



## City Council Meeting

Monday, June 23, 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. Mental Health Awareness Discussion - Dr. Amy Canuso, St. Anthony Regional Hospital
4. Consent Agenda
  - a. Approval of Minutes of the June 9, 2025 Meeting
  - b. Approval of Bills and Claims
  - c. Licenses and Permits:

- None

#### 5. 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.

#### 6. Ordinances

- a. An Ordinance Amending the Code of Ordinances of the City of Carroll, Iowa, by Amending Provisions Pertaining to Water Rates - Third Reading

Also see item 6.c - [May 12, 2025](#) - Water Rates - First Reading

and item 5.c - [May 27, 2025](#) - Water Rates - Second Reading

and item 6.a - [June 9, 2025](#) - Water Rates - Third Reading (postponed)

- b. Carroll City Ordinance Chapter 122 Amendment - Mobile Food Vehicles, Peddlers,

## **Solicitors, and Transient Merchants - Second Reading**

Also see item 6.c - [June 9, 2025](#) - Carroll City Ordinance Chapter 122 Amendment - Mobile Food Vehicles, Peddlers, Solicitors, and Transient Merchants - First Reading

## **7. Resolutions**

### **a. Amended Purchasing Policy No. 0501**

### **b. 2025 Downtown Façade Grant Program**

- 2025 Carroll Downtown Façade Improvement Grants
- Resolution Authorizing Advancement of Costs for an Urban Renewal Project and Certification of Expenses Incurred by the City for Payment under Iowa Code Section 403.19

See also item 9.a - [April 22, 2024](#) - Downtown Assessment Report Recommendations

## **8. Reports**

### **a. CBD Street Resurfacing - 2024 - Change Order No. 2**

Also see item 8.b - [December 11, 2023](#) - CBD Street Resurfacing - 2024 - Agreement for Consulting Services

And item 6.c - [May 28, 2024](#) - Public Hearing on Plans, Specifications, Form of Contract and Estimated Cost and Consideration of Adoption of Plans, Specifications, Form of Contract and Estimated Cost

And item 7.a - [June 10, 2024](#) - CBD Street Resurfacing - 2024 - Report of Proposal Opening - Consideration of Award of Contract

And item 7.b - [June 10, 2024](#) - CBD Street Resurfacing - 2024 - Consulting Services Agreement Amendment

and item 7.a - [July 8, 2024](#) - CBD Street Resurfacing - 2024 - Great Western Parking Lot

and item 7.a - [August 12, 2024](#) - CBD Street Resurfacing - 2024 - Consulting Services Agreement Amendment No. 2

and item 7.b - [August 12, 2024](#) - CBD Street Resurfacing - 2024 - Construction Materials Testing Proposal

and item 3 - [August 14, 2024](#) - Court Street LLC Alley Replacement Request

and item 7.c - [February 10, 2025](#) - CBD Street Resurfacing - 2024 - Change Order No. 1

### **b. CBD Street Resurfacing - 2024 - Certificate of Completion**

## **9. Committee Reports (Informational Only)**

## **10. Comments from the Mayor**

## **11. Comments from the City Council**

## **12. Comments from the City Manager**

## **13. Adjourn**

July Meetings:

- \* Board of Adjustment - July 7, 2025 - City Hall - 627 N Adams St
- \* Planning and Zoning Commission – July 9, 2025 – City Hall - 627 N Adams St
- \* City Council – July 14, 2025 – City Hall – 627 N Adams St
- \* Airport Commission – July 14, 2025 – Airport Terminal Building - 21177 Quail Ave
- \* Library Board of Trustees – July 21, 2025 – Carroll Public Library – 118 E 5th St

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

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

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| Agenda published on 06/19/2025 at 2:16 PM

COUNCIL MEETING

JUNE 9, 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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Jeff Cullen, Carroll County Emergency Management Agency Coordinator, updated Council on Carroll County Emergency Management activities. 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 May 27, 2025 meeting, as written; b) bills and claims in the amount of \$3,270,018.68; c) Licenses and Permits: Renewal of Special Class “C” Retail Alcohol License – *Pizza Hut*, Renewal of Class “C” Retail Alcohol License – *Brothers on Main*, Renewal of Class “B” Retail Alcohol License – *Drees Oil Co., Inc.* and Cigarette Permits for the following: Beer Thirty, Carroll’s Tobacco Outlet Plus LLC, Casey’s General Store #3082, Casey’s General Store #3025, Dollar General #2756, Drees Oil Co., Inc., Fareway Stores, Inc. #409, Golf Services, LLC, Greenleaf Tobacco, Hy-Vee Food Store, Hy-Vee Fast and Fresh Express, Kimmes Carroll Country Store 1, Kimmes Carroll Country Store 2, Kimmes Country Store #15, Sparky’s One Stop #25, Sparky’s One Stop #29, The Vaped Ape, Walgreens #10770, and Wal-Mart Supercenter #1787 ; d) Acceptance of Tobacco Settlements Agreements for Hy-Vee Fast & Fresh and Hy-Vee Food Store; and e) Council appointment of Jean Ludwig (re-appointment), Sheila Dentlinger (re-appointment) and Collin Mowrey (new appointment) all to the Parks, Recreation and Cultural Advisory Board for 3-year terms to expire May 31, 2028). On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

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Barry Bruner, Carroll Athletic Association representative, addressed Council regarding Merchants Park. No Council action taken.

Jared Corson, Carroll resident, addressed Council about the intersection of 11<sup>th</sup> Street and Vine Street. No Council action taken.

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It was moved by Atherton, seconded by Schreck, to postpone the third reading of an ordinance amending water rates. Randy Toft, Carroll resident, addressed Council on this issue. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

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

It was moved by Schreck, seconded by Bordenaro, to adopt said Ordinance No. 2508. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

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It was moved by Atherton, seconded by Schreck, to approve the first reading of an ordinance to amend City Code Chapter 122, Mobile Food Vehicles, Peddlers, Solicitors and Transient Merchants with a permit fee. 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 Dirkx, to approve Resolution No. 25-32, Contracts for Liability, Property and Workers' Compensation Insurance Coverages. Josh Axman, Mid Iowa Insurance Agent, 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 Siemann, seconded by Bordenaro, to Resolution No. 25-33, FY 2025/2026 Salary Resolution. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

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It was moved by Bordenaro, seconded by Atherton, to adjourn at 6:06 p.m. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

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Gerald H. Fleshner, Mayor

ATTEST:

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Laura A. Schaefer, City Clerk



Carroll, IA

## COUNCIL CLAIMS 06/23/2025

By Vendor Name

Payment Dates 6/10/2025 - 6/23/2025

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
<b>Vendor: 001720 - ACCESS SYSTEMS</b>				
INV1792725	RC - COPIER CONTRACT			176.77
INV1792725	CITY HALL - COPIER CONTRACT			139.17
INV1792725	WATER - COPIER CONTRACT			19.41
<b>Vendor 001720 - ACCESS SYSTEMS Total:</b>				<b>335.35</b>
<b>Vendor: 001704 - ACCO</b>				
0253089-IN	RC - POOL ACID			896.00
0253090-IN	AQUATIC - POOL CHEMICALS			1,025.80
0253720-IN	AQUATIC - POOL CHEMICALS			2,959.27
<b>Vendor 001704 - ACCO Total:</b>				<b>4,881.07</b>
<b>Vendor: 003958 - ADB SAFEGATE AMERICAS LLC</b>				
90176214	AIRPORT - RUNWAY LIGHTS	134167	06/11/2025	79.56
<b>Vendor 003958 - ADB SAFEGATE AMERICAS LLC Total:</b>				<b>79.56</b>
<b>Vendor: 036297 - AIDEN HANDLOS</b>				
INV0002047	LP - KICK IT UP SOCCER OFFICI...			150.00
<b>Vendor 036297 - AIDEN HANDLOS Total:</b>				<b>150.00</b>
<b>Vendor: 002816 - ALL PRO DOOR COMPANY</b>				
24482	WATER - GARAGE DOOR OPE...			950.00
<b>Vendor 002816 - ALL PRO DOOR COMPANY Total:</b>				<b>950.00</b>
<b>Vendor: 012650 - ALLIANT ENERGY-IES UTILIT</b>				
INV0002038	GAS BILLS	134175	06/12/2025	49.76
INV0002038	GAS BILLS	134175	06/12/2025	148.12
INV0002038	GAS BILLS	134175	06/12/2025	106.02
INV0002038	GAS BILLS	134175	06/12/2025	74.64
INV0002038	GAS BILLS	134175	06/12/2025	73.61
INV0002038	GAS BILLS	134175	06/12/2025	107.56
INV0002038	GAS BILLS	134175	06/12/2025	1,938.29
INV0002038	GAS BILLS	134175	06/12/2025	35.52
INV0002038	GAS BILLS	134175	06/12/2025	33.53
INV0002038	GAS BILLS	134175	06/12/2025	40.58
INV0002038	GAS BILLS	134175	06/12/2025	45.88
INV0002038	GAS BILLS	134175	06/12/2025	75.97
INV0002038	GAS BILLS	134175	06/12/2025	1,575.70
<b>Vendor 012650 - ALLIANT ENERGY-IES UTILIT Total:</b>				<b>4,305.18</b>
<b>Vendor: 004050 - AL'S CORNER OIL COMPANY</b>				
28255	MP ICE FOR ICCAC TOURNEY			59.70
<b>Vendor 004050 - AL'S CORNER OIL COMPANY Total:</b>				<b>59.70</b>
<b>Vendor: 002280 - AMERICAN PUBLIC WORKS ASSN</b>				
000887954	APWA MEMBERSHIP DUES			409.00
<b>Vendor 002280 - AMERICAN PUBLIC WORKS ASSN Total:</b>				<b>409.00</b>
<b>Vendor: 036299 - ANDREW G'SELL</b>				
INV0002055	LP - KICK IT UP SOCCER OFFICI...			255.00
<b>Vendor 036299 - ANDREW G'SELL Total:</b>				<b>255.00</b>
<b>Vendor: 002650 - ANIMAL RESCUE OF CARROLL</b>				
INV0002026	FY 25 FUNDING REQUEST			5,000.00
<b>Vendor 002650 - ANIMAL RESCUE OF CARROLL Total:</b>				<b>5,000.00</b>
<b>Vendor: 036417 - ANTHONY VONNAHME</b>				
INV0002080	LP - KICK IT UP SOCCER OFFICI...			90.00
<b>Vendor 036417 - ANTHONY VONNAHME Total:</b>				<b>90.00</b>
<b>Vendor: 002370 - ARNOLD MOTOR SUPPLY</b>				
07NV161288	GARAGE - VELCRO FASTENERS			142.46

## COUNCIL CLAIMS 06/23/2025

Payment Dates: 6/10/2025 - 6/23/2025

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
07NV161502	GARAGE - SOCKET TRAY			288.98
07NV161716	WWTP - FLOOR DRY			38.36
Vendor 002370 - ARNOLD MOTOR SUPPLY Total:				469.80
Vendor: 036283 - ASCENDANCE TRUCKS MIDWEST LLC				
XA302004332.01	SEWER - AIR COMPRESSOR DI...			1,168.81
XA302004508.01	SEWER - AIR COMPRESSOR DI...			-547.30
Vendor 036283 - ASCENDANCE TRUCKS MIDWEST LLC Total:				621.51
Vendor: 002818 - BAKER AND TAYLOR INC.				
2039074597	LIBRARY - BOOKS	134182	06/18/2025	739.76
2039081720	LIBRARY - BOOKS	134182	06/18/2025	617.36
2039101778	LIBRARY - BOOKS	134182	06/18/2025	286.53
2039112930	LIBRARY - BOOKS	134182	06/18/2025	706.83
Vendor 002818 - BAKER AND TAYLOR INC. Total:				2,350.48
Vendor: 002826 - BARCO MUNICIPAL PRODUCTS INC				
IN-252156	RUT - SIGN STANDS & AUTO L...			1,606.02
Vendor 002826 - BARCO MUNICIPAL PRODUCTS INC Total:				1,606.02
Vendor: 000609 - BIERSCHBACH EQUIP & SUPPL				
150365	RUT - WHITE CONCRETE & CR...			512.00
148115	RUT - WHITE CONCRETE CURE			383.90
Vendor 000609 - BIERSCHBACH EQUIP & SUPPL Total:				895.90
Vendor: 001239 - BLUE VALLEY PUBLIC SAFETY INC				
1239	30TH ST WEATHER SIREN ANT...			605.06
Vendor 001239 - BLUE VALLEY PUBLIC SAFETY INC Total:				605.06
Vendor: 000949 - BOHLMANN INC.				
B17529	PARKS - MEMORIAL BENCH - ...			885.00
B17530	PARKS - MEMORIAL BENCH - C...			885.00
B17531	PARKS - BENCH PLAQUE - D A...			55.00
Vendor 000949 - BOHLMANN INC. Total:				1,825.00
Vendor: 003515 - BOMGAARS				
21519323	PW ADMIN - GPS ANTENNA R...			9.58
21522369	PARKS - CAR WASH, HITCH PIN...			69.97
21523392	GARAGE - CLEANERS PROTEC...			26.86
21523937	CBD - MIRACLE GRO FOR FLO...			374.75
21528251	GARAGE - AIR FRESHNER & CL...			55.74
21528296	GC - COUPLINGS, SAW BLADES...			31.67
21529666	SEWER - TRUCK #42 BALL MO...			189.99
21529822	SEWER - TRUCK #32 BALL MO...			-189.99
Vendor 003515 - BOMGAARS Total:				568.57
Vendor: 036411 - BRAYDN RUNNING				
INV0002062	LP - KICK IT UP SOCCER OFFICI...			25.00
Vendor 036411 - BRAYDN RUNNING Total:				25.00
Vendor: 036416 - BRODY HOLT GUNDERSON				
INV0002082	LP - KICK IT UP SOCCER OFFICI...			225.00
Vendor 036416 - BRODY HOLT GUNDERSON Total:				225.00
Vendor: 003693 - BRUNER & BRUNER				
5134	FIN - GENERAL ATTORNEY FEES			459.00
5135	PUBLIC WORKS ATTY FEES			85.00
5136	POLICE AND MAGISTRATE ATT...			697.00
5137	NUISANCE ATTORNEY FEES			554.00
Vendor 003693 - BRUNER & BRUNER Total:				1,795.00
Vendor: 003700 - BSN SPORTS INC.				
92976675	LP - SOFTBALLS FOR YOUTH P...			1,587.73
929898980	PARKS - STORAGE ROLLER FOR...			1,208.04
929991324	LP - CORNER FLAGS FOR SOFT...			336.46
Vendor 003700 - BSN SPORTS INC. Total:				3,132.23

## COUNCIL CLAIMS 06/23/2025

Payment Dates: 6/10/2025 - 6/23/2025

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
<b>Vendor: 004138 - CAPITAL SANITARY SUPPLY</b>				
R081638	PARKS - GARBAGE BAGS			91.98
R081639	PARKS - SOAP, TOWELS AND ...			459.92
R081650	GARAGE - PAPER TOWELS			110.86
R081674	RC - HAND TOWEL, TOILET PA...			220.59
R081685	PARKS - TOILET PAPER			66.02
R081716	PARKS - TOWELS, SOAP & GA...			320.66
R081726	PARKS - GARBAGE BAGS & DIS...			78.40
R081736	MALL RESTROOM - SOAP & TO...			132.98
<b>Vendor 004138 - CAPITAL SANITARY SUPPLY Total:</b>				<b>1,481.41</b>
<b>Vendor: 025028 - CAROL SCHOEPNER</b>				
INV0002030	AIRPORT - SECRETARY CONTR...	134171	06/11/2025	350.00
<b>Vendor 025028 - CAROL SCHOEPNER Total:</b>				<b>350.00</b>
<b>Vendor: 004122 - CARROLL AREA CHILD CARE</b>				
INV0002028	FY 25 FUNDING REQUEST			17,000.00
<b>Vendor 004122 - CARROLL AREA CHILD CARE Total:</b>				<b>17,000.00</b>
<b>Vendor: 000747 - CARROLL AUTO SUPPLY</b>				
412966	RUT - #20 FILTERS			21.23
412977	WATER - OIL CHANGE TRUCK ...			15.56
<b>Vendor 000747 - CARROLL AUTO SUPPLY Total:</b>				<b>36.79</b>
<b>Vendor: 004132 - CARROLL AVIATION INC.</b>				
INV0002031	AIRPORT - CONTRACT	134168	06/11/2025	7,235.00
INV0002069	AIRPORT - FLOWERS AND PAI...	134189	06/18/2025	131.84
<b>Vendor 004132 - CARROLL AVIATION INC. Total:</b>				<b>7,366.84</b>
<b>Vendor: 024005 - CARROLL EYE CARE ASSOC.</b>				
INV0002084	GARAGE - SAFETY GLASSES WI...			200.00
<b>Vendor 024005 - CARROLL EYE CARE ASSOC. Total:</b>				<b>200.00</b>
<b>Vendor: 002977 - CARROLL REFUSE SERVICE</b>				
341694	AIRPORT FEB. GARBAGE	134164	06/11/2025	68.83
355108	AIRPORT MAY GARBAGE	134164	06/11/2025	68.83
<b>Vendor 002977 - CARROLL REFUSE SERVICE Total:</b>				<b>137.66</b>
<b>Vendor: 004300 - CENTER POINT PUBLISHING</b>				
2173385	LIBRARY - BOOKS	134191	06/18/2025	4,199.76
<b>Vendor 004300 - CENTER POINT PUBLISHING Total:</b>				<b>4,199.76</b>
<b>Vendor: 004325 - CENTRAL IOWA DISTRIBUTING</b>				
308475	WWTP - TOWELS, GLOVES, TO...			618.00
<b>Vendor 004325 - CENTRAL IOWA DISTRIBUTING Total:</b>				<b>618.00</b>
<b>Vendor: 002998 - CENTURYLINK</b>				
INV0002064	WATER - BACKUP PHONE LINE	134183	06/18/2025	90.31
<b>Vendor 002998 - CENTURYLINK Total:</b>				<b>90.31</b>
<b>Vendor: 004137 - CHAMBER OF COMMERCE</b>				
4326	LIBRARY - PROGRAM PRIZES	134190	06/18/2025	200.00
INV0002027	CHAMBER TOURISM			11,590.00
<b>Vendor 004137 - CHAMBER OF COMMERCE Total:</b>				<b>11,790.00</b>
<b>Vendor: 036274 - CHARLES PHILLIP BADDING</b>				
INV0002048	LP - KICK IT UP SOCCER OFFICI...			185.00
<b>Vendor 036274 - CHARLES PHILLIP BADDING Total:</b>				<b>185.00</b>
<b>Vendor: 002867 - CINTAS FIRST AID &amp; SAFETY</b>				
5276035101	GARAGE - FIRST AID SUPPLIES			159.85
<b>Vendor 002867 - CINTAS FIRST AID &amp; SAFETY Total:</b>				<b>159.85</b>
<b>Vendor: 036415 - COLLIN VENTEICHER</b>				
INV0002075	PARKS - STEEL TOED BOOTS	134203	06/18/2025	85.60
<b>Vendor 036415 - COLLIN VENTEICHER Total:</b>				<b>85.60</b>



## COUNCIL CLAIMS 06/23/2025

Payment Dates: 6/10/2025 - 6/23/2025

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
Vendor: 001463 - COMMUNITY OF CONCERN				
INV0002025	FY 25 FUNDING REQUEST			5,820.00
Vendor 001463 - COMMUNITY OF CONCERN Total:				5,820.00
Vendor: 004836 - COMMUNITY OIL CO. INC.				
71116	AIRPORT - EQUIPMENT FUEL	134169	06/11/2025	1,359.45
27039A	RUT - BULK DEF			415.80
71389	CEMETERY - RED FUEL			1,004.85
Vendor 004836 - COMMUNITY OIL CO. INC. Total:				2,780.10
Vendor: 002071 - COMPUTER REPAIR & SERVICE				
20306	GARAGE - COMPUTER			1,580.00
20308	FIN - SONIC WALL W/5 YR SU...			4,217.60
20308	FIN - REMIT COMPUTER			1,090.00
Vendor 002071 - COMPUTER REPAIR & SERVICE Total:				6,887.60
Vendor: 001384 - COPY SYSTEMS INC.				
IN565765	PD - POSTAGE METER REPAIRS			4.19
IN565765	LIBRARY - POSTAGE METER R...			14.74
IN565765	FIN - POSTAGE METER REPAIRS			107.48
IN565765	WATER - POSTAGE METER RE...			58.69
IN565765	SEWER - POSTAGE METER RE...			0.15
Vendor 001384 - COPY SYSTEMS INC. Total:				185.25
Vendor: 003145 - CORE AND MAIN LP				
W706937	WATER - LEAD SERVICE LINE F...			652.49
X063177	WATER - OCTAVE METER, GA...			973.84
X144346	WATER - LEAD SERVICE LINE F...			86.50
Vendor 003145 - CORE AND MAIN LP Total:				1,712.83
Vendor: 003214 - CORE-MARK MIDCONTINENT INC.				
2173595	AQUATIC - CONCESSIONS			380.20
2176290	AQUATIC - CONCESSIONS			574.26
Vendor 003214 - CORE-MARK MIDCONTINENT INC. Total:				954.46
Vendor: 036409 - CURT SNYDER				
INV0002060	LP - KICK IT UP SOCCER OFFICI...			180.00
Vendor 036409 - CURT SNYDER Total:				180.00
Vendor: 005395 - D & K PRODUCTS				
07165CM	PARKS - STARTER FERTILIZER ...			-1,200.00
90344IN	MP - FUNGICIDE			2,466.60
90344IN	PARKS - HERBICIDE & FUNGIC...			2,623.30
90861IN	GC - TURF CHEMICALS			6,246.90
Vendor 005395 - D & K PRODUCTS Total:				10,136.80
Vendor: 036413 - DAVID CASAS				
INV0002074	LIBRARY - SUMMER READING ...	134202	06/18/2025	350.00
Vendor 036413 - DAVID CASAS Total:				350.00
Vendor: 036407 - DECATUR ELECTRICNOICS LLC				
4015	PD - HANDHELD RADAR EQUI...			1,908.00
Vendor 036407 - DECATUR ELECTRICNOICS LLC Total:				1,908.00
Vendor: 005615 - DEMCO EDUCATIONAL CORP.				
7659402	LIBRARY - BOOK PROCESSING...	134192	06/18/2025	663.49
Vendor 005615 - DEMCO EDUCATIONAL CORP. Total:				663.49
Vendor: 006270 - DREES HEATING & PLUMBING				
78569	RC - SECURITY SYSTEM REPAIRS			463.50
Vendor 006270 - DREES HEATING & PLUMBING Total:				463.50
Vendor: 006275 - DREES OIL CO. INC.				
3786	GC - DIESEL FUEL			1,273.19
Vendor 006275 - DREES OIL CO. INC. Total:				1,273.19
Vendor: 006725 - EARL MAY STORE				
00052121	CBD DOWNTOWN FLOWERS			588.61

## COUNCIL CLAIMS 06/23/2025

Payment Dates: 6/10/2025 - 6/23/2025

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
00052122	CBD - COMPOST FOR DOWNTOWN...			34.95
Vendor 006725 - EARL MAY STORE Total:				623.56
Vendor: 000258 - EBSCO SUBSCRIPTION SERVICE				
91011023268	LIBRARY - CONSUMER REPORT...	134177	06/18/2025	2,903.00
Vendor 000258 - EBSCO SUBSCRIPTION SERVICE Total:				2,903.00
Vendor: 012590 - ECHO ELECTRIC SUPPLY				
S011234960.001	MP - OUTLETS FOR PRESS BEN...			181.49
S011234960.002	MP - OUTLETS FOR PRESS BOX			258.58
S011237901.001	FD - LABELS			22.76
S011239355.001	30TH STREET WEATHER SIREN...			32.21
Vendor 012590 - ECHO ELECTRIC SUPPLY Total:				495.04
Vendor: 000127 - ELECTRONIC ENGINEERING				
883002831	GARAGE - RADIO SYSTEM			8,200.96
883004223	RUT - REMOVE & INSTALL RAD...			731.17
Vendor 000127 - ELECTRONIC ENGINEERING Total:				8,932.13
Vendor: 003971 - EMPLOYEE BENEFIT SYSTEMS				
INV0002039	HRA CHECKS	DFT0000803	06/12/2025	1,617.35
INV0002045	HRA CHECKS	DFT0000807	06/12/2025	1,345.42
Vendor 003971 - EMPLOYEE BENEFIT SYSTEMS Total:				2,962.77
Vendor: 007383 - ENVIRONMENTAL HEALTH DEPA				
INV0002085	RC - POOL & SPA REGISTRATI...			396.00
INV0002085	AQUATIC - POOL & SPA REGIS...			568.00
Vendor 007383 - ENVIRONMENTAL HEALTH DEPA Total:				964.00
Vendor: 007386 - ENVIRONMENTAL RESOURCE ASSOCIATES				
113735	WWTP - SIMPLE NUTRIENTS &...			489.19
Vendor 007386 - ENVIRONMENTAL RESOURCE ASSOCIATES Total:				489.19
Vendor: 002029 - ENVISIONWARE INC.				
INV-US-76397	LIBRARY - MOBILE PRINTING 1...	134178	06/18/2025	607.69
Vendor 002029 - ENVISIONWARE INC. Total:				607.69
Vendor: 008027 - FAREWAY STORES				
00115461	EMPLOYEE RECOGNITION PIC...			51.21
00152553	AQUATIC - WATER FOR GUAR...			14.94
Vendor 008027 - FAREWAY STORES Total:				66.15
Vendor: 008050 - FASTENAL COMPANY				
IACAR200347	WATER - STAINLESS STEEL BO...			132.64
Vendor 008050 - FASTENAL COMPANY Total:				132.64
Vendor: 006860 - FELD FIRE EQUIPMENT CO.				
INV10309	CLUBHOUSE HOOD & EXTING...			552.35
INV10513	FD - AMKUS HOLDERS			540.00
INV10722	FD - BULB			6.10
INV11166	FD - LAUNDRY SOAP			197.00
INV9363	FD - SCBA TANK REPAIRS			1,233.00
Vendor 006860 - FELD FIRE EQUIPMENT CO. Total:				2,528.45
Vendor: 003848 - FIRST IMPRESSION				
INV0002024	JUNE DOWNTOWN RESTROO...			300.00
Vendor 003848 - FIRST IMPRESSION Total:				300.00
Vendor: 002954 - FIRST WIRELESS INC.				
130399	PD - RADIO HOLSTER			193.55
Vendor 002954 - FIRST WIRELESS INC. Total:				193.55
Vendor: 002806 - FOUNDATION ANALYTICAL LABORATORY INC				
25-02536	WWTP - LAB TESTING			762.00
25-02583	WWTP - LAB TESTING			56.75
Vendor 002806 - FOUNDATION ANALYTICAL LABORATORY INC Total:				818.75
Vendor: 009500 - GEHLING WELDING & REPAIR				
158550	AIRPORT SHOP HANGAR REPA...	134170	06/11/2025	516.60
158780	WATER - WELD ALUM FIXTURE			60.00

## COUNCIL CLAIMS 06/23/2025

Payment Dates: 6/10/2025 - 6/23/2025

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
158902	RUT - #23 HITCH TUBE			23.75
Vendor 009500 - GEHLING WELDING & REPAIR Total:				600.35
Vendor: 001835 - GLENN MATTHEW BABB				
INV0002049	LP - KICK IT UP SOCCER OFFICI...			270.00
Vendor 001835 - GLENN MATTHEW BABB Total:				270.00
Vendor: 036276 - HAYDEN KRIEGER				
INV0002081	LP - KICK IT UP SOCCER OFFICI...			150.00
Vendor 036276 - HAYDEN KRIEGER Total:				150.00
Vendor: 003509 - HM CRAGG CO				
CD99007912	SEWER - SELF PRIMING VACU...			133.99
Vendor 003509 - HM CRAGG CO Total:				133.99
Vendor: 011831 - HY-VEE INC.				
INV0002083	EMPLOYEE BLOOD PROFILES			1,886.20
Vendor 011831 - HY-VEE INC. Total:				1,886.20
Vendor: 002869 - I SAW THE SIGN LLC				
5064	LP - YOUTH TRIATHOLON BA...			450.00
Vendor 002869 - I SAW THE SIGN LLC Total:				450.00
Vendor: 012593 - INTEGRATED INDUSTRIAL SYS				
2195	WATER - PROGRAM RADIO			437.50
Vendor 012593 - INTEGRATED INDUSTRIAL SYS Total:				437.50
Vendor: 012655 - IOWA GOOD ROADS ASSN.				
INV0002078	PW - 2025 IGRA DUES			95.00
Vendor 012655 - IOWA GOOD ROADS ASSN. Total:				95.00
Vendor: 003982 - IOWA INFORMATION MEDIA GROUP				
40421	LIBRARY JUNE CALENDAR AD	134187	06/18/2025	78.00
Vendor 003982 - IOWA INFORMATION MEDIA GROUP Total:				78.00
Vendor: 012647 - IOWA LEAGUE OF CITIES				
105254	FY 26 LEAGUE DUES			5,217.00
Vendor 012647 - IOWA LEAGUE OF CITIES Total:				5,217.00
Vendor: 012678 - IOWA PRISON INDUSTRIES				
302027	RUT - SIGNS & SIGNAL RED BU...			112.00
Vendor 012678 - IOWA PRISON INDUSTRIES Total:				112.00
Vendor: 002453 - JASON MATTHEW LAMBERTZ				
165592	PRODUCTION COSTS			820.00
Vendor 002453 - JASON MATTHEW LAMBERTZ Total:				820.00
Vendor: 000015 - JEFFREY REED CAYLER				
INV0002029	HOUSING INCENTIVE 1408 W...			20,000.00
Vendor 000015 - JEFFREY REED CAYLER Total:				20,000.00
Vendor: 025020 - JOHN DEERE FINANCIAL				
6567796	RUT - #35 FILTERS	DFT0000811	06/18/2025	32.08
6578133	RUT - #35 FUEL FILTER	DFT0000812	06/18/2025	64.16
6579248	RUT - #35 ENGINE REPAIRS	DFT0000816	06/18/2025	516.10
6584358	GC - TRIMMER LINE	DFT0000813	06/18/2025	35.99
6589738	PARKS - MOWER WHEEL KITS,...	DFT0000815	06/18/2025	459.12
6589750	GC - LOCKING LYNCH PIN	DFT0000814	06/18/2025	43.61
Vendor 025020 - JOHN DEERE FINANCIAL Total:				1,151.06
Vendor: 014520 - KASPERBAUER CLEANING SER				
184390	RC - LAUNDER MOPS			118.82
Vendor 014520 - KASPERBAUER CLEANING SER Total:				118.82
Vendor: 004035 - KEENAN MAHMUTAGIC				
INV0002054	LP - KICK IT UP SOCCER OFFICI...			374.20
Vendor 004035 - KEENAN MAHMUTAGIC Total:				374.20
Vendor: 003807 - KENNETH MASSEY				
INV0002050	LP - KICK IT UP SOCCER OFFICI...			325.00
Vendor 003807 - KENNETH MASSEY Total:				325.00

## COUNCIL CLAIMS 06/23/2025

Payment Dates: 6/10/2025 - 6/23/2025

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
<b>Vendor: 004066 - KERSTEN POSTEL</b>				
INV0002070	LIBRARY - MILEAGE OUTREAC...	134188	06/18/2025	44.45
			<b>Vendor 004066 - KERSTEN POSTEL Total:</b>	<b>44.45</b>
<b>Vendor: 002440 - LIBRARY IDEAS LLC</b>				
118075	LIBRARY - FREEGAL SUBSCRIPT...	134181	06/18/2025	5,793.00
			<b>Vendor 002440 - LIBRARY IDEAS LLC Total:</b>	<b>5,793.00</b>
<b>Vendor: 000674 - LIDDERDALE COUNTRY STORE</b>				
15766	EMPLOYEE RECOGNITION PIC...			663.00
			<b>Vendor 000674 - LIDDERDALE COUNTRY STORE Total:</b>	<b>663.00</b>
<b>Vendor: 002331 - MACQUEEN EQUIPMENT LLC</b>				
10751	PD - #14 COMPUTER & DOC R...			6,363.81
10818	PD - #14 PRINTER			436.04
			<b>Vendor 002331 - MACQUEEN EQUIPMENT LLC Total:</b>	<b>6,799.85</b>
<b>Vendor: 003912 - MARVIN FIRCH</b>				
INV0002053	LP - KICK IT UP SOCCER OFFICI...			413.40
			<b>Vendor 003912 - MARVIN FIRCH Total:</b>	<b>413.40</b>
<b>Vendor: 017133 - MASTERCARD</b>				
INV0002065	FD - GAS FOR PUMP	134196	06/18/2025	5.59
INV0002065	FD - TONER INK	134196	06/18/2025	54.54
INV0002065	BLDG - CONFERENCE CREDIT	134196	06/18/2025	-177.50
INV0002065	BLDG - CAMERA	134196	06/18/2025	29.83
INV0002065	FD - AED REPLACEMENT	134196	06/18/2025	1,132.00
INV0002066	EMPLOYEE RECOGNITION	134195	06/18/2025	46.51
INV0002067	COUNCIL IA LEAGUE OF CITIES...	134199	06/18/2025	260.00
INV0002067	COUNCIL - ZOOM	134199	06/18/2025	15.99
INV0002067	FIN - ADOBE SOFTWARE	134199	06/18/2025	19.99
INV0002067	FIN - MAIL CHIMP	134199	06/18/2025	19.50
INV0002071	PD - SRO TRAINING LODGING	134197	06/18/2025	588.83
INV0002071	PD - FLOOR MATS	134197	06/18/2025	95.61
INV0002071	RC - BACKGROUND CHECK PU...	134197	06/18/2025	17.00
INV0002072	LIBRARY - SUMMER READING ...	134194	06/18/2025	9.77
INV0002072	LIBRARY - SUMMER READING ...	134194	06/18/2025	37.43
INV0002072	LIBRARY - VIDEOS	134194	06/18/2025	142.95
INV0002072	LIBRARY - TAKE HOME BAG P...	134194	06/18/2025	18.00
INV0002072	LIBRARY - BOOKS	134194	06/18/2025	22.99
INV0002072	LIBRARY - TELESCOPE LENS	134194	06/18/2025	22.99
INV0002072	LIBRARY - VIDEOS	134194	06/18/2025	72.89
INV0002072	LIBRARY BOOKS	134194	06/18/2025	16.75
INV0002072	LIBRARY - BOOKS	134194	06/18/2025	94.44
INV0002072	LIBRARY - BOOKS	134194	06/18/2025	12.74
INV0002072	LIBRARY - LAMINATING & CRA...	134194	06/18/2025	152.51
INV0002072	LIBRARY - RUBBER GLOVES & ...	134194	06/18/2025	61.92
INV0002072	LIBRARY - 3D PRINTER & SUPP...	134194	06/18/2025	1,778.57
INV0002079	PARKS - AED FOR BALLFIELD	134198	06/18/2025	1,439.00
INV0002079	PARKS - PICKLEBALL TAPE	134198	06/18/2025	53.98
INV0002079	RC - BALL INFLATOR	134198	06/18/2025	117.99
INV0002079	RC - BUSINESS PRIME ANNUAL...	134198	06/18/2025	129.00
INV0002079	RC - PRINTER RIBBON	134198	06/18/2025	216.00
INV0002079	RC - PVC CARDS	134198	06/18/2025	70.95
INV0002079	RC - KEY TAGS	134198	06/18/2025	7.80
INV0002079	RC - EXPRESSO BIKE SUBSCRIP...	134198	06/18/2025	375.00
INV0002079	LP - TAGS	134198	06/18/2025	123.11
INV0002079	LP - AED CHARGE PACK RETU...	134198	06/18/2025	-303.75
INV0002079	LP - RACE NUMBERS	134198	06/18/2025	39.97
INV0002079	AQUATIC - NET REPAIRS	134198	06/18/2025	62.99
INV0002079	AQUATIC - MINI DONUTS - C...	134198	06/18/2025	284.70
INV0002079	AQUATIC - NET RETURNED	134198	06/18/2025	-29.39
INV0002079	AQUATIC - WRIST BANDS	134198	06/18/2025	176.68
INV0002079	AQUATIC - NETTING	134198	06/18/2025	29.39

## COUNCIL CLAIMS 06/23/2025

Payment Dates: 6/10/2025 - 6/23/2025

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
INV0002079	AQUATIC - FACEBOOK AD	134198	06/18/2025	48.38
INV0002079	AQUATIC - AED PADS	134198	06/18/2025	214.00
Vendor 017133 - MASTERCARD Total:				7,607.64

## Vendor: 036277 - MATTHEW E PARKS

INV0002061	LP - KICK IT UP SOCCER OFFICI...			210.08
Vendor 036277 - MATTHEW E PARKS Total:				210.08

## Vendor: 002993 - MC CLURE ENGINEERING CO.

159920	CBD RESURFACING			500.00
159922	12TH STREET RECONSTRUCTI...			27,410.00
Vendor 002993 - MC CLURE ENGINEERING CO. Total:				27,910.00

## Vendor: 003808 - MICHAEL K MASSEY

INV0002056	LP - KICK IT UP SOCCER OFFICI...			30.00
Vendor 003808 - MICHAEL K MASSEY Total:				30.00

## Vendor: 003966 - MICROBAC LABORATORIES INC

NT2504781	WATER - PERMIT REQUIRED T...			34.00
Vendor 003966 - MICROBAC LABORATORIES INC Total:				34.00

## Vendor: 012680 - MID AMERICAN ENERGY

INV0002037	ELECTRIC BILLS	134176	06/12/2025	385.92
INV0002037	ELECTRIC BILLS	134176	06/12/2025	229.86
INV0002037	ELECTRIC BILLS	134176	06/12/2025	14,492.88
INV0002037	ELECTRIC BILLS	134176	06/12/2025	166.28
INV0002037	ELECTRIC BILLS	134176	06/12/2025	452.14
INV0002037	ELECTRIC BILLS	134176	06/12/2025	578.89
INV0002037	ELECTRIC BILLS	134176	06/12/2025	130.93
INV0002037	ELECTRIC BILLS	134176	06/12/2025	1,229.46
INV0002037	ELECTRIC BILLS	134176	06/12/2025	484.76
INV0002037	ELECTRIC BILLS	134176	06/12/2025	417.75
INV0002037	ELECTRIC BILLS	134176	06/12/2025	3,739.14
INV0002037	ELECTRIC BILLS	134176	06/12/2025	1,000.70
INV0002037	ELECTRIC BILLS	134176	06/12/2025	78.37
INV0002037	ELECTRIC BILLS	134176	06/12/2025	190.00
INV0002037	ELECTRIC BILLS	134176	06/12/2025	569.29
INV0002037	ELECTRIC BILLS	134176	06/12/2025	31.90
INV0002037	ELECTRIC BILLS	134176	06/12/2025	490.44
INV0002037	ELECTRIC BILLS	134176	06/12/2025	20.81
INV0002037	ELECTRIC BILLS	134176	06/12/2025	237.74
INV0002037	ELECTRIC BILLS	134176	06/12/2025	192.97
INV0002037	ELECTRIC BILLS	134176	06/12/2025	1,249.78
INV0002037	ELECTRIC BILLS	134176	06/12/2025	3,483.47
INV0002037	ELECTRIC BILLS	134176	06/12/2025	830.82
INV0002037	ELECTRIC BILLS	134176	06/12/2025	6,044.43
INV0002037	ELECTRIC BILLS	134176	06/12/2025	119.08
Vendor 012680 - MID AMERICAN ENERGY Total:				36,847.81

## Vendor: 017585 - MIDWEST WHOLESALE BLDG PRODUCTS

595497	RUT - FORM BOARDS			8.70
595784	RUT - FORM BOARDS			76.80
Vendor 017585 - MIDWEST WHOLESALE BLDG PRODUCTS Total:				85.50

## Vendor: 002904 - MILLER AND SONS GOLF CARS LLC

M36377	GC - GOLF CART REPAIRS			783.14
Vendor 002904 - MILLER AND SONS GOLF CARS LLC Total:				783.14

## Vendor: 017730 - MOORHOUSE READY MIX CO.

4469	RUT - 17TH & SALINGER PATCH			492.25
4491	RUT - WALNUT & VALLEY DR ...			1,253.00
4507	RUT - WALNUT & VALLEY DR			1,834.75
4523	RUT - WALNUT & VALLEY DR			1,029.25
4524	RUT - WALNUT & VALLEY DR ...			1,029.25
4563	RUT - 13TH & SIMON PATCH			1,611.00
4569	RUT - CLARK ST PATCH			626.50

## COUNCIL CLAIMS 06/23/2025

Payment Dates: 6/10/2025 - 6/23/2025

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
4626	RM - 606 ALTA VISTA DRIVEW...			1,253.00
4631	RUT - 13TH & SIMON PATCH			1,208.25
4657	RUT - CLARK ST PATCH			1,253.00
4669	RUT - CLARK STREET PATCH			581.75
<b>Vendor 017730 - MOORHOUSE READY MIX CO. Total:</b>				<b>12,172.00</b>
<b>Vendor: 018408 - NAPA AUTO PARTS</b>				
11011	RUT - #23 HITCH CONNECTORS			8.49
111300	SEWER - 4" DIESEL PUMP ANTI..			51.09
INV0002023	FD - TOOL - CUT OFF SAW			850.00
<b>Vendor 018408 - NAPA AUTO PARTS Total:</b>				<b>909.58</b>
<b>Vendor: 036361 - NATIONAL CONSTRUCTION RENTALS</b>				
7845732	NW PARK SHELTERHOUSE FE...			1,802.64
<b>Vendor 036361 - NATIONAL CONSTRUCTION RENTALS Total:</b>				<b>1,802.64</b>
<b>Vendor: 003263 - NETBANX</b>				
INV0002044	REC - MAY EFT PROCESSING F...	DFT0000808	06/12/2025	98.30
<b>Vendor 003263 - NETBANX Total:</b>				<b>98.30</b>
<b>Vendor: 036408 - NICHOLAS WERNIMONT</b>				
INV0002058	LP - KICK IT UP SOCCER OFFICI...			180.00
<b>Vendor 036408 - NICHOLAS WERNIMONT Total:</b>				<b>180.00</b>
<b>Vendor: 003772 - NOAH'S ARK ANIMAL WORKSHOP INC</b>				
73228	LIBRARY - CPL ON THE ROAD ...	134184	06/18/2025	674.00
73229	LIBRARY - BUILD A HOUSE PR...	134184	06/18/2025	774.00
<b>Vendor 003772 - NOAH'S ARK ANIMAL WORKSHOP INC Total:</b>				<b>1,448.00</b>
<b>Vendor: 003893 - ODEYS INC.</b>				
125625	PARKS - MOUND CLAY & DRYI...			674.70
<b>Vendor 003893 - ODEYS INC. Total:</b>				<b>674.70</b>
<b>Vendor: 020203 - OFFICE STOP</b>				
323960	FIN - FILES, STICKY NOTES, BA...			76.16
<b>Vendor 020203 - OFFICE STOP Total:</b>				<b>76.16</b>
<b>Vendor: 002219 - OVERDRIVE INC</b>				
CD0649725168412	LIBRARY - EBOOKS & AUDIO B...	134179	06/18/2025	12,000.00
<b>Vendor 002219 - OVERDRIVE INC Total:</b>				<b>12,000.00</b>
<b>Vendor: 021050 - P &amp; H WHOLESALE INC.</b>				
4024541-00	PARKS - CLOSET SPUDS			19.09
<b>Vendor 021050 - P &amp; H WHOLESALE INC. Total:</b>				<b>19.09</b>
<b>Vendor: 003809 - PAUL K MILLIGAN</b>				
INV0002057	LP - KICK IT UP SOCCER OFFICI...			90.00
<b>Vendor 003809 - PAUL K MILLIGAN Total:</b>				<b>90.00</b>
<b>Vendor: 002985 - PAUL KERSEY</b>				
INV0002033	IAWEA ANNUAL CONFERENCE	134165	06/11/2025	311.36
<b>Vendor 002985 - PAUL KERSEY Total:</b>				<b>311.36</b>
<b>Vendor: 021220 - PEPSI BEVERAGES COMPANY</b>				
14690010	AQUATIC - CONCESSIONS			754.24
<b>Vendor 021220 - PEPSI BEVERAGES COMPANY Total:</b>				<b>754.24</b>
<b>Vendor: 001949 - PERFORMANCE TIRE &amp; SERVICE</b>				
0179859	GC - MOUNT TIRES			26.75
0180218	RUT - CONCRETE TRAILER TIRE...			134.48
<b>Vendor 001949 - PERFORMANCE TIRE &amp; SERVICE Total:</b>				<b>161.23</b>
<b>Vendor: 001127 - PIONEER MANUFACTURING CO.</b>				
INV-253337	LP - KICK IT UP SOCCER LINE P...			566.25
<b>Vendor 001127 - PIONEER MANUFACTURING CO. Total:</b>				<b>566.25</b>
<b>Vendor: 001802 - PIZZA RANCH</b>				
35263888	LP - PIZZA KICK IT UP CONCESS...			72.00
<b>Vendor 001802 - PIZZA RANCH Total:</b>				<b>72.00</b>

## COUNCIL CLAIMS 06/23/2025

Payment Dates: 6/10/2025 - 6/23/2025

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
Vendor: 003127 - PLANET TECHNOLOGIES, INC.				
I011998	GARAGE - OFFICE 365 JUNE			20.24
Vendor 003127 - PLANET TECHNOLOGIES, INC. Total:				20.24
Vendor: 021860 - PRESTO-X-COMPANY				
78464115	RC - PEST CONTROL			92.19
78464172	CITY HALL - PEST CONTROL			116.23
Vendor 021860 - PRESTO-X-COMPANY Total:				208.42
Vendor: 000625 - PRODUCTIVITY PLUS ACCOUNT				
CB89185	PARKS - BLADE	134174	06/12/2025	80.86
CB89213	PARKS - MOWER BLADES	134174	06/12/2025	159.47
RB52236	PARKS - OIL LEAK REPAIRS	134174	06/12/2025	152.90
RB52239	CEMTERY - MOWER REPAIRS	134174	06/12/2025	141.24
RB52241	WWTP - F3990 LAWNMOWER...	134174	06/12/2025	1,261.49
RB52246	CEMETERY - FILTER & FUEL T...	134174	06/12/2025	379.47
RB52310	PARKS - F3710 REPAIRS	134174	06/12/2025	71.80
Vendor 000625 - PRODUCTIVITY PLUS ACCOUNT Total:				2,247.23
Vendor: 036223 - PVS DX INC				
817001274-25	WATER - WATER TREATMENT ...			4,818.03
Vendor 036223 - PVS DX INC Total:				4,818.03
Vendor: 001136 - R & R SEPTIC SERVICE INC				
16070	LP - RESTROOM RENTAL KICK I...			170.00
Vendor 001136 - R & R SEPTIC SERVICE INC Total:				170.00
Vendor: 009870 - RACCOON VALLEY ELECTRIC COOP				
INV0002076	AIRPORT - MAY ELECTRIC SERV..	134193	06/18/2025	1,020.94
Vendor 009870 - RACCOON VALLEY ELECTRIC COOP Total:				1,020.94
Vendor: 023815 - REGION XII COG				
INV0002087	APR-MAY FY 25 TAXI FUNDING			2,367.00
Vendor 023815 - REGION XII COG Total:				2,367.00
Vendor: 002987 - RIESBERG AUDIO AND DETAILING				
11015	GARAGE - SMART TV & MOU...			818.99
Vendor 002987 - RIESBERG AUDIO AND DETAILING Total:				818.99
Vendor: 003582 - ROBERT MANCINI				
INV0002052	LP - KICK IT UP SOCCER OFFICI...			235.00
Vendor 003582 - ROBERT MANCINI Total:				235.00
Vendor: 036412 - RYLIE MASSEY				
INV0002063	LP - KICK IT UP SOCCER OFFICI...			60.00
Vendor 036412 - RYLIE MASSEY Total:				60.00
Vendor: 004031 - SALISSOU SANI SAIDOU				
INV0002051	LP - KICK IT UP SOCCER OFFICI...			180.00
Vendor 004031 - SALISSOU SANI SAIDOU Total:				180.00
Vendor: 003900 - SAMPSON FARMS				
11235	NUISANCE - MOWING LAWNS			620.00
Vendor 003900 - SAMPSON FARMS Total:				620.00
Vendor: 003813 - SCHINDLER ELEVATOR CORPORATION				
8106910115	LIBRARY - ELEVATOR CONTRA...	134185	06/18/2025	3,362.88
Vendor 003813 - SCHINDLER ELEVATOR CORPORATION Total:				3,362.88
Vendor: 003513 - SCHROEDER CONSTRUCTION & ROOFING LLC				
INV0002034	AIRPORT - WEST HANGAR RE...	134166	06/11/2025	12,239.00
INV0002035	AIRPORT - HANGAR DOOR RE...	134166	06/11/2025	1,443.56
Vendor 003513 - SCHROEDER CONSTRUCTION & ROOFING LLC Total:				13,682.56
Vendor: 001596 - SCHROEDER'S				
38956	AIRPORT - HANGAR REPAIR P...	134162	06/11/2025	12.00
Vendor 001596 - SCHROEDER'S Total:				12.00

## COUNCIL CLAIMS 06/23/2025

Payment Dates: 6/10/2025 - 6/23/2025

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
Vendor: 002237 - SCIENCE CENTER OF IOWA				
11468578	LIBRARY - SUMMER READING ...	134180	06/18/2025	700.00
Vendor 002237 - SCIENCE CENTER OF IOWA Total:				700.00
Vendor: 002778 - SEAN KLEESPIES				
INV0002032	IAWEA ANNUAL CONFERENCE	134163	06/11/2025	560.56
Vendor 002778 - SEAN KLEESPIES Total:				560.56
Vendor: 025250 - SHERWIN WILLIAMS CO.				
2722-1	RC - PAINT BRUSH			7.53
8664-B	RC - PAINT ROLLER			3.50
Vendor 025250 - SHERWIN WILLIAMS CO. Total:				11.03
Vendor: 001652 - SNAPPY POPCORN CO. INC.				
192420	AQUATIC - CONCESSIONS CHE...			112.00
Vendor 001652 - SNAPPY POPCORN CO. INC. Total:				112.00
Vendor: 028180 - STATE HYGIENIC LABORATORY-AR				
300960	AQUATIC - WATER SAMPLE A...			14.50
300964	VCMR5 TESTING			771.50
Vendor 028180 - STATE HYGIENIC LABORATORY-AR Total:				786.00
Vendor: 025880 - STONE PRINTING CO.				
13786	LIBRARY - LAMINATING	134200	06/18/2025	1.00
13863	LIBRARY - PACKING TAPE	134200	06/18/2025	59.88
115360	GARAGE - TRAINING TABLES &...			7,164.80
115724	CLUBHOUSE - TOILET PAPER &...			112.98
115734	GOLF - PENCILS			26.22
Vendor 025880 - STONE PRINTING CO. Total:				7,364.88
Vendor: 025870 - STREICHER'S				
I1766596	PD - UNIFORM SHIRTS BURKE			132.00
Vendor 025870 - STREICHER'S Total:				132.00
Vendor: 036217 - SUPERCITY DOTS LLC				
I250606301	KICK IT UP SOCCER CONCESSI...			303.15
I250606301	AQUATIC CONCESSIONS			909.45
I250618453	AQUATIC - CONCESSIONS			1,097.40
Vendor 036217 - SUPERCITY DOTS LLC Total:				2,310.00
Vendor: 026401 - TEN POINT CONSTRUCTION CO				
INV0002086	CBD STREET RESURFACNG #6			1,143.80
Vendor 026401 - TEN POINT CONSTRUCTION CO Total:				1,143.80
Vendor: 036268 - THE JOLLY POPS LLC				
INV0002073	LIBRARY SUMMER READING P...	134201	06/18/2025	500.00
Vendor 036268 - THE JOLLY POPS LLC Total:				500.00
Vendor: 036410 - TIMOTHY ANDREW MEYERS				
INV0002059	LP - KICK IT UP SOCCER OFFICI...			210.00
Vendor 036410 - TIMOTHY ANDREW MEYERS Total:				210.00
Vendor: 027060 - TREASURER OF IOWA				
INV0002040	GOLF MAY SALES TAX	DFT0000804	06/12/2025	4,200.86
INV0002040	RC -- MAY SALES TAX	DFT0000804	06/12/2025	2,685.92
INV0002040	LS- MAY SALES TAX	DFT0000804	06/12/2025	315.33
INV0002040	SOCCER- MAY SALES TAX	DFT0000804	06/12/2025	458.27
INV0002040	AQUATIC MAY SALES TAX	DFT0000804	06/12/2025	1,082.08
INV0002068	MAY SALES TAX	DFT0000810	06/17/2025	6,454.33
INV0002068	MAY SALES TAX	DFT0000810	06/17/2025	2,435.35
INV0002068	MAY SALES TAX	DFT0000810	06/17/2025	590.03
Vendor 027060 - TREASURER OF IOWA Total:				18,222.17
Vendor: 027085 - TROPHIES PLUS INC.				
388070	BANDSHELL FUNDRAISING PL...			300.00
388313	EMPLOYEE RECOGNITION PL...			27.50
Vendor 027085 - TROPHIES PLUS INC. Total:				327.50



## COUNCIL CLAIMS 06/23/2025

Payment Dates: 6/10/2025 - 6/23/2025

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
<b>Vendor: 003220 - TURFWERKS</b>				
JE18495	PARKS - MOWER REPLACEME...			37,970.00
WI20071	GC - SNAP RINGS, VALVE ASS...			726.71
WI20085	GC - INSERTION TOOL - IRRIG...			274.51
WI20085A	GOLF - PLIERS - IRRIGATION T...			226.47
WI20112	GC - IRRIGATION PARTS			1,532.16
WW03025	GC - IRRIGATION SYSTEM REP...			2,687.34
<b>Vendor 003220 - TURFWERKS Total:</b>				<b>43,417.19</b>
<b>Vendor: 028435 - UTILITY EQUIPMENT COMPANY</b>				
20060493-000	WATER - CLAMP & BLIND FLA...			517.33
20060493-001	WATER - FREIGHT CREDITED			-24.42
<b>Vendor 028435 - UTILITY EQUIPMENT COMPANY Total:</b>				<b>492.91</b>
<b>Vendor: 003432 - WEST CENTRAL IOWA CONCRETE REPAIR LLC</b>				
ROLLINGHILL	PARKS - CONCRETE REPAIR RO...			11,895.00
<b>Vendor 003432 - WEST CENTRAL IOWA CONCRETE REPAIR LLC Total:</b>				<b>11,895.00</b>
<b>Vendor: 030355 - WITTROCK MOTOR CO.</b>				
1222	AIRPORT - MAY CAR RENTAL	134172	06/11/2025	550.00
INV0002036	WWTP - 2025 RAM 2500 TRA...	134173	06/11/2025	32,787.00
<b>Vendor 030355 - WITTROCK MOTOR CO. Total:</b>				<b>33,337.00</b>
<b>Vendor: 003291 - WORLDPAY INTEGRATED PAYMENTS</b>				
INV0002041	AQ - MAY CC PROCESSING FEES	DFT0000805	06/12/2025	376.94
INV0002042	MAY IN-OFFICE CC PROCESSI...	DFT0000809	06/12/2025	9.80
INV0002042	MAY IN-OFFICE CC PROCESSI...	DFT0000809	06/12/2025	295.59
INV0002042	MAY IN-OFFICE CC PROCESSI...	DFT0000809	06/12/2025	20.72
INV0002042	MAY IN-OFFICE CC PROCESSI...	DFT0000809	06/12/2025	68.98
INV0002042	MAY IN-OFFICE CC PROCESSI...	DFT0000809	06/12/2025	311.44
INV0002043	MAY ONLINE CC PROCESSING ...	DFT0000806	06/12/2025	5.07
INV0002043	MAY ONLINE CC PROCESSING ...	DFT0000806	06/12/2025	60.11
INV0002043	MAY ONLINE CC PROCESSING ...	DFT0000806	06/12/2025	220.83
INV0002043	MAY ONLINE CC PROCESSING ...	DFT0000806	06/12/2025	201.20
INV0002043	MAY ONLINE CC PROCESSING ...	DFT0000806	06/12/2025	142.61
<b>Vendor 003291 - WORLDPAY INTEGRATED PAYMENTS Total:</b>				<b>1,713.29</b>
<b>Vendor: 003970 - WORLDWIDE EXPRESS</b>				
250608W002720	FREIGHT W/E 6/11/2025	134186	06/18/2025	28.86
250608W002720	FREIGHT W/E 6/11/2025	134186	06/18/2025	24.40
<b>Vendor 003970 - WORLDWIDE EXPRESS Total:</b>				<b>53.26</b>
<b>Grand Total:</b>				<b>433,556.21</b>

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

<b>Fund</b>	<b>Expense Amount</b>	<b>Payment Amount</b>
001 - GENERAL FUND	250,445.59	104,724.14
010 - HOTEL/MOTEL TAX	12,127.74	237.74
100 - FEDERAL GRANTS SR FUND	20,000.00	0.00
110 - ROAD USE TAX FUND	15,758.65	805.31
121 - LOCAL OPTION SALES TAX	12,327.98	0.00
168 - LIBRARY TRUST FUND	1,550.00	1,550.00
301 - C.P. - EQUIPMENT PURCHASE	2,522.00	1,132.00
304 - C.P. STREETS	29,053.80	0.00
311 - C.P.-PARKS & RECREATION	-1,200.00	0.00
314 - C.P.-STREETS MAINT BLDG	17,764.75	0.00
600 - WATER UTILITY FUND	21,762.49	12,259.42
610 - SEWER UTILITY FUND	47,890.41	45,119.37
620 - STORM WATER UTILITY	590.03	590.03
850 - MEDICAL INSURANCE FUND	2,962.77	2,962.77
<b>Grand Total:</b>	<b>433,556.21</b>	<b>169,380.78</b>

Gross Payroll \$253,106.55

# City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

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

AK

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

RMK

**DATE:** June 18, 2025

**SUBJECT:** Water Rates – Third Reading

Over the past six weeks the Mayor and City Council have considered an Ordinance Amending Provisions Pertaining to Water Rates. The past actions of the Council were as follows:

May 12, 2025: First Reading of Ordinance

May 27, 2025: Second Reading of Ordinance

June 9, 2025: Third Reading of Ordinance Postponed

The Ordinance includes a 7.5% increase in water rates as well as increases in other water-related fees. The rate increase proposal was initiated to finance the Water System Pressure Zone Improvements in the northwest part of the City. The rate increase is the first in a proposed series of rate increases needed to finance the currently estimate cost of the Pressure Zone Improvements as well as projected operation and maintenance and other capital projects. Current projections indicate the need for the following rate increases over the next four years.

F.Y. 25-26      7.5%

F.Y. 26-27      7.5%

F.Y. 27-28      5.0%

F.Y. 28-29      5.0%

Action on the Ordinance on June 9, 2025 was postponed, pending review of the use of \$971,000.00 of Sewer Utility Fund balances to fund a portion of the Pressure Zone Improvements. On review, it was confirmed that the Water Utility Fund Revenue/Expenditure Projection (02-10-25) included the transfer of \$964,000.00 of Sewer Utility Fund balances to fund a portion of the cost of the Pressure Zone Improvements. That administrative recommendation was made during Ordinance preparation to reduce what would have been double digit rate increase needs. Without the use of the Sewer Utility Fund balances, the proposed rate increases would be as follows:

F.Y. 25-26      11.0%

F.Y. 26-27      11.0%

F.Y. 27-28      3.0%

F.Y. 28-29      3.0%

The review also provided the opportunity to update the original rate increase projections. Using the current estimated project costs, the transfer of \$971,000.00 from the Sewer Utility Fund balances and

the removal of the \$200,000.00 Southgate Road Reconstruction capital expenditure, the updated projection indicates the need for the following rate increase over the next four years.

F.Y. 25-26	7.5%
F.Y. 26-27	4.5%
F.Y. 27-28	4.5%
F.Y. 28-29	4.5%

The projection will be updated as project costs are refined.

**RECOMMENDATION:** Mayor and City Council consideration of approval of the third reading and adoption of the Ordinance Amending Provisions Pertaining to Water Rates.

RMK:lp  
attachments (4)

ORDINANCE NO. \_\_\_\_\_

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

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

**SECTION 1. SECTION MODIFIED.** Chapter 92, Section 02, of the Code of Ordinances of the City of Carroll, Iowa, is repealed and the following adopted in lieu thereof:

**92.02 RATES AND SERVICE.** Water service shall be furnished at the following monthly rates by the City:

1. All water use except irrigation water service as defined in Subsection 2:

Rates for water service billed after July 1, 2025.

- A. Minimum charge of \$5.38 per account per month.
- B. The first 200 cubic feet of water used per month, \$2.76 per 100 cubic feet.
- C. The next 600 cubic feet of water used per month, \$2.71 per 100 cubic feet.
- D. The next 1,900 cubic feet of water used per month, \$2.60 per 100 cubic feet.
- E. All over 2,700 cubic feet of water used per month, \$2.54 per 100 cubic feet.

2. Water service shall be furnished at the following monthly rates for irrigation water service by the City:

For irrigation water service billed after July 1, 2025.

- A. Minimum charge of \$5.38 per account per month.
- B. All water used per month, \$3.68 per 100 cubic feet.

Irrigation water service is defined as metered water that is primarily for outdoor use including, but not limited to, irrigation; use that does not include a sanitary sewer service charge; and use for which the wastewater is not discharged into the sanitary sewer system.

Meter rates shall be figured on the nearest ten (10) cubic feet.

**SECTION 2. SECTION MODIFIED.** Chapter 92, Section 03, of the Code of Ordinances of the City of Carroll, Iowa, is repealed and the following adopted in lieu thereof:

**92.03 BULK WATER SALES.** Water obtained at a fire hydrant, hauled by others, shall be furnished at the rate as follows:

For bulk water sales after July 1, 2025.

1. During regular working hours, \$6.35 per 1,000 gallons plus \$50.00 per call-out, with a minimum charge of \$56.35.

2. During off-duty hours, \$6.35 per 1,000 gallons plus \$65.00 per call-out, with a minimum charge of \$71.35.

**SECTION 3. SECTION MODIFIED.** Chapter 92, Section 04, Subsection 7, of the Code of Ordinances of the City of Carroll, Iowa, is repealed and the following adopted in lieu thereof:

For temporary water service after July 1, 2025,

7. Water service under this section shall be furnished at the following rate: \$45.00 (lump sum) for a period not to exceed 90 days from the date of the new service connection to the water system and will be billed with the building permit for the applicable structure,

**SECTION 4. SECTION MODIFIED.** Chapter 92, Section 07, Subsection 4, of the Code of Ordinances of the City of Carroll, Iowa, is repealed and the following adopted in lieu thereof:

Fees for restoration of discontinued service after July 1, 2025.

4. Fees. A fee of \$50.00 during regular working hours – or \$65.00 during off-duty hours – shall be charged before service is restored to a delinquent customer.

**SECTION 5. SECTION MODIFIED.** Chapter 92, Section 08, of the Code of Ordinances of the City of Carroll, Iowa is repealed and the following adopted in lieu thereof:

**92.08 CUSTOMER DEPOSITS.** There shall be required from every customer or prospective customer who is not the owner of the premises served a \$90.00 deposit intended to guarantee the payment of bills for service. Said deposit shall be retained by the City for so long as the customer is furnished with water and remains a non-owner. At the conclusion of water service or upon the customer becoming the owner of said property, such deposit, without interest, shall be returned to the customer after deducting therefrom any charge which the City may have against the customer for water or sewer service.

**SECTION 6. SECTION MODIFIED.** Chapter 92, Section 09 of the Code of Ordinances of the City of Carroll, Iowa, is repealed and the following adopted in lieu thereof:

**92.09 DEFECTIVE METER.** Should a meter owned by the City become defective and fail to register properly, the customer will be charged at the average consumption for a corresponding time as shown by the meter when in order. Meter accuracy testing costs referenced in Section 91.09 shall be \$50.00.

**SECTION 7. SECTION MODIFIED.** Chapter 92, Section 10, of the Code of Ordinances of the City of Carroll, Iowa, is repealed and the following adopted in lieu thereof:

**92.10 DISCONTINUED, NEW AND RENEWED SERVICE.** Customers desiring to discontinue the use of water shall give notice to the City which shall then cause the water to be turned off. Water charges shall be made until the water is turned off. When water service is discontinued, all charges for water shall become due and payable. When water service is desired, a charge shall be made for turning on water. If a meter is removed temporarily because of an owner's absence or danger of meter damage, a charge will be made for renewing service. Charges for new and renewed service shall be \$50.00 during regular working hours and \$65.00 during off-duty hours.

SECTION 8. SECTION MODIFIED. Chapter 92, Section 11, of the Code of Ordinances of the City of Carroll, Iowa, is repealed and the following adopted in lieu thereof:

92.11 SERVICE CALLS. Service calls or requests for service may be provided at a fee of \$50.00 for each hour of regular time, or any part thereof, and \$65.00 for each hour of off-duty hours, with a minimum of one hour for either.

SECTION 9. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof adjudged not invalid or unconstitutional.

SECTION 10. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed and adopted by the Carroll City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

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

ATTEST:

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

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Third Reading: \_\_\_\_\_

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

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

WATER UTILITY FUND  
Revenue/Expenditure Projection

02-10-25

	<u>F.Y. 24-25</u>	<u>F.Y. 25-26</u>	<u>F.Y. 26-27</u>	<u>F.Y. 27-28</u>	<u>F.Y. 28-29</u>
Revenue					
Metered Water Sales	\$1,500,000	\$1,500,000	\$1,612,500	\$1,733,500	\$1,820,200
Rate Increase		\$112,500 <sup>(2)</sup>	\$121,000 <sup>(2)</sup>	\$86,700 <sup>(3)</sup>	\$91,000 <sup>(3)</sup>
Other	<u>\$1,317,600</u>	<u>\$251,100</u>	<u>\$250,000</u>	<u>\$250,000</u>	<u>\$250,000</u>
Total	\$2,817,600	\$1,863,600	\$1,983,500	\$2,070,200	\$2,161,200
Expenditure					
Annual Operation	\$1,457,610	\$1,580,331	\$1,619,800 <sup>(3)</sup>	\$1,660,300 <sup>(3)</sup>	\$1,701,800 <sup>(3)</sup>
Capital Expenditures					
Cash					
NW Water Pressure Zone <sup>(1)</sup>	\$1,500,000	\$250,000			
Roof Replacements	\$150,000				
Watermain Replacement - 2023	\$15,000				
Twelfth Street Reconstruction <sup>(1)</sup>		\$500,000			
SCADA		\$100,000			
Southgate Road Reconstruction <sup>(1)</sup>			\$200,000		
Bond					
NW Water Pressure Zone <sup>(1)</sup>		\$10,500 <sup>(4)</sup>	\$220,000 <sup>(4)</sup>	\$220,000 <sup>(4)</sup>	\$220,000 <sup>(4)</sup>
Watermain Replacement <sup>(1)</sup>				\$42,000 <sup>(5)</sup>	\$42,000 <sup>(5)</sup>
WTP Storage Building <sup>(1)</sup>					<u>\$30,000 <sup>(6)</sup></u>
Total	\$3,122,610	\$2,440,831	\$2,039,800	\$1,922,300	\$1,993,800
Net	(\$305,010)	(\$577,231)	(\$56,300)	\$147,900	\$167,400
Fund Balance <sup>(7)</sup>	\$1,055,020	\$477,789	\$421,489	\$569,389	\$736,789

Notes:

1. See Capital Improvement Plan
2. Rate Increase = 7.5%
3. Annual costs inflated by 2.5% per year
4. NW Pressure Zone financing \$2,771,000 at 4.4% TIC for 20 years
5. Watermain Construction financing \$330,000 at 4.5% for 10 years
6. WTP Storage Building financing \$235,000 at 4.5% for 10 years
7. Fund Balance minimum target = \$500,000
8. Capital Improvement Plan includes \$500,000 Water Utility funding for water related replacements in the Street Reconstruction - 2030 project. Three annual 5.0% rate increases would provide approximately \$500,000 every three (3) years.



## CHAPTER 92 WATER RATES

92.01 Service Charges	92.09 Defective Meter
92.02 Rates and Service	92.10 Discontinued, New and Renewed Service
92.03 Bulk Water Sales	92.11 Service Calls
92.04 Temporary Water Service and Rate	92.12 Supplies, Merchandise and Services
92.05 Rates Outside the City	92.13 Lien for Nonpayment
92.06 Billing for Water Service	92.14 Lien Exemption
92.07 Service Discontinued	92.15 Lien Notice
92.08 Customer Deposits	

### 92.01 SERVICE CHARGES.

Each customer shall pay for water service provided by the City based upon use of water as determined by meters provided for in Chapter 91. Each location, building, premises or connection shall be considered a separate and distinct customer whether owned or controlled by the same person or not.

### 92.02 RATES AND SERVICE.

Water service shall be furnished at the following monthly rates by the City:

1. All water use except irrigation water service as defined in Subsection 2:

Rates for water service billed after July 1, ~~2017~~. **2025**

- A. Minimum charge of ~~\$5.00~~ **\$5.38** per account per month.
- B. The first 200 cubic feet of water used per month, ~~\$2.57~~ **\$2.76** per 100 cubic feet.
- C. The next 600 cubic feet of water used per month, ~~\$2.52~~ **\$2.71** per 100 cubic feet.
- D. The next 1,900 cubic feet of water used per month, ~~\$2.42~~ **\$2.60** per 100 cubic feet.
- E. All over 2,700 cubic feet of water used per month, ~~\$2.36~~ **\$2.54** per 100 cubic feet.

2. Water service shall be furnished at the following monthly rates for irrigation water service by the City:

For irrigation water service billed after July 1, ~~2017~~. **2025**.

A. Minimum charge of ~~\$5.00~~ **\$5.38** per account per month.

B. All water used per month, ~~\$3.42~~ **\$3.68** per 100 cubic feet.

Irrigation water service is defined as metered water that is primarily for outdoor use, including, but not limited to, irrigation; use that does not include a sanitary sewer service charge; and use for which the wastewater is not discharged into the sanitary sewer system.

Meter rates shall be figured on the nearest ten (10) cubic feet.

~~(Ord. 1702--May 17 Supp.)~~

#### **92.03 BULK WATER SALES.**

Water obtained at a fire hydrant, hauled by others, shall be furnished at the rate as follows:

For bulk water sales after July 1, ~~2017~~ **2025**

1. During regular working hours, ~~\$5.90~~ **\$6.35** per 1,000 gallons plus ~~\$40.00~~ **\$50.00** per call-out, with a minimum charge of ~~\$45.90.~~ **\$56.35**

2. During off-duty hours, ~~\$5.90~~ **\$6.35** per 1,000 gallons plus ~~\$55.00~~ **\$65.00** per call-out, with a minimum charge of ~~\$60.90.~~ **\$71.35**

~~(Ord. 1702--May 17 Supp.)~~

#### **92.04 TEMPORARY WATER SERVICE AND RATE.**

This section is intended for new construction of residential, commercial, and industrial structures. "New construction" is defined as a structure not previously served by the City's water system or a structure previously served by the City's water system, which structure was totally destroyed or removed from the site. This section does not apply to remodeling, retrofitting, or similar projects.

1. This section is applicable only to construction sites having an approved building permit issued for the proposed structure to be built on the site.

2. This service shall not exceed 90 days from the date of the new service connection to the water system.

3. Water usage under this section shall be for the sole purpose of construction, relative to the structure permitted for the specific construction site, including sidewalks and driveways, and may not otherwise be used outside of the structure. This section shall not be utilized if the anticipated water usage is more than 200 cubic feet per month.

4. The City may monitor the usage to determine if it exceeds the intended purpose. If the City determines that the usage exceeds the intended purpose, the service will be discontinued and reconnected only as prescribed in other sections of this Code of Ordinances.

5. Service as delivered by this section shall be exempt from any fees, as prescribed in Section 92.10 of this chapter.

6. Failure to comply with any part of this section shall result in disconnection of service from the City water system. Any reconnection to the City water system thereafter shall be as allowed only by other sections of this Code of Ordinances and not as allowed in this section.

For temporary water service after July 1, 2017, 2025.

7. Water service under this section shall be furnished at the following rate: ~~\$42.00~~ **\$45.00** (lump sum) for a period not to exceed 90 days from the date of the new service connection to the water system and will be billed with the building permit for the applicable structure.

~~(Ord. 1702 -- May 17 Supp.)~~

#### **92.05 RATES OUTSIDE THE CITY.**

Water service shall not be provided to any customer located outside the corporate limits of the City, except by special agreement of the Council. No such customer, however, will be served unless the customer shall have signed a service contract agreeing to be bound by the ordinances, rules, and regulations applying to water service established by the Council.

#### **92.06 BILLING FOR WATER SERVICE.**

Water service shall be billed as part of a combined service account, payable in accordance with the following:

(Code of Iowa, Sec. 384.84)

1. Bills Issued. The Clerk shall prepare and issue bills for water service on or before the third (3rd) day of the month following the close of the billing period.
2. Bills Payable. Bills for water service shall be due and payable at the office of the Clerk by the fifteenth (15th) of the month following the close of the billing period.
3. Late Payment Penalty. Bills not paid when due shall be considered delinquent. A one-time late payment penalty of ten percent (10%) of the amount due shall be added to each delinquent bill.

#### **92.07 SERVICE DISCONTINUED.**

Water service to delinquent customers shall be discontinued in accordance with the following:

1. Notice. The Clerk shall notify each delinquent customer that service will be discontinued if payment of the combined service account, including late payment charges, is not received by the date specified in the notice of delinquency. Such notice shall be sent by ordinary mail to the customer in whose name the delinquent charges were incurred and shall inform the customer of the nature of the delinquency and afford the customer the opportunity for a hearing prior to the discontinuance.

2. Notice to Landlords. If the customer is a tenant, and if the owner or landlord of the property or premises has made a written request for notice, the notice of delinquency shall also be given to the owner or landlord.

3. Hearing. If a hearing is requested by noon of the day preceding the shut off, the Clerk shall conduct an informal hearing and shall make a determination as to whether the disconnection is justified. The customer has the right to appeal the Clerk's decision to the Council, and if the Council finds that disconnection is justified, then such disconnection shall be made, unless payment has been received.

Fees for restoration of discontinued service after July 1, ~~2017~~ 2025

4. Fees. A fee of ~~\$40.00~~ \$50.00 during regular working hours - or ~~\$55.00~~ \$65.00 during off-duty hours - shall be charged before service is restored to a delinquent customer.

~~(Ord. 1702 - May 17 Supp.)~~

#### 92.08 CUSTOMER DEPOSITS.

There shall be required from every customer or prospective customer who is not the owner of the premises served a ~~\$75.00~~ \$90.00 deposit intended to guarantee the payment of bills for service. Said deposit shall be retained by the City for so long as the customer is furnished with water and remains a non-owner. At the conclusion of water service or upon the customer becoming the owner of said property, such deposit, without interest, shall be returned to the customer after deducting therefrom any charge which the City may have against the customer for water or sewer service.

#### 92.09 DEFECTIVE METER.

Should a meter owned by the City become defective and fail to register properly, the customer will be charged at the average consumption for a corresponding time as shown by the meter when in order. Meter accuracy testing costs referenced in Section 91.09 shall be ~~\$40.00~~, \$50.00

~~(Ord. 1702 - May 17 Supp.)~~

#### 92.10 DISCONTINUED, NEW AND RENEWED SERVICE.

Customers desiring to discontinue the use of water shall give notice to the City which shall then cause the water to be turned off. Water charges shall be made until the water is turned off. When water service is discontinued, all charges for water shall become due and payable. When water service is desired, a charge shall be made for turning on water. If a meter is removed temporarily because of an owner's absence or danger of meter damage, a charge will be made for renewing service. Charges for new and renewed service shall be ~~\$40.00~~ \$50.00 during regular working hours and ~~\$55.00~~ \$65.00 during off-duty hours.

~~(Ord. 1702 - May 17 Supp.)~~

#### **92.11 SERVICE CALLS.**

Service calls or requests for service may be provided at a fee of ~~\$40.00~~ **\$50.00** for each hour of regular time, or any part thereof, and ~~\$55.00~~ **\$65.00** for each hour of off-duty hours, with a minimum of one hour for either.

~~(Ord. 1702 - May 17 Supp.)~~

#### **92.12 SUPPLIES, MERCHANDISE AND SERVICES.**

Supplies, merchandise and services provided to customers by the City shall be at City cost plus fifteen percent (15%).

#### **92.13 LIEN FOR NONPAYMENT.**

The owner of the premises served and any lessee or tenant thereof shall be jointly and severally liable for water service charges to the premises. Water service charges remaining unpaid and delinquent shall constitute a lien upon the premises served and shall be certified by the Clerk to the County Treasurer for collection in the same manner as property taxes.

(Code of Iowa, Sec. 384.84)

#### **92.14 LIEN EXEMPTION.**

The lien for nonpayment shall not apply to a residential or commercial rental property where water service is separately metered and the rates or charges for the water service are paid directly to the City by the tenant, if the landlord gives written notice to the City that the property is residential or commercial rental property and that the tenant is liable for the rates or charges. The City may require a deposit not exceeding the usual cost of ninety (90) days of water service be paid to the City. The landlord's written notice shall contain the name of the tenant responsible for charges, the address of the rental property and the date of occupancy. A change in tenant shall require a new written notice to be given to the City within thirty (30) business days of the change in tenant. When the tenant moves from the rental property, the City shall refund the deposit if the water service charges are paid in full. A change in the ownership of the residential or commercial rental property shall require written notice of such change to be given to the City within thirty (30) business days of the completion of the change of ownership. The lien exemption does not apply to delinquent charges for repairs to a water service.

(Ord. 1310 - Aug. 13 Supp.)

#### **92.15 LIEN NOTICE.**

A lien for delinquent water service charges shall not be certified to the County Treasurer unless prior written notice of intent to certify a lien is given to the customer in whose name the delinquent charges were incurred. If the customer is a tenant and if the owner or landlord of the property or premises has made a written request for notice, the notice shall also be given to the owner or landlord. The notice shall be sent to the appropriate persons

by ordinary mail not less than thirty (30) days prior to certification of the lien to the County Treasurer.

(Code of Iowa, Sec. 384.84)

## TYPICAL RESIDENTIAL UTILITY BILL

05-08-25

## Water Rate Increase - Proposed/Projected

	F.Y. 24-25	F.Y. 25-26	F.Y. 26-27	F.Y. 27-28	F.Y. 28-29
Water <sup>(1,2)</sup>	\$30.10	\$32.36	\$34.78	\$36.55	\$38.37
Sewer <sup>(1)</sup>	\$54.71	\$54.71	\$54.71	\$54.71	\$54.71
Garbage Admin	\$0.80	\$0.80	\$0.80	\$0.80	\$0.80
RR1 (Trash Collection)	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00
Stormwater	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00
Tax	\$1.81	\$1.94	\$2.09	\$2.19	\$2.30
Total	\$104.42	\$106.81	\$109.38	\$111.25	\$113.18
Utility Bill Increase - \$		\$2.39	\$2.57	\$1.87	\$1.93
Utility Bill Increase - %		2.29%	2.41%	1.71%	1.73%

## Water Rate Increase - Proposed/Projected

## Stormwater Charge Increase - Proposed/Projected

Water <sup>(1,2)</sup>	\$30.10	\$32.36	\$34.78	\$36.55	\$38.37
Sewer <sup>(1)</sup>	\$54.71	\$54.71	\$54.71	\$54.71	\$54.71
Garbage Admin	\$0.80	\$0.80	\$0.80	\$0.80	\$0.80
RR1 (Trash Collection)	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00
Stormwater <sup>(3)</sup>	\$3.00	\$3.10	\$3.20	\$3.30	\$3.40
Tax	\$1.81	\$1.94	\$2.09	\$2.19	\$2.30
Total	\$104.42	\$106.91	\$109.58	\$111.55	\$113.58
Utility Bill Increase - \$		\$2.49	\$2.67	\$1.97	\$2.03
Utility Bill Increase - %		2.38%	2.50%	1.80%	1.82%

## Water Rate Increase - Proposed/Projected

## Stormwater Charge Increase - Proposed/Projected

## Trash Collection Increase - Proposed

Water <sup>(1,2)</sup>	\$30.10	\$32.36	\$34.78	\$36.55	\$38.37
Sewer <sup>(1)</sup>	\$54.71	\$54.71	\$54.71	\$54.71	\$54.71
Garbage Admin	\$0.80	\$0.80	\$0.80	\$0.80	\$0.80
RR1 (Trash Collection) <sup>(4)</sup>	\$14.00	\$15.17	\$15.63	\$16.09	\$16.58
Stormwater <sup>(3)</sup>	\$3.00	\$3.10	\$3.20	\$3.30	\$3.40
Tax	\$1.81	\$1.94	\$2.09	\$2.19	\$2.30
Total	\$104.42	\$108.08	\$111.21	\$113.64	\$116.16
Utility Bill Increase - \$		\$3.66	\$3.13	\$2.43	\$2.52
Utility Bill Increase - %		3.51%	2.90%	2.19%	2.22%

## Notes:

(1) Based on 1000 cubic feet of water use

(2) Water rate proposed/projected increases:

F.Y. 25-26	7.50%	F.Y. 27-28	5.00%
F.Y. 26-27	7.50%	F.Y. 28-29	5.00%

(3) Stormwater charge proposed/projected increases 2.5% per year rounded up to nearest \$0.05.

(4) Trash collection proposed increases:

F.Y. 25-26	\$15.17	F.Y. 27-28	\$16.09
F.Y. 26-27	\$15.63	F.Y. 28-29	\$16.58

# 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:** June 18, 2025

**SUBJECT:** Carroll City Ordinance Chapter 122 Amendment – Mobile Food Vehicles, Peddlers, Solicitors, and Transient Merchants

Second Reading: I have attached the ordinance including fees that a first reading was held at the council meeting on June 9, 2025. There has been no feedback on the ordinance, only a few clarification questions from a local food vendor.

I was asked to update and review Chapter 122 of the City Ordinance dealing with mobile food vehicles, peddlers, solicitors, and transient merchant permits. Attached are two ordinances that completely revamp the current city ordinance. Major changes include banning door to door sales in residential neighborhoods, defining mobile food vehicles, and expanding and clearly defining the exemptions to the permit requirement.

Both ordinances included are the same except one does not require a fee for the permit. The individuals and companies that are requesting permits currently must pay for licensing through the State of Iowa as well as payment of sales tax including local sales tax on any sales they make. An additional fee from the City seems to be an additional tax that the council can determine if needed.

**RECOMMENDATION:** Council consideration and discussion of the ordinance amendment to Chapter 122 of the City of Carroll Ordinance.



ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF CARROLL, IOWA, 2011, BY AMENDING PROVISIONS PERTAINING TO MOBILE FOOD VEHICLES, PEDDLERS, SOLICITORS, AND TRANSIENT MERCHANTS

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

SECTION 1. Chapter 122 of the Code of Ordinances of the City of Carroll, Iowa, 2011, is repealed and the following adopted in lieu thereof:

122.01 PURPOSE.

The purpose of this chapter is to protect residents of the City against fraud, unfair competition and intrusion into the privacy of their homes by permitting and regulating mobile food vehicles, peddlers, solicitors and transient merchants.

122.02 DEFINITIONS.

For use in this chapter the following terms are defined:

1. "Peddler" means any person who travels within the City or has a temporary location in the City for the conduct of his or her business and who has no permanent place of business in the City, but offers or exposes for sale goods, wares or merchandise, or who makes sales and delivers articles to purchasers.
2. "Solicitor" means any person who initiates or attempts to initiate personal contact with other persons at or near residences or business, including private driveways, parking lots, or public sidewalks in an apparent effort to solicit or attempt to solicit monies or order for goods, services, subscriptions, or merchandise to be delivered immediately or at a future date.
3. "Transient merchant" includes any person, firm or corporation, whether as owner, agent or consignee, who engages in a temporary business of selling and delivering goods, wares, property, services and merchandise within City, and who, in furtherance of said purpose, hires, leases, uses or occupies any building, structure, motor vehicle, trailer, tent, hotel, motel, or lodging house room, apartment, shop, street, alley, or other place within the City, for the exhibition or sale of such goods, wares, services and merchandise, either privately or at public auction. The person, firm or corporation so engaged is not relieved from complying with the provisions of this chapter by reason of associating temporarily with any local dealer, traders, merchant or auctioneer; provided, however, that if all sales made by such person, firm or corporation of goods, wares, merchandise or services shall be reported for sales tax collection purposes as made by such local dealer, trader, merchant or auctioneer, and all monies derived from such sales shall be collected

by such local dealer, trader, merchant or auctioneer, then such transient merchant shall be exempt from the provisions of this chapter. Only one such transient business shall be allowed to associate temporarily with any local dealer, trader, merchant or auctioneer as a part of or in the name of any local dealer, trader, merchant or auctioneer at any one time. A resident of the City conducting a yard sale is not considered to be a transient merchant until he or she has conducted such sale for a total of four (4) days within one calendar year. After conduct of such sales for four (4) days in any one calendar year, the person conducting said sale shall be considered to be a transient merchant.

4. "Mobile food vehicles" means a food establishment that is located upon a vehicle, or which is pulled by a vehicle, where food or beverage is cooked, prepared and served for individual portion service.

#### 122.03 LOCATION.

Peddlers, solicitors, transient merchants, and mobile food vehicles are permitted only in B-1, B-2, B-3, I-1, and I-2 zoning districts. Mobile food vehicles may operate under a Special Event Permit in any zoning district.

#### 122.04 PERMIT REQUIRED.

It is unlawful for any mobile food vehicle, peddler, solicitor or transit merchant to engage in any such business within the City without first obtaining a permit therefor in compliance with the provisions of this chapter.

A permit may be obtained for one day, month, or annual use. Fees for the permits are noted in section 10.

#### 122.05 EXEMPTIONS

The provisions of this chapter do not apply to persons engaged in the following described activities:

1. Persons selling at wholesale to merchants for the purpose of resale.
2. Persons selling or distributing newspapers or similar tabloids.
3. Persons selling tangible personal property or services to business enterprises.
4. Persons who sell at their permanent residence in the City works of art or crafts made or created by such person or a member of such person's immediate family.

5. Persons licensed by the State of Iowa to sell real estate or insurance or licensed as transient vendors of drugs.
6. Person selling or delivering tangible personal property or services through a permanent business located in the City, or sold to regular customers on established routes.
7. Farmers who offer for sale products of their own raising or persons selling at wholesale to merchants.
8. Persons selling their own work or production either by themselves or their employees.
9. Candidates (or their duly authorized representatives) for local, County, State, or national office soliciting donations and/or support.
10. Persons selling tangible property at a garage, basement, or yard sale held at one of the person's residences, a shelter house, or similar type location.
11. Persons conducting and selling admissions to or for theatricals, shows, rides, sports and games, concerts, circuses, carnivals or any other public amusement.
12. Solicitations and sales by charitable and nonprofit organizations defined and authorized by Chapter 504 of the Code of Iowa or are authorized by and organized under statutes or regulations of the United States Government, or approved by the Internal Revenue Service, all public and private schools and colleges, nonprofit clubs and lodges that are not ordinarily conducted as a business that do not meet the requirements of Chapter 504.
13. Persons licensed as auctioneers by the laws of the State.
14. Dissemination of information without solicitation of money or other consideration.

#### 122.06 FOOD AND HEALTH REGULATIONS.

All mobile food vehicles, peddlers, solicitors and transient merchants shall comply with all applicable State food health rules and regulations.

#### 122.07 APPLICATION FOR PERMIT.

Applicants for a peddler, solicitor or transient merchant permit shall be filed with the Chief of Police, or designee, on the form provided by the City. No application request

shall be accepted unless it conforms to the requirements of this chapter. This includes a complete and true application and all of the required materials and information prescribed and accompanied by the appropriate fee(s). Application(s) shall be submitted not less than ten business days prior to the proposed start date of peddler, solicitor or transient merchant sales. The City reserves the right to reject any application that is not submitted in a timely manner. The Chief of Police, or designee, shall have the discretionary right to accept an application made less than ten business days prior to the desired start date. Such application shall include the following:

1. Name, proof of identity, and photograph of applicant.
2. Complete permanent business, home and local address of the applicant, and in the case of the transient merchants, the local address from which proposed sales will be made.
3. A brief description of the nature of the business and the goods to be sold by such applicant.
4. If employed, the name and address of the employer, together with credentials therefrom establishing the exact relationship.
5. The length of time for which the permit is requested.

Applicants for a mobile food vehicle permit shall be filed with the Chief of Police, or designee, on the form provided by the City. No application request shall be accepted unless it conforms to the requirements of this chapter. This includes a complete and true application and all of the required materials and information prescribed, accompanied by the appropriate fee(s). Application(s) shall be submitted not less than ten business days prior to the proposed start date of mobile food vehicle sales. The City reserves the right to reject any application that is not submitted in a timely manner. The Chief of Police, or designee, shall have the discretionary right to accept an application made less than ten business days prior to the desired start date. Such application shall include the following:

1. Full name of the applicant and applicant's contact information including mailing address, phone number, and e-mail address.
2. Food service license issued by the State of Iowa Department of Inspections, Appeals, and Licensing.
3. Details about the mobile food vehicle including:
  - A. Make, model, year, and license plate number.
  - B. Overall size (length and width).
  - C. Photograph(s).

#### 122.08 INVESTIGATION OF APPLICANT.

1. If, as a result of such investigation, the applicant's character and business responsibility is found to be unsatisfactory, the Chief of Police, or designee, shall endorse on such application such disapproval and the reasons for the same, and

shall notify the applicant that the application is disapproved and that no permit shall be issued.

2. If, as a result of such investigation, the character and business responsibility of the applicant are found to be satisfactory, the Chief of Police, or designee, shall endorse on the application such approval, and shall issue the permit. Such permit shall show the name and address of said permittee, the kinds of goods to be sold thereunder, and contain the following wording: "The City of Carroll, Iowa, does not endorse the products of permittee." The amount of fee paid, the date of issuance and the length of time shall also be shown on the permit. Each peddler, solicitor, transient merchant, or mobile food vehicle shall secure a personal permit. The Chief of Police shall keep a permanent record of all permits issued hereunder.

#### 122.09 PERMIT FEE.

Every applicant for a permit under the provisions of this chapter shall pay a fee upon the issuance of the permit in the amount shown on the schedule of fees of this Code of Ordinances.

<u>Description</u>	<u>Fee</u>
Daily permit	\$25.00
Monthly permit	\$150.00
Annual permit	\$300.00

#### 122.10 BOND REQUIRED.

Before a permit under this chapter is issued to a transient merchant, an applicant shall provide to the Chief of Police evidence that the applicant has filed a bond with the Secretary of State in accordance with Chapter 9C of the Code of Iowa.

#### 122.11 APPLICANT TO FILE SALES TAX RETURNS.

Every applicant for a permit hereunder shall file all required sales tax returns.

#### 122.12 PERMIT EXPIRATION.

All permits issued hereunder shall expire at midnight of the last day for which the permit is issued.

#### 122.13 OBSTRUCTION OF TRAFFIC PROHIBITED.

It is unlawful for any permittee to conduct business at any location, private or public, in such a manner as to hinder or obstruct the free passage of pedestrian or vehicular traffic.

#### 122.14 EXHIBITING PERMIT.

All permittees are required to exhibit their permits at the time of initial introduction to any person in the City for the purpose of negotiating any transaction covered by this chapter. Further, it is the duty of the police of the City to require a permit to be shown by any person operating a mobile food vehicle, peddling, soliciting or canvassing who is not known by such officer to be duly permitted. Any person of whom a request is made to produce his or her permit shall do so, and the provisions of this chapter shall be enforced against any person found to be violating the same.

#### 122.15 REVOCATION OR SUSPENSION OF PERMIT.

Permits issued under the provisions of this chapter may be revoked or suspended by the Chief of Police for any of the following causes:

1. Fraud, misrepresentation, or incorrect statement contained in the application for permit, or made in the course of carrying on any business as mobile food vehicle, solicitor, canvasser, peddler, or transient merchant.
2. Any violation of this chapter.
3. Conducting the business of mobile food vehicle, peddler, canvasser, solicitor, or transient merchant, in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety, or general welfare of the public.

#### 122.16 APPEALS.

Any person aggrieved by the action of the Chief of Police in the denial, revocations, or suspension of a permit may appeal to the City Manager. Such appeal shall be taken by filing with the City Clerk, within five (5) days after the notice of the action complained of, along with a written statement setting forth fully the grounds for such appeal. The City Clerk shall set a time and place for hearing on such appeal and notice of such hearing shall be given to the appellant.

#### 122.17 MOBILE FOOD VEHICLE STANDARDS.

Mobile food vehicles shall follow the Operation Guide established by the Iowa Department of Inspections, Appeals, and Licensing (DIAL), as well as the standards outlined by the Food Truck Safety Fact Sheet provided by the National Fire Protection Association (NFPA) before operations may begin. By allowing the mobile food vehicle on their property, the property owner and the mobile food vehicle operator are responsible for compliance with this chapter and to ensure the performance standards listed below, the safety of pedestrians, and access of emergency vehicles to and around the site are maintained. All mobile food vehicles must operate in accordance with the following:

1. No mobile food vehicle shall be parked in or otherwise impede access to and from ADA parking spaces.
2. Minimum parking requirements and site circulation shall not be obstructed by the location of mobile food vehicles.
3. Mobile food vehicles shall conduct operations at one location for a maximum of three consecutive days per week.
4. Mobile food vehicles must maintain a minimum distance of separation from any structure and any other mobile food vehicle as established by the National Fire Protection Association and Iowa Department of Inspection, Appeals and Licensing (DIAL). The distance shall be measured to the closest building or structure including awnings or canopies, tents, or membrane structures.
5. Mobile food vehicles must not encroach parking lot drive aisles or entry/exit points.
6. The window or area where a patron orders and receives their purchase must be located so as to not require a patron to stand or create a line that may cause an obstruction in the public right-of-way including public sidewalks, vehicle travel lanes, parking lot drive aisles, or any other related situation that may create a potential safety hazard.
7. Mobile food vehicles must operate in the location designated by the current premise permit.
8. Mobile food vehicles must maintain a minimum separation between units of 15 feet.
9. Mobile food vehicle operators must provide a trash receptacle within 15 feet of the mobile food vehicle and shall keep the area around the unit clear of litter and debris at all times.
10. Mobile food vehicle operators must not use audio amplification devices.
11. Unless operating under a Special Event Permit, mobile food vehicles must not operate or park on public streets, public property, or encroach onto public rights-of-way.
12. Mobile food vehicles must operate a minimum of 15 feet away from fire hydrants, any fire department connection, driveway entrances, and alleys.
13. Mobile food vehicle hours of operation are limited to between 7:00 a.m. and 10:00 p.m. when located within 150 feet of a residential dwelling.
14. Mobile food vehicles must serve patrons who are on foot only; drive-up service is prohibited.
15. All food service operations must be conducted within the mobile food vehicle or away from public access.
16. Four tables with or without umbrellas and one easy-up shade structure, a maximum of 10 ft. x 10 ft. in size, are allowed per mobile food vehicle if utilized within immediate proximity of the mobile food vehicle.

17. Mobile food vehicles are prohibited from dumping or discharging anything into storm and sanitary sewers.
18. No mobile food vehicle shall connect to city-owned electrical or water sources.
19. The city shall maintain the right to determine the maximum number of mobile food vehicles appropriate for a site. In making that determination, the city shall consider the following: adequate emergency access into and through a site, pedestrian safety and presence of potential pedestrian and vehicle conflicts, availability of parking to accommodate the mobile food vehicles and patrons without affecting the functioning of the primary use of the site, potential impact to adjacent streets and/or properties and other potential safety issues that may arise from or be related to the proposed operation. Additionally, the city shall maintain the right to modify the permit to decrease the number of mobile food vehicles allowed or prohibit multiple food vehicles altogether should problems arise with regards to safety or negative impacts on the function of the primary use, adjacent roadways, or adjacent properties.
20. One free-standing portable sign (sandwich board) not exceeding 15 square feet in size per each side is allowed provided that it remains located on the premise that the mobile food vehicle is operating and does not create a safety hazard or block ADA accessibility and is not located in the public right-of-way.
21. Signs that are attached to the exterior of the mobile food vehicle must be mounted flat against the unit and not project more than six inches from the exterior of the unit.
22. No additional freestanding banners, flags, inflatables, or other similar free-standing obstructions are allowed.

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

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

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

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

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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

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627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

**MEMO TO:** Honorable Mayor and City Council Members

**FROM:** Aaron Kooiker, City Manager 

**DATE:** June 18, 2025

**SUBJECT:** Amended Purchasing Policy No. 0501

Per the request from Council, City staff has put together a change to the “Local Preference” portion of the City’s Purchasing Policy No. 0501. In summary, Council may give a purchasing preference to a locally owned business/private enterprise defined as a business that has a presence in the City of Carroll, Carroll County or a contiguous county. In addition, for bids that are less than \$50,000, Council may give preference to a local business that is within 2% of the lowest responsive bid. For bids that fall between the range of \$50,000 - \$100,000, Council may give preference to a local business that is within 1% of the lowest responsive bid.

Attached is City’s Purchasing Policy with the proposed amended “Local Preference” section for Council’s consideration.

**RECOMMENDATION:** Mayor and City Council consideration and approval of a resolution amending Purchasing Policy No. 0501 that amends the “Local Preference” section.

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

**A RESOLUTION AMENDING PURCHASING POLICY NO. 0501**

WHEREAS, the City Council has a desire to give preference to locally owned businesses and private enterprises and;

WHEREAS, a City staff has amended Purchasing Policy No. 0501 to more clearly define “Local Preference”; and

WHEREAS, the City Council of the City of Carroll, Iowa, finds that the amended purchasing policy is accepted and should, therefore, be approved.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Carroll, Iowa, that the attached amended Purchasing Policy No. 0501 is approved.

PASSED AND APPROVED this 23rd day of June, 2025.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

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

Attest:

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

# CITY OF CARROLL

## POLICIES AND PROCEDURES MANUAL

<b>Subject</b>  Purchasing Policy		<b>Policy No.</b>  0501
<b>Responsible Division(s) , Office(s)</b>  All Departments		<b>Related Policies &amp; Procedures</b>
<b>Effective/Revision Date</b>  11/28/88; 01/22/90; 04/10/17; 12/21/20; 06/23/25	<b>Approval(s)</b>  Aaron Kooiker	

### **Purpose**

The City of Carroll Purchasing Policy is created to:

1. Clarify certain procedures and safeguards governing purchases of supplies and services by the City.
2. Provide for increased public confidence in the procedures followed in City purchasing decisions.
3. Ensure the fair and equitable treatment of all persons who are involved with the City's purchasing procedures.
4. Provide increased economy in City purchasing activities and maximize the purchasing value of public monies for the City.

### **Application**

This policy applies to procurement of all supplies, equipment, construction and services of and for the City of Carroll that include any federal program funding, including but not limited to, those related to the implementation and administration of the Community Development Block Grant (CDBG) award, Assistance to Firefighter's Grant (AFG), the Community Facilities Direct Loan Program and the Community Facilities Grant Program (USDA Rural Development), Federal Emergency Management Administration (FEMA), the Pre- Hazard Mitigation Grant or the Emergency Management Planning Grant (EMPG). In regard to any such federal program, all procurement will be done in accordance with 2 CFR; Part 200. The Iowa Code, and specifically Chapter 26 and Section 331.341 will be followed when applicable. For more specific details about federally funded projects, refer to Purchasing Policy 0501.1

## **Purchasing Responsibilities**

### *City Council*

1. Adopt the annual operating budget to determine levels of expenditure by fund, department, and program, including capital expenditures.
2. Review, approve, and award budgeted purchases (including capital, equipment, contractual service) over \$10,000.

### *City Manager*

1. Ensure budgeted levels for each fund are not exceeded.
2. Approve all purchases between \$5,000 and \$10,000.
3. Present purchasing recommendations for items requiring Council approval.
4. Coordinate purchases among departments.
5. Ensure compliance with this purchasing policy.

### *City Clerk/Finance Director*

1. Monitor expenditures and advise City Manager of monthly expenditure rates.

### *Department Heads*

1. Inform all personnel in their department of these purchasing policies.
2. Plan purchases (including budgeted items) in order to allow sufficient time to obtain proposals or quotations, determine best vendor, and issue contracts.

### *Other City Employees*

1. All employees must be authorized by their Department Head to make purchases.
  - a. Certain employees may be granted a standing purchasing limit by their Department Head. Employees will not be granted a standing purchasing limit that exceeds the limit of their Department Head.
  - b. Employees also may be given approval by their Department Head on a case-by-case basis to make certain purchases.
2. Employees who have been approved to make minor purchases are encouraged to make such purchases from local vendors within the City limits.
3. When making purchases, employees are to put their signature and department name on the invoice. All invoices need to be turned in to the employees' respective departments.

## **Prohibited Purchases**

The following purchases cannot be made from City funds:

1. The purchase of any illegal substance or services.
2. Gambling related purchases.
3. Purchases made for personal benefit with no value to the City.
4. Any purchase not done in accord with Iowa law or these policies.

## **General Procurement Guidelines**

### *Purchases Exceeding \$50,000*

Contracts for goods or services exceeding \$50,000 shall be awarded by the City Council through sealed competitive bidding.

#### Process for Obtaining Council Approval

1. All purchases or service contracts shall be listed on the agenda.
2. All purchases or service contracts shall be accompanied by a written recommendation from the City Manager for award.

### *Purchases between \$10,000 and \$50,000*

For all purchases over \$10,000, Council approval is required. At least three documented price quotes shall be solicited. Quotes may be solicited in person, by telephone, from websites, or in writing. The process for obtaining Council approval is as follows:

1. All purchases or service contracts shall require a separate agenda item.
2. All purchases or service contracts shall be accompanied by a written recommendation from the City Manager for award.

### *Purchases between \$5,000 and \$10,000*

Purchases of goods or services greater than \$5,000 but less than \$10,000 will require at least three documented price quotes shall be solicited. Quotes may be solicited in person, by telephone, from websites, or in writing. Purchases between \$5,000 and \$10,000 shall be approved by the City Manager.

### *Purchases between \$1,000 and \$5,000*

Purchases of goods or services greater than \$1,000 but less than \$5,000 will require at least two documented price quotes shall be solicited. Quotes may be solicited in person, by telephone, from websites, or in writing.

### *Purchases under \$1,000*

Purchases of goods or services totaling less than \$1,000 shall not require multiple quotes if the prices are considered to be reasonable, unless requested by the City Manager. Informal quotes are encouraged.

## **State of Iowa DAS Contracts**

Items that are procured through a State of Iowa DAS Contract are exempt from soliciting additional quotes. At least one additional quote should be solicited from a local vendor when the State of Iowa DAS Contract vendor is out-of-town.

## **Retention of bids, quotes, and other related documents**

For items with a price over \$1,000 in value, copies of bids or quotes shall be attached to the invoice. The bids or quotes will be retained with the invoice for 5 years in accordance with the record retention policy (Policy # 0313).

## **Budgeted Commodities/Consumable/Vehicle Repairs**

Various items such that are commodities, consumable, and minor repairs (like salt/sand supplies, postage, cleaning supplies, tools, vehicle/truck parts, etc.) may be purchased in any amount without prior City Council approval so long as the item is part of the approved annual budget. In all cases, the procurement requirements related to sealed bids and quotes shall be followed.

## **Local Preference**

The City desires to purchase goods or services from locally owned businesses and private enterprises, if possible, which shall include businesses and private enterprises located within the City of Carroll, Carroll County and contiguous counties, which offer these goods or services. If the cost of goods and services is relatively equal and the bid is responsive to the City's bid request in all respects, the City desires to give preference to that locally owned business or private enterprise.

Business or private enterprise means an individual, partnership, corporation, limited liability company, firm, joint venture or other legal entity engaged in manufacturing, sale or distributing goods or services for profit.

Locally owned businesses or enterprises submitting a responsive bid within 1% of the lowest responsive bid for purchases of goods or services between \$50,000 - \$100,000, may be given preference by the Carroll City Council when accepting bids for such goods and services.

Locally owned businesses or enterprises submitting a responsive bid within 2% of the lowest responsive bid for purchases of goods and services under \$50,000 may be given preference by the Carroll City Council or Manager when accepting bids for such goods and services.

The City Manager will prepare a recommendation to the Council when considering this locally owned business preference.

The locally owned business preference does not pertain to:

1. Public Improvement projects
2. Purchase involving Federal and State funded projects.
3. Purchases subject to specific grant requirements.
4. Joint governmental purchases

## **Procedures for Competitive Bidding**

Note: State requirements will be followed for all public improvement projects for horizontal and vertical infrastructure.

### **General Procedures**

1. Invitation for Bids – An invitation for bids shall be provided to those vendors requesting such notice at least 7 days in advance (when available) of the due date for submission of bids. Bid bonds may be required if determined by the City Manager.
2. Bid Opening – Bids shall be opened by a departmental representative with the City Clerk present. The amount of each bid shall be announced, and other relevant information shall be recorded along with the name of each bidder.
3. Bid Evaluation – Bids shall be evaluated based on the requirements set forth in the Invitation for Bids, which may include criteria to determine acceptability, such as inspection, testing, quality, and suitability for a particular purpose.
4. Award – The contract shall be awarded or rejected with reasonable promptness. Award will be made to the lowest responsible bidder who submits a responsive bid. The City reserves the right to reject all bids.

## **Professional Services Exemption**

For purposes of this policy, professional services shall be those services being provided by a person with an advanced/specialized degree, such as a CPA, lawyer, architect, engineer, actuary, or in some cases a highly specialized consultant. The intended solicitation of professional services by itself does not necessarily exclude City staff from following bidding procedures noted in this policy. If a professional service is readily available in the marketplace (such as several engineering firms in the area), staff should exercise good judgment in obtaining more than one proposal for the service. Staff may establish minimum qualifications (such as experience) for those professional service firms to be evaluated. These factors can be taken into account when making the selection of a professional service provider, thus the selected vendor may not necessarily be the lowest cost proposal. Professional services being provided to the City should be reviewed by City Staff at least once every five years to ensure the City is receiving the best service and value.

## **Emergency Purchases**

Emergency goods, services and construction items are those that are necessary to prevent or mitigate serious disruption of government services or threats to public health, welfare, or safety, or to protect city buildings and/or infrastructure or if it is needed as a result of events or circumstances not reasonably foreseeable. Emergency procurements shall be made with such competition as is practical based on the circumstances.

A written determination of the basis for the emergency and for the selection of the particular contractor and/or product shall be certified or prepared by the City Manager for emergency purchases exceeding \$10,000. Every attempt should be made to contact the Mayor or the Mayor Pro Tem for emergency purchases exceeding \$10,000 prior to making the purchase. The services of a professional such as an engineer or architect may be utilized to assist in determining the nature of the emergency.



# 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:** June 18, 2025

**SUBJECT:** 2025 Downtown Façade Grant Program

- 2025 Carroll Downtown Façade Improvement Grants
- Resolution Authorizing Advancement of Costs for an Urban Renewal Project and Certification of Expenses Incurred by the City for Payment under Iowa Code Section 403.19

The 2025 Downtown Façade Grant Program received seven (7) applications. All the applications met the grant guidelines. The commercial projects along Adams Street would continue to transform the atmosphere of the downtown shopping area very similar to the funds that have already been expended Downtown. The total amount of grant dollars requested is \$102,674.91. The total amount budgeted for FY 2026 was \$100,000. The Downtown Façade Grant Program Review Committee felt that all the applications warranted approval and would recommend allocating an additional \$2,674.91 to allow for all applications to be fully funded.

The maximum amount of matching funds is \$20,000. Once the project is complete, the applicant will turn in receipts for the total project and be reimbursed 50% of the total project with a maximum reimbursement of \$20,000 or the maximum amounts discussed below.

**509 N Adams Street** (current occupant is Vita Suite/A Fun Top & Jeans/Aveda) is requesting \$20,000 to replace widows in the store front, replace the entry door, upgrade exterior lighting and improve vertical signage on the front of the building.

**511 N Adams Street** (current occupant is Eckerman Jewelry) is requesting \$16,247.63 to install a new overhang/awning, new signage, paint the front of the building and make further repairs to the existing façade.

**515 N Adams Street, Suite 201** (current occupant is Jena Bug Baby Boutique) is requesting \$12,500 to reface the front, add metal awning with lights and new signage.

**515 N Adams Street, Suite 204** (current occupant is Glik's) is requesting \$6,407.78 to repair and replace broken or rotting materials on the façade, repaint the entire front of the façade, replace damaged and cracked entry sign and replace LED lighting in the entry sign.

**521 N Adams Street** (current occupant is Artworks Studio) is requesting \$7,519.50 to restore the painted façade, install a new aluminum composite sign, and add a canvas awning.

**526 N Adams Street** (current occupant is Toploft Clothing) is requesting \$20,000 to replace windows, new glass in the front entrance door, removal of the wood on the front of the building, new exterior tile in the entranceway, and exterior wall finishings to the façade.

**113 W 7<sup>th</sup> Street** (current occupant is Carroll Area Chile Care Center and Preschool) is requesting \$20,000 to repair bricks and awning and to stain the brick exterior to provide a refreshed uniform look.

A resolution is also included to allow the City to use Local Option Sales Tax (LOST) collections to initially fund this grant program and seek reimbursement from tax increment financing (TIF) collections from the Downtown Urban Renewal Area.

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

1. Approve all projects by fully funding them which includes adding \$2,674.91 from the Local Option Sales Tax Fund and authorize the execution of contracts with the business owners.
2. Approve the Resolution Authorizing Advancement of Costs for an Urban Renewal Project and Certification of Expenses Incurred by the City for Payment under Iowa Code Section 403.19

## **2025 Carroll Downtown Façade Improvement Grants**

The City of Carroll, Iowa is engaged in a comprehensive downtown revitalization process. A key element of the revitalization program involves the re-creation of *Downtown Carroll*. Many smaller cities in Iowa have chosen this revitalization path and have seen improvements in the appearance and image of their downtowns, as well as increased civic pride, visitation, consumer spending, business investment, and property values.

Rehabilitation of Downtown's commercial buildings and returning their upper stories to productive use plays a key role in this revitalization strategy. To this end, the City has created a Downtown Façade Improvement Program to assist building owners in restoring and improving the original facades of their buildings.

### 2025 Rules and Sources of Funding

This is the second year of the Downtown Façade Improvement Grants.

The Downtown Façade Improvement Fund has \$100,000 in funding.

### Maximum 2025 Award

Matching 50% reimbursement grants of up to \$20,000 are available under this program.

### 2025 Application Round

Application Period Opens – April 1, 2025

Application Period Closes – May 30, 2025

Application forms may be picked up at City Hall, 627 N Adams Street. They will also be posted at [www.cityofcarroll.com](http://www.cityofcarroll.com).

### Further Information

Please contact Aaron Kooiker, City Manager, City of Carroll by phone at 712-792-1000 or [akooiker@cityofcarroll.com](mailto:akooiker@cityofcarroll.com).

## *Façade Grant Rules*

### **1. Applicant Eligibility**

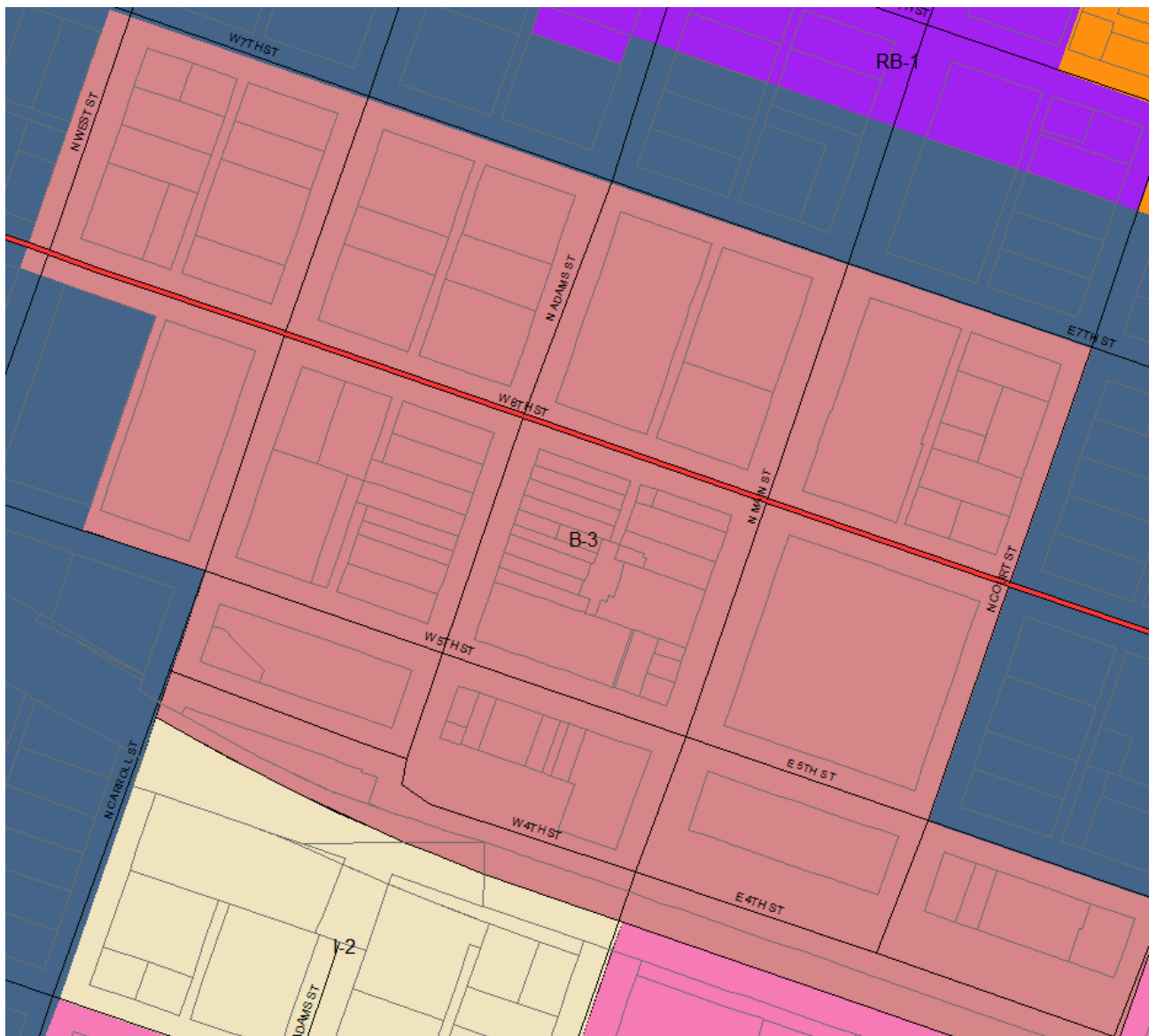
Any owner of an eligible building can submit an application for a Downtown Façade Improvement Grant.

Building tenants will be allowed to make an application on the Building Owner's behalf if the Owner has agreed in writing for the work to be undertaken at the cost of the Building Tenant.

### **2. Building Eligibility**

Commercial buildings are eligible for a Downtown Façade Improvement Grant if:

- a) They are located on a property that is zoned B-3 (shown in pink); and within the boundaries shown below:



### 3. Awards

The Downtown Façade Improvement Grant program will provide matching funds to a maximum of \$20,000 per building.

Applicants may choose to provide additional funding beyond the minimum 50% matching requirement.

### 4. Eligible Costs

Downtown Façade Improvement Grants can be used to reimburse award recipients for the following costs:

- i) Removal of metal, vinyl, or wood siding that has been used to cover the original brick façade and any added structural elements to support such siding;
- ii) Repairs to the original façade;
- iii) Repairs to existing cornices, pediments, or coping;
- iv) Replacement of, or repairs to, front entry stairs;
- v) Installation, repair, or replacement of entry ramps for the mobility impaired if appropriate;
- vi) Replacement of exterior doors;
- vii) Replacement of main floor and upper story windows;
- viii) The addition of new, or the replacement of existing, awnings;
- ix) The removal, replacement, or repair of storefront canopies;
- x) The addition of artistic building signage which is compatible with the building and the period that it was built in (see attached photographic examples), including:
  - Decorative vertical signage attached to the front façade;
  - pedestrian scale signage located underneath an awning or canopy; or
  - Refurbishment or replacement of existing sign bars with exterior accent lighting.
- xi) Installation, repair, or replacement of exterior stairs to upper story housing, where such stairs are required to meet the local building and fire codes;

- xii) Installation, repair, or replacement of exterior accent lighting designed to highlight the storefront;
- xiii) Exterior facade painting where appropriate; and
- xiv) Design, Architectural or Engineering fees as needed to undertake the project.

## **5. Ineligible Costs**

Downtown Façade Improvement Grants CANNOT be used for the following costs:

- i) General maintenance and cleaning other than painting;
- ii) Repair or replacement of roofs;
- iii) The addition of metal, vinyl, or wood siding to cover parts of an original façade;
- iv) Tinted windows;
- v) Interior window coverings or window signage;
- vi) Back-lit plastic signage; or
- vii) Security systems.

## **6. Application Period and Forms**

The application period will begin on April 1, 2025 and end on May 30, 2025.

No applications submitted after the deadline will be accepted.

## **7. Application Submissions**

Applications may be submitted in person at City Hall or by e-mailing Aaron Kooiker, City Manager, [akooiker@cityofcarroll.com](mailto:akooiker@cityofcarroll.com)

## **8. Review Committee and Grants Administrator**

A Committee will review the applications and grant awards. The Review Committee will consist of three members including:

- a) Carroll City Manager,
- b) Carroll County Growth Partnership Executive Director, and
- c) One resident, appointed by Council, who does not own property or a business located in Downtown Carroll.

The Downtown Façade Improvement Grant program will be administered by the City Manager.

## **9. Evaluation of Applications**

The Review Committee will evaluate applications based upon the following criteria:

- a) The condition of the building and the need for the proposed improvements;
- b) The extent of the building improvements proposed;
- c) The extent to which the original building features are to be preserved or enhanced by the improvements;
- d) The strategic location of the building;
- e) The quality of the work proposed;
- f) The completeness of the application;
- g) The proportion of municipal funding requested; and
- h) Any other criteria relevant to a particular application.

## **10. Award and Contract**

The Review Committee will recommend applications to City Council for their approval.

Depending upon the number of applicants and the funds available, the Review Committee may be obliged to choose between competing qualified applications based upon their evaluations.

In the event that the total amount of grants requested does not exceed the available funds, the Review Committee may recommend all qualified applications.

City Council, however, reserves the right to reject any or all applications.

The City Manager will prepare contracts to be signed by the applicants receiving the award and the Mayor.

## **11. Required City Permits**

In some cases, the building improvements proposed may not require permits from the City of Carroll.

Award recipients are, however, required to obtain all necessary building or sign permits from the City of Carroll.

Applicants are encouraged to contact Aaron Kooiker, the City of Carroll's City Manager, to determine whether permits will be required at (712) 792-1000.

## **12. Time to Complete the Work**

The applicant will have one year to complete the work from the date that the Grant Contract is signed.

Failure to complete the work on time may result in the loss of all or part of the award.

The Review Committee may consider a request, in writing, to extend the completion deadline in the event of unforeseeable circumstances.

## **13. Method of Reimbursement**

The Downtown Façade Improvement Grants are reimbursement grants. The building owner is expected to complete and pay for the proposed rehabilitation work and submit a cost summary.

Following review of the cost submission and an inspection of the completed work, the City will reimburse the building owner for 50% of the costs up to the maximum amount specified in the award. Submission for reimbursement is required one year from the date the Grant Contract is signed.

The cost summary will include any receipts, invoices or pay applications for costs of materials, labor, fees and permits associated with the work. A cost summary form will be provided for the building owner's use, which will be signed by the owner verifying its accuracy.



#### **14. Direct Provision of Materials & Labor by the Building Owner**

The value of any used materials, previously owned by the Building Owner, or direct labor performed by the owner or members of their immediate family will not be eligible for reimbursement.

## Appendix Information

For clarification, some photographs are included on the following pages showing different types of building signage that may be appropriate for use in Downtown Carroll.

### Decorative Vertical Signage Examples



### Decorative Signage on Retail Sign Bars





### Pedestrian Scale Signage Beneath Canopies or Awnings



**2025 City of Carroll  
Downtown Façade Improvement Grant Application Form**

Building Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_  
Company Name (if applicable)

\_\_\_\_\_  
Individual's Name Representing the Owner

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

Applicant: \_\_\_\_\_  
Name (If not property owner)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

Architect or General  
Contractor: \_\_\_\_\_  
Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

Total Project Cost: \_\_\_\_\_

Grant Requested: \_\_\_\_\_  
(50% to a Maximum of \$20,000)

**Description of the Proposed Improvements**

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## **Required Attachments:**

Please attach the following:

1. A photograph of the façade(s) to be improved.
2. On another copy of the same photograph, mark the areas where the improvements are to occur (e.g., doors, windows, awnings or canopies, signage, etc.)
3. A cost estimate from a builder/contractor, or if the applicant is acting as the general contractor, a spreadsheet showing itemized costs. Note: Cost estimates may include 10% contingency.
4. If installation of signage is proposed, a drawing or photograph showing the type and style of signage proposed.

## **Applicant's Signature**

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Signature

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Printed Name

---

Representing (Company)

**To Be Filled Out by City Staff**

Grant Eligibility  
(50% to Maximum of \$20,000) \_\_\_\_\_

Description of the  
Improvements \_\_\_\_\_ Attached

Façade Photographs \_\_\_\_\_ Attached

Cost Estimate \_\_\_\_\_ Attached

Signage Drawing/Photos \_\_\_\_\_ Attached

Sufficient Information \_\_\_\_\_ Yes or No (Additional Info Requested)

Committee Review \_\_\_\_\_ Recommended for Approval



June 23, 2025

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

\_\_\_\_\_

\_\_\_\_\_

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

\* \* \* \* \*

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

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

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

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

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

WHEREAS, the City of Carroll, Iowa has adopted the Eighth Amended and Restated Central Business District Urban Renewal Plan (the "Plan") for the Central Business District Project Area (the "Urban Renewal Area") for the purpose of undertaking urban renewal projects, including the projects described as "a grant program for facade and other exterior building renovations" (the "Project") within the Urban Renewal Area; and

WHEREAS, the Project is located in the Urban Renewal Area; is described in Section IV of the Plan; does not exceed the projected Project cost estimate of \$1,500,000 in the Plan; and, in the judgment of the Council will further one or more of the objectives of the Plan. Therefore, the Project constitutes a public use and purpose as provided by Iowa Code Chapters 15A and 403; and

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

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

WHEREAS, it is the intention of the City to certify the amount of funds advanced for reimbursement under Iowa Code Section 403.19 before December 1, 2025; and

WHEREAS, the amount of funds advanced or to be advanced for the Project is currently estimated at \$105,000.

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

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

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

Section 3. All Project costs to be incurred for the Project are approved, to be advanced as described in Section 2. The Project is currently estimated to cost approximately \$105,000.

Section 4. Certification for reimbursement under Iowa Code Section 403.19 shall be made by the Council on or before December 1, 2025.

ADOPTED AND PASSED BY THE CITY COUNCIL OF THE CITY OF CARROLL, STATE OF IOWA, this 23rd day of June, 2025.

\_\_\_\_\_  
Mayor

ATTEST:

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

CERTIFICATE

STATE OF IOWA	)
	) SS
COUNTY OF CARROLL	)

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

WITNESS my hand and the seal of the Council hereto affixed this 24th day of June, 2025.

\_\_\_\_\_  
City Clerk, City of Carroll, State of Iowa

01643346-1\99500-009

# City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

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

*AK*

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

*RMK*

**DATE:** June 18, 2025

**SUBJECT:** CBD Street Resurfacing - 2024  
Change Order No. 2

During construction of the CBD Street Resurfacing project, the quantities of several of the unit priced items varied from the Contract estimated quantities. A proposed Change Order No. 2 has been prepared to adjust the contract quantities to the constructed quantities. The item quantities and costs are detailed in the attached proposed Change Order and summarized as follows:

Subgrade Preparation	(\$4,146.34)
Subbase Modified, 6 In.	(\$ 2,196.40)
Storm Sewer, Trenched, RCP, 15 In.	(\$1,351.00)
Valve Box Extension	\$ 950.00
Manhole Adjustment, Minor	\$12,122.50
Pavement, PCC, 7 In.	\$140,243.95
Curb and Gutter, 2.0 Ft., 8 In.	\$3,564.19
Curb and Gutter, 2.5 Ft., 8 In.	(\$2,992.50)
Curb and Gutter, 3.0 Ft., 8 In.	\$119.18
Asphalt Overlay, Surface Course, 1/2 In., 58-28S	\$94,494.54
Removal of Sidewalk	\$1,670.67
Removal of Driveway	\$3,000.60
Sidewalk, PCC, 4 In.	\$5,461.29
Sidewalk, PCC, 6 In.	\$10,170.60
Driveway, Paved, PCC, 6 In.	\$28,271.47
Driveway, Granular, 6 In.	\$5,219.00
Full Depth Patches, PCC, 8 In.	\$12,309.90
Milling	(\$382.44)
Pavement Removal	\$15,014.90
Curb and Gutter Removal	\$6.50
Remove and Reinstall Traffic Signs	(\$2,400.00)
Conventional Seeding	(\$3,256.00)
SWPPP Management	(\$337.50)
Filter Sock, 9 In.	(\$2,750.00)
Filter Sock Removal	(\$1,000.00)
Additional Traffic Control	<u>\$500.00</u>

Total

\$312,307.11

The majority of the increased quantities and costs was the result of adding the alley paving in Block 14, Original Town, asphalt overlay of the Greatwestern Parking Lot and concrete patching on 4<sup>th</sup> Street.

The impact of proposed Change Order No. 2 on the contract cost is as follows:

Original Contract Price	\$1,794,719.95
Change Order No. 1	(\$4,970.88)
Change Order No. 2	<u>\$312,307.11</u>
Contract Price With Change Orders	\$2,102,056.18

**RECOMMENDATION:** Mayor and City Council consideration of approval of Change Order No. 2 to the CBD Street Resurfacing – 2024 Contract in the amount of a \$312,307.11 addition.

RMK:lp

attachments (1)



# McClure Engineering Co.

## Change Order Details

### CITY OF CARROLL HMA RESURFACING WITH MILLING

<b>Description</b>	URBAN ROAD SYSTEM CITY OF CARROLL HMA RESURFACING WITH MILLING CBD STREET RESURFACING - 2024 MEC Project Number - 210730
<b>Prime Contractor</b>	TEN POINT CONSTRUCTION COMPANY, INC. 2212 HWY 59 DENISON, IA 51442-0000
<b>Change Order</b>	2
<b>Status</b>	Pending
<b>Date Created</b>	06/06/2025
<b>Summary</b>	Balancing Change Order for Final Payment
<b>Change Order Description</b>	Balancing Change Order for Final Payment
<b>Awarded Project Amount</b>	\$1,794,719.95
<b>Authorized Project Amount</b>	\$1,789,749.07
<b>Change Order Amount</b>	\$312,307.11
<b>Revised Project Amount</b>	\$2,102,056.18

## Increases/Decreases

Line Number	Item ID	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
Section: 2010 - EARTHWORK, SUBGRADE, AND SUBBASE									
0003	2010-G	SY	\$2.150	2,762.700	\$5,939.81	-1,928.530	-\$4,146.34	834.170	\$1,793.47
SUBGRADE PREPARATION									
Reason: Balancing Change Order									
0004	2010-J	SY	\$13.600	2,762.700	\$37,572.72	-161.500	-\$2,196.40	2,601.200	\$35,376.32
SUBBASE, MODIFIED, 6 IN.									
Reason: Balancing Change Order									
Section: 4020 - STORM SEWERS									
0007	4020-A-1	LF	\$96.500	128.000	\$12,352.00	-14.000	-\$1,351.00	114.000	\$11,001.00
STORM SEWER, TRENCHED, RCP, 15 IN.									
Reason: Balancing Change Order									
Section: 5020 - VALVES, FIRE HYDRANTS, AND APPURTENANCES									
0009	5020-G	EA	\$950.000	4.000	\$3,800.00	1.000	\$950.00	5.000	\$4,750.00
VALVE BOX EXTENSION									
Reason: Balancing Change Order									

Change Order Details:

CITY OF CARROLL HMA RESURFACING WITH MILLING

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Line Number	Item ID	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
<b>Section: 6010 - STRUCTURES FOR SANITARY AND STORM SEWERS</b>									
0013	6010-E-1	EA	\$1,865.000	29.000	\$54,085.00	6.500	\$12,122.50	35.500	\$66,207.50
MANHOLE ADJUSTMENT, MINOR									
<b>Reason: Balancing Change Order</b>									
<b>Section: 7010 - PORTLAND CEMENT CONCRETE PAVEMENT</b>									
0017	7010-A	SY	\$94.490	2,508.500	\$237,028.17	1,484.220	\$140,243.95	3,992.720	\$377,272.12
PAVEMENT, PCC, 7 IN.									
<b>Reason: Balancing Change Order</b>									
0018	7010-E	LF	\$54.540	713.000	\$38,887.02	65.350	\$3,564.19	778.350	\$42,451.21
CURB AND GUTTER, 2.0 FT., 8 IN.									
<b>Reason: Balancing Change Order</b>									
0019	7010-E	LF	\$57.000	199.000	\$11,343.00	-52.500	-\$2,992.50	146.500	\$8,350.50
CURB AND GUTTER, 2.5 FT., 8 IN.									
<b>Reason: Balancing Change Order</b>									
0020	7010-E	LF	\$59.590	13.000	\$774.67	2.000	\$119.18	15.000	\$893.85
CURB AND GUTTER, 3.0 FT., 8 IN.									
<b>Reason: Balancing Change Order</b>									

Change Order Details:

CITY OF CARROLL HMA RESURFACING WITH MILLING

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Line Number	Item ID	Unit	Unit Price	Current Quantity	Current Amount	Change Quantity	Change Amount	Revised Quantity	Revised Amount
<b>Section: 7021 - HOT MIX ASPHALT OVERLAYS</b>									
0022	7021-A	TON	\$135.850	3,108.400	\$422,276.14	695.580	\$94,494.54	3,803.980	\$516,770.68
ASPHALT OVERLAY, SURFACE COURSE, 1/2 IN., 58-28S									
<b>Reason: Balancing Change Order</b>									
<b>Section: 7030 - SIDEWALKS, SHARED USED PATHS, AND DRIVEWAYS</b>									
0023	7030-A-1	SY	\$9.500	1,088.400	\$10,339.80	175.860	\$1,670.67	1,264.260	\$12,010.47
REMOVAL OF SIDEWALK									
<b>Reason: Balancing Change Order</b>									
0024	7030-A-3	SY	\$10.000	421.800	\$4,218.00	300.060	\$3,000.60	721.860	\$7,218.60
REMOVAL OF DRIVEWAY									
<b>Reason: Balancing Change Order</b>									
0025	7030-E	SY	\$117.170	183.700	\$21,524.13	46.610	\$5,461.29	230.310	\$26,985.42
SIDEWALK, PCC, 4 IN.									
<b>Reason: Balancing Change Order</b>									
0026	7030-E	SY	\$134.000	960.200	\$128,666.80	75.900	\$10,170.60	1,036.100	\$138,837.40
SIDEWALK, PCC, 6 IN.									
<b>Reason: Balancing Change Order</b>									

Change Order Details:

CITY OF CARROLL HMA RESURFACING WITH MILLING

Line Number	Item ID	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount

0028	7030-H-1	SY	\$113.000	474.500	\$53,618.50	250.190	\$28,271.47	724.690	\$81,889.97
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DRIVEWAY, PAVED, PCC, 6 IN.

Reason: Balancing Change Order

0029	7030-H-3	TON	\$50.000	20.000	\$1,000.00	104.380	\$5,219.00	124.380	\$6,219.00
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DRIVEWAY, GRANULAR, 6 IN.

Reason: Balancing Change Order

**Section: 7040 - PAVEMENT REHABILITATION**

0030	7040-A	SY	\$115.510	1,060.000	\$122,440.60	106.570	\$12,309.90	1,166.570	\$134,750.50
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FULL DEPTH PATCHES, PCC, 8 IN.

Reason: Balancing Change Order

0031	7040-G	SY	\$4.000	34,395.800	\$137,583.20	-95.610	-\$382.44	34,300.190	\$137,200.76
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MILLING

Reason: Balancing Change Order

0032	7040-H	SY	\$10.500	2,569.400	\$26,978.70	1,429.990	\$15,014.90	3,999.390	\$41,993.60
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PAVEMENT REMOVAL

Reason: Balancing Change Order

Change Order Details:

CITY OF CARROLL HMA RESURFACING WITH MILLING

Line Number	Item ID	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
0033	7040-I	LF	\$3.250	894.000	\$2,905.50	2.000	\$6.50	896.000	\$2,912.00
CURB AND GUTTER REMOVAL									
Reason: Balancing Change Order									
Section: 8040 - TRAFFIC SIGNS AND POSTS									
0035	8040-I	EA	\$400.000	6.000	\$2,400.00	-6.000	-\$2,400.00	0.000	\$0.00
REMOVE AND REINSTALL TRAFFIC SIGNS									
Reason: Balancing Change Order									
Section: 9010 - SEEDING									
0036	9010-A	AC	\$8,800.000	1.000	\$8,800.00	-0.370	-\$3,256.00	0.630	\$5,544.00
CONVENTIONAL SEEDING, SEEDING, FERTILIZING, AND MULCHING, TYPE 1									
Reason: Balancing Change Order									
Section: 9040 - EROSION AND SEDIMENT CONTROL									
0037	9040-A-2	LS	\$750.000	1.000	\$750.00	-0.450	-\$337.50	0.550	\$412.50
SWPPP MANAGEMENT									
Reason: Balancing Change Order									
0038	9040-D-1	LF	\$2.750	1,000.000	\$2,750.00	-1,000.000	-\$2,750.00	0.000	\$0.00
FILTER SOCK, 9 IN.									

Change Order Details:

CITY OF CARROLL HMA RESURFACING WITH MILLING

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Line Number	Item ID	Unit	Unit Price	Current	Change	Revised			
				Quantity	Amount	Quantity	Amount	Quantity	Amount

Reason: Balancing Change Order

0039	9040-D-2	LF	\$1.000	1,000.000	\$1,000.00	-1,000.000	-\$1,000.00	0.000	\$0.00
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FILTER SOCK, REMOVAL

Reason: Balancing Change Order

25 items		Totals		\$1,349,033.76		\$311,807.11		\$1,660,840.87
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## New Items

Line Number	Item ID	Unit	Quantity	Unit Price	Extension
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### Section: 8030 - TEMPORARY TRAFFIC CONTROL

0051	CO-03-7	LS	1.000	\$500.000	\$500.00
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ADDITIONAL TRAFFIC CONTROL

Reason: Additional Traffic Control associated with 2025 PCC patching.

1 item					Total: \$500.00
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This Document will become a supplement to the Contract dated June 10th, 2024, and all provisions will apply hereto.



McClure Engineering Company

6/16/25

Date



Ten Point Construction Co., Inc

6-16-25

Date

City of Carroll

Date

Change Order Details:

CITY OF CARROLL HMA RESURFACING WITH MILLING

06/16/2025

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# City of Carroll

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627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

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

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

**DATE:** June 18, 2025

**SUBJECT:** CBD Street Resurfacing - 2024  
Certificate of Completion

The Contractor, Ten Point Construction Co., Inc., has completed the CBD Street Resurfacing – 2024 project. The date of substantial completion was November 1, 2024 and the date of final completion was May 23, 2025. The final project construction cost was \$2,102,056.18.

**RECOMMENDATION:** Mayor and City Council consideration of acceptance of the Certificate of Completion for the CBD Street Resurfacing - 2024 project.

RMK:lp  
attachments (1)

# CITY OF CARROLL

## CERTIFICATE OF COMPLETION

PROJECT: CBD STREET RESURFACING - 2024  
OWNER: City of Carroll, Iowa  
CONTRACTOR: Ten Point Construction Co., Inc.  
ENGINEER: McClure Engineering Company

OWNER'S Contract No.: Resolution #24-43

DATE OF SUBSTANTIAL COMPLETION: November 1, 2024  
DATE OF FINAL COMPLETION: May 23, 2025

This Certificate of Completion applies to all Work under the Contract Documents.

To: City of Carroll, Iowa

And To: Ten Point Construction Co., Inc.

The Work to which this Certificate applies has been inspected by authorized representatives of OWNER, CONTRACTOR, and ENGINEER, and that Work is hereby declared to be complete in accordance with the Contract Documents.

The responsibilities between OWNER and CONTRACTOR for security, operation, safety, maintenance, heat, utilities, insurance and warranties and guarantees shall be as follows: See Specifications.

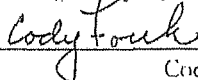
This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of CONTRACTOR's obligation to complete the Work in accordance with the Contract Documents.

ENGINEER issues this Certificate of Completion on: 6/13/25

(Date)

McClure Engineering Company

By:



Cody Forch

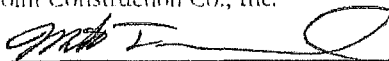
CONTRACTOR accepts this Certificate of Completion on:

6-16-25

(Date)

Ten Point Construction Co., Inc.

By:



(Authorized Signature)

OWNER accepts this Certificate of Completion on: June 23, 2025.

City of Carroll, Iowa

By:

Gerald H. Fleshner, Mayor



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

May 13, 2025

Unofficial minutes

1. The meeting was called to order at 6:32 a.m. at the Carroll County Recycling Center by Vice-Chair Dan Snyder, Mayor of Breda. Others present were Jerry Fleshner, Mayor of Carroll; Scott Johnson, Carroll County Supervisor; Harvey Dales, representative for Manning; and Mary Wittry, Director.
2. Wittry requested to add delivery of the plastic baler and interest in land. Dales moved and Johnson seconded to approve the agenda as amended. Motion carried, all voting aye.
3. Johnson moved and Fleshner seconded to approve the minutes of the April 8, 2025, meeting as presented. Motion carried, all voting.
4. Dales reviewed the bills payable -see attached. Dales moved and Johnson seconded to approve the bills as presented. Motion carried, all voting aye.
5. Wittry presented the financial report, review of set aside accounts, market prices, and investment account summary. Funding of the expansion account for Fiscal year 2025 was discussed with the payments for January through April yet to be made. Johnson moved and Fleshner seconded to approve the reports as presented. Motion carried, all voting aye.
6. A staff update was given, and a project manager's role was discussed, with more information available at the June executive board.
7. Johnson moved and Fleshner seconded to approve the wages and benefits recommendation for 2025-26 as presented. Motion carried, all voting aye.
8. Dales moved and Johnson seconded to approve the quote from Metta Technologies for 5 litter fences, side net and steel ties as presented. Motion carried, all voting aye.
9. The Commission had issued a request for proposal for development of a landfill gas beneficial use project for collection of methane gas. One proposal was submitted. Due to regulatory changes of defunding the energy loan program and the EPA discontinuing the eRin program (credits produced when qualifying biogas is used to generate renewable electricity), the proposer has withdrawn its proposal at the current time.
10. Information was provided regarding accepting out of county waste with no action taken.
11. A cell construction timeline was discussed with a decision by January 2028 as to where a new disposal area will be built.
12. The next executive board meeting will be on Tuesday, June 17 at 6:30 a.m. at the recycling center. Delivery of the plastic bag baler will be the week of May 26<sup>th</sup> and an interest in purchasing Commission land was discussed with no action taken.
13. Johnson moved and Fleshner seconded to adjourn the meeting at 7:50 a.m.

Respectfully submitted:

Mary Wittry

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

June 17, 2025

Unofficial minutes

1. The meeting was called to order at 6:32 a.m. at the Carroll County Recycling Center by Chair Jeff Anthofer, Mayor of Coon Rapids. Others present were Jerry Fleshner, Mayor of Carroll; Scott Johnson, Carroll County Supervisor; Harvey Dales, representative for Manning; Dan Snyder, Mayor of Breda. and Mary Wittry, Director.
2. Wittry requested to add broken tile to the agenda. Dales moved and Johnson seconded to approve the agenda as amended. Motion carried, all voting aye.
3. Johnson moved and Snyder seconded to approve the minutes of the May 13, 2025, meeting as presented. Motion carried, all voting aye with Anthofer abstaining.
4. Dales reviewed the bills payable -see attached. Dales moved and Johnson seconded to approve the bills as presented. Motion carried, all voting aye.
5. Wittry presented the financial report, review of set aside accounts, market prices, and investment account summary. Johnson moved and Fleshner seconded to approve the reports as presented. Motion carried, all voting aye.  
Fleshner moved and Snyder seconded to move into closed session at 6:45 a.m. Per Iowa Code 21.5(1)(j) Potential Purchase or Sale of Real Estate. On roll call vote, all present voted Aye. Nays: None. Abstain: None. Absent: None. Motion carried 5-0. Johnson moved and Snyder seconded to move back into open session at 7:07 a.m. On roll call vote, all present voted Aye. Nays: None. Abstain: None. Absent: None. Motion carried 5-0. Johnson moved and Fleshner seconded to decline the current offer on proposed land. Motion carried, all voting aye.
6. A timeline and director profile were discussed. Johnson moved and Fleshner seconded to direct Wittry to reach out to the consulting company who completed the succession planning process for a proposal for assistance the hiring process. Motion carried, all voting aye.
7. A project manager position was discussed for the current director during the transition period with the new director.
8. An updated life cycle analysis for accepting out of county waste was reviewed.
9. Johnson moved and Snyder seconded to approve the red-line version for out-of-county waste at the established tipping fee per ton and term of contract. Motion carried, all voting aye.
10. Johnson moved and Fleshner seconded to approve the propane quote for FY 26 for \$1.098 per gallon. Motion carried, all voting aye.
11. Staff worked on the railroad bed to make it farmable by the current renter. The approximate 4 to 5 acres will be added to the farm lease for FY 26.
12. Discussion was held on accepting concrete with no-rebar or with rebar. No action taken.
13. A broken tile was found on Commission property. Contact was made with a company to fix the problem. The next executive meeting will be held on Tuesday, July 15, 2025, at 6:30 a.m. at the recycling center.
14. Johnson moved and Snyder seconded to adjourn the meeting at 8:00 a.m.

Respectfully submitted:

Mary Wittry

# CITY OF CARROLL MONTHLY ACTIVITY REPORT



Department/Division Carroll Public Library

Month: April Year 2025

## Routine activities for the month/statistics:

Monthly Statistics:		Adult Program Attendance:		Children/Family/Teen Programs:	
Total Print Circulation	7,295	Crafty Library Ladies (5)	61	Storytime (9)	136
BRIDGES Circulation	2,023	Trivia Night	12	Read, Play, Grow	7
Blackstone Unlimited	13	NAMI (4)	32	Book Visits (15)	252
Public Computer Use	272	Tech Friday	3	Drop-offs	5
Wi-Fi Use	636	Book Clubs (2)	17	Grab & Go Crafts	50
Website Visits	5,335*	Live Virtual Author Talks (3)	21	Coloring Pages	390
Daily Times Herald Archive	4,020*	Native Plantings with CCC	12		
Breda & Glidden News	475*	Read-a-Loud (5)	87	ISU Maker Day: Summer	21
Consumer Reports	198	Bingo	8	Snap Circuits	16
Freegal	1,092	Coffee & Coloring (2)	27	Homeschool STEM	17
Kanopy	126	Ag Coffee: Container Garden	9	Safari Day (3)	106
Transparent Language	1	Libby/Blackstone Class	3	Jeff STEM (5)	14
LinkedIn Learning	19	Rosies of Iowa	13	Adams Field Trips (3 <sup>rd</sup> gr)	67
Brainfuse	5	Friends Only Bingo	6	Fairview Outreach (18)	390
Niche Academy	0	Thread Headz Quilters	8	Pokémon Club	19
Virtual authors (previous)	1,847	Euchre	4	STEM Fest – Swan Lake	54
April program guides	200	Healthcare Marketplace	4		
Emailed newsletters	13,021	Alzheimer's Support Group	8	MS: Seed Paper	9
<b>Total Resources Utilized</b>	<b>36,578</b>	Gladys Black program	19	Multicultural Night	63
		Cribbage	3		
Meeting Room Use	46			Dungeons & Dragons	8
Study Room Use	115	Senior Book Drops	5		
Maker Space/Craft Room	37	Puzzles (7finished)	75		
curbside	6				
		<b>Total Program Attendance</b>			<b>2,265</b>
<b>Members Saved in April</b>		<b>\$101,237.40</b>	<b>Monthly Door Count</b>		<b>4,466</b>
<b>Members Saved FY25 to date</b>		<b>\$1,103,740.97</b>	<b>New Library Cards Issued</b>		<b>57</b>

## Interesting Facts:

- Field trips have started for the year, with students getting to learn about our summer reading program and getting a tour of the library. Younger classes will also talk about book care, while the older classes will get a chance to check out books. All classrooms will have the chance to sign up for a library card before their field trip to the library. Our children's librarian Kersten does an amazing job getting these field trips coordinated within her schedule and getting the students excited about the summer reading program!
- In April we had a family ask if they could host a Pokémon Club at the library to teach kids how to play the Pokémon Trading Card game. There was a lot more interest in the program than what they anticipated! I was happy to help, and I got to learn the basics of the game along with the attendees.
- The library was able to provide a Story Walk for the STEM Fest at Swan Lake, as well as teaching kids about knot tying. No, I am not a knot-tying expert, but my daughter and I had a lot of fun getting the ropes tangled and trying our best at demonstrating each of the knots on the laminated how-to guide. **Page 83**

Library Board Minutes  
May 19, 2025

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

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

Perkins arrived at 5:16pm.

Minutes Approval: It was moved by Cook to approve the minutes from April 21st. The motion was seconded by Schmidt. All voted aye. Nays: none. Abstain: none. Absent: Auen. Motion passed 8-0.

Financials/Approval of bills: Nuckels motioned to approve the bills. The motion was seconded by von Qualen. All voted aye. Nays: none. Abstain: none. Absent: Auen. Motion passed 8-0.

Public Comment: none

Auen arrived at 5:27pm.

Old Business: End of Fiscal Year Financial Review: Johnson went over the numbers for the end of the fiscal year, no action needed.

New Business: none

Director's Report: Johnson advised the Board that the Program Specialist resigned from their position. The part time library staff, pages, and volunteers are assisting. A posting for a new Program Specialist will be advertised after Summer Reading. The top book checked out at Fairview Elementary students was A Creepy Pair of Underwear and Don't Let the Pigeon Drive the Bus. Additional take-home bag activities have been added, and usage has increased. The staff has done some much-needed rearranging of periodicals and audio books to make them more accessible. The Carroll Public Library is the 2<sup>nd</sup> biggest library in the Southwest District. The library is also seeing a steady increase in meeting and study room use with door count consistently over 4,000 per month.

Library Board Continuing Education: Board of Trustees Education: Trustee Handbook Chapter 1: No action needed, reviewed Chapter 1 of the Trustee Handbook which goes over Trustee responsibilities.

Agenda Items for Next Meeting: Board of Trustees Education: Trustee Handbook Chapter 2 and Strategic Plan Review.

Adjourn: Treadway motioned to adjourn at 5:56pm with a second from Cook. All voted aye. Nays: none. Abstain: none. Absent: none. Motion passed 9-0.

Next Regular meeting- 5:15pm on June 16, 2025, at Carroll Public Library: Community Meeting Room—118 E. 5th St, Carroll, IA 51401.

# Director's Report

May 2025



**Library Closures:** The library will be closed for Memorial Day on Monday, May 26. Summer hours start the Saturday before Memorial Day – May 24.

**Personnel:** Our program specialist, Melissa Villy, turned in her resignation and her last day was Tuesday, May 6. We wish her the best of luck in all her future endeavors. I am planning to advertise for the program specialist position towards the end of summer, so we are not trying to review applications and schedule interviews during summer reading. The children's librarian and I will be covering most of the summer reading programming with Andy and Parveen doing more of the circulation desk duties.

I will be working with Parveen on our summer scheduling. I am hoping the two pages we have will be able to cover most of the reshelving this year – our pages are very efficient, and I have a lot of faith in them! I will also be talking with our part-time staff to make sure we have coverage for the children's desk as well as the adult desk during the summer. At this time, I am not planning on hiring any new employees for the summer, but I will know more when we work up a mock summer schedule.

**Outreach:** Field trips get started in April, but we really pick up on the number of field trips in the month of May. This is a great time of year to be able to talk to the kids about summer reading challenges, make sure they have library cards (and that our information for their accounts is up to date), and get them excited about coming to the library and Rec Center for our shows this summer. Our children's librarian, Kersten, handles most of the field trips, both scheduling and taking the kids through the tour. She is doing an amazing job of getting all those classes scheduled.

May marks the end of the outreach programs to Fairview. This month we did a scavenger hunt through the school library, with the students finding popular children's book characters. We also talked about summer reading, the most popular books checked out at the school library during the year, and their favorite library programs. Fun fact: the most checked out book at Fairview Elementary for the 2024-2025 school year was *Creepy Pair of Underwear* by Aaron Reynolds. Coming in second place was *Don't Let the Pigeon Drive the Bus* by Mo Willems. For the Carroll Public Library, the most checked out picture books were *Mini Bluey*, *The Dog Encyclopedia for Kids*, *Itty Bitty Kitty-Corn*, and *Fox on a Box*.

**Library Material:** We were able to add several take home bags this month, just in time for summer. Those included Doctor, Vehicles #2, Fishing, Telling Time, and Money (intended for 2nd grade and up). I will be getting an Eye Doctor and Vet bag ready soon as well (I am waiting for a couple more items to come in for each set before they are ready to be put out). The new bags have all checked out at least once already, and the librarians have all been happy to see that section so full.

I was able to move the magazine section next to the newspapers and move the adult audiobooks to the stand-alone section of three shelves in the adult reading area. This will allow room for expansion among the newspapers and magazines and keep the adult audio section contained since it will not be growing. The last update I received indicated the shelving the Library Foundation ordered to replace most of the front-facing shelves should be delivered in early July. At that time, I will be developing a plan to

rearrange the adult section to move the movies towards the back and bring the large print books forward to increase the ease of browsing in the large print collection.

**Equipment:** Leroy Schulte with Computer Repair & Service is still working his way through some bugs with Envisionware for our black and white printer. Each time we think that it is fixed, there is something else that prevents it from working. Thankfully, we are still able to get their documents printed and the patrons are very understanding of our technology issues!

**Online Resources:** The State Library of Iowa announced this week some changes to the resources and services they offer after a review of their federal funding priorities. Foundation Directory and OCLC FirstSearch will no longer be offered as of June 30. Brainfuse HelpNow will no longer be offered as of July 15. The State Library is still accepting bids for test prep resources, so we should hear more about a possible replacement for Brainfuse when that process is completed.

**IA Shares:** The State Library of Iowa has also announced they will be returning to offering the IA Shares delivery only once per week beginning sometime this summer. This is a service we utilize a lot at the Carroll Public Library, so we are happy to see the State Library is prioritizing funding for this service, even if it is only once a week! While it may extend the waiting time for some materials to get to the library, it is still a fantastic service that we can offer to our patrons and utilize for our book clubs at the library. It expands the number of library materials we are able to offer to our patrons for no additional fee and lets other libraries utilize our collection with no charge as well.

**Continuing Education for Staff:** I was able to attend the Director's Roundtable in Manning on Tuesday, May 13. The topic this year was *Assess, Adapt, Act*. It is always nice to meet other library directors and get to talk about topics that affect us all and get ideas that worked for other locations! This year I learned that Carroll is the second biggest library in the Southwest district.

My Public Library Director Endorsement needs to be renewed by September 30, 2025. Since I have already completed the required 45 hours of continuing education, I was able to apply for and receive the renewal. The State Library of Iowa offers a variety of continuing education classes each year that are tailored to different job positions throughout the library world – Parveen attends classes on book repair, cataloging, and trends in book purchases while I attend classes on evaluation of library programs and staff, budgets, and library policies.

**Continuing Education for Trustees:** Chapter 1 of the Iowa Library Trustee's Handbook, 2021 Edition: First Things First. This chapter covers the Library Ordinance, how to change the library ordinance, a simple breakdown of the responsibilities of the board, the library director, and the city, and good practices for recruiting new library trustees.

**Programs:** In June and July, we will be focusing on the summer reading programs, which will mean a focus on children's programming. For the summer, we will be pausing Dungeons & Dragons, Euchre Night, and Cribbage Night. We hope to bring these programs back in the fall as well as bringing some additional adult programming in to go along with our Level Up theme.

Please see the attached June Program Guide for the schedule of summer programs.

# CITY OF CARROLL MONTHLY ACTIVITY REPORT



Department/Division Carroll Public Library

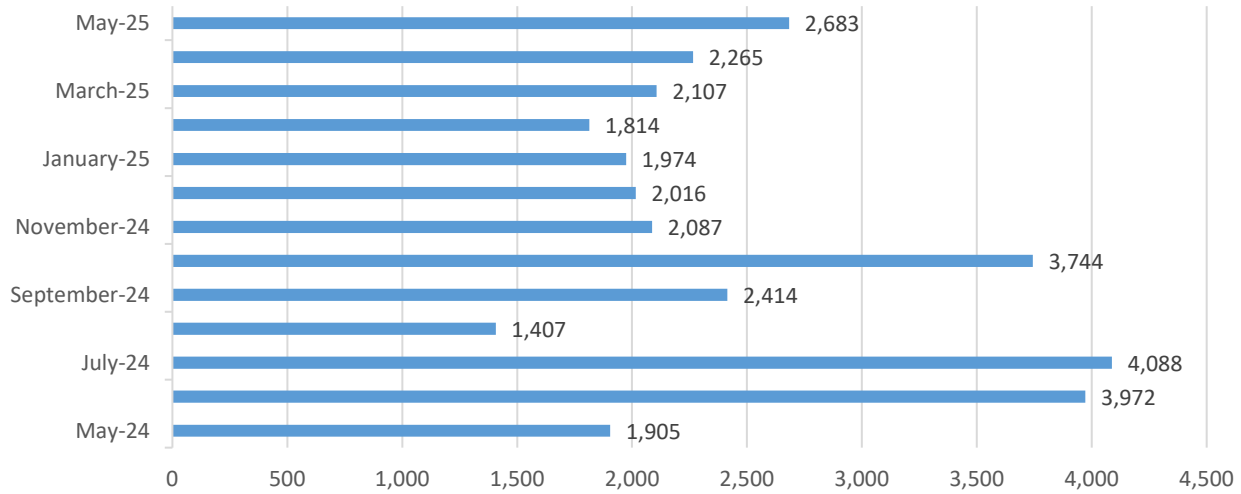
Month May Year 2025

## Routine activities for the month/statistics:

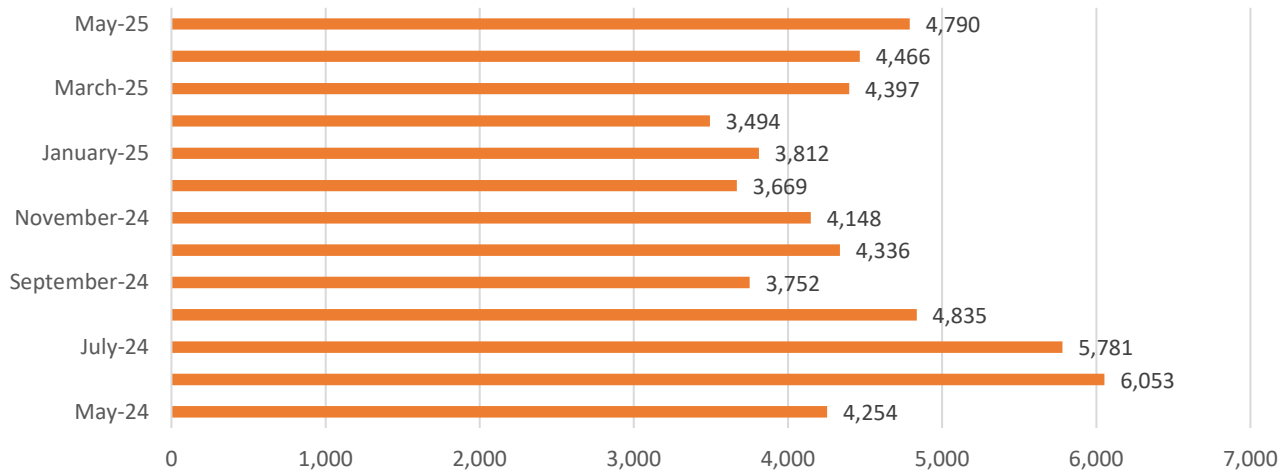
Monthly Statistics:		Adult/Family Program Attendance:		Children/Teen Programs:	
Total Print Circulation	7,145	Crafty Library Ladies (4)	49	Storytime (9)	138
BRIDGES Circulation	2,007	Trivia Night	16	Read, Play, Grow	11
Public Computer Use	260	NAMI (4)	32	Book Visits (12)	215
Wi-Fi Use	669	Tech Friday	3	Preschool Drops	2
Website Visits	5,335*	Book Clubs (2)	13	Craft Kits	50
Daily Times Herald Archive	4,020*	Virtual Author Talks (3)	11	Coloring Pages	668
Breda & Glidden News	475*	Carroll Co. Conservation	4	Makers: Lego Challenge	6
Consumer Reports	160	Read-a-Loud (4)	77	Star Wars Craft Day	8
Freegal	549	Bingo	6	Makers Craft: Stained Glass	1
Kanopy	36	Coffee & Coloring (2)	12	Field Trips (26)	587
Transparent Language	30	Beyond the Beaten Path	6	Fairview Outreach (18)	363
LinkedIn Learning	26	Composting 101	9	Dungeons & Dragons	4
Brainfuse	4	Alzheimer's Support Group	6		
Niche Academy	0	Euchre	2	Puzzle (8 finished)	64
Virtual Authors (previous)	2,263	Thread Headz	6	Senior Drop-offs	5
May program guides	220	Flash Wiggins	12	Study Room Use	97
Wowbrary Newsletters	15,939	Libby Program	2	Meeting Room Use	41
		Cribbage	2	Makers/Craft Room Use	45
		Game Night	0	Curbside Pickup	10
		CultureALL	27		
		Puzzle Competition	5		
<b>Total Resources Utilized</b>	<b>39,138</b>	Meet the Merchants	76		
<b>Members Saved – May 2025</b>		<b>\$108,759.58</b>		<b>Total Program Attendance</b>	<b>2,683</b>
<b>Members Saved – FY25 Total</b>		<b>\$1,212,493.10</b>		<b>Monthly Door Count</b>	<b>4,790</b>
				<b>New Library Cards Issued</b>	<b>180</b>

- May marks the end of Dungeons & Dragons and the adult card game programs for the summer. May also marks the end of the library-sponsored book clubs for the summer. We will start again with our new adult services librarian, Andy Heckroth, selecting the books for next year!
- For June and July, we will be prioritizing staff time and programs geared towards the 6–11-year-olds for summer reading. During the school year this demographic has many school and after-school activities they take part in, so we do not offer many programs for them. Summer is the time to really focus on that age range. All ages are able to attend our library programs and participate in the reading challenges through Beanstack.
- We will be offering adult programs focused on the Level Up theme in the fall and winter this year.
- We would like to thank the players, coaches, and host families for the Carroll Merchants for attending the Meet the Merchants event at the library. The group of players this year comes from 15 states and 4 foreign countries to call Carroll home for the summer. We wish them the best of luck in the MINK League this year!

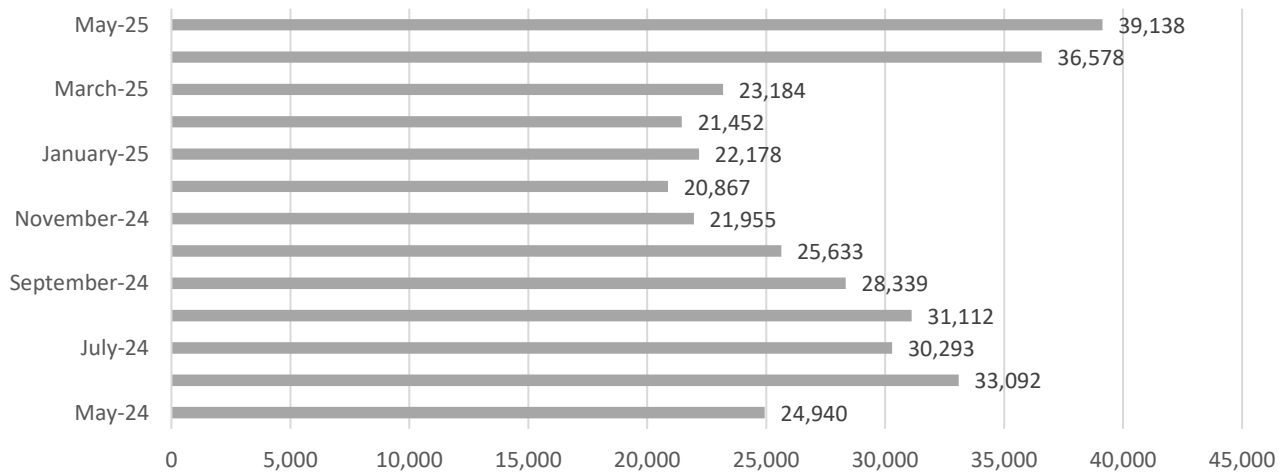
### Program Attendance



### Door Count



### Resources Utilized





# Director's Report

June 2025



**Financial:** In April, I applied to Community Partnerships for Protecting Children for a Neighborhood/Community Networking Grant. The proposal was for Carroll Public Library on the Road programs, including a program in each of our contracting cities (if a space was available) this fall. If adequate facilities were not available in that city, we would be able to hold their program here. We would plan on Kersten leading Story Time and having the kids build an elephant stuffed animal. I would talk to parents and families about library programs and resources that are offered throughout the year and give them program guides and library card sign-up forms. Families would need to sign up for the event, so we knew how many resources to bring. The Friends of the Carroll Public Library would plan on purchasing 75 stuffed animals to use in these programs, while the library would purchase an additional 50 elephants in case we need more. The grant was approved, so I will be working with the Friends to purchase those stuffed animal kits and coordinating the dates/times for these fall programs.

This month marks the end of the 2025 fiscal year. Next month I will be able to present our finalized fiscal year numbers and the annual survey numbers comparing our circulation, door count, and resource use statistics for the past several years.

**Equipment:** The new 3D Printer has been delivered and installed. I am going to be working with all the full-time staff to ensure everyone is trained in how the 3D printer works, what information we need to run a print, and make sure everyone feels comfortable using the printer later this week. Ultimately, I would like to be able to offer more programs centered around the 3D printer. I am also looking at doing some 3D prints that we can put in our summer reading prize bags this year and making a few certificates for one free 3D print up to \$3 to offer as summer reading prizes.

For the old 3D printer, the reason we are replacing it was because it is an older model and is very touchy to use. The only one that knows how to make a 3D print on that printer was our volunteer, Jeff Halbur, and the quality of the prints is not good. I would recommend giving the old 3D printer to Jeff instead of trying to sell it. The older filament still seems to be working fine with the new printer, so I would recommend keeping the filament and trying to use it whenever possible to get it used up.

We had an issue with the staff printer this month. Each page was curling up instead of laying flat after it was printed, making it impossible to print more than 2 pages at a time without a printer jam. We are hoping Access Systems will be able to get it running correctly for us! The FY26 budget includes a replacement price for the staff and public printers, and I am checking with the other city departments to see if they would like to have the old printers before we have Access Systems dispose of them.

**Online Resources:** After reviewing online resource use for this fiscal year, the usage of Blackstone Unlimited for audiobooks does not justify the cost of renewing for this year. I am still planning on researching to see if there is another resource for patrons who enjoy audiobooks. For now, I have submitted the budget for our Overdrive Advantage account, which is how I purchase additional audiobooks and eBooks for our patrons to use on the Libby app. I am currently evaluating the hold list for our library patrons at the beginning and middle of each month to purchase titles that have at least 5 of our

patrons are on hold for. This directly cuts down the wait time for our patrons and allows us to check out these popular audiobooks and eBooks to other Iowa libraries as well.

Freegal Music online resources are used frequently by our library patrons. This year I chose to increase the limit from 3 to 5 downloads per day. Patrons will still be able to stream up to 5 hours of music each day with Freegal. I will evaluate next year to see if there is enough of an increase in usage to justify continuing to offer 5 downloads per week or if we should go back down to 3 downloads for FY27.

**Programs:** Summer Reading has started off strong this year! We had 146 patrons in attendance at our kick-off event on Monday, 224 at our first Rec Center show, and continued good attendance at the rest of the programs throughout the week. There were 346 patrons signed up for summer reading as of Friday afternoon, June 13.

After some discussion with the children's librarian about prizes for the 1,000 Books Before Kindergarten program and the 500 Books Before Middle School program, I am going to be purchasing some new prizes for our younger patrons working their way through those challenges. Right now, for 1,000 Books their prizes are a brag tag and sticker for each 100 books and then a book with a certificate when they complete the 1,000 books. The new reward system will be a 1,000 Books Before Kindergarten bag when they pick up their first prize, they can select a reward from our "treasure chest" at each 100-book completion along with their sticker and brag tag, and a shirt at the end of the program in addition to the book and certificate. The treasure chest can be refilled with new rewards as needed. For the 500 Books Before Middle School program, the rewards right now are for every 50 books, but they are small prizes like a pencil or a sticker along with an old summer reading brag tag. The new system will be a reward for each 100 books and will include some craft kits and slightly bigger prizes, like larger bouncy balls or stress balls, with the completion prize being a Carroll Public Library leather keychain.

Looking ahead at programs that will be offered this fall, I have gotten in touch with some authors and presenters for the following programs so far.

- Thursday, August 7 – Ladies Night Out Program with author Angela Youngers
- Saturday, September 20 – Kuemper Class of 1965 Author Event
- Monday, September 22 – Author Talk with Jacqueline Reinig
- Tuesday, September 30 – Carnegie Library Program followed by a tour
- Tuesday, October 14 – Author Talk with Elise Wayland
- Thursday, October 30 – Orson Welles War of the World Program (Online)

**Continuing Education for Trustees:** Chapter 2 of the Iowa Library Trustee's Handbook, 2021 Edition: A Culture of Learning. One quick note to mention here before we get started on any discussion of Chapter 2 – the State Library of Iowa no longer has the IA Learns system; it has been replaced by Workday Learning. Trustees are welcome (and encouraged) to sign up for an account in the new Workday Learning system to have access to the state's training videos. You can also search for the State Library of Iowa on YouTube and watch training videos there.