Manager may grant a regular full-time or probationary employee a leave of absence without pay, if in his/her opinion, such leave will serve the best interest of the City. No such leave shall be granted except upon advance notice of a written request of the employee setting forth the reason for the request. Upon expiration of a regularly approved leave or within a reasonable period of time after notice to return to duty, the employee shall be returned to the position held at the time leave was granted. Failure on the part of an employee to report promptly at its expiration, or within a reasonable time after notice to return to duty, shall be deemed a voluntary resignation. Leave of more than sixty (60) days, except for disability, shall result in an adjustment to the employee's seniority date equal to the time of the leave. Sick leave or vacation benefits do not accrue during a leave without pay for an entire calendar month.

An employee shall be granted a leave of absence without pay if appointed to an elective office of the City for the balance of the term of such office.

10.9 Military Leave. Employees shall be granted military leave in accordance with the Code of Iowa.

10.10 Voting Leave. All employees are entitled to vote in an election. However, if an employee does not have three consecutive hours of non-work time in the period between the opening and closing of the polls, the employee is entitled to limited paid time off to go vote. Notice must be given to the employee's supervisor prior to taking leave.

Section 11. VACATIONS

- 11.1 Eligibility and Allowances.** Each regular full-time employee shall earn vacation on a monthly basis at the following schedule:

<u>Service Requirement</u>	<u>Vacation Allowance</u>
During first year of employment	3.34 hours/month
Beginning 2 nd year of employment	6.67 hours/month
Beginning 8 th year of employment	10.00 hours/month
Beginning 15 th year of employment This change is effective July 1, 2023	13.34 hours/month

Vacation leave will accrue for any month that an employee is employed with the City on the 1st day of the month. Vacation leave will not accrue for any month that employee is on any type of unpaid status (leave of absences without pay, unpaid FMLA, etc.) for an entire calendar month.

Employees may not be allowed to use accumulated vacation leave for the first twelve (12) months of employment. Only accrued vacation hours may be taken. Vacation leave may be accrued to a maximum of 120 hours. Employees hired prior to June 30, 2013 (July 1, 2015 for Police Officers, Police Sergeants, Police Captain, and Police Chief) shall earn vacation at the rate of 16.67 hours/month beginning the 25th year of employment. Employees hired prior to June 30, 2013 (July 1, 2015 for Police Officers, Police Sergeants, Police Captain, and Police Chief) may accrue vacation leave to a maximum of 160 hours.

When an employee provides a written notice of resignation at least ten (10) working days in advance of the final workday, unless such time limit is waived by the City Manager, the City will pay out all unused vacation leave on the employee's final paycheck. An employee who fails to provide a written notice of resignation at least ten (10) working days in advance of the final workday shall forfeit all remaining vacation time.

Other than specifically noted above, no employee shall receive cash payment in lieu of vacation.

The City Manager may advance an employee's position on the vacation scale due to past experience and/or education achievement.

- 11.2 Vacation Pay.** The rate of vacation pay shall be the employee's regular straight time rate of pay for the time for which he/she would have been regularly scheduled to work. Vacation may be taken in fifteen (15) minute increments.
- 11.3 Choice of Vacation Period.** The City Clerk will maintain the official record of vacation leave credit and its use. Departments will schedule vacation leaves with regard to seniority of employees, the Department's operating requirements and responsibilities and insofar as possible with the requests of employees. All vacation time off requires the prior approval of the respective Department Head.
- 11.4 Holiday During Vacation Period.** If a holiday occurs during the employee's scheduled vacation period, such holiday shall not be charged as vacation.

Section 12. HOLIDAYS

Regular full-time employees are eligible for the following paid holidays:

- New Year's Eve Day (One-half day)
- New Year's Day
- Good Friday (One-half day)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day (Friday)
- Christmas Eve Day (One-half day)
- Christmas Day
- Two Floating Holidays per calendar year
 - Must be taken as full days (i.e. two (2) 8 hour workdays)
 - May be taken at the discretion of the employee with approval of the Department Head, but not to be carried into the next calendar year.
 - Employees beginning employment on or before April 30th shall receive two floating holidays their first year. Employees beginning employment on or after May 1st and on or before August 31st shall receive one floating holiday their first year. Employees beginning employment on or after September 1st shall receive no floating holidays their first year.
 - Unused floating holidays at the end of the year and at the time of resignation of an employee shall be forfeited.

Holidays for full-time police officers are covered under their collective bargaining agreement. Full-time Police Sergeants shall follow the Observed Holidays and Holiday overtime pay for a Police Officer as outlined in the collective bargaining agreement for Police Officers.

Except for Police Officers or Police Sergeants in the Police Department:

- Paid holidays falling on Sunday will be observed on Monday, and paid holidays falling on Saturday will be observed on the preceding Friday.
- If a holiday falls on an employee's regularly scheduled day off, the employee shall not lose the holiday and will be compensated either by cash or later time off at the City's discretion.
- When a full-time non-exempt employee's services are required on an observed holiday, the employee shall receive overtime pay for the hours worked on the holiday.
- When a part-time employee works on an actual holiday, the employee shall receive overtime pay for the hours worked on the holiday.

For one-half day holidays, the employee shall receive overtime pay for those hours worked after 12:00 Noon or for any hours worked over 4 hours.

Regular Part-Time employees that have successfully completed their probationary period, and are scheduled to work not less than thirty (30) hours each week, shall become eligible for Holiday pay only, on days when the City office is closed. Holiday pay shall be prorated on the basis of the part-time employee's regularly scheduled hours within the two-week (80 hour) pay period.

No holiday pay shall be paid to any employee who uses sick leave, emergency leave, or family care leave for the entire scheduled work day before or the entire day after a holiday except in cases where an employee provides a doctor's statement indicating that the employee should not be at work on those days or provides a doctor's note that substantiates the use of emergency leave or family care leave. Funeral leave which is charged as sick leave shall be considered working the day before or the day after the holiday for purposes of this paragraph.

Section 13. TERMINATION FROM SERVICE

- 13.1 Resignations.** Upon the decision of an employee to resign, a written resignation shall be submitted to his/her immediate supervisor stating the reason and the effective date. This written notice shall be submitted at least ten (10) working days in advance of the final workday (unless such time limit is waived by the City Manager). A statement by the Department Head concerning the resigned employee's service performance and other pertinent information shall be forwarded to the City Manager. Pursuant to Iowa Code Section 22.15, if you resign in lieu of termination that fact is a public record, as well as supporting documents showing the reasons and rationale for the action.
- 13.2 Discharge.** The City Manager may, after a pre-termination hearing, discharge any employee for neglect of duty, disobedience, misconduct or failure to properly perform his/her duties. Any regular full-time employee who has been discharged shall be entitled to receive a written statement of the reasons for such action. A report stating the reasons for the action shall be filed with the City Clerk following any discharge. Pursuant to Iowa Code Section 22.15, if you are discharged that fact is a public record, as well as supporting documents showing the reasons and rationale for the action.
- 13.3 Retirement.** Whenever an employee meets the conditions of the appropriate City recognized retirement plan, he/she may retire and shall receive all benefits earned under such plan.

Section 14. MISCELLANEOUS

14.1 Acceptance of Gifts. Employees of the City shall not directly or indirectly accept or receive any gift or series of gifts as defined in Section 68B.22 of the Code of Iowa. This includes special discounts or offers that are not available to the general public.

14.2 City Property Usage. At no time shall an employee use any City owned equipment, tools, materials or property or use any City owned facility for personal use without prior written approval by the City Manager.

Fines or penalties arising from unlawful acts by an employee while operating a City-owned vehicle will be the responsibility of the employee.

City employees may be granted permission, by their supervisor, to place their personal vehicle in a City maintenance facility, for the purpose of removing ice, so that the vehicle may be cleared to allow for proper vision for the driver. At no time shall a City vehicle be placed outside, or left outside to accommodate this provision. It is anticipated that the need to park inside a City maintenance building will be very infrequent.

14.3 Residence Requirement. All regular full-time employees, with the exception of sworn police officers, shall reside within Carroll County or a contiguous county to Carroll County upon completion of the probationary period. All sworn law enforcement officers must live within a thirty (30) mile radius of the Police Department. All individuals within the Fire Department shall reside within the City or within the extraterritorial zoning area immediate surrounding the City (as described by Ordinance No. 9007, adopted March 12, 1990). Any employee who fails to meet these requirements shall be considered to have voluntarily resigned from City employment.

14.4 Bad Weather Days. When weather conditions, bad weather days, are so severe as to require closing City offices, as determined by the City Manager, no accounting of time is necessary for regular full-time employees. In situations where a limited number of offices (i.e. Recreation Center) are closed and City Hall is open, full-time employees of the closed offices are expected to report to work or take vacation time for that day. Safety of employees is paramount to the City; if an employee thinks it is unsafe for them to report to work due to weather conditions and City offices remain open as usual, the employee may choose to not report to work and take vacation or compensatory time for that time.

Due to the nature of City work, some employees may be deemed essential by the City Manager and be required to report to work even when City offices are closed due to bad weather conditions. Essential employees receive no additional compensation for working on days City offices are closed due to bad weather conditions.

14.5 Employee Birthday Recognition. Annually employees are invited to have lunch with the City Manager to recognize their Birthday. This lunch will be paid for by the City in order to increase employee morale and retention.

- 14.6 Employee Recognition.** Annually the City will hold an employee recognition event in the summer to recognize our employees. The City will pay all costs of the lunch and City offices will be closed during the lunch period to provide the opportunity for all employees to participate. Additionally, at the employee recognition event, the City will recognize employee anniversary milestones as outlined in City Policy 0404 – Service Recognition. This lunch and the awards will be paid for by the City in order to increase employee morale and retention.
- 14.7 Employee Potluck.** Employees are authorized to annually hold an employee potluck. City offices will be closed during the lunch period in order to provide the opportunity for all employees to participate. This time is being set aside for employees in order to increase employee morale and retention.
- 14.8 Purchase of Food.** The City Manager is authorized to approve the purchase of food to support various events such as retirement recognition, employee trainings, council retreats, council budget meetings, end of the season events, and other similar activities. This will be paid for by the City in order to increase employee morale and retention, address safety concerns, and/or improve overall operations within the City.
- 14.9 Donation of Vacation.** An employee may donate up to forty (40) hours of vacation leave and floating holidays to a co-worker who has used all available paid leaves (sick, vacation, compensatory time, and floating holidays), but cannot work due to the employee's or the employee's household family member's illness. Donated floating holidays shall be in 8 hour increments. Hours shall be exchanged one for one without regards for differing pay rates. The donating employee shall fill out the appropriate form available from the City Clerk and the amount donated shall be debited against the accrued total of the donor and credited to the receiving employee's total. No employee may donate more than a total of forty (40) hours per fiscal year.

Section 15. POLITICAL ACTIVITY

Employees may participate in or contribute to the election or appointment of public officials. Political activity shall not be conducted during employees' work hours. No City employee will be coerced or compelled to take part in political campaigns to favor the appointment or election of candidates for any office. Leaves of absence, without pay, may be granted to any person that becomes a candidate for elective office.

Section 16. PERSONNEL RECORDS, DEDUCTIONS, AND REIMBURSEMENTS

- 16.1 Changes in Basic Personnel Records.** Any changes in name, marital status, withholding tax exemptions, address or telephone number should be reported promptly to the City Clerk's office. The employee's personnel record on file at City Hall shall contain all items affecting payroll.
- 16.2 Payroll Deductions.** Deductions for Federal and State income withholding tax are made routinely on the basis of the number of exemptions claimed by the employee. Additional deductions shall be made in accordance with applicable law. At the beginning of employment, each employee must complete a W-4 certificate with the City. At any time when there is a change in dependents, etc., the employee must notify the City Clerk.
- A. Social Security. The City deducts the required amount of Social Security from the employee's salary, matches it with a designated amount, and forwards the total to a federal tax depository. Police officers are not subject to social security deductions.
- b. Iowa Public Employee's Retirement System (IPERS), Municipal Fire and Police Retirement System of Iowa (Chapter 411). Starting with an eligible employee's first paycheck, it is mandated by law that deductions for retirement are made from each paycheck. The City also pays an amount designated by law of gross pay for the retirement program.
- International City Management Association Retirement Corporation (ICMA-RC) was established as an alternate to IPERS for certain eligible employees.
- 16.3 Deferred Income.** The City makes available to all employees a deferred income plan whereby an individual can defer a portion of his/her current salary. The City does not make a financial contribution to this plan. Information is available from the City Clerk.
- 16.4 Lost Checks or Warrants.** If an employee has lost his/her check/warrant, a report of the loss should be made immediately to the City Clerk. The procedure followed in issuing a new check/warrant will be explained to the employee and upon completion of the procedure, a new check/warrant will be issued as soon as possible. The employee shall pay all out-of-pocket costs incurred.
- 16.5 Travel Expenses.** Employees required to use their personal automobile for City business shall be reimbursed, for authorized travel at the IRS Business Standard Mileage Rate. IRS rate mileage reimbursement will be allowed only if no other reimbursement, or allowance, is provided to the authorized person for the same travel occurrence. If the City business keeps the employee away overnight, actual room expense will be reimbursed if authorized by the Department Head prior to said expense being incurred. Lodging that is authorized and approved by the City will be paid on an actual cost basis. Meal reimbursement, for expenses incurred outside of Carroll County and not included as part of a conference registration, is allowed at the following maximum rates: Breakfast - \$13.00; Noon - \$14.00; and Evening meal - \$23.00. For travel exceeding 24 hours, meals may be aggregated up to \$50.00 per day. Employees may purchase groceries in lieu of restaurant meals; reimbursement will follow the meal reimbursement schedule. Meal gratuity and alcoholic beverages are not reimbursable expenses. Detailed receipts for all expenses shall be attached to the vouchers filed with the Department Head. If any receipt does not itemize out the items for reimbursement, the expenses will not be reimbursed.

16.6 Private Vehicle Allowance. The City provides a private vehicle allowance to the following employees:

- City Manager
- City Engineer
- Police Chief
- Fire Chief/Chief Building Official
- Parks and Recreation Director
- City Clerk/Finance Director
- Library Director

In limited circumstances, the City Manager may authorize use of a City vehicle in lieu of a vehicle allowance.

The private vehicle allowance is currently \$200 per month and will be treated as income by the Internal Revenue Service (IRS) and will be reported on the employee's W-2 form. This allowance is to cover all costs of vehicle transportation used for conducting City business within Carroll city limits. Mileage reimbursement will be granted for travel incurred outside the Carroll city limits related to official City business.

16.7 Clothing Allowance. The City Manager shall determine the extent to which uniform or special items of clothing are provided to various classes of employees. Full-time Police Sergeants, Police Captain, and Police Chief shall be provided the same uniforms as are provided to Police Officers as outlined in the collective bargaining agreement for Police Officers.

The value of benefits provided from an employer to an employee must be included in the taxable income of the employee unless there is an applicable Internal Revenue Code exclusion. The purpose of this guideline is to provide information to help identify when income exclusions may apply to clothing the City of Carroll gives its employees versus when employer provided clothing or clothing allowances must be reported as taxable income.

The value of clothing provided by an employer to an employee must be included as taxable income of the employee unless there is an applicable income exclusion. Two possible income exclusions could apply when the employer provides clothing:

- De minimis benefit, or
- Clothing not suitable for general wear.

A de minimis benefit of clothing is:

- A benefit so small that accounting for it would be unreasonable or administratively impracticable considering its value and frequency.
- Per City policy, the value must be \$100 or less to qualify as de minimis.
- The provision of clothing must be only upon hire and then only on an as-needed basis to qualify as de minimis.

When clothing qualifies as de minimis, it is not subject to tax.

Not Suitable for General Wear. Clothing is considered not suitable for general wear and may be provided by an employer to an employee tax-free when all three of the following provisions are met:

- The clothing is specifically required to be worn as a condition of employment,
- The clothing is not of a type adaptable to general or continued usage to the extent the clothing takes the place of regular clothing, and

- The clothing is not used for general or personal wear.

Just because the employee typically would not wear clothes provided by the employer away from the work place does not mean the clothing is not suitable for general wear. The tax policy behind this treatment is that clothing that can be worn for general wear is a personal expense, so if an employer is providing clothing suitable for general wear, the value of the clothing should be subject to tax. The IRS views protective clothing, such as safety shoes or boots, hard hats, and work gloves required to be worn by an employee as not suitable for general wear. Additionally, because of important public safety concerns, the IRS has concluded that police uniforms are considered safety clothing and not suitable for general wear. Clothing not suitable for general wear can be provided tax-free.

- 16.8 Safety Shoes.** The City will reimburse the cost of safety shoes for employees whose job duties require the use of safety shoes, as determined by the employee's Department Head. The City will reimburse up to \$200.00 for a single pair of safety shoes that meet the requirement and specification in American Society for Testing and Materials (ASTM) F2413-11, F2413-17, or F2413-18. In no case should any employee receive the City allotment for safety shoes more than once in any twelve-month period. Refer to City Policy 0901 – Safety Policy for additional information on the City's Safety Policies. Full-time Police Sergeants, Police Captain, and Police Chief shall be provided the same safety shoes allowance that is provided to Police Officers as outlined in the collective bargaining agreement for Police Officers.
- 16.9 Recreation Center Membership.** In order to encourage physical fitness for employees and their families, full-time employees and members of the Carroll Volunteer Fire Department shall receive a free single Recreation Center membership or a 50% discount for a family membership covering the employee's family. Regularly scheduled part-time employees shall only receive a free single Recreation Center membership for the employee.

Section 17. INSURANCE

17.1 Life Insurance. The City provides life insurance for regular full-time employees with a maximum principal sum of \$10,000. Additional insurance of \$10,000 is provided for spouse and \$5,000 for dependent children. The City may also elect to offer voluntary life insurance coverage through payroll deduction. The full range of coverage and details are available upon request from the City Clerk.

17.2 Medical Insurance. The City shall provide the opportunity to enroll in a health insurance coverage plan designated by the City to full-time employees and eligible part-time employees. Eligible part-time employees are those employees who average thirty (30) or more hours of paid time, which includes actual hours worked or any type of paid time off, over any consecutive twelve (12) month look back period.

For employees selecting single health insurance coverage, the City will contribute 80% of the cost of the lowest cost single health insurance plan the City has available toward the plan the employee selects. For employees selecting family health insurance coverage, the City will contribute 80% of the cost of the lowest cost family health insurance plan the City has available toward the plan the employee selects. The employee shall pay, on a monthly basis through payroll deductions, the difference between the City's health insurance contribution and the cost of the health insurance plan the employee selects.

Annually, if an employee certifies that he or she is otherwise covered by health insurance and opts to waive coverage through the City, the City shall pay the employee an amount equal to thirty percent (30%) of the lowest cost monthly single health insurance premium. For purposes of this section, the cost of the premium will be equal to the cost of electing continuing coverage under COBRA. The full range of coverage and details are available upon request from the City Clerk.

17.3 Continued Coverage Provision (COBRA). In accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), the City will offer covered employees, spouses, and dependent children the opportunity to continue their group medical coverage under the City's current plan.

Qualified beneficiaries who are determined to be disabled under the Social Security Act at the time they become eligible for COBRA continuation are entitled to coverage for up to twenty-nine (29) months.

The beneficiary must notify the Plan Administrator of the desire to continue coverage within sixty (60) days of the qualifying event. After the initial election, the beneficiary must remit the applicable premium to the City. Delinquent payments of the premium may be grounds for terminating the continuation coverage.

The beneficiary shall have the option of converting group coverage to a direct subscriber plan with the group medical insurer. The beneficiary will have thirty (30) days from the date of termination of the continuation coverage to convert their group medical coverage.

17.4 Disability Insurance. The City provides Workman's Compensation for job related injury and disability.

17.5 Dental Insurance. The City may elect to offer a voluntary dental insurance plan for its employees. Premiums for dental insurance shall be paid 100% by the employees through payroll deduction.

17.6 Vision Insurance. The City may elect to offer a voluntary vision insurance plan for its employees. Premiums for vision insurance shall be paid 100% by the employees through payroll deduction.

17.7 Employee Assistance Program. The City may elect to offer an Employee Assistance Program (EAP). EAP's service is offered as a benefit to full-time employees and household family members within our organization. Counseling sessions are available 24-hours a day, 7-days a week. If problems do arise, the employee assistance program can help. If you need it, please use it. Refer to your Benefits Guide for contact information. For a copy of the Benefits Guide, please contact the City Clerk's office.

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Section 18. EMPLOYEE WELLNESS PROGRAM

18.1 City Wide Employee Wellness Program. The City of Carroll establishes the Wellness Committee in pursuit of better overall physical and mental wellness for City employees. The initiatives of the Wellness Committee shall address the primary components of a healthy lifestyle including healthy eating, physical activity, mental wellness, tobacco use cessation, stress management, career well-being, social well-being, financial well-being, and community well-being.

The initiatives of the Wellness Committee and implementation of the wellness program shall be the responsibility of the City Clerk/Finance Director or his/her designee.

Within the annual appropriation set by the City Council, the Wellness Committee is authorized to expend City funds in order to: put on wellness programs and workshops, offer annual employee flu shots, offer annual wellness checks, and provide employee incentives to participate in said programs.

18.2 Police Physical Fitness Program. Full-time Police Sergeants, Police Captain, and Police Chief shall participate in the City's Physical Fitness Program for Police Officers and be accorded the same benefits that Police Officers receive for participating in the program as outlined in the collective bargaining agreement for Police Officers. For the Police Captain and Police Chief hours rewarded shall be in the form of vacation time. The City will not discipline any employee for any test failure resulting from participating in the Physical Fitness Program.

Section 19. WORK RULES

The City may from time to time adopt and/or publish changes in departmental procedures and rules. Such rules and changes shall be prominently posted on appropriate bulletin boards. Under normal circumstances, the City will provide at least ten (10) days notice before changes in rules are effective. All employees must comply with such departmental procedures and rules.

Section 20. SEXUAL HARASSMENT

- 20.1 Purpose.** It is the City's policy that all employees are responsible for assuring that the workplace is free from sexual harassment. Because of the City's strong disapproval of offensive or inappropriate sexual behavior at work, all employees must avoid any action or conduct which could be viewed as sexual harassment.

Sexual harassment has been defined by Federal and State regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual acts or favors, or other physical and verbal conduct of a harassing nature by supervisors or others in the workplace.

Sexual harassment exists when:

- a. Supervisors or managers make submission to such conduct either an explicit or implicit term or condition of employment (including hiring, compensation, promotion, or retention).
- b. Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment decisions.

Sexual harassment may also exist when conduct by supervisors, any other employee, or people who are not employees, unreasonably interferes with an employee's work performance or creates an intimidating work environment. Such conduct may take various forms, as for example:

- a. Verbal -- sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats.
- b. Nonverbal -- sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures.
- c. Physical -- unwanted physical contact, including touching, pinching, brushing the body, coerced sexual intercourse, assault.

Sexual harassment of employees by non-employees in the workplace is not acceptable and should be reported to a supervisor, Department Head or City Manager.

20.2 Procedures.

- a. Any employee who has a complaint of sexual harassment at work by anyone, including supervisors, co-workers, or visitors should immediately bring the problem to the attention of the supervisor, Department Head, City Manager, or City Attorney. All such reports of alleged sexual harassment shall be brought to the attention of the City Manager unless the alleged charge is against the City Manager and then the City Attorney shall be informed.
- b. Inquiries and/or complaints will be investigated immediately by the City. All complaints will be handled in a timely and confidential manner. The purpose of this provision is to protect the confidentiality of the employee who files a complaint, to encourage the reporting of any incidents of sexual harassment, and to protect the reputation of any employee wrongfully charged with sexual harassment.
- c. Investigation of a complaint will normally include conferring with the parties involved and any names or apparent witnesses. Employees shall be guaranteed an impartial and fair hearing. All employees shall be protected from coercion, intimidation, retaliation, interference or discrimination for filing a complaint or assisting in an investigation.
- d. Any employee determined by impartial investigation to have harassed will be subject to appropriate disciplinary procedures, up to and including termination.
- e. A non-employee who subjects an employee to sexual harassment in the workplace will be informed of the City's harassment policy by the employee's supervisor or manager; other action may be taken as appropriate.

Section 21. RESOLVING DISAGREEMENTS

In spite of an effort to understand and respect each individual's viewpoint and to keep lines of communication open, disagreements concerning wages, hours, and terms and conditions of employment occasionally arise.

For this reason, the City has established a procedure that assures each employee a fair opportunity to present information relative to the disagreement to higher levels of management. Use of this procedure will in no way jeopardize the employee's future with the City.

Full-time police officers should refer to their collective bargaining agreement under grievances.

The first step in the procedure requires the employee to present the disagreement to his/her immediate supervisor within five (5) days of the incident giving rise to the dispute. The supervisor will provide the employee with a response within five (5) days. The disagreement may be presented either verbally or in writing and the supervisor may respond either verbally or in written form if it was presented verbally by the employee. However, if the matter is presented in writing it must be answered in writing.

If the disagreement is not resolved with the supervisor, the employee shall present his/her disagreement to the Department Head in written form specifying the regulations violated and their proposed resolution of the disagreement within five (5) days of receipt of the answer from the supervisor. The Department Head will have five (5) days in which to provide a written response.

If the disagreement has not been resolved satisfactorily, the written statement specifying the regulations violated and their proposed resolution of the disagreement should be presented to the City Manager within five (5) days of receipt of the answer from the Department Head. The City Manager will have fifteen (15) days in which to provide a final and binding decision regarding the issue.

Limitations: If the employee files any claim or complaint in any forum other than under this procedure, then the City will not be required to process the same claim or set of facts through this procedure. The procedure for resolving a grievance by a full-time police officer is included in their collective bargaining agreement.

Section 22. DRUG FREE WORKPLACE

The policy of this City is to maintain a drug-free workplace. In carrying out this policy of a drug-free workplace, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in this workplace, or any premise where City business is carried out, is strictly prohibited. A "controlled substance" within the meaning of this policy means any controlled substance in Schedules I through V of Section 812 of the Controlled Substances Act (21 U.S.C. 812) and as further defined in regulation 21 C.F.R. 1308.11-1308.15,, as well as any applicable Iowa statutes regulating alcohol and controlled substances, generally 730.5 and 125.1. Any violation of this prohibition will result in discipline up to and including discharge.

The Drug Free Workplace Act of 1988 requires employees to report any conviction under a criminal drug statute for violations occurring on the City's premises, or off the City's premises while conducting official business. A report of a conviction must be made to your Department Head within five (5) working days after the conviction. Failure to do so will result in immediate dismissal from employment with the City.

The State of Iowa has a strong public policy favoring the treatment and rehabilitation of substance abusers which is outlined below:

- a. That substance abusers and others suffering from chemical dependency be afforded the opportunity to receive quality treatment and directed into rehabilitation services which will help them resume a socially acceptable and productive role in society.
- b. To encourage substance abuse education and prevention efforts and to ensure that such efforts are coordinated to provide a high quality of services without unnecessary duplication.
- c. To insure that substance abuse programs are being operated by individuals who are qualified in their field whether through form education or practical experience.

Iowa Code, Section 730.5, sets forth rigorous requirements on the part of the City in regard to drug testing, exemptions, prohibitions, search and seizure and related enforcement procedures. It is the policy of the City to follow both the spirit and intent of this statute. For further information on the City's drug testing policy, please refer to Policy 0907 – Substance Abuse Prevention Program for Drugs & Alcohol. Any questions in this regard should be directed to the Department Heads or the City Manager.

Section 23. DISCIPLINARY PROCEDURES

The many years that the average employee has worked for the City indicates that good working relationships do exist. However, work rules have been established to deal with the occasional instances of unsatisfactory conduct.

In the event of such unsatisfactory conduct by an employee, the supervisor will normally first try to correct the situation through discussion with the employee. The employee or the supervisor may call upon the City for help in resolving the problem, or if this fails, in deciding upon what remedial action is warranted. In all cases, the City reserves the right to adjust its action to suit the circumstances.

The following steps will only be taken in an attempt to resolve problems of unsatisfactory conduct which are not of a serious nature:

- a. The supervisor or Department Head will normally give the employee a verbal warning, acknowledged in writing by the employee, which will be placed in the employee's personnel file.
- b. If unsatisfactory conduct continues, a written warning will normally be issued by the supervisor or Department Head. This copy will be placed in the employee's personnel file.
- c. If such conduct persists, the employee may be suspended.
- d. If such conduct is repeated, the City will terminate employment of the employee. A written report of this action and the reasons for it will be placed in the employee's file.
- e. Employees are allowed the opportunity to appeal the termination to the City Council.

In cases of serious misconduct, the City shall have the right to suspend or discharge immediately.

Disciplinary procedures for Police employees are contained in Chapter 400 of the Code of Iowa.

23.1 Demotion. The City Manager may peremptorily demote any subordinate for neglect of duty, disobedience of orders, misconduct, violation of work rules or failure to properly perform his/her duties. Upon request of the Department Head and approval of the City Manager, demotion may be made to a vacant position. No person shall be demoted to a position for which he/she does not possess the minimum qualifications. Written notice of the demotion shall be given to the employee prior to the effective date of the demotion. Pursuant to Iowa Code Section 22.15, if you are demoted that fact is a public record, as well as supporting documents showing the rationale for the action.

23.2 Suspension. The City Manager may suspend an employee from his/her position with or without pay at any time for neglect of duties, disobedience of orders, misconduct, violation of work rules or failure to properly perform his/her duties. Suspension without pay shall not exceed thirty (30) calendar days.

Section 24. SAFETY, HEALTH AND WELFARE

The City shall make reasonable provisions for the safety and health of employees during the hours of their employment, and shall provide protective devices and other equipment necessary to protect the employees from injury or illness in conformance with statutory requirements.

An employee who is physically able must report an injury within twenty-four (24) hours of the injury, however minor, to Company Nurse by calling 1-888-770-0928 and providing the employer name: City of Carroll, search code: IA072. Company Nurse is a 24/7 service, including all holidays. In all life- or limb-threatening situations, call 911 or transport directly to the ER immediately and call Company Nurse with any information that you have once the situation has stabilized.

Authorization from Company Nurse is required for all outside treatment, except in the event of an emergency. The use of unauthorized medical, prescription and hospital services are not recoverable from the City.

Section 25. EMPLOYEE DEVELOPMENT

25.1 Employee Training: The purpose of this section is to establish a policy for employee training, for sending City employees to special training and for sending employees to special outside courses of instruction relating to their employment with the City which does not accrue credit toward a high school diploma or high school equivalency certificate, college degree, law degree, CPA recognition or related educational certification.

- a. The City will, at its discretion, provide orientation and on-the-job training for each employee. Upon the recommendation of the Department Head and approval of the City Manager, a City employee may be sent to outside instructional courses as means of upgrading his/her capabilities as a City employee.
- b. The criteria for evaluating a request to attend outside instructional course shall be that the estimated value to the City from the course is commensurate with the total cost including tuition, transportation, meals, lodging pay and other expenses; that consideration be given to the quality of both the curriculum and the instructors involved so as to be reasonably certain that the course will be practical and usable in City operation; and that in the case of a prolonged course of instruction, there will be adequate coverage of the employee's normal duties during his/her absence.
- c. Employee training to improve work performance of the employee in his/her present position, both by means of in-service instruction and outside instructional courses, may be conducted during or after the employee's working hours.

Training to prepare the employee for promotion shall be on the employee's own time unless, because of shortage of manpower or other circumstances, it is in the City's interest to use work time.

25.2 National Incident Management System (NIMS) Training

The federal government is currently requiring jurisdictions to implement an incident command system called NIMS. NIMS covers areas such as: incident command structure, common terminology, mutual aid agreements, and resource typing. All local government entities, including schools, are supposed to be NIMS-compliant. The majority of NIMS implementation time is devoted to training. Below is a list of the classes currently required for NIMS training compliance:

IS-100 (Introduction to Incident Command) and IS-700 (Introduction to NIMS): Required of all employees and officials who will be responding during a disaster.

IS-200 (Supervisory Incident Command): Required of all first-line supervisory responders and above; those who oversee others during any response. NOTE: Those who may have taken *IS-195 (Incident Command)* in the past are not required to take *IS-200* as long as they have a record (e.g. certificate) of taking the training.

There are various ways that these classes can be taken. Please see City Clerk for training material.

All new employees or officials who are required to take this training (per the guidelines above) must complete the training within 120 days of hire.

Section 26. DECLARED EMERGENCIES

During such times that the City is operating under an emergency proclamation signed by the Mayor of the City of Carroll, the Carroll City Manager, as authorized and empowered by the Mayor shall make any and all changes to the City Personnel Policy as he/she sees fit in order to protect staffing and in order to protect the delivery of essential services during the time of the emergency. All changes made under this section shall expire upon expiration of the emergency proclamation.

Section 27. CONCLUSION

All City employees help provide the services that the citizens of the City desire, pay for, and expect. Good streets, excellent water systems, enjoyable parks, good community planning, police and fire protection do not just happen. We know that you, too, will give your best effort to provide the people of this community with the service that they can expect. It is not an easy task, but it is worthwhile.

Everyone with the City organization wishes you well on your job. We hope that your working relationship with the City is long, pleasant, and rewarding.



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: April 8, 2025
SUBJECT: Iowa Finance Authority Down Payment Assistance Program Grant

- Resolution Providing Match Funds for the 2025 HOME Down Payment Assistance Program

Region XII has approached the City about applying for the Iowa Finance Authority's Down Payment Assistance Program Grant. A requirement of the application is for the City to approve a resolution to provide matching funds.

The grant would provide up to \$23,999 to each eligible project for down payment assistance and rehabilitation and up to another \$6,001 for lead based paint mitigation, temporary relocation and technical fees. Each eligible project must meet income guidelines as outlined in the attached information.

City staff is working with Region XII to maximum the points in all the scoring categories. One of the categories is a local match component. The recommendation from Region XII is to consider providing match funds for six (6) projects, or \$18,450, from low-to-moderate tax increment financing funds (LMI TIF funds) the City started collecting in FY 24. The City is also working with the local banks to support this grant opportunity.

Karla Janning, Region XII Housing Programs Coordinator, plans to attend the Council meeting to answer any questions you may have about the grant.

RECOMMENDATION: Council discussion and approval a resolution providing match funds for the 2025 Iowa Finance Authority HOME Downpayment Assistance Program Grant.

RESOLUTION NO. _____

**City of Carroll Resolution Providing Match Funds
For the 2025 Down Payment Assistance Program**

WHEREAS, the City of Carroll has recognized the need for owner-occupied rehabilitation in support of down payment assistance to provide first time homebuyers down payment assistance to purchase an existing affordable home and rehabilitation to make that home safe and decent thus stabilizing the older housing stock; AND

WHEREAS, Region XII Council of Governments, Inc. will submit an application to the Iowa Finance Authority for HOME Down Payment Assistance with Rehabilitation grant funds to initiate a down payment assistance program that includes rehabilitation in support of purchase program within the city limits of Carroll, Iowa; AND

WHEREAS, the City will commit to matching funds up to a maximum of six (6) projects for the down payment assistance and repairs needed to purchase homes and to bring the home up to the Iowa Minimum Rehabilitation Standards and to be lead safe as a grant to the recipients.

BE IT THEREFORE RESOLVED that the City Council of the City of Carroll, Iowa pledges to contribute \$3,075 for each project completed in our city.

PASSED AND APPROVED this 14th day of April, 2025.

Gerald H. Fleshner, Mayor

ATTEST:

Laura A. Schaefer, City Clerk

City of Carroll Down Payment Assistance Program

up to \$24,999 in DPA & Rehab

If you are any of the following:

- A first time homebuyer or have not owned a home within the past 3 years,
- A Veteran,
- A Single Parent, or
 - an individual who (1) is unmarried or legally separated from a spouse and (2) is pregnant or has one or more children for whom the individual has custody or joint custody.
- A Displaced Homemaker
 - an individual who is (a) an adult (b) has not worked full-time in the labor force for a number of years but has, during such years, worked primarily without remuneration to care for the home and family; and (c) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment

And you meet the income guidelines listed below, you may be eligible for assistance purchasing a home within Carroll city limits. Both existing and new construction homes are eligible.

Assistance will be in the form of a 5 or 10 year forgivable loan.

Household Income Limits

Household Size	1	2	3	4	5	6	7	8
City of Carroll	\$ 53,700	\$ 61,350	\$ 69,000	\$ 76,650	\$ 82,800	\$ 88,950	\$ 95,050	\$101,200



For More Information Contact:

Karla Janning, Housing Programs Coordinator
712-792-9914, kjanning@region12cog.org

Ashley Owen, Housing Specialist
712-792-9914, aowen@region12cog.org

City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Aaron Kooiker, City Manager

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

DATE: April 7, 2025

SUBJECT: FY 2025/2026 Budget

1. Public Hearing
2. Resolution Adopting the Annual Budget for the Fiscal Year Ending June 30, 2026

Attached is a resolution adopting the FY 2025/2026 Budget. A public hearing needs to be held before adoption of the resolution.

The proposed budget notice of public hearing was published in the Carroll Times Herald on Tuesday, April 1, 2025, which is within the requirements of State of Iowa Code. A copy of the detailed budget that will be filed with the State of Iowa is also attached for your review.

If you have any questions, please stop by the office or call.

RECOMMENDATION: At the close of the public hearing, Council approval of the Resolution Adopting the Annual Budget for the Fiscal Year Ending June 30, 2026.

RESOLUTION NO. _____

A RESOLUTION ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2026.

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

1. That the Certification of Taxes with a total tax rate of 12.16190 for FY 2025/2026 be approved.
2. That the Budget Estimate that was published on April 1, 2025 be approved as published.
3. That the detailed budget showing estimated revenues and expenditures by program which support the Certification of Taxes and Budget Estimate be approved.

BE IT FURTHER RESOLVED, the Mayor and City Clerk are directed to certify this Resolution, make all filings as required by law and set up the City's books in accordance with the summary and details as adopted.

ADOPTED AND PASSED BY THE CITY COUNCIL OF THE CITY OF CARROLL, IOWA, this 14th day of April, 2025.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By _____
Gerald H. Fleshner, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

FISCAL YEAR JULY 1, 2025 - JUNE 30, 2026
ADOPTION OF BUDGET AND CERTIFICATION OF CITY TAXES

The City of : **CARROLL** County Name: **CARROLL COUNTY**

Adopted On: (entered upon adoption) Resolution: (entered upon adoption)

The below-signed certifies that the City Council, on the date stated above, lawfully approved the named resolution adopting a budget for next fiscal year, as summarized on this and the supporting pages.

Attached is Long Term Debt Schedule Form 703 which lists any and all of the debt service obligations of the City.

		With Gas & Electric		Without Gas & Electric	
Regular	2a	527,731,468	2b	519,080,228	
DEBT SERVICE	3a	575,151,144	3b	566,499,904	
Ag Land	4a	778,203			
<p align="right">City Number: 14-116 Last Official Census: 10,321</p>					

Consolidated General Fund Levy Calculation

	CGFL Rate	CGFL Dollars	Non-TIF Taxable w/ G&E	Taxable Growth %
FY 2025 Budget Data	8.10000	4,208,549	519,573,902	1.57
	Limitation Percentage			
	0			
	CGFL Max Rate	CGFL Max Dollars	Revenue Growth %	
Max Allowed CGFL for FY 2026	8.10000	4,274,625	1.57	

TAXES LEVIED

Code Sec.	Dollar Limit	Purpose	ENTER FIRE DISTRICT RATE BELOW			(A) Request with Utility Replacement	(B) Property Taxes Levied		(C) Rate
384.1	8.10000	Consolidated General Fund			5	4,274,625	4,204,550	43	8.10000
		Non-Voted Other Permissible Levies							
384.12(1)	0.95000	Opr & Maint publicly owned Transit			7		0	45	0.00000
384.12(2)	0.27000	Aviation Authority (under sec.330A.15)			11		0	49	0.00000
384.12(3)	Amt Nec	Liability, property & self insurance costs			14	285,850	281,165	52	0.54166
384.12(5)	Amt Nec	Support of a Local Emerg.Mgmt.Comm.			462		0	465	0.00000
		Voted Other Permissible Levies							
28E.22	1.50000	Unified Law Enforcement			24		0	62	0.00000
		Total General Fund Regular Levies (5 thru 24)			25	4,560,475	4,485,715		
384.1	3.00375	Ag Land			26	2,338	2,338	63	3.00375
		Total General Fund Tax Levies (25 + 26)			27	4,562,813	4,488,053		Do Not Add
		Special Revenue Levies							
384.6	Amt Nec	Police & Fire Retirement			29	275,000	270,493		0.52110
	Amt Nec	FICA & IPERS (if general fund at levy limit)			30	500,000	491,803		0.94745
Rules	Amt Nec	Other Employee Benefits			31	343,050	337,428		0.65005
		Subtotal Employee Benefit Levy (29,30,31)			32	1,118,050	1,099,724	65	2.11860
			Valuation						
386	As Req	With Gas & Elec		Without Gas & Elec					
	SSMID 1 (A)	0	(B)	0	34		0	66	0.00000
	SSMID 2 (A)	0	(B)	0	35		0	67	0.00000
	SSMID 3 (A)	0	(B)	0	36		0	68	0.00000
	SSMID 4 (A)	0	(B)	0	37		0	69	0.00000
	SSMID 5 (A)	0	(B)	0	555		0	565	0.00000
	SSMID 6 (A)	0	(B)	0	556		0	566	0.00000
	SSMID 7 (A)	0	(B)	0	1177		0	1179	0.00000
	SSMID 8 (A)	0	(B)	0	1185		0	1187	0.00000
		Total Special Revenue Levies			39	1,118,050	1,099,724		
384.4	Amt Nec	Debt Service Levy 76.10(6)			40	806,157	794,029	70	1.40164
384.7	0.67500	Capital Projects (Capital Improv. Reserve)			41		0	71	0.00000
		Total Property Taxes (27+39+40+41)			42	6,487,020	6,381,806	72	12.16190

COUNTY AUDITOR - I certify the budget is in compliance with ALL the following: Budgets that DO NOT meet ALL the criteria below are not statutorily compliant & must be returned to the city for correction.

(City Representative)

(Date)

(County Auditor)

(Date)

CITY NAME: NOTICE OF PUBLIC HEARING - CITY OF CARROLL - PROPOSED PROPERTY TAX LEVY
CARROLL Fiscal Year July 1, 2025 - June 30, 2026

CITY #: 14-116

The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

Meeting Date: 3/24/2025 **Meeting Time:** 05:00 PM **Meeting Location:** Carroll City Hall, Council Chambers, 627 N Adams Street, Carroll, IA 51401
 At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy. After the hearing of the proposed tax levy, the City Council will publish notice and hold a hearing on the proposed city budget.

City Website (if available)
 www.cityofcarroll.com

City Telephone Number
 (712) 792-1000

Iowa Department of Management	Current Year Property Tax	Certified 2024 - 2025	Budget Year Property Tax	Effective 2025 - 2026	Budget Year Property Tax	Proposed 2025 - 2026
Taxable Valuations for Non-Debt Service		510,857,590		519,080,228		519,080,228
Consolidated General Fund		4,137,946		4,137,946		4,204,550
Operation & Maintenance of Public Transit		0		0		0
Aviation Authority		0		0		0
Liability, Property & Self Insurance		276,726		276,726		281,165
Support of Local Emergency Mgmt. Comm.		0		0		0
Unified Law Enforcement		0		0		0
Police & Fire Retirement		245,804		245,804		270,493
FICA & IPERS (If at General Fund Limit)		442,449		442,449		491,803
Other Employee Benefits		394,127		394,127		337,428
Capital Projects (Capital Improv. Reserve)		0		0		0
Taxable Value for Debt Service		559,348,872		566,499,904		566,499,904
Debt Service		783,100		783,100		794,029
CITY REGULAR TOTAL PROPERTY TAX		6,280,152		6,280,152		6,379,468
CITY REGULAR TAX RATE		12.16046		11.97234		12.16190
Taxable Value for City Ag Land		778,203		778,203		778,203
Ag Land		2,338		2,338		2,338
CITY AG LAND TAX RATE		3.00375		3.00375		3.00375
Tax Rate Comparison-Current VS. Proposed						
Residential property with an Actual/Assessed Valuation of \$100,000/\$110,000	Current Year	Certified	Budget Year	Proposed	Percent Change	
	2024/2025		2025/2026			
City Regular Residential		564		635	12.59	
Commercial property with an Actual/Assessed Valuation of \$300,000/\$330,000	Current Year	Certified	Budget Year	Proposed	Percent Change	
	2024/2025		2025/2026			
City Regular Commercial		2,487		2,836	14.03	

Note: Actual/Assessed Valuation is multiplied by a Rollback Percentage to get to the Taxable Valuation to calculate Property Taxes. Residential and commercial properties have the same rollback percentage through \$150,000 of actual/assessed valuation.

Reasons for tax increase if proposed exceeds the current:

Increase employee benefit costs and increase costs for property and liability insurance

FUND BALANCE

City Name: CARROLL
Fiscal Year July 1, 2025 - June 30, 2026

		GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	TOTAL GOVERNMENT	PROPRIETARY	GRAND TOTAL
Annual Report FY 2024										
Beginning Fund Balance July 1	1	4,823,204	5,853,765	112,494	97,636	8,643,363	694,351	20,224,813	10,793,013	31,017,826
Actual Revenues Except Beg Balance	2	8,939,944	4,989,373	1,257,946	1,707,963	6,030,051	37,134	22,962,411	7,000,171	29,962,582
Actual Expenditures Except End Balance	3	9,030,780	3,859,214	1,091,124	1,685,716	8,433,091	0	24,099,925	6,843,728	30,943,653
Ending Fund Balance June 30	4	4,732,368	6,983,924	279,316	119,883	6,240,323	731,485	19,087,299	10,949,456	30,036,755
Re-Estimated FY 2025										
Beginning Fund Balance	5	4,732,368	6,983,924	279,316	119,883	6,240,323	731,485	19,087,299	10,949,456	30,036,755
Re-Est Revenues	6	8,998,682	5,126,305	1,191,476	1,496,953	3,986,356	42,000	20,841,772	9,138,240	29,980,012
Re-Est Expenditures	7	10,247,712	5,871,934	1,371,521	1,504,055	8,159,463	0	27,154,685	9,291,452	36,446,137
Ending Fund Balance	8	3,483,338	6,238,295	99,271	112,781	2,067,216	773,485	12,774,386	10,796,244	23,570,630
Budget FY 2026										
Beginning Fund Balance	9	3,483,338	6,238,295	99,271	112,781	2,067,216	773,485	12,774,386	10,796,244	23,570,630
Revenues	10	9,181,551	5,066,173	1,159,976	2,072,607	7,100,791	42,000	24,623,098	10,448,990	35,072,088
Expenditures	11	9,752,778	5,500,745	1,051,048	2,086,071	3,380,270	0	21,770,912	8,604,635	30,375,547
Ending Fund Balance	12	2,912,111	5,803,723	208,199	99,317	5,787,737	815,485	15,626,572	12,640,599	28,267,171

LOCAL EMC SUPPORT

City Name: CARROLL
Fiscal Year July 1, 2025 - June 30, 2026

As provided in Iowa Code Section 384.12, subsection 22, a city may levy the amount necessary in support of a local Emergency Management Commission. In addition to this individual levy, Emergency Management Commission support may also be included as part of the General Fund Levy. Iowa Code Section 29C.17, subsection 6 states that any support from cities or counties must be separately reported on tax statements issued by the county treasurer. Input the amount of General Fund Levy request to be used for support of an Emergency Management Commission. The total below will reflect the total amount of Emergency Management Commission support provided by the City.

	Request with Utility Replacement	Property Taxes Levied
Portion of General Fund Levy Used for Emerg. Mgmt. Comm.		0
Support of a Local Emerg.Mgmt.Comm.	0	0
TOTAL FOR FY 2026	0	0

RE-ESTIMATED EXPENDITURES SCHEDULE PAGE 1

City Name: CARROLL
Fiscal Year July 1, 2024 - June 30, 2025

GOVERNMENT ACTIVITIES CONT.		GENERAL	SPECIAL REVENUE	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	RE-ESTIMATED 2025	ACTUAL 2024
PUBLIC SAFETY										
Police Department/Crime Prevention	1	2,288,911	52,758						2,341,669	1,982,200
Jail	2								0	0
Emergency Management	3								0	0
Flood Control	4								0	0
Fire Department	5	209,302							209,302	197,702
Ambulance	6								0	0
Building Inspections	7	234,914							234,914	224,893
Miscellaneous Protective Services	8	150,000							150,000	150,000
Animal Control	9								0	0
Other Public Safety	10	4,300							4,300	7,418
TOTAL (lines 1 - 10)	11	2,887,427	52,758				0		2,940,185	2,562,213
PUBLIC WORKS										
Roads, Bridges, & Sidewalks	12	24,025	1,220,569						1,244,594	776,748
Parking - Meter and Off-Street	13								0	0
Street Lighting	14	176,000							176,000	175,819
Traffic Control and Safety	15								0	0
Snow Removal	16		144,545						144,545	90,981
Highway Engineering	17								0	0
Street Cleaning	18		25,760						25,760	23,001
Airport (if not Enterprise)	19	393,390							393,390	179,669
Garbage (if not Enterprise)	20	758,880							758,880	750,080
Other Public Works	21	259,645	246,162						505,807	397,029
TOTAL (lines 12 - 21)	22	1,611,940	1,637,036				0		3,248,976	2,393,327
HEALTH & SOCIAL SERVICES										
Welfare Assistance	23								0	0
City Hospital	24								0	0
Payments to Private Hospitals	25								0	0
Health Regulation and Inspection	26								0	0
Water, Air, and Mosquito Control	27								0	0
Community Mental Health	28								0	0
Other Health and Social Services	29	87,240							87,240	72,988
TOTAL (lines 23 - 29)	30	87,240	0				0		87,240	72,988
CULTURE & RECREATION										
Library Services	31	626,291	12,000						638,291	539,232
Museum, Band and Theater	32	267,817							267,817	8,030
Parks	33	656,401	162,450						818,851	782,848
Recreation	34	1,956,583	60,000						2,016,583	1,975,617
Cemetery	35	210,484							210,484	220,857
Community Center, Zoo, & Marina	36								0	0
Other Culture and Recreation	37	2,000							2,000	653
TOTAL (lines 31 - 37)	38	3,719,576	234,450				0		3,954,026	3,527,237

RE-ESTIMATED EXPENDITURES SCHEDULE PAGE 2

City Name: CARROLL
Fiscal Year July 1, 2024 - June 30, 2025

GOVERNMENT ACTIVITIES CONT.		GENERAL	SPECIAL REVENUE	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	RE-ESTIMATED 2025	ACTUAL 2024
COMMUNITY & ECONOMIC DEVELOPMENT										
Community Beautification	39								0	0
Economic Development	40	82,400	320,078						402,478	82,400
Housing and Urban Renewal	41	3,500	410,000						413,500	157,000
Planning & Zoning	42	1,000							1,000	141
Other Com & Econ Development	43	139,500							139,500	57,035
TIF Rebates	44			99,395					99,395	91,156
TOTAL (lines 39 - 44)	45	226,400	730,078	99,395			0		1,055,873	387,732
GENERAL GOVERNMENT										
Mayor, Council, & City Manager	46	30,747							30,747	28,116
Clerk, Treasurer, & Finance Adm.	47	622,579							622,579	603,495
Elections	48								0	3,433
Legal Services & City Attorney	49	58,539							58,539	44,838
City Hall & General Buildings	50	116,297							116,297	104,399
Tort Liability	51	644,377							644,377	481,346
Other General Government	52	66,200							66,200	62,270
TOTAL (lines 46 - 52)	53	1,538,739	0	0			0		1,538,739	1,327,897
DEBT SERVICE	54				1,504,055				1,504,055	1,685,716
Gov Capital Projects	55					5,597,558			5,597,558	5,787,164
TIF Capital Projects	56					2,561,905			2,561,905	1,475,201
TOTAL CAPITAL PROJECTS	57	0	0	0		8,159,463	0		8,159,463	7,262,365
TOTAL Governmental Activities Expenditures (lines 11+22+30+38+44+52+53+54)	58	10,071,322	2,654,322	99,395	1,504,055	8,159,463	0		22,488,557	19,219,475
BUSINESS TYPE ACTIVITIES Proprietary: Enterprise & Budgeted ISF										
Water Utility	59							1,336,612	1,336,612	1,130,232
Sewer Utility	60							1,070,775	1,070,775	883,069
Electric Utility	61								0	0
Gas Utility	62								0	0
Airport	63								0	0
Landfill/Garbage	64								0	0
Transit	65								0	0
Cable TV, Internet & Telephone	66								0	0
Housing Authority	67								0	0
Storm Water Utility	68							6,890	6,890	10,274
Other Business Type (city hosp., ISF, parking, etc.)	69								0	0
Enterprise DEBT SERVICE	70							735,420	735,420	727,400
Enterprise CAPITAL PROJECTS	71							3,237,820	3,237,820	465,415
Enterprise TIF CAPITAL PROJECTS	72								0	0
TOTAL BUSINESS TYPE EXPENDITURES (lines 59+72)	73							6,387,517	6,387,517	3,216,390
TOTAL ALL EXPENDITURES (lines 58+73)	74	10,071,322	2,654,322	99,395	1,504,055	8,159,463	0	6,387,517	28,876,074	22,435,865
Regular Transfers Out	75	176,390	3,217,612					2,903,935	6,297,937	6,507,820
Internal TIF Loan Transfers Out	76			1,272,126					1,272,126	1,999,968
Total ALL Transfers Out	77	176,390	3,217,612	1,272,126	0	0	0	2,903,935	7,570,063	8,507,788
Total Expenditures and Other Fin Uses (lines 74+77)	78	10,247,712	5,871,934	1,371,521	1,504,055	8,159,463	0	9,291,452	36,446,137	30,943,653
Ending Fund Balance June 30	79	3,483,338	6,238,295	99,271	112,781	2,067,216	773,485	10,796,244	23,570,630	30,036,755

RE-ESTIMATED REVENUES DETAIL

City Name: CARROLL
Fiscal Year July 1, 2024 - June 30, 2025

REVENUES & OTHER FINANCING SOURCES		GENERAL	SPECIAL REVENUE	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	RE-ESTIMATED 2025	ACTUAL 2024
Taxes Levied on Property	1	4,492,337	1,100,850		795,300				6,388,487	6,253,953
Less: Uncollected Property Taxes - Levy Year	2								0	0
Net Current Property Taxes (line 1 minus line 2)	3	4,492,337	1,100,850		795,300	0			6,388,487	6,253,953
Delinquent Property Taxes	4								0	0
TIF Revenues	5			1,180,211					1,180,211	1,247,069
Other City Taxes:										
Utility Tax Replacement Excise Taxes	6								0	0
Utility franchise tax (Iowa Code Chapter 364.2)	7	200,000							200,000	205,056
Parimutuel wager tax	8								0	0
Gaming wager tax	9								0	0
Mobile Home Taxes	10								0	0
Hotel/Motel Taxes	11	240,000							240,000	277,926
Other Local Option Taxes	12		2,100,000						2,100,000	2,127,733
Subtotal - Other City Taxes (lines 6 thru 12)	13	440,000	2,100,000		0	0			2,540,000	2,610,715
Licenses & Permits	14	108,850	83,812						192,662	111,888
Use of Money & Property	15	288,275		10,020		90,753	22,000	337,900	748,948	1,154,623
Intergovernmental:										
Federal Grants & Reimbursements	16	800				852,614			853,414	216,749
Road Use Taxes	17		1,450,101						1,450,101	1,457,868
Other State Grants & Reimbursements	18	237,191	161,463	1,245	38,464	203,000			641,363	377,198
Local Grants & Reimbursements	19	84,371				50,000			134,371	71,569
Subtotal - Intergovernmental (lines 16 thru 19)	20	322,362	1,611,564	1,245	38,464	1,105,614		0	3,079,249	2,123,384
Charges for Fees & Service:										
Water Utility	21							1,583,200	1,583,200	1,559,632
Sewer Utility	22							2,187,000	2,187,000	2,165,230
Electric Utility	23								0	267,603
Gas Utility	24								0	0
Parking	25								0	0
Airport	26								0	0
Landfill/Garbage	27	627,500							627,500	622,886
Hospital	28								0	0
Transit	29	20,000							20,000	12,845
Cable TV, Internet & Telephone	30								0	0
Housing Authority	31								0	0
Storm Water Utility	32							266,890	266,890	0
Other Fees & Charges for Service	33	1,328,730	5,000				20,000		1,353,730	1,183,542
Subtotal - Charges for Service (lines 21 thru 33)	34	1,976,230	5,000		0	0	20,000	4,037,090	6,038,320	5,811,738
Special Assessments	35					7,585			7,585	0
Miscellaneous	36	141,864	7,145			413,100		96,000	658,109	963,149
Other Financing Sources:										
Regular Operating Transfers In	37	1,228,764	117,934		629,313	792,926		3,529,000	6,297,937	6,507,820
Internal TIF Loan Transfers In	38		100,000		33,876			1,138,250	1,272,126	1,999,968
Subtotal ALL Operating Transfers In	39	1,228,764	217,934	0	663,189	792,926	0	4,667,250	7,570,063	8,507,788
Proceeds of Debt (Excluding TIF Internal Borrowing)	40					1,576,378			1,576,378	1,130,000
Proceeds of Capital Asset Sales	41								0	48,275
Subtotal-Other Financing Sources (lines 36 thru 38)	42	1,228,764	217,934	0	663,189	2,369,304	0	4,667,250	9,146,441	9,686,063
Total Revenues except for beginning fund balance (lines 3, 4, 5, 12, 13, 14, 19, 33, 34, 35, & 39)	43	8,998,682	5,126,305	1,191,476	1,496,953	3,986,356	42,000	9,138,240	29,980,012	29,962,582
Beginning Fund Balance July 1	44	4,732,368	6,983,924	279,316	119,883	6,240,323	731,485	10,949,456	30,036,755	31,017,826
TOTAL REVENUES & BEGIN BALANCE (lines 41+42)	45	13,731,050	12,110,229	1,470,792	1,616,836	10,226,679	773,485	20,087,696	60,016,767	60,980,408

EXPENDITURES SCHEDULE PAGE 1

City Name: CARROLL
Fiscal Year July 1, 2025 - June 30, 2026

GOVERNMENT ACTIVITIES		GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2026	RE-ESTIMATED 2025	ACTUAL 2024
PUBLIC SAFETY											
Police Department/Crime Prevention	1	2,350,687	5,800						2,356,487	2,341,669	1,982,200
Jail	2								0	0	0
Emergency Management	3								0	0	0
Flood Control	4								0	0	0
Fire Department	5	299,140							299,140	209,302	197,702
Ambulance	6								0	0	0
Building Inspections	7	254,329							254,329	234,914	224,893
Miscellaneous Protective Services	8	150,000							150,000	150,000	150,000
Animal Control	9								0	0	0
Other Public Safety	10	5,108							5,108	4,300	7,418
TOTAL (lines 1 - 10)	11	3,059,264	5,800				0		3,065,064	2,940,185	2,562,213
PUBLIC WORKS											
Roads, Bridges, & Sidewalks	12	22,525	1,015,185						1,037,710	1,244,594	776,748
Parking - Meter and Off-Street	13								0	0	0
Street Lighting	14	176,000							176,000	176,000	175,819
Traffic Control and Safety	15								0	0	0
Snow Removal	16		147,545						147,545	144,545	90,981
Highway Engineering	17								0	0	0
Street Cleaning	18		25,760						25,760	25,760	23,001
Airport	19	217,900							217,900	393,390	179,669
Garbage (if not Enterprise)	20	759,300							759,300	758,880	750,080
Other Public Works	21	271,136	175,843						446,979	505,807	397,029
TOTAL (lines 12 - 21)	22	1,446,861	1,364,333				0		2,811,194	3,248,976	2,393,327
HEALTH & SOCIAL SERVICES											
Welfare Assistance	23								0	0	0
City Hospital	24								0	0	0
Payments to Private Hospitals	25								0	0	0
Health Regulation and Inspection	26								0	0	0
Water, Air, and Mosquito Control	27								0	0	0
Community Mental Health	28								0	0	0
Other Health and Social Services	29	15,000	65,240						80,240	87,240	72,988
TOTAL (lines 23 - 29)	30	15,000	65,240				0		80,240	87,240	72,988
CULTURE & RECREATION											
Library Services	31	633,611	17,500						651,111	638,291	539,232
Museum, Band and Theater	32	18,048							18,048	267,817	8,030
Parks	33	608,162	148,500						756,662	818,851	782,848
Recreation	34	1,928,443	150,000						2,078,443	2,016,583	1,975,617
Cemetery	35	152,759							152,759	210,484	220,857
Community Center, Zoo, & Marina	36								0	0	0
Other Culture and Recreation	37	2,000							2,000	2,000	653
TOTAL (lines 31 - 37)	38	3,343,023	316,000				0		3,659,023	3,954,026	3,527,237

EXPENDITURES SCHEDULE PAGE 2

City Name: CARROLL
Fiscal Year July 1, 2025 - June 30, 2026

GOVERNMENT ACTIVITIES		GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2026	RE-ESTIMATED 2025	ACTUAL 2024
COMMUNITY & ECONOMIC DEVELOPMENT											
Community Beautification	39								0	0	0
Economic Development	40		84,460						84,460	402,478	82,400
Housing and Urban Renewal	41	3,500	500,000						503,500	413,500	157,000
Planning & Zoning	42	1,000							1,000	1,000	141
Other Com & Econ Development	43	123,000	104,200						227,200	139,500	57,035
TIF Rebates	44			110,554					110,554	99,395	91,156
TOTAL (lines 39 - 44)	45	127,500	688,660	110,554			0		926,714	1,055,873	387,732
GENERAL GOVERNMENT											
Mayor, Council, & City Manager	46	34,447							34,447	30,747	28,116
Clerk, Treasurer, & Finance Adm.	47	654,571							654,571	622,579	603,495
Elections	48	4,000							4,000	0	3,433
Legal Services & City Attorney	49	55,539							55,539	58,539	44,838
City Hall & General Buildings	50	114,931							114,931	116,297	104,399
Tort Liability	51	679,142							679,142	644,377	481,346
Other General Government	52	63,000							63,000	66,200	62,270
TOTAL (lines 46 - 52)	53	1,605,630	0	0			0		1,605,630	1,538,739	1,327,897
DEBT SERVICE	54				2,086,071				2,086,071	1,504,055	1,685,716
Gov Capital Projects	55					2,155,000			2,155,000	5,597,558	5,787,164
TIF Capital Projects	56					1,075,000			1,075,000	2,561,905	1,475,201
TOTAL CAPITAL PROJECTS	57	0	0	0		3,230,000	0		3,230,000	8,159,463	7,262,365
TOTAL Government Activities Expenditures (lines 11+22+30+38+45+53+54+57)	58	9,597,278	2,440,033	110,554	2,086,071	3,230,000	0		17,463,936	22,488,557	19,219,475
BUSINESS TYPE ACTIVITIES											
Proprietary: Enterprise & Budgeted ISF											
Water Utility	59							1,559,333	1,559,333	1,336,612	1,130,232
Sewer Utility	60							1,137,356	1,137,356	1,070,775	883,069
Electric Utility	61							0	0	0	0
Gas Utility	62							0	0	0	0
Airport	63							0	0	0	0
Landfill/Garbage	64							0	0	0	0
Transit	65							0	0	0	0
Cable TV, Internet & Telephone	66							0	0	0	0
Housing Authority	67							0	0	0	0
Storm Water Utility	68							6,890	6,890	6,890	10,274
Other Business Type (city hosp., ISF, parking, etc.)	69							0	0	0	0
Enterprise DEBT SERVICE	70							0	0	735,420	727,400
Enterprise CAPITAL PROJECTS	71							4,106,000	4,106,000	3,237,820	465,415
Enterprise TIF CAPITAL PROJECTS	72							0	0	0	0
TOTAL Business Type Expenditures (lines 59 - 72)	73							6,809,579	6,809,579	6,387,517	3,216,390
TOTAL ALL EXPENDITURES (lines 58 + 73)	74	9,597,278	2,440,033	110,554	2,086,071	3,230,000	0	6,809,579	24,273,515	28,876,074	22,435,865
Regular Transfers Out	75	155,500	2,560,712			150,270		1,795,056	4,661,538	6,297,937	6,507,820
Internal TIF Loan / Repayment Transfers Out	76		500,000	940,494					1,440,494	1,272,126	1,999,968
Total ALL Transfers Out	77	155,500	3,060,712	940,494	0	150,270	0	1,795,056	6,102,032	7,570,063	8,507,788
Total Expenditures & Fund Transfers Out (lines 74+77)	78	9,752,778	5,500,745	1,051,048	2,086,071	3,380,270	0	8,604,635	30,375,547	36,446,137	30,943,653
Ending Fund Balance June 30	79	2,912,111	5,803,723	208,199	99,317	5,787,737	815,485	12,640,599	28,267,171	23,570,630	30,036,755

REVENUES DETAIL

City Name: CARROLL
Fiscal Year July 1, 2025 - June 30, 2026

		GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2026	RE-ESTIMATED 2025	ACTUAL 2024
REVENUES & OTHER FINANCING SOURCES											
Taxes Levied on Property	1	4,488,053	1,099,724		794,029	0			6,381,806	6,388,487	6,253,953
Less: Uncollected Property Taxes - Levy Year	2								0	0	0
Net Current Property Taxes (line 1 minus line 2)	3	4,488,053	1,099,724		794,029	0			6,381,806	6,388,487	6,253,953
Delinquent Property Taxes	4								0	0	0
TIF Revenues	5			1,154,158					1,154,158	1,180,211	1,247,069
Other City Taxes:											
Utility Tax Replacement Excise Taxes	6	74,760	18,326		12,128	0			105,214	0	0
Utility franchise tax (Iowa Code Chapter 364.2)	7	200,000							200,000	200,000	205,056
Parimutuel wager tax	8								0	0	0
Gaming wager tax	9								0	0	0
Mobile Home Taxes	10								0	0	0
Hotel/Motel Taxes	11	240,000							240,000	240,000	277,926
Other Local Option Taxes	12		2,100,000						2,100,000	2,100,000	2,127,733
Subtotal - Other City Taxes (lines 6 thru 12)	13	514,760	2,118,326		12,128	0			2,645,214	2,540,000	2,610,715
Licenses & Permits	14	108,500							108,500	192,662	111,888
Use of Money & Property	15	270,775	53,300	5,310		54,000	22,000	324,900	730,285	748,948	1,154,623
Intergovernmental:											
Federal Grants & Reimbursements	16	550				904,500			905,050	853,414	216,749
Road Use Taxes	17		1,460,422						1,460,422	1,450,101	1,457,868
Other State Grants & Reimbursements	18	183,381	51,499	508	25,000				260,388	641,363	377,198
Local Grants & Reimbursements	19	75,388							75,388	134,371	71,569
Subtotal - Intergovernmental (lines 16 thru 19)	20	259,319	1,511,921	508	25,000	904,500		0	2,701,248	3,079,249	2,123,384
Charges for Fees & Service:											
Water Utility	21							1,583,200	1,583,200	1,583,200	1,559,632
Sewer Utility	22							2,187,000	2,187,000	2,187,000	2,165,230
Electric Utility	23							0	0	0	267,603
Gas Utility	24							0	0	0	0
Parking	25							0	0	0	0
Airport	26							0	0	0	0
Landfill/Garbage	27	627,500							627,500	627,500	622,886
Hospital	28							0	0	0	0
Transit	29	15,000							15,000	20,000	12,845
Cable TV, Internet & Telephone	30							0	0	0	0
Housing Authority	31							0	0	0	0
Storm Water Utility	32							266,890	266,890	266,890	0
Other Fees & Charges for Service	33	1,346,880	5,000				20,000		1,371,880	1,353,730	1,183,542
Subtotal - Charges for Service (lines 21 thru 33)	34	1,989,380	5,000		0	0	20,000	4,037,090	6,051,470	6,038,320	5,811,738
Special Assessments	35							0	0	7,585	0
Miscellaneous	36	205,734	2,850			56,791		92,000	357,375	658,109	963,149
Other Financing Sources:											
Regular Operating Transfers In	37	1,345,030	159,174		416,834	2,155,500		585,000	4,661,538	6,297,937	6,507,820
Internal TIF Loan Transfers In	38		115,878		824,616	500,000			1,440,494	1,272,126	1,999,968
Subtotal ALL Operating Transfers In	39	1,345,030	275,052	0	1,241,450	2,655,500	0	585,000	6,102,032	7,570,063	8,507,788
Proceeds of Debt (Excluding TIF Internal Borrowing)	40					3,430,000		5,410,000	8,840,000	1,576,378	1,130,000
Proceeds of Capital Asset Sales	41							0	0	0	48,275
Subtotal-Other Financing Sources (lines 38 thru 40)	42	1,345,030	275,052	0	1,241,450	6,085,500	0	5,995,000	14,942,032	9,146,441	9,686,063
Total Revenues except for beginning fund balance (lines 3, 4, 5, 13, 14, 15, 20, 34, 35, 36, & 41)	43	9,181,551	5,066,173	1,159,976	2,072,607	7,100,791	42,000	10,448,990	35,072,088	29,980,012	29,962,582
Beginning Fund Balance July 1	44	3,483,338	6,238,295	99,271	112,781	2,067,216	773,485	10,796,244	23,570,630	30,036,755	31,017,826
TOTAL REVENUES & BEGIN BALANCE (lines 42+43)	45	12,664,889	11,304,468	1,259,247	2,185,388	9,168,007	815,485	21,245,234	58,642,718	60,016,767	60,980,408

ADOPTED BUDGET SUMMARY

City Name: CARROLL
Fiscal Year July 1, 2025 - June 30, 2026

		GENERAL	SPECIAL REVENUES	TIF SPECIAL REVENUES	DEBT SERVICE	CAPITAL PROJECTS	PERMANENT	PROPRIETARY	BUDGET 2026	RE-ESTIMATED 2025	ACTUAL 2024
Revenues & Other Financing Sources											
Taxes Levied on Property	1	4,488,053	1,099,724		794,029	0			6,381,806	6,388,487	6,253,953
Less: Uncollected Property Taxes-Levy Year	2	0	0		0	0			0	0	0
Net Current Property Taxes	3	4,488,053	1,099,724		794,029	0			6,381,806	6,388,487	6,253,953
Delinquent Property Taxes	4	0	0		0	0			0	0	0
TIF Revenues	5			1,154,158					1,154,158	1,180,211	1,247,069
Other City Taxes	6	514,760	2,118,326		12,128	0			2,645,214	2,540,000	2,610,715
Licenses & Permits	7	108,500	0					0	108,500	192,662	111,888
Use of Money and Property	8	270,775	53,300	5,310	0	54,000	22,000	324,900	730,285	748,948	1,154,623
Intergovernmental	9	259,319	1,511,921	508	25,000	904,500		0	2,701,248	3,079,249	2,123,384
Charges for Fees & Service	10	1,989,380	5,000		0	0	20,000	4,037,090	6,051,470	6,038,320	5,811,738
Special Assessments	11	0	0		0	0		0	0	7,585	0
Miscellaneous	12	205,734	2,850		0	56,791	0	92,000	357,375	658,109	963,149
Sub-Total Revenues	13	7,836,521	4,791,121	1,159,976	831,157	1,015,291	42,000	4,453,990	20,130,056	20,833,571	20,276,519
Other Financing Sources:											
Total Transfers In	14	1,345,030	275,052	0	1,241,450	2,655,500	0	585,000	6,102,032	7,570,063	8,507,788
Proceeds of Debt	15	0	0	0	0	3,430,000		5,410,000	8,840,000	1,576,378	1,130,000
Proceeds of Capital Asset Sales	16	0	0	0	0	0	0	0	0	0	48,275
Total Revenues and Other Sources	17	9,181,551	5,066,173	1,159,976	2,072,607	7,100,791	42,000	10,448,990	35,072,088	29,980,012	29,962,582
Expenditures & Other Financing Uses											
Public Safety	18	3,059,264	5,800	0			0		3,065,064	2,940,185	2,562,213
Public Works	19	1,446,861	1,364,333	0			0		2,811,194	3,248,976	2,393,327
Health and Social Services	20	15,000	65,240	0			0		80,240	87,240	72,988
Culture and Recreation	21	3,343,023	316,000	0			0		3,659,023	3,954,026	3,527,237
Community and Economic Development	22	127,500	688,660	110,554			0		926,714	1,055,873	387,732
General Government	23	1,605,630	0	0			0		1,605,630	1,538,739	1,327,897
Debt Service	24	0	0	0	2,086,071		0		2,086,071	1,504,055	1,685,716
Capital Projects	25	0	0	0		3,230,000	0		3,230,000	8,159,463	7,262,365
Total Government Activities Expenditures	26	9,597,278	2,440,033	110,554	2,086,071	3,230,000	0		17,463,936	22,488,557	19,219,475
Business Type Proprietary: Enterprise & ISF	27							6,809,579	6,809,579	6,387,517	3,216,390
Total Gov & Bus Type Expenditures	28	9,597,278	2,440,033	110,554	2,086,071	3,230,000	0	6,809,579	24,273,515	28,876,074	22,435,865
Total Transfers Out	29	155,500	3,060,712	940,494	0	150,270	0	1,795,056	6,102,032	7,570,063	8,507,788
Total ALL Expenditures/Fund Transfers Out	30	9,752,778	5,500,745	1,051,048	2,086,071	3,380,270	0	8,604,635	30,375,547	36,446,137	30,943,653
Excess Revenues & Other Sources Over	31										
(Under) Expenditures/Transfers Out	32	-571,227	-434,572	108,928	-13,464	3,720,521	42,000	1,844,355	4,696,541	-6,466,125	-981,071
Beginning Fund Balance July 1	33	3,483,338	6,238,295	99,271	112,781	2,067,216	773,485	10,796,244	23,570,630	30,036,755	31,017,826
Ending Fund Balance June 30	34	2,912,111	5,803,723	208,199	99,317	5,787,737	815,485	12,640,599	28,267,171	23,570,630	30,036,755

LONG TERM DEBT SCHEDULE - LT DEBT1

GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS

Debt Name		Amount of Issue	Type of Debt Obligation	Debt Resolution Number	Principal Due FY	Interest Due FY	Total Obligation Due FY	Bond Reg./Paying Agent Fees Due FY	Reductions due to Refinancing or Prepayment of Certified Debt	Paid from Funds OTHER THAN Current Year Debt Service Taxes	Amount Paid Current Year Debt Service Levy
2020A - Fire Truck/Street Improvements	1	1,505,000	GO	20-17	140,000	28,150	168,150	600		1,816	166,934
2021A - Refunding Library/City Hall/Park Projects	2	3,325,000	GO	21-67	250,000	32,500	282,500	600		38,464	244,636
2022A - Rec Center LOSST Debt	3	5,400,000	GO	22-90	225,000	170,113	395,113	600		395,713	0
2024B - CSB Street Resurfacing/Traffic Signals	4	1,555,000	GO	24-84	760,000	62,200	822,200	600		822,800	0
2026A - PROPOSED Debt - Streets/Fire/Water/WW	5	9,005,000	GO	25-25	385,000	9,587	394,587				394,587
	6	-	-				0				0
	7	-	-				0				0
	8	-	-				0				0
	9	-	-				0				0
	10	-	-				0				0
	11	-	-				0				0
	12	-	-				0				0
	13	-	-				0				0
	14	-	-				0				0
	15	-	-				0				0
	16	-	-				0				0
	17	-	-				0				0
	18	-	-				0				0
	19	-	-				0				0
	20	-	-				0				0
	21	-	-				0				0
	22	-	-				0				0
	23	-	-				0				0
	24	-	-				0				0
	25	-	-				0				0
	26	-	-				0				0
	27	-	-				0				0
	28	-	-				0				0
	29	-	-				0				0
	30	-	-				0				0
TOTALS					1,760,000	302,550	2,062,550	2,400	0	1,258,793	806,157

LONG TERM DEBT SCHEDULE - LT DEBT2

GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS

Debt Name		Amount of Issue	Type of Debt Obligation	Debt Resolution Number	Principal Due FY	Interest Due FY	Total Obligation Due FY	Bond Reg./ Paying Agent Fees Due FY	Reductions due to Refinancing or Prepayment of Certified Debt	Paid from Funds OTHER THAN Current Year Debt Service Taxes	Amount Paid Current Year Debt Service Levy
	31	-	-				0				0
	32	-	-				0				0
	33	-	-				0				0
	34	-	-				0				0
	35	-	-				0				0
	36	-	-				0				0
	37	-	-				0				0
	38	-	-				0				0
	39	-	-				0				0
	40	-	-				0				0
	41	-	-				0				0
	42	-	-				0				0
	43	-	-				0				0
	44	-	-				0				0
	45	-	-				0				0
	46	-	-				0				0
	47	-	-				0				0
	48	-	-				0				0
	49	-	-				0				0
	50	-	-				0				0
	51	-	-				0				0
	52	-	-				0				0
	53	-	-				0				0
	54	-	-				0				0
	55	-	-				0				0
	56	-	-				0				0
	57	-	-				0				0
	58	-	-				0				0
	59	-	-				0				0
	60	-	-				0				0
TOTALS					1,760,000	302,550	2,062,550	2,400	0	1,258,793	806,157

LONG TERM DEBT SCHEDULE - LT DEBT3

GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS

Debt Name		Amount of Issue	Type of Debt Obligation	Debt Resolution Number	Principal Due FY	Interest Due FY	Total Obligation Due FY	Bond Reg./ Paying Agent Fees Due FY	Reductions due to Refinancing or Prepayment of Certified Debt	Paid from Funds OTHER THAN Current Year Debt Service Taxes	Amount Paid Current Year Debt Service Levy
	61	-					0				0
	62	-					0				0
	63	-					0				0
	64	-					0				0
	65	-					0				0
	66	-					0				0
	67	-					0				0
	68	-					0				0
	69	-					0				0
	70	-					0				0
	71	-					0				0
	72	-					0				0
	73	-					0				0
	74	-					0				0
	75	-					0				0
	76	-					0				0
	77	-					0				0
	78	-					0				0
	79	-					0				0
	80	-					0				0
	81	-					0				0
	82	-					0				0
	83	-					0				0
	84	-					0				0
	85	-					0				0
	86	-					0				0
	87	-					0				0
	88	-					0				0
	89	-					0				0
	90	-					0				0
TOTALS					1,760,000	302,550	2,062,550	2,400	0	1,258,793	806,157

LONG TERM DEBT SCHEDULE - LT DEBT4

GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS

Debt Name		Amount of Issue	Type of Debt Obligation	Debt Resolution Number	Principal Due FY	Interest Due FY	Total Obligation Due FY	Bond Reg./ Paying Agent Fees Due FY	Reductions due to Refinancing or Prepayment of Certified Debt	Paid from Funds OTHER THAN Current Year Debt Service Taxes	Amount Paid Current Year Debt Service Levy
	91	-	-				0				0
	92	-	-				0				0
	93	-	-				0				0
	94	-	-				0				0
	95	-	-				0				0
	96	-	-				0				0
	97	-	-				0				0
	98	-	-				0				0
	99	-	-				0				0
	100	-	-				0				0
	101	-	-				0				0
	102	-	-				0				0
	103	-	-				0				0
	104	-	-				0				0
	105	-	-				0				0
	106	-	-				0				0
	107	-	-				0				0
	108	-	-				0				0
	109	-	-				0				0
	110	-	-				0				0
	111	-	-				0				0
	112	-	-				0				0
	113	-	-				0				0
	114	-	-				0				0
	115	-	-				0				0
	116	-	-				0				0
	117	-	-				0				0
	118	-	-				0				0
	119	-	-				0				0
	120	-	-				0				0
TOTALS					1,760,000	302,550	2,062,550	2,400	0	1,258,793	806,157

LONG TERM DEBT SCHEDULE - LT DEBT5

GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS

Debt Name		Amount of Issue	Type of Debt Obligation	Debt Resolution Number	Principal Due FY	Interest Due FY	Total Obligation Due FY	Bond Reg./ Paying Agent Fees Due FY	Reductions due to Refinancing or Prepayment of Certified Debt	Paid from Funds OTHER THAN Current Year Debt Service Taxes	Amount Paid Current Year Debt Service Levy
	121	-	-				0				0
	122	-	-				0				0
	123	-	-				0				0
	124	-	-				0				0
	125	-	-				0				0
	126	-	-				0				0
	127	-	-				0				0
	128	-	-				0				0
	129	-	-				0				0
	130	-	-				0				0
	131	-	-				0				0
	132	-	-				0				0
	133	-	-				0				0
	134	-	-				0				0
	135	-	-				0				0
	136	-	-				0				0
	137	-	-				0				0
	138	-	-				0				0
	139	-	-				0				0
	140	-	-				0				0
	141	-	-				0				0
	142	-	-				0				0
	143	-	-				0				0
	144	-	-				0				0
	145	-	-				0				0
	146	-	-				0				0
	147	-	-				0				0
	148	-	-				0				0
	149	-	-				0				0
	150	-	-				0				0
TOTALS					1,760,000	302,550	2,062,550	2,400	0	1,258,793	806,157

LONG TERM DEBT SCHEDULE - LT DEBT6

GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS

Debt Name		Amount of Issue	Type of Debt Obligation	Debt Resolution Number	Principal Due FY	Interest Due FY	Total Obligation Due FY	Bond Reg./ Paying Agent Fees Due FY	Reductions due to Refinancing or Prepayment of Certified Debt	Paid from Funds OTHER THAN Current Year Debt Service Taxes	Amount Paid Current Year Debt Service Levy
	151	-	-				0				0
	152	-	-				0				0
	153	-	-				0				0
	154	-	-				0				0
	155	-	-				0				0
	156	-	-				0				0
	157	-	-				0				0
	158	-	-				0				0
	159	-	-				0				0
	160	-	-				0				0
	161	-	-				0				0
	162	-	-				0				0
	163	-	-				0				0
	164	-	-				0				0
	165	-	-				0				0
	166	-	-				0				0
	167	-	-				0				0
	168	-	-				0				0
	169	-	-				0				0
	170	-	-				0				0
	171	-	-				0				0
	172	-	-				0				0
	173	-	-				0				0
	174	-	-				0				0
	175	-	-				0				0
	176	-	-				0				0
	177	-	-				0				0
	178	-	-				0				0
	179	-	-				0				0
	180	-	-				0				0
TOTALS					1,760,000	302,550	2,062,550	2,400	0	1,258,793	806,157

LONG TERM DEBT SCHEDULE - LT DEBT7

GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS

Debt Name		Amount of Issue	Type of Debt Obligation	Debt Resolution Number	Principal Due FY	Interest Due FY	Total Obligation Due FY	Bond Reg./ Paying Agent Fees Due FY	Reductions due to Refinancing or Prepayment of Certified Debt	Paid from Funds OTHER THAN Current Year Debt Service Taxes	Amount Paid Current Year Debt Service Levy
	181	-	-				0				0
	182	-	-				0				0
	183	-	-				0				0
	184	-	-				0				0
	185	-	-				0				0
	186	-	-				0				0
	187	-	-				0				0
	188	-	-				0				0
	189	-	-				0				0
	190	-	-				0				0
	191	-	-				0				0
	192	-	-				0				0
	193	-	-				0				0
	194	-	-				0				0
	195	-	-				0				0
	196	-	-				0				0
	197	-	-				0				0
	198	-	-				0				0
	199	-	-				0				0
	200	-	-				0				0
	201	-	-				0				0
	202	-	-				0				0
	203	-	-				0				0
	204	-	-				0				0
	205	-	-				0				0
	206	-	-				0				0
	207	-	-				0				0
	208	-	-				0				0
	209	-	-				0				0
	210	-	-				0				0
TOTALS					1,760,000	302,550	2,062,550	2,400	0	1,258,793	806,157

LONG TERM DEBT SCHEDULE - GRAND TOTALS**GENERAL OBLIGATION BONDS, TIF BONDS, REVENUE BONDS, LOANS, LEASE-PURCHASE PAYMENTS**

	Principal Due FY 2026	Interest Due FY 2026	Total Obligation Due FY 2026	Bond Reg./ Paying Agent Fees Due FY 2026	Reductions due to Refinancing or Prepayment of Certified Debt	Paid from Sources OTHER THAN Budget Year Debt Service Levy	Amount Paid Budget Year Debt Service Levy
GO - TOTAL	1,760,000	302,550	2,062,550	2,400	0	1,258,793	806,157
NON GO - TOTAL	0	0	0	0	0	0	0
GRAND - TOTAL	1,760,000	302,550	2,062,550	2,400	0	1,258,793	806,157

NOTICE OF PUBLIC HEARING -- PROPOSED BUDGET
Fiscal Year July 1, 2025 - June 30, 2026

City of: **CARROLL**

The City Council will conduct a public hearing on the proposed Budget at: Council Chambers, City Hall, 627 N Adams Street, Carroll, IA 51401 Meeting
Date: 4/14/2025 Meeting Time: 05:15 PM

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of revenues and expenditures on file with the City Clerk and County Auditor.

City budgets are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-budget-appeals>.

The Budget Estimate Summary of proposed receipts and expenditures is shown below. Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor, City Clerk, and at the Library.				
The estimated Total tax levy rate per \$1000 valuation on regular property				12.16190
The estimated tax levy rate per \$1000 valuation on Agricultural property is				3.00375
At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.				
Phone Number (712) 792-1000	City Clerk/Finance Officer's NAME Laura Schaefer, City Clerk			
		Budget FY 2026	Re-estimated FY 2025	Actual FY 2024
Revenues & Other Financing Sources				
Taxes Levied on Property	1	6,381,806	6,388,487	6,253,953
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	3	6,381,806	6,388,487	6,253,953
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	1,154,158	1,180,211	1,247,069
Other City Taxes	6	2,645,214	2,540,000	2,610,715
Licenses & Permits	7	108,500	192,662	111,888
Use of Money and Property	8	730,285	748,948	1,154,623
Intergovernmental	9	2,701,248	3,079,249	2,123,384
Charges for Fees & Service	10	6,051,470	6,038,320	5,811,738
Special Assessments	11	0	7,585	0
Miscellaneous	12	357,375	658,109	963,149
Other Financing Sources	13	8,840,000	1,576,378	1,178,275
Transfers In	14	6,102,032	7,570,063	8,507,788
Total Revenues and Other Sources	15	35,072,088	29,980,012	29,962,582
Expenditures & Other Financing Uses				
Public Safety	16	3,065,064	2,940,185	2,562,213
Public Works	17	2,811,194	3,248,976	2,393,327
Health and Social Services	18	80,240	87,240	72,988
Culture and Recreation	19	3,659,023	3,954,026	3,527,237
Community and Economic Development	20	926,714	1,055,873	387,732
General Government	21	1,605,630	1,538,739	1,327,897
Debt Service	22	2,086,071	1,504,055	1,685,716
Capital Projects	23	3,230,000	8,159,463	7,262,365
Total Government Activities Expenditures	24	17,463,936	22,488,557	19,219,475
Business Type / Enterprises	25	6,809,579	6,387,517	3,216,390
Total ALL Expenditures	26	24,273,515	28,876,074	22,435,865
Transfers Out	27	6,102,032	7,570,063	8,507,788
Total ALL Expenditures/Transfers Out	28	30,375,547	36,446,137	30,943,653
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out	29	4,696,541	-6,466,125	-981,071
Beginning Fund Balance July 1	30	23,570,630	30,036,755	31,017,826
Ending Fund Balance June 30	31	28,267,171	23,570,630	30,036,755

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: April 9, 2025

SUBJECT: US 30 Traffic Signal System Master Plan
Professional Services Agreement

A proposed Professional Services Agreement has been requested and received from Snyder & Associates, Inc. for the preparation of a US 30 Traffic Signal System Master Plan. The Master Plan Scope of Services is detailed in the attached, proposed Agreement and summarized as follows:

- Field review and inventory existing signals.
- Inspect and identify structural condition of traffic signal poles, mast arm connections and exposed foundation and baseplate connections.
- Identify recommended traffic signal improvements and prepare cost estimates.
- Prioritize recommended traffic signal improvements.

Fees are proposed to perform the Scope of Services at an hourly rate and expense basis with a total fee estimated at \$34,800.

Funding for the project is included in the current Budget.

RECOMMENDATION: Mayor and City Council consideration of passage and approval of the Resolution approving the Agreement with Snyder & Associates, Inc. for Professional Services for the US 30 Traffic Signal System Master Plan.

RMK:lp

attachments (2)

RESOLUTION NO. _____

RESOLUTION APPROVING THE AGREEMENT WITH SNYDER & ASSOCIATES, INC.
FOR PROFESSIONAL SERVICES FOR US 30 TRAFFIC SIGNAL SYSTEM MASTER PLAN.

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

WHEREAS, a Professional Services Agreement for the development of a US 30 Traffic Signal System Master Plan has been prepared with Snyder & Associates, Inc.; and,

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the Professional Services Agreement with Snyder & Associates, Inc. for US 30 Traffic Signal System Master Plan is approved and the Mayor is authorized to execute the Agreement on behalf of the City.

Passed and approved by the Carroll City Council this 14th day of April, 2025.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

By: _____
Gerald H. Fleshner, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk



STANDARD PROFESSIONAL SERVICES AGREEMENT (Short Form)

NOW ON THIS _____ day of April, 2025, **Snyder & Associates, Inc.**,
2727 SW Snyder Blvd., P.O. Box 1159, Ankeny, IA 50023, (hereinafter, Professional), and
City of Carroll, Iowa, 627 N Adams St, Carroll, IA 51401
(hereinafter, Client) do hereby agree as follows:

1. **PROJECT:** Professional agrees to provide Professional Services (Services) for Client's project known and identified as: US 30 Traffic Signal System Master Plan
2. **SCOPE AND FEES:** The Scope of and the fees to be paid for said Services are set forth on Exhibit A attached hereto and by this reference made a part of this Agreement. Any Services not shown on Exhibit A shall be considered Additional Services. Additional Services may only be added by written change order, amendment or supplement to this agreement signed by both parties.
3. **TIMELINESS:** Professional will perform its services with reasonable diligence and expediency consistent with sound professional practices and within the time period(s), if any, set forth in Exhibit A.
4. **STANDARD OF CARE:** In providing Services under this Agreement, the Professional shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same professional discipline currently practicing under similar circumstances at the same time and in the same or similar locality. Professional makes no warranty, express or implied, as to its professional services rendered under this Agreement. Client shall promptly report to Professional any defects or suspected defects in the Professional's Services of which Client becomes aware. Withholdings, deductions or offsets shall not be made from the Professional's compensation for any reason unless the professional has been found to be legally liable for such amounts by a court of competent jurisdiction.
5. **INVOICE, PAYMENT, INTEREST, SUSPENSION:** Professional shall prepare invoices in accordance with its standard invoicing practices and submit the invoice(s) to Client on a monthly basis. Client agrees to timely pay each invoice within 30 days of the invoice date. Payments not paid within said 30 days shall accrue interest on unpaid balances at the rate of 1.5% per month (or the maximum rate of interest permitted by law, if less) from said 30th day. In addition, Professional may, after giving 7 days written notice to Client, suspend services under this Agreement until Professional has been paid in full for Services, interest, expenses and other related charges rendered, accrued, advanced and/or incurred by Professional to the date of suspension. Client waives any and all claims against Professional arising out of or resulting from said suspension. Payments will be credited first to interest, then to expenses, then to principal.
6. **RELIANCE:** The Client shall furnish, at its expense, all information, requirements, reports, data, surveys and instructions required by this Agreement and Professional may use such furnished information and material in performing its services and is entitled to rely upon the accuracy and completeness thereof. The Professional shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by the Client and/or the Client's consultants and contractors.
7. **ASSIGNMENT:** Client shall not transfer, sublet or assign any rights or duties under or interest in this Agreement, without the prior written consent of Professional.
8. **OWNERSHIP OF INSTRUMENTS OF SERVICE:** All reports, drawings, specifications, electronic and hard copy files, field data, notes and other documents and instruments prepared by Professional for the Project are acknowledged to be instruments of service and shall remain the property of the Professional. The Professional shall retain all common law, statutory and other reserved rights, including, without limitation, the copyrights thereto. If Professional agrees to allow transfer of its electronic media file(s), Client understands and agrees that as a condition precedent, it will sign the Professional's "Electronic Media Transfer Agreement" form prior to the transfer of an electronic media file.

ADDITIONAL TERMS AND CONDITIONS

9. **MUTUAL INDEMNIFICATION:** The Professional and the Client mutually agree, to the fullest extent permitted by law, to indemnify and hold each other harmless from any and all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from their own negligent acts, errors or omissions, or willful misconduct in the performance of their services, duties and responsibilities under this Agreement, to the extent that each party is responsible for such damages, liabilities and costs on a comparative basis of fault.
10. **MUTUAL WAIVERS:** Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor the Professional, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement.
11. **LIMITATION:** In allocating the risks of this Project and notwithstanding any other provision of this Agreement, the Client agrees to limit, to the maximum extent permitted by law, the Professional's liability for the Client's damages to the aggregate sum of the Professional's fee for this Project. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.
12. **DISPUTE RESOLUTION:** Any disputes that arise during the Project or following the completion of the Project will be resolved by representatives from each party who have authority to settle. Those issues not resolved shall be submitted to formal nonbinding mediation prior to submission to a court of competent jurisdiction. Each party shall endeavor to include a similar dispute resolution in all agreements with other consultants, contractors and subcontractors of any tier who are retained for the project so that formal mediation is required as the primary form of dispute resolution.
13. **SEVERABILITY:** If any term or provision of this Agreement is held to be invalid or unenforceable under any applicable statute or rule of law, such holding shall be applied only to the provision so held, and the remainder of this Agreement shall remain in full force and effect.
14. **SURVIVAL:** Notwithstanding completion or termination of this Agreement for any reason, all rights duties and obligations of the parties to this Agreement shall survive such completion or termination and remain in full force and effect until fulfilled.
15. **GOVERNING LAW AND JURISDICTION:** The Client and the Professional agree that this Agreement and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the State of Iowa, without regard to any conflict of laws provisions, which may apply the laws of other jurisdictions. It is further agreed that any legal action between the Client and the Professional arising out of this Agreement or the performance of the services shall be brought in a court of competent jurisdiction in the State of Iowa.
16. **ATTORNEYS FEES, COSTS:** In the event legal action is necessary to enforce the payment terms of this Agreement, Professional shall be entitled to collect from Client and Client agrees to pay to Professional any judgment or settlement sum(s) due, plus reasonable attorneys' fees, court costs and other expenses incurred by Professional for such collection action and, in addition, the reasonable value of the Professional's time and expenses spent for such collection action, computed according to the Professional's prevailing fee schedule and expense policy.
17. **INCORPORATION BY REFERENCE:** It is understood and agreed that the provisions of the following attached Exhibits are incorporated herein and by this reference made a part of this Agreement:

Exhibit A Scope of Services

Exhibit C Standard Fee Schedule

Exhibit B Title VII Non-Discrimination Assurances

City of Carroll, Iowa (Client)

SNYDER & ASSOCIATES, INC. (Professional)

By: _____
(Authorized agent)

By: _____
(Authorized agent)

(Printed or typed signature)

(Printed or typed signature)

Route executed copy to: Tony Boes

**EXHIBIT A – SCOPE OF SERVICES
US 30 TRAFFIC SIGNAL SYSTEM MASTER PLAN
CARROLL, IOWA**

I. SCOPE OF WORK

A. GENERAL

The PROFESSIONAL will develop a traffic signal system master plan that addresses system maintenance and improvement needs. The master plan work will include inventory of existing traffic signals and communications, evaluation of existing and future traffic signal improvement, modification and replacement needs, and development of a recommended annual maintenance program. The master plan will include the signalized US 30 intersections summarized in the below table.

Intersection	Approximate Install Year	Notes
Market St	2007	3 mast arm poles
US 71	?	Truss
Quint Ave	1992	4 mast arm poles
West St	1992	4 mast arm poles
Carroll St	1976	2 mast arm poles, 2 pedestal poles
Main St	1976	4 mast arm poles
Clark St	1976	4 mast arm poles
Grant Rd	2018	4 mast arm poles, 3 pedestal poles
Griffith Rd	2011	4 mast arm poles

B. SCOPE OF SERVICES

The PROFESSIONAL shall provide the Basic Engineering Services as follows.

1. Attend meetings with the CLIENT to discuss project needs and progress. Up to two meeting are anticipated. Provide overall project management and administration.
2. Perform field review and inventory of existing signals not currently planned for removal.
3. Perform visual inspection of existing mast arm, pedestal and truss poles not currently planned for removal. The purpose is to identify the structural condition of these elements. Services will include inspection and structural evaluation for 29 traffic signal mast arm poles, 5 pedestal poles and 1 truss at 9 intersections. Inspections will include traffic signal poles, mast arm connections, and exposed foundation and baseplate connections.
 - a. CLIENT will provide a lift truck, operator and, as needed, moving traffic control and Iowa DOT work in right of way permit.

- b. CLIENT will provide all documentation available on the traffic signals and supporting structures.
 - c. One day is estimated to inspect poles from the ground level.
 - d. Three days are estimated to inspect poles from a lift truck.
 - e. Professional will provide a written report, with photos, identifying observations, conclusions, and recommendations.
- 4. Based on signal inventory and structural review, identify recommended traffic signal improvements and associated order of magnitude estimated costs.
 - 5. Prioritize recommended improvements based on estimated costs and need. Develop a summary list of recommended short-term, mid-term and long-term improvements with associated estimated costs by intersection.
 - 6. Develop a recommended annual traffic signal maintenance program with associated estimated maintenance costs.
 - 7. Develop a draft traffic signal system master plan document, with appropriate tables and graphics, summarizing the recommended master plan. Finalize the master plan after receipt of CLIENT comments.

II. WORK SCHEDULE

The PROFESSIONAL will begin work upon notice to proceed. Work will be completed according to a mutually acceptable schedule.

III. COMPENSATION AND TERMS OF PAYMENT

The CLIENT shall pay the PROFESSIONAL in accordance with the terms and conditions of the Agreement. The Scope of Services will be performed at an hourly rate and expense basis with a total fee estimated at \$34,800, including expenses. The current fee schedule is attached. Any Additional Services requested will be performed through an amendment, or supplemental agreement signed by both parties.

Title VI/Non-Discrimination Assurances

APPENDIX A

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

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

Title VI/Non-Discrimination Assurances

APPENDIX E

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

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

EXHIBIT C



SNYDER
& ASSOCIATES

2025 STANDARD FEE SCHEDULE

Professional | Engineer, Landscape Architect, Land Surveyor, GIS, Environmental Scientist, Project Manager, Planner, Archaeologist, Right-of-Way Agent, Graphic Designer

BILLING CLASSIFICATION/LEVEL	BILLING RATE
Principal II	\$269.00/hour
Principal I	\$246.00/hour
Senior	\$225.00/hour
VIII	\$206.00/hour
VII	\$194.00/hour
VI	\$185.00/hour
V	\$173.00/hour
IV	\$159.00/hour
III	\$147.00/hour
II	\$133.00/hour
I	\$120.00/hour

Technical | CAD, Survey, Construction Observation

BILLING CLASSIFICATION/LEVEL	BILLING RATE
Lead	\$156.00/hour
Senior	\$150.00/hour
VIII	\$139.00/hour
VII	\$129.00/hour
VI	\$116.00/hour
V	\$105.00/hour
IV	\$95.00/hour
III	\$85.00/hour
II	\$78.00/hour
I	\$69.00/hour

Administrative

BILLING CLASSIFICATION/LEVEL	BILLING RATE
II	\$80.00/hour
I	\$66.00/hour

Reimbursables

BILLING CLASSIFICATION/LEVEL	BILLING RATE
Mileage	Current IRS Standard Rate
Outside Services	As Invoiced

City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Honorable Mayor and City Council Members

FROM: Aaron Kooiker, City Manager 

DATE: April 8, 2025

SUBJECT: Building Department Services Agreement

At the end of April, Building Official Perry Johnson will be retiring. Fire Chief/Building Department Supervisor Dan Hannasch and I performed interviews to hire a new building official. None of the applicants have all the credentials that are required to perform all of the inspections that the City has provided for in the past.

Staff requested a Building Department Services Agreement from Veenstra & Kimm, Inc. (V&K), an engineering firm from West Des Moines, that can provide those services necessary to comply with the requirements of the building code ordinance and zoning ordinance. V&K is willing to provide the necessary services between Perry's retirement and the new building official getting all the necessary credentials. V&K will also assist the new building official with training and guidance in the new position.

The new building official employee plans to begin with the City on April 14, which allows for a couple of weeks of training with Perry before his final day. Staff would like to enter into a contract starting in May with V&K to provide the necessary building inspections and provide training to the new building official.

Recommendation: Council consideration and approval of a resolution entering into a Building Department Services Agreement with Veenstra & Kimm, Inc.

RESOLUTION NO. _____

**A RESOLUTION APPROVING AN AGREEMENT WITH VEENSTRA & KIMM, INC. FOR
A BUILDING DEPARTMENT SERVICES AGREEMENT**

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

WHEREAS, it is determined that the approval of an agreement with Veenstra & Kimm, Inc. for a Building Department Services Agreement is in the best interest of the City of Carroll, Iowa; and

NOW, THEREFORE, BE IT RESOLVED that an agreement with Veenstra & Kimm, Inc. for a Building Department Services Agreement is authorized and approved.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this 14th day of April, 2025.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

BY: _____
Gerald H. Fleshner, Mayor

ATTEST:

By: _____
Laura A. Schaefer, City Clerk

Building Department Services Agreement

BUILDING INSPECTION

Carroll, Iowa

THIS AGREEMENT, made and entered into this ____ day of _____, 2025 by and between the **CITY OF CARROLL, IOWA**, a municipal corporation, hereinafter referred to as the **City**, and **VEENSTRA & KIMM, INC.**, a corporation organized and existing under the laws of the State of Iowa, hereinafter referred to as the **Building Official**.

WITNESSETH: THAT WHEREAS, the City has enacted by ordinance certain codes for building standards for construction within the City, and

WHEREAS, The City Council desires to insure the proper inspection of building construction to assure compliance with adopted building codes, and

WHEREAS The City Council has determined third party inspection service through Veenstra & Kimm, Inc. to be the best means to provide such inspections.

NOW, THEREFORE, BE IT RESOLVED by the City council the parties agree that the retention of Veenstra & Kimm, Inc. as a third-party building inspector shall be subject to the following terms and conditions, to wit:

- 1. SCOPE OF SERVICES.** The Building Official agrees when requested by City to provide those services necessary to comply with the requirements of the building code ordinance and zoning ordinance. With said services including but not necessarily limited to the following:
 - a. Provide inspection of new construction, remodeling, renovation, and other associated services for residential, commercial and industrial structures in accordance with the Code of Ordinances of the City of Carroll.
 - b. Coordinate building code inspection and enforcement with building codes and fire codes according to City policy and procedure.
 - c. Review applications and issue permits for various types of residential, commercial and industrial building construction, and renovation including electrical, plumbing and mechanical permits where required.

- d. Follow City procedures, and prepare necessary forms for initial inspection, follow-up and final inspection on all assigned projects including issuance of appropriate occupancy permits.
- e. Perform required plan checks and site plan reviews in accordance with applicable standards as requested by the City.
- f. Attend meetings of the City Council, Plan and Zoning Commission and Board of Adjustment when required.
- g. Assess structural damage to residential, commercial and industrial buildings caused by neglect, fire or natural disaster.
- h. Advise the City of current trends and changes in the construction field and building code requirements when applicable. Perform the ISO Audit every 5 years, as required, to maintain/improve the City PPC rating (Public Protection Classification).
- i. Hold scheduled pre-development meetings to discuss potential projects with residents, builders and businesses.
- j. Provide guidance and training to City staff to ensure consistent application of building and City codes.
- k. Participate and provide guidance in hiring and training a building inspector for the City to ensure consistent application of building and City codes.

2. PLAN REVIEW AND CHECKING. In accordance with the provisions of the building codes, a plan review and plan check fee may be required for certain commercial development. The Building Official, when requested by City, shall decide for those projects subject to the plan review requirement whether the plan review is required. A 100% plan review fee will be assessed depending upon the scope of the project. The contractor must provide all the required submittals with the permit application. A proven process has been established and attached to this document.

3. INDEMNIFICATION AND INSURANCE. The Building Official shall and hereby agree to hold and save the City harmless from any and all claims, settlements, and judgments, to include all reasonable investigative fees, attorneys' fees, suit and court costs for personal injury, property damage, and/or death arising out of the Building Officials' or any of its agents', servants', and employees' errors, omissions or negligent acts for services under this Agreement, and for all injury and/or death to any and all of the Building Officials' personnel, agents, servants, and employees occurring under the Workers' Compensation Act of the State of Iowa.

The Building Official shall furnish the Owner with certificates of insurance by companies licensed to do business in the State of Iowa, upon which the Owner is endorsed as an additional named insured, in the following limits. The certificate must, except for those coverages that are on an aggregate basis, disclose on the face of the certificate the coverage is on an occurrence basis.

General Liability*,****	\$1,000,000/2,000,000
Automobile Liability	1,000,000
Excess Liability (Umbrella)*	8,000,000/8,000,000
Workers' Compensation, Statutory Benefits Coverage B****	1,000,000
Professional Liability**,***	2,000,000/2,000,000

*Occurrence/Aggregate

** The Owner is not to be named as an additional insured

***Claims made basis

****Waiver of Subrogation Required

4. COMPENSATION. The City shall compensate the Building Official a lump sum amount for each building inspection activity in accordance with the following schedule:

- a. All Residential, Commercial, and industrial building permit fees will be based on the adopted fee schedule of Carroll, and all permit fees will be kept by the City.
- b. All building plan review fee will be collected, and this fee will be retained 100% by V&K.
- c. All new & existing permits will be inspected by the contracted Building Official on an hourly basis using the current hourly rate for 'Building Inspector III' plus current IRS mileage rate (one way). If additional assistance for an issue is needed 'Building Inspector IA' may be utilized at the current hourly rate plus IRS mileage (one way). If further assistance for an issue is needed 'Building Inspector I' may be utilized at the current hourly rate plus

IRS mileage (one way). In addition the Permit Technician may be utilized at the current hourly rate as well.

1. Building Inspector III current rate = \$95
 2. Building Inspector IA current rate = \$154
 3. Building Inspector I current rate = \$220
 4. Permit Technician = \$108
- d. On or about July 1 of each calendar year the Building Official may substitute a new standard hourly fee schedule by transmitting the standard hourly fee schedule to the City. The Building Official will bill for services provided monthly. The City shall make payment to Veenstra & Kimm, Inc. within thirty (30) days of the invoice for service is received by the City.

5. PAYMENT. The City shall make payment to the Building Official fees due for building inspection and plan check within thirty (30) days after the receipt of the fee from the applicant.

6. TERMINATION. This Agreement may be terminated by either party upon thirty (30) days written notice.

7. ASSIGNMENT. This Agreement and every portion thereof shall be binding upon the successors and assigns of the parties hereto.

The undersigned do hereby covenant and state this Agreement is executed in duplicate as though each were an original and that there are no oral agreements that have not been reduced to writing in this instrument.

It is further covenanted and stated there are no other considerations or monies contingent upon or resulting from the execution of this agreement, nor have any of the above been implied by or for any party to this Agreement.

IN WITNESS WHEREOF, the parties have hereunto subscribed their names on the date first written above.

CITY OF CARROLL, IOWA

ATTEST: _____

By _____
Mayor Clerk

VEENSTRA & KIMM, INC.

By _____ **DATE:** _____, 2025.

City of Carroll, Iowa
DEPARTMENT OF BUILDING AND ZONING



Prepared by: Veenstra & Kimm, Inc
6775 Vista Drive
West Des Moines, IA 50266

Based on the scope of this project, an inclusive review of all applicable code provisions has been attempted. All code related deficiencies may not be included or addressed in this preliminary code review. Compliance with applicable code provisions remains the responsibility of the designer, the owner, and the contractor, whether included herein.

20 INTERNATIONAL BUILDING
CODE PLAN REVIEW**

ADDRESS:	Sq. Ft. Total	NAME OF BUILDING
TYPE OF Construction :	DATE:	REVIEWED BY V & K Engineering 515-850-2980
Owner/Applicant	Potential Buyer:	Architect:
Adopted Codes: 20** International Building Code	TRANSMITTED TO:	Occupancy Occupant load

<u>Floor Areas</u>	

Chapter 3 Use and Occupancy Compliant

Chapter 4 Special Use and Occupancy Compliant

Chapter 5 Heights and Areas Compliant

Chapter 6 Construction Type Compliant

Chapter 7 Fire and Smoke Protection Compliant

Chapter 8 Interior Finishes Compliant
Table 803.11 Compliant

Chapter 9 Fire Protection	Required
2015 IBC Chapter [A] 107.2.2 Fire protection system shop drawings. Shop drawings for the <i>fire protection system</i> shall be submitted to indicate conformance to this code and the <i>construction documents</i> and shall be <i>approved</i> prior to the start of system installation. Shop drawings shall contain all information as required by the referenced installation standards in Chapter 9. (See section 907.1.2)	
Chapter 10 Egress	Compliant
Sizing, Number and Access	Compliant
Accessibility, Stairways and Ramps	Compliant
Exit Access and Travel Distance	Compliant
Corridors and Exit Discharge	Compliant
Chapter 11 Accessibility	Compliant
Accessible Route and Entrances	Compliant
Accessible Parking and Loading	Compliant
Sleeping Units, Signage and Other Features	Compliant
Chapter 14 Exterior Walls	Compliant
Materials and Installation	Compliant
Chapter 15 Roof Assemblies	Compliant
Chapter 16 Structural	Compliant
Dead, Live, Snow and Wind Loads	Compliant
Chapter 17 Special Inspections	Required
Structural steel Report	Required
Chapter 18 Soils and Foundations	Required
Soil load-bearing conditions Report	Required
Footings, Foundation walls	Compliant
Chapter 19 Concrete	Required
Concrete Condition Report	Required
Chapter 22 & 23 Steel and Wood Construction	Compliant
Chapter 24 Glass and Glazing	Compliant
Safely Glazing	Compliant
<u>Review Notes</u>	

If you have any question or comments, please don't hesitate to give me a call at 515-850-2980 or e-mail at: jvan@v-k.net

Thank You,
Jason VanAusdall, CBO
Veenstra & Kimm Engineering, Inc.
6775 Vista Drive, WDM 50266

City of Carroll

DEPARTMENTS OF BUILDING AND ZONING



Prepared by: Veenstra & Kimm, Inc
6775 Vista Drive
West Des Moines, IA 50266

Based on the scope of this project, an inclusive review of all applicable code provisions has not been attempted. The following information indicates the provisions reviewed, the observed conditions, and the rationale on which conclusions were based. Comments, concerns or questions are identified in the "comments" section below. All code related deficiencies may not be included or addressed in this review. Additional issues may be observed, or raised in later review or inspection. Additional measures may be necessary. Please review this data, and determine if all known code issues have been addressed. Please inform this office of any discrepancies. Compliance with applicable code provisions remains the responsibility of the designer, the owner, and the contractor, whether or not included herein.

20 INTERNATIONAL RESIDENTIAL CODE PLAN REVIEW

	PRELIMINARY PROJECT REVIEW	PROJECT:	
		ADDRESS:	
	PROJECT REVIEW	DATE:	Jason VanAusdall, CBO, V & K Eng. 515-225-8000
	Owner/Applicant: Peter Parks		
	PLAN REVIEW 20 International Residential Code	TRANSMITTED TO:	

Floor Areas	
1st floor:	Garage:
2nd floor:	Deck:
	Front Porch:
Basement:	Rear Deck:
ZONING	
Zoning District:	Rear Setback:
Front yard setback:	Minimum floor area met:
Side setback: Side setback:	
Valuation: \$	

REVIEW

Chapter and section	Application to this project		Comment
<u>CHAPTER 1: ADMINISTRATION</u>	Submittal Date ____ Review Date ____ Type of unit Single Family Dwelling		
R106- Construction Documents – Two sets provided?	Yes <input type="checkbox"/> No, If no comment:		
<u>CHAPTER 3: BUILDING PLANNING</u>			
R302- Location on Lot – Walls at least 5' from property line and projections are acceptable and permitted?	North: ' _____ South: ' _____ East: ' _____ West: ' _____	Yes <input type="checkbox"/> No, If no comment: <input type="checkbox"/> corner lot – two front yards	
R303- Light, Ventilation and Heating- Is 8% Natural Light and 4% Ventilation provided in habitable rooms or other approved means? (artificial light and mech)	Yes <input type="checkbox"/> No, If no comment:		
Are all bathrooms, laundry rooms and similar areas provided with	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:		

natural or mechanical ventilation – Stairway lighting provided?		
R304-Minimum Room Areas - Do all rooms have a minimum of 70 square feet in area and a minimum width of 7 feet, with one room of 120 square feet in floor area?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
R305- Ceiling Height – Is proper ceiling height being met for various portions of the dwelling?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
R306- Sanitation – Does dwelling unit have a water closet, lavatory, bathtub/shower, kitchen area and kitchen sink? Hot and cold water provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
R307- Are toilet, bath and shower spaces being provided.	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
R308- Glazing required to be safety glazed? Skylights being installed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If yes comment:	
R309- Garages and Carports - If an Attached Garage is intended, is the proper separation and opening protection provided as required? If detached and less than 3 feet is protection provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
R310- Emergency Escape and Rescue Openings-Are egress windows provided for each sleeping room and in basement	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
R311- Exits- Does this residence have at least one exterior exit door that has a minimum of a 3' width and 6'-8" height?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
Is a stair detail provided indicating risers of no more than 7 3/4 inches? Treads of no less than 10 inches. Handrails of 1 1/4 to 2 5/8 inches of cross sectional dimension set from 34 inches to 38 inches measured from the nosing of the tread. Intermediate guardrails on open sides no more than 4 inches apart and head clearance at a minimum of 6'-8". Verify landings and doors adjacent to.?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
Are there any enclosed usable spaces under the stairway?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
R312- Guards- Are any interior and exterior guardrails required?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
R313- Smoke Alarms- Is smoke detection provided in all sleeping rooms, all levels and in basement?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
R314- Foam Plastic-Is it being installed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If yes comment:	
R317- Dwelling Unit Separation- Is a fire separation detail provided and does it comply as a One/ Two hour fire rated wall?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
R319/320- Is there protection against decay/termites?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
R321- Is Site Address provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
R322- Required to be Accessible?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
CHAPER 4: FOUNDATIONS		
R401- General – Proper lot drainage provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
Foundation system	<input type="checkbox"/> Concrete <input type="checkbox"/> Masonry <input type="checkbox"/> Wood	

Soils test required/needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
R403 - Are Footing dimensions and reinforcements in compliance.	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
Are the Footings a minimum of 42" below grade continuously?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
Is the Foundation provided with Anchor Bolts	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
Are treated sill plates provided where in contact with concrete?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
R404- Is the Foundation height, thickness, re-enforcement in compliance.	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
R405/406- Is proper sub drainage and damp proofing provided for the foundation?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
R408- Under-floor Space-Is proper access, clearances and ventilation provided for any crawl space area?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
<u>CHAPTERS 5, 6 & 8:</u> <u>FLOORS/WALLS/ROOF</u>		
R501- Does the intended framing comply with Chapters 5 through 8 for conventional construction?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
Are properly certified engineered plans and calculations provided in lieu of complying with Chapters 5 through 8?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment: N/A	
Are all supporting beams and headers used capable of handling the imposed loads?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
R502.2.2 DECKS – Are decks being installed? If so will the provisions of this section be met? (May forward handout to builder/contractor)	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
<u>CHAPTER 7: WALL COVERING</u>		
R703- Exterior Covering-Is exterior house wrap indicated?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
<u>CHAPTER 8-ROOF CEILING CONSTRUCTION</u>		
R802.11- Are roof tie downs indicated as being installed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
R806- Roof Ventilation-Is proper roof ventilation provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
R807- Attic Access- Is a 22"x 30" Attic access scuttle with 30" clearance above provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
<u>CHAPTER 9:ROOF ASSEMBLIES</u>		
R901- General-type of roof indicated?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
R903- Roof drainage being provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
R905.2.7.1- Is Ice Dam protection indicated as being installed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
R906- Roof Insulation – If foam plastic, are provisions of R314 being followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
<u>CHAPTER 10: CHIMNEYS AND FIREPLACES</u>		
R1001- Does this residence contain a fireplace	<input type="checkbox"/> Yes <input type="checkbox"/> No, If yes does it meet the applicable provisions for type of fireplace: Staff	

<u>CHAPTER 11-ENERGY EFFICIENCY</u>		
Is an energy review submitted with the plans? If so will it meet the provisions as set forth in chapter 11?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
<u>PART V: MECHANICAL</u>		
Are the water heater or furnace access openings located out of prohibited locations such as Bathrooms or Bedrooms?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
Does it appear that all heating and cooling equipment, exhaust, vents, flues, ducts, combustion air, and associated equipment in compliance with chapters M12 –23? (G24)	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
<u>PART VII: PLUMBING</u>		
Does it appear that all plumbing waste and vent and all water supply systems and associated equipment in compliance with chapters P25-32?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	
<u>PART VIII: ELECTRICAL</u>		
Does it appear that all electrical equipment and the associated wiring systems are in compliance with chapters E33-42?	<input type="checkbox"/> Yes <input type="checkbox"/> No, If no comment:	

☐ PASS ☐ FAIL, IF FAIL ITEMS LISTED SHALL BE RESOLVED:

If you have any question or comments, please don't hesitate to give me a call at 515-850-2980 or e-mail at: jvan@v-k.net

Thank You,
Jason VanAusdall, CBO
Veenstra & Kimm Engineering, Inc.
6775 Vista Dr, WDM. 50266





Building Inspection Department

buildinginspection@v-k.net

515-850-2980

Residential New Home Building Permit Checklist

- Complete set of engineered building/architectural plans
- Engineered site plan
- Manual J D & S Calculations
- Energy Rating Documents (to meet State of IA 2012 code requirements)
- Completed Building Permit Application

Commercial Building Permit Checklist

- Complete set of engineered building/architectural plans
- Engineered site plan
- Manual J D & S Calculations
- Fire Protection Systems Plans
- Energy Rating Documents (to meet State of IA 2012 code requirements)
- Completed Building Permit Application
- Completed Trade Permit Applications
- The special inspections required per IBC Chapter 17 are:
 1. Soils
 2. Concrete
 3. Cast-In-Place Foundations
 4. Steel
 5. Masonry
 6. Wood

City of Carroll

Brad Burke, Chief of Police

Police Department

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-3536

FAX: (712) 792-8088

MEMO TO: Aaron Kooiker, City Manager

FROM: Brad Burke, Chief of Police

DATE: April 8, 2025

SUBJECT: School Resource Officer 28E and Staffing Level

The Carroll Community School District (District) and the Carroll Police Department have been in discussion for a few years about adding a School Resource Officer (SRO) to the District. An SRO is a certified specially trained school-based law enforcement and crisis response police officer assigned by the City to work collaboratively with the District to provide a safe learning environment.

This last fall, Dr. Casey Berlau contacted me and indicated that they have funding for this position and want to make it a permanent position beginning in the fall of 2025. Through negotiations, a 28E Agreement was created and presented to the District Board of Education on March 27, 2025. The District approved the 28E at that meeting. The 28E has been reviewed and approved by the District and City Attorney Dave Bruner.

The Police Department will need to increase our staffing level of full-time police officers by one in order to provide this service to the District. This will increase our full-time certified officer number to sixteen and is currently in our Fiscal Year 25/26 budget.

RECOMMENDATION: Council consideration and discussion of the addition of one full time police officer to provide a School Resource Officer to the Carroll Community School District and approval of the resolution to enter into a 28E Agreement between the City and District.

RESOLUTION NO. ____

- WHEREAS:** The City Council of Carroll, Iowa meeting in regular session on the 14th day of April 2025, has adopted this Resolution, and;
- WHEREAS:** Iowa Code Chapter, 28E, “Joint Exercise of Governmental Powers”, permits a local government in Iowa to make efficient use of its powers by enabling it to enter into an agreement with one or more public or private agencies to provide or to create joint services and facilities with other agencies and to cooperate in other ways of mutual advantage; and;
- WHEREAS:** The City of Carroll (City) and the Carroll Community School District (District) are public agencies as defined in Iowa Code Chapter 28E, and may enter into agreements for joint or cooperative action pursuant to Iowa Code Chapter 28E; and
- WHEREAS:** The City and the District have enjoyed a fine record of cooperation; and
- WHEREAS:** The City and the District has voluntarily and jointly developed the “28E Agreement to Provide for a School Resource Officer (SRO) Program” for mutual benefit;
- WHEREAS:** To accomplish this, the police department will increase staffing by one (1) full time police officer;
- THEREFORE:** BE IT RESOLVED, that the City of Carroll has caused this Agreement to be executed on the day and year indicated below while increasing full time police officer staffing by one.

Passed and approved by the City Council of the City of Carroll, IA,
this 14th day of April 2025.

CITY OF CARROLL, IOWA

Gerald H. Fleshner, Mayor

ATTEST: _____
Laura Schaefer, City Clerk

**28E AGREEMENT BETWEEN
CARROLL COMMUNITY SCHOOL DISTRICT
AND
CITY OF CARROLL, IOWA
SCHOOL RESOURCE OFFICER PROGRAM**

This Agreement for School Resource Officer Program ("Agreement") is made and entered into this 27th of March, 2025, by and between the CARROLL COMMUNITY SCHOOL DISTRICT, an Iowa school corporation organized and existing under the provisions of Iowa Code Chapter 274, (hereinafter referred to as "District") and CITY OF CARROLL, an Iowa city organized and existing under the provisions of Iowa Code Chapter 362, (hereinafter referred to as "CITY").

This Agreement is entered into pursuant to the provisions of Chapter 28E of the Code of Iowa. This Agreement is between two public agencies for joint or cooperative action. Neither a separate legal or administrative entity, nor joint board, will be created for administration of this Agreement. The Carroll City Manager or designee, and the District's Superintendent or designee shall be designated as the Administrators of this Agreement for purposes of Iowa Code Chapter 28E.

After execution of this Agreement by the District and City, it shall be filed in the office of the Iowa Secretary of State as required by law. This Agreement shall be effective when executed and filed as set forth above and shall continue in effect through June 30, 2026. This Agreement shall automatically renew for an additional term of one year, unless one party gives notice to the other no later than February 1 of any year that the Agreement will not be renewed.

ARTICLE I

General

The parties share a mutual interest to maintain an atmosphere in the District's schools where school staff and students have a safe learning environment. The School Resource Officer program presents a cooperative approach towards addressing various collaborative efforts to maximize student safety, performance, and well-being.

School Resource Officer programs are recognized nationally as programs that effectively establish positive working relationships between schools and law enforcement. The School Resource Officer (SRO) will assist school administrators by taking immediate action when law enforcement intervention is warranted. Additionally, the SRO will provide guidance and support in assisting school staff, students and parents with a variety of non-emergency law enforcement-related matters.

Through relationship building and problem-solving efforts and by cooperative efforts with school staff, students, parents, courts, the surrounding neighborhood, and the community's social service organization, the SRO program strives to assist the District with providing safe schools

and a safe neighborhood environment. The SRO will seek to assist juveniles in learning the consequences of their actions, while recognizing that the criminal justice system may not be the best alternative for all persons.

Selection

1. The SRO will be a certified, non-probationary law enforcement officer who maintains at least the minimum qualifications required for employment as a law enforcement officer with the Carroll Police Department.
2. Selection of the SRO is completed by the Carroll Police Department with advisory input from District's Superintendent or designee(s). An advisory committee will be comprised of representatives from the District who will be appointed by the Superintendent and representatives from the Carroll Police Department, who will be appointed by the Chief of Police. The Advisory Committee will make recommendations on the SRO selection to the Police Chief. The Chief will consider the committee's recommendations; however, selection of the SRO is within the sole discretion of the Police Chief.

Supervision and Program Assessment

1. The Police Department shall assign a higher-ranking officer to supervise the officer assigned to the SRO program.
2. In addition to providing direction for the SRO, the SRO supervisor will serve as a liaison between the District and City in order to resolve matters of mutual concern.
3. The SRO, the District's Superintendent or designee(s), and if desired, the SRO supervisor, will meet at the beginning of each school year to determine the goals of the SRO. An assessment mechanism shall be developed jointly, in an effort to determine the effectiveness of the SRO program. End of year meetings may be held to determine progress and make adjustments as needed. The following areas, at a minimum, will be used to evaluate the program:
 - a. Success of established goals and objectives.
 - b. Accomplishment of tasks agreed upon as part of any work plan written in conjunction with the District's Superintendent or designee(s).
4. The Police Chief or designee, in consultation with the District's Superintendent or designee(s), will complete a performance evaluation of the SRO at the end of each school term. The District shall provide requested information and reports to facilitate this evaluation, which may include a recommendation to the Police Chief that the SRO not be assigned to that school the following year. The Police Chief will consider the evaluation and the input of the District when assigning an officer to a building and will make a good faith effort to address any concerns raised. Ultimately, however, the final decision on which officer will be assigned as an SRO is within the sole discretion of the Police Chief.

Assignment

1. One (1) SRO will be assigned to the District for use in the following schools: Carroll High School, Carroll Middle School, Adams Elementary and Fairview Elementary. It is anticipated that the primary assignments will be at the High School and Middle School, with attendance as available at the Elementary Schools.
2. The SRO shall be assigned for forty (40) hours per week during those weeks that the schools are in regular session.
3. Regular working hours may be adjusted on a situational basis with the mutual approval of the Superintendent or designee, SRO supervisor, and SRO. These adjustments may be to attend school-related events requiring the presence of a law enforcement officer. Such adjustments will be in accordance with the Fair Labor Standards Act and police union contract. Requests for SRO presence at special meetings, events, or additional activities will be evaluated on a case-by-case basis with priority given to those situations most closely related to the core function of the SRO in the school. Requests of this nature should be made to the Police Chief.
4. The SRO may be temporarily reassigned by the Police Chief during school holidays or vacations and/or during times of emergencies. Such duty assignment will be under the direction of the SRO supervisor. The SRO may also be required to work youth-related police duty assignments, at times when school is not in session, when so directed by the SRO supervisor.
5. The SRO is expected to attend all training, meetings, and appointments assigned by the Police Department. It is recognized that some of these may conflict with officer availability at the school during normal school hours. These conflicts will be minimized as much as possible, but the potential exists that such requirements will take precedence over school presence. The SRO shall strive to keep the District's Superintendent or designee(s) informed about SRO absences and activities on a need-to-know basis.
6. With the approval of the SRO's supervisor, the SRO will be allowed to request and utilize their annual leave throughout the year. The SRO's vacation/comp time should generally occur when school is not in session so as not to affect the SRO responsibility with the District.
7. The District shall designate the SRO as a "school official" under the Family Educational Rights and Privacy Act (FERPA) and as such, may provide the SRO with access to student information systems, to include access to information relating to all students enrolled in the District, for the purpose of minimizing juvenile delinquency and truancy and maintaining student safety. Any information obtained by the SRO through such access shall be subject to the confidentiality provisions of state and federal law, including limitations on redisclosure. The purpose of this information sharing is not to aid in prosecuting juvenile delinquency cases.

ARTICLE II

Duties and Responsibilities of School Resource Officers

1. The SRO shall develop friendly contact between the Police Department and the City's youth.
2. The SRO shall enforce state laws and local ordinances and coordinate directly with the District's Superintendent or designee(s) to provide security during school hours.
3. The SRO shall be familiar with all law enforcement case information pertaining to schools, students and the community. The SRO shall engage in effective problem solving and liaison with neighborhoods surrounding the schools, which may be affected by the conduct of students.
4. The SRO shall facilitate and assist with law enforcement investigations involving victims, witnesses and suspects associated with the schools. The SRO shall assist in or provide effective alternatives to court whenever possible.
5. SROs are police officers and not necessarily certified teachers, school administrators, nor school counselors. The officer will assist the teachers with classroom presentations on relevant topics when requested and able. The officer will also work with families, individual students, and other school staff members with counseling and guidance efforts when requested and appropriate. The SRO shall further provide students with information regarding the role of laws, courts, and police in society. Teamwork, partnerships, cooperation, and coordination between the SRO, their supervisor, school administration and staff, and the surrounding neighborhoods are encouraged.
6. The SRO shall assist District officials in emergency planning and emergency safety and security assessments as appropriate. The SRO shall also assist District officials with developing plans and strategies to prevent, minimize or respond to dangerous situations which may occur on campus or during school-sponsored events. The SRO shall participate in multidisciplinary school safety teams.
7. The SRO will adhere to School Board policy which does not conflict with state or federal law and the SRO's Police Department's rules and regulations. The SRO is governed by the rules, policies, shifts, schedules, procedures, and practices of the Police Department and the City.
8. The parties acknowledge that the SRO may from time to time acquire confidential information concerning the District, students, and others in the course of performing duties under this Agreement. It is agreed that such non-law enforcement information or records shall be kept confidential by the SRO in compliance with District policy, and federal, state, and local law.

9. The SRO is a police officer assigned as a uniform patrol officer of the Carroll Police Department. As such, their primary responsibilities are to engage in relationship building and problem solving in the school environment. This may include investigating criminal cases involving youth, maintaining order through the enforcement of local, state and federal laws, and enforcement of the school code of conduct for the purpose of maintaining a safe and effective learning environment in schools. As soon as practicable, the SRO shall make the District's Superintendent or designee(s) of the school aware of such action. The SRO shall take appropriate law enforcement action against intruders and unwanted guests who may appear at the school and school-related functions, to the extent that the SRO may do so under the authority of law. Whenever practicable, the SRO should advise the District's Superintendent or designee(s) of the intended action when requesting additional law enforcement assistance on campus.
10. In situations where the SRO becomes aware of a traumatic event (family member arrested, search warrant, domestic disturbance, etc.) that a student may have witnessed, the SRO shall notify the school counselor of the event. The intent is to alert school officials that the student's participation in school, school testing, or other activities may be affected by this experience. This "Handle with Care" notification will not typically include the details of the event.
11. The SRO shall not act as a school disciplinarian and shall not take administrative action or levy sanctions on behalf of any District employee. However, if the building principal or designee believes an incident is a violation of the law, the building principal or designee may contact the SRO and the SRO shall then determine whether law enforcement action is appropriate. The SRO is not to be used for lunchroom duties, hall monitor, bus duties, or other monitoring duties. If there is a problem in one of these areas the SRO may assist the school until the problem is solved.
12. The SRO shall notify the Superintendent and SRO supervisor if they are sick or absent from the school building for one day or more.
13. The SRO shall perform other duties as mutually agreed upon by the Superintendent and the SRO supervisor so long as the performance of such duties is reasonably related to the SRO program as described in this Agreement and so long as such duties are consistent with Police Department rules and regulations.

ARTICLE III

Rights and Duties of the District

The District shall provide the following materials and facilities which are deemed necessary to the performance of the SRO's duties:

1. Access to a properly lighted private office equipped with a telephone to be used for general business purposes;

2. A location for files and records which can be properly locked and secured;
3. A desk with drawers, a chair, worktable, filing cabinet and office supplies;
4. Email and internet access; use of a District device to access student management systems such as "Infinite Campus."
5. Maintain an open line of communication with the SRO and cooperate with the SRO in furtherance of this Agreement, including reporting criminal incidents that come to the attention of the District's Superintendent or designee(s) and seeking assistance with dangerous or suspicious circumstances.

ARTICLE IV

Employment Status of School Resource Officer

The SRO shall remain an employee of City and shall not be an employee of the District for any purpose. As the employer of the SRO, City shall be responsible to recruit, hire, train, assign, supervise, evaluate, discipline, and/or discharge the SRO, and shall be responsible for payment of all wages and benefits due the SRO. The District and City acknowledge that the SRO shall remain responsive to the chain of command of the Carroll Police Department.

ARTICLE V

Financing of the School Resource Officer Program

The District will compensate the City for this service, seventy percent (70%) of the total cost of the SRO's annual salary and fringe benefits. It is understood that the SRO receives compensation and benefits in accordance with the *Agreement Between the City of Carroll, Iowa (Police Department) and Teamsters Local Union 238 ("the Union Agreement")*. Nothing in this Agreement shall be deemed to supersede any language within the Union Agreement. The City shall bill the District bi-annually. Attachment A indicates the total expense for the SRO for Fiscal Year 25/26 and will be provided to the Superintendent annually.

Overtime cost, if it occurs, is included in the compensation listed above. The SRO may occasionally flex hours to assist the District. Projected cost per officer will be recalculated each year to reflect updates to the budgeted cost of operations. Each party shall allow access to all records, documents and papers necessary for the financial auditing of the parties' transactions. Appropriate records, documents and papers necessary to conduct a financial audit shall be maintained a minimum of three (3) years.

ARTICLE VI

Duration and Termination of Agreement

The term of this Agreement shall be effective upon signing and expire on June 30, 2028 unless terminated as provided herein. This Agreement shall automatically renew for an additional term of one year, unless one party gives notice to the other no later than February 1 of any year that the Agreement will not be renewed.

Upon termination of this Agreement, the District will retain all desks, chairs, tables, filing cabinets, provided technologies, access cards, building keys and other District property; the City will retain all motor vehicles, radios, cell phones, computers, cameras, storage safes and other City property.

ARTICLE VII

Insurance and Indemnification

1. **Liability Insurance.** City and the District shall each maintain Commercial General Liability insurance for protection of each, respectively, from any liability arising out of any accidents or other occurrence causing any injury and/or damage to any person or property arising from the performance of their obligations under this Agreement due directly or indirectly to the actions of the insured.
2. **Workers' Compensation/Employer's Liability Insurance.** City shall maintain Workers' Compensation insurance for the SRO as statutorily required by the State of Iowa and Employer's Liability insurance.
3. **Other Insurance Provisions.** All required insurance shall be obtained from issuers licensed to do business in the State of Iowa. Each party shall be furnished with a certificate(s) of insurance required under this Agreement upon request. Such policies shall not be modified or cancelled except upon at least thirty (30) calendar days' prior written notice to the other party to this Agreement. It is specifically agreed that the types and amounts of insurance specified above shall not limit or otherwise affect any party's obligation to indemnify and hold the other party harmless as provided by the indemnification provisions of this Agreement. The failure of any party to maintain the insurance coverage required by this Agreement shall be considered a material breach of this Agreement. However, the failure of any party to declare another party to be in material breach shall not be deemed a waiver by the other party of the right to claim a material breach for a subsequent failure to maintain the required coverage or limits.
4. **Indemnification by District.** To the extent permitted by law, the District agrees to indemnify, defend, and hold harmless City, their officers, agents, and employees, against all claims, suits, actions, debts, damages, costs, charges and expenses, including court costs and attorney's fees, and against all liability for property damage and personal injury, including death, resulting directly or indirectly therefrom, arising from any acts or omissions of the District, either active or passive, or those of its agents, employees, assigns, or any other person acting on its behalf in the performance of its obligations, duties, and responsibilities imposed under this Agreement.

5. Indemnification by City. To the extent permitted by law, City agrees to indemnify, defend, and hold harmless the District, its officers, agents, and employees, against all claims, suits, actions, debts, damages, costs, charges and expenses, including court costs and attorney's fees, and against all liability for property damage and personal injury, including death, resulting directly or indirectly therefrom, arising from any acts or omissions of City, either active or passive, or those of its agents, employees, assigns, or any other person acting on its behalf in the performance of its obligations, duties, and responsibilities imposed under this Agreement.
6. Waiver of Subrogation Rights. City and the District each release each other from any claim for recovery for any loss or damages to any of its property that is insured under valid and collectible insurance policies to the extent of any recovery collectible under such insurance. City and the District shall each waive and, to the extent allowed by law, cause its insurance underwriter to waive its rights of subrogation with respect to Workers' Compensation.
7. Claims. Each party shall notify the other party of any claim or any potential claim for bodily injury or property damage to another arising out of actions taken under this Agreement as soon as practical following knowledge of the claim or potential claim.

ARTICLE VIII

Miscellaneous

1. Amendment. This Agreement may only be modified by written mutual agreement of the parties.
2. Binding Effect. This Agreement shall be binding upon, and inure to the benefit of, the parties and their successors and assigns. However, neither party may assign this Agreement without the consent of the other party.
3. Severability. If any clause, provision or section of this Agreement shall, for any reason, be held illegal or invalid by any court, the illegality or invalidity of such clause, provision or section shall not affect any of the remaining clauses, provisions or sections, and this Agreement shall be construed and enforced as if such illegal or invalid clause, provision or section had not been contained herein. In case any agreement or obligation contained in this Agreement is held to be in violation of law, then such agreement or obligation shall be deemed to be the agreement or obligation of the parties to the full extent permitted by law.
4. Notices. All notices under this Agreement must be in writing and shall be deemed given when either personally delivered, transmitted by confirmed facsimile or confirmed electronic mail or when received by certified mail at the address below or at another address as designated by a party.

Carroll Community School District
Attention: Superintendent
1026 North Adams Street
Carroll, IA 51401

City of Carroll
Attention: City Manager
627 North Adams Street
Carroll, IA 51401

5. Supersedes. This Agreement supersedes all prior agreements between the District and the City purporting to establish and finance a School Resource Officer Program.
6. Execution in Counterparts. This Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

CARROLL COMMUNITY
SCHOOL DISTRICT

By: Kristen Lundstrom
President, Board of Education

Attest: Nicolaus McCaule
Secretary, Board of Education

Date: 3-27-25

CITY OF CARROLL, IOWA

By: _____
Mayor

Attest: _____
City Clerk

Date: _____

ATTACHMENT A

SRO	TOTAL	CITY (30%)	DISTRICT (70%)	
WAGE	\$84,357.05	\$25,307.11	\$59,049.93	*STRAIGHT TIME PLUS HOLIDAY
INSURANCE	\$11,857.85	\$3,557.36	\$8,300.50	*EMPLOYER PAYS 80% OF PREMIUM
RETIREMENT	\$20,355.36	\$6,106.61	\$14,248.75	*INCLUDES FICA & MFPSI
TOTAL	\$116,570.25	\$34,971.08	\$81,599.18	

* EXPENSES ARE FOR FISCAL YEAR 25/26. ALL SALARY AND BENEFITS ARE IN ACCORDANCE WITH THE *AGREEMENT BETWEEN THE CITY OF CARROLL, IOWA (POLICE DEPTMENT) AND TEAMSETERS LOCAL UNION 238 ("THE UNION AGREEMENT")*

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: April 9, 2025

SUBJECT: Merchants Park Lease - Iowa High School Athletic Association – Iowa High School State Baseball Tournaments

The Iowa Class 1A & 2A State Baseball Tournament is returning to Carroll's Merchants Park and is currently requesting a 4-year lease agreement. Carroll has been selected to be the host of the State Baseball Tournament for Classes 1A & 2A through the 2028 season.

The City Attorney has reviewed the lease agreement from 2022-2024 and made minor alterations to the agreement extension for 2025-2028. The highlights of the agreement are:

- IHSAA will pay \$300 per game (14 games) for use of Merchants Park - \$4,200.
- IHSAA will pay the City of Carroll \$2,000 to be used at the City of Carroll's discretion for costs related to the State Baseball Tournament.
- IHSAA shall sell official Iowa High School State Baseball Tournament merchandise and retain all proceeds. Sales of Merchants Park merchandise is permitted; however, no reference to the Iowa High School State Baseball Tournament is allowed on Merchants Park apparel.

RECOMMENDATION: Mayor and City Council consideration and approval of the attached agreement and resolution for Merchants Park between the City of Carroll and the Iowa High School Athletic Association through 2028.

RESOLUTION NO. _____

A RESOLUTION APPROVING LEASE AGREEMENT WITH IOWA HIGH SCHOOL
ATHLETIC ASSOCIATION (IHSAA)

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

WHEREAS, the Merchants Park Lease is attached hereto as Exhibit "A"; and

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

NOW, THEREFORE, BE IT RESOLVED that the Merchants Park Lease, attached as Exhibit "A", be authorized and approved, and that the Mayor and City Clerk are authorized to execute the contract on behalf of the City of Carroll.

PASSED AND APPROVED by the City Council of the City of Carroll, Iowa, this _____ day of April 2025.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

BY: _____
Gerald H. Fleshner, Mayor

ATTEST:

BY: _____
Laura A. Schaefer, City Clerk

MERCHANTS PARK LEASE

THIS AGREEMENT made and entered into this _____ day of April, 2025, by and between the City of Carroll, Iowa (City) and Iowa High School Athletic Association (IHSAA).

The parties agree as follows:

1. **PREMISES AND TERM.** The City leases to the IHSAA, Merchants Park in Carroll, Iowa, together with all improvements thereon, and all rights, easements and appurtenances thereto, upon the condition the IHSAA performs as provided herein, regarding the 2025, 2026, 2027, 2028 Iowa High School State Baseball Tournaments (Classes 1A and 2A) scheduled to be played the third week of July each year.

After completion of the 2028 tournament, the IHSAA shall notify the City by October 1, 2028, if it has interest in leasing the stadium for future year(s) and provide future dates of the tournament. The Parties shall then negotiate a new Lease. If the IHSAA fails to notify the City by October 1, 2028, of its interest for future years, no lease shall be negotiated for the 2029 tournament, unless by mutual consent thereafter.

2. **RENT.** The IHSAA agrees to pay the City as rent: Four Thousand and Two Hundred Dollars (\$4,200.00) and other good and valuable consideration, payable within 30 days of the completion of each year's tournament. In addition to the above rent, the IHSAA agrees to pay the City \$2,000 to be used for City personnel, supplies, or other uses related to the Iowa High School State Baseball Tournament.

3. **POSSESSION.** The IHSAA shall be entitled to possession and yield possession to the City as follows:

	Entitled to Possession	Yield Possession By
2025 Tournament	July 20, 2025	July 26, 2025
2026 Tournament	July 19, 2026	July 25, 2026
2027 Tournament	July 18, 2027	July 24, 2027
2028 Tournament	July 16, 2028	July 22, 2028

If an Iowa High School State Baseball Tournaments championship game is required to be played on Saturday due to a rain out, the City reserves the right to host a Carroll Merchants baseball game 2 hours after the final out of the last Iowa High School State Baseball Tournament championship game. If no Iowa High School State Baseball Tournament game is played on Saturday the City reserves the right to host a Carroll Merchants baseball game after 11:00 AM.

4. **USE.** The IHSAA shall use the premises only for the Iowa High School State Baseball Tournament, on the above dates.

5. CARE AND MAINTENANCE.

- a) The IHSAA takes the premises As Is.
- b) The City shall maintain the premises.
- c) IHSAA shall not permit nor allow the premises to be damaged or depreciated in value by any act, omission to act or negligence of itself, its agents or employees.

The City represents and warrants that the facilities provided are in compliance with all applicable building, safety, fire, and all other laws, statutes, codes, ordinances, rules, and regulations of federal, state and local governmental agencies, including, without limitations, the Americans with Disabilities Act, as amended, (collectively, "Applicable Laws"). The City hereby further warrants and represents that the improvements and fixtures on the premises meet current industry standards, have been inspected and maintained as required by any applicable building codes or applicable laws, are in good repair and in a safe and working condition as required by the Association, its guests, invitees, and patrons for its intended use, and will be maintained in safe and working condition during the term of the rental.

6. **UTILITIES.** The City shall provide and pay for all utilities which may be used on the premises. The City shall not be liable for damages for failure to provide, or for any disruption of utilities arising from causes beyond the control of the City, provided the City uses reasonable diligence to resume such services.

7. **CONCESSIONS.** The City shall contract for all beverage and food concessions during games and will retain profits or make other arrangements for distribution of profits.

8. **ADMISSIONS AND IHSAA STAFF.** The City shall provide staff at the main entrance for collection of admission. The City shall enforce and adhere to IHSAA admission guidelines, including but not limited to IHSAA pet policy. IHSAA staff shall be available throughout the stadium and during games for assistance to the public in case of need or emergency.

The IHSAA will make no unlawful use of the premises and agrees to comply with all Federal, State and local laws.

9. **PARKING.** The City shall be responsible for orderly parking adjacent to the stadium and the collection of a reasonable fee, if any. The parking fee shall be retained by the City, if determined a fee is to be charged.

10. **APPAREL.** IHSAA shall sell official Iowa High School State Baseball Tournament merchandise and retain all proceeds. Sales of Merchants Park merchandise is

permitted; however, no reference to the Iowa High School State Baseball Tournament is allowed on Merchants Park apparel.

11. **SURRENDER.** Upon the termination of this lease, IHSAA shall surrender the premises to the City in good and clean condition, except for ordinary wear and tear or damage without fault or liability of IHSAA.

12. **ASSIGNMENT AND SUBLETTING.** No assignment or subletting, shall be effective without the prior written consent of the City.

13. **INSURANCE.**

a) **PROPERTY INSURANCE.** The City and IHSAA agree to insure their respective real and personal property for the full insurable value. Such insurance shall cover losses included in the Insurance Services Office Broad Form Causes of Loss.

b) **LIABILITY INSURANCE,** IHSAA shall obtain commercial general liability insurance in the amounts of \$2,000,000 liability insurance for each occurrence and \$3,000,000 liability insurance as aggregate. This policy shall be endorsed to include the City as an additional insured and proof provided to City 30 days prior to the lease beginning.

14. **LIABILITY FOR DAMAGE.** Each party shall be liable to the other for all damage to the property of the other negligently, recklessly or intentionally caused by that party (or their agents, employees or invitees).

15. **INDEMNITY.** Except for any negligence of the City, IHSAA will protect, defend, and indemnify the City from and against any and all loss, costs, damage and expenses occasioned by, or arising out of, any accident or other occurrence causing or inflicting injury or damage to any person or property, happening or done in, upon or about the premises or due directly or indirectly to the tenancy, use or occupancy there, or any part thereof by IHSAA or any person claiming through or under IHSAA.

16. **DAMAGES.** In the event of damage to the premises, so that IHSAA is unable to conduct the tournament on the premises, this lease may be terminated at the option of either party. Such termination shall be effected by notice of one party to the other and both parties shall thereafter be released from all future obligations hereunder. In the event that the damage to the premises is not due to the actions of the IHSAA, its employees, invitees, or patrons, the IHSAA shall receive a refund of any rental payment made to the City.

17. **MECHANICS' LIENS.** Neither IHSAA, nor anyone claiming by, through, or under IHSAA, shall have the right to file any mechanic's lien against the premises. IHSAA shall give notice in advance to all contractors and subcontractors who may furnish, or agree to furnish, any material, service or labor for any improvement on the premises.

The IHSAA shall not incur any expense on behalf of the City nor is the IHSAA

authorized in any fashion to contract with third parties on behalf of the City.

18. DEFAULT, NOTICE OF DEFAULT AND REMEDIES.

EVENTS OF DEFAULT

Each of the following shall constitute an event of default by the IHSAA; 1) Failure to pay rent when due; 2) failure to observe or perform any duties, obligations, agreements, or conditions, imposed on the City or the IHSAA pursuant to the terms of the lease; 3) abandonment of the premises.

REMEDIES

In the event the City or the IHSAA has not remedied a default in a timely manner following a Notice of Default, the IHSAA or the City may proceed with all available remedies at law or in equity, including but not limited to the following: 1) Termination. Either party may declare this lease to be terminated and shall give the other party a written notice of such termination. In the event of termination of this lease by default of the IHSAA, the City shall be entitled to prove claim for and obtain judgment against the IHSAA for the balance of the rent agreed to be paid for the term herein provided, plus all expenses of the City in regaining possession of the premises and the reletting thereof, including attorney's fees and court costs, crediting against such claim, however, any amount obtained by reason of such reletting; 2) Forfeiture. If a default is not remedied in a timely manner, the City may then declare this lease to be forfeited and shall give IHSAA a written notice of such forfeiture, and may, at the time, give IHSAA the notice to quit provided for in Chapter 648 of the Code of Iowa.

19. ADVERTISING. Advertising, such as signs, banners, tarps, flags, fence coverings or any other display of advertising is prohibited unless agreed upon by the parties. The City may decorate the exterior wrought iron fence, and grandstand with red, white and blue bunting or other non-advertising enhancements or decorations.

20. NOTICES AND DEMANDS. All notices shall be given to the parties hereto at the addresses designated unless either party notifies the other, in writing, of a different address. Without prejudice to any other method of notifying a party in writing or making a demand or other communication, such notice shall be considered given under the terms of this lease when it is deposited in the U.S. Mail, registered or certified, properly addressed, return receipt requested and postage prepaid.

21. PROVISIONS BINDING. Each and every covenant and agreement herein contained shall extend to and be binding upon the respective successors, heirs, administrators, executors and assigns of the parties hereto.

22. **CERTIFICATION.** The IHSAA certifies that it is 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 it is not engaged in this transaction, directly or indirectly on behalf of, or instigating or facilitation this transaction, directly or indirectly on behalf of, any such person, group, entity or nation. The IHSAA hereby agrees to defend, indemnify and hold harmless the City from and against any and all claims, damages, losses, risks, liabilities and expenses (including attorney's fees and costs) arising from or related to any breach of the foregoing certification.

CITY OF CARROLL, IOWA

IOWA HIGH SCHOOL ATHLETIC
ASSOCIATION



By: _____

Gerald H. Fleshner Mayor
627 N Adams Street
Carroll, IA 51401

LANDLORD

By: _____

Tom Keating, Executive Director
1605 Story Street
Boone, IA 50036

TENANT

ATTEST:

By: _____

Laura Schaefer, Clerk

City of Carroll


627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Honorable Mayor and City Council Members

FROM: Aaron Kooiker, City Manager 

DATE: April 8, 2025

SUBJECT: Community Catalyst Building Remediation Program Grant Application

- SCAC LLC – 224 W 5th Street

In the past year, Council allocated Local Option Sales Tax (LOST) collections to allow the City to apply for a Community Catalyst Building Remediation Program Grant (Grant) from Iowa Economic Development Authority (IEDA). This Grant had been utilized to renovate the former JCPenney building located at 504 N Adams Street.

There is a request to apply for another Grant to remodel the building space formerly occupied by The Flower Garden & Gift Shoppe at the corner of W 5th Street and N Carroll Street. The City would fund \$100,000 and IEDA would also fund \$100,000 for the improvements to this building, particularly the improvements along the W 5th Street side of the building. This Grant is a competitive grant. IEDA will make a final decision to award this Grant; however, the City needs to agree to the funding for the application to continue.

As in the past, the funding could come from the fund balance of LOST Fund with reimbursement from tax increment financing (TIF) collections from the Downtown Urban Renewal Area.

RECOMMENDATION: Mayor and Council consideration and approval to allocate \$100,000 from Local Option Sales Tax (LOST) collections and for the Mayor to sign on behalf of the City the Letter of Intent to Participate and the Project Assurances for the Iowa Economic Development Authority's Community Catalyst Building Remediation Program Grant for SCAC LLC's remodeling project located at 224 W 5th Street.

City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

April 14, 2025

The City of Carroll supports application to the Iowa Economic Development Authority for a Community Catalyst Building Remediation Program Grant. We further state that representatives of the city council and local building and/or fire code officials who may be responsible for inspection of project properties have reviewed the project proposal.

We further agree that all historically significant properties submitted for consideration in this application will comply with the Secretary of Interior's Standards for historic property rehabilitation.

Signature of Mayor

Date

Signature of Applicable Sub-recipient

Date

PROJECT ASSURANCES:

Name of Property Owner: Spenser + April Coppock / SCAC LLC

Address of Project Property: 224 W 5th St Carroll IA 51401

As rightful owner(s), developer(s), and/or responsible entity(s), we: *(check boxes to confirm)*

Agree to the submission of the Iowa Economic Development Authority (IEDA) Grant application for the benefit of the above-named property/project.

Agree to all terms and conditions defined in the IEDA Grant application.

Agree to provide the specified cash match documented in the application.

Understand that grant funds are made as a reimbursement and understand that we must complete the proposed scope of work for the project before receiving final reimbursement of grant funds. We understand a representative of IEDA will conduct an on-site final inspection of the project before approval of final reimbursement payment. We agree to work through the local government program for reimbursement requests.

Agree to notify local grant recipient AND IEDA regarding changes in scope of work that may occur during construction that vary from the proposed plans submitted in the grant application.

Understand that any significant deviation/changes from the submitted proposed designs without approval from IEDA may jeopardize the grant award.

Agree to abide by state and federal civil rights requirements which bars discrimination against any employee, applicant for employment, or any person participating in any sponsored program on the basis of race, creed, color, national origin, religion, sex, age, physical or mental disability.

Agree to maintain safe and sanitary working conditions and compensation for employment no less than minimum wage.

Understand that IEDA reserves the right to use information relevant to the project in case studies, program marketing, etc.

I am aware of the Secretary of the Interior's Standards for the Treatment of Historic Properties and it is our desire to follow best practices for preservation and rehabilitation throughout the project.

I agree to conform with the Americans with Disability Act.

I agree to conform with all local building codes and regulations.

I agree to conform with all local design guidelines and design review processes (if applicable).

By signing this Project Assurances document, we certify the information presented above, and in the application and attachments, to be true and correct to the best of the entity's knowledge.

Property Owner: April Coppock / owner / SCAC LLC
Spenser Coppock / owner / SCAC LLC
Type/Print Name and Title

City Representative (grant recipient):

Type/Print Name and Title

Spenser Coppock April Coppock
Signature

Signature:

Date: 2-19-25

Date: _____



City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

MEMO TO: Aaron Kooiker, City Manager 
FROM: Dan Hannasch, Fire Chief and Building/Fire Safety Official 
DATE: April 8, 2025
SUBJECT: Sale of Fire Rescue Vehicle

With the purchase of the new fire rescue vehicle, the Fire Department will remove from service a 2003 International Fire Rescue Vehicle and put it up for sale. Per City Policy 0304, Sale of Surplus City Property, the vehicle shall be offered for sale by sealed bids or auction. As soon as we can get the equipment moved to the new vehicle and the unit is completely ready, we will solicit sealed bids with the reserve set at \$185,000.00 which was suggested by Toyne Fire. After reviewing other options, sealed bids appear to be the best way to dispose of the vehicle.

1. The rescue vehicle shall be sold to the highest bidder by sealed bid, as-is, with no warranty, expressed or implied.
2. Emergency lights, sirens, radio, pre-connected hoses and Carroll Fire Department identifying markers to be removed by seller. Note: If sold to a municipality for fire department use, lights and sirens will remain with rescue the vehicle.
3. The rescue vehicle will be offered for viewing April 15, 2025, through April 29, 2025, by appointment with the Fire Chief (712-775-2028).
4. Sealed bids shall be submitted, on bid forms provided by the City, and received in the office of the City Clerk no later than 1:00 P.M. on Wednesday, April 30, 2025. Bids will be opened at that time.
5. Subject to Council approval of the highest bid at the May 12, 2025, meeting, payment and possession of the rescue vehicle shall occur on or before Friday, May 16, 2025.
6. The City may reject any and all bids.

RECOMMENDATION: Motion to dispose of the surplus 2003 International Fire Rescue Vehicle by sealed bid.

CARROLL PUBLIC LIBRARY MONTHLY ACTIVITY REPORT

February 2025



Monthly Statistics:		Adult/Family Program Attendance:		Children's Programs:	
		Crafty Library Ladies (4)	36	Storytime (8)	105
Total Print Circulation	6,715	Trivia Night	9	Craft Kits	50
BRIDGES Circulation	1,867	NAMI (4)	32	Coloring Pages	200
Blackstone Unlimited	3	Tech Friday	3	Book Visits (15)	257
Public Computer Use	204	Book Clubs (2)	17	Read, Play, Grow	3
Wi-Fi Use	545	Virtual Author Talks (3)	18	Drop-offs – daycare/school	2
Website Visits	5,335*	Carroll County: Ducks	10		
Daily Times Herald Archive	4,020*	Alzheimer's Support Group	5	Fairview Outreach (15)	285
Breda & Glidden News	475*	Read-a-Loud (4)	41	Maker Day: Shapes	43
Consumer Reports	202	Bingo	0	Jeff STEM Classes (4)	12
Learning Express	5	Coffee & Coloring (2)	45	Ozobots	3
Freegal	620	Euchre Night	0		
Kanopy	71	Cribbage	3	Dungeons & Dragons	10
Transparent Language	1	Chess & Checkers	0	Teen Book Club	0
LinkedIn Learning	0	Ag Coffee: Beef Health	2	CMS Book Club (4)	19
Brainfuse	0	Card Games	6	CMS Lego Club (3)	58
Niche Academy	10	Judy P Classes (4)	12	Valentines for Seniors	160
Virtual Author Talks	1,204	Thread Headz Quilters	8	Beanstack (47 completed)	83
February Program Guides	175	Documentary Showing	13	Puzzles (9 completed)	54
		Senior Book Drops	6	Study Room Use	88
Total Resources Utilized	21,452	Puzzle Competition	19	Meeting Room Use	34
		Maker Space: Valentines	7	Makers/Craft Room Use	34
		Afternoon Movie	4	Curbside Pickup	7
		Spoken Word Poetry	11		
Members Saved		\$95,310.97	Total Program Attendance		1,814
Members Saved Calendar 2025		\$201,957.86	Monthly Door Count		3,494
Members Saved FY25 to Date		\$895,162.36	New Library Cards Issued		31

*The statistics for our website visits, Daily Times Herald Archive, and Breda & Glidden News usage were unavailable again this month, so November's numbers were used.

Special activities/accomplishments:

- 1) Programs:** The weather in February played a substantial role in program attendance – a great example of that was Euchre Night being hosted during a snowstorm which resulted in no attendance. We also offered less programs at Fairview because one of our visit days was a late start, so we had 3 classes that day instead of our typical 6 classes.
- 2) Passive Programs:** Valentines for Seniors were delivered to local senior living centers. This was the third year we offered the Cozy Up reading challenge on Beanstack open to all ages of library patrons, which involved reading 10 books in January and February.
- 3) Study Rooms/Meeting Room Use:** On top of library sponsored programs, meeting rooms and study rooms have been used for tutoring sessions, ACT prep, business meetings, health management classes, support groups, meetings for State of Iowa agencies, supervised visitations, military entrance exams, homeschool groups, and community groups. We are happy to be the meeting place for such a variety of groups and individuals.

Director's Report

March 2025



Library Closures: The library was closed on Wednesday, March 5 due to the weather. The City of Carroll offices were not closed, so full-time library staff used vacation time for that day.

The library will be closing at 2 pm on Friday, April 18, in observance of the city's half-day holiday for Good Friday. Full-time library employees will work 4-hour shifts that day. The board also approved closing the library on Saturday, April 19, to allow employees to celebrate Easter with their families.

FY2026 Budget: Suzi Olberding, the director at the Glidden Public Library, and I presented our funding request to the Carroll County Supervisors at their meeting on Tuesday, February 18. The Carroll Public Library requested to increase our funding to \$44,000 for FY2026, which is the funding amount for FY2024; our funding was decreased to \$40,000 for FY2025. The Glidden, Manning, and Coon Rapids Public Libraries requested to keep their funding constant for FY2026. The Carroll County Supervisors voted on February 20, 2025, to keep the library funding the same in FY2026 as it was in FY2025.

The City of Carroll is continuing through their budget process by scheduling a public hearing before the next city council meeting.

State of Iowa Law Legislation: The bills that deal with libraries for this legislative session:

House File 521 & Companion Senate File 235 – this bill would repeal the obscenity exemption for public libraries and educational institutions. This would repeal the section that states “Code chapter 728 does not prohibit the attendance of minors at an exhibition or display of art works or the use of any materials in any public library.”

House File 880 & Companion Senate File 238 – this bill would make libraries that are dues-paying members of a nonprofit organization that operates either statewide or nationally that promote legislation for libraries or engages in advocacy efforts to be ineligible for funding from the Enrich Iowa program. Enrich Iowa funds would include Open Access, Interlibrary Loan Reimbursement, and Direct State Aid.

Outreach: March marks the end of the Carroll Middle School Lego Club and Book Club. These programs were a lot of fun, and I will work with middle school administration for plans to continue these programs during the next school year. With this outreach ending, it gives staff more time to prepare for field trips and summer reading preparation.

The library's other outreach programs include dropping off books to seniors and preschools/daycares, book visits to local daycare centers, and our library programs at Fairview Elementary will continue through May. During the summer the daycare centers come to the library for their book visits.

Furniture: The new round tables for the puzzle and newspaper reading section as well as the new Maker Space table were delivered and installed by Stones this month. These tables replaced the white rectangular tables taken from the large meeting room that we were using in those areas. The round tables seem to fit better in their spaces while allowing patrons plenty of room to spread out their materials. Several of the

puzzlers have commented that the round table makes it easier for multiple people to work on the puzzle and there is more room to spread out their puzzle pieces. The Maker Space table was used to replace the adjustable table that housed the Maker Space computer and 3D printer. After talking to Jeff Halbur, he thinks this table will be better for the 3D printer as it is more of a sturdy surface and 3D printers do not function as well with even small movements while printing.

Building & Grounds Updates: City employees were able to look at the sidewalk behind the library leading to the employee parking lot to assess it for spaces where the concrete was uneven. They were able to fix those spaces which showed slight variations.

Carroll Glass was called to the library to work on both sets of our front doors. The inner set was rubbing on the top of the door jamb causing the door to get stuck and not close fully. They were able to help with the issue but not eliminate it completely. The outer set of doors was getting stuck on the bottom, which was causing more of an issue when the door was not closing entirely. They were able to eliminate that issue.

Online Resources: Starting on February 12, we are highlighting one of the library's online resources each week on our Facebook page to make sure our patrons are aware of these resources and hopefully increase their usage. I monitor and report usage of these resources monthly and I am hoping to see if this will impact usage before the renewal date comes up for these resources. So far, the resources that have been featured are Brainfuse, Niche Academy, LinkedIn Learning, Transparent Language, and Blackstone Unlimited.

I have been working on getting a weekly library newsletter out to patrons to help them know about new library materials and upcoming events. This newsletter, purchased through Wowbrary, will generate automatically and be sent each week to patrons who sign up for the service. I am in the process of adding email addresses provided to us for library communication to the newsletter list and we will also be letting patrons know they can sign up for this newsletter.

Library Foundation Update: At the last meeting of the library foundation on March 6, the foundation approved the purchase of library shelving to replace the front-facing shelves throughout the library. This will help with the overcrowding, especially in the children's section. Those shelves have been ordered through Library Furniture International, and I have submitted the dimension verification for each of the shelves ordered.

I hosted a presentation on the NEA Big Reads grant here on Wednesday, March 12 to explain the program and requirements to individuals from various community groups in the Carroll area. We did have a representative from the library board and the library foundation in attendance. Some of the groups that expressed interest were unable to attend this presentation, so I will be reaching out to them about what we would be asking for with their participation. Notably, the Carroll Community School and Kuemper Catholic School representatives were not in attendance. Since the timeframe will probably be the most restrictive for the schools, I will be sending them the slides from my presentation and seeing if they would be interested in hosting some book discussions and creative writing sessions for their schools.

Board of Trustees Education: There is no continuing education for this month, but we will be discussing the book "I Work at a Public Library" by Gina Sheridan at the April board meeting. Copies will be made available at the March board meeting or at the main circulation desk. Starting in May we will be discussing a chapter each month from the Library Trustee Handbook, which is a good refresher for board members who have served for a while and good information to inform our newer board members.

Programs: Looking ahead to April, we have a few special programs above and beyond our regularly scheduled programming:

April 2: Libby and Blackstone Unlimited Apps Class
April 5: Safari Day: 3 Giraffe Tours
April 7: Friends of the Library Only – White Elephant Bingo
April 8: Trivia Night
April 9: Game Night – Euchre
April 10: Seed Paper with Carroll County Conservation
April 12: Snap Circuits with Jeff and Marilyn
April 14: Ag Coffee with ISU Extension – Container Gardening
April 14: Multilingual Night with Latinos in Action
April 17: Native Plantings with Carroll County Conservation
April 21: Maker Day with ISU Extension – Summer Celebrations
April 24: Game Night – Cribbage
April 25: Read, Play, Grow
April 25: Tech Friday
April 28: Homeschool Maker Space – STEM with Jeff and Marilyn
April 29: Rosies of Iowa with Linda McCann
April 30: Healthcare Marketplace 101 with Ann Renken

Library Board Minutes

March 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, Marsha Nuckels, Wes Treadway, and Keith Cook. Trustees absent: Julie Perkins and Summer Parrott. Also present: Director Wendy Johnson.

Vice President Cook called the meeting to order at 5:15pm. It was moved by Schmidt and seconded by Hogue to approve the agenda. All voted aye. Nays: none. Abstain: none. Absent: Perkins and Parrott. Motion passed 7-0.

Minutes Approval: It was moved by Treadway to approve the minutes from February 17th. The motion was seconded by von Qualen. All voted aye. Nays: none. Abstain: none. Absent: Perkins and Parrott. Motion passed 7-0.

Financials/Approval of bills: Nuckels motioned to approve bills with a second by Schmidt. All voted aye. Nays: none. Abstain: none. Absent: Perkins and Parrott. Motion passed 7-0.

Public Comment: none

Old Business: none

New Business:

Art Display Policy: reviewed the proposed Art Display Policy, Schmidt motioned with a second from Treadway to approve the Art Display Policy and Exhibit Application and Release Form. All voted aye. Nays: none. Abstain: none. Absent: Perkins and Parrott. Motion passed 7-0.

Director's Report: New furniture has been purchased, and some is already in use. The CMS Lego and book clubs are ending for the year, looking forward to doing them again next year. The library will be closed on Saturday 4/19 for the holiday weekend. The library email newsletter is in a pilot phase, with email addresses being added. Highlighting the library's online resources continues to be a focus and the meeting/study rooms are being used regularly for a variety of groups.

Strategic Plan Review: Johnson advised the Board on what goals have been completed and the ones in progress. No board action taken.

Policy Review: Johnson went over two policies (Maker Space and Study Room Use), after review, Auen motioned with a second by Schmidt to approve the revised Maker Space Policy. Treadway motioned with a second by Nuckels to approve the revised Study Room Use Policy. All voted aye on both motions. Nays: none. Abstain: none Absent: Perkins and Parrott. Both motions passed 7-0.

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

Agenda Items for Next Meeting: Library Board Photo and Library Board Continuing Education: I Work at a Public Library Discussion

Adjourn: Hogue motioned to adjourn at 6:27pm with a second from Treadway. All voted aye. Nays: none. Abstain: none. Absent: Perkins and Parrott. Motion passed 7-0.

Next Regular meeting- 5:15pm April 21, 2025, at Carroll Public Library: Community Meeting Room—118 E. 5th St, Carroll, IA 51401.

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CIVIL SERVICE COMMISSION
MINUTES OF APRIL 7, 2025

The City of Carroll Civil Service Commission met on Monday, April 7, 2025, at 8:00 A.M. in Carroll Police Department Training Room. Members present: Phil Markway, Chairperson, Todd Bierl, and Sheri Mertz. Absent: None. Also present: Police Chief Brad Burke and City Clerk Laura Schaefer.

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It was moved by Bierl, seconded by Mertz, to approve the minutes of the February 21, 2025 meeting, as written. All present voted aye. Absent: None. Motion carried 3-0.

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It was moved by Mertz, seconded by Markway, that based on Chapter 5, Section 3 of the Civil Service Commission Rules & Regulations and with information provided by Chief Burke in his objections in the appointment of Isaiah Goetz, the Commission determined sufficient cause to remove the named individual from the current Civil Service list. All present voted aye. Absent: None. Motion carried 3-0.

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It was moved by Bierl, seconded by Markway, that based on Chapter 5, Section 3 of the Civil Service Commission Rules & Regulations and with information provided by Chief Burke in his objections in the appointment of Michael Heffernan, the Commission determined sufficient cause to remove the named individual from the current Civil Service list. All present voted aye. Absent: None. Motion carried 3-0.

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It was moved by Mertz, seconded by Bierl, to adjourn at 8:15 A.M. All present voted aye. Absent: None. Motion carried 3-0.

ATTEST:

Phil Markway, Chairperson

Laura A. Schaefer, City Clerk

PARKS, RECREATION AND CULTURAL ADVISORY BOARD MEETING MINUTES
April 7, 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, Casey Berlau and Sheila Dentlinger. Absent: Jamie Venteicher and Chase Werden. Staff Present: Chad Tiemeyer. Council Member: Lavern Dirx

The meeting was called to order at 5:15 P.M.

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

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It was moved by Sporrer and seconded by Lawson to approve the March 3, 2025 minutes. All present voted aye. Nays: none. Abstain: none. Absent: Venteicher and Werden. Motion carried 7-0

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Public Comments: None present.

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Director of Parks and Recreation Report: Tiemeyer discussed losing Parks Superintendent Tom Weber. Tom's position has been publicized and will be reviewing applications at the end of the month.

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2025 Parks and Open Spaces Projects: Grant and Connor joined us to discuss an Eagle Scout Project for this Summer. They want to refurbish an art piece and rehome the structure. The piece was made in 1981 in partnership with the art council. This piece will be repainted and moved to one of three spots at the PRCAB's choice. Some restoration and concrete work will need to be done. Ross motioned for Grant and Connor to move forward with the project and to place it at the REC. Second by Ludwig. All present voted Aye. Nays: none. Abstain: none. Absent: Venteicher and Werden. Motion carried 7-0.

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Tiemeyer discussed Cemetery rates as we continue to review pricing across all aspects of Parks and Rec. Tiemeyer had a full packet of information but was lost just before the meeting on his computer. Tiemeyer highlighted the changes he wanted to make after working with several other cemeteries around the state. The main highlights include changing the hours when funerals can be held, many outside of the community funeral homes have been extending hours past normal working hours during weekdays, causing the City to pay overtime. Changing it from weekends to Saturdays only. Carroll funeral homes don't allow Sunday burials, but some outside agencies have in the past.

No openings or closings on city holidays. Adding winter rates: due to the amount and cost of propane to thaw out spaces, adding a small charge will help offset these costs. Tiemeyer also added a few new charges such as: double cremations (two people in one urn, only one opening/closing, but double the paperwork), urns set in stones/benches instead of a true opening or closing, new pricing for disinterment. Tiemeyer will re-do the informational memo and send it back to PRCAB for review. No motion needed.

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Motion by Ross to adjourn the meeting. Second by Lawson. All present voted Aye. Nays: none. Abstain: none. Absent: Venteicher and Werden. Motion carried 7-0.