



## City Council Meeting

Monday, August 11, 2025 at 5:15 pm

### LOCATION OF MEETING:

City Hall Council Chambers, 627 N. Adams Street, Carroll, Iowa 51401

### NOTICE

In addition to attending the meeting in person, the public can watch the meeting live from the City's Cable Access Channel CAAT6 available on Western Iowa Network and Mediacom or on the City's YouTube channel by going to: <https://www.youtube.com/CityofCarrollIowa> If you choose to watch live on YouTube you are encouraged to subscribe to the City's YouTube channel so you can access the meeting live when it starts. CAAT6 and YouTube meeting feeds are a view only option and you will not be able to participate in the meeting via CAAT6 or YouTube.

### AGENDA

**1. Pledge of Allegiance**

**2. Roll Call**

**3. Consent Agenda**

**a. Approval of Minutes of the July 28, 2025 Meeting**

**b. Approval of Bills and Claims**

**c. Licenses and Permits:**

- New Special Class "C" Retail Alcohol License - *Bee Kind LLC (519 N Main Street)*
- New Class "C" Retail Alcohol License - *Carroll Brewing*
- Renewal of Class "C" Retail Alcohol License with Outdoor Service – *Jalisco*

**d. Employment Contract - Mollhoff**

**e. Acceptance of Tobacco Settlement Agreements**

**4. Oral Requests and Communications from the Audience**

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

**5. Ordinances**

**a. Ordinance Amending Mayor and City Council Compensation**

Also see item 7.a – [July 28, 2025](#) – Mayor and Council Pay Discussion

**b. Carroll City Ordinance Chapter 65.02(97) Amendment - Stop Sign on Vine at 11th Street**

**Southbound Only**

**6. Resolutions**

**a. FY 2024/2025 Year End Transfers Resolution**

**7. Reports**

**a. Roof Replacement Projects - Change Order No. 1**

Also see item 7.d – [August 12, 2024](#) – Roof Replacement Project – Consulting Services Agreement

And item 8.c – [October 14, 2024](#) – Roof Replacement Project – Public Hearing and Adoption of Plans, Specifications, Form of Contract and Estimated Cost

And item 6.b – [November 11, 2024](#) – Roof Replacement Projects – Report of Proposal Opening and Consideration of Delay of Award of Contract

And item 7.a – [November 25, 2024](#) – Roof Replacement Projects – Consideration of Award of Contract

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

**9. Comments from the Mayor**

**10. Comments from the City Council**

**11. Comments from the City Manager**

**12. Adjourn**

August Meetings:

\* Airport Commission – August 11, 2025 – Airport Terminal Building - 21177 Quail Ave

\* Planning and Zoning Commission – August 13, 2025 – City Hall - 627 N Adams St

\* Library Board of Trustees – August 18, 2025 – Carroll Public Library – 118 E 5th St

\* City Council – August 25, 2025 – City Hall – 627 N Adams St

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

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

COUNCIL MEETING

JULY 28, 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.

\* \* \* \* \*

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

\* \* \* \* \*

It was moved by Bordenaro seconded by Atherton, to approve the following items on the consent agenda: a) minutes of the July 14, 2025 meetings, as written; b) bills and claims in the amount of \$221,740.58 c) Licenses and Permits: Renewal of Class “C” Retail Alcohol License with Outdoor Service – *Las Tarascas Mexican Market*; Renewal of Class “C” Retail Alcohol License with Outdoor Service – *J Muggenberg LLC (dba Hour Glass LLC)*; Resolution No. 25-38, Allowing Cloud Wine, LLC (dba Lucky Wife Wine Slushies) to Serve and Sell Alcoholic Beverages at the Carroll Chamber of Commerce Live + Local Event on August 14, 2025 and New 5-day Class “C” Retail Alcohol License with Outdoor Service – *Cloud Wine, LLC dba Lucky Wife Wine Slushies (Live + Local Event on August 14, 2025)*; New 5-day Class “C” Retail Alcohol License – *Cloud Wine, LLC dba Lucky Wife Wine Slushies (Event on August 28, 2025 at Choice Auto, 1910 E US Hwy 30)*; d) Resolution No. 25-39, Funding Agreement with Region XII Council of Governments Taxi Program, Resolution No. 25-40, Funding Agreement with Carroll Area Child Care Center & Preschool, Resolution No. 25-41, Funding Agreement with Retired Senior Volunteer Program, Resolution No. 25-42, Funding Agreement with Carroll Community of Concern Food Pantry, Resolution No. 25-43, Funding Agreement with New Opportunities, Inc., Resolution No. 25-44, Funding Agreement with Animal Rescue of Carroll, Resolution No. 25-45, Funding Agreement with Carroll County Growth Partnership, Resolution No. 25-46, Funding Agreement with Council of Governments Housing, Inc. Local Housing Trust Fund, and Resolution No. 25-47, Funding Agreement with Carroll Chamber of Commerce for Tourism Promotion; e) Infill Housing Incentive application for Kyle Atkinson (441 Deer Creek Lane). On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

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Barry Bruner and Kim Tiefenthaler, Carroll, Iowa residents, addressed Council during the oral requests and communications from the audience. No Council action taken.

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It was moved by Atherton, seconded by Bordenaro, to approve Resolution No. 25-48, Revised Policy No. 0400, Personnel Policies updating Section 10.1 Sick Leave. On roll call, all present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 6-0.

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Council discussed Mayor and Council pay. No Council action taken.

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It was moved by Atherton, seconded by Bordenaro, to adjourn at 5:38 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 08/11/2025

By Vendor Name

Payment Dates 7/29/2025 - 8/11/2025

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
<b>Vendor: 001720 - ACCESS SYSTEMS</b>				
INV1823793	RC - COPIER CONTRACT			39.37
INV1823793	FIN - COPIER CONTRACT			96.48
INV1823793	WATER - COPIER CONTRACT			18.03
<b>Vendor 001720 - ACCESS SYSTEMS Total:</b>				<b>153.88</b>
<b>Vendor: 001704 - ACCO</b>				
0255468-IN	AQUATIC - POOL CHEMICALS			2,107.00
0255469-IN	RC - POOL CHEMICALS			1,618.00
<b>Vendor 001704 - ACCO Total:</b>				<b>3,725.00</b>
<b>Vendor: 001621 - ACE HARDWARE</b>				
331232	PARKS - TOOLS, SCRUB BRUSH...			89.95
331251	RC - FAN SWITCH & CLEANER			21.98
331298	PARKS - SPRAY PAINT & APPLI...			20.98
331320	RC - COAX CABLE			8.99
331322	RC - 7 PC SOCKET SET			21.99
331334	RC - SAUNA BULBS			7.98
331348	AQUATIC - 4 X 6 US FLAG			42.99
331352	AQUATIC - METAL OUTDOOR ...			8.99
331360	RC - RIVETS			9.99
331366	PARKS - AIR FILTERS			25.16
331373	RC - SAUNA SCREWS			57.98
331387	RC - SCREWS			15.99
331433	WWTP - DOOR SIGN			7.99
331435	MP - TAMPER FOR PITCHING ...			49.99
331451	RC - 2 SIDED TAPE			12.99
331457	RC - DRAIN CLEANER			12.99
331461	MP - BUCKET/PAINT/EPOXY/...			56.93
331470	PARKS - SURGE PROTECTOR &...			28.98
331510	AQUATIC - WHEEL, CLAMP			37.96
331522	FD - HITCH PIN, TOOLBOX, NU...			32.06
331534	RC - SAWZALL SAW BLADE			16.99
331535	PARKS - SUMP PUMP, HOSE A...			190.97
331558	AQUATIC - POOL SHOCK TREA...			35.96
331567	RC - DOOR STOP			7.99
331592	RC - NUTS, BOLTS, NAILS, SCR...			8.48
<b>Vendor 001621 - ACE HARDWARE Total:</b>				<b>833.25</b>
<b>Vendor: 004050 - AL'S CORNER OIL COMPANY</b>				
29015	STATE BB - ICE TRAILER & ICE			722.00
<b>Vendor 004050 - AL'S CORNER OIL COMPANY Total:</b>				<b>722.00</b>
<b>Vendor: 002370 - ARNOLD MOTOR SUPPLY</b>				
07NV164152	RUT - MOWER SWITCH			51.99
<b>Vendor 002370 - ARNOLD MOTOR SUPPLY Total:</b>				<b>51.99</b>
<b>Vendor: 002258 - ASCAP</b>				
INV0002266	RC - LICENSE FEE			150.47
INV0002266	LP - LICENSE FEE			150.47
INV0002266	AQUATIC - LICENSE FEE			150.48
<b>Vendor 002258 - ASCAP Total:</b>				<b>451.42</b>
<b>Vendor: 001943 - BAUER BUILT TIRE CENTER</b>				
120197277	PARKS - TIRE REPAIRS			47.00
<b>Vendor 001943 - BAUER BUILT TIRE CENTER Total:</b>				<b>47.00</b>

## COUNCIL CLAIMS 08/11/2025

Payment Dates: 7/29/2025 - 8/11/2025

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
<b>Vendor: 003043 - BERNHOLTZ MASONRY</b>				
INV0002231	PARKS - SOUTH SIDE OPEN SH...			169.50
<b>Vendor 003043 - BERNHOLTZ MASONRY Total:</b>				<b>169.50</b>
<b>Vendor: 036404 - BLUE RIBBON BUILDERS LLC</b>				
INV0002234	WWTP - DIGESTER & VLR AIR P...			377,735.20
<b>Vendor 036404 - BLUE RIBBON BUILDERS LLC Total:</b>				<b>377,735.20</b>
<b>Vendor: 003515 - BOMGAARS</b>				
21554636	PARKS - STATE BB - EXTENSIO...			120.63
21555539	GARAGE - ROUNDUP WEED KI...			79.99
21555809	WWTP - AIR COMPRESSOR PA...			78.13
21556670	FD - SHOP TOWELS AND ANTI-...			47.96
21558329	RUT - CONCRETE TRAILER HO...			80.42
21560104	WWTP - SAMPLER HOSE			223.50
<b>Vendor 003515 - BOMGAARS Total:</b>				<b>630.63</b>
<b>Vendor: 003693 - BRUNER &amp; BRUNER</b>				
5025	NUISANCE - 1ST STREET			153.00
5025	GENERAL ATTY FEES			731.00
5025	NW PRESSURE ZONE LEGAL F...			85.00
5026	POLICE/MAGISTRATE ATTY FE...			952.00
5027	PUBLIC WORKS ATTY FEES			476.00
5028	TOBACCO ENFORCEMENT ATT...			476.00
<b>Vendor 003693 - BRUNER &amp; BRUNER Total:</b>				<b>2,873.00</b>
<b>Vendor: 003791 - CAPITAL ONE</b>				
00149	AQUATIC - PRINTER INK RETU...	134595	08/05/2025	-40.96
00158	RC - PAPER CLIPS	134595	08/05/2025	3.74
00601	AQUATIC - DISH SOAP & MAG...	134595	08/05/2025	9.80
00601	AQUATIC - PRINTER INK	134595	08/05/2025	77.92
01055	AQUATIC - SUNSCREEN	134595	08/05/2025	75.72
01176	RC - TOWELS AND AIR FRESH...	134595	08/05/2025	37.89
01665	PD - HANDHELD CALCULATORS	134595	08/05/2025	6.36
02159	PD - BATTERIES AND STAPLES	134595	08/05/2025	47.75
02291	AQUATIC - SUNSCREEN	134595	08/05/2025	42.78
03825	LP - 75" TV	134595	08/05/2025	448.00
03974	PD - BINDERS	134595	08/05/2025	16.32
04165	AQUATIC - WASP SPRAY & SU...	134595	08/05/2025	61.16
04525	WWTP - WALL CLOCK & SAMP...	134595	08/05/2025	112.97
04699	RC - LANDSCAPE SPOT LIGHT	134595	08/05/2025	19.88
04781	LP - HOOKS, BATTERIES, BIND...	134595	08/05/2025	56.37
05282	AQUATIC - WATER FOR GUAR...	134595	08/05/2025	24.60
06278	LIBRARY - DISNEY TRIVIA SNA...	134595	08/05/2025	52.38
<b>Vendor 003791 - CAPITAL ONE Total:</b>				<b>1,052.68</b>
<b>Vendor: 004138 - CAPITAL SANITARY SUPPLY</b>				
R081751	RC - BOWL CLEANER			61.09
R081814	RC - SOAP, TOWELS, KLEENEX,...			410.40
R081972	PARKS -PAPER TOWELS			72.38
R081979	PARKS - FOAM SOAP AND PAP...			156.30
R081997	CITY HALL - TRASH BAGS & PA...			127.78
R081999	RC - TRASH BAGS, SOAP, TOIL...			552.77
R082010	RC - URINAL SCREEN			31.50
R082017	CEMETERY - PAPER TOWELS, ...			182.71
<b>Vendor 004138 - CAPITAL SANITARY SUPPLY Total:</b>				<b>1,594.93</b>
<b>Vendor: 003984 - CARROLL COUNTY GROWTH PARTNERSHIP</b>				
INV0002228	1/2 FY 26 FUNDING REQUEST			42,230.00
<b>Vendor 003984 - CARROLL COUNTY GROWTH PARTNERSHIP Total:</b>				<b>42,230.00</b>
<b>Vendor: 004155 - CARROLL COUNTY</b>				
INV0002227	PD - GASOLINE			1,545.80
INV0002227	FD - GASOLINE			110.74
INV0002227	BLDG - GASOLINE			87.07

## COUNCIL CLAIMS 08/11/2025

Payment Dates: 7/29/2025 - 8/11/2025

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
INV0002227	PW - GASOLINE			195.52
INV0002227	PARKS - GASOLINE			369.91
INV0002227	REC CENTER - GASOLINE			52.22
INV0002227	CEMETERY - GASOLINE			146.45
INV0002227	CITY - GASOLINE			43.66
INV0002227	STREETS - GASOLINE			1,802.14
INV0002227	WATER - GASOLINE			586.27
INV0002227	WWTP - GASOLINE			1,006.97
Vendor 004155 - CARROLL COUNTY Total:				5,946.75
Vendor: 004200 - CARROLL LUMBER				
454613	PARKS - COUPLER & TILE WYES			46.13
455070	PARKS - SCREWS & DOWNSP...			25.55
Vendor 004200 - CARROLL LUMBER Total:				71.68
Vendor: 002977 - CARROLL REFUSE SERVICE				
INV0002244	JULY TRASH COLLECTIONS	134594	08/05/2025	16,609.43
Vendor 002977 - CARROLL REFUSE SERVICE Total:				16,609.43
Vendor: 004237 - CARROLL VETERINARY CLINIC				
INV0002232	PD - SEPTEMBER DOG CARE C...			650.00
Vendor 004237 - CARROLL VETERINARY CLINIC Total:				650.00
Vendor: 004137 - CHAMBER OF COMMERCE				
1820589	HIGHWAY BANNERS			1,048.60
Vendor 004137 - CHAMBER OF COMMERCE Total:				1,048.60
Vendor: 003959 - CHASE PAYMENTECH MERCHANT SERVICES				
INV0002237	WATER - JULY ONLINE CC PRO...	DFT0000872	08/05/2025	1,106.91
INV0002238	WATER - JULY IN-OFFICE CC P...	DFT0000871	08/05/2025	320.66
Vendor 003959 - CHASE PAYMENTECH MERCHANT SERVICES Total:				1,427.57
Vendor: 036436 - CITY OF ROCKWELL CITY				
INV0002272	PD - MOLLHOFF CONTRACT			17,624.71
Vendor 036436 - CITY OF ROCKWELL CITY Total:				17,624.71
Vendor: 004835 - COMMERCIAL SAVINGS BANK				
INV0002242	FIN - BANK DEPOSIT SLIPS	DFT0000876	07/31/2025	43.87
Vendor 004835 - COMMERCIAL SAVINGS BANK Total:				43.87
Vendor: 004836 - COMMUNITY OIL CO. INC.				
27057	RUT - HYDRAULIC FLUID			624.00
71866	CEMETERY - #2 RED FUEL			1,078.00
Vendor 004836 - COMMUNITY OIL CO. INC. Total:				1,702.00
Vendor: 002071 - COMPUTER REPAIR & SERVICE				
20408	CITY HALL PHONE STATIC IP S...			520.00
20417	FIN - SET UP ROUTER			130.00
Vendor 002071 - COMPUTER REPAIR & SERVICE Total:				650.00
Vendor: 001384 - COPY SYSTEMS INC.				
IN570237	PD - KWIK SEAL			4.79
IN570237	LIBRARY - KWIK SEAL			5.40
IN570237	FIN - KWIK SEAL			38.91
IN570237	WATER - KWIK SEAL			25.07
IN570237	SEWER - KWIK SEAL			0.83
Vendor 001384 - COPY SYSTEMS INC. Total:				75.00
Vendor: 003145 - CORE AND MAIN LP				
X416463	WATER - 2" METER AND MET...			1,002.44
Vendor 003145 - CORE AND MAIN LP Total:				1,002.44
Vendor: 036434 - COUNCIL OF GOVERNMENT HOUSING				
INV0002270	FY 26 FUNDING REQUEST			2,500.00
Vendor 036434 - COUNCIL OF GOVERNMENT HOUSING Total:				2,500.00
Vendor: 003617 - CU SPARKLE				
INV-2541	PD - WINDOW CLEANING			240.00
Vendor 003617 - CU SPARKLE Total:				240.00

## COUNCIL CLAIMS 08/11/2025

Payment Dates: 7/29/2025 - 8/11/2025

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
<b>Vendor: 005110 - CULLIGAN SOFT WATER</b>				
INV0002229	FD - SOFTNER SALT			86.00
INV0002230	RC - SOFTNER SALT			160.00
INV0002267	RC - SOFTNER SALT			160.00
<b>Vendor 005110 - CULLIGAN SOFT WATER Total:</b>				<b>406.00</b>
<b>Vendor: 005395 - D &amp; K PRODUCTS</b>				
92783IN	GC - FUNGICIDE			1,146.00
92993IN	GC - FLY BAIT, INSECTICIDE, F...			1,739.40
<b>Vendor 005395 - D &amp; K PRODUCTS Total:</b>				<b>2,885.40</b>
<b>Vendor: 002648 - D/R ELECTRIC INC.</b>				
5665	SLOW PITCH FIELDS - NEW P...			965.41
<b>Vendor 002648 - D/R ELECTRIC INC. Total:</b>				<b>965.41</b>
<b>Vendor: 006270 - DREES HEATING &amp; PLUMBING</b>				
ME2509	RC - WHIRLPOOL REPAIRS			24,511.00
<b>Vendor 006270 - DREES HEATING &amp; PLUMBING Total:</b>				<b>24,511.00</b>
<b>Vendor: 006275 - DREES OIL CO. INC.</b>				
14741	PARKS - #2 RED FUEL DIESEL			1,203.66
14801	GC - #2 RED FUEL DIESEL			1,156.50
5146	GC - UNLEADED GASOLINE			1,439.02
<b>Vendor 006275 - DREES OIL CO. INC. Total:</b>				<b>3,799.18</b>
<b>Vendor: 012590 - ECHO ELECTRIC SUPPLY</b>				
S011314187.001	WATER - SEAL TIGHT FOR LIG...	134598	08/05/2025	18.29
<b>Vendor 012590 - ECHO ELECTRIC SUPPLY Total:</b>				<b>18.29</b>
<b>Vendor: 003971 - EMPLOYEE BENEFIT SYSTEMS</b>				
INV0002241	HRA CHECKS	DFT0000875	07/31/2025	2,507.71
000048862	AUG DENTAL INSURANCE PR...	DFT0000878	08/01/2025	1,786.68
000048862	AUG VISION INSURANCE PRE...	DFT0000878	08/01/2025	495.40
000048862	AUG VOL. LIFE INSURANCE PR...	DFT0000878	08/01/2025	290.45
000048862	AUG LIFE INSURANCE PREMI...	DFT0000878	08/01/2025	222.11
000048862	AUG HEALTH INSURANCE PR...	DFT0000878	08/01/2025	47,551.64
<b>Vendor 003971 - EMPLOYEE BENEFIT SYSTEMS Total:</b>				<b>52,853.99</b>
<b>Vendor: 008027 - FAREWAY STORES</b>				
00160942	PD - CLEANING VINEGAR			3.99
00160942	RC - CLEANING VINEGAR			3.99
00160942	CITY HALL - CLEANING VINEG...			3.99
<b>Vendor 008027 - FAREWAY STORES Total:</b>				<b>11.97</b>
<b>Vendor: 006860 - FELD FIRE EQUIPMENT CO.</b>				
INV13013	FD - STABILIZATION EQUIPME...			8,978.40
<b>Vendor 006860 - FELD FIRE EQUIPMENT CO. Total:</b>				<b>8,978.40</b>
<b>Vendor: 002806 - FOUNDATION ANALYTICAL LABORATORY INC</b>				
25-03229	WWTP - LAB TESTING			1,466.50
<b>Vendor 002806 - FOUNDATION ANALYTICAL LABORATORY INC Total:</b>				<b>1,466.50</b>
<b>Vendor: 003534 - FUSEBOX MARKETING</b>				
9729	FIN - AUG WEB MAINTENANCE			255.00
<b>Vendor 003534 - FUSEBOX MARKETING Total:</b>				<b>255.00</b>
<b>Vendor: 009315 - GALLS INC.</b>				
032027437	PD - UNIFORM SHIRTS & MAC...			373.29
032027455	PD - UNIFORM PANTS			272.79
032041687	PD - NAME TAGS			73.95
<b>Vendor 009315 - GALLS INC. Total:</b>				<b>720.03</b>
<b>Vendor: 009500 - GEHLING WELDING &amp; REPAIR</b>				
159312	RUT - REBUILD DUMP TRUCK ...			5,841.90
<b>Vendor 009500 - GEHLING WELDING &amp; REPAIR Total:</b>				<b>5,841.90</b>
<b>Vendor: 001992 - GOLF SERVICES LLC</b>				
INV0002233	GOLF - AUGUST CLUBHOUSE ...			4,100.00
<b>Vendor 001992 - GOLF SERVICES LLC Total:</b>				<b>4,100.00</b>



## COUNCIL CLAIMS 08/11/2025

Payment Dates: 7/29/2025 - 8/11/2025

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
Vendor: 010156 - GRAPHIC EDGE LLC				
10450041	PARKS - STATE BASEBALL SHIR...			237.92
Vendor 010156 - GRAPHIC EDGE LLC Total:				237.92
Vendor: 003427 - GRAVE DISCOVER LLC				
1429	CEMETERY - SOFTWARE MAIN...			3,588.00
Vendor 003427 - GRAVE DISCOVER LLC Total:				3,588.00
Vendor: 012540 - IMWCA				
INV94943	FY 26 WORK COMP #2			7,297.00
Vendor 012540 - IMWCA Total:				7,297.00
Vendor: 012625 - IOWA DEPT OF NATURAL RESOURCES				
INV0002235	NPDES ANNUAL PERMIT FEE			1,275.00
Vendor 012625 - IOWA DEPT OF NATURAL RESOURCES Total:				1,275.00
Vendor: 012652 - IOWA GOLF ASSOCIATION				
15121	GC - 18 HOLE CLUB MEMBER...			250.00
Vendor 012652 - IOWA GOLF ASSOCIATION Total:				250.00
Vendor: 003982 - IOWA INFORMATION MEDIA GROUP				
41447	"I BELIEVE IN CARROLL" AD			50.00
41447	RUT - MUNICIPAL SERVICE W...			292.75
40428	LEGAL PUBLICATIONS			1,142.52
40428	WATER - CONSUMER CONFID...			266.93
41448	FIN - LEGAL PUBLICATIONS			1,065.60
Vendor 003982 - IOWA INFORMATION MEDIA GROUP Total:				2,817.80
Vendor: 012642 - IOWA LAW ENFORCE ACADEMY				
330524	PD - MMPI - MOLLHOFF			300.00
330598	PD - MMPI - BONILLA			300.00
Vendor 012642 - IOWA LAW ENFORCE ACADEMY Total:				600.00
Vendor: 012685 - IOWA SMALL ENGINE CENTER				
148740	PARKS - HONDA ENGINE FOR ...			444.36
149100	PARKS - RECOIL ROPE			3.40
Vendor 012685 - IOWA SMALL ENGINE CENTER Total:				447.76
Vendor: 003722 - iSOLVED BENEFIT SERVICES				
INV0002239	JULY FLEX PARTICIPANT FEES	DFT0000873	08/05/2025	90.00
Vendor 003722 - iSOLVED BENEFIT SERVICES Total:				90.00
Vendor: 002453 - JASON MATTHEW LAMBERTZ				
165595	CAAT6 - PRODUCTION COSTS			820.00
Vendor 002453 - JASON MATTHEW LAMBERTZ Total:				820.00
Vendor: 013917 - JEO CONSULTING GROUP INC.				
162992	WATER - NORTH WEST PRESS...			18,886.50
Vendor 013917 - JEO CONSULTING GROUP INC. Total:				18,886.50
Vendor: 003523 - KENNEBECK CARPET CLEANING				
352	PD - CARPET CLEANING			250.00
Vendor 003523 - KENNEBECK CARPET CLEANING Total:				250.00
Vendor: 014542 - KIESLER'S POLICE SUPPLY				
IN263904	PD - AMMUNITION			2,676.12
Vendor 014542 - KIESLER'S POLICE SUPPLY Total:				2,676.12
Vendor: 015190 - KNOBBE PLBG. & HTG.				
36030	MP - FAUCET - REMOVE OLD &..			349.81
Vendor 015190 - KNOBBE PLBG. & HTG. Total:				349.81
Vendor: 036296 - KUEMPER CATHOLIC SCHOOL SYSTEM				
INV0002275	PARKS - CONCESSIONS STATE ...			288.00
Vendor 036296 - KUEMPER CATHOLIC SCHOOL SYSTEM Total:				288.00
Vendor: 003862 - LAWSON PRODUCTS INC				
9312670996	WWTP - SAFETY SUPPLIES			35.60
Vendor 003862 - LAWSON PRODUCTS INC Total:				35.60

## COUNCIL CLAIMS 08/11/2025

Payment Dates: 7/29/2025 - 8/11/2025

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
<b>Vendor: 036212 - LIGHTSPEED COMMERCE INC</b>				
INV0002236	GC - JULY CC PROCESSING FEES	DFT0000870	07/31/2025	572.97
<b>Vendor 036212 - LIGHTSPEED COMMERCE INC Total:</b>				<b>572.97</b>
<b>Vendor: 002040 - MATTHEW JACOB KENNEBECK</b>				
INV0002277	PD - SRO TRAINING	134602	08/07/2025	157.50
<b>Vendor 002040 - MATTHEW JACOB KENNEBECK Total:</b>				<b>157.50</b>
<b>Vendor: 003966 - MICROBAC LABORATORIES INC</b>				
NT2506226	WATER - MONTHLY BAC-T TES...			87.50
NT2506645	WATER - PERMIT REQUIRED T...			298.00
<b>Vendor 003966 - MICROBAC LABORATORIES INC Total:</b>				<b>385.50</b>
<b>Vendor: 012680 - MID AMERICAN ENERGY</b>				
INV0002276	ELECTRIC BILLS	134604	08/07/2025	959.55
INV0002276	ELECTRIC BILLS	134604	08/07/2025	503.52
INV0002276	ELECTRIC BILLS	134604	08/07/2025	197.29
INV0002276	ELECTRIC BILLS	134604	08/07/2025	14,493.12
INV0002276	ELECTRIC BILLS	134604	08/07/2025	634.98
INV0002276	ELECTRIC BILLS	134604	08/07/2025	1,439.32
INV0002276	ELECTRIC BILLS	134604	08/07/2025	1,934.77
INV0002276	ELECTRIC BILLS	134604	08/07/2025	353.63
INV0002276	ELECTRIC BILLS	134604	08/07/2025	869.76
INV0002276	ELECTRIC BILLS	134604	08/07/2025	274.38
INV0002276	ELECTRIC BILLS	134604	08/07/2025	9,297.04
INV0002276	ELECTRIC BILLS	134604	08/07/2025	4,167.71
INV0002276	ELECTRIC BILLS	134604	08/07/2025	79.35
INV0002276	ELECTRIC BILLS	134604	08/07/2025	766.57
INV0002276	ELECTRIC BILLS	134604	08/07/2025	35.42
INV0002276	ELECTRIC BILLS	134604	08/07/2025	233.13
INV0002276	ELECTRIC BILLS	134604	08/07/2025	805.55
INV0002276	ELECTRIC BILLS	134604	08/07/2025	21.32
INV0002276	ELECTRIC BILLS	134604	08/07/2025	592.39
INV0002276	ELECTRIC BILLS	134604	08/07/2025	216.93
INV0002276	ELECTRIC BILLS	134604	08/07/2025	2,280.21
INV0002276	ELECTRIC BILLS	134604	08/07/2025	5,682.72
INV0002276	ELECTRIC BILLS	134604	08/07/2025	1,236.41
INV0002276	ELECTRIC BILLS	134604	08/07/2025	9,766.00
INV0002276	ELECTRIC BILLS	134604	08/07/2025	182.35
<b>Vendor 012680 - MID AMERICAN ENERGY Total:</b>				<b>57,023.42</b>
<b>Vendor: 001202 - MOBILE BLASTING SERVICES</b>				
2568	PARKS - GRAFFITI REMOVAL			500.00
<b>Vendor 001202 - MOBILE BLASTING SERVICES Total:</b>				<b>500.00</b>
<b>Vendor: 018408 - NAPA AUTO PARTS</b>				
115490	FD - DEF FLUID & FLOOR DRY			95.50
116043	FD - OIL & FILTERS FOR MINI ...			59.32
116237	FD - AIR FILTERS			54.58
<b>Vendor 018408 - NAPA AUTO PARTS Total:</b>				<b>209.40</b>
<b>Vendor: 019124 - NORTH CENTRAL LABORATORIE</b>				
523282	WWTP -LAB SUPPLIES			1,320.86
<b>Vendor 019124 - NORTH CENTRAL LABORATORIE Total:</b>				<b>1,320.86</b>
<b>Vendor: 020203 - OFFICE STOP</b>				
324357	PD - COPY PAPER			450.00
324360	FIN - STAPLES AND 11 X 17 CO...			101.85
324377	FIN - SCOTCH TAPE AND CALC...			71.60
32444	FIN - COPY PAPER			230.00
<b>Vendor 020203 - OFFICE STOP Total:</b>				<b>853.45</b>
<b>Vendor: 021050 - P &amp; H WHOLESALE INC.</b>				
4041525-00	WWTP - PLEATED FILTERS	134599	08/05/2025	80.79
<b>Vendor 021050 - P &amp; H WHOLESALE INC. Total:</b>				<b>80.79</b>

## COUNCIL CLAIMS 08/11/2025

Payment Dates: 7/29/2025 - 8/11/2025

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
<b>Vendor: 001949 - PERFORMANCE TIRE &amp; SERVICE</b>				
0180753	RUT - #31 - TIRE REPAIRS			64.20
0180764	PD - #15 OIL CHANGE AND LI...			106.52
0180765	PD - #16 OIL CHANGE			45.42
0180766	PD - #18 OIL CHANGE AND OIL...			61.57
0180772	PD - #19 OIL CHANGE			45.42
0180773	WWTP - TIRE REPAIRS			63.10
0180774	PD - #20 OIL CHANGE			46.37
0180776	PD - #17 OIL CHANGE			45.42
0180806	RUT - #31 - TIRE REPAIRS			37.45
<b>Vendor 001949 - PERFORMANCE TIRE &amp; SERVICE Total:</b>				<b>515.47</b>
<b>Vendor: 036189 - PLAN IT SOFTWARE LLC</b>				
PLAN-2191	FIN - CIP SOFTWARE ANNUAL ...			2,625.00
<b>Vendor 036189 - PLAN IT SOFTWARE LLC Total:</b>				<b>2,625.00</b>
<b>Vendor: 003769 - PRECISION ARC LLC</b>				
2349	PARKS - INSTALLATION - PITCH..			1,467.94
<b>Vendor 003769 - PRECISION ARC LLC Total:</b>				<b>1,467.94</b>
<b>Vendor: 021860 - PRESTO-X-COMPANY</b>				
79767773	PD - PEST CONTROL 112 E 5TH...			34.96
79767773	LIBRARY - PEST CONTROL 112 ...			34.96
79767774	CITY HALL PEST CONTROL 627...			116.23
<b>Vendor 021860 - PRESTO-X-COMPANY Total:</b>				<b>186.15</b>
<b>Vendor: 000625 - PRODUCTIVITY PLUS ACCOUNT</b>				
CB89273A	PARKS - KUBOTA MOWER WH...	134593	08/05/2025	161.47
CB89613	RUT - #33 SWITCH AND KEY I...	134593	08/05/2025	40.80
CB89699	RUT - #33 AIR FILTER	134593	08/05/2025	79.90
CB89739	PARKS - SALES TAX CREDIT	134593	08/05/2025	-12.24
RB52392	WWTP - LAWN MOWER REPA...	134593	08/05/2025	353.05
<b>Vendor 000625 - PRODUCTIVITY PLUS ACCOUNT Total:</b>				<b>622.98</b>
<b>Vendor: 001136 - R &amp; R SEPTIC SERVICE INC</b>				
16195	PARKS - STATE BB RESTROOM...			740.00
<b>Vendor 001136 - R &amp; R SEPTIC SERVICE INC Total:</b>				<b>740.00</b>
<b>Vendor: 036221 - RANDY JANNING TILE AND MARBLE</b>				
1645	RC - HOT TUB TILE REPLACEM...			1,420.00
<b>Vendor 036221 - RANDY JANNING TILE AND MARBLE Total:</b>				<b>1,420.00</b>
<b>Vendor: 023640 - RAY'S REFUSE SERVICE</b>				
INV0002245	JULY TRASH COLLECTIONS	134600	08/05/2025	43,812.30
INV0002246	JULY GARBAGE PICKUP			39.68
INV0002246	JULY GARBAGE PICKUP			54.94
INV0002246	JULY GARBAGE PICKUP			39.68
INV0002246	JULY GARBAGE PICKUP			119.00
INV0002246	JULY GARBAGE PICKUP			119.00
INV0002246	JULY GARBAGE PICKUP			119.00
INV0002246	JULY GARBAGE PICKUP			261.60
INV0002246	JULY GARBAGE PICKUP			193.41
INV0002246	JULY RECYCLING			45.00
INV0002246	JULY GARBAGE PICKUP			119.00
INV0002246	JULY GARBAGE PICKUP			148.79
INV0002246	JULY GARBAGE PICKUP			147.50
INV0002246	JULY GARBAGE PICKUP			52.32
INV0002246	JULY GARBAGE PICKUP			82.40
INV0002246	JULY GARBAGE PICKUP			29.73
INV0002246	JULY RECYCLING			9.92
INV0002246	JULY GARBAGE PICKUP			225.09
INV0002246	JULY GARBAGE PICKUP			136.00
<b>Vendor 023640 - RAY'S REFUSE SERVICE Total:</b>				<b>45,754.36</b>

## COUNCIL CLAIMS 08/11/2025

Payment Dates: 7/29/2025 - 8/11/2025

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
Vendor: 023815 - REGION XII COG				
INV0002243	JULY TAXI PROGRAM DONATI...	134601	08/05/2025	1,715.00
			Vendor 023815 - REGION XII COG Total:	1,715.00
Vendor: 036396 - RIGID EDGE EXTERIORS				
INV0002274	ROOF REPLACEMENT PROJEC...			75,064.02
			Vendor 036396 - RIGID EDGE EXTERIORS Total:	75,064.02
Vendor: 024630 - RUTTEN'S VACUUM CENTER				
014654	RC - VACUUM BAGS			22.99
			Vendor 024630 - RUTTEN'S VACUUM CENTER Total:	22.99
Vendor: 025250 - SHERWIN WILLIAMS CO.				
4393-9	RC - THEATER STAGE PAINT			84.69
4397-0	PARKS - PAINT			58.29
4485-3	RC - PAINT AND BRUSHES			69.44
			Vendor 025250 - SHERWIN WILLIAMS CO. Total:	212.42
Vendor: 002803 - SITE ONE LANDSCAPE SUPPLY				
155899924-001	MP - IRRIGATION PARTS			406.33
156266392-001	MP - IRRIGATION PARTS			109.01
			Vendor 002803 - SITE ONE LANDSCAPE SUPPLY Total:	515.34
Vendor: 025333 - SNYDER & ASSOCIATES INC.				
125.0534.01-1	US 30 TRAFFIC SIGNAL SYSTEM			16,056.00
			Vendor 025333 - SNYDER & ASSOCIATES INC. Total:	16,056.00
Vendor: 028180 - STATE HYGIENIC LABORATORY-AR				
302826	AQUATIC - WATER SAMPLE A...			14.50
304726	RC - WATER SAMPLE ANALYSIS			48.50
			Vendor 028180 - STATE HYGIENIC LABORATORY-AR Total:	63.00
Vendor: 025880 - STONE PRINTING CO.				
116149	PARKS - STATE BASEBALL PAP...			53.98
116336	PARKS - TONER, TAPE DISPEN...			1,704.58
116371	PW - INDEX TABS			6.60
116411	GC - SOAP, PAPER TOWELS, IN...			246.97
14055	STATE BB LAMINATING			57.00
14057	WATER - TAGS, CALCULATOR, ...			77.76
14106	WWTP - USB STORAGE DEVIC...			39.30
P11669	STATE BB TEAM LOGO MAPS			78.91
			Vendor 025880 - STONE PRINTING CO. Total:	2,265.10
Vendor: 036437 - TOP SAW TREE SERVICE LLC				
INV0002268	EMERALD ASH TREE REMOVAL...			7,982.85
			Vendor 036437 - TOP SAW TREE SERVICE LLC Total:	7,982.85
Vendor: 027060 - TREASURER OF IOWA				
INV0002240	WATER - INCOME OFFSET FEE	DFT0000874	07/31/2025	7.00
			Vendor 027060 - TREASURER OF IOWA Total:	7.00
Vendor: 028174 - UNITED STATES CELLULAR				
0742620268	PW - CELL PHONES	DFT0000877	08/05/2025	39.47
0742620268	RC - CELL PHONES	DFT0000877	08/05/2025	75.58
0742620268	RC - CELL PHONES	DFT0000877	08/05/2025	13.15
0742620268	RC - CELL PHONES	DFT0000877	08/05/2025	13.15
0742620268	AQUATIC - CELL PHONES	DFT0000877	08/05/2025	13.15
0742620268	CEMETERY - CELL PHONES	DFT0000877	08/05/2025	58.26
			Vendor 028174 - UNITED STATES CELLULAR Total:	212.76
Vendor: 029010 - VEENSTRA & KIMM INC.				
1	BLDG - MAY INSPECTIONS			2,977.20
2	BLDG - JUNE INSPECTIONS			3,490.20
23766-20	SEWER - WWTP PLANT DIGES...			20,316.64
			Vendor 029010 - VEENSTRA & KIMM INC. Total:	26,784.04
Vendor: 029013 - VERIZON BUSINESS				
6119276561	PD - CELL PHONES AND AIR C...	134605	08/07/2025	-1,629.02

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**COUNCIL CLAIMS 08/11/2025****Payment Dates: 7/29/2025 - 8/11/2025**

Payable Number	Description (Item)	Payment Number	Payment Date	Amount
6119276561	PD - CELL PHONES AND AIR C...	134605	08/07/2025	767.90
6119276561	PD - CELL PHONES AND AIR C...	134605	08/07/2025	617.90
6119276561	PD - CELL PHONES AND AIR C...	134605	08/07/2025	617.90
6119276561	FD - CELL PHONES	134605	08/07/2025	26.91
6119276561	FD - CELL PHONES	134605	08/07/2025	26.91
6119276561	FD - CELL PHONES	134605	08/07/2025	-72.78
6119276561	FD - CELL PHONES	134605	08/07/2025	26.91
6119276561	BLDG - CELL PHONES	134605	08/07/2025	11.54
6119276561	BLDG - CELL PHONES	134605	08/07/2025	11.54
6119276561	BLDG - CELL PHONES	134605	08/07/2025	-31.20
6119276561	BLDG - CELL PHONES	134605	08/07/2025	11.54
<b>Vendor 029013 - VERIZON BUSINESS Total:</b>				<b>386.05</b>
<b>Vendor: 003970 - WORLDWIDE EXPRESS</b>				
250727W007883	FREIGHT W/E 7/30/2025	134597	08/05/2025	13.81
250727W007883	FREIGHT W/E 7/30/2025	134597	08/05/2025	25.95
250730W003410	FREIGHT W/E 8/6/2025	134603	08/07/2025	29.09
<b>Vendor 003970 - WORLDWIDE EXPRESS Total:</b>				<b>68.85</b>
<b>Grand Total:</b>				<b>874,376.32</b>

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

<b>Fund</b>	<b>Expense Amount</b>	<b>Payment Amount</b>
001 - GENERAL FUND	187,397.23	101,769.04
010 - HOTEL/MOTEL TAX	1,775.68	592.39
110 - ROAD USE TAX FUND	9,132.48	337.63
121 - LOCAL OPTION SALES TAX	76,143.85	0.00
178 - CRIME PREV/SPEC PROJECTS	476.00	0.00
301 - C.P. - EQUIPMENT PURCHASE	9,010.46	0.00
302 - C.P. - BUILDING IMPROVEMENTS	75,064.02	0.00
304 - C.P. STREETS	16,056.00	0.00
600 - WATER UTILITY FUND	13,069.24	10,707.24
602 - WATER UTILITY CAP. IMP.	18,971.50	0.00
610 - SEWER UTILITY FUND	16,374.03	10,495.16
612 - SEWER UTILITY CAP. IMP.	398,051.84	0.00
850 - MEDICAL INSURANCE FUND	52,853.99	52,853.99
<b>Grand Total:</b>	<b>874,376.32</b>	<b>176,755.45</b>

Gross payroll \$262,599.08 - August 11, 2025  
City Council Meeting

Gross payroll \$254,145.80 - July 28, 2025  
City Council Meeting

# 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:** August 5, 2025

**SUBJECT:** Employment contract - Mollhoff

Tyler Mollhoff has been hired as a police officer with the City of Carroll effective August 4, 2025. He was previously employed by Rockwell City as an officer and was certified through the Iowa Law Enforcement Academy before our hiring. The City of Carroll will be paying off his employment contract with Rockwell City. This is accomplished through our budget by adjusting his starting salary and the offset of not having to send him to a basic academy.

**RECOMMENDATION:** Council approval of the employment contract with Police Officer Tyler Mollhoff.

## REIMBURSEMENT OF HIRING BONUS AGREEMENT

This agreement is entered into by the City of Carroll, Iowa, hereinafter referred to as "City" and TYLER ROBERT MOLLHOFF, hereinafter referred to as "Employee".

THE INTENT OF THIS AGREEMENT IS TO PAY THE CONTRACT BUYOUT OF THE EMPLOYEE FOR NEW EMPLOYEES THAT POSSESS CERTIFICATION FROM THE IOWA LAW ENFORCEMENT ACADEMY AS A LAW ENFORCEMENT OFFICER, OR POSSESS LAW ENFORCEMENT CERTIFICATION IN ANOTHER STATE AND SUCCESSFUL COMPLETION OF ALL APPLICATION AND EXAMINATION REQUIREMENTS AS OUTLINED IN IOWA ADMINISTRATIVE CODE 501-3.8(80B).

1. The City and the Employee agree that the City will provide \$17,624.71 to the City of Rockwell City, Iowa at the beginning of employment.
2. The Employee shall have a probationary period consistent with the Union Contract, City Personnel Policies and/or the Code of Iowa.
3. In the event the Employee does not successfully complete field training, the Employee shall be released from employment with the City, and the Employee shall reimburse the City for its contract buyout expenses incurred to that date in accordance with the terms set forth in Section 4.
4. In the event the Employee voluntarily resigns or is terminated from the Carroll Police Department without having served as a certified police officer for at least three years, the Employee shall reimburse the City for contract buyout received per the following schedule:
  - a. The amount of reimbursement shall be determined as follows:
    1. If the Employee resigns or is terminated less than 1 year following date of hire, one hundred percent of the total contract buyout shall be paid.
    2. If the Employee resigns or is terminated one year or more, but less than two years, fifty percent of the total contract buyout shall be paid.
    3. If the Employee resigns or is terminated two years or more, but less than three years, twenty-five percent of the total contract buyout shall be paid.
5. If the Employee is dismissed during the probationary period, or properly terminated without having been employed by the City for at least three years, the employee shall reimburse the City for contract buyout as outlined in Section 4. If the Employee is dismissed for any other reason, such as a reduction in force, the Employee shall not be required to pay the City for any unpaid contract buyout costs owed.



6. At the end of three years of employment with the City, the amount owed for contract buyout expenses by Employee shall be zero dollars.
7. Payment of any contract buyout owed to the City by the Employee shall be made in either a lump sum payment or consecutive monthly payments. The lump sum payment, or the first monthly payment, is due thirty days from the last day of employment. Monthly payments shall be made in accordance with the following schedule:

Minimum Monthly Payment	Annual Interest Rate
\$250	8%

Although the minimum monthly payment is set at \$250, the entire balance must be paid in no more than 48 months. If the employee elects to make a lump sum payment within thirty days of the last day of employment, the City will discount the balance due by 10%. Additionally, at any time during the repayment period the employee elects to pay off the balance, the City will discount the remaining balance by 10%.

8. If the Employee is killed or permanently and totally disabled as defined in Chapter 411 of the Iowa Code, while in the employ of the City any contract expenses shall be considered reimbursed in full.
9. This agreement may be amended or canceled only upon written agreement of both the City and the Employee.
10. The Employee shall notify the City of the Employee's place of residence while in the employ of the City and/or until such time as the debt for expenses is satisfied in full.


I have read this agreement and fully understand that I may be obligated to repay the total contract expenses that are incurred on my behalf. I further acknowledge that my signature is voluntary and this agreement was signed before beginning employment with the City of Carroll.

Executed this 4 day of August, 2025

CITY OF CARROLL  
CARROLL COUNTY, IOWA  
CITY COUNCIL

EMPLOYEE

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

  
Tyler Robert Mollhoff

ATTEST:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Laura A . Schaefer, City Clerk/Finance Director

**BRUNER, BRUNER, REINHART & MORTON, LLP**

**ATTORNEYS AT LAW**

Barry T. Bruner  
David S. Bruner  
Eric D. Reinhart  
Jessica L. Morton

225. E. 7<sup>th</sup> Street  
CARROLL, IOWA 51401-0863  
Telephone (712) 792-3480  
Fax (712) 792-6981  
[www.brunerlegal.com](http://www.brunerlegal.com)

Robert S. Bruner  
(1913-2006)  
Robert F. Feilmeyer  
(retired)

**MEMO**

TO: Mayor Fleshner, City Council and Manager  
FROM: David S. Bruner, City Attorney *DS*  
DATE: July 23, 2025  
  
RE: Acceptance of tobacco Settlement Agreements-Hy-Vee Food Store

**BACKGROUND**

On March 6, 2025, tobacco retailer compliance checks by the Carroll Police Department resulted in a citation being issued to an employee of Hy-Vee Food Store for providing tobacco to a minor. In accordance with State law, the City must pursue a civil penalty against the tobacco permit holder. The civil penalty for a second offense is \$1,500.00 for Hy-Vee Food Store.

The above retailer has made its payment of the civil penalty and submitted their Settlement Agreement.

**RECOMMENDATION**

Motion authorizing the Mayor to execute the Order accepting the Settlement Agreement from the above retailer for violation of the State's tobacco law.

**BEFORE THE CARROLL CITY COUNCIL**

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In Re:

Hy-Vee Food Store  
905 W. US Hwy 30  
Carroll, IA 51401

ORDER ACCEPTING  
AGREEMENT  
(SECOND VIOLATION)

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ON this 11th day of August 2025, in lieu of a public hearing on the matter, the Carroll City Council approves the attached Agreement between the above captioned permittee and the City of Carroll.

THEREFORE, the Carroll City Council FINDS that the above captioned permittee has remitted to the City of Carroll a civil penalty in the amount of fifteen- hundred dollars (\$1,500.00). This violation dated March 6, 2025, will count as a second violation of Iowa Code Section 453A.2(1), pursuant to Iowa Code Section 453A.22(2)(b).

IT IS THEREFORE ORDERED that the judgment in this matter is hereby satisfied.

---

Gerald H. Fleshner, Mayor

ATTEST:

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Laura A. Schaefer, City Clerk

cc: Iowa Department of Justice  
Hoover Building  
Des Moines, IA 50319

IN RE:

Hy-Vee Food Store  
905 W. Hwy 30.  
Carroll, IA 51401

SETTLEMENT AGREEMENT

Date of Offense: March 6, 2025

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We hereby knowingly and voluntarily acknowledge that we have received the Notice of Hearing and the Complaint in the above case. We hereby knowingly and voluntarily acknowledge the facts and allegations contained in the complaint, and knowingly and voluntarily admit that the same are true and correct. We hereby knowingly and voluntarily waive hearing and submit to the statutory penalty prescribed by Iowa law. We understand that this violation dated March 6, 2025, will count as an official "Second Violation" of Iowa Code Section 453A.2 pursuant to Iowa Code Section 453A.22. We have elected to pay the civil penalty of \$1,500 to the City of Carroll, Iowa, and said payment is enclosed to settle the above referenced complaint.

HY-VEE FOOD STORE

By



DATE

6-30-2025

NOTE: This must be signed by an individual cigarette permittee, or in the case of another business entity, by individual(s) who have authority to bind the entity.

# 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:** August 5, 2025  
**SUBJECT:** Ordinance Amending Mayor and City Council Compensation

As directed, staff has drafted an ordinance amending the Mayor and City Council members' compensation for special council meetings. Special meetings are defined as any meeting outside the normal council schedule and/or requested by an outside entity. Not included as special meetings at this time are the strategic planning process and the two to three budget work sessions held each year.

**RECOMMENDATION:** Mayor and City Council consideration and approval of the first reading an ordinance amending provisions pertaining to Mayor and City Council compensation.

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

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF CARROLL, IOWA, BY AMENDING PROVISIONS PERTAINING TO MAYOR AND CITY COUNCIL COMPENSATION.**

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

**SECTION 1. SECTION MODIFIED.** Chapter 15, Section 04, of the Code of Ordinances of the City of Carroll, Iowa, is repealed and the following adopted in lieu thereof:

**15.04 COMPENSATION.** The salary of the Mayor is \$400.00 per month plus \$50 per special meeting. Special meetings shall be defined as meetings requested by any outside entity or outside the normally scheduled Council meetings. Special meetings do not include the strategic planning process or budget work sessions.

**SECTION 2. SECTION MODIFIED.** Chapter 17, Section 06, of the Code of Ordinances of the City of Carroll, Iowa, is repealed and the following adopted in lieu thereof:

**17.06 COMPENSATION.** The salary of each Council member is \$200.00 per month plus \$50 per special meeting. Special meetings shall be defined as meetings requested by any outside entity or outside the normally scheduled Council meetings. Special meetings do not include the strategic planning process or budget work sessions.

**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 adjudged not 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 adopted by the Carroll City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

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

ATTEST:

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

# City of Carroll

**Brad Burke, Chief of Police**

**Police Department**

112 E. 5th Street

Carroll, Iowa 51401-2799

(712) 792-3536

FAX: (712) 792-8088

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

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

**DATE:** August 5, 2025

**SUBJECT:** Carroll City Ordinance Chapter 65.02(97) amendment – stop sign on Vine at 11<sup>th</sup> Street Southbound only

Chapter 65 of the Carroll City Code deals with Stop or Yield Regulations and specifically 65.02(97) deals with stop requirements on Vine Street. The City has received a request for a stop sign at the intersection of Vine Street and Eleventh Street. A stop sign has been put in place for northbound traffic from the Aquatic Center parking lot. This ordinance will then require stopping vehicle traffic southbound on Vine Street.

**RECOMMENDATION:** Council consideration and approving first hearing of the ordinance change approving the amendment to Chapter 65.02, subsection 97 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  
STOP OR YIELD REQUIRED

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

SECTION 1. Chapter 65, Section 02, Subsection 97, of the Code of Ordinances of the  
City of Carroll, Iowa, 2011, is repealed and the following is adopted in lieu thereof:

65.02(19)

Vine Street. Vehicles traveling on Vine Street shall stop at the following street  
intersections:

- A. U.S. Highway No. 30 – southbound only
- B. Eleventh Street – southbound only

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

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

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

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

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

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

ATTEST:

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

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

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



# City of Carroll

627 N. Adams Street

Carroll, Iowa 51401

(712) 792-1000

FAX: (712) 792-0139

**MEMO TO:** Aaron Kooiker, City Manager   
**FROM:** Laura A. Schaefer, Finance Director/City Clerk   
**DATE:** August 6, 2025  
**SUBJECT:** FY 2024/2025 Year End Transfers Resolution

Attached is a resolution listing each transfer for FY 2024/2025. All the items in the resolution were included in the FY 2024/2025 re-estimated balances when the FY 2025/2026 budget was prepared.

Also attached is a list of all the funds and the effect the transfers have on each fund's ending balance. This list also includes a comparison of what the June 30, 2025 ending fund balance was re-estimated to be when the FY 2025/2026 budget was prepared. In many cases, State of Iowa code requires special revenue money to be deposited into its own separate fund and then transferred to another fund to cover eligible expenses.

There are a number of reasons why there is a difference between the actual ending fund balance and the projected ending fund balance. Those reasons include operating expenses less than anticipated, revenues greater than anticipated, budgeted equipment purchases to be spent in FY 26 and capital projects to be completed in FY 26.

For FY 2024/2025, revenues were approximately \$22,900,594, compared to amended budgeted revenues of (excluding transfers) \$25,978,293. Expenses were \$24,232,164, compared to amended budgeted expenses of (excluding transfers) \$33,130,748. The FY 2024/2025 amended budget included an amended budgeted deficit of \$7,152,455; however, the city ended FY 2024/2025 with a smaller deficit of approximately \$1,331,570 mainly due to the timing of completion of capital projects.

If you have any questions about the proposed transfers, feel free to call me or stop by City Hall.

**RECOMMENDATION:** Council consideration and approval of the attached resolution authorizing the FY 2024/2025 transfers.

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

A RESOLUTION AUTHORIZING THE CITY CLERK TO MAKE THE APPROPRIATE INTERFUND TRANSFERS OF SUMS AND RECORD THE SAME IN THE APPROPRIATE MANNER FOR FY 2025 FOR THE CITY OF CARROLL, IOWA

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

**SECTION 1: Authorize the City Clerk to Transfer Funds.** That the City Clerk be and is hereby authorized by the City Council to make the appropriate interfund transfer of sums and record the same in the appropriate manner for FY 2025.

**SECTION 2: Transfer of Funds.** The City Clerk will transfer the following sums and to record the same in the appropriate manner:

1. Transfer from the Employee Benefit Special Revenue Fund to the General Fund - \$1,043,338.23 to pay for General Fund employee benefit expenses
2. Transfer from the Water Utility Fund to the General Fund - \$80,998.00 to pay for insurance liability & property expenses
3. Transfer from the Sewer Utility Fund to the General Fund - \$107,937.00 to pay for insurance liability & property expenses
4. Transfer from Employee Benefit Special Revenue Fund to the Road Use Tax Fund - \$113,505.04 to pay for Road Use Tax employee benefit expenses
5. Transfer from Downtown Urban Renewal Special Revenue Fund to Local Option Sales Tax (LOST) Fund - \$100,000.00 for eligible urban renewal expenses (Catalyst Grant Match)
6. Transfer from Downtown Urban Renewal Special Revenue Fund to Debt Service Fund - \$32,091.11 to pay for FY 2025 principal and interest payments
7. Transfer from Sewer Utility Fund to Debt Service Fund - \$735,420.00 to pay for FY 2025 principal and interest payments
8. Transfer from LOST Fund to Debt Service Fund - \$235,000.00 for property tax relief
9. Transfer from LOST Fund to Debt Service Fund - \$394,312.50 for FY 2025 principal and interest payments for the 2022A GO LOST debt issuance
10. Transfer from Ashwood Urban Renewal Special Revenue Fund to Debt Service Fund - \$1,807.84 to repay the debt service fund for principal and interest payments
11. Transfer from Water Utility Fund to C.P. – Building Improvements Fund - \$138,000.00 for the Roof Replacement Projects
12. Transfer from the General Fund to C.P. – Airport Fund - \$9,331.94 to pay for the Airport LED Light Conversion Project
13. Transfer from the General Fund to C.P. – Streets Fund - \$50,000.00 for a sidewalk transition plan
14. Transfer from LOST Fund to C.P. – Streets Fund - \$300,000.00 for the Twelfth Street Reconstruction Project
15. Transfer from Federal Special Revenue Fund to C.P. – Utility Fund - \$6,410.39 for the West Golfview Subdivision Project

16. Transfer from Water Utility Fund to Water Utility Depreciation Fund - \$50,000.00 for future water plant improvements
17. Transfer from Downtown Urban Renewal Special Revenue Fund to Water Utility Fund - \$1,062,500.00 to re-pay an interfund loan for urban renewal public improvement projects
18. Transfer from Water Utility Fund to Water Utility Capital Improvement Fund - \$1,515,000.00 for water capital projects
19. Transfer from Downtown Urban Renewal Special Revenue Fund to Sewer Utility Fund - \$75,750.00 to re-pay an interfund loan for urban renewal public improvement projects
20. Transfer from Sewer Utility Fund to Sewer Utility Depreciation Fund - \$35,000.00 for future sewer plant improvements
21. Transfer from Sewer Utility Fund to Sewer Utility Capital Improvement Fund - \$860,000.00 for sewer capital improvement projects
22. Transfer from Federal Special Revenue Fund to Sewer Utility Capital Improvement Fund - \$977,351.78 for the Wastewater Treatment Plant Digester & VLR Air Piping Improvements Project

PASSED AND APPROVED this 11th day of August, 2025.

CITY COUNCIL OF THE  
CITY OF CARROLL, IOWA

---

Gerald H. Fleshner, Mayor

Attest:

---

Laura A. Schaefer, City Clerk

**CITY OF CARROLL  
FUND BALANCES  
JUNE 30, 2025**

	JULY 1, 2024 BEGINNING BALANCE	JUNE 30, 2025 BEFORE TRANSFERS	TRANSFERS IN	TRANSFERS OUT	JUNE 30, 2025 ENDING BALANCE AFTER TRANSFERS	JUNE 30, 2025 RE-EST PROJECTED BALANCE
GENERAL FUND	3,971,460.00	2,396,658.52	1,232,273.23	59,331.94	3,569,599.81	?, ^
HOTEL/MOTEL TAX	605,153.62	831,422.48			831,422.48	x
ELECTRIC FRANCHISE	155,754.43	274,668.93			274,668.93	
FEDERAL GRANTS SR FUND	1,180,599.20	1,063,762.17		983,762.17	80,000.00	xxx
ROAD USE TAX FUND	4,248,856.72	4,469,606.37	113,505.04		4,583,111.41	??
EMP BENEFIT S.R.	-	1,156,843.27		1,156,843.27	-	
LOCAL OPTION SALES TAX	1,406,795.58	3,396,618.44	100,000.00	929,312.50	2,567,305.94	???
UR DOWNTOWN S.R.	225,478.95	168,401.49		132,091.11	36,310.38	
UR ASHWOOD BUSINESS PARK	-	1,807.84		1,807.84	-	
WESTFIELD UR SPEC REVENUE	47,179.81	49,001.91			49,001.91	
ROLLING HILLS SOUTH CONDO	6,656.68	17,056.85			17,056.85	
REC CENTER TRUST FUND	39,972.43	42,460.98			42,460.98	
LIBRARY TRUST FUND	54,335.91	57,778.26			57,778.26	
POLICE FORFEITURE	12,134.29	7,915.89			7,915.89	
CRIME PREV/SPEC PROJECTS	41,229.72	37,356.12			37,356.12	
DEBT SERVICE FUND	119,883.25	(1,286,413.17)	1,398,631.45		112,218.28	
C.P. - EQUIPMENT PURCHASES	606,024.05	219,208.40			219,208.40	xx
C.P. - BUILDING IMPROVEMENTS	571,109.37	416,348.82	138,000.00		554,348.82	
C.P. - AIRPORT	(176,286.41)	(9,331.94)		9,331.94	-	
C.P. - STREETS	3,691,705.80	1,708,635.84	350,000.00		2,058,635.84	
C.P. - PARKS & RECREATION	1,405,227.53	(219,534.97)			(219,534.97)	^^
C.P. - REC CENTER BLDG	147,077.39	141,178.09			141,178.09	
C.P. - STREETS MAINTENANCE BLDG	51,940.20	34,175.45			34,175.45	
C.P. - UTILITY FUND	(56,475.00)	(119,261.39)	6,410.39		(112,851.00)	xxx
PERPETUAL CARE FUND	662,436.11	704,266.86			704,266.86	
REC CNTR TRST-PERMANENT	69,049.09	71,812.34			71,812.34	
WATER UTILITY FUND	1,360,030.48	3,116,373.78		1,783,998.00	1,332,375.78	^
WATER UTILITY DEPR.	1,176,089.40	1,223,154.88	50,000.00		1,273,154.88	
WATER UTILITY CAP. IMP.	1,269,107.53	106,176.00	1,515,000.00		1,621,176.00	xx
WATER METER DEPOSIT	46,635.90	47,300.90			47,300.90	
SEWER UTILITY FUND	2,604,180.39	4,005,300.02		1,738,357.00	2,266,943.02	^
SEWER UTILITY DEPR.	875,288.18	910,315.99	35,000.00		945,315.99	
SEWER UTILITY CAP. IMP.	1,872,891.68	1,652,367.18	1,837,351.78		3,489,718.96	xx
STORM WATER UTILITY	1,643,258.88	1,980,259.42			1,980,259.42	
STORM WATER CAP. IMP.	101,973.91	31,493.61	-		31,493.61	
MEDICAL INSURANCE FUND	1,120,582.80	1,154,877.04			1,154,877.04	
<b>TOTAL</b>	<b>31,157,337.87</b>	<b>29,860,062.67</b>	<b>6,785,503.83</b>	<b>6,785,503.83</b>	<b>29,860,062.67</b>	<b>24,674,366</b>

? - Apprx. \$47,000 of projects budgeted in FY 25 to be considered/completed in FY 26

?? - Actual RUT collections were \$15,690 greater than projected/sold street sweeper \$55,000/snow removal expenses \$27,400 less than anticipated/carryover projects of \$215,000

??? - \$514,000 carryover projects/LOST collections were \$59,800 greater than re-estimated

x - \$308,000 of budgeted items not completed as June 30, 2025/\$11,000 more in hotel/motel collections than re-estimated

xx - Capital projects/equipment purchases not complete as of June 30, 2025

xxx - Expenses related to the Ziegler UR Area.

^ - Combination of revenue collections greater than anticipated and operating expenses less than anticipated

^^ - Anticipating grants/donations to be received for Merchants Park Project

# 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:** August 6, 2025

**SUBJECT:** Roof Replacement Projects  
Change Order No. 1

Following award of the Roof Replacement Projects contract, the Airport Commission reviewed the need for ceiling insulation replacement in three of the buildings included for roof replacement. The Commission decided to replace ceiling insulation in two of the three buildings. The two buildings, along with insulation replacement costs, are as follows:

Main Shop Hanger	\$22,123.56
West Garage – Maintenance Equipment	\$ 8,683.19

Change Order No. 1 has been prepared to add this work to the Contract

The impact of Change Order No. 1 on the Contract price is as follows:

Original Contract Price	\$635,206.96
Change Order No. 1	\$30,806.75
Contract Price With Change Order	\$666,013.71

**RECOMMENDATION:** Mayor and City Council consideration of approval of Change Order No. 1 to the Roof Replacement Projects Contract in the amount of a \$30,806.75.

RMK:lp

attachments (1)

CHANGE ORDER  
NO. 1

PROJECT: ROOF REPLACEMENT PROJECTS  
OWNER: City of Carroll, Iowa  
CONTRACTOR: Rigid Edge Exteriors, LLC  
ENGINEER: McClure Engineering Company

OWNER'S Contract No.: Resolution #24-90

DATE OF ISSUANCE: August 6, 2025

EFFECTIVE DATE: August 11, 2025

You are directed to make the following changes in the Contract Documents:

Description: See Attached

Reason for Change Order: See Attached


Attachments: Attachment A

CHANGE IN CONTRACT PRICE:
Original Contract Price: \$ 635,206.96
Net Increase (Decrease) from previous Change Order No. 1: \$ 0.00
Contract Price prior to this Change Order: \$ 635,206.96
Net Increase of this Change Order: \$ 30,806.75
Contract Price with all approved Change Orders: \$ 666,013.71

CHANGE IN CONTRACT TIMES:
Original Contract Times: Ready for final payment: September 1, 2025
Net change from previous Change Orders No. --- to No. ---. Ready for final payment: None
Contract Times prior to this Change Order: Ready for final payment: September 1, 2025
Net increase (decrease) this Change Order: Ready for final payment: None
Contract Times with all approved Change Orders: Ready for final payment: September 1, 2025

RECOMMENDED:

City of Carroll

By:   
Randall M. Krauel, City Engineer

Date: August 6, 2025

APPROVED:

City of Carroll

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

Date: August 11, 2025

ACCEPTED:

Rigid Edge Exteriors, LLC

By: \_\_\_\_\_  
(Authorized Signature)

Date: \_\_\_\_\_ Page 31

## ROOF REPLACEMENT PROJECTS

### CHANGE ORDER NO. 1 ATTACHMENT A

**Description:**

Replace ceiling insulation in the Airport Main Shop Hanger and West Garage – Maintenance Equipment.

**Reason for Change Order:**

Ceiling insulation in the two buildings was reviewed by the Airport Commission and determined to be in need of replacement due to prior damage.

**Cost:**

<u>Item No.</u>	<u>Description</u>	<u>Unit</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
1.1	Main Shop Hanger	LS	1		\$ 22,123.56
1.2	West Garage - Maintenance Equipment	LS	1		\$ 8,683.19
<b>Total Change Order No. 1</b>					<b>\$30,806.75</b>



## CARROLL AIRPORT COMMISSION

### Regular Meeting

The regular meeting of the Carroll Airport Commission was held on Monday, July 14, 2025, at the Arthur Neu Airport. Commission members in attendance were Norman Hutcheson, Greg Siemann, Gene Vincent and Kevin Wittrock. Also attending were Don Mensen, airport manager and Carol Schoeppner, recording secretary. Dick Fulton did not attend. Chairman Hutcheson conducted the 5:30 P.M. meeting.

### MINUTES

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

### CONTRACTS

The three year airport operators agreement and the airport facilities lease commencing on July 1, 2025 and ending June 30, 2028, between Carroll Aviation, Inc. and the City of Carroll was discussed. Carroll Aviation agrees to furnish the service of Donald P. Mensen. The one year secretarial agreement between Carol Schoeppner dba Schoeppner Secretarial Services was also discussed. A motion by Comm. Siemann and seconded by Comm. Vincent was made to approve both contracts. All present voted aye. Nays: None Abstain: None Absent: Dick Fulton. Motion carried 4/0.

### TOPICS DISCUSSED:

The Commission discussed increasing the hanger rent by \$20.00 a month. A motion by Comm. Siemann and seconded by Comm. Wittrock was made to increase the rent effective July 1, 2025. All present voted aye. Nays: None Abstain: None Absent: Dick Fulton. Motion carried 4/0.

The Commission will solicit bids for the rental car.

Roof repair is in progress and the City will do the final inspection.

Waiting to hear from the State for the taxiway repair.

July 14, 2025

Page 2

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

Carroll Aviation	contract	\$ 7,485.00
Wittrock Motor	June car rental	550.00
Haley Equipment	mower repair	1,761.01
Tigges Overhead	hanger repair	700.00
Chad Steinkamp	fertilizer/seed	6,306.08
Raccoon Valley Elec	June electric service	1,032.84
Carroll Refuse	June garbage	68.83
R&R Septic Services	restroom/roofers	130.00
Drees Co/EcoWater	repair/water	32.00
Carol Schoeppner	secretary contract	350.00

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

There being no further business, a motion by Comm. Siemann and seconded by Comm. Wittrock was made to adjourn at 6:22 P.M. All present voted aye. Nays: None Abstain: None Absent: Dick Fulton. Motion carried 4/0.

The next regular meeting of the Carroll Airport Commission will be August 11, 2025 at the Arthur Neu Airport.

Chairman/Vice-Chairman

ATTEST:

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CARROLL AIRPORT COMMISSION

Regular Meeting

Monday, August 11, 2025

5:30 P.M.

Arthur Neu Airport

AGENDA

Approve previous meeting minutes

Rental Car Contract

Roof Repair

Taxiway Repair

Flight Breakfast

New Business

Approve monthly bills

BOARD OF ADJUSTMENT  
MINUTES OF AUGUST 4, 2025

The Board of Adjustment met in regular session on this date at 5:15 PM in the Council Chambers, City Hall, 627 N Adams Street. Members present: Bill Beck, Jonathan Campbell, Aaron Juergens, Mark O’Leary and Sandy Thompson. Absent: None. Also present: David Bruner, City Attorney, Aaron Kooiker, City Manager, Dan Hannasch, Building/Fire Safety Official and Chris Flattery, Building Official.

\* \* \* \* \*

O’Leary served as interim chairperson to elect a chairperson. MOTION by Campbell, second by Beck to elect O’Leary as chairperson. All present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 5-0. O’Leary assumed the chair. MOTION by Campbell, second by Thompson to elect Juergens as vice-chairperson. All present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried.

\* \* \* \* \*

MOTION by Juergens, second by O’Leary, to approve the minutes of the August 5, 2024, meeting as mailed. All present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 5-0.

\* \* \* \* \*

Case 08-25-01, a request for a special use permit, home occupation, from Nancy Baack, who the property located at 718 Lakewood Dr, legally described as Lot 14, Collison’s Fifth Subdivision to the City of Carroll, Carroll County, Iowa, was presented for consideration by the Board. Nancy Baack proposes to operate a micro-catering business in her home. All adjacent property owners were provided written notice via USPS. Nancy Baack appeared before the Board to support the request and read a letter stating she would like to offer a meals-to-go option for 15-20 clients a week. She went on to say the pick-up time for the pre-ordered meals would be on a given day for approximately 3 hours at her home and that the meals would be offered 2 to 4 times a month. She is in the process of obtaining the appropriate state licensing for a “Home Food Processing Establishment (HFPE) and the food safety training that is required along with it. No other persons appeared to support or oppose the request. MOTION by Juergens, second by Beck, to approve the Special Use Permit for Home Occupation for a micro-catering business. All present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 5-0.

\* \* \* \* \*

MOTION by Juergens, second by Campbell, to adjourn at 5:20 PM. All present voted aye. Nays: None. Abstain: None. Absent: None. Motion carried 5-0.

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Mark O’Leary, Chairperson

---

Aaron Kooiker, City Manager

DRAFT